



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

Full Based User Manual Inpatient Pharmacy

Version	: 10th EDITION
Document ID	: FB_U. MANUAL_INPATIENT PHARMACY



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Application reference: PhIS & CPS v2.1 & v2.2

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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the Inpatient Pharmacy 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:

- Screening & Verification
- Preparation
- Dispensing
- Fill List
- Inpatient Partial Supply
- Released / Discard Batch
- Medication Return
- Re-Dispensing

1.3 Organised Sections

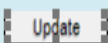


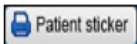








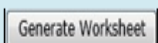






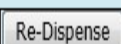

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inpatient Pharmacy
- 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
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon		Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Inpatient Module Legend					
	Update Patient's Height and Weight		Print Ingredient Label		Fill List
	Patient Sticker		Dispense		Label
	Preparation		Print Original Prescription		Worksheet
	Edit Label		Verify		Manage Fill List
	Generate Worksheet		Confirm		Balance Medication Sheet
	Invoice		Release/Discard		Collapse All Fill List
	Previous/Next record		Re-Dispense		Expand All Fill List

Note

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

2.2 Latest Enhancement and Updates

Changes	Page
Preparation- PCI button in preparation stage available	25
Intervention by doctors and pharmacist separated	12
psychotropic drug cannot be selected to perform re-dispensing	67
Supply date from and to for fill list auto generated by system	52
Label printing available in IP and OP format	57-58
Fill list generate have prepared by and checked by name	59
Medication return reason updated screen	62
FPP Medication summary added	67

3.0 Inpatient Pharmacy

Overview

The Inpatient Pharmacy module include Implementing safe, organized, and efficient drug-dispensing system is essential for controlling costs and assuring that the medical prescription is safely followed as requested within the appropriate deadline. An appropriate dispensing system is an important ally for the prevention or reduction by medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescription within a hospital.

User Group

This module is intended for pharmacist (subject to the user assigned by the facility)

Functional Diagram

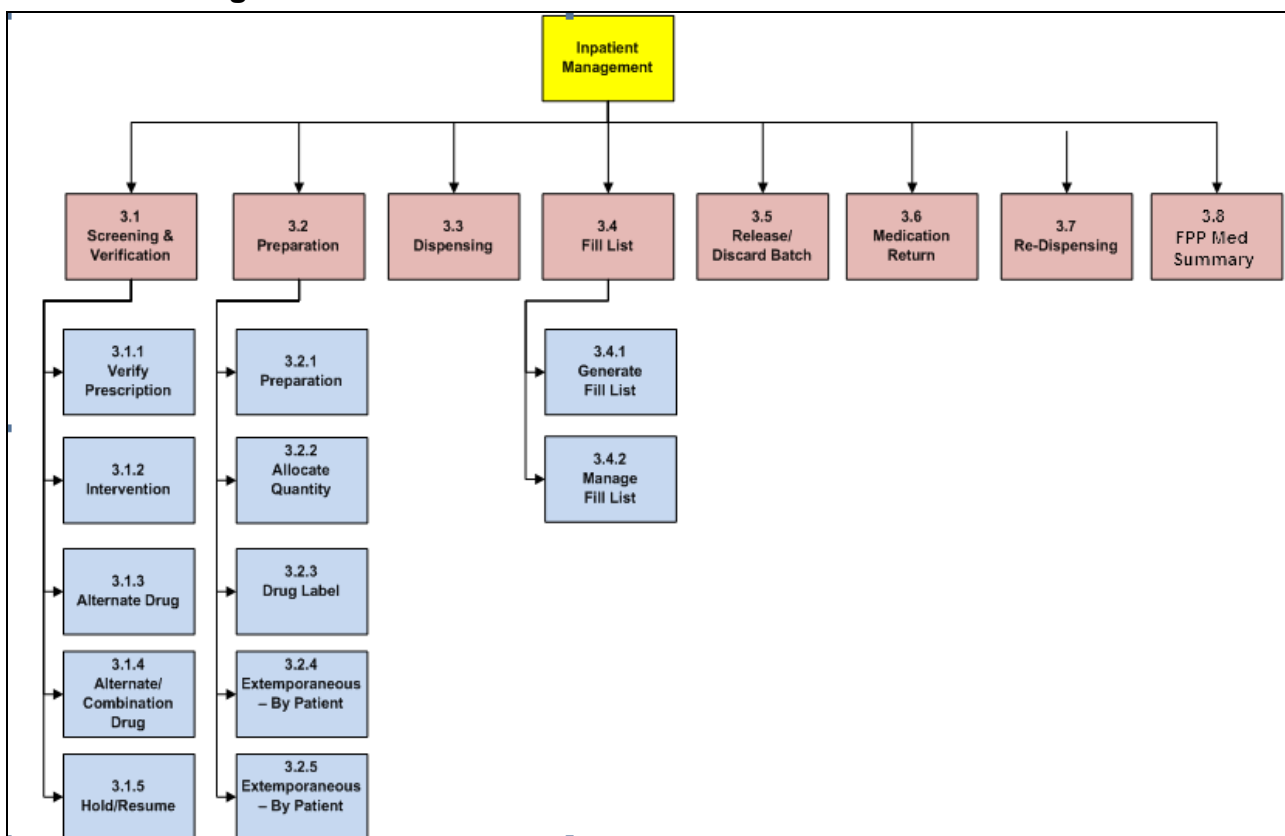


Figure 3.0-1

Functional Description

Inpatient Pharmacy comprises of seven (7) main functions:

- **Screening & Verification**

Screening and verification is for the 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. There are also safety systems that warn against toxic doses, allergic and cross-reactions, drug interactions, duplication of therapeutic classes, contraindications, and adverse effects.

- **Preparation**

The prescription and the drug preparation are made in the system that may integrated with inventory system. Professionals 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 integrated with inventory system

- **Fill List**

User is allowed to make unit dose dispensing for a selected nursing unit's entire list of patients of medication orders as a batch process. The dispensing process like preparation and dispensing will be done from the same screen for an entire list of patient from a selected nursing unit.

- **Release / Discard Batch**

Allow the user to release the drug reserved for the patient back into inventory. This list will a contain list of drugs with 'Uncollected', 'Prepared' or 'Hold' status. User need to release this drug in order for it to be available in the drug inventory list. The status of allocated (reserved quantity) will change to available quantity.

- **Medication Return**

Allow the user to return any unused drugs back to inventory. This screen will allow the user to Create New Record and Confirm Online Request. 'Confirm Online Request' is used to manage medication return requests made by nurses for medication returned for all unused medication from inpatient upon the patient's discharge.

- **Re-Dispensing**

Allow the user to re-issue medication to the patient due to spilled, broken or lost. Only Authorized users will be able to access this process.

- **FPP Medication Summary**

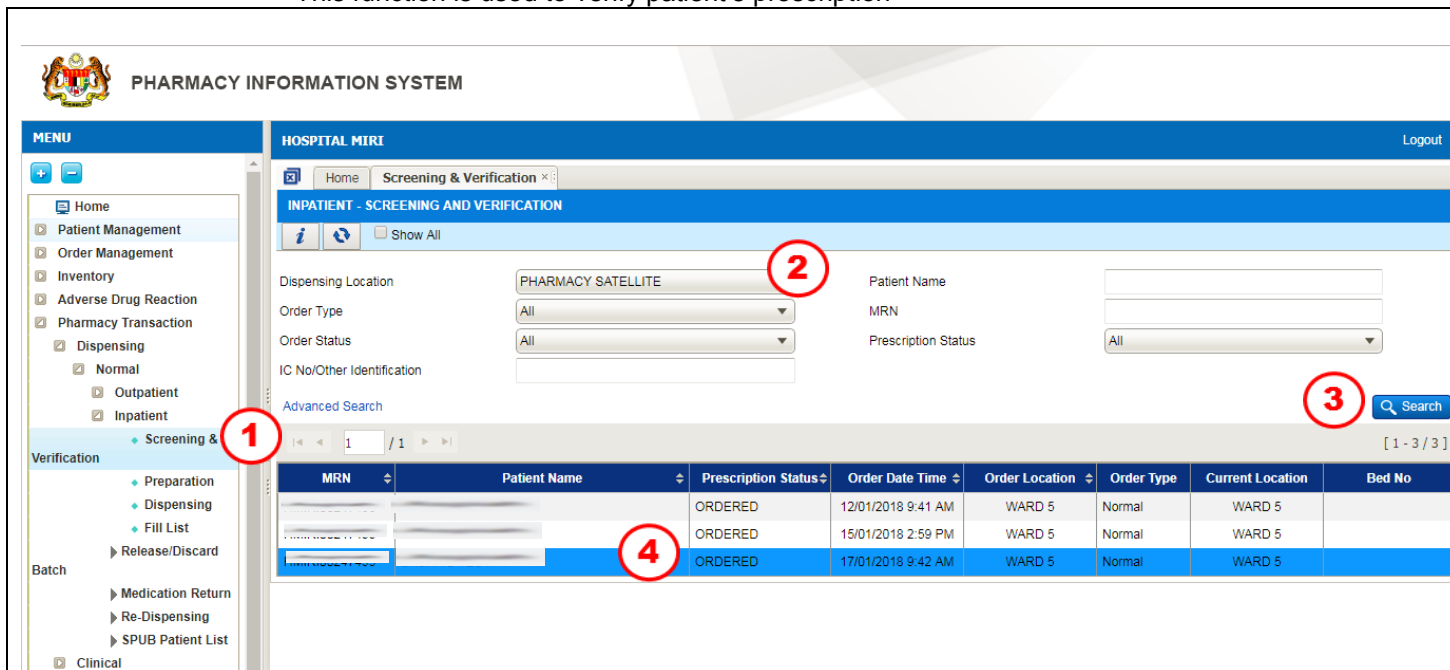
Allow user to view Full Paying Patients details and update FPP supply for patient. User able to print Invoice for the finalized FPP Medication summary.

3.1 Screening & Verification

This function is used to screen & verify prescription before preparation and dispensing stage

3.1.1 Verify Prescription

This function is used to verify patient's prescription



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Screening & Verification ×

INPATIENT - SCREENING AND VERIFICATION

Show All

Dispensing Location: PHARMACY SATELLITE (2)

Order Type: All

Order Status: All

IC No/Other Identification:

Patient Name:

MRN:

Prescription Status: All

Advanced Search

1 1 / 1

3 Search

[1 - 3 / 3]

MRN	Patient Name	Prescription Status	Order Date Time	Order Location	Order Type	Current Location	Bed No
		ORDERED	12/01/2018 9:41 AM	WARD 5	Normal	WARD 5	
		ORDERED	15/01/2018 2:59 PM	WARD 5	Normal	WARD 5	
		ORDERED	17/01/2018 9:42 AM	WARD 5	Normal	WARD 5	

4

Figure 3.1.1-1 Screening & Verification Listing Page

Note

PhIS Screen menu/sub menu will be displayed according to user access right

STEP 1

Click on 'Screening & Verification' menu

STEP 2

Select **Dispensing Location**

STEP 3

Click on the  button to search the patient:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by full or partial patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient

e	MRN	Patient MRN	Allow to search by patient full or partial MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorisation – Prescription contain of drug to authorise
Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.1.1

Note

Advanced Search

can be used to narrow down the criteria. Consist of:

- Order Location
- Order Location Type
- Order Date From
- Order Date To
- Bed No

STEP 4

Click on existing patient record as follow.

MEDICATION ORDER

Mykad: [Redacted] Age: 37 Years 10 Months 27 Days Gender: Male MRN: HKL00235253

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² G6PD: [Redacted] Update (Last Updated:) Nationality: Warganegara

Medication Profile | VAS History | Counselling History | Pharmacist Notes | Demographic | Monitoring Parameter | Other Appoin

PRESCRIPTION [Pause] [Refresh] [Print] [Proceed to Preparation] [English] [Prescription] [Patient sticker] [Label] [Label] [OP Label] [Allocate] [Full Supply] [Verify]

Supply Duration: 1 Day Next Collection Location: [Redacted]

	Drug Name	Order Details	Order Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Counselling Indication	Extemporaneous
<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 4 Days 08/10/2019 02:37 PM - 12/10/2019 02:37 PM	32 tablet	0 <input type="checkbox"/> POMs	0 tablet 5	0 tablet	32 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Simvastatin 10 mg Tablet	7 mg, ON, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	3 tablet	0 <input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	3 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 ta 6	<input checked="" type="checkbox"/> POMs	0 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 <input type="checkbox"/> POMs Alternate	0 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	

Figure 3.1.1-2 Screening & Verification

STEP 5

Click at POM Received and pop up will appear as in Figure 3.1.1-3


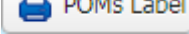
POMS RECEIVED QUANTITY AND LABEL PRINTING

[Print] POMs Label [Save] [X]

Drug Name	Chlorpheniramine Maleate 4mg Tablet	Default SKU	tablet
Order Details	4 mg, ON (every night), Oral Tablet, Oral, 08/10/2019 (4 Days)	POMs Received Quantity	4

Figure 3.1.1-3 POM Received Quantity and Label Printing

Note

- Key in quantity received and click  button and  button to print label.
- Label will appear as in Figure 3.1.1-4

HOSPITAL KUALA LUMPUR (Tel: 0326155555)

PATIENT'S OWN MEDICINES (POMs)

HKL00235253 Farmasi Pesakit Dalam

Chlorpheniramine Maleate 4mg Tablet

Ambil 1 biji Setiap malam

Boleh diambil SEBELUM ATAU SELEPAS makan. Menyebabkan mengantuk. Elak memandu /kendali mesin.



08/10/2019 Kuantiti 4 biji

UBAT TERKAWAL 08/10/2019 03:46 PM

Figure 3.1.1-4 POM Label

- Patient Gender
- Patient MRN
- Below options are provided for user to view the additional patient information. Click on the hyperlink as below:
 - **Lab Parameter**
 - Patient's laboratory test results.
 - **Counselling History**
 - Medication counselling history records.
 - **Demographic**
 - Patient's demographic details.
 - **Pharmacist Notes**
 - Pharmacy notes such as MTAC, Ward Pharmacy and etc.
 - **Medication Profile**
 - This hyperlink will show the patient's current medication and previous medication history.
 - **Other Appointments**
 - This screen provides information if there are any other appointments recorded for the patient.
- Current visit information will be displayed as below:
 - Admission Date
 - Attending practitioner
 - Visit location
 - Room No / Bed No
 - Rx No
- Prescription from order management will be displayed as below:
 - Drug Name
 - Order Detail
 - Order Qty - Quantity of drug ordered by the prescriber.
 - Reserve Qty
 - Dispense OUM Quantity
 - Balance
 - Remarks
 - Drug Counselling
 - Previous Dispense Quantity
 - Extemporaneous
 - Prescriber name
 - Status
- To skip preparation screen, tick on the Proceed to Preparation ☒ checkbox.
- Select ENGLISH ☒ check box to print in English language.

Note

- Once the button  is clicked, system will automatically calculated the quantity in **Reserve Qty** field base on quantity in Supply Duration field.
- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 3.1.1-3.
- MTAC History link in all dispensing screen (patient banner).

PHARMACIST REMARK

Prescriber Remark

Order Stage

Doctor Remark at Order Stage

Pharmacist Remark

* Drug authorisation is required. Please enter remarks to proceed with verification

Verification Stage

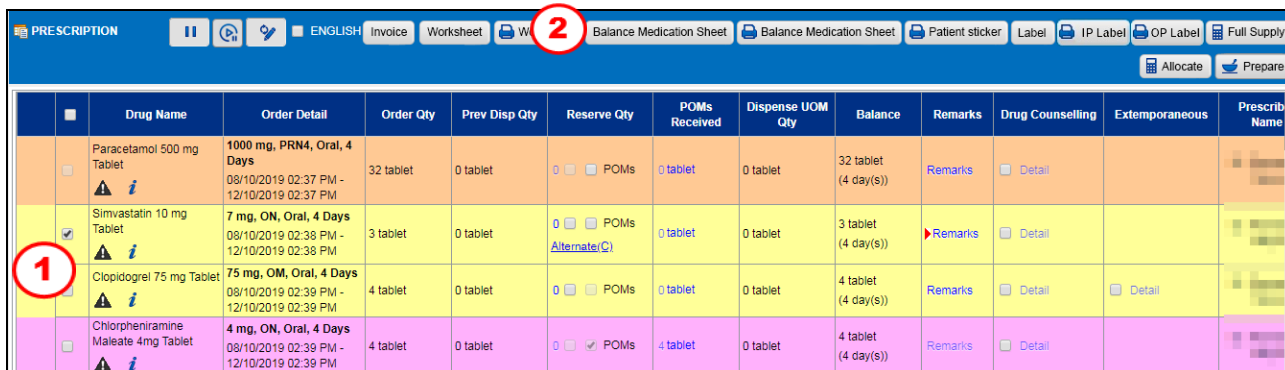
DRUG REMARKS HISTORY (ACETYLSALICYLIC ACID 100 MG, GLYCINE 45 MG TABLET)

Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage	in	26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

Figure 3.1.1-3 Pharmacist Remark

3.1.2 Intervention

This function allow user to modify drugs details frequency, duration and form. This function is available in screening verification screen and preparation screen however the suitable time to do intervention is during screening and verification screen



	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counseling	Extemporaneous	Prescriber Name
	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 4 Days 08/10/2019 02:37 PM - 12/10/2019 02:37 PM	32 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	32 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
1	Simvastatin 10 mg Tablet	7 mg, ON, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	3 tablet	0 tablet	0 <input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	3 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	4 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	<input type="checkbox"/> Detail	
	Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 tablet	0 <input type="checkbox"/> POMs	4 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.1.2-1 Screening & Verification - Intervention


Note

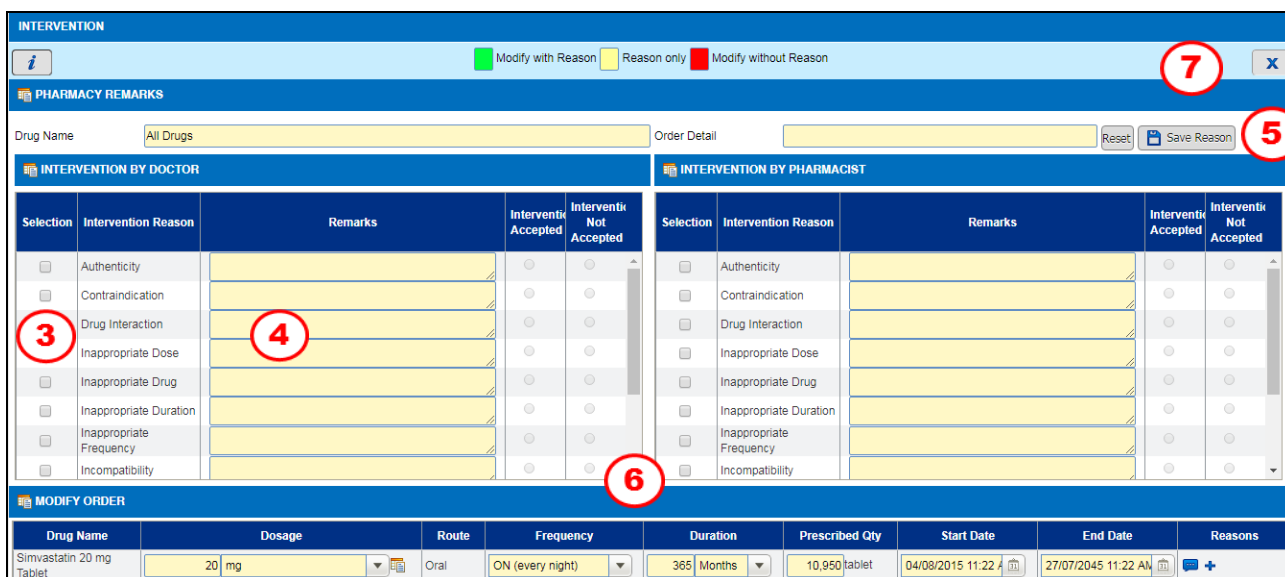
Repeat Step 1 to Step 5 as in verify prescription as per Figure 3.1.1-1 before perform Intervention steps.

STEP 1

Click on the ☐ checkbox as per Figure 3.1-2-1

STEP 2

Click on intervention  button for Intervention as per Figure 3.1-2-1



INTERVENTION

☐ Modify with Reason ☐ Reason only ☐ Modify without Reason

PHARMACY REMARKS

Drug Name: All Drugs Order Detail:

INTERVENTION BY DOCTOR

Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>
3	Drug Interaction	4	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Duration		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Frequency		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Incompatibility		<input type="radio"/>	<input type="radio"/>

INTERVENTION BY PHARMACIST

Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Drug Interaction		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Duration		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Frequency		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Incompatibility		<input type="radio"/>	<input type="radio"/>

6

MODIFY ORDER

Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reasons
Simvastatin 20 mg Tablet	20 mg	Oral	ON (every night)	365 Months	10,950 tablet	04/08/2015 11:22 AM	27/07/2045 11:22 AM	<input type="button" value="+"/>

Figure 3.1.2-2 Intervention

STEP 3

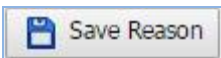
Choose the **Intervention Reason** by tick at the checkbox of the column **Selection**:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration

STEP 4

Enter remarks of intervention reason.

STEP 5

Click on the  to save the intervention reason. Once do that, the drugs information will be change from grey to yellow.

Note

- Intervention reason will be updated to all drugs listed in the screen.
- Background color for the drugs change from grey to Yellow, means the records is being updated on the intervention reason but no modification been done.
 - a) There were also some color indicator highlighted for a drug row, when user do the intervention:
 - i. **GREEN**- Modify with Intervention Reason:- user able to save changes.
 - ii. **YELLOW**- Add Reason only:- user able to save changes.
 - iii. **RED**-Modify without Reason:- user are not able to save changes. User need to add in at least one reason to save changes.

STEP 6

Modify the order detail and background color will change to green.

Note

- User is allowed to change only Frequency, Duration and Dose
- Modify Order will be displayed:
 - b) Drug name.
 - c) Dose – dosage will be allowed to change.
 - d) Frequency - dosage will be a drop down and allowed to change - once changed the changed value of the dose will be stored and the order quantity will be recalculated.
 - e) Order Qty - dosage will be allowed to change - value of the Order Qty will be recalculated after change the frequency and duration.
 - f) Start Date Time.
 - g) Dosage form.
 - h) Admin Route.
 - i) Admin Route.
 - j) Duration - duration is allowed to change. The user will also have to select the UOM for duration, possible UOM will be days, month and hours.
 - k) Dispense Location.
 - l) End Date Time.
 - m) Remarks.

button to save the modification as refer to Figure 3.1.2-2.

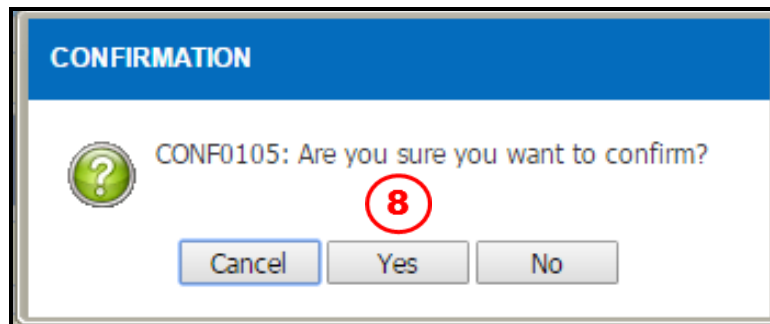
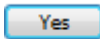


Figure 3.1.2-5 Confirmation

STEP 8

Click on



to confirm drug intervention.

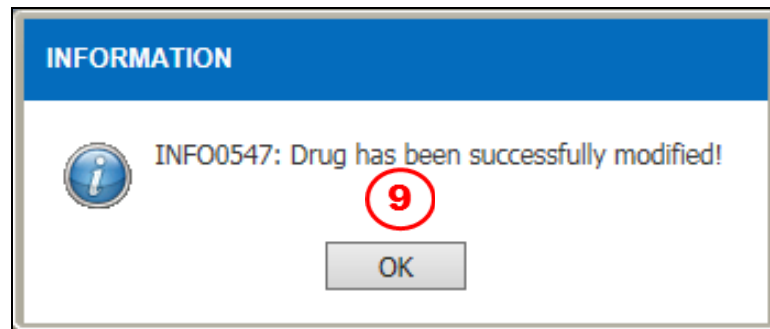
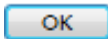


Figure 3.1.2-6 Information Alert Message

STEP 9

Click on the



button to save record










PRESCRIPTION													[Pause]		[Refresh]		[Print]		[English]		[PROCEED TO PREPARATION]		[Patient sticker]		[Label]		[IP Label]		[OP Label]		[Full Supply]		[Allocate]		[Verify]	
		Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescrip Nam																							
	<input type="checkbox"/>	Atorvastatin 20 mg Tablet  	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail																									
	<input type="checkbox"/>	Simvastatin 10 mg Tablet  	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 tablet	0 <input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail																									
	<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet  	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	13 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail																									
	<input type="checkbox"/>	Salbutamol 100 mcg/ dose Inhaler (200 doses)  	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	1 cannister	0 cannister	0 <input type="checkbox"/> <input checked="" type="checkbox"/> POMs	0 cannister	0 cannister	1 cannister (7 day(s))	 Remarks	<input checked="" type="checkbox"/> Detail																									

Figure 3.1.2-7 Prescription

Note

It will then go back to Screening & Verification screen with changes being highlighted in blue text.

3.1.3 Alternate Drug

This function allow user to select different drug with the same active ingredient and same administration route. This function is available in screening verification screen and preparation screen, however the suitable time to do intervention is during screening and verification screen



Drug Name	Order Details	Order Qty	Reserve Qty	POMS Received	Dispense UOM Qty	Balance	Remarks	Counselling Indication	Extemporaneous
Ceftriaxone 1g Injection	1000 mg, OD, Intravenous Bolus, 5 Days 23/10/2019 05:09 PM - 28/10/2019 05:09 PM	5 vial	0 POMS	0 vial	0 vial	5 vial (5 day(s))	Remarks	Detail	
Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 5 Days 23/10/2019 05:10 PM - 28/10/2019 05:10 PM	40 tablet	0 POMS Alternate 1	0 tablet	0 tablet	40 tablet (5 day(s))	Remarks	Detail	
Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 5 Days 23/10/2019 05:10 PM - 28/10/2019 05:10 PM	5 tablet	0 POMS	0 tablet	0 tablet	5 tablet (5 day(s))	Remarks	Detail	
Salbutamol 100 mcg/dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 5 Days	1 cannister	0 POMS	0 cannister	0 cannister	1 cannister	Remarks	Detail	

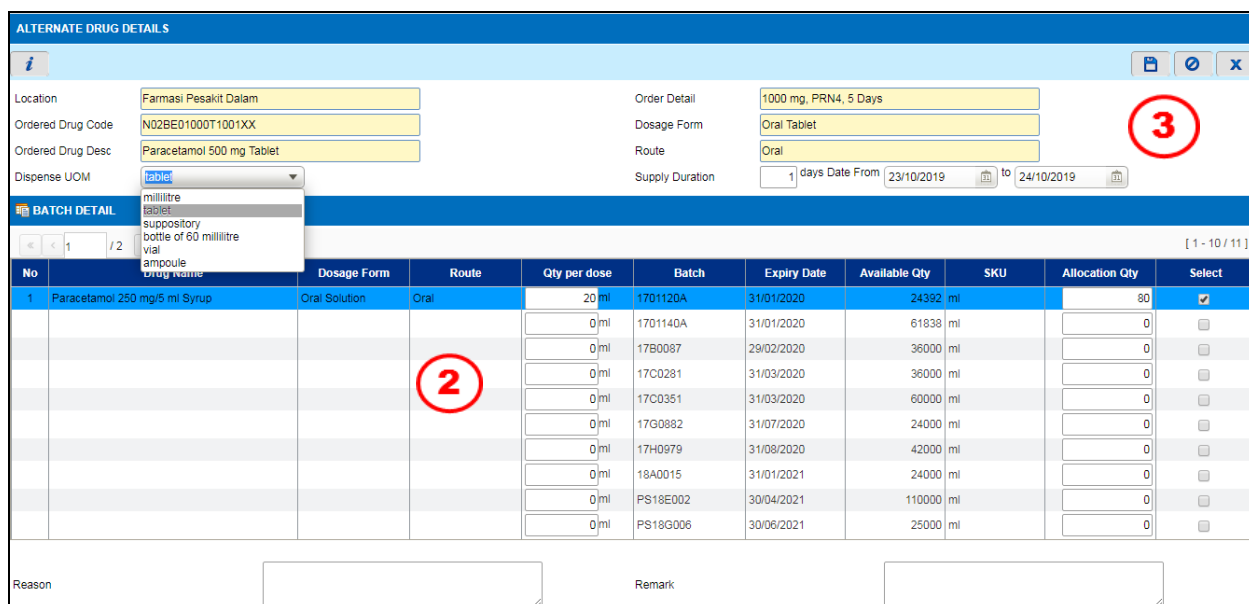
Figure 3.1.3-1 Screening & Verification – Alternate Drug

Note

Repeat **Step 1 to Step 4** as in verify prescription as per Figure 3.1-1-1 before perform Alternate Drug steps.

STEP 1

Click on the [Alternate](#) link to do alternate as per Figure 3.1.3-1



No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Paracetamol 250 mg/5 ml Syrup	Oral Solution	Oral	20 ml	1701120A	31/01/2020	24392 ml		80	<input checked="" type="checkbox"/>
				0 ml	1701140A	31/01/2020	61838 ml		0	<input type="checkbox"/>
				0 ml	17B0087	29/02/2020	36000 ml		0	<input type="checkbox"/>
				0 ml	17C0281	31/03/2020	36000 ml		0	<input type="checkbox"/>
				0 ml	17C0351	31/03/2020	60000 ml		0	<input type="checkbox"/>
				0 ml	17G0882	31/07/2020	24000 ml		0	<input type="checkbox"/>
				0 ml	17H0979	31/08/2020	42000 ml		0	<input type="checkbox"/>
				0 ml	18A0015	31/01/2021	24000 ml		0	<input type="checkbox"/>
				0 ml	PS18E002	30/04/2021	110000 ml		0	<input type="checkbox"/>
				0 ml	PS18G006	30/06/2021	25000 ml		0	<input type="checkbox"/>

Figure 3.1.3-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose** and save record

Note

Dispense OUM is available to select as per Figure 3.1.3-2

STEP 3

Click on the  button to save record

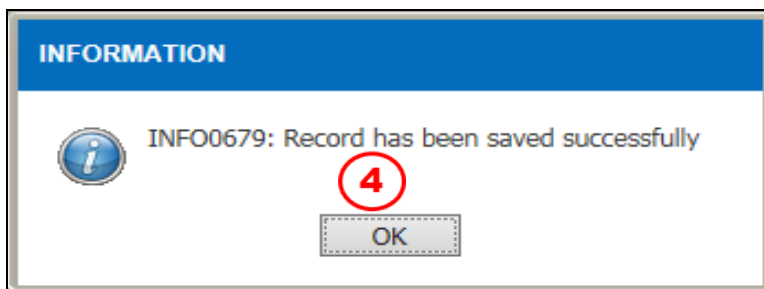
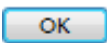


Figure 3.1.3-4 Information Alert Message

STEP 4

Click on the  button to save record and screen will automatically closed and back to prescription screen as Figure 3.1.3-5

PRESCRIPTION												
<div> <div> <div></div> <div>ENGLISH</div> <div>PROCEED TO PREPARATION</div> </div> <div> <div>Patient sticker</div> <div>Label</div> <div>IP Label</div> <div>OP Label</div> <div>Full Supply</div> <div>Allocate</div> <div>Verify</div> </div> </div>												
	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Name
<input type="checkbox"/>	Ceftriaxone 1g Injection	1000 mg, OD, Intravenous Bolus, 5 Days 23/10/2019 05:09 PM - 28/10/2019 05:09 PM	5 vial	0 vial	0 <input type="checkbox"/> POMs	0 vial	0 vial	5 vial (5 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 5 Days 23/10/2019 05:10 PM - 28/10/2019 05:10 PM	40 tablet	0 tablet	0 <input type="checkbox"/> POMs Alternate	0 tablet	0 tablet	32 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Paracetamol 250 mg/5 ml Syrup				80 ml							
<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 5 Days 23/10/2019 05:10 PM - 28/10/2019 05:10 PM	5 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	5 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Salbutamol 100 mcg/dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 5 Days 23/10/2019 05:10 PM - 28/10/2019 05:10 PM	1 cannister	0 cannister	0 <input type="checkbox"/> POMs Alternate	0 cannister	0 cannister	1 cannister (5 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.1.3-5 Updated Prescription

3.1.4 Alternate / Combination Drug

This function allow user to replace existing ordered drug with the combination of drug within the same active ingredient and same administration route as ordered drug. This function is available in screening verification screen and preparation screen, however the suitable time to do intervention is during screening and verification screen .

PRESCRIPTION										
<div> <div>PROCEED TO PREPARATION</div> <div>ENGLISH</div> <div>Prescription</div> <div>Patient sticker</div> <div>Label</div> <div>Label</div> <div>OP Label</div> <div>Allocate</div> <div>Full Supply</div> </div> <div>Verify</div>										
<div> <div>Supply Duration</div> <div>1 Day</div> <div>Next Collection Location</div> </div>										
	Drug Name	Order Details	Order Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Counselling Indication	Extemporaneous
<input type="checkbox"/>	Atorvastatin 20 mg Tablet	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Simvastatin 10 mg Tablet	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 <input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	13 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Salbutamol 100 mcg/ dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM -	1 cannister	0 <input checked="" type="checkbox"/> POMs	0 cannister	0 cannister	1 cannister (7 day(s))	Remarks	<input checked="" type="checkbox"/> Detail	

Figure 3.1.4-1 Screening & Verification

Note

Repeat Step 1 to Step 4 as in verify prescription as per Figure 3.1.1-1 before perform **Alternate / Combination Drug** steps.

STEP 1

Click on the [Alternate\(C\)](#) hyperlink to perform alternate / combination drug as per Figure 3.1.4-1

ALTERNATE DRUG DETAILS																																																																																																																																			
<div> <div>Location</div> <div>Farmasi Pesakit Dalam</div> <div>Ordered Drug Code</div> <div>C10AA01000T1001XX</div> <div>Ordered Drug Desc</div> <div>Simvastatin 10 mg Tablet</div> <div>Dispense UOM</div> <div>tablet</div> <div>Order Detail</div> <div>20 mg, ON, 7 Days</div> <div>Dosage Form</div> <div>Oral Tablet</div> <div>Route</div> <div>Oral</div> <div>Supply Duration</div> <div>1 days Date From 11/10/2019 to 12/10/2019</div> </div>																																																																																																																																			
<div> <div>BATCH DETAIL</div> <div>tablet</div> <div>pack of 15 tablet</div> </div>																																																																																																																																			
<div> <div>1 / 2</div> <div>[1 - 10 / 13]</div> </div> <table border="1"> <thead> <tr> <th>No</th> <th>Drug Name</th> <th>Dosage Form</th> <th>Route</th> <th>Qty per dose</th> <th>Batch</th> <th>Expiry Date</th> <th>Available Qty</th> <th>SKU</th> <th>Allocation Qty</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Simvastatin 10 mg Tablet</td> <td>Oral Tablet</td> <td>Oral</td> <td>0 tablet</td> <td>2862926</td> <td>31/03/2020</td> <td>17536</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2875167</td> <td>30/04/2020</td> <td>19000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2891177</td> <td>30/06/2020</td> <td>5000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2905397</td> <td>31/08/2020</td> <td>5000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2939175</td> <td>31/12/2020</td> <td>5000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2957766</td> <td>28/02/2021</td> <td>10000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2981238</td> <td>31/05/2021</td> <td>4000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Simvastatin 40 mg Tablet</td> <td>Oral Tablet</td> <td>Oral</td> <td>0 tablet</td> <td>2891482</td> <td>30/06/2020</td> <td>13000</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2906759</td> <td>31/08/2020</td> <td>16500</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0 tablet</td> <td>2921458</td> <td>31/10/2020</td> <td>31500</td> <td>tablet</td> <td>0</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <div> <div>Reason</div> <div></div> <div>Remark</div> <div></div> </div>											No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select	1	Simvastatin 10 mg Tablet	Oral Tablet	Oral	0 tablet	2862926	31/03/2020	17536	tablet	0	<input type="checkbox"/>					0 tablet	2875167	30/04/2020	19000	tablet	0	<input type="checkbox"/>					0 tablet	2891177	30/06/2020	5000	tablet	0	<input type="checkbox"/>					0 tablet	2905397	31/08/2020	5000	tablet	0	<input type="checkbox"/>					0 tablet	2939175	31/12/2020	5000	tablet	0	<input type="checkbox"/>					0 tablet	2957766	28/02/2021	10000	tablet	0	<input type="checkbox"/>					0 tablet	2981238	31/05/2021	4000	tablet	0	<input type="checkbox"/>	2	Simvastatin 40 mg Tablet	Oral Tablet	Oral	0 tablet	2891482	30/06/2020	13000	tablet	0	<input type="checkbox"/>					0 tablet	2906759	31/08/2020	16500	tablet	0	<input type="checkbox"/>					0 tablet	2921458	31/10/2020	31500	tablet	0	<input type="checkbox"/>
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select																																																																																																																									
1	Simvastatin 10 mg Tablet	Oral Tablet	Oral	0 tablet	2862926	31/03/2020	17536	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2875167	30/04/2020	19000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2891177	30/06/2020	5000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2905397	31/08/2020	5000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2939175	31/12/2020	5000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2957766	28/02/2021	10000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2981238	31/05/2021	4000	tablet	0	<input type="checkbox"/>																																																																																																																									
2	Simvastatin 40 mg Tablet	Oral Tablet	Oral	0 tablet	2891482	30/06/2020	13000	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2906759	31/08/2020	16500	tablet	0	<input type="checkbox"/>																																																																																																																									
				0 tablet	2921458	31/10/2020	31500	tablet	0	<input type="checkbox"/>																																																																																																																									

Figure 3.1.4-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose** field for selected combination drug

STEP 3

Click on the  button to save record

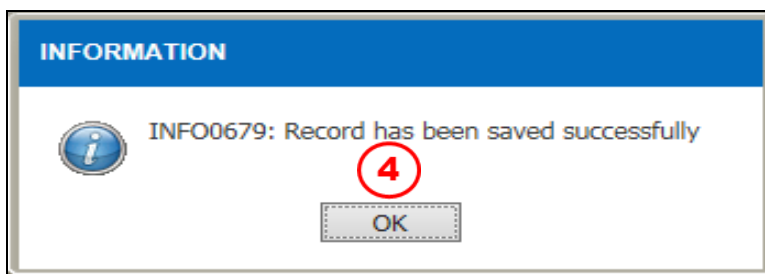
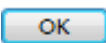


Figure 3.1.4-4 Information Alert Message

STEP 4

Click on the  button to save record and screen will be automatically closed and back to prescription screen as Figure 3.4-5

PHARMACY ORDER

Order TypeNormalOrder ByHalimatus

Supply Duration1 Day

PRESCRIPTION

ENGLISH

PROCEED TO PREPARATION

Patient sticker

Label

IP Label

OP Label

Full Supply

Allocate

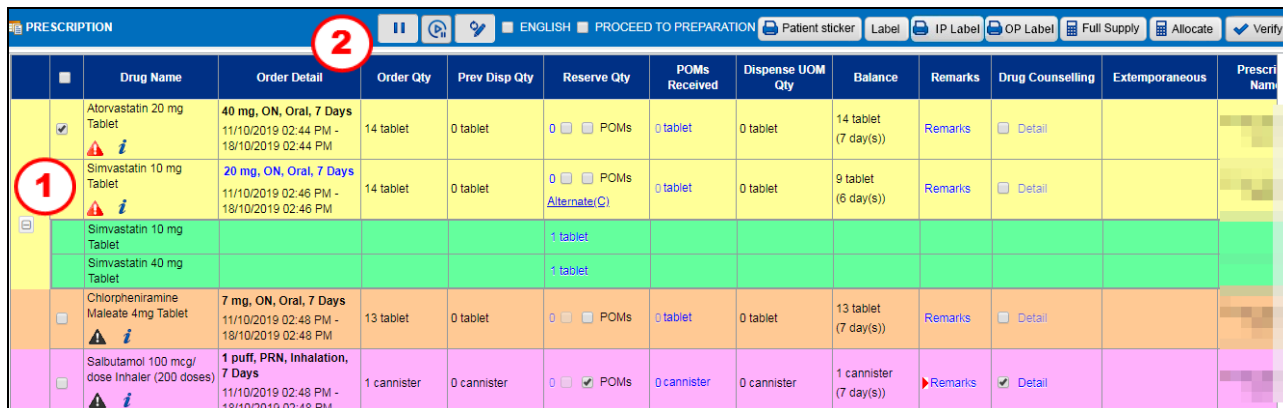
Verify

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Nam
<div><div></div><div></div><div></div></div>	Atorvastatin 20 mg Tablet	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 tablet	<div><div></div><div></div></div> POMs	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<div><div></div><div></div></div> Detail		
<div><div></div><div></div><div></div></div>	Simvastatin 10 mg Tablet	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 tablet	<div><div></div><div></div></div> POMs Alternate(C)	0 tablet	0 tablet	9 tablet (6 day(s))	Remarks	<div><div></div><div></div></div> Detail		
	Simvastatin 10 mg Tablet				1 tablet							
	Simvastatin 40 mg Tablet				1 tablet							
<div><div></div><div></div><div></div></div>	Chlorpheniramine Maleate 4mg Tablet	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 tablet	<div><div></div><div></div></div> POMs	0 tablet	0 tablet	13 tablet (7 day(s))	Remarks	<div><div></div><div></div></div> Detail		
<div><div></div><div></div><div></div></div>	Salbutamol 100 mcg/dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	1 cannister	0 cannister	<div><div></div><div></div><div></div></div> POMs	0 cannister	0 cannister	1 cannister (7 day(s))	Remarks	<div><div></div><div></div></div> Detail		

Figure 3.1.4-5 Updated Prescription

3.1.5 Hold / Resume

This function allows Pharmacist to hold medication from being prepare or dispense; may resume the medication order to continue dispensing .Hold/Resume process is available at Screening and Verification, Preparation and Dispensing



	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Nam
<input checked="" type="checkbox"/>	Atorvastatin 20 mg Tablet	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	14 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail		
<input checked="" type="checkbox"/>	Simvastatin 10 mg Tablet	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 tablet	0 <input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	9 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Simvastatin 10 mg Tablet				1 tablet							
<input type="checkbox"/>	Simvastatin 40 mg Tablet				1 tablet							
<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	13 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Salbutamol 100 mcg/ dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	1 cannister	0 cannister	0 <input checked="" type="checkbox"/> POMs	0 cannister	0 cannister	1 cannister (7 day(s))	Remarks	<input checked="" type="checkbox"/> Detail		

Figure 3.1.5-1 Screening & Verification – Hold

Hold

Note

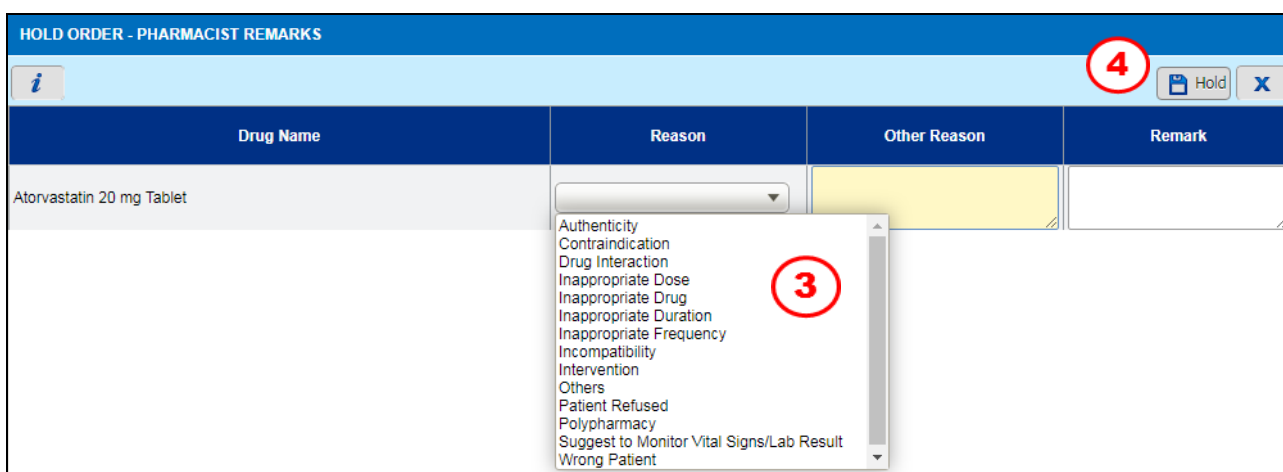
Repeat **Step 1 to Step 4** as verify prescription as per Figure 3.1.1-1 before perform Hold / Resume steps.

STEP 1

Select one drug by clicking on the ☐ checkbox

STEP 2

Click on Hold  button as per Figure 3.1.5-1



Drug Name	Reason	Other Reason	Remark
Atorvastatin 20 mg Tablet	<div> Authenticity Contraindication Drug Interaction Inappropriate Dose Inappropriate Drug Inappropriate Duration Inappropriate Frequency Incompatibility Intervention Others Patient Refused Polypharmacy Suggest to Monitor Vital Signs/Lab Result Wrong Patient </div>		

Figure 3.1.5-2 Hold Order – Pharmacist Remarks

Note

Select and enter from the **Hold Reason** drop down 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 the Remarks field with applicable information

STEP 4

Click on the  button

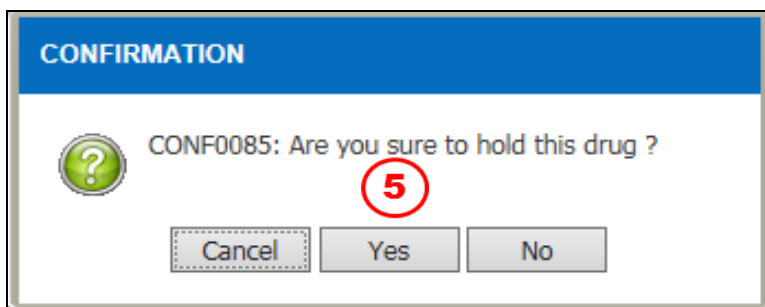


Figure 3.1.5-3 Hold Drug Alert Message

STEP 5

Click on the  button to Hold Drug and confirmation pop up message will automatically close

Resume

PHARMACY ORDER

Supply Duration

1 Day

Next Collection Location

Farmasi Pesakit Dalam

☐ SPUB

SPUB R1 Form

PRESCRIPTION

||

ENGLISH

Invoice

Worksheet

Worksheet

Balance Medication Sheet

Balance Medication Sheet

Patient sticker

Label

IP Label

OP Label

Full Supply

Allocate

Prepare


		Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescriber Name
	<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 4 Days 08/10/2019 02:37 PM - 12/10/2019 02:37 PM	32 tablet	0 tablet	<input type="checkbox"/> POMs	0 tablet	0 tablet	32 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
	<input type="checkbox"/>	Simvastatin 10 mg Tablet	1 tablet, ON, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	4 tablet	0 tablet	<input type="checkbox"/> POMs Alternate(C)	0 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
	<input checked="" type="checkbox"/>	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 tablet	<input type="checkbox"/> POMs	0 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	<input type="checkbox"/> Detail	
	<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 tablet	<input type="checkbox"/> <input checked="" type="checkbox"/> POMs	4 tablet	0 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		

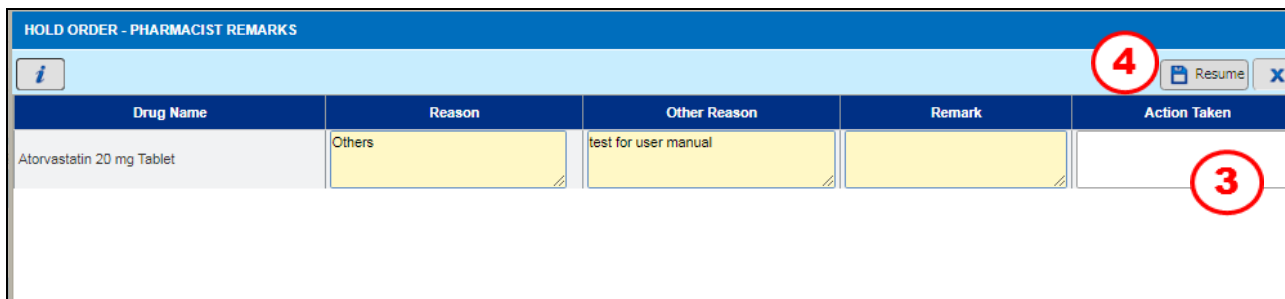
Figure 3.1.5-4 Screening & Verification – Resume

STEP 1

Click on the ☐ button as per Figure 3.1.5-4

STEP 2

Click on the Resume  button and select Resume as per Figure 3.1.5-4



Drug Name	Reason	Other Reason	Remark	Action Taken
Atorvastatin 20 mg Tablet	Others	test for user manual		

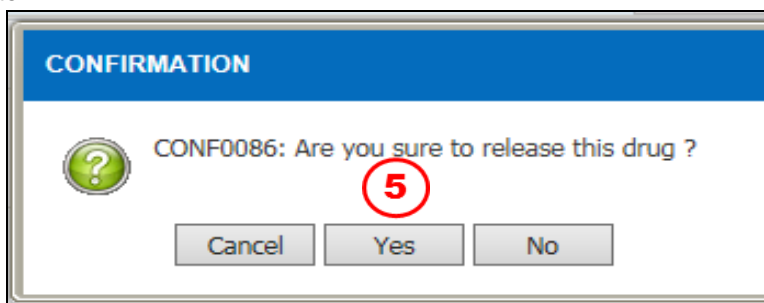
Figure 3.1.5-5 Hold Order – Pharmacist Remarks

STEP 3

Enter information in **Action Taken** field

STEP 4

Click on the  Resume button




CONFIRMATION

CONF0086: Are you sure to release this drug ?

Cancel Yes No

Figure 3.1.5-6 Confirmation Alert Message

STEP 5

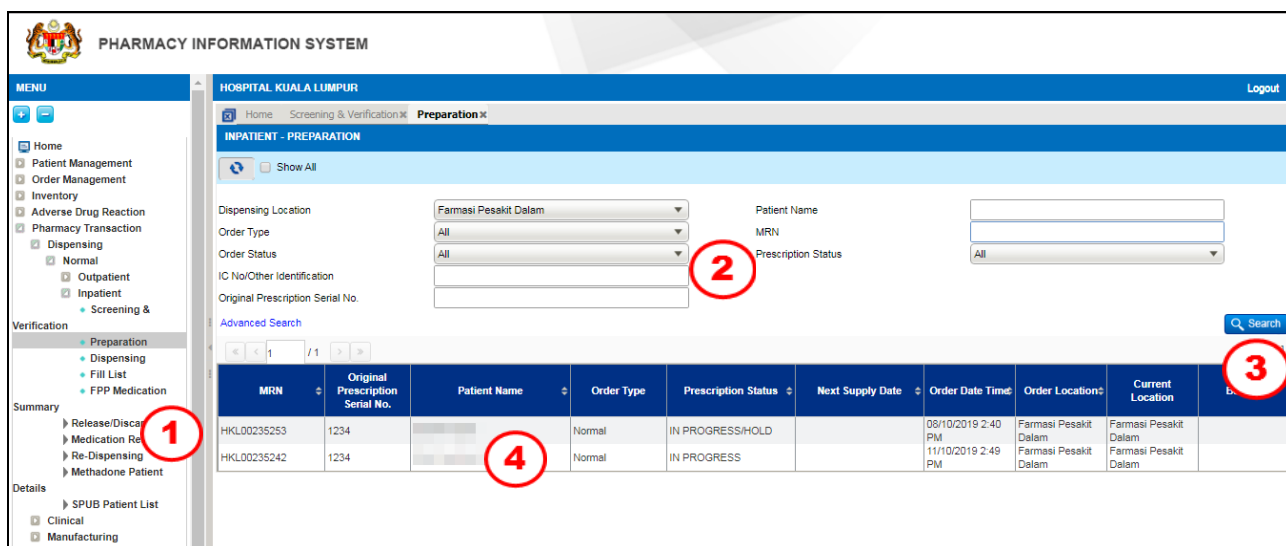
Click on the  Yes button to release drug from hold and the Hold Order screen will automatically close

3.2 Preparation

This function is used to manage patient visits for both Outpatient and Inpatient such as patient admission, discharge and transfer.

3.2.1 Prepare

This function is used to prepare drug before dispensing stage



PHARMACY INFORMATION SYSTEM

HOSPITAL KUALA LUMPUR Logout

Home Screening & Verification Preparation

INPATIENT - PREPARATION

Show All

Dispensing Location: Farmasi Pesakit Dalam

Order Type: All

Order Status: All

IC No/Other Identification:

Original Prescription Serial No.:

Patient Name:

MRN:

Prescription Status: All

Advanced Search Search

MRN	Original Prescription Serial No.	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	
HKL00235253	1234		Normal	IN PROGRESS/HOLD		08/10/2019 2:40 PM	Farmasi Pesakit Dalam	Farmasi Pesakit Dalam	
HKL00235242	1234		Normal	IN PROGRESS		11/10/2019 2:49 PM	Farmasi Pesakit Dalam	Farmasi Pesakit Dalam	

Figure 3.2.1-1 Preparation Listing Page

STEP 1

Click on 'Preparation' sub menu

STEP 2

Search existing patient record as follow:

a) Dispensing Location

b) Order Type

- All
- Normal
- SPUB
- Discharge

c) Mode of Services

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

d) Patient Name

e) MRN

f) Order Status

- All
- New Order

- Partial Supply

g) Prescription status

- All
- Hold
- Expired

h) IC No/Other Identification

Note

Advanced Search

can be used to narrow down the criteria. It is consist of :

- a) Order Location
- b) Order Location Type
- c) Order Date From
- d) Order Date To
- e) Next Supply From
- f) Next Supply To
- g) Bed No

STEP 3

Click on the  button to search the patient

STEP 4

Double click on the selected patient's name

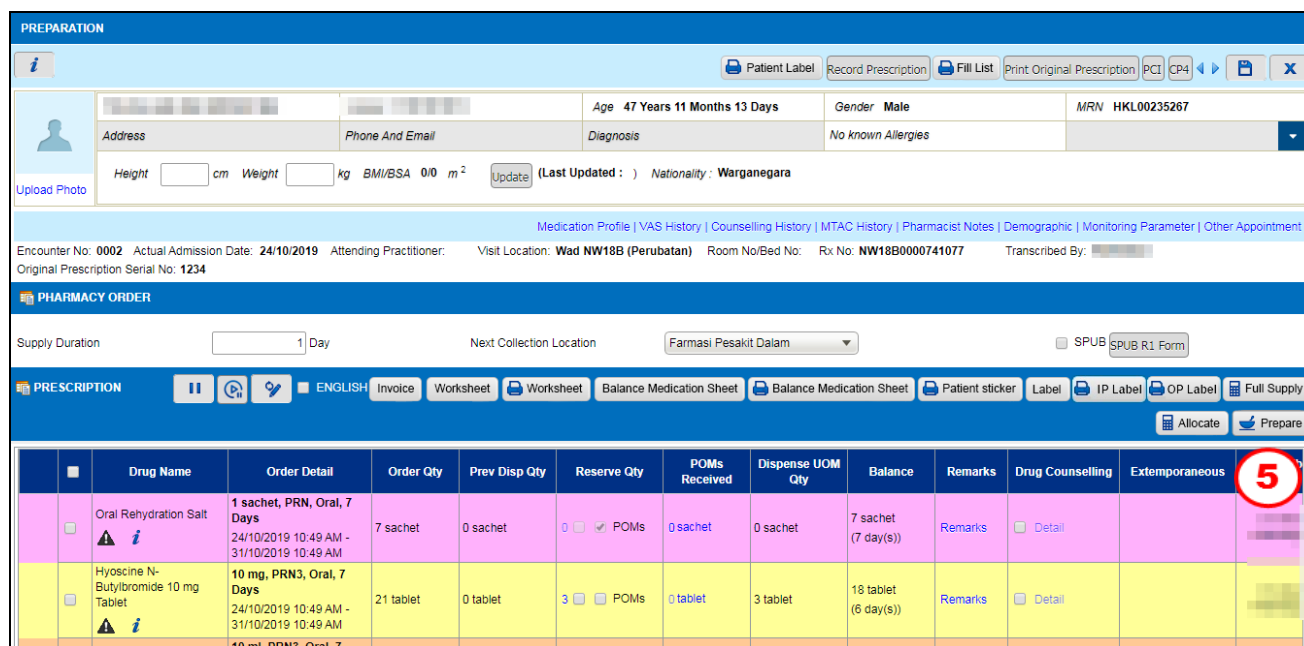
Note

On this listing page, various Search criteria as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorization	All – Type of search from range New order, Partial Supply and Pending Authorization New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorization – Prescription contain of drug to authorize

Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.2.1



PREPARATION

Address: [Redacted] Phone And Email: [Redacted] Age: 47 Years 11 Months 13 Days Gender: Male MRN: HKL00235267
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Medication Profile | VAS History | Counselling History | MTAC History | Pharmacist Notes | Demographic | Monitoring Parameter | Other Appointment |

Encounter No: 0002 Actual Admission Date: 24/10/2019 Attending Practitioner: Visit Location: Wad NW18B (Perubatan) Room No/Bed No: Rx No: NW18B0000741077 Transcribed By: [Redacted]
 Original Prescription Serial No: 1234

PHARMACY ORDER

Supply Duration: 1 Day Next Collection Location: Farmasi Pesakit Dalam ☐ SPUB ☐ SPUB R1 Form

PRESCRIPTION

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous
<input type="checkbox"/>	Oral Rehydration Salt	1 sachet, PRN, Oral, 7 Days 24/10/2019 10:49 AM - 31/10/2019 10:49 AM	7 sachet	0 sachet	0 <input type="checkbox"/> POMs	0 sachet	0 sachet	7 sachet (7 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Hyoscine N-Butylbromide 10 mg Tablet	10 mg, PRN3, Oral, 7 Days 24/10/2019 10:49 AM - 31/10/2019 10:49 AM	21 tablet	0 tablet	3 <input type="checkbox"/> POMs	0 tablet	3 tablet	18 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Diclofenac Sodium 100 mg Tablet	10 mg, PRN3, Oral, 7 Days 24/10/2019 10:49 AM - 31/10/2019 10:49 AM	7 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	7 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	

Figure 3.2.1-2 Preparation

Note

- When selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen which is required patient information. Below is the list of patient information:
 - Patient Name
 - Patient Address
 - Patient IC Number
 - Patient Phone and Email
 - Patient Diagnosis
 - Patient Age
 - Patient Allergy
 - Patient Gender
 - Patient MRN

- Below options are provided to view the additional patient information. Click on the hyperlink as below:
 - a) **Lab Parameter**
 - Patient's Laboratory Test Result
 - b) **Counselling History**
 - Medication Counselling history records.
 - c) **Demographic**
 - Patient's demographic details
 - d) **Pharmacist Notes**
 - Pharmacy notes such as MTAC, Ward Pharmacy and etc.
 - e) **Medication Profile**
 - This hyperlink will show the patient's current medication and previous medication history.
 - f) **Other Appointments**
 - This screen provides information if there are any other appointments recorded for the patient.
 - g) **Vas History**
 - This screen provides information on patients previous dispensing Mode of Services
- Current visit information will be displayed as below:
 - a) Admission Date
 - b) Attending practitioner
 - c) Visit location
 - d) Room No / Bed No
 - e) Rx No
 - f) Order By
- Prescription from order management will be displayed as below:
 - a) Drug Name
 - b) Order Detail
 - c) Order Qty - Quantity of drug ordered by the prescriber.
 - d) Prev Disp Qty
 - e) Reserve Qty
 - f) POM received
 - g) Dispence OUM quantity
 - h) Balance
 - i) Remarks
 - j) Drug Counseling
 - k) Extemporaneous
 - l) Prescriber name
 - m) Status
 - n) Drug Info
 - o) Drug Interaction Alert

STEP 5

Click on the  button to proceed prepare process

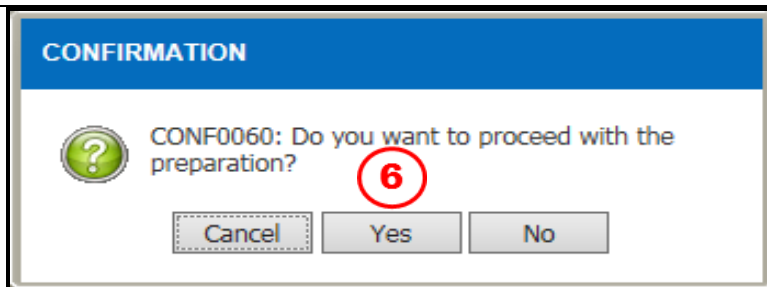


Figure 3.2.1-3 Confirmation Alert Message

STEP 6

Click on the  button to confirm preparation

Note

These are the options to select and print reports as per Figure 4.1-4:

- a) *Balance Medication Sheet – English*
- b) *Balance Medication Sheet – Malay*
- c) *Worksheet*
- d) *Dispense Labels*

3.2.2 Allocate Quantity

This function is used to allocate quantity manually or change the quantity calculated by application

PHARMACY ORDER

Supply Duration

1 Day

Next Collection Location

Farmasi Pesakit Dalam

☐ SPUB

SPUB R1 Form

PRESCRIPTION

ENGLISH

InvoiceWorksheetWorksheetBalance Medication SheetBalance Medication SheetPatient stickerLabelIP LabelOP LabelFull SupplyAllocatePrepare

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescriber Name	Status
<div></div>	<div><div></div>Atorvastatin 20 mg Tablet</div>	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 tablet	2 <div><div></div></div> POMs	0 tablet	2 tablet	12 tablet (4 day(s))	Remarks <div><div></div></div> Detail	<div><div></div></div> Detail		<div></div>	Verified
	<div><div></div>Simvastatin 10 mg Tablet</div>	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 tablet	0 <div><div></div></div> POMs <div>Alternate</div>	0 tablet	0 tablet	9 tablet (4 day(s))	Remarks <div><div></div></div> Detail	<div><div></div></div> Detail		<div></div>	Verified
	<div><div></div>Simvastatin 10 mg Tablet</div>				1 tablet								
	<div><div></div>Simvastatin 40 mg Tablet</div>				1 tablet								
<div></div>	<div><div></div>Chlorpheniramine Maleate 4mg Tablet</div>	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 tablet	<div><div></div></div> POMs	0 tablet	0 tablet	13 tablet (4 day(s))	Remarks <div><div></div></div> Detail	<div><div></div></div> Detail		<div></div>	Ward Stock
<div></div>	<div><div></div>Salbutamol 100 mcg/ dose Inhaler (200 doses)</div>	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	1 cannister	0 cannister	0 <div><div></div></div> POMs	0 cannister	0 cannister	1 cannister (4 day(s))	Remarks <div><div></div></div> Detail	<div><div></div></div> Detail		<div></div>	Verified

Figure 3.2.2-1 Preparation

Note

Repeat **Step 1 – Step 4** as in prepare as per Figure 4.1.1-1 before performs Allocate Quantity steps.

STEP 1

Click on **Reserve Qty** hyperlink to allocate quantity

Note

User is allowed to allocate 0 quantity in Reserve Qty field by clicking the ☐ checkbox.

ITEM BATCH DETAILS

Drug Code

C10AA05000T1002XX

Drug Name

Atorvastatin 20 mg Tablet

Order Detail

40 mg, ON (every night), 7 Days, 11/10/2019 - 18/10/2019

Default SKU

tablet

Dispense UOM

tablet

Supply Duration

1 days

Date From

11/10/2019

to

12/10/2019

BATCH DETAIL

<<

<

1

/ 2

>

>>

[1 - 10 / 13]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
2830211 (box of 100 tablet)	31/10/2019	3398	2 tablet	2
2852103	31/01/2020	5400	0 tablet	0
2858733	29/02/2020	20000	0 tablet	0
2866530	31/03/2020	17400	0 tablet	0
2888812	30/06/2020	28200	0 tablet	0
2912322	30/09/2020	31600	0 tablet	0
2921075	31/10/2020	33700	0 tablet	0
2962709	21/03/2021	25200	0 tablet	0
2968206	21/03/2021	42000	0 tablet	0
2984421	31/05/2021	21000	0 tablet	0

Total Available Qty

274598

Total Allocated Qty

2

Figure 3.2.2-2 Item Batch Details

STEP 2

Enter the **UOM Qty** field


Note

- User is allowed to choose and Allocate Qty from Batch Detail.
- Dispense UOM** Dispense UOM will be automatically generated from the drug master.
- Item Batch Details will be displayed:
 - Drug Code** - The value will be defaulted to the drug code selected from the prescription list, auto display.
 - Drug Name** - The value will be defaulted to the drug name selected from the prescription list, auto display.
 - Order Detail** - The value will be defaulted to the duration selected from the prescription list. Will include duration, date and time for medication, auto display.
 - Default SKU** - The value will be defaulted to the SKU selected from the prescription list, auto display.
 - Supply Duration** - The value will be defaulted to the duration selected from the prescription list, auto display.
 - Date** - The value will be defaulted to the supply duration selected from the prescription list, auto display.
- Batch Detail** - will list down all item batches which are related to the selected drug where expiry date is less than 30 days from the current date.
 - Batch No** – Available batch no
 - Expiry Date** – Batch expiry date
 - Available Qty** – Quantity available for the selected batch
 - UOM Qty** – Quantity available by UOM
 - Allocate Qty** – Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.
 - Total Available Qty** - will show the quantity of the drug available for the selected dispensing location only,

auto display.

- g) **Total Allocated Qty** - will show total of allocated quantity for the selected drug, It will auto calculate the total quantity when user allocates the quantity for the selected batch no, auto display.

STEP 3

Click on the  button to save record

STEP 4

Click on the  button to save record and screen will automatically closed

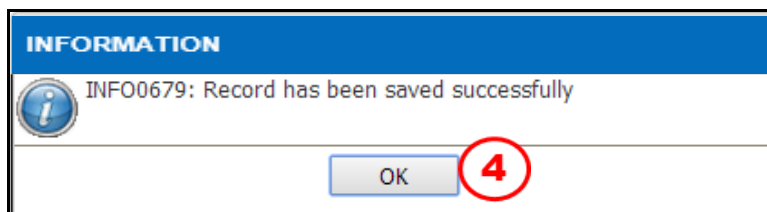


Figure 3.2.2-4 Information Alert Message

DRUG LABEL

Select All Drugs ☒ **2**

Print In IP Format ☒ Print In OP Format ☐

Drug Name	Dose	Dosage Form	Frequency	Duration	Administration Instruction	Indication	Cautionary	Special Instruction	Expire Date	Batch No.	Supply Start Date	Supply End Date	Print In Local Language	No of Label to Print	Price
Atorvastatin 20 mg Tablet	2 tablet	Oral Tablet	At night	1 Days	May be taken BEFORE OR AFTER food	High cholesterol level			31/10/2019	2830211	11/10/2019	12/10/2019	<input checked="" type="checkbox"/>	2 biji	1.00
<p>Setiap malam 1 Hari</p> <p>Boleh diambil SEBELUM ATAU SELEPAS makan</p> <p>Tahap kolesterol tinggi</p>															
<p>Simvastatin 10 mg Tablet</p>															
1 tablet	Oral Tablet	At night	1 Days	May be taken BEFORE OR AFTER food	High cholesterol level			Take consistently at the same time everyday	31/03/2020	2862926	11/10/2019		<input checked="" type="checkbox"/>	1 biji	1.00
<p>Setiap malam 1 Hari</p> <p>Boleh diambil SEBELUM ATAU SELEPAS makan</p> <p>Tahap kolesterol tinggi</p> <p>Ambil ubat pada waktu yang sama setiap hari</p>															

Figure 3.2.3-2 Preparation – Drug Label

Note

- User able to Select All drug label, or click on the check box to select drug label to print.
- Click at ☒ Print In IP Format ☐ Print In OP Format ☐ Checkbox to choose to print in In-Patient or Outpatient Format
- Click on Print in Local Language check box to print label in Malay.
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, Expiry Date and Price

HOSPITAL KUALA LUMPUR (Tel: 0326155555)

HKL00235242 Farmasi Pesakit Dalam

Atorvastatin 20mg Tab

Ambil 2 biji Setiap malam

Boleh diambil SEBELUM ATAU SELEPAS makan.

11/10	12/10	13/10	14/10	15/10	16/10	17/10

11/10/19 [1 hari] 2 biji RM1.00

UBAT TERKAWAL 14/10/2019 04:13 PM

Figure 3.2.3-3 Preview Inpatient Drug Label

- Drug dosage has been modified to 1 decimal point

STEP 3

Click on the  button to print **Drug Label**







3

HOSPITAL KUALA LUMPUR (Tel: 0326155555)						
						
HKL00235242		Farmasi Pesakit Dalam				
Atorvastatin 20mg Tab						
Ambil 2 biji Setiap malam						
-						
Boleh diambil SEBELUM ATAU SELEPAS makan.						
11/10	12/10	13/10	14/10	15/10	16/10	17/10
11/10/19 [1 hari]		2 biji		RM1.00		
UBAT TERKAWAL				14/10/2019 04:13 PM		

Figure 3.2.3-4 Preview Drug Label

Note

- *Enhancement on drug label*
 - *To put 'dose' and 'frequency' in one line.*
 - *'Route' to move in 2nd line.*
 - *Line to reduce (make it more thin/grey color)*
 - *Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.*
 - *Remain background color as white for all information for all labels.*
 - *Combine Special Instruction and Cautionary into 1 column*

HOSPITAL KUALA LUMPUR (Tel: 0326155555)		
[REDACTED]		
HKL00235242	Farmasi Pesakit Dalam	[REDACTED]
Atorvastatin 20mg Tab		
Ambil 2 biji Setiap malam		
-		
Boleh diambil SEBELUM ATAU SELEPAS makan		
Tahap kolesterol tinggi		
11/10/19-12/10/19 [1 hari]	2 biji	RM1.00
UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK		14/10/2019 04:17 PM

Figure 3.2.3-5 Preview Outpatient Drug Label

3.2.4 Extemporaneous – By Patient

This function is used to generate and print the Ingredient label prepared for patient, based on drugs setup. Extemporaneous preparation prepared by patient at home.

PHARMACY ORDER

Supply Duration: 2 Day
Next Collection Location: PHARMACY SATELLITE

PRESCRIPTION

ENGLISH

Invoice

Worksheet

Worksheet

Balance Medication Sheet

Balance Medication Sheet

Patient sticker

Label

Label

Full Supply

Allocate

Prepare

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
	Amlodipine 5 mg Tablet	5 mg, BID, Oral, 7 Days 17/01/2018 10:14 AM - 24/01/2018 10:14 AM	14 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	0 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		Handled by Agent
	Amlodipine 10 mg Tablet			8 tablet						<input type="checkbox"/> Detail	
	Warfarin Sodium 2 mg Tablet	2 mg, OV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM	7 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	7 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> 1	Handled by Agent
	Salbutamol 2 mg Tablet	5 mg, TID, Oral, 6 Days 17/01/2018 10:19 AM - 23/01/2018 10:19 AM	45 tablet	0 <input type="checkbox"/> Alternate	0 tablet	0 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		Handled by Agent

Figure 3.2.4-1 Preparation – Extemporaneous

Note

Repeat **Step 1 to Step 2** as in prepare as per Figure 3.2.1-1 before performs Extemporaneous by Patient steps.

STEP 1

Click on the **Extemporaneous** ☒ checkbox and system will display extemporaneous screen as Figure 4.4.-2

EXTEMPORANEOUS			
<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div>		<div> <div>5</div> <div>Print Ingredient Label</div> </div> <div> <div>4</div> <div>Generate Worksheet</div> </div> <div> <div></div> <div></div> <div></div> </div>	
<div> <div>Preparation Done By</div> <div> <div> <div></div> <div>Pharmacist</div> </div> <div> <div></div> <div>Patient</div> </div> </div> </div>			
<div> <div>3</div> <div>Preparation Name</div> </div> <div> <div>Warfarin 0.2mg/ml Oral Liquid(OraP:OraS)</div> <div></div> </div>		<div> <div>Concentration</div> <div> <div>0.2</div> <div>mg</div> </div> <div>/ml</div> </div>	
		<div> <div>Dosage</div> <div> <div>10</div> <div>ml</div> </div> </div>	
Item	Item Name	Quantity	UOM
Active Ingredient	Warfarin Sodium 2 mg Tablet		2 tablet
Vehicle	OraPlus:OraSweet, 1:1	20	ml
<div> <div></div> <div>Storage Condition and Procedures in Local Language</div> </div>			
Storage Condition	Refrigerate Amber bottle	Expiry	7 Days
References	Handbook of Extemporaneous Preparation 2010	Formulation Remarks	
Procedures(Preparation by Pharmacist)			
Procedures(Preparation by Patient)	<div> <div>1. Ambil 1 biji Warfarin Sodium 2 mg Tablet.</div> <div>2. Hancurkan Warfarin Sodium 2 mg Tablet.</div> <div>3. Tambah 10 ml OraPlus:OraSweet, 1:1.</div> </div>		
Preparation Remarks			

Figure 3.2.4-2 Preparation – Extemporaneous

STEP 2

Click on 'Patient' radio button

STEP 3

Select **Preparation Name** from the drop down box

Note

- *Concentration, dosage, Quantity, Storage Condition, Vehicle Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.*
- *Allow to select Storage Condition and Procedures in Local Language.*
- *Allow to change **Vehicle** UOM if applicable.*
- *Allow to change **Expiry** duration.*
- ***Procedures/Preparation** by Pharmacist is editable.*

STEP 4

Click on the  button to save record

STEP 5

Click on the  button to print ingredient label

STEP 6



Click on the button to print the label

Warfarin Sodium 2 mg Tablet ⑥	
2 tablet	
Batch No: NH0400	Exp Date: 30/06/2020
APOTEX (APO)	
Ubat Terkawal	

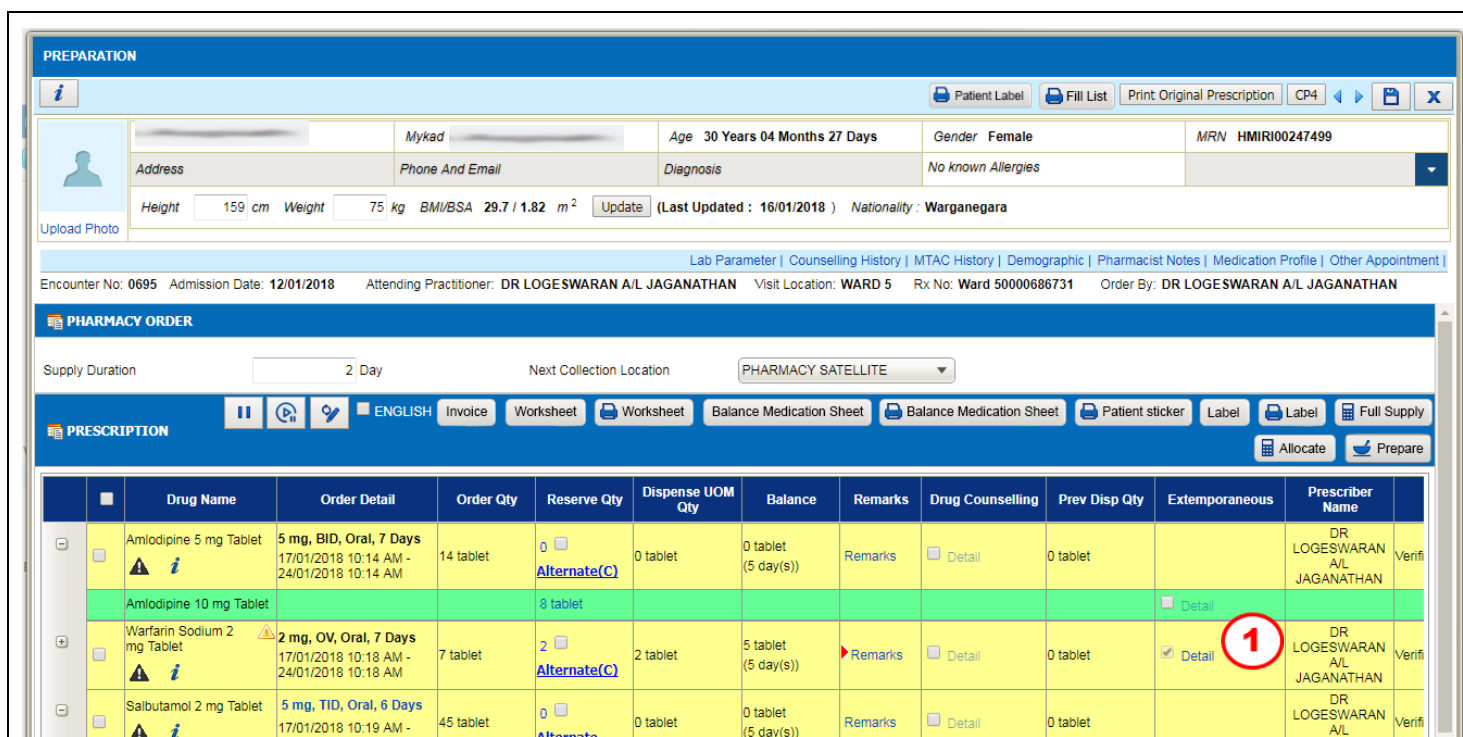
Figure 3.2.4-3 Sample Of Extemporaneous Ingredient Label

Note

Refer Figure 3.2.4-3 for the Ingredient Label Prepared by Patient sample.

3.2.5 Extemporaneous – By Pharmacist

This function is used to generate and print the Ingredient label prepared for patient, based on drugs setup. Extemporaneous preparation prepared by patient at home.



PREPARATION

Mykad: [Redacted] Age: 30 Years 04 Months 27 Days Gender: Female MRN: HMIRI00247499
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: 159 cm Weight: 75 kg BMI/BSA: 29.7 / 1.82 m² Update (Last Updated : 16/01/2018) Nationality: Warganegara

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0695 Admission Date: 12/01/2018 Attending Practitioner: DR LOGESWARAN A/L JAGANATHAN Visit Location: WARD 5 Rx No: Ward 50000686731 Order By: DR LOGESWARAN A/L JAGANATHAN

PHARMACY ORDER

Supply Duration: 2 Day Next Collection Location: PHARMACY SATELLITE

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Amlodipine 5 mg Tablet	5 mg, BID, Oral, 7 Days 17/01/2018 10:14 AM - 24/01/2018 10:14 AM	14 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	0 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		DR LOGESWARAN A/L JAGANATHAN	Verifi
	Amlodipine 10 mg Tablet			8 tablet						<input type="checkbox"/> Detail		
<input type="checkbox"/>	Warfarin Sodium 2 mg Tablet	2 mg, OV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM	7 tablet	2 <input type="checkbox"/> Alternate(C)	2 tablet	5 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail 1	DR LOGESWARAN A/L JAGANATHAN	Verifi
<input type="checkbox"/>	Salbutamol 2 mg Tablet	5 mg, TID, Oral, 6 Days 17/01/2018 10:19 AM -	45 tablet	0 <input type="checkbox"/> Alternate	0 tablet	0 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		DR LOGESWARAN A/L	Verifi

Figure 3.2.5-1 Preparation – Extemporaneous

Note

Repeat Step 1 to Step 2 as in prepare as per Figure 3.2.1-1 before performs Extemporaneous by Patient steps.





STEP 1

Click on the *Extemporaneous* ☒ checkbox and system will be displayed extemporaneous screen as Figure 4.5-2

STEP 2

Click on 'Pharmacist' radio button

EXTEMPORANEOUS
5
4
7


2
Print Ingredient Label
Generate Worksheet




Preparation Done By ☒ Pharmacist ☐ Patient
Preparation Name 3 Warfarin 0.2mg/ml Oral Liquid(OraP:OraS) *

Worksheet ID
Concentration mg /ml
Dosage ml

Item	Item Name	Quantity	UOM
Active Ingredient	Warfarin Sodium 2 mg Tablet		2 tablet
Vehicle	OraPlus:OraSweet, 1:1	<input type="text" value="20"/>	<input type="text" value="ml"/>

☐ Storage Condition and Procedures in Local Language

Storage Condition
Expiry Days

References
Formulation Remarks

Procedures(Preparation by Pharmacist)

Procedures(Preparation by Patient)

Preparation Remarks

Figure 3.2.5-2 Preparation – Extemporaneous

STEP 3

Select *Preparation Name* from drop down box

Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Allow to select Storage Condition and Procedures in Local Language.
- Allow to change Vehicle UOM if applicable.
- Allow to change Expiry duration.

STEP 4

Click on the  button to save record

STEP 5

Click on the  button to print Ingredient Worksheet

Note

- Refer Figure 4.5-3 for the Extemporaneous Worksheet by Pharmacist sample.
- Able to print Worksheet for prepare drug for patient.

STEP 6



Click on the button to print the worksheet

STEP 7



Click on the button and close record

EXTEMPOREANEOUS WORKSHEET (PARTIAL)									
MINISTRY OF HEALTH									
Hospital Mini									
Date of preparation : 17/01/2018					Worksheet Id: 18-01-0013				
MRN					Name				
ID No									
Order Location WARD 5					Rx. No. Ward 50000686731				
Order Date 17/01/2018					Ordered By DR				
No	ROA	Preparation Name	Dose	Total Dose	Material Used				Storage
					Item Name	Volume/Qty Required	Batch No	Expiry Date	
1.	Oral	Warfarin 0.2mg/ml Oral Liquid(OraP:OraS) Expiry Date : 24/01/2018	2mg (10ML)	4mg (20 ml)	Warfarin Sodium 2 mg Tablet	2 tablet	NH0400	30/06/2020	Refrigerate Amber bottle
					OraPlus:OraSweet, 1:1	20 ml			
Remarks:					Instruction: 1. Crush tablets in a mortar to a fine powder. 2. Levigate the powder with distilled water until a smooth paste is formed. 3. Add more distilled water to the paste until a liquid is formed and transfer the liquid into the container. 4. Use additional vehicle to rinse the remaining drug from the mortar and pour into the container. 5. Make up to final volume with vehicle. 6. Shake well and label				
Reference: Handbook of Extemporaneous Preparation 2010									
Worksheet generated by		Worksheet & label checked by		Prepared by		Final Product Checked by			
KOK HENG FENG									
Date: 17/01/2018		Date:		Date:		Date: 17/01/2018			

Figure 3.2.5-3 Preparation – Extemporaneous

3.3 Dispensing

This function allow user to record dispensing, to hold, resume and edit label.

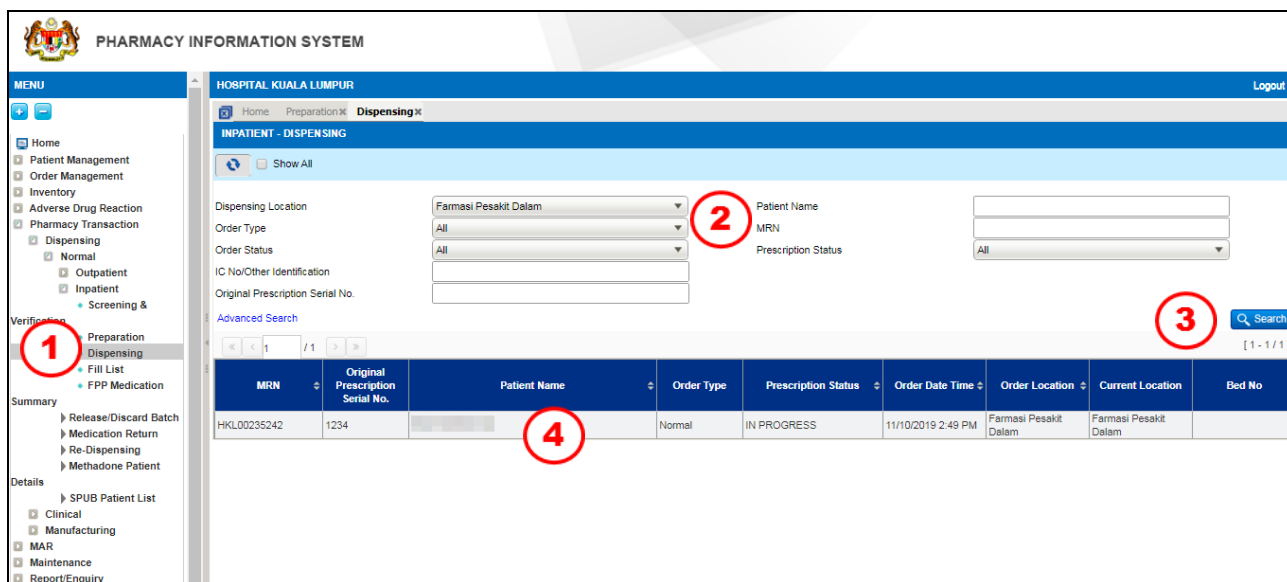


Figure 3.3-1 Dispensing Landing Screen Note

Note

Various search criteria for Patient is provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense - Pending Authorisation – Prescription contain of drug to authorize

Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.3

STEP 1

Click on 'Dispensing' sub menu

STEP 2

Search existing patient record as follow:

a) Dispensing Location

b) Order Location Type

c) Mode of Services

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

d) Patient Name

e) MRN

f) Order Status

- All
- New Order
- Partial Supply

g) Order Location

h) IC No/Other Identification

i) Order Type

- All
- Normal
- SPUB
- Discharge

j) Acknowledged without patient arrival

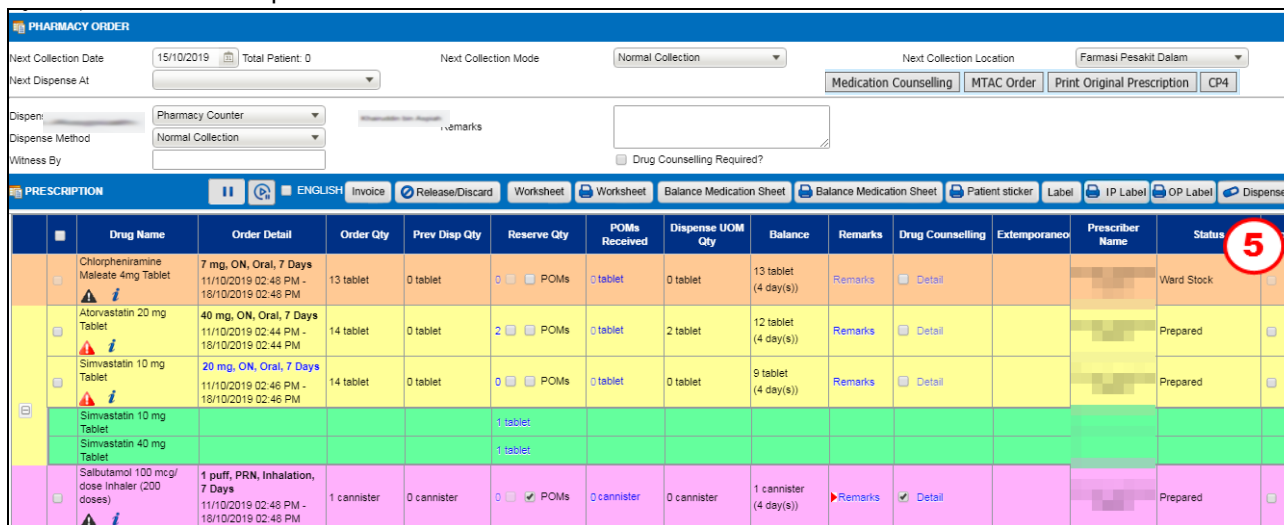
k) Next Dispense At

STEP 3

Click on the  button to search the patient

STEP 4

Double click on the selected patient's name

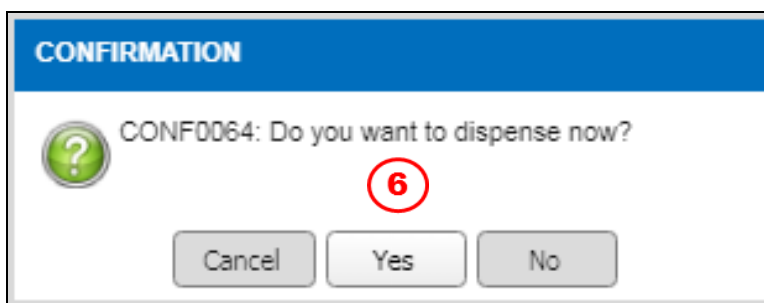


Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name	Status
Chlorpheniramine Maleate 4mg Tablet	7 mg, ON, Oral, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	13 tablet	0 tablet	0 POMS	0 tablet	0 tablet	13 tablet (4 day(s))	Remarks	Detail			Ward Stock
Atorvastatin 20 mg Tablet	40 mg, ON, Oral, 7 Days 11/10/2019 02:44 PM - 18/10/2019 02:44 PM	14 tablet	0 tablet	2 POMS	0 tablet	2 tablet	12 tablet (4 day(s))	Remarks	Detail			Prepared
Simvastatin 10 mg Tablet	20 mg, ON, Oral, 7 Days 11/10/2019 02:46 PM - 18/10/2019 02:46 PM	14 tablet	0 tablet	0 POMS	0 tablet	0 tablet	9 tablet (4 day(s))	Remarks	Detail			Prepared
Simvastatin 10 mg Tablet				1 tablet								
Simvastatin 40 mg Tablet				1 tablet								
Salbutamol 100 mcg/dose Inhaler (200 doses)	1 puff, PRN, Inhalation, 7 Days 11/10/2019 02:48 PM - 18/10/2019 02:48 PM	1 cannister	0 cannister	0 POMS	0 cannister	0 cannister	1 cannister (4 day(s))	Remarks	Detail			Prepared

Figure 3.3-2 Dispensing

STEP 5

Click on the  button



CONFIRMATION

CONF0064: Do you want to dispense now?


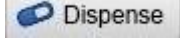
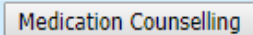
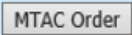
Cancel Yes No

Figure 3.3-3 Confirmation Alert Message

STEP 6

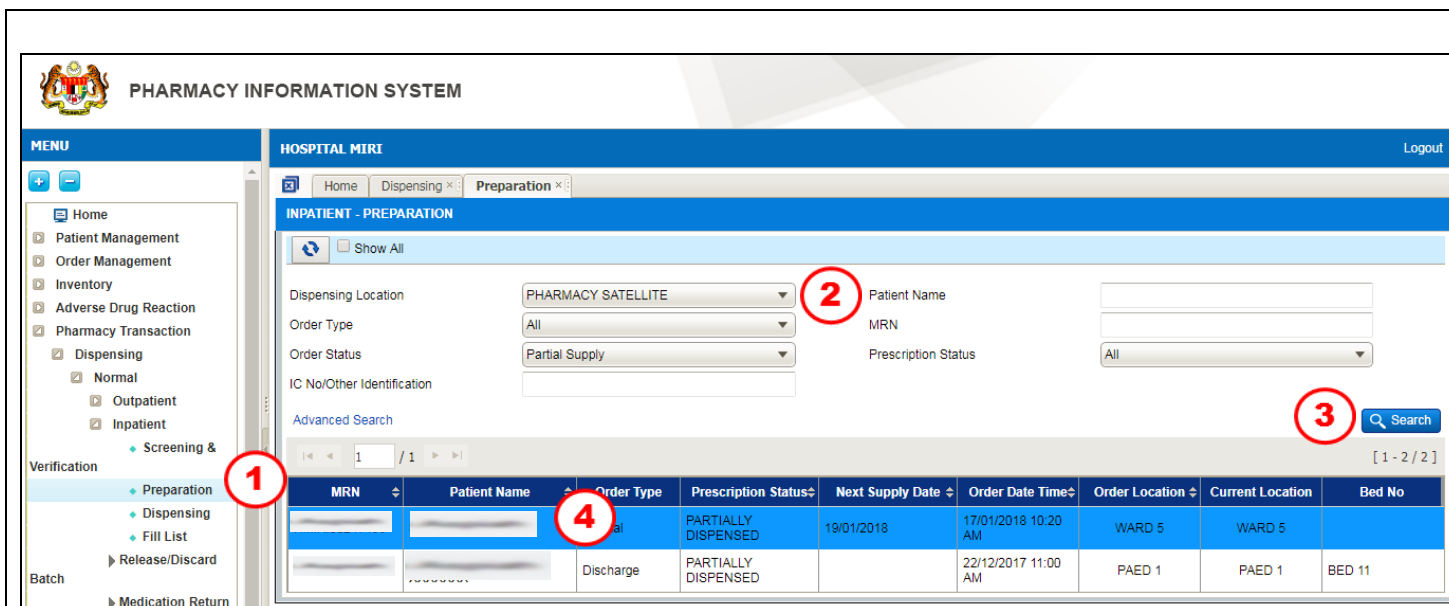
Click on the  button to confirm dispensing proceed and dispensing screen will automatically closed

Note

- To close/complete medication, select the  checkbox then click on the  button. The selected drug will be treat as fully supply.
-  button added at Dispensing screen and Single Stage screen as per Figure 3.3-2. Once click on the button, Medication Counselling Order screen will appear.
-  button added at Dispensing screen and Single Stage screen as per Figure 3.3-2. Once click on the button, MTAC Order screen will appear.

3.4 Partial Supply Normal Dispensing

This function is used for inpatient pharmacy to prepare and dispense the balance medication. Unlike Outpatient, Inpatient Partial Supply Dispensing starts directly from Preparation Screen.



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Dispensing Preparation

INPATIENT - PREPARATION

Show All

Dispensing Location: PHARMACY SATELLITE Patient Name: MRN: Prescription Status: All

Order Type: All Order Status: Partial Supply IC No/Other Identification:

Advanced Search Search [1 - 2 / 2]

MRN	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	Bed No
		Partial	PARTIALLY DISPENSED	19/01/2018	17/01/2018 10:20 AM	WARD 5	WARD 5	
		Discharge	PARTIALLY DISPENSED		22/12/2017 11:00 AM	PAED 1	PAED 1	BED 11

Figure 3.4.1-1 Preparation Listing Page

STEP 1

Click on 'Preparation' sub menu

STEP 2

Search existing patient record as follow:

i) **Dispensing Location**

j) **Order Type**

- All
- Normal
- SPUB
- Discharge

k) **Mode of Services**

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

l) **Patient Name**

m) **MRN**

n) **Order Status**

- All
- New Order
- Partial Supply

Note

Advanced Search

can be used to narrow down the criteria. It is consist of :

- a) Order Location
- b) Order Location Type
- c) Order Date From
- d) Order Date To
- e) Next Supply From
- f) Next Supply To
- g) Bed No
- h) Next Dispense At

STEP 3

Click on the  button to search the patient

STEP 4

Double click on the selected patient's name

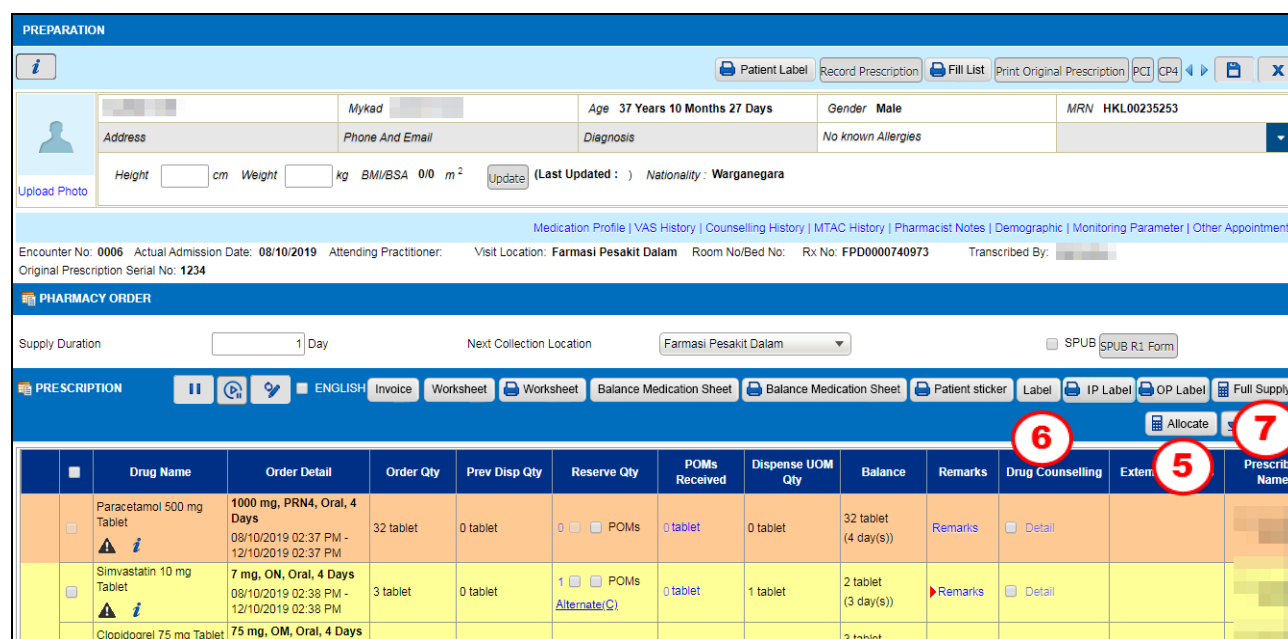
Note

On this listing page, various Search criteria as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorization	All – Type of search from range New order, Partial Supply and Pending Authorization New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorization – Prescription contain of drug to authorize

Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.4.1



PREPARATION

Mykad: [Redacted] Age: 37 Years 10 Months 27 Days Gender: Male MRN: HKL00235253
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Encounter No: 0006 Actual Admission Date: 08/10/2019 Attending Practitioner: [Redacted] Visit Location: Farmasi Pesakit Dalam Room No/Bed No: [Redacted] Rx No: FPD0000740973 Transcribed By: [Redacted]
 Original Prescription Serial No: 1234

PHARMACY ORDER


Supply Duration: [Redacted] Day Next Collection Location: Farmasi Pesakit Dalam ☐ SPUB

PRESCRIPTION

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counseling	Ext	Prescriber Name
<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 4 Days 08/10/2019 02:37 PM - 12/10/2019 02:37 PM	32 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	32 tablet (4 day(s))	Remarks	<input type="button" value="Detail"/>		[Redacted]
<input type="checkbox"/>	Simvastatin 10 mg Tablet	7 mg, ON, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	3 tablet	0 tablet	1 <input type="checkbox"/> POMs Alternate(C)	0 tablet	1 tablet	2 tablet (3 day(s))	Remarks	<input type="button" value="Detail"/>		[Redacted]
<input type="checkbox"/>	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 4 Days						3 tablet				[Redacted]

Figure 3.4.1-2 Preparation Screen


STEP 5

Allocate by clicking the  button or allocate manually at the Reserve Quantity hyperlink. Refer step in Allocate Quantity.

STEP 6

Click on the  button to reprint drug label. Refer steps in Label

Note

Click at  button to directly link to PCI screen

STEP 7

Click on the  button

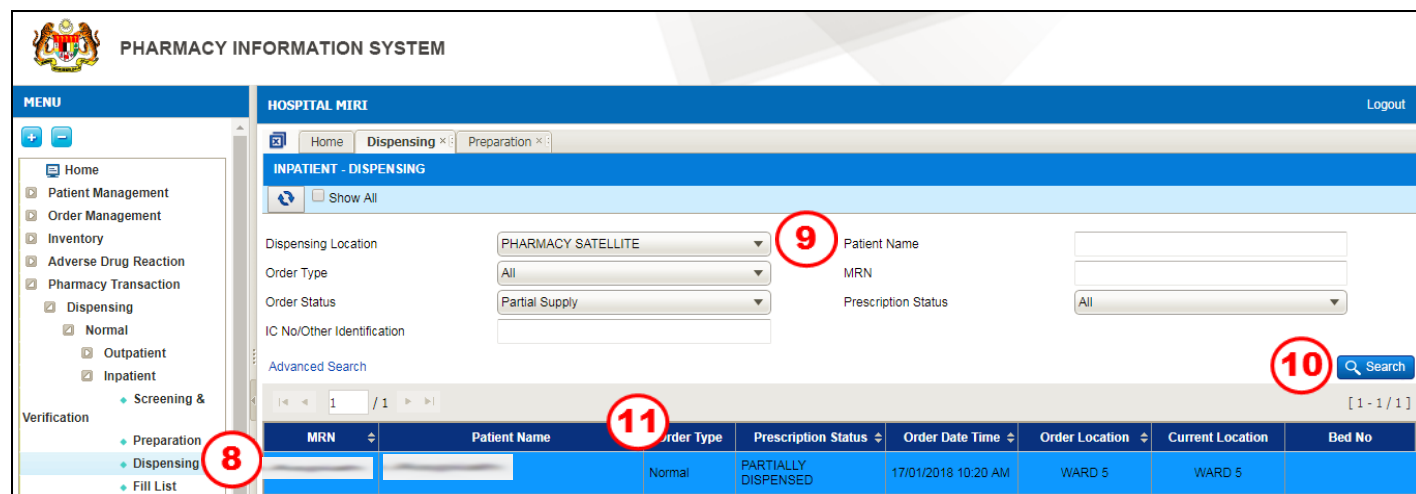


Figure 3.4.1-3 Dispensing Screen

Note

Various search criteria for Patient is provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense - Pending Authorisation – Prescription contain of drug to authorize
Advance Search			
g	Order Location	Order location. (It will list down all active location)	

h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.4-2

STEP 8

Click on 'Dispensing' sub menu

STEP 9

Search existing patient record as follow:

a) Dispensing Location

b) Order Location Type

c) Mode of Services

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

d) Patient Name

e) MRN

f) Order Status

- All
- New Order
- Partial Supply

g) Order Location

h) IC No/Other Identification

i) Order Type

- All
- Normal
- SPUB
- Discharge

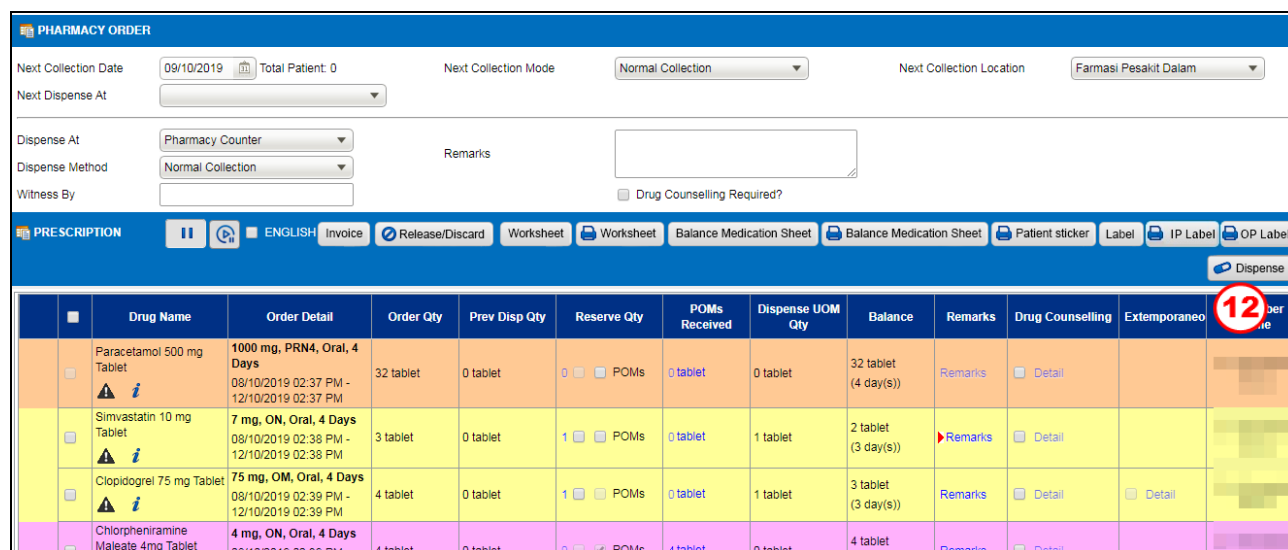
j) Acknowledged without patient arrival

STEP 10

Click on the  button to search the patient

STEP 11

Click on the selected patient's name and Figure 3.4.1-4



	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	
<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN4, Oral, 4 Days 08/10/2019 02:37 PM - 12/10/2019 02:37 PM	32 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	32 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Simvastatin 10 mg Tablet	7 mg, ON, Oral, 4 Days 08/10/2019 02:38 PM - 12/10/2019 02:38 PM	3 tablet	0 tablet	1 <input type="checkbox"/> POMs	0 tablet	1 tablet	2 tablet (3 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 tablet	1 <input type="checkbox"/> POMs	0 tablet	1 tablet	3 tablet (3 day(s))	Remarks	<input type="checkbox"/> Detail	<input type="checkbox"/> Detail	
<input type="checkbox"/>	Chlorpheniramine Maleate 4mg Tablet	4 mg, ON, Oral, 4 Days 08/10/2019 02:39 PM - 12/10/2019 02:39 PM	4 tablet	0 tablet	0 <input type="checkbox"/> POMs	4 tablet	0 tablet	4 tablet	Remarks	<input type="checkbox"/> Detail		

Figure 3.4.1-4 Dispensing Screen

STEP 12

Click on the  button

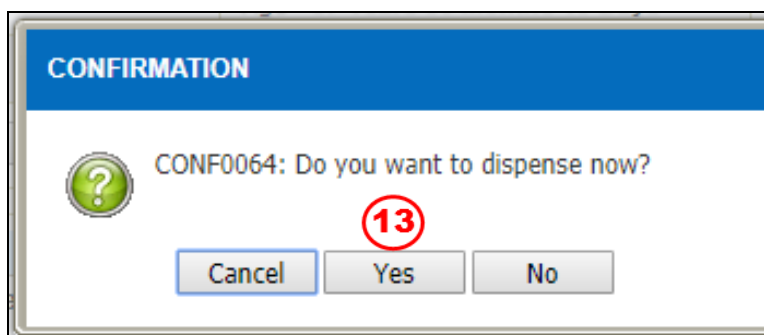

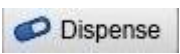
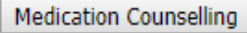
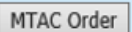
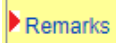


Figure 3.4.1-5 Confirmation Alert Message

STEP 13

Click on the  button to confirm dispensing proceed and dispensing screen will automatically closed

Note

- To close/complete medication, select the  checkbox then click on the  button. The selected drug will be treat as fully supply.
-  button added at Dispensing screen and Single Stage screen. Once click on the button, Medication Counselling Order screen will appear.
-  button added at Dispensing screen and Single Stage screen as per Figure 3.3-2. Once click on the button, MTAC Order screen will appear.
- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 3.4.1-6

PHARMACIST REMARK

Prescriber Remark

Order Stage

to dilute and serve to patient

Pharmacist Remark

Verification Stage

Preparation Stage

DRUG REMARKS HISTORY (ACETYLSALICYLIC ACID 300 MG SOLUBLE TABLET)

Prescriber Remark	Prescriber Name	Start Date	End Date
given for pain management		24/10/2019	29/10/2019

<<

<

1

>

>>

/ 2

[1 - 5 / 10]

Pharmacist Remark	Stage	Rx	Date Time
for pain	Dispensing	AE_DEPT0000741085	24/10/2019 03:29:19 PM
to proceed	Preparation	AE_DEPT0000741085	24/10/2019 03:28:13 PM
to proceed with IP order as well	Verification	AE_DEPT0000741085	24/10/2019 03:27:14 PM
supplied to ward for patient	Dispensing	NW18B0000741084	24/10/2019 02:53:53 PM
extemporaneous prepared	Preparation	NW18B0000741084	24/10/2019 02:53:06 PM

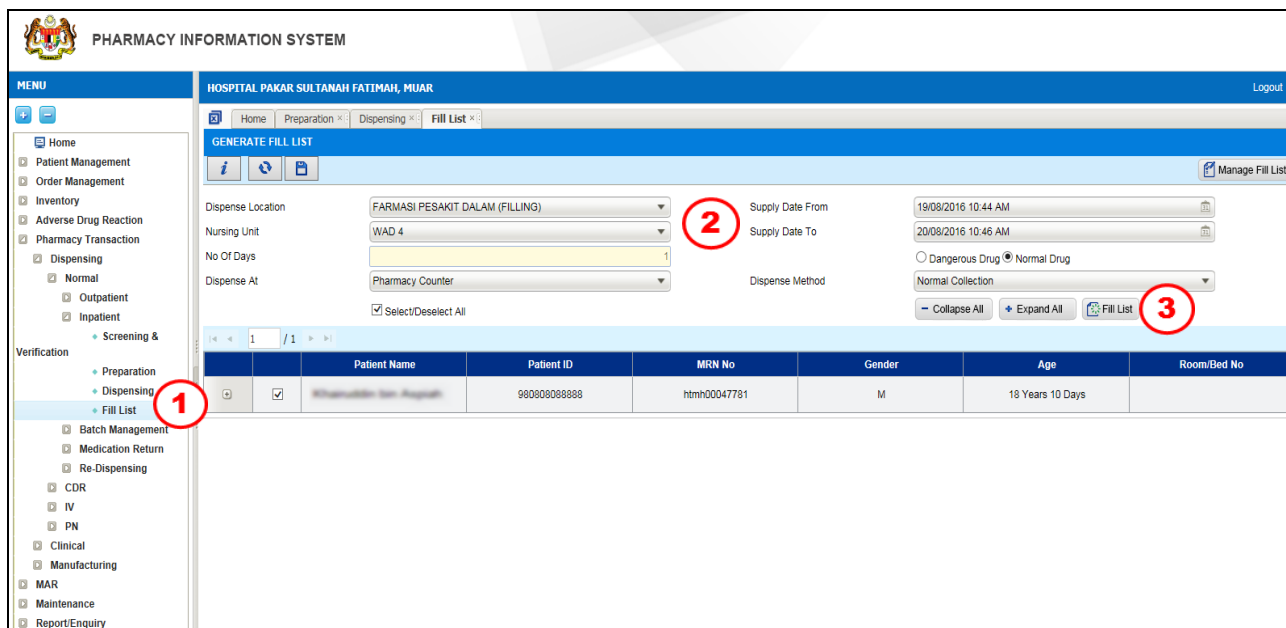
Figure 3.4.1-6 Pharmacist Remark Screen

3.5 Partial Supply Fill List

This function is used for inpatient pharmacy to prepare and dispense medication by ward. The user has to generate and manage the fill list in order to complete the dispensing process.

3.5.1 Generate Fill List

Generate Fill List screen allow user to retrieve patient by ward, view prescription, allocate Qty, edit label, print original prescription and generate fill list.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Preparation Dispensing **Fill List**

GENERATE FILL LIST

Dispense Location: FARMASI PESAKIT DALAM (FILLING) **2** Supply Date From: 19/08/2016 10:44 AM
 Nursing Unit: WAD 4 Supply Date To: 20/08/2016 10:46 AM
 No Of Days: 1
 Dispense At: Pharmacy Counter
 Dispense Method: Normal Collection
☒ Select/Deselect All
☐ Dangerous Drug ☒ Normal Drug
 3

		Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
1	<input checked="" type="checkbox"/>	Wahidudin bin Anwar	980808088888	hmm00047781	M	18 Years 10 Days	

Figure 3.5.1-1 Fill List Listing Page

STEP 1

Click 'Fill List' in sub menu 'Inpatient'

STEP 2

Search existing patient record as follow:

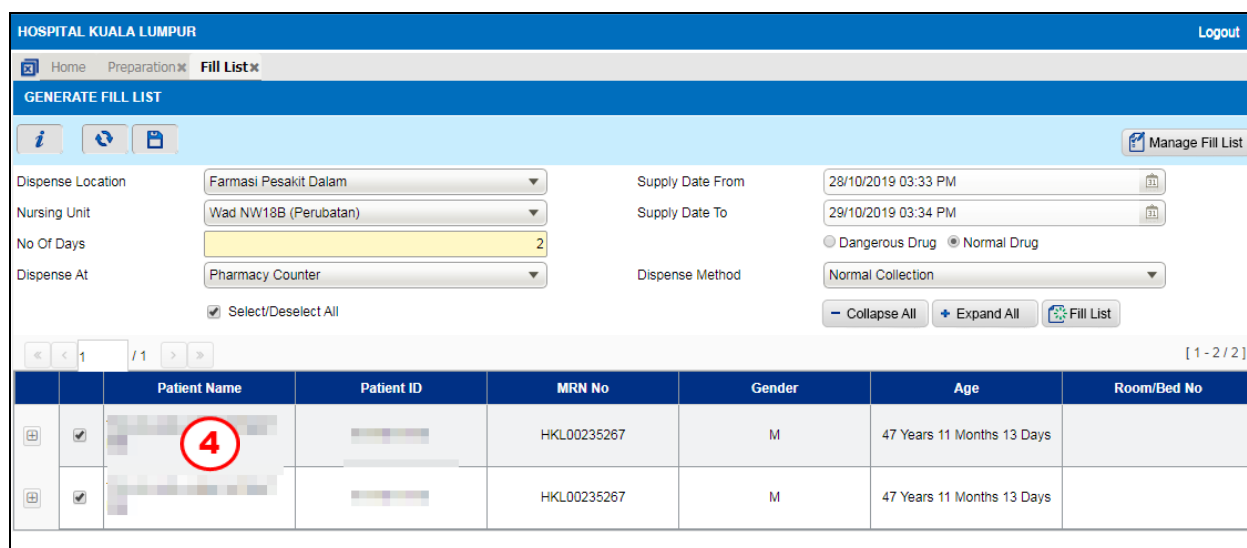
- Dispensing Location
- Nursing Unit
- Supply Date From
- Supply Date To

Note

- User Able to select **Dangerous Drug or Normal Drug** and generate Fill List.
- Supply Date From and Supply Date To** will be auto captured by default date and able to edit by user

STEP 3

Tick on the  button to view patient by ward.



HOSPITAL KUALA LUMPUR Logout

Home Preparation **Fill List**

GENERATE FILL LIST

Dispense Location: Farmasi Pesakit Dalam Supply Date From: 28/10/2019 03:33 PM

Nursing Unit: Wad NW18B (Perubatan) Supply Date To: 29/10/2019 03:34 PM

No Of Days: 2

Dispense At: Pharmacy Counter

Dispense Method: Normal Collection

☒ Select/Deselect All

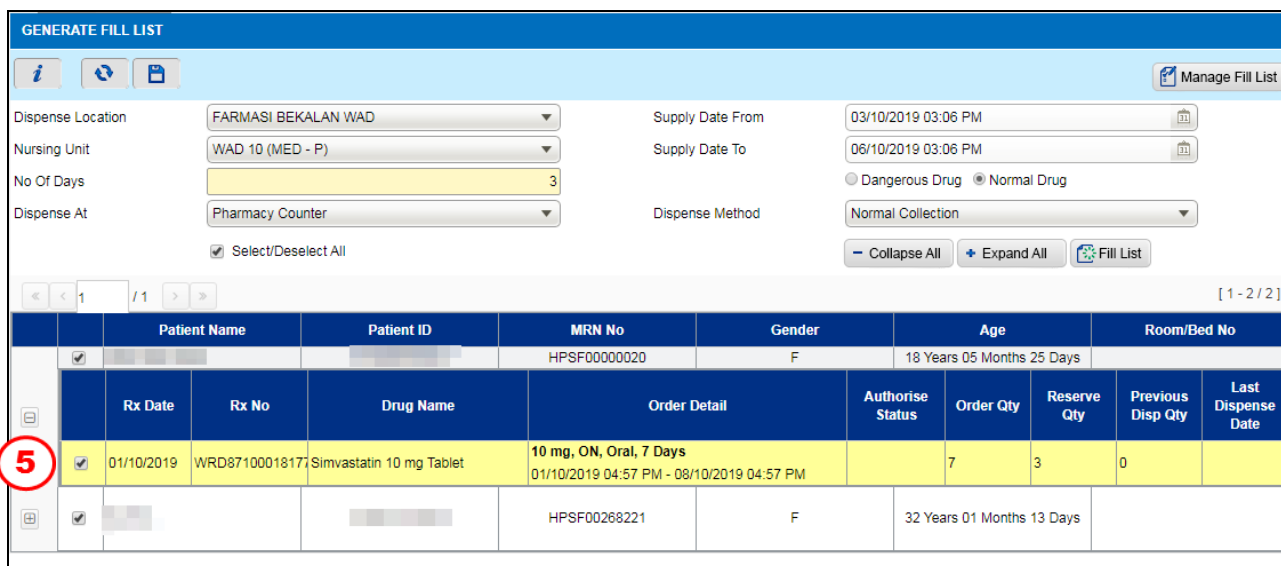
[1 - 2 / 2]

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HKL00235267	M	47 Years 11 Months 13 Days	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HKL00235267	M	47 Years 11 Months 13 Days	

Figure 3.5.1-2 Select / Deselect Patient Prescription

STEP 4

Select the checkbox to include the patient prescription for generated fill list else deselect the checkbox to exclude the patient prescription patient from the fill list



GENERATE FILL LIST

Dispense Location: FARMASI BEKALAN WAD Supply Date From: 03/10/2019 03:06 PM

Nursing Unit: WAD 10 (MED - P) Supply Date To: 06/10/2019 03:06 PM

No Of Days: 3

Dispense At: Pharmacy Counter

Dispense Method: Normal Collection

☒ Select/Deselect All

[1 - 2 / 2]

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HPSF00000020	F	18 Years 05 Months 25 Days	

	Rx Date	Rx No	Drug Name	Order Detail	Authorise Status	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	01/10/2019	WRD87100018177	Simvastatin 10 mg Tablet	10 mg, ON, Oral, 7 Days 01/10/2019 04:57 PM - 08/10/2019 04:57 PM		7	3	0	

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HPSF00268221	F	32 Years 01 Months 13 Days	

Figure 3.5.1-3 Select / Deselect Drug

Note

Authorise status will appear in the details next to order detail as Figure 3.5.1-3.

STEP 5

Click on the button to expand the patient prescription, select the checkbox to exclude the drug from the fill list or else remain selected if the drug included in the fill list

Note

By default, all patient will selected.

Figure 3.5.1-4 Generate Fill List

STEP 6

Click on the  button to save record

Figure 3.5.1-5 Confirmation Alert Message

STEP 7

Click button to confirm save record and fill list screen will automatically closed

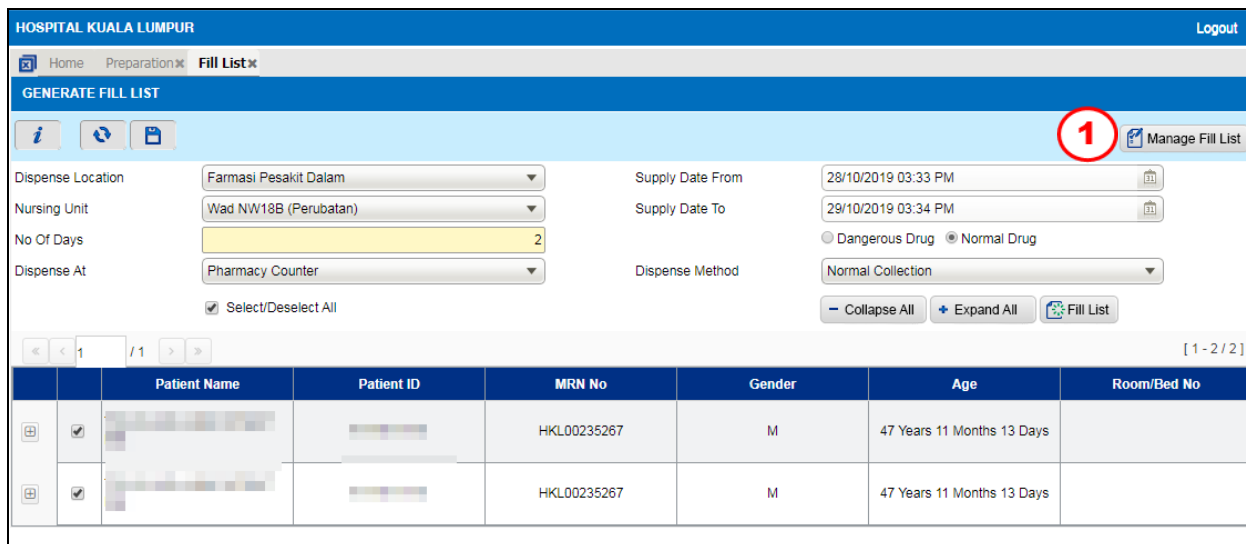
Figure 3.5.1-6 Information Alert Message

STEP 8

Click on the  button to save record

3.5.2 Manage Fill List

This function is used to dispense drugs base on the generated fill list by nursing unit, also able to print label and prescription fill list.



HOSPITAL KUALA LUMPUR Logout

Home Preparation **Fill List**

GENERATE FILL LIST


Dispense Location: Farmasi Pesakit Dalam
Nursing Unit: Wad NW18B (Perubatan)
No Of Days: 2
Dispense At: Pharmacy Counter
Supply Date From: 28/10/2019 03:33 PM
Supply Date To: 29/10/2019 03:34 PM
Dangerous Drug: ☐ Normal Drug: ☒
Dispense Method: Normal Collection
Select/Deselect All
Collapse All Expand All Fill List

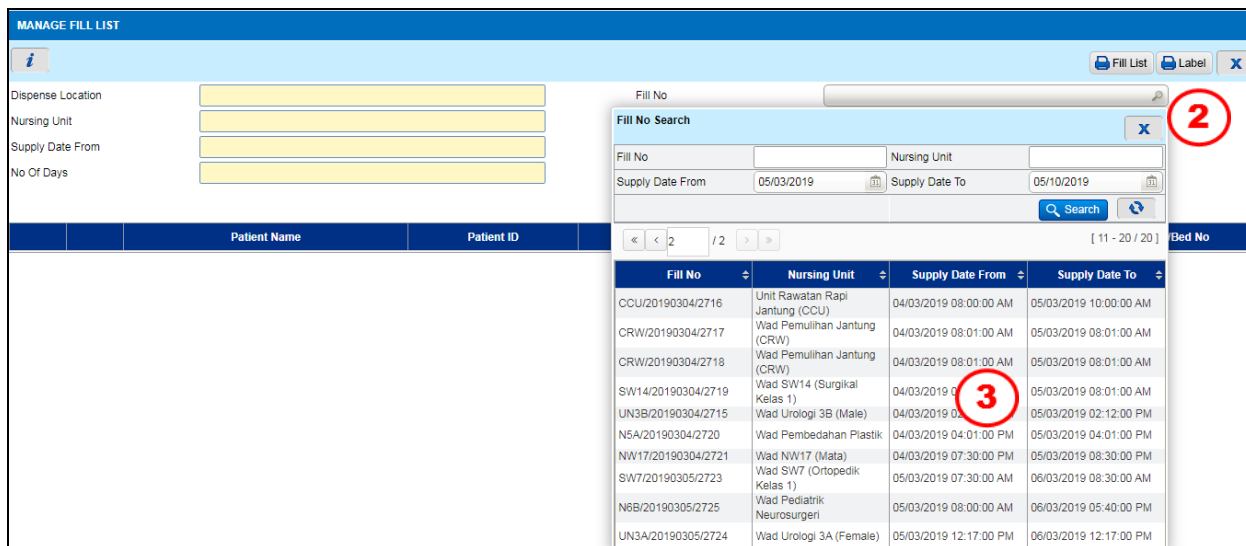
[1 - 2 / 2]

		Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HKL00235267	M	47 Years 11 Months 13 Days	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HKL00235267	M	47 Years 11 Months 13 Days	

Figure 3.5.2-1 Manage Fill List

STEP 1

Click on the  button to proceed Manage Fill List process



MANAGE FILL LIST

Dispense Location:
Nursing Unit:
Supply Date From:
No Of Days:

Fill No Search

Fill No: Nursing Unit:
Supply Date From: 05/03/2019 Supply Date To: 05/10/2019
Search

[11 - 20 / 20]

Fill No	Nursing Unit	Supply Date From	Supply Date To
CCU/20190304/2716	Unit Rawatan Rapi Jantung (CCU)	04/03/2019 08:00:00 AM	05/03/2019 10:00:00 AM
CRW/20190304/2717	Wad Pemulihan Jantung (CRW)	04/03/2019 08:01:00 AM	05/03/2019 08:01:00 AM
CRW/20190304/2718	Wad Pemulihan Jantung (CRW)	04/03/2019 08:01:00 AM	05/03/2019 08:01:00 AM
SW14/20190304/2719	Wad SW14 (Surgical Kelas 1)	04/03/2019 08:01:00 AM	05/03/2019 08:01:00 AM
UN3B/20190304/2715	Wad Urologi 3B (Male)	04/03/2019 08:01:00 AM	05/03/2019 02:12:00 PM
N5A/20190304/2720	Wad Pembedahan Plastik	04/03/2019 04:01:00 PM	05/03/2019 04:01:00 PM
NW17/20190304/2721	Wad NW17 (Mata)	04/03/2019 07:30:00 PM	05/03/2019 08:30:00 PM
SW7/20190305/2723	Wad SW7 (Ortopedik Kelas 1)	05/03/2019 07:30:00 AM	06/03/2019 08:30:00 AM
N6B/20190305/2725	Wad Pediatrik Neurosurgery	05/03/2019 08:00:00 AM	06/03/2019 05:40:00 PM
UN3A/20190305/2724	Wad Urologi 3A (Female)	05/03/2019 12:17:00 PM	06/03/2019 12:17:00 PM

Figure 3.5.2-2 Manage Fill List

STEP 2

Click on the  button to search the fill list

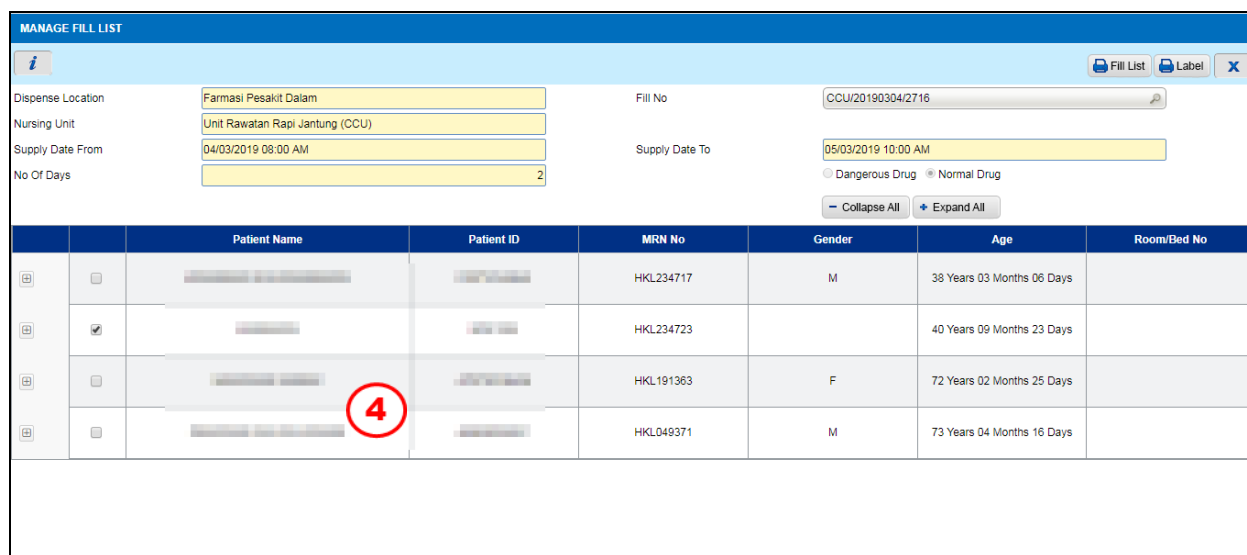
Note

Allow and able to search fill list based:-

- Fill No
- Nursing Unit
- Supply Date From
- Supply Date To

STEP 3

Double click on the selected fill list



	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input type="checkbox"/>	[REDACTED]	[REDACTED]	HKL234717	M	38 Years 03 Months 06 Days	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	HKL234723		40 Years 09 Months 23 Days	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	HKL191363	F	72 Years 02 Months 25 Days	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	HKL049371	M	73 Years 04 Months 16 Days	

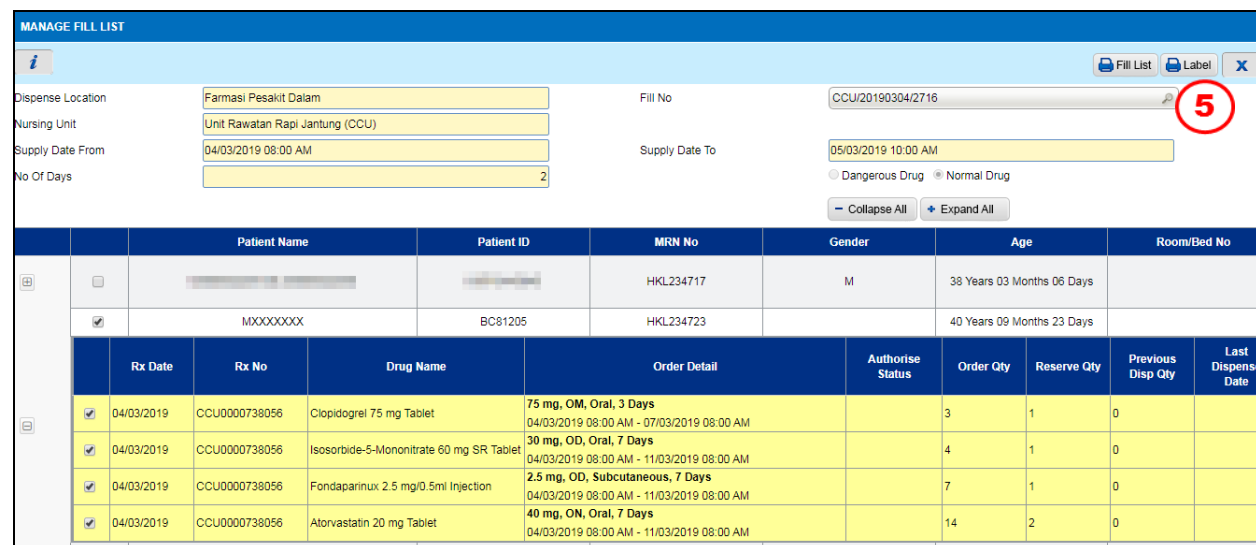
Figure 3.5.2-3 Manage Fill List

STEP 4

Select on the checkbox to print the drug label

STEP 5

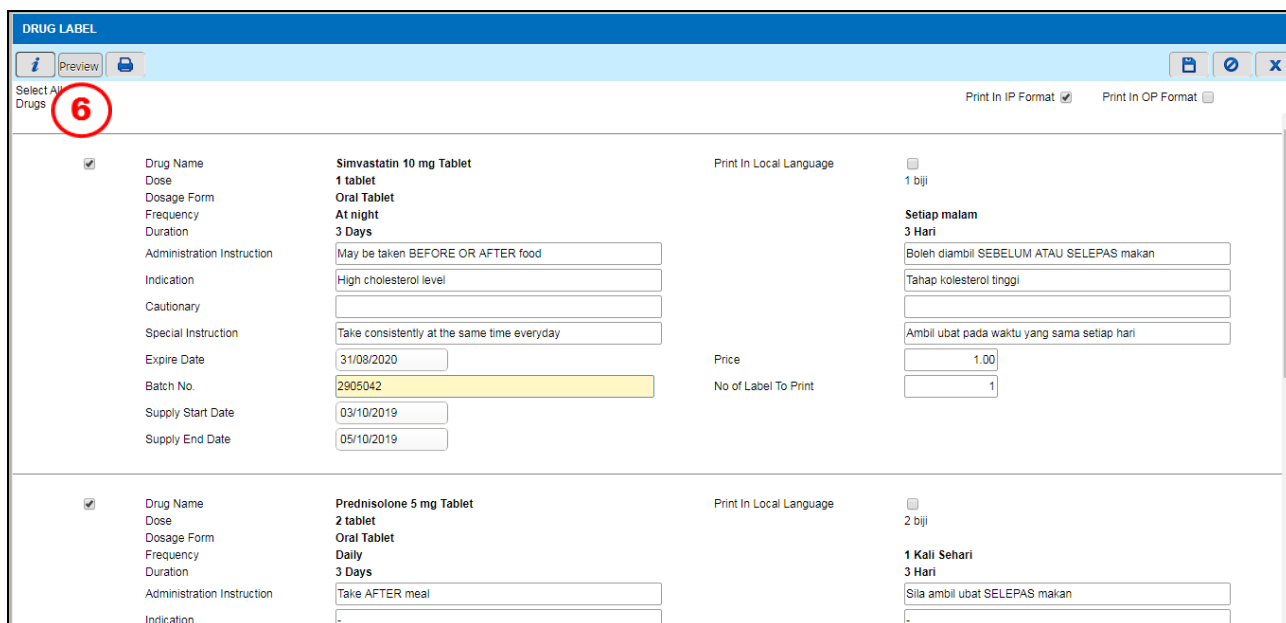
Click on the  to view or edit drug label



	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input type="checkbox"/>	[REDACTED]	[REDACTED]	HKL234717	M	38 Years 03 Months 06 Days	
<input checked="" type="checkbox"/>	MXXXXXXX	BC81205	HKL234723		40 Years 09 Months 23 Days	

	Rx Date	Rx No	Drug Name	Order Detail	Authorise Status	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	04/03/2019	CCU0000738056	Clopidogrel 75 mg Tablet	75 mg, OM, Oral, 3 Days 04/03/2019 08:00 AM - 07/03/2019 08:00 AM		3	1	0	
<input checked="" type="checkbox"/>	04/03/2019	CCU0000738056	Isosorbide-5-Mononitrate 60 mg SR Tablet	30 mg, OD, Oral, 7 Days 04/03/2019 08:00 AM - 11/03/2019 08:00 AM		4	1	0	
<input checked="" type="checkbox"/>	04/03/2019	CCU0000738056	Fondaparinux 2.5 mg/0.5ml Injection	2.5 mg, OD, Subcutaneous, 7 Days 04/03/2019 08:00 AM - 11/03/2019 08:00 AM		7	1	0	
<input checked="" type="checkbox"/>	04/03/2019	CCU0000738056	Atorvastatin 20 mg Tablet	40 mg, OM, Oral, 7 Days 04/03/2019 08:00 AM - 11/03/2019 08:00 AM		14	2	0	

Figure 3.5.2-4 Print Drug Label



Drug Name	Dose	Dosage Form	Frequency	Duration	Administration Instruction	Indication	Cautionary	Special Instruction	Expiry Date	Batch No.	Supply Start Date	Supply End Date	Price	No of Label To Print
Simvastatin 10 mg Tablet	1 tablet	Oral Tablet	At night	3 Days	May be taken BEFORE OR AFTER food	High cholesterol level		Take consistently at the same time everyday	31/08/2020	2905042	03/10/2019	05/10/2019	1.00	1
Prednisolone 5 mg Tablet	2 tablet	Oral Tablet	Daily	3 Days	Take AFTER meal									






Figure 3.5.2-5 Drug Label

STEP 6

Click on the  button to preview the drug label

Note

- Details as below will be auto generated in Drug Label:
 - Drug Name
 - Dose
 - Dosage Form
 - Frequency
 - Duration
 - Administration Instruction
 - Indication
 - Cautionary
 - Special Instruction,
 - Expiry Date
 - Batch No
- It is allowed to edit Administration, Indication, Special Instruction, Expiry Date, Batch No, Price, No of Label to Print and select Print in Local Language.
- Allowed to select to print label in IP format or OP format

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)

00000020
WAD 10 (MED - P)

Simvastatin 10mg Tab

Take 1 tablet At night
-

May be taken BEFORE OR AFTER food.
Take consistently at the same time everyday.

03/10	04/10	05/10	06/10	07/10	08/10

03/10/19 [3 day 3 tablet RM1.00]

UBAT TERKAWAL System Administrator
03/10/2019 03:25 PM

Figure 3.5.2-6(a) Print Drug Label (IP)

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)

00000020
WAD 10 (MED - P)

Simvastatin 10mg Tab

Take 1 tablet At night
-

May be taken BEFORE OR AFTER food
Take consistently at the same time everyday.

High cholesterol level

03/10/19-05/10/19 [3 day(s)]
3 tablet RM1.00


UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK
03/10/2019 03:26 PM





Figure 3.5.2-6(b) Print Drug Label (OP)

STEP 7

Click on the  button to print the drug label

MANAGE FILL LIST




Dispense Location
UNIT FARMASI SATELIT
Nursing Unit
WAD 13 (O&G)
Supply Date From
05/09/2014 08:00 AM
No Of Days
1

Fill No
WAD 13/20140905/115
Supply Date To
06/09/2014 08:00 AM
☐ Dangerous Drug ☒ Normal Drug






< 1 / 1 >

Figure 3.5.2-7 Print Fill List

STEP 8

Click on the  button to print the fill list

9

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

Nursing Unit From	: WAD 10 (MED - P)	Date From	: 03/10/2019 03:06 PM
Fill Process ID	: WRD871/20191003/17682	Date To	: 06/10/2019 03:06 PM
Fill Process Executed Date/Time	: 03/10/2019 03:26 PM	Supply Duration	: 3 days

Fill Date	Rx Date	Rx No	Drug	Dose	Route	Freq Code	Qty Reqd	Fill UOM	Batch ID	Expiry Date
Patient Name / ID / MRN : Room/Bed No : /										
03/10/2019	01/10/2019	WRD8710001817771	Simvastatin 10 mg Tablet	10 mg	ORAL	ON		3 tablet	2905042	31/08/2020
Patient Name / ID / MRN : Room/Bed No : /										
04/10/2019	03/10/2019	WRD8710001817772	Prednisolone 5 mg Tablet	10 mg	ORAL	OD		6 tablet	1807093	31/07/2021
03/10/2019	03/10/2019	WRD8710001817772	Metronidazole 200 mg Tablet	200 mg	ORAL	Q8H		9 tablet	17E191	31/03/2020

Collected By:
 Prepared By:

Dispensed By:
 Checked By:

Figure 3.5.2-8 Fill List

Note

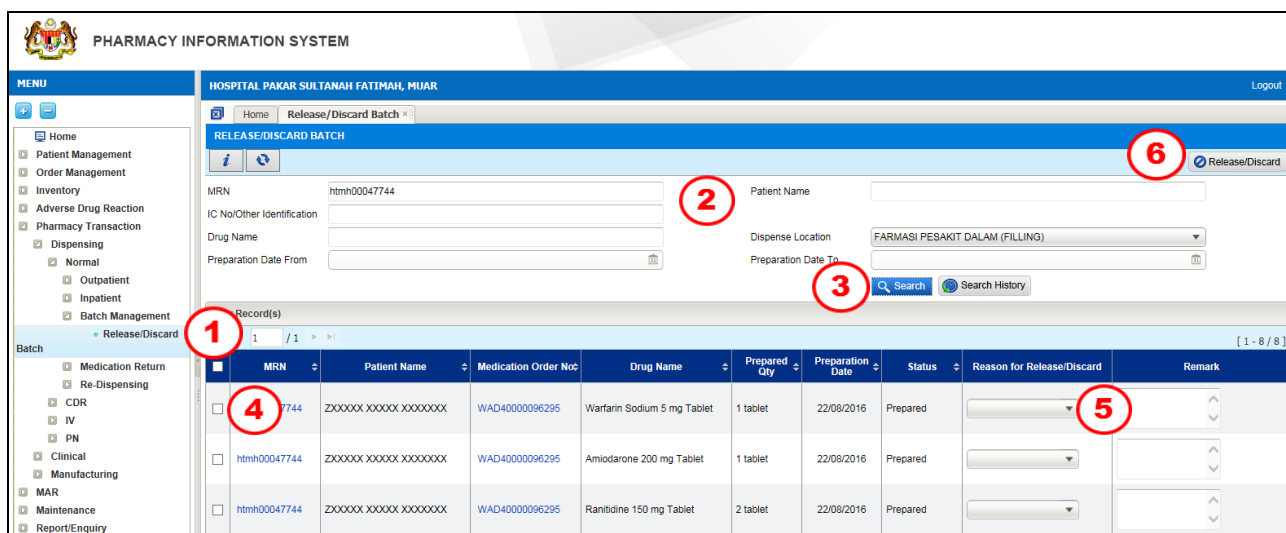
System will auto capture prepared by and checked by based on login id

STEP 9

Click on the  button to print the fill list

3.6 Released / Discard Batch

Released / Discard Batch screen is allow user to release any reserved / prepared drugs back into inventory. Released batch is only applicable for drug which is not in liquid form



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Release/Discard Batch

RELEASE/DISCARD BATCH

MRN: htmh00047744 Patient Name: []

IC No/Other Identification: [] Dispense Location: FARMASI PESAKIT DALAM (FILLING)

Drug Name: [] Preparation Date From: [] Preparation Date To: []

[1] Record(s) 1 / 1

Batch	MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input checked="" type="checkbox"/>	7744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Warfarin Sodium 5 mg Tablet	1 tablet	22/08/2016	Prepared	[5]	
<input type="checkbox"/>	htmh00047744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Amiodarone 200 mg Tablet	1 tablet	22/08/2016	Prepared		
<input type="checkbox"/>	htmh00047744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Ranitidine 150 mg Tablet	2 tablet	22/08/2016	Prepared		

Figure 3.6-1 Release / Discard

STEP 1

Click on 'Release Discharge Batch' sub menu

STEP 2

Search patient record based on:

- MRN
- Patient Name
- Drug Name
- Dispense Location

STEP 3

Click on the  button to search the drug

STEP 4

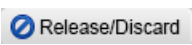
Select check box to select patient drug for release batch

STEP 5

Select **Reason for Release / Discard**

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

STEP 6

Click on the  button to proceed release or discard process

3.7 Medication Return

Medication Return screen will allow user to return any drugs back into inventory

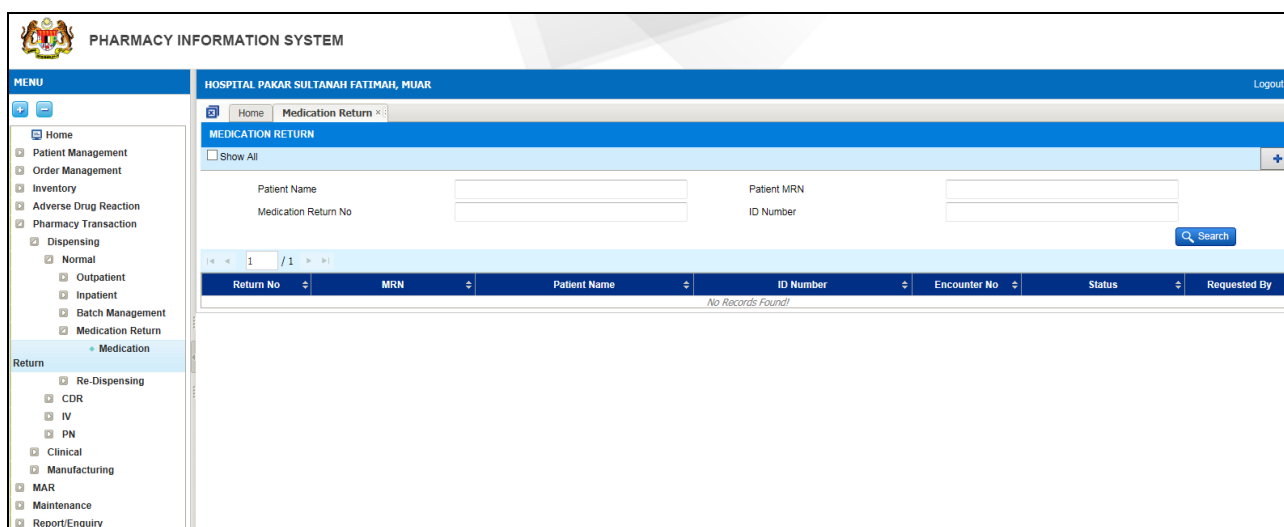


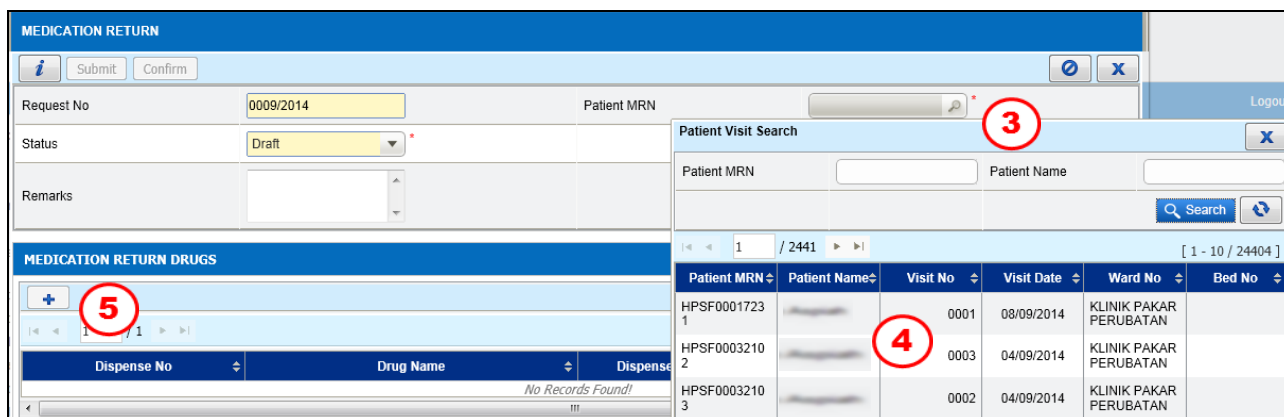
Figure 3.7-1 Medication Return Listing Page

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to add new patient record



Patient MRN	Patient Name	Visit No	Visit Date	Ward No	Bed No
HPSF0001723		0001	08/09/2014	KLINIK PAKAR PERUBATAN	
HPSF0003210		0003	04/09/2014	KLINIK PAKAR PERUBATAN	
HPSF0003210		0002	04/09/2014	KLINIK PAKAR PERUBATAN	

Figure 3.7-2 Medication Return

STEP 3

Click on the  button to search the patient

STEP 4

Double Click on the selected patient's name

STEP 5

Click on the  button to add drug to medication return list

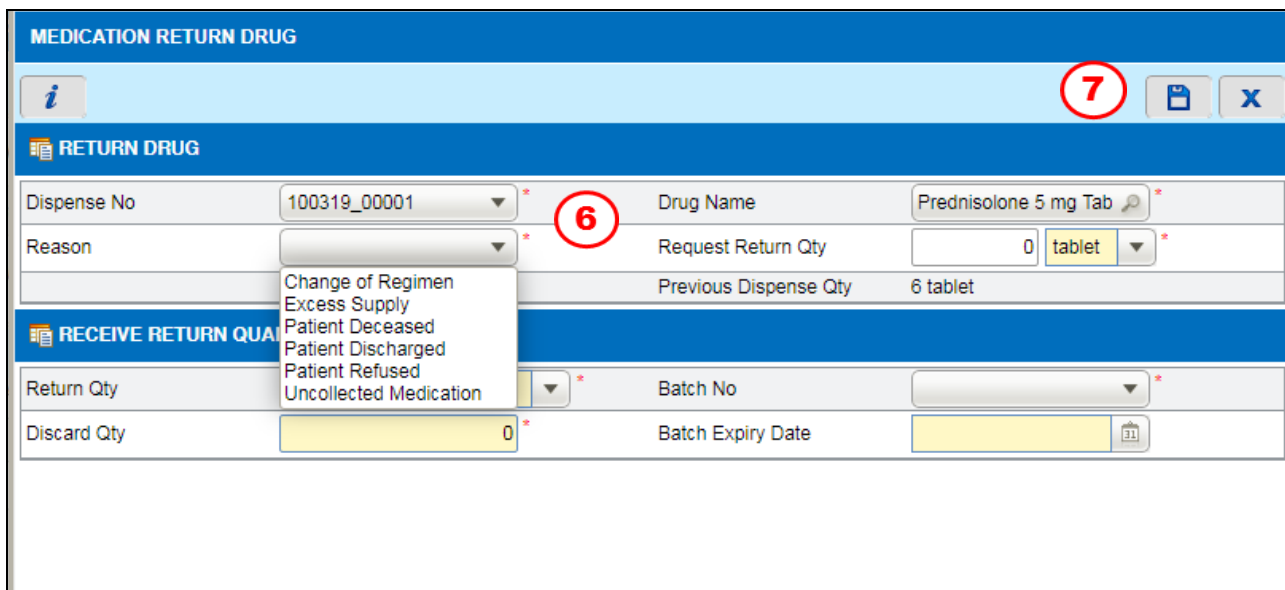


Figure 3.7-3 Medication Return

STEP 6

Select drug to be returned by criteria as below:

- a) **Dispense No**
- b) **Reason**
- c) **Drug Name**
- d) **Request Return Qty**

Note

Receive Return Quantity will be used to record:

- a) Return Qty
- b) Discard Qty
- c) Batch No

STEP 7

Click on the  button to save record

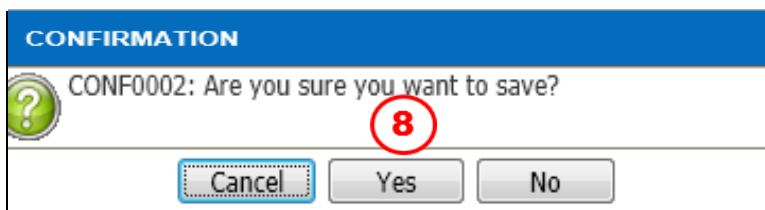
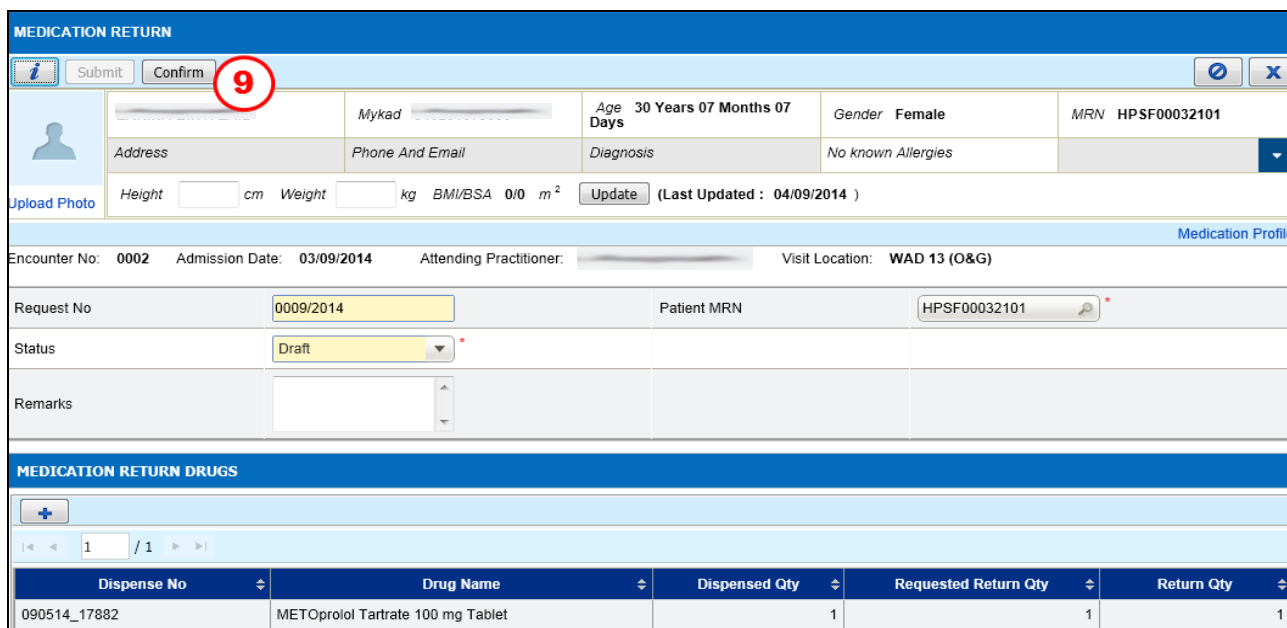


Figure 3.7-4 Confirmation Alert Message

STEP 8

Click on the  button to confirm save record



MEDICATION RETURN

Submit Confirm **9**

Mykad: [Redacted] Age: 30 Years 07 Months 07 Days Gender: Female MRN: HPSF00032101

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Upload Photo Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated : 04/09/2014)

Encounter No: 0002 Admission Date: 03/09/2014 Attending Practitioner: [Redacted] Visit Location: WAD 13 (O&G)

Request No: 0009/2014 Patient MRN: HPSF00032101

Status: Draft

Remarks: [Redacted]

MEDICATION RETURN DRUGS

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
090514_17882	METOpromolol Tartrate 100 mg Tablet	1	1	1

Figure 3.7-5 Medication Return

STEP 9

Click on the **Confirm** button to confirm medication return process



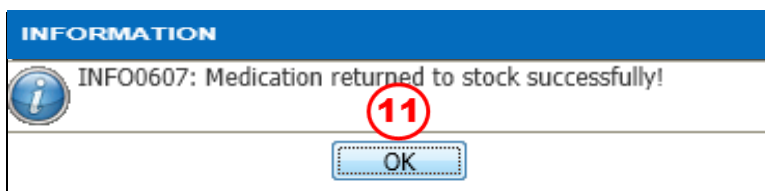
CONFIRMATION

CONF0105: Are you sure you want to confirm?

10

Cancel Yes No

Figure 3.7-6 Confirmation Alert Message



INFORMATION

INFO0607: Medication returned to stock successfully!

11

OK

Figure 3.7-7 Information Alert Message

STEP 10

Click on the **Yes** button

STEP 11

Click on the **OK** button and screen will be automatically closed

3.8 Re-Dispensing

Re-Dispensing screen allows user to view medication detail by Dispense No and re-dispense medication to the patient.

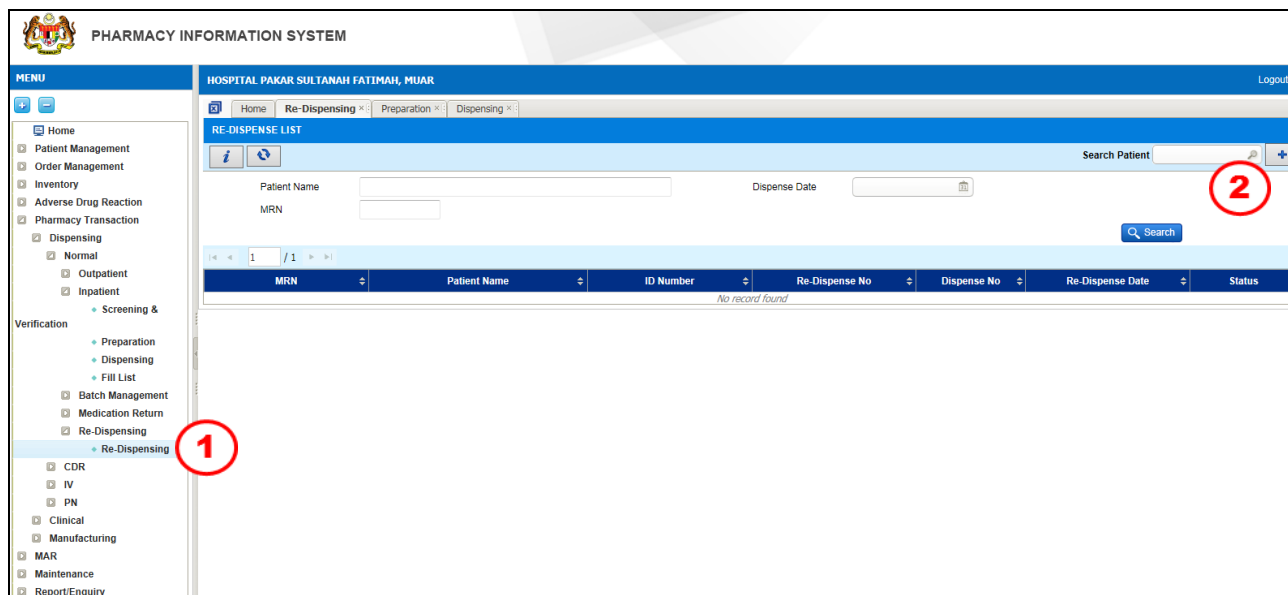


Figure 3.8-1 Re-Dispensing

STEP 1

Click on 'Re-Dispensing' sub menu

STEP 2

Click on the  button to search patient

Note

- Search MRN screen will be displayed as per Figure 3.8-2.
- On this screen, user will be able to search existing patient record by:
 - a) **Patient MRN**
 - b) **ID No**
 - c) **Patient Name**
- Allow to view the list of re-dispense at the listing page as per Figure 9.0-1.
- If need to re-dispense the drug again, click on the selected patient name and continue to proceed dispensing process.

Patient Search X

Patient MRN	<input type="text"/>	Patient Name	pawi X
ID No	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>	

1 / 1 [1 - 1 / 1]

Patient MRN	Patient Name	ID No
htmh00047781	3	980808088888

Figure 3.8-2 Search Patient

STEP 3

Click on the selected patient's name

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Re-Dispensing Preparation Dispensing

RE-DISPENSE LIST

Search Patient htmh00047781 4

Patient Name Dispense Date

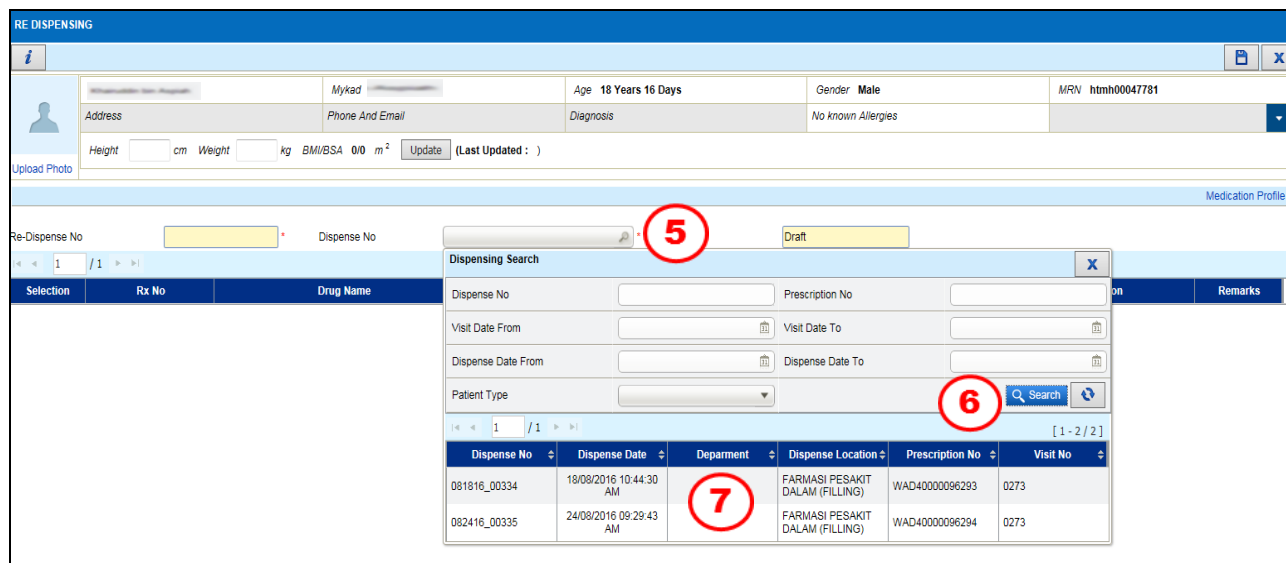
MRN

MRN	Patient Name	ID Number	Re-Dispense No	Dispense No	Re-Dispense Date	Status
No record found						

Figure 3.8-3 Re- Dispensing

STEP 4

Click on the  button to add new re-dispensing record as Figure 3.7-3



RE DISPENSING

Mykad: [Mykad] Age: 18 Years 16 Days Gender: Male MRN: htmh00047781

Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies

Height: [Height] cm Weight: [Weight] kg BMI/BSA: [BMI/BSA] m² Update (Last Updated:)

Re-Dispense No: [Re-Dispense No] Dispense No: [Dispense No] Draft

Dispensing Search

Dispense No: [Dispense No] Prescription No: [Prescription No]

Visit Date From: [Visit Date From] Visit Date To: [Visit Date To]

Dispense Date From: [Dispense Date From] Dispense Date To: [Dispense Date To]

Patient Type: [Patient Type]

[Search] [Refresh]

Dispense No	Dispense Date	Department	Dispense Location	Prescription No	Visit No
081816_00334	18/08/2016 10:44:30 AM	FARMASI PESAKIT DALAM (FILLING)	WAD40000096293	0273	
082416_00335	24/08/2016 09:29:43 AM	FARMASI PESAKIT DALAM (FILLING)	WAD40000096294	0273	

Figure 3.8-4 Re-Dispensing

STEP 5

Click on the **Dispense No**  button to search dispense record

STEP 6

Select drug to be re-dispense by criteria as below:

- Dispense No**
- Visit Date From**
- Dispense Date From**
- Patient Type**
- Prescription No**
- Visit Date To**
- Visit Date To**
- Dispense Date To**

STEP 7

Double click on the selected **Dispense No**

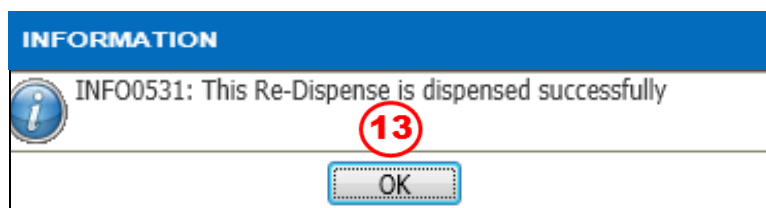


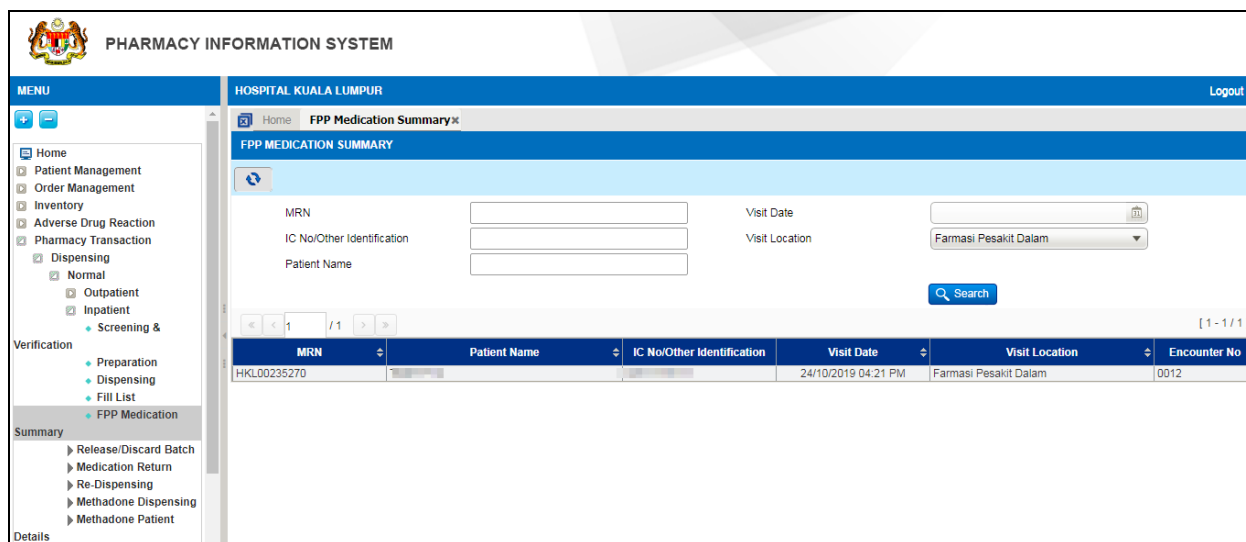
Figure 3.8-6 Confirmation Alert Message

STEP 13

Click on the  button

3.9 FPP Medication Summary

Function is to view Full Paying Patients details and update FPP supply for patient. User able to print Invoice for the finalized FPP Medication summary.



PHARMACY INFORMATION SYSTEM

HOSPITAL KUALA LUMPUR

Logout

Home FPP Medication Summary

FPP MEDICATION SUMMARY

MRN: Visit Date:

IC No/Other Identification: Visit Location:

Patient Name:

Search

[1 - 1 / 1]

MRN	Patient Name	IC No/Other Identification	Visit Date	Visit Location	Encounter No
HKL00235270			24/10/2019 04:21 PM	Farmasi Pesakit Dalam	0012

Figure 3.9-1 FPP Listing Page

STEP 1

Click on 'FPP Medication Summary' sub menu

STEP 2

Click on the  button to search patient

STEP 3

Select the patient to view FPP Medication Summary as shown in Figure 3.9-2


FPP DRUG DETAILS					
MRN	HSM00211660	Patient Name			
Visit Date	10/10/2019				
Drug Name	Order Details	Supplied Quantity (SKU)	Administered Date From - To	Administered Quantity (SKU)	Cost (RM)
Atorvastatin 20 mg Tablet	20 mg, ON, ORAL, 10/10/2019 07:04 PM - 15/10/2019 07:04 PM	5 tablet		5 tablet	17.50
Atorvastatin 40 mg Tablet	40 mg, ON, ORAL, 10/10/2019 07:26 PM - 17/10/2019 07:26 PM	7 tablet		0 tablet	0.00
Ferrous Fumarate 200 mg Tablet	200 mg, OD, ORAL, 10/10/2019 07:23 PM - 17/10/2019 07:23 PM	Ward Stock		0 tablet	0.00
Folic Acid 5 mg Tablet	5 mg, OD, ORAL, 10/10/2019 07:03 PM - 15/10/2019 07:03 PM	Ward Stock		0 tablet	0.00
Paracetamol 500 mg Tablet	1000 mg, PRN3, ORAL, 10/10/2019 07:01 PM - 15/10/2019 07:01 PM	Ward Stock		0 tablet	0.00
Paracetamol 500 mg Tablet	1000 mg, PRN3, ORAL, 10/10/2019 07:22 PM - 17/10/2019 07:22 PM	Ward Stock		0 tablet	0.00
Warfarin Sodium 5 mg Tablet	5 mg, OV, ORAL, 10/10/2019 07:25 PM - 17/10/2019 07:25 PM	7 mg		0 mg	0.00
Warfarin Sodium 5 mg Tablet	5 mg, OV, ORAL, 10/10/2019 07:03 PM - 15/10/2019 07:03 PM	5 mg		5 mg	4.50
Total					22.00

Figure 3.9-2 FPP Drug Details

STEP 4

Edit Administered Quantity based on supplied quantity

STEP 5

Click  button to save record and pop up will display as per figure 3.9.3

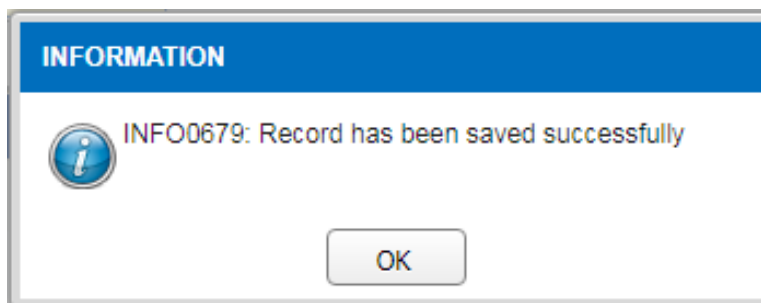


Figure 3.9-3 Information

STEP 6

Click  button to save record and Total price will display as per figure 3.9.4




FPP DRUG DETAILS						
<div>  <div> <div>MRN</div> <div>HSM00211660</div> </div> <div> <div>Patient Name</div> <div></div> </div> </div> <div> <div>Visit Date</div> <div>10/10/2019</div> <div></div> </div>						
Drug Name	Order Details	Supplied Quantity (SKU)	Administered Date From - To	Administered Quantity (SKU)	Cost (RM)	
Atorvastatin 20 mg Tablet	20 mg, ON, ORAL, 10/10/2019 07:04 PM - 15/10/2019 07:04 PM	5 tablet		5 tablet	17.50	
Atorvastatin 40 mg Tablet	40 mg, ON, ORAL, 10/10/2019 07:26 PM - 17/10/2019 07:26 PM	7 tablet		5 tablet	35.00	
Ferrous Fumarate 200 mg Tablet	200 mg, OD, ORAL, 10/10/2019 07:23 PM - 17/10/2019 07:23 PM	Ward Stock		0 tablet	0.00	
Folic Acid 5 mg Tablet	5 mg, OD, ORAL, 10/10/2019 07:03 PM - 15/10/2019 07:03 PM	Ward Stock		0 tablet	0.00	
Paracetamol 500 mg Tablet	1000 mg, PRN3, ORAL, 10/10/2019 07:01 PM - 15/10/2019 07:01 PM	Ward Stock		0 tablet	0.00	
Paracetamol 500 mg Tablet	1000 mg, PRN3, ORAL, 10/10/2019 07:22 PM - 17/10/2019 07:22 PM	Ward Stock		0 tablet	0.00	
Warfarin Sodium 5 mg Tablet	5 mg, OV, ORAL, 10/10/2019 07:25 PM - 17/10/2019 07:25 PM	7 mg		0 mg	0.00	
Warfarin Sodium 5 mg Tablet	5 mg, OV, ORAL, 10/10/2019 07:03 PM - 15/10/2019 07:03 PM	5 mg		5 mg	4.50	
Total					57.00	

Figure 3.9-4 FPP Drug Details

STEP 6

Click  button to print FPP invoice

(FULL PAYING PATIENT)

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Seri Manjung
Invoice

Patient Name	: [REDACTED]	Date	: 24/10/2019 04:54 PM
Age	: 73 Years 04 Months	Patient ID	: [REDACTED]
Gender	: Lelaki	MRN	: HSM00211660
Room No/Bed No	: ____/____	Location	: WAD 3

No	Drug Name	Cost	Quantity	Amount
1	Atorvastatin 20 mg Tablet	3.50	5	17.50
2	Atorvastatin 40 mg Tablet	7.00	5	35.00
3	Ferrous Fumarate 200 mg Tablet	0.10	0	0.00
4	Folic Acid 5 mg Tablet	0.10	0	0.00
5	Paracetamol 500 mg Tablet	0.10	0	0.00
6	Paracetamol 500 mg Tablet	0.10	0	0.00
7	Warfarin Sodium 5 mg Tablet	0.90	0	0.00
8	Warfarin Sodium 5 mg Tablet	0.90	0	0.00
Total : RM				57.00

Figure 3.9-5 FPP Invoice

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
MOH	Ministry Of Health

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		