

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

Full Based

**User Manual
Order Management
Special Drug Request**

Version	: 10th EDITION
Document ID	: FB_U. MANUAL_SPECIAL DRUG REQUEST



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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 Special Drug Request 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:

- Request by specialist
- Request by pharmacist















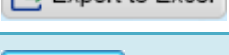
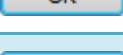










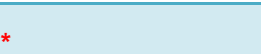


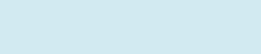

1.3 Organised Sections










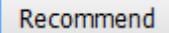
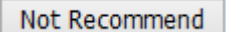
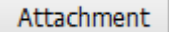
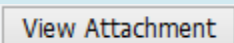
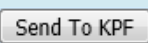
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Special Drug Request
- 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		

KPK Module Legend			
 Update	Update Records	 Delete	Delete record
 Search	Search Patient	 Clear	Clear field
 Print	Print Prescription	 Cancel Order	Cancel Order
 Add	Add Drug	 Save	Save Prescription
 Confirm	Confirm Order	 Recommend	Recommend
 Not Recommend	Not Recommend	 Attachment	Attachment
 View Attachment	View Attachment	 Send To KPF	Send to KPF

Note

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

3.0 Order Management

Overview

The Order Management module handles all the information to specify the ordered items as per local drug formulary, MOH and non-MOH including registered and non-registered drugs. This function is to enable data mining. All medication orders must be prescribed by authorized personnel only and in compliance with guidelines on prescribing in the drug formulary (drug category, discipline / specialty) as defined by MOH.

User Group

This module is intended for specialist and pharmacist. (Subject to the user assigned by the facility)

Functional Diagram

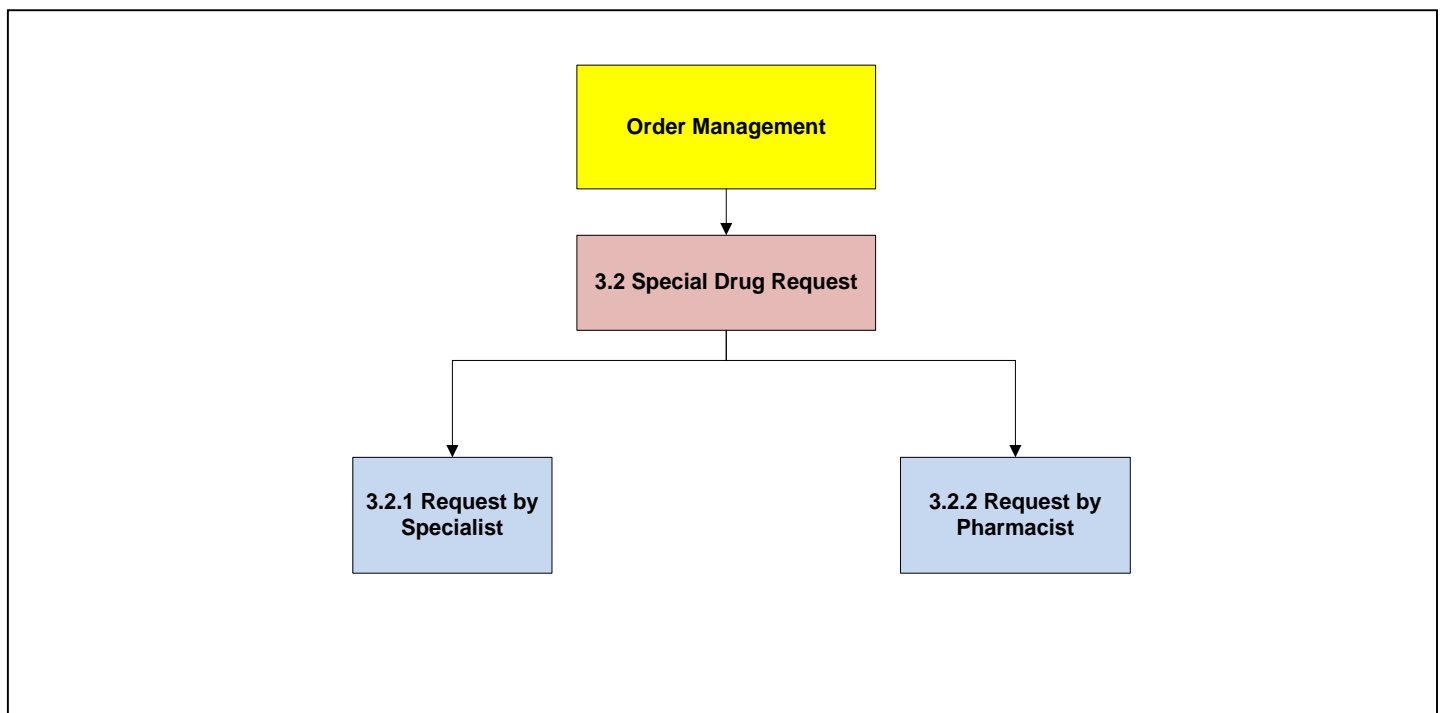


Figure 3.1

Functional Description

Order Management comprises of two (2) main functions:

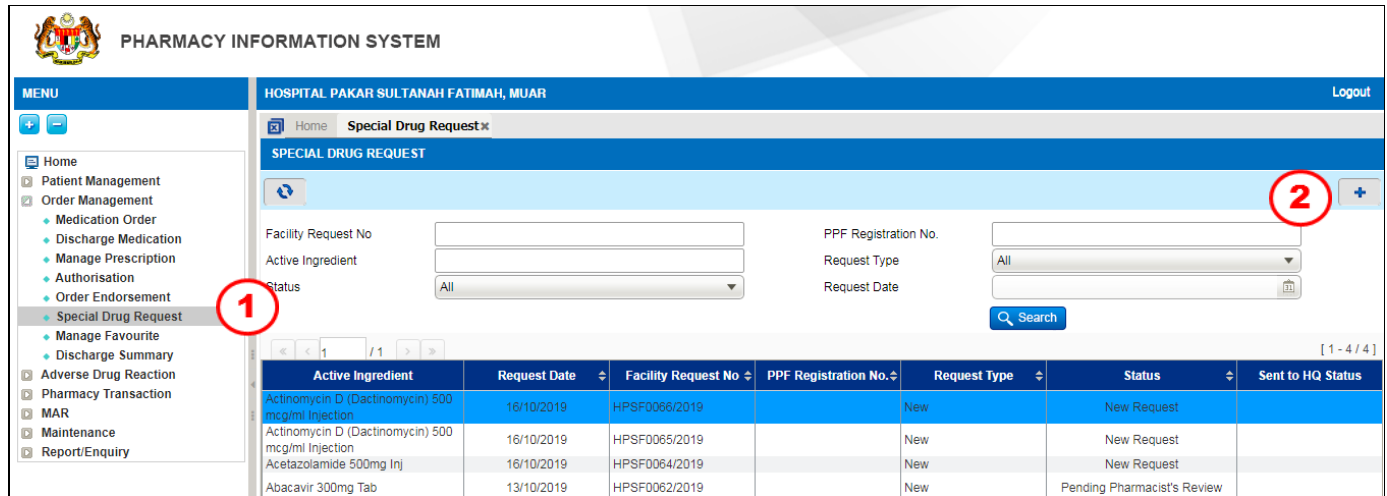
- **Request by Specialist**
Ordering done by specialist include patients
- **Request by Pharmacist**
To do bulk ordering by pharmacy

3.1 Special Drug Request

Medication order is used to prescribe medicine for Inpatient and Outpatient, Emergency and Day Care departments applicable to selected facility setup.

3.1.1 Request by Specialist

This function is used by Specialist to request special drug/KPK Item.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

SPECIAL DRUG REQUEST

Facility Request No: PPF Registration No:

Active Ingredient: Request Type:

Status: Request Date:

Table Data:

Active Ingredient	Request Date	Facility Request No	PPF Registration No	Request Type	Status	Sent to HQ Status
Actinomycin D (Dactinomycin) 500 mcg/ml Injection	16/10/2019	HPSF0066/2019		New	New Request	
Actinomycin D (Dactinomycin) 500 mcg/ml Injection	16/10/2019	HPSF0065/2019		New	New Request	
Acetazolamide 500mg Inj	16/10/2019	HPSF0064/2019		New	New Request	
Abacavir 300mg Tab	13/10/2019	HPSF0062/2019		New	Pending Pharmacist's Review	

Figure 3.1.1-1 Special Drug Request Listing Screen

STEP 1

Click on 'Order Management' and follow by 'Special Drug Request' sub-menu

STEP 2

Click on the  button to add new request

Note

Various search criteria are provided as below:

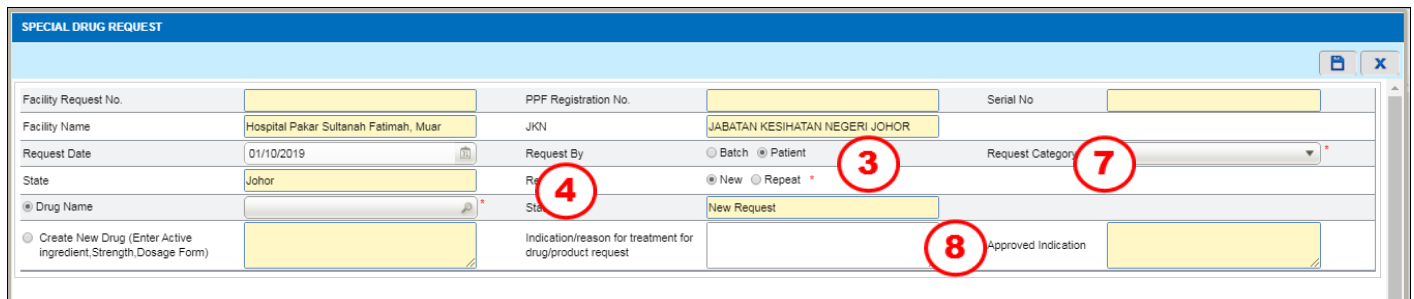
No	Field	Description	Remark
a	Facility Request No	Facility Request No	Individual request number will be auto generated for each request
b	Active Ingredient	Active Ingredient	Active Ingredient of the request
c	Status	Status	Status of current request. eg: 'New Request'.
d	PPF Request No	Program Perkhidmatan Farmasi Request No	Register number upon sending the request
e	Request Type	Request Type	New or Repeated request
f	Request Date	Request Date	Special Drug Request Date

Table 3.1.1-1

Note

Search result of existing Special Drug Request record list will be displayed:

- a) Active Ingredient
- b) Request Date
- c) Facility Request No
- d) PPF Register No
- e) Request Type
- f) Status



The screenshot shows the 'SPECIAL DRUG REQUEST' form. It includes fields for Facility Request No., PPF Registration No., Serial No., Facility Name (Hospital Pakar Sultanah Fatimah, Muar), JKN (JABATAN KESIHATAN NEGERI JOHOR), Request Date (01/10/2019), Request By (Batch/Patient), Request Category (dropdown), State (Johor), Request Type (New/Repeat), Drug Name (dropdown), Status (New Request), and Indication/Reason for treatment. Numbered callouts 3 through 8 highlight specific fields: 3 points to Request By, 4 points to Status, 7 points to Request Category, and 8 points to Indication/Reason for treatment.

Figure 3.1.1-2 Create New Request

Note

- ☒ Drug Name radio button will be default for existing special drugs.
- If user request for new special drug, select the ☐ Create New Drug (Enter Active Ingredient, Strength, Dosage Form) radio button and enter Active Ingredient, Strength and Dosage Form.

STEP 3

Select Request Type

- New
- Repeat

STEP 4

Click on the  button to select drug as per Figure 3.1.1-2

Search Drug Name

X

Drug Name

Drug Code

5

Search

1 / 91


[1 - 10 / 907]

Drug Code	Drug Name
KPK00036	5-Aminolevulinic acid hydrochloride 30mg/ml Soln
KPK00285	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet
KPK00037	Abacavir 20mg/ml Oral Soln
KPK00038	Abacavir 300mg Tab
B01AC13000P3001	Abciximab 10mg/5ml Injection
L02BX03000T1001	Abiraterone 250mg Tablet
KPK00250	Absolute Alcohol / Dehydrated Alcohol Injection (5ml)
S01EC01000P4001XX	Acetazolamide 500mg Ini

6

Figure 3.1.1-3 Drug/Non-Drug Search Screen

STEP 5

Enter key word in **Drug Name** window and click on  button as Figure 3.1.1-3

STEP 6

Double click on the selected drug

STEP 7

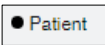
Enter **Request Category** Value from drop down option as below:

- *Funded by Facility*
- *'Sample/Compassionate Program (For Fully Funded Only)*
- *Pesara Persekutuan*
- *Pesara Lain*
- *Others – 'Please Specify' field will be displayed. Free text with maximum 100 characters.*

STEP 8

Enter **Indication/reason for treatment for drug/product request** as in Figure 3.1.1-2

Note

- **Request By** will be defaulted to  radio button but still allow to change request by Batch.
- User need to select Request type as below:
- **Request Type** – New

- Click on the ☒ New radio button for new patient

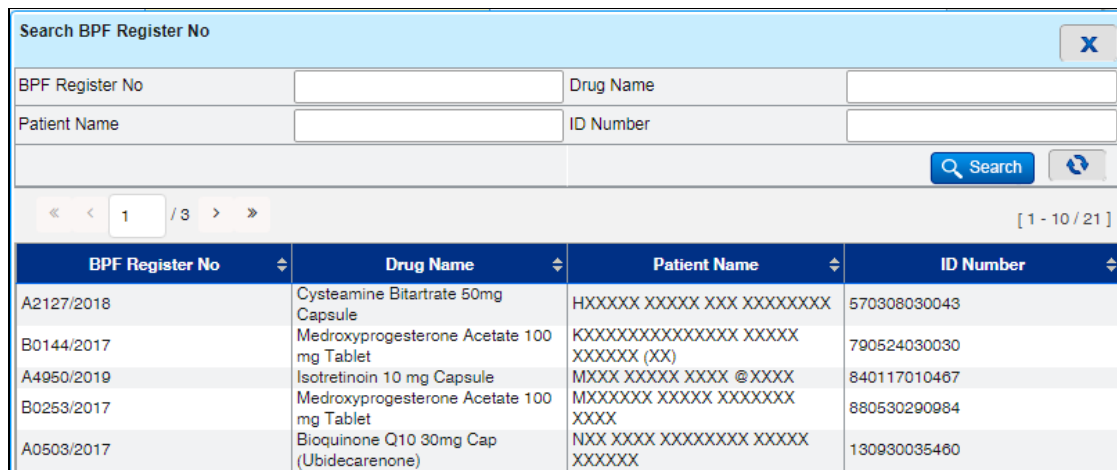
- **Request Type – Repeat**

- Click on the ☒ Repeat radio button and enter the no of repeat in the box for existing patient.

Click search button to get previous record as in figure 3.1.1-4

- System will populate previous request details when user enter the request no.

User is allowed to manually enter the number if it is not in the list. No previous transaction record will be displayed if number is entered manually.



BPF Register No	Drug Name	Patient Name	ID Number
A2127/2018	Cysteamine Bitartrate 50mg Capsule	HXXXXX XXXXX XXX XXXXXXXXX	570308030043
B0144/2017	Medroxyprogesterone Acetate 100 mg Tablet	KXXXXXXXXXXXXXXXXX XXXXX XXXXXX (XX)	790524030030
A4950/2019	Isotretinoin 10 mg Capsule	MXXX XXXXX XXXX @ XXXX	840117010467
B0253/2017	Medroxyprogesterone Acetate 100 mg Tablet	MXXXXXXXX XXXXX XXXXXXXX XXXX	880530290984
A0503/2017	Bioquinone Q10 30mg Cap (Ubidecarenone)	NXX XXXX XXXXXXXX XXXXX XXXXXXXX	130930035460

Figure 3.1.1-4 BPF Register No Screen

- User able to enter manually BPF Register number if its not in the list.

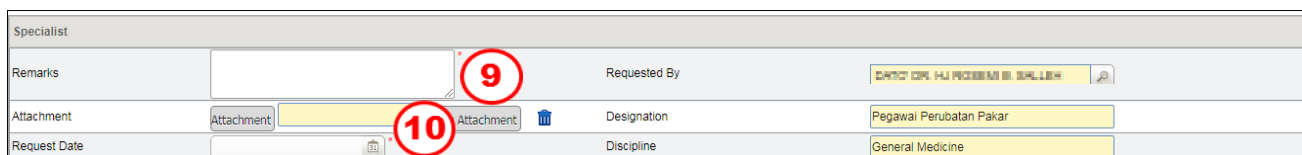



Figure 3.1.1-5 Special Drug Request Screen

STEP 9

Enter **Remarks** and click on the  button to save

STEP 10

Select the **Request Date**

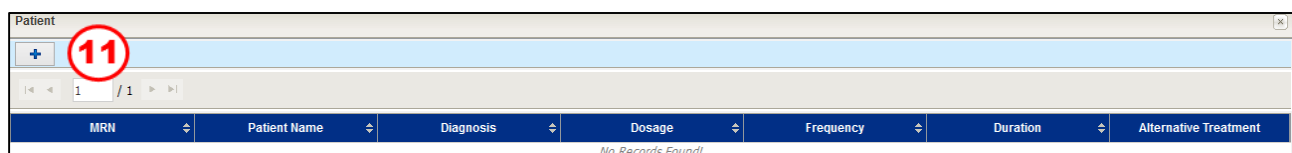




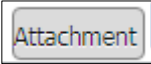
Figure 3.1.1-6 Add Patient Screen

STEP 11

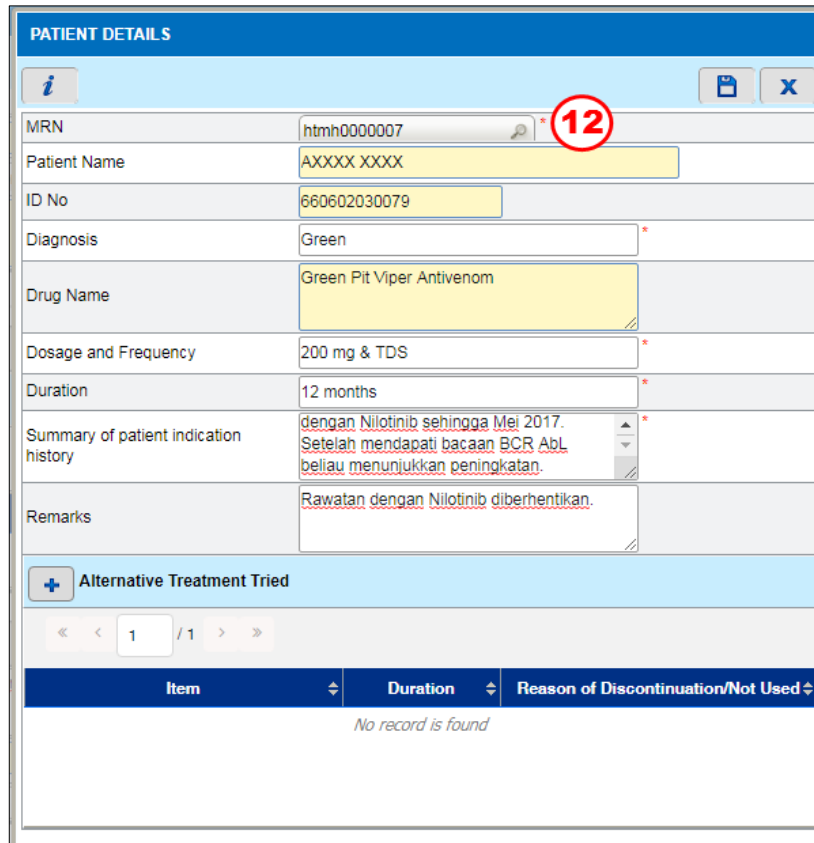
Click on the  button to add new patient as Figure 3.1.1-6 and new window will displayed as per Figure 3.1.1-7

Note

Add new patient  button will be displayed after save record.

Add attachment  button to attach document.

Click  button to view attachment and  button to delete the attachment file.



Item	Duration	Reason of Discontinuation/Not Used
No record is found		

Figure 3.1.1-7 Patient Details

STEP 12

Click on the  button and double click on selected patient as Figure 3.1.1-7

Note

By searching MRN Patient, patient name, and ID No will be displayed as Figure 3.1.1-7.

PATIENT DETAILS

MRN

htmh0000007

Patient Name

AXXX XXXX

ID No

660602030079

Diagnosis

Green

Drug Name

Green Pit Viper Antivenom

Dosage and Frequency

200 mg & TDS

Duration

12 months

Summary of patient indication history

dengan Nilotinib sehingga Mei 2017. Setelah mendapati bacaan BCR AbL beliau menunjukkan peningkatan.

Remarks

Rawatan dengan Nilotinib diberhentikan.

Alternative Treatment Tried

<<

<

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>

>>

Item	Duration	Reason of Discontinuation/Not Used
No record is found		

Figure 3.1.1-8 Patient Details

STEP 13

Enter **Diagnosis** field

STEP 14

Enter the **Dosage** and **Frequency**

STEP 15

Enter and select **Duration**

STEP 16

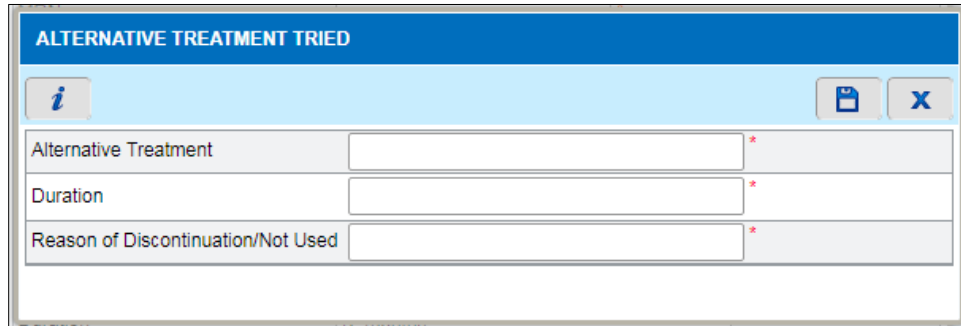
Enter **Summary of Patient Indication History**

Note

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Page 10


Remarks is field for user to enter order details for taper and split dose.

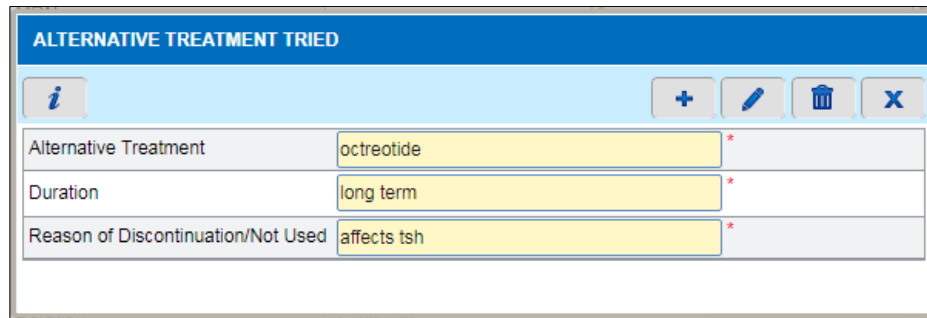


ALTERNATIVE TREATMENT TRIED	
Alternative Treatment	<input type="text"/>
Duration	<input type="text"/>
Reason of Discontinuation/Not Used	<input type="text"/>

Figure 3.1.1-9 Add Alternative Treatment




Note

Update **Alternative Treatment**, by click on the  button and enter the **Alternative Treatment**, **Duration** and **Reason of Discontinuation/Not Used** mandatory field as per Figure 3.1.1-9



ALTERNATIVE TREATMENT TRIED	
Alternative Treatment	octreotide
Duration	long term
Reason of Discontinuation/Not Used	affects tsh

Figure 3.1.1-10 Add Alternative Treatment

- To add more than one alternative treatment, click  button.
- User must enter atleast one alternative treatment information for one patient.
- To edit record, click  button.
- To delete record, click  button.

PATIENT DETAILS

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X

MRN

htmh0000007

17

18

Patient Name

XXXXX XXXX

ID No

660602030079

Diagnosis

Green

Drug Name

Green Pit Viper Antivenom

Dosage and Frequency

200 mg & TDS

Duration

12 months

Summary of patient indication history

diberhentikan kerana gagal memberikan respon yang dikehendaki (cytogenic response). Beliau kemudiannya dirawat

Remarks

Rawatan dengan Nilotinib diberhentikan.

+

Alternative Treatment Tried

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>


>>

[1 - 1 / 1]


Item	Duration	Reason of Discontinuation/Not Used
octreotide	long term	affects tsh

Figure 3.1.1-11 Patient Detail Screen

STEP 17

Click on the  button to save the changes made as Figure 3.1.1-11


STEP 18

Click on the  button to return to Special Drug Request screen.

PATIENT DETAILS							
MRN	htmh0000007						
Patient Name	XXXXX XXXX						
ID No	660602030079						
Diagnosis	Green						
Drug Name	Green Pit Viper Antivenom						
Dosage and Frequency	200 mg & TDS						
Duration	12 months						
Summary of patient indication history	dengan Nilotinib sehingga Mei 2017. Setelah mendapati bacaan BCR AbL beliau menunjukkan peningkatan.						
Remarks	Rawatan dengan Nilotinib diberhentikan.						
<div>Alternative Treatment Tried</div> <div><< < 1 / 1 > >> [1 - 1 / 1]</div> <table border="1"> <thead> <tr> <th>Item</th> <th>Duration</th> <th>Reason of Discontinuation/Not Used</th> </tr> </thead> <tbody> <tr> <td>octreotide</td> <td>long term</td> <td>affects tsh</td> </tr> </tbody> </table>		Item	Duration	Reason of Discontinuation/Not Used	octreotide	long term	affects tsh
Item	Duration	Reason of Discontinuation/Not Used					
octreotide	long term	affects tsh					

Figure 3.1.1-12 Patient Detail Screen


Note

- To add another drug, click on the  as per Figure 3.1.1-12 and repeat STEP 11 to STEP 16.
- To edit the record, click on the button as per Figure 3.1.1-12 and system will allow user to edit **Diagnosis**, **Dosage**, **Frequency**, **Duration** and **summary of patient indication history** and **remarks** field.

SPECIAL DRUG REQUEST				
Facility Request No.	PPF Registration No.	Serial No.		
Facility Name	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	Request By	Request Category		
State	Request Type	Funded by Facility		
Drug Name	Status	Approved Indication		
Indication/reason for treatment for drug/product request	for emergency treatment of cardiac arrhythmia			

Figure 3.1.1-11 Saving Special Drug Request

STEP 19

Click on the  button to save the special drug request

SPECIAL DRUG REQUEST

20 Confirm Print KPK form [Icons]

Facility Request No.	HPSF0062/2019	PPF Registration No.		Serial No	
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	13/10/2019	Request By	Batch Patient	Request Category	Funded by Facility
State	Johor	Request Type	New Repeat		
Drug Name	Abacavir 300mg Tab	Status	New Request		
Create New Drug (Enter Active Ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	For Local	Approved Indication	

Patient

[+]

[<] [1] [1] [>]

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSF0062/19	20081105400	MAJUN	Green	300 mg & TDS	7 Days		octretide

Specialist

Remarks: For Local and of green pit viper

Requested By: [User]

Attachment: Attachment [View Attachment]

Designation: Pegawai Perubatan Pakar

Request Date: 13/10/2019

Discipline: General Medicine

Figure 3.1.1-12 Special Drug Request Screen

STEP 20

Click on the **Confirm** button to confirm and click on the **Yes** button from displayed alert message as per figure 3.1.1-12.

CONFIRMATION

? CONF0067: Are you sure to submit this request?

Cancel Yes No

Figure 3.1.1-13 Confirmation Alert Message

Note

- Once click on the **Confirm** button, the request order **Status** will be **'Pending HOD Recommendation'**.
- Once Specialist confirm the request, task list will be displayed for Head of Department as per figure 3.1.1-14.
- Click **Print KPK form** button to print KPK Form as per figure 3.1.1-12.
- For those request already save but haven't click on the **Confirm** button yet, the **Status** will be **'New Request'**.
- Pharmacist able to view all request including request still in draft by specialist. Pharmacist only can view those request. No amendment can be done by pharmacist.

Recommendation by HOD

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home

TASK LIST

Transaction Type: Special Drug Request

Search

[1 - 1 / 1]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Drug Request	HPSF0062/2019		13/10/2019 03:31 PM	Pending HOD Recommendation	KLINIK SEJAHTERA	Dr. F. F. F. F. F.

NOTIFICATION

[1 - 1 / 1]


Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
No Records Found!					

External Notification

Figure 3.1.1-14 Task List Screen

Note

User have option to Click on the Transaction No hyperlink and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-16 to proceed HOD task.



PHARMACY INFORMATION SYSTEM

Menu

Home

Patient Management

Order Management

- Medication Order
- Discharge Medication
- Manage Prescription
- Authorisation
- Order Endorsement
- Special Drug Request
- Manage Favourite
- Discharge Summary

Inventory

- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
- Report/Enquiry

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

HomeSpecial Drug Request

SPECIAL DRUG REQUEST

Facility Request No

Active Ingredient

Status

PPF Registration No.

Request Type

Request Date

Search

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Figure 3.1.1-15 Special Drug Request Screen

STEP 1

Click on 'Order Management' and follow by 'Special Drug Request' sub -menu

STEP 2

Double click on the 'Pending HOD Recommendation' status order request

Note

User have option to search request records based on below search criteria:-

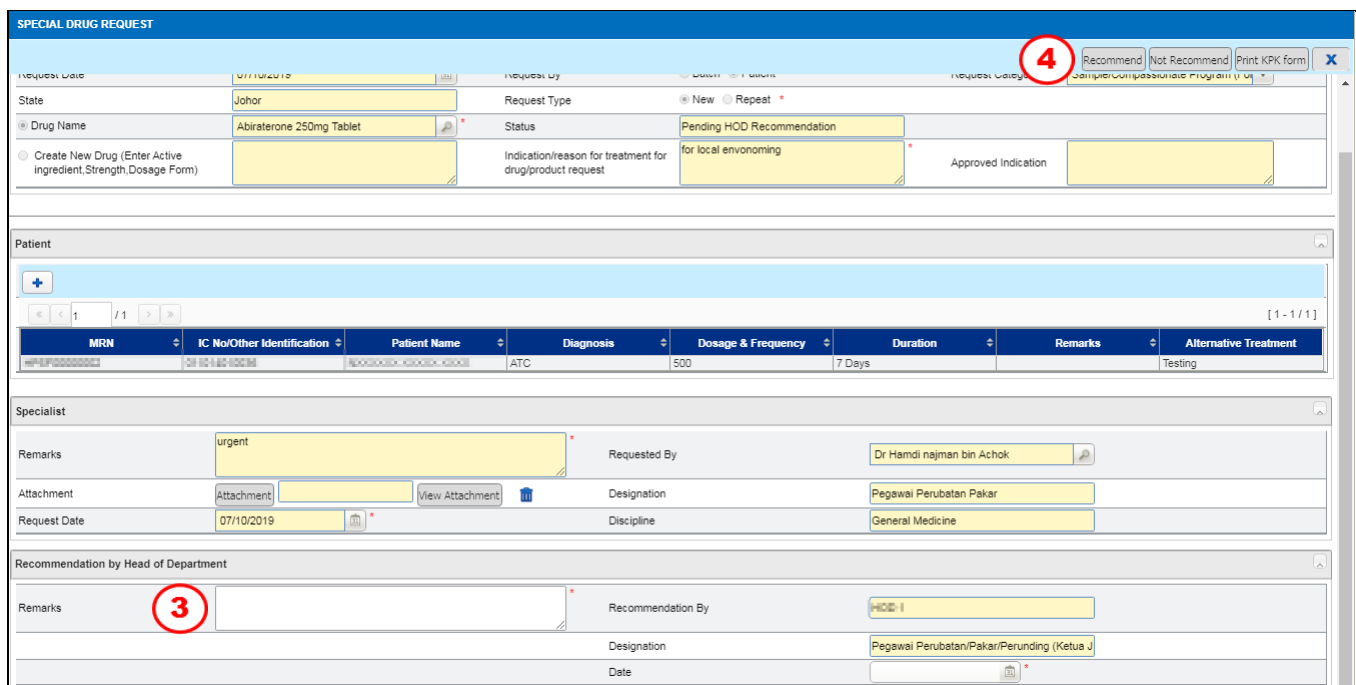
- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Facility Request No	Facility Request No	Request number will be auto generated when the user clicks on 'Save' button.
b	Active Ingredient	Active Ingredient	This is an enterable field where the Active Ingredient name will looked up from the MIMS Drug database.
c	Status	Status	It will show status of current request. By default, for new request the status will be 'New Request'.
d	PPF Request No	Program Perkhidmatan Farmasi Request No	Register number will be auto generated when secretariat receive the request (Status = Send for approval).
e	Request Type	Request Type	This will be drop down box to select request is New or Repeat request.
f	Request Date	Request Date	This will be date picker field, where date will be picked up from popup calendar

Table 3.1.1-2



SPECIAL DRUG REQUEST

Request Date: 07/10/2019 Request By: [User] Request Category: [Dropdown]

State: Johor Request Type: ☒ New ☐ Repeat Status: Pending HOD Recommendation

Drug Name: Abiraterone 250mg Tablet Indication/Reason for treatment for drug/product request: for local environmenting Approved Indication: [Field]

Patient

MRN: [Field] IC No/Other Identification: [Field] Patient Name: [Field] Diagnosis: ATC Dosage & Frequency: 500 Duration: 7 Days Remarks: Testing Alternative Treatment: [Field]

Specialist

Remarks: urgent Requested By: Dr Hamdi najman bin Achok

Attachment: [Field] View Attachment: [Button] Designation: Pegawai Perubatan Pakar

Request Date: 07/10/2019 Discipline: General Medicine

Recommendation by Head of Department

Remarks: [Field] Recommendation By: [Field] Designation: Pegawai Perubatan/Pakar/Perunding (Ketua) Date: [Field]

Figure 3.1.1-16 Recommendation HOD screen

STEP 3

Enter **Remarks** under the 'Recommended by Head of Department' section as per Figure 3.1-15

STEP 4

Click on the  button

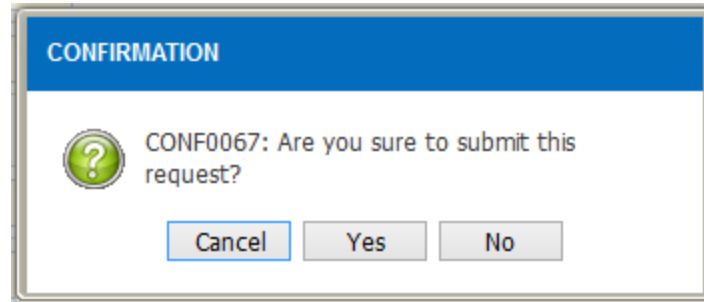


Figure 3.1.1-17 Confirmation Alert Message

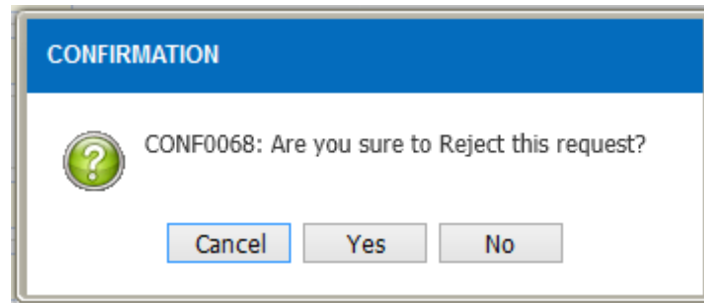
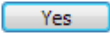
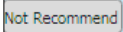
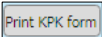
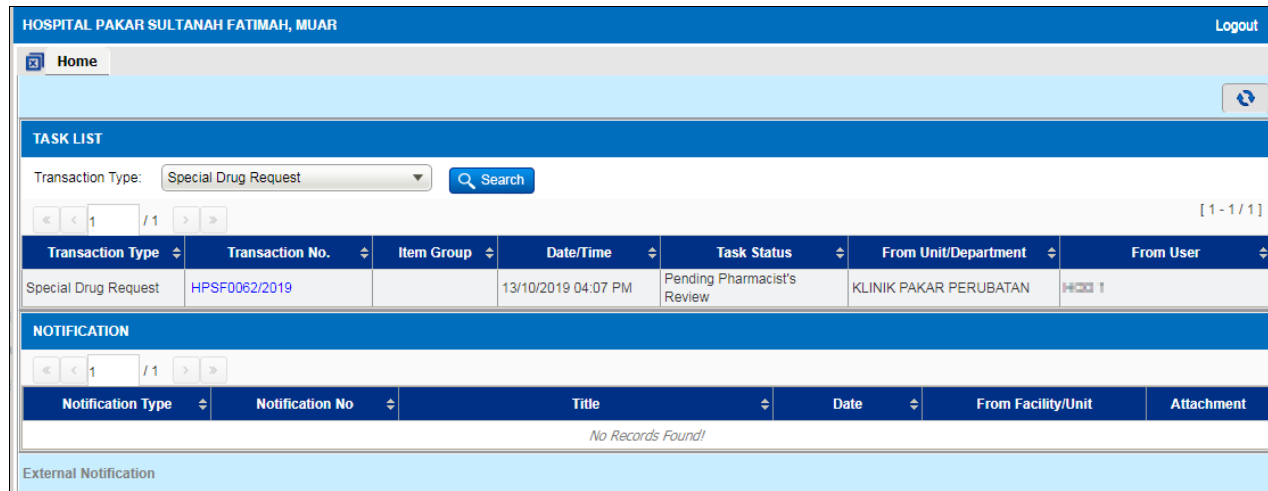


Figure 3.1.1-18 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-17, click on the  button
- Special drug request status will be changed to 'Pending Pharmacist Review' after the transaction is recommended by HOD.
- Once HOD recommend the request, task list will be displayed for pharmacist. Click on the transection number to proceed pharmacist task.
- If HOD decides not to recommend the request, HOD may click on the  button. Alert message will be displayed. Special Drug Request status will be changed to 'Not Recomend by HOD'.
- HOD may click on the  button to print KPK form.

Review By Pharmacist



HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home

TASK LIST

Transaction Type: Special Drug Request Search

[1 - 1 / 1]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Drug Request	HPSF0062/2019		13/10/2019 04:07 PM	Pending Pharmacist's Review	KLINIK PAKAR PERUBATAN	H3301

NOTIFICATION

[1 - 1 / 1]

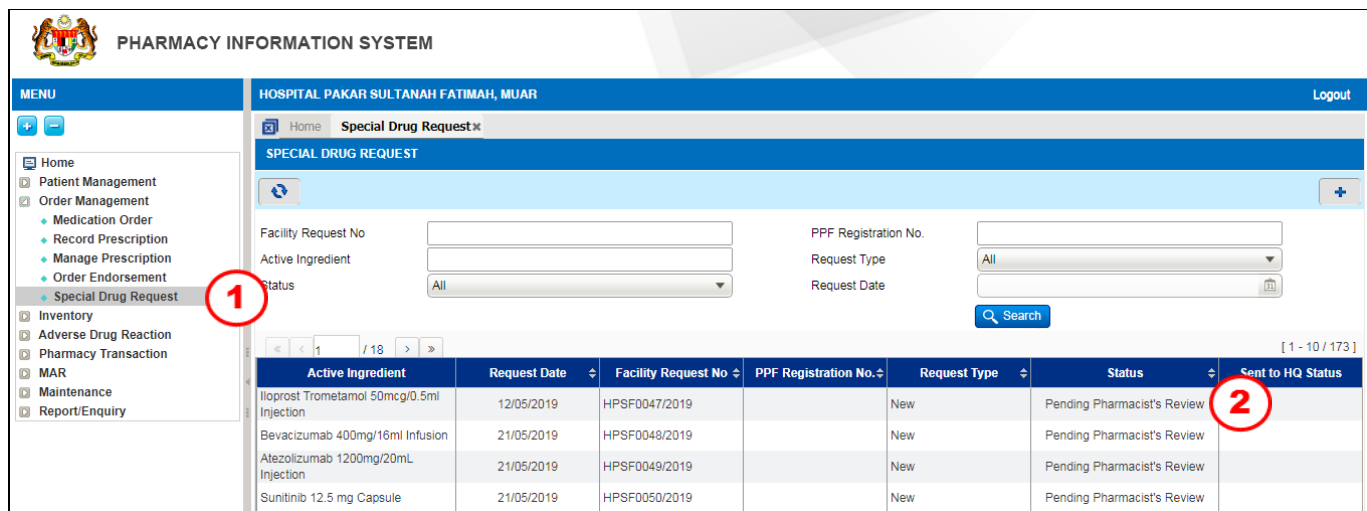
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
No Records Found!					

External Notification

Figure 3.1.1-19 Task List Screen

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-19 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-21 to proceed with pharmacist task.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No: [] PPF Registration No: []

Active Ingredient: [] Request Type: All

Status: All Request Date: [] Search

[1 - 10 / 173]

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Iloprost Trometamol 50mcg/0.5ml Injection	12/05/2019	HPSF0047/2019		New	Pending Pharmacist's Review	2
Bevacizumab 400mg/16ml Infusion	21/05/2019	HPSF0048/2019		New	Pending Pharmacist's Review	
Atezolizumab 1200mg/20mL Injection	21/05/2019	HPSF0049/2019		New	Pending Pharmacist's Review	
Sunitinib 12.5 mg Capsule	21/05/2019	HPSF0050/2019		New	Pending Pharmacist's Review	

Figure 3.1.1-20 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub -menu

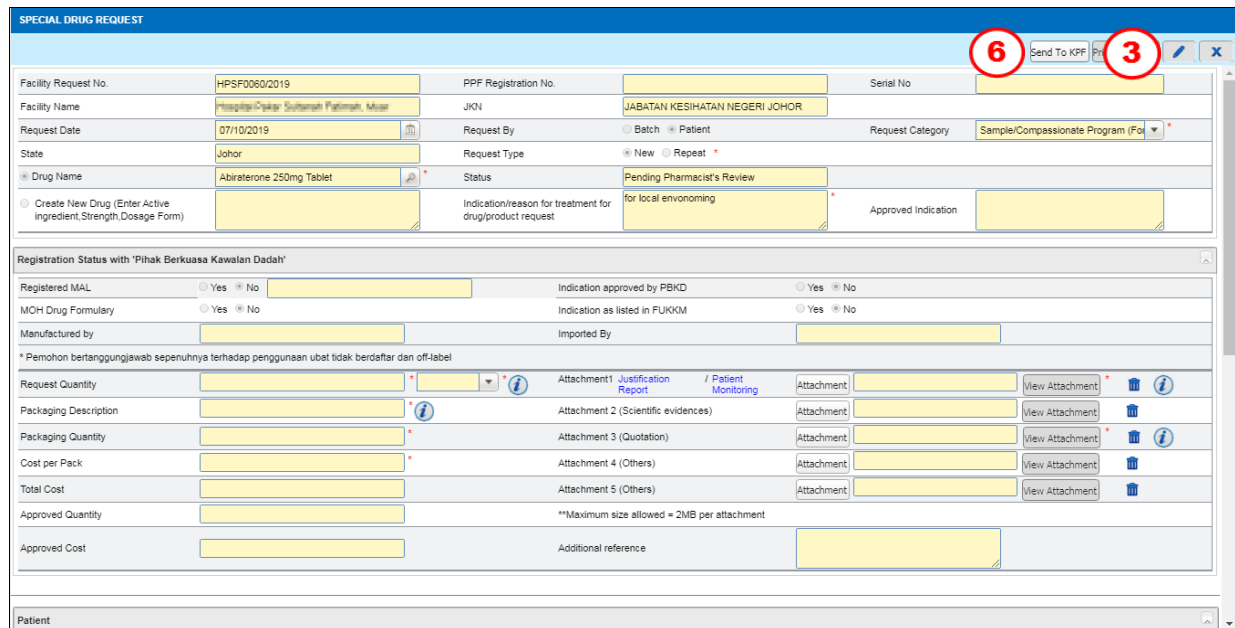
Note

User have option to Search request records based on below search criteria:

- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with the Status 'Pending Review by Pharmacist' as per Figure 3.1.1-18



SPECIAL DRUG REQUEST

Facility Request No. HPSF0060/2019 PPF Registration No. Serial No.

Facility Name Hospital Pakar Sultanah Fatimah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 07/10/2019 Request By Batch Patient Request Category Sample/Compassionate Program (For ...)

State Johor Request Type New Repeat

Drug Name Abiraterone 250mg Tablet Status Pending Pharmacist's Review

Create New Drug (Enter Active Ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request for local envionmng Approved Indication

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL Yes No Indication approved by PBKD Yes No

MOH Drug Formulary Yes No Indication as listed in FUKKM Yes No

Manufactured by Imported By

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity 12 box Attachment1 Justification Report / Patient Monitoring Attachment View Attachment

Packaging Description per pack of Attachment2 (Scientific evidences) Attachment View Attachment

Packaging Quantity 11 Attachment3 (Quotation) Attachment View Attachment

Cost per Pack 200.00 Attachment4 (Others) Attachment View Attachment

Total Cost 2,200.00 Attachment5 (Others) Attachment View Attachment


Approved Quantity Approved Cost **Maximum size allowed = 2MB per attachment

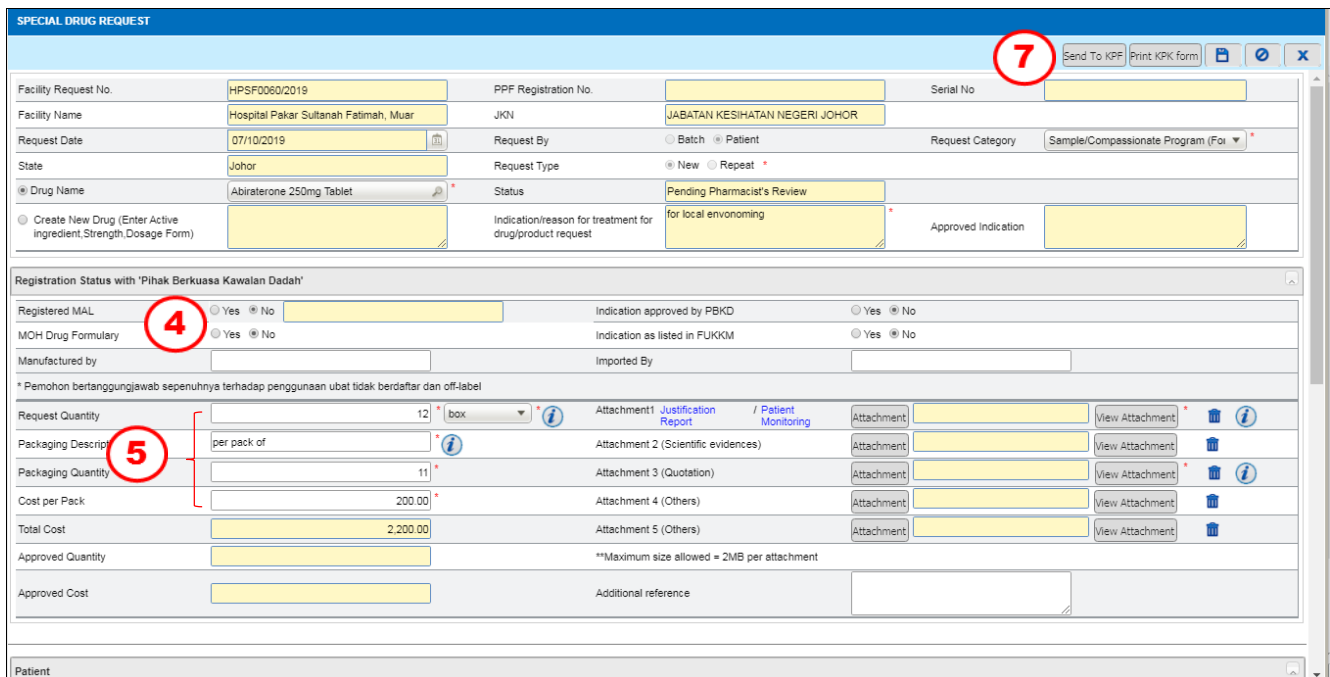
Additional reference

Patient

Figure 3.1.1-21 Pharmacist Review Screen

STEP 3

Click on the  button to enter information as per Figure 3.1.1-18



SPECIAL DRUG REQUEST

Facility Request No. HPSF0060/2019 PPF Registration No. Serial No.

Facility Name Hospital Pakar Sultanah Fatimah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 07/10/2019 Request By Batch Patient Request Category Sample/Compassionate Program (For ...)

State Johor Request Type New Repeat

Drug Name Abiraterone 250mg Tablet Status Pending Pharmacist's Review

Create New Drug (Enter Active Ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request for local envionmng Approved Indication

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL Yes No Indication approved by PBKD Yes No

MOH Drug Formulary Yes No Indication as listed in FUKKM Yes No

Manufactured by Imported By

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity 12 box Attachment1 Justification Report / Patient Monitoring Attachment View Attachment

Packaging Description per pack of Attachment2 (Scientific evidences) Attachment View Attachment

Packaging Quantity 11 Attachment3 (Quotation) Attachment View Attachment

Cost per Pack 200.00 Attachment4 (Others) Attachment View Attachment

Total Cost 2,200.00 Attachment5 (Others) Attachment View Attachment

Approved Quantity Approved Cost **Maximum size allowed = 2MB per attachment

Additional reference

Patient

Figure 3.1.1-22 Pharmacist Review Screen



Page 20

Note

- An alert message will be displayed as Figure 3.1.1-21, click on the button.
- Task list for KPF will be displayed once pharmacist review the request and send to KPF.
- *Special drug request status will be changed to 'Pending KPF Recommendation'.*

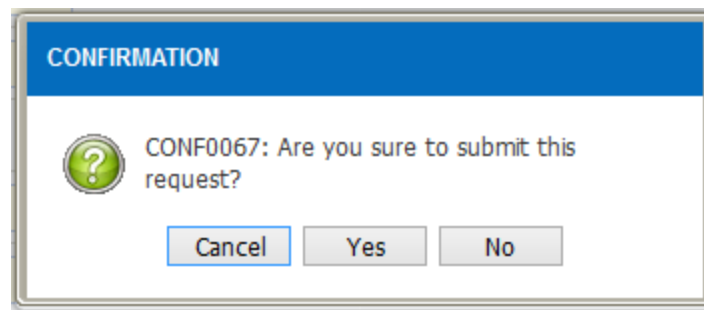


Figure 3.1.1-24 Confirmation Alert Message

Recommendation by Head of Pharmacy Department

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home

TASK LIST

Transaction Type: Special Drug Request

Search

<< < 1 / 1 > >>

[1 - 2 / 2]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Drug Request	HPSF0060/2019		07/10/2019 11:12 AM	Pending KPF Recommendation	FBW FILLING STATION	SYICHAHARITA STABULAH
Special Drug Request	HPSF0062/2019		13/10/2019 04:07 PM	Pending Pharmacist's Review	KLINIK PAKAR PERUBATAN	HOD 1

NOTIFICATION

<< < 1 / 2 > >>

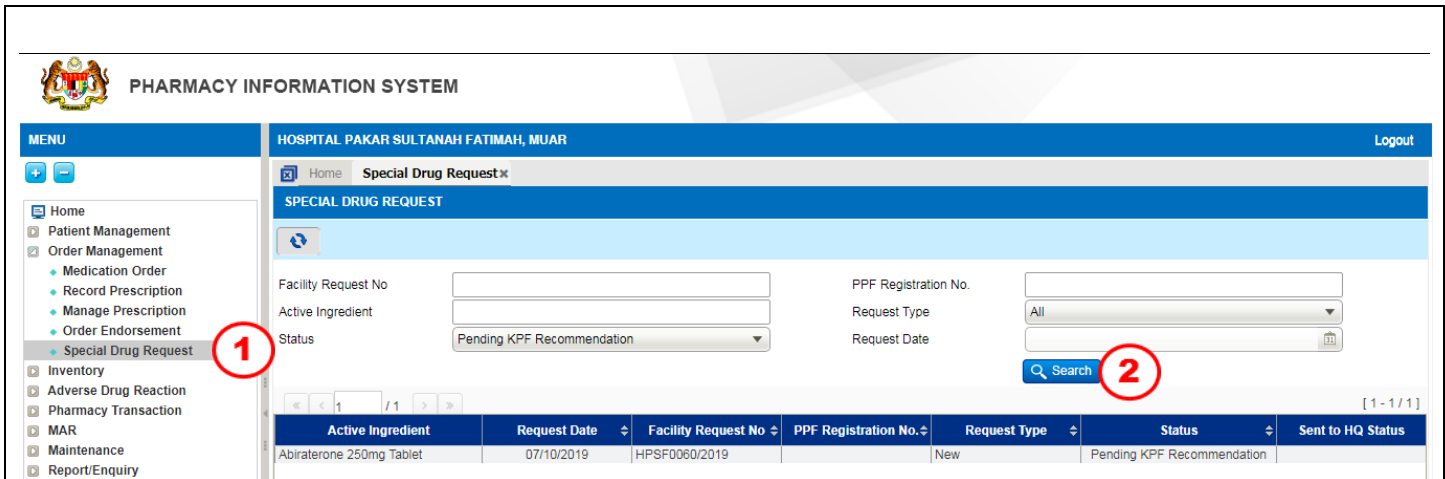
[1 - 10 / 20]

Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO19000002		16/07/2019 06:12 PM	Klinik Kesihatan Taman Universiti	
Message	NO19000078	Produk pembekalan alternatif APPL Ibuprofen 200mg Tablet, 02.1601.10 telah habis dibekal & dinyahaktif.	16/07/2019 06:12 PM	BPFKKM	
Message	NO19000079	New APPL code for Ibuprofen 200mg Tablet, 02.1601.09	16/07/2019 06:12 PM	BPFKKM	

Figure 3.1.1-25 Task List Screen

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-25 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-21 to proceed with Head of Pharmacy Department task.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Special Drug Request x

SPECIAL DRUG REQUEST

Facility Request No. PPF Registration No.

Active Ingredient Request Type

Status Request Date

[1 - 1 / 1]

Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abiraterone 250mg Tablet	07/10/2019	HPSF0060/2019		New	Pending KPF Recommendation	

Figure 3.1.1-26 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub- menu

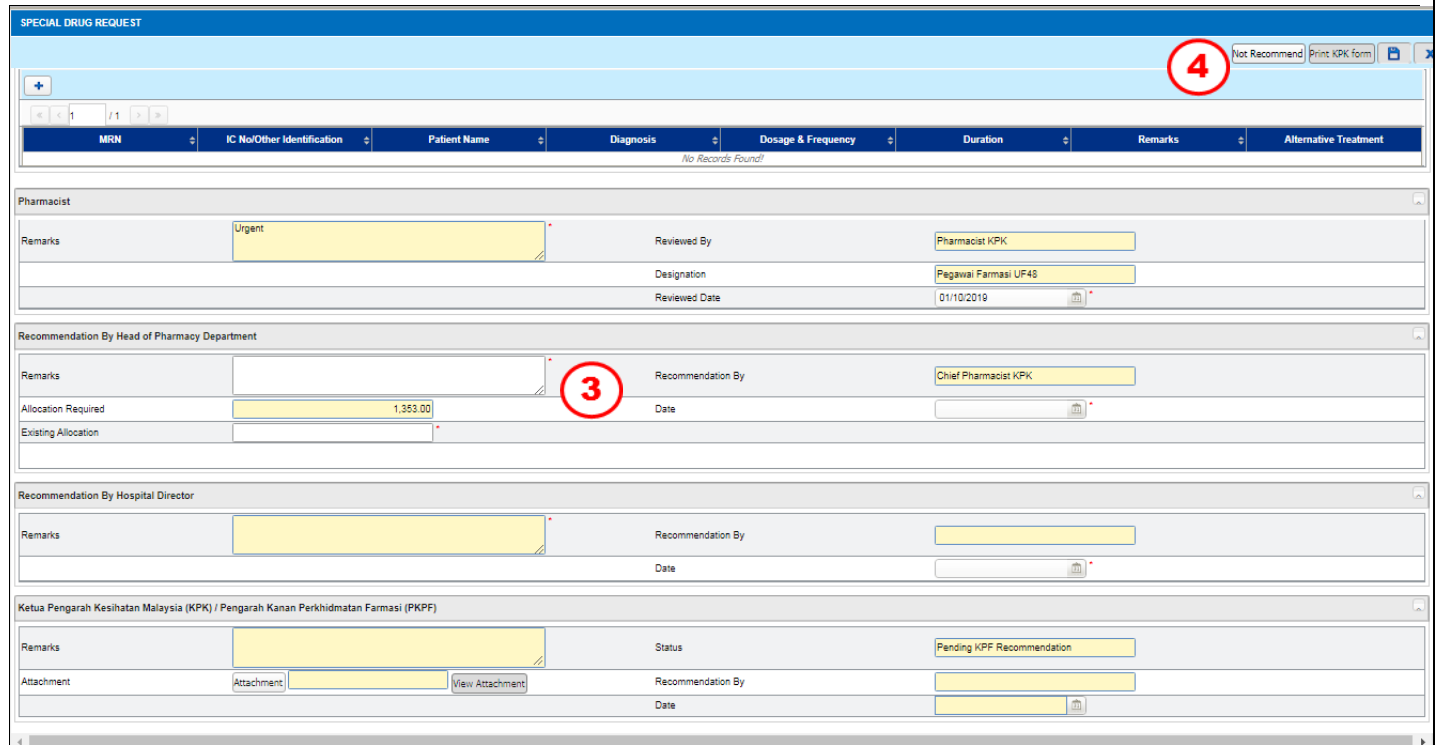
Note

User have option to search request records based on below search criteria:-

- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending KPF Recommendation' order request status as per Figure 3.1.1-27



SPECIAL DRUG REQUEST

Not Recommend Print KPK form

4

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
No Records Found							

Pharmacist

Remarks: Urgent

Reviewed By: Pharmacist KPK

Designation: Pegawai Farmasi UF46

Reviewed Date: 01/10/2019

Recommendation By Head of Pharmacy Department

Remarks:

Allocation Required: 1,353.00

Existing Allocation:

Recommendation By: Chief Pharmacist KPK

Date:

Recommendation By Hospital Director

Remarks:

Recommendation By:

Date:

Ketua Pengarah Kesihatan Malaysia (KPK) / Pengarah Kanan Perkhidmatan Farmasi (PKPF)

Remarks:

Attachment: Attachment View Attachment

Status: Pending KPF Recommendation

Recommendation By:

Date:

Figure 3.1.1-27 Recommendation by KPF screen

STEP 3

Scroll down and look for 'Recommendation By Head Pharmacy' section , enter **Remarks**, **Existing Allocation** and **Date**.

STEP 4

Click on the  button to save the record



SPECIAL DRUG REQUEST

Recommend Not Recommend Print KPK form

5

Facility Request No.	HMIRI0234/2019	PFF Registration No.	JKN	Serial No.	
Facility Name	Hospital Miri	Jabatan Kesihatan Negeri Sarawak			
Request Date	01/10/2019	Request By	Batch Patient	Request Category	Pesara Persekutuan
State	Sarawak	Request Type	New Repeat		
Drug Name	Acetaminophen 10mg Capsule	Status	Pending KPF Recommendation		
Create New Drug (Enter Active Ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Frequent relapse Nephrotic syndrome	Approved Indication	

Figure 3.1.1-28 Recommendation by KPF screen

STEP 5

Click on the  button

Note

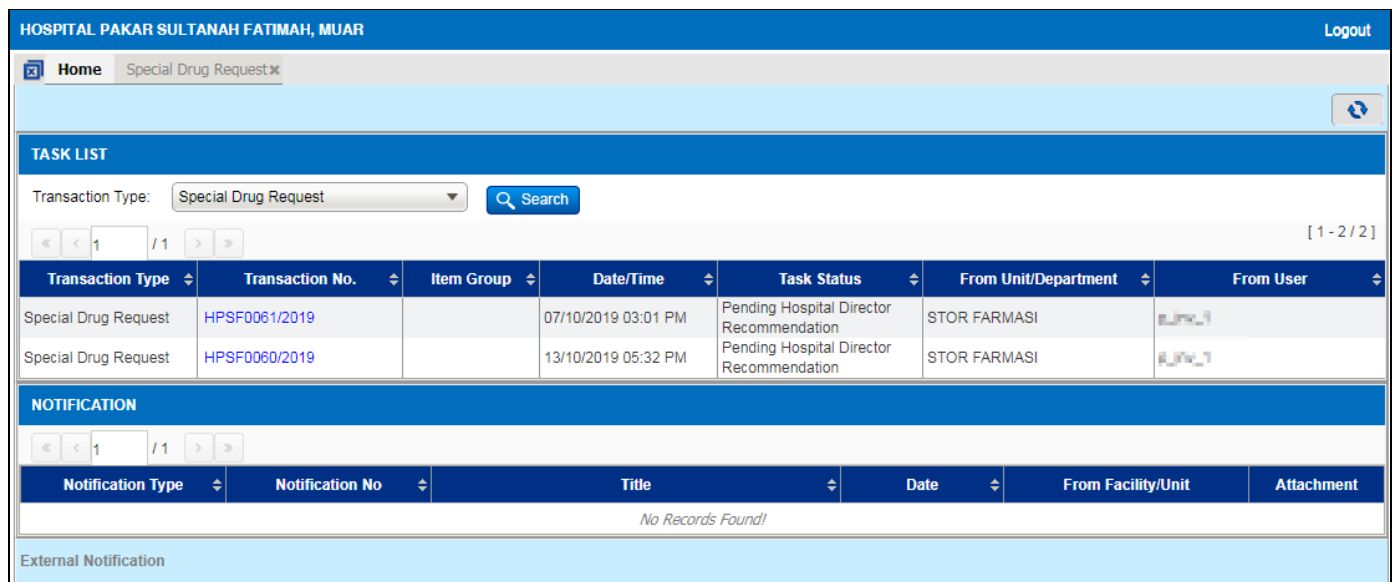
Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the **Recommend** button.

Not Recommend

- Once KPF process the request, task list will be displayed for hospital director. Click on transaction no to proceed with hospital director task.
- User may also click on the **Not Recommend** if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not Recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Pending Hospital Director Recommendation'.

Recommendation by Hospital Director



HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Special Drug Request

TASK LIST

Transaction Type: Special Drug Request Search

Transaction Type Transaction No. Item Group Date/Time Task Status From Unit/Department From User

Special Drug Request	HPSF0061/2019		07/10/2019 03:01 PM	Pending Hospital Director Recommendation	STOR FARMASI	
Special Drug Request	HPSF0060/2019		13/10/2019 05:32 PM	Pending Hospital Director Recommendation	STOR FARMASI	

NOTIFICATION

Notification Type Notification No. Title Date From Facility/Unit Attachment

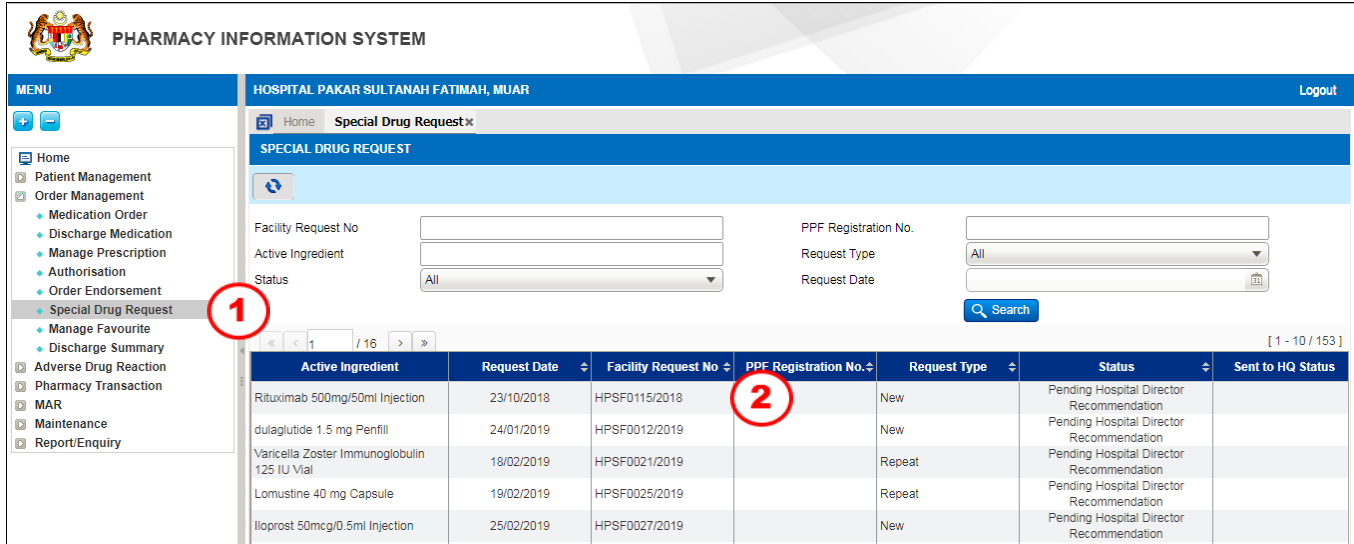
No Records Found!

External Notification

Figure 3.1.1-29 Task List Screen

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-31 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-29 to proceed with Hospital Director task.



Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Rituximab 500mg/50ml Injection	23/10/2018	HPSF0115/2018		New	Pending Hospital Director Recommendation	
dulaglutide 1.5 mg Penfill	24/01/2019	HPSF0012/2019		New	Pending Hospital Director Recommendation	
Varicella Zoster Immunoglobulin 125 IU Vial	18/02/2019	HPSF0021/2019		Repeat	Pending Hospital Director Recommendation	
Lomustine 40 mg Capsule	19/02/2019	HPSF0025/2019		Repeat	Pending Hospital Director Recommendation	
Iloprost 50mcg/0.5ml Injection	25/02/2019	HPSF0027/2019		New	Pending Hospital Director Recommendation	

Figure 3.1.1-30 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

Note

User have option to Search request records based on below search criteria:

- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending Hospital Director Recommendation' order request status as per Figure 3.1.1-30



Figure 3.1.1-31 Recommendation by Hospital Director screen

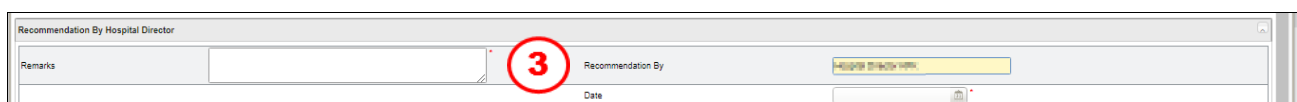



Figure 3.1.1-32 Recommendation By Hospital Director

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.1-32

STEP 4

Click on the  button to save the record as per Figure 3.1.1-31

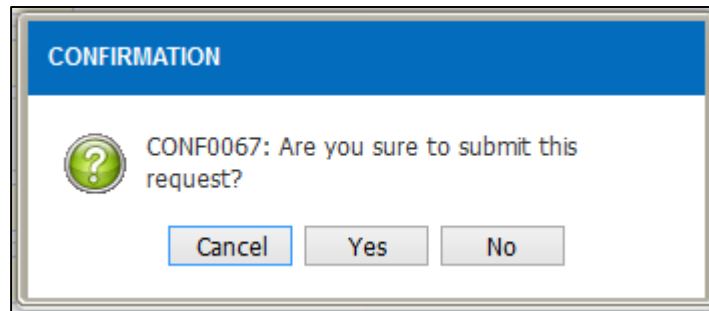
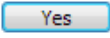



Figure 3.1.1-33 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-30, click on the  button.
- The request **status** will be change to 'Send for Approval'.
- User may also click  if decided not to recommend. Alert message will displayed for not recommend transaction.

3.1.2 Request By Pharmacist

This function is used for pharmacist to request special drug.

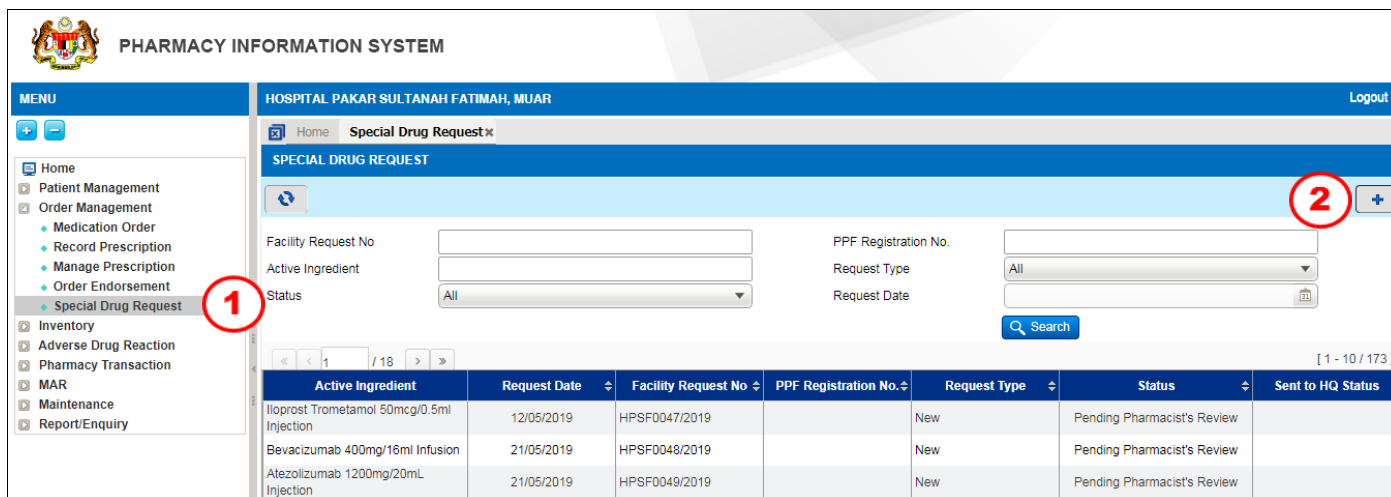


Figure 3.1.2-1 Special Drug Request Landing Page

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

STEP 2

Click on the  button to add a new request

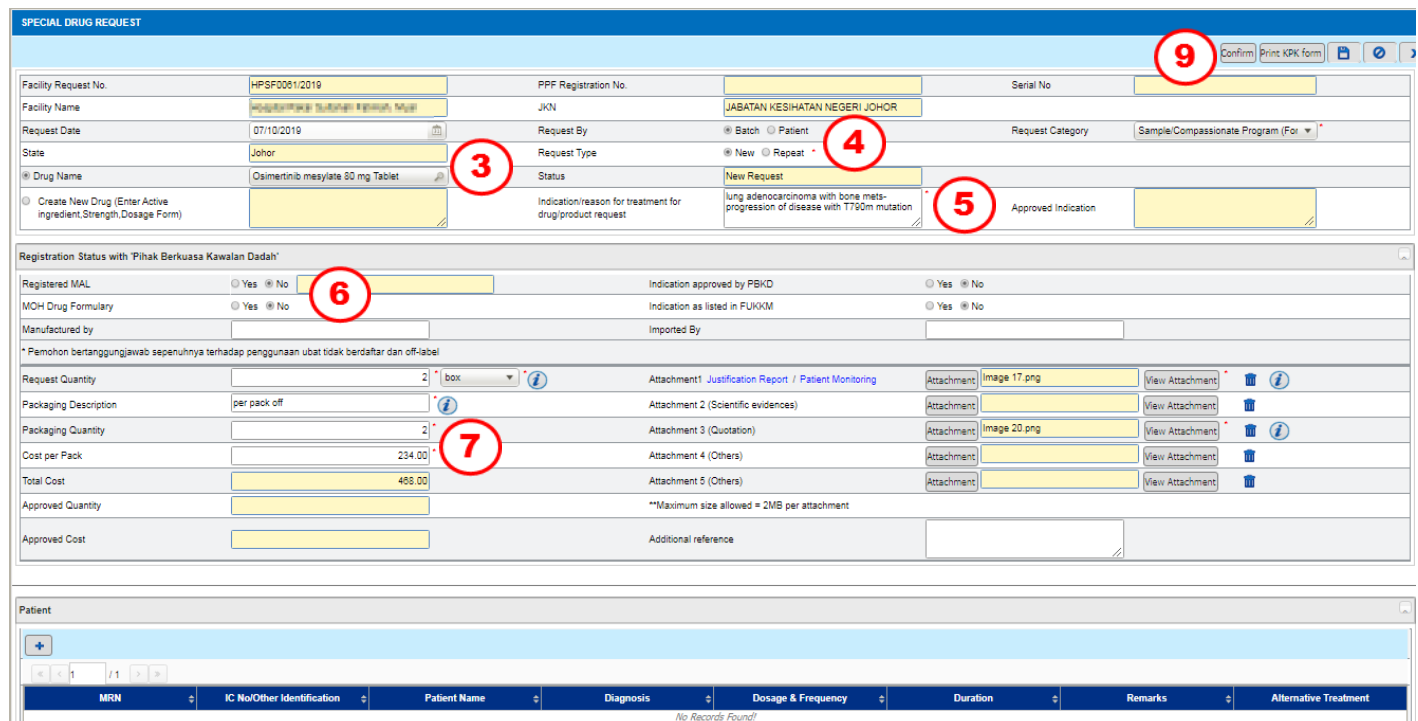
No	Field	Description	Remark
a	Facility Request No	Facility Request No	Request number will be auto generated when the user clicks on 'Save' button.
b	Active Ingredient	Active Ingredient	This is an enterable field where the Active Ingredient name will looked up from the MIMS Drug database.
c	Status	Status	It will show status of current request. By default, for new request the status will be 'New Request'.
d	PPF Request No	Program Perkhidmatan Farmasi Request No	Register number will be auto generated when secretariat receive the request (Status = Send for approval).
e	Request Type	Request Type	This will be drop down box to select request is New or Repeat request.
f	Request Date	Request Date	This will be date picker field, where date will be picked up from popup calendar

Table 3.1.2-1 Search Criteria

Note

Search result of existing KPK record list will be displayed:

- Active Ingredient
- Request Date
- Facility Request No
- PPF Register No
- Request Type
- Status



The screenshot shows the 'SPECIAL DRUG REQUEST' form. Numbered callouts indicate the following fields:

- 3**: Facility Request No. (HPSP0051/2019)
- 4**: Request Type (New Request)
- 5**: Indication/reason for treatment for drug/product request (lung adenocarcinoma with bone mets- progression of disease with T790m mutation)
- 6**: Registered MAL (Yes/No)
- 7**: Request Quantity (2 box)
- 9**: Confirm button

The form also includes sections for Patient Information, Attachments (Justification Report, Scientific evidences, Quotation, Others), and a table for Request Details (Request Date, State, Drug Name, Status, etc.).

Figure 3.1.2-2 Special Drug Request Order Screen

STEP 3

Click on the search button and double click on selected drug

Note

☒ Drug Name radio button will selected by default for existing drug request.

If user request for new drug, select on the ☐ Create New Drug (Enter Active ingredient, Strength, Dosage Form) radio button and enter **Active Ingredient, Strength and Dosage Form**.

STEP 4

Select Request Type

- New
- Repeat

STEP 5

Enter **Indication/reason for treatment for drug/product request**

STEP 6

Select 'Yes' or 'No' radio button for:

- MOH Drug Formulary
- Registered MAL
- Indication approved by PBKD
- Indication as listed in FUKKM

Note

- For Drug category A (Registered but not available in FUKKM), 'Registered MAL' will be defaulted to 'Yes' and no default value for 'MOH Drug Formulary'
- If Registered MAL selected as 'No', 'Indication Approved by PBKD' will be defaulted as 'No'.
- For Drug category C (Not Registered and not available in FUKKM), 'MOH Drug Formulary', 'Registered MAL' and 'Indication Approved by PBKD' will be defaulted to 'No'

STEP 7

Enter all mandatory field that consist of:

- Request Quantity
- Packaging Description
- Packaging Quantity
- Cost per Pack
- Attachment 1
- Attachment 3

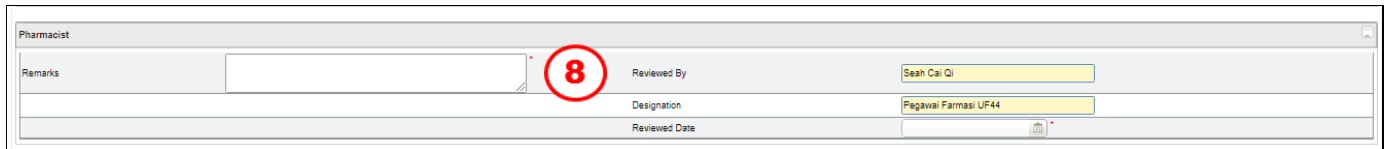


Figure 3.1.2-3 Special Drug Request Order Screen

STEP 8

Enter **Remarks** and **Reviewed Date** in Pharmacist section

STEP 9

Click on the  button as per Figure 3.1.2-2

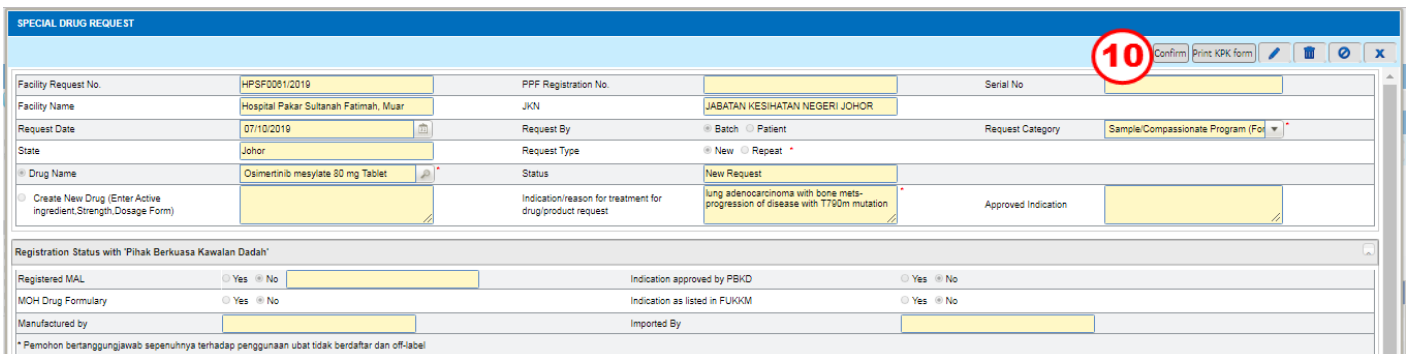


Figure 3.1.2-3 Special Drug Request Order Screen

STEP 10

Click on the  button as per Figure 3.1.2-3

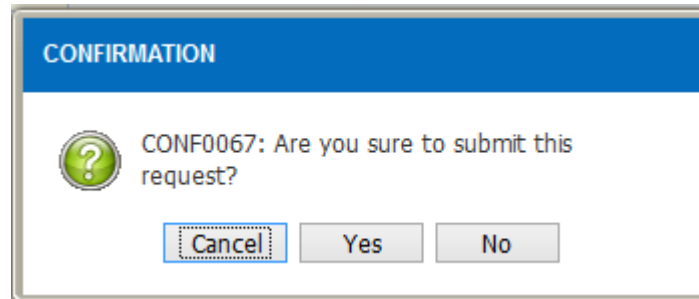
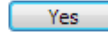
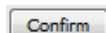


Figure 3.1.2-4 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-4, click on the  button.
- Special drug request status will be changed to 'Pending KPF Recommendation'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

Recommendation by Head of Pharmacy Department

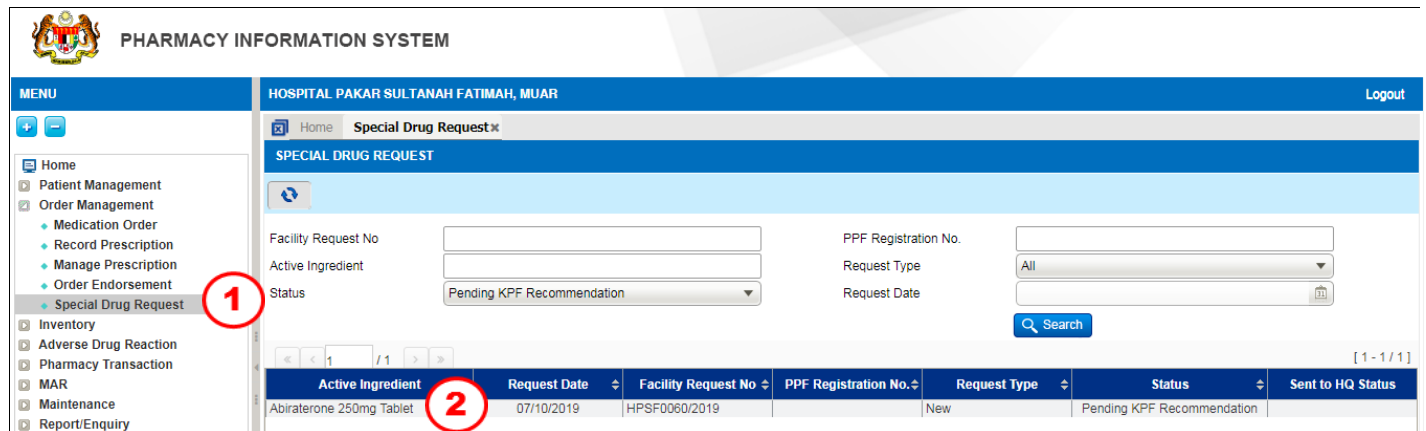


Figure 3.1.2-5 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub- menu

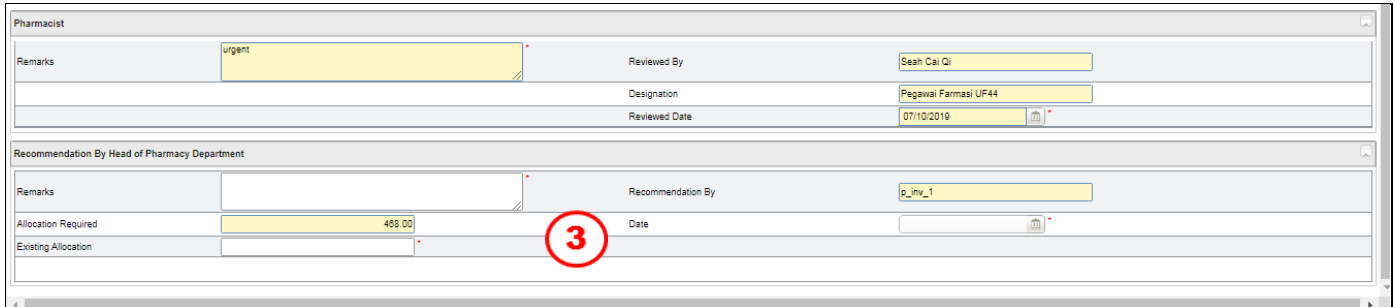
Note

User have option to search request records based on below search criteria:-

- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending KPF Recommendation' status



Pharmacist

Remarks: urgent

Reviewed By: Seah Cai Qi

Designation: Pegawai Farmasi UF44

Reviewed Date: 07/10/2019

Recommendation By Head of Pharmacy Department

Remarks:

Allocation Required: 488.00

Existing Allocation:

Recommendation By: p_inv_1

Date:

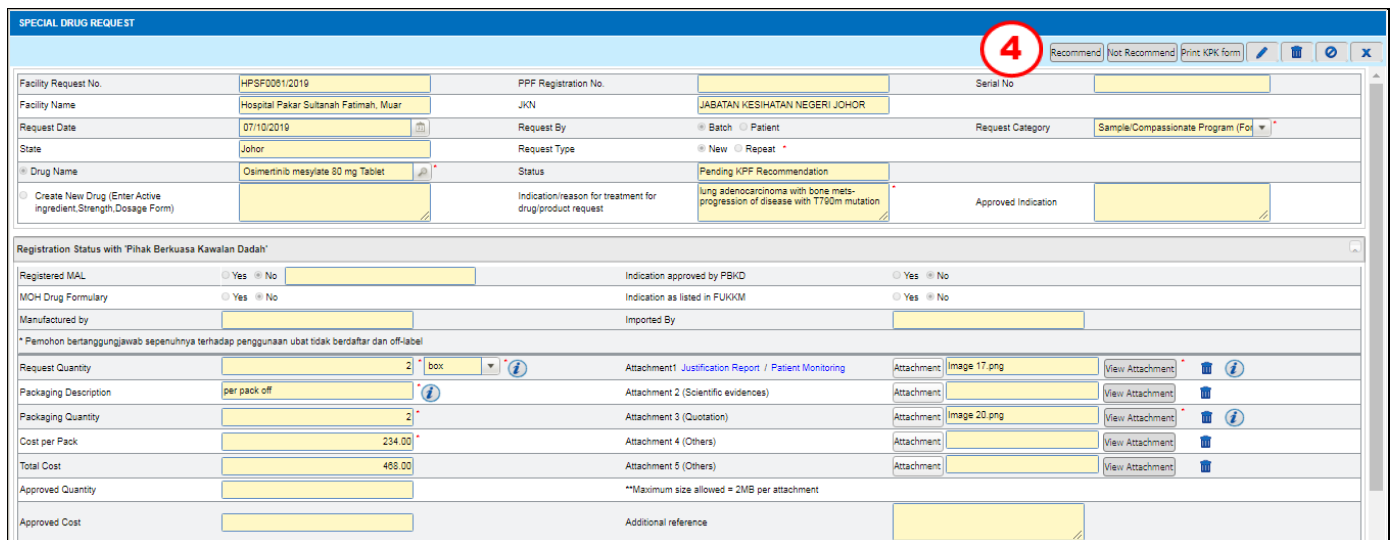
Figure 3.1.2-6 Recommendation by KPF screen

STEP 3

Scroll down and look for 'Recommendation By Head of Pharmacy Department' section, enter **Remarks**, **Existing Allocation** and **Date**

STEP 4

Click on the **Recommend** button as per Figure 3.1.2-7



SPECIAL DRUG REQUEST

Facility Request No.: HPSF0051/2019

Facility Name: Hospital Pakar Sultanah Fatimah, Muar

Request Date: 07/10/2019

State: Johor

Drug Name: Osimertinib mesylate 80 mg Tablet

Request Type: New

Status: Pending KPF Recommendation

Indication/Reason for treatment for drug/product request: lung adenocarcinoma with bone metastasis progression of disease with T790M mutation

Approved Indication:

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL: Yes

MOH Drug Formulary: Yes

Manufactured by:

Imported By:

Request Quantity: 2 box

Packaging Description: per pack off

Packaging Quantity: 2

Cost per Pack: 234.00

Total Cost: 468.00

Approved Quantity:

Approved Cost:

Attachment 1: Justification Report / Patient Monitoring (Image 17.png)

Attachment 2: Scientific evidences (Image 20.png)

Attachment 3: Quotation

Attachment 4: Others

Attachment 5: Others

**Maximum size allowed = 2MB per attachment

Additional reference:

Figure 3.1.2-7 Recommendation by KPF screen

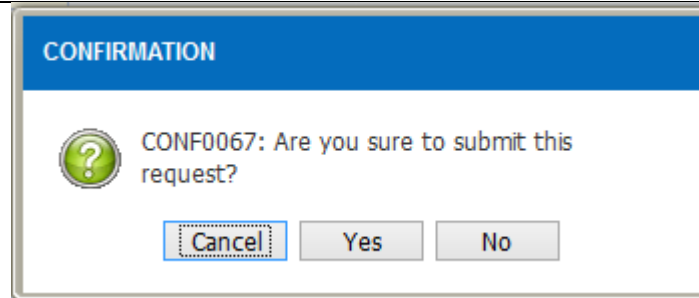



Figure 3.1.2-8 Confirmation Alert Message


Note

- An alert message will be displayed as Figure 3.1.2-8, click on the  button

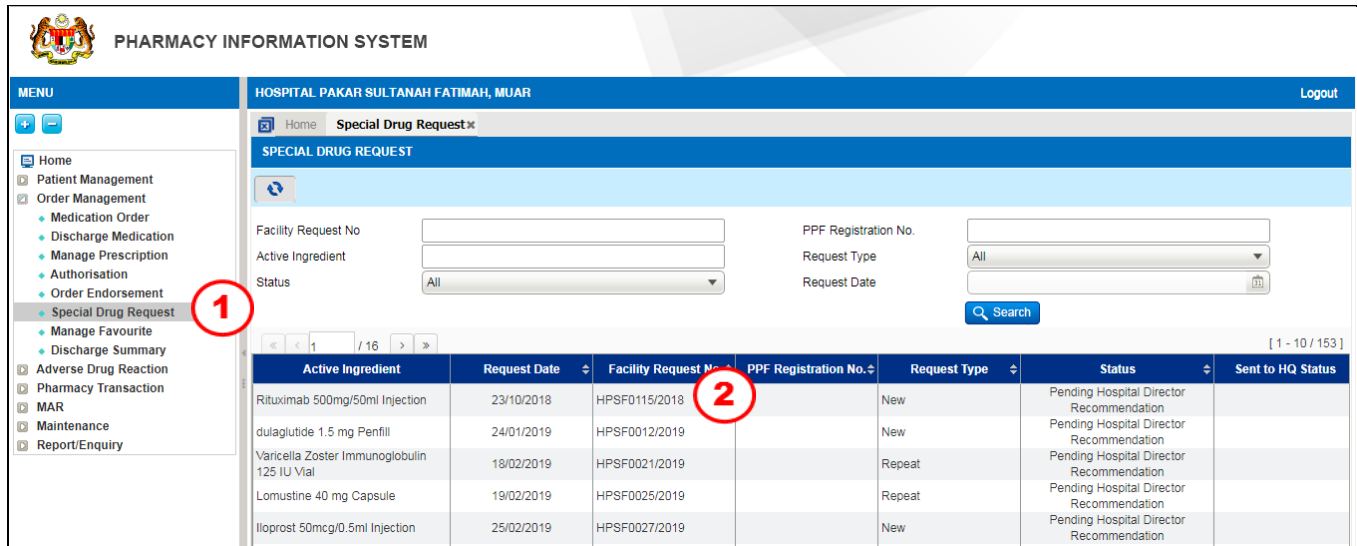
Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the  button.

Not recommend

- User may also click on the  if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Pending Hospital Director Recommendation'.

Recommendation by Hospital Director



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No. PPF Registration No.

Active Ingredient Request Type

Status Request Date

[1 - 10 / 153]

Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Rituximab 500mg/50ml Injection	23/10/2018	HPSF0115/2018		New	Pending Hospital Director Recommendation	
dulaglutide 1.5 mg Penfill	24/01/2019	HPSF0012/2019		New	Pending Hospital Director Recommendation	
Varicella Zoster Immunoglobulin 125 IU Vial	18/02/2019	HPSF0021/2019		Repeat	Pending Hospital Director Recommendation	
Lomustine 40 mg Capsule	19/02/2019	HPSF0025/2019		Repeat	Pending Hospital Director Recommendation	
Iloprost 50mcg/0.5ml Injection	25/02/2019	HPSF0027/2019		New	Pending Hospital Director Recommendation	

Figure 3.1.2-9 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

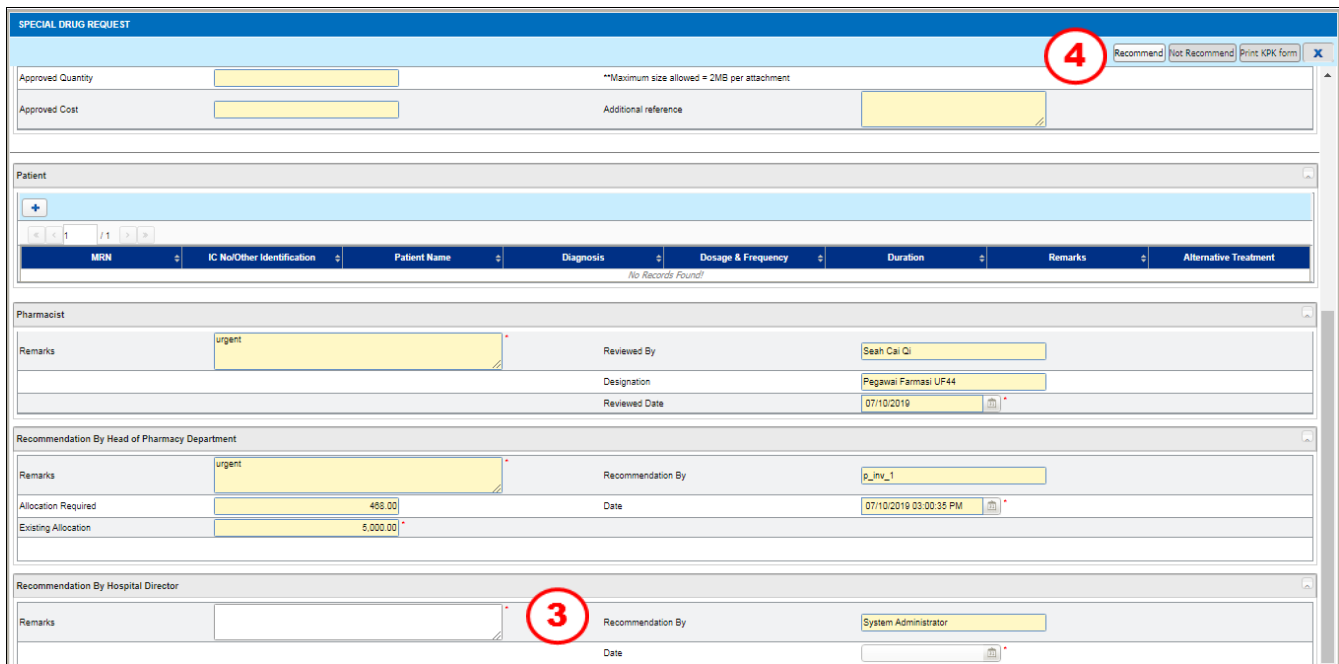
Note

User have option to Search request records based on below search criteria:

- Hospital Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending Hospital Director Recommendation' order request status as per Figure 3.1.2-9



SPECIAL DRUG REQUEST

Approved Quantity: **Maximum size allowed = 2MB per attachment

Approved Cost: Additional reference:

Patient

+

< < 1 > >

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
No Records Found							

Pharmacist

Remarks:

Reviewed By:

Designation:

Reviewed Date:

Recommendation By Head of Pharmacy Department

Remarks:

Recommendation By:

Allocation Required:

Existing Allocation:

Date:

Recommendation By Hospital Director

Remarks:

Recommendation By:

Date:

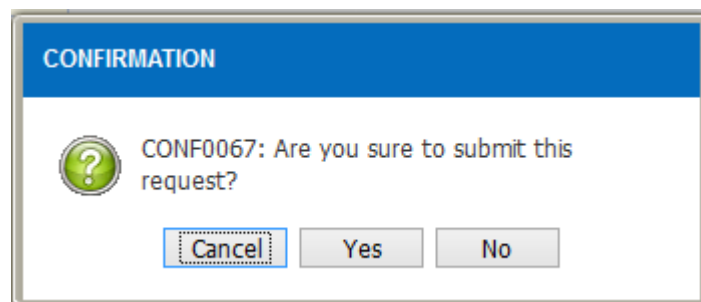
Figure 3.1.2-10 Recommendation by HD screen

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.2-10

STEP 4

Click on the **Recommend** button to save the record



CONFIRMATION

CONF0067: Are you sure to submit this request?

Figure 3.1.2-11 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-11, click on the button.
- The request **status** will be change to 'Send For Approval'.
- User may also click if decided not to recommend. Alert message will displayed for not recommend transaction.

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MRN	Medical Record Number
MOH	Ministry Of Health
KPK	Ketua Pengarah Kesihatan

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	Radiopharma	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		