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

Full Based

User Manual
Ward Pharmacy - Mobile

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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 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

Ward Pharmacy (CP2) Module Legend			
Add Daily Review	To record daily review patient	Add/Update	Add/update Record
	Search	Save	Save record
Add/Update	Add and update details		Delete record
	Edit record	Add Prescription	Add Prescription medication in CP 1
Add Non-Prescription	Add Non-Prescription medication in CP 1	Add Result	Add results
Add Other Issue	Add other issues related to PCI		

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page

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

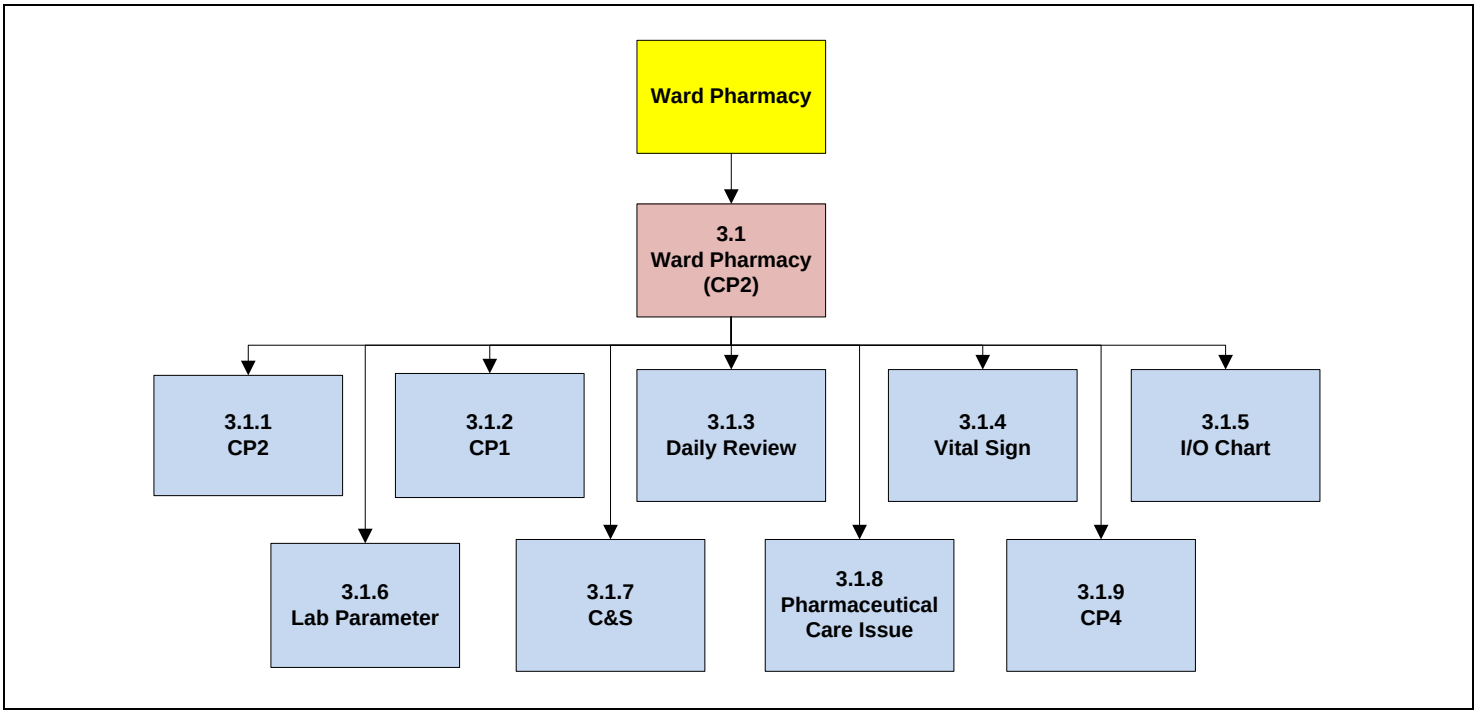


Figure 3.1

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.

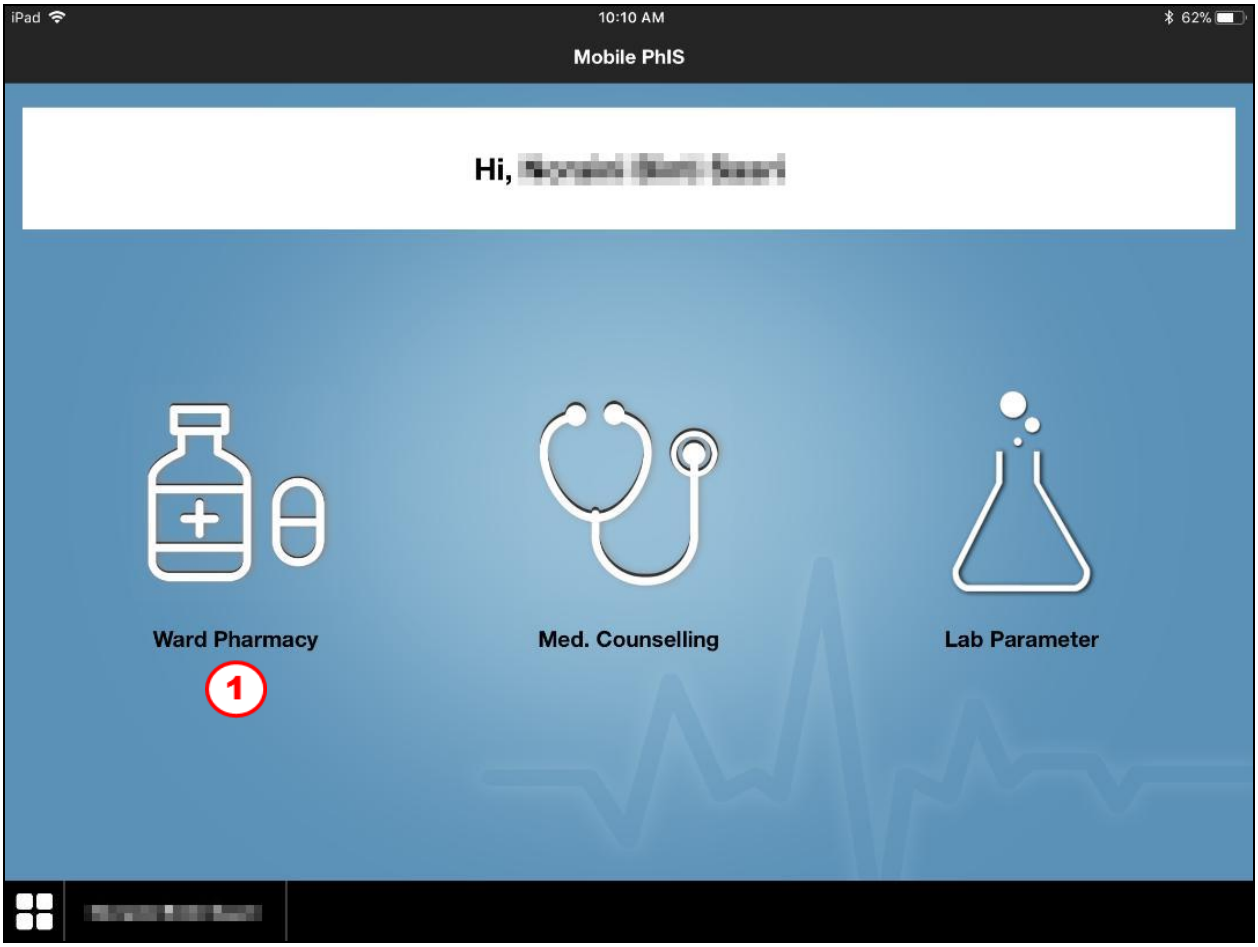


Figure 3.1.1-1 Ward Pharmacy Listing Page

STEP 1

Click on the button

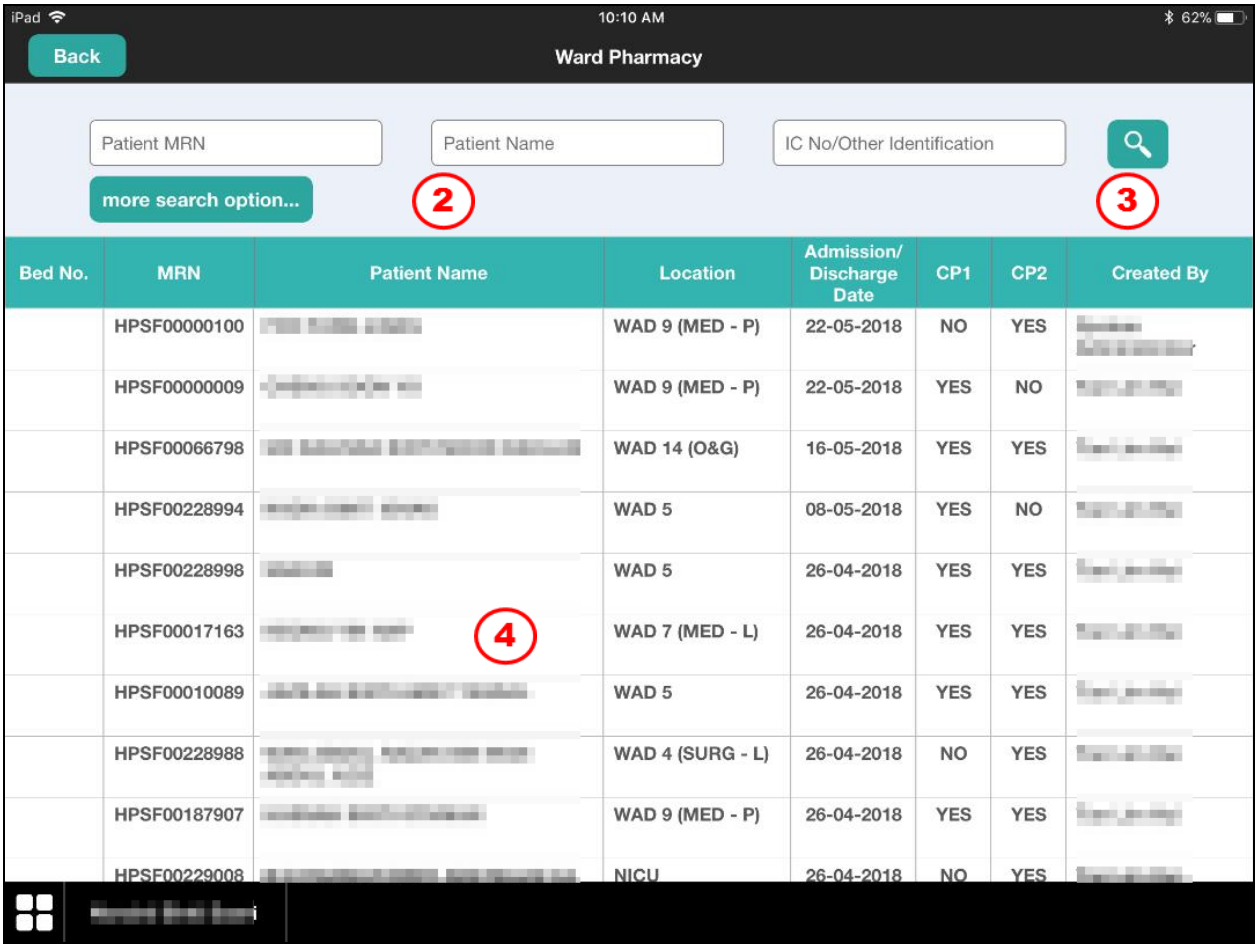


Figure 3.1.1-2 Ward Pharmacy Landing Page

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-Allow to search by status 'No'

		– 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

Tap on the 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
Tap on patient name and user will enter the ward pharmacy main page.

Figure 3.1.1-3 Ward Pharmacy

Note

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

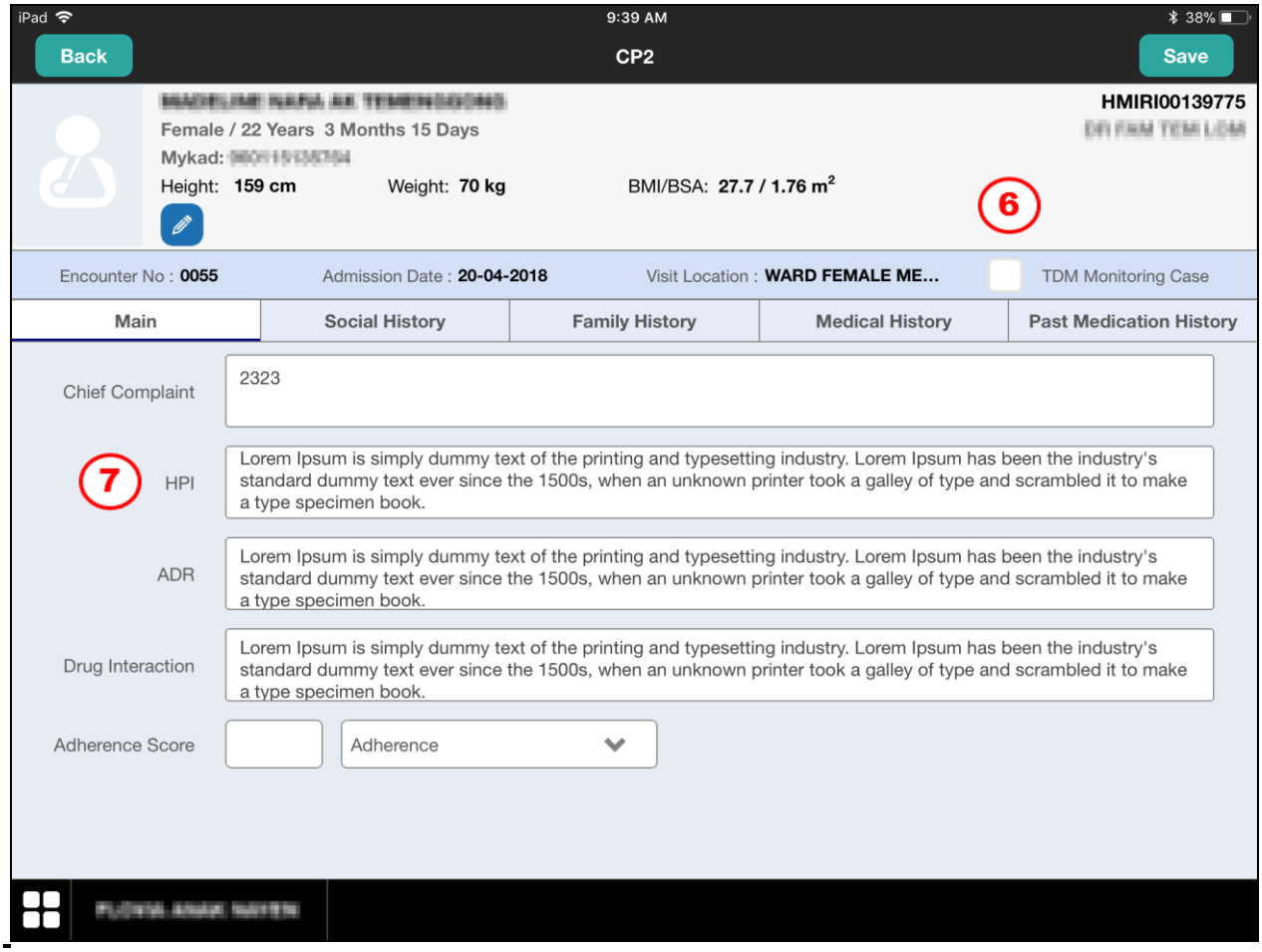


Figure 3.1.1-4 Ward Pharmacy

STEP 5

Tap at the

button

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

- ***Chief Complaint***
- ***HPI***
- ***ADR***
- ***Drug Information***
- ***Adherence Score***

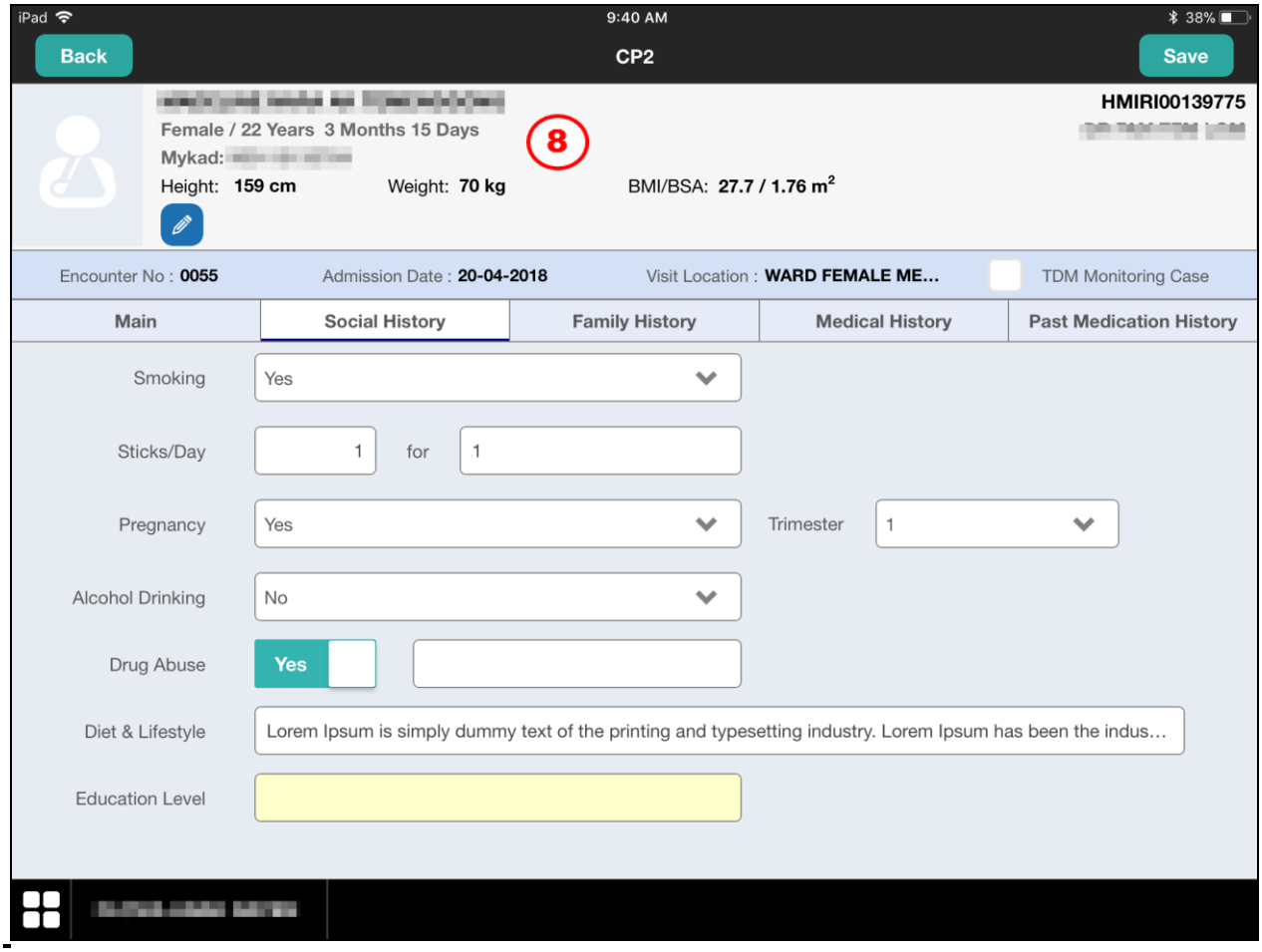


Figure 3.1.1-5 Social History

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*

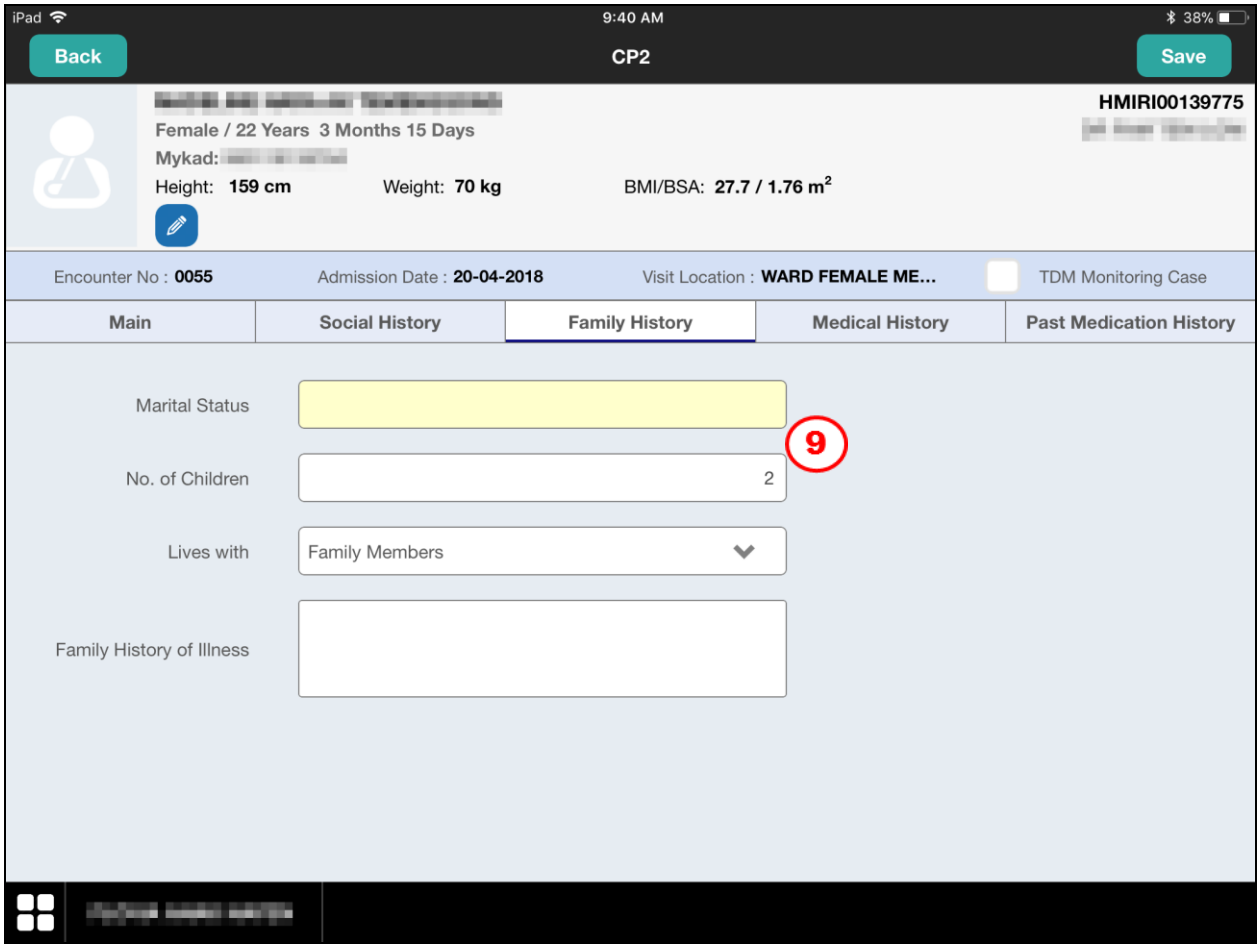


Figure 3.1.1-6 Family History

STEP 9

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

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

<u>Note</u>

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

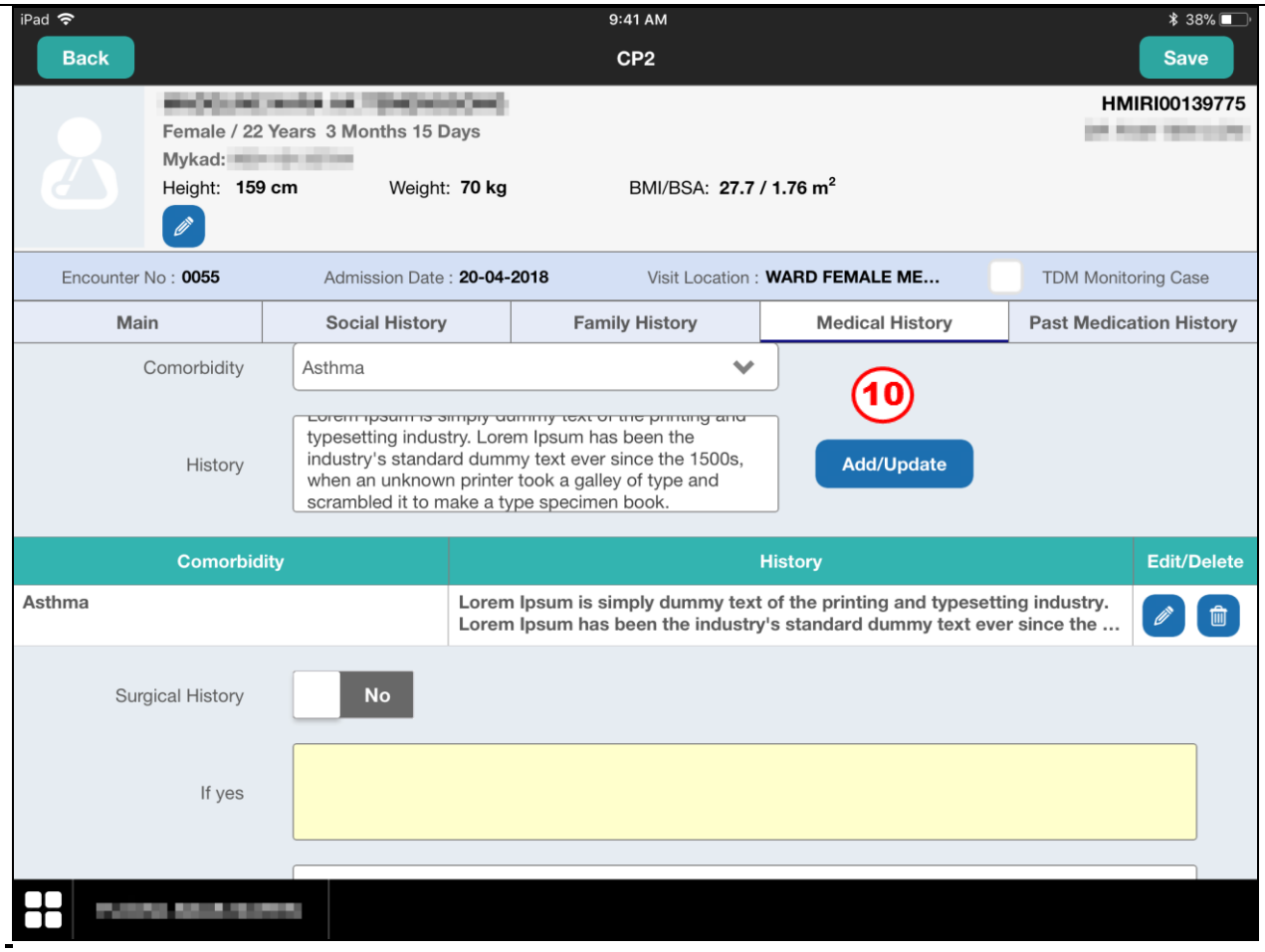


Figure 3.1.1-7 Medical History

STEP 10

Fill in the necessary information in Medical History section. Medical History section consist of:

- ***Comorbidity***
- ***Surgical History***

Note

- *User can add patient comorbidity by Tap on the* **Add/Update** *button*
- *User can add multiple records by just filling in the comorbidity and history and Taping at the* **Add/Update** *button*
- *User is allowed to delete the record by Tap on the* *button*
- *User is allowed to edit the record by Tap on the* *button*

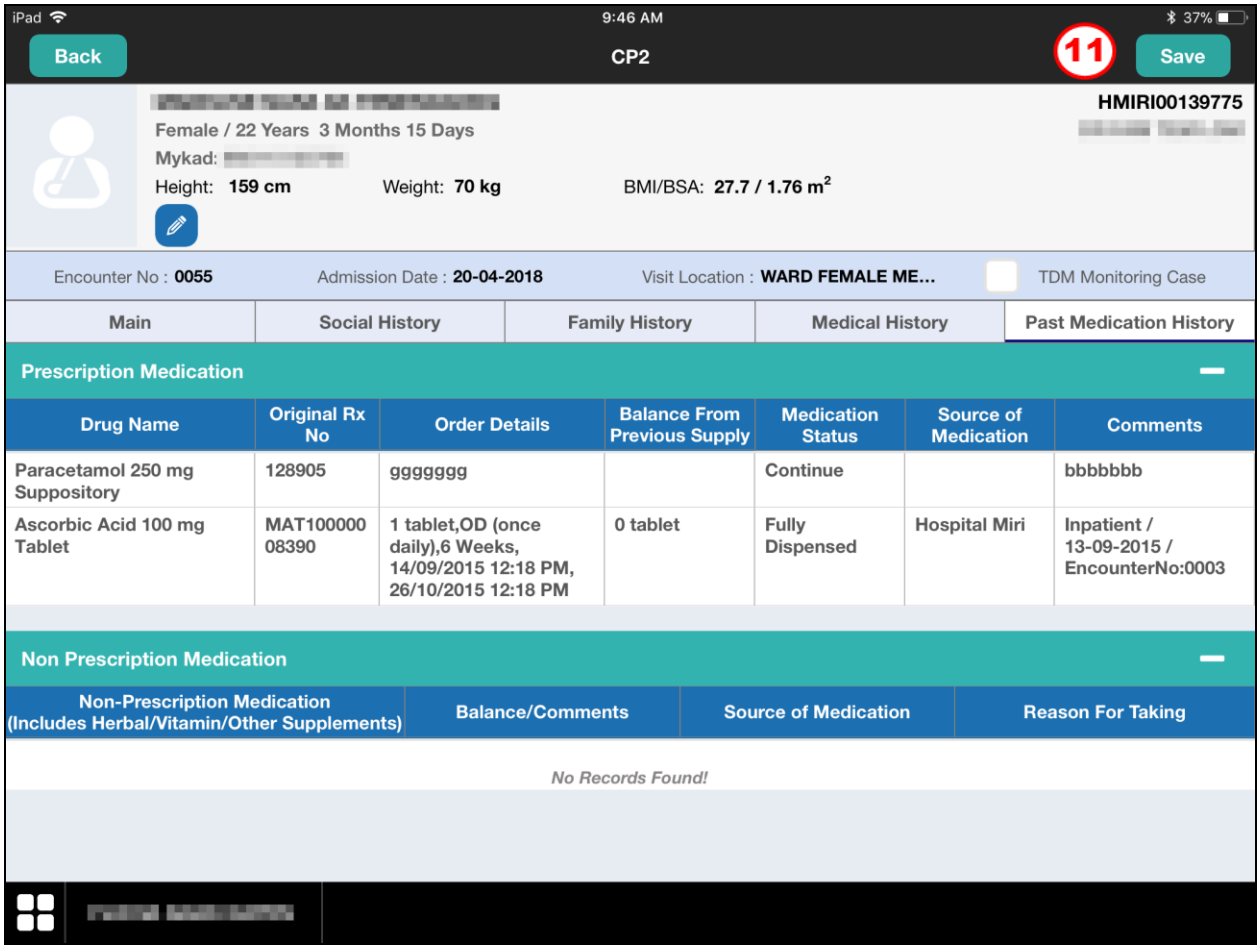


Figure 3.1.1-8 Past Medication History

Note

Past Medication History consist of:

- *Prescription Medication*
- *Non Prescription Medication*
- *However, this field cannot be filled in CP2 and need to be filled in* *CP1 screen.*

STEP 11

Tap on the **Save** button to save the CP2 record and system will display confirmation alert as figure 3.1.1-9

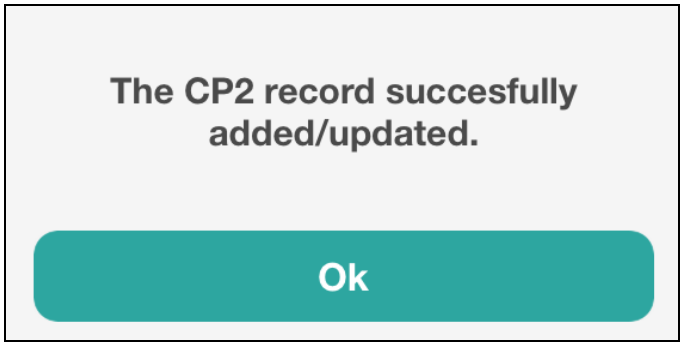


Figure 3.1.1-9 Confirmation Alert

Note

- *Tap on the* **Ok** *button to confirm 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

Tap on the button from the Ward Pharmacy Listing page

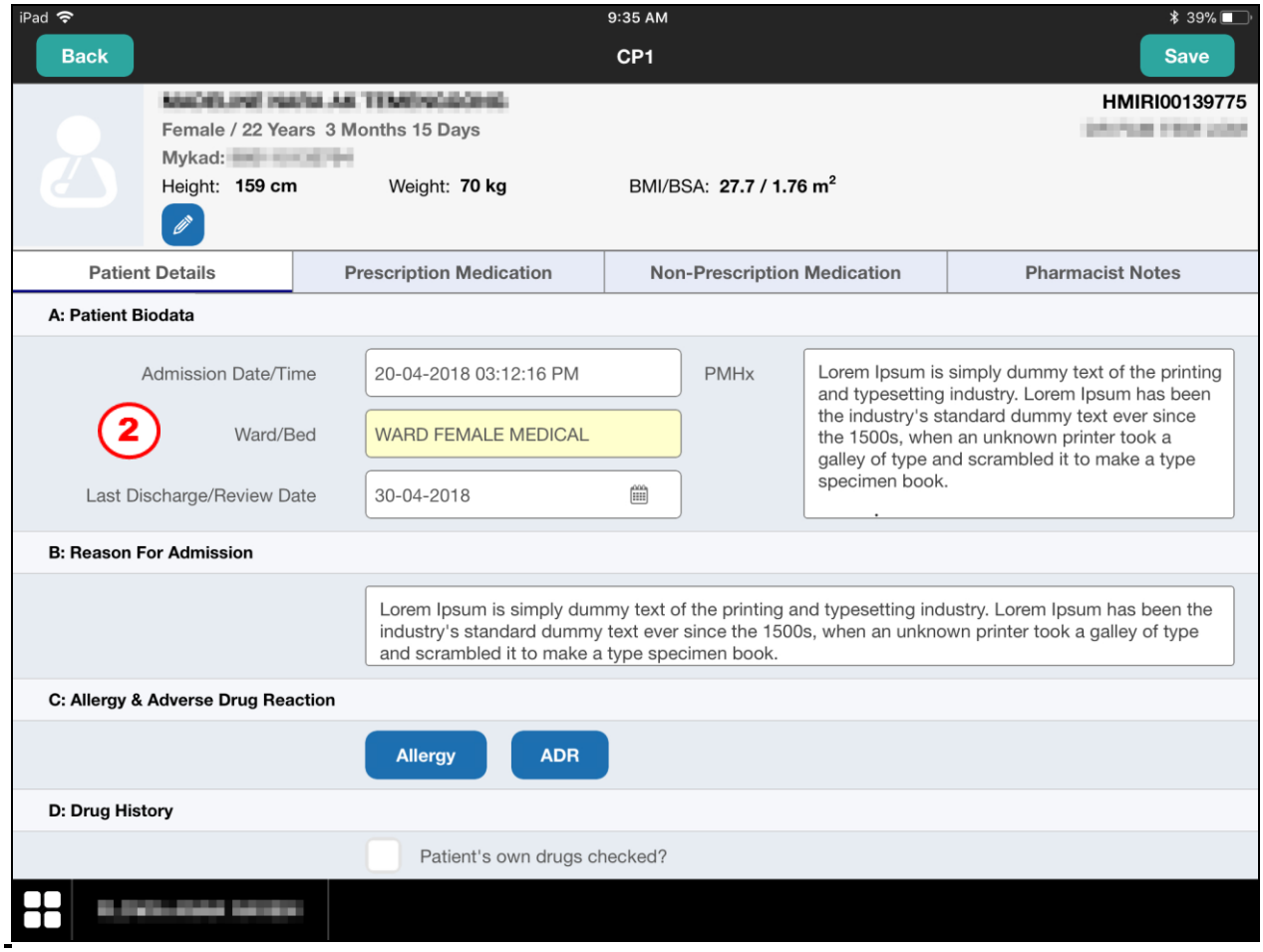


Figure 3.1.2-2 CP1

STEP 2

Enter the necessary information

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

<u>Note</u>

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

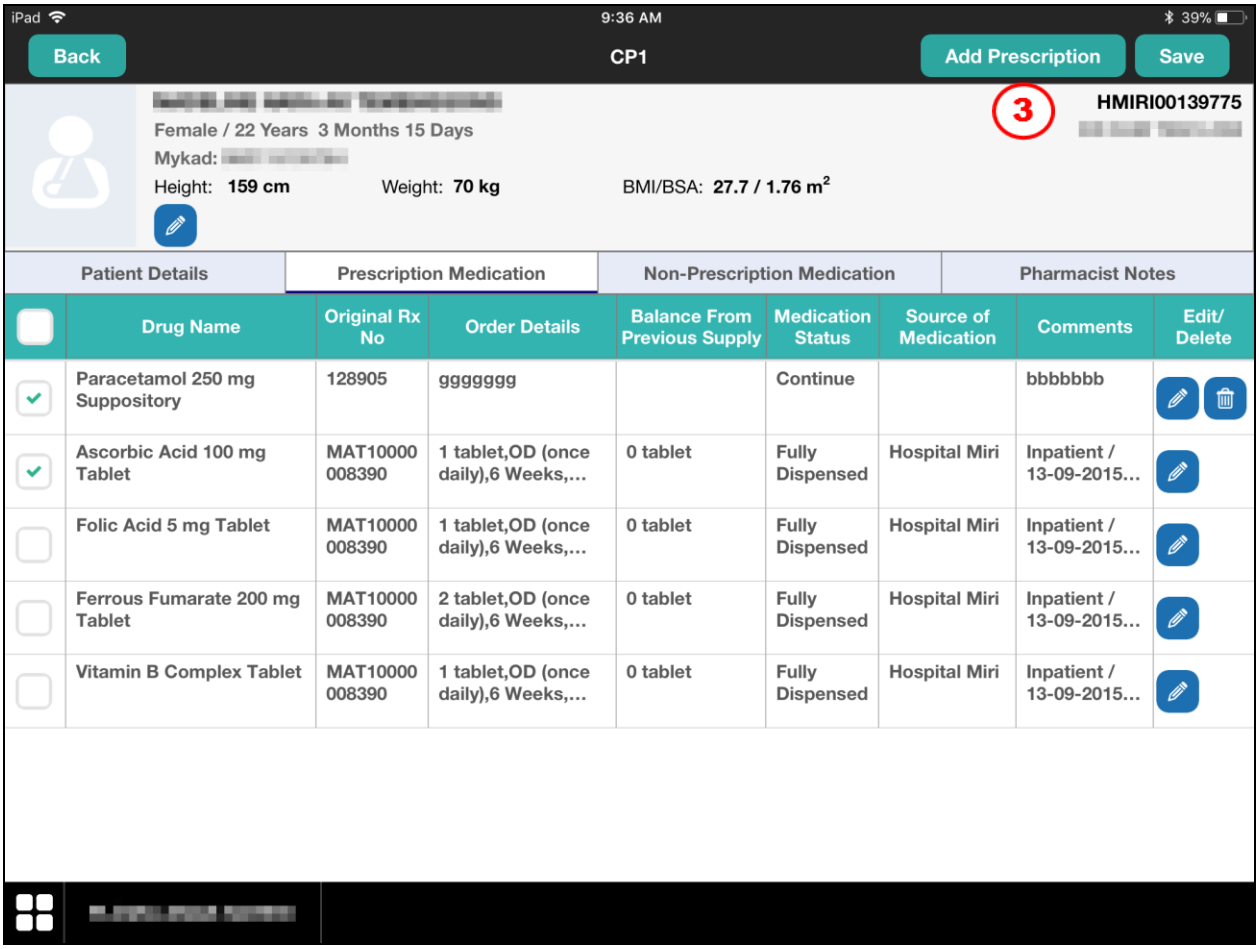


Figure 3.1.2-3 CP1

STEP 3

Tap on the **Add Prescription** button to enter the information as Figure 3.1.2-4.

Note

Prescription medication will display patient's medication from last previous visit

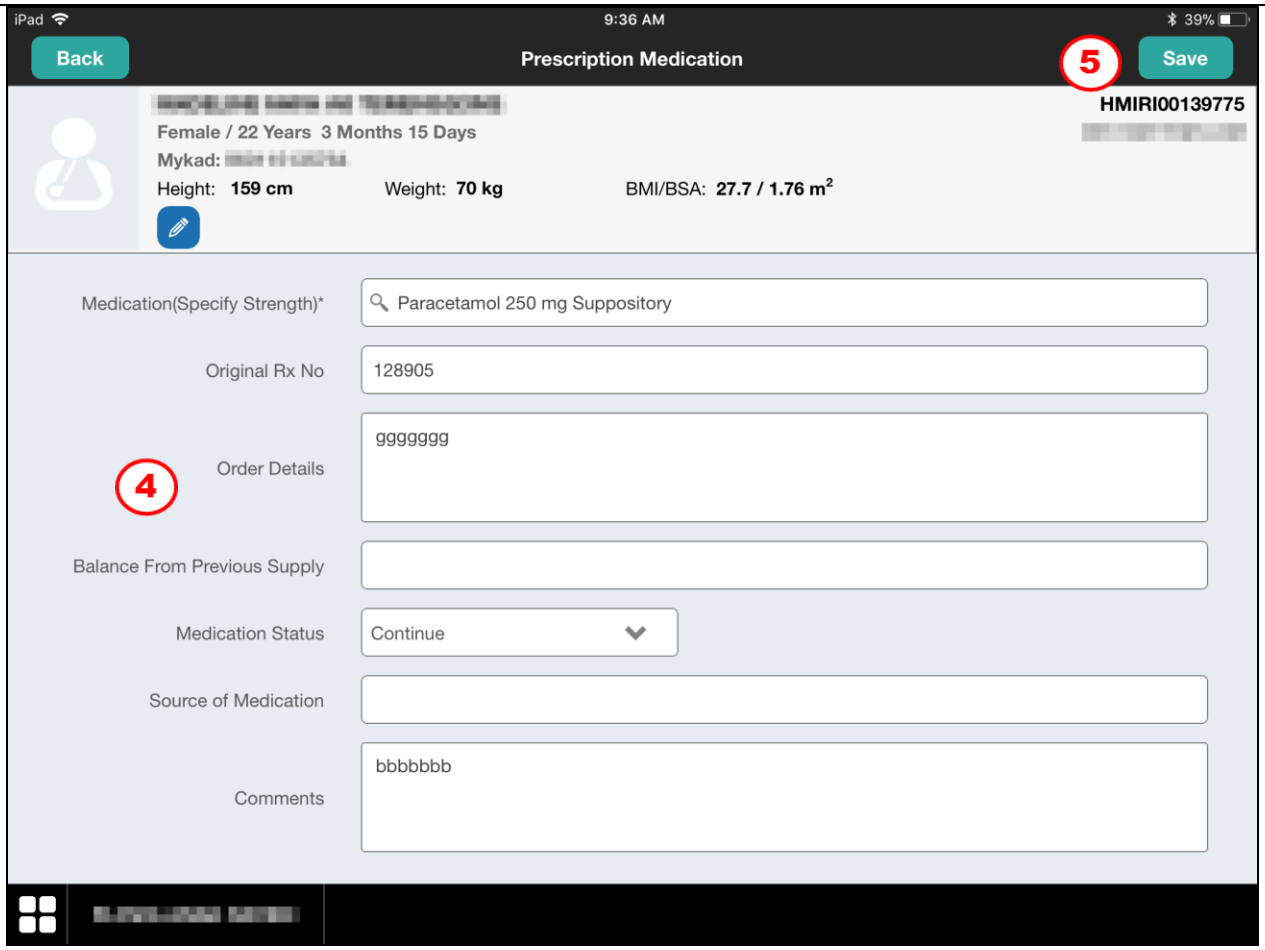


Figure 3.1.2-4 Prescription Medication

STEP 4

Fill in the necessary information

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

STEP 5

Tap on the **Save** button to save record

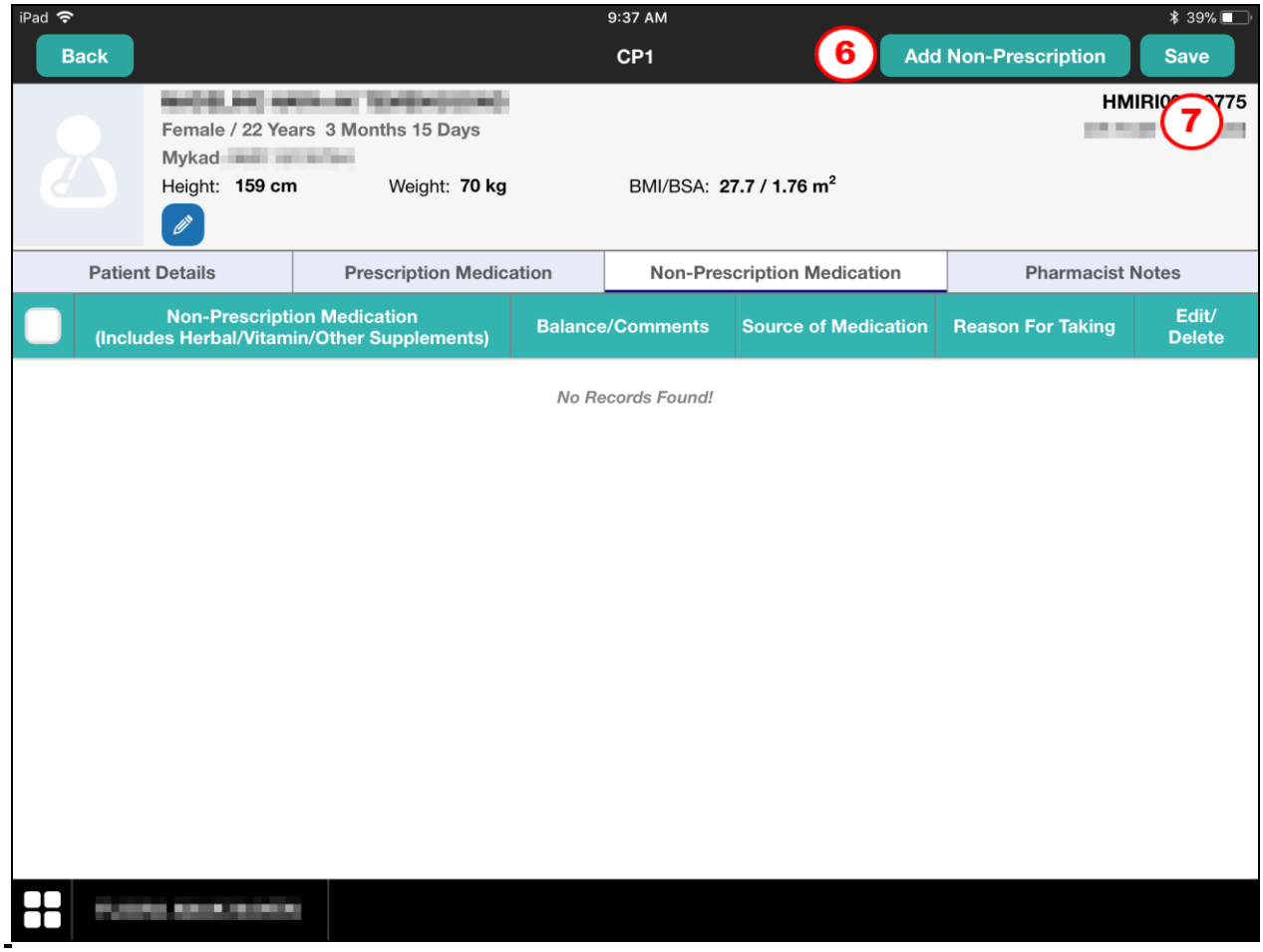


Figure 3.1.2-5 CP1

STEP 6

Tap on the **Add Non-Prescription** button to enter the information below:

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

STEP 7

Tap on the **Save** button to save record

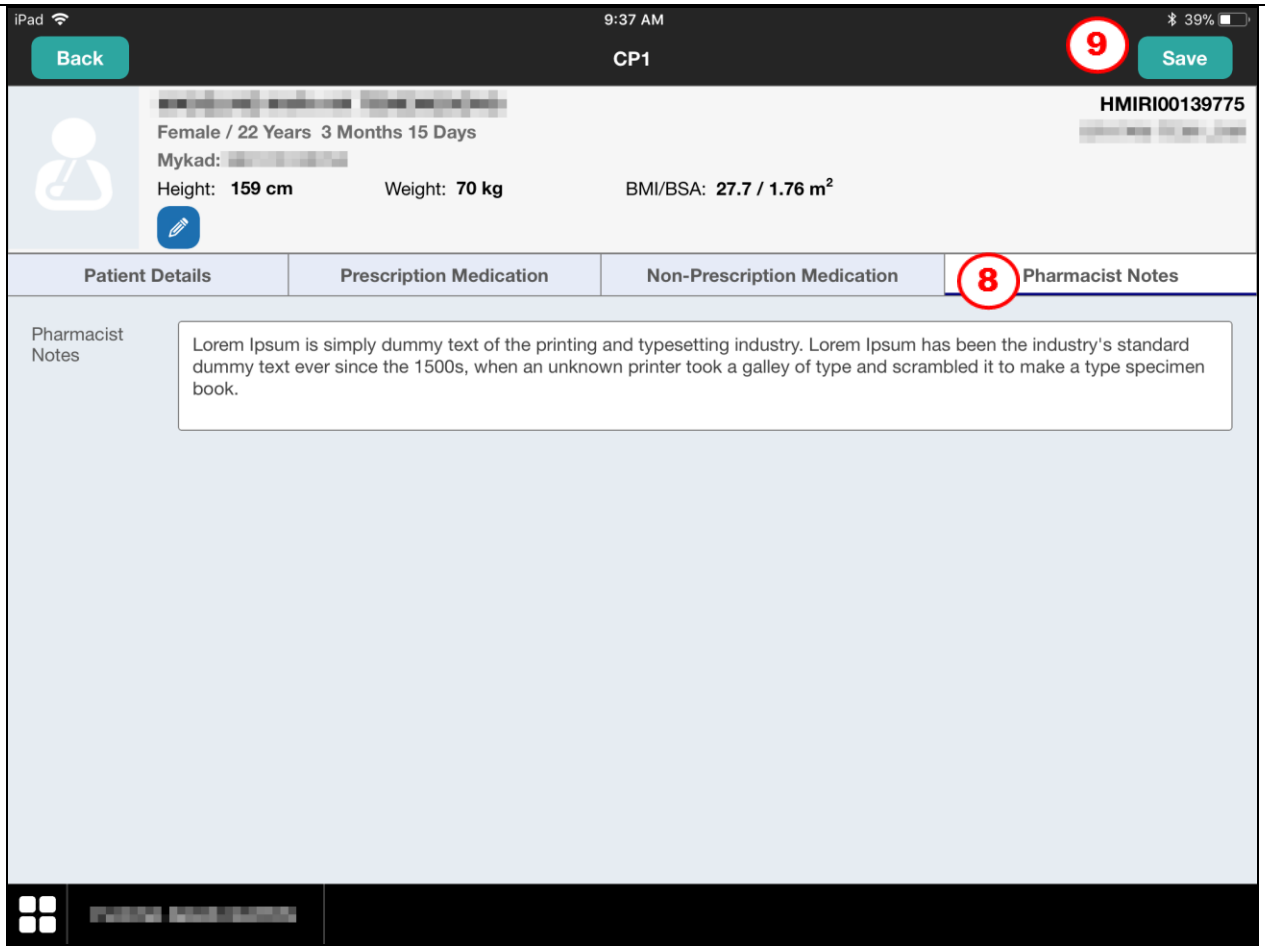


Figure 3.1.2-6 CP1

STEP 8

Tap at the **Pharmacist Notes** tab and key in the notes

STEP 9

Tap on the **Save** button to save the CP1 record and confirmation alert will display as Figure 3.1.2-7

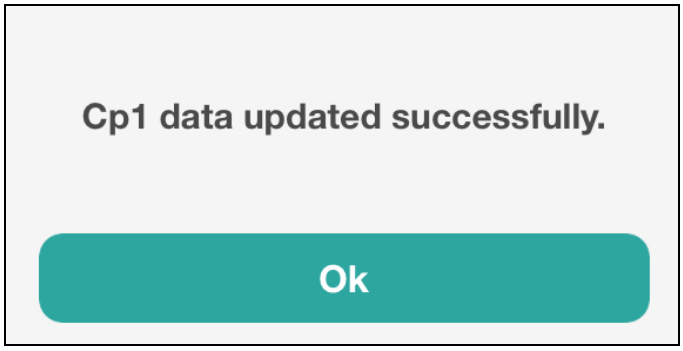


Figure 3.1.2-7 Confirmation Alert

Note

Information under Prescription Medication and Non Prescription will be display in the CP2 if user ticks 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

Tap on the tab from the Ward Pharmacy main screen

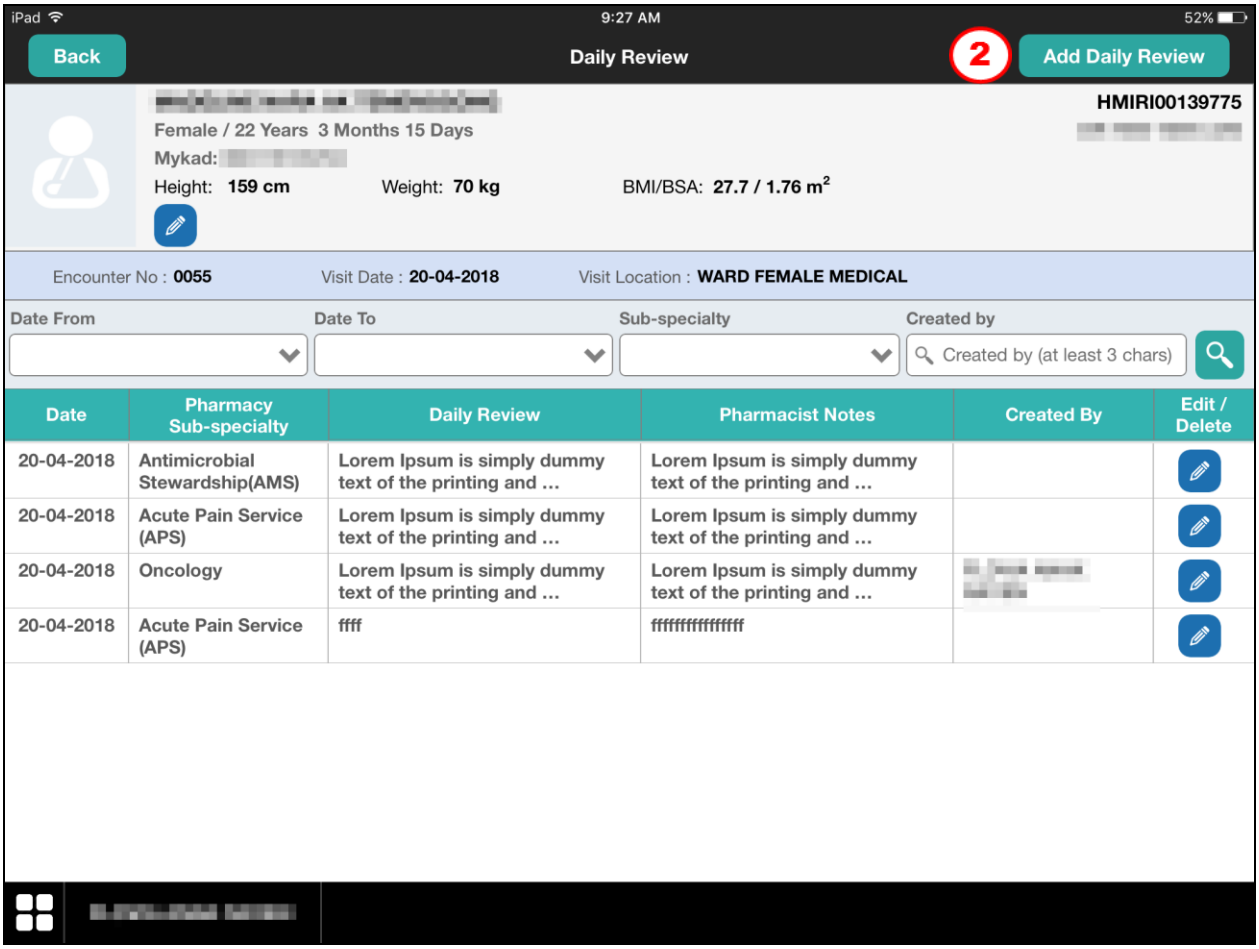


Figure 3.1.3-2 Daily Review

STEP 2

Tap on the **Add Daily Review** button and Add Daily Review screen will be display as Figure 3.1.3-3

Note

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

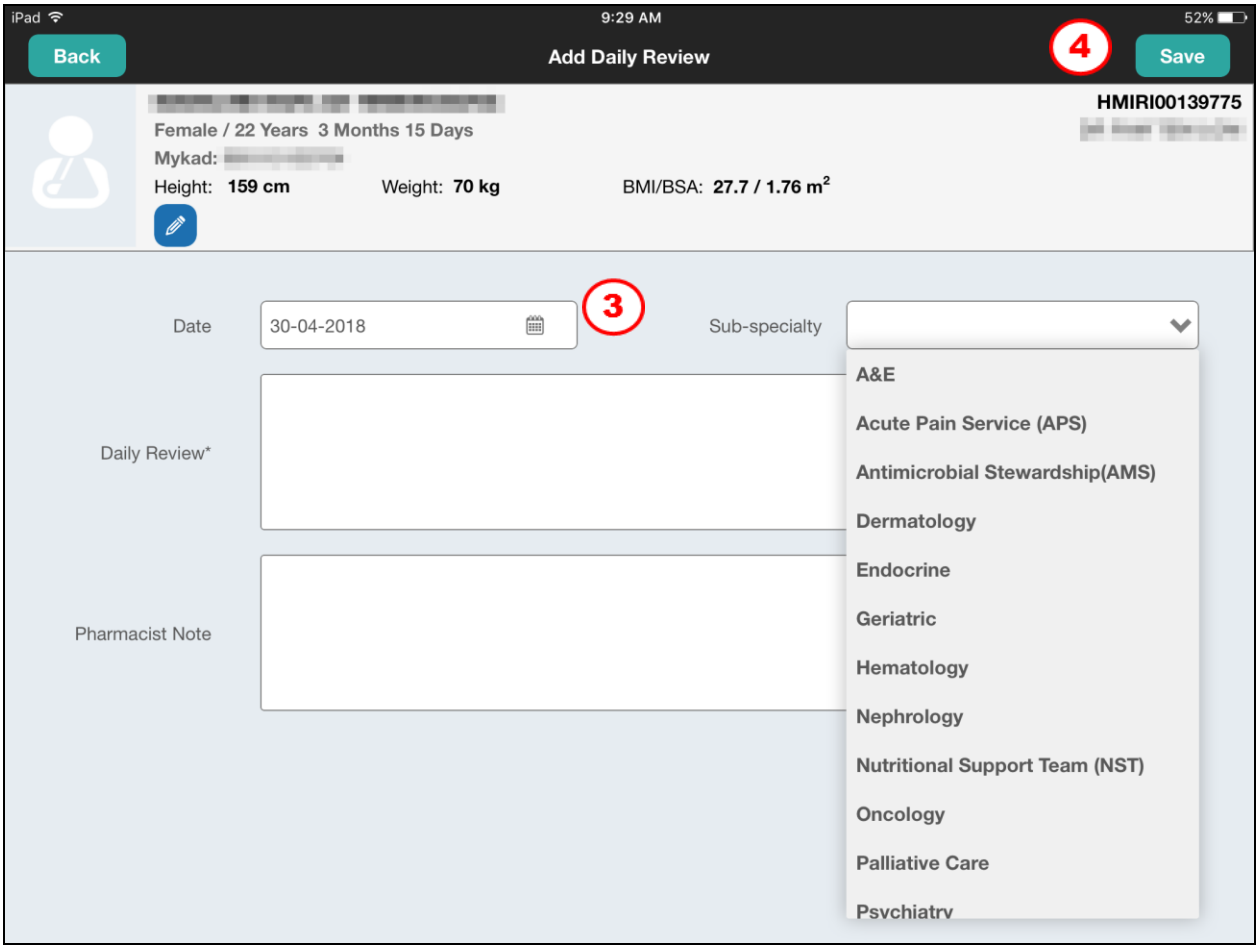


Figure 3.1.3-3 Add Daily Review

STEP 3
Fill in necessary information

- ***Date***
- ***Daily Review***
- ***Pharmacist Note***

STEP 4

Tap on the **Save** button to save the record

Note

- *After save the record, the information will displayed in the main screen as Figure 3.1.3-2*
- *User is allowed to delete the record by Tap on the button*
- *User is allowed to edit the record by Tap on the button*

3.1.4 Vital Sign

To record Vital Sign, perform the step below:

Figure 3.1.4-1 Vital Sign

STEP 1

Tap on the tab from the Ward Pharmacy main screen

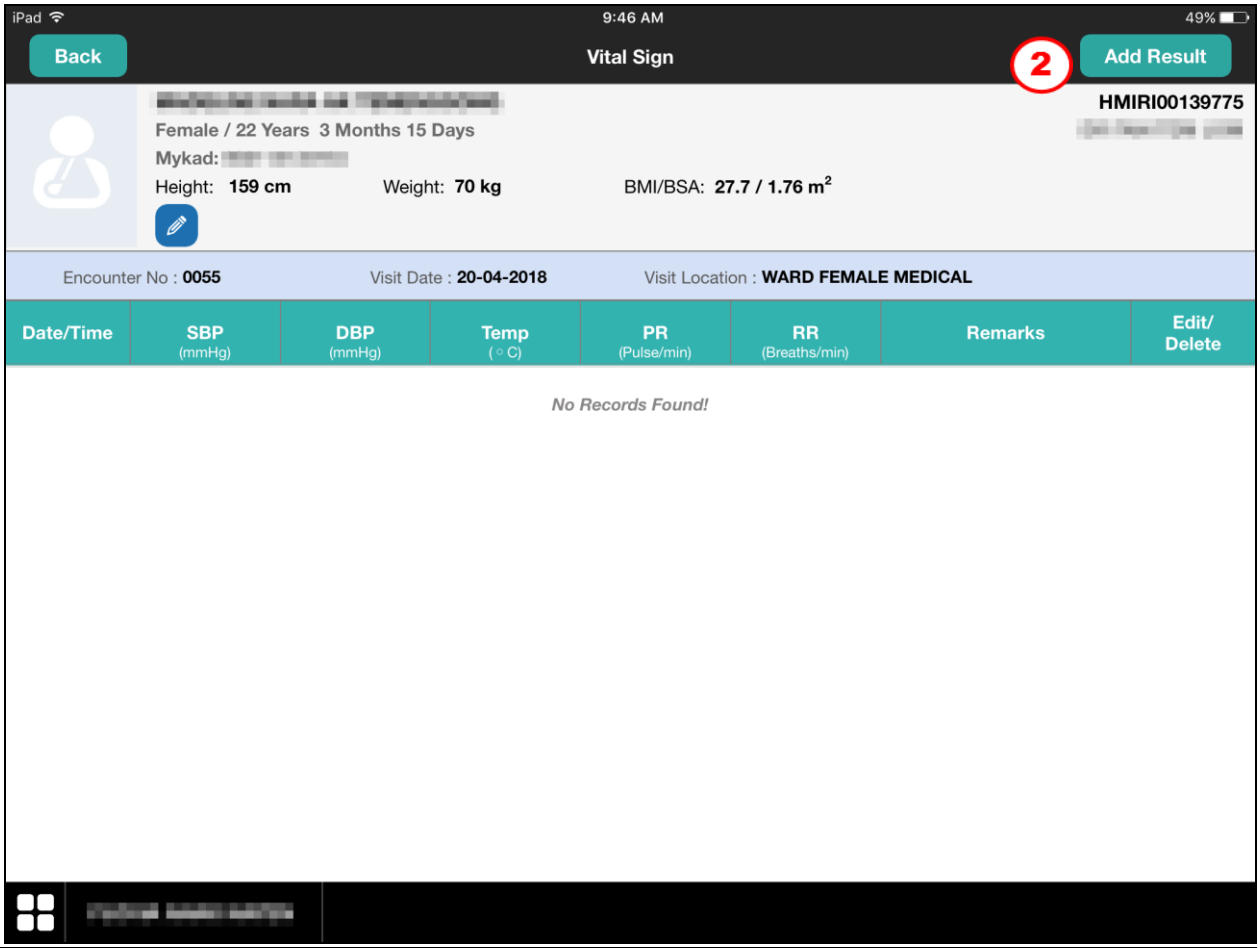


Figure 3.1.4-2 Vital Sign

STEP 2

Tap on the **Add Result** button

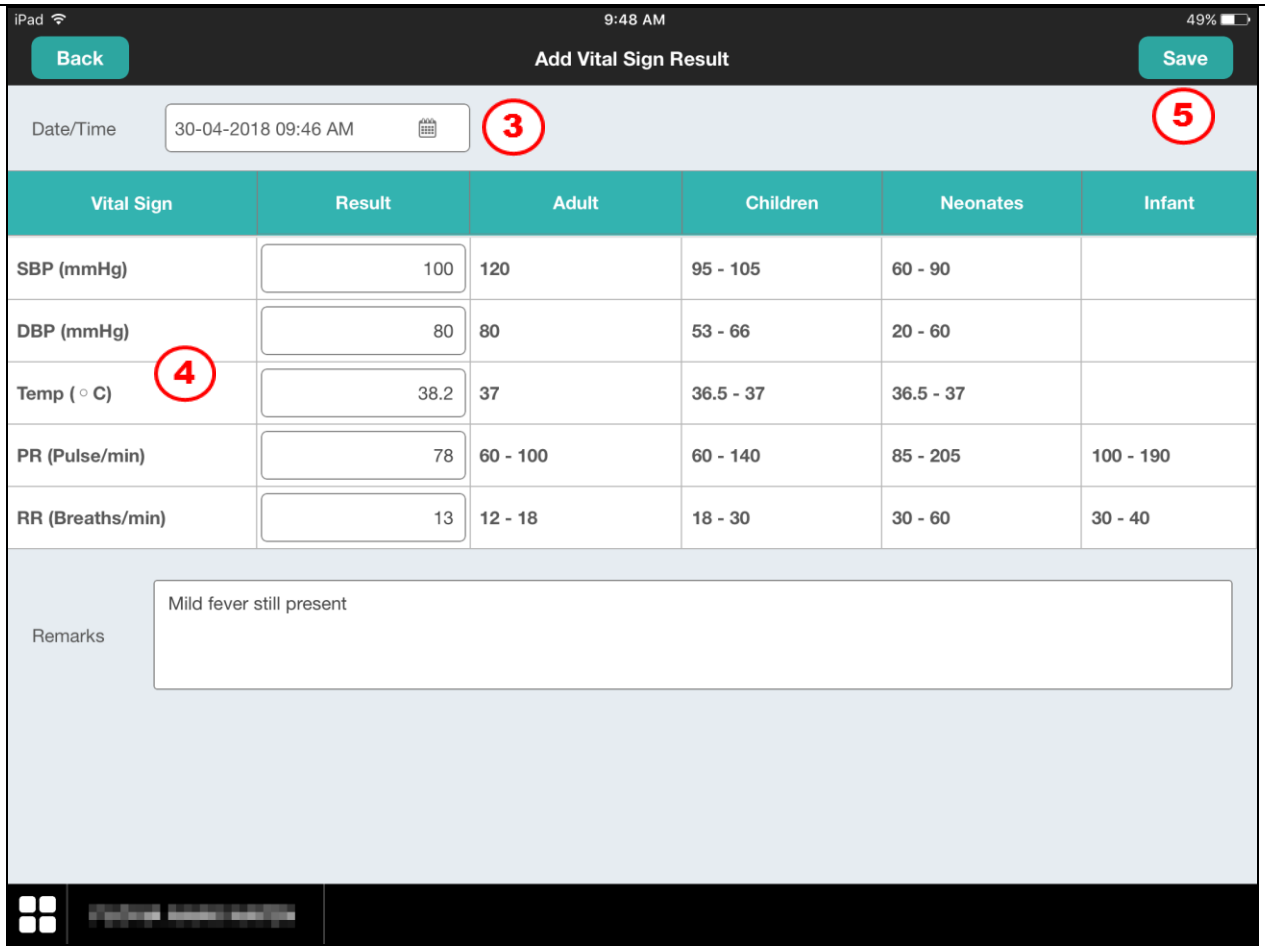


Figure 3.1.4-3 Vital Sign Result

STEP 3
Select ***Sample Date/Time***

STEP 4
Fill in necessary information

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

STEP 5

Tap on the **Save** button to add the information in to Result List

Note

- *User is allowed to delete the record by Tap on the* *button*
- *User is allowed to edit the record by Tap on the* *button*

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

Tap on the tab from the Ward Pharmacy main screen

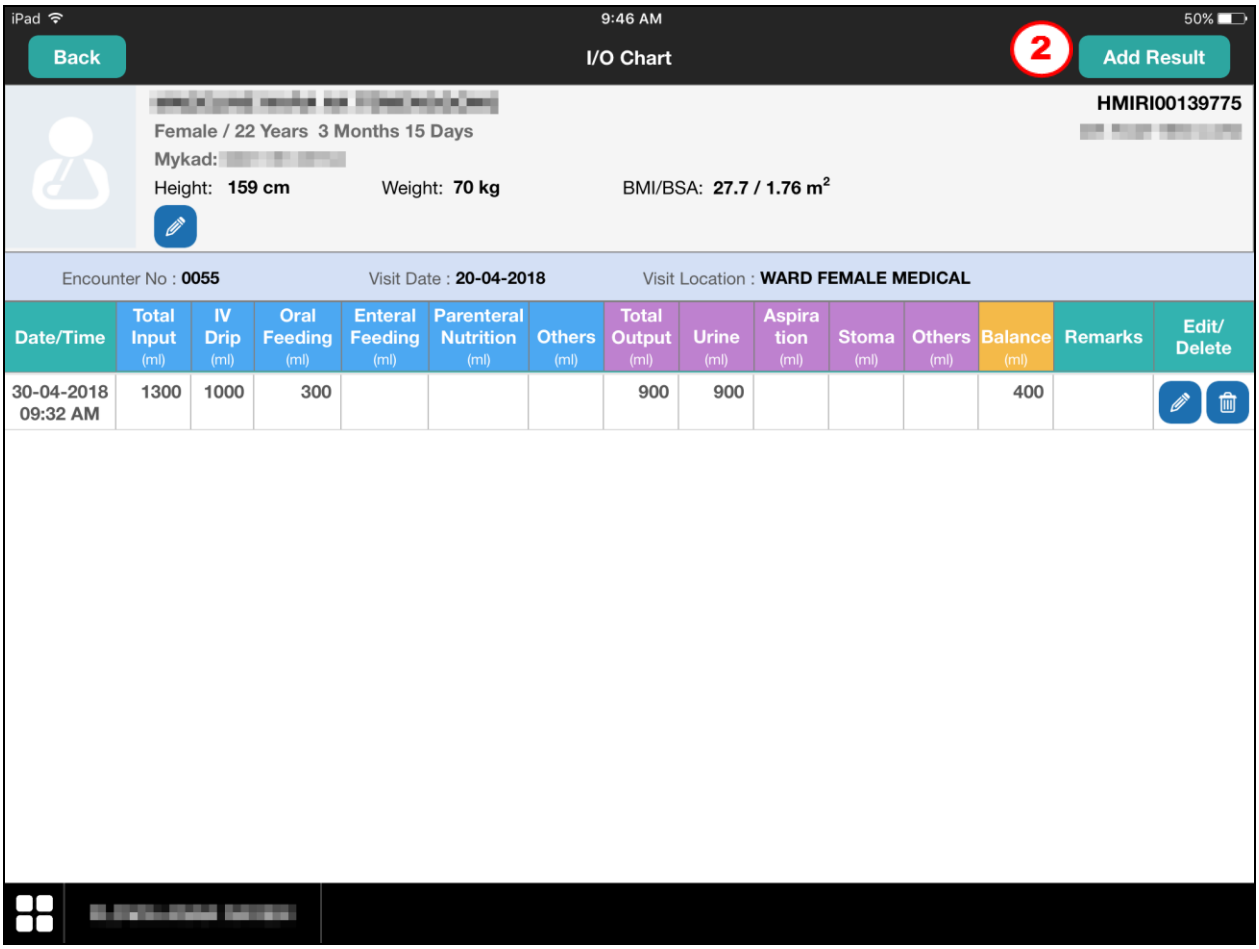


Figure 3.1.5-2 I/O Chart Listing Page

STEP 2

Tap on the **Add Result** button

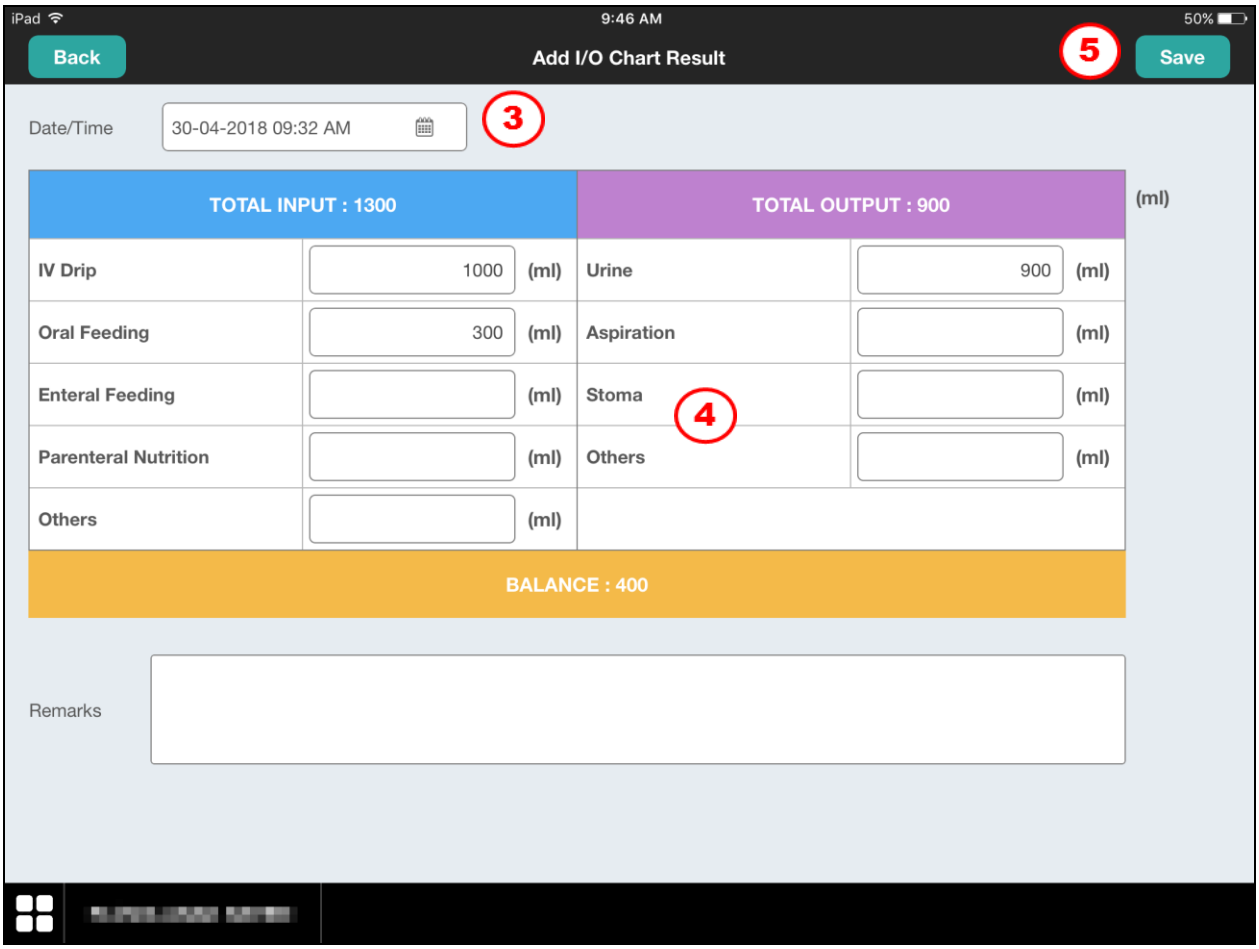


Figure 3.1.5-3 I/O Chart Results

STEP 3
Select ***Sample Date/Time***

STEP 4
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 5

Tap on the **Save** button to add the information in to Result List

Note

- *User is allowed to delete the record by Tap on the button*
- *User is allowed to edit the record by Tap on the button*

3.1.6 Lab Parameter

To record Lab Parameter, perform the step below:

Figure 3.1.6-1 Lab Parameter

STEP 1

Tap on the tab from the Ward Pharmacy main screen

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***

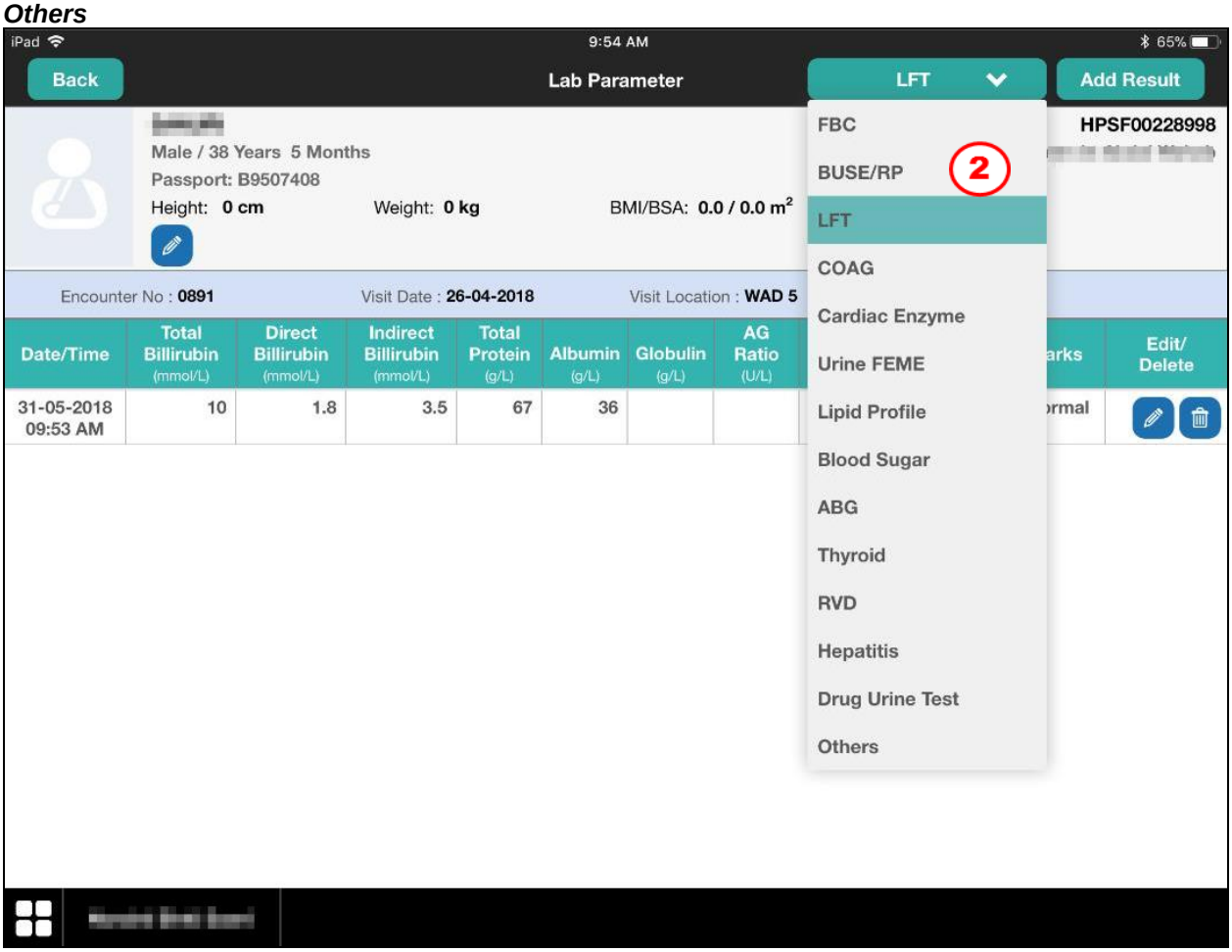
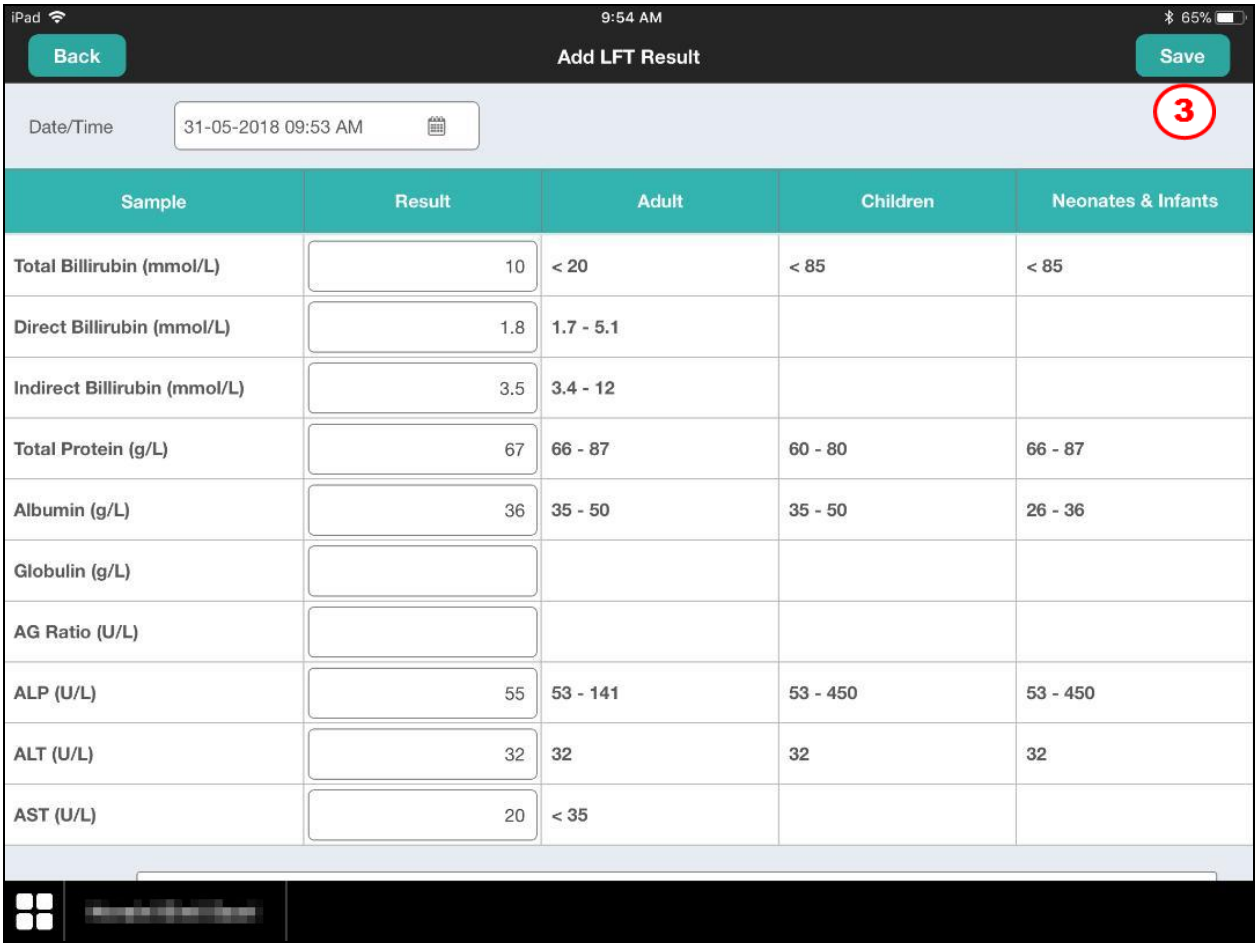


Figure 3.1.6-2 Lab Parameter

STEP 3

Fill in all necessary information and Tap the Save button



Sample	Result	Adult	Children	Neonates & Infants
Total Billirubin (mmol/L)	10	< 20	< 85	< 85
Direct Billirubin (mmol/L)	1.8	1.7 - 5.1		
Indirect Billirubin (mmol/L)	3.5	3.4 - 12		
Total Protein (g/L)	67	66 - 87	60 - 80	66 - 87
Albumin (g/L)	36	35 - 50	35 - 50	26 - 36
Globulin (g/L)				
AG Ratio (U/L)				
ALP (U/L)	55	53 - 141	53 - 450	53 - 450
ALT (U/L)	32	32	32	32
AST (U/L)	20	< 35		

Figure 3.1.6-3 Lab Parameter

STEP 4

Tap on the **Add Result** button to add the information in to Result List

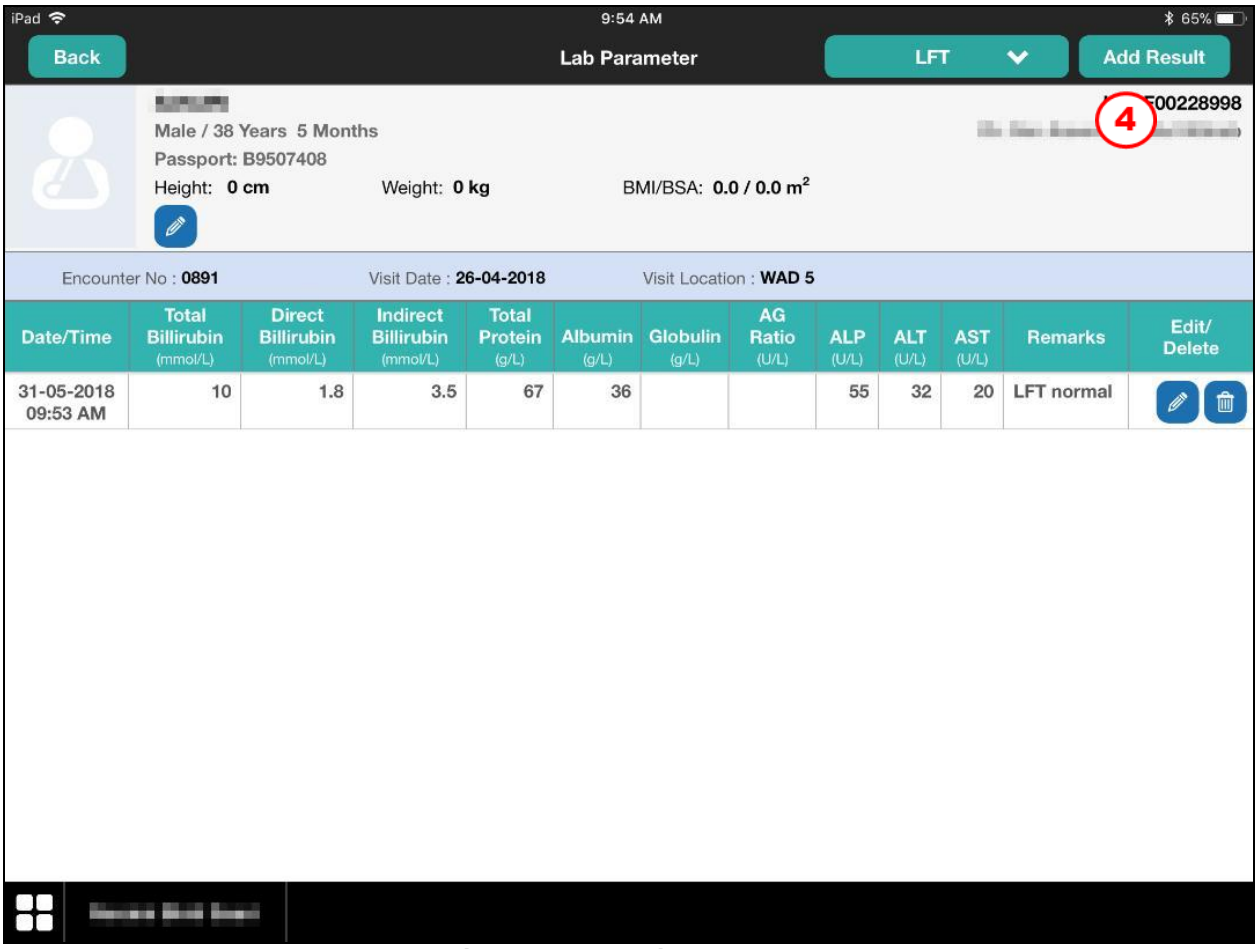


Figure 3.1.6-4 Lab Parameter

Note

- *User is allowed to delete the record by Tap on the* *button*
- *User is allowed to edit the record by Tap on the* *button*
- *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

Tap on the

tab from the Ward Pharmacy main screen

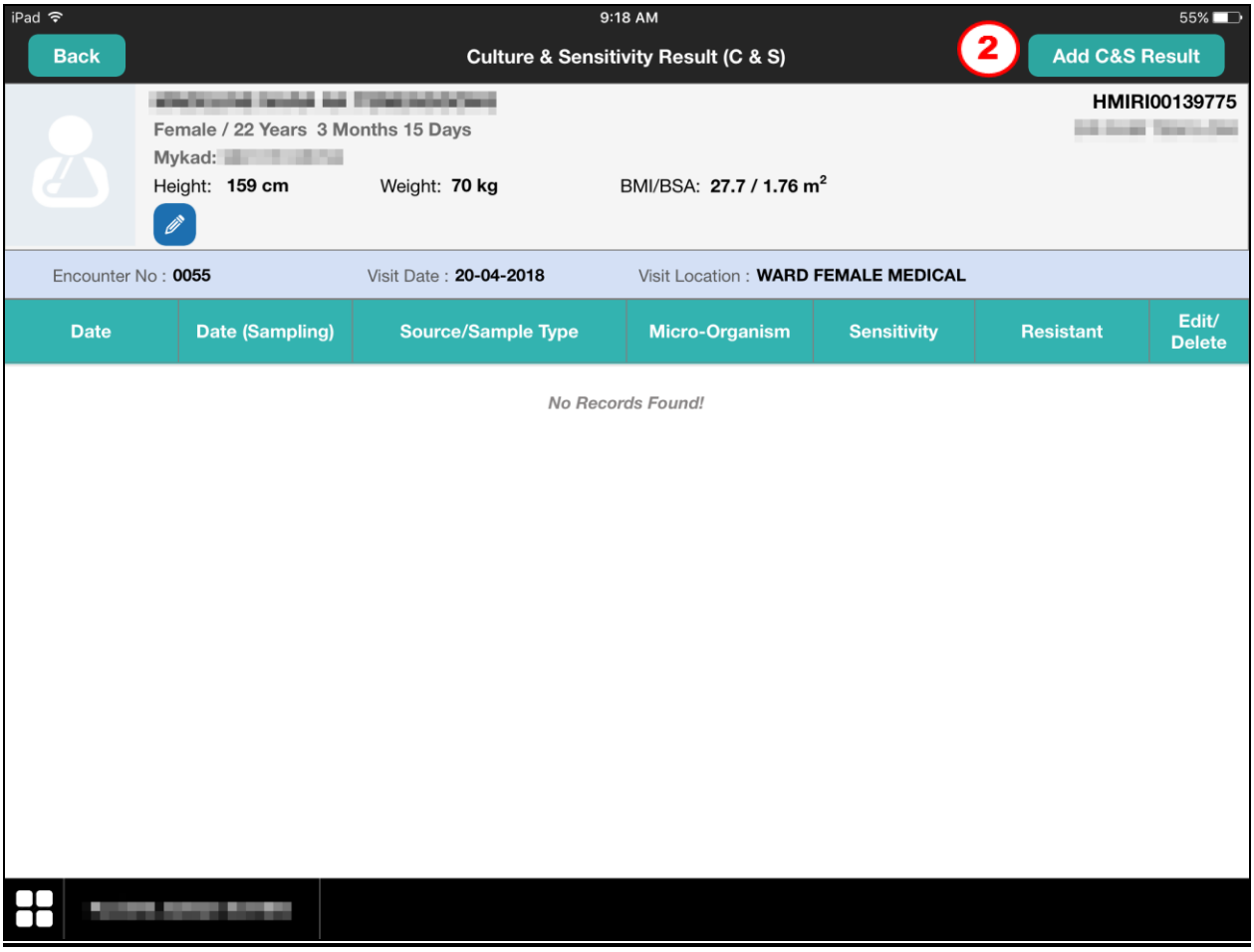


Figure 3.1.7-2 C&S

STEP 2

Tap on the **Add C&S Result** button and C&S Result screen will displayed as Figure 3.1.7-3

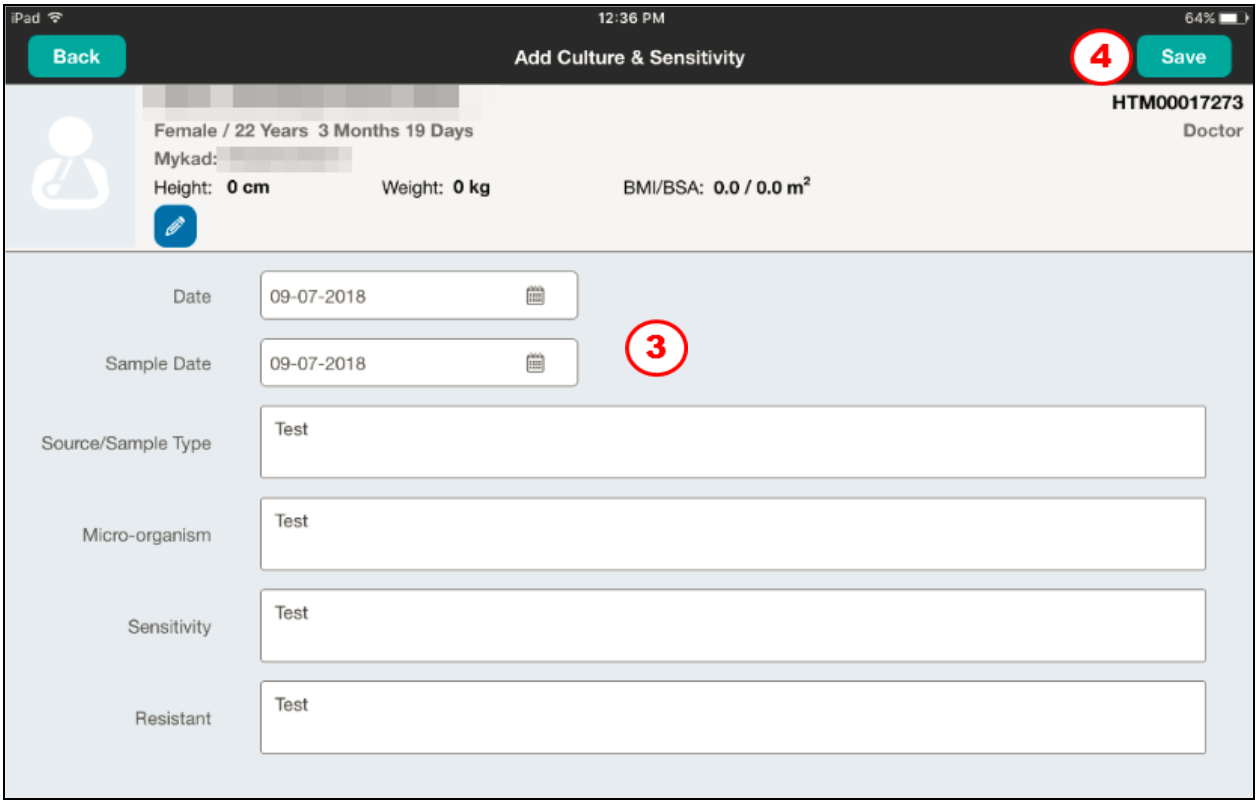


Figure 3.1.7-3 C&S Result

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

Tap on the

button to save the record

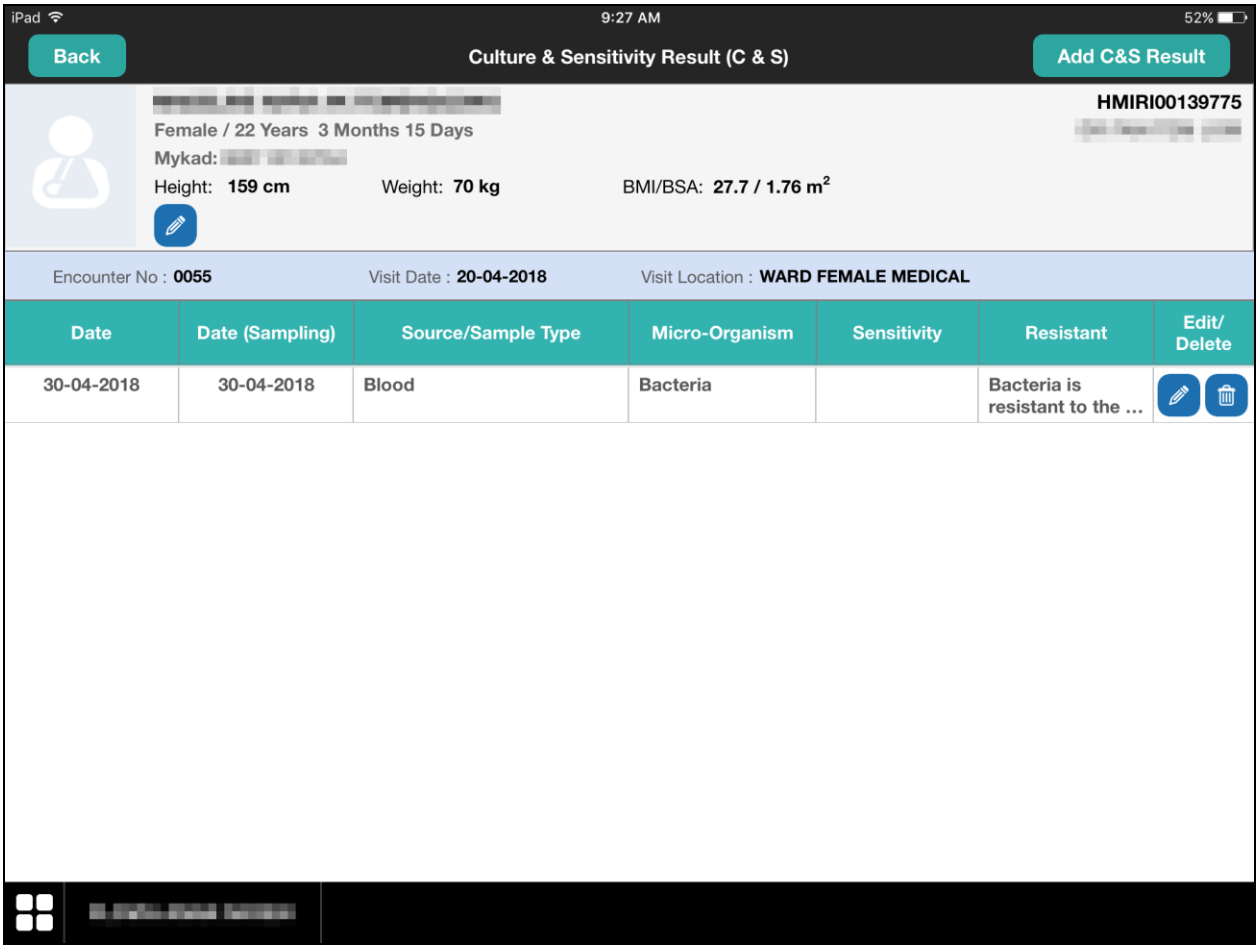


Figure 3.1.7-4 C&S Result

Note

- *User is allowed to delete the record by Tap on the* *button*
- *User is allowed to edit the record by Tap on the* *button*

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

Tap on the tab on the Ward Pharmacy main screen

STEP 2
Tap on the ***Prescribed Medication Related Issues*** to view the prescribed medications interventions

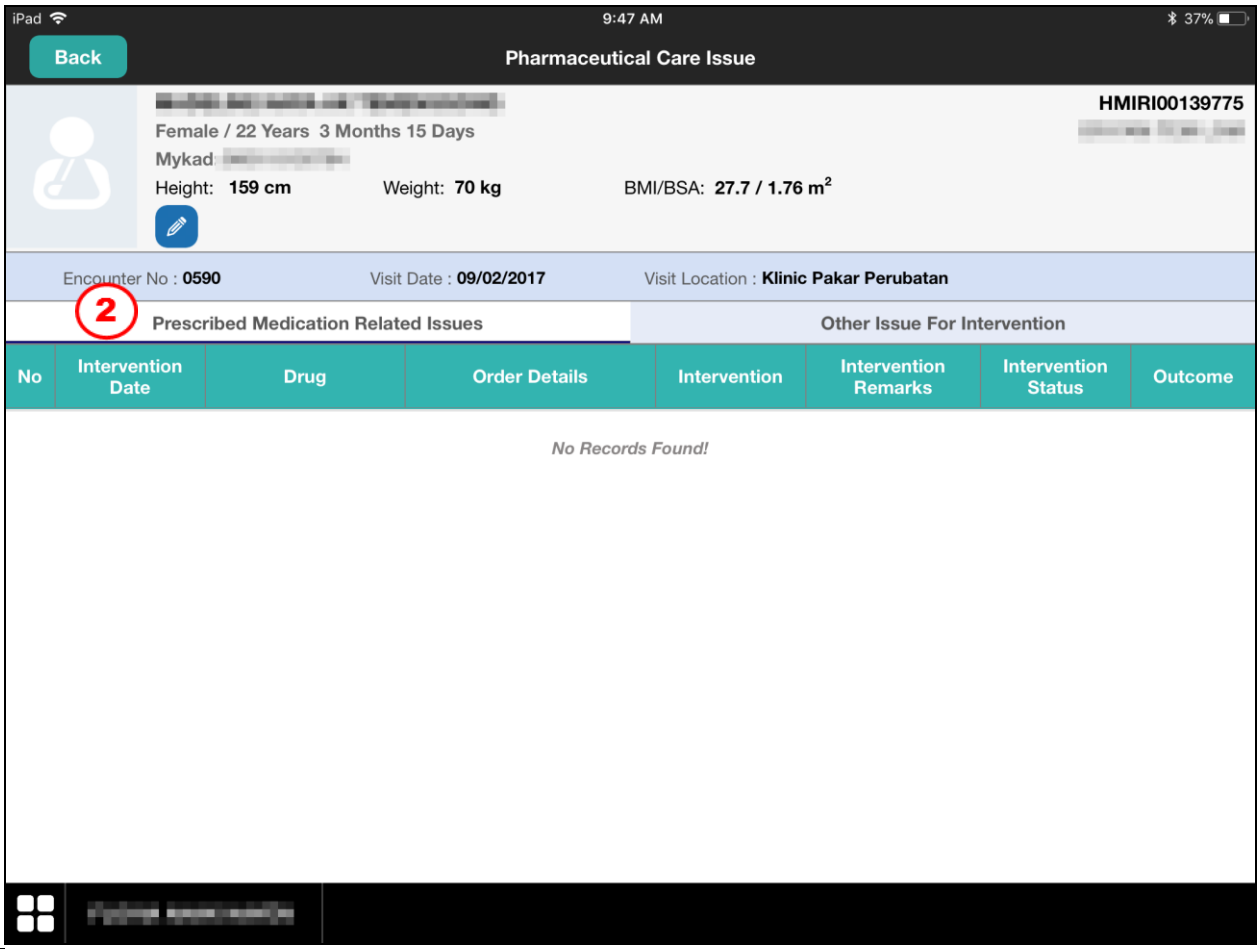


Figure 3.1.8-2 Prescribes Medication Related Issues Screen

Note
This section is for viewing purpose only and the record is from the intervention done by Pharmacist at Dispensing level, user can fill in the 'Outcome' field only

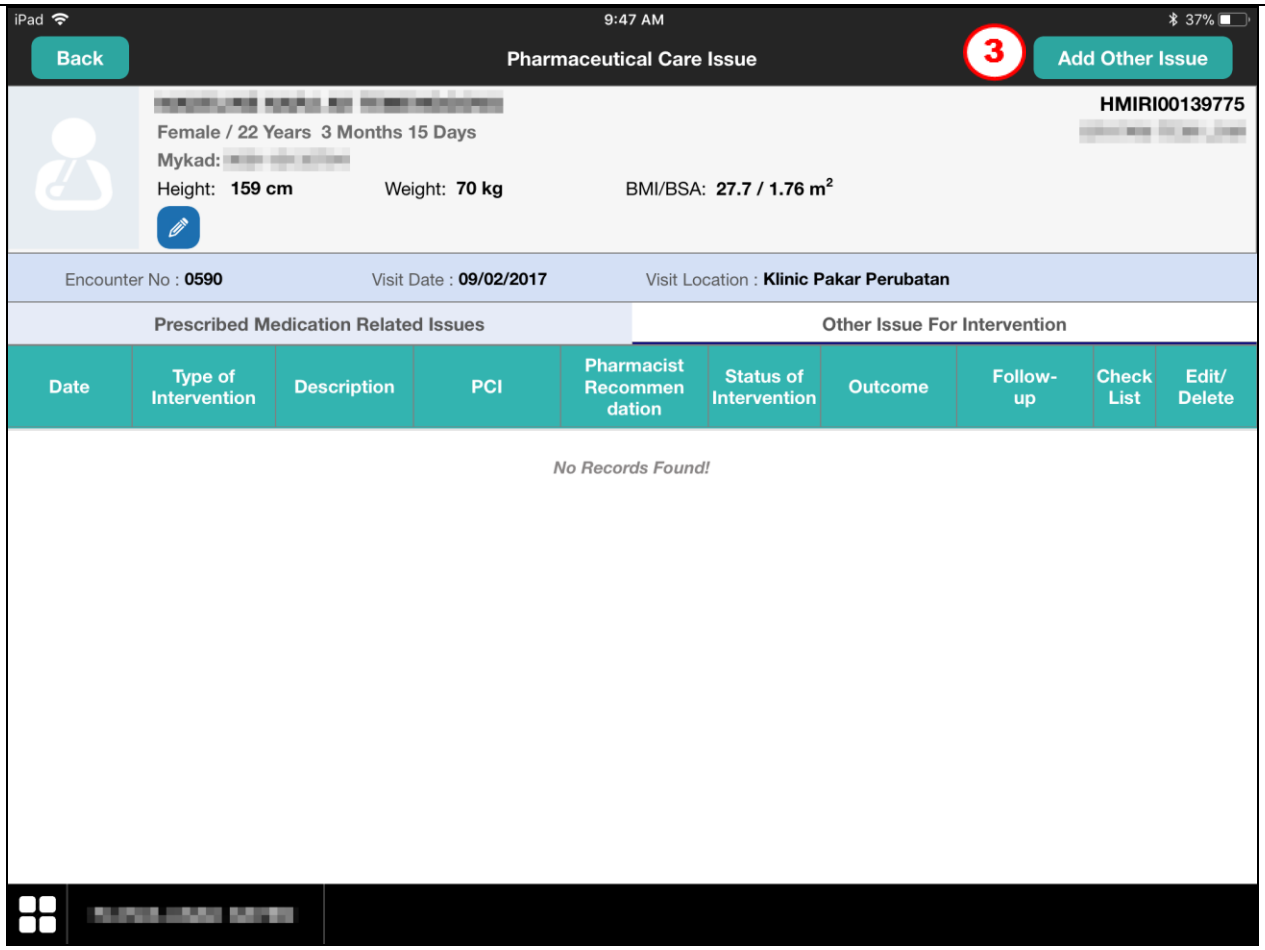


Figure 3.1.8-3 Other Issues

STEP 3

Tap at the **Add Other Issue** button to add other issues for intervention

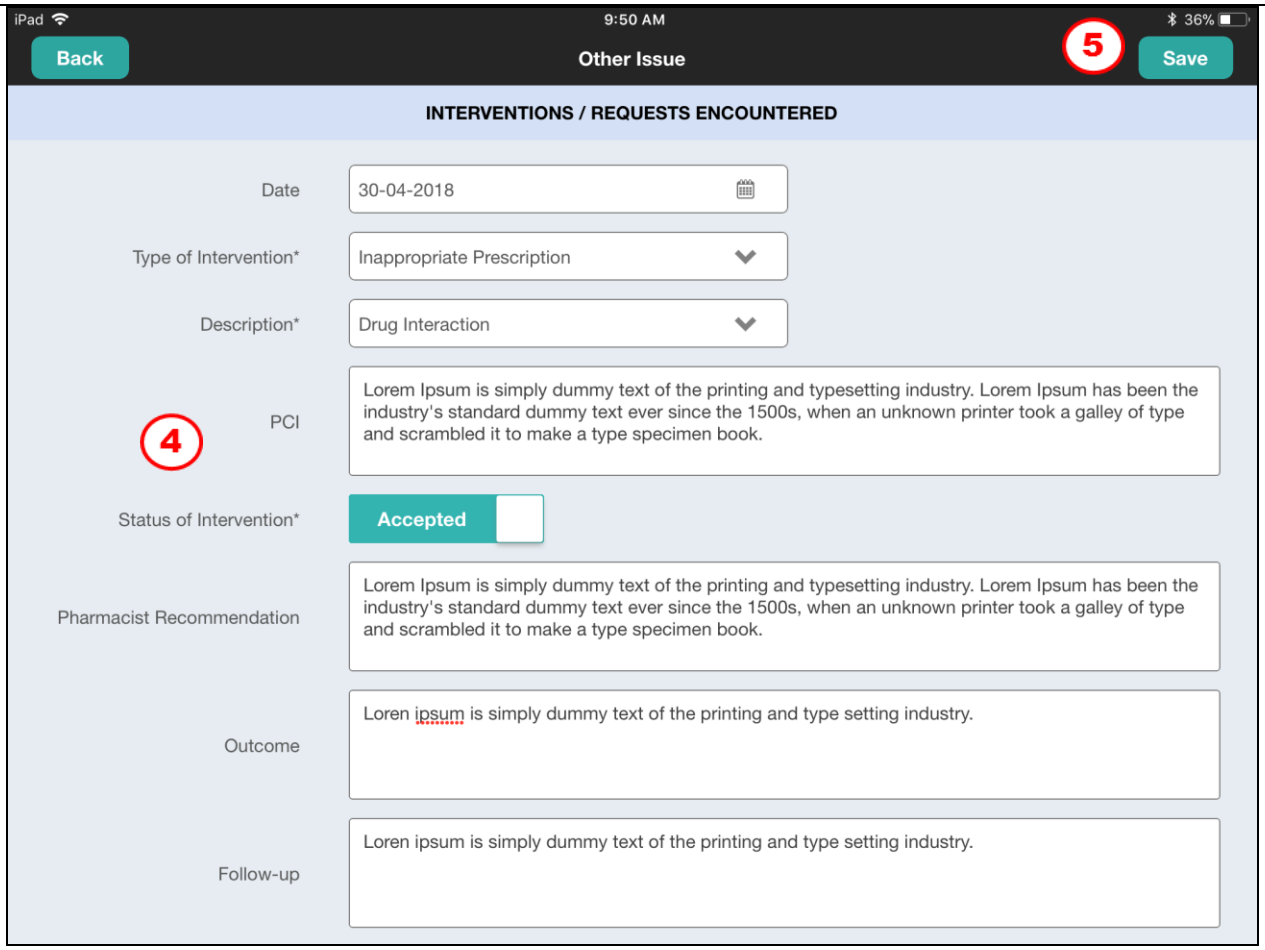


Figure 3.1.8-4 Other Issues

STEP 4

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***
- ***h) Follow-up***

Note

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

STEP 5

Tap on the Save button to add the record and it will display in Interventions section as Figure 3.1.8-5

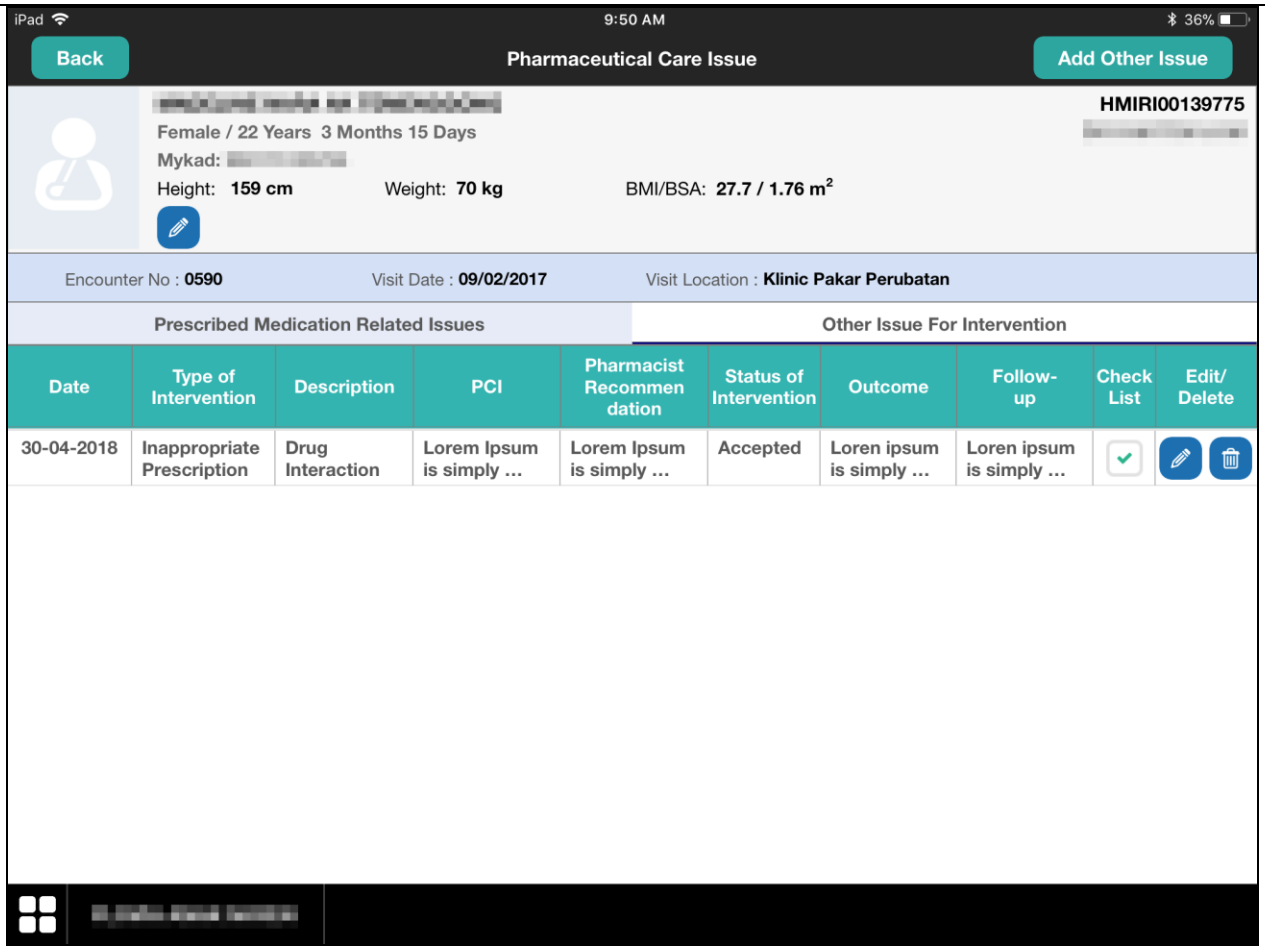


Figure 3.1.8-5 Interventions

Note

- *User is allowed to delete the record by Tap on the* *button*
- *User is allowed to edit the record by Tap on the* *button*

3.1.9 CP4

To record CP4, perform the step below:

Figure 3.1.9-1 CP4

STEP 1

Tap on the tab from the ward pharmacy main screen

To Record CP4

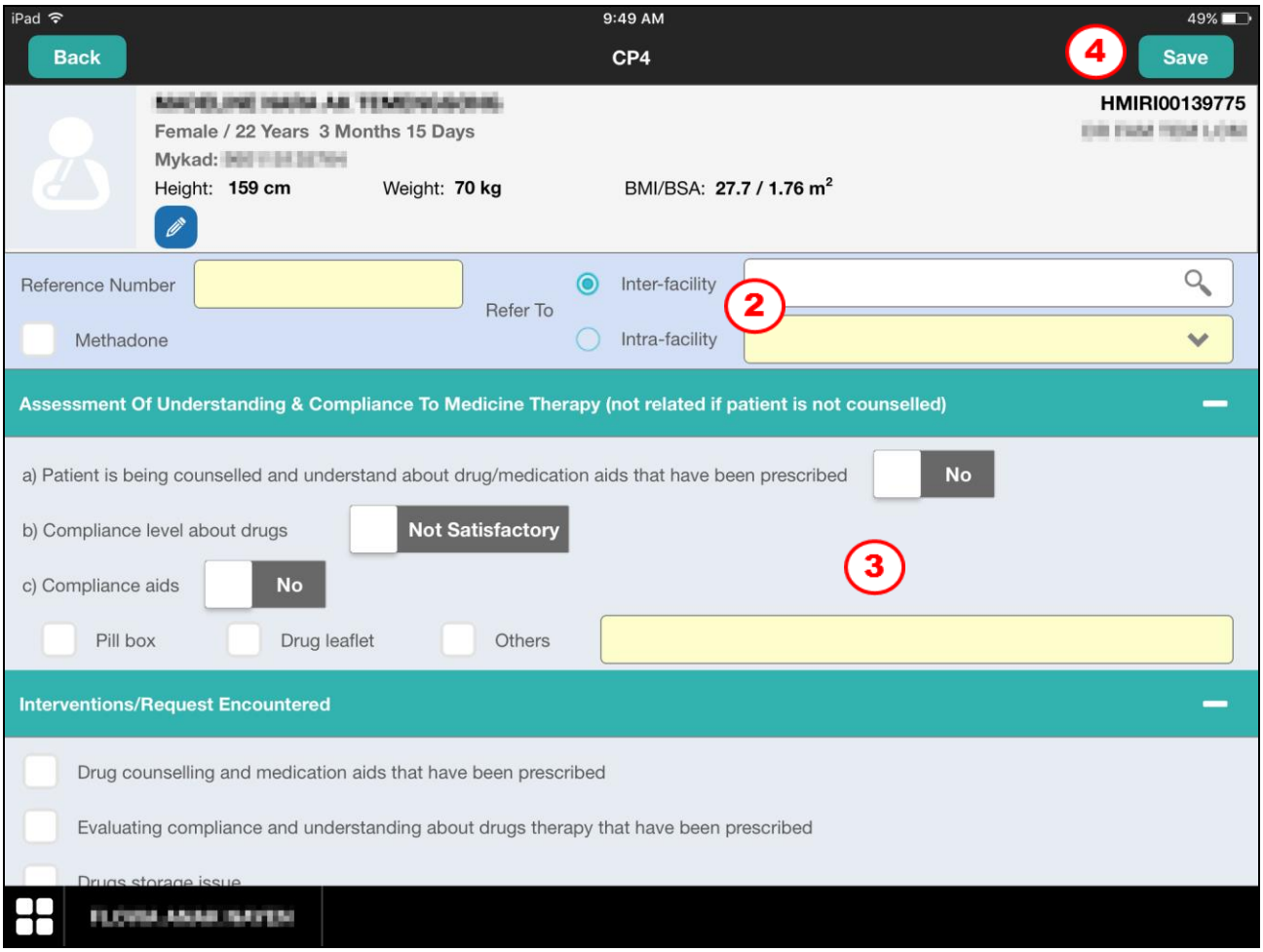


Figure 3.1.9-2 CP4

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

STEP 3
Fill up the question

STEP 4
Tap on the Save button to save the record

To Record CP4 Methadone

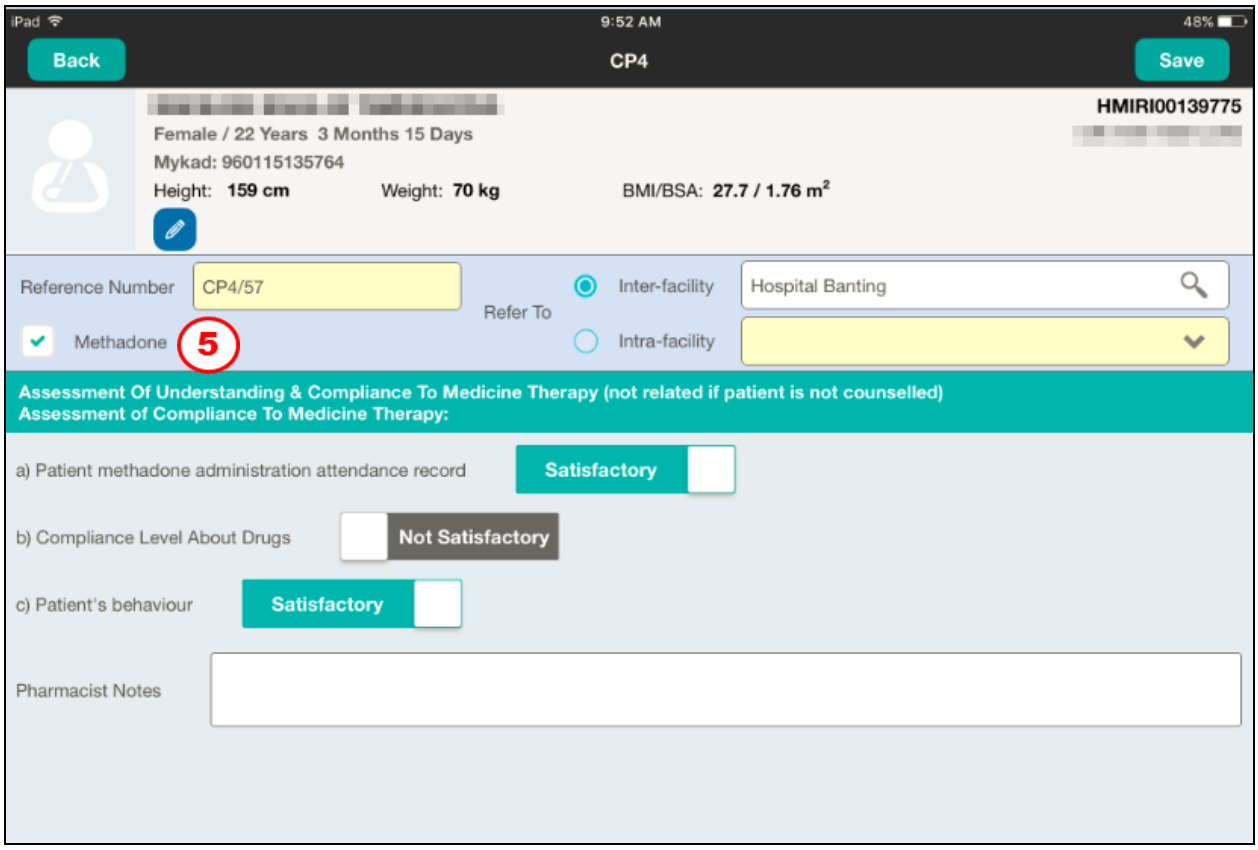


Figure 3.1.9-3 CP4 Methadone

STEP 5
Tap on the ***Methadone*** checkbox

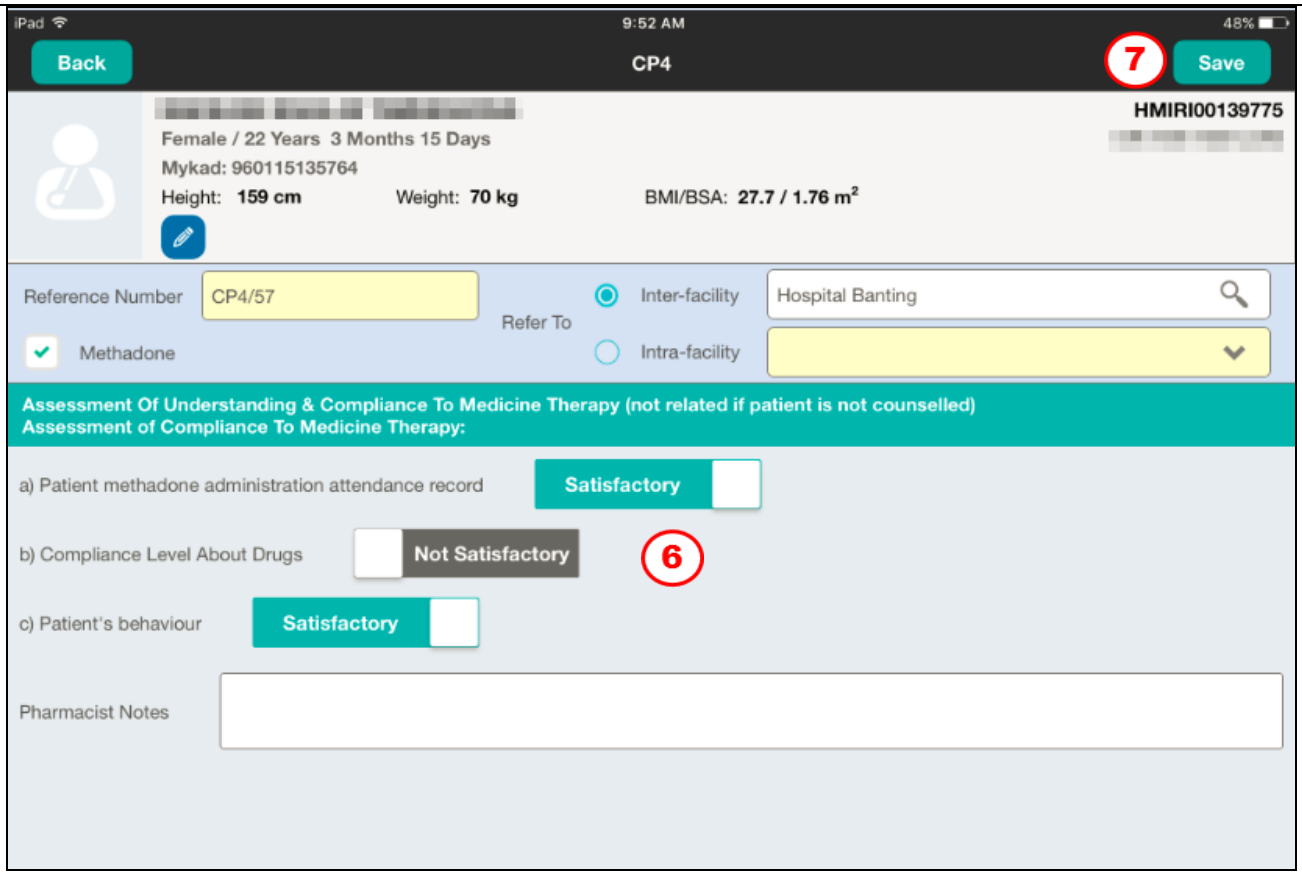


Figure 3.1.9-4 CP4 Methadone

STEP 6
Fill up the Assessment and Pharmacist Notes

STEP 7

Tap 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*		