



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

Full Based

**User Manual
Order management - Medication Order**

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



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Reference ID : FB_U. MANUAL_MEDICATION ORDER_7th Edition

Application reference: PhIS & CPS v1.7.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory 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

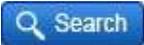
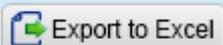
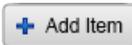
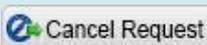
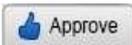
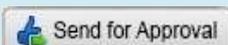
1.3 Organized Sections

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
	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.



2.2 Latest Enhancement and Updates

Latest Functions	Page
First Dose Now checkbox to indicate that user wants to serve the drug immediately after create the order	16
Facility to defined if pediatric age mandatory to be filled in before confirm the order	11
Add reject function in authorisation process	49

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

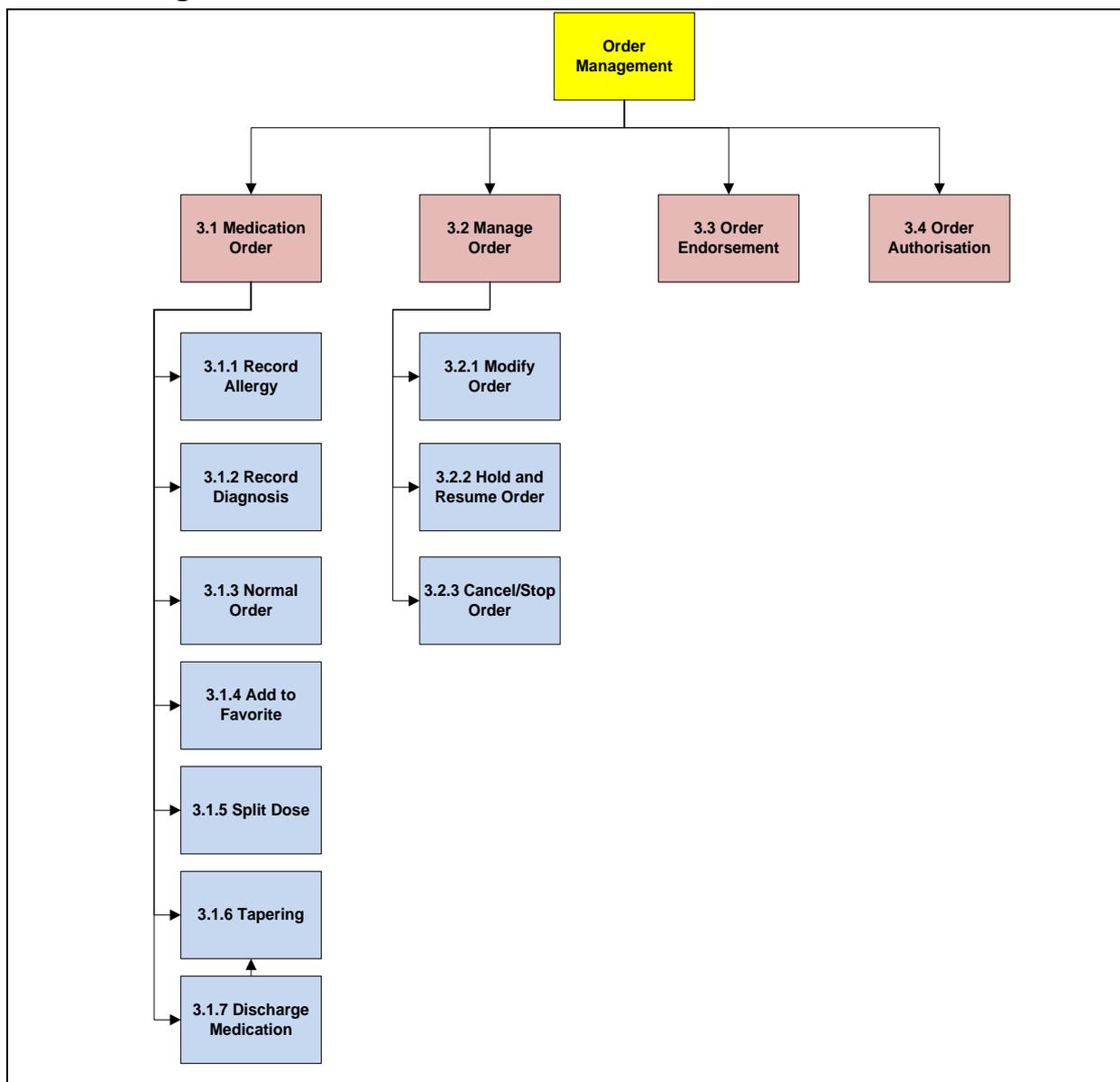


Figure 3.0-1



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

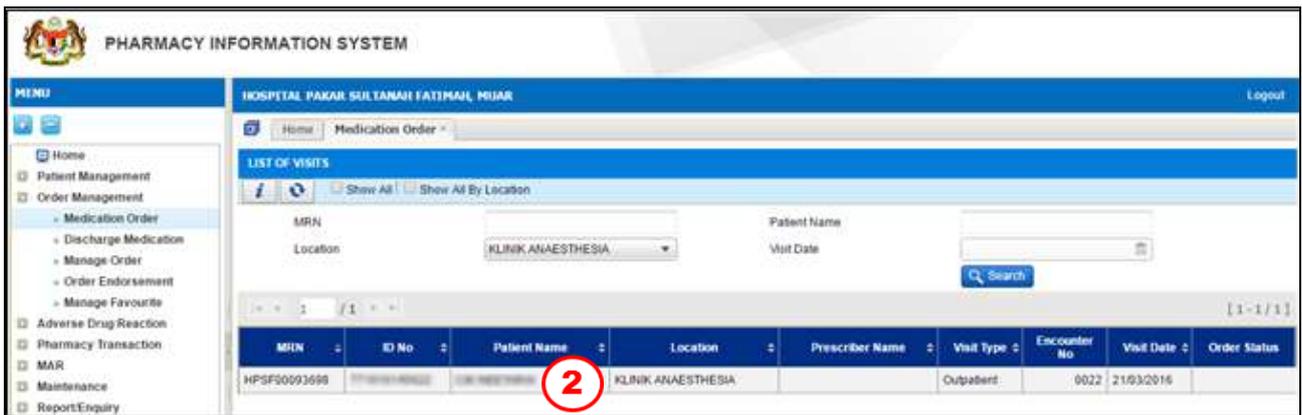


Figure 3.1.1-2 Order Screen Listing Page

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.

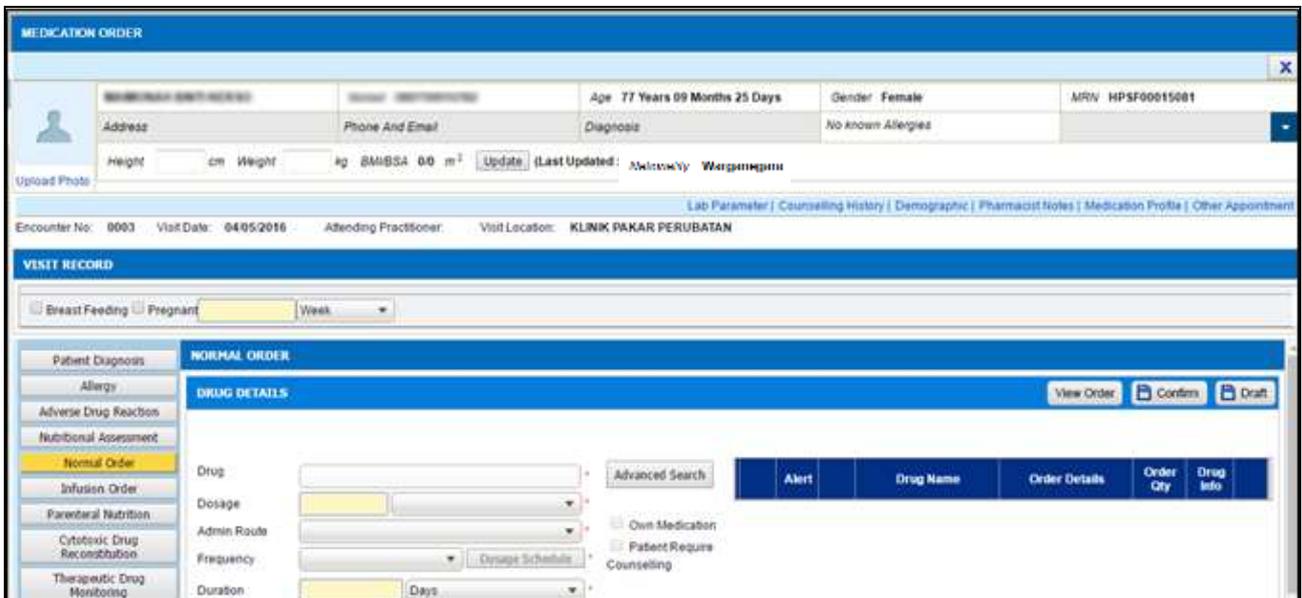


Figure 3.1.1-3 Drug Ordering Screen

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

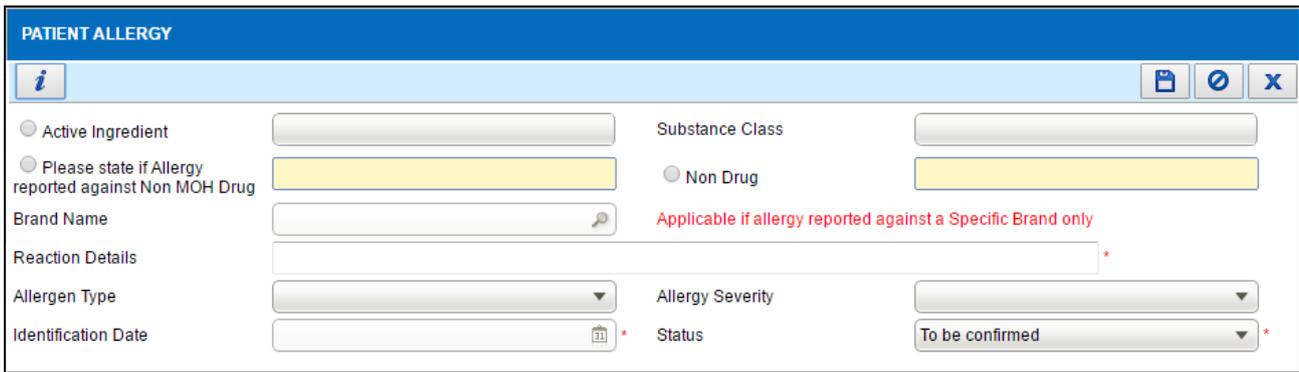


Figure 3.1.1-5 Allergy Detail Screen

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 Amoxicillin Substance Class Penicilins

- 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

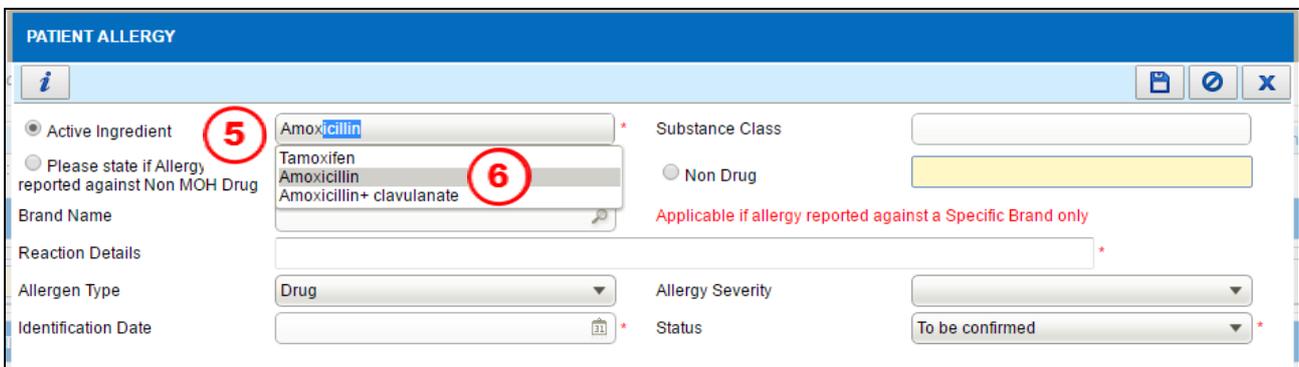
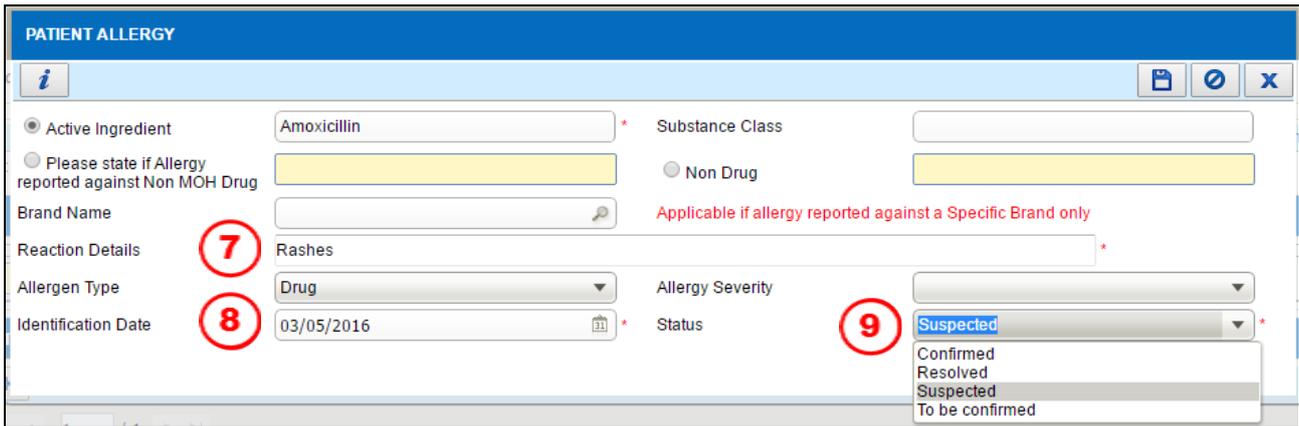


Figure 3.1.1-6 Allergy Detail Screen

STEP 6

Double click on the selected active ingredient



PATIENT ALLERGY

Active Ingredient: Amoxicillin * 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: **7** Rashes *

Allergen Type: **8** Drug Allergy Severity: []

Identification Date: 03/05/2016 * Status: **9** Suspected *

Status dropdown options: Confirmed, Resolved, Suspected, To be confirmed

Figure 3.1.1-7 Allergy Detail Screen

STEP 7

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

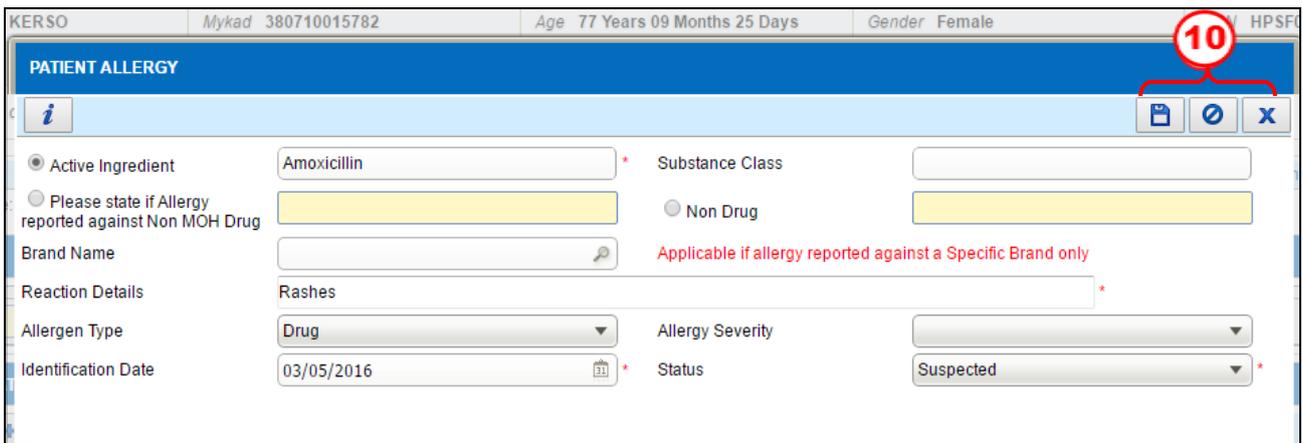
STEP 8

Select **Identification Date** of allergy

STEP 9

Select **Status** from drop down box:

- Confirmed
- Resolved
- Suspected
- To be confirmed



KERSO Mykad 380710015782 Age 77 Years 09 Months 25 Days Gender Female HPSF

PATIENT ALLERGY

Active Ingredient: Amoxicillin * 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: Rashes *

Allergen Type: Drug Allergy Severity: []

Identification Date: 03/05/2016 * Status: Suspected *

10 (Annotation pointing to the save button)

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

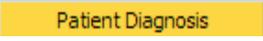
3.1.2 Record Diagnosis

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

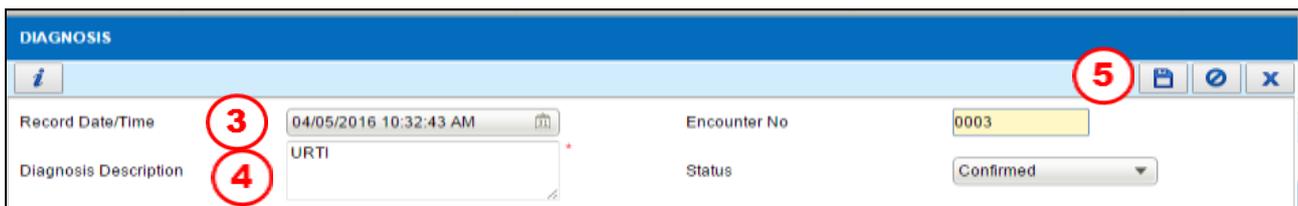


Figure 3.1.2-2 Diagnosis Detail Screen

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.

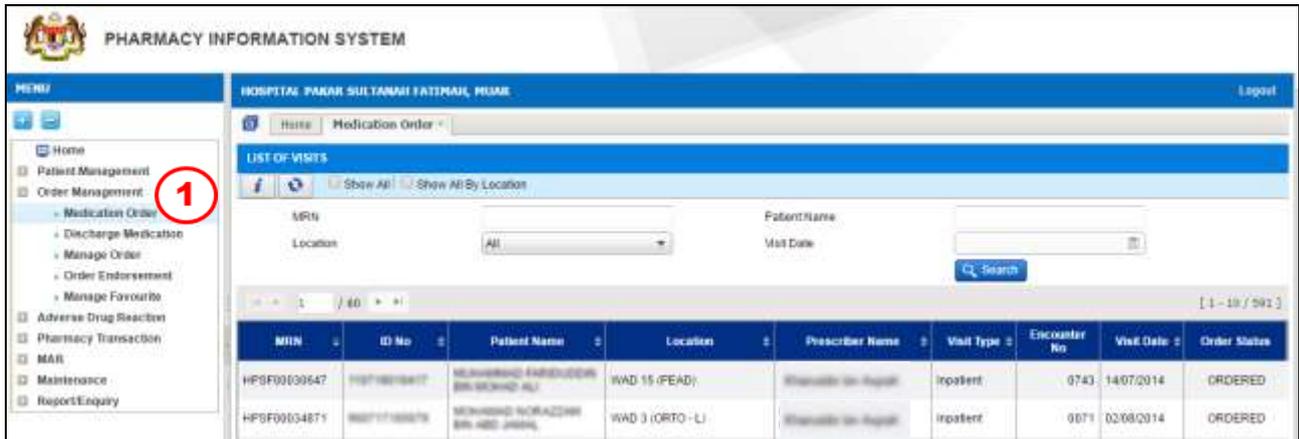


Figure 3.1.3-1 Order Screen Listing Page

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: <i>Example: HPSF00001234 or "1234"</i>
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

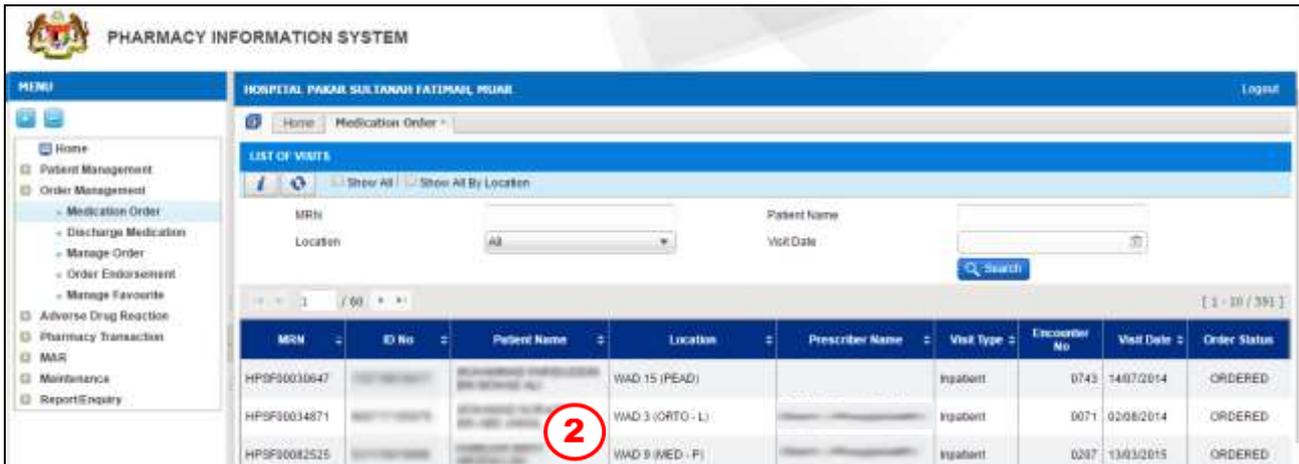


Figure 3.1.3-2 Order Screen Listing Page

STEP 2

Double click on the selected patient

Note

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

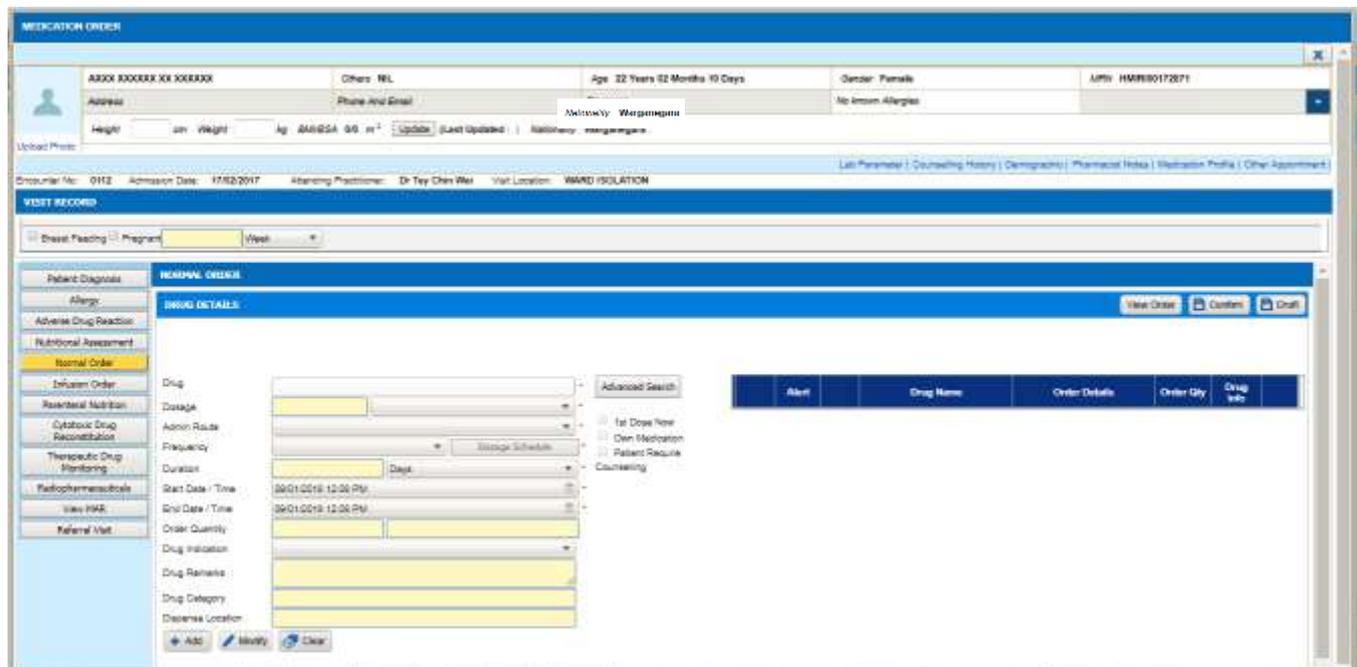
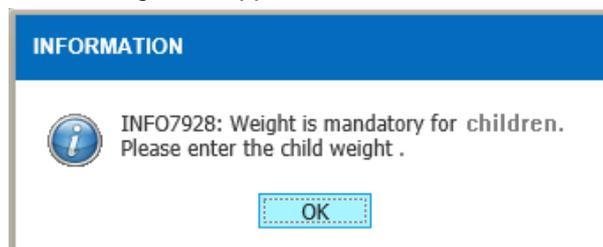


Figure 3.1.3-3 Normal Order Detail Screen

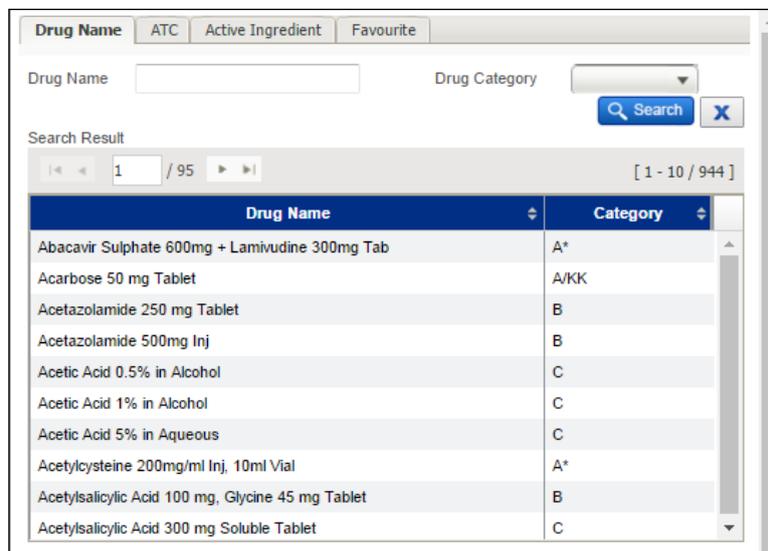
Note

- A message to enter children weight will appear



- *Note: If “Pediatric Weight Mandatory” = No, no alert message will be displayed if user did not enter patient weight.*
- *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:*
 - *Drug Name*
 - *ATC*
 - *Active Ingredient*
 - *Favourite*

Advance Search

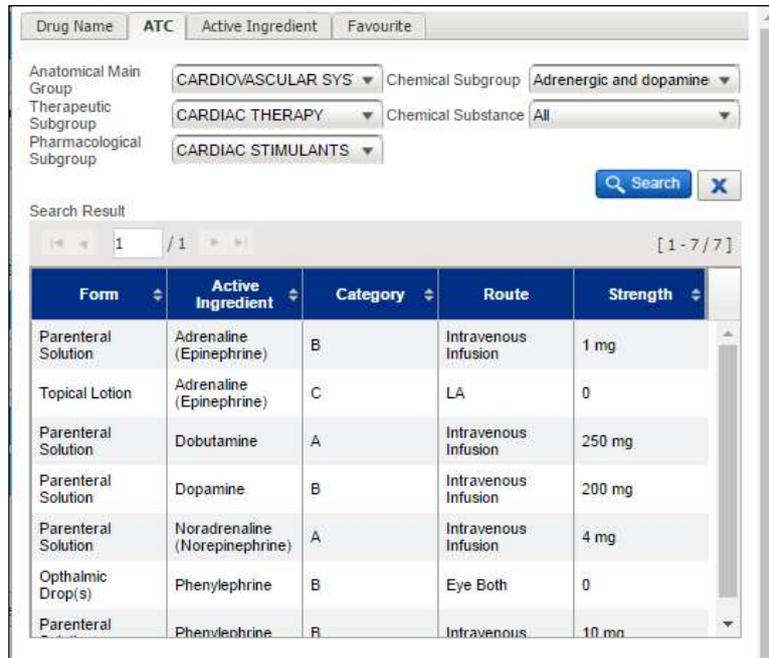


Drug Name	Category
Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*
Acarbose 50 mg Tablet	A/KK
Acetazolamide 250 mg Tablet	B
Acetazolamide 500mg Inj	B
Acetic Acid 0.5% in Alcohol	C
Acetic Acid 1% in Alcohol	C
Acetic Acid 5% in Aqueous	C
Acetylcysteine 200mg/ml Inj, 10ml Vial	A*
Acetylsalicylic Acid 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 **Search** button is clicked. Click on the selected drug to continue prescribing.



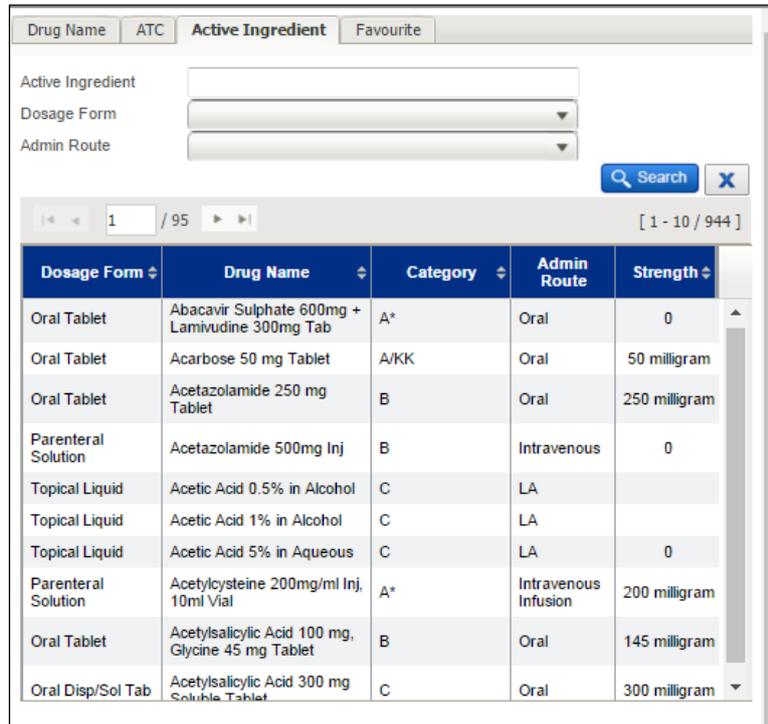
The screenshot shows the ATC search interface. At the top, there are tabs for 'Drug Name', 'ATC', 'Active Ingredient', and 'Favourite'. The 'ATC' tab is selected. Below the tabs, there are several dropdown menus for filtering: 'Anatomical Main Group' (set to 'CARDIOVASCULAR SYS'), 'Therapeutic Subgroup' (set to 'CARDIAC THERAPY'), 'Pharmacological Subgroup' (set to 'CARDIAC STIMULANTS'), 'Chemical Subgroup' (set to 'Adrenergic and dopamine'), and 'Chemical Substance' (set to 'All'). A 'Search' button and a close 'X' button are located to the right of these filters. Below the filters, the 'Search Result' section shows a pagination indicator '1 / 1' and a range '[1 - 7 / 7]'. A table displays the search results with the following columns: Form, Active Ingredient, Category, Route, and Strength.

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

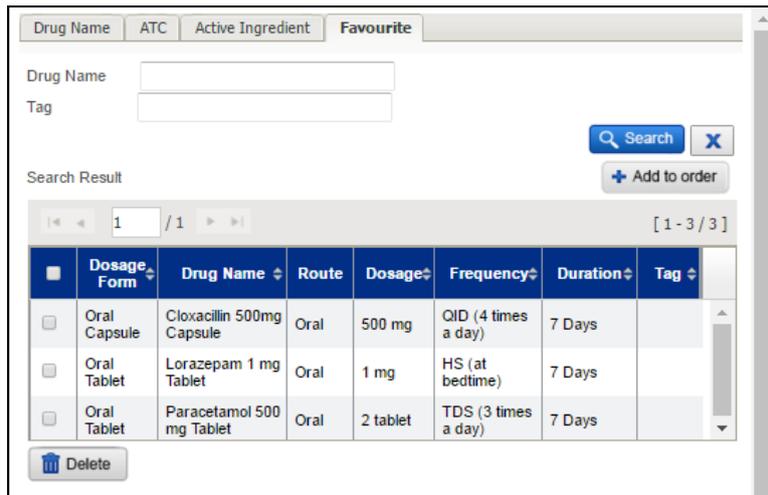


Dosage Form	Drug Name	Category	Admin Route	Strength
Oral Tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*	Oral	0
Oral Tablet	Acarbose 50 mg Tablet	A/KK	Oral	50 milligram
Oral Tablet	Acetazolamide 250 mg Tablet	B	Oral	250 milligram
Parenteral Solution	Acetazolamide 500mg Inj	B	Intravenous	0
Topical 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 **Active Ingredient** tab.
- Select and enter:
 - Active Ingredient
 - Dosage Form from dropdown box
 - 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.



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.
- **First Dose Now** is applicable for inpatient drug order only. First Dose Now checkbox to indicate that user wants to serve the drug immediately after create the order. "1st Dose Now" function will be DISABLE if the next serving time is less than 1 hour from the current time. '1st Dose Now' function is not valid for STAT order. If 1st Dose Now is being ticked, STAT checkbox will be disable.
- **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.

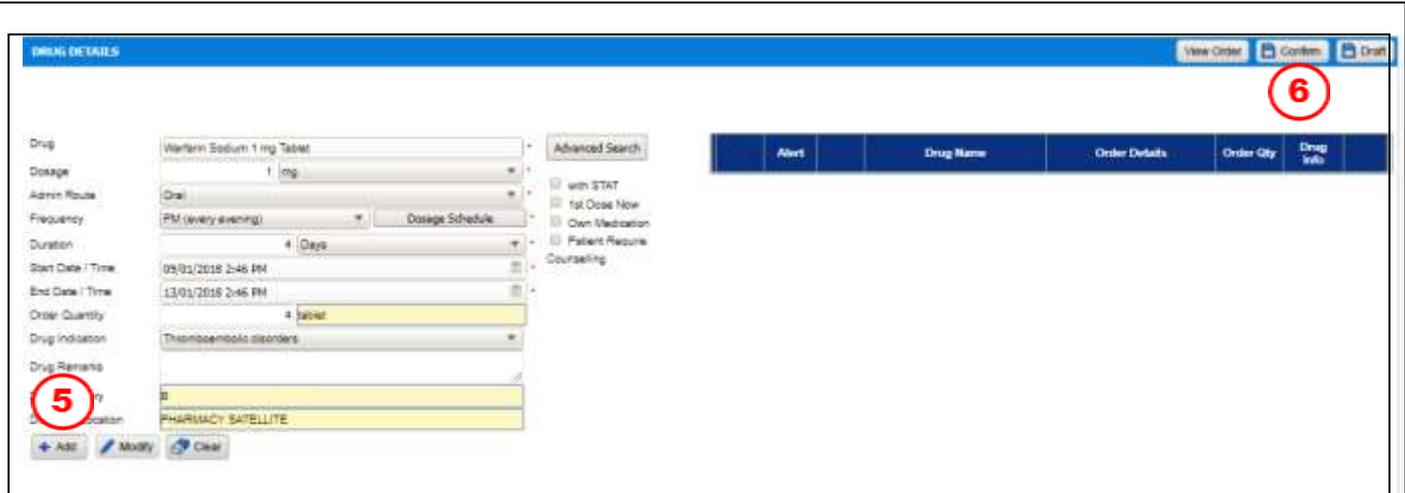


Figure 3.1.3-9 Favourite Search Detail Screen

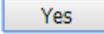
STEP 5

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 be send to pharmacy for dispensing. Click  as Figure 3.1.3-10 and then click  as Figure 3.1.3-11.

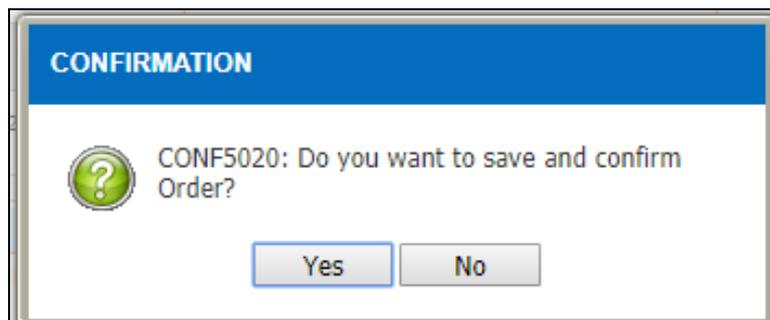


Figure 3.1.3-10 Confirmation Alert Message

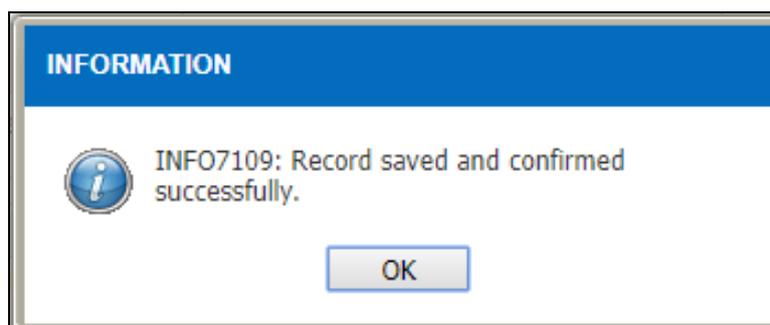
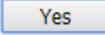
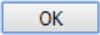


Figure 3.1.3-11 Information Alert Message

- Click on the  button to save prescription as a draft and the alert message as below will appear. Click  as Figure 3.1.3-14 and then click  as Figure 3.1.3-15.

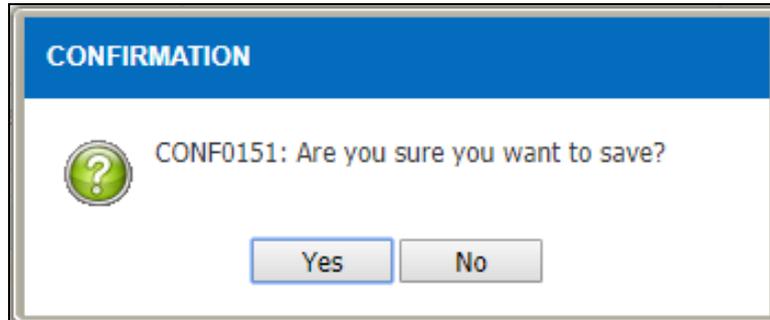


Figure 3.1.3-14 Confirmation Alert Message

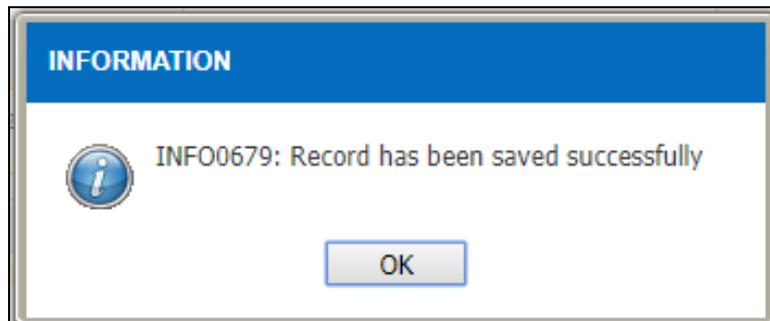


Figure 3.1.3-15 Information Alert Message

- Click on the  button as per Figure 3.1.3-12 to view prescription with more details as per Figure 3.1.3-16.



A screenshot of the "ORDER DETAILS" window. It shows a table with columns: Alert, Drug Name, Order Details, Order Qty, Start Date/Time, End Date/Time, Ward Stock, Own Medication, Counselling, Indication, Remarks, Status, and Drug Info. The data row shows: Alert (warning icon), Drug Name (Warfarin Sodium 2 mg Tablet), Order Details (2 mg, PM (evening), Oral Tablet, Oral, 25/07/2017 (90 Days)), Order Qty (60 tablet), Start Date/Time (25/07/2017 11:10:40 AM), End Date/Time (23/09/2017 11:10:40 AM), Ward Stock (No), Own Medication (No), Counselling (No), Indication (Heart valve replacement), Remarks, Status (DRAFT), and Drug Info (information icon).

Alert	Drug Name	Order Details	Order Qty	Start Date/Time	End Date/Time	Ward Stock	Own Medication	Counselling	Indication	Remarks	Status	Drug Info
	Warfarin Sodium 2 mg Tablet	2 mg, PM (evening), Oral Tablet, Oral, 25/07/2017 (90 Days)	60 tablet	25/07/2017 11:10:40 AM	23/09/2017 11:10:40 AM	No	No	No	Heart valve replacement		DRAFT	

Figure 3.1.3-16 Order Details

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.

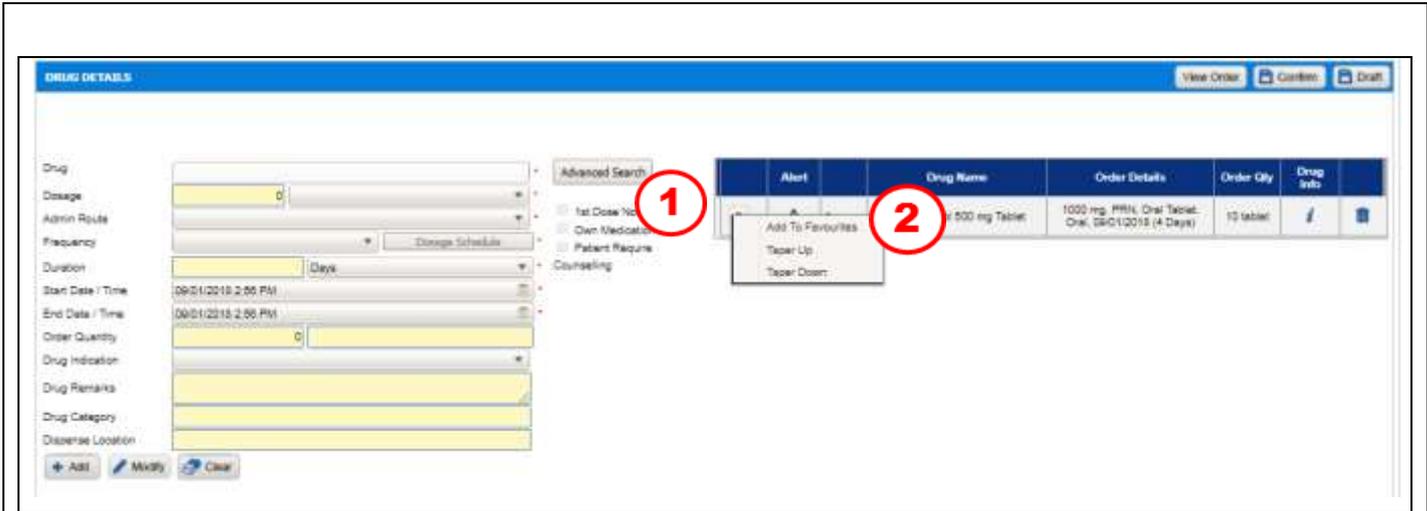


Figure 3.1.4-1 Add to Favorites Option Screen

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

Note

- Users are able to order drugs from favorite list.
- Click on the  button as per Figure 3.1.4-2

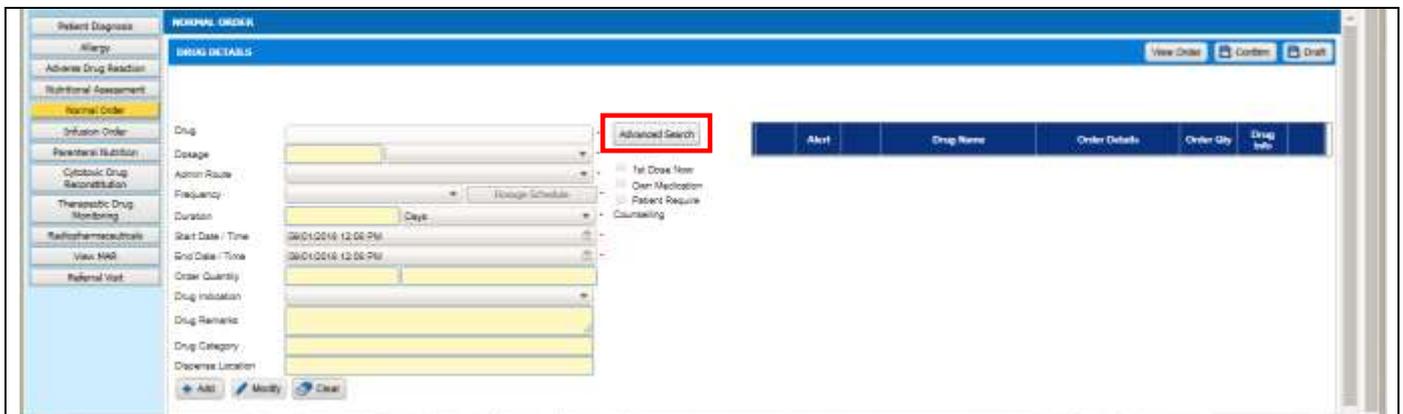


Figure 3.1.4-2 Add from Favorites Option Screen

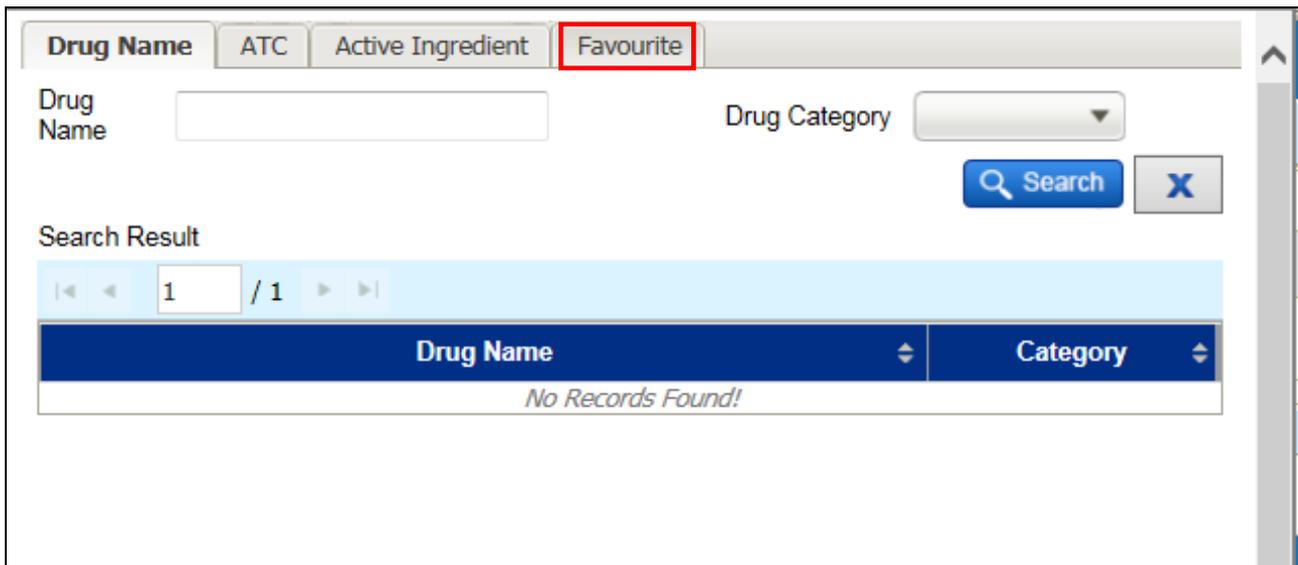


Figure 3.1.4-3 Favorites Option

- Select the **Favourite** tab as per Figure 3.1.4-3

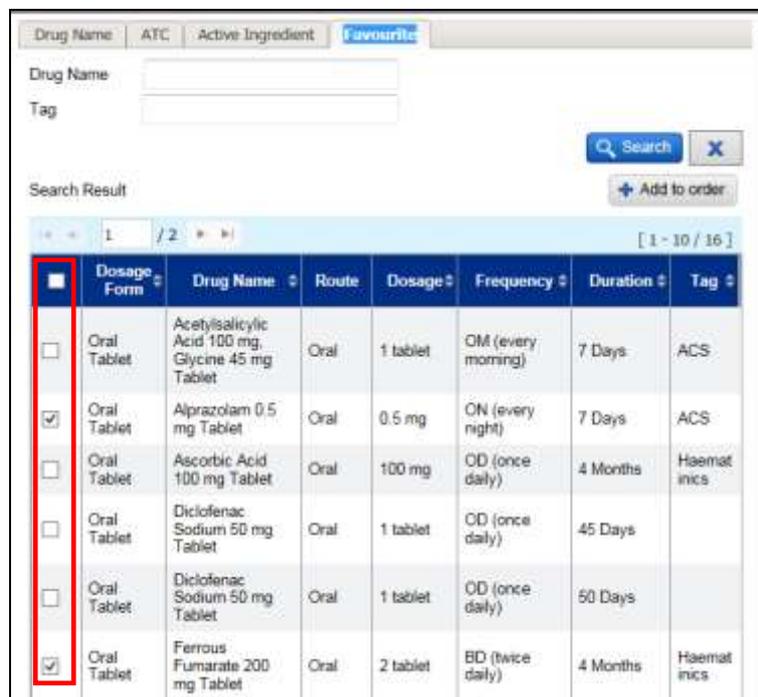


Figure 3.1.4-4 Favorite Drug List

- Tick the checkbox to select the drug as per Figure 3.1.4-4
- Once all required drugs are selected, click **+ Add to order** button.
- User can select all the drugs from all the **Favourite** 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.

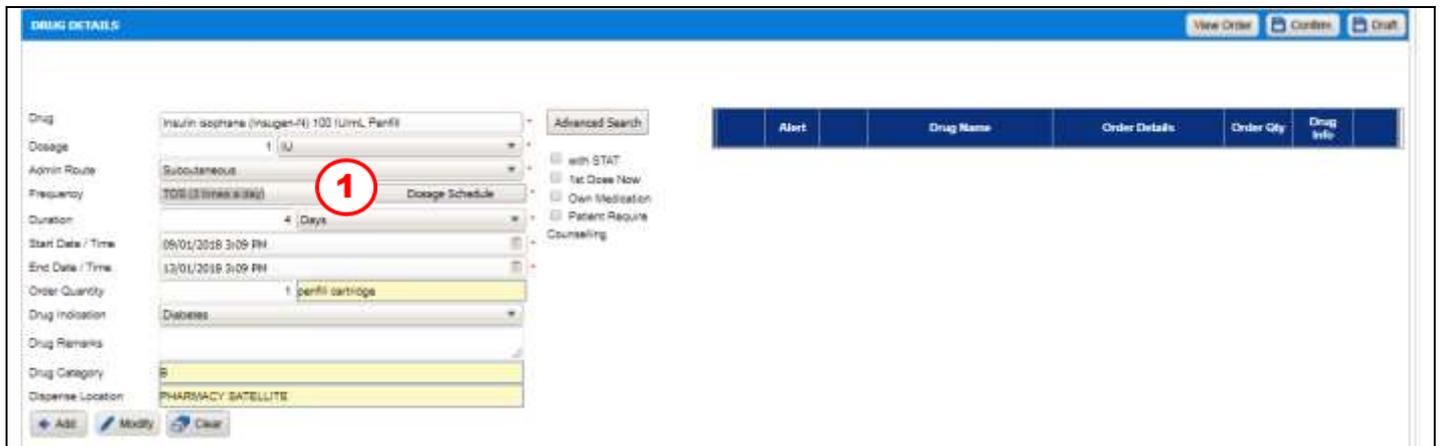


Figure 3.1.5-1 Normal Order Screen

Note

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

STEP 1

Click on the **Dosage Schedule** button and dose schedule screen will display as per Figure 3.1.5-2

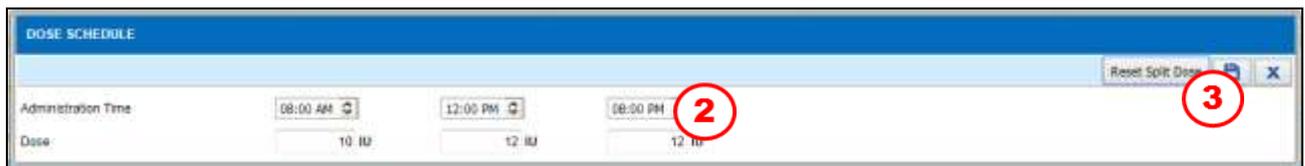


Figure 3.1.5-2 Split Dose Schedule Screen

STEP 2

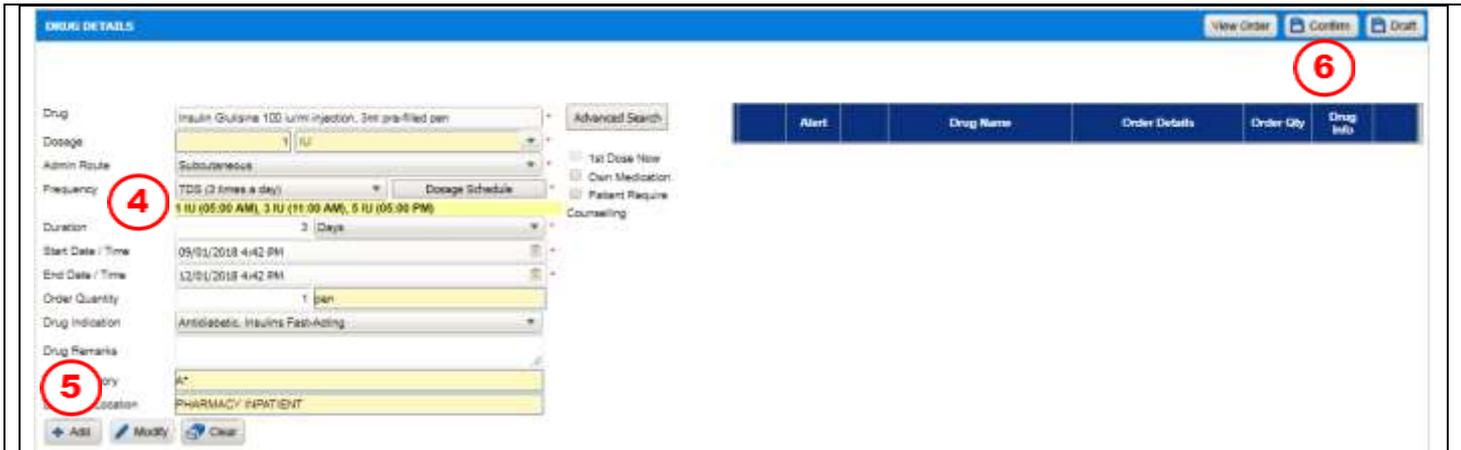
Change the dose for each **Administration Time**

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



The screenshot displays the 'DRUG DETAILS' section of the PhIS Medication Order interface. The interface includes a top navigation bar with 'View Order', 'Confirm', and 'Draft' buttons. A table with columns 'Alert', 'Drug Name', 'Order Details', 'Order Qty', and 'Drug Info' is visible. The main form contains fields for Drug, Dose, Admin Route, Frequency, Duration, Start Date/Time, End Date/Time, Order Quantity, Drug Indication, and Drug Remarks. A 'Duration' field is highlighted with a red circle '4'. An 'Add' button is highlighted with a red circle '5'. A 'Confirm' button is highlighted with a red circle '6'. The 'Drug' field contains 'Insulin Glargine 100 IU/ml injection, 3ml pre-filled pen'. The 'Dose' field contains '1 IU'. The 'Admin Route' field contains 'Subcutaneous'. The 'Frequency' field contains 'TDS (3 times a day)'. The 'Duration' field contains '3 Days'. The 'Start Date / Time' field contains '05/01/2018 4:42 PM'. The 'End Date / Time' field contains '12/01/2018 4:42 PM'. The 'Order Quantity' field contains '1 pen'. The 'Drug Indication' field contains 'Antidiabetic, Insulins Fast-Acting'. The 'Drug Remarks' field contains 'A*'. The 'Location' field contains 'PHARMACY INPATIENT'. There are also 'Add', 'Modify', and 'Clear' buttons at the bottom left.

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  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  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.

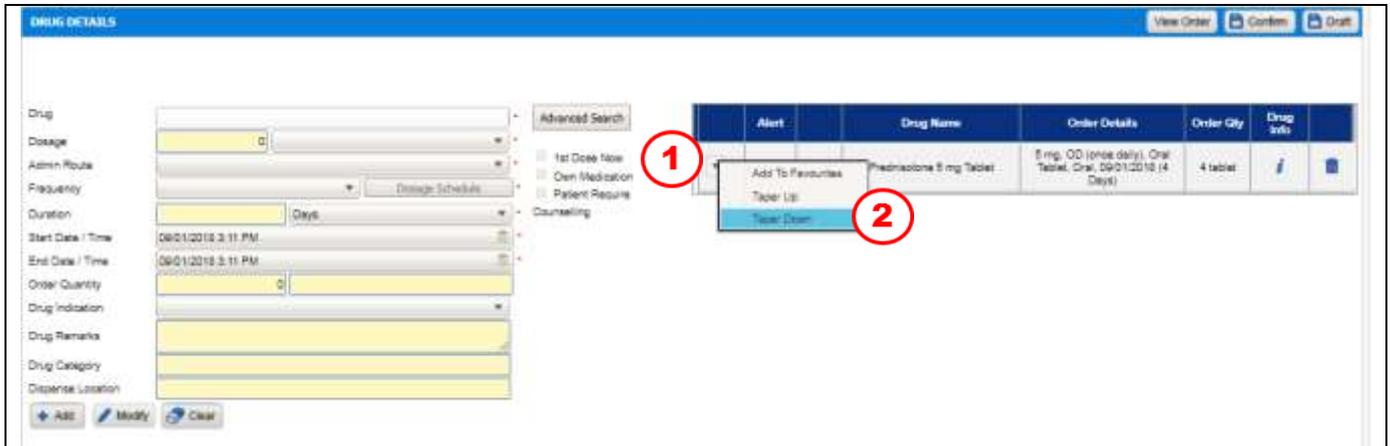


Figure 3.1.6-1 Taper Up Option Screen

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 Down** and the **Drug Details** will be display

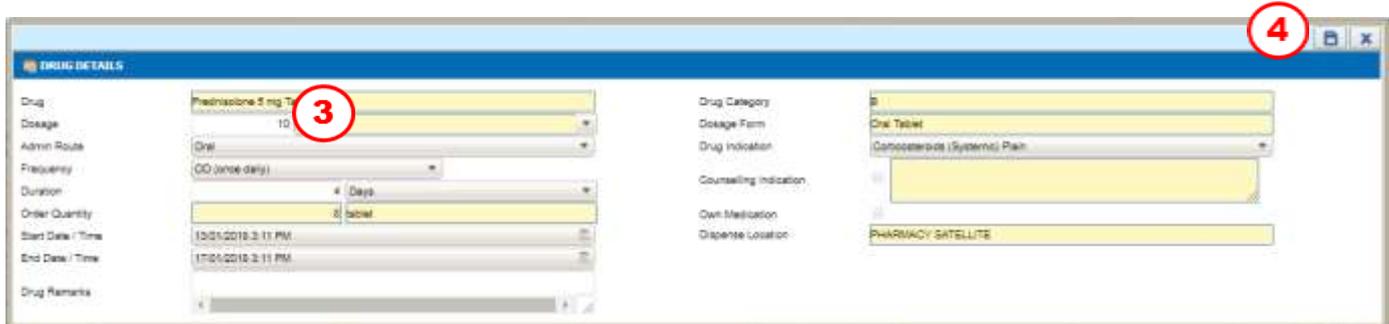


Figure 3.1.6-2 Drug Details Screen

STEP 3

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

Note

For Taper up, dosage cannot be same or decreased than previous dosage. Same as for Taper down, the dosage cannot be same or increased. System will display error message as per Figure 3.1.6-3. Click the  button and modify the details.

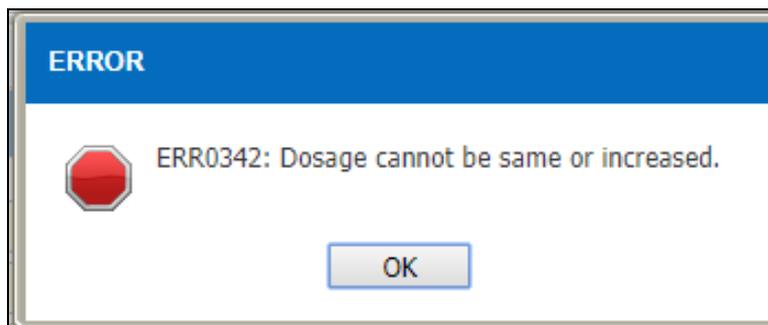
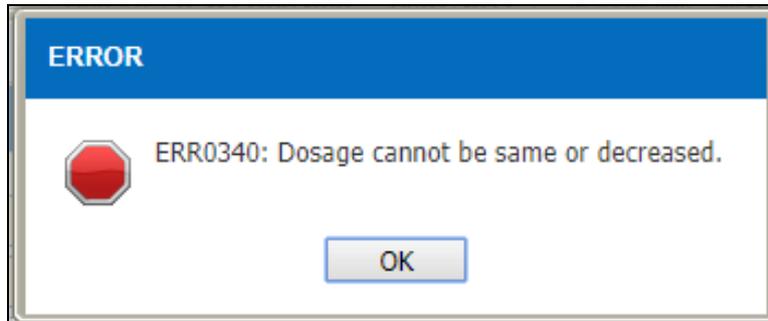


Figure 3.1.6-3 Tapering Error Message

STEP 4

Click on the  button to save record

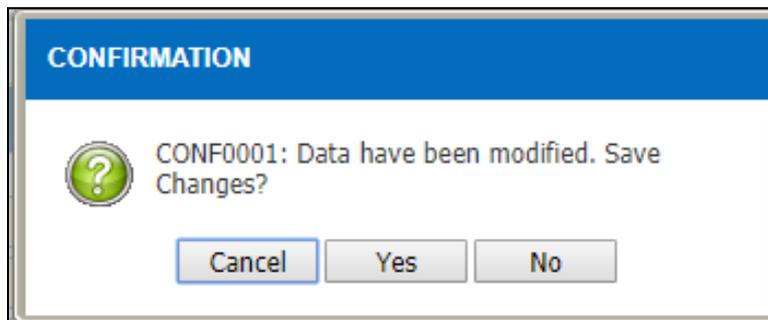


Figure 3.1.6-4 Confirmation Alert Message

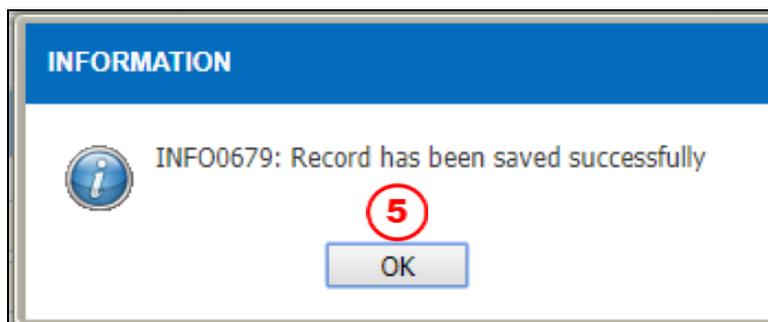
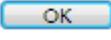


Figure 3.1.6-5 Information Alert Message

STEP 5

Click on the  button to proceed tapering

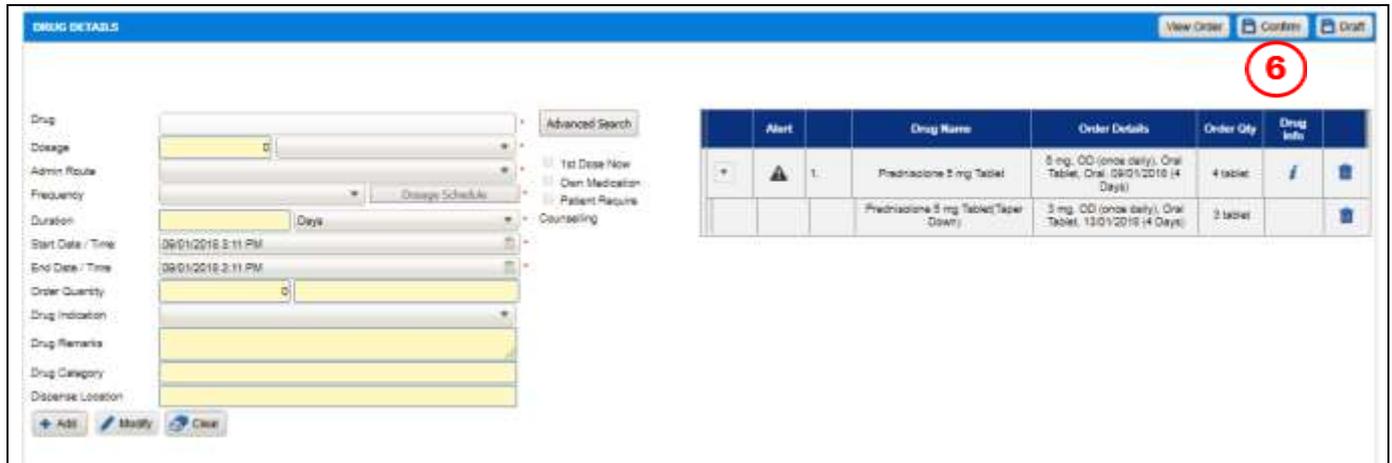


Figure 3.1.6-6 Normal Order Screen

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.

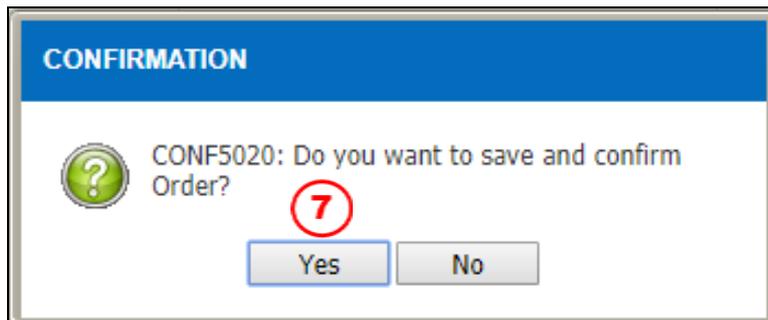


Figure 3.1.6-7 Confirmation Alert Message

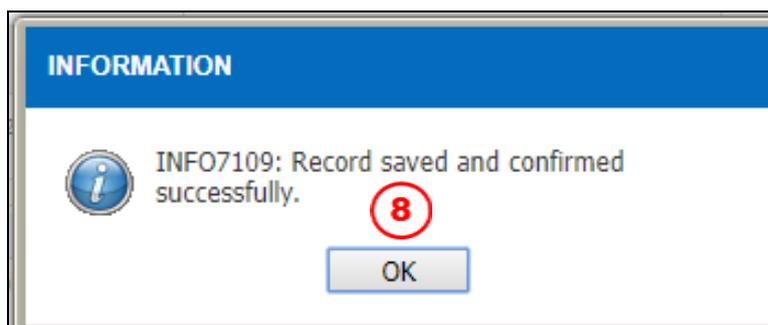
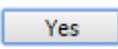
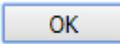


Figure 3.1.6-8 Information Alert Message

STEP 7

Click on the  button to confirm

STEP 8

Click on the  button

3.1.7 Discharge Medication

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

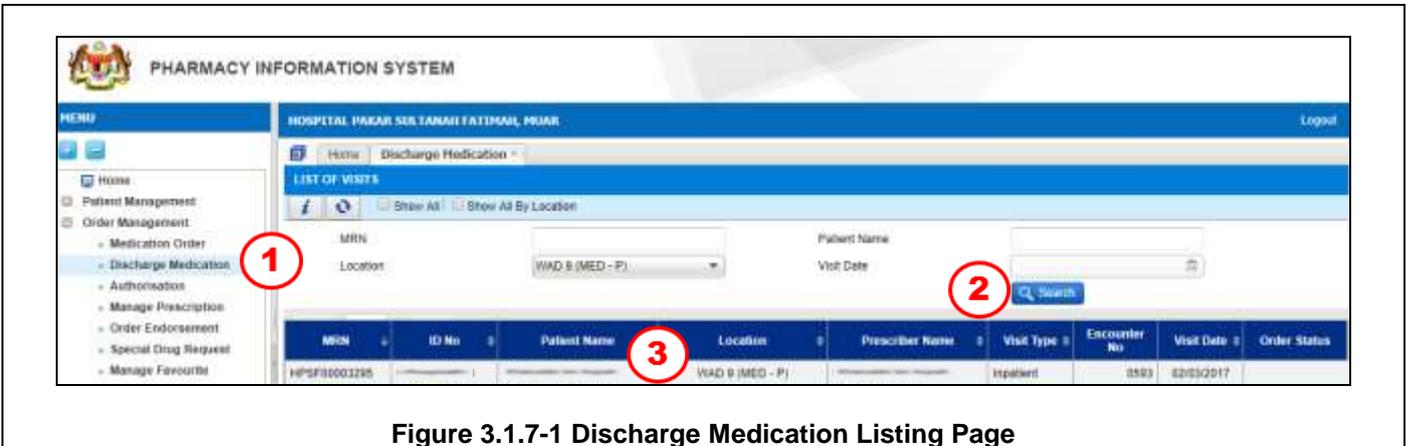


Figure 3.1.7-1 Discharge Medication Listing Page

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: <i>Example: HPSF00001234 or "1234"</i>
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

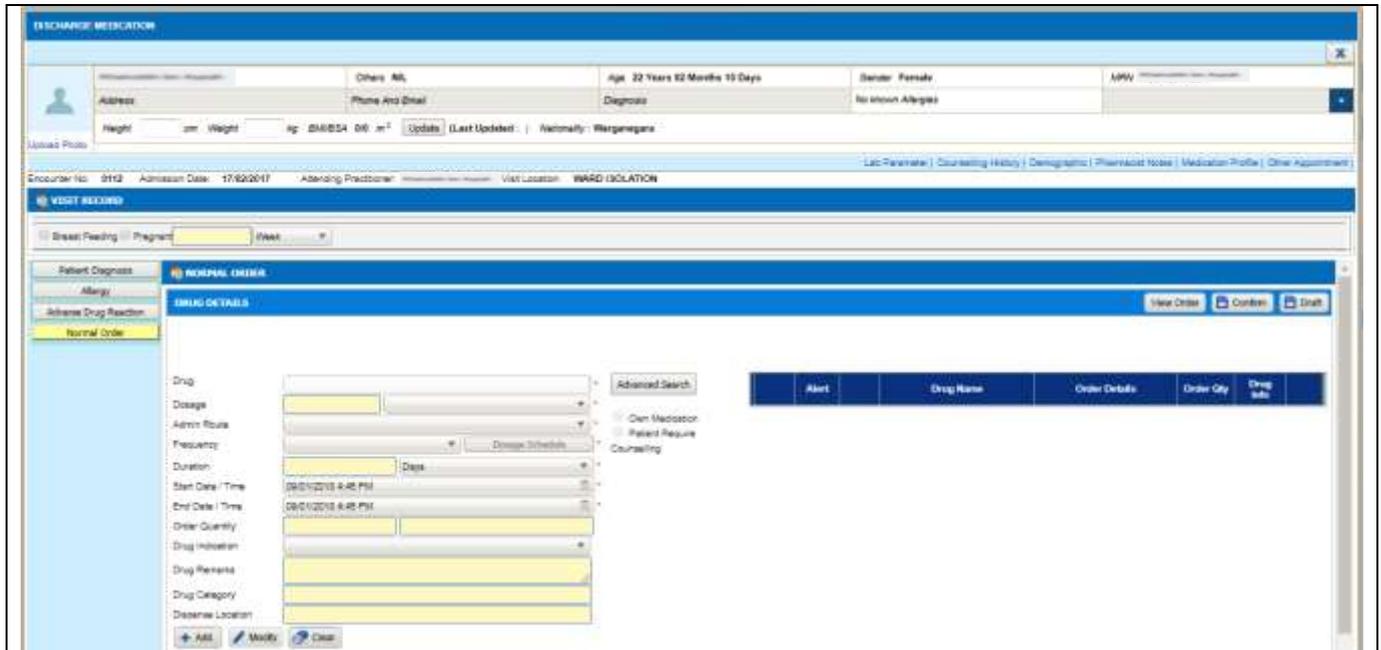


Figure 3.1.7-2 Discharge Medication Screen

Note

- Follow the step as normal order in Section 3.1.3 as Normal Order.
- Discharge medication only applicable for Inpatient, Day care and Emergency patient.
- Once the order is confirmed, user able to see the  button as per Figure 3.1.7-3 and print the prescription if required.



Figure 3.1.7-3 Prescription Button Enable

3.1.8 Renew Rx

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

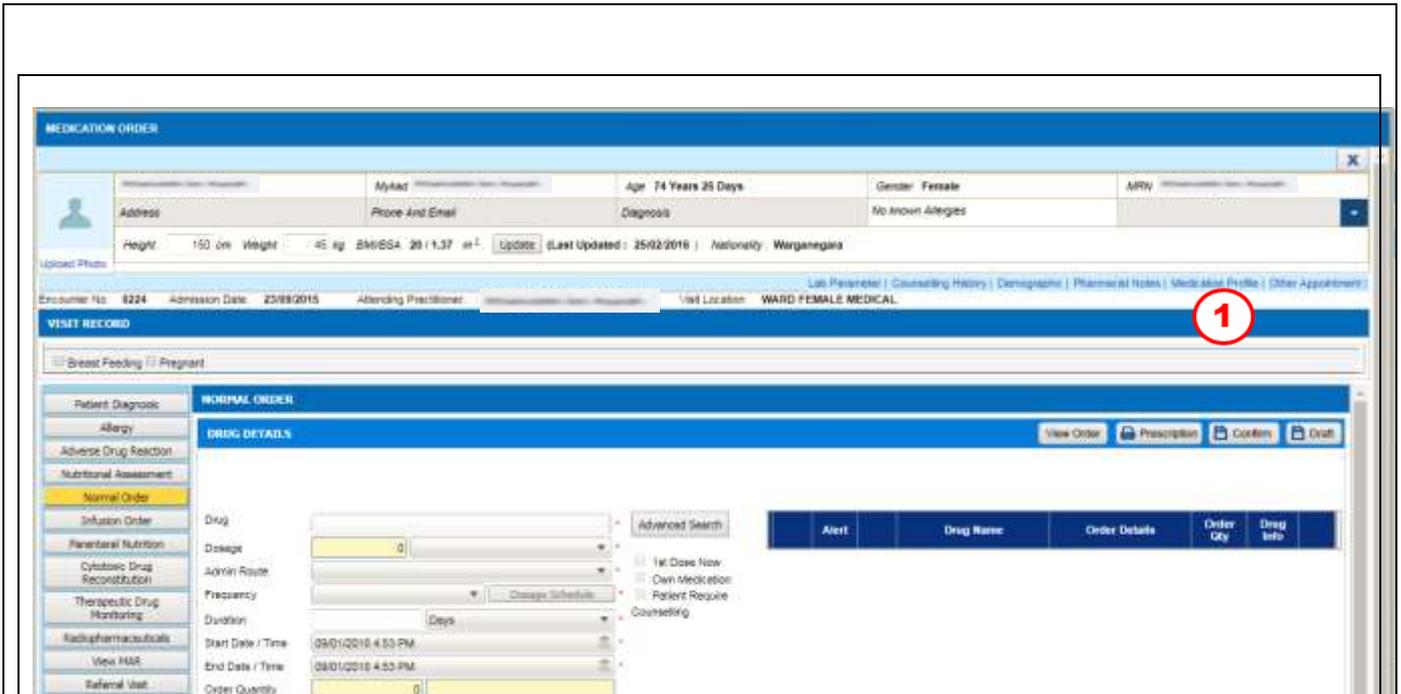


Figure 3.1-8-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

STEP 2

Click on the to select drugs that want to renew

STEP 3

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

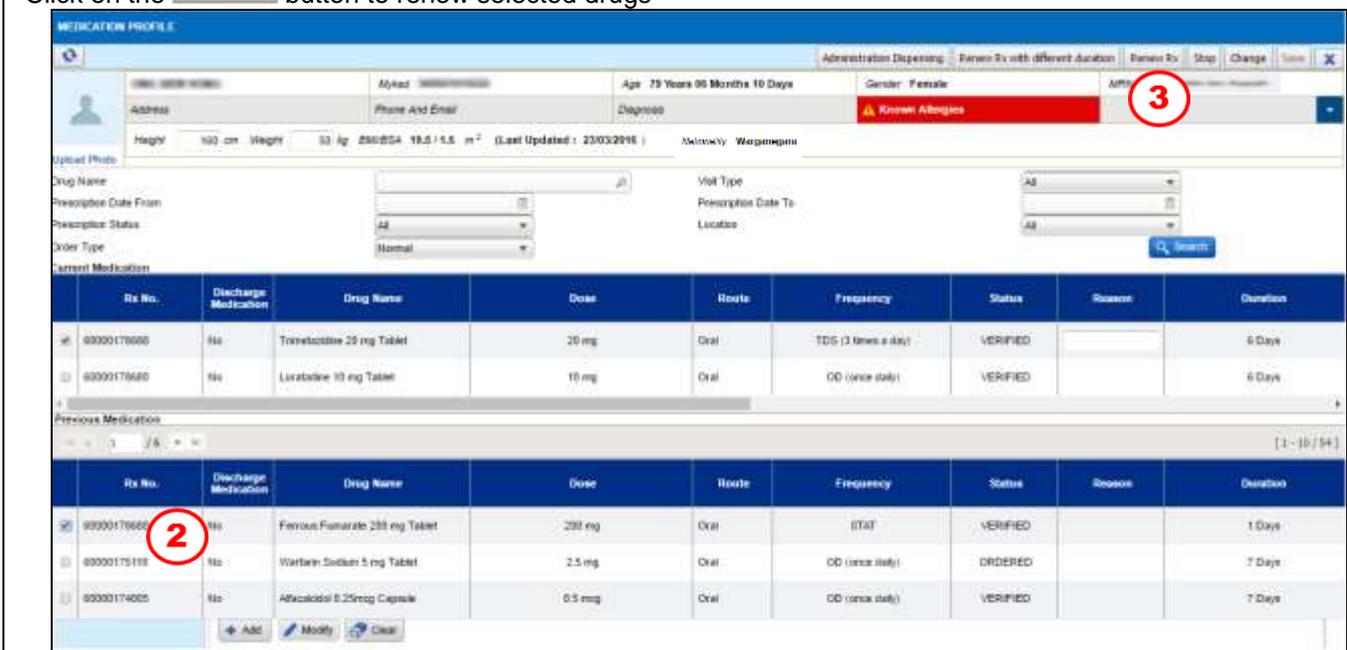


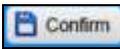
Figure 3.1-8-2 Medication Profile – Renew Rx Screen



The screenshot displays the 'NORMAL ORDER' screen for a medication profile. The left sidebar lists various patient overview options, with 'Normal Order' selected. The main content area is titled 'MEDS DETAILS' and includes a table with columns for 'Name', 'Drug Name', 'Order Details', 'Order Qty', and 'Drug Info'. A red circle with the number '4' highlights the 'Confirm' button in the top right corner of the 'MEDS DETAILS' section.

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.

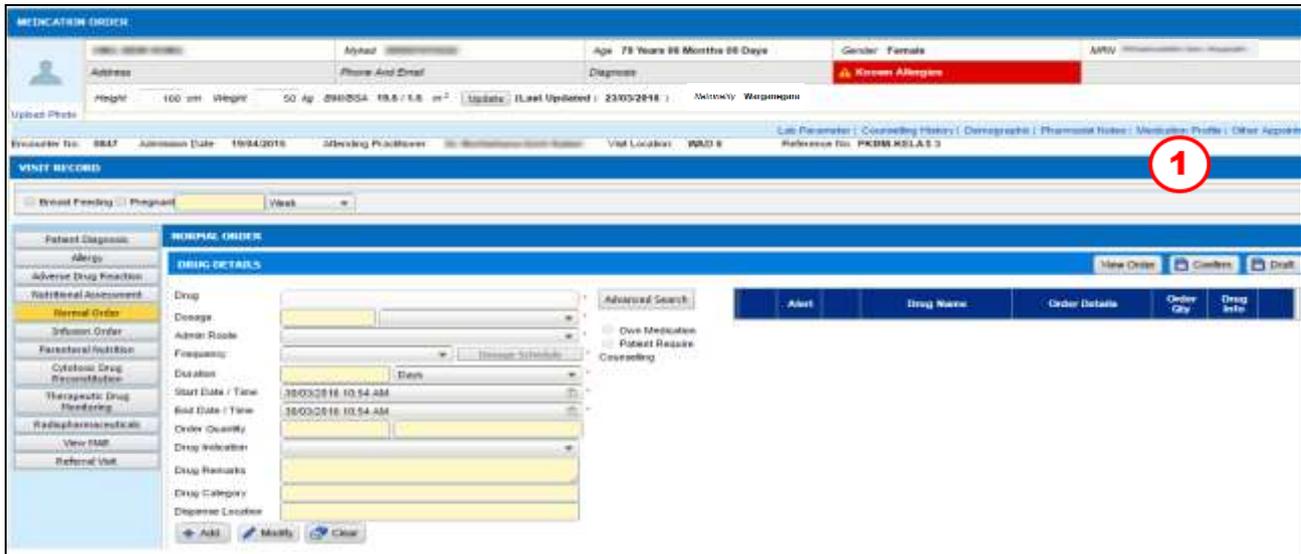


Figure 3.1.9-1 Medication Order Screen

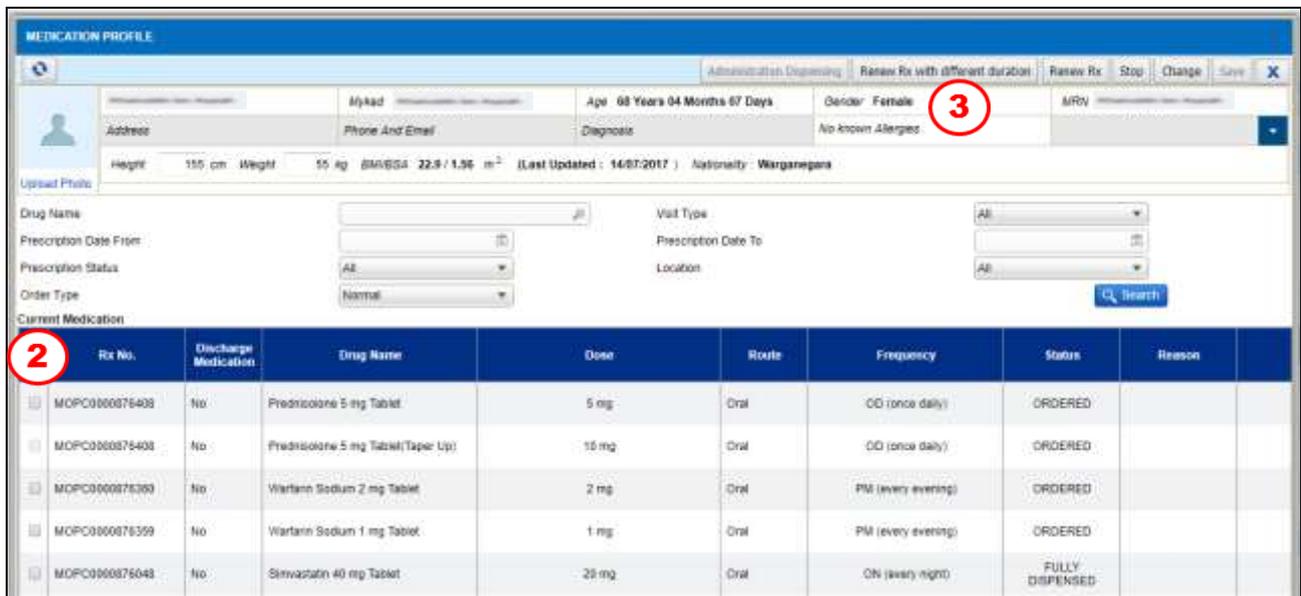


Figure 3.1.9-2 Medication Profile Screen

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

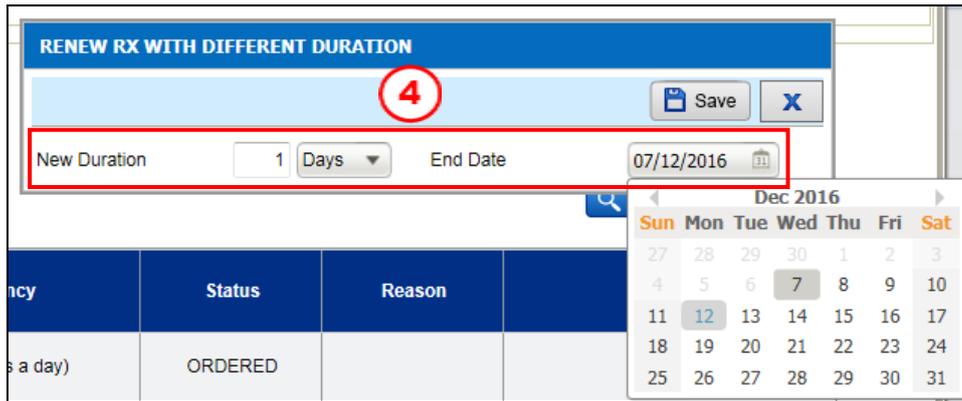


Figure 3.1.9-3 Renew RX With Different Duration Screen

STEP 4

Select either *New Duration* or *End Date*

STEP 5

Click the  button

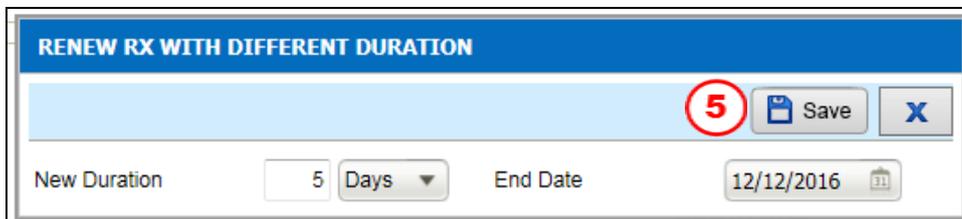


Figure 3.1.9-4 Medication Order Screen



Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Trimetazidine 20 mg Tablet	20 mg, TDS (3 times a day), Oral Tablet, Oral, 09/01/2018 (6 Days)	18 tablet	

Figure 3.1.9-5 Normal Order Screen

STEP 6

Click on  button to confirm the prescription

Note

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

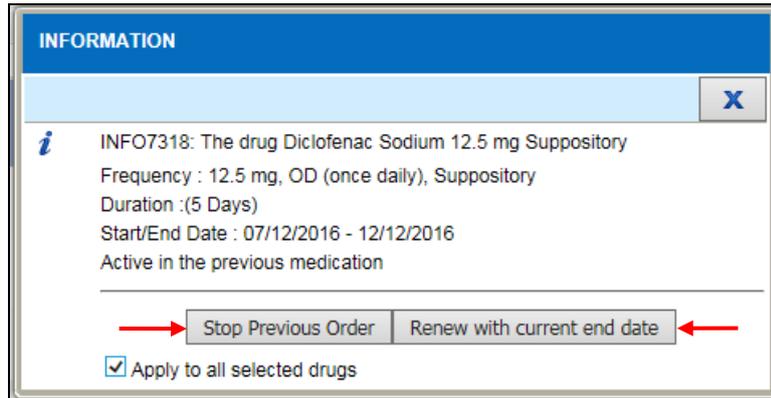


Figure 3.1.9-6 Information Alert Message

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.
- Alert message as Figure 3.1.9-6 will not appear if the medication's end date are same with today's date from active current prescription and system will directly insert the renew order into draft list in medication order screen. The previous medication will be stopped automatically as per Figure 3.1.9-7

Previous Medication										
No. No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	
<input type="checkbox"/>	MOPC806875156	No	Tenaxodin HCl 2 mg Tablet	2 mg	Oral	OD (once daily)	CANCELLED		1 Days	1 tablet
<input type="checkbox"/>	MOPC806875156	No	Roxidolone 150 mg Tablet	150 mg	Oral	BD (twice daily)	CANCELLED		1 Days	2 tablet
<input type="checkbox"/>	MOPC806875156	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		5 Days	1 tablet
<input type="checkbox"/>	MOPC806875154	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		5 Days	5 tablet
<input type="checkbox"/>	AAE8900641533	Yes	Thiametol HCl 50 mg Capsule	50 mg	Oral	TDS PRN	PARTIALLY DISPENSED		14 Days	42 capsule
<input type="checkbox"/>	AAE8900641533	Yes	Paracetamol 500 mg Tablet	2 tablet	Oral	QID PRN	PARTIALLY DISPENSED		14 Days	112 tablet

Figure 3.1.9-7 Information Alert Message

3.1.10 Change

Prescriber is allowed to modify Dosage, Frequency and Duration.

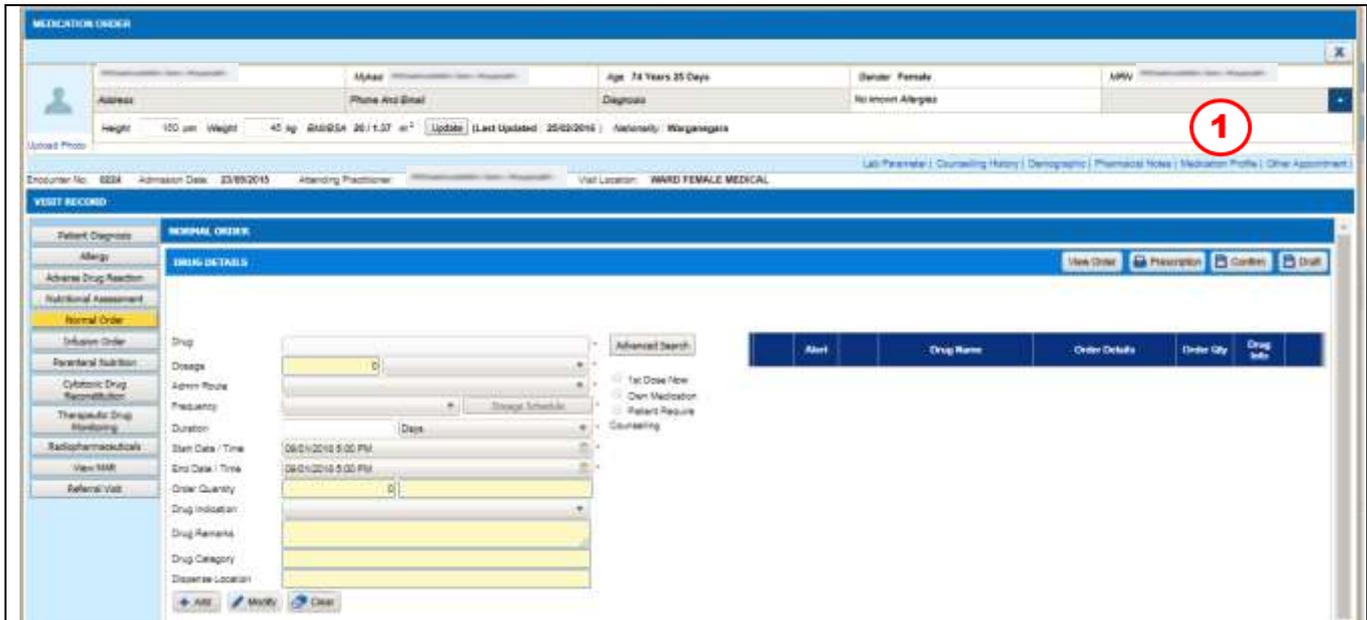


Figure 3.1.10-1 Medication Order Screen

STEP 1

Click on the **Medication Profile** hyperlink

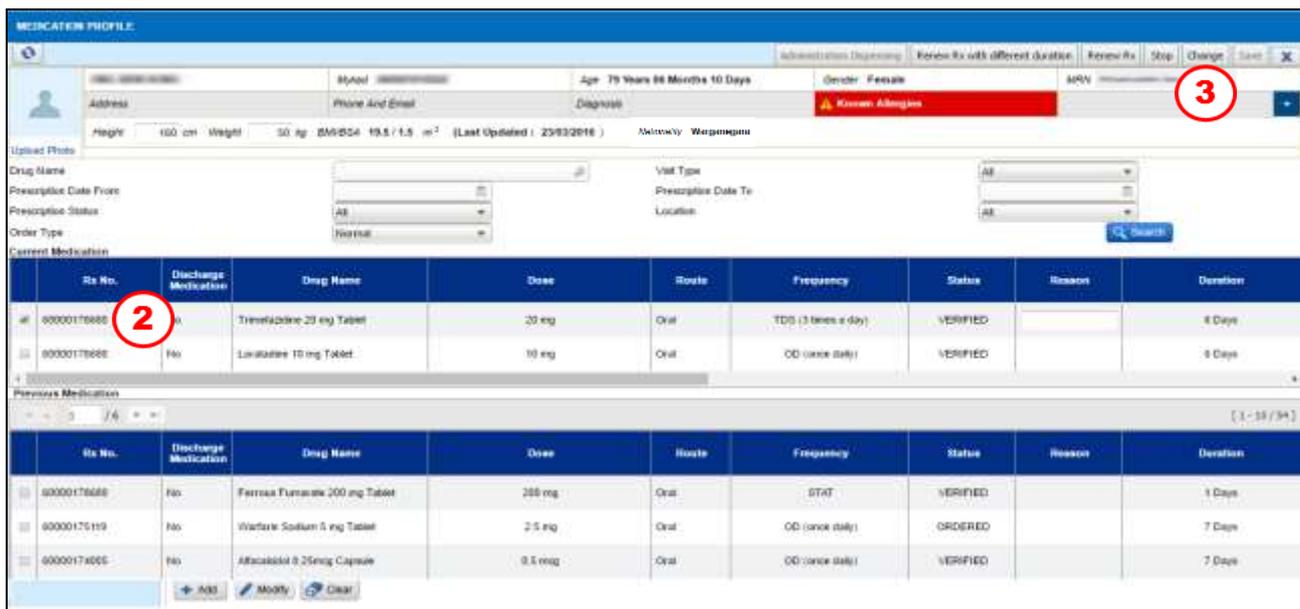


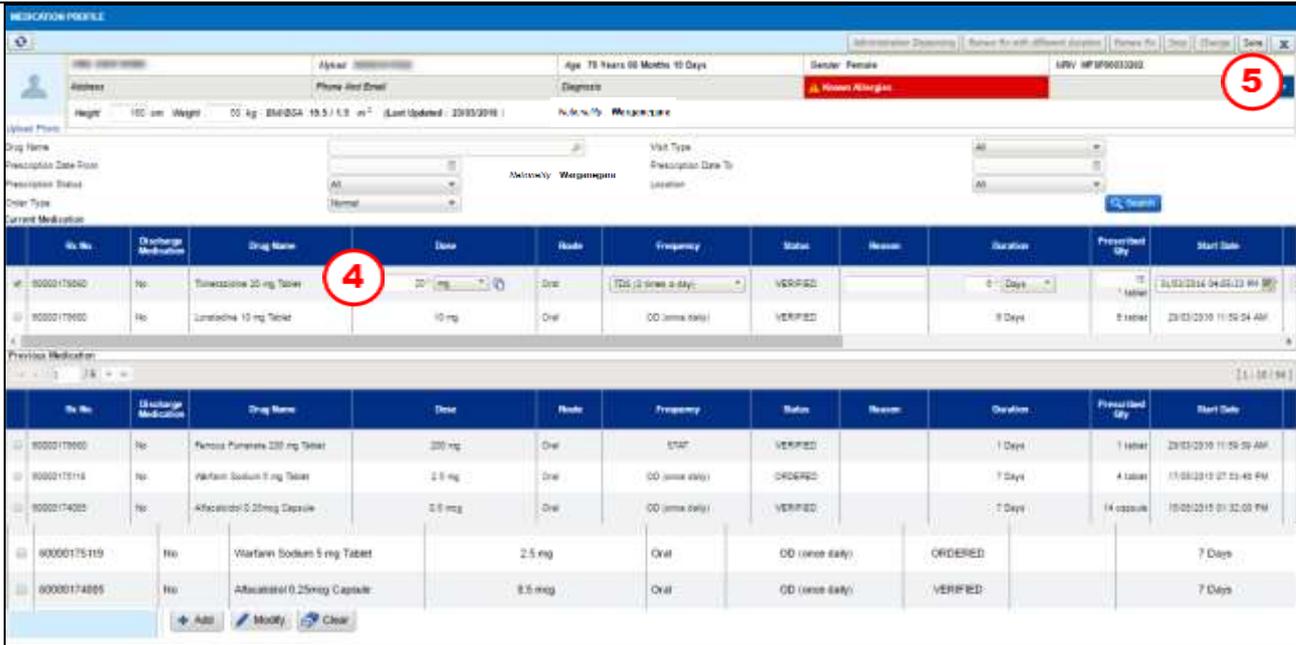
Figure 3.1.10-2 Medication Profile Screen

STEP 2

Tick on the checkbox to select the drug

STEP 3

Click on the **Change** button to modify the selected drug



Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
8000017040	No	Tamoxifen 20 mg Tablet	20 mg	Oral	TID (3 times a day)	VERIFIED		7 Days	1 Tablet	23/03/2016 04:05:13 PM
8000017000	No	Lamotrigine 10 mg Tablet	10 mg	Oral	OD (once daily)	VERIFIED		8 Days	8 Tablet	23/03/2016 11:50:24 AM

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
8000017000	No	Paracetamol 325 mg Tablet	325 mg	Oral	STAT	VERIFIED		1 Days	1 Tablet	23/03/2016 11:50:29 AM
8000017014	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days	4 Tablet	17/03/2016 07:23:49 PM
8000017400	No	Azacitidine 0.25mg Capsule	0.6 mg	Oral	OD (once daily)	VERIFIED		7 Days	14 Capsule	16/03/2016 01:32:03 PM
80000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days		
8000017400	No	Azacitidine 0.25mg Capsule	0.6 mg	Oral	OD (once daily)	VERIFIED		7 Days		

Figure 3.1.10-3 Medication Profile Screen

STEP 4

Change **Dose**, **Frequency** or **Duration**

STEP 5

Click on the to save the changes

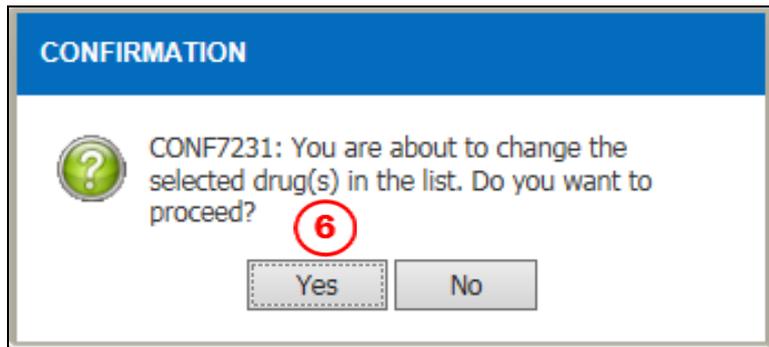


Figure 3.1.10-4 Confirmation Alert Message

STEP 6

click on to proceed ordering screen

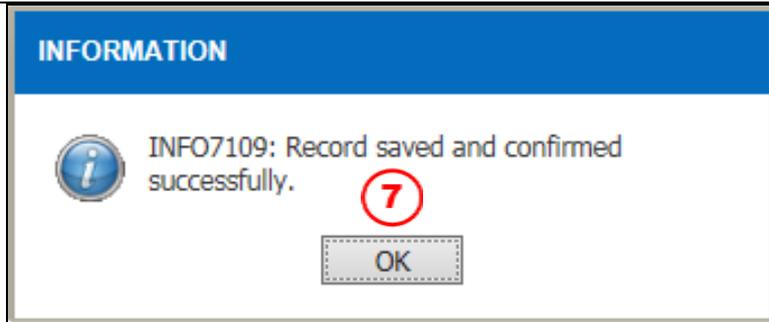


Figure 3.1.10-5 Information Alert Message

STEP 7

Click on  to confirm the changes

3.1.11 Stop

Prescriber is allowed to stop current medication.

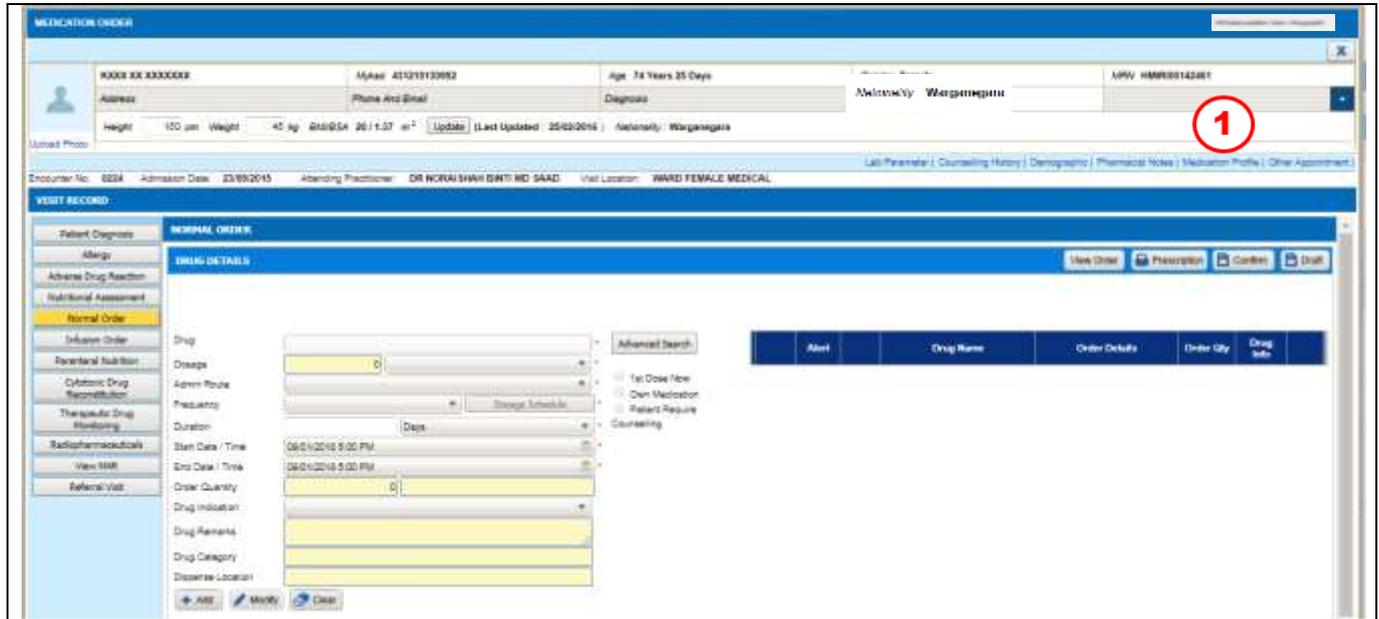


Figure 3.1.11-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

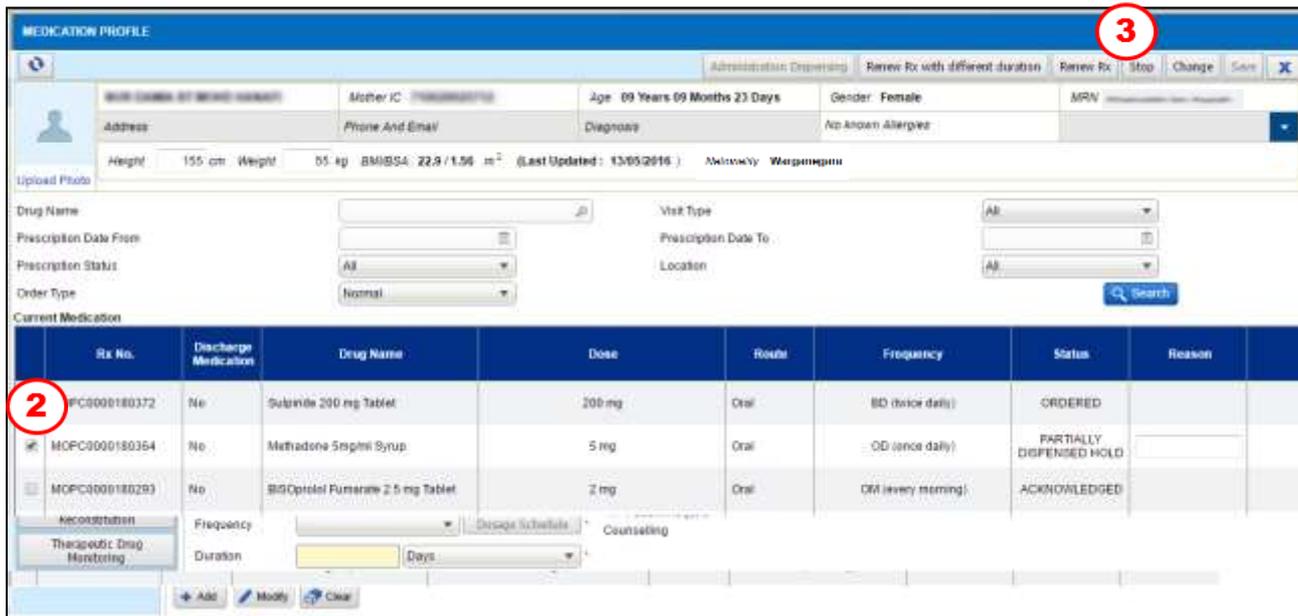


Figure 3.1.11-2 Medication Profile Screen

STEP 2

Tick on the checkbox to select drugs

STEP 3

Click on the button to stop the selected drugs

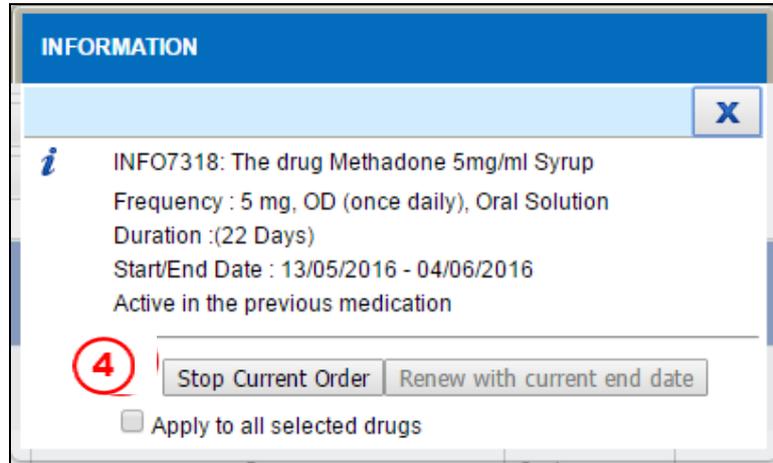


Figure 3.1.11-3 Medication Profile Screen

STEP 4

Click on **Stop Current Order**

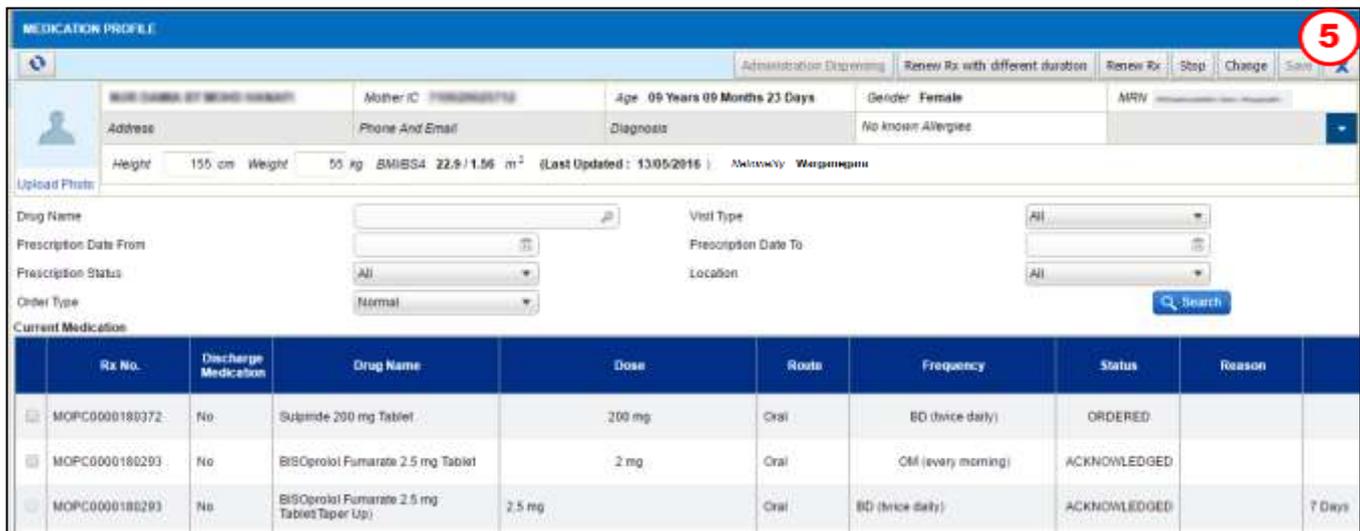


Figure 3.1.11-4 Medication Profile Screen

Note

Once the drug is stop, it will be updated under **Previous Medication** with the status **Stop** or **Cancelled** as per Figure 3.1.11-14



Figure 3.1.11-5 Previous Medication - Medication Profile Screen

STEP 5

Click on the to close the screen as per Figure 3.1.11-4

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:
 - a) Show All
 - b) 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

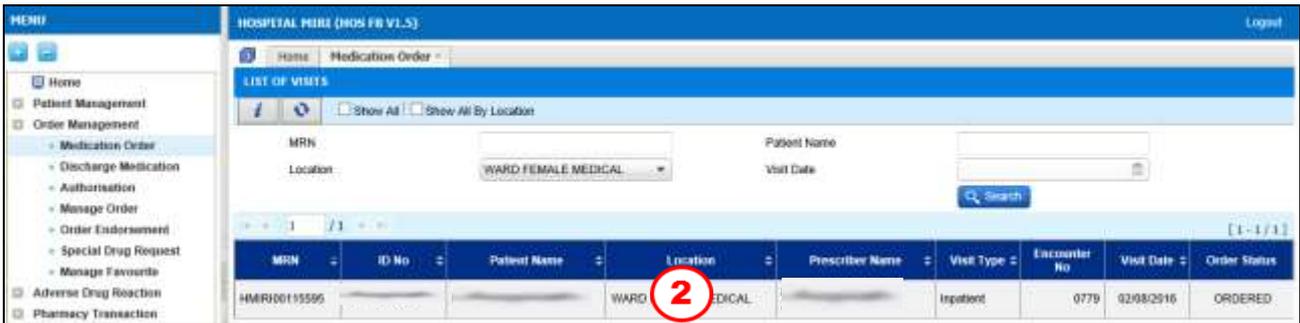


Figure 3.1.12-2 Medication Order Listing Page

STEP 2

Double click on the selected patient

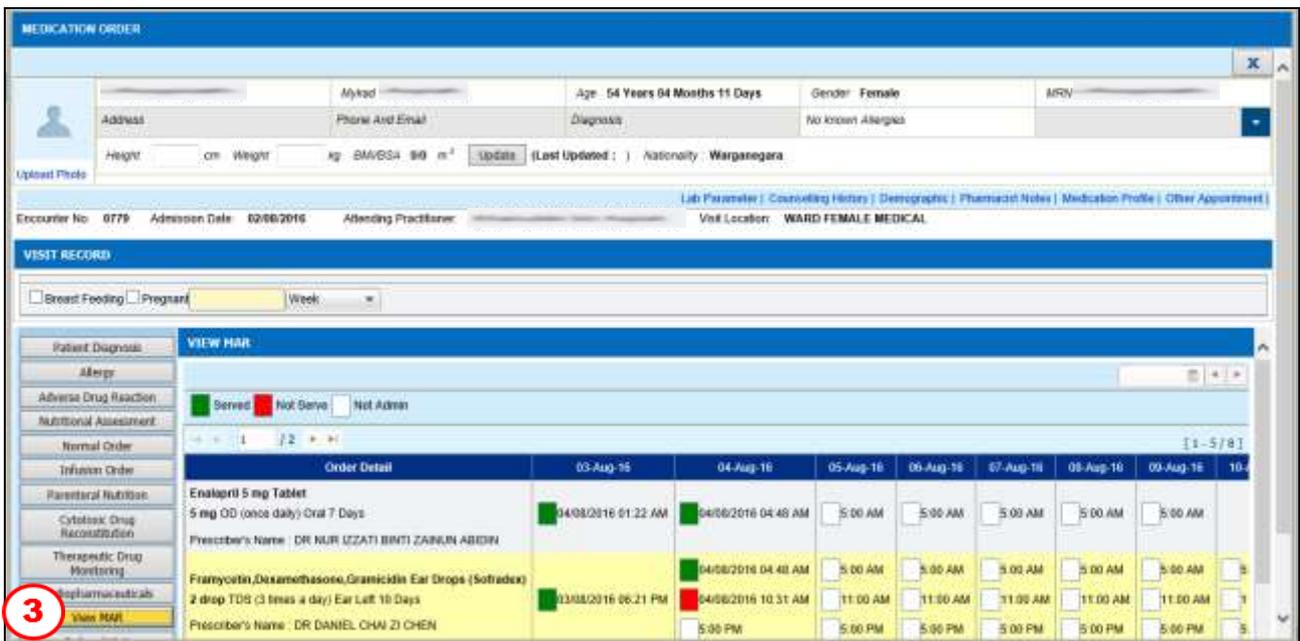


Figure 3.1.12-3 Medication Order Screen

STEP 3

Click on the  button.

Note

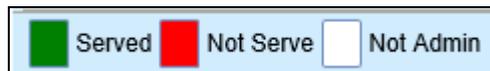


Figure 3.1.12-4 Administration Status Color

- **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 3.1.12-5

VIEW MAR		Details				
<input checked="" type="checkbox"/> Served <input type="checkbox"/> Not Serve <input type="checkbox"/> Not Admin		Enalapril 5 mg Tablet 5 mg OD (once daily) 7 Days				
1 / 2		Dose Administered: 5mg [1 - 5 / 8] Scheduled Administration Start: 03/08/2016 05:00 AM Actual Administration Start: 04/08/2016 01:22 AM Scheduled Administration End: Actual Administration End:				
Order Detail		05-Aug-16	07-Aug-16	08-Aug-16	09-Aug-16	10-Aug-16
Enalapril 5 mg Tablet 5 mg OD (once daily) Oral 7 Days Prescriber's Name : DR. NUR IZZATI BINTI ZAINUN ABIDIN	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM
Framycetin,Dexamethasone,Gramicidin Ear Drops (Sofradex)	<input checked="" type="checkbox"/>	<input type="checkbox"/> 11:00 AM	<input type="checkbox"/> 11:00 AM	<input type="checkbox"/> 11:00 AM	<input type="checkbox"/> 11:00 AM	<input type="checkbox"/> 11:00 AM
	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM
	<input checked="" type="checkbox"/>	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM	<input type="checkbox"/> 5:00 AM

Figure 3.1.12-5 Administration Details

3.2 Manage Prescription

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

3.2.1 Change Prescription

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



Figure 3.2.1-1 Manage Prescription Listing Page

STEP 1

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

Note

- 'Manage Order' rename to 'Manage Prescription' as per Figure 3.2.1-1
- 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 	Allow to search by order type

		- Radiopharmaceuticals	
g	Drug Name	Drug Name	Allow to search by full or partial

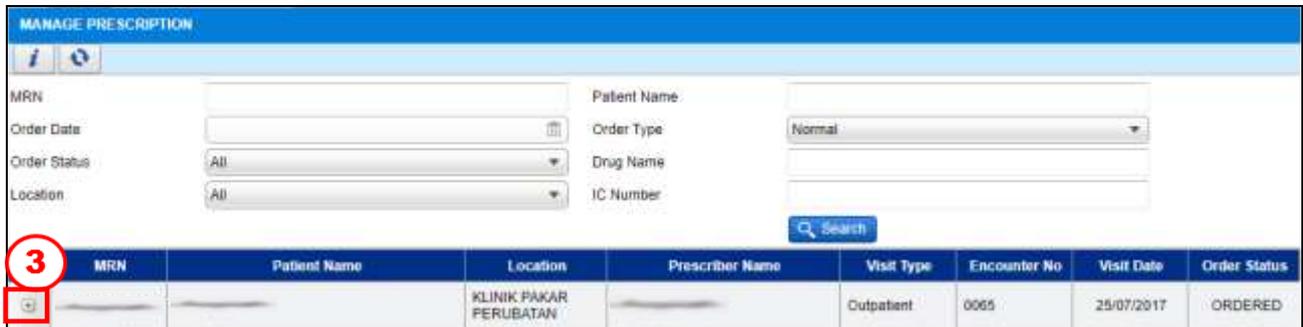
Table 3.2.1-1

• *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
		KLINIK PAKAR PERUBATAN		Outpatient	0065	25/07/2017	ORDERED

Figure 3.2.1-2 Manage Prescription Screen

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** as per Figure 3.2.1-3

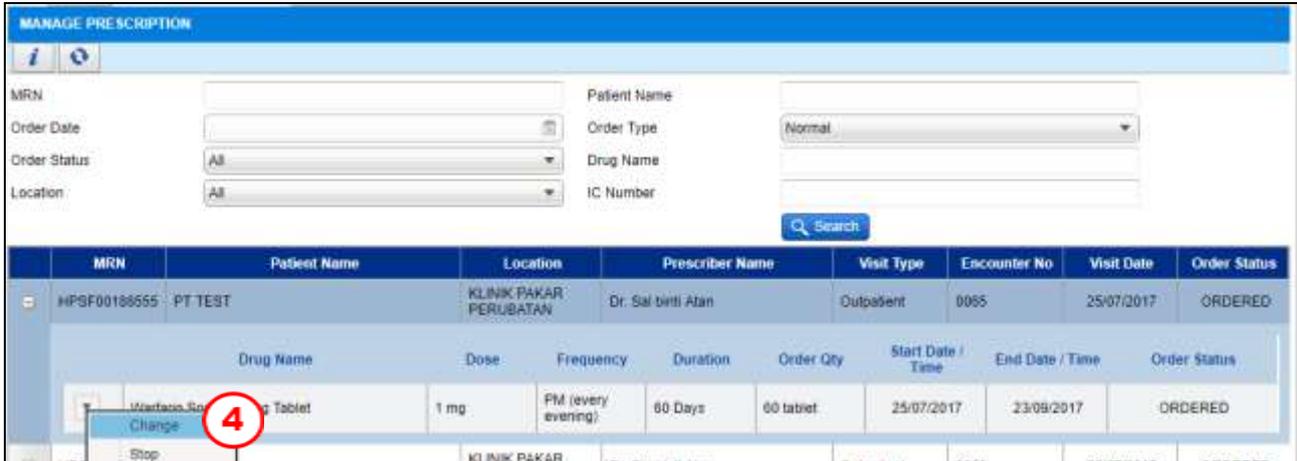


Figure 3.2.1-3 Manage Prescription Screen

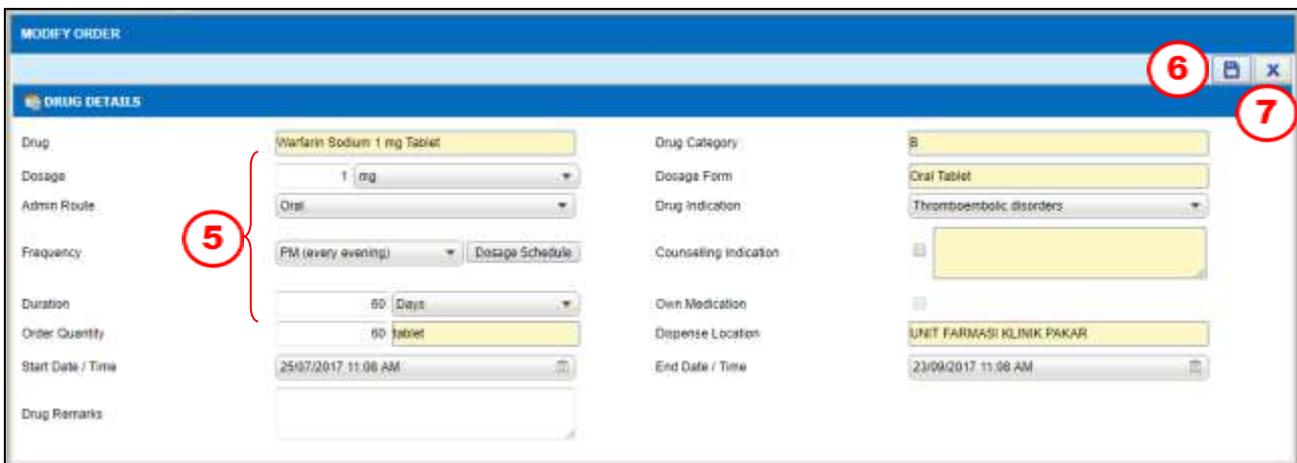


Figure 3.2.1-4 Modify Order Screen

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  button to close existing screen

Note

- Record not appear anymore in Manage Prescription screen as Figure 3.2.1-6 when patient discharged as deceased as per Figure 3.2.1-5.
- In Clinical Summary screen, deceased patient has been update as Inactive as per Figure 3.2.1-7



Figure 3.2.1-5 Discharge – Deceased/Death



Figure 3.2.1-6 Manage Prescription – Discharge Deceased



Figure 3.2.1-7 Clinical Summary– Discharge Deceased



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 B (MED - L)	Dr. ...	Inpatient	0958	27/04/2015	ORDERED	
Drug Name								
	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**

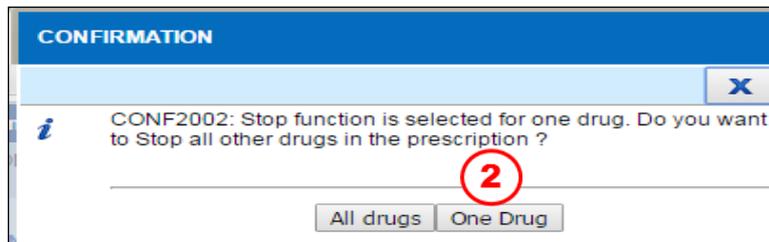
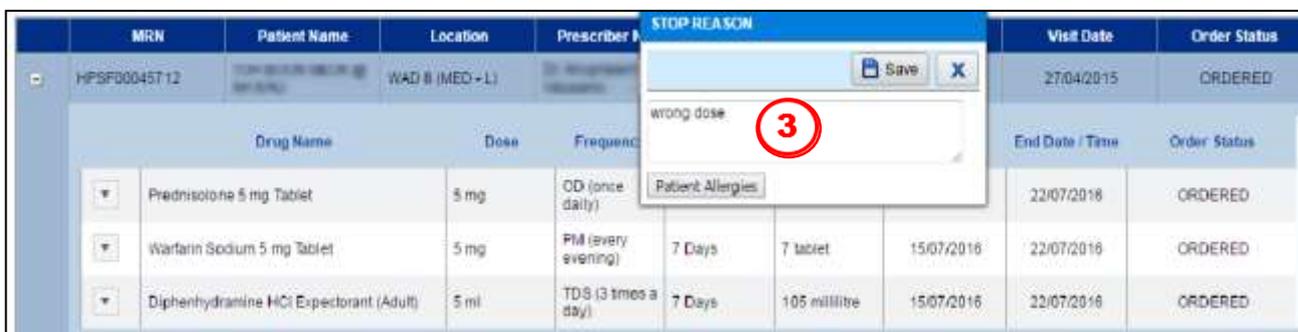


Figure 3.2.2-2 Stop Function Option

STEP 2

Click on the  to stop selected drug



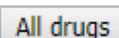
MRN	Patient Name	Location	Prescriber Name	Visit Date	Order Status			
HPSF00045712	...	WAD B (MED - L)	Dr. ...	27/04/2015	ORDERED			
Drug Name								
	Prednisolone 5 mg Tablet	5 mg	OD (once daily)	22/07/2016	ORDERED			
	Warfarin Sodium 5 mg Tablet	5 mg	PM (every evening)	7 Days	7 tablet	15/07/2016	22/07/2016	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 user select  button as per Figure 3.2.2-2, all medication in the prescription will be stop.

- If prescriber found prescription need to be stopped due to patient allergies, prescriber is allowed to click on the **Patient Allergies** button to record the 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:

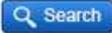
No	Field	Description	Remark
a	Order By	Prescriber Name	Allow to search by full or partial
b	Order Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Type	<ul style="list-style-type: none"> - Normal - CDR - IV - PN - Radiopharmaceuticals 	Allow to search by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

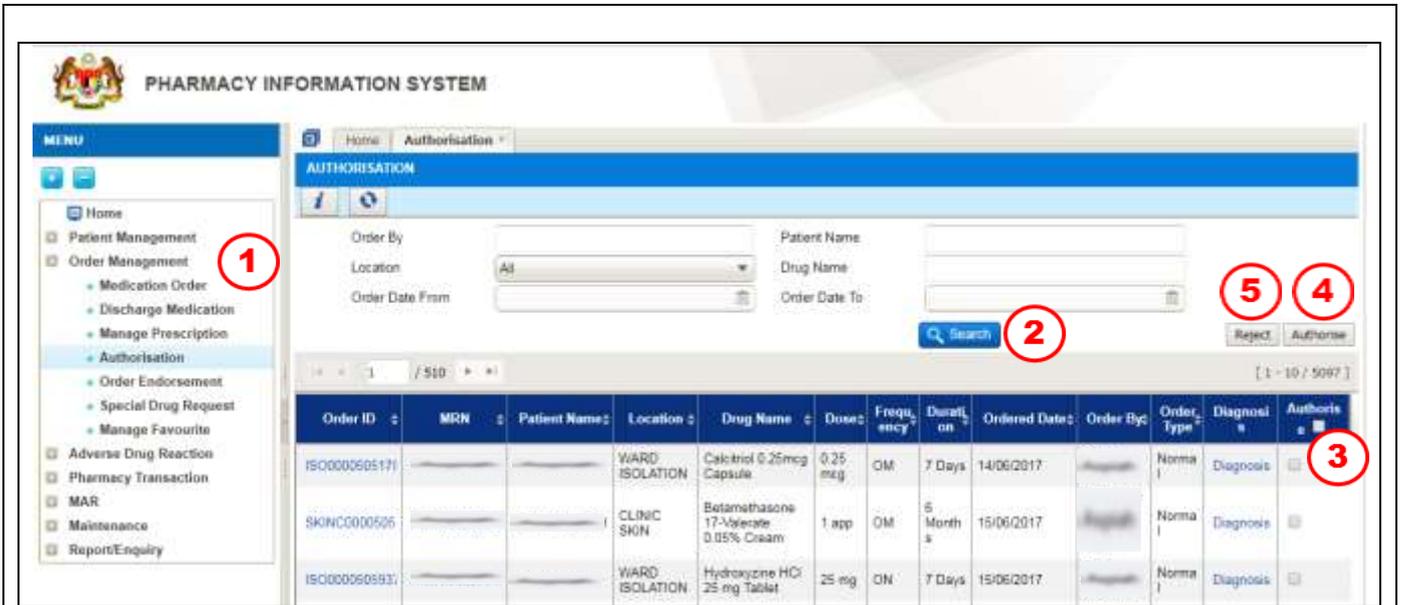


Figure 3.4-1 Order Authorisation Listing Screen

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:

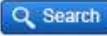
No	Field	Description	Remark
a	Order By	Prescriber Name	Prescriber Name
b	Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Date From	Order date	Allow to search by date from selected month/date/year
d	Patient Name	Patient Name	Allow to search by patient name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

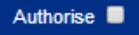
STEP 4

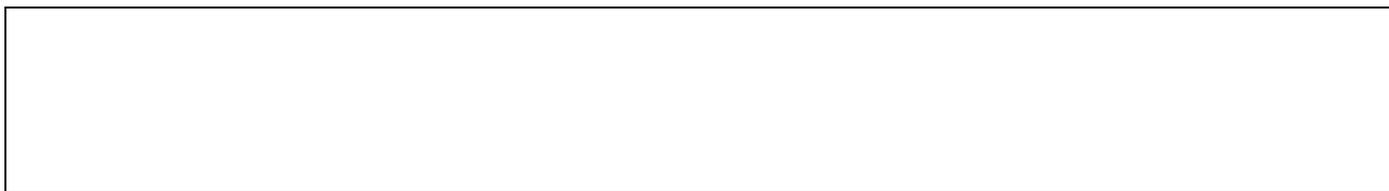
Click on the  button

Step 5

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		