



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

Full Based User Manual Medication Counseling

Version	: 7th Edition
Document ID	: FB_U.MANUAL_MEDICATION COUNSELLING



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Reference ID : FB_U. MANUAL_MEDICATION COUNSELLING-7th Edition

Application reference: PhIS & CPS v1.7.1



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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. 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

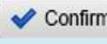
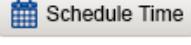
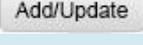
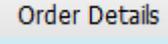
These are the sections within this document:

- 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 Time		Save & Continue
	Add / Update		Delete
	Expand button		Print Malay language
	Proceed to Reporting		Order Details

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
Remove menu for Medication Counselling Order. Combine listing of Order & Reporting Assessment	
Add Second-hand Smoker at Smoking radio button selection	

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

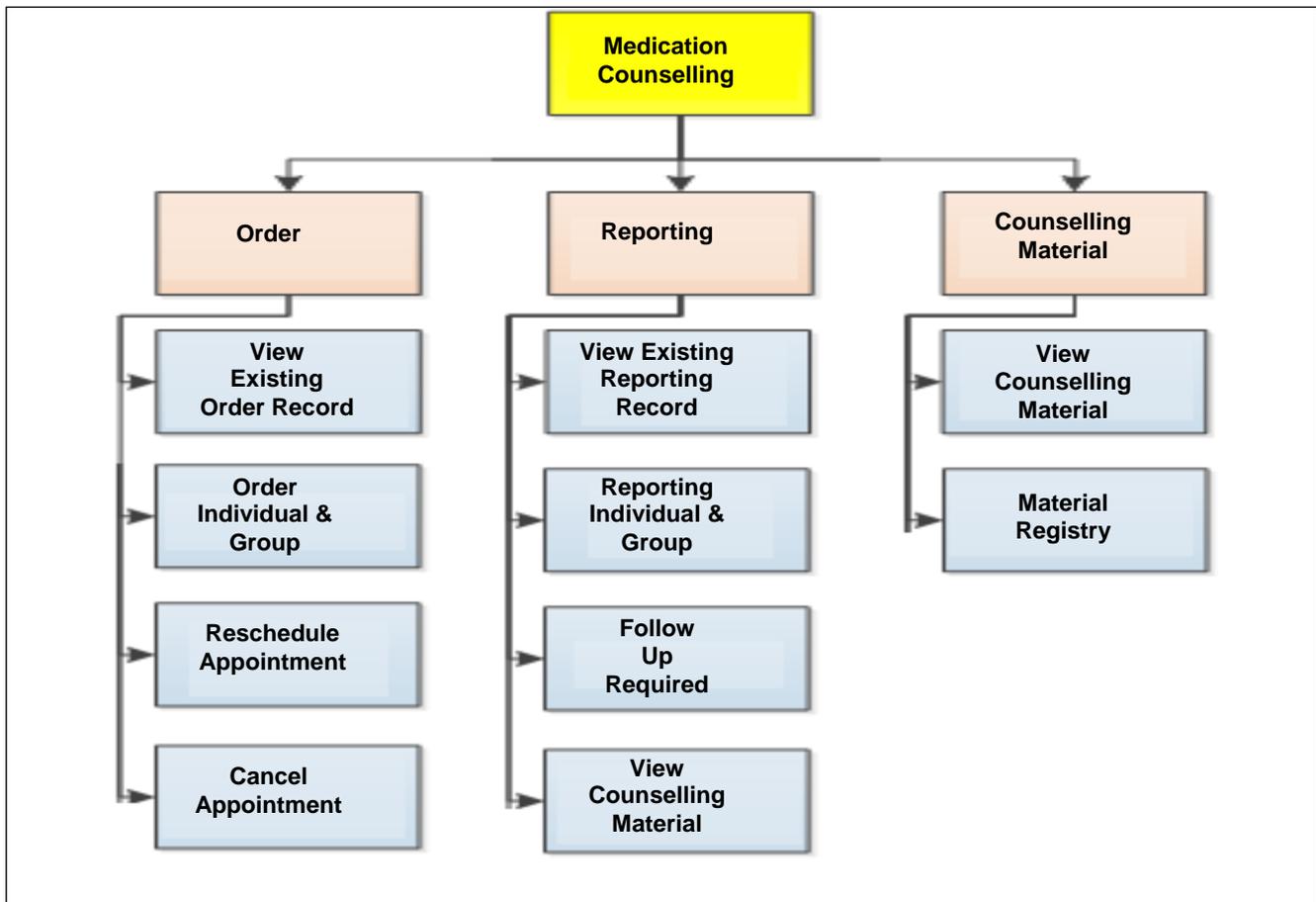


Figure 3.0-1

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.

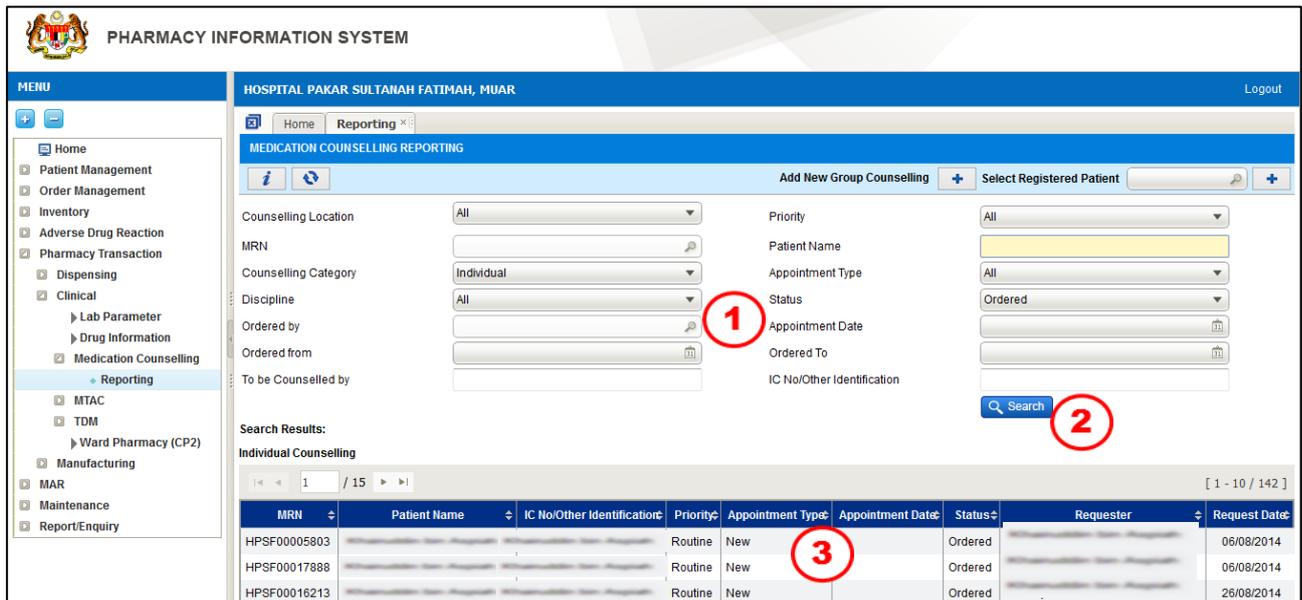


Figure 3.1.1-1 Order Listing Page

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	To be counselled by	Counsellor name	Able to filter and search by Counsellor name
h	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority

i	Patient Name	Patient's name	Allow to search by full or partial patient name
j	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
k	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
l	Appointment Date	Date	Able to filter and search patient name by appointment date
m	Ordered To	Patient Name	Allow to search by patient full name or partial
n	IC No/Other Identification	-IC Number -Other Number	Allow to filter and search by IC Number or other Identification Number

Table 3.1.1-1

STEP 2

Click on  button to search for patient

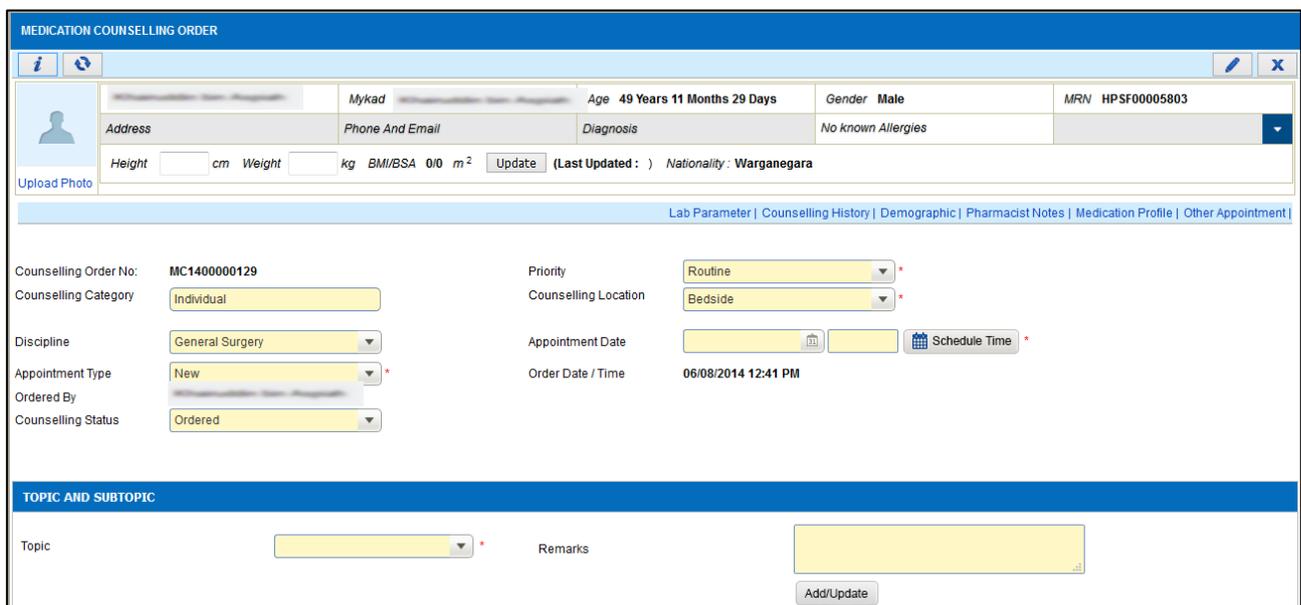
Note

Search results of current registered patient list will display:

- MRN
- Patient Name
- IC No/Other Identification
- 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



The screenshot shows a web application interface for 'MEDICATION COUNSELLING ORDER'. At the top, there are navigation icons and a close button. Below this is a patient information summary bar with fields for Mykad, Age (49 Years 11 Months 29 Days), Gender (Male), MRN (HPSF00005803), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). A navigation bar below the patient info includes links for Lab Parameter, Counselling History, Demographic, Pharmacist Notes, Medication Profile, and Other Appointment. The main form area contains several fields: Counselling Order No (MC140000129), Priority (Routine), Counselling Category (Individual), Counselling Location (Bedside), Discipline (General Surgery), Appointment Date, Appointment Type (New), Ordered By, Order Date / Time (06/08/2014 12:41 PM), and Counselling Status (Ordered). At the bottom, there is a 'TOPIC AND SUBTOPIC' section with a Topic dropdown, a Remarks text area, and an Add/Update button.

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

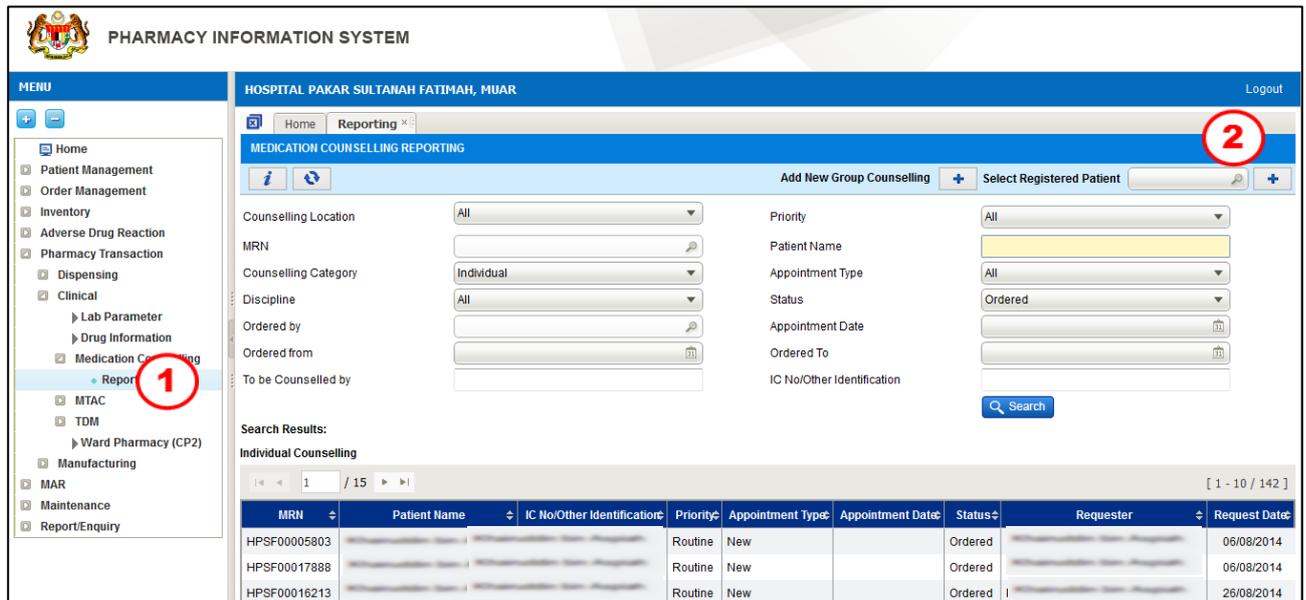
- *Below options are provided for user to view additional patient information. Click on the hyperlink as below:*
 - a) Lab Parameter**
 - Patient's laboratory test results
 - b) Counselling History**
 - Medication Counselling history records
 - c) Demographic**
 - Patient's demographic details
 - d) Pharmacist Notes**
 - Pharmacy notes such as MTAC, Ward Pharmacy etc.
 - e) Medication Profile**
 - This hyperlink will show the patient's current medication and previous medication history
 - f) 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	IC No/Other Identification	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00005803			Routine	New		Ordered		06/08/2014
HPSF00017888			Routine	New		Ordered		06/08/2014
HPSF00016213			Routine	New		Ordered		26/08/2014

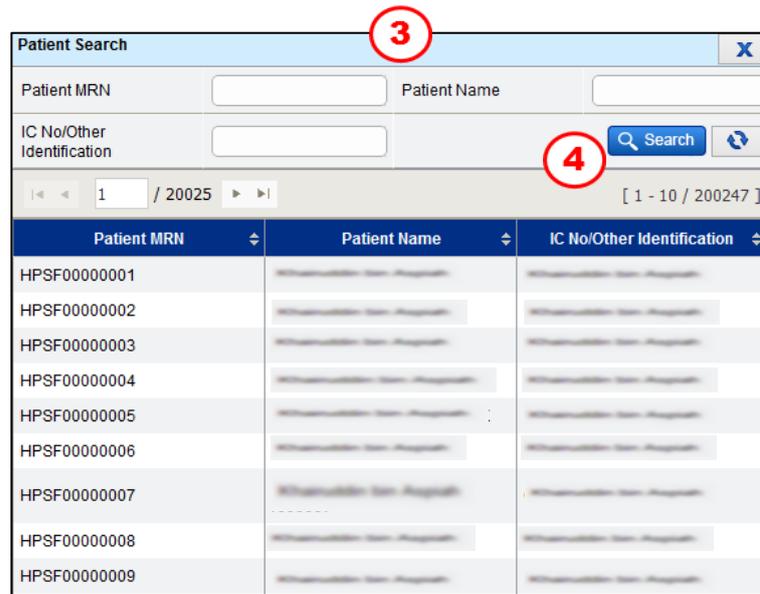
Figure 3.1.2-1 Medication Counselling - Order Listing Page

STEP 1

Click on 'Reporting' sub menu

STEP 2

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



Patient MRN	Patient Name	IC No/Other Identification
HPSF00000001		
HPSF00000002		
HPSF00000003		
HPSF00000004		
HPSF00000005		
HPSF00000006		
HPSF00000007		
HPSF00000008		
HPSF00000009		

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: • 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

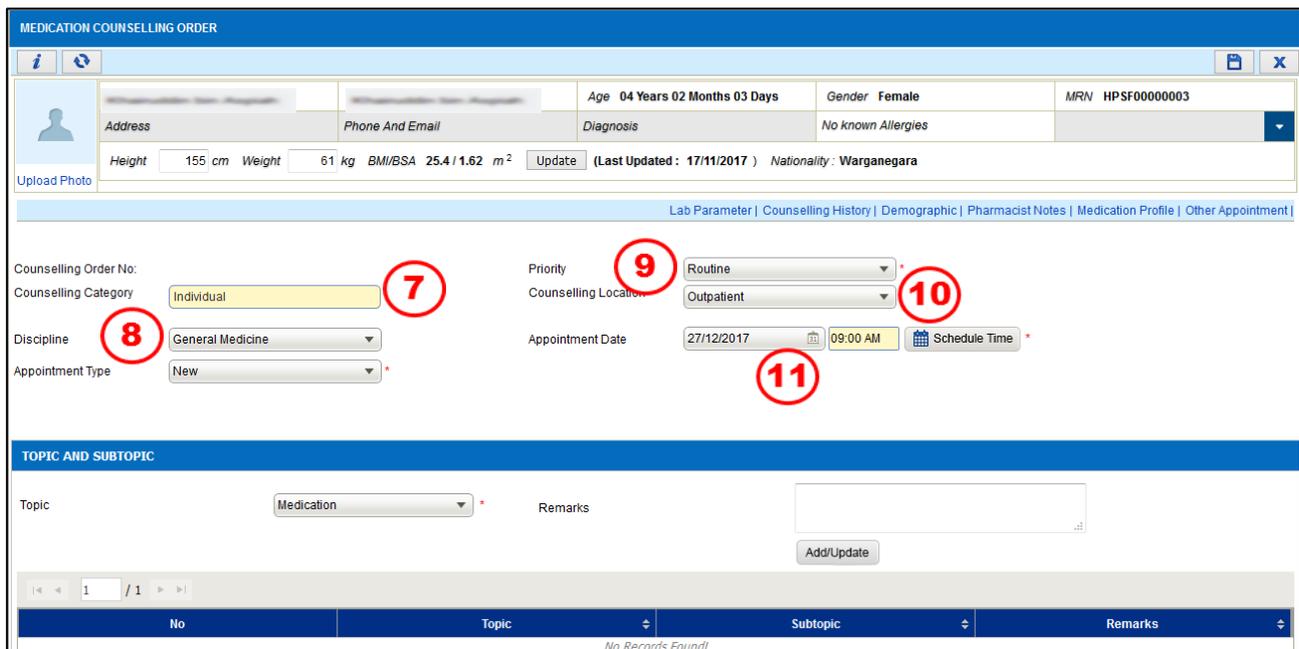
Click on the  button to search for patient

STEP 5

Double 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. At the top, patient details are displayed: Age 04 Years 02 Months 03 Days, Gender Female, MRN HPSF00000003, Address, Phone And Email, Diagnosis, No known Allergies, Height 155 cm, Weight 61 kg, BMI/BSA 25.4/1.62 m², and Nationality: Warganegara. Below this, there are several input fields and dropdown menus: Counselling Order No. (7), Priority (9) set to Routine, Counselling Category (8) set to Individual, Counselling Location (10) set to Outpatient, Discipline (8) set to General Medicine, Appointment Date (11) set to 27/12/2017 at 09:00 AM, and Appointment Type set to New. The 'TOPIC AND SUBTOPIC' section has a Topic dropdown set to Medication and a Remarks text area. At the bottom, there is a table with columns for No, Topic, Subtopic, and Remarks, and a status message 'No Records Found!'.

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

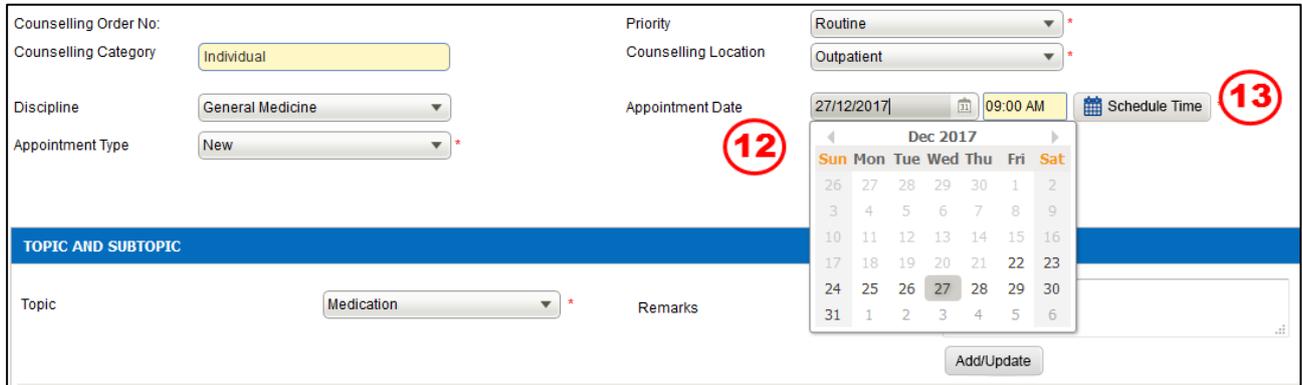


Figure 3.1.2-4 Select Medication Counselling Order

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

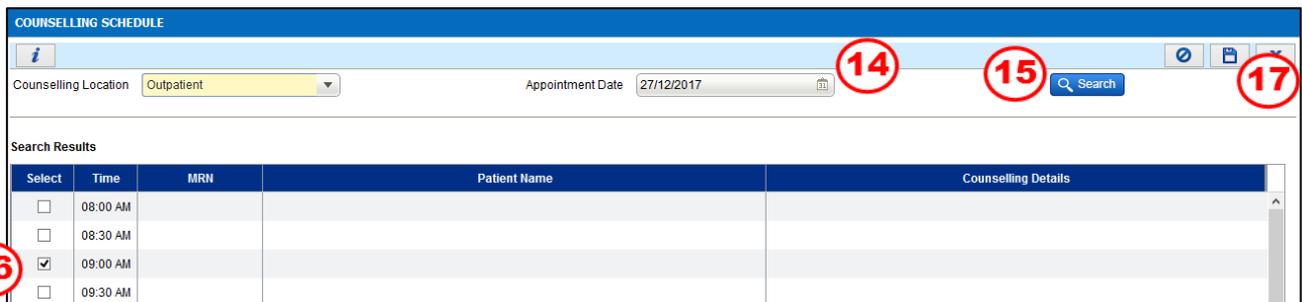


Figure 3.1.2-5 Counselling Schedule

STEP 14

Click on the  button and select **Appointment Date** for counseling. 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

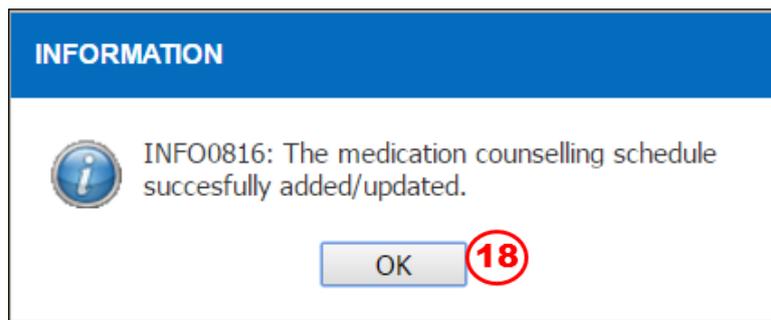


Figure 3.1.2-6 Information alert message

STEP 18

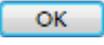
Click on the  button to confirm save record



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

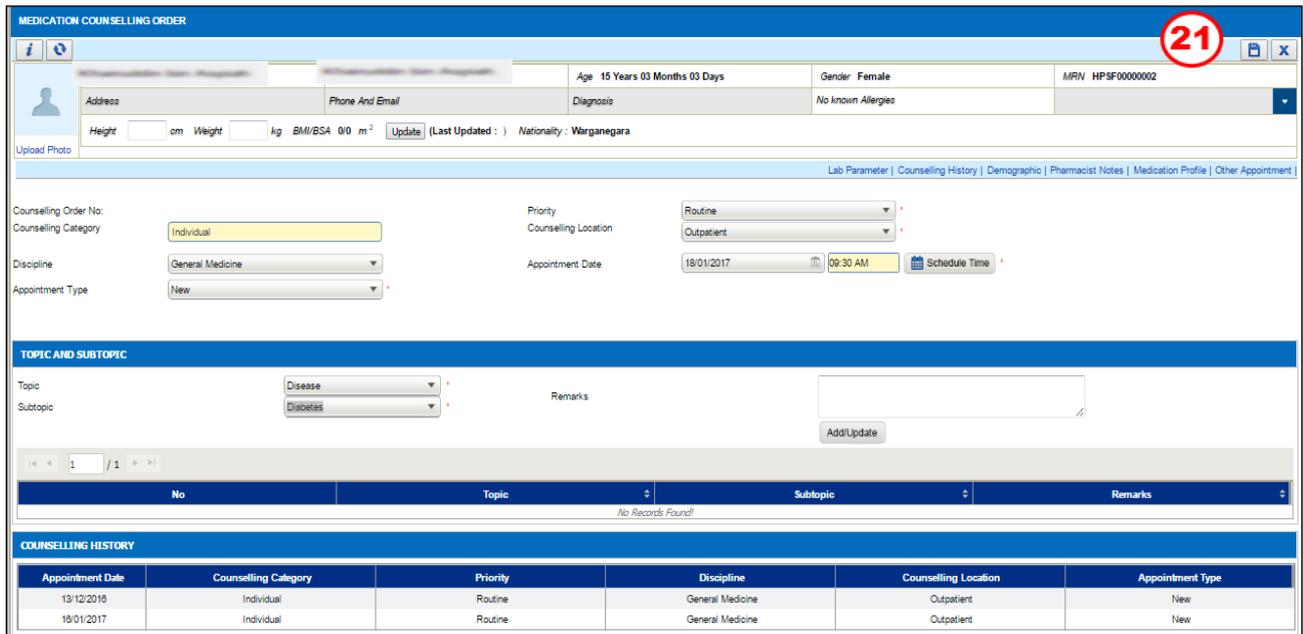


Figure 3.1.2-8 Select Medication Counselling Order

STEP 21

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

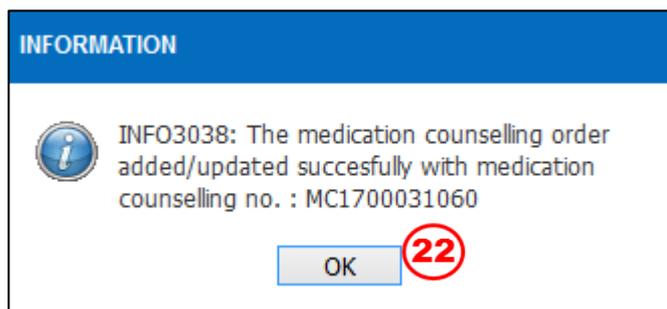


Figure 3.1.2-9 Order successfully added/updated

STEP 22

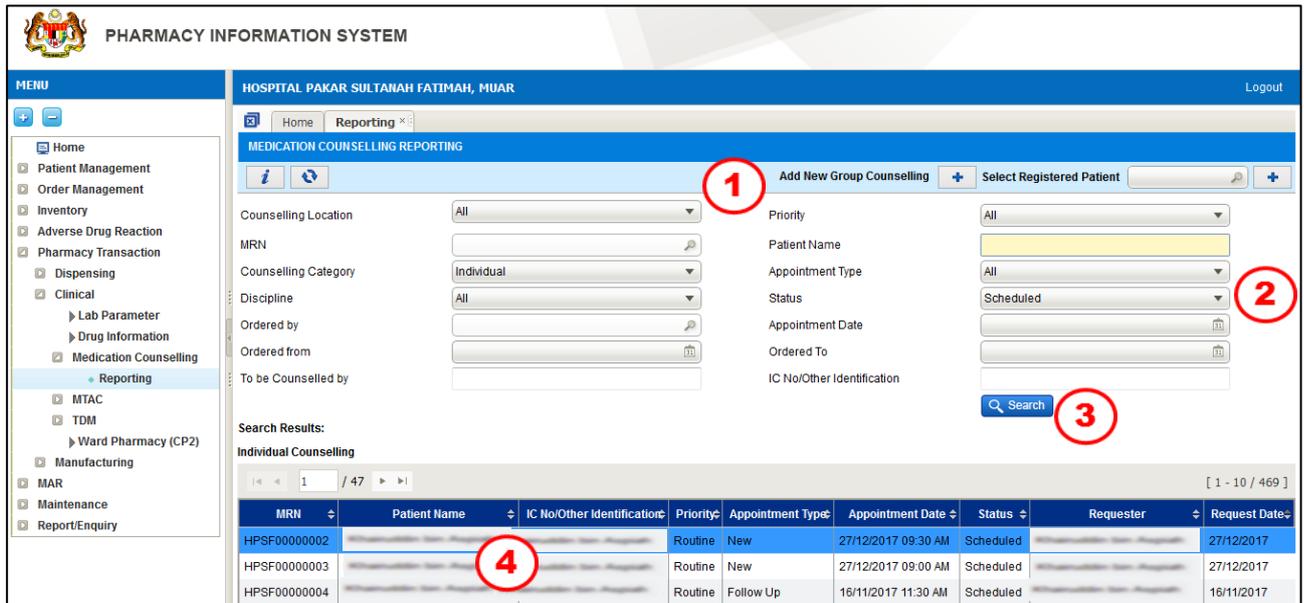
Click on the  button to confirm save record

Note

- Medication Counselling No. Will be automatically generated for future reference.
- User can click  button to proceed to reporting of that current individual

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 perform before reporting stage.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MEDICATION COUNSELLING REPORTING

1 Add New Group Counselling + Select Registered Patient

Counselling Location: All
MRN:
Counselling Category: Individual
Discipline: All
Ordered by:
Ordered from:
To be Counselling by:

Priority: All
Patient Name:
Appointment Type: All
Status: Scheduled
Appointment Date:
Ordered To:
IC No/Other Identification:

3 Search

Search Results:
Individual Counselling

MRN	Patient Name	IC No/Other Identification	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00000002	4		Routine	New	27/12/2017 09:30 AM	Scheduled		27/12/2017
HPSF00000003			Routine	New	27/12/2017 09:00 AM	Scheduled		27/12/2017
HPSF00000004			Routine	Follow Up	16/11/2017 11:30 AM	Scheduled		16/11/2017

Figure 3.1.3-1 Search Patient

STEP 1

Search for the patient

STEP 2

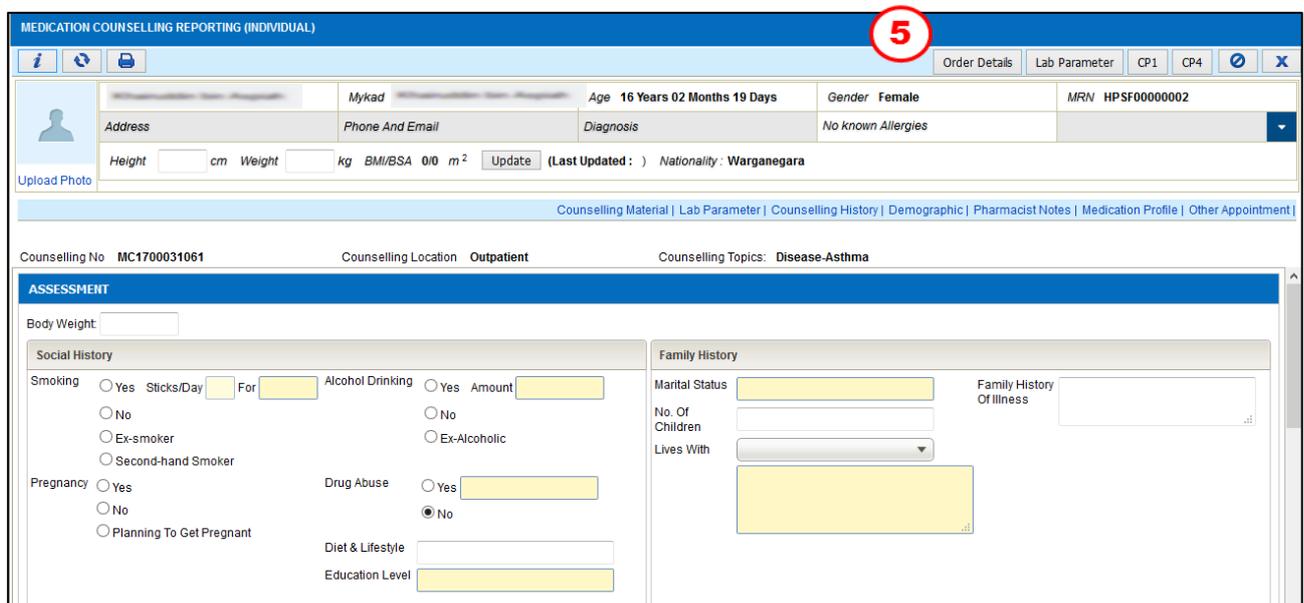
Change the status to Scheduled to find the records faster

STEP 3

Click on  button

STEP 4

Double click on the selected patient's name



MEDICATION COUNSELLING REPORTING (INDIVIDUAL)

5

Order Details | Lab Parameter | CP1 | CP4

Mykad: Age: 16 Years 02 Months 19 Days | Gender: Female | MRN: HPSF00000002

Address: Phone And Email: Diagnosis: No known Allergies

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

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

Counselling No: MC1700031061 | Counselling Location: Outpatient | Counselling Topics: Disease-Asthma

ASSESSMENT

Body Weight:

Social History

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

Ex-smoker Second-hand Smoker

Pregnancy: Yes No Planning To Get Pregnant

Drug Abuse: Yes No

Diet & Lifestyle: Education Level:

Family History

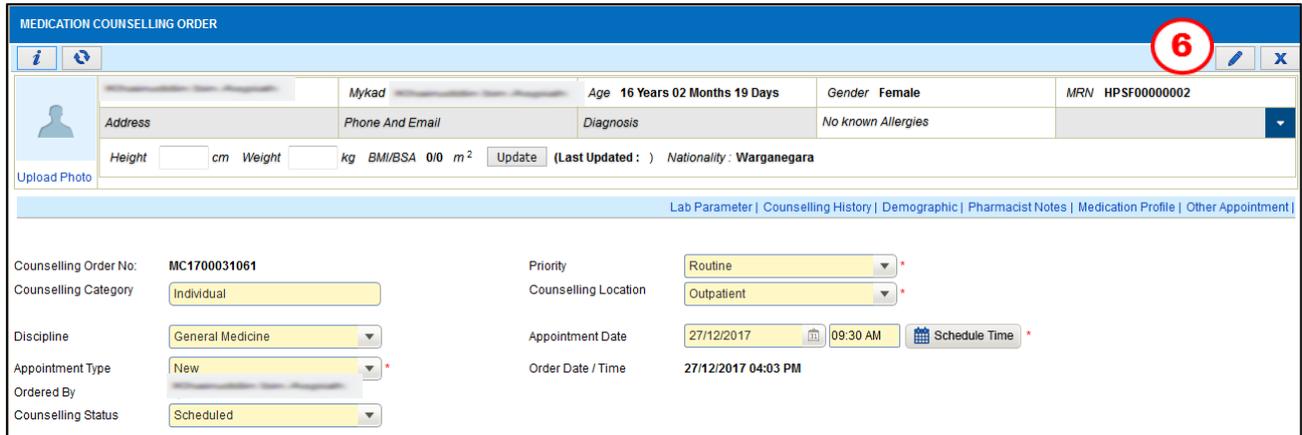
Marital Status: Family History Of Illness:

No. Of Children: Lives With:

Figure 3.1.3-2 Medication Counselling – Order

STEP 5

Click on **Order Details** button



MEDICATION COUNSELLING ORDER

Mykad: [Redacted] Age: 16 Years 02 Months 19 Days Gender: Female MRN: HPSF0000002

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

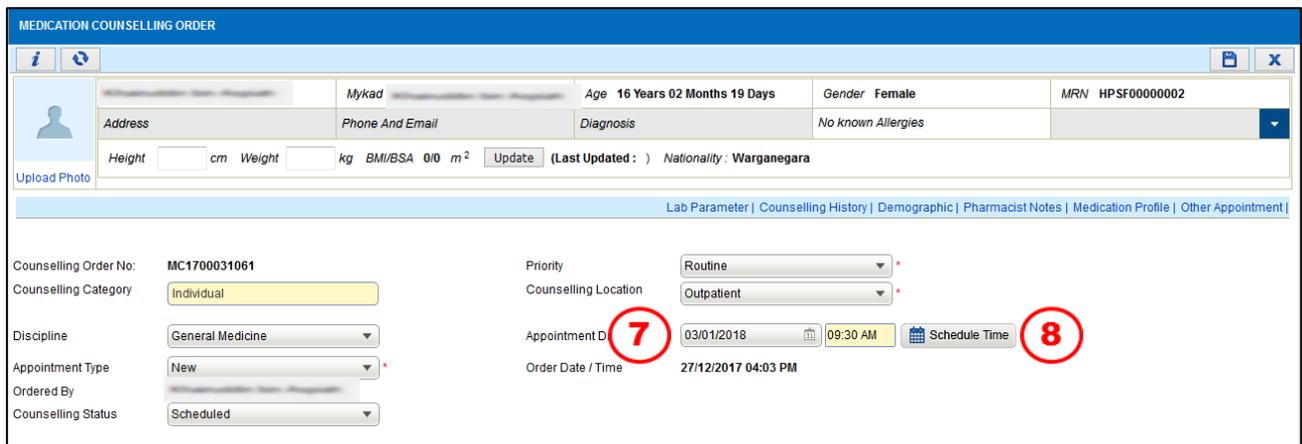
Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

Counselling Order No: MC1700031061 Priority: Routine
 Counselling Category: Individual Counselling Location: Outpatient
 Discipline: General Medicine Appointment Date: 27/12/2017 09:30 AM Schedule Time
 Appointment Type: New Order Date / Time: 27/12/2017 04:03 PM
 Ordered By: [Redacted]
 Counselling Status: Scheduled

Figure 3.1.3-3 Edit Order Details

STEP 6

Click on the  button to proceed to reschedule process. Editable fields will be enabled



MEDICATION COUNSELLING ORDER

Mykad: [Redacted] Age: 16 Years 02 Months 19 Days Gender: Female MRN: HPSF0000002

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

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

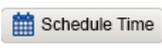
Counselling Order No: MC1700031061 Priority: Routine
 Counselling Category: Individual Counselling Location: Outpatient
 Discipline: General Medicine Appointment Date: 03/01/2018 09:30 AM Schedule Time
 Appointment Type: New Order Date / Time: 27/12/2017 04:03 PM
 Ordered By: [Redacted]
 Counselling Status: Scheduled

Figure 3.1.3-4 Change Schedule date and time

STEP 7

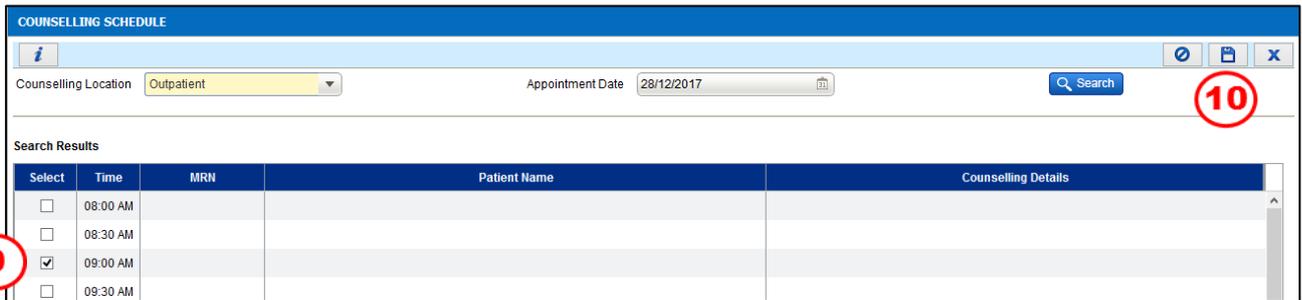
Click  to change the date, if applicable

STEP 8

Click on the  button and system will display the Counselling Schedule screen as shown in Figure 3.1.3-5

Note

Schedule Time button will not be able to click if the Appointment Date is out of range (5 days before current date)



Select	Time	MRN	Patient Name	Counselling Details
<input type="checkbox"/>	08:00 AM			
<input type="checkbox"/>	08:30 AM			
<input checked="" type="checkbox"/>	09:00 AM			
<input type="checkbox"/>	09:30 AM			

Figure 3.1.3-5 Counselling Schedule

STEP 9

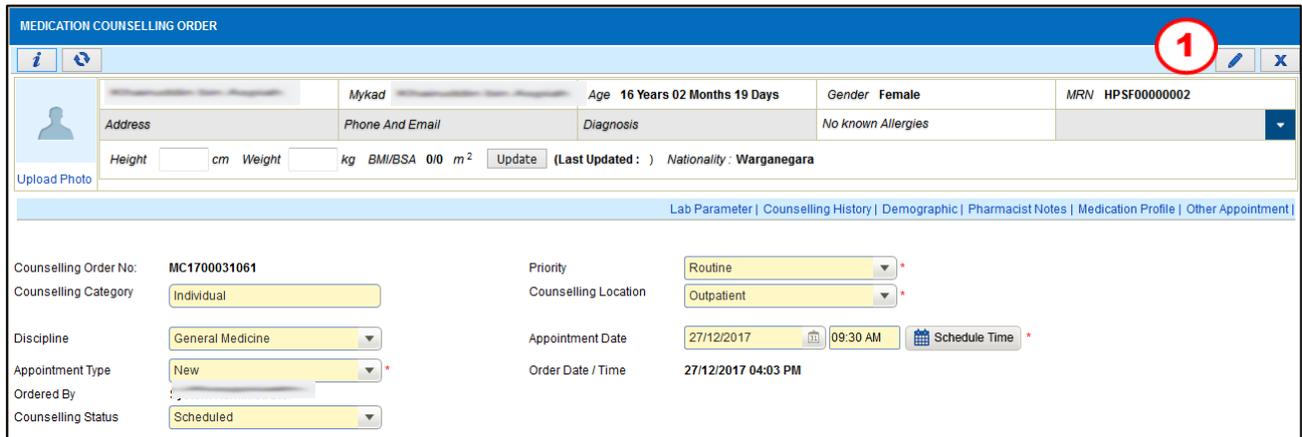
Click on time slot  checkbox to select time for counselling

STEP 10

Click on the  button to save record

3.1.4 Individual Order – Cancel Appointment

This function is used to cancel appointment for individual counseling.



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. At the top right, there is a red circle with the number '1' around a blue pencil icon, which is the edit button. The form contains patient information (Mykad, Age: 16 Years 02 Months 19 Days, Gender: Female, MRN: HPSF00000002), address, phone and email, diagnosis, and no known allergies. Below this, there are fields for height, weight, BMI/BSA, and nationality (Warganegara). The main section of the form includes:

- Counselling Order No: MC1700031061
- Counselling Category: Individual
- Discipline: General Medicine
- Appointment Type: New
- Ordered By: [Name]
- Counselling Status: Scheduled
- Priority: Routine
- Counselling Location: Outpatient
- Appointment Date: 27/12/2017 09:30 AM
- Order Date / Time: 27/12/2017 04:03 PM

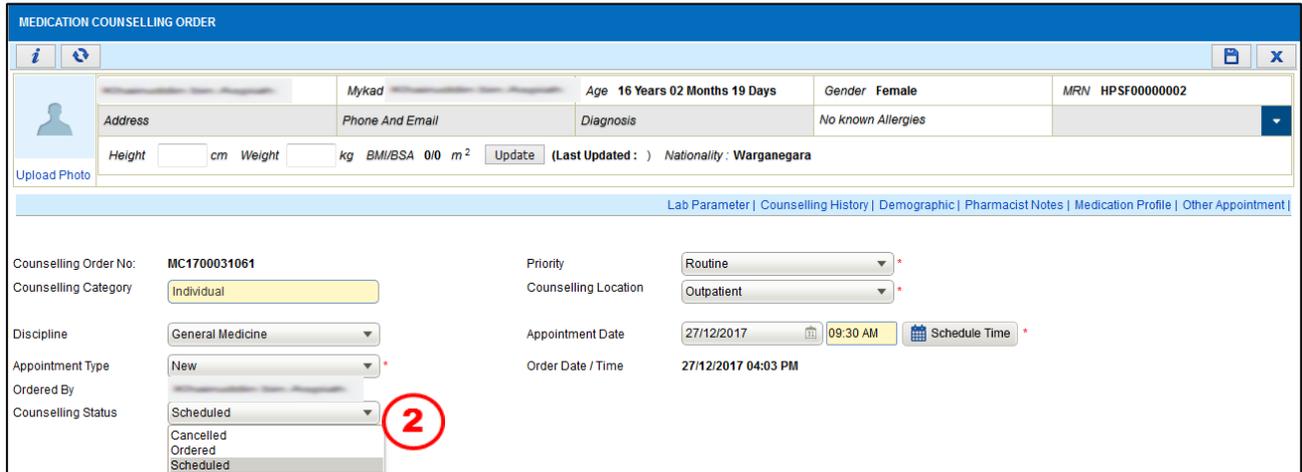
Figure 3.1.4-1 Medication Counselling Order

Note

Repeat step 1 to 5 as in Individual Order – Reschedule Appointment before performing Individual Order – Cancel Appointment steps.

STEP 1

Click on the  button to edit counseling order



This screenshot shows the same 'MEDICATION COUNSELLING ORDER' form as Figure 3.1.4-1. A red circle with the number '2' highlights the 'Cancelled' option in the 'Counselling Status' dropdown menu. The rest of the form fields are identical to the previous screenshot.

Figure 3.1.4-2 Medication Counselling Order

STEP 2

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

STEP 3

Click on the  button to save record

3.1.5 View Existing Group Order

This function is used to view existing group order.

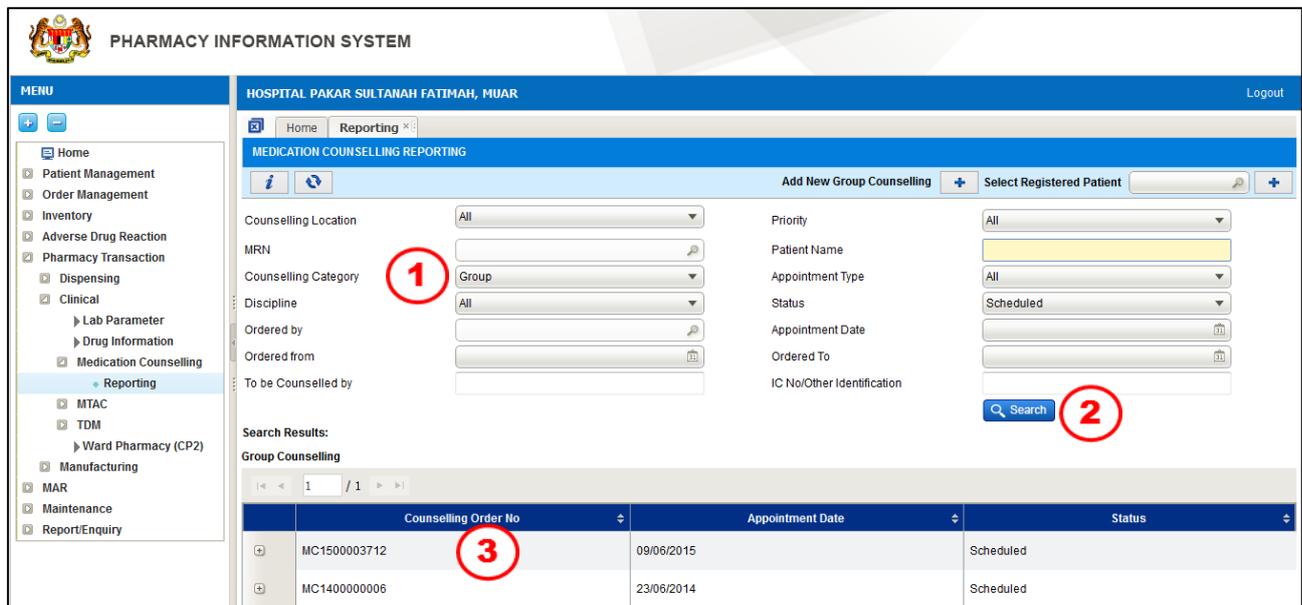


Figure 3.1.5-1 Medication Counselling – Order Landing Screen

Note

- To view group order records select counselling category as 'Group'
- If there are no results in the search, change Status to other options
- 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: • 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	To be counselled by	Counsellor name	Able to filter and search by Counsellor name
h	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
i	Patient Name	Patient's name	Allow to search by full or partial patient name

j	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
k	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
l	Appointment Date	Date	Able to filter and search patient name by appointment date
m	Ordered To	Patient Name	Allow to search by patient full name or partial
n	IC No/Other Identification	-IC Number -Other Number	Allow to filter and search by IC Number or other Identification Number

Table 3.1.5-1 Patient Search Criteria

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
- User is also able to perform individual order by double 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 REPORTING (GROUP)

Drug Database
Counselling Material

Date Of Counselling: Discipline:

Counselling Topics:

Patient Registration List

MRN	Patient Name	Attend	
HPSF00199629	[REDACTED]	<input checked="" type="checkbox"/>	Caregivers <input style="width: 40px;" type="text"/>
HPSF00022267	[REDACTED]	<input checked="" type="checkbox"/>	Caregivers <input style="width: 40px;" type="text"/>

Total numbers of patients:

Total patient attended:

Total attendance:

Pharmacist Notes

Counselled By

Material and Technique Used

Figure 3.1.5-2 Medication Counselling Order

Note

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

- Date of counselling
- Counselling Topics
- Discipline
- Patient Registration List (MRN, Patient Name, Attend)
- Total number of patients
- Total patient attended
- Total attendance
- Pharmacist Notes
- Material and Technique Used
- Counselling By

3.1.6 Order - Group

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

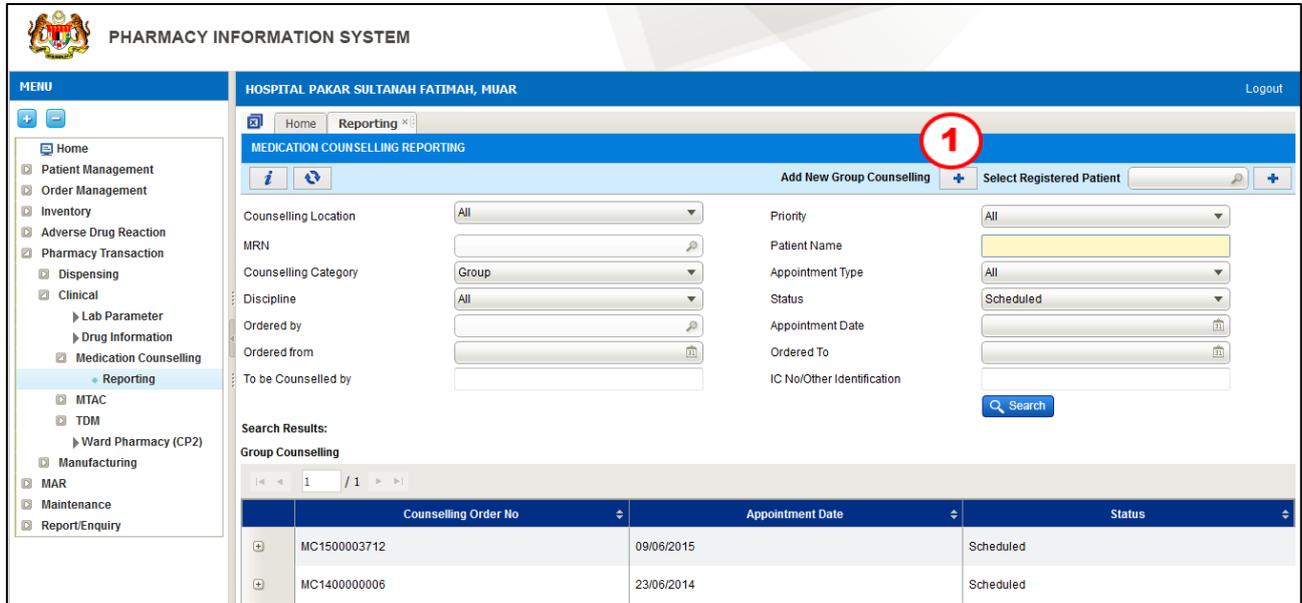


Figure 3.1.6-1 Medication Counselling – Order Listing Page

STEP 1

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

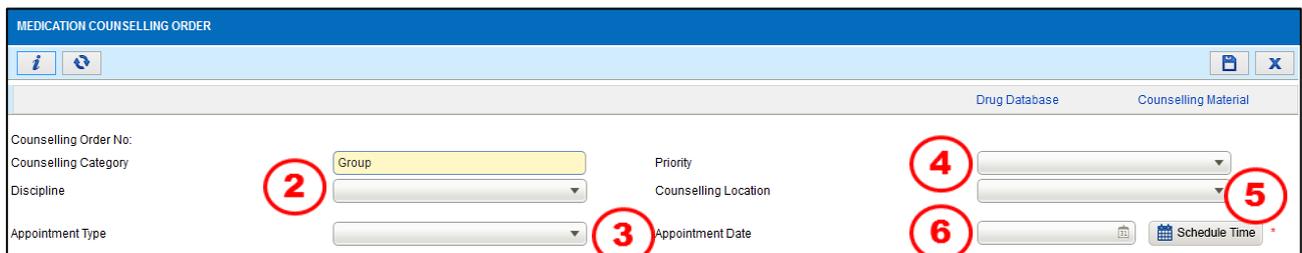


Figure 3.1.6-2 Medication Counselling Order

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

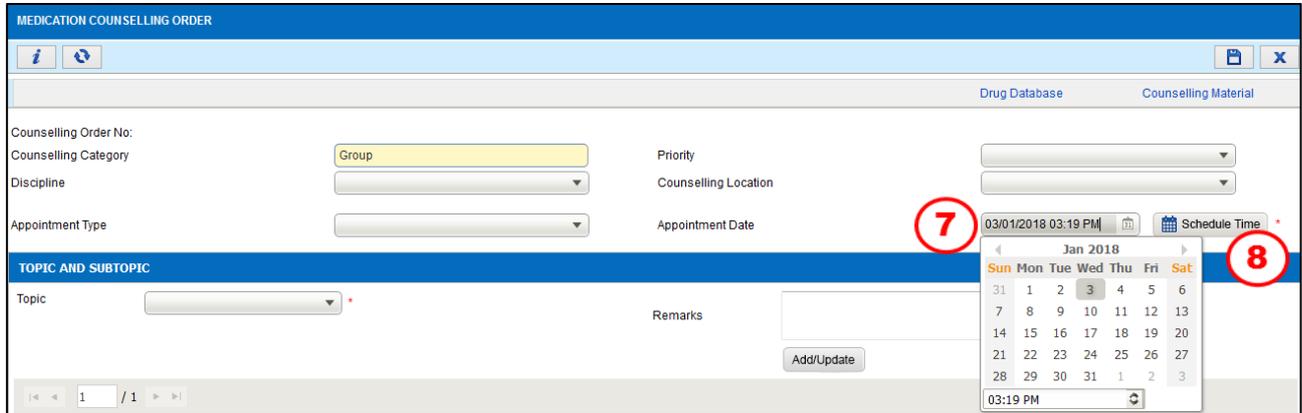


Figure 3.1.6-3 Medication Counselling Order

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

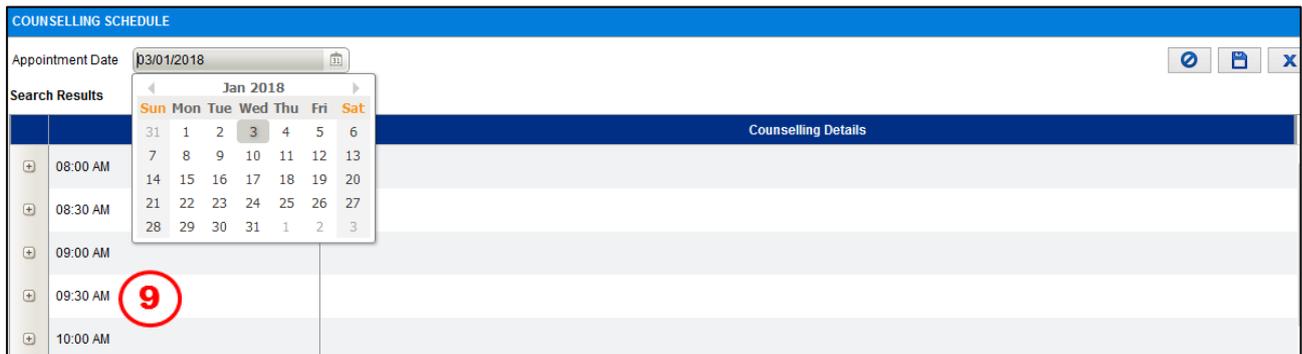


Figure 3.1.6-4 Counselling Schedule

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 can select Appointment Date from the calendar at the Counselling Schedule screen.

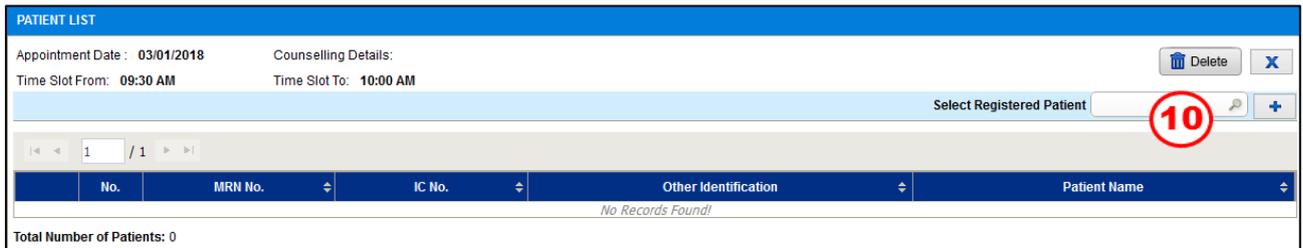


Figure 3.1.6-5 Patient List

Note

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

STEP 10

Click on the  button to search for patient



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	IC No/Other Identification	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

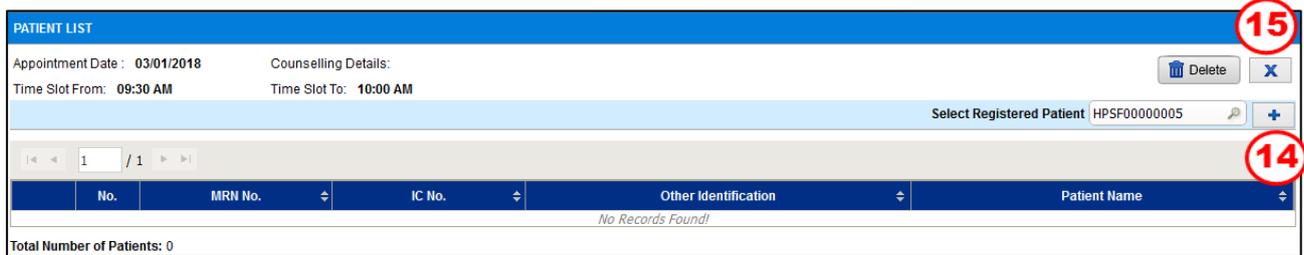
Table 3.1.6-1

STEP 12

Click on the  button to search for patient

STEP 13

Double click on the selected patient's name



PATIENT LIST

Appointment Date: 03/01/2018 Counselling Details:

Time Slot From: 09:30 AM Time Slot To: 10:00 AM

Select Registered Patient: HPSF00000005

1 / 1

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

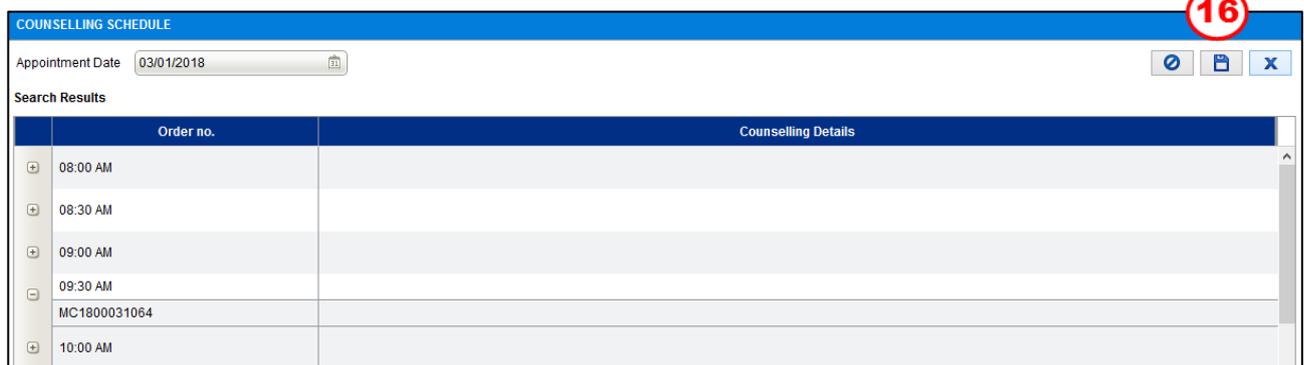
Click on the  button to add patient for counselling

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 can 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.

STEP 15

Click on the  button to close the window after adding more than one patient



COUNSELLING SCHEDULE

Appointment Date: 03/01/2018

Search Results

Order no.	Counselling Details
<input type="checkbox"/> 08:00 AM	
<input type="checkbox"/> 08:30 AM	
<input type="checkbox"/> 09:00 AM	
<input checked="" type="checkbox"/> 09:30 AM	MC1800031064
<input type="checkbox"/> 10:00 AM	

Figure 3.1.6-8 Counselling Schedule

Note

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

STEP 16

Click on the  button to save record

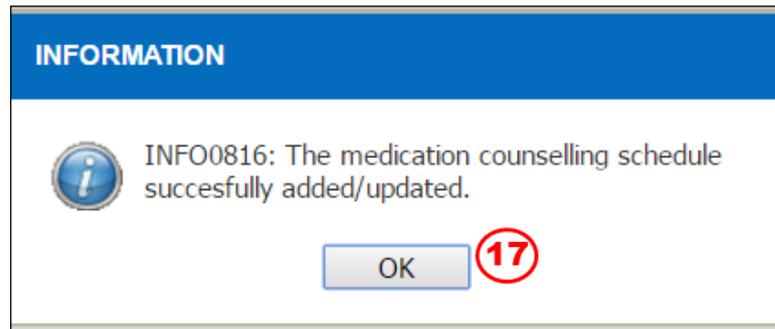
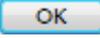


Figure 3.1.6-9 Information alert message

STEP 17

Click on the  button to confirm save record

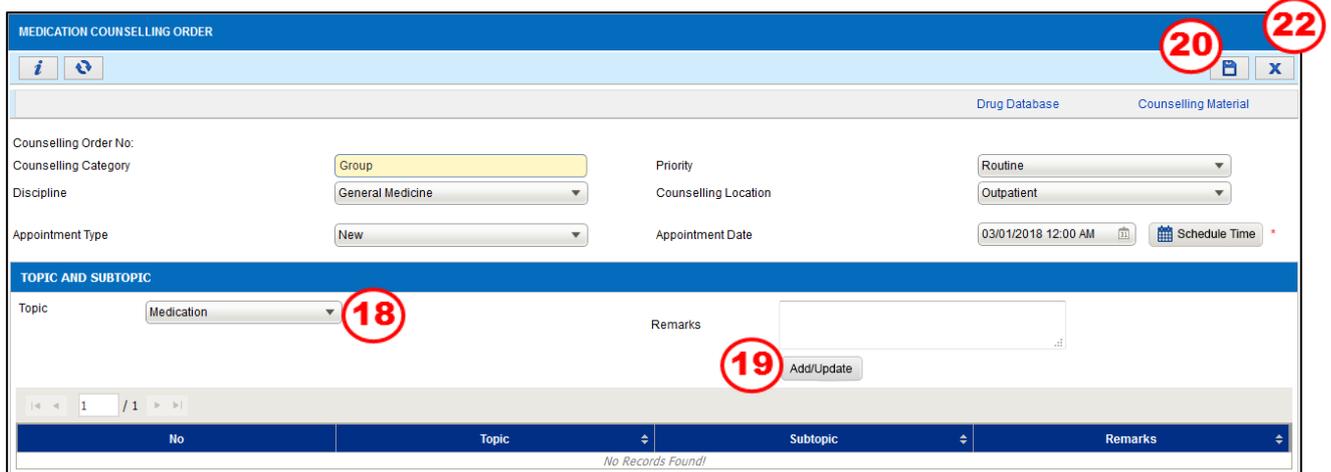


Figure 3.1.6-10 Medication Counselling Order

STEP 18

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 19

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

STEP 20

Click on the  button to save record

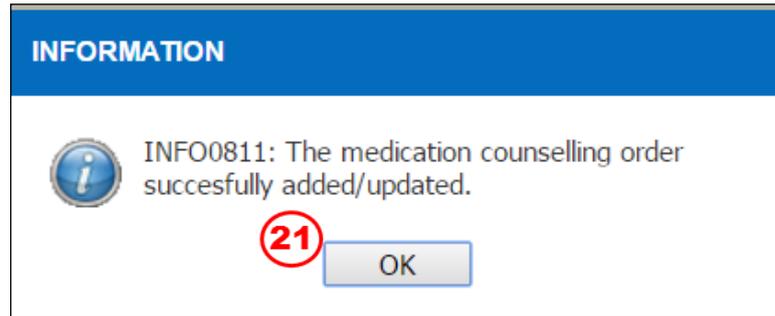
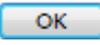


Figure 3.1.6-11 Information alert message

STEP 21

Click on the  button to confirm save record

STEP 22

Click on the  button to close record

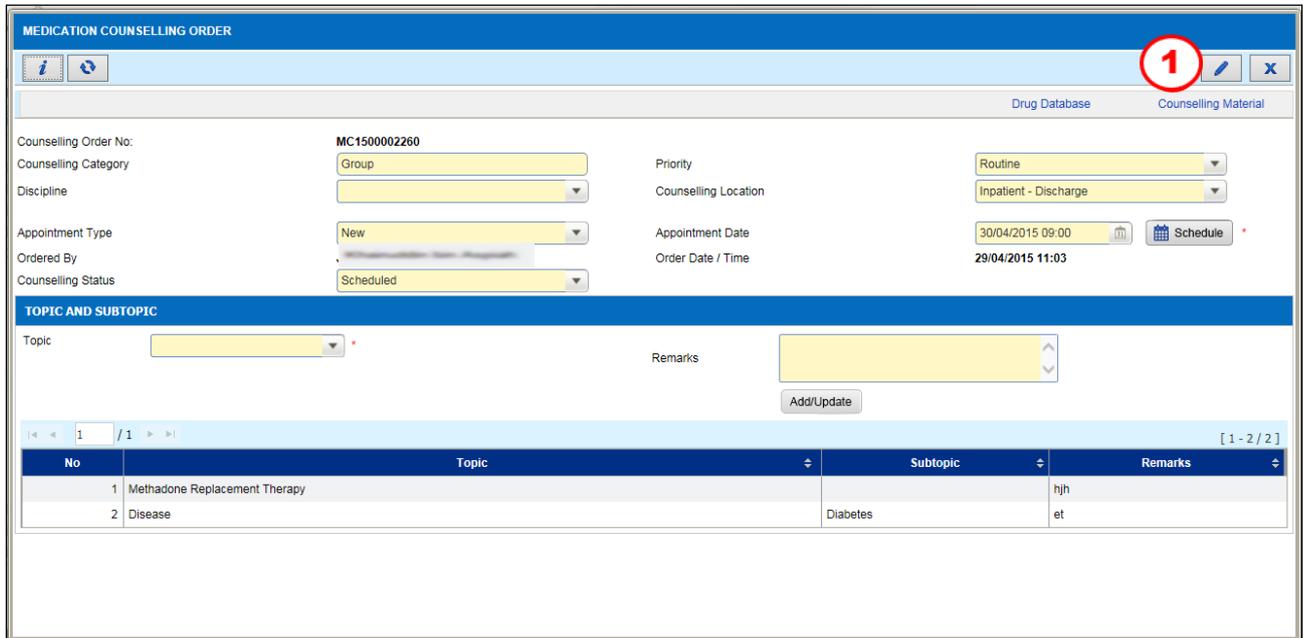
Note

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.

(NOTE: This is not available in version 1.7.1. Instructions asked not to be removed. Nothing has been changed as 1.7.1 doesn't have the screens)



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: 30/04/2015 09:00

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 3.1.7-1 Medication Counselling Order

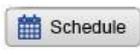
Note

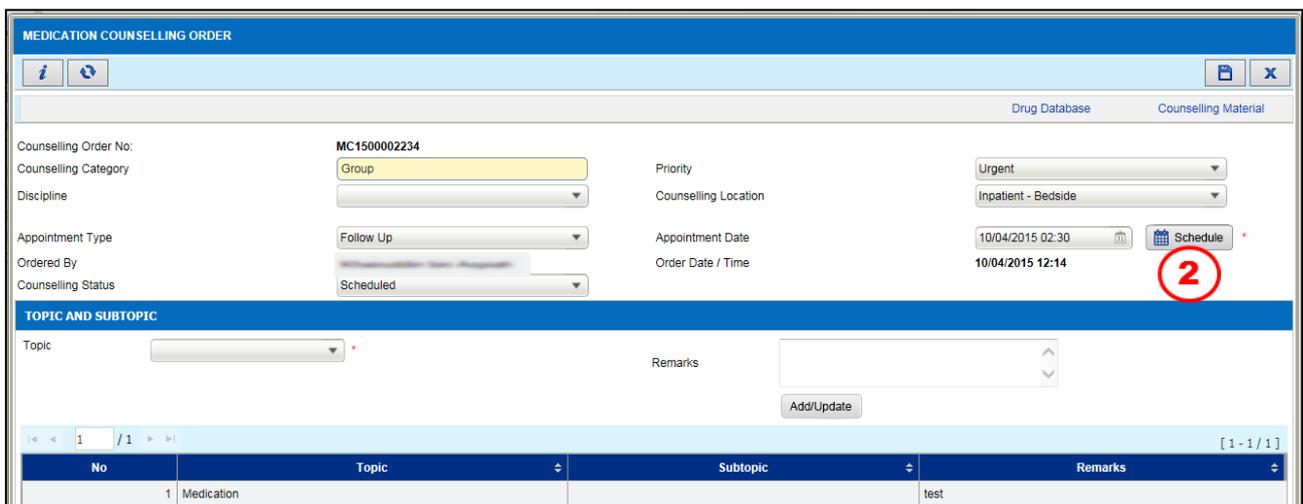
Repeat step 1 to 3 as in View Existing Group Order record before performing Group Order – Reschedule Appointment, Add & Delete Patient for Counselling steps.

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 Priority: Urgent

Discipline: Counselling Location: Inpatient - Bedside

Appointment Type: Follow Up Appointment Date: 10/04/2015 02:30

Ordered By: Order Date / Time: 10/04/2015 12:14

Counselling Status: Scheduled

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

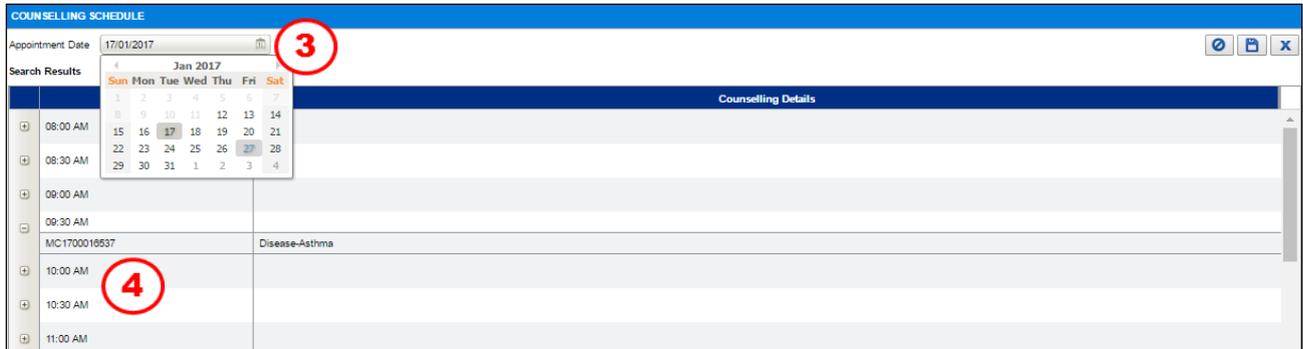


Figure 3.1.7-3 Medication Counselling Order

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.

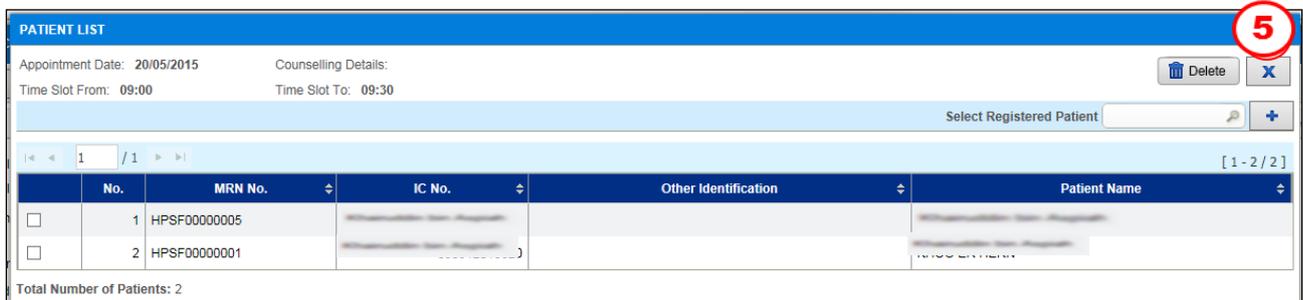


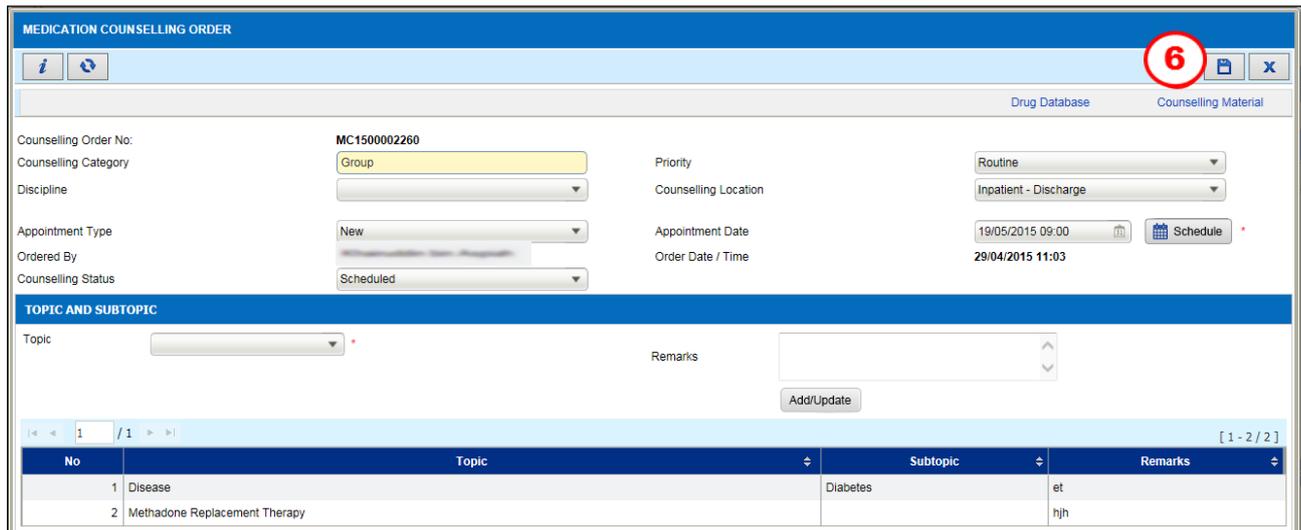
Figure 3.1.7-4 Patient List

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: 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

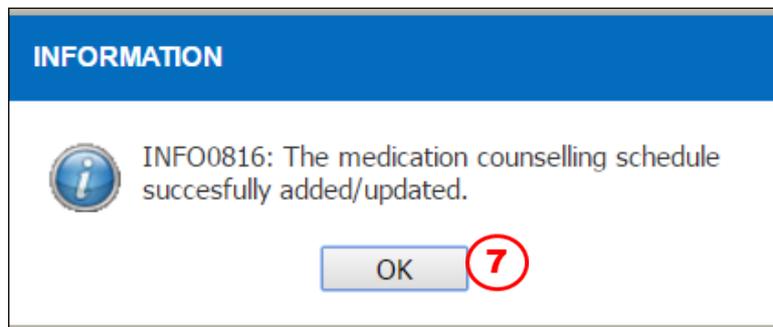
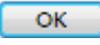
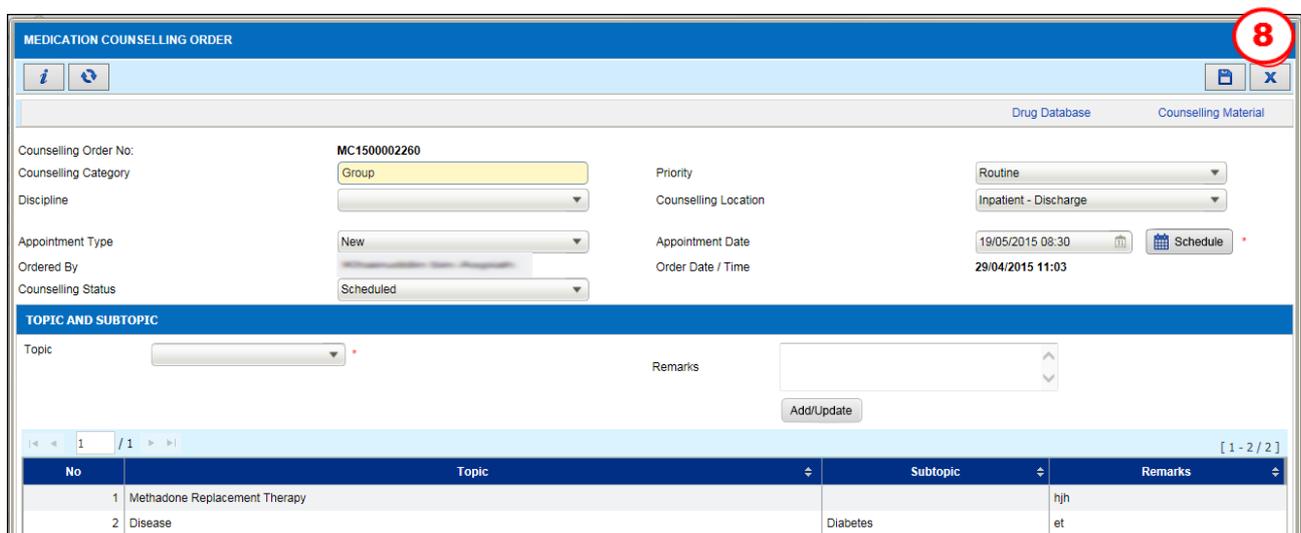


Figure 3.1.7-6 Information alert message

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

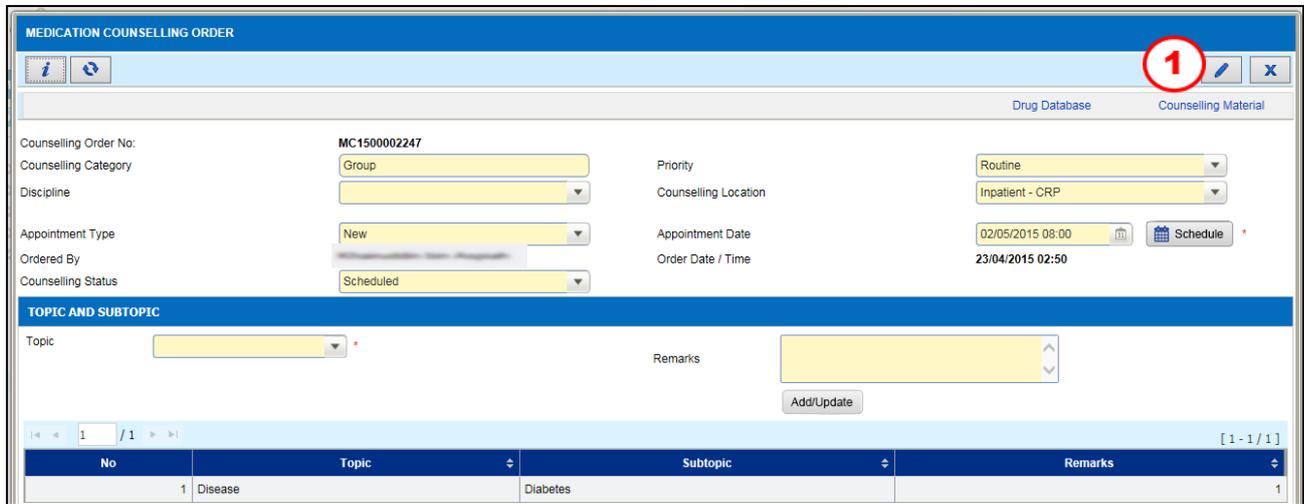
Note

- *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.

(NOTE: This is not available in version 1.7.1. Instructions asked not to be removed. Nothing has been changed as 1.7.1 doesn't have the screens)



The screenshot shows the 'MEDICATION COUNSELLING ORDER' form. At the top right, there is a toolbar with an edit button (pencil icon) circled in red with the number '1'. The form contains the following fields:

- Counselling Order No: MC150002247
- Counselling Category: Group
- Discipline: [Dropdown]
- Appointment Type: New
- Ordered By: [Dropdown]
- Counselling Status: Scheduled
- Priority: Routine
- Counselling Location: Inpatient - CRP
- Appointment Date: 02/05/2015 08:00
- Order Date / Time: 23/04/2015 02:50

Below the form is a 'TOPIC AND SUBTOPIC' section with a 'Topic' dropdown and a 'Remarks' text area. At the bottom, there is a table with the following data:

No	Topic	Subtopic	Remarks
1	Disease	Diabetes	

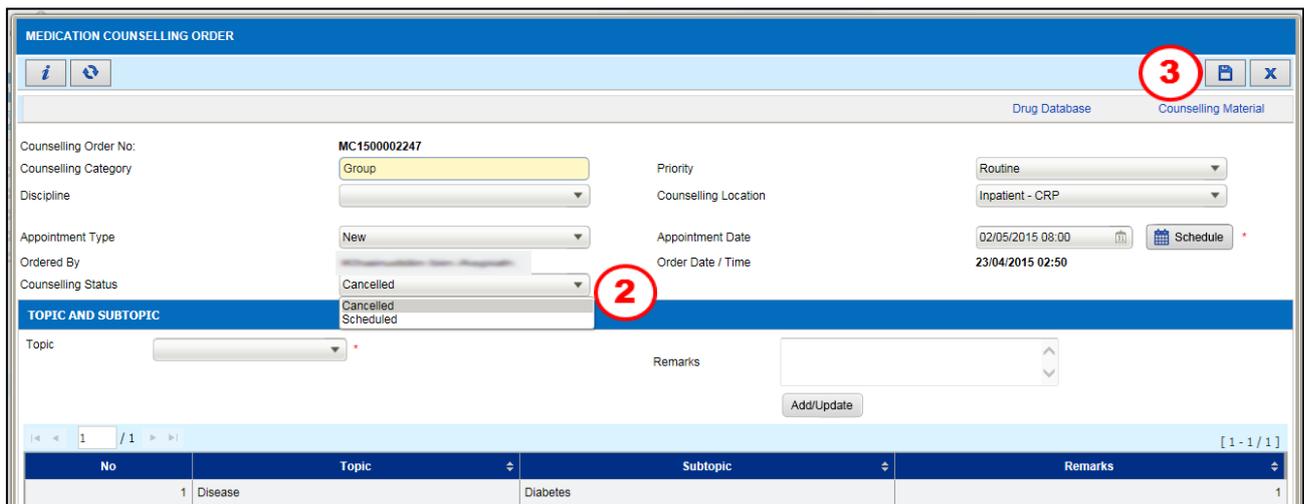
Figure 3.1.8-1 Medication Counselling Order

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 after editing. The 'Counselling Status' dropdown is now set to 'Cancelled' and is circled in red with the number '2'. The toolbar at the top right has a save button (floppy disk icon) circled in red with the number '3'. The form fields are the same as in Figure 3.1.8-1, but the 'Counselling Status' is 'Cancelled'. The table at the bottom remains the same:

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

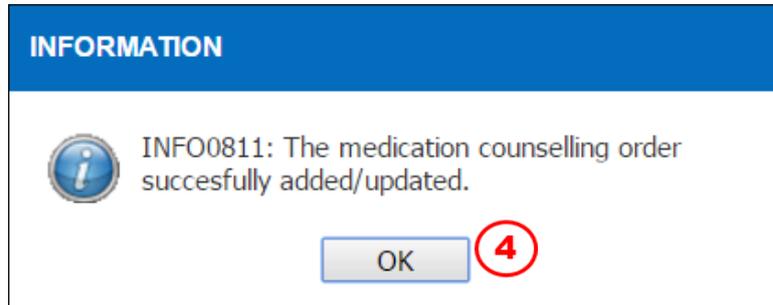
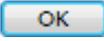


Figure 3.1.8-3 Information alert message

STEP 4

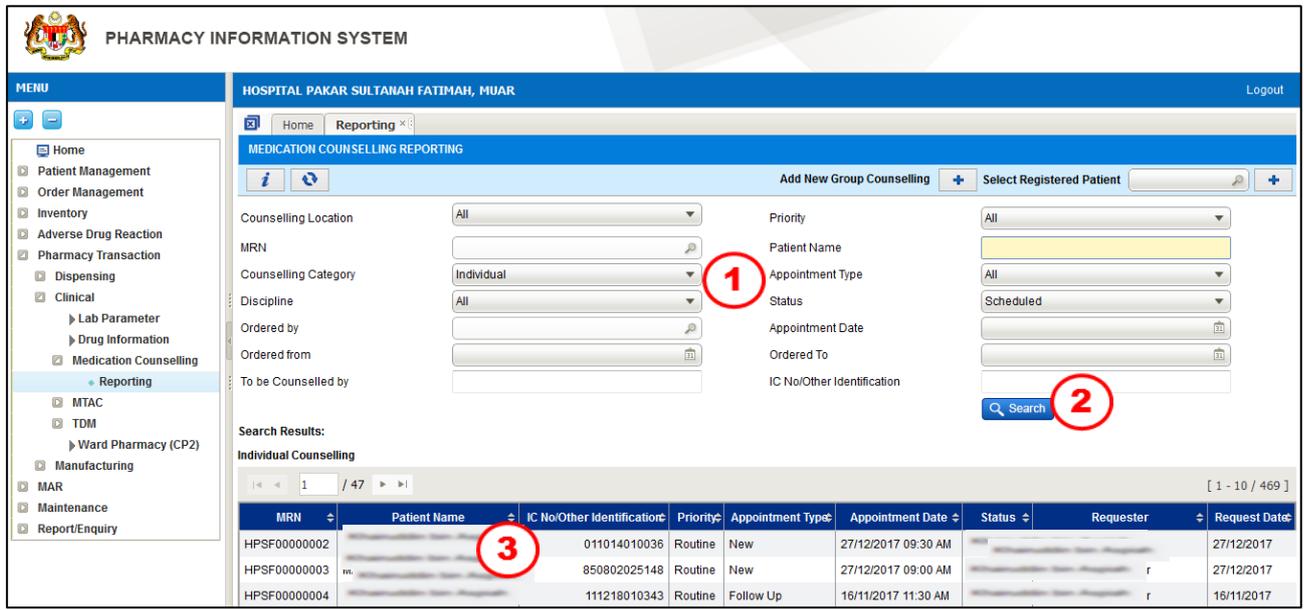
Click on the  button to confirm save record

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 x

MEDICATION COUNSELLING REPORTING

Add New Group Counselling + Select Registered Patient

Counselling Location: All
MRN:
Counselling Category: Individual (1)
Discipline: All
Ordered by:
Ordered from:
To be Counselling by:

Priority: All
Patient Name:
Appointment Type: All
Status: Scheduled
Appointment Date:
Ordered To:
IC No/Other Identification:

Search: (2)

Search Results:
Individual Counselling [1 - 10 / 469]

MRN	Patient Name (3)	IC No/Other Identification	Priority	Appointment Type	Appointment Date	Status	Requester	Request Date
HPSF00000002		011014010036	Routine	New	27/12/2017 09:30 AM			27/12/2017
HPSF00000003	m.	850802025148	Routine	New	27/12/2017 09:00 AM		r	27/12/2017
HPSF00000004		111218010343	Routine	Follow Up	16/11/2017 11:30 AM		r	16/11/2017

Figure 3.2.1-1 Reporting Listing Page

Note

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

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 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	To be counselled by	Counsellor name	Able to filter and search by Counsellor name
h	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
i	Patient Name	Patient's name	Allow to search by full or partial patient name
j	Appointment Type	-All -New -Follow Up	Able to filter and search patient name by appointment type
k	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
l	Appointment Date	Date	Able to filter and search patient name by appointment date
m	Ordered To	Patient Name	Allow to search by patient full name or partial
n	IC No/Other Identification	-IC Number -Other Number	Allow to filter and search by IC Number or other Identification Number

Table 3.2.1-1

STEP 2

Click on  button to search for patient

Note

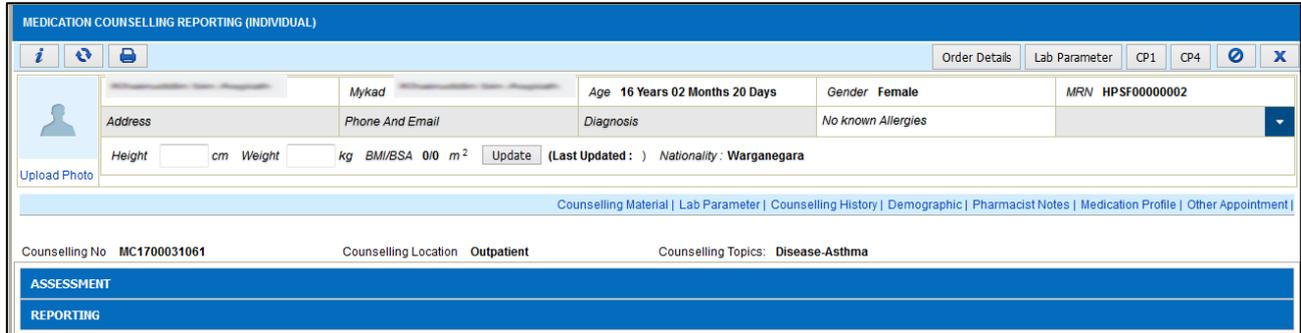
Search results of current order patient list will display:

- 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 application window titled "MEDICATION COUNSELLING REPORTING (INDIVIDUAL)". It features a navigation bar with "Order Details", "Lab Parameter", "CP1", and "CP4" tabs. The main content area displays patient information in a grid-like format:

	Mykad	Age 16 Years 02 Months 20 Days	Gender Female	MRN HPSF0000002
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m ²	Update (Last Updated :) Nationality : Warganegara	

Below the patient information, there is a navigation menu with links: "Counselling Material | Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment". At the bottom, it shows "Counselling No MC1700031061", "Counselling Location Outpatient", and "Counselling Topics: Disease-Asthma". The interface also has "ASSESSMENT" and "REPORTING" tabs at the bottom.

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) **Counselling Material**
 - Counselling materials used
 - b) **Lab Parameter**
 - 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
- Order Details
- Lab Parameter - 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.

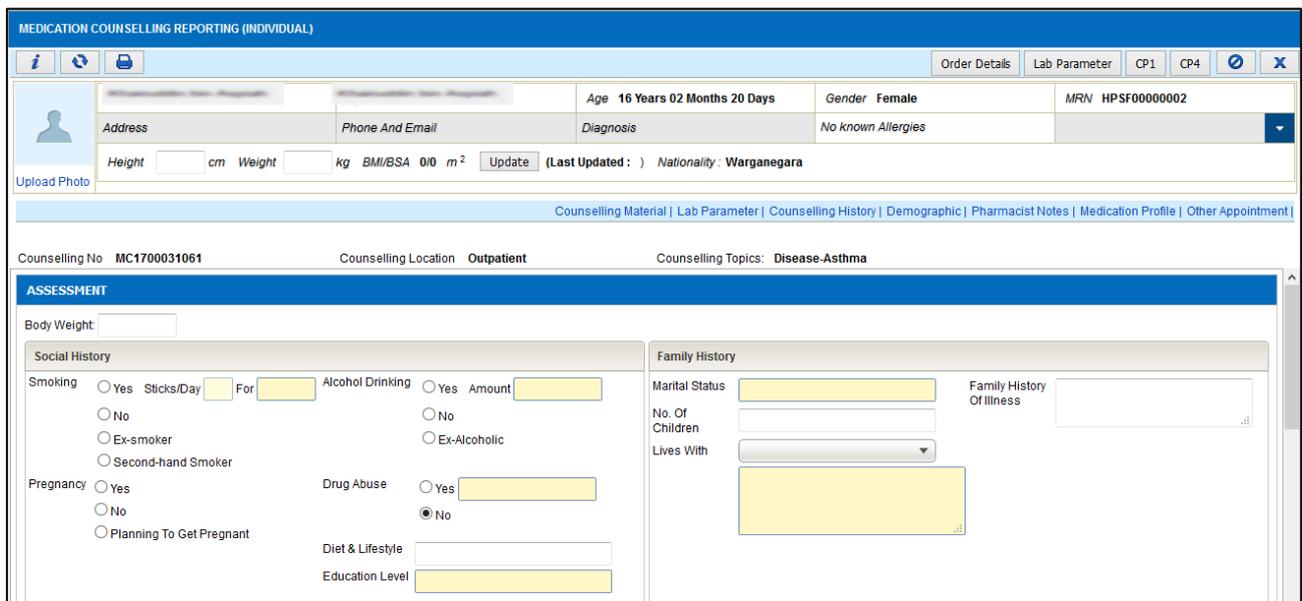


Figure 3.2.2-1 Medication Counselling Reporting (Individual)

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:
 - a) Assessment
 - b) Reporting

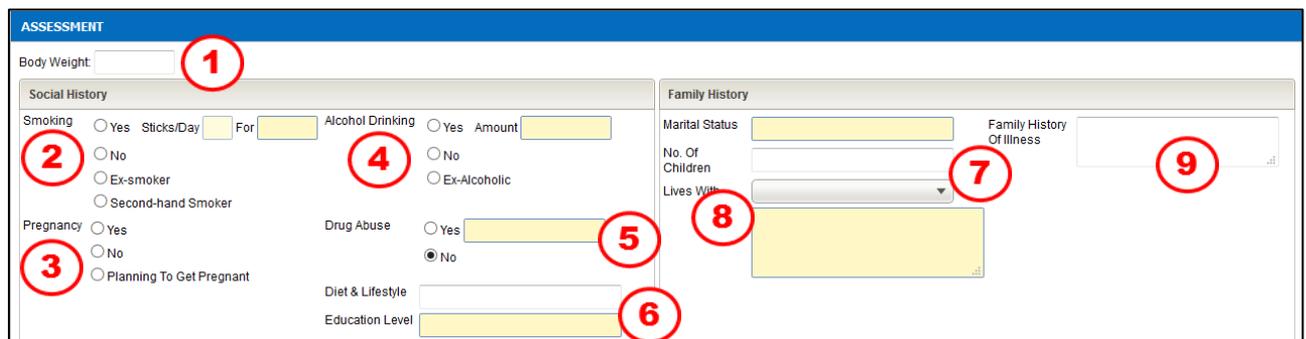


Figure 3.2.2-2 Assessment

Assessment Section

Social History

STEP 1

Enter **Body Weight**

STEP 2

Select **Smoking** from the radio button

- Yes
- No

- Ex-smoker
- Second-hand 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 Get 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.

Family History

STEP 7

Enter **No. Of Children**

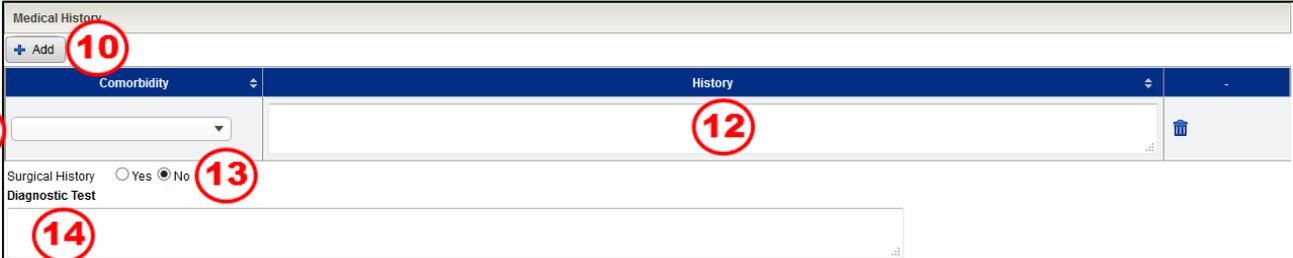
STEP 8

Select **Lives With** from the radio button

- Alone
- Family Members
- Nursing Home
- Others

STEP 9

Enter **Family History Of Illness**



The screenshot shows a 'Medical History' form with several fields and controls. Callout 10 points to an '+ Add' button. Callout 11 points to a dropdown menu under the 'Comorbidity' header. Callout 12 points to a large text input field under the 'History' header. Callout 13 points to 'Surgical History' radio buttons with 'Yes' and 'No' options. Callout 14 points to a 'Diagnostic Test' text input field.

Figure 3.2.2-3 Assessment

Medical History

STEP 10

Click + Add button to add, if applicable.

Note

If there is no Comorbidity, skip to STEP 13

STEP 11

Select a Comorbidity

- Hypertension
- COPD
- RVD
- Other
- Diabetes Mellitus
- Tuberculosis
- AF
- Asthma
- Hepatitis B
- Hepatitis C
- Heart Failure
- ESRD

STEP 12

Enter the History based on the Comorbidity

Note

Repeat STEP 10 to STEP 12 to add another Comorbidity

STEP 13

Select **Surgical History** from the radio button

- Yes
- No

STEP 14

Enter the Diagnostic Test

Note

The Diagnostic Test textbox can have characters up to 2000

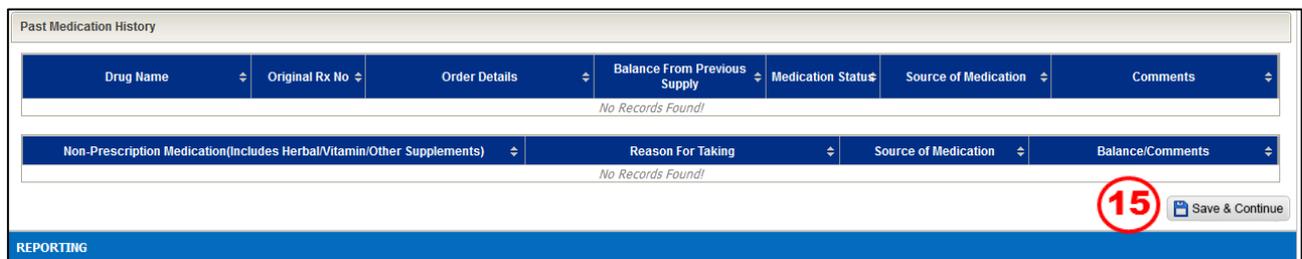


Figure 3.2.2-4 Assessment

Note

Past Medication History will be displayed as shown in Figure 3.2.2.4.

STEP 15

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

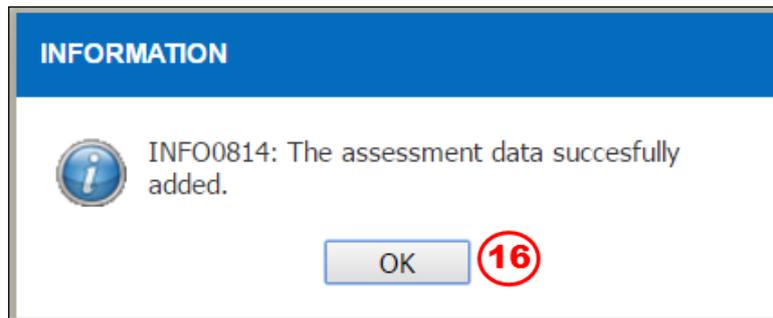
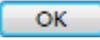


Figure 3.2.2-5 Information alert message

STEP 16

Click on the  button to confirm assessment

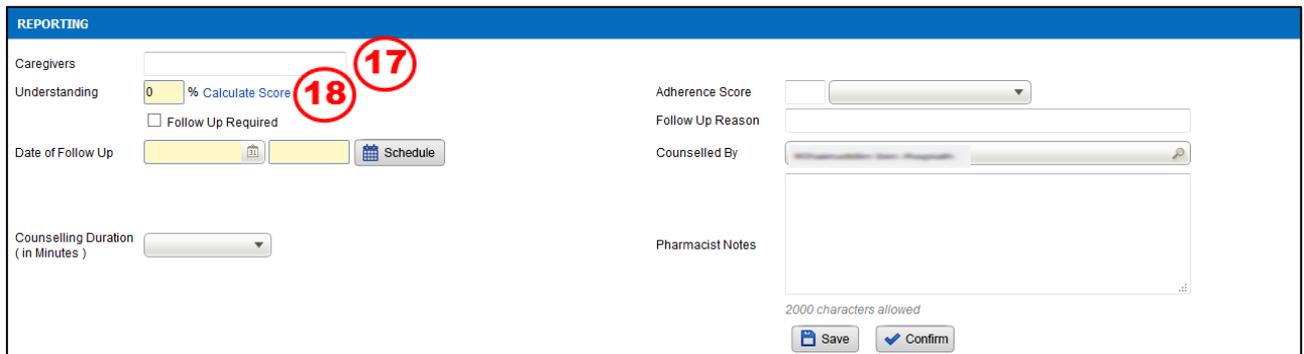


Figure 3.2.2-6 Reporting

Reporting Section

STEP 17

Enter value in **Caregivers** field

STEP 18

Click on the [Calculate Score](#) hyperlink and the window of 'Review of Patient's Understanding (medication) DFIT' will be displayed as shown in Figure 3.2.2-7

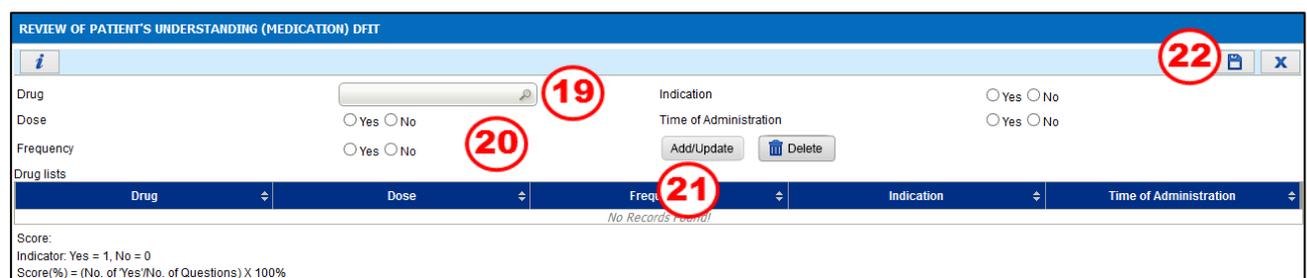


Figure 3.2.2-7 Review of Patient's Understanding (medication) DFIT

STEP 19

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

STEP 20

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

- Dose
- Frequency
- Indication
- Time of administration

STEP 21

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

STEP 22

Click on the  button to save record

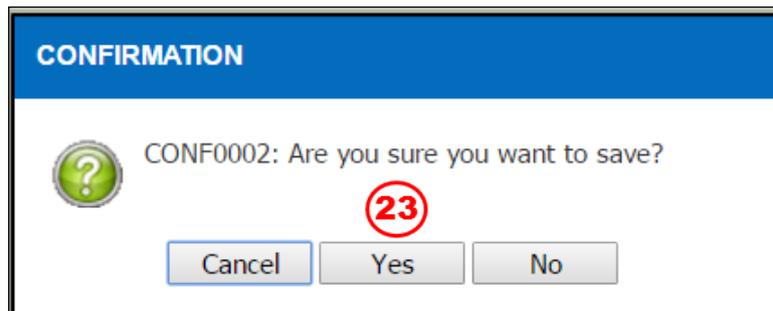


Figure 3.2.2-8 Information alert message

STEP 23

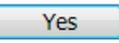
Click on the  button to confirm save record



Figure 3.2.2-9 Reporting

STEP 24

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

- 15
- 30
- 45
- 60

STEP 25

Click on the  button to save record

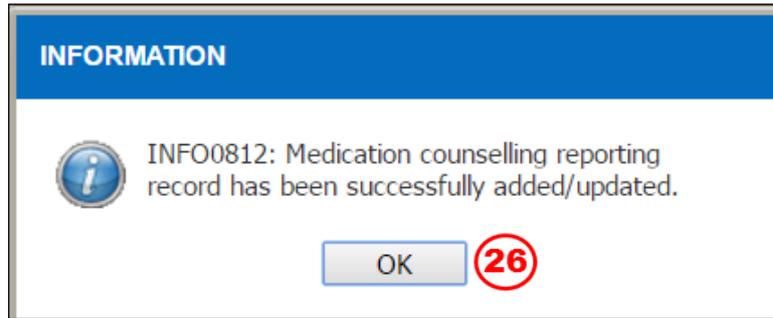
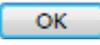


Figure 3.2.2-10 Information alert message

STEP 26

Click on the  button to confirm save record

STEP 27

Click on the  button to confirm record

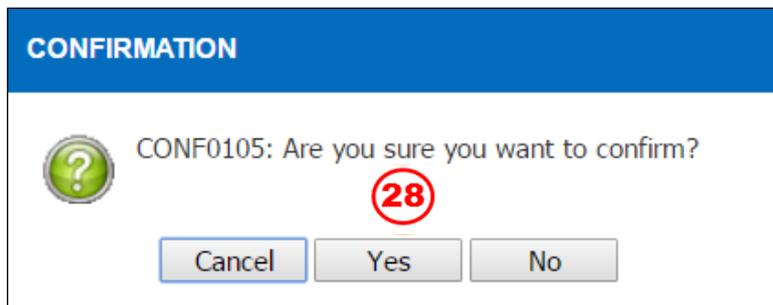
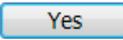


Figure 3.2.2-11 Save Confirm alert message

STEP 28

Click on the  button to confirm save record

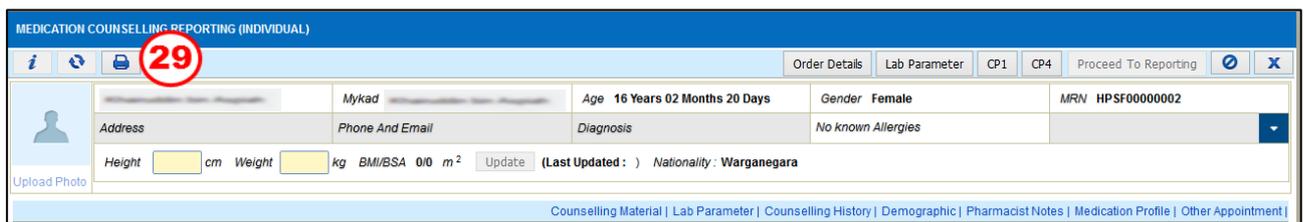


Figure 3.2.2-12 Reporting Individual - Print

STEP 29

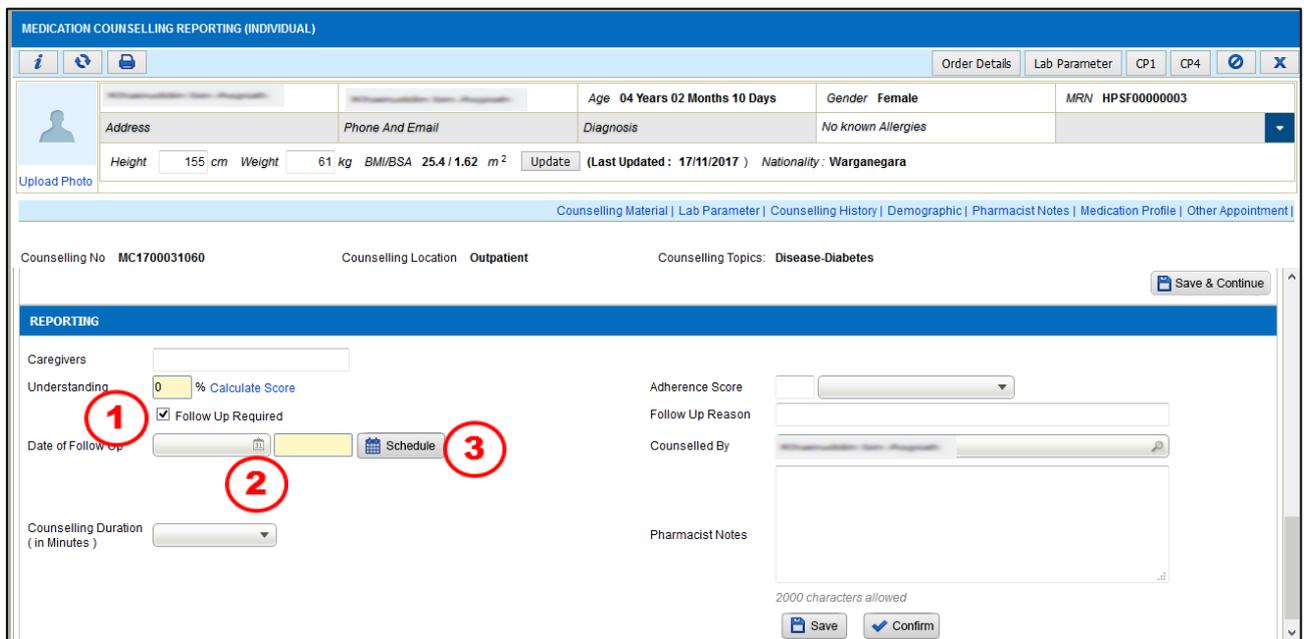
Click on the  button to print the report as Figure 3.2.2-12

Note

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

3.2.3 Individual Follow Up Required

This function allows user to record individual follow up required.



The screenshot displays the 'MEDICATION COUNSELLING REPORTING (INDIVIDUAL)' interface. At the top, there are navigation icons and tabs for 'Order Details', 'Lab Parameter', 'CP1', and 'CP4'. Below this is a patient information section with fields for 'Age' (04 Years 02 Months 10 Days), 'Gender' (Female), 'MRN' (HPSF00000003), 'Address', 'Phone And Email', 'Diagnosis', and 'No known Allergies'. A 'Height' field is set to 155 cm, 'Weight' to 61 kg, and 'BMI/BSA' to 25.4 / 1.62 m². The 'Nationality' is listed as 'Warganegara'. Below the patient info is a navigation bar with links for 'Counselling Material', 'Lab Parameter', 'Counselling History', 'Demographic', 'Pharmacist Notes', 'Medication Profile', and 'Other Appointment'. The main section shows 'Counselling No' (MC1700031060), 'Counselling Location' (Outpatient), and 'Counselling Topics' (Disease-Diabetes). A 'Save & Continue' button is visible. The 'REPORTING' section includes 'Caregivers', 'Understanding' (0% Calculate Score), 'Adherence Score', 'Follow Up Reason', 'Counselled By', and 'Pharmacist Notes'. Three red circles are placed over the 'Follow Up Required' checkbox (1), the 'Date of Follow Up' calendar icon (2), and the 'Schedule' button (3). At the bottom right, there are 'Save' and 'Confirm' buttons.

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.

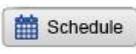
STEP 1

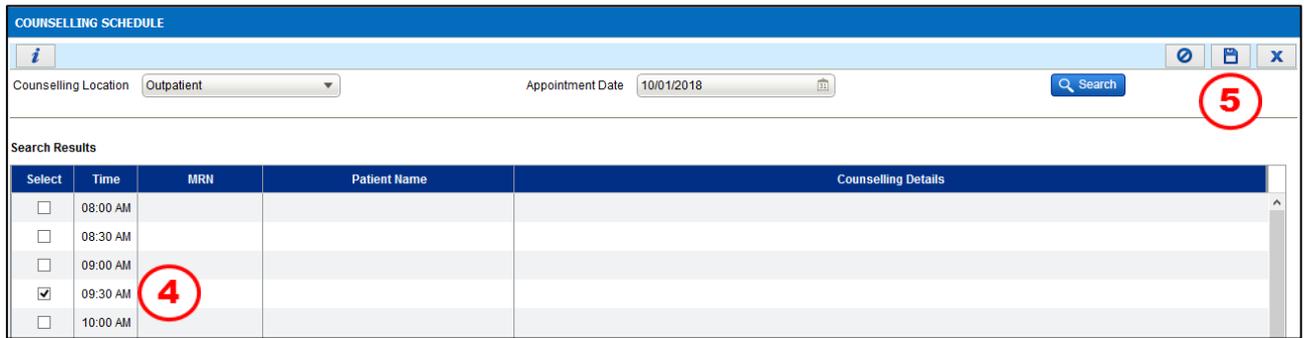
Check on the **Follow Up Required** by clicking on the checkbox

STEP 2

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

STEP 3

Click on the  button to schedule for counseling



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 checked="" type="checkbox"/>	09:30 AM			
<input type="checkbox"/>	10:00 AM			

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

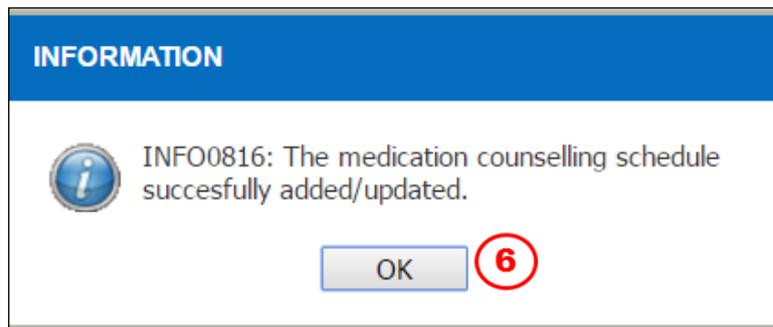
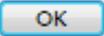


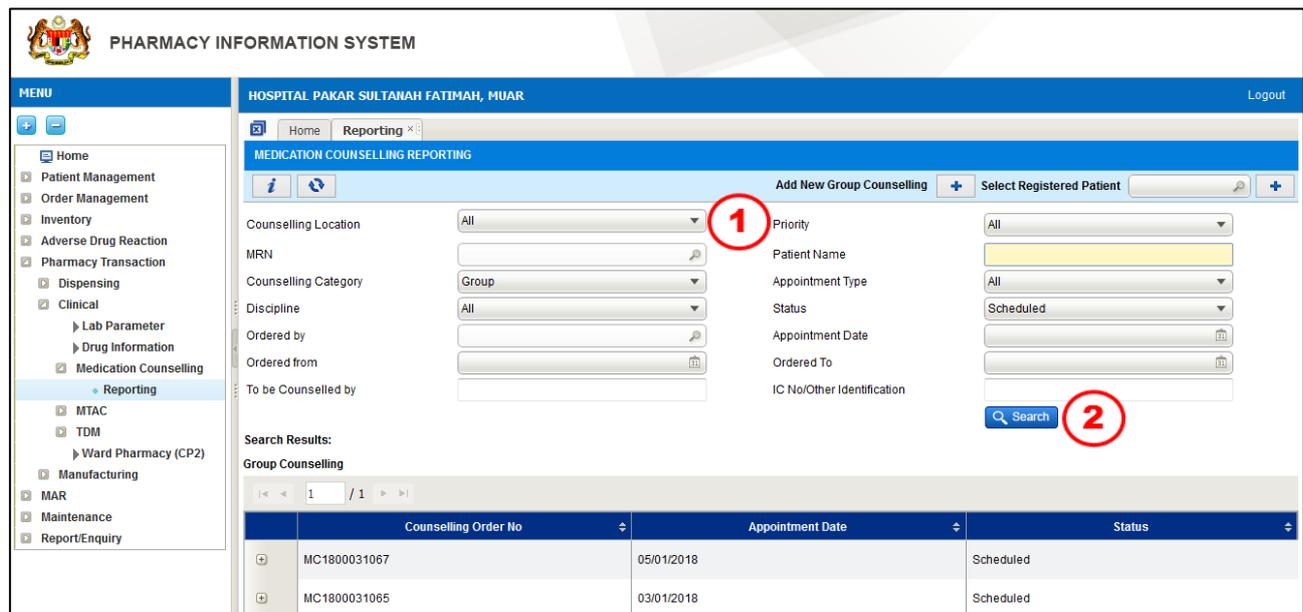
Figure 3.2.3-3 Information alert message

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.



The screenshot displays the 'MEDICATION COUNSELLING REPORTING' interface. On the left is a 'MENU' with options like Patient Management, Order Management, Inventory, etc. The main area has a header for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR' and a 'Logout' button. Below the header are filters for 'Counselling Location', 'MRN', 'Counselling Category', 'Discipline', 'Ordered by', 'Ordered from', 'To be Counselling by', 'Priority', 'Patient Name', 'Appointment Type', 'Status', 'Appointment Date', 'Ordered To', and 'IC No/Other Identification'. A 'Search' button is located at the bottom right of the filter area. Below the filters is a 'Search Results' section showing a table of 'Group Counselling' records with columns for 'Counselling Order No', 'Appointment Date', and 'Status'. Two red circles are overlaid on the image: circle 1 points to the 'Counselling Category' dropdown menu, and circle 2 points to the 'Search' button.

Figure 3.2.4-1 Reporting

Note

To view existing group order records, select Counselling Category as 'Group' and Status as 'Scheduled'.

STEP 1

Search 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 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	To be counselled by	Counsellor name	Able to filter and search by Counsellor name
h	Priority	-All -Routine -Urgent	Able to filter and search patient name by priority
i	Patient Name	Patient's name	Allow to search by full or partial patient name
j	Appointment Type	-All -New	Able to filter and search patient name by appointment type

		-Follow Up	
k	Status	-Ordered -Scheduled -Cancelled	Able to filter and search patient name by status
l	Appointment Date	Date	Able to filter and search patient name by appointment date
m	Ordered To	Patient Name	Allow to search by patient full name or partial
n	IC No/Other Identification	-IC Number -Other Number	Allow to filter and search by IC Number or other Identification Number

Table 3.2.4-1

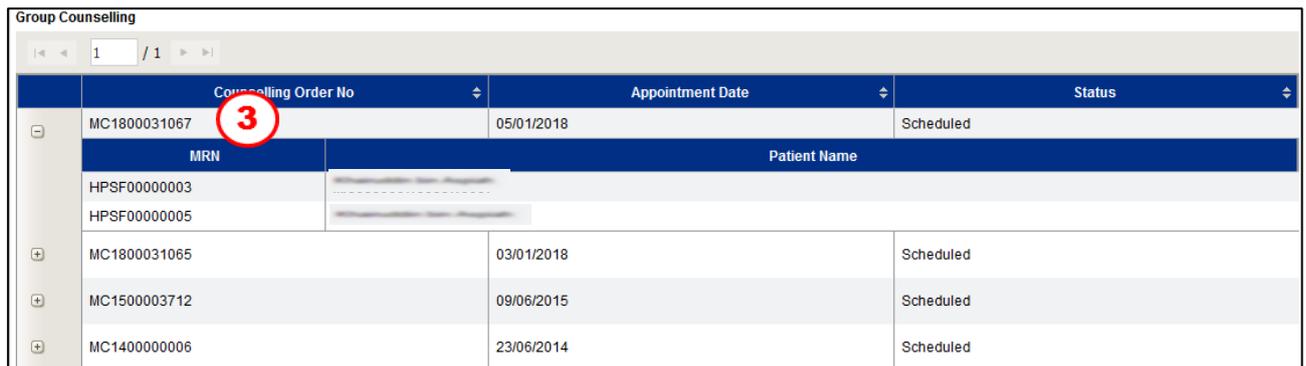
STEP 2

Click on  button to search for the record(s)

Note

Search results of current order patient list will display:

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



Group Counselling									
	Counselling Order No	Appointment Date	Status						
	MC1800031067	05/01/2018	Scheduled						
	<table border="1"> <thead> <tr> <th>MRN</th> <th>Patient Name</th> </tr> </thead> <tbody> <tr> <td>HPSF00000003</td> <td></td> </tr> <tr> <td>HPSF00000005</td> <td></td> </tr> </tbody> </table>			MRN	Patient Name	HPSF00000003		HPSF00000005	
MRN	Patient Name								
HPSF00000003									
HPSF00000005									
	MC1800031065	03/01/2018	Scheduled						
	MC1500003712	09/06/2015	Scheduled						
	MC1400000006	23/06/2014	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 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:

Counselling Topics:

Patient Registration List

MRN	Patient Name	Attend
HPSF00000007	[Redacted]	<input type="checkbox"/> No
HPSF00000002	[Redacted]	<input type="checkbox"/> No

Total numbers of patients:

Total patient attended:

Total attendance:

Pharmacist Notes

Material and Technique Used

Counselled By:

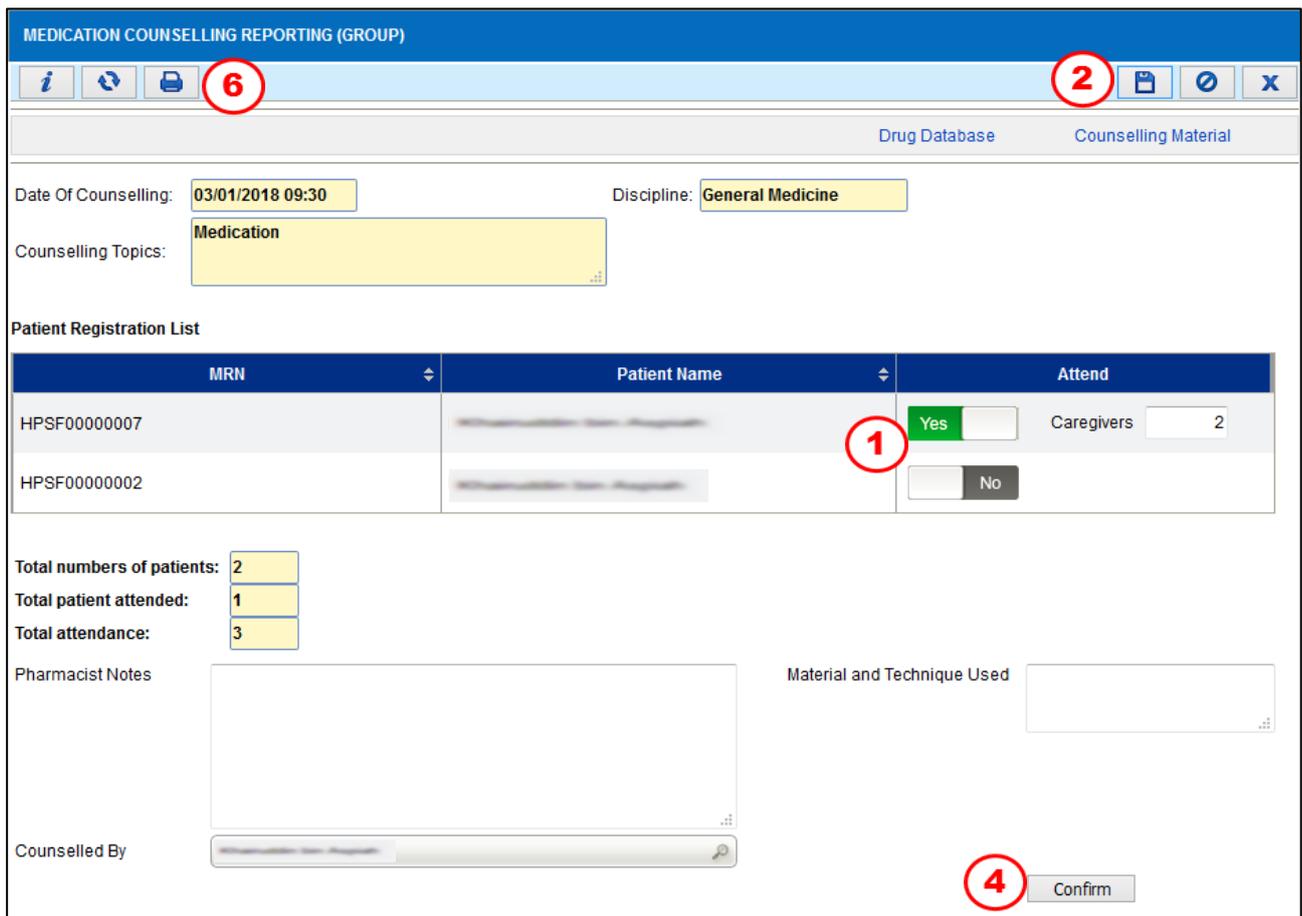
Figure 3.2.4-3 Medication Counselling Reporting (Group)

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:
 - Date of Counselling
 - Counselling Topics
 - Discipline
 - Drug database
 - Counselling material
 - Patient List
 - Attendance record

3.2.5 Group Reporting

This function allows user to record group counselling reports.



MRN	Patient Name	Attend	Caregivers
HPSF00000007	[Redacted]	<input checked="" type="checkbox"/> Yes	2
HPSF00000002	[Redacted]	<input type="checkbox"/> No	

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 button to record patient attendance

Note

If caregivers are present, enter the number of caregivers present

STEP 2

Click on the  button to save record

Note

The button is deactivated if record is not saved. Once the record has been saved, the can then be clicked

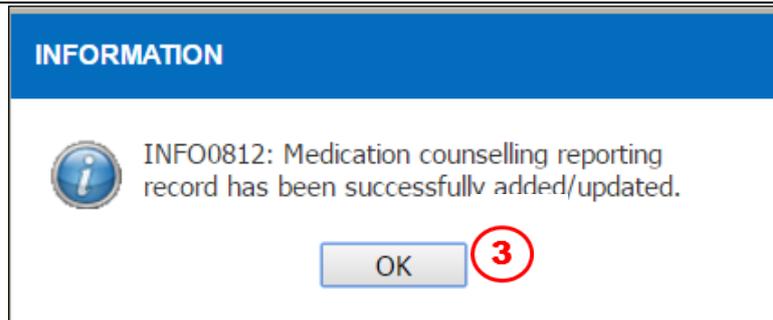
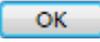


Figure 3.2.5-2 Information alert message

STEP 3

Click on the  button to confirm save record

STEP 4

Click on the  button to confirm record

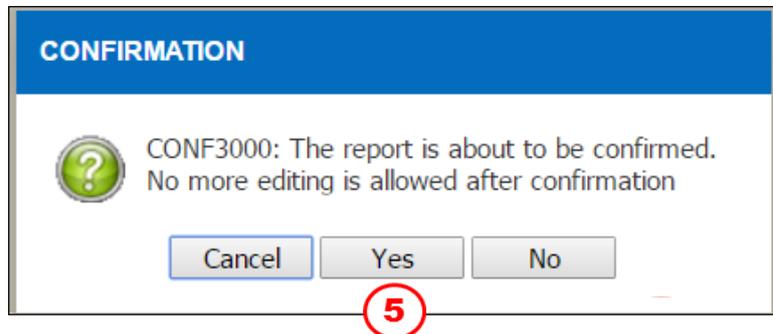
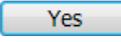


Figure 3.2.5-3 Information alert message

STEP 5

Click on the  button to confirm save record

STEP 6

Click on the  button to print the report as Figure 3.2.5-1



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

Counselling Topic : Medication

Date : 03/01/2018

Total Patient Scheduled : 2

Counselling No : MC1800031065

% of Attendance : 50.0 %

Pharmacist :

Pharmacist Notes :

Material & Technique :
Used

Patient Name	MRN	Attendance (Y/N)
	HPSF00000002	No
	HPSF00000007	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	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		