



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

Full Based

User Manual Order management - Medication Order

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1.3	Michelle Foo/Juridah Ayob (QA)	Update to v1.3 based on PhIS & CPS v1.3
1.4	Michelle Foo/Juridah Ayob (QA)	Change to latest update and screenshot version 1.4.1
1.5	Michelle Foo/Juridah Ayob (QA)	Change to latest update and screenshot version 1.5.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. 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 IV
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, 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 Order Management 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:

- Medication Order
- Manage Order
- Order Endorsement
- Order Authorization

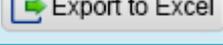
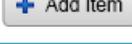
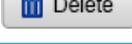
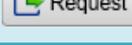
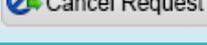
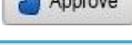
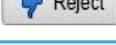
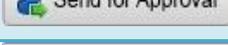
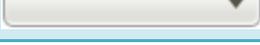
1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Medication Order
- 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
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box



Module Legend					
Update	Update Records	Add	Add Drug	Delete	Delete record
Search	Search Patient	Save	Save Prescription	Clear	Clear field
	Print Prescription	Confirm	Confirm Order	Cancel Order	Cancel Order

Note

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

3.0 Order Management

Overview

The Order Management module handles all the information to specify the ordered items as per local drug formulary, MOH and non-MOH including registered and non-registered drugs. This function is to enable data mining. All medication orders must be prescribed by authorized personnel only and in compliance with guidelines on prescribing in the drug formulary (drug category, discipline / specialty) as defined by MOH.

User Group

This module is intended for specialist, Medical Officer (MO), and Housemen (subject to the assigned by the facility.)

Functional Diagram

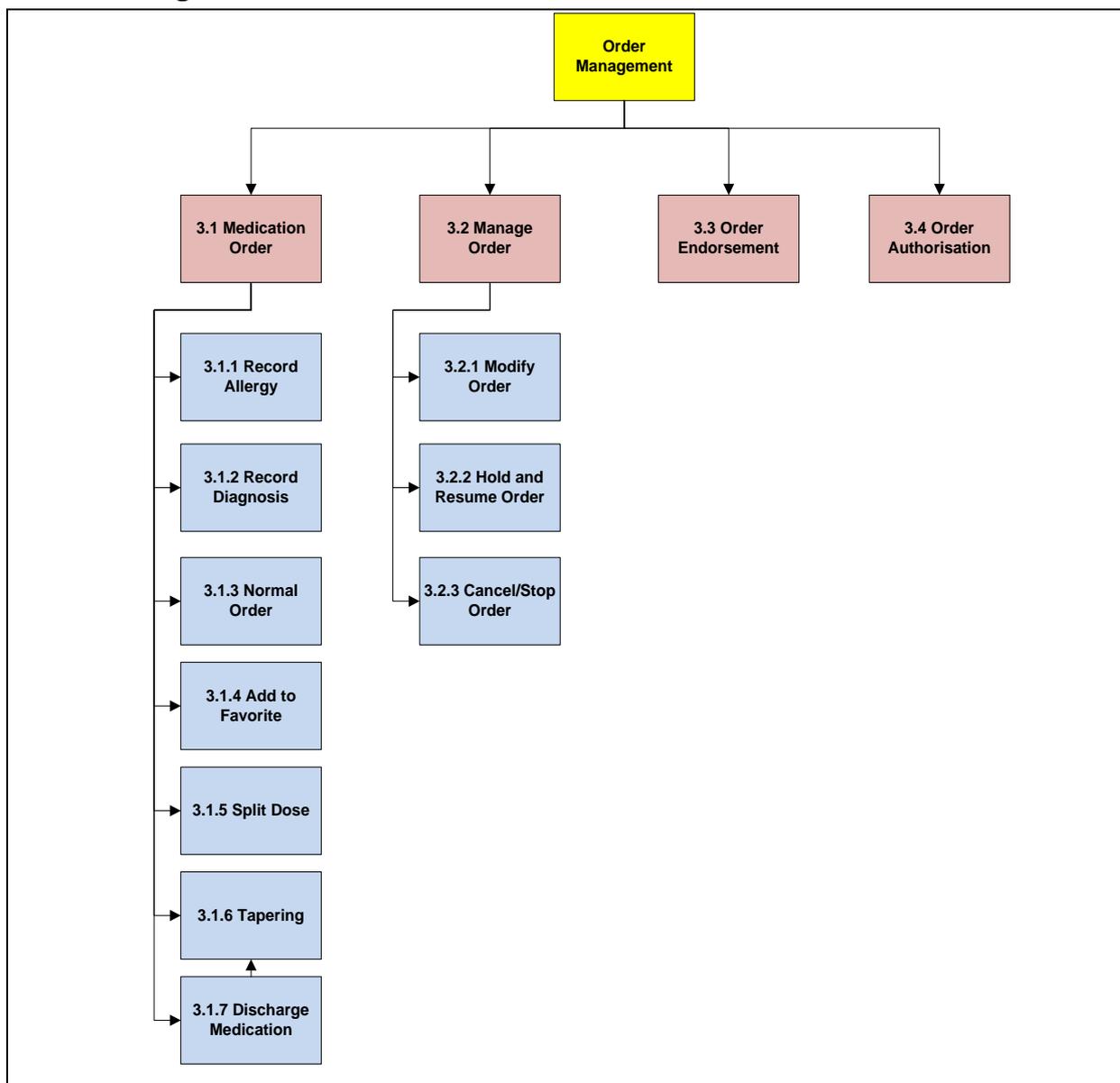


Figure 3.0-1



Functional Description

Medication Order comprises of five (4) main functions:

- **Normal Order**
To prescribe normal order
- **Manage Order**
To monitor patient's prescription by modifying order, stop order and tapering up/down.
- **Order Endorsement**
The prescriber to endorse the intervention made by a Pharmacist
- **Order Authorization**
To approve list A/ A*/ A/KK drug that requires authorization

3.1 Medication Order

Medication order is designed to prescribe drugs for the patient.

3.1.1 Record Allergy

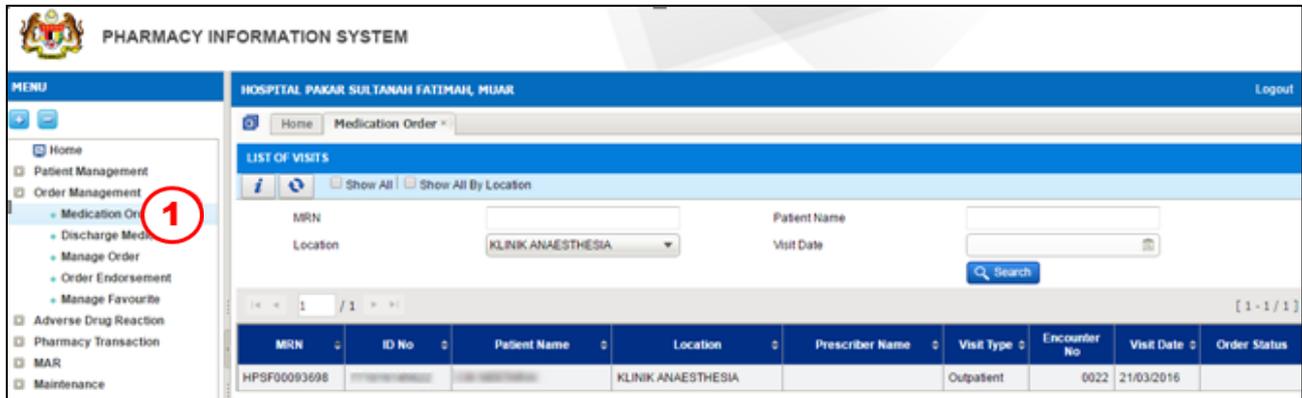


Figure 3.1.1-1 Order Screen Listing Page

Note

PhIS Screen menu/sub menu will be displayed according to user access right.

STEP 1

Click on 'Order Management' menu and follow by 'Medication Order' sub-menu

Note

- Prescriber have the options to view patient by clicking the check box:
 - a) Show All
 - b) Show All By Location
- By default, list of patients will be displayed according to prescriber's location access.
- Various search criteria are provided as below:

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
B	Patient Name	Patient Name	Allow to search by patient full name or partial
C	Location	Patient visit location	Able to filter and search patient by visit location and prescriber's location.
D	Visit Date	Visit Date	Patient visits on the facility

Table 3.1.1-1

Note

Search result of patient record list will be displayed:

- MRN
- ID No
- Patient Name
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Visit Date
- Order Status

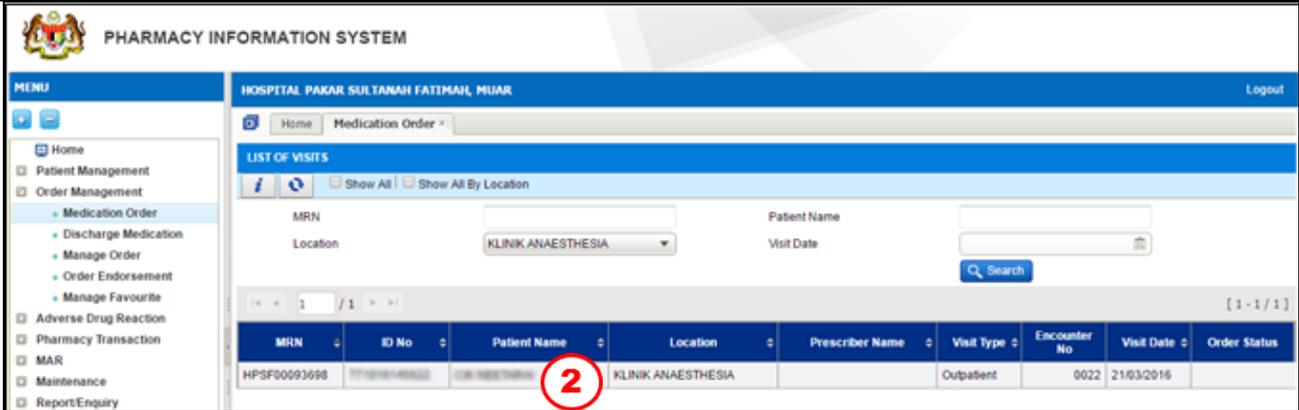


Figure 3.1.1-2 Order Screen Listing Page

STEP 2

Click on the selected patient as in Figure 3.1.1-2

Note

- Order Status = 'ORDERED', confirmed prescription.
- Order Status = 'Draft', prescription which saved but not yet confirmed.

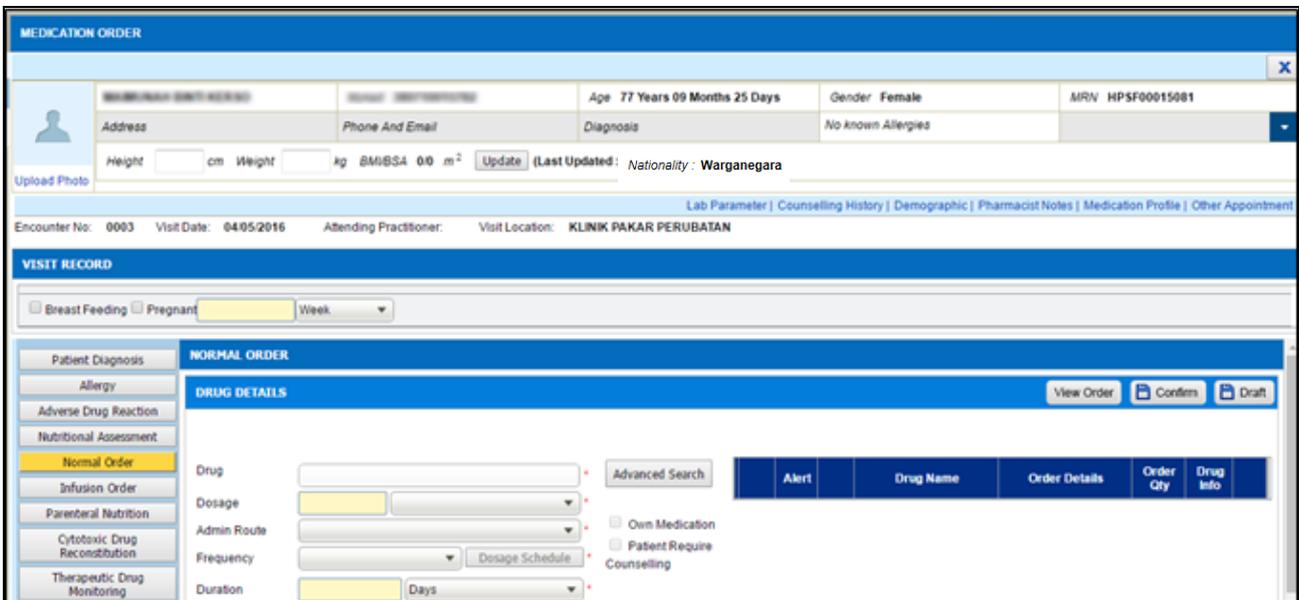


Figure 3.1.1-3 Drug Ordering Screen

Note

- When the selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen only when patient information is required. 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

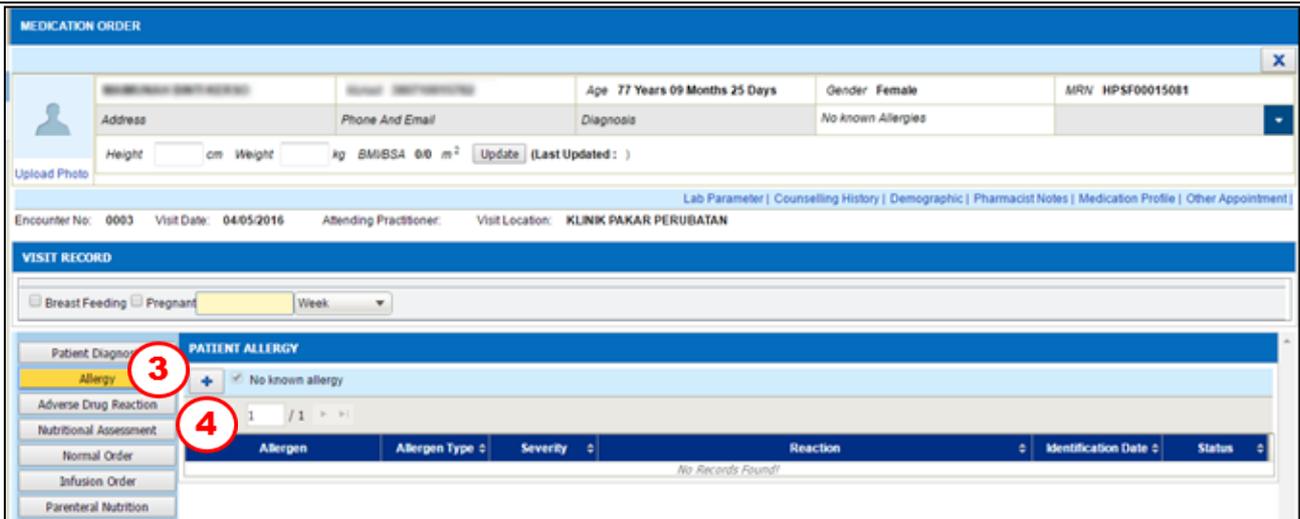


Figure 3.1.1-4 Patient Allergy Screen

STEP 3

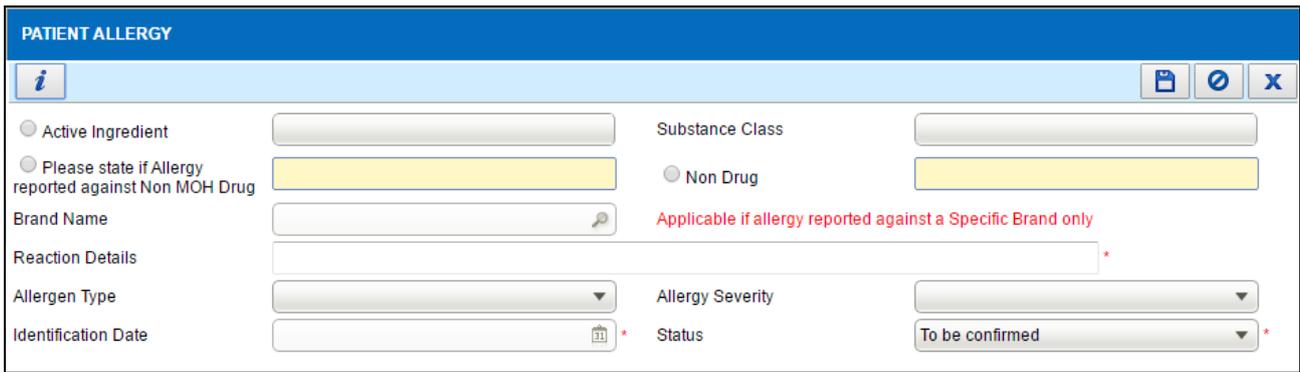
Click on the  button to record allergy

STEP 4

Click on the  button to add new allergy

Note

- By default for all patient system will checked on **No Known allergy** box if the patient does not have any allergy.
- User only needs to click  button if there is allergic need to be recorded.
- The normal order screen displayed blue hyperlink as below:
 - Lab Results
 - Counselling History
 - Demographic
 - Pharmacist Notes
 - Medication Profile
 - Other Appoinment
- The normal order screen displayed information as below:
 - Encounter No
 - Admision Date
 - Attending Practitioner
 - Visit Location
 - Rx No
 - Reference NO



PATIENT ALLERGY

i [Save] [Refresh] [Close]

Active Ingredient Substance Class
 Please state if Allergy reported against Non MOH Drug Non Drug
 Brand Name *Applicable if allergy reported against a Specific Brand only*
 Reaction Details *
 Allergen Type Allergy Severity
 Identification Date * Status *

Figure 3.1.1-5 Allergy Detail Screen

Note

Click the radio button to declare Patient Allergy based on below selection:

a) Active Ingredient

- To record allergy by active ingredient.
- Active Ingredient will be retrieve from master setup.
- Click the radio button and Search the active ingredient by click on the button.

Active Ingredient * Substance Class

- Enter active ingredient, substance class value will be displayed.

b) Please state if Allergy reported against Non MOH Drug

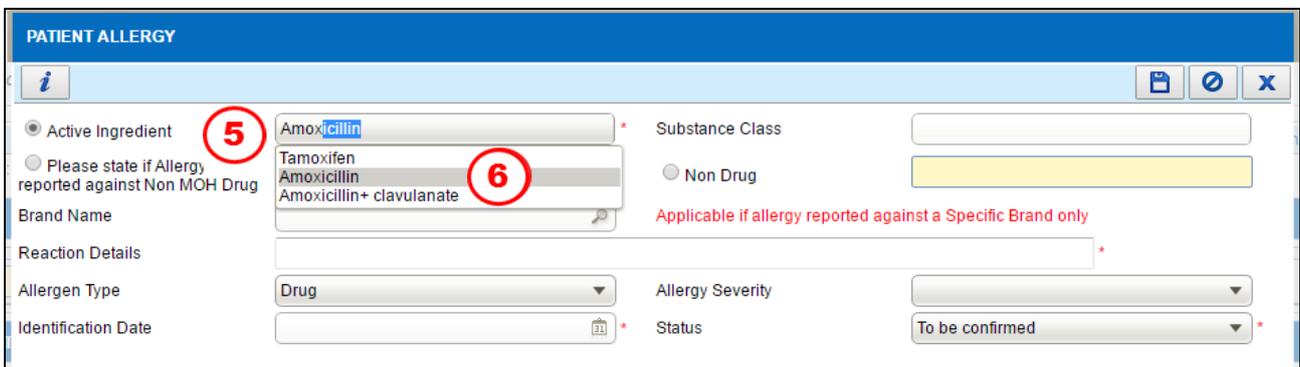
- Click the radio button and state if alergy reported against Non Moh Drug

c) Non Drug

- To record allergy of drug not in MOH list.
- Drug which not define in MOH database.
- Click the radio button and enter drug name.

STEP 5

Click on the Active ingredient button and enter drug name to view list of drug



PATIENT ALLERGY

i [Save] [Refresh] [Close]

Active Ingredient **5** * Substance Class
 Please state if Allergy reported against Non MOH Drug Non Drug
 Brand Name *Applicable if allergy reported against a Specific Brand only*
 Reaction Details *
 Allergen Type Allergy Severity
 Identification Date * Status *

Amoxicillin **6**
 Tamoxifen
 Amoxicillin
 Amoxicillin+ clavulanate

Figure 3.1.1-6 Allergy Detail Screen

STEP 6

Double click on the selected active ingredient

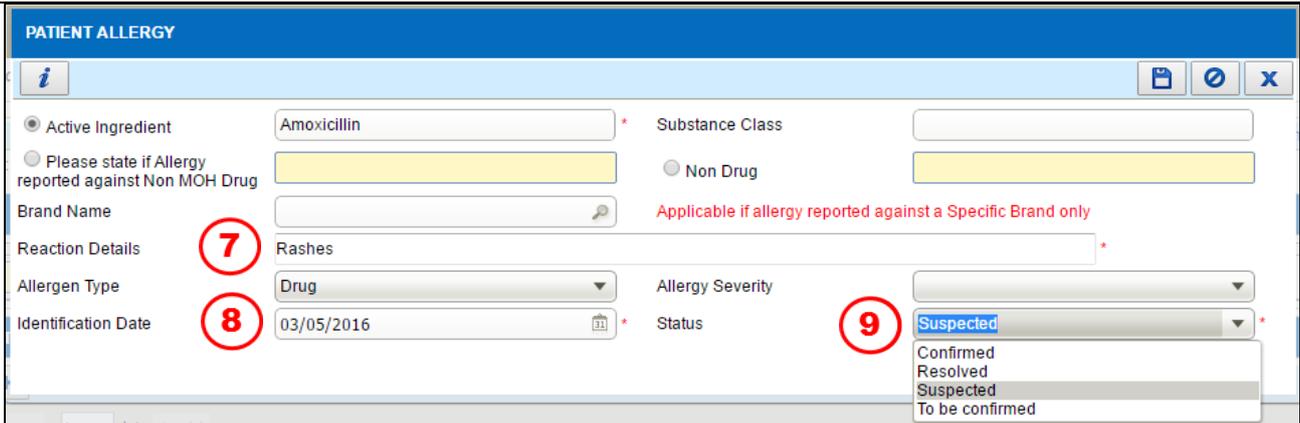


Figure 3.1.1-7 Allergy Detail Screen

STEP 7

Enter **Reaction Details** field – eg:cough , rash

STEP 8

Select **Identification Date** of allergy

STEP 9

Select **Status** from drop down box:

- Confirmed
- Resolved
- Suspected
- To be confirmed

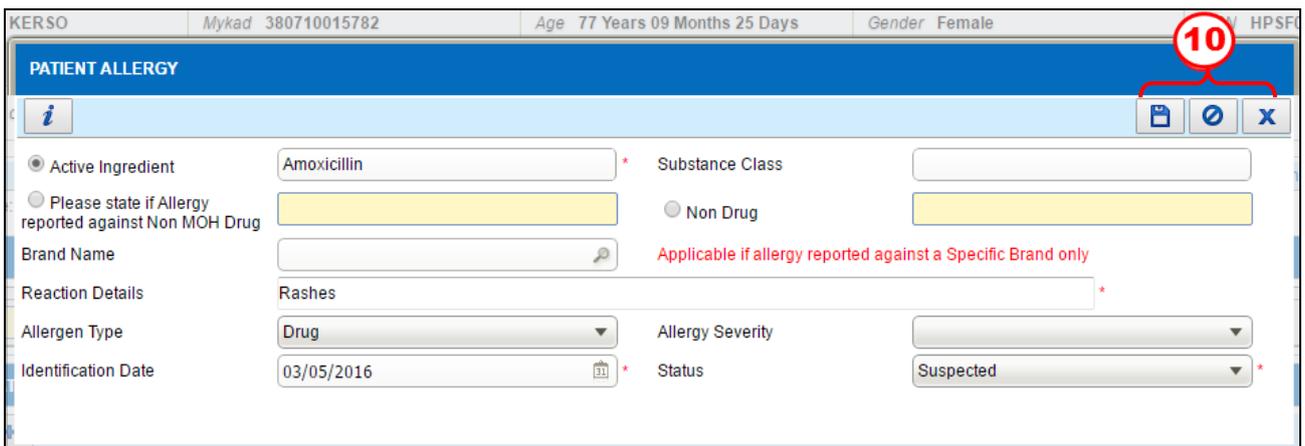


Figure 3.1.1-8 Allergy Detail Screen

Note

Below are the optional fields to be entered:

- a) Brand name
- b) Allergen Type
- c) Allergen Description
- d) Allergy Severity

STEP 10

Click on the  button to save, followed by  button to close existing screen

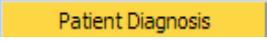
3.1.2 Record Diagnosis

This function is used for prescriber to record summary patient's diagnosis. Record patient diagnosis for every visit is a mandatory process in order to prescribe medication.



Figure 3.1.2-1 Diagnosis Landing Screen

STEP 1

Click on the  button to open diagnosis screen

Note

- **Diagnosis History** to view patient's diagnosis history.
- **Copy** button for record same diagnosis, user need to click on the **Copy** button and click on the  button to save, followed by  button to close existing screen.

STEP 2

Click on the  button to add new diagnosis

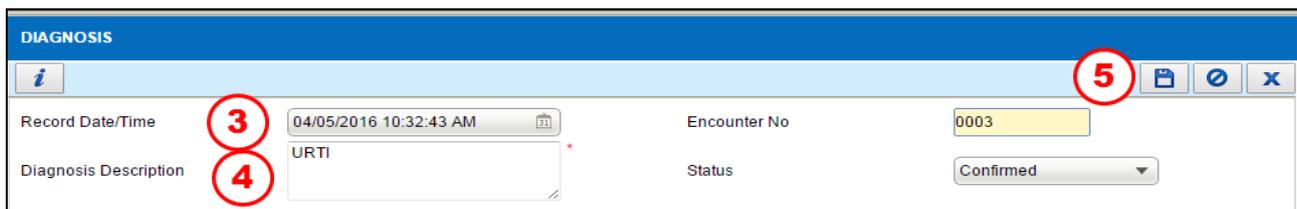


Figure 3.1.2-2 Diagnosis Detail Screen

STEP 3

Enter **Record Date / Time**

STEP 4

Enter **Diagnosis Description**

STEP 5

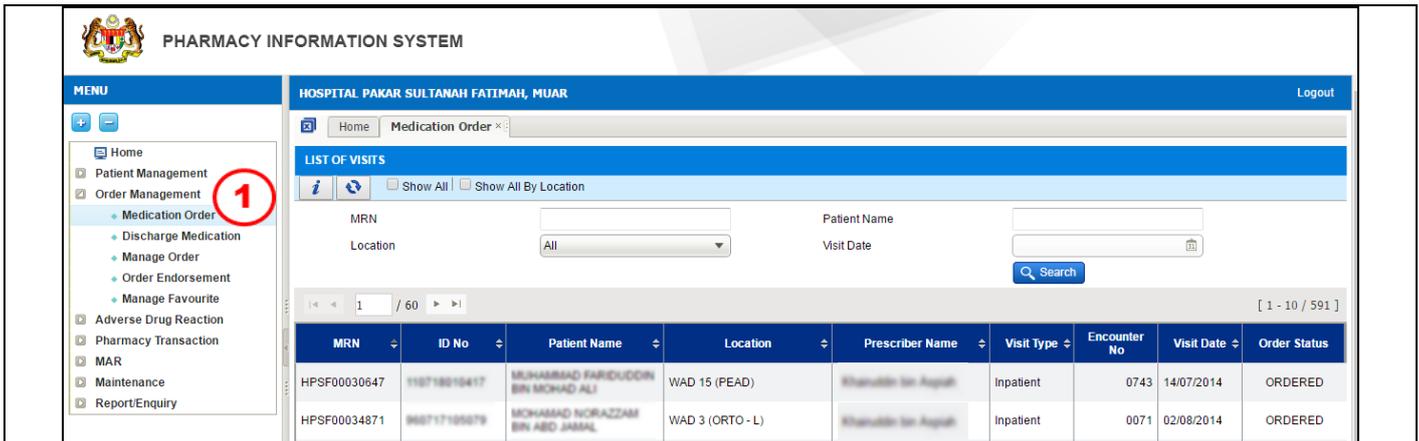
Click on the  button to save, followed by  button to close existing screen

Note

- **Record Date/Time** system will default to current date and time, but the user still has the option to select from calendar.
- **Status** will be defaulted to **Confirmed** but users can select from the drop down box for other status:
 - Confirmed
 - Resolved
 - Suspected
 - To be Confirmed

3.1.3 Normal Order

This function is used to prescribe medication for both inpatient and outpatient department.



MRN	ID No	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status
HPSF00030647	118718010417	MUHAMMAD FARUDDIN BIN MOHAMED ALI	WAD 15 (PEAD)	Khanzidi bin Asyiah	Inpatient	0743	14/07/2014	ORDERED
HPSF00034871	868717195879	MUHAMMAD NORAZZAM BIN ABD JAHAL	WAD 3 (ORTO - L)	Khanzidi bin Asyiah	Inpatient	0071	02/08/2014	ORDERED

Figure 3.1.3-1 Order Screen Listing Page

STEP 1

Click on 'Order Management' menu and follow by 'Medication Order' sub-menu

Note

- Prescriber have the option to view patients by clicking the check box:
 - Show All
 - Show All By Location
- By default list the of patients will be displayed according to prescriber's location access.
- Various search criteria is provided as below:

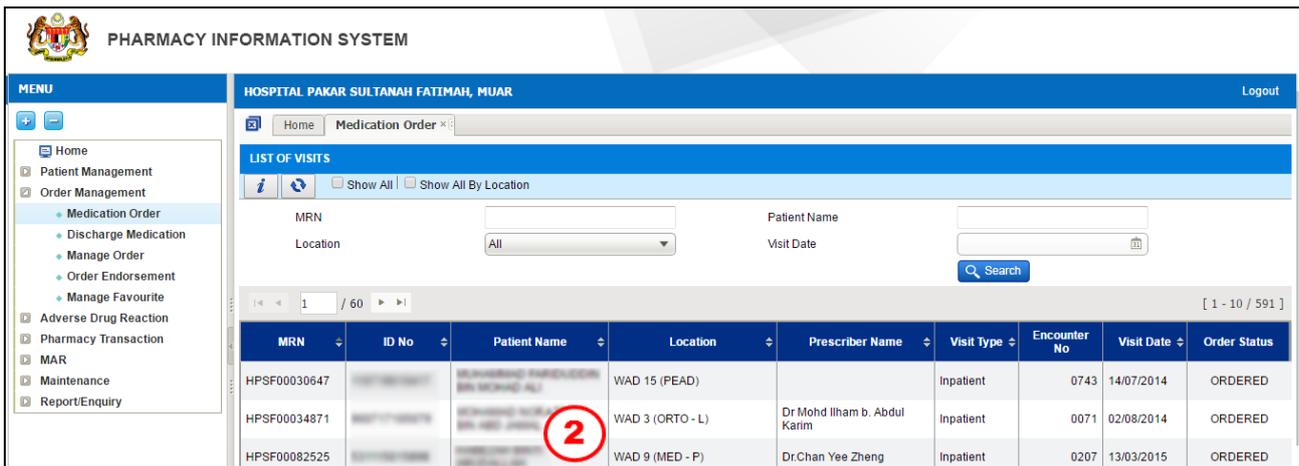
No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> Type the MRN either full or partial: Example: HPSF00001234 or "1234"
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Location	Patient visit location	Able to filter and search patient by visit location
d	Visit Location	Visit Location	Patient visits on the facility

Table 3.1.3-1

Note

Search result of patient record list will be displayed:

- MRN
- ID No
- Patient Name
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Visit Date
- Order Status



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Medication Order

LIST OF VISITS

MRN: [Input Field] Patient Name: [Input Field]
 Location: [All] Visit Date: [Calendar Icon]

[Search]

MRN	ID No	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status
HPSF00030647			WAD 15 (PEAD)		Inpatient	0743	14/07/2014	ORDERED
HPSF00034871			WAD 3 (ORTO - L)	Dr Mohd Ilham b. Abdul Karim	Inpatient	0071	02/08/2014	ORDERED
HPSF00082525			WAD 9 (MED - P)	Dr.Chan Yee Zheng	Inpatient	0207	13/03/2015	ORDERED

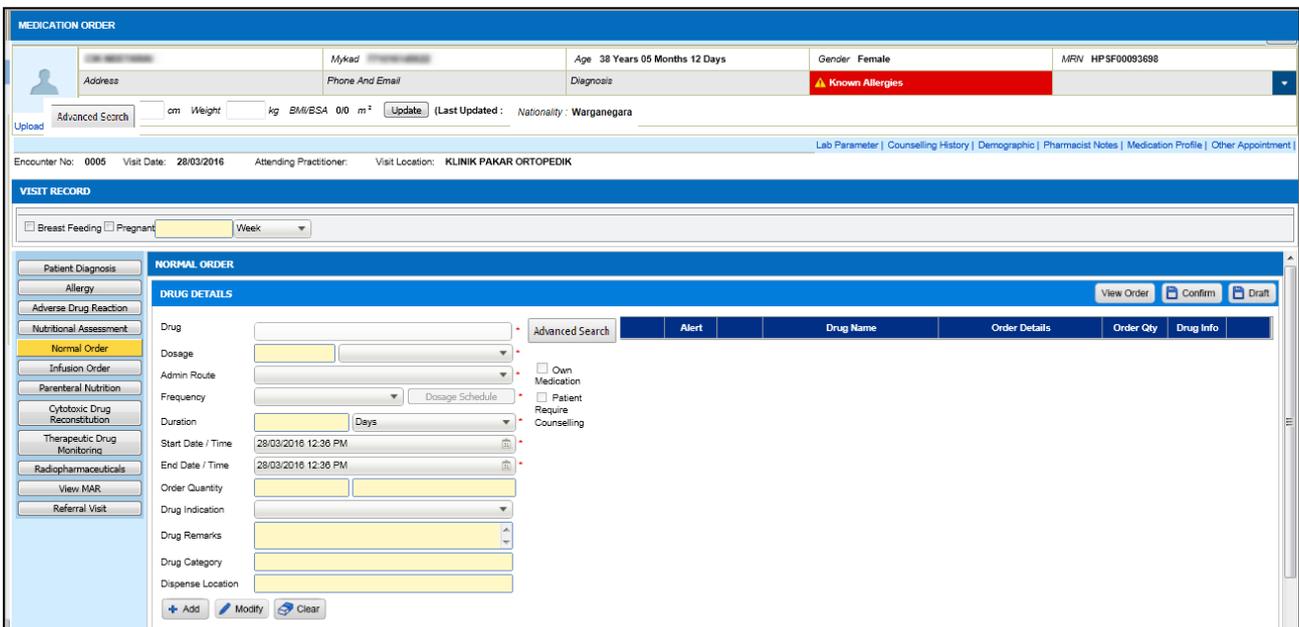
Figure 3.1.3-2 Order Screen Listing Page

STEP 2

Double click on the selected patient

Note

- Order Status = 'ORDERED', confirmed prescription.
- Order Status = 'Draft', saved prescription but has not been confirmed.



MEDICATION ORDER

Mykad: [Input Field] Age: 38 Years 05 Months 12 Days Gender: Female MRN: HPSF00093698
 Address: [Input Field] Phone And Email: [Input Field] Diagnosis: [Input Field] Known Allergies: [Red Alert Icon]

Advanced Search [cm] Weight [kg] BMI/BSA 0.0 m² [Update] (Last Updated: [Input Field] Nationality: Warganegara)

Encounter No: 0005 Visit Date: 28/03/2016 Attending Practitioner: [Input Field] Visit Location: KLINIK PAKAR ORTOPEDIK

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

VISIT RECORD

Breast Feeding Pregnant Week [Input Field]

NORMAL ORDER

Drug: [Input Field] Advanced Search [Alert] [Drug Name] [Order Details] [Order Qty] [Drug Info]

Dosage: [Input Field] Admin Route: [Input Field] Frequency: [Input Field] Duration: [Input Field] Start Date / Time: 28/03/2016 12:36 PM End Date / Time: 28/03/2016 12:36 PM Order Quantity: [Input Field] Drug Indication: [Input Field] Drug Remarks: [Input Field] Drug Category: [Input Field] Dispense Location: [Input Field]

[Add] [Modify] [Clear]

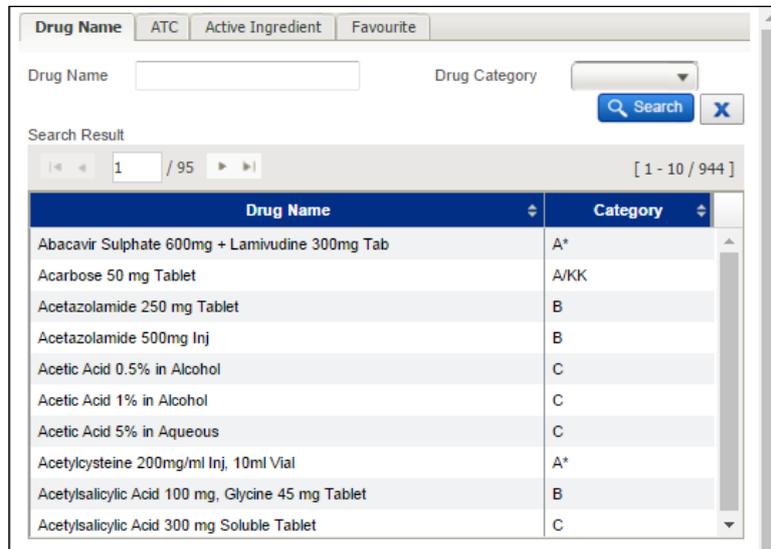
Figure 3.1.3-3 Normal Order Detail Screen

Note

- Breast Feeding and Pregnant checkboxes are only applicable for female patient.
- Search drug by enter keyword of the drug name.
- User can search drug by using the **Advanced Search** button
- This list will be displayed with the result of any drug active ingredient or trade name contains the search text criteria.
- The **Advanced Search** screen displayed information as below:

- a) Drug Name
- b) ATC
- c) Active Ingredient
- d) Favourite

Advance Search



Drug Name	Category
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*
Acarbose 50 mg Tablet	A/KK
Acetazolamide 250 mg Tablet	B
Acetazolamide 500mg Inj	B
Acetic Acid 0.5% in Alcohol	C
Acetic Acid 1% in Alcohol	C
Acetic Acid 5% in Aqueous	C
Acetylcysteine 200mg/ml Inj, 10ml Vial	A*
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B
Acetylsalicylic Acid 300 mg Soluble Tablet	C

Figure 3.1.3-4 Drug Name Search Detail Screen

Note

- Search by **DrugName** tab.
- Enter Drug name.
- Select and enter Drug Category from drop down box:
 - A
 - A*
 - A/KK
 - B
 - C
 - C+
- Search result be displayed after  button is clicked. Click on the selected drug to continue prescribing.

Drug Name
ATC
Active Ingredient
Favourite

Anatomical Main Group:

Therapeutic Subgroup:

Pharmacological Subgroup:

Chemical Subgroup:

Chemical Substance:

Search Result

1 / 1 [1 - 7 / 7]

Form	Active Ingredient	Category	Route	Strength
Parenteral Solution	Adrenaline (Epinephrine)	B	Intravenous Infusion	1 mg
Topical Lotion	Adrenaline (Epinephrine)	C	LA	0
Parenteral Solution	Dobutamine	A	Intravenous Infusion	250 mg
Parenteral Solution	Dopamine	B	Intravenous Infusion	200 mg
Parenteral Solution	Noradrenaline (Norepinephrine)	A	Intravenous Infusion	4 mg
Ophthalmic Drop(s)	Phenylephrine	B	Eye Both	0
Parenteral	Phenylephrine	B	Intravenous	10 mg

Figure 3.1.3-5 ATC Search Detail Screen

Note

- Search by tab.
- Select and enter the ATC group/subgroup from drop down box from level from 1 to 5.
 - a) Anatomical Main Group
 - b) Therapeutic Subgroup
 - c) Pharmacological Subgroup
 - d) Chemical Subgroup
 - e) Chemical Substance
- Search result will be displayed after button is clicked. Click on the selected drug to continue prescribing.

Drug Name
ATC
Active Ingredient
Favourite

Active Ingredient

Dosage Form

Admin Route

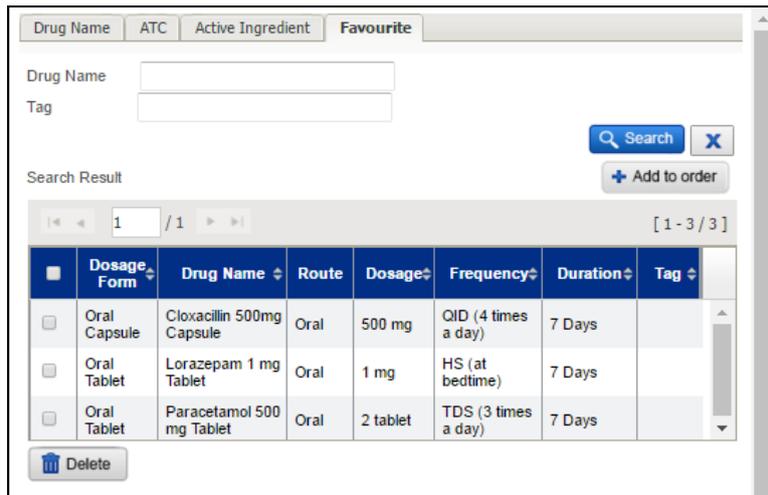
1 / 95 [1 - 10 / 944]

Dosage Form	Drug Name	Category	Admin Route	Strength
Oral Tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*	Oral	0
Oral Tablet	Acarbose 50 mg Tablet	A/KK	Oral	50 milligram
Oral Tablet	Acetazolamide 250 mg Tablet	B	Oral	250 milligram
Parenteral Solution	Acetazolamide 500mg Inj	B	Intravenous	0
Topical Liquid	Acetic Acid 0.5% in Alcohol	C	LA	
Topical Liquid	Acetic Acid 1% in Alcohol	C	LA	
Topical Liquid	Acetic Acid 5% in Aqueous	C	LA	0
Parenteral Solution	Acetylcysteine 200mg/ml Inj, 10ml Vial	A*	Intravenous Infusion	200 milligram
Oral Tablet	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B	Oral	145 milligram
Oral Disp/Sol Tab	Acetylsalicylic Acid 300 mg Soluble Tablet	C	Oral	300 milligram

Figure 3.1.3-6 Active Ingredient Search Detail Screen

Note

- Search by tab.
- Select and enter:
 - a) Active Ingredient
 - b) Dosage Form from dropdown box
 - c) Admin Route from dropdown box
- Search result will be display after button is clicked. Double click on the selected drug to continue prescribing.

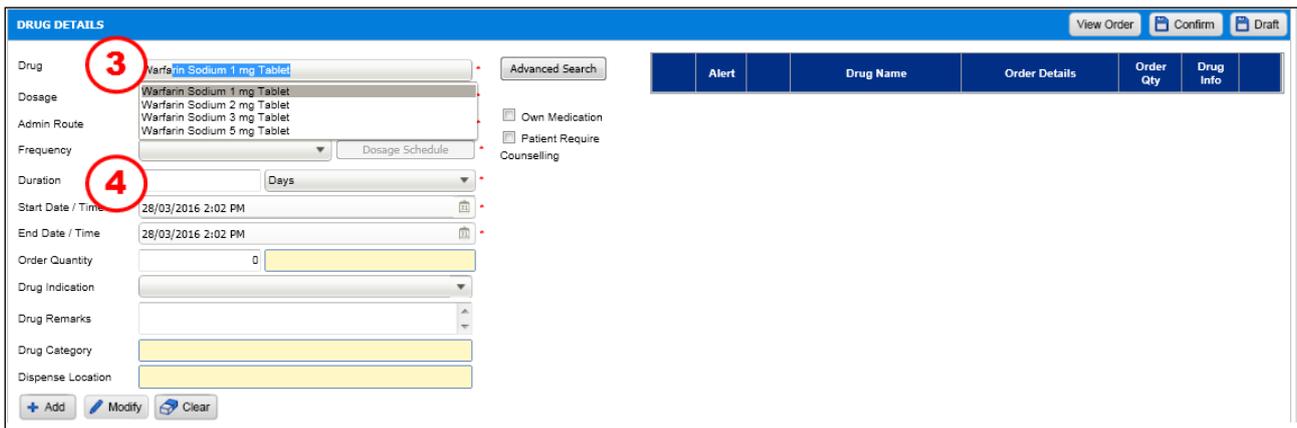


<input type="checkbox"/>	Dosage Form	Drug Name	Route	Dosage	Frequency	Duration	Tag
<input type="checkbox"/>	Oral Capsule	Cloxacillin 500mg Capsule	Oral	500 mg	QID (4 times a day)	7 Days	
<input type="checkbox"/>	Oral Tablet	Lorazepam 1 mg Tablet	Oral	1 mg	HS (at bedtime)	7 Days	
<input type="checkbox"/>	Oral Tablet	Paracetamol 500 mg Tablet	Oral	2 tablet	TDS (3 times a day)	7 Days	

Figure 3.1.3-7 Favourite Search Detail Screen

Note

- Search by **Favourite** tab.
- This favourite list is derived from the prescriber's own favourite list
- Search the favourite drug by entering the drug name.
- Search result will be displayed after click on the **Search** button. Click on the selected drug to continue prescribing.
- Select the checkbox and click **Delete** button to remove drug from the Favourite list.
- Select the check box and click **Add to order** button to add drugs in prescription.
- Further explanation to add drug in favourite list is explained in section 3.1.4.



DRUG DETAILS View Order Confirm Draft

Drug: **3** Warfarin Sodium 1 mg Tablet Advanced Search

Alert	Drug Name	Order Details	Order Qty	Drug Info

Dosage: Warfarin Sodium 1 mg Tablet

Admin Route: Warfarin Sodium 1 mg Tablet

Frequency: Warfarin Sodium 2 mg Tablet

Duration: **4** Days Own Medication
 Patient Require
Counselling

Start Date / Time: 28/03/2016 2:02 PM

End Date / Time: 28/03/2016 2:02 PM

Order Quantity: 0

Drug Indication:
Drug Remarks:
Drug Category:
Dispense Location:
+ Add Modify Clear

Figure 3.1.3-8 Order Detail Screen

Note

Dosage, Admin Route and Frequency will be retrieved from master setup, however prescriber can amend the value accordingly as required.

STEP 3

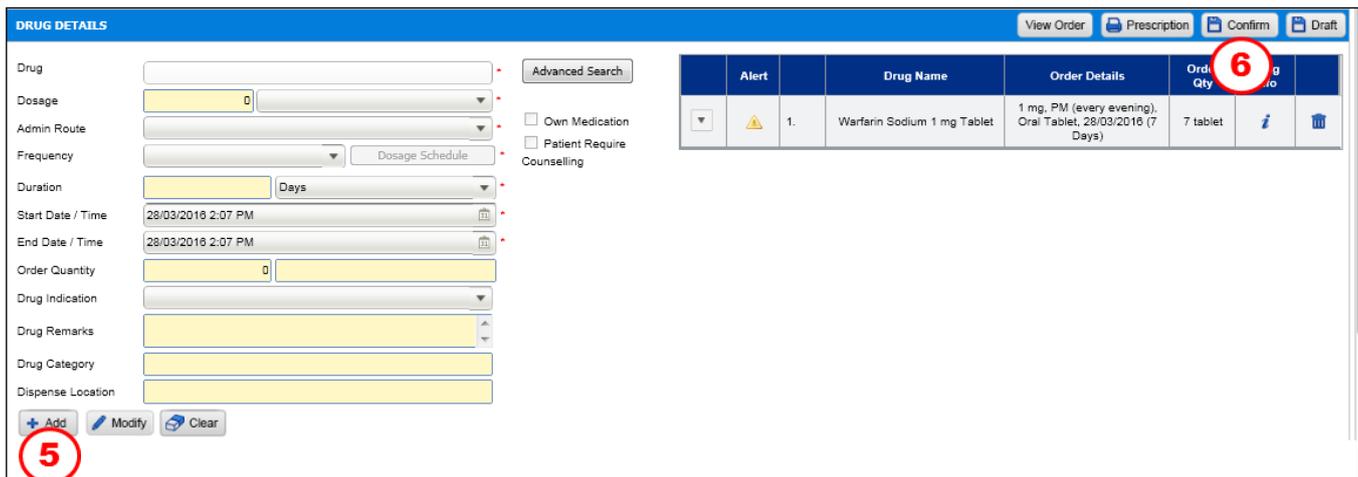
Click on the selected drug from displayed list

STEP 4

Enter **Duration** and select days/months or weeks from drop down menu

Note

- **Order Quantity** will be automatically calculated but it is editable.
- **Start Date/Time** will be defaulted to current date.
- **End Date/Time** will be calculated based on the Duration.
- Insert drug with other frequency and select '**with STAT**' checkbox.
- **Counselling Indication** checkbox can be selected if prescriber want pharmacist to counsel the patient on the medicines.
- Check the **Own Medication** checkbox if patient brought and used their own medication. Only applicable for inpatient and where pharmacist do not supply medication to the wards.
- Enter **Drug Remark** if applicable.



Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Warfarin Sodium 1 mg Tablet	1 mg, PM (every evening), Oral Tablet, 28/03/2018 (7 Days)	7 tablet	

Figure 3.1.3-9 Favourite Search Detail Screen

STEP 5

Click on the  button to add in prescription list

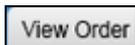
Note

To add another drug in prescription repeat **Step 3 to 5**.

STEP 6

Click on the  button to confirm order and prescription will sent to pharmacy for dispensing

Note

- Master Index of Medical Specialities (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info  button to view the drug details.
- Click on the  button to print prescription.
- Click on the  button to save prescription as a draft.
- On click of confirm button, system will check if diagnosis already entered or not.
 - a. If diagnosis is entered, order will be confirmed. Medication order screen will be displayed.
 - b. If diagnosis is not entered, diagnosis screen will be displayed. On click of save button diagnosis will be save and order will be confirmed. Medication order screen will be displayed.
- Click on the  button to view prescription with more order details as per Figure 3.3-11

3.1.4 Add to & from Favorite

Prescriber able to create their own favourite medication list for regular used. This is the quicker way to search the drug by favourite list rather than whole drug master.

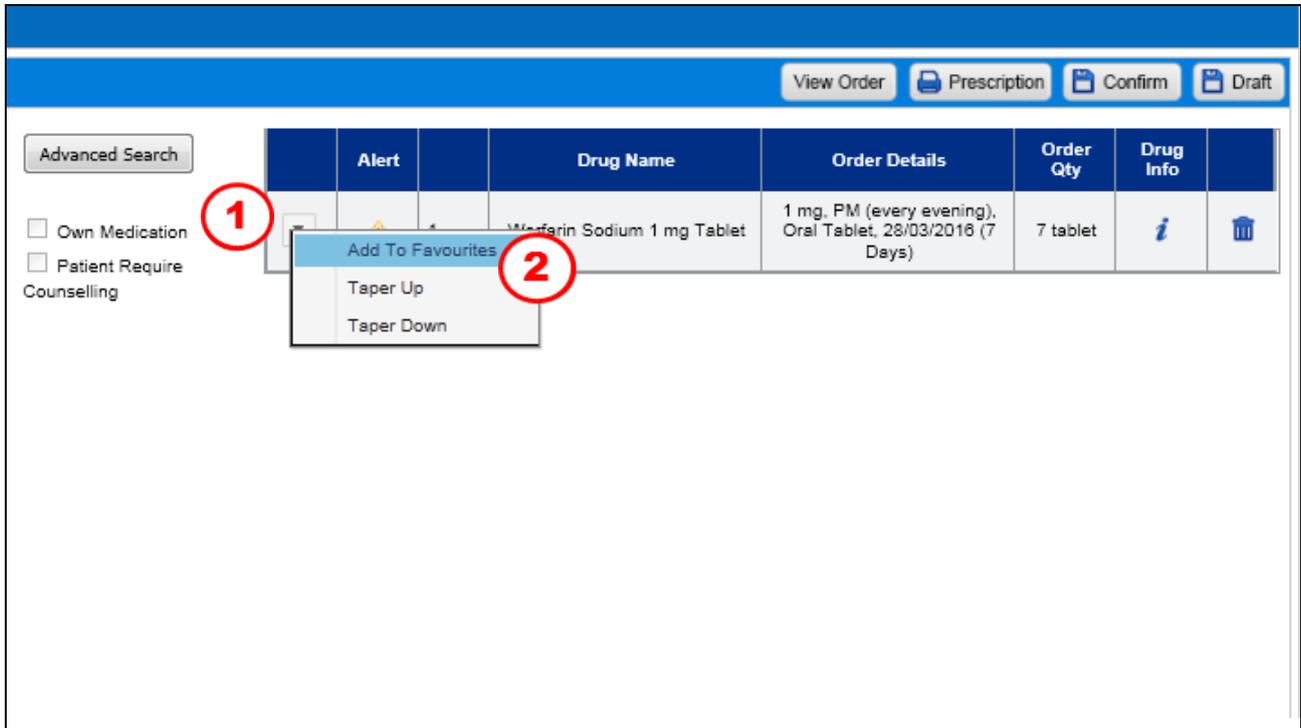


Figure 3.1.4-1 Add to Favorites Option Screen

Note

Repeat normal order, follow **Step 1 to 5**.

STEP 1

Right click on the ▼ button from the selected drug

STEP 2

Select **Add to Favourites** from context menu

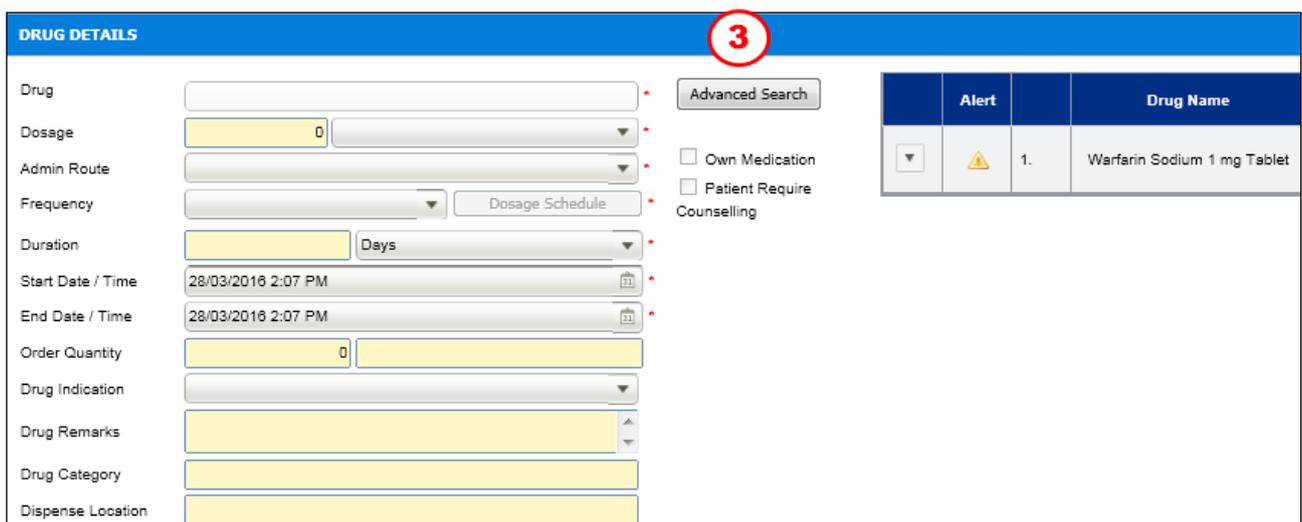


Figure 3.1.4-2 Add from Favorites Option Screen

Note

Users are able to order drugs from favorite list.

STEP 3

Click on the Advanced Search

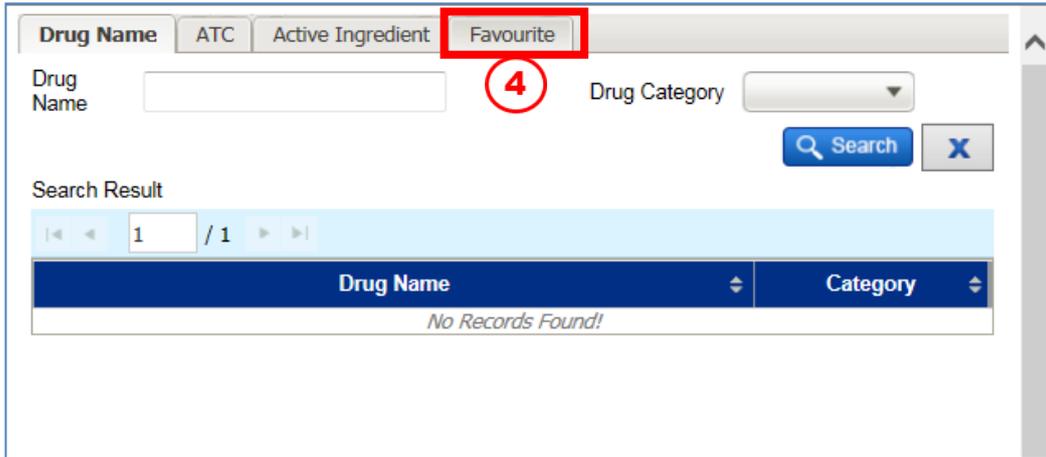


Figure 3.1.4-3 Favorites Option

STEP 4

Select Favourite

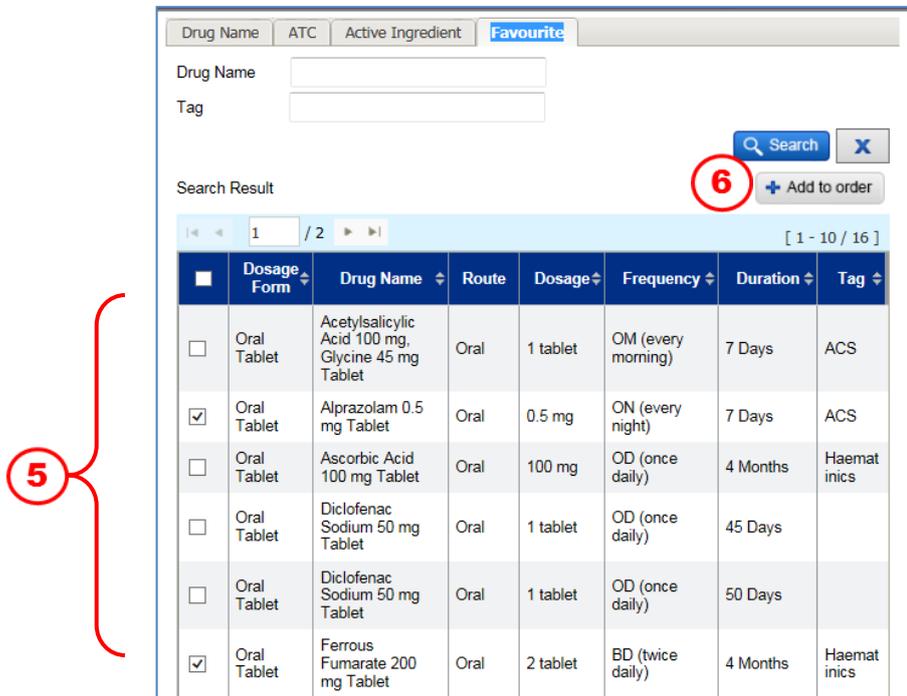


Figure 3.1.4-4 Favorite Drug List

STEP 5

Click on the button as per Figure 3.1.4-4

STEP 6

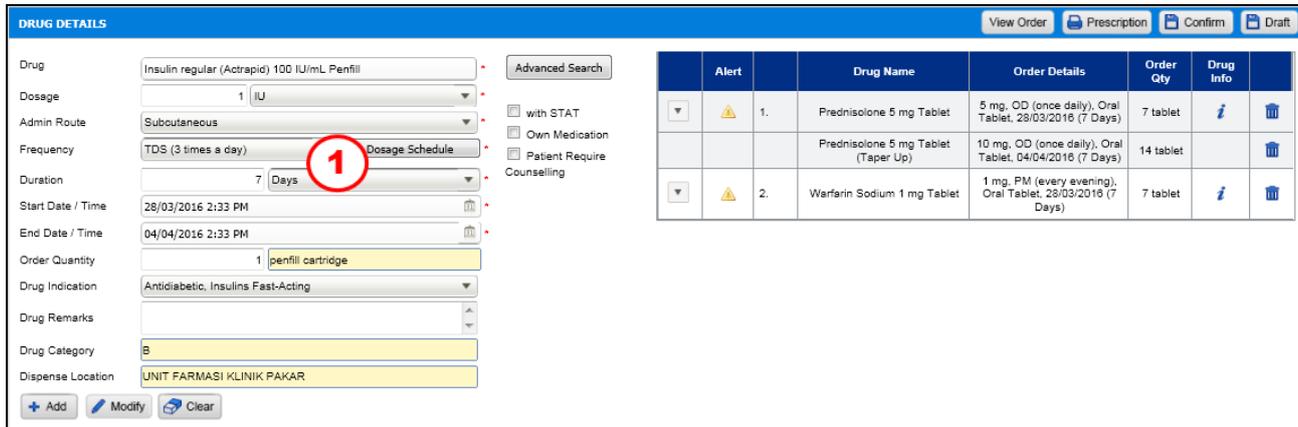
Once all required drugs are selected, click  button.

Note

User can select all the drugs from all the **Favourite** pages before clicking  button.

3.1.5 Split Dose

This function is used to create multi dosing in a way to administer in a different time with different dosage.



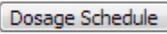
Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Prednisolone 5 mg Tablet	5 mg, OD (once daily), Oral Tablet, 28/03/2016 (7 Days)	7 tablet	 
	Prednisolone 5 mg Tablet (Taper Up)	10 mg, OD (once daily), Oral Tablet, 04/04/2016 (7 Days)	14 tablet	
2.	Warfarin Sodium 1 mg Tablet	1 mg, PM (every evening), Oral Tablet, 28/03/2016 (7 Days)	7 tablet	 

Figure 3.1.5-1 Normal Order Screen

Note

To prescribe split dose, repeat as normal order from **Step 1** to **3**.

STEP 1

Click on the  button and schedule box will displayed as per Figure 3.1.5-2

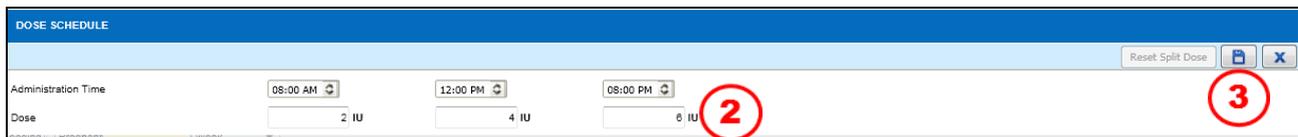


Figure 3.1.5-2 Split Dose Schedule Screen

STEP 2

Change the dose for each **Administration Time**

Note

Prescriber is allowed to change the admin time if necessary .Number of column displayed based on frequency selected.

STEP 3

Click on the  button to save record

DRUG DETAILS
View Order Prescription **Confirm** Draft

Drug: Advanced Search

Dosage: IU

Admin Route:

Frequency: Dosage Schedule

Duration: 4

Start Date / Time:

End Date / Time:

Order Quantity: penfill cartridge

Drug Indication:

Drug Remarks:

Drug Category:

Dispense Location:

+ Add Modify Clear 5

with STAT

Own Medication

Patient Require Counselling

Alert	Drug Name	Order Details	Order Qty		
1.	Prednisolone 5 mg Tablet	5 mg, OD (once daily), Oral Tablet, 28/03/2016 (7 Days)	7 tablet	6	
2.	Warfarin Sodium 1 mg Tablet	1 mg, PM (every evening), Oral Tablet, 28/03/2016 (7 Days)	7 tablet		

Figure 3.1.5-3 Normal Order Screen

STEP 4

Enter **Duration** and select days/months or weeks from drop down menu

STEP 5

Click on the + Add button to add drug in prescription list

Note

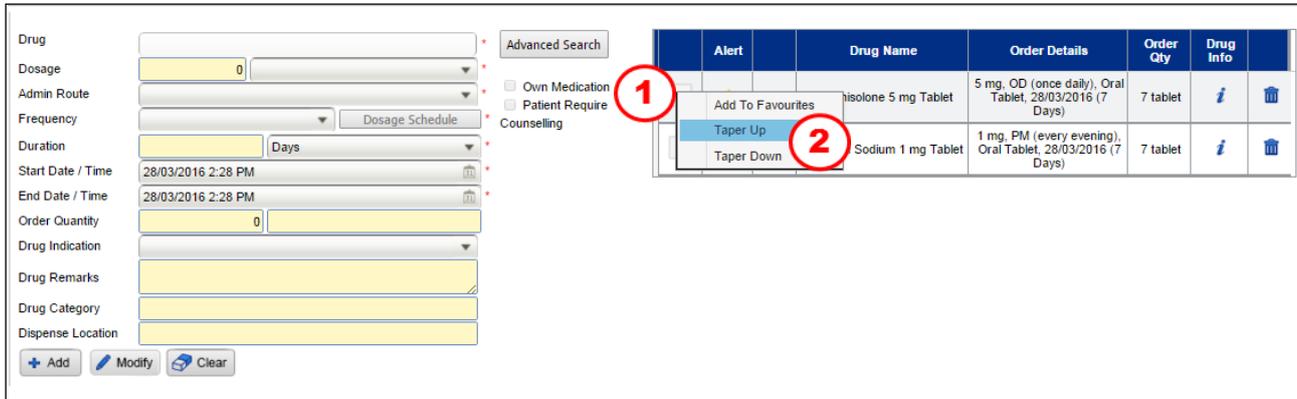
Split dose is only applicable for selected drug as defined in the Drug Master setup

STEP 6

Click on the Confirm button to confirm order

3.1.6 Tapering

Tapering is a function to prescribe same drug with gradually decreasing or increasing the drug dosage by specific duration and time. Tapering drug functions divided into two (2) categories which are taper up / increase dosage or taper down /decrease dosage. Only selected drug which has been defined in drug master set up are allowed to do tapering.



Alert	Drug Name	Order Details	Order Qty	Drug Info
	Prednisolone 5 mg Tablet	5 mg, OD (once daily), Oral Tablet, 28/03/2016 (7 Days)	7 tablet	<i>i</i>
	Sodium 1 mg Tablet	1 mg, PM (every evening), Oral Tablet, 28/03/2016 (7 Days)	7 tablet	<i>i</i>

Figure 3.1.6-1 Taper Up Option Screen

Note

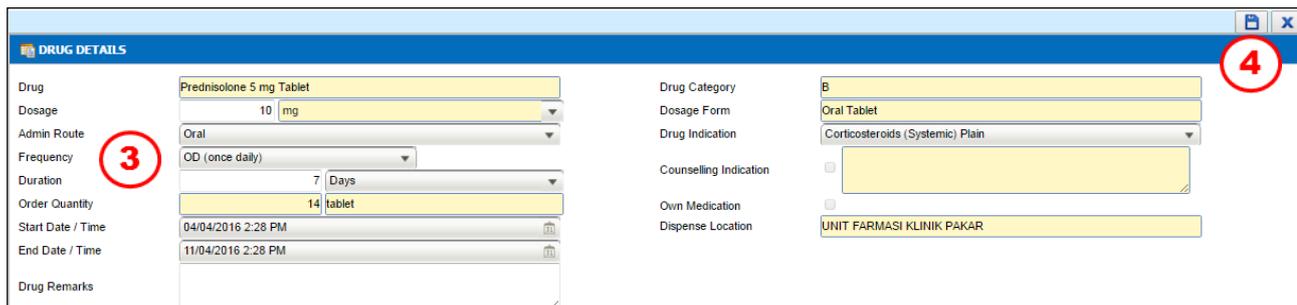
To taper prescribed drug, order the first dose as normal order from **Step 1** to **5**.

STEP 1

Right click on the  button from the selected drug

STEP 2

Select **Taper Up** and new window with the drug order will displayed



Drug	Prednisolone 5 mg Tablet	Drug Category	B
Dosage	10 mg	Dosage Form	Oral Tablet
Admin Route	Oral	Drug Indication	Corticosteroids (Systemic) Plain
Frequency	OD (once daily)	Counselling Indication	
Duration	7 Days	Own Medication	
Order Quantity	14 tablet	Dispense Location	UNIT FARMASI KLINIK PAKAR
Start Date / Time	04/04/2016 2:28 PM		
End Date / Time	11/04/2016 2:28 PM		
Drug Remarks			

Figure 3.1.6-2 Normal Order Screen

STEP 3

Change the **Dosage** and **Duration of drugs** as required

Note

For Taper up, dosage cannot be equal or lower than previous dosage. System will displayed alert message as per Figure 3.1.6-3.

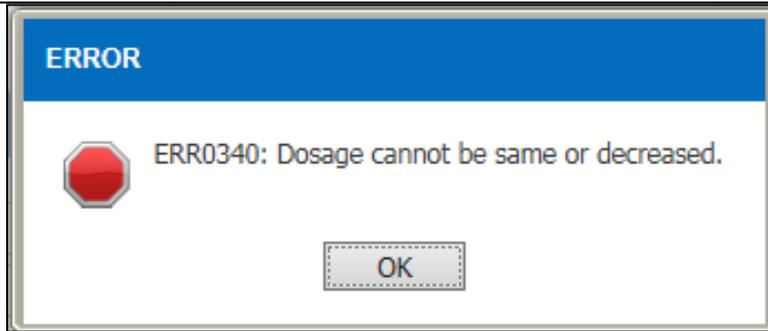


Figure 3.1.6-3 Taper Down Option Screen

STEP 4

Click on the  button to save record

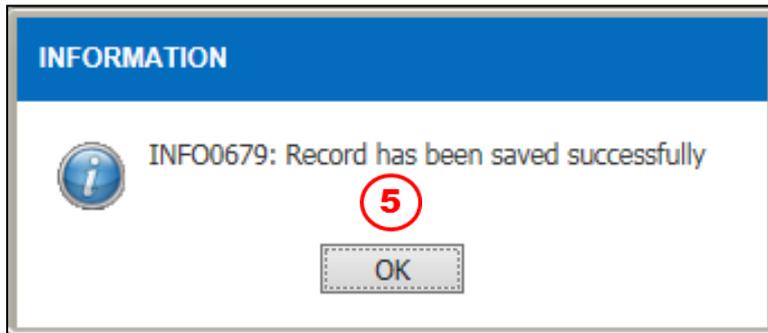


Figure 3.1.6-4 Normal Order Screen After Tapering

STEP 5

Click on the  button to proceed tapering

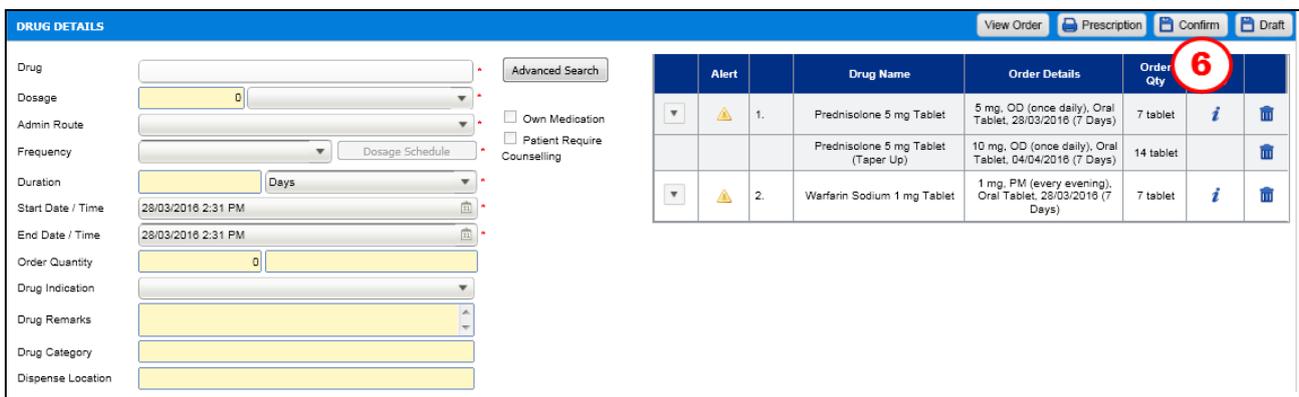


Figure 3.1.6-5 Normal Order Screen

STEP 6

Click on the  button to confirm order

Note

- Repeat **step 1 to 5** if another level of taper is required.
- To modify prescription, delete the latest tapering from the list.

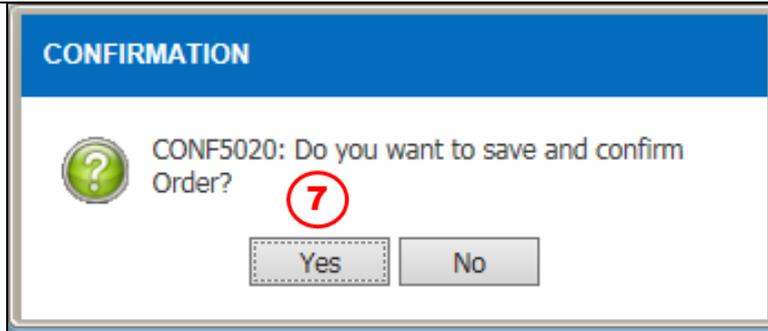
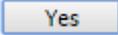


Figure 3.1.6-6 Confirmation Alert Message

STEP 7

Click on the  button to confirm and send order to the pharmacy

3.1.7 Discharge Medication

This function is only for inpatient for order discharge medication. The discharge medication can be prescribed before the patient being discharge.

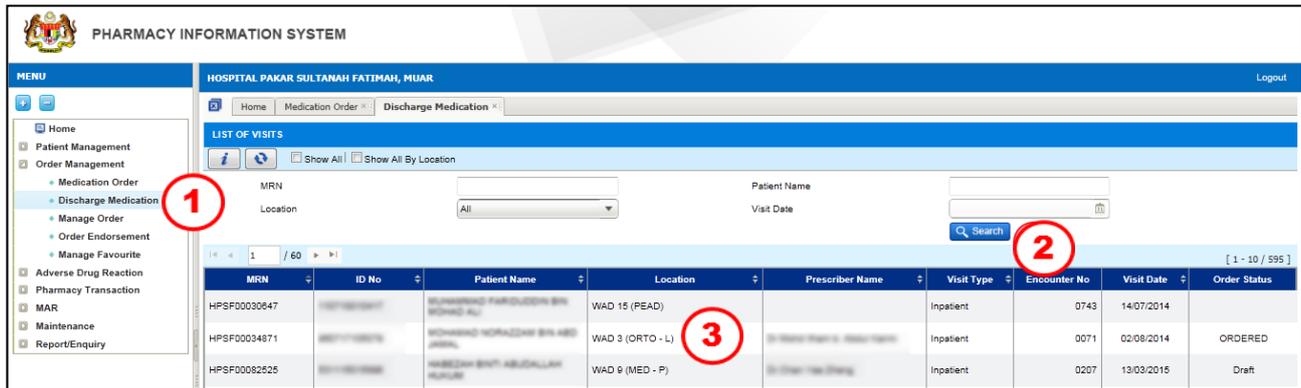


Figure 3.1.7-1 Discharge Medication Listing Page

STEP 1

Click on the 'Order Management' menu and followed by 'Discharge Medication' sub-menu

Note

- By default, list of patient will be displayed according to prescriber location access
- Various search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Location	Patient visit location	Able to filter and search patient by visit location
d	Visit Date	Visit Date	Patient visits on the facility

Table 3.1.7-1

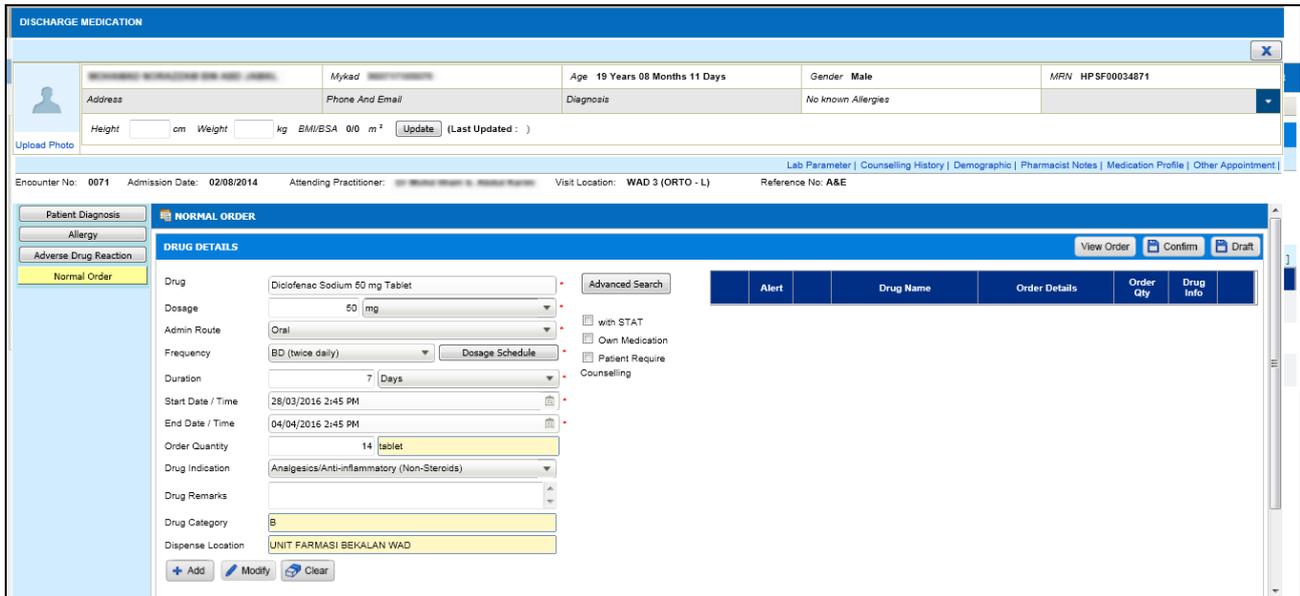
- Search result of patient record list will be displayed:
 - MRN
 - ID No
 - Patient Name
 - Location
 - Prescriber Name
 - Visit Type
 - Encounter No
 - Visit Date
 - Order Status

STEP 2

Click on the  button to search patient

STEP 3

Double click on the selected patient record



The screenshot displays the 'DISCHARGE MEDICATION' interface. At the top, patient information is shown: Mykad (MyKad), Age (19 Years 08 Months 11 Days), Gender (Male), and MRN (HP SF00034871). Below this, there are fields for Address, Phone And Email, Diagnosis, and No known Allergies. A section for physical attributes includes Height, Weight, and BMI/BSA with an 'Update' button. The interface also shows Encounter No: 0071, Admission Date: 02/08/2014, and Visit Location: WAD 3 (ORTO - L). The main area is titled 'NORMAL ORDER' and contains 'DRUG DETAILS' for Diclofenac Sodium 50 mg Tablet. The dosage is 50 mg, Admin Route is Oral, and Frequency is BD (twice daily). The duration is 7 Days, starting on 28/03/2016 and ending on 04/04/2016. The order quantity is 14 tablets, and the drug category is B. The dispense location is UNIT FARMASI BEKALAN WAD. A table on the right lists columns for Alert, Drug Name, Order Details, Order Qty, and Drug Info.

Figure 3.1.7-2 Order Screen

Note

- Follow the step as normal order in Section 3.1.3 as normal order.
- Discharge medication only applicable for Inpatient, Day care and emergence patient.

3.1.8 Renew Rx

This function is use by prescriber to renew the drugs from patient's profile.

MEDICATION ORDER

Mykad, Age 79 Years 06 Months 09 Days, Gender Female, MRN HPSF00033202

Address, Phone And Email, Diagnosis, Known Allergies

Height 160 cm, Weight 50 kg, BMI/BSA 19.5 / 1.5 m², Update (Last Updated : 23/03/2016), Nationality : Warganegara

Encounter No: 0847, Admission Date: 19/04/2015, Attending Practitioner: Dr. Mardiana Sidiyasa, Visit Location: WAD 6, Reference No: PKBM-KELAS 3

VITIS RECORD (1)

Breast Feeding, Pregnant, Week

NORMA ORDER

Drug: Trimezidine 20 mg Tablet, Dose: 20 mg, Route: Oral, Frequency: TDS (3 times a day), Duration: 6 Days, Start Date / Time: 30/03/2016 10:54 AM, End Date / Time: 30/03/2016 10:54 AM

Buttons: Add, Modify, Clear

Figure 3.1-8-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

Figure 3.1-8-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to renew

STEP 3

Click on the **Renew Rx** button to renew selected drugs

MEDICATION PROFILE

Administration Dispensing, Renew Rx with different duration, Renew Rx, Stop, Change, Save, X

Mykad, Age 79 Years 06 Months 10 Days, Gender Female, MRN HPSF00033202

Address, Phone And Email, Diagnosis, Known Allergies

Height 160 cm, Weight 50 kg, BMI/BSA 19.5 / 1.5 m², (Last Updated : 23/03/2016), Nationality : Warganegara

Drug Name, Prescription Date From, Prescription Status, Order Type, Current Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration
<input checked="" type="checkbox"/> 60000178680	No	Trimezidine 20 mg Tablet	20 mg	Oral	TDS (3 times a day)	VERIFIED		6 Days
<input type="checkbox"/> 60000178680	No	Loratadine 10 mg Tablet	10 mg	Oral	OD (once daily)	VERIFIED		6 Days

Previous Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration
<input checked="" type="checkbox"/> 60000178680 (2)	No	Ferrous Fumarate 200 mg Tablet	200 mg	Oral	STAT	VERIFIED		1 Days
<input type="checkbox"/> 60000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days
<input type="checkbox"/> 60000174005	No	Alfacalcidol 0.25mg Capsule	0.5 mcg	Oral	OD (once daily)	VERIFIED		7 Days

Buttons: Add, Modify, Clear

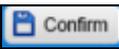
NORMAL ORDER

DRUG DETAILS View Order Prescription Confirm Draft

Drug	<input type="text"/>	Advanced Search	<table border="1"><thead><tr><th>Alert</th><th>Drug Name</th><th>Order Details</th><th>Order Qty</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Trimetazidine 20 mg Tablet</td><td>20 mg, TDS (3 times a day), Oral tablet, 03/04/2016 (8 Days)</td><td>18 tablet</td><td>4</td></tr></tbody></table>	Alert	Drug Name	Order Details	Order Qty		<input type="checkbox"/>	Trimetazidine 20 mg Tablet	20 mg, TDS (3 times a day), Oral tablet, 03/04/2016 (8 Days)	18 tablet	4
Alert	Drug Name	Order Details	Order Qty										
<input type="checkbox"/>	Trimetazidine 20 mg Tablet	20 mg, TDS (3 times a day), Oral tablet, 03/04/2016 (8 Days)	18 tablet	4									
Dosage	<input type="text"/>	<input type="checkbox"/> Own Medication <input type="checkbox"/> Patient Require Counselling											
Admin Route	<input type="text"/>												
Frequency	<input type="text"/> Dosage Schedule												
Duration	<input type="text"/> Days												
Start Date / Time	31/03/2016 3:44 PM												
End Date / Time	31/03/2016 3:44 PM												
Order Quantity	<input type="text"/>												
Drug Indication	<input type="text"/>												
Drug Remarks	<input type="text"/>												
Drug Category	<input type="text"/>												
Dispense Location	<input type="text"/>												

Figure 3.1-8-3 Normal Order Screen

STEP 4

Click on  button to confirm the prescription

3.1.9 Renew RX With Different Duration

This function is use by prescriber to renew the drugs from patient's profile with new duration.

Figure 3.1-9-1 Medication Order Screen

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribe Qty
00675335	No	Chlorhexidine 0.02% Eye Drops	1 drop	Eye Both	QID (4 times a day)	ORDERED		2 Days	1 bott
<input checked="" type="checkbox"/> 110000675335	No	Diclofenac Sodium 12.5 mg Suppository	12.5 mg	Rectal	OD (once daily)	ORDERED		5 Days	supposito
<input checked="" type="checkbox"/> 110000675335	No	Paracetamol 120 mg/5 ml Syrup	125 mg	Oral	TDS (3 times a day)	ORDERED		7 Days	60 r

Figure 3.1-9-2 Medication Profile Screen

STEP 1

Click on **Medication Profile** hyperlink

STEP 2

Click on the to select drugs that want to renew

STEP 3

Click on the **Renew Rx with different duration** to renew selected drugs

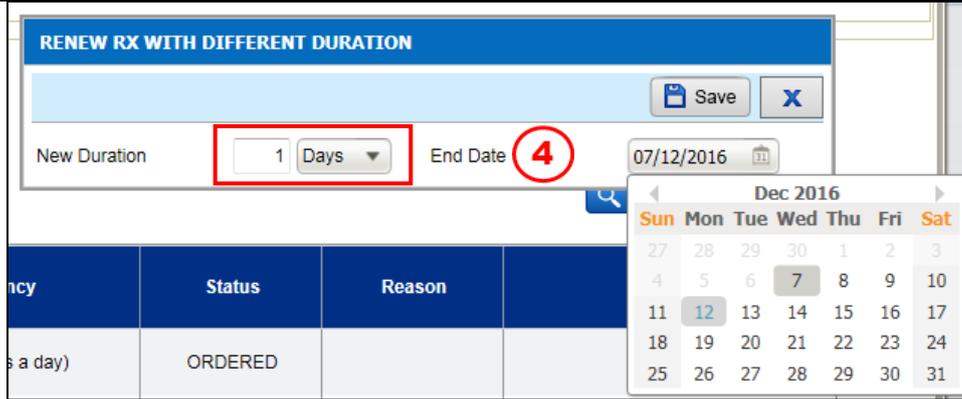


Figure 3.1-9-3 Renew RX With Different Duration Screen

STEP 4

Select either End Date or New Duration

Note

If the end date is selected, the New Duration will be auto calculated and vice versa if New Duration is inserted.

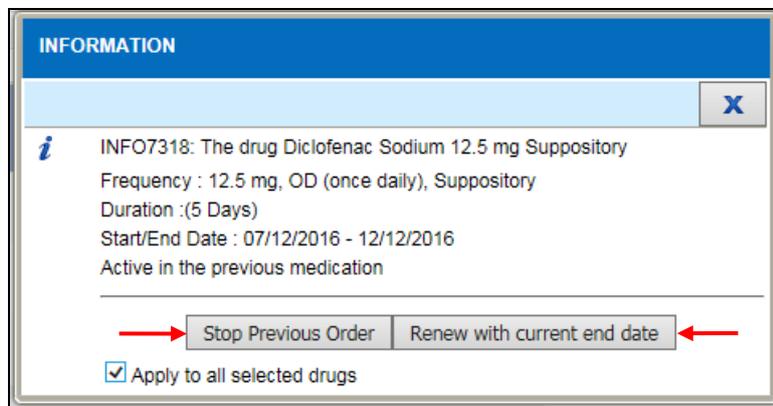


Figure 3.1-9-4

Note

- *Stop Previous Order: Patient has to stop the medication dispensed during the previous visit and continue with the new prescribed medication. If this option is selected, medication's start date will be the current date.*
- *Renew with current end date: Patient will continue with the medication dispensed previously. If this option is selected, medication's start date will be continuing from the end date of the previous medication.*

STEP 5

Click the Save button

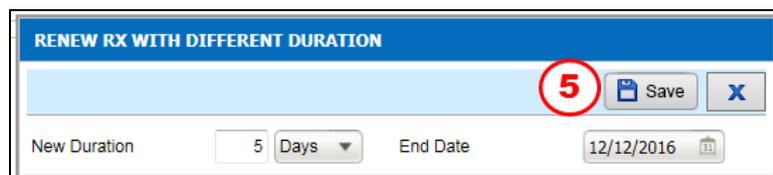


Figure 3.1-9-5 Medication Order Screen

NORMAL ORDER

DRUG DETAILS View Order Prescription **Confirm** Draft

Alert	Drug Name	Order Details	Order Q	Info	Del
1.	Trimetazidine 20 mg Tablet	20 mg, TDS (3 times a day), Oral Tablet, 03/04/2016 (6 Days)	18 tablet	6	

Drug: *

Dosage:

Admin Route:

Frequency: Dosage Schedule:

Duration: Days

Start Date / Time: 31/03/2016 3:44 PM

End Date / Time: 31/03/2016 3:44 PM

Order Quantity:

Drug Indication:

Drug Remarks:

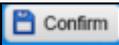
Drug Category:

Dispense Location:

Own Medication
 Patient Require Counselling

Figure 3.1-9-3 Normal Order Screen

STEP 6

Click on  button to confirm the prescription

3.1.10 Change

Prescriber is allowed to modify Dosage, Frequency and Duration.

MEDICATION ORDER

Mykad: [REDACTED] Age: 79 Years 06 Months 09 Days Gender: Female MRN: HPSF00033202

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] **Known Allergies**

Height: 160 cm Weight: 50 kg BMI/BSA: 19.5 / 1.5 m² (Last Updated: 23/03/2016) Nationality: Warganegara

Encounter No: 0847 Admission Date: 19/04/2015 Attending Practitioner: [REDACTED] Visit Location: WAD 6 Reference No: PKBM-KELAS 3

VISIT RECORD

Breast Feeding: Pregnant: Week: [REDACTED]

NORMAL ORDER

Drug: [REDACTED] Dosage: [REDACTED] Admin Route: [REDACTED] Frequency: [REDACTED] Duration: [REDACTED] Start Date / Time: 30/03/2016 10:54 AM End Date / Time: 30/03/2016 10:54 AM

Order Quantity: [REDACTED] Drug Indication: [REDACTED] Drug Remarks: [REDACTED] Drug Category: [REDACTED] Dispense Location: [REDACTED]

Buttons: + Add, Modify, Clear

Navigation: View Order, Confirm, Draft

Alert, Drug Name, Order Details, Order Qty, Drug Info

Advanced Search, Own Medication, Patient Require Counseling

Figure 3.1-10-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

MEDICATION PROFILE

Administration Dispensing, Renew Rx with different duration, Renew Rx, Stop, **Change**, Save, X

Mykad: [REDACTED] Age: 79 Years 06 Months 10 Days Gender: Female MRN: HPSF00033202

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] **Known Allergies**

Height: 160 cm Weight: 50 kg BMI/BSA: 19.5 / 1.5 m² (Last Updated: 23/03/2016) Nationality: Warganegara

Drug Name: [REDACTED] Visit Type: [REDACTED]

Prescription Date From: [REDACTED] Prescription Date To: [REDACTED]

Prescription Status: [REDACTED] Location: [REDACTED]

Order Type: [REDACTED] Search

Current Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration
<input checked="" type="checkbox"/> 60000178680	No	Trimetazidine 20 mg Tablet	20 mg	Oral	TDS (3 times a day)	VERIFIED		6 Days
<input type="checkbox"/> 60000178680	No	Loratadine 10 mg Tablet	10 mg	Oral	OD (once daily)	VERIFIED		6 Days

Previous Medication

1 / 6 [1 - 10 / 54]

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration
<input type="checkbox"/> 60000178680	No	Ferrous Fumarate 200 mg Tablet	200 mg	Oral	STAT	VERIFIED		1 Days
<input type="checkbox"/> 60000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days
<input type="checkbox"/> 60000174005	No	Alfacalcidol 0.25mcg Capsule	0.5 mcg	Oral	OD (once daily)	VERIFIED		7 Days

Buttons: + Add, Modify, Clear

Figure 3.1-10-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to modify

STEP 3

Click on the **Change** to modify selected drugs

MEDICATION PROFILE

Administration Dispensing | Renew Rx with different duration | Renew Rx | Stop | Change | Save

MyKad: [REDACTED] | Age: 79 Years 06 Months 10 Days | Gender: Female | I/R/V: HPSF00033202

Address: [REDACTED] | Phone And Email: [REDACTED] | Diagnosis: [REDACTED] | Known Allergies

Height: 160 cm | Weight: 50 kg | BMI/BSA: 19.5 / 1.5 m² (Last Updated: 23/03/2016) | Nationality: Warganegara

Drug Name: [REDACTED] | Visit Type: All | Prescription Date From: [REDACTED] | Prescription Date To: [REDACTED] | Prescription Status: All | Location: All | Order Type: Normal

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
6000017880	No	Trimetazidine 20 mg Tablet	20 mg	Oral	TDS (3 times a day)	VERIFIED		0 Days	18 tablet	31/03/2016 04:05:33 PM
6000017880	No	Loratadine 10 mg Tablet	10 mg	Oral	OD (once daily)	VERIFIED		6 Days	6 tablet	28/03/2016 11:59:04 AM

Previous Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
6000017880	No	Ferrous Fumarate 200 mg Tablet	200 mg	Oral	STAT	VERIFIED		1 Days	1 tablet	28/03/2016 11:59:39 AM
60000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days	4 tablet	17/05/2016 07:53:48 PM
60000174005	No	Alfacalcidol 0.25mg Capsule	0.5 mcg	Oral	OD (once daily)	VERIFIED		7 Days	14 capsule	15/05/2016 01:32:00 PM
60000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days		
60000174005	No	Alfacalcidol 0.25mg Capsule	0.5 mcg	Oral	OD (once daily)	VERIFIED		7 Days		

+ Add | Modify | Clear

Figure 3.1-10-3 Medication Profile Screen

STEP 4

Change **Dose**, **Frequency**, and **Duration**

STEP 5

Click on the **Save** to save the changes

CONFIRMATION

CONF7231: You are about to change the selected drug(s) in the list. Do you want to proceed?

Yes No

Figure 3.1-10-4 Confirmation Alert Message

STEP 6

click on **Yes** to proceed ordering screen

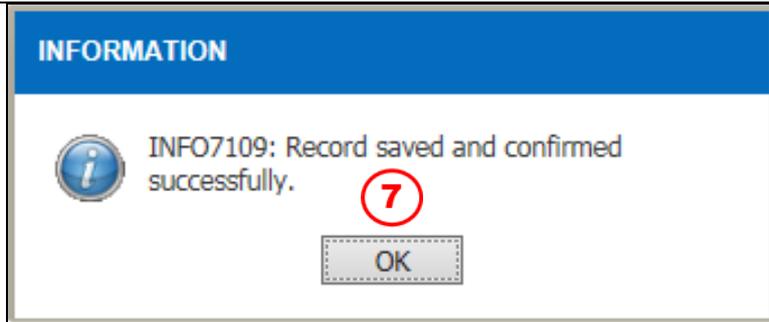


Figure 3.1-10-5 Information Alert Message

STEP 7

click on  to confirm the changes

3.1.11 Stop

Prescriber is allowed to stop current medication.

Figure 3.1-11-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

Figure 3.1-11-2 Medication Profile Screen

STEP 2

Click on the to select drugs

STEP 3

Click on the button to stop the selected drugs

INFORMATION

X

i INFO7318: The drug Methadone 5mg/ml Syrup
 Frequency : 5 mg, OD (once daily), Oral Solution
 Duration :(22 Days)
 Start/End Date : 13/05/2016 - 04/06/2016
 Active in the previous medication

4
Stop Current Order
Renew with current end date

Apply to all selected drugs

Figure 3.1-11-3 Medication Profile Screen

STEP 4

Click on **Stop Current Order**

MEDICATION PROFILE

5
Administration Dispensing
Renew Rx with different duration
Renew Rx
Stop
Change
Save

	NUR DANIA SY BINTI HANIFFA	Mother IC 77040202712	Age 09 Years 09 Months 23 Days	Gender Female	MRN HPSF00000008
Address	Phone And Email	Diagnosis	No known Allergies		
Height	155 cm	Weight	55 kg	BM/BSA	22.9 / 1.56 m ² (Last Updated : 13/05/2016) Nationality : Warganegara

Upload Photo

Drug Name Visit Type All

Prescription Date From Prescription Date To

Prescription Status All Location All

Order Type Normal Search

	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason
<input type="checkbox"/>	MOPC0000180372	No	Sulpiride 200 mg Tablet	200 mg	Oral	BD (twice daily)	ORDERED	
<input type="checkbox"/>	MOPC0000180293	No	BISoprolol Fumarate 2.5 mg Tablet	2 mg	Oral	OM (every morning)	ACKNOWLEDGED	
<input type="checkbox"/>	MOPC0000180293	No	BISoprolol Fumarate 2.5 mg Tablet(Taper Up)	2.5 mg	Oral	BD (twice daily)	ACKNOWLEDGED	7 Days

Figure 3.1-11-4 Medication Profile Screen

STEP 5

Click on the X to close the screen

3.1.12 View MAR

This function is for the doctor to view the medication administration record of the patient.

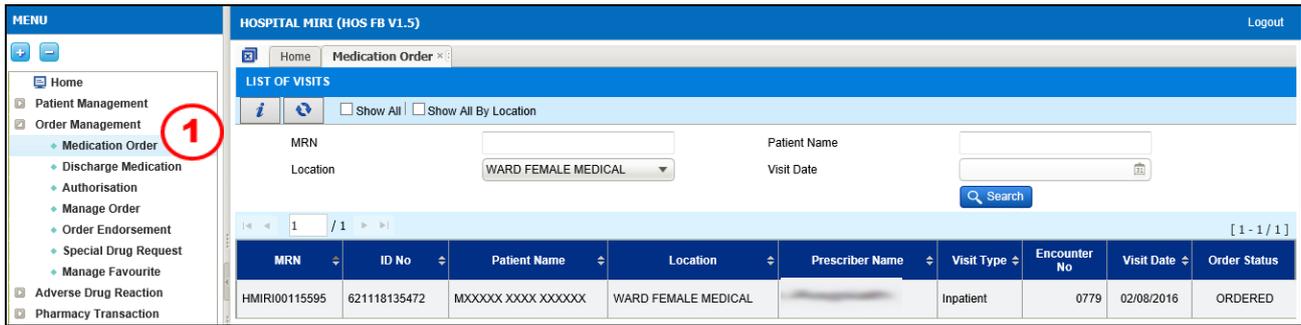


Figure 3.1.12-1 Medication Order Listing Page

STEP 1

Click on 'Order Management' menu and follow by 'Medication Order' sub-menu

Note

- Prescriber have the option to view patients by clicking the check box:
 - Show All
 - Show All By Location
- By default list the of patients will be displayed according to prescriber's location access.
- Various search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Location	Patient visit location	Able to filter and search patient by visit location
d	Visit Location	Visit Location	Patient visits on the facility

Table 3.1.12-1

Note

Search result of patient record list will be displayed:

- MRN
- ID No
- Patient Name
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Visit Date
- Order Status

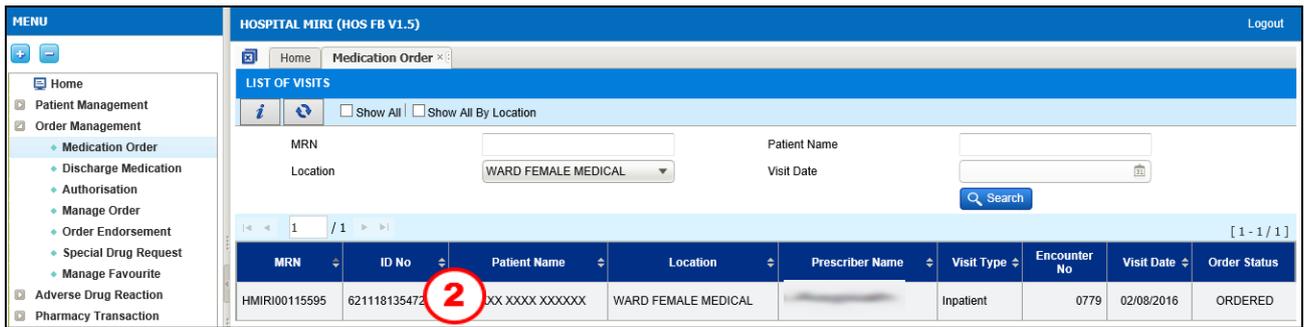


Figure 3.1.12-2 Medication Order Listing Page

STEP 2

Double click on the selected patient

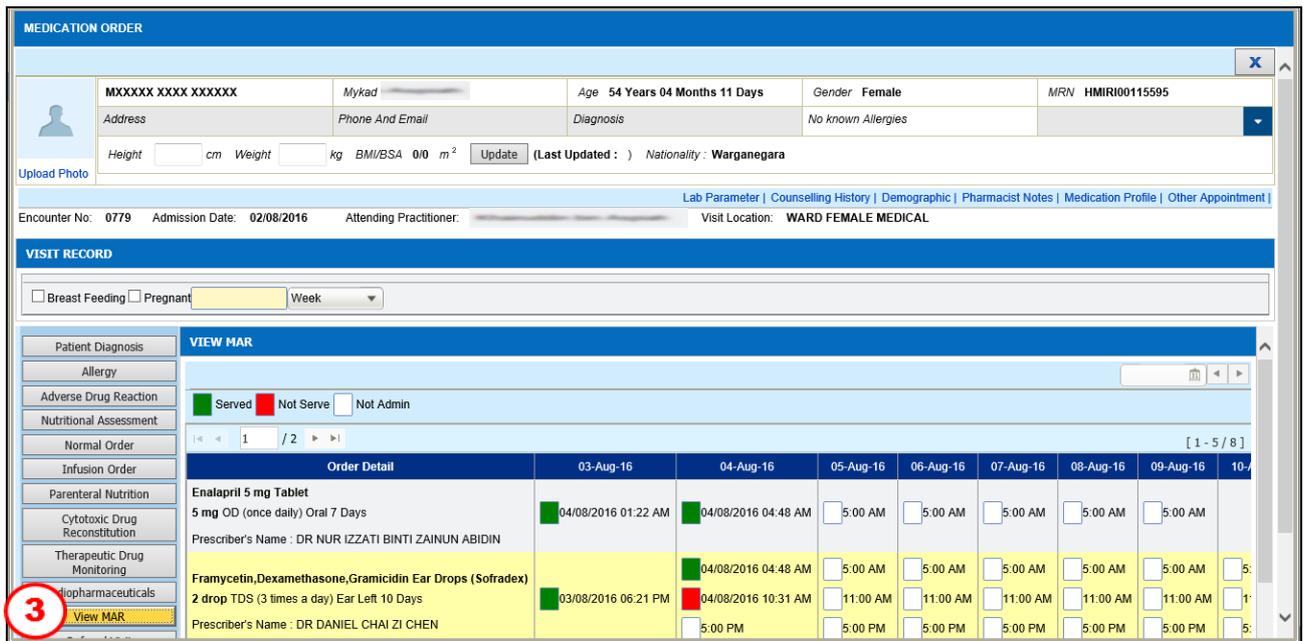


Figure 3.1.12-2 Medication Order Screen

STEP 3

Click on the  button.

Note



Figure 3.1.12-3 Administration Status Color

-  **Served:** The medication have been served within the time range and recorded in the system.
-  **Not serve:** The medication recorded as not served within the time range in the system.
-  **Not Admin:** User has not recorded the administration details in the system.
- Move the cursor to the administration status box and the administration details will appear as Figure 3.1.12-4



VIEW MAR							
Order Detail		Details	06-Aug-16	07-Aug-16	08-Aug-16	09-Aug-16	10-Aug-16
<input checked="" type="checkbox"/> Served <input type="checkbox"/> Not Serve <input type="checkbox"/> Not Admin 1 / 2		Enalapril 5 mg Tablet 5 mg OD (once daily) 7 Days Dose Administered: 5mg Scheduled Administration Start: 03/08/2016 05:00 AM Actual Administration Start: 04/08/2016 01:22 AM Scheduled Administration End: Actual Administration End:					
Enalapril 5 mg Tablet 5 mg OD (once daily) Oral 7 Days Prescriber's Name : DR NUR IZZATI BINTI ZAINUN ABIDIN		Administered By: MUSALMAH BINTI MUSAMAN Remarks:	<input type="checkbox"/> 5:00 AM				
Framycetin,Dexamethasone,Gramicidin Ear Drops (Sofradex) 2 drop TDS (3 times a day) Ear Left 10 Days Prescriber's Name : DR DANIEL CHAI ZI CHEN		Witness: NUR LIYANA BINTI PUTEH Discontinue Dr: Discontinue Time: Withold By: Withold Reason:	<input type="checkbox"/> 5:00 AM				
Framycetin,Dexamethasone,Gramicidin Ear Drops (Sofradex)		Name of Authorizer: NA Date and Time Authorized: NA	<input type="checkbox"/> 5:00 PM				
			<input type="checkbox"/> 5:00 AM				

Figure 3.1.12-4 Administration Details

3.2 Manage Order

Prescriber is allowed to manage the order made after they confirm the order

3.2.1 Change Order

Prescriber is allowed to modify Dosage, Frequency, Duration and Counselling Indication if the order still in 'Ordered' status. Once pharmacist start with pharmacist process, user is not allowed to modify the order.

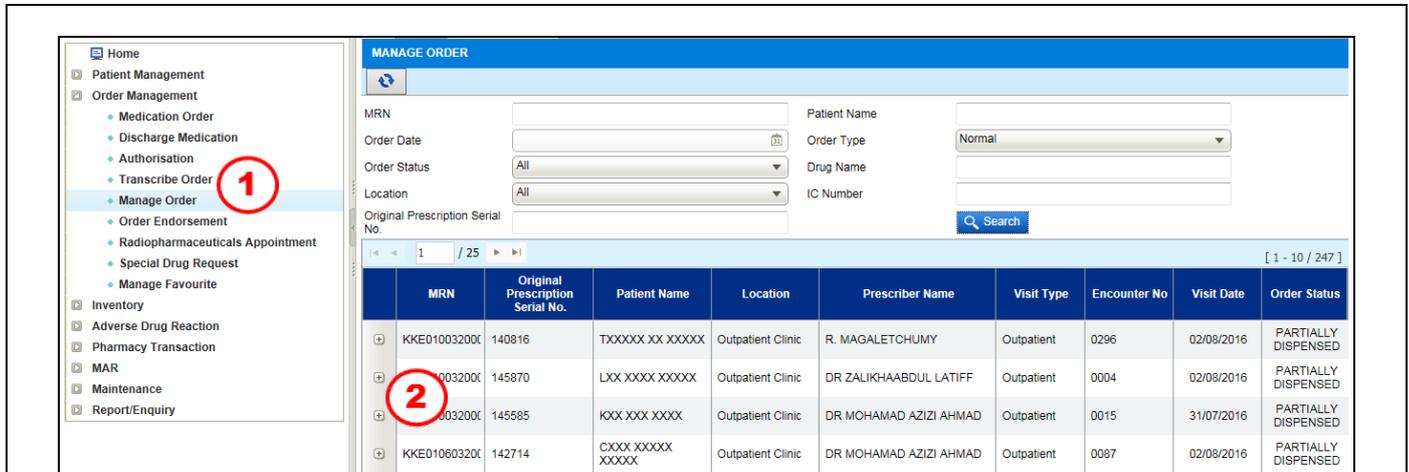


Figure 3.2.1-1 Manage Order Listing Page

STEP 1

Click on 'Order Management' menu and followed by 'Manage Order' sub-menu

Note

On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> Scan the MRN using barcode scanner. Type the MRN either full or partial <i>Example: HPSF00001234 or "1234"</i>
b	Order date	Order date	Allow to search by ordered date
c	Order Status	According to Order in which stage	Able to filter by order status
d	Location	Patient visit location	Able to filter and search patient name by visit location
e	Patient Name	Patient Name	Allow to search by patient name
f	Order Type	<ul style="list-style-type: none"> Normal CDR IV PN Radiopharmaceuticals 	Allow to search by order type
g	Drug Name	Drug Name	Allow to search by full or partial

Table 3.2.1-1

- Search result of patient record list will be displayed:
 - MRN
 - Patient Name
 - Location
 - Prescriber Name
 - Visit Type
 - Encounter No
 - Visit Date
 - Order Status

STEP 2

Click on the  button to search patient

MRN	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status		
HPSF00093698	[blurred]	KLINIK PAKAR ORTOPEDIK	[blurred]	Outpatient	0003	29/03/2016	ORDERED		
		Drug Name	Dose	Frequency	Duration	Order Qty	Start Date / Time	End Date / Time	Order Status
		[blurred] 4 mg CR Tablet	5 mg	OM (every morning)	7 Days	9 tablet	29/03/2016	05/04/2016	ORDERED
		Change							
		Stop							
		Resume							
		Taper Up							
		Taper Down							
HPS	[blurred]	KLINIK PAKAR ORTOPEDIK	[blurred]	Outpatient	0003	29/03/2016	ORDERED		
HPS	[blurred]	KLINIK PAKAR ORTOPEDIK	[blurred]	Outpatient	0005	28/03/2016	ORDERED		
HPSF00093698	[blurred]	KLINIK PAKAR ORTOPEDIK	[blurred]	Outpatient	0003	29/03/2016	ORDERED		
HPSF00093698	[blurred]	KLINIK PAKAR ORTOPEDIK	[blurred]	Outpatient	0005	28/03/2016	ORDERED		

Figure 3.2.1-2 Manage Order Listing Page

STEP 3

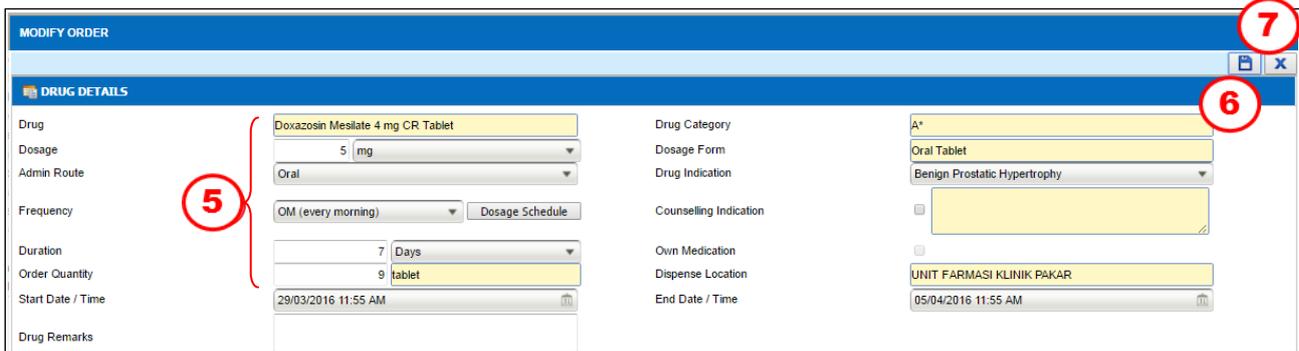
Click on  button to view selected patient's prescription

Note

- Information will be displayed as below after click  button:
 - Drug Name
 - Dose
 - Frequency
 - Duration
 - Order Qty
 - Start Date Time
 - End Date / Time
 - Order status

STEP 4

Right click on  button and select **change**



The screenshot shows a 'MODIFY ORDER' window with a 'DRUG DETAILS' section. The details include:

Drug	Doxazosin Mesilate 4 mg CR Tablet	Drug Category	A*
Dosage	5 mg	Dosage Form	Oral Tablet
Admin Route	Oral	Drug Indication	Benign Prostatic Hypertrophy
Frequency	OM (every morning) Dosage Schedule	Counselling Indication	
Duration	7 Days	Own Medication	
Order Quantity	9 tablet	Dispense Location	UNIT FARMASI KLINIK PAKAR
Start Date / Time	29/03/2016 11:55 AM	End Date / Time	05/04/2016 11:55 AM
Drug Remarks			

Figure 3.2.1-3 Normal Order Screen

STEP 5

Change drug details as required

Note

Prescriber allowed to change drug details as below:

- Dosage
- Admin Route
- Frequency
- Duration
- Order Quantity
- Start Date/Time
- Dosage Form
- Drug Indication
- Counselling Indication

STEP 6

Click on the  button to save record

STEP 7

Click on the  button to close existing screen

3.2.2 Stop Medication

Prescriber allowed to stop medication from being administered or dispensed.

MRN	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status							
HPSF00045712	...	WAD 8 (MED - L)	...	Inpatient	0958	27/04/2015	ORDERED							
Drug Name								Dose	Frequency	Duration	Order Qty	Start Date / Time	End Date / Time	Order Status
<div style="border: 1px solid black; padding: 2px;"> 1 <ul style="list-style-type: none"> Change <li style="background-color: #e0e0e0;">Stop Resume Taper Up Taper Down </div>														
Prednisolone 5 mg Tablet		5 mg	OD (once daily)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED						
5 mg Tablet		5 mg	PM (every evening)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED						
Diphenhydramine HCl Expectorant (Adult)		5 ml	TDS (3 times a day)	7 Days	105 millilitre	15/07/2016	22/07/2016	ORDERED						

Figure 3.2.2-1 Manage Order With Stop Order Option

Note

To proceed stop medication order, repeat as Modify order from **Step 1** to **3**.

STEP 1

Right click on the  button and select **Stop**

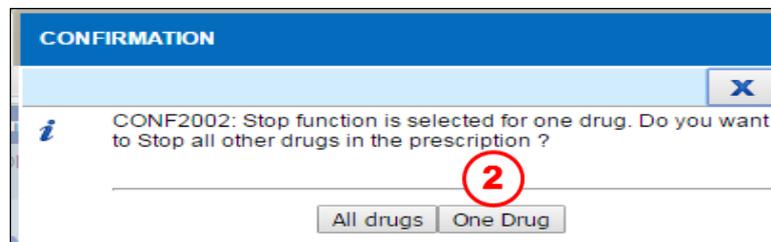


Figure 3.2.2-2 Manage Order With Stop Order Option

STEP 2

Click on the  to stop selected drug

MRN	Patient Name	Location	Prescriber Name	Visit Date	Order Status							
HPSF00045712	...	WAD 8 (MED - L)	...	27/04/2015	ORDERED							
STOP REASON												
<div style="border: 1px solid black; padding: 5px;"> <p>wrong dose 3</p> <p>Patient Allergies</p> <p>Save X</p> </div>												
Drug Name						Dose	Frequency	Duration	Order Qty	Start Date / Time	End Date / Time	Order Status
Prednisolone 5 mg Tablet		5 mg	OD (once daily)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED				
Warfarin Sodium 5 mg Tablet		5 mg	PM (every evening)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED				
Diphenhydramine HCl Expectorant (Adult)		5 ml	TDS (3 times a day)	7 Days	105 millilitre	15/07/2016	22/07/2016	ORDERED				

Figure 3.2.2-3 Manage Order With Stop Order Option

STEP 3

Enter reason for stop order

Note

If prescriber found prescription need to be stopped due to patient allergies, prescriber is allowed to click on the  button to record allergies.

3.3 Order Endorsement

Order endorsement is to notify prescriber on prescription changes made by pharmacist upon confirmation by the prescriber.

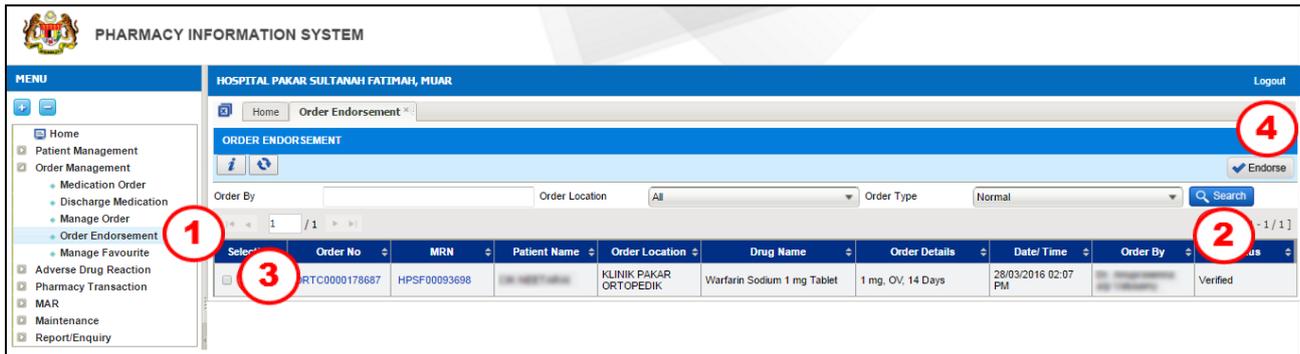


Figure 3.3-1 Order Endorsement Listing Screen

STEP 1

Click on 'Order Management' menu and follow by 'Order Endorsement' sub-menu

Note

- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	Order By	Prescriber Name	Allow to search by full or partial
b	Order Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Type	<ul style="list-style-type: none"> - Normal - CDR - IV - PN - Radiopharmaceuticals 	Allow to search by order type

Table 3.3-1

- Search result of patient record list will be displayed:
 - Order No
 - MRN
 - Patient Name
 - Order Location
 - Order Status
 - Date Time
 - Order By
 - Status

STEP 2

Click on the  button to search patient

Note

Click on **Order No** hyperlink to view order details

STEP 3

Select checkbox on selected patient

STEP 4

Click on the button to proceed endorsement

3.4 Order Authorisation

This function is used by specialist or authorised person to approve list A/ A*/ A/KK drug that requires authorisation.

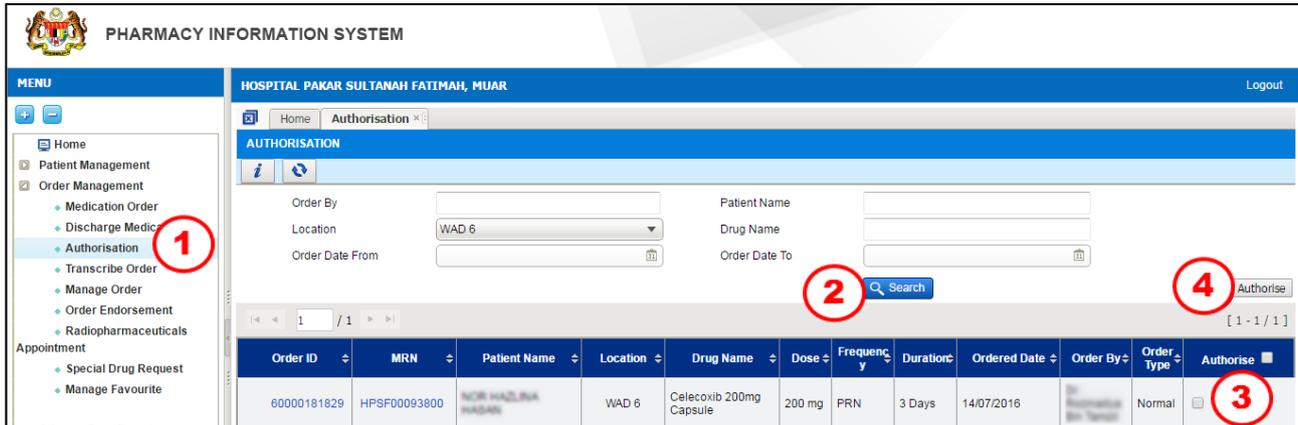


Figure 3.4-1 Order Authorisation Listing Screen

STEP 1

Click on 'Order Management' menu and followed by 'Authorisation' sub-menu

Note

- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	Order By	Prescriber Name	Prescriber Name
b	Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Date From	Order date	Allow to search by date from selected month/date/year
d	Patient Name	Patient Name	Allow to search by patient name
e	Drug Name	Drug Name	Allow to search by full or partial drug name
f	Order Date To	Order date	Allow to search by date from selected month/date/year

Table 3.4-1

- Search result of patient record list will be displayed:
 - Order No
 - MRN
 - Patient Name
 - Location
 - Drug Name
 - Dose
 - Frequency
 - Duration
 - Ordered Date Time
 - Order By
 - Order Type

STEP 2

Click on the  button to search patient

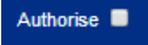
STEP 3

Select checkbox on selected patient

STEP 4

Click on the  button

Note

Click on the  checkbox if user want to authorise all drugs in the list.

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
OM	Order Management
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
MTAC	Medication Therapy Adherence Clinic
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	Radiopharmaceuticals	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		