



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

Full Based

**User Manual
Order Management - Infusion Order**

| | |
|--------------------|---------------------------------|
| Version | : 8th EDITION |
| Document ID | : FB_U. MANUAL_OM_IV |



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1.0 Introduction

1.1 Overview of PhIS

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

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Infusion Order sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Medication Order – Infusion
- Manage Order
- Order Endorsement
- Authorisation

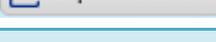
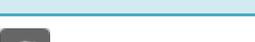
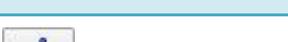
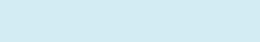
1.3 Organised Sections

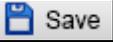
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Medication Order-Infusion 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 |
|  | Close All Open Tabs |  | Refresh Screen |
|  | Expand Menu |  | Collapse Menu |
|  | Expand Module |  | Collapse Module |
|  | Add/Create New Record |  | Save |
|  | Close Window |  | Calendar Icon |
|  | Save Transaction |  | Delete Record |
|  | Export Report From PDF file to Excel file |  | OK Button |
|  | Yes Button |  | No Button |
|  | Radio Button |  | Checkbox |
|  | System Automatic Generate Record No. |  | Automatically Display/Retrieve Box |
|  | Reset Login Screen |  | Show Help |
|  | Display Home Tab |  | Search Record |
|  | Cancel |  | Dropdown Box |
|  | Search Icon | * | Mandatory Field |
|  | Edit Record |  | Empty Text Box |
|  | Cancel Button | | |
| | | | |

| Module Legend | | | |
|--|--------------------|---|-------------------|
|  Update | Update Records |  Save | Save Prescription |
|  Search | Search Patient |  Confirm | Confirm Order |
|  | Print Prescription |  Delete | Delete Record |
|  | Add Drug |  Clear | Clear Field |
|  Cancel Order | Cancel Order | | |

Note

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

3.0 Order Management- Infusion Order

Overview

The Order Management-Infusion Order 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 be 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), Medical Assistance (MA) and Housemen. (subject to the user assigned by the facility)

Functional Diagram

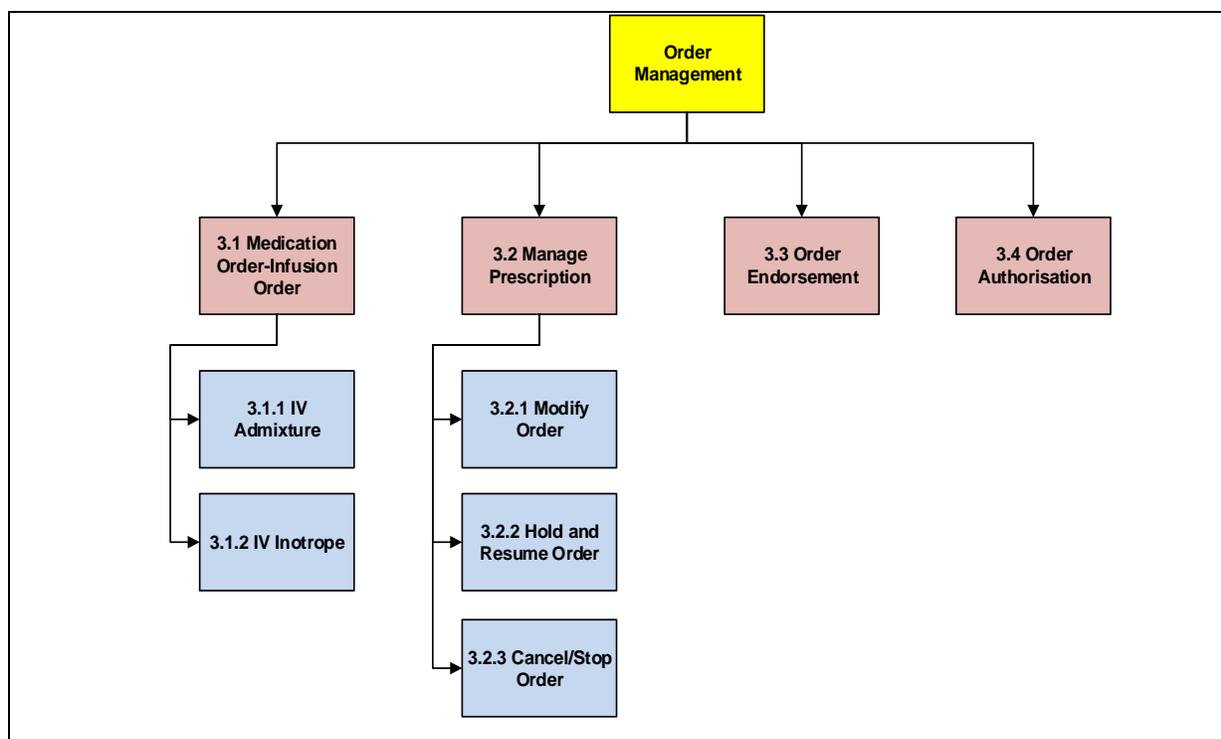


Figure 3.0-1



Functional Description

Medication Order comprises of four (4) main functions:

- **Medication Order- Infusion Order**

To prescribe:

- IV Admixture
- Inotrope order

- **Manage Prescription**

To monitor patient's prescription including modify order, hold/resume order and cancel/stop order

- **Order Endorsement**

Order endorsement is to notify prescriber of prescription changes made by pharmacist. Prescriber can endorse the intervention made by a Pharmacist

- **Order Authorization**

To approve list A/ A*/ A/KK drugs that require authorization

3.1 Medication Order-Infusion

Infusion order is used to prescribe medicine for Inpatient, Emergency and Day Care departments based on the facility setup.

3.1.1 IV Admixture

This function is for a prescriber to order injectable medication that requires further dilution before administration. However, it is only applicable for medication that is diluted by pharmacy department. If the dilution is prepared by nursing personnel, the normal order function is to be used.

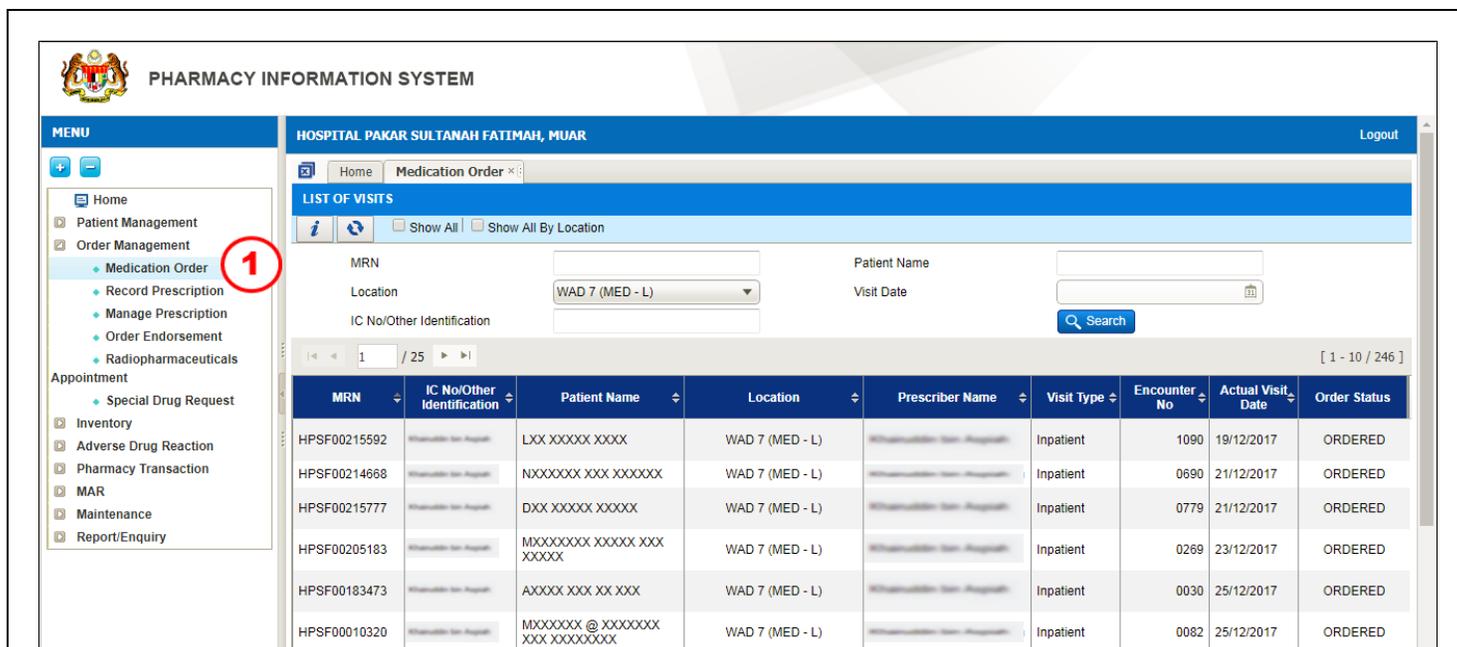


Figure 3.1.1-1 Medication Order Page

STEP 1

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

Note

- Prescriber can select either of these options: Click on the show all checkbox to view all patients assigned to the login prescriber or click on the show all checkbox to view patients assigned to prescriber login location and not assigned to other prescriber.
- Assigning of patients will be based on access rights.
- By default, a list of patients will be displayed according to patient assigned to login prescriber and prescriber's login location.
- Various search criteria as 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 full or partial patient name |
| c) | Location | Patient visit location | Able to filter and search patient by visit location and prescriber's location. |

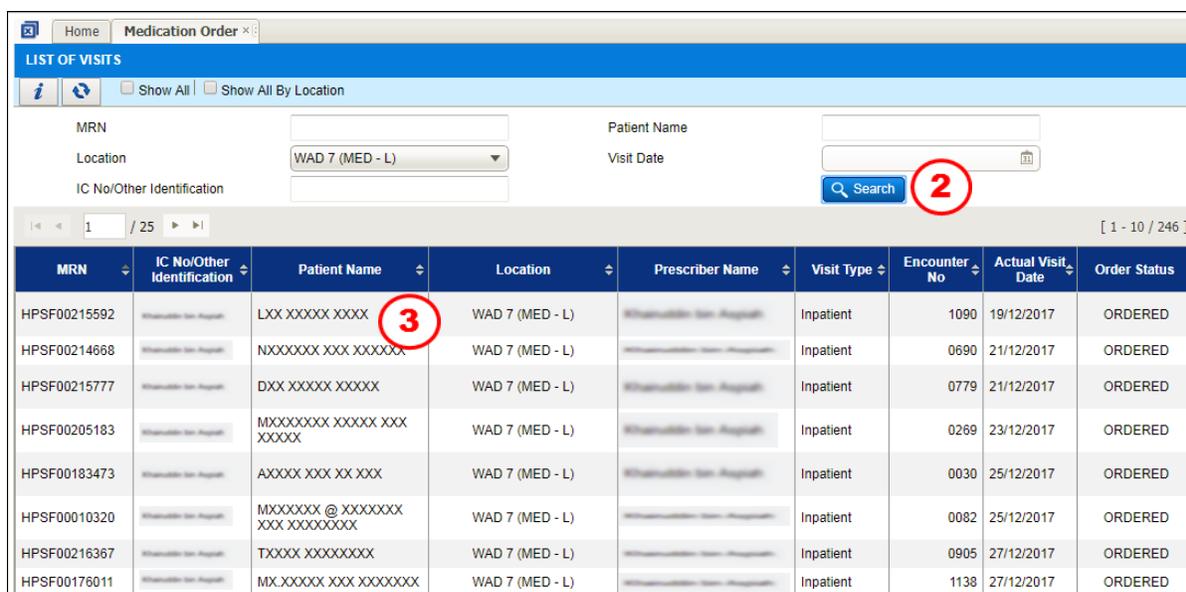
| | | | |
|----|----------------------------|----------------------------|--|
| d) | Visit Date | Patient visit date | Able to filter and search patient visit date |
| e) | IC No/Other Identification | IC No/Other Identification | Able to search patient based on MYKAD/MYKID and others identification. |

Table 3.1.1-1

Note

Search results of patient record list will display:

- MRN
- IC No/Other Identification
- 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 | Actual Visit Date | Order Status |
|--------------|----------------------------|---------------------------------|-----------------|-----------------|------------|--------------|-------------------|--------------|
| HPSF00215592 | XXXXXXXXXX | LXX XXXXX XXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 1090 | 19/12/2017 | ORDERED |
| HPSF00214668 | XXXXXXXXXX | NXXXXXX XXX XXXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0690 | 21/12/2017 | ORDERED |
| HPSF00215777 | XXXXXXXXXX | DXX XXXXX XXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0779 | 21/12/2017 | ORDERED |
| HPSF00205183 | XXXXXXXXXX | MXXXXXXXX XXXX XXX XXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0269 | 23/12/2017 | ORDERED |
| HPSF00183473 | XXXXXXXXXX | AXXXX XXX XX XXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0030 | 25/12/2017 | ORDERED |
| HPSF0010320 | XXXXXXXXXX | MXXXXXX @ XXXXXXXX XXX XXXXXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0082 | 25/12/2017 | ORDERED |
| HPSF00216367 | XXXXXXXXXX | TXXXX XXXXXXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 0905 | 27/12/2017 | ORDERED |
| HPSF00176011 | XXXXXXXXXX | MX.XXXXX XXX XXXXXXXX | WAD 7 (MED - L) | XXXXXXXXXX | Inpatient | 1138 | 27/12/2017 | ORDERED |

Figure 3.1.1-2 List of visits at Medication Order Page

STEP 2

Click on the  button to search patient

STEP 3

Double click on the selected patient

MEDICATION ORDER

LXX XXXXX XXXX Mykad Mykad Age 51 Years 10 Months 02 Days Gender Male MRN HPSF00215592

Address Phone And Email Diagnosis No known Allergies

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

Encounter No: 1090 Actual Admission Date: 19/12/2017 Attending Practitioner: Visit Location: WAD 7 (MED - L) Reference No: AE K3 Pensioner -SELECT- Update

INFUSION DRUG DETAILS

IV Admixture Inotrope Rx

Drug Dosage Form

Admin Route Drug Category

Dosage Drug Indication

Frequency Infuse Over 0 (Hour) : 0 (Minute)

Duration Diluent

Start Date Fluid Volume 0

End Date Ordered Concentration 0

Drug Remarks Infusion Rate 0

Dispense Location

+ Add Update Clear

Figure 3.1.1-3 Infusion Order Screen

STEP 4

Click on the button to place order for iv admixture or inotrope rx

STEP 5

Click on the button to search drugs

MEDICATION ORDER

LXX XXXXX XXXX Mykad 660929016225 Age 51 Years 10 Months 02 Days Gender Male MRN HPSF00215592

Address Height cm Weight

Encounter No: 1090 Actual Admission Date: 19/12/2017

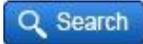
Drug/Active Ingredient Search

Drug/Active Ingredient/Trade Name Search

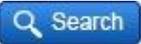
| Dosage Form | Drug Name | Active Ingredient | Category |
|---------------------|--|-----------------------------------|----------|
| Parenteral Solution | Granisetron HCl 3mg/3ml Injection | Granisetron | A |
| Parenteral Solution | Ceftazidime 1g Injection | Ceftazidime | A |
| Parenteral Solution | Imipenem 500mg+Cilastatin Injection | Imipenem+ cilastatin | A* |
| Parenteral Solution | Pamidronate Disodium 30mg Injection | Pamidronic acid | A* |
| Parenteral Solution | Cefotaxime 1g Injection | Cefotaxime | A |
| Parenteral Solution | Calcitonin (synthetic Salmon) 100 IU Injection | Calcitonin | A* |
| Parenteral Solution | Cefuroxime 750mg Injection | Cefuroxime | A |
| Parenteral Solution | Ceftriaxone 1g Injection | Ceftriaxone | A |
| Powder for IV Soln | Desferrioxamine 500mg Injection | Desferrioxamine (Desferrioxamine) | A |
| Parenteral Solution | Doripenem 500mg/10ml Injection | Doripenem | A* |

Figure 3.1.1-4 Infusion Order Screen with Search Drug List

STEP 6

Enter the keyword of **Drug/Active Ingredient/Trade Name** and click on  the button

Note

After click on the  button, list of drug will be appeared as per Figure 3.1.1-4.

STEP 7

Double click on the selected drug name

Note

- **End Date/Time** will be defaulted by system according to duration.
- **Information in Infusion Drug Details under IV Admixture** screen will be automatically displayed based on master setup.
- **Infusion Rate = Fluid Volume/ Infuse Over.**
- **Ordered Concentration = Dosage/ Fluid Volume.**

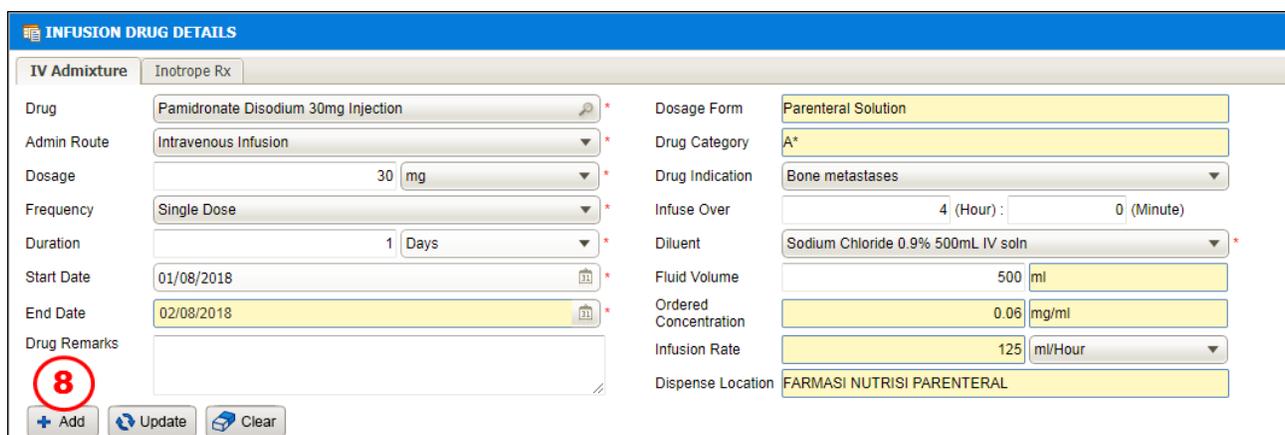
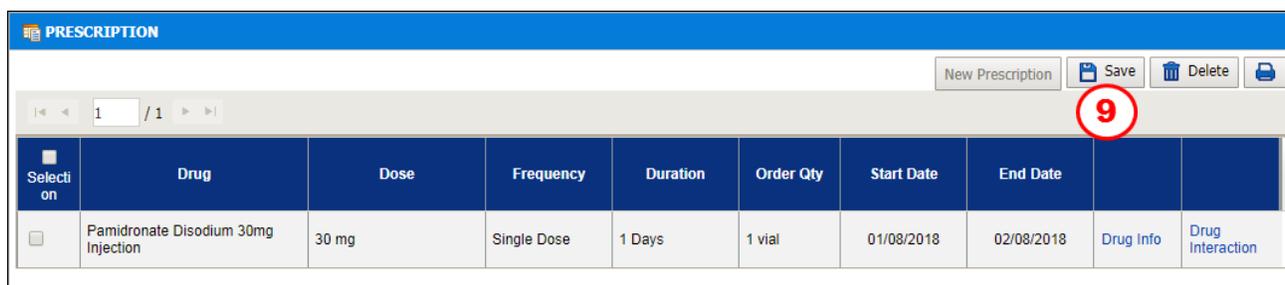


Figure 3.1.1-5 Infusion Order Screen

STEP 8

Click on the  button to add on prescription list



| Select on | Drug | Dose | Frequency | Duration | Order Qty | Start Date | End Date | Drug Info | Drug Interaction |
|--------------------------|-------------------------------------|-------|-------------|----------|-----------|------------|------------|-----------|------------------|
| <input type="checkbox"/> | Pamidronate Disodium 30mg Injection | 30 mg | Single Dose | 1 Days | 1 vial | 01/08/2018 | 02/08/2018 | Drug Info | Drug Interaction |

Figure 3.1.1-6 Infusion Prescription List

STEP 9

Click on the  button to save the prescription

Note

To add and save another drug on prescription list repeat **step 5 to 9**.

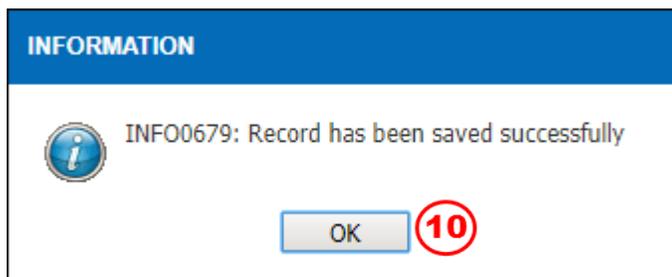


Figure 3.1.1-7 Infusion Prescription Message Information

STEP 10

Click on the  button

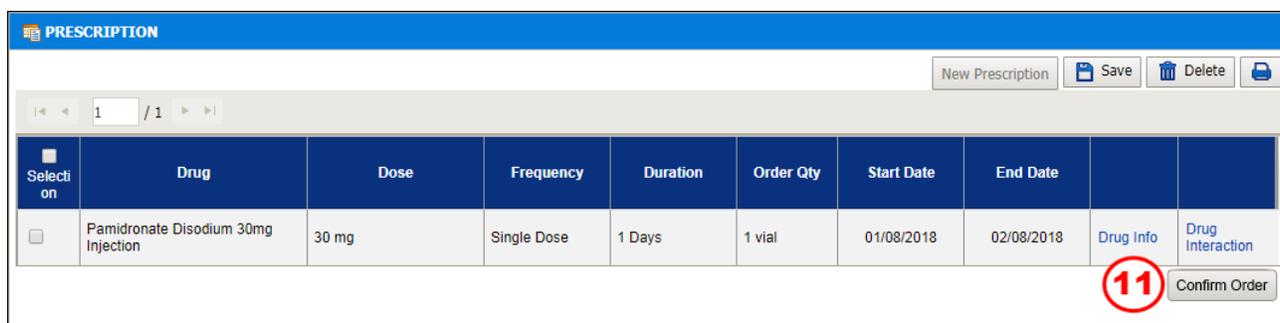


Figure 3.1.1-8 Infusion Prescription List

STEP 11

Click on the  button to proceed with the order confirmation

Note

- Medication Information Management System (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info hyperlink to view the drug details.
- Click on the  button to print prescription.

3.1.2 Inotrope Rx

Drugs which are defined as Inotrope Order Application in Drug Master (IV Characteristics) will display in the Inotrope Rx order.

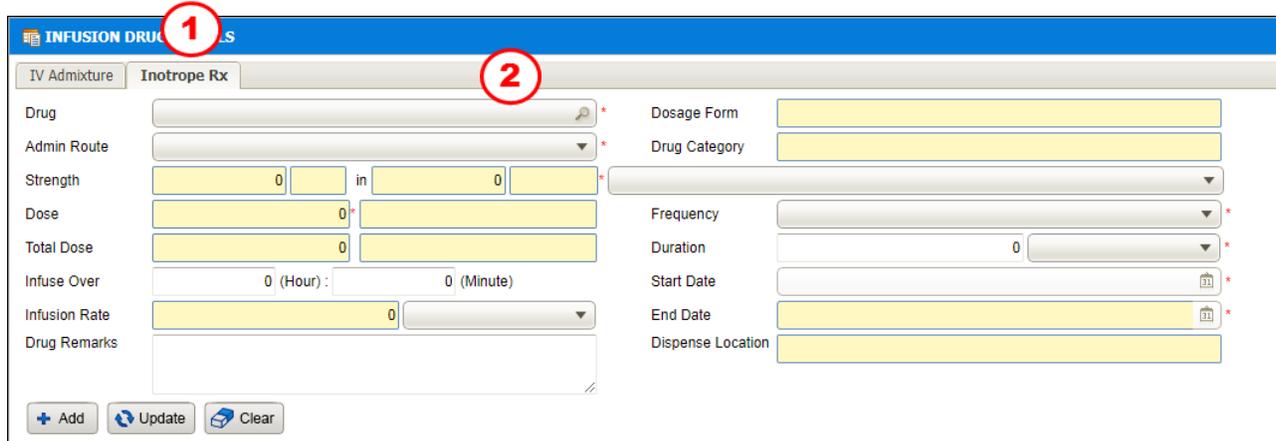


Figure 3.1.2-1 Inotrope Rx Order Screen

Note

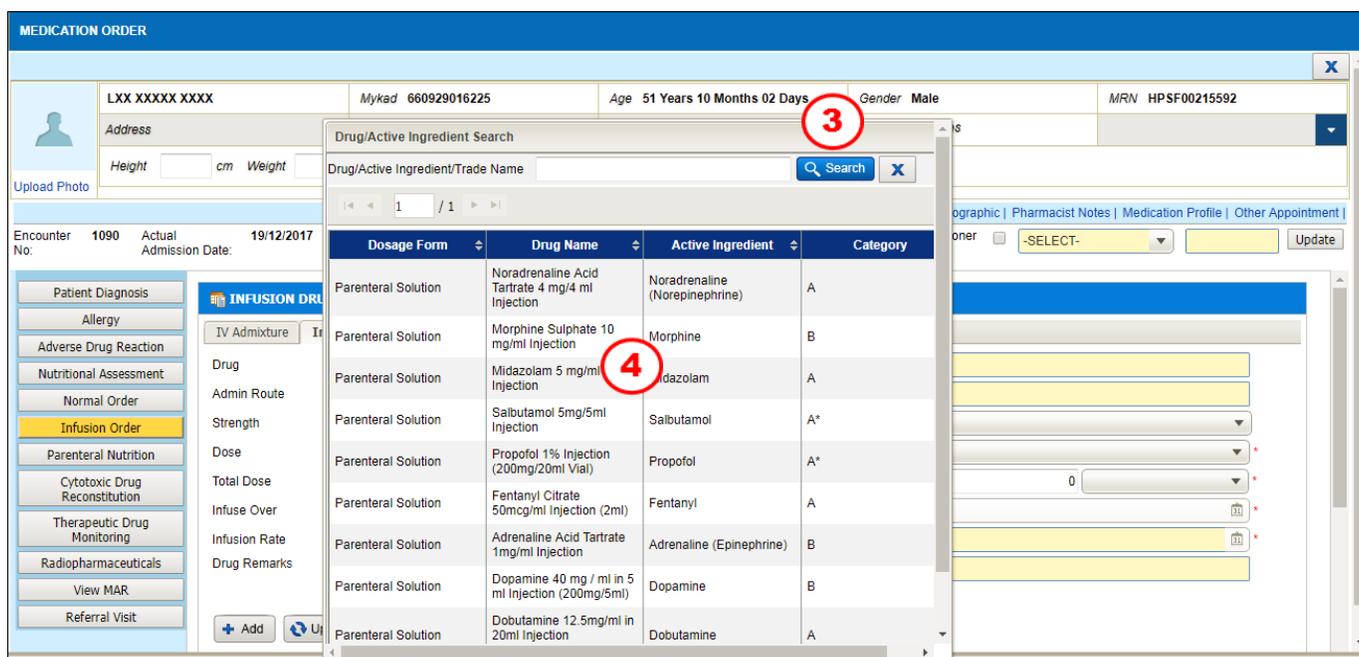
Repeat IV Admixture order, follow Step 1 to 4.

STEP 1

Click on the **Inotrope Rx** tab

STEP 2

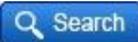
Select drug by clicking the search  button



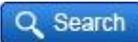
| Dosage Form | Drug Name | Active Ingredient | Category |
|---------------------|---|--------------------------------|----------|
| Parenteral Solution | Noradrenaline Acid Tartrate 4 mg/4 ml Injection | Noradrenaline (Norepinephrine) | A |
| Parenteral Solution | Morphine Sulphate 10 mg/ml Injection | Morphine | B |
| Parenteral Solution | Midazolam 5 mg/ml Injection | Midazolam | A |
| Parenteral Solution | Salbutamol 5mg/5ml Injection | Salbutamol | A* |
| Parenteral Solution | Propofol 1% Injection (200mg/20ml Vial) | Propofol | A* |
| Parenteral Solution | Fentanyl Citrate 50mcg/ml Injection (2ml) | Fentanyl | A |
| Parenteral Solution | Adrenaline Acid Tartrate 1mg/ml Injection | Adrenaline (Epinephrine) | B |
| Parenteral Solution | Dopamine 40 mg / ml in 5 ml Injection (200mg/5ml) | Dopamine | B |
| Parenteral Solution | Dobutamine 12.5mg/ml in 20ml Injection | Dobutamine | A |

Figure 3.1.2-2 Inotrope RX Order Screen with Search Drug List

STEP 3

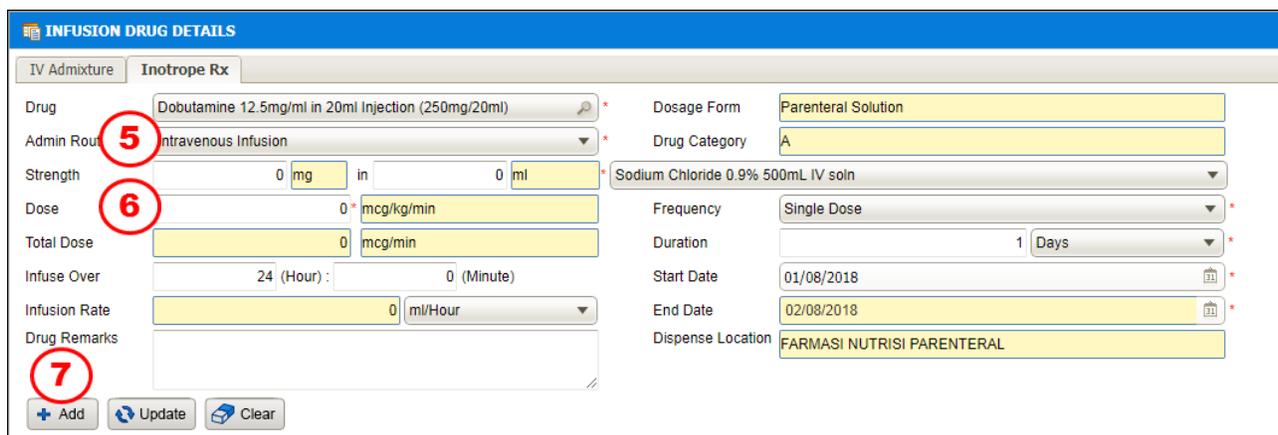
Enter the keyword of **Drug/Active Ingredient/Trade Name** and click on the  button

Note

After click on the  button, list of drug will be appeared as per Figure 3.1.2-2.

STEP 4

Double click on the selected drug name



INFUSION DRUG DETAILS

IV Admixture: Inotrope Rx

Drug: Dobutamine 12.5mg/ml in 20ml Injection (250mg/20ml) *

Admin Route: **5** Intravenous Infusion *

Strength: 0 mg in 0 ml *

Dose: **6** 0 mcg/kg/min *

Total Dose: 0 mcg/min *

Infuse Over: 24 (Hour) : 0 (Minute)

Infusion Rate: 0 ml/Hour

Drug Remarks: **7**

Dosage Form: Parenteral Solution

Drug Category: A

Sodium Chloride 0.9% 500mL IV soln

Frequency: Single Dose *

Duration: 1 Days *

Start Date: 01/08/2018 *

End Date: 02/08/2018 *

Dispense Location: FARMASI NUTRISI PARENTERAL

+ Add Update Clear

Figure 3.1.2-3 Inotrope Rx Order Screen

STEP 5

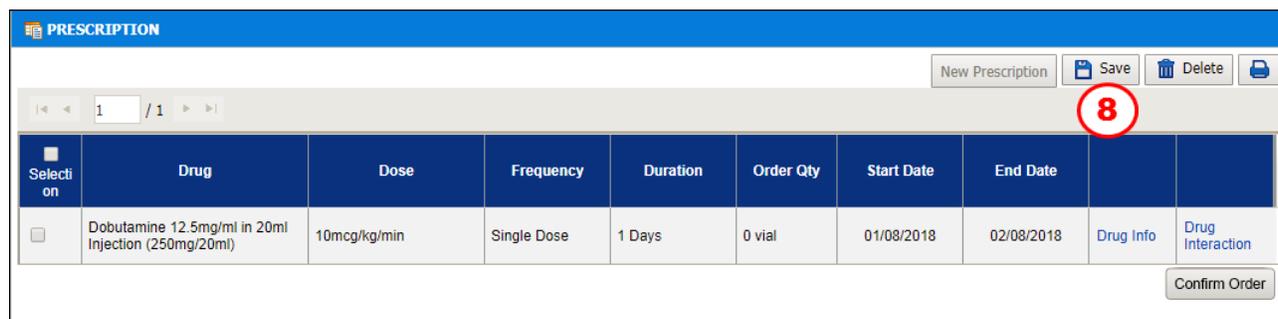
Enter the strength of preparation e.g.400mg in 50ml

STEP 6

Enter the dose required in mcg/kg/min

STEP 7

Click on the  button to add on prescription list



PRESCRIPTION

New Prescription Save Delete Print

1 / 1

| Selection | Drug | Dose | Frequency | Duration | Order Qty | Start Date | End Date | Drug Info | Drug Interaction |
|--------------------------|---|--------------|-------------|----------|-----------|------------|------------|-----------|------------------|
| <input type="checkbox"/> | Dobutamine 12.5mg/ml in 20ml Injection (250mg/20ml) | 10mcg/kg/min | Single Dose | 1 Days | 0 vial | 01/08/2018 | 02/08/2018 | Drug Info | Drug Interaction |

Confirm Order

Figure 3.1.2-4 Inotrope Prescription List

STEP 8

Click on the  button to save the prescription

Note

To add and save another drug on prescription list repeat **step 2 to 8**.

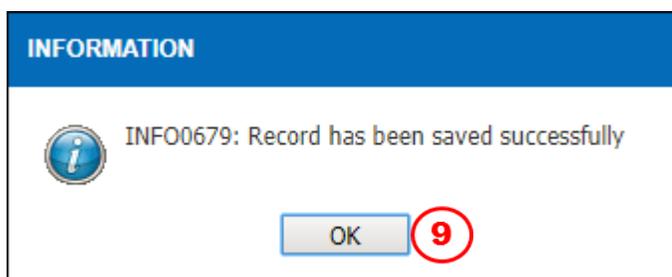


Figure 3.1.2-5 Inotrope Prescription Message Information

STEP 9

Click on the  button

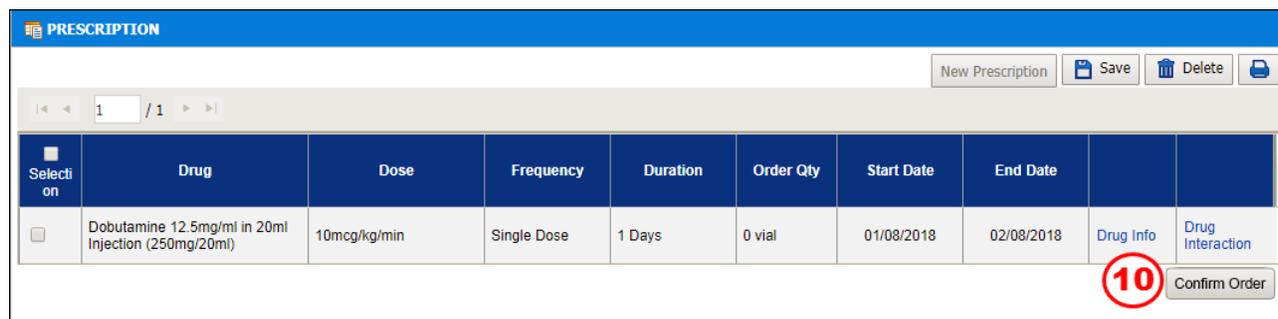


Figure 3.1.2-6 Inotrope Prescription List

STEP 10

Click on the  button to proceed with the order confirmation

Note

- Monthly Index for Medical Speciality (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info hyperlink to view the drug details.
- Click on the  button to print prescription.

3.2 Manage Prescription

Prescriber is allowed to manage order after it is confirmed.

3.2.1 Modify Order

Prescriber is allowed to modify Dosage, Frequency Duration and Counseling Indication if the **Order Status** is ordered.

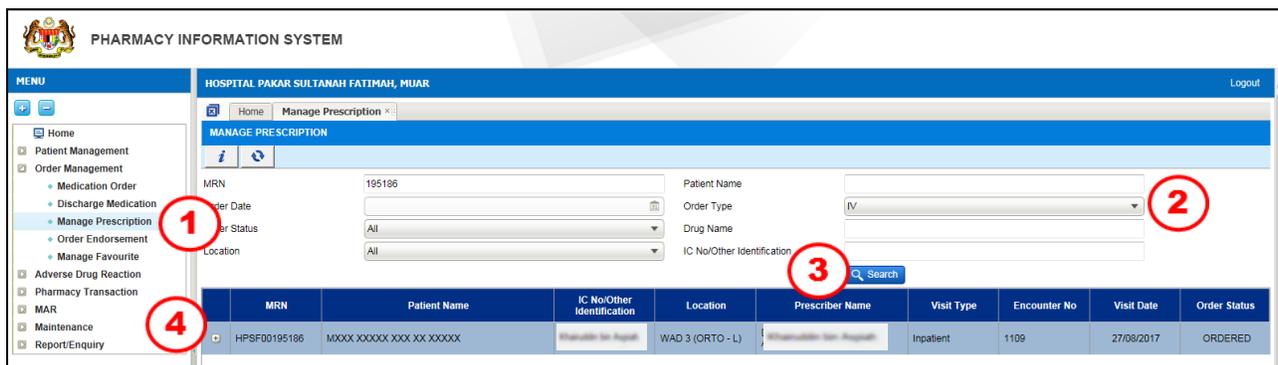


Figure 3.2.1-1 Manage Prescription Screen

STEP 1

Click on the 'Order Management' menu and follow by 'Manage Prescription' sub-menu

Note

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

| No | Field | Description | Remark |
|----|----------------------------|---|--|
| A | MRN | Patient Medical Record Number | Search option: <ul style="list-style-type: none"> Scan the MRN using barcode scanner. Type the MRN either in full or partially:. <i>Example : HPSF00001234 or "1234"</i> |
| B | Order Date | Order date | Allow to search by ordered date |
| C | IC No/Other Identification | IC No/Other Identification | Able to search patient based on MYKAD/MYKID and others identification. |
| D | Order Status | According to Order in which stage | Able to filter by order status |
| E | Location | Patient visit location | Able to filter and search patient name by visit location |
| F | Patient Name | Patient Name | Allow to search by patient name |
| G | Order Type | <ul style="list-style-type: none"> Normal CDR IV PN Radiopharmaceuticals | Allow to search by order type |
| H | Drug Name | Drug Name | Allow to search by full or partial drug name |

Table 3.2.1-1

- Search results of patient record list will display:

- MRN
- Patient Name
- IC No/Other Identification
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Visit Date
- Order Status

STEP 2

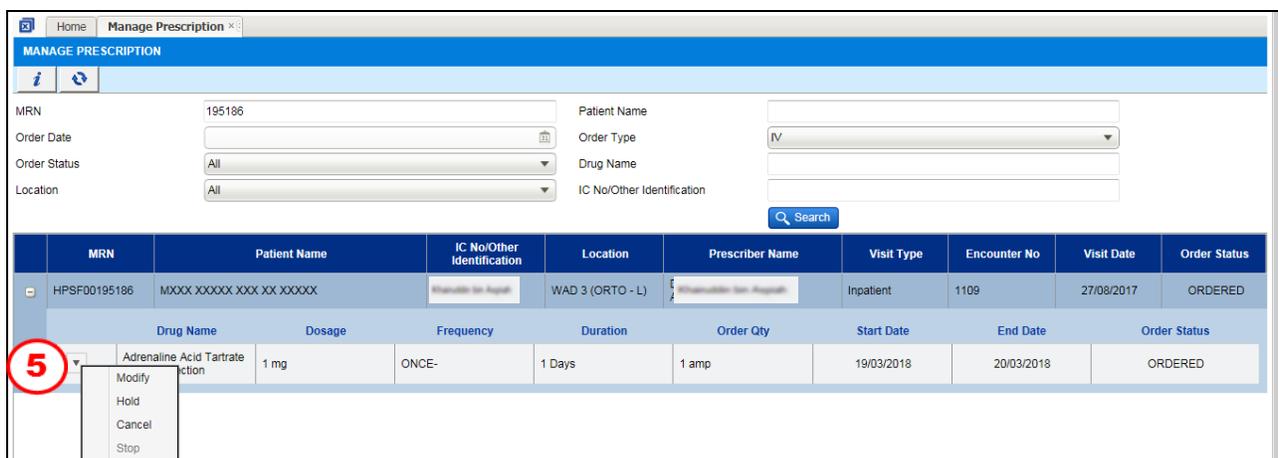
Select **Order Type** as **IV**

STEP 3

Click on the  button to search patient

STEP 4

Click on  button to view selected patient's prescription

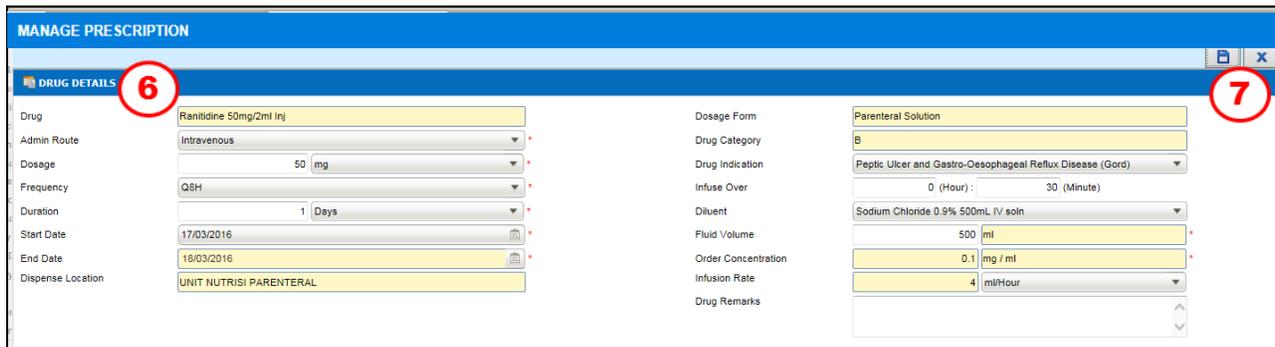


The screenshot shows the 'MANAGE PRESCRIPTION' interface. At the top, there are search filters for MRN (195186), Patient Name, Order Date, Order Status (All), Location (All), Order Type (IV), Drug Name, and IC No/Other Identification. A 'Search' button is located below these filters. Below the filters is a table with columns: MRN, Patient Name, IC No/Other Identification, Location, Prescriber Name, Visit Type, Encounter No, Visit Date, and Order Status. The first row shows MRN HPSF00195186, Patient Name MXXX XXXXX XXX XX XXXXX, IC No/Other Identification [blurred], Location WAD 3 (ORTO - L), Prescriber Name [blurred], Visit Type Inpatient, Encounter No 1109, Visit Date 27/03/2017, and Order Status ORDERED. Below this table is a detailed prescription table with columns: Drug Name, Dosage, Frequency, Duration, Order Qty, Start Date, End Date, and Order Status. The first row shows Drug Name Adrenaline Acid Tartrate, Dosage 1 mg, Frequency ONCE-, Duration 1 Days, Order Qty 1 amp, Start Date 19/03/2018, End Date 20/03/2018, and Order Status ORDERED. A red circle with the number 5 highlights the 'Modify' button in the context menu for this prescription.

Figure 3.2.1-2 Manage Prescription Screen

STEP 5

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



| DRUG DETAILS | | | |
|-------------------|-------------------------|---------------------|---|
| Drug | Ranitidine 50mg/2ml Inj | Dosage Form | Parenteral Solution |
| Admin Route | Intravenous | Drug Category | B |
| Dosage | 50 mg | Drug Indication | Peptic Ulcer and Gastro-Oesophageal Reflux Disease (Gord) |
| Frequency | Q8H | Infuse Over | 0 (Hour) : 30 (Minute) |
| Duration | 1 Days | Diluent | Sodium Chloride 0.9% 500mL IV soln |
| Start Date | 17/03/2016 | Fluid Volume | 500 ml |
| End Date | 18/03/2016 | Order Concentration | 0.1 mg / ml |
| Dispense Location | UNIT NUTRISI PARENTERAL | Infusion Rate | 4 ml/Hour |
| | | Drug Remarks | |

Figure 3.2.1-3 Manage Prescription

STEP 6

Change the drug details as required like shown in Figure 3.2.1-3

Note

Prescriber is allowed to change the drug details as below:

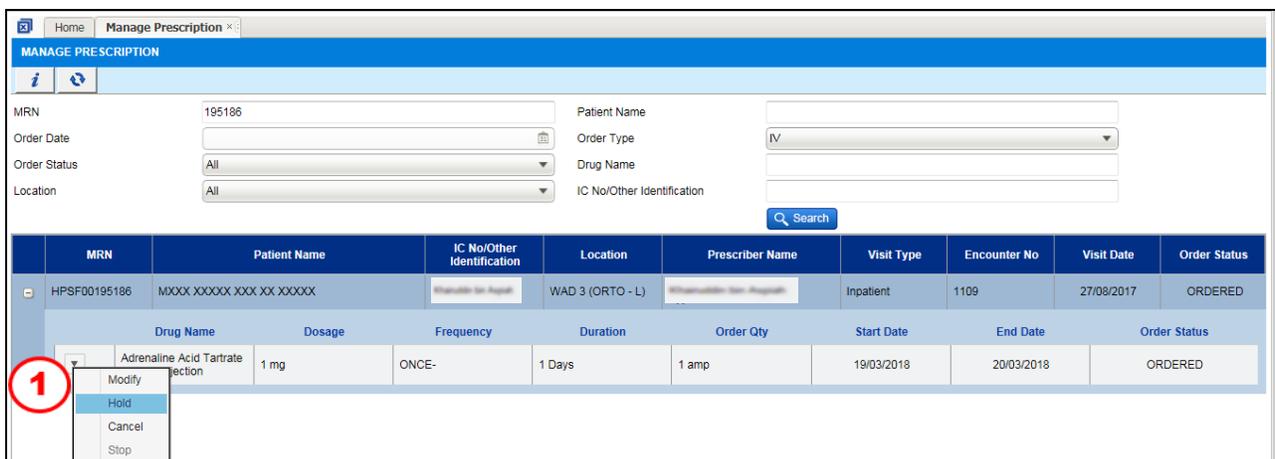
- Admin Route
- Dosage
- Frequency
- Duration
- Start Date/Time
- Drug Indication
- Infuse Over
- Diluent
- Fluid Volume
- Infusion Rate UOM

STEP 7

Click on the  button to save and  button to close

3.2.2 Resume/Hold Order

Prescriber is allowed to hold medication order from being administered or dispensed to the patient; and is able to resume the hold order to continue medication order.

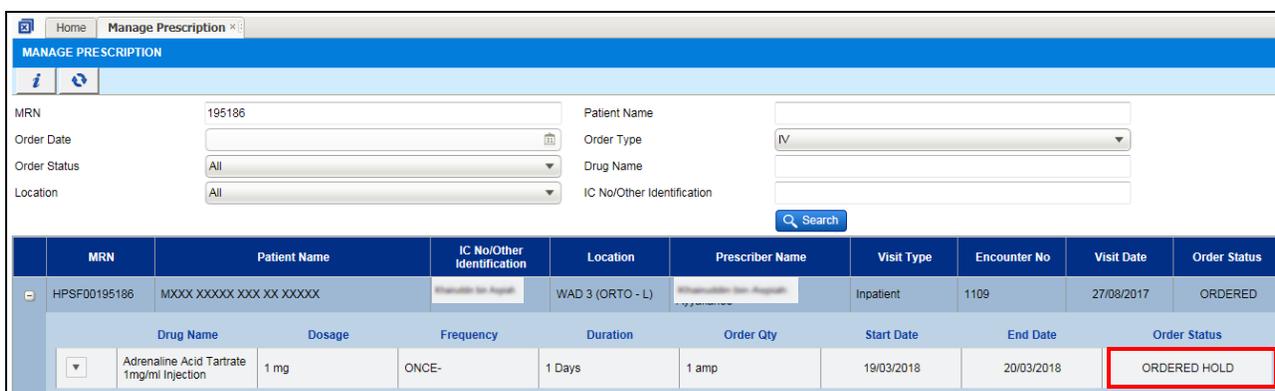


The screenshot shows the 'MANAGE PRESCRIPTION' interface. At the top, there are search filters for MRN, Patient Name, Order Date, Order Status, Location, Order Type, Drug Name, and IC No/Other Identification. Below these filters is a table of prescriptions. The first row is selected, and a context menu is open over it, with 'Hold' highlighted. A red circle with the number '1' is placed around the dropdown arrow button of the first row.

| MRN | Patient Name | IC No/Other Identification | Location | Prescriber Name | Visit Type | Encounter No | Visit Date | Order Status |
|--------------|-------------------------|----------------------------|------------------|-------------------------|------------|--------------|------------|--------------|
| HPSF00195186 | MXXX XXXXX XXX XX XXXXX | Unavailable for Request | WAD 3 (ORTO - L) | Unavailable for Request | Inpatient | 1109 | 27/08/2017 | ORDERED |

| Drug Name | Dosage | Frequency | Duration | Order Qty | Start Date | End Date | Order Status |
|------------------------------------|--------|-----------|----------|-----------|------------|------------|--------------|
| Adrenaline Acid Tartrate Injection | 1 mg | ONCE- | 1 Days | 1 amp | 19/03/2018 | 20/03/2018 | ORDERED |

Figure 3.2.2-1 Manage Prescription Screen with Hold/Resume Menu



This screenshot is identical to the previous one, but the 'ORDERED' status in the table below the main table is now 'ORDERED HOLD', which is highlighted with a red rectangular box.

| MRN | Patient Name | IC No/Other Identification | Location | Prescriber Name | Visit Type | Encounter No | Visit Date | Order Status |
|--------------|-------------------------|----------------------------|------------------|-------------------------|------------|--------------|------------|--------------|
| HPSF00195186 | MXXX XXXXX XXX XX XXXXX | Unavailable for Request | WAD 3 (ORTO - L) | Unavailable for Request | Inpatient | 1109 | 27/08/2017 | ORDERED HOLD |

| Drug Name | Dosage | Frequency | Duration | Order Qty | Start Date | End Date | Order Status |
|---|--------|-----------|----------|-----------|------------|------------|--------------|
| Adrenaline Acid Tartrate 1mg/ml Injection | 1 mg | ONCE- | 1 Days | 1 amp | 19/03/2018 | 20/03/2018 | ORDERED HOLD |

Figure 3.2.2-2 Manage Prescription Screen With Hold status

Note

To proceed with Hold/Resume medication order repeat Modify Order steps from **Step 1 to 4**

STEP 1

Right click on the  button and select **Hold** or **Resume**

Hold Medication Order

- Right click on the  button and select **Hold**

Resume Medication Order

- Right click on the  button and select **Resume**

Note

Order status will be changed according to the current Order Status followed by 'Hold'.

Example : **ORDERED HOLD**

3.2.3 Cancel/Stop Order

Prescriber is allowed to cancel or stop the prescribed medication order from being administered or dispensed.

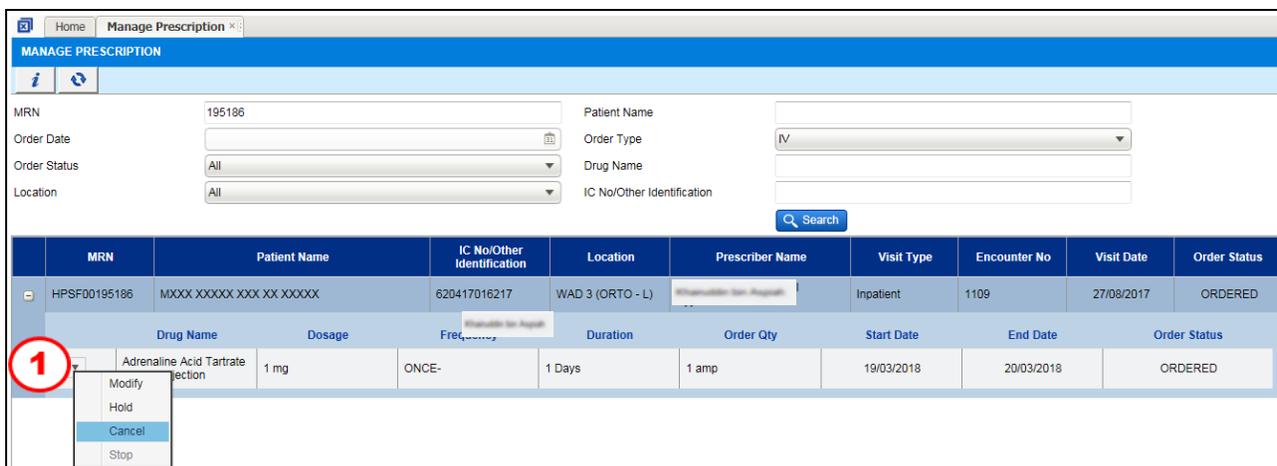


Figure 3.2.3-1 Manage Prescription Screen with Cancel/Stop Menu

Note

To proceed with cancel or stop medication order, repeat Modify Order steps from **Step 1** to **4**.

STEP 1

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

Cancel Medication Order

- Right click on the  button and select **Cancel** from context menu

Enter **Cancel Reason** as per Figure 3.2.3-2

Click on the save button to save the order cancellation

Note

If prescriber found that prescription needs to be cancelled due to patient allergies, prescriber may click on the  button to record allergies.

Stop Medication Order

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

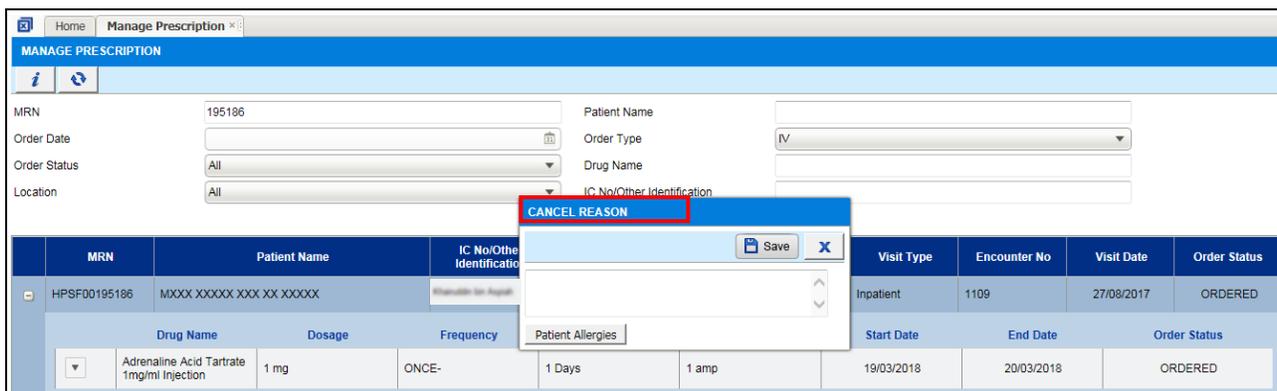
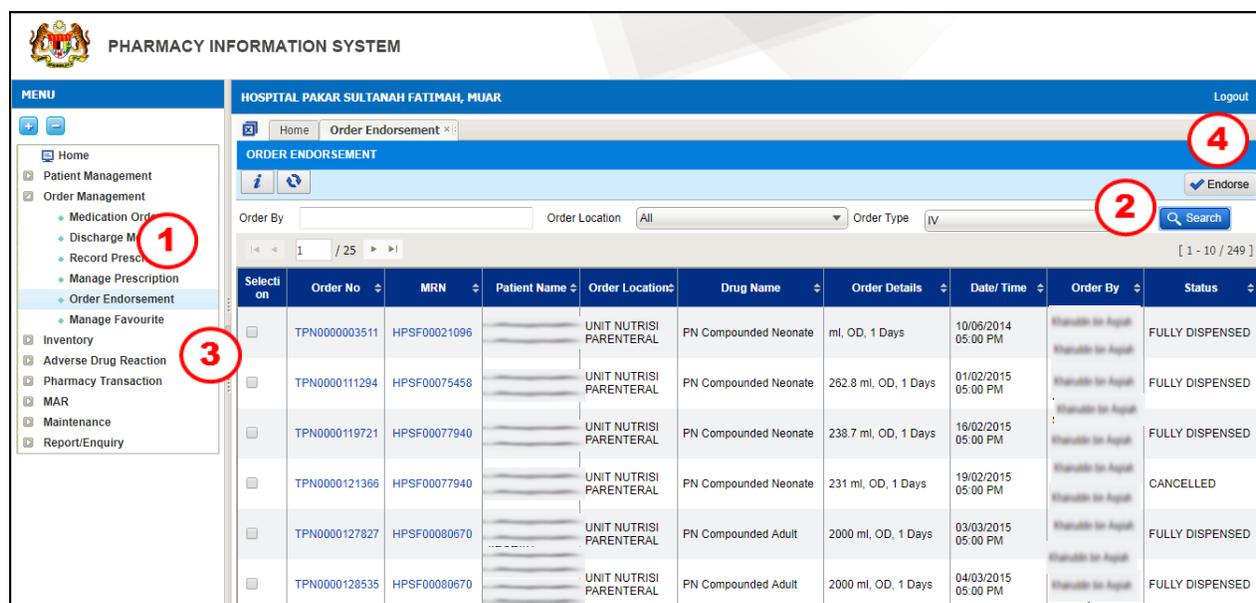


Figure 3.2.3-2 Manage Prescription Screen with Cancel/Stop Reason Box

3.3 Order Endorsement

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



| Select on | Order No | MRN | Patient Name | Order Location | Drug Name | Order Details | Date/ Time | Order By | Status |
|--------------------------|---------------|--------------|--------------|-------------------------|-----------------------|----------------------|---------------------|------------------------|-----------------|
| <input type="checkbox"/> | TPN000003511 | HPSF00021096 | | UNIT NUTRISI PARENTERAL | PN Compounded Neonate | ml, OD, 1 Days | 10/06/2014 05:00 PM | Available for Approval | FULLY DISPENSED |
| <input type="checkbox"/> | TPN000011294 | HPSF00075458 | | UNIT NUTRISI PARENTERAL | PN Compounded Neonate | 262.8 ml, OD, 1 Days | 01/02/2015 05:00 PM | Available for Approval | FULLY DISPENSED |
| <input type="checkbox"/> | TPN0000119721 | HPSF00077940 | | UNIT NUTRISI PARENTERAL | PN Compounded Neonate | 238.7 ml, OD, 1 Days | 16/02/2015 05:00 PM | Available for Approval | FULLY DISPENSED |
| <input type="checkbox"/> | TPN0000121366 | HPSF00077940 | | UNIT NUTRISI PARENTERAL | PN Compounded Neonate | 231 ml, OD, 1 Days | 19/02/2015 05:00 PM | Available for Approval | CANCELLED |
| <input type="checkbox"/> | TPN0000127827 | HPSF00080670 | | UNIT NUTRISI PARENTERAL | PN Compounded Adult | 2000 ml, OD, 1 Days | 03/03/2015 05:00 PM | Available for Approval | FULLY DISPENSED |
| <input type="checkbox"/> | TPN0000128535 | HPSF00080670 | | UNIT NUTRISI PARENTERAL | PN Compounded Adult | 2000 ml, OD, 1 Days | 04/03/2015 05:00 PM | Available for Approval | FULLY DISPENSED |

Figure 3.3-1 Order Endorsement Screen

STEP 1

Click on the '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 prescriber name |
| 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 results of patient record list will display:
 - Order No
 - MRN
 - Patient Name
 - Order Location
 - Drug Name
 - Order Status
 - Date and Time
 - Order By
 - Status

STEP 2

Select **Order Type** as **IV** and click on the  button to search patient

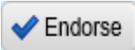
STEP 3

Select/tick checkbox on selected patient

Note

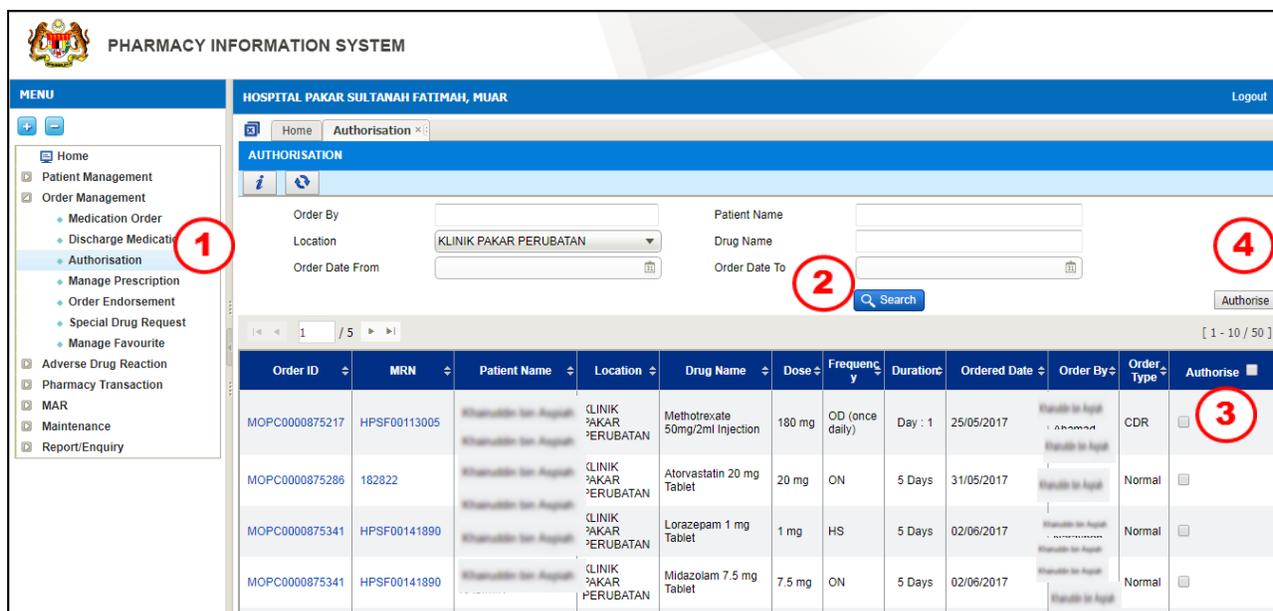
Multiple selections are allowed.

STEP 4

Click on the  button to proceed with endorsement

3.4 Authorisation

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



| Order ID | MRN | Patient Name | Location | Drug Name | Dose | Frequency | Duration | Ordered Date | Order By | Order Type | Authorise |
|----------------|--------------|--------------|------------------------|---------------------------------|--------|-----------------|----------|--------------|------------|------------|-------------------------------------|
| MOPC0000875217 | HPSF00113005 | [Redacted] | KLINIK PAKAR PERUBATAN | Methotrexate 50mg/2ml Injection | 180 mg | OD (once daily) | Day : 1 | 25/05/2017 | [Redacted] | CDR | <input checked="" type="checkbox"/> |
| MOPC0000875286 | 182822 | [Redacted] | KLINIK PAKAR PERUBATAN | Atorvastatin 20 mg Tablet | 20 mg | ON | 5 Days | 31/05/2017 | [Redacted] | Normal | <input type="checkbox"/> |
| MOPC0000875341 | HPSF00141890 | [Redacted] | KLINIK PAKAR PERUBATAN | Lorazepam 1 mg Tablet | 1 mg | HS | 5 Days | 02/06/2017 | [Redacted] | Normal | <input type="checkbox"/> |
| MOPC0000875341 | HPSF00141890 | [Redacted] | KLINIK PAKAR PERUBATAN | Midazolam 7.5 mg Tablet | 7.5 mg | ON | 5 Days | 02/06/2017 | [Redacted] | Normal | <input type="checkbox"/> |

Figure 3.4-1 Order Autorisation Screen

STEP 1

Click on the 'Order Management' menu and follow by 'Authorisation' sub-menu

Note

- On this listing page, various Search Criteria is provided as bellow:

| No | Field | Description | Remark |
|----|-----------------|------------------------|--|
| A | Order By | Prescriber Name | Allow to search by full or partial 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 full or partial 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 results of patient record list will display:*

- *Order No*
- *MRN*
- *Patient Name*
- *Location*
- *Drug Name*
- *Dose*
- *Frequency*
- *Duration*
- *Ordered Date and Time*
- *Order By*
- *Order Type*

STEP 2

Click on the  button to search patient

STEP 3

Select/tick  checkbox on selected patient

STEP 4

Click on the  button to proceed with authorisation

Note

User may click/tick on the  checkbox to authorise all drugs on the list.

4.0 Acronyms

| Abbreviation | Definition |
|--------------|-----------------------------|
| MOH | Ministry Of Health |
| PhIS | Pharmacy Information System |
| CPS | Clinical Pharmacy System |
| OM | Order Management |
| MRN | Medical Record Number |
| IV | Intravenous |

5.0 Links to Clinical Modules

| No | Module | PDF Links | No | Module | PDF Links |
|----|-------------------------------|----------------------------|----|-----------------------------|----------------------------|
| 1 | <i>Inpatient</i> | Click Here | 12 | <i>CDR Dispensing</i> | Click Here |
| 2 | <i>CDR Order</i> | Click Here | 13 | <i>Methadone Dispensing</i> | Click Here |
| 3 | <i>TDM Order</i> | Click Here | 14 | <i>PN Dispensing</i> | Click Here |
| 4 | <i>PN Order</i> | Click Here | 15 | <i>Order Management</i> | Click Here |
| 5 | <i>IV Order</i> | Click Here | 16 | <i>Patient Management</i> | Click Here |
| 6 | <i>Prepacking</i> | Click Here | 17 | <i>Radiopharmaceuticals</i> | Click Here |
| 7 | <i>Galenical</i> | Click Here | 18 | <i>Outpatient</i> | Click Here |
| 8 | <i>MTAC</i> | Click Here | 19 | <i>Special Drug Request</i> | Click Here |
| 9 | <i>ADR & DAC</i> | Click Here | 20 | <i>MAR</i> | Click Here |
| 10 | <i>Medication Counselling</i> | Click Here | 21 | <i>DICE</i> | Click Here |
| 11 | <i>Ward Pharmacy</i> | Click Here | 22 | | |