

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

Full Based

**User Manual
Order Management
Special Drug Request**

Version	: 8th 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

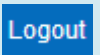
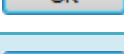
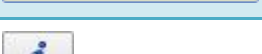
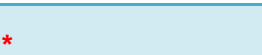
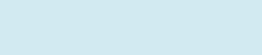
1.3 Organised Sections

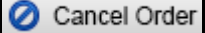
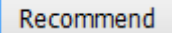
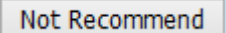
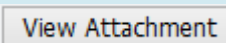
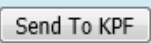
These are the sections within this document:

- 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

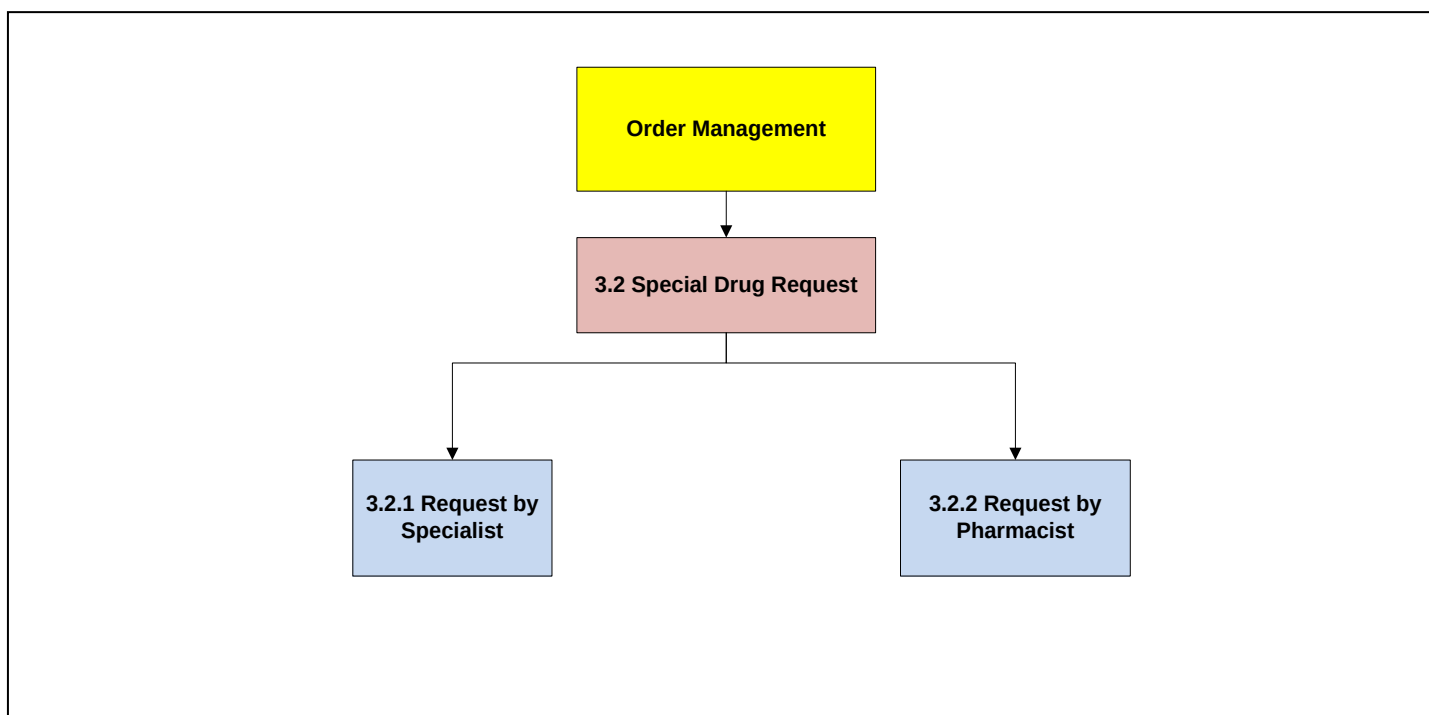


Figure 3.1

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.

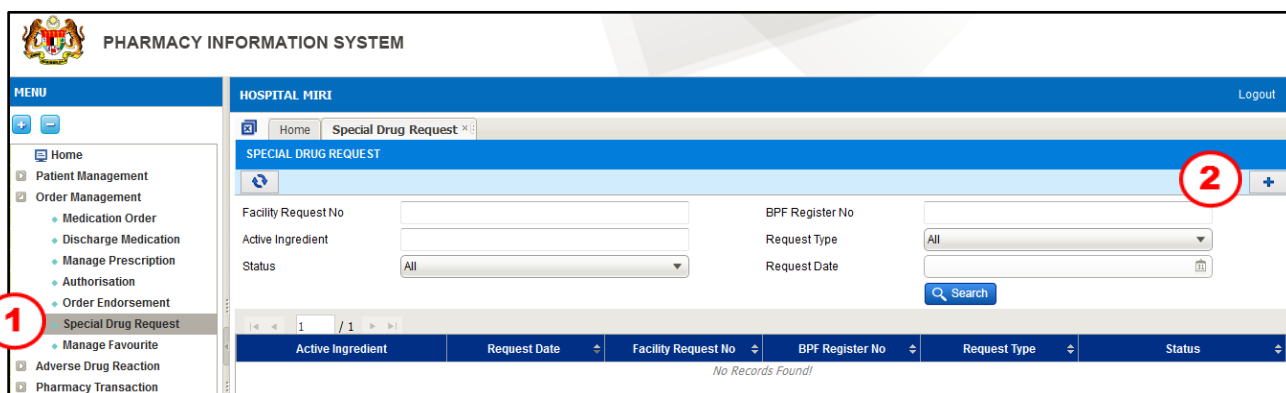


Figure 3.1.1-1 Special Drug Request Listing Screen

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:

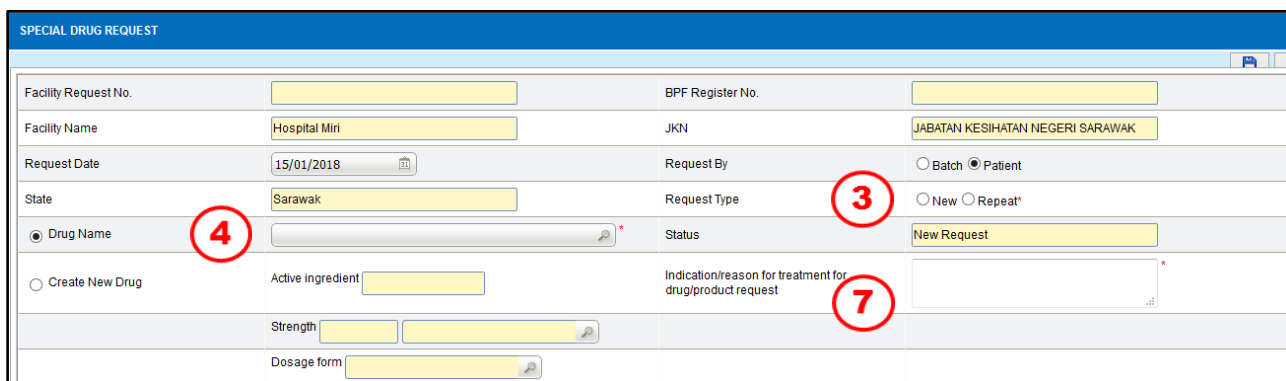
No	Field	Description	Remark
a	Facility Request No	Facility Request No	Individual request number will be auto generated for each request
b	Active Ingredient	Active Ingredient	Active Ingredient of the request
c	Status	Status	Status of current request. eg: 'New Request'.
d	BPF Request No	BahagianPerkhidmatanFarmasi 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) BPF Register No
- e) Request Type
- f) Status



SPECIAL DRUG REQUEST

Facility Request No.		BPF Register No.	
Facility Name	Hospital Miri	JKN	JABATAN KESIHATAN NEGERI SARAWAK
Request Date	15/01/2018	Request By	☐ Batch ☒ Patient
State	Sarawak	Request Type	☐ New ☐ Repeat*
☒ Drug Name		Status	New Request
☐ Create New Drug	Active ingredient	Indication/reason for treatment for drug/product request	
	Strength		
	Dosage form		

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 radio button and enter ActiveIngredient, 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

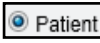
STEP 6

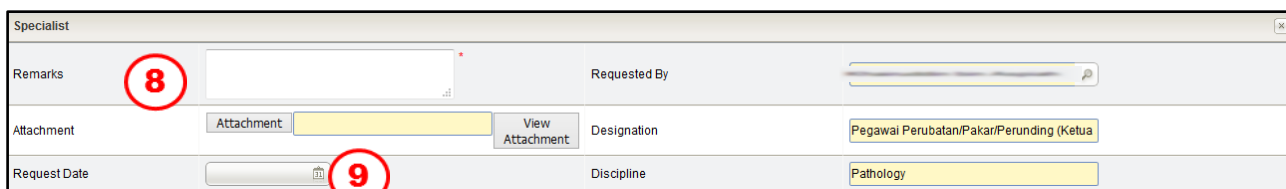
Double click on the selected drug

STEP 7

Enter **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  radio button for new patient
- **Request Type – Repeat**
- Click on the  radio button and enter the no of repeat in the box for existing patient.



The screenshot shows a 'Specialist' window with the following fields and buttons:

- Remarks:** A text input field with a red circle '8' next to it.
- Requested By:** A dropdown menu.
- Attachment:** A button labeled 'Attachment' and a 'View Attachment' button.
- Designation:** A dropdown menu showing 'Pegawai Perubatan/Pakar/Perunding (Ketua)'.
- Request Date:** A date picker button with a red circle '9' next to it.
- Discipline:** A dropdown menu showing 'Pathology'.

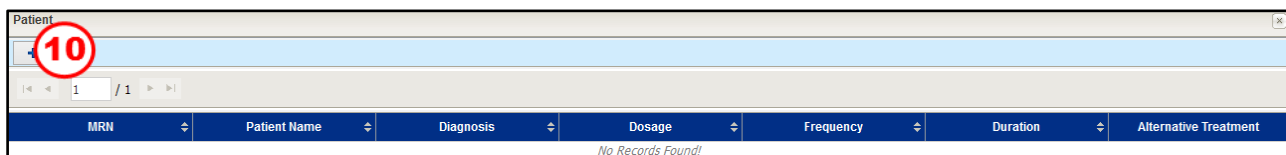
Figure 3.1.1-4 Special Drug Request Screen

STEP 8

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

STEP 9

Select the **Request Date**



The screenshot shows a 'Patient' window with a table of patient records. A red circle '10' is next to the table header. The table has the following columns:

MRN	Patient Name	Diagnosis	Dosage	Frequency	Duration	Alternative Treatment
No Records Found!						

Figure 3.1.1-5 Add Patient Screen

STEP 10

Click on the  button to add new patient as Figure 3.1.1-5 and new window will displayed as per Figure 3.1.1-6

Note

Add new patient  button will be displayed after save record.

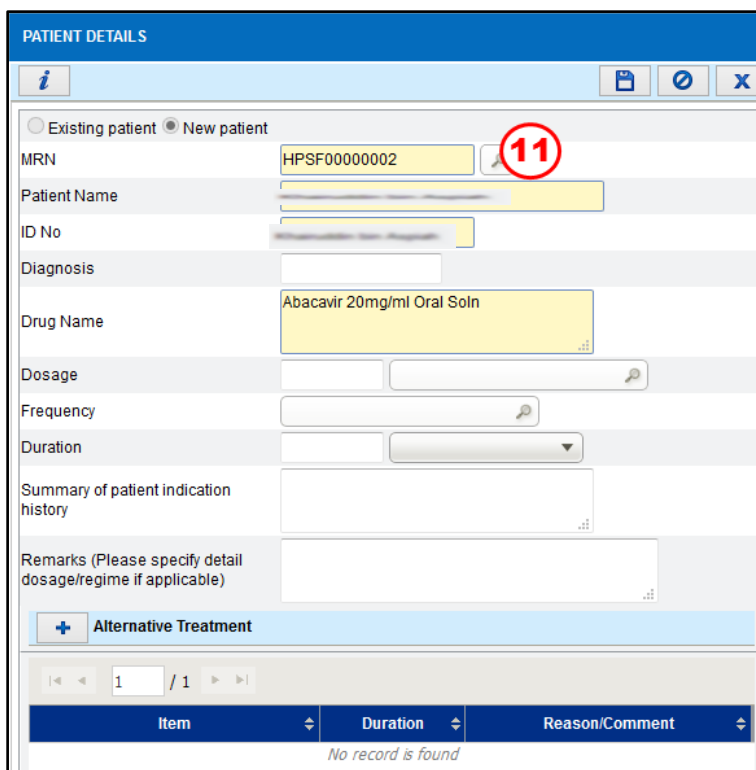


Figure 3.1.1-6 Patient Details

STEP 11

Click on the  button and double click on selected patient as Figure 3.1.1-6

Note

- Defaulted to ☒ Existing patient radio button if request type = Repeat
- Defaulted to ☒ New patient radio button if request type = New
- By selecting Patient, MRN, Patient Name and IC No will be displayed.

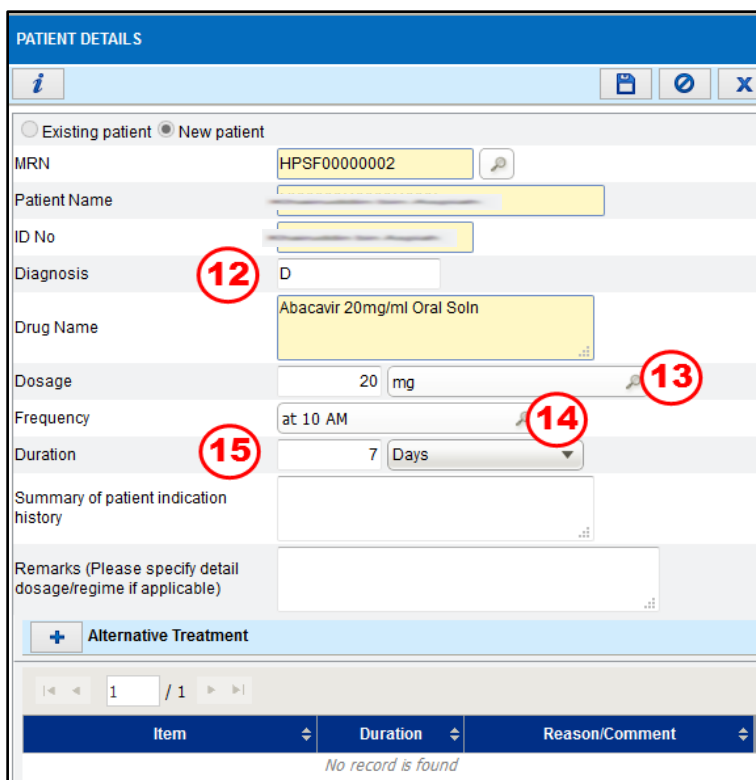


Figure 3.1.1-7 Patient Details

STEP 12

Enter **Diagnosis** field

STEP 13

Enter the **Dosage**, click on the  button and double click at selected UOM

STEP 14

Click on the  button and double click at selected **Frequency** from displayed window

STEP 15

Enter and select **Duration** from drop down menu

Note

Remarks (Please specify detail dosage/regime if applicable) is field for user to enter order details for taper and split dose.

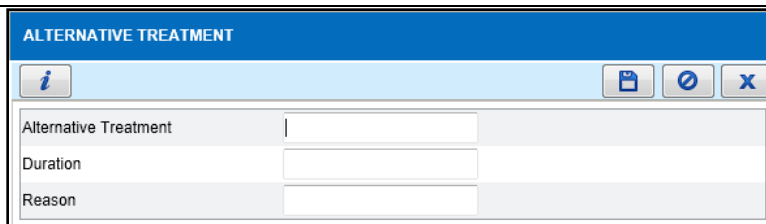


Figure 3.1.1-8 Add Alternative Treatment

Note

If the patient needs an **Alternative Treatment**, click on the  button and enter the **Alternative Treatment**, **Duration** and **Reason** field as per Figure 3.1-8.

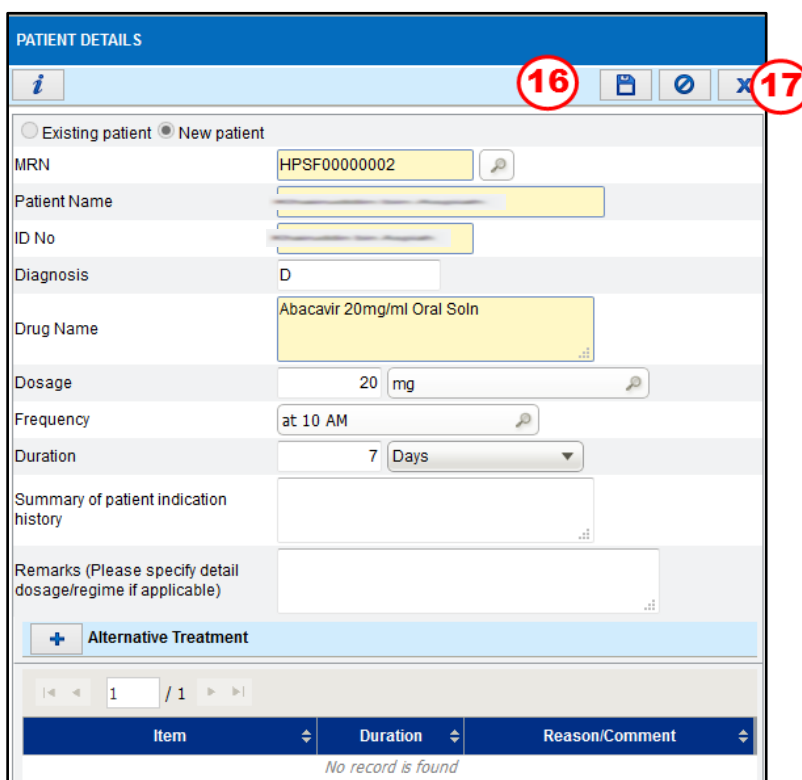


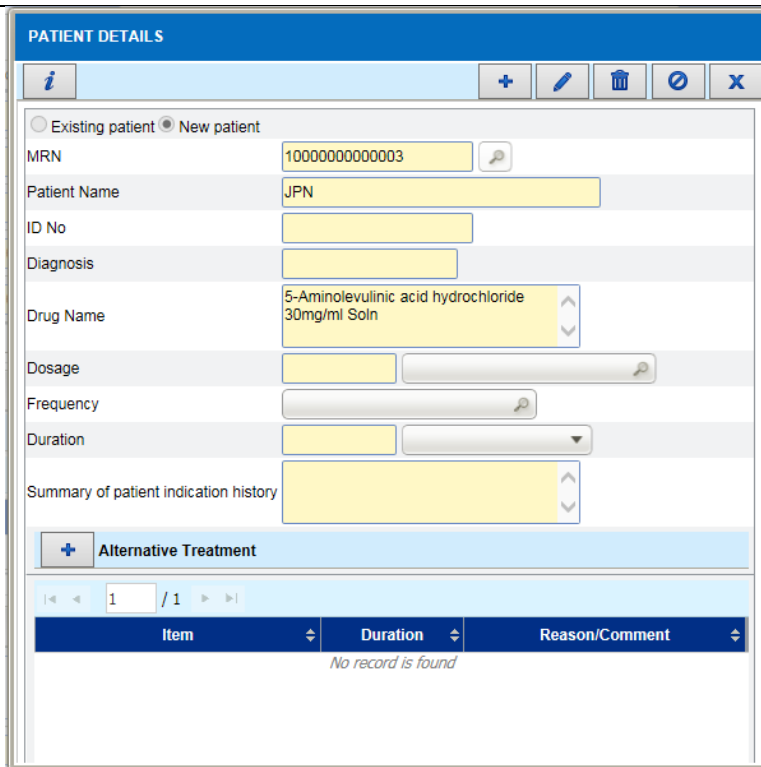
Figure 3.1.1-9 Patient Detail Screen

STEP 16

Click on the  button to save the changes made as Figure 3.1.1-9

STEP 17

Click on the  button to return to work order screen.



PATIENT DETAILS

☐ Existing patient ☒ New patient

MRN: 10000000000003

Patient Name: JPN

ID No:

Diagnosis:

Drug Name: 5-Aminolevulinic acid hydrochloride 30mg/ml Soln

Dosage:

Frequency:

Duration:

Summary of patient indication history:

+ Alternative Treatment

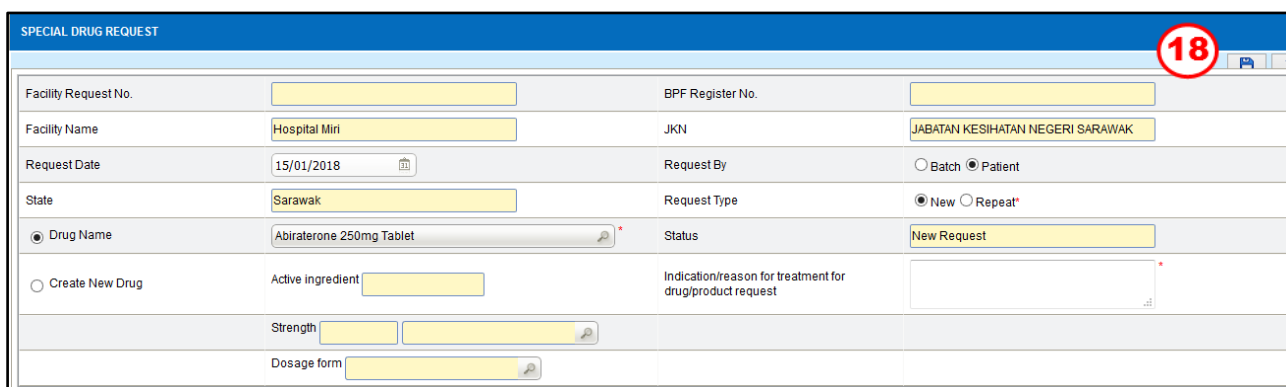
1 / 1

Item	Duration	Reason/Comment
No record is found		

Figure 3.1.1-10 Patient Detail Screen

Note

- To add another drug, click on the  as per Figure 3.1.1-10 and repeat STEP 11 to STEP 16.
- To edit the record, click on the button as per Figure 3.1.1-10 and system will allow user to edit **Diagnosis**, **Dosage**, **Frequency** and **Duration** field.



SPECIAL DRUG REQUEST

18

Facility Request No. :

Facility Name : Hospital Miri

Request Date : 15/01/2018

State : Sarawak

☒ Drug Name : Abiraterone 250mg Tablet

☐ Create New Drug

Active ingredient :

Strength :

Dosage form :

BPF Register No. :

JKN : JABATAN KESIHATAN NEGERI SARAWAK

Request By : ☐ Batch ☒ Patient

Request Type : ☒ New ☐ Repeat

Status : New Request

Indication/reason for treatment for drug/product request :

Figure 3.1.1-11 Saving Special Drug Request

STEP 18

Click on the  button to save the special drug request

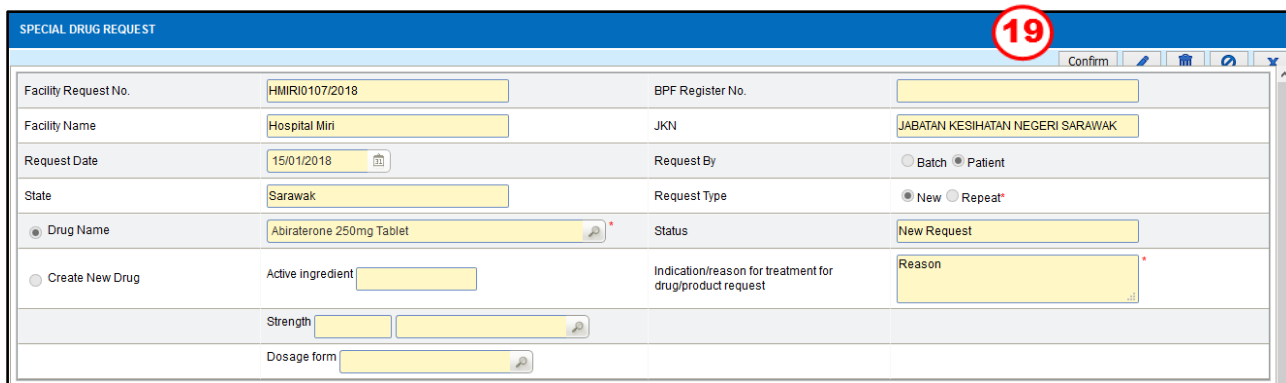
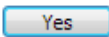


Figure 3.1.1-11 Special Drug Request Screen

STEP 19

Click on the  button to confirm and click on the  button from displayed alert message as per figure 3.1.1-11.

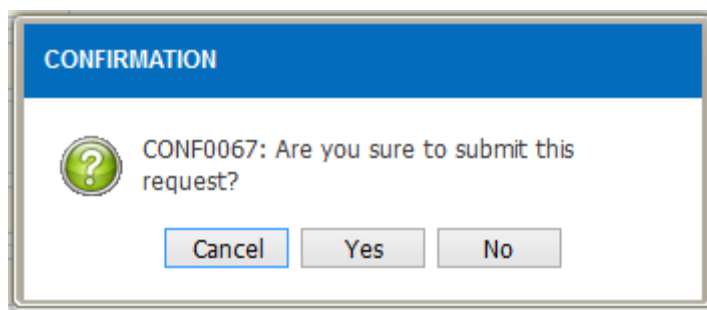
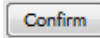
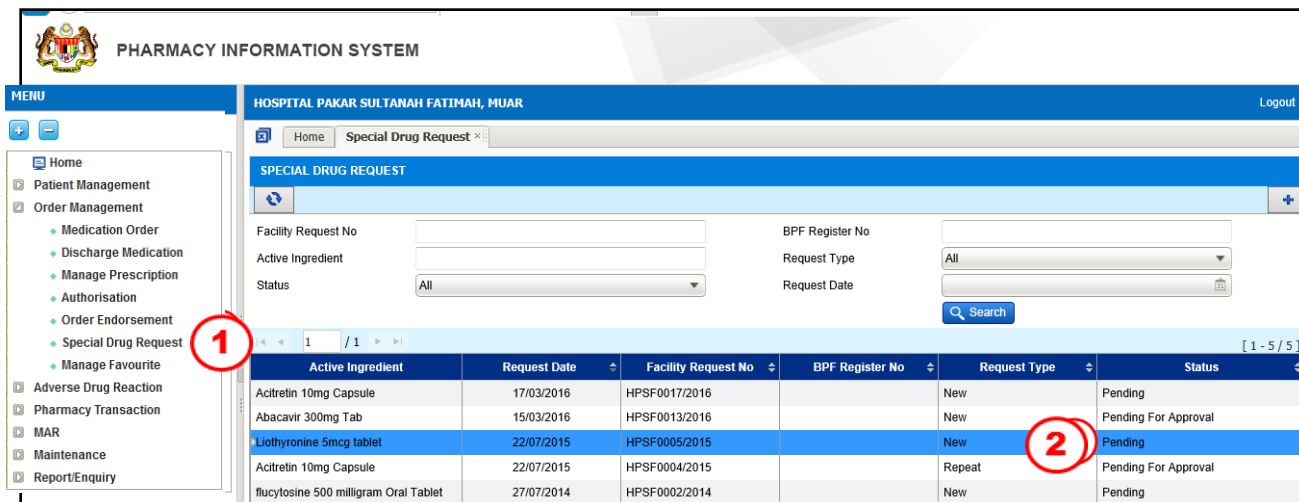


Figure 3.1.1-12 Confirmation Alert Message

Note

- Once click on the  button, the request order **Status** will be 'Pending'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

Recommendation by HOD



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No: BPF Register No:

Active Ingredient: Request Type:

Status: Request Date:

Search

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	17/03/2016	HPSF0017/2016		New	Pending
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Pending For Approval
Liothyronine 5mcg tablet	22/07/2015	HPSF0005/2015		New	Pending
Acitretin 10mg Capsule	22/07/2015	HPSF0004/2015		Repeat	Pending For Approval
flucytosine 500 milligram Oral Tablet	27/07/2014	HPSF0002/2014		New	Pending

Figure 3.1.1-13 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' status order request

Note

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

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

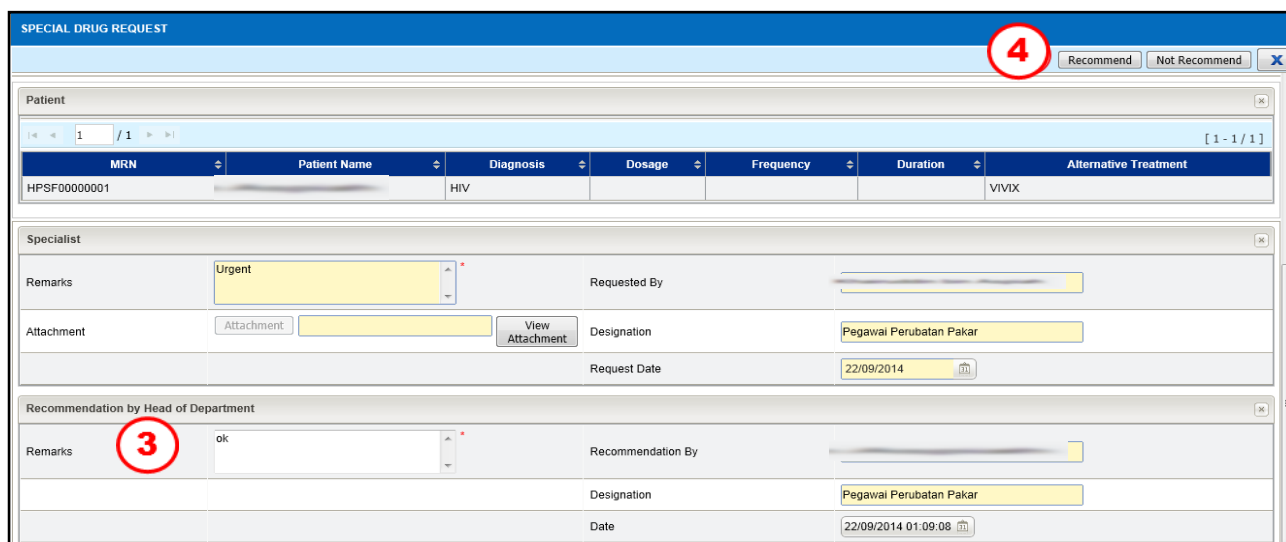
Note

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	BPF Request No	BahagianPerkhidmatanFarmasiRequest 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

Recommend Not Recommend X

4

Patient

MRN Patient Name Diagnosis Dosage Frequency Duration Alternative Treatment

HPSF00000001 [REDACTED] HIV [REDACTED] [REDACTED] [REDACTED] [REDACTED] VIVIX

Specialist

Remarks Urgent Requested By [REDACTED]

Attachment Attachment View Attachment Designation Pegawai Perubatan Pakar

Request Date 22/09/2014

Recommendation by Head of Department

Remarks 3 ok Recommendation By [REDACTED]

Designation Pegawai Perubatan Pakar

Date 22/09/2014 01:09:08

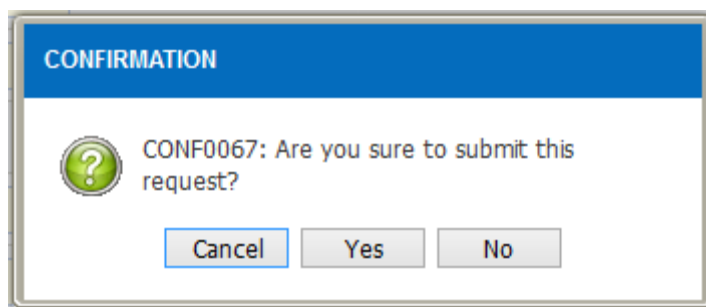
Figure 3.1.1-14 Recommendation HOD screen

STEP 3

Enter **Remarks** under the 'Recommended by Head of Department' section as per Figure 3.1-14

STEP 4

Click on the **Recommend** button



CONFIRMATION

CONF0067: Are you sure to submit this request?

Cancel Yes No

Figure 3.1.1-15 Confirmation Alert Message

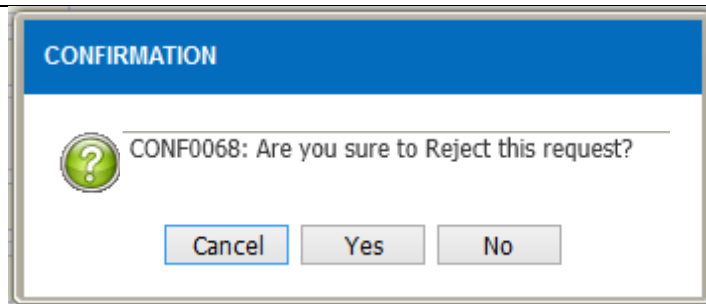
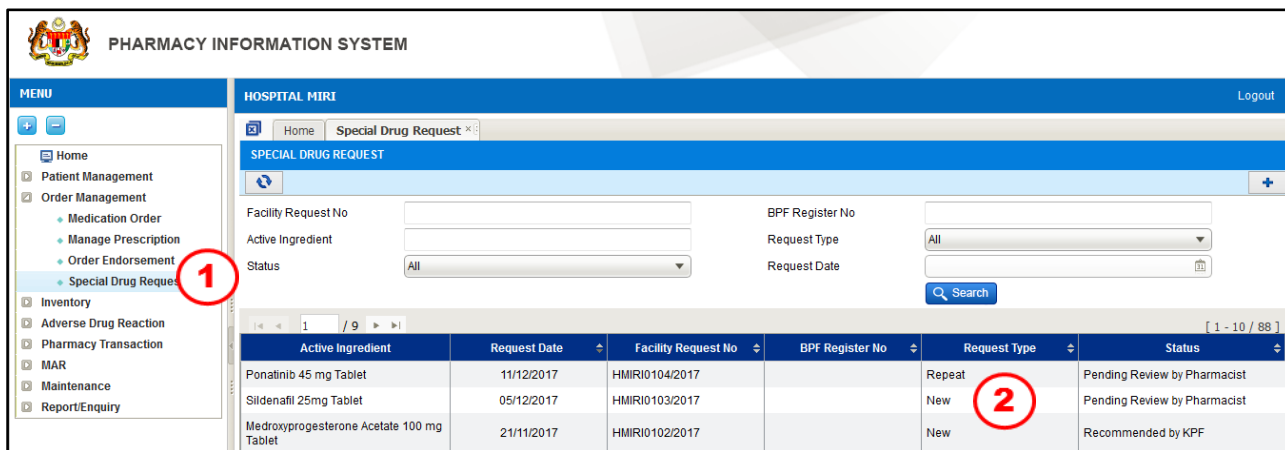


Figure 3.1.1-16 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-15, click on the **Yes** button
- Special drug request status will be changed to 'Pending Review By Pharmacist' after the transaction is recommended by HOD.
- If HOD decides not to recommend the request, HOD may click on the **Not Recommend** button. Alert message as Figure 3.1.1-16 will be displayed.
- Special Drug Request status will be changed to 'Not Recommended by HOD'.

Review By Pharmacist



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Ponatinib 45 mg Tablet	11/12/2017	HMIRI0104/2017		Repeat	Pending Review by Pharmacist
Sildenafil 25mg Tablet	05/12/2017	HMIRI0103/2017		New	Pending Review by Pharmacist
Medroxyprogesterone Acetate 100 mg Tablet	21/11/2017	HMIRI0102/2017		New	Recommended by KPF

Figure 3.1.1-17 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
- BPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with the Status '**Pending Review by Pharmacist**' as per **Figure 3.1.1-17**

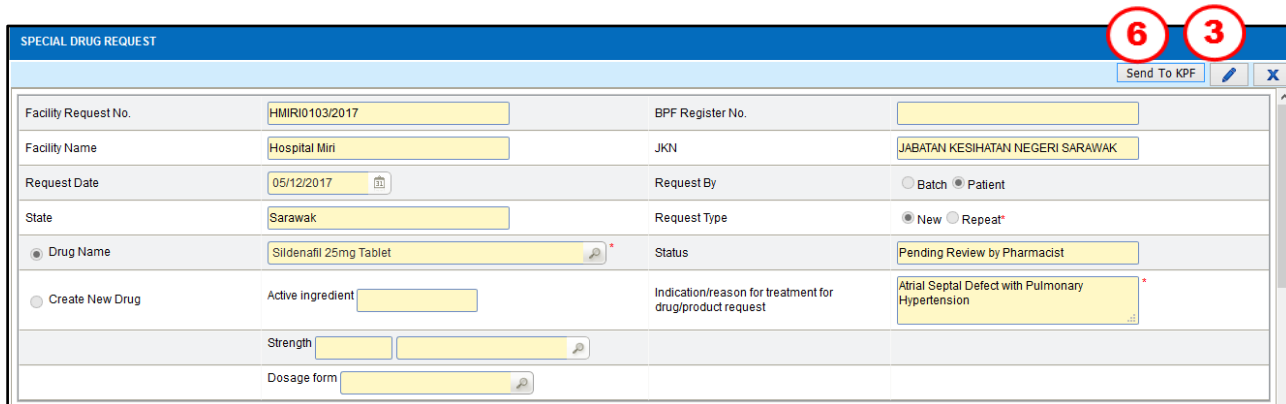


Figure 3.1.1-18 Pharmacist Review Screen

STEP 3

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

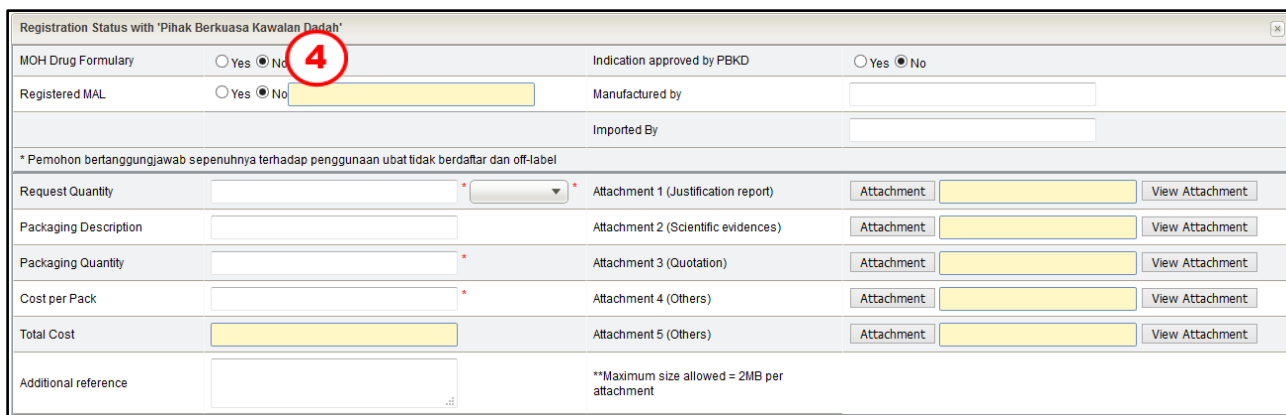


Figure 3.1.1-19 Pharmacist Review Screen

STEP 4

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

- MOH Drug Formulary**
- Registered MAL**
- Indication approved by PBKD**

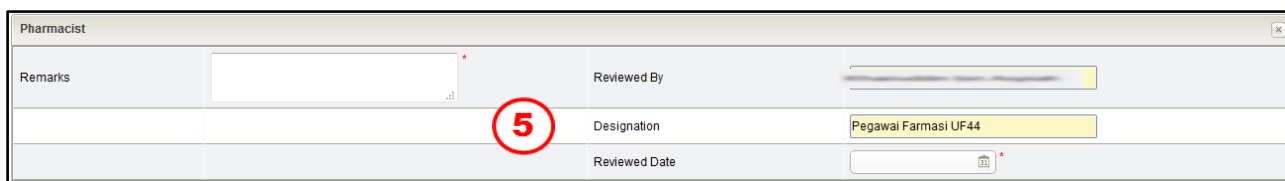
Note

- If Registered MAL is set to Yes, the text box next to it must be entered
- If Indication approved by PBKD is set to No, Manufactured by and Imported by must be entered

Enter all mandatory field that consist of:

- Request Quantity**
- Packaging Description**
- Packaging Quantity**

d) **Cost per Pack**



The screenshot shows a 'Pharmacist' review screen. It includes a 'Remarks' text area, a 'Reviewed By' dropdown menu, a 'Designation' dropdown menu (currently showing 'Pegawai Farmasi UF44'), and a 'Reviewed Date' field. A red circle with the number '5' is placed over the 'Designation' dropdown.

Figure 3.1.1-20 Pharmacist Review Screen

STEP 5

Enter **Remarks** and **Reviewed Date** accordingly

STEP 6

Click on the **Send To KPF** button as per Figure 3.1.1-18

Note

- An alert message will be displayed as Figure 3.1.1-21, click on the **Yes** button.
- *Special drug request status will be changed to 'Pending Recommendation by KPF'.*

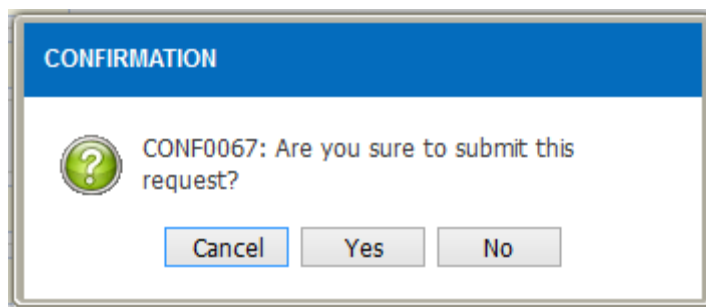
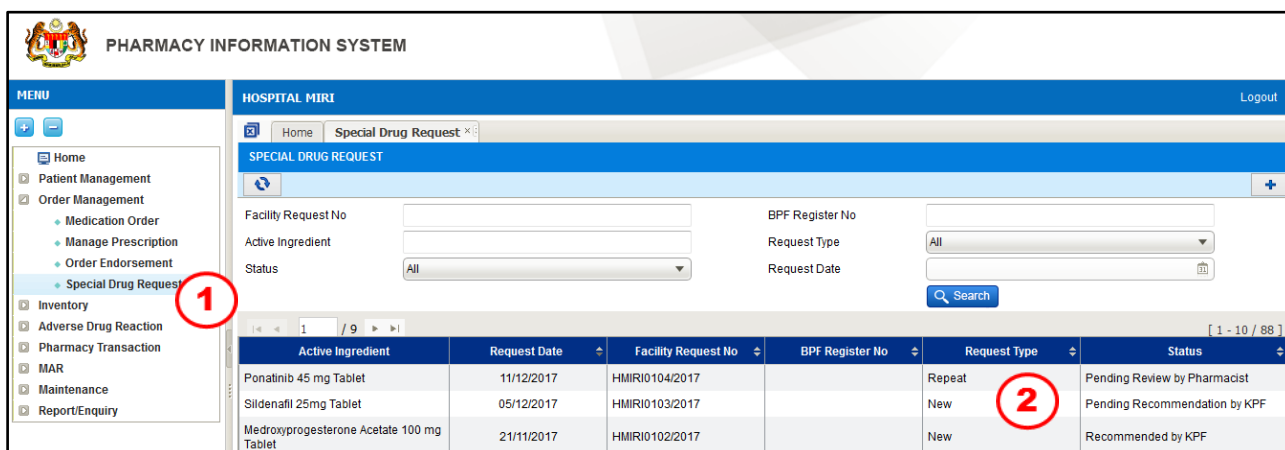


Figure 3.1.1-21 Confirmation Alert Message

Recommendation by KPF



The screenshot shows the 'SPECIAL DRUG REQUEST' screen in the 'PHARMACY INFORMATION SYSTEM'. The left sidebar has a menu with 'Special Drug Request' highlighted (marked with a red circle '1'). The main area shows a table of requests. The table has columns: Active Ingredient, Request Date, Facility Request No, BPF Register No, Request Type, and Status. The first row shows 'Ponatinib 45 mg Tablet' with status 'Pending Review by Pharmacist'. The second row shows 'Sildenafil 25mg Tablet' with status 'Pending Recommendation by KPF' (marked with a red circle '2'). The third row shows 'Medroxyprogesterone Acetate 100 mg Tablet' with status 'Recommended by KPF'.

Figure 3.1.1-22 Special Drug Request Screen

STEP 1

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

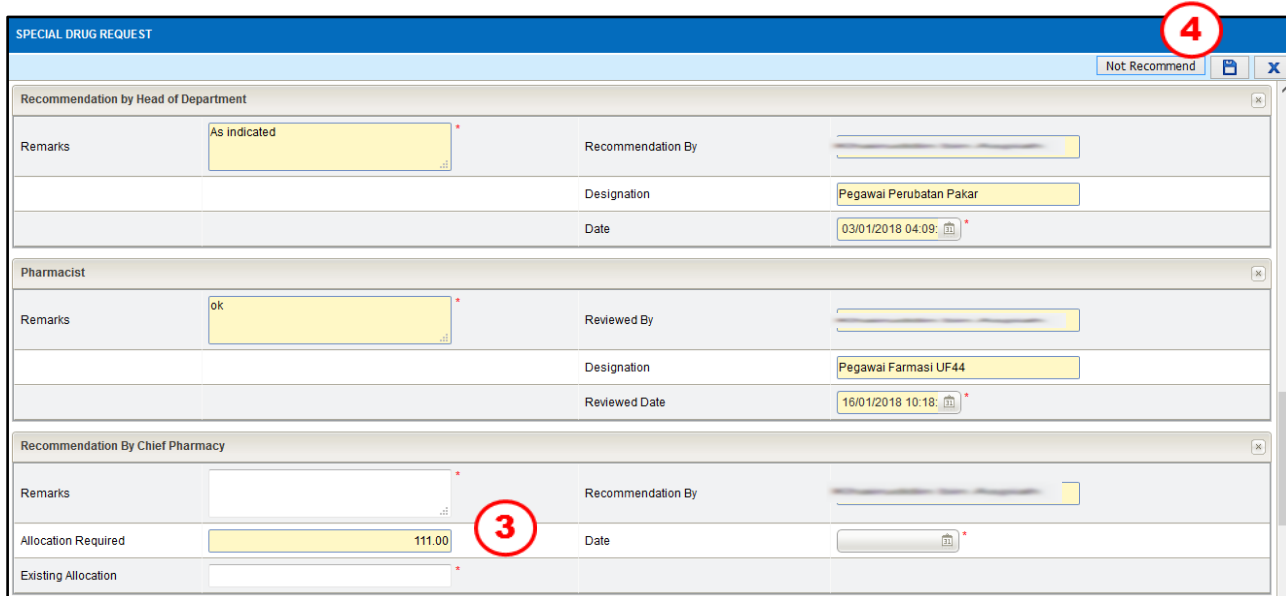
Note

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

- a) Hospital Request No
- b) Active Ingredient
- c) Status
- d) BPF Request No
- e) Request Type
- f) Request Date

STEP 2

Double click on the record with 'Pending Recommendation by KPF' order request status as per Figure 3.1.1-22



The screenshot shows the 'SPECIAL DRUG REQUEST' form with three main sections:

- Recommendation by Head of Department:** Includes fields for Remarks (As indicated), Recommendation By, Designation (Pegawai Perubatan Pakar), and Date (03/01/2018 04:09). A red circle '4' highlights the 'Not Recommend' button.
- Pharmacist:** Includes fields for Remarks (ok), Reviewed By, Designation (Pegawai Farmasi UF44), and Reviewed Date (16/01/2018 10:18).
- Recommendation By Chief Pharmacy:** Includes fields for Remarks, Allocation Required (111.00), Existing Allocation, Recommendation By, and Date. A red circle '3' highlights the 'Allocation Required' field.

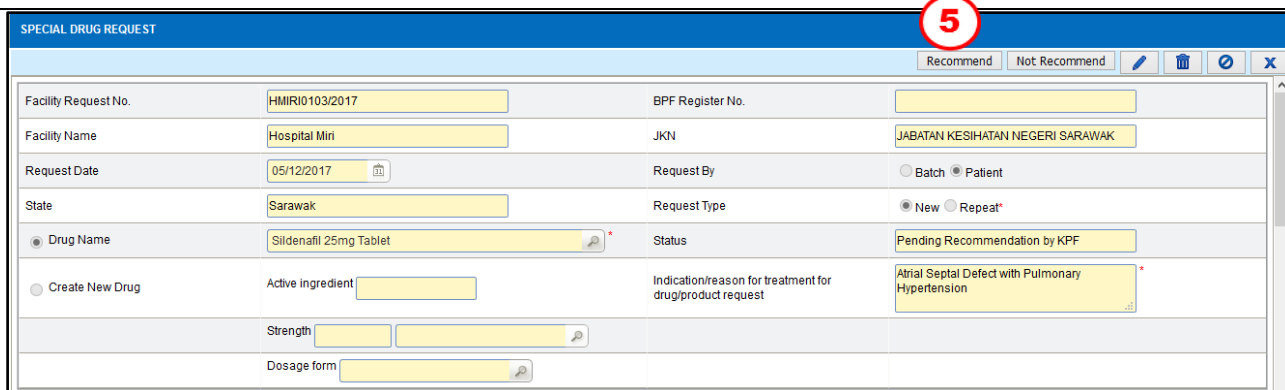
Figure 3.1.1-23 Recommendation by KPF screen

STEP 3

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

STEP 4

Click on the  button to save the record



SPECIAL DRUG REQUEST

Recommend Not Recommend

Facility Request No. HMIRI0103/2017 BPF Register No. JABATAN KESIHATAN NEGERI SARAWAK

Facility Name Hospital Miri JKN

Request Date 05/12/2017 Request By Balch Patient

State Sarawak Request Type New Repeat

Drug Name Sildenafil 25mg Tablet Status Pending Recommendation by KPF

Create New Drug Active ingredient Indication/reason for treatment for drug/product request Atrial Septal Defect with Pulmonary Hypertension

Strength Dosage form

Figure 3.1.1-24 Recommendation by KPF screen

STEP 5

Click on the **Recommend** button

Note

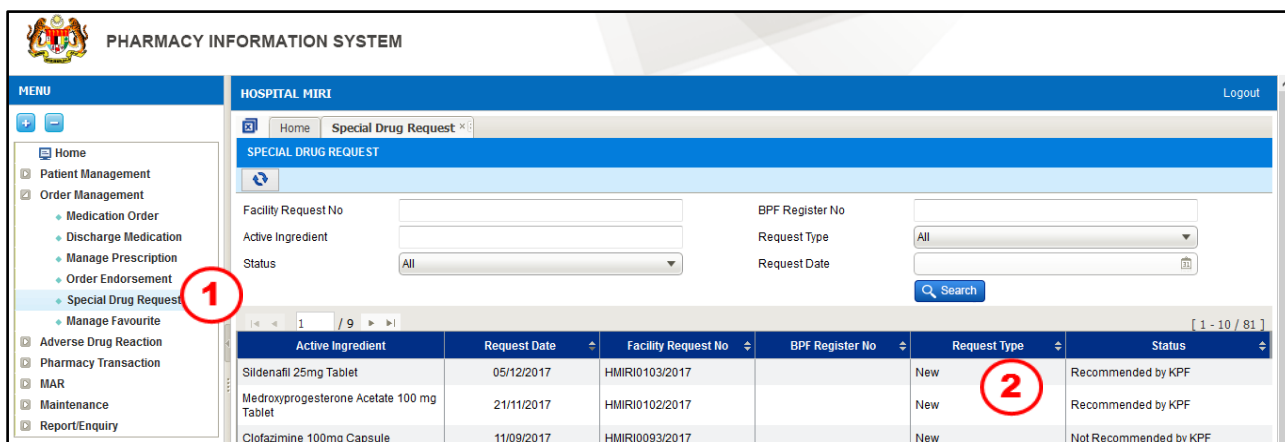
Recommend

- 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

- 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 'Recommended by KPF'.

Recommendation by Hospital Director



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No. BPF Register No. All

Active Ingredient Request Type All

Status Request Date Search

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Sildenafil 25mg Tablet	05/12/2017	HMIRI0103/2017		New	Recommended by KPF
Medroxyprogesterone Acetate 100 mg Tablet	21/11/2017	HMIRI0102/2017		New	Recommended by KPF
Clofazimine 100mg Capsule	11/09/2017	HMIRI0093/2017		New	Not Recommended by KPF

Figure 3.1.1-25Special Drug Request Screen

STEP 1

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

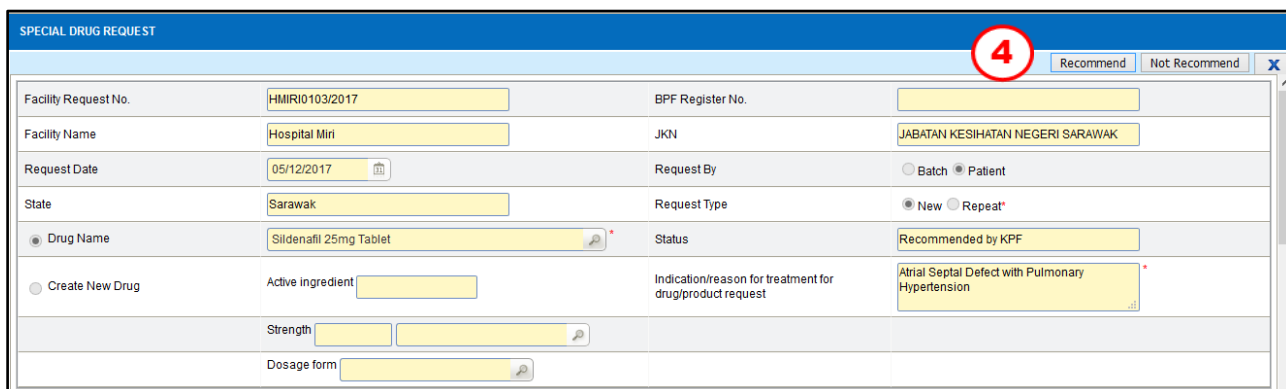
Note

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

- a) Hospital Request No
- b) Active Ingredient
- c) Status
- d) BPF Request No
- e) Request Type
- f) Request Date

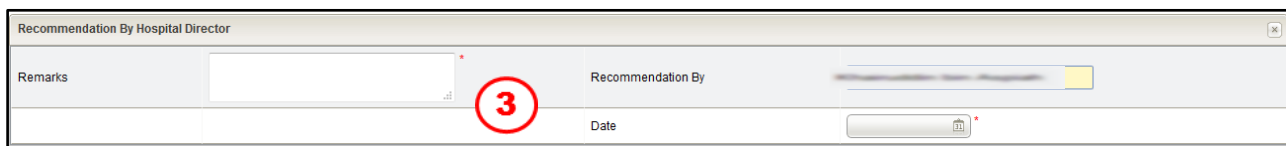
STEP 2

Double click on the record with 'Recommended by KPF' order request status as per Figure 3.1.1-25



SPECIAL DRUG REQUEST			
Facility Request No.	HMIRI0103/2017	BPF Register No.	
Facility Name	Hospital Miri	JKN	JABATAN KESIHATAN NEGERI SARAWAK
Request Date	05/12/2017	Request By	☐ Batch ☒ Patient
State	Sarawak	Request Type	☒ New ☐ Repeat*
☒ Drug Name	Sildenafil 25mg Tablet	Status	Recommended by KPF
☐ Create New Drug	Active ingredient	Indication/reason for treatment for drug/product request	Atrial Septal Defect with Pulmonary Hypertension
	Strength		
	Dosage form		

Figure 3.1.1-26 Recommendation by HD screen



Recommendation By Hospital Director	
Remarks	
Recommendation By	
Date	

Figure 3.1.1-27 Recommendation By Hospital Director

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.1-27

STEP 4

Click on the  button to save the record as per Figure 3.1.1-26

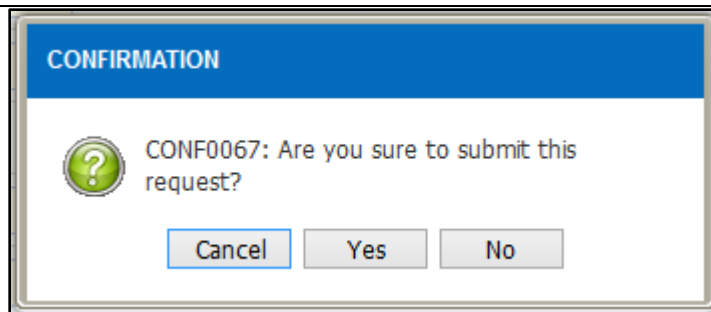
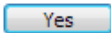


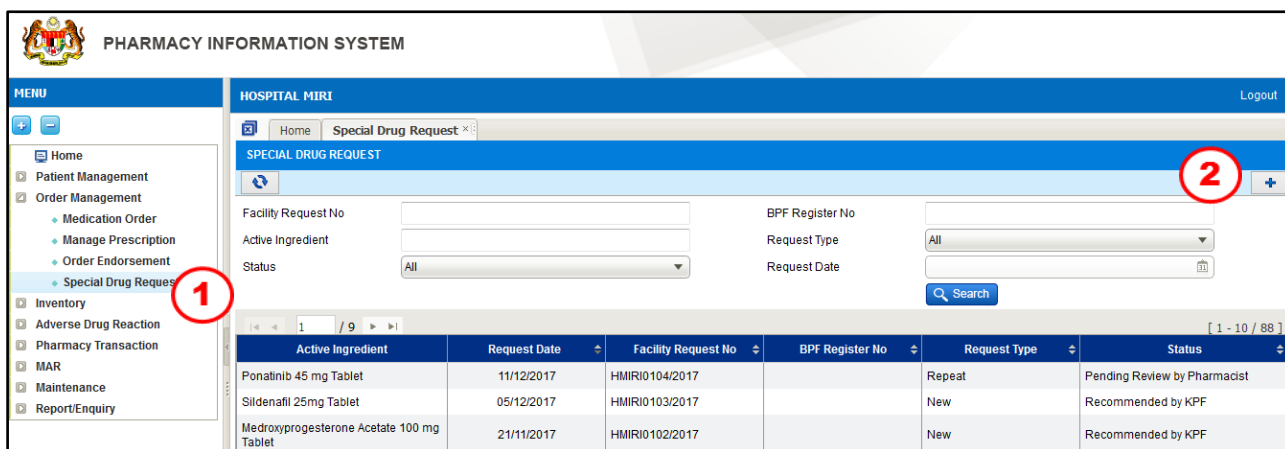
Figure 3.1.1-28 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-27, click on the  button.
- The request **status** will be change to 'Pending 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.



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Ponatinib 45 mg Tablet	11/12/2017	HMIRI0104/2017		Repeat	Pending Review by Pharmacist
Sildenafil 25mg Tablet	05/12/2017	HMIRI0103/2017		New	Recommended by KPF
Medroxyprogesterone Acetate 100 mg Tablet	21/11/2017	HMIRI0102/2017		New	Recommended by KPF

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	BPF Request No	BahagianPerkhidmatanFarmasi 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

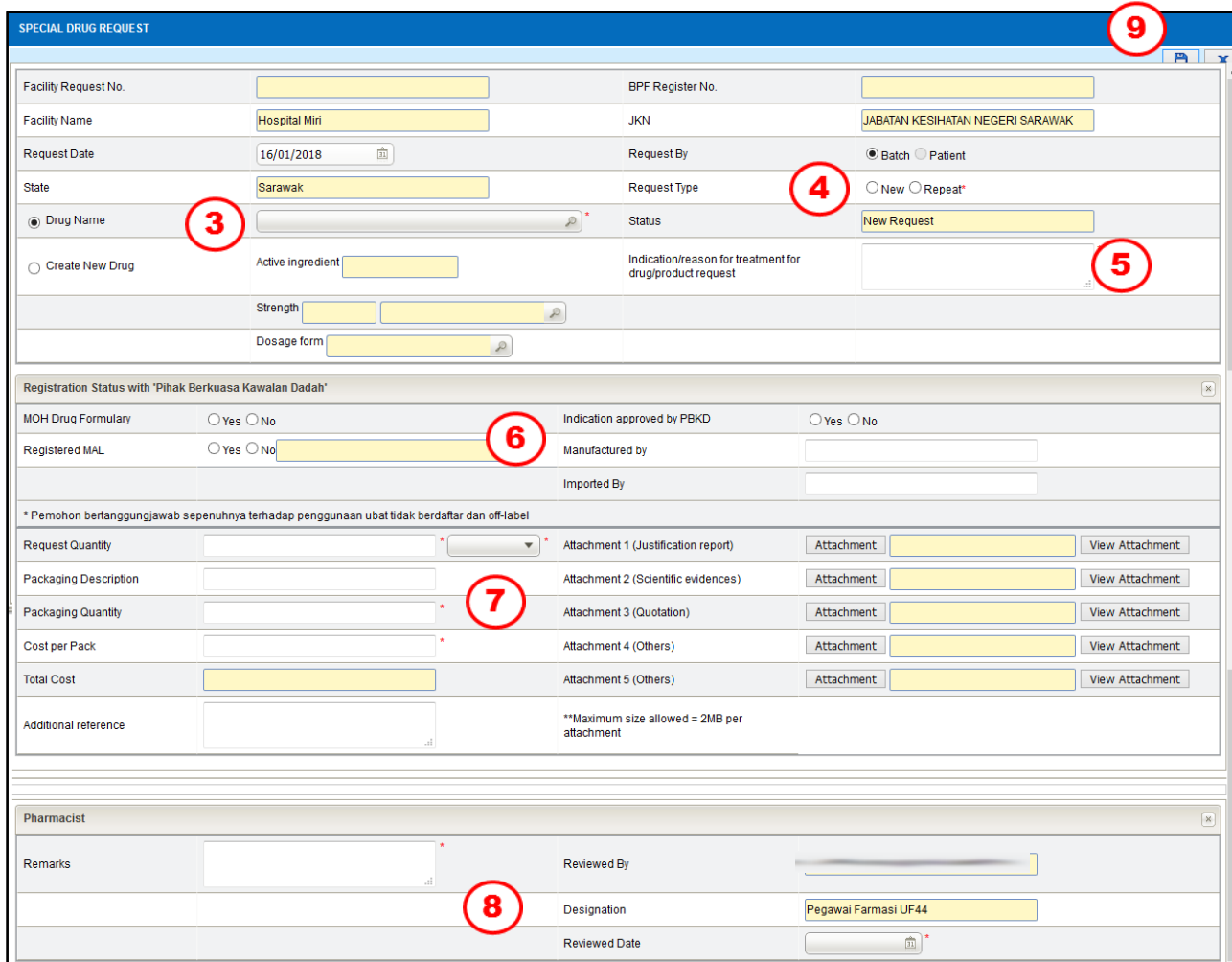
Table 3.1.2-1 Search Criteria

Note

Search result of existing KPK record list will be displayed:

- Active Ingredient

- Request Date
- Facility Request No
- BPF Register No
- Request Type
- Status



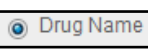
The screenshot shows the 'SPECIAL DRUG REQUEST' form. Numbered callouts indicate specific fields: 3 points to the 'Drug Name' radio button; 4 points to the 'Request Type' section with 'New' and 'Repeat' options; 5 points to the 'Indication/reason for treatment for drug/product request' text area; 6 points to the 'MOH Drug Formulary' and 'Registered MAL' checkboxes; 7 points to the 'Attachment 1 (Justification report)' field; 8 points to the 'Remarks' text area; and 9 points to the top right corner of the form header.

Figure 3.1.2-2 Special Drug Request Order Screen

STEP 3

Click on the  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** 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**

Note

- If **Registered MAL** is set to **Yes**, the text box next to it must be entered
- If **Indication approved by PBKD** is set to **No**, **Manufactured by** and **Imported by** must be entered

STEP 7

Enter all mandatory field that consist of:

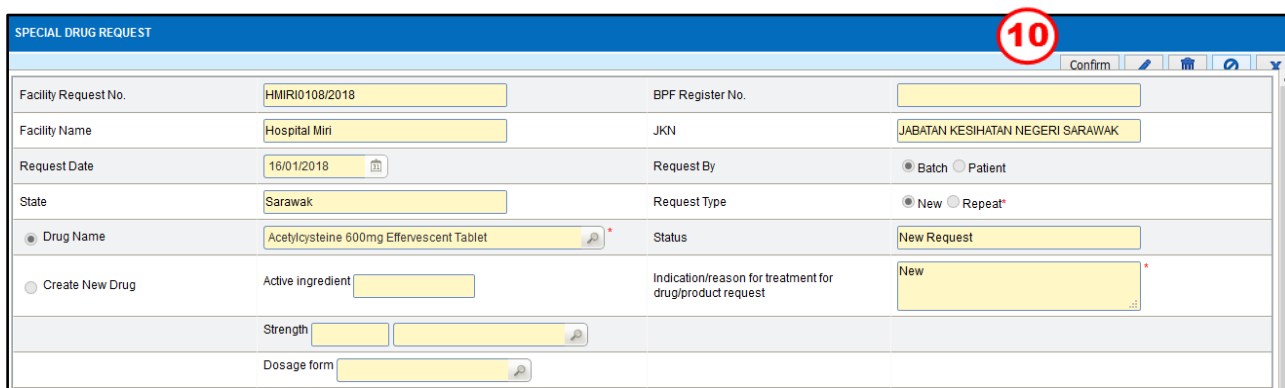
- Request Quantity**
- Packaging Description**
- Packaging Quantity**
- Cost per Pack**

STEP 8

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

STEP 9

Click on the  button as per Figure 3.1.2-2



SPECIAL DRUG REQUEST			
Facility Request No.	HMIRI0108/2018	BPF Register No.	
Facility Name	Hospital Miri	JKN	JABATAN KESIHATAN NEGERI SARAWAK
Request Date	16/01/2018	Request By	☒ Batch ☐ Patient
State	Sarawak	Request Type	☒ New ☐ Repeat*
☒ Drug Name	Acetylcysteine 600mg Effervescent Tablet	Status	New Request
☐ Create New Drug	Active ingredient	Indication/reason for treatment for drug/product request	New
	Strength		
	Dosage form		

Figure 3.1.2-3 Special Drug Request Order Screen

STEP 10

Click on the  button as per Figure 3.1.2-3

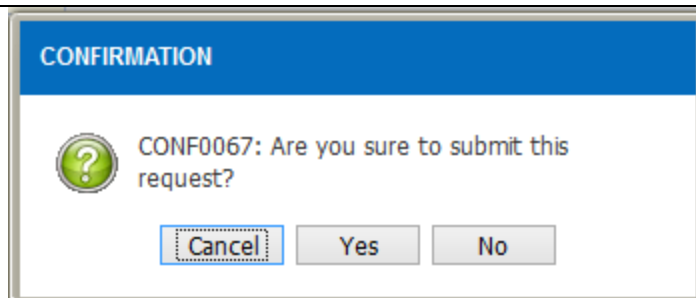
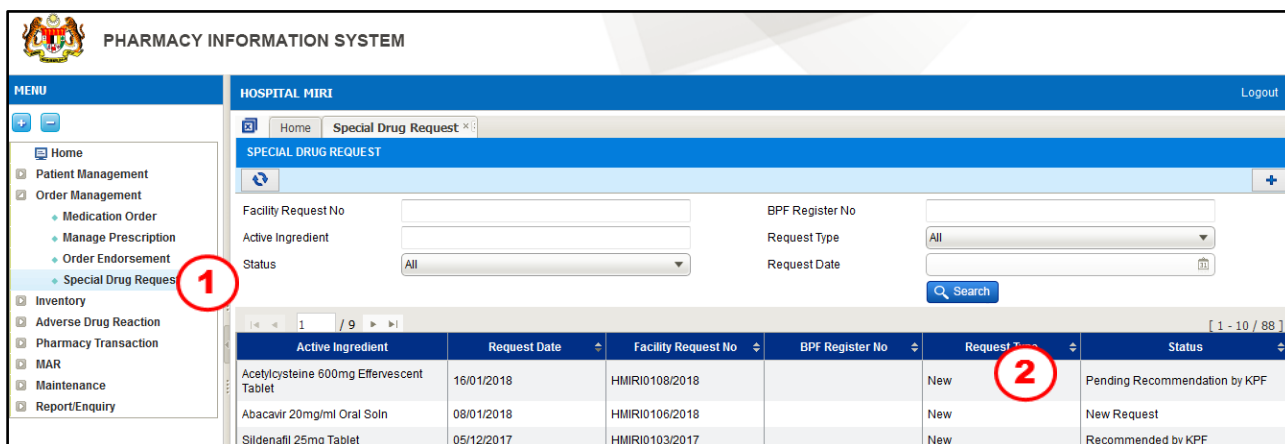


Figure 3.1.2-4 Confirmation Alert Message

Note

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

Recommendation by KPF



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acetylcysteine 600mg Effervescent Tablet	16/01/2018	HMIRIO108/2018		New	Pending Recommendation by KPF
Abacavir 20mg/ml Oral Soln	08/01/2018	HMIRIO106/2018		New	New Request
Sildenafil 25mg Tablet	05/12/2017	HMIRIO103/2017		New	Recommended by KPF

Figure 3.1.2-5 Special Drug Request Screen

STEP 1

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

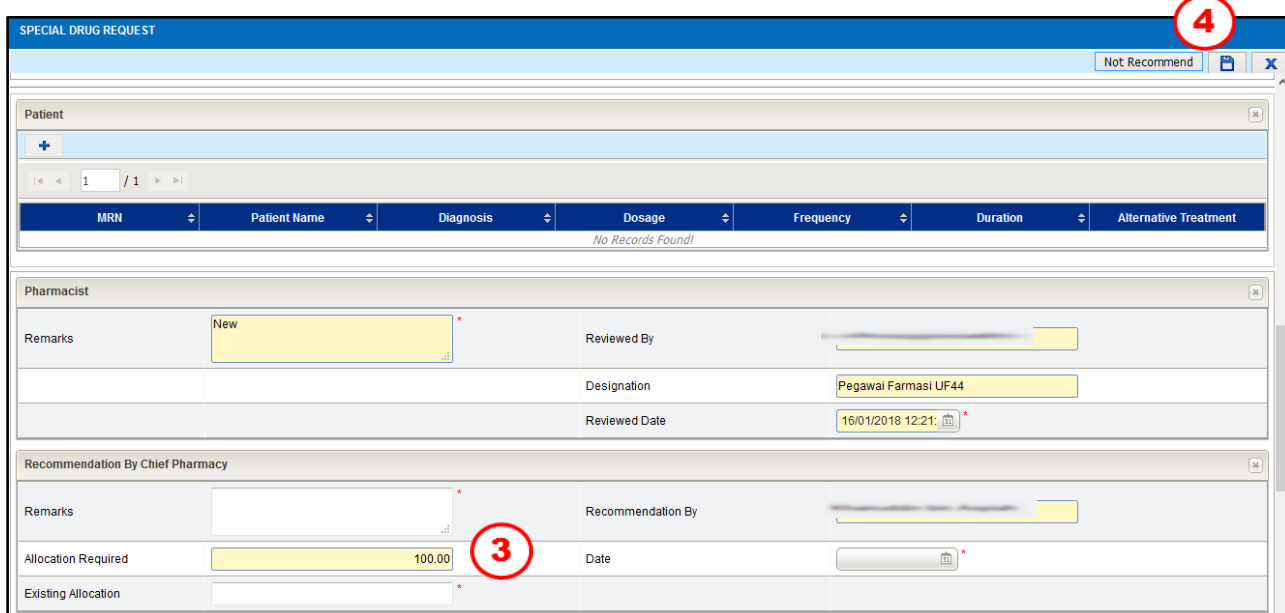
Note

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

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

STEP 2

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



SPECIAL DRUG REQUEST

Not Recommend [Save] [X]

Patient

MRN Patient Name Diagnosis Dosage Frequency Duration Alternative Treatment

No Records Found!

Pharmacist

Remarks New

Reviewed By

Designation Pegawai Farmasi UF44

Reviewed Date 16/01/2018 12:21

Recommendation By Chief Pharmacy

Remarks

Allocation Required 100.00

Existing Allocation

Recommendation By

Date

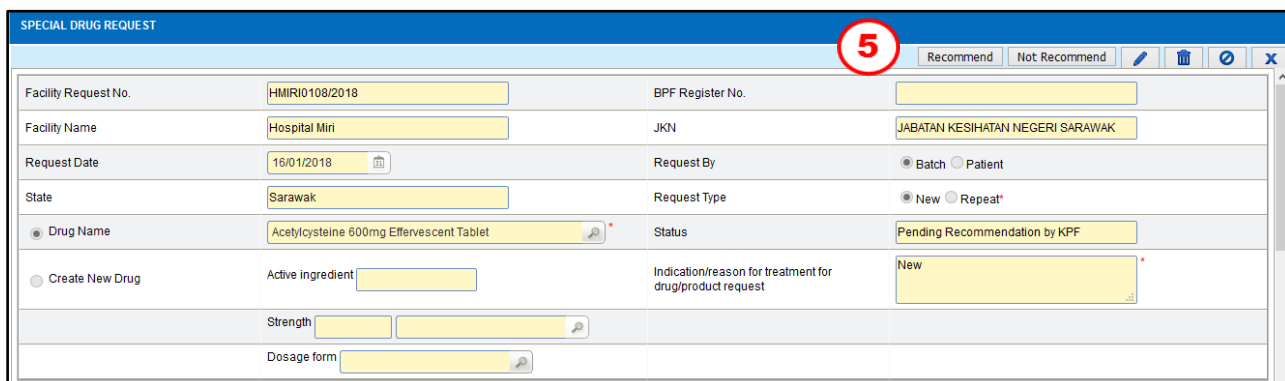
Figure 3.1.2-6 Recommendation by KPF screen

STEP 3

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

STEP 4

Click on the [Save] button to save the record



SPECIAL DRUG REQUEST

Recommend Not Recommend [Save] [X]

Facility Request No. HMIRI0108/2018 BPF Register No.

Facility Name Hospital Miri JKN JABATAN KESIHATAN NEGERI SARAWAK

Request Date 16/01/2018 Request By Batch Patient

State Sarawak Request Type New Repeat

Drug Name Acetylcysteine 600mg Effervescent Tablet Status Pending Recommendation by KPF

Create New Drug Active Ingredient

Indication/reason for treatment for drug/product request New

Strength

Dosage form

Figure 3.1.2-7 Recommendation by KPF screen

STEP 5

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

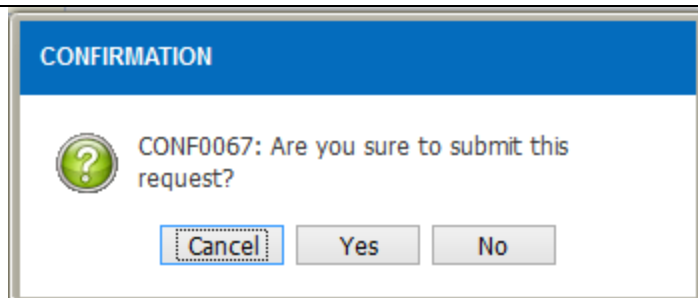
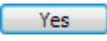


Figure 3.1.2-8 Confirmation Alert Message

Note

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

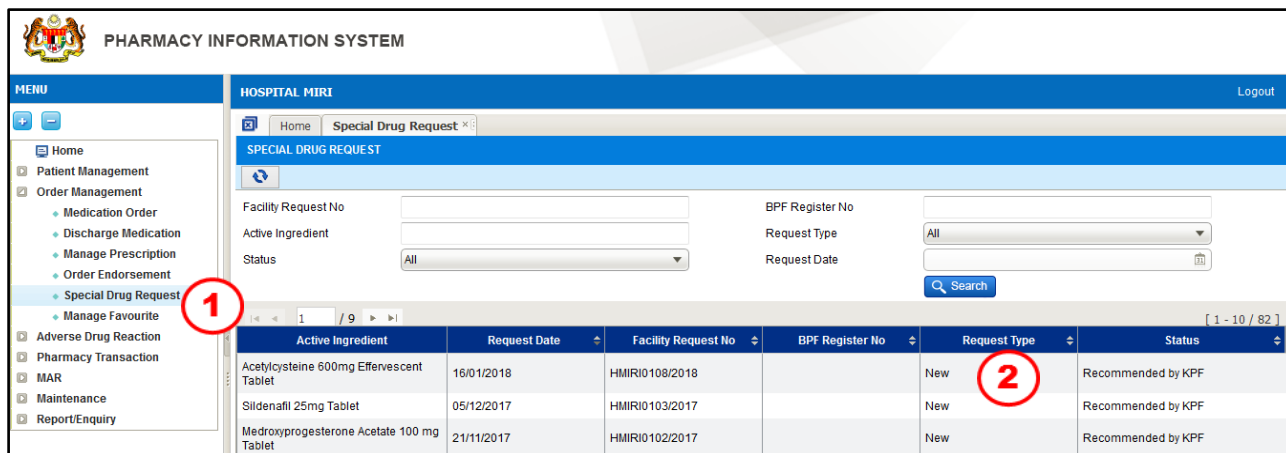
Recommend

- 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 'Recommended by KPF'.

Recommendation by Hospital Director



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acetylcysteine 600mg Effervescent Tablet	16/01/2018	HMIRI0108/2018		New	Recommended by KPF
Sildenafil 25mg Tablet	05/12/2017	HMIRI0103/2017		New	Recommended by KPF
Medroxyprogesterone Acetate 100 mg Tablet	21/11/2017	HMIRI0102/2017		New	Recommended by KPF

Figure 3.1.2-9 Special Drug Request Screen

STEP 1

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

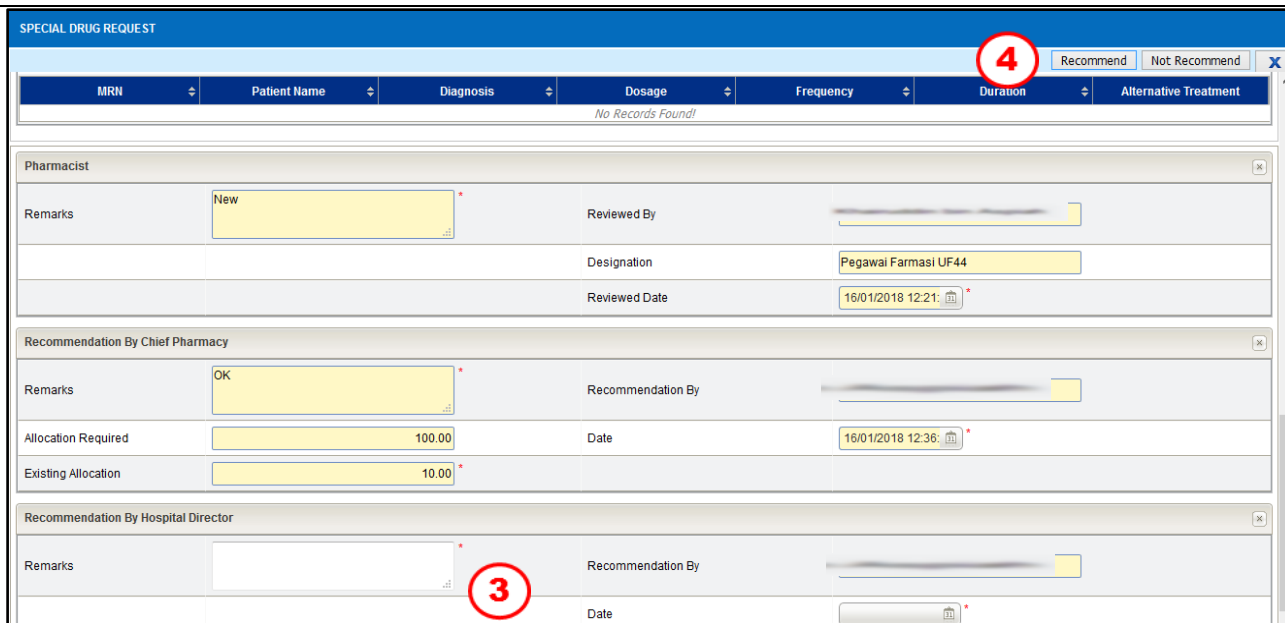
Note

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

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

STEP 2

Double click on the record with 'Recommended by KPF order request status as per Figure 3.1.2-9



SPECIAL DRUG REQUEST

MRN Patient Name Diagnosis Dosage Frequency Duration Alternative Treatment

No Records Found!

Pharmacist

Remarks New

Reviewed By

Designation Pegawai Farmasi UF44

Reviewed Date 16/01/2018 12:21

Recommendation By Chief Pharmacy

Remarks OK

Recommendation By

Allocation Required 100.00

Date 16/01/2018 12:36

Existing Allocation 10.00

Recommendation By Hospital Director

Remarks

Recommendation By

Date

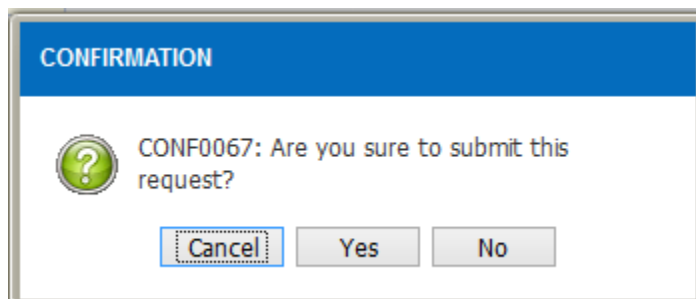
Figure 3.1.2-10 Recommendation by HD screen

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?

Cancel Yes No

Figure 3.1.2-11 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-11, click on the **Yes** button.
- The request **status** will be change to 'Pending For Approval'.
- User may also click **Not Recommend** 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	KetuaPengarah 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		