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

Full Based

User Manual
Pharmacy Inventory (Pre-Packing)

Version	**: 6th Edition**
Document ID	**: FB_U. MANUAL_INV_PREPACKING**

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1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, lV 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 Pharmacy Inventory (Pre-packing) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in detail:

- View Pre-packing transaction
- Create New Prepacking transaction
- Drug Label options

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Pre-packing
- Section 4 : Acronyms
- Section 5 : Links To Clinical Modules

2.0 Application Standard Features

2.1 Legend

Standard Legend			
LOGIN	Login	Change Password	Change Login Password
Logout	Logout		Reset Login screen
	Expand Menu		Checkbox
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
Search	Search Record		Cancel Data Entry
	Close Window	*	Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
	Radio Button		Delete Record
	Context Menu		Print Document

Pre-packing Module Legend					
PR16003334	Prepacking ID	Worksheet	Create Worksheet	Item Label	Print Label

Note

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

3.0 Pre-packing

Overview

Pre-packing module will be used by the user at the Main Store level (Level 1) and Sub Store level (Level 2) to perform function to prepare prepacking, generate and print worksheet and also labels within the facility.

User Group

This module is intended for Pharmacist, and Assistant Pharmacist (subject to user assign by the facility).

Functional Diagram

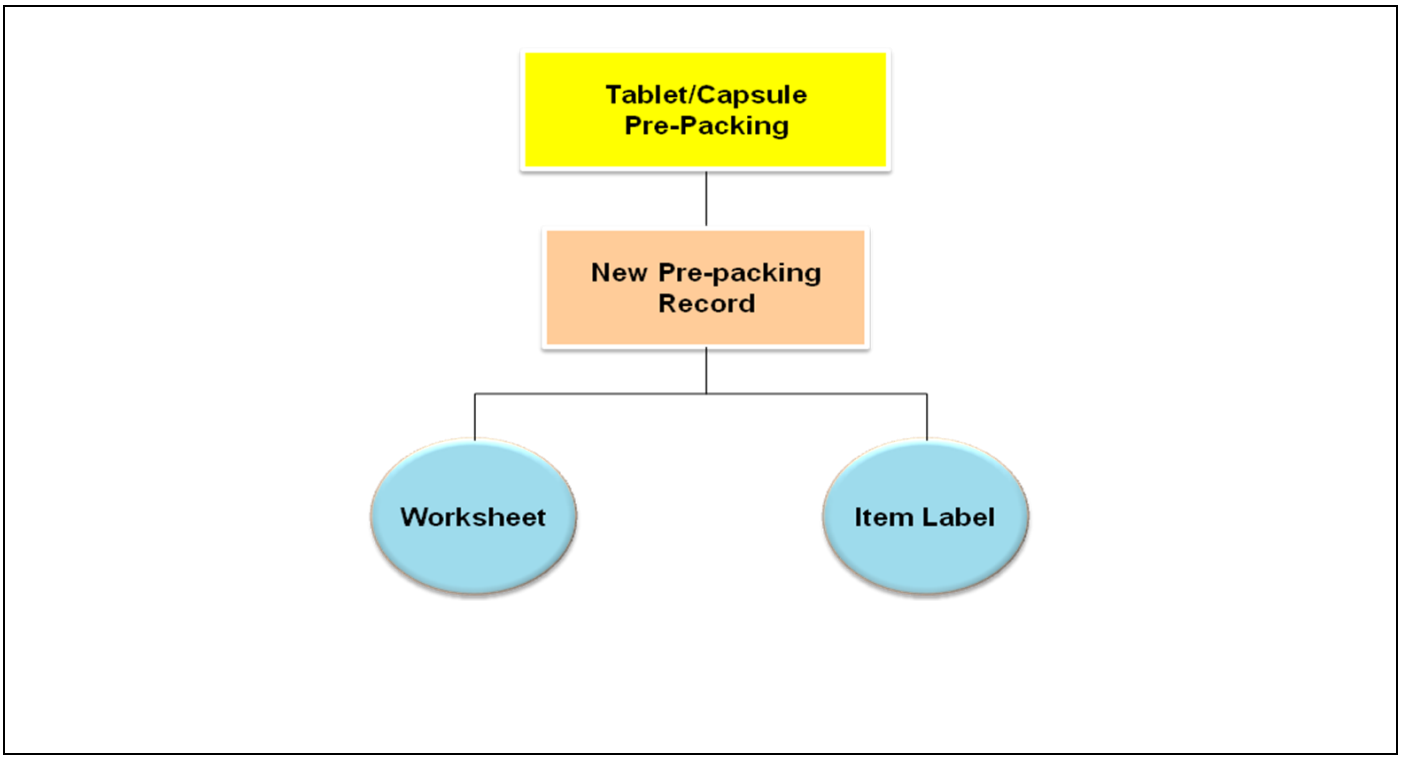


Figure 3.0-1

Functional Description

This module allows the pharmacy user to record activity of repacking item from bulk packing to smaller packing. The scope of the item need to pre-pack is only for item where packaging keeping unit is:

- Tablet or Capsule
- Liquid
- Cream
- SKU(refer to ml, tablet or vial)

3.1 View Prepacking Transactions

To view transaction history of Prepacking record, perform the steps below:

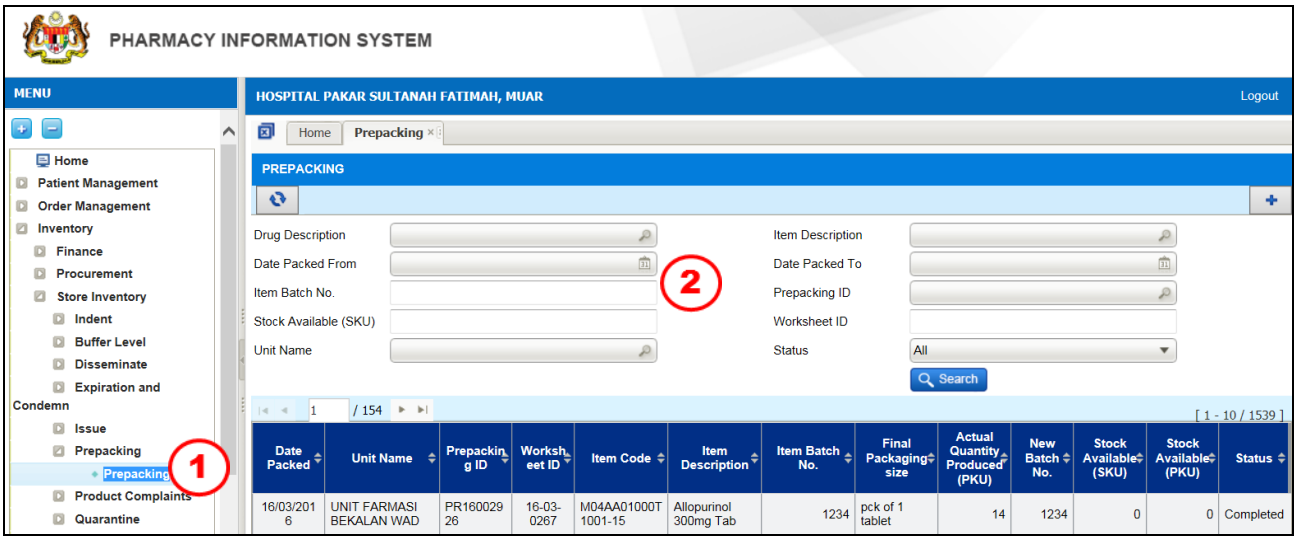


Figure 3.1-1 Prepacking Listing Page

Note

Prepacking will be used in the Sub-Store level. It is a procedure in packing from a large package (PKU) to a small package (SKU)

STEP 1

Click on 'Inventory' menu followed by 'Store Inventory' and select 'Prepacking'

STEP 2

To search for existing records of transaction, user may search by criteria as below:

No	Field	Description	Remarks
a	Drug Description	Drug Description	Display all prepacking drugs
b	Item Description	Drug name and item code	Display all existing Prepacking record(s) for a specific item or drug
c	Date Packed From	Start date for the Prepacking transaction	Format field (dd/mm/yy)
d	Date Packed To	End date for the Prepacking transaction	Format field (dd/mm/yy)
e	Item Batch No	Item Batch No	Drug Item Batch No
f	Prepacking ID	Prepacking ID	System will generate Prepack ID
g	Stock Available (SKU)	Type of Unit of Measurement	Display all existing Prepacking record(s) according to the unit of measurement type
h	Worksheet ID	Worksheet Number	Display existing Prepacking record the specific worksheet
i	Unit Name	Unit Name	Requester unit for prepacking
j	Status	Search by: - All - Complete - In Progress	Able to filter and search record(s)

Table 3.1-1

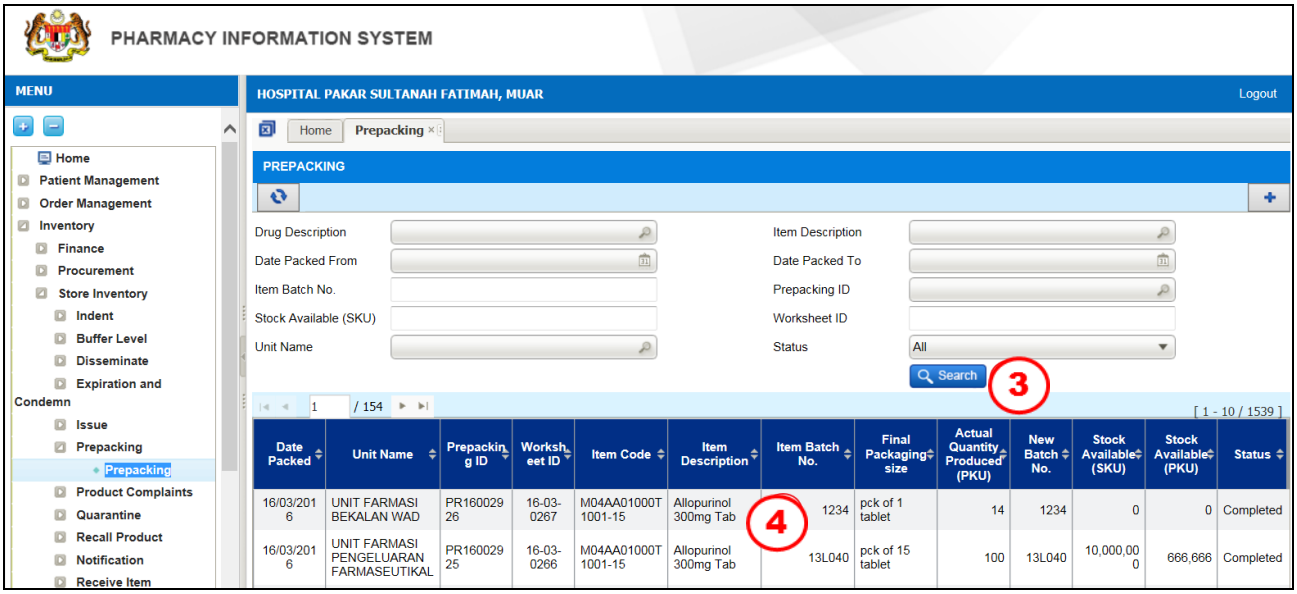


Figure 3.1-2 Prepacking Listing Page

STEP 3

Click on the button to filter based on the searching criteria

STEP 4

Double click on the selected record to view Prepacking Information details as per **Figure 3.1-3**

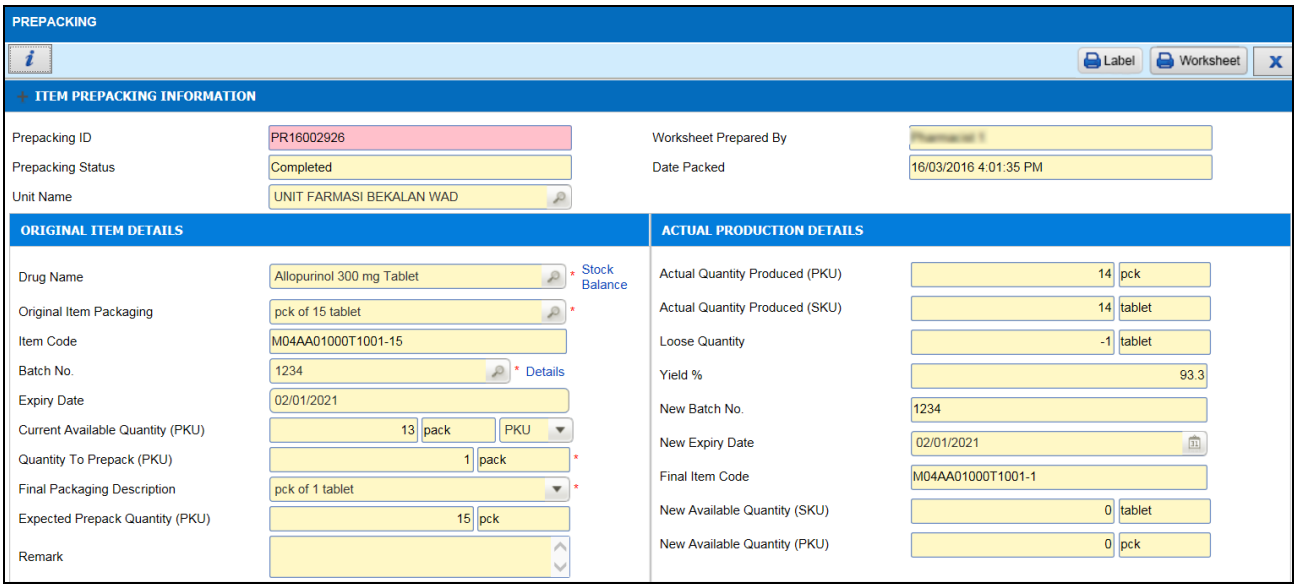
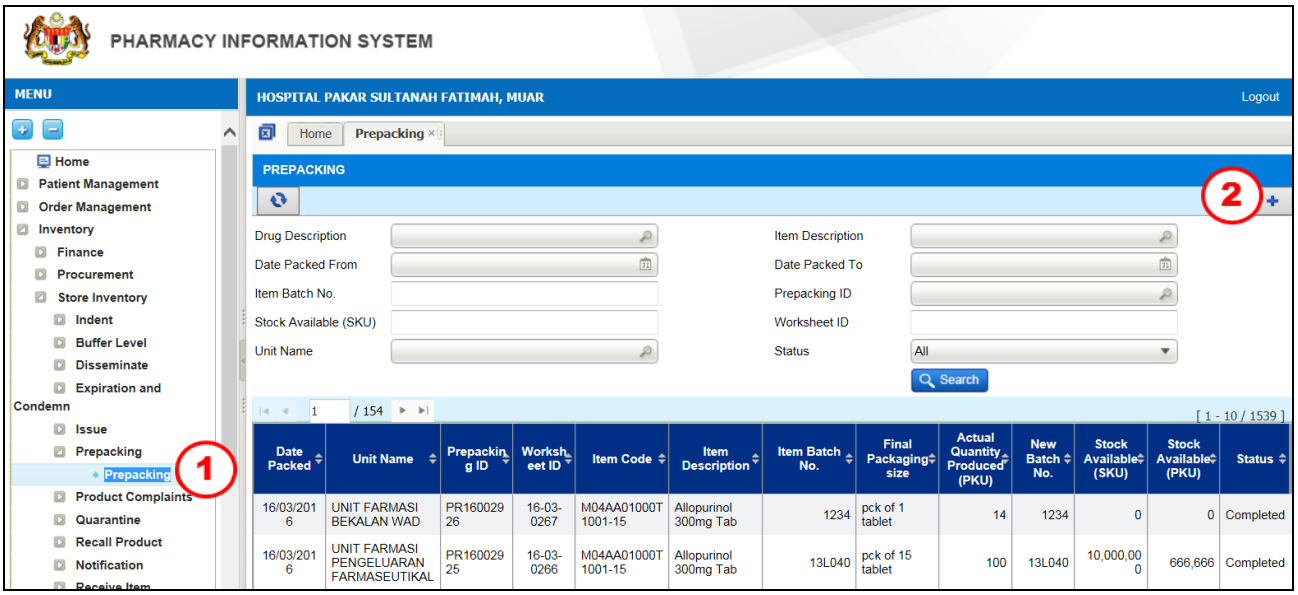


Figure 3.1-3 Item Pre-Packing Information

3.2 Create New Prepacking Transaction

To create a new Prepacking transaction, perform the steps below:



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
16/03/2016	UNIT FARMASI BEKALAN WAD	PR16002926	16-03-0267	M04AA01000T1001-15	Allopurinol 300mg Tab	1234	pck of 1 tablet	14	1234	0	0	Completed
16/03/2016	UNIT FARMASI PENGELUARAN FARMASEUTIKAL	PR16002925	16-03-0266	M04AA01000T1001-15	Allopurinol 300mg Tab	13L040	pck of 15 tablet	100	13L040	10,000,000	666,666	Completed

Figure 3.2-1 Create New Prepacking

STEP 1
Click on 'Inventory' menu followed by 'Store Inventory' and select 'Prepacking'

STEP 2
Click on the button to create a new record

Note

- *Prepacking screen includes 2 panels which are Item Prepacking Information and SOP (Instruction).*
- *This panel can be collapse and expand by clicking on the icon.*
- *User are able to select the Unit Name to any unit from any levels as per Figure 3.2-2*
- *When the unit name changed, stock will deduct from that unit (original item) and will add into that unit (final prepacking item).*

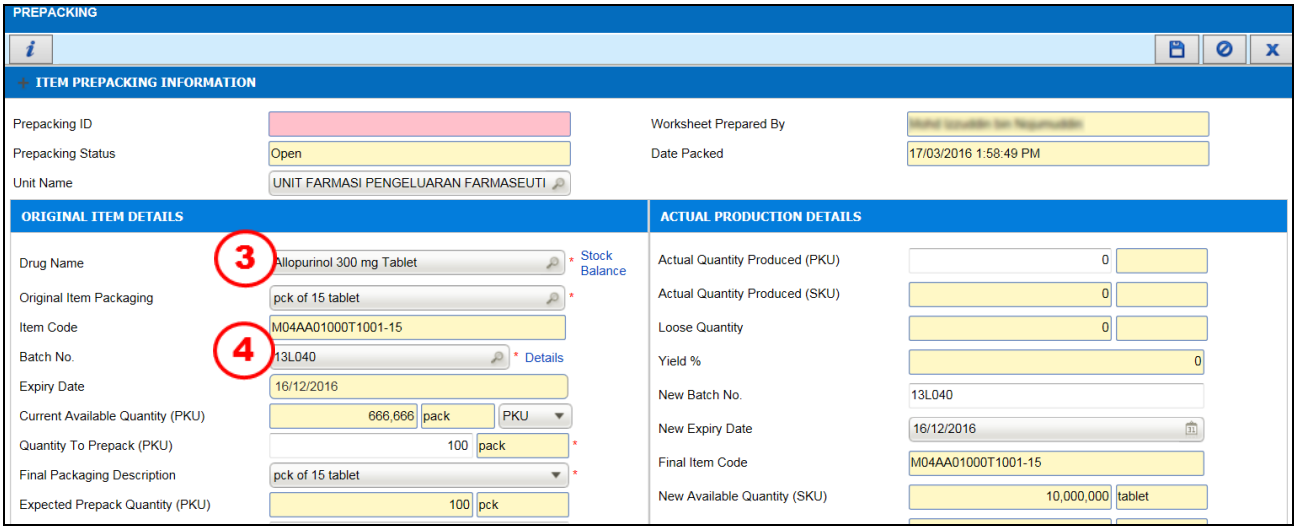


Figure 3.2-2 Prepacking Screen

STEP 3

Search the ***Drug Name*** by clicking on the icon

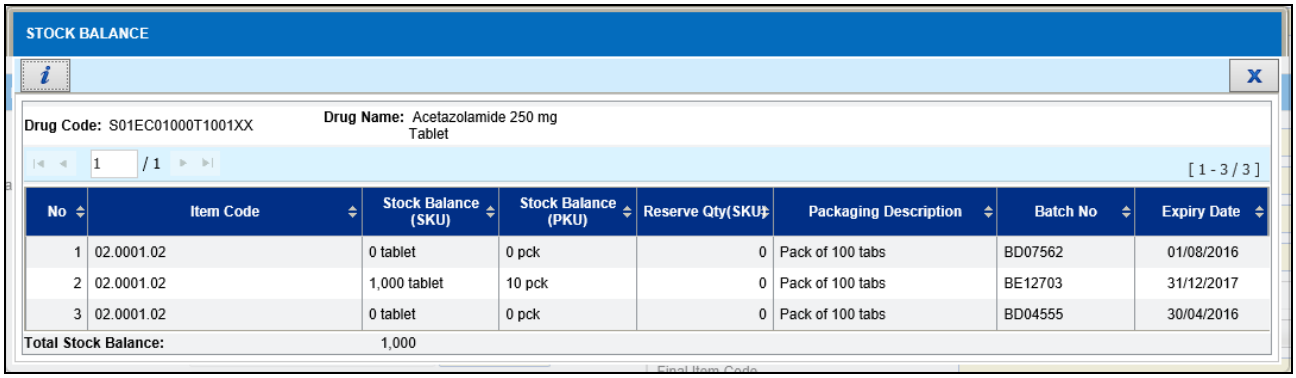
Note

- *Condition to display the drug name:*
  - *Drug is active in Drug/Non Drug Catalogue*
  - *Drug is available in selected unit's unit catalogue*

- *Information will be retrieve from Item Master as below*
  - *Original Item Packaging*
  - *Item Code*

- *User can select the Original Item Packaging with condition:*
  - *To display the original item:*
    - *Item for the selected drug is active*
    - *Item is selected as Repack item in Item Master*

- ***Stock Balance** hyperlink is for reference to check the stock available in the unit as per **Figure 3.2-3**.*



No	Item Code	Stock Balance (SKU)	Stock Balance (PKU)	Reserve Qty(SKU)	Packaging Description	Batch No	Expiry Date
1	02.0001.02	0 tablet	0 pck	0	Pack of 100 tabs	BD07562	01/08/2016
2	02.0001.02	1,000 tablet	10 pck	0	Pack of 100 tabs	BE12703	31/12/2017
3	02.0001.02	0 tablet	0 pck	0	Pack of 100 tabs	BD04555	30/04/2016

Figure 3.2-3 Prepacking Screen

STEP 4

Search the ***Batch No*** by clicking on the icon and the ***Product Search*** window will appear as per **Figure 3.2-4.**

Note

*In **Product Search** window, key in the **Batch No** and click the* Search *button to find the **Batch No** as per **Figure 3.2-4***

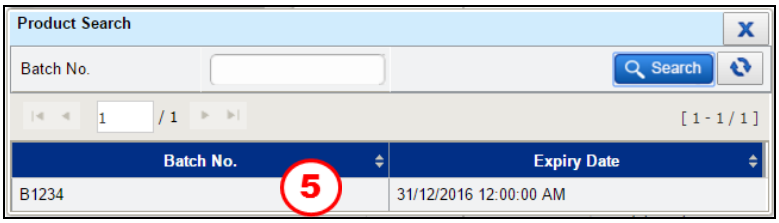


Figure 3.2-4 Product Search

STEP 5

Double click on the selected batch

Note

Details *hyperlink is for the batch details as per **Figure 3.2-5***

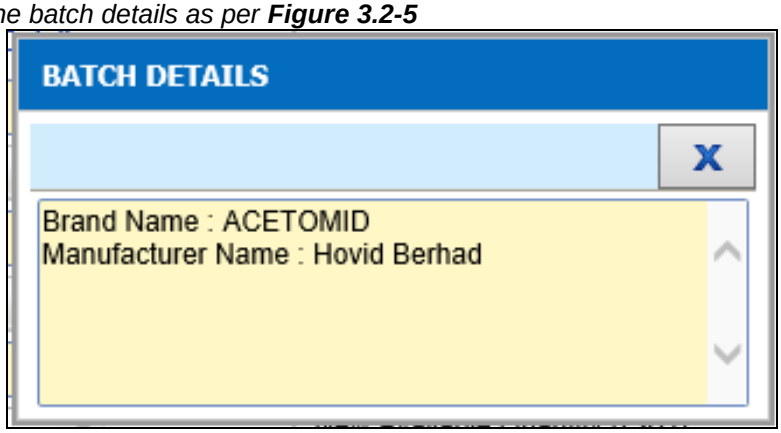


Figure 3.2-5 Batch details

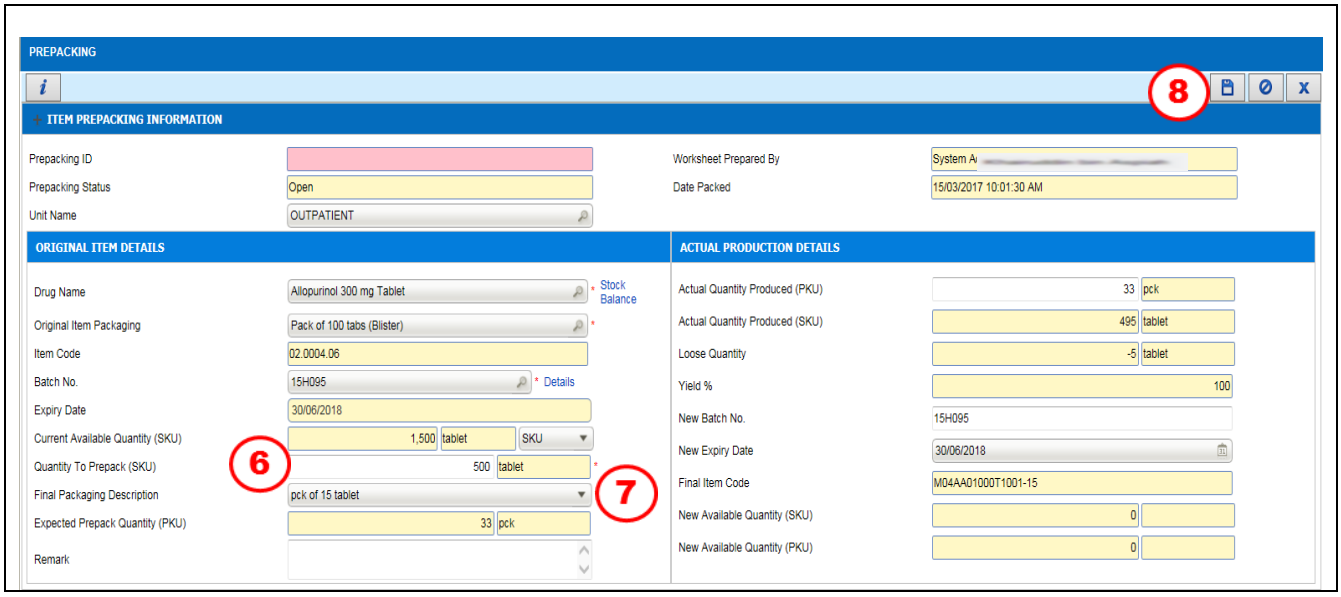


Figure 3.2-6 Prepacking Screen

STEP 6

Enter ***Quantity To Prepack (PKU)***

STEP 7
Select ***Final Packaging Description***

Note

- *Enter the **SOP** details if there is any, in the SOP (Instruction) section as per **Figure 3.2-7**.*
- *Condition to display the Final Packaging Description:*
  - *Prepacking Item is created in IWP and active in Drug/Non Drug Catalogue*
  - *Dispense UOM for the drug is added in Drug Master with same packaging as the Prepacking Item packaging*

Figure 3.2-7 SOP (Instruction) section

STEP 8
Click on the button to save the record as per **Figure 3.2-6**

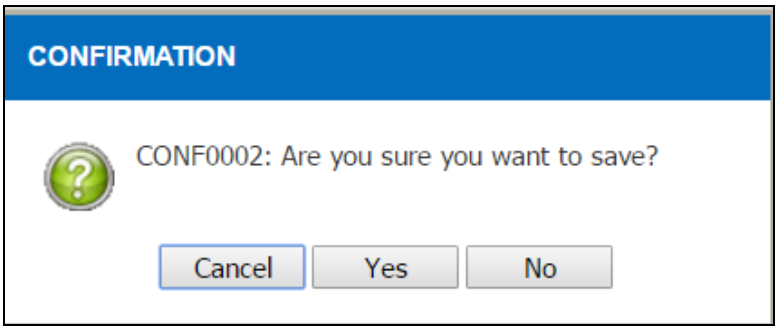


Figure 3.2-8 Confirmation to Pre Pack

Note

- *Click the Yes button to save record and the **Pre-packing ID** will be generated as per **Figure 3.2-8.***
- *If the No button is click, the record will not be saved and **Pre-packing ID** will not be generated.*

Character	Description	Value
1-2	Prepacking	'PR'
3-4	Current year in 'YY' format	16
5-10	Running Number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1 Prepacking ID

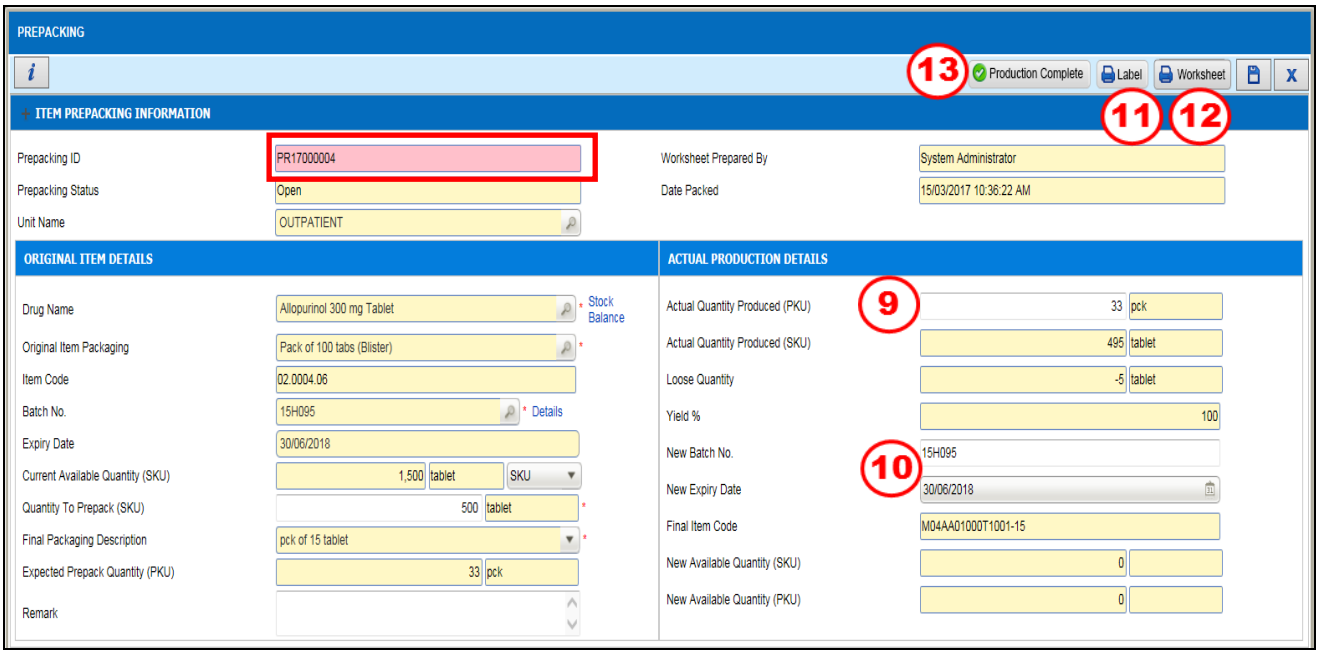


Figure 3.2-9 Worksheet & Label Button

STEP 9
Enter ***Actual Quantity Produced (PKU)***

STEP 10
New Batch No. and ***New Expiry Date*** will default to the original item details

STEP 11
Click on the

button to generate different Drug Label as shown in **Figure 3.2.15**

STEP 12
Click on the

button to print the Prepacking Worksheet

Note

- *The worksheet will be use as reference to perform the pre-packing procedure as shown in* ***Figure 3.2.15***

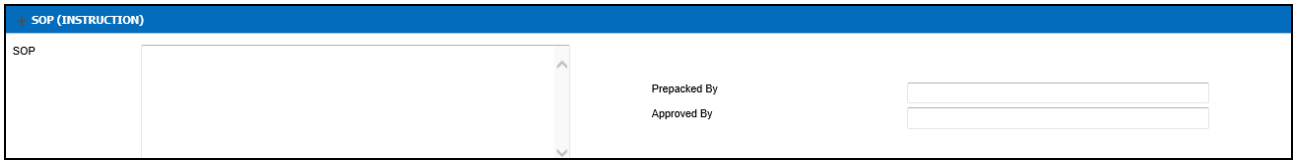


Figure 3.2-10 SOP (Instruction) section

- *Enter* ***Prepacked By*** *and* ***Approved By*** *in the SOP (Instruction) section as per* ***Figure 3.2-10.***

STEP 13

Click the [Production Complete] button and the confirmation alert message will appear as per **Figure 3.2-11**

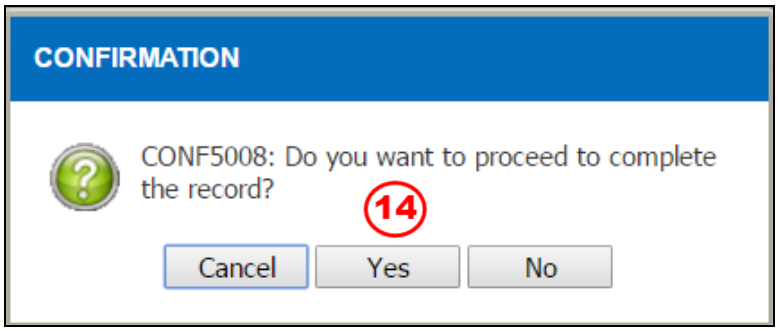


Figure 3.2-11 Confirmation Alert Message

Note

When loose quantity **not equal** to 0, alert message will pop up as below.

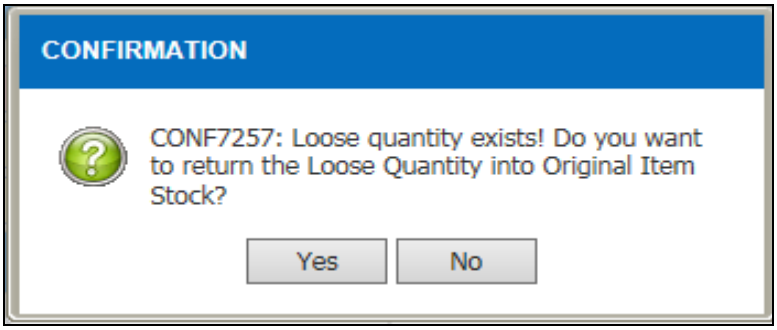


Figure 3.2-12 Confirmation Alert Message

Case A: User selects '**Yes**'	Original Item stock quantity will minus based on Actual Qty Produced. Final Prepacking Item stock quantity will add also based on Actual Qty Produced.
Case B: User selects '**No**'	Original Item stock quantity will minus based on Quantity to Prepack. Final Prepacking Item stock quantity will add based on Actual Qty Produced.

Table 3.2-2 Case Scenario

STEP 14

Click the [Yes] button to complete the record

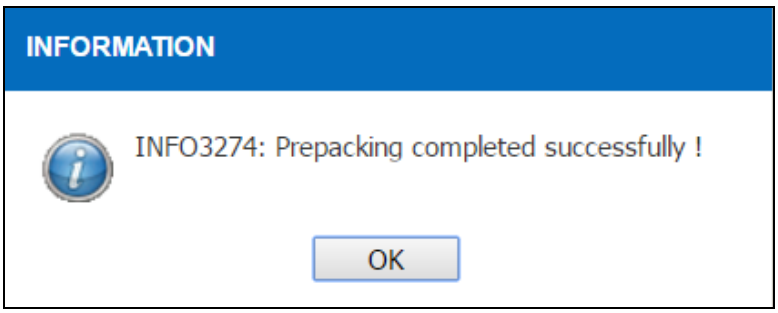


Figure 3.2-13 Information Alert Message

Note

- *Click the* OK *button as per* ***Figure 3.2-13****.*
- *The complete Prepacking transaction is shown as* ***Figure 3.2-14****.*

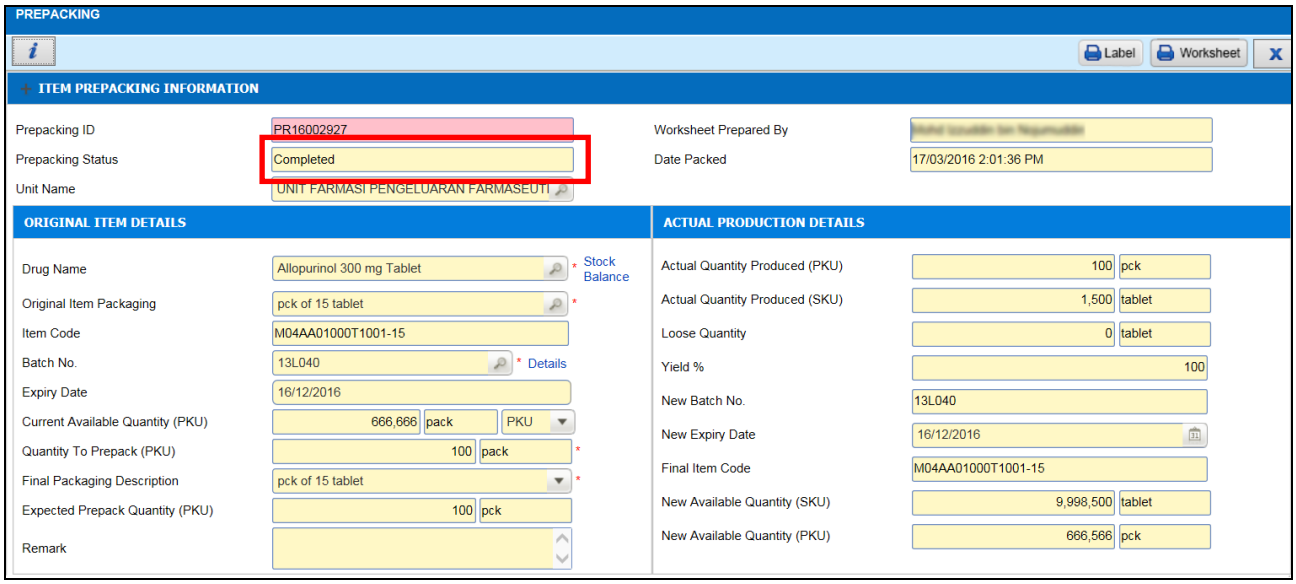


Figure 3.2-14 Prepacking Complete

PREPACKING WORKSHEET
MINISTRY OF HEALTH
Hospital Pakar Sultanah Fatimah, Muar

UNIT FARMASI PENGELUARAN FARMASEUTIKAL

Worksheet ID : 16-08-0274
Date Packed : 25/08/2016 3:43:41 PM

Item Code : 02.0004.06
Packaging : Pack of 100 tabs (Blister)
Item Description : Allopurinol 300mg Tab
Brand Name : PHARMANIAGA
Batch No : 15H095
Manufacturer Name : Pharmaniaga Manufacturing Berhad
Expiry Date : 30/06/2018

Final Packaging Desc	Qty to Prepack (PKU)	Qty to Prepack (SKU)	Expected Prepack Qty (PKU)	Actual Qty Produced (PKU)	Actual Qty Produced (SKU)
pck of 15 tablet	1.5 pck	150 tablet	10 pck	10 pck	150 tablet

Preparation Details **Label**

Final Item Code : M04AA01000T1001-15
New Batch No : 15H095
New Expiry : 30/06/2018
Loose QTY : 0
Yield % : 100

Procedure :

Worksheet Prepared By
[redacted]
Date : 25/08/2016 3:43:41 PM

Prepacked By
PPF

Approved By
PF

Figure 3.2-15 Prepacking Worksheet

3.3 Drug Label Options

STEP 11

The drug label can be print by selecting the radio button and click on the Label button to generate different Drug Label as shown in Figure 3.2.15

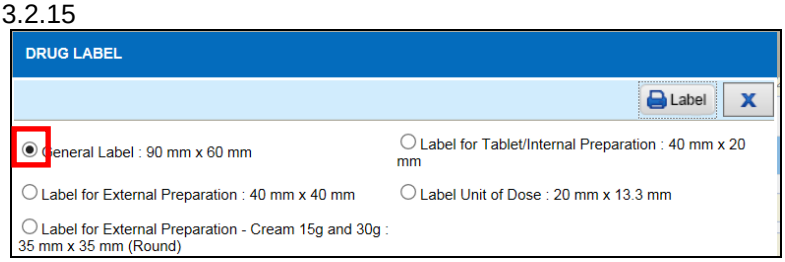
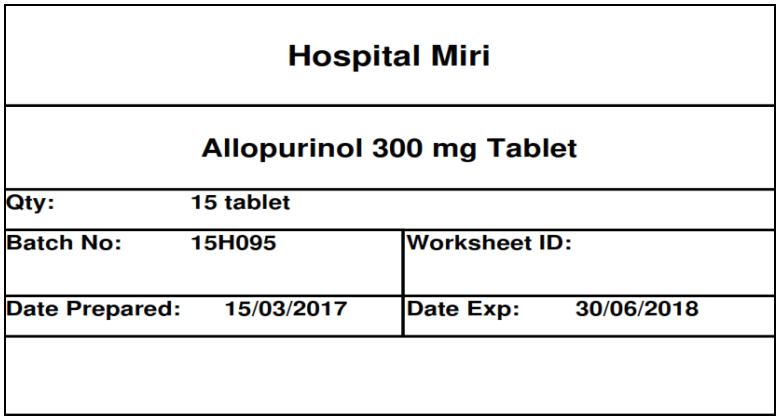
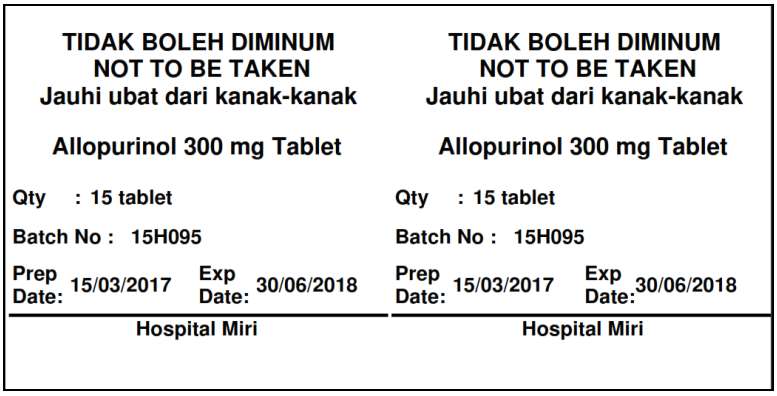


Figure 3.3-1 Drug Label Options



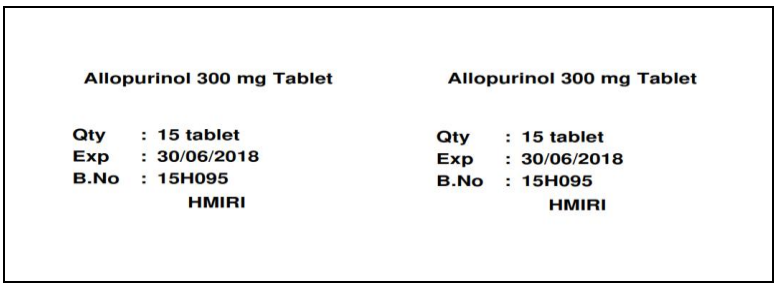
Hospital Miri	
Allopurinol 300 mg Tablet	
Qty: 15 tablet	
Batch No: 15H095	Worksheet ID:
Date Prepared: 15/03/2017	Date Exp: 30/06/2018

Figure 3.3-2 Label 90mm x 60mm



TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak
Allopurinol 300 mg Tablet	Allopurinol 300 mg Tablet
Qty : 15 tablet	Qty : 15 tablet
Batch No : 15H095	Batch No : 15H095
Prep Date: 15/03/2017 Exp Date: 30/06/2018	Prep Date: 15/03/2017 Exp Date: 30/06/2018
Hospital Miri	Hospital Miri

Figure 3.3-3 Label 40mm x 40mm



Allopurinol 300 mg Tablet	Allopurinol 300 mg Tablet
Qty : 15 tablet Exp : 30/06/2018 B.No : 15H095 HMIRI	Qty : 15 tablet Exp : 30/06/2018 B.No : 15H095 HMIRI

Figure 3.3-4 Label for Cream 15g and 30g: 35mm x 35mm

Allopurinol 300 mg Tablet **Qty : 15 tablet** **Batch No: 15H095** **Prep Date : 15/03/2017 Exp Date : 30/06/2018** **Hospital Miri**	**Allopurinol 300 mg Tablet** **Qty : 15 tablet** **Batch No: 15H095** **Prep Date : 15/03/2017 Exp Date : 30/06/2018** **Hospital Miri**
Allopurinol 300 mg Tablet **Qty : 15 tablet** **Batch No: 15H095** **Prep Date : 15/03/2017 Exp Date : 30/06/2018** **Hospital Miri**	**Allopurinol 300 mg Tablet** **Qty : 15 tablet** **Batch No: 15H095** **Prep Date : 15/03/2017 Exp Date : 30/06/2018** **Hospital Miri**

Figure 3.3-5 Label 40mm x 20mm

Allopurinol 300 mg Tablet BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016
Allopurinol 300 mg Tablet BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016
Allopurinol 300 mg Tablet BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016	**Allopurinol 300 mg Tablet** BN : 13L040 Exp 16/12/2016

Figure 3.3-6 Label 20mm x 13.3mm

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

5.0 Links to Clinical Modules

No	*Module*	*PDF Links*	*No*	*Module*	*PDF Links*
1	*Inpatient*	*Click Here*	*12*	*CDR Dispensing*	*Click Here*
2	*CDR Order*	*Click Here*	*13*	*Methadone Dispensing*	*Click Here*
3	*TDM Order*	*Click Here*	*14*	*PN Dispensing*	*Click Here*
4	*PN Order*	*Click Here*	*15*	*Order Management*	*Click Here*
5	*IV Order*	*Click Here*	*16*	*Patient Management*	*Click Here*
6	*Prepacking*	*Click Here*	*17*	*Radiopharmaceutical*	*Click Here*
7	*Galenical*	*Click Here*	*18*	*Outpatient*	*Click Here*
8	*MTAC*	*Click Here*	*19*	*Special Drug Request*	*Click Here*
9	*ADR & DAC*	*Click Here*	*20*	*MAR*	*Click Here*
10	*Medication Counselling*	*Click Here*	*21*	*DICE*	*Click Here*
11	*Ward Pharmacy*	*Click Here*	*22*		