

# **Pharmacy Information System (PHIS) and Clinic Pharmacy System (CPS)**

---

**Full Based**

**User Manual  
Order Management  
Special Drug Request**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: FB_U. MANUAL_SPECIAL DRUG REQUEST</b>



PhIS & CPS Project  
User Manual – Special Drug Request



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Reference ID : U. MANUAL\_ SPECIAL DRUG REQUEST-6<sup>th</sup> Edition

Application reference: PhIS & CPS v1.6.1



## Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives .....	1
1.3	Organised Sections.....	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Order Management .....	4
	Overview .....	4
	User Group .....	4
	Functional Diagram.....	4
	Functional Description .....	4
3.1	KPK Item.....	5
3.1.1	Request by Specialist.....	5
	Recommendation by HOD.....	13
3.1.2	Request By Pharmacist .....	24
4.0	Acronyms .....	33
5.0	Links to Clinical Modules.....	33

## 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

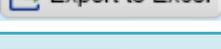
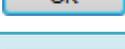
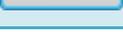
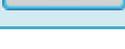
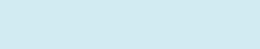
### 1.3 Organised Sections

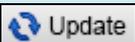
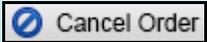
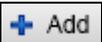
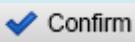
These are the sections within this document:

- 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	<input type="checkbox"/>	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		

**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

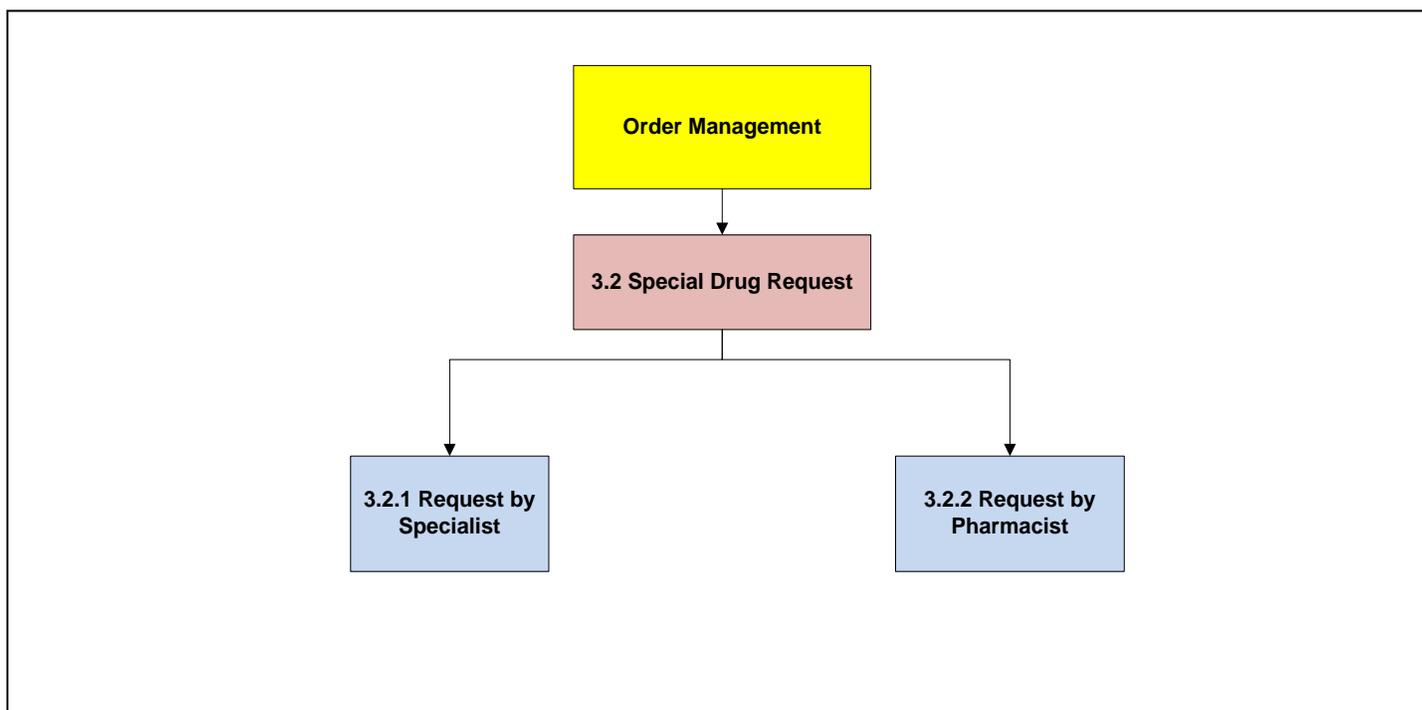


Figure 3.1

### Functional Description

Order Management comprises of two (2) main functions:

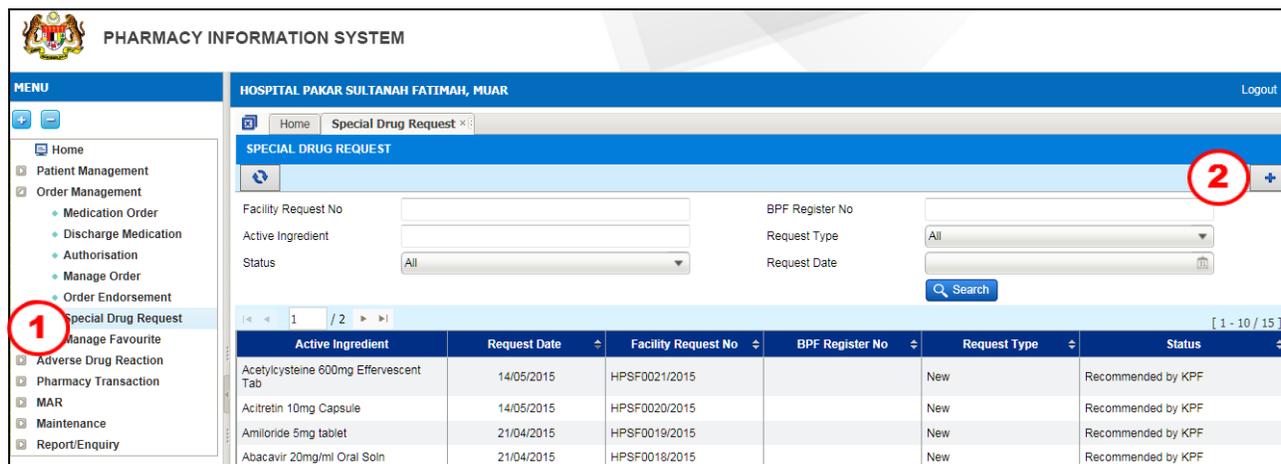
- **Request by Specialist**  
Ordering done by specialist include patients
- **Request by Pharmacist**  
To do bulk ordering by pharmacy

### 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.



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acetylcysteine 600mg Effervescent Tab	14/05/2015	HPSF0021/2015		New	Recommended by KPF
Acitretin 10mg Capsule	14/05/2015	HPSF0020/2015		New	Recommended by KPF
Amloride 5mg tablet	21/04/2015	HPSF0019/2015		New	Recommended by KPF
Abacavir 20mg/ml Oral Soln	21/04/2015	HPSF0018/2015		New	Recommended by KPF

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	Bahagian 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) BPF Register No
- e) Request Type
- f) Status

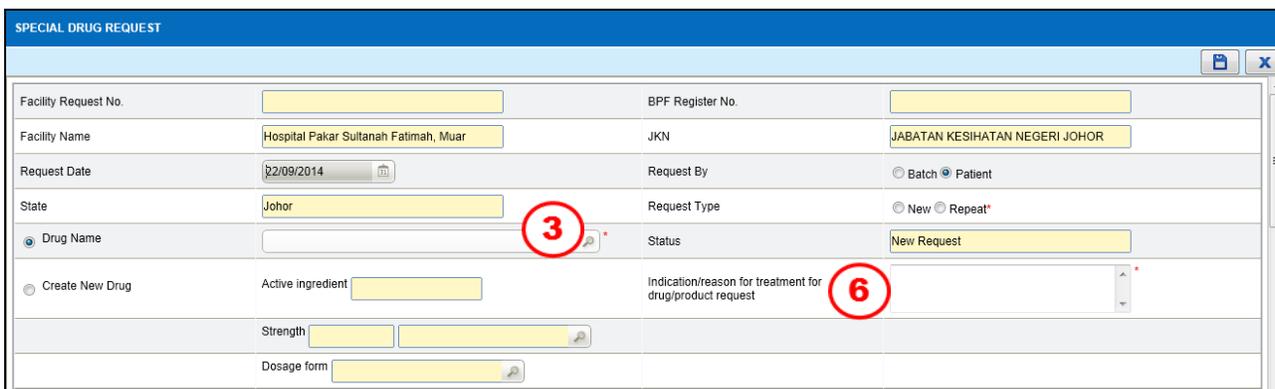


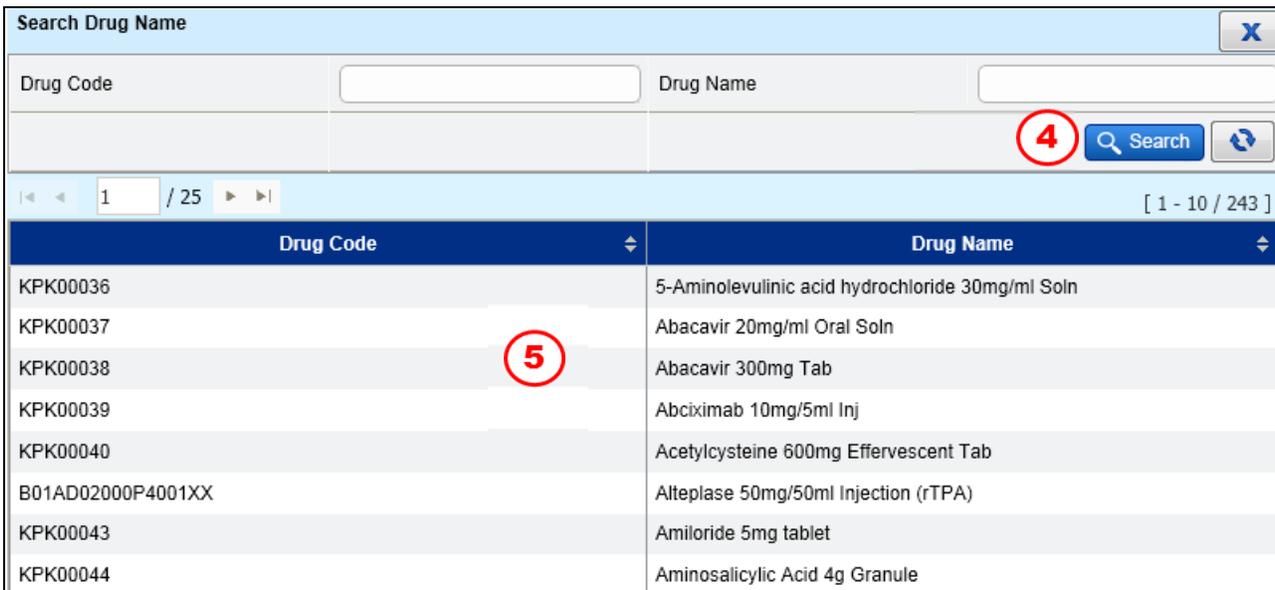
Figure 3.1.1-2 Create New Request

**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 Active Ingredient, Strength and Dosage Form.

**STEP 3**

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



Drug Code	Drug Name
KPK00036	5-Aminolevulinic acid hydrochloride 30mg/ml Soln
KPK00037	Abacavir 20mg/ml Oral Soln
KPK00038	Abacavir 300mg Tab
KPK00039	Abciximab 10mg/5ml Inj
KPK00040	Acetylcysteine 600mg Effervescent Tab
B01AD02000P4001XX	Alteplase 50mg/50ml Injection (rTPA)
KPK00043	Amiloride 5mg tablet
KPK00044	Aminosalicylic Acid 4g Granule

Figure 3.1.1-3 Drug/Non-Drug Search Screen

**STEP 4**

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

**STEP 5**

Double click on the selected drug

## STEP 6

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

### Note

- **Request By** will be defaulted to  Patient 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.



Specialist

Remarks **7**

Requested By

Attachment

Designation Pegawai Perubatan (Ketua Jabatan)

Request Date 22/09/2014

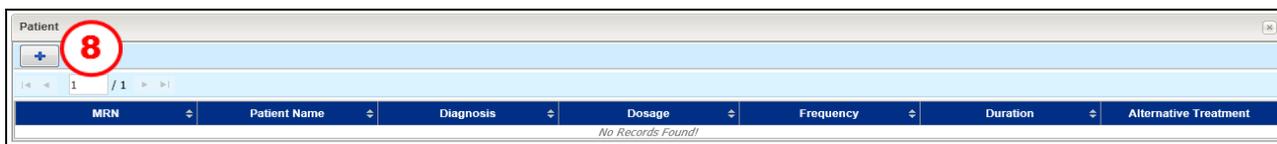
Figure 3.1.1-4 Special Drug Request Screen

## STEP 7

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

### Note

User can change request date. This field is editable.



Patient **8**

MRN Patient Name Diagnosis Dosage Frequency Duration Alternative Treatment

No Records Found!

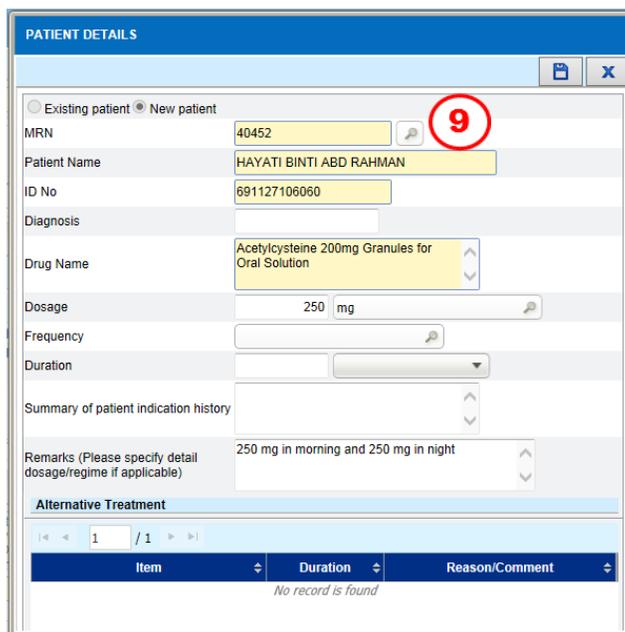
Figure 3.1.1-5 Add Patient Screen

## STEP 8

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.



Item	Duration	Reason/Comment
No record is found		

Figure 3.1.1-6 Patient Details

#### STEP 9

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.

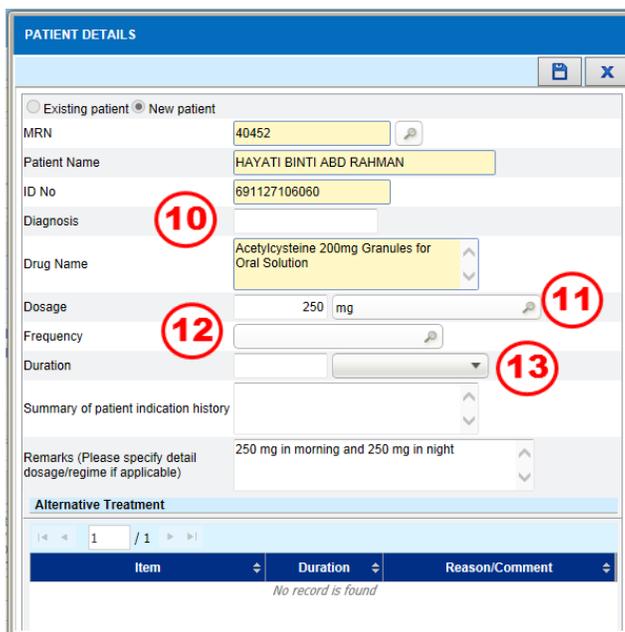


Figure 3.1.1-7 Patient Details

**STEP 10**

Enter **Diagnosis** field

**STEP 11**

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

**STEP 12**

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

**STEP 13**

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

**Note**

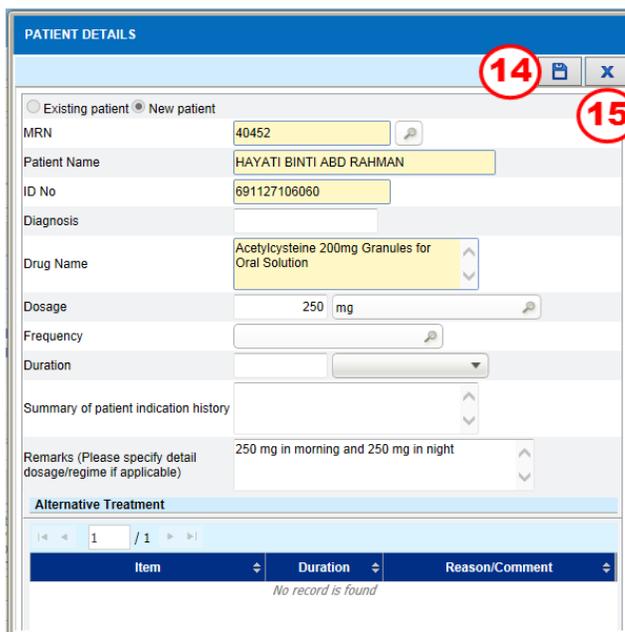
**Remarks (Please specify detail dosage/regime if applicable)** is field for user to enter order details for taper and split dose.



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.



Item	Duration	Reason/Comment
No record is found		

**Figure 3.1.1-9 Patient Detail Screen**

**STEP 14**

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

**STEP 15**

Click on the  button to return to work order screen.

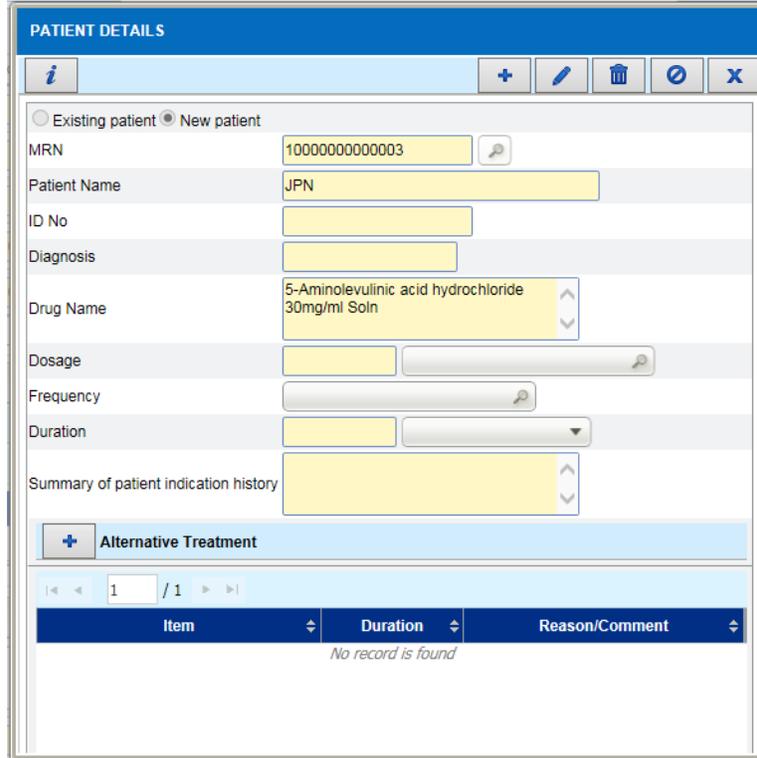


Figure 3.1.1-10 Patient Detail Screen

**Note**

- To add another drug, click on the  as per Figure 3.1.1-10 and repeat STEP 9 to STEP 14.
- 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.

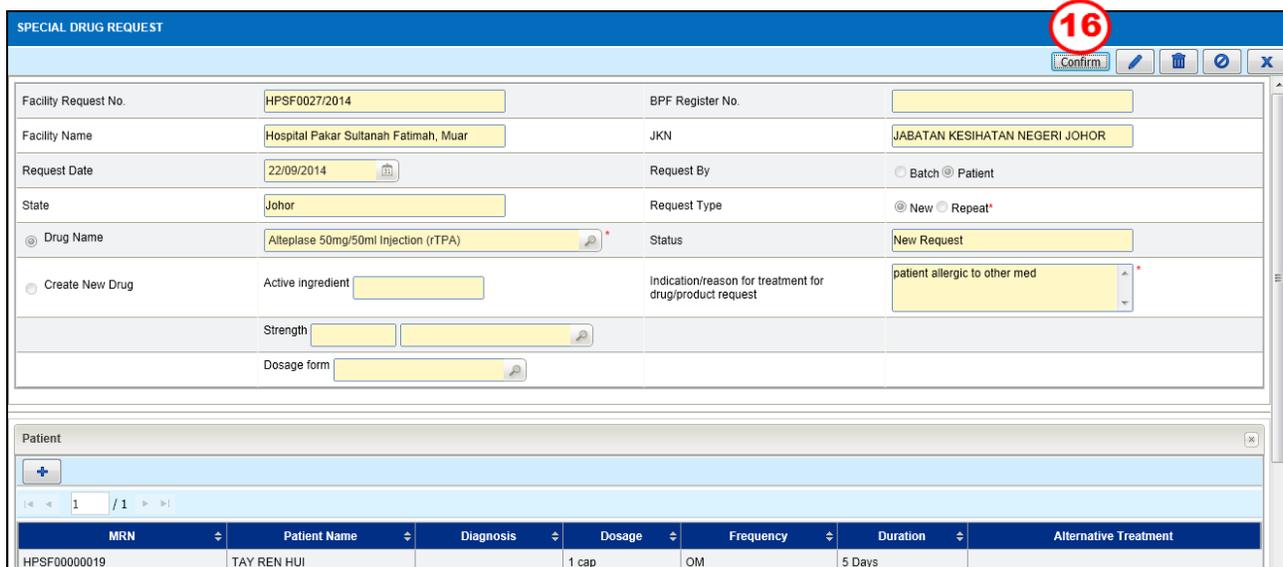
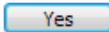
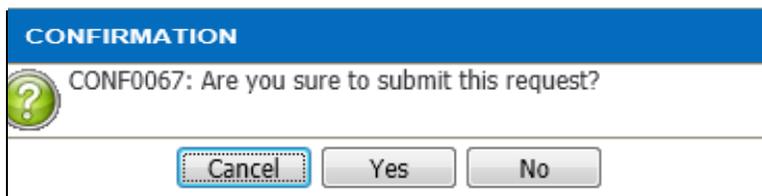


Figure 3.1.1-11 Special Drug Request Screen

**STEP 16**

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

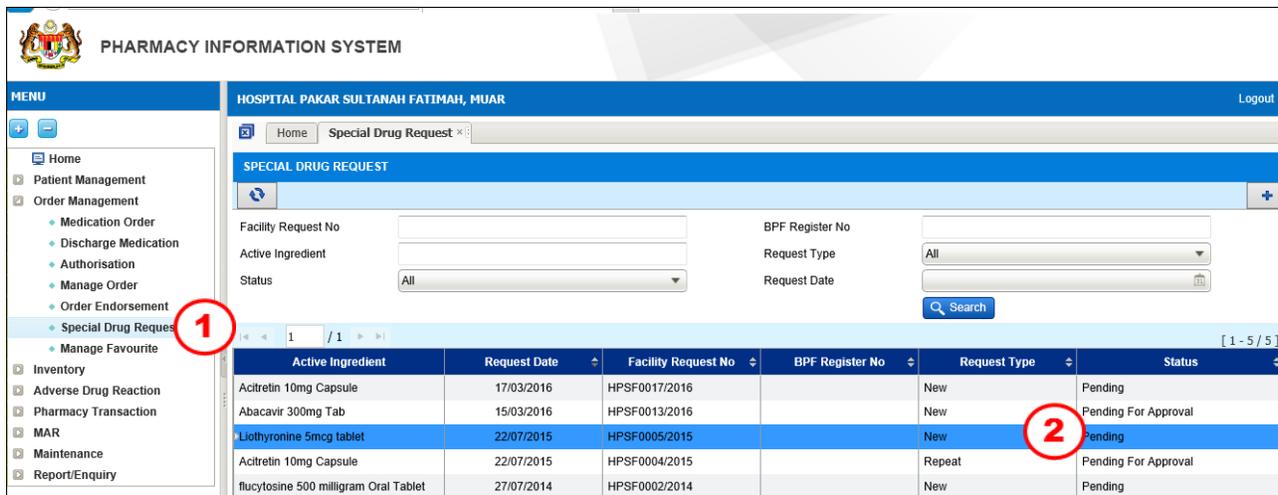


**Figure 3.1.1-12 Confirmation Alert Message**

**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**



**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:-

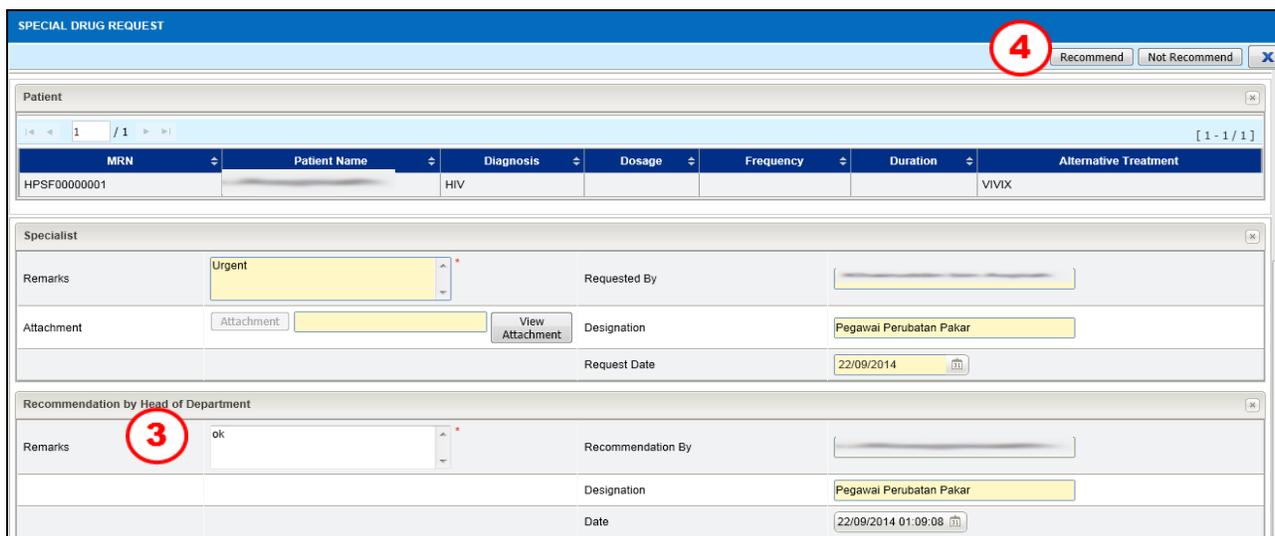
- a) Hospital Request No
- b) Active Ingredient
- c) Status
- d) BPF Request No
- e) Request Type
- f) Request Date

**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	Bahagian 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**



The screenshot shows the 'SPECIAL DRUG REQUEST' application window. At the top right, there are 'Recommend' and 'Not Recommend' buttons, with a red circle '4' highlighting the 'Recommend' button. Below this is a 'Patient' section with a table containing one row: MRN: HPSF00000001, Patient Name: [redacted], Diagnosis: HIV, Dosage: [redacted], Frequency: [redacted], Duration: [redacted], Alternative Treatment: VIVIX. Below the patient table is the 'Specialist' section, which includes a 'Remarks' field with the value 'Urgent', a 'Requested By' field, a 'Designation' field with the value 'Pegawai Perubatan Pakar', and a 'Request Date' field with the value '22/09/2014'. Below the specialist section is the 'Recommendation by Head of Department' section, which includes a 'Remarks' field with the value 'ok', a 'Recommendation By' field, a 'Designation' field with the value 'Pegawai Perubatan Pakar', and a 'Date' field with the value '22/09/2014 01:09:08'. A red circle '3' highlights the 'Remarks' field in the HOD section.

**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  button

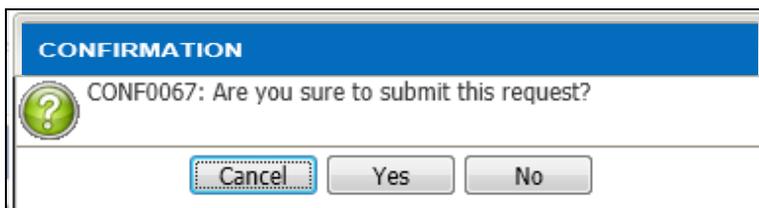


Figure 3.1.1-15 Confirmation Alert Message

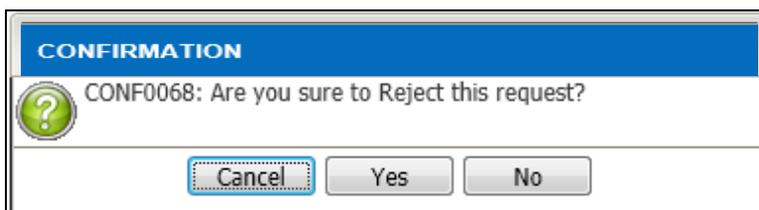
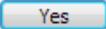
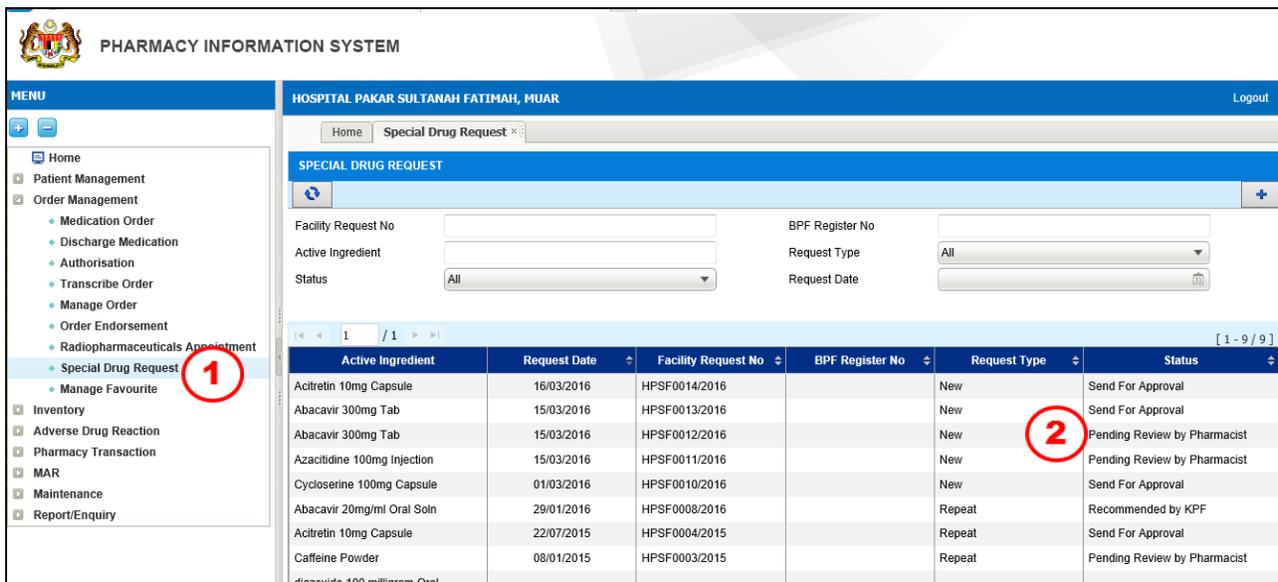


Figure 3.1.1-16 Confirmation Alert Message

### Note

- An alert message will be displayed as Figure 3.1.1-15, click on the  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  button. Alert message as Figure 3.1-16 will be displayed.
- Special Drug Request status will be changed to 'Not Recommended by HOD'.

## Review By Pharmacist



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Special Drug Request

**SPECIAL DRUG REQUEST**

Facility Request No:  BPF Register No:   
 Active Ingredient:  Request Type: All  
 Status: All Request Date:

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0012/2016		New	Pending Review by Pharmacist
Azacitidine 100mg Injection	15/03/2016	HPSF0011/2016		New	Pending Review by Pharmacist
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Abacavir 20mg/ml Oral Soln	29/01/2016	HPSF0008/2016		Repeat	Recommended by KPF
Acitretin 10mg Capsule	22/07/2015	HPSF0004/2015		Repeat	Send For Approval
Caffeine Powder	08/01/2015	HPSF0003/2015		Repeat	Pending Review by Pharmacist
diazoxide 100 milligram Oral					

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

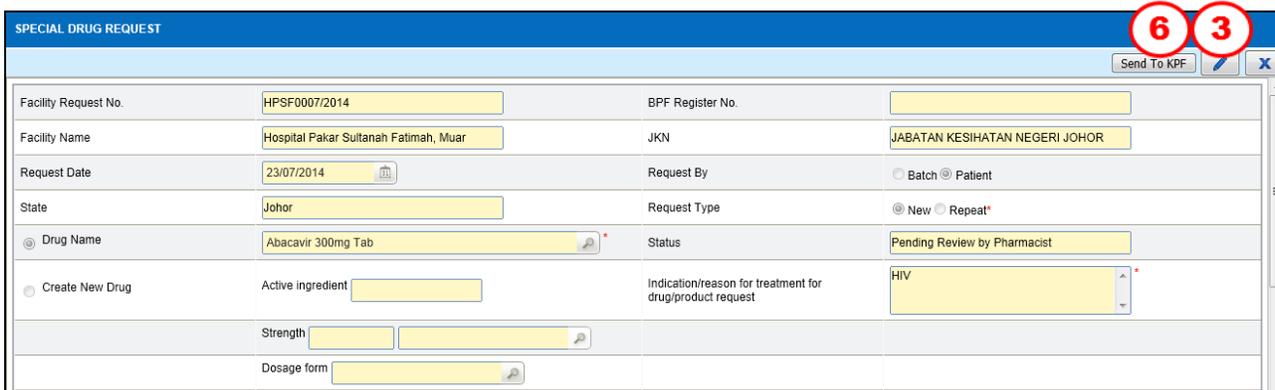


Figure 3.1.1-18 Pharmacist Review Screen

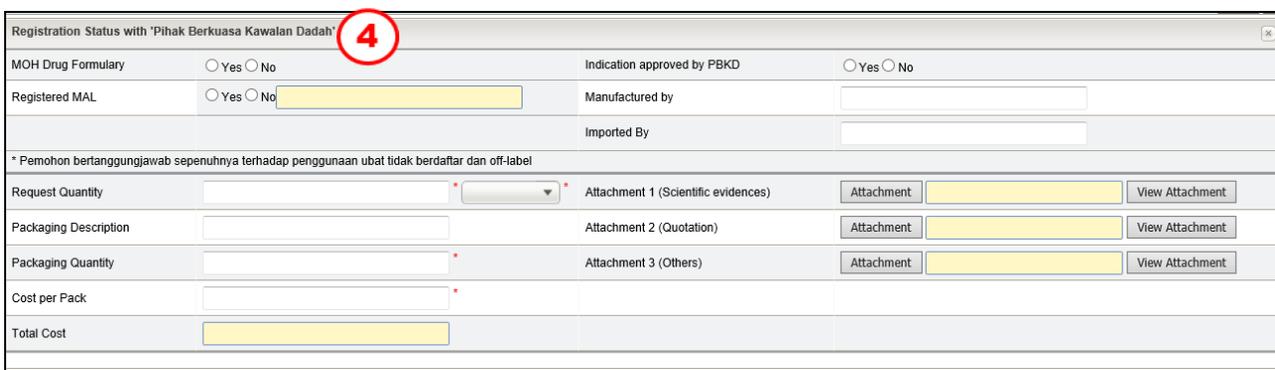


Figure 3.1.1-19 Pharmacist Review Screen



Figure 3.1.1-20 Pharmacist Review Screen

**STEP 3**

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

**STEP 4**

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

- a) **MOH Drug Formulary**
- b) **Registered MAL**
- c) **Indication approved by PBKD**

Enter all mandatory field that consist of:

- a) **Request Quantity**
- b) **Packaging Description**
- c) **Packaging Quantity**
- d) **Cost per Pack**

Refer Figure 3.1.1-19

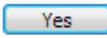
**STEP 5**

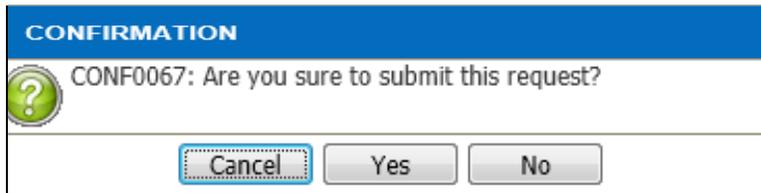
Enter **Remarks** accordingly as per Figure 3.1.1-20

**STEP 6**

Click on the  button as per Figure 3.1.1-18

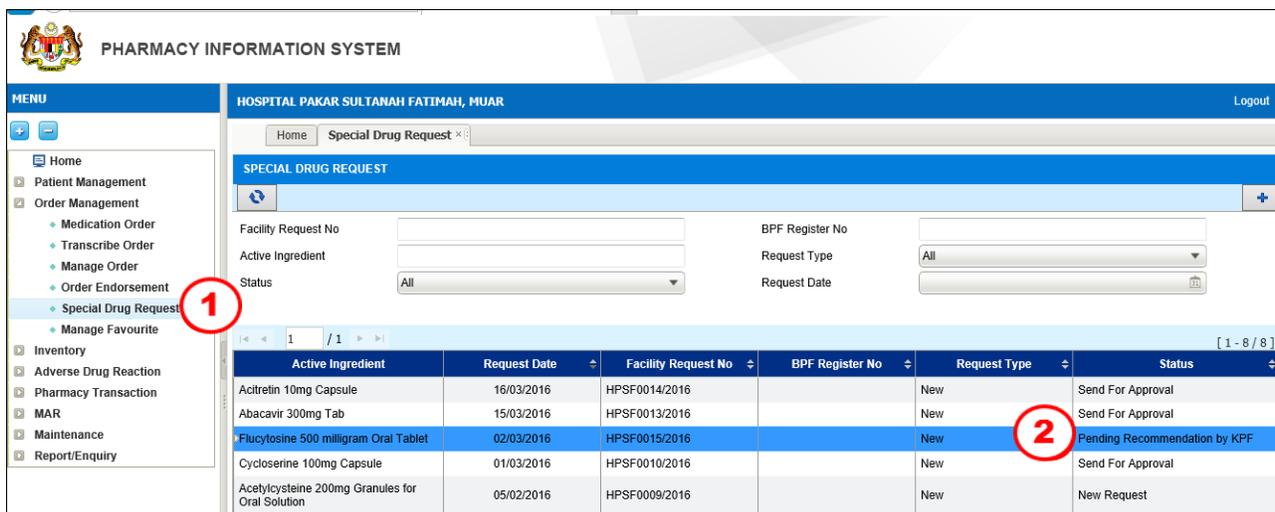
**Note**

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



**Figure 3.1.1-21 Confirmation Alert Message**

## Recommendation by KPF



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No:  BPF Register No:

Active Ingredient:  Request Type:

Status:  Request Date:

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Flucytosine 500 milligram Oral Tablet	02/03/2016	HPSF0015/2016		New	Pending Recommendation by KPF
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Acetylcysteine 200mg Granules for Oral Solution	05/02/2016	HPSF0009/2016		New	New Request

Figure 3.1.1-22 Special Drug Request Screen

### STEP 1

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

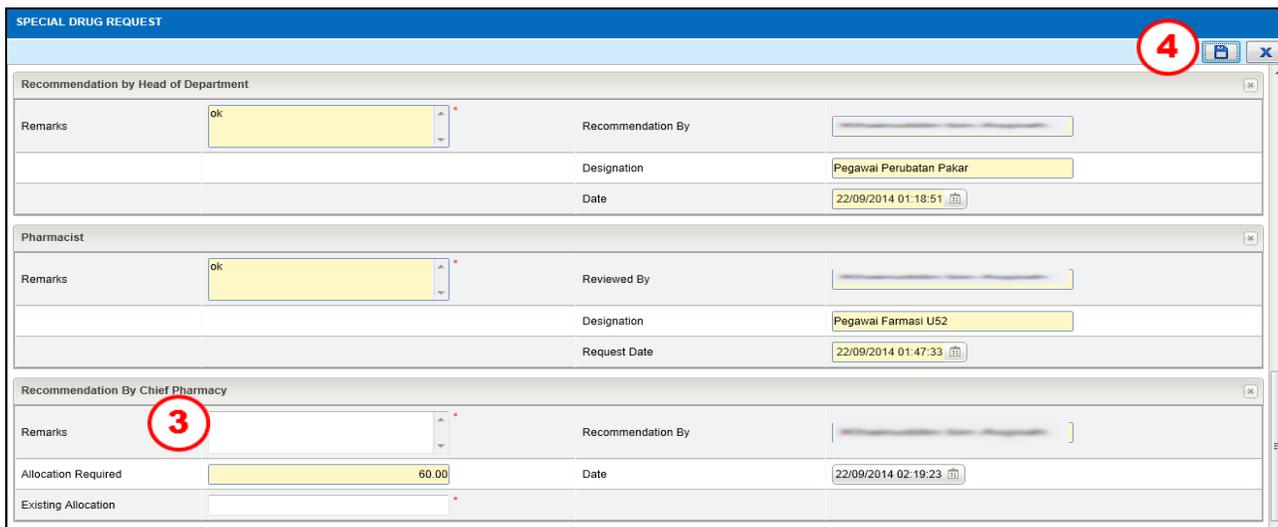
### Note

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

- 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' order request status as per Figure 3.1.1-22



**SPECIAL DRUG REQUEST**

Recommendation by Head of Department

Remarks: ok

Recommendation By: [Signature]

Designation: Pegawai Perubatan Pakar

Date: 22/09/2014 01:18:51

Pharmacist

Remarks: ok

Reviewed By: [Signature]

Designation: Pegawai Farmasi U52

Request Date: 22/09/2014 01:47:33

Recommendation By Chief Pharmacy

Remarks: [Red circle 3]

Allocation Required: 60.00

Date: 22/09/2014 02:19:23

Existing Allocation: [Red circle 3]

[Red circle 4]

Figure 3.1.1-23 Recommendation by KPF screen

**STEP 3**

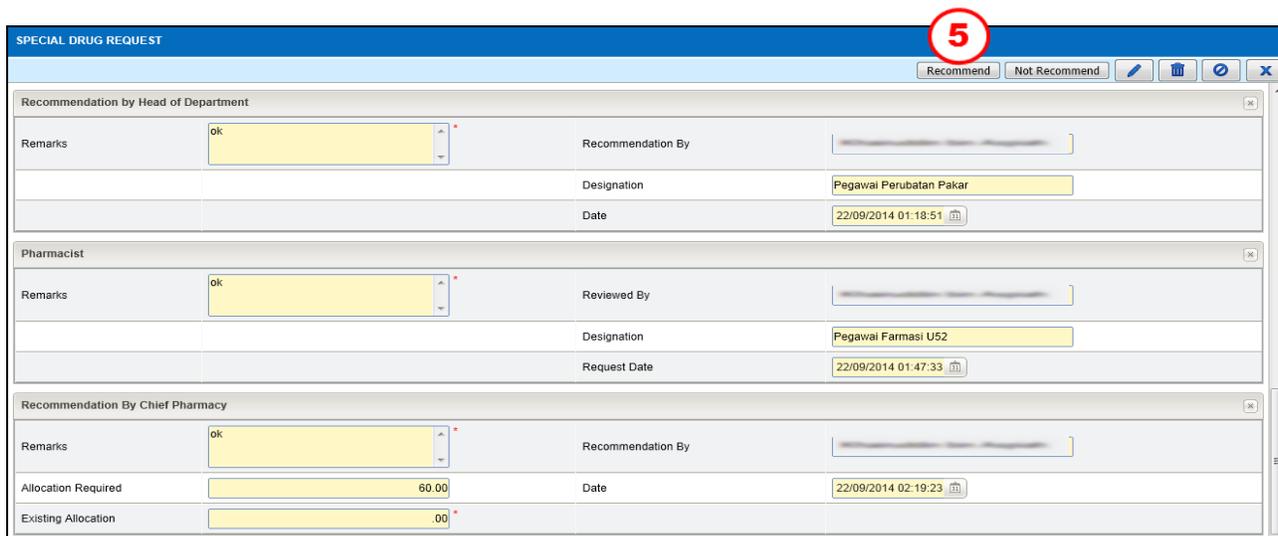
Scroll down and look for 'Recommendation By Chief Pharmacy' section , enter **Remarks** and **Existing Allocation** as per Figure 3.1.1-23

**STEP 4**

Click on the  button to save the record

**STEP 5**

Click on the  button as per Figure 3.1.1-24



**SPECIAL DRUG REQUEST**

Recommendation by Head of Department

Remarks: ok

Recommendation By: [Signature]

Designation: Pegawai Perubatan Pakar

Date: 22/09/2014 01:18:51

Pharmacist

Remarks: ok

Reviewed By: [Signature]

Designation: Pegawai Farmasi U52

Request Date: 22/09/2014 01:47:33

Recommendation By Chief Pharmacy

Remarks: ok

Allocation Required: 60.00

Date: 22/09/2014 02:19:23

Existing Allocation: .00

[Red circle 5]

Recommend Not Recommend

Figure 3.1.1-24 Recommendation by KPF screen

**Note**

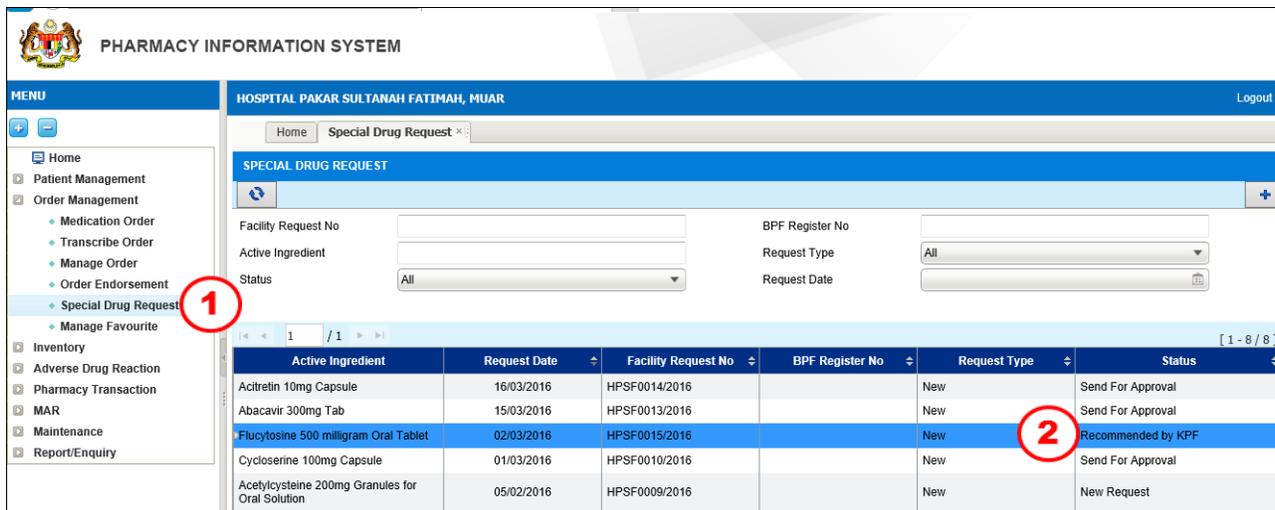
**Recommend**

- 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  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



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Special Drug Request

**SPECIAL DRUG REQUEST**

Facility Request No:  BPF Register No:   
 Active Ingredient:  Request Type: All  
 Status: All Request Date:

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Flucytosine 500 milligram Oral Tablet	02/03/2016	HPSF0015/2016		New	Recommended by KPF
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Acetylcysteine 200mg Granules for Oral Solution	05/02/2016	HPSF0009/2016		New	New Request

Figure 3.1.1-25 Special Drug Request Screen

### STEP 1

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

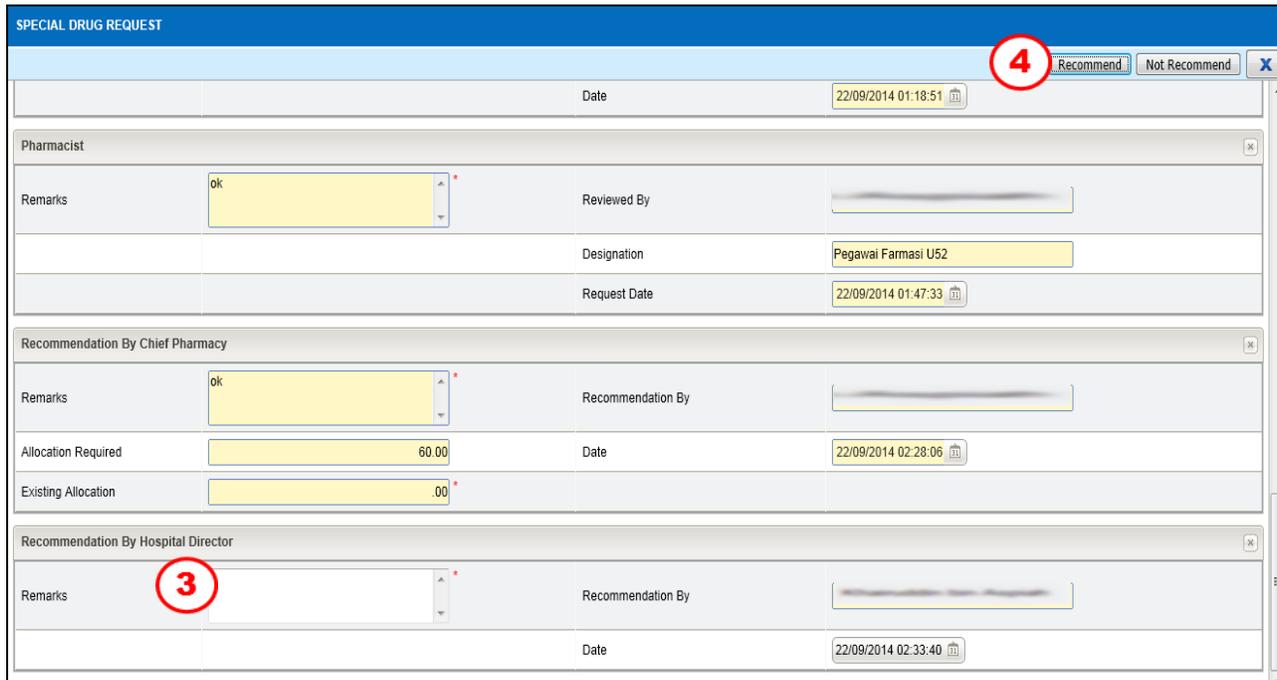
#### Note

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 'Recommended by KPF' order request status as per Figure 3.1.1-25



**SPECIAL DRUG REQUEST**

Date: 22/09/2014 01:18:51

Recommend Not Recommend X

Pharmacist

Remarks: ok

Reviewed By: [Redacted]

Designation: Pegawai Farmasi U52

Request Date: 22/09/2014 01:47:33

Recommendation By Chief Pharmacy

Remarks: ok

Recommendation By: [Redacted]

Allocation Required: 60.00

Existing Allocation: .00

Date: 22/09/2014 02:28:06

Recommendation By Hospital Director

Remarks: [Redacted]

Recommendation By: [Redacted]

Date: 22/09/2014 02:33:40

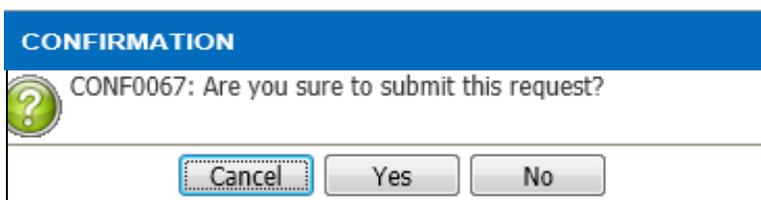
**Figure 3.1.1-26 Recommendation by HD screen**

**STEP 3**

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Existing Allocation** as per Figure 3.1.1-26

**STEP 4**

Click on the  button to save the record



**CONFIRMATION**

CONF0067: Are you sure to submit this request?

Cancel Yes No

**Figure 3.1.1-27 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.

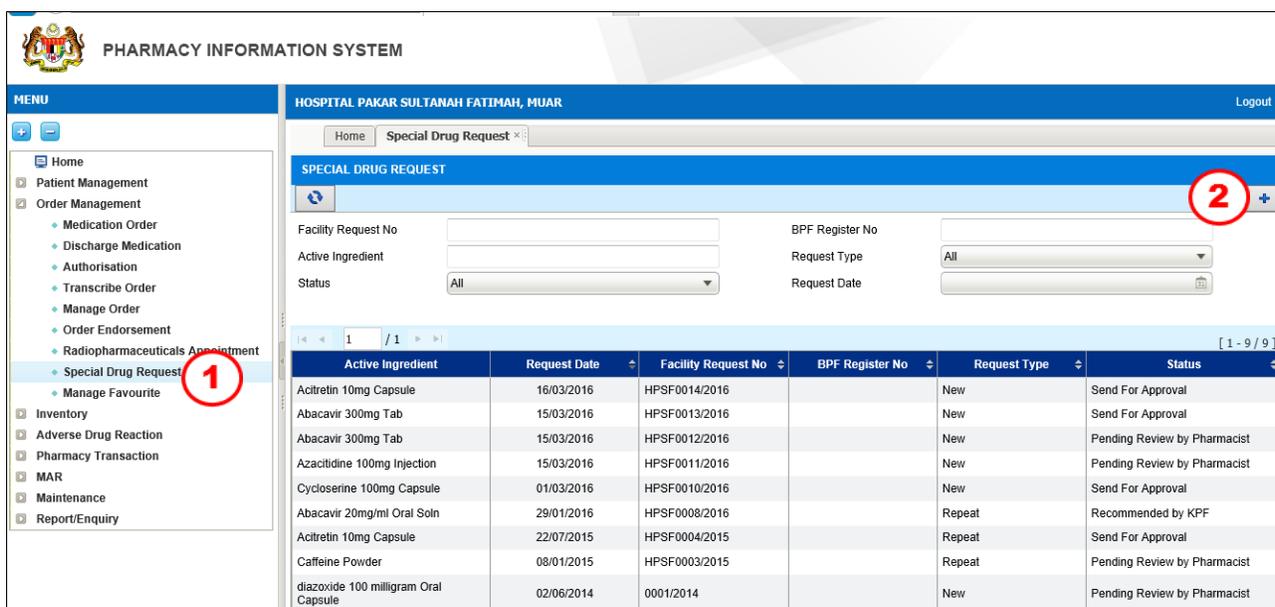


Figure 3.1.2-1 Special Drug Request Landing Page

#### 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

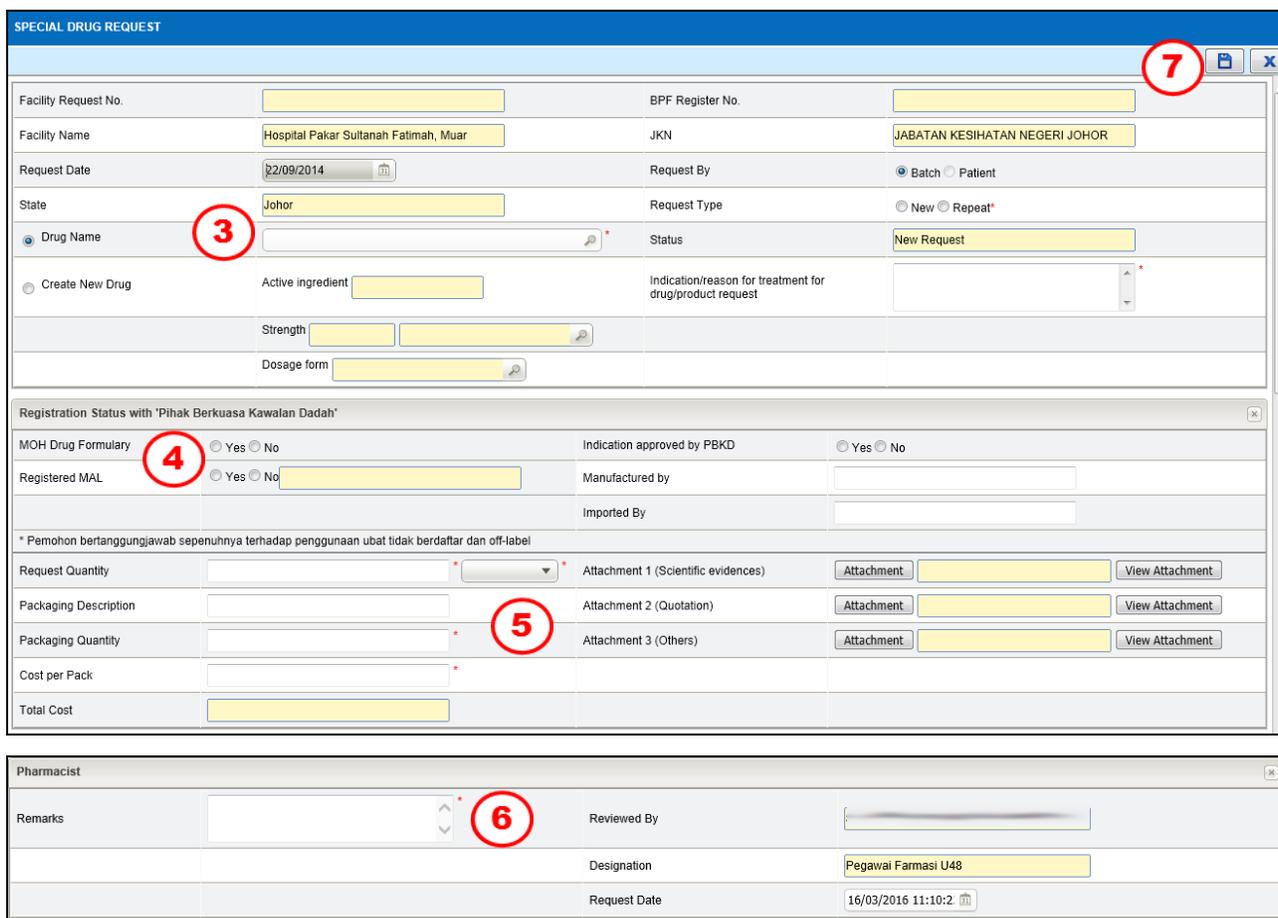
No	Field	Description	Remark
a	Facility Request No	Facility Request No	Request number will be auto generated when the user clicks on 'Save' button.
b	Active Ingredient	Active Ingredient	This is an enterable field where the Active Ingredient name will looked up from the MIMS Drug database.
c	Status	Status	It will show status of current request. By default, for new request the status will be 'New Request'.
d	BPF Request No	Bahagian 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

**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. It is divided into several sections:

- Top Section:** Facility Request No., BPF Register No., Facility Name (Hospital Pakar Sultanah Fatimah, Muar), JKN (JABATAN KESIHATAN NEGERI JOHOR), Request Date (22/09/2014), Request By (Batch/Patient), State (Johor), Request Type (New/Repeat), and Status (New Request).
- Drug Selection Section:** Radio buttons for 'Drug Name' (circled 3) and 'Create New Drug'. Fields for Active ingredient, Strength, and Dosage form are present.
- Registration Status Section:** Radio buttons for 'MOH Drug Formulary' (circled 4) and 'Registered MAL'. Fields for Indication approved by PBKD, Manufactured by, and Imported By.
- Attachments Section:** Fields for Request Quantity, Packaging Description, Packaging Quantity, Cost per Pack, and Total Cost. Attachment buttons for Scientific evidences, Quotation, and Others (circled 5).
- Pharmacist Section:** Remarks field (circled 6), Reviewed By, Designation (Pegawai Farmasi U48), and Request Date (16/03/2016 11:10:2).
- Window Control:** A red circle (7) highlights the window title bar and control buttons.

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

- d) **MOH Drug Formulary**
- e) **Registered MAL**
- f) **Indication approved by PBKD**

#### STEP 5

Enter all mandatory field that consist of:

- a) **Request Quantity**
- b) **Packaging Description**
- c) **Packaging Quantity**
- d) **Cost per Pack**

#### STEP 6

Enter **Remarks** in Pharmacist section

#### STEP 7

Click on the  button as per Figure 3.1.2-2

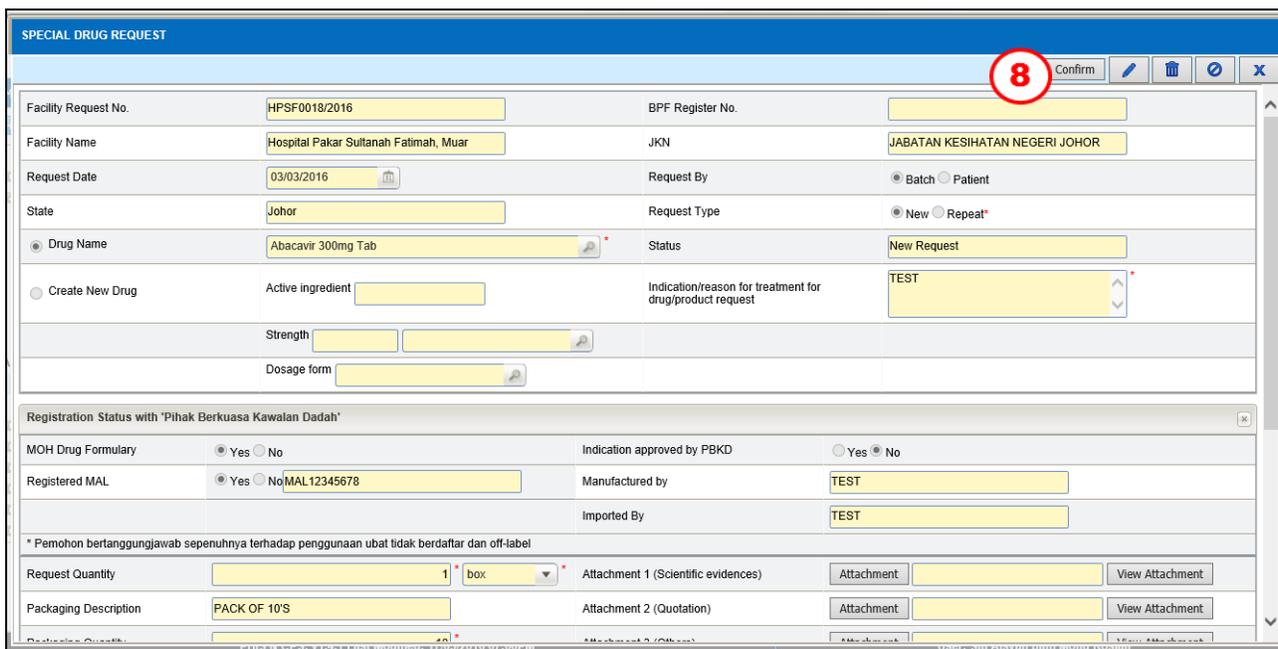


Figure 3.1.2-3 Special Drug Request Order Screen

**STEP 8**

Click on the  button as per Figure 3.1.2-3

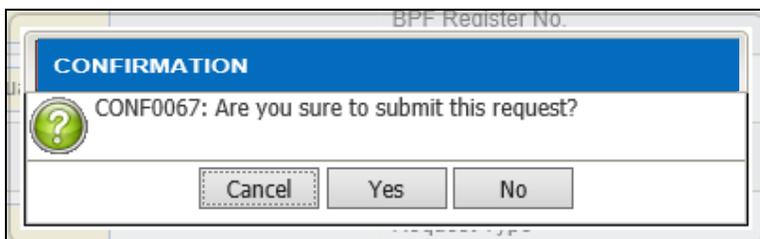
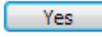
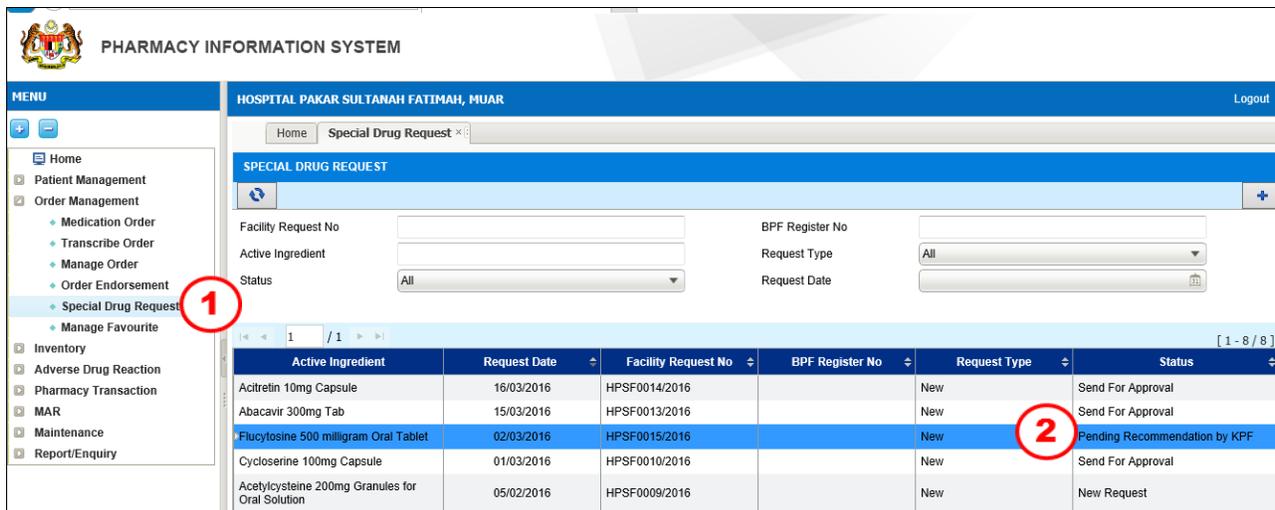


Figure 3.1.2-4 Confirmation Alert Message

**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 Recommendation by KPF'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

## Recommendation by KPF



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Special Drug Request

**SPECIAL DRUG REQUEST**

Facility Request No:  BPF Register No:

Active Ingredient:  Request Type: All

Status: All Request Date:

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Flucytosine 500 milligram Oral Tablet	02/03/2016	HPSF0015/2016		New	Pending Recommendation by KPF
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Acetylcysteine 200mg Granules for Oral Solution	05/02/2016	HPSF0009/2016		New	New Request

Figure 3.1.2-5 Special Drug Request Screen

### STEP 1

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

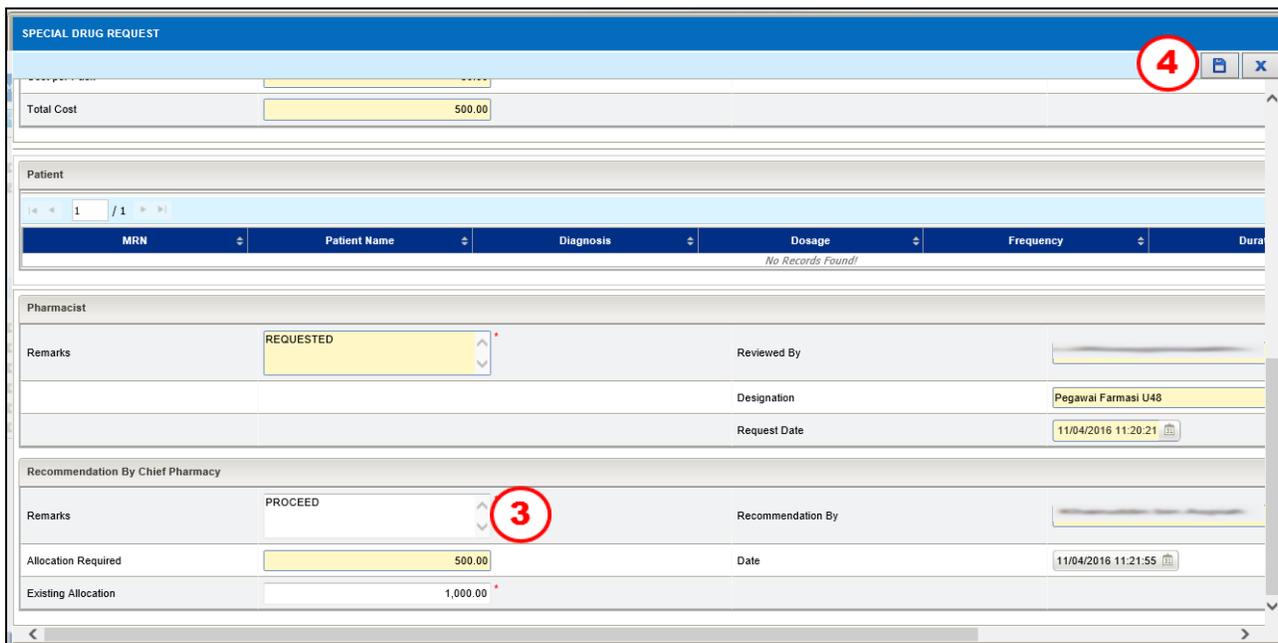
### Note

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**

Total Cost: 500.00

Patient

MRN	Patient Name	Diagnosis	Dosage	Frequency	Duration
No Records Found!					

Pharmacist

Remarks: REQUESTED

Reviewed By: [Name]

Designation: Pegawai Farmasi U48

Request Date: 11/04/2016 11:20:21

Recommendation By Chief Pharmacy

Remarks: PROCEED (3)

Recommendation By: [Name]

Allocation Required: 500.00

Date: 11/04/2016 11:21:55

Existing Allocation: 1,000.00

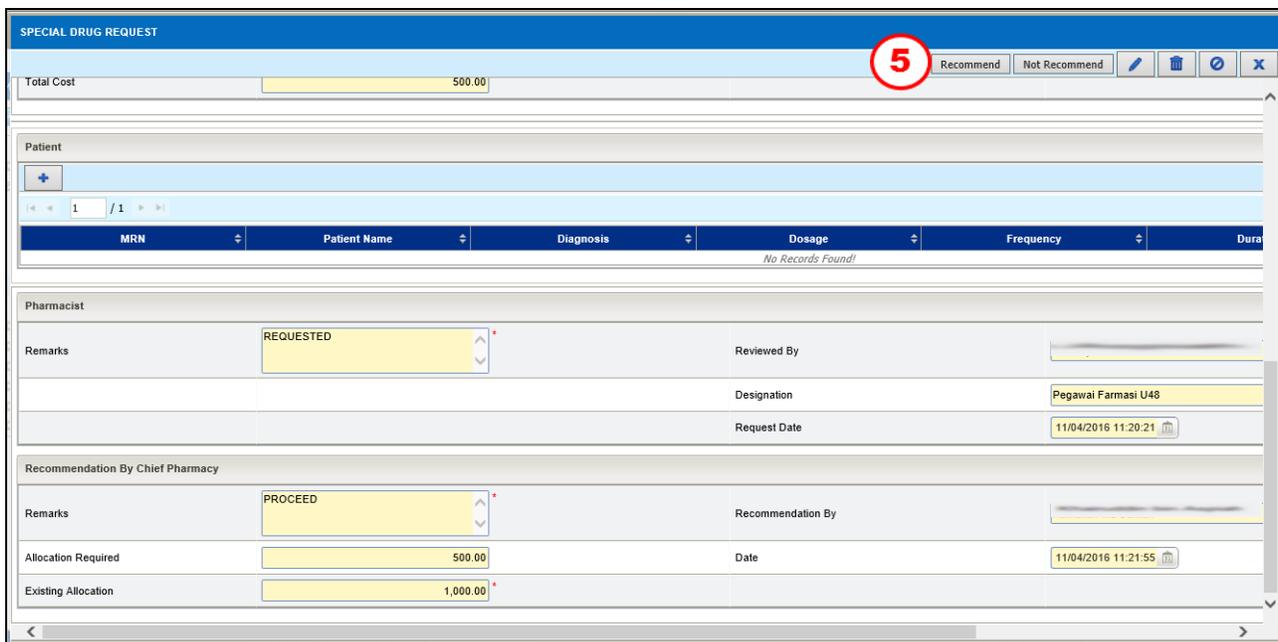
Figure 3.1.2-6 Recommendation by KPF screen

**STEP 3**

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

**STEP 4**

Click on the  button to save the record



**SPECIAL DRUG REQUEST**

Total Cost: 500.00

Recommend Not Recommend [Save] [Delete] [Refresh] [Close]

Patient

MRN	Patient Name	Diagnosis	Dosage	Frequency	Duration
No Records Found!					

Pharmacist

Remarks: REQUESTED

Reviewed By: [Name]

Designation: Pegawai Farmasi U48

Request Date: 11/04/2016 11:20:21

Recommendation By Chief Pharmacy

Remarks: PROCEED

Recommendation By: [Name]

Allocation Required: 500.00

Date: 11/04/2016 11:21:55

Existing Allocation: 1,000.00

Figure 3.1.2-7 Recommendation by KPF screen

## STEP 5

Click on the  button as per Figure 3.1.2-7

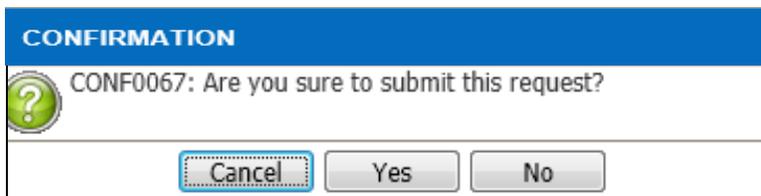


Figure 3.1.2-8 Confirmation Alert Message

### Note

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

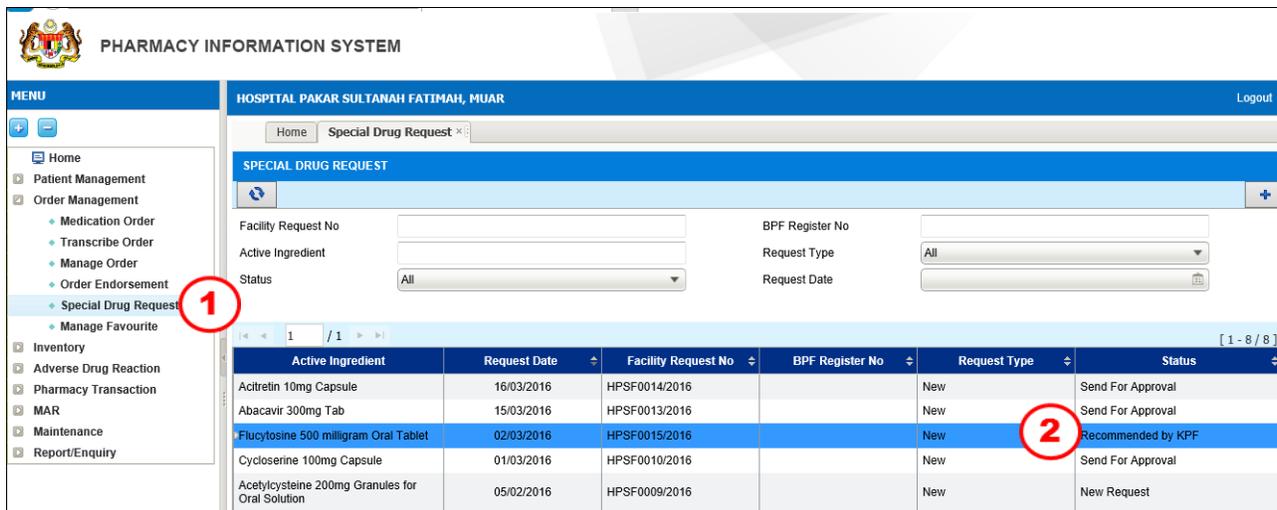
### Recommend

- 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



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Special Drug Request

**SPECIAL DRUG REQUEST**

Facility Request No:  BPF Register No:   
 Active Ingredient:  Request Type: All  
 Status: All Request Date:

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Flucytosine 500 milligram Oral Tablet	02/03/2016	HPSF0015/2016		New	Recommended by KPF
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Acetylcysteine 200mg Granules for Oral Solution	05/02/2016	HPSF0009/2016		New	New Request

Figure 3.1.2-9 Special Drug Request Screen

### STEP 1

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

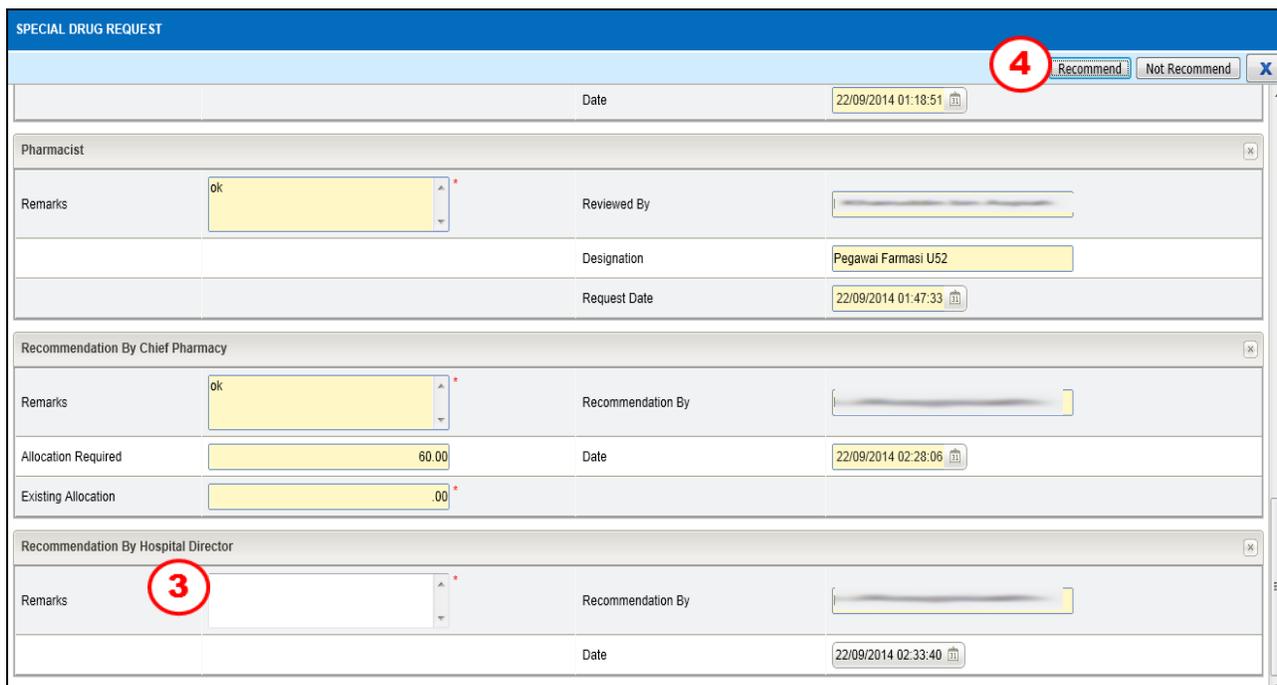
#### Note

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

- 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 3.1.2-9



**SPECIAL DRUG REQUEST**

Date: 22/09/2014 01:18:51

Pharmacist

Remarks: ok

Reviewed By: [User Name]

Designation: Pegawai Farmasi U52

Request Date: 22/09/2014 01:47:33

Recommendation By Chief Pharmacy

Remarks: ok

Recommendation By: [User Name]

Allocation Required: 60.00

Existing Allocation: .00

Date: 22/09/2014 02:28:06

Recommendation By Hospital Director

Remarks: [Red Circle 3]

Recommendation By: [User Name]

Date: 22/09/2014 02:33:40

[Red Circle 4] Recommend Not Recommend X

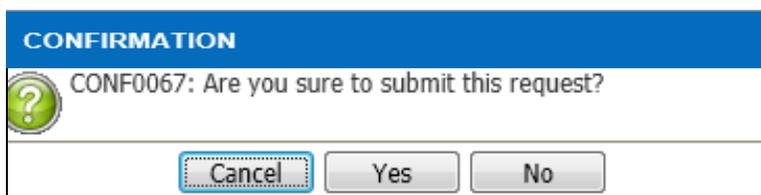
**Figure 3.1.2-10 Recommendation by HD screen**

**STEP 3**

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

**STEP 4**

Click on the  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 'Pending 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	<i>Inpatient</i>	<a href="#">Click Here</a>	12	<i>CDR Dispensing</i>	<a href="#">Click Here</a>
2	<i>CDR Order</i>	<a href="#">Click Here</a>	13	<i>Methadone Dispensing</i>	<a href="#">Click Here</a>
3	<i>TDM Order</i>	<a href="#">Click Here</a>	14	<i>PN Dispensing</i>	<a href="#">Click Here</a>
4	<i>PN Order</i>	<a href="#">Click Here</a>	15	<i>Order Management</i>	<a href="#">Click Here</a>
5	<i>IV Order</i>	<a href="#">Click Here</a>	16	<i>Patient Management</i>	<a href="#">Click Here</a>
6	<i>Prepacking</i>	<a href="#">Click Here</a>	17	<i>Radiopharma</i>	<a href="#">Click Here</a>
7	<i>Galenical</i>	<a href="#">Click Here</a>	18	<i>Outpatient</i>	<a href="#">Click Here</a>
8	<i>MTAC</i>	<a href="#">Click Here</a>	19	<i>Special Drug Request</i>	<a href="#">Click Here</a>
9	<i>ADR &amp; DAC</i>	<a href="#">Click Here</a>	20	<i>MAR</i>	<a href="#">Click Here</a>
10	<i>Medication Counselling</i>	<a href="#">Click Here</a>	21	<i>DICE</i>	<a href="#">Click Here</a>
11	<i>Ward Pharmacy</i>	<a href="#">Click Here</a>	22		