



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

User Manual Integrated Web Portal (IWP) Maintenance - HQ Security

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Application reference: PhIS & CPS v1.4.1



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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 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. Maintenance – 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

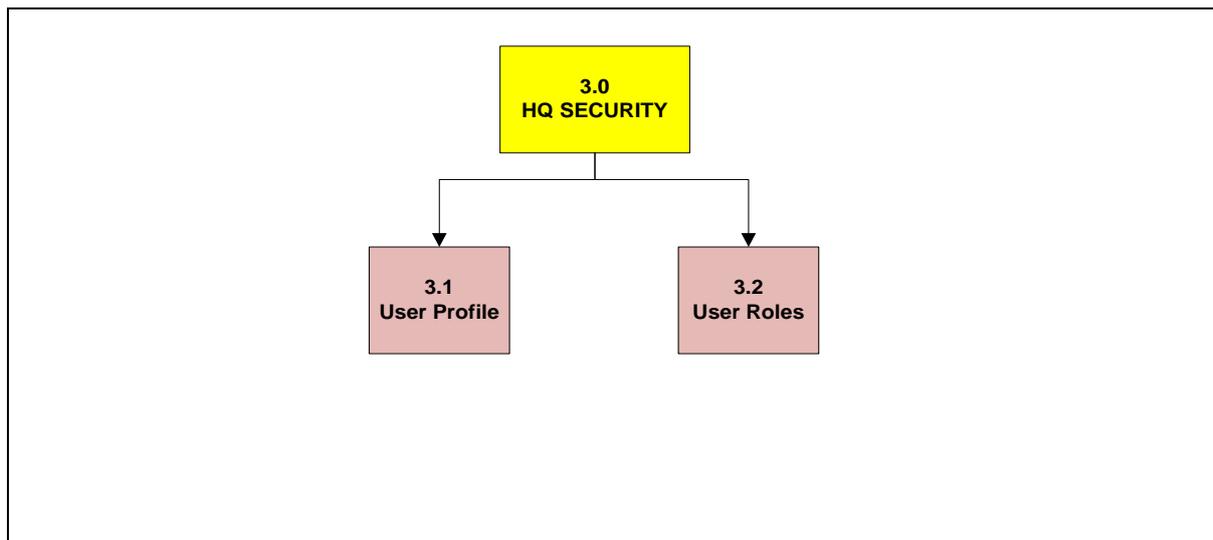


Figure 3.0

Functional Description

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

- **User Profile**
This function is use to create new account for IWP user
- **User Roles**
This function is use 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:

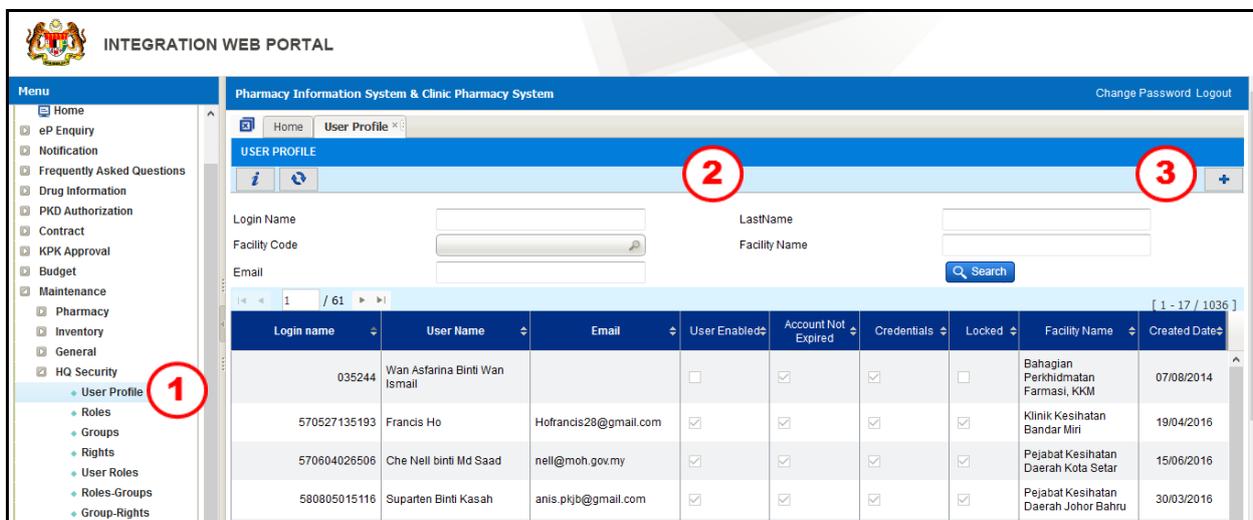


Figure 3.1.1-1 User Profile Listing Page

STEP 1

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

STEP 2

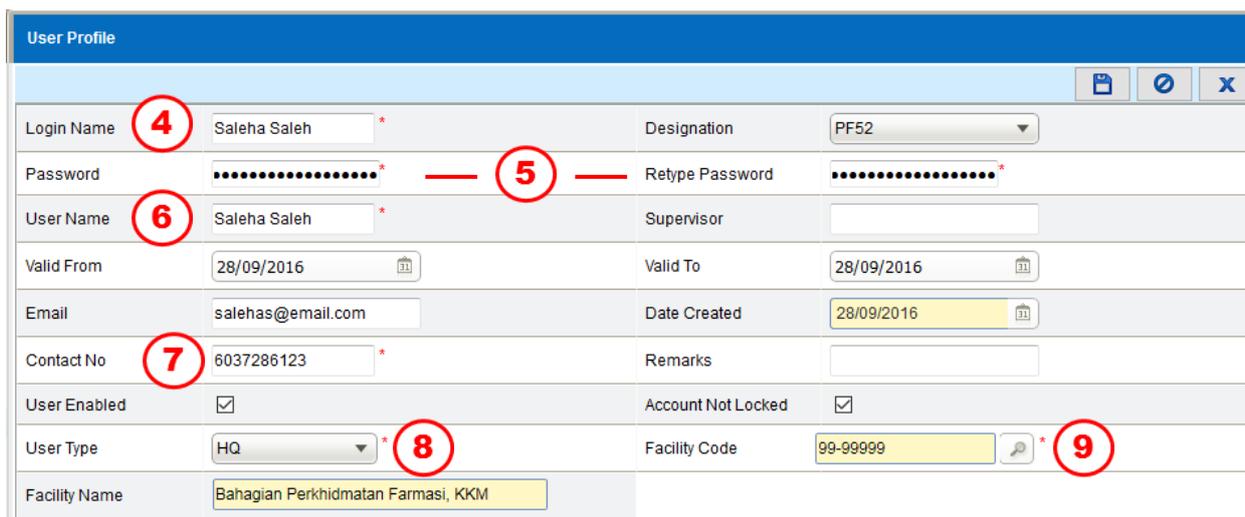
To search for existing User Profile records, user can search by criteria as follows:

No	Field	Description	Remark
a	Login Name	Login Name	Allow to search record by full or partial Login Name
b	Last 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
b	Facility Name	Facility Name	Allow to search record by full or partial Facility Name
c	Email	Email	Allow to search record by full or partial user Email

Table 3.1.1

STEP 3

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



User Profile			
Login Name	<input type="text" value="Saleha Saleh"/>	Designation	PF52
Password	<input type="password" value="....."/>	Retype Password	<input type="password" value="....."/>
User Name	<input type="text" value="Saleha Saleh"/>	Supervisor	<input type="text"/>
Valid From	<input type="text" value="28/09/2016"/>	Valid To	<input type="text" value="28/09/2016"/>
Email	<input type="text" value="salehas@email.com"/>	Date Created	<input type="text" value="28/09/2016"/>
Contact No	<input type="text" value="6037286123"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	<input type="text" value="HQ"/>	Facility Code	<input type="text" value="99-99999"/>
Facility Name	<input type="text" value="Bahagian Perkhidmatan Farmasi, KKM"/>		

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**

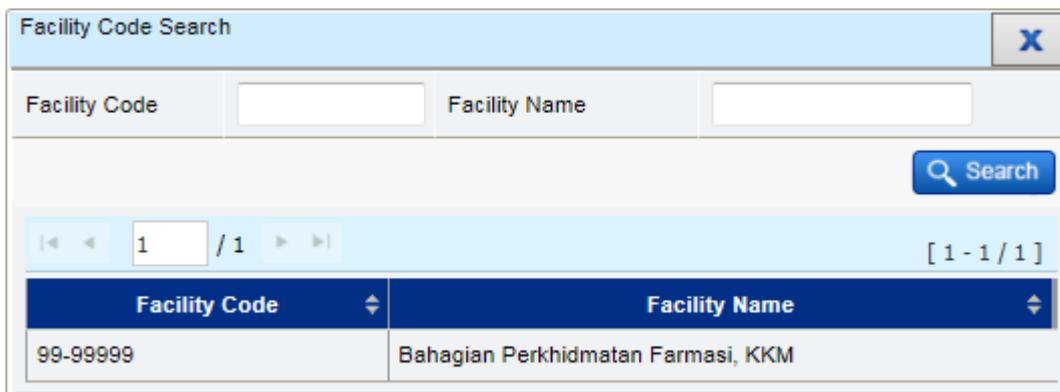
STEP 8

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



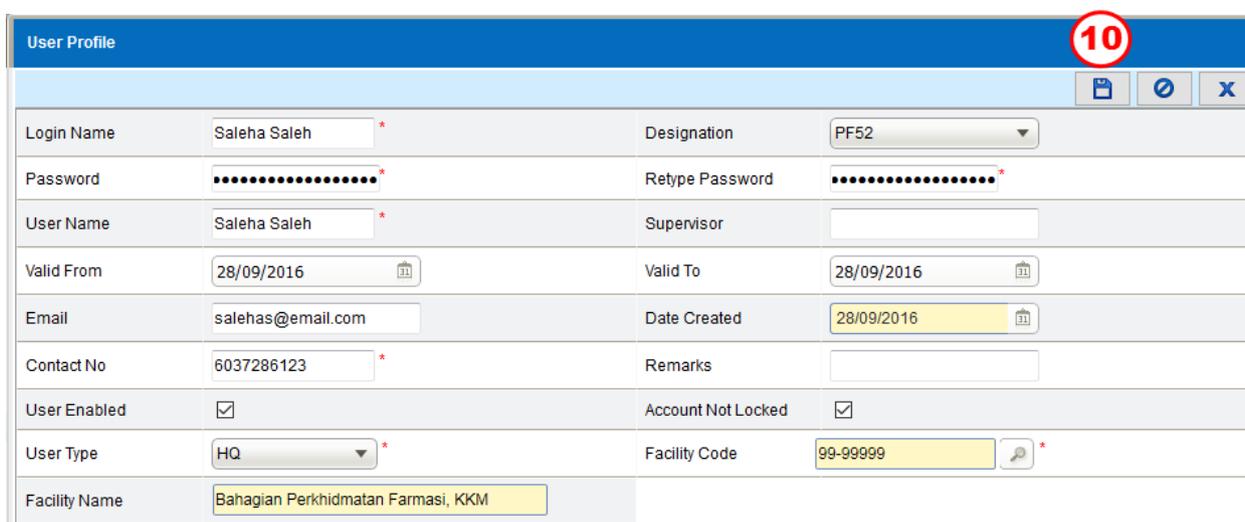
The screenshot shows a 'Facility Code Search' window. It has two input fields: 'Facility Code' and 'Facility Name'. A 'Search' button is located to the right. Below the input fields is a pagination bar showing '1 / 1' and '[1 - 1 / 1]'. A table below the pagination bar displays the search results:

Facility Code	Facility Name
99-99999	Bahagian Perkhidmatan Farmasi, KKM

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



The screenshot shows a 'User Profile' window with a red circle containing the number '10' in the top right corner. The window contains the following fields:

Login Name	Saleha Saleh *	Designation	PF52
Password*	Retype Password*
User Name	Saleha Saleh *	Supervisor	
Valid From	28/09/2016 	Valid To	28/09/2016 
Email	salehas@email.com	Date Created	28/09/2016 
Contact No	6037286123 *	Remarks	
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	HQ *	Facility Code	99-99999 
Facility Name	Bahagian Perkhidmatan Farmasi, KKM		

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 button to save the transaction
- Click on the or button to cancel the saved record

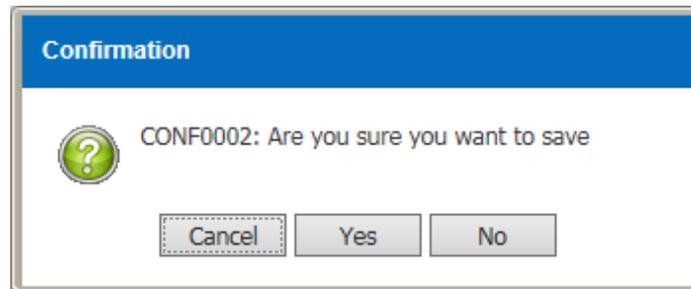


Figure 3.1.1-5 Confirmation Message

- Information Message will display after click on the button as Figure 3.1.1-6
- Click on the button to confirmed the save transaction and Scan/Therapy Code will generated for future reference

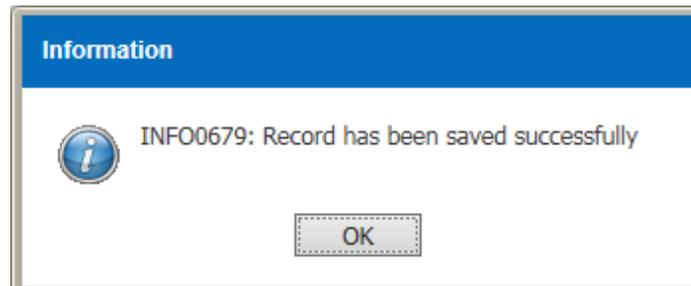


Figure 3.1.1-6 Information Message

3.1.2 Edit User Profile

To modify User Profile account, perform the steps below:

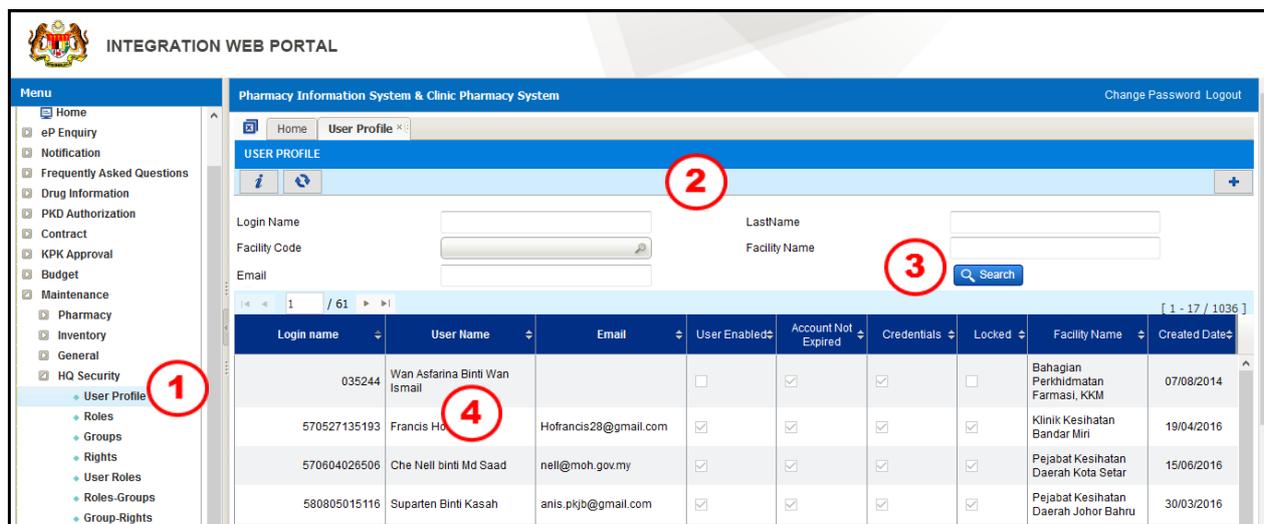


Figure 3.1.2-1 User Profile

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  button and system will display related record

STEP 4

Click on the selected record

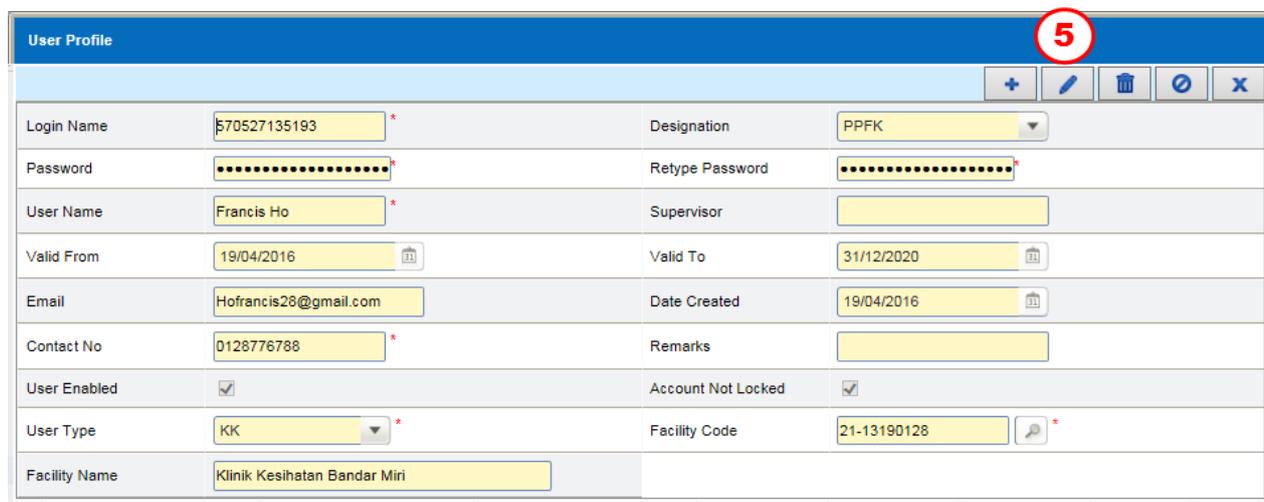


Figure 3.1.2-2 User Profile

STEP 5

Click on the  button to edit the record

User Profile			
Login Name	570527135193 *	Designation	PPFK
Password*	Retype Password*
User Name	Francis Hoh *	Supervisor	
Valid From	19/04/2016	Valid To	31/12/2020
Email	Hofrancis28@gmail.com	Date Created	19/04/2016
Contact No	0128776788 *	Remarks	
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	KK *	Facility Code	21-13190128 *
Facility Name	Klinik Kesihatan Bandar Miri		

Figure 3.1.2-3 User Profile

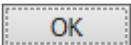
Note

- User is allow 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  button to save the edited record

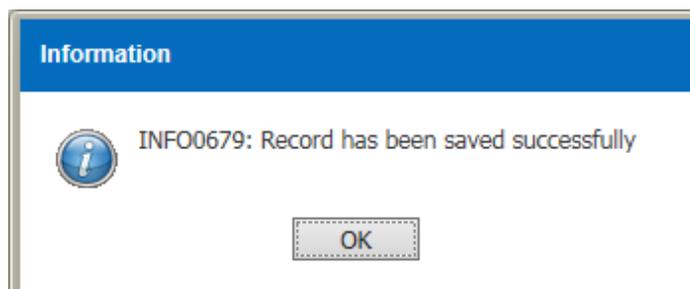


Figure 3.1.2-4 Information Message

3.2 User Roles

To assign User Roles, perform the steps below:

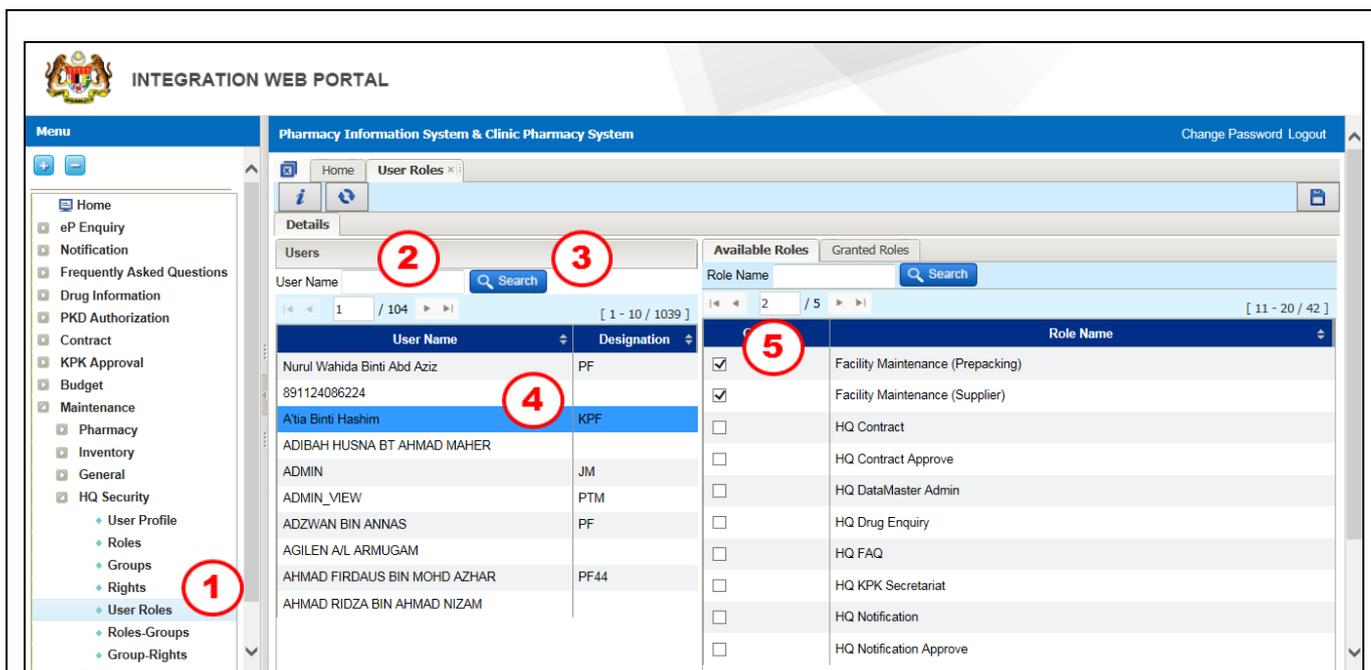


Figure 3.2-1 User Roles

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  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 allow 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

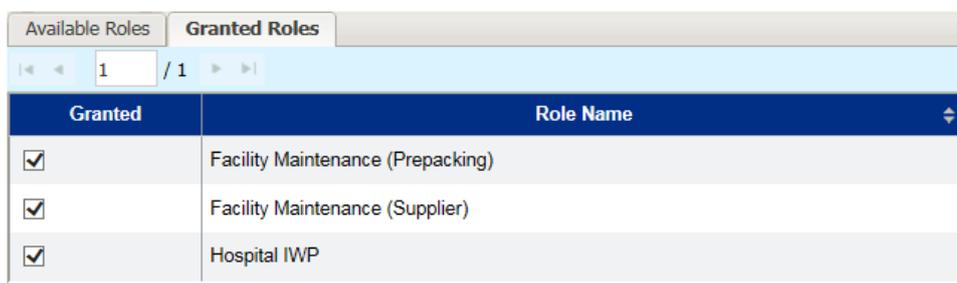
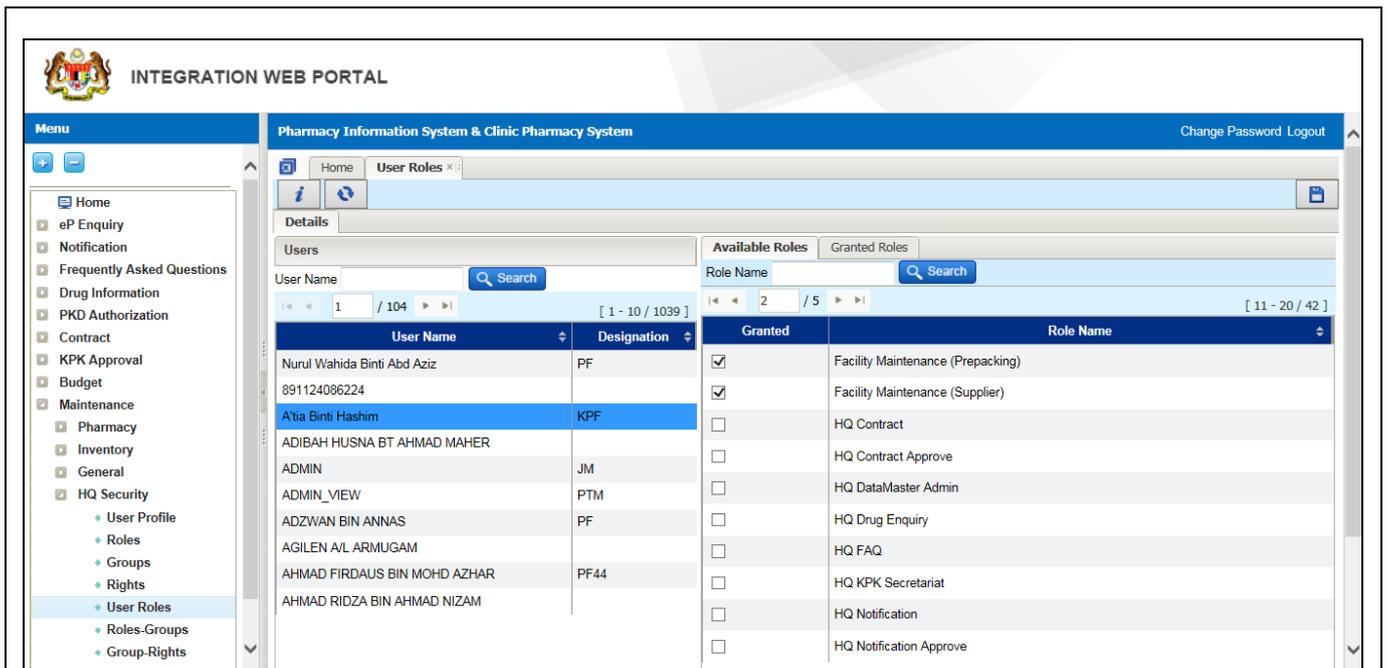


Figure 3.2-2 Granted Roles



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home User Roles x1

Details

Users Search [1 - 10 / 1039]

User Name	Designation	Granted	Role Name
Nurul Wahida Binti Abd Aziz 891124086224	PF	<input checked="" type="checkbox"/>	Facility Maintenance (Prepacking)
A'tia Binti Hashim	KPF	<input checked="" type="checkbox"/>	Facility Maintenance (Supplier)
ADIBAH HUSNA BT AHMAD MAHER		<input type="checkbox"/>	HQ Contract
ADMIN	JM	<input type="checkbox"/>	HQ Contract Approve
ADMIN_VIEW	PTM	<input type="checkbox"/>	HQ DataMaster Admin
ADZWAN BIN ANNAS	PF	<input type="checkbox"/>	HQ Drug Enquiry
AGILEN A/L ARMUGAM		<input type="checkbox"/>	HQ FAQ
AHMAD FIRDAUS BIN MOHD AZHAR	PF44	<input type="checkbox"/>	HQ KPK Secretariat
AHMAD RIDZA BIN AHMAD NIZAM		<input type="checkbox"/>	HQ Notification
		<input type="checkbox"/>	HQ Notification Approve

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