



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

Full Based User Manual Patient Management

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PhIS & CPS Project
User Manual – Patient Management



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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the Patient Management sub-module and its key features and functionalities.

The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Patient Registration
- Patient Quick Registration
- Visit Management
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary
- Record Retrieval

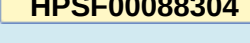
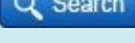
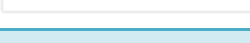
1.3 Organised Sections

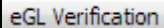
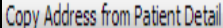
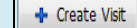
These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon		Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Patient Management Module Legend			
	Electronic Government Guarantee Letter (eGL) Verification		Merge Patient's Record
	Print Patient Label		Renew Visit
	Copy Patient Address		View Visit List
	Print Patient Sample Label		New Patient Transfer
	Edit Patient Demographic		Create Visit

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
Change Patient Label format	page 37
Change Visit Label format	page 38
Add Nationality 'Bukan Warganegara'	page 10
'MC' in Clinical Summary rename to 'Medication Counselling'	Clinical Summary

3.0 Patient Management

Overview

The Patient Management module handles all the administrative events pertaining to patients comprises outpatient registration, inpatient admission, transfer and discharge. This module processes quick access to patient demographics and clinical summary. It also supports merge duplicate patient records.

User Group

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

Functional Diagram

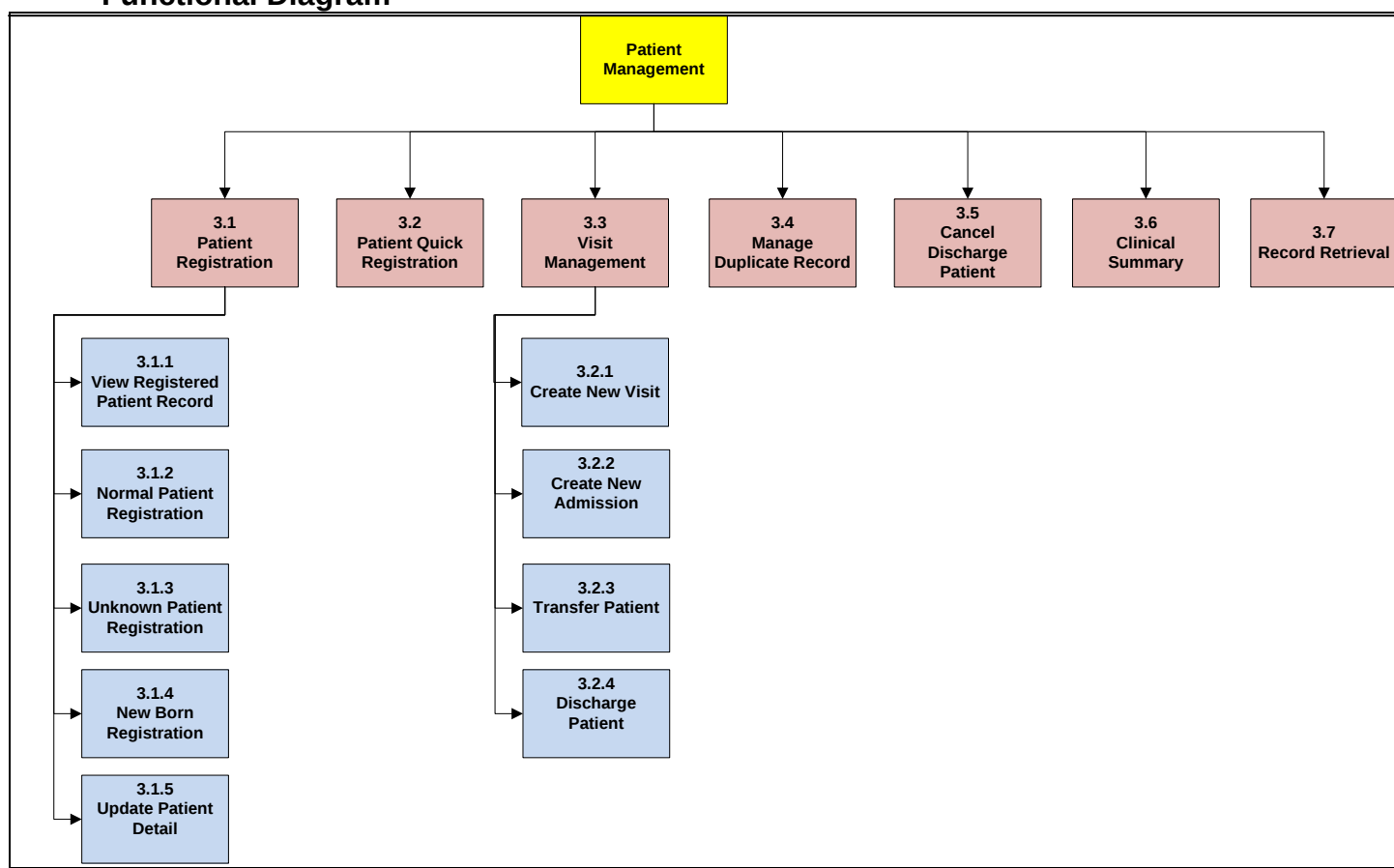


Table 3.0-1

Functional Description

Patient management comprises of five (4) main functions:

- **Patient Registration**

This function allows user to record and update patient personal information and contact information, allows in handling all the administrative events pertaining to patients comprises outpatient, registration and inpatient admission.

- **Patient Quick Registration**

This function allows user to perform quick registration for new patient and acknowledge patient.

- **Visit Management**

This function allows user to create visit, transfer and discharge. It also supports printing of patient label and visit label. Patients can be transferred within the ward or inter-ward. For other types of patient, new visit needs to be created.

- **Manage Duplicate Record**

This function provides user the capability to combine/merge information related to the same patient who currently captured under different patient records e.g. duplicate MRN, Patient Name and ID Number.

- **Cancel Discharge Patient**

To cancel the discharged process

- **Clinical Summary**

Clinical summary will show summary of patient visit and medical information for the selected patient. It also contains patient diagnosis and allergy information

- **Record Retrieval**

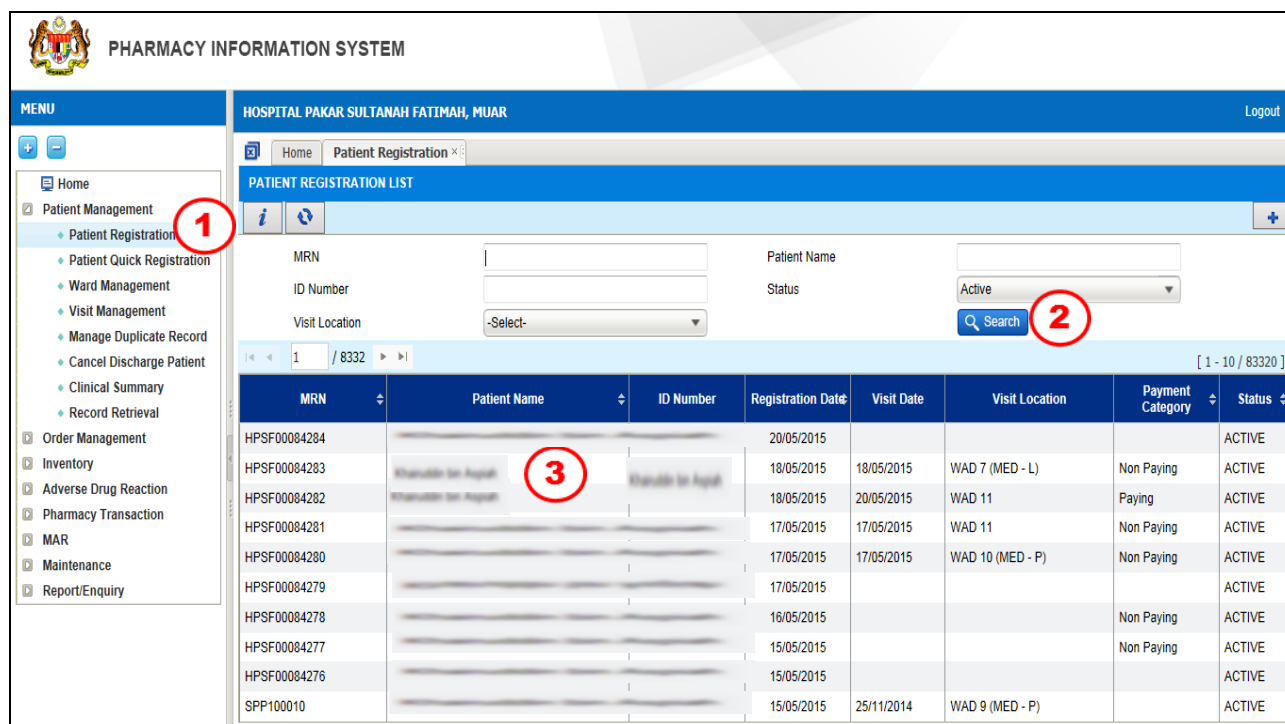
This function provides user to retrieve back the record of dispensing and print the prescription, balance medication sheet, drug label and worksheet.

3.1 Patient Registration

Patient registration is used to create new patient records in facility with Medical Record Number (MRN). It enable user to register for three (3) basic types of patient; i.e. normal patient, unknown patient and newborn.

3.1.1 View Registered Patient Record

This function is used to retrieve and view patient registration details



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Patient Registration

PATIENT REGISTRATION LIST

MRN: [] Patient Name: []
 ID Number: [] Status: Active
 Visit Location: -Select- [Search]

[1 - 10 / 83320]

MRN	Patient Name	ID Number	Registration Date	Visit Date	Visit Location	Payment Category	Status
HPSF00084284	[]	[]	20/05/2015				ACTIVE
HPSF00084283	[]	[]	18/05/2015	18/05/2015	WAD 7 (MED - L)	Non Paying	ACTIVE
HPSF00084282	[]	[]	18/05/2015	20/05/2015	WAD 11	Paying	ACTIVE
HPSF00084281	[]	[]	17/05/2015	17/05/2015	WAD 11	Non Paying	ACTIVE
HPSF00084280	[]	[]	17/05/2015	17/05/2015	WAD 10 (MED - P)	Non Paying	ACTIVE
HPSF00084279	[]	[]	17/05/2015				ACTIVE
HPSF00084278	[]	[]	16/05/2015			Non Paying	ACTIVE
HPSF00084277	[]	[]	15/05/2015			Non Paying	ACTIVE
HPSF00084276	[]	[]	15/05/2015				ACTIVE
SPP100010	[]	[]	15/05/2015	25/11/2014	WAD 9 (MED - P)		ACTIVE

Figure 3.1.1-1 Patient Registration Listing Page

STEP 1

Click on 'Patient Management' and 'Patient Registration' sub-menu

Note

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: Type the MRN either full or partial: Example : HPSF00001234 or "1234"
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Visit Location	Visit Location	Allow to search by facility location e.g:

No	Field	Description	Remark
			- Community Psychiatric Unit - Daycare Wad 5,7,8,9,10,11,15 - Dewan Bedah/Dewan Bedah Harian - Dewan Bersalin/Dewan Bersalin HD - Jabatan Bedah Mulut - Jabatan Kecemasan & Trauma - Klinik : - Berhenti Merokok - Dada - Nefrologi - Pakar ENT - Pakar Kanak-kanak] - Pakar Kulit - Pakar O&G - Pakar Ortopedik - Pakar Pembedahan - Pakar Perubatan - MTAC Clinic - Wad-wad 1-18 - Wad ISO
d	Patient Name	Patient Name	Allow to search by patient full name or partial
e	Status	Status of patient at the hospital	Allow to search by status either Active or Inactive

Table 3.1.1-1

STEP 2

Click on  button to search the patient

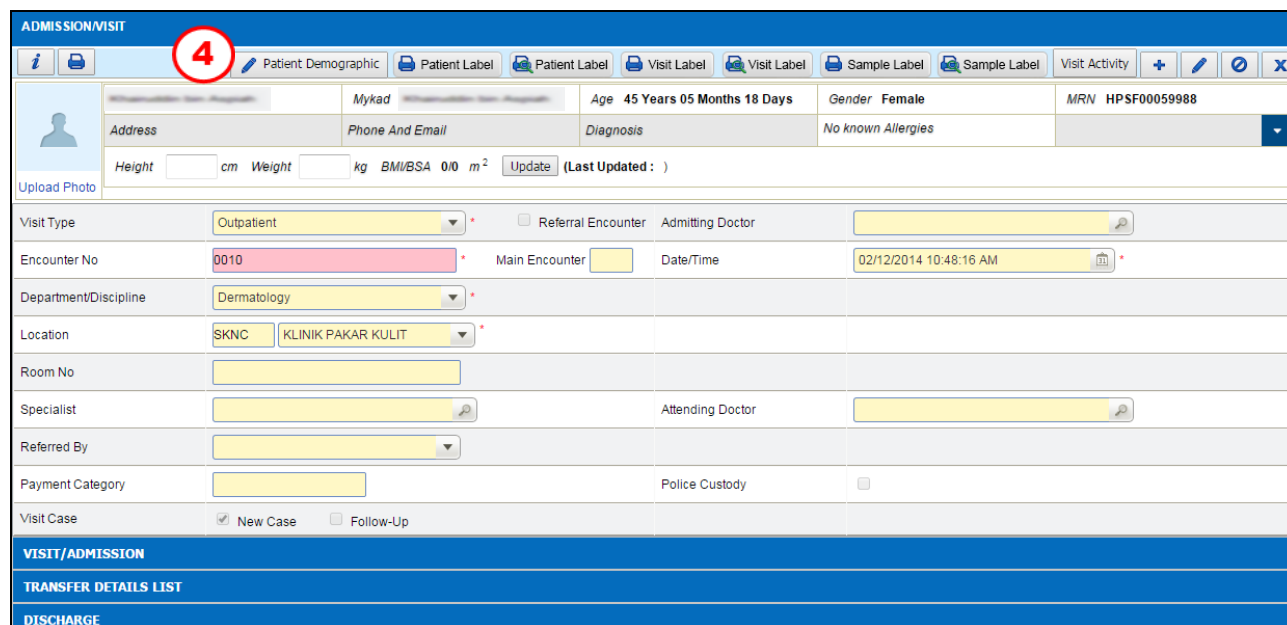
Note

Search result of current registered patient list will be displayed:

- **MRN**
- **Patient Name**
- **ID Number**
- **Registration Date**
- **Visit Date**
- **Visit Location**
- **Payment Category**
- **Status**

STEP 3

Double click on the selected patient as shown in Figure 3.1.1-1, new screen will display as shown in Figure 3.1.1-2



ADMISSION/VISIT



4
 Patient Demographic
  Patient Label
  Patient Label
  Visit Label
  Visit Label
  Sample Label
  Sample Label
 Visit Activity
 





 Mykad: Age: 45 Years 05 Months 18 Days Gender: Female MRN: HPSF00059988
 Address: Phone And Email: Diagnosis: No known Allergies
 Height: cm Weight: kg BMI/BSA: 0/0 m² (Last Updated :)
[Upload Photo](#)

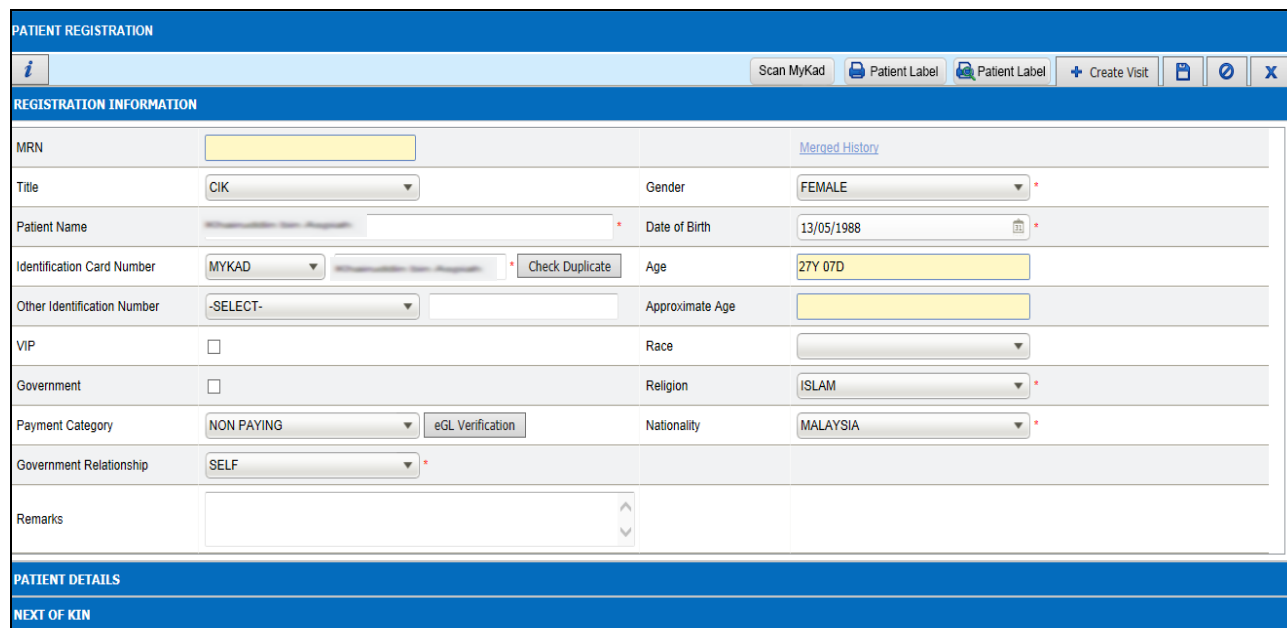
Visit Type: * ☐ Referral Encounter Admitting Doctor: 
 Encounter No: * Main Encounter: ☐ Date/Time: *
 Department/Discipline: *
 Location: *
 Room No:
 Specialist:  Attending Doctor: 
 Referred By:
 Payment Category: Police Custody: ☐
 Visit Case: ☒ New Case ☐ Follow-Up

[VISIT/ADMISSION](#)
[TRANSFER DETAILS LIST](#)
[DISCHARGE](#)

Figure 3.1.1-2 Admission/Visit

STEP 4

Click on the  Patient Demographic button to view patient detail information as shown in Figure 3.1.1-3



PATIENT REGISTRATION



 Patient Label
  Patient Label
  Create Visit
 



REGISTRATION INFORMATION

MRN: [Merged History](#)
 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](#)
[NEXT OF KIN](#)

Figure 3.1.1-3 Patient Registration

Note

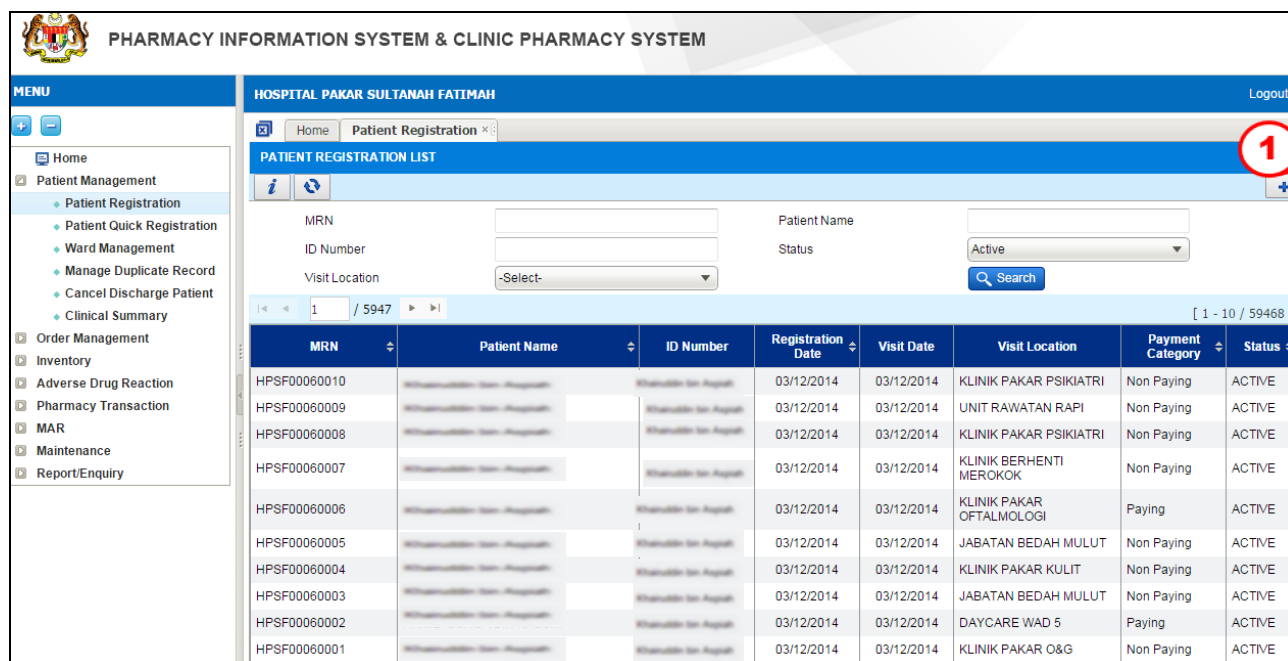
- Nationality 'Bukan Warganegara' is highlighted in yellow box. Refer Figure 3.1.1-4.
- This Nationality can also be view in Pharmacy transaction screen.

ADMISSION/VISIT						
 Patient Demographic  Patient Label  Patient Label  Visit Label  Visit Label  Sample Label  Sample Label Visit Activity    						
	RXXXXXXXXX XXX XXXXX XXXXX		Others TM 74462	Age 38 Years 08 Days	Gender Male	MRN hbmh00068675
	Address		Phone And Email	Diagnosis	No known Allergies	
	Height cm	Weight kg	BMI/BSA 0/0 m ²	Update (Last Updated :)	Nationality Bukan Warganegara	
Upload Photo						
Visit Type Emergency * ☐ Referral Encounter Admitting Doctor						
Encounter No 0130 * Main Encounter Date/Time 02/01/2017 11:01:19 AM						
Department/Discipline Emergency and Trauma *						
Location A&E KECEMASAN & TRAUMA * Zone						
Room No						
Specialist Attending Doctor						
Referred By						
Payment Category eGL Verification Police Custody ☐						
Visit Case ☐ New Case ☐ Follow-Up						
VISIT/ADMISSION						
1 / 1 1-1/1						
Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Renew Visit	
0130	02/01/2017	Emergency	KECEMASAN & TRAUMA		Renew Visit	

Figure 3.1.1-4 Nationality 'Bukan Warganegara'

3.1.2 Normal Patient Registration

To register a new patient record, perform the steps below:



PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Patient Registration x

PATIENT REGISTRATION LIST

MRN: Patient Name:
 ID Number: Status:
 Visit Location:

1 / 5947 [1 - 10 / 59468]

MRN	Patient Name	ID Number	Registration Date	Visit Date	Visit Location	Payment Category	Status
HPSF00060010	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK PAKAR PSIKIATRI	Non Paying	ACTIVE
HPSF00060009	[Redacted]	[Redacted]	03/12/2014	03/12/2014	UNIT RAWATAN RAPI	Non Paying	ACTIVE
HPSF00060008	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK PAKAR PSIKIATRI	Non Paying	ACTIVE
HPSF00060007	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK BERHENTI MEROKOK	Non Paying	ACTIVE
HPSF00060006	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK PAKAR OFTALMOLOGI	Paying	ACTIVE
HPSF00060005	[Redacted]	[Redacted]	03/12/2014	03/12/2014	JABATAN BEDAH MULUT	Non Paying	ACTIVE
HPSF00060004	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK PAKAR KULIT	Non Paying	ACTIVE
HPSF00060003	[Redacted]	[Redacted]	03/12/2014	03/12/2014	JABATAN BEDAH MULUT	Non Paying	ACTIVE
HPSF00060002	[Redacted]	[Redacted]	03/12/2014	03/12/2014	DAYCARE WAD 5	Paying	ACTIVE
HPSF00060001	[Redacted]	[Redacted]	03/12/2014	03/12/2014	KLINIK PAKAR O&G	Non Paying	ACTIVE

Figure 3.1.2-1 Patient Registration Listing Page

Note

On this listing page, to search for existing patient records please refer to Table 3.1.1-1.

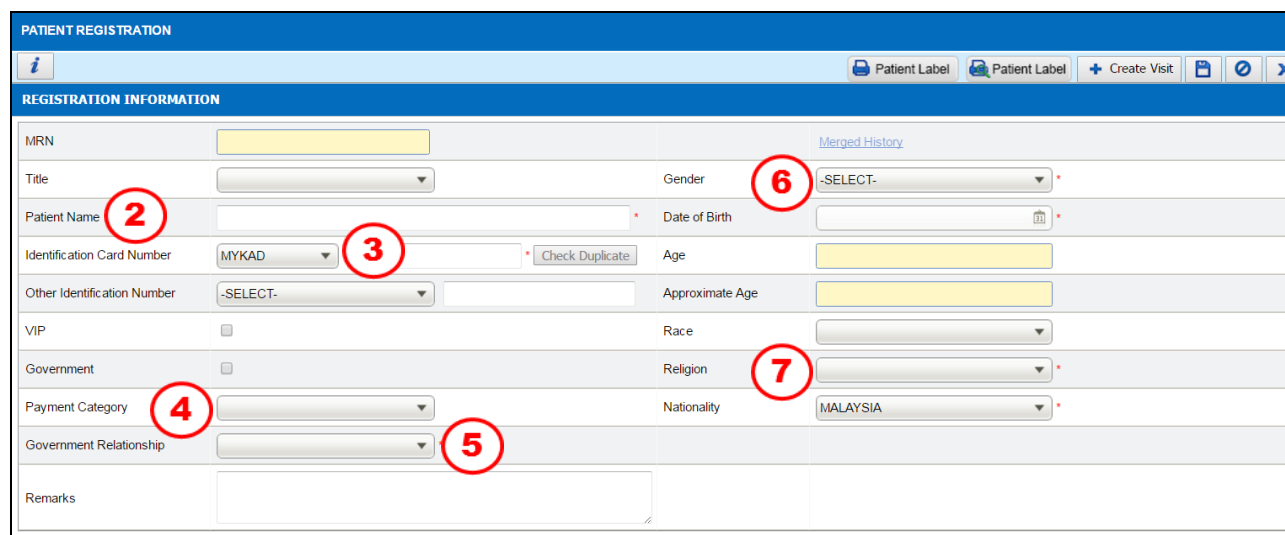
STEP 1

Click on the Create New Record  button for patient registration, three (3) sections will be displayed:

- Registration Information as shown in Figure 3.1.2-2
- Patient Details as shown in Figure 3.1.2-2
- Next Of Kin as shown in Figure 3.1.2-2

REGISTRATION INFORMATION			
MRN			
Title		Gender	
Patient Name			
Identification Card Number		Date of Birth	
Other Identification Number		Age	
Up		Approximate Age	
Government		Race	
Payment Category		Religion	
Government Relationship		Nationality	
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			
NEXT OF KIN			
Copy Address from Patient Details			
Name		Occupation	
ID Number		Organization Name	
Relationship		Gender	
Date of Birth		Age	
Address 1		Email	
Address 2		Contact Number(Mobile)	
Address 3		Contact Number(House)	
Postcode		Contact Number(Office)	
State			
City			
Country			

Figure 3.1.2-2 Patient Registration



The screenshot shows the 'PATIENT REGISTRATION' form. It includes fields for MRN, Title, Patient Name, Identification Card Number (with a 'Check Duplicate' button), Other Identification Number, VIP, Government, Payment Category, Government Relationship, Gender, Date of Birth, Age, Approximate Age, Race, Religion, and Nationality. A 'Merged History' link is also present. Red circles with numbers 2 through 7 highlight specific fields: 2 (Patient Name), 3 (Identification Card Number), 4 (Payment Category), 5 (Government Relationship), 6 (Gender), and 7 (Religion).

Figure 3.1.2-3 Patient Registration Information

STEP 2

Enter the **Patient Name** and select the **Title** from the drop down box:

- Cik
- Encik
- Haji
- Hajjah
- Puan
- Tuan

STEP 3

Select and enter patient's identification number from the **Identification Card Number** drop down box with below criteria:

- Mykad - for adult
- Mykid - for children below 12 years old

Note

Once **Identification Card Number** is entered, the below information will be auto-generated and displayed

- **Date of Birth** in dd/mm/yyyy format (e.g. 21/07/1991).
- **Age** in by year, month and day format based on current date (e.g. 22Y 10M 21D).
- For **Gender**, if the ID ends with even number, it represents Female. If the ID ends with odd number, it represents Male.

If Mykad or Mykid is not available, user will require to select from **Other Identification Number** drop down box and enter the necessary details according to their selection:

- Birth Certificate
- Driving license
- Father IC
- Military Card Number
- Mother IC
- Old IC
- Passport
- Pension Card
- Police Card Number
- Unknown Patient
- Work Permit

STEP 4

Select the **Payment Category** from drop down box:

- Paying
- Non-paying

STEP 5

Select the **Government Relationship** from drop down box:

- Child
- Stepchild
- Father
- Foster child
- Handicapped dependent
- Parent
- Mother
- Self
- Spouse

Note

- **Government Relationship** is a mandatory field if **Payment Category** = 'NON PAYING'.
- This value will be verified online with HRMIS on patient eGL status.

STEP 6

Select the **Gender** from drop down box:

- Female
- Male
- Unknown

STEP 7

Select the **Religion** from drop down box:

- Animism
- Atheist
- Bahaism
- Buddhist
- Christian
- Confucianism
- Hinduism
- Islam
- No information
- Others
- Sikhism
- Taoism

Note

- The [Check Duplicate](#) button allows user to check patients records to determine if new patient has been registered in the facility.
- **Nationality** will be defaulted to Malaysia. Change to other country if patient is not Malaysian resident.
- Click on [Merged History](#) hyperlink to view patient merging history.

OPTIONAL FIELDS – Registration Information Section

Below fields are optional. Please fill in accordingly where it is necessary.

- **VIP** – To classify as VIP patient
- **Government** – To classify as Government employee
- **Remarks**
- **Race** – select from drop down box:
 - Badang
 - Bajau
 - Baketan
 - Balau
 - Batang Ai
 - [Other List]

Status – By default, patient status will be **ACTIVE**, user is allowed to change it to **INACTIVE**.
Inactive patient's information contains history records for reference purposes. User is not allowed to create any transaction for this patient.

PATIENT DETAILS 8			
Address 1		Email	
Address 2		Contact Number(Mobile)	* Please enter at least one contact number
Address 3		Contact Number(House)	
Postcode		Contact Number(Office)	
State		Marital Status	
City		Organization Name	
Country	MALAYSIA	Education Level	
Occupation			

Figure 3.1.2-4 Patient Details

STEP 8

Enter **Patient Details** section:

- **Address 1,2,3**
- **Postcode**
- **State**
- **City**
- **Country**
- **Occupation**
- **Email**
- **Contact Number (Mobile, House, Office)**
- **Marital Status**
- **Organisation Name**
- **Education Level**

Note

- **Address 1, 2, 3** – To enter Address
- **Postcode** - To enter Postcode
- **State** - Select from drop down box:
 - Johor
 - Kedah
 - Kelantan
 - Luar Negeri
 - Melaka
 - Negeri Sembilan
 - Pahang
 - Perak
 - Perlis
 - Pulau Pinang
 - Sabah
 - Sarawak
 - Selangor
 - Terengganu
 - Wilayah Persekutuan Kuala Lumpur
 - Wilayah Persekutuan Labuan
 - Wilayah Persekutuan Putrajaya
- **City** - To enter City name
- **Country** - Select from drop down box:
 - Malaysia
 - Maldives
 - Mali
 - [Other list]
- **Occupation** - Select from drop down box:
 - Manufacturing
 - Medical and Health
 - Mining
 - [Other list]
- **Contact Number (Mobile)** *Enter at least one contact number*
- **Contact Number (House)**
- **Contact Number (Office)**
- **Marital Status** -Select from drop down box:
 - Divorced
 - Married
 - Separated
 - Single
 - Widowed

- **Spouse Name** – To enter patient spouse name
- **Education Level** – Select from drop down box:
 - Nil
 - Primary
 - Secondary
 - Tertiary
- **Organization Name** – To enter organization name

OPTIONAL FIELDS – Patient Details Section

Below are the optional fields:

- **Address**
- **Postcode**
- **City**
- **Occupation**
- **Email**
- **Marital Status**
- **Organization Name**
- **Education Level**

NEXT OF KIN 9			
Copy Address from Patient Details			
Name		Occupation	
ID Number		Organization Name	
Relationship		Gender	
Date of Birth		Age	
Address 1		Email	
Address 2		Contact Number(Mobile)	
Address 3		Contact Number(House)	
Postcode		Contact Number(Office)	
State			
City			
Country			

Figure 3.1.2-5 Next Of Kin

STEP 9

Enter **Next of Kin** details:

Click on the Copy Address from Patient Detail button if Next of Kin uses the same address as patient

Enter the rest of the fields :

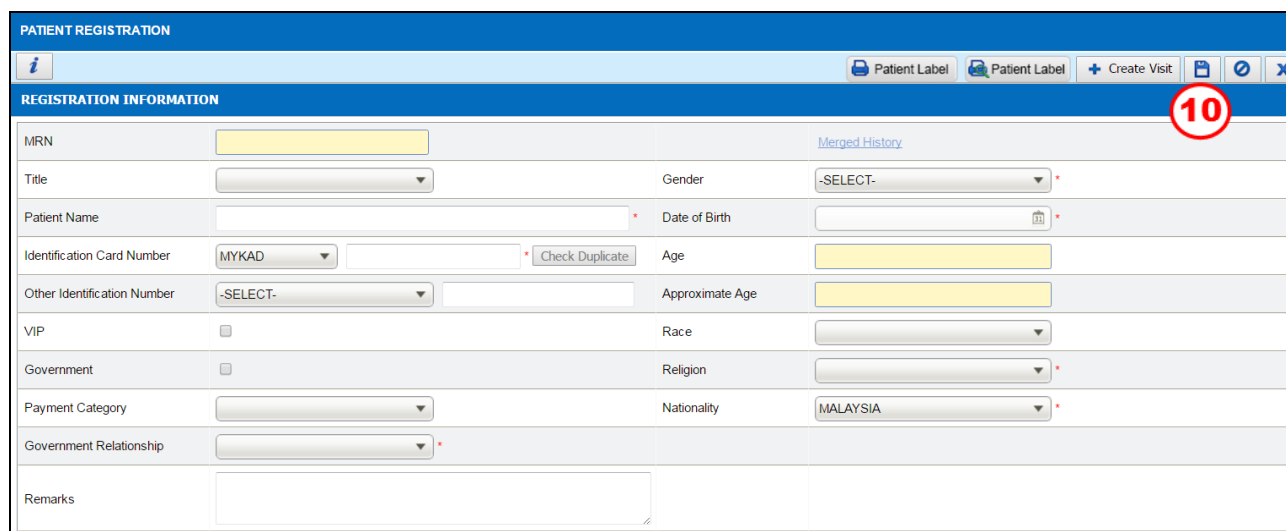
- **Occupation**
- **Organisation Name**
- **Gender**
- **Age**
- **Email**
- **Contact Number (Mobile, House, Office)**

Note

Enter Next Of Kin details:

- **Name** – To enter next of kin name
- **ID Number** - Select either one of these ID Number drop down box:
 - Driving License
 - Military Card Number
 - MyKad
 - Old IC
 - Passport
 - Pension Card
 - Police Card Number
- **Government Relationship** - Select from the drop down box:
 - Child
 - Father
 - Foster Child
 - Grandchild
 - Handicapped Dependent
 - Mother
 - Natural Child
 - Other
 - Parent
 - Self
 - Spouse
 - Step Child
- **Date of Birth** – Will be auto-generated when enters patient ID Number. The user will need to enter Date of Birth value if patient ID is not Mykad or Mykid.
- **Address 1, 2, 3** – User able to copy the address by clicking on the Copy Address from Patient Details button.
- **Postcode** – To enter postcode.

- **State** – Select from drop down box:
 - Johor
 - Kedah
 - Kelantan
 - [Other list]
- **City** - To enter City name
- **Country** - Select from drop down box:
 - Malaysia
 - Maldives
 - Mali
 - [Other list]
- **Occupation** - Select from drop down box:
 - Manufacturing
 - Medical and Health
 - Mining
 - [Other list]
- **Organization Name** – To enter organization or company name
- **Gender** - Select from drop down box:
 - Female
 - Male
 - Unknown
- **Age** – To enter age
- **Email** – To enter email
- **Contact Number** – To enter contact number



PATIENT REGISTRATION

REGISTRATION INFORMATION

MRN: [Merged History](#)

Title: Gender:

Patient Name: Date of Birth:

Identification Card Number: Age:

Other Identification Number: Approximate Age:

VIP: ☐ Race:

Government: ☐ Religion:

Payment Category: Nationality:

Government Relationship:

Remarks:

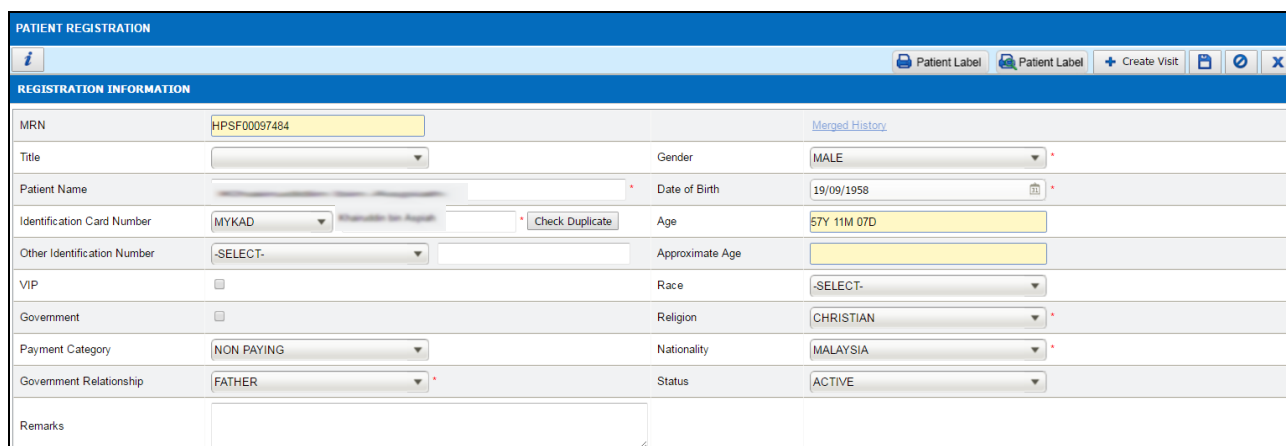
Figure 3.1.2-6 Patient Registration

STEP 10

Click on the  button to save record

Note

- MRN** will be automatically generated by system when the patient record is saved. Refer Figure 3.1.2-7.
- MRN** will be unique for each facility and will be based on facility code.



PATIENT REGISTRATION

REGISTRATION INFORMATION

MRN: [Merged History](#)

Title: Gender:

Patient Name: Date of Birth:

Identification Card Number: Age:

Other Identification Number: Approximate Age:

VIP: ☐ Race:

Government: ☐ Religion:

Payment Category: Nationality:

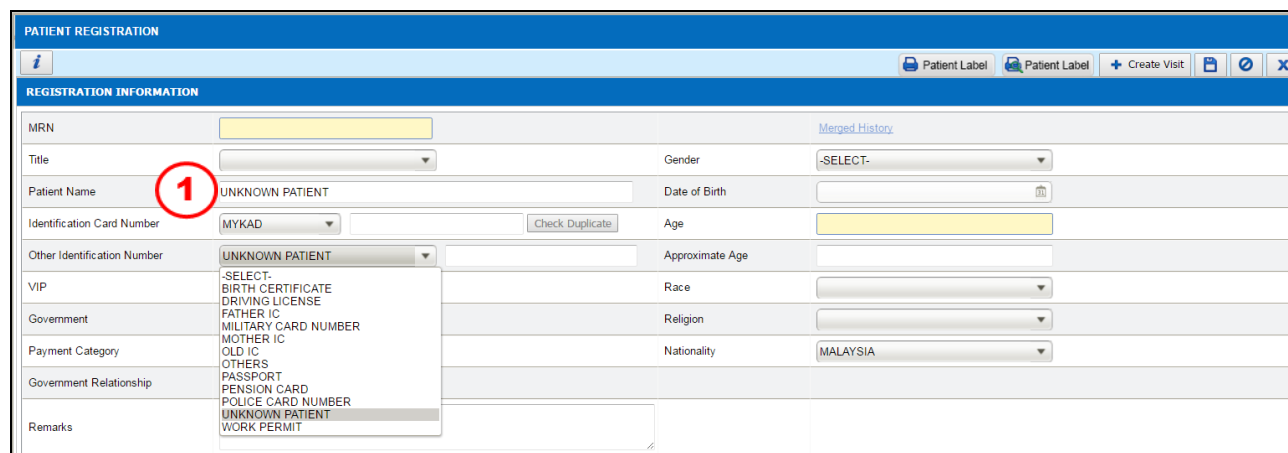
Government Relationship: Status:

Remarks:

Figure 3.1.2-7 Patient Registration

3.1.3 Unknown Patient Registration

To register the unconscious or unidentified patient, perform the steps below.



The screenshot shows the 'PATIENT REGISTRATION' form. The 'REGISTRATION INFORMATION' section is active. The 'Other Identification Number' dropdown menu is open, showing options: -SELECT-, BIRTH CERTIFICATE, DRIVING LICENSE, FATHER IC, MILITARY CARD NUMBER, MOTHER IC, OLD IC, OTHERS, PASSPORT, PENSION CARD, POLICE CARD NUMBER, UNKNOWN PATIENT, and WORK PERMIT. The 'UNKNOWN PATIENT' option is selected. A red circle with the number 1 highlights the dropdown menu.

Figure 3.1.3-1 Patient Registration

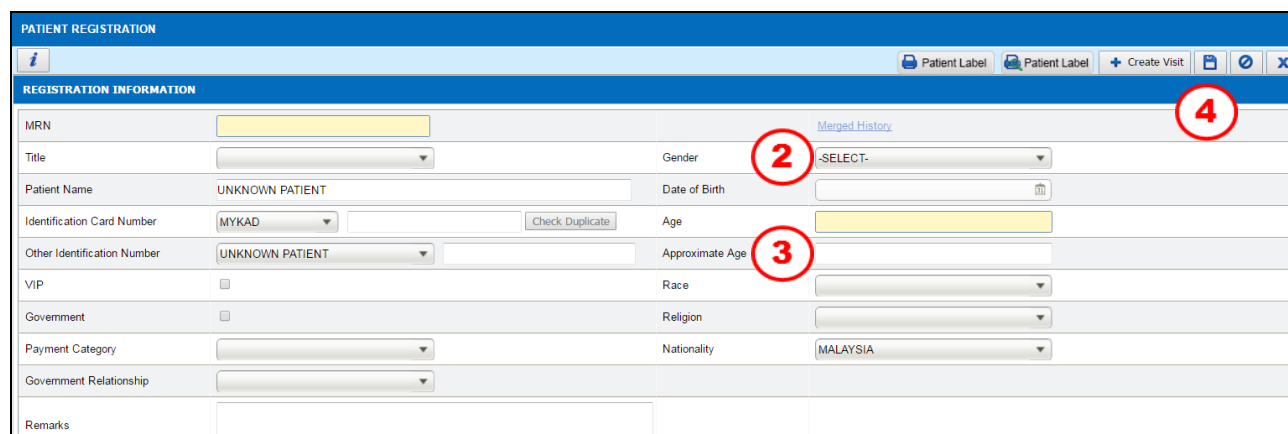
Note

- **Repeat Step 1** as in normal patient registration (Section 3.1.2) before performs Unknown Patient registration steps.
- If Unknown Patient is selected, all mandatory fields for Normal registration will be disabled.
- Enter other optional fields if information is available.

STEP 1

Select Unknown Patient from **Other Identification Number** drop down box

- Birth Certificate
- Driving license
- Father IC
- Military Card Number
- Mother IC
- Old IC
- Passport
- Pension Card
- Police Card Number
- Unknown Patient
- Work Permit



The screenshot shows the 'PATIENT REGISTRATION' form. It includes fields for MRN, Title, Patient Name, Identification Card Number (MYKAD), Other Identification Number, VIP, Government, Payment Category, Government Relationship, Gender, Date of Birth, Age, Approximate Age, Race, Religion, Nationality, and Remarks. A 'Merged History' link is also present. Numbered callouts indicate: 2 points to the Gender dropdown menu; 3 points to the Approximate Age input field; and 4 points to the 'Create Visit' button in the top right corner.

Figure 3.1.3-2 Patient Registration

STEP 2

Select and enter from **Gender** drop down box:

- Female
- Male
- Unknown

STEP 3

Enter **Approximate Age**

STEP 4

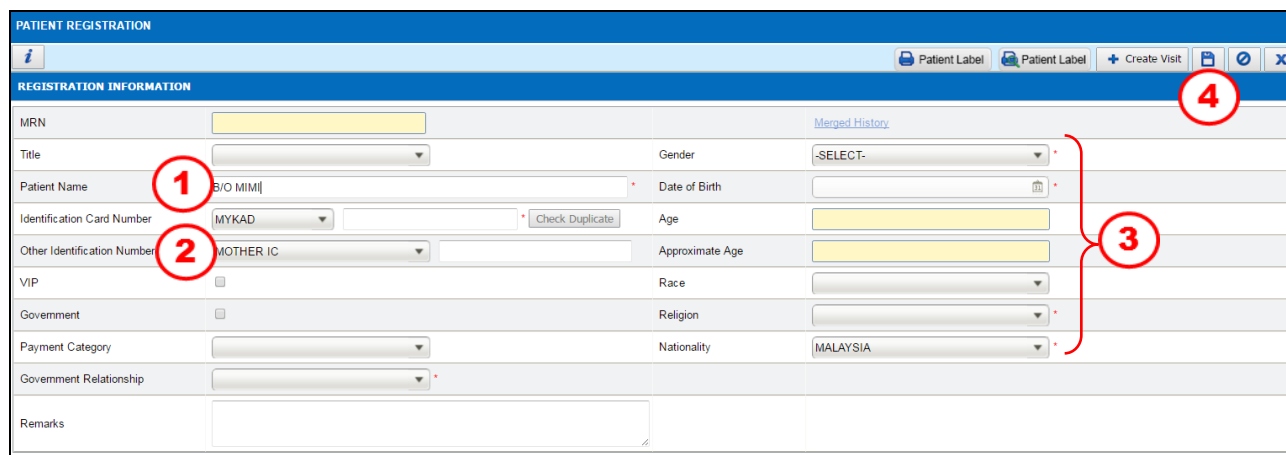
Click on the  button to save record

Note

- Upon unknown selection all mandatory field which use for normal registration section will be disable.
- Once **Other Identification Number** selected as Unknown, **Patient Name** will be automatically changed to UNKNOWN PATIENT MALE.30

3.1.4 New Born Registration

New Born registration flow is the same as normal patient registration flow except ID number will be changed to Mother IC / Father IC Number.



The screenshot shows the 'PATIENT REGISTRATION' form. The 'REGISTRATION INFORMATION' section contains the following fields:

- MRN: Text field
- Title: Dropdown menu
- Patient Name: Text field (Annotated with 1)
- Identification Card Number: Dropdown menu (MYKAD) and text field (Annotated with 2)
- Other Identification Number: Dropdown menu (MOTHER IC) and text field (Annotated with 3)
- VIP: Checkbox
- Government: Checkbox
- Payment Category: Dropdown menu
- Government Relationship: Dropdown menu
- Remarks: Text area
- Gender: Dropdown menu (-SELECT-)
- Date of Birth: Text field with calendar icon
- Age: Text field
- Approximate Age: Text field
- Race: Dropdown menu
- Religion: Dropdown menu
- Nationality: Dropdown menu (MALAYSIA)

Annotations: 1 points to Patient Name, 2 points to Other Identification Number dropdown, 3 points to Other Identification Number text field, and 4 points to the top right of the form.

Figure 3.1.4-1 Patient Registration

Note

- **Repeat Step 1** as in normal patient registration before performs New Born Patient registration steps.
- If Mother IC or Father IC Number is selected, mandatory field for MYKad will be disabled.
- Enter other optional fields if information is available.

STEP 1

Enter Baby of (mother 's/father's name) at **Patient Name** field

STEP 2

Select **Other Identification Number** as Mother IC/Father IC and enter the identification number

Note

Repeat the same process as **Normal Registration** from **Patient Details** section until **Next Of Kin** section.

STEP 3

Select and enter mandatory field as below:

- **Gender**
- **Date of birth**
- **Religion**
- **Nationality**

STEP 4

Click on the save  button to save record

Note

Age normally will be automatically generated as **New Born** upon selection of the **Date of Birth** as current date.

Note

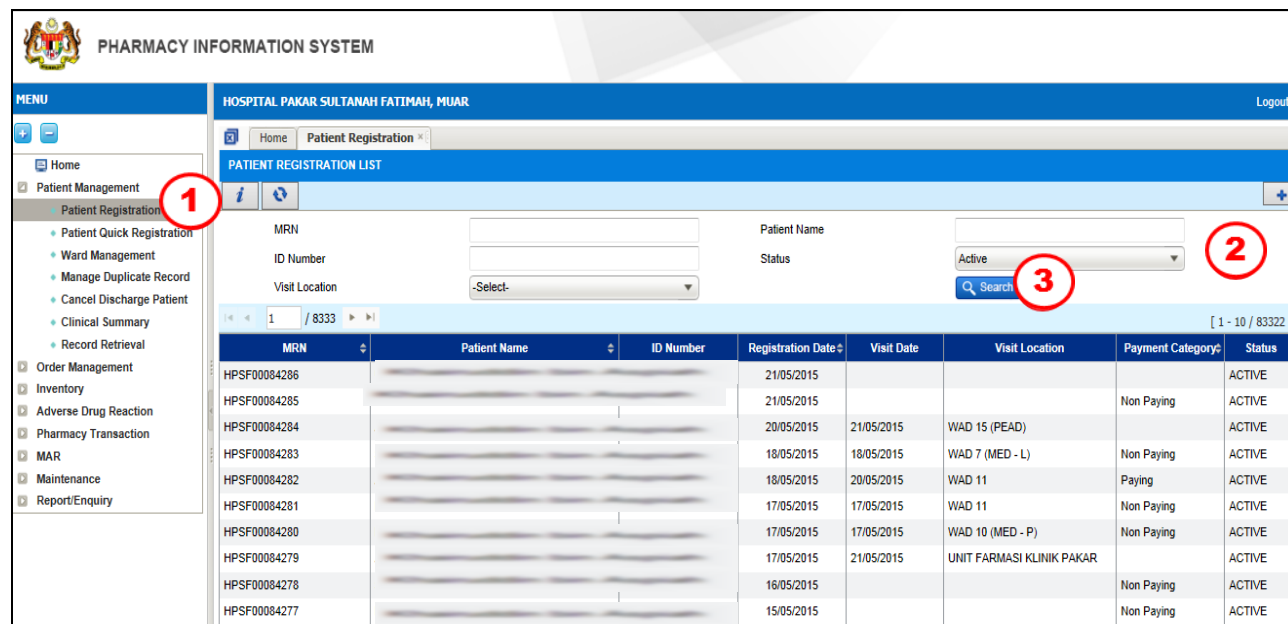
OPTIONAL FIELDS – Registration Information Section

Below fields are optional. Please fill in accordingly where it is necessary.

- **VIP** – To classify as VIP patient
- **Government** – To classify as Government employee
- **Remarks**
- **Race** – select from drop down box:
 - Bajau
 - Bidayuh
 - Bumiputra Sabah
 - Bumiputra Sabah Lain
 - Bumiputra Sarawak
 - Bumiputra Sarawak Lain
 - Chinese
 - Dusun
 - Iban
 - Indian
 - Kadazan
 - Kebayan
 - Malay
 - Melanau
 - Melayu Sarawak
 - Murut
 - No Information
 - Orang Asli Semenanjung
 - Others

3.1.5 Update Patient Details

This function is used to edit and update existing patient records.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Patient Registration

PATIENT REGISTRATION LIST

MRN: Patient Name: Status: Active

ID Number: Visit Location: -Select-

Search

1 / 8333 [1 - 10 / 83322]

MRN	Patient Name	ID Number	Registration Date	Visit Date	Visit Location	Payment Category	Status
HPSF00084286			21/05/2015				ACTIVE
HPSF00084285			21/05/2015			Non Paying	ACTIVE
HPSF00084284			20/05/2015	21/05/2015	WAD 15 (PEAD)	Non Paying	ACTIVE
HPSF00084283			18/05/2015	18/05/2015	WAD 7 (MED - L)	Non Paying	ACTIVE
HPSF00084282			18/05/2015	20/05/2015	WAD 11	Paying	ACTIVE
HPSF00084281			17/05/2015	17/05/2015	WAD 11	Non Paying	ACTIVE
HPSF00084280			17/05/2015	17/05/2015	WAD 10 (MED - P)	Non Paying	ACTIVE
HPSF00084279			17/05/2015	21/05/2015	UNIT FARMASI KLINIK PAKAR	Non Paying	ACTIVE
HPSF00084278			16/05/2015			Non Paying	ACTIVE
HPSF00084277			15/05/2015			Non Paying	ACTIVE

Figure 3.1.5-1 Patient Registration

STEP 1

Click on 'Patient Management' and 'Patient Registration' sub-menu

STEP 2

Enter the search criteria field to search patient as per Table 3.1.1-1 (Page 11 - Page 12)

STEP 3

Click on  button to search the patient and Admission/Visit screen will be appeared as per Figure 3.1.5-2
















































































































































































































































































































































































































































































PATIENT REGISTRATION			
		Scan MyKad  Patient Label  Patient Label  Create Visit   	
REGISTRATION INFORMATION			
MRN		Medical History	
Title		Gender	-SELECT-
Patient Name		Date of Birth	
Identification Card Number	MYKAD Check Duplicate	Age	
Other Identification Number	-SELECT-	Approximate Age	
VIP	☐	Race	
Government	☐	Religion	
Payment Category	eSL Verification	Nationality	MALAYSIA
Government Relationship			
Remarks			
PATIENT DETAILS			
Address 1		Email	
Address 2		Contact Number(Mobile)	* Please enter at least one contact number
Address 3		Contact Number(House)	
Postcode		Contact Number(Office)	
State		Marital Status	
City		Organization Name	
Country	MALAYSIA	Education Level	
Occupation			
NEXT OF KIN			
Copy Address from Patient Details			
Name		Occupation	
ID Number		Organization Name	
Relationship		Gender	
Date of Birth		Age	
Address 1		Email	

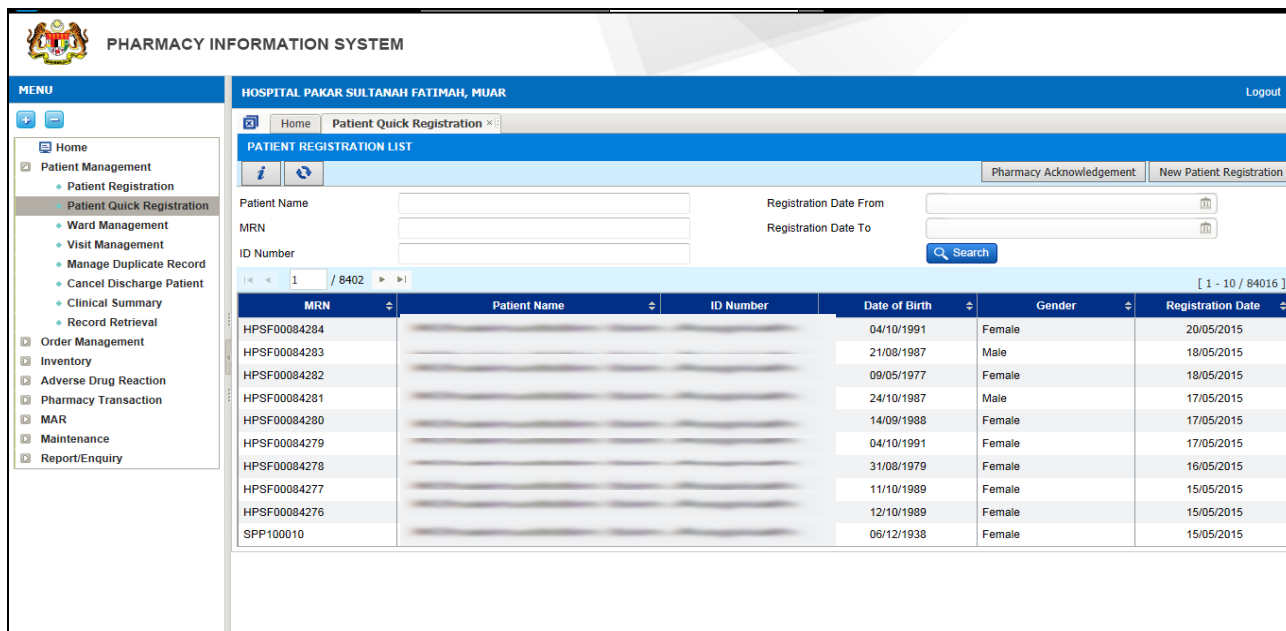
Figure 3.1.5-3 Patient Registration

Note

Update Registration Information section, Patient Details section and Next of Kin section as required. Click on the  button to save record.

3.2 Patient Quick Registration

This function allows user to perform quick registration for new patient and acknowledge patient.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Patient Quick Registration x

PATIENT REGISTRATION LIST

Pharmacy Acknowledgement New Patient Registration

Patient Name Registration Date From

MRN Registration Date To

ID Number Search

1 / 8402 [1 - 10 / 84016]

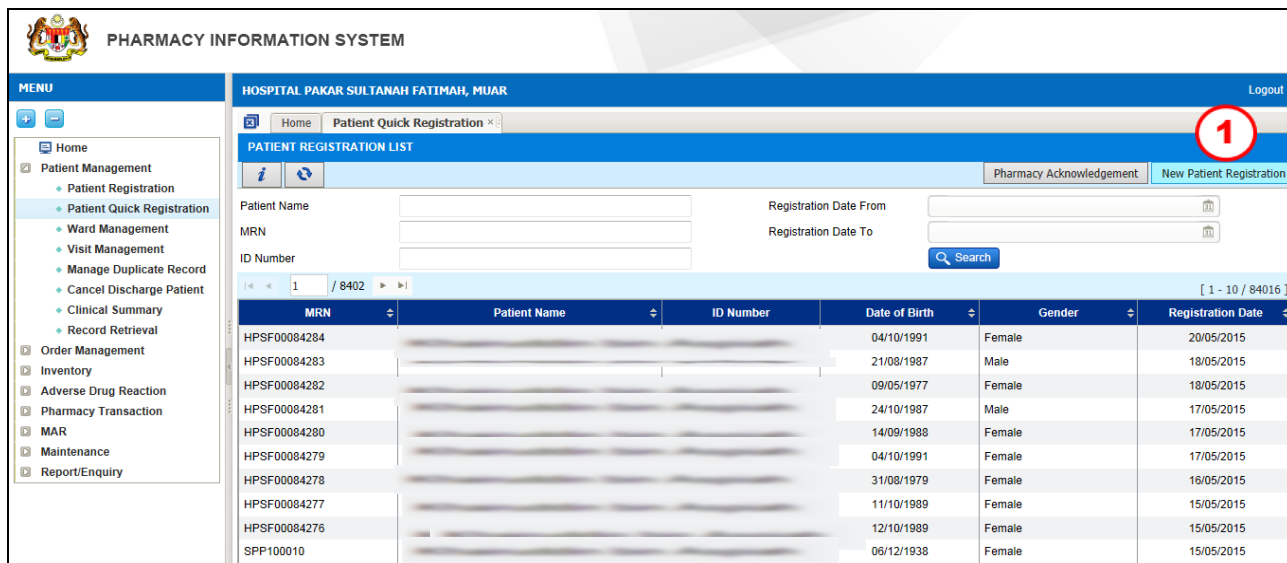
MRN	Patient Name	ID Number	Date of Birth	Gender	Registration Date
HPSF00084284			04/10/1991	Female	20/05/2015
HPSF00084283			21/08/1987	Male	18/05/2015
HPSF00084282			09/05/1977	Female	18/05/2015
HPSF00084281			24/10/1987	Male	17/05/2015
HPSF00084280			14/09/1988	Female	17/05/2015
HPSF00084279			04/10/1991	Female	17/05/2015
HPSF00084278			31/08/1979	Female	16/05/2015
HPSF00084277			11/10/1989	Female	15/05/2015
HPSF00084276			12/10/1989	Female	15/05/2015
SPP100010			06/12/1938	Female	15/05/2015

Figure 3.2-1 Patient Registration List

Note

Refer to Figure 3.2.1, there are **Pharmacy Acknowledgement** and **New Patient Registration** buttons.

3.2.1 Register for new patient



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Patient Quick Registration

PATIENT REGISTRATION LIST

Pharmacy Acknowledgement **New Patient Registration**

Patient Name Registration Date From

MRN Registration Date To

ID Number

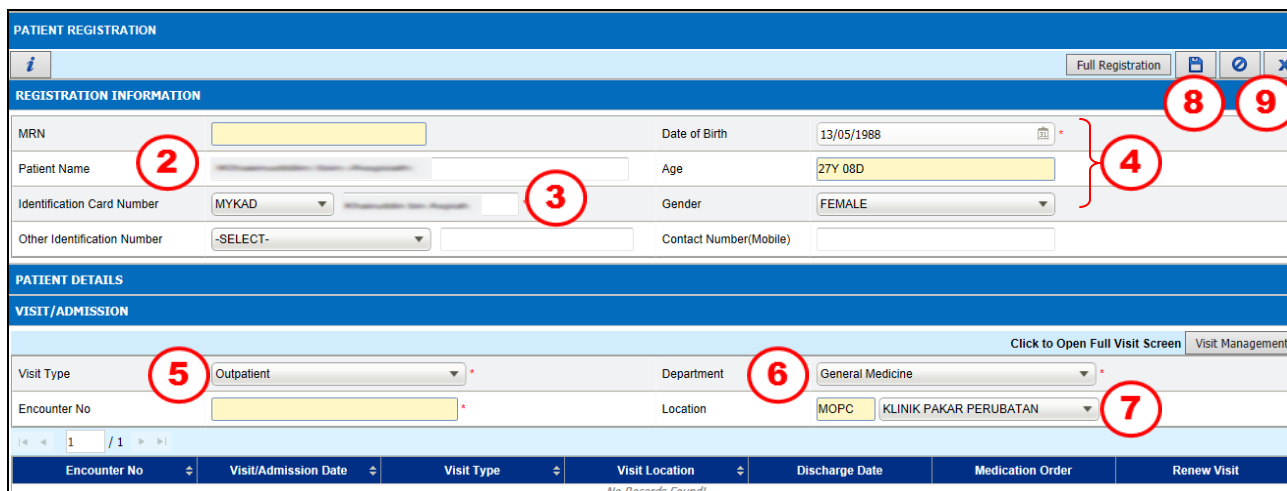
1 / 8402 [1 - 10 / 84016]

MRN	Patient Name	ID Number	Date of Birth	Gender	Registration Date
HPSF00084284			04/10/1991	Female	20/05/2015
HPSF00084283			21/08/1987	Male	18/05/2015
HPSF00084282			09/05/1977	Female	18/05/2015
HPSF00084281			24/10/1987	Male	17/05/2015
HPSF00084280			14/09/1988	Female	17/05/2015
HPSF00084279			04/10/1991	Female	17/05/2015
HPSF00084278			31/08/1979	Female	16/05/2015
HPSF00084277			11/10/1989	Female	15/05/2015
HPSF00084276			12/10/1989	Female	15/05/2015
SPP100010			06/12/1938	Female	15/05/2015

Figure 3.2.1-1 Patient Registration List

STEP 1

Click on **New Patient Registration** button.



The screenshot shows the 'PATIENT REGISTRATION' form. It is divided into two main sections: 'REGISTRATION INFORMATION' and 'PATIENT DETAILS'. The 'REGISTRATION INFORMATION' section includes fields for MRN, Patient Name, Identification Card Number (MYKAD), Date of Birth, Age, Gender, and Contact Number. The 'PATIENT DETAILS' section includes fields for Visit Type, Department, Location, and Encounter No. The form also has a 'Full Registration' button and a 'Visit Management' link. Red circles with numbers 1 through 9 are placed over specific fields and buttons to indicate the steps for new patient registration.

Figure 3.2.1-2 New Patient Registration

STEP 2

Insert the Patient Name

STEP 3

Insert the MYKAD at field *Identification Card Number*

STEP 4

Insert the Date of Birth

Note

Date of birth, Age and Gender are auto default after insert the Identification Card Number.

STEP 5

Select the visit type

STEP 6

Select the Department

STEP 7

Select the Location

STEP 8

Click at the button  to save the record

STEP 9

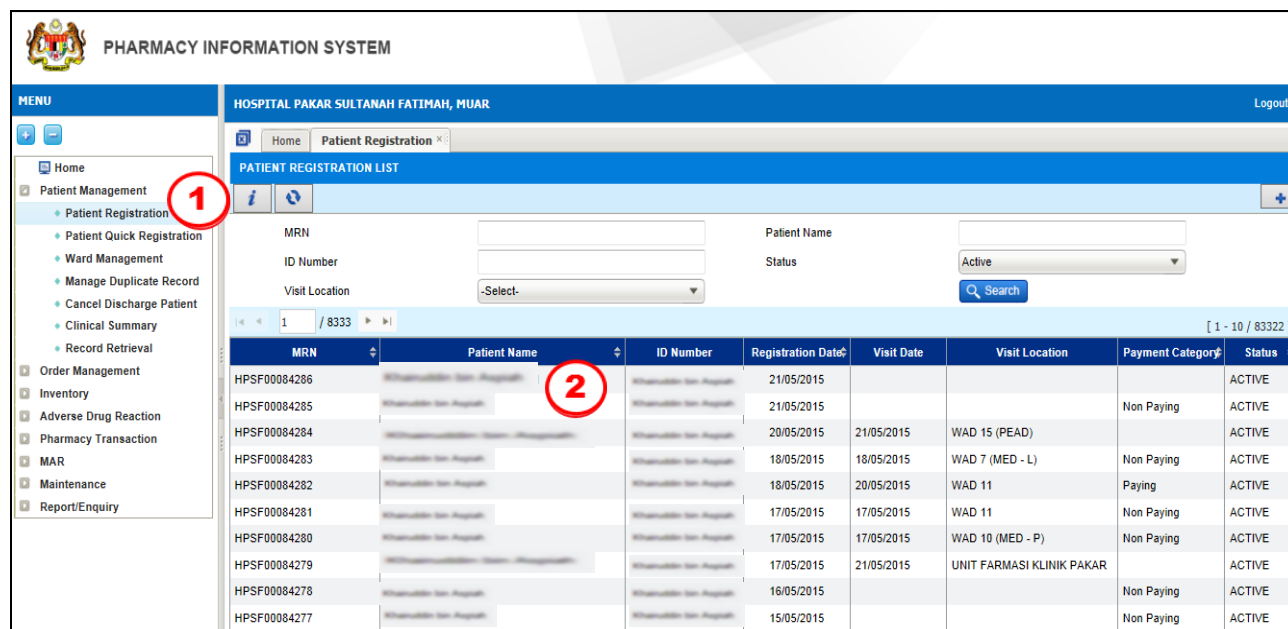
Click at the button  to close the existing screen

3.3 Visit Management

This function allows managing patient visits for both Outpatient and Inpatient such as patient admission, discharge and transfer.

3.3.1 Create Visit for Outpatient

For all patients registered earlier, user will need to create visit to be assigned to respective clinics



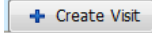
MRN	Patient Name	ID Number	Registration Date	Visit Date	Visit Location	Payment Category	Status
HPSF00084286	Khanzudin bin Angah	Khanzudin bin Angah	21/05/2015				ACTIVE
HPSF00084285	Khanzudin bin Angah	Khanzudin bin Angah	21/05/2015			Non Paying	ACTIVE
HPSF00084284	Khanzudin bin Angah	Khanzudin bin Angah	20/05/2015	21/05/2015	WAD 15 (PEAD)		ACTIVE
HPSF00084283	Khanzudin bin Angah	Khanzudin bin Angah	18/05/2015	18/05/2015	WAD 7 (MED - L)	Non Paying	ACTIVE
HPSF00084282	Khanzudin bin Angah	Khanzudin bin Angah	18/05/2015	20/05/2015	WAD 11	Paying	ACTIVE
HPSF00084281	Khanzudin bin Angah	Khanzudin bin Angah	17/05/2015	17/05/2015	WAD 11	Non Paying	ACTIVE
HPSF00084280	Khanzudin bin Angah	Khanzudin bin Angah	17/05/2015	17/05/2015	WAD 10 (MED - P)	Non Paying	ACTIVE
HPSF00084279	Khanzudin bin Angah	Khanzudin bin Angah	17/05/2015	21/05/2015	UNIT FARMASI KLINIK PAKAR		ACTIVE
HPSF00084278	Khanzudin bin Angah	Khanzudin bin Angah	16/05/2015			Non Paying	ACTIVE
HPSF00084277	Khanzudin bin Angah	Khanzudin bin Angah	15/05/2015			Non Paying	ACTIVE

Figure 3.3.1-1 Patient Registration Listing Page

STEP 1

Click on 'Patient management' menu and followed by 'Patient Registration' sub-menu to create new visit for Inpatient

Note

- User can also have the option to create visit by click on the  button in the 'Patient Registration' sub-menu after entering all mandatory fields.
- Visit location depends on location setup for that facility. Different facility may have different visit location.
- Visit location will be setup in facility and drop down box will be based on the facility data.
- On this listing page, user is allow to random search with search criteria for existing Patient provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Scan the MRN using barcode scanner. • Type the MRN either full or partial:. <i>Example : HPSF00001234 or "1234"</i>
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Visit Location	- Outpatient Pharmacy - Inpatient Pharmacy - General Medicine Clinic - Male Orthopedic Ward - Emergency and Trauma - Obstetrics and Gynecology (O&G) Ward	Able to filter by visit type
d	Patient Name	Patient Name	Allow to search by patient name
e	Status	Status of patient at the hospital	Allow to search by status either Active or Inactive

Table 3.3.1-1

STEP 2

Double click on selected patient

Note

- User can enter patient name to narrow down the search. All patient names containing the key word typed will be listed as per Figure 3.2.1-1.
- Multiple visits are allowed for all patient type except for inpatient. Inpatient type of visit need to be discharged before new visit can be created.

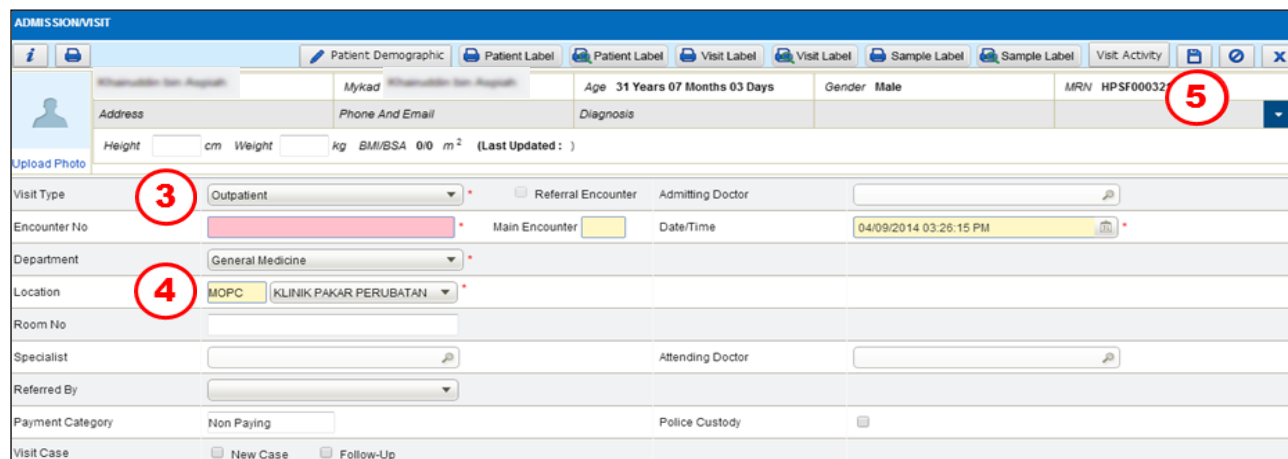


Figure 3.3.1-2 Admission/Visit

STEP 3

System will default to Outpatient in **Visit Type**, but user may change to other **Visit Type** from any of these drop down menu :

- Outpatient
- Daycare
- Emergency
- Walk-in
- Inpatient
- Outsource
- SPUB

Note

- Outpatient – for patient visit at outpatient clinic.
- Daycare – for patient to stay at day care ward.
- Emergency – for patient to register at emergency department.
- Walk-in – for patient walk-in to take medication from other hospital.
- Inpatient – for patient admitted to the ward.
- Outsource – patient from other facility, come and use services at other hospital.
- SPUB – for patient to collect SPUB medication at dispensing counter.

STEP 4

Select **Department** and **Location** from drop down menu

STEP 5

Click on the save  button to save record

STEP 6

Click on the  button to save the visit

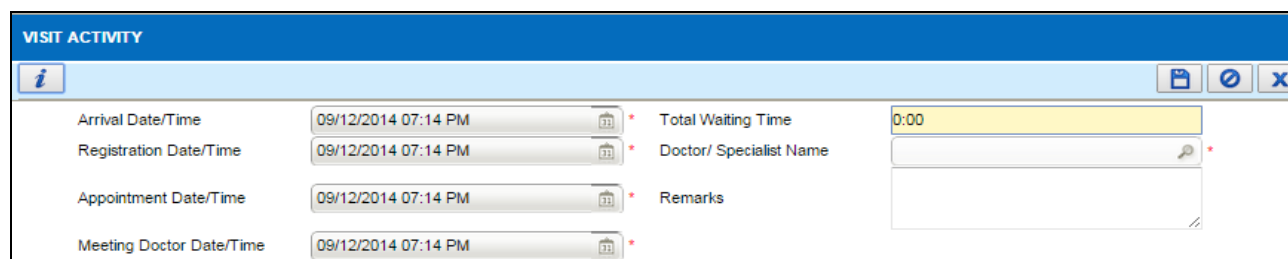
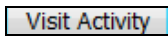


Figure 3.3.1-4 Visit Activity

Note

- **Date/Time** will be defaulted to system date.
- **Encounter No** will be auto generated by system.
- **Room No** and **Bed No** will be entered manually if applicable.
- Other fields such as **Specialist**, **Referred By**, and **Attending Doctor** is optional.
- User still can edit patient's data entered previously by click on the  button.
- User can click  button as shown in Figure 3.2.1-4 to view and enter total waiting time.
- Click  button to enter :
 - **Arrival Date/ Time**
 - **Registration Date/ Time**
 - **Appointment Date/Time**
 - **Meeting Doctor Date/Time**
 - **Total Waiting Time**
 - **Doctor/Specialist Name**
 - **Remarks**
- Upon click  button, system will be default to 'Visit Activity' window as shown in the Figure 3.2.1-4.

VISIT/ADMISSION					
1 / 1					[1-3/3]
Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Renew Visit
0004	09/12/2014	Outpatient	KLINIK PAKAR PERUBATAN		Renew Visit
0391	01/07/2014	Outpatient	KLINIK PAKAR ORTOPEDIK		Renew Visit
0373	01/07/2014	Outpatient	KLINIK PAKAR ORTOPEDIK		Renew Visit

Figure 3.3.1-5 Renew Visit System

Note

- Renew visit can be done by entering
 - a) MRN
 - b) Patient Name
 - c) ID Number
- User also can enter patient name to narrow down the search. All patient names containing the key word typed will be listed as per Figure 3.2.1-1.
- After double click on selected patient, hyperlink for 'Renew Visit' will be appeared as Figure 3.2.1-5.
- Upon click on the hyperlink 'Renew Visit', system will be default to 'Admission/Visit' window.
- Multiple visits are allowed for all patient type except for inpatient. Inpatient type of visit need to be discharged before new visit can be created.
- Patient visit is active until 12am except for inpatient and emergency patient.
- Upon click on the save  button Patient Label, Visit Label and Sample Label button will be enabled to allow printing from this screen.

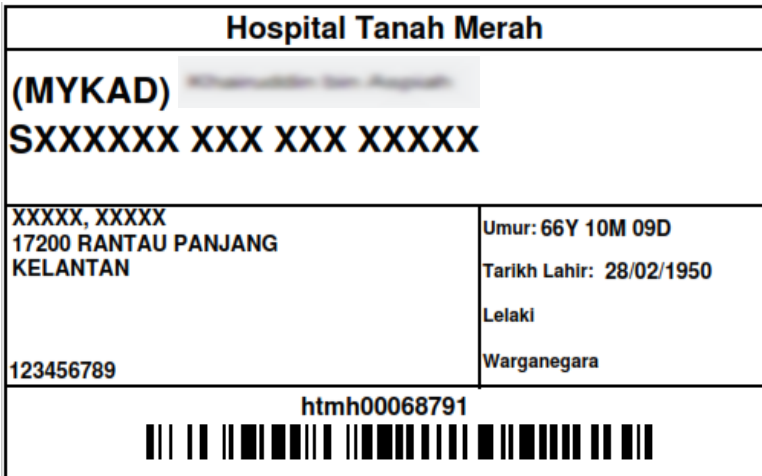
a. Patient Label	Label details
 The label is for Hospital Tanah Merah. It contains the following information: - Facility name: Hospital Tanah Merah - Patient Name: (MYKAD) [Redacted] - MRN: SXXXXXXXX XXX XXX XXXXX - Address: XXXXX, XXXXX, 17200 RANTAU PANJANG, KELANTAN - Contact number: 123456789 - Age: Umur: 66Y 10M 09D - Date of birth: Tarikh Lahir: 28/02/1950 - Gender: Lelaki - Nationality: Warganegara - Next of Kin: [Redacted]	- Facility name - Patient Name - MRN - Patient ID - Address - Contact number - Age - Date of birth - Gender - Religion - Nationality - Next of Kin

Figure 3.3.1-6 Patient Label

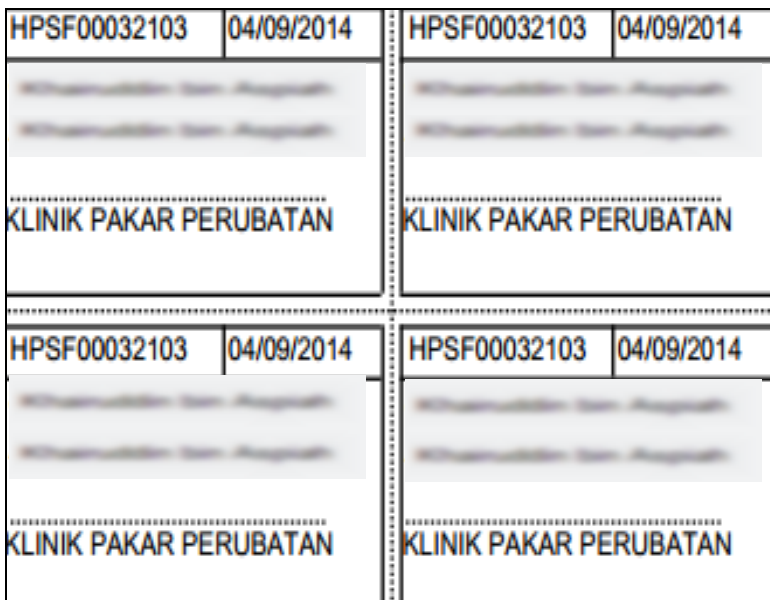
b. Sample Label	Label details
 The sample label is for Klinik Pakar Perubatan. It contains the following information: - MRN: HPSF00032103 - Date: 04/09/2014 - Patient ID: [Redacted] - Patient Name: [Redacted] - Location: KLINIK PAKAR PERUBATAN	- MRN - Date - Patient ID - Patient Name - Location

Figure 3.3.1-7 Sample Label

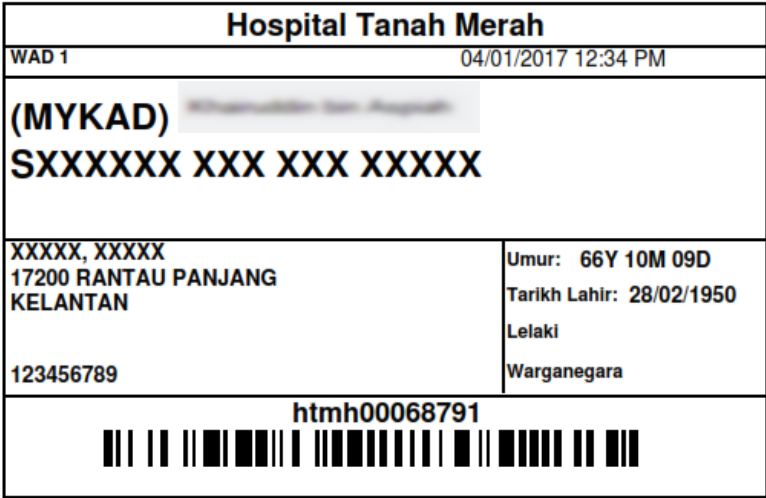
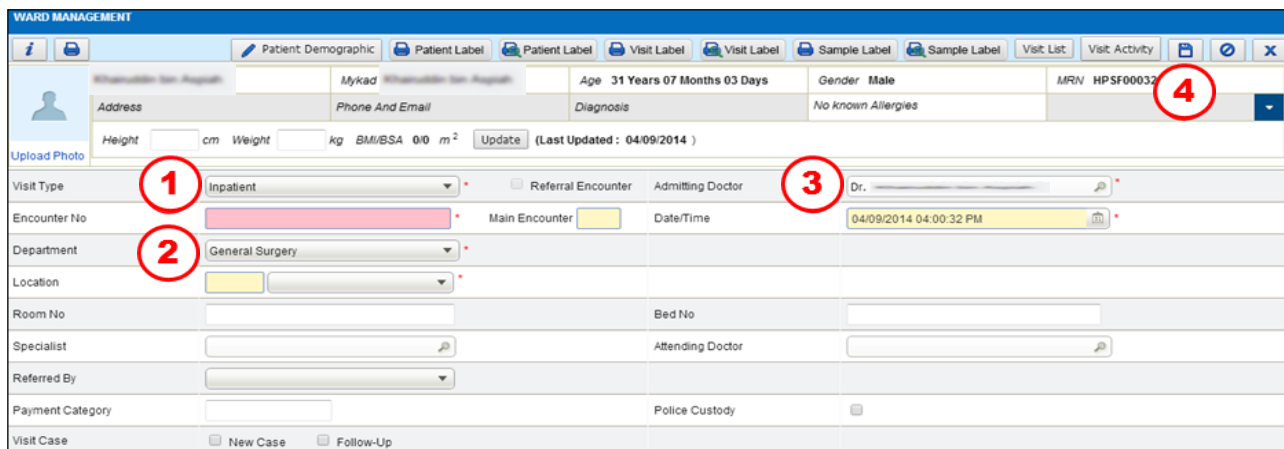
c. Visit Label	Label details
 Figure 3.3.1-8 Visit Label	- Facility name - Patient Name - MRN - Patient ID - Address - Contact number - Age - Date of birth - Gender - Religion - Nationality - Location - Date/Time

Table 3.3.1-2

3.3.2 Create New Visit for Inpatient



The screenshot shows the 'WARD MANAGEMENT' form. It includes fields for Patient Demographic, Patient Label, Visit Label, Sample Label, Visit List, and Visit Activity. The form is divided into sections for Patient Information, Visit Information, and Encounter Information. Red circles with numbers 1 through 4 highlight specific fields: 1 points to the 'Visit Type' dropdown menu, 2 points to the 'Department' dropdown menu, 3 points to the 'Admitting Doctor' dropdown menu, and 4 points to the 'Save' button (a blue floppy disk icon) at the bottom right of the form.

Figure 3.3.2-1 Ward Management

Note

Repeat **Step 1** until **Step 2** as Create Visit for Outpatient.

STEP 1

Select **Visit Type** as Inpatient from drop down menu

STEP 2

Select Department and **Location** from drop down menu

STEP 3

Select **Admitting Doctor** from drop down menu

STEP 4

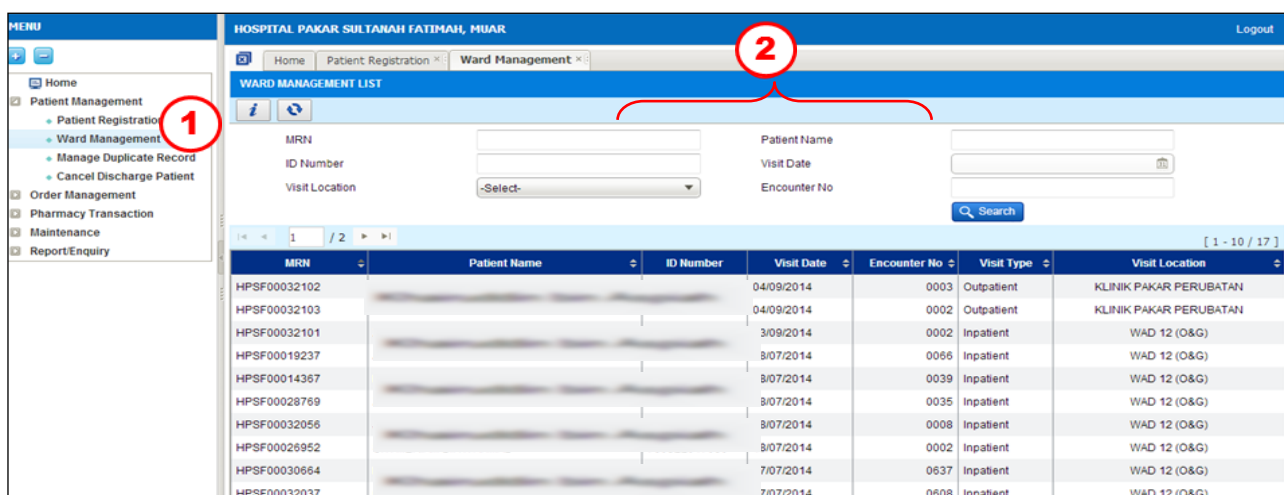
Click on the save  button to save record

Note

- **Date** will be defaulted to system date.
- **Encounter No** will be auto generated.
- **Room No** and **Bed No** will be entered manually if applicable.
- Other fields such as **Specialist**, **Referred by** and **Attending Doctor** are optional.
- Patient visit is active until 12am except for inpatient and emergency patient.

3.3.3 Transfer Patient

This function is for transferring Inpatient from one Nursing Unit/Bed to another available location/ward/bed.



WARD MANAGEMENT LIST

MRN: Patient Name:
 ID Number: Visit Date:
 Visit Location: Encounter No:

Table Data:

MRN	Patient Name	ID Number	Visit Date	Encounter No	Visit Type	Visit Location
HPSF00032102			04/09/2014	0003	Outpatient	KLINIK PAKAR PERUBATAN
HPSF00032103			04/09/2014	0002	Outpatient	KLINIK PAKAR PERUBATAN
HPSF00032101			3/09/2014	0002	Inpatient	WAD 12 (O&G)
HPSF00019237			3/07/2014	0066	Inpatient	WAD 12 (O&G)
HPSF00014367			3/07/2014	0039	Inpatient	WAD 12 (O&G)
HPSF00028769			3/07/2014	0035	Inpatient	WAD 12 (O&G)
HPSF00032056			3/07/2014	0008	Inpatient	WAD 12 (O&G)
HPSF00026952			3/07/2014	0002	Inpatient	WAD 12 (O&G)
HPSF00030664			7/07/2014	0637	Inpatient	WAD 12 (O&G)
HPSF00032037			7/07/2014	0608	Inpatient	WAD 12 (O&G)

Figure 3.3.3-1 Ward Management

STEP 1

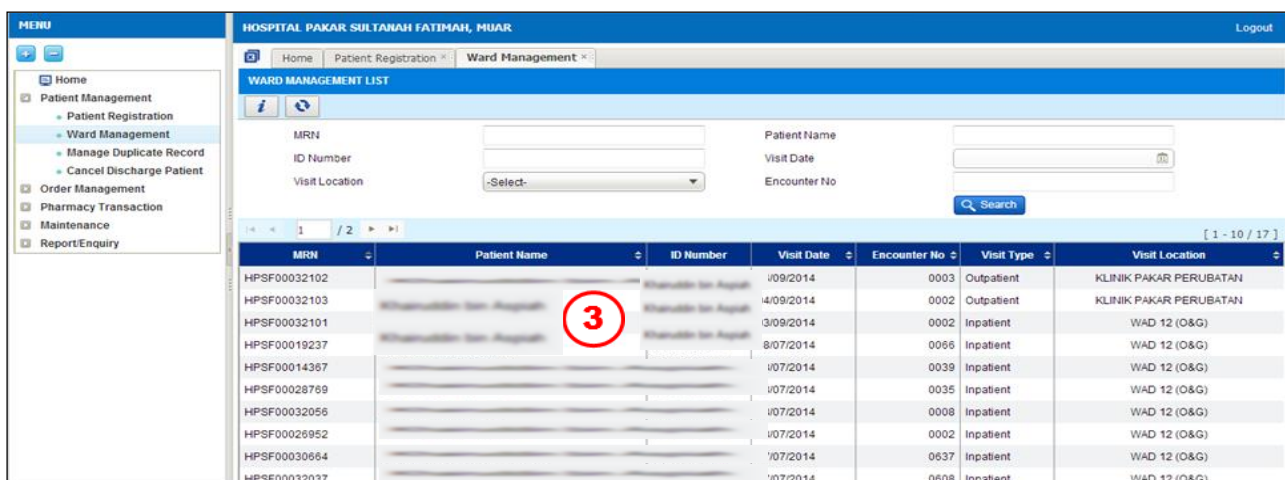
Click on 'Patient Management' menu and followed by 'Ward Management' sub - menu

STEP 2

Search patient record based on :

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Scan the MRN using barcode scanner. • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Visit Location	- Outpatient Pharmacy - Inpatient Pharmacy - General Medicine Clinic - Male Orthopedic Ward - Emergency and Trauma - Obstetrics and Gynecology (O&G) Ward	Able to filter by visit type
d	Patient Name	Patient Name	Allow to search by patient name
e	Visit date	Visit date	Allow to search by visit date
f	Encounter No	Encounter No	Allow to search by Encounter No

Table 3.3.3-1

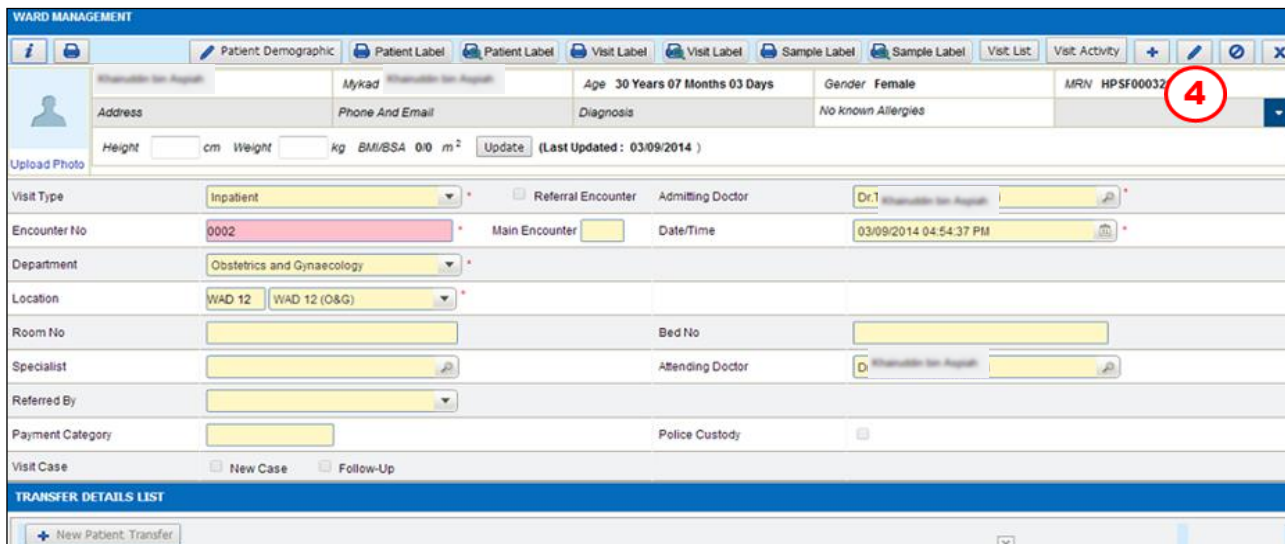


MRN	Patient Name	ID Number	Visit Date	Encounter No	Visit Type	Visit Location
HPSF00032102	[Redacted]	[Redacted]	10/09/2014	0003	Outpatient	KLINIK PAKAR PERUBATAN
HPSF00032103	[Redacted]	[Redacted]	4/09/2014	0002	Outpatient	KLINIK PAKAR PERUBATAN
HPSF00032101	[Redacted]	[Redacted]	3/09/2014	0002	Inpatient	WAD 12 (O&G)
HPSF00019237	[Redacted]	[Redacted]	8/07/2014	0066	Inpatient	WAD 12 (O&G)
HPSF00014367	[Redacted]	[Redacted]	10/07/2014	0039	Inpatient	WAD 12 (O&G)
HPSF00028769	[Redacted]	[Redacted]	10/07/2014	0035	Inpatient	WAD 12 (O&G)
HPSF00032056	[Redacted]	[Redacted]	10/07/2014	0008	Inpatient	WAD 12 (O&G)
HPSF00026952	[Redacted]	[Redacted]	10/07/2014	0002	Inpatient	WAD 12 (O&G)
HPSF00030664	[Redacted]	[Redacted]	10/07/2014	0637	Inpatient	WAD 12 (O&G)
HPSF00032037	[Redacted]	[Redacted]	10/07/2014	0608	Inpatient	WAD 12 (O&G)

Figure 3.3.3-2 Ward Management Listing Page

STEP 3

Once patient details are listed down as per figure 3.3.3-2 double click on the patient name row



WARD MANAGEMENT

MRN: HPSF00032102

Mykad: [Redacted] Age: 30 Years 07 Months 03 Days Gender: Female

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: 03/09/2014)

Visit Type: Inpatient

Encounter No: 0002

Department: Obstetrics and Gynaecology

Location: WAD 12 WAD 12 (O&G)

Room No: [Redacted] Bed No: [Redacted]

Specialist: [Redacted] Attending Doctor: [Redacted]

Referred By: [Redacted]

Payment Category: [Redacted] Police Custody: [Redacted]

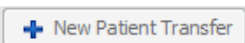
Visit Case: ☐ New Case ☐ Follow-Up

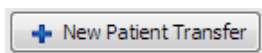
TRANSFER DETAILS LIST

+ New Patient Transfer

Figure 3.3.3-3 Transfer Details List Screen

STEP 4

Click on the edit button therefore  button will be enabled, then click on the

 button

TRANSFER 6			
   			
Transfer From	7 WAD 7 (MED - L)	Transfer To 5	4 WAD 4 (SURG - L) *
Transfer Date	25/08/2016 03:24:26 PM 	Department	General Surgery *
Bed No.From	10	Bed No.To	11

Figure 3.3.3-4 Transfer Details Screen

STEP 5

Select Transfer To from search  and enter bed number to be transferred

Note

Transfer date will be defaulted to current date and time.

STEP 6

Click on the save  button and click on close  button to close existing screen

3.3.4 Discharge Patient

To discharge patient from the ward, perform the steps below.

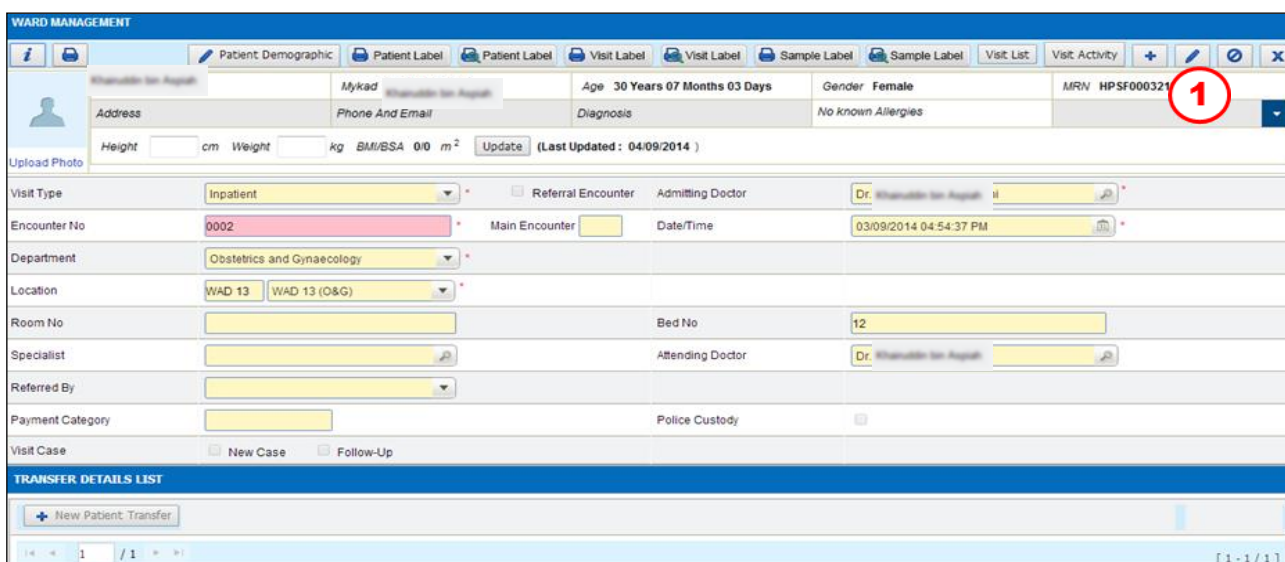


Figure 3.3.4-1 Discharge Patient Screen

Note

Repeat step 1 until 3 as per Transfer Patient section (Page 40-41)

STEP 1

Click on the  to button and scroll down for Discharge section

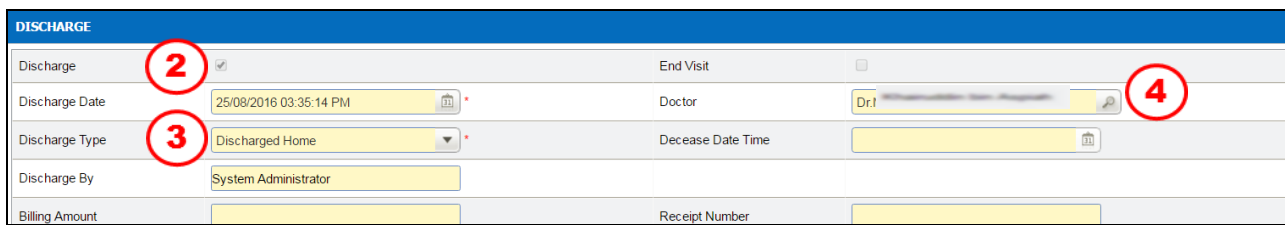


Figure 3.3.4-2 Discharge Screen

STEP 2

Select the **Discharge** check box

STEP 3

Select either one of the these from **Discharge Type's** drop down menu:

- Absconding
- At Own Risk
- Decease
- Discharge Home
- Referral

STEP 4

Select **Doctor** from drop down menu

Note

Only inpatient and emergency patient need to be discharged to stop patient visit.

3.4 Manage Duplicate Record

Those records need to merge into one record due to redundant record; user may use merging to merge patient record into one patient record.

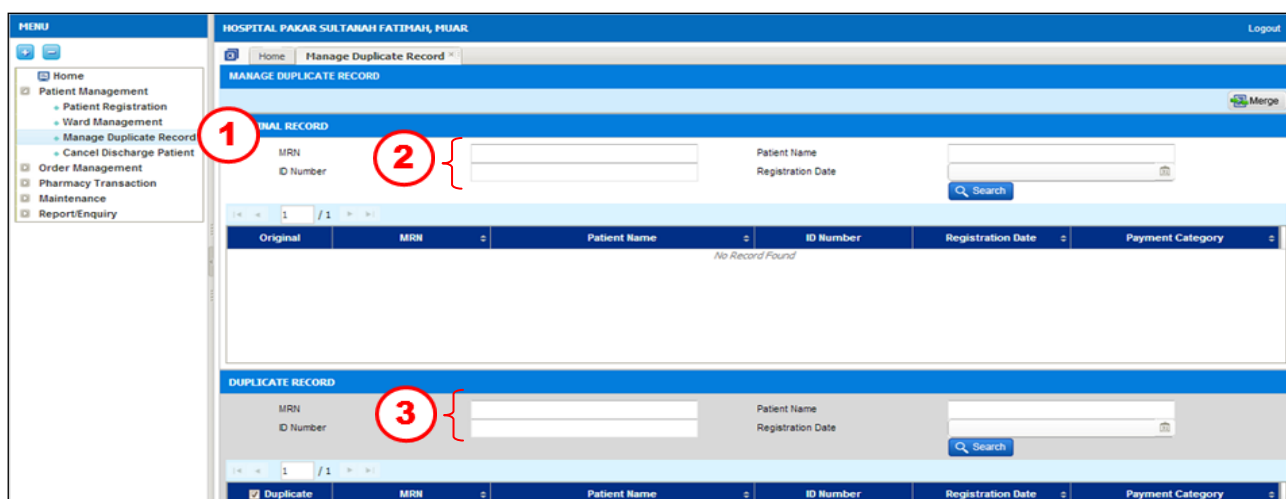


Figure 3.4-1 Merging Record Screen

STEP 1

Click on 'Patient Management' menu and followed by 'Find and Merge Duplication Patient Records' sub-menu

STEP 2

Search on Original patient section

Note

Various search criteria for existing Patient is 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	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient's name	Allow to search by patient full name or partial
d	Registration Date	Date of registration	Allow to search by registration date

Table 3.4-1

STEP 3

Search on Duplicate patient section; Refer Table 3.4-1

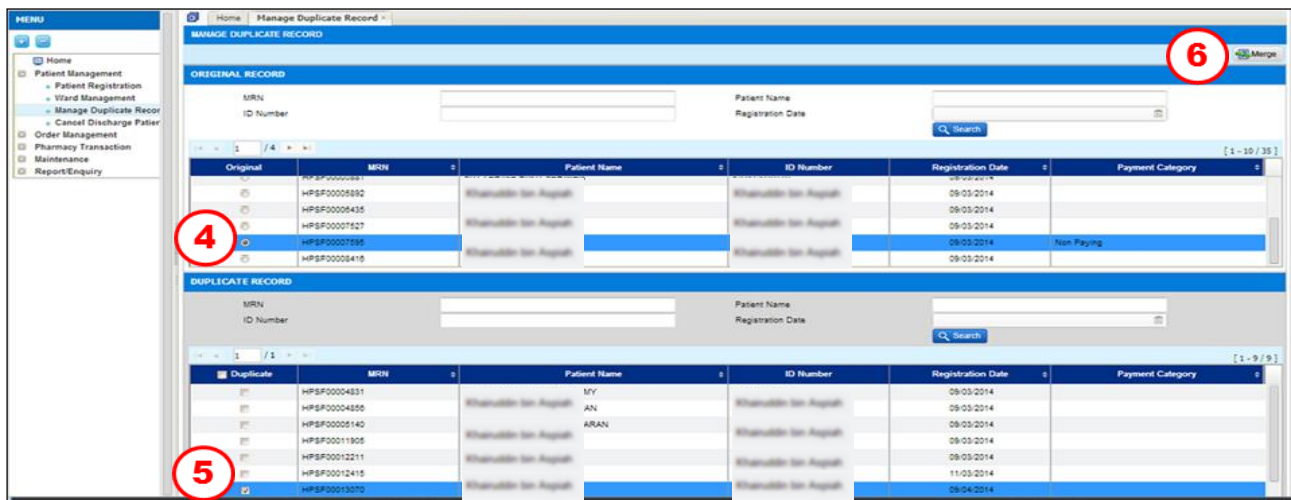
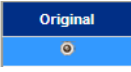
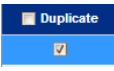


Figure 3.4-2 Merging Record screen

STEP 4

Select the Original MRN  radio button as per Figure 3.4-2

STEP 5

Select the Duplicate MRN  check box as per figure 3.4-2

STEP 6

Click on  button and alert message will be displayed as per figure 3.4-2

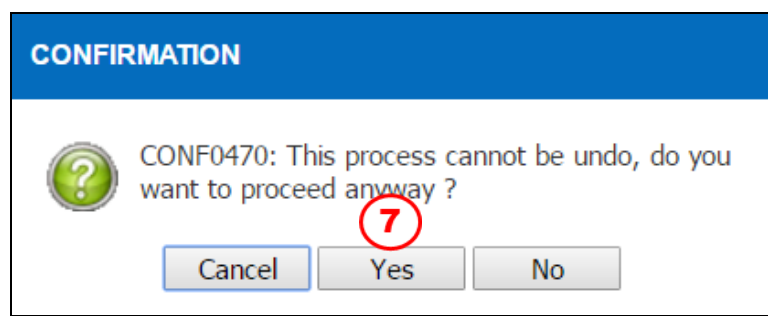
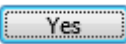


Figure 3.4-3 Merging Record Alert Message

STEP 7

Click on the  button to confirm the merging

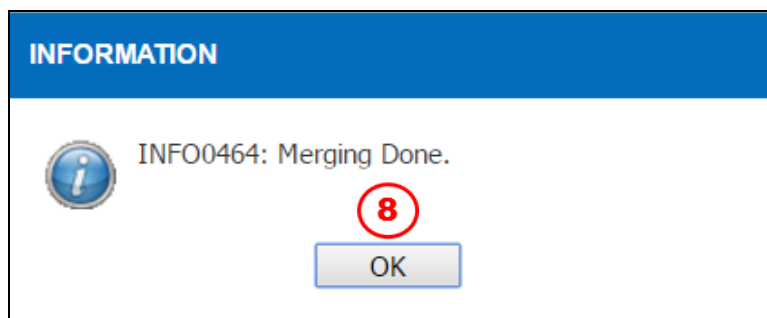
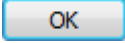


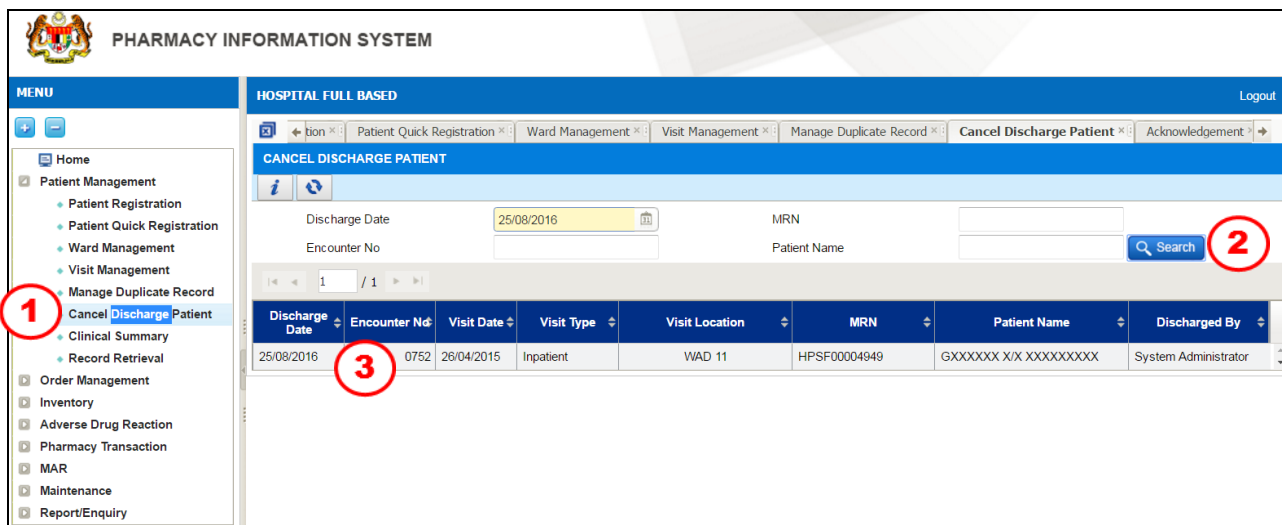
Figure 3.4-4 Merging Record Alert Message

STEP 8

Click on the  button to done the merging

3.5 Cancel Discharge Patient

This function used to cancel discharge/checkout of a patient



Discharge Date	Encounter No	Visit Date	Visit Type	Visit Location	MRN	Patient Name	Discharged By
25/08/2016	0752	26/04/2015	Inpatient	WAD 11	HPSF00004949	GXXXXXX X/X XXXXXXXXX	System Administrator

Figure 3.5-1 Cancel/Discharge-out Patient Record Screen

STEP 1

Click on 'Patient Management' menu and followed by 'Cancel Discharge/Check-out Patient Records' sub-menu

Note

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	Discharge Date	Checkout Date	To search by discharge date
b	Encounter Number	Visit Number	To search by visit number
c	Patient Name	Patient Name	Allow to search by patient full name or partial

Table 3.5-1

This process valid for patient discharge within same day only.

STEP 2

Click on  button to search the patient

STEP 3

Double click on the selected patient record

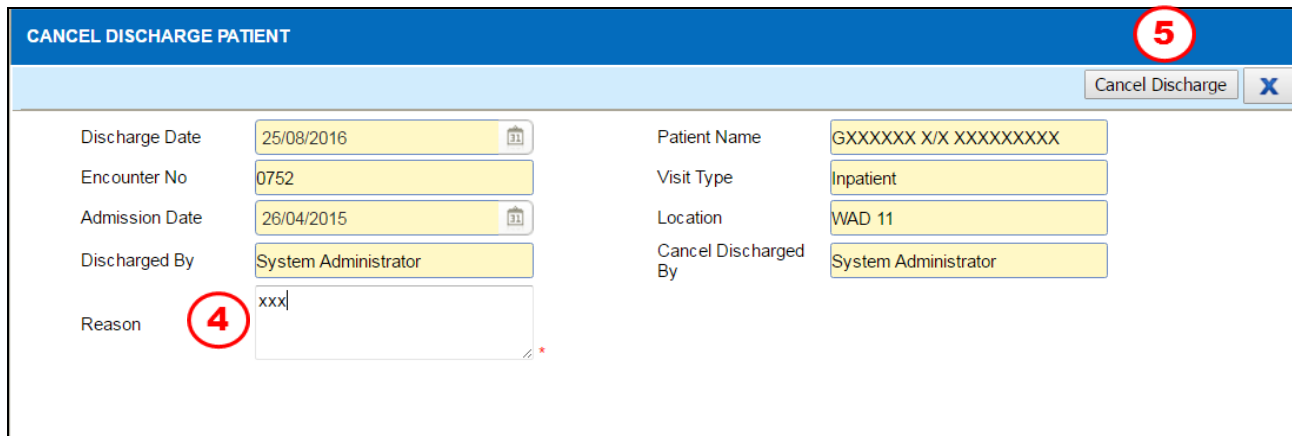
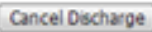


Figure 3.5-2 Cancel/Discharge-out Patient Record Screen

STEP 4

Enter reason for cancel discharge patient

STEP 5

Click on  button to cancel discharge

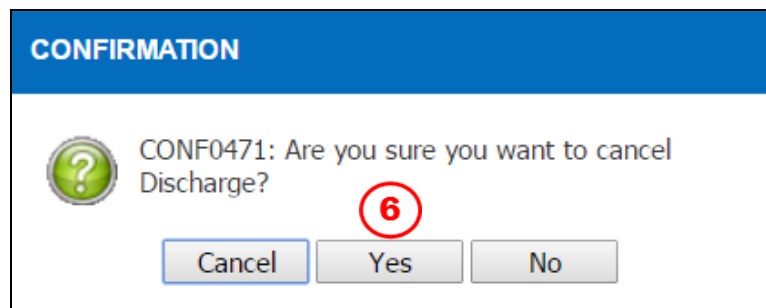
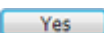


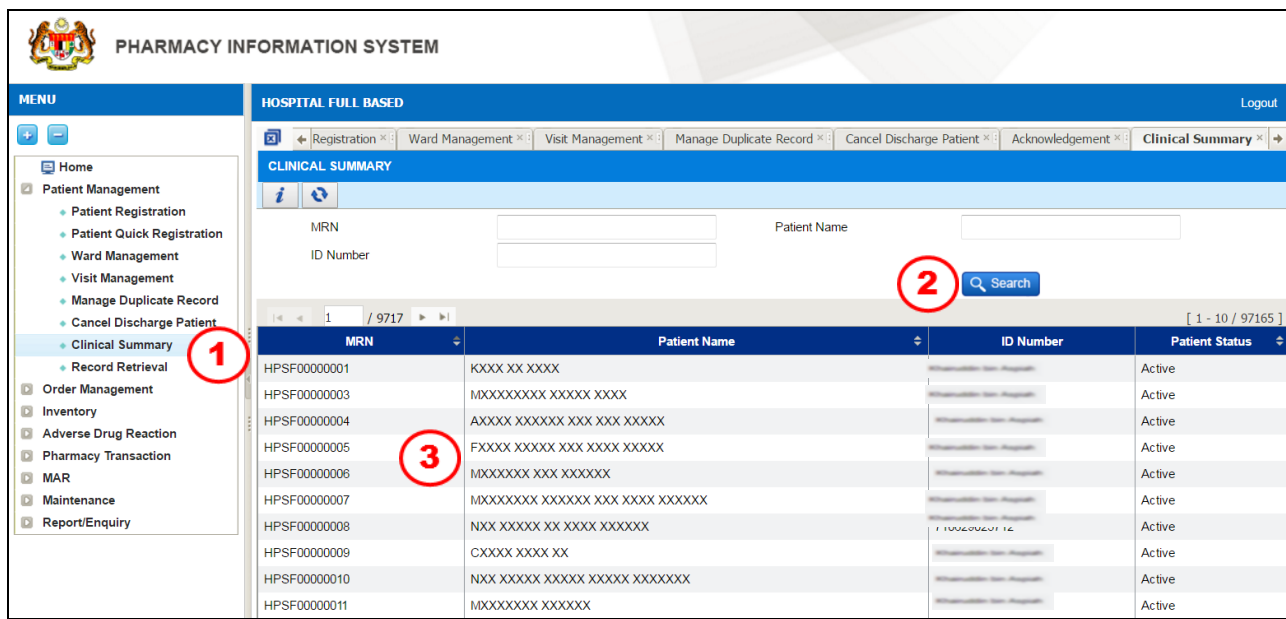
Figure 3.5-3 Cancel Discharge Alert Message

STEP 6

Click  button to confirm cancel Discharge

3.6 Clinical Summary

This function allows viewing existing patient visit records and medication profile.



MRN	Patient Name	ID Number	Patient Status
HPSF00000001	KXXX XX XXXX		Active
HPSF00000003	MXXXXXXXX XXXX XXXX		Active
HPSF00000004	AXXXX XXXXXX XXX XXXX		Active
HPSF00000005	FXXXX XXXXX XXX XXXX XXXX		Active
HPSF00000006	MXXXXXX XXX XXXXX		Active
HPSF00000007	MXXXXXXXX XXXXXX XXX XXXX XXXXX		Active
HPSF00000008	NXX XXXXX XX XXXX XXXXXX		Active
HPSF00000009	CXXXX XXXX XX		Active
HPSF00000010	NXX XXXXX XXXXX XXXXX XXXXXX		Active
HPSF00000011	MXXXXXXXX XXXXXX		Active

Figure 3.6-1 Clinical Summary Listing Page

STEP 1

Click on 'Patient Management' menu and followed by 'Clinical Summary' sub-menu

Note

Various search criteria for existing Patient is 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	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient Name	Allow to search by patient full name or partial

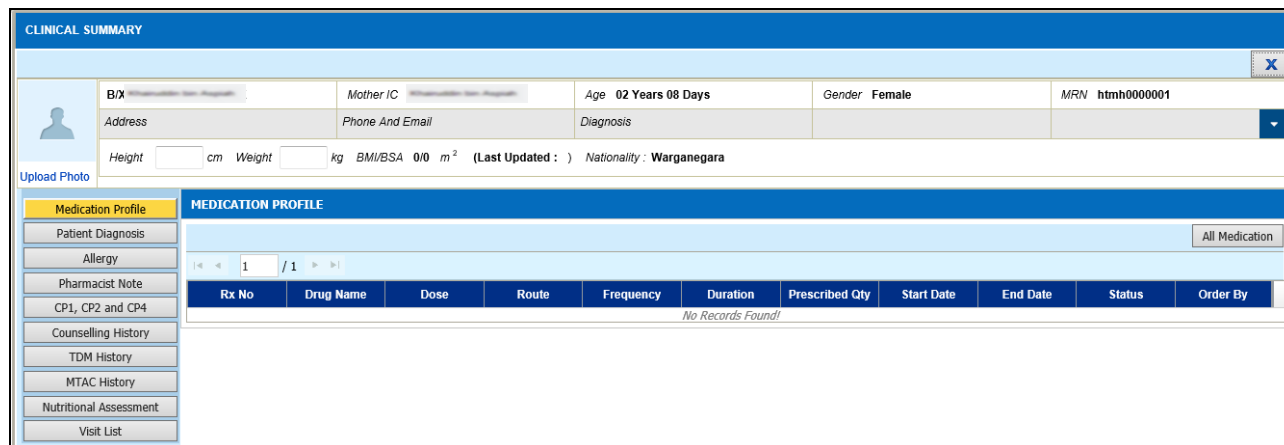
Table 3.6-1

STEP 2

Click on  button to search the patient

STEP 3

Double click on the selected patient details listed down as per Figure 3.6-2



CLINICAL SUMMARY

Upload Photo

B/X: [Field] Mother IC: [Field] Age: 02 Years 08 Days Gender: Female MRN: htmh0000001

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

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

MEDICATION PROFILE

All Medication

Rx No	Drug Name	Dose	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Status	Order By
No Records Found!										

Medication Profile

Patient Diagnosis

Allergy

Pharmacist Note

CP1, CP2 and CP4

Counselling History

TDM History

MTAC History

Nutritional Assessment

Visit List

Figure 3.6-2 Clinical Summary

Note

- **Clinical summary** screen will showed patient banner with the follow information:
 - Function to Upload Photo
 - Name
 - MyKd
 - Age
 - Gender
 - MRN
 - Address
 - Phone and Email
 - Diagnosis
 - Allergic
 - Height
 - Weight
- At the left side, there is several options button:
 - Medication profile
 - Patient Diagnosis
 - Allergy
 - Pharmacist note
 - CP1, CP 2, and CP4
 - Counselling history
 - MTAC History
 - Nutritional Assessment
 - Visit list

3.7 Record Retrieval

This function provides user to retrieve back the record of dispensing and print the prescription, balance medication sheet, drug label and worksheet.

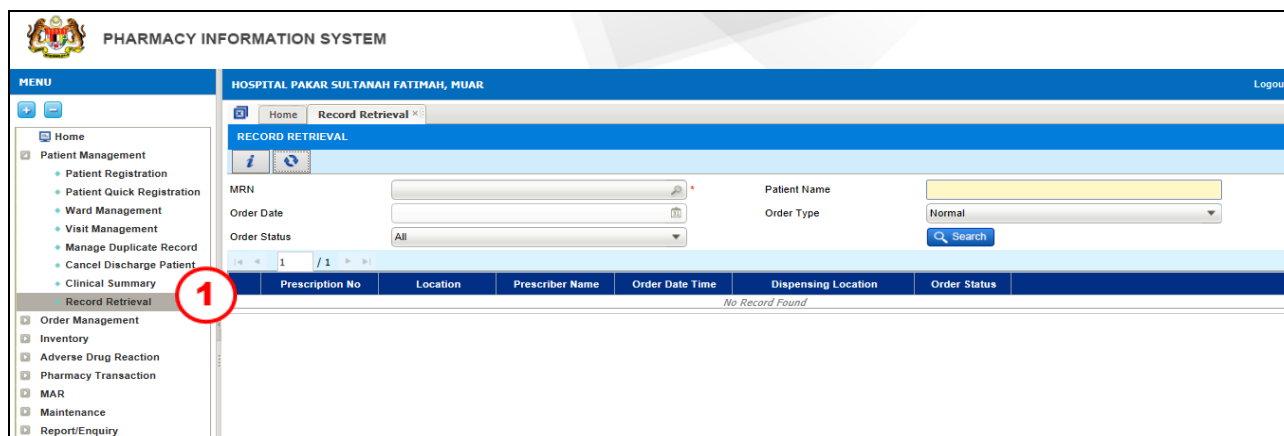


Figure 3.7-1 Record Retrieval

STEP 1

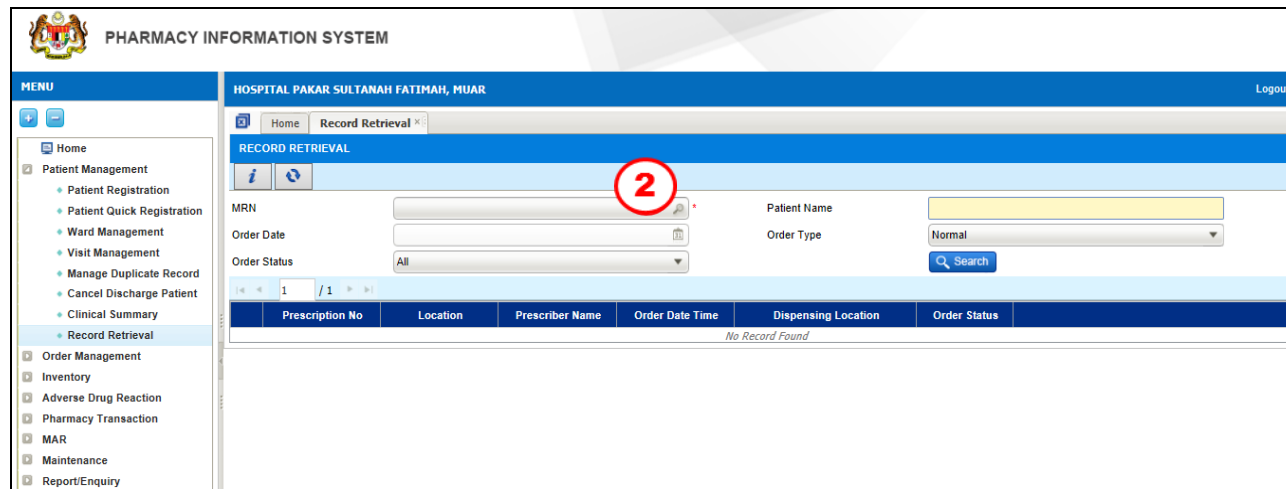
Click on 'Patient Management' menu and followed by 'Record Retrieval' sub-menu

Note

Various search criteria for existing Patient is 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	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient Name	Allow to search by patient full name or partial

Table 3.7-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

MENU

- Home
- Patient Management
 - Patient Registration
 - Patient Quick Registration
 - Ward Management
 - Visit Management
 - Manage Duplicate Record
 - Cancel Discharge Patient
 - Clinical Summary
 - Record Retrieval
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
- Report/Enquiry

RECORD RETRIEVAL

MRN Patient Name

Order Date Order Type

Order Status

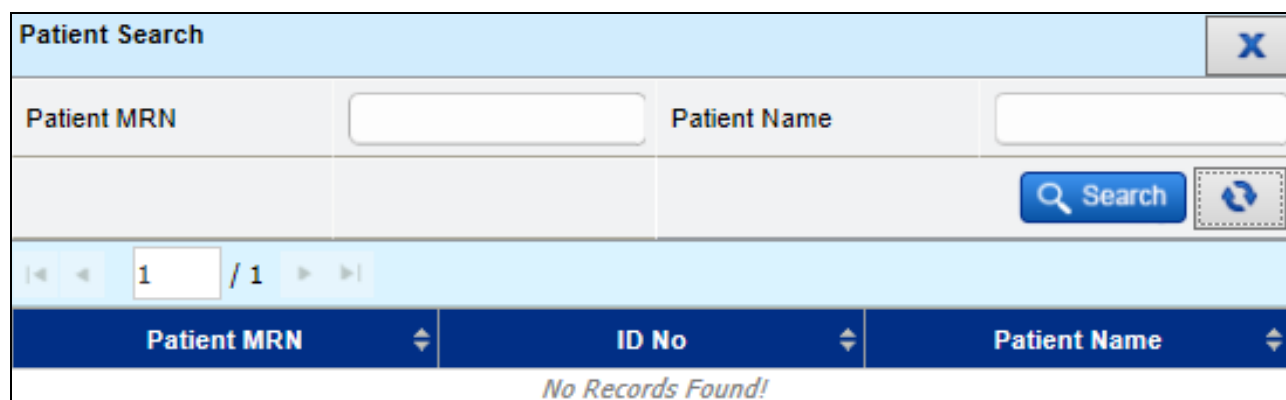
1 / 1

Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status
No Record Found					

Figure 3.7-2 Record Retrieval – MRN

STEP 2

Click on at **MRN** field and *Patient Search* screen showed as below:



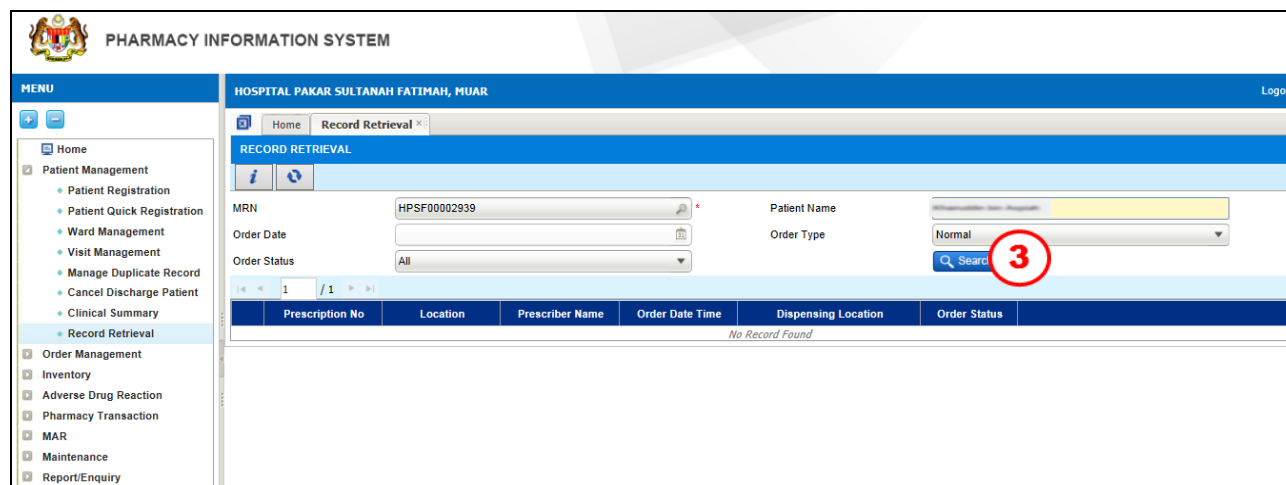
Patient Search

Patient MRN Patient Name

1 / 1

Patient MRN	ID No	Patient Name
No Records Found!		

Figure 3.7-3 Record Retrieval – Patient Search



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Record Retrieval

RECORD RETRIEVAL

MRN: HPSF00002939 Patient Name: [Redacted]

Order Date: [Redacted] Order Type: Normal

Order Status: All

3 Search

Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status
No Record Found					

Figure 3.7-4 Record Retrieval – Search record

STEP 3

Click on  button to search the Prescription No based on patient name/MRN and list showed as below:

RECORD RETRIEVAL

MRN: htmh0005709 Patient Name: BXXXXXXXX @ XXXXXX XXX XXXXXXXX

Order Date: [Redacted] Order Type: Normal

Order Status: Partial Supply

Search

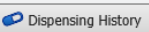
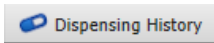
	Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status	
+	SOPD0000122044	KLINIK PAKAR BEDAH AM	[Redacted]	26/06/2016 09:20 AM	FARMASI PESAKIT LUAR (KAUNTER)	PARTIALLY DISPENSED	 Prescription  Dispensing History
+	VISITING000003502	KLINIK PAKAR LAWATAN	[Redacted]	15/09/2015 09:20 AM	FARMASI PESAKIT LUAR (KAUNTER)	PARTIALLY DISPENSED	 Prescription  Dispensing History

Figure 3.7-5 Record Retrieval – Listing of record

Note

- Record Retrieval viewed by:
 - Prescription No.
 - Location.
 - Prescriber Name.
 - Order Date Time.
 - Dispensing Location.
 - Order Status.
- Click at  button to re-print.
- Click at  button to view the **Dispensing History** and function to re-print will be display as Figure 3.7-6

- Balance medication sheet.
- Drug label.
- Worksheet.
- SPUB (if available).

DISPENSING HISTORY

BXXXXXXXX @ XXXXX XXX
XXXXXX

Mykad 480317030823

Age 68 Years 09 Months 23 Days

Gender Male

MRN htmh0005709

Address

Phone And Email

Diagnosis

No known Allergies

Upload Photo

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

Dispensed Date : 20/09/2015

Dispensed No : 092015_00468

Dispensed By

Prescription No : VISITING0000035022

Ordered By : DR MULIANIS BT. MOHD NOR

PRESCRIPTION

ENGLISH

Invoice

Worksheet

Worksheet

Balance Medication Sheet

Balance Medication Sheet

Label

Label

1 / 1

Selection	Drug Name	Order Details	Order Qty	Supply Duration	Dispensed Qty
☐	Levothyroxine Sodium 100 mcg Tablet	200 mcg, OM, 4 Months, Oral 15/09/2015 09:18 AM - 13/01/2016 09:18 AM	240 tablet	30 Days	60 tablet
☐	Ascorbic Acid 100 mg Tablet	100 mg, OD, 1 Months, Oral 15/09/2015 09:19 AM - 15/10/2015 09:19 AM	30 tablet	0 Days	0 tablet

Figure 3.7-6 Dispensing History

4.0 Acronyms

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

5.0 Links to Clinical Modules

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