



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

Full Based User Manual Medication Counseling

Version	: 6th Edition
Document ID	: FB_U. MANUAL_MEDICATION COUNSELLING



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Reference ID : FB_U. MANUAL_MEDICATION COUNSELLING-6th Edition

Application reference: PhIS & CPS v1.6.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organized Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend	2
2.2	Latest Enhancement and Updates	4
3.0	Medication Counselling	5
	Figure 3.0-1	5
3.1	View Order Record	6
3.1.1	View Individual Order Record	6
3.1.2	Order - Individual	10
3.1.3	Individual Order – Reschedule Appointment	15
3.1.4	Individual Order – Cancel Appointment	16
3.1.5	View Existing Group Order	17
3.1.6	Order - Group	20
3.1.7	Group Order – Reschedule Appointment, Add & Delete patient for Counselling	26
3.1.8	Group Order – Cancel Appointment	30
3.2	Reporting	32
3.2.1	View Existing Individual Reporting	32
3.2.2	Individual Reporting	36
3.2.3	Individual Follow Up Required	44
3.2.4	View Existing Group Reporting	46
3.2.5	Group Reporting	49
4.0	Acronyms	52
5.0	Links to Clinical Modules	52

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 Medication Counselling 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:

- Order
- Reporting
- Counselling Material

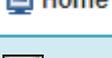
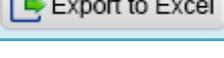
1.3 Organized Sections

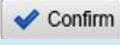
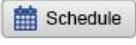
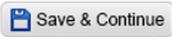
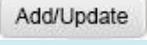
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Medication Counselling
- 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
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format

Medication Counselling Module Legend			
	Upload		Confirm
	Schedule		Save & Continue
	Add / Update		Delete
	Expand button		Print Malay language

Note

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.



2.2 Latest Enhancement and Updates

Latest Functions	Page
Appointment date adjustable (backdated up to 5 days only)	page 12 , page 15
Compliance Calculate Score hyperlink enable after confirmation	page 43
'MC' in Clinical Summary rename to 'Medication Counselling'	Refer Patient Management module

3.0 Medication Counselling

Overview

The Medication Counselling module is provided to all the patients. The ultimate goal to be achieved during patient medication counseling is to provide information directed at encouraging safe and appropriate use of medication.

User Group

This module is intended for pharmacist and assistant pharmacist (subject to user assign by the facility)

Functional Diagram

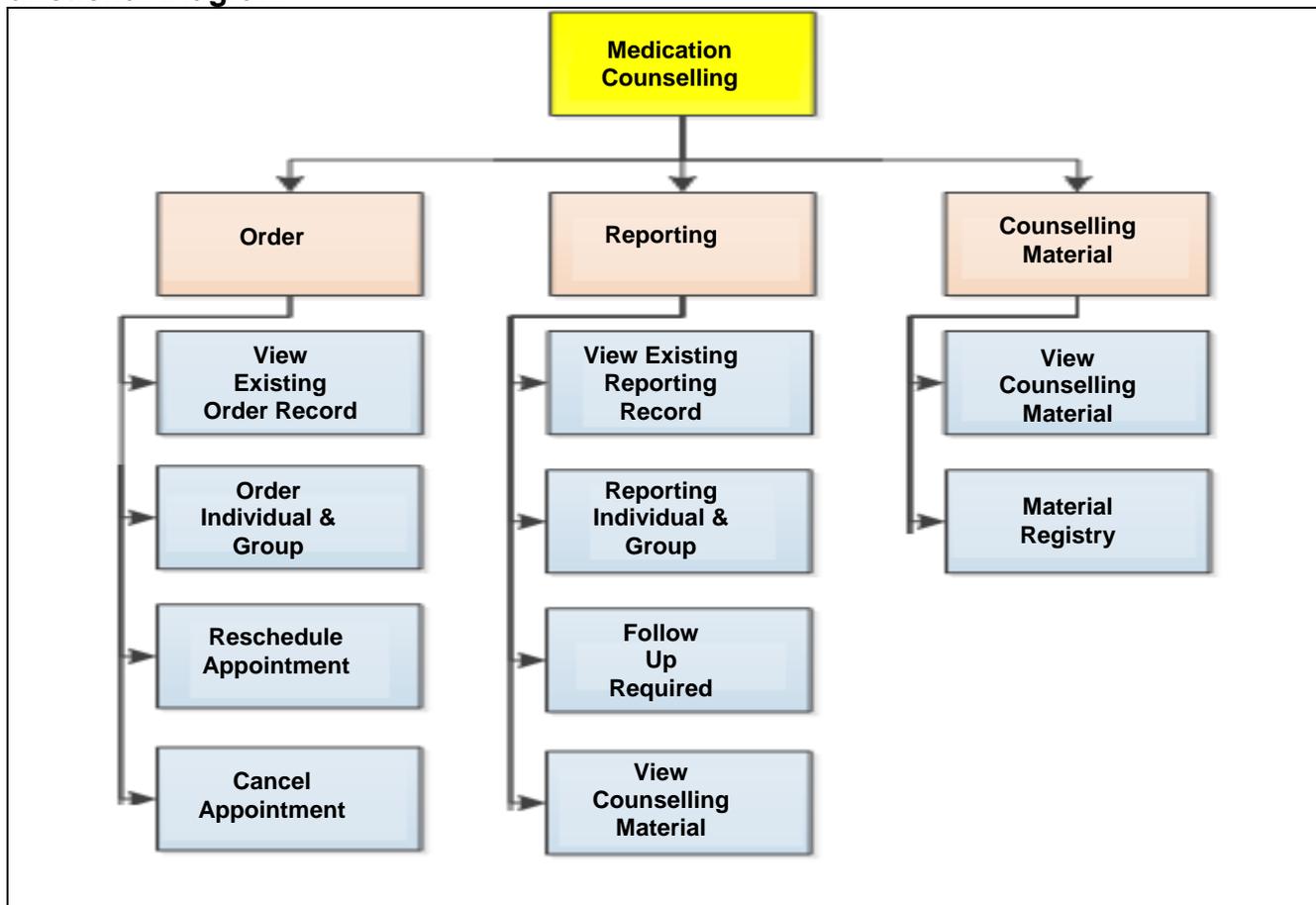


Figure 3.0-1

Functional Description

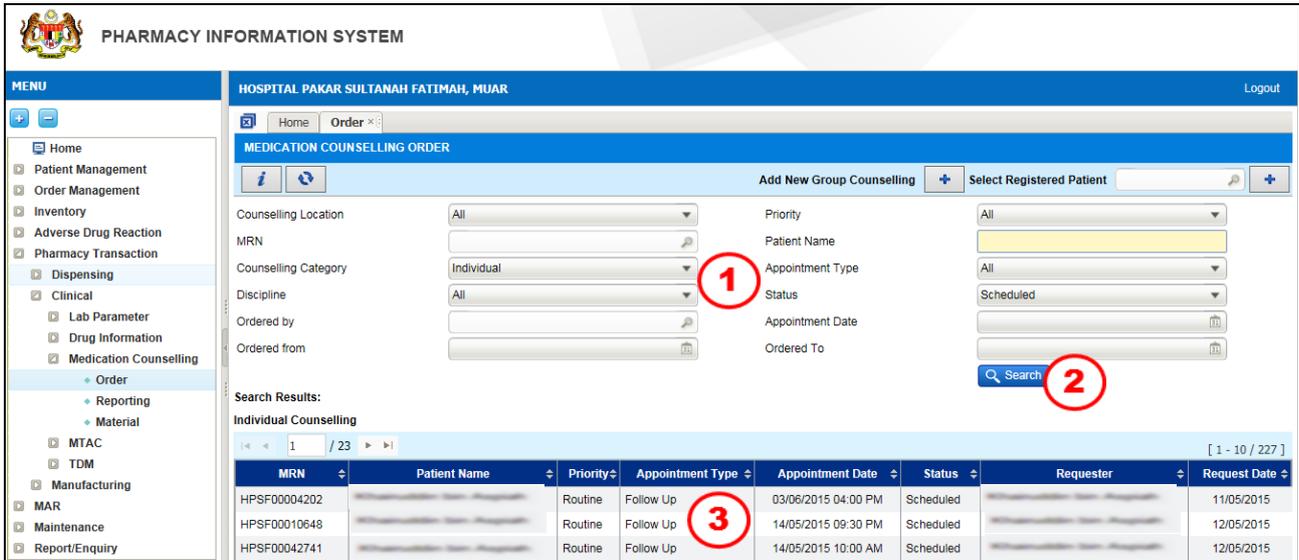
Medication Counselling comprises of three (3) main functions:

- **Order**
This function enables user to capture individual and group order and schedule appointment date and time.
- **Reporting**
This function enables user to perform reporting for individual and group. It also supports the viewing and printing of counselling material.
- **Material**
This function provides user the capability to view and download counselling material.

3.1 View Order Record

3.1.1 View Individual Order Record

This function is used to retrieve and view individual order.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Order

MEDICATION COUNSELLING ORDER

Add New Group Counselling + Select Registered Patient

Counselling Location: All Priority: All

MRN: Patient Name:

Counselling Category: Individual **1** Appointment Type: All

Discipline: All Status: Scheduled

Ordered by: Appointment Date:

Ordered from: Ordered To:

Search **2**

Search Results:
Individual Counselling

MRN	Patient Name	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00004202		Routine	Follow Up 3	03/06/2015 04:00 PM	Scheduled		11/05/2015
HPSF00010648		Routine	Follow Up	14/05/2015 09:30 PM	Scheduled		12/05/2015
HPSF00042741		Routine	Follow Up	14/05/2015 10:00 AM	Scheduled		12/05/2015

Figure 3.1.1-1 Order Listing Page

Note

- PhIS Screen menu/sub menu will be displayed according to user access rights
- To view individual order record select counselling category as 'Individual'
- User is also able to edit ordered status and schedule the appointment date at medication counselling order screen

STEP 1

Search for patient record by below criteria:-

No	Field	Description	Remark
a	Counselling Location	Counselling Location (It will list down all active locations)	Able to filter and search patient name by counselling location
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either full in or partially: <i>Example : HPSF00001234 or "1234"</i>
c	Counselling Category	-Group -Individual	Able to filter and search patient name by counselling category
d	Discipline	Discipline (It will list down all active disciplines)	Able to filter and search patient name by discipline
e	Ordered by	Ordered person name	Able to filter and search patient name by name of person who ordered counselling
f	Ordered from	Date	Able to filter and search patient name by ordered from date
g	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
h	Patient Name	Patient's name	Allow to search by full or partial patient name
i	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
j	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
k	Appointment Date	Date	Able to filter and search patient name by appointment date
l	Ordered To	Patient Name	Allow to search by patient full name or partial

Table 3.1.1-1

STEP 2

Click on  button to search for patient

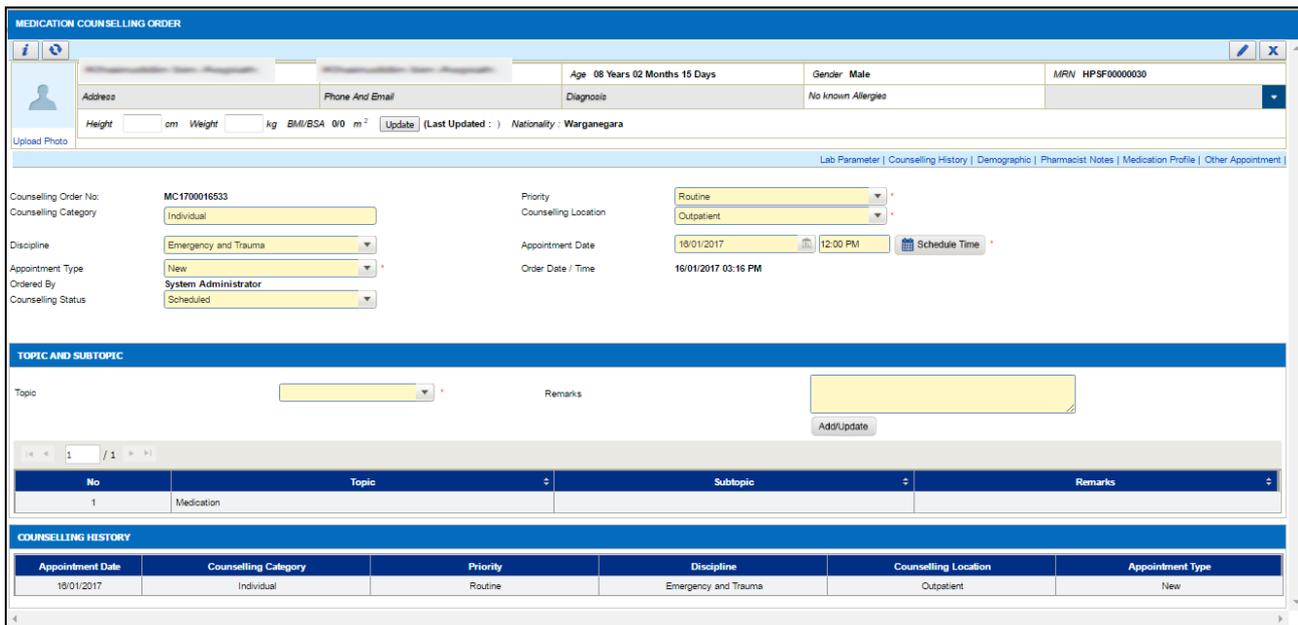
Note

Search results of current registered patient list will display:

- MRN
- Patient Name
- Priority
- Appointment Type
- Appointment Date
- Status
- Requester
- Request Date

STEP 3

Double click on the selected patient listed as shown in Figure 3.1.1-1. Patient detailed information will displayed as Figure 3.1.1-2



MEDICATION COUNSELLING ORDER

Age: 08 Years 02 Months 15 Days | Gender: Male | MRN: HPSF00000030

Address: | Phone And Email: | Diagnosis: No known Allergies

Height: cm | Weight: kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: Warganegara

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Counselling Order No: MC1700016533 | Priority: Routine | Counselling Location: Outpatient

Discipline: Emergency and Trauma | Appointment Date: 19/01/2017 12:00 PM | Schedule Time

Appointment Type: New | Order Date / Time: 19/01/2017 03:16 PM

Ordered By: System Administrator | Counselling Status: Scheduled

TOPIC AND SUBTOPIC

Topic: | Remarks: | Add/Update

No	Topic	Subtopic	Remarks
1	Medication		

COUNSELLING HISTORY

Appointment Date	Counselling Category	Priority	Discipline	Counselling Location	Appointment Type
19/01/2017	Individual	Routine	Emergency and Trauma	Outpatient	New

Figure 3.1.1-2 Medication Counseling Order

Note

- Once user clicks on the selected patient name, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen with 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 additional patient information. Click on the hyperlink as below:
 - a) **ADR**
 - Adverse Drug Reaction recorded for the patient
 - b) **Lab Results**
 - Patient's laboratory test results
 - c) **Counselling History**
 - Medication Counselling history records
 - d) **Demographic**
 - Patient's demographic details
 - e) **Pharmacist Notes**
 - Pharmacy notes such as MTAC, Ward Pharmacy etc.
 - f) **Medication Profile**
 - This hyperlink will show the patient's current medication and previous medication history

g) Other Appointments

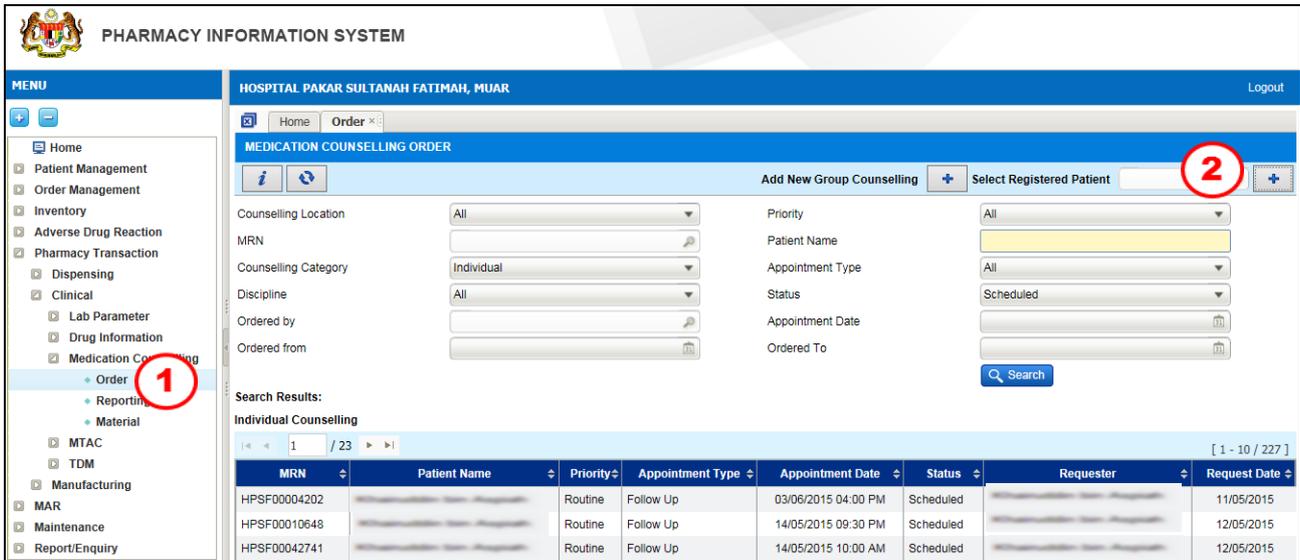
- This screen provides information if there are any other appointments recorded for the patient

- Current visit information will be displayed as below:
 - a) Visit number
 - b) Attending practitioner
 - c) Visit date
 - d) Visit location
 - e) Room No / Bed No
 - f) Rx No

- Order details
- Topic and Subtopic
- Search Results

3.1.2 Order - Individual

This function will allow user to order counselling for individual and add details such as counseling topics, appointment type, counselling location and schedule appointment dates.



MRN	Patient Name	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00004202	[Redacted]	Routine	Follow Up	03/06/2015 04:00 PM	Scheduled	[Redacted]	11/05/2015
HPSF00010648	[Redacted]	Routine	Follow Up	14/05/2015 09:30 PM	Scheduled	[Redacted]	12/05/2015
HPSF00042741	[Redacted]	Routine	Follow Up	14/05/2015 10:00 AM	Scheduled	[Redacted]	12/05/2015

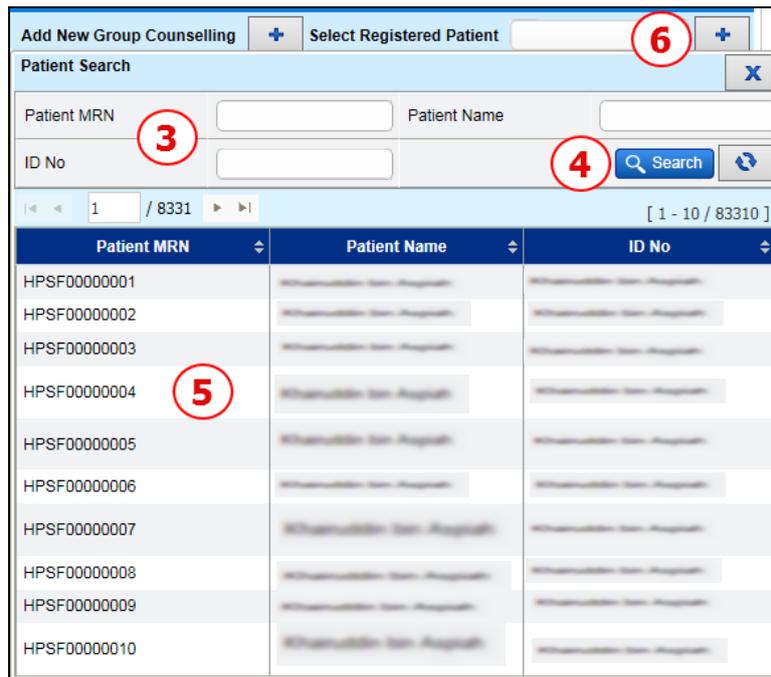
Figure 3.1.2-1 Medication Counselling - Order Listing Page

STEP 1

Click on 'Order' sub menu

STEP 2

Click on the  button to search for registered patient at the **Select Registered Patient** field



Patient MRN	Patient Name	ID No
HPSF00000001	[Redacted]	[Redacted]
HPSF00000002	[Redacted]	[Redacted]
HPSF00000003	[Redacted]	[Redacted]
HPSF00000004	[Redacted]	[Redacted]
HPSF00000005	[Redacted]	[Redacted]
HPSF00000006	[Redacted]	[Redacted]
HPSF00000007	[Redacted]	[Redacted]
HPSF00000008	[Redacted]	[Redacted]
HPSF00000009	[Redacted]	[Redacted]
HPSF00000010	[Redacted]	[Redacted]

Figure 3.1.2-2 Patient Search

Note

- Search MRN screen will be displayed as shown in Figure 3.1.2-2.
- On this screen, user will be able to search existing Patient records by:
 - Patient MRN
 - Patient Name
 - ID No

STEP 3

Search for patient record by below criteria :-

No	Field	Description	Remark
a	Patient MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either in full or partially: <i>Example : HPSF00001234 or "1234"</i>
b	ID No	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient's name	Allow to search by full or partial patient name

Table 3.1.2-1

STEP 4

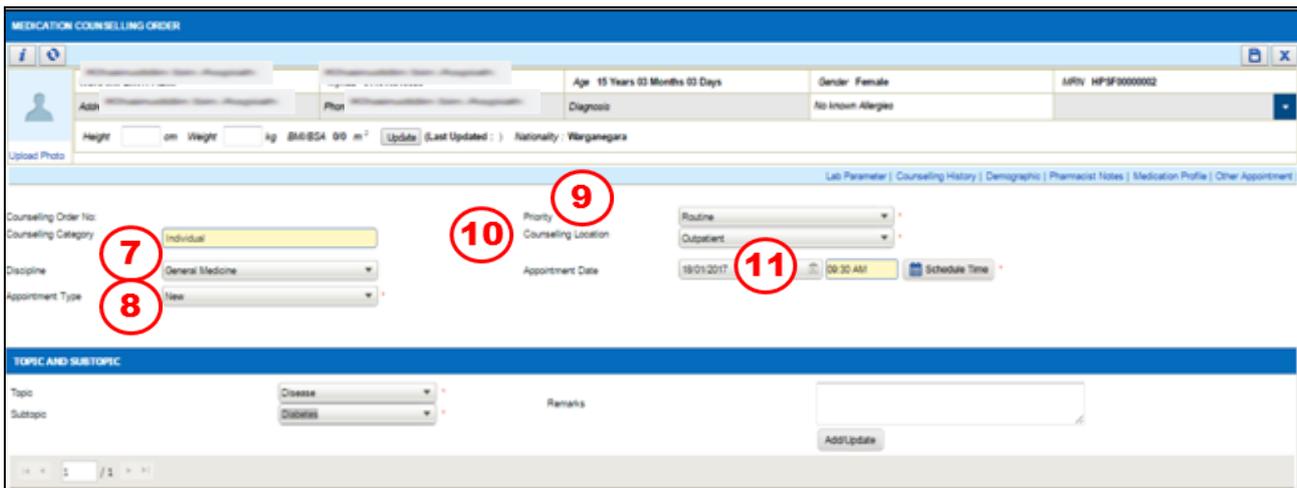
Click on the  button to search for patient

STEP 5

Click on the selected patient's name

STEP 6

Click on the  button to create a new Medication Counselling order



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. It includes fields for patient details (Age, Gender, MRN, Height, Weight, Diagnosis, Nationality) and counselling order details (Counselling Order No, Counselling Category, Discipline, Appointment Type, Priority, Counselling Location, Appointment Date, Routine, Schedule Time). Red circles with numbers 7 through 11 highlight specific fields: 7 (Counselling Category), 8 (Appointment Type), 9 (Priority), 10 (Counselling Location), and 11 (Appointment Date).

Figure 3.1.2-3 Medication Counselling Order

Note

- Once user clicks on the selected patient name, the Medication Counselling Order Screen will be displayed as shown in Figure 3.1.2-3.
- **Counselling Category** will be automatically defaulted as *Individual*.

STEP 7

Select **Discipline** from the drop down box

STEP 8

Select **Appointment Type** from the dropdown box

- Follow Up
- New

STEP 9

Select **Priority** from the dropdown box

- Routine
- Urgent

STEP 10

Select **Counselling Location** from the dropdown box

STEP 11

Click on the  button to select **Appointment Date** and calendar will be appear as shown in Figure 3.1.2-4

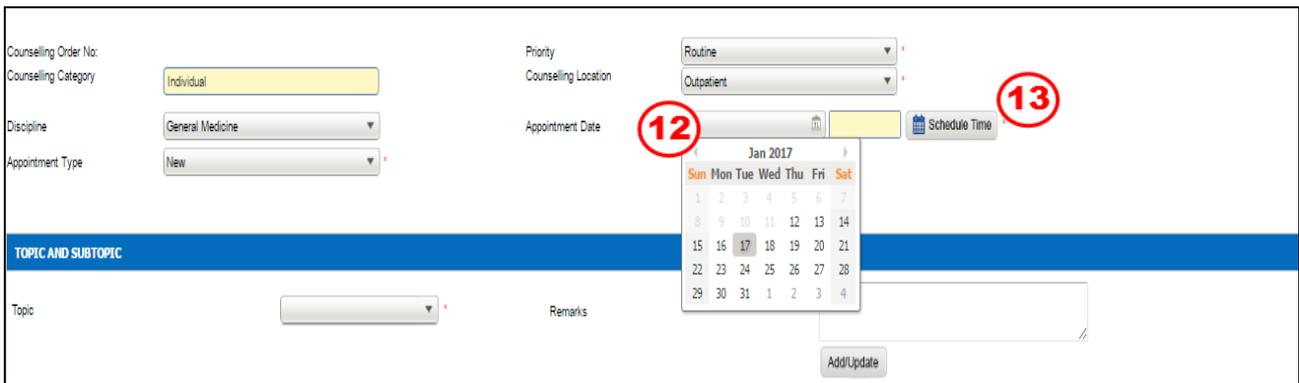
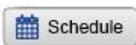


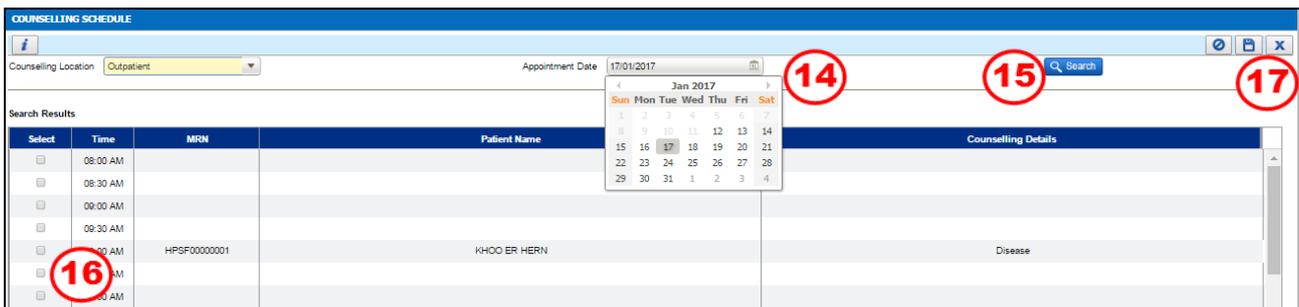
Figure 3.1.2-4 Select Medication Counselling Order

STEP 12

Select **Appointment Date** and time from the calendar. User can select the date from 5 days back as shown in Figure 3.1.2-4.

STEP 13

Click on the  button and system will display the Counselling Schedule screen as shown in Figure 3.1.2-5



Select	Time	MRN	Patient Name	Counselling Details
<input type="checkbox"/>	08:00 AM			
<input type="checkbox"/>	08:30 AM			
<input type="checkbox"/>	09:00 AM			
<input type="checkbox"/>	09:30 AM			
<input type="checkbox"/>	10:00 AM	HPSF00000001	KHOO ER HERN	Disease
<input type="checkbox"/>	10:30 AM			
<input type="checkbox"/>	11:00 AM			

Figure 3.1.2-5 Counselling Schedule

STEP 14

Click on the  button and select **Appointment Date** for counselling. User can select the date from 5 days back as shown in Figure 3.1.2-5

STEP 15

Click on the  button to search the time for appointment date that has been selected

STEP 16

Click on time slot  checkbox to select time for counselling

STEP 17

Click on the  button to save record

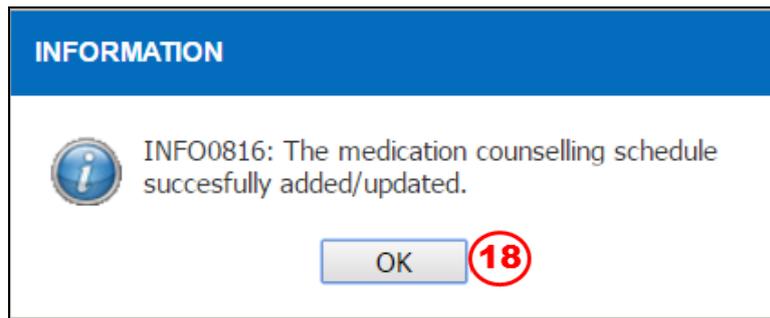
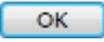


Figure 3.1.2-6 Information alert message

STEP 18

Click on the  button to confirm save record

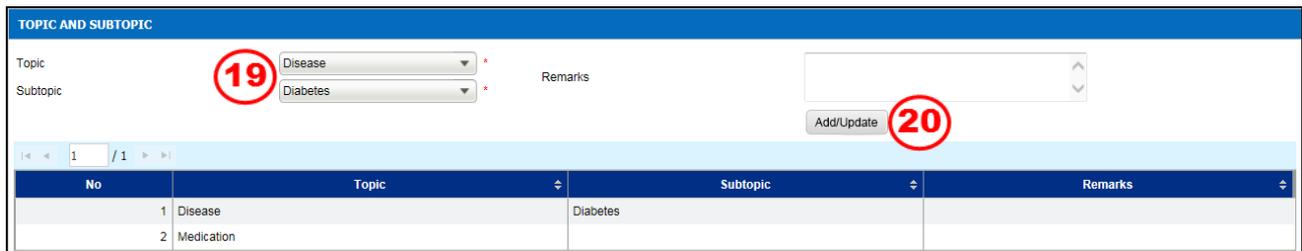


Figure 3.1.2-7 Topic and Subtopic section

STEP 19

Select **Topic** from the dropdown box

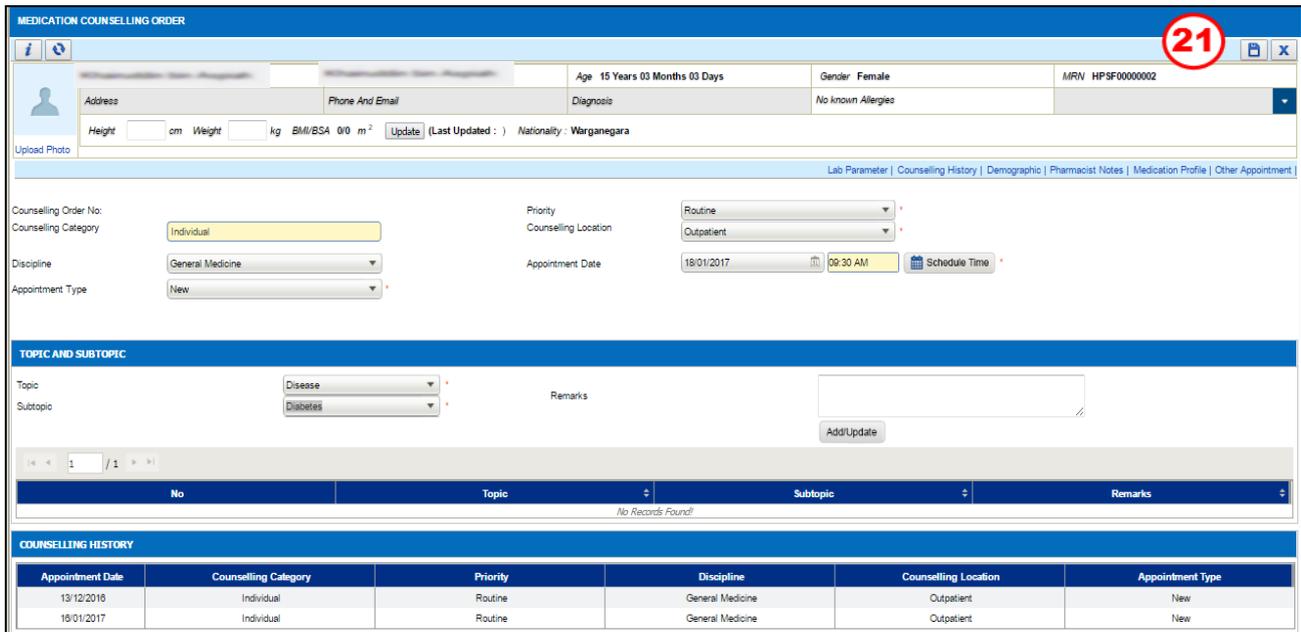
- Device
- Disease
- Radiopharmaceutical
- Chemotherapy
- Medication
- Methadone Replacement Therapy
- Smoking Casselton

Note

Subtopic only appears if user selects topic Device, Disease or Radiopharmaceutical as topic.

STEP 20

Click on the  button to add record as shown in Figure 3.1.2-7



MEDICATION COUNSELLING ORDER

Address: [Redacted] Phone And Email: [Redacted] Age: 15 Years 03 Months 03 Days Gender: Female M/RN: HPSF0000002

Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Upload Photo

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Counselling Order No.: [Redacted] Priority: Routine
Counselling Category: Individual Counselling Location: Outpatient
Discipline: General Medicine Appointment Date: 18/01/2017 09:30 AM Schedule Time
Appointment Type: New

TOPIC AND SUBTOPIC

Topic: Disease Subtopic: Diabetes Remarks: [Redacted]

Add/Update

No	Topic	Subtopic	Remarks
No Records Found!			

COUNSELLING HISTORY

Appointment Date	Counselling Category	Priority	Discipline	Counselling Location	Appointment Type
13/12/2016	Individual	Routine	General Medicine	Outpatient	New
18/01/2017	Individual	Routine	General Medicine	Outpatient	New

Figure 3.1.2-8 Select Medication Counselling Order

STEP 21

Click on the  button to save record as shown in Figure 3.1.2-8

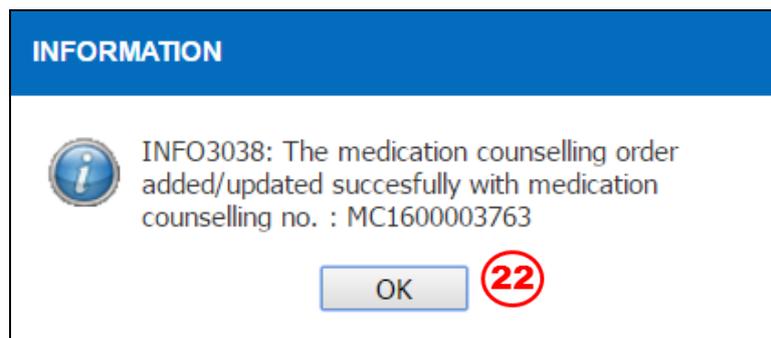


Figure 3.1.2-9 Order successfully added/updated

STEP 22

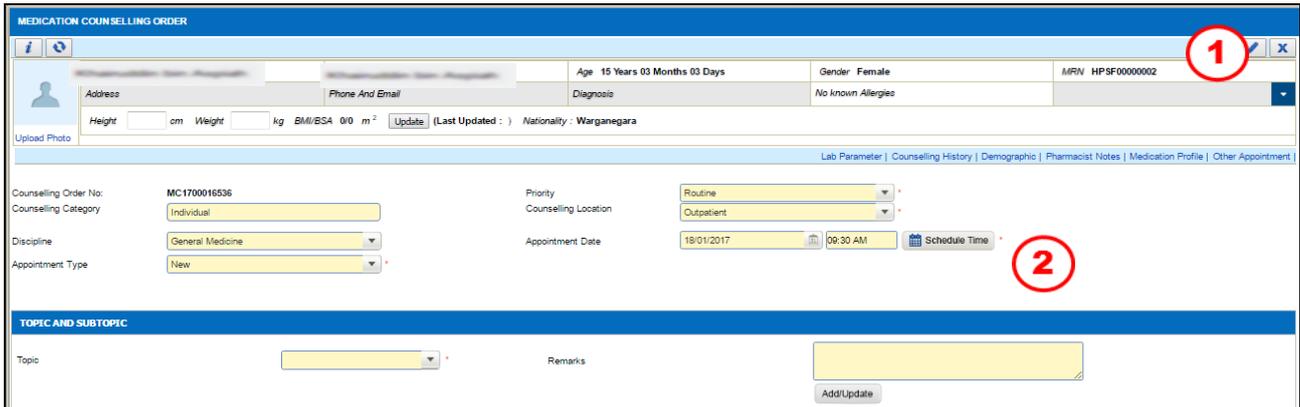
Click on the  button to confirm save record

Note

Medication Counselling No. Will be automatically generated for future reference.

3.1.3 Individual Order – Reschedule Appointment

This function is used to edit Medication Counselling order and to reschedule appointment to another date and time. Reschedule appointment only can be performed before the reporting stage.



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. At the top right, there is a close button (X) and a search icon (1). Below this, patient information is displayed, including Age (15 Years 03 Months 03 Days), Gender (Female), and MRN (HPSF00000002). The form includes fields for Address, Phone And Email, and Diagnosis. Below this, there are fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). The form also has tabs for Lab Parameter, Counselling History, Demographic, Pharmacist Notes, Medication Profile, and Other Appointment. In the middle section, there are dropdown menus for Counselling Order No. (MC1700016536), Priority (Routine), Counselling Location (Outpatient), Discipline (General Medicine), and Appointment Type (New). There is also a date and time selector for Appointment Date (18/01/2017, 08:30 AM) with a 'Schedule Time' button (2). At the bottom, there is a 'TOPIC AND SUBTOPIC' section with a Topic dropdown and a Remarks text area with an 'Add/Update' button.

Figure 3.1.3-1 Medication Counselling – Order

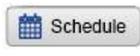
Note

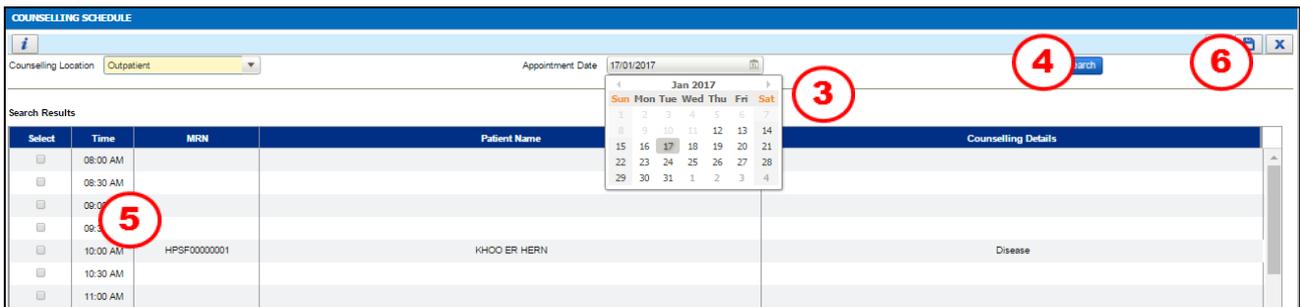
Repeat step 1 to 3 as in View Order Individual Record before performing Individual Order – Reschedule Appointment steps.

STEP 1

Click on the  button to proceed to reschedule process

STEP 2

Click on the  button and system will display the Counselling Schedule screen as shown in Figure 3.1.3-2



The screenshot shows the 'COUNSELLING SCHEDULE' screen. At the top, there is a search icon (3) and a search button (4). Below this, there are dropdown menus for Counselling Location (Outpatient) and Appointment Date (17/01/2017). A calendar widget is displayed, showing the date 17/01/2017 selected. Below the calendar, there is a table with columns for Select, Time, MRN, Patient Name, and Counselling Details. The table has several rows, with the first row having a checkbox (5) and a time slot of 08:00 AM. The second row has a time slot of 08:30 AM. The third row has a time slot of 09:00 AM. The fourth row has a time slot of 09:30 AM. The fifth row has a time slot of 10:00 AM and MRN HPSF00000001. The sixth row has a time slot of 10:30 AM. The seventh row has a time slot of 11:00 AM. At the bottom right, there is a search button (6).

Figure 3.1.3-2 Counselling Schedule

STEP 3

Click on the  button and select **Appointment Date** for counselling. User can select the date from 5 days back as shown in Figure 3.1.3-2.

STEP 4

Click on the  button to search the counselling schedule

STEP 5

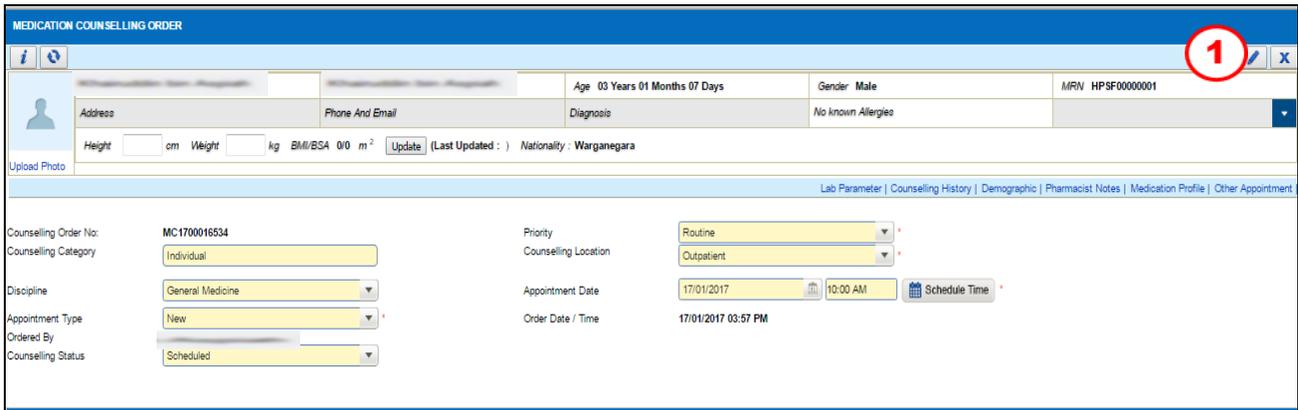
Click on time slot checkbox to select time for counselling

STEP 6

Click on the  button to save record

3.1.4 Individual Order – Cancel Appointment

This function is used to cancel appointment for individual counseling.



MEDICATION COUNSELLING ORDER

Age 03 Years 01 Months 07 Days | Gender Male | MRN HPSF0000001

Address | Phone And Email | Diagnosis | No known Allergies

Height [] cm | Weight [] kg | BMI/BSA 0/0 m² | Update (Last Updated :) | Nationality : Warganegara

Lab Parameter | Counseling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Counseling Order No: MC1700016534 | Priority: Routine | Counseling Location: Outpatient | Appointment Date: 17/01/2017 10:00 AM | Schedule Time

Counseling Category: Individual | Discipline: General Medicine | Appointment Type: New | Order Date / Time: 17/01/2017 03:57 PM

Ordered By: [] | Counseling Status: Scheduled

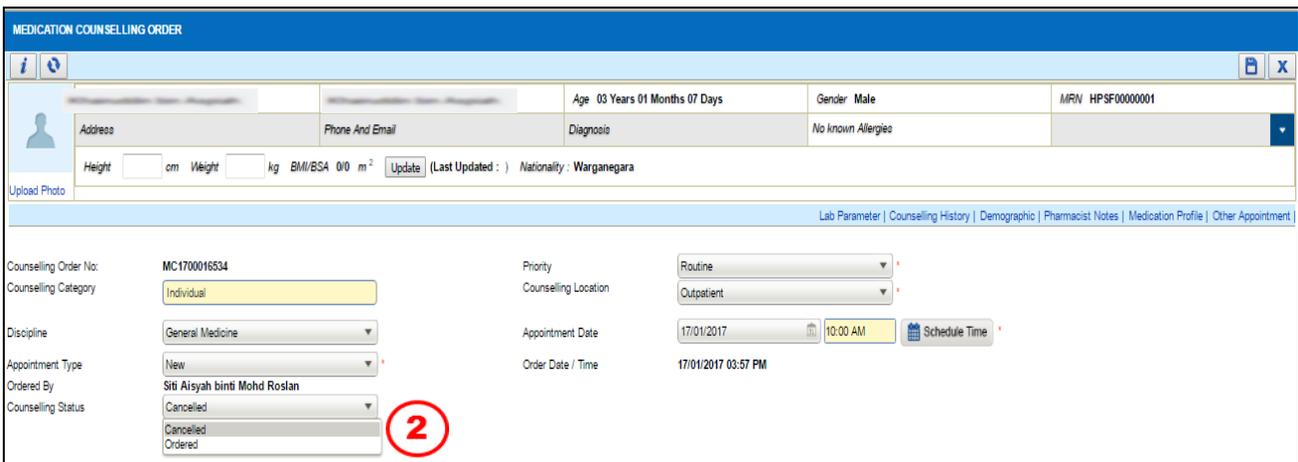
Figure 3.1.4-1 Medication Counselling Order

Note

Repeat step 1 to 3 as in View Order Individual Record before performing Individual Order – Cancel Appointment steps.

STEP 1

Click on the  button to edit counseling order



MEDICATION COUNSELLING ORDER

Age 03 Years 01 Months 07 Days | Gender Male | MRN HPSF0000001

Address | Phone And Email | Diagnosis | No known Allergies

Height [] cm | Weight [] kg | BMI/BSA 0/0 m² | Update (Last Updated :) | Nationality : Warganegara

Lab Parameter | Counseling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Counseling Order No: MC1700016534 | Priority: Routine | Counseling Location: Outpatient | Appointment Date: 17/01/2017 10:00 AM | Schedule Time

Counseling Category: Individual | Discipline: General Medicine | Appointment Type: New | Order Date / Time: 17/01/2017 03:57 PM

Ordered By: Siti Aisyah binti Mohd Roslan | Counseling Status: Canceled

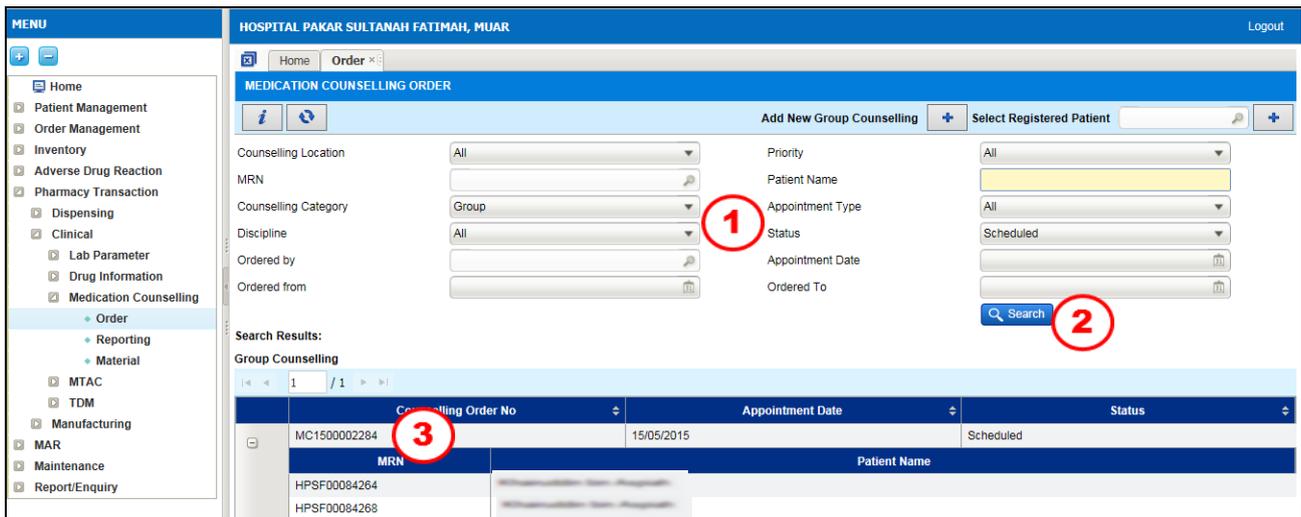
Figure 3.1.4-2 Medication Counselling Order

STEP 2

Select **Counseling Status** as Canceled from the dropdown box

3.1.5 View Existing Group Order

This function is used to view existing group order.



The screenshot shows the 'MEDICATION COUNSELLING ORDER' landing screen. The left menu is expanded to 'Medication Counselling' > 'Order'. The main area has filters for 'Counselling Location' (All), 'MRN', 'Counselling Category' (Group), 'Discipline' (All), 'Ordered by', and 'Ordered from'. It also has filters for 'Priority' (All), 'Patient Name', 'Appointment Type' (All), 'Status' (Scheduled), 'Appointment Date', and 'Ordered To'. A search button is present. Below the filters is a 'Search Results' section with a table of 'Group Counselling' orders. The table has columns for 'Counselling Order No', 'Appointment Date', and 'Status'. A row is highlighted with a red circle 3 around the 'Counselling Order No' cell. A red circle 1 is around the 'Counselling Category' dropdown, and a red circle 2 is around the search button.

Counselling Order No	Appointment Date	Status
MC1500002284	15/05/2015	Scheduled

Figure 3.1.5-1 Medication Counselling – Order Landing Screen

Note

- To view group order records select counselling category as 'Group'.
- User also able to edit ordered status and schedule the appointment date at medication counselling order screen.

STEP 1

Search for patient record by below criteria :-

No	Field	Description	Remark
a	Counselling Location	Counselling Location (It will list down all active locations)	Able to filter and search patient name by counselling location
b	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> Type the MRN either full in or partially: <i>Example : HPSF00001234 or "1234"</i>
c	Counselling Category	-Group -Individual	Able to filter and search patient name by counselling category
d	Discipline	Discipline (It will list down all active disciplines)	Able to filter and search patient name by discipline
e	Ordered by	Ordered person name	Able to filter and search patient name by name of person who ordered counselling
f	Ordered from	Date	Able to filter and search patient name by ordered from date
g	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
h	Patient Name	Patient's name	Allow to search by full or partial patient name
i	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
j	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
k	Appointment Date	Date	Able to filter and search patient name by appointment date
l	Ordered To	Patient Name	Allow to search by patient full name or partial

Table 3.1.5-1

STEP 2

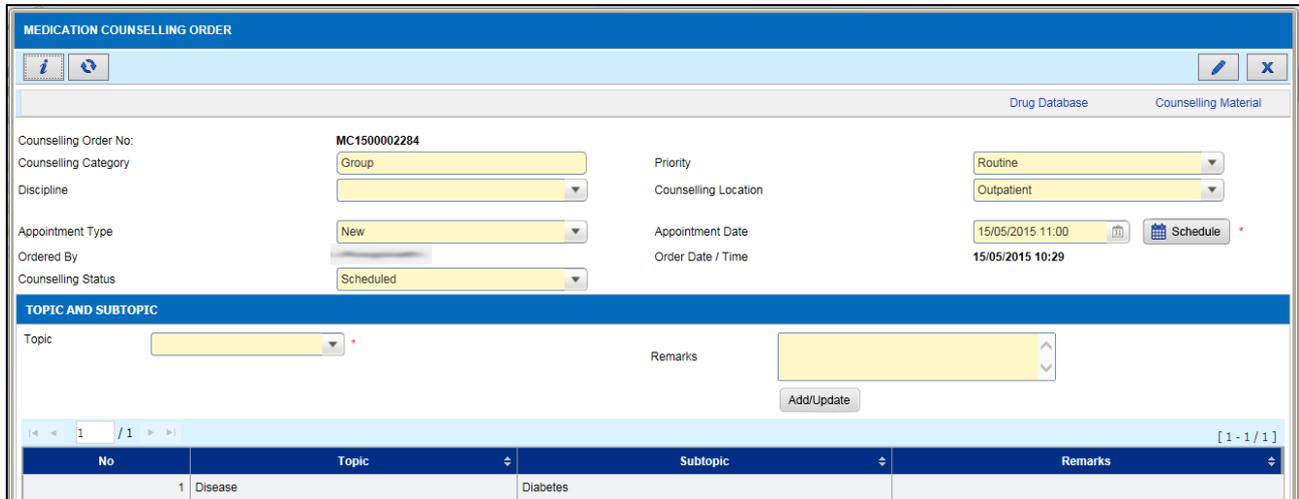
Click on  button to search for patient

Note

- Search results of current registered patient list will display:
 - Counselling Order No
 - Appointment Date
 - Status
- Click on the  button to expand and view patient MRN and patient name for group counselling as shown in Figure 3.1.5-1.
- User is also able to perform individual order by clicking on the patient name and individual order screen will be displayed.

STEP 3

Double click on the selected counselling order no. as shown in Figure 3.1.5-1, patient detailed information will appear as shown in per Figure 3.1.5-2



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: MC150002284

Counselling Category: Group Priority: Routine

Discipline: Counselling Location: Outpatient

Appointment Type: New Appointment Date: 15/05/2015 11:00 Schedule

Ordered By: Order Date / Time: 15/05/2015 10:29

Counselling Status: Scheduled

TOPIC AND SUBTOPIC

Topic: Remarks:

Add/Update

No	Topic	Subtopic	Remarks
1	Disease	Diabetes	

Figure 3.1.5-2 Medication Counselling Order

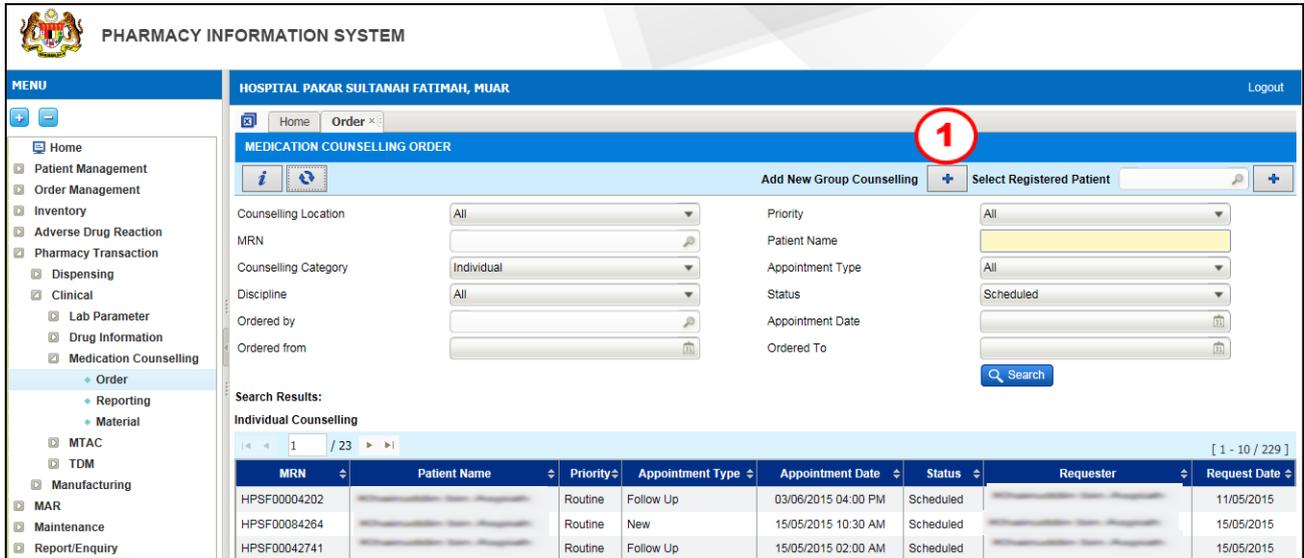
Note

Once user clicks on the selected counselling order no. the group counselling information will be displayed as below:

- Counselling Order No
- Counselling details
- Topics and Subtopics
- Counselling record list

3.1.6 Order - Group

This function allows user to order Medication Counselling Order by group.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MEDICATION COUNSELLING ORDER

Home Order x

1

Home

Order Management

Inventory

Adverse Drug Reaction

Pharmacy Transaction

Dispensing

Clinical

Lab Parameter

Drug Information

Medication Counselling

Order

Reporting

Material

MTAC

TDM

Manufacturing

MAR

Maintenance

Report/Enquiry

Logout

Home Order x

MEDICATION COUNSELLING ORDER

Add New Group Counselling + Select Registered Patient

Counselling Location: All

MRN: [Input Field]

Counselling Category: Individual

Discipline: All

Ordered by: [Input Field]

Ordered from: [Input Field]

Priority: All

Patient Name: [Input Field]

Appointment Type: All

Status: Scheduled

Appointment Date: [Input Field]

Ordered To: [Input Field]

Search

Search Results:

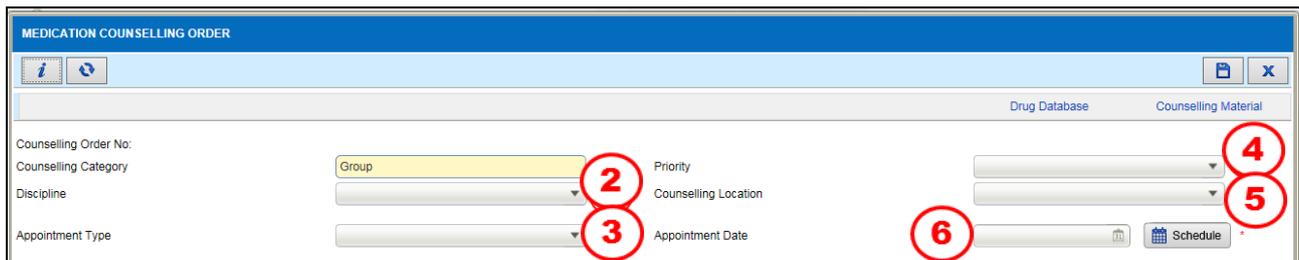
Individual Counselling

MRN	Patient Name	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00004202	[Redacted]	Routine	Follow Up	03/06/2015 04:00 PM	Scheduled	[Redacted]	11/05/2015
HPSF00084264	[Redacted]	Routine	New	15/05/2015 10:30 AM	Scheduled	[Redacted]	15/05/2015
HPSF00042741	[Redacted]	Routine	Follow Up	15/05/2015 02:00 AM	Scheduled	[Redacted]	15/05/2015

Figure 3.1.6-1 Medication Counselling – Order Listing Page

STEP 1

Click on the  button to **Add New Group Counselling**



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: [Input Field]

Counselling Category: Group

Discipline: [Dropdown]

Appointment Type: [Dropdown]

Priority: [Dropdown]

Counselling Location: [Dropdown]

Appointment Date: [Input Field]

Schedule

2

3

4

5

6

Figure 3.1.6-2 Medication Counselling Order

Note

Medication Counselling Order screen will be displayed as shown in Figure 3.1.6-2.

STEP 2

Select **Discipline** from the dropdown box

STEP 3

Select **Appointment Type** from the dropdown box

- Follow Up
- New

STEP 4

Select **Priority** from the dropdown box

- Routine
- Urgent

STEP 5

Select **Counselling Location** from the dropdown box

STEP 6

Click on the  button and calendar appear as shown in Figure 3.1.6-3

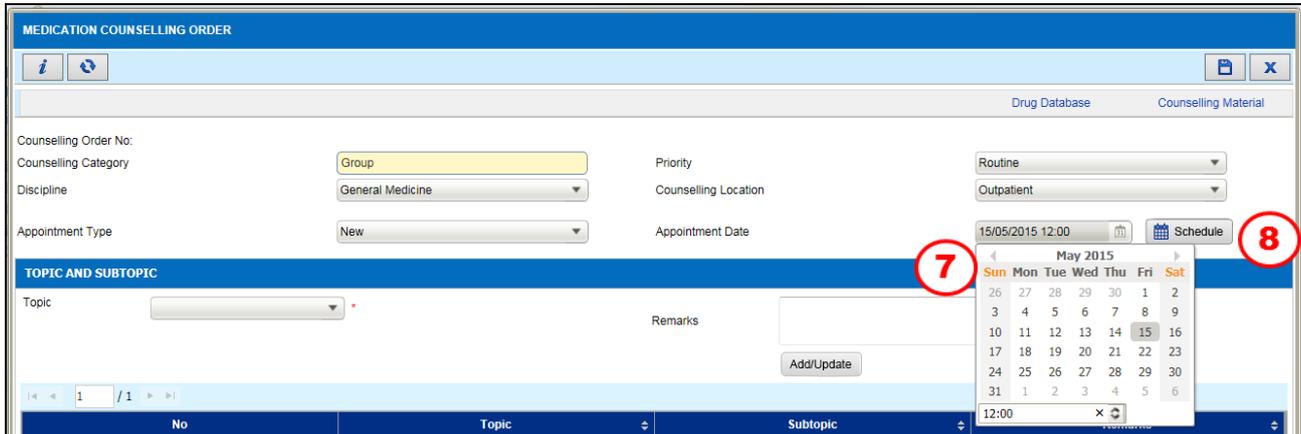


Figure 3.1.6-3 Medication Counselling Order

STEP 7

Select **Appointment Date** and time from the calendar. User can set appointment for 5 days backdated.

STEP 8

Click on the  button and system will display the Counselling Schedule screen as shown in Figure 3.1.6-4

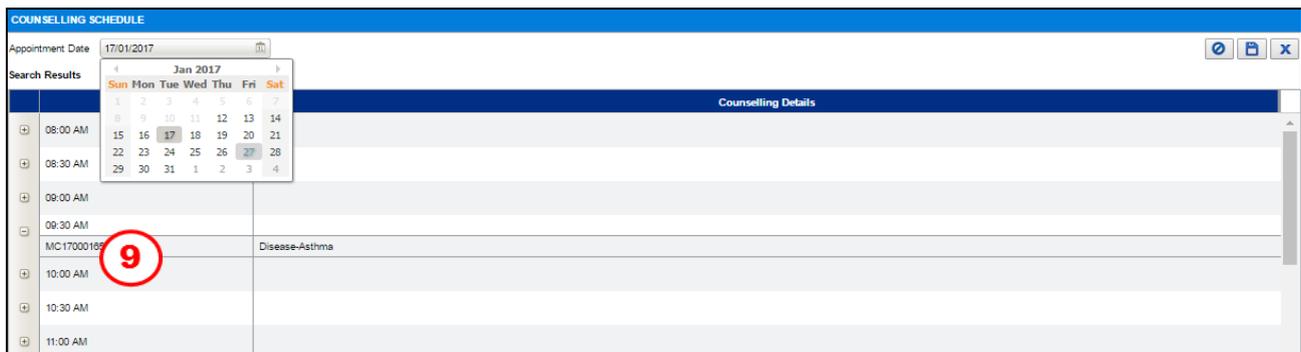


Figure 3.1.6-4 Counselling Schedule

STEP 9

Double click on time slot to select time for counselling. User can select the date from 5 days back as shown in Figure 3.1.6-4

Note

User is able to select Appointment Date from the calendar at the Counselling Schedule screen.

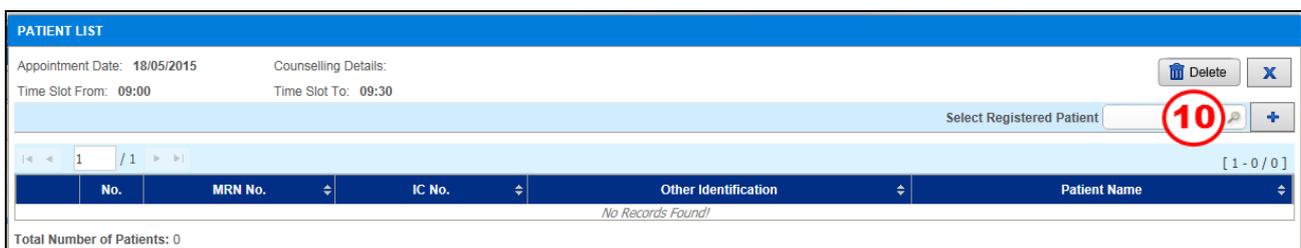


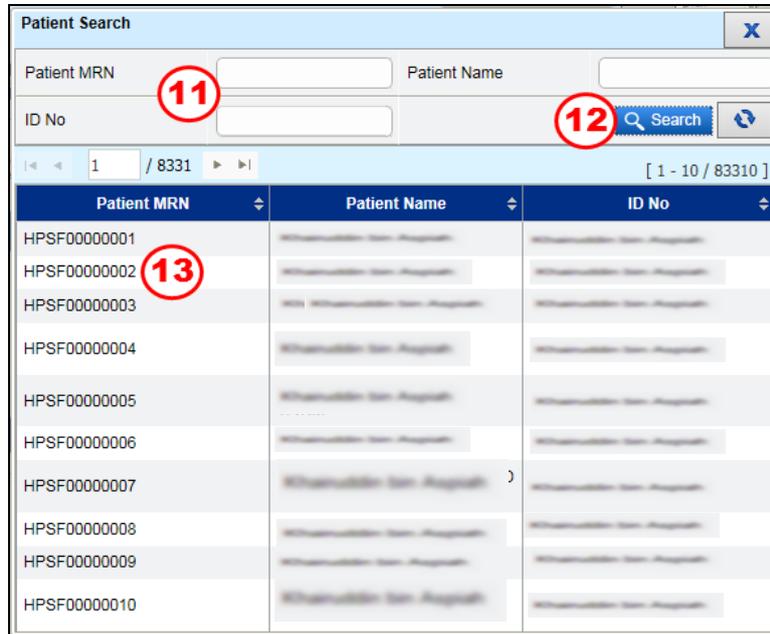
Figure 3.1.6-5 Patient List

Note

Patient will be displayed as shown in Figure 3.1.6-5.

STEP 10

Click on the  button to search for patient



Patient Search

Patient MRN Patient Name

ID No

[1 - 10 / 83310]

Patient MRN	Patient Name	ID No
HPSF00000001	[Redacted]	[Redacted]
HPSF00000002	[Redacted]	[Redacted]
HPSF00000003	[Redacted]	[Redacted]
HPSF00000004	[Redacted]	[Redacted]
HPSF00000005	[Redacted]	[Redacted]
HPSF00000006	[Redacted]	[Redacted]
HPSF00000007	[Redacted]	[Redacted]
HPSF00000008	[Redacted]	[Redacted]
HPSF00000009	[Redacted]	[Redacted]
HPSF00000010	[Redacted]	[Redacted]

Figure 3.1.6-6 Patient List

STEP 11

Search for patient record by below criteria:-

No	Field	Description	Remark
a	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: <i>Example : HPSF00001234 or "1234"</i>
b	ID No	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient's name	Allow to search by full or partial patient name

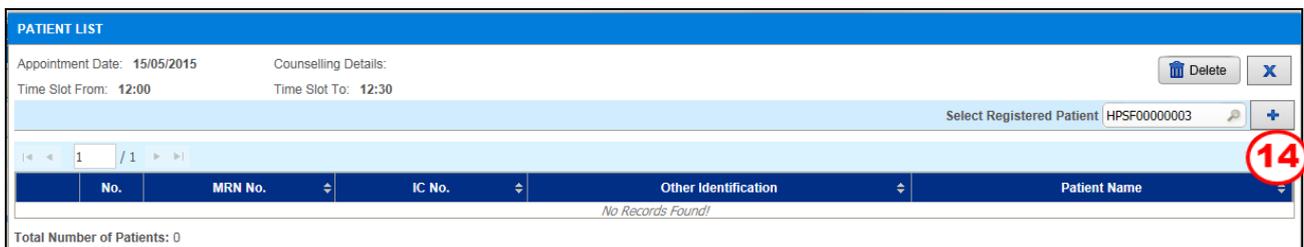
Table 3.1.6-1

STEP 12

Click on the  button to search for patient

STEP 13

Click on the selected patient's name



PATIENT LIST

Appointment Date: 15/05/2015 Counselling Details:

Time Slot From: 12:00 Time Slot To: 12:30

Select Registered Patient: HPSF00000003

No.	MRN No.	IC No.	Other Identification	Patient Name
No Records Found!				

Total Number of Patients: 0

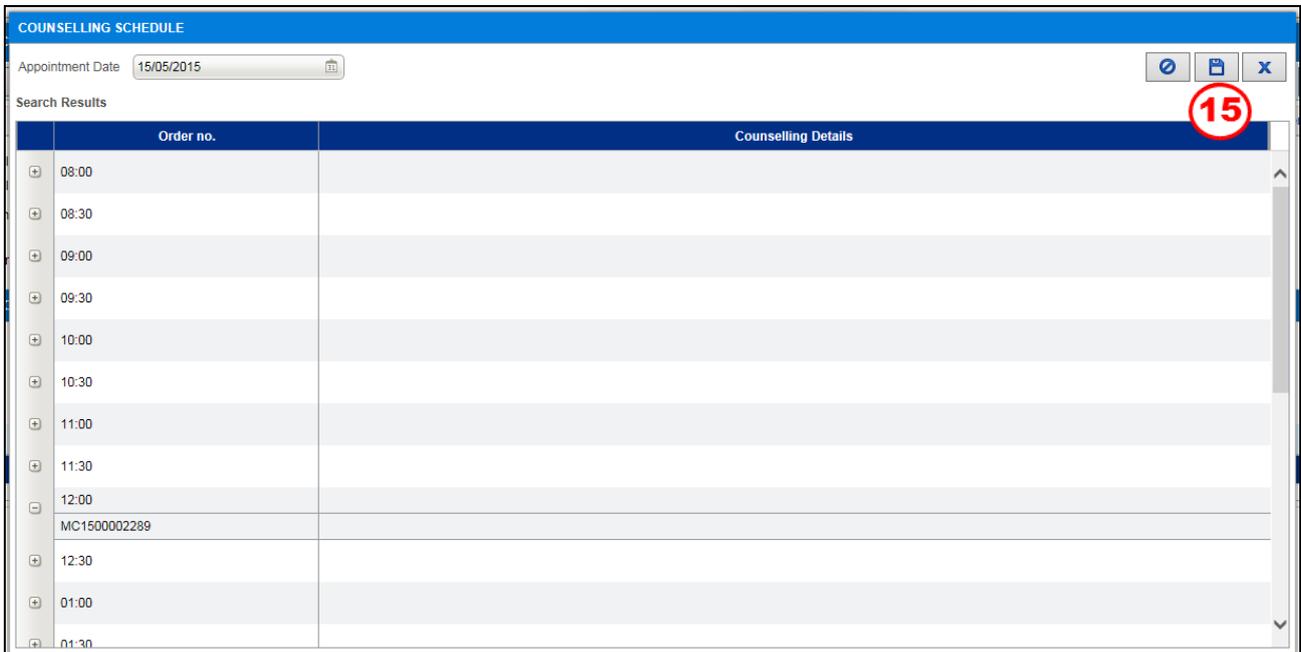
Figure 3.1.6-7 Patient List

STEP 14

Click on the  button to add patient for counselling

Note

- *Patient List will display:*
 - a) *Appointment Date*
 - b) *Counselling Details*
 - c) *Time Slot From*
 - d) *Time Slot To*
 - e) *MRN No*
 - f) *IC No*
 - g) *Other Identification*
 - h) *Patient Name*
 - i) *Total Number of Patients*
- *User is able to add more than one patient name for group counseling by repeating step 10 to step 14.*
- *Click on check box of patient on the list and click on the  button to delete patient from the list.*



Order no.	Counselling Details
<input type="checkbox"/> 08:00	
<input type="checkbox"/> 08:30	
<input type="checkbox"/> 09:00	
<input type="checkbox"/> 09:30	
<input type="checkbox"/> 10:00	
<input type="checkbox"/> 10:30	
<input type="checkbox"/> 11:00	
<input type="checkbox"/> 11:30	
<input checked="" type="checkbox"/> 12:00	MC1500002289
<input type="checkbox"/> 12:30	
<input type="checkbox"/> 01:00	
<input type="checkbox"/> 01:30	

Figure 3.1.6-8 Counselling Schedule

Note

Counselling Order No. will be automatically generated and displayed at the counselling schedule window

STEP 15

Click on the  button to save record

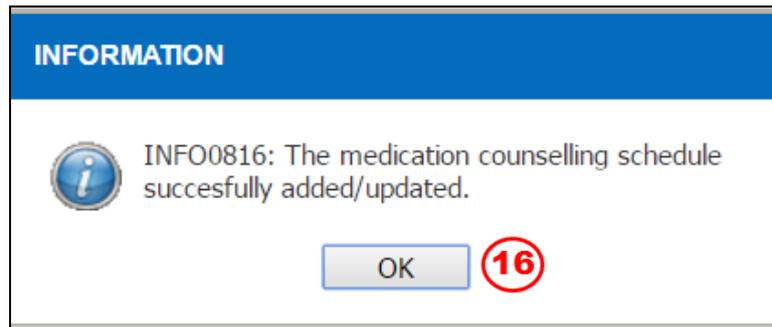
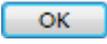


Figure 3.1.6-9 Information alert message

STEP 16

Click on the  button to confirm save record

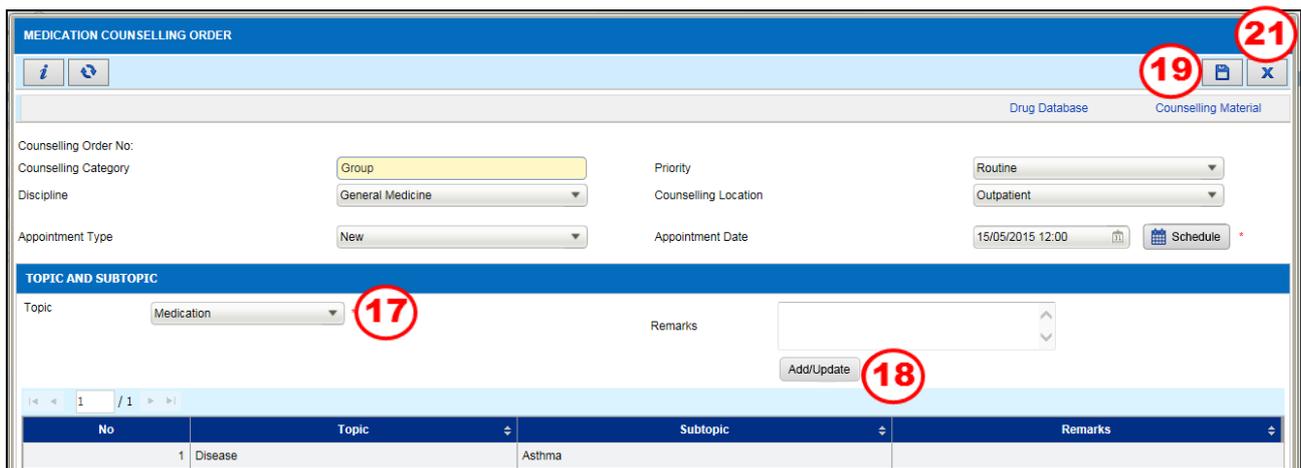


Figure 3.1.6-10 Medication Counselling Order

STEP 17

Select **Topic** from the dropdown box

- Device
- Disease
- Radiopharmaceutical
- Chemotherapy
- Medication
- Methadone Replacement Therapy
- Smoking Cessation

Note

Subtopic only appears if user selects *Device, Disease or Radiopharmaceutical* as **Topic**.

STEP 18

Click on the  button to add record as shown in Figure 3.1.6-10

STEP 19

Click on the  button to save record

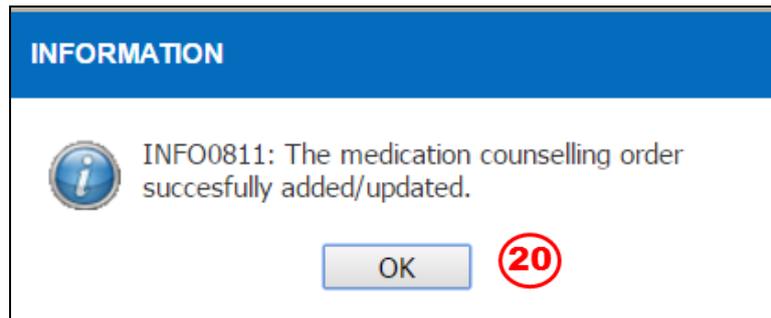
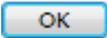


Figure 3.1.6-11 Information alert message

STEP 20

Click on the  button to confirm save record

STEP 21

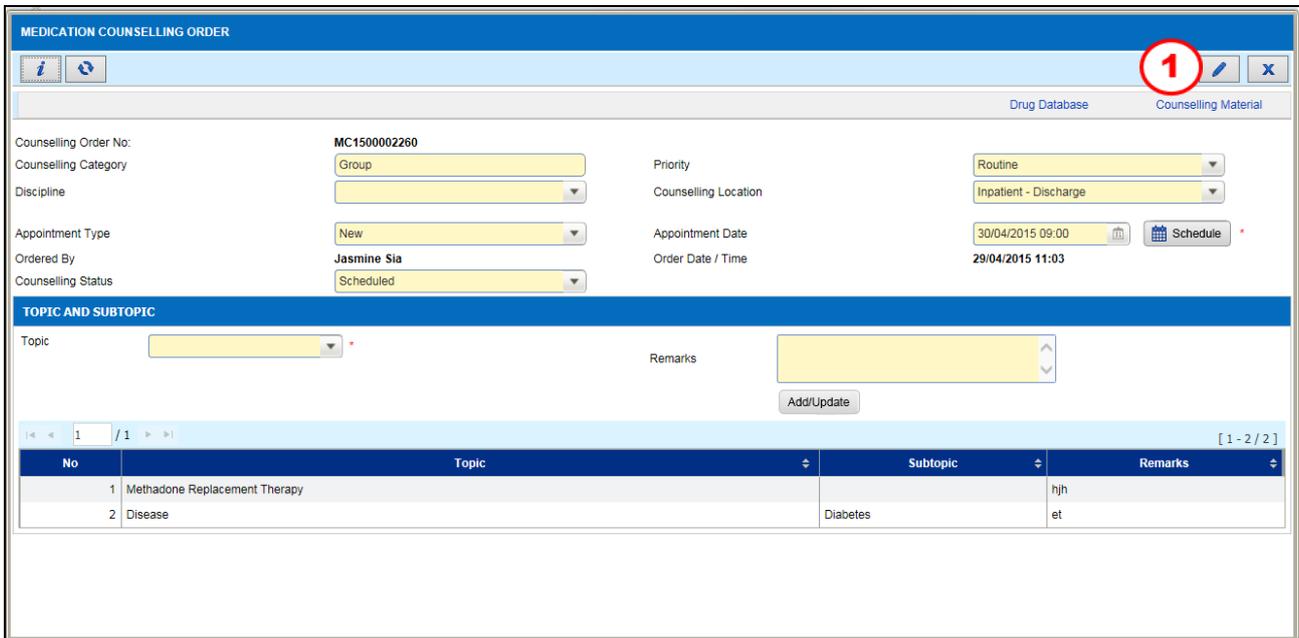
Click on the  button to close record

Note

Order records will be displayed at the counselling order listing page and at the reporting listing page.

3.1.7 Group Order – Reschedule Appointment, Add & Delete patient for Counselling

This function is used to edit Medication Counselling order and to reschedule appointment to another date and time. It can also be used to add and delete patient from order.



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: MC150002260
 Counselling Category: Group
 Discipline:
 Appointment Type: New
 Ordered By: Jasmine Sia
 Counselling Status: Scheduled

Priority: Routine
 Counselling Location: Inpatient - Discharge
 Appointment Date: 30/04/2015 09:00
 Order Date / Time: 29/04/2015 11:03

TOPIC AND SUBTOPIC

Topic:
 Remarks:
 Add/Update

No	Topic	Subtopic	Remarks
1	Methadone Replacement Therapy		hjh
2	Disease	Diabetes	et

Figure 3.1.7-1 Medication Counselling Order

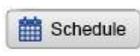
Note

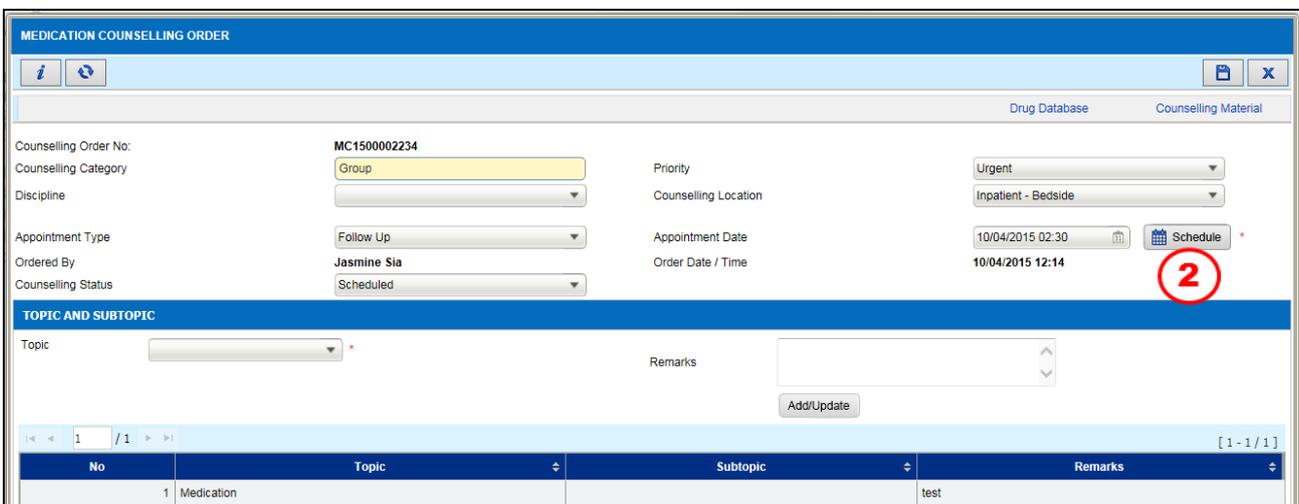
Repeat step 1 to 3 as in View Order Group record before performing Group Order – Reschedule Appointment, Add & Delete Patient for Counselling steps.

STEP 1

Click on the  button to proceed to reschedule process

STEP 2

Click on the  button and system will display the Counselling Schedule screen as shown in Figure 3.1.7-4



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: MC150002234
 Counselling Category: Group
 Discipline:
 Appointment Type: Follow Up
 Ordered By: Jasmine Sia
 Counselling Status: Scheduled

Priority: Urgent
 Counselling Location: Inpatient - Bedside
 Appointment Date: 10/04/2015 02:30
 Order Date / Time: 10/04/2015 12:14

TOPIC AND SUBTOPIC

Topic:
 Remarks:
 Add/Update

No	Topic	Subtopic	Remarks
1	Medication		test

Figure 3.1.7-2 Medication Counselling Order

STEP 3

Select **Appointment Date** and time from the calendar. The calendar field should allow to select date from 5 days back as shown in Figure 3.1.7-3

STEP 4

Double click on time slot to select time for counselling

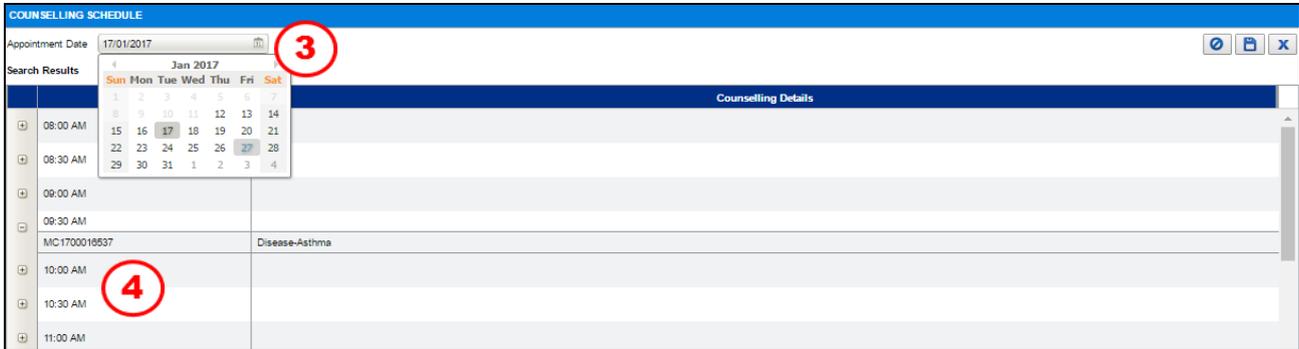


Figure 3.1.7-3 Medication Counselling Order

Note

- Click on the  button to expand the Counselling Order.
- Double click on the time slot to select from Patient List displayed as shown in Figure 3.1.7-4.
- User is able to add or delete patient at Patient List.
- Repeat step 10 to 14 as shown in Figure 3.1.6-5 to 3.1.6-7 Order – Group to add patient for counselling.
- Check on the selected patient by check the checkbox, followed by clicking on the  button to delete patient from counselling.

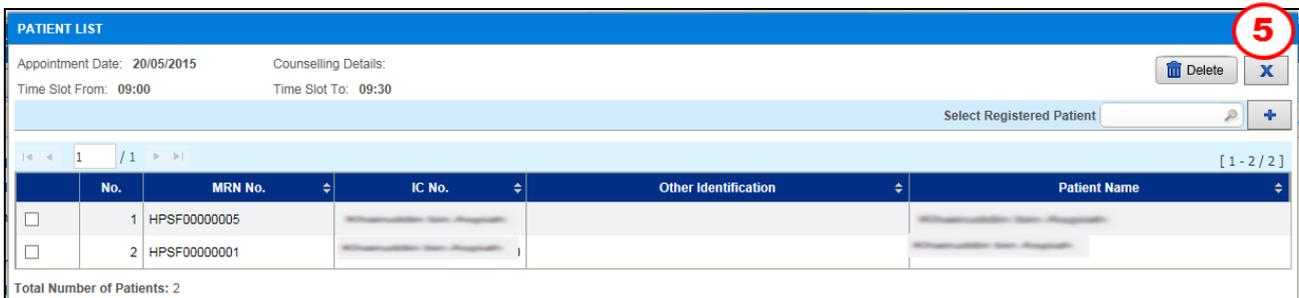


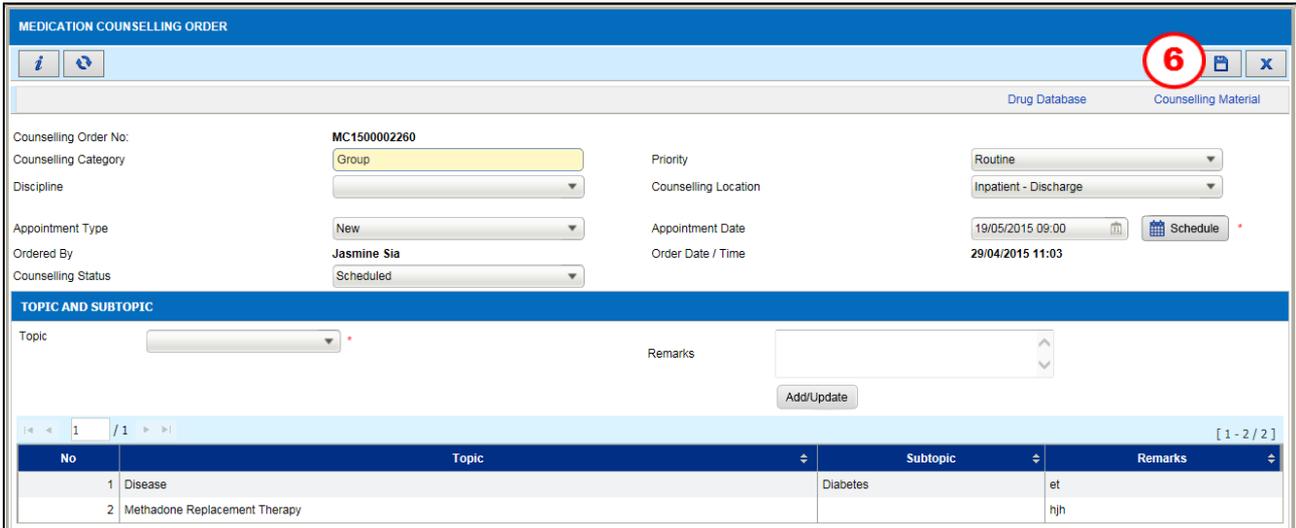
Figure 3.1.7-4 Patient List

STEP 5

Click on the  button to close the record and system will display the Counselling Order screen as shown in Figure 3.1.7-5

STEP 6

Click on the  button to save the record



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: MC150002260

Counselling Category: Group Priority: Routine

Discipline: Counselling Location: Inpatient - Discharge

Appointment Type: New Appointment Date: 19/05/2015 09:00

Ordered By: Jasmine Sia Order Date / Time: 29/04/2015 11:03

Counselling Status: Scheduled

TOPIC AND SUBTOPIC

Topic: Remarks:

Add/Update

No	Topic	Subtopic	Remarks
1	Disease	Diabetes	et
2	Methadone Replacement Therapy		hjh

Figure 3.1.7-5 Counselling Schedule

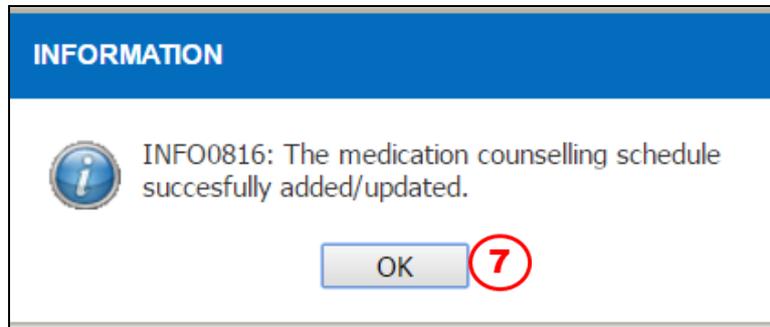
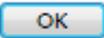
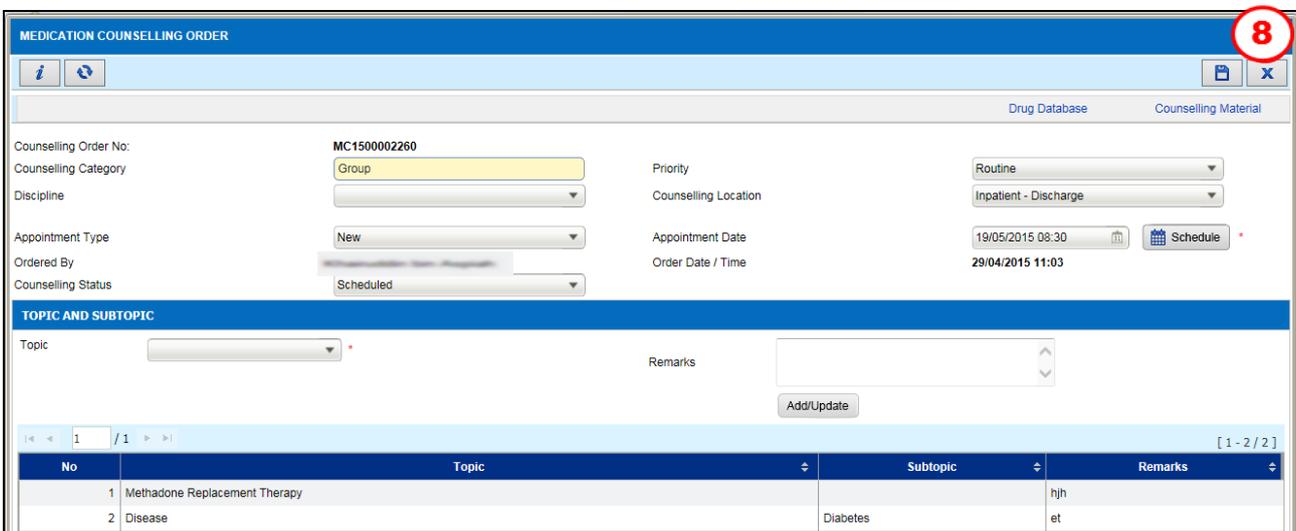


Figure 3.1.7-6 Information alert message

STEP 7

Click on the  button to confirm save record and system will display the Counselling Order screen as shown in Figure 3.1.7-6



MEDICATION COUNSELLING ORDER

Drug Database Counselling Material

Counselling Order No: MC150002260

Counselling Category: Group Priority: Routine

Discipline: Counselling Location: Inpatient - Discharge

Appointment Type: New Appointment Date: 19/05/2015 08:30

Ordered By: Order Date / Time: 29/04/2015 11:03

Counselling Status: Scheduled

TOPIC AND SUBTOPIC

Topic: Remarks:

Add/Update

No	Topic	Subtopic	Remarks
1	Methadone Replacement Therapy		hjh
2	Disease	Diabetes	et

Figure 3.1.7-7 Medication Counselling Order

STEP 8

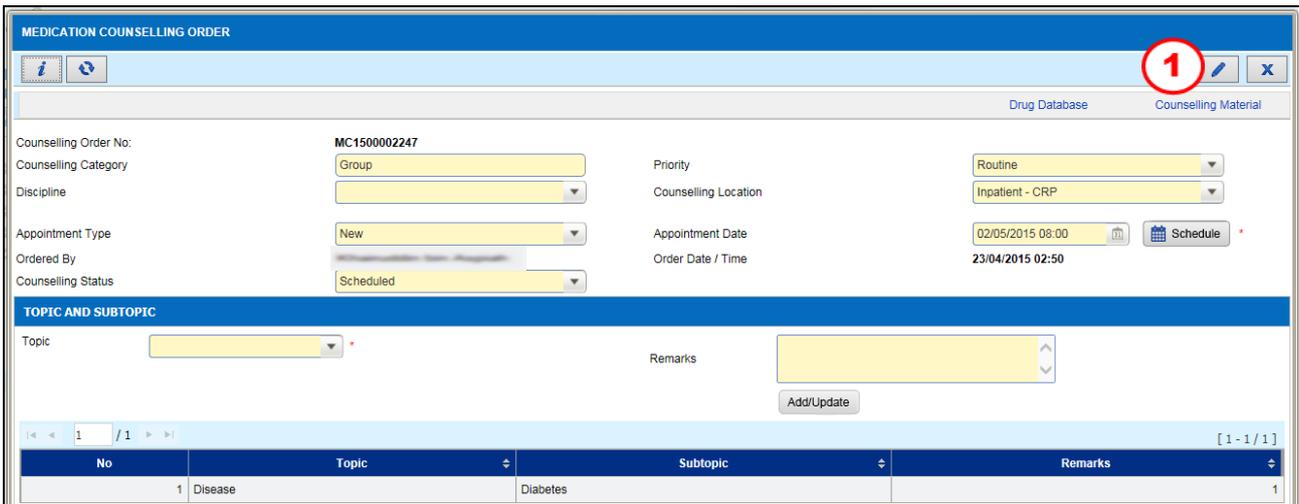
Click on the  button to close record

Note

- *Counselling Schedule will display new rescheduled appointment date and time.*
- *Order No will remain the same.*

3.1.8 Group Order – Cancel Appointment

This function is used to cancel group appointment.



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. The 'Counselling Status' dropdown is set to 'Scheduled'. A red circle with the number '1' highlights the edit button (pencil icon) in the top right corner of the form.

No	Topic	Subtopic	Remarks
1	Disease	Diabetes	

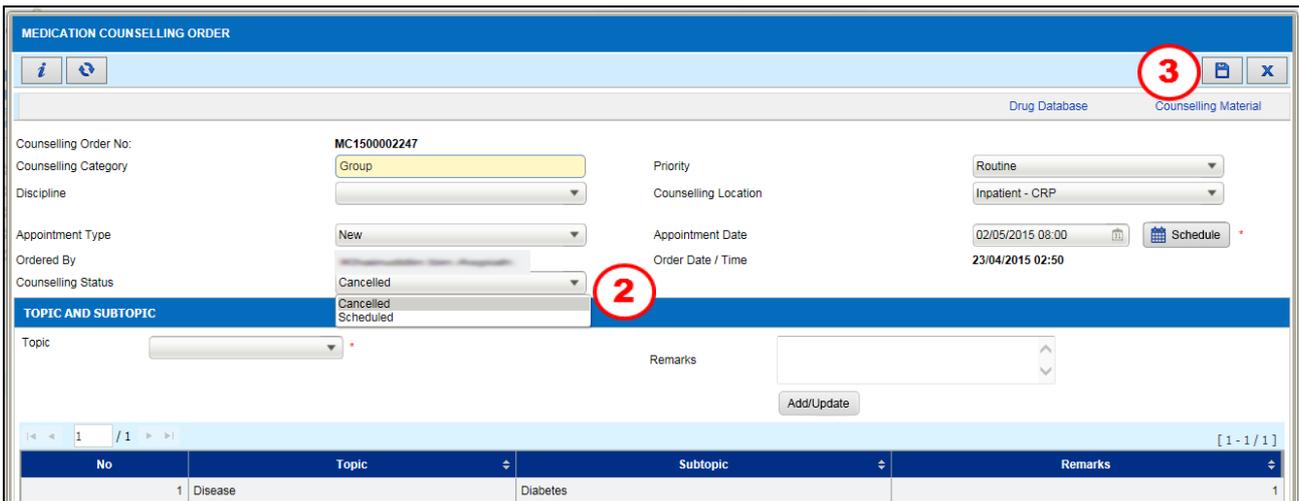
Figure 3.1.8-1 Medication Counselling Order

Note

Repeat step 1 to 3 as in View Order Group record before performing Group Order – Cancel Appointment steps.

STEP 1

Click on the  button to edit counselling order



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. The 'Counselling Status' dropdown is now set to 'Cancelled'. A red circle with the number '2' highlights the 'Cancelled' option in the dropdown menu.

No	Topic	Subtopic	Remarks
1	Disease	Diabetes	

Figure 3.1.8-2 Medication Counselling Order

STEP 2

Select **Counselling Status** as 'Cancelled' from the Counselling Status dropdown box

STEP 3

Click on the  button to save record

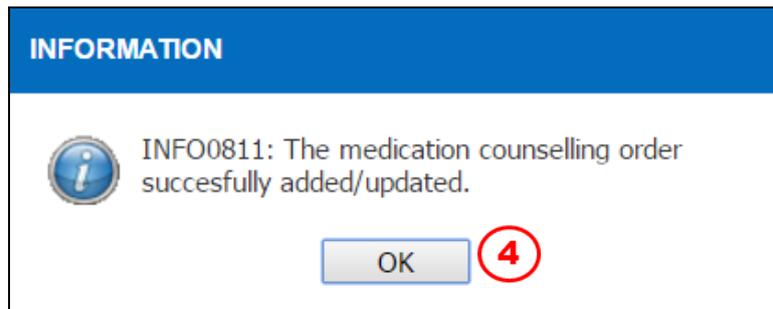
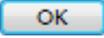


Figure 3.1.8-3 Information alert message

STEP 4

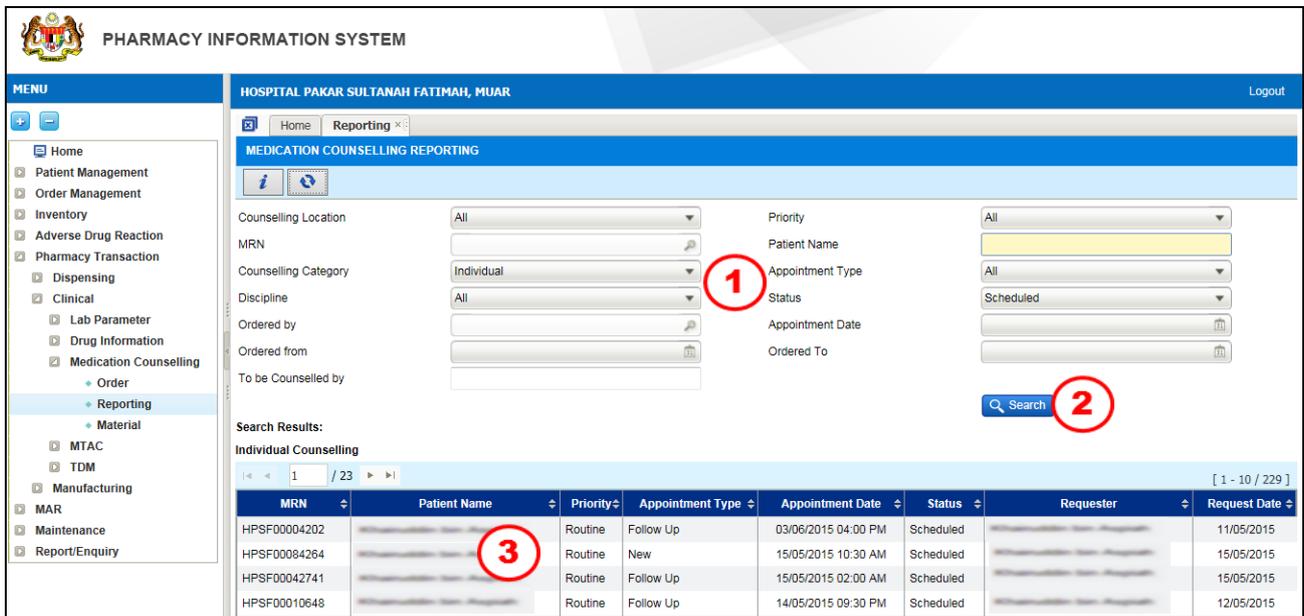
Click on the  button to confirm save record

3.2 Reporting

This function is used to record reports for medication counselling.

3.2.1 View Existing Individual Reporting

This function allows user to view individual counselling reports.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Reporting

MEDICATION COUNSELLING REPORTING

Counselling Location: All
MRN:
Counselling Category: Individual (1)
Discipline: All
Priority: All
Patient Name:
Appointment Type: All
Status: Scheduled
Appointment Date:
Ordered To:
To be Counselling by:

Search (2)

Search Results:
Individual Counselling

MRN	Patient Name	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF0004202	(3)	Routine	Follow Up	03/06/2015 04:00 PM	Scheduled		11/05/2015
HPSF00084264		Routine	New	15/05/2015 10:30 AM	Scheduled		15/05/2015
HPSF00042741		Routine	Follow Up	15/05/2015 02:00 AM	Scheduled		15/05/2015
HPSF00010648		Routine	Follow Up	14/05/2015 09:30 PM	Scheduled		12/05/2015

Figure 3.2.1-1 Reporting Listing Page

Note

To view existing individual order records select Counselling Category as 'Individual' and Status as 'Confirmed'.

STEP 1

Search for patient records by below criteria :-

No	Field	Description	Remark
a	Counselling Location	Counselling Location (It will list down all active locations)	Able to filter and search patient name by counselling location
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: <i>Example : HPSF00001234 or "1234"</i>
c	Counselling Category	-Group -Individual	Able to filter and search patient name by counselling category
d	Discipline	Discipline (It will list down all active disciplines)	Able to filter and search patient name by discipline
e	Ordered by	Ordered person name	Able to filter and search patient name by name of person who ordered counselling
f	Ordered from	Date	Able to filter and search patient name by ordered from date
g	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
h	Patient Name	Patient's name	Allow to search by full or partial patient name
i	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
j	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
k	Appointment Date	Date	Able to filter and search patient name by appointment date
l	Ordered To	Patient Name	Allow to search by patient full name or partial

Table 3.2.1-1

STEP 2

Click on  button to search for patient

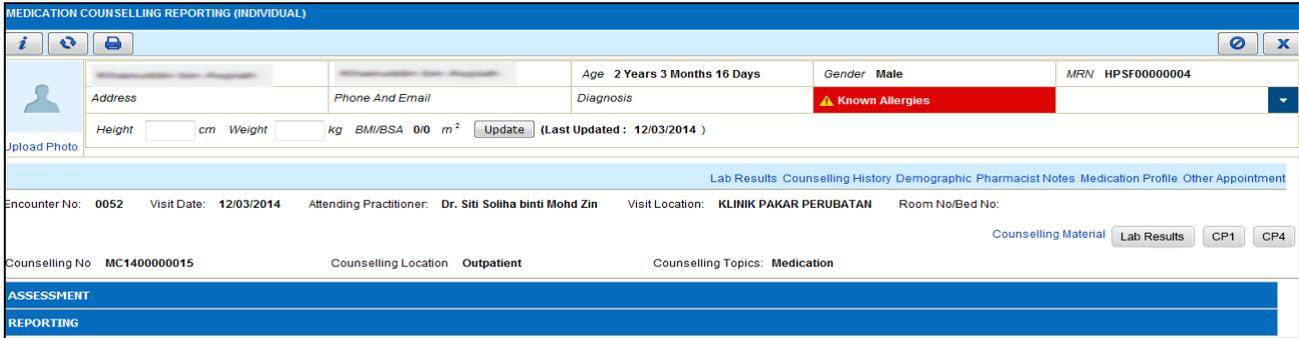
Note

Search results of current order patient list will display:

- MRN
- Patient Name
- Appointment Date
- Priority
- Appointment Type
- Appointment Date
- Status
- Requester
- Request Date

STEP 3

Double click on the selected counselling order no. as shown in Figure 3.2.1-1, and patient detailed information will be displayed as shown in Figure 3.2.1-2



The screenshot shows a web-based form titled "MEDICATION COUNSELLING REPORTING (INDIVIDUAL)". The form is divided into several sections:

- Header:** Includes navigation icons (info, refresh, print) and window controls (refresh, close).
- Patient Information:**
 - Age: 2 Years 3 Months 16 Days
 - Gender: Male
 - MRN: HPSF00000004
 - Diagnosis: (field)
 - Known Allergies: (red warning icon)
 - Height: (input) cm
 - Weight: (input) kg
 - BMI/BSA: 0/0 m²
 - Update (Last Updated: 12/03/2014)
- Navigation:** Lab Results, Counselling History, Demographic, Pharmacist Notes, Medication Profile, Other Appointment
- Encounter Details:**
 - Encounter No: 0052
 - Visit Date: 12/03/2014
 - Attending Practitioner: Dr. Siti Soliha binti Mohd Zin
 - Visit Location: KLINIK PAKAR PERUBATAN
 - Room No/Bed No: (field)
- Counselling Details:**
 - Counselling No: MC1400000015
 - Counselling Location: Outpatient
 - Counselling Topics: Medication
 - Buttons: Lab Results, CP1, CP4
- ASSESSMENT** (Section Header)
- REPORTING** (Section Header)

Figure 3.2.1-2 Medication Counselling Reporting (Individual)

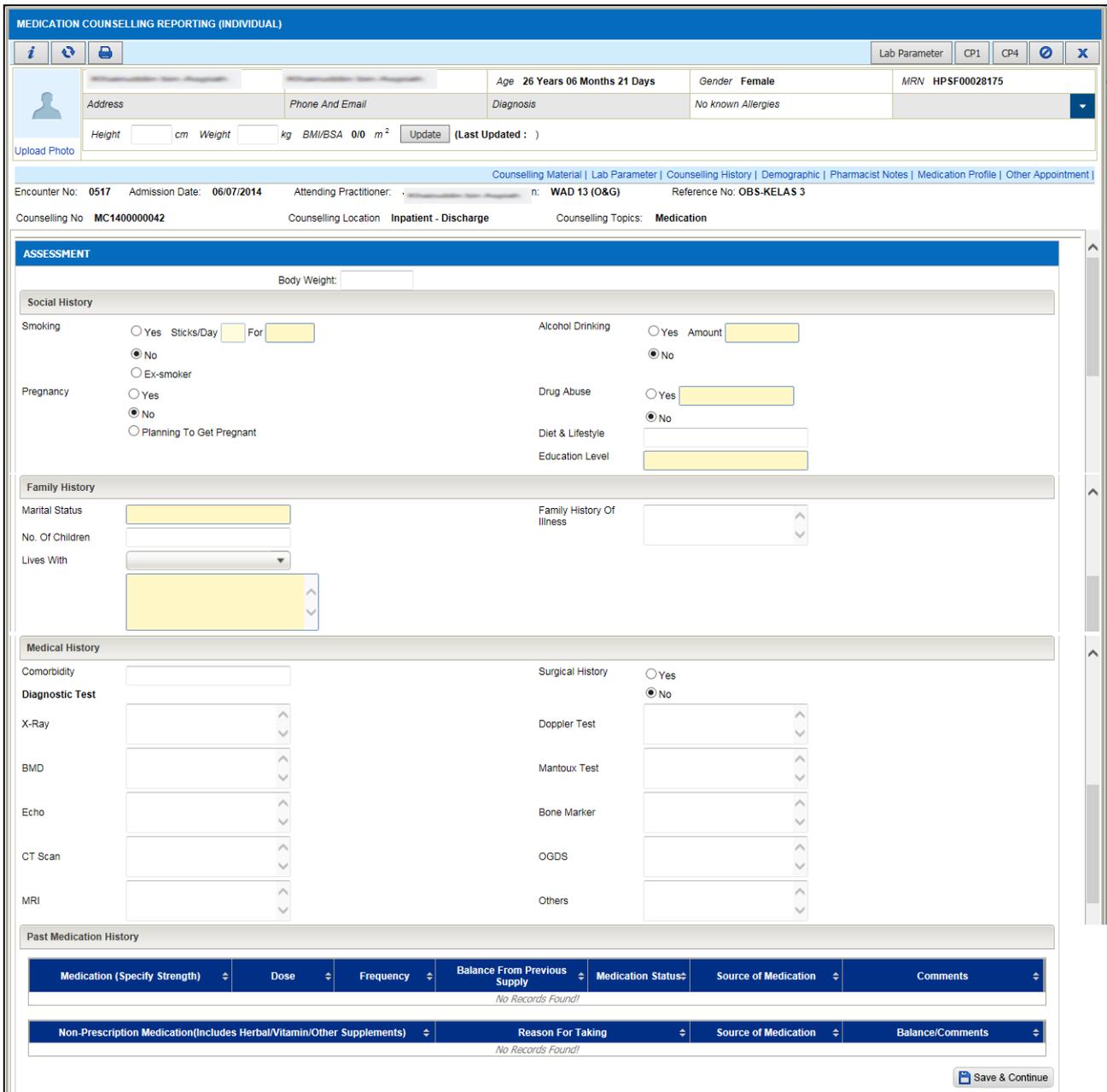
Note

- Once user clicks on the selected patient name, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen with 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 additional patient information. Click on the hyperlink as below:*
 - a) ADR**
 - *Adverse Drug Reaction recorded for the patient*
 - b) Lab Results**
 - *Patient's laboratory test results*
 - c) Counselling History**
 - *Medication Counselling history records*
 - d) Demographic**
 - *Patient's demographic details*
 - e) Pharmacist Notes**
 - *Pharmacy notes such as MTAC, Ward Pharmacy etc.*
 - f) Medication Profile**
 - *This hyperlink will show the patient's current medication and previous medication history*
 - g) 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) *Visit number*
 - b) *Attending practitioner*
 - c) *Visit date*
 - d) *Visit location*
 - e) *Room No / Bed No*
 - f) *Rx No*
- *Counselling Material*
- *Lab Results - Lab results history records*
- *CP1 – CP1 history records*
- *CP4 – CP4 history records*
- *Counselling No*
- *Counselling Location*
- *Counselling Topics*
- *Assessment*
- *Reporting*

3.2.2 Individual Reporting

This function allows user to record individual counselling reports.



MEDICATION COUNSELLING REPORTING (INDIVIDUAL)

Lab Parameter CP1 CP4

Age 26 Years 06 Months 21 Days Gender Female MRN HPSF00028175

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated :)

Encounter No: 0517 Admission Date: 06/07/2014 Attending Practitioner: n: WAD 13 (O&G) Reference No: OBS-KELAS 3

Counselling No MC140000042 Counselling Location Inpatient - Discharge Counselling Topics: Medication

ASSESSMENT

Body Weight:

Social History

Smoking Yes Sticks/Day For No Ex-smoker Alcohol Drinking Yes Amount No

Pregnancy Yes No Planning To Get Pregnant Drug Abuse Yes No

Diet & Lifestyle Education Level

Family History

Marital Status Family History Of Illness

No. Of Children Lives With

Medical History

Comorbidity Surgical History Yes No

Diagnostic Test X-Ray Doppler Test

BMD Mantoux Test

Echo Bone Marker

CT Scan OGDS

MRI Others

Past Medication History

Medication (Specify Strength)	Dose	Frequency	Balance From Previous Supply	Medication Status	Source of Medication	Comments
No Records Found!						

Non-Prescription Medication(Includes Herbal/Vitamin/Other Supplements)	Reason For Taking	Source of Medication	Balance/Comments
No Records Found!			

Save & Continue

Figure 3.2.2-1 Medication Counselling Reporting (Individual)

Note

- Repeat step 1 to 3 as in View Existing Individual Reporting before performing Individual Reporting steps.
- There are 2 sections to be filled in the Medication Counselling Reporting (Individual) as shown in Figure 3.2.2-1:
 - Assessment
 - Reporting



The screenshot shows the 'ASSESSMENT' section of a software interface. At the top, there is a 'Body Weight' input field with a red circle '1' around it. Below this is a 'Social History' section. It contains several fields and radio buttons: 'Smoking' with radio buttons for 'Yes', 'No', and 'Ex-smoker' (with a red circle '2' around the 'Yes' button); 'Pregnancy' with radio buttons for 'Yes', 'No', and 'Planning To Get Pregnant' (with a red circle '3' around the 'No' button); 'Alcohol Drinking' with radio buttons for 'Yes' and 'No' (with a red circle '4' around the 'No' button) and an 'Amount' input field; 'Drug Abuse' with radio buttons for 'Yes' and 'No' (with a red circle '5' around the 'No' button) and an input field; 'Diet & Lifestyle' with an input field (with a red circle '6' around it); and 'Education Level' with an input field.

Figure 3.2.2-2 Assessment

Assessment Section

Social History

STEP 1

Enter **Body Weight**

STEP 2

Select **Smoking** from the radio button

- Yes
- No
- Ex-smoker

Note

Stick/Day and **For** field will be enabled for user to fill when 'Yes' radio button is selected.

STEP 3

Select **Pregnancy** from the radio button

- Yes
- No
- Planning To Be Pregnant

STEP 4

Select **Alcohol Drinking** from the radio button

- Yes
- No

Note

Amount field will be enabled for user to fill when 'Yes' radio button is selected.

STEP 5

Select **Drug Abuse** from the radio button

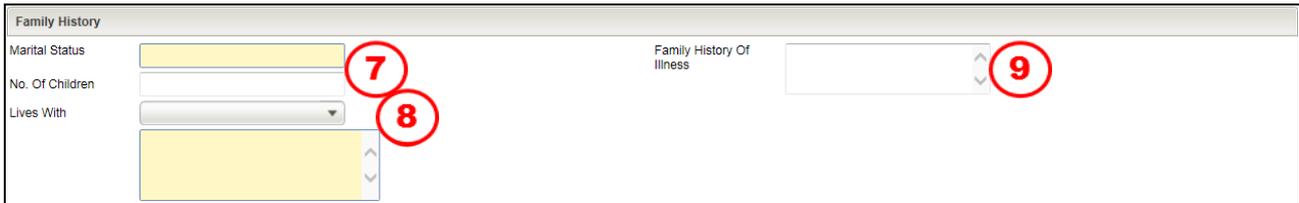
- Yes
- No

STEP 6

Enter **Diet & Lifestyle**

Note

Education Level and **Marital Status** field will automatically display hyperlink from the registration screen.



The screenshot shows the 'Family History' section of a form. It includes fields for 'Marital Status', 'No. Of Children', and 'Lives With'. There is also a dropdown menu for 'Family History Of Illness'. Red circles with numbers 7, 8, and 9 highlight the 'No. Of Children' field, the 'Lives With' dropdown, and the 'Family History Of Illness' dropdown respectively.

Figure 3.2.2-3 Assessment

Family History

STEP 7

Enter **No. Of Children**

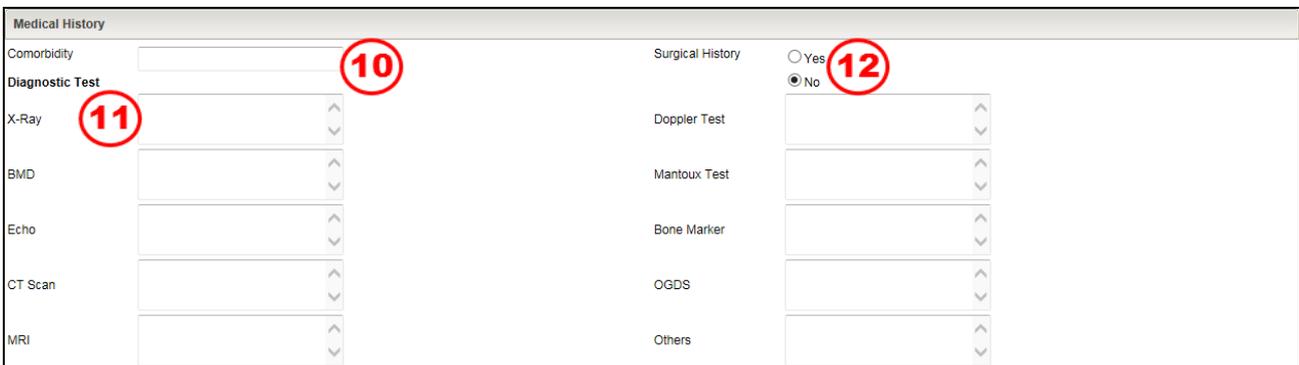
STEP 8

Select **Lives With** from the radio button

- Alone
- Family Members
- Nursing Home
- Others

STEP 9

Enter **Family History Of Illness**



The screenshot shows the 'Medical History' section of a form. It includes fields for 'Comorbidity', 'Diagnostic Test', 'Surgical History', 'Doppler Test', 'Mantoux Test', 'Bone Marker', 'OGDS', and 'Others'. There are radio buttons for 'Yes' and 'No' under 'Surgical History'. Red circles with numbers 10, 11, and 12 highlight the 'Comorbidity' field, the 'Diagnostic Test' dropdown, and the 'Surgical History' radio buttons respectively.

Figure 3.2.2-4 Assessment

Medical History

STEP 10

Enter **Co-morbidity**

STEP 11

Select and enter **Diagnosis Test**

- X-Ray
- BMD
- Echo
- CT Scan
- MRI
- Doppler Test
- Mantoux Test
- Bone Marker
- OGDS
- Others

STEP 12

Select **Surgical History** from the radio button

- Yes
- No



Past Medication History

Medication (Specify Strength)	Dose	Frequency	Balance From Previous Supply	Medication Status	Source of Medication	Comments
No Records Found!						

Non-Prescription Medication(Includes Herbal/Vitamin/Other Supplements)	Reason For Taking	Source of Medication	Balance/Comments
No Records Found!			

13 Save & Continue

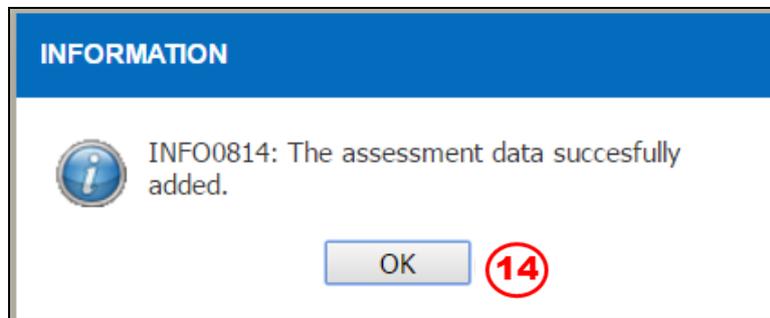
Figure 3.2.2-5 Assessment

Note

Past Medication History will be displayed as shown in Figure 3.2.2.5.

STEP 13

Click on the  button to save assessment and continue with reporting section



INFORMATION

 INFO0814: The assessment data successfully added.

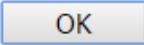
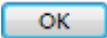
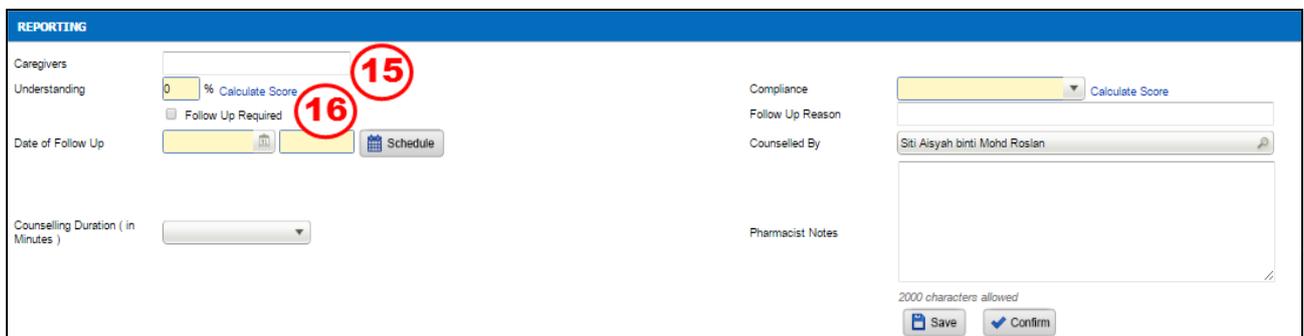
 **14**

Figure 3.2.2-6 Information alert message

STEP 14

Click on the  button to confirm assessment



REPORTING

Caregivers:

Understanding: %  **15**

Follow Up Required **16**

Date of Follow Up: 

Counselling Duration (in Minutes):

Compliance: 

Follow Up Reason:

Counselled By:

Pharmacist Notes:

2000 characters allowed

Figure 3.2.2-7 Reporting

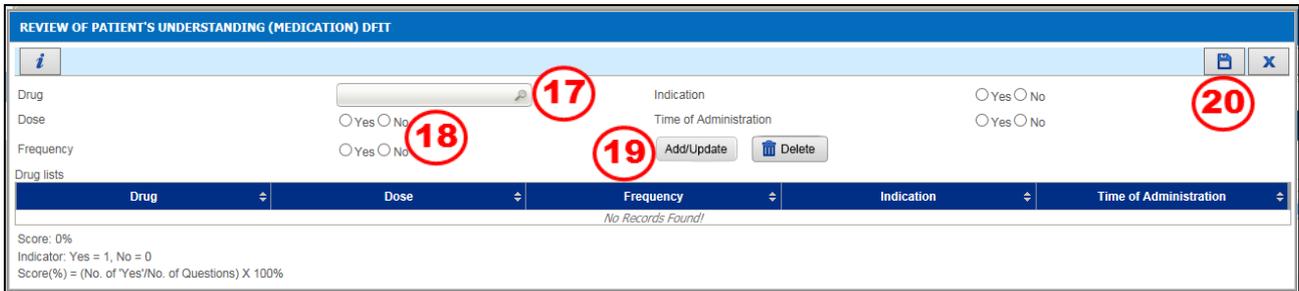
Reporting Section

STEP 15

Enter value in **Caregivers** field

STEP 16

Click on the [Calculate Score](#) hyperlink and the window of 'Review of Patient's Understanding (medication) DFIT' will be displayed as shown in Figure 3.2.2-8



REVIEW OF PATIENT'S UNDERSTANDING (MEDICATION) DFIT

Drug  17

Dose Yes No 18

Frequency Yes No 18

Indication Yes No 20

Time of Administration Yes No 20

19

Drug	Dose	Frequency	Indication	Time of Administration
No Records Found!				

Score: 0%
Indicator: Yes = 1, No = 0
Score(%) = (No. of *Yes*/No. of Questions) X 100%

Figure 3.2.2-8 Review of Patient's Understanding (medication) DFIT

STEP 17

Click on the  button to search **Drug** at the field

STEP 18

Select **Patient's Understanding** by checking the radio button as below

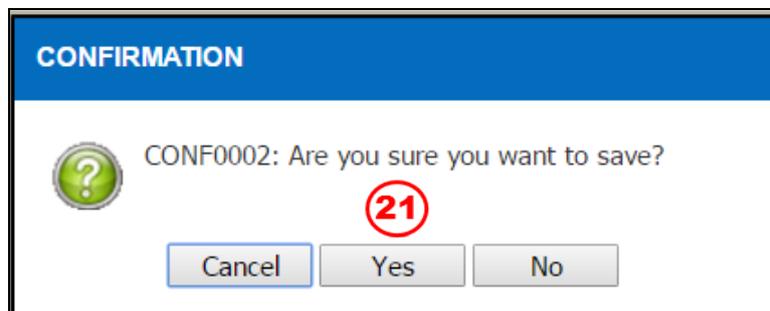
- Dose
- Frequency
- Indication
- Time of administration

STEP 19

Click on the button to add/update information at drug list

STEP 20

Click on the  button to save record



CONFIRMATION

 CONF002: Are you sure you want to save?

21

Figure 3.2.2-9 Information alert message

STEP 21

Click on the button to confirm save record

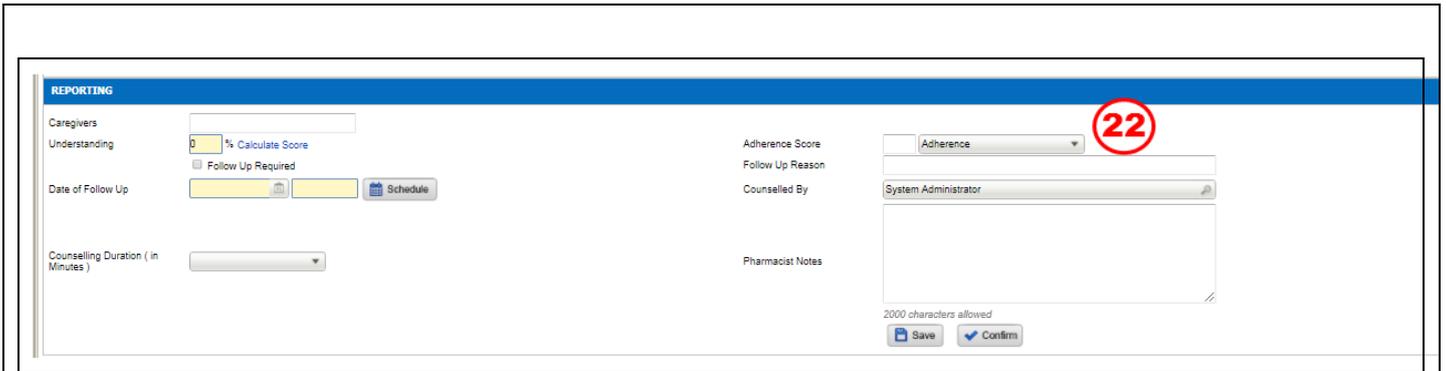


Figure 3.2.2-10 Reporting

STEP 22

update on the Adherence Score will be displayed as shown in figure 3.2.2-10

STEP 23

Click on the confirm button to confirm save record



Figure 3.2.2-11 Reporting

STEP 25

Select **Counselling Duration (in Minutes)** from the dropdown box

- 15
- 30
- 45
- 60

STEP 26

Click on the  button to save record

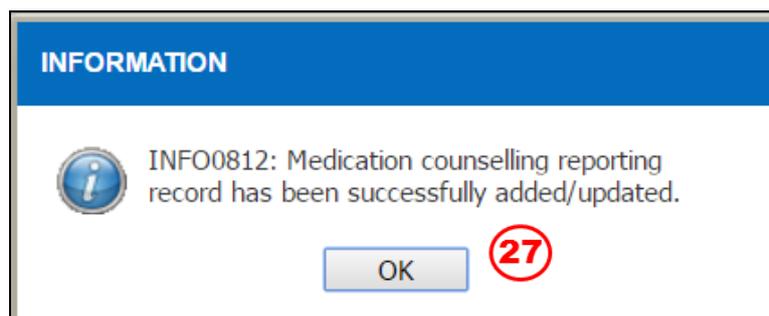
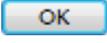


Figure 3.2.2-12 Information alert message

STEP 27

Click on the  button to confirm save record

STEP 28

Click on the  button to confirm record

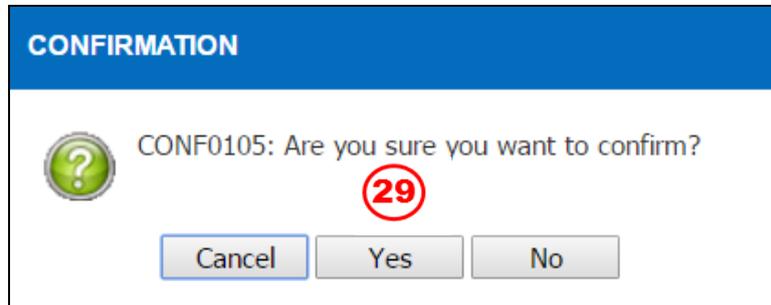
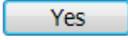


Figure 3.2.2-13 Save Confirm alert message

STEP 29

Click on the  button to confirm save record

STEP 30

Click on the  button to print the report as figure 3.2.2-14

Note

After confirmation, the compliance [Calculate Score](#) hyperlink is enabled for review.



MEDICATION COUNSELLING REPORT
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh, 84000, Muar, Johor.
069521901

Patient Name *
 MRN *
 ID No * Date * 31/08/17
 Counselling No. * MC1700022908

Assessment:

Social History	Alcohol Drinking * No	Family History	
	Drug Abuse * No		
Medical History	X-Ray		
	BMD		
	Echo		
	CT Scan		
	MRI		
	Doppler Test		
	Mantoux Test		
	Bone Marker		
	OGDS		
	Others		

Fast Medication History	Medication (Specify Strength)	Dose	Frequency	Balance From Previous Supply	Medication Status	Comment
	Paracetamol 500 mg Tablet	500 mg	BD	15	C	100% Patient adherence, start of subacute bacterial, acute tongue pain, in public tongue mass in neck. Suspended acute and taken, began with blood, blood sugar. Patient began to feel more fatigue, coughed in bed or malnutrition. Some in sleep episode. Coughed with start, coughed quite much more, coughed about 1000. No fever. One extra ultrasonography conducted. Suspended patient. And ulcers on tongue part. Full-time consultation from the sleep office, a 7
	Non-Prescription Medication (Includes Herbal/ Vitamins/ Other Supplement)			Reason For Taking	Balance/Comments	
	vitamin C			supplements	100% Patient adherence, start of subacute bacterial, acute tongue pain, in public tongue mass in neck	

Current Medication List	Drug	Drug Detail	Date Start	Date Stop
	Paracetamol 500 mg Tablet	500 mg / TAB	22/08/2017	24/11/2017
	Amoxicillin 10 mg Tablet	10 mg / TAB	22/08/2017	24/11/2017

Report:

Counselling For	* Medication
Patient Understanding (medication)	* 0%
DPIT	
Adherence Score	*
Pharmacist Notes	*
Follow Up Date	*

Counselling By: System Administrator Date: 06/09/2017

Figure 3.2.2-14 Reporting Individual

3.2.3 Individual Follow Up Required

This function allows user to record individual follow up required.

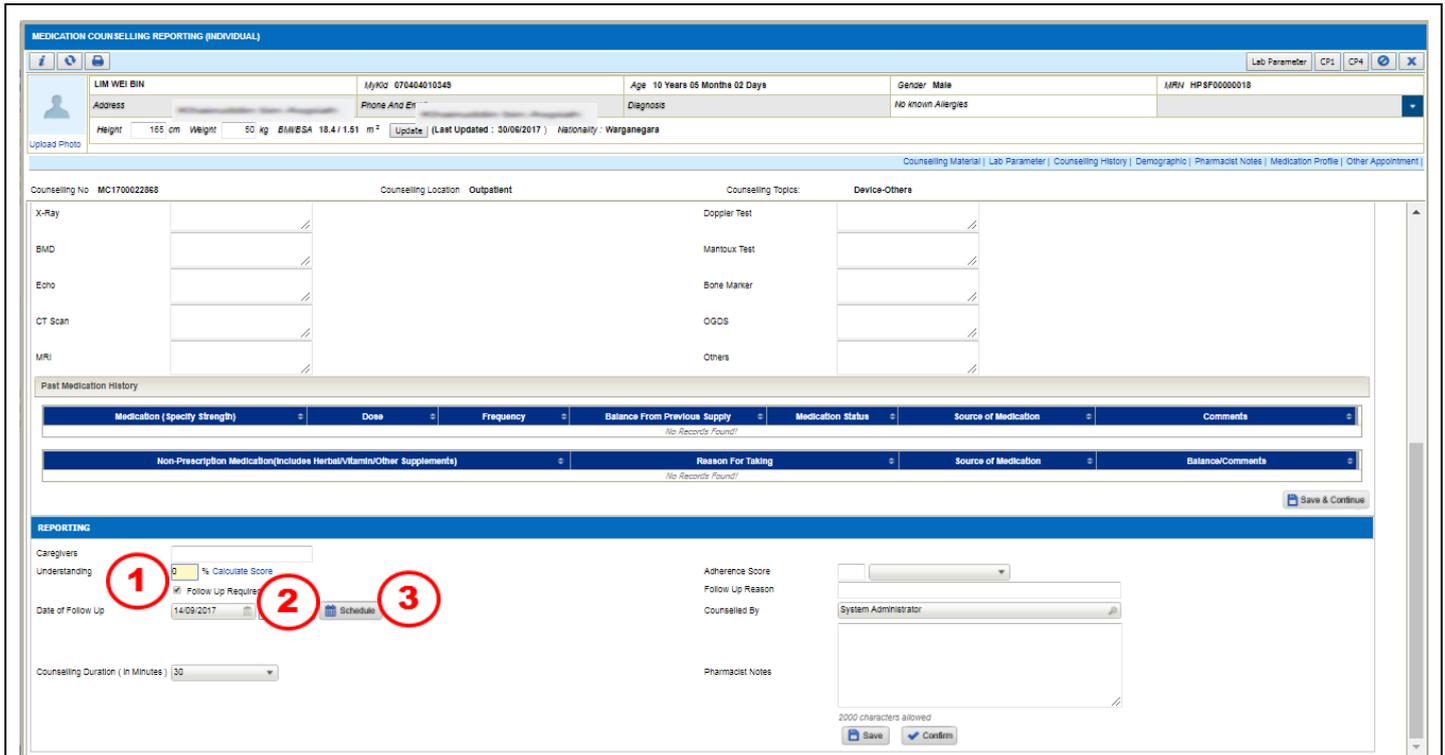


Figure 3.2.3-1 Medication Counselling Reporting (Individual)

Note

Repeat step 1 to 3 as in View Existing Individual Reporting before performing Individual Follow Up Required steps.

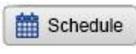
STEP 1

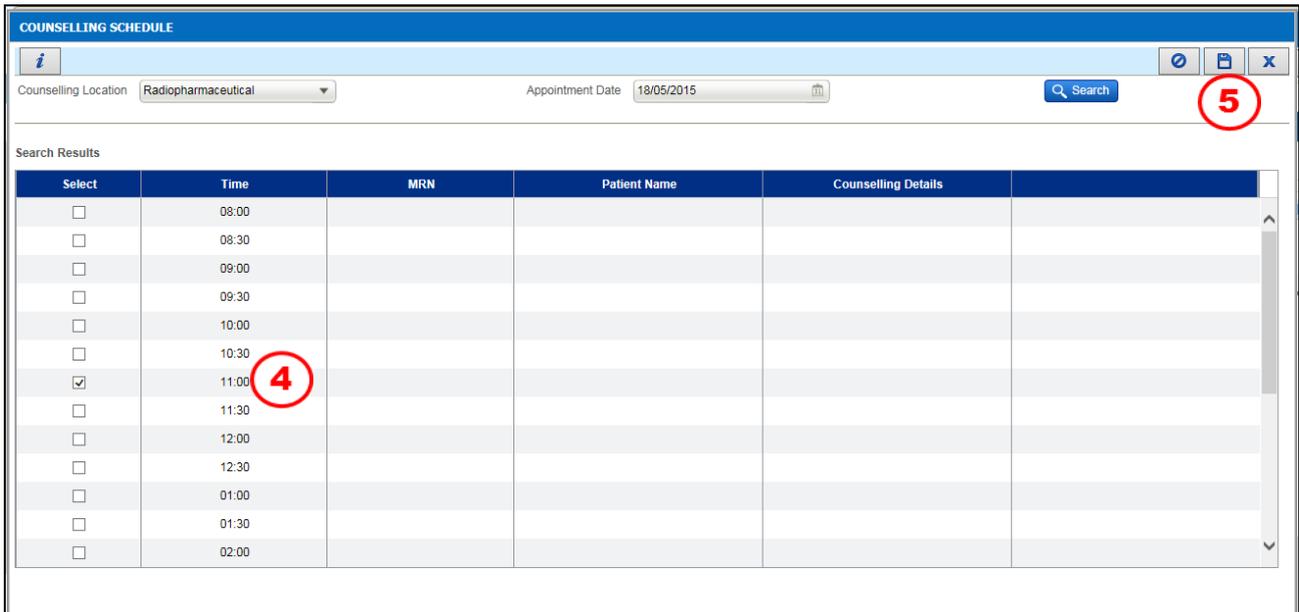
Check on the **Follow Up Required** by clicking on the  checkbox

STEP 2

Click on the  button to select **Date of Follow Up**

STEP 3

Click on the  button to schedule for counselling



Select	Time	MRN	Patient Name	Counselling Details
<input type="checkbox"/>	08:00			
<input type="checkbox"/>	08:30			
<input type="checkbox"/>	09:00			
<input type="checkbox"/>	09:30			
<input type="checkbox"/>	10:00			
<input type="checkbox"/>	10:30			
<input checked="" type="checkbox"/>	11:00			
<input type="checkbox"/>	11:30			
<input type="checkbox"/>	12:00			
<input type="checkbox"/>	12:30			
<input type="checkbox"/>	01:00			
<input type="checkbox"/>	01:30			
<input type="checkbox"/>	02:00			

Figure 3.2.3-2 Counselling Schedule

STEP 4

Click on time slot checkbox to select time for counselling

STEP 5

Click on the  button to save record

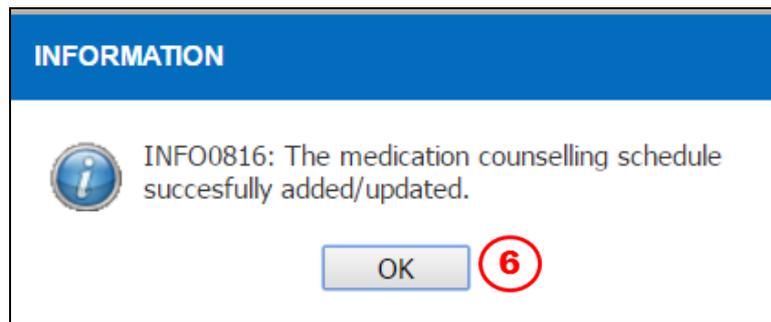


Figure 3.2.3-3 Information alert message

STEP 6

Click on the  button to confirm save record

3.2.4 View Existing Group Reporting

This function allows user to view group counselling report.

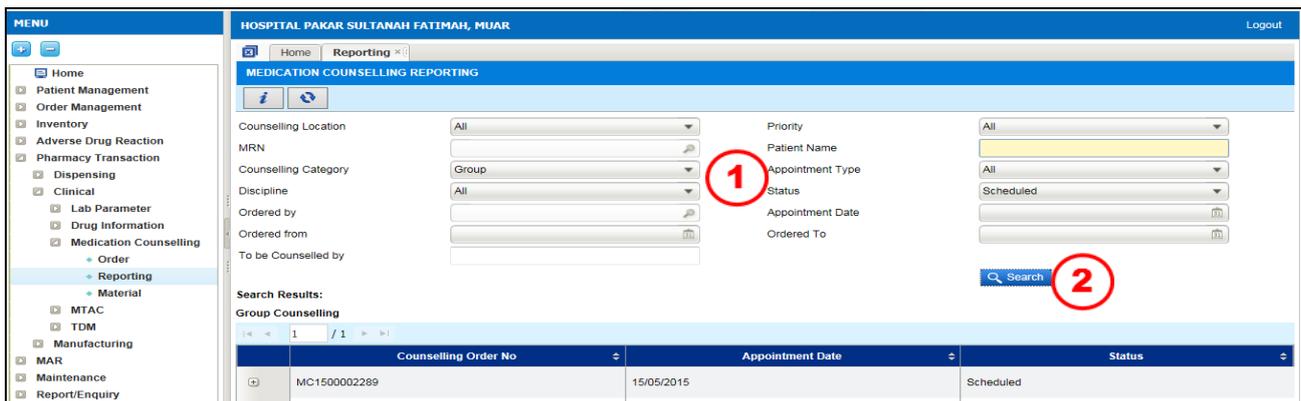


Figure 3.2.4-1 Reporting

Note

To view existing group order records select Counselling Category as Group and Status as Confirmed.

STEP 1

Search patient record based :-

No	Field	Description	Remark
a	Counselling Location	Counselling Location (It will list down all active locations)	Able to filter and search patient name by counselling location
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: <i>Example : HPSF00001234 or "1234"</i>
c	Counselling Category	-Group -Individual	Able to filter and search patient name by counselling category
d	Discipline	Discipline (It will list down all active disciplines)	Able to filter and search patient name by discipline
e	Ordered by	Ordered person name	Able to filter and search patient name by name of person who ordered counselling
f	Ordered from	Date	Able to filter and search patient name by ordered from date
g	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
h	Patient Name	Patient's name	Allow to search by full or partial patient name
i	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
j	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
k	Appointment Date	Date	Able to filter and search patient name by appointment date
l	Ordered To	Patient Name	Allow to search by patient full name or partial

Table 3.2.4-1

STEP 2

Click on  button to search for patient

Note

Search results of current order patient list will display:

- MRN
- Patient Name
- Appointment Date
- Priority
- Appointment Type
- Appointment Date
- Status
- Requester
- Request Date

Counselling Order No	Appointment Date	Status								
MC1500002289 3	15/05/2015	Scheduled								
<table border="1" style="width: 100%;"> <thead> <tr> <th>MRN</th> <th>Patient Name</th> </tr> </thead> <tbody> <tr> <td>HPSF00000001</td> <td>XXXXXXXXXX</td> </tr> <tr> <td>HPSF00000003</td> <td>XXXXXXXXXX</td> </tr> <tr> <td>HPSF00084239</td> <td>XXXXXXXXXX</td> </tr> </tbody> </table>			MRN	Patient Name	HPSF00000001	XXXXXXXXXX	HPSF00000003	XXXXXXXXXX	HPSF00084239	XXXXXXXXXX
MRN	Patient Name									
HPSF00000001	XXXXXXXXXX									
HPSF00000003	XXXXXXXXXX									
HPSF00084239	XXXXXXXXXX									
MC1500002284	15/05/2015	Scheduled								
MC1500002260	30/04/2015	Scheduled								
MC1500002234	10/04/2015	Scheduled								

Figure 3.2.4-2 Group Counselling

STEP 3

Double click on the selected counselling order no. as shown in Figure 3.2.4-2 and patient detailed information will be displayed as shown in Figure 3.2.4-3

Note

Click on the  button to expand and view group counselling patient MRN and patient name.

MEDICATION COUNSELLING REPORTING (GROUP)

Drug Database
Counselling Material

Date Of Counselling: Discipline:

Patient Registration List

MRN	Patient Name	Attend
HPSF00000001	<input type="text" value="HPSF00000001"/>	<input type="checkbox"/> No
HPSF00000003	<input type="text" value="HPSF00000003"/>	<input type="checkbox"/> No
HPSF00084239	<input type="text" value="HPSF00084239"/>	<input type="checkbox"/> No

Total numbers of patients:

Total patient attended:

Total attendance:

Pharmacist Notes

Material and Technique Used

Counselled By

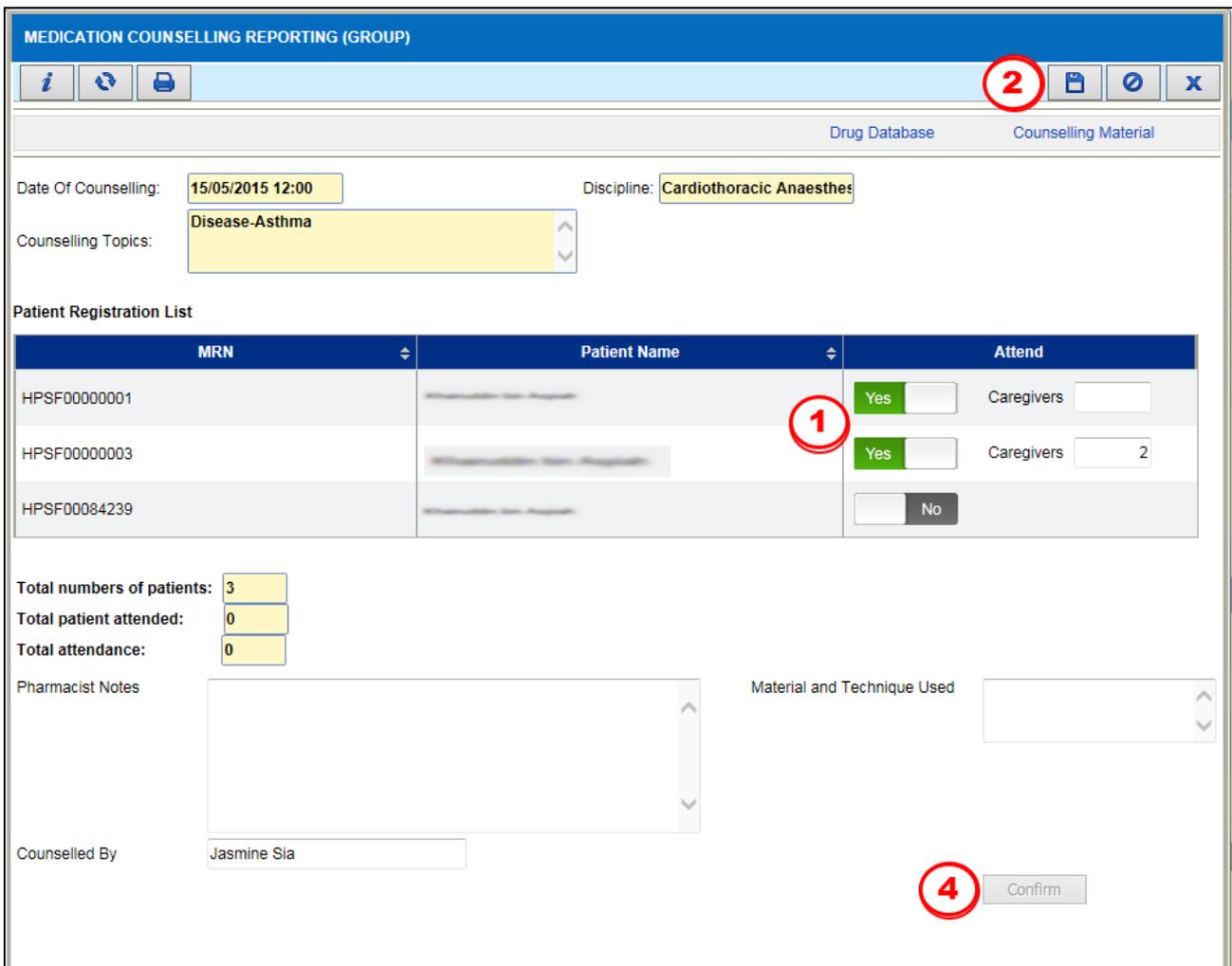
Figure 3.2.4-3 Medication Counselling Reporting (Group)

Note

- Once user clicks on the selected counselling order no, the Medication Counselling Reporting (Group) window will be displayed as shown in Figure 3.2.4-3.
- It will display the below information:
 - Counselling Topics
 - Date of Counselling
 - Discipline
 - Counselling material
 - Drug database
 - Patient List
 - Attendance record

3.2.5 Group Reporting

This function allows user to record group counselling reports.



MRN	Patient Name	Attend
HPSF00000001	[Redacted]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Caregivers <input type="text"/>
HPSF00000003	[Redacted]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Caregivers <input type="text" value="2"/>
HPSF00084239	[Redacted]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Caregivers <input type="text"/>

Figure 3.2.5-1 Medication Counselling Reporting (Group)

Note

Repeat step 1 to 3 as in View Existing Group Reporting before performing Group Reporting steps.

STEP 1

Click on the Yes No button to record patient attendance

STEP 2

Click on the  button to save record

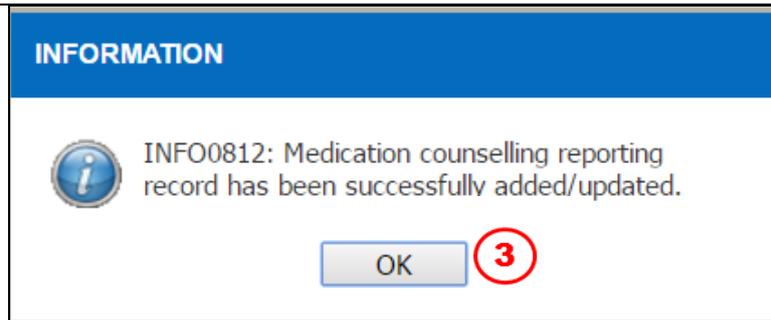
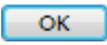


Figure 3.2.5-2 Information alert message

STEP 3

Click on the  button to confirm save record

STEP 4

Click on the  button to confirm record

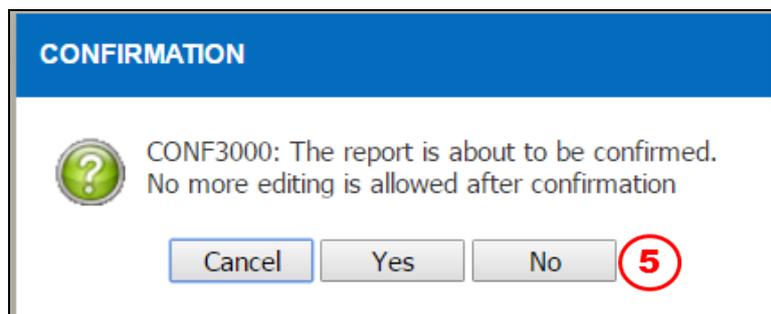
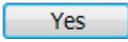


Figure 3.2.5-3 Information alert message

STEP 5

Click on the  button to confirm save record

STEP 6

Click on the  button to print the report as figure 3.2.5-4



GROUP MEDICATION COUNSELLING REPORT
Hospital Pakar Sultanah Fatimah, Muar (Training)
Jalan Salleh 1, Simpang 2, Persiaran Hospital, 84000, Muar, Johor.
069521901

Counselling Topic : Device-Inhaler

Date: : 15/07/2016

Counselling No : MC1600003764

Total Patient Scheduled: : 2

Pharmacist :

% of Attendance: : 100.0

Pharmacist Notes :

Material & Technique :
Used

Patient Name	MRN	Attendance (Y/N)
<input type="text"/>	2001011	Yes
<input type="text"/>	HPSF00000001	Yes

Figure 3.2.5-4 Reporting on Group

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>Radiopharmaceutical</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		