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

Full Based

User Manual
Manufacturing - Galenical
(Work Order)

Version	**: 7th Edition**
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Application reference: PhIS & CPS v1.7.1

Table of Contents

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 detail:

- New Work Order
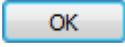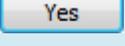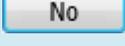- Hold/Release Work Order
- Delete Work Order
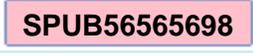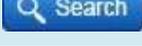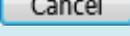- Quarantine Wok Order

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
- Section 5 : Links 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.	**HPSF00088304**	Automatically Display/Retrieve Box
C	Reset Login Screen	**i**	Show Help
🖳 Home	Display Home Tab	**🔍 Search**	Search Record
⊘	Cancel	▼	Dropdown Box
🔍	Search Icon	*	Mandatory Field
✏	Edit Record		Empty Text Box
Cancel	Cancel Button		

Galenical Work Order Module Legend

Worksheet	View/print worksheet	Label	View/print label
Confirm	To confirm the record	II	Hold the Work Order
Production Complete	Process complete	Record Completion	Record complete
(icon)	Release the Work Order	Release	Release Work Order from quarantine
Reject	Reject Galenical process		

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.
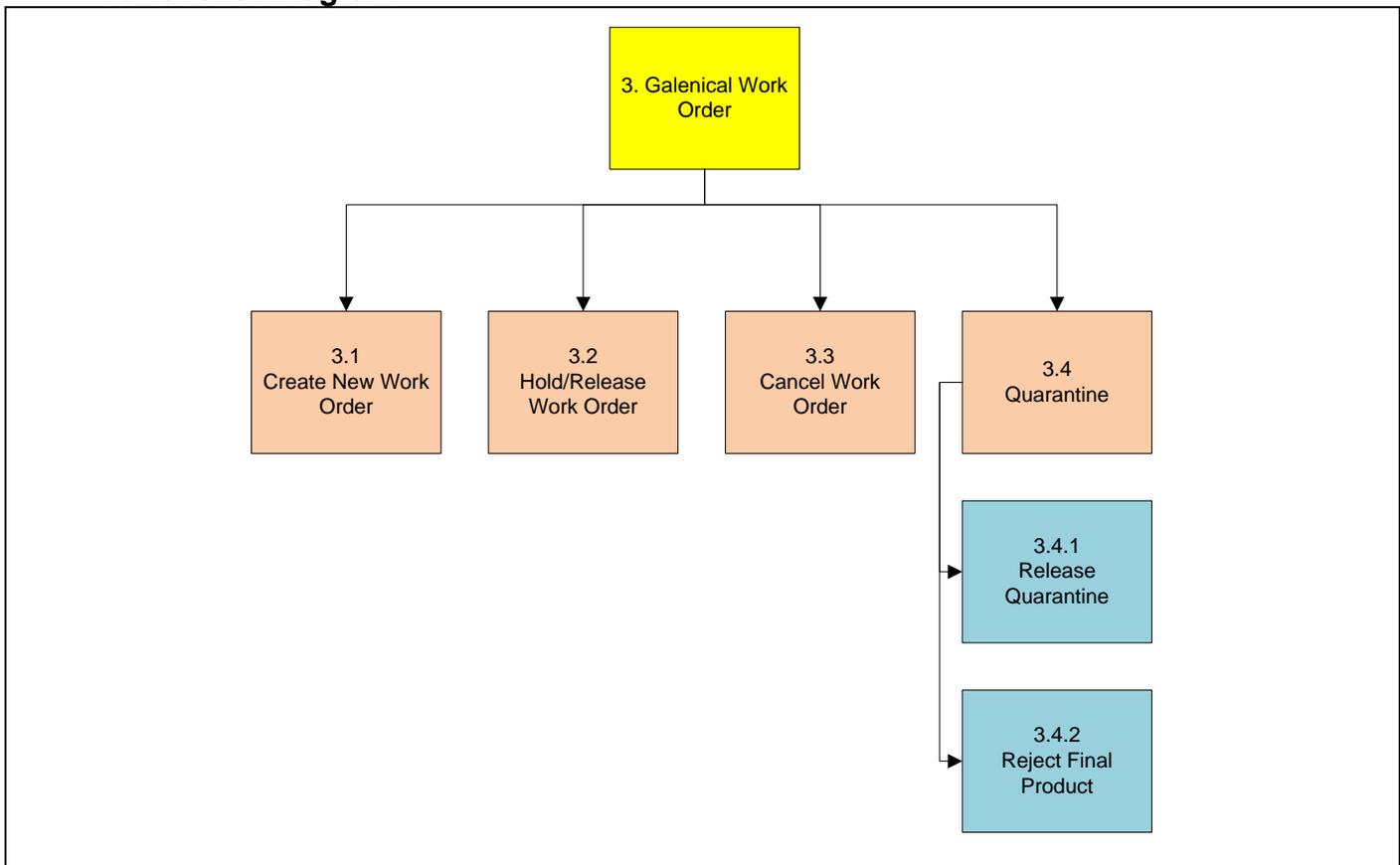
Functional Diagram

Figure 3.0 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

- **Delete Work Order**

  This function allows user to cancel any record with 'New' status

- **Quarantine**

  This function is used to quarantine any product which is still in progress

3.1 Create New Galenical Work Order

Galenical work order is referring to the preparations of pharmaceutical products (sterile and non-sterile) that are prepared by pharmacist in batches (bulk). Work order transaction is created based on the standard formulation defined in IWP. The preparation includes:

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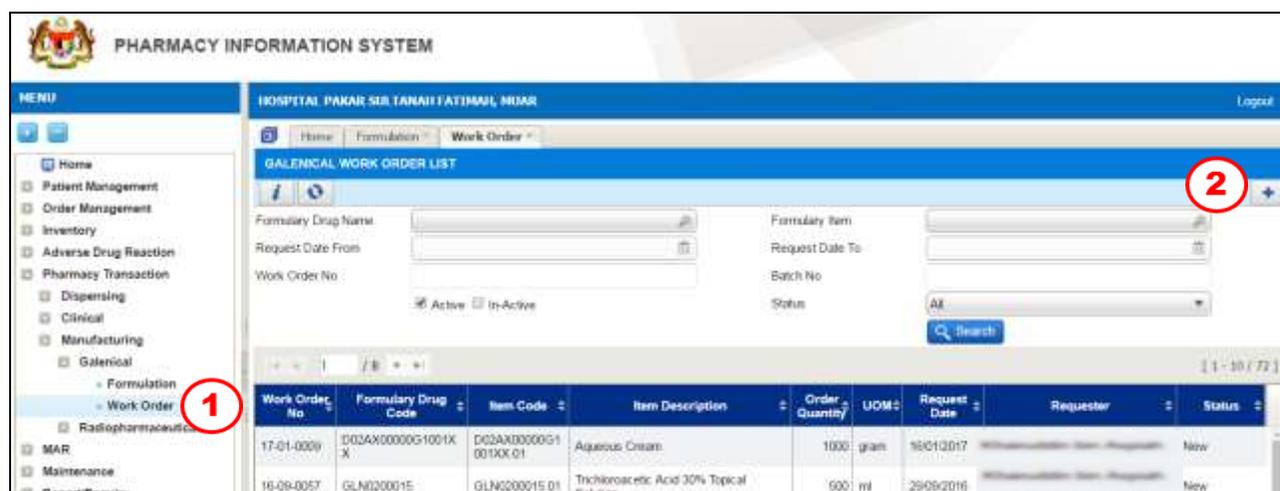   d. Internal preparations
   e. External preparations

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.*

- *New created work order **Request Status** will be by default to 'New'.*

- ***Request by** will be default to user's login ID*

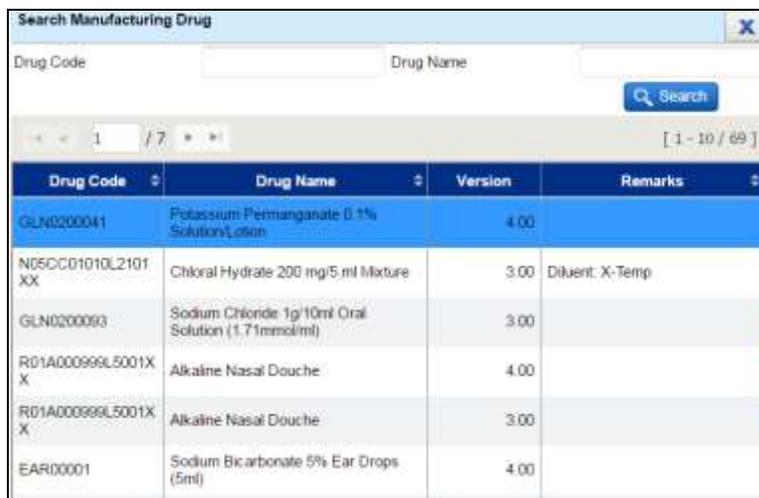- ***Request Date** will be default to system date/time.*
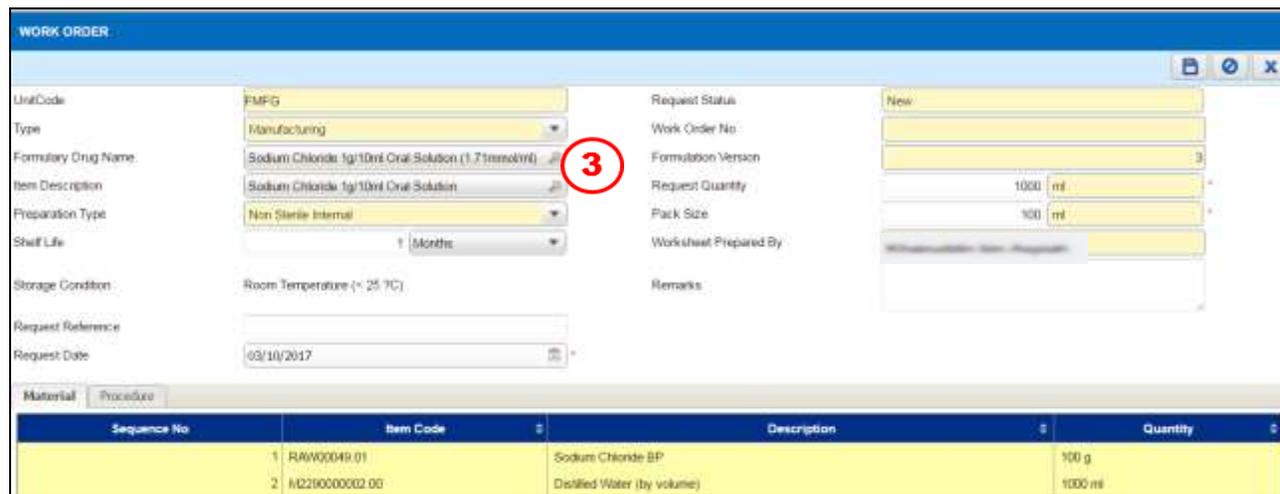
Figure 3.1-2 New Work Order screen

STEP 3

Click on the 🔍 button to search for the Formulary Drug Name

Note
- List of *Formulary Drug Name* will be displayed as shown in Figure 3.1-3.

Figure 3.1-3 List of Formulary Item

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

- *Formulary Drug Name* is displayed based on the available Formulation record and the drug should exists in user's unit catalog.

- *Item Description* is displayed based on the item is set as active in Drug/Non Drug Catalogue and specified as manufactured item in item master

Figure 3.1-4 New Work Order screen

STEP 4
Change the *Shelf Life* if required

STEP 5
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 6

Click on the [📅] to change the *Requested Date*

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

STEP 7
Change the **Remarks** if applicable

STEP 8
Enter *Request Reference* if applicable

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

STEP 9

Click on the [💾] button to save the record

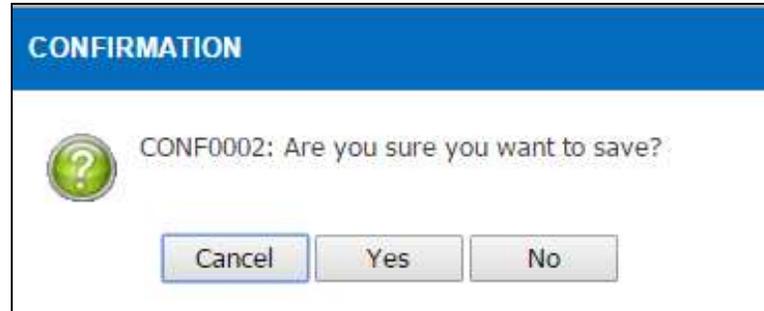- *Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on* *button*

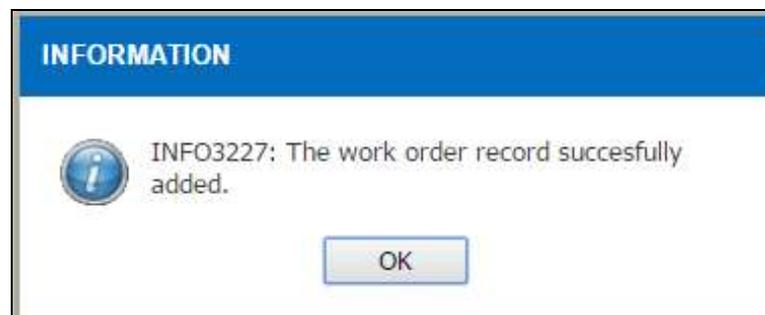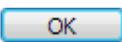**Figure 3.1-5 Save Record Alert Message**
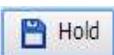
- *Click on the* [Yes] *button.*

Figure 3.1-6 Save Record Alert Message

- *Click on the* [OK] *button.*

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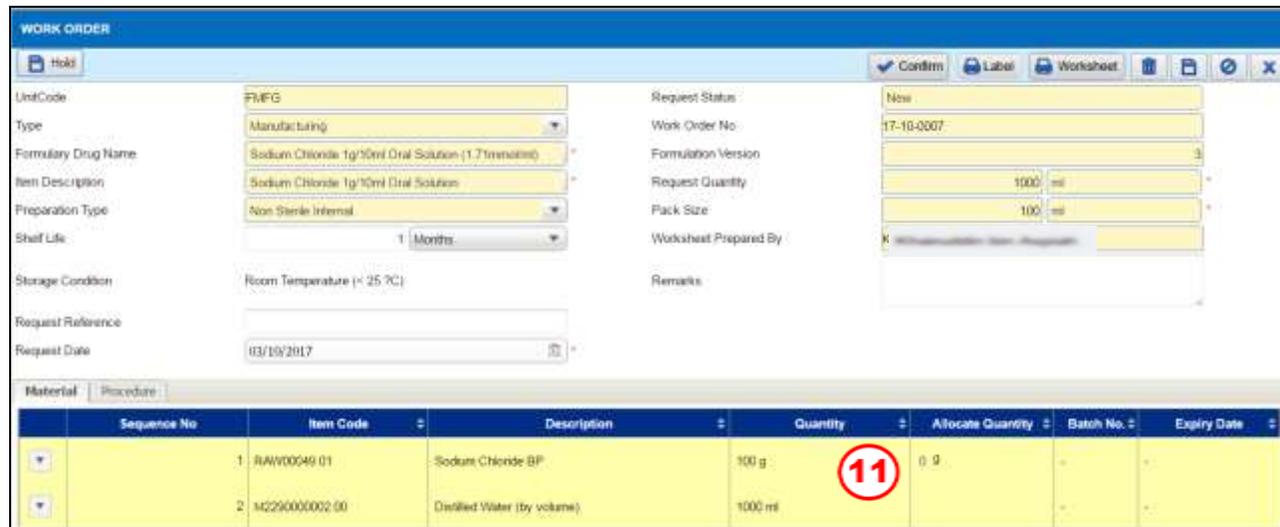
  -
  -
  -
  -

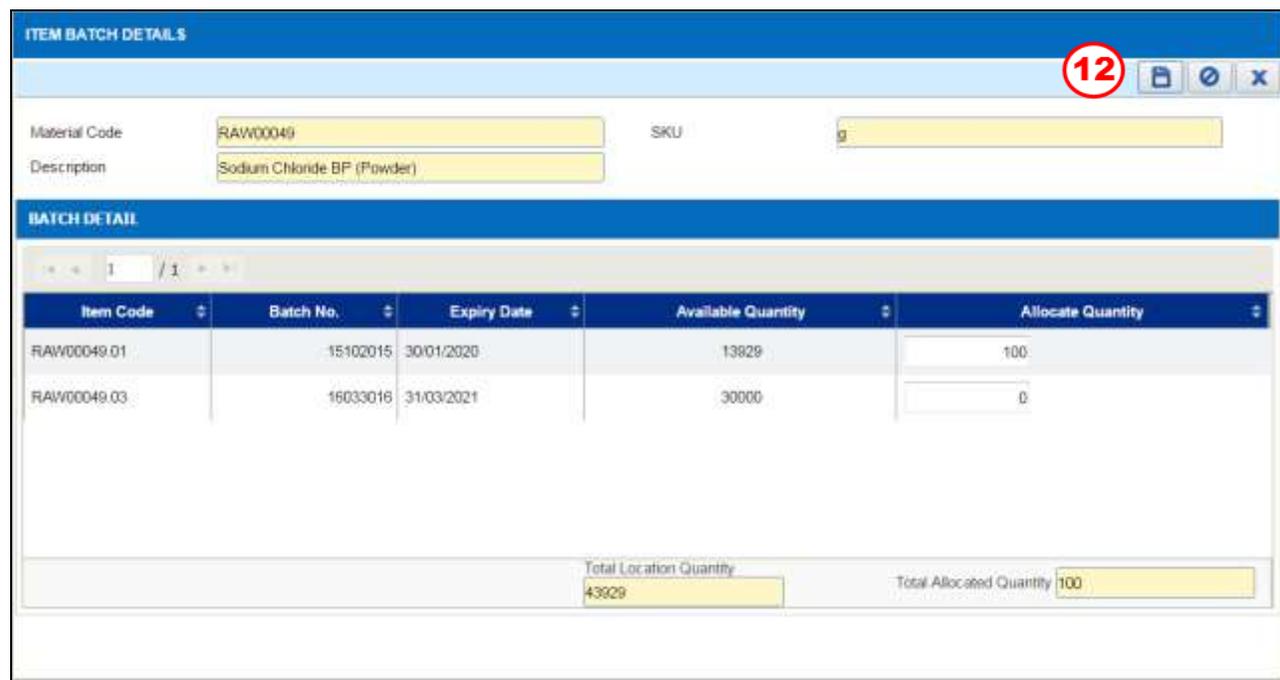| Character	Description	Value
1-2	Current year in 'YY' format	14
3-4	Current month in 'MM' format	05
5-10	Running number	Starting from 0001. This running number will be restarted to 0001 of every month.

Table 3.1-1

STEP 10

Click on the [X] button to exit

Figure 3.1-7 Work Order

Figure 3.1-8 Item Batch Details

STEP 11
Click on the *Allocate Quantity* hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

STEP 12

Click on the [💾] button to proceed with batch allocation

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 Location 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.*
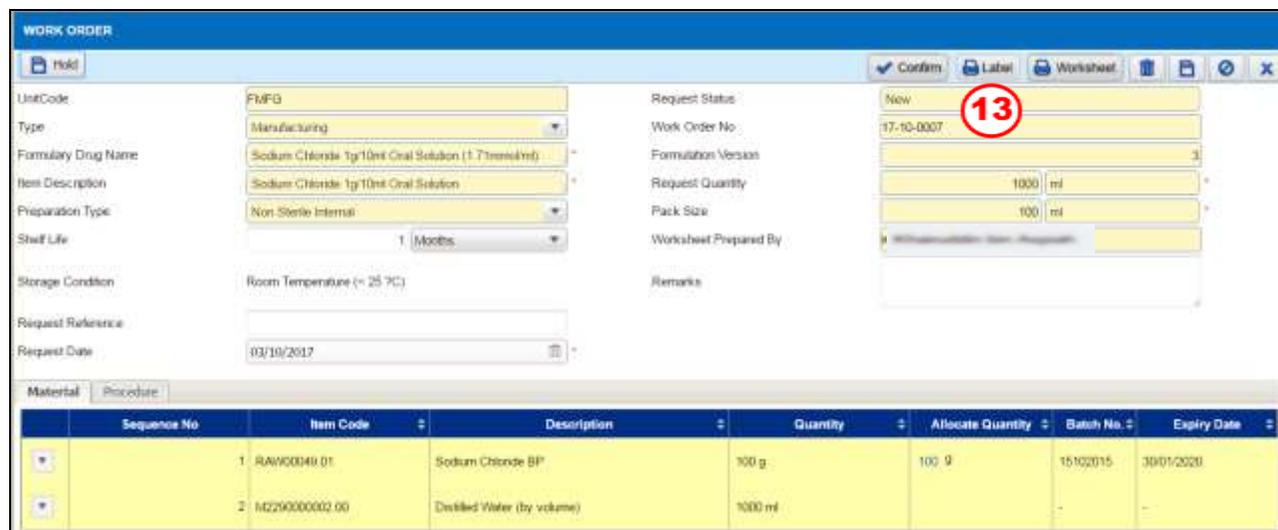

Figure 3.1-9 View/Print Label

STEP 13

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

Figure 3.1-10 Non PN Drug Print Label

STEP 14

Choose the size by selecting the radio button and click on the 🖶 Label button

Note

- *Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-15.*

Hospital Miri
Sodium Chloride 0.9% Eye Drops

Qty:	5 ml	
Batch No:	PHAR-170314-6	Worksheet ID: 17-03-0001
Date Prepared: 14/03/2017		Date Exp: 28/03/2017
Storage :	Refrigerate (2 - 8 °C), Protect from Light	

Figure 3.1-11 Non PN Drug Label '90mm x 60mm'

Betamethasone Valerate 1 in 8 Cream	Betamethasone Valerate 1 in 8 Cream
Qty : 1000 g Batch : PS00-180125-37 Prep Dat : 25/01/201 Exp Date : 24/02/201 Hospital Pakar Sultanah Fatimah, Muar	Qty : 1000 g Batch : PS00-180125-37 Prep Dat : 25/01/201 Exp Date : 24/02/201 Hospital Pakar Sultanah Fatimah, Muar
Betamethasone Valerate 1 in 8 Cream	Betamethasone Valerate 1 in 8 Cream
Qty : 1000 g Batch : PS00-180125-37 Prep Dat : 25/01/201 Exp Date : 24/02/201 Hospital Pakar Sultanah Fatimah, Muar	Qty : 1000 g Batch : PS00-180125-37 Prep Dat : 25/01/201 Exp Date : 24/02/201 Hospital Pakar Sultanah Fatimah, Muar

Figure 3.1-12 Non PN Drug Label '40mm x 20mm'

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak **Iodine and Potassium Iodide** **Aqueous Solution (Lugol's** **Solution)** Qty 100 ml Batch No: PS00-171227-9 Prep : 27/12/201 Exp : 24/01/201 Dat Date Hospital Pakar Sultanah Fatimah, Muar	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak **Iodine and Potassium Iodide** **Aqueous Solution (Lugol's** **Solution)** Qty : 100 ml Batch No : PS00-171227-9 Prep : 27/12/201 Exp : 24/01/201 Dat Date Hospital Pakar Sultanah Fatimah, Muar

Figure 3.1-13 Non PN Drug Label '40mm x 40mm'

Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017
Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017
Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017	Sodium Chloride 1g/5ml Oral Solution (3.42 BN:PS00-17118-1 Exp: 08/12/2017

Figure 3.1-14 Non PN Drug Label '20mm x 13.3mm'

Sodium Chloride 1g/5ml Oral Solution (3.42mmol/ml) Qty :1000 ml Exp: 08/12/2017 B.No: PS00-17118-1 HKLM	Sodium Chloride 1g/5ml Oral Solution (3.42mmol/ml) Qty : 1000 ml Exp:08/12/2017 B.No: PS00-17118-1 HKLM

Figure 3.1-15 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 3.1-16.*
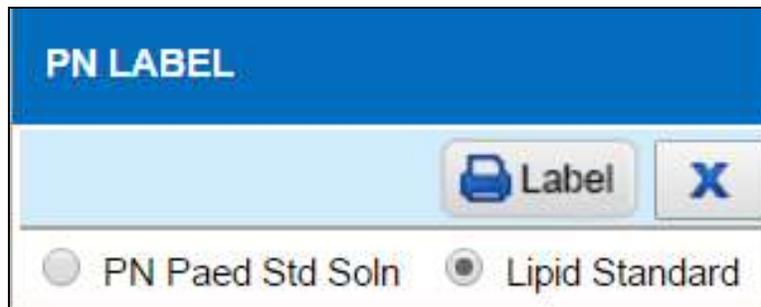

Figure 3.1-16 PN Drug Print Label

- *Printed Labels in PDF format is as shown in Figure 3.1-17*

Hospital Pakar Sultanah Fatimah, Muar	
PARENTERAL NUTRITION (PAEDIATRIC)	
PN Soln 10, Starter without K+, 48.3kcal	
NAME :	AGE :
MRN :	WARD :
Total Volume :	100 ml/bag
Content per bag	
Protein	2.8 g
Dextrose	10 g
Sodium	2 mmol
Potassium	0 mmol
Calcium	1.2 mmol
Magnesium	0.14 mmol
Phosphate	1 mmol
Chloride	0.02 mmol
Acetate	0 mmol
Trace Element	0 mL
Calories	48.29 kcal
Osmolarity	789.63 mosm/L

Date and Time of Administration :

Infusion	mL/Hrs	
Batch No TPN-170116-4	Expiry 23/01/2017	Price : RM

Do not use if any visible solid particles, growth
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

Figure 3.1-17 (A) Label: PN Paed Soln Std.

Hospital Pakar Sultanah Fatimah, Muar

PN Soln 10, Starter without K+, 48.3kcal

LIPID :	0 mL	Batch No: TPN-170116-4
		Worksheet 17-01-0011
VITALIPID:	0 mL	Date Prepared: 16/01/2017
SOLUVIT:	0 mL	Exp date: 23/01/2017
Total Vol:	0 mL	Price (RM):

Stable for 6 days at 2-8 °C & 1 day at 25 °C

Hospital Pakar Sultanah Fatimah, Muar

PN Soln 10, Starter without K+, 48.3kcal

LIPID :	0 mL	Batch No: TPN-170116-4
		Worksheet 17-01-0011
VITALIPID:	0 mL	Date Prepared: 16/01/2017
SOLUVIT:	0 mL	Exp date: 23/01/2017
Total Vol:	0 mL	Price (RM):

Stable for 6 days at 2-8 °C & 1 day at 25 °C

Hospital Pakar Sultanah Fatimah, Muar

PN Soln 10, Starter without K+, 48.3kcal

LIPID :	0 mL	Batch TPN-170116-4
		Worksheet 17-01-0011
VITALIPID:	0 mL	Date Prepared: 16/01/2017
SOLUVIT:	0 mL	Exp date: 23/01/2017
Total Vol:	0 mL	Price (RM):

Stable for 6 days at 2-8 °C & 1 day at 25 °C

Figure 3.1-17 (B) Label: PN Lipid Soln Std

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

Figure 3.1-18 View/Print Worksheet

STEP 15

Click on the Worksheet button to generate and print the Work Sheet as shown in Figure 3.1-18

GALENICAL WORKSHEET (DRAFT)

MINISTRY OF HEALTH
Hospital Kulim

Request Date	:03/10/2017	**Worksheet ID**	: 17-10-0007	**Request Qty**	: 1000 ml
Shelf Life	:1 Months	**Pack Size**	: 100 ml	**Qty Prepared**	: 0 ml
Preparation Type	:Non Sterile Internal			**Batch No**	: FMFG-17103-7
Item Description	:Sodium Chloride 1g/10ml Oral Solution			**Expiry Date**	: 02/11/2017

Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Sodium Chloride BP	10 g	100 g	30/01/2020	15102015	100 g

Consumables :

Distilled Water (by volume)	100 ml	1000 ml			

Procedure :

1. Measure the required amount of sodium chloride powder
2. Dissolve the powder in sufficient amount of water
3. Adjust to final volume with water
4. Package and label
5. NOTE: Distilled water may be replaced with sterile water for irrigation/injection

Storage :
Room Temperature (< 25 ?C)

Label :

Remarks

Reference:

Worksheet Prepared By :	Prepared by :	Approved by :
Date: 03/10/2017	Date:	Date:

Figure 3.1-19 Manufacturing Draft Work Sheet

Figure 3.1-20 Confirm Work Order

STEP 16

Click on the [✔ Confirm] button to confirm the work order

Note

- *Alert message will be displayed as per Figure 3.1-21, click on the* [Yes] *button. Figure 3.1-22 will be display.*
  Click on the [OK] *button.*
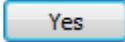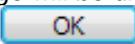
Figure 3.1-21 Save Record Alert Message
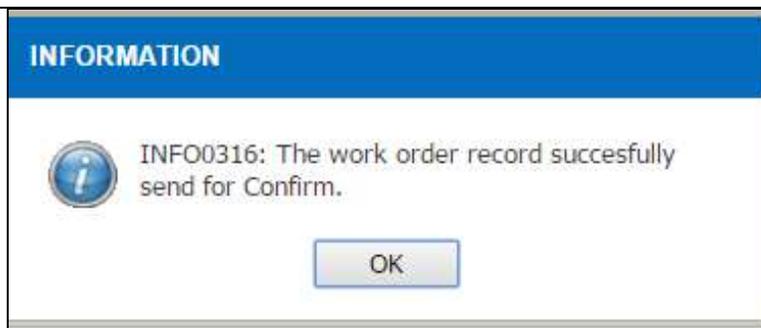
Figure 3.1-22 Save Record Alert Message

Note

The Status will change to Worksheet/Label Generated.
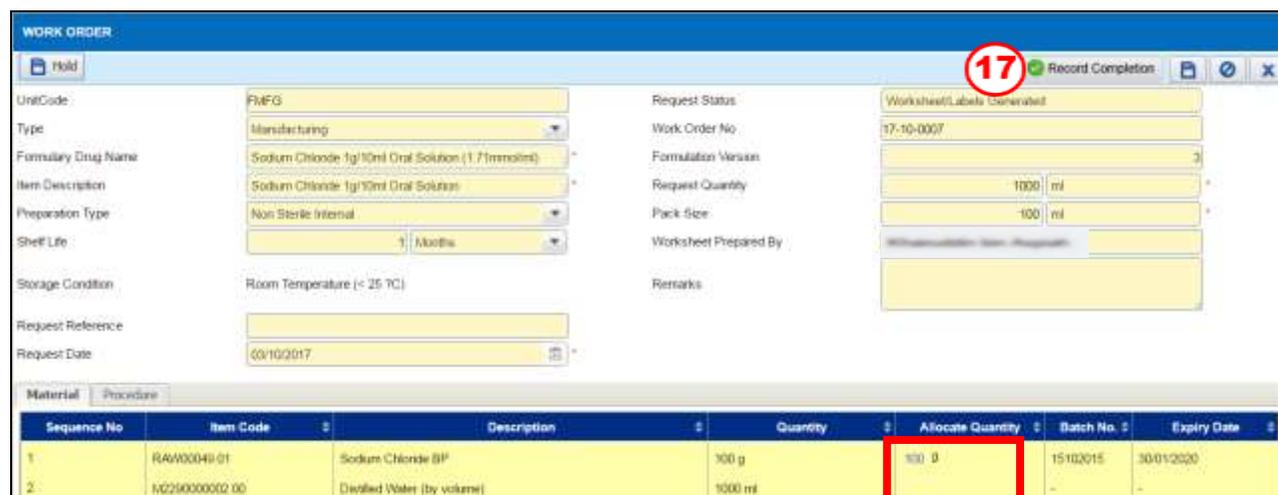
Figure 3.1-23 Record Completion Work Order

STEP 17

Click on the [Record Completion] button to complete the record

Note

- *Before clicking* [✔ Confirm] *user must allocate the quantity.*
- *Proceed with the product preparation.*
- *Alert message will be displayed as per Figure 3.1-24 & Figure 3.1-25 after clicking on* [✅ Record Completion] *button*
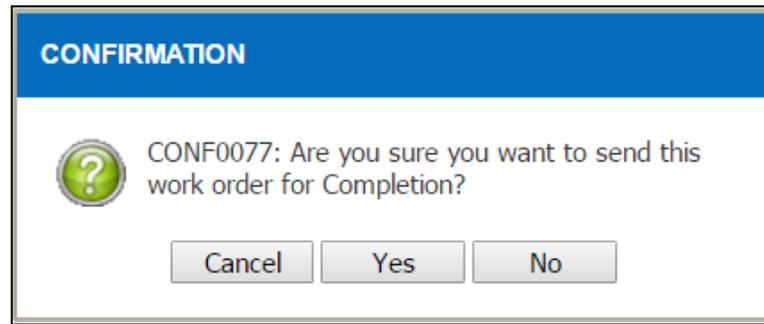
Figure 3.1-24 Save Record Alert Message
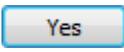
- *Click on the* Yes *button.*
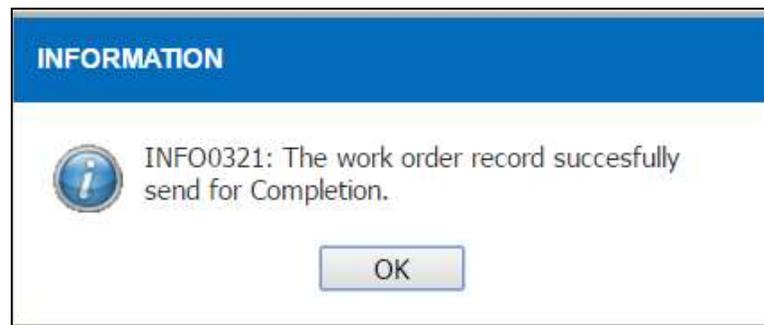
Figure 3.1-25 Record Completion

- *Click on the* OK *button.*

Figure 3.1-26 Production Complete

STEP 18
Enter the actual *Quantity Produced*

Note

- *This step is performed after the product has been made manually.*

- *Yield value in %, will be auto calculated by this formula:*

   [(Quantity Produced / Request Quantity]x 100

STEP 19
Enter the *Remarks if have*
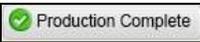
STEP 20
Click on the button

Note

- *Alert message will be displayed as per Figure 3.1-26 & Figure 3.1-27 after clicking on* *button.*
- *On click of Production Complete, stock for final product/item will be added into user's unit while stock for raw material is deducted.*

Figure 3.1-27 Save Record Alert Message
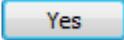
- *Click on the* [Yes] *button.*
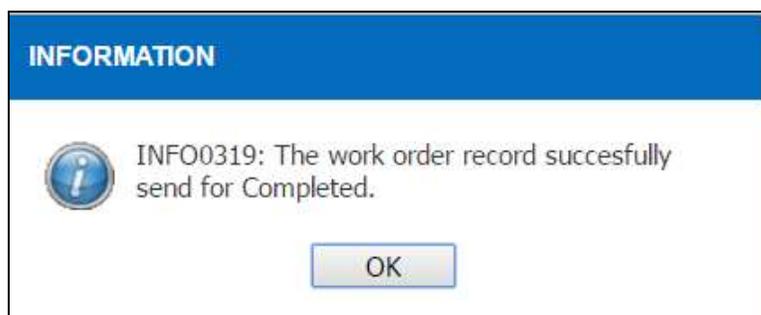
Figure 3.1-28 Save Record Alert Message

- *Click on the* [OK] *button.*

Figure 3.1-29 Complete Work Order Galenical

3.1.1 Alternate Drug
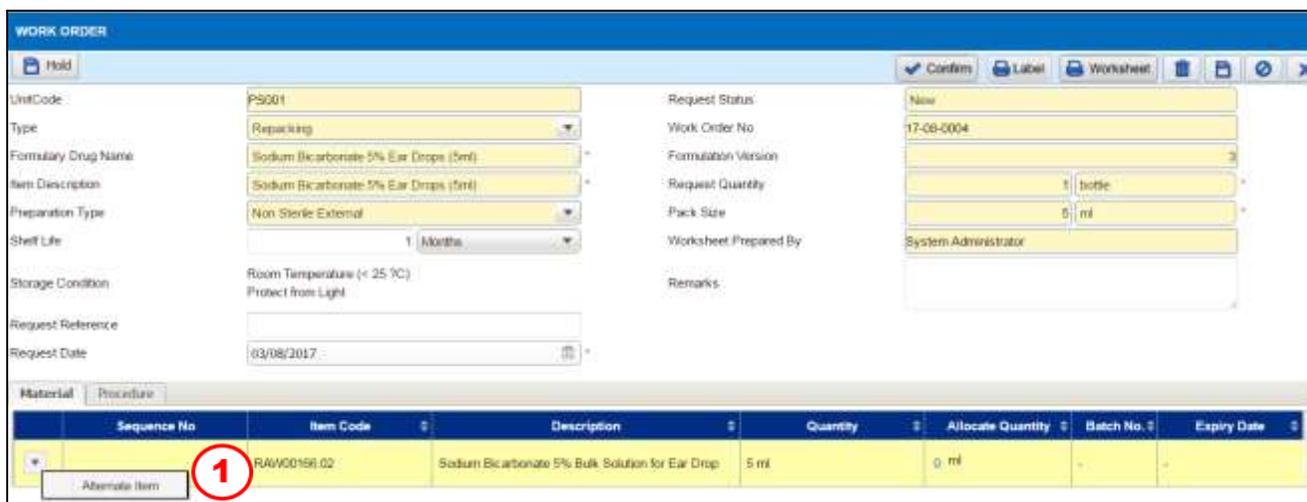
Figure 3.1.1-1 Alternate (Work Order)
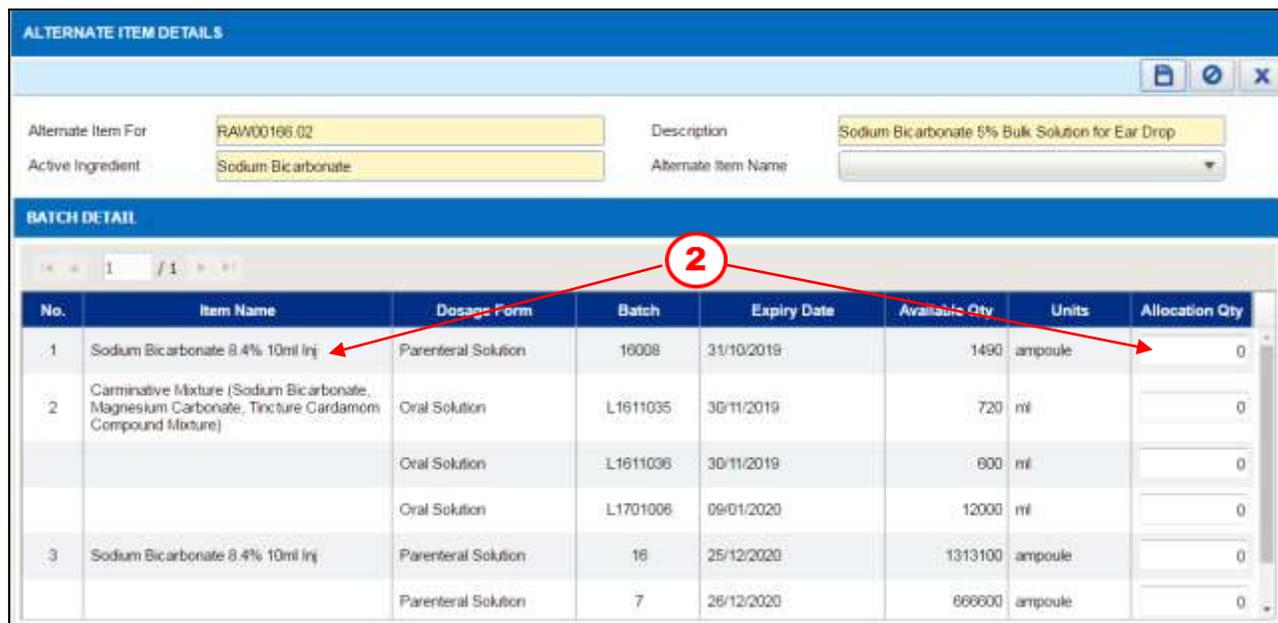
STEP 1

Click on the [▼] and select the [Alternate Item] option to alternate to another material and it will show as **Figure 3.1.1-2**

__Note__

Alternate Item list will display record based on:
- *When Material Item has Strength and Strength UOM value in Drug Master; List will display Item where in Drug Master,*
  - Same Active Ingredient
  - Same strength and strength UOM

- *When Material Item Strength value is 0; List will display Item where in Drug Master,*
  - Same Active ingredient
  - Same Quantity UOM (Not necessarily same Quantity value)
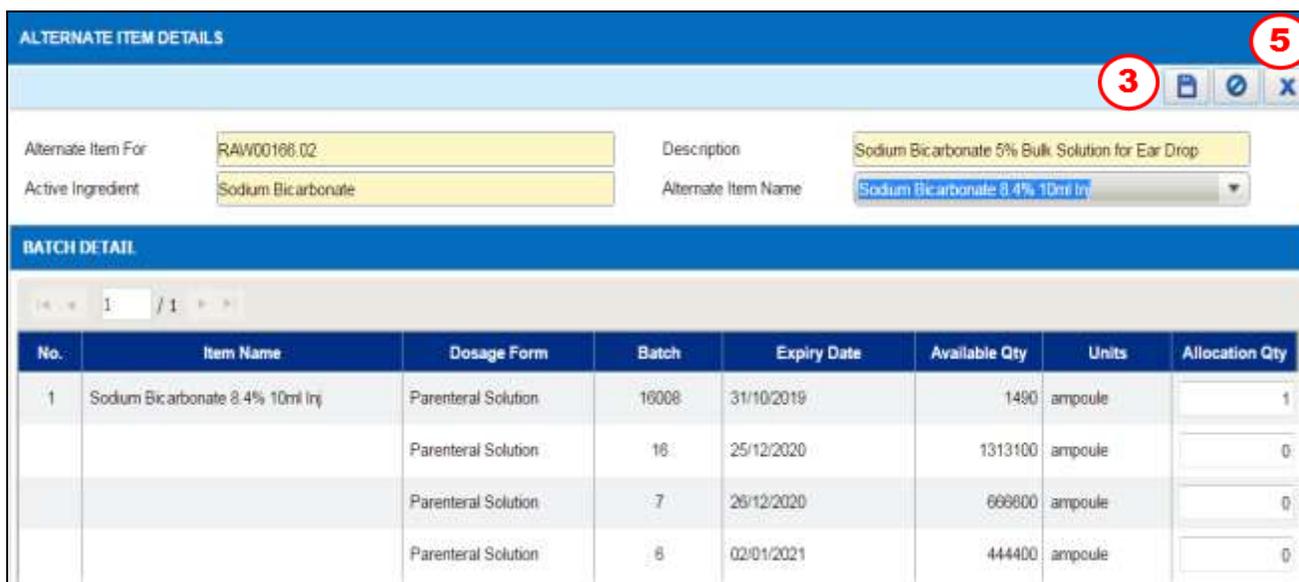
Figure 3.1.1-2 Alternate Drug Details

STEP 2

Choose the **Item Name** and **Enter Allocation Qty**

Note

*If the item has more than one item, choose **Alternate Item Name** to display it.*

STEP 3

Click on the 🖫 button to save the record

Figure 3.1.1-3 Alternate Item Drug Details
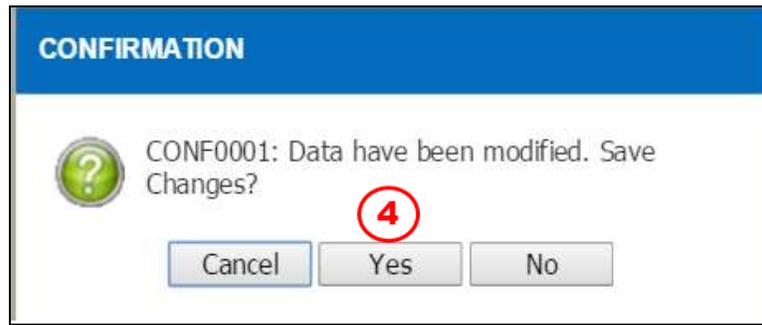
Figure 3.1.1-4 Information Alert Message

STEP 4

Click on the [Yes] button to save record

STEP 5

Click on the [X] button to close the screen and back to the work order as **Figure 3.1.1-5**
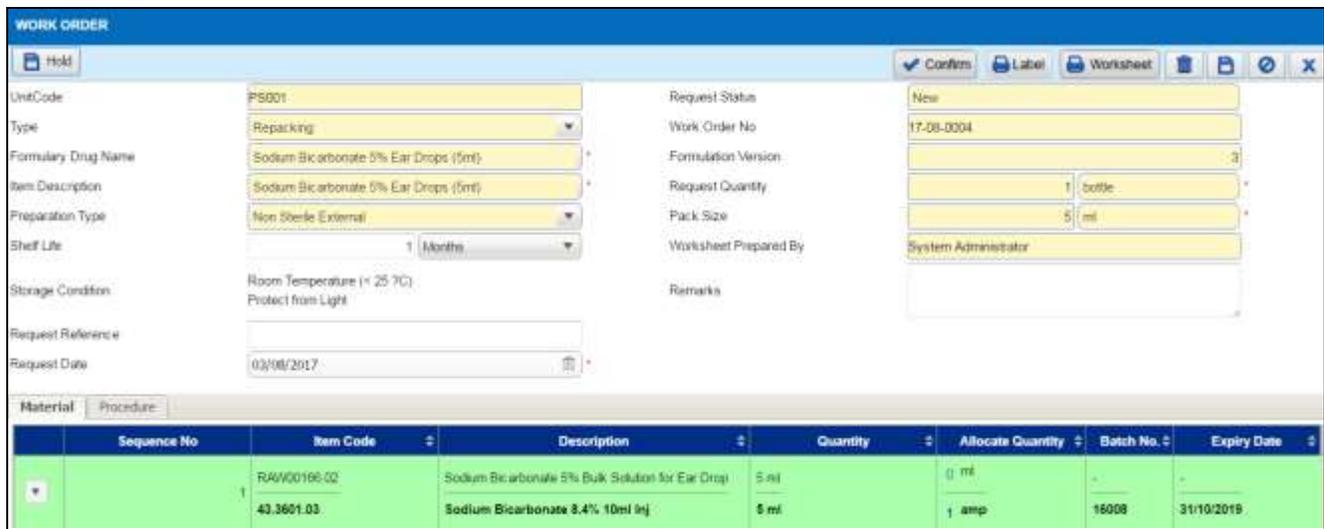

Figure 3.1.1-5 Updated New Material

Note

*Alternate drug field will change to green color as per **Figure 3.1.1-5.***

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 Generated'.
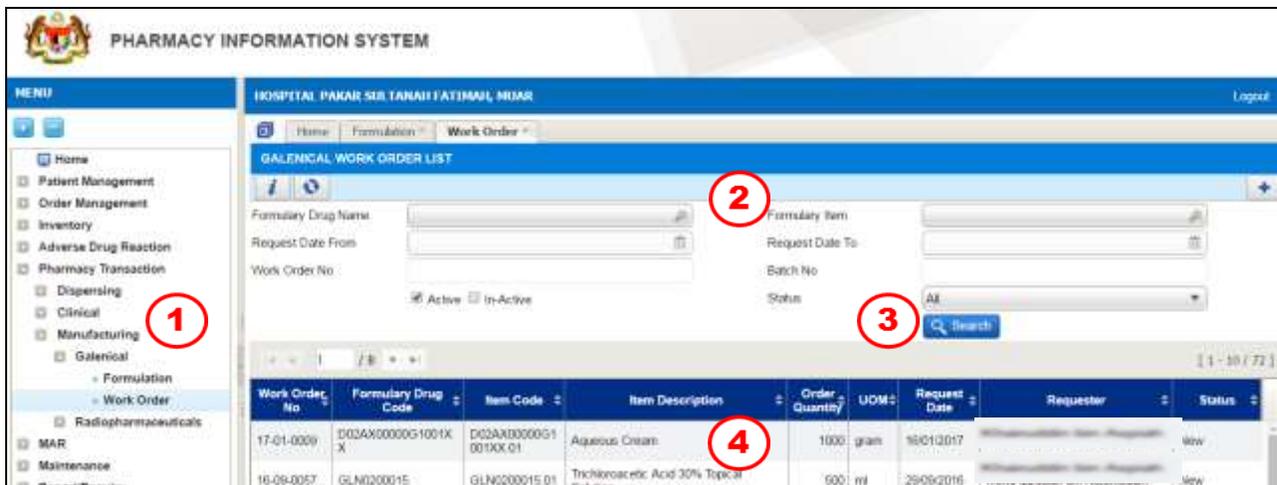

Figure 3.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last '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 [Q Search] 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
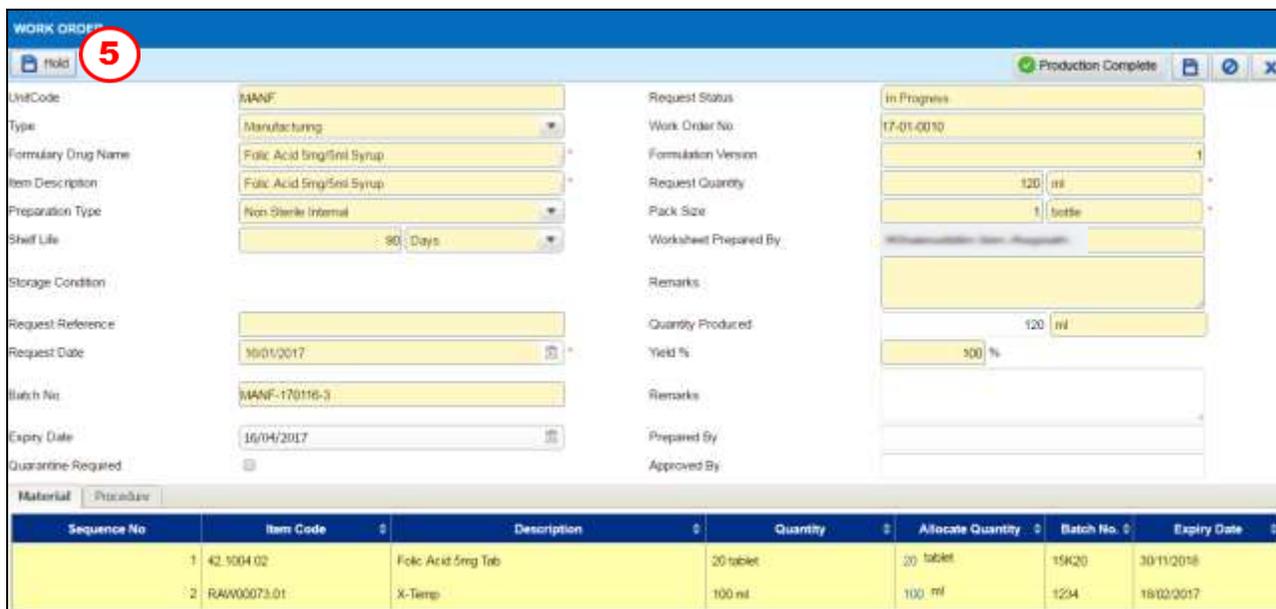
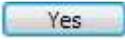**Figure 3.2-2 Hold Work Order**

STEP 5
Click on the [B Hold] 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
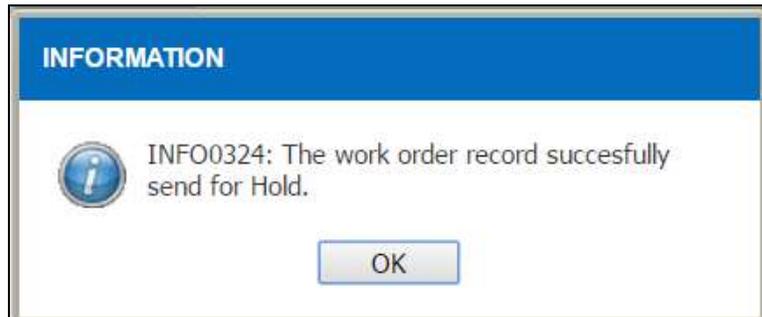
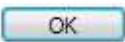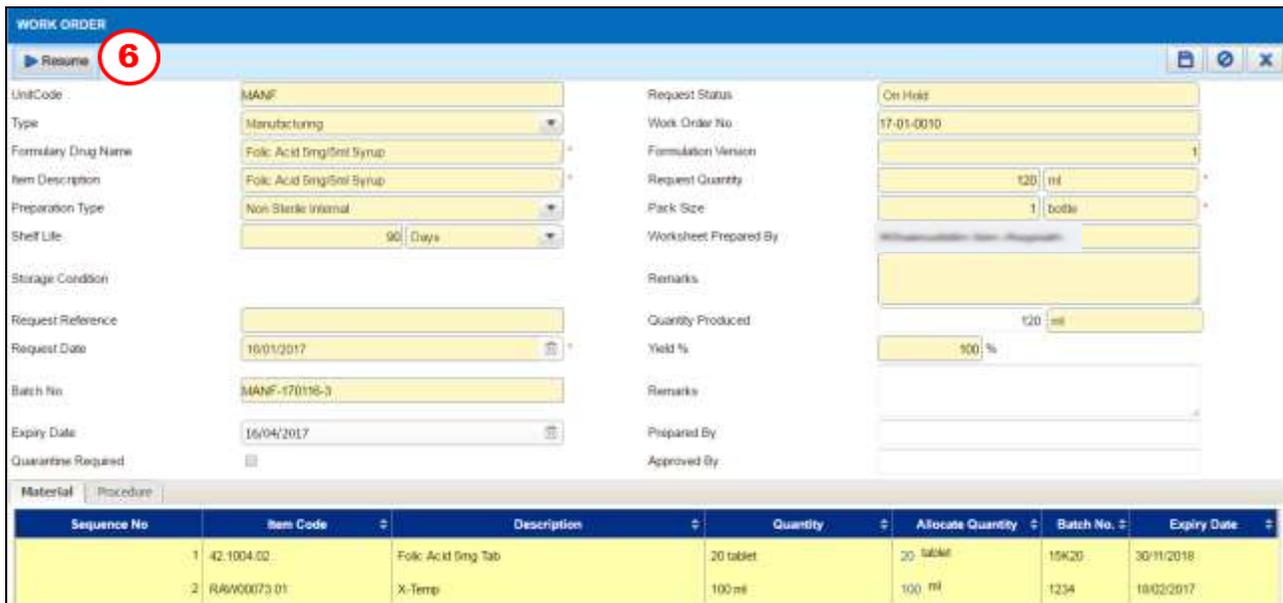- *Click on the* [Yes] *button.*

Figure 3.2-4 Alert Message Record Successfully Send for Hold

- *Click on the* OK *button.*

- *The **Request Status** will be changed to **On Hold.***

Figure 3.2-5 Release Work Order

STEP 6
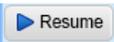
Click on the ▶ Resume button to release the Work Order from hold.

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* **Yes** *button.*

Figure 3.2-7 Alert Message Record Successfully Release from Hold

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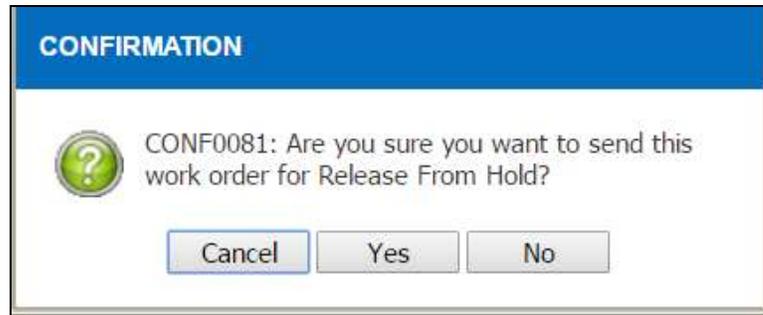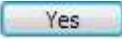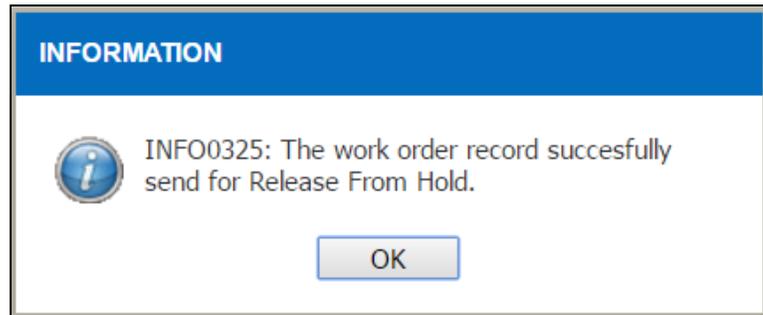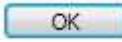
  The **Request Status** *will be changed back to In Progress.*

3.3 Cancel Work Order

This function is used to cancel work order record with 'New' status only.

Figure 3.3-1 Galenical Work Order Listing Page

STEP 1
Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by '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 [🔍 Search] 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
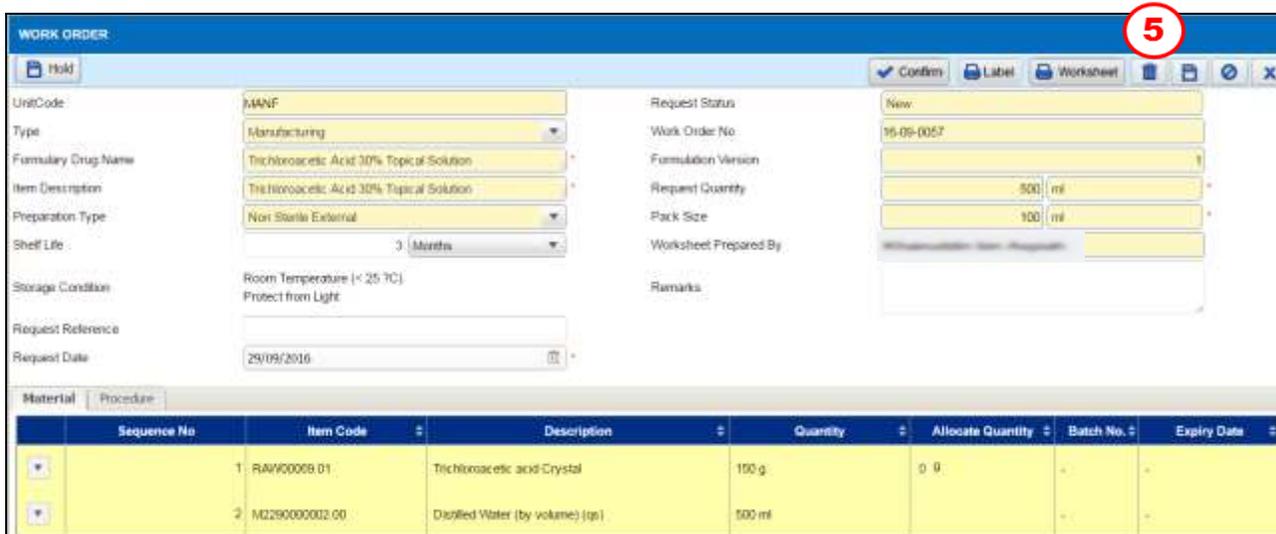
Figure 3.3-2 Cancel Work Order

STEP 5

Click on the [🗑] button to 'Cancel' a Work Order

Note
- Alert message will be displayed as per Figure 3.3-3.
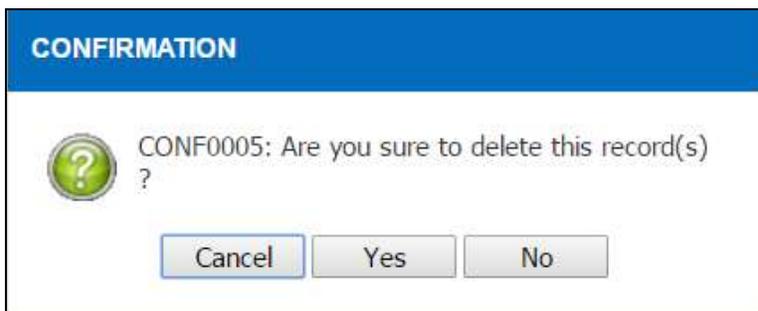
Figure 3.3-3 Alert Message to Delete Record
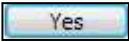
- *Click on the [Yes] button.*

- *The Record will update as Inactive and will not be displayed in the work order listing.*

3.4 Quarantine Work Order

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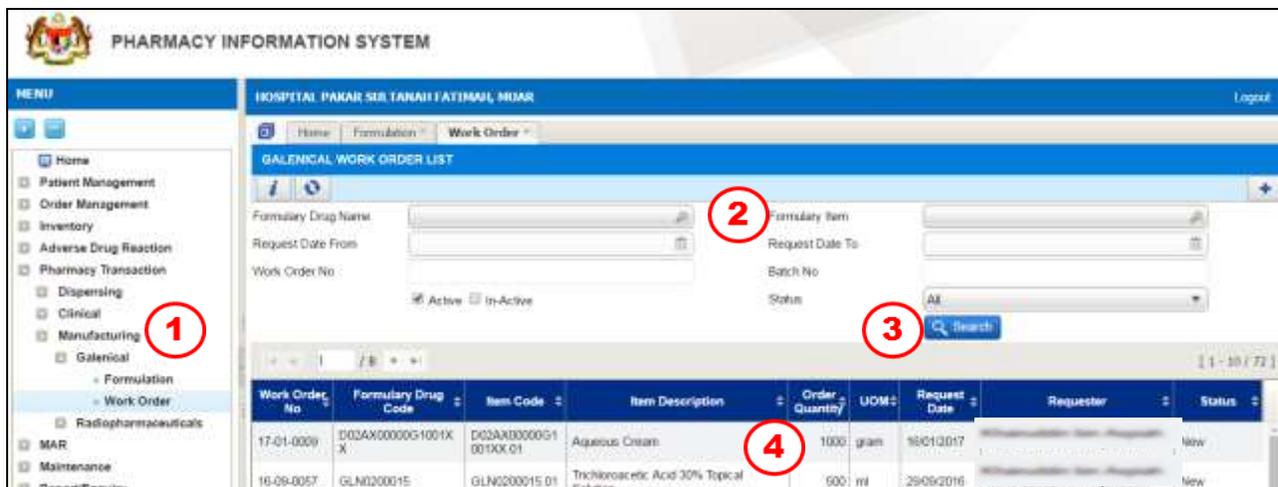This function is used to quarantine an existing work order record

Figure 3.4-1 Galenical Work Order Listing Page

STEP 1
Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by '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 3.4-1

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
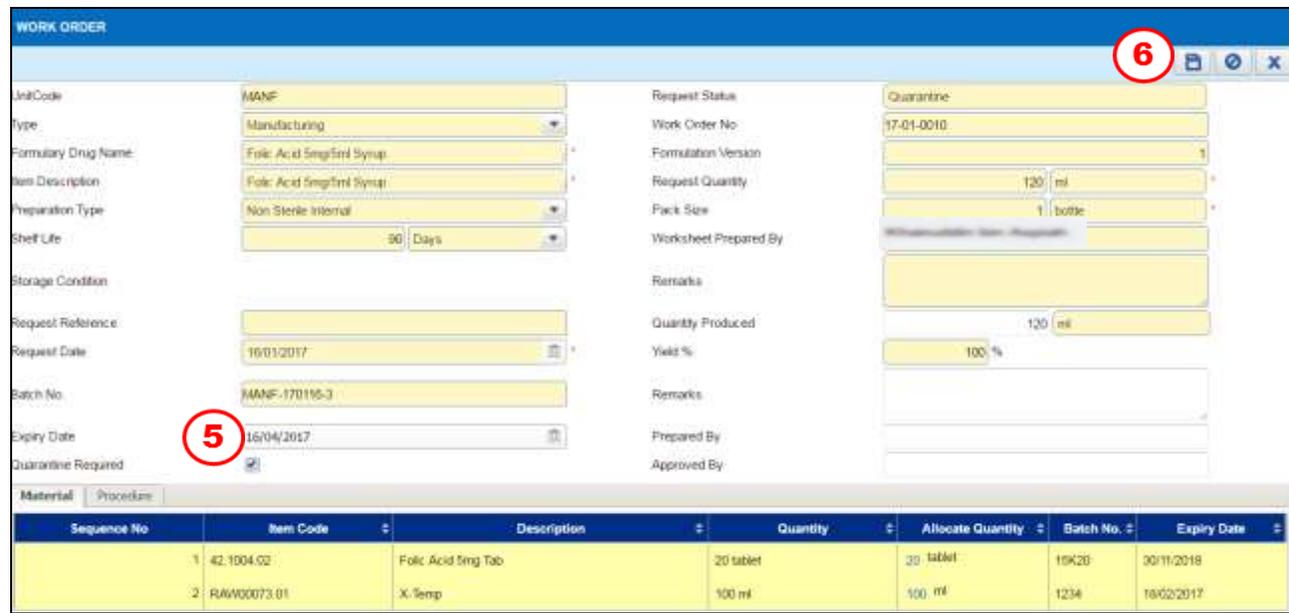

Figure 3.4-2 Galenical Work Order

STEP 5

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

STEP 6

Click on the 📀 button to save the record
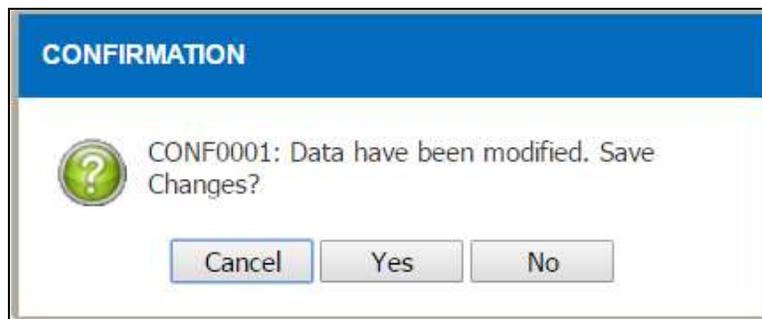
Figure 3.4-3 Alert Message Record Data Have Been Modified
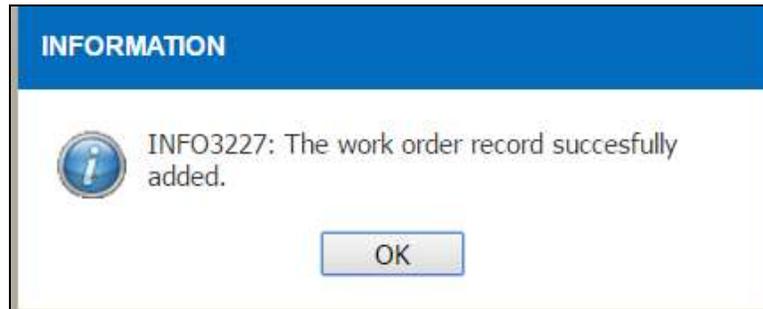
Figure 3.4-4 Alert Message Record Successfully Added

Note

The Request Status will be changed to 'Quarantine'.

3.4.1 Release Work Order from Quarantine

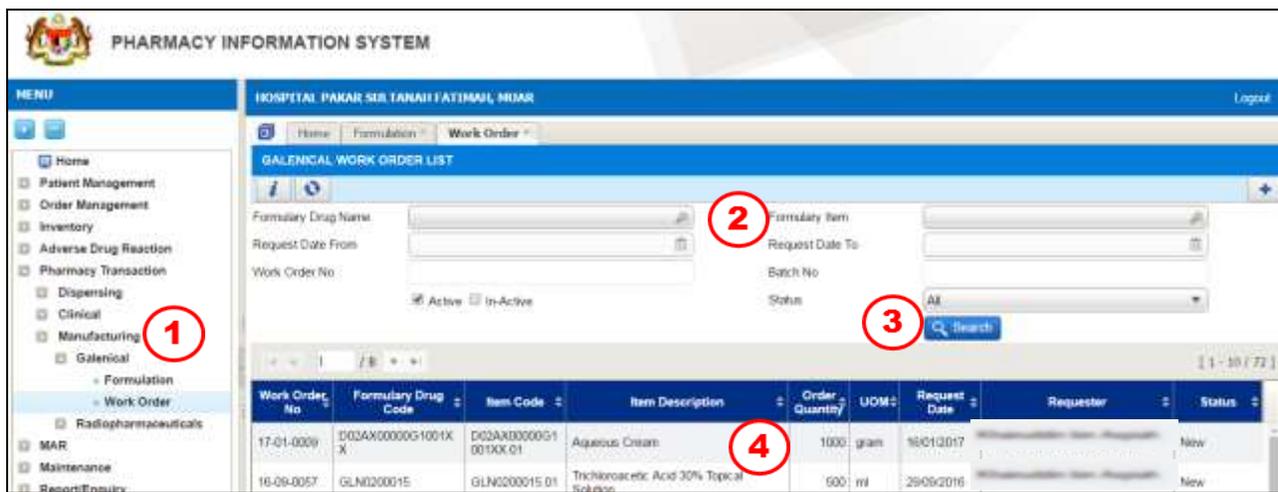To release the final product from quarantine, perform the steps below

Figure 3.4.1-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

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

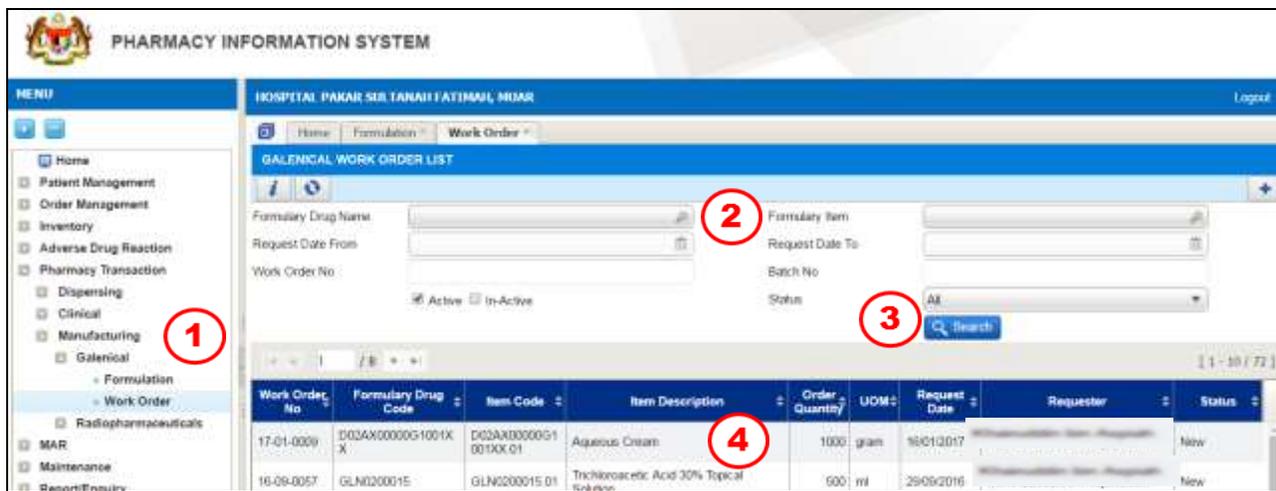| No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request 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 3.4.1-1

STEP 3

Click on the [Search] button to search the existing record

Note
List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-1.

STEP 4
Double click on the selected record and the Work Order window will be displayed
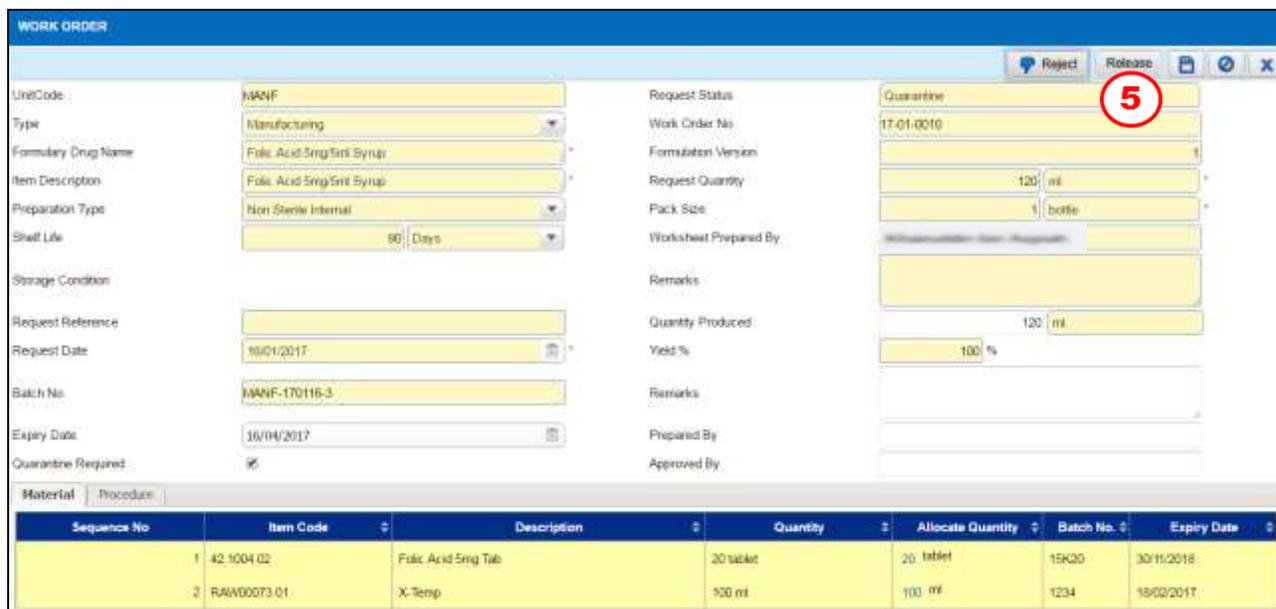
Figure 3.4.1-2 Work Order Release Quarantine

STEP 5

Click on the [Release] button

Note
- *On click of release button, stock for the product/item will be added into user's unit while stock for raw material is deducted.*
- *Alert message will be displayed as per Figure 3.4.1-3.*
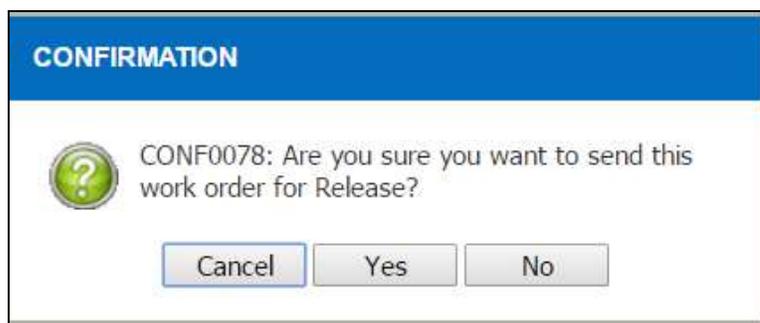

CONFIRMATION

CONF0078: Are you sure you want to send this work order for Release?

Cancel   Yes   No

Figure 3.4.1-3 Alert Message Record for Release
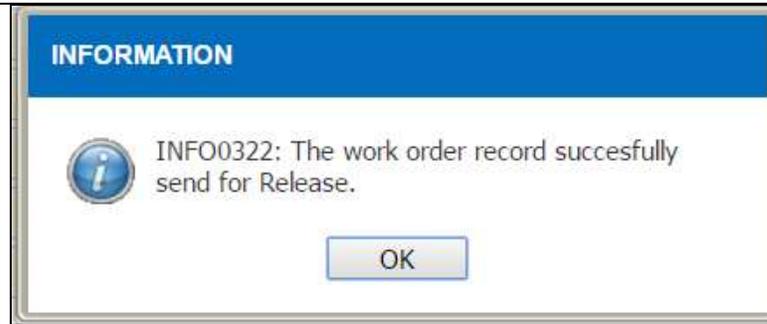
- *Click on the [Yes] button.*

Figure 3.4.1-4 Release Record

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
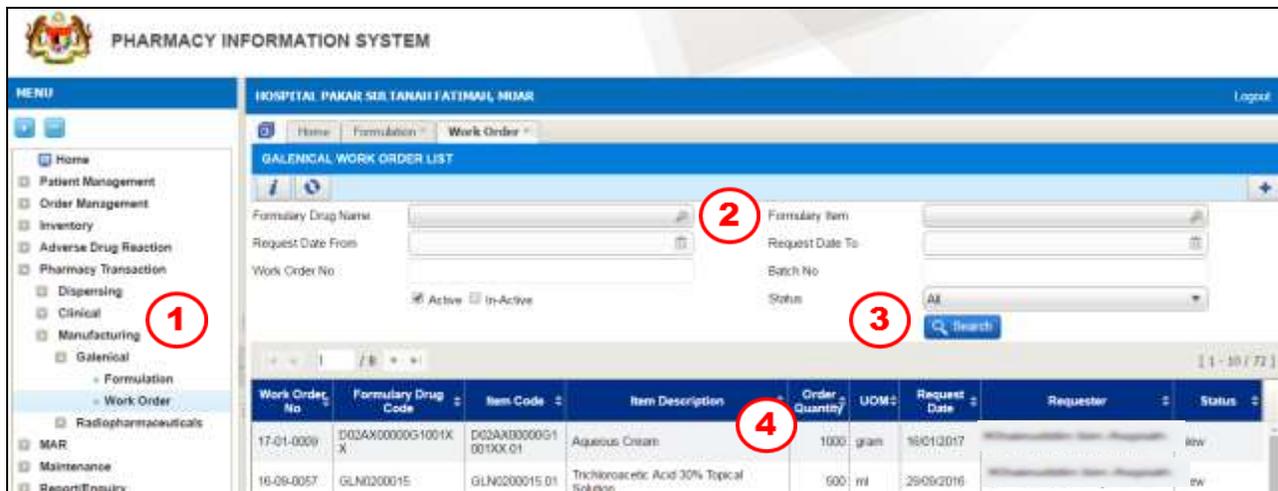

Figure 3.4.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

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

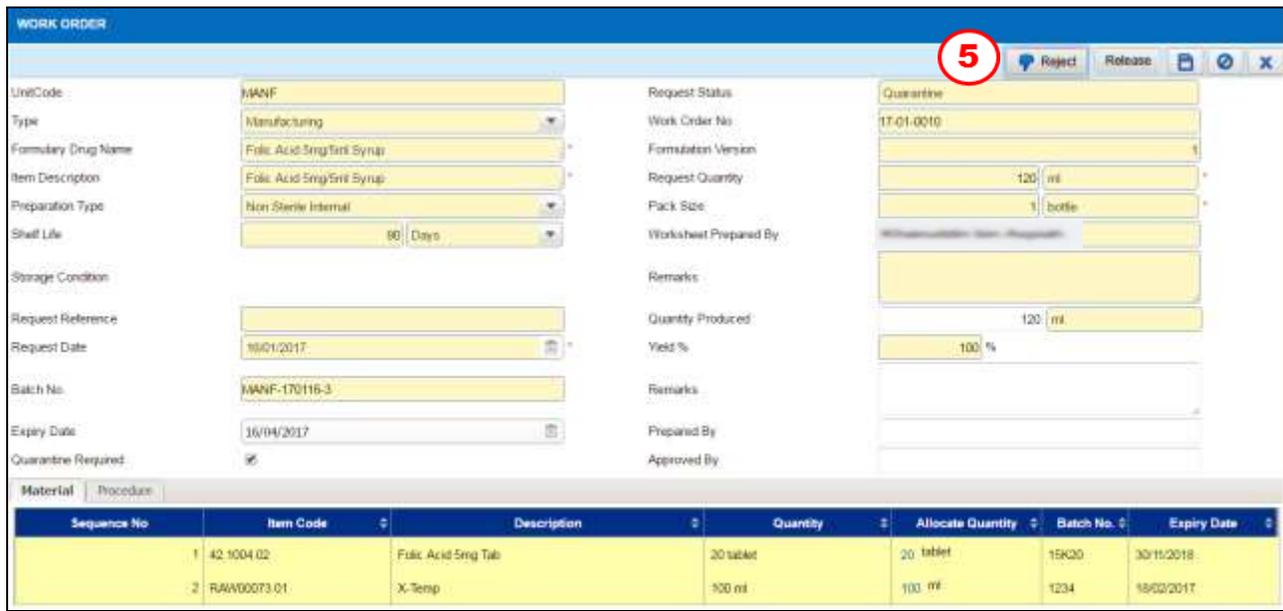| No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date 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 3.4.2-1

STEP 3

Click on the [Q Search] 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

Figure 3.4.2-2 Work Order Reject Final Product

STEP 5

Click on the [Reject] button

Note
- *On click on Reject button, stock for the product/item will not be added in to user's unit while stock for raw material is deducted.*
- *Alert message will be displayed as per Figure 3.4.2-3.*

CONFIRMATION

CONF0079: Are you sure you want to send this work order for Reject?

Cancel   Yes   No

Figure 3.4.2-3 Alert Message to Reject record

- *Click on the* [Yes] *button*

Figure 3.4.2-4 Reject Work Order

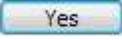**STEP 6**
Enter *Reject Reason*

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
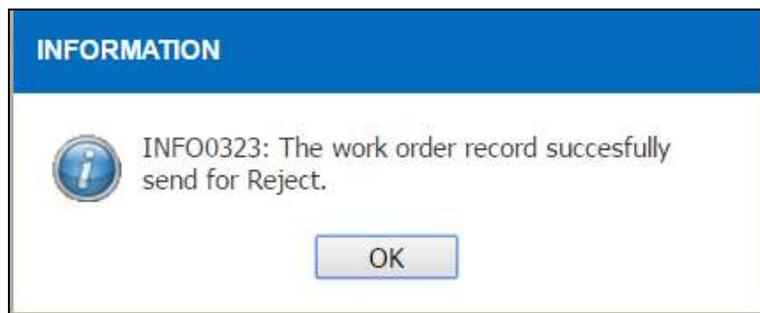
- *Click on the* [Yes] *button.*

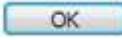**Figure 3.4.2-6 Confirm Save Reject**

- *Click on the* [OK] *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 change 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*
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		