



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

Full Based User Manual Outpatient Pharmacy

Version	: 8th EDITION
Document ID	: FB_U. MANUAL_OP



CONFIDENTIAL COPYRIGHTED MATERIAL – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only.*

Reference ID : FB_U.MANUAL_OP-8th EDITION

Application reference: PhIS& CPSv1.8.1



Table of Contents

1.0 Introduction.....	1
1.1 Overview of PhIS	1
1.2 Purpose and Objectives	1
1.3 Organized Sections.....	1
2.0 Application Standard Features.....	2
2.1 PhIS Legend.....	2
2.2 Latest Enhancement and Updates	4
3.0 Outpatient Pharmacy.....	6
3.1 Acknowledgement.....	9
3.1.1 Acknowledge upon patient arrival	9
3.1.2 Acknowledge Prescription Without Patient Arrival.....	15
3.1.3 Queue Details.....	18
3.2 Screening and Verification	22
3.2.1 Verify Prescription	22
3.2.2 Intervention.....	27
3.2.3 Alternate Drug	30
3.2.4 Alternate & Combination Drug	32
3.2.5 Hold and resume	34
3.3 Preparation	38
3.3.1 Prepare	38
3.3.2 Allocate Quantity	43
3.3.3 Drug Label and Balance Medication Sheet (BMS)	45
3.3.4 Extemporaneous – By Patient	49
3.3.5 Extemporaneous – By Pharmacist.....	52
3.4 Dispensing	56
3.4.1 Dispense	56
3.4.2 Next Collection Record for Partial Supply	60
3.4.3 Hold / Resume.....	62
3.4.4 Send SPUB	66
3.5 Single Stage Dispensing	71
3.6 SPUB.....	76
3.6.1 SPUB Out Online – (Both facility using PhIS).....	76
3.6.1.1 SPUB Out Online (Before Dispense).....	76
3.6.1.2 SPUB Out Online (After Dispense).....	84
3.6.2 SPUB Out from Online facility to Offline facility	90
3.6.2.1 SPUB Out from Online facility to Offline facility (Before Dispense)	90
3.6.2.2 SPUB Out from Online Facility to Offline Facility (After Dispense).....	96
3.6.3 SPUB In Online – (Both facility using PhIS).....	100
3.6.4 SPUB In from Offline Facility to Online Facility	104
3.6.5 Reprint SPUB Form	110
3.7 Release / Discard Batch.....	115
3.7.1 Release/Discard (Before Call Patient)	115
3.7.2 Release/Discard (After Call Patient)	120
3.7.3 Release/Discard (Batch Management menu)	122
3.8 Medication Return	124
3.8.1 View Medication Return Record	124
3.8.2 Add New Medication Return Record	126
3.9 Re-Dispense	131
3.9.1 View Re-dispense List.....	131
3.9.2 Add New Re-dispensing Record	135
3.9.3 Re-dispensing Drug Label	139
4.0 Acronyms	141
5.0 Links to Clinical Modules	141

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 Outpatient Pharmacy 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:

- Acknowledgement
- Screening & Verification
- Preparation
- Dispensing
- Single Stage Dispensing
- SPUB
- Release/Discard Medication
- Medication Return
- Re-Dispense

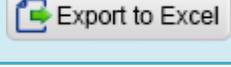
1.3 Organized Sections

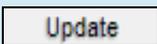
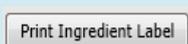
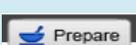
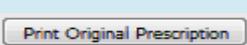
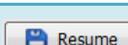
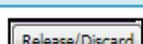
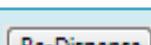
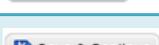
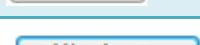
These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Outpatient Pharmacy
- Section 4: Acronyms
- Section 5: Links to Clinical Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format

Outpatient Pharmacy Module Legend			
	Update Patient's Height and Weight		Print Ingredient Label
	Acknowledge Prescription		Dispense
	Preparation		Print Original Prescription
	Edit Label		Verification
	Resume		Confirm
	Hold		Release/Discard
	Print		Re-Dispense
	Calendar		Delete
	Schedule		Save and Continue
	Add/Update Drug		

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
'Medication Counseling' button and call the screen at Dispensing screen and Single Stage screen.	58
Display fraction dosage in special character which is smaller than normal dose font.	45
1. Enhancement on drug label. <ul style="list-style-type: none"> • To put 'dose' and 'frequency' in one line. • 'Route' to move in 2nd line. • Line to reduce (make it more thin/grey color) • Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency. • Remain background color as white for all information for all labels. • Combine Special Instruction and Cautionary into 1 column. 	45
1. To display a notification icon in the Remarks column if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark). 2. To display previous doctor's remark from previous drug order in all dispensing screens.	58
1. MTAC History link in all dispensing screen (patient banner): <ol style="list-style-type: none"> a. Acknowledgement b. Screening and Verification c. Preparation d. Dispensing e. VAS f. Single Stage g. Methadone Dispensing 	Respective Screen
<ul style="list-style-type: none"> • Adherence score field is available. User can enter the score between 1- 8. User is allowed to enter decimal value up to 2 decimal points. • Adherence score is available in the following screen <ol style="list-style-type: none"> i. Screening and verification ii. Preparation iii. Dispensing iv. Single Stage • Medication Possession Rate (MPR) value will be calculated for partial supply prescription only. • MPR Formula: <ol style="list-style-type: none"> i. To count MPR for all active drugs but display minimum MPR at prescription level. ii. Exemption of MPR calculation for <u>drug with PRN frequency</u> $\% \text{ MPR} = \frac{\text{Supply Duration}}{\text{Duration between previous supply start date until current date}}$ <p><u>Example:</u> Scenario 1: Previous dispensing done on <u>5/3/2017</u> for few drugs:</p> <ul style="list-style-type: none"> • Drug A, TDS <ul style="list-style-type: none"> Previous supply start on 5/3/2015 for 30 days Current date is 20/3/2017. <ul style="list-style-type: none"> ○ Supply duration = 30 days ○ Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days ○ Drug MPR = (30/15) x 100 = <u>200</u> • Drug B, BD 	Respective Screen



<p>Previous supply start on <u>7/3/2015</u> for 40 days Current date is 20/3/2017.</p> <ul style="list-style-type: none">○ Supply duration = 40 days○ Duration between previous start and current = <u>7/3/2017</u> to 20/3/2017 = 13 days○ Drug MPR = $(40/13) \times 100 = \underline{308}$ <p>MPR at prescription level = minimum MPR for all active drug = <u>200</u></p> <p>Scenario 2: (Exemption for PRN frequency) Previous dispensing done on <u>5/3/2017</u> for few drugs:</p> <ul style="list-style-type: none">• Drug A, <u>PRN</u> Previous supply start on 5/3/2015 for 30 days Current date is 20/3/2017.<ul style="list-style-type: none">○ Supply duration = 30 days○ Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days○ Drug MPR = $(30/15) \times 100 = \underline{N/A}$• Drug B, <u>BD</u>, Previous supply start on <u>7/3/2015</u> for 40 days Current date is 20/3/2017.<ul style="list-style-type: none">○ Supply duration = 40 days○ Duration between previous start and current = <u>7/3/2017</u> to 20/3/2017 = 13 days○ Drug MPR = $(40/13) \times 100 = \underline{308}$ <p>MPR at prescription level = minimum MPR for all active drug = <u>308</u></p>	
<ul style="list-style-type: none">• Add in button to call MTAC Order screen at dispensing screen and Single Stage screen.	

3.0 Outpatient Pharmacy

Overview

The Outpatient Pharmacy module includes implementing safe, organized, and efficient drug-dispensing systems is essential for controlling costs and assuring that the medical prescription is safely followed as requested within the appropriate deadline. An appropriate dispensing system is an important ally for the prevention or reduction of medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescriptions within a hospital.

User Group

This module is intended for pharmacist and assistant pharmacist (subject to the user assigned by the facility)

Functional Diagram

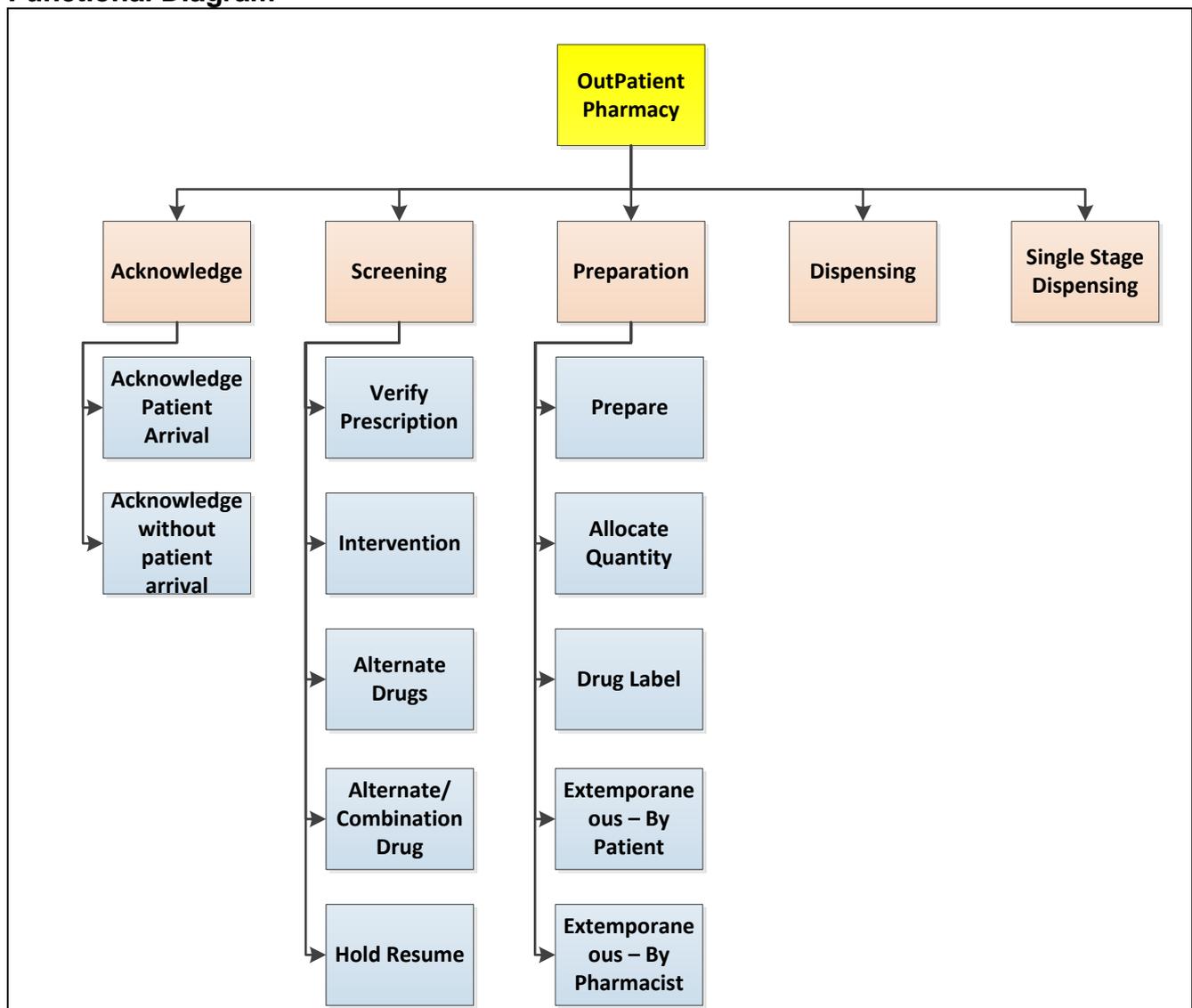


Figure 3.0-1 Functional Diagram

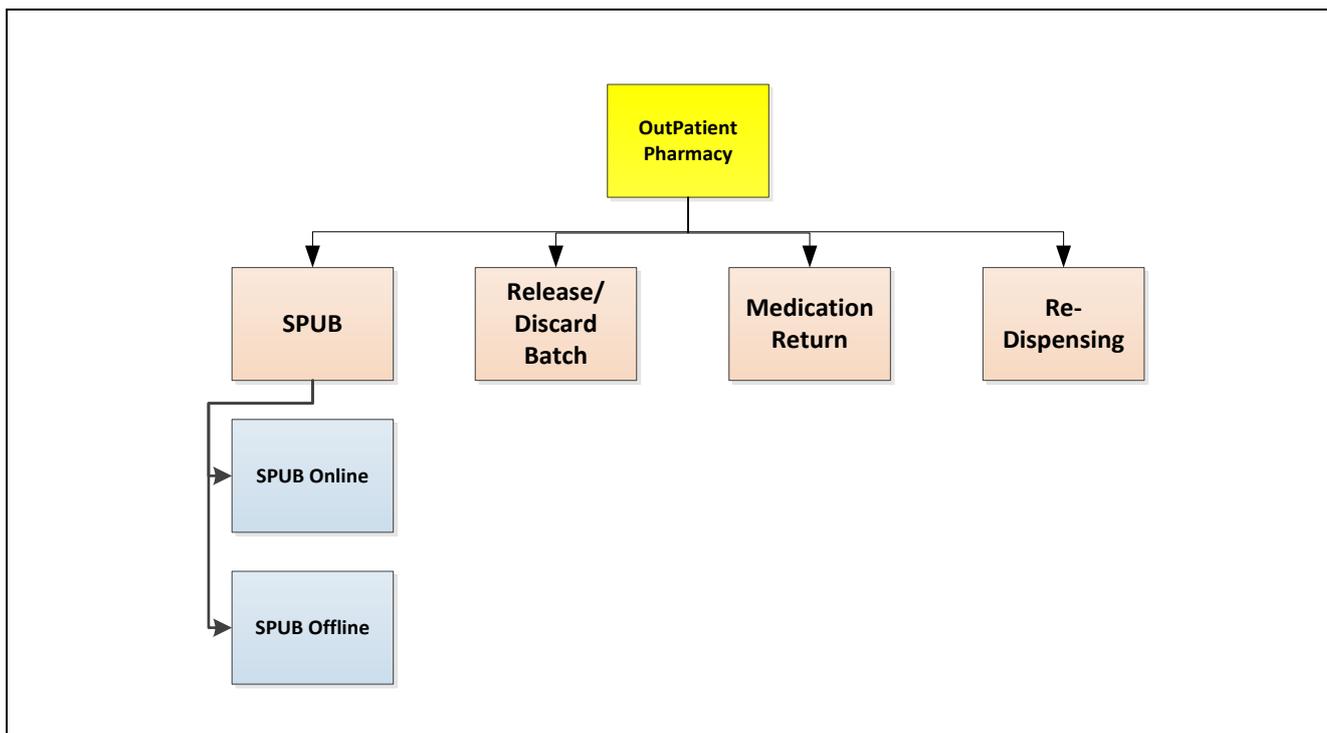


Figure 3.0-2Functional Diagram (cont.)

Functional Description

Outpatient Pharmacy comprises of five (5) main functions:

- **Acknowledgement**

Acknowledgement function will be used as an acknowledgement process for prescription during patient arrival or without patient arrival at Outpatient pharmacy. All prescription must go through the acknowledgement process in order to dispense the medication. With this functionality, user able to manage the dispensing process with more effectively and efficiency.

- **Screening and Verification**

Screening and verification function is for user to do the checking and verification on the prescription order from prescriber. In this screen, system provides some sub-functions like intervention, hold/resume and allocate drug batch. Some information related to the patient as drug interaction (MIMS), patient allergy, lab result, drug info details also provided to minimize medication error during verification process.

- **Preparation**

The preparation function allow user to allocate drug quantity and batch to be dispense based on the ordered prescription. This function is integrated with inventory system where the stock will be auto deduct after dispensing process. Drug label can be generated and print based on the prepared drugs. Some of the sub-function is available in this screen like alternate, hold/resume and drug interaction (MIMS) is provided to help user with more effectively and efficiency during preparation process for patient safety purpose.

- **Dispensing**

Dispensing functions is to record and save all the dispensed medication detail information. This function is the mandatory steps to complete the dispense medication process. At this screen, information related with the patient, prescription and prepared drug also is provided.



- **Single Stage Dispensing**

The level of mandatory steps to complete the dispense medication process such as verification, preparation and dispensing will be done in one single screen handles by one user. With this function, user able to manage the time to dispense medication with faster and efficiency.

- **SPUB**

SPUB is to transfer partial medication order from current facilities to referring facilities. SPUB R1 form will contain the patient's information and prescription to be dispensed at referring hospital.

- **Release Batch**

Release batch function will be used when user decide to un-packed the reserved/prepared drugs. All the release drugs such as tablets, capsule and other than liquid will be stocked back into inventory.

- **Medication Return**

Medication return is the function where user able to record the returned medication from the patient or units into the system. With this functionality user able to track the transaction record and able to manage the stock with proper way.

- **Medication Re-Dispense**

Allow the user to re-issue medication to the patient due to spilled, broken or lost. Only Authorized users will be able to access this process.

3.1 Acknowledgement

Acknowledgement is used to view current medication records that need to be dispense. It enables user to generate and print queue number upon patients' arrival.

3.1.1 Acknowledgement upon patient arrival

Pharmacy Acknowledgement allows pharmacist to acknowledge patient arrival and assign queue number to the patient.

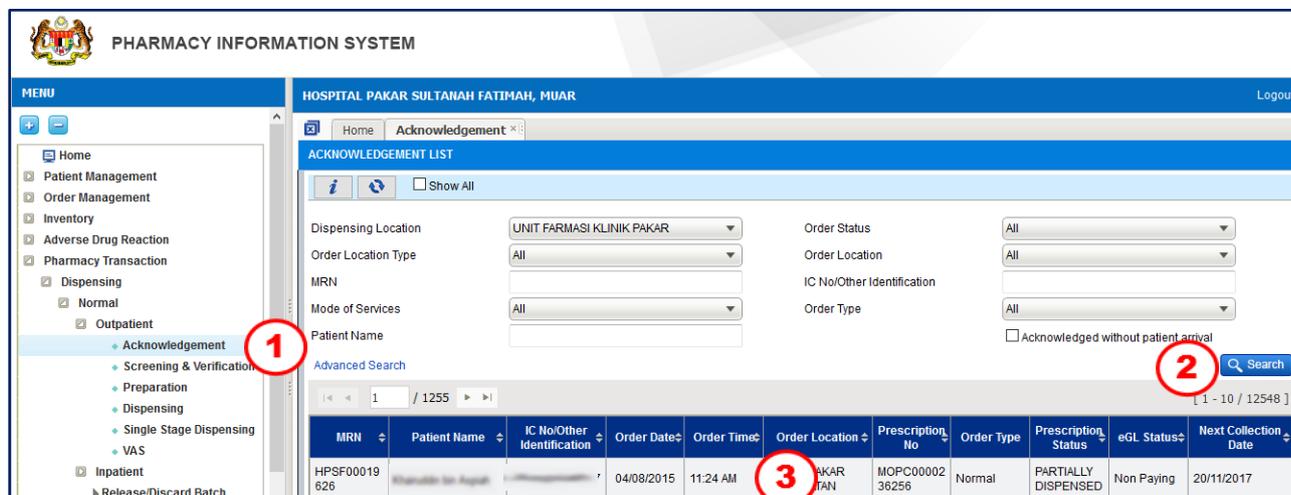


Figure 3.1.1-1 Pharmacy Acknowledgement Listing Page

STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

Note

- By default, list of patients will be display according to pharmacist's location access.
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
d	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
e	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
f	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
g	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
h	Mode of Services	- All	Allow user to search by patient registered

		<ul style="list-style-type: none"> - Appointment Card - Email and Take - Fax and Take - Normal Collection - SMS and Take - Telephone and Take - UMP - Others 	with value added services for next collection
i	Order Type	<ul style="list-style-type: none"> - All - Normal - SPUB - Discharge - Referred Patient 	Able to filter and search patient's record by order type
j	Patient Name	Name of Patient	Allow to search by patient name
k	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
Advanced Search			
a	Order Date from	Order date from	Able to filter and search patient's record by order date from
b	Order Date To	Order date to	Able to filter and search patient's record by order date to
c	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
d	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
e	eGL Status	<ul style="list-style-type: none"> - All - Paying - Non Paying 	Able to filter and search patient's record by eGL status
f	Patient Type	<ul style="list-style-type: none"> - All - Outpatient - Inpatient 	Able to filter and search patient's type

Table 3.1.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of patient list will display:

- MRN
- Patient Name
- IC No/Other Identification
- Order Date
- Order Time
- Order Location
- Prescription No
- Prescription Status
- eGL Status
- Next Collection Date

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 3.1.1-2**

PHARMACY ACKNOWLEDGEMENT

Print Queue No Acknowledge

Mykad Age 75 Years 10 Months 05 Days Gender Male MRN HPSF00019626

Address Phone And Email Diagnosis No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0382 Visit Date: 04/08/2015 Attending Practitioner: Dr. Lathiff Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC000236256

PHARMACY ACKNOWLEDGEMENT

4 Patient Arrived Arrived Date Arrived Time

Queue No Queue Series Normal Dispensing Location UNIT FARMASI KLINIK PAKAR

Collector Name Relationship Patient SPUB

PRESCRIPTIONS

Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Perindopril 4 mg Tablet	Oral Tablet	Oral	6 mg	OD	3 Months	135 tablet	135 tablet	04/08/2015 11:22:39 AM	02/11/2015 11:22:39 AM	Discontinued	Remark

Figure 3.1.1-2 Pharmacy Acknowledgement

Note

- When the selected patient name is clicked, the summary of patient information will be display 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:

Description	Remarks
Patient banner	<ul style="list-style-type: none"> a. Patient Name b. Patient Address c. Patient IC Number d. Patient Phone and Email e. Patient Diagnosis f. Patient Age g. Patient Allergy h. Patient Gender i. Patient MRN
Patient clinical information	<ul style="list-style-type: none"> a. ADR <ul style="list-style-type: none"> - Adverse Drug Reaction record b. Lab Results <ul style="list-style-type: none"> - Patient's laboratory TDM test result c. Counselling History <ul style="list-style-type: none"> - Medication Counselling records d. Demographic <ul style="list-style-type: none"> - Patient demographic e. Pharmacist Notes <ul style="list-style-type: none"> - Notes for MTAC, Ward Pharmacy and TDM f. Medication Profile <ul style="list-style-type: none"> - Patient current and previous medication history g. Other Appointments <ul style="list-style-type: none"> - Appointments recorded for the patient
Current visit Information	<ul style="list-style-type: none"> a. Visit number b. Attending practitioner c. Visit date d. Visit location e. Room No / Bed No f. Rx No

Table 3.1.1-2

- The pharmacy acknowledgement screen consists of 2 sections:

a. Pharmacy acknowledgement

Description	Remarks
Patient arrived check box	Once user checks on this checkbox, system will capture the system date and time. This date and time will be displayed in 'Arrived date' and 'Arrival time' field.
Queue number	System will auto generate queue number. This number will be reset on a daily basis
Collector name	Name of person who collects the prescription.
Arrived date	Once user checks on 'Patient arrival' checkbox, arrival date will be captured and displayed
Arrived time	Once user checks on 'Patient arrival' checkbox, arrival time will be captured and displayed
Queue Series	This field will show the queue series in a drop down combo box based on the 'Queue Series' values configured in the system parameter table
Dispensing location	Pharmacy location
Relationship	relationship of the collector with the patient in a drop down combo box based on the 'Relationship with patient'

Table 3.1.1-3

b. Prescription

Description	Remarks
Drug Name	Name of drug ordered by prescriber.
Dosage form	Form of drug for the prescribed drug.
Drug route	Route selected by prescriber.
Dose	Dosage ordered from prescriber
Frequency	Frequency ordered from prescriber
Duration	Drug duration
Order quantity	Ordered quantity
Start Date	Medication start date
End date / time	Medication end date
Status	Prescription status
Remarks	Drugs remarks from prescriber

Table 3.1.1-4

STEP 4

Click on the **Patient Arrived** check box to confirm patient arrival

Note

- Arrived Date** and **Arrived Time** will be defaulted to current date and time.
- Collector Name** and **Relationship** will be default to the patient name. If collecting on behalf of patient, user may enter the collector details.

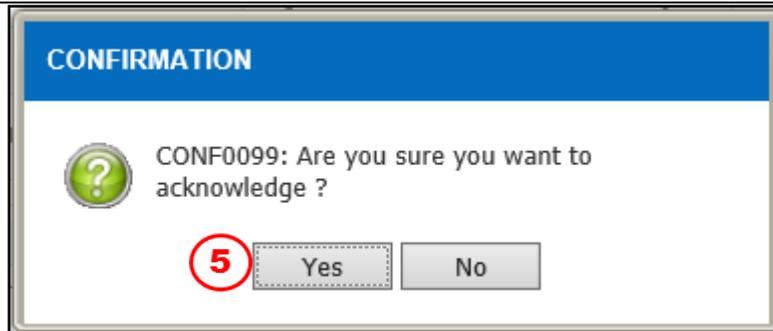
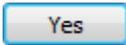
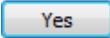


Figure 3.1.1-3 Confirmation Alert Message

STEP 5

Click on the  button to acknowledge the patient

Note

- Upon acknowledged patient arrival, user may print **Queue No** by clicking on the  button as per **Figure 3.1.1-4**. The queue no is display as per **Figure 3.1.1-5**.
- Queue Ticket Number will be auto generate, this number based on values set in the master table. User can set starting value based on queue series. This number will be reset on a daily basis.
- Queue Ticket Number will display:
 - a) Department.
 - b) Facility Name.
 - c) Queue Number.
 - d) Date and Time.
- Printing the system's queue number is only applicable for certain facility.

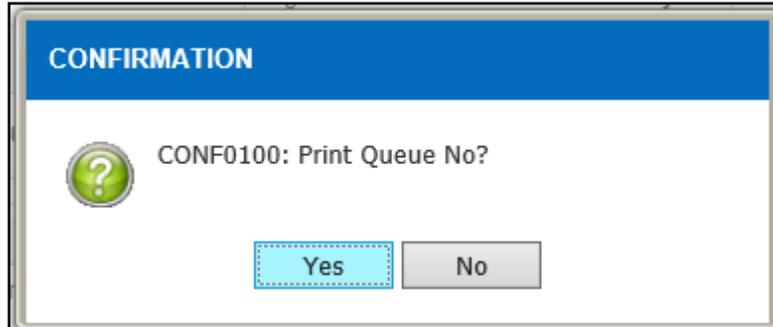


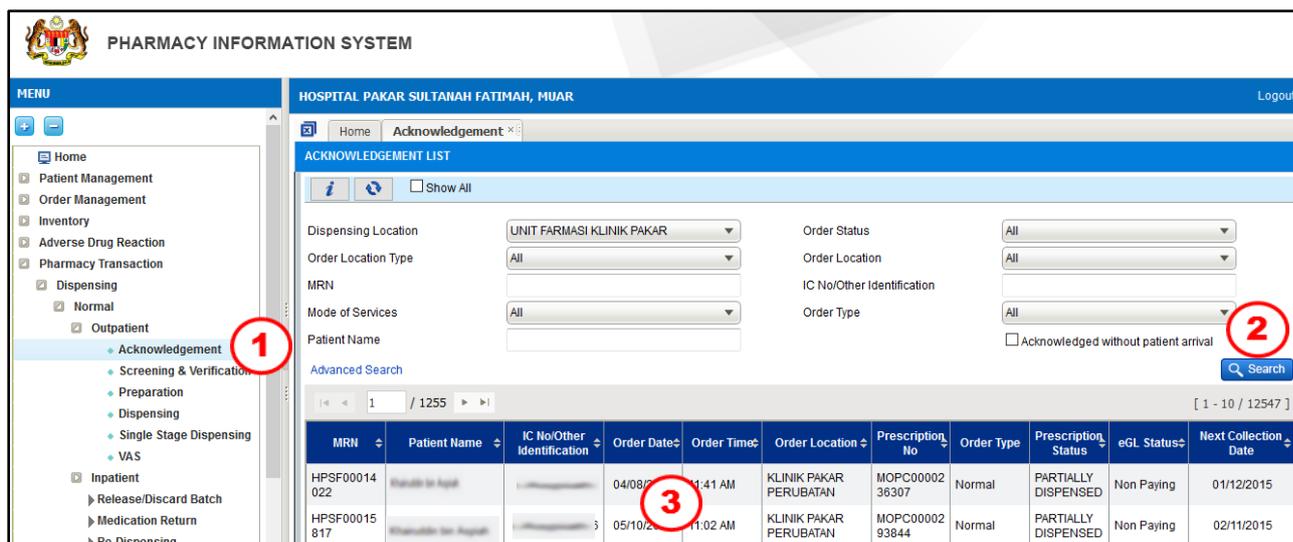
Figure 3.1.1-4 Confirmation Alert Message



Figure 3.1.1-5 Queue Ticket Number Sample

3.1.2 Acknowledge Prescription Without Patient Arrival

Allow user to acknowledge prescription without patient arrival.



The screenshot shows the 'ACKNOWLEDGEMENT LIST' page. On the left, a menu is visible with 'Acknowledge' highlighted under the 'Outpatient' section (marked with a red circle '1'). The main area contains search filters for Dispensing Location, Order Location Type, MRN, Mode of Services, Patient Name, Order Status, Order Location, IC No/Other Identification, and Order Type. A checkbox for 'Acknowledge without patient arrival' is present (marked with a red circle '2'). Below the filters is an 'Advanced Search' button and a table of prescriptions. The table has columns for MRN, Patient Name, IC No/Other Identification, Order Date, Order Time, Order Location, Prescription No, Order Type, Prescription Status, eGL Status, and Next Collection Date. One row is highlighted with a red circle '3'.

MRN	Patient Name	IC No/Other Identification	Order Date	Order Time	Order Location	Prescription No	Order Type	Prescription Status	eGL Status	Next Collection Date
HPSF00014022	Respectable Mr. Huzaf	1234567890123	04/08/2015	11:41 AM	KLINIK PAKAR PERUBATAN	MOPC0000236307	Normal	PARTIALLY DISPENSED	Non Paying	01/12/2015
HPSF00015817	Respectable Mr. Huzaf	1234567890123	05/10/2015	11:02 AM	KLINIK PAKAR PERUBATAN	MOPC0000293844	Normal	PARTIALLY DISPENSED	Non Paying	02/11/2015

Figure 3.1.2-1 Pharmacy Acknowledgement Listing Page

STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

Note

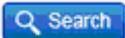
Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
l	Show All	Check box	Able to view all patient record
m	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
n	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
o	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
p	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
q	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
r	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
s	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - SMS and Take - Telephone and	Allow user to search by patient registered with value added services for next collection

		Take - UMP - Others	
t	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record by order type
u	Patient Name	Name of Patient	Allow to search by patient name
v	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
Advanced Search			
g	Order Date from	Order date from	Able to filter and search patient's record by order date from
h	Order Date To	Order date to	Able to filter and search patient's record by order date to
i	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
j	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
k	eGL Status	- All - Paying - Non Paying	Able to filter and search patient's record by eGL status
l	Patient Type	- All - Outpatient - Inpatient	Able to filter and search patient's type

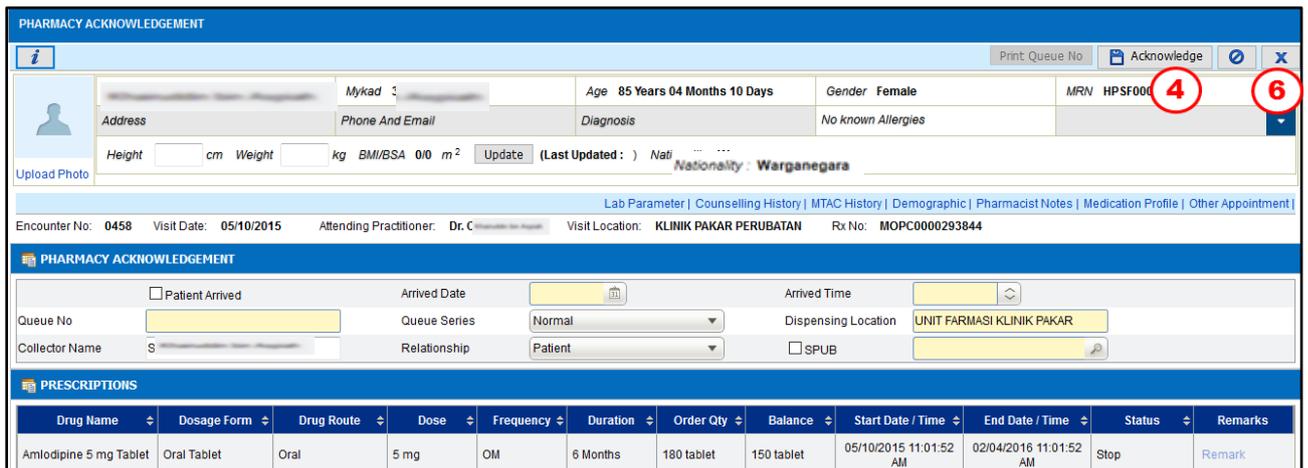
Table 3.1.2-1

STEP 2

Click on the  button to search the patient

STEP 3

Double click on the selected patient's details



PHARMACY ACKNOWLEDGEMENT

Print Queue No Acknowledge X

Mykad Age 85 Years 04 Months 10 Days Gender Female MRN HPSF000 **4** **6**

Address Phone And Email Diagnosis No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0458 Visit Date: 05/10/2015 Attending Practitioner: Dr. C Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000293844

PHARMACY ACKNOWLEDGEMENT

Patient Arrived Arrived Date Arrived Time

Queue No Queue Series Normal Dispensing Location UNIT FARMASI KLINIK PAKAR

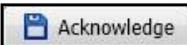
Collector Name S Relationship Patient SPUB

PRESCRIPTIONS

Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Amlodipine 5 mg Tablet	Oral Tablet	Oral	5 mg	OM	6 Months	180 tablet	150 tablet	05/10/2015 11:01:52 AM	02/04/2016 11:01:52 AM	Stop	Remark

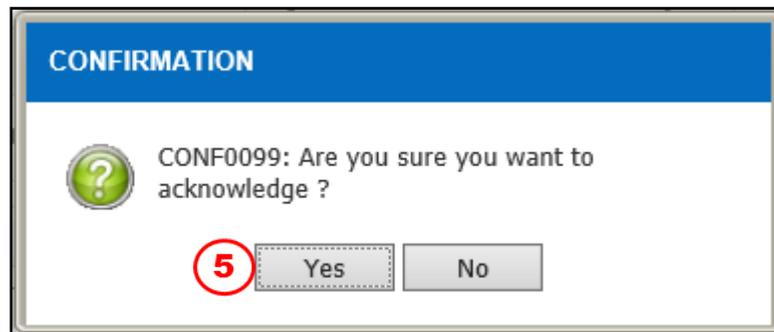
Figure 3.1.2-2 Pharmacy Acknowledgement

STEP 4

Click on the  button to acknowledge the prescription

Note

The process is same as acknowledge with patient arrival, except the **Patient Arrived** checkbox is not selected.



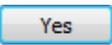
CONFIRMATION

CONF0099: Are you sure you want to acknowledge ?

5 Yes No

Figure 3.1.2.3 Confirmation Alert Message

STEP 5

Click on the  button to confirm the acknowledgement

STEP 6

Click on the  button to close existing screen as per **Figure 3.1.2-2**

3.1.3 Queue Details

This function allows user to assign queue number for patient upon patient arrival.

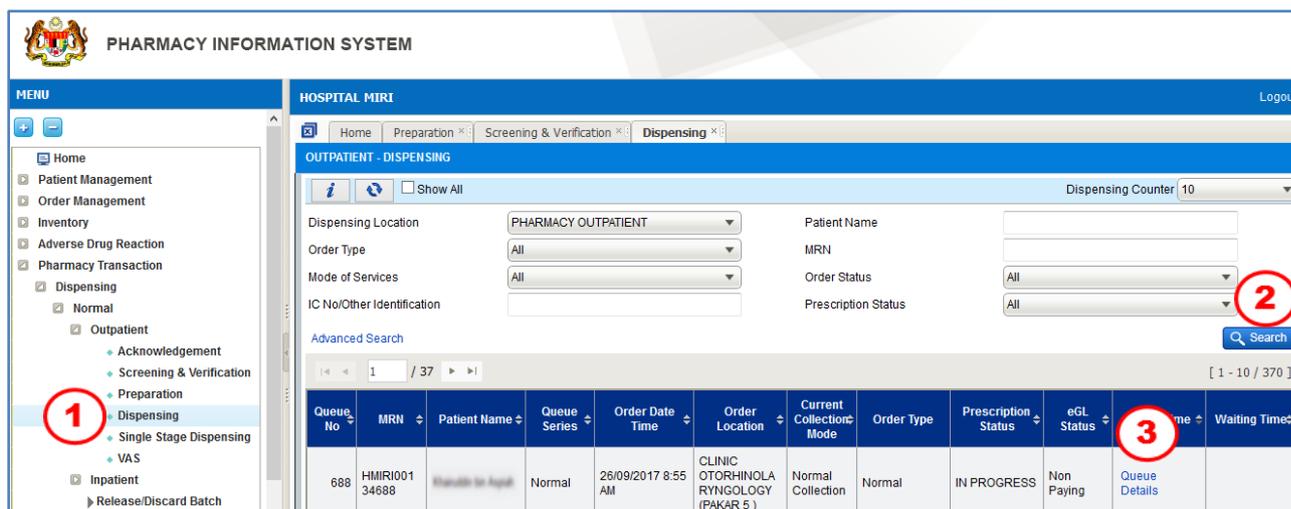


Figure 3.1.3-1 Pharmacy Dispensing Listing Screen

STEP 1

Click on the 'Dispensing' sub menu

STEP 2

Search the patient's record using the searching criteria

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others - SMS and Take - Telephone and Take - UMP	Allow user to search by patient registered with value added services for next collection
g	Order Status	- All	Able to filter the order by order status

		- New Order - Partial Supply	
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	- All - Hold - Expired	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No

Table 3.1.3-1

STEP 3

Click on the **Queue Details** hyperlink

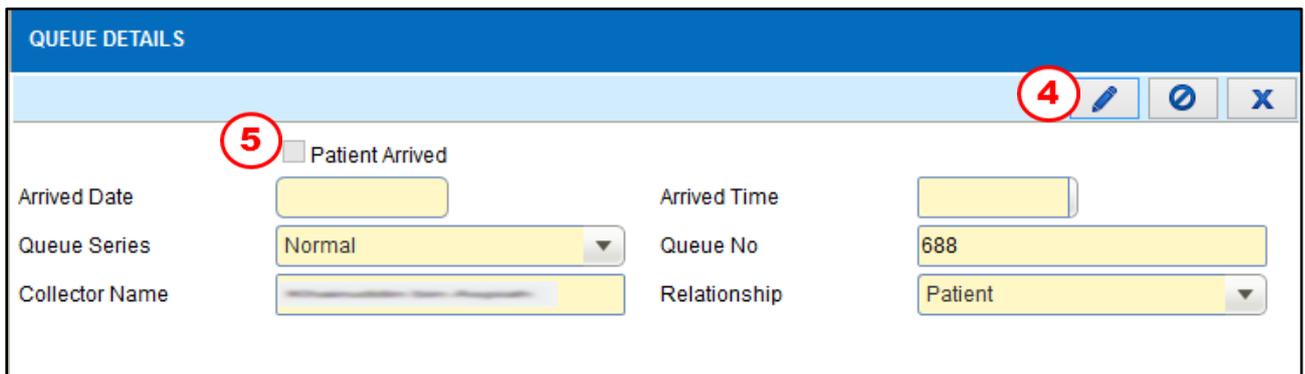


Figure 3.1.3-2 Queue Details

STEP 4

Click on the  button

STEP 5

Click on the  check box at **Patient Arrived**

Note

Arrived Date and Arrived Time will be auto generated.

Figure 3.1.3-3 Queue Details

STEP 6

Select **Queue Series** as listed:

- Normal
- Express
- Special
- Others

STEP 7

Enter queue number

Note

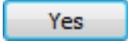
- At **Collector Name**, patient name will be generated automatically but user able to edit and type in collector name manually.
- User also able to select collector relationship to the patient.

STEP 8

Click on  the button to save record

Figure 3.1.3-4 Confirmation Alert Message

Note

- Upon acknowledged patient arrival, user may print **Queue No** by clicking on  button. The queue no is displayed as per **Figure 3.1.3-5**.
- Printing the system's queue number is only applicable for certain facility.

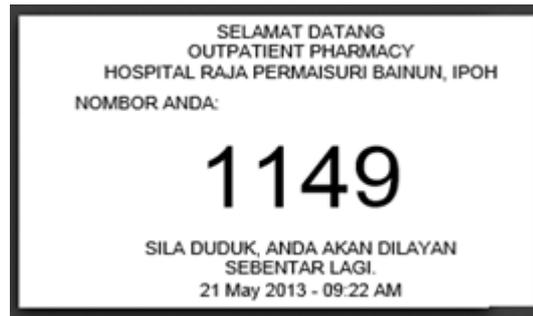


Figure 3.1.3-5 Queue Ticket Number Sample

3.2 Screening and Verification

This function is used to screen & verify prescription before preparation and dispensing stage.

3.2.1 Verify Prescription

This screen will allow user to do the checking and verification on the prescription.

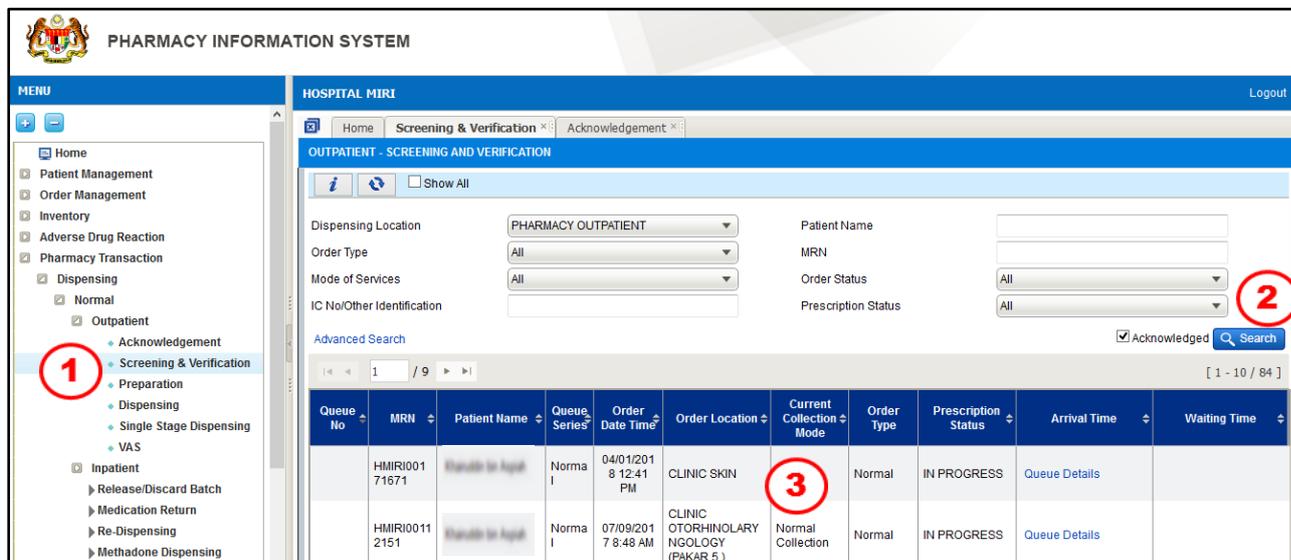


Figure 3.2.1-1 Screening & Verification Listing Screen

STEP 1

Click on 'Screening & Verification' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others - SMS and Take - Telephone and Take	Allow user to search by patient registered with value added services for next collection

		- UMP	
g	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	- All - Hold - Expired	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No

Table 3.2.1-1

STEP 2

Click on the  button to search the patient

Note

- Search result of the current order patient list will be displayed:
 - Queue No
 - MRN
 - Patient Name
 - Queue Series
 - Order Date Time
 - Order Location
 - Current Collection Mode
 - Prescription Status
 - eGL Status
 - Arrival Time
 - Waiting Time
- Patient waiting time is showed at screening & verification, preparation and dispensing screen.
- Waiting time will be auto display when generate queue number.
- Waiting time will be in hh:mm:ss format. Example 1:20:10
- For prescription without patient arrival, this field will be blank.
- Waiting time will be shown with different colours and indicates as below.

- a) Red - Patient has waited for more than 30 minutes.
- b) Navy Blue - Patient has waited for more than 20 minutes but less than 30 minutes.
- c) Green - Patient has waited for less than 20 minutes.

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 3.2.1-2**

Figure 3.2.1-2 Screening & Verification screen

Note

Screening and verification screen consist of 3(three) sections:

a. Pharmacy Acknowledgement

Description	Remarks
Patient Arrived	Patient acknowledged arrived
Queue Series	Queue series as of in system configured
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time and date based on “Patient Arrived”
Collector Name	Name of the person who collects the prescription
Relationship	Relationship between patient and collector

Table 3.2.1-2

b. Pharmacy order

Description	Remarks
Clinic TCA	To come Again
Next Collection Date	Next collection date
Supply Duration	Drug to be supply based on ordered duration
Current Collection Mode	Current collection mode
Next collection mode (Value Added Services)	To select the mode of collection
Next Collection Location	Next collection location to be collect
SPUB	Patient taking medicine from other hospital
Dispense at	Pharmacy location
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MAR	Calculated for partial supply prescription only

Table 3.2.1-3

c. Prescription

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber
Reserve Qty	Drugs quantity to be reserved
Dispense UOMQty	Quantity available in UOM
Balance	Balance quantity and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
PrevDispQty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber Name	Doctor that ordered the prescription
Status	Prescription status

Table 3.2.1-4

Note

- Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.
 - Drug Interaction = 
 - Drug Info = 
- If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.
- This icon , will display the drug information screen

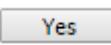
STEP 4

Click on the  button to confirm verification process

Note

- To skip the preparation process, tick the Proceed to Dispense check box.
- Click at the Reserve quantity checkbox if there is no stock for a particular drug to dispense '0' quantity.
- Supply duration will default to 30 if the order duration is >30 days.
- User may click on the  button to allocate quantity at the Screening and Verification stage.
- User able to do Intervention, Alternate/Combination and Hold drug at screening and verification screen by click on the  context menu. Refer steps starting in [section 3.2.2](#)
- After allocate, user also able to print the drug label. Refer steps in [section 3.3.3 Drug Label](#)

STEP 5

Click on the  button to save record

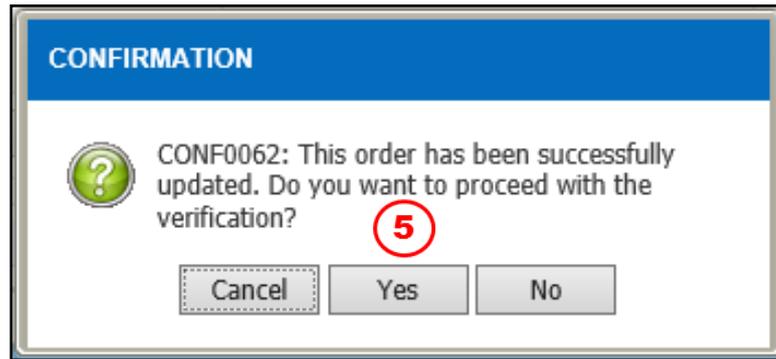


Figure 3.2.1-3 Confirmation Alert Message

3.2.2 Intervention

This function allow user to modify the dosage, frequency and duration. This function is available in screening and verification screen and also preparation screen.

SCREENING AND VERIFICATION

Mykad: [Redacted] Age: 70 Years 25 Days Gender: Male MRN: HPSF0014022

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Encounter No: 1012 Actual Visit Date: 24/11/2015 Attending Prac: [Redacted] Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC000341031

PHARMACY ACKNOWLEDGEMENT

PHARMACY ORDER

Clinic TCA: 10/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection

Next Collection Date: 26/08/2045 Total Patient: 1 Next Collection Mode: Normal Collection

Supply Duration: 30 Days Next Collection Location: [Redacted] Adherence Score: MPR 0

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Budesonide 200 mcg/dose Inhaler	2 puff, BID, Inhalation, 5 Months 02/12/2015 11:40 AM - 30/04/2016 11:40 AM	2 cannister	0	0 cannister	2 cannister (0 day(s))	Remarks	Detail	0 cannister		[Redacted] Disc
Lovastatin 20 mg Tablet	20 mg, ON, Oral, 5 Months 27/07/2045 11:40 AM - 24/12/2045 11:40 AM	150 tablet	0	0 tablet	7 tablet (7 day(s))	Remarks	Detail	143 tablet (21/04/2016)		[Redacted] Part HOK

Figure 3.2.2-1 Screening & Verification

Note

Repeat step 1 to 3 as per [Figure 3.2.1 section Verify Prescription](#) before performs Intervention steps.

STEP 1

Select the drug and click at the button as per [Figure 3.2.2-1](#)

Note

Tick to select at least one drug before clicking the button

INTERVENTION

Modify with Reason Reason only Modify without Reason

PHARMACY REMARKS

Drug Name: All Drugs Order Detail: [Redacted] Reset Save Reason

Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted
<input type="checkbox"/>	Authenticity	[Redacted]	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication	[Redacted]	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Drug Interaction	[Redacted]	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose	[Redacted]	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug	[Redacted]	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Inappropriate Duration	Change to 3 months	<input checked="" type="radio"/>	<input type="radio"/>

MODIFY ORDER

Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reason
Hypromellose 0.3% Eye Drops (with preservative)	1 drop	Eye Both	BD (twice daily)	6 Months	4 bott	08/08/2017 9:05	04/02/2018 9:05 AM	

Figure 3.2.2-2 Intervention

STEP 2

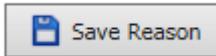
Select the **Intervention Reason** by clicking the **Selection** checkbox. Reasons shall be selected as per below:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

STEP 3

Enter the **Remarks** and select either **Intervention Accepted or Intervention Not Accepted** after consulting the prescriber

STEP 4



Click on the button to save the changes made

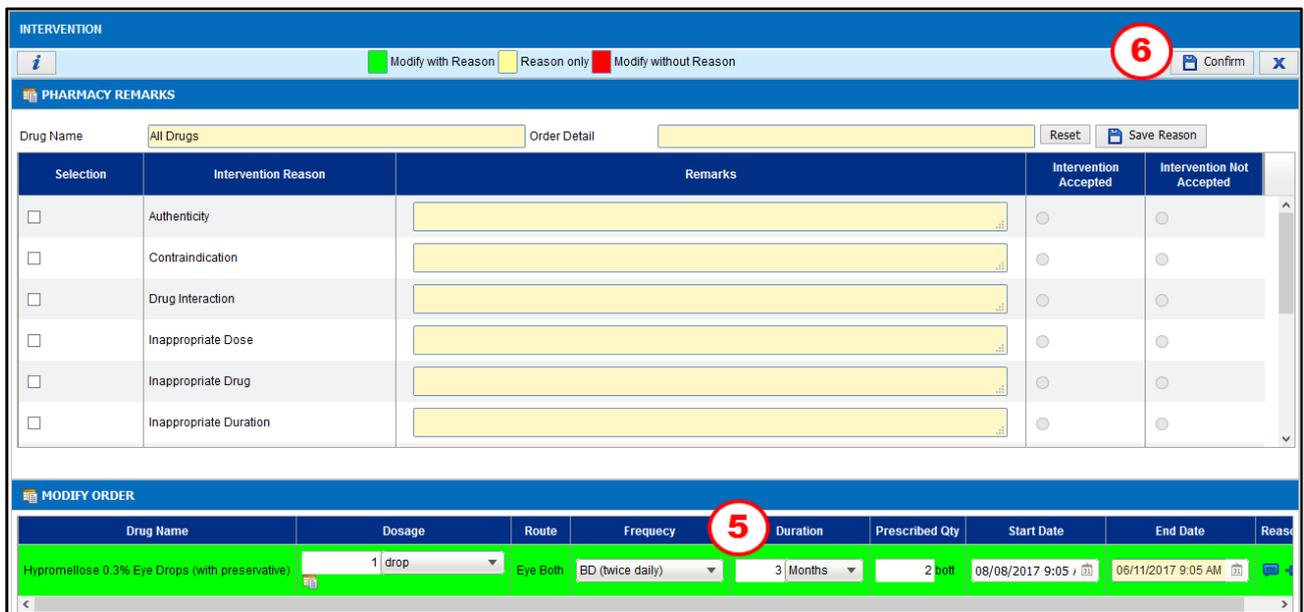


Figure 3.2.2-3 Modify Order

STEP 5

Change the Order details as required as per **Figure 3.2.2-3**

Note

- Background color for the drugs change from grey to Yellow, means the records is being updated on the intervention reason but no modification been done.
- There were also some color indicator highlighted for a drug row, when user do the intervention:
 - i. **GREEN**- Modify with Intervention Reason:- user able to save changes.
 - ii. **YELLOW**- Add Reason only:- user able to save changes.
 - iii. **RED**-Modify without Reason:- user are not able to save changes. User need to add in at least one reason to save changes
- User is allowed to change the Dosage, Frequency and Duration.

STEP 6

Click on the  button to confirm Modify Order

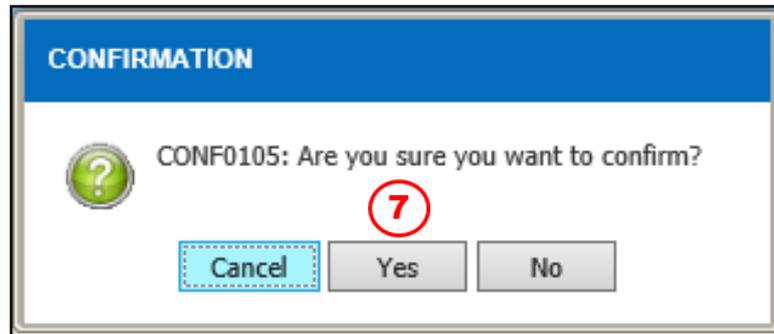


Figure 3.2.2-4 Confirmation alert message

STEP 7

Click on the  button to confirm drug Intervention

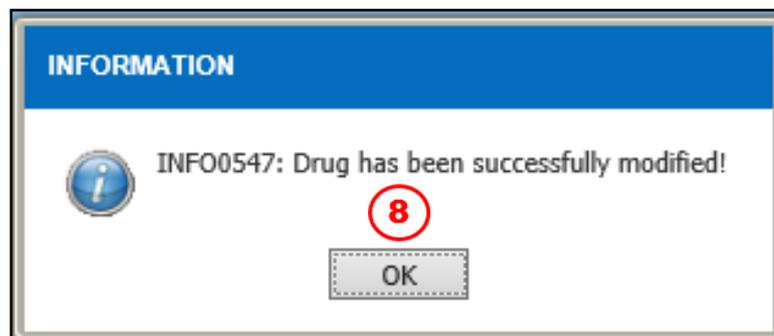
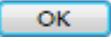


Figure 3.2.2-5 Information alert message

STEP 8

Click on the  button to save record

Note

Once the order has been successfully modified, a blue hyperlink with the intervention information will be display as per **Figure 3.2.2-6**.

	 Hypromellose 0.3% Eye Drops (with preservative)	1 drop, BID, Eye Both, 3 Months 08/08/2017 09:05 AM - 06/11/2017 09:05 AM	2 bott		0 bottle	2 bott (0 day(s))	Remarks	 Detail	0 bott	
	 Ranitidine 150 mg Tablet	150 mg, OD, Oral, 6 Months 08/08/2017 09:05 AM - 04/02/2018 09:05 AM	180 tablet		0 tablet	180 tablet (27 day(s))	Remarks	 Detail	0 tablet	

Figure 3.2.2-6 Updated Prescription

3.2.3 Alternate Drug

This function allows user to dispense different drugs from existing ordered drug with condition, alternate drug should contain same active ingredient and same administration route.

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
	Telmisartan 80mg + Amlodipine 5mg Tab	1 tablet, OM, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0	Alternate	180 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	30 tablet (29/04/2018)		
	Gliclazide 60 mg Modified Release Tablet	120 mg, OD, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	420 tablet	0	Alternate(C)	300 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	120 tablet (29/04/2018)		
	Doxazosin Mesilate 4 mg CR Tablet	4 mg, OD, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0	0 tablet	150 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (29/04/2018)		
	Simvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0	Alternate(C)	150 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (29/04/2018)		

Figure 3.2.3-1 Screening & Verification

Note

Repeat Step 1 to Step 3 as per [Figure 3.2.1 section in Verify Prescription](#) before perform Alternate Drug steps.

STEP 1

Click on the [Alternate](#) hyperlink as per [Figure 3.2.3-1](#)

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Hypromellose 0.3%, Carbomer 980 Ophthalmic Gel	Ophthalmic Gel	Eye Both	2 drop	424606	30/09/2019	458	tube	4	<input checked="" type="checkbox"/>
2	Hypromellose 0.3% Eye Drop (Preservative Free)	Ophthalmic Solution	Eye Both	0 drop	16225A	31/05/2018	696	vial	0	<input type="checkbox"/>
				0 drop	16343C	31/08/2018	11392	vial	0	<input type="checkbox"/>

Figure 3.2.3-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose**

STEP 3

Click on the button to save the record

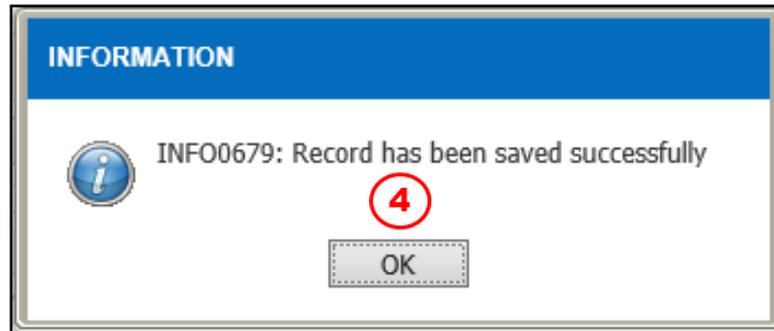


Figure 3.2.3-4 Information Alert Message

STEP 4

Click on the  button to save record and screen will close automatically and back to prescription screen as **Figure 3.2.3-5**

PRESCRIPTION												
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Hyromellose 0.3% Eye Drops (with preservative)	1 drop, QID, Eye Both, 12 Months 13/06/2017 01:06 PM - 08/06/2018 01:06 PM	15 bott	0 <input type="checkbox"/> Alternate	0 bottle	11 bott (121 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott			Ackr
	Hyromellose 0.3%, Carbomer 980 Ophthalmic Gel			4 tube								

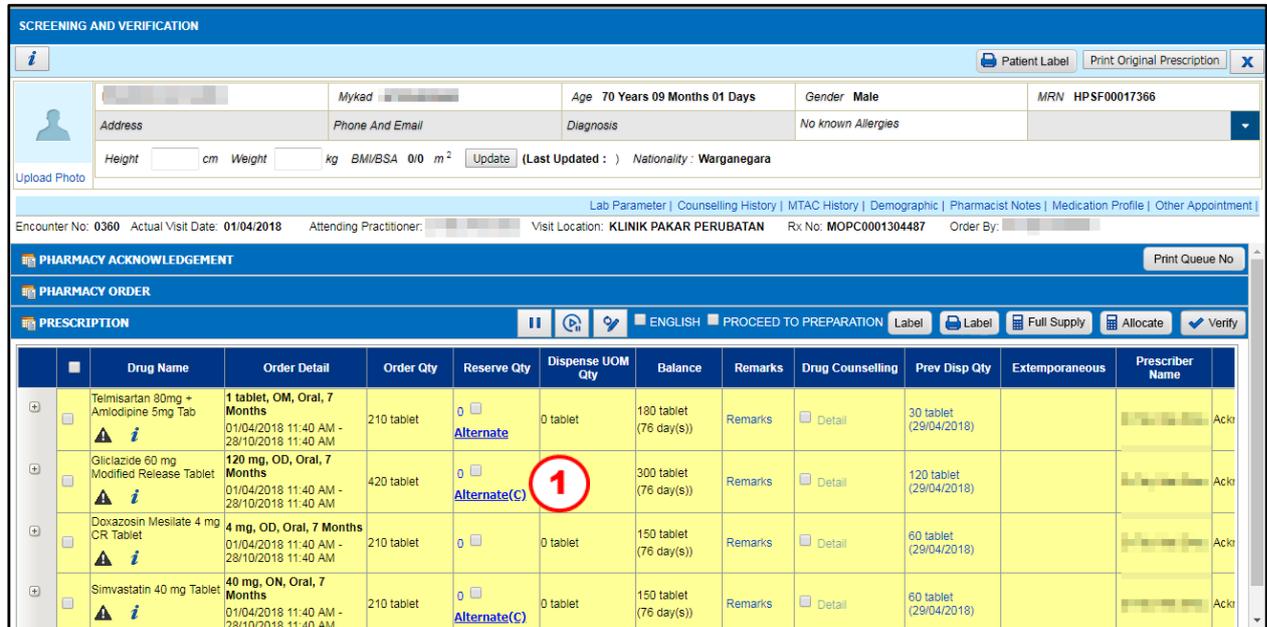
Figure 3.2.3-5 Updated Prescription

Note

Alternate drug field will change to green color as per **Figure 3.2.3-5**.

3.2.4 Alternate & Combination Drug

A combination of ordered drugs and alternative drugs with the same active ingredient, administration route and dosage form.



	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
	Telemisartan 80mg + Amlodipine 5mg Tab	1 tablet, OM, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0 <input type="checkbox"/> Alternate	0 tablet	180 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	30 tablet (29/04/2018)		
	Gliclazide 60 mg Modified Release Tablet	120 mg, OD, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	420 tablet	0 <input type="checkbox"/> Alternate(C) 1		300 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	120 tablet (29/04/2018)		
	Doxazosin Mesilate 4 mg CR Tablet	4 mg, OD, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0 <input type="checkbox"/>	0 tablet	150 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (29/04/2018)		
	Simvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Months 01/04/2018 11:40 AM - 28/10/2018 11:40 AM	210 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	150 tablet (76 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (29/04/2018)		

Figure 3.2.4-1 Screening & Verification

Note

- Repeat **step 1** and **3as** [Figure 3.2.1 section Verify Prescription](#) before perform Alternate / Combination Drug steps.
- User can do alternate/combination based on setting in the drug master.
- Not all drugs are allowed to do alternate/combination.

STEP 1

Click on the **Alternate(C)** and select **Alternate/Combination Drug** as per **Figure 3.2.4-1**

ALTERNATE DRUG DETAILS

3

Location: PHARMACY OUTPATIENT	Order Detail: 20 mg, OM, 181 Days
Ordered Drug Code: N06BA04110C2003XX	Dosage Form: Oral Capsule
Ordered Drug Desc: Methylphenidate HCl 20 mg LA Capsule	Route: Oral
Supply Duration: 16 days Date From 08/01/2018 to 24/01/2018	

BATCH DETAIL

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Methylphenidate HCl 20 mg LA Capsule	Oral Capsule	Oral	<input type="text" value="0"/> capsule	F0001	30/06/2018	109	capsule	<input type="text" value="0"/>	<input type="checkbox"/>
2	Methylphenidate HCl 10 mg Tablet	Oral Tablet	Oral	<input type="text" value="2"/> tablet	BT771	31/08/2018	80	tablet	<input type="text" value="32"/>	<input checked="" type="checkbox"/>
3	Methylphenidate HCl 18 mg Extended-release Tablet	Oral MR Tablet	Oral	<input type="text" value="1"/> tablet	6JE565	31/05/2018	167	tablet	<input type="text" value="16"/>	<input checked="" type="checkbox"/>

Reason: Remark:

Figure 3.2.4-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose** field for selected combination drug

STEP 3

Click on the button to save record

STEP 4

Click on the button to save record as **Figure 3.2.4-3** and screen will close automatically and back to prescription screen as **Figure 3.2.4-4**

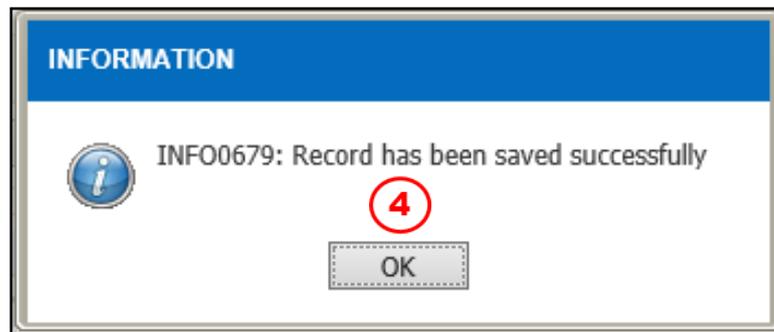


Figure 3.2.4-3 Information Alert Message

PRESCRIPTION											
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
☐	Methylphenidate HCl 20 mg LA Capsule	20 mg, OM, Oral, 181 Days 27/07/2017 09:26 AM - 24/01/2018 09:26 AM	181 capsule	<input type="text" value="0"/> Alternate(C)	0 capsule	150 capsule (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 capsule		Ack
	Methylphenidate HCl 10 mg Tablet			32 tablet							
	Methylphenidate HCl 18 mg Extended-release Tablet			16 tablet							

Figure 3.2.4-4 Updated Prescription

3.2.5 Hold and resume

These functions allow Pharmacist to hold medication from being prepare or dispense. User also can resume the medication order to continue dispensing.

SCREENING AND VERIFICATION

Encounter No: 1012 Actual Visit Date: 24/11/2015 Attending Practitioner: Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC000341031 Order By:

PHARMACY ORDER

Clinic TCA: 10/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection
 Next Collection Date: 26/08/2045 Total Patient: 1 Next Collection: Normal Collection Dispense At: Pharmacy Counter
 Supply Duration: 30 Days Next Collection: FARMASI KLINIK PAKAR Adherence Score: 0

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Budesonide 200 mcg/dose Inhaler	2 puff, BID, Inhalation, 5 Months 02/12/2015 11:40 AM - 30/04/2016 11:40 AM	2 cannister	0	0 cannister	2 cannister (0 day(s))	Remarks	Detail	0 cannister		Disc
Lovastatin 20 mg Tablet	20 mg, ON, Oral, 5 Months 27/07/2045 11:40 AM - 24/12/2045 11:40 AM	150 tablet	0	0 tablet	7 tablet (7 day(s))	Remarks	Detail	143 tablet (21/04/2016)		Part Hold

Figure 3.2.5-1 Screening & Verification

Note

Repeat step 1 and 3 as [Figure 3.2.1 section Verify Prescription](#) before perform Hold Drug steps.

Hold

STEP 1



Select the drug and click on the button to Hold order as per [Figure 3.2.5-1](#)

Note

Tick to select at least one drug before clicking the button

HOLD ORDER - PHARMACIST REMARKS

Drug Name	Reason	Other Reason	Remark
Mometasone Furoate 50 mcg Aqueous Nasal Spray	Intervention Authenticity Contraindication Drug Interaction Inappropriate Dose Inappropriate Drug Inappropriate Duration Inappropriate Frequency Incompatibility Intervention Others Patient Refused Polypharmacy		

Figure 3.2.5-2 Hold Order – Pharmacist Remarks

STEP 2

Select and enter from the **Hold Reason** drop down box:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

Note

- Drug status will change back to Acknowledged/Holdfor Partial Supply prescription (Screening and Verification screen).
- Drug status will change back to Ordered/Holdfor New Order prescription (Screening and Verification screen).
- Enter the **Remarks** field with applicable information.

STEP 3

Click on the  button to proceed Hold

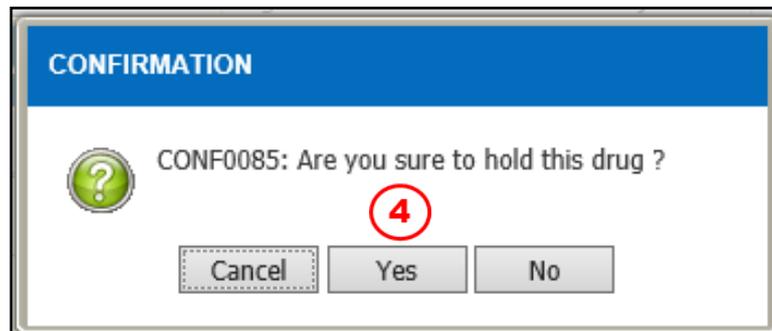


Figure 3.2.5-3 Confirmation Alert Message

STEP 4

Click on the  button to Hold Drug and confirmation pop up message will close automatically

Resume

SCREENING AND VERIFICATION

Mykad: [Redacted] Age: 70 Years 25 Days Gender: Male MRN: HPSF0014022

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Nationality: Warganegara

Encounter No: 1012 Actual Visit Date: 24/11/2015 Attending Practit: [Redacted] st Location: KLINIK PAKAR PERUBATAN Rx No: MOPC000341031 Order By: [Redacted]

PHARMACY ACKNOWLEDGEMENT

PHARMACY ORDER

Clinic TCA: 10/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection

Next Collection Date: 26/08/2045 Total Patient: 1 Next Collection Mode: Normal Collection

Supply Duration: 30 Days Next Collection Location: [Redacted] Adherence Score: MPR 0

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Budesonide 200 mcg/dose Inhaler	2 puff, BID, Inhalation, 5 Months 02/12/2015 11:40 AM - 30/04/2016 11:40 AM	2 cannister	0	0 cannister	2 cannister (0 day(s))	Remarks	Detail	0 cannister		[Redacted] Disc
Lovastatin 20 mg Tablet	20 mg, ON, Oral, 5 Months 27/07/2045 11:40 AM - 24/12/2045 11:40 AM	150 tablet	0	0 tablet	7 tablet (7 day(s))	Remarks	Detail	143 tablet (21/04/2016)		[Redacted] Part Hold

Figure 3.2.5-4 Screening & Verification

STEP 1



Select the drug and click on the button to select Resume as per Figure 3.2.5-4

Note

Tick to select at least one drug before clicking the button

HOLD ORDER - PHARMACIST REMARKS

Drug Name	Reason	Other Reason	Remark	Action Taken
Mometasone Furoate 50 mcg Aqueous Nasal Spray	Intervention		Change	[Redacted] 2

Resume

Figure 3.2.5-5 Resume Order Screen

STEP 2

Enter information in the **Action Taken** field

STEP 3

Click on the button

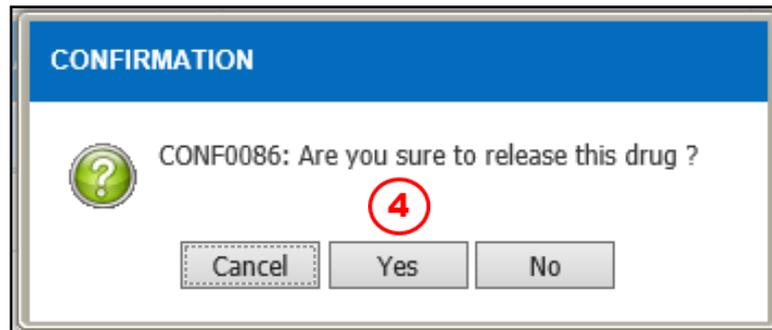


Figure 3.2.5-6 Confirmation Alert Message

STEP 4

Click on the  button to release drug from hold and the Hold Order screen will close automatically

Note

- *Drug status will change back to Acknowledged for Partial Supply prescription (Screening and Verification screen).*
- *Drug status will change back to Ordered for New Order prescription (Screening and Verification screen).*
- *Drug status will change back to Verified (Preparation screen).*
- *Drug status will change back to Prepared (Dispensing screen)*

3.3 Preparation

This function is used to prepare medication after it has been screened and verified. It also allow user to print the drug label, balance medication sheet and extemporaneous worksheet.

3.3.1 Prepare

This function is used to prepare the drug before it can be dispensed to the patient.

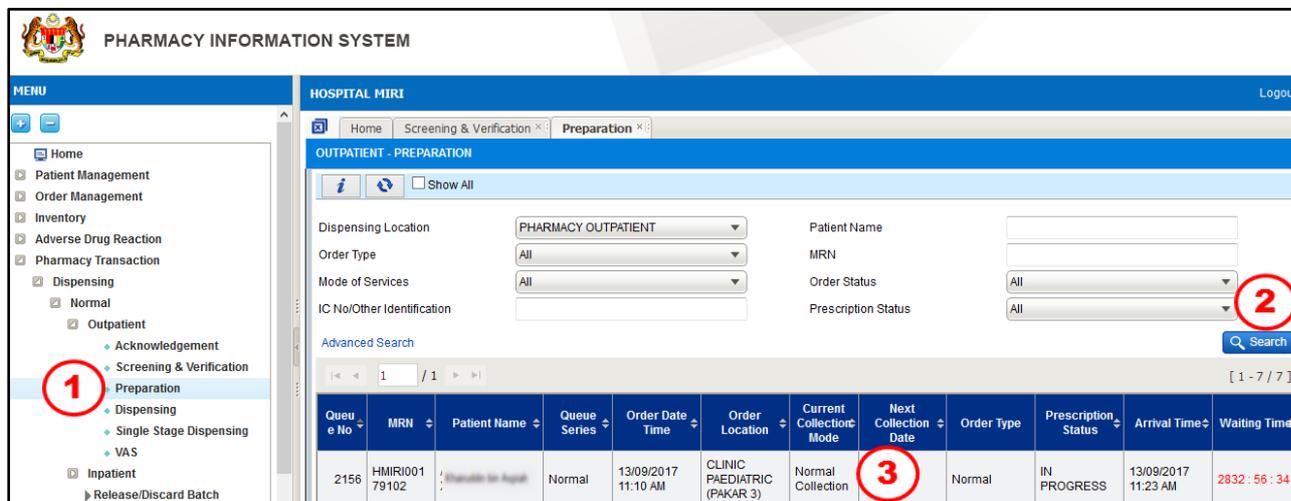


Figure 3.3.1-1 Preparation Landing Screen

STEP 1

Click on 'Preparation' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others - SMS and Take - Telephone and Take	Allow user to search by patient registered with value added services for next collection

		- UMP	
g	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	- All - Hold - Expired	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Next Supply From	Next supply from date	Able to filter and search patient's record by next supply from date
o	Next Supply To	Next supply to date	Able to filter and search patient's record by next supply to date
p	Queue Date	Queue Date	Able to patient's record by queue date
q	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by Queue series
r	Queue No	Queue No	Able to filter and search by Queue No

Table 3.3.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Next Collection Date
- Order Type
- Prescription Status

- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient's name

Figure 3.3.1-2 Preparation

STEP 4

Click on the Prepare button to proceed preparation

Note

Preparation screen consist of 2(two) sections:

a. Pharmacy Order

Description	Remarks
Queue Series	Queue series based on facility
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time
Waiting Time	Patient waiting time
Collector Name	Person or patient collecting the medicine
Relationship	Relationship between person collecting the medicine and the patient
Clinic TCA	To come again
Current Collection Mode	Current collection mode
SPUB	SPUB
Next Collection Date	Next collection date
Next collection mode (Value Added Services)	To select the mode of collection
Dispense at	Dispense location
Supply Duration	Drug to be supply based on ordered duration
Next Collection Location	Next collection location to be collect
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MPR	Calculated for partial supply prescription only

Table 3.3.1-2

b. Prescription

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber

Reserve Qty	Drugs quantity to be reserve
Dispense UOM Qty	Drugs dispensed in Unit of Measurement
Balance	Drug balance and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
PrevDispQty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber name	Doctor who prescribe the prescription
Status	Prescription status

Table 3.3.1-3

Note

- *Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.*
 - Drug Interaction = 
 - Drug Info = 
- *If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.*
- *This icon , will display the drug information screen*
- *Reserve quantity will be auto allocate depends on the order quantity or supply duration. Click on the reserve quantity to allocate manually. Refer steps in [section3.3.2 Allocate Quantity](#).*
- *Adherence score field is available. User can enter the score between 1- 8. User is allowed to enter decimal value up to 2 decimal points.*
- *Adherence score is available in the following screen*
 - Screening and verification
 - Preparation
 - Dispensing
 - Single Stage
- *Medication Possession Rate (MPR) value will be calculated for partial supply prescription only.*
- *MPR Formula:*
 - To count MPR for all active drugs but display minimum MPR at prescription level.
 - Exemption of MPR calculation for drug with PRN frequency

$$\% \text{ MPR} = \frac{\text{Supply Duration}}{\text{Duration between previous supply start date until current date}}$$

Example

Scenario 1:

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, TDS
Previous supply start on 5/3/2015 for 30 days
Current date is 20/3/2017.
 - Supply duration = 30 days
 - Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
 - Drug MPR = $(30/15) \times 100 = \underline{200}$
- Drug B, BD
Previous supply start on 7/3/2015 for 40 days
Current date is 20/3/2017.
 - Supply duration = 40 days
 - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days
 - Drug MPR = $(40/13) \times 100 = \underline{308}$

MPR at prescription level = minimum MPR for all active drug = 200

Scenario 2: (Exemption for PRN frequency)

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, PRN
Previous supply start on 5/3/2015 for 30 days
Current date is 20/3/2017.
 - Supply duration = 30 days
 - Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
 - Drug MPR = $(30/15) \times 100 = \underline{N/A}$

- Drug B, BD,
Previous supply start on 7/3/2015 for 40 days
Current date is 20/3/2017.
 - Supply duration = 40 days
 - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days
 - Drug MPR = $(40/13) \times 100 = \underline{308}$

MPR at prescription level = minimum MPR for all active drug = 308

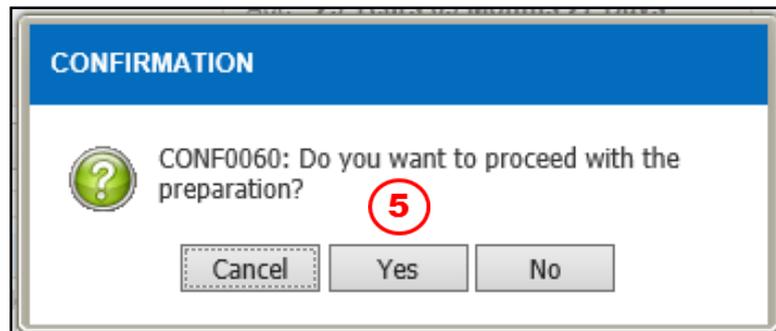
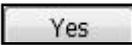


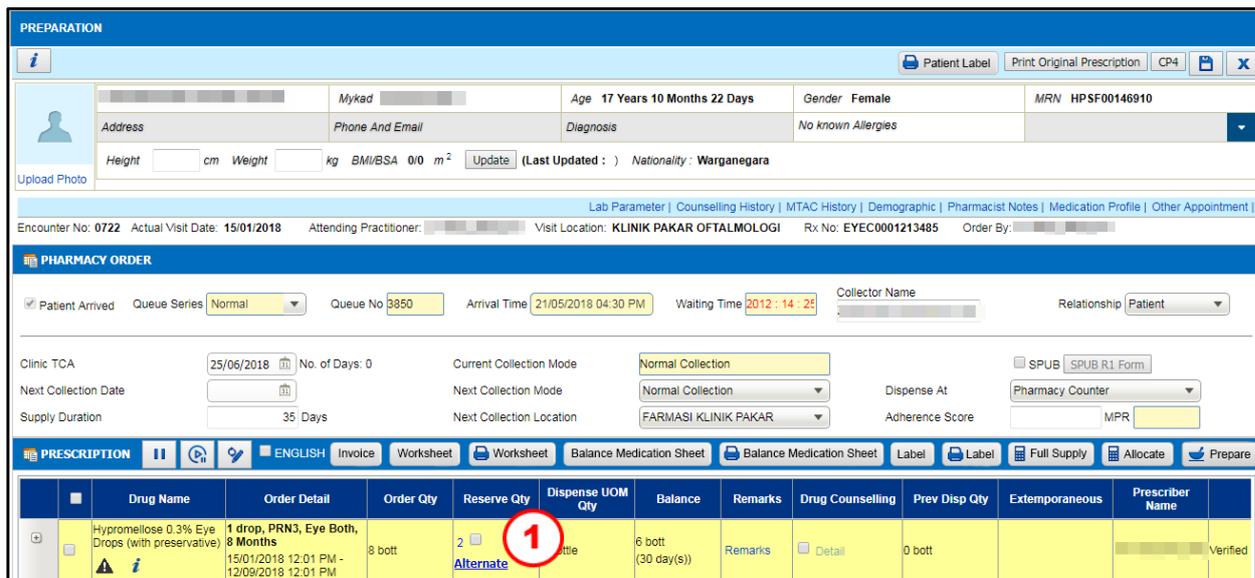
Figure 3.3.1-3Confirmation Alert Message

STEP 5

Click on the  button to confirm preparation and window will close automatically

3.3.2 Allocate Quantity

This function allow user to manually allocate reserve quantity by batch.



PREPARATION

Mykad: [REDACTED] Age: 17 Years 10 Months 22 Days Gender: Female MRN: HPSF00146910

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] No known Allergies

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

Encounter No: 0722 Actual Visit Date: 15/01/2018 Attending Practitioner: [REDACTED] Visit Location: KLINIK PAKAR OFTALMOLOGI Rx No: EYEC0001213485 Order By: [REDACTED]

PHARMACY ORDER

Patient Arrived: Queue Series: Normal Queue No: 3850 Arrival Time: 21/05/2018 04:30 PM Waiting Time: 2012 : 14 : 25 Collector Name: [REDACTED] Relationship: Patient

Clinic TCA: 25/06/2018 No. of Days: 0 Current Collection Mode: Normal Collection Dispense At: SPUB SPUB R1 Form

Next Collection Date: [REDACTED] Next Collection Mode: Normal Collection Pharmacy Counter: [REDACTED]

Supply Duration: 35 Days Next Collection Location: FARMASI KLINIK PAKAR Adherence Score: MPR

PRESCRIPTION | ENGLISH | Invoice | Worksheet | Balance Medication Sheet | Label | Full Supply | Allocate | Prepare

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN3, Eye Both, 8 Months 15/01/2018 12:01 PM - 12/09/2018 12:01 PM	8 bott	2 1 Alternate	tab	6 bott (30 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott		[REDACTED] Verified

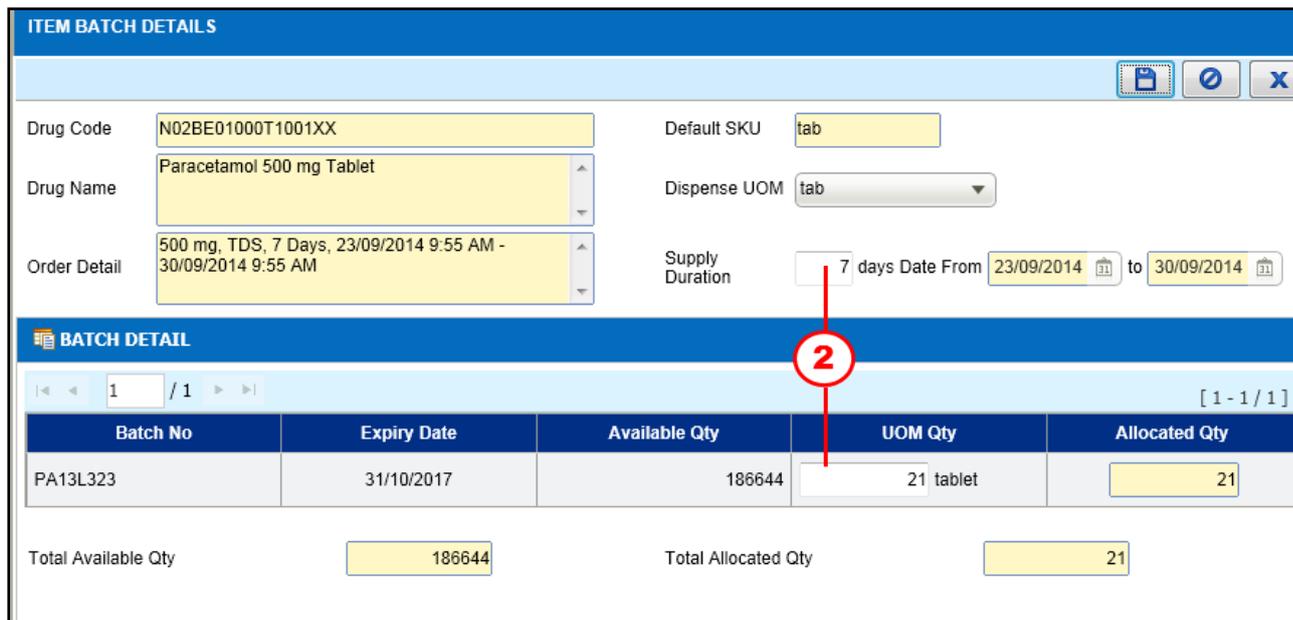
Figure 3.3.2-1 Preparation

Note

Repeat step 1 and 3as per section 3.3.1Preparebefore performs Allocate Quantity steps.

STEP 1

Click on **Reserve Qty** to allocate quantity (the number)



ITEM BATCH DETAILS

Drug Code: N02BE01000T1001XX Default SKU: tab

Drug Name: Paracetamol 500 mg Tablet Dispense UOM: tab

Order Detail: 500 mg, TDS, 7 Days, 23/09/2014 9:55 AM - 30/09/2014 9:55 AM Supply Duration: 7 days Date From: 23/09/2014 to: 30/09/2014

BATCH DETAIL

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
PA13L323	31/10/2017	186644	21 tablet	21

Total Available Qty: 186644 Total Allocated Qty: 21

Figure 3.3.2-2 Item Batch Details

STEP 2

Change the value of **Supply Duration** or the **UOM Qty**

ITEM BATCH DETAILS

3

Drug Code: <input type="text" value="N02BE01000T1001XX"/>	Default SKU: <input type="text" value="tab"/>
Drug Name: <input type="text" value="Paracetamol 500 mg Tablet"/>	Dispense UOM: <input type="text" value="tab"/>
Order Detail: <input type="text" value="500 mg, TDS, 7 Days, 23/09/2014 9:55 AM - 30/09/2014 9:55 AM"/>	Supply Duration: <input type="text" value="7 days"/> Date From: <input type="text" value="23/09/2014"/> to: <input type="text" value="30/09/2014"/>

BATCH DETAIL

[1 - 1 / 1]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
PA13L323	31/10/2017	186644	10 tablet	21
Total Available Qty		186644	Total Allocated Qty	
			21	

Figure 3.3.2-3 Item Batch Details

Note

Item Batch Details window consist of 2(two) sections:

a. Item Batch Details

Description	Remarks
Drug Code	The value will be defaulted to the drug code selected from the prescription list, auto display.
Default SKU	The value will be defaulted to the SKU selected from the prescription list, auto display.
Drug Name	The value will be defaulted to the drug name selected from the prescription list, auto display.
Dispense UOM	auto from generate from the drug master.
Order Detail	The value will be defaulted to the duration selected from the prescription list. Will include duration, order start and end date, auto display.
Supply Duration	The value will be defaulted to the duration selected from the prescription list, auto display. User is allowing to change this value.

b. Batch Details -will list down all item batches which are related to the selected drug where expiry date is less than 30 days from the current date.

Description	Remarks
Batch Number	Available batch no
Expiry Date	Batch expiry date
Available Quantity	Quantity available for the selected batch
UOM Qty	Quantity available by UOM
AllocatedQty	Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.

Table 3.3.2-1

STEP 3

Click on the button to save record

Note

User may click on the button to automatically allocate the reserve quantity

3.3.3 Drug Label and Balance Medication Sheet (BMS)

This function allow user to edit and print drug label and balance medication sheet after allocatethe reserve quantity.

PREPARATION

Mykad: [Redacted] Age: 17 Years 10 Months 22 Days Gender: Female MRN: HPSF00146910

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Encounter No: 0722 Actual Visit Date: 15/01/2018 Attending Practitioner: [Redacted] Visit Location: KLINIK PAKAR OFTALMOLOGI Rx No: EYEC0001213485 Order By: [Redacted]

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 3850 Arrival Time: 21/05/2018 04:30 PM Waiting Time: 2012 : 14 : 25 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: 25/06/2018 No. of Days: 0 Current Collection Mode: Normal Collection SPUB: SPUB R1 Form:

Next Collection Date: [Redacted] Next Collection Mode: Normal Collection Dispense At: Pharmacy Counter

Supply Duration: 35 Days Next Collection Location: FARMASI KLINIK PAKAR Adherence Score: MPR [Redacted]

PRESCRIPTION ENGLISH Invoice Worksheet Balance Medication Sheet Label Full Supply Allocate Prepare

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Qty	Extemporaneous	Prescriber Name
Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN3, Eye Both, 8 Months 15/01/2018 12:01 PM - 12/09/2018 12:01 PM	8 bott	2 Alternate	2 bottle	6 bott (30 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott		[Redacted] Verified

Figure 3.3.3-1 Preparation

STEP 1

Click on the button to print drug label

Note

- Repeat step 1 and 3as per [section 3.3.1 Prepare](#) before performs Drug Label steps.
- All the button with the icon is for **direct printing** such as , and .
- All the button without the icon is for **preview, edit then print** process such as , , and .

DRUG LABEL

Select All

<input checked="" type="checkbox"/>	Drug Name	Levothyroxine Sodium 100 mcg Tablet	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	1 1/2 tablet		1 1/2 biji
	Dosage Form	Oral Tablet		
	Frequency	In the morning		Setiap pagi
	Duration	30 Days		30 Hari
	Administration Instruction	Take BEFORE food		Sila ambil ubat SEBELUM makan
	Indication	Hypothyroid		Hypothyroid
	Cautionary	Should take with plenty of water		Perlu diambil dengan air yang banyak
	Special Instruction	Take consistently at the same time everyday		Ambil ubat pada waktu yang sama setiap hari
	Expire Date	30/04/2019	Price	1.00
	Batch No.	M62532	No of Label To Print	1
	Supply Start Date	09/01/2018		
	Supply End Date	08/02/2018		

Figure 3.3.3-2 Drug Label

STEP 2

Click on the  button to preview **Drug Label**

Note

- User able to select All drug label or selected drug only.
- Untick on Print in Local Language check box to print label in English (default is in Malay).
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, and Price.
- Enhancement on drug label
 - To put 'dose' and 'frequency' in one line.
 - 'Route' to move in 2nd line.
 - Line to reduce (make it more thin/grey color)
 - Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.
 - Remain background color as white for all information for all labels.
 - Combine Special Instruction and Cautionary into 1 column

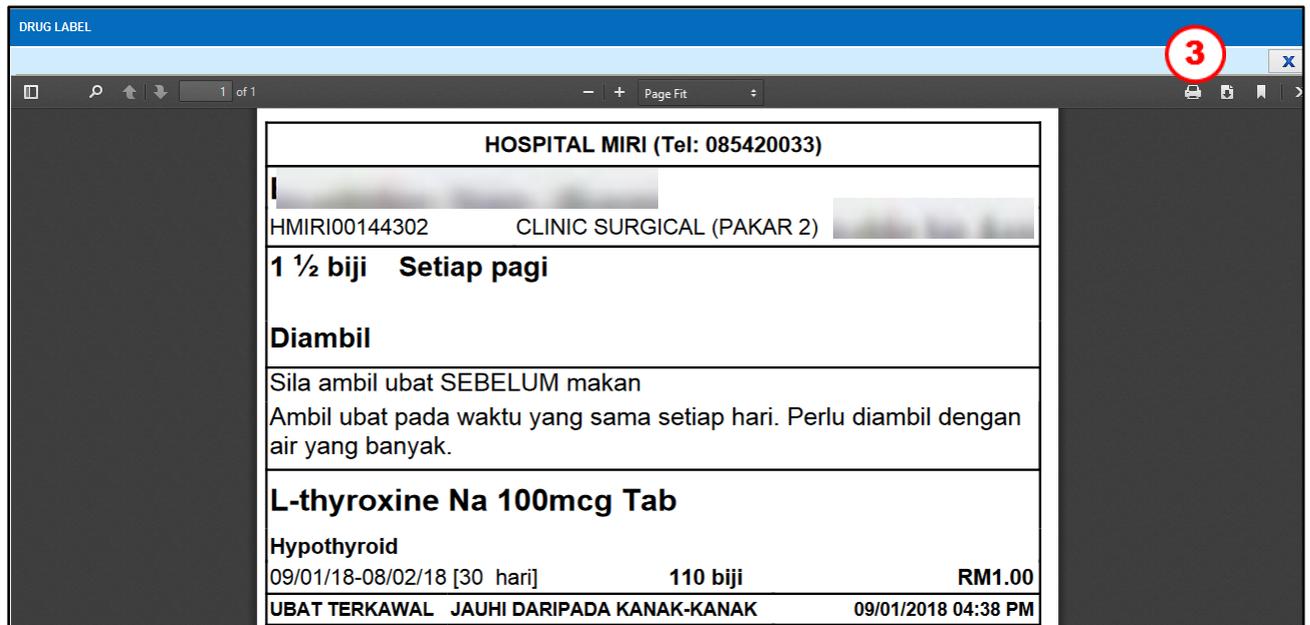


Figure 3.3.3-3 Print Drug Label

STEP 3

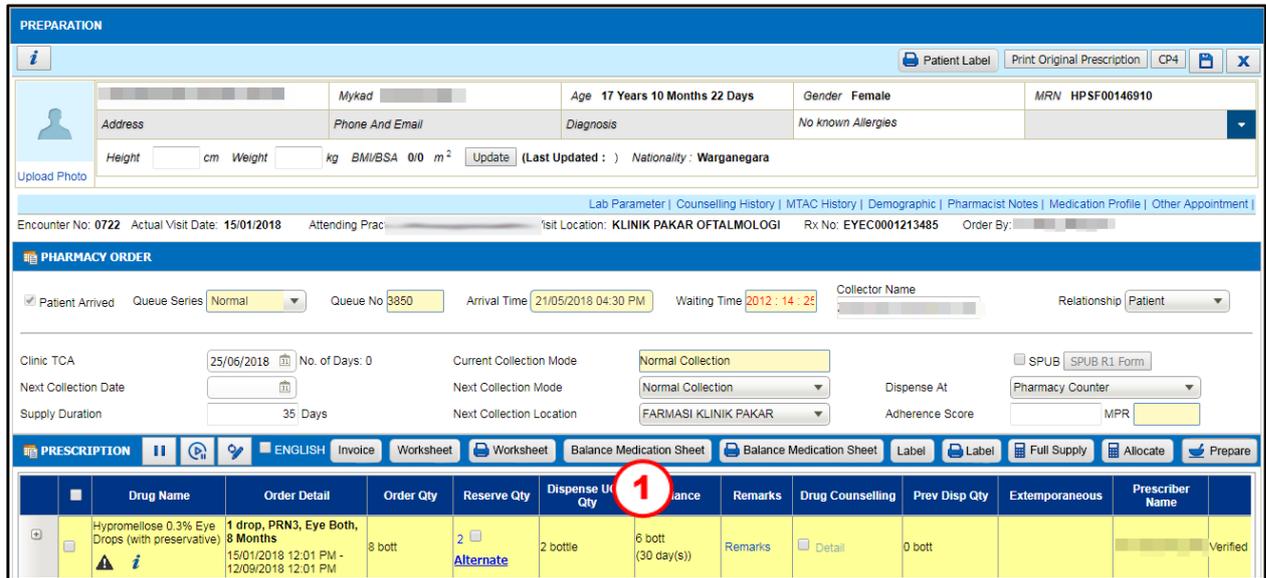
Click on the  button to print the label

Drug label will display:

- a) Facility name
- b) Patient name
- c) MRN no
- d) Identification Number
- e) Visit Location
- f) Date and Time
- g) Indication
- h) Administration Instruction
- i) Cautionary advice
- j) Special instruction
- k) Name of drug

- l) Dose
- m) Dosage Form
- n) Frequency
- o) Duration
- p) Batch No - from the selected batch information
- q) Price - from the selected drug price, however user is allowed to change the value
- r) Expiry date

Balance Medication Sheet



PREPARATION

Mykad: [REDACTED] Age: 17 Years 10 Months 22 Days Gender: Female MRN: HPSF00146910

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] No known Allergies

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

Encounter No: 0722 Actual Visit Date: 15/01/2018 Attending Prac: [REDACTED] Visit Location: KLINIK PAKAR OFTALMOLOGI Rx No: EYEC0001213485 Order By: [REDACTED]

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 3850 Arrival Time: 21/05/2018 04:30 PM Waiting Time: 2012 : 14 : 25 Collector Name: [REDACTED] Relationship: Patient

Clinic TCA: 25/06/2018 No. of Days: 0 Current Collection Mode: Normal Collection SPUB: SPUB R1 Form:

Next Collection Date: [REDACTED] Next Collection Mode: Normal Collection Dispense At: Pharmacy Counter

Supply Duration: 35 Days Next Collection Location: FARMASI KLINIK PAKAR Adherence Score: MPR

PRESCRIPTION | Invoice | Worksheet | Balance Medication Sheet | Label | Full Supply | Allocate | Prepare

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense Unit Qty	Price	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN3, Eye Both, 8 Months 15/01/2018 12:01 PM - 12/09/2018 12:01 PM	8 bott	2 <input type="checkbox"/> Alternate	2 bottle	6 bott (30 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott		[REDACTED] Verified

Figure 3.3.3-4 Print Balance Medication Sheet

STEP 1

Click on the Balance Medication Sheet button to preview the Balance Medication Sheet as per **Figure 3.3.3-5**

BALANCE MEDICATION SHEET (BMS)

2

KEMENTERIAN KESIHATAN MALAYSIA
HOSPITAL MIRI
BALANCE MEDICATION SHEET

No Preskripsi	: SURGC0000585162	Tarikh Preskripsi	: 13/09/2017
Nama	:	No K/P	:
Umur	: 54 Years 06 Months 19 Days 20/06/1963	MRN	: HMIRI00144302
Lokasi	: CLINIC SURGICAL (PAKAR 2)		
Alahan	:	Berat	:
Diagnosis	: THYROID CA	BMI/BSA	:
		Dipreskrib oleh	:
		Temujanji Klinik	: 28/02/2018

Bil	Maklumat Preskripsi				Maklumat Pendispensan											
	Nama Ubat	Maklumat Dos	Kuantiti Ubat	Tarikh: Kuantiti	Baki	TCA	27/11/2017		Tarikh: Kuantiti	Baki	TCA	27/11/2017		Tarikh: Kuantiti	Baki	TCA
1	Levothyroxine Sodium 100 mcg Tablet	150 mcg, OM (every morning), 6 Months, Oral	270 tablet	110	115	F	D	Kuantiti	Baki	F	D	Kuantiti	Baki	F	D	

Figure 3.3.3-5 Print Balance Medication Sheet

STEP 2

Click on the  button to print the sheet

3.3.4 Extemporaneous – By Patient

This function allow user to generate worksheet and print Ingredient label prepared by patient based on drugs setup.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Calcium Carbonate 500mg Tablet	2000 mg, TID, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	2520 tablet	0	0 tablet	1980 tablet (107 day(s))	Remarks	Detail	540 tablet (03/06/2018)	Detail	Parti
Salbutamol 100 mcg/dose Inhaler (200 doses)	2 puff, PRN, Inhalation, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	7 cannister	0	0 cannister	7 cannister (107 day(s))	Remarks	Detail	0 cannister		Ackn
Folic Acid 5 mg Tablet	1 tablet, OD, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	210 tablet	0	0 tablet	150 tablet (107 day(s))	Remarks	Detail	60 tablet (03/06/2018)	Detail	Parti
Amlodipine 5 mg Tablet	5 mg, ON, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	210 tablet	0	0 tablet	150 tablet (107 day(s))	Remarks	Detail	60 tablet (03/06/2018)		Parti

Figure 3.3.4-1 Preparation

Note

Repeat step 1 and 3as section 3.3.1 Prepare and performs Extemporaneous as below.

STEP 1

Click on the **Extemporaneous** checkbox and system will display extemporaneous screen as Figure 3.3.4-2

Figure 3.3.4-2 Freshly Prepared

STEP 2

Click on 'Patient' radio button

Note

Freshly prepare screen will be displayed:

- Active Ingredient
- Vehicle
- Quantity
- UOM
- Storage Condition
- Expiry day
- Reference
- Procedures (Preparation by Pharmacist)
- Procedures (Preparation by Patient)
- Formulation Remarks
- Preparation Remarks
- All information will be auto capture from the selected drug information

STEP 3

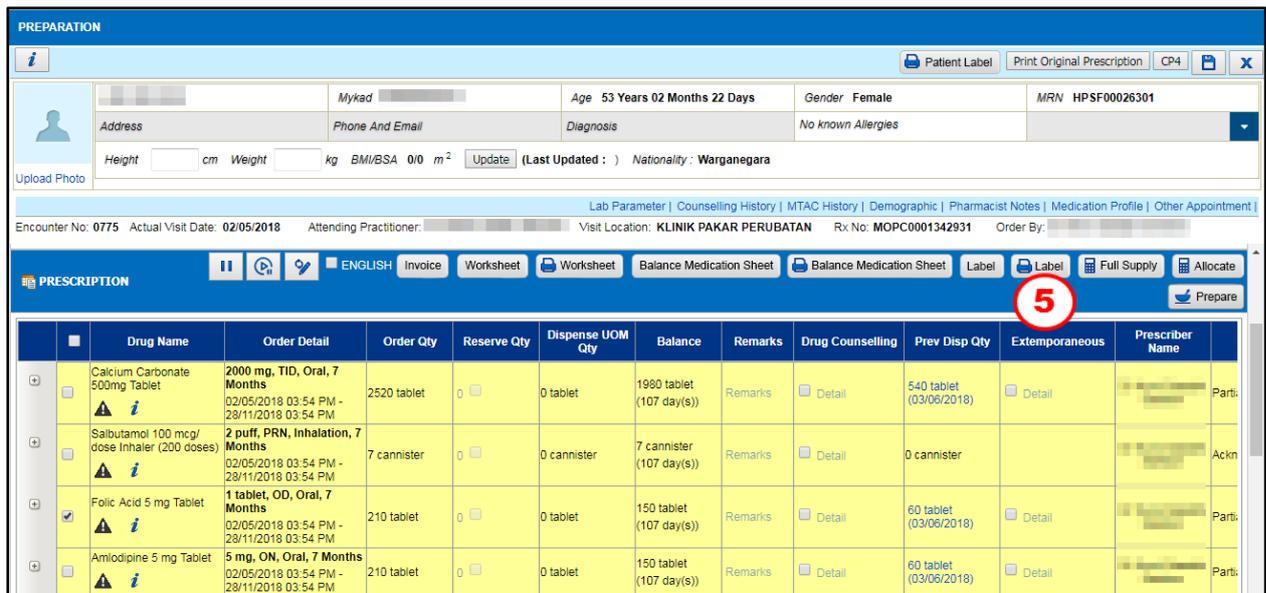
Select **Preparation Name** from drop down box

Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Able to change Vehicle UOM if applicable.
- Able to change Expiry duration.
- Procedures/Preparation by Pharmacist is editable.
- If there is Additional item, enter the value appropriately (may refer to Procedures)

STEP 4

Click on the  button to save record. Screen will return back to the Preparation screen



The screenshot displays the 'PREPARATION' screen. At the top, there are buttons for 'Patient Label', 'Print Original Prescription', 'CP4', and a close button. Below this is a patient information form with fields for Mykad, Age (53 Years 02 Months 22 Days), Gender (Female), MRN (HPSF00026301), Address, Phone And Email, Diagnosis, No known Allergies, Height, Weight, BMI/BSA, and Nationality (Warganegara). A navigation bar includes links for Lab Parameter, Counselling History, MTAC History, Demographic, Pharmacist Notes, Medication Profile, and Other Appointment. The main area shows a 'PRESCRIPTION' list with columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, and Prescriber Name. The list contains four items: Calcium Carbonate 500mg Tablet, Salbutamol 100 mcg/dose Inhaler (200 doses), Folic Acid 5 mg Tablet, and Amlodipine 5 mg Tablet. A toolbar at the bottom right includes buttons for 'Label', 'Full Supply', and 'Allocate', with the 'Label' button highlighted by a red circle and the number 5.

Figure 3.3.4-3Preparation

STEP 5

Click on the  button to print label

DRUG LABEL
6

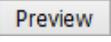
Preview
Print

Select All

<input checked="" type="checkbox"/>	Drug Name Dose Dosage Form Frequency Duration Administration Instruction Indication Cautionary Special Instruction Expire Date Batch No. Supply Start Date Supply End Date	Folic Acid 1mg/1ml Oral Liquid 5 ML Oral Tablet Daily 4 Days May be taken BEFORE OR AFTER food Folic acid supplement Take consistently at the same time everyday 30/03/2018 16B31 25/01/2018 29/01/2018		Print In Local Language <input checked="" type="checkbox"/> 1 Kali Sehari 4 Hari Boleh diambil SEBELUM ATAU SELEPAS makan Vitamin tambahan Ambil ubat pada waktu yang sama setiap hari 1.00 No of Label To Print 1
-------------------------------------	--	--	--	--

Figure 3.3.4-4 Label to be printed

STEP 6

Click on the  button to preview the label

DRUG LABEL
X

1 of 2
110%

HOSPITAL MIRI (Tel: 085420033)

HMIRI00247500 BLOOD DONOR ROOM

5 ML 1 Kali Sehari

Diambil

Boleh diambil SEBELUM ATAU SELEPAS makan
Ambil ubat pada waktu yang sama setiap hari.

Folic Acid 1mg/1ml Oral Liquid

Vitamin tambahan EXP: 30/03/2018
 25/01/18-29/01/18 [4 hari] 20 ml **RM1.00**

UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK 23/01/2018 09:30 AM

HOSPITAL MIRI (Tel: 085420033)

Cara Penyediaan:

1. Ambil 1 biji Folic Acid 5 mg Tablet.
2. Hancurkan Folic Acid 5 mg Tablet.
3. Tambah 5 ml Syrup BP.
4. Tambah 1 ml Raspberry essence.
5. Larutkan supaya sekatu.
6. Sukat dan minum 5 ML.
7. Buat bancuhan baru setiap pengambilan ubat.

UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK 23/01/2018 09:30 AM

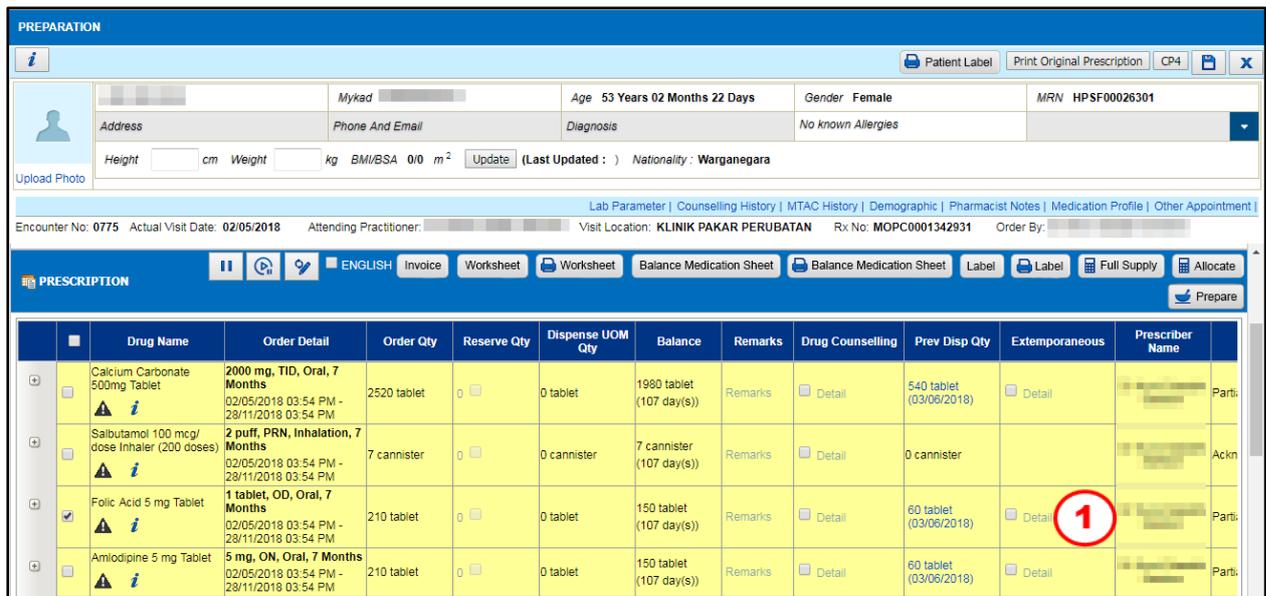
Figure 3.3.4-5 Label

STEP 7

Click the  button to print the label

3.3.5 Extemporaneous – By Pharmacist

Preparation screen allow user to generate Extemporaneous Worksheet done by pharmacist.



	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
<input type="checkbox"/>	Calcium Carbonate 500mg Tablet	2000 mg, TID, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	2520 tablet	0	0 tablet	1980 tablet (107 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (03/06/2018)	<input type="checkbox"/> Detail	Parti
<input type="checkbox"/>	Salbutamol 100 mcg/dose Inhaler (200 doses)	2 puff, PRN, Inhalation, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	7 cannister	0	0 cannister	7 cannister (107 day(s))	Remarks	<input type="checkbox"/> Detail	0 cannister	<input type="checkbox"/> Detail	Ackn
<input checked="" type="checkbox"/>	Folic Acid 5 mg Tablet	1 tablet, OD, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	210 tablet	0	0 tablet	150 tablet (107 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (03/06/2018)	<input checked="" type="checkbox"/> Detail	Parti
<input type="checkbox"/>	Amlodipine 5 mg Tablet	5 mg, ON, Oral, 7 Months 02/05/2018 03:54 PM - 28/11/2018 03:54 PM	210 tablet	0	0 tablet	150 tablet (107 day(s))	Remarks	<input type="checkbox"/> Detail	60 tablet (03/06/2018)	<input type="checkbox"/> Detail	Parti

Figure 3.3.5-1 Preparation screen

Note

Repeat step 1 and 3as per [section3.3.1 Prepare](#) and performs Extemporaneous by Pharmacist steps.

STEP 1

Click on the **Extemporaneous** checkbox or the [Detail](#) link and system will display extemporaneous screen as Figure 3.3.5-2

Note

If extemporaneous is based on previous patient's extemporaneous, then there is an edit button. If this is a new extemporaneous, then there is no edit button

EXTEMPORANEOUS


Print Ingredient Label Generate W   

Preparation Done By 2 Pharmacist Patient

Preparation Name 3 

Worksheet ID

Concentration mg /ml

Dosage ml

Item	Item Name	Quantity	UOM
Active Ingredient	Folic Acid 5 mg Tablet		4 tablet
Vehicle	Syrup BP	<input type="text" value="20"/>	<input type="text" value="ml"/>
Additional Item	Raspberry essence	<input type="text" value="1"/>	<input type="text" value="ml"/>

Storage Condition and Procedures in Local Language

Storage Condition

Expiry Days

References

Formulation Remarks

Procedures(Preparation by Pharmacist)

1. Crush tablets in a mortar to a fine powder.
 2. Levigate the powder with distilled water until a smooth paste is formed.
 3. Add more distilled water to the paste until a liquid is formed and transfer the liquid into the container.

Procedures(Preparation by Patient)

Preparation Remarks

Figure 3.3.5-2Extemporaneous screen

Note

Freshly prepare screen will be displayed:

- a) Active Ingredient
- b) Vehicle
- c) Quantity
- d) UOM
- e) Storage Condition
- f) Expiry day
- g) Reference
- h) Procedures (Preparation by Pharmacist)
- i) Procedures (Preparation by Patient)
- j) Formulation Remarks
- k) Preparation Remarks
- l) All information will be auto capture from the selected drug information

STEP 2

Click on 'Pharmacist' radio button

STEP 3

Select **Preparation Name** from drop down box

Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Allow to change Vehicle UOM if applicable.

STEP 4

Click on the  button to save record

Note

If the screen returned to Preparation screen, click again the [Details](#) link

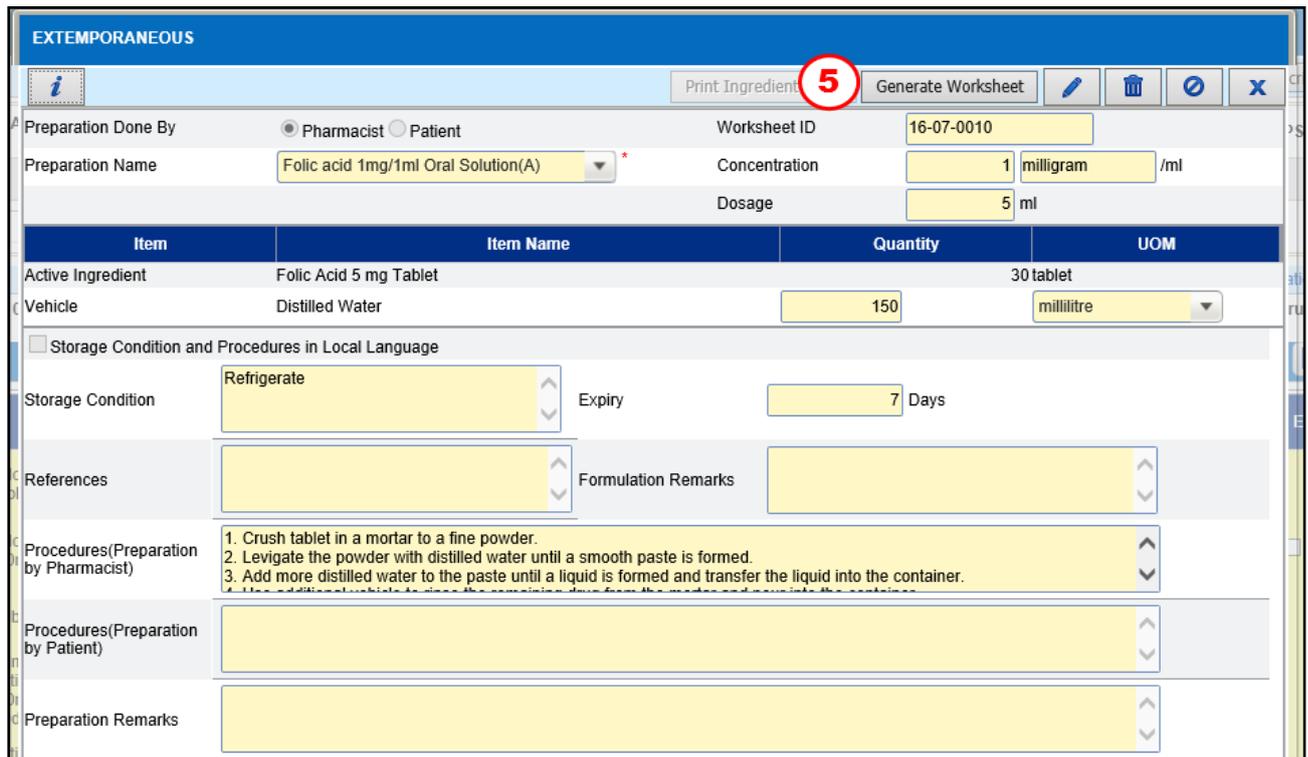
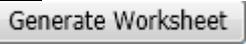


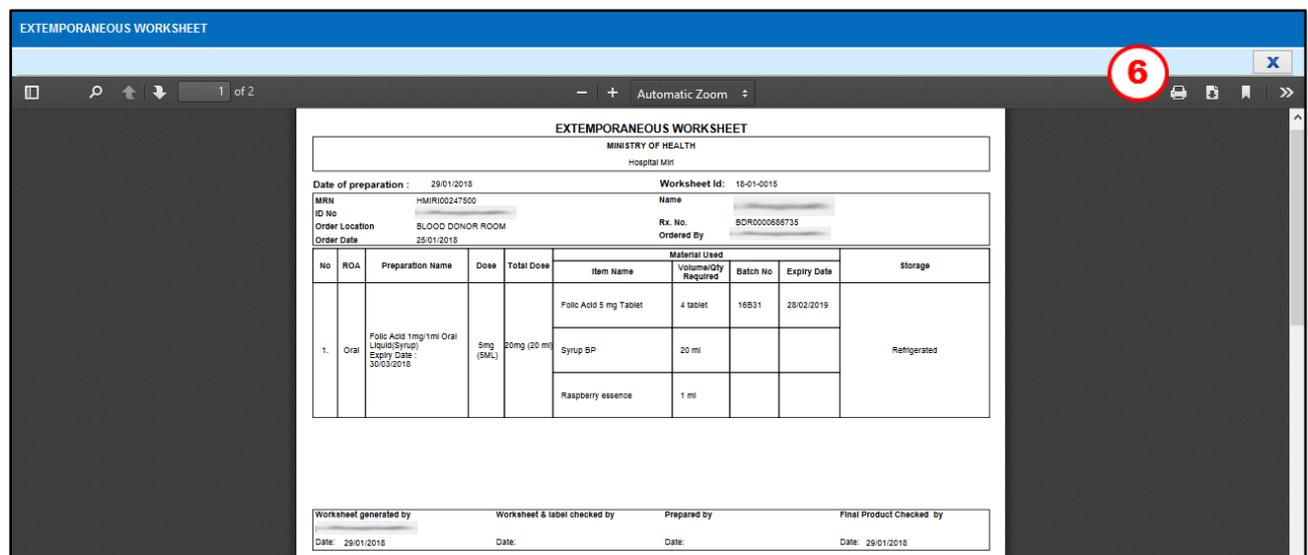
Figure 3.3.5-3 Extemporaneous screen

STEP 5

Click on the  button to view the extemporaneous worksheet

Note

 will only be enabled when the record has been saved



No	ROA	Preparation Name	Dose	Total Dose	Item Name	Material Used Volume/Qty Required	Batch No	Expiry Date	Storage
1.	Oral	Folic Acid 1mg/1ml Oral Liquid(Syrup) Expiry Date : 30/03/2018	5mg (SML)	50mg (20 ml)	Folic Acid 5 mg Tablet	4 tablet	16531	28/02/2019	Refrigerated
					Syrup BP	20 ml			
					Raspberry essence	1 ml			

Figure 3.3.5-4 Extemporaneous Worksheet

STEP 6

Click on the  button to print the worksheet

Note

- Refer Figure 3.3.5-4 for the Extemporaneous Worksheet by Pharmacist sample.
- Able to print Worksheet to prepare drug for patient.
- Extemporaneous Worksheet will be displayed:
 - a) Worksheet name
 - b) Ministry of Health
 - c) Hospital name
 - d) Date of preparation – auto display current date
 - e) Worksheet ID – auto generated by the system
 - f) MRN – auto display patient medical record number
 - g) Name – auto display from patient details
 - h) ID No – auto display from patient details
 - i) Rx No – auto display from order details
 - j) Order Location – auto capture from order details
 - k) Ordered by – auto capture from order details
 - l) Order Date – auto capture from order details
 - m) Duration – auto capture from order details
 - n) ROA – route of administration code of the drug
 - o) Drug Name – auto capture from order details
 - p) Dose required - auto-capture from order details
 - q) Volume required – allocated quantity of materials
 - r) Batch no, expiry date & manufacturer – auto capture from allocated batch of materials
 - s) Instruction – based on defined instruction in Drug Master for compounding
 - t) Storage – as defined in Drug Master
 - u) No. of preparation – as determined in preparation screen
 - v) Reference – from drug master
 - w) Worksheet generated by – auto capture from login name of person who generates the worksheet
 - x) Worksheet & label checked by
 - y) Prepared by
 - z) Final Product Checked by
- User has option to print Labels and Worksheet by clicking on the Printer button.
- Once the status is updated to Prepared, the worksheet may no longer be edited.

3.4 Dispensing

This function will allow the user to dispense medication to the patient after it was prepared.

3.4.1 Dispense

This function is used to dispense the drug(s) to the patient.

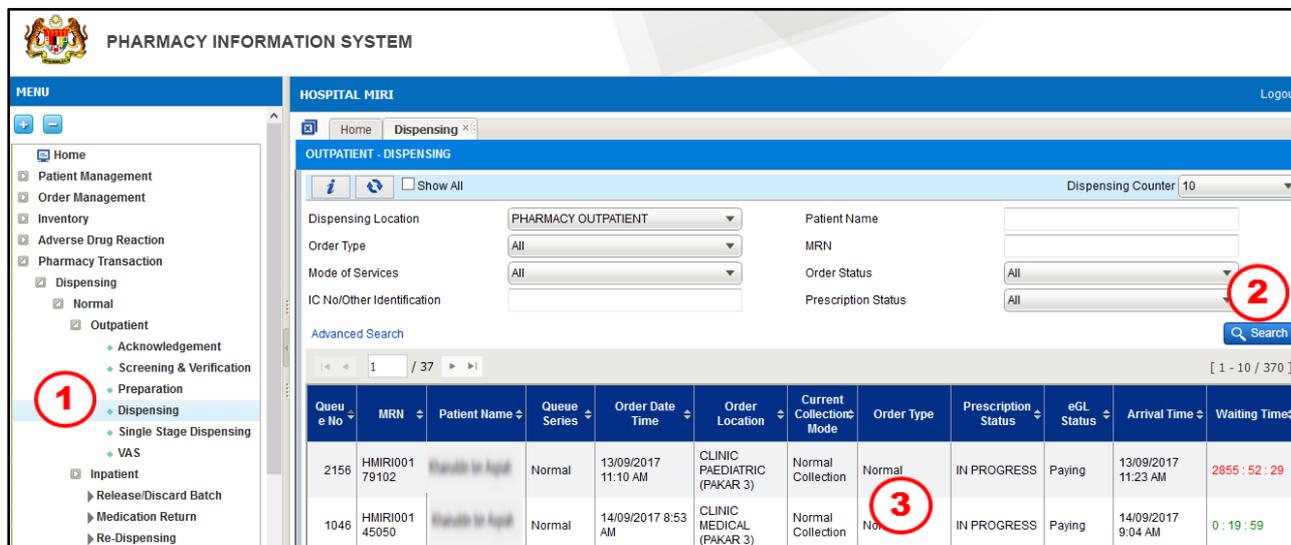


Figure 3.4.1-1 Dispensing Landing Screen

STEP 1

Click on 'Dispensing' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status

h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.4.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient and patient detail information will be shown as per Figure 3.4.1-1

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Timolol Maleate 0.5% Eye Drops, Preservative Free	1 drop, BID, Eye Left, 3 Months 20/09/2017 08:47 AM -	1 bott	1	1 bott	0 bott (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott			Uncollecte

Figure 3.4.1-2 Dispensing

STEP 4

Click on the button

STEP 5

Click on the button to dispense

Figure 3.4.1-3 Confirmation Alert Message

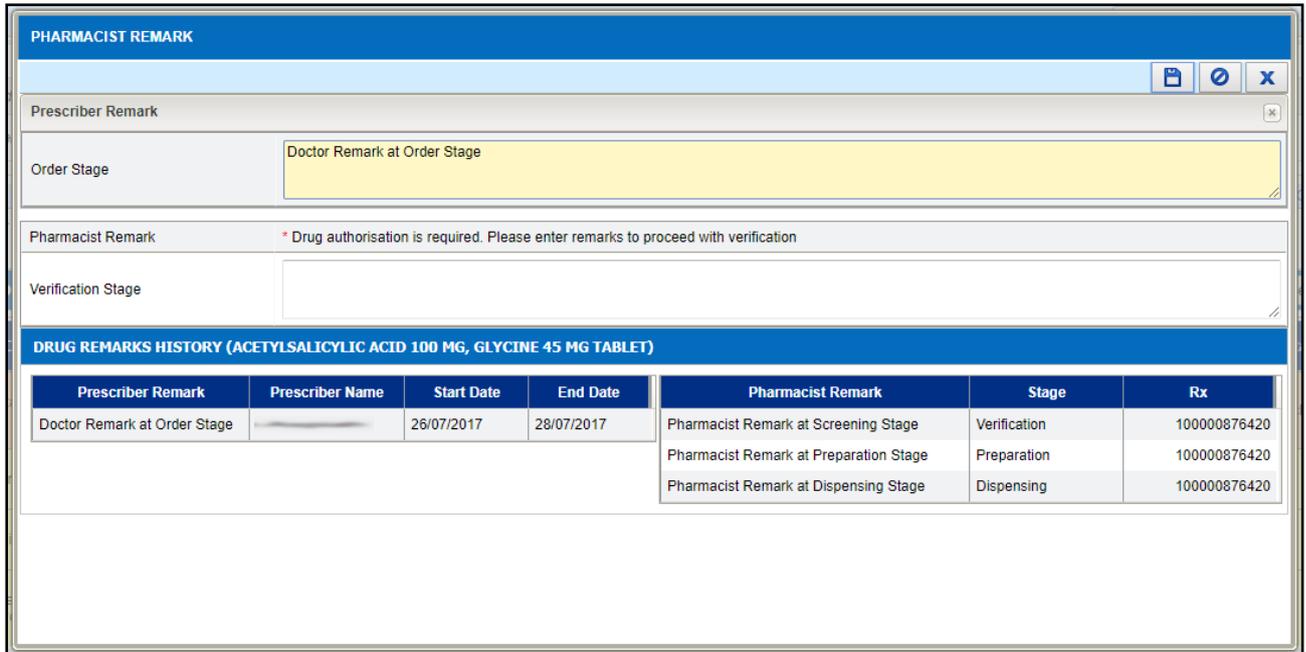
STEP 6

Click on the button to confirm

Note

- Once the button is clicked, waiting time will automatically stop and the Patient Called checkbox is ticked. Patient Called
- To close/complete medication, select the checkbox Complete then click on the button. The selected drug is considered as full supply.
- button added at Dispensing screen and Single Stage screen as per Figure 3.4.1-2. Once click on the button, Medication Counselling Order screen will appear.
- button added at Dispensing screen and Single Stage screen as per Figure 3.4.1-2. Once click on the button, MTAC Order screen will appear.

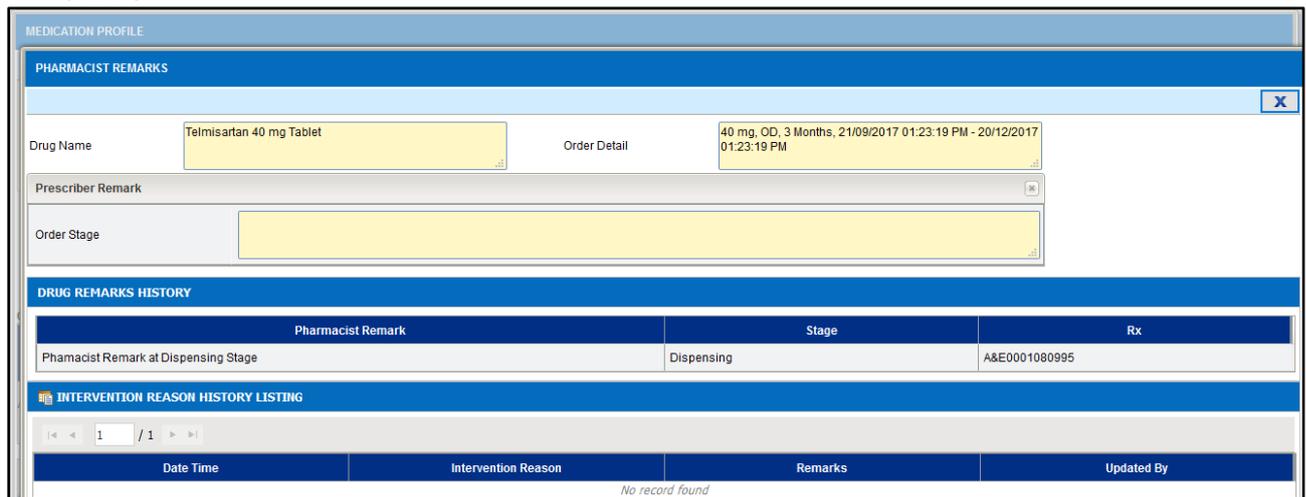
- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & name of person making remark), including the doctor's remark as per Figure 3.4.1-4



Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage		26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

Figure 3.4.1-4 Pharmacist Remark Screen

- Previous Pharmacist Remarks inside Additional Info links at Medication Profile is displayed as per Figure 3.4.1-5



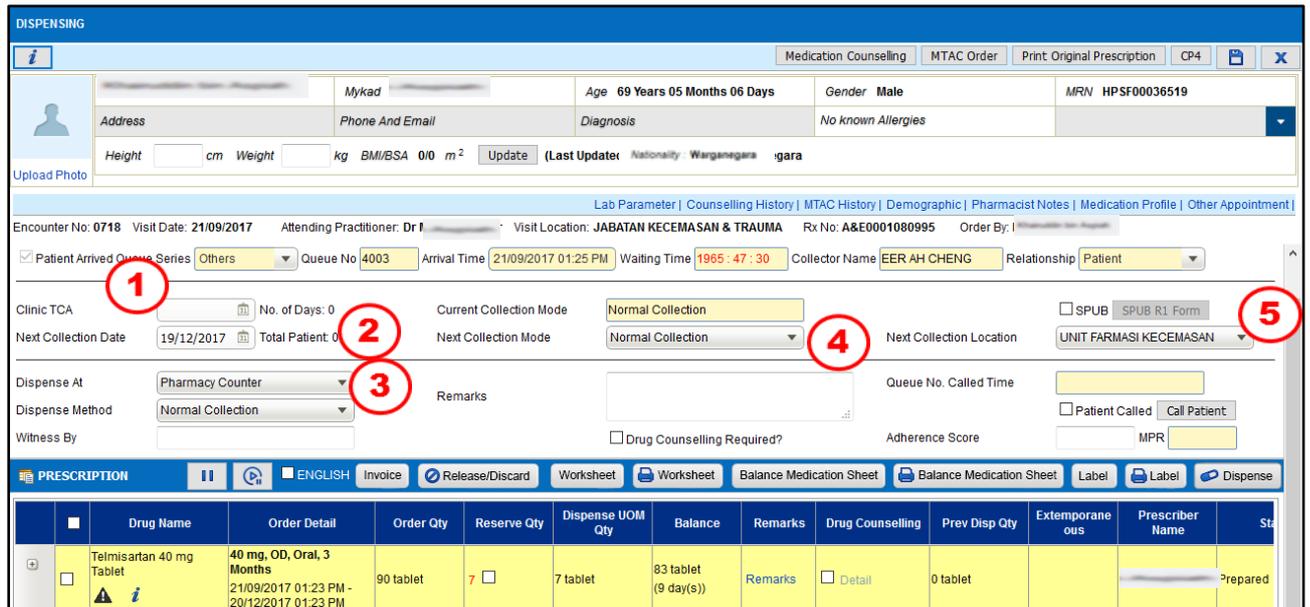
Pharmacist Remark	Stage	Rx
Phamacist Remark at Dispensing Stage	Dispensing	A&E0001080995

Date Time	Intervention Reason	Remarks	Updated By
No record found			

Figure 3.4.1-5 Previous Pharmacist Remark Screen

3.4.2 Next Collection Record for Partial Supply

This function will allow user to set the next collection record before dispensing.



The screenshot shows the 'DISPENSING' window with the following fields and values:

- 1** Patient Arrived Queue Series: Others
- 2** Next Collection Date: 19/12/2017
- 3** Dispense At: Pharmacy Counter
- 4** Next Collection Mode: Normal Collection
- 5** Next Collection Location: UNIT FARMASI KECEMASAN

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Telmisartan 40 mg Tablet	40 mg, OD, Oral, 3 Months 21/09/2017 01:23 PM - 20/12/2017 01:23 PM	90 tablet	7	7 tablet	83 tablet (9 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Prepared

Figure 3.4.2-1 Dispensing

Note

Repeat step 1 and 3 as [Section 3.4.1 Patient Called](#) before performs dispense and next collection record steps.

STEP 1

Select date from the **Clinic TCA** calendar

STEP 2

Select date from the **Next Collection Date** calendar

Note

This date will be retrieved from the third party appointment to visit clinic. However, user is allowed to select other date. This date will be reflected into 'Next Collection Date'. No. of Days will be automatically display.

STEP 3

Select the **Dispense at** from the drop down:

- Pharmacy Counter
- Drive Through Counter

Note

- The **Next Collection Date** will be retrieved from balance medication record for patient to collect medication at dispensing counter. However, user is allowed to select other dates by selecting it manually.
- Changes on the **Next Collection Date** will not affect the **Clinic TCA** date. **Total patient** is the number of patients scheduled to come on the selected date.

STEP 4

Select the **Next Collection Mode (Value Added Services)** from the drop down:

- SMS and Take
- Fax and Take
- Email and Take
- Appointment Card
- UMP
- Telephone and Take
- Others
- Normal Collection



STEP 5

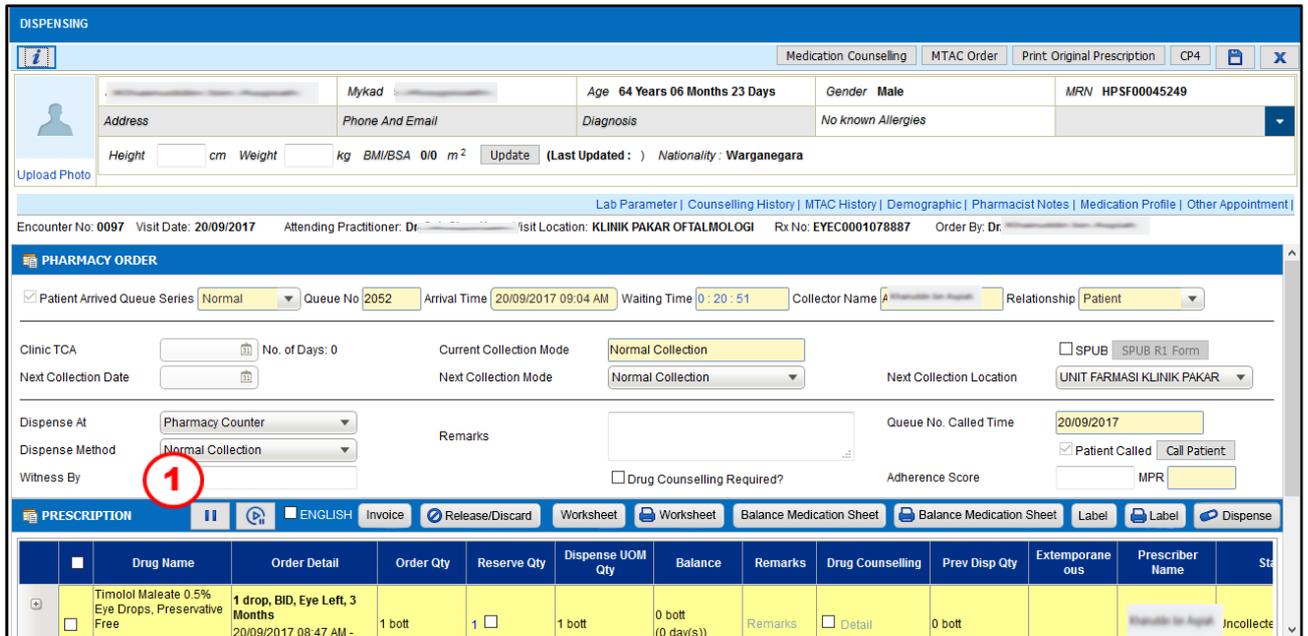
Select the **Next Collection Location** from the drop down

Note

- *SPUB check box is for user to refer the prescription to other facility. If SPUB is checked, next collection mode is not required to be filled in.*
- *Balance Days is shown at the Balance column. Eg. 83 tablets (9 days)*

3.4.3 Hold / Resume

This function allows user to record any error during counter check at dispensing stage.



The screenshot shows the 'DISPENSING' screen. At the top, there are tabs for 'Medication Counselling', 'MTAC Order', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for Mykad, Age (64 Years 06 Months 23 Days), Gender (Male), MRN (HPSF00045249), Address, Phone And Email, Diagnosis, No Known Allergies, Height, Weight, BMI/BSA, and Nationality (Warganegara). There is also a section for 'PHARMACY ORDER' with fields for Patient Arrived Queue Series, Queue No (2052), Arrival Time (20/09/2017 09:04 AM), Waiting Time (0:20:51), Collector Name, and Relationship (Patient). Below this are fields for Clinic TCA, No. of Days (0), Current Collection Mode (Normal Collection), Next Collection Date, Next Collection Mode (Normal Collection), Next Collection Location (UNIT FARMASI KLINIK PAKAR), Dispense At (Pharmacy Counter), Dispense Method (Normal Collection), Remarks, Queue No. Called Time (20/09/2017), Witness By, and Adherence Score. A red circle with the number '1' is around the 'Dispense Method' dropdown. At the bottom, there is a 'PRESCRIPTION' section with a table of drugs. The table has columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The first row shows 'Timolol Maleate 0.5% Eye Drops, Preservative Free' with an order quantity of 1 and a balance of 0.

Figure 3.4.3-1 Dispensing screen

Note

Repeat step 1 and 3as in [Section 3.4.1 Patient Called as per Figure 3.4.1-1](#) before performs Hold / Resume steps.

Hold

STEP 1

Select the drug and click on the  button as per Figure 3.4.3-1

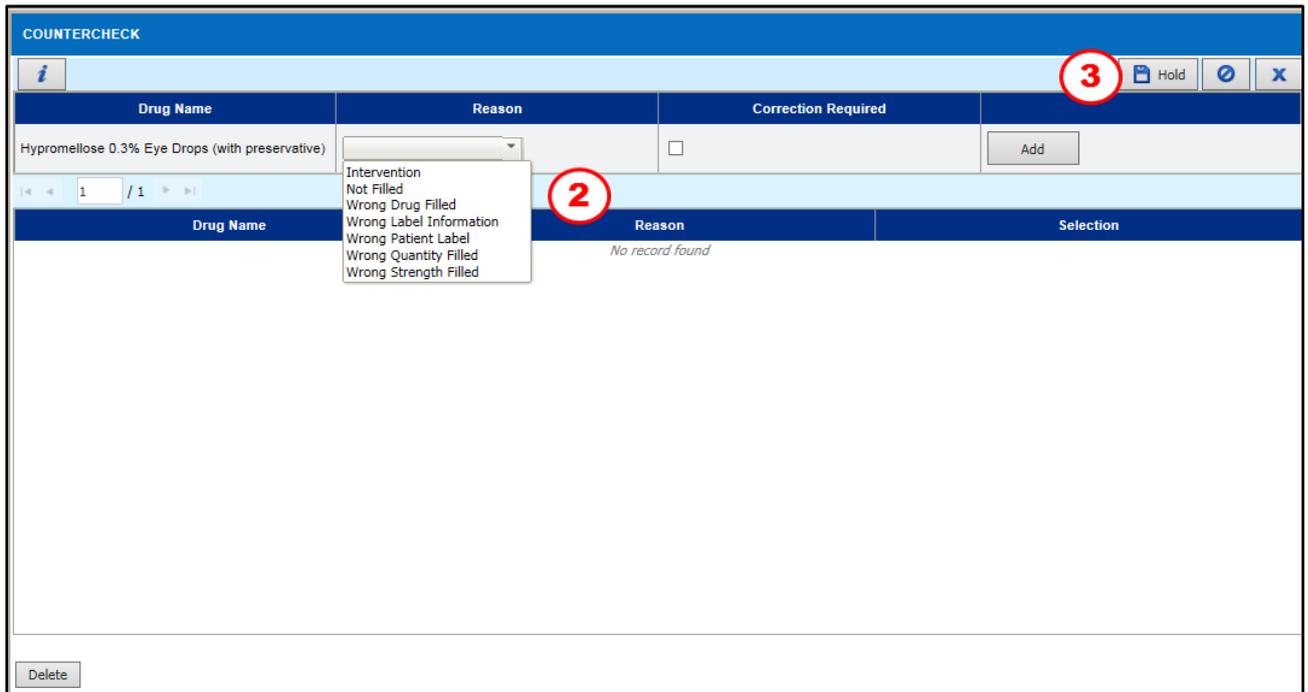


Figure 3.4.3-2 Hold Order – Countercheck

STEP 2

Select from the **Hold Reason** drop down:

- Intervention
- Not Filled
- Wrong Drug Filled
- Wrong Label Information
- Wrong Patient Label
- Wrong Quantity Filled
- Wrong Strength Filled

STEP 3

Click on the  button to proceed Hold

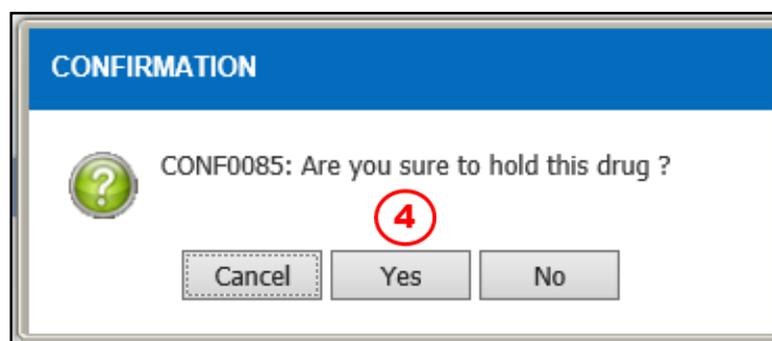


Figure 3.4.3-3 Confirmation Alert Message

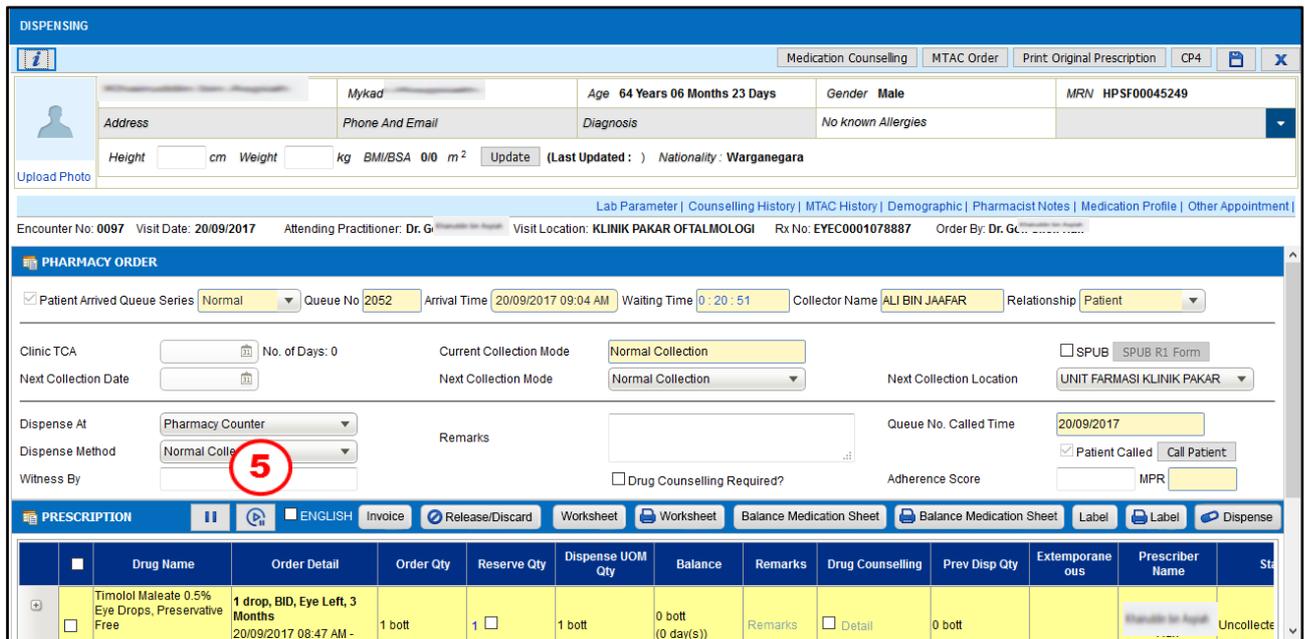
STEP 4

Click on the  button to Hold the drug and confirmation pop up message will close automatically

Note

Drug status will change to Prepared/Hold (Dispensing screen).

Resume



DISPENSING

Medication Counseling | MTAC Order | Print: Original Prescription | CP4

Mykad: [Redacted] Age: 64 Years 06 Months 23 Days Gender: Male MRN: HPSF00045249

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Encounter No: 0097 Visit Date: 20/09/2017 Attending Practitioner: Dr. G. [Redacted] Visit Location: KLINIK PAKAR OFTALMOLOGI Rx No: EYEC0001078887 Order By: Dr. G. [Redacted]

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 2052 Arrival Time: 20/09/2017 09:04 AM Waiting Time: 0:20:51 Collector Name: ALI BIN JAAFAR Relationship: Patient

Clinic TCA: [Redacted] No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: [Redacted] Next Collection Mode: Normal Collection Next Collection Location: UNIT FARMASI KLINIK PAKAR

Dispense At: Pharmacy Counter Remarks: [Redacted] Queue No. Called Time: 20/09/2017

Dispense Method: Normal Collection **5** Patient Called Call Patient

Witness By: [Redacted] Drug Counselling Required? Adherence Score: [Redacted] MPR: [Redacted]

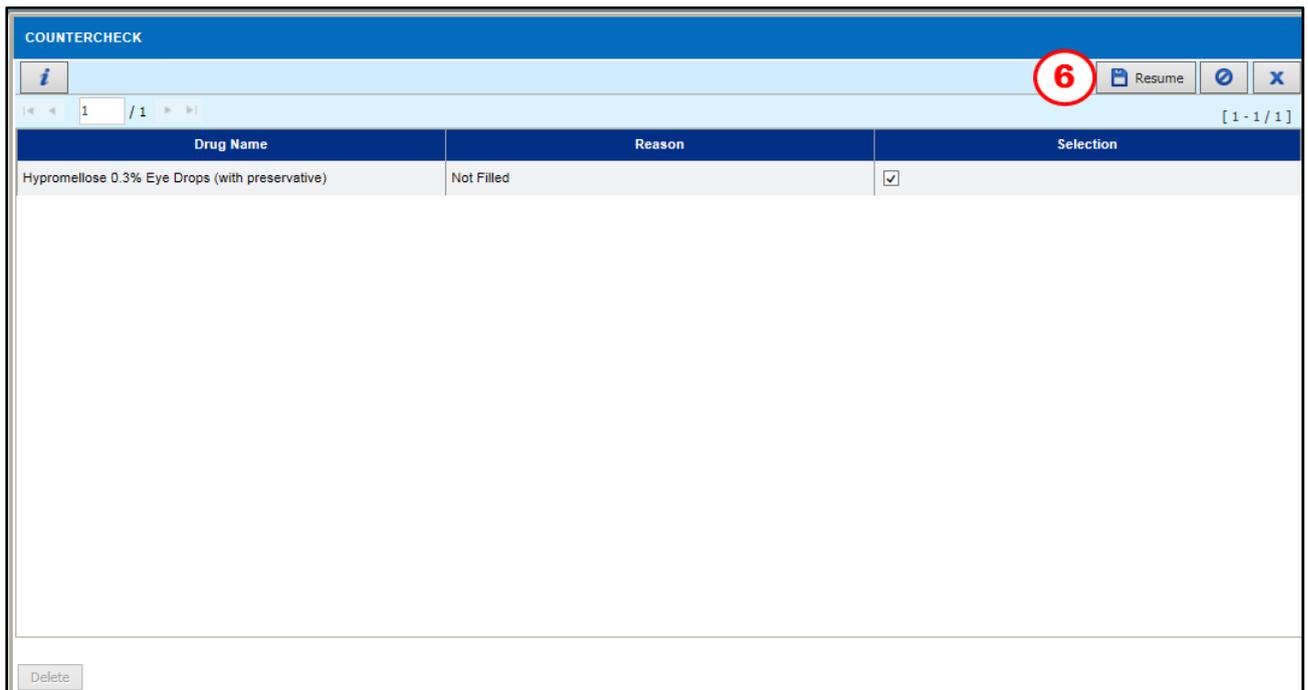
PRESCRIPTION || ENGLISH Invoice Release/Discard Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label Dispense

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Timolol Maleate 0.5% Eye Drops, Preservative Free	1 drop, BID, Eye Left, 3 Months 20/09/2017 08:47 AM -	1 bott	1 <input type="checkbox"/>	1 bott	0 bott (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott		[Redacted]	Uncollecte

Figure 3.4.3-4 Dispensing screen

STEP 5

Select the drug and click on the  button to Resume as per Figure 3.4.3-4



COUNTERCHECK

Resume

Drug Name	Reason	Selection
Hypromellose 0.3% Eye Drops (with preservative)	Not Filled	<input checked="" type="checkbox"/>

Delete

Figure 3.4.3-5 Resume Order Screen

STEP 6

Click on the  button

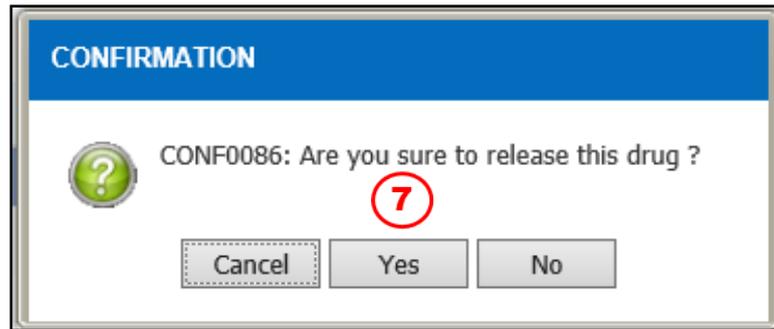
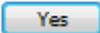


Figure 3.4.3-6 Confirmation Alert Message

STEP 7

Click on the  button to release drug from hold state

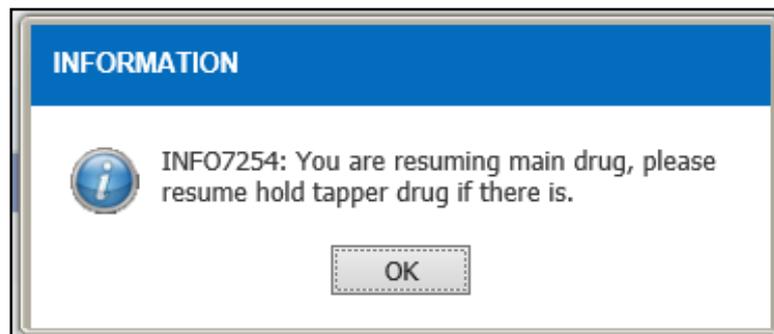
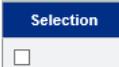


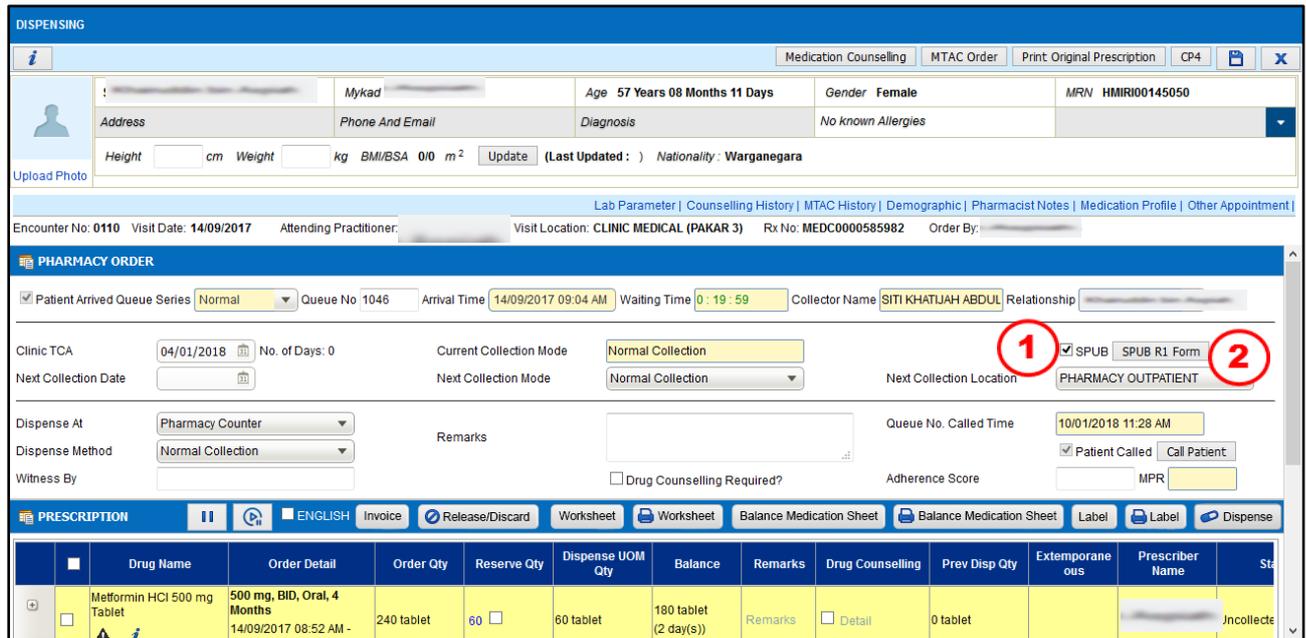
Figure 3.4.3-7 Information Alert Message

Note

- Click on the  button as in **Figure 3.4.3-7** to resume.
- User can delete the Hold record by selecting intervention reason check box  and click the  button.

3.4.4 Send SPUB

This function allow user to generate and send SPUB information to other facilities.



The screenshot displays the 'DISPENSING' screen. At the top, there are navigation tabs: Medication Counselling, MTAC Order, Print Original Prescription, and CP4. Below this is a patient information section with fields for Mykad, Age (57 Years 08 Months 11 Days), Gender (Female), MRN (HMIR00145050), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). A 'PHARMACY ORDER' section contains a 'Patient Arrived' checkbox, Queue Series (Normal), Queue No (1046), Arrival Time (14/09/2017 09:04 AM), Waiting Time (0:19:59), Collector Name (SITI KHATLAH ABDUL), and Relationship. Below this are fields for Clinic TCA (04/01/2018), No. of Days (0), Current Collection Mode (Normal Collection), Next Collection Date, Next Collection Mode (Normal Collection), and Next Collection Location (PHARMACY OUTPATIENT). A 'Dispense At' dropdown is set to 'Pharmacy Counter'. The 'Remarks' field is empty. The 'Queue No. Called Time' is 10/01/2018 11:28 AM. There are checkboxes for 'Patient Called' and 'Call Patient'. A 'Witness By' field is present. A 'PRESCRIPTION' section at the bottom has buttons for Invoice, Release/Discard, Worksheet, Balance Medication Sheet, and Label. A table below shows the dispensed drug: Metformin HCl 500 mg Tablet, 500 mg, BID, Oral, 4 Months, 240 tablet, 60, 60 tablet, 180 tablet (2 day(s)), Remarks, 0 tablet, and Incollecte.

Figure 3.4.4-1 Dispensing

Note

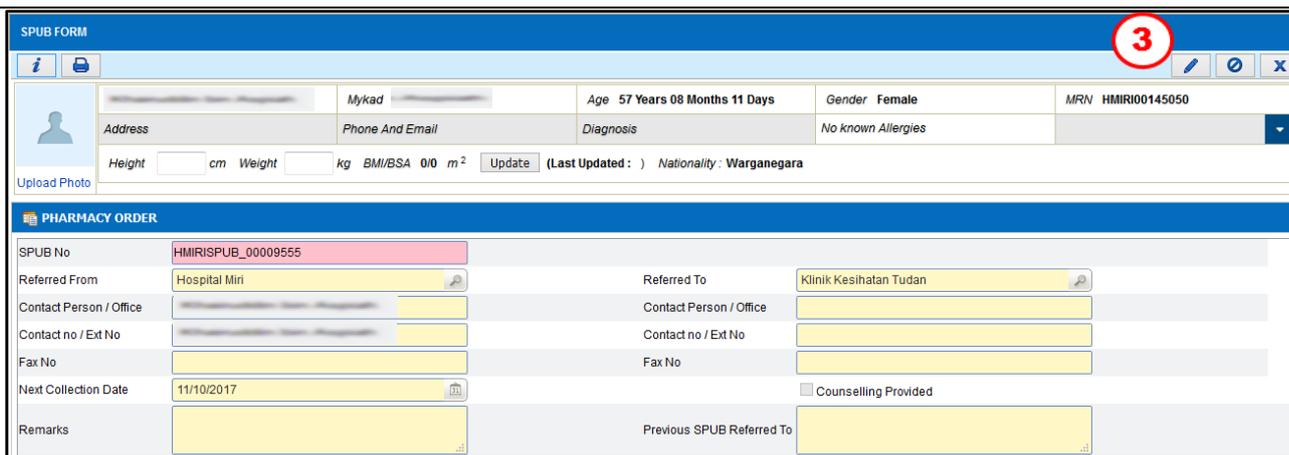
- Repeat step 1 and 3as in [Section 3.4.1 Patient Called as per Figure 3.4.1-1](#) before performs send SPUB steps.
- User able to request SPUB R1 form at dispensing screen.
- Enter Next collection detail as per partial dispense and next collection record.

STEP 1

Click on check box at SPUB

STEP 2

Click on the  button and Figure 3.4.4-3 will be display



SPUB FORM

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

PHARMACY ORDER

SPUB No: HMIRIS PUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

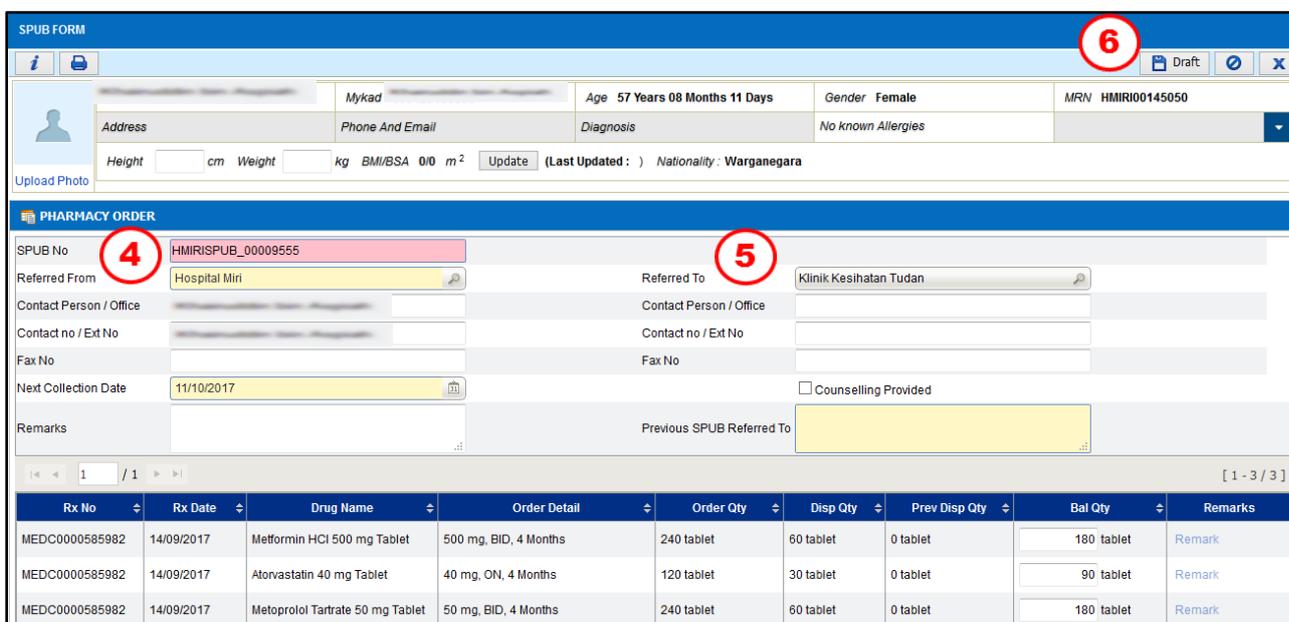
Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Figure 3.4.4-3 SPUB R1 form



SPUB FORM

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

PHARMACY ORDER

SPUB No: HMIRIS PUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MEDC0000585982	14/09/2017	Metformin HCl 500 mg Tablet	500 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark
MEDC0000585982	14/09/2017	Atorvastatin 40 mg Tablet	40 mg, ON, 4 Months	120 tablet	30 tablet	0 tablet	90 tablet	Remark
MEDC0000585982	14/09/2017	Metoprolol Tartrate 50 mg Tablet	50 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark

Figure 3.4.4-4 SPUB R1 form Edit

STEP 3

Click on the  button

STEP 4

Enter Pharmacy Order details:

Referring Facility

- SPUB No – will be auto display
- Referred From - will be auto defaulted to requester hospital's name
- Contact Person / Office – will be auto defaulted to the person in charge, however user is allowed to change this value
- Contact No / Ext No - will be auto defaulted to the person in charge, however user is allowed to change this value
- Fax No – will auto defaulted to the person in charge, however user is allowed to change this value
- Next Collection Date – This value is auto defaulted to 'Next Collection Date' in the dispensing screen

g) Remarks – enter remarks regarding the patient

STEP 5

Referred Facility

- Referred to – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- Contact Person / Office - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Contact No / Ext No (Referring hospital) - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Fax No - will be auto defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- Counselling needed – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

Note

- Prescription and Dispense details will contain a list of drugs to be dispensed in the referring hospital.
- This list will only display the drugs with balance quantity to be dispensed.
- Details of the drug will be displayed as below:
 - Rx No - Prescription No.
 - Rx Date - Prescription date (order date).
 - Drug Name - Name of drug ordered by the prescriber.
 - Order Quantity – Quantity of drug ordered by the prescriber.
 - Disp quantity – Quantity of drug to be dispensed at requester hospital.
 - PrevDispQty – Balance quantity to be dispensed at referring hospital.
 - Remarks – Remarks by pharmacist.

STEP 6

Click on the  button to save and send SPUB form

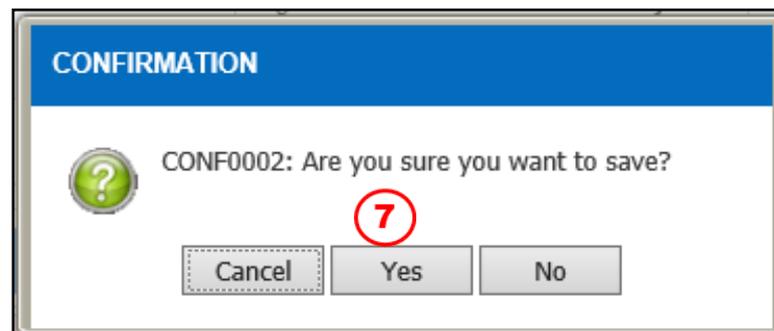
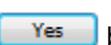


Figure 3.4.4-5 Confirmation Alert Message

STEP 7

Click on the  button to confirm

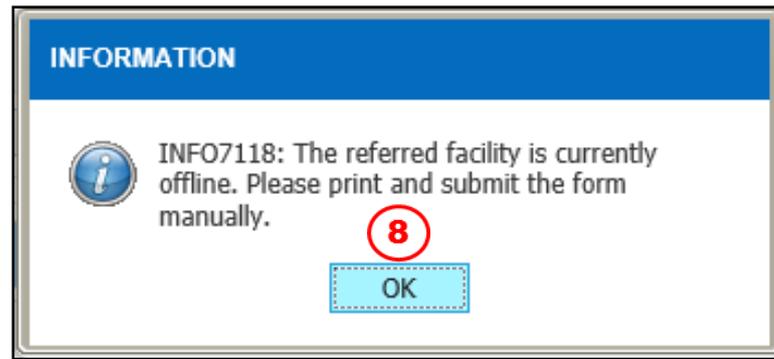


Figure 3.4.4-6 Confirmation Alert Message

STEP 8

Click on the  button as in Figure 3.4.4-6 and proceed to print the SPUB form

Note

- Click on the  button to print SPUB form as per *Figure 3.4.4-4*.
- *A pop up message as per Figure 3.4.4-6 will appear if the referred facility is offline.*
- *User able to print SPUB R1 form as per Figure 3.4.4-7 and send it manually to the offline referred facility (without PhIS).*



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk Negeri : Johor Hospital : Hospital Pakar Sultanah Fatimah, Muar Nombor SPUB : HPSFSPUB_00026451 Daerah/Bandar : No. Tel : 069521901 No. Faks :	Fasiliti dirujuk Negeri : Melaka Hospital : Hospital Alor Gajah Daerah/Bandar : No. Tel : 0345678909 No. Faks :
---	---

No. Rujukan (0001/08/2018)

A. Maklumat Pesakit :

Nama : _____
 Umur : 59 Years 8 Months 5 Days Jantina : Perempuan
 No. Kad Pengenalan : _____ No. Telefon : 123456789

B. Maklumat Preskripsi :

No. Preskripsi : NEFC0001389136 Tarikh Preskripsi : 12/06/2018
 No. Siri Preskripsi : _____ Tarikh Akan Datang : 14/08/2018
 Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Peruh Kuantiti	Catatan Preskripsi
12/06/2018	Calcium Carbonate 500mg Tablet	1500 mg, TID, Oral, 3 Months	540 tablet	3 Months	810 tablet	
12/06/2018	Bisoprolol Fumarate 5 mg Tablet	10 mg, OM, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Prazosin HCl 1 mg Tablet	2 mg, TID, Oral, 3 Months	360 tablet	3 Months	540 tablet	
12/06/2018	Valsartan 80 mg Tablet	160 mg, OD, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Femosa 500mg,Folic 800mcg,Vit C,B1,B2,B3,B6,B12,Ca Pantothenate Tablet	1 tablet, OD, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 3 Months	80 tablet	3 Months	90 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan :
 Nama : _____
 Jawatan : Pegawai Farmasi UF48

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 3.4.4-7SPUB R1 Form Preview

3.5 Single Stage Dispensing

This function allow user to record and dispense medication in faster way. Normally it will be use if all the process was handle by one user. User able to allocate quantity of drug by batch, generate and print drug label, extemporaneous worksheet, ingredient label and record next medication collection detail.

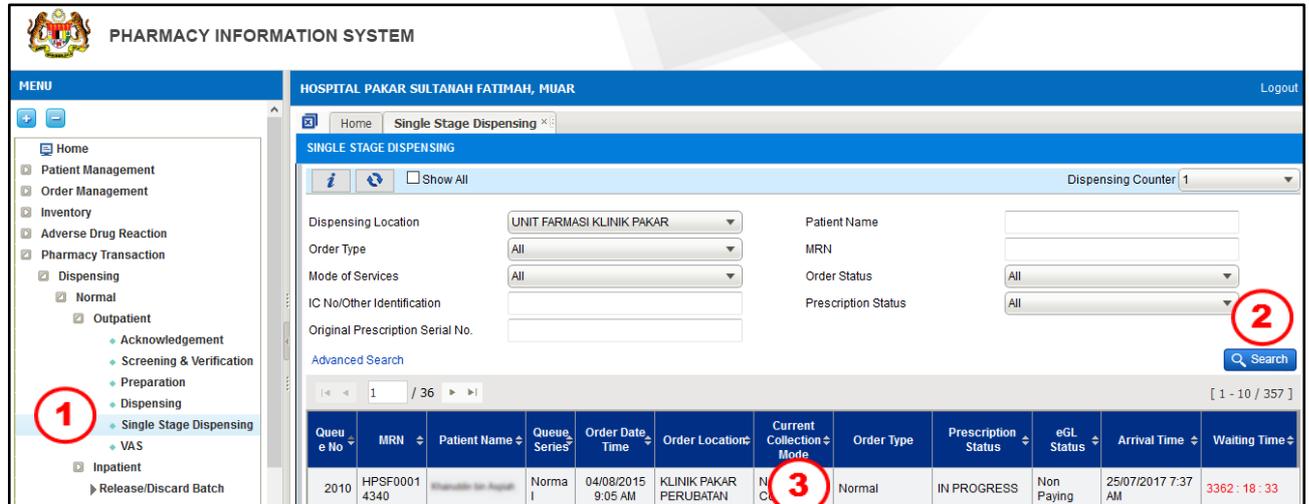


Figure 3.5-1 Single Stage Dispensing Landing Screen

STEP 1

Click on 'Single Stage Dispensing' sub menu

Note

- To perform Single Stage Dispensing, patient prescription must go through Acknowledgement process. Refer [Section 3.0 Acknowledgement](#) for acknowledgement steps
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	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>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
g	Order Status	-All	Able to filter and search patient's record by

		-New Order -Partial Supply	order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
j	Original Prescription Serial No	Original Prescription Serial Number	Able to search by Original Prescription Serial Number
Advanced Search			
h	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
i	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
j	Order Date from	Order Date from	Able to filter and search patient's record by order date from
k	Order Date To	Order Date To	Able to filter and search patient's record by order date to
l	Queue Date	Queue Date	Able to filter and search patient's record by queue date
m	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
n	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.5-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

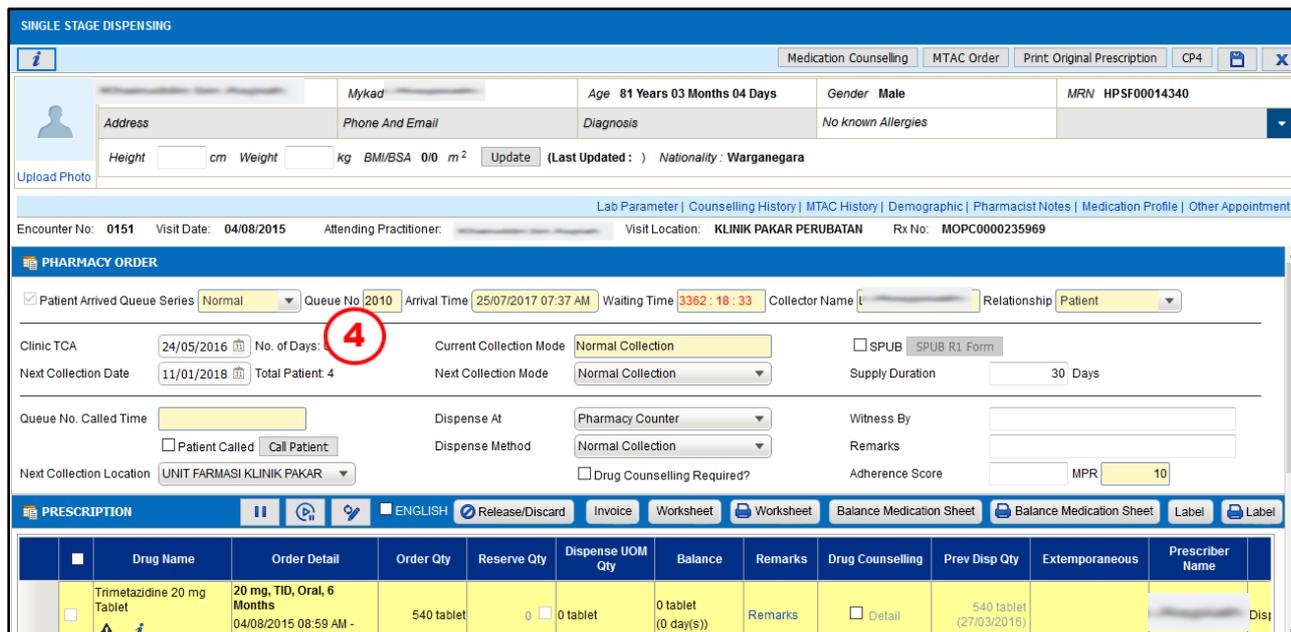
- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient and patient information will be shown as per Figure 3.5-2

STEP 4

Enter the clinic TCA and next collection date if applicable



SINGLE STAGE DISPENSING

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad: [REDACTED] Age: 81 Years 03 Months 04 Days Gender: Male MRN: HPSF00014340

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] No known Allergies

Height: [REDACTED] cm Weight: [REDACTED] kg BMI/BSA: 0.0 m² Update (Last Updated:) Nationality: Warganegara

Encounter No: 0151 Visit Date: 04/08/2015 Attending Practitioner: [REDACTED] Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000235969

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 2010 Arrival Time: 25/07/2017 07:37 AM Waiting Time: 3362 : 18 : 33 Collector Name: [REDACTED] Relationship: Patient

Clinic TCA: 24/05/2016 No. of Days: **4** Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: 11/01/2018 Total Patient: 4 Next Collection Mode: Normal Collection Supply Duration: 30 Days

Queue No. Called Time: [REDACTED] Dispense At: Pharmacy Counter Witness By: [REDACTED]

Patient Called Call Patient Dispense Method: Normal Collection Remarks: [REDACTED]

Next Collection Location: UNIT FARMASI KLINIK PAKAR Drug Counselling Required? Adherence Score: [REDACTED] MPR: 10

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Trimetazidine 20 mg Tablet	20 mg, TID, Oral, 6 Months 04/08/2015 08:59 AM - 24/08/2015 08:59 AM	540 tablet	0	0 tablet	0 tablet (0 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (27/03/2016)		[REDACTED]

Figure 3.5-2 Single Stage Dispensing

Note

- **Alternate Drug**

User to select different drug with the same active ingredient and same administration route.

- **Hold and Resume**

Hold' function in dispensing is different from hold function in screening and preparation. This hold function is to record error before dispensing.

- **Intervention**

This function allows user to modify drugs details frequency, duration and dose only.

- **Edit Label**

User able to edit and print drug label.

- **Next Medication Collection record**

User able to record Date and Collection Location for partial medication.

- **TCA**

User able to record Date of next appointment to visit doctor / prescriber.

- **SPUB R1 Form**

SPUB R1 Form button will allow pharmacist to send SPUB request to referred facility. (Only for partial supply drug). Pharmacist will fill in SPUB information in SPUB R1 Form and has option to print SPUB R1 form.

SINGLE STAGE DISPENSING

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad: [Redacted] Age: 81 Years 03 Months 04 Days Gender: Male MRN: HPSF00014340

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0151 Visit Date: 04/08/2015 Attending Practitioner: Dr. S [Redacted] Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000235969

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 2010 Arrival Time: 25/07/2017 07:37 AM Waiting Time: 3362:18:33 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: 24/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: 11/01/2018 Total Patient: 4 Next Collection Mode: Normal Collection Supply Duration: 30 Days

Queue No. Called Time: [Redacted] Dispense At: Pharmacy Counter Witness By: [Redacted]

Patient Called **5** Dispense Method: Normal Collection Remarks: [Redacted]

Next Collection Location: UNIT FARMASI KLINIK **5** Drug Counselling Required? Adherence Score: MPR 10

PRESCRIPTION | ENGLISH | Release/Discard | Invoice | Worksheet | Worksheet | Balance Medication Sheet | Balance Medication Sheet | Label | Label

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Trimetazidine 20 mg Tablet	20 mg, TID, Oral, 6 Months 04/08/2015 08:59 AM - 04/08/2015 08:59 AM	540 tablet	0	0 tablet	0 tablet (0 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (27/03/2016)		[Redacted]

Figure 3.5-3 Single Stage Dispensing

Note

Details process for each process of **Intervention, Alternate Drug and Hold** are as followed:

- **Intervention** : Refer to [Section 3.2.2 Intervention](#).
- **Alternate Drug** : Refer to [Section 3.2.3 Alternate](#).
- **Hold** : Refer to [Section 3.2.5 Hold](#).

STEP 5

Click on the icon to do any of these functions such as Intervention, Alternate/Combination Drug and Hold.

Note

Reserve Quantity will calculate automatically once button is click. However, user can manually change the quantity by clicking on the hyperlink number in **Reserve Qty** column.

SINGLE STAGE DISPENSING

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad: [Redacted] Age: 81 Years 03 Months 04 Days Gender: Male MRN: HPSF00014340

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0151 Visit Date: 04/08/2015 Attending Practitioner: Dr. S [Redacted] Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000235969

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 2010 Arrival Time: 25/07/2017 07:37 AM Waiting Time: 3362:18:33 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: 24/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: 11/01/2018 Total Patient: 4 Next Collection Mode: Normal Collection Supply Duration: 30 Days

Queue No. Called Time: [Redacted] Dispense At: Pharmacy Counter Witness By: [Redacted]

Patient Called **7** Dispense Method: Normal Collection Remarks: [Redacted]

Next Collection Location: UNIT FARMASI KLINIK PAKAR **7** Drug Counselling Required? Adherence Score: MPR **6**

PRESCRIPTION | ENGLISH | Release/Discard | Invoice | Worksheet | Worksheet | Balance Medication Sheet | Balance Medication Sheet | Label | Label

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Trimetazidine 20 mg Tablet	20 mg, TID, Oral, 6 Months 04/08/2015 08:59 AM - 04/08/2015 08:59 AM	540 tablet	0	0 tablet	0 tablet (0 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (27/03/2016)		[Redacted] 8

Figure 3.5-4 Single Stage Dispensing

STEP 6

Click on the  or  button to print

Note

Refer to [Section 3.3.3 for Drug Label printing detail process](#).

STEP 7

Click at the  button to stop the waiting time

STEP 8

Click on the  button to dispense the drug

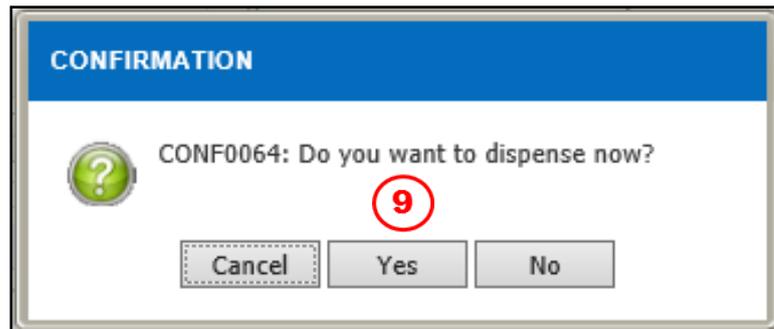


Figure 3.5-5 Confirmation Alert Message

STEP 9

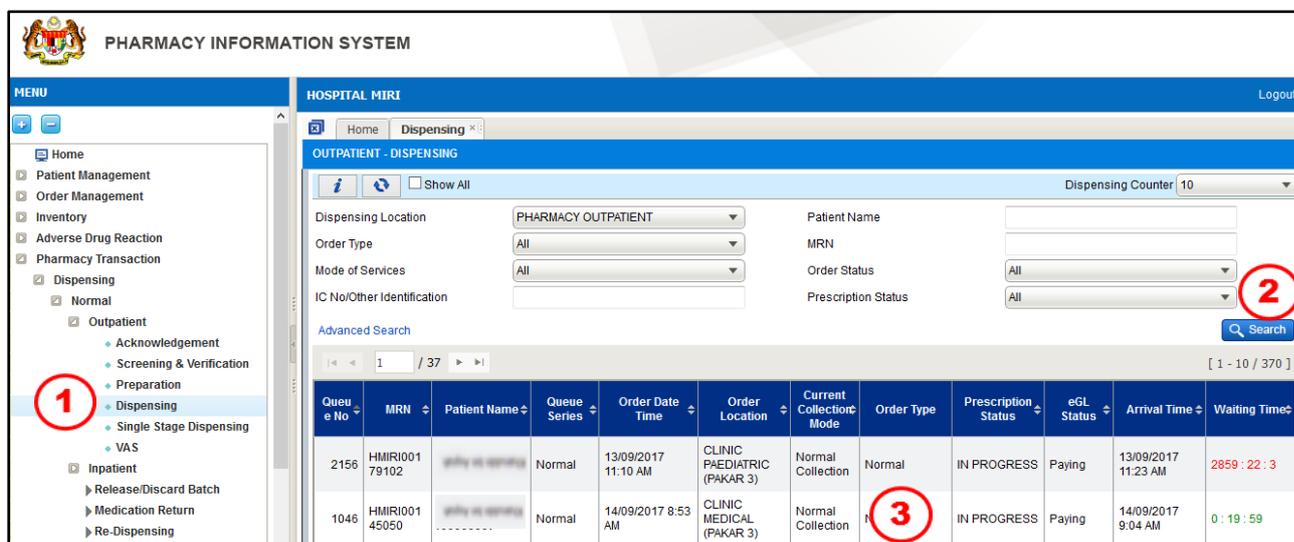
Click on the  button to confirm

3.6 SPUB

3.6.1 SPUB Out Online – (Both facility using PhIS)

3.6.1.1 SPUBOut Online (Before Dispense)

SPUB Out Online (referring facility) enable user to send SPUB information to referred facility that is using PhIS during dispensing process



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL MIRI'. The left sidebar menu has 'Dispensing' highlighted with a red circle '1'. The main area shows search filters for 'Dispensing Location' (PHARMACY OUTPATIENT), 'Order Type' (All), 'Mode of Services' (All), and 'IC No/Other Identification'. There are also fields for 'Patient Name', 'MRN', 'Order Status' (All), and 'Prescription Status' (All), with a red circle '2' around the 'Prescription Status' dropdown. Below the filters is an 'Advanced Search' section with a search button. A table of patient records is displayed with columns: Queue No, MRN, Patient Name, Queue Series, Order Date Time, Order Location, Current Collection Mode, Order Type, Prescription Status, eGL Status, Arrival Time, and Waiting Time. The table shows two records: one with Queue No 2156 and MRN HMIRI00179102, and another with Queue No 1046 and MRN HMIRI00145050. A red circle '3' is placed over the 'Normal' value in the 'Order Type' column of the second record.

Figure 3.6.1.1-1 SPUB R1 – Patient Listing

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).
- User will send SPUB R1 form by online to referred facility which also use PhIS.

STEP 1

Click on 'Dispensing' sub menu

Note

- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
j	Show All		Able to view all patient record
k	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
l	Patient Name	Name of patient	Able to filter and search by patient's name
m	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
n	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
o	Mode of Services	All -Appointment Card -Email and Take	Able to filter and search patient's record by mode of services

		-Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	
p	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
q	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
r	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
o	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
p	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
q	Order Date from	Order Date from	Able to filter and search patient's record by order date from
r	Order Date To	Order Date To	Able to filter and search patient's record by order date to
s	Queue Date	Queue Date	Able to filter and search patient's record by queue date
t	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
u	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.6.1.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue NO
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient listed and patient detail information will be shown as per Figure 3.6.1.1-1

DISPENSING

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad 6 | Age 57 Years 08 Months 11 Days | Gender Female | MRN HMIRI00145050

Address | Phone And Email | Diagnosis | No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0110 | Visit Date: 14/09/2017 | Attending Practitioner: D | Visit Location: CLINIC MEDICAL (PAKAR 3) | Rx No: MEDC0000585982 | Order By: DR C

PHARMACY ORDER

Patient Arrived Queue Series Normal | Queue No: 1045 | Arrival Time: 14/09/2017 09:04 AM | Waiting Time: 0:19:59 | Collector Name: S | Relationship: Patient

Clinic TCA: 04/01/2018 | No. of Days: 0 | Current Collection Mode: Normal Collection | SPUB | SPUB R1 Form

Next Collection Date: | Next Collection Mode: Normal Collection | Next Collection Location: PHARMACY OUTPATIENT

Dispense At: Pharmacy Counter | Remarks: | Queue No. Called Time: 14/09/2017

Dispense Method: Normal Collection | Patient Called | Call Patient

Witness By: | Drug Counselling Required? | Adherence Score: | MPR

PRESCRIPTION | ENGLISH | Invoice | Release/Discard | Worksheet | Balance Medication Sheet | Label | Dispense

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Metformin HCl 500 mg Tablet	500 mg, BID, Oral, 4 Months 14/09/2017 08:52 AM -	240 tablet	60	60 tablet	180 tablet (2 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			ncollecte

Figure 3.6.1.1-2 SPUB R1 Form

STEP 4

Click on the SPUB **SPUB R1 Form** checkbox when patient request for SPUB

STEP 5

Click on the **SPUB R1 Form** button

SPUB FORM

Mykad | Age 57 Years 08 Months 11 Days | Gender Female | MRN HMIRI00145050

Address | Phone And Email | Diagnosis | No known Allergies

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

PHARMACY ORDER

SPUB No: HMIRISPUB_00009565

Referred From: Hospital Miri | Referred To: Klinik Kesihatan Tudan

Contact Person / Office: | Contact Person / Office: |

Contact no / Ext No: | Contact no / Ext No: |

Fax No: | Fax No: |

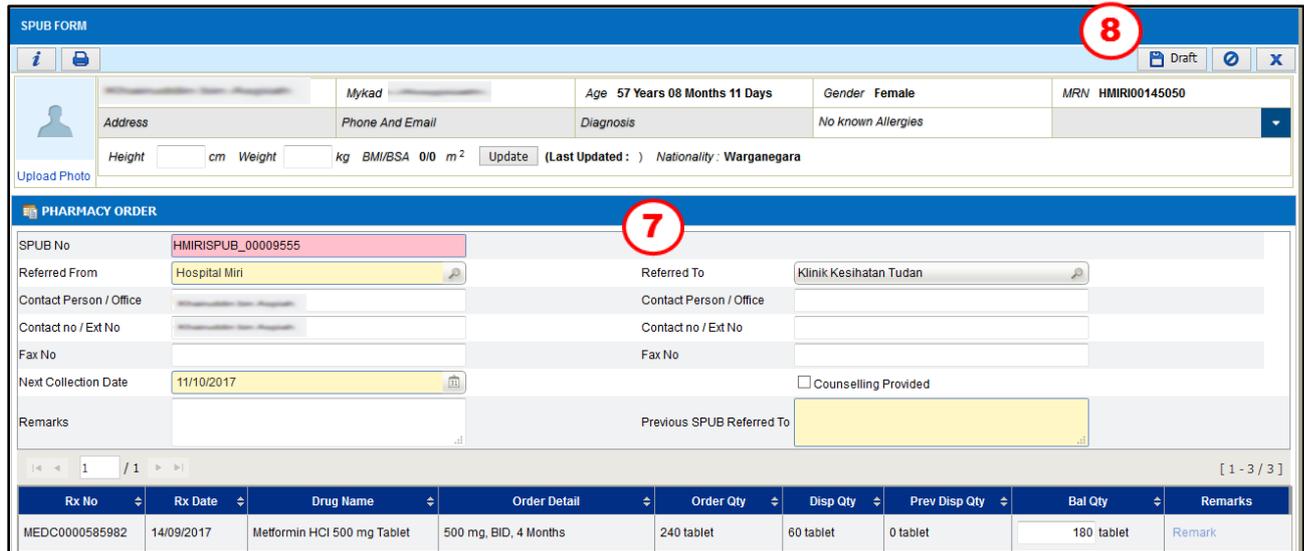
Next Collection Date: 11/10/2017 | Counselling Provided

Remarks: | Previous SPUB Referred To: |

Figure 3.6.1.1-3 SPUB Form

STEP 6

Click on the button



SPUB FORM

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No Known Allergies: [Redacted]

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

PHARMACY ORDER

SPUB No: HMIRISPUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MEDC0000585982	14/09/2017	Metformin HCl 500 mg Tablet	500 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark

Figure 3.6.1.1-3 SPUB Form

STEP 7

Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office
- Contact No/Ext No
- Fax No
- Next Collection Date
- Remarks
- Counselling Needed

Referring Facility

- SPUB No** – will be auto generated
- Referred From** - will be defaulted to requester hospital's name
- Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Contact No / Ext No**- will be defaulted to the person in charge, however user is allowed to change this value
- Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- Next Collection Date** –This value is defaulted to 'Next Collection Date' in the dispensing screen
- Remarks** – enter remarks regarding the patient

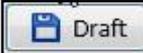
Referred Facility

- Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table.

However, user is allowed to change this value.

- e) **Counselling needed** – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

STEP 8

Click on the  button to save the SPUB form and SPUB No will be generated

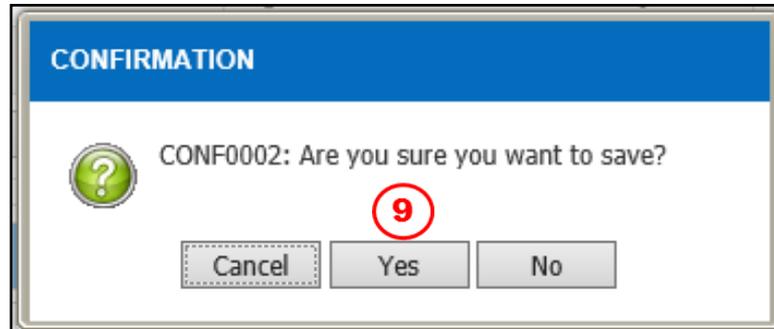
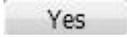


Figure 3.6.1.1-4 ConfirmationAlert Message

STEP 8

Click on the  button to save the SPUB Form

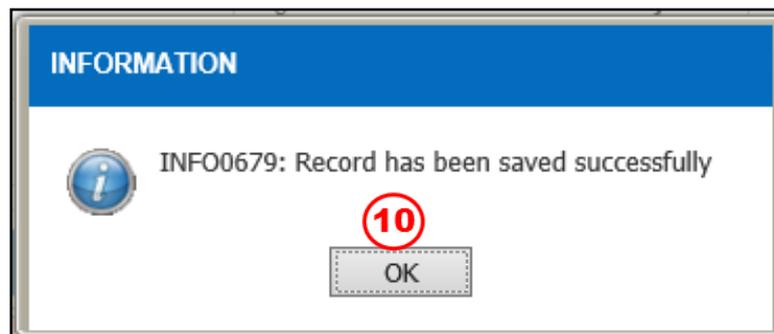


Figure 3.6.1.1-5 InformationAlert Message

STEP 9

Click on the  button to acknowledge the saved SPUB

STEP 10

Click on the  button to print SPUB R1 Form if required as per Figure 3.6.1.1-6



SPUB FORM

Mykad: [Redacted] Age: 52 Years 11 Months 14 Days Gender: Female MRN: HMIRI00102366

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

PHARMACY ORDER

SPUB No: HMIRISPUB_00004043

Referred From: Hospital Miri Referred To: Hospital Alor Gajah

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 09/03/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
EYEC0000150126	31/03/2016	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN4, 12 Months	12 bott	2 bott	2 bott	8 bott	Remark

Figure 3.6.1.1-6 SPUB Form screen

SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk		Fasiliti dirujuk		No. Rujukan (0001/08/2018)
Negeri :	Johor	Negeri :	Melaka	
Hospital :	Hospital Pakar Sultanah Fatimah, Muar	Hospital :	Hospital Alor Gajah	
Nombor SPUB :	HPSFSPUB_00026451			
Daerah/Bandar :		Daerah/Bandar :		
No. Tel :	069521901	No. Tel :	0345678909	
No. Faks :		No. Faks :		

A. Maklumat Pesakit :

Nama : _____

Umur : 59 Years 8 Months 5 Days Jantina : Perempuan

No. Kad Pengenalan : _____ No. Telefon : 123456789

B. Maklumat Preskripsi :

No. Preskripsi : NEFC0001389136 Tarikh Preskripsi : 12/06/2018

No. Siri Preskripsi : _____ Tarikh Akan Datang : 14/08/2018

Catatan: _____

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Peruh Kuantiti	Catatan Preskripsi
12/06/2018	Calcium Carbonate 500mg Tablet	1500 mg, TID, Oral, 3 Months	540 tablet	3 Months	810 tablet	
12/06/2018	Bisoprolol Fumarate 5 mg Tablet	10 mg, OM, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Pisozoin HCl 1 mg Tablet	2 mg, TID, Oral, 3 Months	360 tablet	3 Months	540 tablet	
12/06/2018	Valparan 80 mg Tablet	160 mg, OD, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Ferrous 500mg,Folic 800mcg, Vit C,B1,B2,B3,B6,B12,Ca Pantothenate Tablet	1 tablet, OD, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 3 Months	80 tablet	3 Months	90 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan : _____

Nama : _____

Jawatan : Pegawai Farmasi UF48

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 3.6.1.1-7 SPUB R1 Form

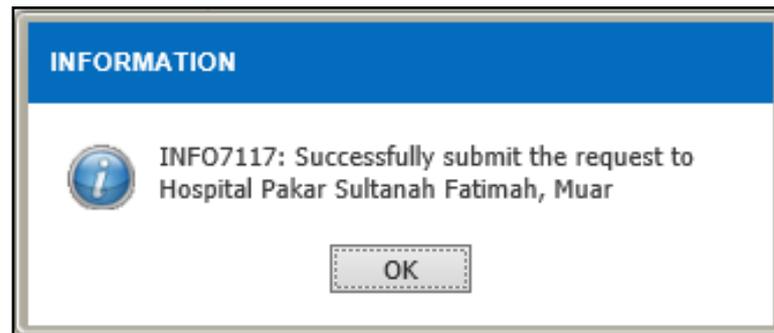


Figure 3.6.1.1-8 Information Alert Message

Note

Upon clicking Yes at dispensing, alert message of successfully submit SPUB request will appear as per Figure 3.6.1.1-8. Click the  button to close the alert.

3.6.1.2 SPUB Out Online (After Dispense)

SPUB Out Online (referring facility) enable user to request for SPUB afterdispense.

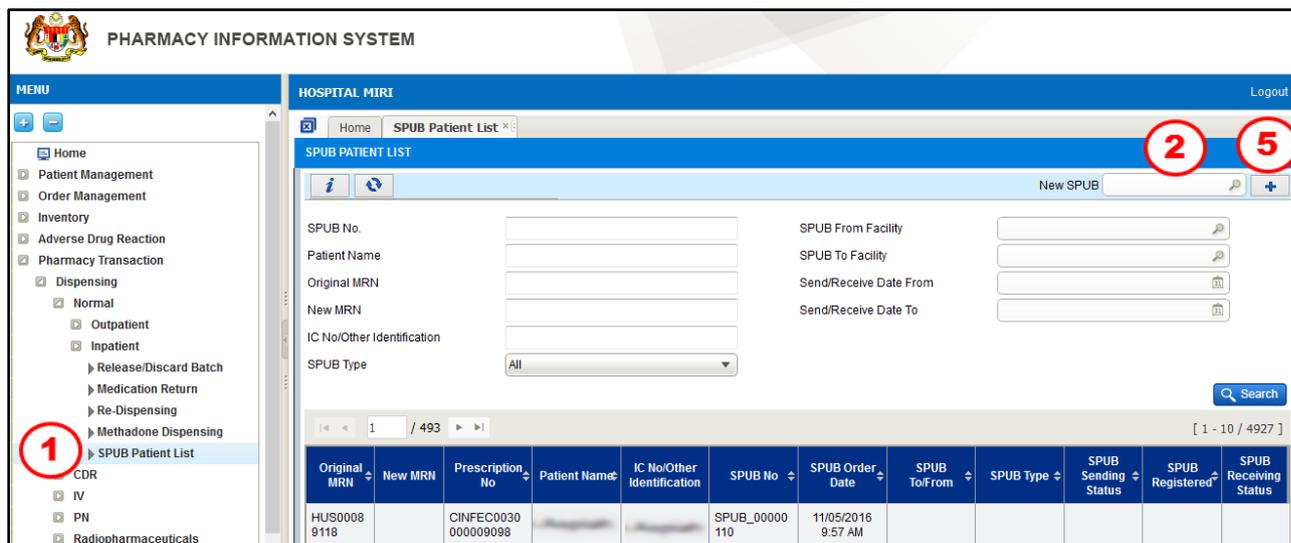


Figure 3.6.1.2-1 SPUB Patient List

STEP 1

Click on the ‘SPUB Patient List’ submenu

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense). Refer to [Section 3.6.1.1 SPUB Out Online \(Before Dispense\)](#).
- User will send SPUB R1 form by online to referred facility which also use PhIS.

STEP 2

Click on the  to search for the patient

Note

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	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: Example: MOPC0000001234 or “1234”
c	Patient Name	Name of patient	Allow to filter and search by patient name

Table 3.6.1.2-1

Patient MRN	Patient Name	ID No	Prescription No
HMIRI00167086			ORLC0000401584
HMIRI00145849			SURGC0000390505
HMIRI00132967			BREAST CLI0000395125
HMIRI00102471			EYEC0000390804
HMIRI00171437			EYEC0000389884
HMIRI00119798			ORTHOC0000400282
HMIRI00150771			EYEC0000400315
HMIRI00138668			EYEC0000402401

Figure 3.6.1.2-2SPUB Patient List Search

STEP 3

Click on the button to search the patient

STEP 4

Double click on the patient details

STEP 5

Click on the button as in **Figure 3.6.1.2-1**

PHARMACY ORDER

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
SURGC0000390505	25/01/2017	Calcitriol 0.25mcg Capsule	0.5 mcg, OM (every morning), Oral Capsule, Oral, 25/01/2017 (12 Months)	720 capsule	540 capsule	540 capsule	180 capsule	Remark
SURGC0000390505	25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg, OM (every morning), Oral Tablet, Oral, 25/01/2017 (12 Months)	360 tablet	270 tablet	270 tablet	90 tablet	Remark

Figure 3.6.1.2-3 SPUB Form screen

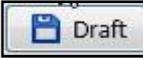
STEP 6

Fill the details of SPUB R1 form are as below:

- a) Referred From
- b) Referred To
- c) Contact Person / Office
- d) Contact No/Ext No
- e) Fax No

- f) Next Collection Date
- g) Remarks
- h) Counselling Needed

STEP 7

Click on the  button to save the SPUB form and SPUB No will be generated

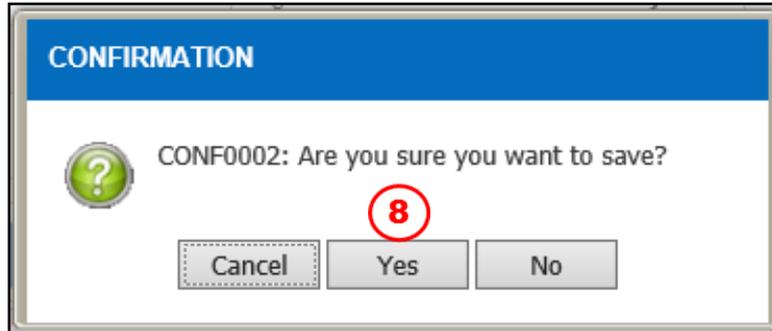
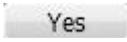


Figure 3.6.1.2-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

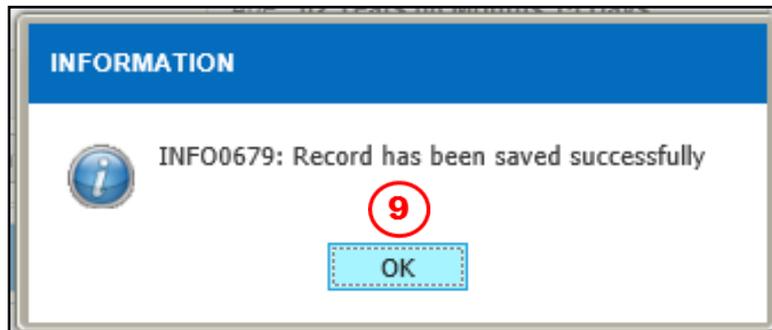


Figure 3.6.1.2-5 Information Alert Message

STEP 9

Click on the  to acknowledge the saved SPUB

SPUB FORM

10
Send

	Mykad	Age 47 Years 04 Months 02 Days	Gender Female	MRN HMIRI00145849
Address	Phone And Email	Diagnosis	No Known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA <input type="text"/> m ²	Update (Last Updated:) Nationality: Warganegara	

PHARMACY ORDER

SPUB No: HMIRISPUB_00012137	
Referred From: Hospital Miri	Referred To: Hospital Alor Gajah
Contact Person / Office	Contact Person / Office
Contact no / Ext No	Contact no / Ext No
Fax No	Fax No
Next Collection Date: 07/12/2017	<input type="checkbox"/> Counselling Provided
Remarks	Previous SPUB Referred To

[1 - 3 / 3]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
SURGC0000390505	25/01/2017	Calcitriol 0.25mcg Capsule	0.5 mcg, OM (every morning), Oral Capsule, Oral, 25/01/2017 (12 Months)	720 capsule	540 capsule	540 capsule	180 capsule	Remark
SURGC0000390505	25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg, OM (every morning), Oral Tablet, Oral, 25/01/2017 (12 Months)	360 tablet	270 tablet	270 tablet	90 tablet	Remark

Figure 3.6.1.2-6 SPUB Form

STEP 10

Click on the  button to submit the request

Note

Before submitting the request, user can still edit the form by clicking on the  button

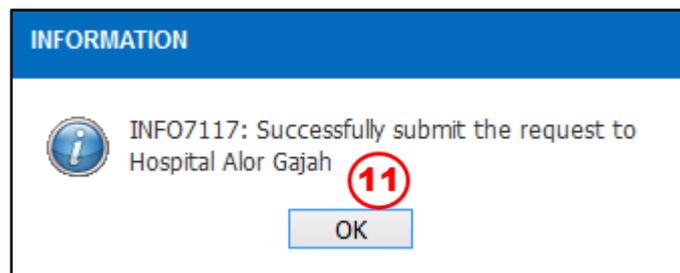


Figure 3.6.1.2-7Information Alert Message

STEP 11

Click on the  to acknowledge the SPUB submission

SPUB FORM

  12   

	Mykad	Age 47 Years 04 Months 02 Days	Gender Female	MRN HMIRI00145849
Address		Phone And Email	Diagnosis	No known Allergies
Height <input type="text"/> cm Weight <input type="text"/> kg BMI/BSA 0/0 m ² <input type="button" value="Update"/> (Last Updated :) Nationality : Warganegara				

PHARMACY ORDER

SPUB No HMIRISPUB_00012137	
Referred From Hospital Miri	Referred To Hospital Alor Gajah
Contact Person / Office	Contact Person / Office
Contact no / Ext No	Contact no / Ext No
Fax No	Fax No
Next Collection Date 07/12/2017	<input type="checkbox"/> Counselling Provided
Remarks	Previous SPUB Referred To

[1 - 3 / 3]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
SURGC0000390505	25/01/2017	Calcitriol 0.25mcg Capsule	0.5 mcg, OM (every morning), Oral Capsule, Oral, 25/01/2017 (12 Months)	720 capsule	540 capsule	540 capsule	180 capsule	Remark
SURGC0000390505	25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg, OM (every morning), Oral Tablet, Oral, 25/01/2017 (12 Months)	360 tablet	270 tablet	270 tablet	90 tablet	Remark

Figure 3.6.1.2-8SPUB Form screen

STEP 12

Click on the  button to print SPUB R1 Formif required as per **Figure 3.6.1.2-7**

Note

- Click on the  button to print the form and give it to the patient or fax to the referred facility
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply drug).



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk Negeri : Johor Hospital : Hospital Pakar Sultanah Fatimah, Muar Nombor SPUB : HPSFSPUB_00026451 Daerah/Bandar : No. Tel : 069521901 No. Faks :	Fasiliti dirujuk Negeri : Melaka Hospital : Hospital Alor Gajah Daerah/Bandar : No. Tel : 0345678909 No. Faks :
---	--

No. Rujukan
(00001/06/2018)

A. Maklumat Pesakit :

Nama : _____
 Umur : 59 Years 8 Months 5 Days Jantina : Perempuan
 No. Kad Pengenalan : _____ No. Telefon : 123456789

B. Maklumat Preskripsi :

No. Preskripsi : NEFC0001389136 Tarikh Preskripsi : 12/06/2018
 No. Siri Preskripsi : _____ Tarikh Akan Datang : 14/08/2018
 Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Peruh Kuantiti	Catatan Preskripsi
12/06/2018	Calcium Carbonate 500mg Tablet	1500 mg, TID, Oral, 3 Months	540 tablet	3 Months	810 tablet	
12/06/2018	Bisoprolol Fumarate 5 mg Tablet	10 mg, OM, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Prazosin HCl 1 mg Tablet	2 mg, TID, Oral, 3 Months	360 tablet	3 Months	540 tablet	
12/06/2018	Valsartan 80 mg Tablet	160 mg, OD, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 3 Months	60 tablet	3 Months	90 tablet	
12/06/2018	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 3 Months	60 tablet	3 Months	90 tablet	
12/06/2018	Ferrous 500mg, Folic 800mcg, Vit C, B1, B2, B3, B6, B12, Ca Perfolibenate Tablet	1 tablet, OD, Oral, 3 Months	60 tablet	3 Months	90 tablet	
12/06/2018	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 3 Months	60 tablet	3 Months	90 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan : _____
 Nama : _____
 Jawatan : Pegawai Farmasi UF48

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 3.6.1.2-9 SPUB R1 Form

3.6.2 SPUB Out from Online facility to Offline facility

This (referring facility using PhIS) enable user to send SPUB request to (referred facility which is not using PhIS)

3.6.2.1 SPUB Out from Online facility to Offline facility (Before Dispense)

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home | Dispensing

OUTPATIENT - DISPENSING

Dispensing Counter: 10

Dispensing Location: PHARMACY OUTPATIENT | Patient Name: | MRN: | Order Status: All | Prescription Status: All

Order Type: All | Mode of Services: All | IC No/Other Identification: | Search

Advanced Search [1 - 10 / 370]

Queue No	MRN	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection Mode	Order Type	Prescription Status	eGL Status	Arrival Time	Waiting Time
2156	HMIRI00179102	[Redacted]	Normal	13/09/2017 11:10 AM	CLINIC PAEDIATRIC (PAKAR 3)	Normal Collection	Normal	IN PROGRESS	Paying	13/09/2017 11:23 AM	2880 : 27 : 58
1046	HMIRI00145050	[Redacted]	Normal	14/09/2017 8:53 AM	CLINIC MEDIC (PAKAR 3)	Normal Collection	Normal	IN PROGRESS	Paying	14/09/2017 9:04 AM	0 : 19 : 59

Figure 3.6.2.1-1 SPUB R1 – Patient Listing

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).

STEP 1

Click on 'Dispensing' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take	Able to filter and search patient's record by mode of services

		-UMP -Others	
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search p patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.6.2.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue NO
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient listed and patient detail information will be shown as per **Figure 3.6.2.1-1**

DISPENSING

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad 4 | Age 72 Years 01 Days | Gender Female | MRN HMIR00114936

Address | Phone And Email | Diagnosis | No known Allergies

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

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0070 | Visit Date: 21/08/2017 | Attending Practitioner: D | isit Location: CLINIC OTORHINOLARYNGOLOGY (PAKAR 5) | Rx No: ORLC0000564829 | Order By: I

PHARMACY ORDER

Patient Arrived Queue Series **Normal** | Queue No 4019 | Arrival Time 07/11/2017 08:06 AM | Waiting Time 884 : 41 : 23 | Collector Name L | Relationship Patient

Clinic TCA | No. of Days: 0 | Current Collection Mode **Normal Collection** | SPUB **SPUB R1 Form**

Next Collection Date 09/02/2018 | Total Patient: 77 | Next Collection Mode Normal Collection | Next Collection Location PHARMACY OUTPATIENT

Dispense At Pharmacy Counter | Remarks | Queue No. Called Time 05/12/2017

Dispense Method Normal Collection | Patient Called | Call Patient

Witness By | Drug Counselling Required? | Adherence Score MPR 36

PRESCRIPTION | Invoice | Release/Discard | Worksheet | Balance Medication Sheet | Label | Dispense

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
-----------	--------------	-----------	-------------	------------------	---------	---------	------------------	---------------	----------------	-----------------

Figure 3.6.2.1-2 SPUB R1 Form

STEP 4

Click on the SPUB **SPUB R1 Form** checkbox when patient request for SPUB

Note

SPUB **SPUB R1 Form** is not checked and the button is disabled initially. After clicking the checkbox, then the button will be enabled

STEP 5

Click on the **SPUB R1 Form** button

SPUB FORM

Draft

Mykad | Age 72 Years 01 Days | Gender Female | MRN HMIR00114936

Address | Phone And Email | Diagnosis | No known Allergies

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

PHARMACY ORDER

SPUB No

Referred From **Hospital Miri** | Referred To

Contact Person / Office | Contact Person / Office

Contact no / Ext No | Contact no / Ext No

Fax No | Fax No

Next Collection Date 09/02/2018 | Counselling Provided

Remarks | Previous SPUB Referred To

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000564829	04/10/2017	Multivitamin Tablet	1 tablet, OD, 6 Months	180 tablet	30 tablet	90 tablet	60 tablet	Remark

Figure 3.6.2.1-3 SPUB Form

STEP 6

Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office
- Contact No/Ext No
- Fax No

- f) Next Collection Date
- g) Remarks
- h) Counselling Provided

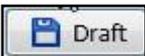
Referring Facility

- a) **SPUB No** – will be auto generated
- b) **Referred From** - will be defaulted to requester hospital's name
- c) **Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Contact No / Ext No**- will be defaulted to the person in charge, however user is allowed to change this value
- e) **Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- f) **Next Collection Date** – This value is defaulted to 'Next Collection Date' in the dispensing screen
- g) **Remarks** – enter remarks regarding the patient

Referred Facility

- a) **Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- b) **Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- c) **Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) **Counselling provided** – Click on the check box if counselling is provided for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

STEP 7

Click on the  button to save the SPUB form and SPUB No will be generated

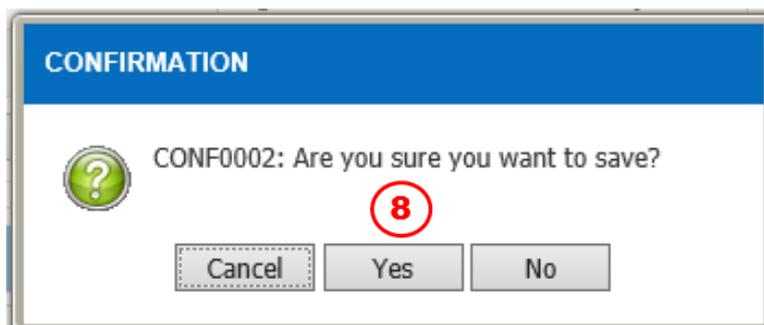
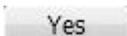


Figure 3.6.2.1-4 ConfirmationAlert Message

STEP 8

Click on the  button to save the SPUB Form

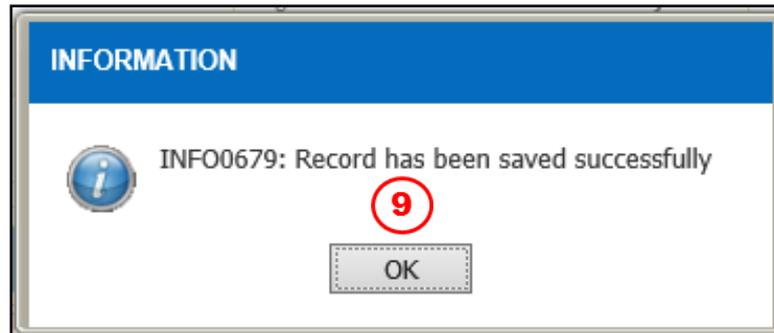


Figure 3.6.2.1-5 InformationAlert Message

STEP 9

Click on the  button to acknowledge the saved SPUB

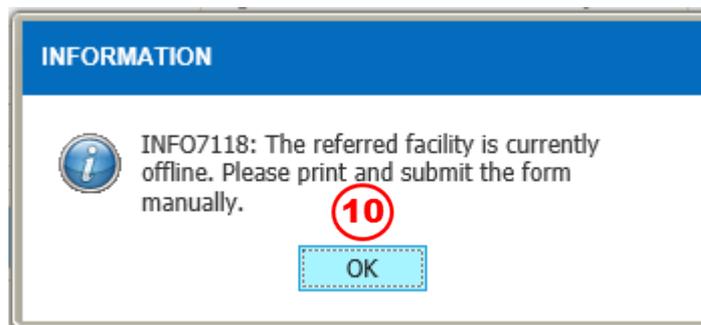
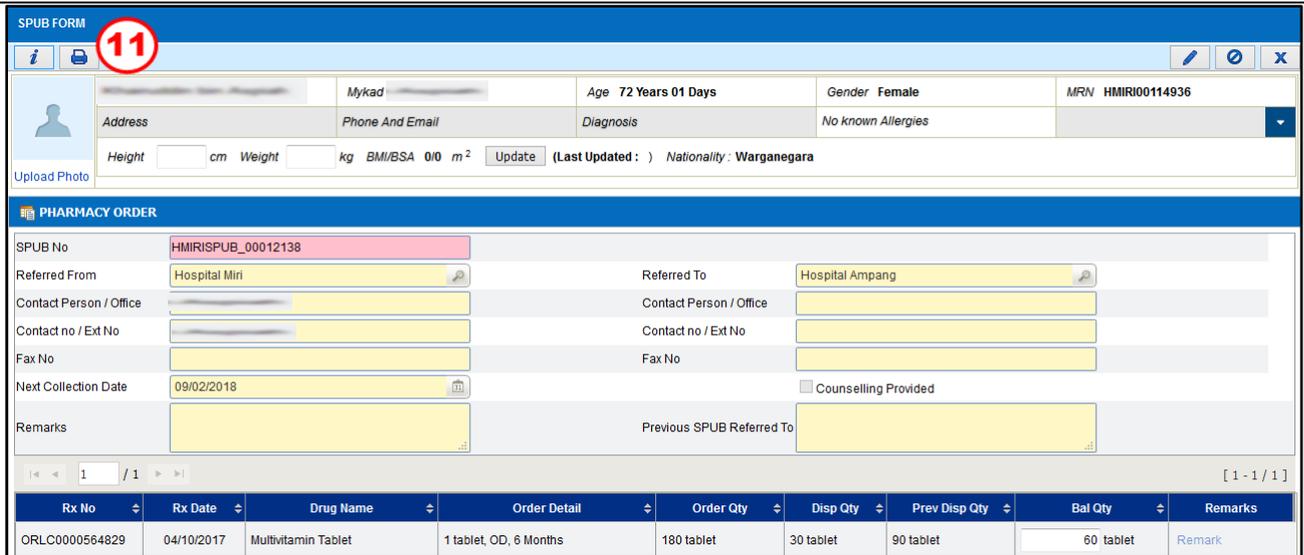


Figure 3.6.2.1-6 InformationAlert Message

STEP 10

Click on the  button



SPUB FORM

11

Mykad: [Redacted] Age: 72 Years 01 Days Gender: Female MRN: HMIRI00114936

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies: [Redacted]

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

PHARMACY ORDER

SPUB No: HMIRIS PUB_00012138

Referred From: Hospital Miri Referred To: Hospital Ampang

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 09/02/2018 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000564829	04/10/2017	Multivitamin Tablet	1 tablet, OD, 6 Months	180 tablet	30 tablet	90 tablet	60 tablet	Remark

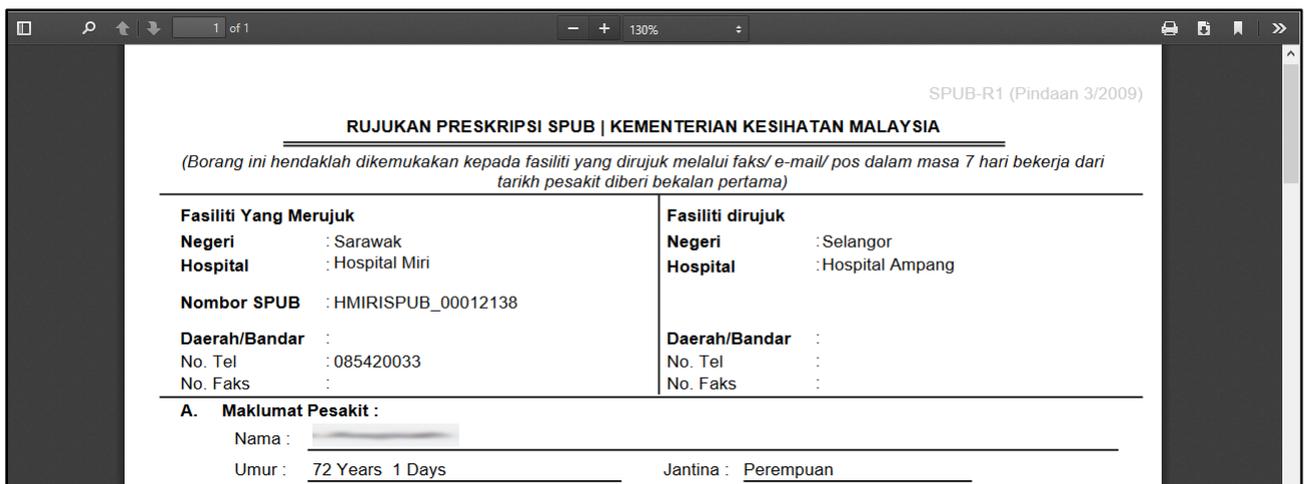
Figure 3.6.2.1-7 SPUB Form

STEP 11

Click on the  button to print SPUB R1 Form

Note

- The information alert message as per Figure 3.6.2.1-6 will appear if the SPUB request is referred to offline facility (without PhIS).
- User can print the SPUB R1 Form to submit manually to the referred facility.
- Click on the  button to print the form to fax to the referred facility as per Figure 3.6.2.1-8.



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk	Fasiliti dirujuk
Negeri : Sarawak	Negeri : Selangor
Hospital : Hospital Miri	Hospital : Hospital Ampang
Nombor SPUB : HMIRIS PUB_00012138	
Daerah/Bandar :	Daerah/Bandar :
No. Tel : 085420033	No. Tel :
No. Faks :	No. Faks :

A. Maklumat Pesakit :

Nama : [Redacted]

Umur : 72 Years 1 Days Jantina : Perempuan

Figure 3.6.2.1-8 SPUB R1 Form

3.6.2.2 SPUB Out from Online Facility to Offline Facility (After Dispense)

SPUB Out (referring facility) enable user to request for SPUB after dispense.

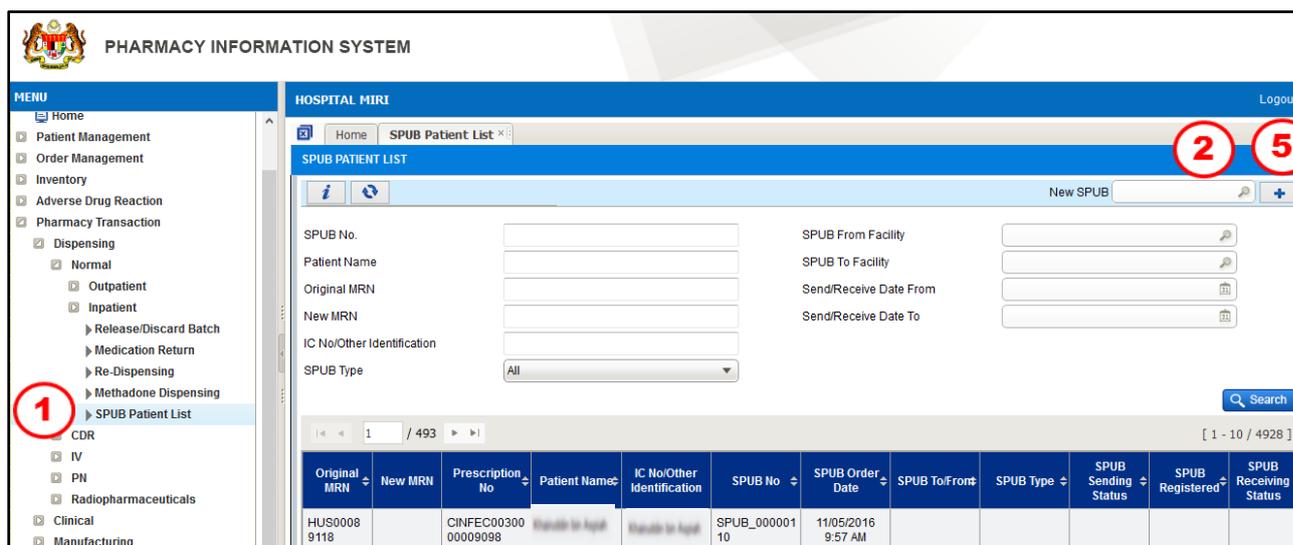


Figure 3.6.2.2-1 SPUB Patient List

STEP 1

Click on the 'SPUB Patient List' submenu

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB menu (after dispense).

STEP 2

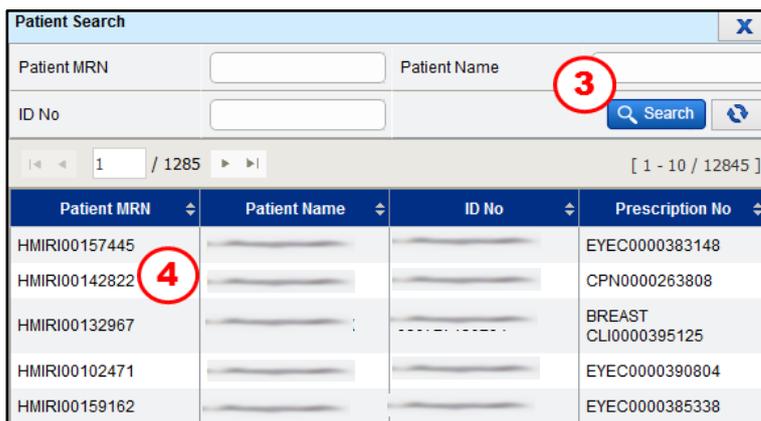
Click on the  to search for the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
B	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: <i>Example: MOPC0000001234 or "1234"</i>
C	Patient Name	Name of patient	Allow to search by patient name

Table 3.6.2.2-1



Patient MRN	Patient Name	ID No	Prescription No
HMIRI00157445			EYEC0000383148
HMIRI00142822			CPN0000263808
HMIRI00132967			BREAST CLI0000395125
HMIRI00102471			EYEC0000390804
HMIRI00159162			EYEC0000385338

Figure 3.6.2.2-2SPUB Patient Search

STEP 3

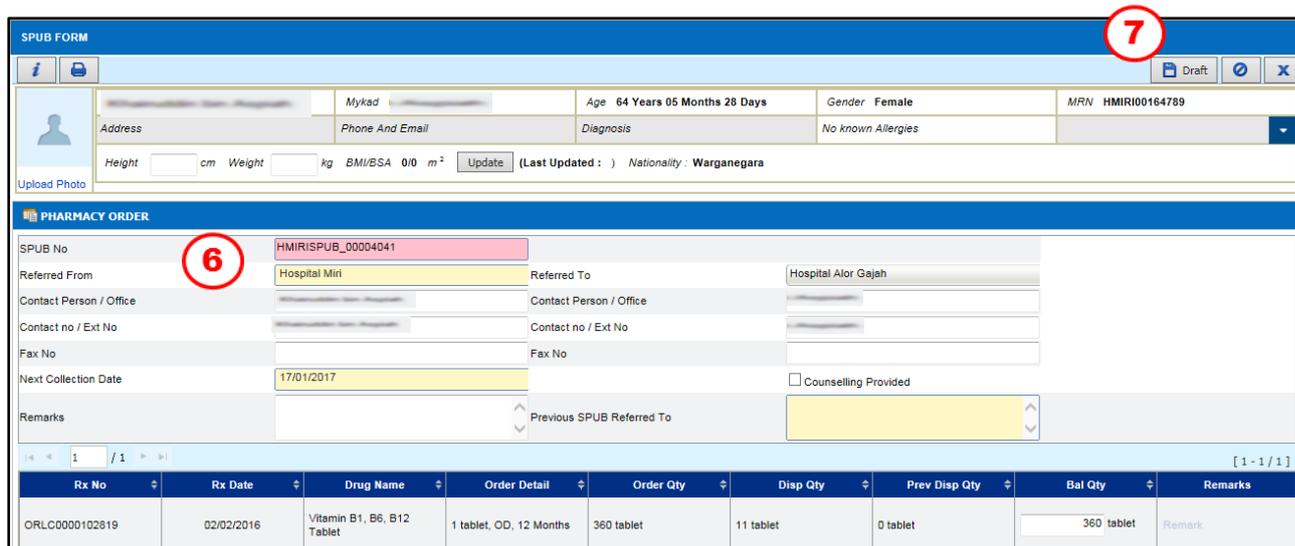
Click on the  button to search the patient

STEP 4

Double click on the patient details

STEP 5

Click on the  button as in Figure 3.6.2.2-1



Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000102819	02/02/2016	Vitamin B1, B6, B12 Tablet	1 tablet, OD, 12 Months	360 tablet	11 tablet	0 tablet	360 tablet	Remark

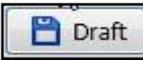
Figure 3.6.2.2-3 SPUB Form screen

STEP 6

Fill the details of SPUB R1 form are as below:

- i) Referred From
- j) Referred To
- k) Contact Person / Office
- l) Contact No/Ext No
- m) Fax No
- n) Next Collection Date
- o) Remarks
- p) Counselling Provided

STEP 7

Click on the  button to save the SPUB form and SPUB No will be generated

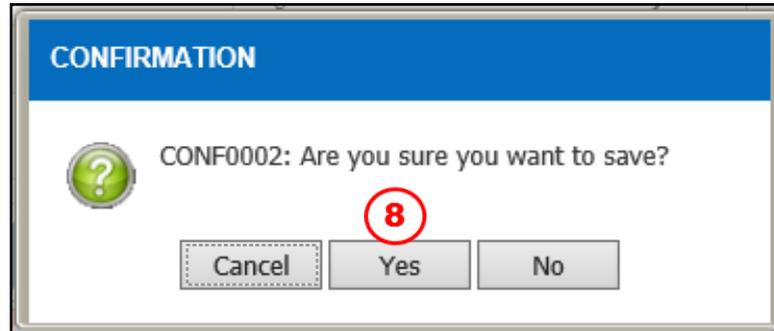
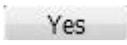


Figure 3.6.2.2-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

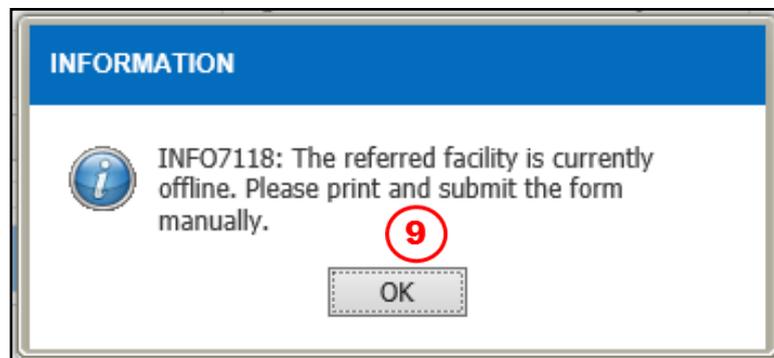


Figure 3.6.2.2-5 Information Alert Message

STEP 9

Click on the  to acknowledge the SPUB submission

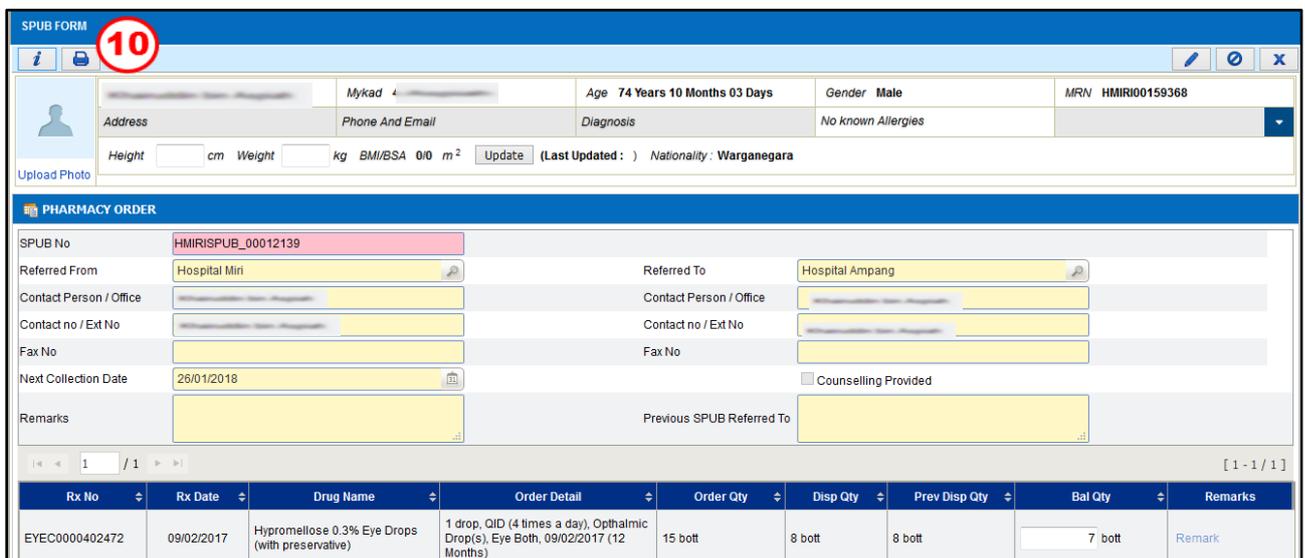


Figure 3.6.2.2-6 SPUB Form screen

STEP 10

Click on the  button to print SPUB R1 Form as per **Figure 3.6.2.2-6**

Note

- Give the printed form to the patient or fax to the referred facility.
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply).

SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk Negeri : Johor Hospital : Hospital Pakar Sultanah Fatimah, Muar Nombor SPUB : HPSFSPUB_00026451 Daerah/Bandar : No. Tel : 069521901 No. Faks :	Fasiliti dirujuk Negeri : Melaka Hospital : Hospital Alor Gajah Daerah/Bandar : No. Tel : 0345678909 No. Faks :
---	---

No. Rujukan: (00001/08/2018)

A. Maklumat Pesakit :

Nama : _____
 Umur : 59 Years 8 Months 5 Days Jantina : Perempuan
 No. Kad Pengenalan : _____ No. Telefon : 123456789

B. Maklumat Preskripsi :

No. Preskripsi : NEFC0001389136 Tarikh Preskripsi : 12/06/2018
 No. Siri Preskripsi : _____ Tarikh Akan Datang : 14/08/2018
 Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
12/06/2018	Calcium Carbonate 500mg Tablet	1500 mg, TID, Oral, 3 Months	540 tablet	3 Months	810 tablet	
12/06/2018	Bisoprolol Fumarate 5 mg Tablet	10 mg, OM, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Prazosin HCl 1 mg Tablet	2 mg, TID, Oral, 3 Months	360 tablet	3 Months	540 tablet	
12/06/2018	Valsartan 80 mg Tablet	160 mg, OD, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Femious 500mg,Folic 800mcg,Vit C,B1,B2,B3,B6,B12,Ca Pantothenate Tablet	1 tablet, OD, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 3 Months	80 tablet	3 Months	90 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan :
 Nama : _____
 Jawatan : Pegawai Farmasi UF48

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 3.6.2.2-7 SPUB R1 Form

3.6.3 SPUBIn Online – (Both facility using PhIS)

SPUBInOnline (referred facility) enable user to received SPUB information from other facility that is using PhIS (referring facility).

PHARMACY INFORMATION SYSTEM

Receive Internal	M02PS001-0000003	29/06/2015 12:51 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000507	01/09/2015 02:03 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000880	23/09/2015 04:27 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001133	06/10/2015 12:48 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001971	28/10/2015 09:36 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0013075	20/01/2016 09:54 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0015092	15/02/2016 03:55 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0016146	26/02/2016 04:25 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	I02PS001-0044010	15/12/2017 02:32 PM	Pending to Receive	LOGISTIC PHARMACY

NOTIFICATION

External Notification

Online Contract Request Received: 0

Online SPUB R1 Request Received: **151**

Figure 3.6.3-1 SPUB R1 External Notification

STEP 1

Click on the Online SPUB R1 Request Received from External Notification section on PhIS Home Page

SPUB LISTING

Patient Name: SPUB Number:

IC NO/Other Identification: SPUB From Facility:

Register Status: All

SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date	Register
HPSFSPUB_00012370		Male	68	Hospital Pakar Sultanah Fatimah, Muar	29/06/2017	29/11/2017	Registered
HPSFSPUB_00012364		Female	39	Hospital Pakar Sultanah Fatimah, Muar	01/11/2017	09/11/2017	Registered
HPSFSPUB_00012387		Female	75	Hospital Pakar Sultanah Fatimah, Muar	18/01/2018	06/12/2017	Cancelled
HPSFSPUB_00012376		Female	56	Hospital Pakar Sultanah Fatimah, Muar	18/01/2018	06/12/2017	Registered
HPSFSPUB_00012411		Female	5	Hospital Pakar Sultanah Fatimah, Muar	23/01/2018	19/01/2018	Register
HPSFSPUB_00012415		Female	4	Hospital Pakar Sultanah Fatimah, Muar	25/01/2018	22/01/2018	Register

Figure 3.6.3-2 SPUB Listing Screen

STEP 2

Click on the Register hyperlink (not Registered hyperlink)

Note

Registered hyperlink will appear for existing patients; therefore, registration will be skipped.

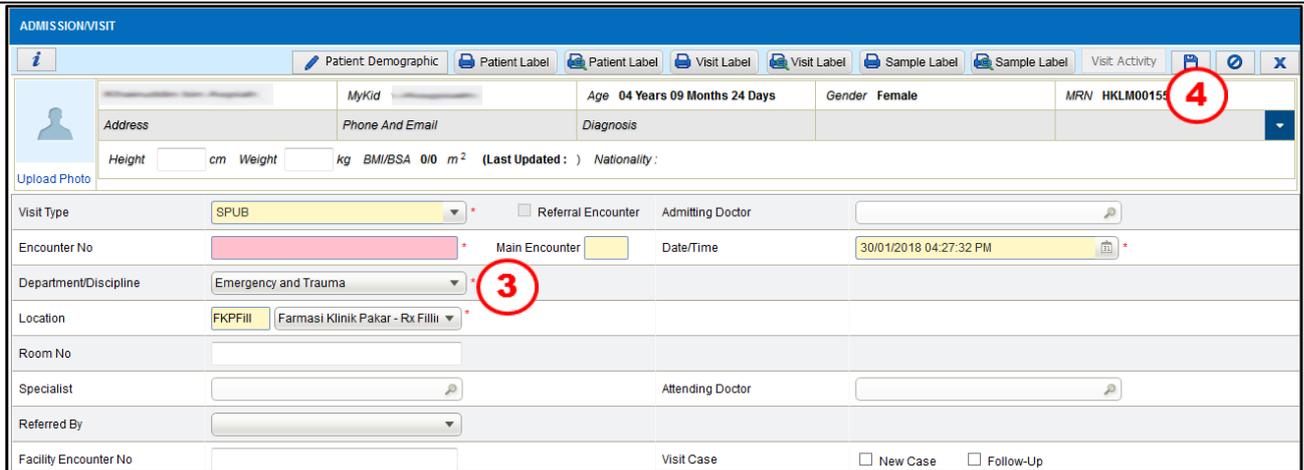


Figure 3.6.3-3 SPUB Visit Management

STEP 3

Select location from drop down box

Note

By default, visit type will be SPUB.

STEP 4

Click on the  button to save record

Note

Registered link is for patient which have record at hospital, user don't have to register continue with create visit.

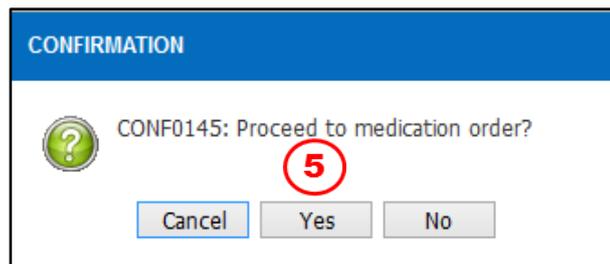
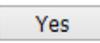
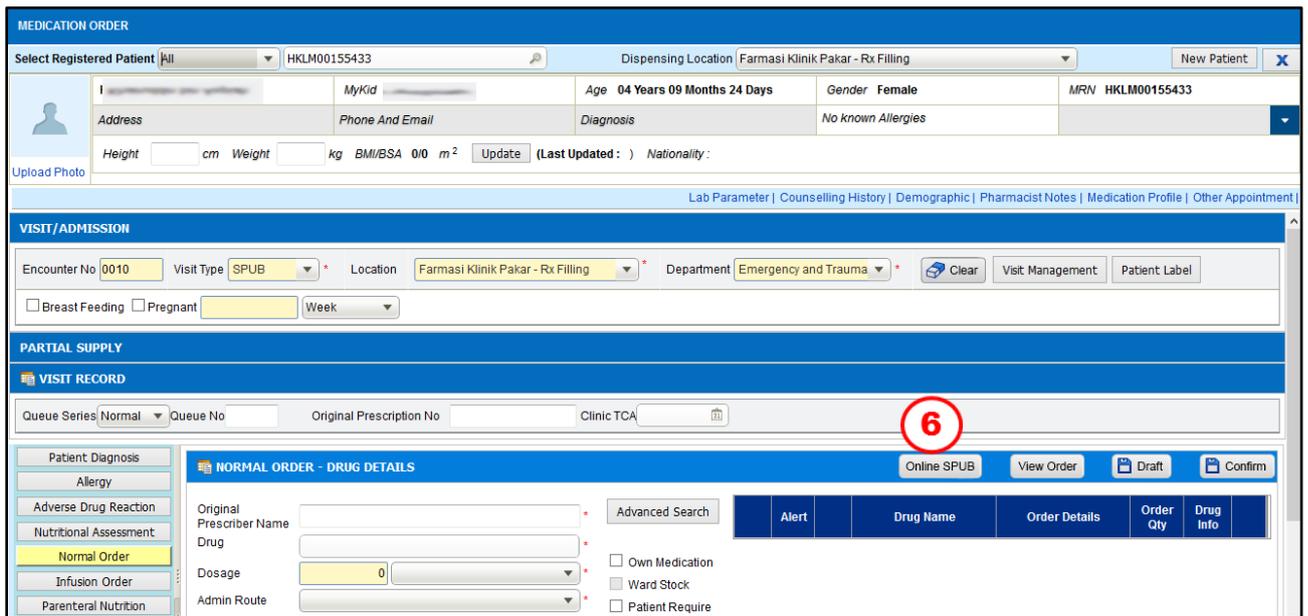


Figure 3.6.3-4 Confirmation

STEP 5

Click on the  button to proceed to medication order



MEDICATION ORDER

Select Registered Patient: All | HKL00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient: X

MyKid: [redacted] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [redacted] | Phone And Email: [redacted] | Diagnosis: [redacted] | No known Allergies

Height: [redacted] cm | Weight: [redacted] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: [redacted]

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

VISIT/ADMISSION

Encounter No: 0010 | Visit Type: SPUB | Location: Farmasi Klinik Pakar - Rx Filling | Department: Emergency and Trauma | Clear | Visit Management | Patient Label

Breast Feeding | Pregnant | Week: [redacted]

PARTIAL SUPPLY

VISIT RECORD

Queue Series: Normal | Queue No: [redacted] | Original Prescription No: [redacted] | Clinic TCA: [redacted] **6**

NORMAL ORDER - DRUG DETAILS | Online SPUB | View Order | Draft | Confirm

Original Prescriber Name: [redacted] | Drug: [redacted] | Dosage: 0 | Admin Route: [redacted]

Advanced Search | Alert | Drug Name | Order Details | Order Qty | Drug Info

Own Medication | Ward Stock | Patient Require

Figure 3.6.3-5 SPUB Order Retrieve

STEP 6

Click on the **Online SPUB** button to retrieve the order



SPUB LISTING

1 / 1 [1 - 1 / 1]

SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date
HPSFSPUB_00012415	[redacted]	F 7	4	Hospital Pakar Sultanah Fatimah, Muar	25/01/2018	22/01/2018

Figure 3.6.3-6 SPUB Listing Dialog Box

STEP 7

Double click on the information from the SPUB Listing

Note

Original Prescriber Name, Original Prescription No, Ordered Drug will be updated automatically into the order details.

MEDICATION ORDER

Select Registered Patient: All | HKLM00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient

MyKid: [Redacted] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | No known Allergies

Height: [Redacted] cm | Weight: [Redacted] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: [Redacted]

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

VISIT RECORD

Queue Series: Normal | Queue No: [Redacted] | Original Prescription No: MOPC0000938484 | Clinic TCA: [Redacted]

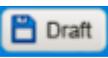
8 9

NORMAL ORDER - DRUG DETAILS | SPUB Form | View Order | Draft | Confirm

Alert	Drug Name	Order Details	Order Qty	Drug Info
⚠	1. Enalapril 20 mg Tablet	20 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (19 Days)	19 tablet	i
⚠	2. Baclofen 10 mg Tablet	10 mg, TDS (3 times a day), Oral Tablet, Oral, 25/01/2018 (19 Days)	57 tablet	i
⚠	3. Ascorbic Acid 100 mg Tablet	100 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (22 Days)	22 tablet	i

Figure 3.6.3-7 SPUB Listing Dialog Box

STEP 8

Click on the  button to save the order

STEP 9

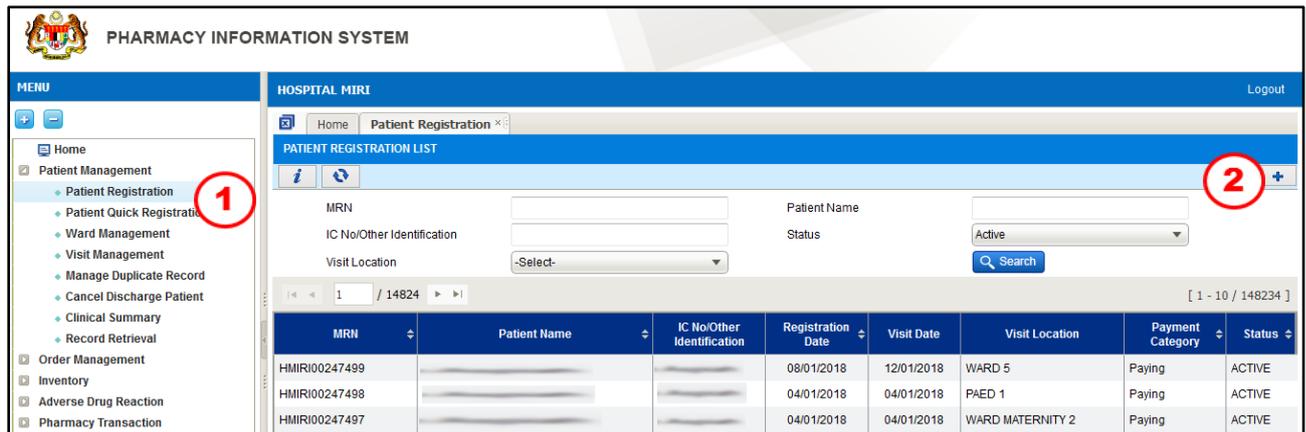
Click on the  button and the order will flow for dispensing process

Note

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

3.6.4 SPUBIn from Offline Facility to Online Facility

Referred facility able to receive SPUB manual prescription and enter into the system



MRN	Patient Name	IC No/Other Identification	Registration Date	Visit Date	Visit Location	Payment Category	Status
HMIRI00247499			08/01/2018	12/01/2018	WARD 5	Paying	ACTIVE
HMIRI00247498			04/01/2018	04/01/2018	PAED 1	Paying	ACTIVE
HMIRI00247497			04/01/2018	04/01/2018	WARD MATERNITY 2	Paying	ACTIVE

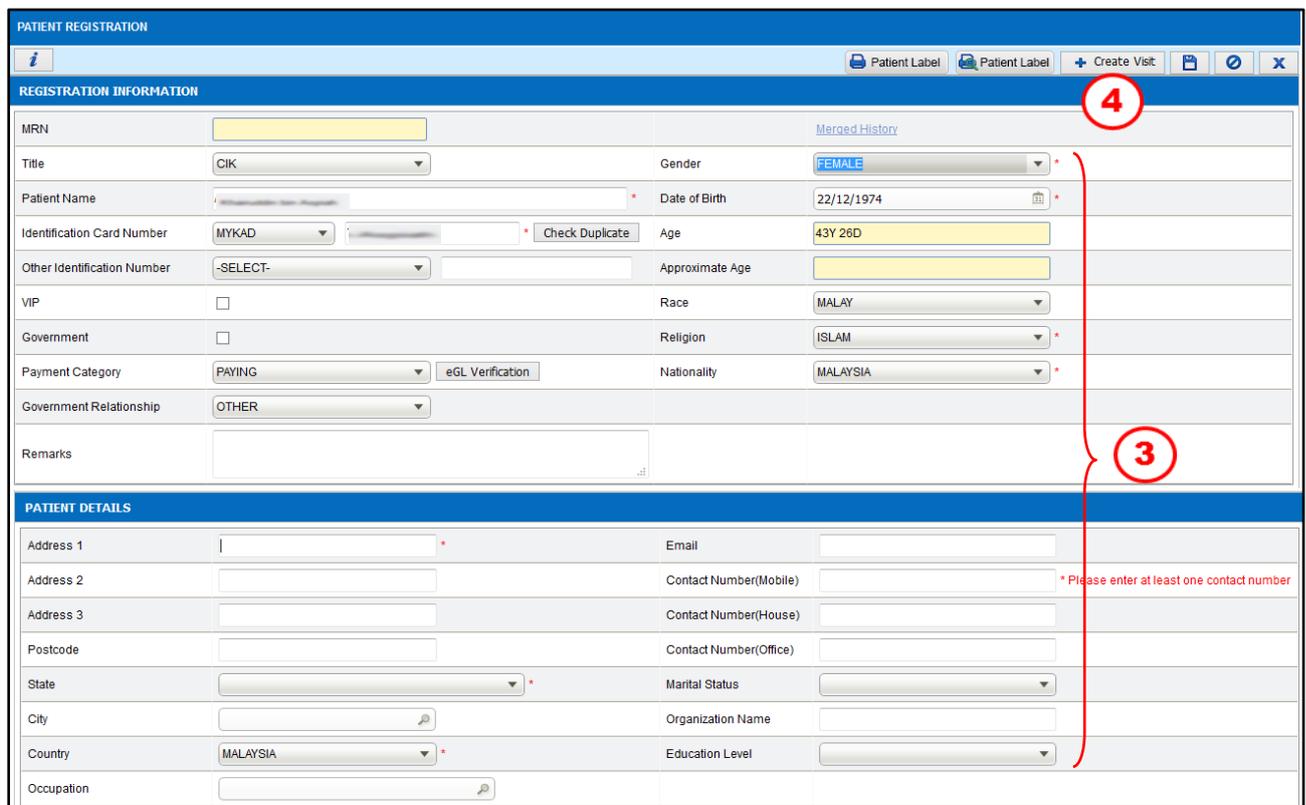
Figure 3.6.4-1 Patient Registration Screen

STEP 1

Click on the 'Patient Management' menu and select 'Patient Registration' sub menu

STEP 2

Click on the  to register a new patient



REGISTRATION INFORMATION

MRN:

Title: Gender:

Patient Name: Date of Birth:

Identification Card Number: Age:

Other Identification Number: Approximate Age:

VIP: Race:

Government: Religion:

Payment Category: eGL Verification: Nationality:

Government Relationship:

Remarks:

PATIENT DETAILS

Address 1: Email:

Address 2: Contact Number(Mobile):

Address 3: Contact Number(House):

Postcode: Contact Number(Office):

State: Marital Status:

City: Organization Name:

Country: Education Level:

Occupation:

Figure 3.6.4-2 Patient Registration

STEP 3

Fill all the mandatory information and the other field if necessary

STEP 4

Click on the button to create patient visit

Note

If the patient is registered to the facility, user can skip this step. User is encouraged to search the patient to avoid duplicate data.

ADMISSION/VISIT

Mykad: [Mykad] Age: 43 Years 26 Days Gender: Female MRN: HMIRI00 (6)

Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis]

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

Visit Type: SPUB Referral Encounter: Admitting Doctor: [Admitting Doctor]

Encounter No: [Encounter No] Main Encounter: Date/Time: 17/01/2018 10:26:31 AM

Department/Discipline: Pharmacy (5) Location: PHARMOF PHARMACY OUTPATIENT (5)

Room No: [Room No] Specialist: [Specialist] Attending Doctor: [Attending Doctor]

Referred By: [Referred By] Payment Category: Paying eGL Verification: [eGL Verification] Police Custody:

Visit Case: New Case Follow-Up

Figure 3.6.4-3 SPUB Visit Management

STEP 5

Select **Visit Type** as 'SPUB', **Department** and the **Location** respectively

STEP 6

Click on the button to save record

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Patient Registration Medication Order

LIST OF VISITS

MRN: [MRN] Patient Name: [Patient Name]

Location: PHARMACY OUTPATIENT Visit Date: [Visit Date]

IC No/Other Identification: [IC No/Other Identification] Search (8)

MRN	IC No/Other Identification	Patient Name	Location	Prescription Name (9)	Visit Type	Encounter No	Visit Date	Order Status
HMIRI00247500	[IC No/Other Identification]	[Patient Name]	PHARMACY OUTPATIENT	[Prescription Name]	SPUB	0696	17/01/2018	[Order Status]

Figure 3.6.4-4 Medication Order

STEP 7

Click on the 'Medication Order' sub menu

STEP 8

Click on the button to search the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Location	Dispensing location. (It will list down all active location)	Able to filter and search patient record by dispensing location
c	Patient Name	Name of patient	Allow to search by patient name
d	Visit Date	<i>Example: 08/08/2016</i>	Allow to search by visit date

Table 3.6.4-1

STEP 9

Double click on the patient details

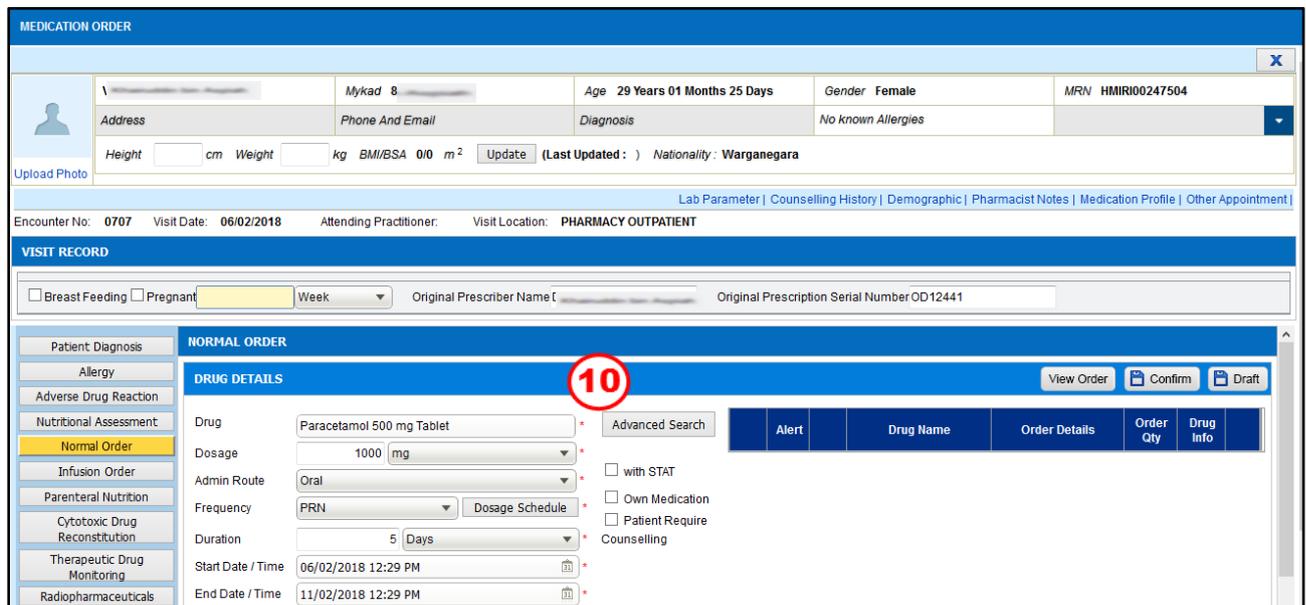


Figure 3.6.4-5SPUB Order

STEP 10

Enter the **Original Prescriber Name, Original Prescription Serial Number**, and record the drug by referring to the manual prescription

Note

User should record the balance supply medication only (Example: Order duration 3 months, 1st month already supplied by referring facility. Therefore, user will only need to record the balance left which are 2 months).

MEDICATION ORDER

Mykad: [redacted] Age: 29 Years 01 Months 25 Days Gender: Female MRN: HMIR00247504

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

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

Encounter No: 0707 Visit Date: 06/02/2018 Attending Practitioner: [redacted] Visit Location: PHARMACY OUTPATIENT

VISIT RECORD

Breast Feeding Pregnant Week: [redacted] Original Prescriber Name: [redacted] Original Prescription Serial Number: OD12441

NORMAL ORDER SPUB Form View Order Confirm Draft

DRUG DETAILS

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	[i] [trash]

Options: Own Medication Patient Require Counselling

Figure 3.6.4-6 SPUB Draft Order

STEP 11

Click on the to save the medication

MEDICATION ORDER

Mykad: [redacted] Age: 29 Years 01 Months 25 Days Gender: Female MRN: HMIR00247504

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

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

Encounter No: 0707 Visit Date: 06/02/2018 Attending Practitioner: [redacted] Visit Location: PHARMACY OUTPATIENT

VISIT RECORD

Breast Feeding Pregnant Week: [redacted] Original Prescriber Name: [redacted] Original Prescription Serial Number: OD12441

NORMAL ORDER SPUB Form View Order Confirm Draft

DRUG DETAILS

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	[i] [trash]

Options: Own Medication Patient Require Counselling

Figure 3.6.4-7 Medication Order

STEP 12

Click on the to fill the SPUB Form

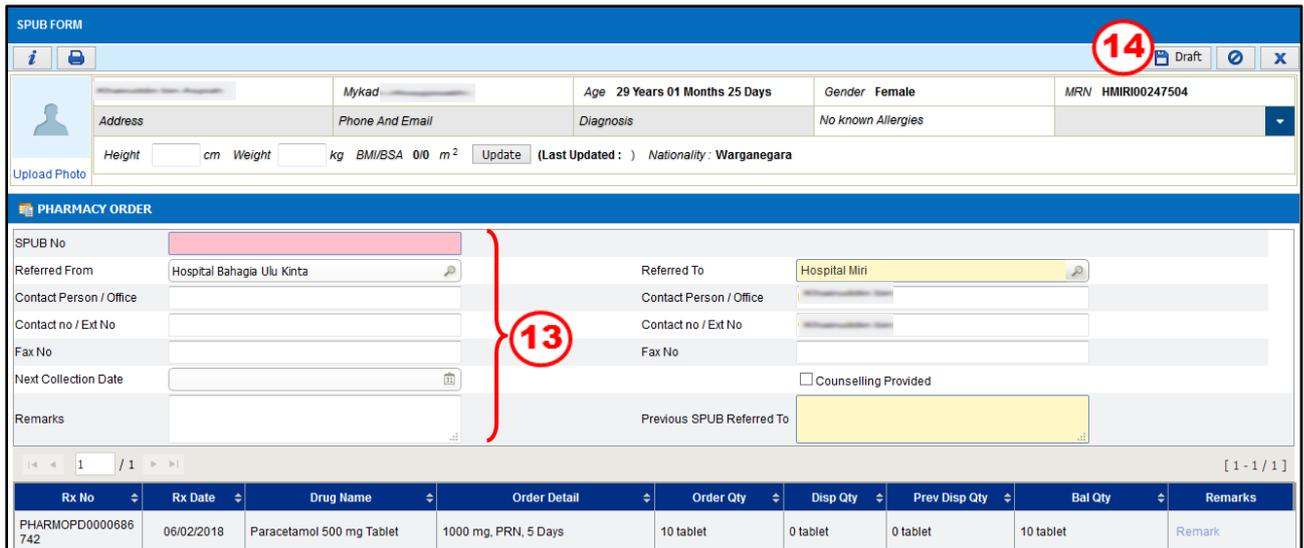


Figure 3.6.4-8SPUB R1 Form

STEP 13

Enter the information in the selected field

STEP 14

Click on the  button to save the SPUB form

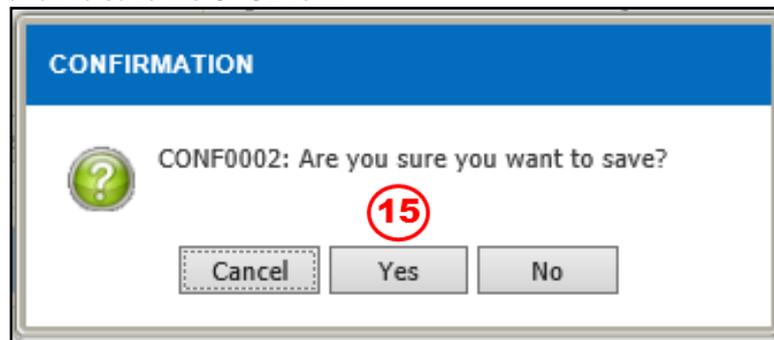
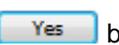


Figure 3.6.4-9 Confirmation Alert Message

STEP 15

Click on the  button to confirm

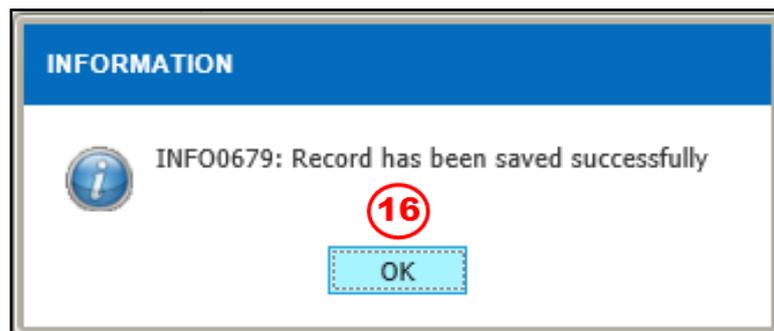
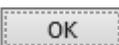


Figure 3.6.4-10 InformationAlert Message

STEP 16

Click on the  to acknowledge the saved SPUB

MEDICATION ORDER

	Mykad : <input type="text"/>	Age 29 Years 01 Months 25 Days	Gender Female	MRN HMIRI00247504
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m ²	Update (Last Updated :) Nationality : Warganegara	

Encounter No: 0707 Visit Date: 06/02/2018 Attending Practitioner: Visit Location: PHARMACY OUTPATIENT

VISIT RECORD

Breast Feeding Pregnant Week Original Prescriber Name D... Original Prescription Serial Number OD12441

NORMAL ORDER
17

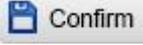
DRUG DETAILS

Drug	<input type="text"/>	Advanced Search
Dosage	<input type="text" value="0"/>	
Admin Route	<input type="text"/>	<input type="checkbox"/> Own Medication
Frequency	<input type="text"/>	<input type="checkbox"/> Patient Require Counselling
Duration	<input type="text"/> Days	
Start Date / Time	06/02/2018 12:32 PM	
End Date / Time	06/02/2018 12:32 PM	

Alert	Drug Name	Order Details	Order Qty	Drug Info
▼ ⚠	1. Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	

Figure 3.6.4-11 Medication Order

STEP 17

Click on the  button to confirm order

Note

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

3.6.5 Reprint SPUB Form

User able to reprint the saved SPUB form after dispensing process.

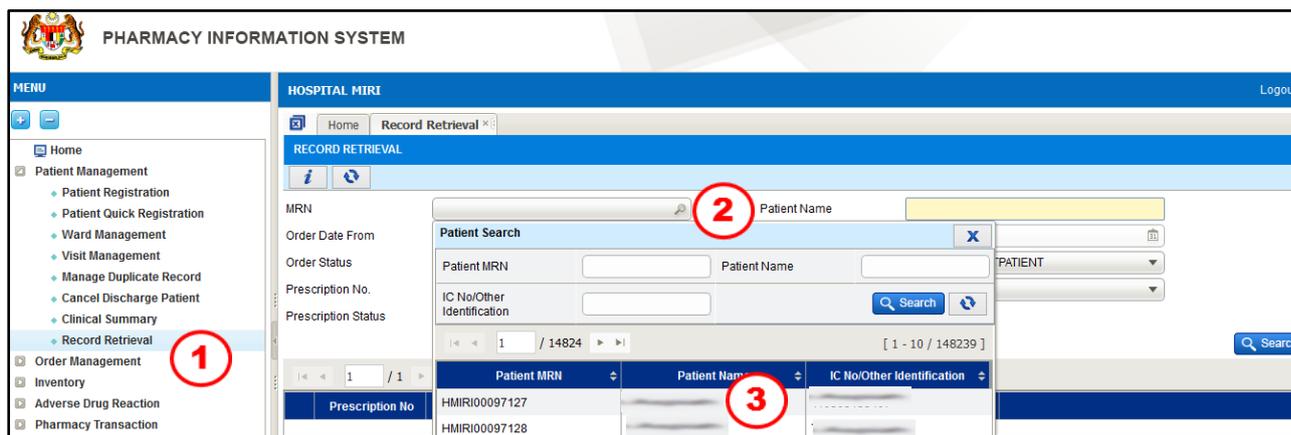


Figure 3.6.5-1 Record Retrieval Landing Screen

STEP 1

Click on 'Record Retrieval' sub menu

STEP 2

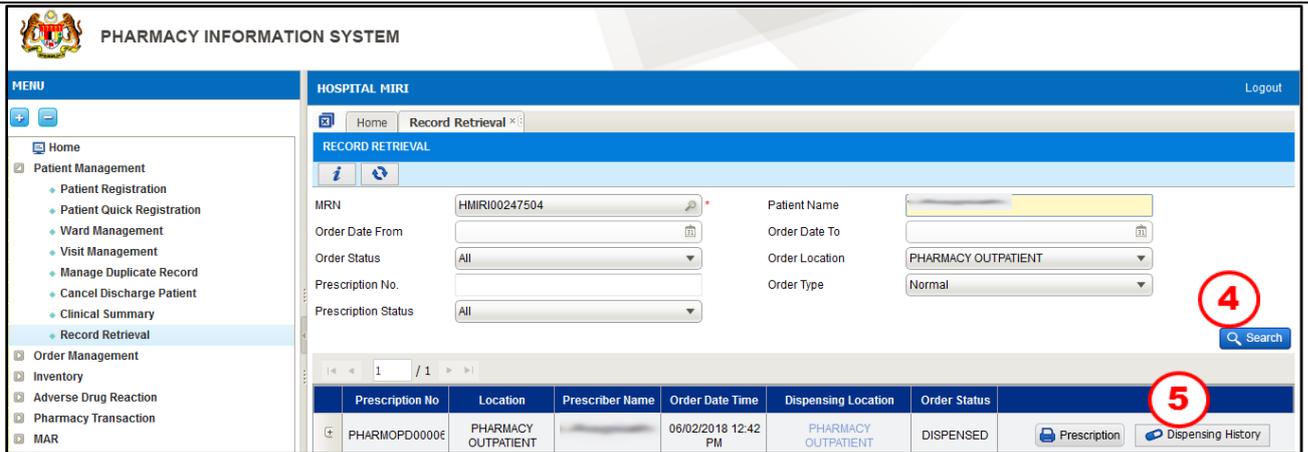
Search patient by clicking on the  button

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Name of patient	Allow to search by patient name
c	Order Date From	Order Date From	Allow to search by order date from. <i>Example from 23/01/2018</i>
d	Order Date To	Order Date To	Allow to search by order date to. <i>Example to 30/01/2018</i>
e	Order Status	Order Status	Allow to search by order status <i>Example: All, New Order, Partial Supply</i>
f	Order Location	Order Location	Allow to search by order status. Usually automatically selected based on record
g	Prescription No	Prescription No	Allow to search by Prescription No
h	Order Type	Order Type	Allow to search by order type <i>Example: CDR, IV, Normal, PN, Radiopharmaceuticals</i>
i	Prescription Status	Prescription Status	Allow to search by Prescription Status. <i>Example: All, Active, Inactive</i>

Table 3.6.5-1



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Record Retrieval x

RECORD RETRIEVAL

MRN: HMIRI00247504 Patient Name: [Redacted]

Order Date From: [Redacted] Order Date To: [Redacted]

Order Status: All Order Location: PHARMACY OUTPATIENT

Prescription No.: [Redacted] Order Type: Normal

Prescription Status: All

Search

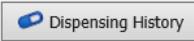
Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status	
PHARMOPD0000E	PHARMACY OUTPATIENT	[Redacted]	06/02/2018 12:42 PM	PHARMACY OUTPATIENT	DISPENSED	Prescription Dispensing History

Figure 3.6.5-2Record Retrieval Screen

STEP 4

Click on the  button to search the patient

STEP 5

Click on the  button

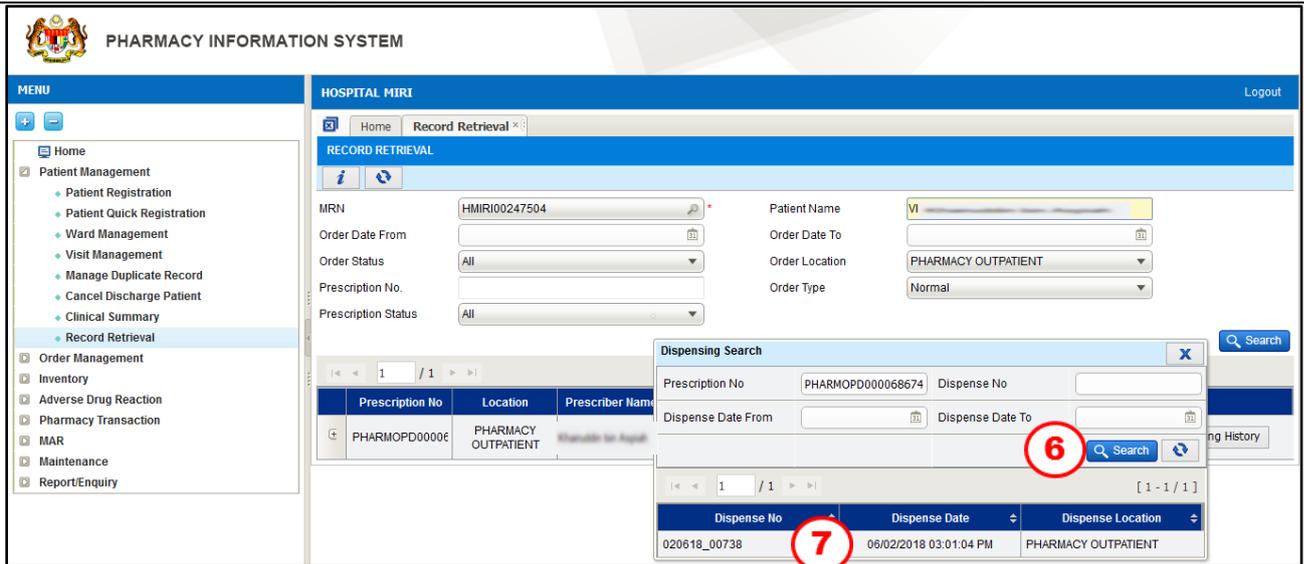


Figure 3.6.5-3 Record Retrieval Screen

STEP 6

Click on the  button to search the dispensing history

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Prescription No	Prescription number generated by the system	Allow to search by Prescription No: <i>Example: FKP0000123456 or "123456"</i>
b	Dispense No	Dispense number generated by the system	Allow to search by Dispense No: <i>Example: 071916_00074</i>
c	Dispense Date From	Dispense Date From	Allow to search by Dispense Date From. <i>Example:22/08/2016</i>
d	Dispense Date To	Dispense Date To	Allow to search by Dispense Date To. <i>Example:26/08/2016</i>

STEP 7

Double click on the dispensing details and the dispensing history screen will appear as per Figure 3.6.5-4

DISPENSING HISTORY

Mykad: [Redacted] Age: 29 Years 10 Months 17 Days Gender: Female MRN: HPSF00093832

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

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0.0 m² Update (Last Updated:) Nationality: Warganegara

Dispensed Date: 03/08/2016 Dispensed No: 080316_00179 Dispensed By: [Redacted] Prescription No: MOPC0000182158 Ordered By: Dr. [Redacted]

PRESCRIPTION ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label SPUB Form

Selection	Drug Name	Order Details	Order Qty	Supply Duration	Dispensed qty.
<input type="checkbox"/>	Folic Acid 5 mg Tablet	5 mg, OD, 7 Days, Oral 25/07/2016 10:36 PM - 01/08/2016 10:36 PM	7 tablet	7 Days	0 tablet
<input type="checkbox"/>	Allopurinol 300 mg Tablet	300 mg, OD, 14 Days, Oral 25/07/2016 10:36 PM - 08/08/2016 10:36 PM	14 tablet	2 Days	2 tablet
<input type="checkbox"/>	Baclofen 10 mg Tablet	10 mg, TID, 7 Days, Oral 25/07/2016 10:37 PM - 01/08/2016 10:37 PM	21 tablet	7 Days	0 tablet

Figure 3.6.5-4Dispensing History screen

STEP 8

Click on the button and the SPUB Form screen will appear as per Figure 3.6.5-5

SPUB FORM

Mykad: [Redacted] Age: 27 Years 01 Months 23 Days Gender: Male MRN: 100000000041

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: 160 cm Weight: 88 kg BMI/BSA: 34.4 / 2.04 m² Update (Last Updated: 02/03/2017) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00004044

Referred From: Hospital Alor Gajah Referred To: Hospital Miri

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 10/03/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MALEMEDDC0000263616	02/03/2017	Simvastatin 20 mg Tablet	20 mg, ON, 2 Months	60 tablet	0 tablet	0 tablet	60 tablet	Remark
MALEMEDDC0000263616	02/03/2017	Paracetamol 500 mg Tablet	1000 mg, PRN, 2 Months	90 tablet	0 tablet	0 tablet	90 tablet	Remark

Figure 3.6.5-5SPUB Form screen

STEP 9

Click on the button and the SPUB R1 Form screen will appear as per Figure 3.6.5-6



PhIS& CPS Project
User Manual – Outpatient Pharmacy



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk Negeri : Johor Hospital : Hospital Pakar Sultanah Fatimah, Muar Nombor SPUB : HPSFSPUB_00026451 Daerah/Bandar : No. Tel : 069521901 No. Faks :	Fasiliti dirujuk Negeri : Melaka Hospital : Hospital Alor Gajah Daerah/Bandar : No. Tel : 0345678909 No. Faks :
---	--

No. Rujukan (0001/08/2018)

A. Maklumat Pesakit :

Nama : _____
 Umur : 59 Years 8 Months 5 Days Jantina : Perempuan
 No. Kad Pengenalan : _____ No. Telefon : 123456789

B. Maklumat Preskripsi :

No. Preskripsi : NEFC0001389136 Tarikh Preskripsi : 12/06/2018
 No. Siri Preskripsi : _____ Tarikh Akan Datang : 14/08/2018
 Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Peruh Kuantiti	Catatan Preskripsi
12/06/2018	Calcium Carbonate 500mg Tablet	1500 mg, TID, Oral, 3 Months	540 tablet	3 Months	810 tablet	
12/06/2018	Bisoprolol Fumarate 5 mg Tablet	10 mg, OM, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Pisozain HCl 1 mg Tablet	2 mg, TID, Oral, 3 Months	360 tablet	3 Months	540 tablet	
12/06/2018	Valsartan 80 mg Tablet	160 mg, OD, Oral, 3 Months	120 tablet	3 Months	180 tablet	
12/06/2018	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Ferrous 500mg,Folic 800mcg, Vit C,B1,B2,B3,B6,B12,Ca Pantothenate Tablet	1 tablet, OD, Oral, 3 Months	80 tablet	3 Months	90 tablet	
12/06/2018	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 3 Months	80 tablet	3 Months	90 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan :
 Nama : _____
 Jawatan : Pegawai Farmasi UF48

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 3.6.5-6SPUB R1 Form

3.7 Release / Discard Batch

This function allow user to release the allocated quantity back into inventory upon non collection by the patient(s). Drug that is not reusable will be discarded.

3.7.1 Release/Discard (Before Call Patient)

During counter check, user can amend the prescription if necessary, such as intervention, alternate and combination or extemporaneous after release/discard.

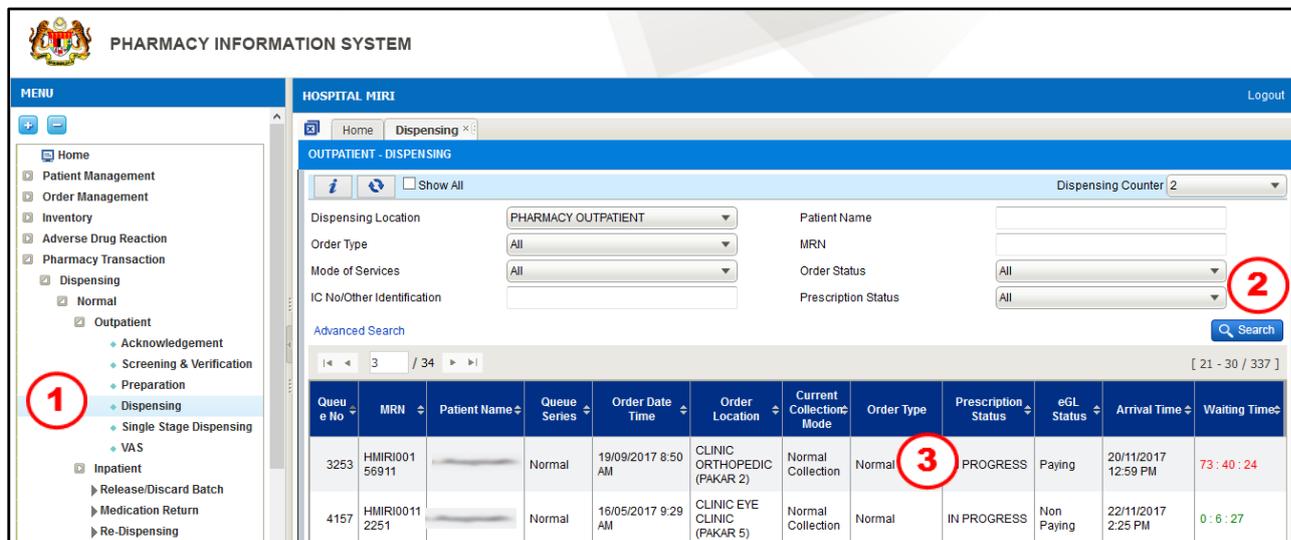


Figure 3.7.1-1 Dispensing screen

Note

- Release/Discard can be done from:
 - Dispensing screen
 - Batch management sub-menu
- Release/Discard can be done with condition that the status of prescription are Prepared/Uncollected
- By default, list of patients will be displayed according to pharmacist’s location access.

STEP 1

Click on ‘Dispensing’ sub menu

STEP 2

Click on the button to search the patient

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient’s record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient’s name
d	Order Type	-All -Normal -SPUB	Able to filter and search patient’s record by order type

		-Discharge	
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
h	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
i	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
j	Order Date from	Order Date from	Able to filter and search patient's record by order date from
k	Order Date To	Order Date To	Able to filter and search patient's record by order date to
l	Queue Date	Queue Date	Able to filter and search patient's record by queue date
m	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
n	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.7.1-1

Note

Search result of patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date/Time
- Order Location
- Current Collection Mode
- Order Type

- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 3.7.1-2**

The screenshot shows the 'DISPENSING' interface. At the top, there are navigation buttons like 'Medication Counselling', 'MTAC Order', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for MyKid, Age (07 Years 03 Months 26 Days), Gender (Female), MRN (HMIRI00179102), Address, Phone And Email, Diagnosis, and No Known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). Below the patient info is a 'PHARMACY ORDER' section with a dropdown for 'Patient Arrived Queue Series' (Normal), 'Queue No' (2156), 'Arrival Time' (13/09/2017 11:23 AM), and 'Waiting Time' (3144:40:35). There are also fields for 'Collector Name' (ALICESIANA URAI RA) and 'Relationship' (Patient). The 'Dispense At' is set to 'Pharmacy Counter' and 'Dispense Method' is 'Normal Collection'. A red circle with the number 4 highlights the 'Remarks' field. Below this is a 'PRESCRIPTION' section with a table of drug orders.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Sodium Valproate 200 mg/ 5 ml Syrup	140 mg, BID, Oral, 6 Months 13/09/2017 11:09 AM -	1260 ml	210	210 millilitre	1050 ml (19 day(s))	Remarks	<input type="checkbox"/> Detail	0 ml		Responsible for Supply	Prepared

Figure 3.7.1-2Dispensing screen

Note

- Patient is not called
- Reserve Qty has a value
- Status is Prepared

STEP 4

Click on button

The screenshot shows the 'RELEASE/DISCARD BATCH' interface. It has search fields for 'IC No/Other Identification' and 'Drug Name'. Below the search fields is a table of records. A red circle with the number 5 highlights the 'MRN' column, a red circle with the number 6 highlights the 'Status' column, and a red circle with the number 7 highlights the 'Release/Discard' button.

MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
HMIRI00179102	Responsible for Supply	PAEDC0000585202	Sodium Valproate 200 mg/5 ml Syrup	210 ml	22/01/2018	Prepared		

Figure 3.7.1-3Release/Discard screen

STEP 5

Select check box of the selected drug for release batch

STEP 6

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

STEP 7

Click on the  button

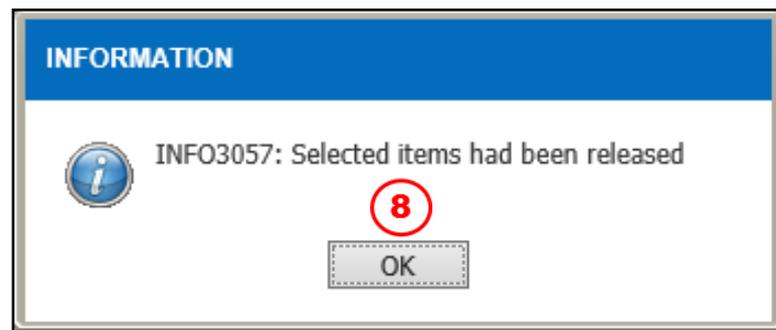


Figure 3.7.1-4 InformationAlert Message

STEP 8

Click on the  button and system will return to dispensing screen automatically as per **Figure 3.7.1-5**

Note

After clicking the OK button above, it may also return to the main dispensing screen automatically as per Figure 3.7.1-1. If this happened, user can skip step 9

Note

The Reserve Quantity will be null [0] and the status will change from Prepared to Verified.

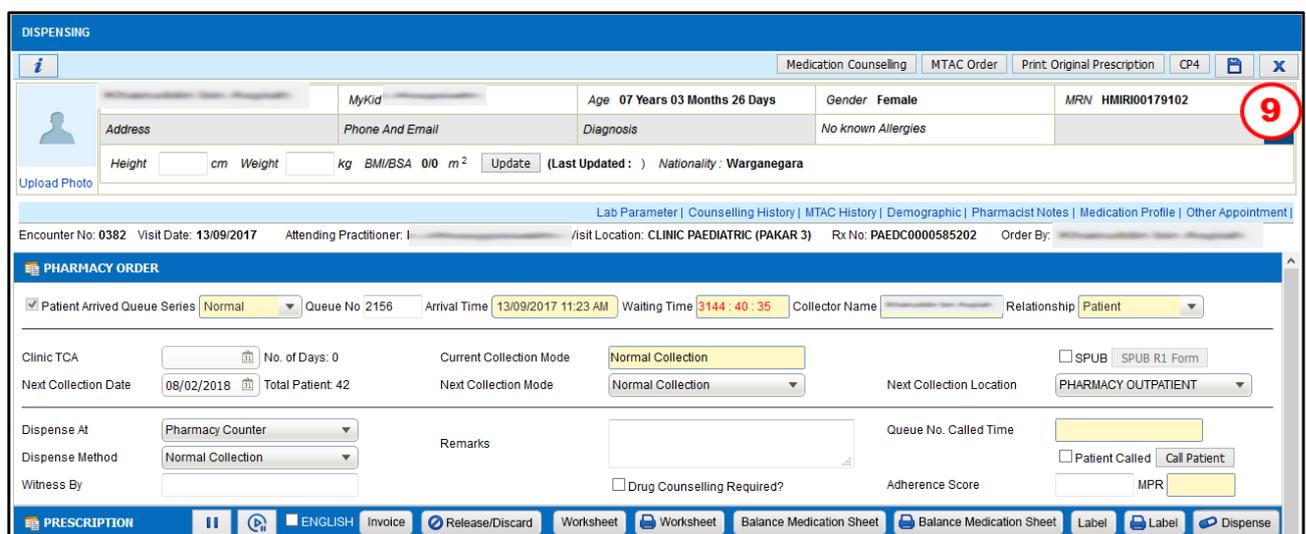


Figure 3.7.1-5 Dispensing screen

STEP 9

Click on the  button to close the dispensing screen

Note

- As the prescription status changed to Verified, user will have to close the dispensing screen and go to the preparation screen to perform the intervention (for new order only). Refer [Section 3.2.2 Intervention](#)

Figure 3.7.1-6 Preparation screen

Note

Repeat step 1 and 3as per [Section 3.3.1 Prepare](#)

Figure 3.7.1-7 Preparation screen

Note

- User may refer the intervention steps from [Section 3.2.2 Intervention](#).
- User can also do other functions such as [Alternate](#), [Alternate/combo](#), [Extemporaneous](#) or change the [Reserve Quantity](#).
- After intervention, proceed until dispense.

3.7.2 Release/Discard (After Call Patient)

This function can be use when patient does not come to collect the medication or patient refused the medication

The screenshot shows the 'PHARMACY ORDER' section of the software. At the bottom, there is a table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The first row shows 'Sodium Valproate 200 mg/ 5 ml Syrup' with a status of 'Prepared', which is highlighted in red and marked with a circled '5'.

Figure 3.7.2-1 Preparation screen

Note

Repeat step 1 to 3 as in [Section 3.7.1 Release/Discard \(Before call patient\)](#)

STEP 5

Click on the button to call patient

Note

- The prescription status will change from prepared to uncollected once the button is click.

The screenshot shows the 'PHARMACY ORDER' section after the 'Call Patient' button has been clicked. The 'Status' column in the prescription table now shows 'Uncollected', which is highlighted in red.

- Repeat step 4 to 8 as in [Section 3.7.1 Release/Discard \(Before Call Patient\)](#)
- Once click on the button as per Figure 3.7.1-4, system will return automatically to dispensing screen as per Figure 3.7.1-5 or to the main dispensing screen as per Figure 3.7.1-1
- The **Reserve Quantity** will be null[0] and the status will change from **Prepared** to **Ordered**(new order)
- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 3.2.5 Hold](#)). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go



through preparation)

- *Click at the checkbox beside the reserve quantity to dispense '0'.*

3.7.3 Release/Discard (Batch Management menu)

User can also do Release/Discard function from Release/Discard sub-menu.

Figure 3.7.3-1 Release/Discard Batch Landing Screen

STEP 1

Click on 'Release/Discard Batch' sub menu

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Patient name	Able to filter by patient name
c	IC No/Other Identification	Identification Card	Example: 57083104321
d	Drug Name	Drug Name	Example: <i>Tramadol</i> or " <i>Tram</i> "
e	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
f	Preparation Date From/To	The date of the drug being prepared	Example: 21/06/2017

Table 3.7.3-1

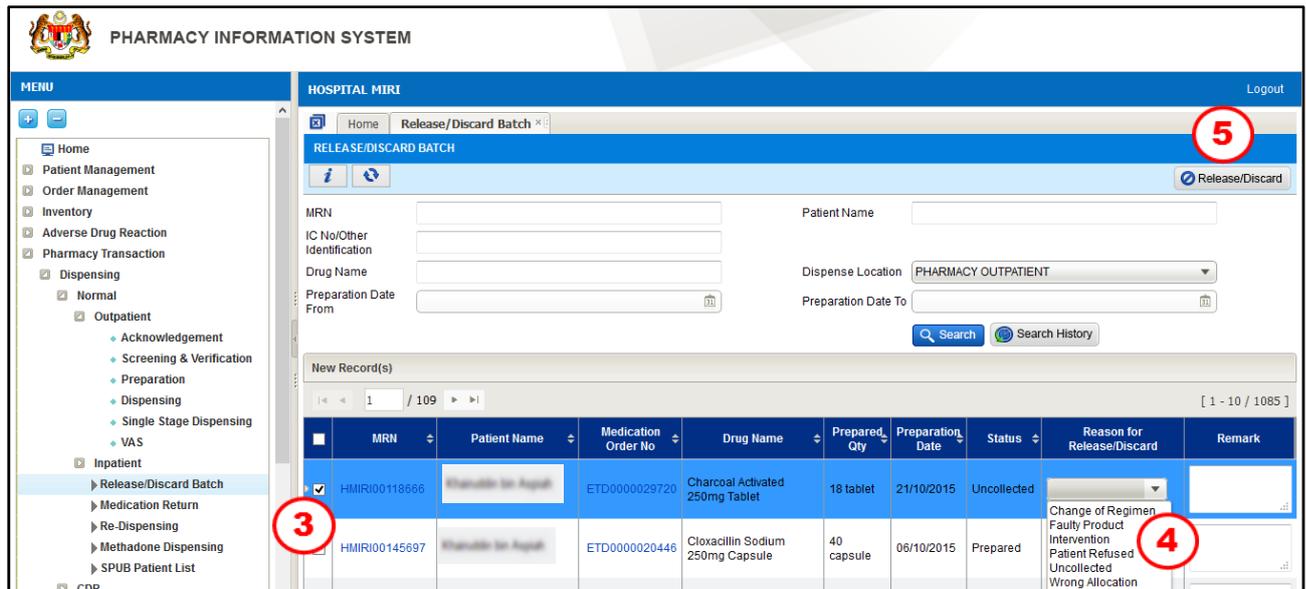
STEP 2

Click on the button to search the patient

Note

- Click on the button to view the history of previous transactions.
- Search result of current order patient list will display:
 - Select - checkbox
 - MRN
 - Patient Name
 - Drug Name
 - Medication Order No
 - Preparation Date
 - Preparation Quantity

- Status
- Dispense Location
- Reason for Release / Discard



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Home Release/Discard Batch

RELEASE/DISCARD BATCH

MRN: Patient Name:

IC No/Other Identification: Dispense Location: PHARMACY OUTPATIENT

Drug Name: Preparation Date From: Preparation Date To:

Search Search History

New Record(s) 1 / 109 [1 - 10 / 1085]

	MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input checked="" type="checkbox"/>	HMIRI00118666	Unavailable for Input	ETD0000029720	Charcoal Activated 250mg Tablet	18 tablet	21/10/2015	Uncollected	Change of Regimen	
<input type="checkbox"/>	HMIRI00145697	Unavailable for Input	ETD0000020446	Cloxacillin Sodium 250mg Capsule	40 capsule	06/10/2015	Prepared	Faulty Product Intervention Patient Refused Uncollected Wrong Allocation	

Figure 3.7.3-2 Release/Discard Batch Landing Screen

STEP 3

Select check box of the selected drug for release batch

STEP 4

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

STEP 5

Click on the  button to proceed the release/discard process

Note

- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 3.2.5 Hold](#)). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go through preparation)

3.8 Medication Return

This function will allow users to record the returned medication from the patient or units into the system. This functionality enables users to track the transaction record and able to manage the stock in proper way.

3.8.1 View Medication Return Record

This function will allow users to view medication return record.

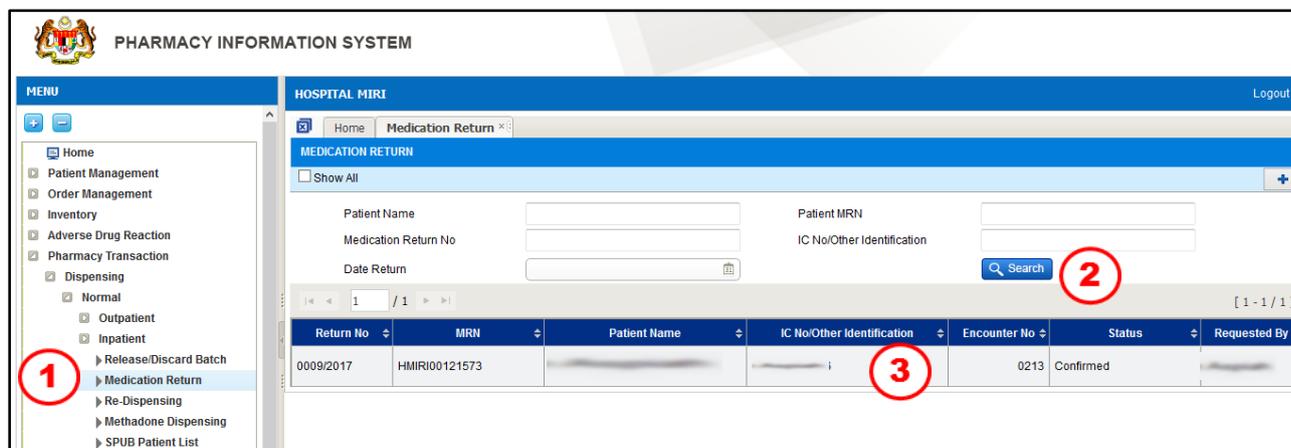


Figure 3.8.1-1 Medication Return Landing Screen

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to search the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
c	Medication Return No	Medication Return No	Return no: Example: 0010/2016
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 3.8.1-1

STEP 3

Double click on the selected patient details and the medication record will be displayed as per Figure 3.8.1-2

Note

Search result of current order patient list will be displayed:

- Return No
- MRN
- Patient Name
- ID Number
- Encounter No
- Status

- Requested By

MEDICATION RETURN

Submit Confirm
✎ 🗑️ ↻ ✕

	Mykad	Age 10 Years 05 Months 29 Days	Gender Female	MRN HMIRI00121573
Address	Phone And Email	Diagnosis	No known Allergies	

Upload Photo Height: 122 cm Weight: 22 kg BMI/BSA: 14.8 / 0.86 m² Update (Last Updated: 30/12/2016) Nationality: Warganegara

[Medication Profile](#)

Encounter No: 0213 Admission Date: 30/12/2016 Attending Practitioner: Visit Location: PAED 1

Request No	0009/2017	Patient MRN	HMIRI00121573
Status	Confirmed		
Remarks			

MEDICATION RETURN DRUGS

+
[1 - 2 / 2]

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
010117_00142	Beclomethasone Dipropionate 200 mcg/dose Inhalation (Easyhaler)	1	1	1
010117_00142	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1	1	1

Figure 3.8.1-2 Medication Return Record

3.8.2 Add New Medication Return Record

User able to add new record of medication returns drugs.

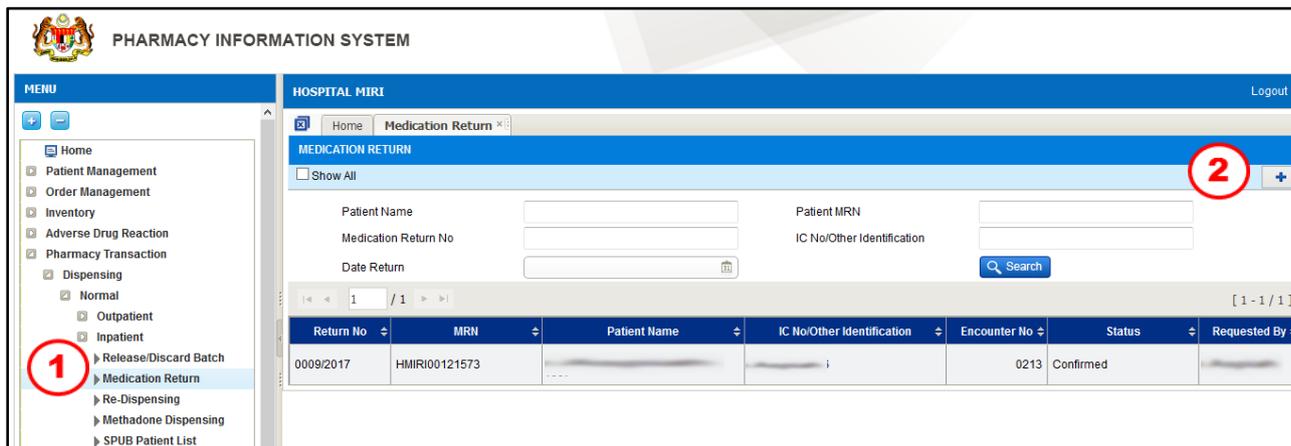


Figure 3.8.2-1 Medication Return Landing Screen

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the button to add new patient record

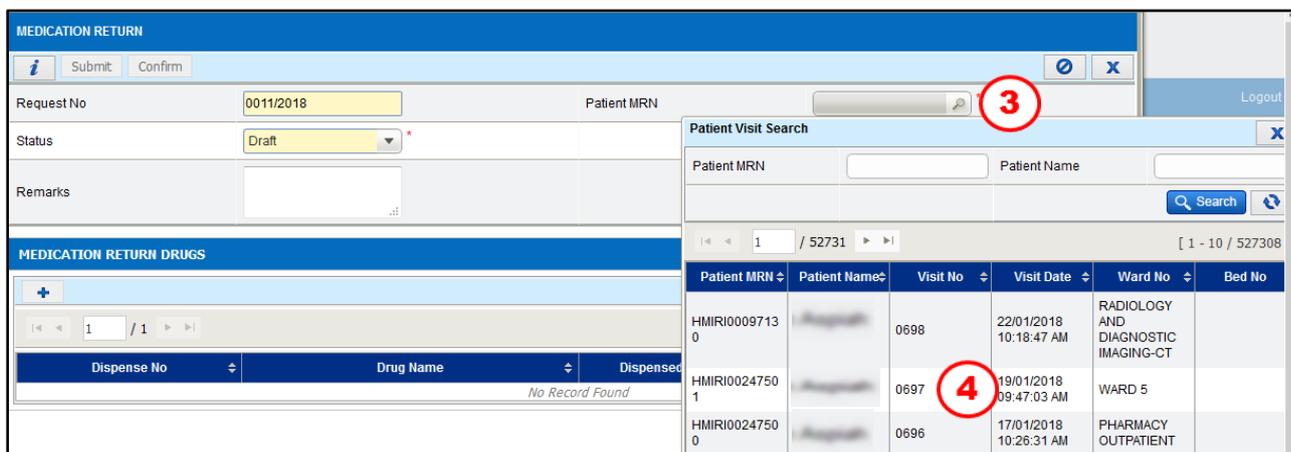


Figure 3.8.2-2 Medication Return

STEP 3

Click on the button to search the patient

Note

Various search criteria are provided such as Patient MRN and Patient Name. Click button to search

STEP 4

Double click on the selected patient's details

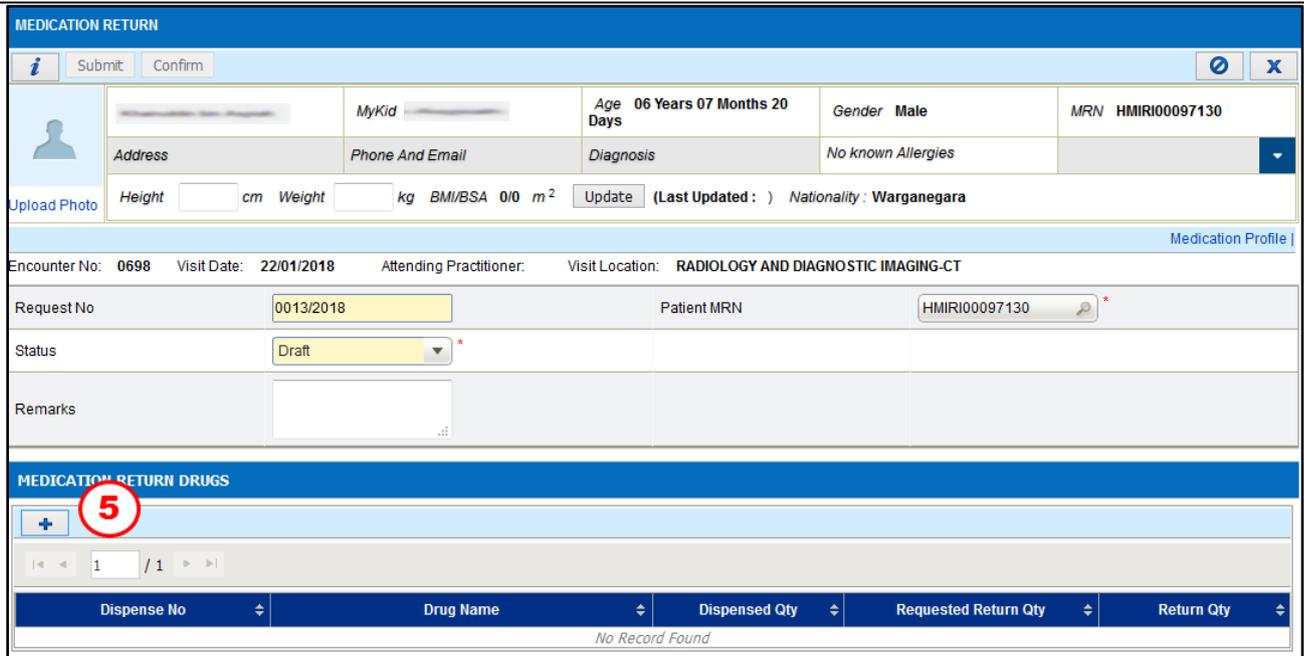


Figure 3.8.2-3 Medication Return

STEP 5

Click on the  button to add drug to medication return list

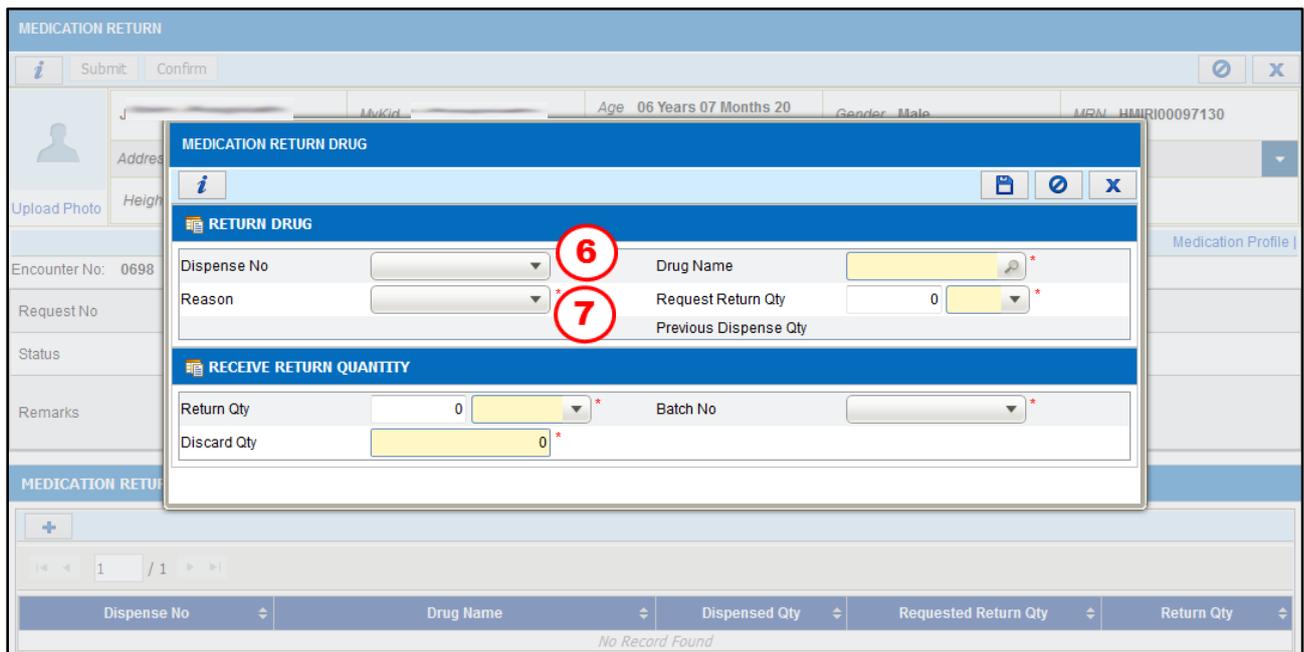


Figure 3.8.2-4 Medication Return Drug

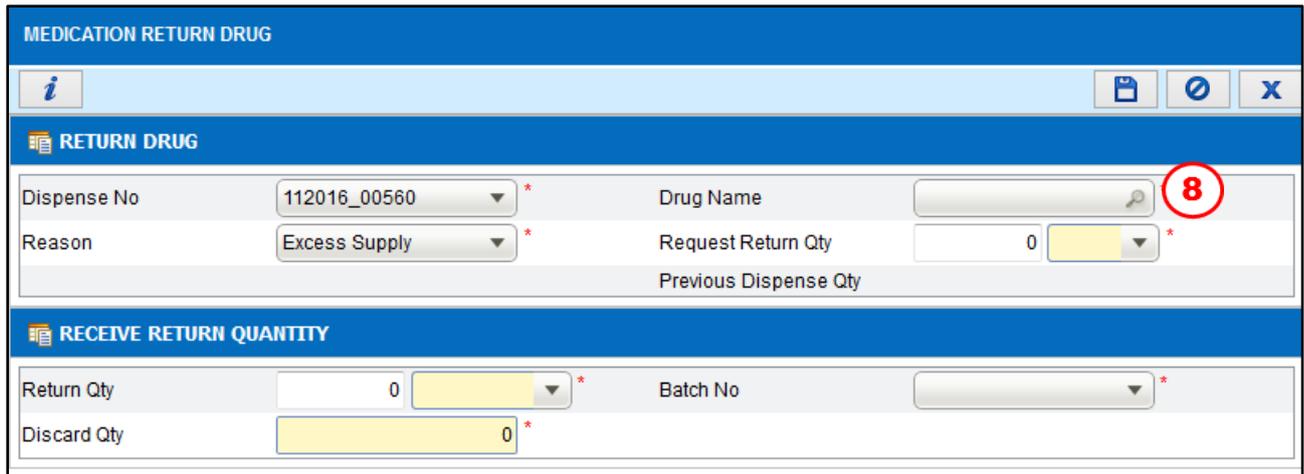
STEP 6

Select **Dispense No** from drop down box

STEP 7

Select **Reason** for return the drugs as below:

- Change of Regimen
- Excess Supply
- Patient Deceased
- Patient Discharged



MEDICATION RETURN DRUG

RETURN DRUG

Dispense No: 112016_00560 * Drug Name: [Search] **8**

Reason: Excess Supply * Request Return Qty: 0 * Previous Dispense Qty: []

RECEIVE RETURN QUANTITY

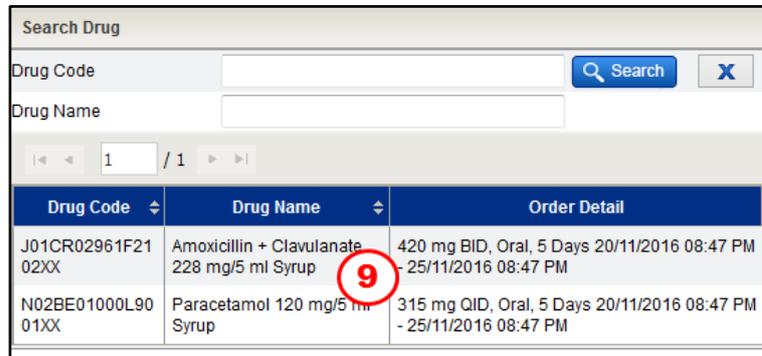
Return Qty: 0 * Batch No: [] *

Discard Qty: 0 *

Figure 3.8.2-5 Medication Return Drug

STEP 8

Click on the  button to search drug as per Figure 3.8.2-5



Search Drug

Drug Code: [] Search [X]

Drug Name: []

Drug Code	Drug Name	Order Detail
J01CR02961F2102XX	Amoxicillin + Clavulanate 228 mg/5 ml Syrup 9	420 mg BID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM
N02BE01000L9001XX	Paracetamol 120 mg/5 ml Syrup	315 mg QID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM

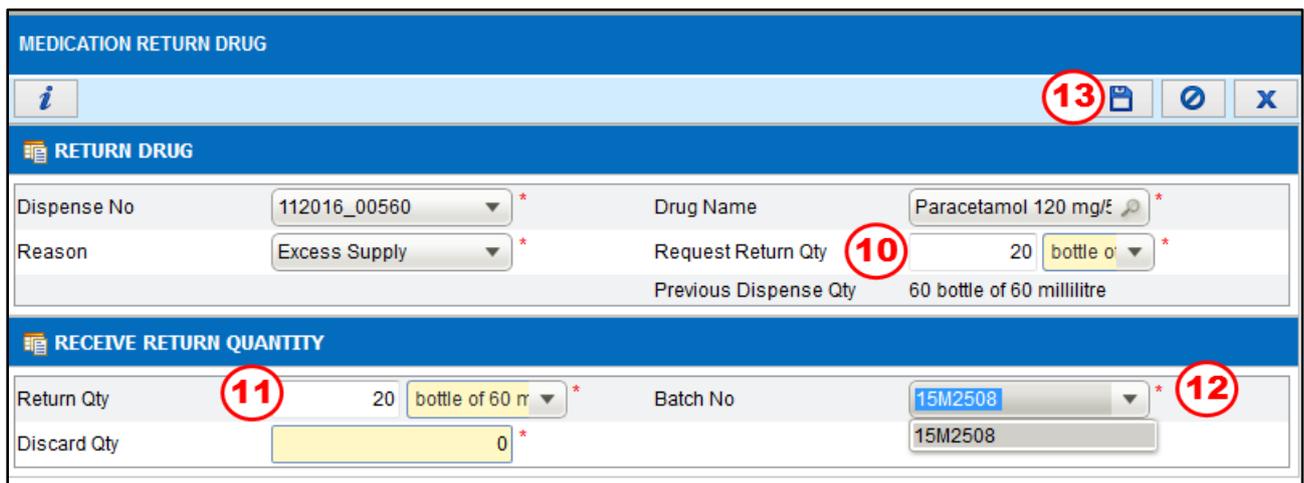
Figure 3.8.2-6 Medication Return Drug

Note

Various search criteria are provided such as Drug Code and Drug Name. Click  button to search

STEP 9

Double click on the selected drug



MEDICATION RETURN DRUG

RETURN DRUG

Dispense No: 112016_00560 * Drug Name: Paracetamol 120 mg/5 ml * **13**

Reason: Excess Supply * Request Return Qty: 20 * **10** Previous Dispense Qty: 60 bottle of 60 millilitre

RECEIVE RETURN QUANTITY

Return Qty: 20 * **11** Batch No: 15M2508 * **12**

Discard Qty: 0 *

Figure 3.8.2-7 Medication Return Drug

STEP 10

Enter **Request Return Qty**

STEP 11

Enter **Return Qty**

STEP 12

Select **Batch No** from drop down box

STEP 13

Click on the  button to save the transaction

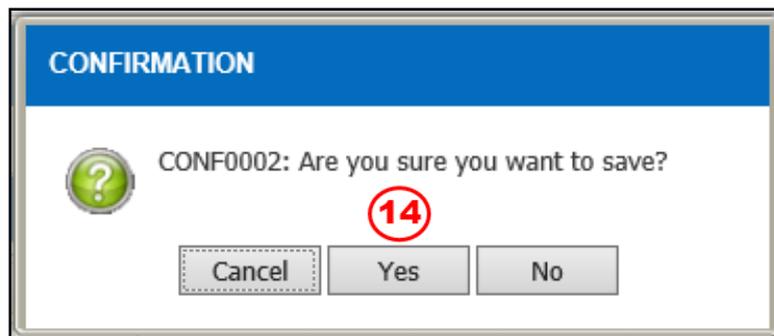
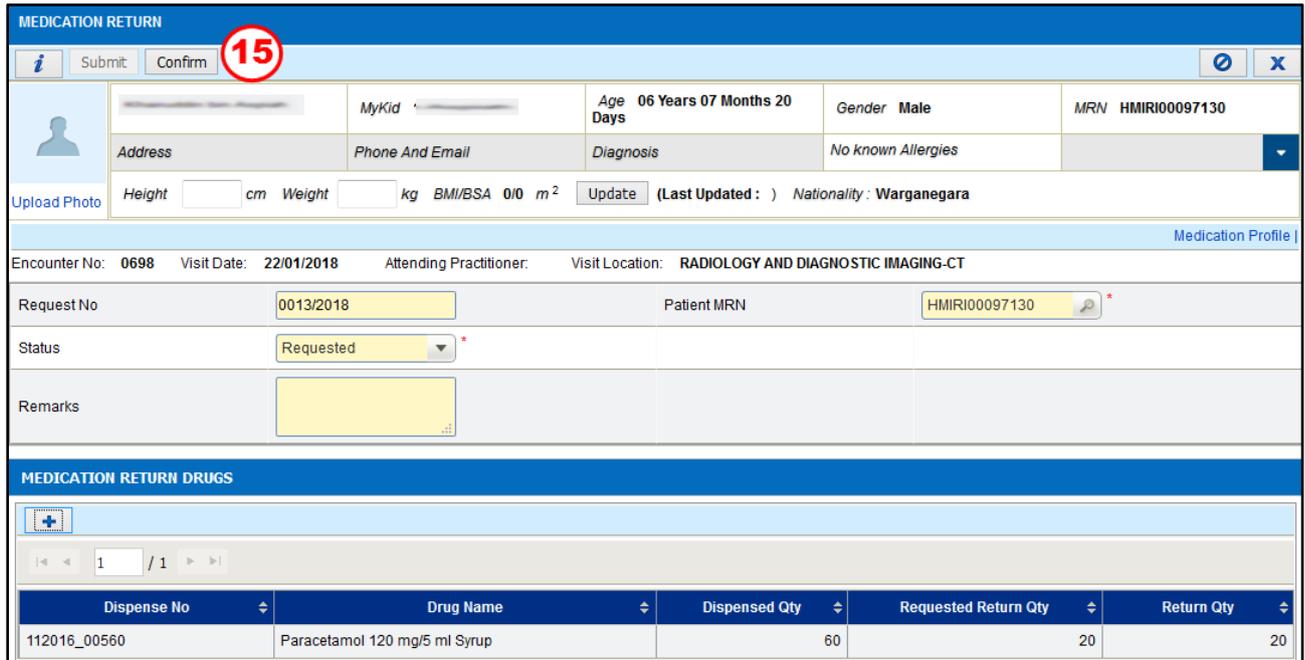


Figure 3.8.2-8 Confirmation Alert Message

STEP 14

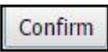
Click on the  button to save the record



MEDICATION RETURN DRUGS				
Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
112016_00560	Paracetamol 120 mg/5 ml Syrup	60	20	20

Figure 3.8.2-9 Medication Return Screen

STEP 15

Click on the  button to return back the drugs

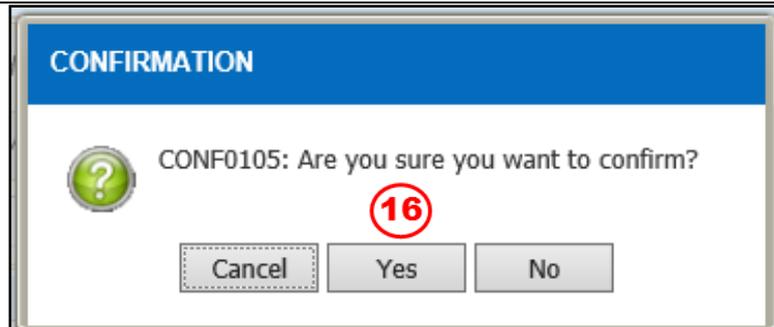
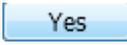
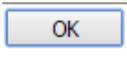


Figure 3.8.2-10 Confirmation Alert Message

STEP 16

Click on the  button to confirm the record

STEP 17

Click on the  to confirm the transaction

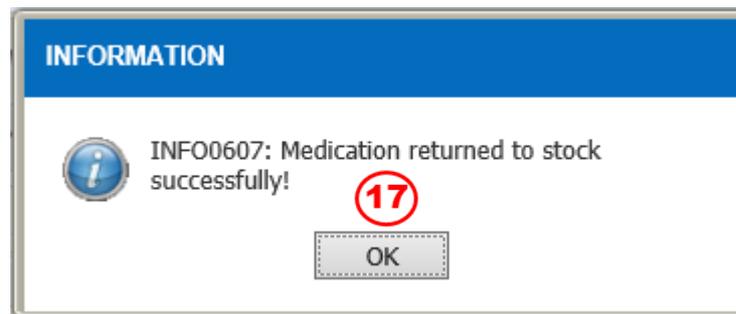


Figure 3.8.2-11 Information Alert Message

Note

User can return any type of medication but only for the one that is dispensed by own facility.

3.9 Re-Dispense

3.9.1 View Re-dispense List

This function will allow user to view re-dispense medication record.

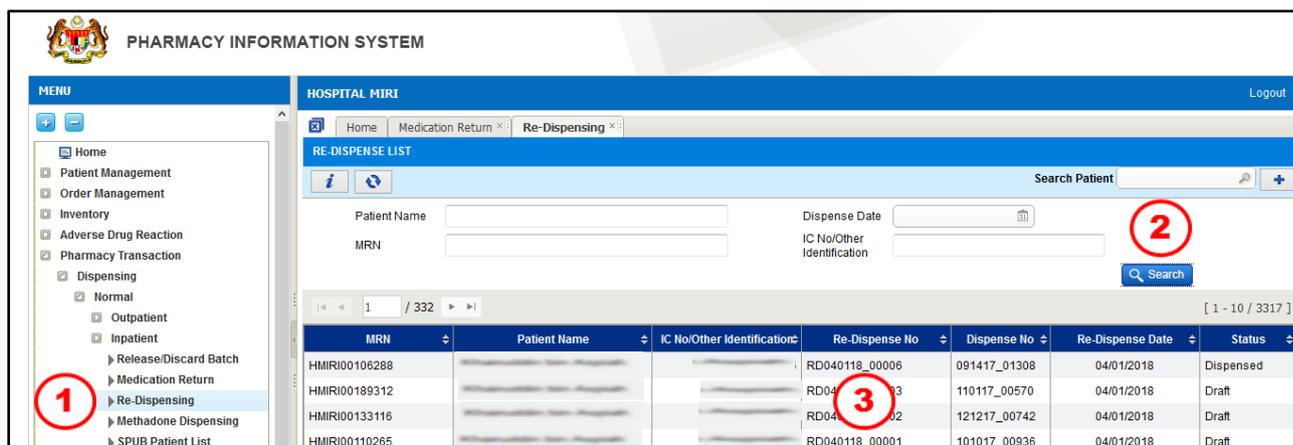


Figure 3.9.1-1 Re-Dispensing Landing Screen

STEP 1

Click on 'Re-Dispensing' sub menu

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
c	Dispense Date	Re-Dispense Date	Able to trace back previous re-dispense record
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 3.9.1-1

Note

At the listing screen as per Figure 3.9.1-1, user able to see the list of Re-Dispensed

STEP 2

Click on the  button to search the patient

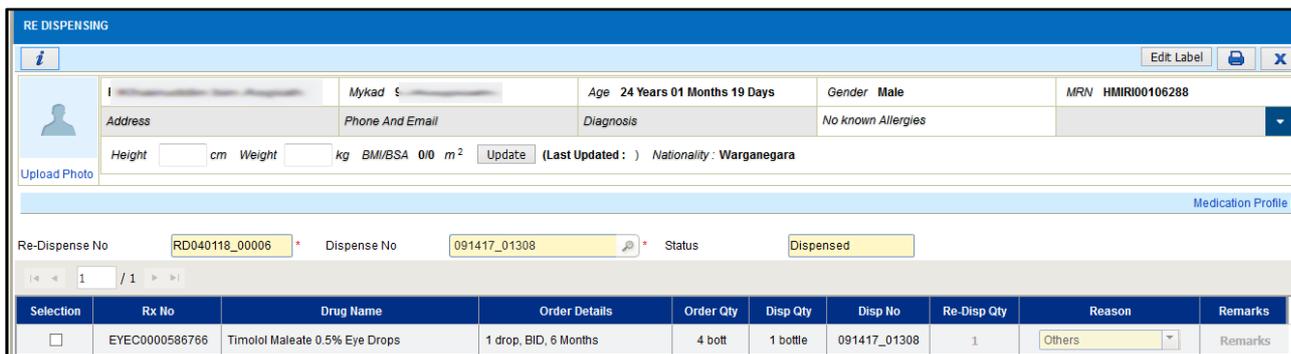
Note

Search result of current medication return list will be displayed:

- MRN
- Patient Name
- ID Number
- Re-Dispense No
- Dispense No
- Re-Dispense Date
- Status

STEP 3

Double click on the selected patient details and the record will appear as Figure 3.9.1-2



RE DISPENSING

Mykad: [Redacted] Age: 24 Years 01 Months 19 Days Gender: Male MRN: HMIRI00106288

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

Re-Dispense No: RD040118_00006 * Dispense No: 091417_01308 * Status: Dispensed

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	EYEC0000586766	Timolol Maleate 0.5% Eye Drops	1 drop, BID, 6 Months	4 bott	1 bottle	091417_01308	1	Others	Remarks

Figure 3.9.1-2 Re-Dispensing Record

Note

Re-Dispensing screen will be displayed:

- Patient Banner
- Re-Dispense No – will show re-dispense number generated during re-dispense
- Dispense No – will show dispense medication number generated during dispensing.
- Status – will show status
- Drug prescription will be displayed:
 - RX No
 - Drug Name
 - Order Details
 - Order Qty
 - DispQty
 - Disp No
 - Re-Disp
 - Reason
 - Remarks



RE DISPENSING

Mykad: [Redacted] Age: 24 Years 01 Months 19 Days Gender: Male MRN: HMIRI00106288

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

[Medication Profile](#)

Figure 3.9.1-3 Re Dispensing

Note

- The hyperlink [Medication Profile](#) as per Figure 3.9.1-3 will display the **Current Medication** and **Previous Medication** of the patient. User can view the **Medication Profile** hyperlink for reference.

MEDICATION PROFILE

Administration Dispensing X

	Mykad	Age 24 Years 01 Months 19 Days	Gender Male	MRN HMIRI00106288
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m ² (Last Updated :)	Nationality : Warganegara	

Upload Photo

Drug Name Visit Type

Prescription Date From Prescription Date To

Prescription Status Location

Order Type Search

Current Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000586766	No	Timolol Maleate 0.5% Eye Drops	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:21 PM	13/03/2018 04:50:21 PM	FULLY DISP
EYEC0000586766	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:20 PM	13/03/2018 04:50:20 PM	PARTIAL DISPENS

Previous Medication

[1 - 10 / 21]

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000476358	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	4 Months	09/05/2017 03:11:32 PM	06/09/2017 03:11:32 PM	FULLY DISP

Figure 3.9.1-4 Medication Profile Screen

Medication Profile screen will be displayed:

a) Search criteria

- By drug name
- Prescription Date From
- Prescription Status
- Order Type
- Visit Type
- Prescription Date To
- Location

b) Current and Previous Medication

- Rx No
- Discharge Medicine
- Drug Name
- Dose
- Route
- Frequency
- Duration
- Start Date
- End Date
- Status
- Reason
- Prescribed Qty
- End Date of Supply
- Dispensed Qty
- Re-dispensed Qty



- *Pending Qty*
- *Administered*
- *Additional Info*
- *Order By*
- *Visit Information*

3.9.2 Add New Re-dispensing Record

This function will allow user to re-dispense medication due to spilled, broken, lost and other reason.

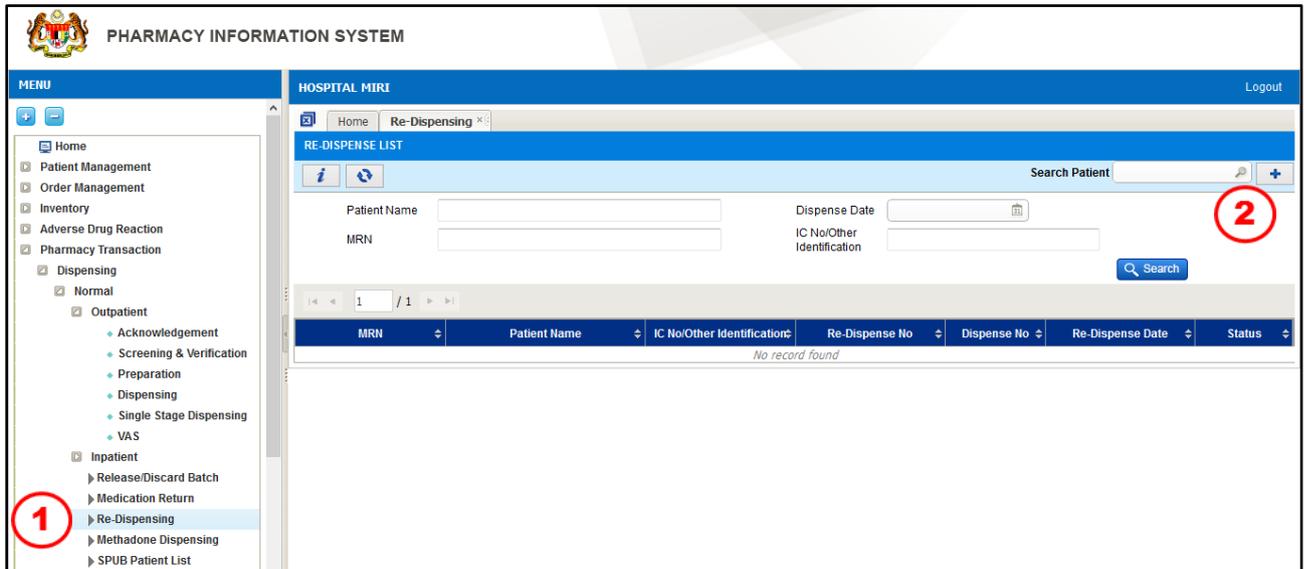


Figure 3.9.2-1 Re-Dispensing Landing Screen

STEP 1

Click on 'Re-Dispensing' sub menu

STEP 2

Click on the  button to search the patient

Note

- Search Patient screen will be display as per Figure 3.9.2-2.
- On this screen, user will be able to search existing patient record by:
 - a) Patient MRN
 - b) Patient Name
 - c) ID No

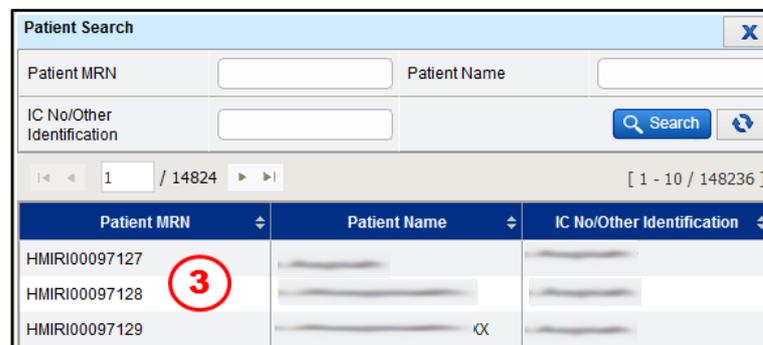


Figure 3.9.2-2 Search Patient Screen

STEP 3

Double click on the selected patient's details

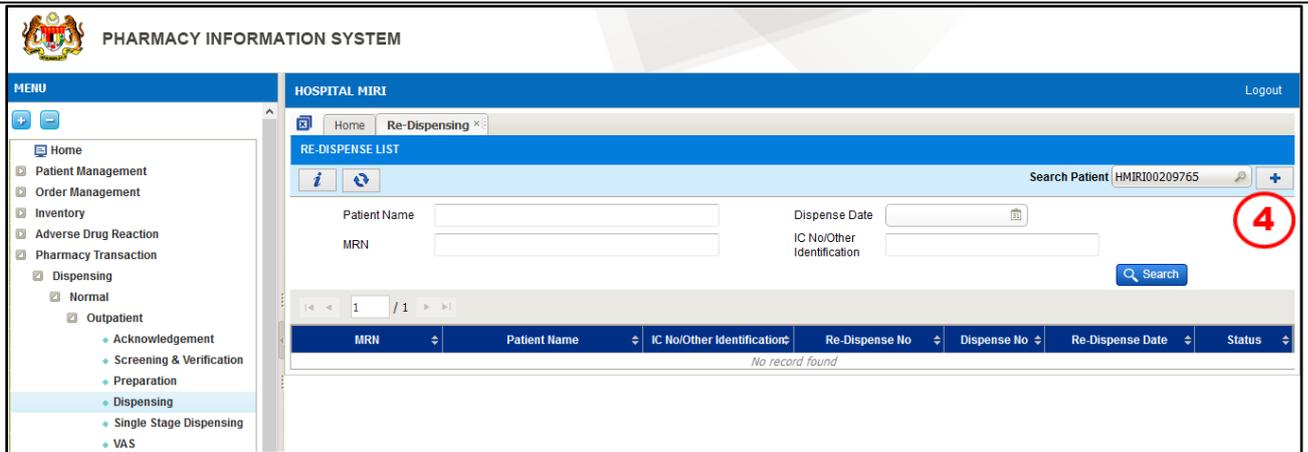


Figure 3.9.2-3 Re-Dispensing

STEP 4

Click on the button to add new re-dispensing record as Figure 3.9.2-3

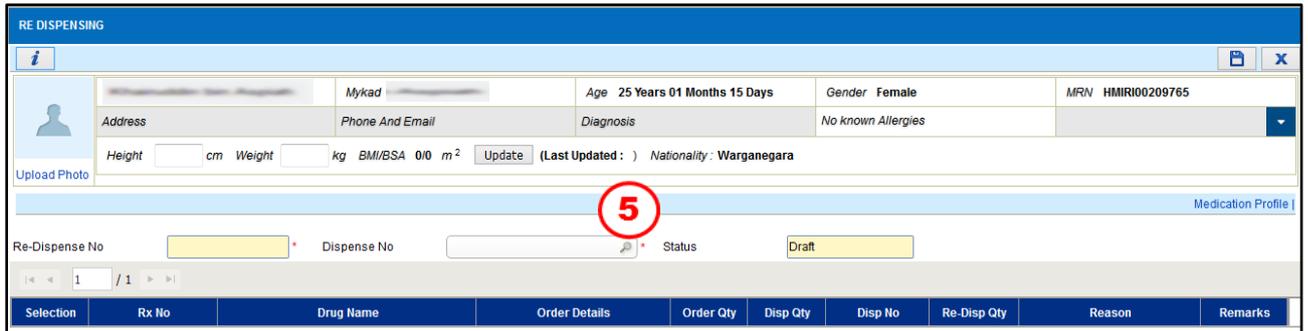


Figure 3.9.2-4 Re-Dispensing

STEP 5

Click on the **Dispense No** button to search dispense record

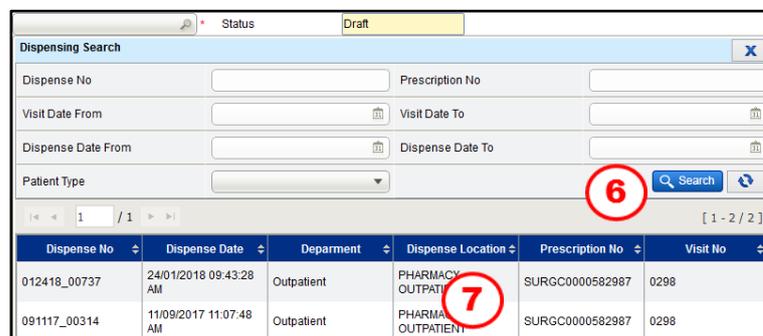


Figure 3.9.2-5 Re-Dispensing Screen

STEP 6

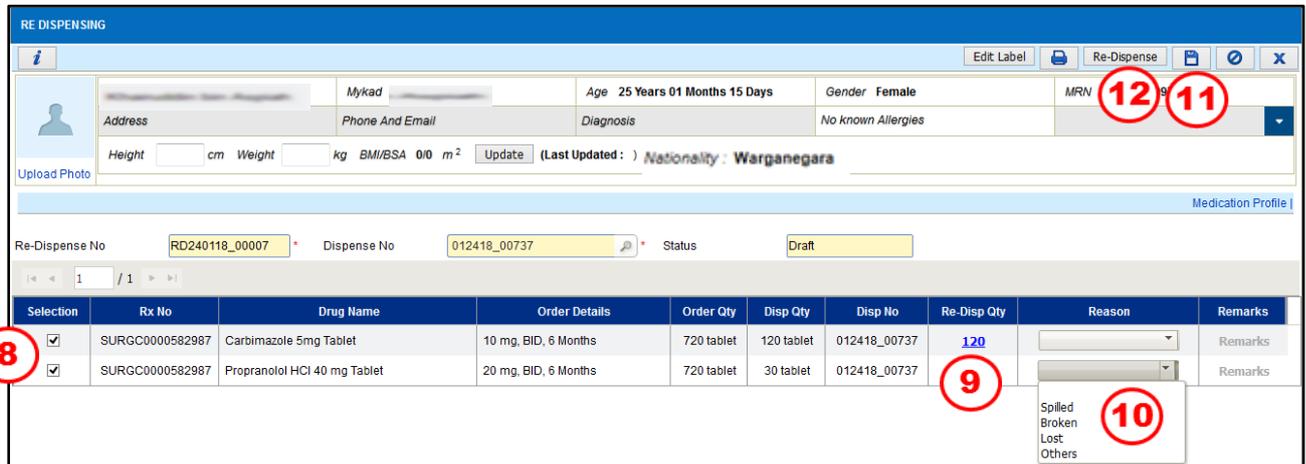
Search dispense record based on the criteria as below:

- a) Dispense No
- b) Visit Date From
- c) Dispense Date From
- d) Patient Type

- e) Prescription No
- f) Visit Date To
- g) Visit Date To
- h) Dispense Date To

STEP 7

Double click on the selected Dispensing record



The screenshot shows the 'RE DISPENSING' window. At the top, there are buttons for 'Edit Label', 'Re-Dispense', and a close button. Below this is a patient information form with fields for Mykad, Age (25 Years 01 Months 15 Days), Gender (Female), MRN (12 11), Address, Phone And Email, Diagnosis, No known Allergies, Height, Weight, BMI/BSA, and Nationality (Warganegara). Below the patient info is a 'Medication Profile' section with fields for Re-Dispense No (RD240118_00007), Dispense No (012418_00737), and Status (Draft). The main part of the window is a table with columns: Selection, Rx No, Drug Name, Order Details, Order Qty, Disp Qty, Disp No, Re-Disp Qty, Reason, and Remarks. The table contains two rows of data. The first row has a checked checkbox, Rx No SURGC0000582987, Drug Name Carbimazole 5mg Tablet, Order Details 10 mg, BID, 6 Months, Order Qty 720 tablet, Disp Qty 120 tablet, Disp No 012418_00737, Re-Disp Qty 120, Reason dropdown, and Remarks. The second row has a checked checkbox, Rx No SURGC0000582987, Drug Name Propranolol HCl 40 mg Tablet, Order Details 20 mg, BID, 6 Months, Order Qty 720 tablet, Disp Qty 30 tablet, Disp No 012418_00737, Re-Disp Qty 30, Reason dropdown, and Remarks. A dropdown menu is open for the Reason field, showing options: Spilled, Broken, Lost, Others. A 'Re-Dispense' button is located at the bottom right of the window.

Figure 3.9.2-6Re-Dispensing

STEP 8

Check the selection checkbox  to choose the drug, if not selected in the first place. Uncheck the selection box those not applicable

STEP 9

Allocate the re-dispensed quantity by clicking on the hyperlink number

STEP 10

Select the reason

Note

Reason consist of:

- a) Spilled
- b) Broken
- c) Lost
- d) Others

STEP 11

Click on the button to save record

STEP 12

Click on the  button to redispense

STEP 13

Click on the  to confirm the transaction

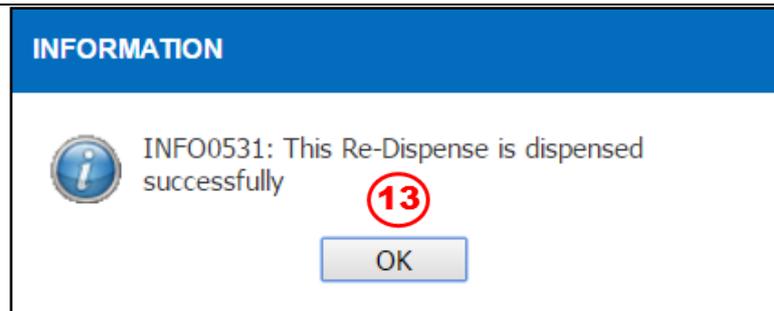
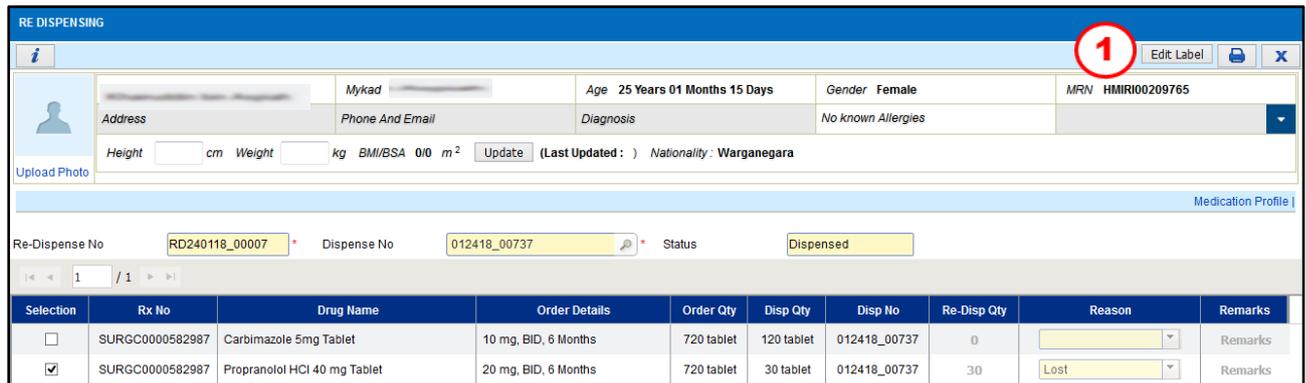


Figure 3.9.2-7 Information Alert Message

3.9.3 Re-dispensing Drug Label

This function enable user to print the re-dispensing druglabel.



RE DISPENSING

Mykad: [Redacted] Age: 25 Years 01 Months 15 Days Gender: Female MRN: HMIRI00209765

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

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

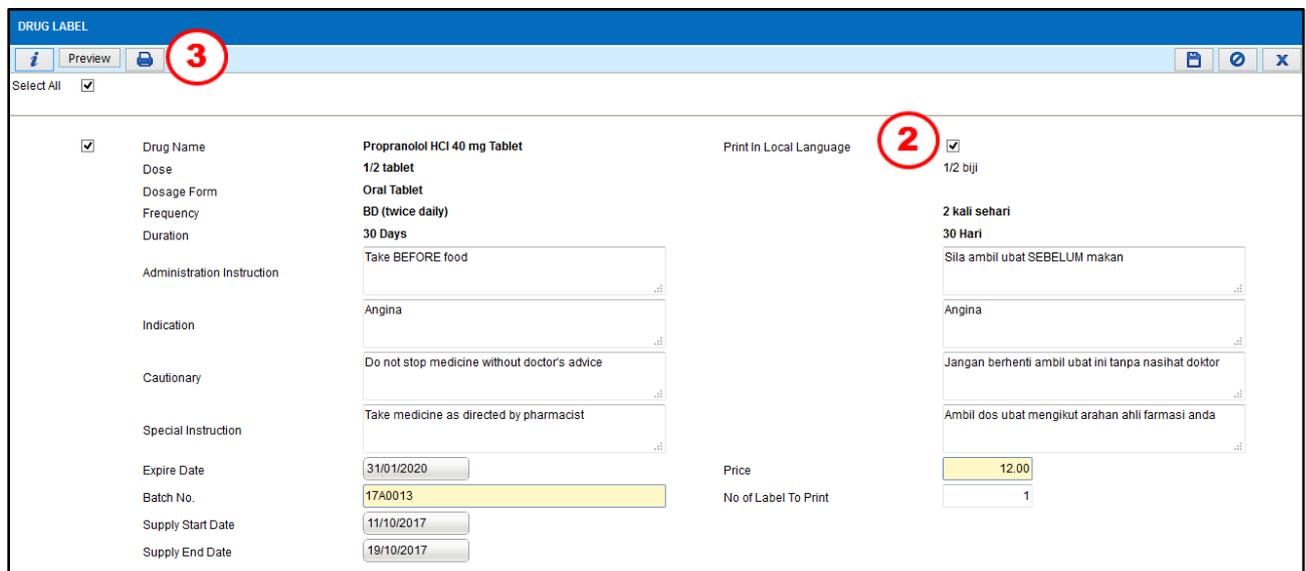
Re-Dispense No: RD240118_00007 Dispense No: 012418_00737 Status: Dispensed

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	SURGC0000582987	Carbimazole 5mg Tablet	10 mg, BID, 6 Months	720 tablet	120 tablet	012418_00737	0		Remarks
<input checked="" type="checkbox"/>	SURGC0000582987	Propranolol HCl 40 mg Tablet	20 mg, BID, 6 Months	720 tablet	30 tablet	012418_00737	30	Lost	Remarks

Figure 3.9.3-1 Re-Dispensing Screen

STEP 1

Click the  button



DRUG LABEL

Select All

<input checked="" type="checkbox"/>	Drug Name	Propranolol HCl 40 mg Tablet	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	1/2 tablet		1/2 biji
	Dosage Form	Oral Tablet		
	Frequency	BD (twice daily)		2 kali sehari
	Duration	30 Days		30 Hari
	Administration Instruction	Take BEFORE food		Sila ambil ubat SEBELUM makan
	Indication	Angina		Angina
	Cautionary	Do not stop medicine without doctor's advice		Jangan berhenti ambil ubat ini tanpa nasihat doktor
	Special Instruction	Take medicine as directed by pharmacist		Ambil dos ubat mengikut arahan ahli farmasi anda
	Expire Date	31/01/2020	Price	12.00
	Batch No.	17A0013	No of Label To Print	1
	Supply Start Date	11/10/2017		
	Supply End Date	19/10/2017		

Figure 3.9.3-2 Drug Label screen

Note

Drug label will display:

- Name of drug - Auto capture from the selected drug information.
- Dose - Auto capture from the selected drug information.
- Dosage Form - Auto capture from the selected drug information.
- Frequency - Auto capture from the selected drug information.
- Duration - Auto capture from the selected prescription.
- Administration Instruction - Auto capture from the selected drug information.
- Indication - Auto capture from the selected drug information. However, user is allowed to change the value. This field is free text with a capacity of 50 characters.
- Cautionary advice - Auto capture from the selected drug information. However, user is allowed to change the value.

- i) *Special instruction - Auto capture from the selected drug information. However, user is allowed to change the value.*
- j) *Expiry date – Auto capture from selected drug expiry date according by batch.*
- k) *Batch No - Auto capture from the selected batch information.*
- l) *Price - Auto capture from the selected drug price. However, user is allowed to change the value.*
- m) *No of Label – How many labels to be printed.*

STEP 2

Selectcheckbox to Print in Local Language or untick checkbox to print in English

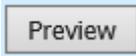
STEP 3

Click on the  button to print drug label

HOSPITAL MIRI (Tel: 085420033)		
[Redacted]		
HMIRI00209765	CLINIC SURGICAL (PAKAR 2)	[Redacted]
1/2 biji 2 kali sehari		
Diambil		
Sila ambil ubat SEBELUM makan Ambil dos ubat mengikut arahan ahli farmasi anda Jangan berhenti ambil ubat ini tanpa nasihat doktor		
Propranolol HCl 40mg Tab		
Angina		
11/10/17-10/11/17 [30 hari]	30 tablet	RM12.00
UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK		24/01/2018

Figure 3.9.3-3 Drug Label

Note

User can click on the  button and the label will be displayed as Figure 3.9.3-3

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
OP	Outpatient Pharmacy
MOH	Ministry of Health

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		