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

Full Based

User Manual
Order management - Medication Order

Version	: 1.5
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1.1	Jenny Heng/Maxine Wong (QA)	Application interface changes (screen)
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1.3	Michelle Foo/Juridah Ayob (QA)	Update to v1.3 based on PhIS & CPS v1.3
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1.5	Michelle Foo/Juridah Ayob (QA)	Change to latest update and screenshot version 1.5.1

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Reference ID : FB_U. MANUAL_MEDICATION ORDER_v1.5

Application reference: PhIS & CPS v1.5.1

Table of Contents

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
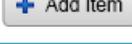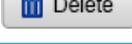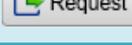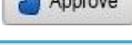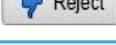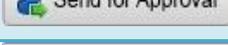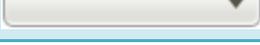- Order Endorsement
- Order Authorization

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	Login to PhIS	**Logout**	Logout from PhIS
Change Password	Change Login Password	C	Reset Login Screen
+	Expand Menu	–	Collapse Menu
Home	Display Home Tab	▷	Expand Module
◣	Collapse Module	☒	Close All Open Tabs
↻	Refresh Screen	**Q Search**	Search Record
+	Add/Create New Record	*i*	Show Help
🖨	Print	*	Mandatory Field
📅	Calendar Icon	🔍	Search Icon
X	Close Window	◯	Radio Button
☐	Checkbox	✏	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	**Export to Excel**	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	**🗑 Delete**	Delete Item from the list
Request	Request for Approval	**Cancel Request**	Cancel the Request
👍 Approve	Approve Transaction	**Reject**	Reject Transaction
Send for Approval	Send for Approval	▼	Dropdown Box
HPSF00088304	Automatically Display/Retrieve Box		Empty Text Box
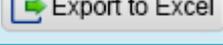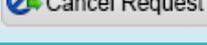
Module Legend

Update	Update Records	+ Add	Add Drug	Delete	Delete record
Search	Search Patient	Save	Save Prescription	Clear	Clear field
(print)	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
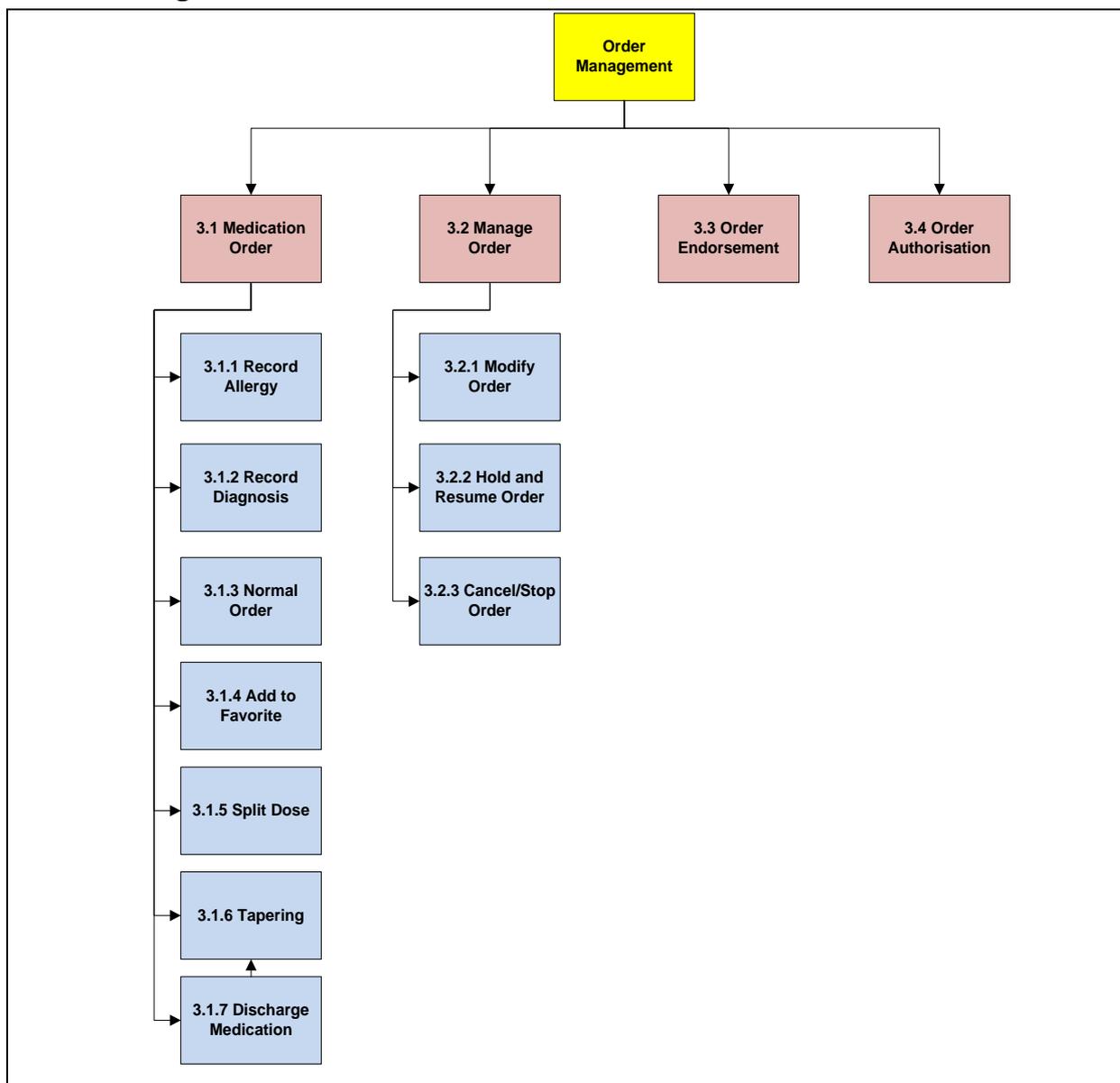
Figure 3.0-1

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
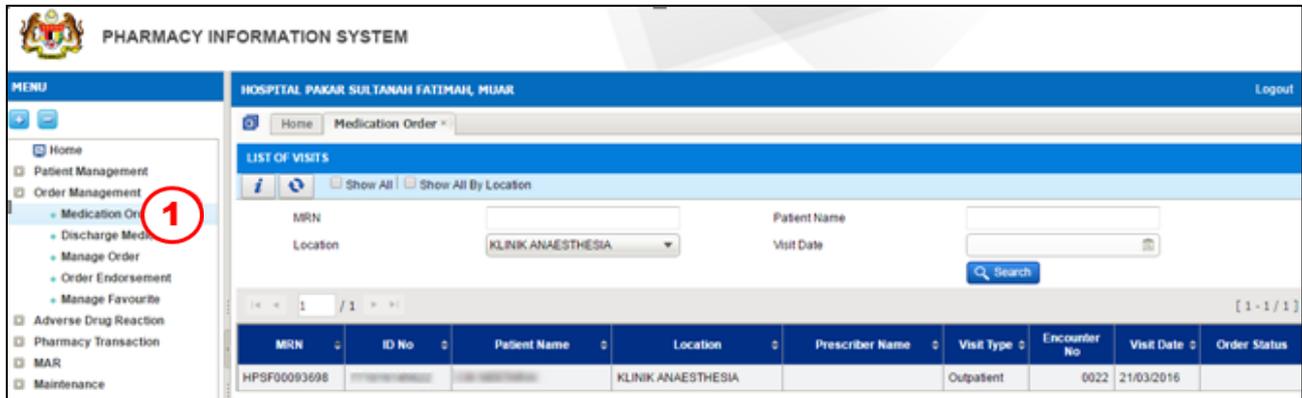
Figure 3.1.1-1 Order Screen Listing Page

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 presciber's location access.*

- *Various search criteria are provided as below:*

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: • 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*
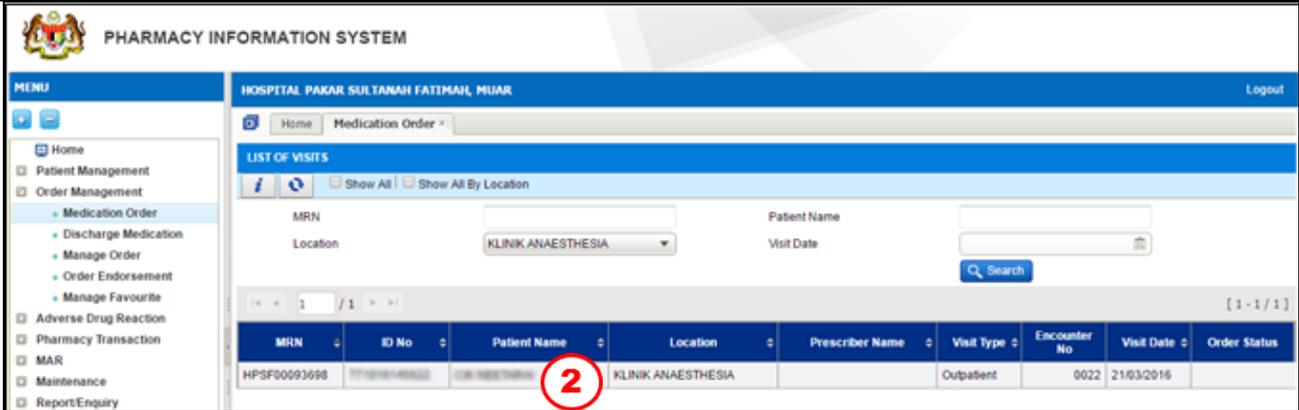
Figure 3.1.1-2 Order Screen Listing Page

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._
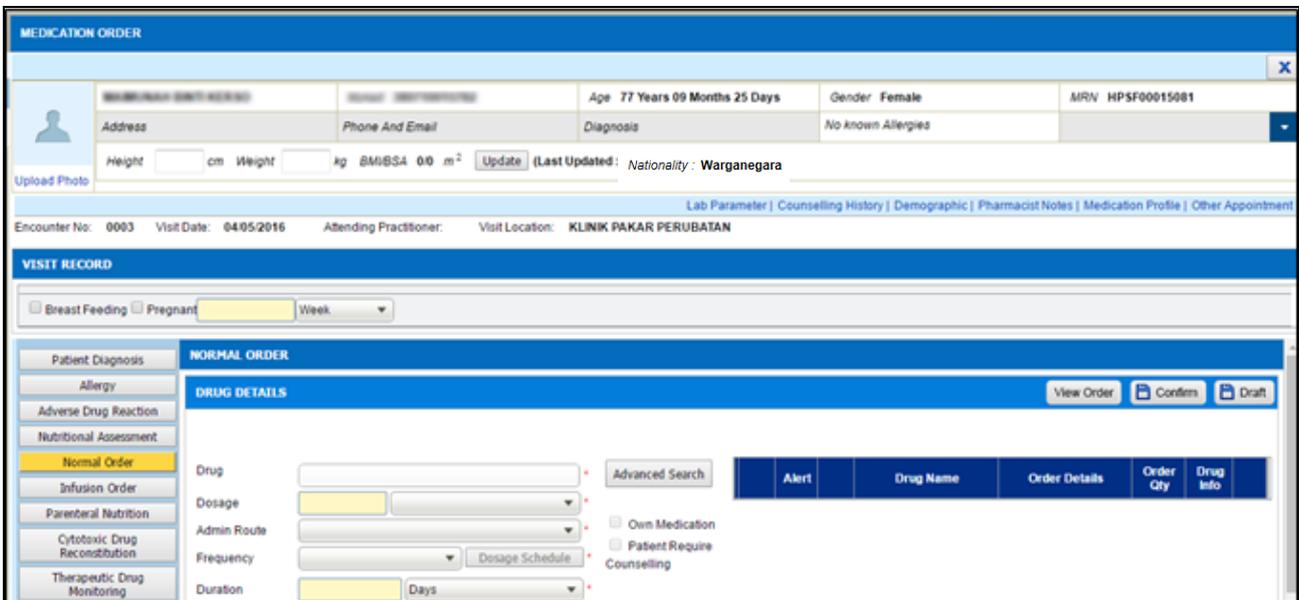
Figure 3.1.1-3 Drug Ordering Screen

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_
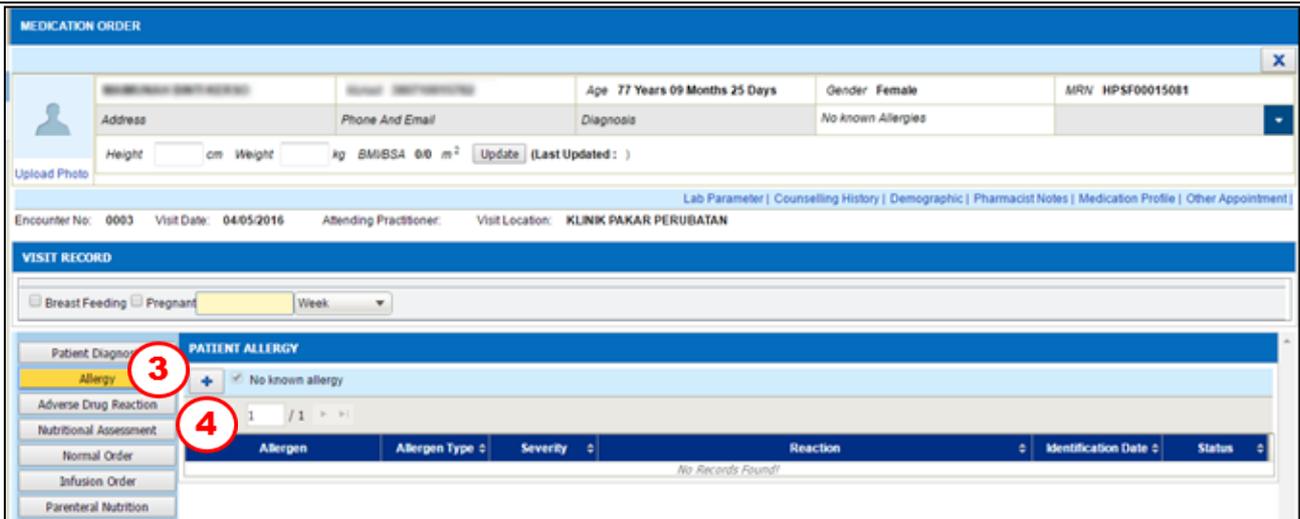
Figure 3.1.1-4 Patient Allergy Screen

STEP 3

Click on the [Allergy] 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*
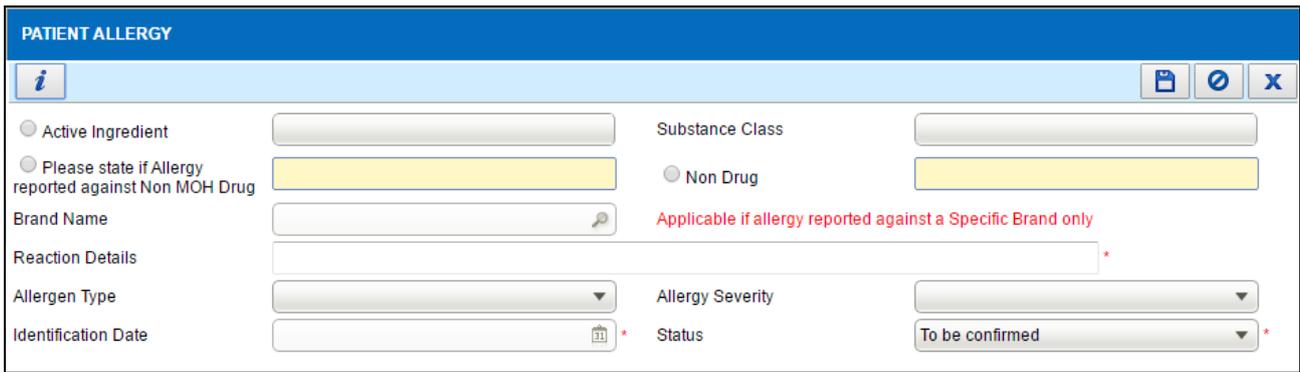
PATIENT ALLERGY

○ 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 [To be confirmed ▼] *

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 retrive from master setup.*
- *Click the radio button and Search the active ingredient by click on the 🔍 button.*

● Active Ingredient	Amoxicillin	*	Substance Class	Penicillins

- *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
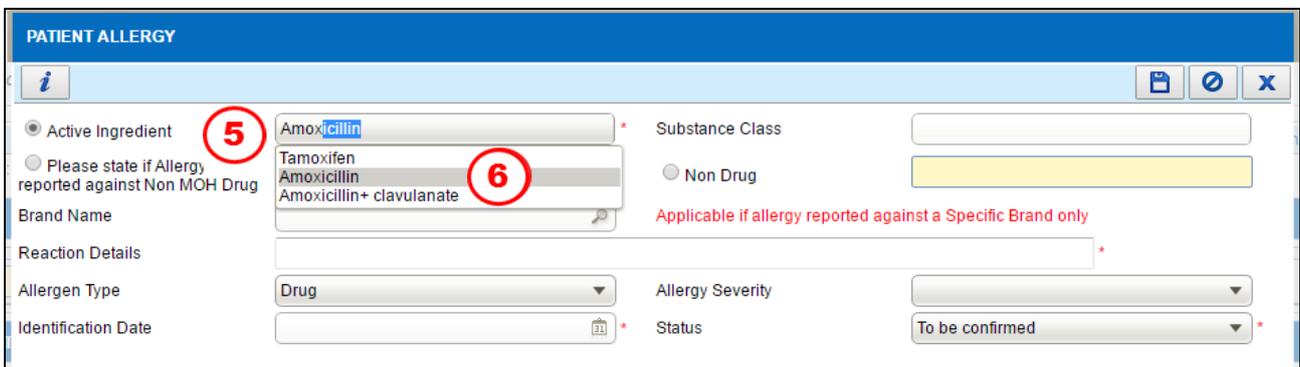
PATIENT ALLERGY

● Active Ingredient	⑤ Amoxicillin *	Substance Class [ ]
○ Please state if Allergy reported against Non MOH Drug	Tamoxifen / Amoxicillin ⑥ / Amoxicillin+ clavulanate	○ Non Drug [ ]
Brand Name	[🔍]	Applicable if allergy reported against a Specific Brand only
Reaction Details	[ ]	*
Allergen Type	[Drug ▼]	Allergy Severity [▼]
Identification Date	[📅] *	Status [To be confirmed ▼] *

Figure 3.1.1-6 Allergy Detail Screen

STEP 6
Double click on the selected active ingredient
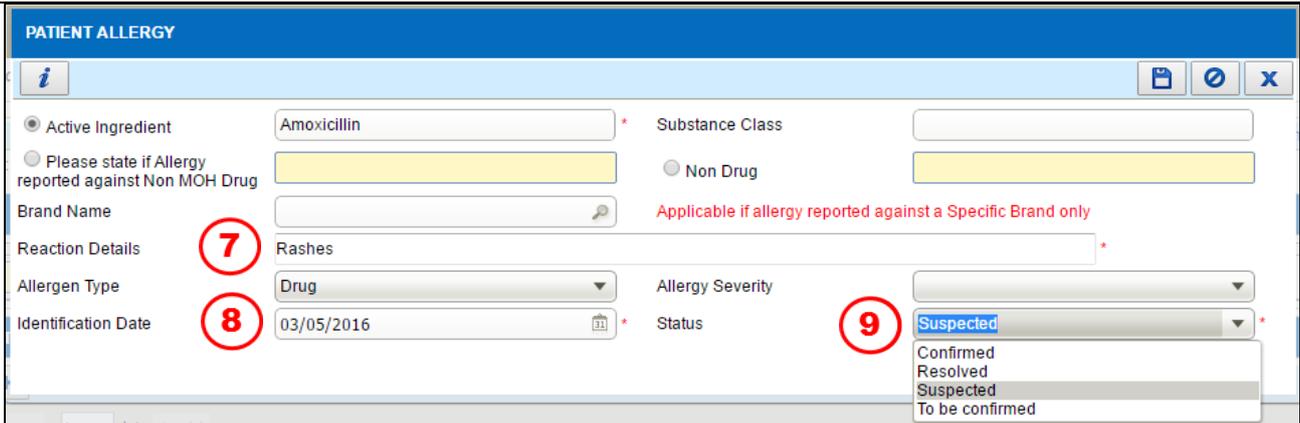
Figure 3.1.1-7 Allergy Detail Screen

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
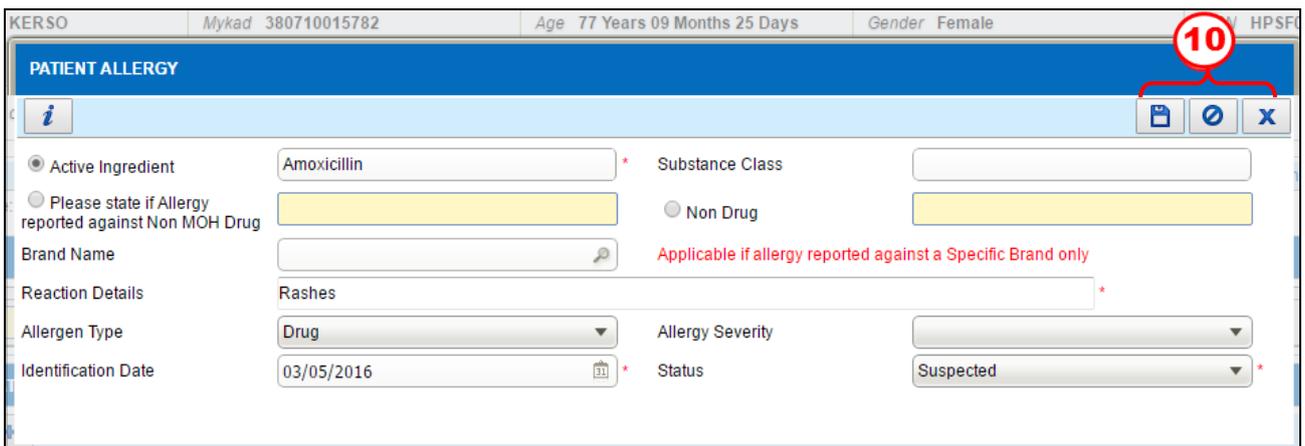
Figure 3.1.1-8 Allergy Detail Screen

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 [X] 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
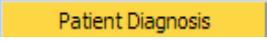
Click on the [Patient Diagnosis] button to open diagnosis screen

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
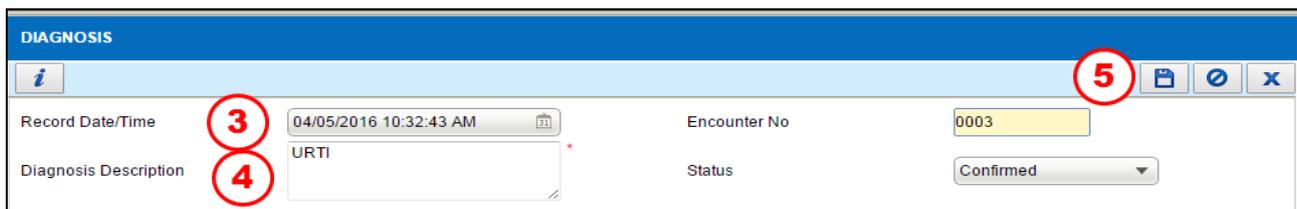
Figure 3.1.2-2 Diagnosis Detail Screen

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.
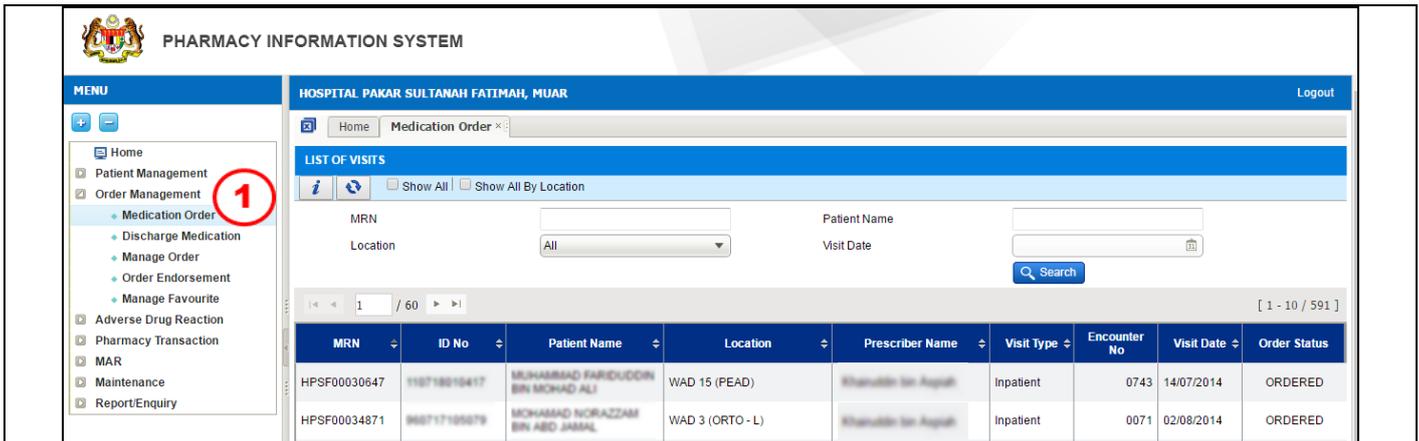
Figure 3.1.3-1 Order Screen Listing Page

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:*
    - a) *Show All*
    - b) *Show All By Location*

- *By default list the of patients will be displayed according to presrciber's location access.*

- *Various search criteria is provided as below:*

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • 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*

Figure 3.1.3-2 Order Screen Listing Page

STEP 2
Double click on the selected patient

Note
Underline

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

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*

<u>Advance Search</u>

Figure 3.1.3-4 Drug Name Search Detail Screen

<u>Note</u>

- *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* **Q Search** *button is clicked. Click on the selected drug to continue prescribing.*

Figure 3.1.3-5 ATC Search Detail Screen

Note

- *Search by* **ATC** *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* **Search** *button is clicked. Click on the selected drug to continue prescribing.*

Figure 3.1.3-6 Active Ingredient Search Detail Screen

Note

- *Search by* Active Ingredient *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* Search *button is clicked. Double click on the selected drug to continue prescribing.*
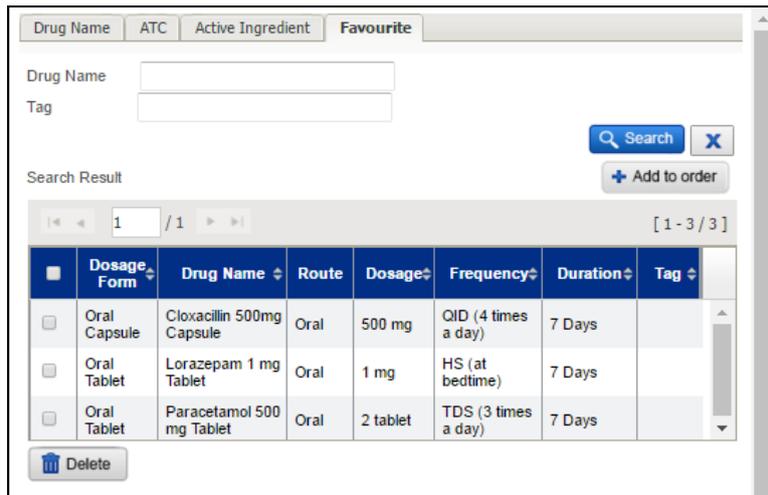
Figure 3.1.3-7 Favourite Search Detail Screen

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.*
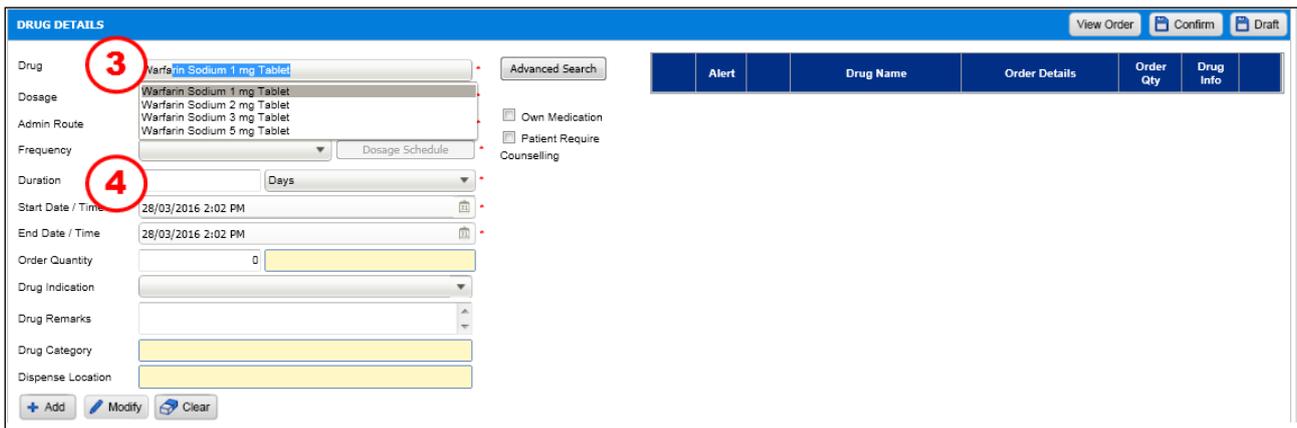
Figure 3.1.3-8 Order Detail Screen

Note
Dosage, Admin Route *and* ***Frequency*** *will be retrived 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 councel 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.*
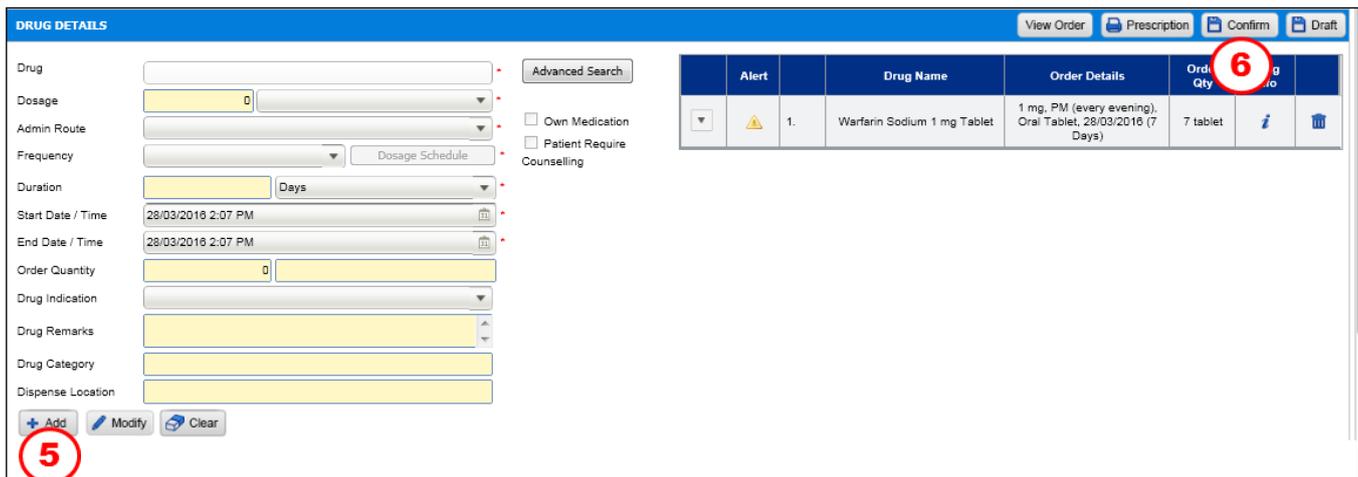
Figure 3.1.3-9 Favourite Search Detail Screen

STEP 5

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

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

STEP 6

Click on the **Confirm** 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 **i** button to view the drug details.*

- *Click on the button to print prescription.*

- *Click on the **Draft** 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.*
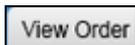
- *Click on the **View Order** button to view prescription with more order details as per Figure 3.3-11*

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.
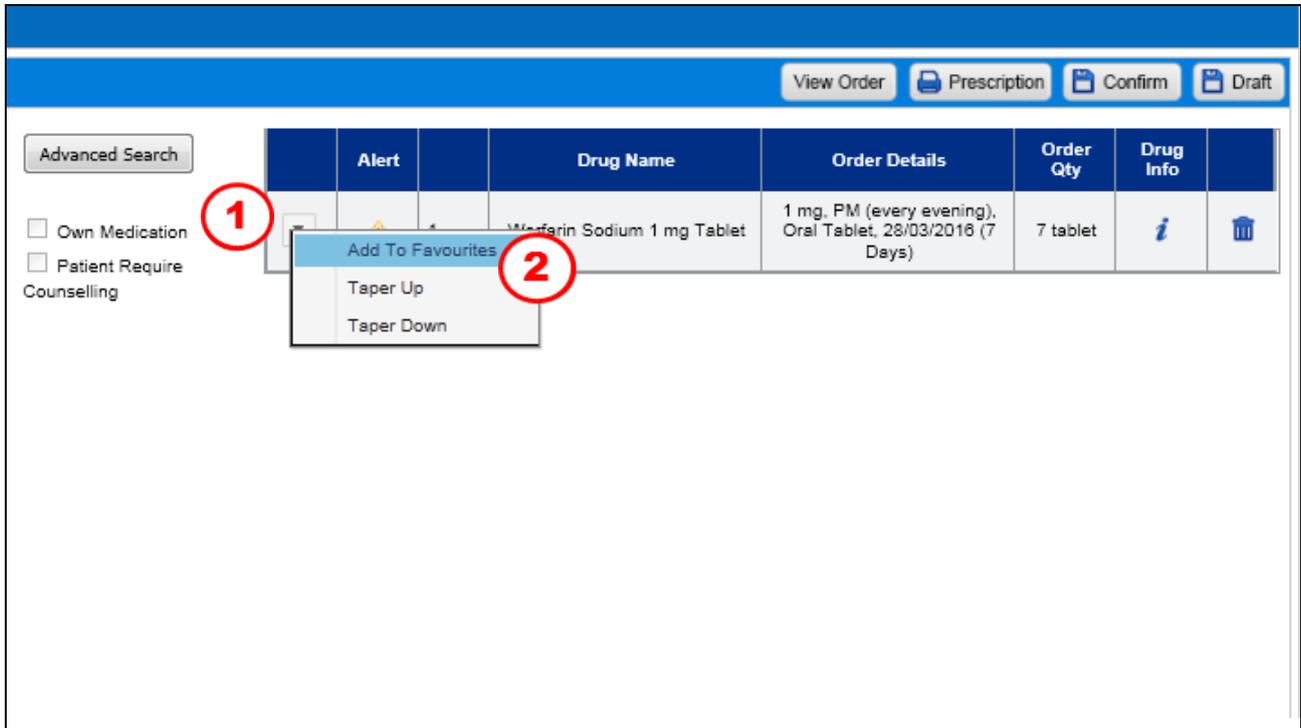
Figure 3.1.4-1 Add to Favorites Option Screen

<u>*Note*</u>
*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
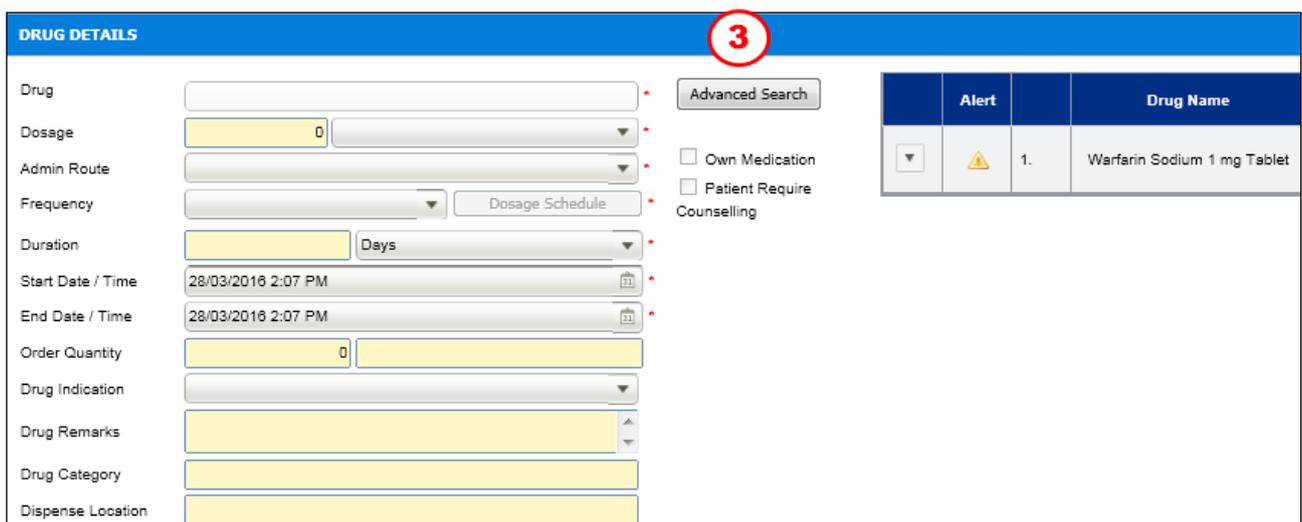
Figure 3.1.4-2 Add from Favorites Option Screen

Note

Users are able to order drugs from favorite list.

STEP 3

Click on the Advanced Search
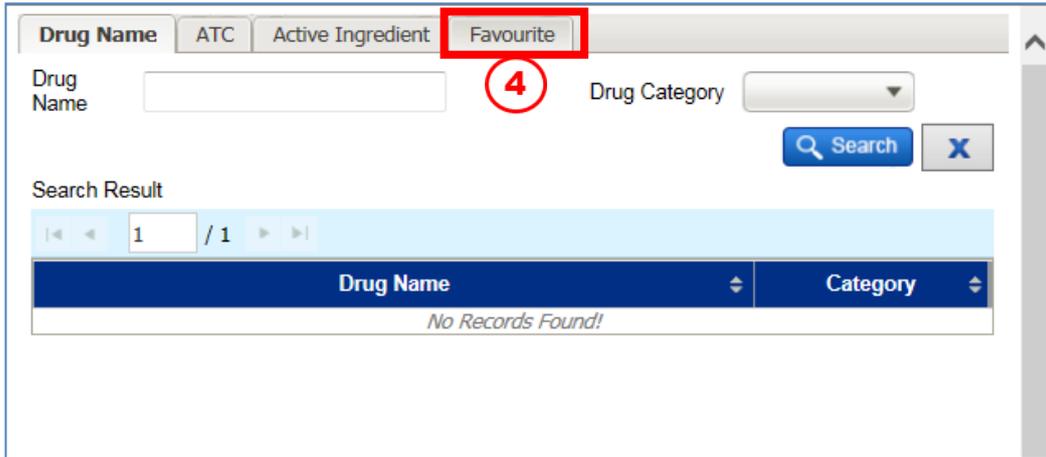
Figure 3.1.4-3 Favorites Option

STEP 4

Select Favourite
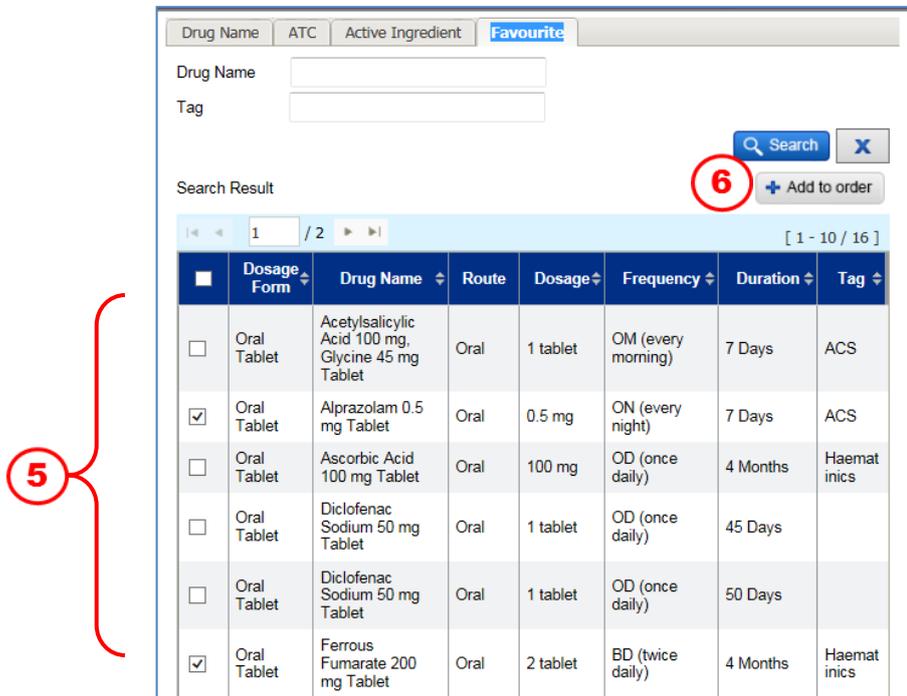
Figure 3.1.4-4 Favorite Drug List

STEP 5

Click on the ☐ button as per Figure 3.1.4-4

STEP 6

Once all required drugs are selected, click ➕ Add to order button.

Note

*User can select all the drugs from all the **Favorite** pages before clicking* ➕ Add to order *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.

Figure 3.1.5-1 Normal Order Screen

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

STEP 1
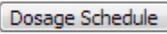
Click on the `Dosage Schedule` button and schedule box will displayed as per Figure 3.1.5-2
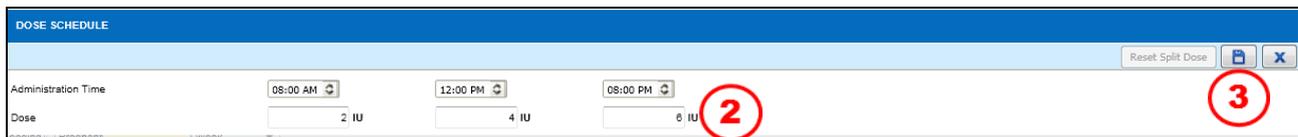
Figure 3.1.5-2 Split Dose Schedule Screen

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

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.
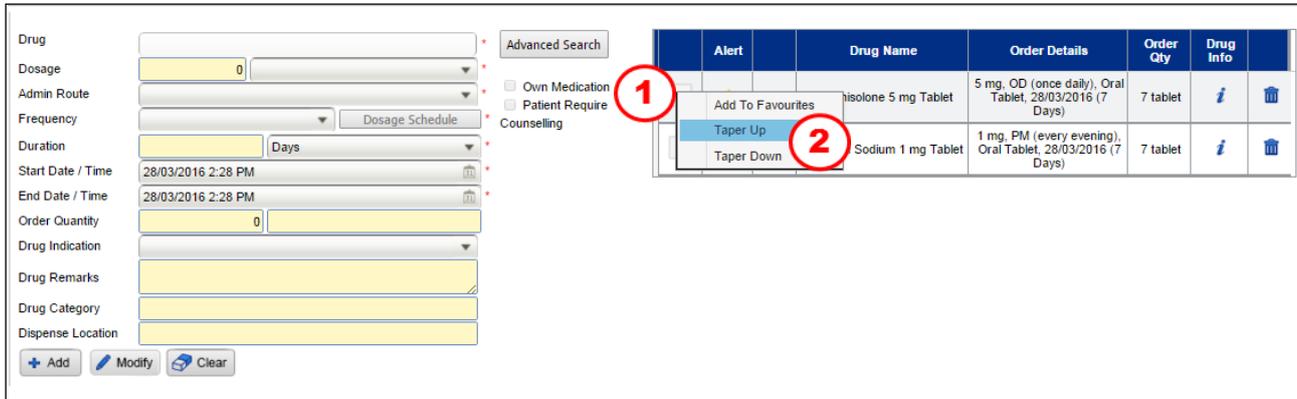
Figure 3.1.6-1 Taper Up Option Screen

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

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.

ERROR

ERR0340: Dosage cannot be same or decreased.

OK
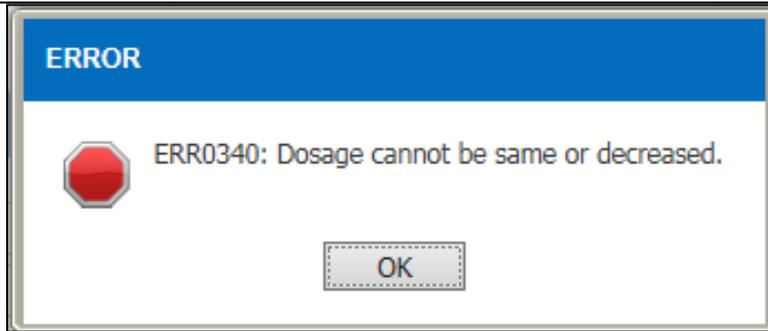
Figure 3.1.6-3 Taper Down Option Screen

STEP 4

Click on the [💾] button to save record

INFORMATION

INFO0679: Record has been saved successfully

⑤

OK
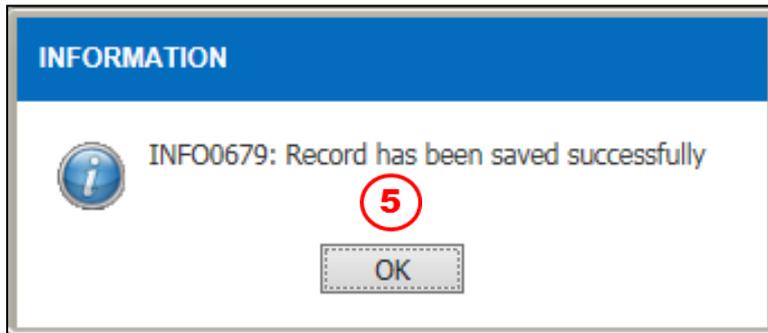
Figure 3.1.6-4 Normal Order Screen After Tapering

STEP 5

Click on the [OK] button to proceed tapering
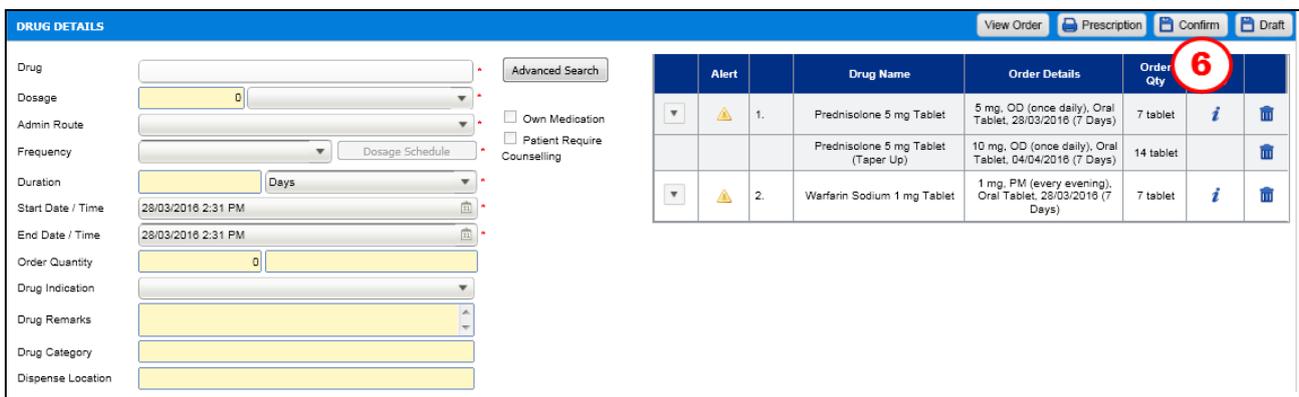
Figure 3.1.6-5 Normal Order Screen

STEP 6

Click on the [💾 Confirm] 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.*
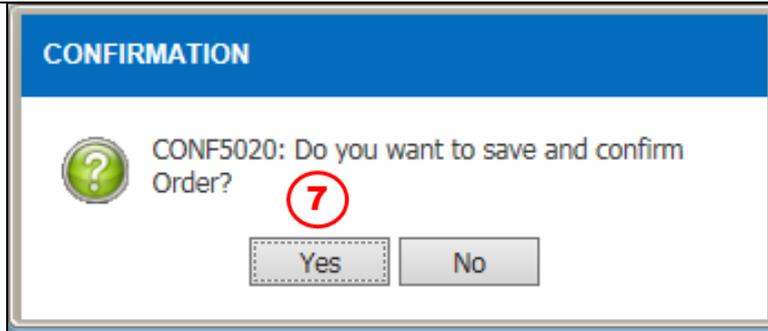
Figure 3.1.6-6 Confirmation Alert Message

STEP 7
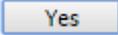
Click on the [Yes] button to confirm and send order to the pharmacy

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.
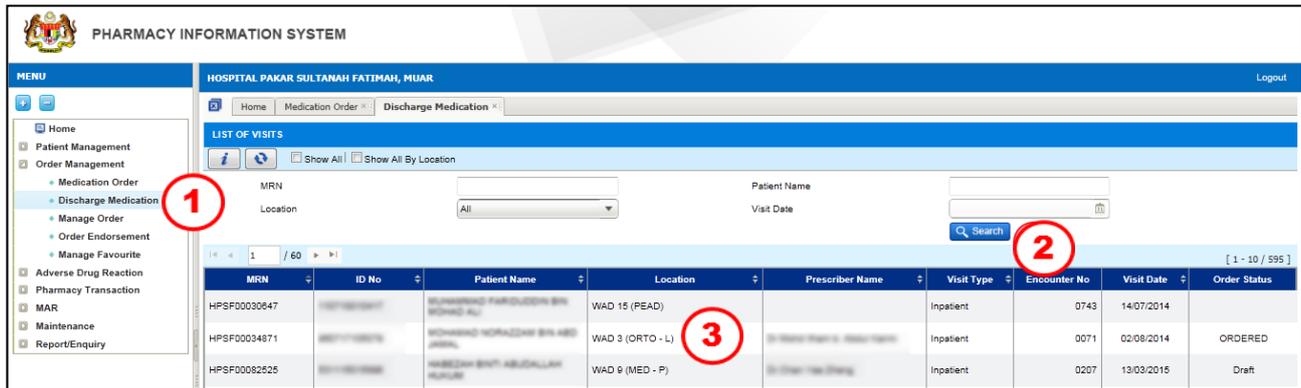
Figure 3.1.7-1 Discharge Medication Listing Page

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 presciber location access*

- *Various search criteria is provided as below:*

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • 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 [🔍 Search] button to search patient

STEP 3
Double click on the selected patient record

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.

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

Figure 3.1-8-3 Normal Order Screen

STEP 4
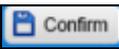
Click on [Confirm] button to confirm the prescription

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

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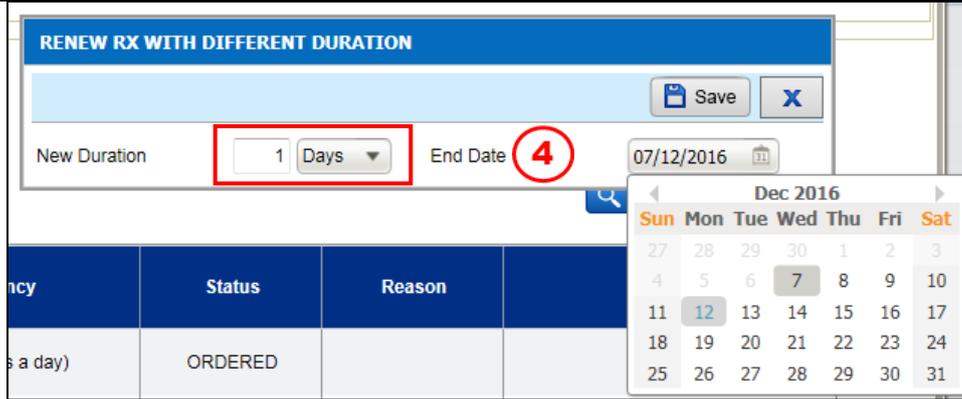
Figure 3.1-9-3 Renew RX With Different Duration Screen

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.
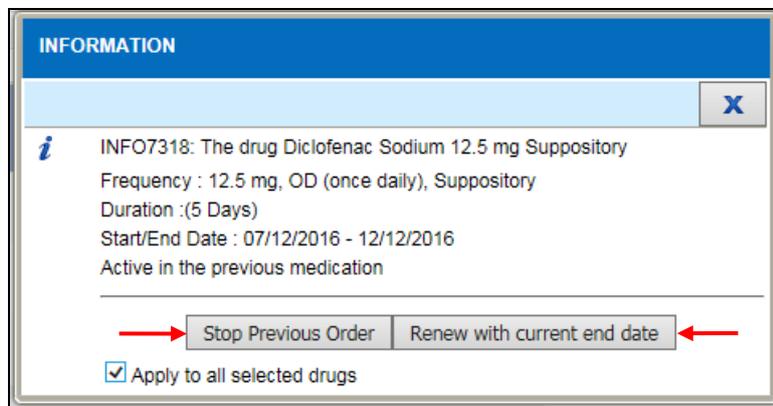
Figure 3.1-9-4

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
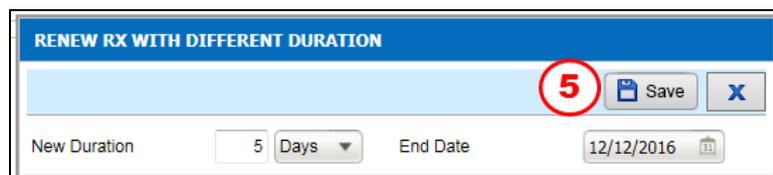
Figure 3.1-9-5 Medication Order Screen

Figure 3.1-9-3 Normal Order Screen

STEP 6
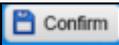
Click on [Confirm] button to confirm the prescription

3.1.10 Change

Prescriber is allowed to modify Dosage, Frequency and Duration.

Figure 3.1-10-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

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

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

Figure 3.1-10-4 Confirmation Alert Message

STEP 6
click on [Yes] to proceed ordering screen
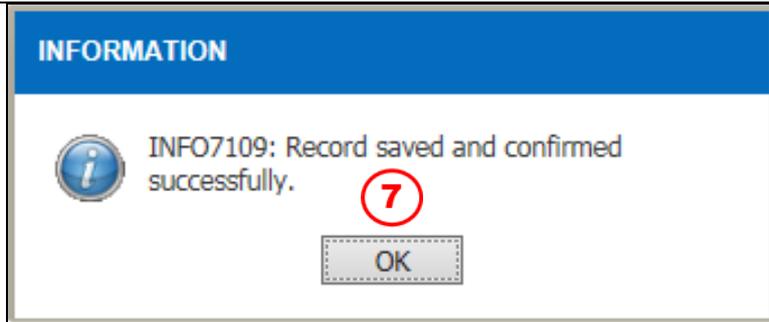
Figure 3.1-10-5 Information Alert Message

STEP 7
click on [OK] 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 [Stop] button to stop the selected drugs

Figure 3.1-11-3 Medication Profile Screen

STEP 4

Click on **Stop Current Order**

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.
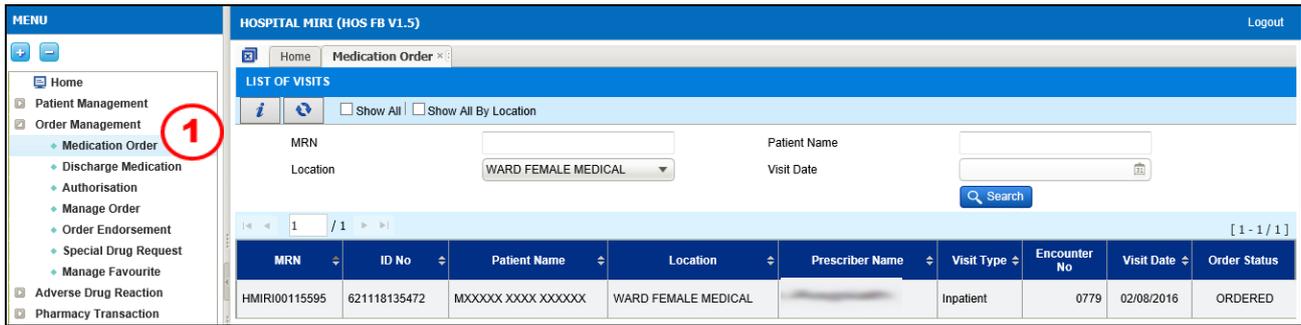
Figure 3.1.12-1 Medication Order Listing Page

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:*
    - *c)   Show All*
    - *d)   Show All By Location*

- *By default list the of patients will be displayed according to presrciber's location access.*

- *Various search criteria is provided as below:*

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • 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*
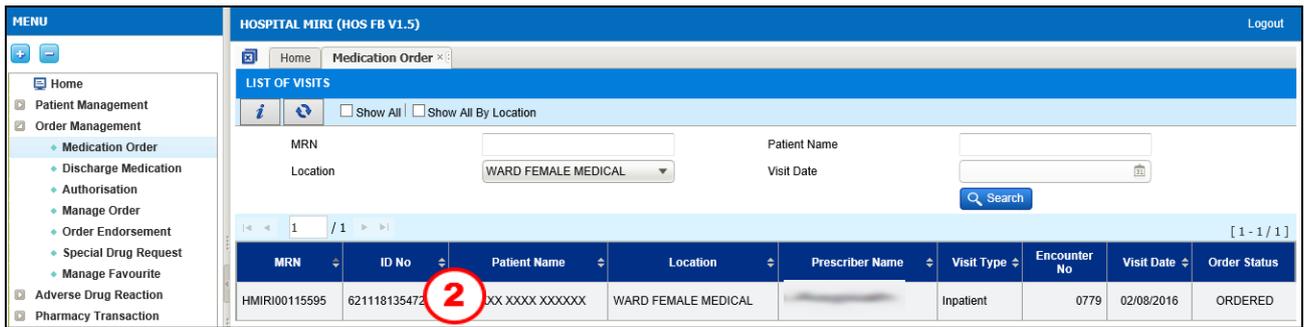
Figure 3.1.12-2 Medication Order Listing Page

STEP 2
Double click on the selected patient
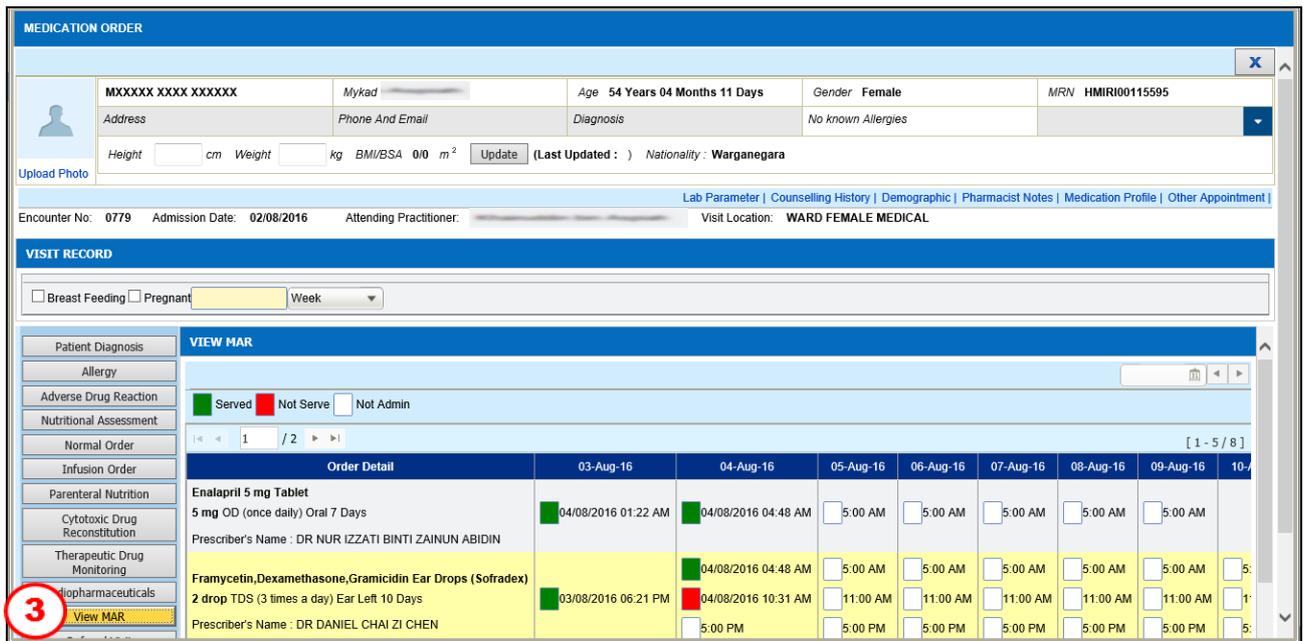
Figure 3.1.12-2 Medication Order Screen

STEP 3

Click on the [View MAR] 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

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 proceess, user is not allowed to modify the order.
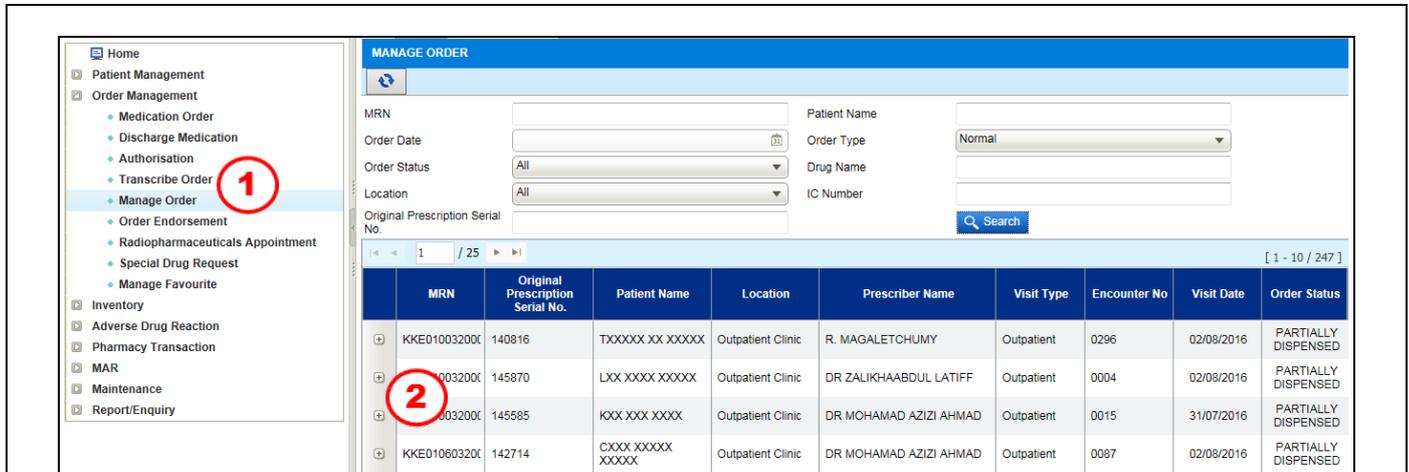
Figure 3.2.1-1 Manage Order Listing Page

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: • Scan the MRN using barcode scanner. • Type the MRN either full or partial *Example: HPSF00001234 or "1234"*
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	- 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 [Search] button to search patient

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*

Figure 3.2.1-3 Normal Order Screen

STEP 5
Change drug details as required

Note
Prescriber allowed to change drug details as below:
 a) *Dosage*
 b) *Admin Route*
 c) *Frequency*
 d) *Duration*
 e) *Order Quantity*
 f) *Start Date/Time*
 g) *Dosage Form*
 h) *Drug Indication*
 i) *Counselling Indication*

STEP 6

Click on the [💾] button to save record

STEP 7

Click on the [X] button to close existing screen

3.2.2 Stop Medication

Prescriber allowed to stop medication from being administered or dispensed.

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_**
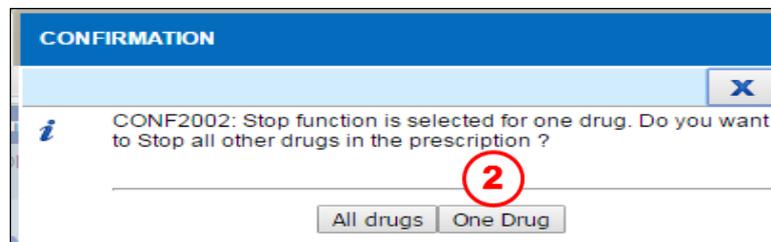
Figure 3.2.2-2 Manage Order With Stop Order Option

STEP 2
Click on the One Drug to stop selected drug

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 Patient Allergies _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.
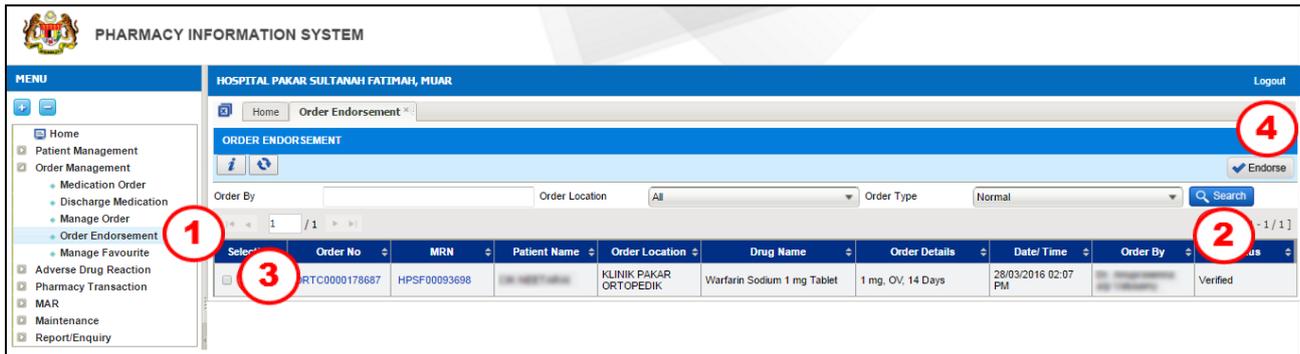
Figure 3.3-1 Order Endorsement Listing Screen

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	- 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 [Q Search] 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 [Endorse] 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.
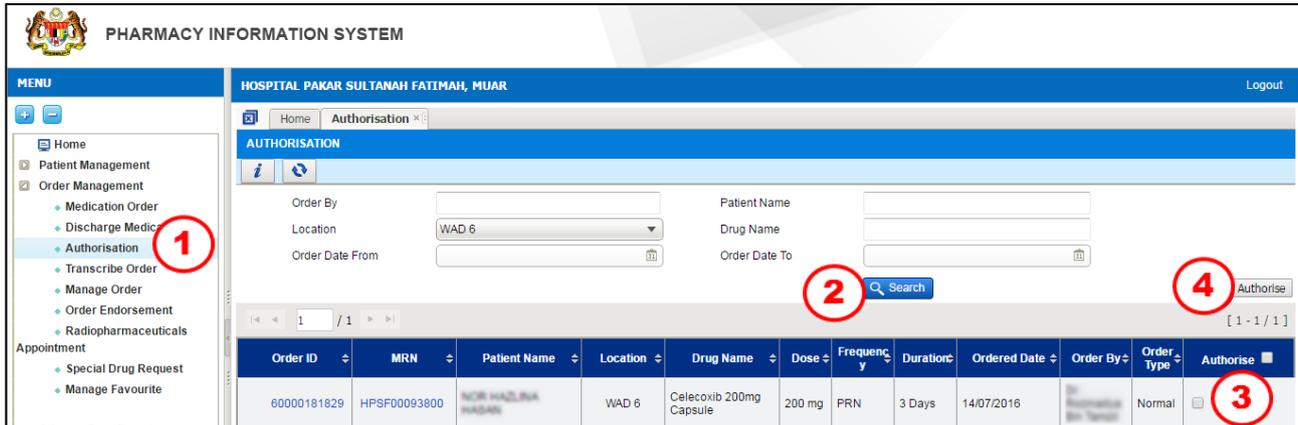
Figure 3.4-1 Order Authorisation Listing Screen

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 [🔍 Search] button to search patient

STEP 3

Select ☐ checkbox on selected patient

STEP 4

Click on the [Authorise] button

Note
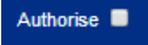
Click on the [Authorise ☐] *checkbox if user want to authorise all drugs in the list.*

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		