



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

Full Based User Manual Inpatient Pharmacy

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|--------------------|--|
| Version | : 7th Edition |
| Document ID | : FB_U. MANUAL_INPATIENT PHARMACY |



PhIS & CPS Project
User Manual – Inpatient Pharmacy





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Application reference: PhIS & CPS v1.7.1



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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the 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

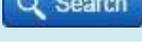
1.3 Organised Sections

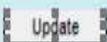
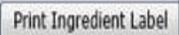
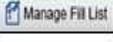
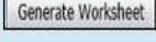
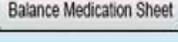
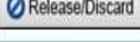
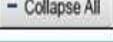
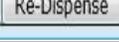
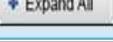
These are the sections within this document:

- 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

| Latest Functions | Page |
|---|--------------------|
| 'Medication Counseling' button and call the screen at Dispensing screen and Single Stage screen. | 42 |
| Display fraction dosage in special character which is smaller than normal dose font. | 32 |
| 1. Enhancement on drug label. <ul style="list-style-type: none"> • 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 | 32 |
| 1. To display a notification icon in the Remarks column if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark). 2. To display previous doctor's remark from previous drug order in all dispensing screens. | 48 |
| 1. MTAC History link in all dispensing screen (patient banner): <ol style="list-style-type: none"> a. Acknowledgement b. Screening and Verification c. Preparation d. Dispensing e. VAS f. Single Stage g. Methadone Dispensing | Respective Screen |

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

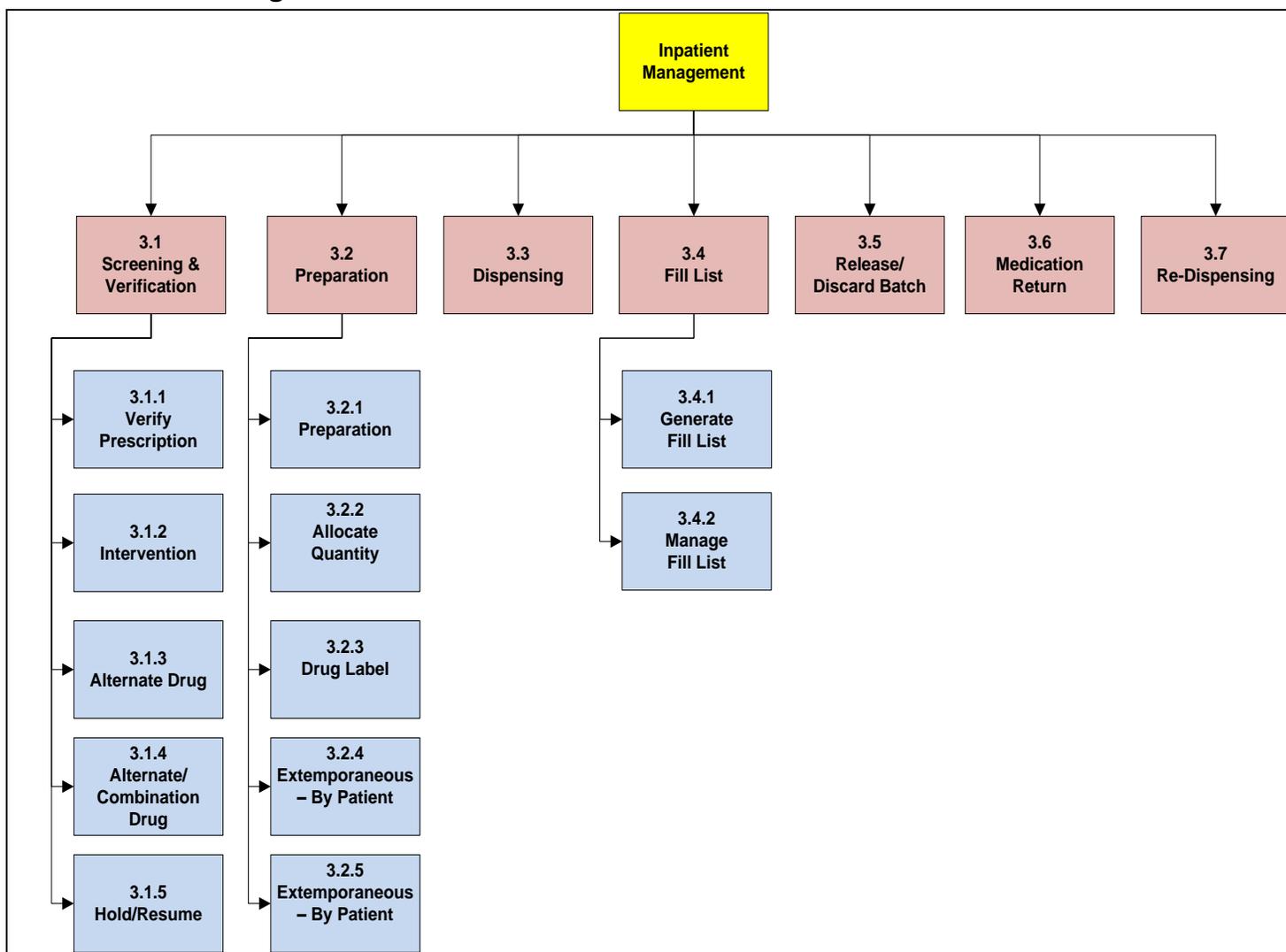


Figure 3.0-1



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.

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

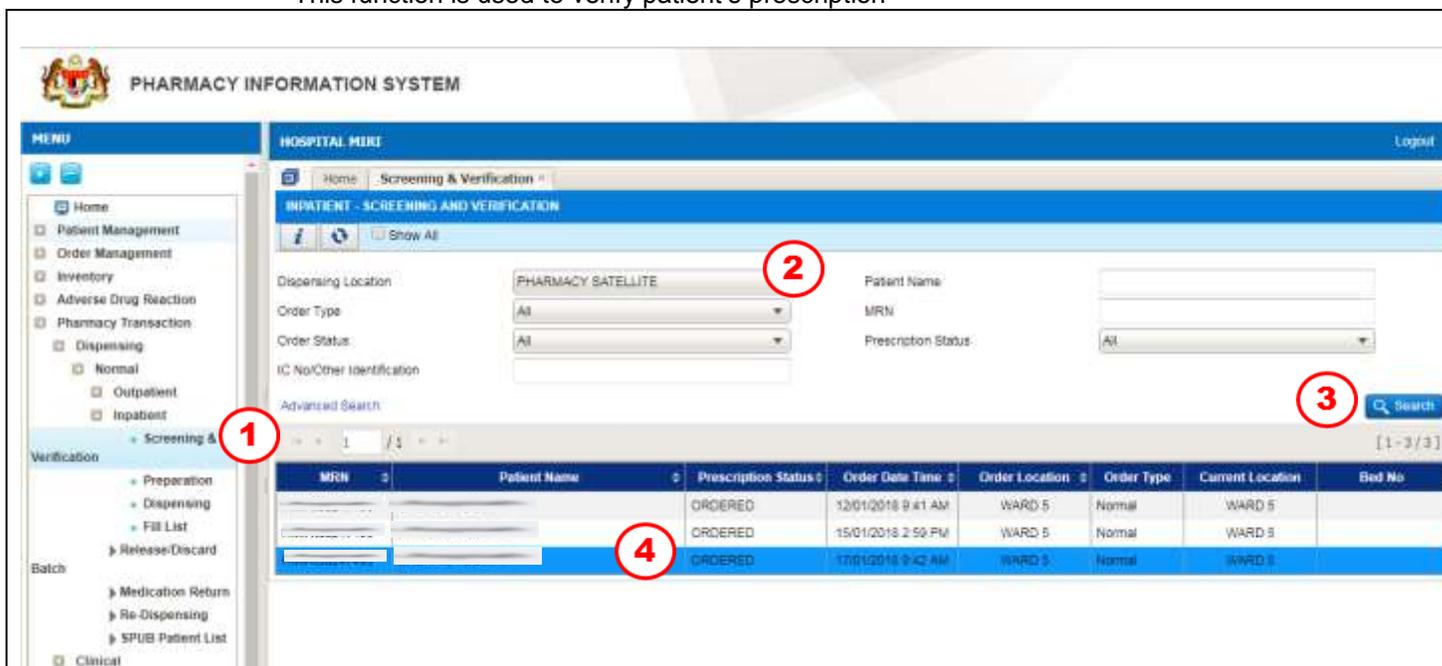


Figure 3.1.1-1 Screening & Verification Listing Page

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

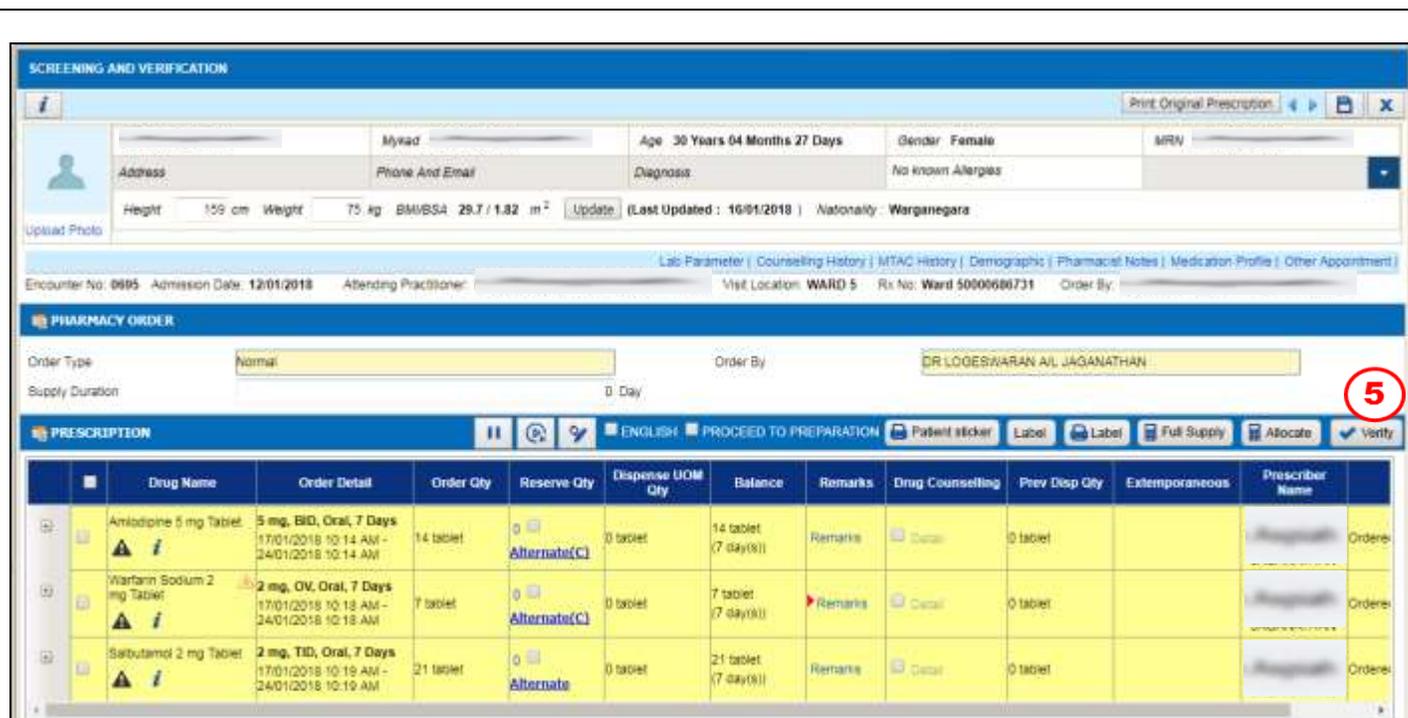
Advanced Search

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

- a) Order Location
- b) Order Location Type
- c) Order Date From
- d) Order Date To
- e) Bed No

STEP 4

Click on existing patient record as follow.



SCREENING AND VERIFICATION

Print Original Prescription

Myiad Age 30 Years 04 Months 27 Days Gender Female MRN

Address Phone And Email Diagnosis No known Allergies

Height 159 cm Weight 75 kg BMI/BSA 29.7 / 1.82 m² Update (Last Updated: 16/01/2018) Nationality Warganegara

Encounter No: 0695 Admission Date: 12/01/2018 Attending Practitioner Visit Location: WARD 5 Rx No: Ward 5000060731 Order By:

PHARMACY ORDER

Order Type: Normal Order By: DR LOGESWARAN AIL JAGANATHAN

Supply Duration: 0 Day

PRESCRIPTION ENGLISH PROCEED TO PREPARATION Patient sticker Label Label Full Supply Allocate Verify

| 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 | 0 tablet | 14 tablet (7 day(s)) | Remarks | Cancel | 0 tablet | | | Order |
| Warfarin Sodium 2 mg Tablet | 2 mg, QV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | 0 | 0 tablet | 7 tablet (7 day(s)) | Remarks | Cancel | 0 tablet | | | Order |
| Sabutamol 2 mg Tablet | 2 mg, TID, Oral, 7 Days 17/01/2018 10:19 AM - 24/01/2018 10:19 AM | 21 tablet | 0 | 0 tablet | 21 tablet (7 day(s)) | Remarks | Cancel | 0 tablet | | | Order |

Figure 3.1.1-2 Screening & Verification

STEP 5

Click on the  button to proceed verification process

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 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.

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.

- Current visit information will be displayed as below:

- Admission Date
- Attending practitioner
- Visit location
- Room No / Bed No
- Rx No

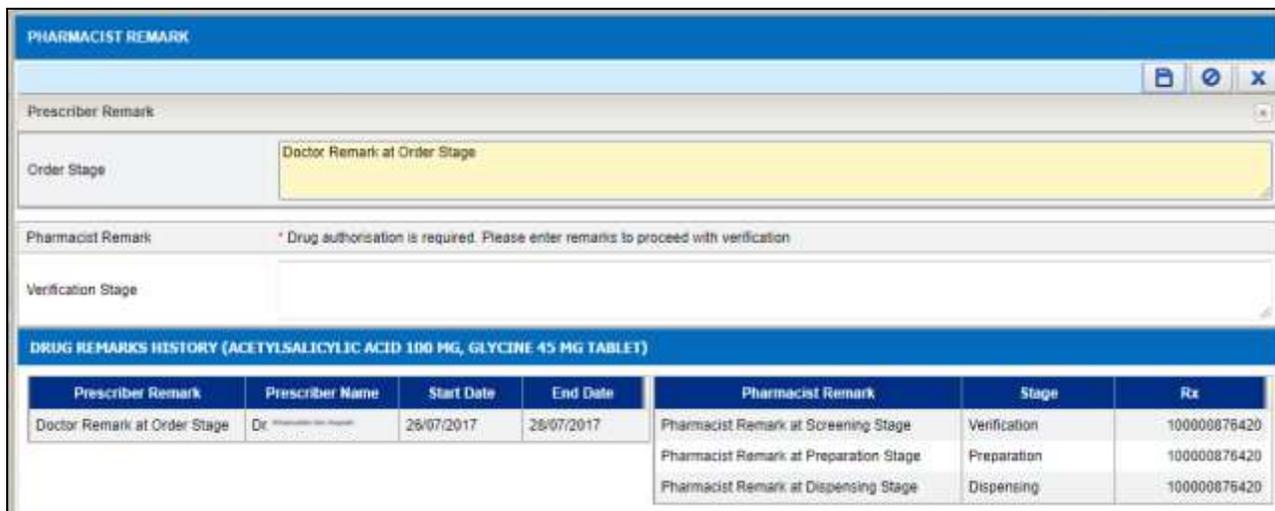
- Prescription from order management will be displayed as below:

- 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 Verify is clicked, system will automatically calculated the quantity in **Reserve Qty** field base on quantity in Supply Duration field.
- A notification icon Remarks 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 (ACETYSALICYLIC ACID 100 MG, GLYCINE 45 MG TABLET) | | | | | | |
| Prescriber Remark | Prescriber Name | Start Date | End Date | Pharmacist Remark | Stage | Rx |
| Doctor Remark at Order Stage | Dr. [Name] | 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



| PRESCRIPTION | | | | | | | | | | | |
|-------------------------------------|-----------------------------|--|-----------|---|------------------|----------------------|---------|--|---------------|----------------|-----------------|
| | 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  | 0 tablet | 14 tablet (7 day(s)) | Remarks |  | 0 tablet | | Prescriber Name |
| <input type="checkbox"/> | Warfarin Sodium 2 mg Tablet | 2 mg, QV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | 0  | 0 tablet | 7 tablet (7 day(s)) | Remarks |  | 0 tablet | | Prescriber Name |
| <input checked="" type="checkbox"/> | Paracetamol 2 mg Tablet | 2 mg, TID, Oral, 7 Days 17/01/2018 10:19 AM - 24/01/2018 10:19 AM | 21 tablet | 0  | 0 tablet | 21 tablet (7 day(s)) | Remarks |  | 0 tablet | | Prescriber Name |

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

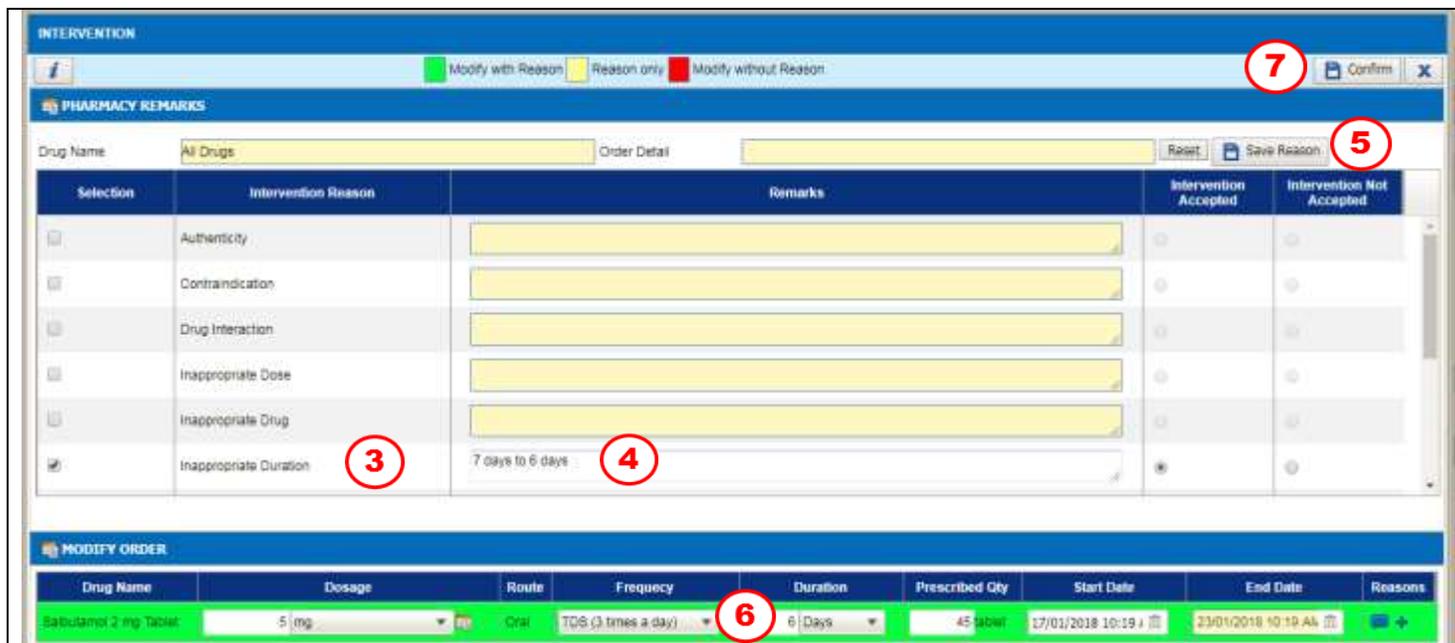


Figure 3.1.2-2 Intervention

STEP 3

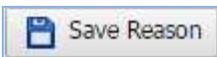
Choose the **Intervention Reason** by tick at the checkbox of the column **Selection**:

- 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.*

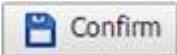
STEP 6

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:
 - a) Drug name.
 - b) Dose – dosage will be allowed to change.
 - c) 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.
 - d) Order Qty - dosage will be allowed to change - value of the Order Qty will be recalculated after change the frequency and duration.
 - e) Start Date Time.
 - f) Dosage form.
 - g) Admin Route.
 - h) Admin Route.
 - i) 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.
 - j) Dispense Location.
 - k) End Date Time.
 - l) Remarks.

STEP 7

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

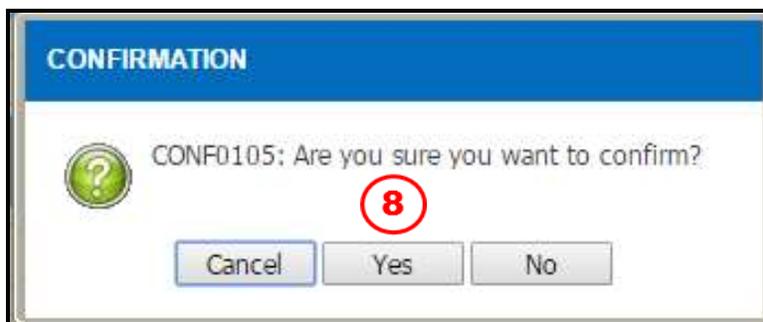


Figure 3.1.2-5 Confirmation

STEP 8

Click on  to confirm drug intervention.

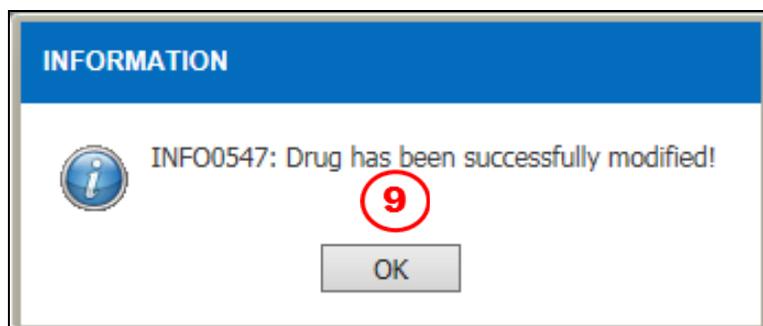
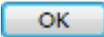
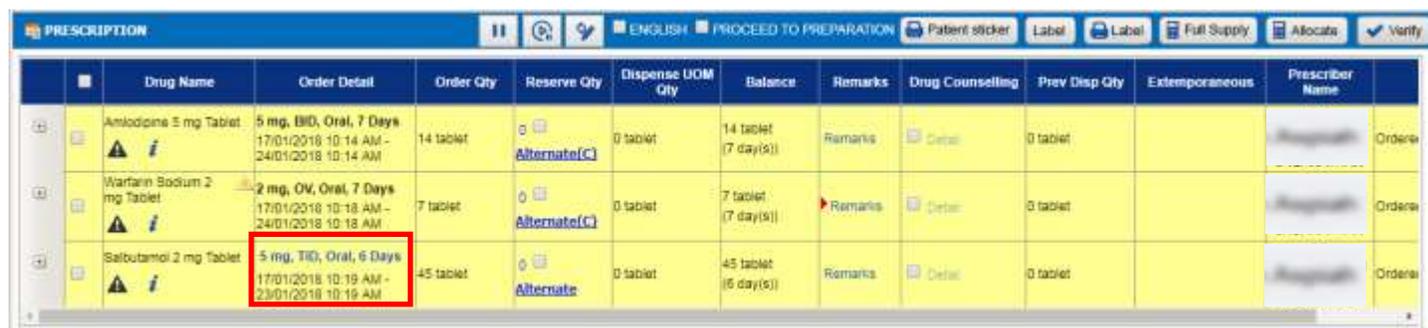


Figure 3.1.2-6 Information Alert Message

STEP 9

Click on the  button to save record



| | 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 | Alternate(C) | 0 tablet | 14 tablet (7 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |
| | 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 | Alternate(C) | 0 tablet | 7 tablet (7 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |
| | Salbutamol 2 mg Tablet | 5 mg, TID, Oral, 6 Days 17/01/2018 10:19 AM - 23/01/2018 10:19 AM | 45 tablet | Alternate | 0 tablet | 45 tablet (6 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |

Figure 3.1.2-7 Prescription

Note

It will then goes 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 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 | Alternate(C) | 0 tablet | 14 tablet (7 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |
| | 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 | Alternate(C) | 0 tablet | 7 tablet (7 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |
| | Salbutamol 2 mg Tablet | 5 mg, TID, Oral, 6 Days 17/01/2018 10:19 AM - 23/01/2018 10:19 AM | 45 tablet | Alternate 1 | 0 tablet | 45 tablet (6 day(s)) | Remarks | Detail | 0 tablet | | Prescriber |

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 | Salbutamol 2 mg/5 ml Syrup | Oral Solution | Oral | 5 ml | 16c0576 | 31/01/2018 | 4850 ml | | 60 | <input checked="" type="checkbox"/> |
| | | | | 0 ml | 15E071* | 31/03/2018 | 2400 ml | | 0 | <input type="checkbox"/> |
| | | | | 0 ml | | | 21600 ml | | 0 | <input type="checkbox"/> |

Figure 3.1.3-2 Alternate Drug Details

STEP 2

Enter the *Qty per dose* and save record

STEP 3

Click on the button to save record

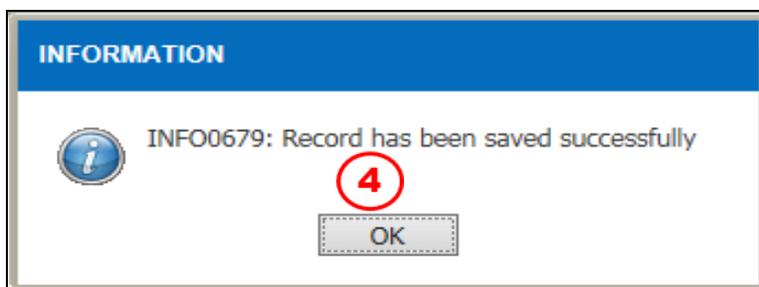


Figure 3.1.3-4 Information Alert Message

STEP 4

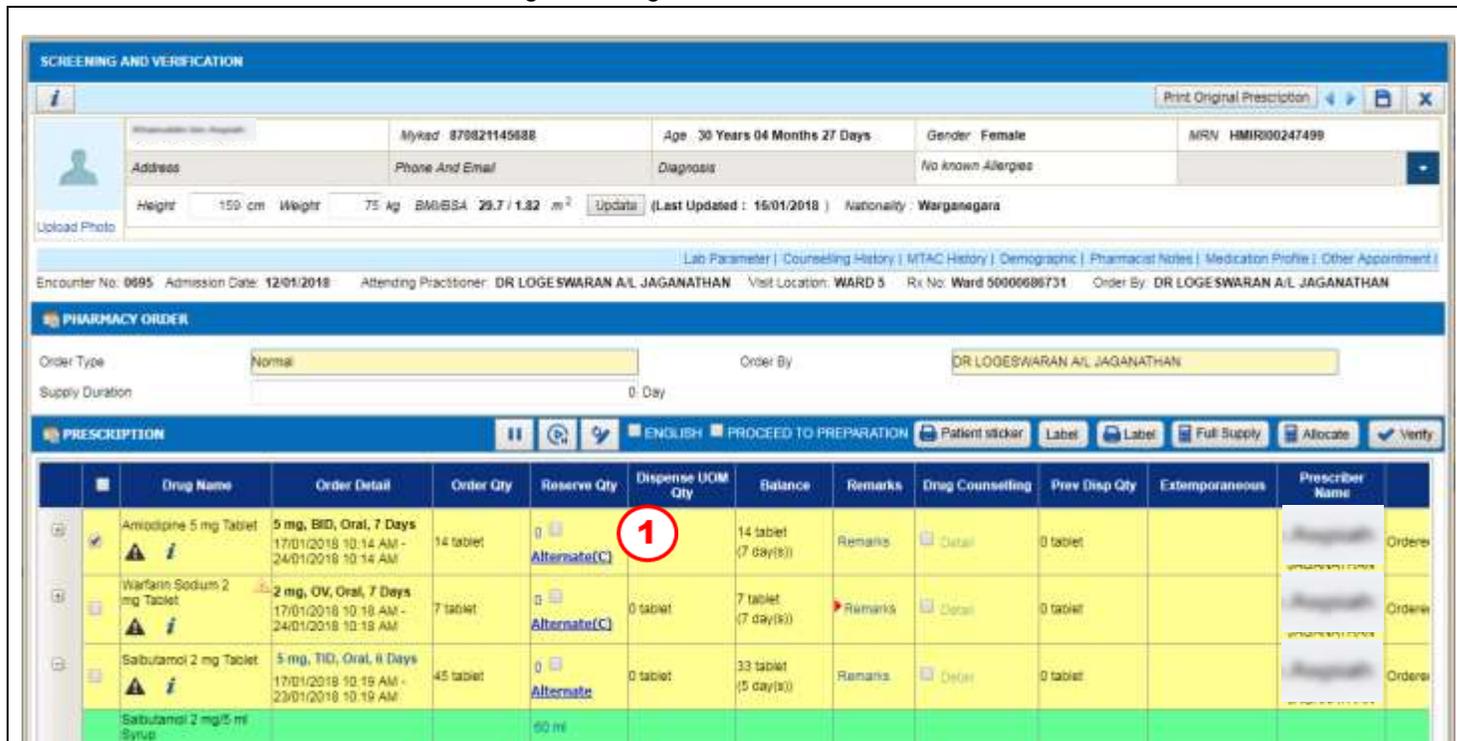
Click on the button to save record and screen will automatically closed and back to prescription screen as Figure 3.1.3-5

| | Drug Name | Order Detail | Order Qty | Reserve Qty | Dispense (JOM Qty) | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporaneous | Prescriber Name |
|--|-----------------------------|--|-----------|-------------|--------------------|----------------------|---------|---------------------------------|---------------|----------------|-----------------|
| | Amiodipine 5 mg Tablet | 5 mg, BID, Oral, 7 Days 17/01/2018 10:14 AM - 24/01/2018 10:14 AM | 14 tablet | 0 tablet | 0 tablet | 14 tablet (7 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Prescriber |
| | 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 tablet | 0 tablet | 7 tablet (7 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Prescriber |
| | 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 tablet | 0 tablet | 33 tablet (5 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Prescriber |
| | Salbutamol 2 mg/5 ml Syrup | | | 60 ml | | | | | | | |

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 .



The screenshot displays the 'SCREENING AND VERIFICATION' interface. At the top, there is a patient information section with fields for Mykad (878821145688), Age (38 Years 04 Months 27 Days), Gender (Female), and MRN (HMIR00247499). Below this is a 'PHARMACY ORDER' section with 'Order Type' set to 'Normal' and 'Order By' as 'DR LOGESWARAN A/L JAGANATHAN'. The main part of the screen is a 'PRESCRIPTION' table with columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, and Prescriber Name. The first row shows 'Amlodipine 5 mg Tablet' with an 'Alternate(C)' link circled in red and labeled with a '1'. Other rows include 'Warfarin Sodium 2 mg Tablet' and 'Salbutamol 2 mg Tablet', both also having 'Alternate(C)' links. A 'Salbutamol 2 mg/5 ml Syrup' row is highlighted in green at the bottom.

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

ALTERNATE DRUG DETAILS

Location: PHARMACY SATELLITE
 Ordered Drug Code: C08CAG1000T1001XX
 Ordered Drug Desc: Amlodipine 5 mg Tablet

Order Detail: 5 mg, BID, 7 Days
 Dosage Form: Oral Tablet
 Route: Oral
 Supply Duration: 2 days Date From: 17/01/2018 to 19/01/2018

BATCH DETAIL

| No | Drug Name | Dosage Form | Route | Qty per dose | Batch | Expiry Date | Available Qty | SKU | Allocation Qty | Select |
|----|-------------------------|-------------|-------|--------------|---------|-------------|---------------|--------|----------------|-------------------------------------|
| 1 | Amlodipine 5 mg Tablet | Oral Tablet | Oral | 0 tablet | BG04622 | 30/04/2019 | 4414 | tablet | 0 | <input type="checkbox"/> |
| | | | | 0 tablet | BG12630 | 30/11/2019 | 3000 | tablet | 0 | <input type="checkbox"/> |
| | | | | 0 tablet | BG12630 | 30/11/2019 | 3000 | tablet | 0 | <input type="checkbox"/> |
| | | | | 0 tablet | BH05675 | 30/04/2020 | 4000 | tablet | 0 | <input type="checkbox"/> |
| 2 | Amlodipine 10 mg Tablet | Oral Tablet | Oral | 2 tablet | 2904808 | 31/09/2020 | 260 | tablet | 8 | <input checked="" type="checkbox"/> |
| | | | | 0 tablet | C17012 | 30/09/2020 | 3600 | tablet | 0 | <input type="checkbox"/> |

Reason: Remark:

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

INFORMATION

INFO0679: Record has been saved successfully

4

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

| PRESCRIPTION | | | | | | | | | | | | |
|--|--|-----------|---|------------------|---------------------|---------|---------------------------------|---------------|----------------|-----------------|-------|--|
| Drug Name | Order Detail | Order Qty | Reserve Qty | Dispense UOM Qty | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporaneous | Prescriber Name | Order | |
| <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 | | Pharmacist | Order | |
| <input type="checkbox"/> Amlodipine 10 mg Tablet | | | 8 tablet | | | | | | | | | |
| <input type="checkbox"/> Warfarin Sodium 2 mg Tablet | 2 mg, QV, 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 | | Pharmacist | Order | |

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

| PRESCRIPTION | | | | | | | | | | | | |
|---|--|-----------|---|------------------|----------------------|---------|---------------------------------|---------------|----------------|-----------------|-------|--|
| Drug Name | Order Detail | Order Qty | Reserve Qty | Dispense UOM Qty | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporaneous | Prescriber Name | Order | |
| <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 | | Pharmacist | Order | |
| <input type="checkbox"/> Amlodipine 10 mg Tablet | | | 8 tablet | | | | | | | | | |
| <input checked="" type="checkbox"/> Warfarin Sodium 2 mg Tablet | 2 mg, QV, 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 | | Pharmacist | Order | |
| <input type="checkbox"/> 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 | 33 tablet (5 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Pharmacist | Order | |

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 |
|-----------------------------|--------------|--------------|--------|
| Warfarin Sodium 2 mg Tablet | Intervention | | |

Figure 3.1.5-2 Hold Order – Pharmacist Remarks

Note

Select and enter from the **Hold Reason** drop down box:

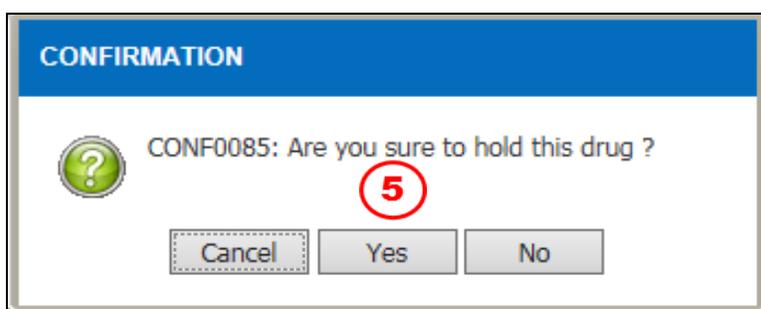
- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

STEP 3

Enter the Remarks field with applicable information

STEP 4

Click on the  button



CONFIRMATION

CONF0085: Are you sure to hold this drug ?

Cancel Yes No

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

| 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 Alternate(C) | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN AIL JAGANATHAN |
| Amlodipine 10 mg Tablet | | | 0 tablet | | | | | | | |
| Warfarin Sodium 2 mg Tablet | 2 mg, QD, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | 0 Alternate(C) | 0 tablet | 7 tablet (7 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN AIL JAGANATHAN |
| 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 Alternate | 0 tablet | 33 tablet (5 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN AIL JAGANATHAN |

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 |
|-----------------------------|--------------|--------------|--------|--------------|
| Warfarin Sodium 2 mg Tablet | Intervention | | | |

Figure 3.1.5-5 Hold Order – Pharmacist Remarks

STEP 3

Enter information in **Action Taken** field

STEP 4

Click on the button

CONFIRMATION

CONF0086: Are you sure to release this drug ?

Buttons: Cancel, Yes, No

Figure 3.1.5-6 Confirmation Alert Message

STEP 5

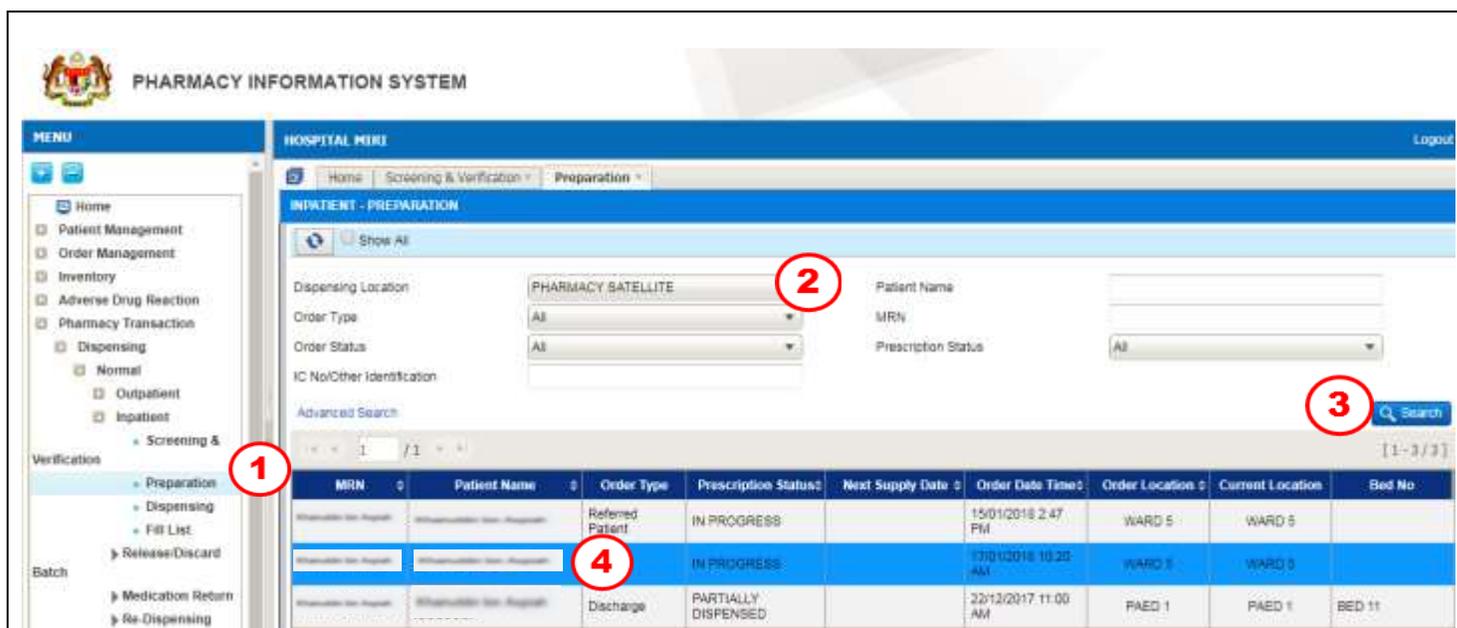
Click on the  button to release drug from hold and the Hold Order screen will automatically close

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 MERS

Home | Screening & Verification | Preparation

INPATIENT - PREPARATION

Show All

Dispensing Location: PHARMACY SATELLITE

Order Type: All

Order Status: All

IC No/Other Identification: []

Patient Name: []

MRN: []

Prescription Status: All

Advanced Search: [] Search

| MRN | Patient Name | Order Type | Prescription Status | Next Supply Date | Order Date Time | Order Location | Current Location | Bed No |
|-----|--------------|------------------|---------------------|------------------|---------------------|----------------|------------------|--------|
| [] | [] | Referred Patient | IN PROGRESS | | 15/01/2018 2:47 PM | WARD 5 | WARD 5 | |
| [] | [] | [] | IN PROGRESS | | 13/01/2018 10:20 AM | WARD 5 | WARD 5 | |
| [] | [] | Discharge | PARTIALLY DISPENSED | | 22/13/2017 11:00 AM | PAED 1 | PAED 1 | BED 11 |

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

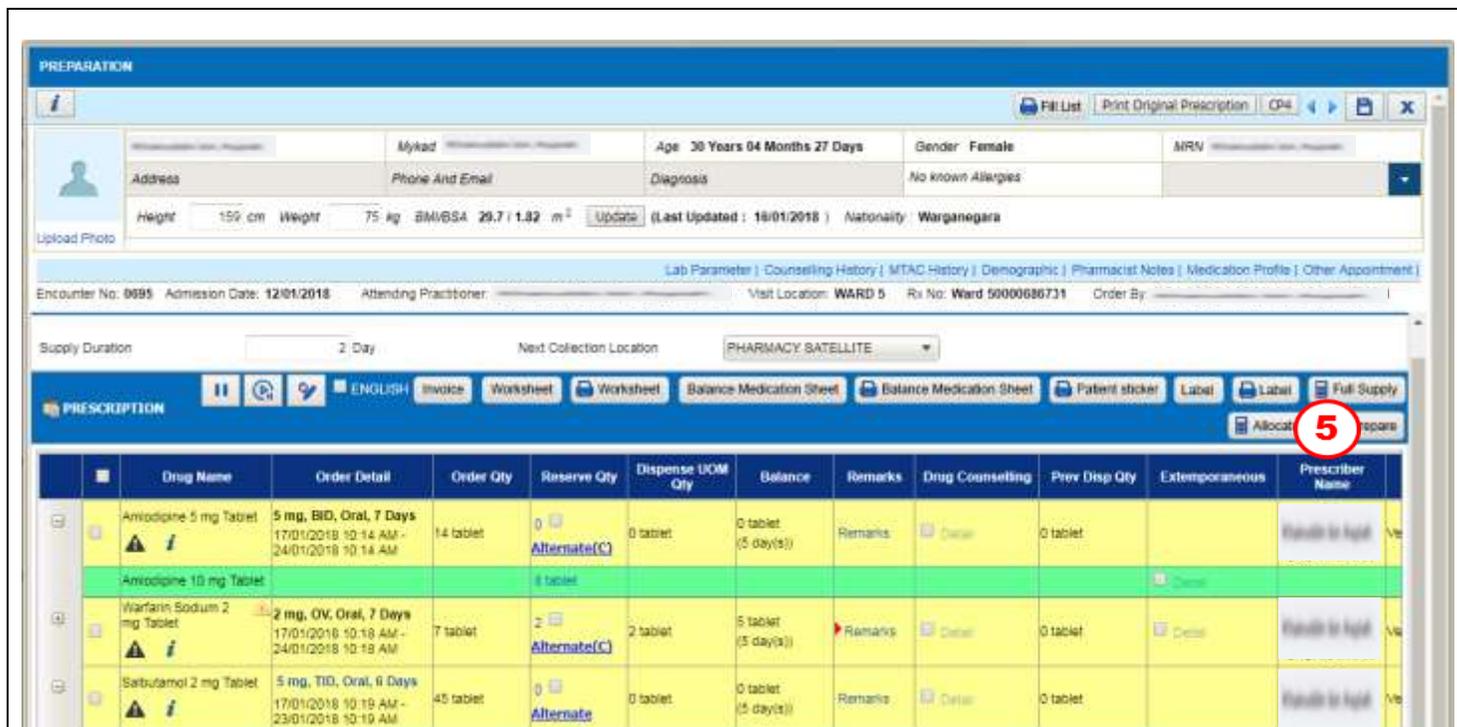
Note

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



The screenshot displays the 'PREPARATION' interface. At the top, there are navigation options like 'Fill List', 'Print Original Prescription', and 'CP4'. Below this is a patient information banner with fields for Mykad, Age (36 Years 04 Months 27 Days), Gender (Female), MRN, Address, Phone And Email, Diagnosis, No known Allergies, Height (159 cm), Weight (75 kg), BMI/BSA (29.7 / 1.82 m²), Update (Last Updated: 18/01/2018), and Nationality (Warganegara). Below the banner are links for 'Lab Parameter', 'Counselling History', 'MTAC History', 'Demographic', 'Pharmacist Notes', 'Medication Profile', and 'Other Appointment'. Further down, there are fields for 'Encounter No: 8995', 'Admission Date: 12/01/2018', 'Attending Practitioner', 'Visit Location: WARD 5', 'Ri No: Ward 5000086731', and 'Order By'. A 'Supply Duration' of 2 Day and 'Next Collection Location' of PHARMACY SATELLITE are also visible. A toolbar contains buttons for 'PRESCRIPTION', 'ENGLISH', 'Invoice', 'Worksheet', 'Balance Medication Sheet', 'Patient sticker', 'Label', 'Full Supply', and 'Allocate' (with a red circle around the number 5). Below the toolbar is a table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, and Prescriber Name. The table lists three medications: Amoxicillin 5 mg Tablet, Amoxicillin 10 mg Tablet, Warfarin Sodium 2 mg Tablet, and Salbutamol 2 mg Tablet.

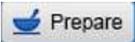
Figure 3.2.1-2 Preparation

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.
 - g) **Medication Profile**
 - This hyperlink will show the patient's current medication and previous medication history.
 - h) **Other Appointments**
 - This screen provides information if there are any other appointments recorded for the patient.

- 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
- 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) Reserve Qty
 - e) Dispence OUM quantity
 - f) Balance
 - g) Remarks
 - h) Drug Counseling
 - i) Prev Disp Qty
 - j) Extemporaneous
 - k) Prescriber name
 - l) Status

STEP 5

Click on the  button to proceed prepare process

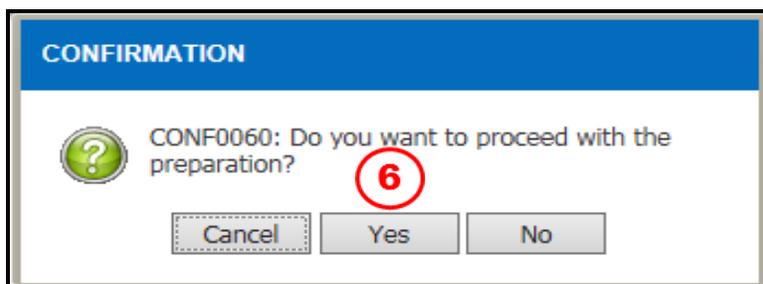


Figure 3.2.1-3 Confirmation Alert Message

STEP 6

Click on the  button to confirm preparation

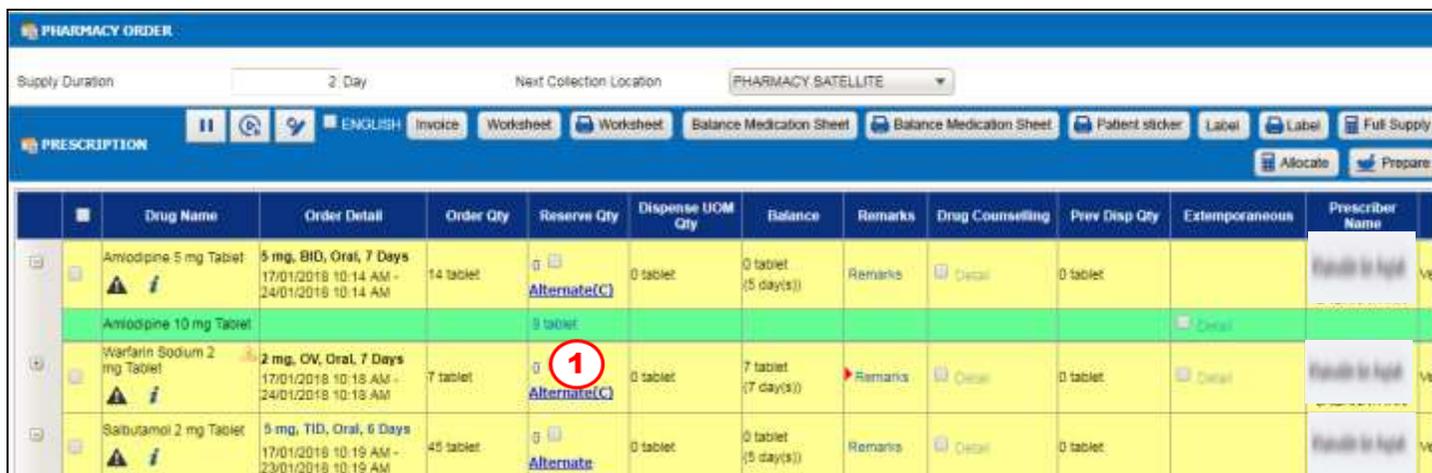
Note

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



| | Drug Name | Order Detail | Order Qty | Reserve Qty | Dispense UOM Qty | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporaneous | Prescriber Name |
|--|-----------------------------|---|-----------|------------------------------|------------------|------------------------|---------|---------------------------------|---------------|---------------------------------|----------------------|
| | Amiodipine 5 mg Tablet | 5 mg, BID, Oral, 7 Days 17/01/2018 10:14 AM - 24/01/2018 10:14 AM | 14 tablet | Alternate(C) | 0 tablet | 0 tablet (5 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Responsible to Agent |
| | Amiodipine 10 mg Tablet | | | 0 tablet | | | | <input type="checkbox"/> Detail | | | |
| | Warfarin Sodium 2 mg Tablet | 2 mg, QV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | Alternate(C) | 0 tablet | 7 tablet (7 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | <input type="checkbox"/> Detail | Responsible to 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 | Alternate | 0 tablet | 0 tablet (5 day(s)) | Remarks | <input type="checkbox"/> Detail | 0 tablet | | Responsible to Agent |

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

3
📄 ⌂ ✕

| | |
|---|---|
| Drug Code: B01AA03520T1002XX | Default SKU: tablet |
| Drug Name: Warfarin Sodium 2 mg Tablet | Dispense UOM: tablet |
| Order Detail: 2 mg, PM (every evening), 7 Days, 17/01/2018 - 24/01/2018 | Supply Duration: 2 days Date From: 17/01/2018 to 19/01/2018 |

BATCH DETAIL

⏪ 1 / 1 ⏩
[1 - 1 / 1]

| Batch No | Expiry Date | Available Qty | UOM Qty | Allocated Qty |
|---------------------|-------------|---------------|---------------------|---------------|
| NH0400 | 30/06/2020 | 235 | 2 2 tablet | 2 |
| Total Available Qty | | 235 | Total Allocated Qty | |
| | | | 2 | |

Figure 3.2.2-2 Item Batch Details

STEP 2

Enter the **UOM Qty** field

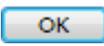
Note

- User is allowed to choose and Allocate Qty from Batch Detail.
- **Dispense UOM** Dispense UOM tab will be automatically generated from the drug master.
- **Item Batch Details** will be displayed:
 - a) **Drug Code** - The value will be defaulted to the drug code selected from the prescription list, auto display.
 - b) **Drug Name** - The value will be defaulted to the drug name selected from the prescription list, auto display.
 - c) **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.
 - d) **Default SKU** - The value will be defaulted to the SKU selected from the prescription list, auto display.
 - e) **Supply Duration** - The value will be defaulted to the duration selected from the prescription list, auto display.
 - f) **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.
 - a) **Batch No** – Available batch no
 - b) **Expiry Date** – Batch expiry date
 - c) **Available Qty** – Quantity available for the selected batch
 - d) **UOM Qty** – Quantity available by UOM
 - e) **Allocate Qty** – Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.
 - f) **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

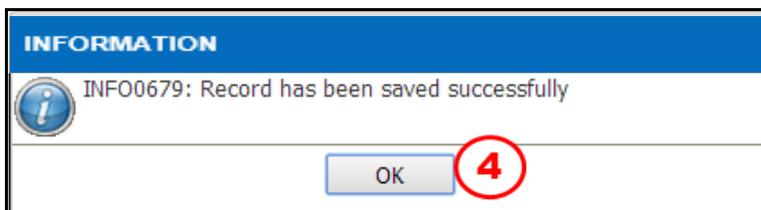


Figure 3.2.2-4 Information Alert Message

3.2.3 Drug Label

This function is used to edit and print drug label.

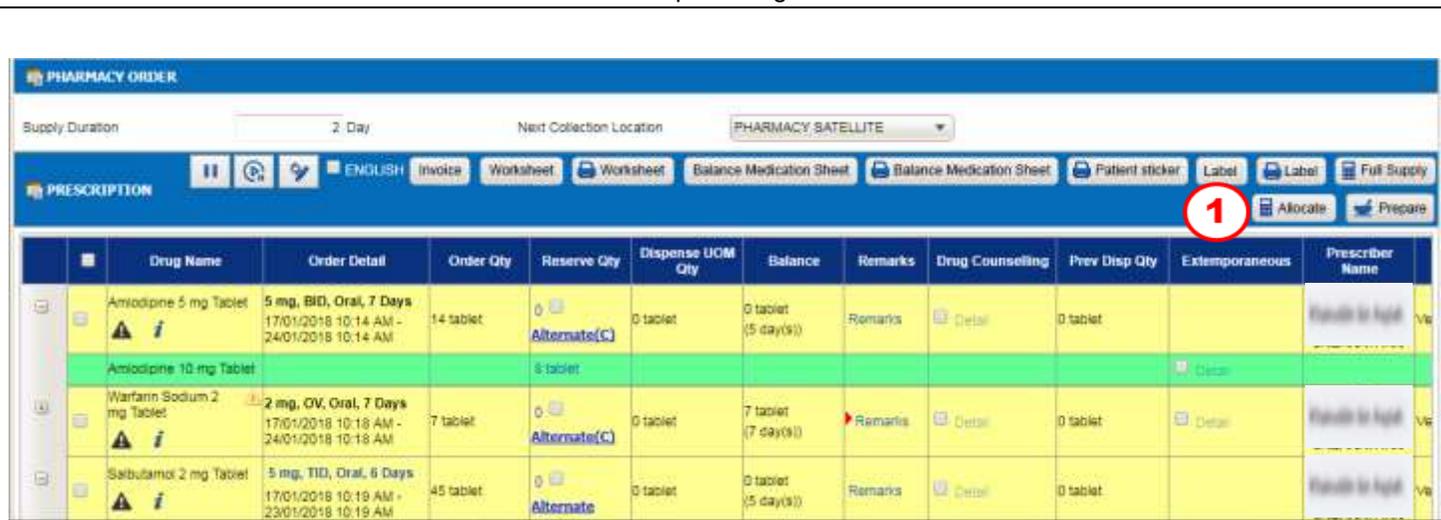


Figure 3.2.3-1 Preparation – Drug Label

Note

- Repeat **Step 1 to Step 4** as in prepare as per Figure 4.1-1 before performs Drug Label steps. There are to option to print label
 -  Preview then print
 -  Print without preview (Direct printing)
- Pre-Requisite to print label is **Reserve Quantity** field must have value >0 (Drug Allocated)

STEP 1

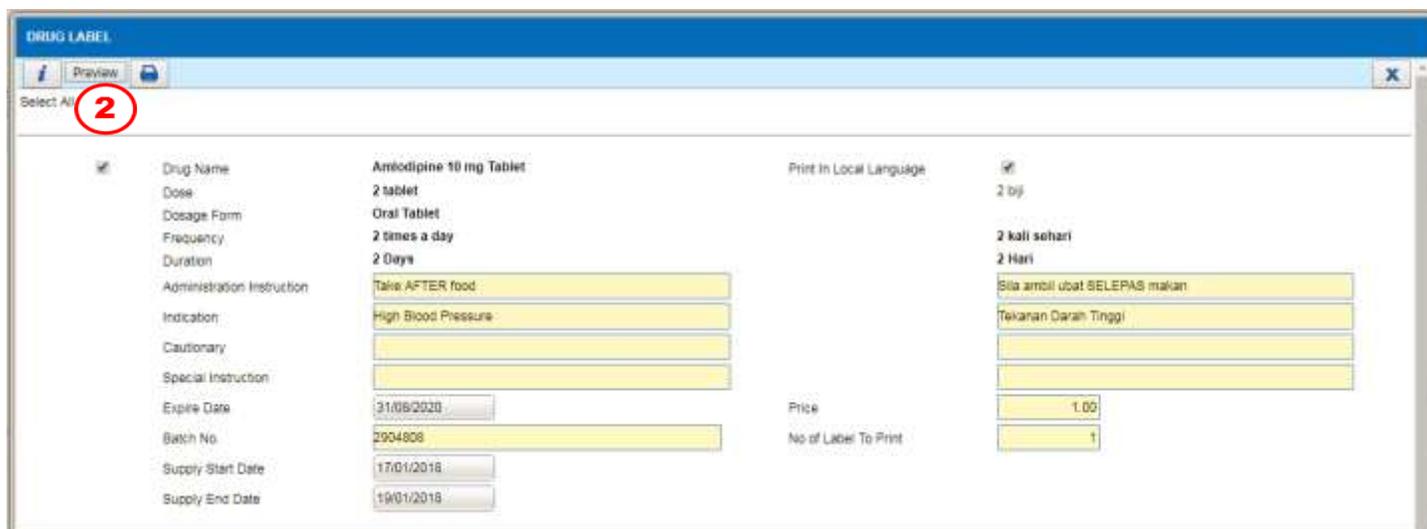
Click on the  button to print drug label

Note

- User able to Select All drug label, or click on the check box to select drug label to print.
- 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

STEP 2

Click on the **Preview** button to preview **Drug Label**



The screenshot shows a software window titled "DRUG LABEL" with a "Preview" button. Below the button is a "Select All" checkbox, which is circled in red with the number "2". The main area contains a form for "Amelodipine 10 mg Tablet".

| | | | | |
|-------------------------------------|----------------------------|--------------------------|-------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Drug Name | Amelodipine 10 mg Tablet | Print In Local Language | <input checked="" type="checkbox"/> |
| | Dose | 2 tablet | | 2 biji |
| | Dosage Form | Oral Tablet | | |
| | Frequency | 2 times a day | | 2 kali sehari |
| | Duration | 2 Days | | 2 Hari |
| | Administration Instruction | Take AFTER food | | Sila ambil ubat SELEPAS makan |
| | Indication | High Blood Pressure | | Tekanan Darah Tinggi |
| | Cautionary | | | |
| | Special Instruction | | | |
| | Expiry Date | 31/08/2020 | Price | 1.00 |
| | Batch No. | 2904808 | No of Label To Print | 1 |
| | Supply Start Date | 17/01/2018 | | |
| | Supply End Date | 19/01/2018 | | |

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 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

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 PAKAR SULTANAH FATIMAH, MUAR | | | | | | |
|--|-------|------------------|-------|---------------------|-------|--|
| PT IP | | | | | | |
| HPSF00116515 | | WAD 10 (MED - P) | | 500111..... | | |
| 1/4 tablet In the morning | | | | | | |
| Oral | | | | | | |
| Acetylsalicylic Acid 100mg Gly 45mg Tab | | | | | | |
| 26/07 | 27/07 | 28/07 | 29/07 | 30/07 | 31/07 | |
| 1 tablet RM1.00 | | | | | | |
| 26/07/17 [1 day(s)] | | | | | | |
| UBAT TERKAWAL Dr. Sa.....1 | | | | 26/07/2017 04:57 PM | | |

Figure 3.2.3-5 Preview Drug Label

| HOSPITAL PAKAR SULTANAH FATIMAH, MUAR | | | | | | |
|--|-------|------------------|-------|---------------------|-------|--|
| PT IP | | | | | | |
| HPSF00116515 | | WAD 10 (MED - P) | | 500..... | | |
| 1/2 tablet At night | | | | | | |
| Oral | | | | | | |
| Take medicine regularly. Avoid abrupt discontinuation. | | | | | | |
| Simvastatin 40mg Tab | | | | | | |
| 26/07 | 27/07 | 28/07 | 29/07 | 30/07 | 31/07 | |
| 1 tablet RM1.00 | | | | | | |
| 26/07/17 [1 day(s)] | | | | | | |
| UBAT TERKAWAL Dr. S.....n | | | | 26/07/2017 04:57 PM | | |

Figure 3.2.3-6 Preview Drug Label

| HOSPITAL PAKAR SULTANAH FATIMAH, MUAR | | | | | | |
|---|-------|------------------|-------|---------------------|-------|--|
| PT IP | | | | | | |
| HPSF00116515 | | WAD 10 (MED - P) | | 500111045342 | | |
| 1 ½ tablet 3 times a day | | | | | | |
| Oral | | | | | | |
| Take medicine as directed by pharmacist. May cause drowsiness. Do not drive or operate machine. | | | | | | |
| Prazosin HCl 2mg Tab | | | | | | |
| 26/07 | 27/07 | 28/07 | 29/07 | 30/07 | 31/07 | |
| 5 tablet | | RM1.00 | | | | |
| 26/07/17 [1 day(s)] | | | | | | |
| UBAT TERKAWAL Dr. S. | | | | 26/07/2017 04:57 PM | | |

Figure 3.2.3-7 Preview 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 | | | | | | | | | | | | |
| 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 Alternate(C) | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 0 tablet | <input type="checkbox"/> | Handwritten | VE | |
| Amlodipine 10 mg Tablet | | 8 tablet | 0 Alternate | | | | Detail | | <input type="checkbox"/> | | | |
| Warfann Sodium 2 mg Tablet | 2 mg, QV, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | 0 Alternate(C) | 0 tablet | 7 tablet (7 day(s)) | Remarks | Detail | 0 tablet | <input checked="" type="checkbox"/> | Handwritten | VE | |
| Sabulamol 2 mg Tablet | 5 mg, TID, Oral, 6 Days 17/01/2018 10:19 AM - 23/01/2018 10:19 AM | 45 tablet | 0 Alternate | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 0 tablet | <input type="checkbox"/> | Handwritten | VE | |

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 4

i
5
Print Ingredient Label
Generate Worksheet

Preparation Done By Pharmacist Patient 2

Preparation Name 3 Warfarin 0.2mg/ml Oral Liquid(OraP:OraS) * 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 3.2.4-2 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 | |

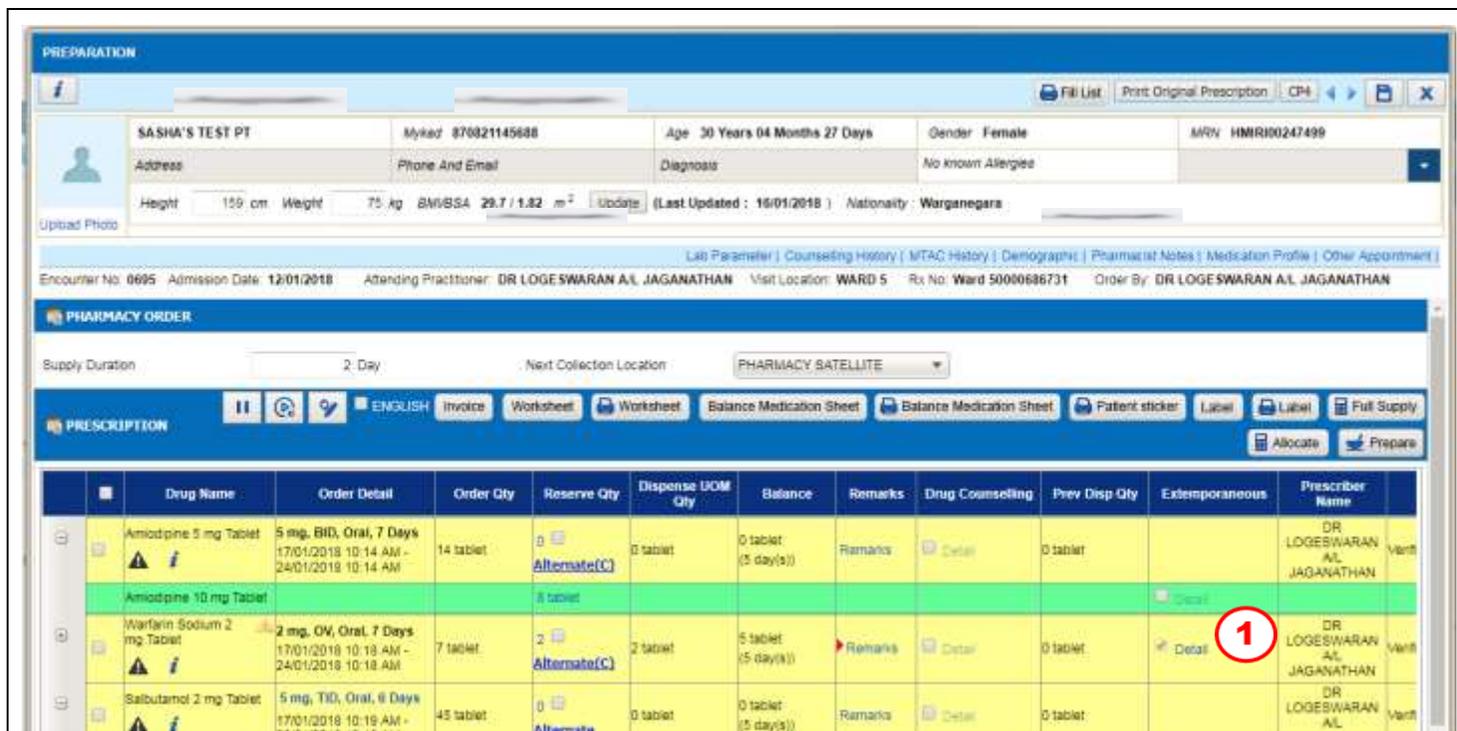
Figure 3.2.4-3 Sample Of Extemporaneous Ingredient Label

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.



The screenshot displays the 'PREPARATION' screen in the PhIS system. At the top, there are navigation buttons like 'Fill List', 'Print Original Prescription', and 'CPH'. Below this is a patient information section for 'SASHA'S TEST PT' with fields for Mykad, Age, Gender, MRN, Address, Phone And Email, Diagnosis, and Allergies. A 'PHARMACY ORDER' section shows 'Supply Duration' as 2 Day and 'Next Collection Location' as PHARMACY SATELLITE. A 'PRESCRIPTION' toolbar includes buttons for 'Invoice', 'Worksheet', 'Balance Medication Sheet', 'Patient sticker', 'Label', and 'Full Supply'. The main area is a table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, and Prescriber Name. The table lists three prescriptions: Amiodpine 5 mg Tablet, Warfarin Sodium 2 mg Tablet, and Salbutamol 2 mg Tablet. The 'Extemporaneous' checkbox for the Warfarin Sodium 2 mg Tablet is checked and highlighted with a red circle containing the number '1'.

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

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


2
5
4
7

Preparation Done By Pharmacist Patient
Worksheet ID

Preparation Name **3** Warfarin 0.2mg/ml Oral Liquid(OraP:OraS)*
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

| EXTEMPORANEOUS WORKSHEET (PARTIAL) | | | | | | | | | |
|--|------|--|---------------|-------------|--|---------------------|--------------------------|-------------|-----------------------------|
| MINISTRY OF HEALTH | | | | | | | | | |
| Hospital Miri | | | | | | | | | |
| Date of preparation : 17/01/2018 | | | | | Worksheet Id: 18-01-0013 | | | | |
| MRN | | | | | Name | | | | |
| ID No | | | | | Rx. No. | | Ward 50000686731 | | |
| Order Location | | WARD 5 | | | Ordered By | | DR | | |
| Order Date | | 17/01/2018 | | | | | | | |
| 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.

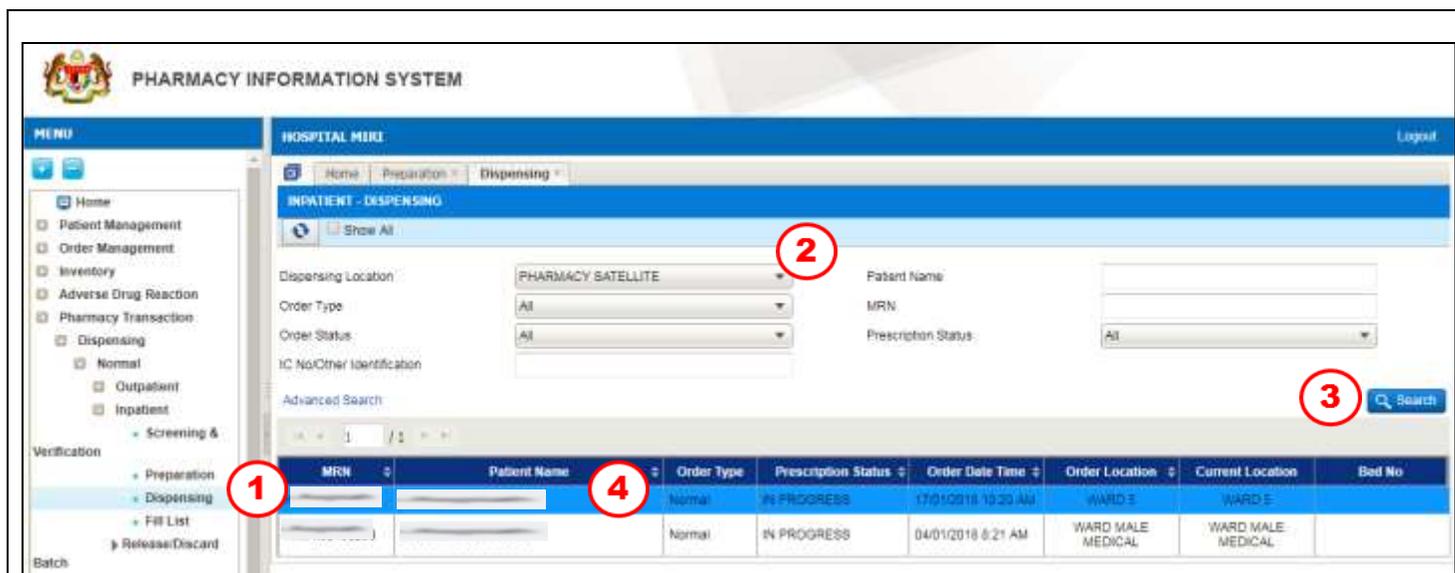


Figure 3.3-1 Dispensing Landing Screen Note

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

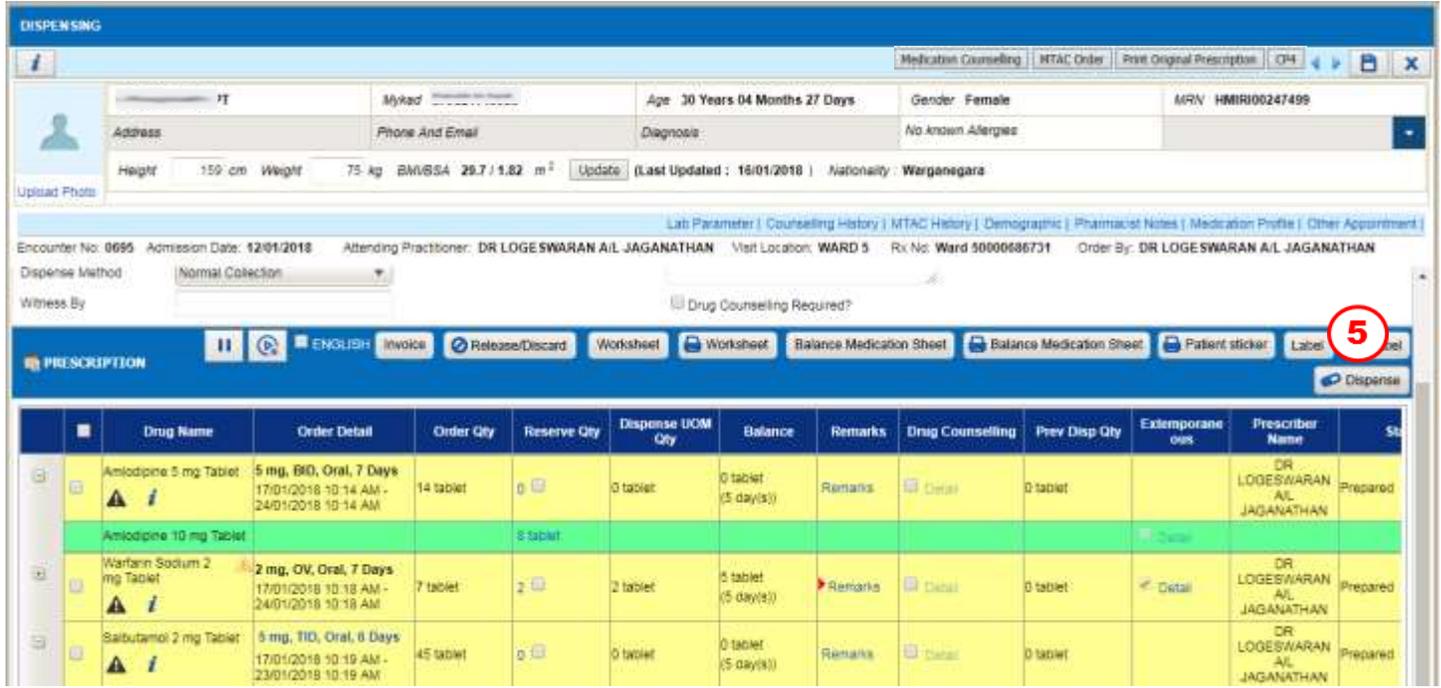
j) Acknowledged without patient arrival

STEP 3

Click on the  button to search the patient

STEP 4

Double click on the selected patient's name



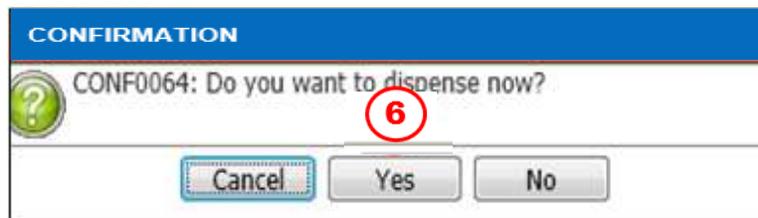
The screenshot shows the 'DISPENSING' screen for a patient. At the top, there are tabs for 'Medication Counselling', 'MTAC Order', 'Print Original Prescription', and 'OH'. Below this is a patient information form with fields for Name, Age (30 Years 04 Months 27 Days), Gender (Female), MRN (HMRI00247498), Address, Phone And Email, Diagnosis, and No known Allergies. A 'Dispense Method' dropdown is set to 'Normal Collection'. A toolbar contains buttons for 'Release/Discard', 'Worksheet', 'Balance Medication Sheet', 'Patient sticker', and 'Label'. A red circle with the number '5' highlights the 'Dispense' button. Below the toolbar is a table of medications:

| Drug Name | Order Detail | Order Qty | Reserve Qty | Dispense UOM Qty | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporane ous | Prescriber Name | Status |
|-----------------------------|--|-----------|-------------|------------------|---------------------|---------|------------------|---------------|-----------------|------------------------------|----------|
| 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 | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN A/L JAGANATHAN | Prepared |
| Amlodipine 10 mg Tablet | | | 8 tablet | | | | | | | | |
| Warfarin Sodium 2 mg Tablet | 2 mg, QD, Oral, 7 Days 17/01/2018 10:18 AM - 24/01/2018 10:18 AM | 7 tablet | 2 | 2 tablet | 5 tablet (5 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN A/L JAGANATHAN | Prepared |
| Salbutamol 2 mg Tablet | 5 mg, TID, Oral, 8 Days 17/01/2018 10:19 AM - 23/01/2018 10:19 AM | 45 tablet | 0 | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 0 tablet | | DR LOGESWARAN A/L JAGANATHAN | Prepared |

Figure 3.3-2 Dispensing

STEP 5

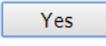
Click on the  button



The screenshot shows a 'CONFIRMATION' dialog box with the text: 'CONF0064: Do you want to dispense now?'. Below the text are three buttons: 'Cancel', 'Yes', and 'No'. A red circle with the number '6' highlights the 'Yes' button.

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.

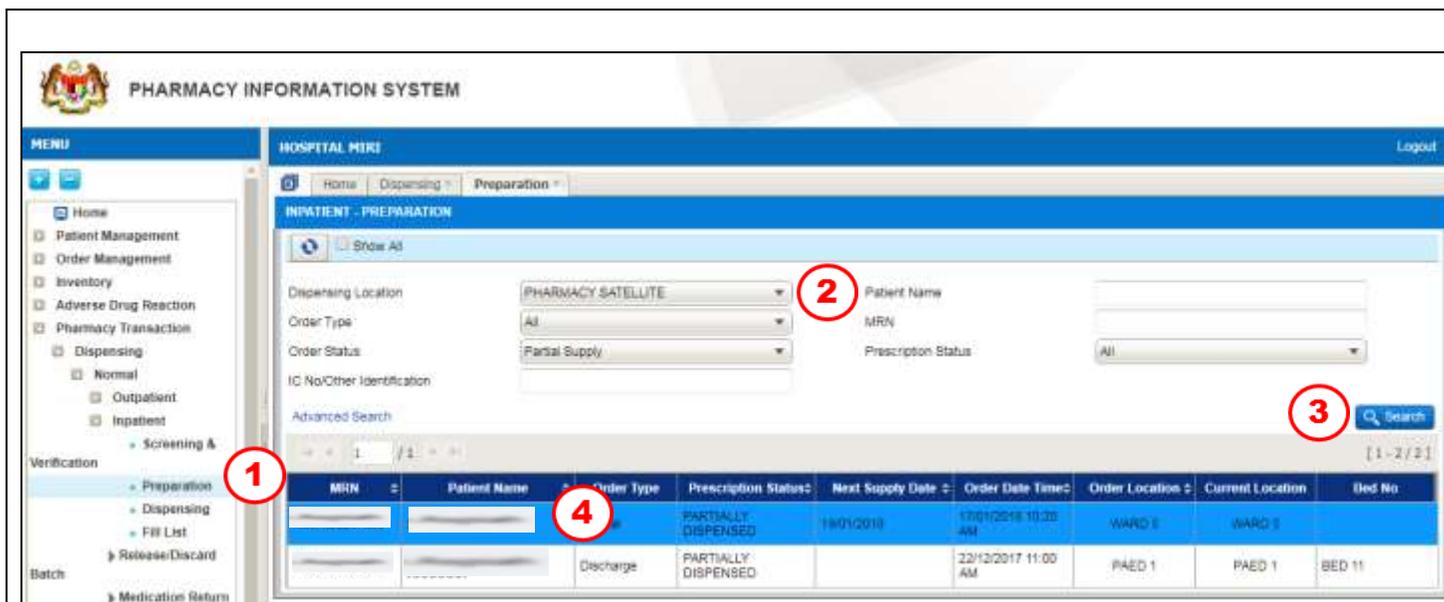


Figure 3.4.1-1 Preparation Listing Page

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 :

- h) Order Location
- i) Order Location Type
- j) Order Date From
- k) Order Date To
- l) Next Supply From
- m) Next Supply To
- n) 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 3.4.1

The screenshot displays the 'PREPARATION' screen in the PhIS system. At the top, there are navigation buttons like 'Print List', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for Mykad, Age (36 Years 04 Months 27 Days), Gender (Female), MRN, Address, Phone And Email, Diagnosis, and No Known Allergies. Patient vitals include Height (159 cm), Weight (75 kg), BMI/BSA (29.7 / 1.82 m²), and Nationality (Warganegara). The 'PHARMACY ORDER' section shows 'Supply Duration' set to 0 Day and 'Next Collection Location' as PHARMACY SATELLITE. A toolbar contains buttons for 'Allocate', 'Label', and 'Prepare'. The 'PRESCRIPTION' table below lists drugs: Amiodipine 5 mg Tablet (14 tablet, 0 tablet dispensed), Amiodipine 10 mg Tablet (3 tablet, 0 tablet dispensed), and Warfarin Sodium 2 mg Tablet (7 tablet, 5 tablet dispensed). The 'Reserve Qty' for Warfarin is highlighted with a red box and labeled '5'. Red circles with numbers 5, 6, and 7 highlight the 'Allocate', 'Label', and 'Prepare' buttons respectively.

Figure 3.4.1-2 Preparation Screen

STEP 5

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

STEP 6

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

STEP 7

Click on the Prepare button

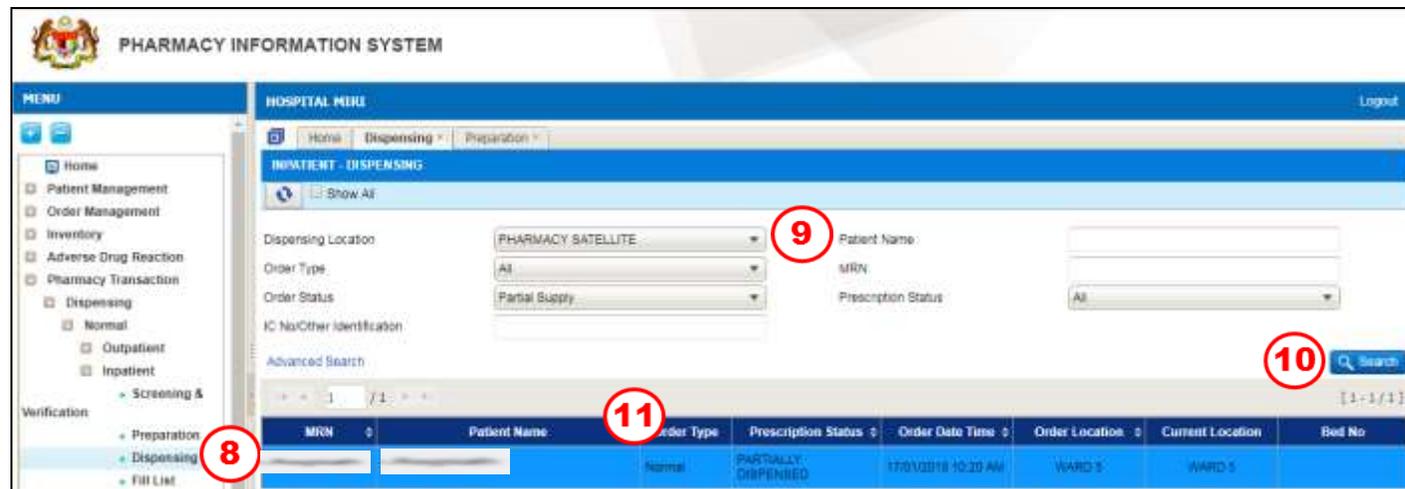


Figure 3.4.1-3 Dispensing Screen

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:

k) Dispensing Location

l) Order Location Type

m) Mode of Services

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

n) Patient Name

o) MRN

p) Order Status

- All
- New Order
- Partial Supply

q) Order Location

r) IC No/Other Identification

s) Order Type

- All
- Normal
- SPUB
- Discharge

t) 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 | Reserve Qty | Dispense UOM Qty | Balance | Remarks | Drug Counselling | Prev Disp Qty | Extemporaneous | Prescriber Name | Status |
|-----------------------------|--|-----------|-------------|------------------|---------------------|---------|------------------|------------------------|----------------|------------------------------|-----------|
| 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 tablet | 0 tablet | 0 tablet (5 day(s)) | Remarks | Detail | 10 tablet (17/01/2018) | Detail | DR LOGESWARAN A/L JAGANATHAN | Dispensed |
| Amlodipine 10 mg Tablet | | 0 tablet | | | | | | | 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 | 1 tablet | 1 tablet | 4 tablet (4 day(s)) | Remarks | Detail | 2 tablet (17/01/2018) | Detail | DR LOGESWARAN A/L JAGANATHAN | Prepared |

Figure 3.4.1-4 Dispensing Screen

STEP 12

Click on the Dispense button

Figure 3.4.1-5 Confirmation Alert Message

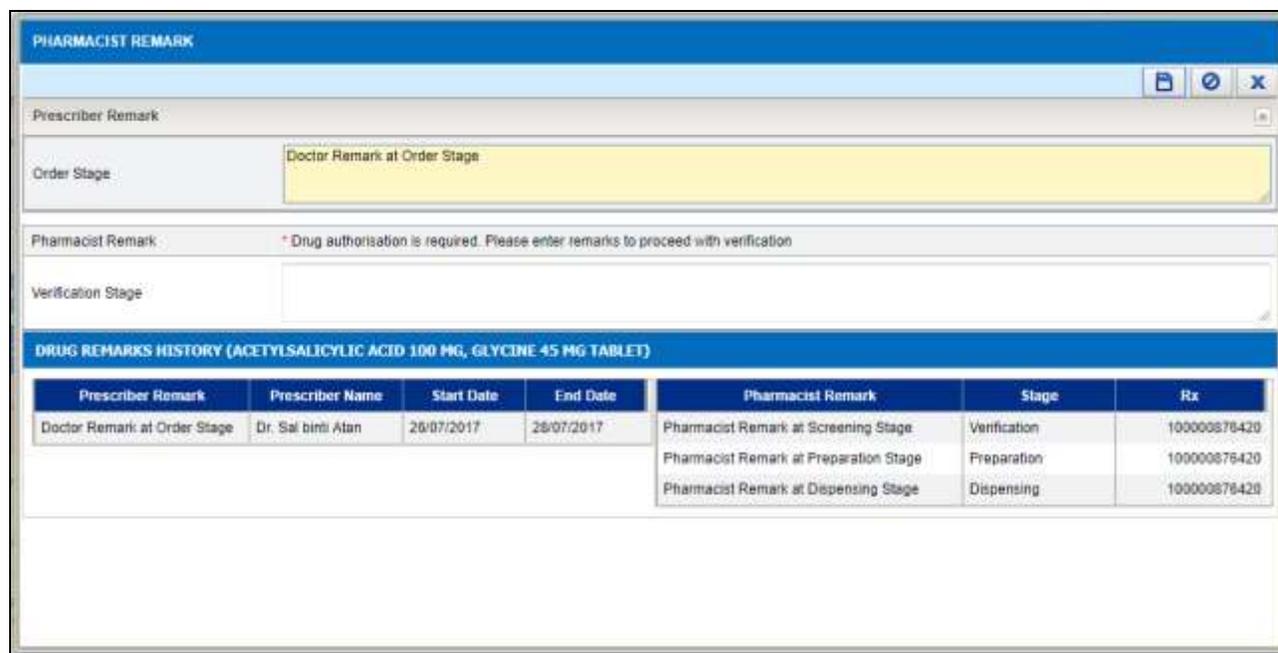
STEP 13

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

Note

- To close/complete medication, select the Complete checkbox then click on the Dispense button. The selected drug will be treat as fully supply.
- Medication Counselling button added at Dispensing screen and Single Stage screen. Once click on the button, Medication Counselling Order screen will appear.
- MTAC Order 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: 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 | Dr. Sai binli Atan | 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 3.4.1-6 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.

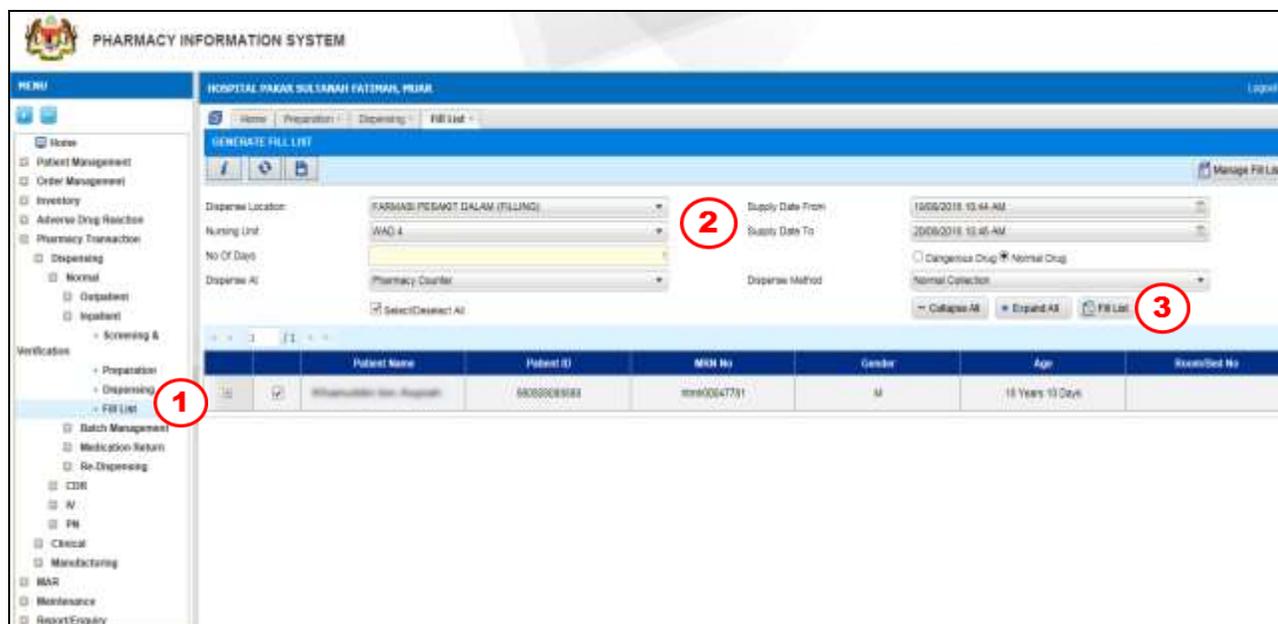


Figure 3.5.1-1 Fill List Listing Page

STEP 1

Click 'Fill List' in sub menu 'Inpatient'

STEP 2

Search existing patient record as follow:

- a) **Dispensing Location**
- b) **Nursing Unit**
- c) **Supply Date From**
- d) **Supply Date To**

Note

User Able to select **Dangerous Drug or Normal Drug** and generate Fill List.

STEP 3

Tick on the  button to view patient by ward.

| | Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No |
|-------------------------------------|--------------|------------|--------------|--------|----------------------------|-------------|
| <input checked="" type="checkbox"/> | | | HPSF00004657 | F | 30 Years 06 Months 11 Days | |
| <input checked="" type="checkbox"/> | | | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |
| <input checked="" type="checkbox"/> | | | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |
| <input checked="" type="checkbox"/> | | | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |

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

| | Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No |
|-------------------------------------|--------------|------------|--------------|--------|----------------------------|-------------|
| <input checked="" type="checkbox"/> | | | HPSF00004657 | F | 30 Years 06 Months 11 Days | |
| <input checked="" type="checkbox"/> | | | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |

| | Rx Date | Rx No | Drug Name | Order Detail | Order Qty | Reserve Qty | Previous Disp Qty | Last Dispense Date |
|-------------------------------------|------------|------------------|-----------------------------|--------------------|-----------|-------------|-------------------|--------------------|
| <input checked="" type="checkbox"/> | 04/09/2014 | WAD 120000015884 | Prazosin HCl 2 mg Tablet | 2 mg, OD, 3 Days | 3 | 1 | 0 | |
| <input checked="" type="checkbox"/> | 03/09/2014 | WAD 120000015880 | Allopurinol 300 mg Tablet | 300 mg, OD, 3 Days | 3 | 1 | 0 | |
| <input checked="" type="checkbox"/> | 03/09/2014 | WAD 120000015880 | Warfarin Sodium 5 mg Tablet | 5 mg, OV, 7 Days | 7 | 0 | 0 | |
| <input checked="" type="checkbox"/> | | | Warfarin Sodium 3 mg Tablet | | | 1 | | |

Figure 3.5.1-3 Select / Deselect Drug

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.

GENERATE FILL LIST 

Dispense Location: Supply Date From:

Nursing Unit: Supply Date To:

No Of Days: Dispense Method:

Dispense At: Dispense Method:

Select/Deselect All

| | Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No |
|-------------------------------------|--------------|------------|--------------|--------|----------------------------|-------------|
| <input checked="" type="checkbox"/> | | | HPSF00004657 | F | 30 Years 06 Months 11 Days | |
| <input checked="" type="checkbox"/> | | | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |

| | Rx Date | Rx No | Drug Name | Order Detail | Order Qty | Reserve Qty | Previous Disp Qty | Last Dispense Date |
|-------------------------------------|------------|------------------|-----------------------------|--------------------|-----------|-------------|-------------------|--------------------|
| <input checked="" type="checkbox"/> | 04/09/2014 | WAD 120000015884 | Prazosin HCl 2 mg Tablet | 2 mg, OD, 3 Days | 3 | 1 | 0 | |
| <input checked="" type="checkbox"/> | 03/09/2014 | WAD 120000015880 | Allopurinol 300 mg Tablet | 300 mg, OD, 3 Days | 3 | 1 | 0 | |
| <input checked="" type="checkbox"/> | 03/09/2014 | WAD 120000015880 | Warfarin Sodium 5 mg Tablet | 5 mg, OV, 7 Days | 7 | 0 | 0 | |

Figure 3.5.1-4 Generate Fill List

STEP 6

Click on the  button to save record

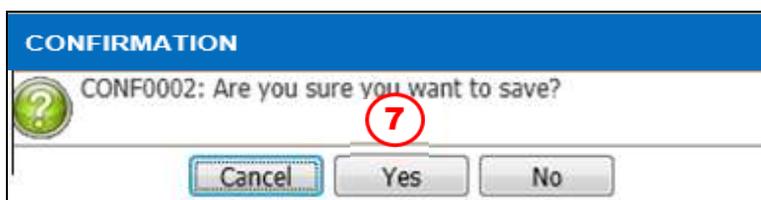


Figure 3.5.1-5 Confirmation Alert Message

STEP 7

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

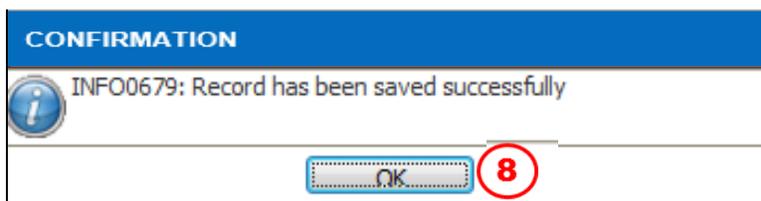


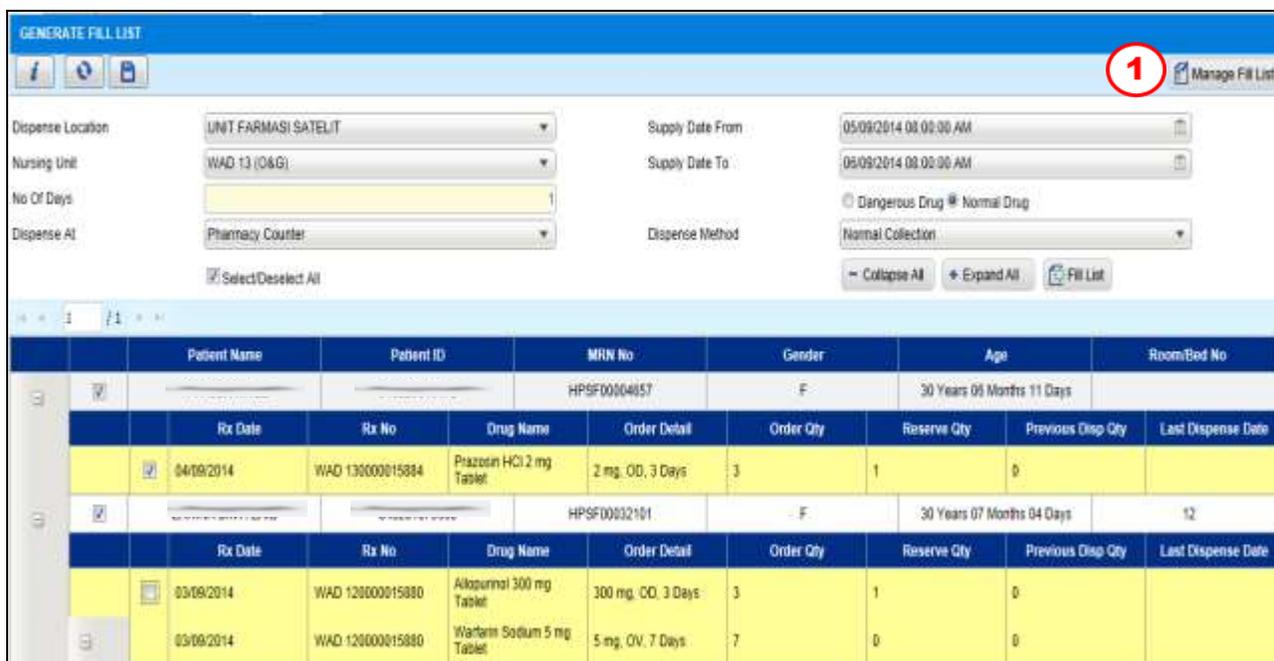
Figure 3.5.1-6 Information Alert Message

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.

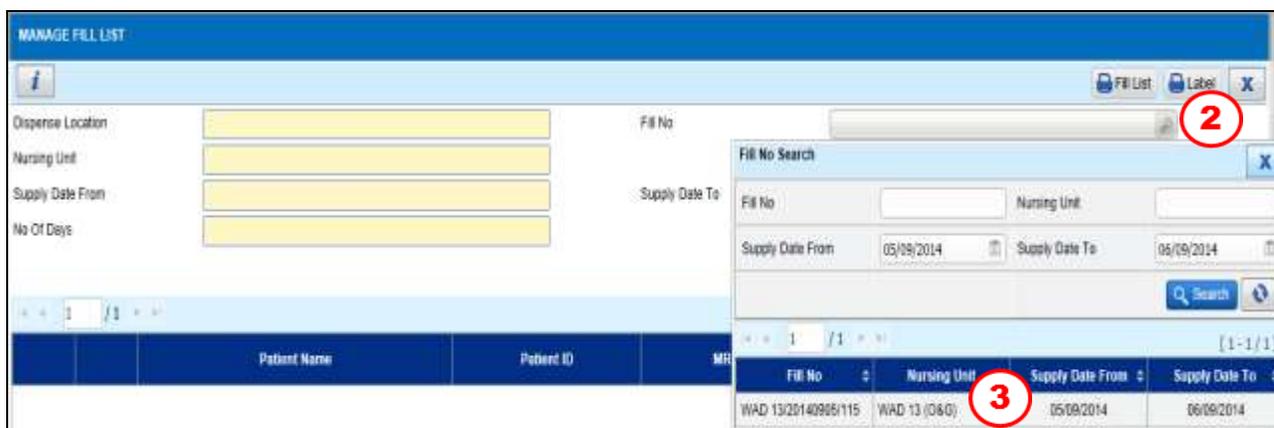


| Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No | | |
|--------------|------------------|-----------------------------|--------------------|----------------------------|-------------|-------------------|--------------------|
| | | HPSF00004857 | F | 30 Years 09 Months 11 Days | | | |
| | | | | | | | |
| Rx Date | Rx No | Drug Name | Order Detail | Order Qty | Reserve Qty | Previous Disp Qty | Last Dispense Date |
| 04/09/2014 | WAD 130000015884 | Prazosin HCl 2 mg Tablet | 2 mg, OD, 3 Days | 3 | 1 | 0 | |
| | | | | | | | |
| Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No | | |
| | | HPSF00002101 | F | 30 Years 07 Months 04 Days | 12 | | |
| | | | | | | | |
| Rx Date | Rx No | Drug Name | Order Detail | Order Qty | Reserve Qty | Previous Disp Qty | Last Dispense Date |
| 03/09/2014 | WAD 120000015880 | Aloprimal 300 mg Tablet | 300 mg, OD, 3 Days | 3 | 1 | 0 | |
| 03/09/2014 | WAD 120000015880 | Warfarin Sodium 5 mg Tablet | 5 mg, OV, 7 Days | 7 | 0 | 0 | |

Figure 3.5.2-1 Manage Fill List

STEP 1

Click on the  button to proceed Manage Fill List process



| Patient Name | Patient ID | MRN No | Fill No | Nursing Unit | Supply Date From | Supply Date To |
|--------------|------------|--------|--------------------|--------------|------------------|----------------|
| | | | WAD 1320140986/115 | WAD 13 (O&G) | 05/09/2014 | 06/09/2014 |

Figure 3.5.2-2 Manage Fill List

STEP 2

Click on the  button to search the fill list

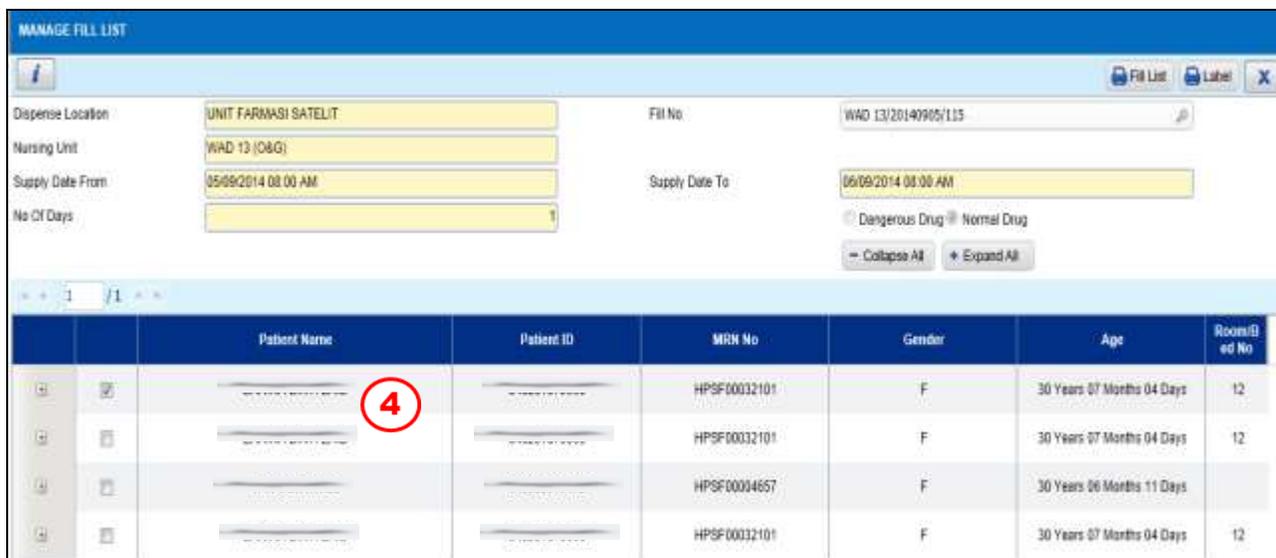
Note

Allow and able to search fill list based:-

- a) Fill No
- b) Nursing Unit
- c) Supply Date From
- d) Supply Date To

STEP 3

Double click on the selected fill list



| | Patient Name | Patient ID | MRN No | Gender | Age | Room/Bed No |
|-------------------------------------|--------------|------------|--------------|--------|----------------------------|-------------|
| <input checked="" type="checkbox"/> | [Redacted] | [Redacted] | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |
| <input checked="" type="checkbox"/> | [Redacted] | [Redacted] | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |
| <input checked="" type="checkbox"/> | [Redacted] | [Redacted] | HPSF0004657 | F | 30 Years 06 Months 11 Days | |
| <input checked="" type="checkbox"/> | [Redacted] | [Redacted] | HPSF00032101 | F | 30 Years 07 Months 04 Days | 12 |

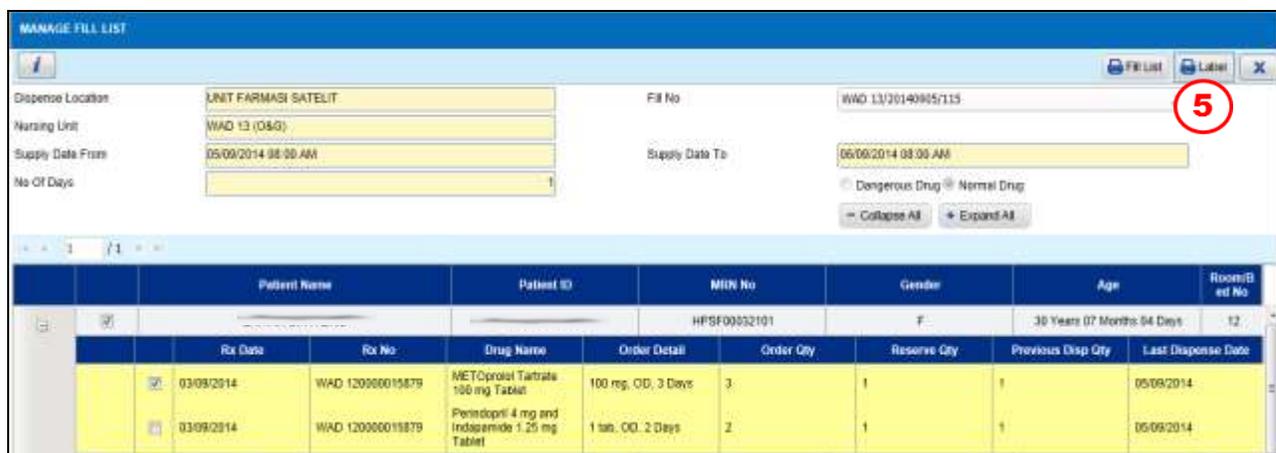
Figure 3.5.2-3 Manage Fill List

STEP 4

Select on the checkbox to print the drug label

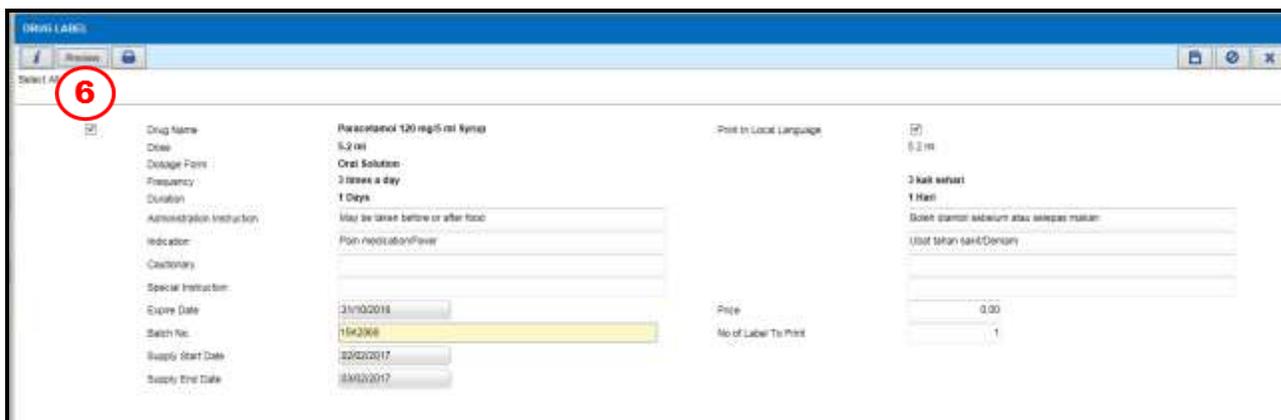
STEP 5

Click on the  to view or edit drug label



| Rx Date | Rx No | Drug Name | Order Detail | Order Qty | Reserve Qty | Previous Disp Qty | Last Dispense Date |
|------------|------------------|--|--------------------|-----------|-------------|-------------------|--------------------|
| 03/09/2014 | WAD 120000015879 | NETOprol Tartrate 100 mg Tablet | 100 mg, OD, 3 Days | 3 | 1 | 1 | 05/09/2014 |
| 03/09/2014 | WAD 120000015879 | Parecoxipil 4 mg and Indopamide 1.25 mg Tablet | 1 tab. OD, 2 Days | 2 | 1 | 1 | 05/09/2014 |

Figure 3.5.2-4 Print Drug Label



The screenshot shows a web-based form titled "DRUG LABEL". The form is divided into several sections:

- Drug Information:** Drug Name (Paracetamol 120 mg/5 ml Syrup), Dose (5.2 ml), Dosage Form (Oral Solution), Frequency (3 times a day), Duration (1 Days), Administration Instruction (May be taken before or after food), Indication (Pain reduction/Fever), Cautionary, Special Instruction, Expiry Date (31/10/2018), Batch No. (1184286), Supply Start Date (22/02/2017), and Supply End Date (23/02/2017).
- Print Options:** Print in Local Language (checked), Price (0.00), and No of Label To Print (1).
- Additional Fields:** 3 kali sehari, 1 Hari, Dosis diambil sebelum atau selepas makan, and Usat tahan sakit/Dorany.

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:
 - a) Drug Name
 - b) Dose
 - c) Dosage Form
 - d) Frequency
 - e) Duration
 - f) Administration Instruction
 - g) Indication
 - h) Cautionary
 - i) Special Instruction,
 - j) Expiry Date
 - k) 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.



| | | | | | | |
|--|-------|------------------|-------|---------------------|--|--|
| HOSPITAL PAKA TANAH FATIMAH, MUAR | | | | | | |
| PT IP | | | | | | |
| HPSF00116515 | | WAD 10 (MED - P) | | 50011 | | |
| 5.2 ml when required | | | | | | |
| Oral | | | | | | |
| Paracetamol 120 mg/5 ml Syrup | | | | | | |
| 28/07 | 29/07 | 30/07 | 31/07 | | | |
| | | | | | | |
| 15 ml | | RM1.00 | | | | |
| 28/07/17 [1 day(s)] | | | | | | |
| UBAT TERKAWAL Dr. Sal binti Atan | | | | 28/07/2017 11:50 AM | | |

Figure 3.5.2-6 Print Drug Label

STEP 7



Click on the  button to print the drug label



Figure 3.5.2-7 Print Fill List

STEP 8



Click on the  button to print the fill list



Nursing Unit From : WAD 13 (O&G) 9 Date From : 05/09/2014 08:00 AM
 Fill Process ID : WAD 13/20140905/115 Date To : 06/09/2014 08:00 AM
 Fill Process Executed : 05/09/2014 12:31 PM Supply Duration : 1 days

| Fill Date | Rx Date | Rx No | Drug | Dose | Route | Freq Code | Qty Reqd | Fill Uom | Batch ID | Expiry Date | |
|--|------------|------------------|--|--------|-------|-----------|----------|----------|----------|-------------|------------|
| Patient Name / ID / _____ / HPSF00032101 | | | Room/Bed No : / 12 | | | | | | | | |
| 05/09/2014 | 03/09/2014 | WAD 120000015879 | METOpromil Tartrate 100 mg Tablet | 100 mg | ORAL | OD | 1 | tab | 13H139 | 30/08/2018 | |
| 05/09/2014 | 03/09/2014 | WAD 120000015879 | Perindopril 4 mg and Indapamide 1.25 mg Tablet | 1 tab | ORAL | OD | 1 | tab | DMHPSF14 | 31/03/2015 | |
| Patient Name / ID / _____ / HPSF00032101 | | | Room/Bed No : / 12 | | | | | | | | |
| Lorastidine 1 mg/ml Syrup | | | | | | | | 1 | tab | 130913 | 30/09/2018 |
| Patient Name / ID / TAN GEK KWEE / 840223015472 / HPSF00004857 | | | Room/Bed No : / | | | | | | | | |
| 05/09/2014 | 04/09/2014 | WAD 130000015884 | Prazosin HCl 2 mg Tablet | 2 mg | ORAL | OD | 1 | tab | 13L084 | 31/07/2018 | |
| Patient Name / ID / _____ / HPSF00032101 | | | Room/Bed No : / 12 | | | | | | | | |
| Warfarin Sodium 2 mg Tablet | | | | | | | | 1 | tab | KJ0088 | 31/03/2015 |
| Warfarin Sodium 3 mg Tablet | | | | | | | | 1 | tab | 1546000 | 30/11/2015 |

Figure 3.5.2-8 Fill List

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

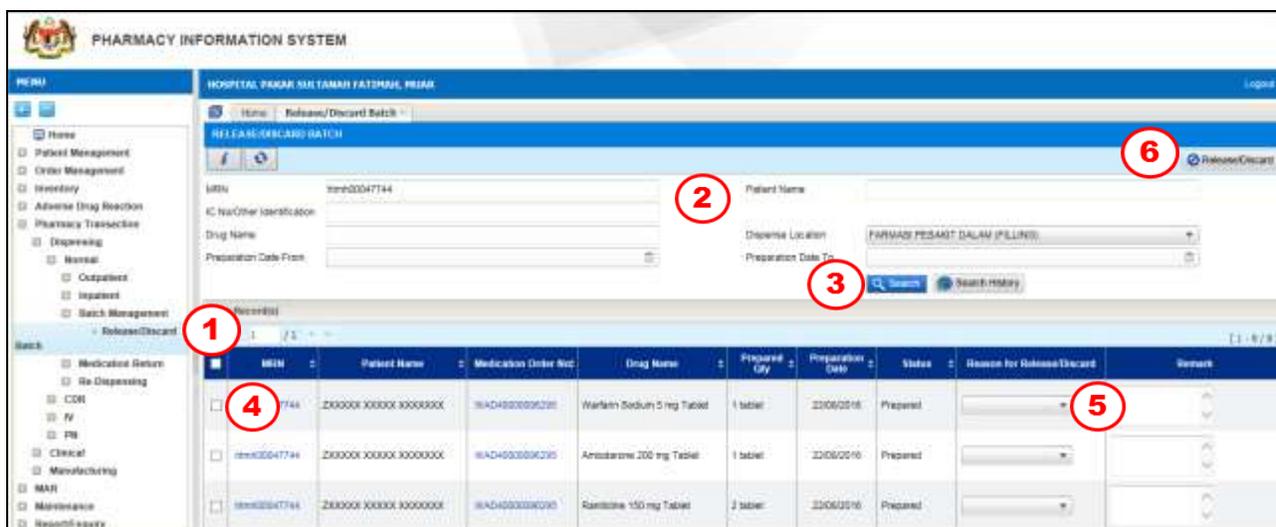


Figure 3.6-1 Release / Discard

STEP 1

Click on 'Release Discharge Batch' sub menu

STEP 2

Search patient record based on:

- a) **MRN**
 - Patient Name
- c) **Drug Name**
- d) **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

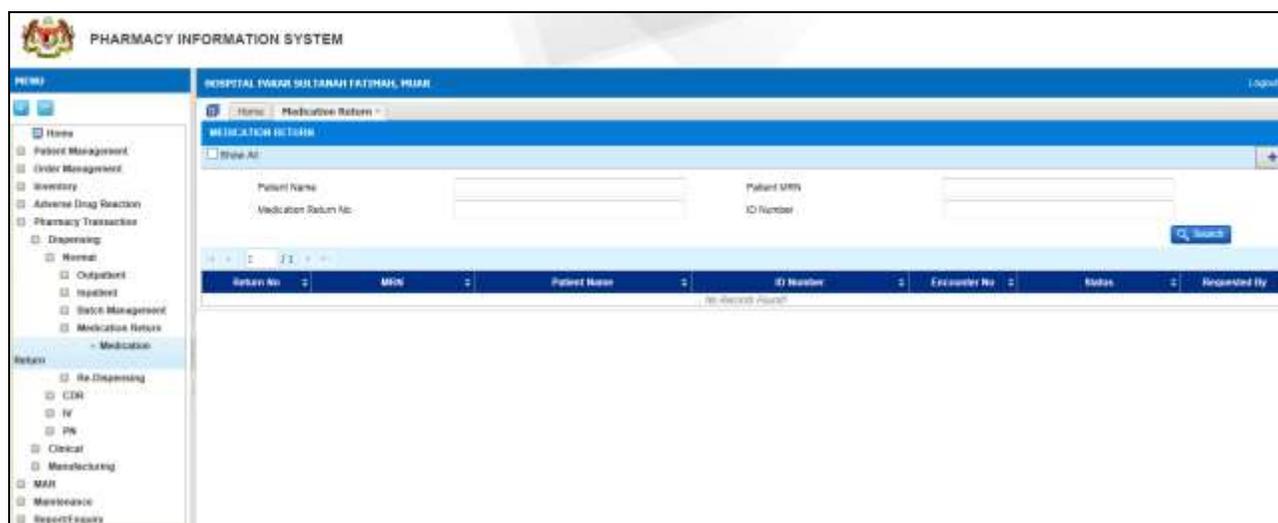


Figure 3.7-1 Medication Return Listing Page

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to add new patient record



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

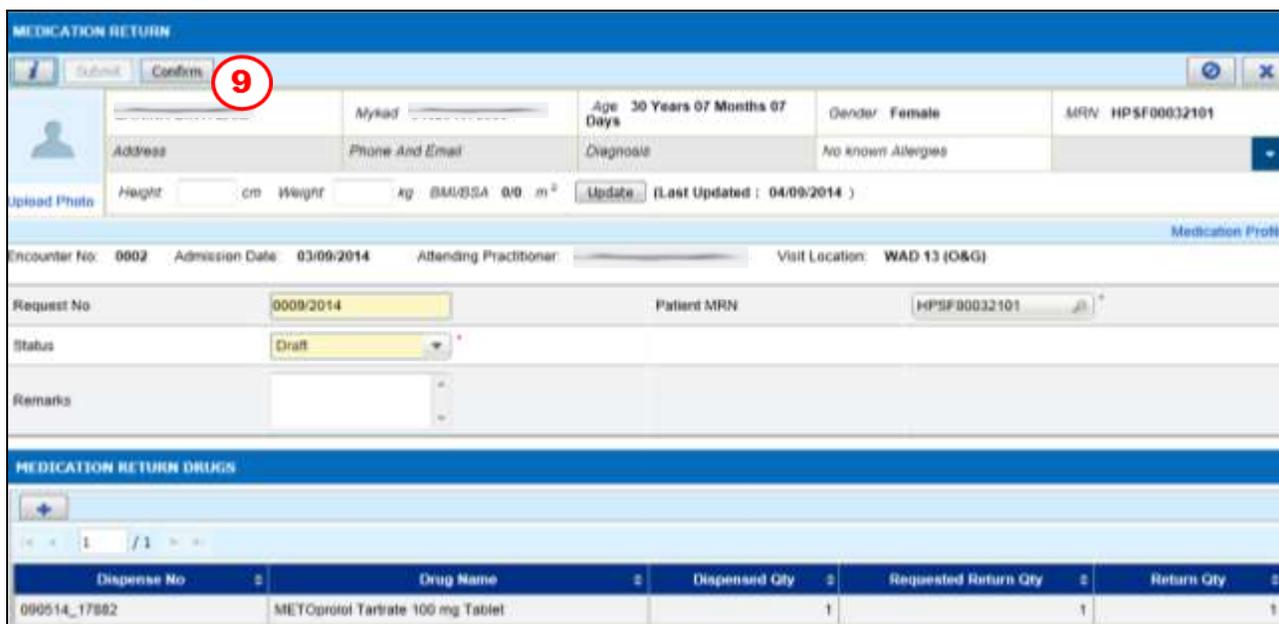
STEP 7

Click on the  button to save record

Figure 3.7-4 Confirmation Alert Message

STEP 8

Click on the  button to confirm save record



| Dispense No | Drug Name | Dispensed Qty | Requested Return Qty | Return Qty |
|--------------|-----------------------------------|---------------|----------------------|------------|
| 090514_17882 | METoprolol Tartrate 100 mg Tablet | 1 | 1 | 1 |

Figure 3.7-5 Medication Return

STEP 9

Click on the  button to confirm medication return process



CONFIRMATION

CONF0105: Are you sure you want to confirm?

Figure 3.7-6 Confirmation Alert Message

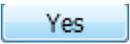


INFORMATION

INFO0607: Medication returned to stock successfully!

Figure 3.7-7 Information Alert Message

STEP 10

Click on the  button

STEP 11

Click on the  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.

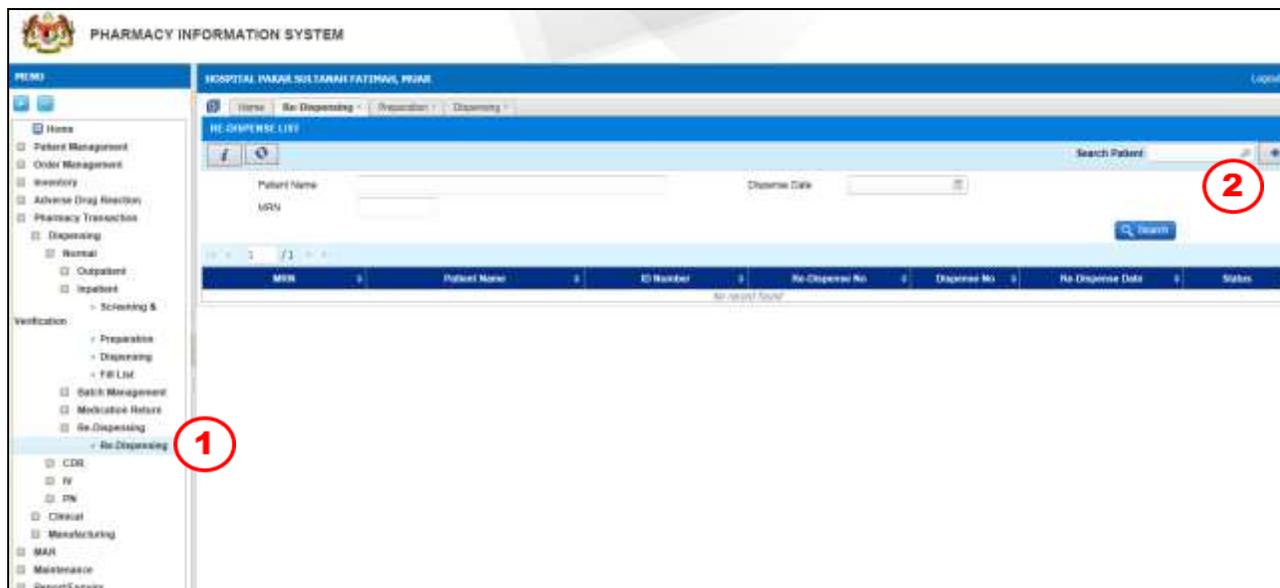


Figure 3.8-1 Re-Dispensing

STEP 1

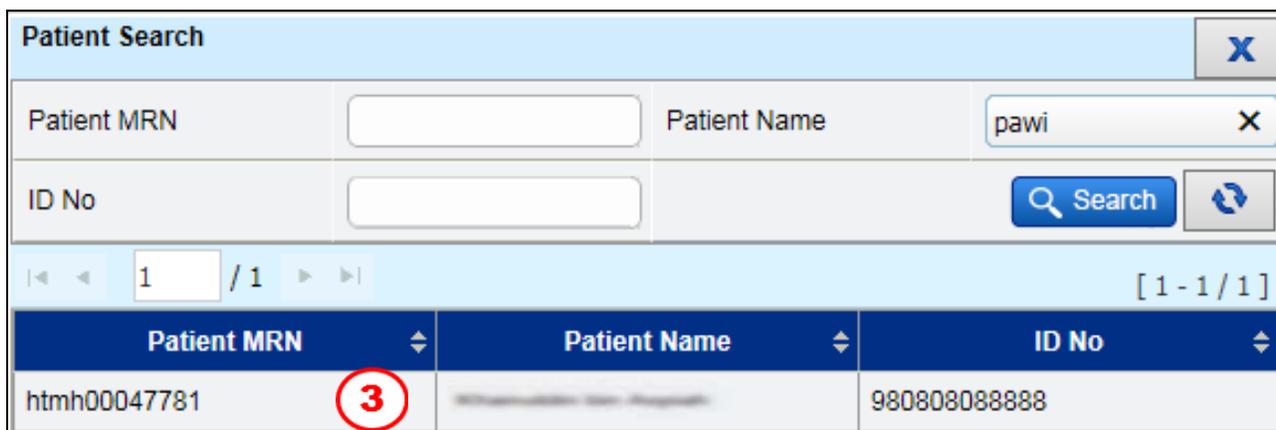
Click on 'Re-Dispensing' sub menu

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.



The screenshot shows a 'Patient Search' form with the following fields and values:

| Field | Value |
|--------------|-------|
| Patient MRN | |
| Patient Name | pawi |
| ID No | |

Below the form is a table with the following data:

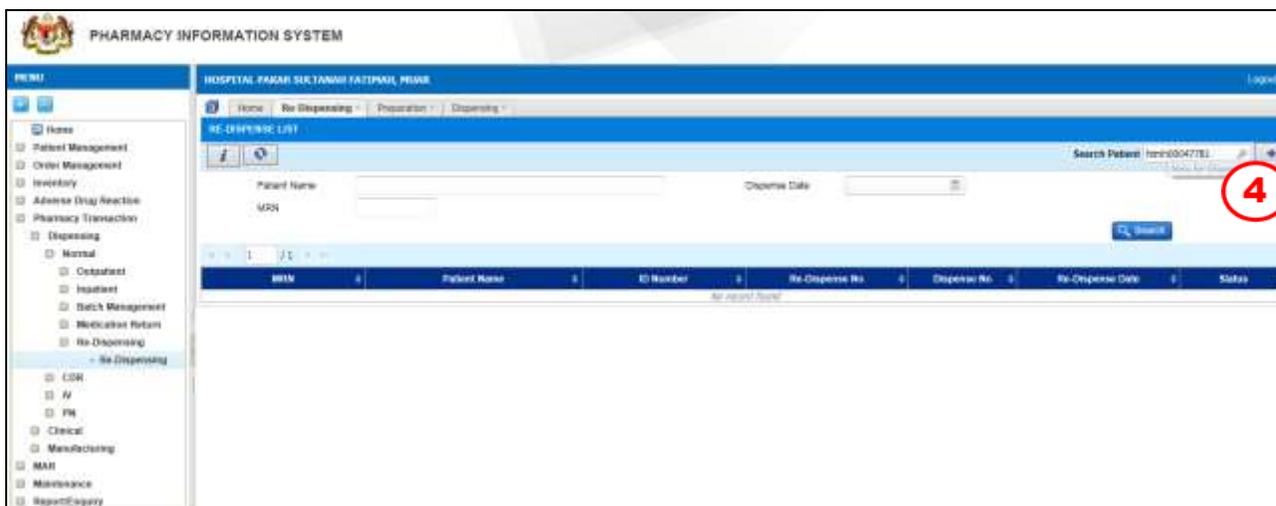
| Patient MRN | Patient Name | ID No |
|--------------|--------------|--------------|
| htmh00047781 | [Redacted] | 980808088888 |

A red circle with the number '3' is placed over the Patient MRN 'htmh00047781'.

Figure 3.8-2 Search Patient

STEP 3

Click on the selected patient's name



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. The main window displays 'RE-DISPENSING LIST' with a search bar containing 'htmh00047781'. A red circle with the number '4' is placed over the search bar.

The interface includes a sidebar menu with the following items:

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- Dispensing
 - Normal
 - Outpatient
 - Inpatient
 - Batch Management
 - Medication Return
 - Re-Dispensing
- CDR
- IV
- PN
- Clinical
- Manufacturing
- MAN
- Maintenance
- Report/Log

Figure 3.8-3 Re- Dispensing

STEP 4

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

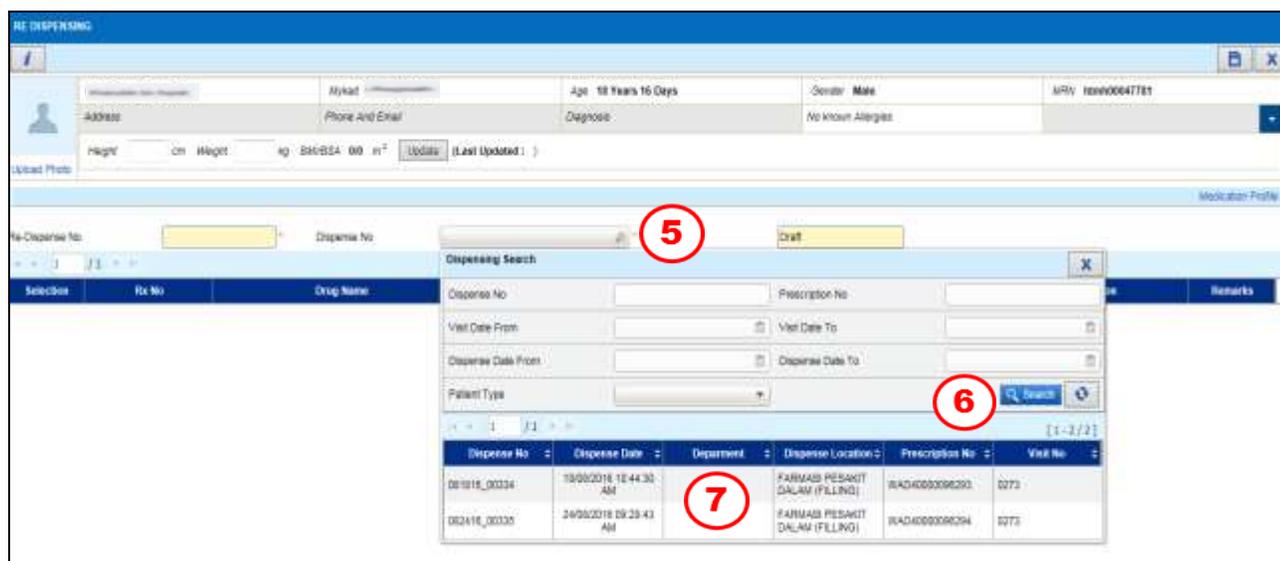


Figure 3.8-4 Re-Dispensing

STEP 5

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

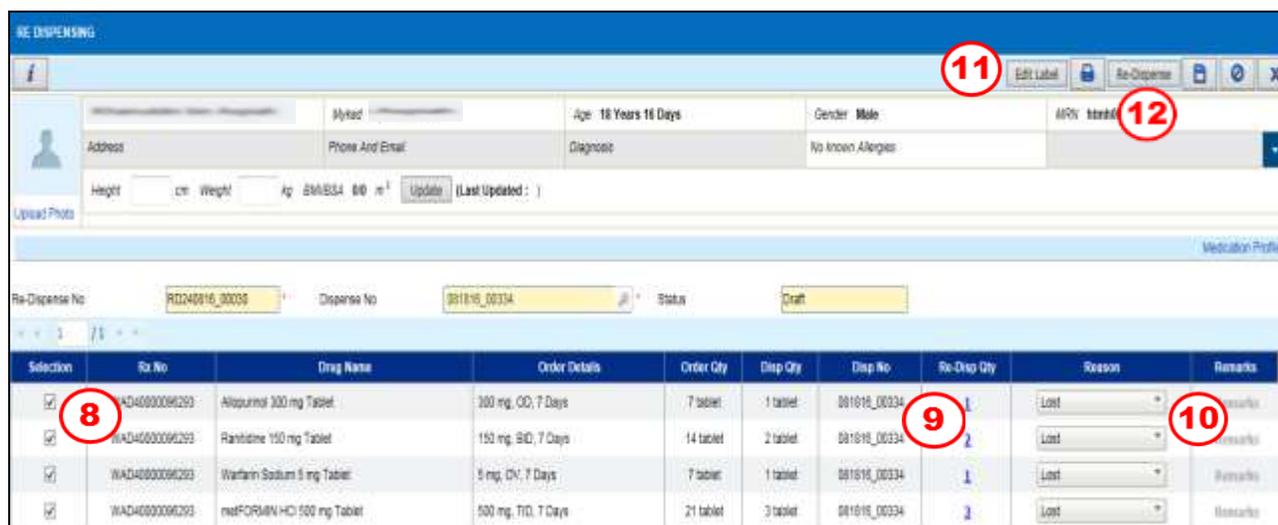
STEP 6

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

- a) **Dispense No**
- b) **Visit Date From**
- c) **Dispense Date From**
- d) **Patient Type**
- e) **Prescription No**
- f) **Visit Date To**
- g) **Visit Date To**
- h) **Dispense Date To**

STEP 7

Double click on the selected **Dispense No**



RE DISPENSING

Mykid: [Name] Age: 18 Years 16 Days Gender: Male MRN: [MRN] **11** Edit Label Re-Dispense

Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies: [Allergies] **12**

Height: [Height] cm Weight: [Weight] kg BMI: [BMI] Update (Last Updated: [Date])

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

| Selection | Rx No | Drug Name | Order Details | Order Qty | Disp Qty | Disp No | Re-Disp Qty | Reason | Remarks |
|--|---------------|-----------------------------|---------------------|-----------|----------|--------------|-------------|--------|-----------|
| <input checked="" type="checkbox"/> 8 | WAD4000006293 | Allopurinol 300 mg Tablet | 300 mg, QD, 7 Days | 7 tablet | 1 tablet | 081818_00334 | 9 | Lost | 10 |
| <input checked="" type="checkbox"/> | WAD4000006293 | Ranitidine 150 mg Tablet | 150 mg, BD, 7 Days | 14 tablet | 2 tablet | 081818_00334 | | Lost | |
| <input checked="" type="checkbox"/> | WAD4000006293 | Warfarin Sodium 5 mg Tablet | 5 mg, QD, 7 Days | 7 tablet | 1 tablet | 081818_00334 | | Lost | |
| <input checked="" type="checkbox"/> | WAD4000006293 | metFORMIN-HCl 500 mg Tablet | 500 mg, TID, 7 Days | 21 tablet | 3 tablet | 081818_00334 | | Lost | |

Figure 3.8-5 Re- Dispensing

STEP 8

Click at the Selection checkbox for selected drug

STEP 9

Enter the *Re-Disp Qty*

STEP 10

Enter the *Reason*

Note

Reason consist of :

- a) Spilled
- b) Broken
- c) Lost
- d) Others

STEP 11

Click on the **Edit Label** if necessary (to reprint the drug label)

STEP 12

Click on the **Re-Dispense** button

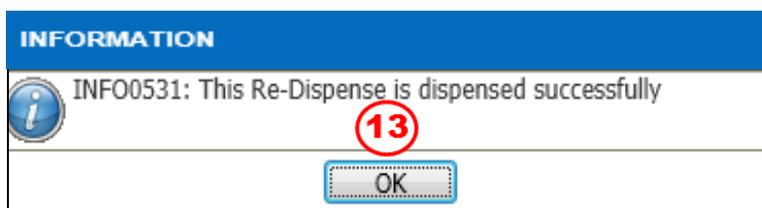


Figure 3.8-6 Confirmation Alert Message

STEP 13

Click on the  button

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 | <i>Inpatient</i> | Click Here | 12 | <i>CDR Dispensing</i> | Click Here |
| 2 | <i>CDR Order</i> | Click Here | 13 | <i>Methadone Dispensing</i> | Click Here |
| 3 | <i>TDM Order</i> | Click Here | 14 | <i>PN Dispensing</i> | Click Here |
| 4 | <i>PN Order</i> | Click Here | 15 | <i>Order Management</i> | Click Here |
| 5 | <i>IV Order</i> | Click Here | 16 | <i>Patient Management</i> | Click Here |
| 6 | <i>Prepacking</i> | Click Here | 17 | <i>Radiopharmaceuticals</i> | Click Here |
| 7 | <i>Galenical</i> | Click Here | 18 | <i>Outpatient</i> | Click Here |
| 8 | <i>MTAC</i> | Click Here | 19 | <i>Special Drug Request</i> | Click Here |
| 9 | <i>ADR & DAC</i> | Click Here | 20 | <i>MAR</i> | Click Here |
| 10 | <i>Medication Counselling</i> | Click Here | 21 | <i>DICE</i> | Click Here |
| 11 | <i>Ward Pharmacy</i> | Click Here | 22 | | |