



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

User Manual Integrated Web Portal (IWP)

KPK Approval

| | |
|--------------------|---------------------------------------|
| Version | : 8th EDITION |
| Document ID | : HQ_U.MANUAL_IWP_KPK APPROVAL |



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Application reference: PhIS& CPS v1.8.1



Table of Contents

| | | |
|-------|-------------------------------------|----|
| 1.0 | Introduction | 1 |
| 1.1 | Overview of PhIS | 1 |
| 1.2 | Purpose and Objectives | 1 |
| 1.3 | Organised Sections | 1 |
| 2.0 | Application Standard Features | 2 |
| 2.1 | PhIS Legend | 2 |
| 3.0 | KPK Approval | 3 |
| | Overview | 3 |
| | User Group | 3 |
| | Functional Diagram | 3 |
| | Functional Description | 3 |
| 3.1 | KPK Approval | 4 |
| 3.1.1 | KPK Special Drug Approval | 4 |
| 3.1.2 | KPK Special Drug Item Assign | 12 |
| 4.0 | Acronyms | 15 |
| 5.0 | Links to IWP Modules | 15 |

1.0 Introduction

Overview of PhIS

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

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

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

1.2 Purpose and Objectives

This user manual outlines the IWP (KPK Approval) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- KPK Drug Approval
- KPK Item Assign

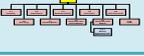
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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

3.0 KPK Approval

Overview

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

User Group

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

Functional Diagram

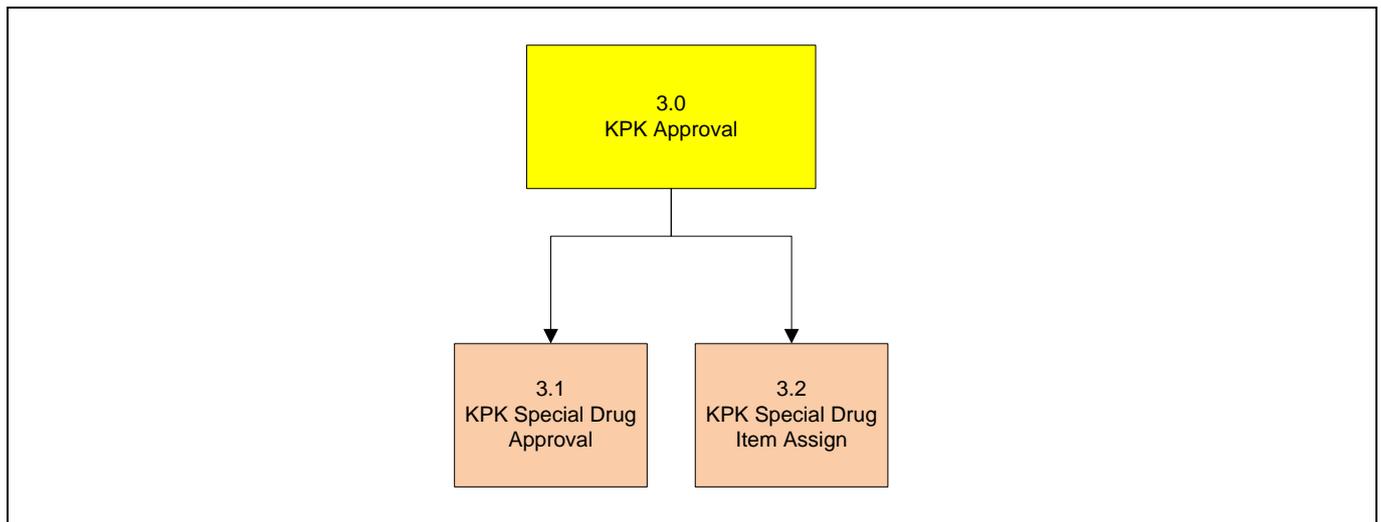


Figure 3.0-1

Functional Description

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

- **KPK Special Drug Approval**

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

- **KPK Special Drug Item Assign**

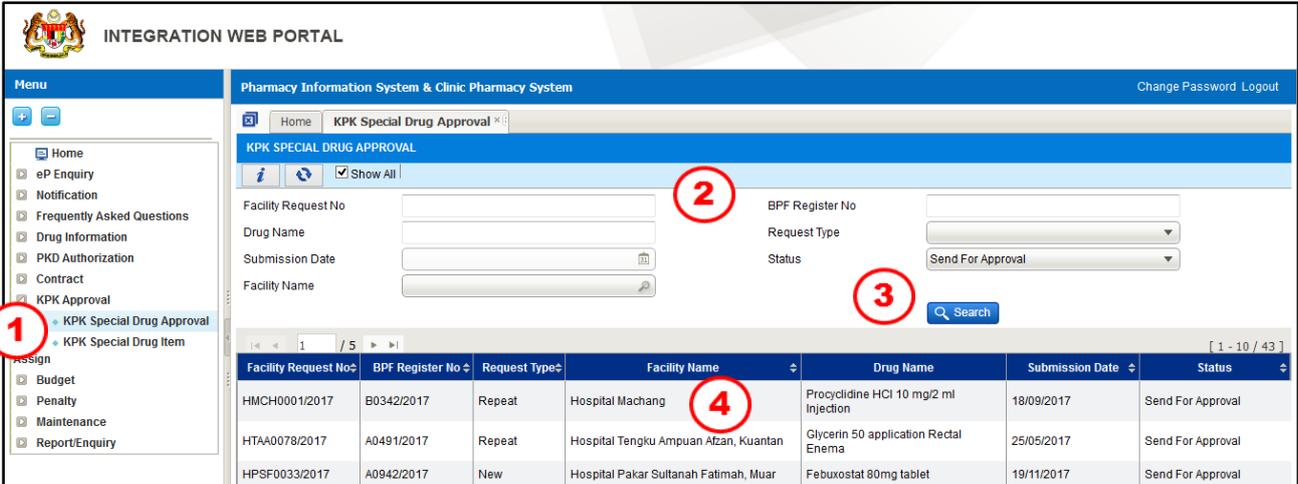
KPK Special Drug Item Assign screen allow user to choose the Item Code for KPK Drug that has been approved at KPK Special Drug Approval screen.

3.1 KPK Approval

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

3.1.1 KPK Special Drug Approval

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



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Home | KPK Special Drug Approval

KPK SPECIAL DRUG APPROVAL

Facility Request No: [] BPF Register No: []

Drug Name: [] Request Type: []

Submission Date: [] Status: [Send For Approval]

Facility Name: [] [Search]

| Facility Request No | BPF Register No | Request Type | Facility Name | Drug Name | Submission Date | Status |
|---------------------|-----------------|--------------|---------------------------------------|---------------------------------------|-----------------|-------------------|
| HMCH0001/2017 | B0342/2017 | Repeat | Hospital Machang | Procyclidine HCl 10 mg/2 ml Injection | 18/09/2017 | Send For Approval |
| HTAA0078/2017 | A0491/2017 | Repeat | Hospital Tengku Ampuan Azan, Kuantan | Glycerin 50 application Rectal Enema | 25/05/2017 | Send For Approval |
| HPSF0033/2017 | A0942/2017 | New | Hospital Pakar Sultanah Fatimah, Muar | Febuxostat 80mg tablet | 19/11/2017 | Send For Approval |

Figure 3.1.1-1 KPK Special Drug Approval List Page

STEP 1

Click on 'KPK Approval' followed by 'KPK Special Drug Approval'.

STEP 2

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

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

Note

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

STEP 3

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

STEP 4

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

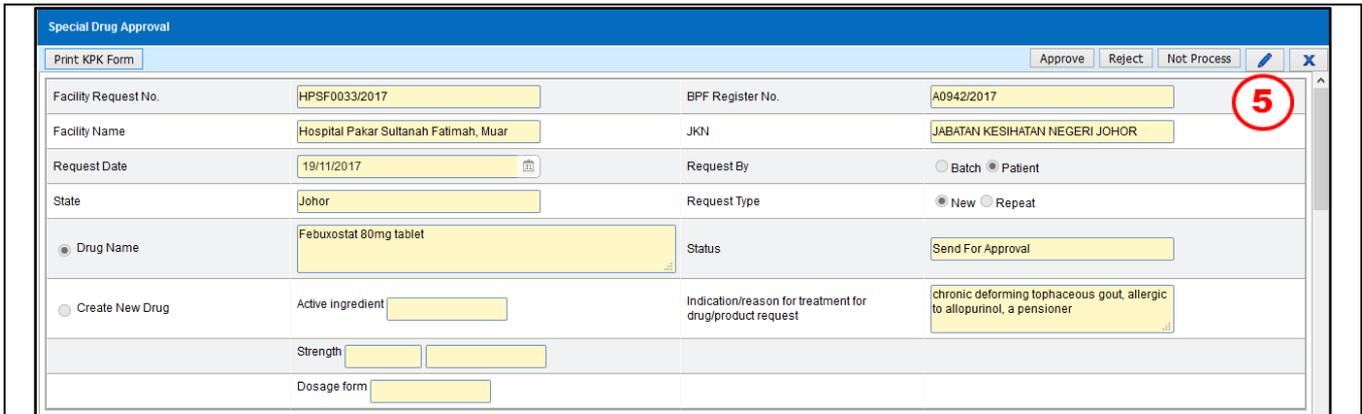


Figure 3.1.1-2 KPK Special Drug Approval Edit Page

STEP 5

Click on the  button to edit the KPK Special Drug Approval screen and fill all the criteria with 

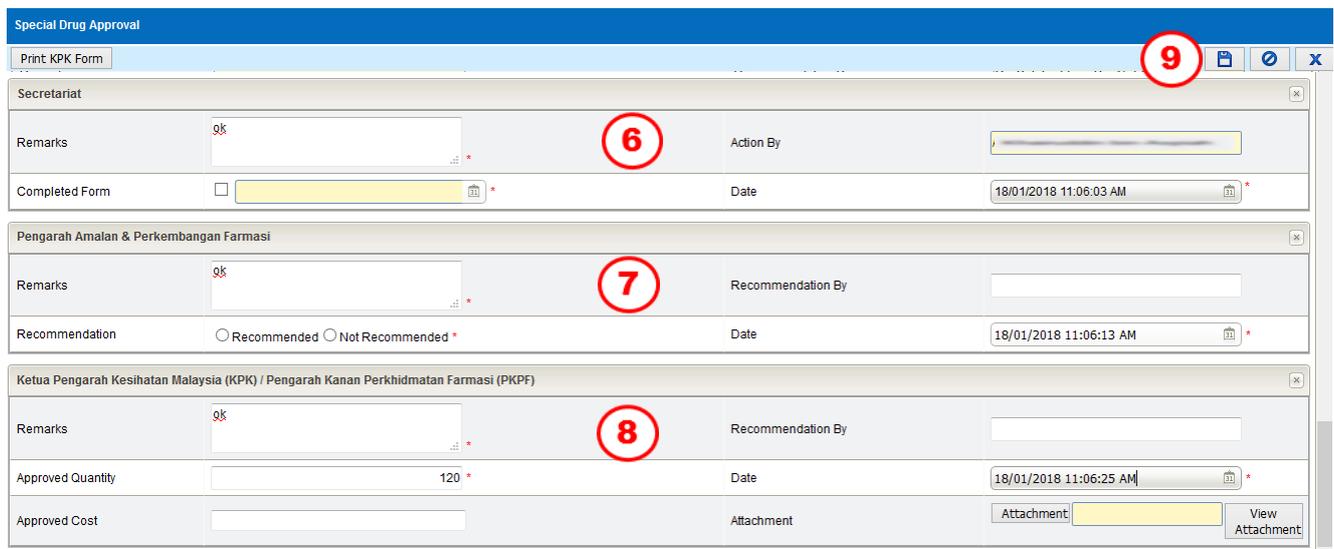


Figure 3.1.1-3 KPK Special Drug Approval

STEP 6

Fill all the criteria with 
- Fill the **Secretariat** section–**Remarks, Completed From** and **Date**

STEP 7

Fill all the criteria with 
- Fill the **Pengaruh Amalan & Perkembangan Farmasi** section - **Remarks, Recommendation, and Date**

STEP 8

Fill all the criteria with 
- Fill the **Ketua Pengarah Kesihatan Malaysia (KPK)/ Pengarah Kanan Perkhidmatan Farmasi (PKPF)** section - **Remarks, Approved Quantity and Date**

STEP 9

Click on the  button to save the record for KPK Special Drug Approval

Note

- Record will save when user click on the  button as shown in Figure 3.1.1-4

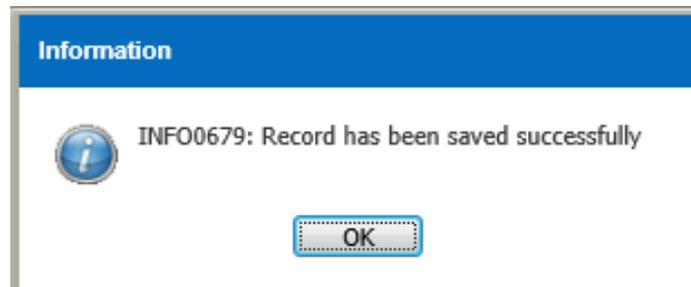
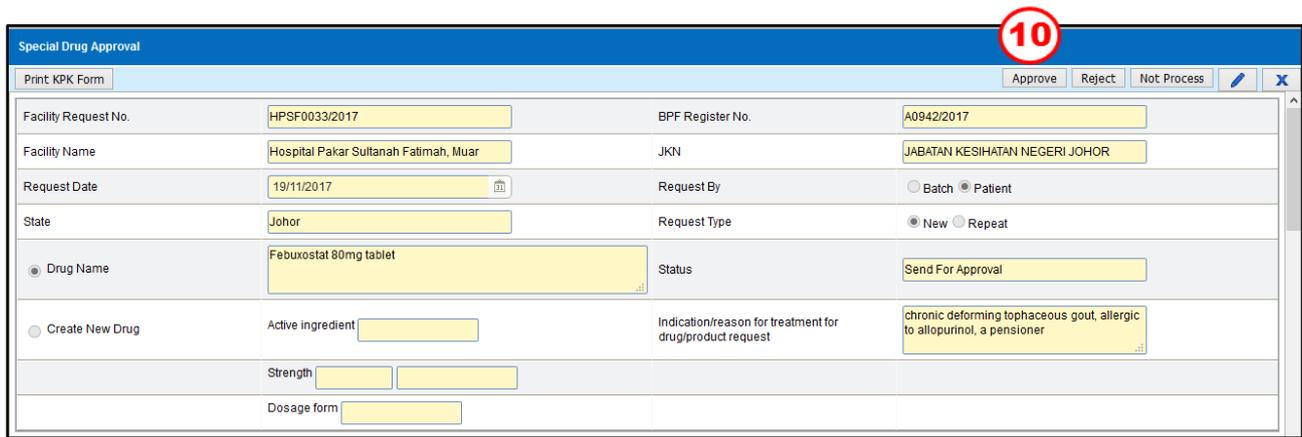


Figure 3.1.1-4 Information Message



The image shows a screenshot of the "Special Drug Approval" form. The form has a blue header with the title "Special Drug Approval" and a red circle with the number "10" in the top right corner. Below the header is a toolbar with buttons for "Print KPK Form", "Approve", "Reject", "Not Process", and a close button (X). The form fields are as follows:

| | | | |
|--|---------------------------------------|--|---|
| Facility Request No. | HPSPF0033/2017 | BPF Register No. | A0942/2017 |
| Facility Name | Hospital Pakar Sultanah Fatimah, Muar | JKN | JABATAN KESIHATAN NEGERI JOHOR |
| Request Date | 19/11/2017 | Request By | <input type="radio"/> Batch <input checked="" type="radio"/> Patient |
| State | Johor | Request Type | <input checked="" type="radio"/> New <input type="radio"/> Repeat |
| <input checked="" type="radio"/> Drug Name | Febuxostat 80mg tablet | Status | Send For Approval |
| <input type="radio"/> Create New Drug | Active ingredient | Indication/reason for treatment for drug/product request | chronic deforming tophaceous gout, allergic to allopurinol, a pensioner |
| | Strength | | |
| | Dosage form | | |

Figure 3.1.1-5 KPK Special Drug Approval

STEP 10

- Click on the  button to approve the record.

Note

- Record will approve when user click on the  button as shown in Figure 3.1.1-9

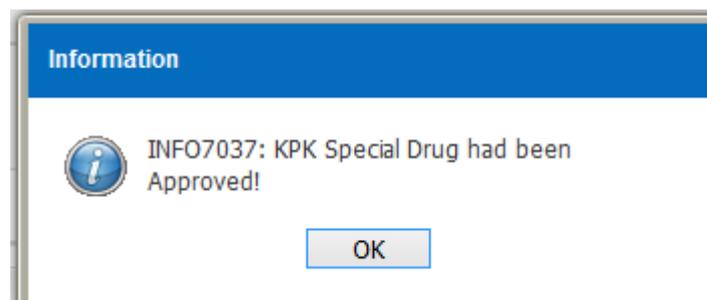


Figure 3.1.1-6 Information Message

- Click on the  button to print out the KPK Form as shown in Figure 3.1.1-7, 3.1.1-8 and 3.1.1-9

|  PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI | | | | | | | | |
|---|--|---|---|--|--------------------------------|--|--|--|
| PERHATIAN: Permohonan yang tidak lengkap TIDAK akan diproses. | | <table border="1"> <tr> <td>No. Siri</td> <td></td> </tr> <tr> <td>Fasiliti: HPSF0033/2017</td> <td></td> </tr> <tr> <td>Bhg. Perkhidmatan Farmasi: A0942/2017</td> <td></td> </tr> </table> | No. Siri | | Fasiliti: HPSF0033/2017 | | Bhg. Perkhidmatan Farmasi: A0942/2017 | |
| No. Siri | | | | | | | | |
| Fasiliti: HPSF0033/2017 | | | | | | | | |
| Bhg. Perkhidmatan Farmasi: A0942/2017 | | | | | | | | |
| 1 | Hospital yang memohon: Hospital Pakar Sultanah Fatimah, Muar | 5 | Nama ubat / keluaran dimohon (nama generik): Febuxostat 80mg tablet | | | | | |
| 2 | Negeri: Johor | 6 | Status pendaftaran Pihak Berkuasa Kawalan Dadah (PBKD: http://portal.bpfk.gov.my/) Berdaftar MAL - MAL16075031ARZ <i>Indikasi seperti diluluskan oleh PBKD - Ya</i> | | | | | |
| 3 | Jenis permohonan: Baru | 7 | Kuantiti dimohon (maksimum 12 bulan): 12 box Kos seunit: 247.00 Kos sebenar (sila sertakan sebut harga): RM2,964.00 | | | | | |
| 4 | Nama Pesakit: 1 Nama: _____ No KP: _____ No Pendaftaran: _____ Diagnosis: Dosis: 80 Jangkamasa Rawatan: 12 Months Ringkasan sejarah rawatan pesakit: chronic deforming tophaceous gout, allergic to allopurinol | | | | | | | |
| A INDIKASI/TUJUAN RAWATAN BAGI UBAT/KELUARAN YANG DIMOHON | | | | | | | | |
| chronic deforming tophaceous gout, allergic to allopurinol, a pensioner | | | | | | | | |
| B UBAT/KELUARAN ALTERNATIF SEDIA ADA DALAM FUKKM BAGI INDIKASI DIMOHON | | | | | | | | |
| UBAT/KELUARAN | | TEMPOH PENGGUNAAN | SEBAB-SEBAB TIDAK DAPAT DIGUNAKAN | | | | | |
| C MAKLUMAT PAKAR YANG MEMOHON | | | | | | | | |
| Ulasan: chronic deforming tophaceous gout, allergic to allopurinol. a pensioner | | Nama: _____ Disiplin: Tarikh: 19/11/2017 | | | | | | |
| D KETUA JABATAN | | | | | | | | |
| Ulasan: recommended for allopurinol allergy case | | Nama: _____ Tarikh: 20/11/2017 | | | | | | |
| E KETUA PEGAWAI FARMASI | | | | | | | | |
| Ulasan: Effective and safe. Recommended for allopurinol allergy case | | Peruntukan yang diperlukan: RM2,964.00 Peruntukan sedia ada: RM60,000.00 Nama: _____ Tarikh: 22/11/2017 | | | | | | |
| F PENGESAHAN PENGARAH HOSPITAL | | | | | | | | |
| Ulasan: lulus | | Nama: _____ Tarikh: 22/11/2017 | | | | | | |
| G PENGESAHAN Pengerusi JKK Ubat-ubatan KKM (untuk permohonan ubat tidak berdaftar (tiada dalam FUKKM) dan permohonan ubat diluar indikasi/off-label) | | | | | | | | |

Figure 3.1.1-7 KPK Form



| | |
|---|--------------------------|
| Ulasan: | Tandatangan, nama & cop: |
| <input type="checkbox"/> SOKONG <input type="checkbox"/> TIDAK DISOKONG | Tarikh: |

Figure 3.1.1-8 KPK Form

|  PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI | | |
|---|---------------------------------------|----------------------|
| Hospital | Hospital Pakar Sultanah Fatimah, Muar | No. Siri: A0942/2017 |
| Nama Ubat | Febuxostat 80mg tablet | |
| Kuantiti Ubat | 12 box | Kos Ubat: RM2,964.00 |
| Nama Pesakit | [REDACTED] | |
| Nama Pemohon Jawatan (Pakar) | [REDACTED] Pegawai Perubatan Pakar | |
| H SECRETARIAT | | |
| Ulasan: ok | Nama [REDACTED] | Tarikh: 18/01/2018 |
| I PENGARAH AMALAN & PERKEMBANGAN FARMASI | | |
| Ulasan: ok | Tandatangan, nama & cop: | Tarikh: 18/01/2018 |
| <input checked="" type="checkbox"/> SOKONG <input type="checkbox"/> TIDAK DISOKONG | | |
| J KEPUTUSAN KETUA PENGARAH KESIHATAN MALAYSIA (KPK) / PENGARAH KANAN PERKHIDMATAN FARMASI (PKPF) | | |
| Sila maklum bahawa permohonan tuan/puan: | Tandatangan, nama & cop: | Tarikh: 18/01/2018 |
| <input checked="" type="checkbox"/> LULUS <input type="checkbox"/> TIDAK LULUS Ulasan: ok | | |

Peringatan :

1. Urusan perolehan bagi setiap permohonan yang telah diluluskan hendaklah mengikut tatacara perolehan tertakluk kepada Arahan Perbendaharaan yang telah ditetapkan.
2. Peruntukan bagi proses perolehan hendaklah menggunakan peruntukan semasa yang telah diberikan dan bukan sebagai alasan untuk memohon peruntukan tambahan.

Figure 3.1.1-9 KPK Form

- Click on the **Print Permit** button to print out the KPK Permit as shown in Figure 3.1.1-10



AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

PENGECCUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI
TUJUAN RAWATAN PENYAKIT YANG MENGANCAM NYAWA
(No.Siri :A0942/2017)

KKM-55/BPF/103/001/_____

Pengeccualian ini diberikan kepada (Nama Pemohon) : _____ **Pegawai**

Nama dan Alamat Hospital/Institusi : **Hospital Pakar Sultanah Fatimah, Muar**

Nama Keluaran : **Febuxostat 80mg tablet**

Kuantiti : **120 box**

Indikasi/ Tujuan : **chronic deforming tophaceous gout, allergic to allopurinol, a pensioner**

Nama Pesakit : _____

Pengeccualian ini tertakluk kepada syarat-syarat yang berikut:

- 1) Pengimportan ini dikehendaki bagi kegunaan ke atas pesakit seperti dinyatakan dalam permohonan sahaja.
- 2) Rekod dan dokumen mengenai pembekalan keluaran ini kepada pesakit berkenaan hendaklah disimpan untuk tujuan audit.
- 3) Aduan produk dan kesan advers ubat akibat dari penggunaan keluaran tidak berdaftar ini adalah tanggungjawab pemohon sepenuhnya. Laporan Aduan produk dan kesan advers ubat hendaklah dikemukakan kepada Bahagian Perkhidmatan Farmasi dan JKN (Farmasi) negeri
- 4) Pegawai perubatan yang merawat pesakit hendaklah memberikan nasihat supaya pesakit boleh memilih ubatnya dan memberikan persetujuannya.
- 5) Perundangan yang berkaitan dengan keluaran hendaklah dipatuhi khasnya mengenai pengimportan, penyimpanan, pembekalan dan kesan advers.
- 6) Adalah menjadi tanggungjawab syarikat yang mengimport untuk memastikan produk yang diimport tidak melanggar mana-mana hak milik paten atau/dan data exclusivity.
- 7) Dalam tempoh 30 hari dari tarikh pengimportan, pemohon hendaklah:
 - a. memulangkan semula pengeccualian ini dan.
 - b. menghantar sesalinan borang import Kastam.kepada Pengarah Perkhidmatan Farmasi, Kementerian Kesihatan Malaysia.
- 8) Pengeccualian ini sah untuk pengimportan dalam tempoh satu (1) tahun dari tarikh ia dikeluarkan.

Tarikh: **18/01/2018**

Pengarah Kanan Perkhidmatan
Farmasi

Figure 3.1.1-10 KPK Permit

b) Click on the button to reject the record.

Note

Status will change to *Rejected By KPK/PKPF*

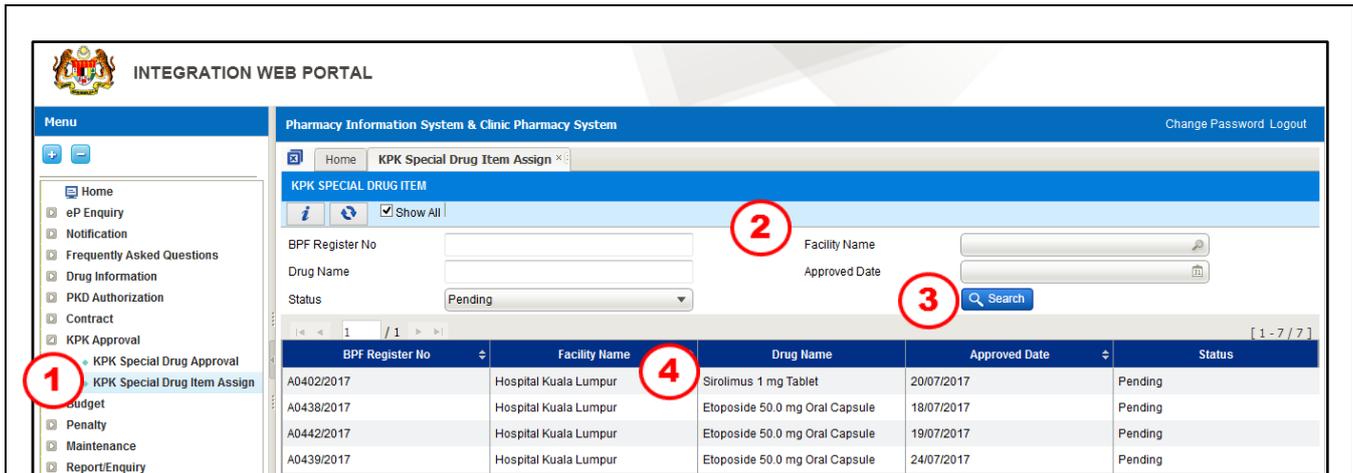
c) Click on the button to cancel process the record.

Note

Status will change to *Not Processed*

3.1.2 KPK Special Drug Item Assign

This function is used to assign KPK Drug Item



The screenshot displays the 'KPK Special Drug Item Assign List Page' within the 'INTEGRATION WEB PORTAL'. The page includes a navigation menu on the left, a search form at the top, and a table of results. Red circles are placed over the following elements:

- 1. 'KPK Special Drug Item Assign' in the left-hand menu.
- 2. 'Show All' button in the search form.
- 3. Search button in the search form.
- 4. Facility Name field in the search form.

| BPF Register No | Facility Name | Drug Name | Approved Date | Status |
|-----------------|-----------------------|--------------------------------|---------------|---------|
| A0402/2017 | Hospital Kuala Lumpur | Sirrolimus 1 mg Tablet | 20/07/2017 | Pending |
| A0438/2017 | Hospital Kuala Lumpur | Etoposide 50.0 mg Oral Capsule | 18/07/2017 | Pending |
| A0442/2017 | Hospital Kuala Lumpur | Etoposide 50.0 mg Oral Capsule | 19/07/2017 | Pending |
| A0439/2017 | Hospital Kuala Lumpur | Etoposide 50.0 mg Oral Capsule | 24/07/2017 | Pending |

Figure 3.1.2-1 KPK Special Drug Item Assign List Page

STEP 1

Click on 'Maintenance' followed by 'KPK Special Drug Item Assign'.

STEP 2

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

- a) **BPF Register No**
- b) **Facility Name**
- c) **Drug Name**
- d) **Approve Date**
- e) **Status**

Note

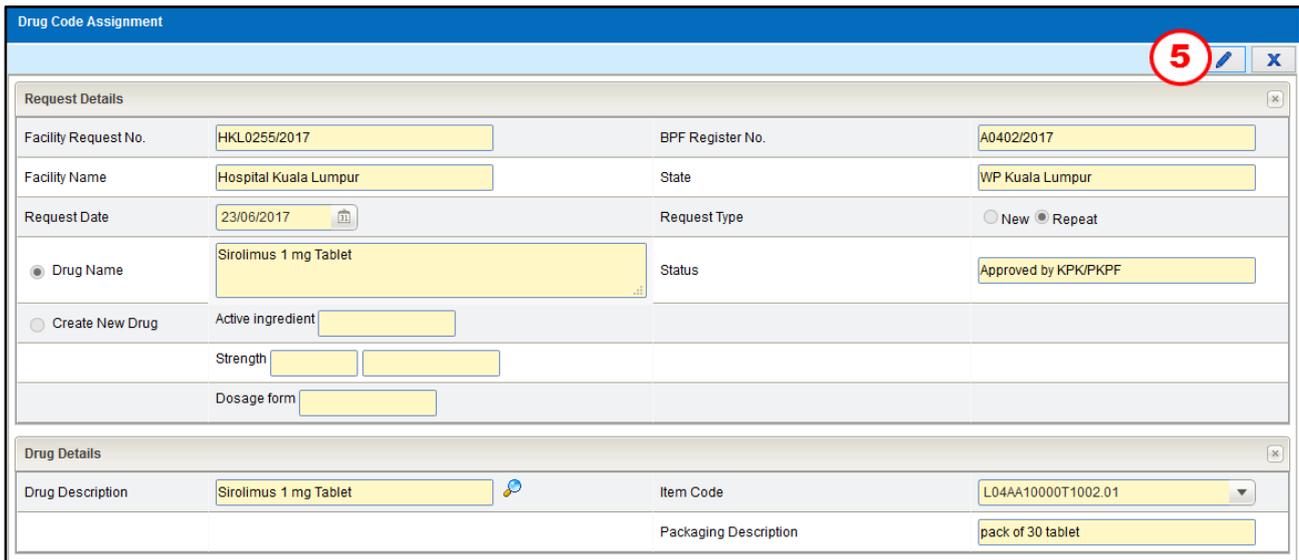
It is recommended to set 'Status' to 'Pending' if there are too many search results

STEP 3

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

STEP 4

Double click on the selected record and the details of the KPK Special Drug Item Assign will be displayed as Figure 3.1.2-2.

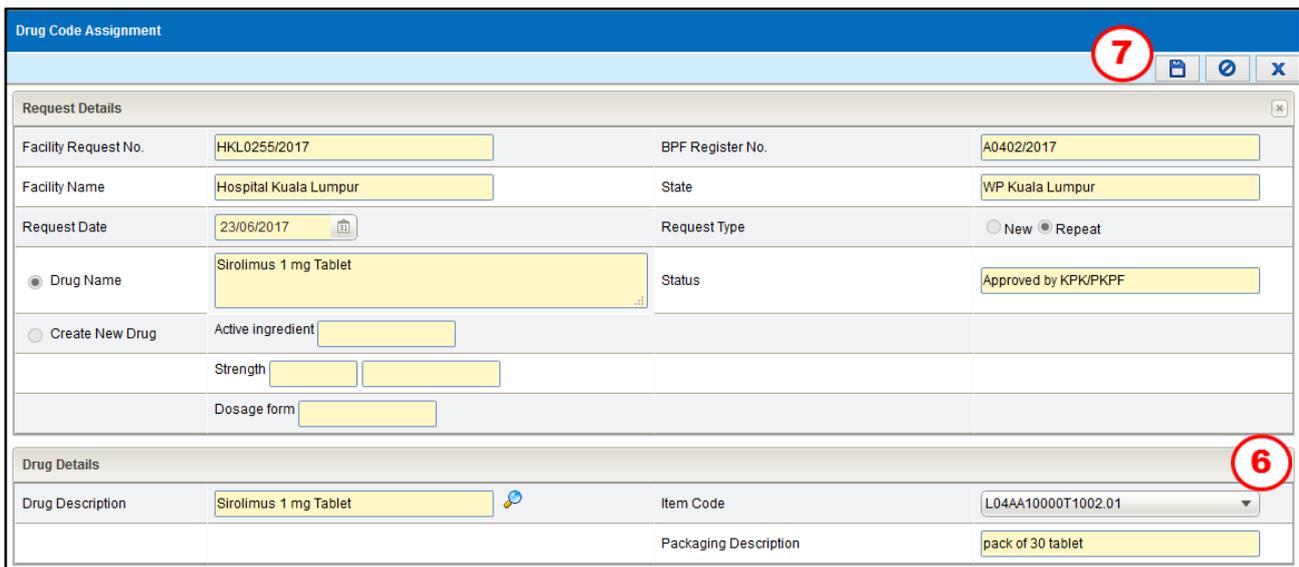


| Drug Code Assignment | | | |
|--|-----------------------|-----------------------|---|
| Request Details | | | |
| Facility Request No. | HKL0255/2017 | BPF Register No. | A0402/2017 |
| Facility Name | Hospital Kuala Lumpur | State | WP Kuala Lumpur |
| Request Date | 23/06/2017 | Request Type | <input type="radio"/> New <input checked="" type="radio"/> Repeat |
| <input checked="" type="radio"/> Drug Name | Sirolimus 1 mg Tablet | Status | Approved by KPKPKPF |
| <input type="radio"/> Create New Drug | Active ingredient | | |
| | Strength | | |
| | Dosage form | | |
| Drug Details | | | |
| Drug Description | Sirolimus 1 mg Tablet | Item Code | L04AA10000T1002.01 |
| | | Packaging Description | pack of 30 tablet |

Figure 3.1.2-2 Drug Code Assignment

STEP 5

Click on the  button to edit the KPK Special Drug Item Assign screen and fill the compulsory



| Drug Code Assignment | | | |
|--|-----------------------|-----------------------|---|
| Request Details | | | |
| Facility Request No. | HKL0255/2017 | BPF Register No. | A0402/2017 |
| Facility Name | Hospital Kuala Lumpur | State | WP Kuala Lumpur |
| Request Date | 23/06/2017 | Request Type | <input type="radio"/> New <input checked="" type="radio"/> Repeat |
| <input checked="" type="radio"/> Drug Name | Sirolimus 1 mg Tablet | Status | Approved by KPKPKPF |
| <input type="radio"/> Create New Drug | Active ingredient | | |
| | Strength | | |
| | Dosage form | | |
| Drug Details | | | |
| Drug Description | Sirolimus 1 mg Tablet | Item Code | L04AA10000T1002.01 |
| | | Packaging Description | pack of 30 tablet |

Figure 3.1.2-3 Drug Code Assignment

STEP 6

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

STEP 7

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

Note

- Record will save when user click on the  button as shown in Figure 3.1.2-4

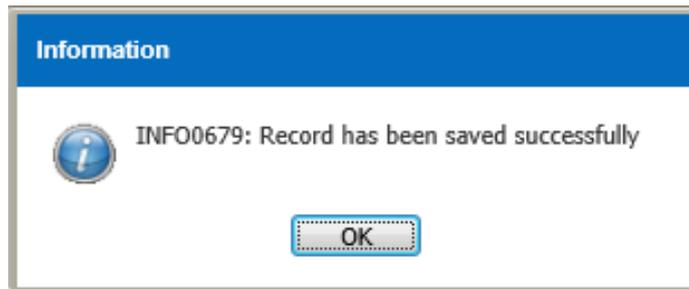


Figure 3.1.2-4 Information Message

- Click on the  button to close the KPK Special Drug Item Assignscreen.

4.0 Acronyms

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

5.0 Links to IWP Modules

| No | Module | PDF Links |
|----|---------------------------|----------------------------|
| 1 | 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 |