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

User Manual Integrated Web Portal (IWP)

Maintenance - HQ Security

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1. Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellent care. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the maintenance security sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- User Profile
- User Roles

1.3 Organised Sections

These are the sections within this document:

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

2. Application Standard Features

2.1 IWP Legend

Standard Legend			
LOGIN	Login	**Change Password**	Change Login Password
Logout	Logout	C	Reset Login screen
+	Expand Menu	Archive	Display Archived Task List
–	Collapse Menu	*i*	Show Help
↻	Refresh Screen	+	Add/Create New Record
🔍	Search Icon	📅	Calendar Icon
Q Search	Search Record	⊘	Cancel Data Entry
×	Close Window	*	Mandatory Field
⊠	Close All Open Tabs	✏	Edit Record
X	Close Screen	💾	Save Record
◯	Radio Button	🗑	Delete Record
▼	Context Menu	🖨	Print Document
☐	Checkbox		

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

3. Mantenance – HQ Security

Overview

The module will provide a portal for configuration guide for the user which describes the basic and advanced featured available on the IWP system.

User Group

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

Functional Diagram
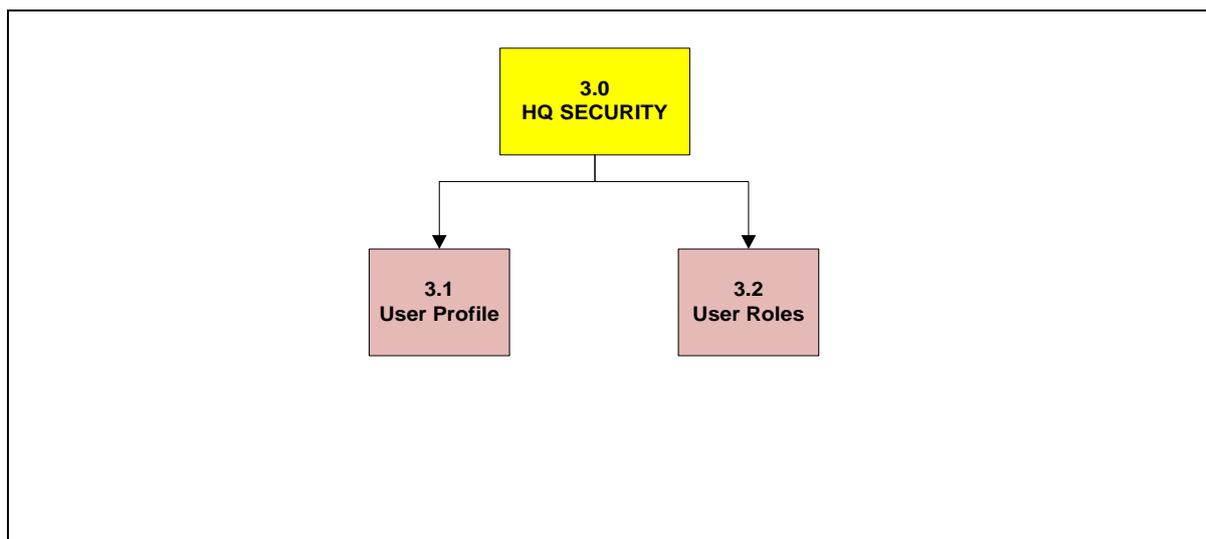

Figure 3.0

Functional Description

Maintenance HQ Security comprises of two (2) main functions:

- **User Profile**
  This function is using to create new account for IWP user

- **User Roles**
  This function is using to assign roles for created user profile

3.1 User Profile

3.1.1 Add New User Profile

To create new IWP User Profile account, perform the steps below:
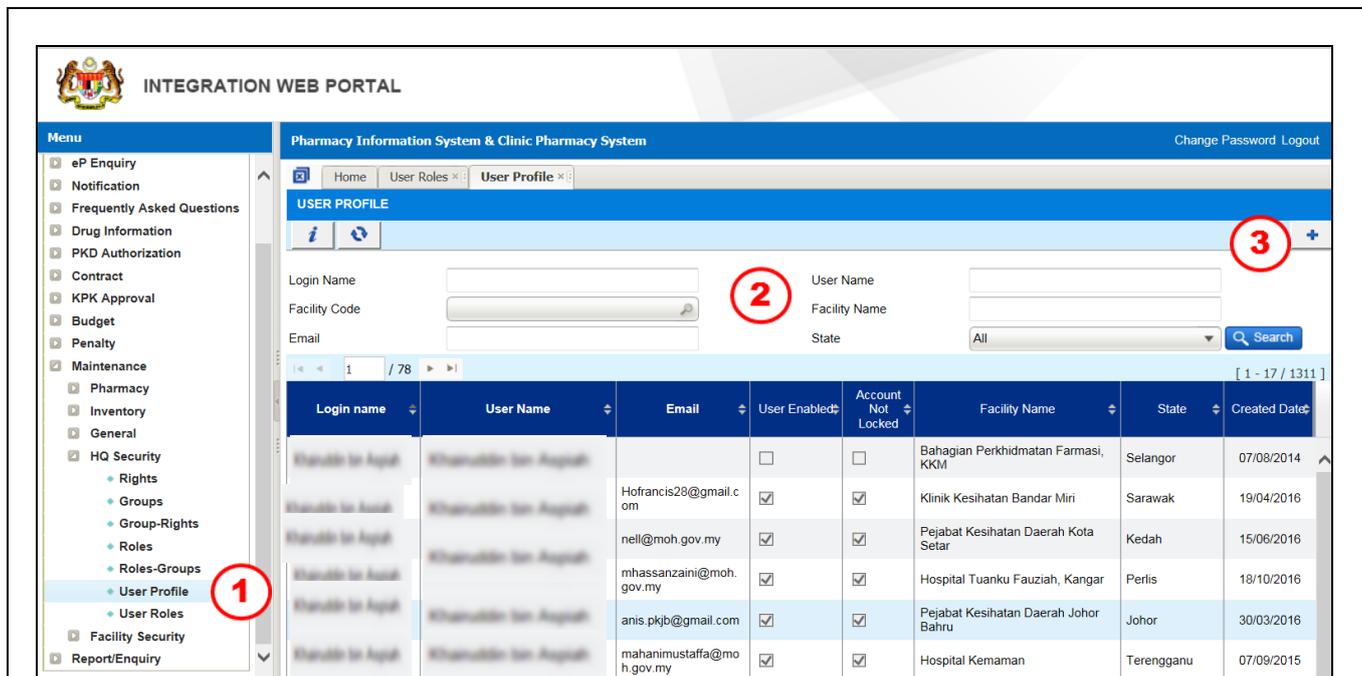
Figure 3.1.1-1 User Profile Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2

To search for existing User Profile records, user can search by criteria as follows:

No	Field	Description	Remark
a	Login Name	Login Name	Allow to search record by full or partial Login Name
b	User Name	Last Name	Allow to search record by full or partial user Last Name
c	Facility Code	Facility Code	Allow to search record by full or partial Facility Code
d	Facility Name	Facility Name	Allow to search record by full or partial Facility Name
e	Email	Email	Allow to search record by full or partial user Email
f	State	State	Allow to search record by state name

Table 3.1.1

STEP 3

Click on the [+] button and User Profile screen will be displayed as Figure 3.1.1-2

Figure 3.1.1-2 User Profile

STEP 4
Enter *Login Name*

Note
This field is an Alphanumeric

STEP 5
Enter *Password* and *Retype Password*

Note
This field is an Alphanumeric and minimum value is 6 character

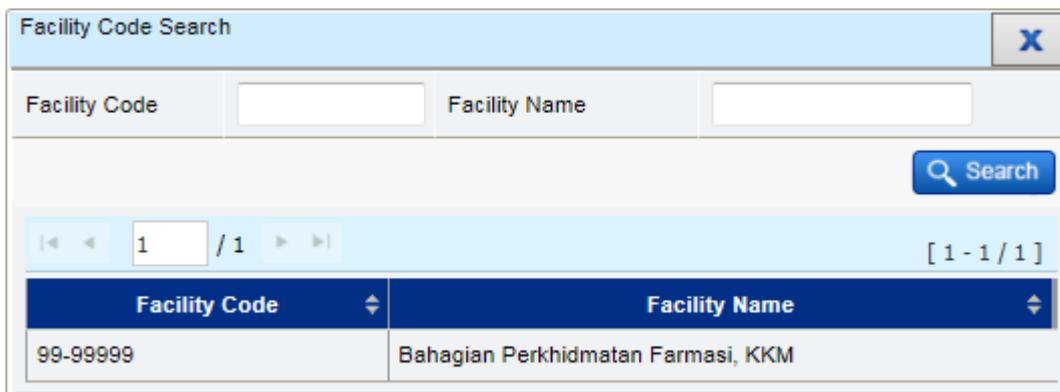**STEP 6**
Enter *User Name*

STEP 7
Enter *Contact No*

STEP 8
Select *User Type* from drop down box:
- a) *KK* – Clinic
- b) *HQ* – HQ User
- c) *HOS* – Hospital
- d) *KB1M* – KB1M(Clinic)
- e) *KD* – KD(Clinic)
- f) *KK1M* – KK1M(Clinic)
- g) *KKIA* – KKIA(Clinic)
- *h) MUSN/PBFN*
- i) *PKD* – Pejabat Kesihatan Daerah
- j) *JKN* – State User

STEP 9

Click on the *Facility Code* [🔍] and Facility Code Search window will be displayed as Figure 3.1.1-3

Figure 3.1.1-3 Facility Code Search

Note
- *List of the Facility Name will be based on the selected **User Type** in **STEP 8***

- *User is allowed to enter partially or fully searching criteria for **Facility Code** and **Facility Name.** Then click on the* [Q Search] *button*

- *Double click on the selected **Facility Code** or **Facility Name***

**Figure 3.1.1-4 User Profile**

Note
- ***Facility Name** will be displayed based on the selected **Facility Code***

- *Enter the optional field if applicable*
    - ***Designation** : select from the drop down box*
    - ***Supervisor***
    - ***Valid From** and **Valid To** : click on the* [📅] *button to select the date*
    - ***Email***
    - ***Remarks***

- ***User Enabled** and **Account Not Locked** checkbox is selected by default*

STEP 10

Click on the [💾] button to save the record

Note

- *System will display a Confirmation Message as Figure 3.1.1-5*

- *Click on the* [Yes] *button to save the transaction*

- *Click on the* [No] *or* [Cancel] *button to cancel the saved record*
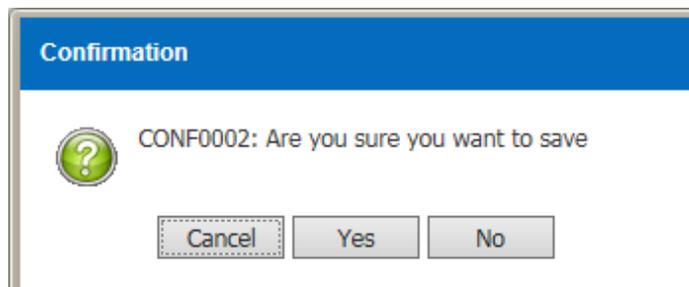
Figure 3.1.1-5 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.1.1-6*

- *Click on the* [OK] *button to confirmed the save transaction and Scan/Therapy Code will generated for future reference*
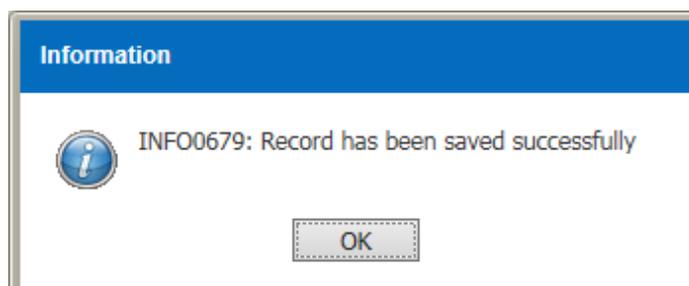
Figure 3.1.1-6 Information Message

3.1.2 Edit User Profile

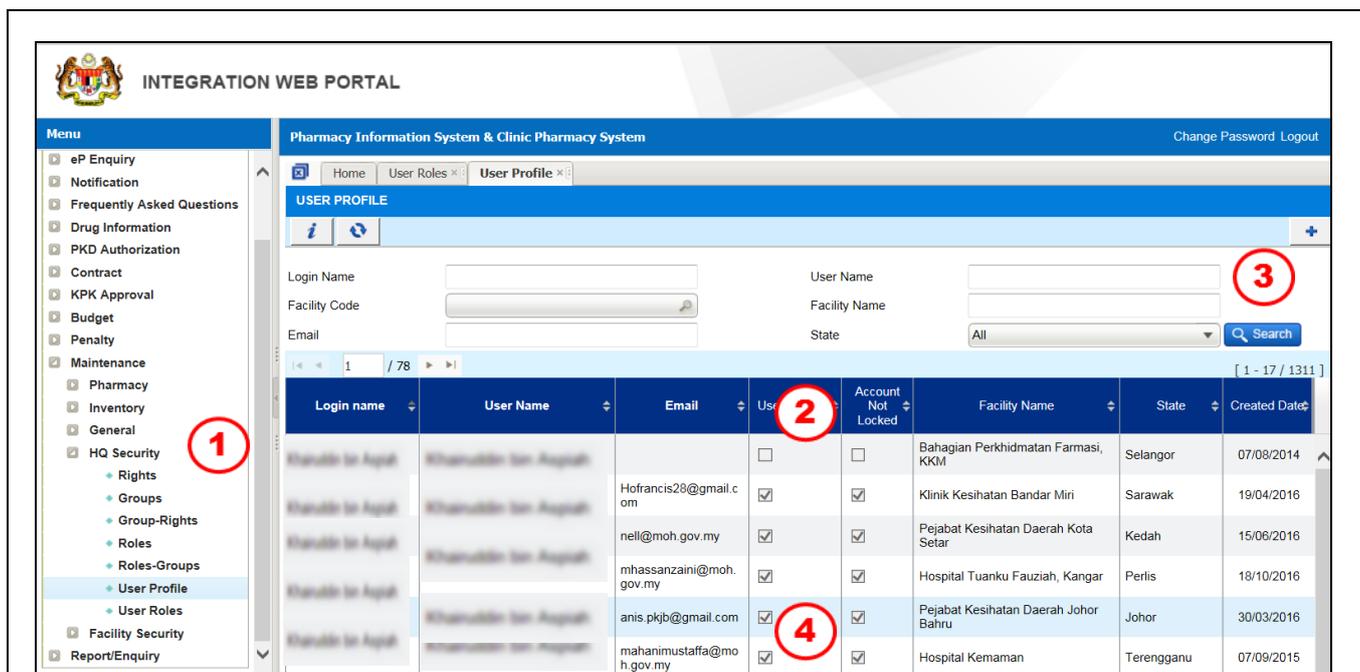To modify User Profile account, perform the steps below:

Figure 3.1.2-1 User Profile

STEP 1
Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2
Search existing record by entering value on the selected field

STEP 3
Click on the **Search** button and system will display related record
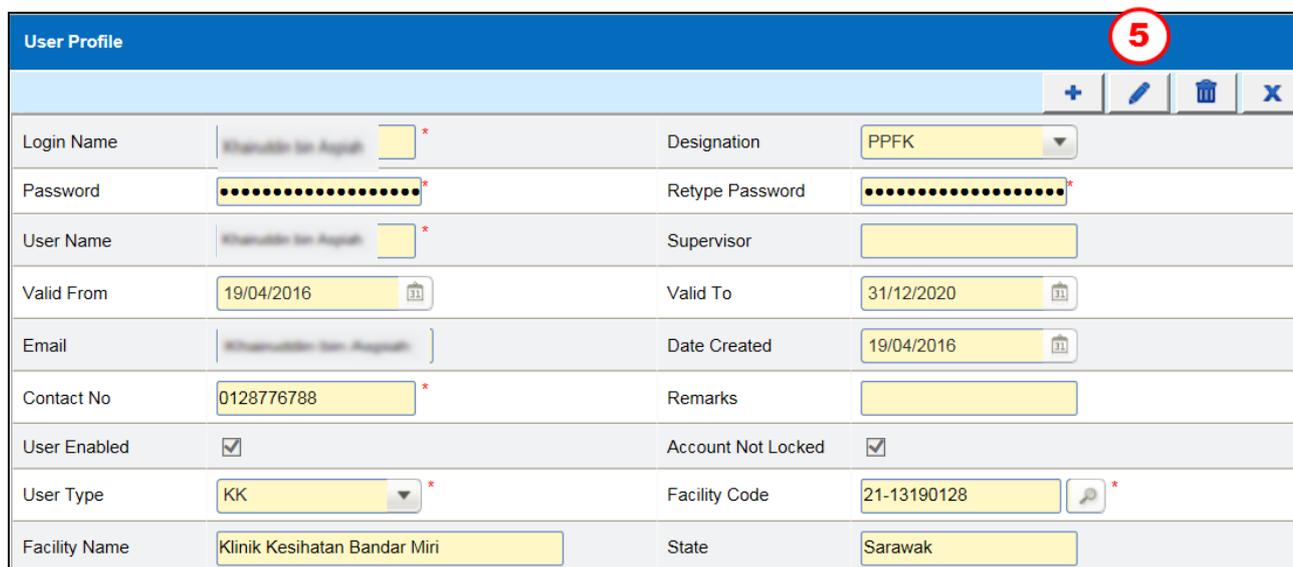
STEP 4
Click on the selected record

Figure 3.1.2-2 User Profile

STEP 5

Click on the [✏️] button to edit the record

User Profile				
			⑥ [💾] [⊘] [✖]	
Login Name	~~Khairuddin bin Aspiah~~ [ ]*	Designation	PPFK ▼	
Password	•••••••••••••••••*	Retype Password	•••••••••••••••••*	
User Name	~~Khairuddin bin Aspiah~~ [ ]*	Supervisor	[ ]	
Valid From	19/04/2016 [📅]	Valid To	31/12/2020 [📅]	
Email	~~Khairuddin bin Aspiah~~	Date Created	19/04/2016 [📅]	
Contact No	0128776788 *	Remarks	[ ]	
User Enabled	☑	Account Not Locked	☑	
User Type	KK ▼ *	Facility Code	21-13190128 [🔍]*	
Facility Name	Klinik Kesihatan Bandar Miri	State	Sarawak	

Figure 3.1.2-3 User Profile

Note
- *User is allowing to edit:*
  - *__Designation__*
  - *__Password__ and __Retype Password__*
  - *__User Name__*
  - *__Supervisor__*
  - *__Valid From__ and __Valid To__*
  - *__Email__*
  - *__Contact No__*
  - *__Remarks__*
  - *__User Type__*
  - *__Facility Code__*
  - *__User enabled__*
  - *__Account Not Locked__*

STEP 6

Click on the [💾] button to save the edited record

Note
- *System will display a Information Message as Figure 3.1.2-4*

- *Click on the [OK] button to save the edited record*

Information
ⓘ INFO0679: Record has been saved successfully
[OK]
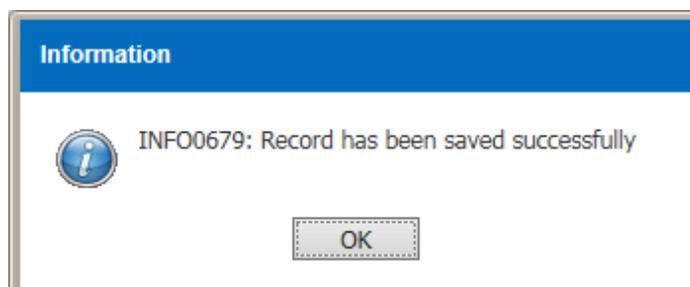
Figure 3.1.2-4 Information Message

3.2 User Roles

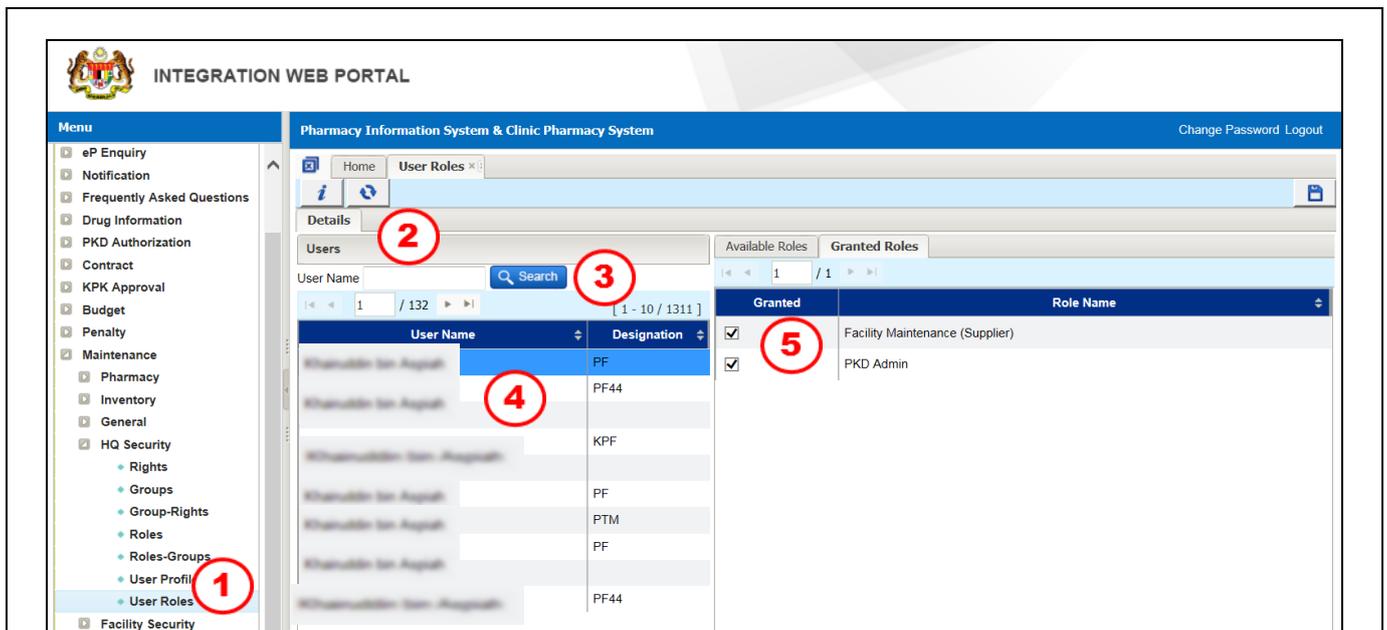To assign User Roles, perform the steps below:

Figure 3.2-1 User Roles

STEP 1
Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Roles'

STEP 2
Search existing record by entering **User Name**

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

STEP 4
Click on the selected record

STEP 5
Select on the ☑ **Granted** checkbox to assign User Role for the selected **Username**

Note
- *User is allowing to select more than 1 role*

- *After selecting role, user can view the assigned role at the **Granted Roles** tabs as Figure 3.2-2*
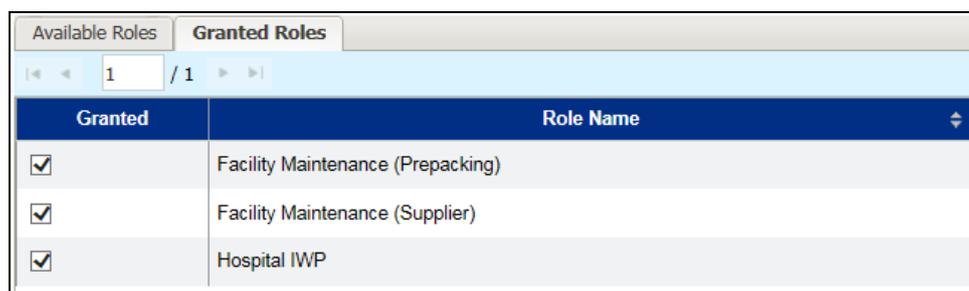

Figure 3.2-2 Granted Roles

Figure 3.2-3 User Roles

STEP 6

Click on the [💾] button to save the assigned roles

4. Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
IWP	Integration Web Portal
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
DICE	Drug Information and Consumer Education
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health

5. 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*