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

User Manual Integrated Web Portal (IWP)

Contract HQ

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Table of Contents

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 that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service 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, lV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous

8. Adverse Drug Reaction & Drug Allergic Card (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 Pharmacy Inventory (Contract) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in detail:
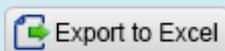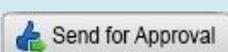
- Proposed Contract Item
- Contract Facility

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inventory Contract
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password	C	Reset Login Screen
+	Expand Menu	–	Collapse Menu
Home	Display Home Tab	▷	Expand Module
◹	Collapse Module	x	Close All Open Tabs
↻	Refresh Screen	Q Search	Search Record
+	Add/Create New Record	i	Show Help
🖶	Print	*	Mandatory Field
31	Calendar Icon	🔍	Search Icon
X	Close Window	◯	Radio Button
☐	Checkbox	✏	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	Export to Excel	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	🗑 Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
Approve	Approve Transaction	Reject	Reject Transaction
Send for Approval	Send for Approval	▼	Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Note
- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0   Contract

Overview

Proposed Contract Items is the total annual item cost is more than 500K. System to identify which item is supposed to be purchased based on the accumulative amount.

Contract Facility is the project from HQ for the respective facility. The details information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

This module is intended for BPF users (subject to user assigned by the BPF)

Functional Diagram
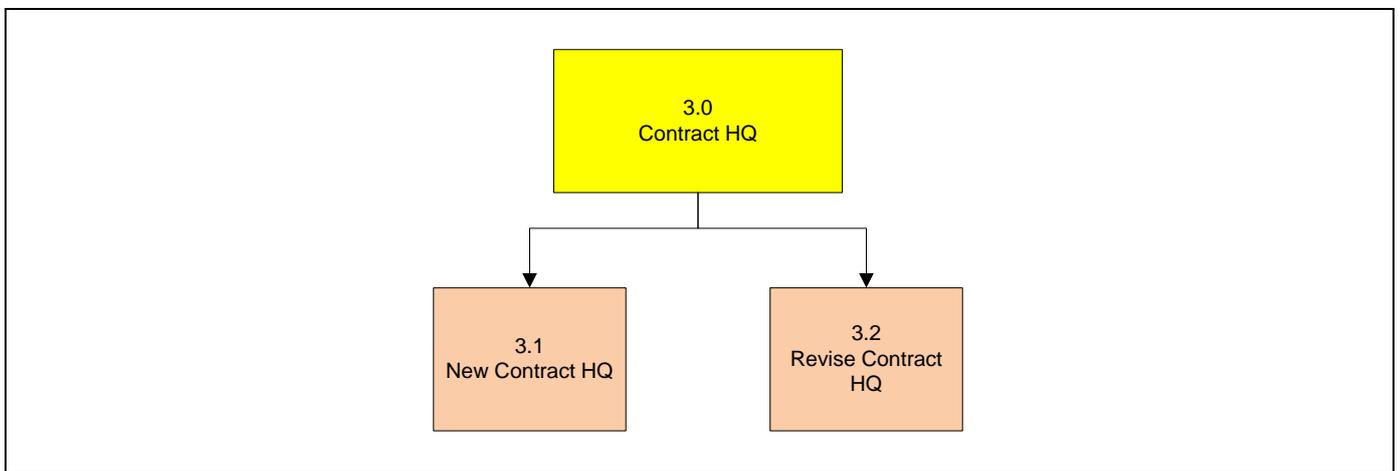
Figure 3.0-1

3.1 Contract HQ Listing Page

This function is used to display all the Contract HQ transaction(s). An expired contract will be highlighted green.
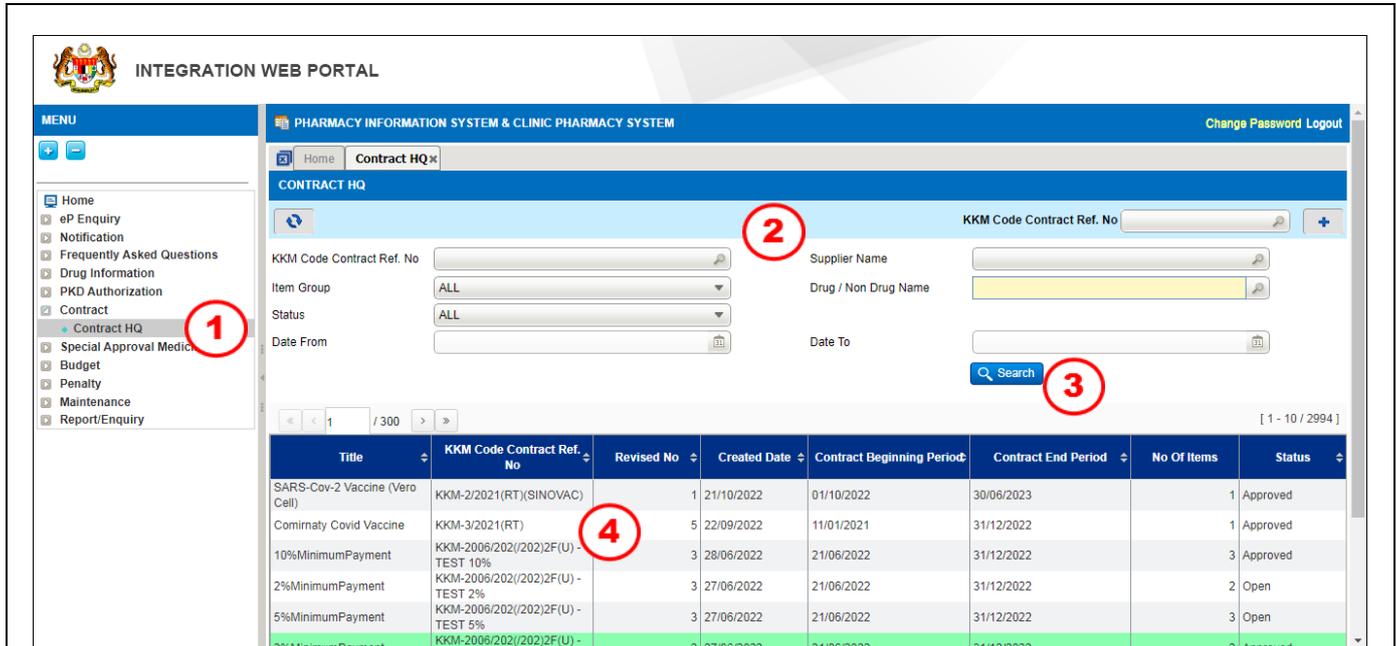
Figure 3.1-1 Contract HQ Listing Page

STEP 1
Click on 'Contract' menu follows by 'Contract HQ'

STEP 2
To search for existing Contract HQ record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display existing Contract No
b	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
c	Status	Search by: - All - Approved - Cancel - Open - Pending for Approval - Rejected	Able to filter and search record(s)
e	Date From	Select start date proposed contract item from the calendar	Format field (dd/mm/yy)
f	Date To	Select end date proposed contract item from the calendar	Format field (dd/mm/yy)
g	Supplier Name	Name of the company that will supply the items	Display existing supplier company's name

Table 3.1-1

STEP 3

Click on the [🔍 Search] button after input criteria

Note
The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4
Double click on the selected record details listed down as per Figure 3.1-2

Note
The details of the Proposed Contract Item screen will be displayed.

CONTRACT HQ					
KKM Code Contract Reference No	KKM-2/2021(RT)(SINOVAC)	*	Title	SARS-Cov-2 Vaccine (Vero Cell)	*
Contract Effective Start Date	01/10/2022	*	Contract Effective End Date	30/06/2023	*
Enforce Quota	No		Contract Amount(RM)	10,000,000.00	*
Item Group	DRUG	*	Item Sub Class		
Remarks			Status	Approved	
Supplier Name	Pharmaniaga LifeScience Sdn. Bhd		Revision No	1	
CAPD Home Delivery	○ No ○ Yes				

ITEM'S INFORMATION

[1 - 1 / 1]

	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
☐	J07BX03000P3002	SARS-CoV-2 Vaccine (Vero Cell), Inactivated Suspension for Injection	J07BX03000P3002.01	CORONAVAC	Pharmaniaga LifeScience Sdn. Bhd	pack of 40 vial

ITEM'S QUANTITY

[1 - 1 / 1]

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
J07BX03000P3002.01	SARS-CoV-2 Vaccine (Vero Cell), Inactivated Suspension for Injection	CORONAVAC	1000000	999,999

Figure 3.1-2 Contract HQ

3.1.1 New Contract HQ record

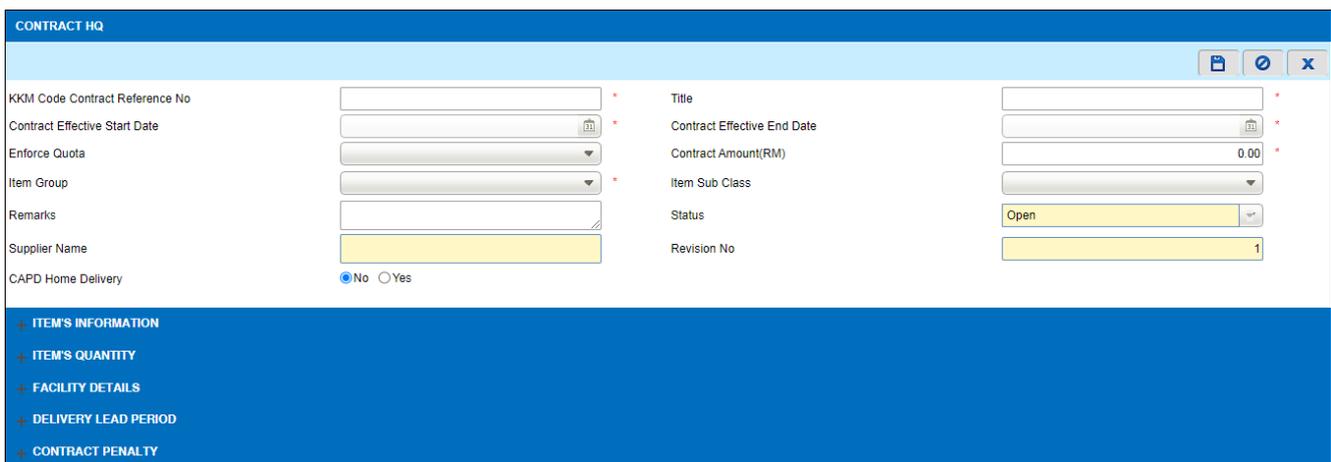This function is used to create a new contract HQ record.

Figure 3.1.1-1 Create New Contract HQ

STEP 1
Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

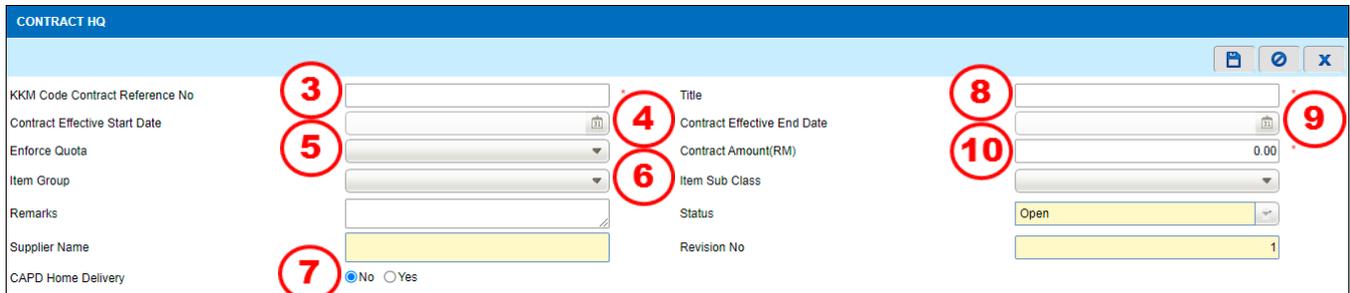Click on the [+] button to create new transaction

Figure 3.1.1-2 Contract HQ

Note

- *For a new transaction, the '**Status**' will be 'Open' by default.*

- *There are six (6) sections that must be filled in the Contract HQ screen as show in Figure 3.1.1-2:*
    - a) *Contract Details*
    - b) *Item's Information*
    - c) *Item's Quantity*
    - d) *Facility Details*
    - e) *Delivery Lead Period*

f)   *Contract Penalty*

a) *Contract Details*

Figure 3.1.1-3 Contract HQ

STEP 3
Enter the KKM Code Contract Reference No.

STEP 4
Click on the 📅 to select the start date for the contract

STEP 5
Select the Enforce Quota from the dropdown box accordingly:
- Yes (applicable facility is unable to purchase qty more than allocated qty)
- No (applicable facility is able to purchase qty more than allocated qty)

STEP 6
Select the Item Group from the dropdown box accordingly:
- DRUG
- NON-DRUG

Note
*Enter free text in the **Remark** section (optional)*

STEP 7
Select CAPD Home Delivery

Note
- *By default, CAPD Home Delivery will be set as 'NO'*
- *If user set as 'YES', Contract will appear when user filter CAPD home delivery 'YES' at KKM Code Contract Ref No. field at the Purchase Order.*

STEP 8
Enter the Title for the contract

STEP 9
Click on the 📅 to select the end date for the contract

STEP 10
Enter the value of the contract

Note
*For a new transaction, the '**Status**' will be '**Open**' and the '**Revision No**' will be '**1**' by default*

b) Item's Information

Figure 3.1.1-4 Item's Information

STEP 11

Click on the [+ Add Item] button to add an item
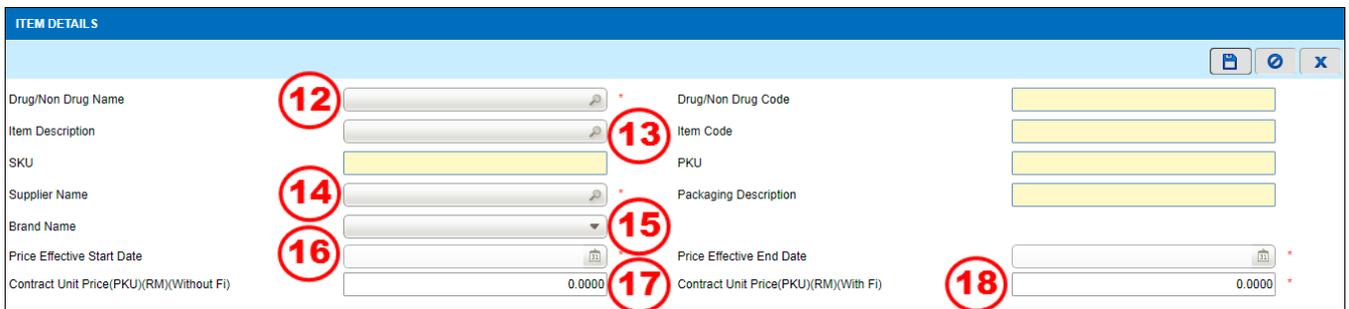
Figure 3.1.1-5 Item Detail

STEP 12

Click on the 🔍 to search for **Drug/Non-Drug Name**

Note
- *List of **Drug/Non-Drug Name** will be displayed as shown in Figure 3.1.1-6*

- *User can search by entering partial or full criteria and click on the [🔍 Search] button. System will list down all the drug name*

- *Double click on the Drug/Non-Drug name to select and the **Drug/Non-Drug Code** will be automatically display*
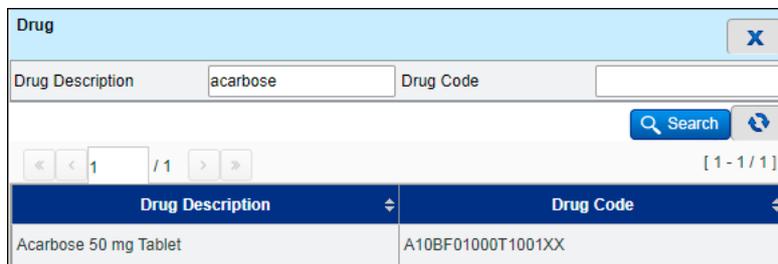
Figure 3.1.1-6 Drug List

STEP 13

Click on the 🔍 to search for **Item Description**

Note
- *List of **Item Description** will be displayed as shown in Figure 3.1.1-7*

- *User can search by entering partial or full criteria and click on the [🔍 Search] button. System will list down all*

the item name

- *Double click on the Item Description name to select and the **Item Code, SKU, PKU, Packaging Description** information will be automatically displayed*
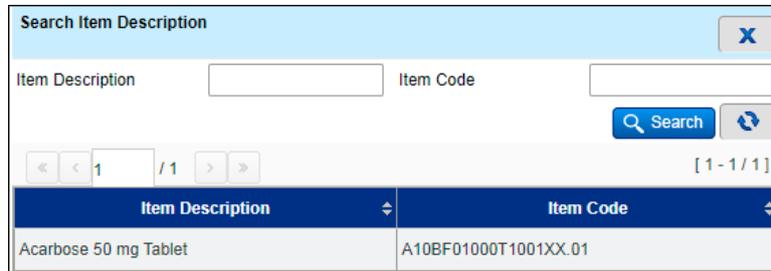
Figure 3.1.1-7 Item Description

STEP 14

Click on the [🔍] to search for **Supplier Name**

Note

- *List of **Item Description** will be displayed as shown in Figure 3.1.1-8*

- *User can search by entering partial or full criteria and click on the [🔍 Search] button. System will list down all the supplier name*
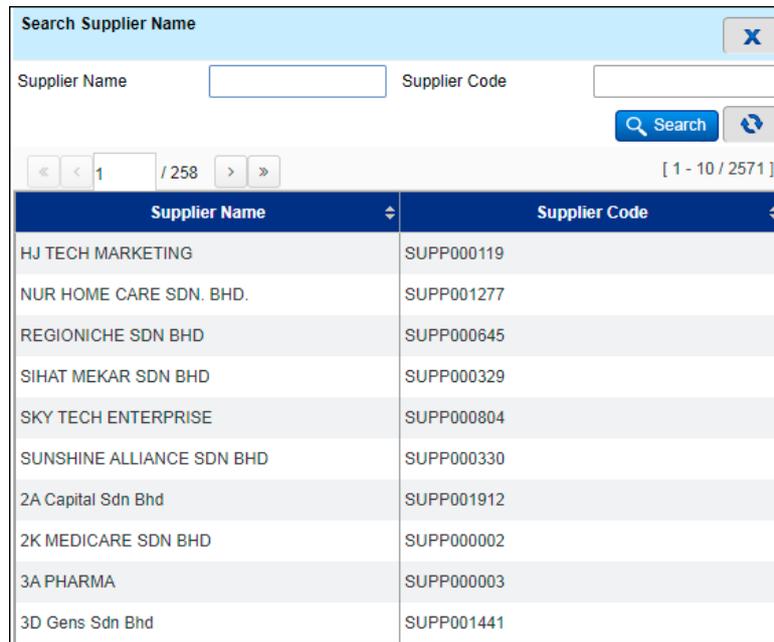
Figure 3.1.1-8 Supplier Name

STEP 15

Select the **Brand Name** from the dropdown box

STEP 16

Click on the [📅] button to select the **Price Effective Start Date** and **Price Effective End Date**

STEP 17

Enter the Contract Unit Price (PKU)(RM)(Without Fi)

Note
Contract Unit price (PKU)(RM)(Without Fi) *is not mandatory, only field 'Contract Unit Price(PKU)(RM)(With Fi)' is mandatory.*

STEP 18
Enter the Contract Unit Price (PKU)(RM)(With Fi)

Figure 3.1.1-9 Item Details

STEP 19
Click on the [💾] button to save the transaction

Note
- *Alert message will be displayed as per Figure 3.1.1-10 & Figure 3.1.1-11.*
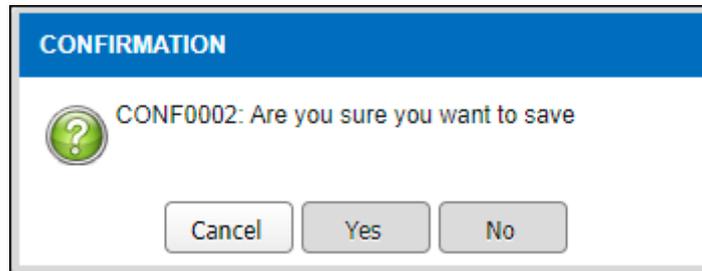
Figure 3.1.1-10 Save Record Alert Message
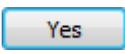
- *Click on the [Yes] button.*
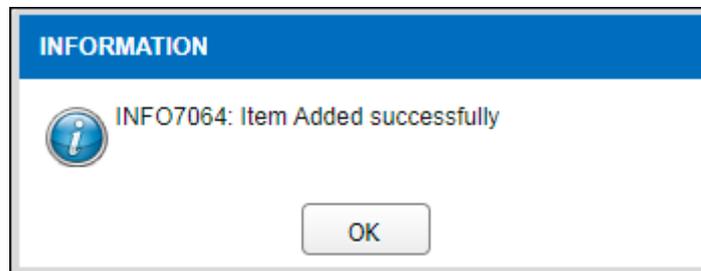
Figure 3.1.1-11 Item Added successfully Alert Message
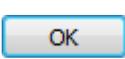
- *Click on the [OK] button.*

c) *Item's Quantity*

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
N05AL05000T1001XX.02	Amisulpride 100 mg Tablet	SOLIAN	0	0

Figure 3.1.1-12 Item's Quantity

STEP 20
Enter the quantity

d) *Facility Details*

	Facility Code	Facility Name	Facility State	Item Code	Allocated Qty
			No record found.		

Figure 3.1.1-13 Facility Details

Note
User may select the facility by performing the following:
a) Select the **State** from the drop-down box:
- All
- Johor
- Kedah
- Kelantan
- Melaka
- Negeri Sembilan
- Pahang
- Pulau Pinang
- Perak
- Perlis
- Selangor
- Terengganu
- Sabah
- Sarawak
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya
- Luar Negeri

b) Select the **Facility Type** from the drop-down box:
- All
- Hospital
- KK
- PKD
- MUSN/PBFN

STEP 21

Click on **+ Add Facility** button to add facility

Figure 3.1.1-14 Facility Details

STEP 22

Select the Add All Facility checkbox if the contract applies to all facilities

Note
*If this contract is not applicable to All Facility, then user will have to select the facility by selecting the **Facility Name, State and Facility Type** as per Figure 3.1.1-14*

Figure 3.1.1-15 Facility Details

STEP 23

Click on the [save] button to save the transaction

Note
- *Alert message will be displayed as per Figure 3.1.1-16 & Figure 3.1.1-17.*
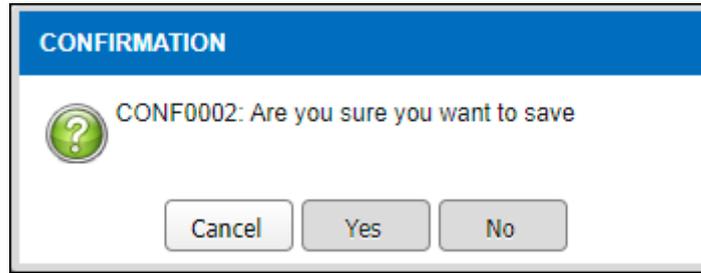
Figure 3.1.1-16 Confirmation Message
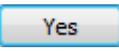
- *Click on the* [Yes] *button.*
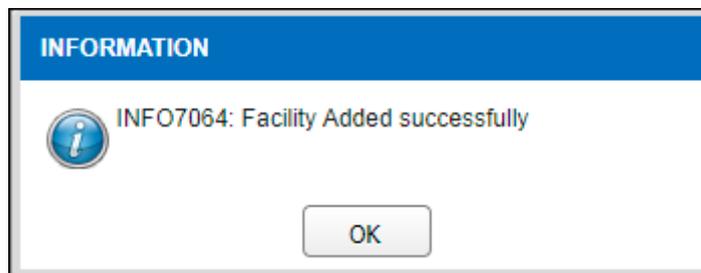
Figure 3.1.1-17 Information Message
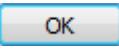
- *Click on the* [OK] *button.*

e) *Delivery Lead Period*

Figure 3.1.1-18 Delivery Lead Period

STEP 24

Click on [+ Add] button to add delivery add period

Figure 3.1.1-19 Delivery Lead Period

STEP 25
Insert all detail:
- Contract Date From
- Contract Date To
- Delivery Lead Period
- Days Included
- West/East Malaysia

STEP 26

Click on [💾] button to save the record

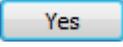***Note***
- *Alert message will be displayed as per Figure 3.1.1-20.*

CONFIRMATION

❓ CONF0002: Are you sure you want to save

[Cancel]　[Yes]　[No]
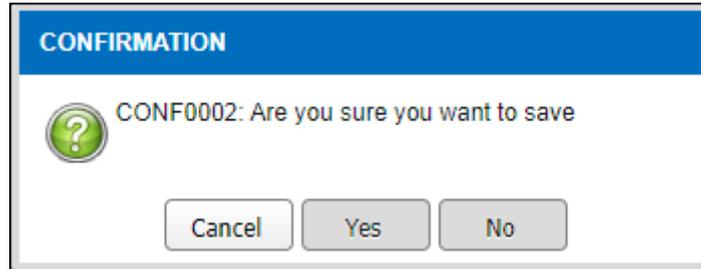
Figure 3.1.1-20 Confirmation Message

- *Click on the [Yes] button.*

   f) ***Contract Penalty***

㉗

Figure 3.1.1-21 Contract Penalty

STEP 27

Click on [➕ Add Penalty] button to add penalty
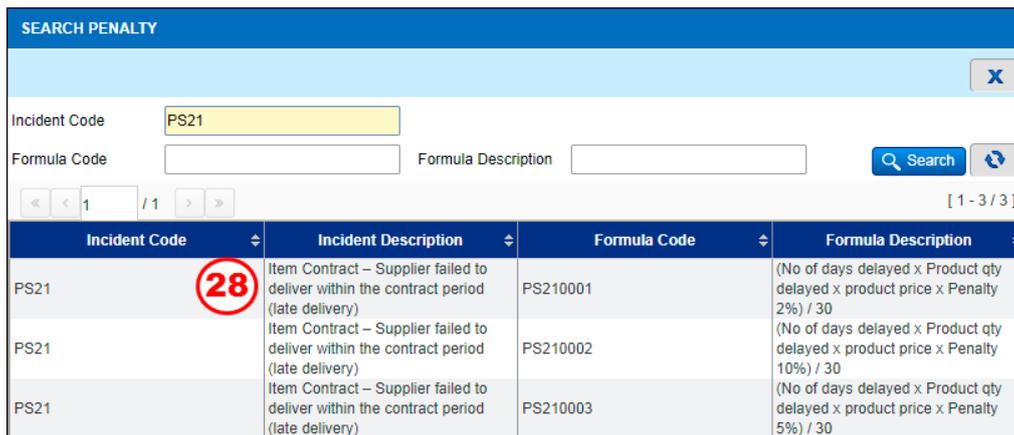
Figure 3.1.1-22 Search Penalty

STEP 28
Select the listed penalty

Figure 3.1.1-23 Contract HQ

STEP 29

Click on [save] button to save the record

Note
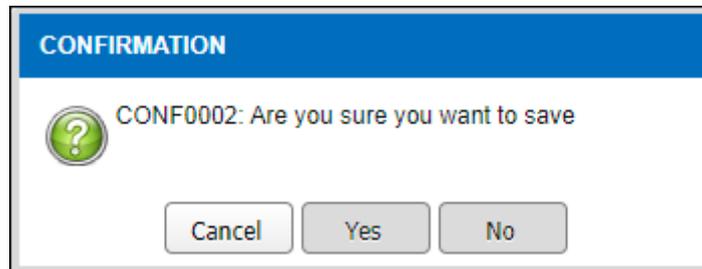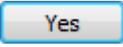- *Alert message will be displayed as per Figure 3.1.1-24 & Figure 3.1.1-25.*

Figure 3.1.1-24 Confirmation Message

- *Click on the [Yes] button.*

Figure 3.1.1-25 Information Message

- *Click on the [OK] button.*

Figure 3.1.1-26 Contract HQ

STEP 30

Click on [Send for Approval] button to send the transaction to HOD for approval

Note

- *After saving the record, alert messages will be displayed as per Figure 3.1.1-27 & Figure 3.1.1-28.*

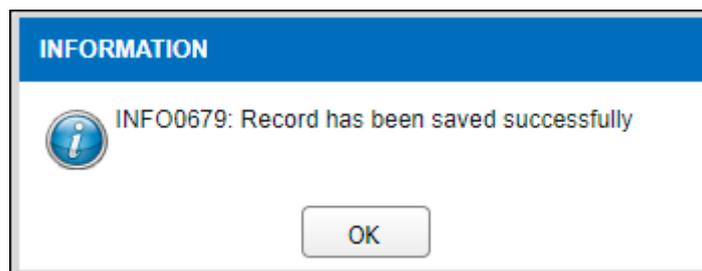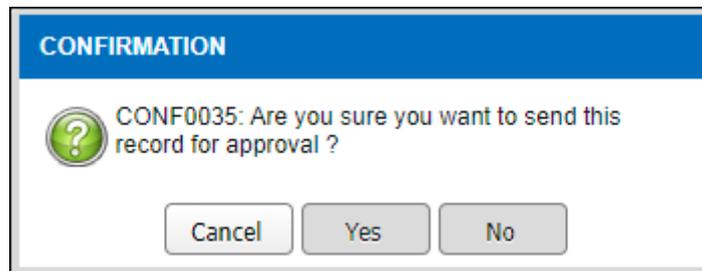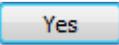

Figure 3.1.2-27 Confirmation Message

- *Click on the* [Yes] *button.*
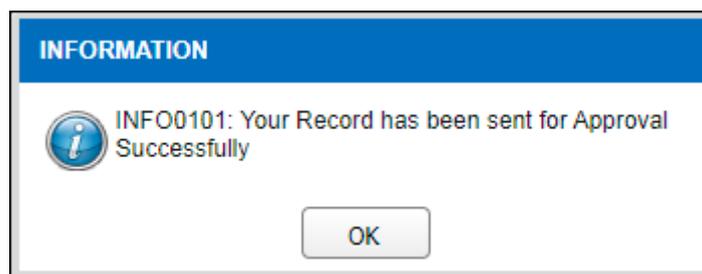
Figure 3.1.2-28 Information Message
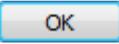
- *Click on the* [OK] *button.*

- *The status will be changed to Pending for Approval*

3.1.2 Revise Contract HQ Record

This function is to do any revision to an existing contract HQ record.

Figure 3.1.2-1 Contract HQ Listing Page

STEP 1

Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

Click on the 🔍 button to select an existing contract HQ by KKM Code Contract Reference No

Note

- List of **KKM Code Contract Reference No** that has been approved will be displayed as shown in Figure 3.1.2-2

- User can search by entering partial or full criteria and click on the 🔍 Search button. System will list down all the contract no and revised no of the contract. Double click to choose the contract no.
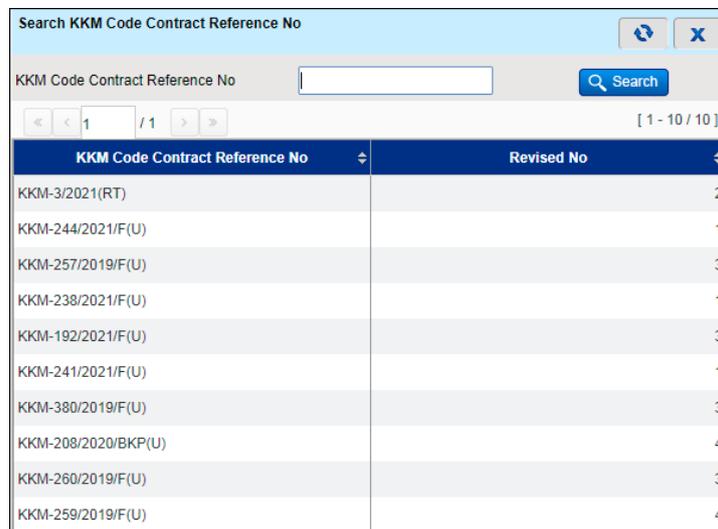
Figure 3.1.2-2 KKM Code Contract Reference No

Figure 3.1.2-3 Contract HQ Listing Page

STEP 3

Click the [+] button after selected the **KKM Code Contract Ref. No** as per Figure 3.1.2-3

Note
*System will display the contract details of the selected **KKM Code Contract Ref. No***

a) Contract HQ Details

Figure 3.1.2-4 Contract HQ

Note
User are allowing to edit:
- *Title*
- *Contract Effective End Date*
- *Contract Amount (RM)*
- *Remark (Optional)*

b) Item's Information

ITEM'S INFORMATION

Delete Item | Add Item

[1 - 1 / 1]

	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
☐	L01BA01000T1001XX	Methotrexate 2.5 mg Tablet	L01BA01000T1001XX.05	PFZ	MUTIARA MURNI SDN. BHD	pack of 30 tablet

Figure 3.1.2-5 Item's Information

Note
User are allowing to either Delete the existing item or Add new item

- _To delete an item, select the checkbox ☐ of the item and click on_ 🗑 Delete Item _button_
- _To add an item, repeat step 10 to step 18_ _New Contract HQ record_
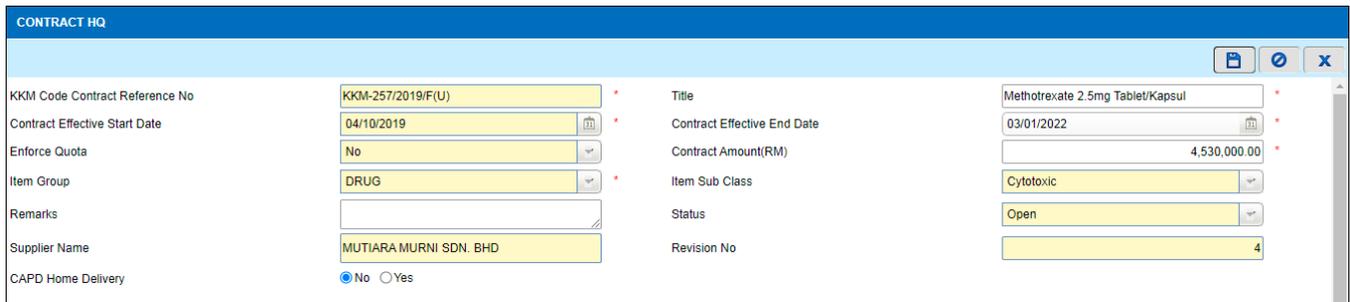
c) Item's Quantity

ITEM'S QUANTITY

[1 - 1 / 1]

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
L01BA01000T1001XX.05	Methotrexate 2.5 mg Tablet	PFZ	300000	298,705

Figure 3.1.2-6 Item's Quantity

Note
User are allowing to edit the quantity of each item in the contract

d) Facility Details

FACILITY DETAILS

State [All ▼] Facility Type [All ▼] Facility Name [____🔍] Clear | Search

Delete Facility | Add Facility

/ 259 [1 - 5 / 1295]

	Facility Code	Facility Name	Facility State	Item Code	Allocated Qty
☐	91-13020285	Pejabat Kesihatan Daerah Bau	Sarawak	L01BA01000T1001XX.05	1
☐	11-13220638	Pusat Jantung Sarawak	Sarawak	L01BA01000T1001XX.05	1
☐	21-12020367	Klinik Kesihatan Abuan	Sabah	L01BA01000T1001XX.05	1
☐	21-08060080	Klinik Kesihatan Sauk	Perak	L01BA01000T1001XX.05	1
☐	21-12170152	Klinik Kesihatan Batu 10 (Sandakan)	Sabah	L01BA01000T1001XX.05	1

Figure 3.1.2-7 Facility Details

Note
User are allowing to either Delete the existing facility or Add new facility

- _To delete an item, select the checkbox ☐ of the facility and click on_ 🗑 Delete Facility _button_
- _To add an item, repeat step 20 to step 21_ _New Contract HQ record_

e) Delivery Lead Period

DELIVERY LEAD PERIOD

🗑 Delete   ➕ Add

1	/1					[1 - 1 / 1]

☐	Contract Date From ⬍	Contract Date To ⬍	Delivery Lead Period ⬍	Days Included ⬍	West/East Malaysia ⬍
☐	04/10/2019	03/01/2022	21	All Days	All

Figure 3.1.2-8 Delivery Lead Period

Note
User are allowing to either Delete the existing delivery lead period or Add new delivery lead period

- *To delete an item, select the checkbox ☐ of the delivery lead period and click on* 🗑 Delete *button*
- *To add an item, repeat step 25 to step 26 New Contract HQ record*

f) Contract Penalty

CONTRACT PENALTY

🗑 Delete   ➕ Add Penalty

1	/1							[1 - 1 / 1]

☐	Incident Code ⬍	Incident Description ⬍	Formula Code ⬍	Formula Description ⬍	Penalty Percentage⬍	Minimum Payment⬍	Duration ⬍
☐	PS21	Item Contract – Supplier failed to deliver within the contract period (late delivery)	PS210002	(No of days delayed x Product qty delayed x product price x Penalty 10%) / 30	10	200	30

Figure 3.1.2-9 Contract Penalty

Note
User are allowing to either Delete the existing contract penalty or Add new contract penalty

- *To delete an item, select the checkbox ☐ of the contract penalty and click on* 🗑 Delete *button*
- *To add an item, repeat step 27 to step 28 New Contract HQ record*

CONTRACT HQ   **④**

💾   ⊘   ✖

Field	Value		Field	Value
KKM Code Contract Reference No	KKM-257/2019/F(U)	*	Title	Methotrexate 2.5mg Tablet/Kapsul *
Contract Effective Start Date	04/10/2019	*	Contract Effective End Date	03/01/2022 *
Enforce Quota	No		Contract Amount(RM)	4,530,000.00 *
Item Group	DRUG	*	Item Sub Class	Cytotoxic
Remarks			Status	Open
Supplier Name	MUTIARA MURNI SDN. BHD		Revision No	4
CAPD Home Delivery	◉ No ○ Yes			

Figure 3.1.2-10 Contract HQ

STEP 4
Click on the 💾 button to save the transaction

Note
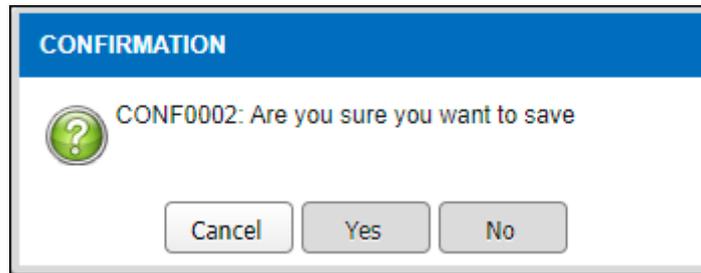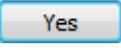- *Alert message will be displayed as per Figure 3.1.2-11 & Figure 3.1.2-12.*

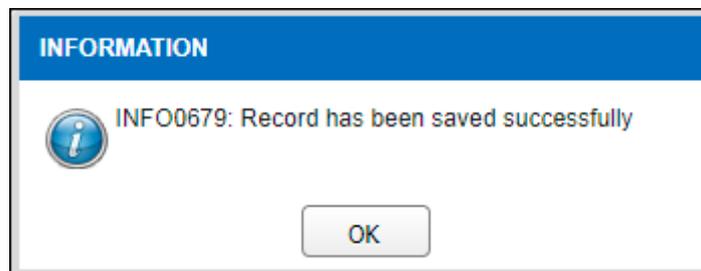**Figure 3.1.2-11 Confirmation Message**

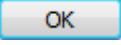- *Click on the* [Yes] *button.*

Figure 3.1.2-12 Information Message

- *Click on the* [OK] *button.*

- *The Revision No will change accordingly.*

4.0   Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5.0   Link to IWPModules

No	Module	PDF Links
1	Notification	*Click Here*
2	Frequency Asked Question	*Click Here*
3	Drug Information	*Click Here*
4	Contract	*Click Here*
5	KPK Approval	*Click Here*
6	Maintenance – Pharmacy	*Click Here*
7	Maintenance – Inventory	*Click Here*
8	Maintenance – General	*Click Here*
9	Maintenance – HQ Security	*Click Here*