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

User Manual
Integrated Web Portal (IWP)

Maintenance - Pharmacy

Version	**: 10th EDITION**
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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 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 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 (Maintenance Pharmacy) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create a new maintenance Pharmacy
- Edit a Maintenance Pharmacy

1.3 Organised Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Maintenance Pharmacy
- 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		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	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 Maintenance - Pharmacy

Overview

Application maintenance describes the relationship, details of the data flow for each function, the details validation and data/information that required being setup for system purpose. The module will provide a portal for configuration guide for the user which describe the basic and advance featured available on the system. This featured allow user to view and modify existing record and also create new record for each module. This application enables the facility to perform any modification to existing setting.

User Group

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

Functional Diagram

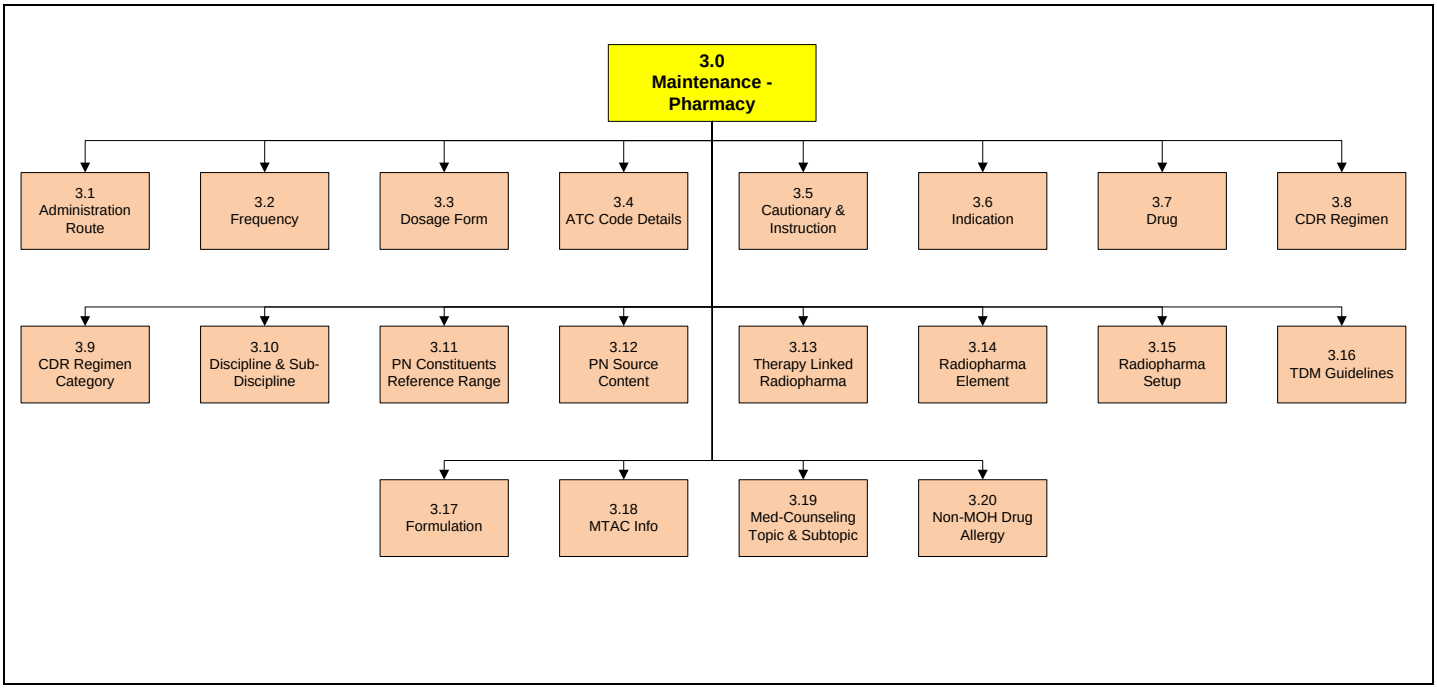


Figure 3.0

Maintenance Pharmacy Setup module (HQ) comprised of:

- **Administration Route**
  Allows user to create or modify administration route records. The administration Route records will be used by Drug Master, Order Management, Inpatient Pharmacy and Outpatient Pharmacy in PhIS system.

- **Frequency master**
  Frequency is number of times that drug occurs within a given period or per day. The number of drug order and dispense is an interval of a frequency distribution. Facility user is able to view existing record for frequency master details done by HQ in system.

- **Dosage Form**
  Allows user to create or modify dosage form records. The dosage form records will be used for Inventory, Drug Master, Order Management, Inpatient Pharmacy and Outpatient Pharmacy in PhIS system.

- **Active Ingredient**
  Active ingredients are components in a drug that provide some pharmaceutical value, in contrast with the inactive ingredients, which act as carriers to make the drug easier for the body to process.

- **ACT Code details**
  The Anatomical Therapeutic Chemical (ATC) Classification System is used for the classification of drugs. This pharmaceutical coding system divides drugs into different groups according to the organ or system on which they act on their therapeutic and chemical characteristics. One drug can have more than one code: several different brands share the same code if they have the same active substance and indications. Facility user is able to view existing record for ATC code details done by HQ in system

- **Cautionary & Instruction**
  Cautionary are intended to warn or advice to beware about drug, or when taking drug. Instruction intended to advice about drug or way to take drug

- **Indication**
  An indication is a valid reason to use a certain test, medication, procedure, or surgery.
  Indicated as necessary or expedient, as in the administration of a drug. System will suggest the proper treatment of a disease as that demanded by its cause or symptoms.

- **Drug**
  Drug is natural or synthetic substance which taken into a living body affects its functioning or structure, and is used in the diagnosis, mitigation, treatment, or prevention of a disease or relief of discomfort.
  Drug screen allows user facility user to view and to modify drug master records. The Drug records will be used for Inpatient Pharmacy, Outpatient Pharmacy, Medication Order and Manufacturing modules in system.

- **CDR Regimen Master**
  Cytotoxic Drug Reconstitution (CDR) an anticancer drug which acts by killing or preventing the cell division. Any program (including drugs) that regulates aspects of one's lifestyle for a hygienic or therapeutic purpose; a program of treatment. System able to view apply treatment plan that specifies the dosage, the schedule, and the duration of Treatment, regimen code, regimen Status, regimen description, category, sub-category, cycle duration, no of cycles and remarks of the regimen if any while creating a new regimen. CDR Regimen Master setup by HQ.

- **CDR Regimen Category**
  Cytotoxic Drug Reconstitution (CDR) regimen is a plan a regulated medical treatment designed to give a positive result. CDR regimen categories are Hematology, Oncology, Pediatric and others. Category is important, in order to prepare the regimen for CDR treatment. Facility user able to view category and regimen type in system.

- **Prescriber**
  Is a person give directions, either orally or in writing, for the preparation and administration of a remedy to be used in the treatment of any disease System will create new register number for prescriber using system.
  Record prescriber details in system. Facility user able to edit and save record.

- **Discipline & Sub-Discipline Master**
  Discipline and sub-discipline are facility department responsible for the administration of functions and activities pertaining to the delivery of medication treatment. System will be setup by HQ according to based on facility setup.

- **PN Constituents Reference Range**
  Parenteral Nutrition (PN) is used for patients who cannot or should not get their nutrition through eating. PN may include a combination of sugar and carbohydrates (for energy), proteins (for muscle strength), lipids (fat), electrolytes, and trace elements. Nutrients may contain all or some of these substances, depending on your condition. PN Constituents screen able facility user to view combination and definition of nutrients.

- **PN Source Contents**
  The screen allows defining the value for the PN Generics content and value of calculation from ordering unit to volume unit. HQ setup will be based on the value and unit for each of ingredient based on type of PN Generics. On change of Generics, the list of Ingredients will change accordingly facility user able to selects drug name and PN Type and view PN source content.

3.1 Administration Route

3.1.1 Create New Administration Route

To Create New Administration Route records, perform the steps below:

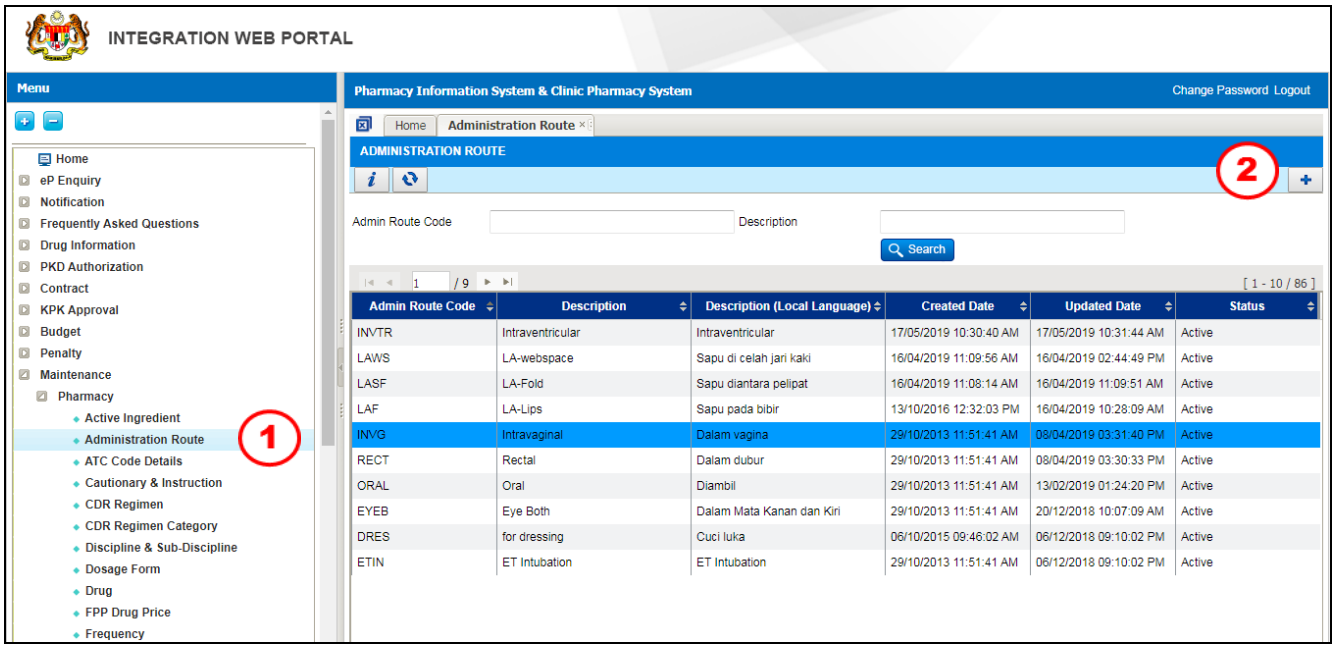


Figure 3.1.1-1 Administration Route Listing Page

STEP 1
Go to Maintenance menu follow by Pharmacy menu and click on the Administration Route sub menu.

STEP 2

Click on the button to create a new record and Administration Route screen will be displayed as Figure 3.1.1-2

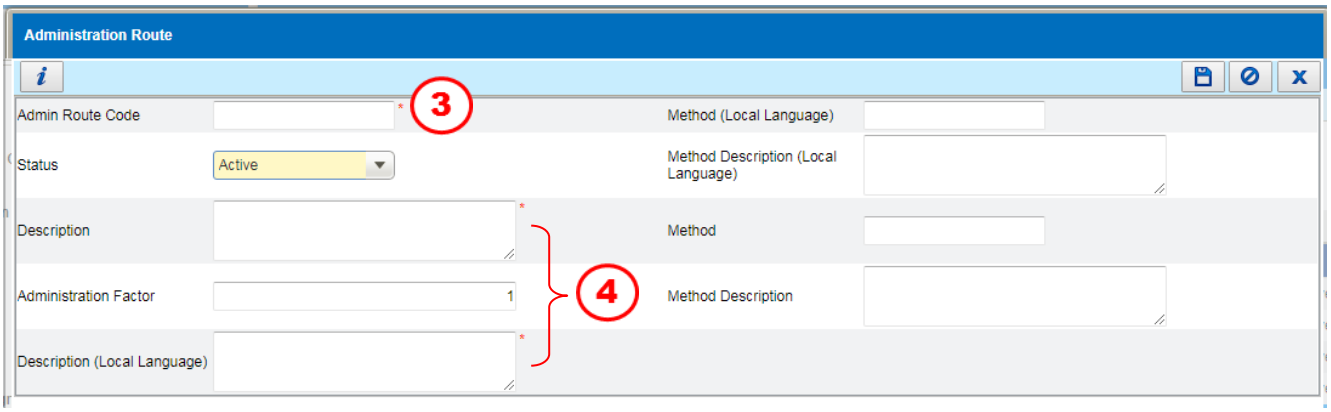


Figure 3.1.1-2 Administration Route Listing Page

STEP 3
Enter ***Admin Route Code***

STEP 4
Enter ***Description and Description (Local Language)***

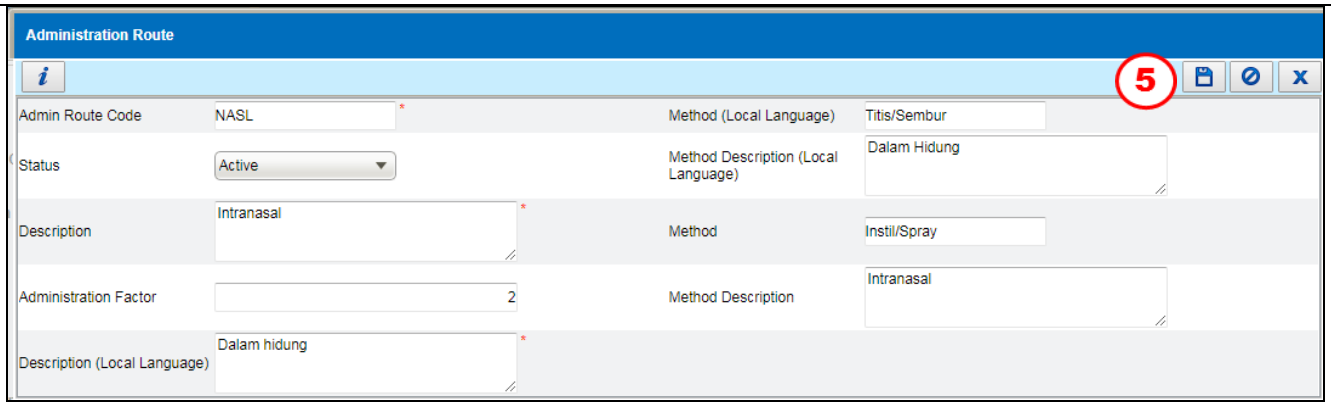


Figure 3.1.1-3 Administration Route Listing Page

STEP 5

Click on the button to save the record

Note

- Enter ***Method (Local Language), Method Description (Local Language), Method and Method Description*** if needed.
- *System will display a Confirmation Message as Figure 3.1.1-4*

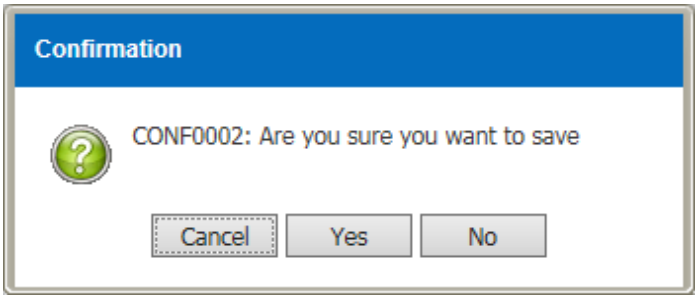


Figure 3.1.1-4 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.1.1-5*

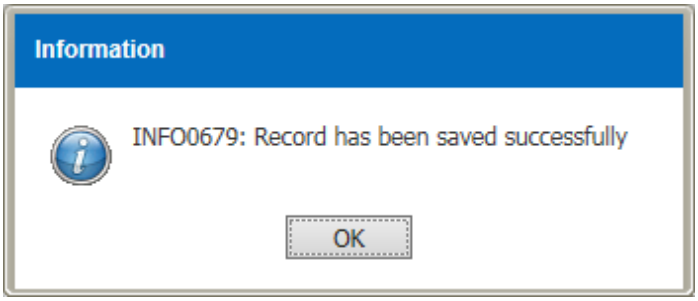


Figure 3.1.1-5 Information Message

- *Click on the* OK *button to confirmed the record*

3.1.2 Modify Administration Route

To modify Administration Route records, perform the steps below:

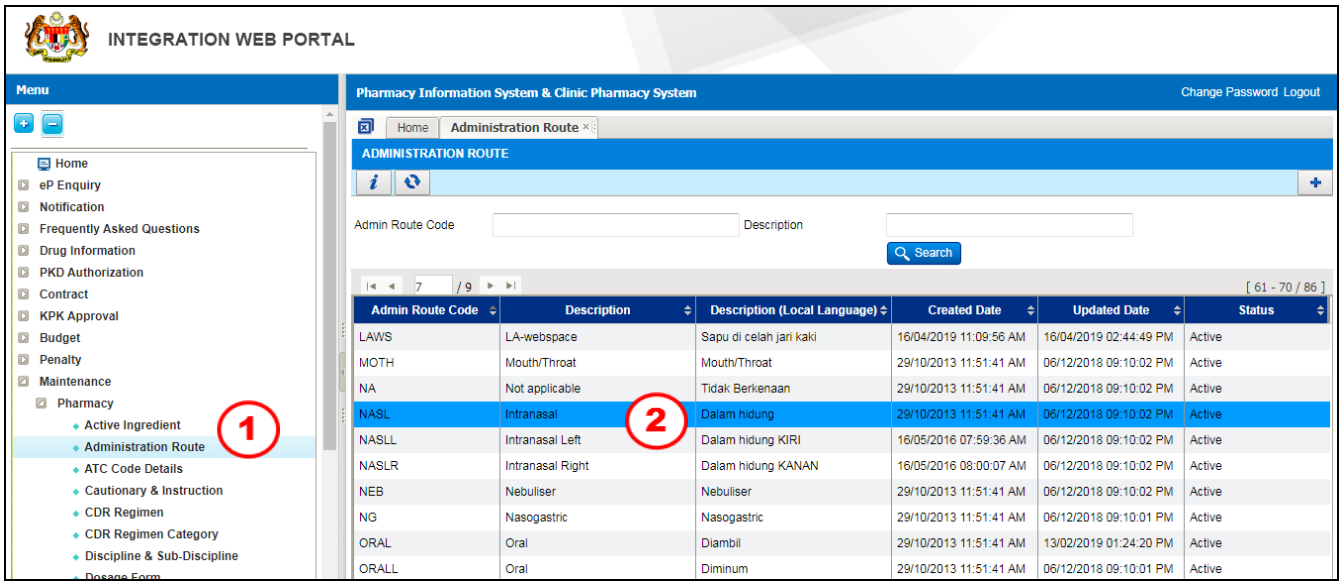


Figure 3.1.2-1 Administration Route Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on the Administration Route sub menu.

STEP 2

Double click on selected record

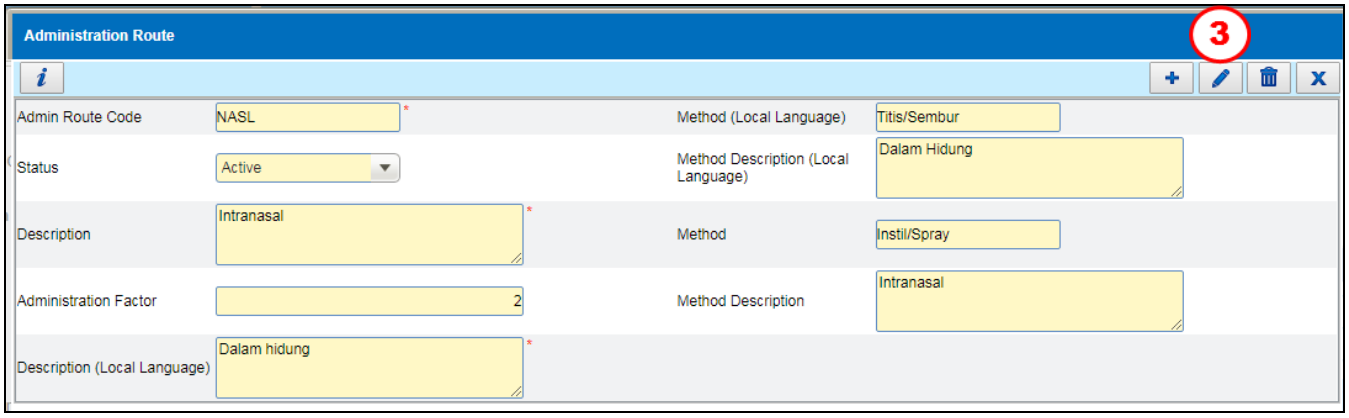


Figure 3.1.2-2 Administration Route

STEP 3

Click on the button to edit the record

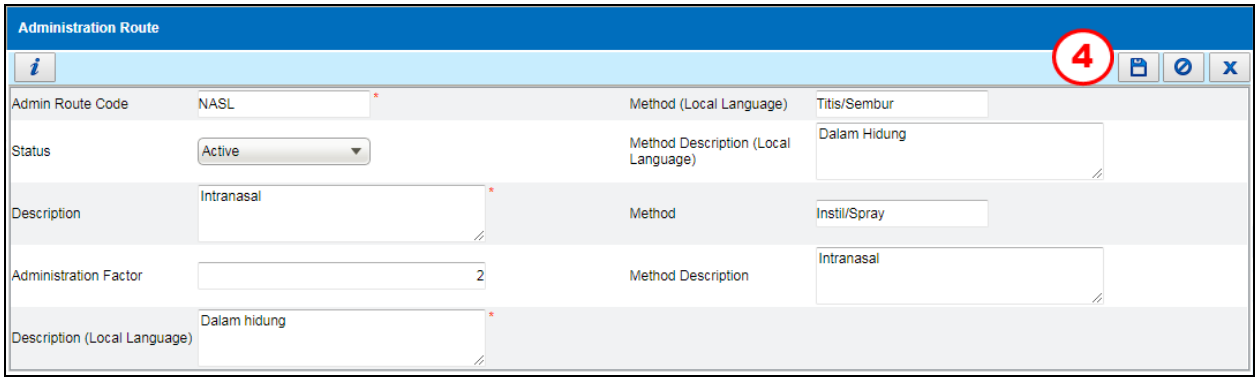


Figure 3.1.2-3 Administration Route

Note
User is allowing to edit:

- ***Admin Route Code***
- ***Status***
- ***Description***
- ***Administration Factor***
- ***Description (Local Language)***
- ***Method (Local Language)***
- ***Method Description (Local Language)***
- ***Method***
- ***Method Description***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.1.2-4*

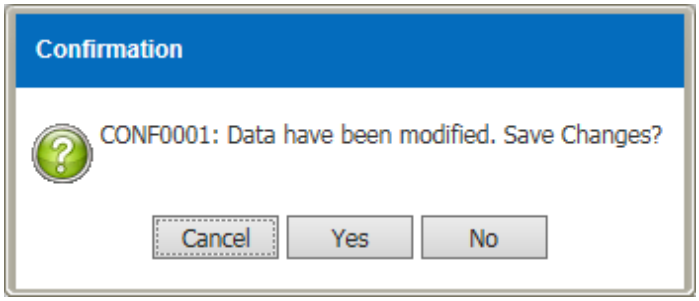


Figure 3.1.2-4 Confirmation Message

- *Click on the Yes button to save the edited record*
- *Information Message will display after click on the Yes buttom as Figure 3.1.2-5*

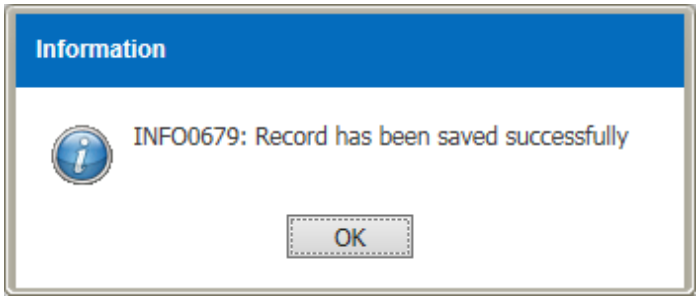


Figure 3.1.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.2 Frequency

3.2.1 Create New Frequency

To Create New Frequency records, perform the steps below:

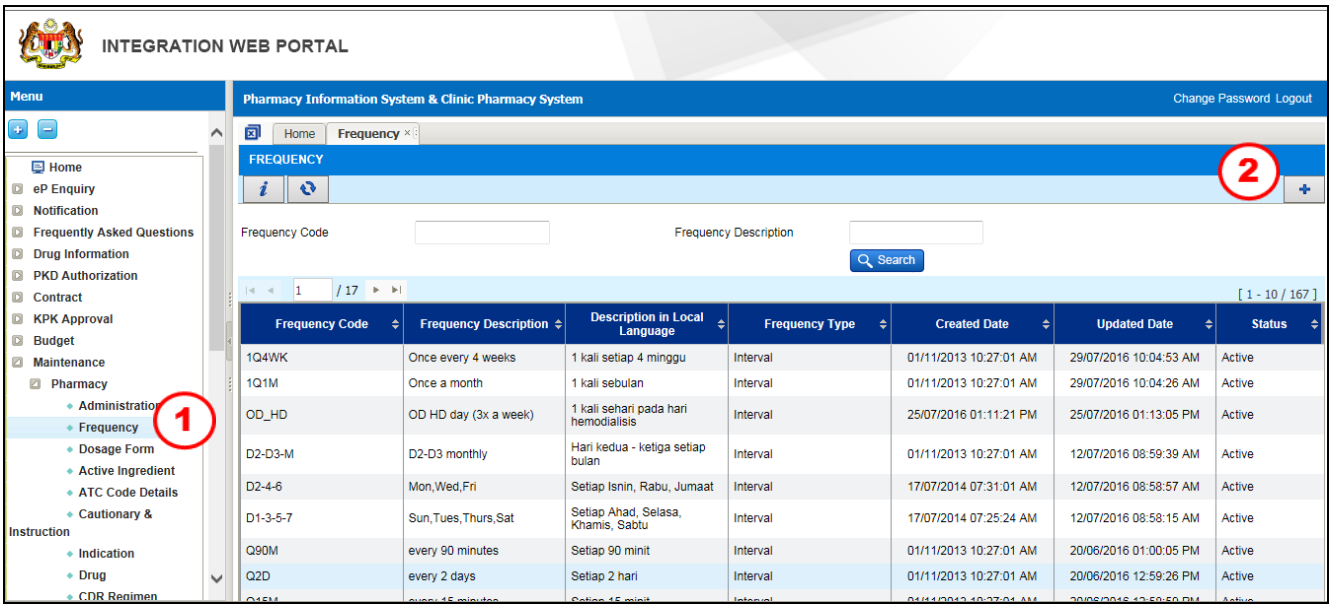


Figure 3.2.1-1 Frequency Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Frequency sub menu.

STEP 2

Click on the button and Frequency screen will be displayed as Figure 3.2.1-2

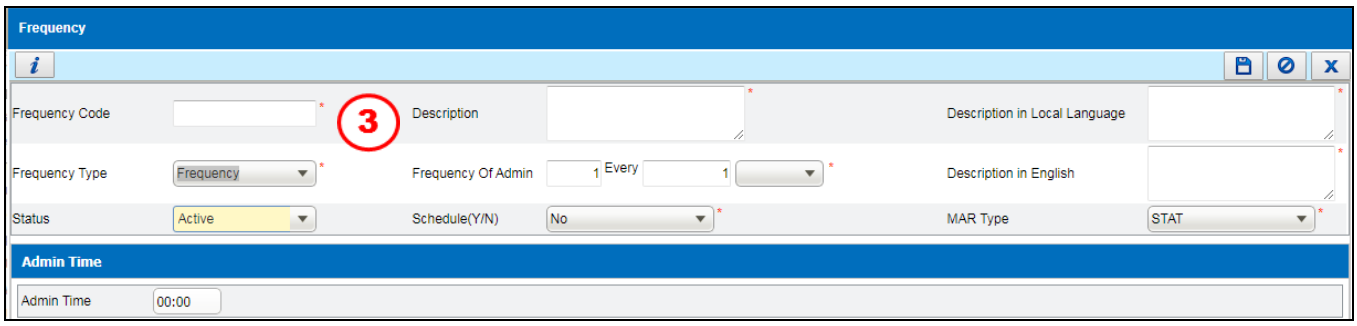


Figure 3.2.1-2 Frequency

STEP 3

Enter ***Frequency Code, Frequency Type*** and ***Description***

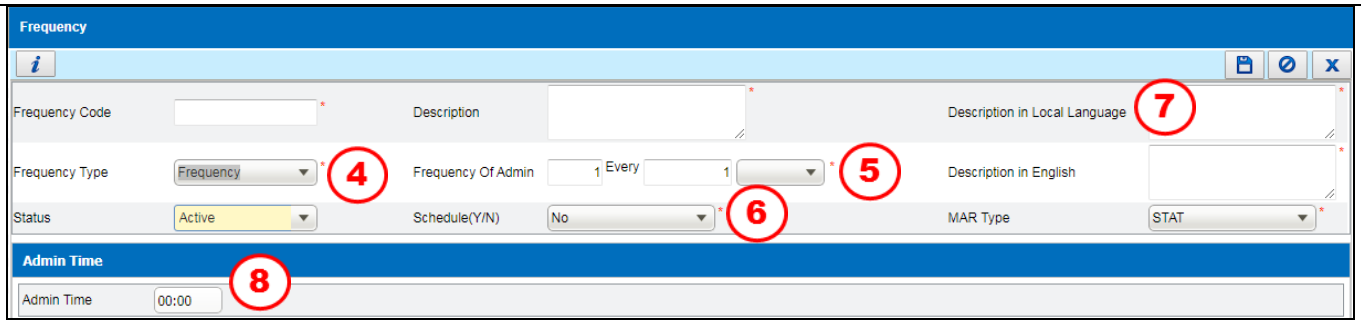


Figure 3.2.1-3 Frequency

STEP 4
Select ***Frequency*** from drop down box:
- ***Continuous***
- ***Frequency***
- ***Interval***
- ***PRN***
- ***STAT***

STEP 5
Fill the ***Frequency of Admin***

STEP 6
Click on the Dropdown Box to choose the ***Schedule*** status:
- ***Yes***
- ***No***

STEP 7
Fill the ***Description in Local Language*** and ***Description in English***

STEP 8
Fill the ***Admin Time***

Note
*Admin Time will be based on **Frequency of Admin** and **Schedule** status is **Yes***

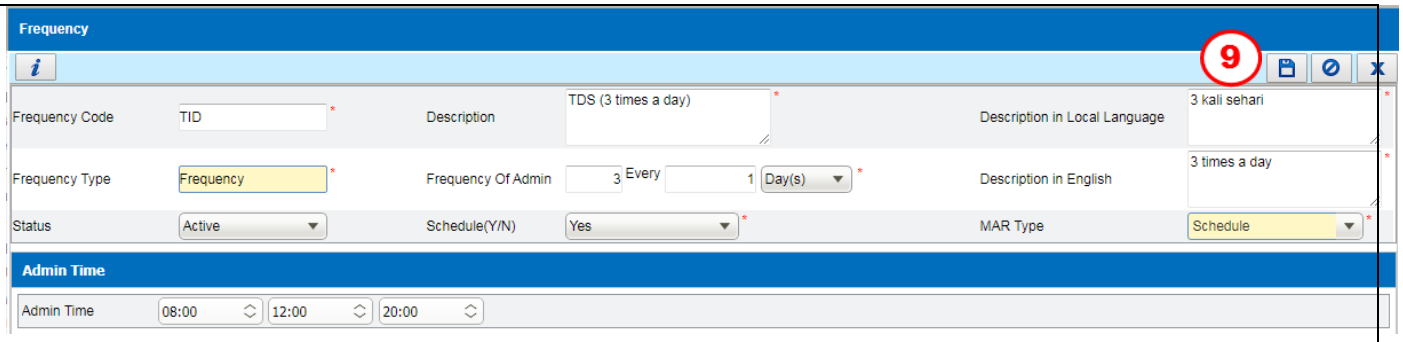


Figure 3.2.1-4 Frequency

STEP 9

Click on the button to save the record

Note

- *Confirmation message as shown in Figure 3.2.1-5 will be displayed after user save the record*

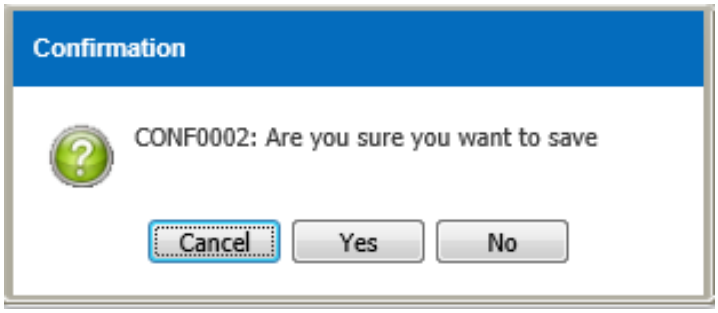


Figure 3.2.1-5 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.2.1-6*

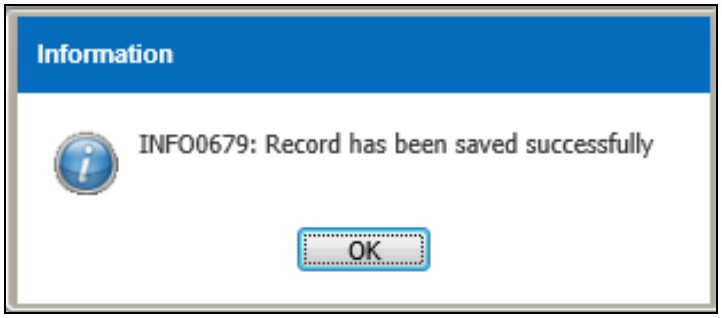


Figure 3.2.1-6 Information Message

- *Click on the* X *button to close the Frequency screen.*

3.2.2 Modify Frequency

To modify Frequency records, perform the steps below:

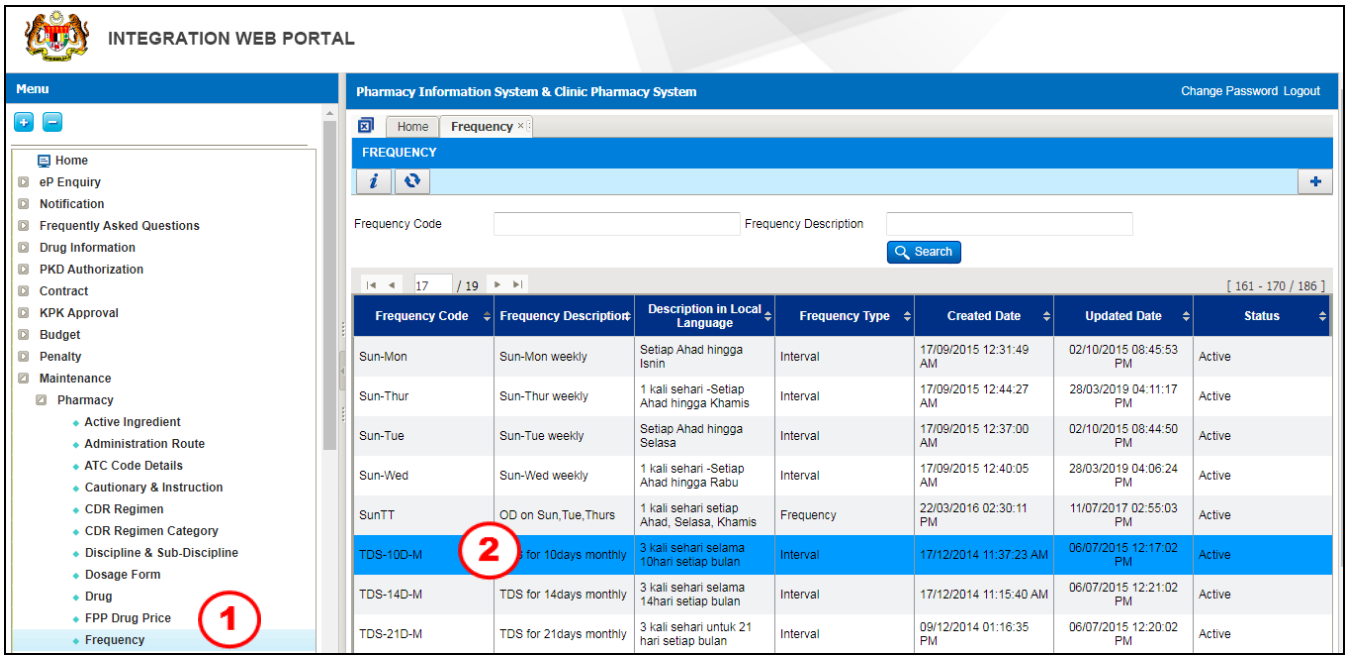


Figure 3.2.2-1 Frequency Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Frequency sub menu.

STEP 2

Double click on selected record

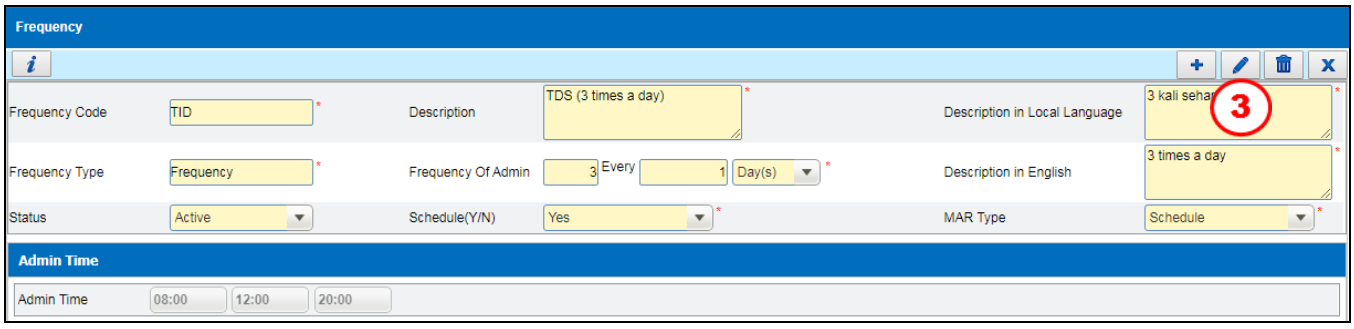


Figure 3.2.2-2 Frequency.

STEP 3

Click on the button to edit the record

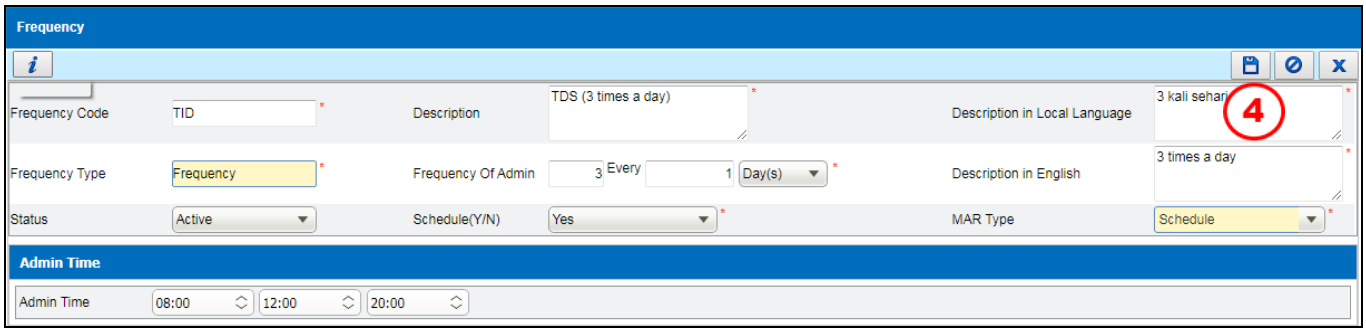


Figure 3.2.2-3 Frequency

Note

User is allowed to edit:

- ***Frequency Code***
- ***Description***
- ***Frequency Of Admin***
- ***Status***
- ***Schedule(Y/N)***
- ***Description in Local Language***
- ***Description in English***
- ***Admin Time***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.2.2-4*

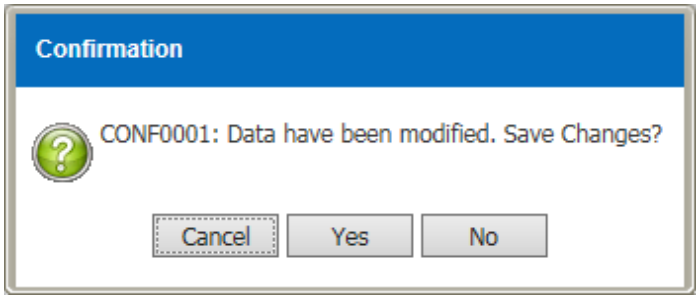


Figure 3.2.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.2.2-5*

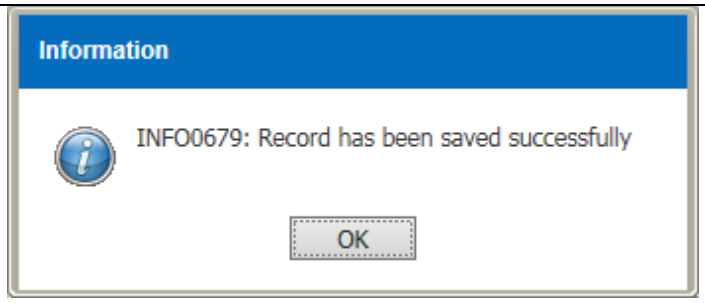


Figure 3.2.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.3 Dosage Form

3.3.1 Create New Dosage Form

To Create New Dosage Form records, perform the steps below:

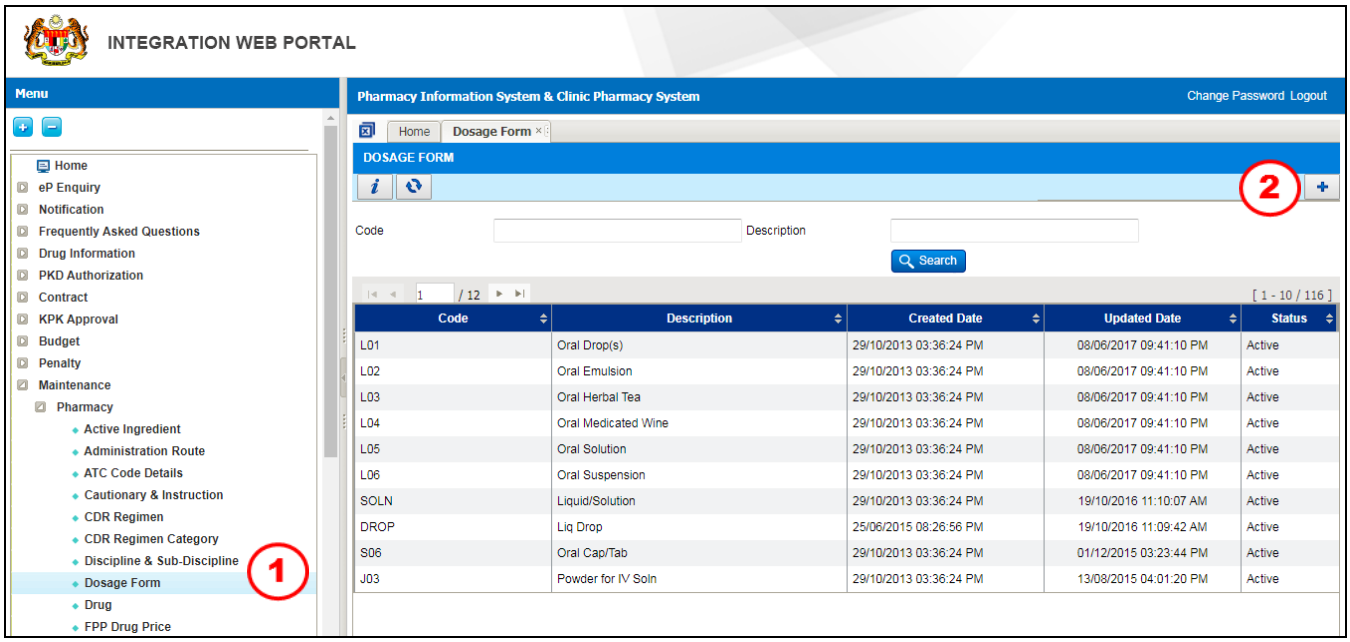


Figure 3.3.1-1 Dosage Form Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Dosage Form sub menu.

STEP 2

Click on the button to create a new record and Dosage Form screen will be displayed as Figure 3.3.1-2

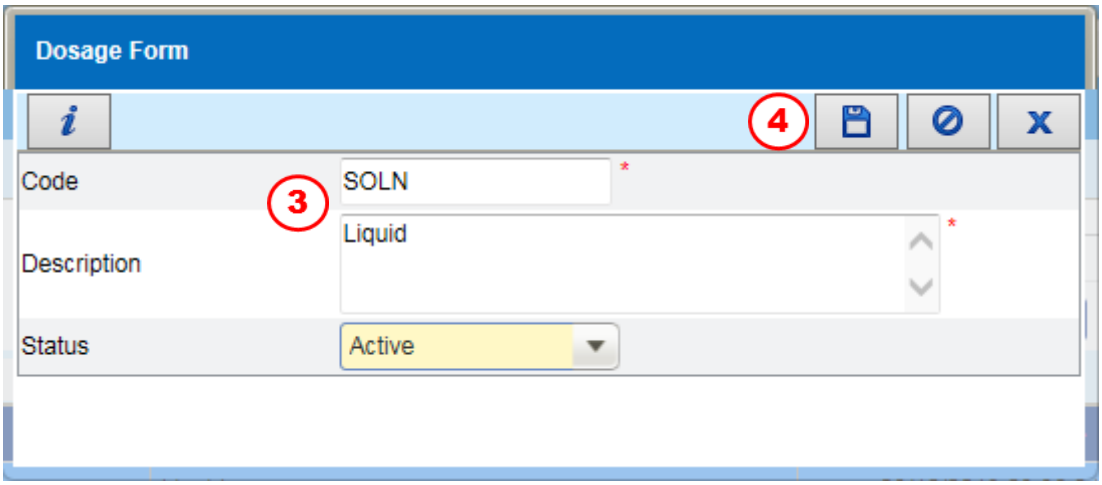


Figure 3.3.1-2 Add Dosage Form

STEP 3

Enter ***Code*** and ***Description***

STEP 4

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.3.1-3*

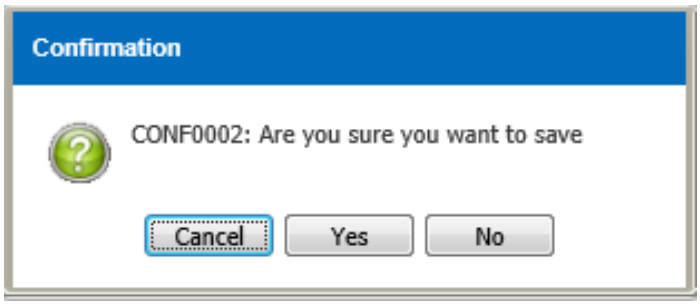


Figure 3.3.1-3 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.3.1-4*

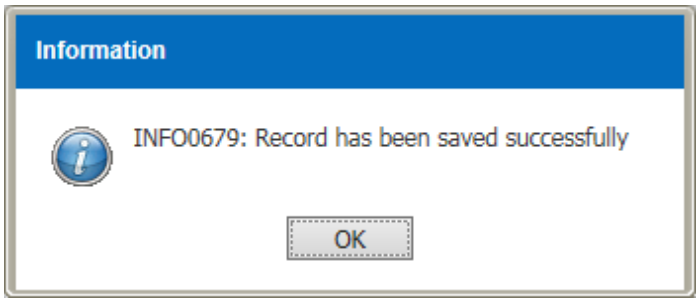


Figure 3.3.1-4 Information Message

- *Click on the* OK *button to confirmed the record*

3.3.2 Update Dosage Form

To modify Dosage Form records, perform the steps below:

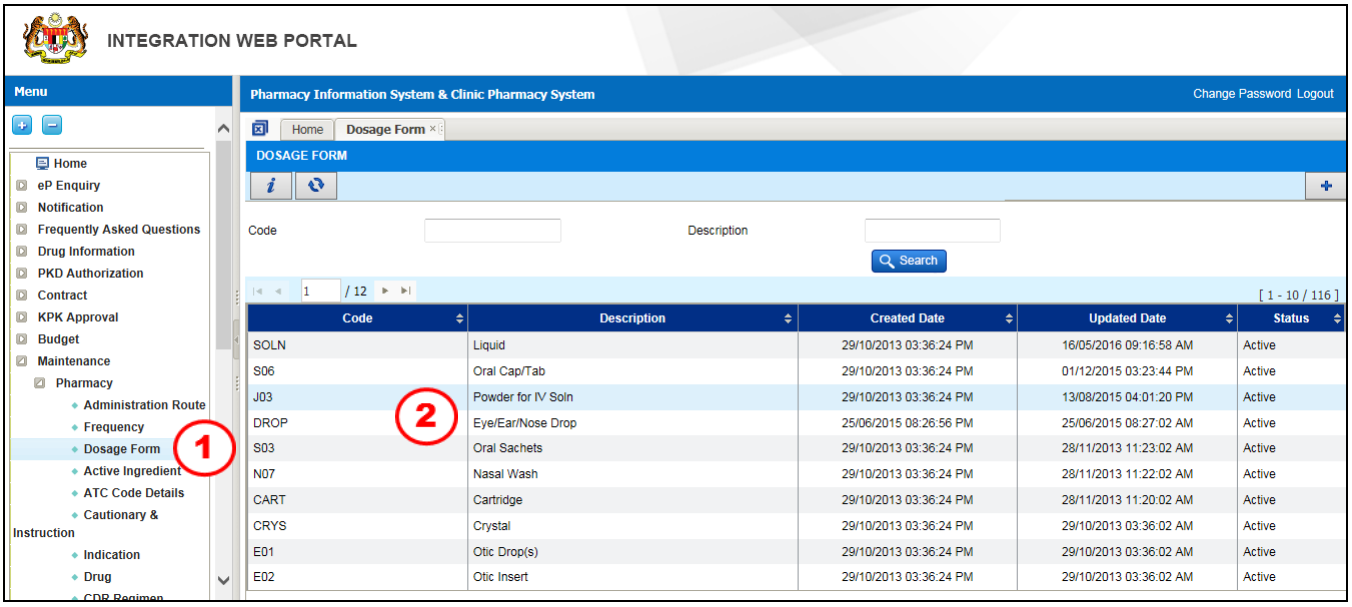


Figure 3.3.2-1 Dosage Form Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Dosage Form sub menu

STEP 2

Click on the selected record

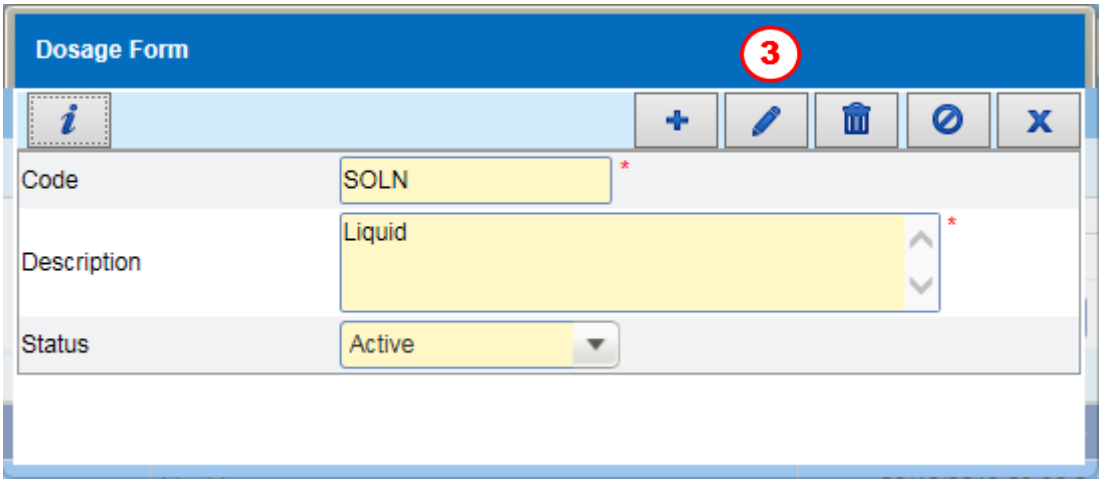


Figure 3.3.2-2 Add Dosage Form

STEP 3

Click on the button to edit the record

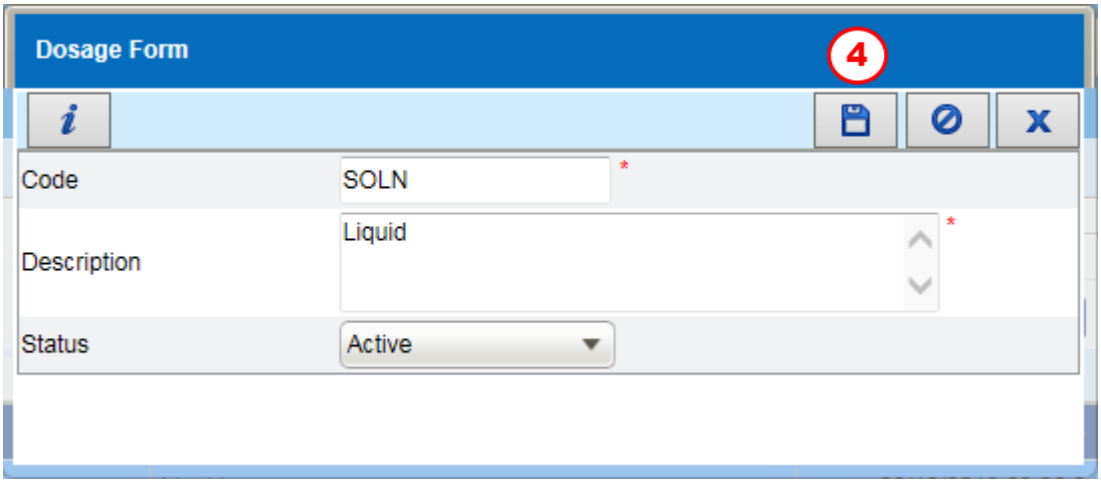


Figure 3.3.2-2 Add Dosage Form

Note
User is allowing to edit:
- ***Code***
- ***Description***
- ***Status***

STEP 4

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.3.2-3*

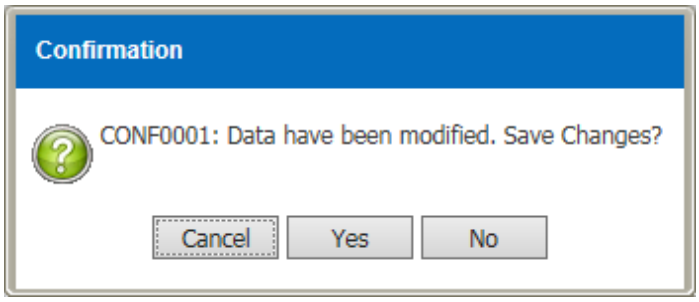


Figure 3.3.2-3 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.3.2-4*

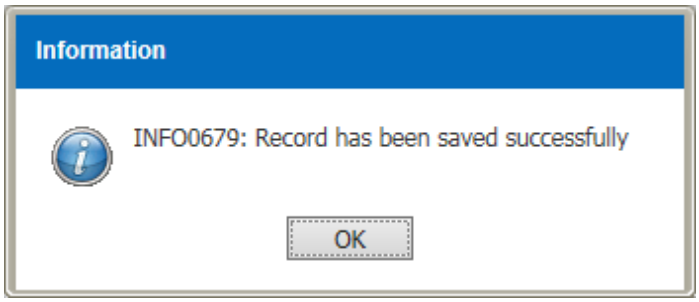


Figure 3.3.2-4 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.4 Active Ingredient

3.4.1 Create New Active Ingredient

To Create New Active Ingredient records, perform the steps below:

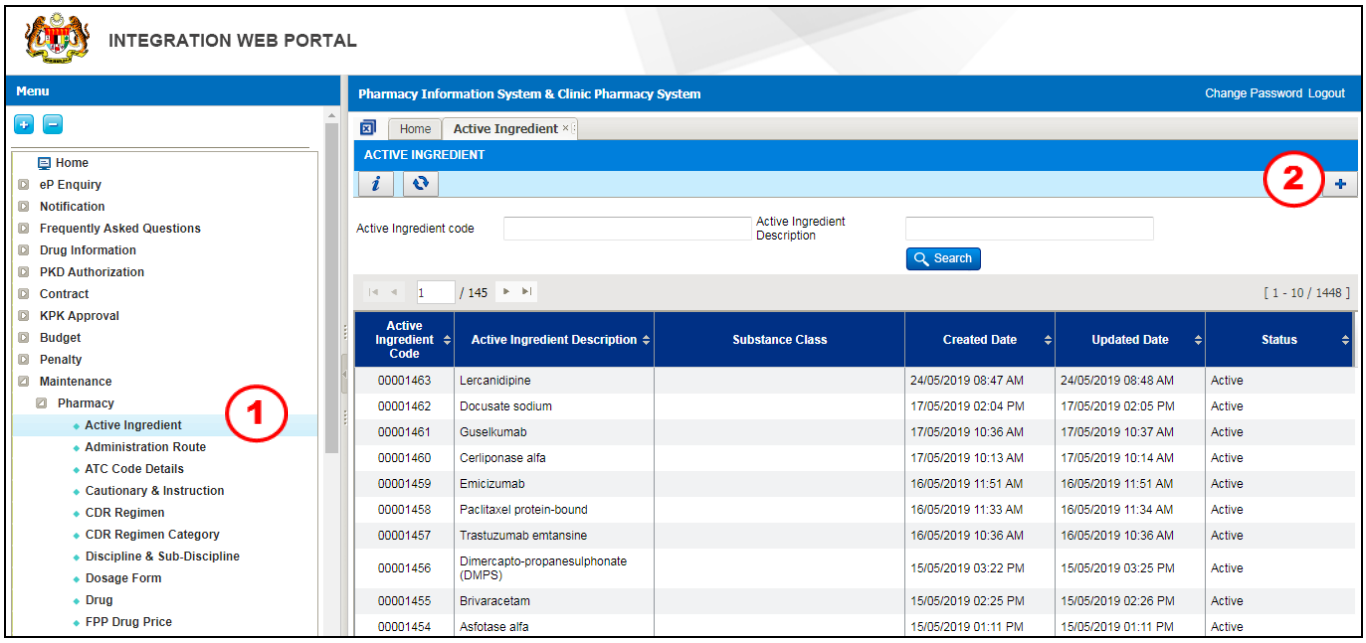


Figure 3.4.1-1 Active Ingredient Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Active Ingredient sub menu.

STEP 2

Click on the button to create a new record and Active Ingredient screen will be displayed as Figure 3.4.1-2

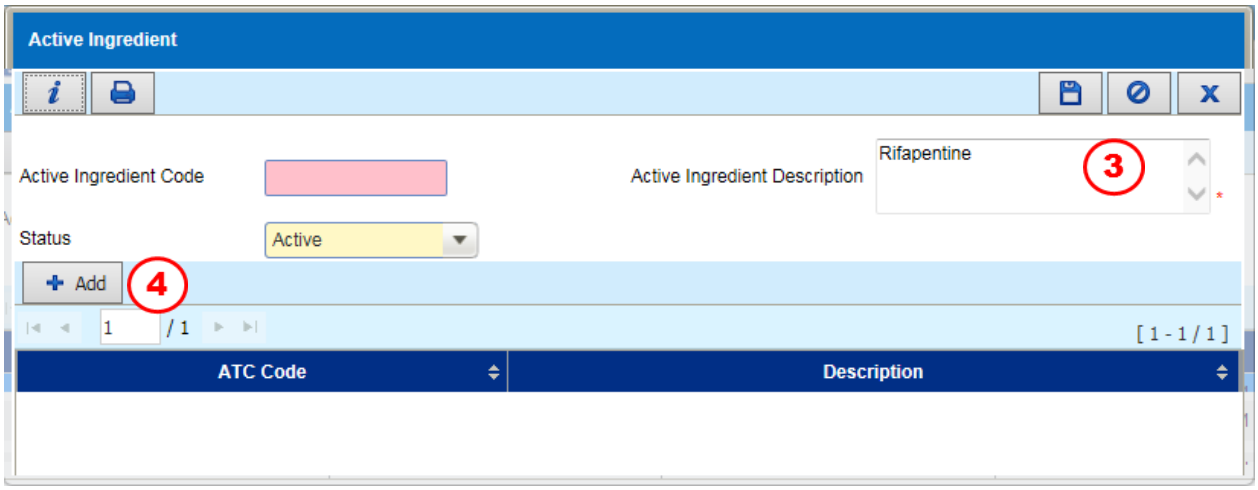


Figure 3.4.1-2 Add Active Ingredient

STEP 3

Enter ***Active Ingredient Description***

STEP 4

Click on the

button and new window will be displayed as Figure 3.4.1-3

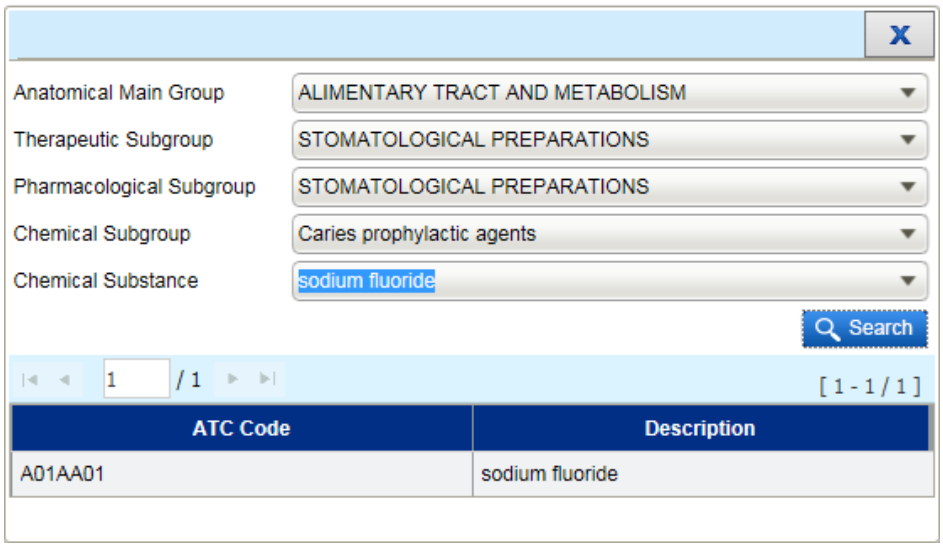


Figure 3.4.1-3 ATC Code

Note

- *User is allowed to enter partially or fully criteria for :*
  - ***Anatomical Main Group***
  - ***Therapeutic Subgroup***
  - ***Pharmacological Subgroup***
  - ***Chemical Subgroup***
  - ***Chemical Substance***

- *Click on the*

button and double click on the selected ***ATC Code/Description***

- *Selected data will have updated in the Active Ingredient screen as shown in Figure 3.4.1-4*

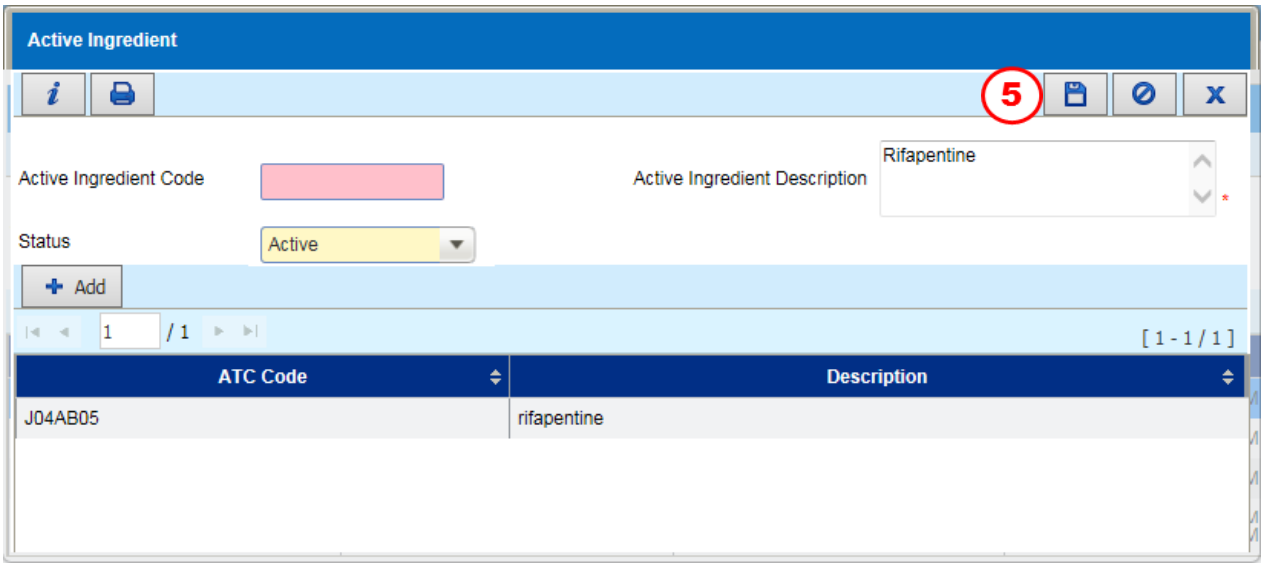


Figure 3.4.1-4 Active Ingredient

Note
User can add more than 1 ***ATC Code*** *by repeating* ***STEP 4***

STEP 5

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.4.1-5*

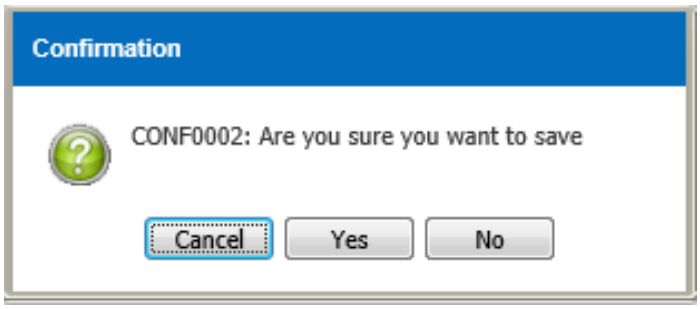


Figure 3.4.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.4.1-6*

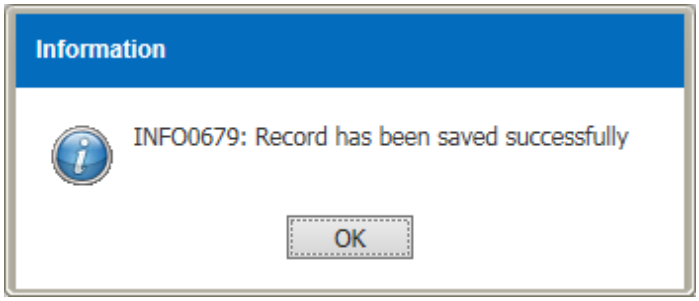


Figure 3.4.1-6 Information Message

- *Click on the* OK *button to confirmed the record and* ***Active Ingredient Code*** *will be generated for future reference as Figure 3.4.1-7*

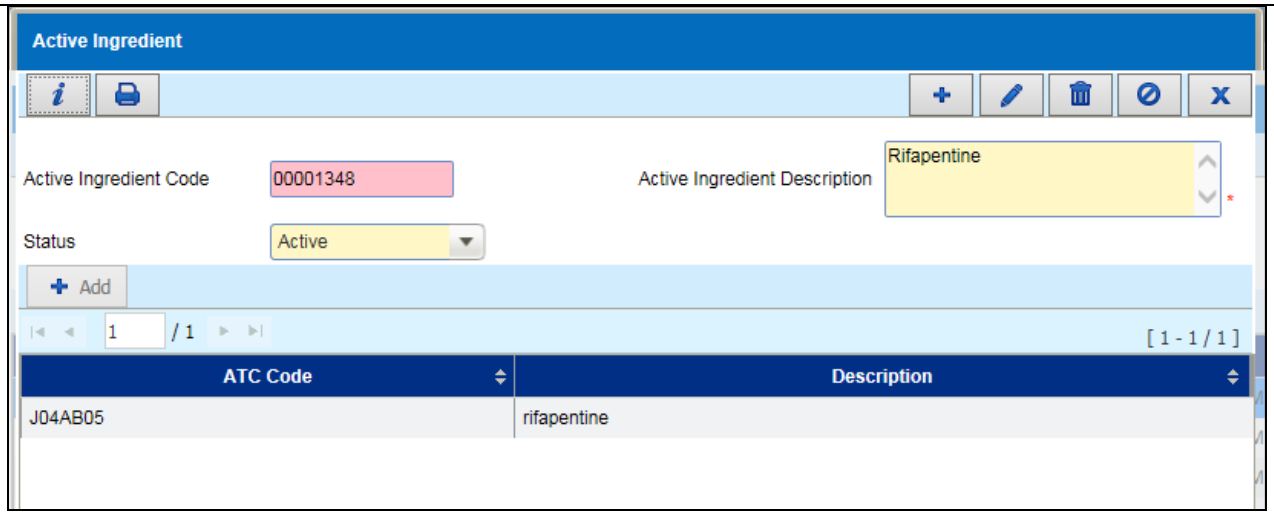


Figure 3.4.1-7 Active Ingredient

3.4.2 Modify Active Ingredient

To modify Active Ingredient records, perform the steps below:

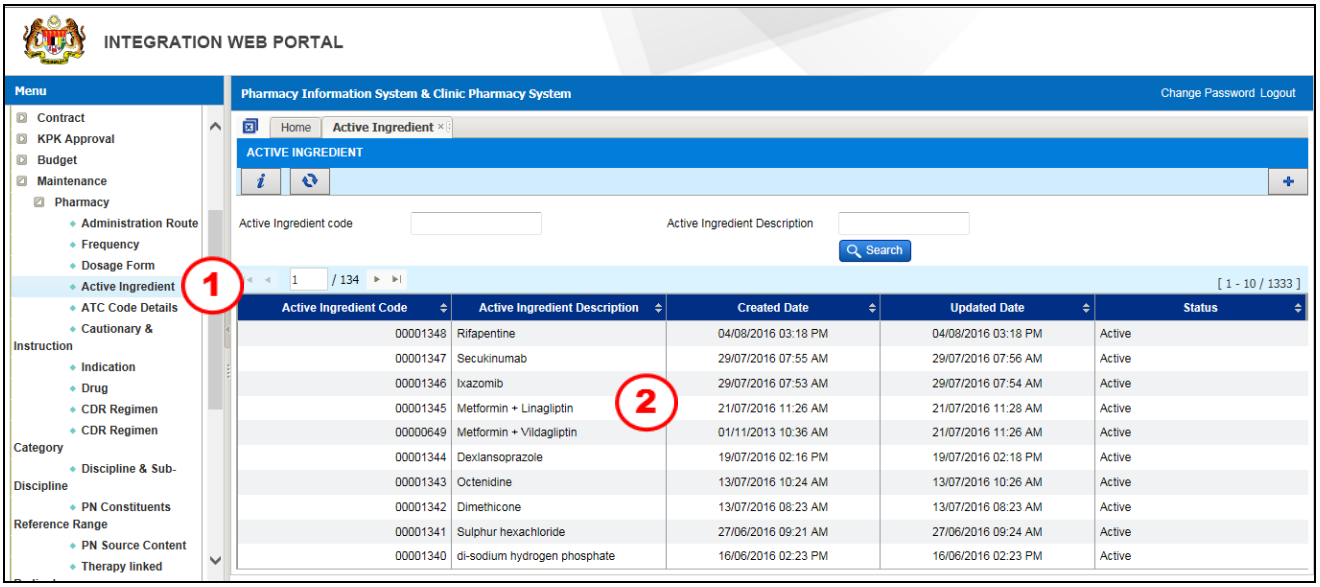


Figure 3.4.2-1 Active Ingredient Listing Page

STEP 1
Go to Maintenance menu follow by Pharmacy menu and click on Active Ingredient sub menu.

STEP 2
Click on the selected record

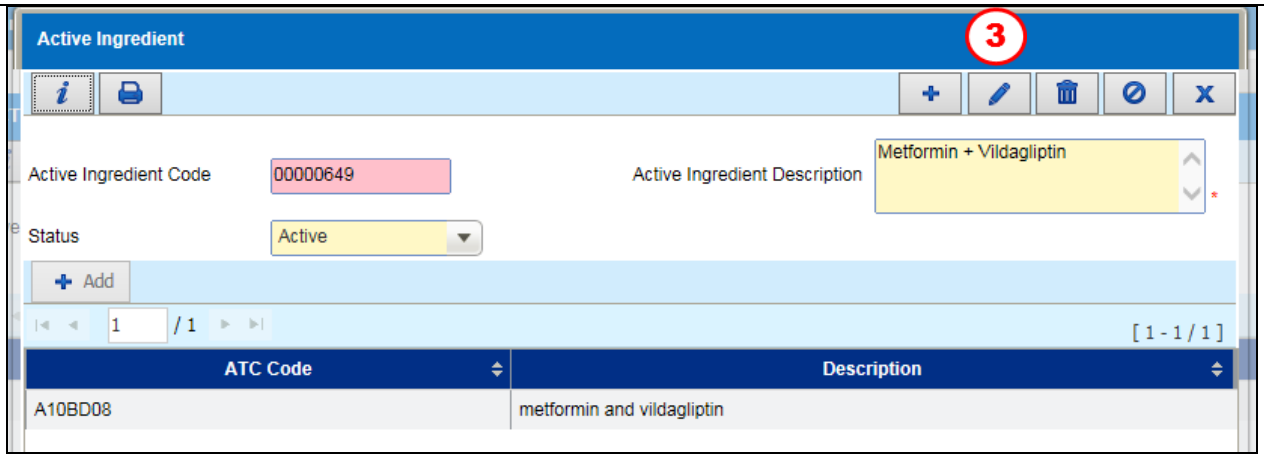


Figure 3.4.2-2 Active Indgredient Form

STEP 3

Click on the button to edit the record

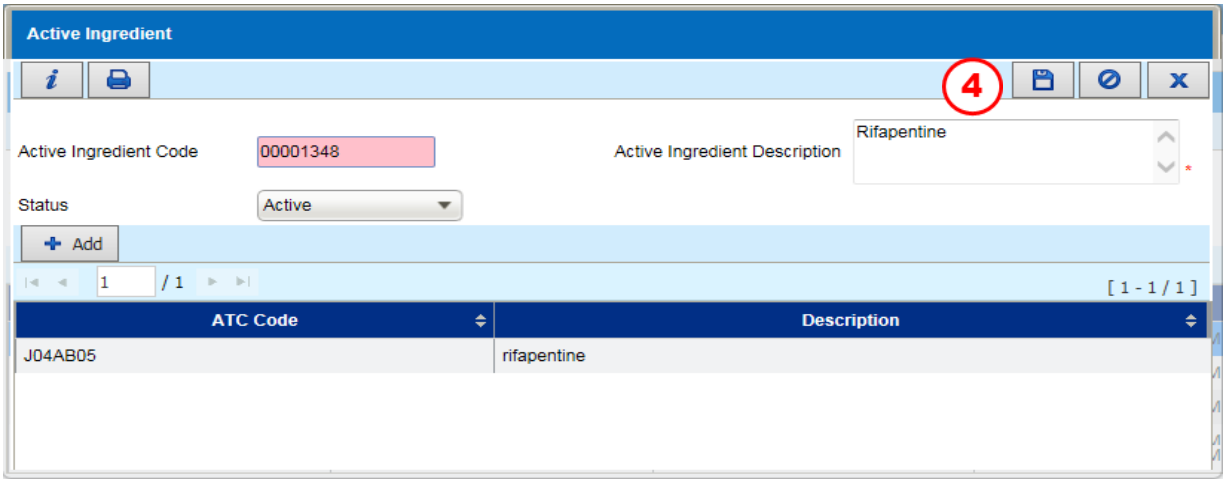


Figure 3.4.2-3 Active Indgredient Form

Note

User is allowing to edit:

- ***Status***
- ***Active Ingredient Description***
- ***Add ATC Code***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.4.2-4*

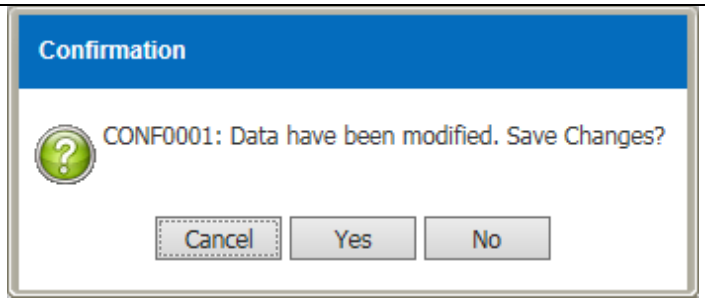


Figure 3.4.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.4.2-5*

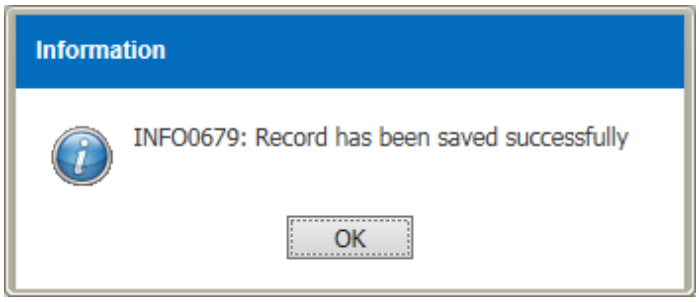


Figure 3.4.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.5 ATC Code Details

3.5.1 Create New ATC Code Details

To Create New ATC Code Details records, perform the steps below:

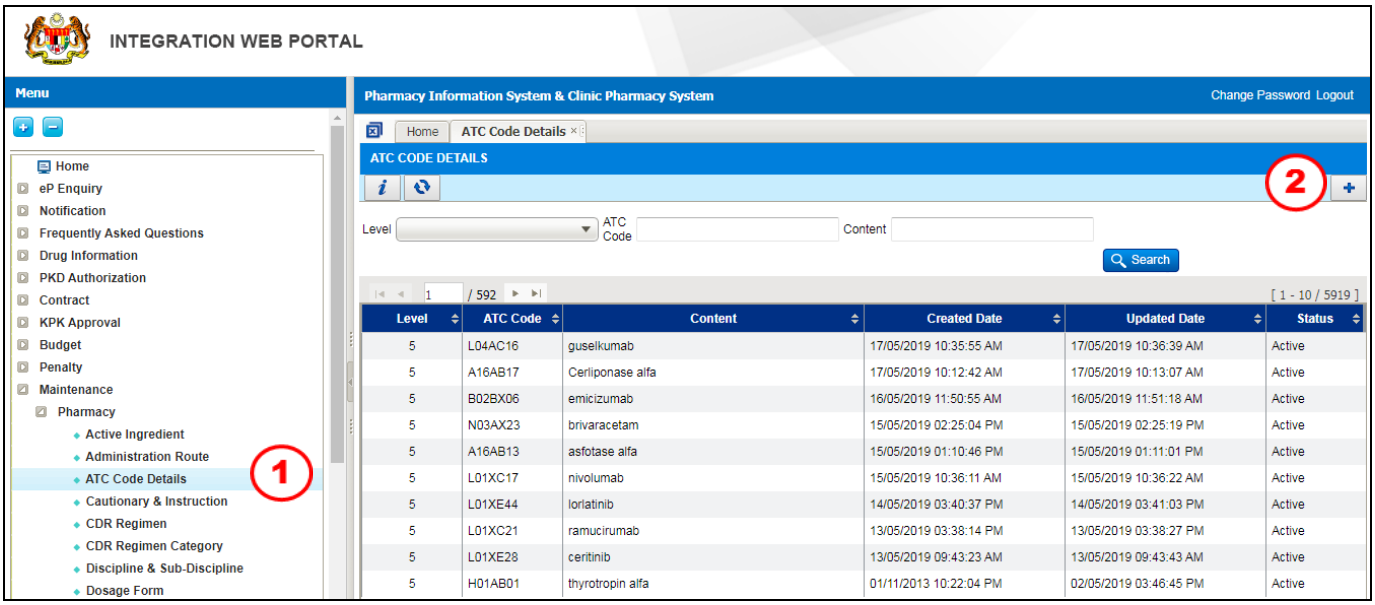


Figure 3.5.1-1 ATC Code Details Listing Page

STEP 1
Go to Maintenance menu follow by Pharmacy menu and click on ATC Code Details sub menu.

STEP 2

Click on the button to create a new record and ATC Detail screen will be displayed as Figure 3.5.1-2

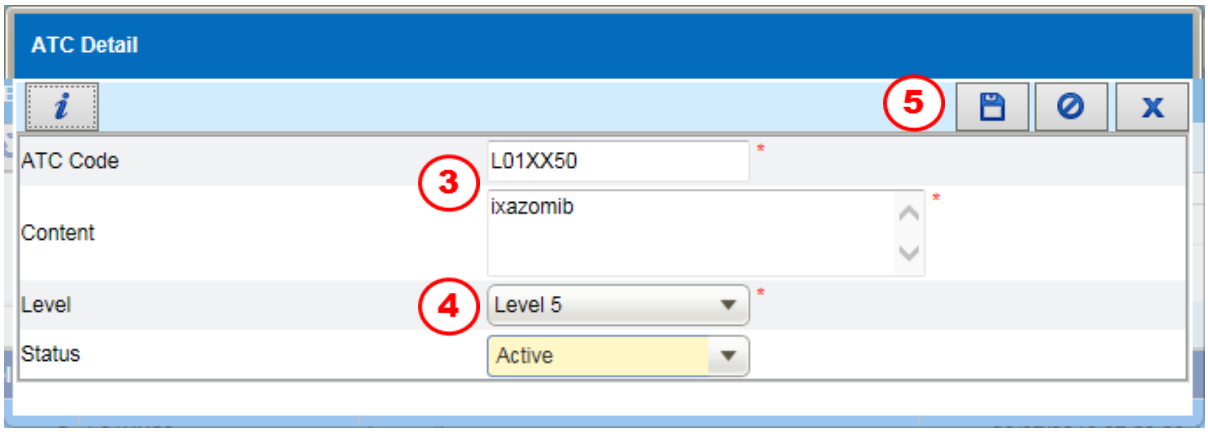


Figure 3.5.1-2 Add ATC Code Details

STEP 3
Enter ***ATC Code*** and ***Content***

STEP 4
Select ***Level*** from drop down box:

- ***Level 1***
- ***Level 2***
- ***Level 3***
- ***Level 4***

- ***Level 5***

STEP 5

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.5.1-3*

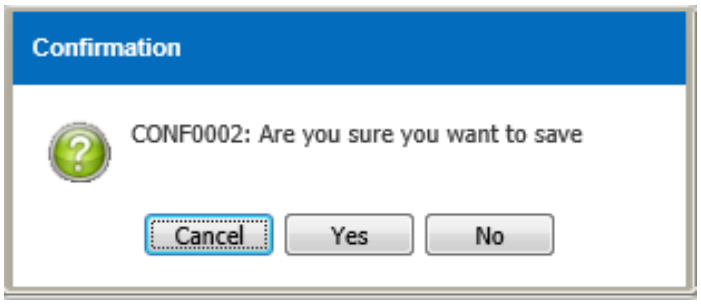


Figure 3.5.1-3 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.5.1-4*

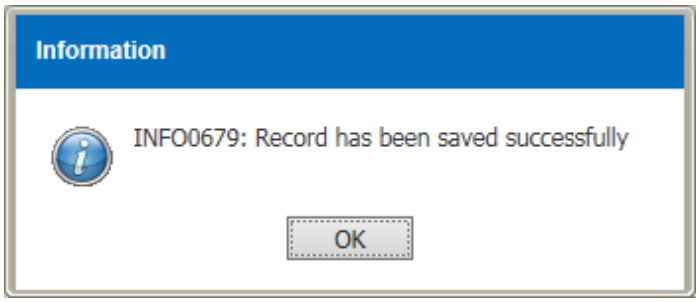


Figure 3.5.1-4 Information Message

Click on the OK *button to confirmed the record*

3.5.2 Modify ATC Code Detail

To modify ATC Code Details records, perform the steps below:

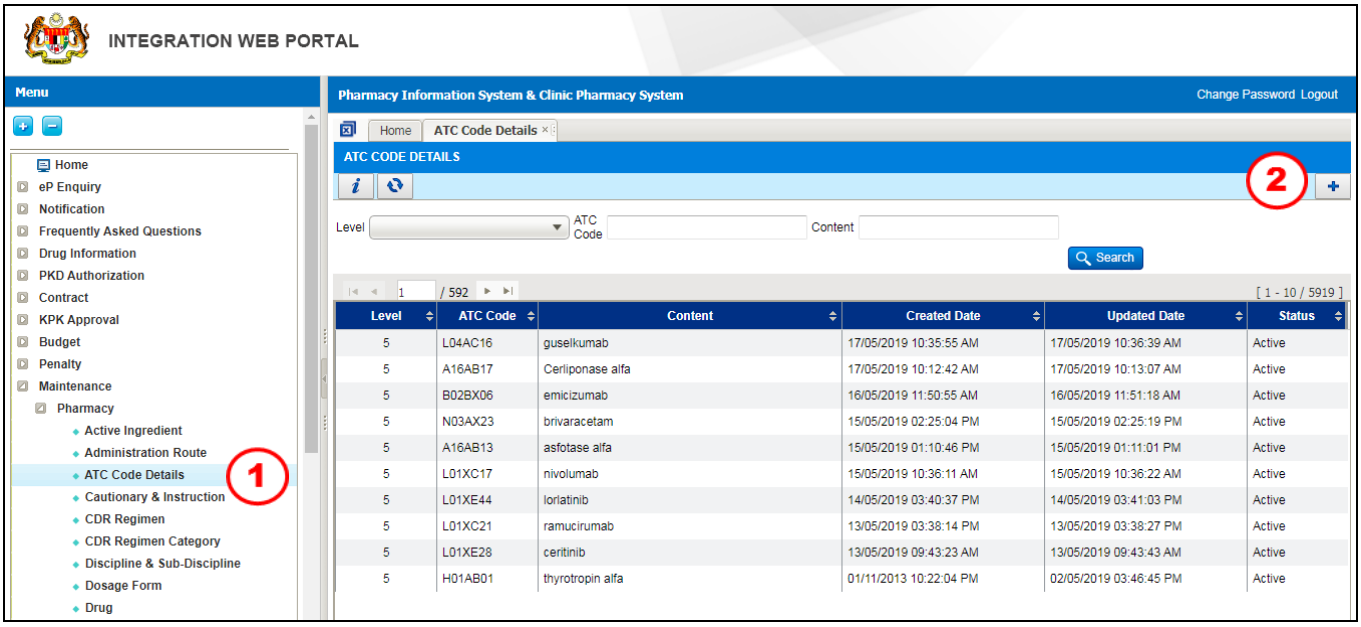


Figure 3.5.2-1 ATC Code Details Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on ATC Code Detail sub menu.

STEP 2

Click on the selected record

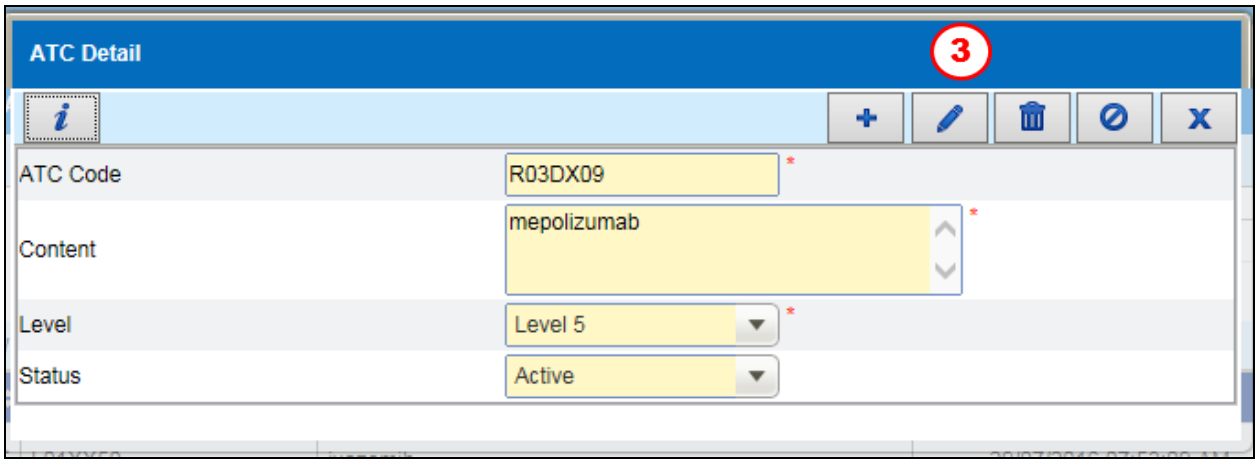


Figure 3.5.2-2 Edit ATC Code Details

STEP 3

Click on the button to edit the record

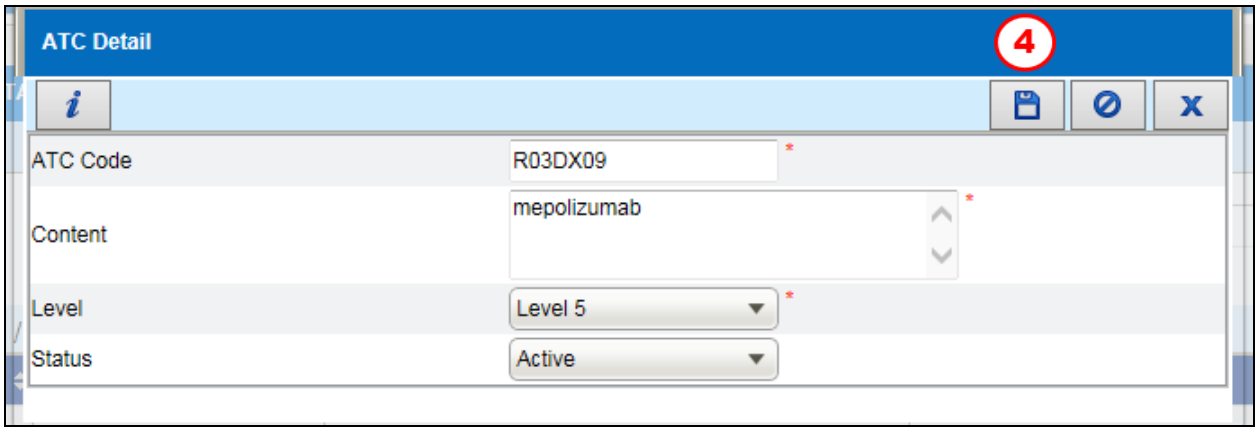


Figure 3.5.2-3 Edit ATC Code Details

Note
User is allowing to edit:

- ***ATC Code***
- ***Content***
- ***Level***
- ***Status***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.5.2-4*

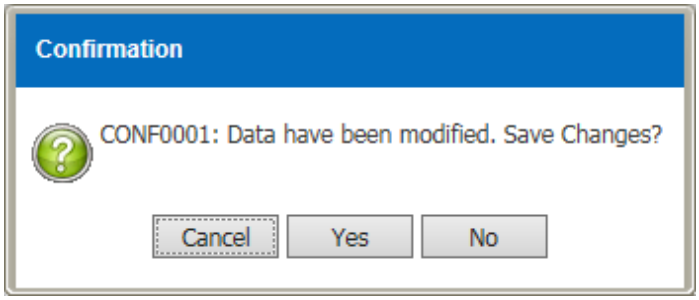


Figure 3.5.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.5.2-5*

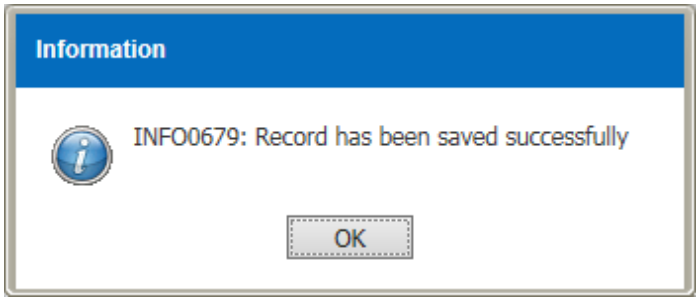


Figure 3.5.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.6 Cautionary and Instruction

3.6.1 Create New Cautionary and Instruction

To Create New Cautionary and Instruction records, perform the steps below:

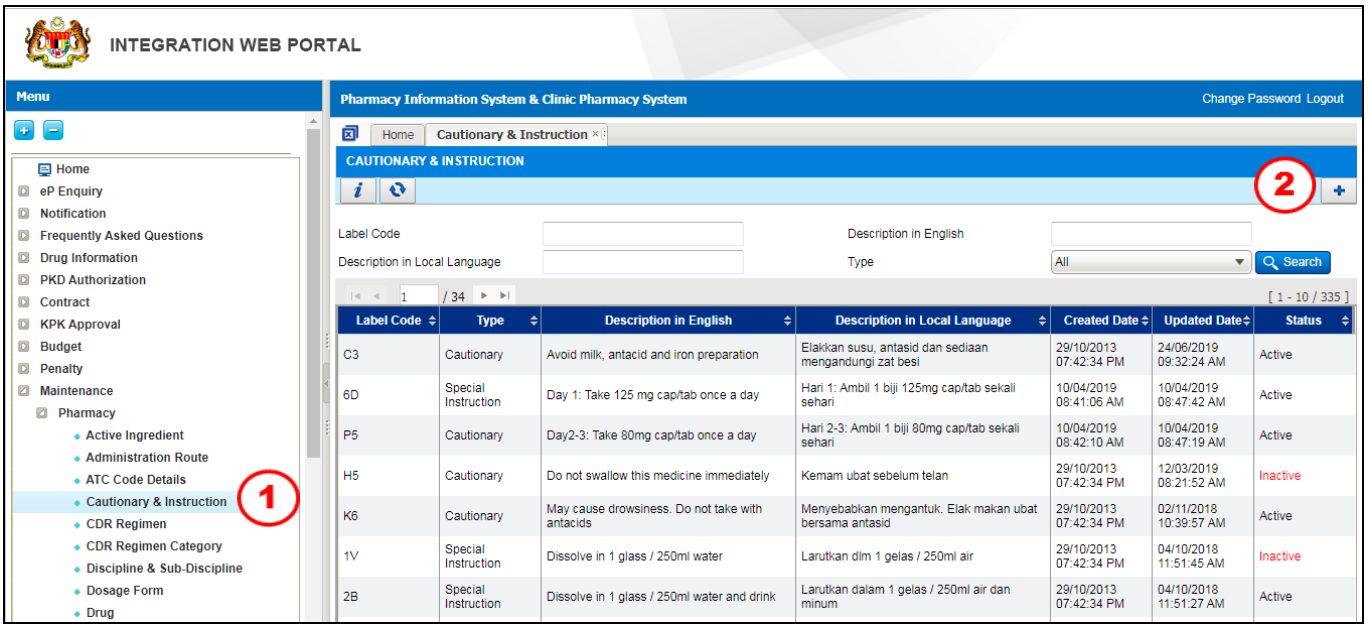


Figure 3.6.1-1 Cautionary And Instruction Listing Page

STEP 1

Go to Maintenance menu and click on Pharmacy and Cautionary & Instruction sub menu.

STEP 2

Click on the button to create a new record and Cautionary And Instruction screen will be displayed as Figure 3.6.1-1

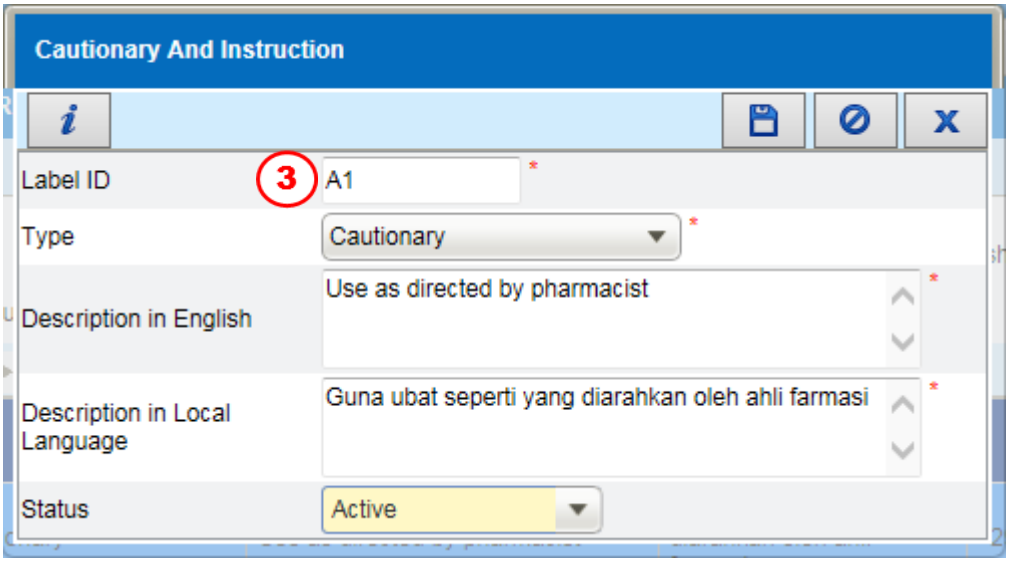


Figure 3.6.1-2 Add Cautionary And Instruction

STEP 3

Enter ***Label ID***

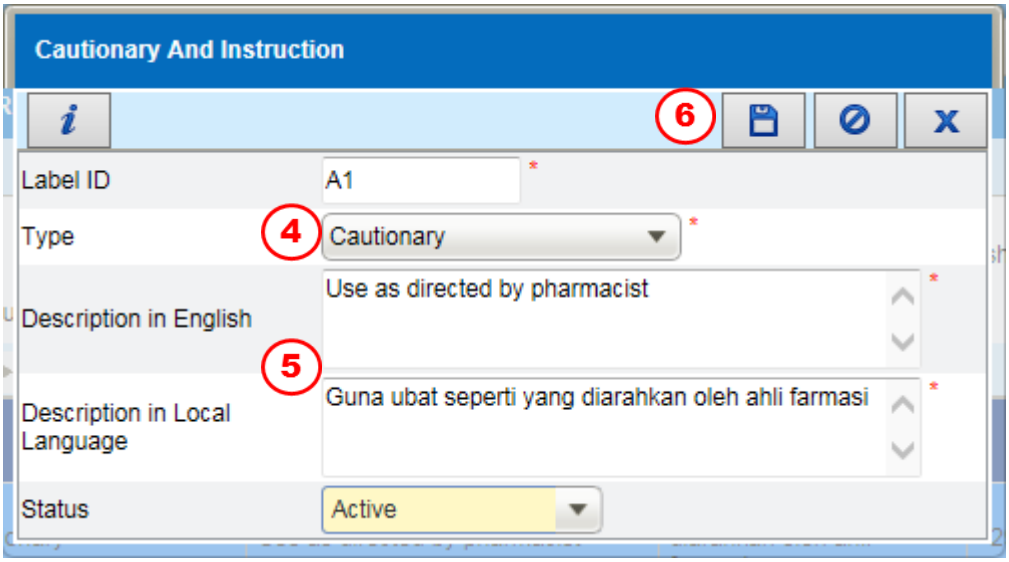


Figure 3.6.1-3 Add Cautionary And Instruction

STEP 4
Select ***Type*** from drop down box:

- ***Administrative Instruction***
- ***Cautionary***
- ***Special Instruction***

STEP 5
Enter ***Description in English*** and ***Description in Local Language***

STEP 6

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.6.1-4*

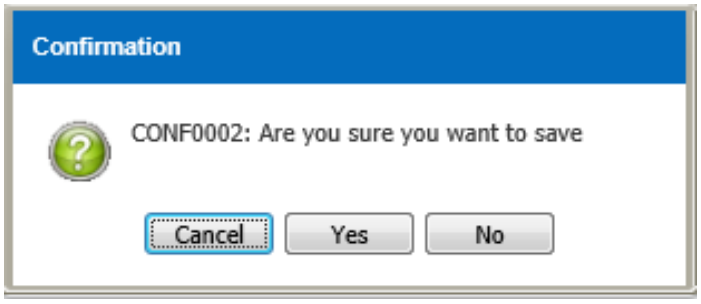


Figure 3.6.1-4 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.6.1-5*

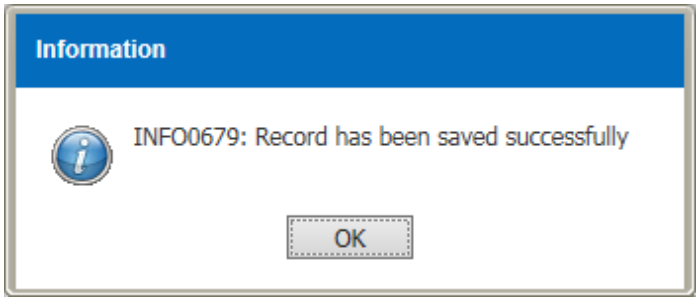


Figure 3.6.1-5 Information Message

- *Click on the* OK *button to confirmed the record*

3.6.2 Modify Cautionary and Instruction

To modify Cautionary and Instruction records, perform the step below:

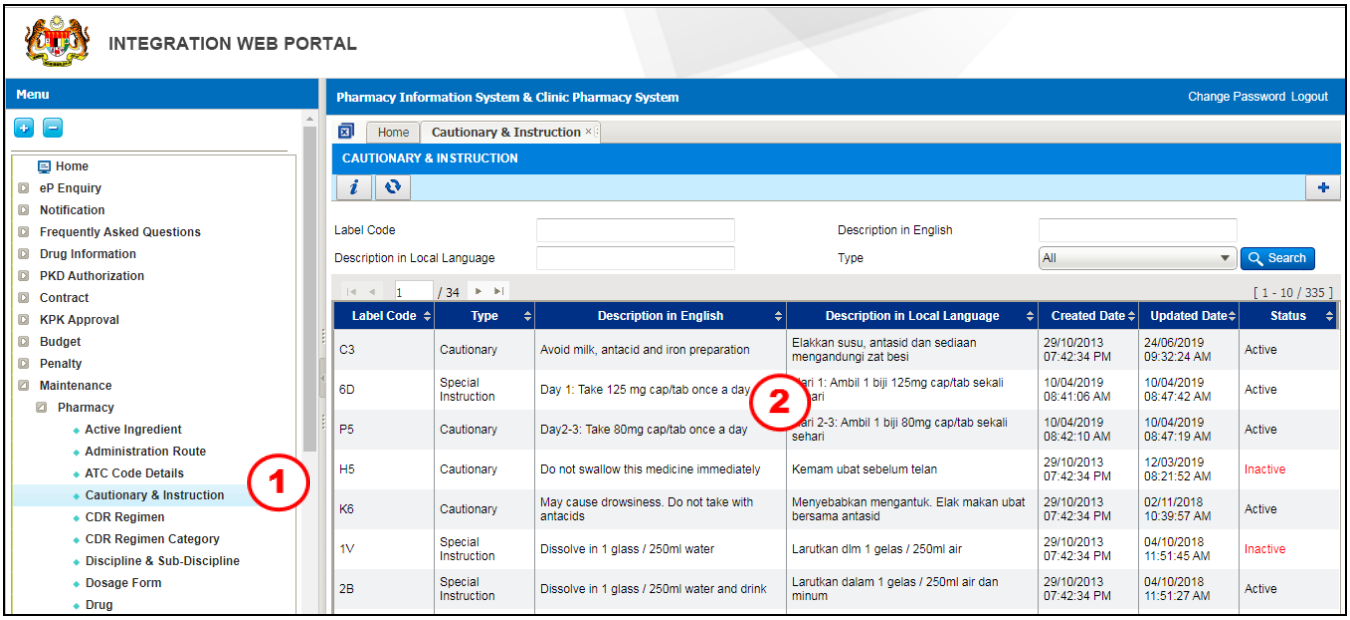


Figure 3.6.2-1 Cautionary And Instruction Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Cautionary and Instruction sub menu.

STEP 2

Click on the selected record

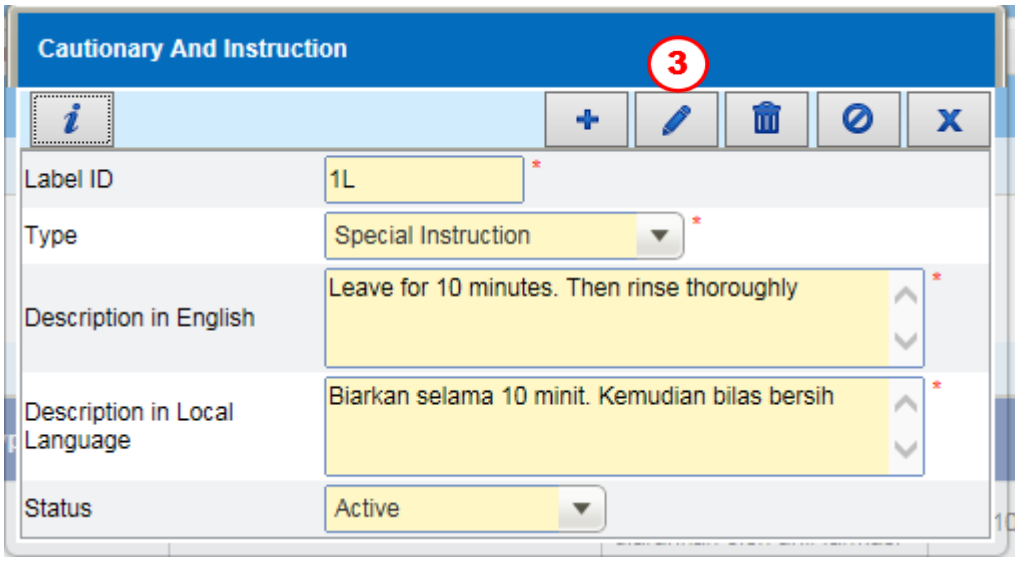


Figure 3.6.2-2 Add Cautionary And Instruction

STEP 3

Click on the button to edit the record

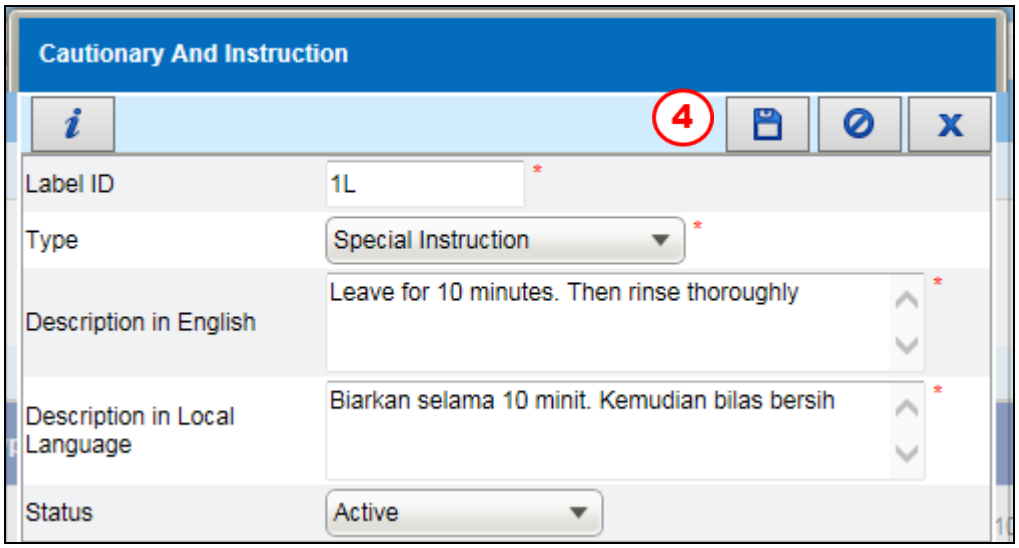


Figure 3.6.2-3 Add Cautionary And Instruction

Note
User is allowing to edit:
- ***Label ID***
- ***Type***
- ***Description in English*** *and* ***Description in Local Language***
- ***Status***

STEP 4

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.6.2-4*

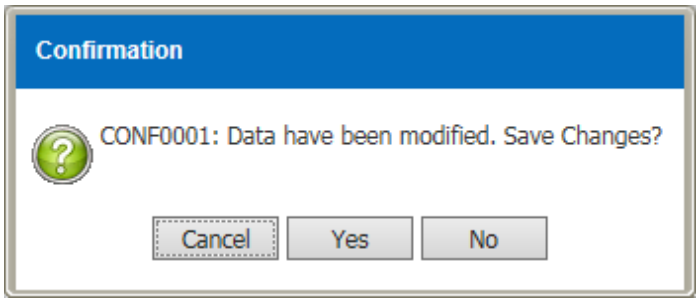


Figure 3.6.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.6.2-5*

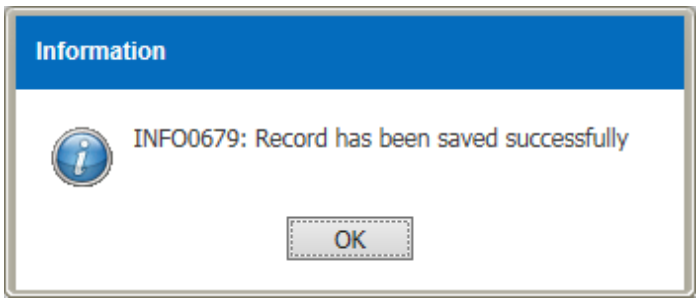


Figure 3.6.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.7 Indication

3.7.1 Create New Indication

To Create New Indication records, perform the steps below:

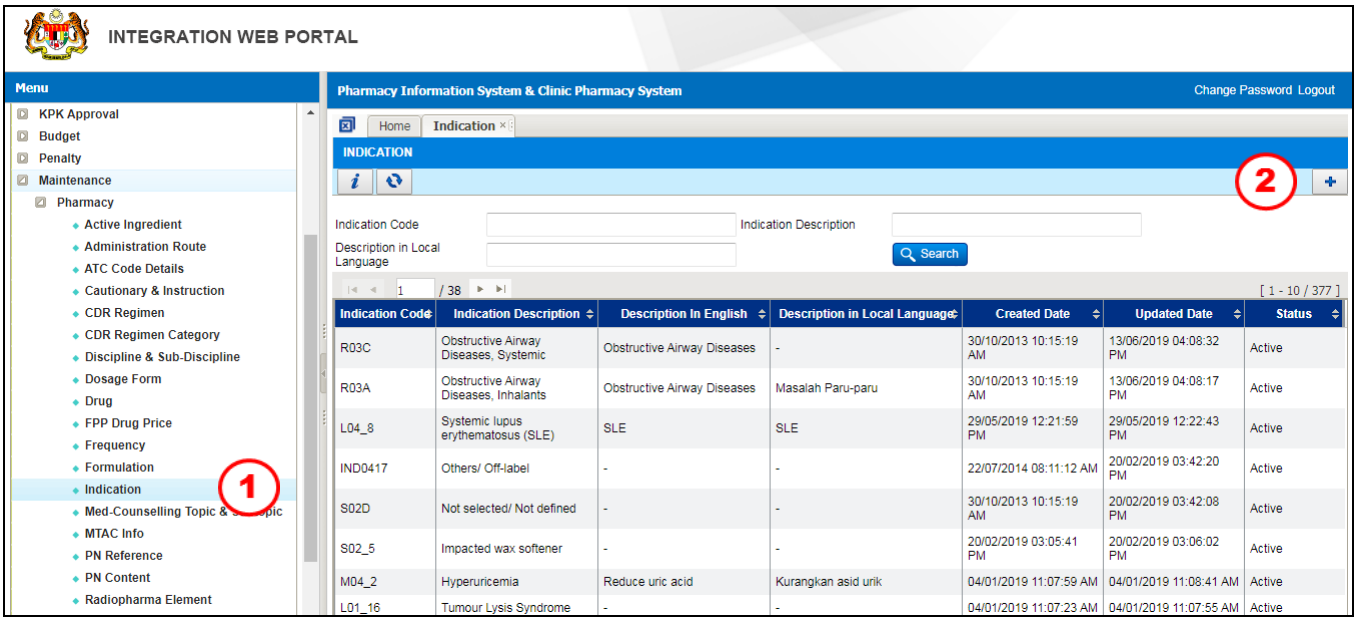


Figure 3.7.1-1 Indication Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Indication sub menu.

STEP 2

Click on the button to create a new record and Indication screen will be displayed as Figure 3.7.1-2

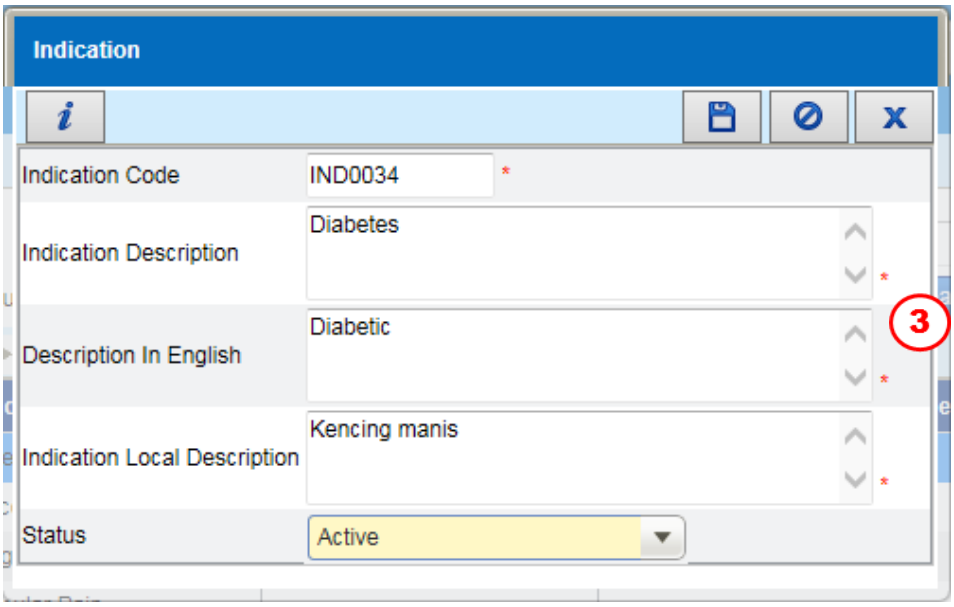


Figure 3.7.1-2 Indication

STEP 3

Enter ***Indication Code, Indication Description, Description in English*** and ***Indication Local Description***

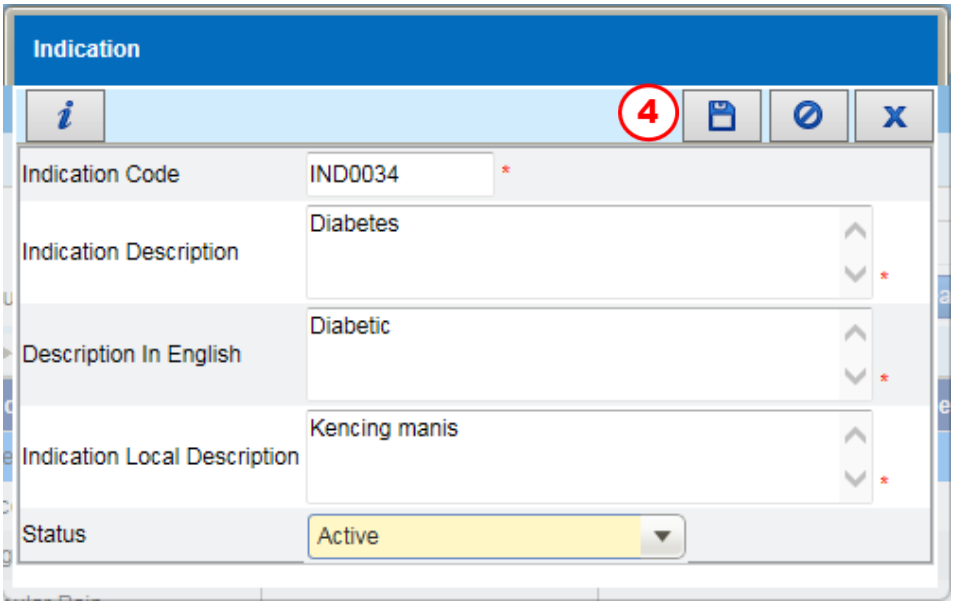


Figure 3.7.1-3 Indication

STEP 4

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.7.1-4*

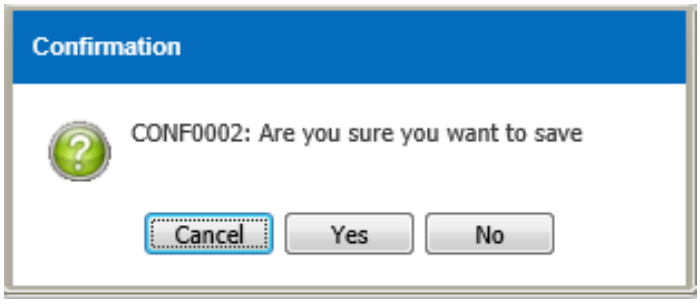


Figure 3.7.1-4 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.7.1-5*

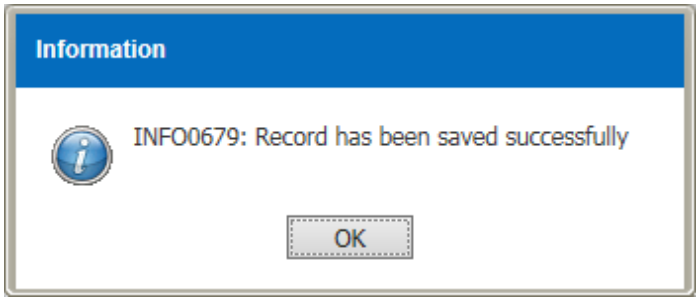


Figure 3.7.1-5 Information Message

- *Click on the* OK *button to confirmed the record*

3.7.2 Modify Indication

To modify Indication records, perform the steps below:

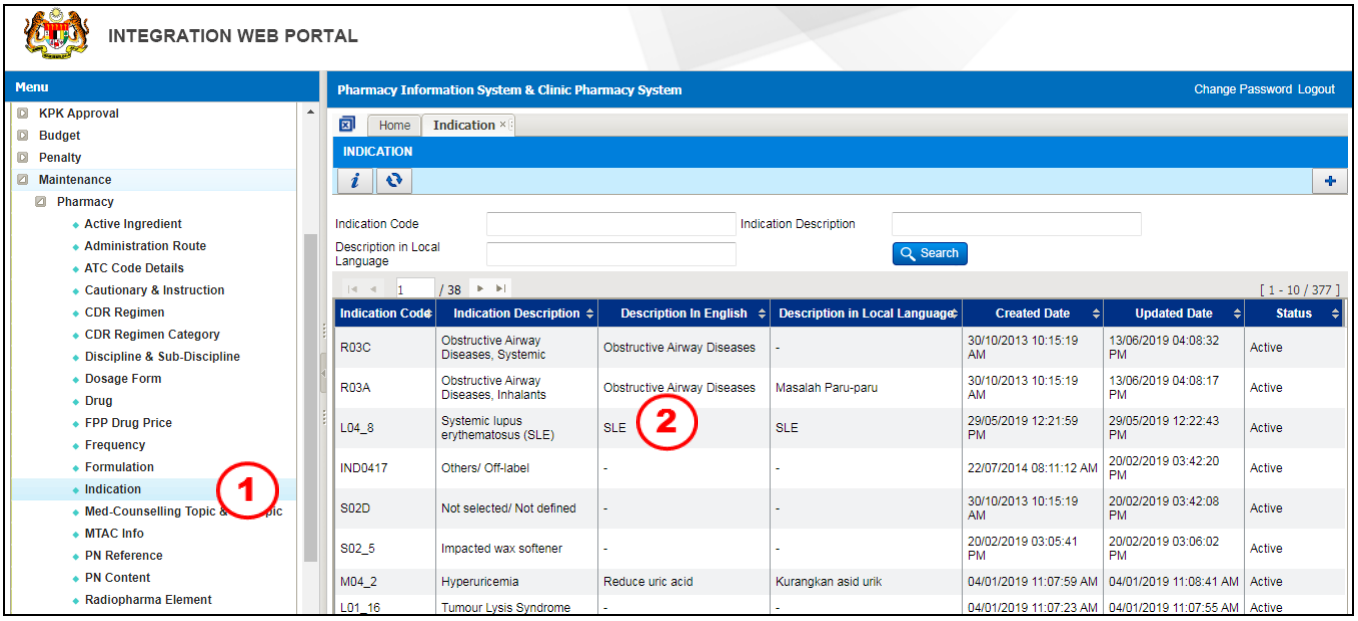


Figure 3.7.2-1 Indication Listing Page

STEP 1

Go to Maintenance menu follow by Pharmacy menu and click on Indication sub menu.

STEP 2

Click on the selected record

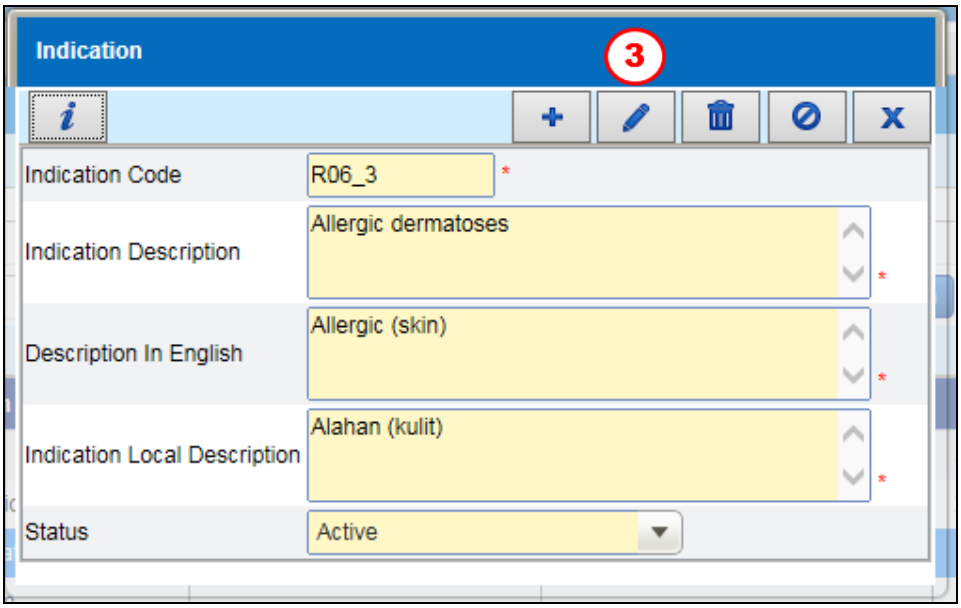


Figure 3.7.2-2 Edit Indication Listing Page

STEP 3

Click on the button to edit the record

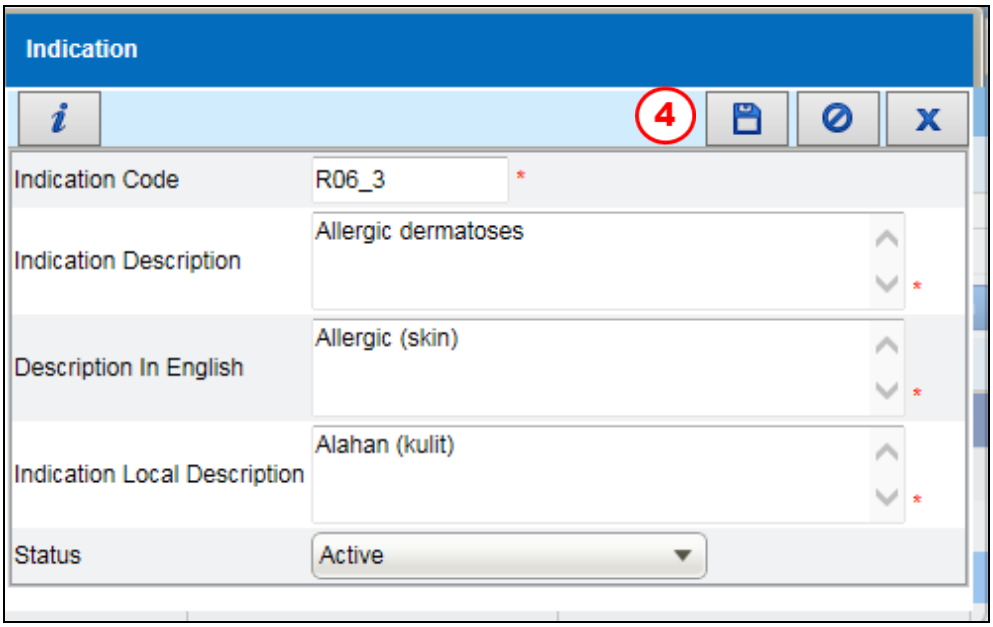


Figure 3.7.2-3 Edit Indication Listing Page

Note
User is allowing to edit:

- ***Indication Code***
- ***Indication Description***
- ***Description in English***
- ***Indication Local Description***
- ***Status***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.7.2-4*

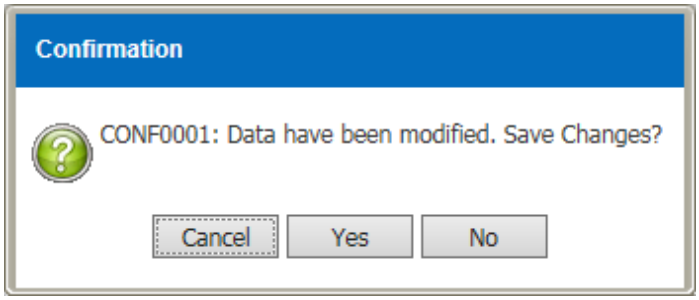


Figure 3.7.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.7.2-5*

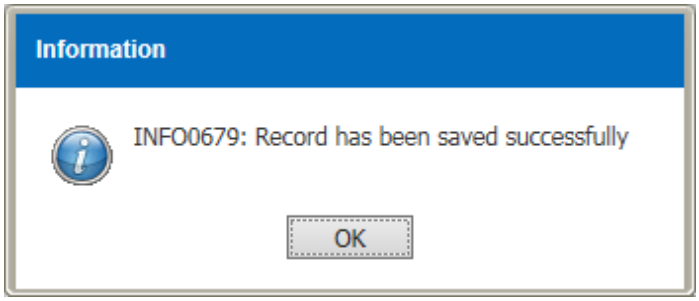


Figure 3.7.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.8 Drug

To create and modify Drug records, perform the steps below:

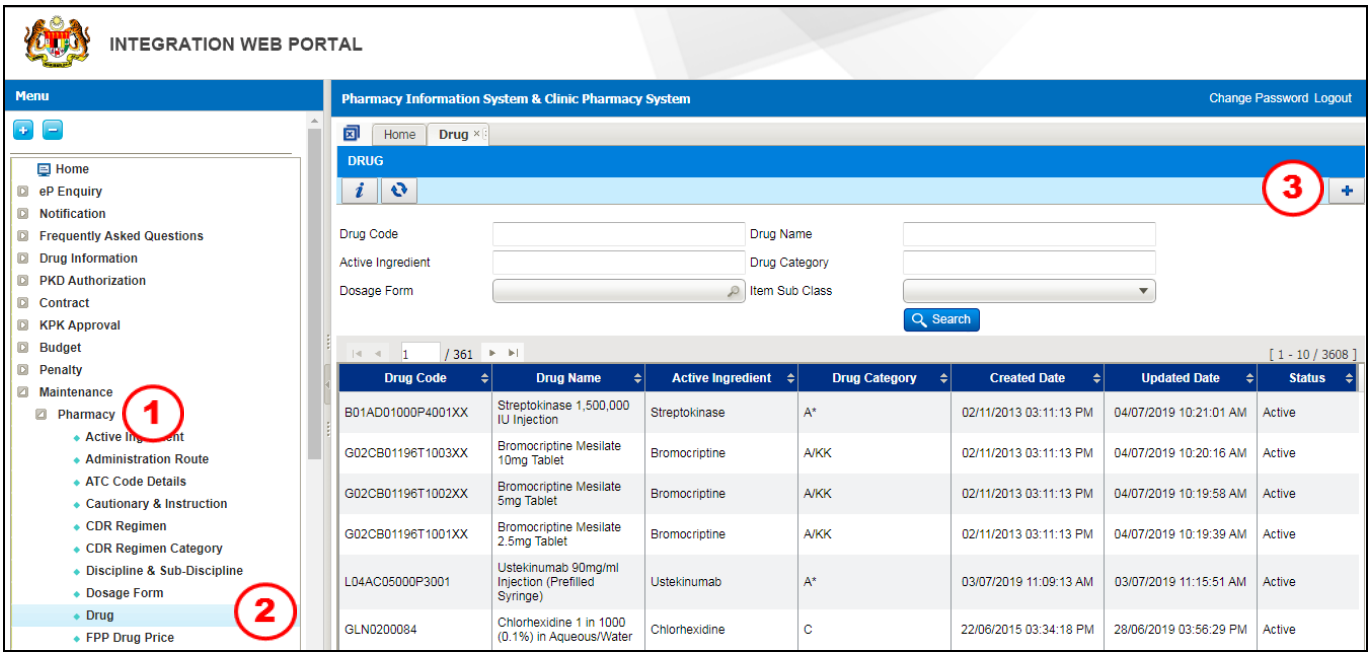


Figure 3.8-1 Drug Listing Page

STEP 1
Go to "Maintenance" menu and click on pharmacy

STEP 2
Click on "Drug Master"

STEP 3
Click on the button to Create New Drug Master

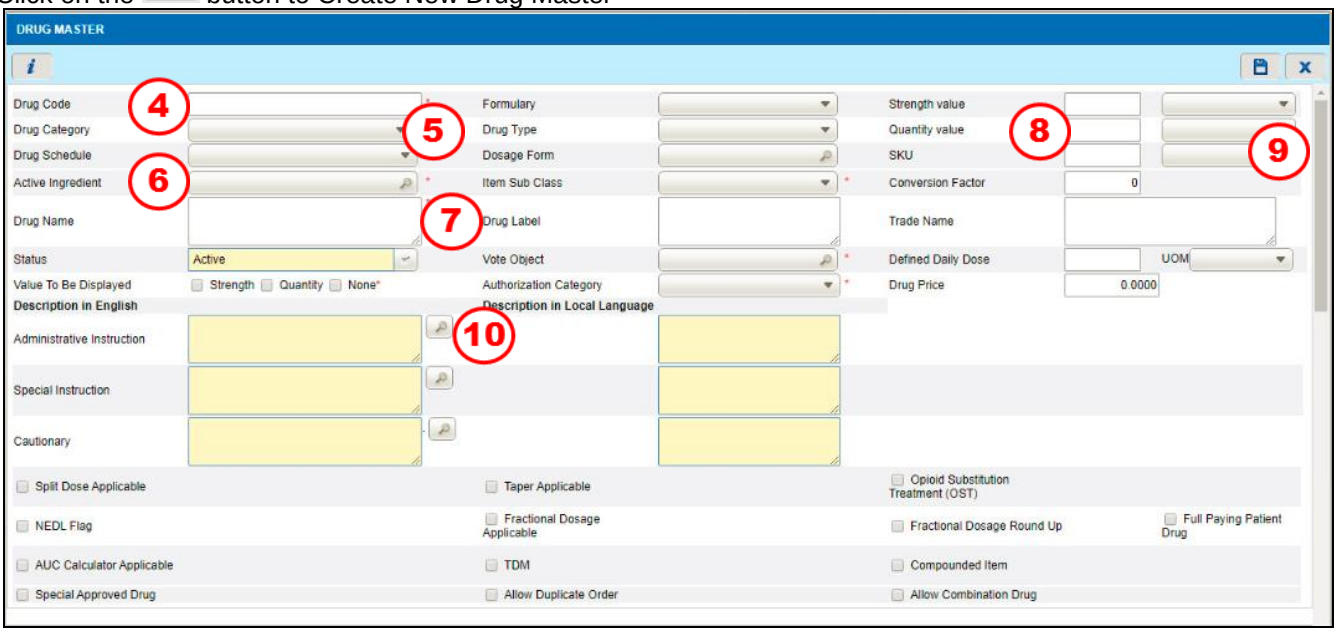


Figure 3.8-2 Drug

STEP 4
Insert Drug Code

STEP 5
Choose drug category

STEP 6
Select Active Ingredient

STEP 7
Insert Drug Name

STEP 8
Insert Quantity value and select drug form

STEP 9
Insert SKU and select drug form

STEP 10
Select Administration Instruction, Special Instruction and Cautionary if need to fill up for particular drug
Tick check box if there is any indication for that particular drug

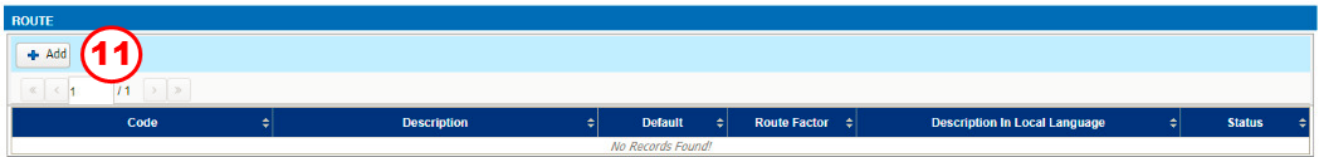


Figure 3.8-3 Drug Route

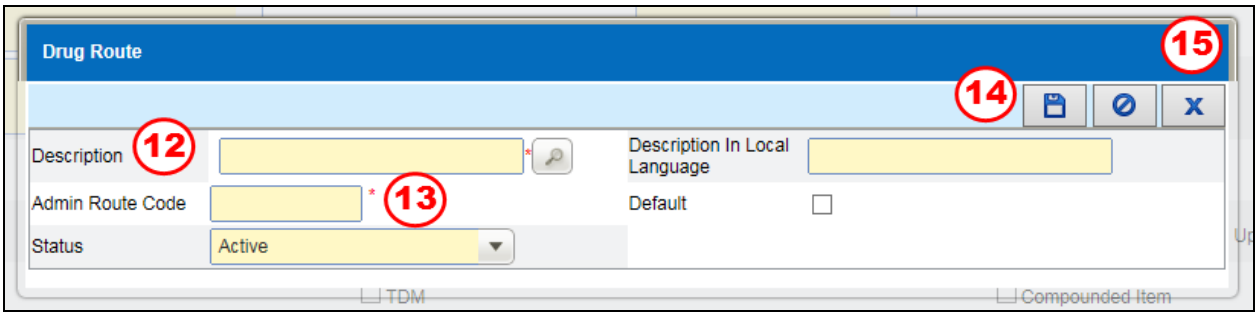


Figure 3.8-4 Drug Route

STEP 11
Click on the button to Add Route for drug

STEP 12
Select Description

STEP 13
Insert Code

STEP 14
Click on the button to save the Drug Route record

STEP 15

Click on the button to close record

Figure 3.8-5 Drug Frequency

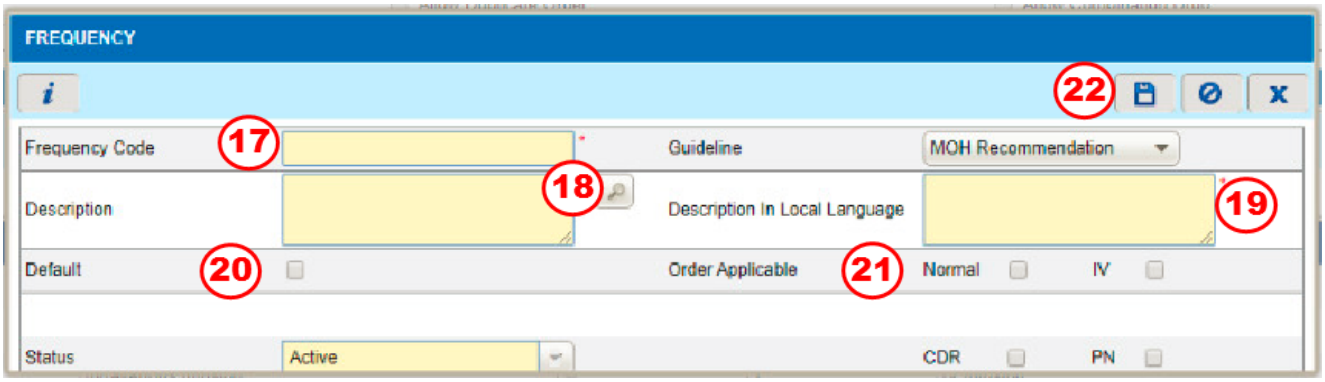


Figure 3.8-6 Drug Frequency

STEP 16

Click on the Add button to Add Frequency for drug

STEP 17
Insert Frequency Code

STEP 18
Select Description

STEP 19
Insert Description In Local Language

STEP 20

Set default by click the checkbox

STEP 21

Set order Applicable by click the checkbox

STEP 22

Click on the button to save the Frequency record

<u>Note</u>

Click on the button to close record

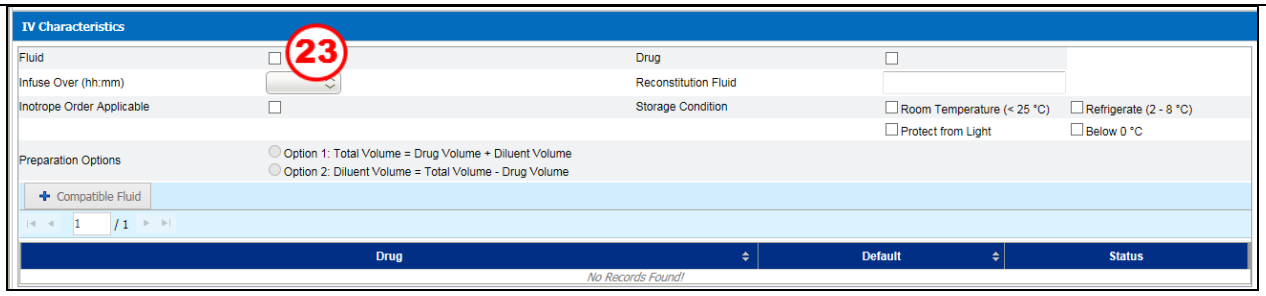


Figure 3.8-7 Drug IV

STEP 23
Select any field in the IV Characteristics if drug from IV group

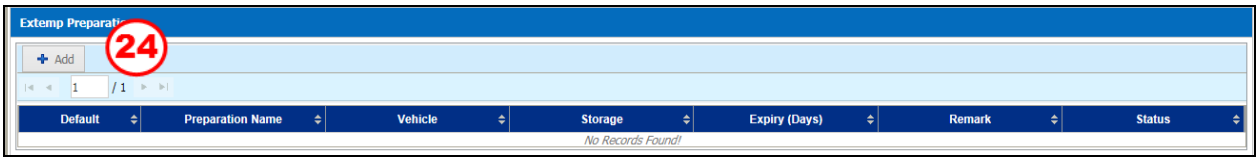


Figure 3.8-8 Drug Extemp

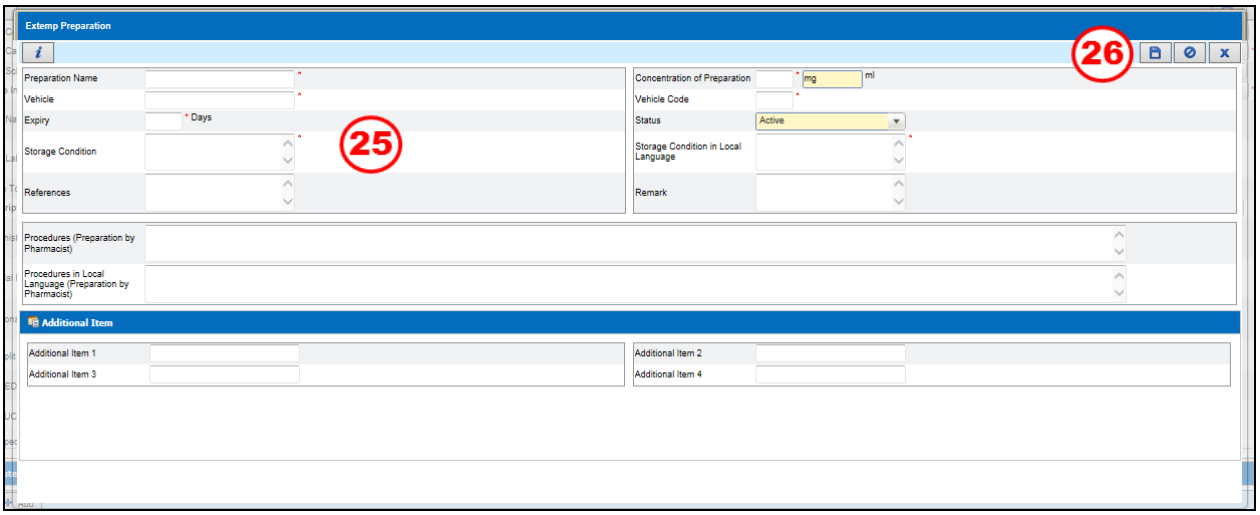


Figure 3.8-9 Drug Extemp Preparation

STEP 24

Click if drug is extemp drug

STEP 25
Fill all the mandatory field

STEP 26

Click on the button to save the record

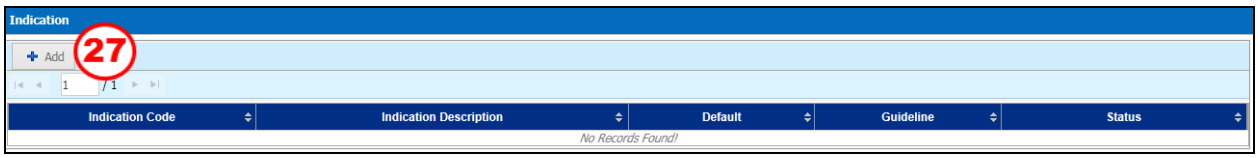


Figure 3.8-10 Drug Indication

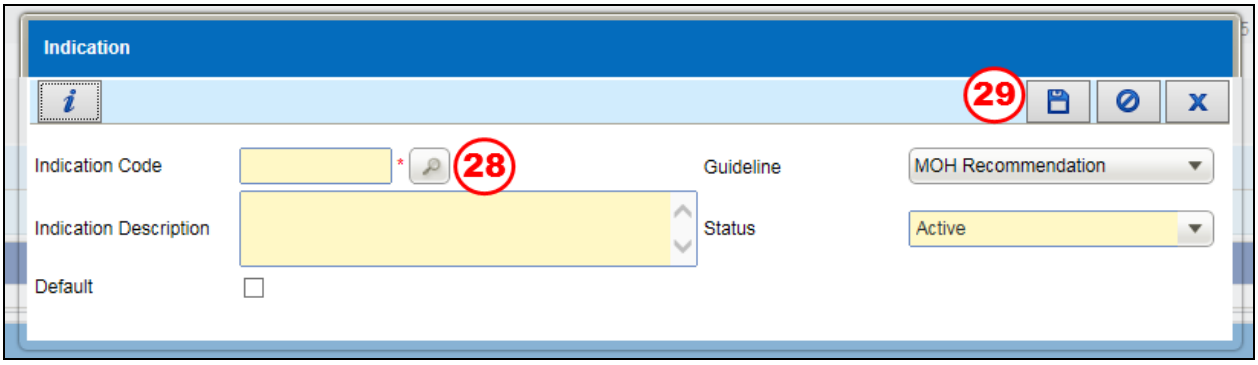


Figure 3.8-11 Drug Indication

STEP 27

Click to insert drug indication

STEP 28

Fill all the mandatory field

STEP 29

Click on the button to save the record

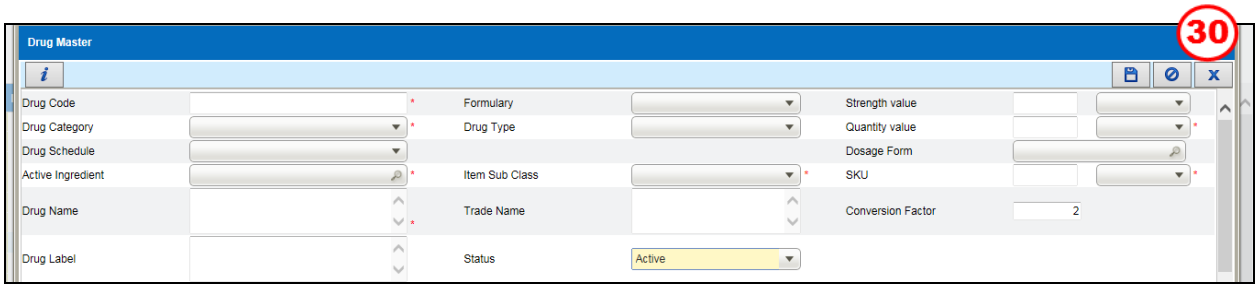


Figure 3.8-12 Drug Master

STEP 30

Click on the button to save the Drug Master record

Note

- Click on the button to close record
- *Field with * is mandatory field*

3.9 CDR Regimen

3.9.1 Create New CDR Regimen

To Create New CDR Regimen records, perform the steps below:

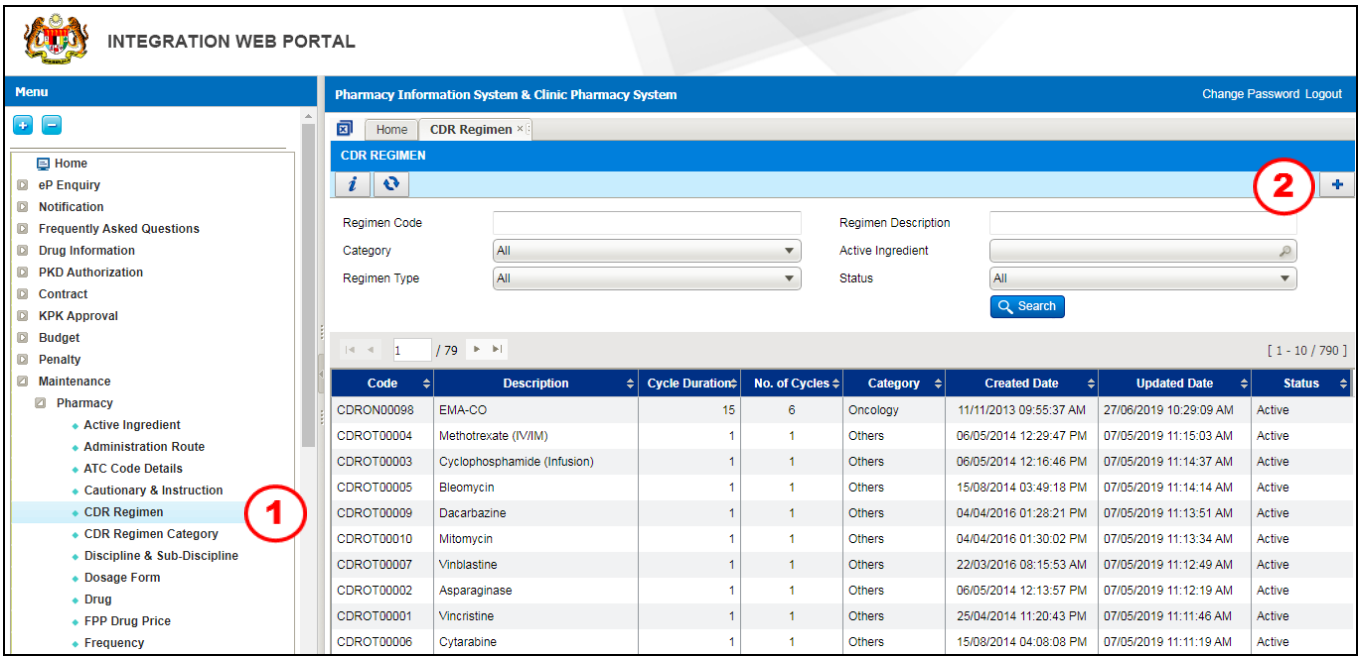


Figure 3.9.1-1 CDR Regimen Listing Page

STEP 1

Click on the Pharmacy menu followed by click on the CDR Regimen menu

STEP 2

Click on the button to add new record and CDR Regimen screen will be displayed as Figure 3.9.1-2

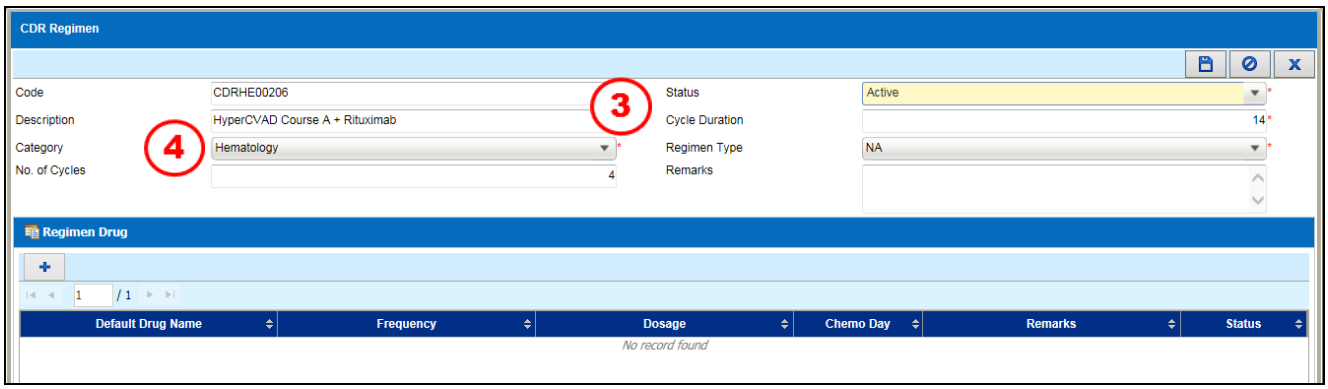


Figure 3.9.1-2 CDR Regimen Master

STEP 3

Enter ***Code*** and ***Description***

STEP 4

Select ***Category*** from drop down box:

- Hematology
- Oncology

- Others
- Peadiatric

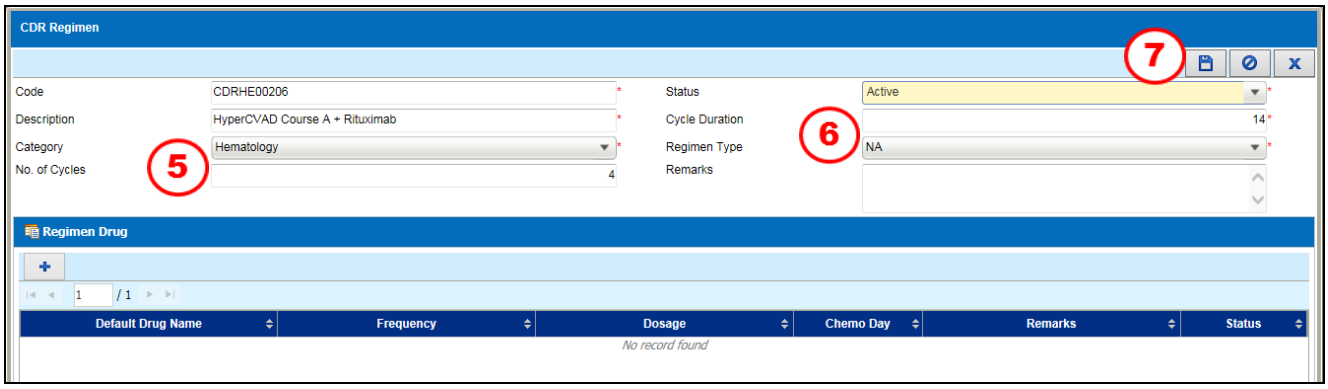


Figure 3.9.1-3 CDR Regimen Master

STEP 5
Enter ***No. of Cycles***

STEP 6
Enter ***Cycle Duration*** and ***Regimen Type***

Note
Regimen Type *will display information based on selected* ***Category***

STEP 7

Click on the button to save the data

Note

- *Confirmation message as shown in* Figure 3.9.1-4 will *be displayed after user save the record*

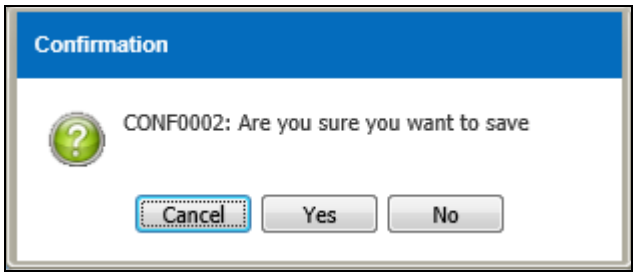


Figure 3.9.1-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in* Figure 3.9.1-5

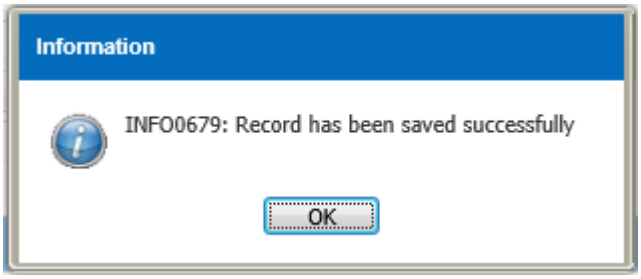


Figure 3.9.1-5 Confirmation Message

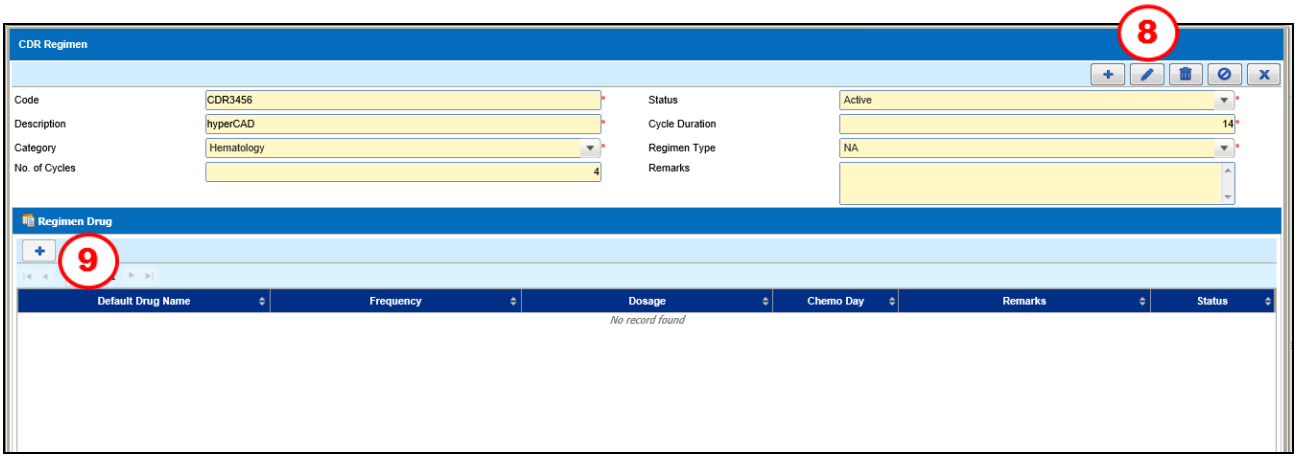


Figure 3.9.1-6 CDR Regimen Master

STEP 8

Click on the button to edit the CDR Regimen screen

STEP 9

Click on the button to add Regimen Drug

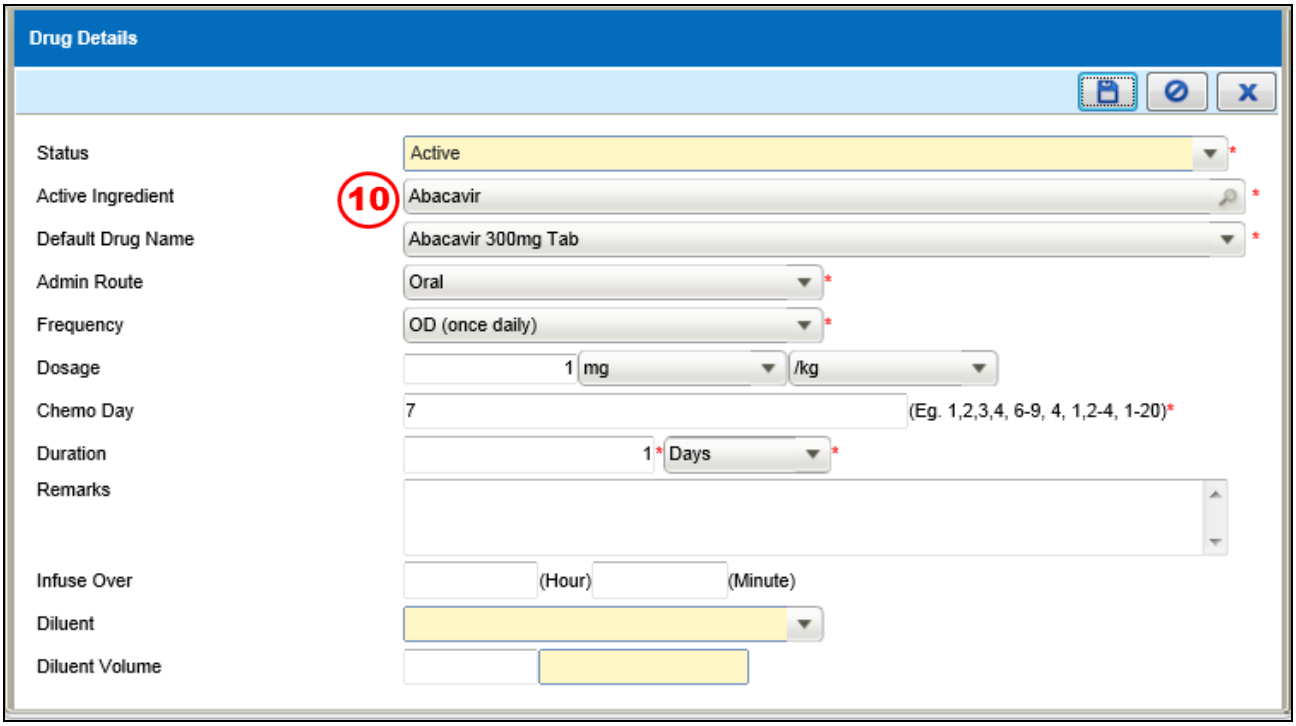


Figure 3.9.1-7 CDR Regimen Master

STEP 10

Click on the button to search ***Active Ingredient*** and double click on the selected Active Ingredient as per Figure 3.9.1-8

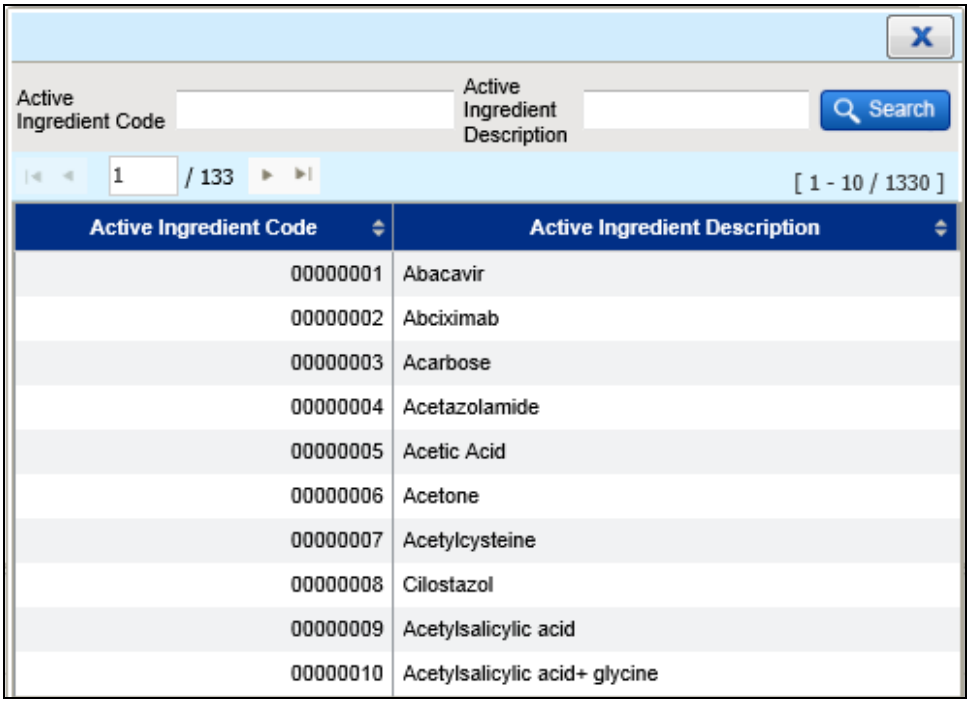


Figure 3.9.1-8 Active Ingredient

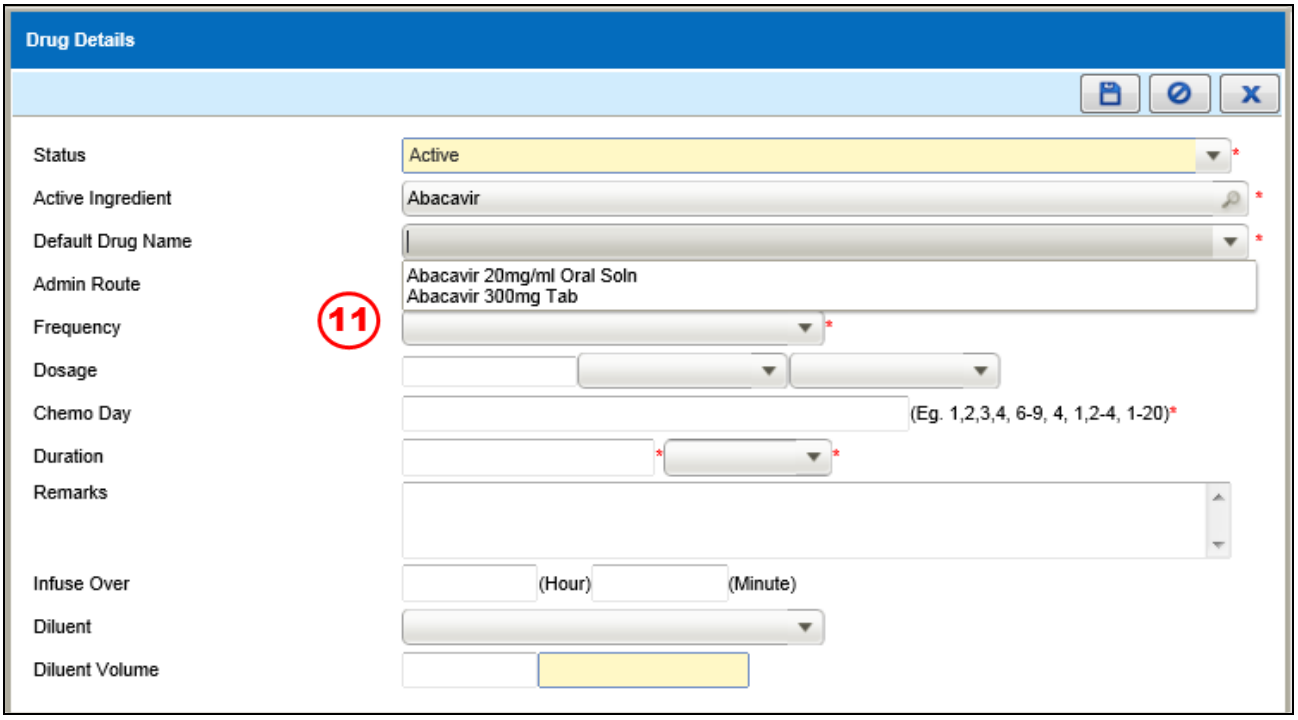


Figure 3.9.1-9 Active Ingredient

STEP 11
Click on Dropdown Box to select :

- ***Default Drug Name***
- ***Admin Route***
- ***Frequency***

Note
Default Drug Name, Admin Route *and* ***Frequency*** *will display the information based on selected* ***Active Ingredient***

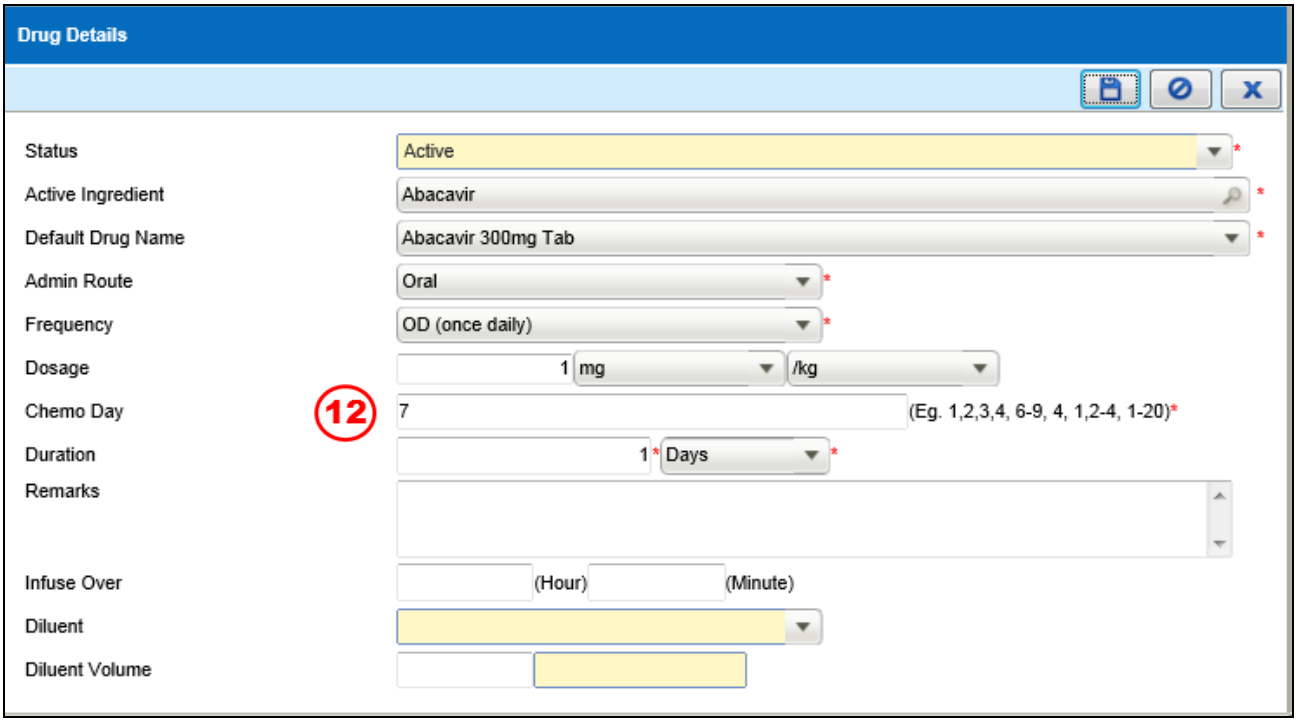


Figure 3.9.1-10 Drug Details

STEP 12
Fill all the criteria:

- Fill the ***Dosage***
- Fill the ***Chemo Day***
- Fill the ***Duration***

Note
Remarks *and* ***Infuse Over***

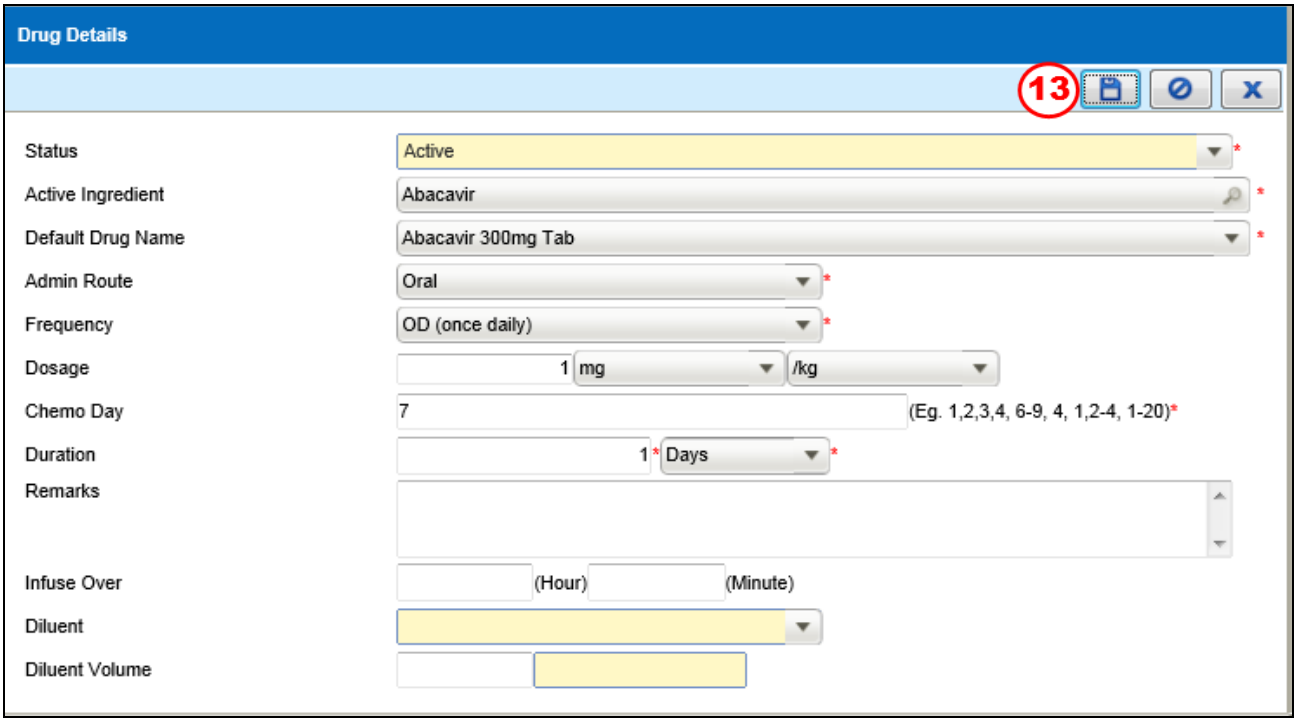


Figure 3.9.1-11 Drug Details

STEP 13

Click on the button to save the data

Note

- *Confirmation message as shown in* Figure 3.9.1-12 will *be displayed after user save the record and click* Yes *to save the record.*

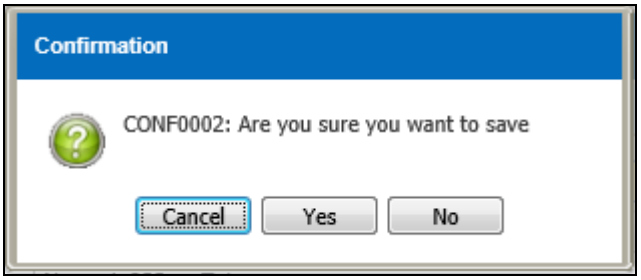


Figure 3.9.1-12 Confirmation Message

- *Click on the button to close the* ***Drug Details*** *screen.*

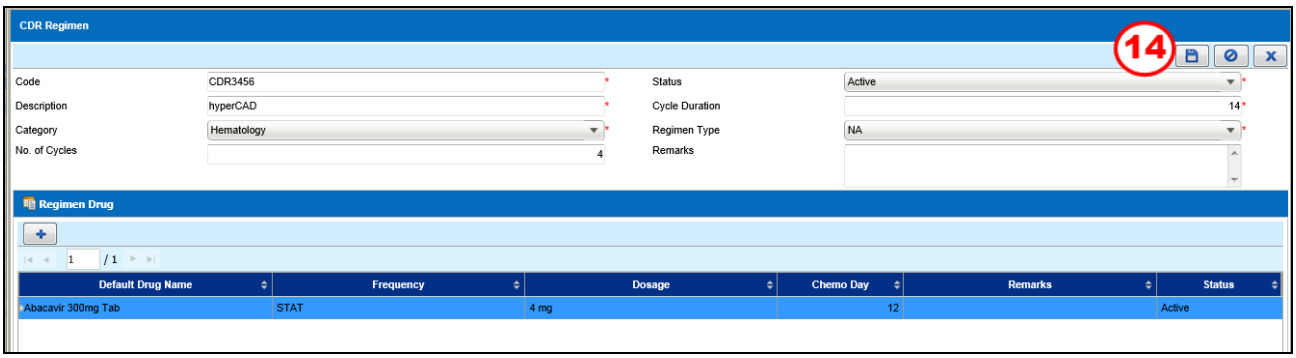


Figure 3.9.1-13 CDR Regimen

STEP 14

Click on the button to save the data

Note

- *Confirmation message as shown in Figure 3.9.1-14 will be displayed after user save the record*

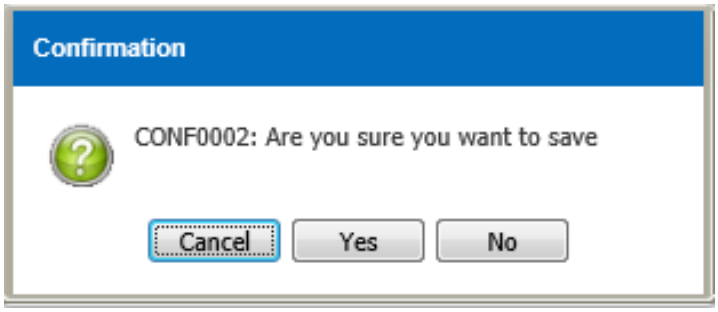


Figure 3.9.1-14 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.9.1-15*

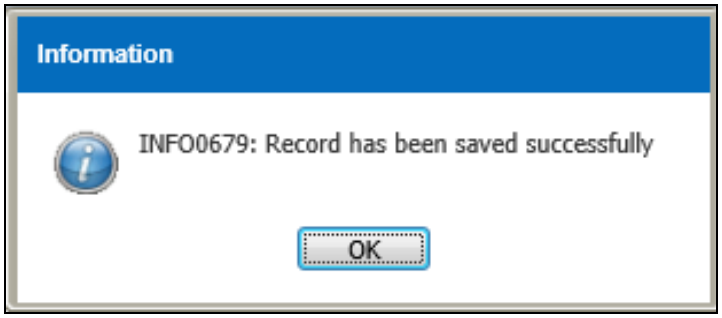


Figure 3.9.1-15 Information Message

- *Click on the button to close the CDR Regimen screen*

3.9.2 Modify CDR Regimen Record

To modify CDR Regimen records, perform the steps below:

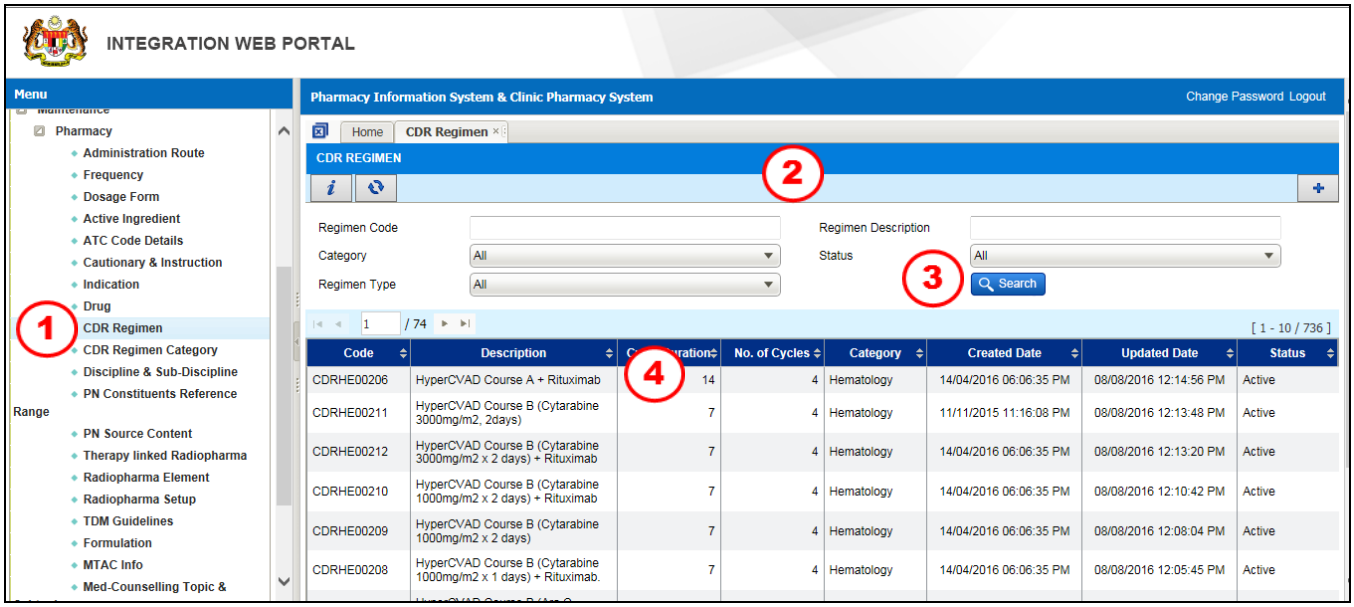


Figure 3.9.2-1 CDR Regimen Listing Page

STEP 1
Click on the Pharmacy menu followed by click on the CDR Regimen menu

STEP 2
To search for existing CDR Regimen record, user may search by criteria as follow:

a) ***Regimen Code***
b) ***Regimen Description***
c) ***Category***
d) ***Status***
e) ***Regimen Type***

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 CDR Regimen record will be displayed as Figure 3.9.2-2

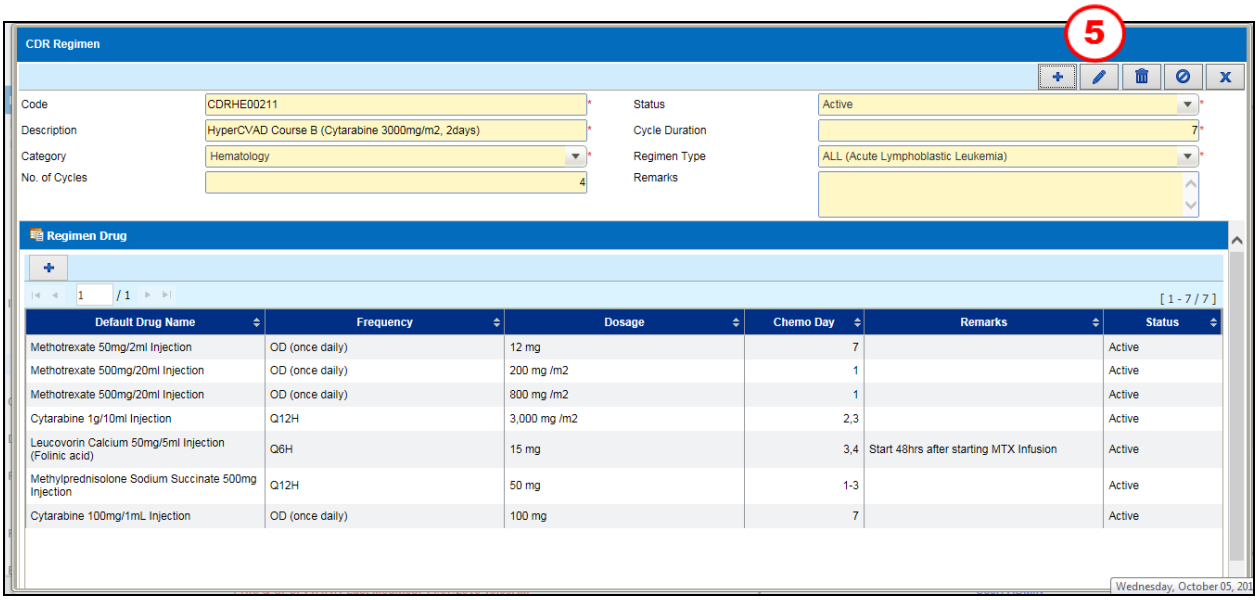


Figure 3.9.2-2 CDR Regimen

STEP 5

Click on the button to modify CDR Regimen record

Note

User is allowed to edit the following description as per Figure 3.9.2-3 :

- ***Code***
- ***Status***
- ***Description***
- ***Cycle Duration***
- ***Category***
- ***Regimen Type***
- ***No. of Cycle***
- ***Add Regimen Drug***

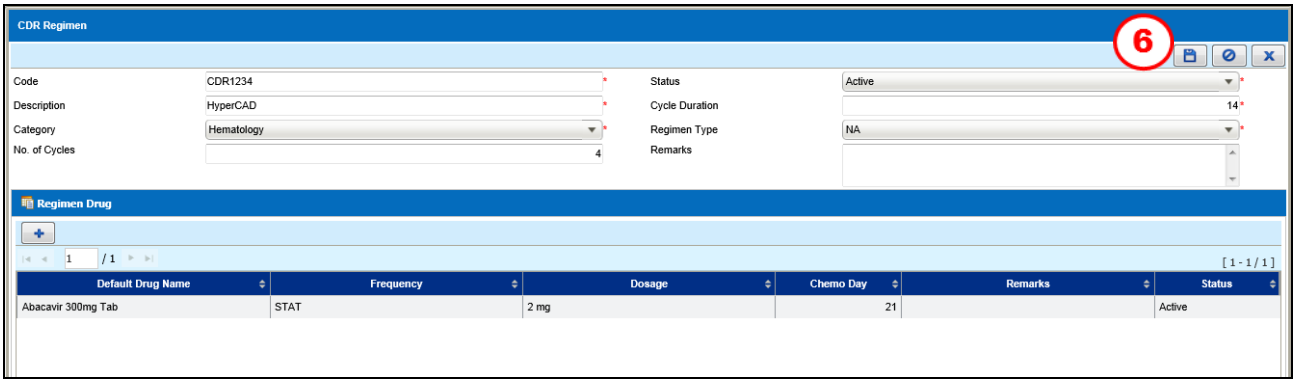


Figure 3.9.2-3 CDR Regimen

STEP 6

Click on the button to save the data

Note

- *Confirmation message as shown in Figure 3.9.2-4 will be displayed after user save the record*

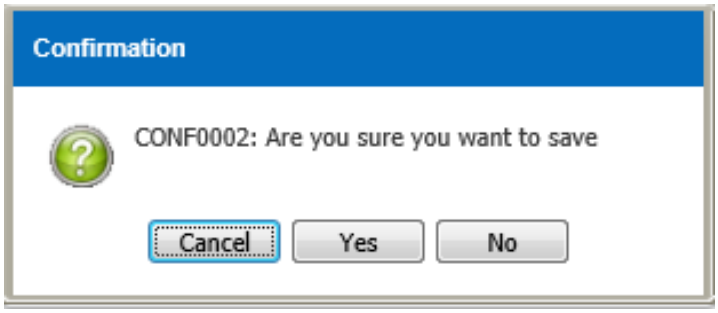


Figure 3.9.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.9.2-5*

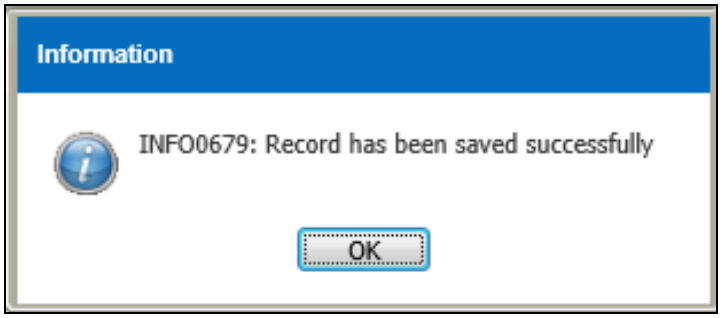


Figure 3.9.2-5 Confirmation Message

- *Click on the* X *button to close the CDR Regimen screen.*

3.10 CDR Regimen Category

3.10.1 Create New CDR Regimen Category

To Create New CDR Regimen Category records, perform the steps below:

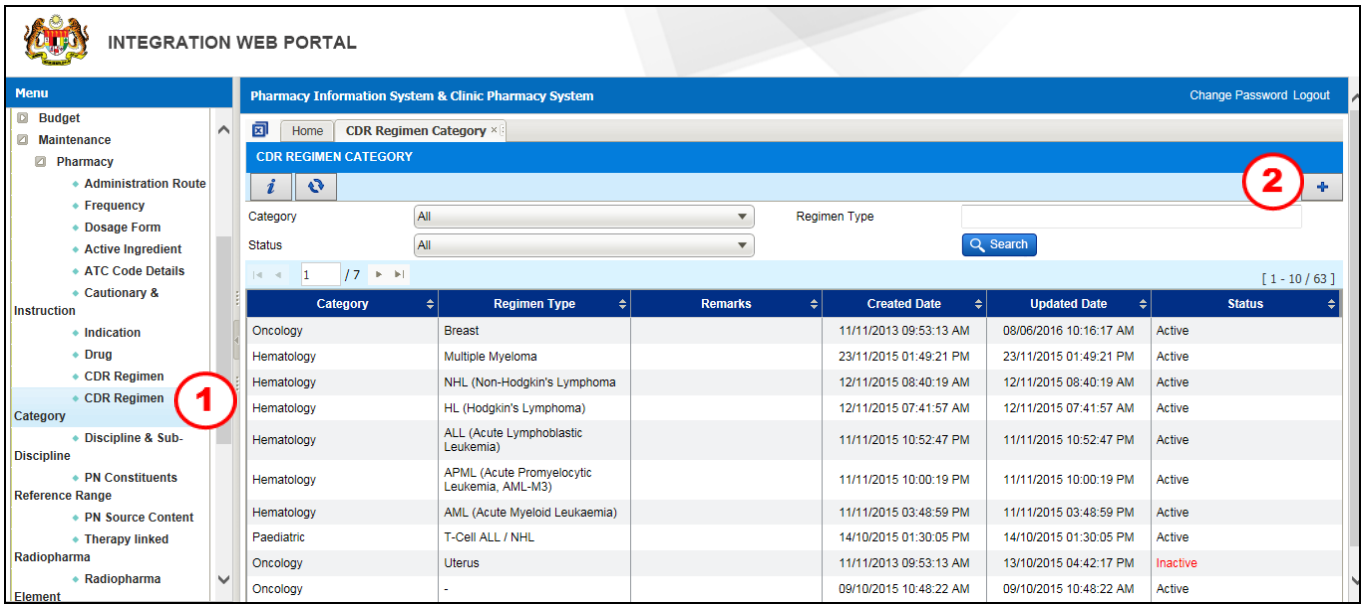


Figure 3.10.1-1 CDR Regimen Category Listing Page

STEP 1

Click on the Maintenance menu followed by click on the Pharmacy and click on the CDR Regimen Category sub menu

STEP 2

Click on the button to create new record and Regimen Category screen will be displayed as Figure 3.10.1-2

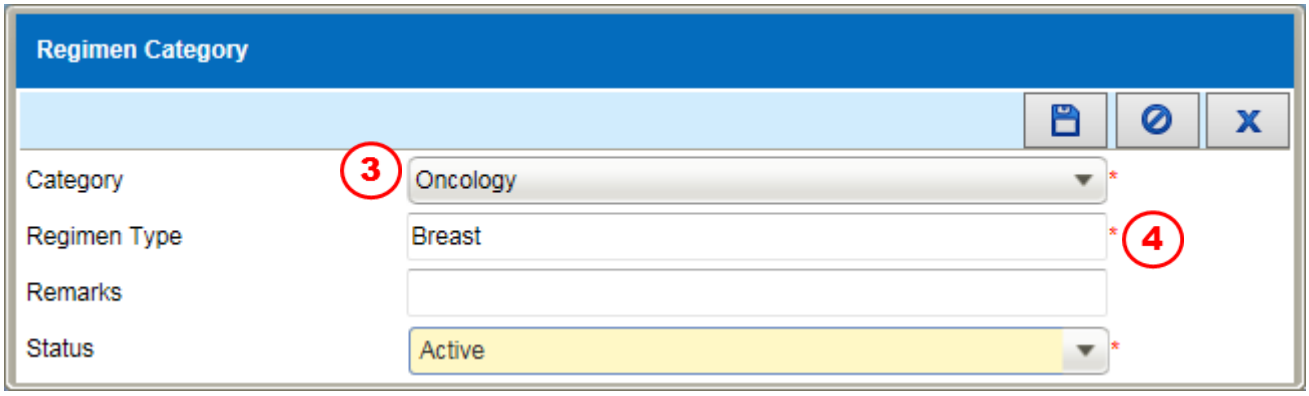


Figure 3.10.1-2 Regimen Category

STEP 3

Select ***Category*** from drop down box:

- ***Hematology***
- ***Oncology***
- ***Others***
- ***Paediatric***

STEP 4
Enter ***Regimen Type***

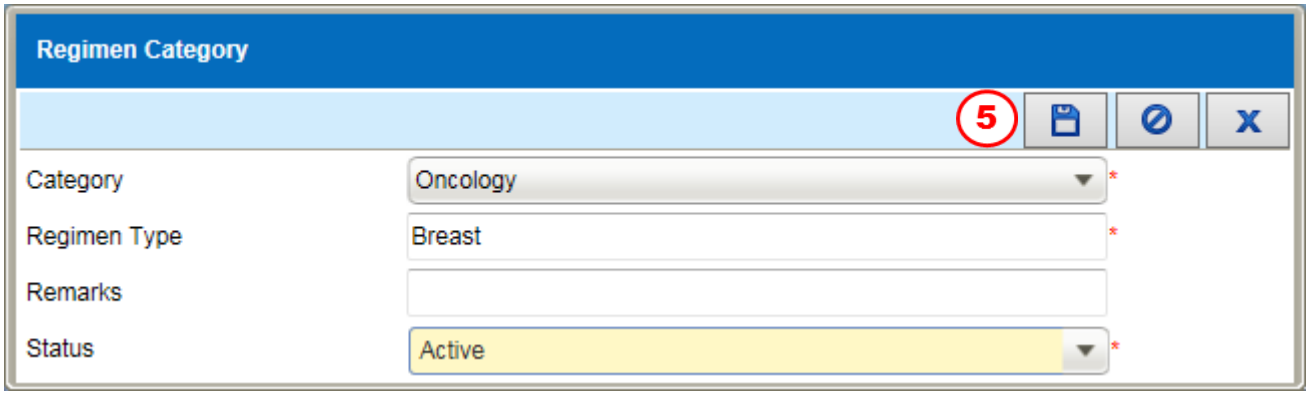


Figure 3.10.1-3 Regimen Category

STEP 5

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.10.1-4*

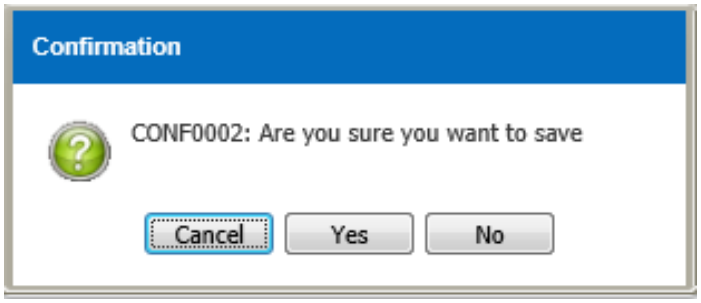


Figure 3.10.1-4 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.10.1-5*

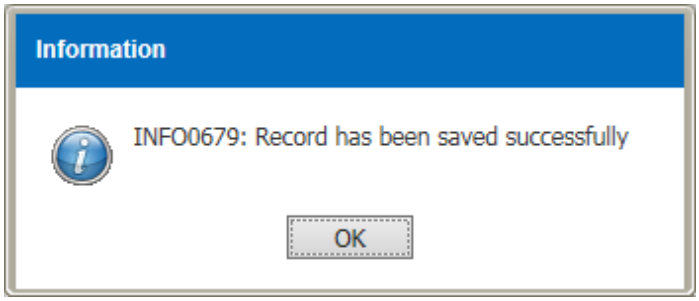


Figure 3.10.1-5 Information Message

Click on the OK *button to confirmed the record*

3.10.2 Modify CDR Regimen Category

To modify CDR Regiment Category records, perform the steps below:

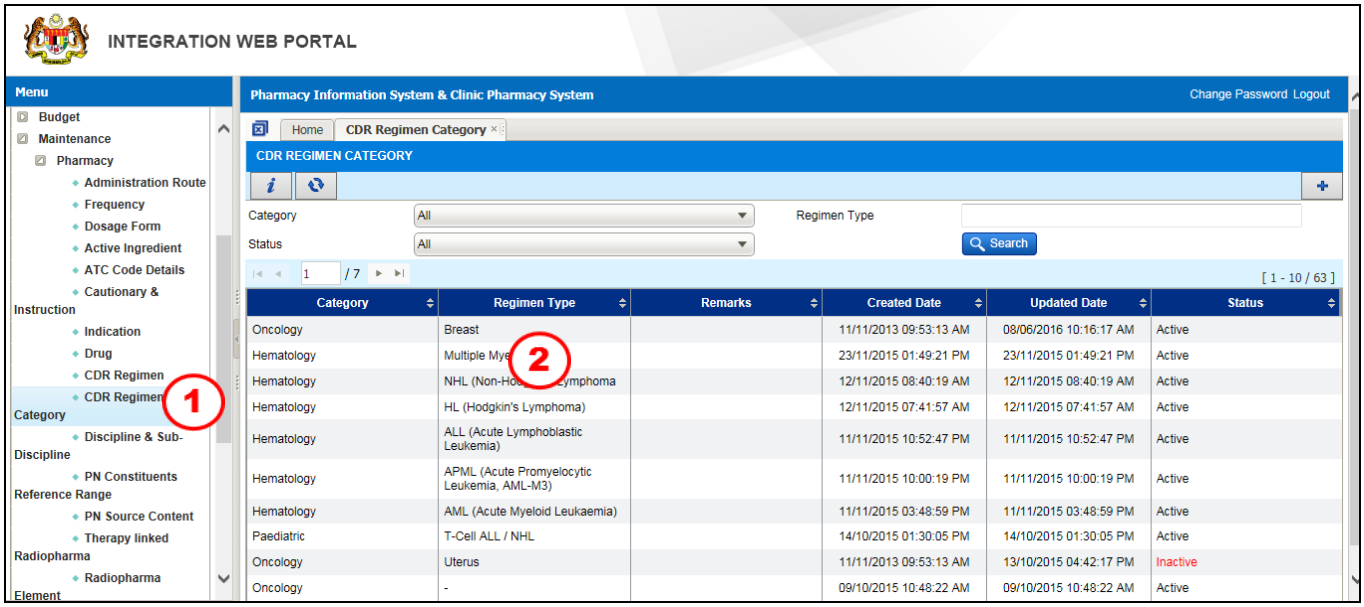


Figure 3.10.2-1 CDR Regimen Category Listing Page

STEP 1

Click on the Maintenance menu followed by click on the Pharmacy and click on the CDR Regimen Category sub menu

STEP 2

Click on the selected record

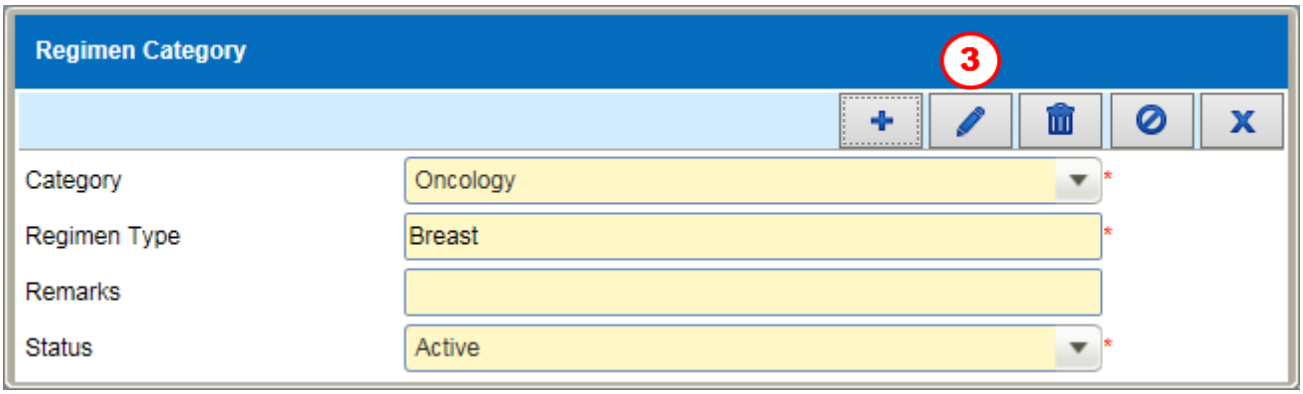


Figure 3.10.2-2 Regimen Category

STEP 3

Click on the button to edit the record

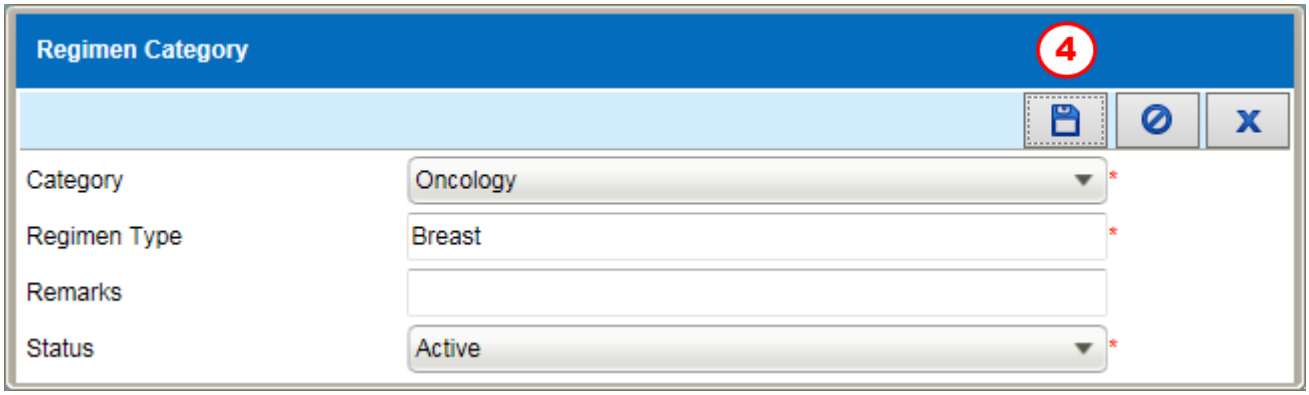


Figure 3.10.2-3 Regimen Category

Note
User is allowing to edit:
- ***Category***
- ***Regimen Type***
- ***Remarks***
- ***Status***

STEP 4

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.10.2-4*

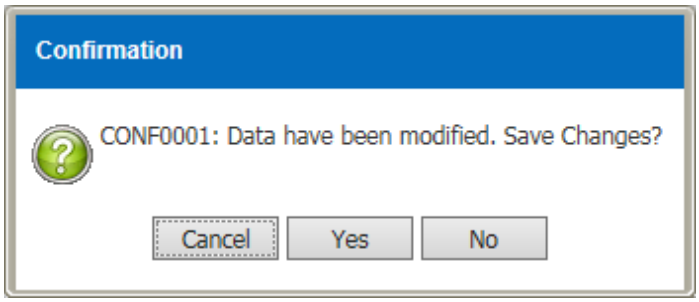


Figure 3.10.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.10.2-5*

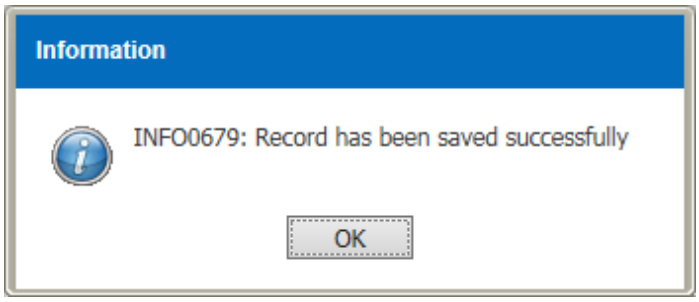


Figure 3.10.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.11 Discipline and Sub Discipline

3.11.1 Create New Discipline and Sub Discipline

To Create Discipline and Sub Discipline records, perform the steps below:

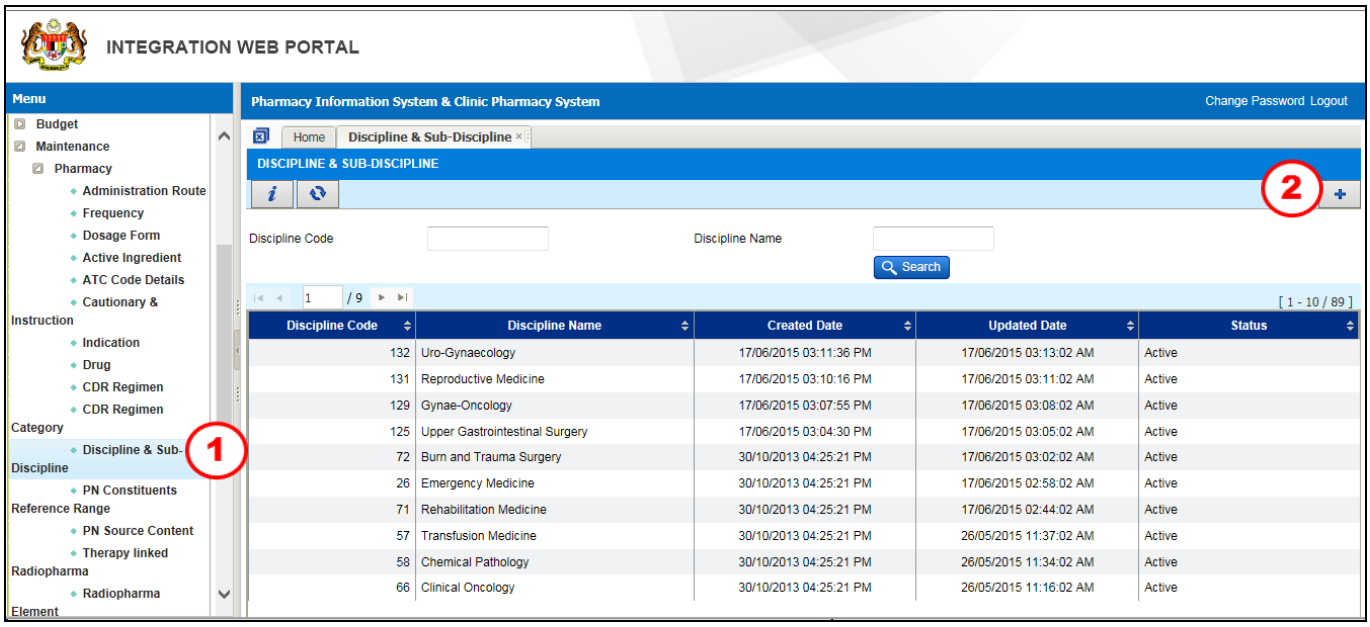


Figure 3.11.1-1 Discipline and Sub Discipline Master Listing Page

STEP 1

Click on the Maintenance menu followed by click on the Pharmacy and click on Discipline & Sub-Discipline sub menu

STEP 2

Click on the button to create a new record and Discipline screen will be displayed as Figure 3.11.1-2

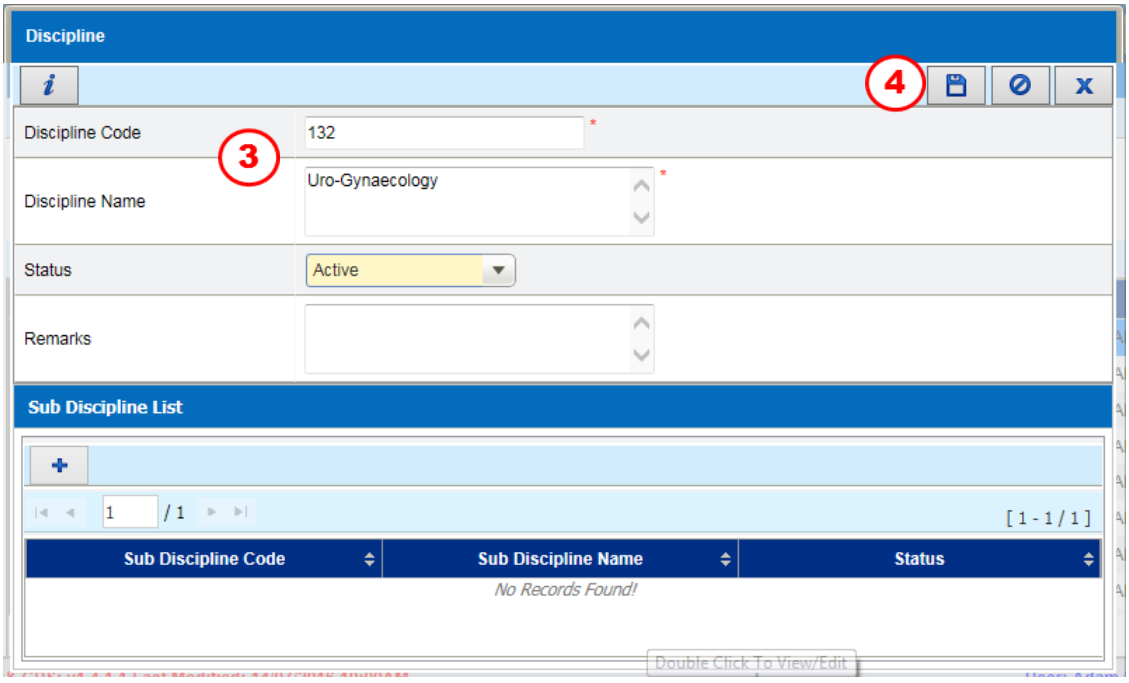


Figure 3.11.1-2 Discipline

STEP 3
Enter ***Discipline Code*** and ***Discipline Name***

Note
*Enter **Remarks** (optional)*

STEP 4

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.11.1-3*

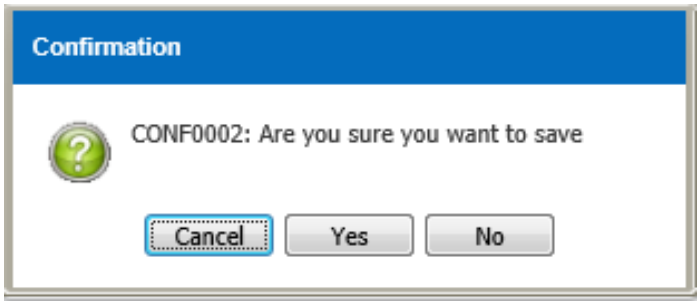


Figure 3.11.1-3 Confirmation Message

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

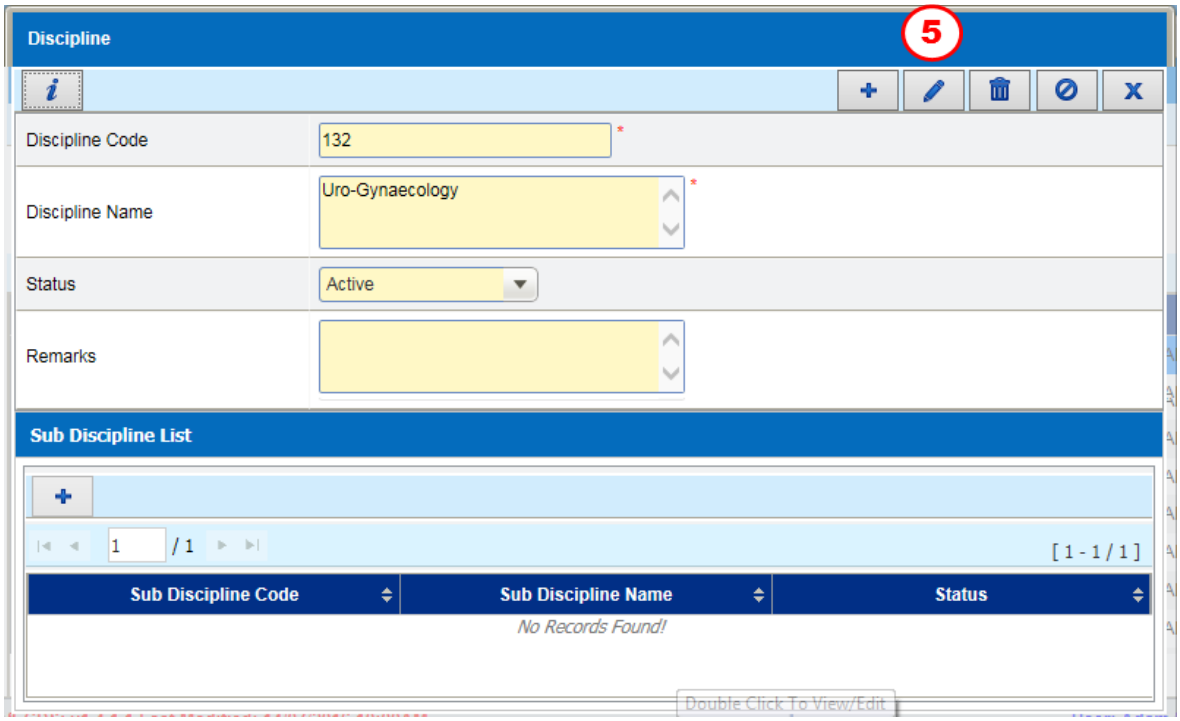


Figure 3.11.1-4 Discipline

STEP 5

Click on the button to edit the record

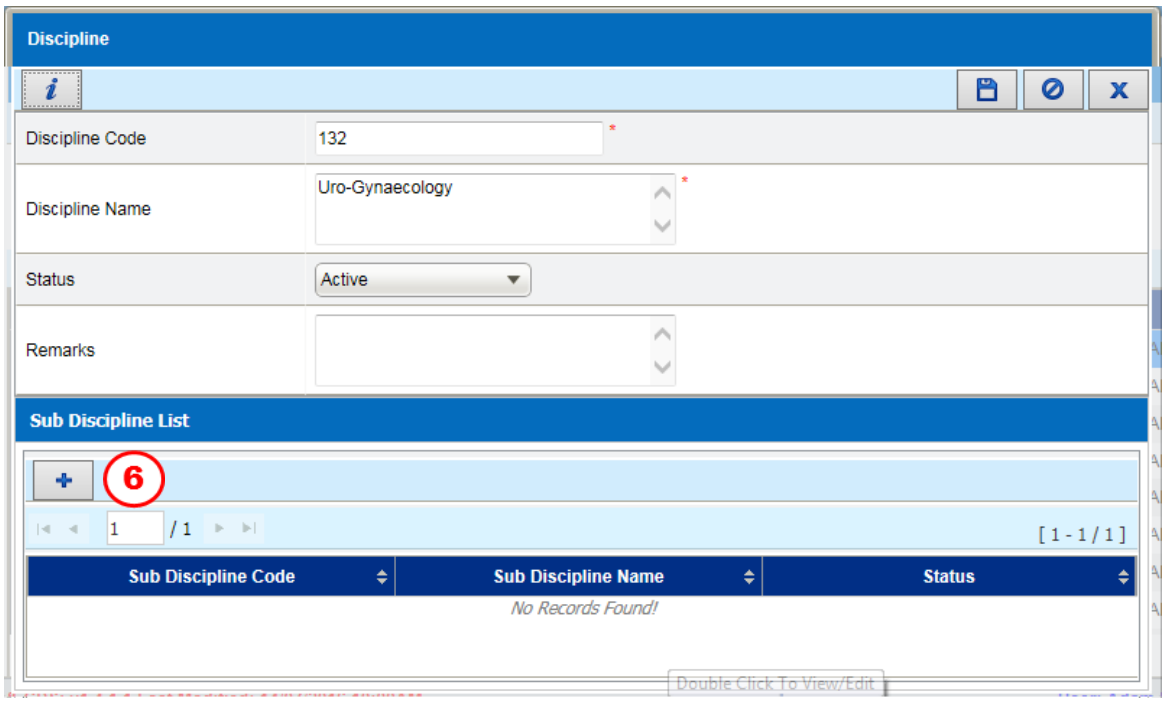


Figure 3.11.1-5 Discipline

STEP 6

Click on the button to add Sub Discipline into the List and Sub Discipline screen will be displayed as Figure 3.11.1-6

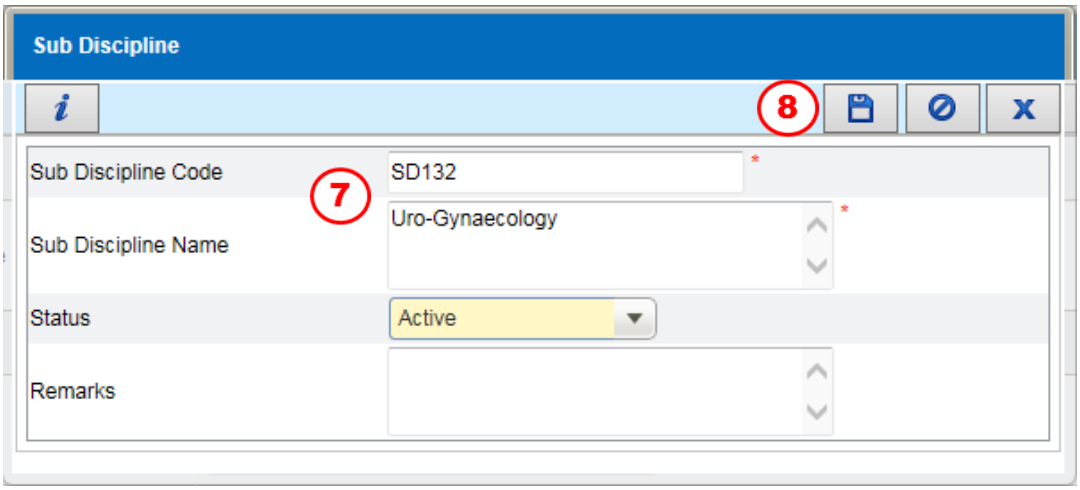


Figure 3.11.1-6 Sub Discipline

STEP 7
Enter ***Sub Discipline Code*** and ***Sub Discipline Name***

Note
*Enter **Remarks** (optional)*

STEP 8

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.11.1-7*

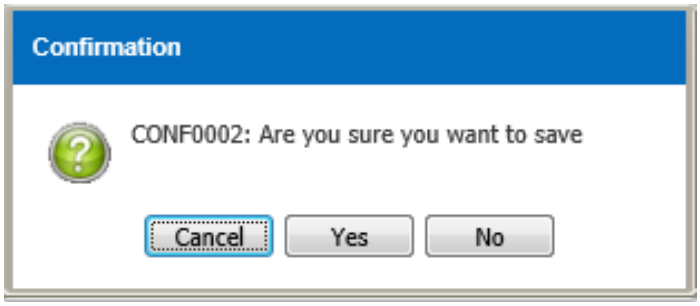


Figure 3.11.1-7 Confirmation Message

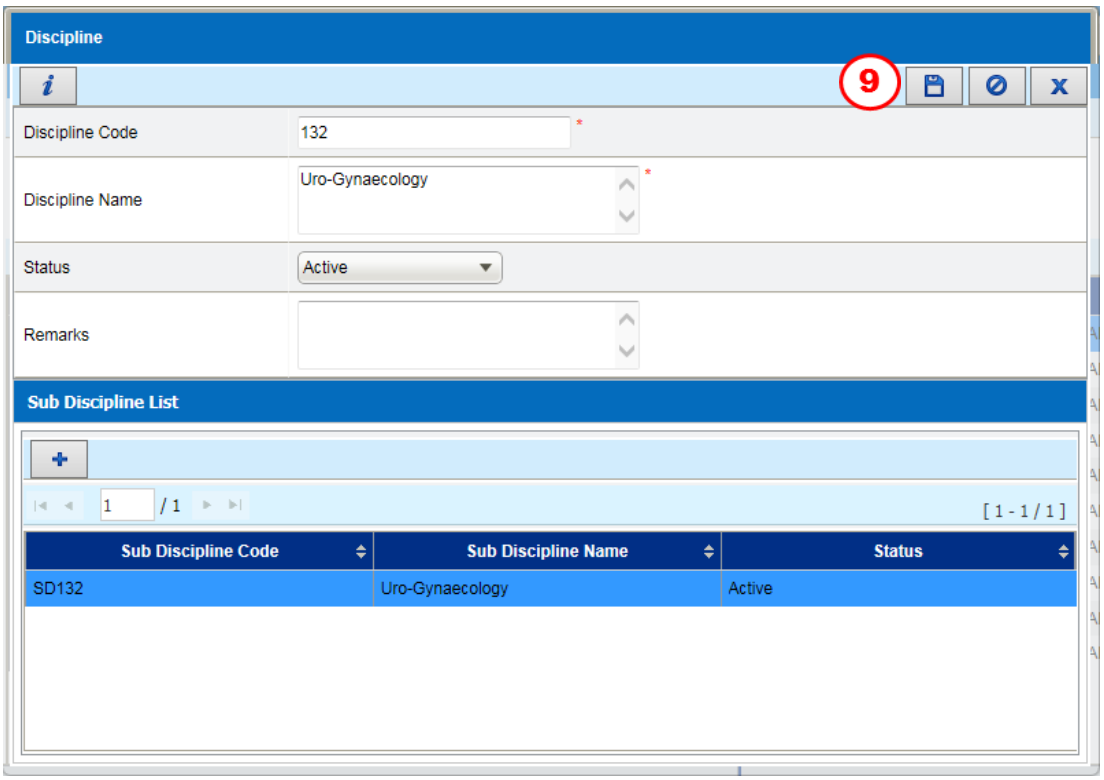


Figure 3.11.1-8 Discipline

Note

*User can add more than 1 Sub Discipline by repeating **STEP 6** to **STEP 8***

STEP 9

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.11.1-9*

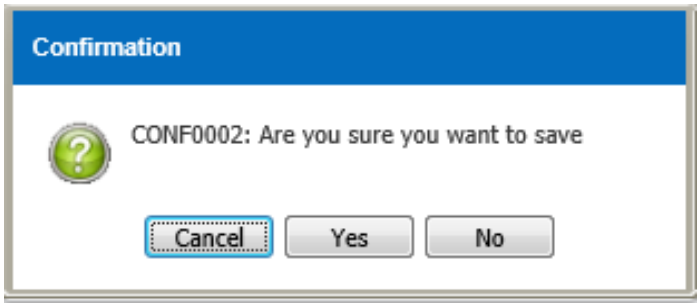


Figure 3.11.1-9 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.11.1-10*

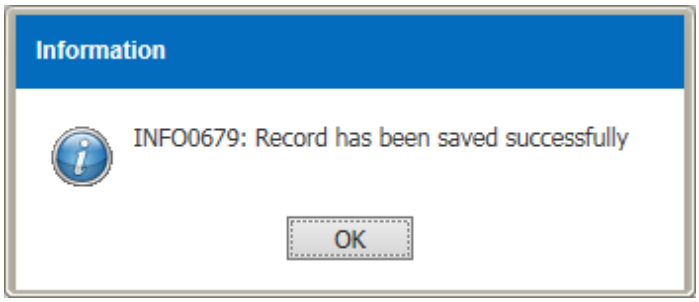


Figure 3.11.1-10 Information Message

Click on the OK *button to confirmed the record*

3.11.2 Modify Discipline and Sub Discipline

To modify Discipline and Sub Discipline records, perform the steps below:

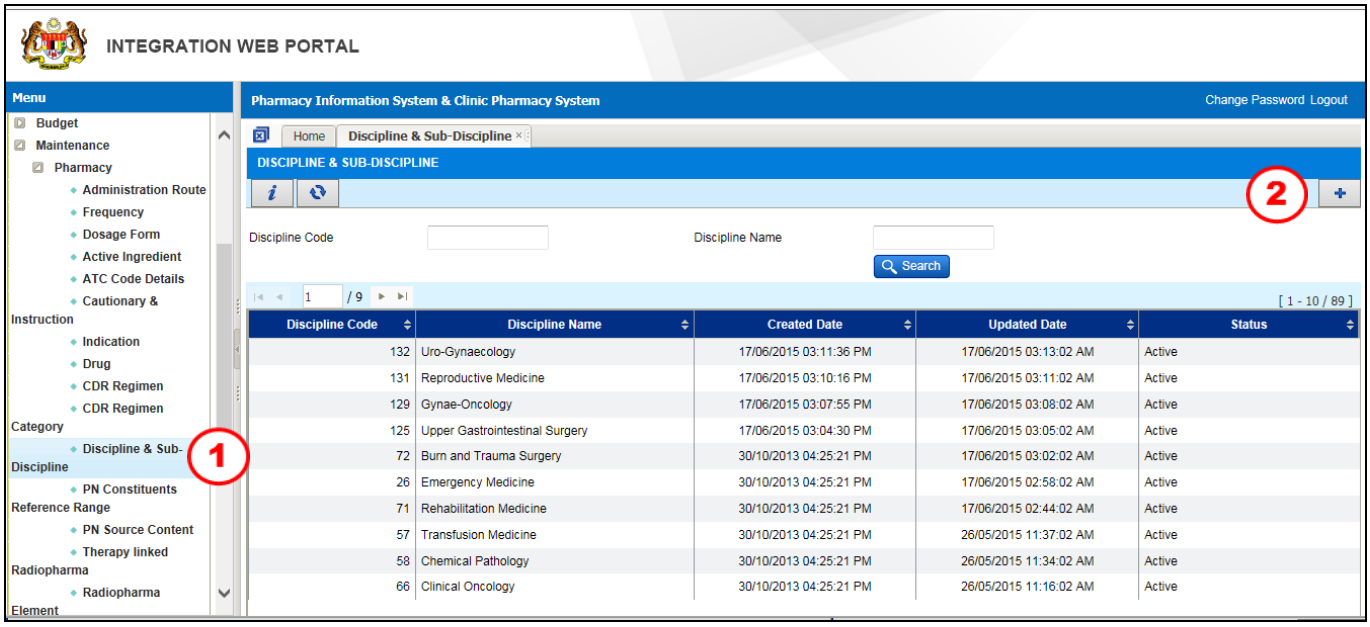


Figure 3.11.2-1 Discipline and Sub Discipline Listing Page

STEP 1

Click on the Maintenance menu followed by click on the Pharmacy and click on Discipline & Sub-Discipline sub menu

STEP 2

Click on the selected record

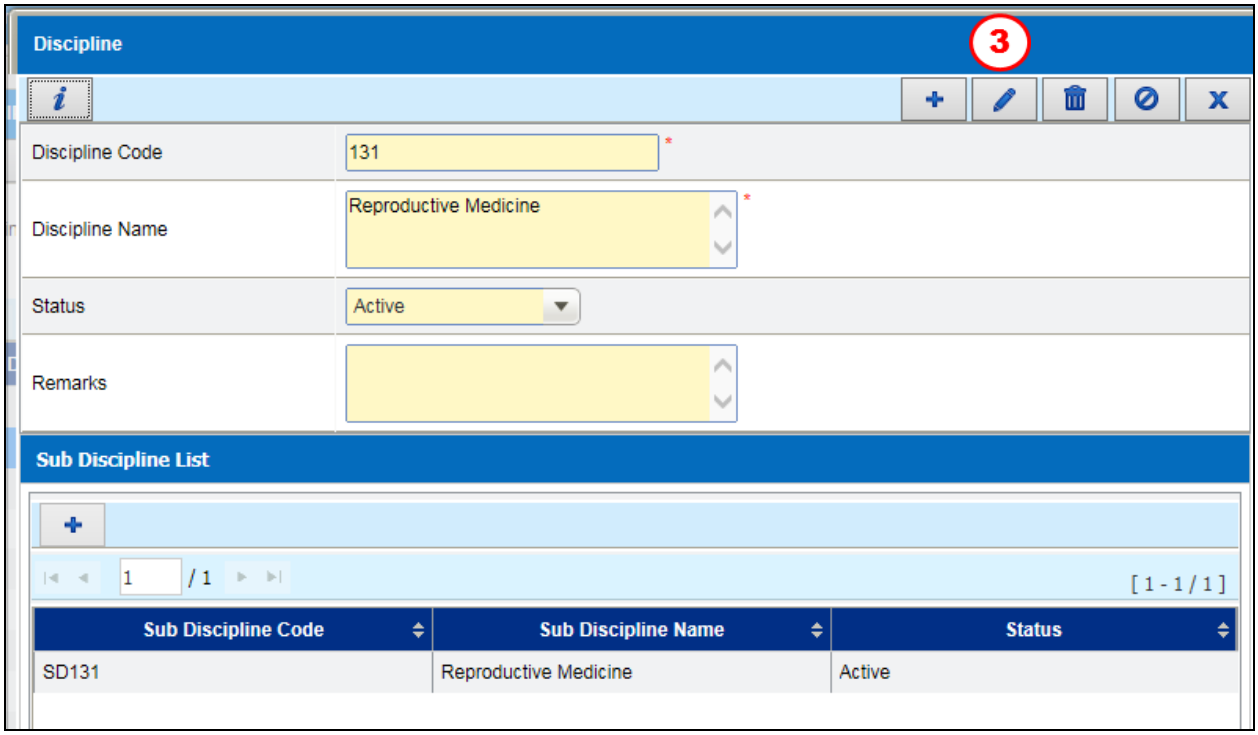


Figure 3.11.2-2 Discipline and Sub Discipline

STEP 3

Click on the button to edit the record

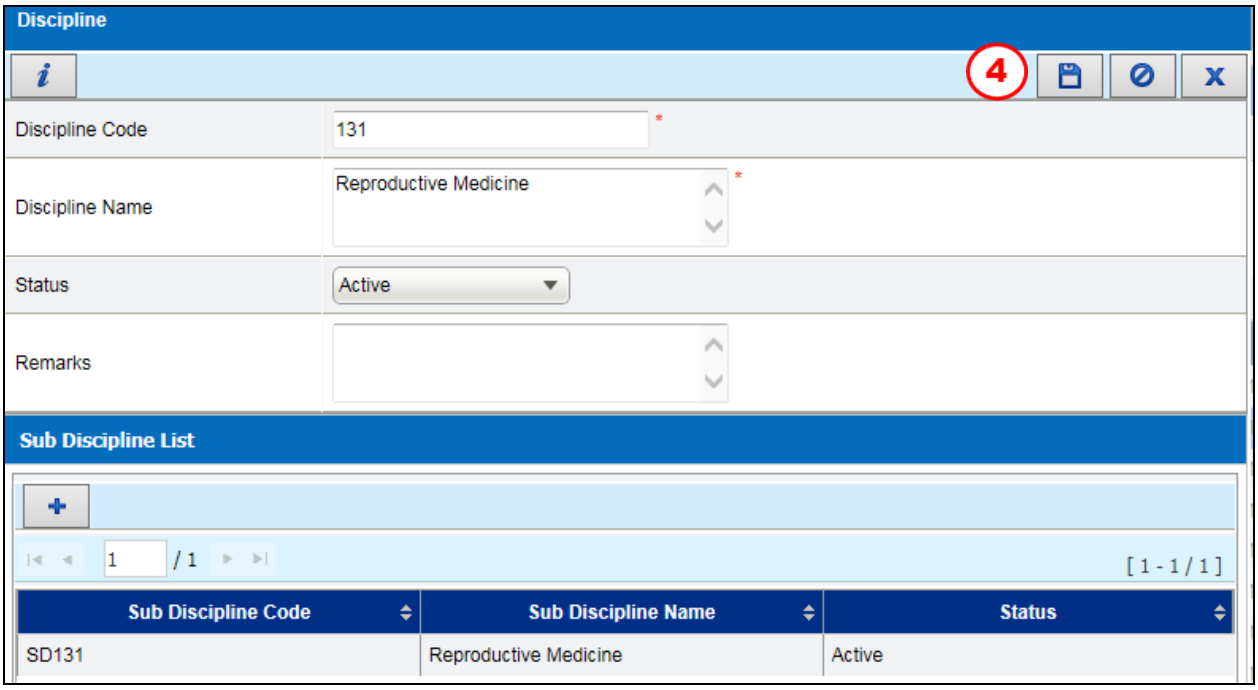


Figure 3.11.2-3 Discipline and Sub Discipline

Note

User is allowing to edit:

- ***Discipline Code***
- ***Discipline Name***
- ***Status***
- ***Remarks***
- ***Add Sub Discipline***

STEP 4

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.11.2-4*

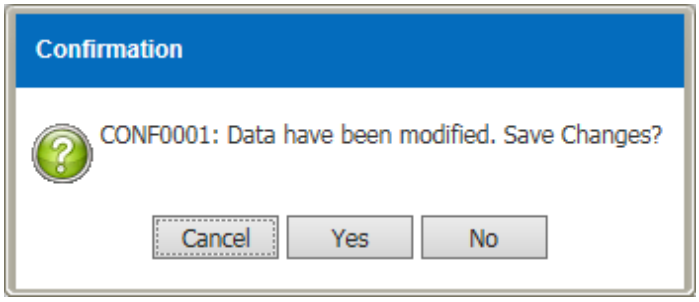


Figure 3.11.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*

- *Information Message will display after click on the* Yes *buttom as Figure 3.11.2-5*

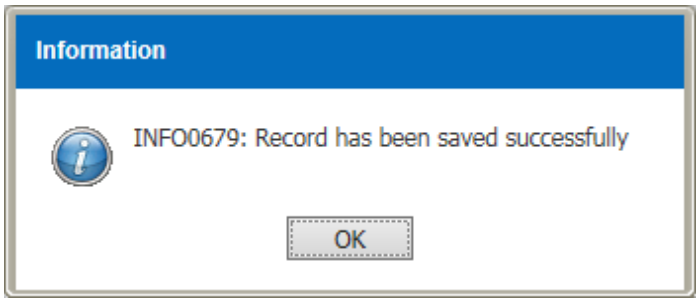


Figure 3.11.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.12 PN Constituents Reference Range

To view and modify PN Constituents Reference Range records, perform step below:

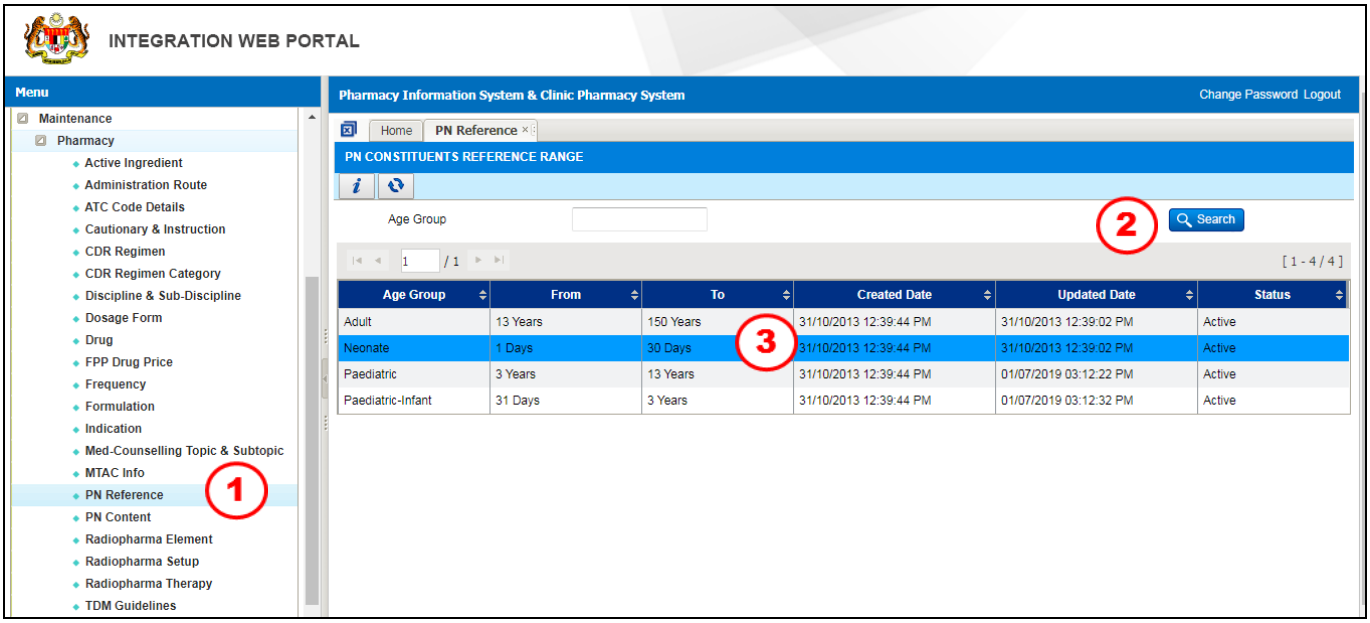


Figure 3.12-1 PN Constituents Reference Range Listing Page

STEP 1
Click on the Pharmacy menu followed by click on the PN Reference sub menu.

STEP 2
Click on the button and system will display related record

STEP 3
Double click on record and system will display Constituents Reference Range screen as Figure 3.12-2

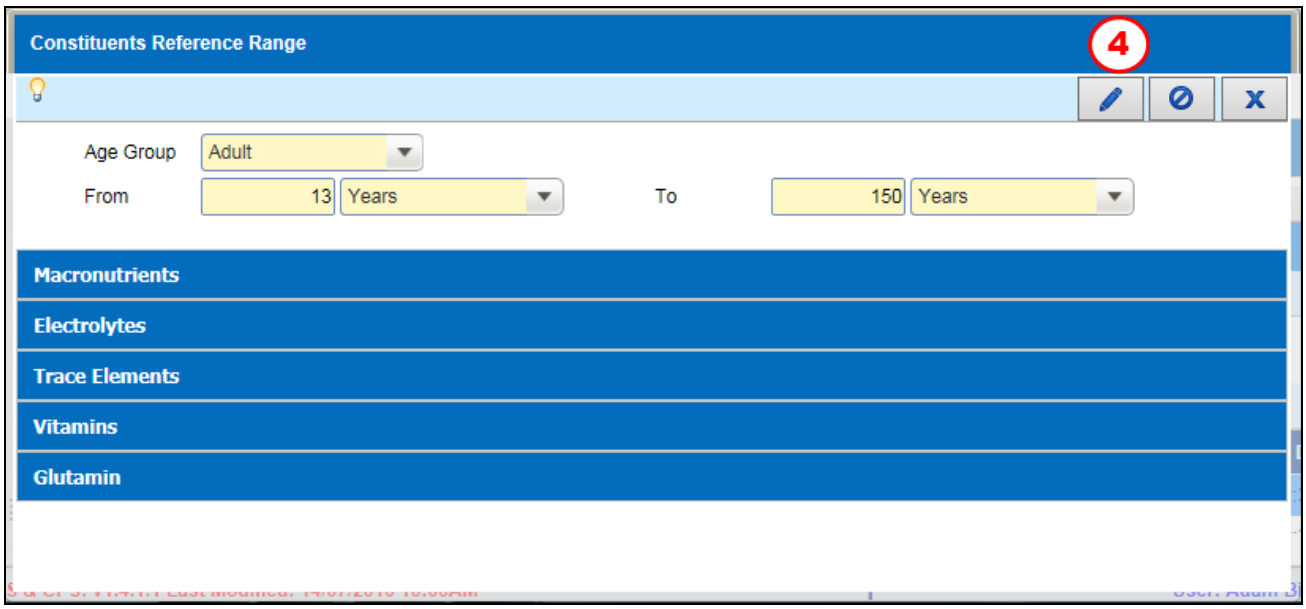


Figure 3.12-2 Constituents Reference Range

STEP 4

Click on the button to edit the record

Note
There are 4 section which user can edit:

a) Macronutrients

Macronutrients

Protein	Min	0.5	Max	2	Avg	1.25
Carbohydrate	Min	3	Max	5	Avg	4
Lipid	Min	0.5	Max	2	Avg	1.25

Figure 3.12-3 Macronutrients

- *User is allowing to edit:*
  - ***Protein***
  - ***Carbohydrate***
  - ***Lipid***

b) *Electrolytes*

Electrolytes

Sodium	Min	1	Max	2	Avg	1.5
Potassium	Min	0.7	Max	1.5	Avg	1.1
Chloride	Min	1.3	Max	2	Avg	1.65
Acetate	Min	0	Max	0	Avg	0
Phosphate	Min	0.5	Max	0.7	Avg	0.6
Magnesium	Min	0.05	Max	0.15	Avg	0.1
Calcium	Min	0.1	Max	0.15	Avg	0.12

Figure 3.12-4 Electrolytes

- *User is allow to edit:*
  - ***Sodium***
  - ***Potassium***
  - ***Chloride***
  - ***Acetate***
  - ***Phosphate***
  - ***Magnesium***
  - ***Calcium***

c) Trace Elements

Trace Elements

Trace Element Solution	Min	0	Max	10	Avg	5

Figure 3.12-5 Trace Elements

- *User is allowing to edit **Trace Element Solution***

d) Vitamins

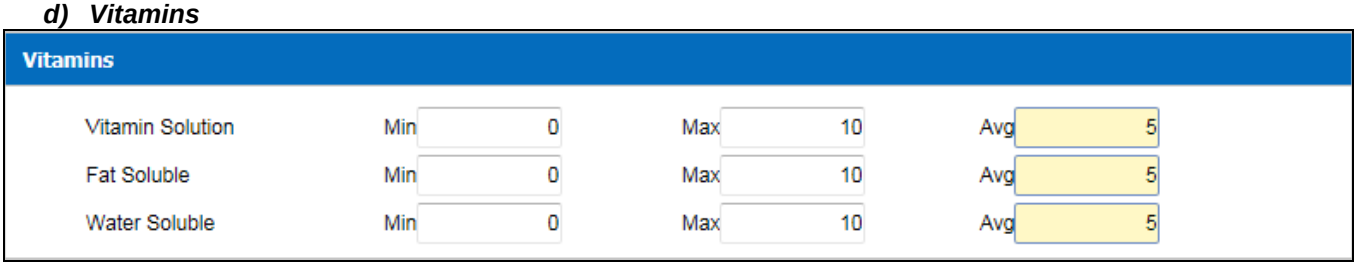


Figure 3.12-6 Vitamins

- *User is allowing to edit:*
  - ***Vitamin Solution***
  - ***Fat Soluble***
  - ***Water Soluble***

e) Glutamin

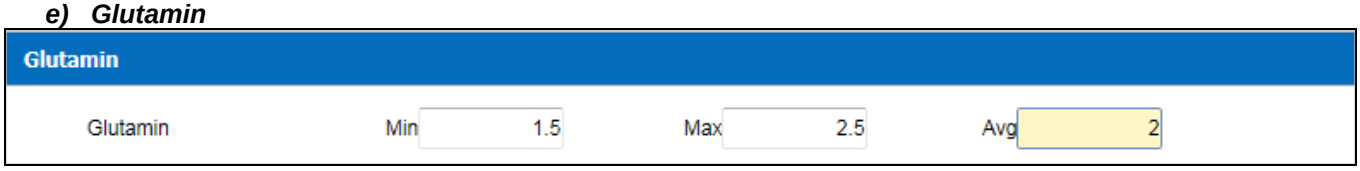


Figure 3.12-7 Glutamin

- *User is allow to edit **Glutamin***

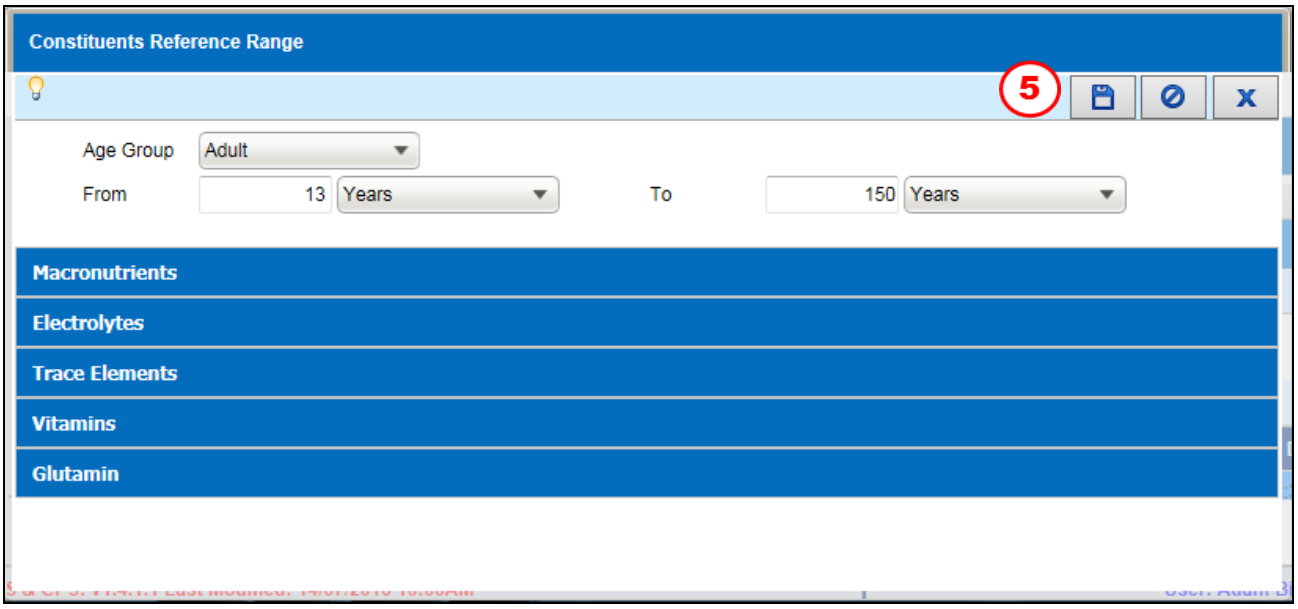


Figure 3.12-8 Constituents Reference Range

STEP 5

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.12-9*

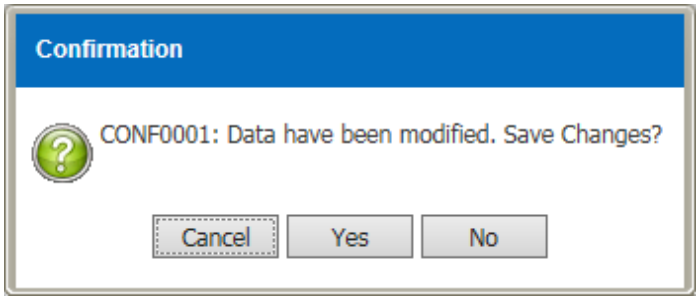


Figure 3.12-9 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.12-10*

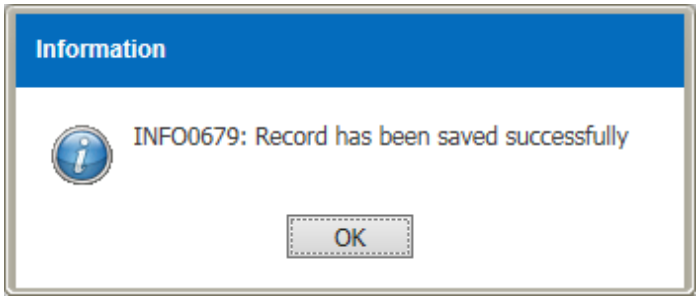


Figure 3.12-10 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.13 PN Source Content

To create and modify PN Source Content records, perform step below:

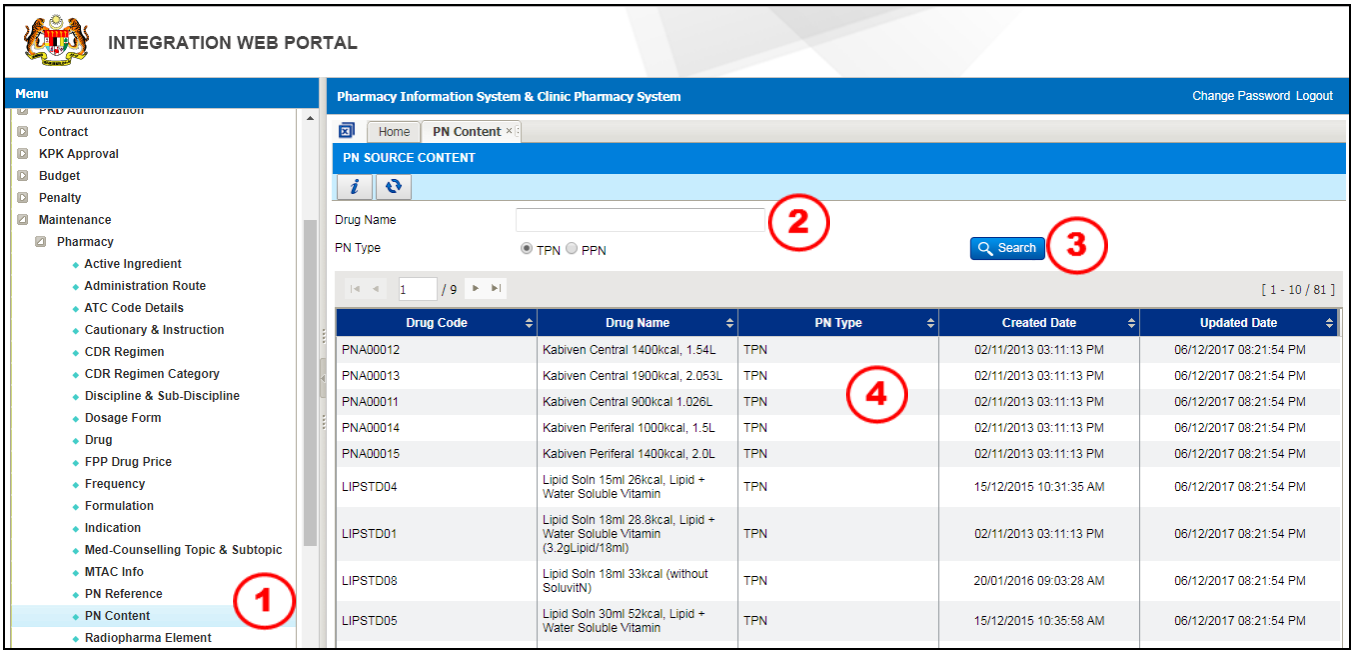


Figure 3.13-1 PN Source Content Listing Page

STEP 1
Go to Maintenance menu follow by Pharmacy menu and click on the PN Source Content sub menu.

STEP 2
Search existing record by
- ***Drug Name***
- ***PN Type***

Note
*There are two **PN Type***
a) ***TPN*** : Total Parenteral Nutrition
b) ***PPN*** : Peripheral Parenteral Nutrition

STEP 3
Click on the Search button and system will display related record

STEP 4
Double click on record and system will display PN Dialog screen.

a) TPN

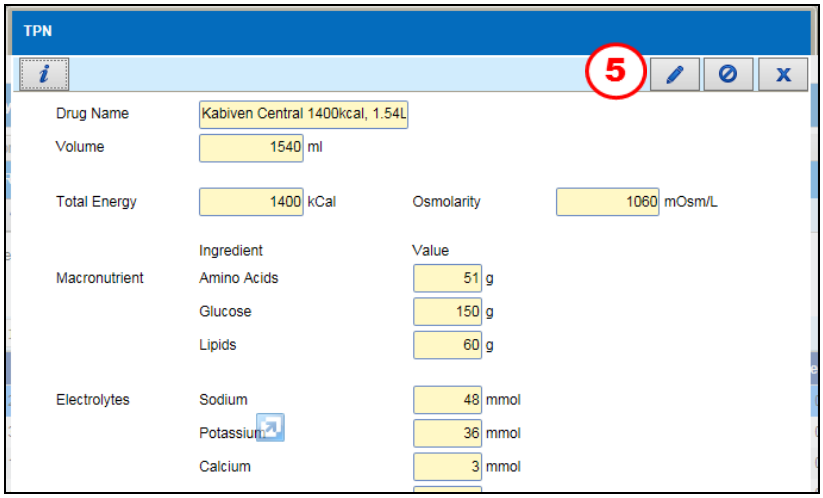


Figure 3.13-2 TPN

STEP 5

Click on the button to edit the record

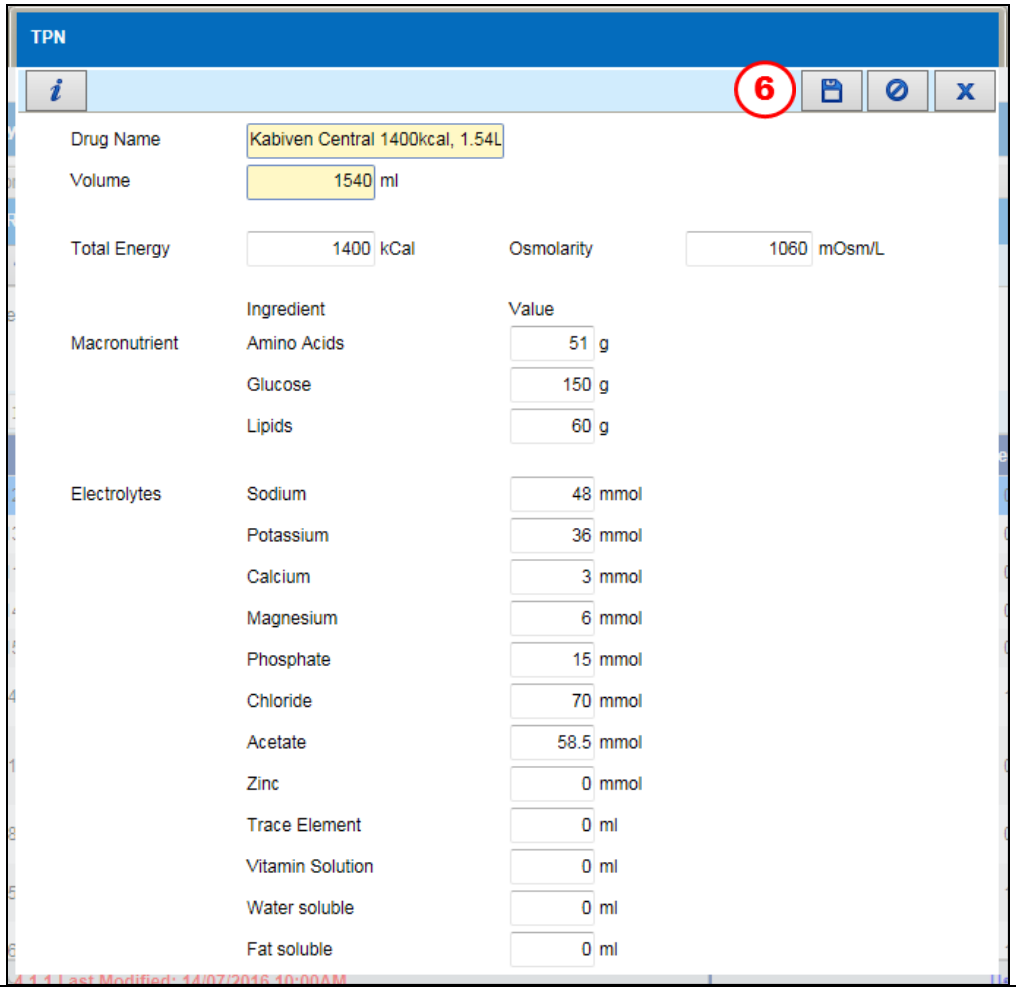


Figure 3.13-3 TPN

Note
User is allowing to edit:

- ***Total Energy***
- ***Osmolarity***
- ***Macronutient***
  - ***Amino Acids***
  - ***Glucose***
  - ***Lipids***
- ***Electrolytes***
  - ***Sodium***
  - ***Potassium***
  - ***Calcium***
  - ***Magnesium***
  - ***Phosphate***
  - ***Chloride***
  - ***Acetate***
  - ***Zink***
  - ***Trace Elements***
  - ***Vitamin Solution***
  - ***Water Soluble***
  - ***Fat Soluble***

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.13-4*

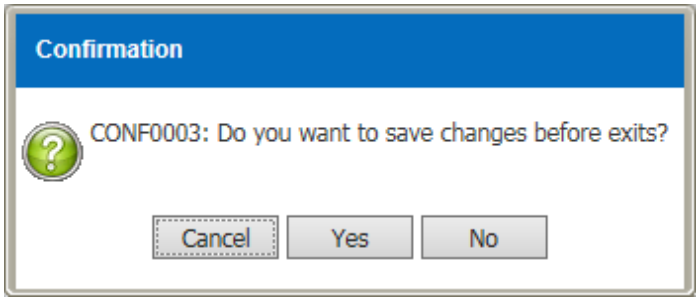


Figure 3.13-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.13-5*

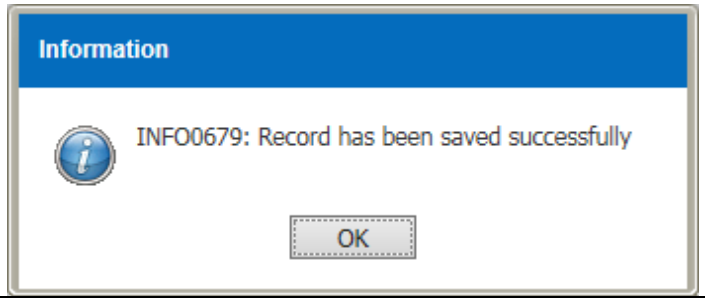


Figure 3.13-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

a) PPN

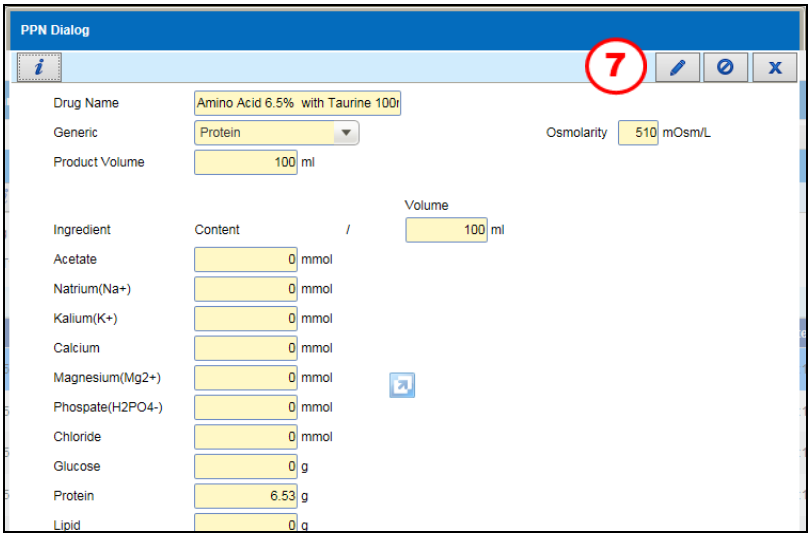


Figure 3.13-6 PPN Dialog

STEP 7

Click on the button to edit the record

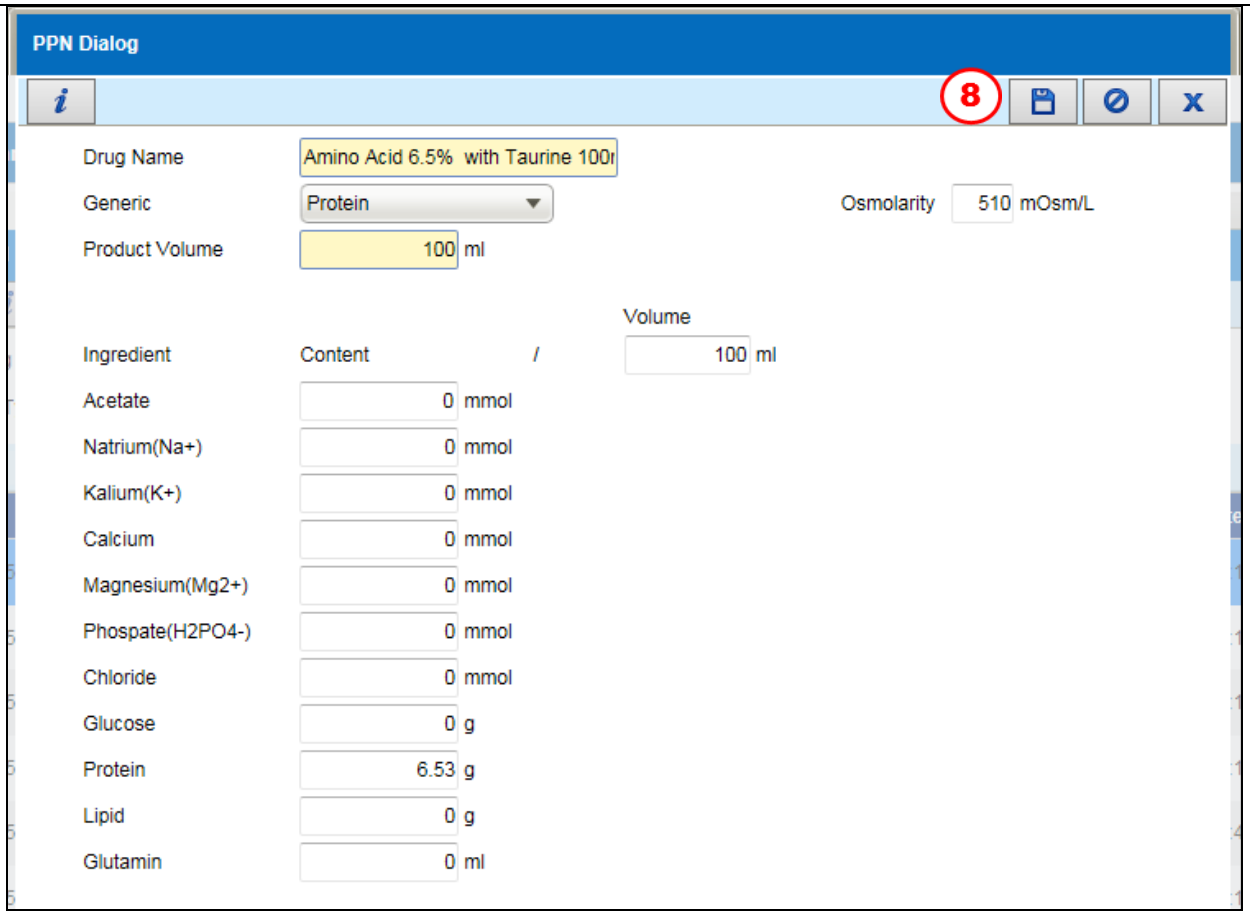


Figure 3.13-7 PPN Dialog

Note

User is allowing to edit:

- ***Generic***
- ***Osmolarity***
- ***Acetate***
- ***Natrium(Na+)***
- ***Kalium(K+)***
- ***Calcium***
- ***Magnesium(Mg2+)***
- ***Phospate(H2PO4-)***
- ***Chloride***
- ***Glucose***
- ***Protein***
- ***Lipid***
- ***Glutamin***

STEP 8

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.13-8*

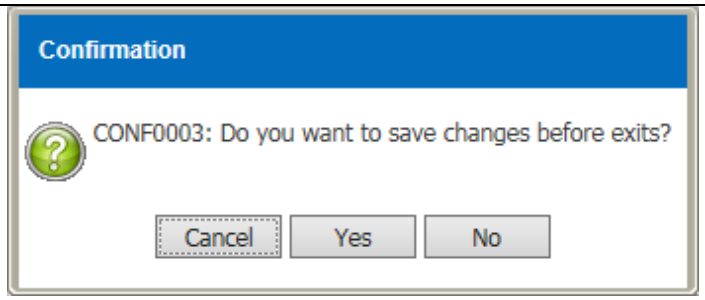


Figure 3.13-8 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.13-9*

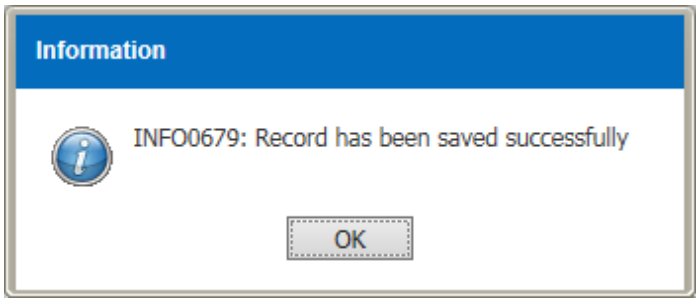


Figure 3.13-9 Information Message

Click on the OK *button to confirmed the edited record*

3.14 Radiopharma Therapy

3.14.1 Create New Radiopharma Therapy

To create new record for Radiopharma Therapy, perform the steps below:

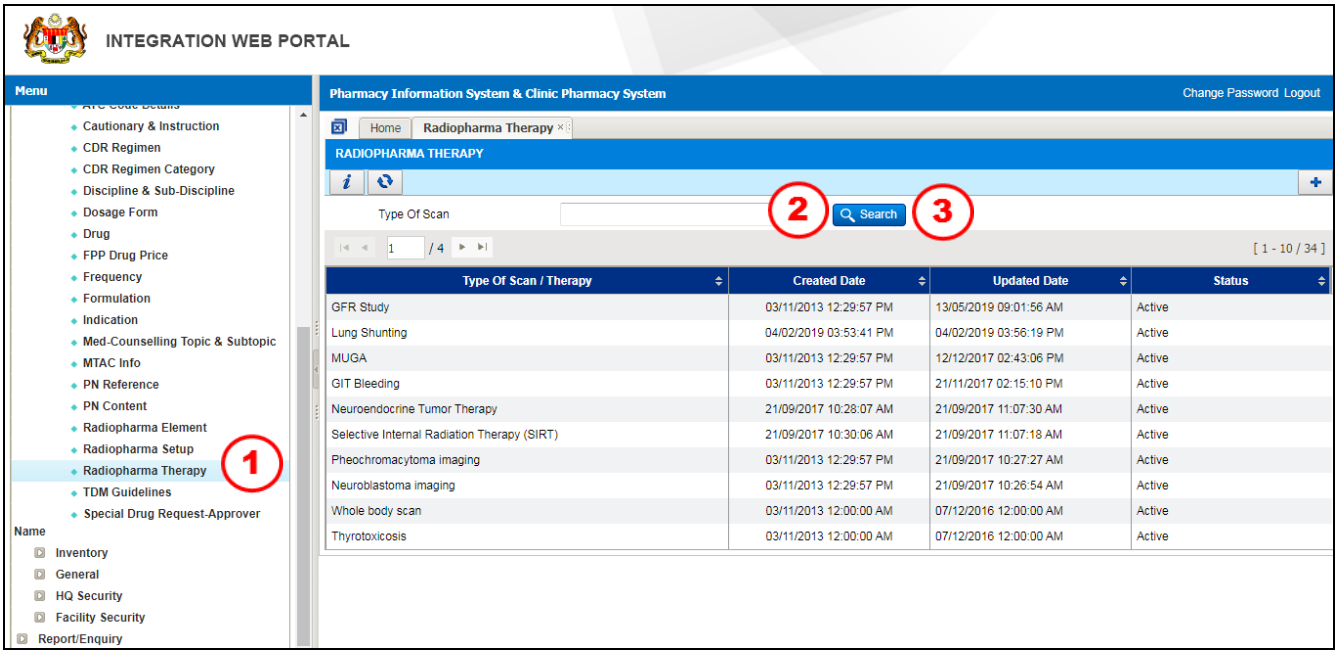


Figure 3.14.1-1 Therapy Linked Radiopharma Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Radiopharma Therapy'

STEP 2
Search existing record by entering ***Type Of Scan***

STEP 3
Click on the Search button and system will display the related record

Note
User is allowing to view the information by click on the related record and information will be displayed as Figure 3.14.1-2

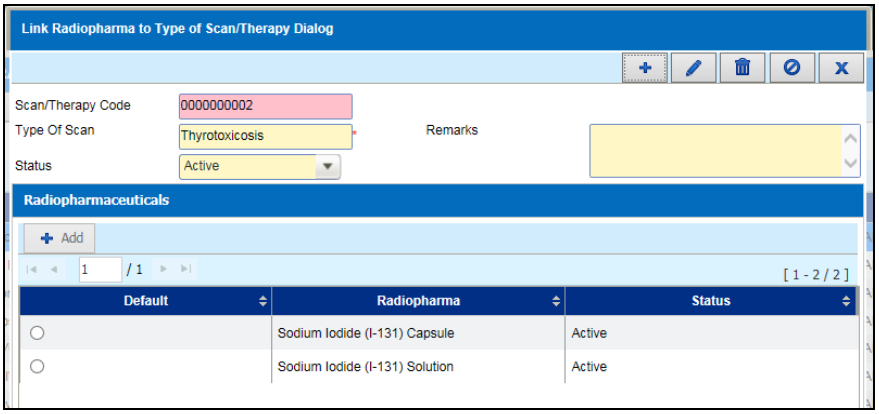


Figure 3.14.1-2 Link Radiopharma to Type of Scan/Therapy Dialog

Note

Click on the *button to close the screen*

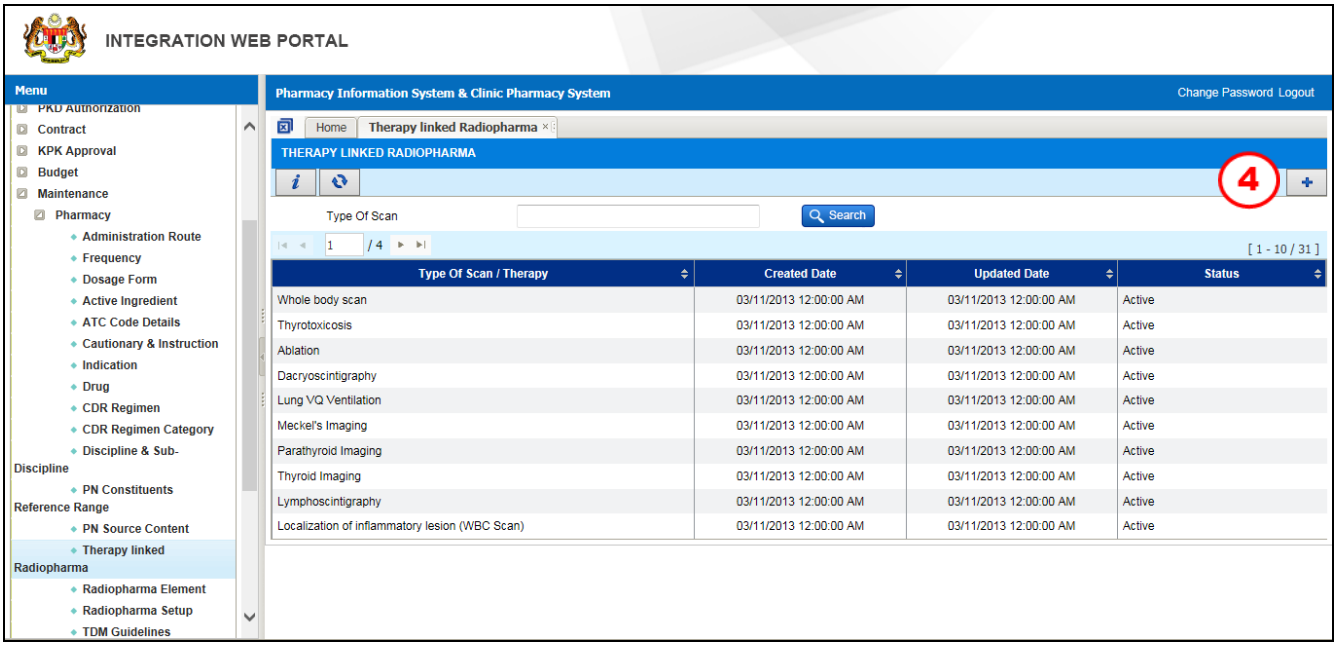


Figure 3.14.1-3 Therapy Linked Radiopharma

STEP 4

Click on the button to create a new record and Link Radiopharma to Type of Scan/Therapy Dialog will be displayed as Figure 3.14.1-4

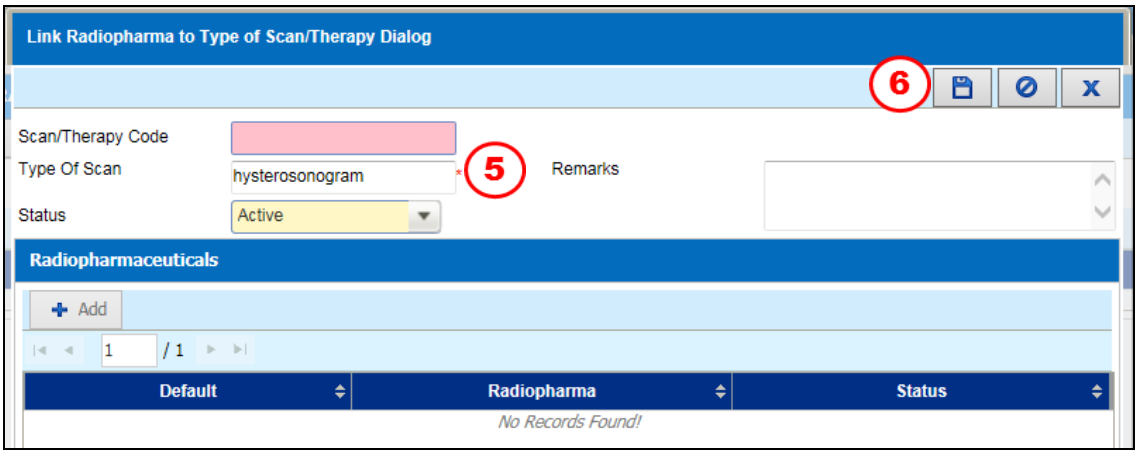


Figure 3.14.1-4 Link Radiopharma to Type of Scan/Therapy Dialog

STEP 5

Enter ***Type Of Scan***

STEP 6

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.14.1-5*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved record*

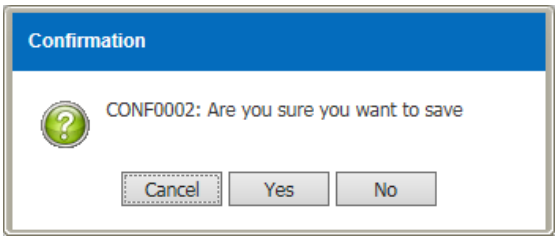


Figure 3.14.1-5 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.14.1-6*
- *Click on the* OK *button to confirmed the save transaction and Scan/Therapy Code will generated for future reference*

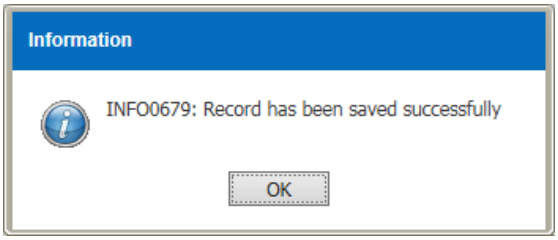


Figure 3.14.1-6 Information Message

- *System will display an Information Message if* ***Type Of Scan*** *already exists as Figure 3.14.1-7*

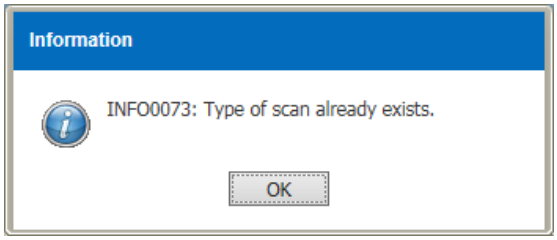


Figure 3.14.1-7 Information Message

- *Click on the* OK *button*

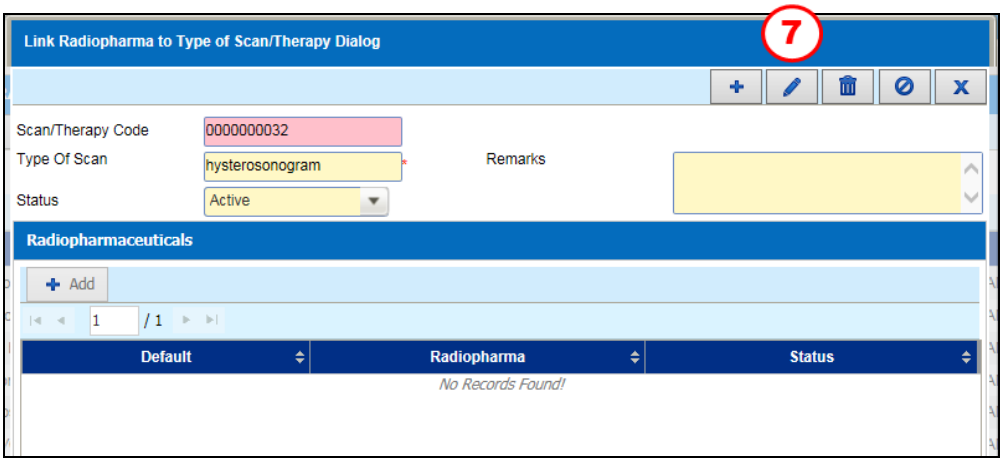


Figure 3.14.1-8 Link Radiopharma to Type of Scan/therapy Dialog

STEP 7

Click on the button to edit the record

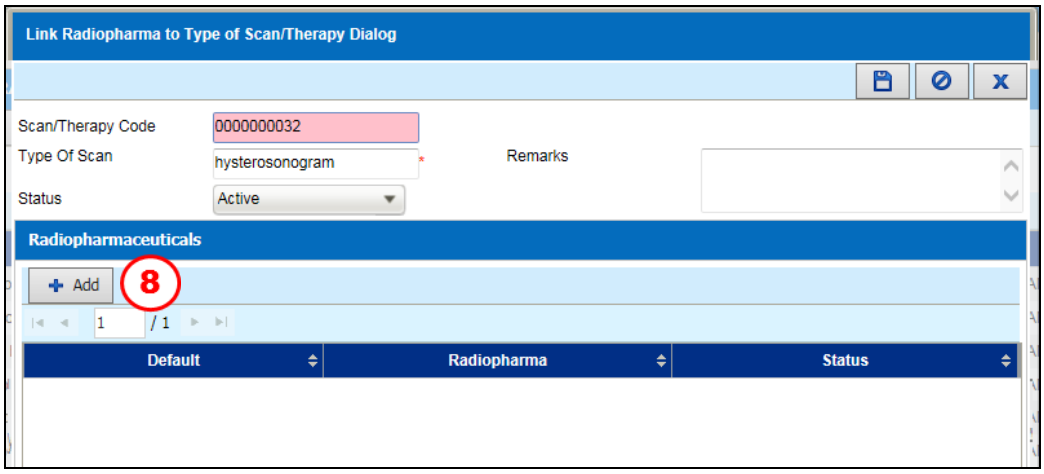


Figure 3.14.1-9 Link Radiopharma to Type of Scan/therapy Dialog

STEP 8

Click on the button and Radiopharmaceuticals screen will be display as Figure 3.14.1-10

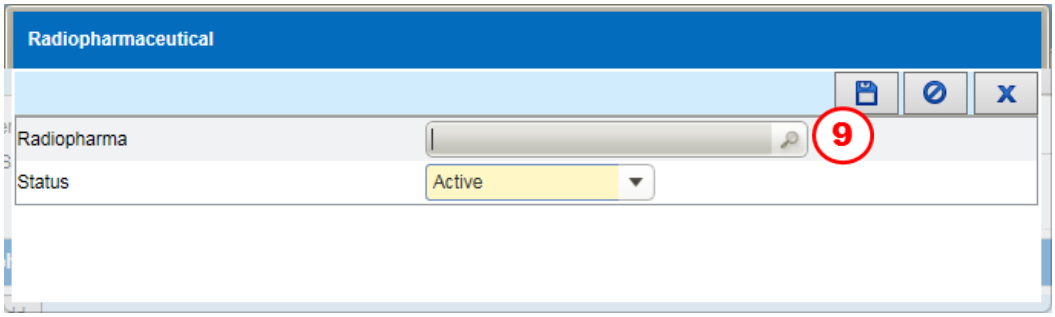


Figure 3.14.1-10 Radiopharmaceutical

STEP 9

Click on the ***Radiopharma*** and Drug window will be displayed as Figure 3.14.1-11

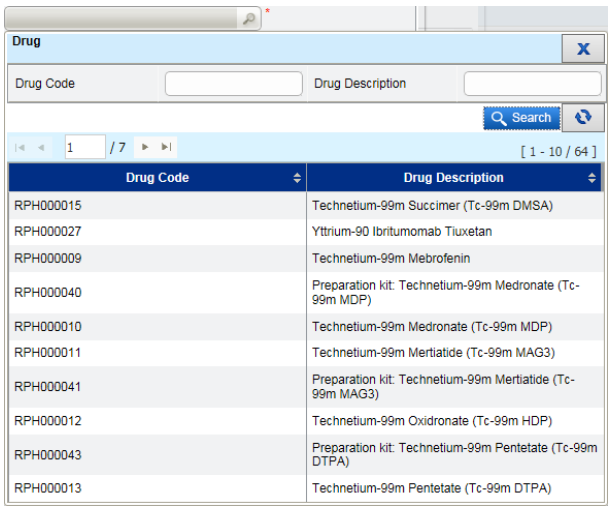


Figure 3.14.1-11 Drug

Note

- *User is allowed to enter partially or fully searching criteria for **Drug Code** and **Drug Description.** Then click on the* Search *button*

Note

- *Double click on the selected **Drug Code***

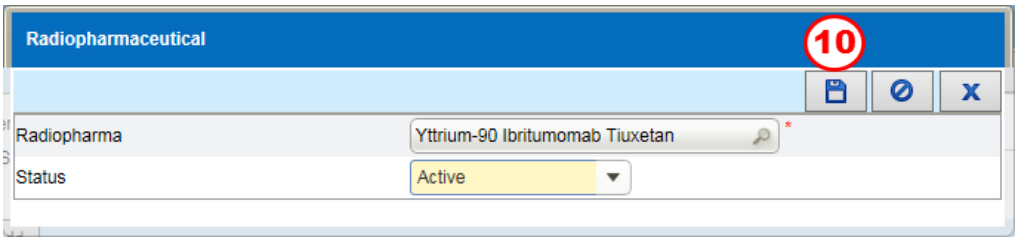


Figure 3.14.1-12 Radiopharmaceutical

STEP 10

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.14.1-13*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved record*

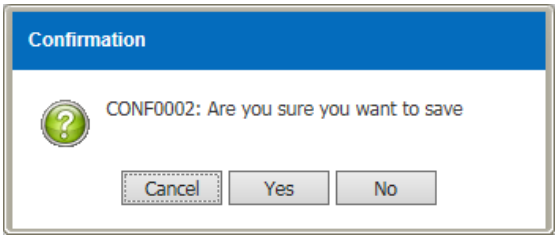


Figure 3.14.1-13 Confirmation Message

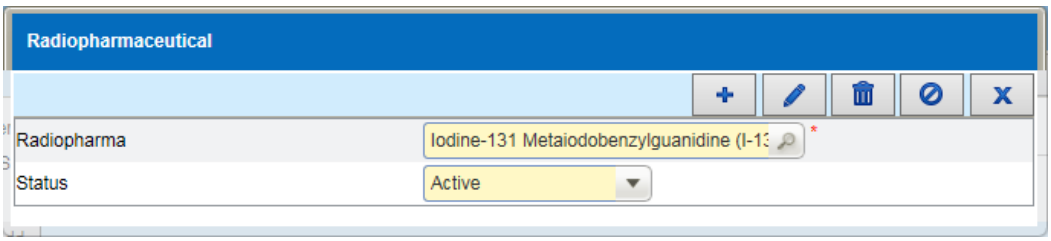


Figure 3.14.1-14 Radiopharmaceutical

Note

- *User is allow to add more drug by click on the* *button and follow **STEP 9** to **STEP 10.***
- *Click on the* *button to close the screen.*

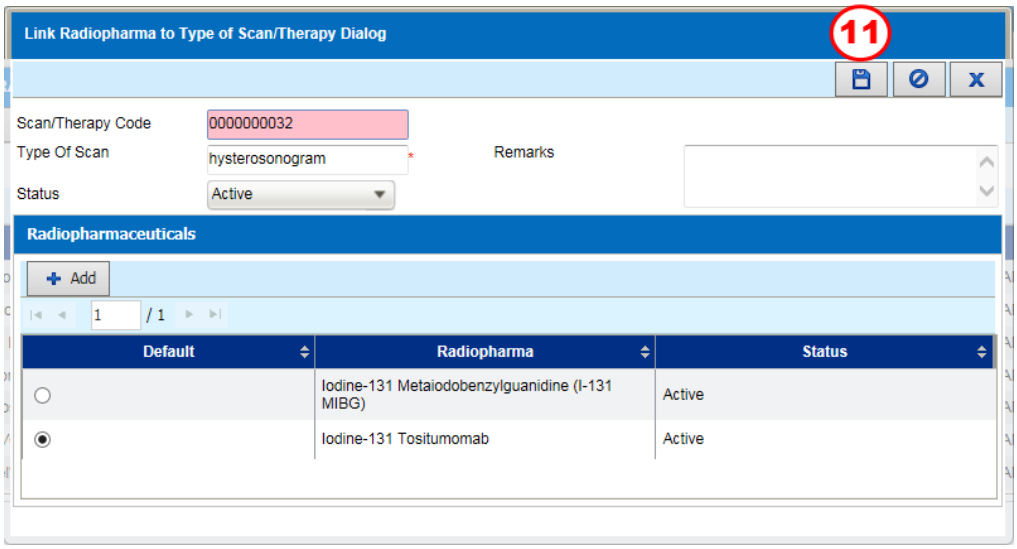


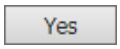
Figure 3.14.1-15 Link Radiopharma to Type of Scan/therapy Dialog

Note
If there is more than 1 drug under Radiopharmaceuticals, user is allow to set default drug by click on ○ *button*

STEP 11

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.14.1-16*
- *Click on the*  *button to save the record*

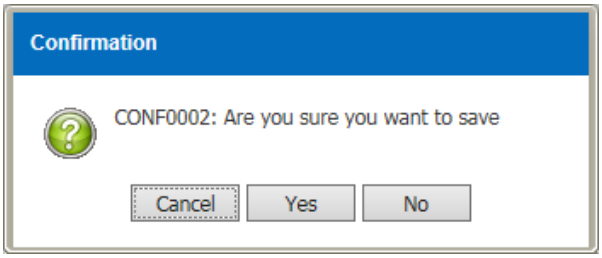


Figure 3.14.1-16 Confirmation Message

3.14.2 Modify Radiopharma Therapy

To modify Radiopharma Therapy records, perform the steps below:

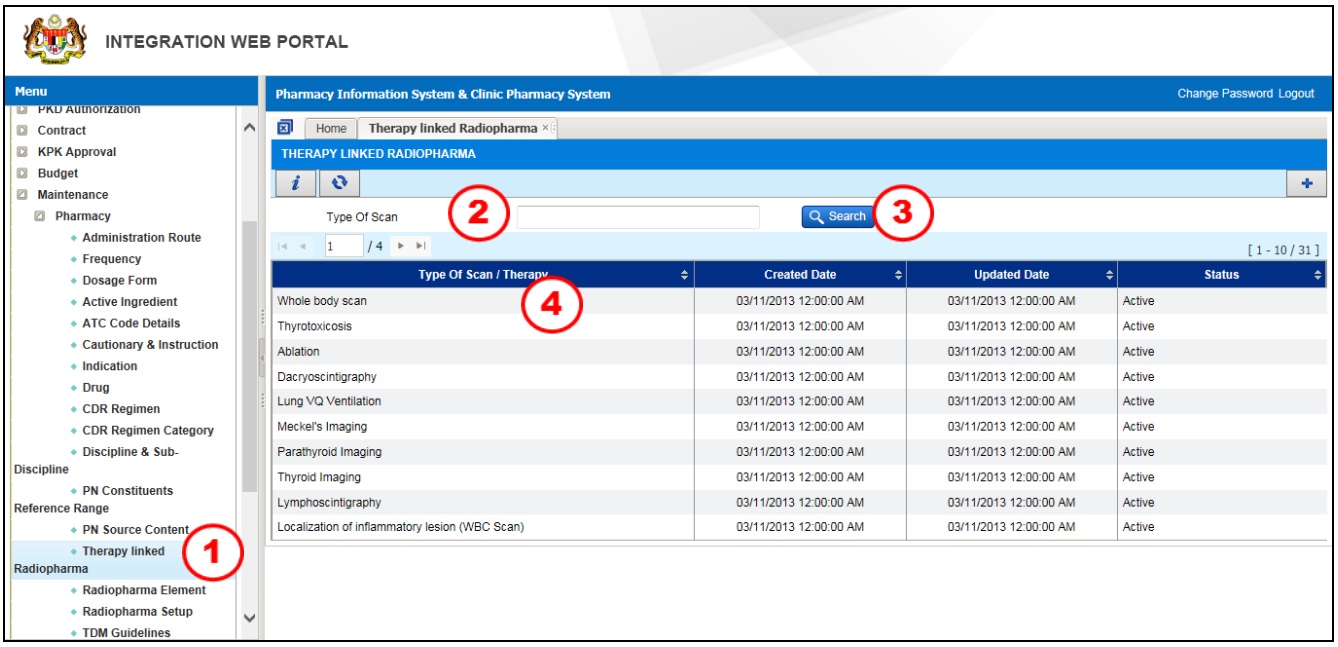


Figure 3.14.2-1 Therapy Linked Radiopharma Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Radiopharma Therapy'

STEP 2
Search existing record by entering **Type Of Scan**

STEP 3
Click on the Search button and system will display related record

STEP 4
Click on the selected record

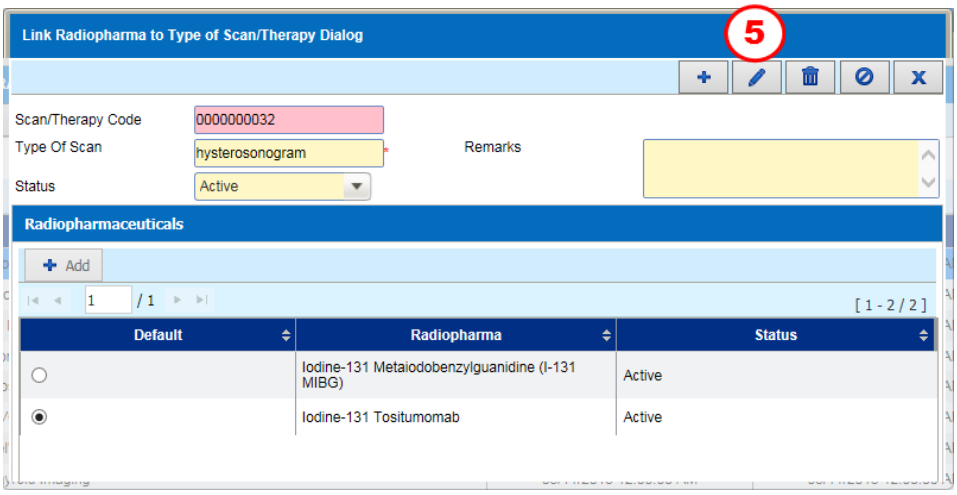


Figure 3.14.2-2 Link Radiopharma to Type of Scan/Therapy Dialog

STEP 5

Click on the button to edit the record

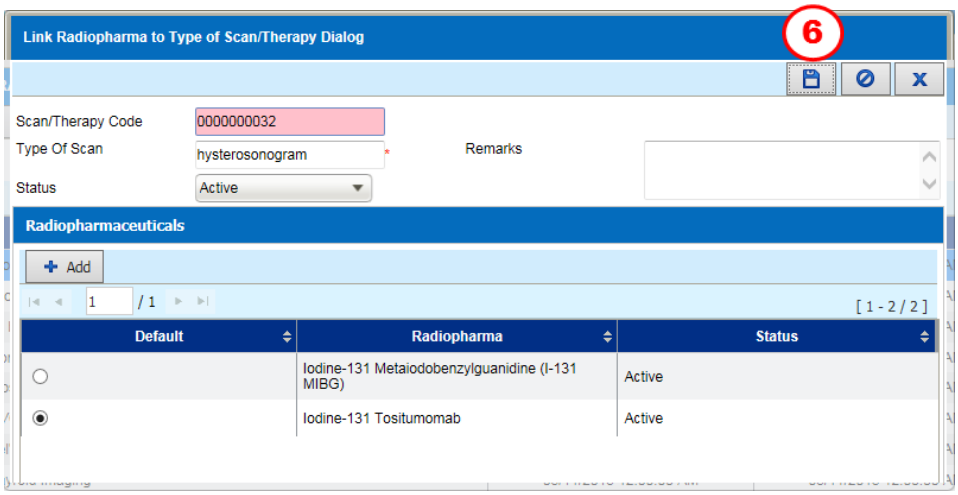


Figure 3.14.2-3 Link Radiopharma to Type of Scan/Therapy Dialog

Note

- *User is allowing to edit:*
  - ***Type Of Scan***
  - ***Status***
  - ***Radiopharma Drug***

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.14.2-4*
- *Click on the* Yes *button to save the edited record*
- *Click on the* No *or* Cancel *button to cancel the edited record*

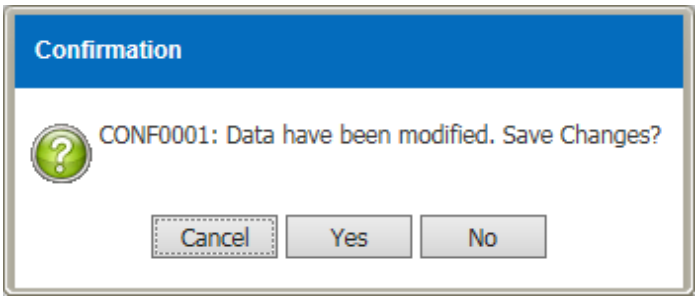


Figure 3.14.2-4 Confirmation Message

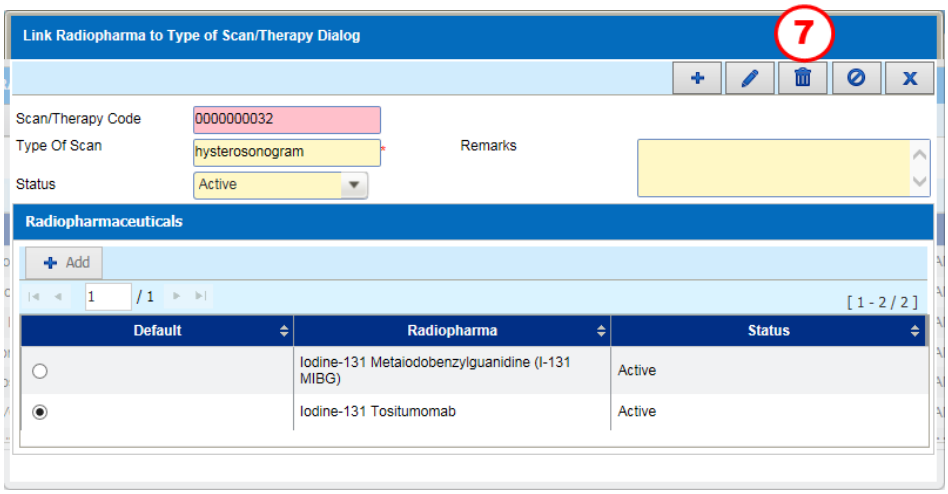


Figure 3.14.2-5 Link Radiopharma to Type of Scan/Therapy Dialog

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.14.2-6*
- *Click on the* Yes *button to delete the record*

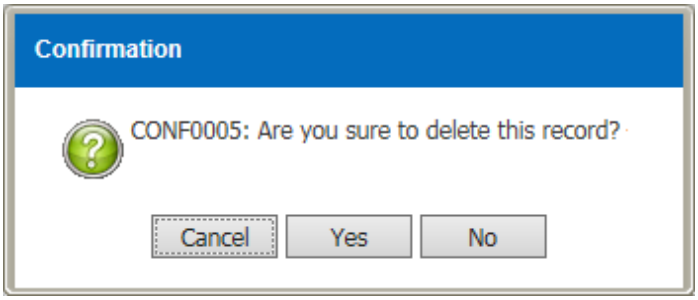


Figure 3.14.2-6 Confirmation Message

- *The status of the record will be **Inactive** as figure 3.14.2-7*

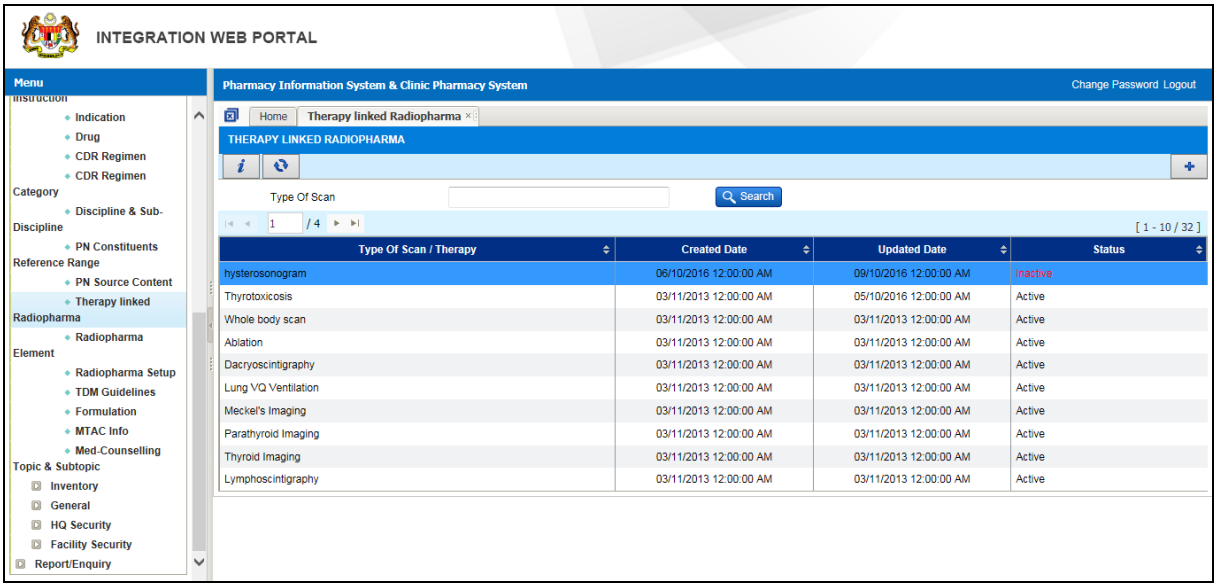


Figure 3.14.2-7 Therapy Linked Radiopharma

3.15 Radiopharma Element

3.15.1 Create New Radiopharma Element

To create new record for Radiopharma Element, perform the steps below:

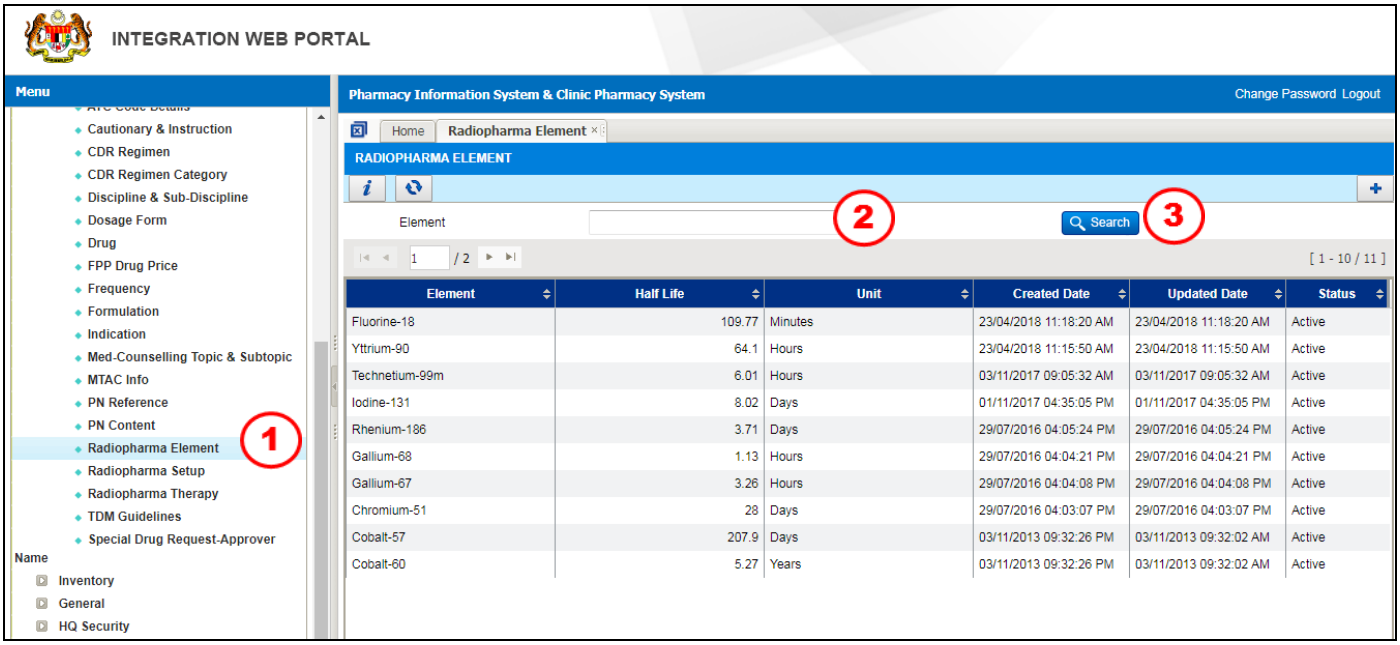


Figure 3.15.1-1 Radiopharma Element

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Radiopharma Element'

STEP 2
Search existing record by entering ***Element***

STEP 3
Click on the Search button and system will display the related record

Note
User is allowing to view the information by click on the related record and information will be displayed as Figure 3.15.1-2

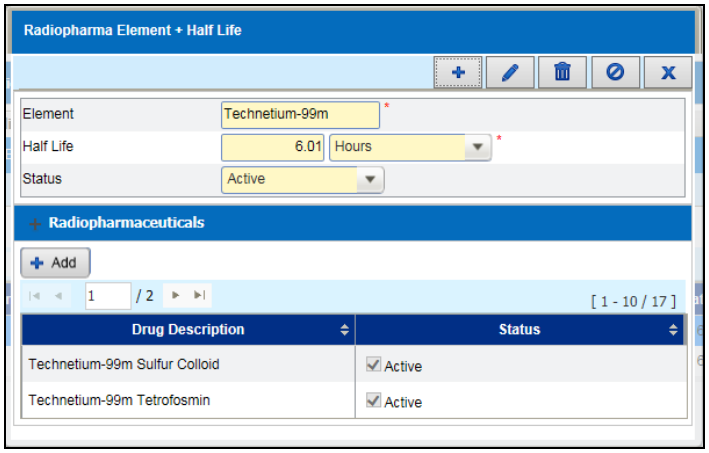


Figure 3.15.1-2 Radiopharma Element + Half Life

Note

Click on the *button to close the screen*

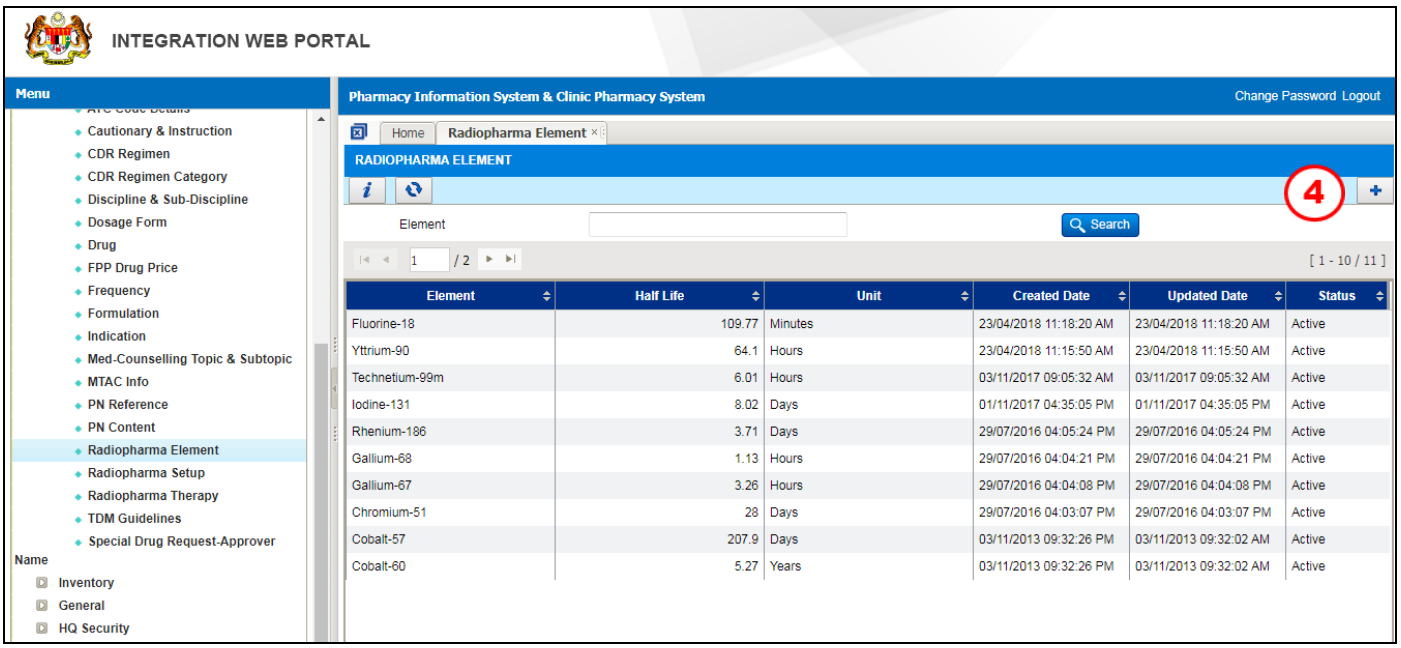


Figure 3.15.1-3 Radiopharma Element

STEP 4

Click on the button to create a new record and Radiopharma Element + Half Life screen will be displayed as Figure 3.15.1-4

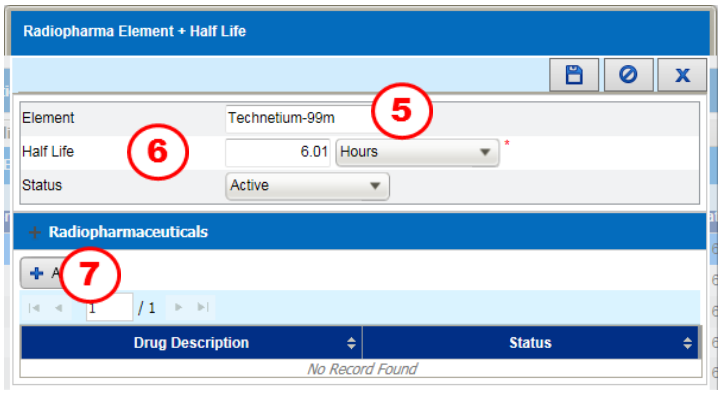


Figure 3.15.1-4 Radiopharma Element + Half Life

STEP 5
Enter ***Element***

STEP 6
Enter ***Half Life*** and select the interval between ***Days/Hours/Minutes/Months/Seconds/Years***

STEP 7
Click on the button and Drug window will be displayed as Figure 3.15.1-5

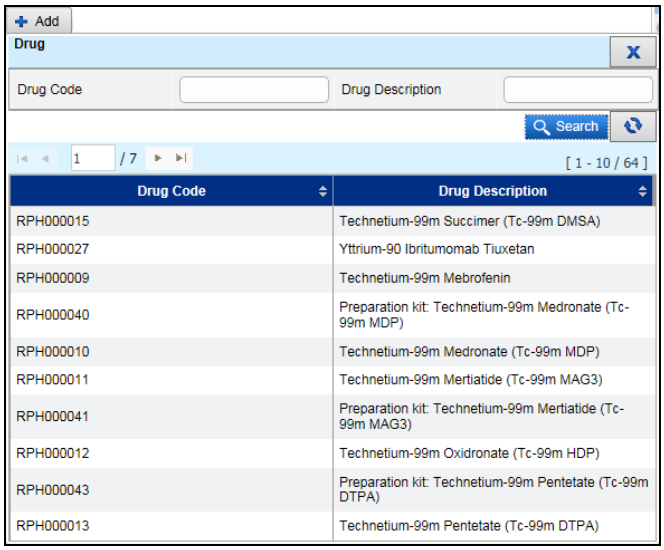


Figure 3.15.1-5 Drug

Note

- *User is allowed to enter partially or fully searching criteria for **Drug Code** and **Drug Description.** Then click on the* Search *button*
- *Double click on the selected **Drug Code***

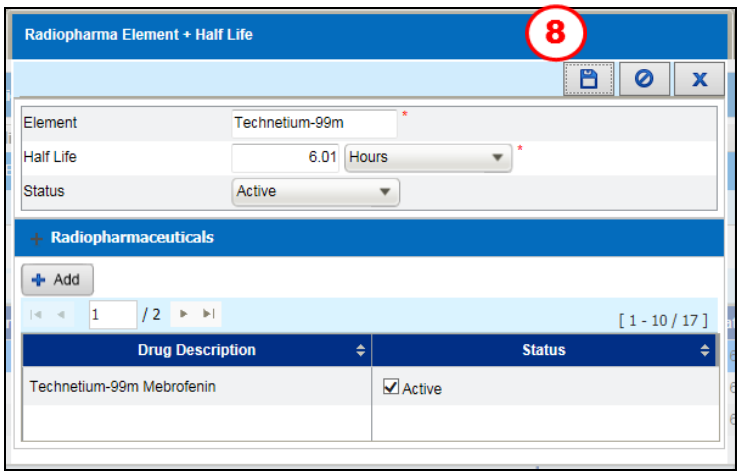


Figure 3.15.1-6 Radiopharma Element + Half Life

Note

- *User is allow to add more drug by click on the* Add *button and follow **STEP 7.***

STEP 8

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.15.1-7*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved record*

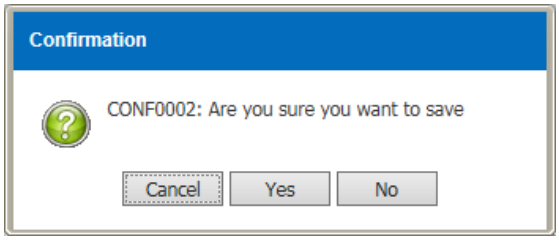


Figure 3.15.1-7 Confirmation Message

- *System will display an Information Message if* ***Element Code*** *already exists as Figure 3.15.1-8*

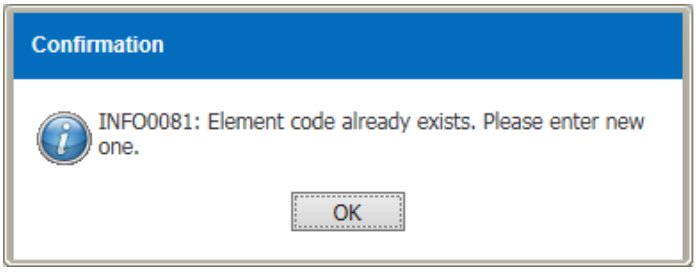


Figure 3.15.1-8 Information Message

3.15.2 Modify Radiopharma Element

To modify record for Radiopharma Element, perform the steps below:

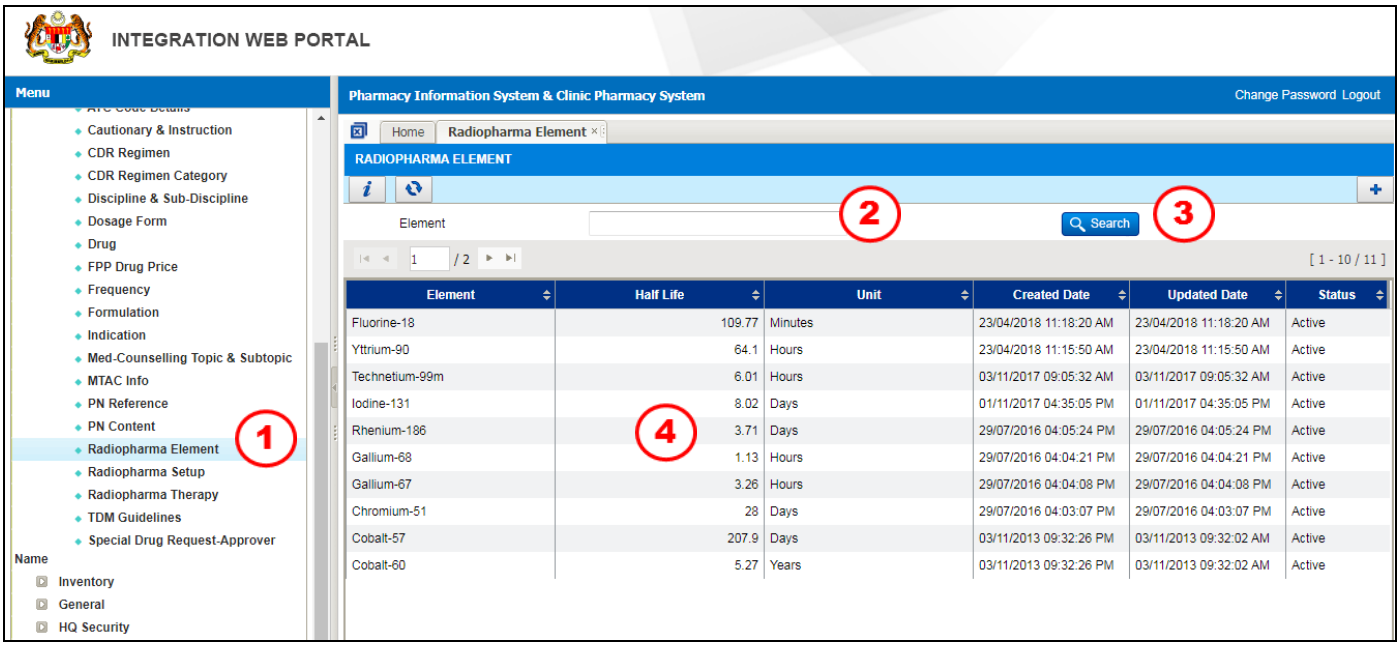


Figure 3.15.2-1 Radiopharma Element

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Radiopharma Element'

STEP 2
Search existing record by entering ***Element***

STEP 3
Click on the

button and system will display the related record

STEP 4
Click on the selected record

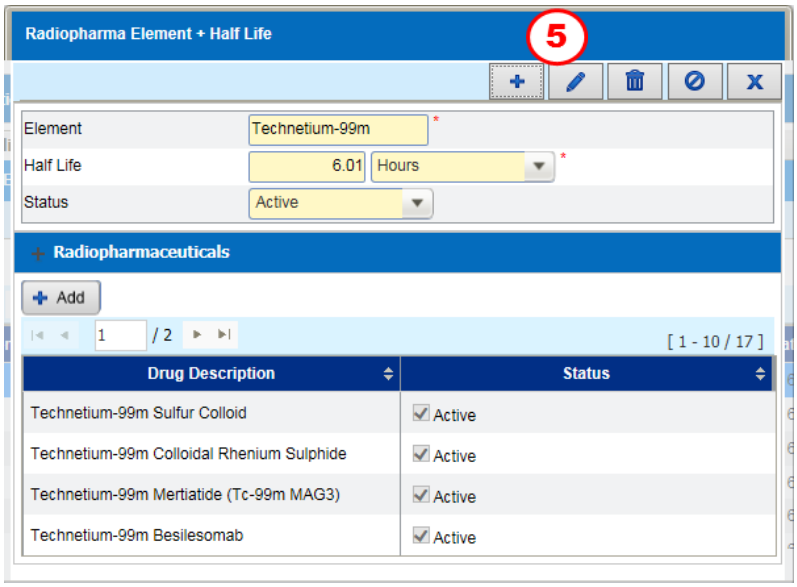


Figure 3.15.2-2 Radiopharma Element + Half Life

STEP 5

Click on the button to edit the record

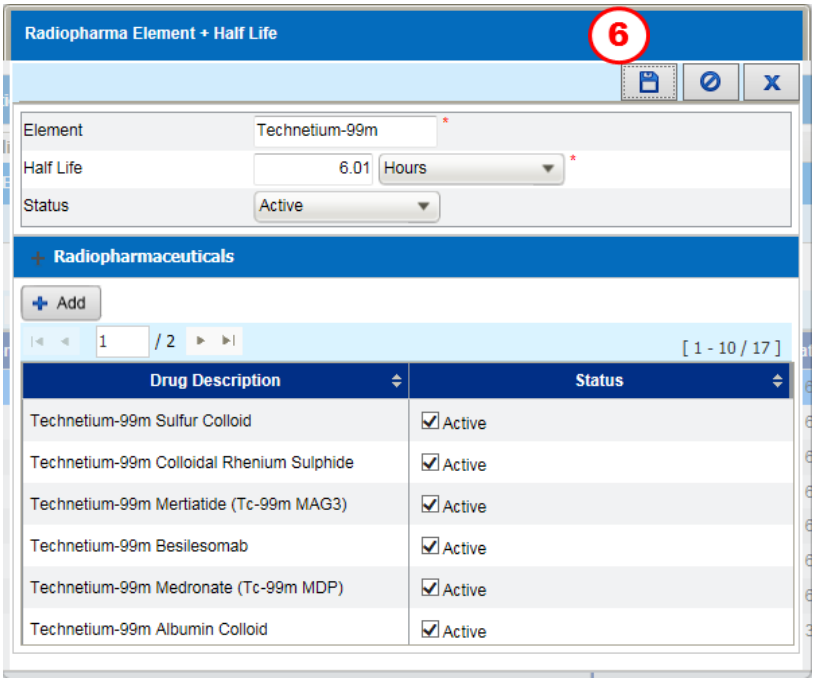


Figure 3.15.2-3 Radiopharma Element + Half Life

Note

- *User is allowing to edit:*
  - ***Element***
  - ***Half Life***
  - ***Status***
  - ***Radiopharma Drug***

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.15.2-4*
- *Click on the* Yes *button to save the edited record*
- *Click on the* No *or* Cancel *button to cancel the edited record*

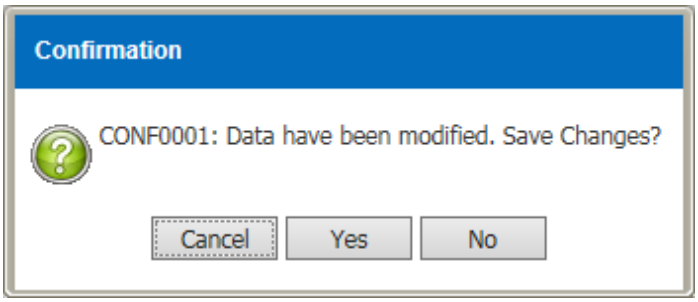


Figure 3.15.2-4 Confirmation Message

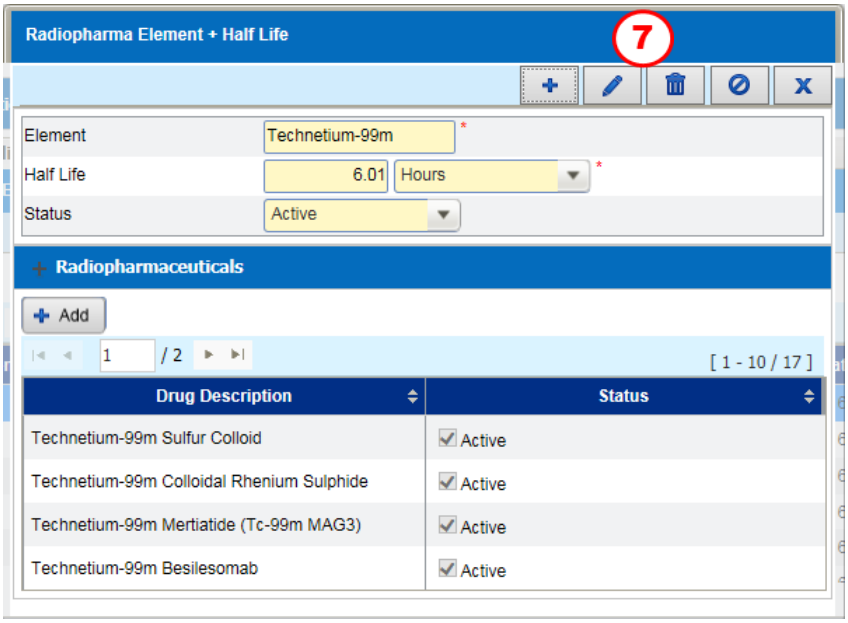


Figure 3.15.2-5 Radiopharma Element + Half Life

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.15.2-6*
- *Click on the* Yes *button to delete the record*

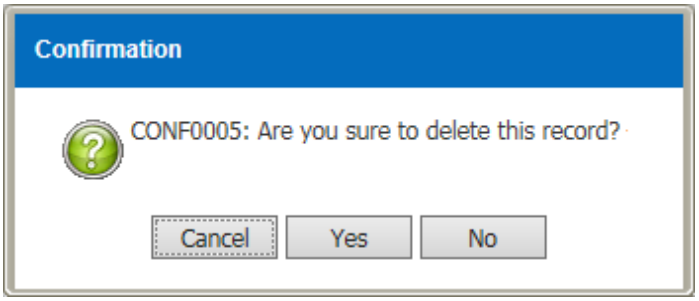


Figure 3.15.2-6 Confirmation Message

- *The status of the record will be **Inactive** as figure 3.15.2-7*

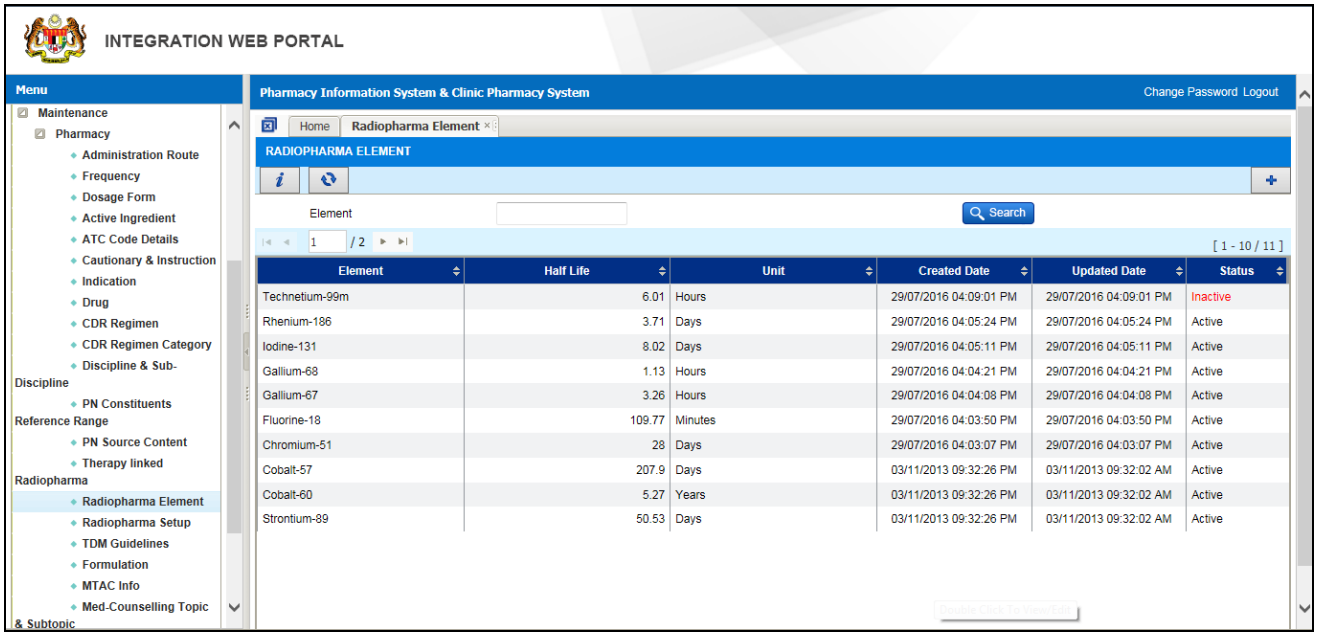


Figure 3.15.2-7 Radiopharma Element

3.16 TDM Guidelines

3.16.1 Create New TDM Guideline

To create new record for TDM Guideline, perform the steps below:

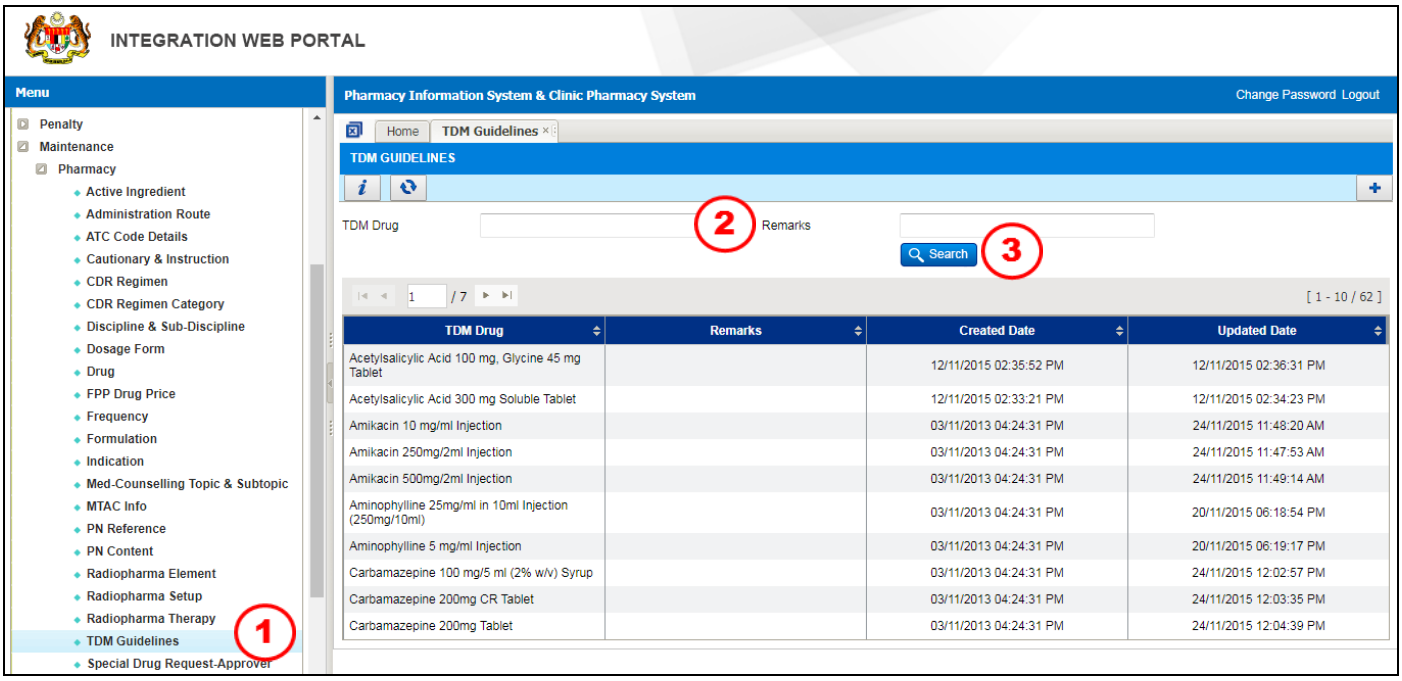


Figure 3.16.1-1 TDM Guideline

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'TDM Guideline'

STEP 2
Search existing record by entering ***TDM Drug*** and/or ***Remarks***

STEP 3
Click on the Search button and system will display related record

Note
User is allowing to view the information by click on the related record and information will be displayed as Figure 3.16.1-2

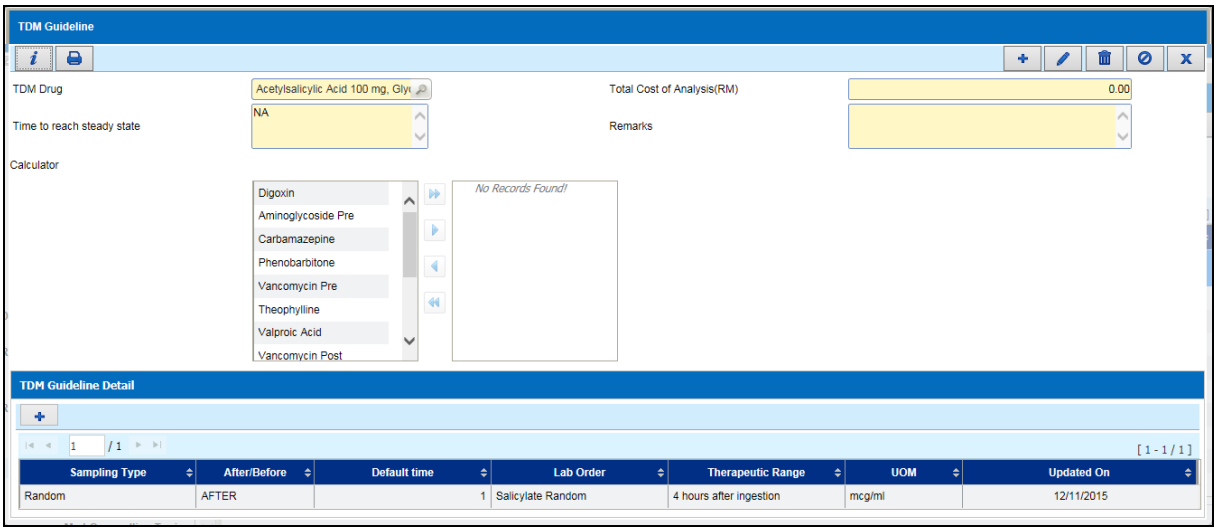


Figure 3.16.1-2 TDM Guideline

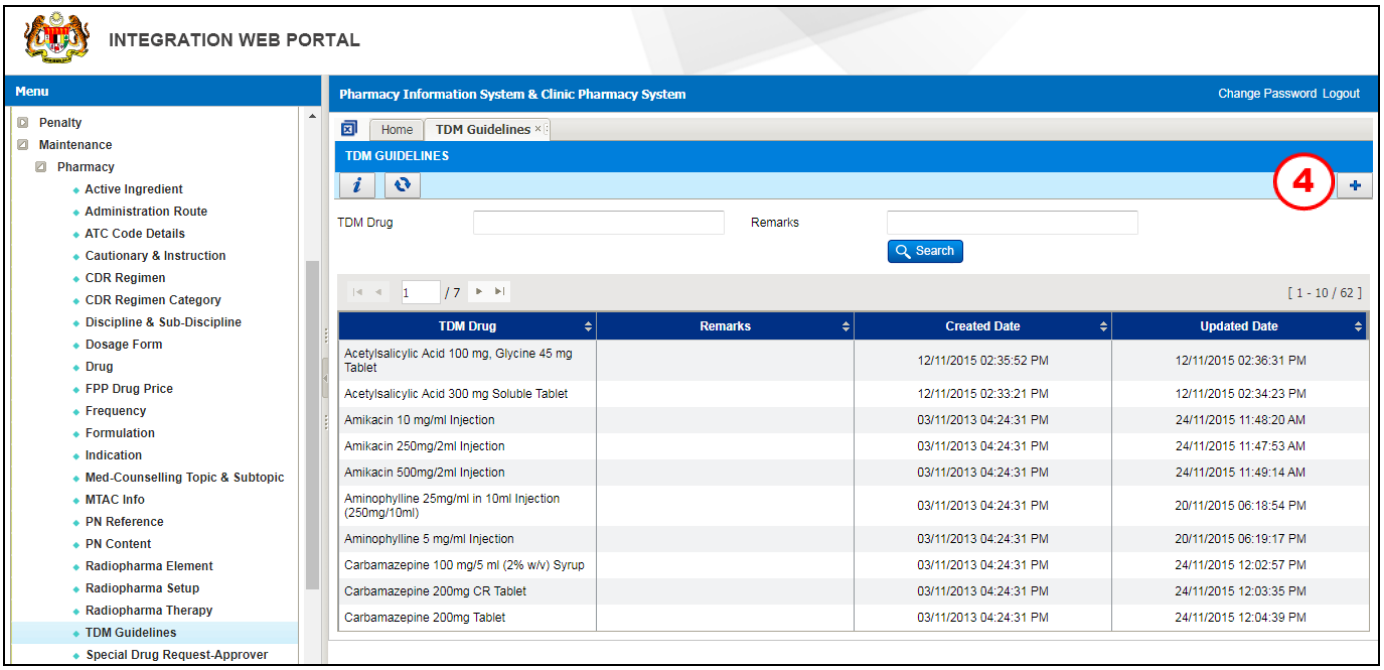


Figure 3.16.1-3 TDM Guideline

STEP 4

Click on the button to create a new record and TDM Guideline screen will be displayed as Figure 3.16.1-4

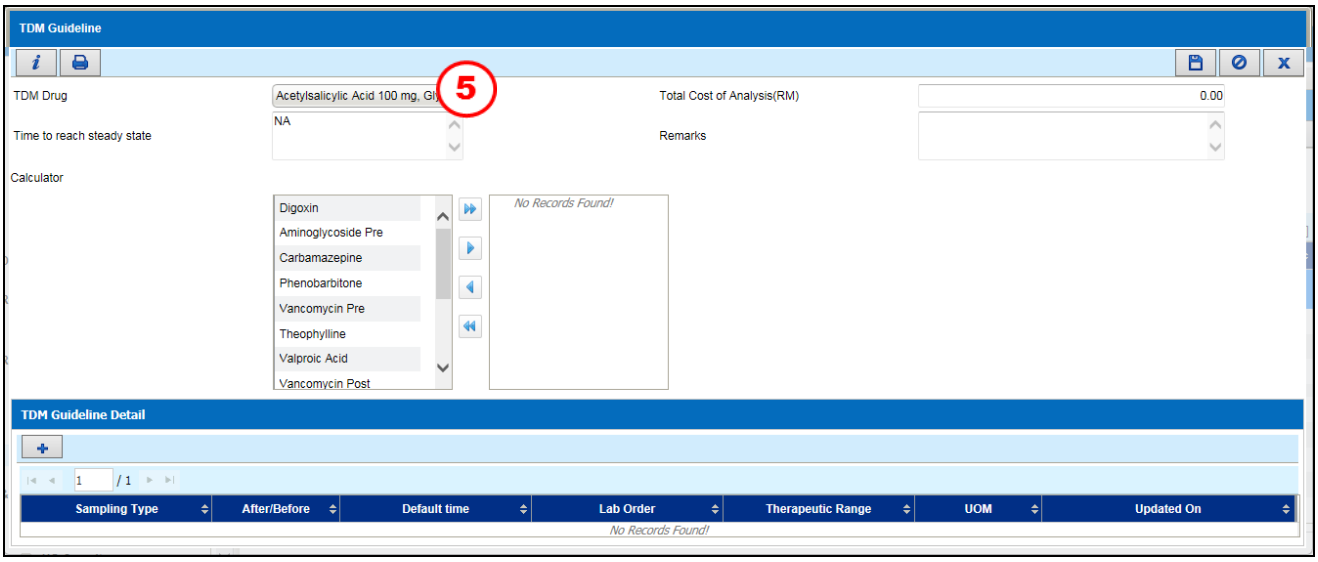


Figure 3.16.1-4 TDM Guideline

STEP 5

Click on ***TDM Drug*** Drug window will be displayed as Figure 3.16.1-5

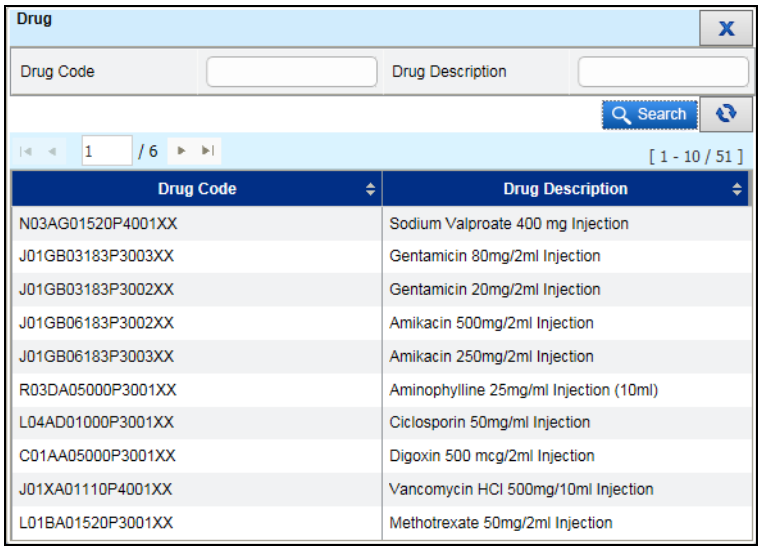


Figure 3.16.1-5 Drug

- *User is allowed to enter partially or fully searching criteria for **Drug Code** and **Drug Description.** Then click on the* Search *button*
- *Double click on the selected **Drug Code***

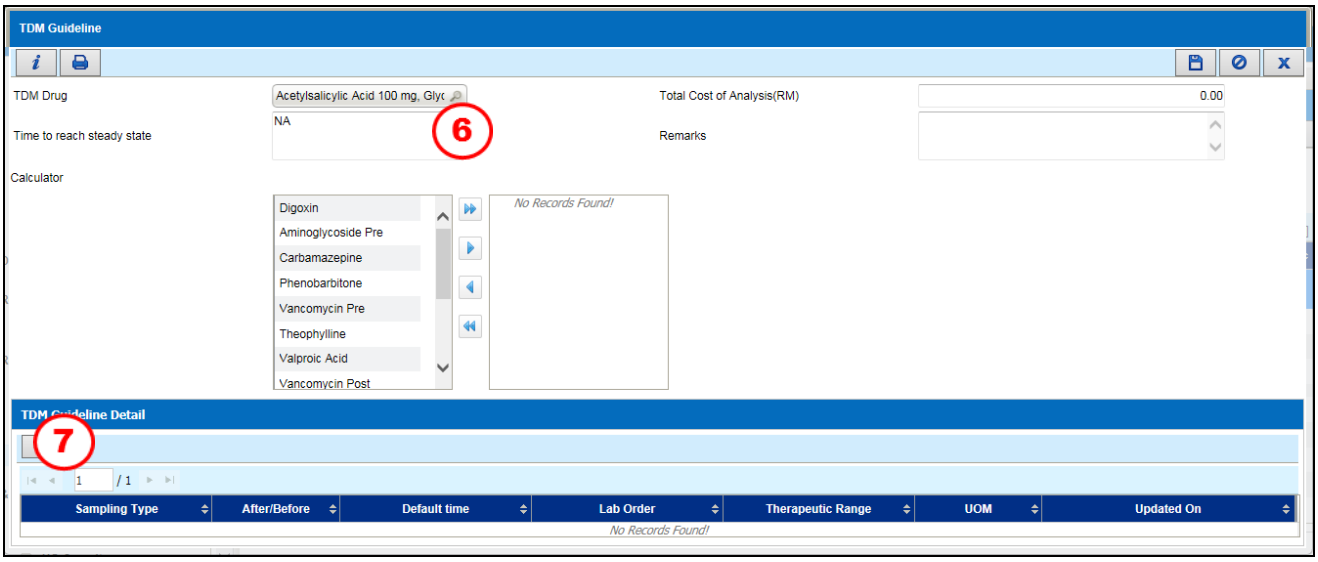


Figure 3.16.1-6 TDM Guideline

STEP 6
Enter ***Time to reach steady state***

Note
- ***Total Cost of Analysis(RM)*** *and* ***Remarks*** *is an optional field*

STEP 7

Click on the button and TDM Guideline Detail screen will be displayed as Figure 3.16.1-7

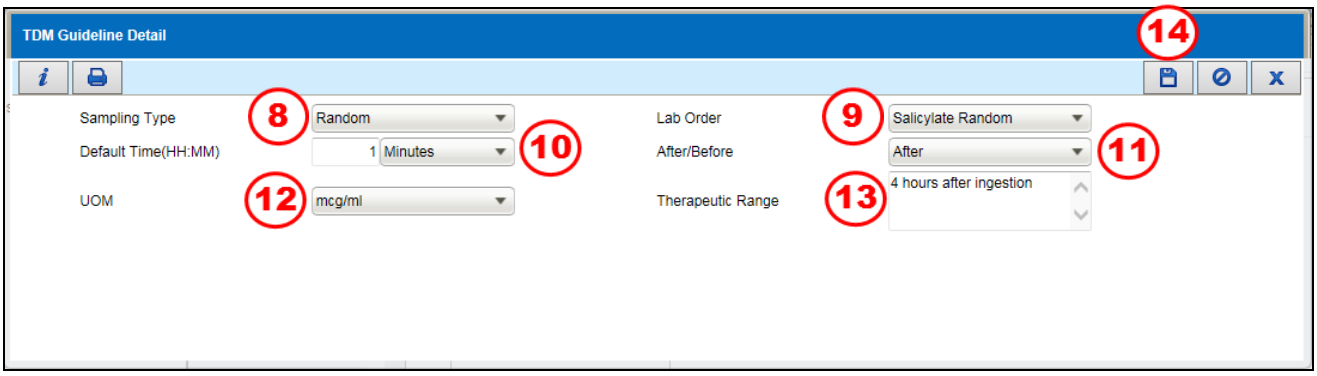


Figure 3.16.1-7 TDM Guideline Detail

STEP 8
Select ***Sampling Type*** from drop down box:
a) POST 1
b) POST 2
c) Post
d) Pre
e) Random

STEP 9
Select ***Lab Order***

STEP 10
Enter ***Defult Time(HH:MM)***

STEP 11
Select ***After/Before*** from drop down box:
a) Before
b) After

STEP 12
Select ***UOM*** from drop down box:
a) mcg/ml
b) mg/dL
c) mmol/L
d) ng/ml

STEP 13
Enter ***Therapeutic Range***

STEP 14
Click on the button to save the record

Note
- *System will display a Confirmation Message as Figure 3.16.1-8*
- *Click on the* Yes *button to save the record*
- *Click on the* No *or* Cancel *button to cancel the saved record*

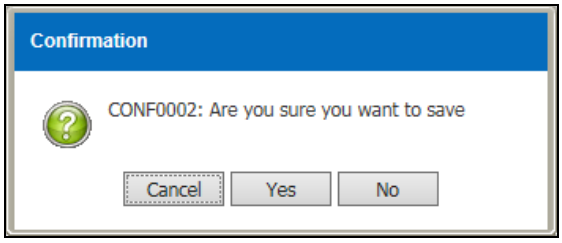


Figure 3.16.1-8 Confirmation Message

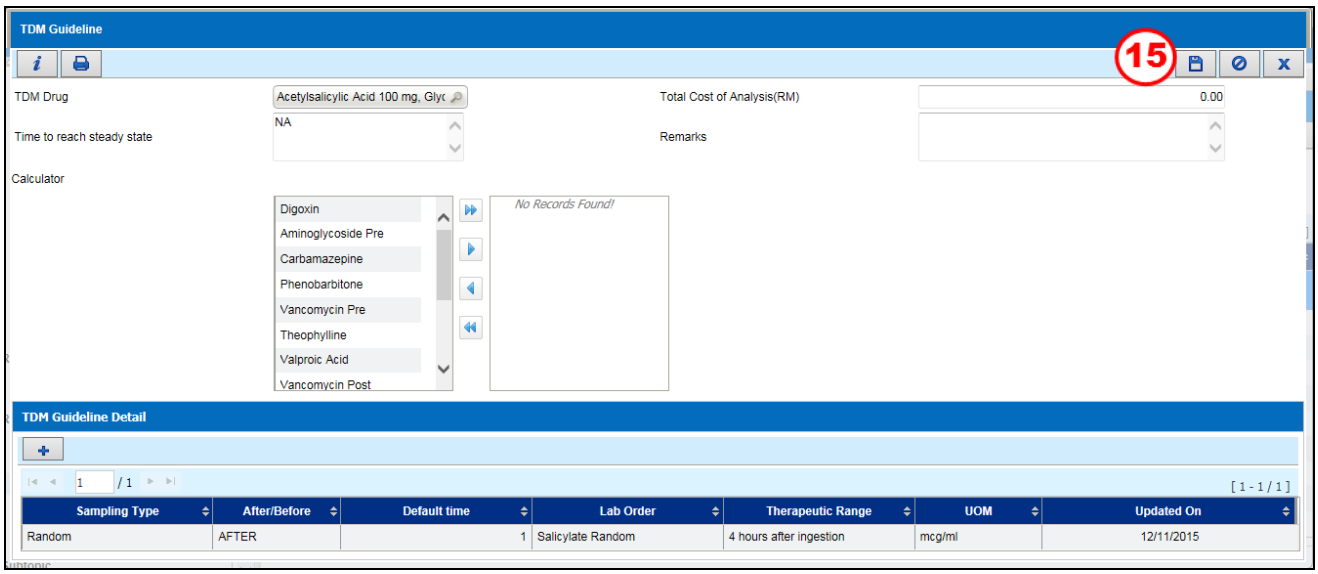


Figure 3.16.1-9 TDM Guideline

Note
*Repeat **STEP 7** to **STEP 14** if there is more than 1 Sampling Type for the particular TDM Drug*

STEP 15

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.16.1-10*
- *Click on the* Yes *button to save the record*
- *Click on the* No *or* Cancel *button to cancel the saved record*

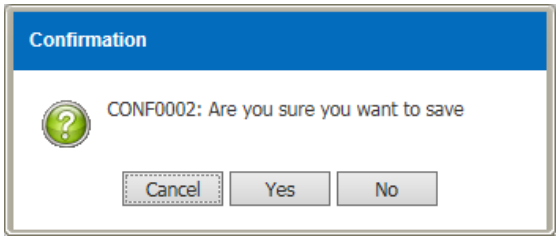


Figure 3.16.1-10 Confirmation Message

3.16.2 Modify TDM Guideline

To modify record for TDM Guideline, perform the steps below:

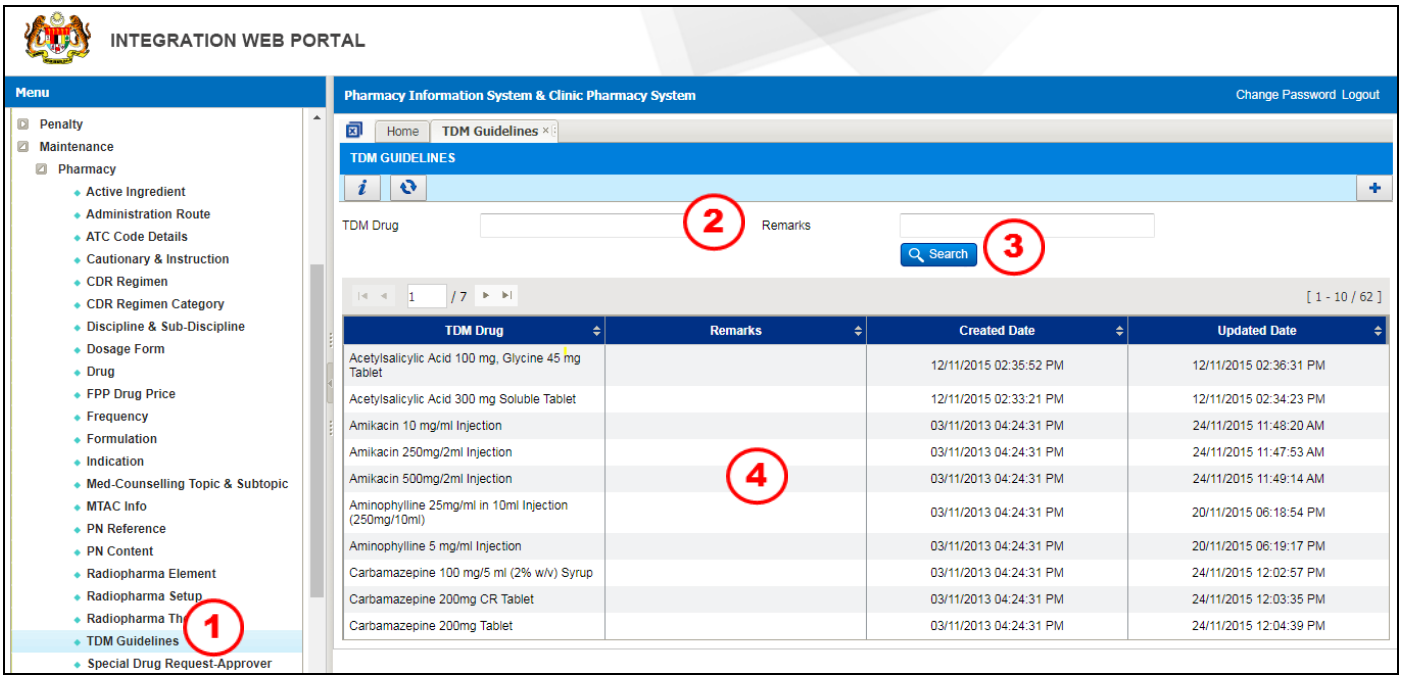


Figure 3.16.2-1 TDM Guideline

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'TDM Guideline'

STEP 2
Search existing record by entering ***TDM Drug*** and/or ***Remarks***

STEP 3
Click on the Search button and system will display related record

STEP 4
Click on the selected record

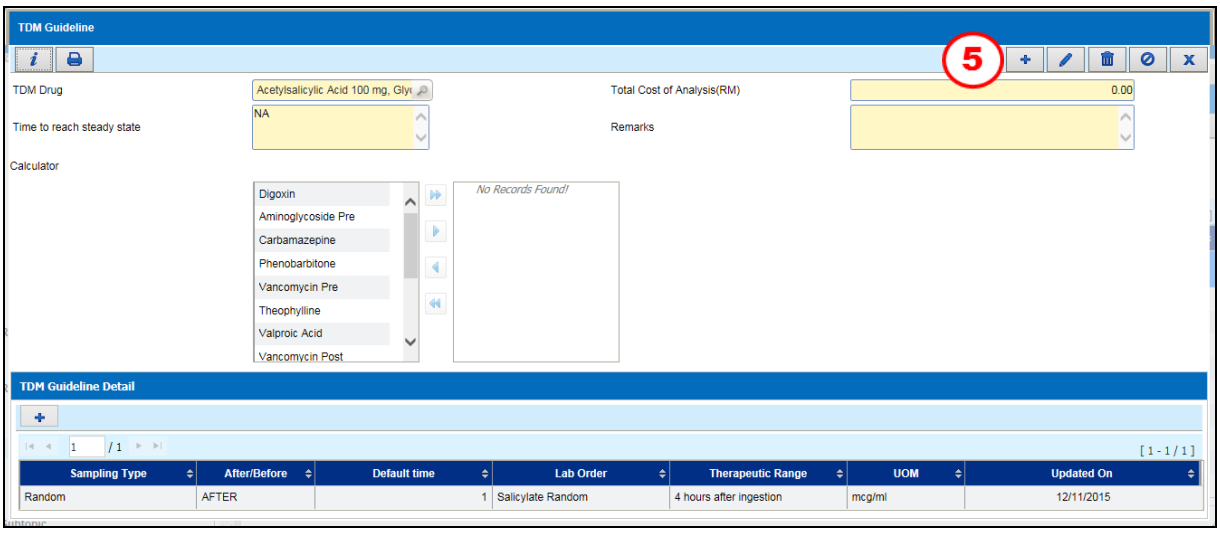


Figure 3.16.2-2 TDM Guideline

STEP 5

Click on the button to edit the record

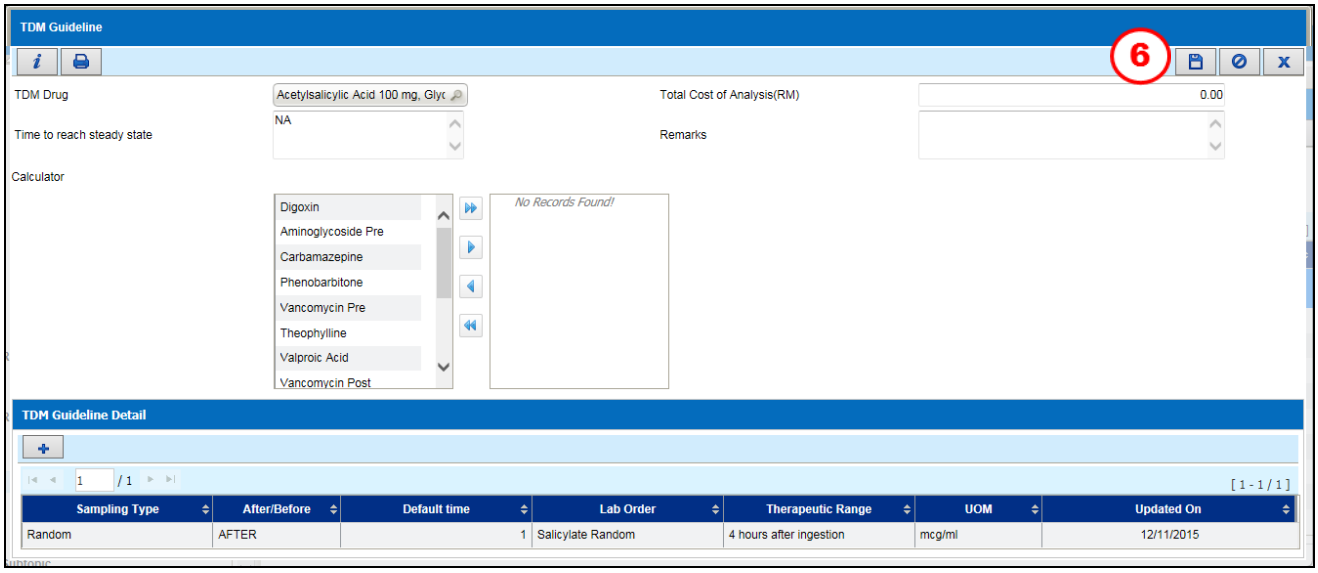


Figure 3.16.2-3 TDM Guideline

Note

User is allowing to edit:

- ***TDM Drug***
- ***Time to reach steady state***
- ***Total Cost of Analysis(RM)***
- ***TDM Guideline Detail***

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.16.2-4*

- *Click on the* Yes *button to save the edited record*
- *Click on the* No *or* Cancel *button to cancel the edited record*

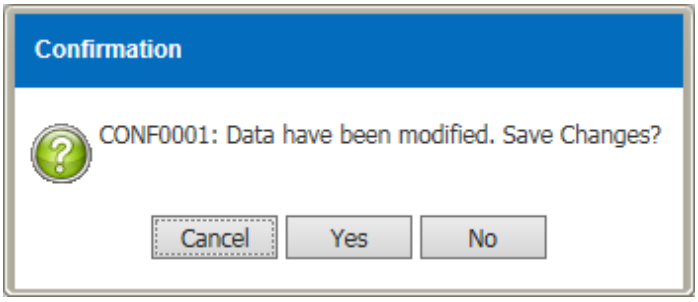


Figure 3.16.2-4 Confirmation Message

3.17 MTAC Info

3.17.1 Create new MTAC Info

To create new record for MTAC Info, perform the steps below:

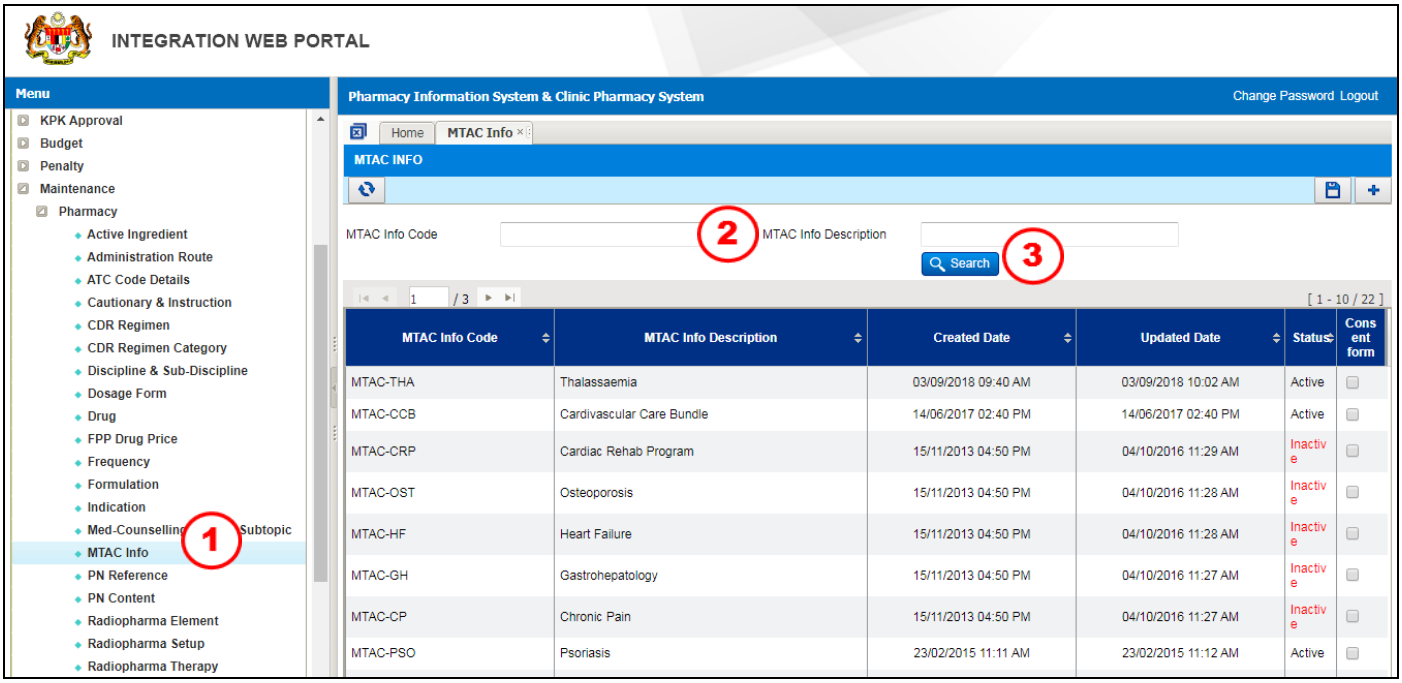


Figure 3.17.1-1 MTAC Info

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Therapy Linked Radiopharma'

STEP 2
Search existing record by entering ***MTAC Info Code*** and/or ***MTAC Info Description***

STEP 3
Click on the Search button and system will display related record

Note

User is allowing to view the information by click on the related record and information will be displayed as Figure 3.17.1-2

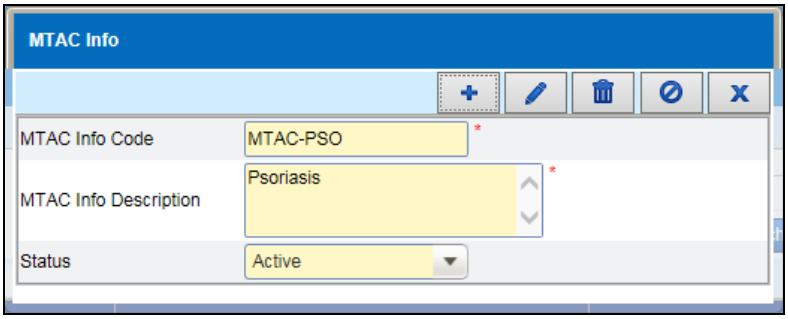


Figure 3.17.1-2 MTAC Info

Note

Click on the *button to close the screen*

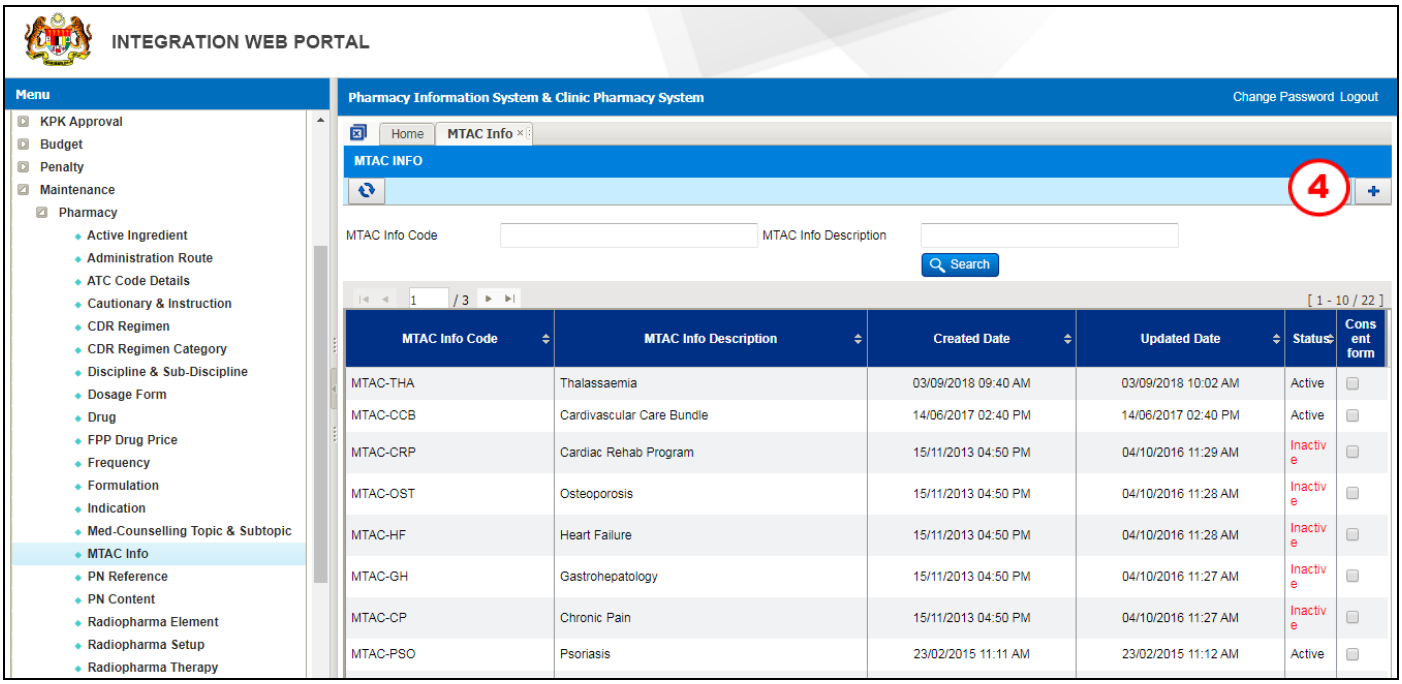


Figure 3.17.1-3 MTAC Info

STEP 4

Click on the button to create a new record and MTAC Info screen will be displayed as Figure 3.17.1-4

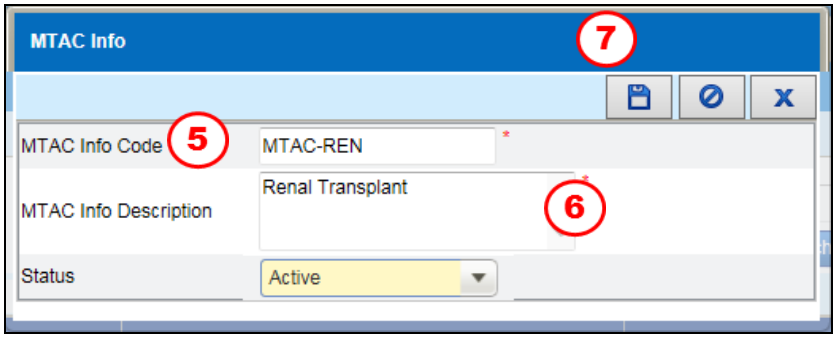


Figure 3.17.1-4 MTAC Info

STEP 5
Enter ***MTAC Info Code***

STEP 6
Enter ***MTAC Info Description***

STEP 7

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.17.1-5*
- *Click on the* Yes *button to save the record*
- *Click on the* No *or* Cancel *button to cancel the saved record*

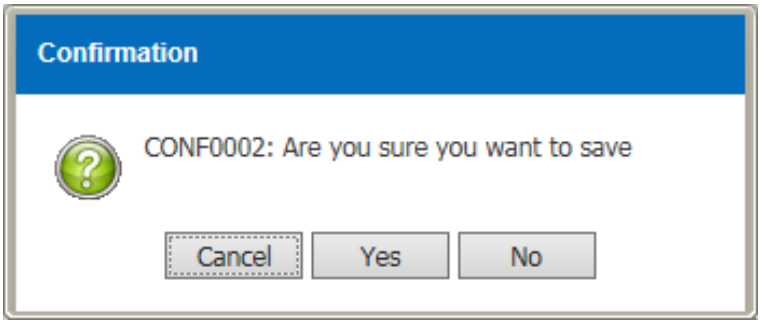


Figure 3.17.1-5 Confirmation Message

3.17.2 Modify MTAC Info

To modify record for MTAC Info, perform the steps below:

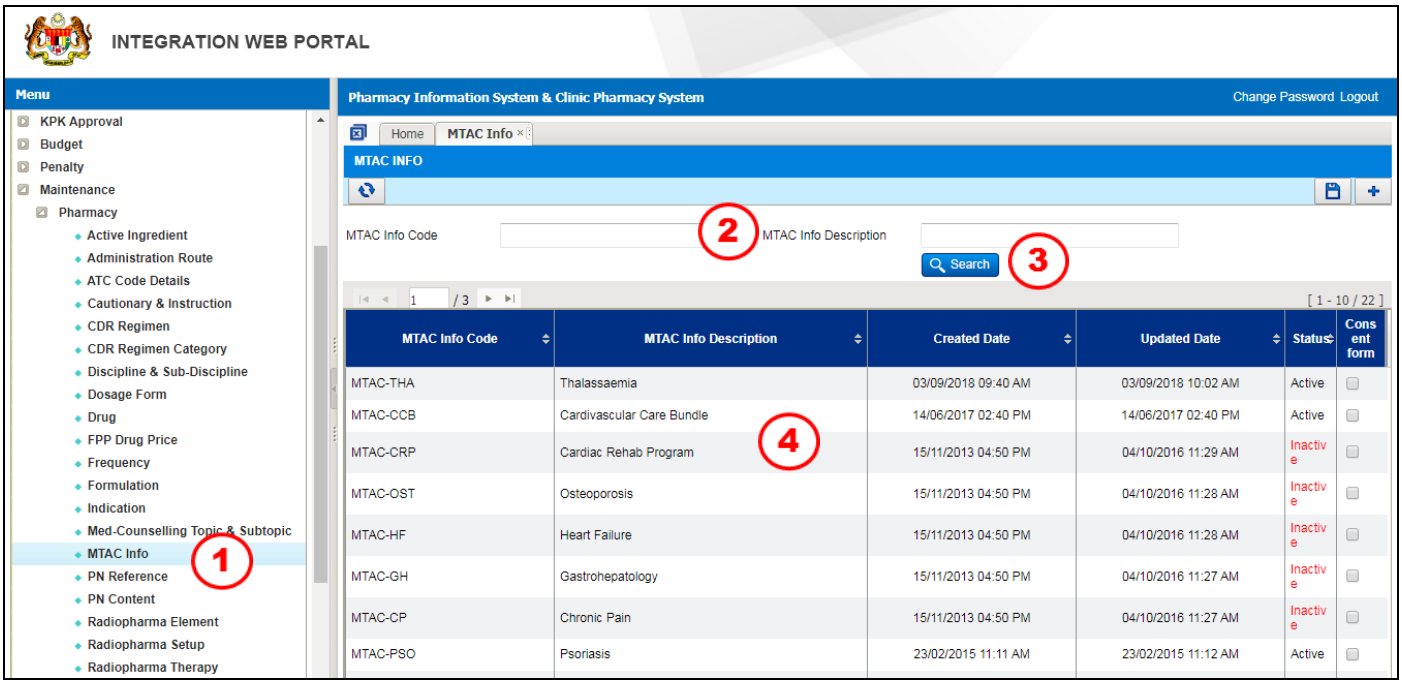


Figure 3.17.2-1 MTAC Info

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Therapy Linked Radiopharma'

STEP 2
Search existing record by entering ***MTAC Info Code*** and/or ***MTAC Info Description***

STEP 3
Click on the Search button and system will display related record

STEP 4
Click on the selected record

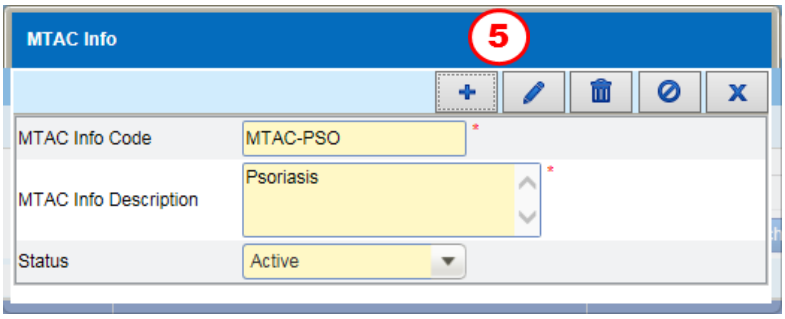


Figure 3.17.2-2 MTAC Info

STEP 5
Click on the button to edit the record

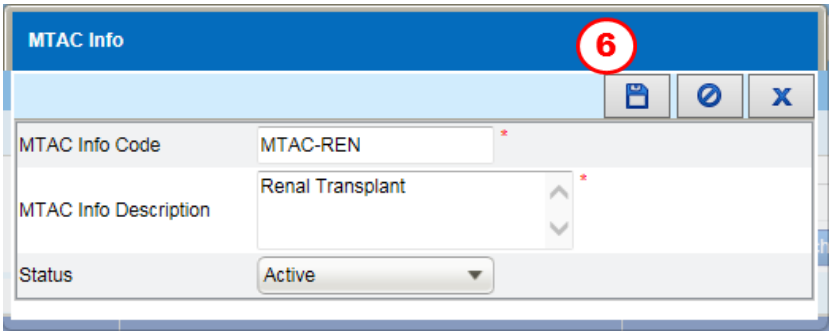


Figure 3.17.2-3 MTAC Info

Note
User is allowing to edit:
- ***MTAC Info Code***
- ***MTAC Info Description***
- ***Status***

STEP 6

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.17.2-4*
- *Click on the* Yes *button to save the edited record*
- *Click on the* No *or* Cancel *button to cancel the edited record*

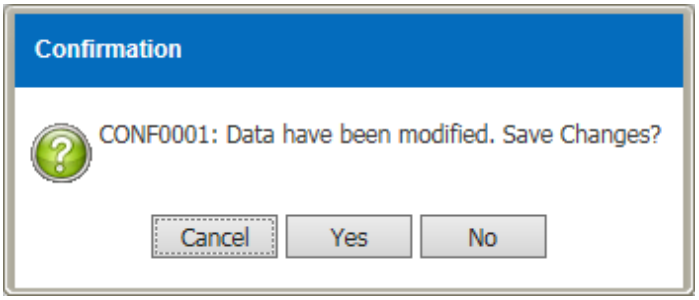


Figure 3.17.2-4 Confirmation Message

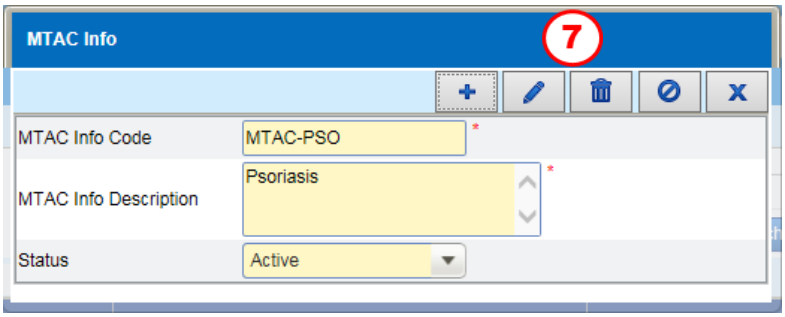


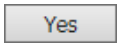
Figure 3.17.2-5 MTAC Info

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.17.2-6*

- *Click on the* 

button to delete the record

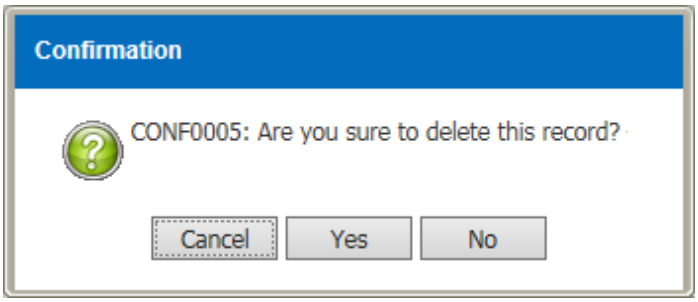


Figure 3.17.2-6 Confirmation Message

- *The status of the record will be **Inactive** as figure 3.17.2-7*

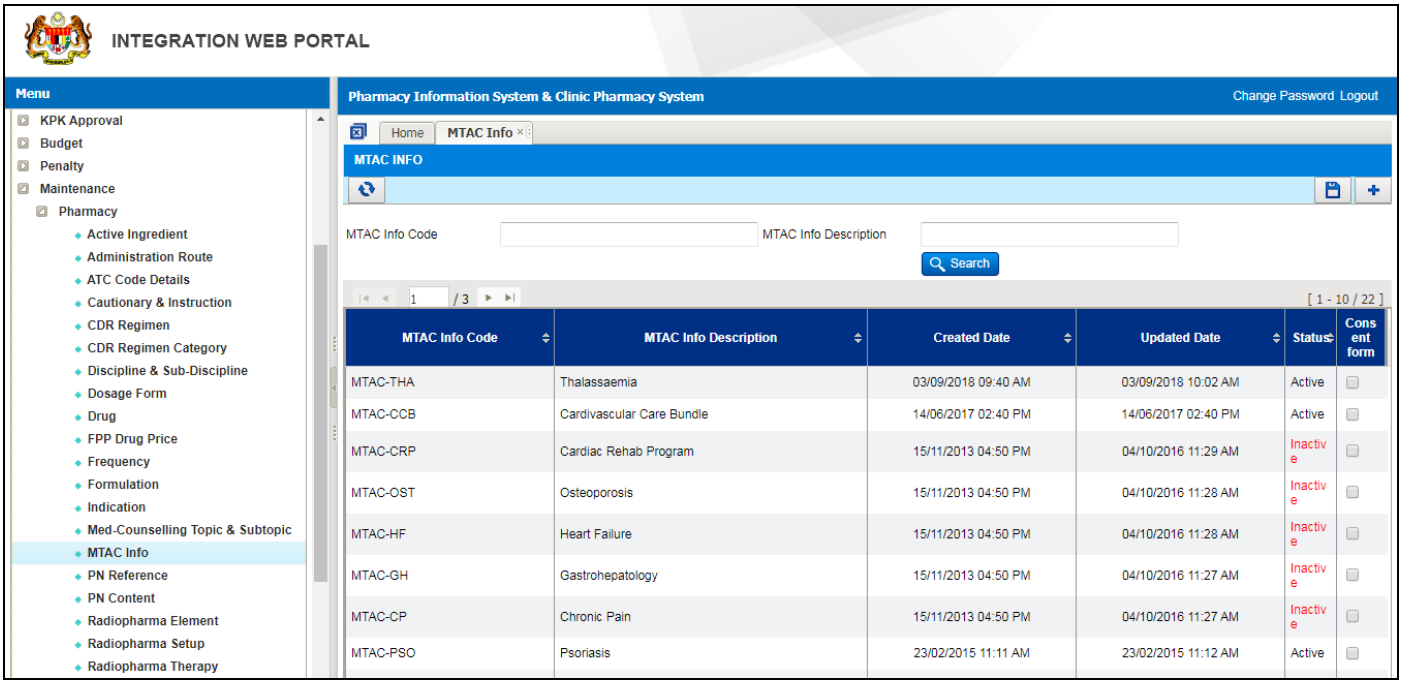


Figure 3.17.2-7 MTAC Info

3.18 Med-Counselling Topic & Subtopic

3.18.1 Create New Med-Counselling Topic & Subtopic

To create new record for Med-Counselling Topic & Subtopic, perform the steps below:

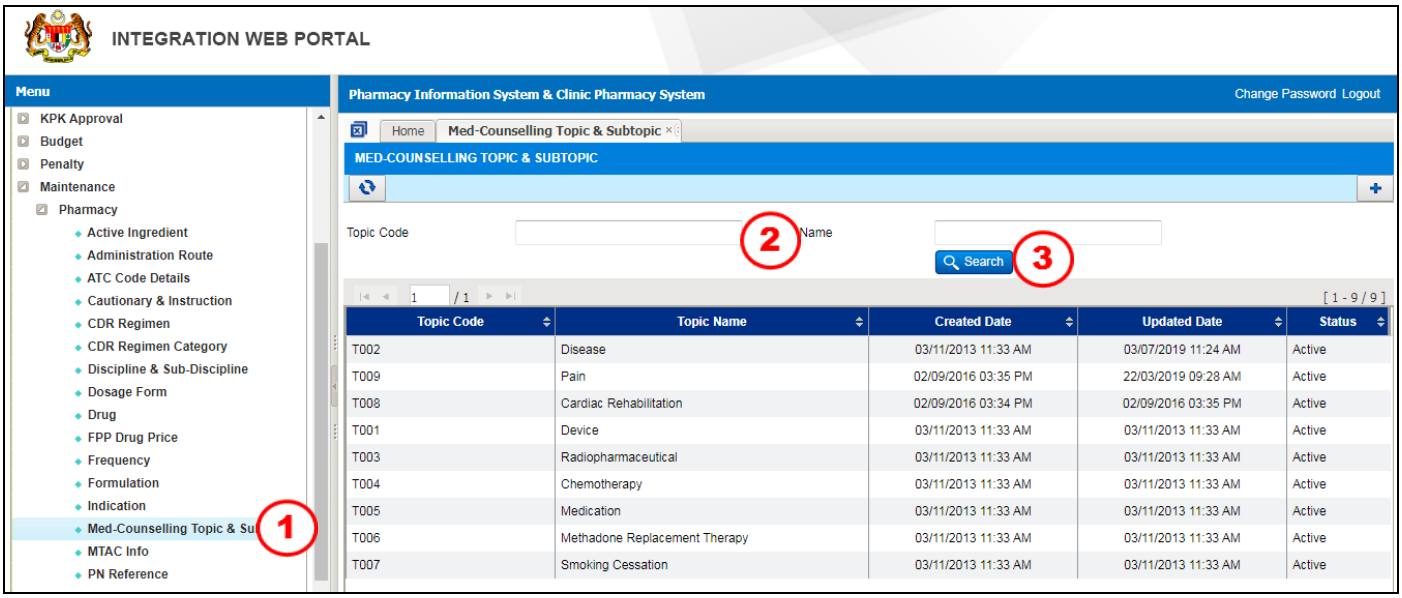


Figure 3.18.1-1 Med-Counselling Topic & Subtopic

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Med-Counselling Topic & Subtopic'

STEP 2
Search existing record by entering ***Topic Code*** and/or ***Topic Name***

STEP 3
Click on the Search button and system will display related record

Note
User is allowing to view the information by click on the related record and information will be displayed as Figure 3.18.1-2

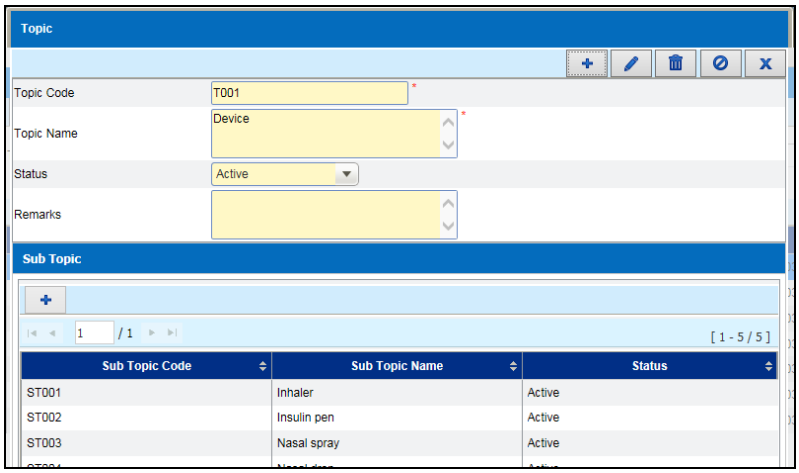


Figure 3.18.1-2 Topic

Note

Click on the *button to close the screen*

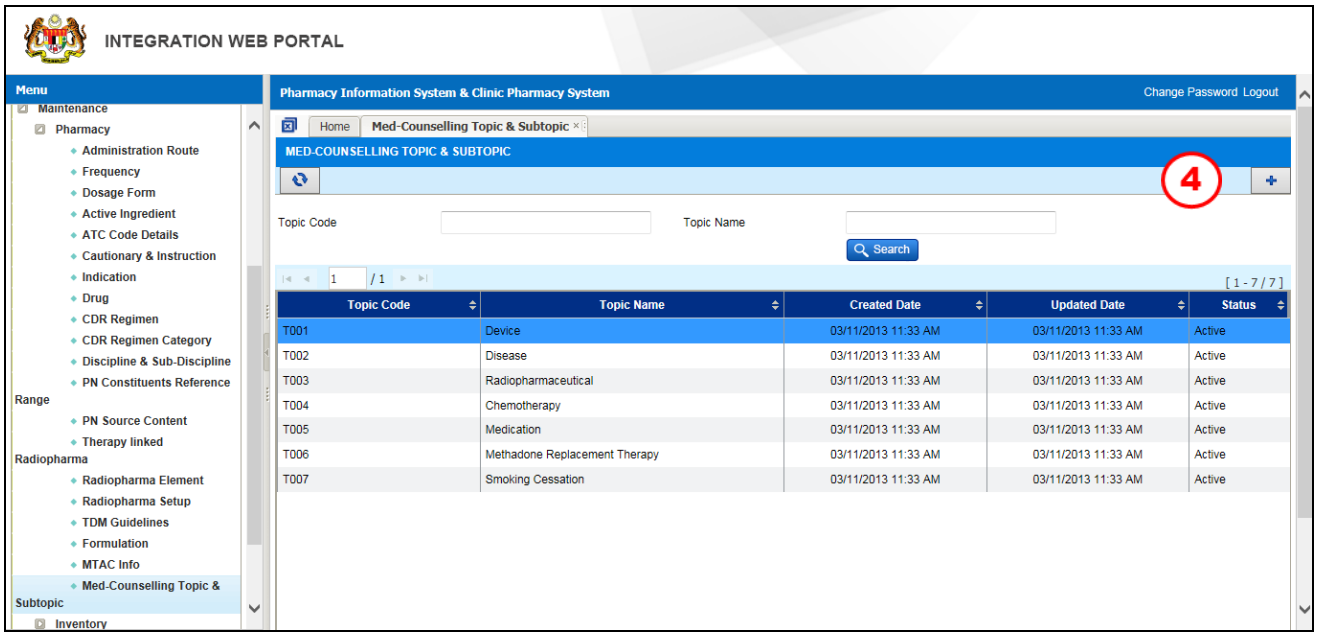


Figure 3.18.1-3 Med-Counselling Topic & Subtopic

STEP 4

Click on the button to create a new record and Topic screen will be displayed as Figure 3.18.1-4

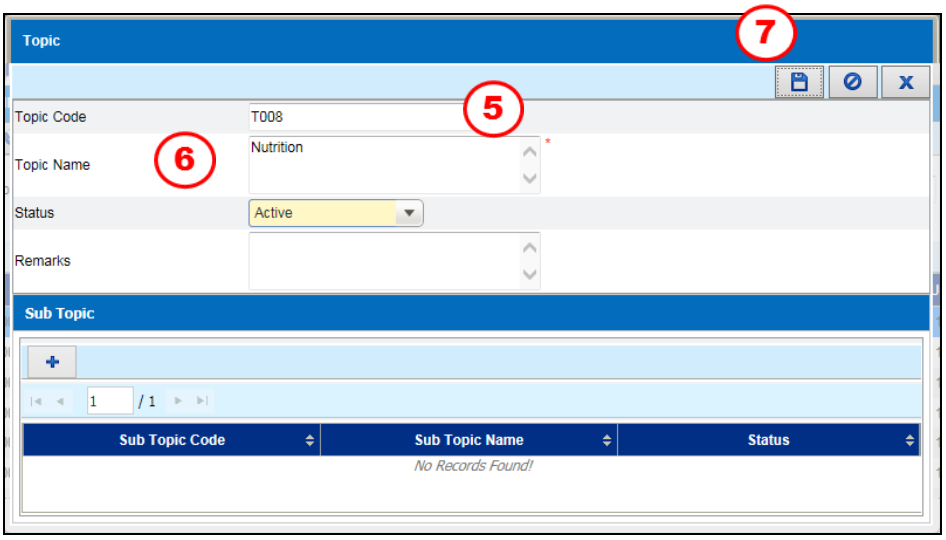


Figure 3.18.1-4 Topic

STEP 5
Enter ***Topic Code***

STEP 6
Enter ***Topic Name***

Note
Remarks is an optional field

STEP 7

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.18.1-5*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved record*

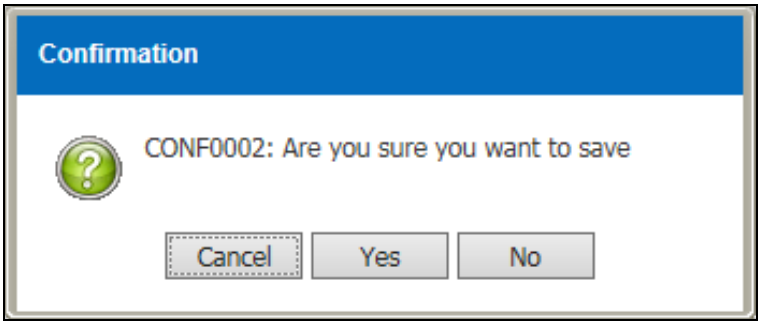


Figure 3.18.1-5 Confirmation Message

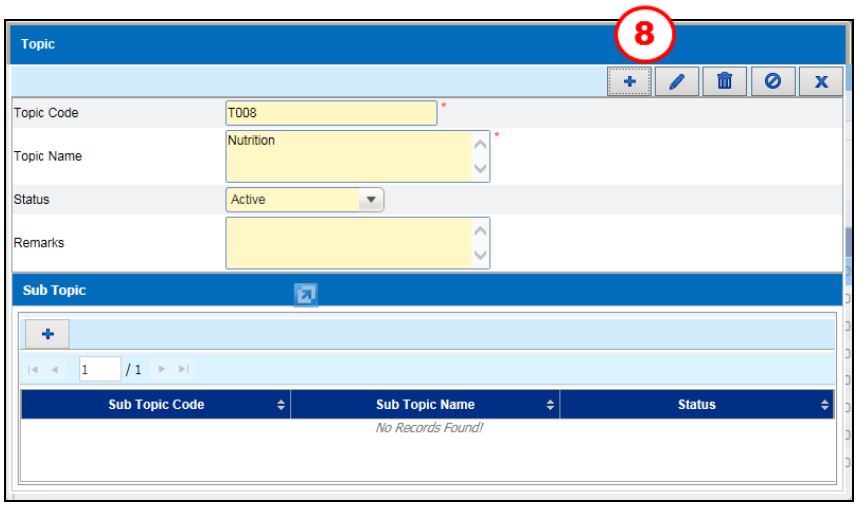


Figure 3.18.1-6 Topic

STEP 8

Click on the button to edit the record

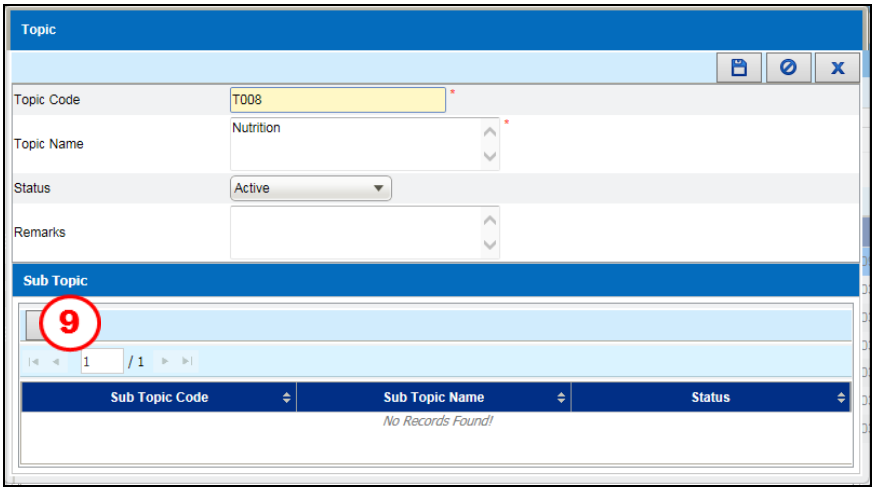


Figure 3.18.1-7 Topic

STEP 9

Click on the button and Sub Topic screen will be displayed as figure 3.18.1-7

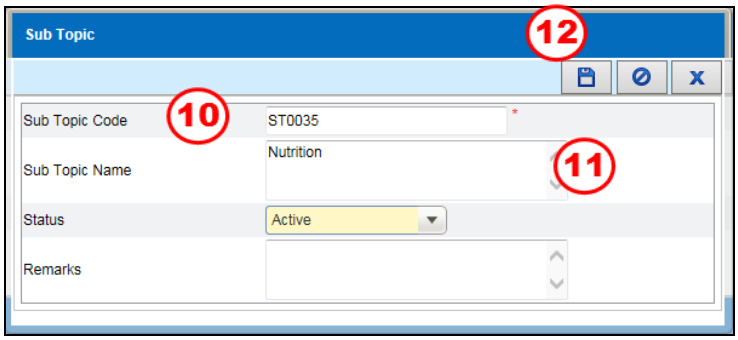


Figure 3.18.1-8 Sub Topic

STEP 10
Enter ***Sub Topic Code***

STEP 11
Enter ***Sub Topic Name***

Note
Remarks *is an optional field*

STEP 12

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.18.1-9*
- *Click on the* Yes *button to save the transaction*
- *Click on the* No *or* Cancel *button to cancel the saved record*

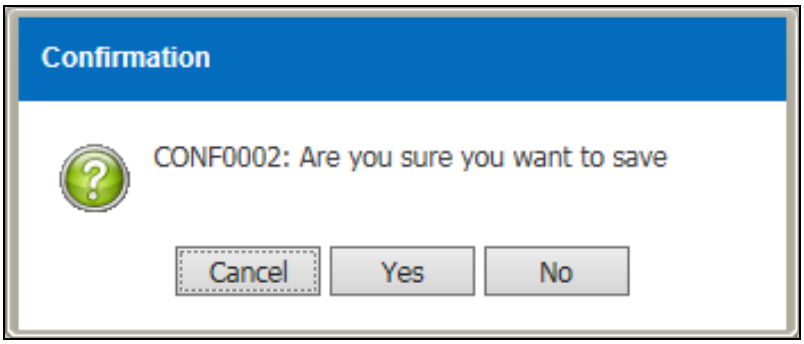


Figure 3.18.1-9 Confirmation Message

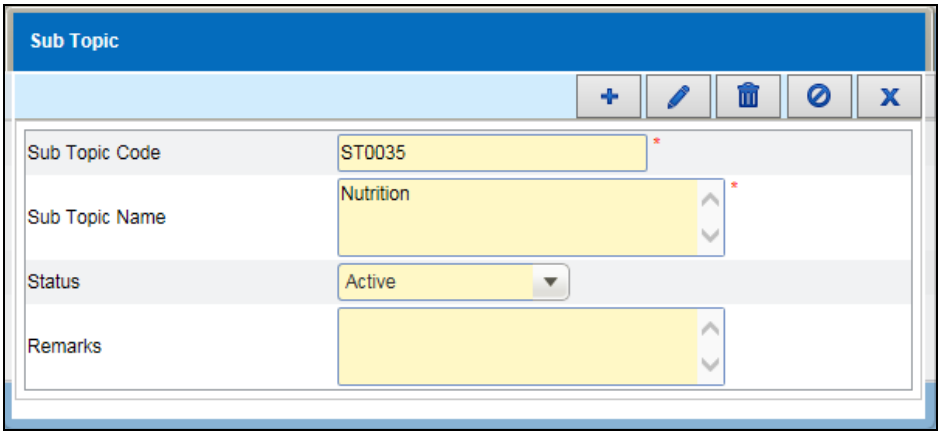


Figure 3.18.1-10 Sub Topic

Note

User is allow to add more than 1 Sub Topic by click on the *button and follow* ***STEP 10*** *to* ***STEP 12***

Note

Click on the *button to close the screen*

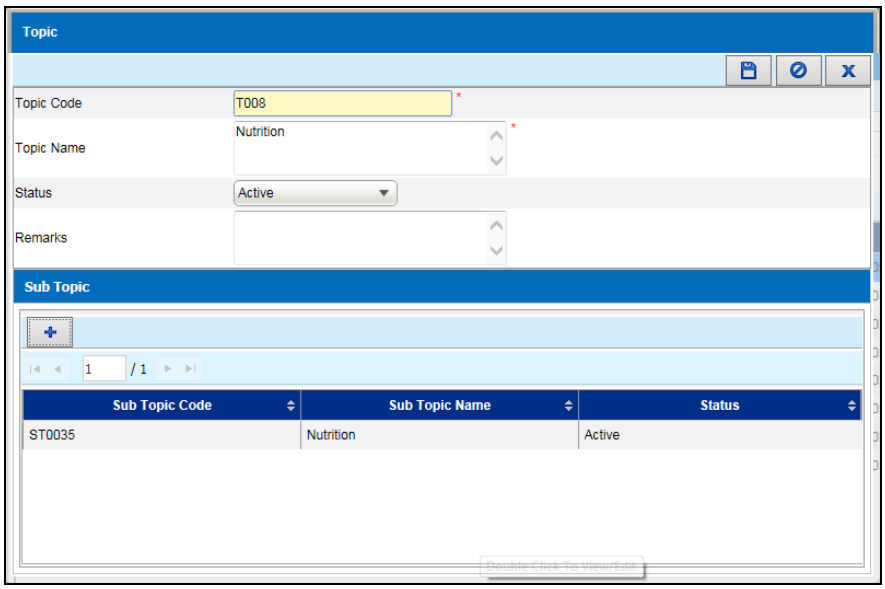


Figure 3.18.1-11 Topic

3.18.2 Modify Med-Counselling Topic & Subtopic

To Modify record for Med-Counselling Topic & Sub Topic, perform the steps below:

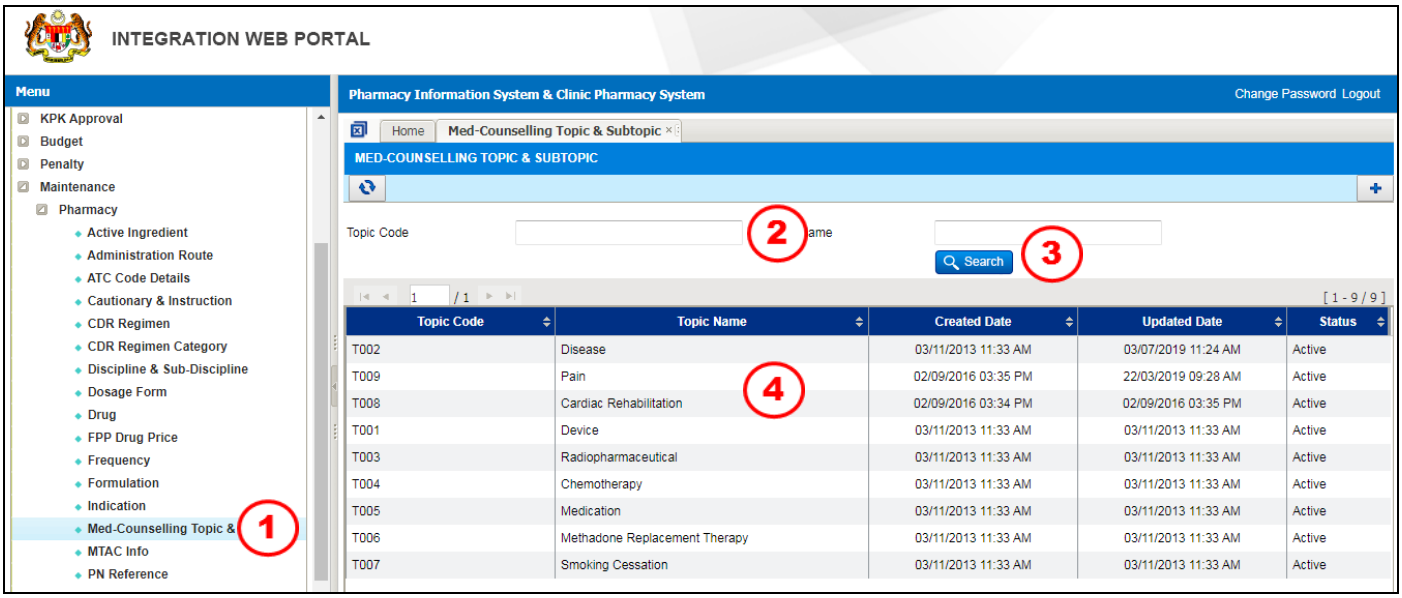


Figure 3.18.2-1 Med-Counselling Topic & Subtopic

STEP 1
Click on 'Maintenance' menu, followed by 'Pharmacy' and click on 'Med-Counselling Topic & Subtopic'

STEP 2
Search existing record by entering ***Topic Code*** and/or ***Topic Name***

STEP 3
Click on the Search button and system will display related record

STEP 4
Click on the selected record

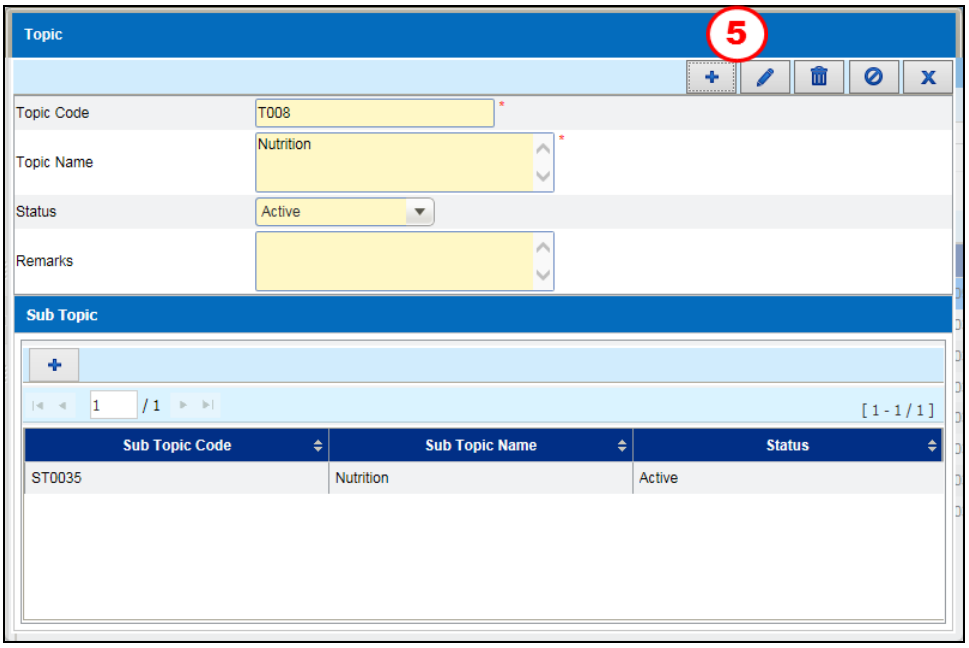


Figure 3.18.2-2 Topic

STEP 5

Click on the button to edit the record

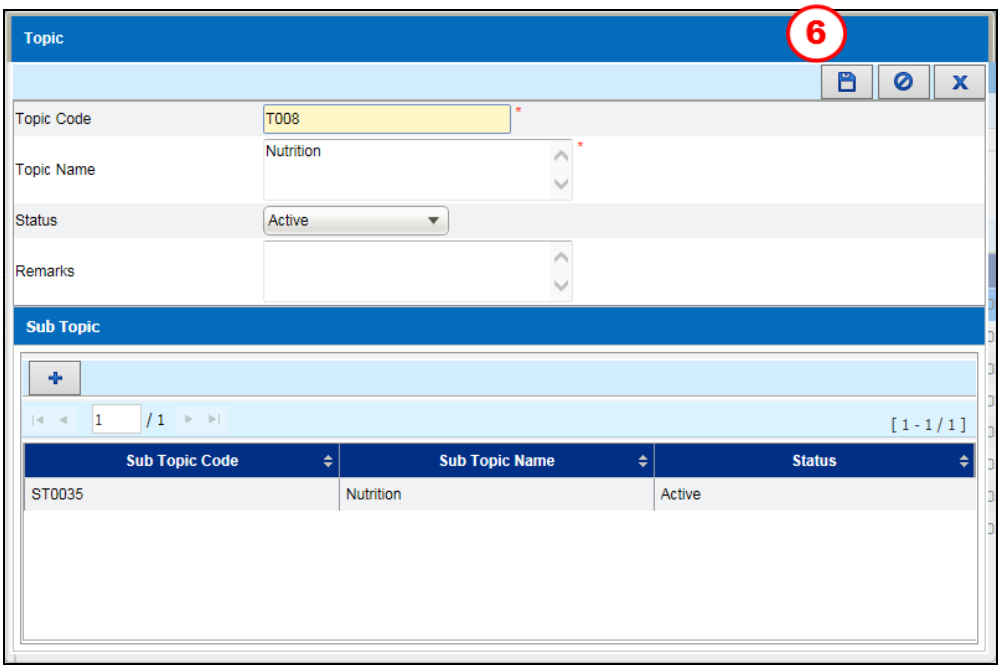


Figure 3.18.2-3 Topic

Note
User is allowing to edit:
- ***Topic Name***
- ***Status***
- ***Remarks***
- ***Sub Topic***

STEP 6

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.18.2-4*
- *Click on the* Yes *button to save the edited record*
- *Click on the* No *or* Cancel *button to cancel the edited record*

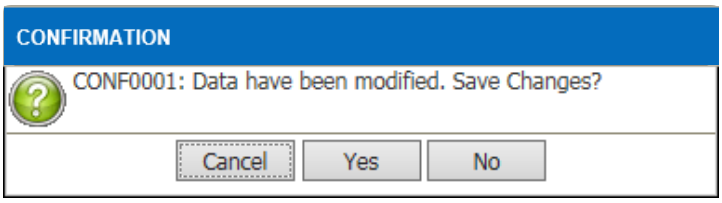


Figure 3.18.2-4 Confirmation Message

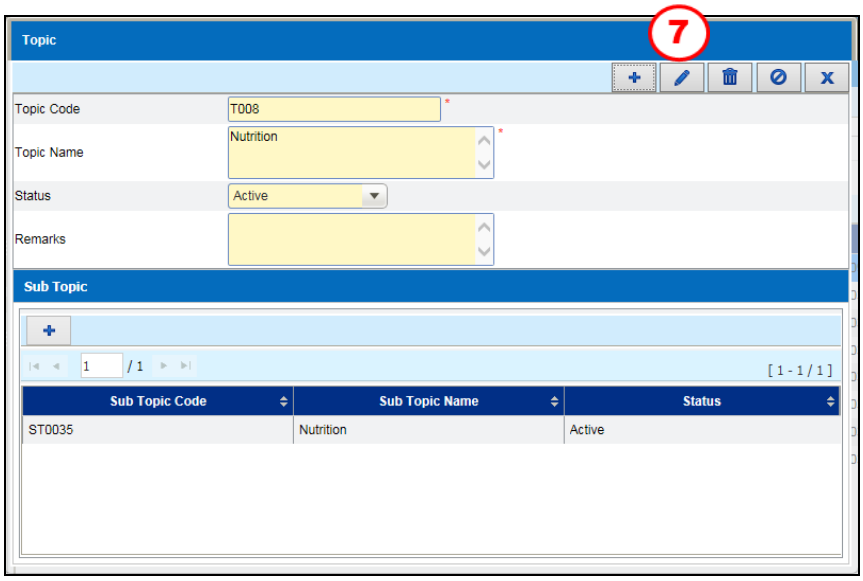


Figure 3.18.2-5 Topic

STEP 7

Click on the button to delete the record

Note
- *System will display a Confirmation Message as Figure 3.14.2-6*
- *Click on the* Yes *button to delete the record*

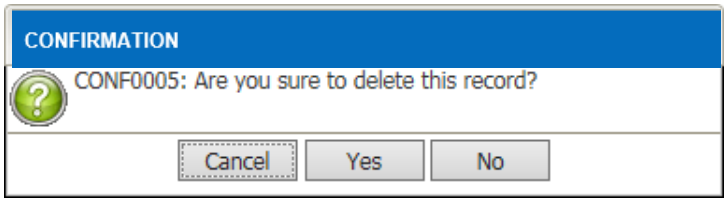


Figure 3.18.2-6 Confirmation Message

- *The status of the record will be **Inactive** as figure 3.18.2-7*

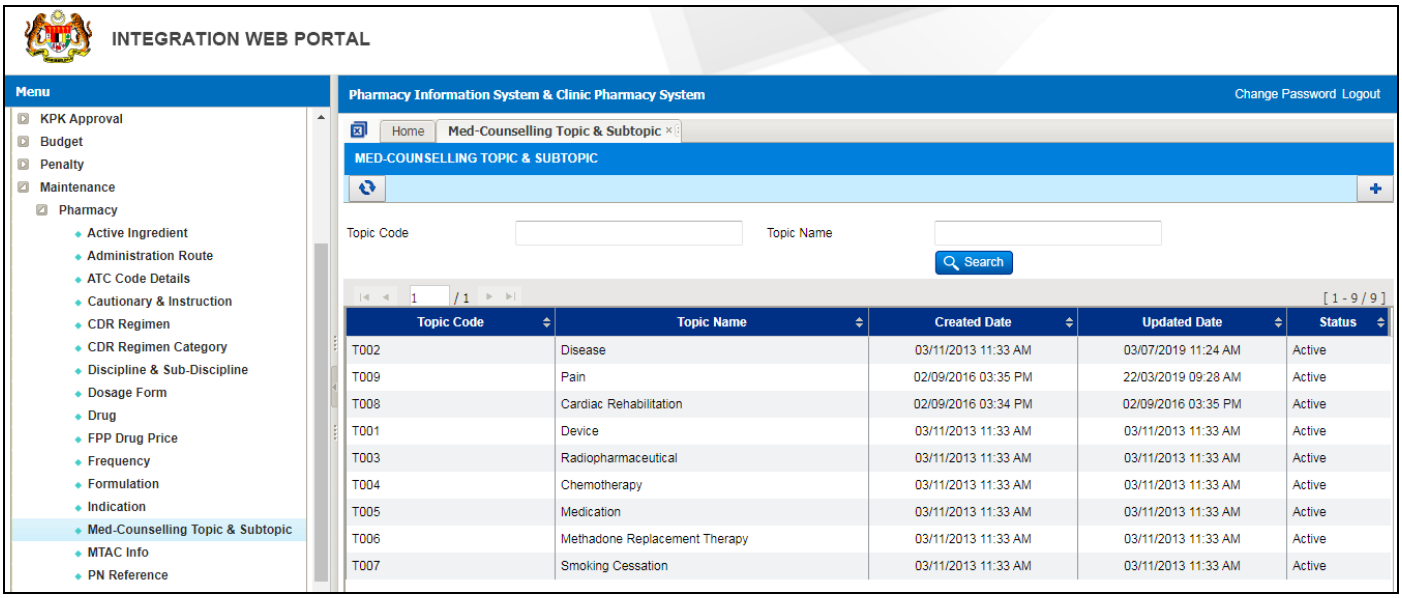


Figure 3.18.2-7 Med-Counselling Topic & Sub Topic

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 IWP Modules

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*