

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

Full Based

**User Manual
Order Management
Special Drug Request**

| | |
|--------------------|--------------------------------------------|
| Version | : 6th Edition |
| Document ID | : FB_U. MANUAL_SPECIAL DRUG REQUEST |



PhIS & CPS Project
User Manual – Special Drug Request



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Application reference: PhIS & CPS v1.6.1



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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

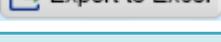
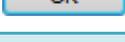
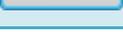
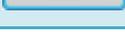
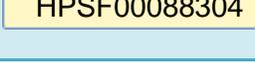
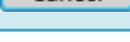
1.3 Organised Sections

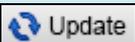
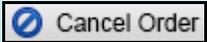
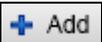
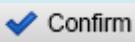
These are the sections within this document:

- 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 | <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

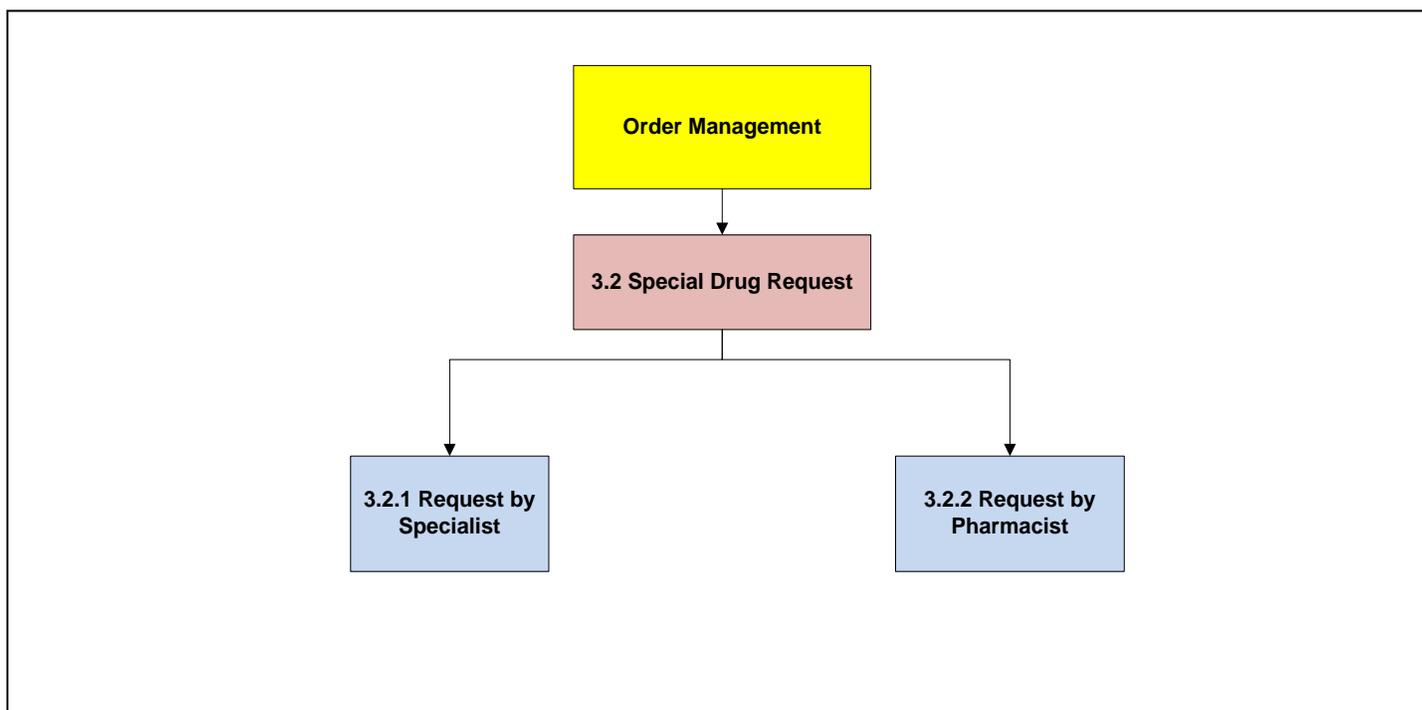


Figure 3.1

Functional Description

Order Management comprises of two (2) main functions:

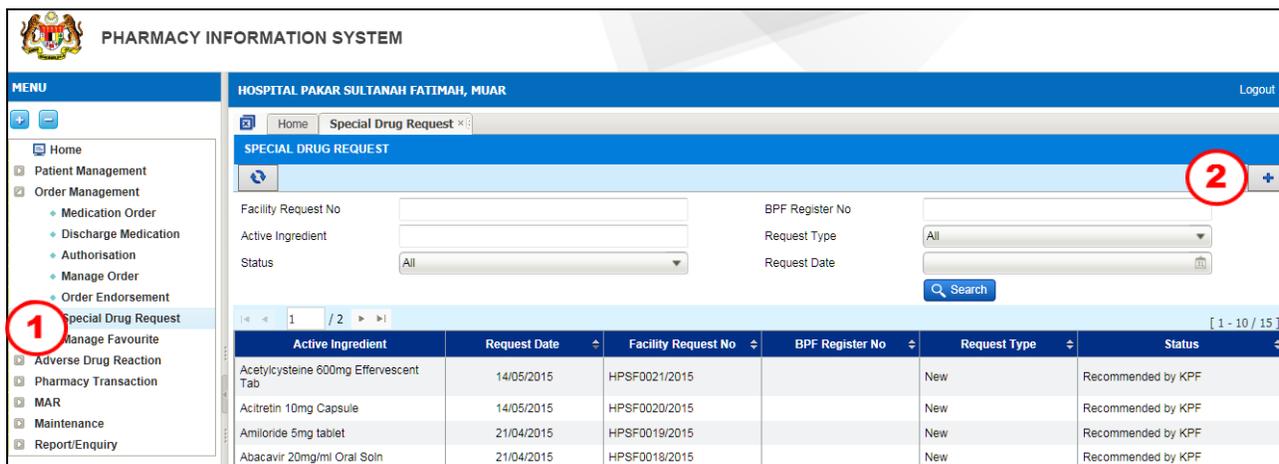
- **Request by Specialist**
Ordering done by specialist include patients
- **Request by Pharmacist**
To do bulk ordering by pharmacy

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.



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: All

Status: All Request Date:

Search

1 / 2

| 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 |

[1 - 10 / 15]

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

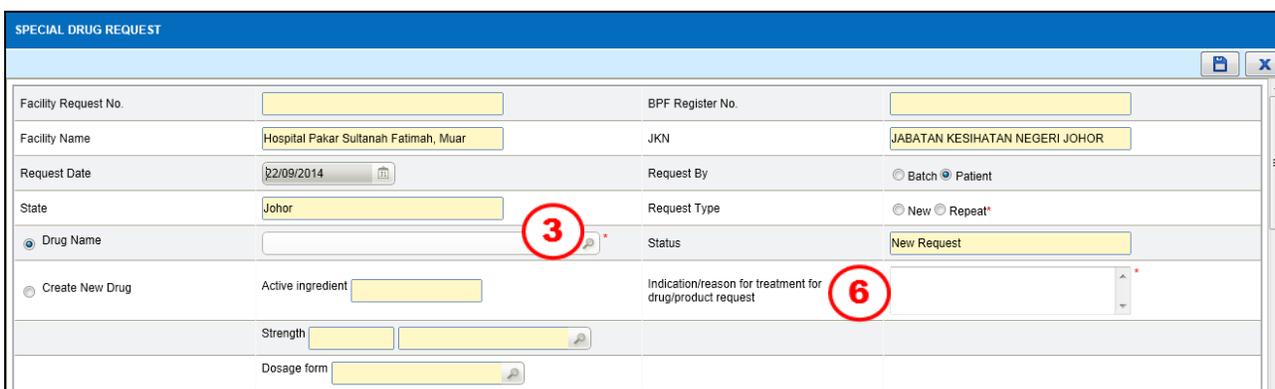


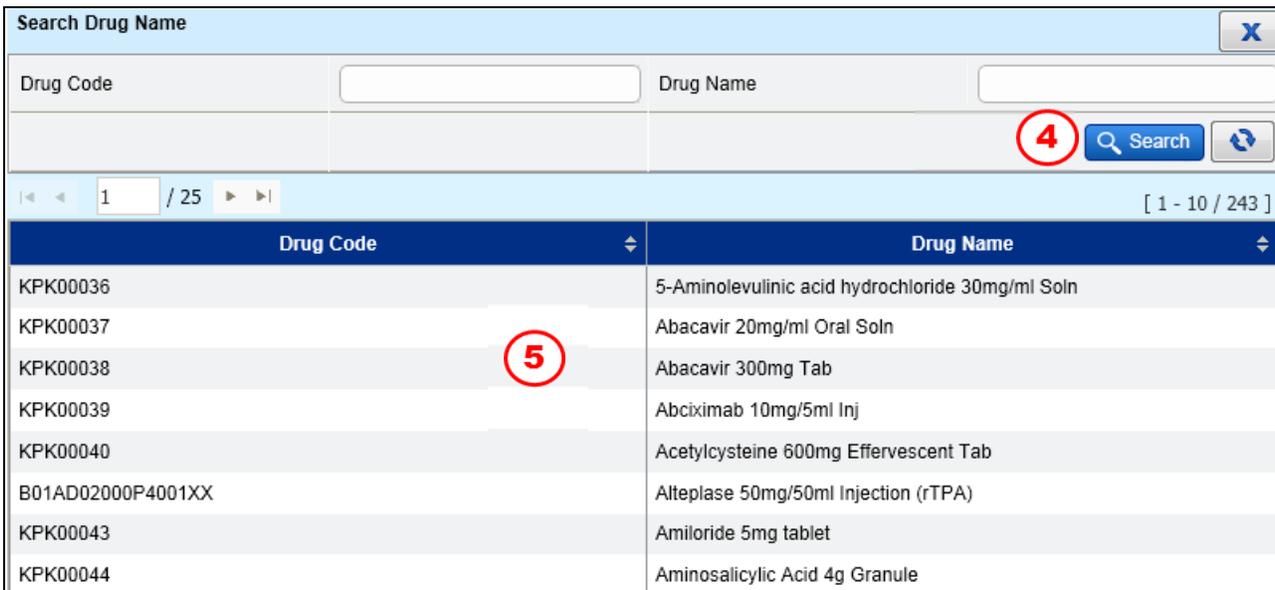
Figure 3.1.1-2 Create New Request

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.



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.

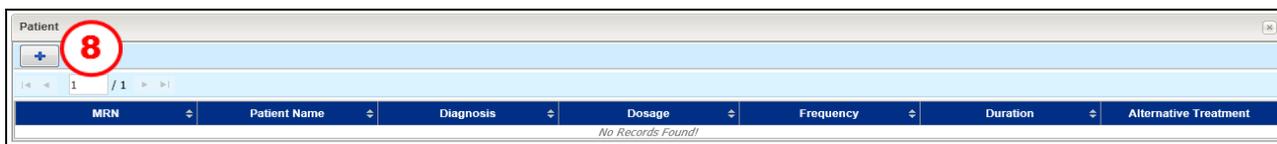


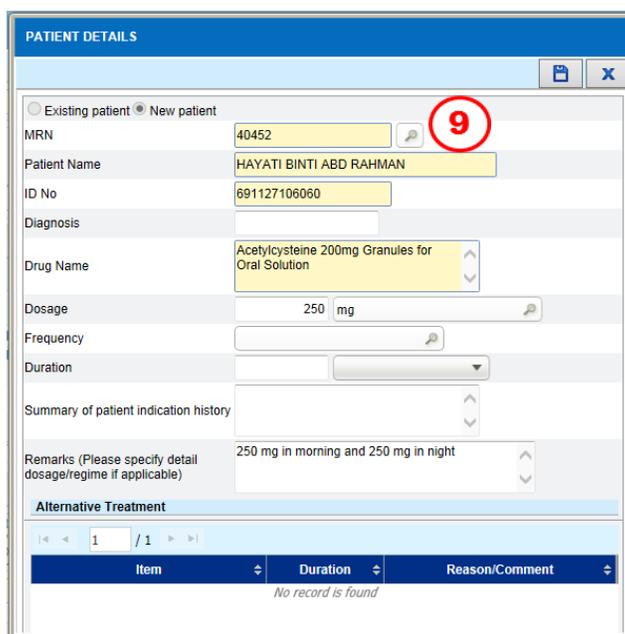
Figure 3.1.1-5 Add Patient Screen

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.

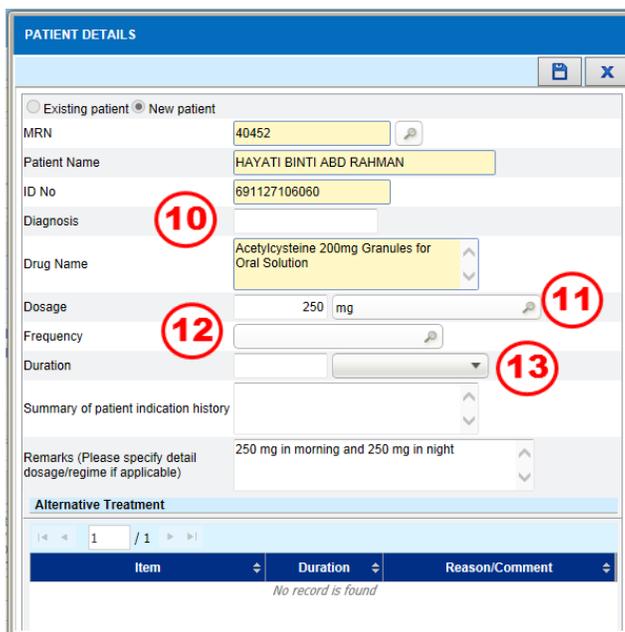


Figure 3.1.1-7 Patient Details

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

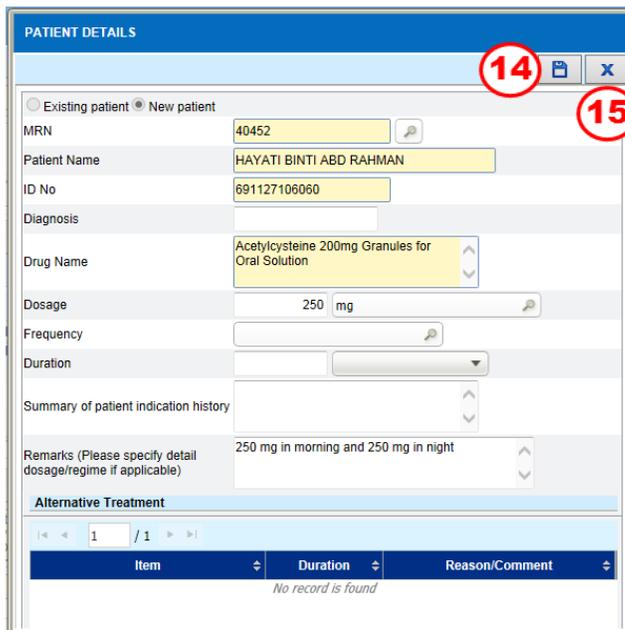
Remarks (Please specify detail dosage/regime if applicable) is field for user to enter order details for taper and split dose.



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.

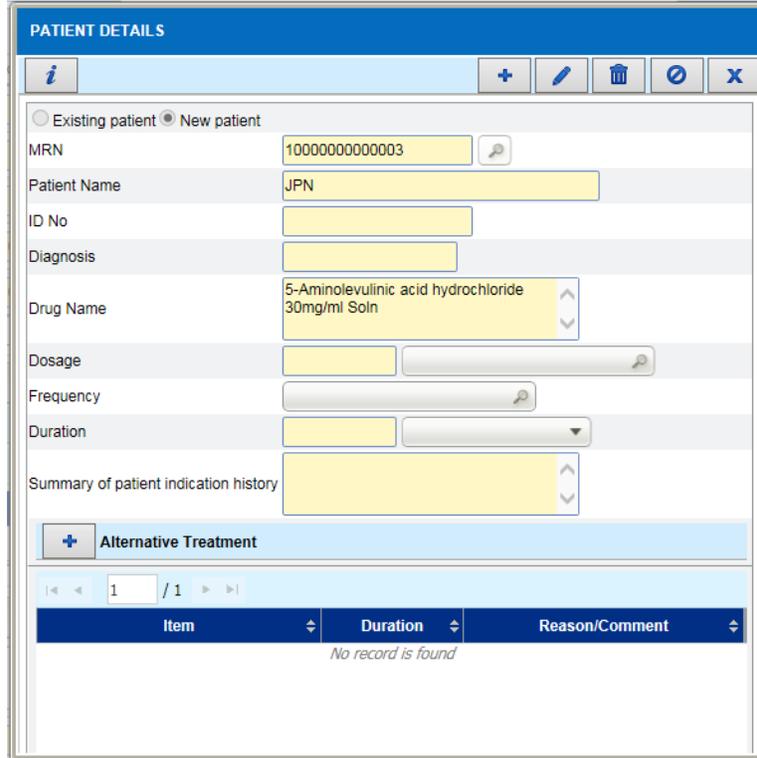


Figure 3.1.1-10 Patient Detail Screen

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.

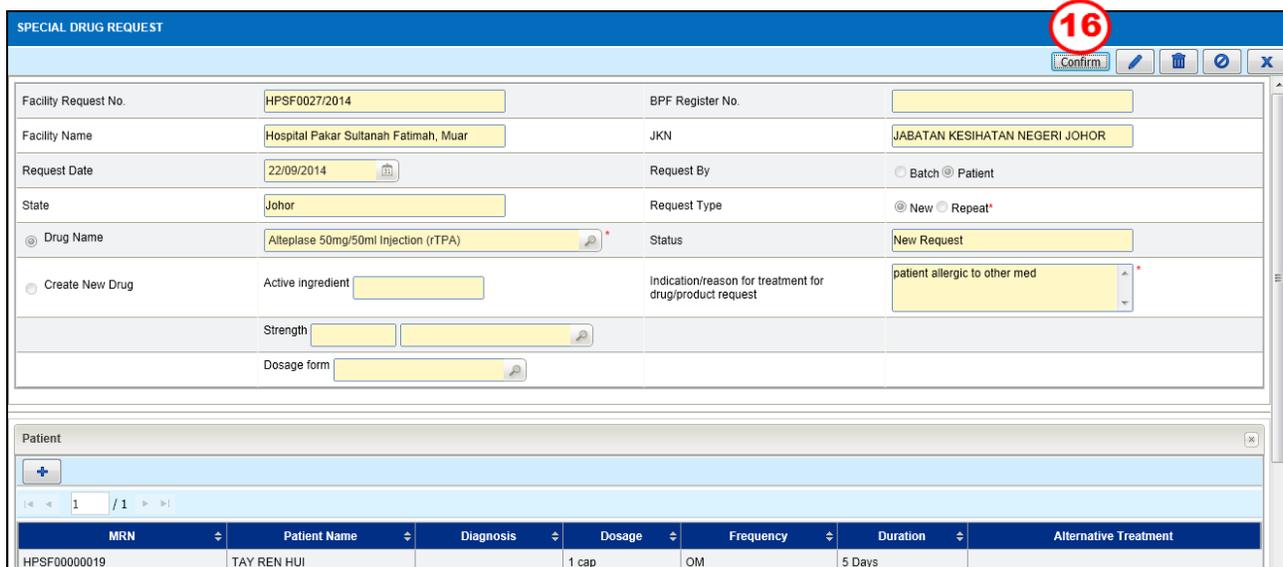
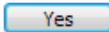


Figure 3.1.1-11 Special Drug Request Screen

STEP 16

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

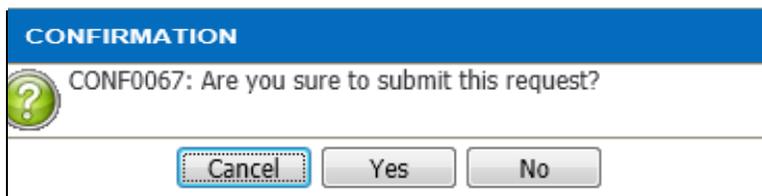


Figure 3.1.1-12 Confirmation Alert Message

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

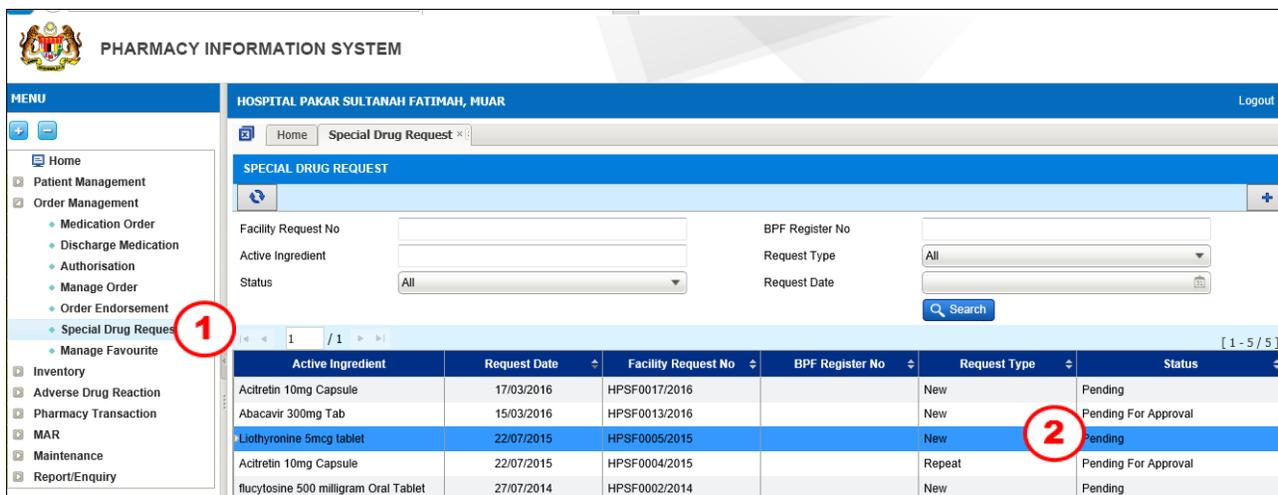


Figure 3.1.1-13 Special Drug Request Screen

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

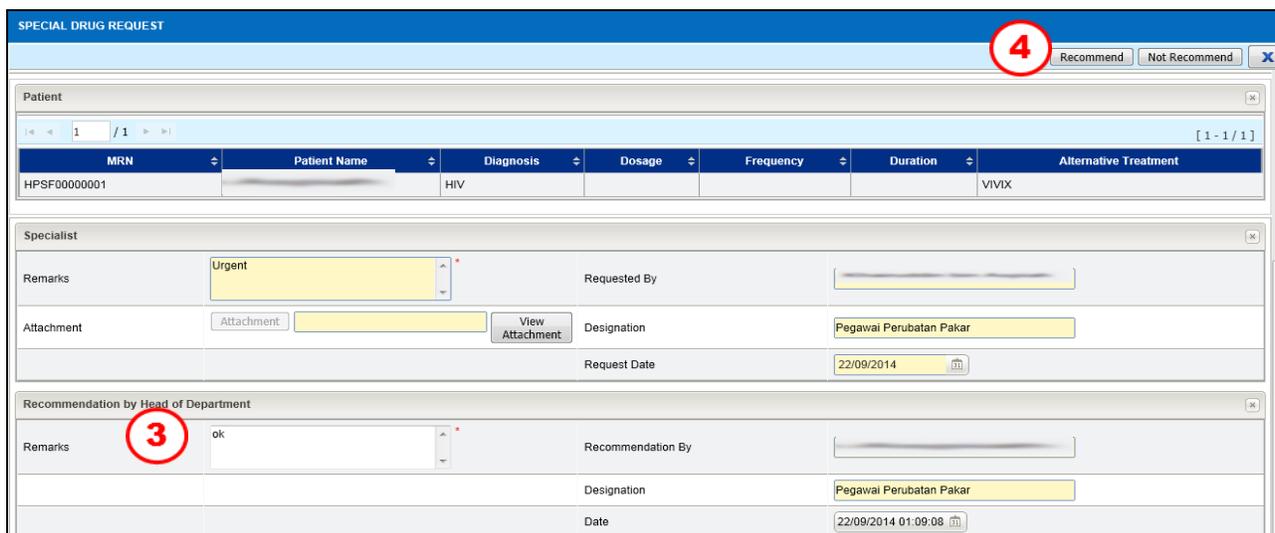


Figure 3.1.1-14 Recommendation HOD screen

STEP 3

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

STEP 4

Click on the  button

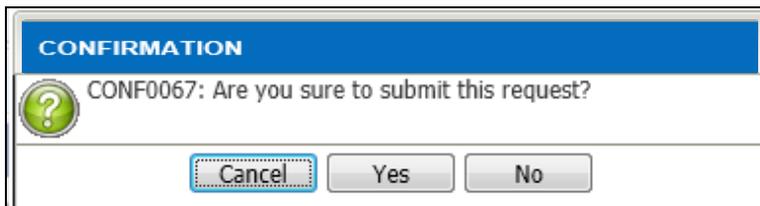


Figure 3.1.1-15 Confirmation Alert Message

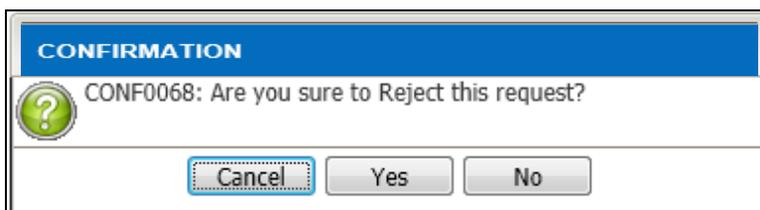
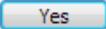
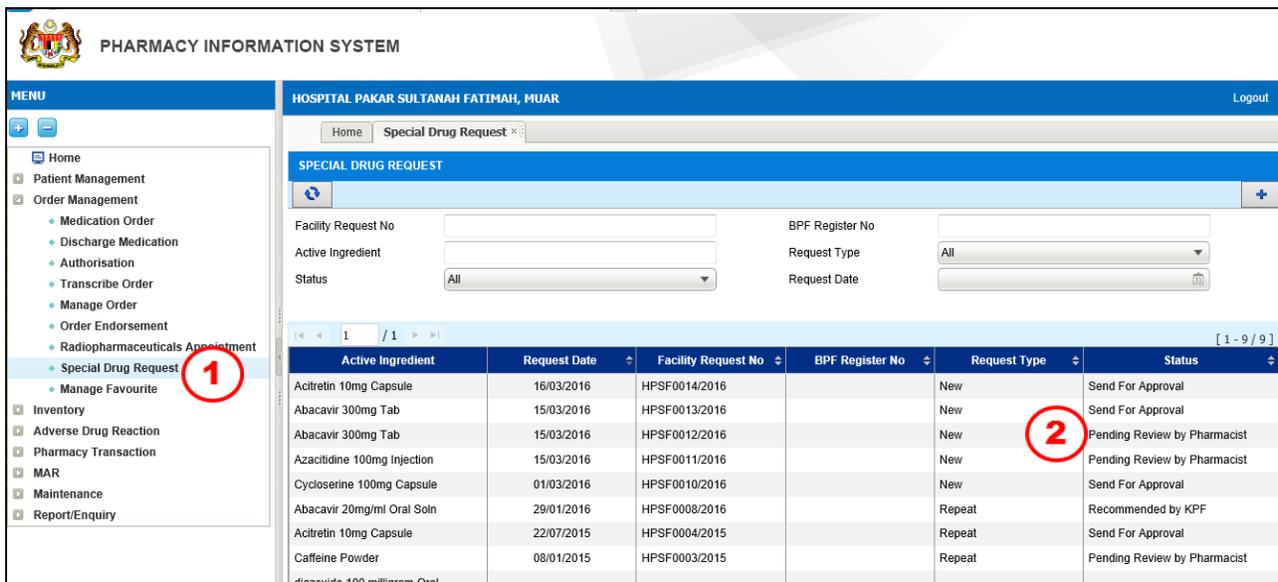


Figure 3.1.1-16 Confirmation Alert Message

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

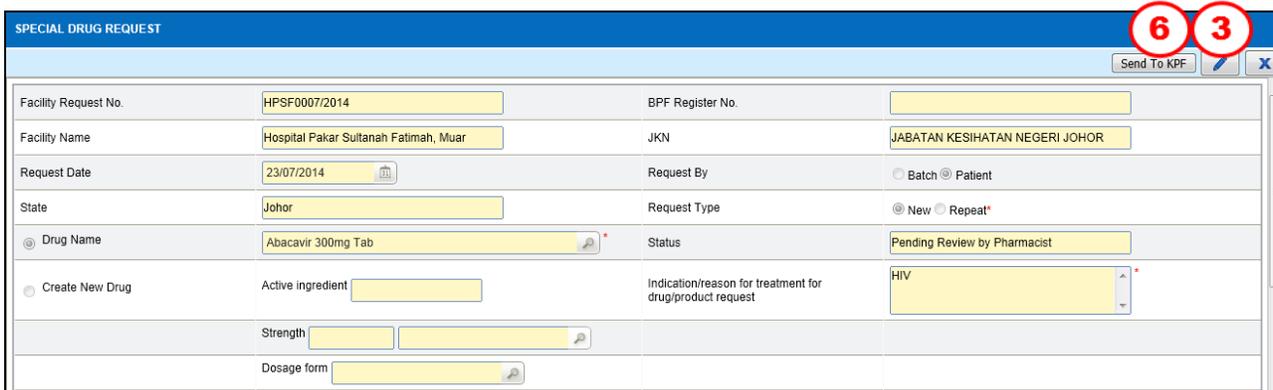


Figure 3.1.1-18 Pharmacist Review Screen

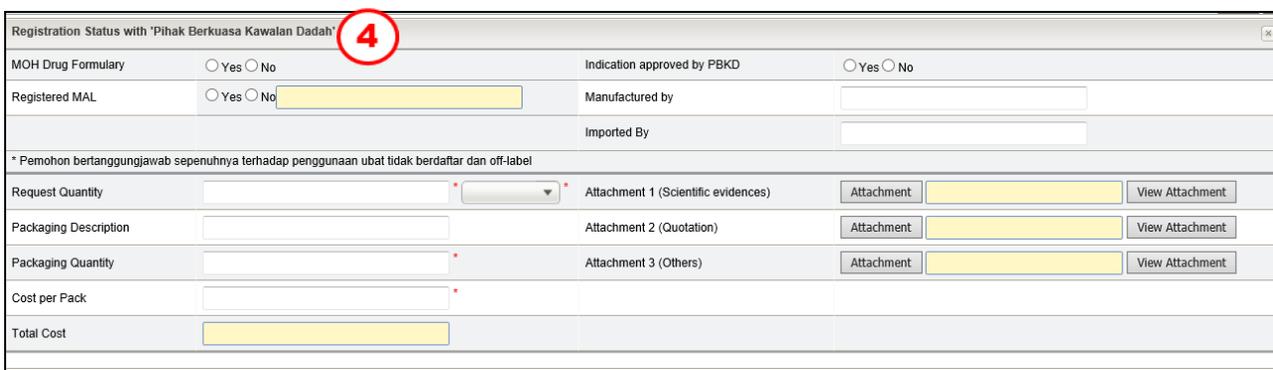


Figure 3.1.1-19 Pharmacist Review Screen



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'.*

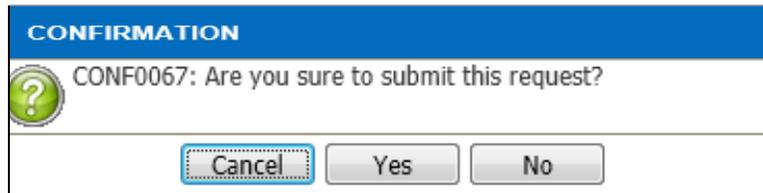
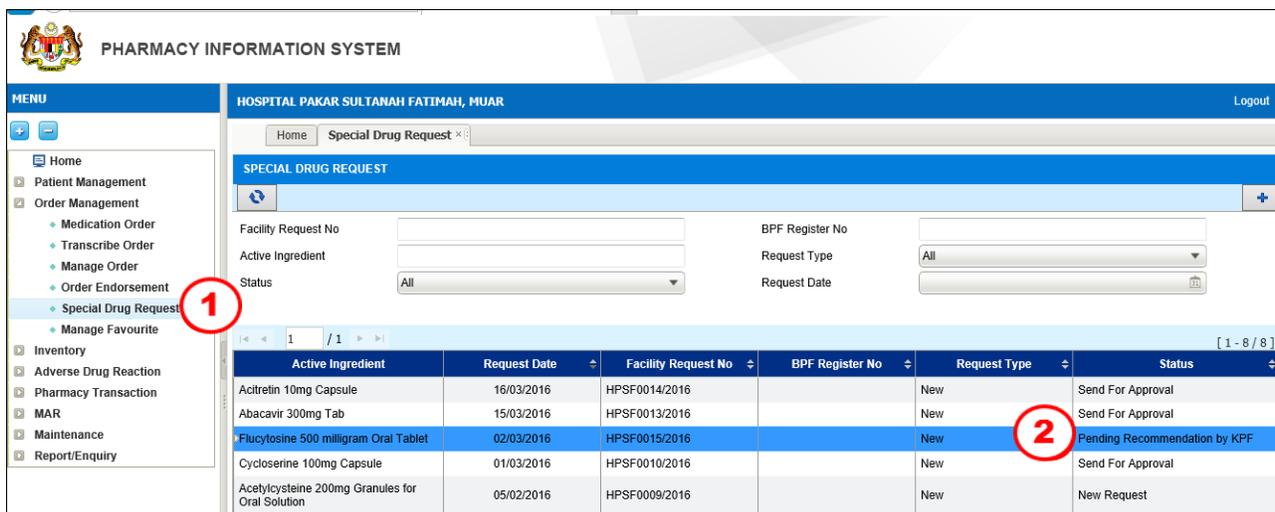


Figure 3.1.1-21 Confirmation Alert Message

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

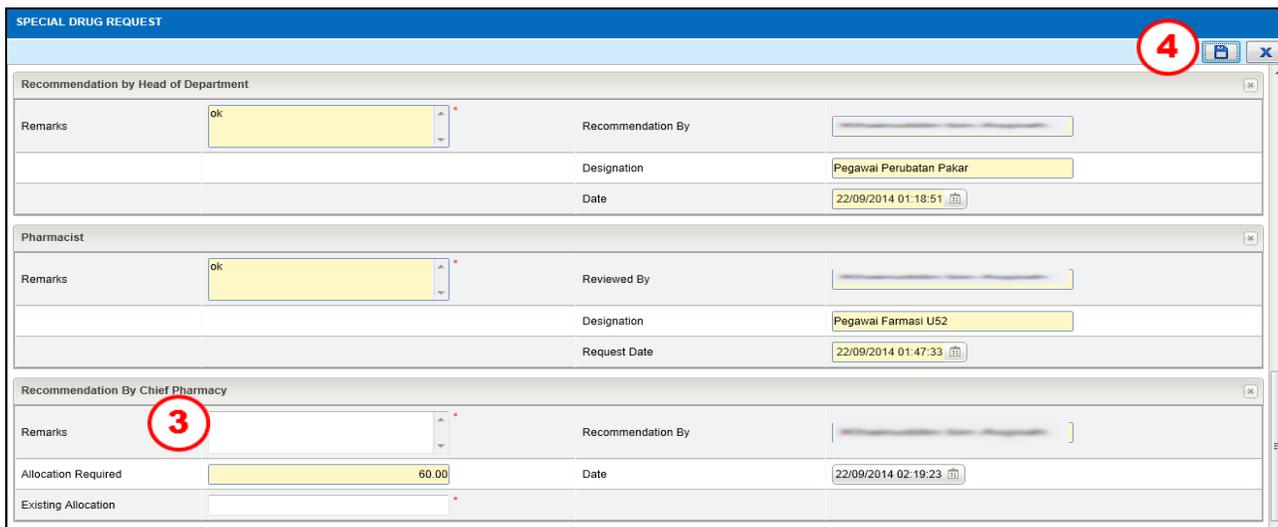
Note

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

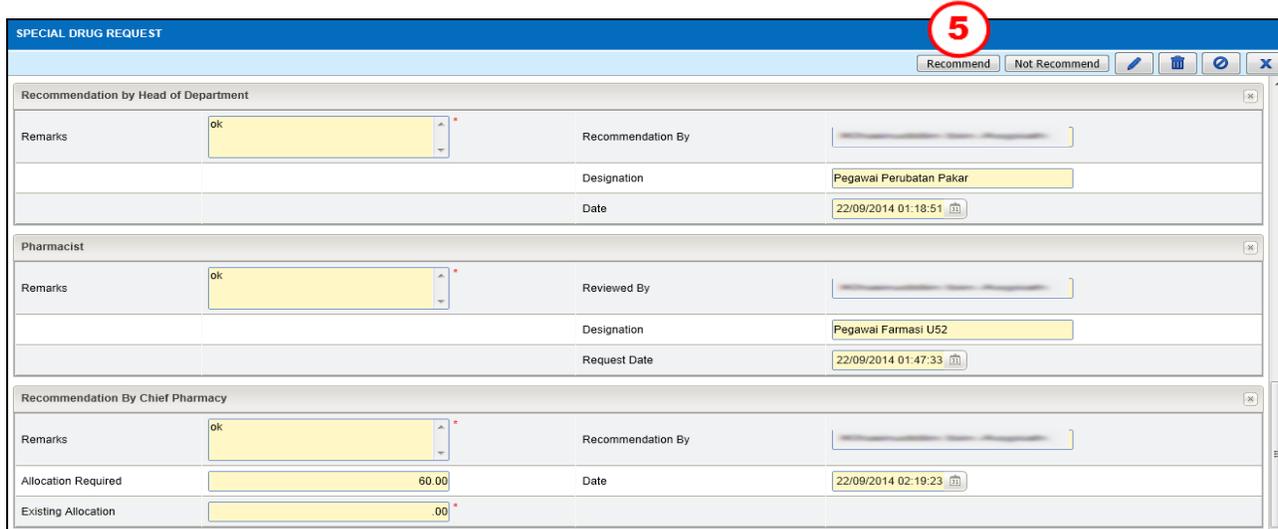
Scroll down and look for 'Recommendation By Chief Pharmacy' section , enter **Remarks** and **Existing Allocation** as per Figure 3.1.1-23

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

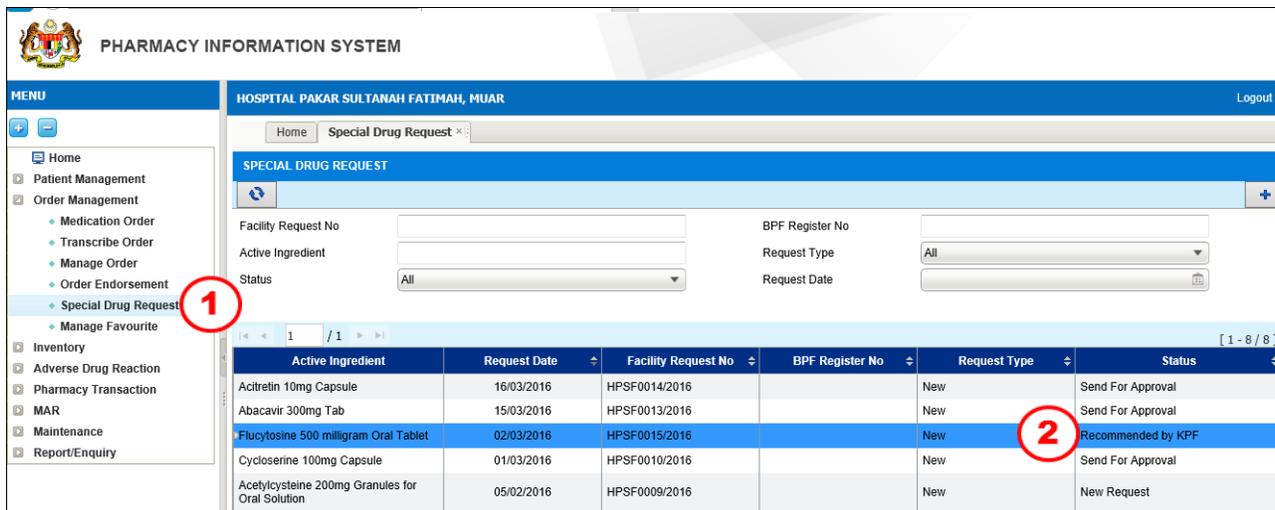
Recommend

- 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

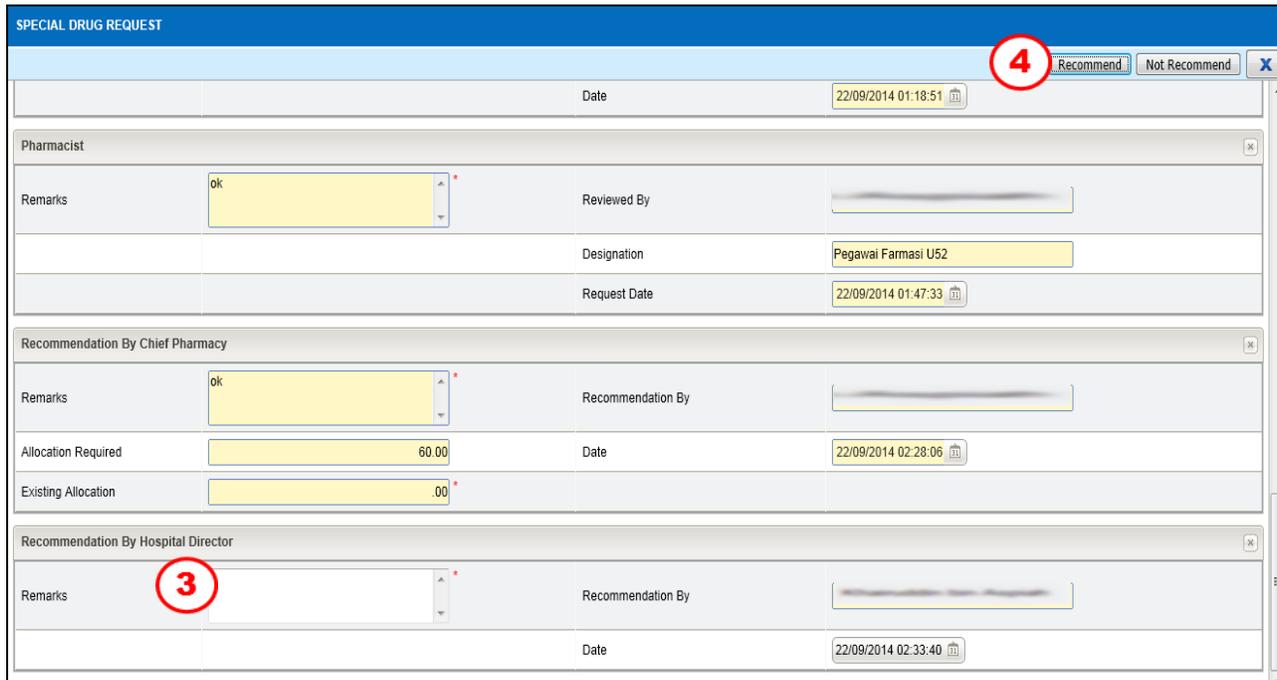
Note

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

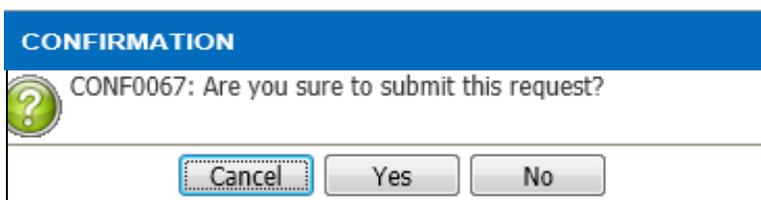
Figure 3.1.1-26 Recommendation by HD screen

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

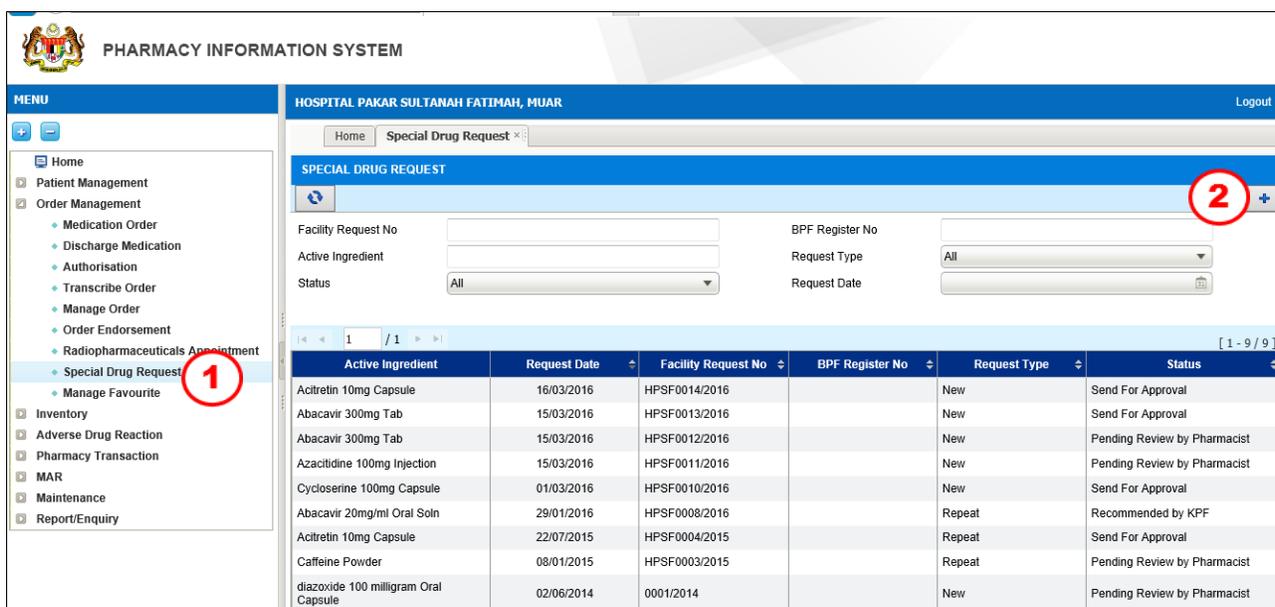
Figure 3.1.1-27 Confirmation Alert Message

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.



| 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 |
| Azacididine 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 Capsule | 02/06/2014 | 0001/2014 | | New | Pending Review by Pharmacist |

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

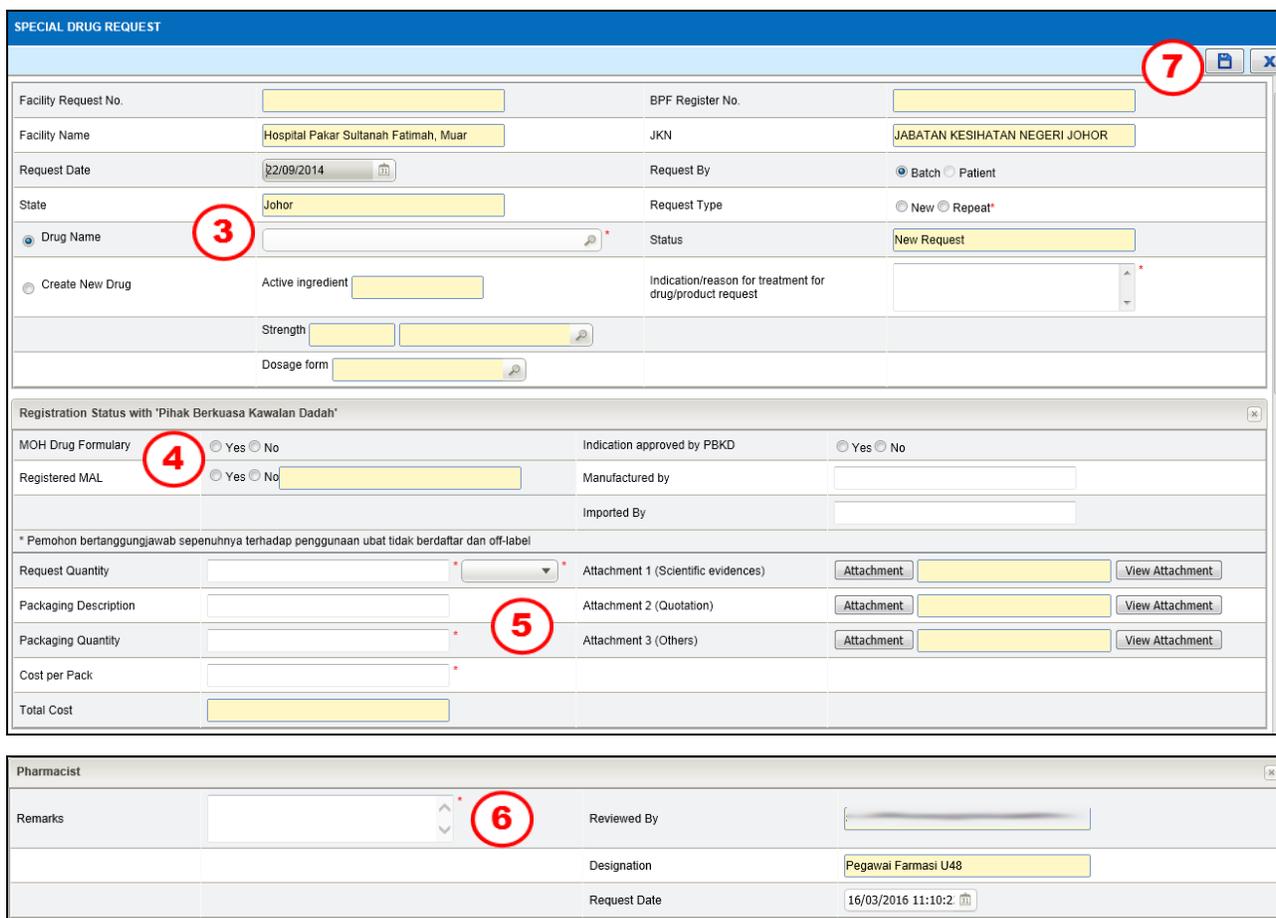
| No | Field | Description | Remark |
|----|---------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| a | Facility Request No | Facility Request No | Request number will be auto generated 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'. The 'Create New Drug' section includes fields for Active ingredient, Strength, and Dosage form.
- Registration Status Section:** Radio buttons for 'MOH Drug Formulary' (circled 4) and 'Registered MAL'. It also includes 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. It also includes Attachment 1 (Scientific evidences), Attachment 2 (Quotation), and Attachment 3 (Others), each with an 'Attachment' button and a 'View Attachment' button. A circled 5 is next to the Attachment 2 field.
- Pharmacist Section:** Fields for Remarks (circled 6), Reviewed By, Designation (Pegawai Farmasi U48), and Request Date (16/03/2016 11:10:2).
- Window Control:** A circled 7 is next to the window title bar.

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

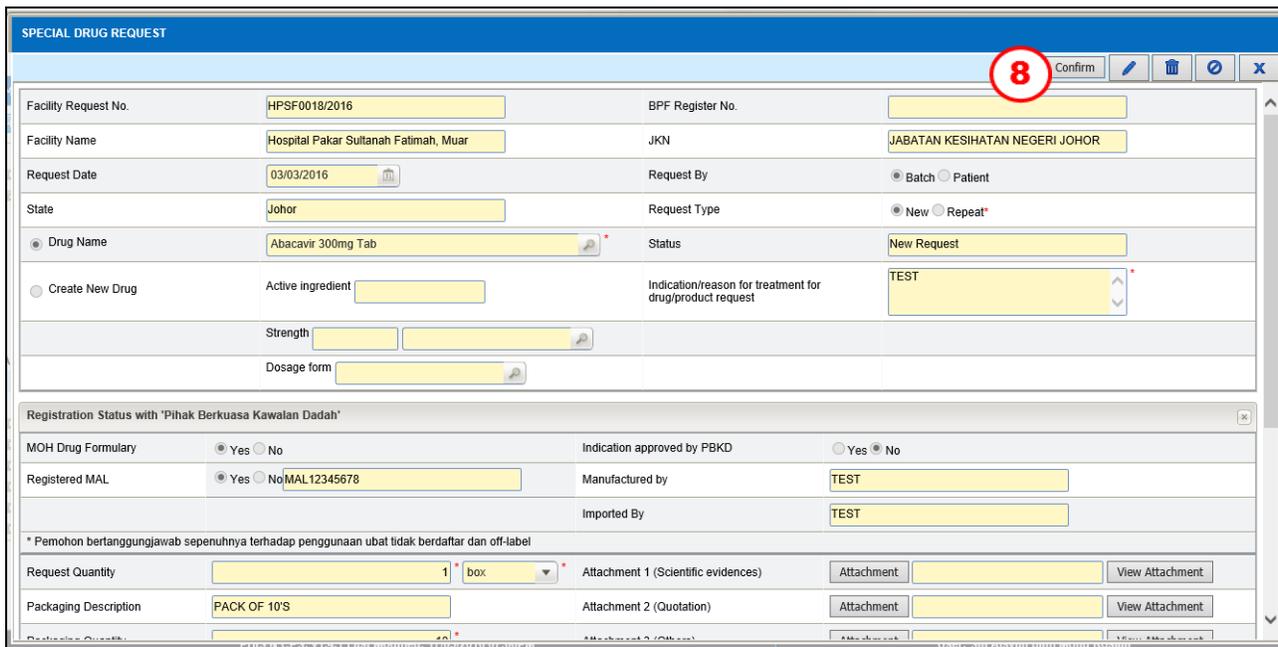


Figure 3.1.2-3 Special Drug Request Order Screen

STEP 8

Click on the  button as per Figure 3.1.2-3

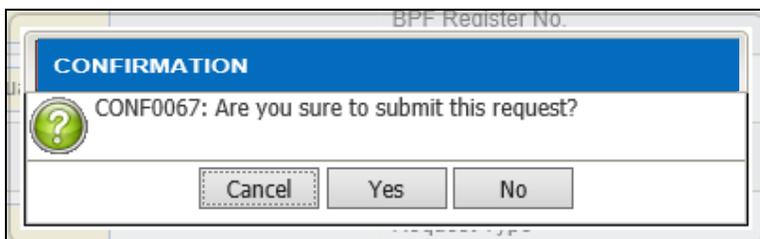
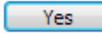
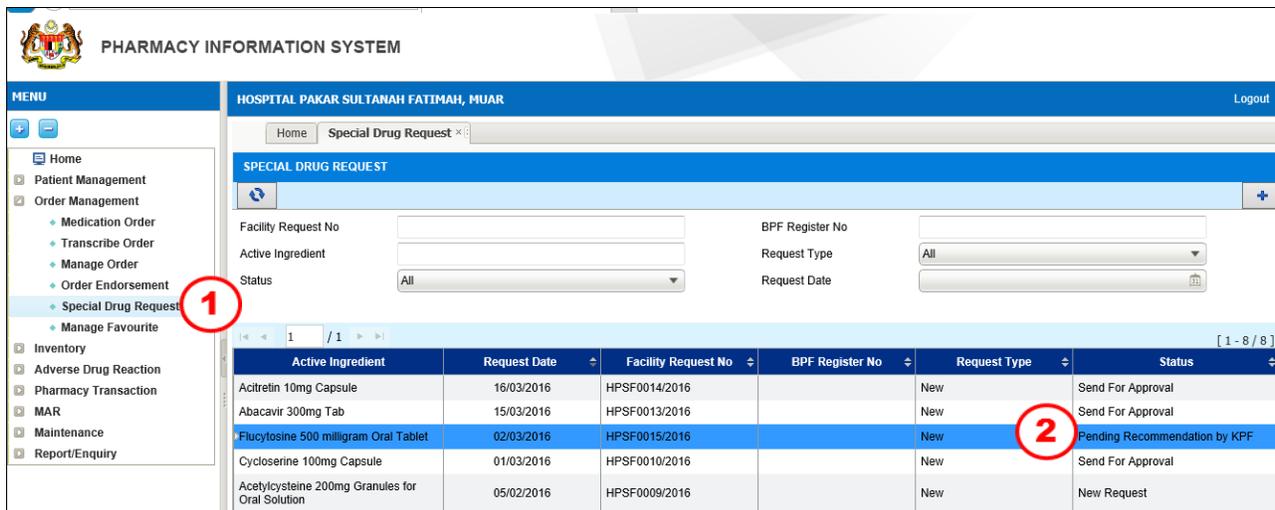


Figure 3.1.2-4 Confirmation Alert Message

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

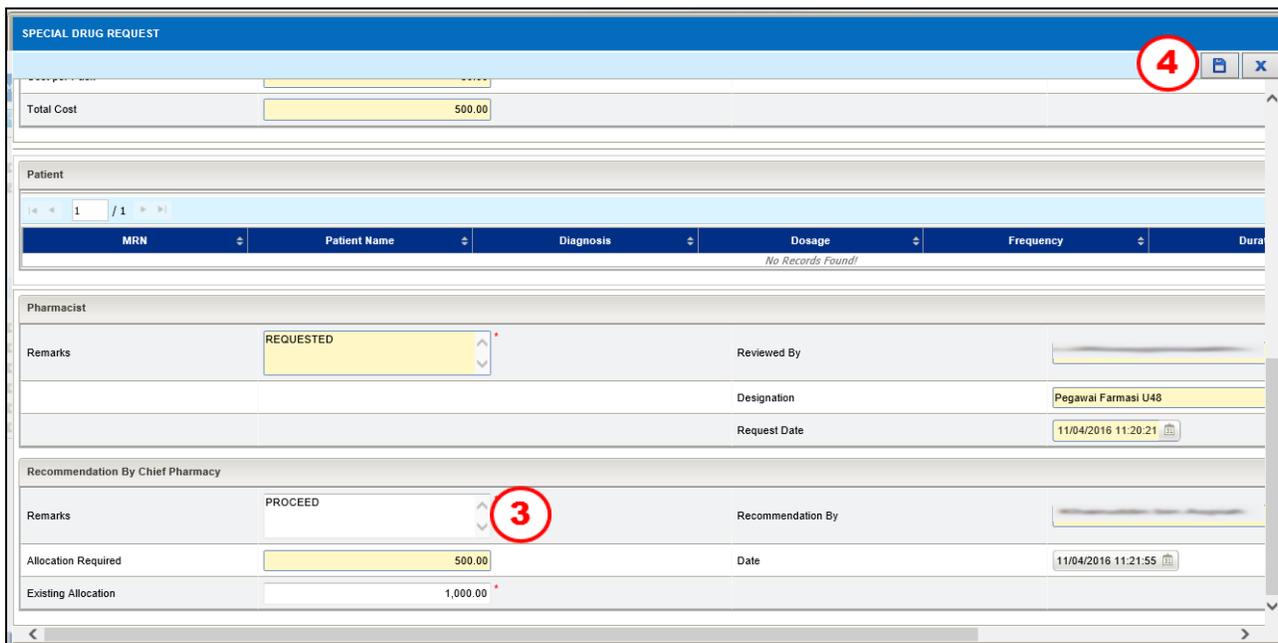
Note

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

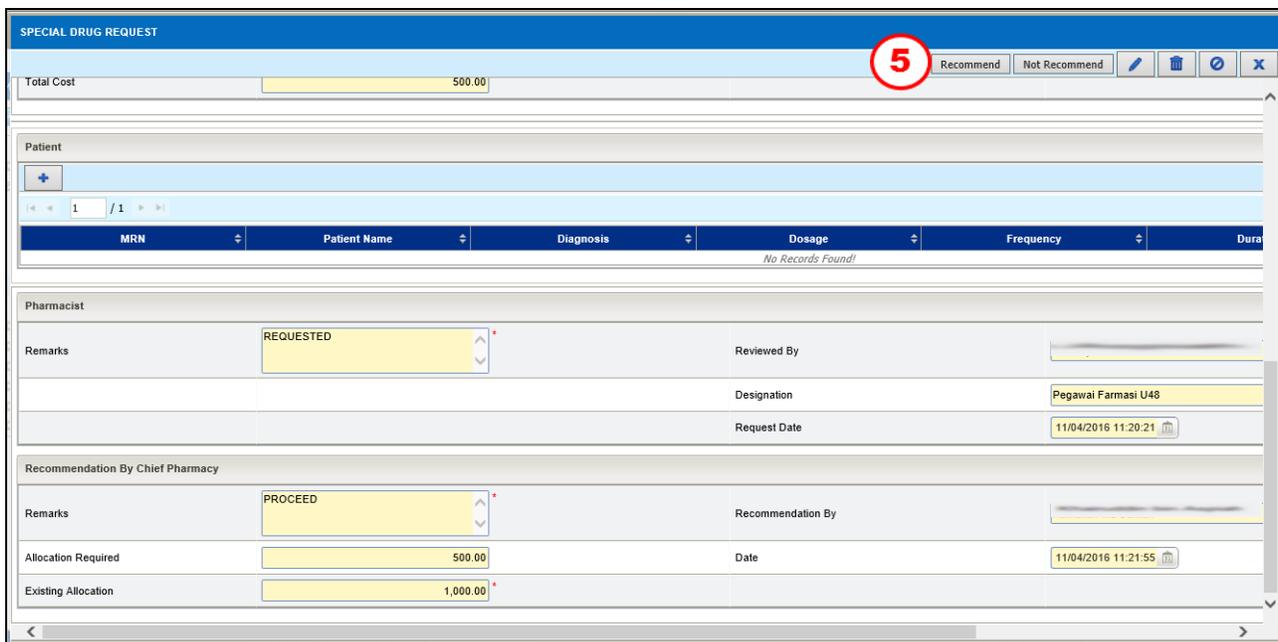
Figure 3.1.2-6 Recommendation by KPF screen

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

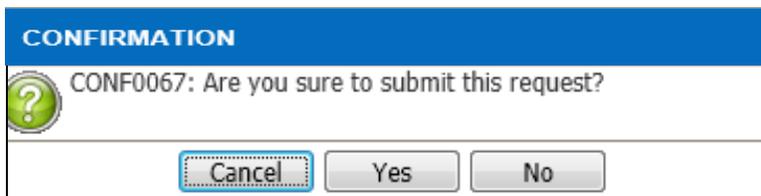


Figure 3.1.2-8 Confirmation Alert Message

Note

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

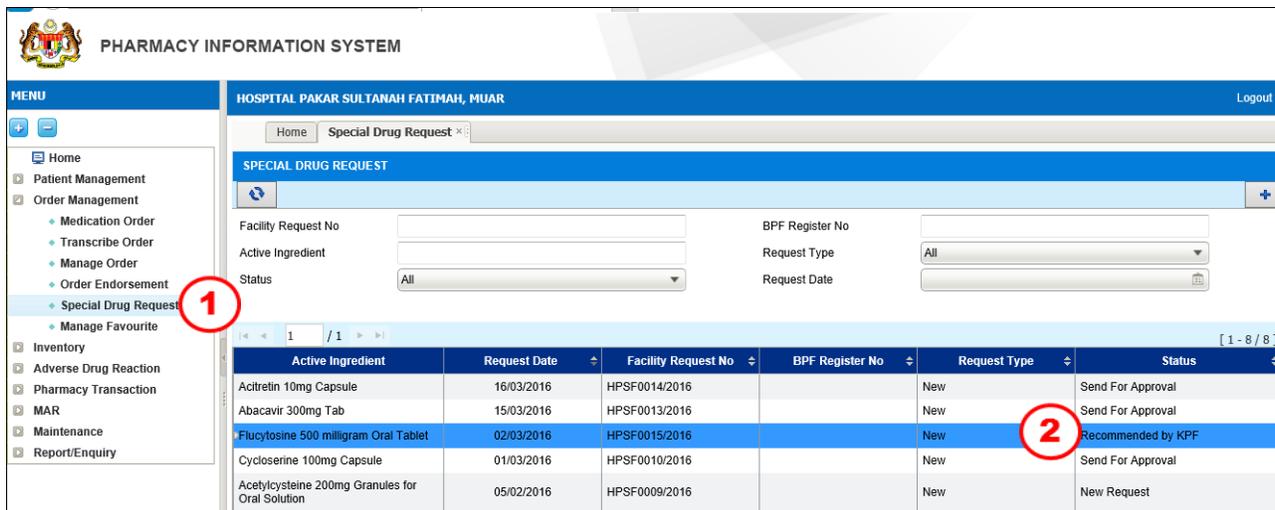
Recommend

- 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

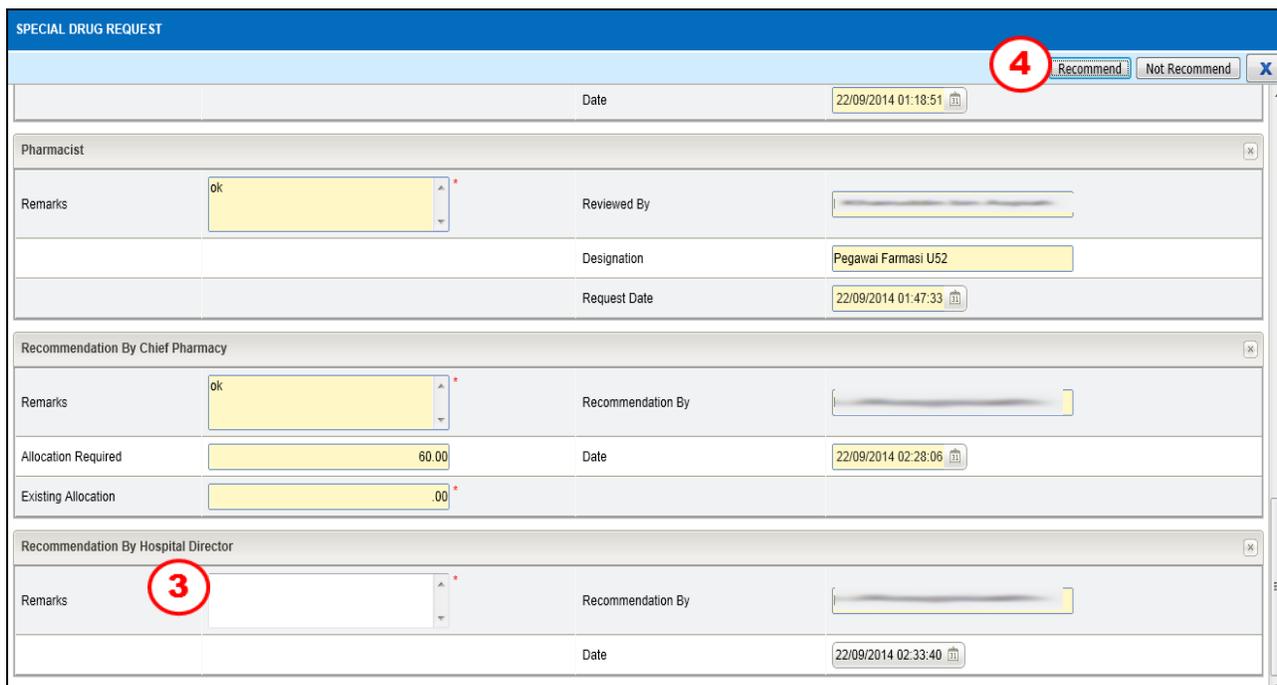
Note

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

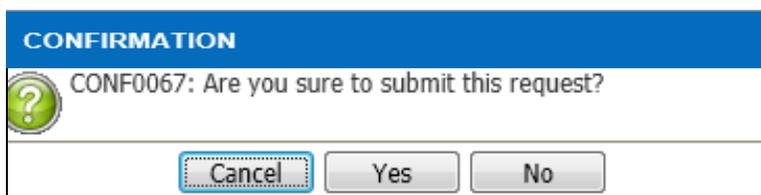
Figure 3.1.2-10 Recommendation by HD screen

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