



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

User Manual Integrated Web Portal (IWP)

Special Approval Medicine (Approval)

Version	: 13th Edition
Document ID	: HQ_U.MANUAL_IWP_KPK APPROVAL



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Reference ID : HQ_U.MANUAL_IWP_KPK APPROVAL-13th E

Application reference: PhIS& CPS v2.6.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organized Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend	2
3.0	KPK Approval	3
	Overview	3
	User Group	3
	Functional Diagram	3
	Functional Description	3
3.1	KPK Approval	4
3.1.1	Special Approval Medicine	4
3.1.2	Special Approval Medicine Assignment	18
4.0	Acronyms	21
5.0	Links to IWP Modules	21

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 excellent care. 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 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, IV 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 IWP (KPK Approval) 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 details:

- Special Approval Medicine
- Special Approval Medicine Assignment

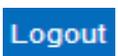
1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Maintenance (General)
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login		Reset Login screen
	Logout		Show Help
	Expand Menu		Add/Create New Record
	Collapse Menu		Calendar Icon
	Refresh Screen		Cancel Data Entry
	Search Icon		Mandatory Field
	Search Record		Edit Record
	Close Window		Save Record
	Close All Open Tabs		Delete Record
	Close Screen		Print Document
	Radio Button		Context Menu
	Checkbox		

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive STEP.

3.0 KPK Approval

Overview

The module will provide a portal for configuration guide for the user which describe the basic and advance featured available on the system for KPK. This featured allow user to view, key in the relevant data and approve or reject the transaction.

User Group

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

Functional Diagram

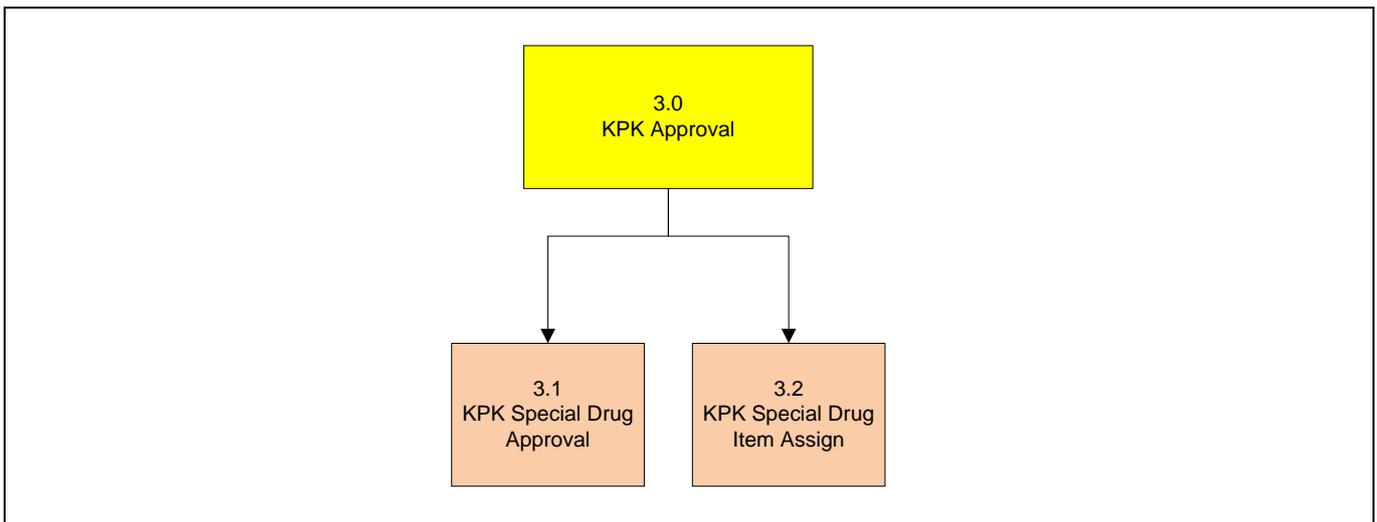


Figure 3.0-1

Functional Description

KPK Approval module comprises of two (2) main sub modules:

- **Special Medicine Approval**

Special Approval Medicine screen allows user to approve and fill the approved quantity for KPK Drug Approval.

- **Special Approval Medicine Assign**

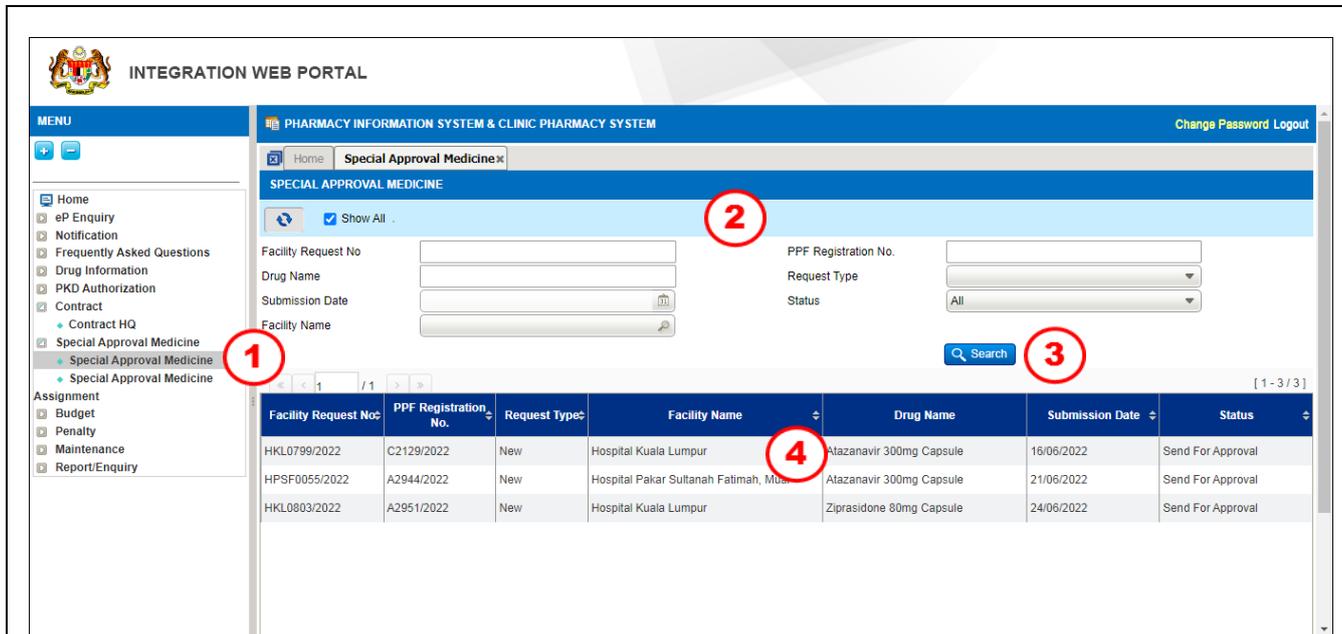
Special Approval Medicine Assignment screen allow user to choose the Item Code for KPK Drug that has been approved at Special Medicine Approval screen.

3.1 KPK Approval

This function is used to approve special drug request from the facility and recommend item code for the approved drug.

3.1.1 Special Approval Medicine

This function is used to approve special drug request from the facility



Facility Request No.	PPF Registration No.	Request Type	Facility Name	Drug Name	Submission Date	Status
HKL0799/2022	C2129/2022	New	Hospital Kuala Lumpur	Atazanavir 300mg Capsule	16/06/2022	Send For Approval
HP-SF0055/2022	A2944/2022	New	Hospital Pakar Sultanah Fatimah, Mu	Atazanavir 300mg Capsule	21/06/2022	Send For Approval
HKL0803/2022	A2951/2022	New	Hospital Kuala Lumpur	Ziprasidone 80mg Capsule	24/06/2022	Send For Approval

Figure 3.1.1-1 Special Approval Medicine List Page

STEP 1

Click on 'Special Approval Medicine' followed by 'Special Approval Medicine'.

STEP 2

These search criteria can be used to search for existing Special Approval Medicine records:

- Facility Request No
- PPF Register No
- Drug Name
- Request Type
- Submission Date
- Status
- Facility Name

Note

It is recommended to set search 'Status' to 'Send for Approval' if there are too many search results

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Special Approval Medicine will be displayed as Figure 3.1.1-2

KPK Secretariat

SPECIAL APPROVAL MEDICINE
5

Special Approval Medicine
Additional Document
Incomplete Application
Completed Application
Reject Application

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat	Request Category	Funded by Facility
<input checked="" type="radio"/> Drug Name	Atazanavir 300mg Capsule	Status	Send For Approval		
<input type="radio"/> Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-2 Special Approval Medicine Edit Page

STEP 5

Click on the button to edit the Special Approval Medicine screen and fill all the criteria with mandatory flag

Note

- User is allowed to enter the value of drug assignment even request status not yet 'Approved by KPK/PKPF'. By default, status of drug assign as pending.
- If request is by existing drug name, drug name will be displayed in drug description. User is not allowed to change this value.
- If request is by 'new drug', user has to assign new drug name. Once assign and click on save button for request status as "Approved by KPK/PKPF", status will change to 'Completed'. This status will reflect in 'KPK Special Drug Item Assign' screen.
- Once completed, user is not allowed to change the drug and item. No changes for existing function in 'KPK Special Drug Item Assign'.
- 'Prepacking item' will be exclude from item code assignment list. User should not assign prepacking item as KPK item

SPECIAL APPROVAL MEDICINE

Special Approval Medicine
Additional Document

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No	6
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat	Request Category	Funded by Facility
Drug Name	Atazanavir 300mg Capsule	Status	Send For Approval		
Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	7

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-3 Special Approval Medicine Edit Page

STEP 6

Enter the **Serial No** column.

Note

User is allowed to enter the Serial No column, its free text with maximum 30 characters. This value will be maintained by HQ. Same fields will be displayed in Facility as read-only.

STEP 7

Enter the **Approved Indication** column.

Note

- User is allowed to enter the 'Approved Indication'. Free text with maximum 300 characters. This value will be maintained by HQ. Same fields will be displayed in Facility as read-only.
- Secretariat to review and decide on next action. Secretariat is allow to change the Registration Status with 'Pihak Berkuasa Kawalan Dadah'details.
- Once they edit on Registration Status with 'Pihak Berkuasa Kawalan Dadah' details, new PPF Registration no will be regenerated based on changes made.
- Once PPF Registration no is regenerated, it will be sent back to the facility.

SPECIAL APPROVAL MEDICINE

Special Approval Medicine Additional Document

Drug Details

Drug Description: Atazanavir 300mg Capsule Item Code: [Dropdown]
 Status: PENDING Packaging Description: [Dropdown]

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary: Yes No Indication approved by PBKD: Yes No
 Registered MAL: Yes No [Text Box] Manufactured by: Pharmaniaga
 Indication as listed in FUKKM: Yes No Imported By: Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity (SKU)	1000 capsule	Attachment 1 (Justification Report/Patient Monitoring Form)	Attachment	stock.jpg	View Attachment
Packaging Description (PKU)	pack of 300	Attachment 2 (Scientific evidences)	Attachment	[Text Box]	View Attachment
Packaging Quantity (PKU)	1000	Attachment 3 (Quotation)	Attachment	stock.jpg	View Attachment
Cost per Pack	1.60	Attachment 4 (Others)	Attachment	[Text Box]	View Attachment
Total Cost	1,600.00	Attachment 5 (Others)	Attachment	[Text Box]	View Attachment
Approved Quantity (SKU)	0	Additional reference	[Text Box]		
Approved Cost	[Text Box]				

Figure 3.1.1-3 KPK Special Approval Medicine

STEP 8
Enter the **Approved Quantity (SKU)** column

SPECIAL APPROVAL MEDICINE

Special Approval Medicine Additional Document

Recommendation By Head of Pharmacy Department

Remarks: Accept Recommendation By: Chief Pharmacist KPK
 Allocation Required: 1,600.00 Date: 03/08/2022 05:36:00 PM
 Existing Allocation: 1.00

Recommendation By Hospital Director

Remarks: OK can proceed now Recommendation By: Hospital Director KPK
 Date: 13/12/2022 12:13:09 PM

Secretariat

Remarks: Approve Action By: HQ KPK Secretariat
 JKKU Approval: Yes No 20/12/2022 Date: 30/12/2022

Ketua Seksyen

Remarks: [Text Box] Approval By: Pengarah Amalan & Perkembangan Farm

Figure 3.1.1-4 Special Approval Medicine

STEP 9
Fill the **Secretariat** section – **Remarks**, **JKKU Approval** and **Date**

SPECIAL APPROVAL MEDICINE
10

Special Approval Medicine
Additional Document

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No.	A200112
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat	Request Category	Funded by Facility
<input checked="" type="radio"/> Drug Name	Atazanavir 300mg Capsule	Status	Send For Approval		
<input type="radio"/> Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	Approved Indication

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-5 Special Approval Medicine

STEP 10

Click on  button to save the record

Note

- Once click on save button alert message will be shown in Figure 3.1.1-6

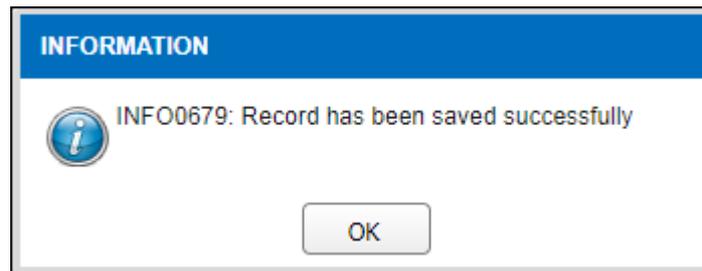
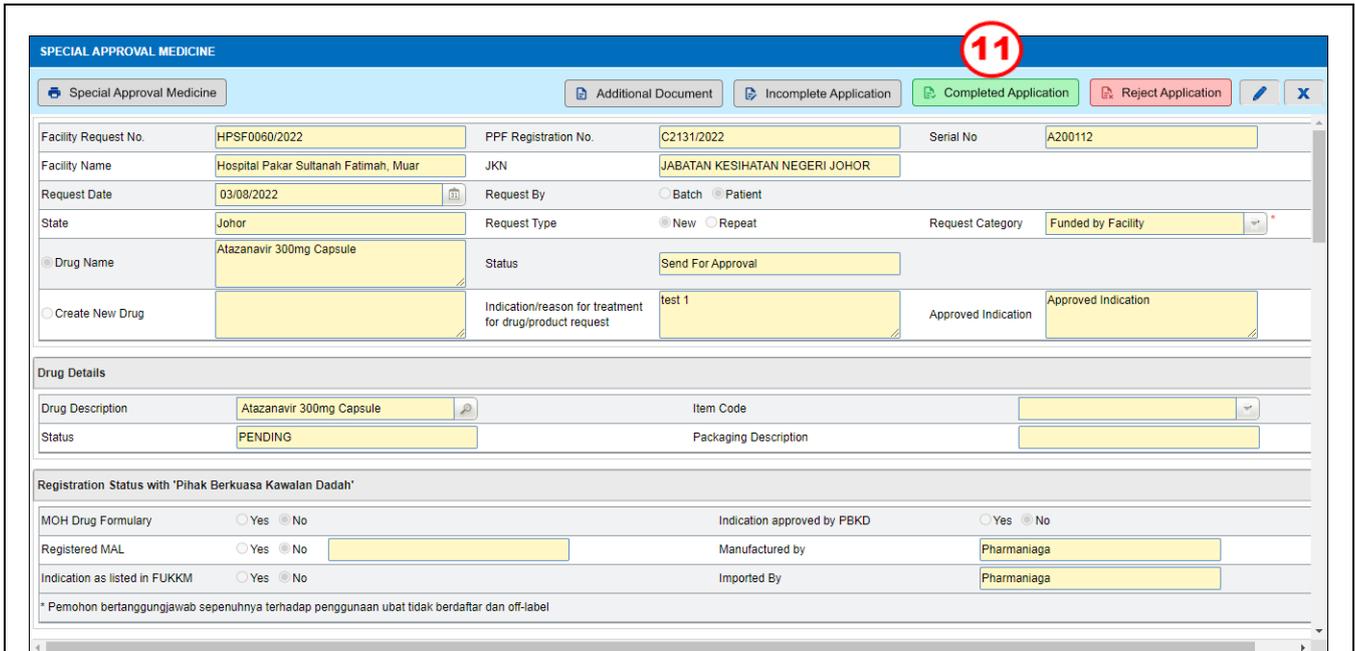


Figure 3.1.1-6 Alert Message

- Click on  button to proceed



SPECIAL APPROVAL MEDICINE

Special Approval Medicine | Additional Document | Incomplete Application | **Completed Application** | Reject Application

Facility Request No. HPSF0060/2022 | PPF Registration No. C2131/2022 | Serial No. A200112

Facility Name Hospital Pakar Sultanah Fatimah, Muar | JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 03/08/2022 | Request By Batch Patient

State Johor | Request Type New Repeat | Request Category Funded by Facility

Drug Name Atazanavir 300mg Capsule | Status Send For Approval

Create New Drug | Indication/reason for treatment for drug/product request test 1 | Approved Indication Approved Indication

Drug Details

Drug Description Atazanavir 300mg Capsule | Item Code |

Status PENDING | Packaging Description |

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary Yes No | Indication approved by PBKD Yes No

Registered MAL Yes No | Manufactured by Pharmaniaga

Indication as listed in FUKKM Yes No | Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-7 Special Approval Medicine

STEP 11

Click on  button to approve the record

Note

- Once click on completed application button alert message will be shown in Figure 3.1.1-8

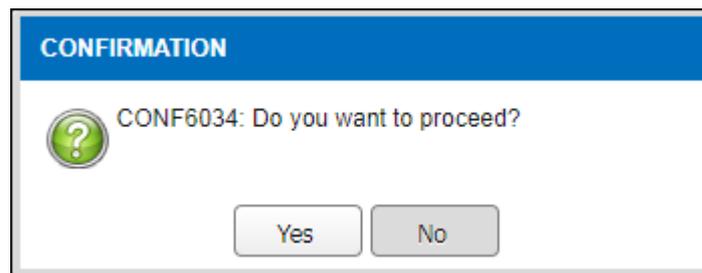


Figure 3.1.1-8 Alert Message

- Click on  button to proceed

Ketua Seksyen

SPECIAL APPROVAL MEDICINE

Special Approval Medicine [Additional Document] [Process] [Not Process] [Edit] [Close]

Facility Request No. HPSF0060/2022 PPF Registration No. C2131/2022 Serial No. A200112

Facility Name Hospital Pakar Sultanah Fatimah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 03/08/2022 Request By Batch Patient

State Johor Request Type New Repeat Request Category Funded by Facility

Drug Name Atazanavir 300mg Capsule Status Pending Ketua Seksyen Recommendation

Create New Drug Indication/reason for treatment for drug/product request test 1 Approved Indication Approved Indication

Drug Details

Drug Description Atazanavir 300mg Capsule Item Code

Status PENDING Packaging Description

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary Yes No Indication approved by PBKD Yes No

Registered MAL Yes No Manufactured by Pharmaniaga

Indication as listed in FUKKM Yes No Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-9 Special Approval Medicine

STEP 12

Click on the button to edit the Special Approval Medicine screen and fill all the criteria with mandatory flag

SPECIAL APPROVAL MEDICINE

Special Approval Medicine [Additional Document] [Save] [Refresh] [Close]

Drug Details

Drug Description Atazanavir 300mg Capsule Item Code

Status PENDING Packaging Description

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary Yes No Indication approved by PBKD Yes No

Registered MAL Yes No Manufactured by Pharmaniaga

Indication as listed in FUKKM Yes No Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity (SKU)	1000 capsule	Attachment 1 (Justification Report/Patient Monitoring Form)	Attachment	stock.jpg	View Attachment
Packaging Description (PKU)	pack of 300	Attachment 2 (Scientific evidences)	Attachment		View Attachment
Packaging Quantity (PKU)	1000	Attachment 3 (Quotation)	Attachment	stock.jpg	View Attachment
Cost per Pack	1.60	Attachment 4 (Others)	Attachment		View Attachment
Total Cost	1,600.00	Attachment 5 (Others)	Attachment		View Attachment
Approved Quantity (SKU)	1000 capsule	Additional reference			
Approved Cost					

Figure 3.1.1-10 Special Approval Medicine

Note

Ketua Seksyen able to change Approved Quantity (SKU) and Approve Cost

SPECIAL APPROVAL MEDICINE

Special Approval Medicine [Additional Document]

Secretariat

Remarks: Approve
Action By: HQ KPK Secretariat
JKKU Approval: Yes No, Date: 20/12/2022
Date: 30/12/2022

Ketua Seksyen 13

Remarks: [Empty]
Approval By: Pengarah Amalan & Perkembangan Farm...
Recommendation: Recommended Not Recommended
Action By: HQ KPK Ketua Seksyen
Date: 30/12/2022

Timbalan Pengarah

Remarks: [Empty]
Action By: [Empty]
Date: [Empty]

Ketua Pengarah Kesihatan Malaysia (KPK) / Pengarah Kanan Perkhidmatan Farmasi (PKPF) / Pengarah Amalan & Perkembangan Farmasi

Remarks: [Empty]
Recommendation By: [Empty]

Figure 3.1.1-11 Special Approval Medicine

STEP 13

Fill the **Ketua Seksyen** section – **Remarks, Recommendation and Date**

SPECIAL APPROVAL MEDICINE 14

Special Approval Medicine [Additional Document]

Drug Details

Drug Description: Atazanavir 300mg Capsule, Item Code: [Empty]
Status: PENDING, Packaging Description: [Empty]

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary: Yes No, Indication approved by PBKD: Yes No
Registered MAL: Yes No, Manufactured by: Pharmaniaga
Indication as listed in FUKKM: Yes No, Imported By: Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity (SKU)	1000 capsule	Attachment 1 (Justification Report/Patient Monitoring Form)	Attachment	stock.jpg	View Attachment
Packaging Description (PKU)	pack of 300	Attachment 2 (Scientific evidences)	Attachment	[Empty]	View Attachment
Packaging Quantity (PKU)	1000	Attachment 3 (Quotation)	Attachment	stock.jpg	View Attachment
Cost per Pack	1.60	Attachment 4 (Others)	Attachment	[Empty]	View Attachment
Total Cost	1,600.00	Attachment 5 (Others)	Attachment	[Empty]	View Attachment
Approved Quantity (SKU)	1000 capsule	Additional reference	[Empty]		
Approved Cost	[Empty]				

Figure 3.1.1-12 Special Approval Medicine

STEP 14

Click on button to save the record

Note

- Once click on save button alert message will be shown in Figure 3.1.1-13

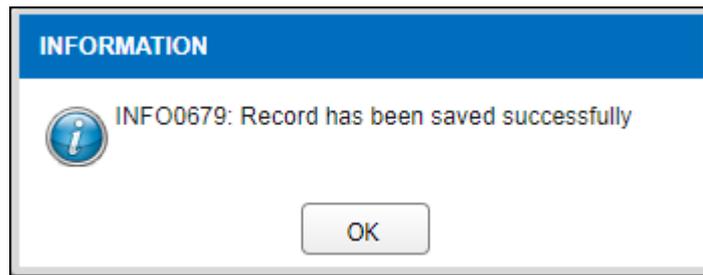
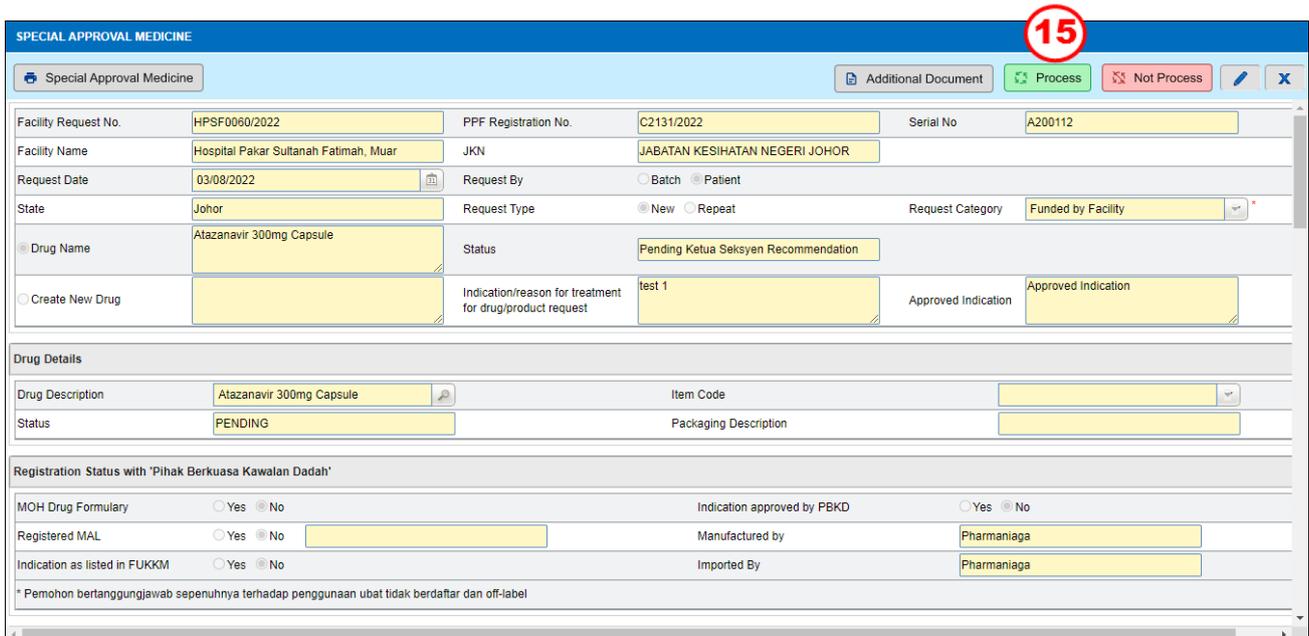


Figure 3.1.1-13 Alert Message

- Click on  button to proceed



SPECIAL APPROVAL MEDICINE

Special Approval Medicine | Additional Document | Process | Not Process

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No	A200112
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat	Request Category	Funded by Facility
Drug Name	Atazanavir 300mg Capsule	Status	Pending Ketua Seksyen Recommendation		
Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	Approved Indication

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-14 Special Approval Medicine

STEP 15

Click on  button to process the record

Note

- Once click on completed application button alert message will be shown in Figure 3.1.1-15

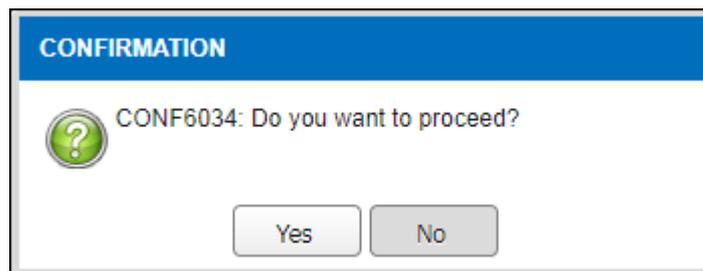
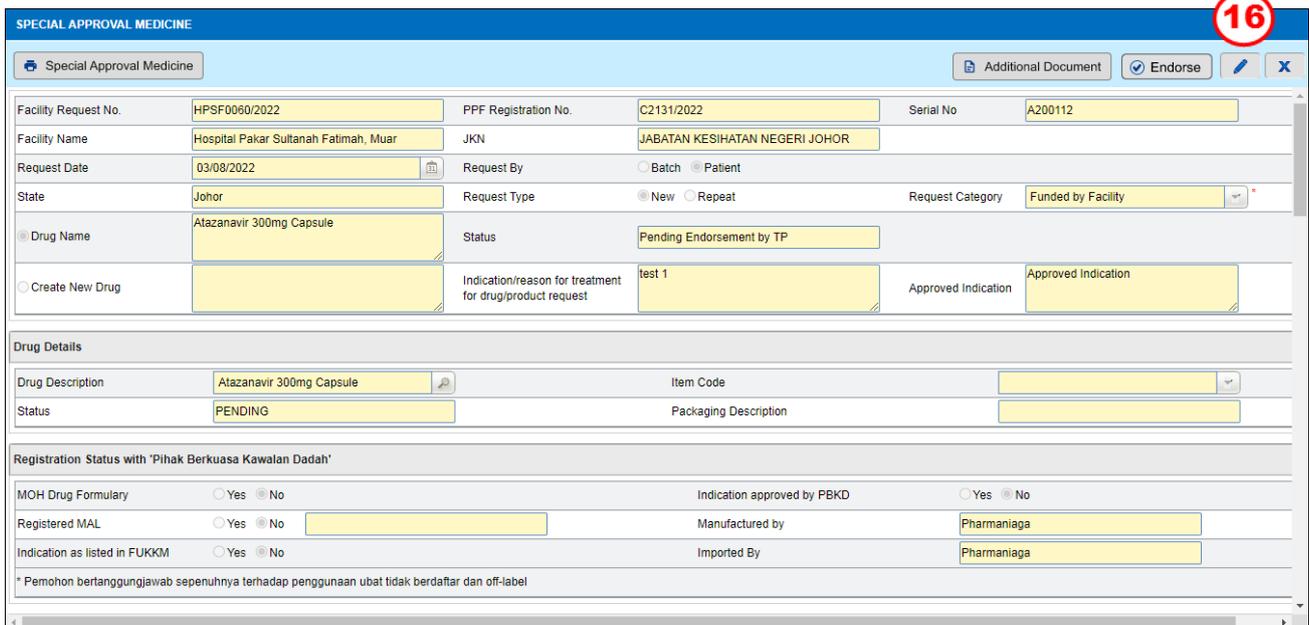


Figure 3.1.1-15 Alert Message

- Click on  button to proceed

Timbalan Pengarah



SPECIAL APPROVAL MEDICINE 16

Special Approval Medicine Additional Document Endorse

Facility Request No. HPSF0060/2022 PPF Registration No. C2131/2022 Serial No. A200112

Facility Name Hospital Pakar Sultanah Fatimah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 03/08/2022 Request By Batch Patient

State Johor Request Type New Repeat Request Category Funded by Facility

Drug Name Atazanavir 300mg Capsule Status Pending Endorsement by TP

Create New Drug Indication/reason for treatment for drug/product request test 1 Approved Indication Approved Indication

Drug Details

Drug Description Atazanavir 300mg Capsule Item Code

Status PENDING Packaging Description

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary Yes No Indication approved by PBKD Yes No

Registered MAL Yes No Manufactured by Pharmaniaga

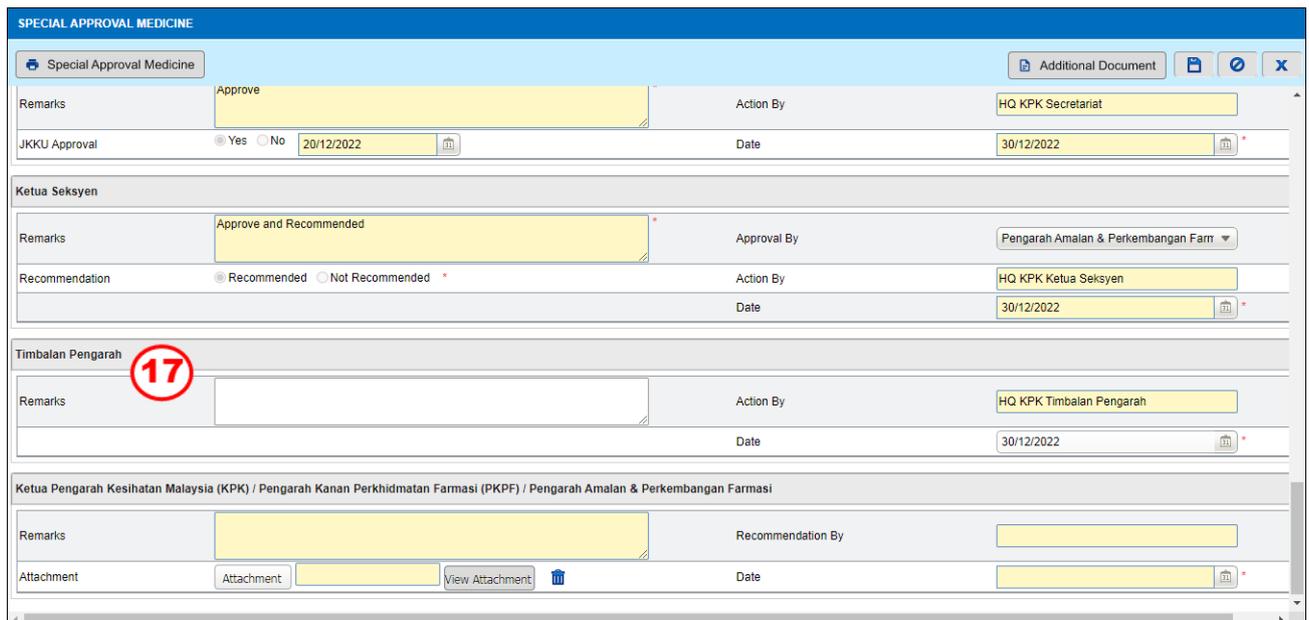
Indication as listed in FUKKM Yes No Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-16 Special Approval Medicine

STEP 16

Click on the  button to edit the Special Approval Medicine screen and fill all the criteria with mandatory flag 



SPECIAL APPROVAL MEDICINE

Special Approval Medicine Additional Document

Remarks Approve Action By HQ KPK Sekretariat

JKKU Approval Yes No 20/12/2022 Date 30/12/2022

Ketua Seksyen

Remarks Approve and Recommended * Approval By Pengarah Amalan & Perkembangan Farm

Recommendation Recommended Not Recommended * Action By HQ KPK Ketua Seksyen

Date 30/12/2022

Timbalan Pengarah 17

Remarks Action By HQ KPK Timbalan Pengarah

Date 30/12/2022

Ketua Pengarah Kesihatan Malaysia (KPK) / Pengarah Kanan Perkhidmatan Farmasi (PKPF) / Pengarah Amalan & Perkembangan Farmasi

Remarks Recommendation By

Attachment Attachment View Attachment Date

Figure 3.1.1-17 Special Approval Medicine

STEP 17

Fill the **Timbalan Pengarah** section – **Remarks and Date**

SPECIAL APPROVAL MEDICINE
18

Special Approval Medicine
Additional Document

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No.	A200112
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		Request Category
<input checked="" type="radio"/> Drug Name	Atazanavir 300mg Capsule	Status	Pending Endorsement by TP		
<input type="radio"/> Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	Approved Indication

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-18 Special Approval Medicine

STEP 18

Click on button to save the record

Note

- Once click on save button alert message will be shown in Figure 3.1.1-19

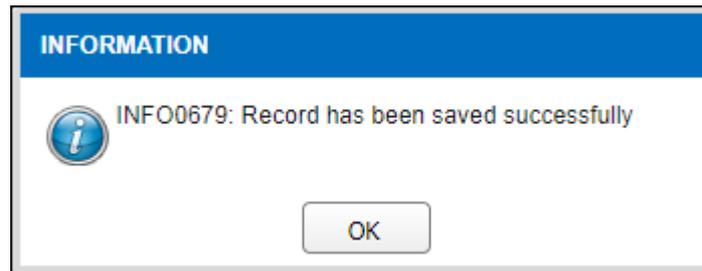
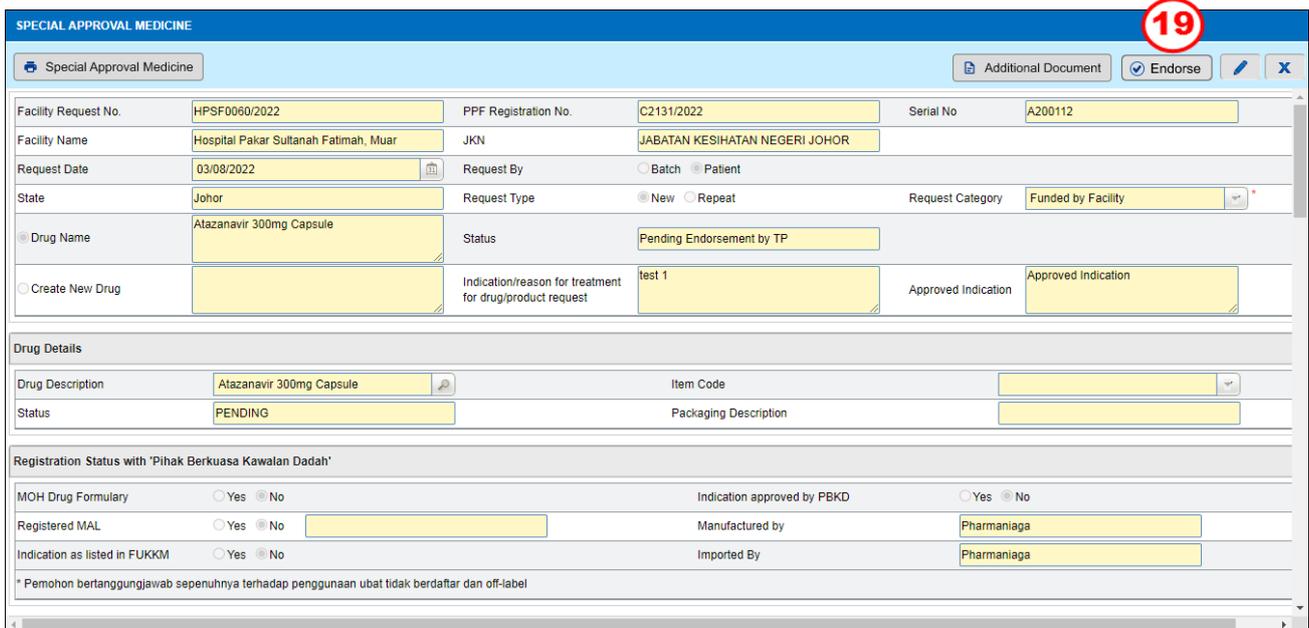


Figure 3.1.1-19 Alert Message

- Click on button to proceed

19



SPECIAL APPROVAL MEDICINE

Special Approval Medicine [Additional Document] [Endorse] [X]

Facility Request No. HPSF0060/2022 PPF Registration No. C2131/2022 Serial No. A200112

Facility Name Hospital Pakar Sultanah Fatimah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 03/08/2022 Request By Batch Patient

State Johor Request Type New Repeat Request Category Funded by Facility

Drug Name Atazanavir 300mg Capsule Status Pending Endorsement by TP

Create New Drug Indication/reason for treatment for drug/product request test 1 Approved Indication Approved Indication

Drug Details

Drug Description Atazanavir 300mg Capsule Item Code

Status PENDING Packaging Description

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary Yes No Indication approved by PBKD Yes No

Registered MAL Yes No Manufactured by Pharmaniaga

Indication as listed in FUKKM Yes No Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-20 Special Approval Medicine

STEP 19

Click on  button to endorse the record

Note

- Once click on completed application button alert message will be shown in Figure 3.1.1-21

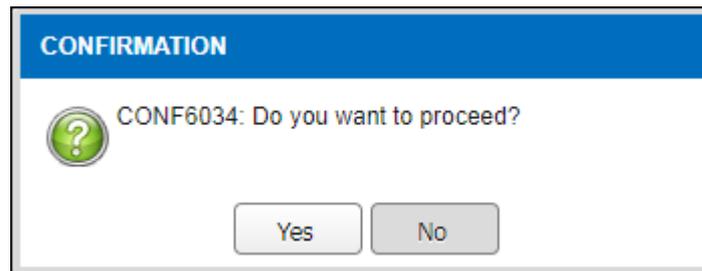
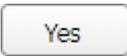
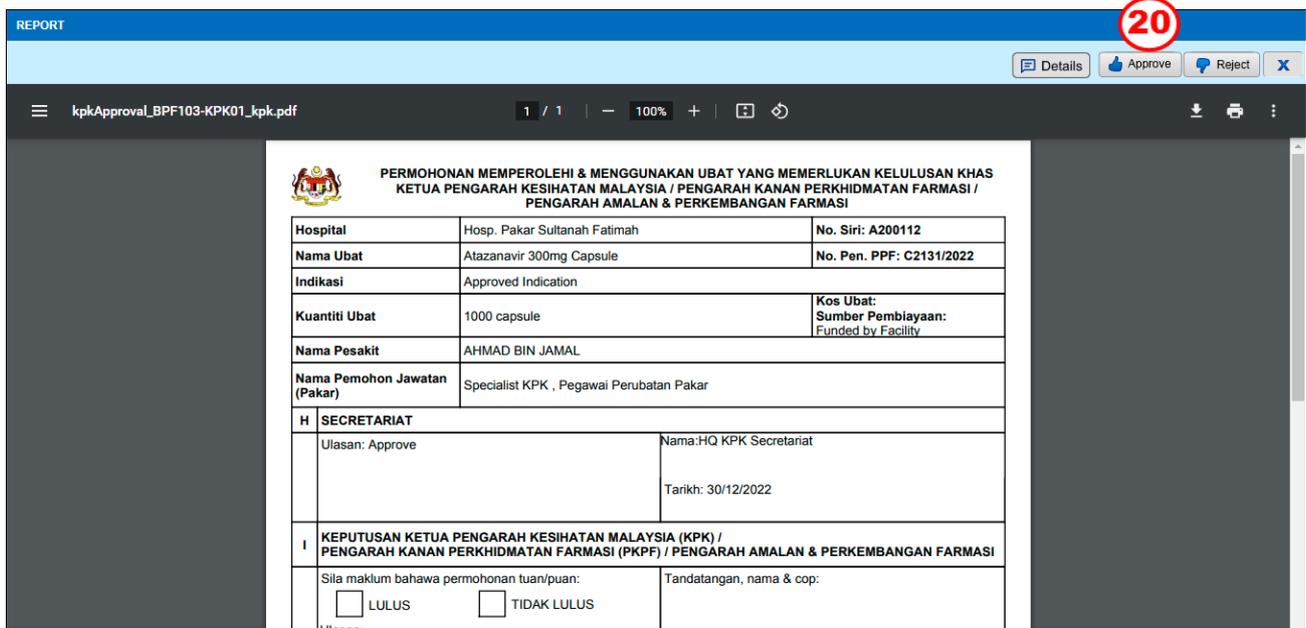


Figure 3.1.1-21 Alert Message

- Click on  button to proceed

Ketua Pengarah Kesihatan Malaysia (KPK) / Pengarah Kanan Perkhidmatan Farmasi (PKPF) / Pengarah Amalan & Perkembangan Farmasi



REPORT 20

kpApproval_BPFI03-KPK01_kpk.pdf 1 / 1 100%

**PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS
KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI /
PENGARAH AMALAN & PERKEMBANGAN FARMASI**

Hospital	Hosp. Pakar Sultanah Fatimah	No. Siri: A200112
Nama Ubat	Atazanavir 300mg Capsule	No. Pen. PPF: C2131/2022
Indikasi	Approved Indication	
Kuantiti Ubat	1000 capsule	Kos Ubat: Sumber Pembiayaan: Funded by Facility
Nama Pesakit	AHMAD BIN JAMAL	
Nama Pemohon Jawatan (Pakar)	Specialist KPK , Pegawai Perubatan Pakar	
H SECRETARIAT		
Ulasan: Approve	Nama: HQ KPK Secretariat	Tarikh: 30/12/2022
I KEPUTUSAN KETUA PENGARAH KESIHATAN MALAYSIA (KPK) / PENGARAH KANAN PERKHIDMATAN FARMASI (PKPF) / PENGARAH AMALAN & PERKEMBANGAN FARMASI		
Sila maklum bahawa permohonan tuan/puan:		Tandatangan, nama & cop:
<input type="checkbox"/> LULUS <input type="checkbox"/> TIDAK LULUS		

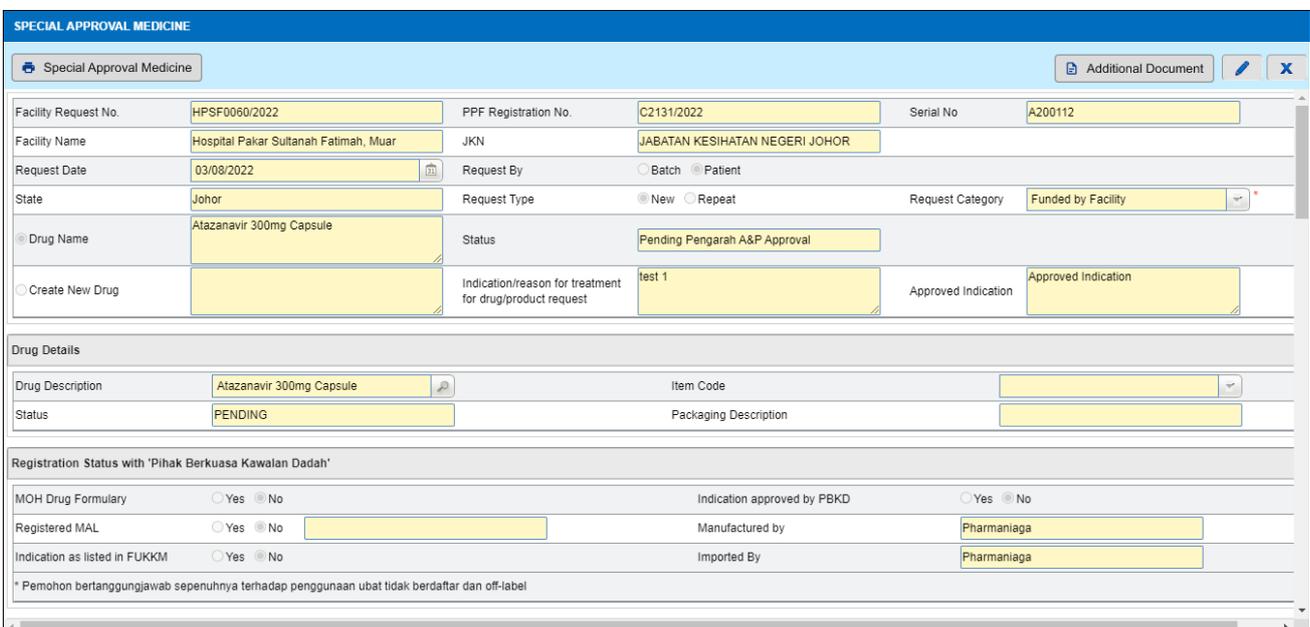
Figure 3.1.1-22 Special Approval Medicine

STEP 20

Click on  button to approve the record

Note

- User able to reject the transaction by click on  button
- Click on  button to view details of the Special Approval Medicine screen shown in Figure 3.1.1-23



SPECIAL APPROVAL MEDICINE

Special Approval Medicine Additional Document

Facility Request No.	HPSF0060/2022	PPF Registration No.	C2131/2022	Serial No.	A200112
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	03/08/2022	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient		
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat	Request Category	Funded by Facility
<input checked="" type="radio"/> Drug Name	Atazanavir 300mg Capsule	Status	Pending Pengarah A&P Approval		
<input type="radio"/> Create New Drug		Indication/reason for treatment for drug/product request	test 1	Approved Indication	Approved Indication

Drug Details

Drug Description	Atazanavir 300mg Capsule	Item Code	
Status	PENDING	Packaging Description	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Manufactured by	Pharmaniaga
Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No	Imported By	Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Figure 3.1.1-23 Special Approval Medicine

- Once click on approve button alert message will be shown in Figure 3.1.1-23

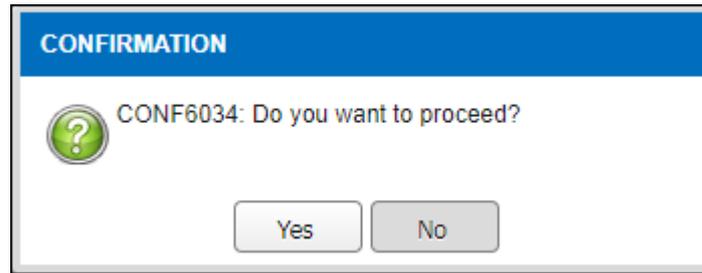
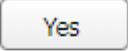


Figure 3.1.1-23 Alert Message

- Click on  button to proceed alert message will be shown in Figure 3.1.1-24

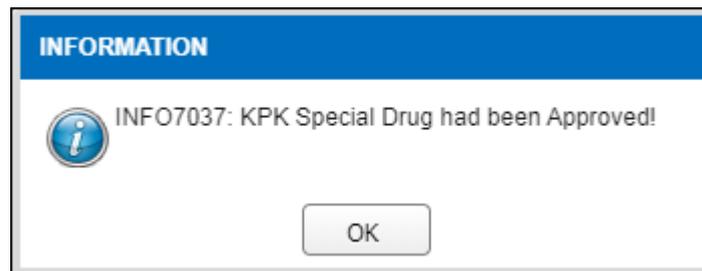
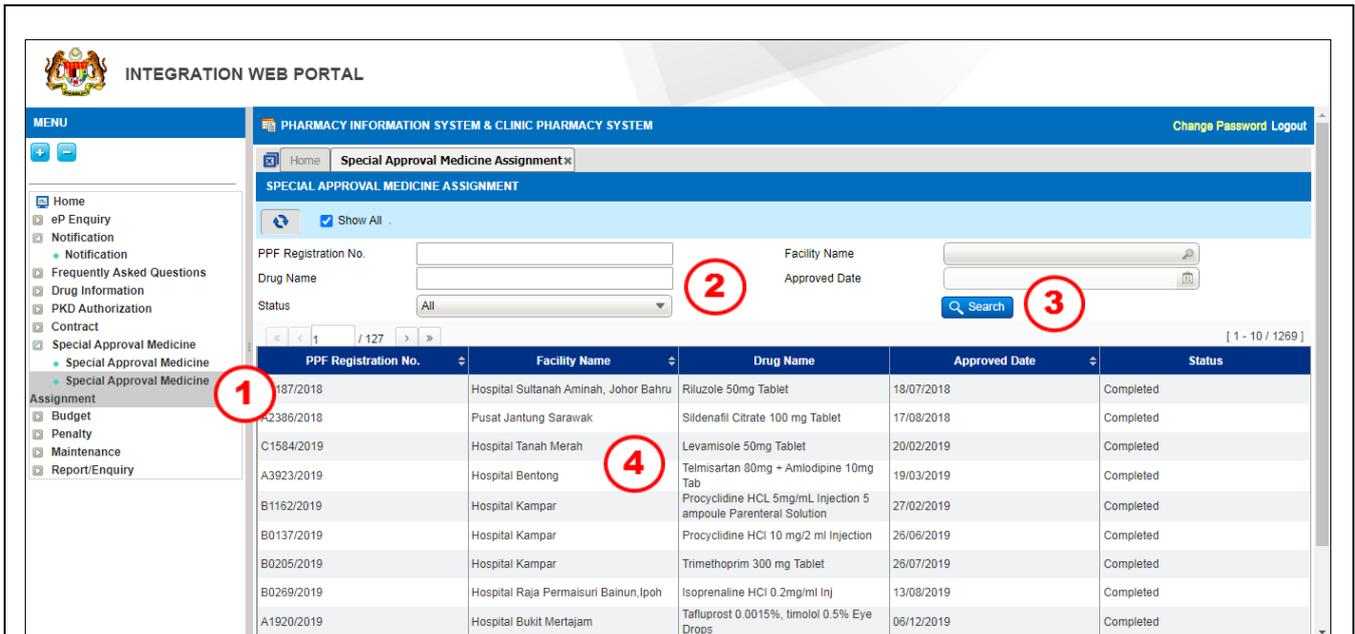


Figure 3.1.1-24 Alert Message

- Click on  button

3.1.2 Special Approval Medicine Assignment

This function is used to assign KPK Drug Item



PPF Registration No.	Facility Name	Drug Name	Approved Date	Status
187/2018	Hospital Sultanah Aminah, Johor Bahru	Riluzole 50mg Tablet	18/07/2018	Completed
2386/2018	Pusat Jantung Sarawak	Sildenafil Citrate 100 mg Tablet	17/08/2018	Completed
C1584/2019	Hospital Tanah Merah	Levamisole 50mg Tablet	20/02/2019	Completed
A3923/2019	Hospital Bentong	Telmisartan 80mg + Amlodipine 10mg Tab	19/03/2019	Completed
B1162/2019	Hospital Kampar	Procyclidine HCL 5mg/mL Injection 5 ampoule Parenteral Solution	27/02/2019	Completed
B0137/2019	Hospital Kampar	Procyclidine HCl 10 mg/2 ml Injection	26/06/2019	Completed
B0205/2019	Hospital Kampar	Trimethoprim 300 mg Tablet	26/07/2019	Completed
B0269/2019	Hospital Raja Permaisuri Bainun, Ipoh	Isoprenaline HCl 0.2mg/ml Inj	13/08/2019	Completed
A1920/2019	Hospital Bukit Mertajam	Tafuprost 0.0015%, timolol 0.5% Eye Drops	06/12/2019	Completed

Figure 3.1.2-1 Special Approval Medicine Assignment List Page

STEP 1

Click on 'Special Approval Medicine' followed by 'Special Approval Medicine Assignment'.

STEP 2

These search criteria can be used to search for existing KPK Special Drug Item Assign:

- a) PPF Registration No
- b) Facility Name
- c) Drug Name
- d) Approve Date
- e) Status

Note

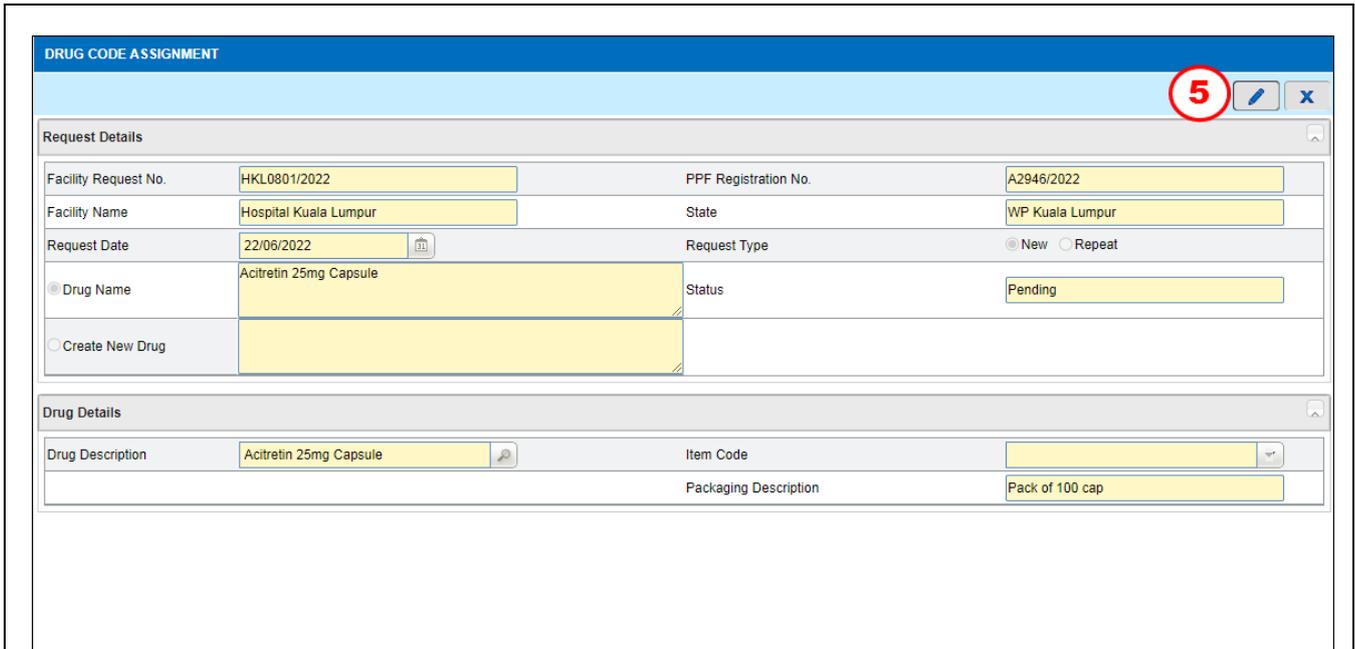
It is recommended to set 'Status' to 'Pending' if there are too many search results

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Special Approval Medicine Assignment will be displayed as Figure 3.1.2-2.



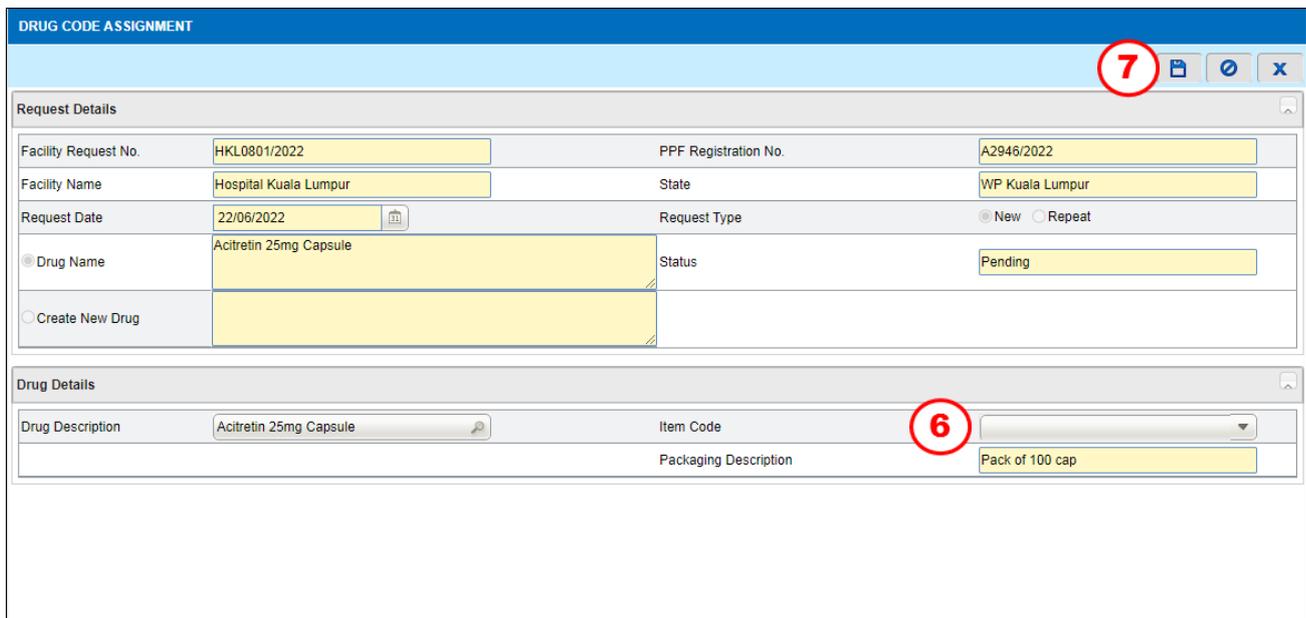
DRUG CODE ASSIGNMENT			
Request Details			
Facility Request No.	HKL0801/2022	PPF Registration No.	A2946/2022
Facility Name	Hospital Kuala Lumpur	State	WP Kuala Lumpur
Request Date	22/06/2022	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat
<input checked="" type="radio"/> Drug Name	Acitretin 25mg Capsule	Status	Pending
<input type="radio"/> Create New Drug			

Drug Details			
Drug Description	Acitretin 25mg Capsule	Item Code	
		Packaging Description	Pack of 100 cap

Figure 3.1.2-2 Drug Code Assignment

STEP 5

Click on the  button to edit the Special Approval Medicine Assignment screen and fill the compulsory



DRUG CODE ASSIGNMENT			
Request Details			
Facility Request No.	HKL0801/2022	PPF Registration No.	A2946/2022
Facility Name	Hospital Kuala Lumpur	State	WP Kuala Lumpur
Request Date	22/06/2022	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat
<input checked="" type="radio"/> Drug Name	Acitretin 25mg Capsule	Status	Pending
<input type="radio"/> Create New Drug			

Drug Details			
Drug Description	Acitretin 25mg Capsule	Item Code	
		Packaging Description	Pack of 100 cap

Figure 3.1.2-3 Drug Code Assignment

STEP 6

Click on the dropdown box to choose **Item Code** for Drug Description and click on the selected **Item Code**.

STEP 7

Click on the  button to save the record for the KPK Special Drug Item Assign

Note

- After saved, the status will be updated to Completed. Once completed, status will be sent to facility with updated drug information.
- Record will save when user click on the  button as shown in Figure 3.1.2-4

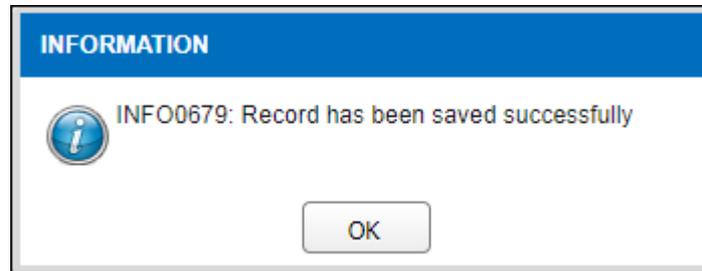


Figure 3.1.2-4 Information Message

- Click on the  button to close the Special Approval Medicine Assignment screen.



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	BahagianPerkhidmatanFarmasi
NPRA	National Pharmaceutical Regulatory Agency

5.0 Links to IWP Modules

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