



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

Full Based User Manual Order management - Medication Order

Version	: 8th EDITION
Document ID	: FB_U. MANUAL_MEDICATION ORDER



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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 Prescription
- Order Endorsement
- Order Authorization

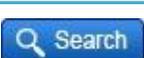
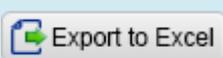
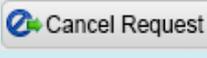
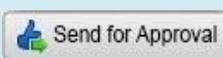
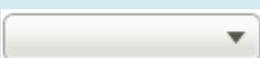
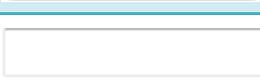
1.3 Organized Sections

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
update patient with Pensioner status at Medication Order	6

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

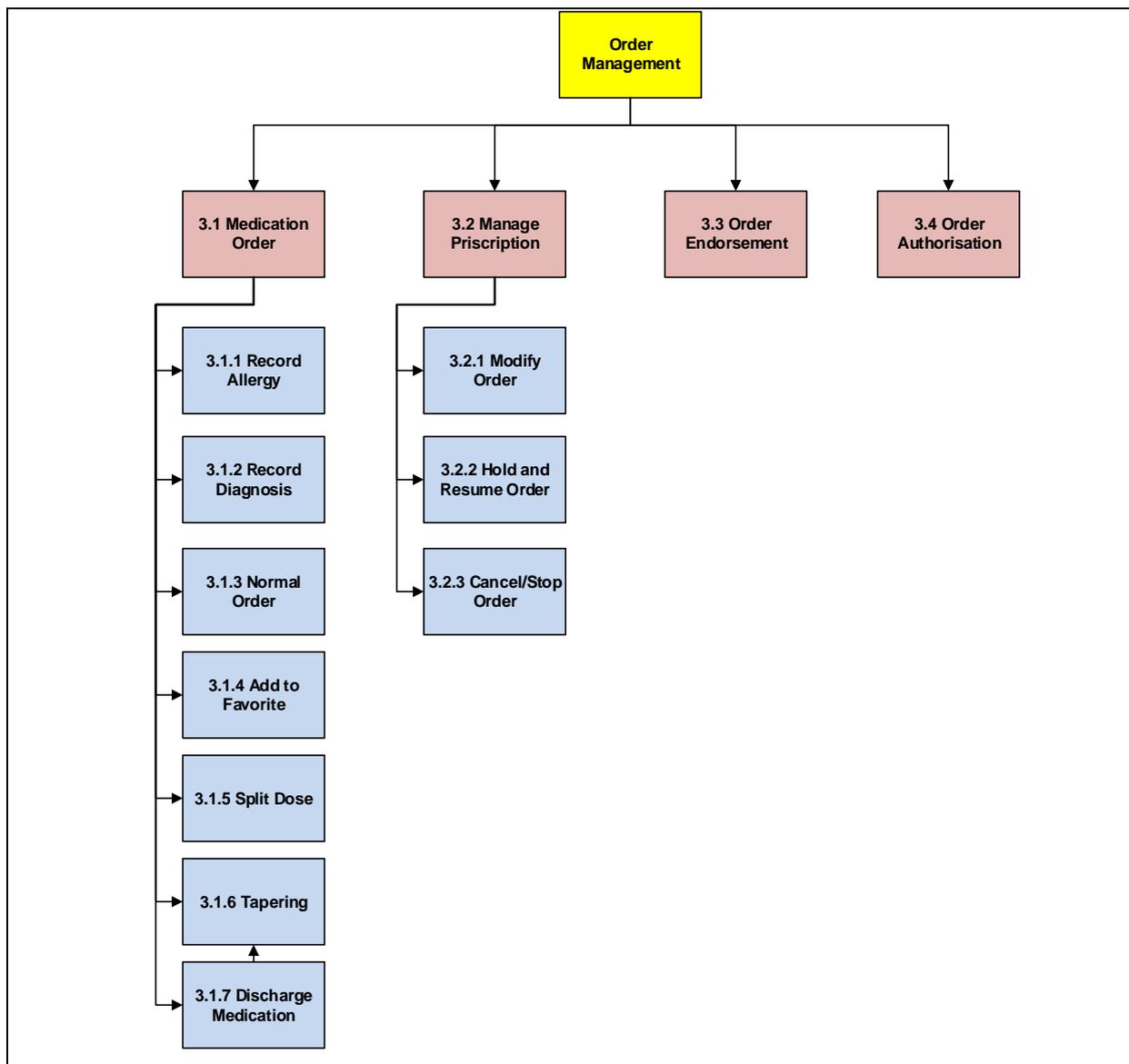


Figure 3.0-1



Functional Description

Medication Order comprises of five (4) main functions:

- **Normal Order**
To prescribe normal order
- **Manage Prescription**
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

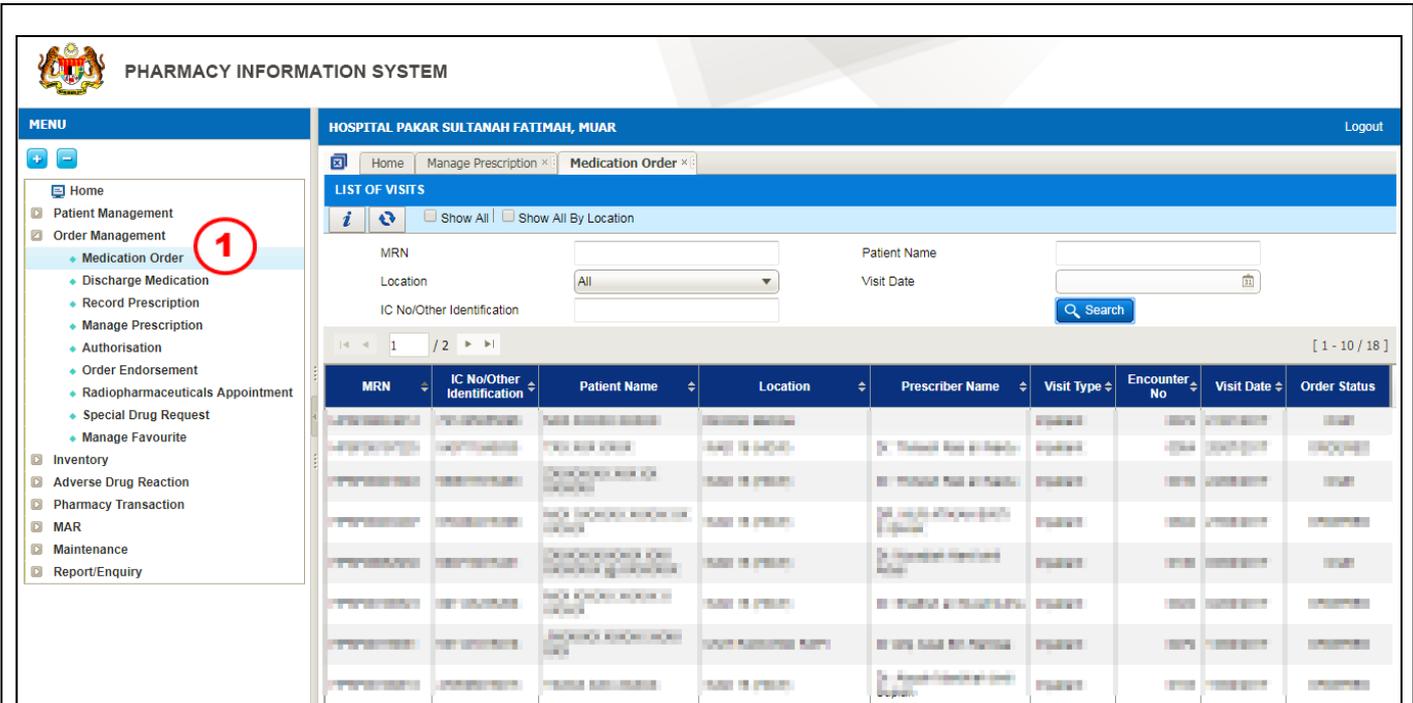


Figure 3.1.1-1 Order Screen Listing Page

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:
 - Show All
 - 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

MRN	IC No/Other Identification	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	DEW		Inpatient	0074	21/01/2017	Draft
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	Dr. Thinesh Rao a/l Naidu	Inpatient	0054	20/07/2017	ORDERED
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	Dr. Thinesh Rao a/l Naidu	Inpatient	0010	24/08/2017	Draft
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	DR. NUR ATIKAH BINTI S.ISHAK	Inpatient	0894	27/09/2017	ORDERED
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	Dr. Nuradiah Hani binti Arbai	Inpatient	0100	03/09/2017	Draft
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	Dr. Shattish a/l Sivaramithu	Inpatient	0022	04/09/2017	ORDERED
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	UNIT RAWATAN RAPI	Dr Afiq Alzat Bin Ramlee	Inpatient	0979	13/09/2017	ORDERED
HP5F00015081	HP5F00015081	PURSI RAJAH (PURI)	WAD 16 (HDW)	Dr. Aisyah Mardiah binti Suplan	Inpatient	0163	15/09/2017	ORDERED

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
 - Pensioner Status
- Prescriber able to update on pensioner status if the status appear in patient banner. Pensioner checkbox and pensioner drop down list will appear as Figure 3.1.1-4. Choose on the pensioner type and enter pensioner card number.

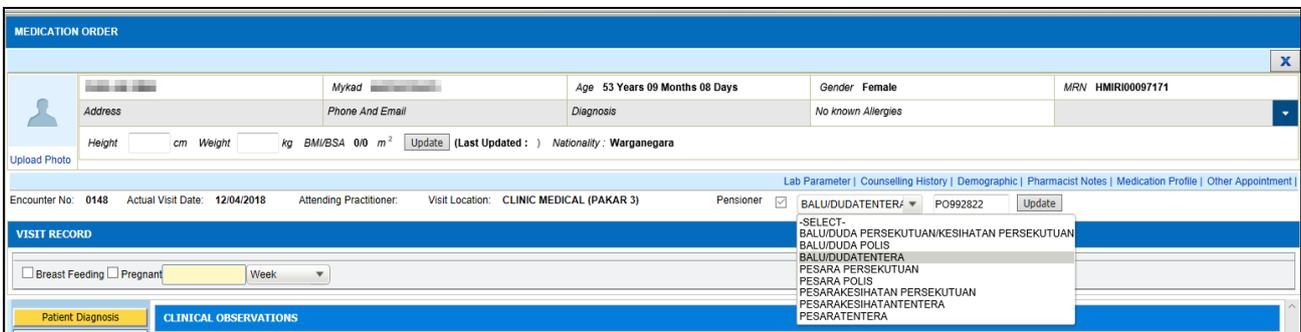


Figure 3.1.1-4 Patient Banner Screen

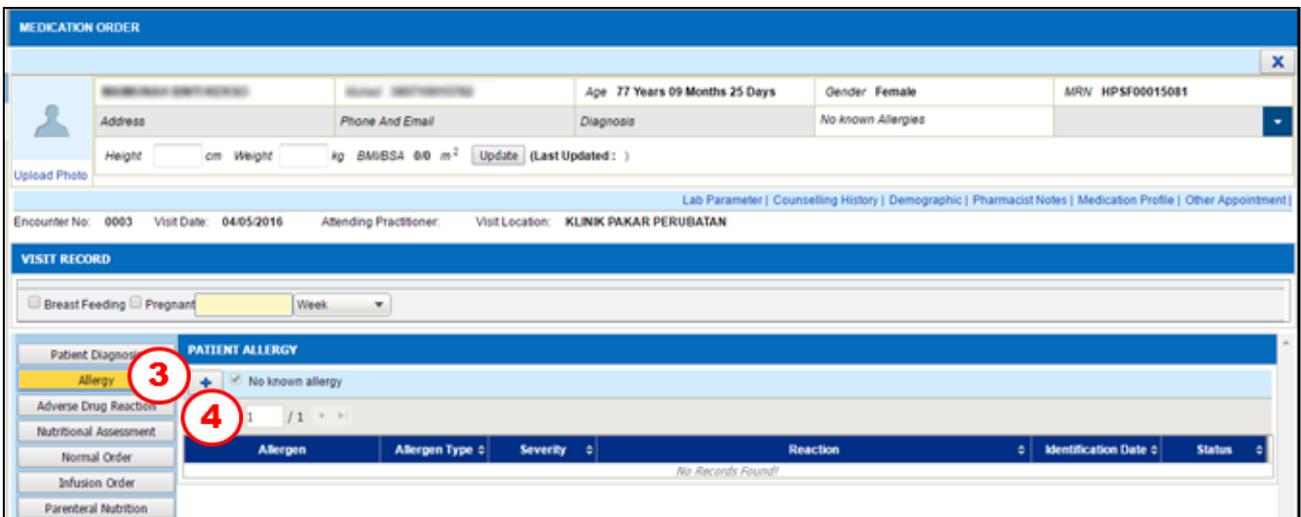


Figure 3.1.1-5 Patient Allergy Screen

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
 - Admission Date
 - Attending Practitioner
 - Visit Location
 - Rx No
 - Reference NO

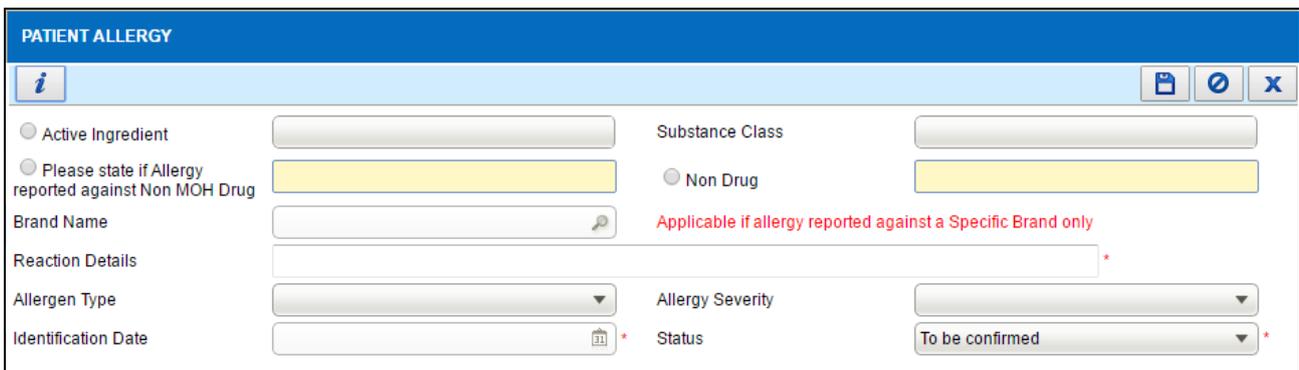
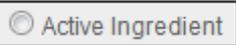


Figure 3.1.1-6 Allergy Detail Screen

Note

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

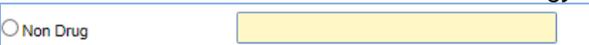
- 
- To record allergy by active ingredient.
- Active Ingredient will be retrieve from master setup.
- Click the radio button and Search the active ingredient by click on the  button.



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

- 

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

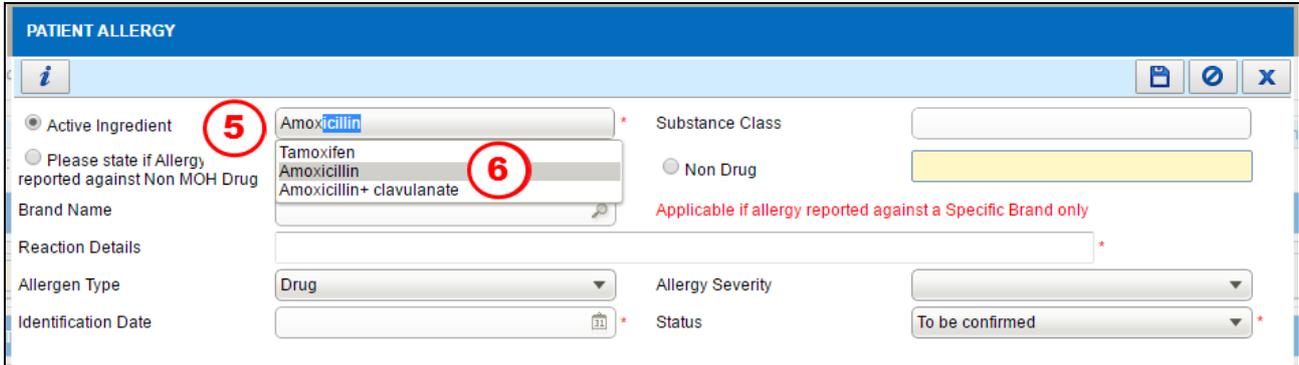


Figure 3.1.1-7 Allergy Detail Screen

STEP 6

Double click on the selected active ingredient

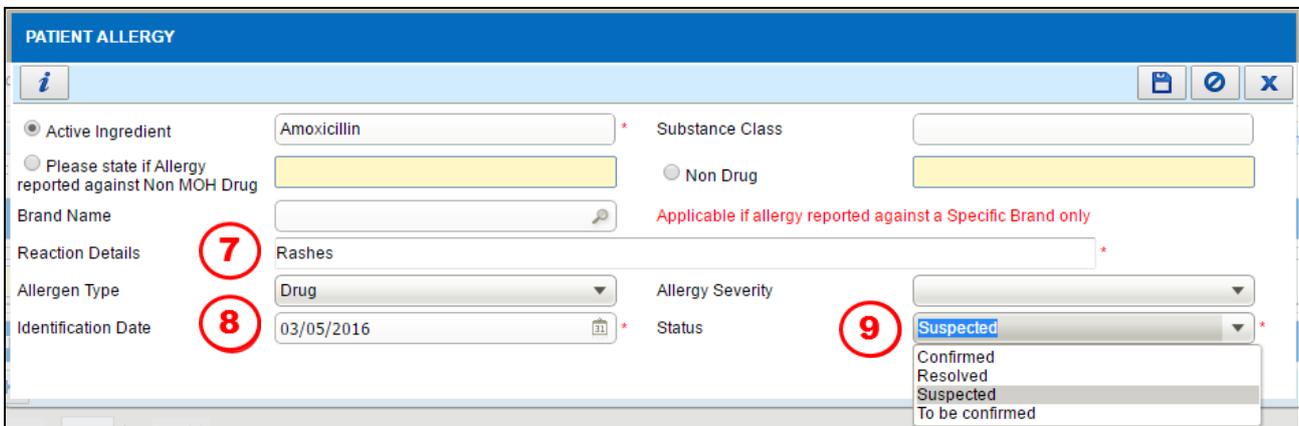


Figure 3.1.1-8 Allergy Detail Screen

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

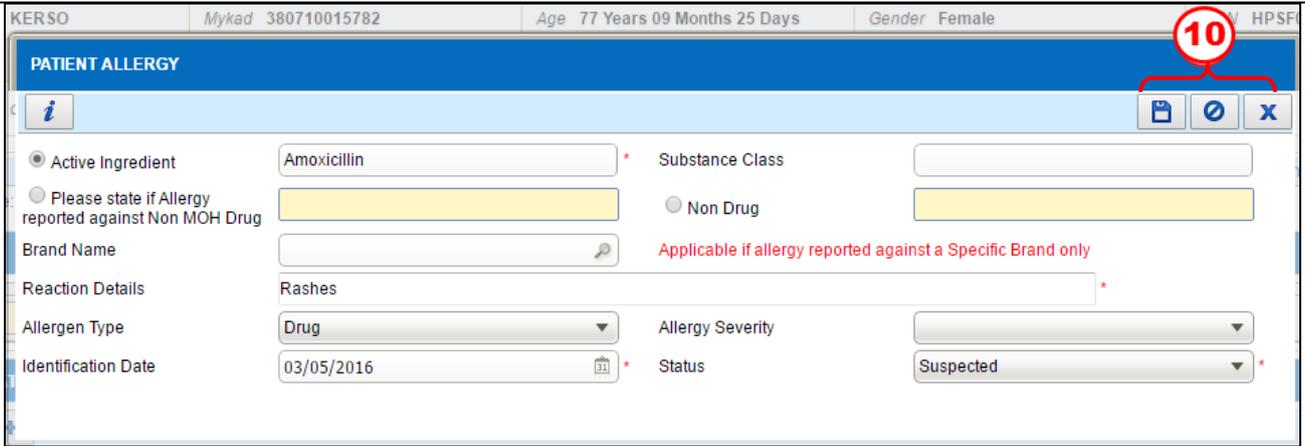


Figure 3.1.1-9 Allergy Detail Screen

Note

Below are the optional fields to be entered:

- Brand name
- Allergen Type
- Allergen Description
- Allergy Severity

STEP 10

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

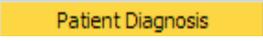
3.1.2 Record Diagnosis

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

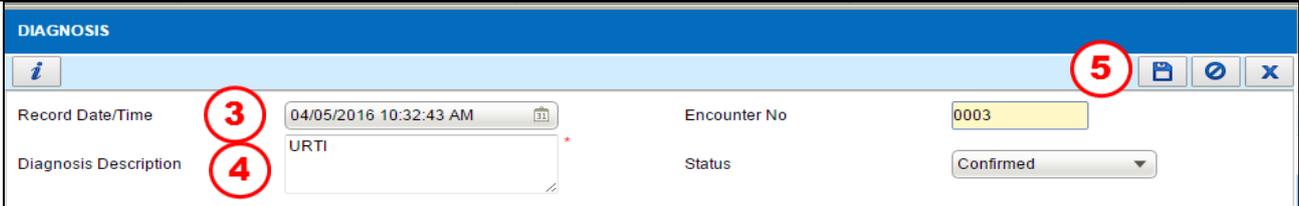


Figure 3.1.2-2 Diagnosis Detail Screen

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.

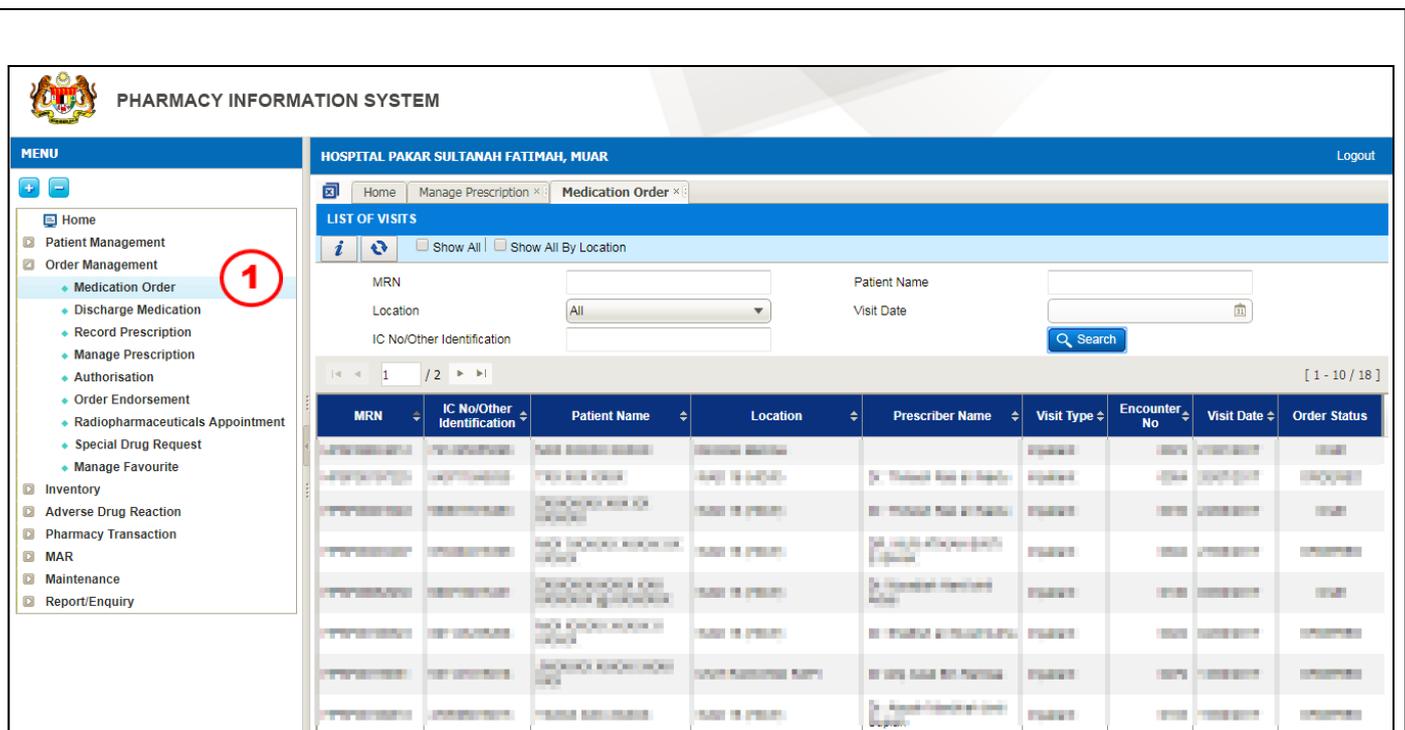


Figure 3.1.3-1 Order Screen Listing Page

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:

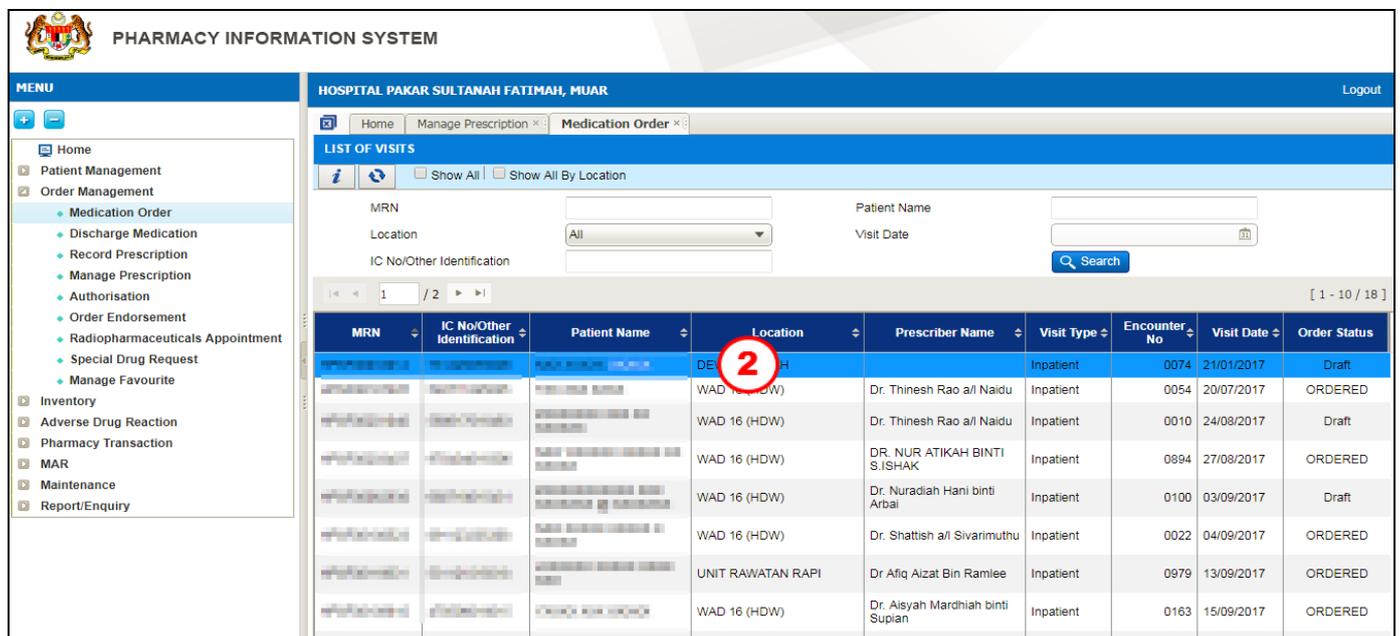
No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
B	Patient Name	Patient Name	Allow to search by patient full name or partial
C	Location	Patient visit location	Able to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

Table 3.1.3-1

Note

Search result of patient record list will be displayed:

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Manage Prescription Medication Order Logout

LIST OF VISITS

Show All Show All By Location

MRN Patient Name

Location Visit Date

IC No/Other Identification Search

1 / 2 [1 - 10 / 18]

MRN	IC No/Other Identification	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status
			DE		Inpatient	0074	21/01/2017	Draft
			WAD 16 (HDW)	Dr. Thinesh Rao a/ Naidu	Inpatient	0054	20/07/2017	ORDERED
			WAD 16 (HDW)	Dr. Thinesh Rao a/ Naidu	Inpatient	0010	24/08/2017	Draft
			WAD 16 (HDW)	DR. NUR ATIKAH BINTI S.ISHAK	Inpatient	0894	27/08/2017	ORDERED
			WAD 16 (HDW)	Dr. Nuradiah Hani binti Arbai	Inpatient	0100	03/09/2017	Draft
			WAD 16 (HDW)	Dr. Shattish a/ Sivaramithu	Inpatient	0022	04/09/2017	ORDERED
			UNIT RAWATAN RAPI	Dr Afiq Aizat Bin Ramlee	Inpatient	0979	13/09/2017	ORDERED
			WAD 16 (HDW)	Dr. Aisyah Mardhiah binti Suplan	Inpatient	0163	15/09/2017	ORDERED

Figure 3.1.3-2 Order Screen Listing Page

STEP 2

Double click on the selected patient

Note

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

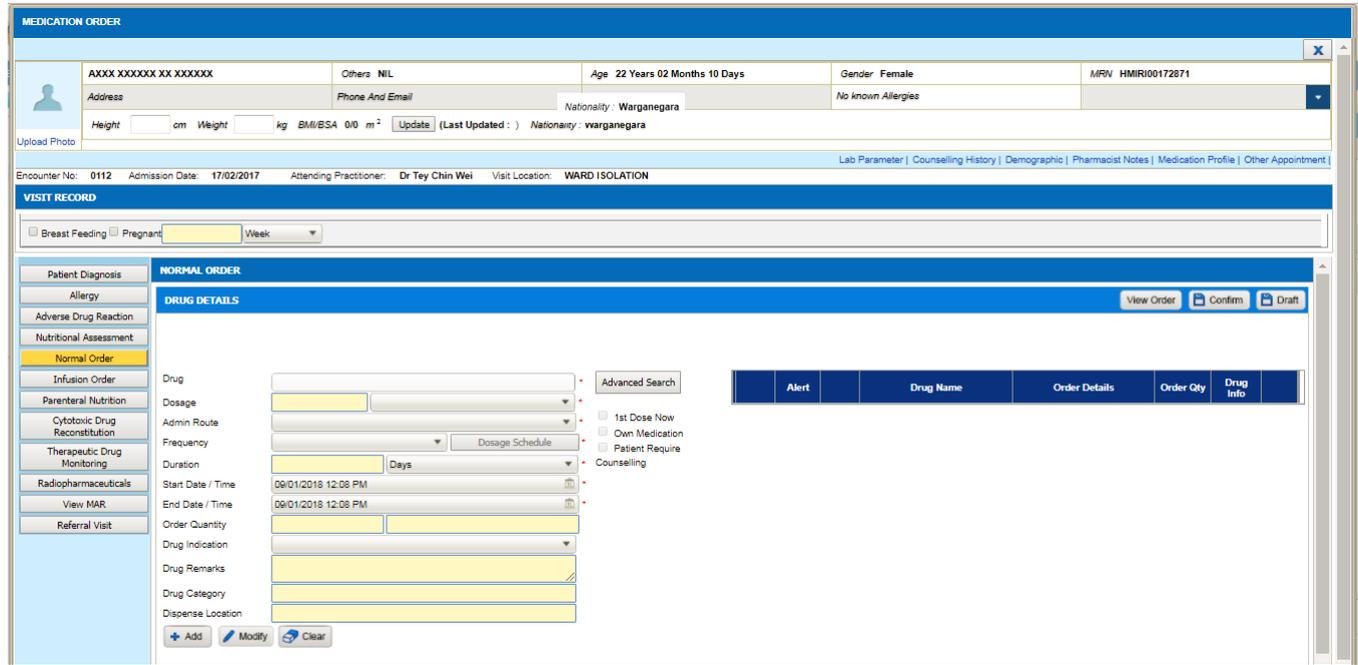
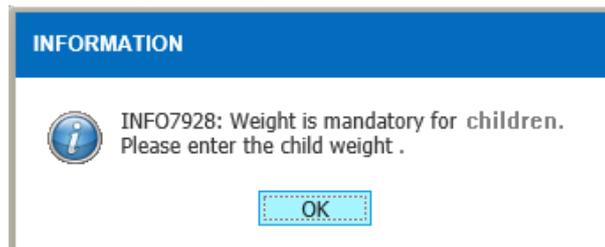


Figure 3.1.3-3 Normal Order Detail Screen

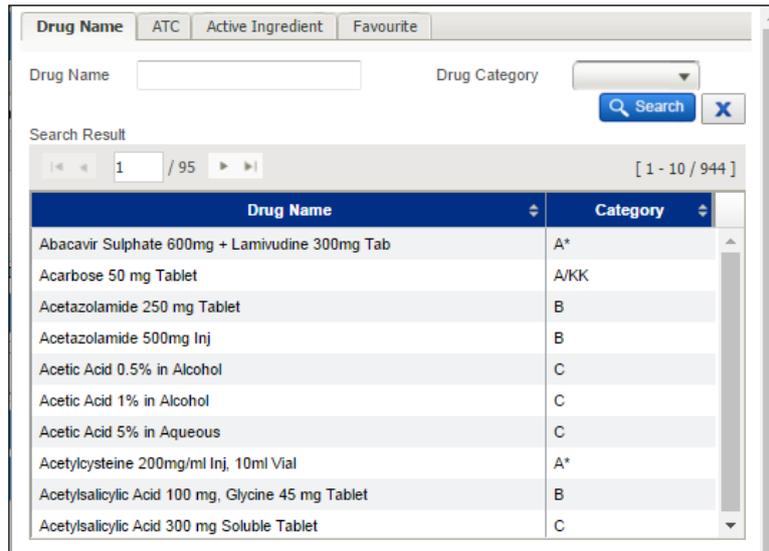
Note

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

Drug Name
ATC
Active Ingredient
Favourite

Anatomical Main Group	CARDIOVASCULAR SYS	Chemical Subgroup	Adrenergic and dopamine
Therapeutic Subgroup	CARDIAC THERAPY	Chemical Substance	All
Pharmacological Subgroup	CARDIAC STIMULANTS		

Q Search
X

Search Result

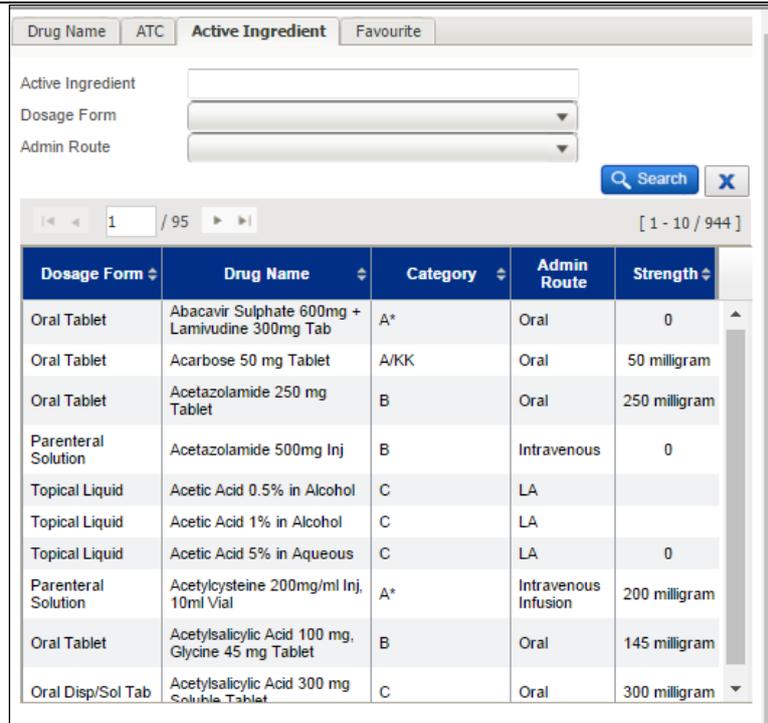
1 / 1 [1 - 7 / 7]

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

Figure 3.1.3-5 ATC Search Detail Screen

Note

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

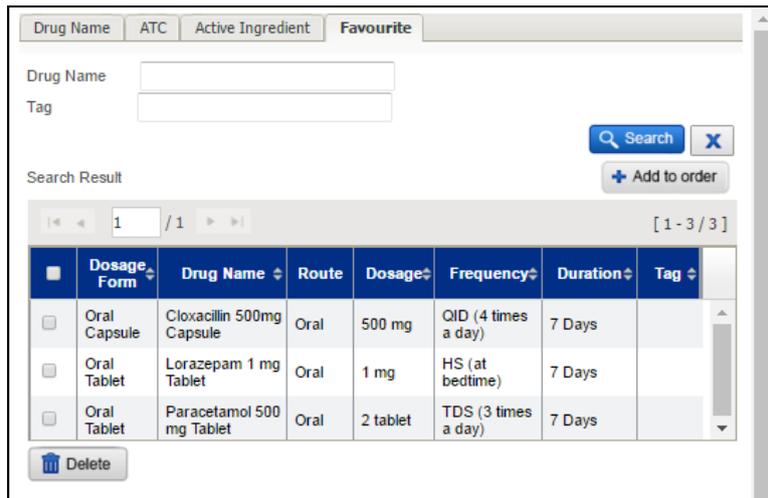


Dosage Form	Drug Name	Category	Admin Route	Strength
Oral Tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*	Oral	0
Oral Tablet	Acarbose 50 mg Tablet	A/KK	Oral	50 milligram
Oral Tablet	Acetazolamide 250 mg Tablet	B	Oral	250 milligram
Parenteral Solution	Acetazolamide 500mg Inj	B	Intravenous	0
Topical 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 **Search** 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.

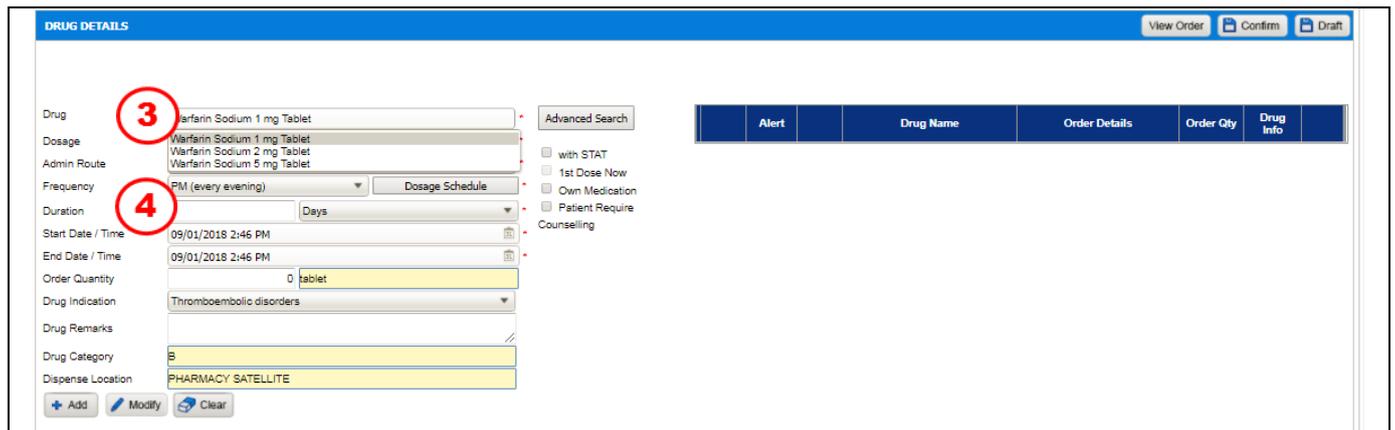


Figure 3.1.3-8 Order Detail Screen

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.

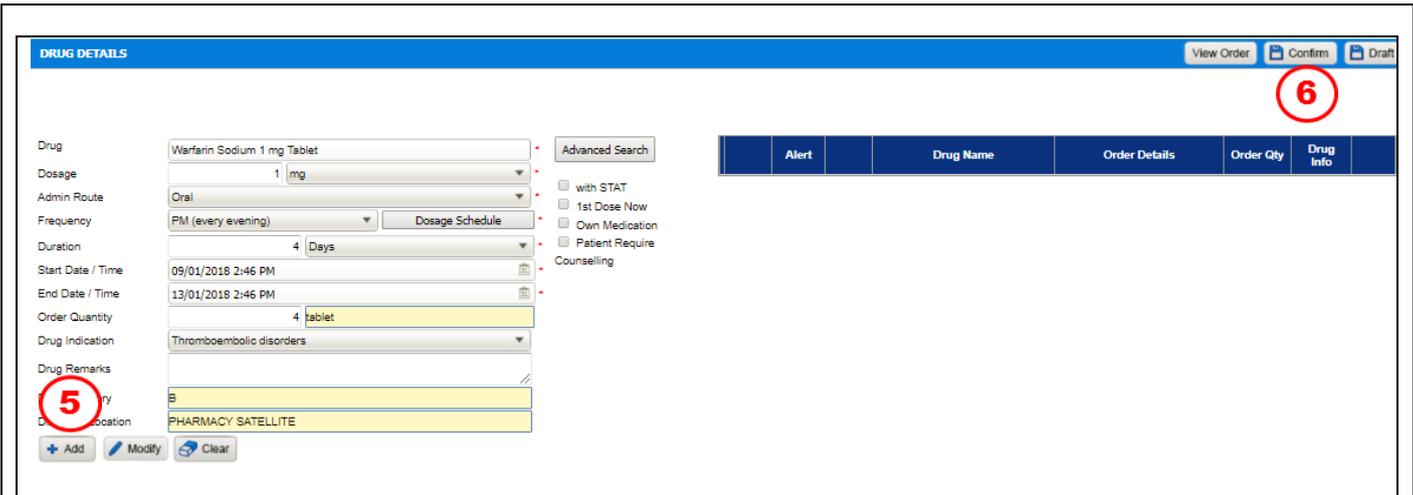


Figure 3.1.3-9 Favourite Search Detail Screen

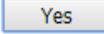
STEP 5

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.

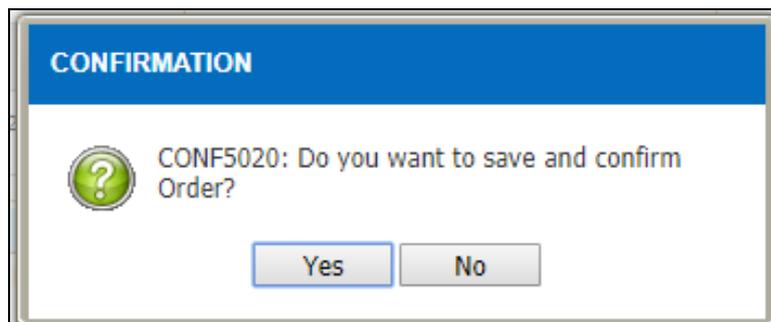


Figure 3.1.3-10 Confirmation Alert Message

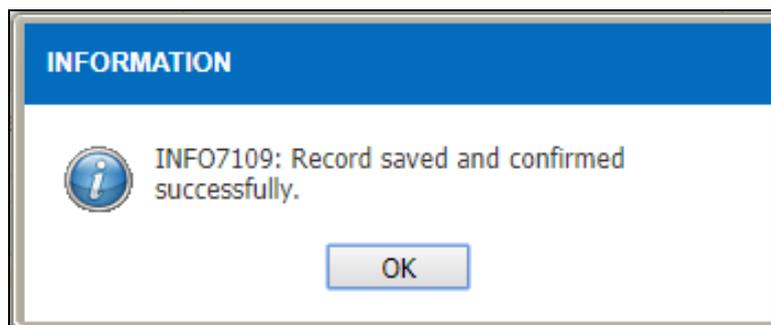
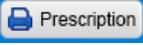
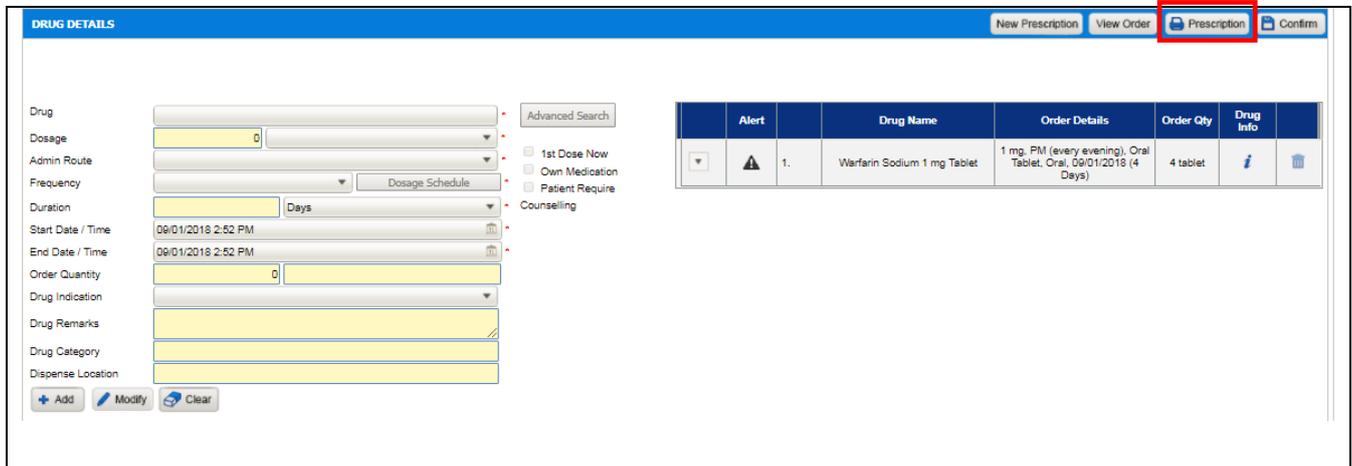


Figure 3.1.3-11 Information Alert Message

Note

- On click of confirm button, system will check if diagnosis already entered or not.
 - If diagnosis is entered, order will be confirmed.
 - If diagnosis is not entered, diagnosis screen will be displayed. Enter the diagnosis and the order will be confirmed.
- Once the order is confirmed, user able to see the  button as per Figure 3.1.3-12 and print the prescription as per Figure 3.1.3-13



The screenshot shows the 'DRUG DETAILS' form with various input fields for drug name, dosage, route, frequency, duration, start/end dates, quantity, and location. On the right, there is a table with columns: Alert, Drug Name, Order Details, Order Qty, and Drug Info. The 'Prescription' button in the top right navigation bar is highlighted with a red box.

Figure 3.1.3-12 Prescription Button Enable

**Ministry of Health, Malaysia
Hospital Pakar Sultanah Fatimah, Muar**

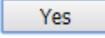
Patient Name : PT TEST	Patient ID : 490318015646
Age : 68 Years 4 Months 7 Days	MRN : HPSF00186555
Gender : Female	Prescription # : MOPC0000876360
Height/Weight/BSA : 155 cm / 55 kg / 1.56 m ²	Order Date/Time : 25/07/2017 11:12 AM
Room No/Bed No :	Location : KLINIK PAKAR PERUBATAN
Diagnosis : DIABETES MELLITUS	Allergy :

Drug Name	Route	Dose	Frequency	Start Date	End Date	Duration	Prescribed Qty
Warfarin Sodium 2 mg Tablet	Oral	2 mg	PM (every evening)	25/07/2017	23/09/2017	60 Days	60 tablet

Prescribed by : Dr. Sal binti Atan
Designation : Pegawai Perubatan Pakar
Department : General Medicine

Figure 3.1.3-13 Printed Prescription

- Master Index of Medical Specialities (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info  button to view the drug details.

- Click on the  button to 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.

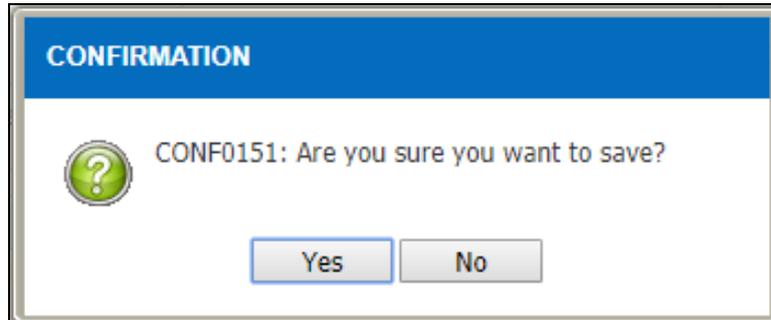


Figure 3.1.3-14 Confirmation Alert Message

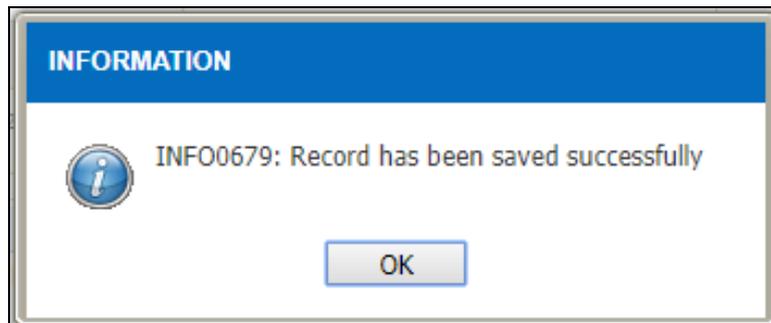


Figure 3.1.3-15 Information Alert Message

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

ORDER DETAILS													
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 (every evening), Oral Tablet, Oral, 25/07/2017 (60 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.

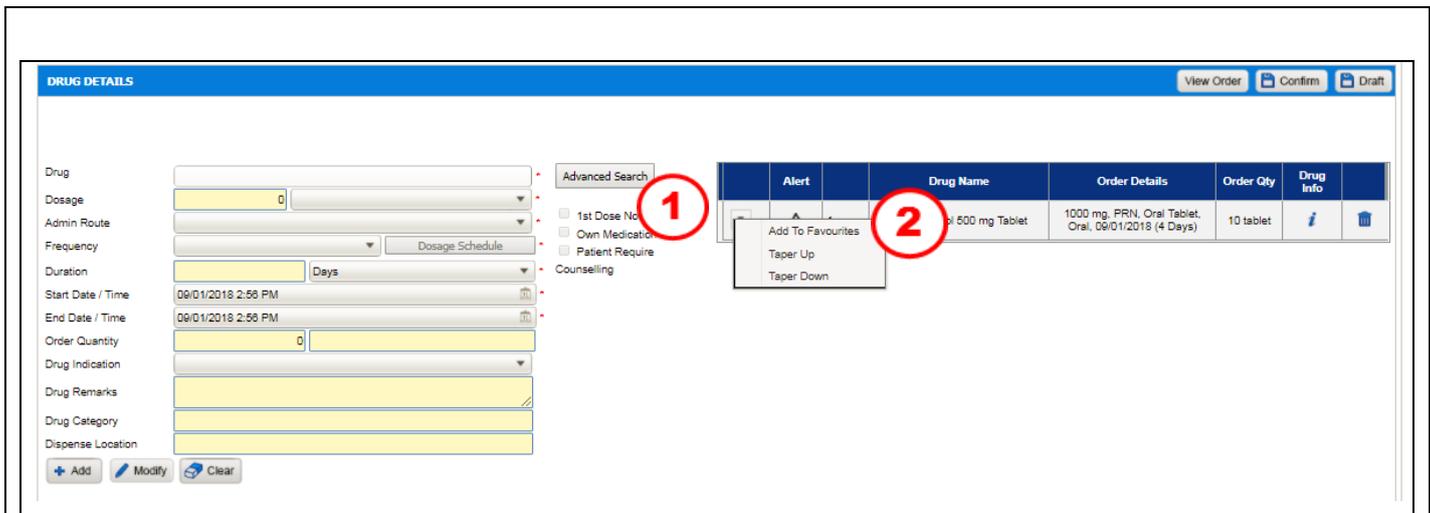


Figure 3.1.4-1 Add to Favorites Option Screen

Note

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

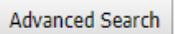
STEP 1

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

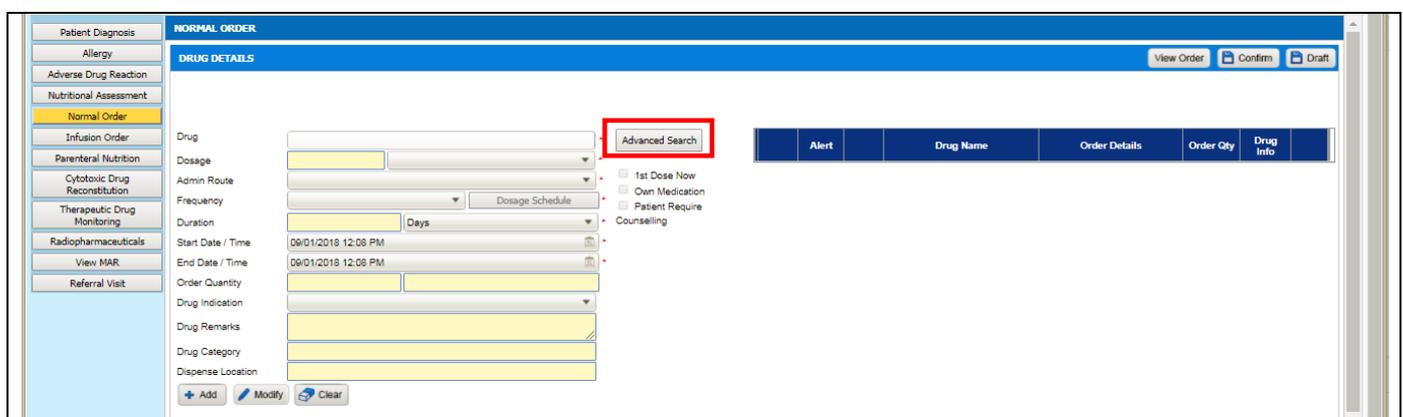


Figure 3.1.4-2 Add from Favorites Option Screen

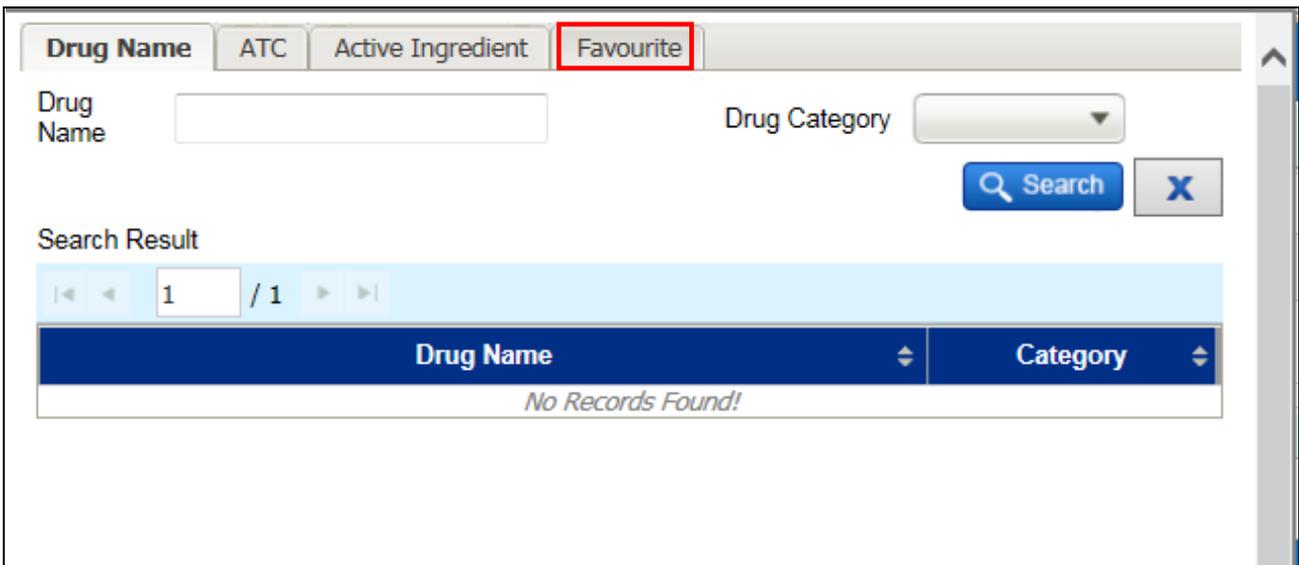


Figure 3.1.4-3 Favorites Option

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

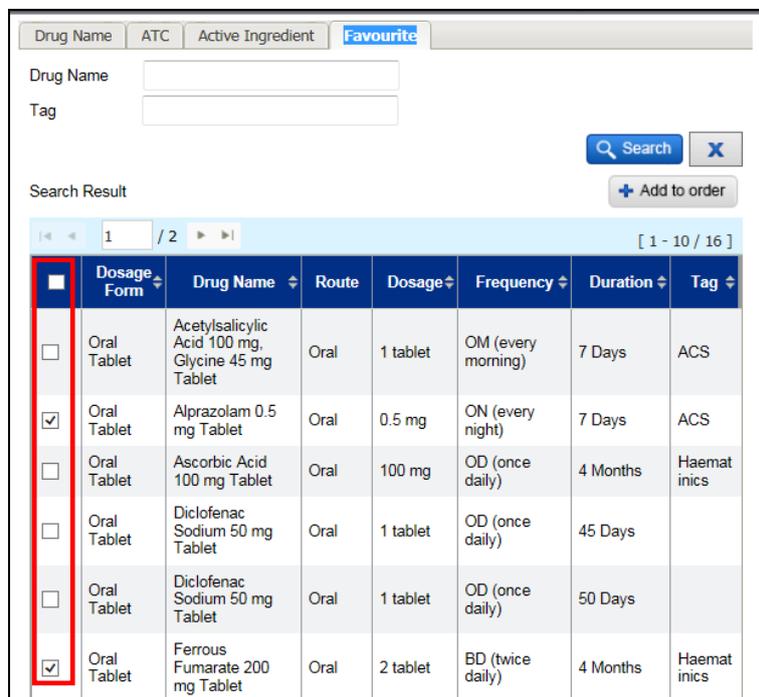


Figure 3.1.4-4 Favorite Drug List

- 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.

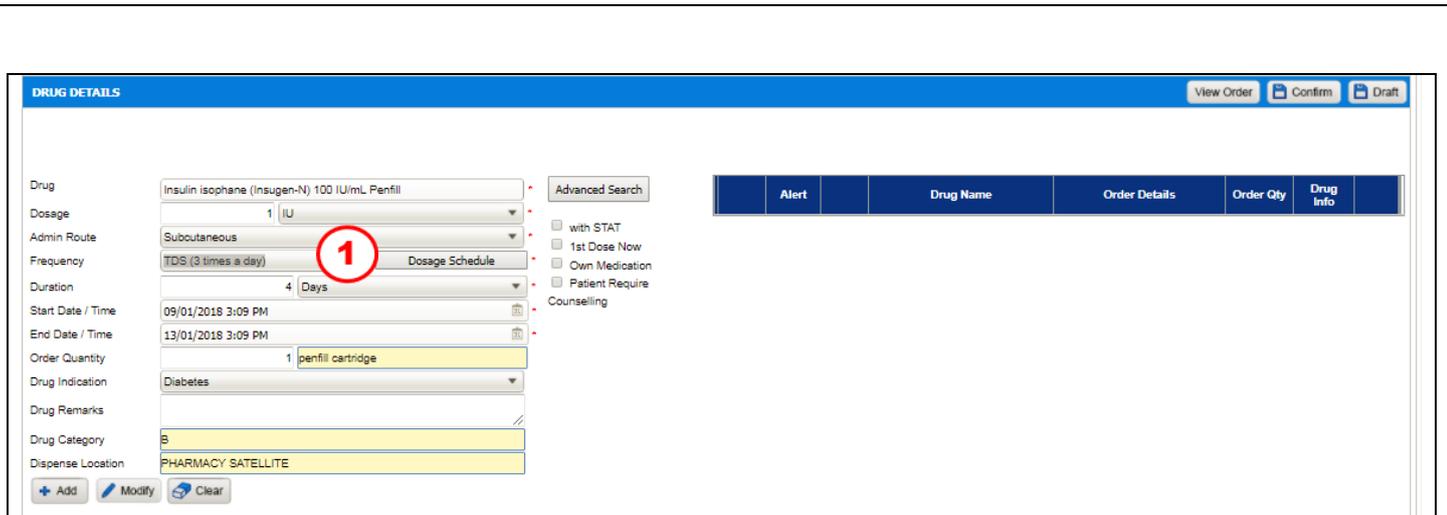


Figure 3.1.5-1 Normal Order Screen

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

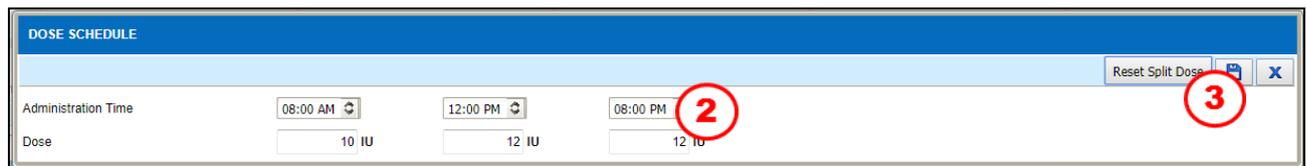


Figure 3.1.5-2 Split Dose Schedule Screen

STEP 2

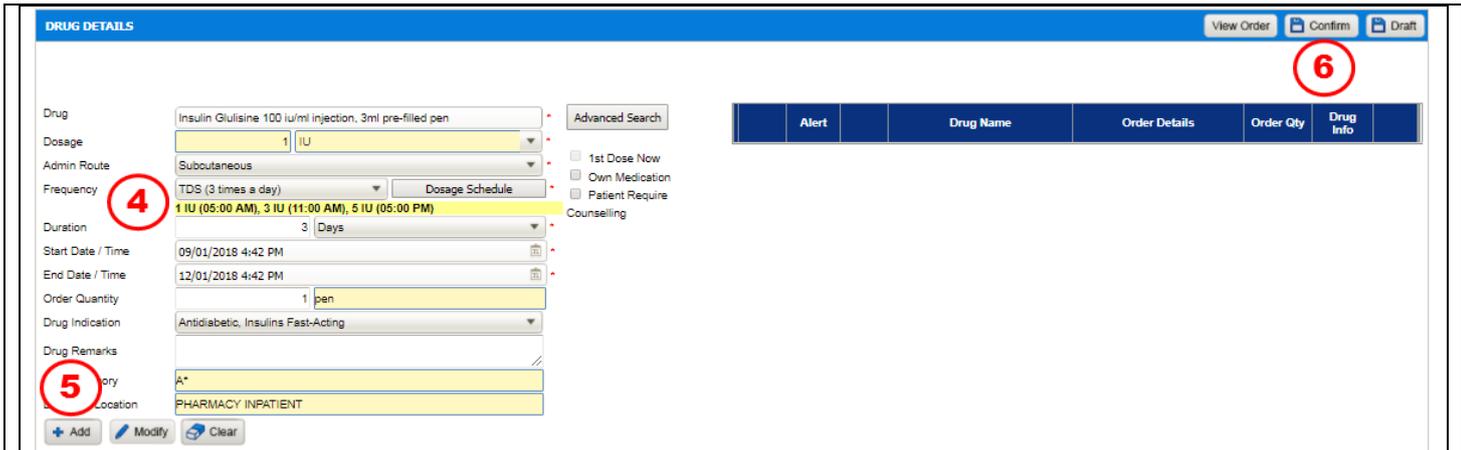
Change the dose for each **Administration Time**

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 medication order interface. It includes a header 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, Dosage, Admin Route, Frequency, Duration, Start Date / Time, End Date / Time, Order Quantity, Drug Indication, Drug Remarks, Priority, and Location. A 'Dosage Schedule' button is also present. Red circles highlight the 'Frequency' field (4), the 'Add' button (5), and the 'Confirm' button (6).

Figure 3.1.5-3 Normal Order Screen

STEP 4

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

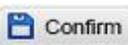
STEP 5

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.

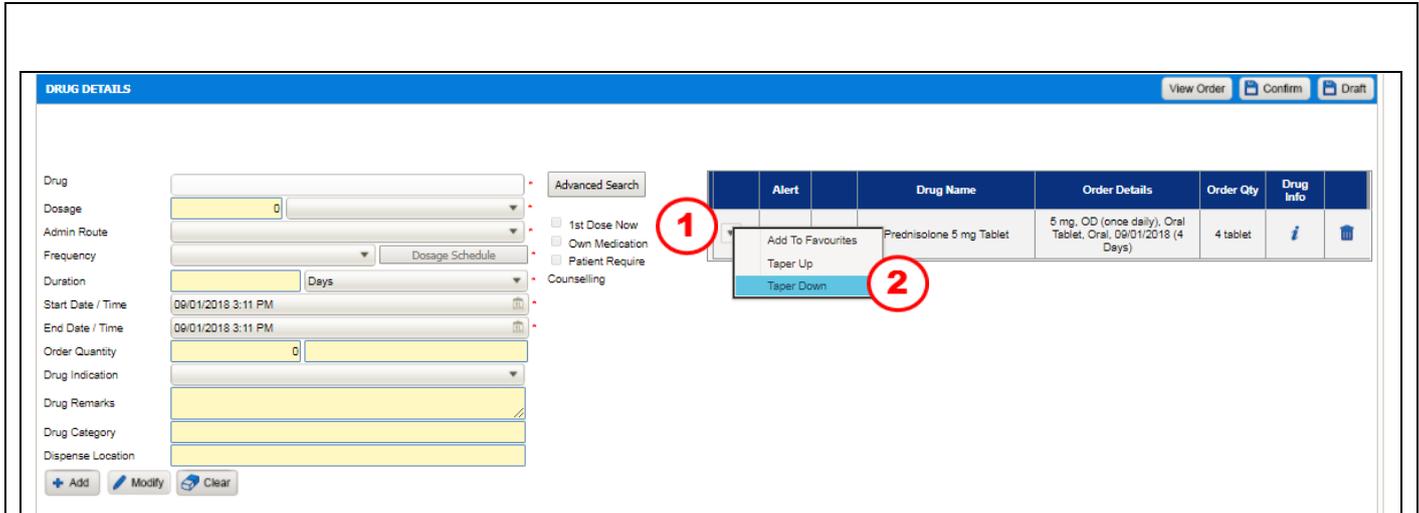


Figure 3.1.6-1 Taper Up Option Screen

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

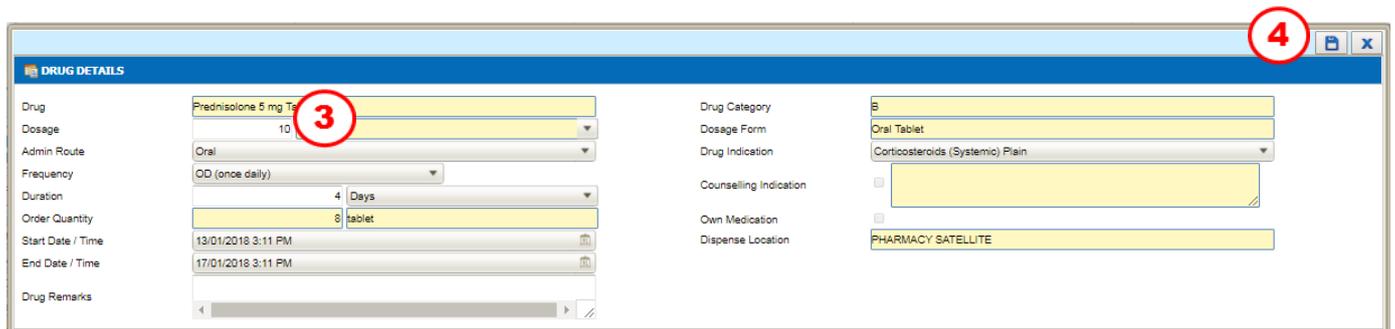


Figure 3.1.6-2 Drug Details Screen

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.

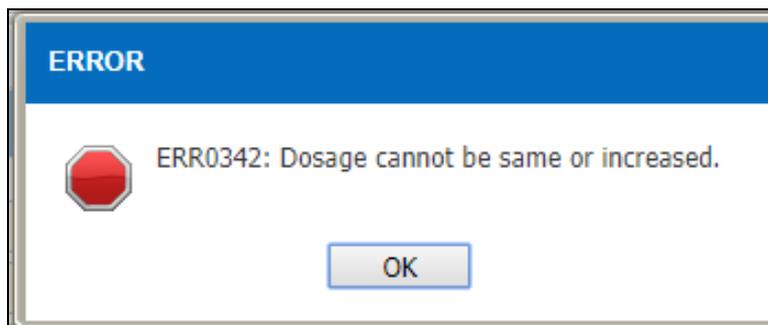
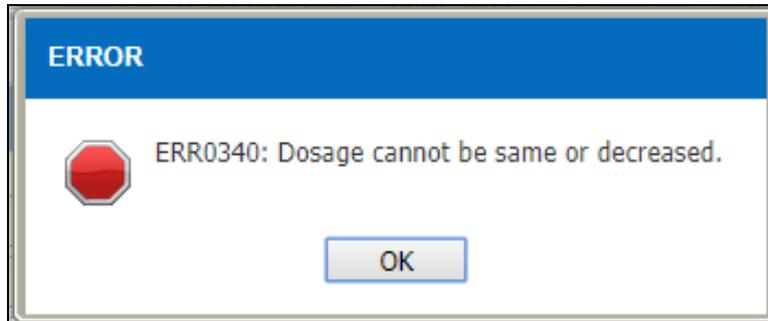


Figure 3.1.6-3 Tapering Error Message

STEP 4

Click on the  button to save record

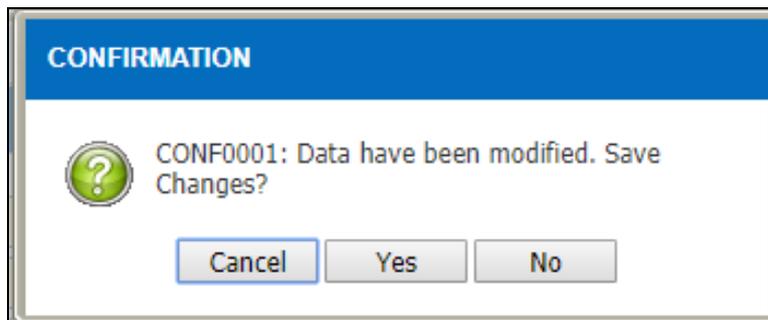


Figure 3.1.6-4 Confirmation Alert Message

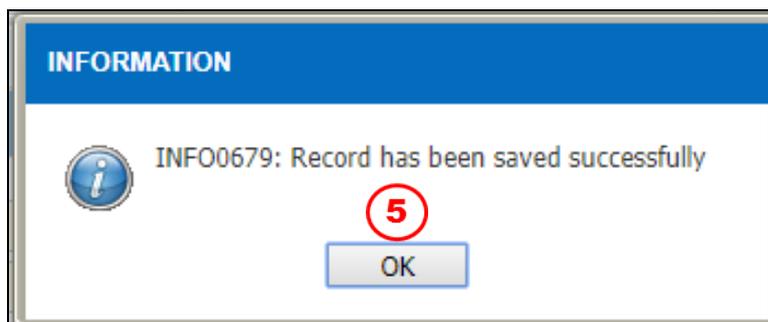
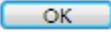
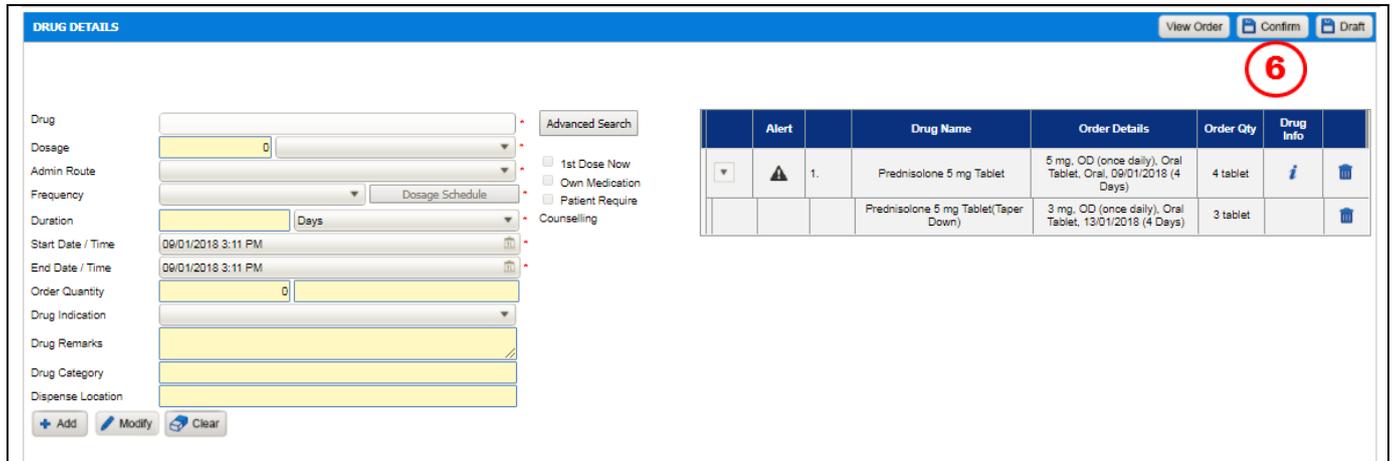


Figure 3.1.6-5 Information Alert Message

STEP 5

Click on the  button to proceed tapering



DRUG DETAILS View Order  Confirm  Draft

Drug: Advanced Search

Dosage:

Admin Route:

Frequency: Dosage Schedule

Duration: Days

Start Date / Time: 09/01/2018 3:11 PM

End Date / Time: 09/01/2018 3:11 PM

Order Quantity:

Drug Indication:

Drug Remarks:

Drug Category:

Dispense Location:

Alert	Drug Name	Order Details	Order Qty	Drug Info
	Prednisolone 5 mg Tablet	5 mg, OD (once daily), Oral Tablet, Oral, 09/01/2018 (4 Days)	4 tablet	 
	Prednisolone 5 mg Tablet(Taper Down)	3 mg, OD (once daily), Oral Tablet, 13/01/2018 (4 Days)	3 tablet	

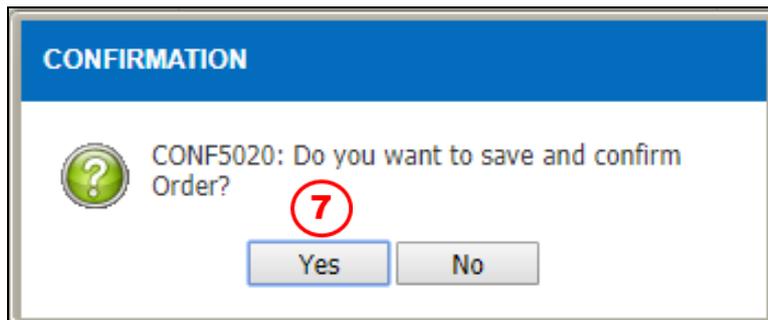
Figure 3.1.6-6 Normal Order Screen

STEP 6

Click on the  button to confirm order

Note

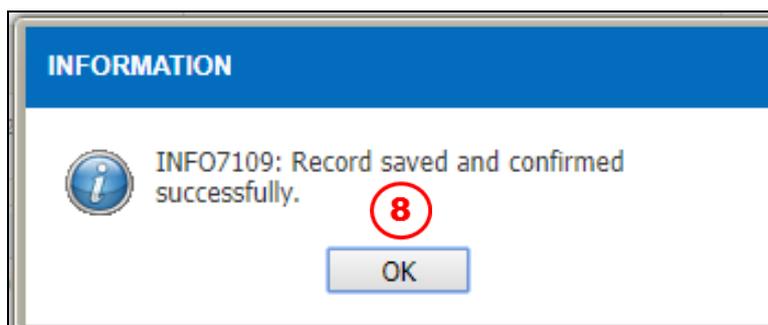
- Repeat **Step 1 to 5** if another level of taper is required.
- To modify prescription, delete the latest tapering from the list.



CONFIRMATION

 CONF5020: Do you want to save and confirm Order?

Figure 3.1.6-7 Confirmation Alert Message

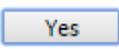


INFORMATION

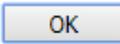
 INFO7109: Record saved and confirmed successfully.

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.

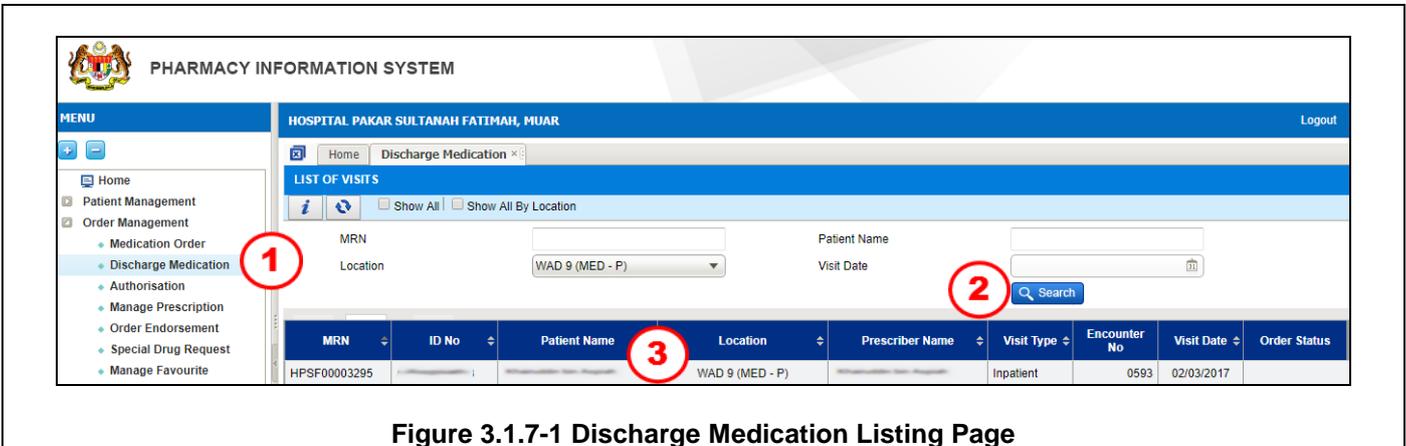


Figure 3.1.7-1 Discharge Medication Listing Page

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

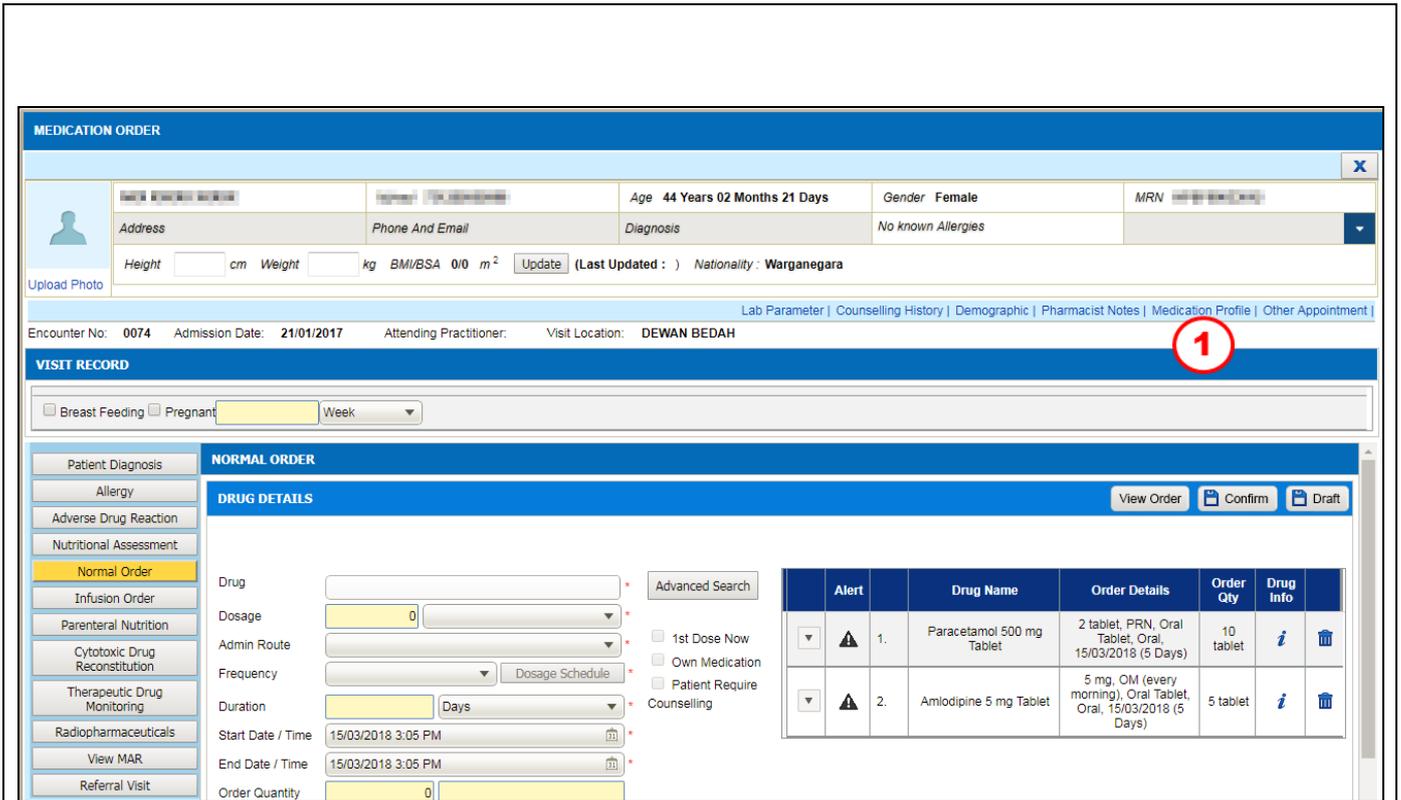
Note

- 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.



MEDICATION ORDER

Encounter No: 0074 Admission Date: 21/01/2017 Attending Practitioner: Visit Location: DEWAN BEDAH

VISIT RECORD

Breast Feeding Pregnant Week

NORMAL ORDER

DRUG DETAILS View Order Confirm Draft

Alert	Drug Name	Order Details	Order Qty	Drug Info
▼ ⚠ 1.	Paracetamol 500 mg Tablet	2 tablet, PRN, Oral Tablet, Oral, 15/03/2018 (5 Days)	10 tablet	i
▼ ⚠ 2.	Amlodipine 5 mg Tablet	5 mg, OM (every morning), Oral Tablet, Oral, 15/03/2018 (5 Days)	5 tablet	i

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 button to renew selected drugs

MEDICATION PROFILE

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

Mykad: [REDACTED] | Age: 79 Years 06 Months 10 Days | Gender: Female | MRA: [REDACTED] **3**

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

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

Upload Photo

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

Prescription Status: All | Order Type: Normal | Search

Current Medication

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

Previous Medication [1 - 10 / 54]

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

+ Add | Modify | Clear

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

NORMAL ORDER

View Order | Confirm | Draft

DRUG DETAILS

Alert | Drug Name | Order Details | Order Qty | Drug Info **4**

Drug: [REDACTED] | Advanced Search

Dosage: [REDACTED] | Admin Route: [REDACTED] | Dosage Schedule: [REDACTED]

Frequency: [REDACTED] | Duration: [REDACTED] Days

Start Date / Time: 25/07/2017 11:15 AM | End Date / Time: 25/07/2017 11:15 AM

Order Quantity: [REDACTED]

Drug Indication: [REDACTED]

Drug Remarks: [REDACTED]

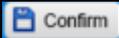
Drug Category: [REDACTED]

Dispense Location: [REDACTED]

+ Add | Modify | Clear

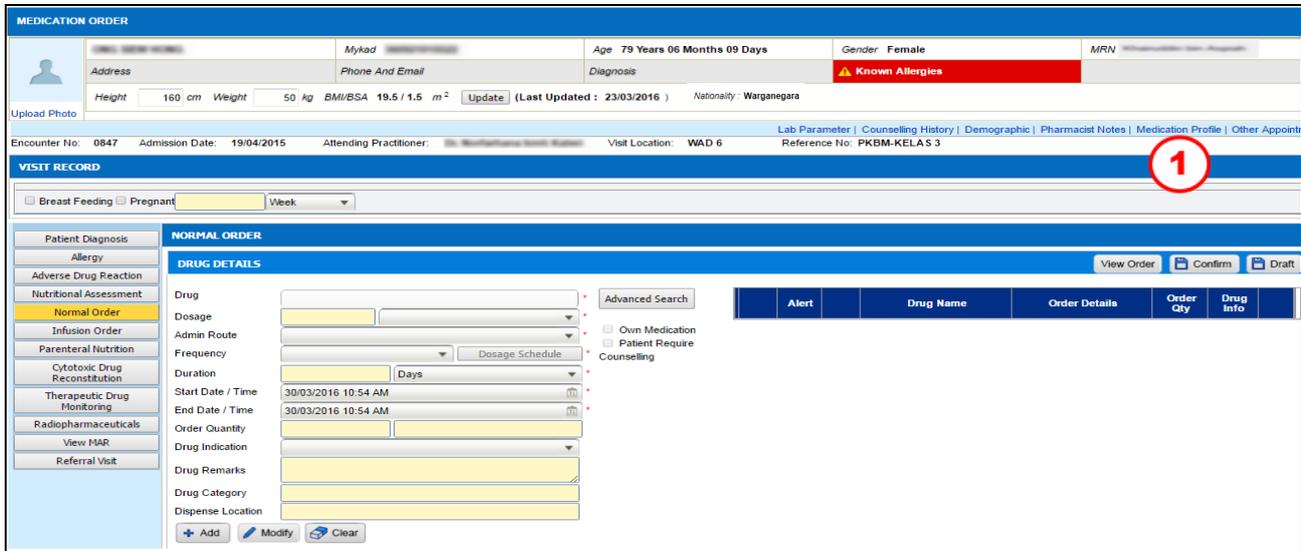
Figure 3.1-8-3 Normal Order Screen

STEP 4

Click on  button to confirm the prescription

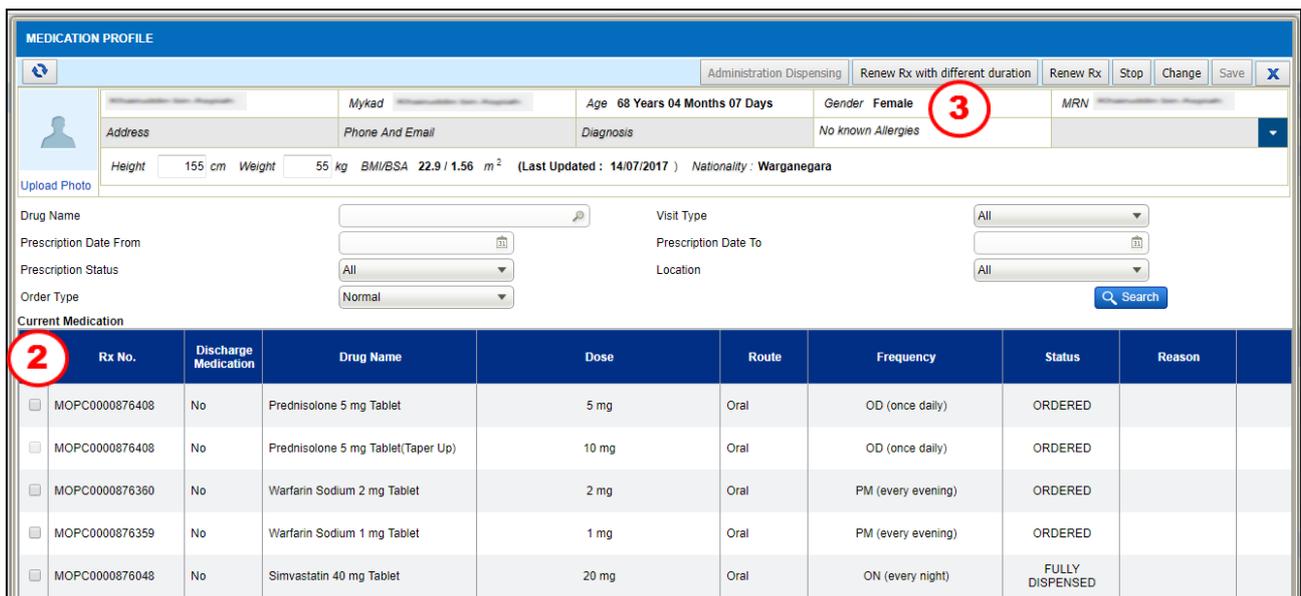
3.1.9 Renew RX With Different Duration

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



The screenshot shows the 'MEDICATION ORDER' interface. At the top, there is a patient information bar with fields for Mykad, Age (79 Years 06 Months 09 Days), Gender (Female), and MRN. A red box highlights the 'Known Allergies' field. Below this is a 'VISIT RECORD' section with a red circle '1' around the 'Week' dropdown menu. The main area is titled 'NORMAL ORDER' and contains a 'DRUG DETAILS' form with fields for Drug, Dosage, Admin Route, Frequency, Duration, Start Date / Time, End Date / Time, Order Quantity, Drug Indication, Drug Remarks, Drug Category, and Dispense Location. There are also buttons for '+ Add', 'Modify', and 'Clear'.

Figure 3.1.9-1 Medication Order Screen



The screenshot shows the 'MEDICATION PROFILE' interface. At the top, there is a patient information bar with fields for Mykad, Age (68 Years 04 Months 07 Days), Gender (Female), and MRN. A red box highlights the 'MRN' field. Below this is a 'Current Medication' table with columns: Rx No., Discharge Medication, Drug Name, Dose, Route, Frequency, Status, and Reason. A red circle '2' is around the 'Discharge Medication' column. Above the table are search filters for Drug Name, Prescription Date From, Prescription Status, Order Type, Visit Type, Prescription Date To, and Location. A red circle '3' is around the 'Renew Rx with different duration' button in the top navigation bar.

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason
<input type="checkbox"/> MOPC0000876408	No	Prednisolone 5 mg Tablet	5 mg	Oral	OD (once daily)	ORDERED	
<input type="checkbox"/> MOPC0000876408	No	Prednisolone 5 mg Tablet(Taper Up)	10 mg	Oral	OD (once daily)	ORDERED	
<input type="checkbox"/> MOPC0000876360	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	PM (every evening)	ORDERED	
<input type="checkbox"/> MOPC0000876359	No	Warfarin Sodium 1 mg Tablet	1 mg	Oral	PM (every evening)	ORDERED	
<input type="checkbox"/> MOPC0000876048	No	Simvastatin 40 mg Tablet	20 mg	Oral	ON (every night)	FULLY DISPENSED	

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

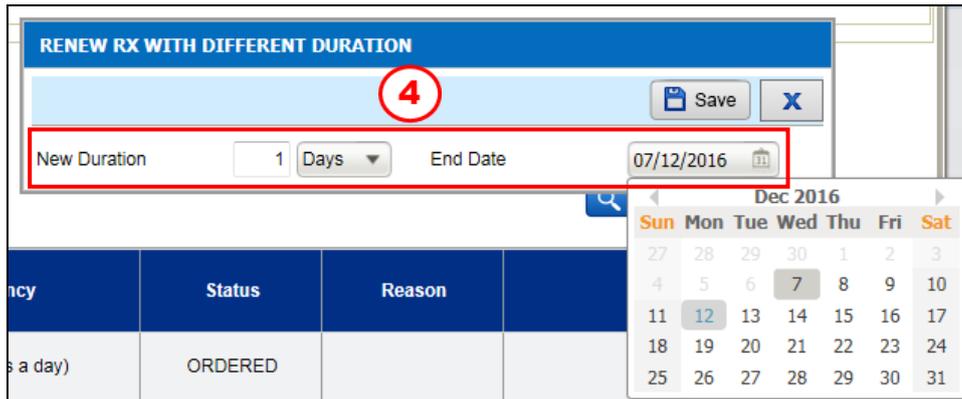


Figure 3.1.9-3 Renew RX With Different Duration Screen

STEP 4

Select either *New Duration* or *End Date*

STEP 5

Click the  button

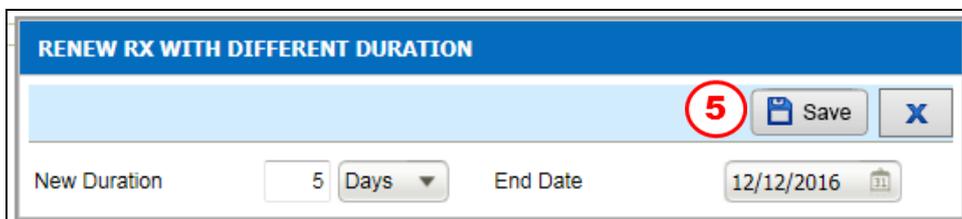
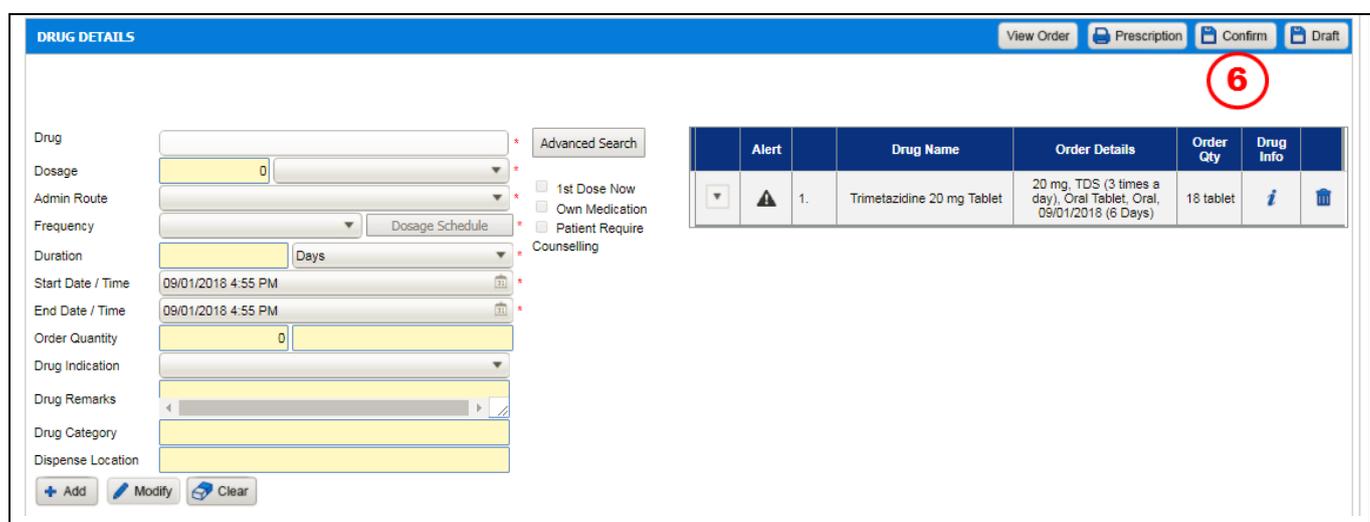


Figure 3.1.9-4 Medication Order Screen



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.

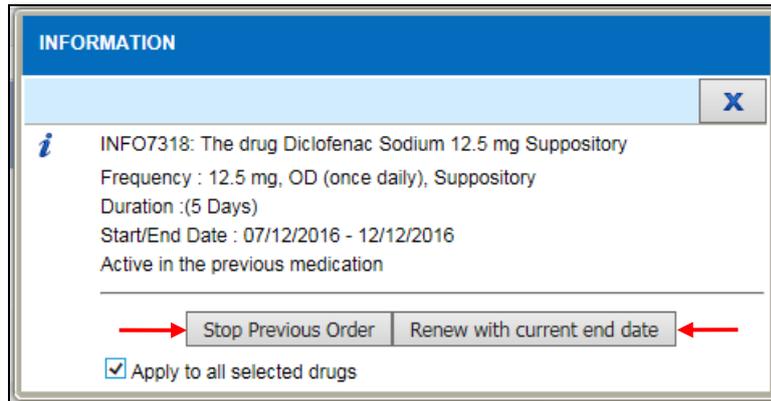


Figure 3.1.9-6 Information Alert Message

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										
	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty
<input type="checkbox"/>	MOPC0000875156	No	Terazosin HCl 2 mg Tablet	2 mg	Oral	OD (once daily)	CANCELLED		1 Days	1 tablet
<input type="checkbox"/>	MOPC0000875156	No	Ranitidine 150 mg Tablet	150 mg	Oral	BD (twice daily)	CANCELLED		1 Days	2 tablet
<input type="checkbox"/>	MOPC0000875156	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		1 Days	1 tablet
<input type="checkbox"/>	MOPC0000875154	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		5 Days	5 tablet
<input type="checkbox"/>	A&E0000641533	Yes	Tramadol HCl 50 mg Capsule	50 mg	Oral	TDS PRN	PARTIALLY DISPENSED		14 Days	42 capsule
<input type="checkbox"/>	A&E0000641533	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. Once save the new changes of drug information, previous order details will be stop and new drug info will be created. The 'Stop' drug can be seen in Previous Medication list.

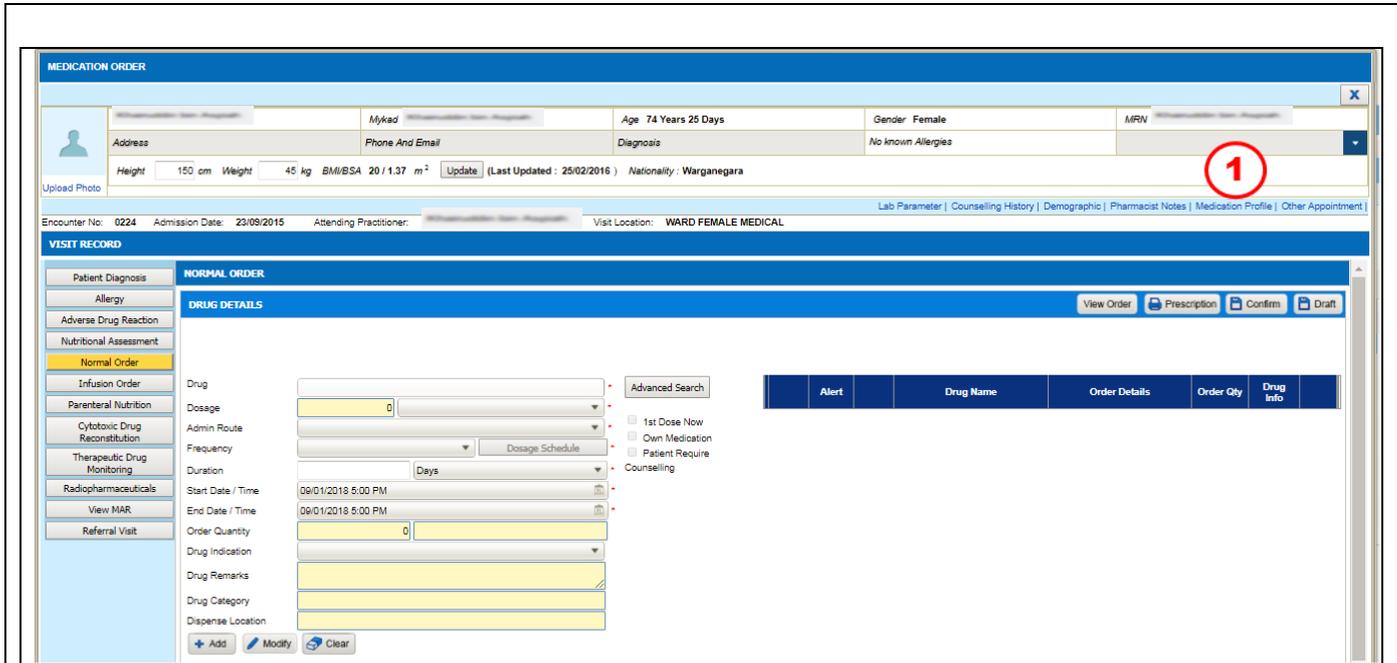
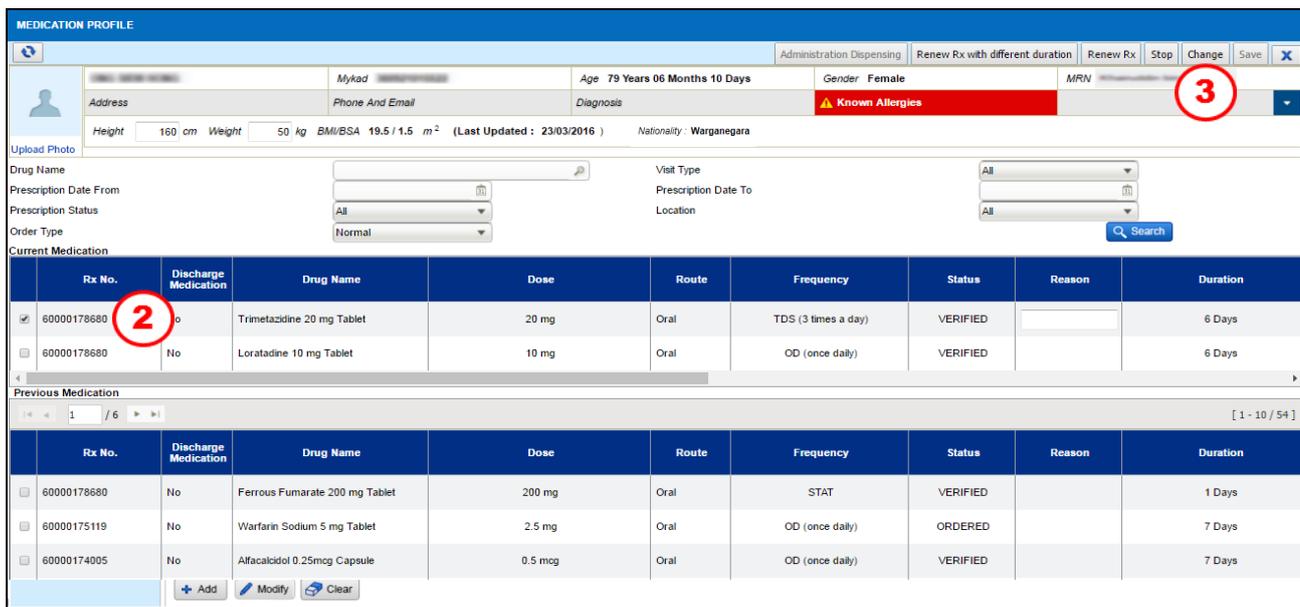


Figure 3.1.10-1 Medication Order Screen

STEP 1

Click on the **Medication Profile** hyperlink



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

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

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

MEDICATION PROFILE

Mykad: [REDACTED] Age: 79 Years 06 Months 10 Days Gender: Female M/RN: HP SF00033202

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

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

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
60000178680	No	Trimetazidine 20 mg Tablet	20 mg	Oral	TDS (3 times a day)	VERIFIED		6 Days	18 tablet	31/03/2016 04:05:33 PM
60000178680	No	Loratadine 10 mg Tablet	10 mg	Oral	OD (once daily)	VERIFIED		6 Days	6 tablet	28/03/2016 11:59:04 AM

Previous Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty	Start Date
60000178680	No	Ferrous Fumarate 200 mg Tablet	200 mg	Oral	STAT	VERIFIED		1 Days	1 tablet	28/03/2016 11:59:39 AM
60000175119	No	Warfarin Sodium 5 mg Tablet	2.5 mg	Oral	OD (once daily)	ORDERED		7 Days	4 tablet	17/05/2015 07:53:48 PM
60000174005	No	Afacalcidol 0.25mg Capsule	0.5 mcg	Oral	OD (once daily)	VERIFIED		7 Days	14 capsule	16/05/2015 01:32:00 PM

Buttons: + Add, Modify, Clear

Figure 3.1.10-3 Medication Profile Screen

STEP 4

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

STEP 5

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

CONFIRMATION

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

Buttons: Yes, No

Figure 3.1.10-4 Confirmation Alert Message

STEP 6

click on **Yes** button to proceed ordering screen

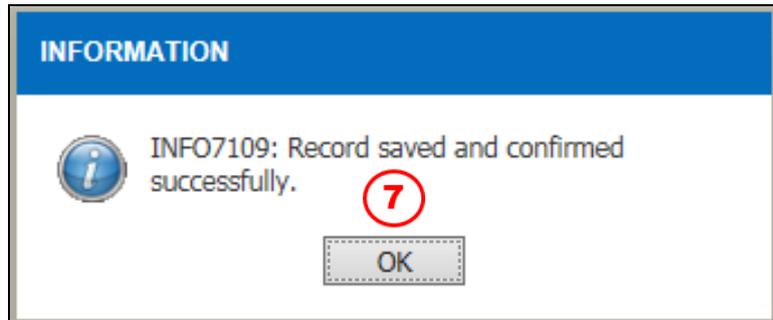


Figure 3.1.10-5 Information Alert Message

STEP 7

Click on  to confirm the changes

3.1.11 Stop

Prescriber is allowed to stop current medication.

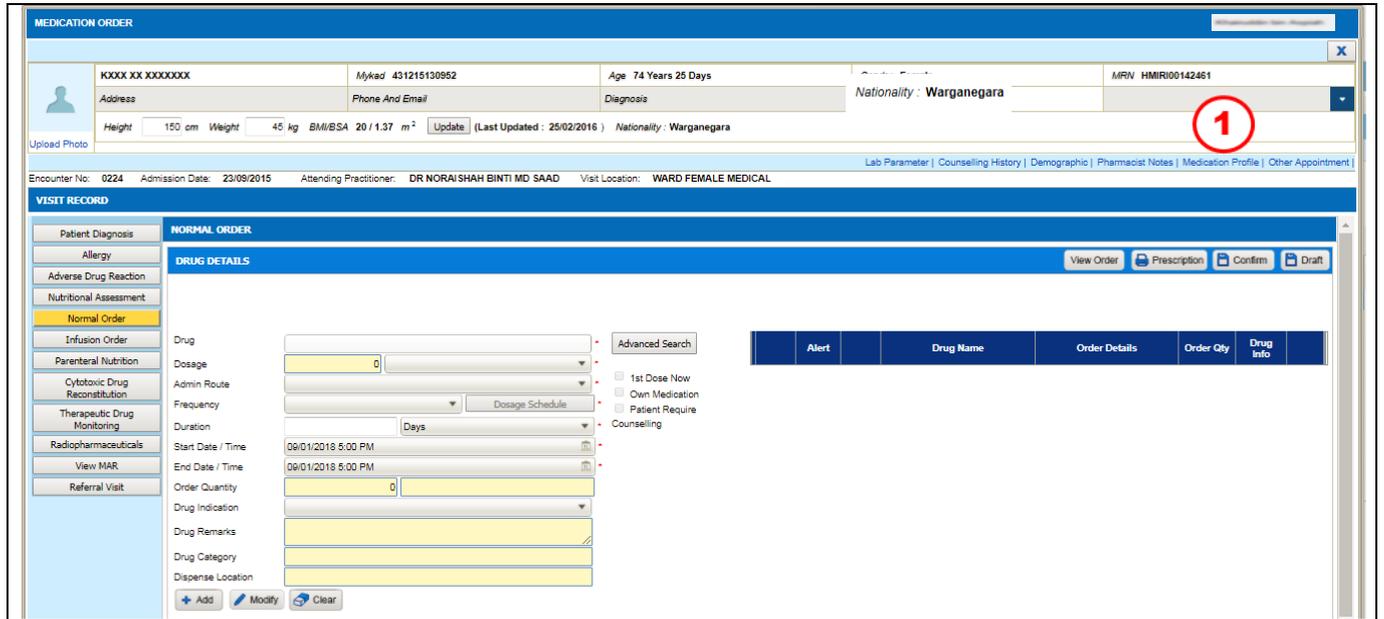
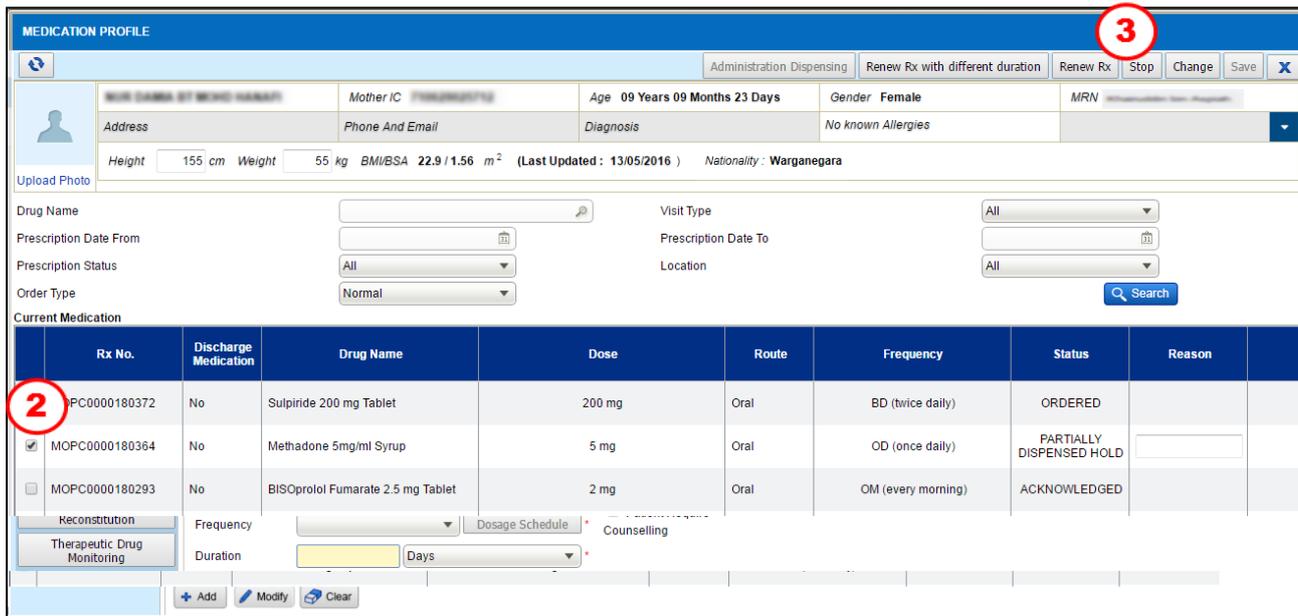


Figure 3.1.11-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink



Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason
PC0000180372	No	Sulpiride 200 mg Tablet	200 mg	Oral	BD (twice daily)	ORDERED	
<input checked="" type="checkbox"/> MOPC0000180364	No	Methadone 5mg/ml Syrup	5 mg	Oral	OD (once daily)	PARTIALLY DISPENSED HOLD	
<input type="checkbox"/> MOPC0000180293	No	BISoprolol Fumarate 2.5 mg Tablet	2 mg	Oral	OM (every morning)	ACKNOWLEDGED	

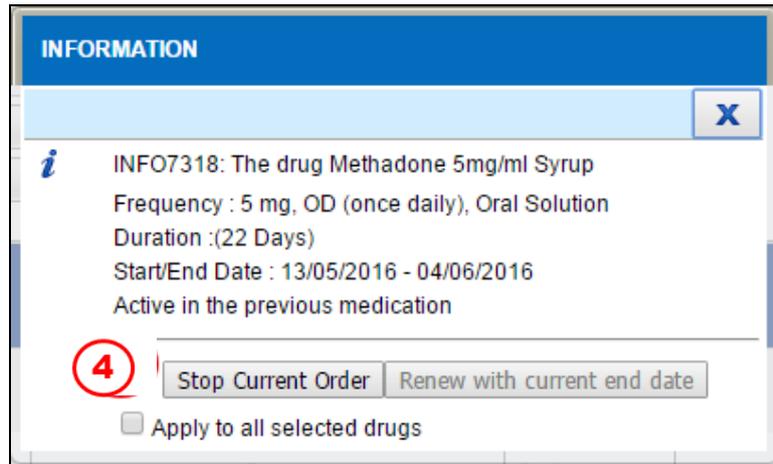
Figure 3.1.11-2 Medication Profile Screen

STEP 2

Tick on the checkbox to select drugs

STEP 3

Click on the  button to stop the selected drugs



INFORMATION

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

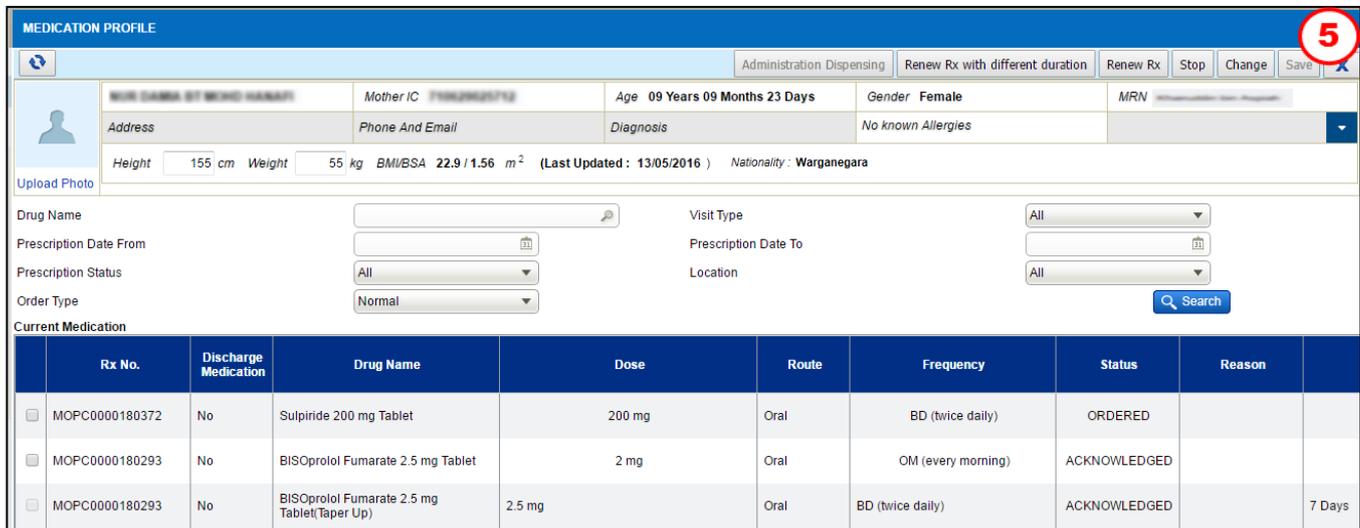
4

Apply to all selected drugs

Figure 3.1.11-3 Medication Profile Screen

STEP 4

Click on **Stop Current Order**



MEDICATION PROFILE

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

NEW CARDS BY MEDICINE CATEGORY | Mother IC | Age 09 Years 09 Months 23 Days | Gender Female | MRN

Address | Phone And Email | Diagnosis | No known Allergies

Height 155 cm | Weight 55 kg | BMI/BSA 22.9 / 1.56 m² (Last Updated : 13/05/2016) | Nationality : Warganegara

Drug Name | Visit Type | All

Prescription Date From | Prescription Date To

Prescription Status | Location | All

Order Type | Normal

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

Figure 3.1.11-4 Medication Profile Screen

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

Previous Medication

1 / 2 [1 - 10 / 18]

	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason
<input type="checkbox"/>	MOPC0000876408	No	Prednisolone 5 mg Tablet	5 mg	Oral	OD (once daily)	CANCELLED	

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.

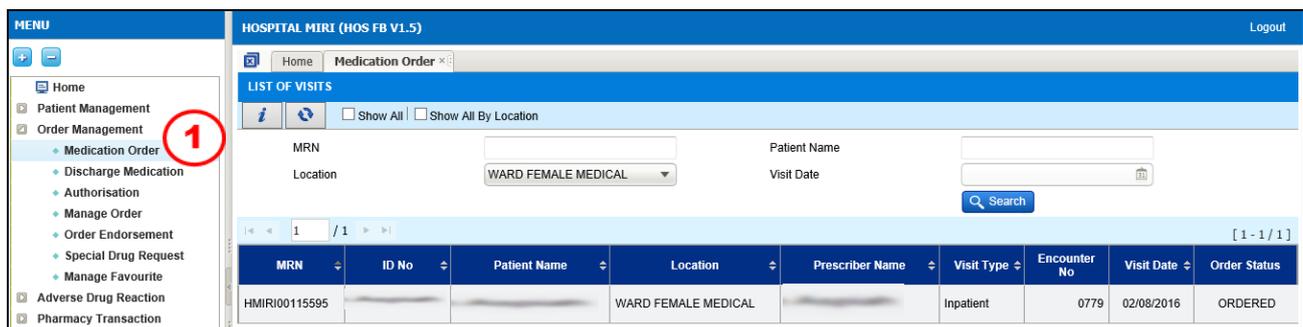


Figure 3.1.12-1 Medication Order Listing Page

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

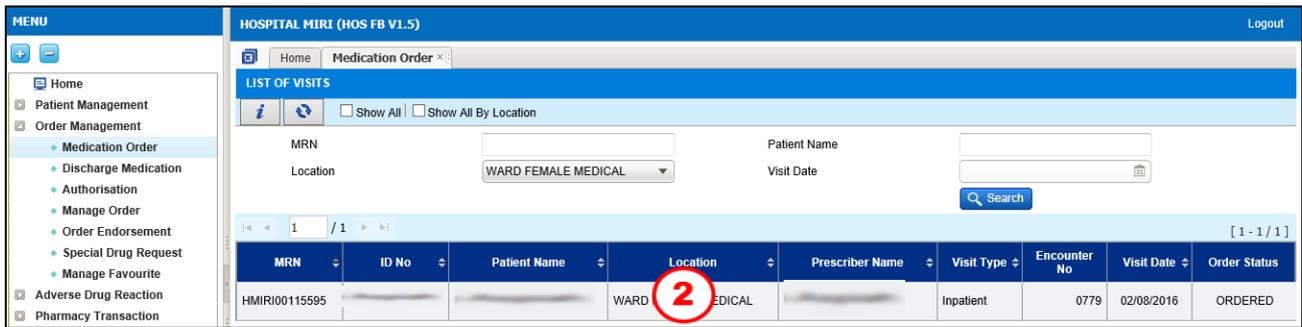


Figure 3.1.12-2 Medication Order Listing Page

STEP 2

Double click on the selected patient

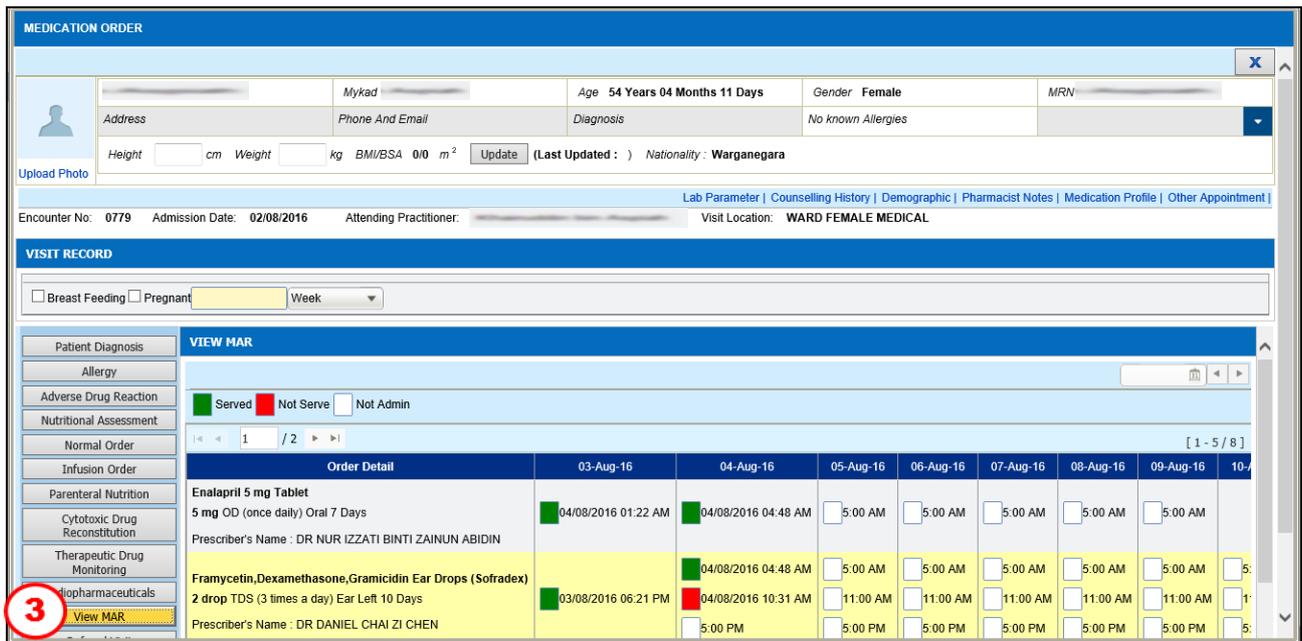


Figure 3.1.12-3 Medication Order Screen

STEP 3

Click on the  button.

Note

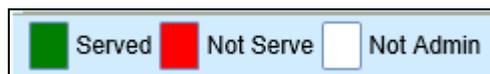


Figure 3.1.12-4 Administration Status Color

-  **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						
<input checked="" type="checkbox"/> Served <input type="checkbox"/> Not Serve <input type="checkbox"/> Not Admin		Details 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		06-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 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 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 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
Discontinue Dr: <input checked="" type="checkbox"/> Discontinue Time: Withhold By: Withhold Reason:		<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
Name of Authorizer: NA Date and Time Authorized: NA		<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.

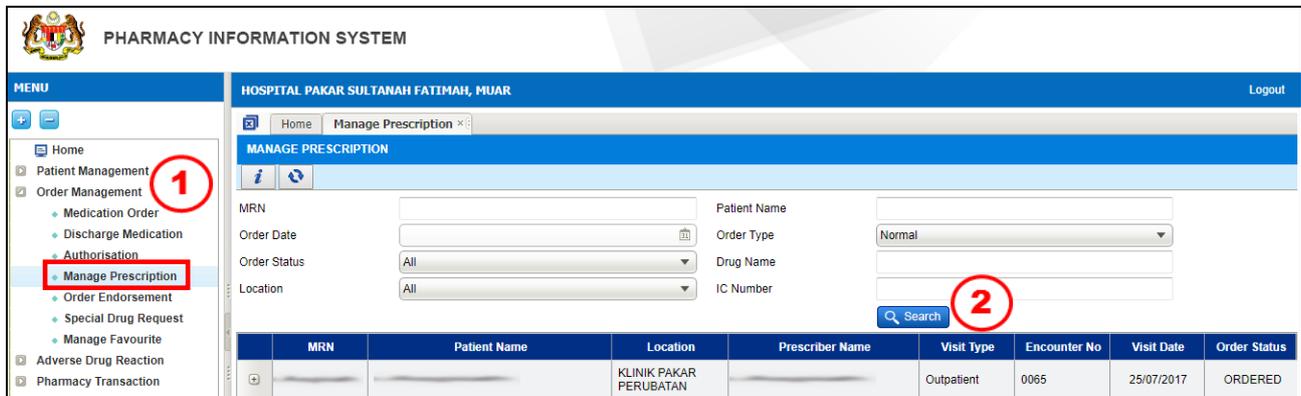


Figure 3.2.1-1 Manage Prescription Listing Page

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 - Radiopharmaceuticals 	Allow to search by order type

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

Table 3.2.1-1

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

STEP 2

Click on the  button to search patient

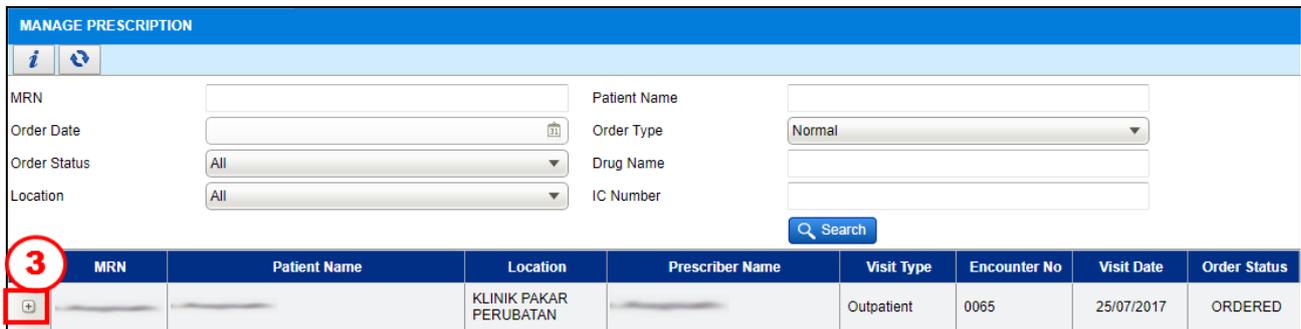


Figure 3.2.1-2 Manage Prescription Screen

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

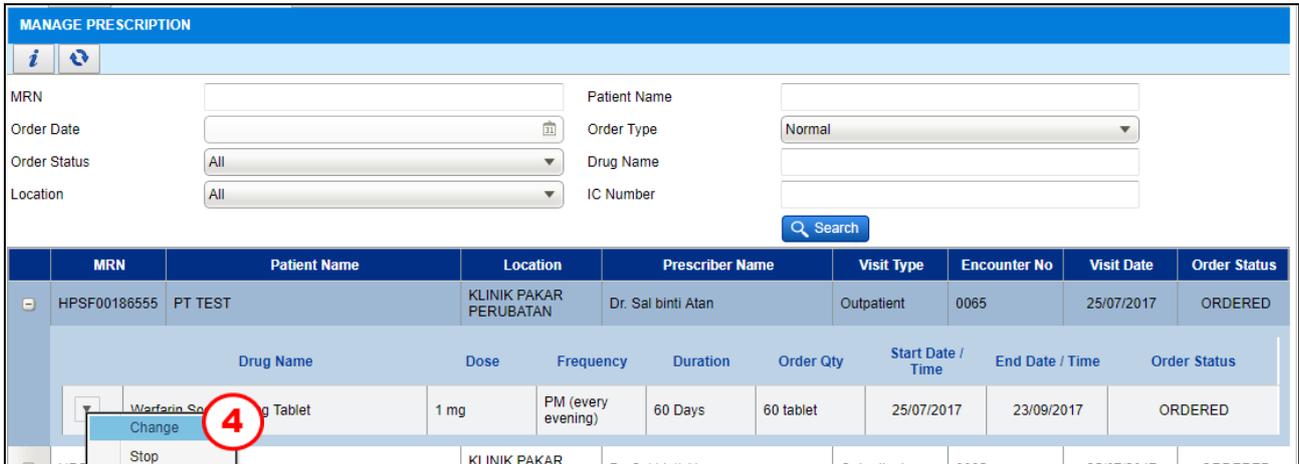


Figure 3.2.1-3 Manage Prescription Screen

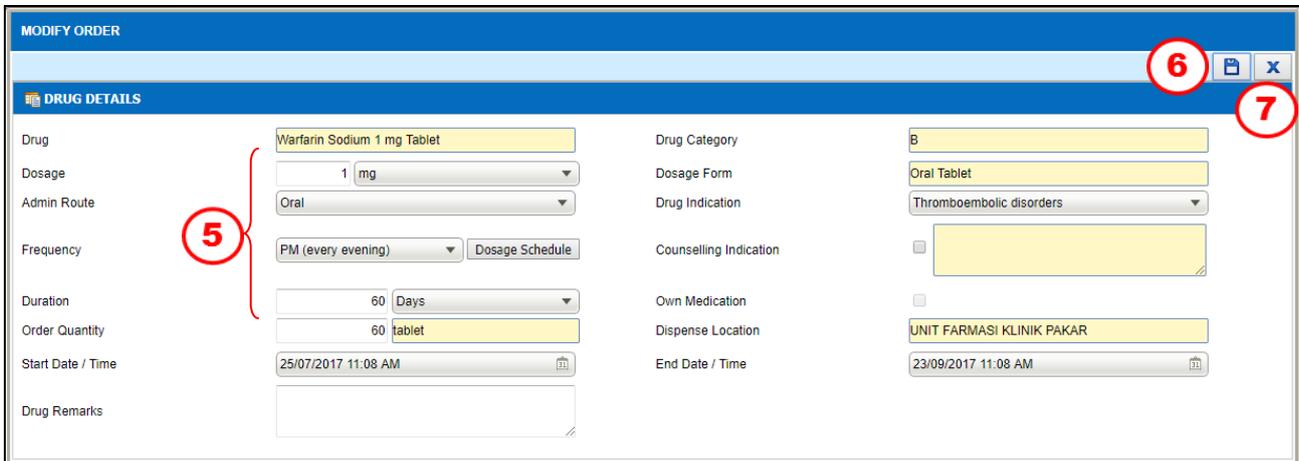


Figure 3.2.1-4 Modify Order Screen

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

DISCHARGE			
Discharge	<input checked="" type="checkbox"/>	Deceased/Death <input checked="" type="checkbox"/>	End Visit <input type="checkbox"/>
Discharge Date	26/07/2017 11:19:01 AM	Doctor	Dr Lim Huey Ching
Discharge Type		Decease Date Time	26/07/2017 11:10:30 AM
Discharge By	Dr. Sal binti Atan		
Billing Amount		Receipt Number	

Figure 3.2.1-5 Discharge – Deceased/Death

MANAGE PRESCRIPTION																							
MRN	<input type="text"/>	Patient Name	<input type="text"/>	Order Type	Normal	Drug Name	<input type="text"/>																
Order Date	<input type="text"/>	Order Status	All	IC Number	<input type="text"/>	<input type="button" value="Search"/>																	
Location	All	<table border="1"> <thead> <tr> <th>MRN</th> <th>Patient Name</th> <th>Location</th> <th>Prescriber Name</th> <th>Visit Type</th> <th>Encounter No</th> <th>Visit Date</th> <th>Order Status</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">No Record Found</td> </tr> </tbody> </table>						MRN	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status	No Record Found							
MRN	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status																
No Record Found																							

Figure 3.2.1-6 Manage Prescription – Discharge Deceased

CLINICAL SUMMARY											
MRN	<input type="text"/>	Patient Name	sarah binti dimin								
ID Number	<input type="text"/>	<input type="button" value="Search"/>									
<table border="1"> <thead> <tr> <th>MRN</th> <th>Patient Name</th> <th>ID Number</th> <th>Patient Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Inactive</td> </tr> </tbody> </table>				MRN	Patient Name	ID Number	Patient Status				Inactive
MRN	Patient Name	ID Number	Patient Status								
			Inactive								

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 8 (MED - L)	...	Inpatient	0958	27/04/2015	ORDERED
Drug Name	Dose	Frequency	Duration	Order Qty	Start Date / Time	End Date / Time	Order Status
Prednisolone 5 mg Tablet	5 mg	OD (once daily)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED
Warfarin Sodium 5 mg Tablet	5 mg	PM (every evening)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED
Diphenhydramine HCl Expectorant (Adult)	5 ml	TDS (3 times a day)	7 Days	105 millilitre	15/07/2016	22/07/2016	ORDERED

Figure 3.2.2-1 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**

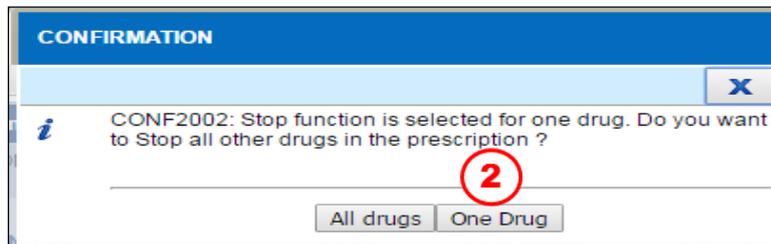


Figure 3.2.2-2 Stop Function Option

STEP 2

Click on the  to stop selected drug

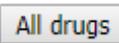
MRN	Patient Name	Location	Prescriber Name	Visit Date	Order Status		
HPSF00045712	...	WAD 8 (MED - L)	...	27/04/2015	ORDERED		
Drug Name	Dose	Frequency	Duration	Order Qty	Start Date / Time	End Date / Time	Order Status
Prednisolone 5 mg Tablet	5 mg	OD (once daily)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED
Warfarin Sodium 5 mg Tablet	5 mg	PM (every evening)	7 Days	7 tablet	15/07/2016	22/07/2016	ORDERED
Diphenhydramine HCl Expectorant (Adult)	5 ml	TDS (3 times a day)	7 Days	105 millilitre	15/07/2016	22/07/2016	ORDERED

Figure 3.2.2-3 Manage Order With Stop Order Option

STEP 3

Enter reason for stop order

Note

- If 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  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.

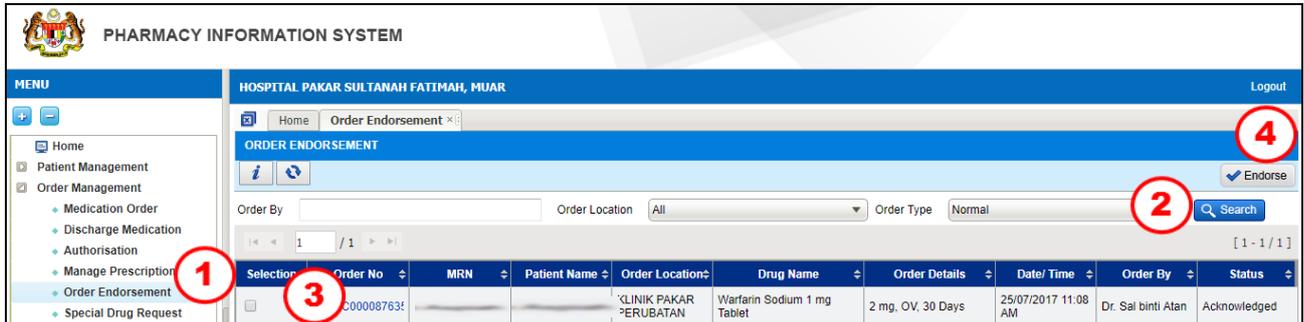


Figure 3.3-1 Order Endorsement Listing Screen

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	- 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

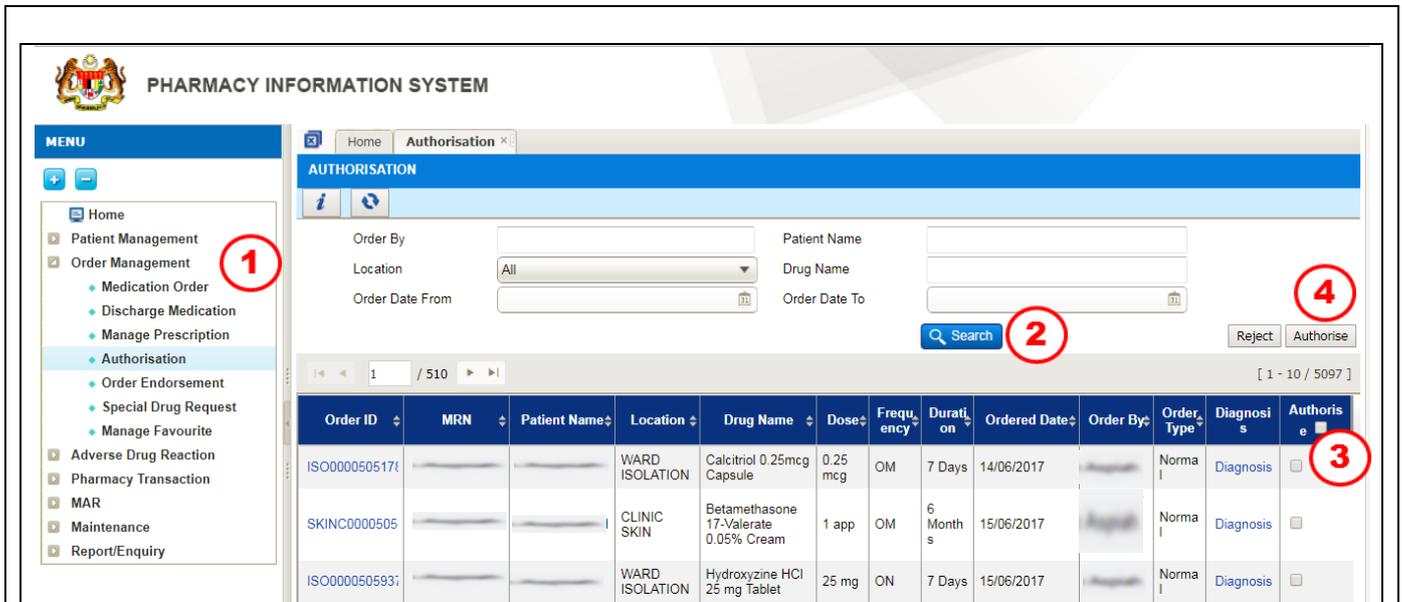
Select checkbox on selected patient

STEP 4

Click on the  button to proceed endorsement

3.4 Order Authorization

This function is used by specialist or authorised person to approve list A/ A*/ A/KK drug that requires authorization. Once reject, drug order will be stopped and update the status and remove from Authorisation list.



PHARMACY INFORMATION SYSTEM

AUTHORISATION

Order By: [] Patient Name: []
 Location: [All] Drug Name: []
 Order Date From: [] Order Date To: []

[Search] [Reject] [Authorise]

Order ID	MRN	Patient Name	Location	Drug Name	Dose	Frequ ency	Durati on	Ordered Date	Order By	Order Type	Diagnosi s	Authoris e
ISO000050517			WARD ISOLATION	Calcitriol 0.25mcg Capsule	0.25 mcg	OM	7 Days	14/06/2017		Norma	Diagnosis	<input type="checkbox"/>
SKINC0000505			CLINIC SKIN	Betamethasone 17-Valerate 0.05% Cream	1 app	OM	6 Months	15/06/2017		Norma	Diagnosis	<input type="checkbox"/>
ISO000050593			WARD ISOLATION	Hydroxyzine HCl 25 mg Tablet	25 mg	ON	7 Days	15/06/2017		Norma	Diagnosis	<input type="checkbox"/>

Figure 3.4-1 Order Authorisation Listing Screen

STEP 1

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

Note

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

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

Table 3.4-1

- Search result of patient record list will be displayed:
 - Order No
 - MRN
 - Patient Name
 - Location
 - Drug Name
 - Dose

- *Frequency*
- *Duration*
- *Ordered Date Time*
- *Order By*
- *Order Type*

STEP 2

Click on the  button to search patient

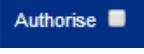
STEP 3

Select checkbox on selected patient

STEP 4

Click on the  button

Note

- Click  button to reject the order
- 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		