



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

Full Based User Manual Pharmacy Inventory (Pre-Packing)

Version	: 1.5
Document ID	: FB_U. MANUAL_INV_PREPACKING



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1.1	05/05/2014	Mohammad Syazwan	Shamsul-'Ariza (SA)	Application Interface Changes
1.2	03/12/2014	Mohd Hafez Sakarno	Ilya Syarah (SA)	Application Interface Changes
1.3	30/06/2015	Jeyakanth Munisamy	Ilya Syarah (SA)	Updated to PhIS ver 1.3
1.4	21/10/2016	Steven	Ilya Syarah (SA)	Change to latest update and screenshot version 1.4.1
1.5	15/03/2017	Khairul Izzat	Ilya Syarah (SA)	Change to latest update and screenshot version 1.5.1

Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
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Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	

Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Michelle (QA) / Juridah (QA)	First submission to MOH
1.1	Michelle (QA) / Juridah (QA)	Application Interface Changes
1.2	Michelle (QA) / Juridah (QA)	Application Interface Changes
1.3	Michelle (QA) / Juridah (QA)	Updated to PhIS ver 1.3
1.4	Michelle (QA) / Juridah (QA)	Change to latest update and screenshot version 1.4.1
1.5	Michelle (QA) / Juridah (QA)	Change to latest update and screenshot version 1.5.1



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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. 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

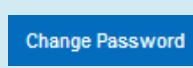
1.3 Organised Sections

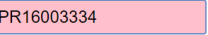
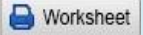
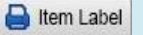
These are the sections within this document:

- 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

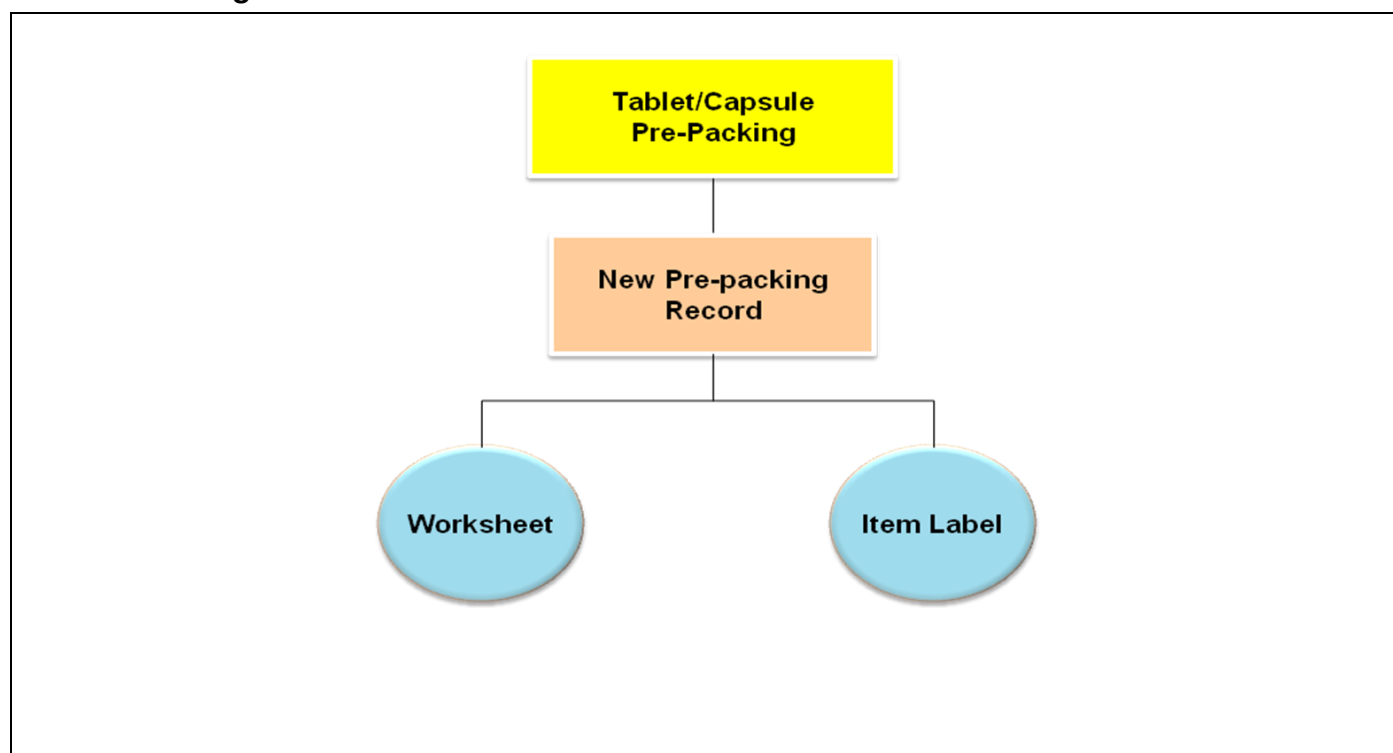


Figure 3.0-1

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:

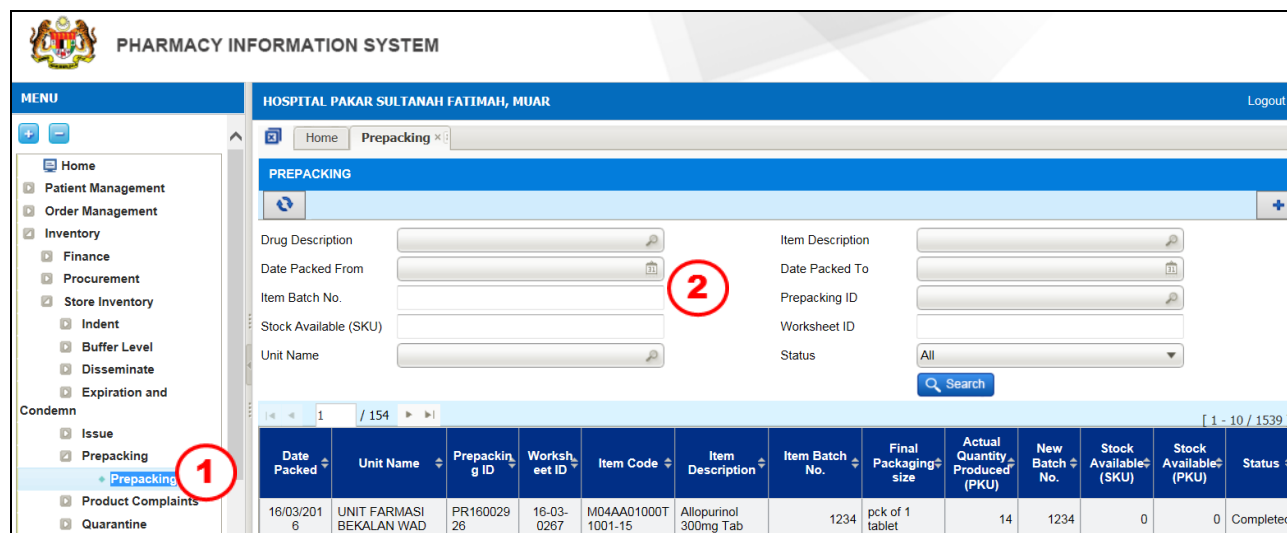


Figure 3.1-1 Prepacking Listing Page

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

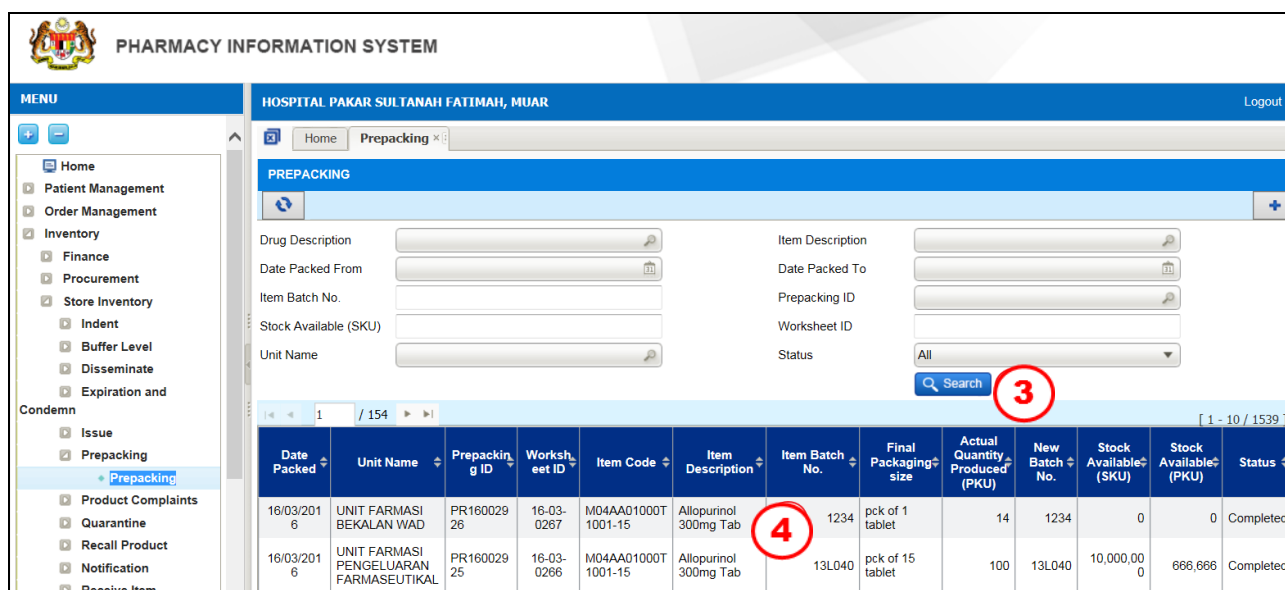
Click on 'Inventory' menu followed by 'Store Inventory' and select 'Prepacking'

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



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

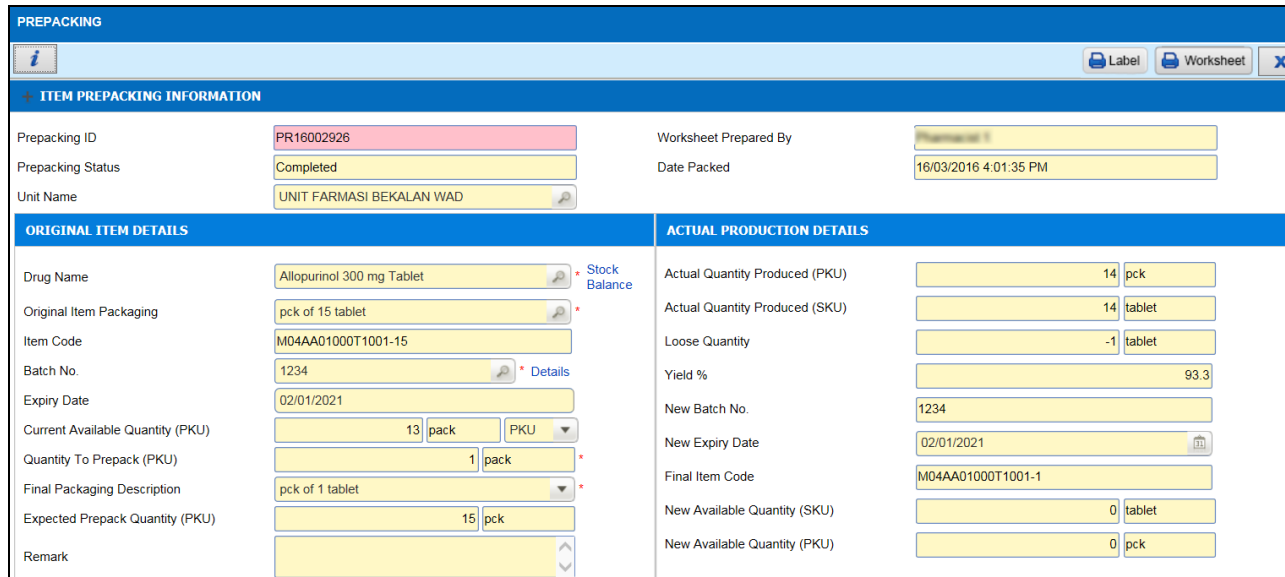
Figure 3.1-2 Prepacking Listing Page

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

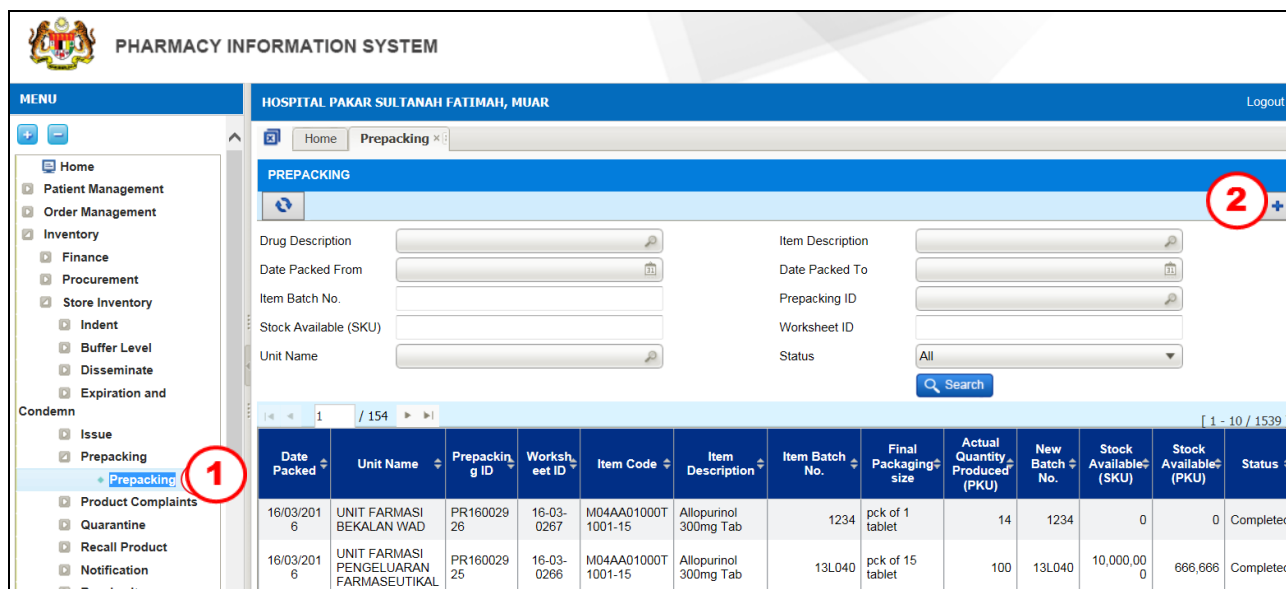


ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Allopurinol 300 mg Tablet	Actual Quantity Produced (PKU)	14 pck
Original Item Packaging	pck of 15 tablet	Actual Quantity Produced (SKU)	14 tablet
Item Code	M04AA01000T1001-15	Loose Quantity	-1 tablet
Batch No.	1234	Yield %	93.3
Expiry Date	02/01/2021	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	pck 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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Prepacking

PREPACKING

Drug Description: Item Description:

Date Packed From: Date Packed To:

Item Batch No.: Prepacking ID:

Stock Available (SKU): Worksheet ID:

Unit Name: Status:

Search

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).

PREPACKING

ITEM PREPACKING INFORMATION

Prepacking ID: Worksheet Prepared By:

Prepacking Status: Date Packed:

Unit Name:

ORIGINAL ITEM DETAILS	ACTUAL PRODUCTION DETAILS
Drug Name: Stock Balance	Actual Quantity Produced (PKU):
Original Item Packaging:	Actual Quantity Produced (SKU):
Item Code:	Loose Quantity:
Batch No.: Details	Yield %:
Expiry Date:	New Batch No.:
Current Available Quantity (PKU): pack PKU	New Expiry Date:
Quantity To Prepack (PKU): pack	Final Item Code:
Final Packaging Description:	New Available Quantity (SKU): tablet
Expected Prepack Quantity (PKU): pack	

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**.

STOCK BALANCE

Drug Code: S01EC01000T1001XX Drug Name: Acetazolamide 250 mg Tablet

1 / 1 [1 - 3 / 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
Total Stock Balance:		1,000					

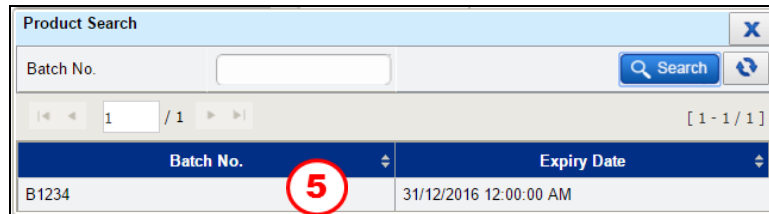
Figure 3.2-3 Prepacking Screen

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**



Batch No.	Expiry Date
B1234	31/12/2016 12:00:00 AM

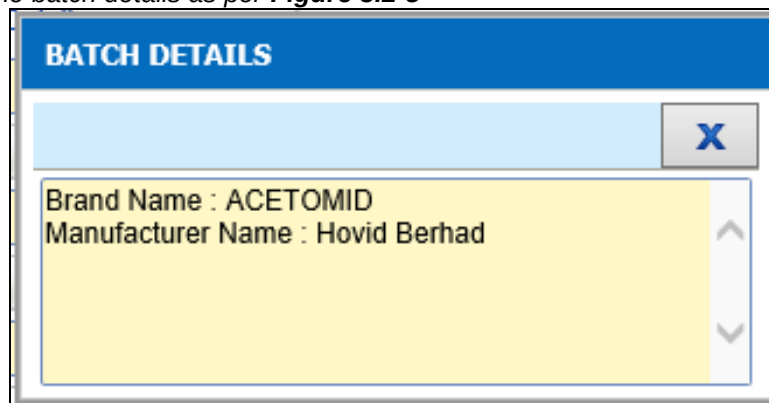
Figure 3.2-4 Product Search

STEP 5

Double click on the selected batch

Note

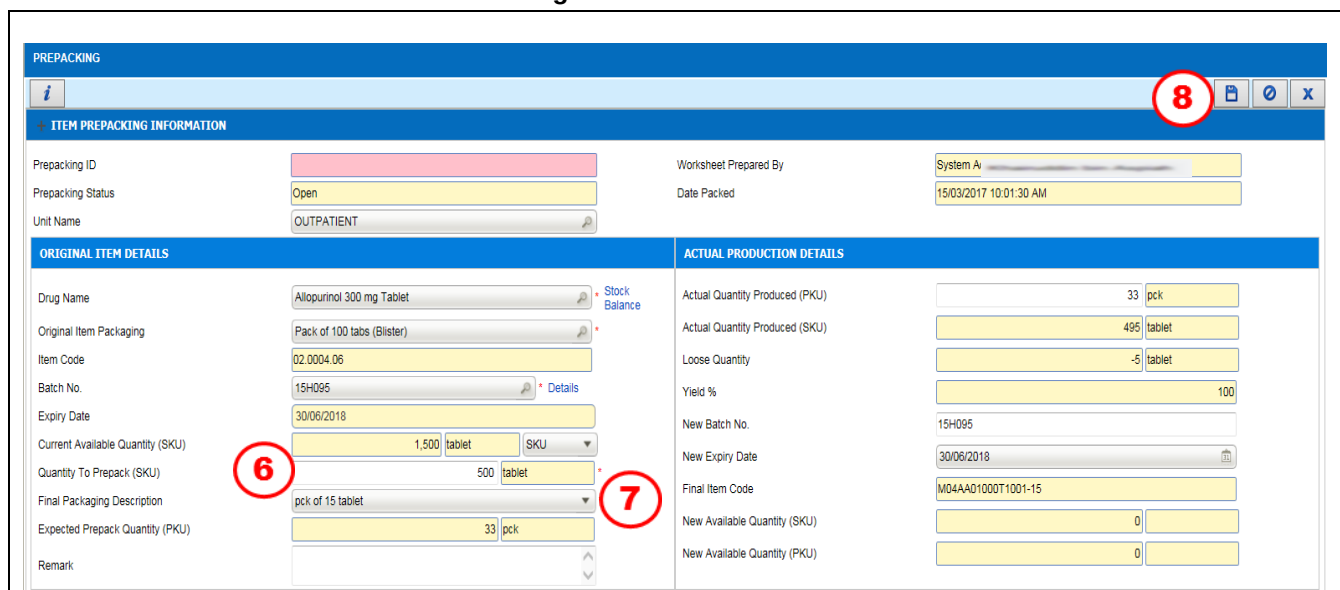
Details hyperlink is for the batch details as per **Figure 3.2-5**



BATCH DETAILS

Brand Name : ACETOMID
Manufacturer Name : Hovid Berhad

Figure 3.2-5 Batch details



PREPACKING

ITEM PREPACKING INFORMATION

Prepacking ID:
Prepacking Status: Open
Unit Name: OUTPATIENT

Worksheet Prepared By: System A
Date Packed: 15/03/2017 10:01:30 AM

ORIGINAL ITEM DETAILS	ACTUAL PRODUCTION DETAILS
Drug Name: Allopurinol 300 mg Tablet	Actual Quantity Produced (PKU): 33 pck
Original Item Packaging: Pack of 100 tabs (Blister)	Actual Quantity Produced (SKU): 495 tablet
Item Code: 02.0004.06	Loose Quantity: -5 tablet
Batch No.: 15H095	Yield %: 100
Expiry Date: 30/06/2018	New Batch No.: 15H095
Current Available Quantity (SKU): 1,500 tablet	New Expiry Date: 30/06/2018
Quantity To Prepack (SKU): 500 tablet	Final Item Code: M04AA01000T1001-15
Final Packaging Description: pck of 15 tablet	New Available Quantity (SKU): 0
Expected Prepack Quantity (PKU): 33 pck	New Available Quantity (PKU): 0
Remark:	

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

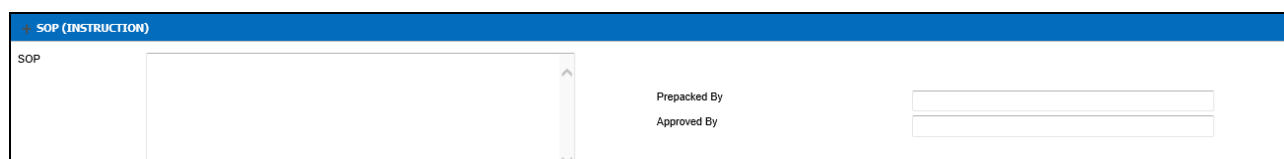


Figure 3.2-7 SOP (Instruction) section

STEP 8

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

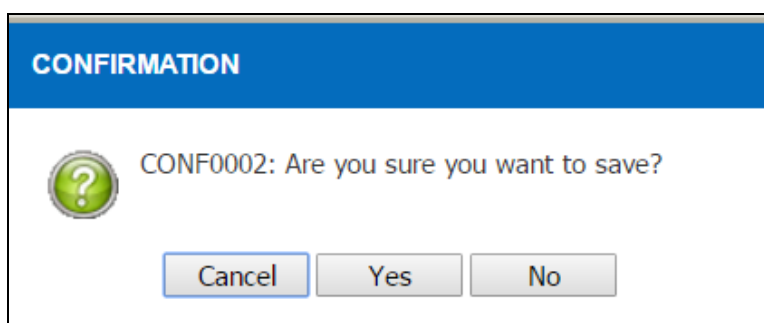
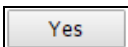
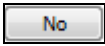


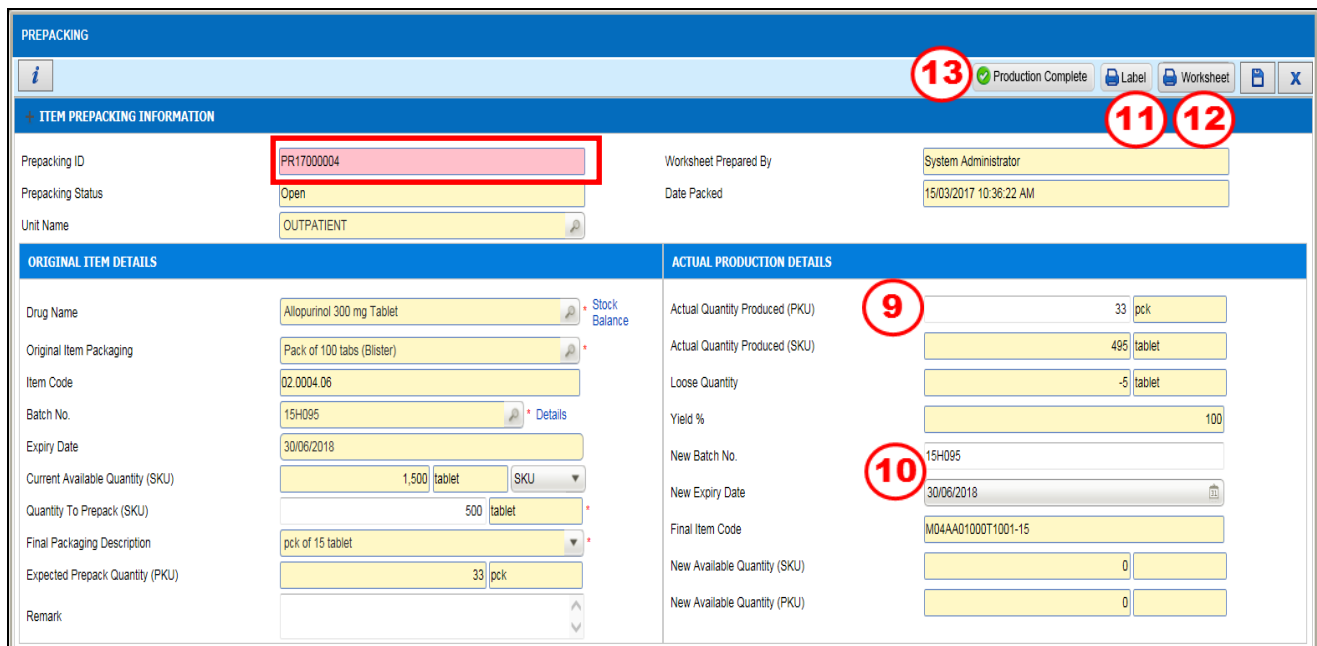
Figure 3.2-8 Confirmation to Pre Pack

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

Production Complete [Label] [Worksheet] [X]

ITEM PREPACKING INFORMATION

Prepacking ID: PR17000004
 Prepacking Status: Open
 Unit Name: OUTPATIENT

Worksheet Prepared By: System Administrator
 Date Packed: 15/03/2017 10:36:22 AM

ORIGINAL ITEM DETAILS	ACTUAL PRODUCTION DETAILS
Drug Name: Allopurinol 300 mg Tablet	Actual Quantity Produced (PKU): 33 pck
Original Item Packaging: Pack of 100 tabs (Blister)	Actual Quantity Produced (SKU): 496 tablet
Item Code: 02.0004.06	Loose Quantity: -5 tablet
Batch No: 15H095	Yield %: 100
Expiry Date: 30/06/2018	New Batch No: 15H095
Current Available Quantity (SKU): 1,500 tablet	New Expiry Date: 30/06/2018
Quantity To Prepack (SKU): 500 tablet	Final Item Code: M04AA01000T1001-15
Final Packaging Description: pck of 15 tablet	New Available Quantity (SKU): 0
Expected Prepack Quantity (PKU): 33 pck	New Available Quantity (PKU): 0
Remark:	

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

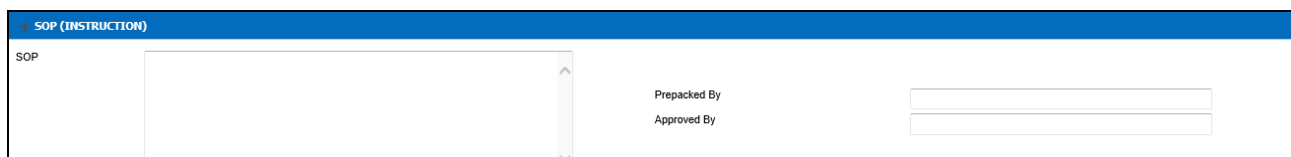
Click on the [Label] button to generate different Drug Label as shown in **Figure 3.2.15**

STEP 12

Click on the [Worksheet] 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: [Field]
 Approved By: [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**

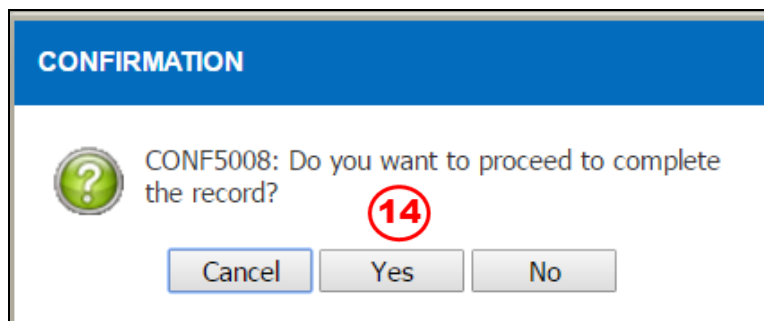


Figure 3.2-11 Confirmation Alert Message

Note

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

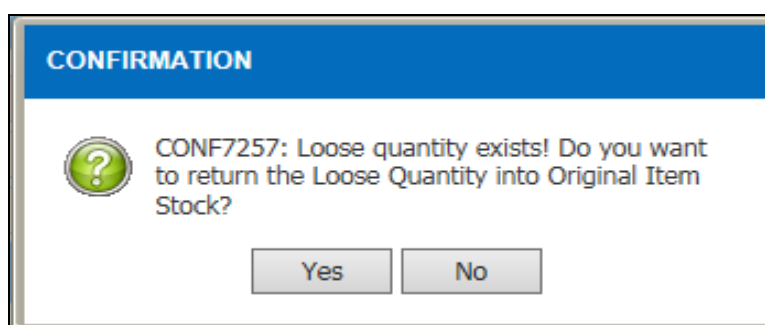
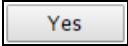


Figure 3.2-12 Confirmation Alert Message

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

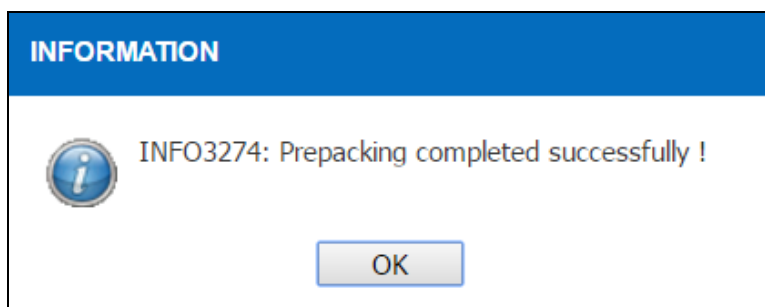
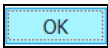


Figure 3.2-13 Information Alert Message

Note

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

PREPACKING			
		 Label  Worksheet 	
ITEM PREPACKING INFORMATION			
Prepacking ID	PR16002927	Worksheet Prepared By	Pharmaceutical Services Department
Prepacking Status	Completed	Date Packed	17/03/2016 2:01:36 PM
Unit Name	UNIT FARMASI PENGELUARAN FARMASEUTI		
ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Allopurinol 300 mg Tablet 	Actual Quantity Produced (PKU)	100 pck
Original Item Packaging	pck 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	16/12/2016	New Batch No.	13L040
Current Available Quantity (PKU)	666,666 pack PKU	New Expiry Date	16/12/2016 
Quantity To Prepack (PKU)	100 pack	Final Item Code	M04AA01000T1001-15
Final Packaging Description	pck of 15 tablet	New Available Quantity (SKU)	9,998,500 tablet
Expected Prepack Quantity (PKU)	100 pck	New Available Quantity (PKU)	666,566 pck
Remark			

Figure 3.2-13 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

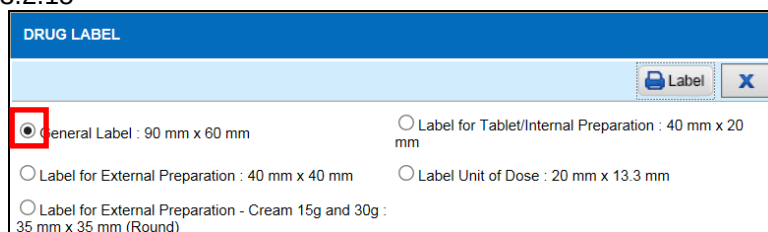


Figure 3.3-1 Drug Label Options

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 Allopurinol 300 mg Tablet Qty : 15 tablet Batch No : 15H095 Prep Date: 15/03/2017 Exp Date: 30/06/2018 Hospital Miri		TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Allopurinol 300 mg Tablet Qty : 15 tablet Batch No : 15H095 Prep Date: 15/03/2017 Exp Date: 30/06/2018 Hospital Miri	
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Figure 3.3-3 Label 40mm x 40mm

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