



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

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## **Full Based User Manual Pharmacy Inventory (Pre-Packing)**

<b>Version</b>	<b>: 7<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: FB_U. MANUAL_INV_PREPACKING</b>



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Application reference: PhIS & CPS v1.7.1



## Table of Contents

1.0	Introduction .....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives .....	1
1.3	Organised Sections .....	1
2.0	Application Standard Features .....	2
2.1	Legend .....	2
3.0	Pre-packing.....	3
	Overview .....	3
	User Group .....	3
	Functional Diagram.....	3
	Functional Description .....	3
3.1	View Prepacking Transactions .....	4
3.2	Create New Prepacking Transaction .....	6
3.3	Drug Label Options .....	14
4.0	Acronyms.....	16
5.0	Links to Clinical Modules.....	16

## 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, 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 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

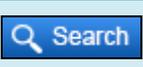
### 1.3 Organised Sections

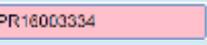
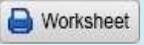
These are the sections within this document:

- 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		Change Login Password
	Logout		Reset Login screen
	Expand Menu	<input type="checkbox"/>	Checkbox
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window	*	Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
<input type="radio"/>	Radio Button		Delete Record
	Context Menu		Print Document

Pre-packing Module Legend					
	Prepacking ID		Create Worksheet		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

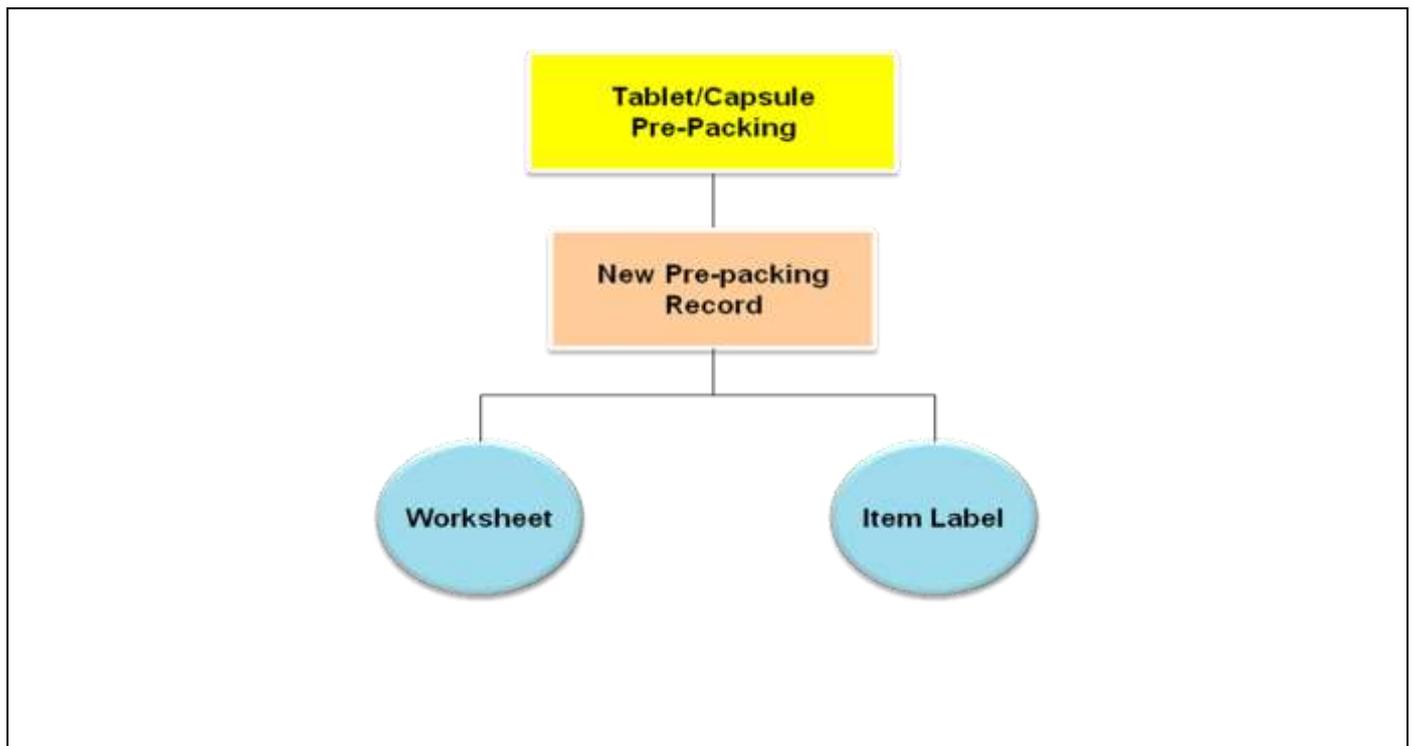


Figure 3.0-1

### 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:

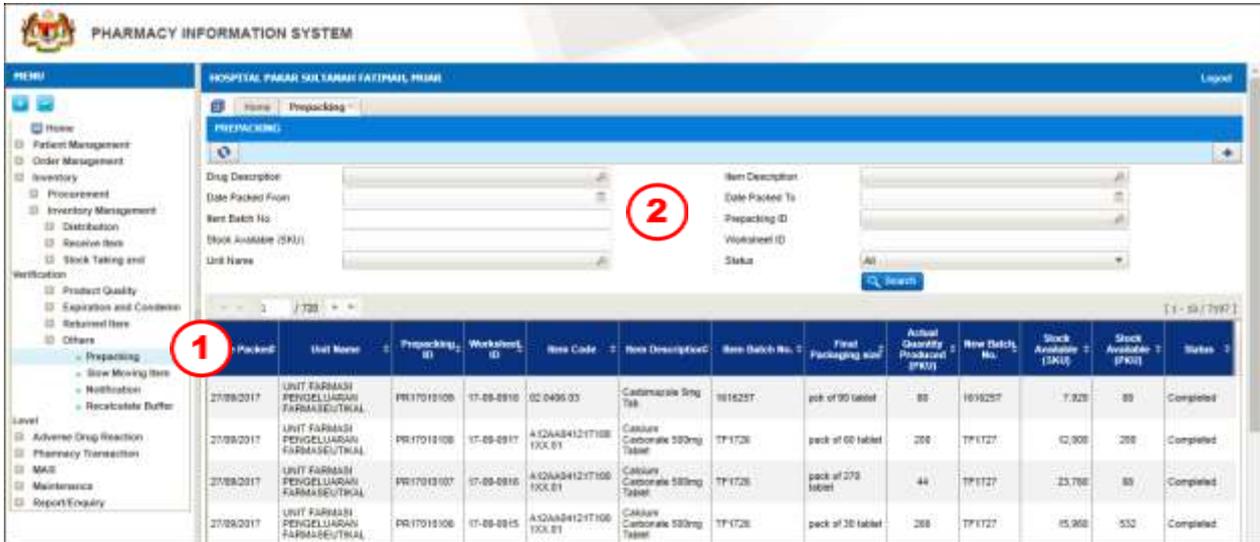


Figure 3.1-1 Prepacking Listing Page

**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**

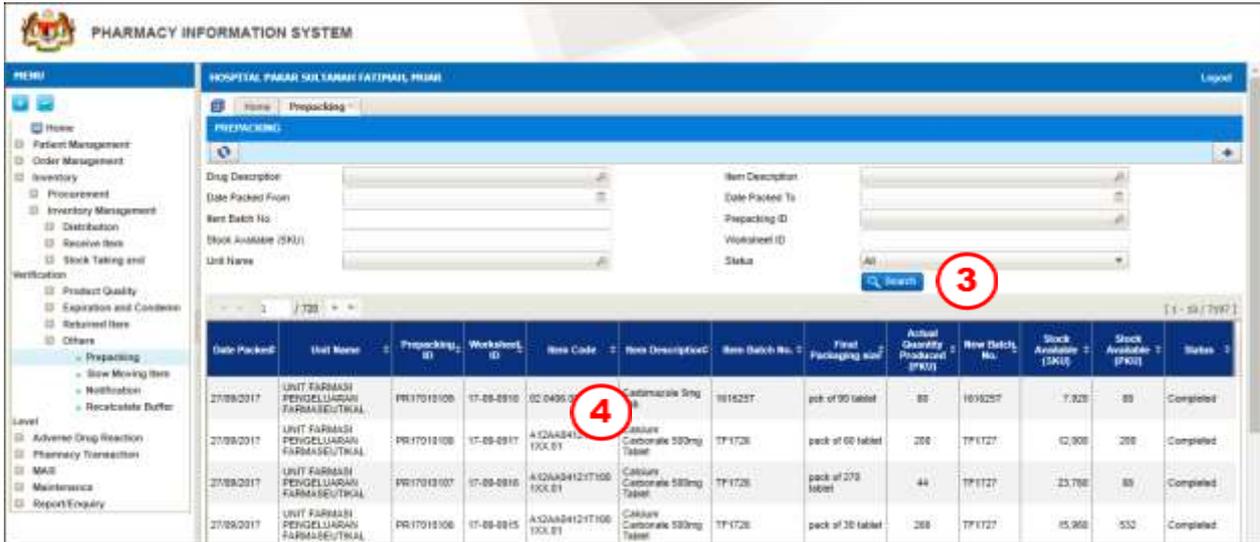
Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

**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



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	Item Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/08/2017	UNIT FARMASI PENGELOMPOKAN FARMASEUTIKAL	PR17018108	17-08-0810	0204950	Calcium Carbonate 500mg Tablet	161625T	pack of 90 tablet	80	161625T	7,920	80	Completed
27/08/2017	UNIT FARMASI PENGELOMPOKAN FARMASEUTIKAL	PR17018108	17-08-0817	A12A8411001001	Calcium Carbonate 500mg Tablet	TF1726	pack of 60 tablet	200	TF1727	6,900	200	Completed
27/08/2017	UNIT FARMASI PENGELOMPOKAN FARMASEUTIKAL	PR17018107	17-08-0816	A12A84121001001	Calcium Carbonate 500mg Tablet	TF1726	pack of 270 tablet	44	TF1727	23,700	80	Completed
27/08/2017	UNIT FARMASI PENGELOMPOKAN FARMASEUTIKAL	PR17018106	17-08-0815	A12A84121001001	Calcium Carbonate 500mg Tablet	TF1726	pack of 30 tablet	200	TF1727	65,960	550	Completed

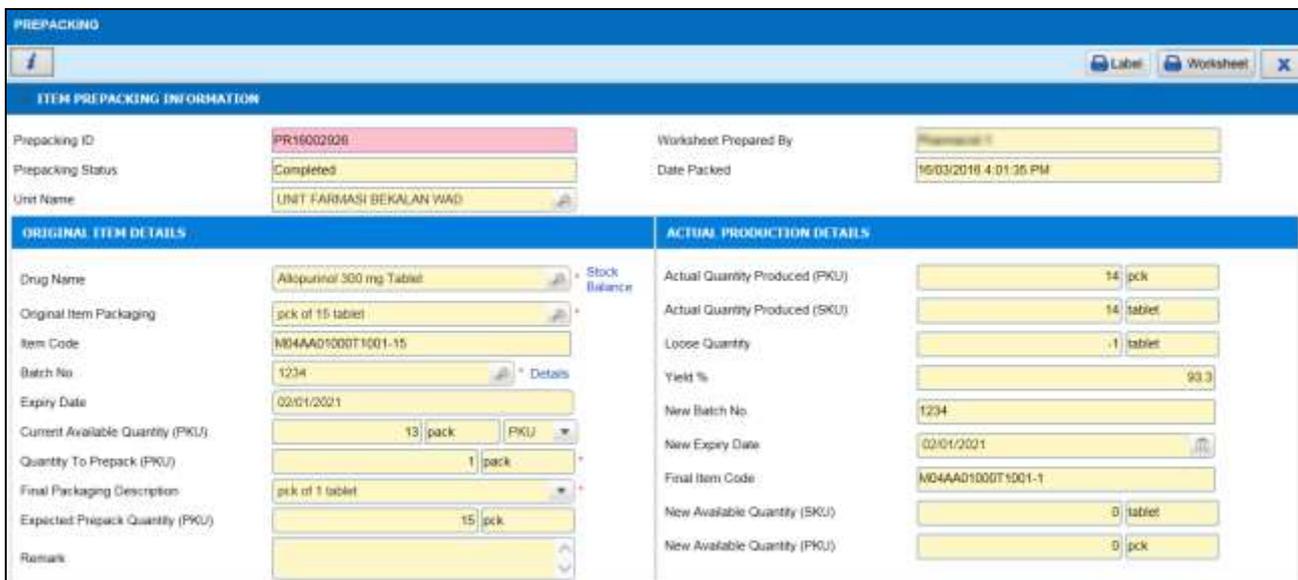
Figure 3.1-2 Prepacking Listing Page

**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**



ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Allopurinol 300 mg Tablet	Actual Quantity Produced (PKU)	14 pck
Original Item Packaging	pack of 15 tablet	Actual Quantity Produced (SKU)	14 tablet
Item Code	M04AA01000T1001-15	Loose Quantity	-1 tablet
Batch No	1234	Yield %	93.3
Expiry Date	02/01/2021	New Batch No	1234
Current Available Quantity (PKU)	13 pack	New Expiry Date	02/01/2021
Quantity To Prepack (PKU)	1 pack	Final Item Code	M04AA01000T1001-1
Final Packaging Description	pack of 1 tablet	New Available Quantity (SKU)	0 tablet
Expected Prepack Quantity (PKU)	15 pck	New Available Quantity (PKU)	0 pck
Remark			

Figure 3.1-3 Item Pre-Packing Information

### 3.2 Create New Prepacking Transaction

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

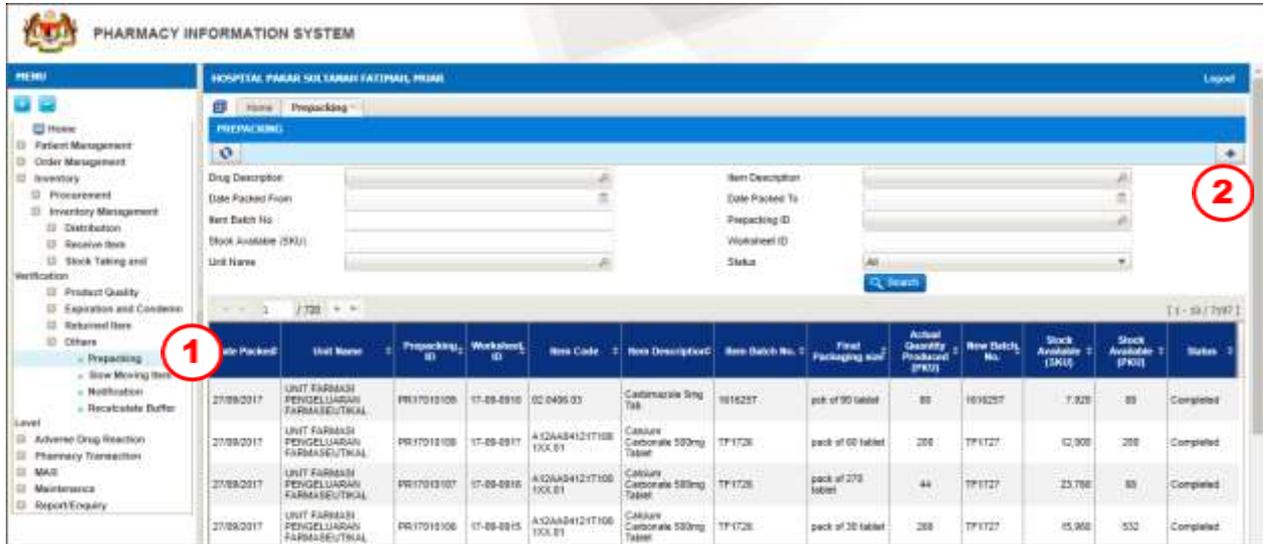


Figure 3.2-1 Create New Prepacking

#### STEP 1

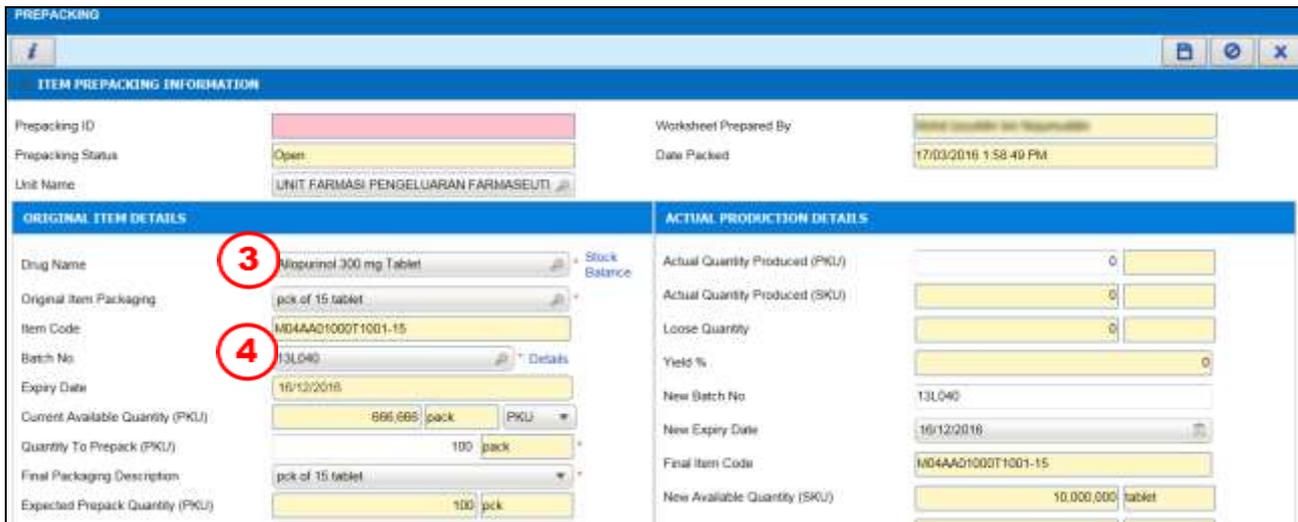
Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

#### 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).



The screenshot shows the 'PREPACKING' window with the following sections:

- ITEM PREPACKING INFORMATION:**
  - Prepacking ID: [Redacted]
  - Prepacking Status: Open
  - Unit Name: UNIT FARMASI PENGELUARAN FARMASEUTI
  - Worksheet Prepared By: [Redacted]
  - Date Packed: 17/03/2016 1:58:49 PM
- ORIGINAL ITEM DETAILS:**
  - Drug Name: Nisipumol 300 mg Tablet (marked with a red circle '3')
  - Original Item Packaging: pck of 15 tablet
  - Item Code: MD4AA01000T1001-15
  - Batch No: 13L040 (marked with a red circle '4')
  - Expiry Date: 16/12/2016
  - Current Available Quantity (PKU): 999,999 pack
  - Quantity To Prepack (PKU): 100 pack
  - Final Packaging Description: pck of 15 tablet
  - Expected Prepack Quantity (PKU): 100 pck
- ACTUAL PRODUCTION DETAILS:**
  - Actual Quantity Produced (PKU): 0
  - Actual Quantity Produced (SKU): 0
  - Loose Quantity: 0
  - Yield %: 0
  - New Batch No: 13L040
  - New Expiry Date: 16/12/2016
  - Final Item Code: MD4AA01000T1001-15
  - New Available Quantity (SKU): 10,000,000 tablet

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**.



The screenshot shows the 'STOCK BALANCE' window for 'Acetazolamide 250 mg Tablet'. The table below represents the data shown in the screenshot:

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
<b>Total Stock Balance:</b>		1,000					

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  button to find the **Batch No** as per **Figure 3.2-4**



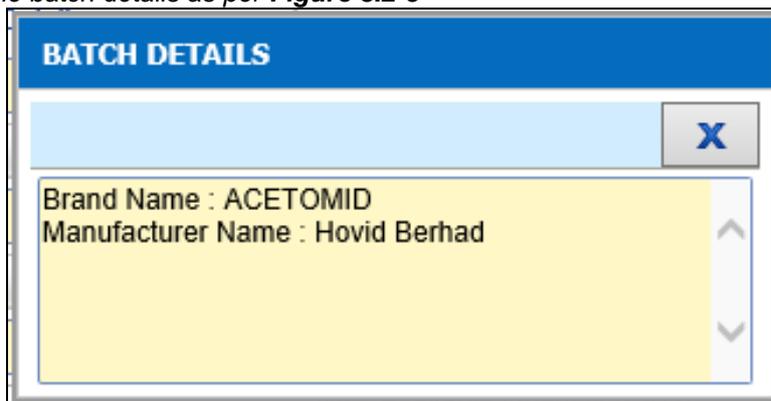
**Figure 3.2-4 Product Search**

**STEP 5**

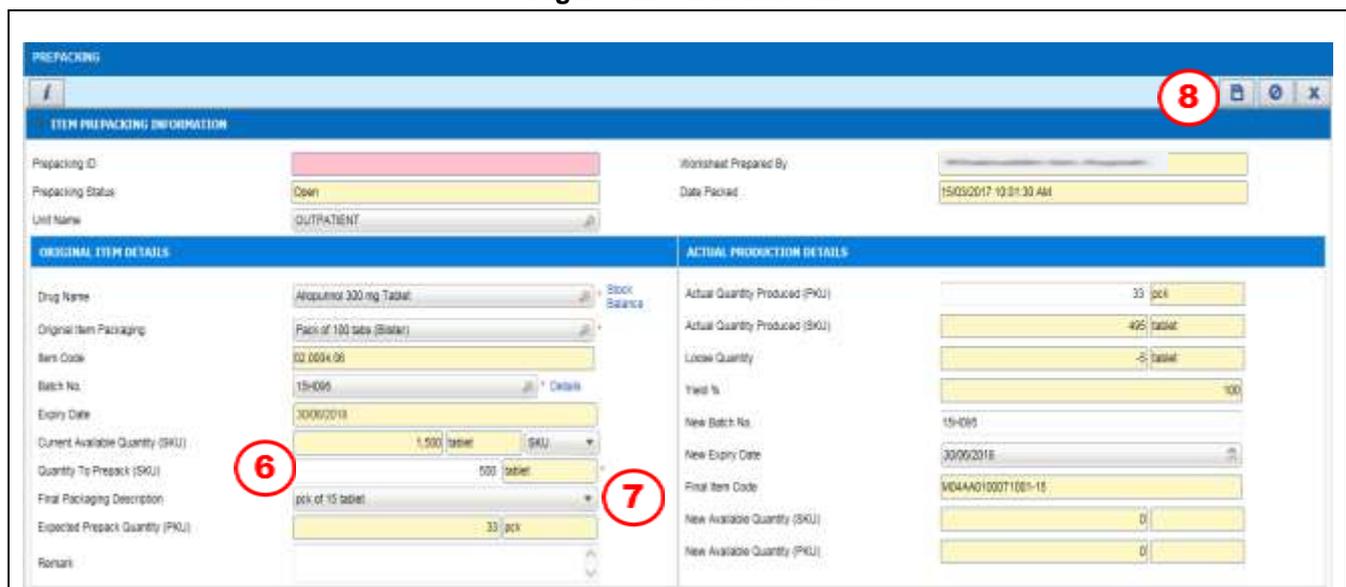
Double click on the selected batch

**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**

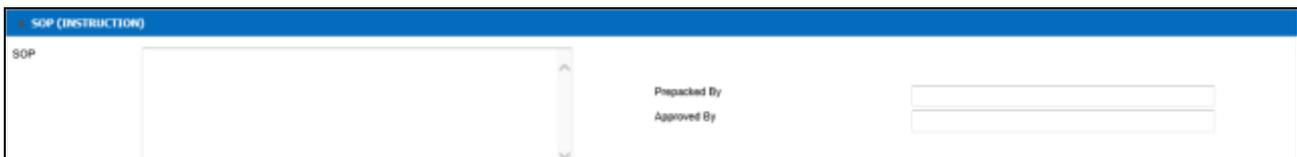
Enter **Quantity To Prepack (PKU)**

**STEP 7**

Select **Final Packaging Description**

**Note**

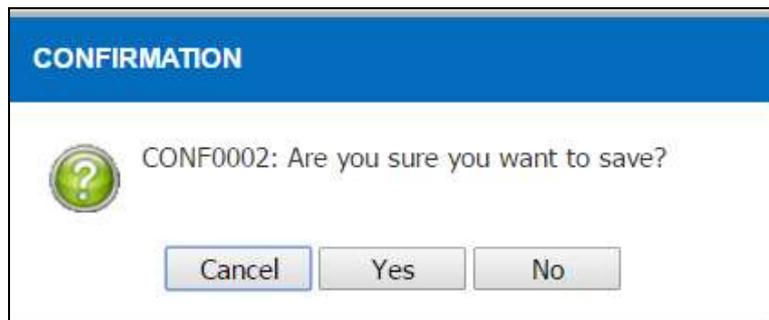
- Enter the **SOP** details if there is any, in the SOP (Instruction) section as per **Figure 3.2-7**.
- Condition to display the Final Packaging Description:
  - Prepacking Item is created in IWP and active in Drug/Non Drug Catalogue
  - Dispense UOM for the drug is added in Drug Master with same packaging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



**Figure 3.2-7 SOP (Instruction) section**

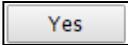
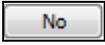
**STEP 8**

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



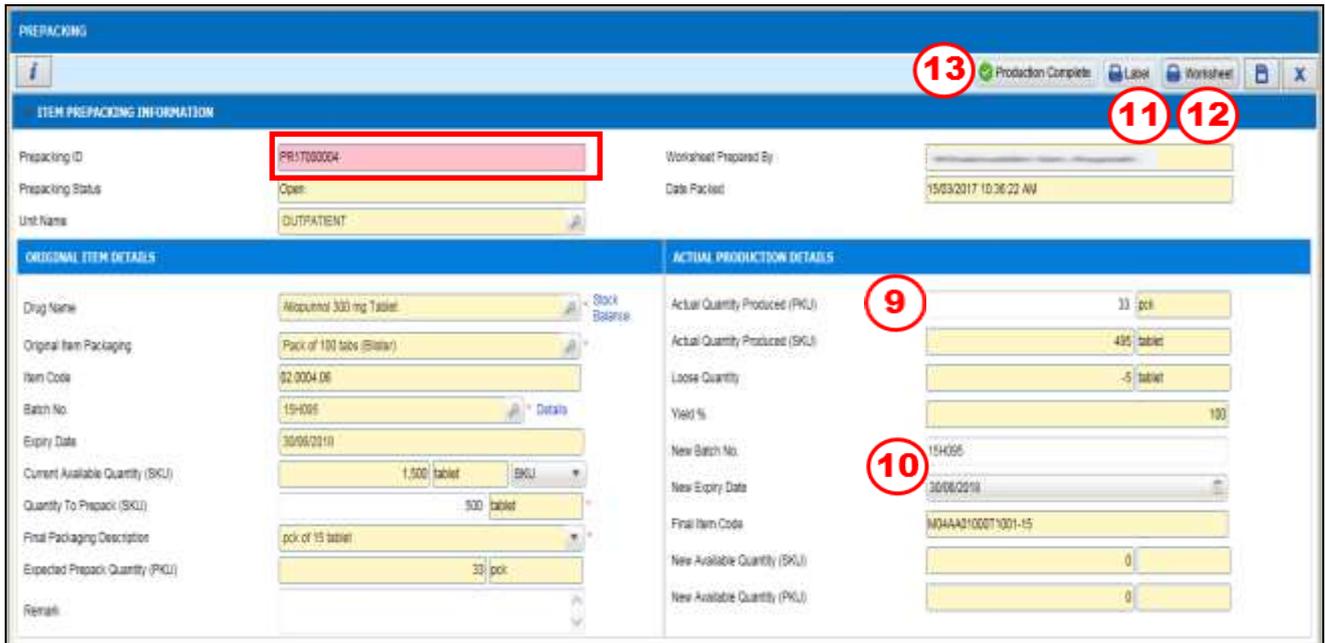
**Figure 3.2-8 Confirmation to Pre Pack**

**Note**

- Click the  button to save record and the **Pre-packing ID** will be generated as per **Figure 3.2-8**.
- If the  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**



**PREPACKING**

**ITEM PREPACKING INFORMATION**

Prepacking ID: **PR1700004** (highlighted with red box)

Prepacking Status: Open

Unit Name: OUTPATIENT

Worksheet Prepared By: [User Name]

Date Packed: 15/03/2017 10:36:22 AM

**ORIGINAL ITEM DETAILS**

Drug Name: Alopurinol 300 mg Tablet

Original Item Packaging: Pack of 100 tabs (Blister)

Item Code: 02.0004.06

Batch No.: 15H095

Expiry Date: 30/06/2018

Current Available Quantity (SKU): 1,500 tablet

Quantity To Prepack (SKU): 500 tablet

Final Packaging Description: pck of 15 tablet

Expected Prepack Quantity (PKU): 33 pck

**ACTUAL PRODUCTION DETAILS**

Actual Quantity Produced (PKU): 33 pck (highlighted with red circle 9)

Actual Quantity Produced (SKU): 495 tablet

Loose Quantity: -5 tablet

Yield %: 100

New Batch No.: 15H095 (highlighted with red circle 10)

New Expiry Date: 30/06/2018

Final Item Code: M03AA0100071001-15

New Available Quantity (SKU): 0

New Available Quantity (PKU): 0

Buttons: Production Complete, Label (11), Worksheet (12), X (13)

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**

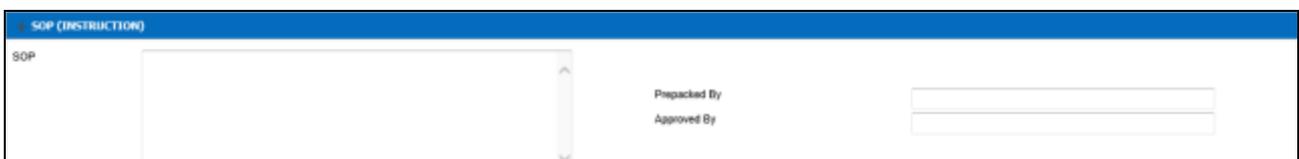
Click on the  button to generate different Drug Label as shown in **Figure 3.2.15**

**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**



**SOP (INSTRUCTION)**

SOP: [Text Area]

Prepacked By: [Text Field]

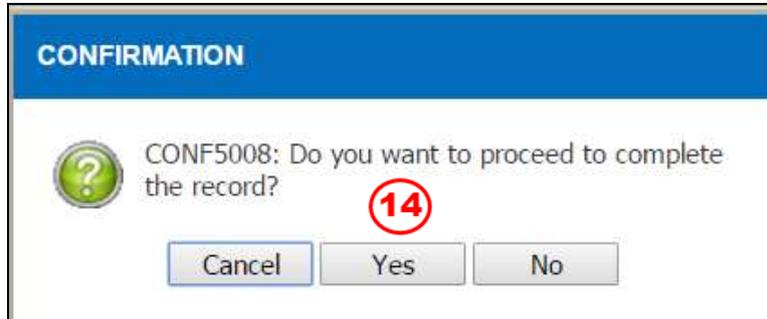
Approved By: [Text Field]

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**

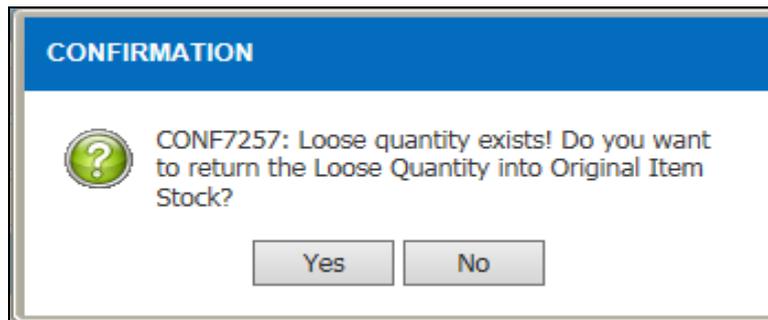
Click the  button and the confirmation alert message will appear as per **Figure 3.2-11**



**Figure 3.2-11 Confirmation Alert Message**

**Note**

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

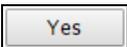


**Figure 3.2-12 Confirmation Alert Message**

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

**Table 3.2-2 Case Scenario**

**STEP 14**

Click the  button to complete the record

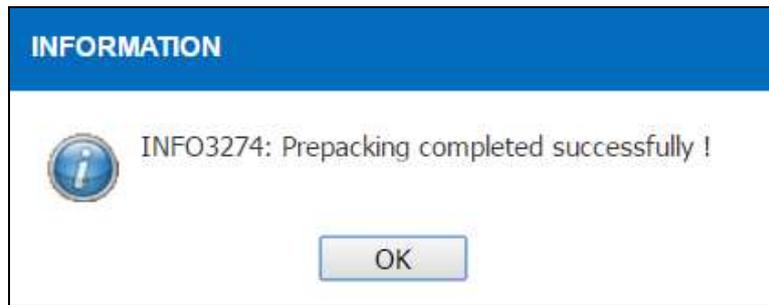
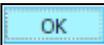
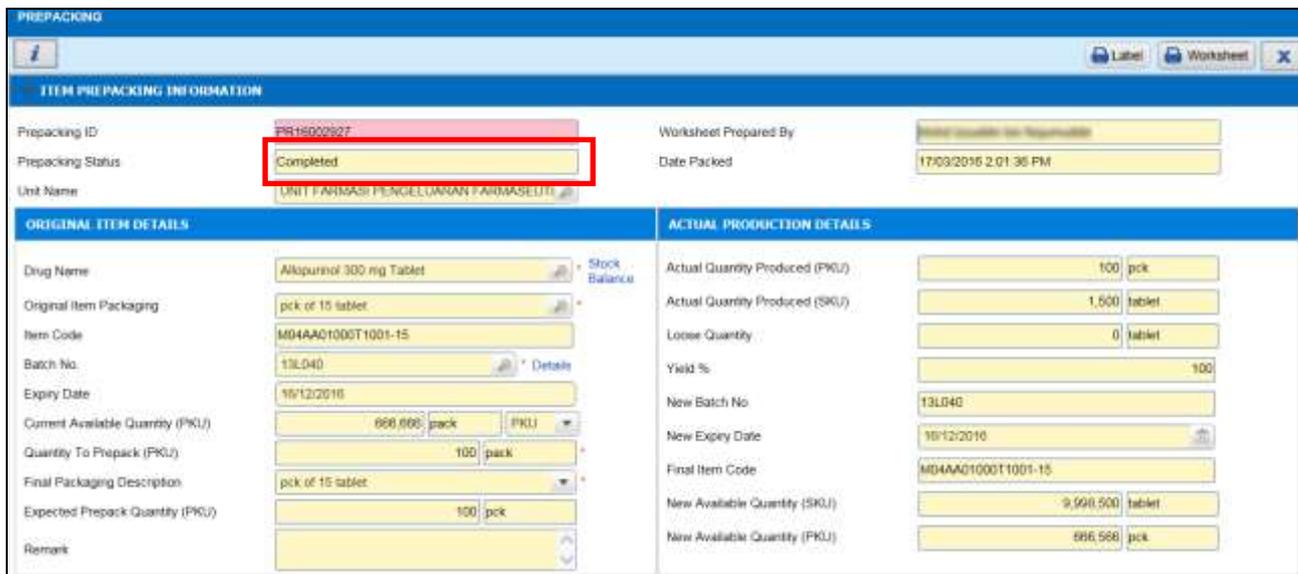


Figure 3.2-13 Information Alert Message

**Note**

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



The screenshot displays the "PREPACKING" application window. At the top, there are buttons for "Label", "Worksheet", and a close "X" button. The main section is titled "ITEM PREPACKING INFORMATION". It contains several fields: "Prepacking ID" (PR1800027), "Prepacking Status" (Completed, highlighted with a red box), "Unit Name" (UNIT FARMASI PENGELUARAN FARMASEUTIK), "Worksheet Prepared By" (User), and "Date Packed" (17/03/2016 2:01:36 PM). Below this, there are two columns: "ORIGINAL ITEM DETAILS" and "ACTUAL PRODUCTION DETAILS".

ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Aloprinol 300 mg Tablet	Actual Quantity Produced (PKU)	100 pack
Original Item Packaging	pack of 15 tablet	Actual Quantity Produced (SKU)	1,500 tablet
Item Code	M04AA01000T1001-15	Loose Quantity	0 tablet
Batch No.	13L040	Yield %	100
Expiry Date	18/12/2016	New Batch No.	13L040
Current Available Quantity (PKU)	696,696 pack	New Expiry Date	18/12/2016
Quantity To Prepack (PKU)	100 pack	Final Item Code	M04AA01000T1001-15
Final Packaging Description	pack of 15 tablet	New Available Quantity (SKU)	9,998,500 tablet
Expected Prepack Quantity (PKU)	100 pack	New Available Quantity (PKU)	666,588 pack
Remark			

Figure 3.2-14 Prepacking Complete



### 3.3 Drug Label Options

#### STEP 11

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



Figure 3.3-1 Drug Label Options

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

Figure 3.3-2 Label 90mm x 60mm

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

Figure 3.3-3 Label 40mm x 40mm

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

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

<b>Allopurinol 300 mg Tablet</b>		<b>Allopurinol 300 mg Tablet</b>	
Qty : 15 tablet	Batch No: 15H095	Qty : 15 tablet	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	
<b>Allopurinol 300 mg Tablet</b>		<b>Allopurinol 300 mg Tablet</b>	
Qty : 15 tablet	Batch No: 15H095	Qty : 15 tablet	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 3.3-5 Label 40mm x 20mm

<b>Allopurinol 300 mg Tablet</b>			
BN : 13L040 Exp 16/12/2016			
<b>Allopurinol 300 mg Tablet</b>			
BN : 13L040 Exp 16/12/2016			
<b>Allopurinol 300 mg Tablet</b>			
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	<i>Inpatient</i>	<a href="#">Click Here</a>	12	<i>CDR Dispensing</i>	<a href="#">Click Here</a>
2	<i>CDR Order</i>	<a href="#">Click Here</a>	13	<i>Methadone Dispensing</i>	<a href="#">Click Here</a>
3	<i>TDM Order</i>	<a href="#">Click Here</a>	14	<i>PN Dispensing</i>	<a href="#">Click Here</a>
4	<i>PN Order</i>	<a href="#">Click Here</a>	15	<i>Order Management</i>	<a href="#">Click Here</a>
5	<i>IV Order</i>	<a href="#">Click Here</a>	16	<i>Patient Management</i>	<a href="#">Click Here</a>
6	<i>Prepacking</i>	<a href="#">Click Here</a>	17	<i>Radiopharmaceutical</i>	<a href="#">Click Here</a>
7	<i>Galenical</i>	<a href="#">Click Here</a>	18	<i>Outpatient</i>	<a href="#">Click Here</a>
8	<i>MTAC</i>	<a href="#">Click Here</a>	19	<i>Special Drug Request</i>	<a href="#">Click Here</a>
9	<i>ADR &amp; DAC</i>	<a href="#">Click Here</a>	20	<i>MAR</i>	<a href="#">Click Here</a>
10	<i>Medication Counselling</i>	<a href="#">Click Here</a>	21	<i>DICE</i>	<a href="#">Click Here</a>
11	<i>Ward Pharmacy</i>	<a href="#">Click Here</a>	22		