



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

Full Based User Manual Pharmacy Inventory (Pre-Packing)

Version	: 8th 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, 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

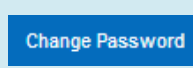
1.3 Organised Sections

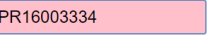
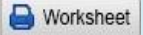
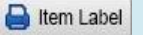
These are the sections within this document:

- 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		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
	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

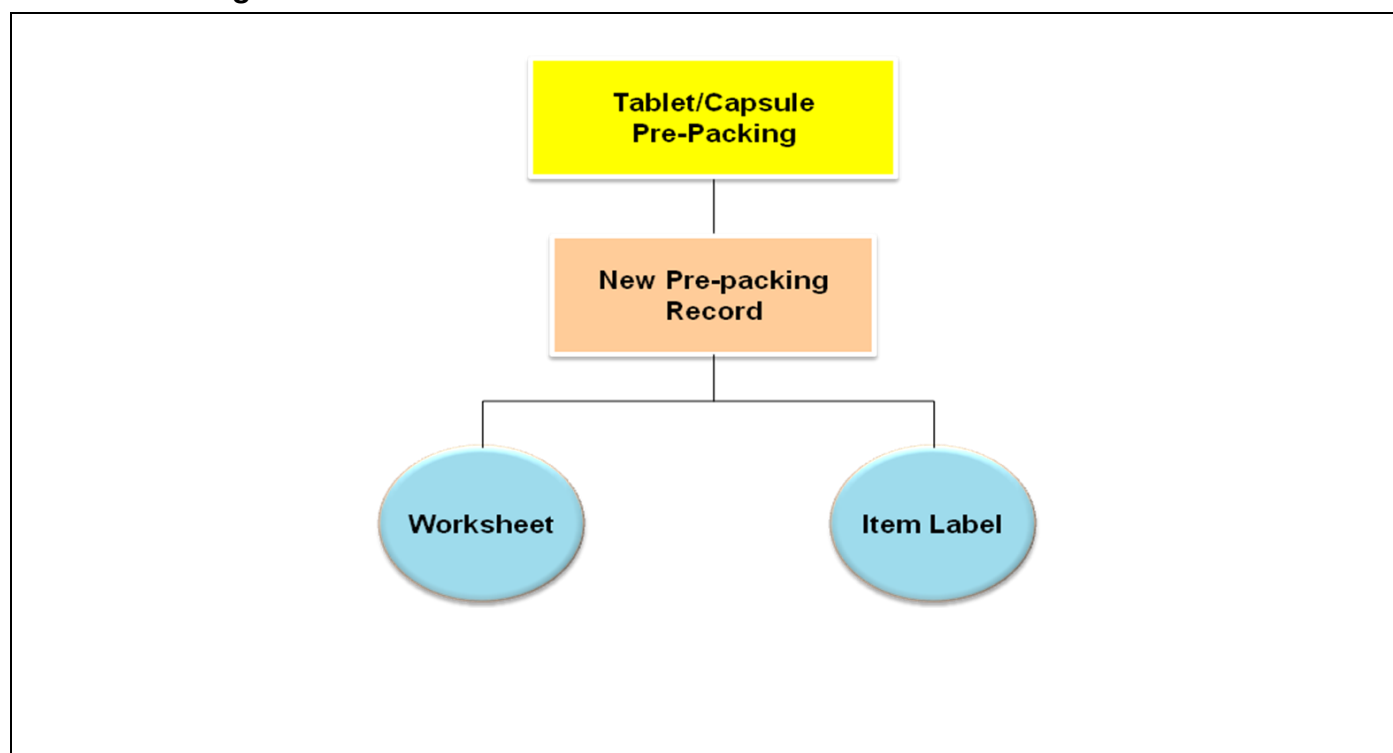


Figure 3.0-1

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:

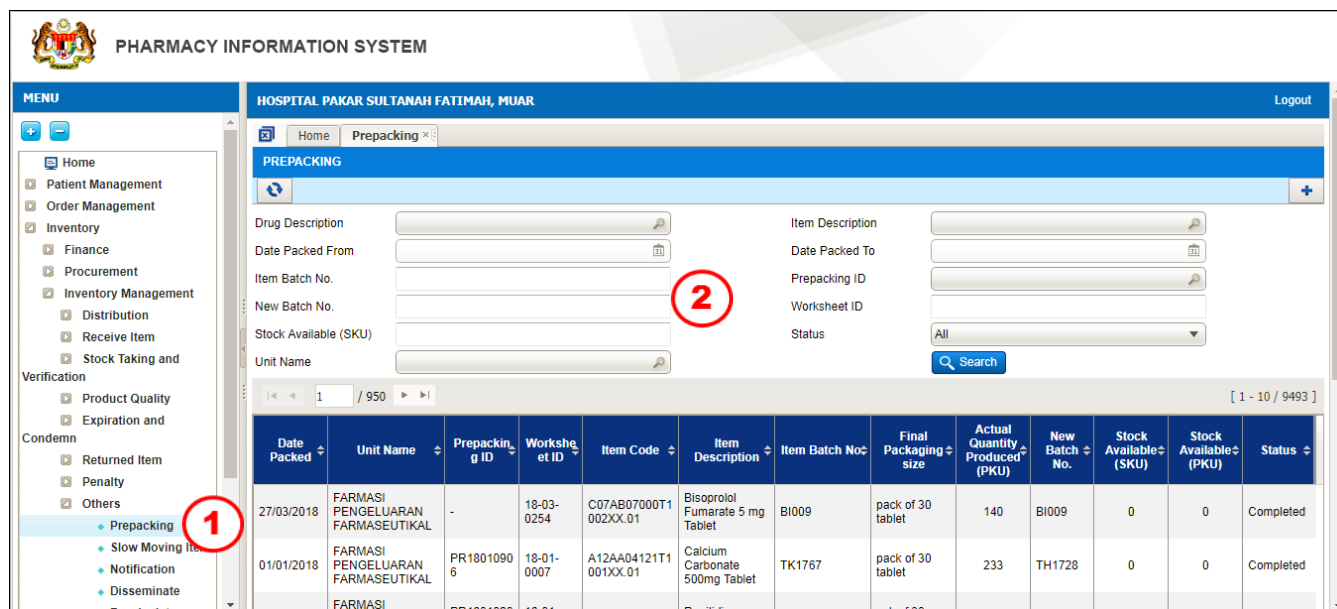


Figure 3.1-1 Prepacking Listing Page

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'

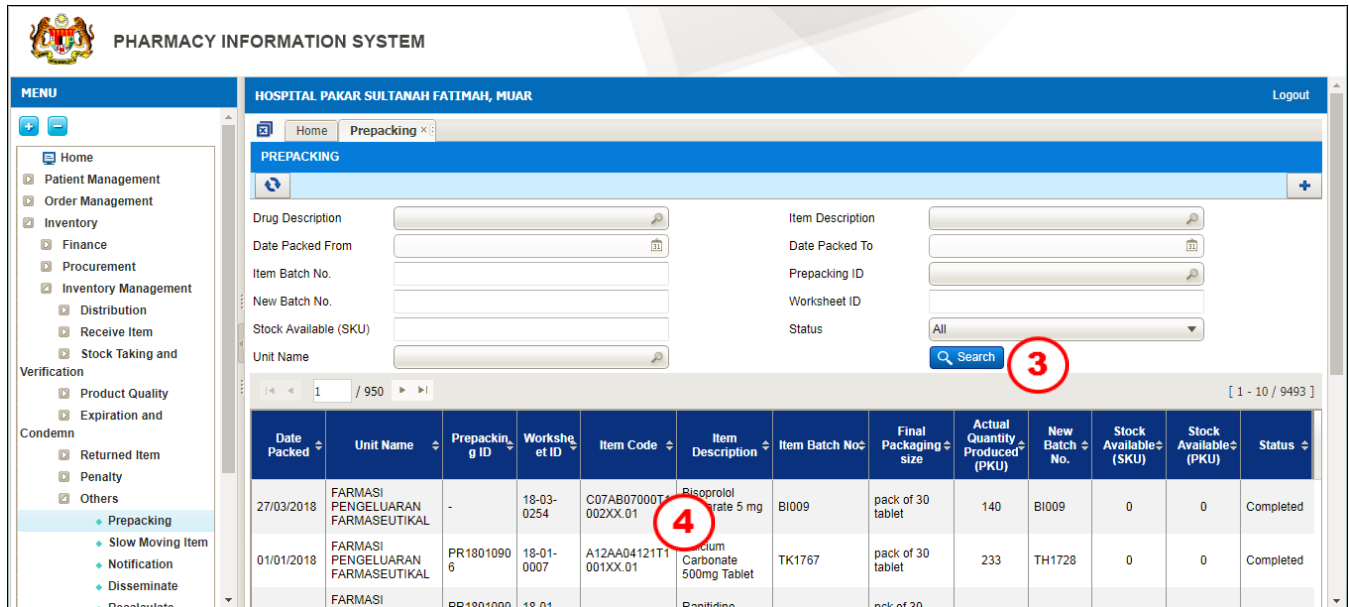
STEP 2

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	Able to filter and search record(s)

- In Progress

Table 3.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

PREPACKING

Drug Description: Item Description:

Date Packed From: Date Packed To:

Item Batch No.: Prepacking ID:

New Batch No.: Worksheet ID:

Stock Available (SKU): Status:

Unit Name:

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
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T002XX.01	Bisoprolol Hydrochloride 5 mg	BI009	pack of 30 tablet	140	BI009	0	0	Completed
01/01/2018	FARMASI PENGELUARAN FARMASEUTIKAL	PR18010906	18-01-0007	A12AA04121T1001XX.01	Calcium Carbonate 500mg Tablet	TK1767	pack of 30 tablet	233	TH1728	0	0	Completed
	FARMASI	PR1801090	18-01-		Ranitidine		pack of 30					

Figure 3.1-2 Prepacking Listing Page

STEP 3

Click on the  button to filter based on the searching criteria

STEP 4

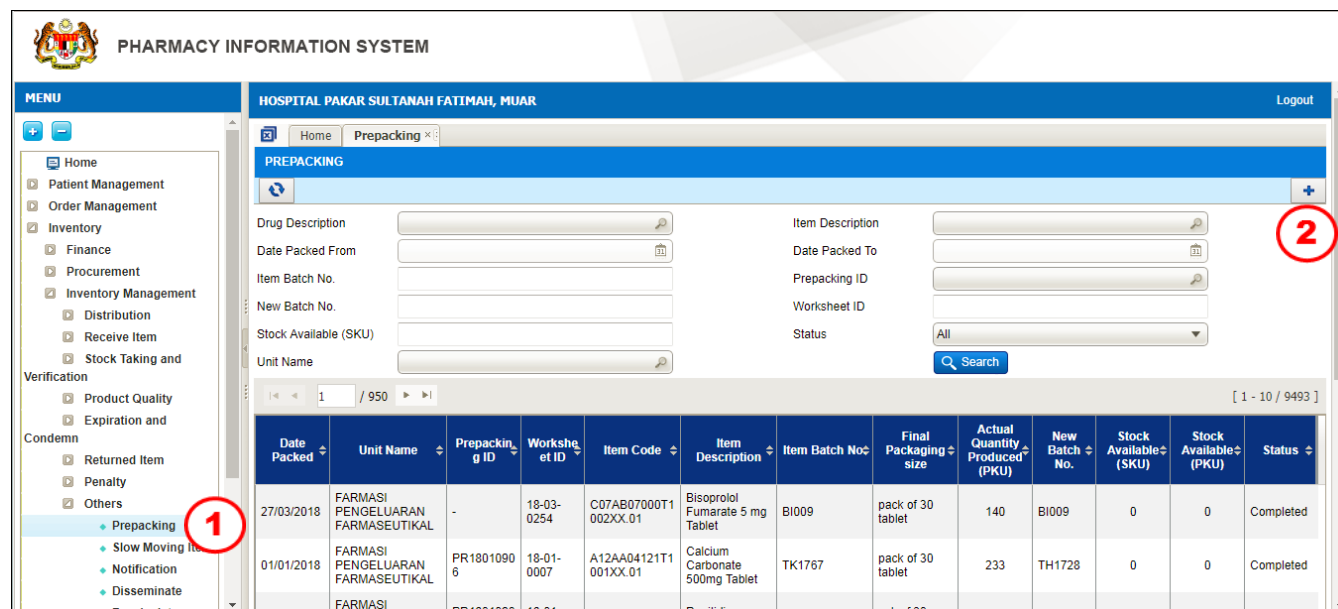
Double click on the selected record to view Prepacking Information details as per **Figure 3.1-3**

PREPACKING			
i		Label Worksheet X	
ITEM PREPACKING INFORMATION			
Prepacking ID	PR18010905	Worksheet Prepared By	Shantasaroopini a/p Sathia Moorthy
Prepacking Status	Completed	Date Packed	01/01/2018 1:49:21 PM
Unit Name	FARMASI PENGELUARAN FARMASEUTIKAL		
ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Ranitidine 150 mg Tablet • Stock Balance	Actual Quantity Produced (PKU)	66 pck
Original Item Packaging	pack of 100 tablet •	Actual Quantity Produced (SKU)	1,980 tablet
Item Code	02 3401.09	Loose Quantity	-20 tablet
Batch No.	17K003 Details	Yield %	100
Expiry Date	31/08/2020	New Batch No.	17K003
Current Available Quantity (SKU)	4,000 tablet SKU	New Expiry Date	31/08/2020 •
Quantity To Prepack (SKU)	2,000 tablet •	Final Item Code	A02BA02110T1001-30
Final Packaging Description	pck of 30 tablet •	New Available Quantity (SKU)	0 tablet
Expected Prepack Quantity (PKU)	66 pck	New Available Quantity (PKU)	0 pck
Remark			
SOP (INSTRUCTION)			
SOP			
	Prepacked By		
	Approved By		

Figure 3.1-3 Item Pre-Packing Information

3.2 Create New Prepacking Transaction

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Prepacking ×

PREPACKING

Drug Description: Item Description:

Date Packed From: Date Packed To:

Item Batch No.: Prepacking ID:

New Batch No.: Worksheet ID:

Stock Available (SKU): Status:

Unit Name:

[1 - 10 / 9493]

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
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T1002XX.01	Bisoprolol Fumarate 5 mg Tablet	BI009	pack of 30 tablet	140	BI009	0	0	Completed
01/01/2018	FARMASI PENGELUARAN FARMASEUTIKAL	PR18010906	18-01-0007	A12AA04121T1001XX.01	Calcium Carbonate 500mg Tablet	TK1767	pack of 30 tablet	233	TH1728	0	0	Completed
	FARMASI	PR1801090	18-01-		Ranitidine		pack of 30					

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).

PREPACKING			
ITEM PREPACKING INFORMATION			
Prepacking ID		Worksheet Prepared By	Stephanie Chow Siew Fern
Prepacking Status	Open	Date Packed	31/07/2018 3:58:29 PM
Unit Name	UNIT FARMAKOKINETIK KLINIKAL		
ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Atenolol 100 mg Tablet 	Actual Quantity Produced (PKU)	0 pck
Original Item Packaging	Pack of 100 tabs (Blister) 	Actual Quantity Produced (SKU)	0 tablet
Item Code	02.0007.03	Loose Quantity	0 tablet
Batch No.	5000182	Yield %	0
Expiry Date	31/10/2020	New Batch No.	5000182
Current Available Quantity (SKU)	900 tablet SKU	New Expiry Date	31/10/2020
Quantity To Prepack (SKU)	1 tablet	Final Item Code	C07AB03000T1002-15
Final Packaging Description	pck of 15 tablet	New Available Quantity (SKU)	0 tablet
Expected Prepack Quantity (PKU)	0 pck	New Available Quantity (PKU)	0 pck
Remark			
SOP (INSTRUCTION)			
SOP		Prepacked By	
		Approved By	

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**.

Product Search							
Item Description				Item Code			
				Search Refresh			
Previous Next				[1 - 2 / 2]			
Item Description	Item Code	Packaging Description	Brand Name	Batch No.	Expiry Date	Available Qty	SKU
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	PHARMANIAGA	5000182	31/10/2020	900	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5001041	31/12/2020	10000	tablet

Figure 3.2-3 Prepacking Screen

STEP 4

Search the **Original Item Packaging** 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

Product Search							
Item Description				Item Code			
				Search Refresh			
Previous Next				[1 - 2 / 2]			
Item Description	Item Code	Packaging Description	Brand Name	Batch No.	Expiry Date	Available Qty	SKU
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	MANIAGA	5000182	31/10/2020	900	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5001041	31/12/2020	10000	tablet

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

BATCH DETAILS

X

Brand Name : ACETOMID
Manufacturer Name : Hovid Berhad

Figure 3.2-5 Batch Details

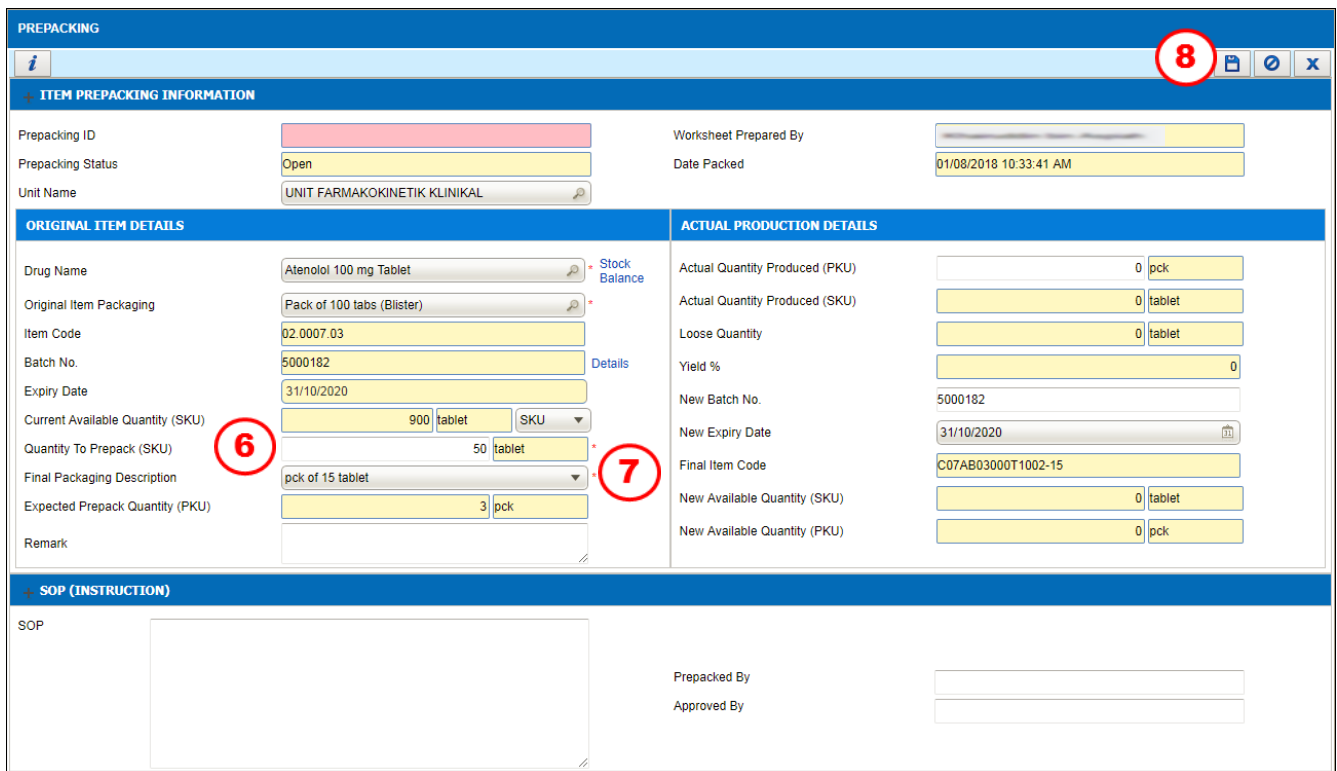


Figure 3.2-6 Prepacking Screen

STEP 6

Enter **Quantity To Prepack (SKU)**

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

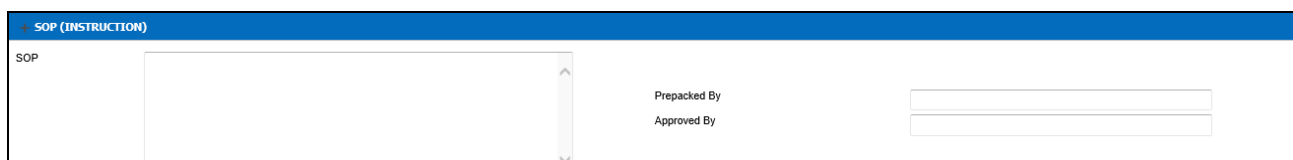


Figure 3.2-7 SOP (Instruction) section

STEP 8

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

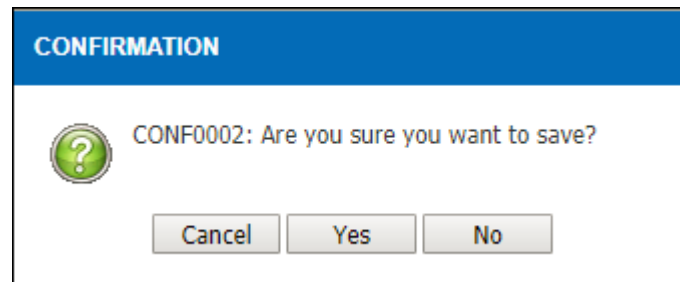
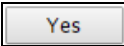
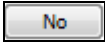


Figure 3.2-8 Confirmation to Pre Pack

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

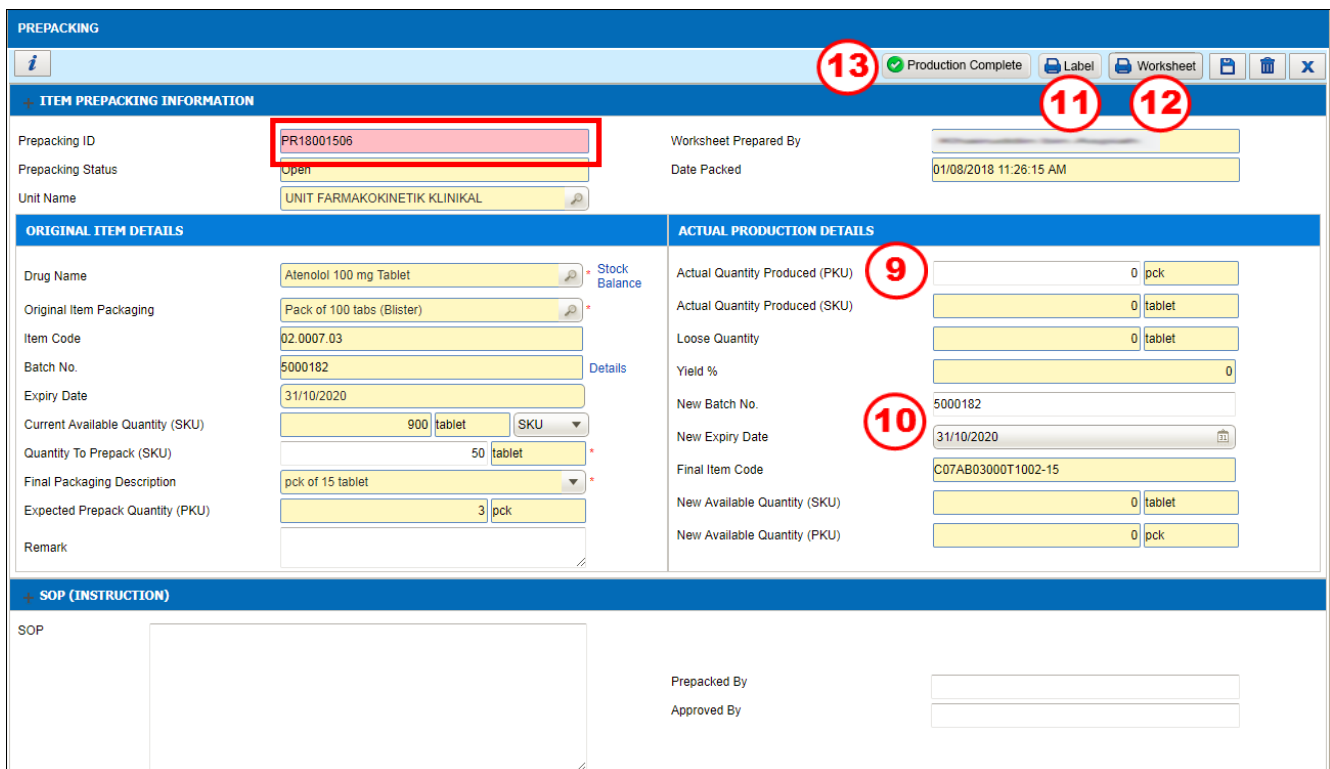


Figure 3.2-9 Worksheet & Label Button

STEP 9

Enter **Actual Quantity Produced (PKU)**

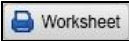
STEP 10

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

- Click on  button to cancel the record
- The worksheet will be use as reference to perform the pre-packing procedure as shown in **Figure 3.2.15**

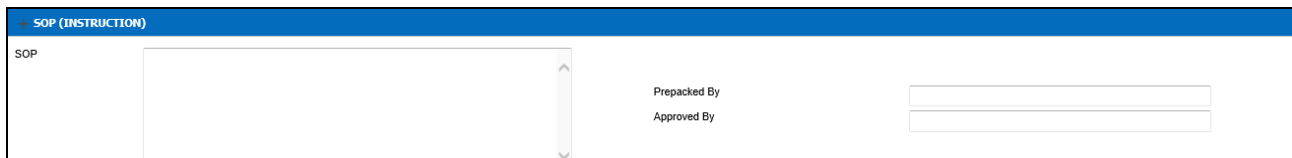
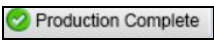


Figure 3.2-10 SOP (Instruction) section

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

STEP 13

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

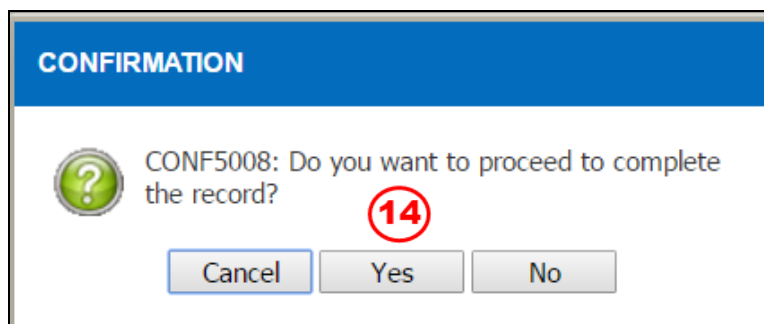


Figure 3.2-11 Confirmation Alert Message

Note

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

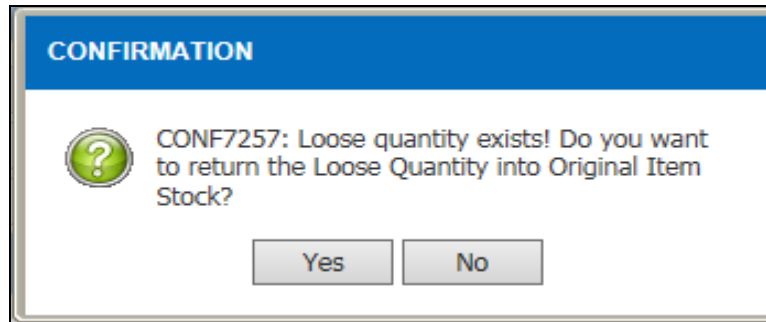
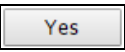


Figure 3.2-12 Confirmation Alert Message

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  button to complete the record

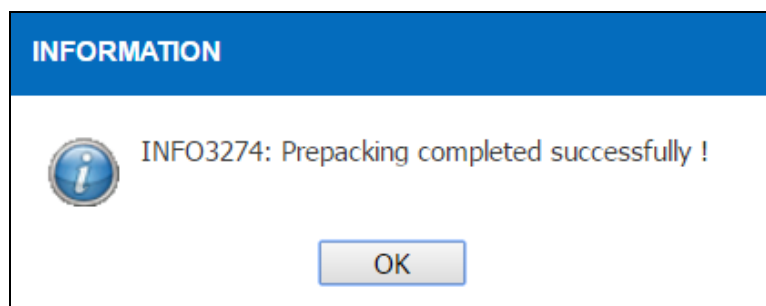


Figure 3.2-13 Information Alert Message

Note

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

PREPACKING

Label

Worksheet

X

ITEM PREPACKING INFORMATION

Prepacking ID

PR18001506

Worksheet Prepared By

Stephanie Chow Siew Fern

Prepacking Status

Completed

Date Packed

01/08/2018 11:26:15 AM

Unit Name

UNIT FARMAKOKINETIK KLINIKAL

ORIGINAL ITEM DETAILS

Drug Name

Atenolol 100 mg Tablet

Stock Balance

Original Item Packaging

Pack of 100 tabs (Blister)

Item Code

02.0007.03

Batch No.

5000182

Details

Expiry Date

31/10/2020

Current Available Quantity (SKU)

900 tablet

SKU

Quantity To Prepack (SKU)

50 tablet

Final Packaging Description

pck of 15 tablet

Expected Prepack Quantity (FKU)

3 pck

Remark

ACTUAL PRODUCTION DETAILS

Actual Quantity Produced (FKU)

3 pck

Actual Quantity Produced (SKU)

45 tablet

Loose Quantity

-5 tablet

Yield %

100

New Batch No.

5000182

New Expiry Date

31/10/2020

Final Item Code

C07AB03000T1002-15

New Available Quantity (SKU)

45 tablet

New Available Quantity (FKU)

3 pck

SOP (INSTRUCTION)

SOP

Prepacked By

Approved By

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		Prepacked By		Approved By	
		PPF		PF	
Date : 25/08/2016 3:43:41 PM					

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  button to generate different Drug Label as shown in Figure 3.2.15

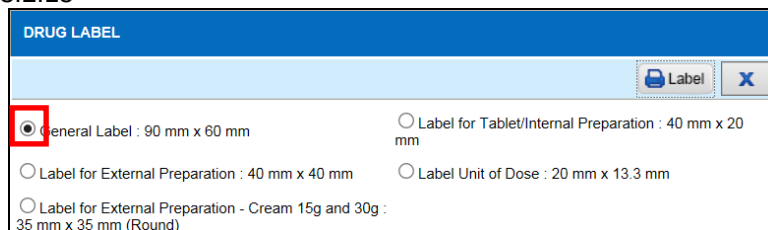


Figure 3.3-1 Drug Label Options

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

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

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

Figure 3.3-5 Label 40mm x 20mm

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