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

Full Based

User Manual
Ward Pharmacy

Version	**: 7th E**
Document ID	**: FB_U. MANUAL_WARD PHARMACY**

Reference ID : FB_U. MANUAL_WARD PHARMACY-7th Edition

Application reference: PhIS & CPS v1.7.1

Table of Content

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
2.2 Latest Enhancement and Updates 4
3.0 Ward Pharmacy 5
Overview 5
User Group 5
Functional Diagram 5
Functional Description 5
3.1 Ward Pharmacy (CP2) 6
3.1.1 CP2 6
3.1.2 CP1 12
3.1.3 Daily Review 17
3.1.4 Vital Sign 19
3.1.5 I/O Chart 21
3.1.6 Lab Parameter 23
3.1.7 C&S 25
3.1.8 Pharmaceutical Care Issue 27
3.1.9 CP4 30
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 Ward Pharmacy sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Ward Pharmacy (CP2)

1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	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 to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
SPUB56565698	System Automatic Generate Record No.	HPSF00088304	Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Ward Pharmacy (CP2) Module Legend			
+ Add Daily Review	To record daily review patient	Add/Update	Add/update Record

Note

To learn more about Login Information, kindly click Login Information module for descriptive steps.

2.2 Latest Enhancement and Updates

Latest Functions	Page
No more compliance score (Morisky scale) and change to Adherence score	9 & 10
CP2 HPI - To set maximum 500 characters	9 & 10
CP1 a) PMHx - To set maximum 500 characters b) Reason For Admission - To set maximum 500 characters c) Comments - To set maximum 500 characters d) Pharmacist Note - To set maximum 500 characters (Pharmacist Note has been remove in CP1 screen following the request of removing MMAS score. User can use Pharmacist note in CP2 screen)	14

3.0 Ward Pharmacy

Overview

The Ward Pharmacy module include Implementing safe and organized CP2 form, CP1 form, CP4 form, Pharmaceutical Care Issue (PCI) and lab result reporting

User Group

This module is intended for pharmacist

Functional Diagram

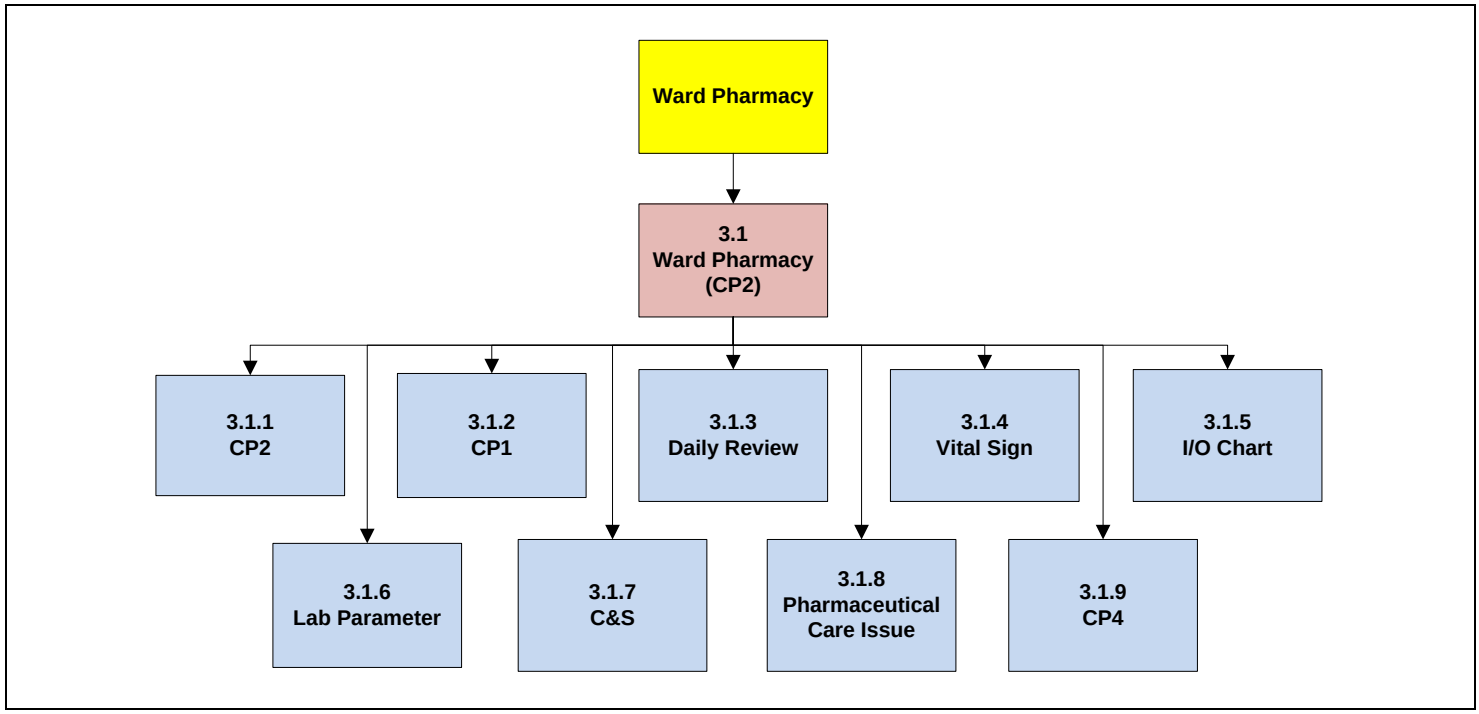


Figure 3.1

Functional Description

Ward Pharmacy comprises of nine (9) functions:

- **CP1**
- **CP2**
- **Daily Review**
- **Vital Sign**
- **I/O Chart**
- **Lab Parameter**
- **C&S**
- **Pharmaceutical Care Issue**
- **CP4**

3.1 Ward Pharmacy (CP2)

3.1.1 CP2

This function is used to transcribe CP2 form record in the system.

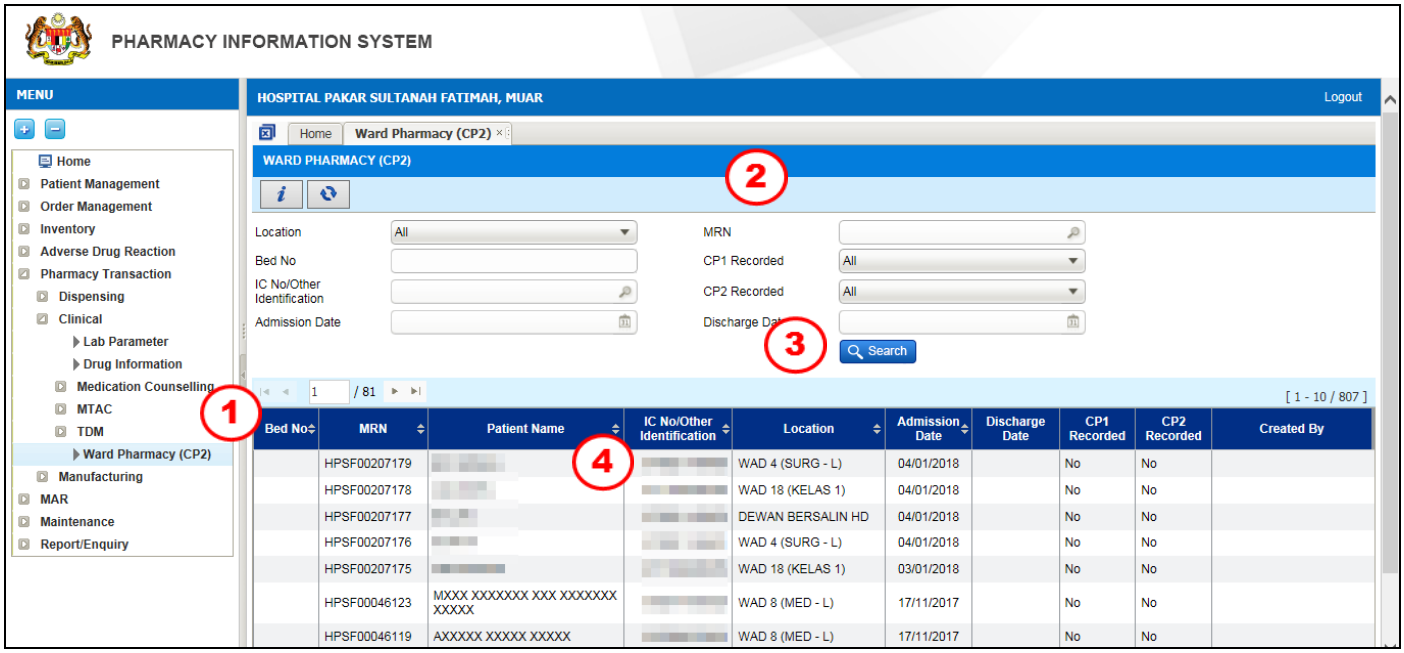


Figure 3.1.1-1 Ward Pharmacy Listing Page

Note

PhIs Screen menu/sub menu will be displayed according to user access right.

STEP 1

Click on Pharmacy Transaction menu then click on Clinical follow by click on Ward Pharmacy CP2

STEP 2

To search for patient Ward Pharmacy (CP2) records, user can search by criteria as follows:

Search			
No	**Field**	**Description**	**Remark**
a	Location	Location	Allow to search by assigned location: - Inpatient visit - Emergency visit - Daycare visit
b	MRN	Patient MRN	Allow to search by patient full or partial MRN No
c	Bed No	Bed No	Allow to search by patient bed no
d	ID No	ID No	Allow to search by patient full or partial ID No
e	CP1 Recorded?	– All – Yes – No	All-Allow to search by status 'Yes' and 'No' Yes-Allow to search by status 'Yes' No-Allow to search by status 'No'
f	CP2 Recorded?	– All – Yes	All-Allow to search by status 'Yes' and 'No' Yes-Allow to search by status 'Yes'

		– No	No-Allow to search by status 'No'
g	Admission Date	Date Enter Ward	Allow to search by date enter to ward
h	Discharged Date	Date Dismissed from Ward	Allow to search by date dismissed from ward

Table 3.1.1-1

STEP 3

Click on the Search button and result display will be based on the criteria

Note

If CP1 and CP2 already recorded for the particular patient, the listing will show Yes for both line.

STEP 4

Double click on patient name and user will enter the ward pharmacy CP2 function

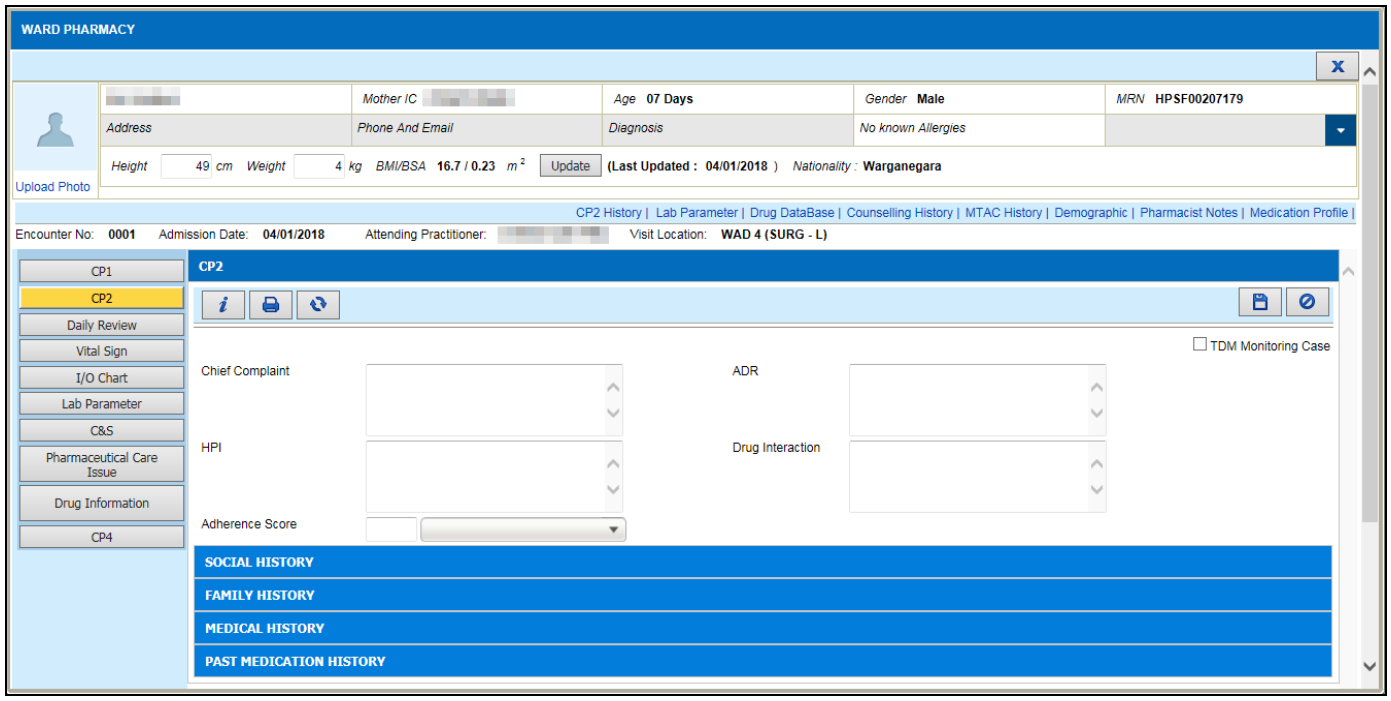


Figure 3.1.1-2 Ward Pharmacy

Note

- *By default system will CP2 screen*

- *User can navigate to other screen using tab on the left side that consist of:*
  - *CP1*
  - *CP2*
  - *Daily Review*
  - *Vital Sign*
  - *I/O Chart*
  - *Lab Parameter*
  - *C&S*
  - *Pharmaceutical Care Issue*
  - *Drug Information*
  - *CP4*

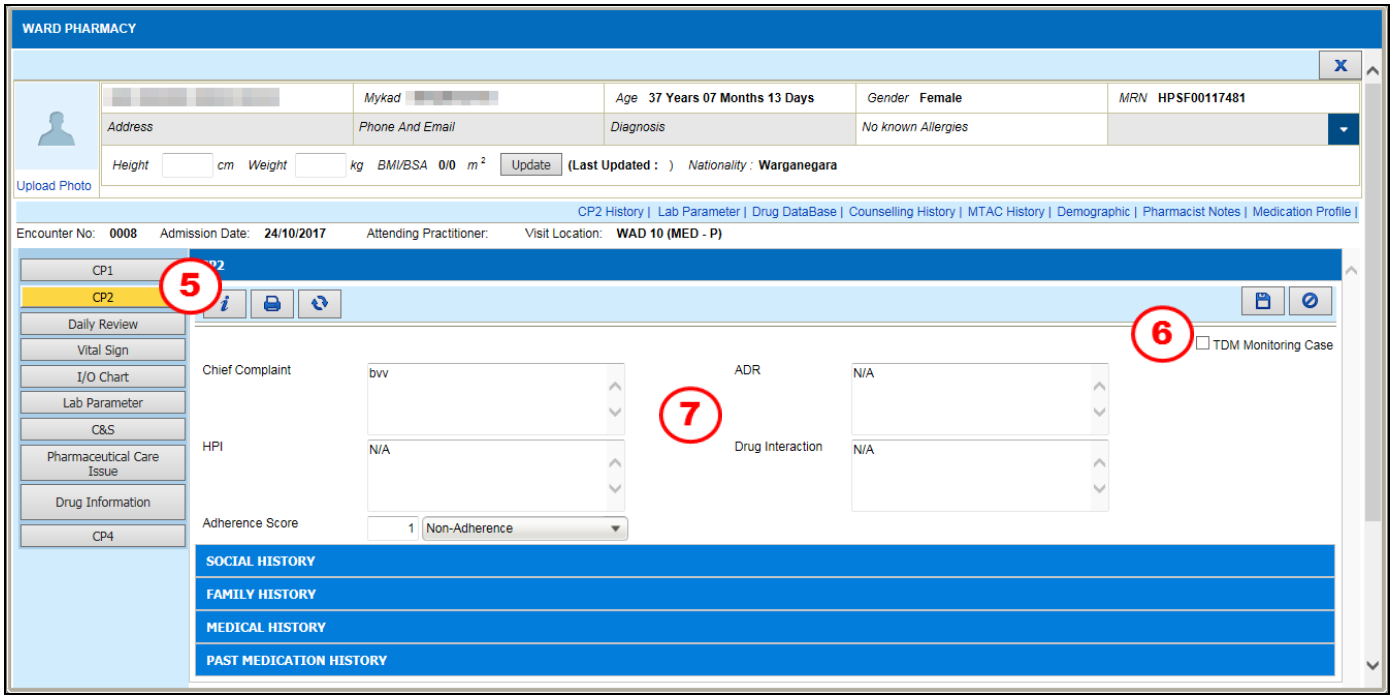


Figure 3.1.1-3 Ward Pharmacy

STEP 5

Click on the CP2 tab on the left side

Note

CP2 consist of:

- *Main*
- *Social History*
- *Family History*
- *Medical History*
- *Past Medication History*

STEP 6

Select on ***TDM Monitoring Case*** checkbox if applicable

STEP 7

Enter the necessary information

a) Chief Complaint
b) HPI
c) ADR
d) Drug Information
e) Adherence Score

Figure 3.1.1-4 Social History

STEP 8
Enter the necessary information in Social History section. Social History section consist of:

a) Smoking
b) Pregnancy
c) Diet & Lifestyle
d) Alcohol Drinking
e) Drug Abuse

Note

- ***Pregnancy*** *field is disable if the patient gender is male*
- ***Education*** *is retrieved from* ***Patient Registration*** *function*

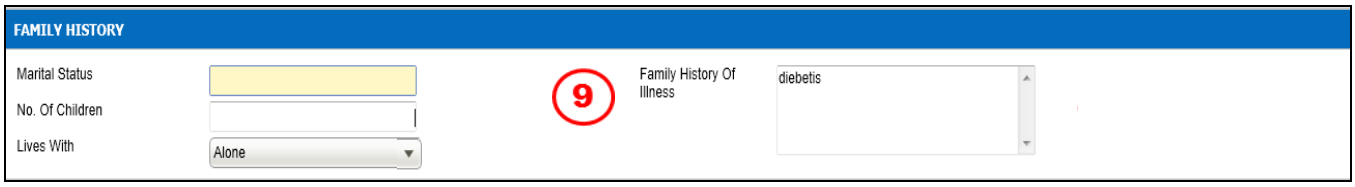


Figure 3.1.1-5 Family History

STEP 9
Fill in the necessary information in Family History section. Family History section consist of:

a) Martial Status
b) No Of Children
c) Lives With
d) Family History Of Illness

Note
Information in Martial Status is available if information is filled during patient registration function.

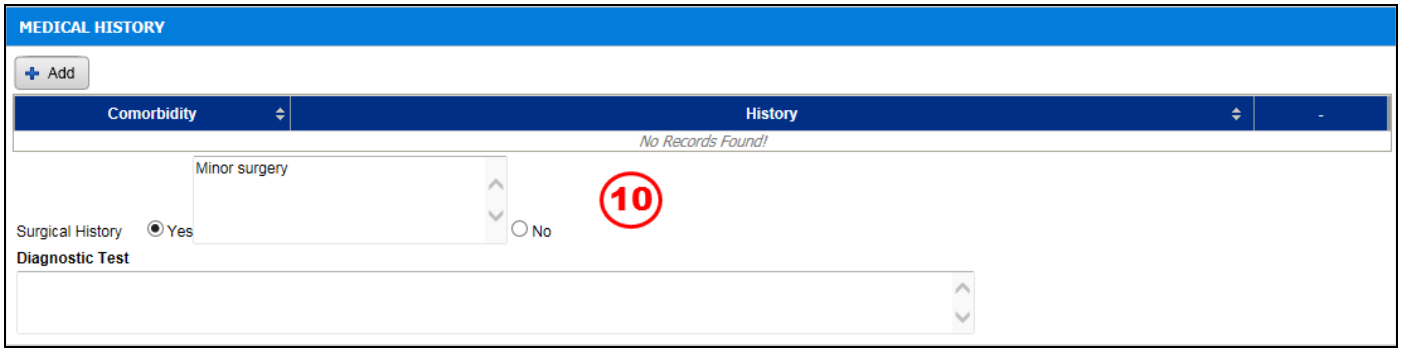


Figure 3.1.1-6 Medical History

STEP 10
Fill in the necessary information in Family History section. Family History section consist of:

a) Comorbidity
b) Surgical History
c) Diagnostic Test

Note

User can add patient comorbidity by click on the Add *button*

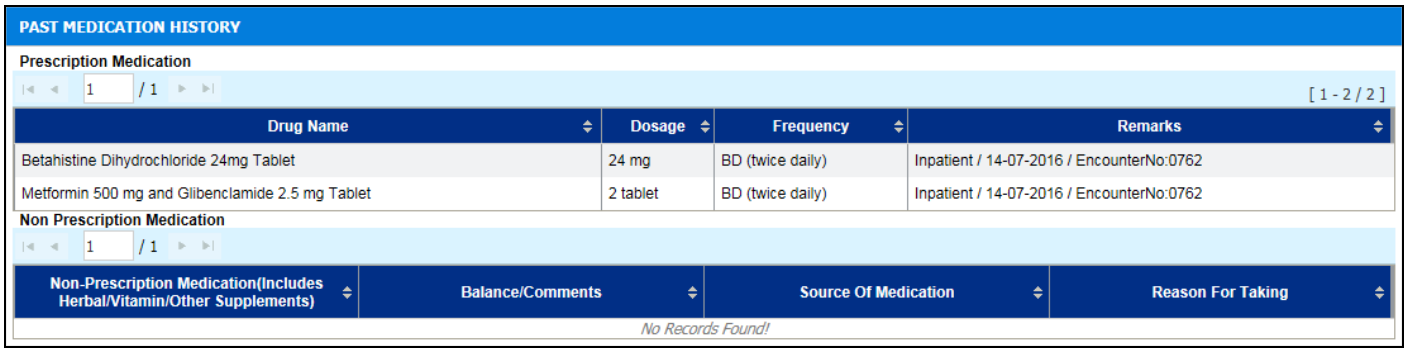


Figure 3.1.1-7 Past Medication History

Note

Past Medication History consist of:

- *Prescription Medication*
- *Non Prescription Medication*
- *However, this field cannot be filling and need to be filled in* CP1 *screen.*

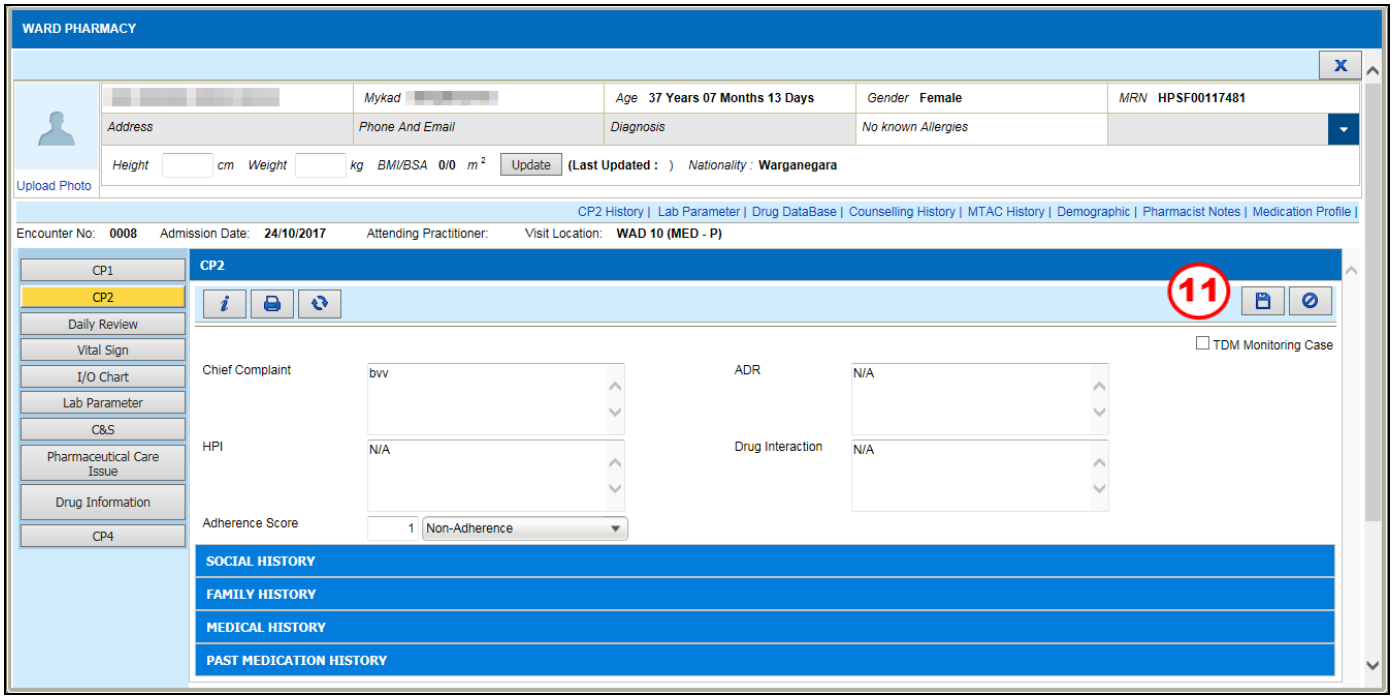


Figure 3.1.1-7 Ward Pharmacy (CP2)

STEP 11

Click on the  button to save the CP2 record and system will display confirmation alert as figure 3.1.1-8

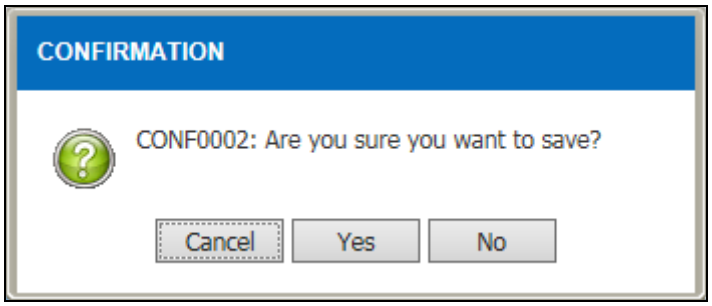
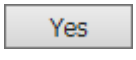


Figure 3.1.1-8 Confirmation Alert

Note

- *Click on*  *the button to save the record.*

3.1.2 CP1

The function of this menu is to record a complete patient medication history within 24 hours of admission.

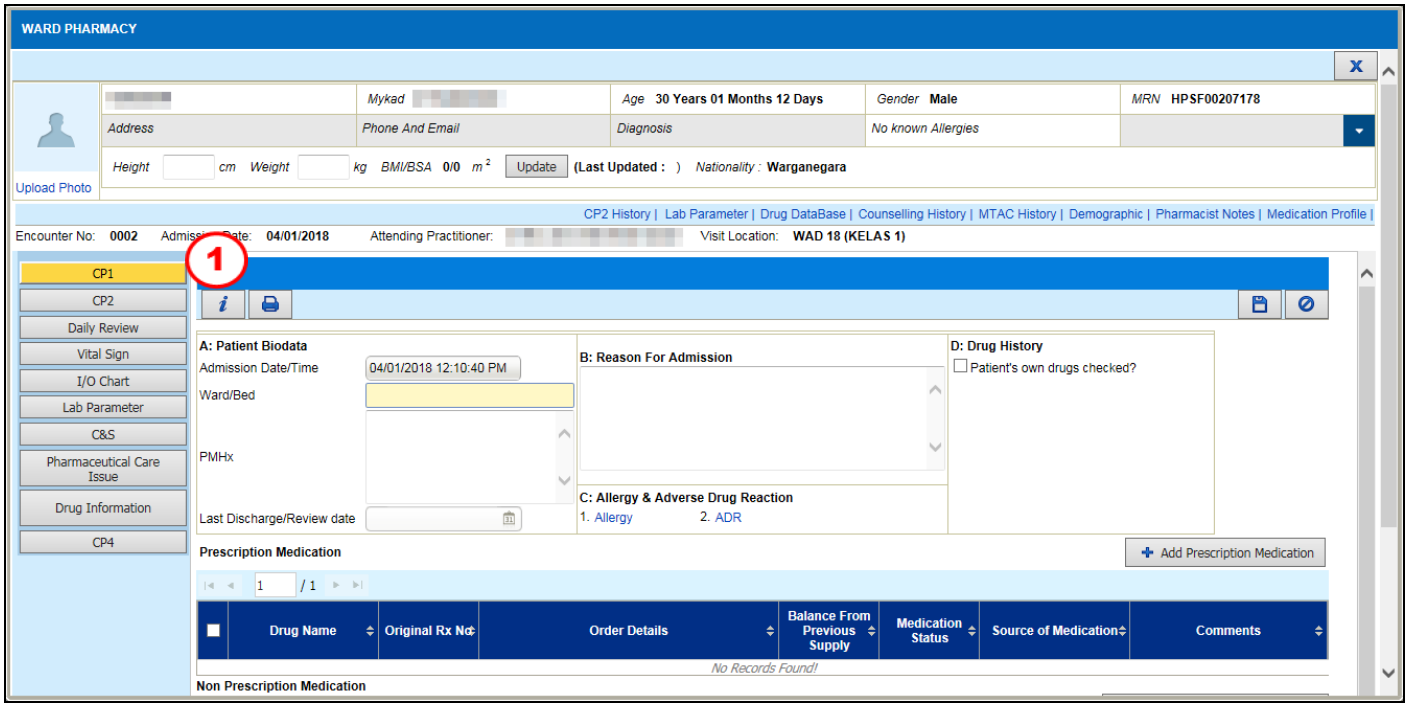


Figure 3.1.2-1 CP1 Button

STEP 1

Click on the CP1 tab on the left side

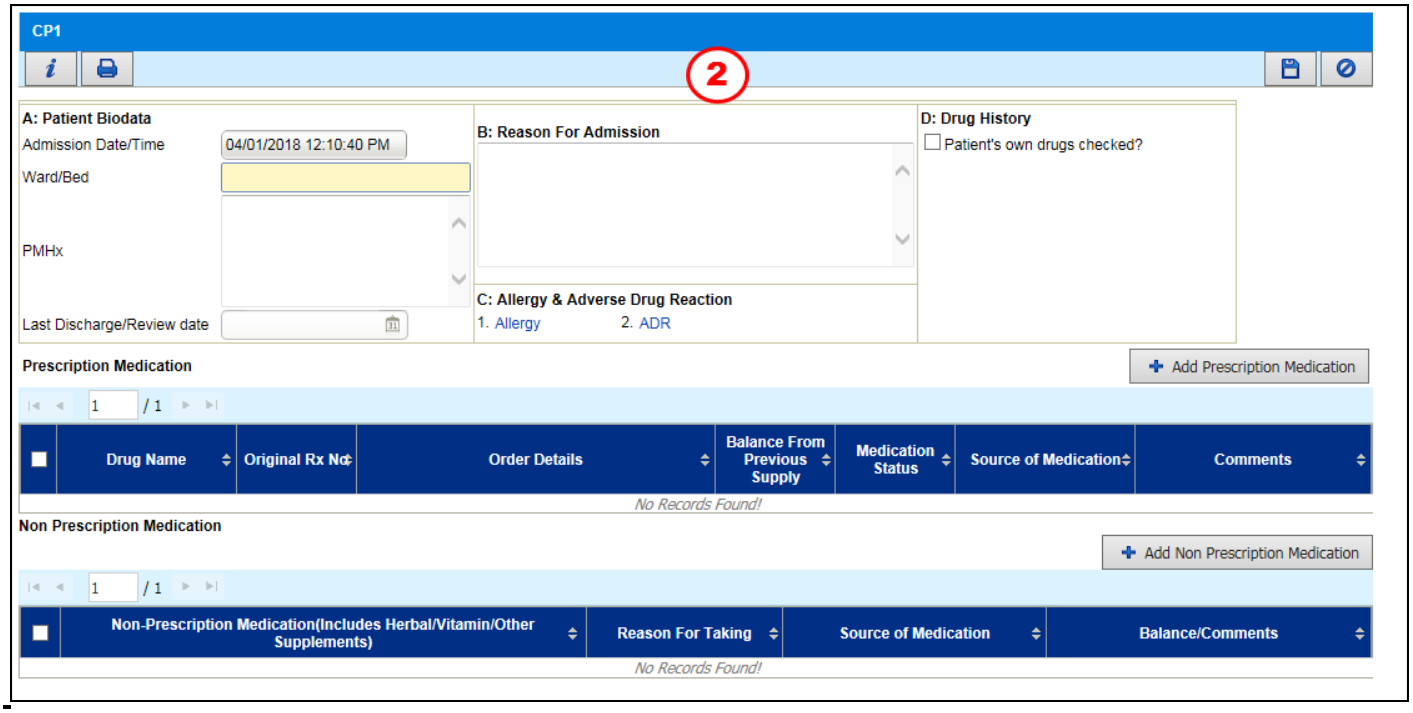


Figure 3.1.2-2 CP1

STEP 2

Enter the necessary information

a) ***A: Patient Biodata***
b) ***B: Reason For Admission***
c) ***D: Drug history***

Note

User can view information of patient Allergy and ADR at ***C: Allergy & Adverse Drug Reaction*** *hyperlink*

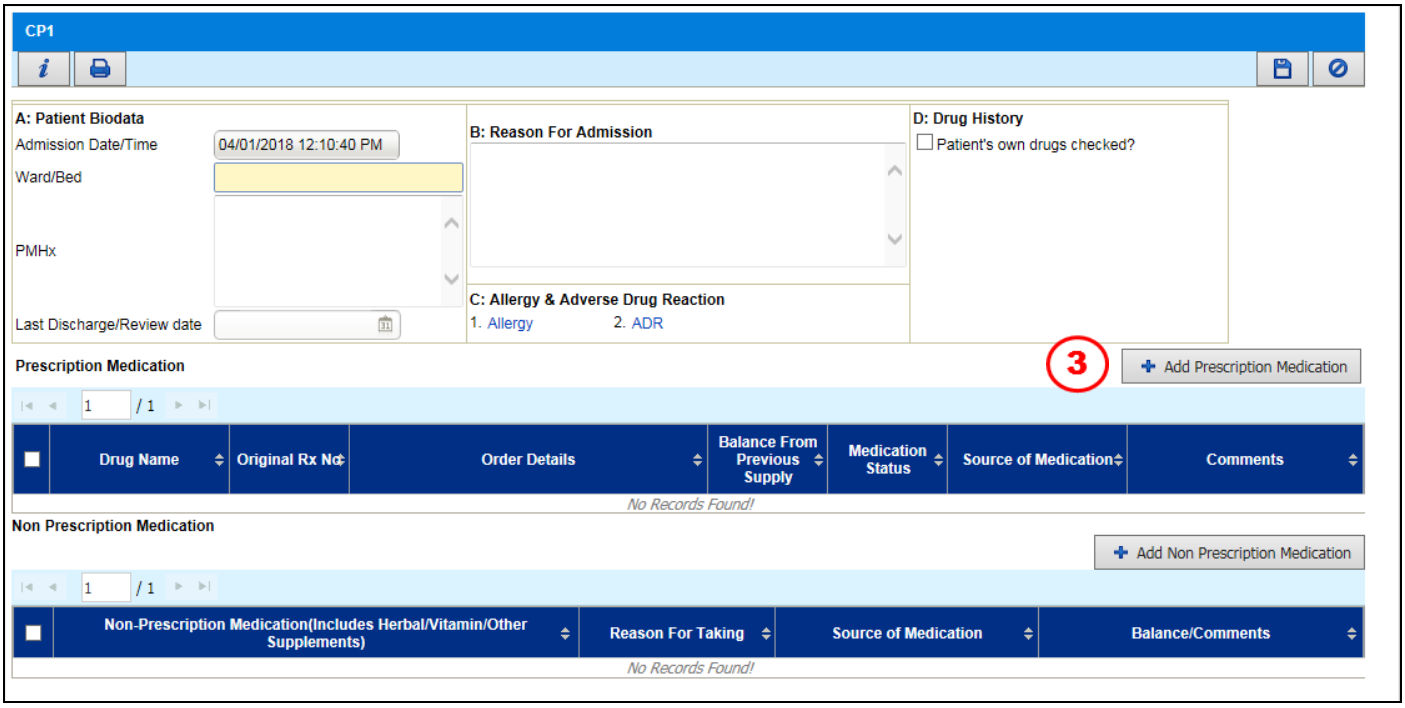


Figure 3.1.2-3 CP1

STEP 3

Click on the  button to enter the information as Figure 3.1.2-4.

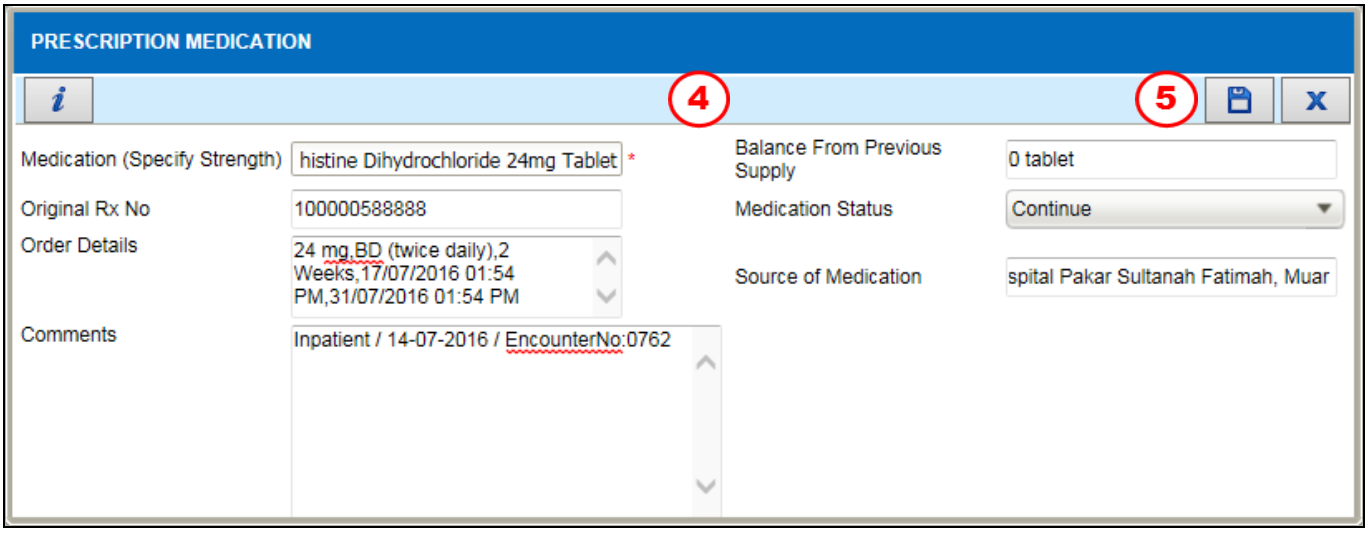


Figure 3.1.2-4 Prescription Medication

STEP 4

Fill in the necessary information

a) ***Medication (Specify Strength)***
b) ***Original Rx No***
c) ***Order Details***
d) ***Comments***
e) ***Balance From Previous Supply***
f) ***Medication Status***
g) ***Source of Medication***

STEP 5

Click on the  button to save record and system will display confirmation alert as figure 3.1.2-5

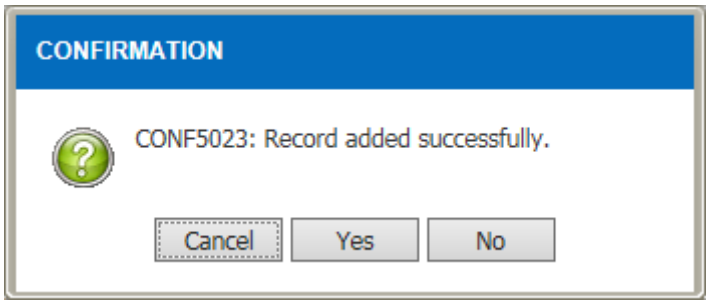
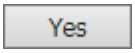


Figure 3.1.2-5 Confirmation alert

Note

- *Click on*  *the button to save the record.*

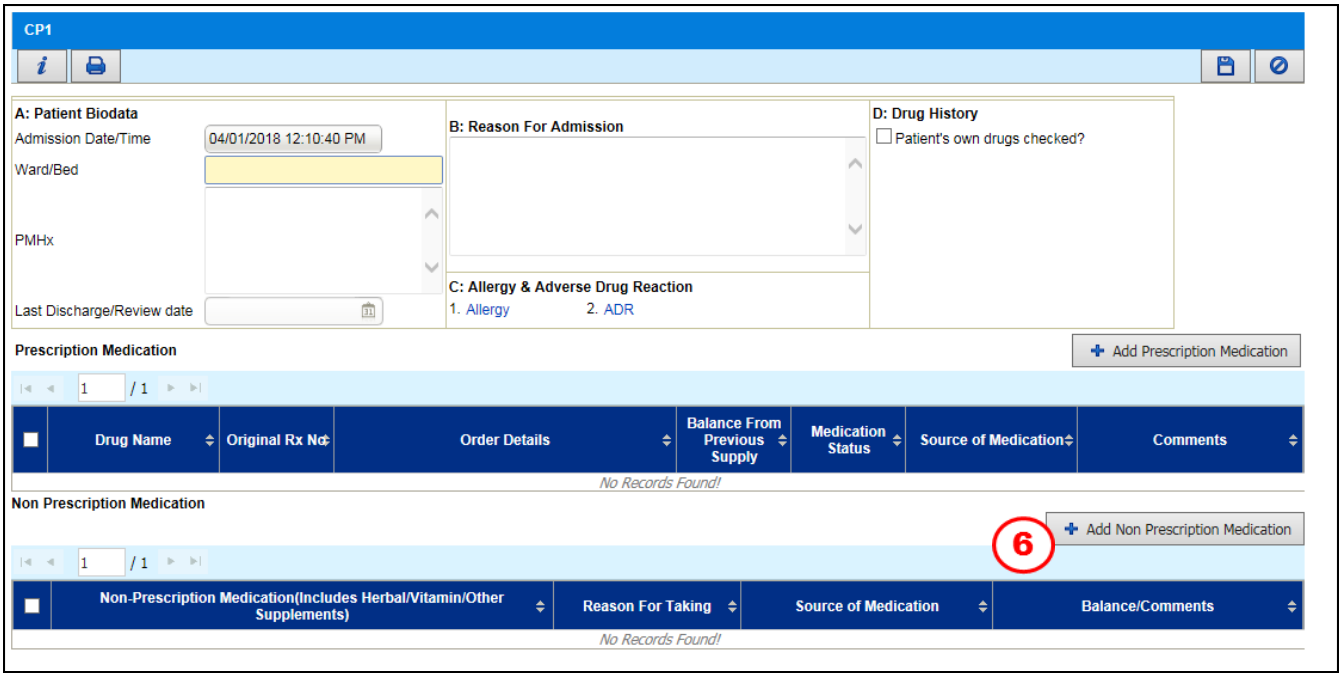


Figure 3.1.2-6 CP1

STEP 6

Click on the  button to enter the information as Figure 3.1.2-7

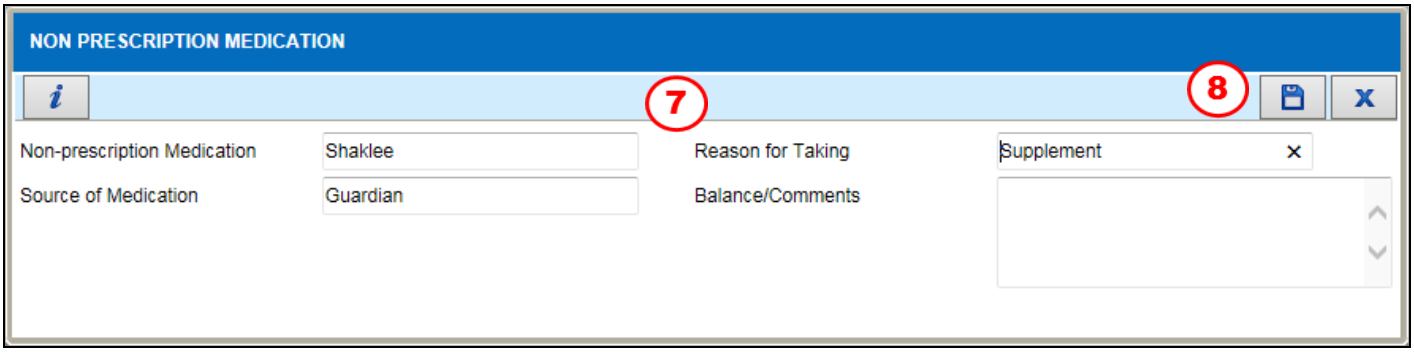


Figure 3.1.2-7 Non Prescription Medication

STEP 7
Fill in the necessary information

a) ***Non-prescription Medication***
b) ***Source of Medication***
c) ***Reason for Taking***
d) ***Balance/Comments***

STEP 8

Click on the  button to save record and system will display confirmation alert as figure 3.1.2-8

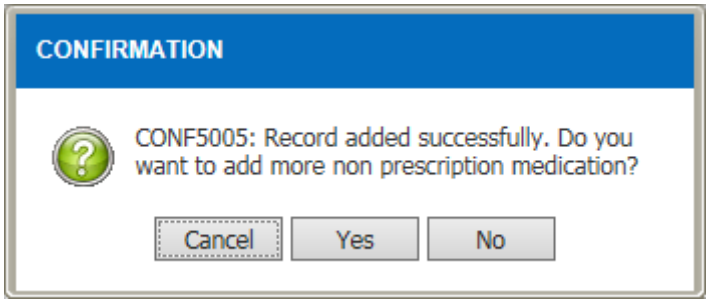
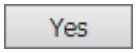
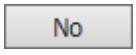


Figure 3.1.2-8 Confirmation Alert

Note

- *Click on the*  *button will saved the record and allowed user to add more non prescription information without close the Non Prescription Medication screen.*

- *Click on the*  *button will saved the record and display the main screen*

- *Prescription Medication.*
  - *It has certain condition whereby the drug display at prescription medication come from the latest visit patient at that facility*
  - *User can add prescriptions medication from other facility too*

- *Non Prescription Medication.*
  - *User can add any none prescription medication that has been taken by patient in system*

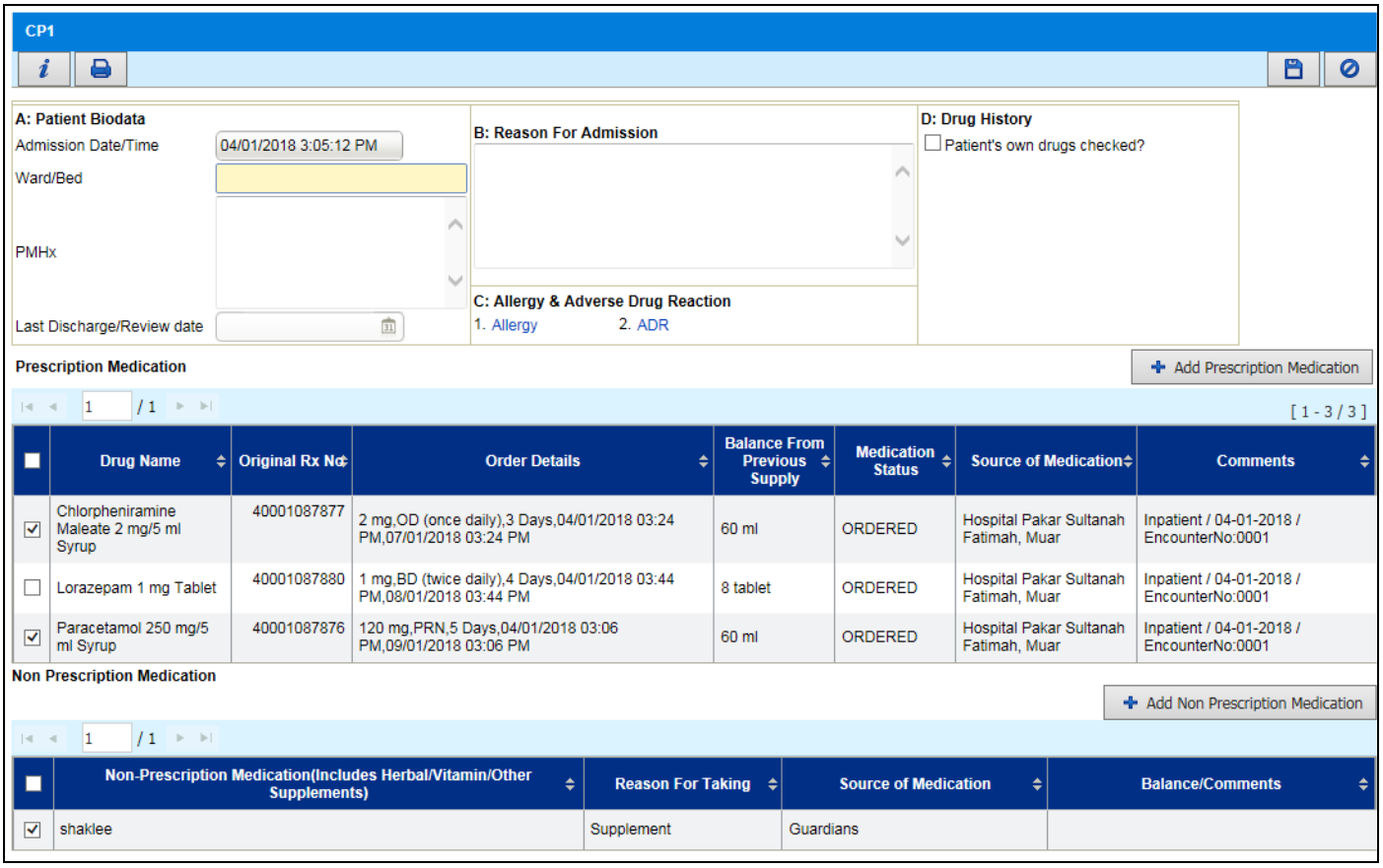


Figure 3.1.2-9 CP1

STEP 9

Click on the  button to save the CP1 record and confirmation alert will display as Figure 3.1.2-10

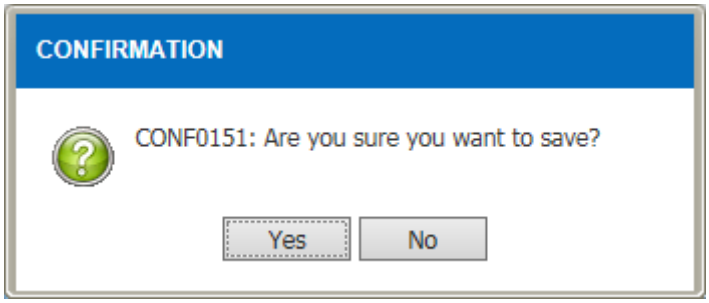


Figure 3.1.2-10 Confirmation Alert

Note

Information under Prescription Medication and Non Prescription will be display in the CP2 if user tick on the information checkbox.

3.1.3 Daily Review

To record Daily review, perform the step below:

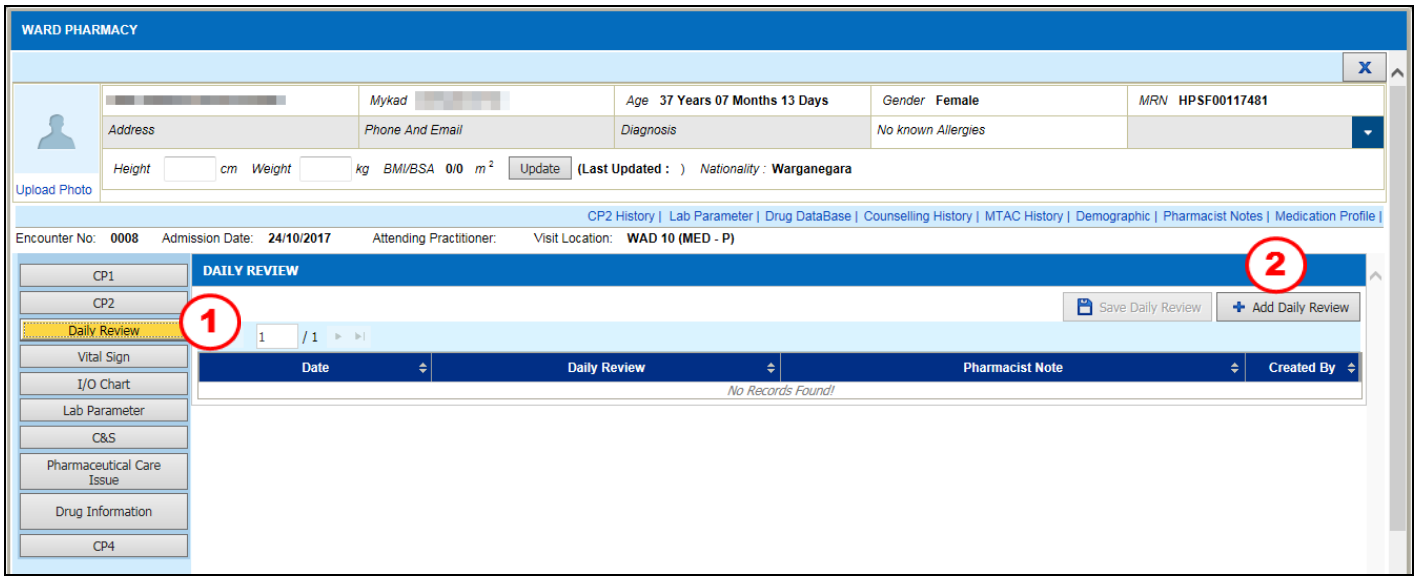


Figure 3.1.3-1 Daily Review

STEP 1

Click on the Daily Review tab on the left side

STEP 2

Click on the + Add Daily Review button and Add Daily Review screen will be display as Figure 3.1.3-2

Note

Add Daily Review button only will be enable if user completed fill in CP2 information in the system

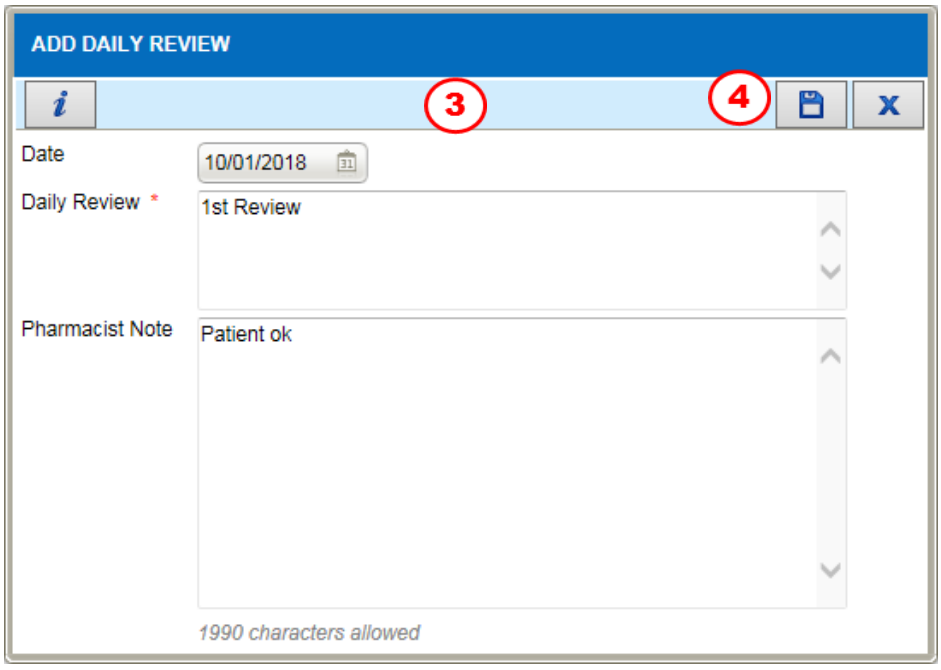


Figure 3.1.3-2 Add Daily Review

STEP 3
Fill in necessary information

a) ***Date***
b) ***Daily Review***
c) ***Pharmacist Note***

STEP 4

Click on the  button to save the record and confirmation alert will displayed as Figure 3.1.3-3

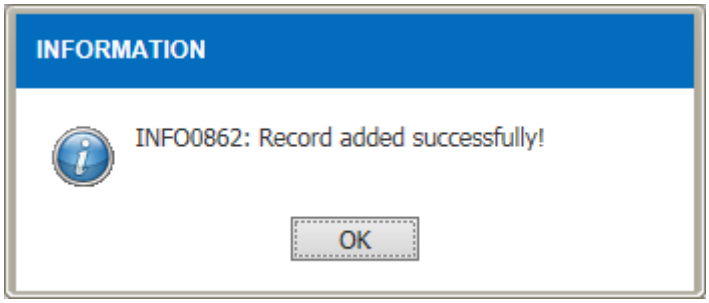
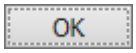


Figure 3.1.3-3 Confirmation Alert

Note

- *Click on the*  *button to successfully save the record*
- *After save the record, the information will displayed in the main screen as Figure 3.1.3-4*

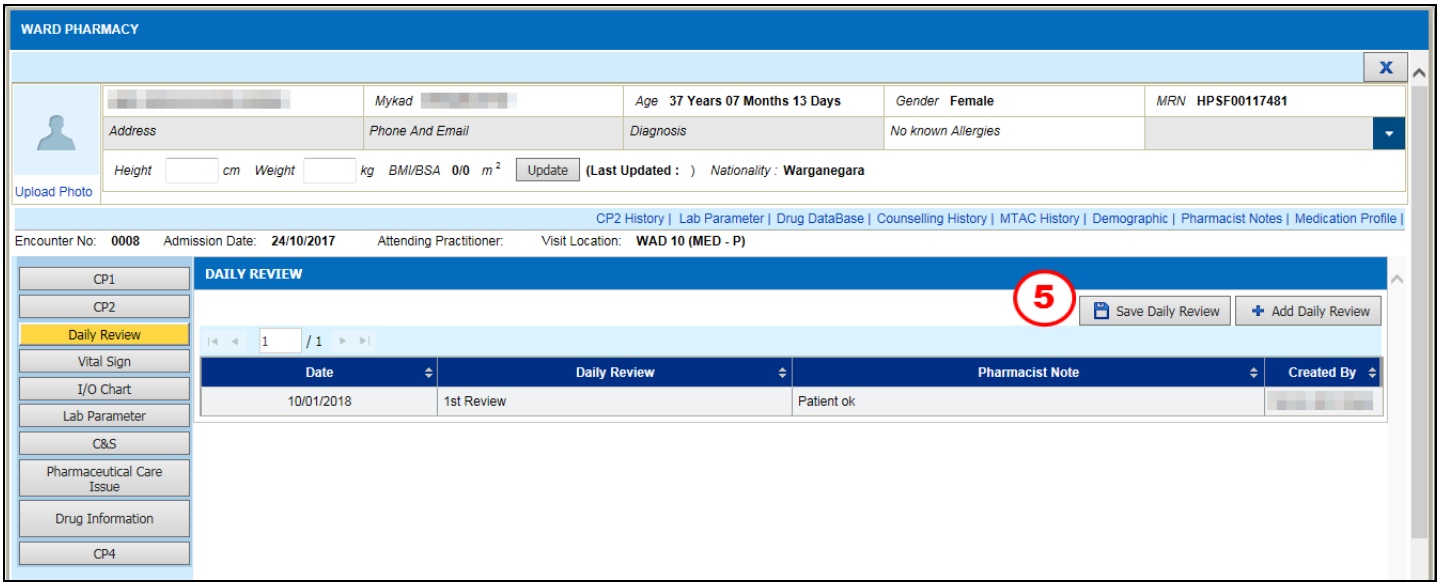
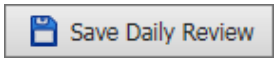


Figure 3.1.3-4 Daily Review

Note
User is allowed to edit the record by double click on the information.

STEP 5

Click on the 

button to save the Daily review record

3.1.4 Vital Sign

To record Vital Sign, perform the step below:

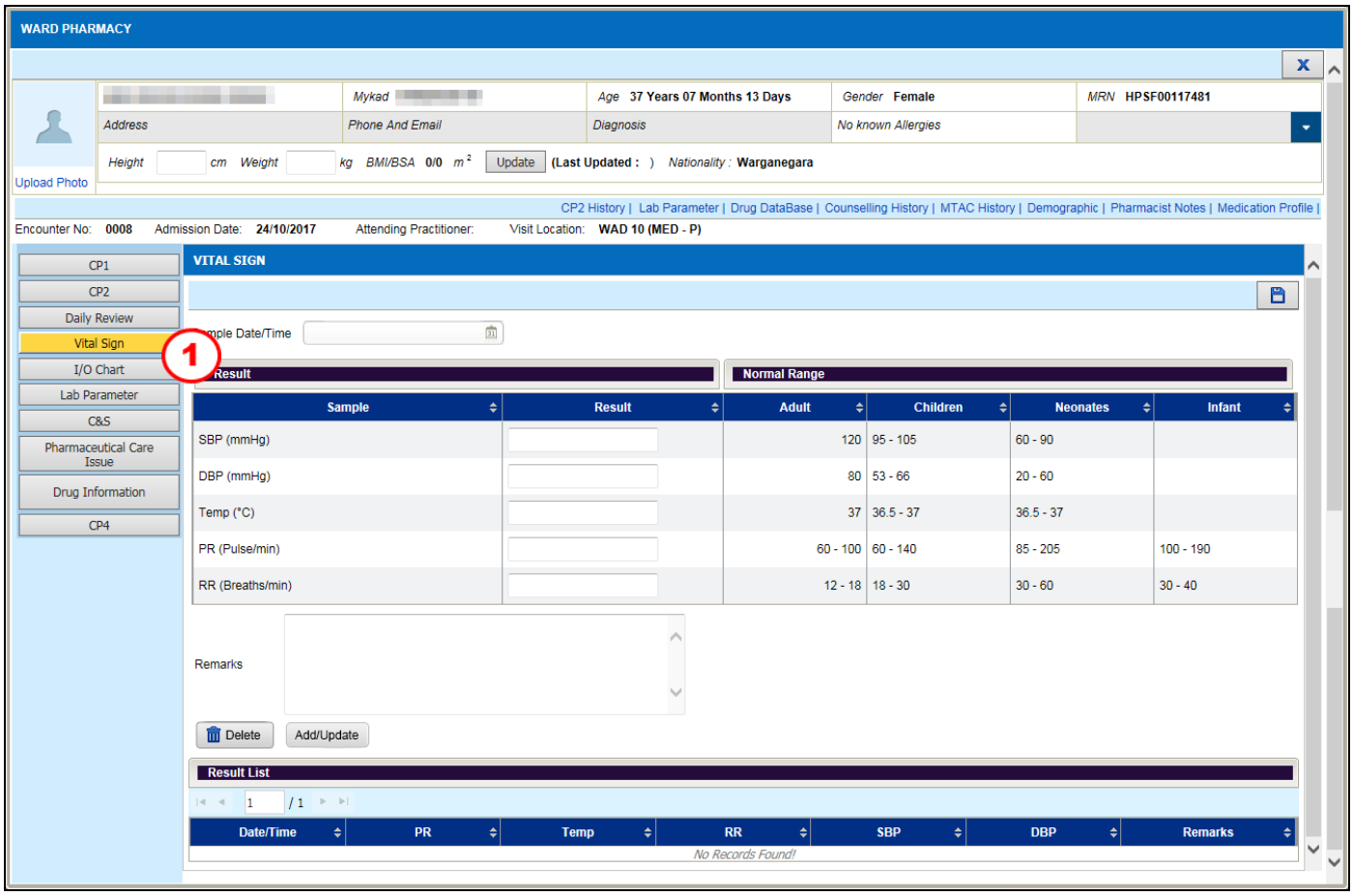


Figure 3.1.4-1 Vital Sign

STEP 1

Click on the Vital Sign tab on the left side

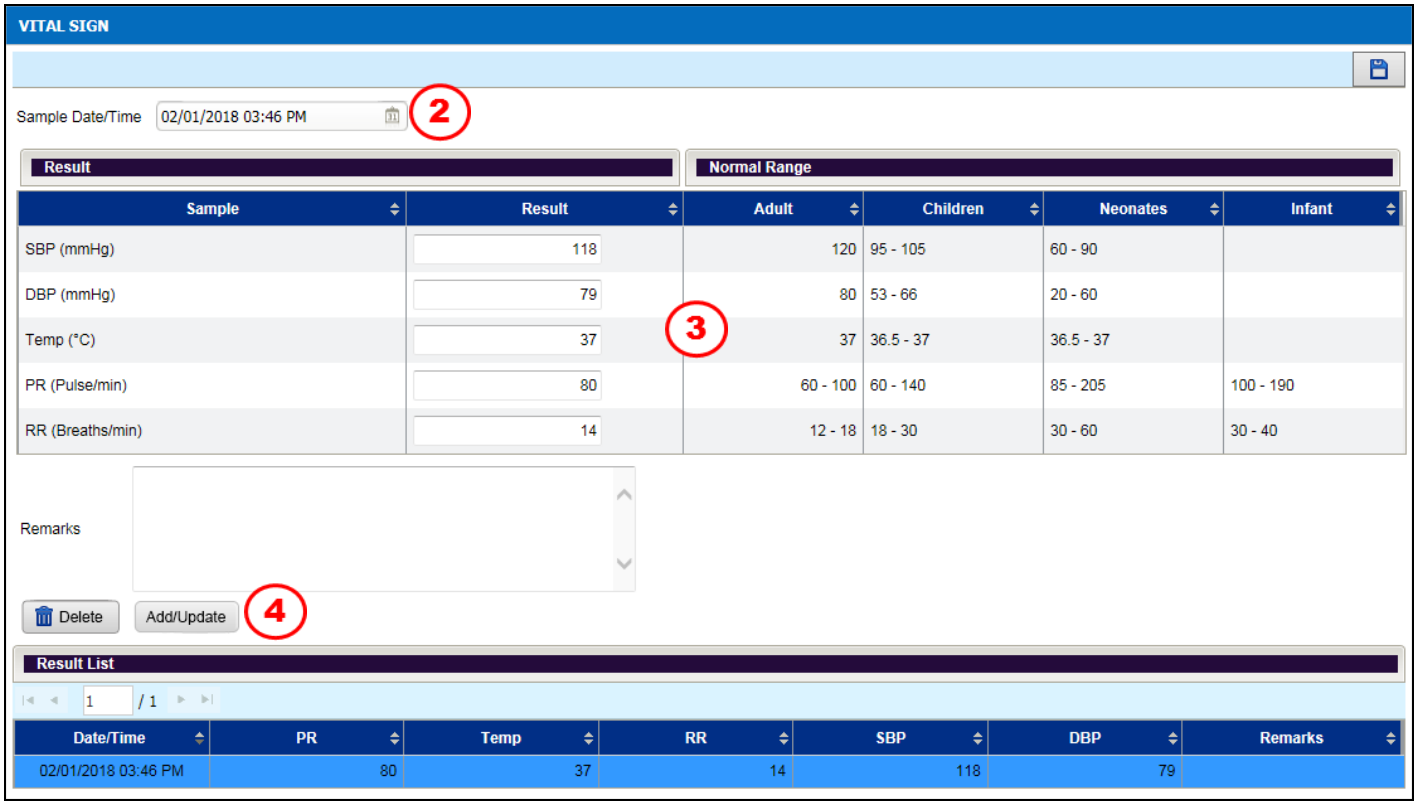


Figure 3.1.4-2 Vital Sign

STEP 2
Select ***Sample Date/Time***

STEP 3
Fill in necessary information

a) ***SBP (mmHg)***
b) ***DBP (mmHg)***
c) ***Temp (*C)***
d) ***PR (Pulse/min)***
e) ***RR (Breaths/min)***
f) ***Remarks***

STEP 4

Click on the Add/Update button to add the information in to Result List

Note

- *User is allowed to delete the record by click on the* Delete *button*
- *User is allowed to update the record by double click on the information in the Result List and edit the information if applicable*

3.1.5 I/O Chart

To record I/O Chart, perform the step below:

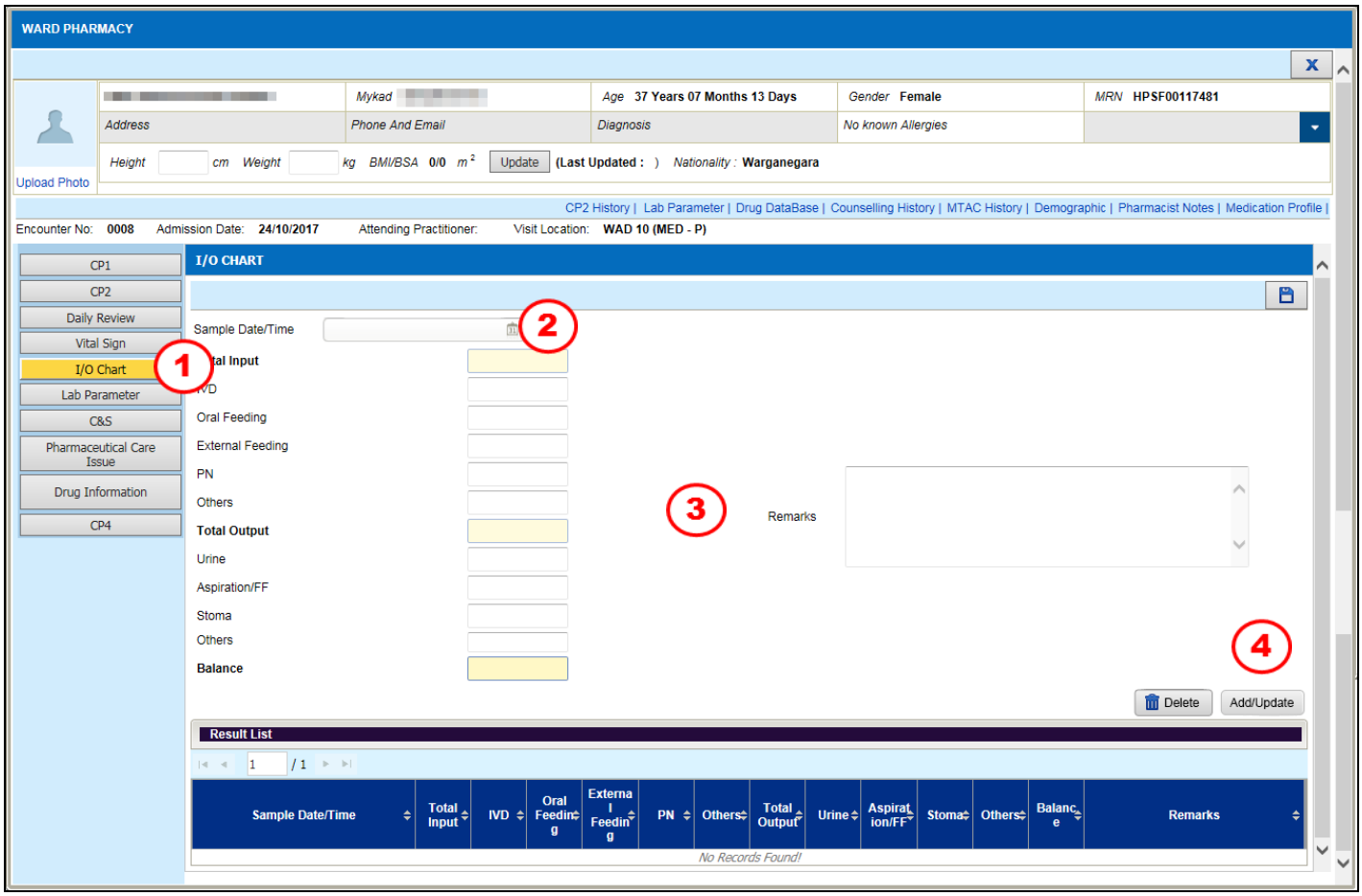


Figure 3.1.5-1 I/O Chart

STEP 1

Click on the I/O Chart tab on the left side

STEP 2

Select ***Sample Date/Time***

STEP 3

Fill in all necessary information

a) ***IVD***
b) ***Oral Feeding***
c) ***External Feeding***
d) ***PN***
e) ***Others***
f) ***Urine***
g) ***Aspiration/FF***
h) ***Stoma***
i) ***Others***
j) ***Balance***
k) ***Remarks***

STEP 4

Click on the Add/Update button to add the information in to Result List

Note

- *User is allowed to delete the record by click on the* Delete *button*
- *User is allowed to update the record by double click on the information in the Result List and edit the information if applicable*

3.1.6 Lab Parameter

To record Lab Parameter, perform the step below:

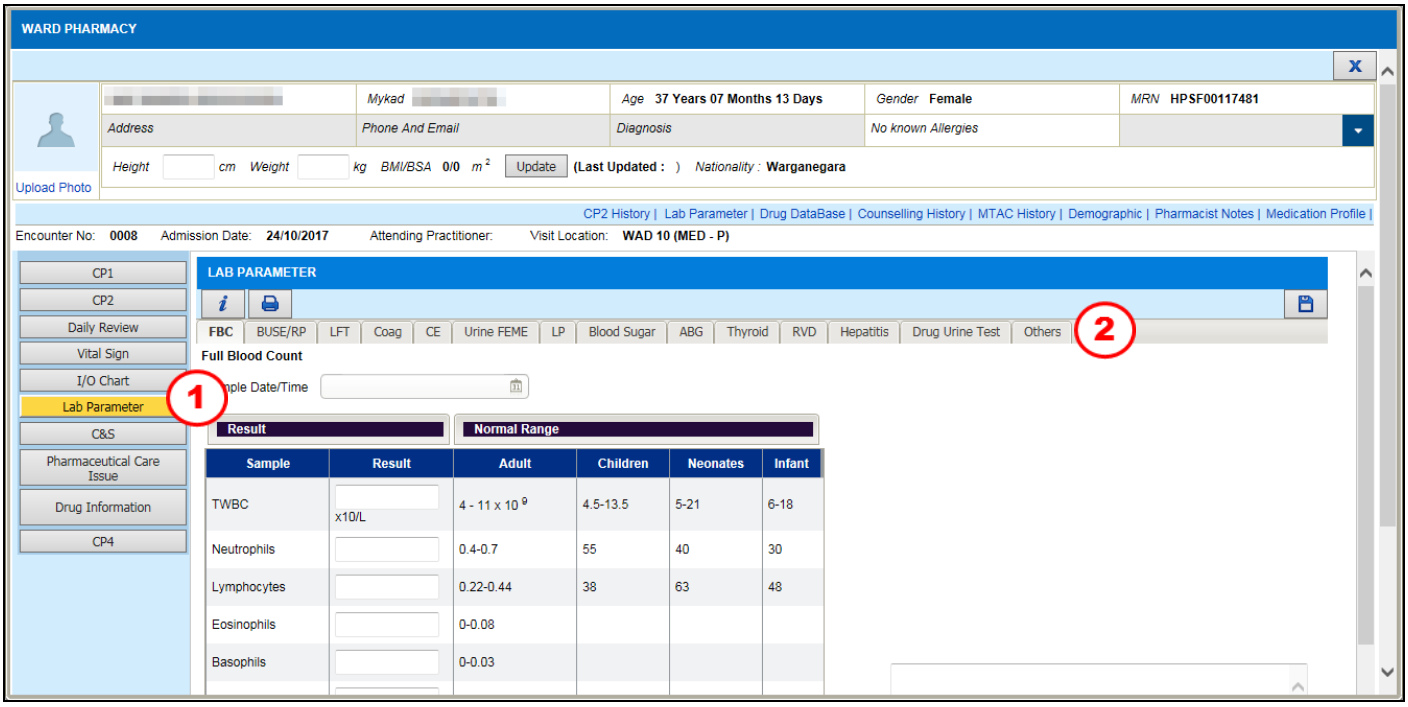


Figure 3.1.6-1 Lab Parameter

STEP 1

Click on the Lab Parameter tab on the left side

STEP 2

Select Lab Parameter that consist of:

a) ***FBX***
b) ***BUSE/RP***
c) ***LFT***
d) ***Coug***
e) ***CE***
f) ***Urine FEME***
g) ***LP***
h) ***Blood Sugar***
i) ***ABG***
j) ***Thyroid***
k) ***RVD***
l) ***Hepatitis***
m) ***Drug Urine Test***
n) ***Others***

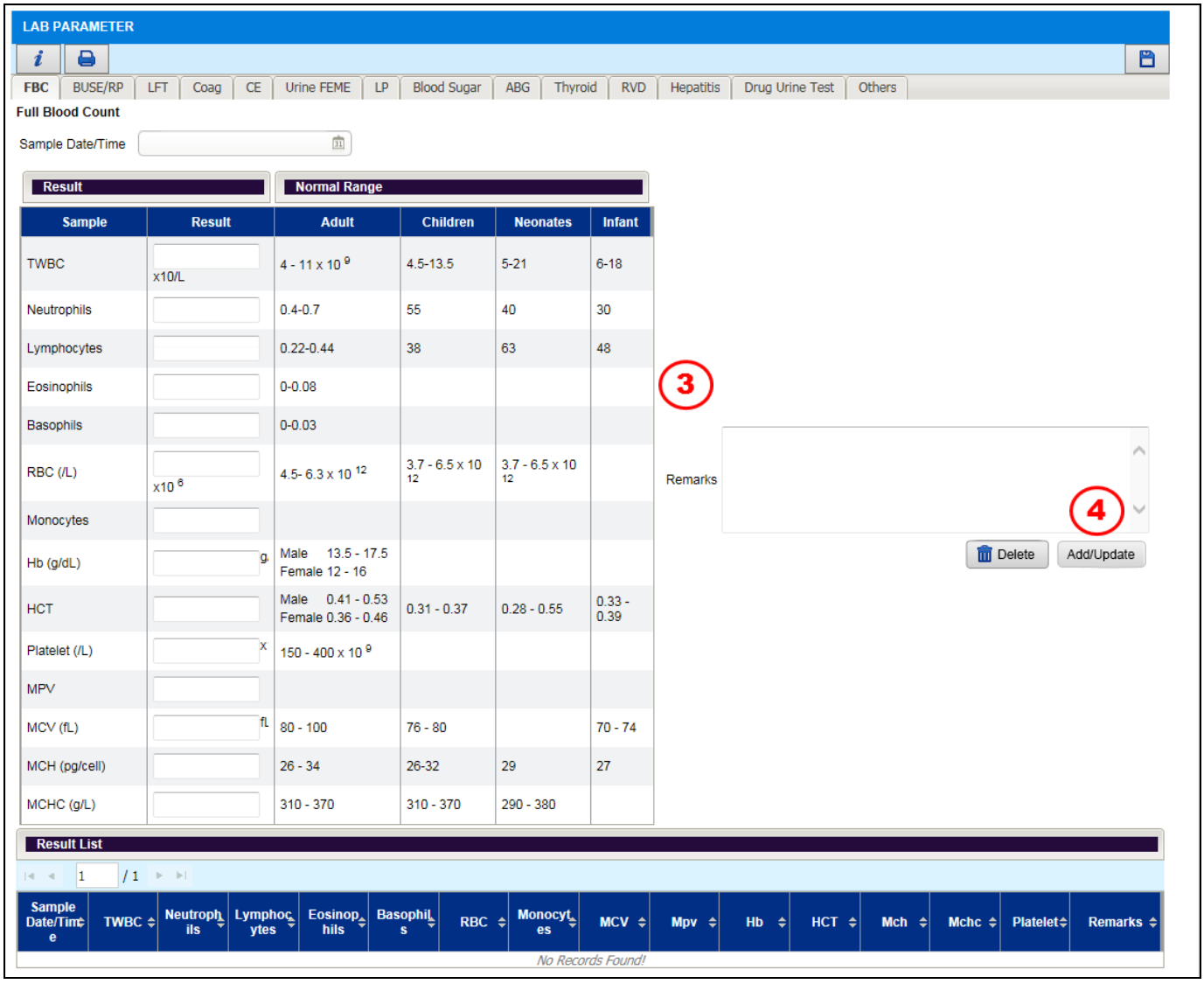


Figure 3.1.6-2 Lab Parameter

STEP 3
Fill in all necessary information

STEP 4

Click on the Add/Update button to add the information in to Result List

Note

- *User is allowed to delete the record by click on the* Delete *button*
- *User is allowed to update the record by double click on the information in the Result List and edit the information if applicable*
- *The step is the same for all other Lab Parameter*

3.1.7 C&S

To record C&S, perform the step below:

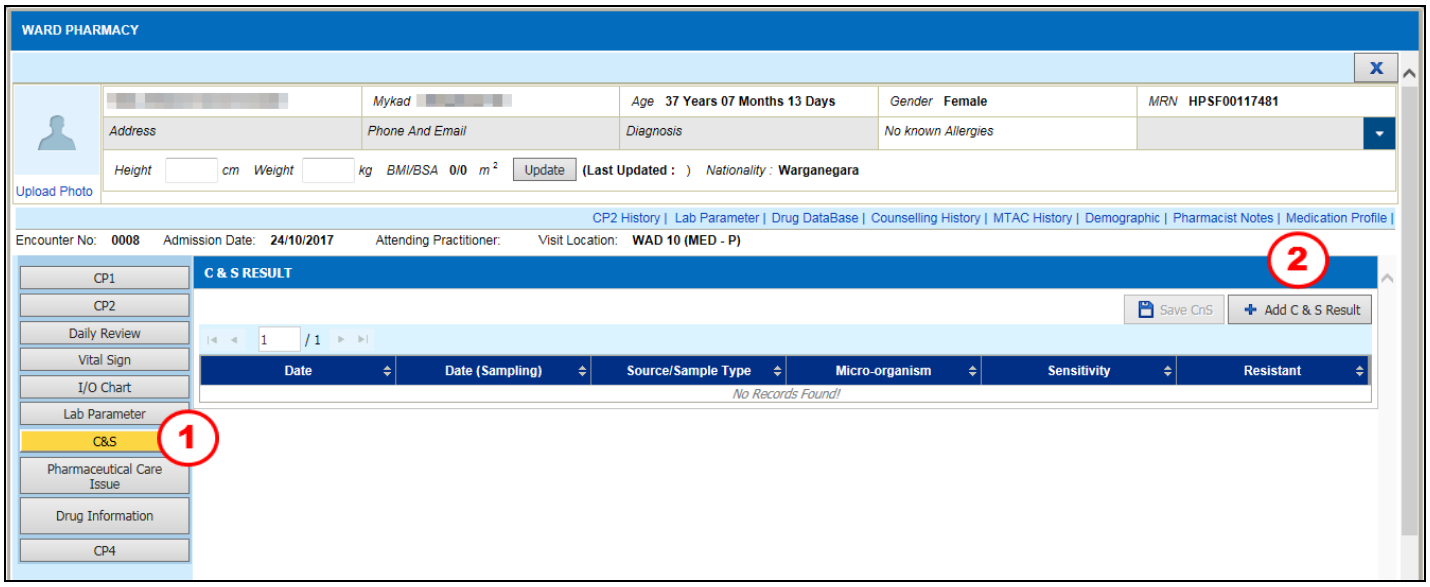


Figure 3.1.7-1 C&S

STEP 1

Click on the C&S tab on the left side

STEP 2

Click on the Add C & S Result button and C&S Result screen will displayed as Figure 3.1.7-2

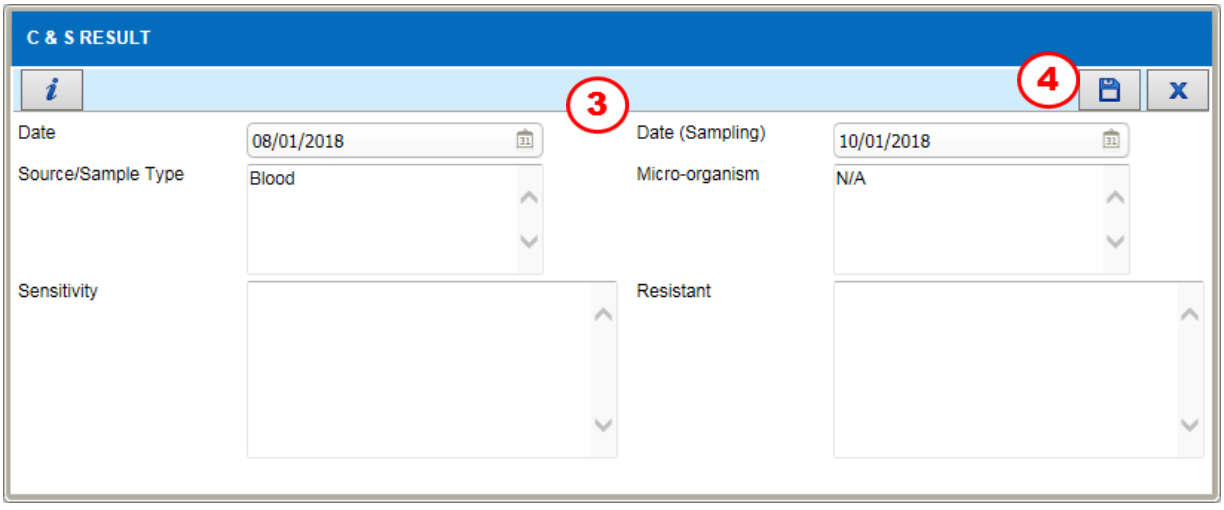


Figure 3.1.7-2 C&S Result

STEP 3

Fill in all the necessary information

a) ***Date***
b) ***Date (Sampling)***
c) ***Source/Sample Type***
d) ***Micro-organism***

e) ***Sensitivity***
f) ***Resistant***

Note
*user is allow to edit **Date** with the condition of 5 days backdated*

STEP 4

Click on the  button to save the record and system will display information alert as Figure 3.1.7-3

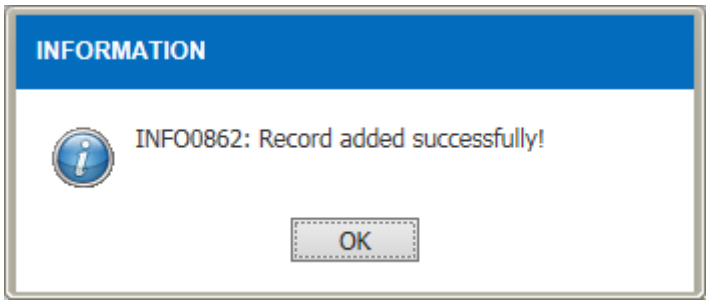
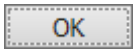


Figure 3.1.7-3 Information Alert

Note

- *Click on the*  *button to successfully save the record*
- *After saved, the information will be display at the C&S main screen as Figure 3.1.7-4*

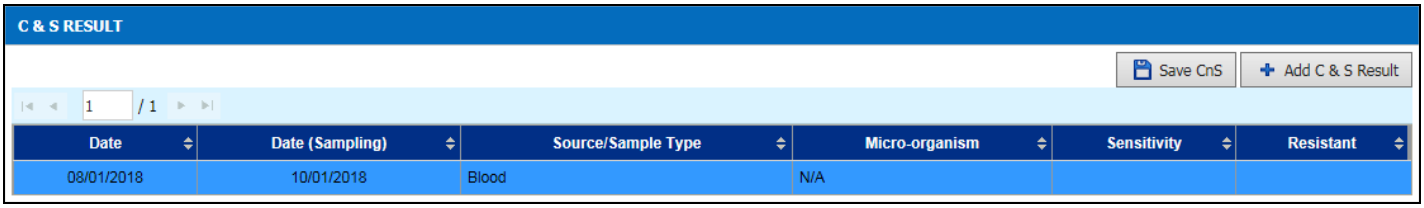


Figure 3.1.7-4 C&S Result

3.1.8 Pharmaceutical Care Issue

To record Pharmaceutical Care Issue, perform the step below:

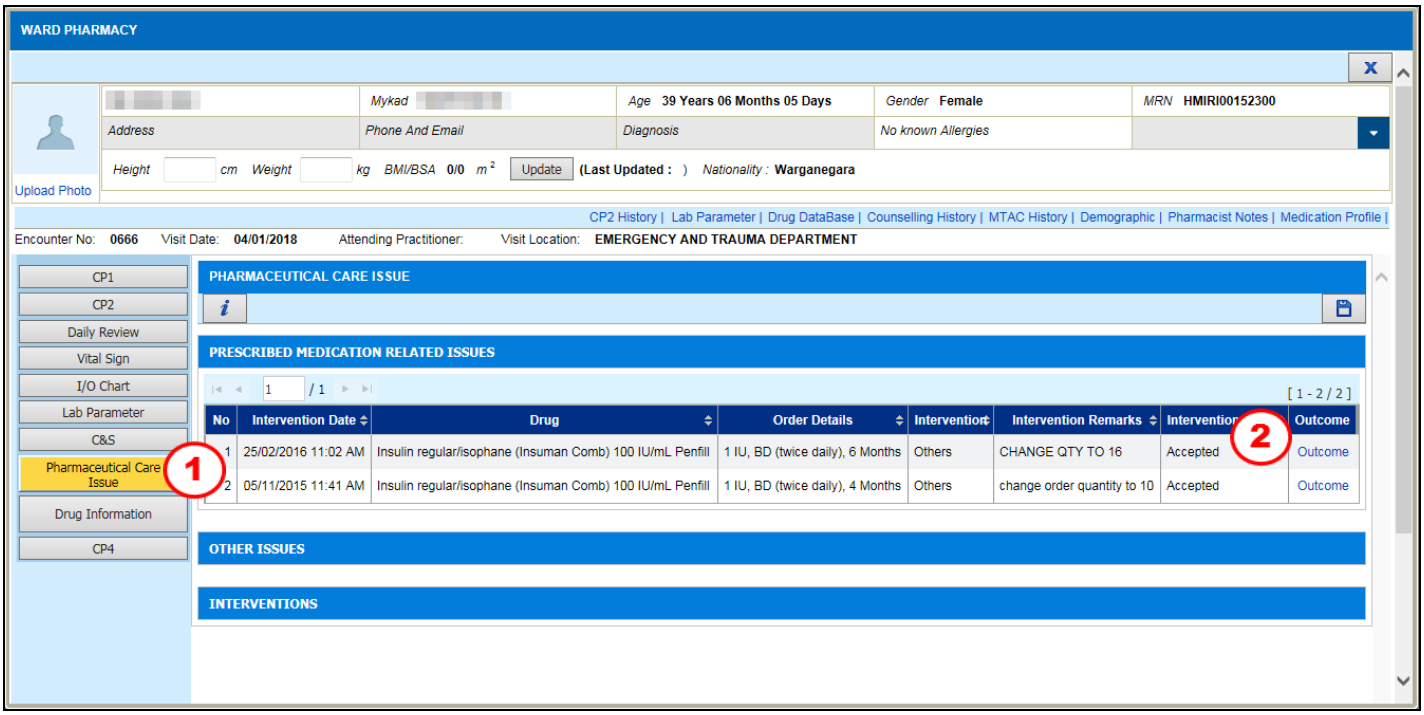


Figure 3.1.8-1 Pharmaceutical Care Issue

STEP 1

Click on the C&S tab on the left side

STEP 2

Enter the ***Prescribed Medication Related Issues*** if applicable by click on the ***Outcome*** hyperlink

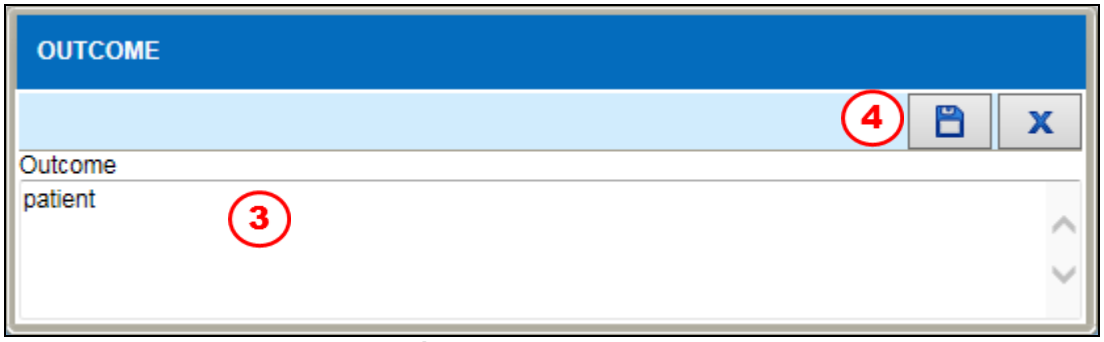


Figure 3.1.8-2 Outcome

STEP 3

Enter the information **outcome**

STEP 4

Click on the button to save the record

Note

Prescribed Medication Related Issues *is only available if pharmacists do the prescription intervention during dispensing stage*

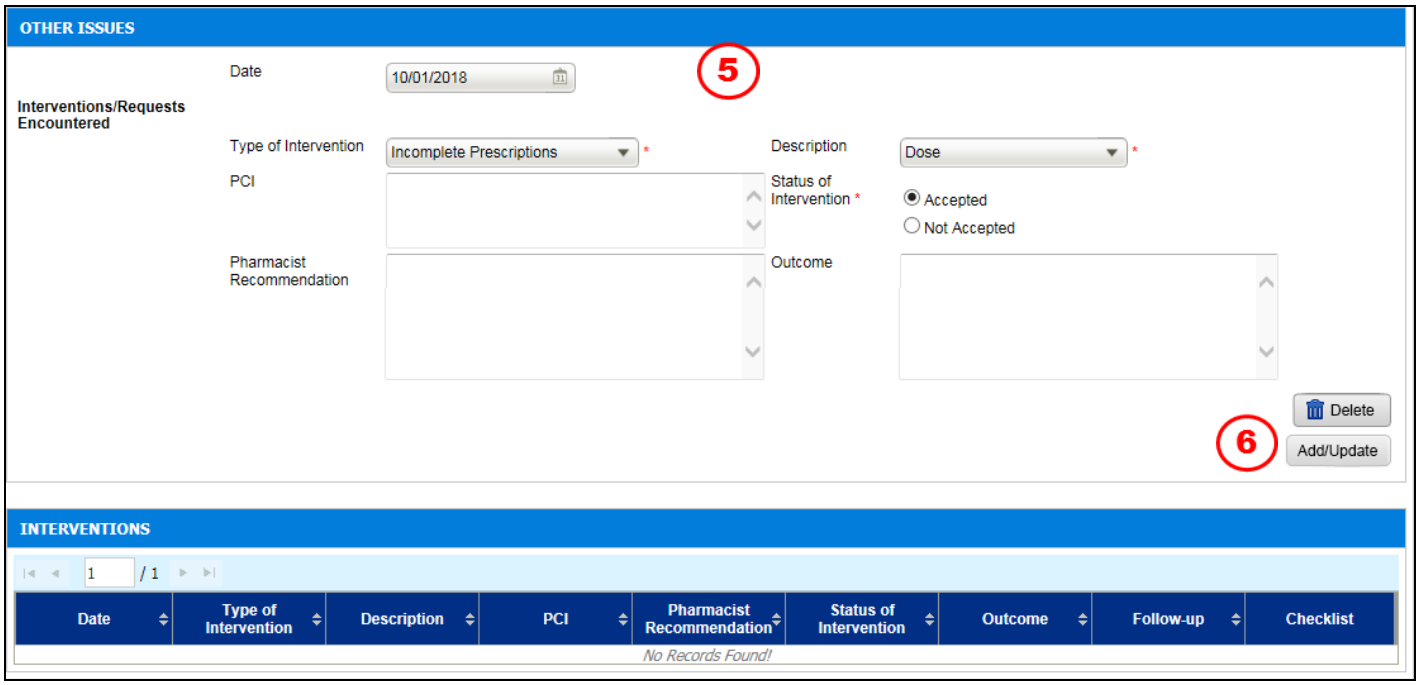


Figure 3.1.8-3 Other Issues

STEP 5

Enter *'**Other Issues'*** if applicable

- ***a) Date***
- ***b) Type of Intervention***
- ***c) PCI***
- ***d) Pharmacist Recommendation***
- ***e) Description***
- ***f) Status of Intervention***
  - ***Accepted***
  - ***Not Accepted***
- ***g) Outcome***

Note

This section is use for ward pharmacist to record other PCI issue that is not related to dispensing intervention.

STEP 6

Click on the Add/Update button to add the record and it will display in Interventions section as Figure 3.1.8-4

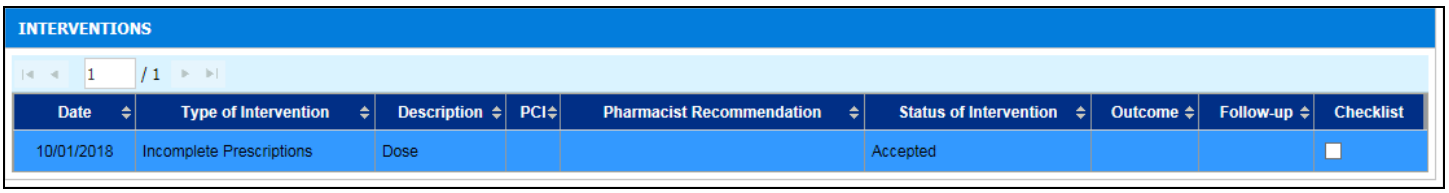


Figure 3.1.8-4 Interventions

Note

- *To edit information in **'Interventions'** section, double click on the data then click on the* Add/Update button. *Change the information that display in the **'Other Issue'** section.*
- *To delete information in **'Interventions'** section, click on the information checkbox then click on the* Delete button.

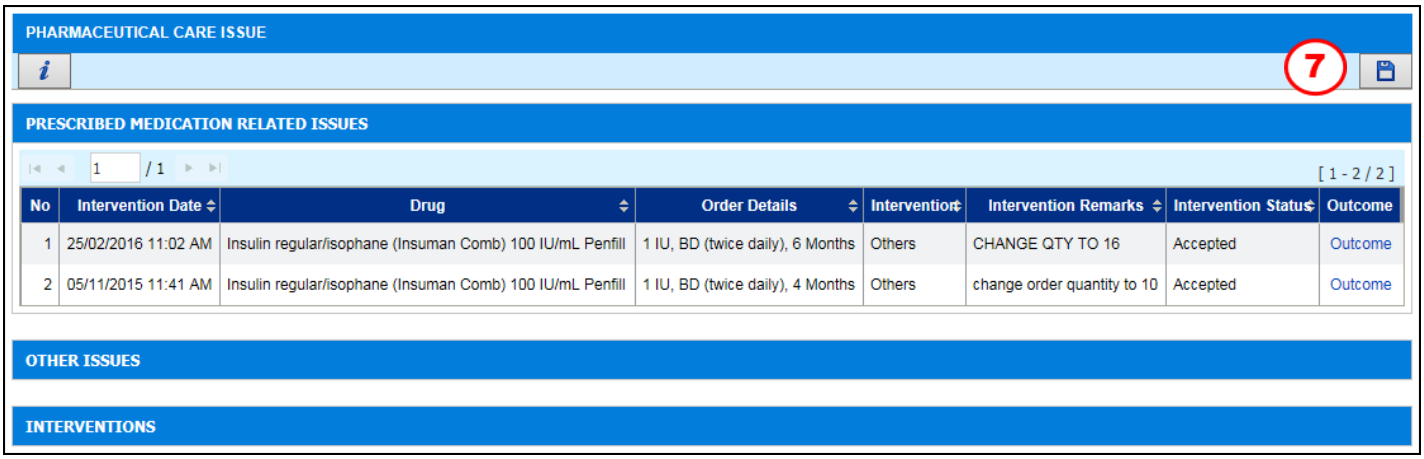


Figure 3.1.8-5 Pharmaceutical Care Issue

STEP 7

Click on the button to save the record and system will displayed confirmation alert as Figure 3.1.8-6

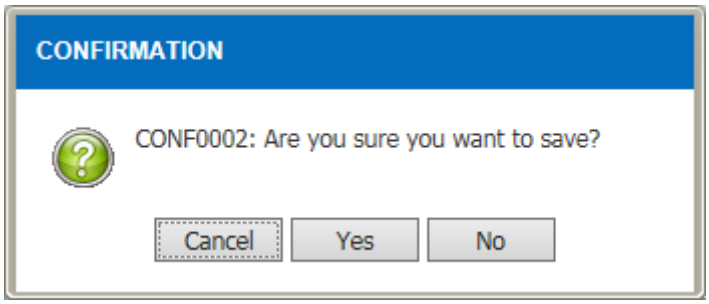


Figure 3.1.8-6 Confirmation Alert

Note

Click on the OK *button to save the record and system will display information alert as Figure 3.1.8-7*

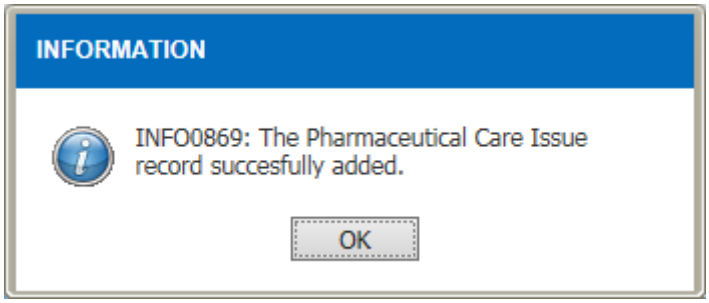


Figure 3.1.8-7 Information Alert

Note

Click on the OK *button to successfully save*

3.1.9 CP4

To record CP4, perform the step below:

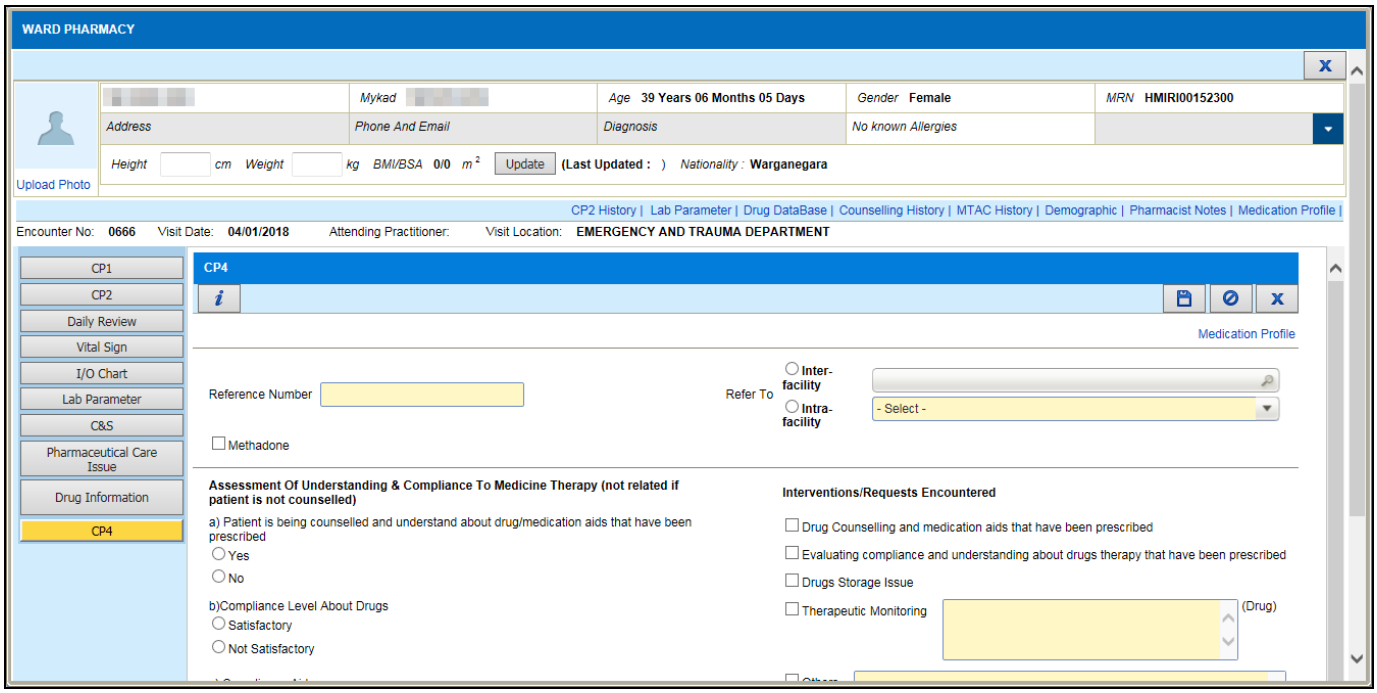


Figure 3.1.9-1 CP4

STEP 1

Click on the CP4 tab on the left side

To Record CP4

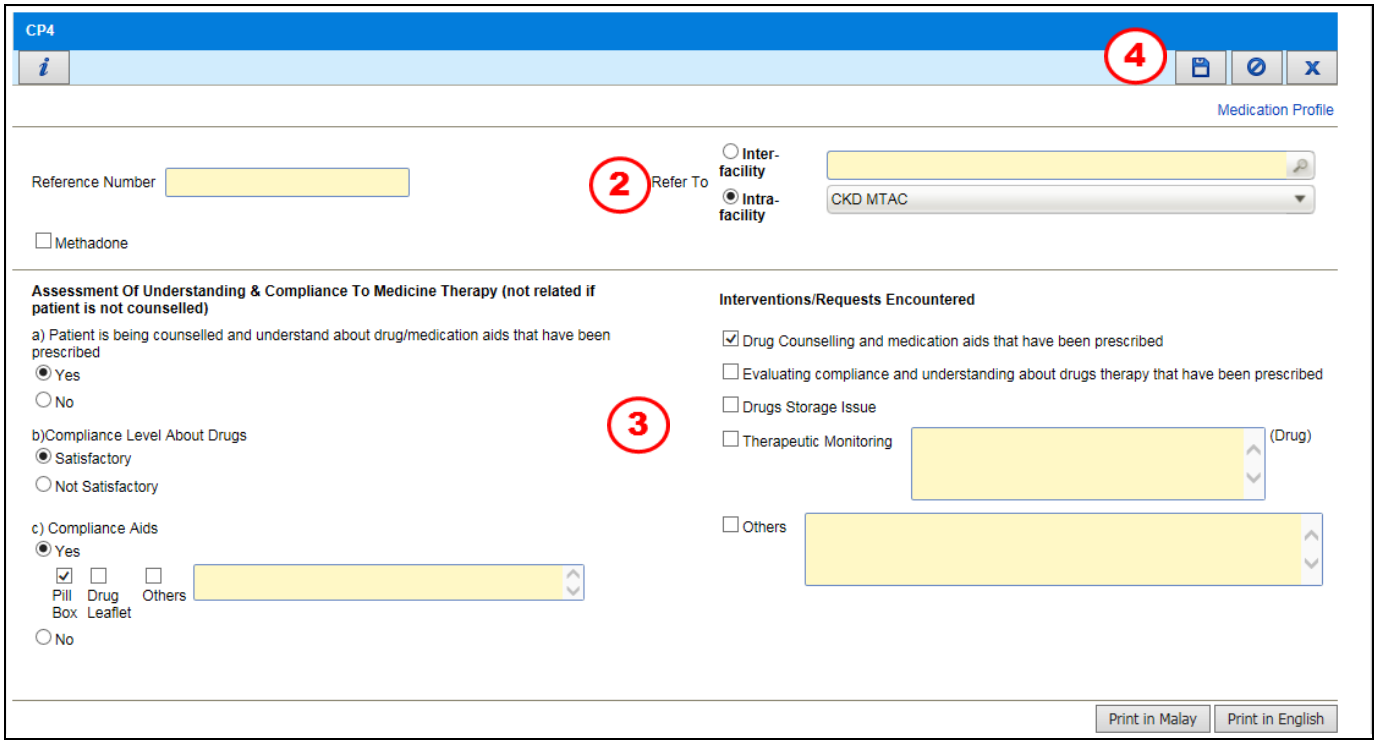


Figure 3.1.9-2 CP4

STEP 2
Select ***Refer To***
a) ***Inter-facility***
b) ***Intra-facility***

STEP 3
Fill up the question

STEP 4

Click on the  button to save the record

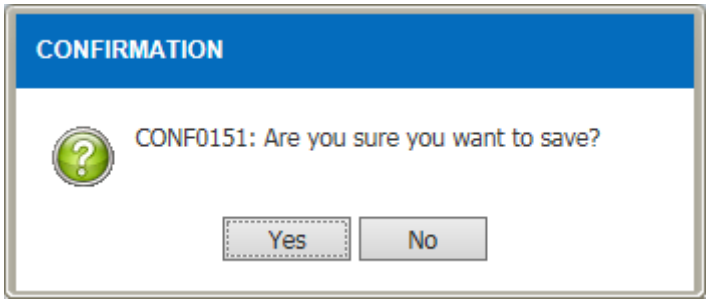
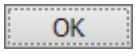


Figure 3.1.9-3 Confirmation Alert

Note

Click on the  *button to save the record*

To Record CP4 Methadone

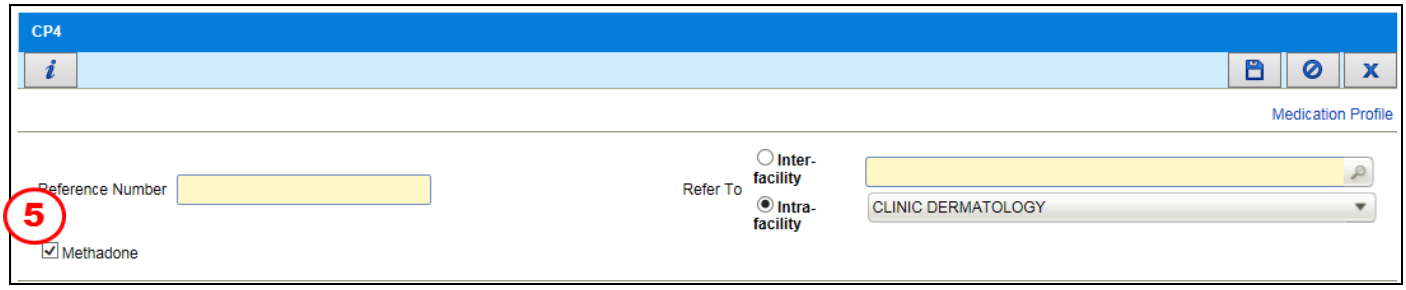


Figure 3.1.9-4 CP4 Methadone

STEP 5
Click on the ***Methadone*** checkbox

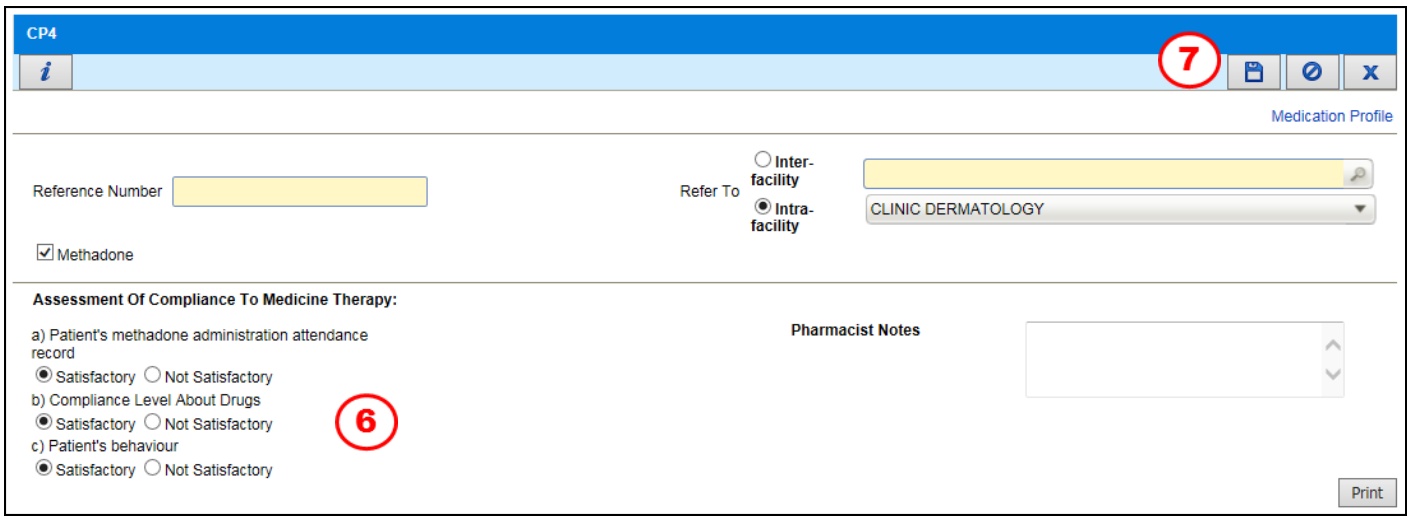


Figure 3.1.9-5 CP4 Methadone

STEP 6
Fill up the question

STEP 7

Click on the  button to save the record

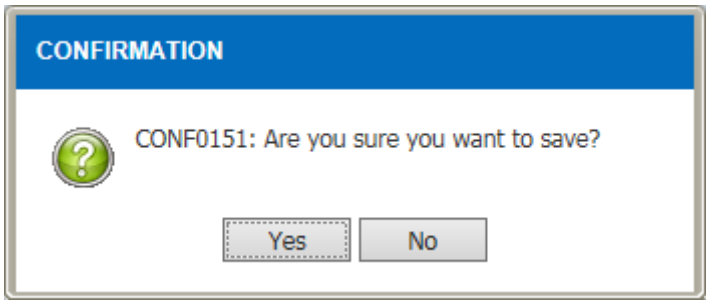
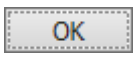


Figure 3.1.9-6 Confirmation Alert

Note

Click on the  *button to save the record*

4.0 Acronyms

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

5.0 Links to Clinical Modules

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