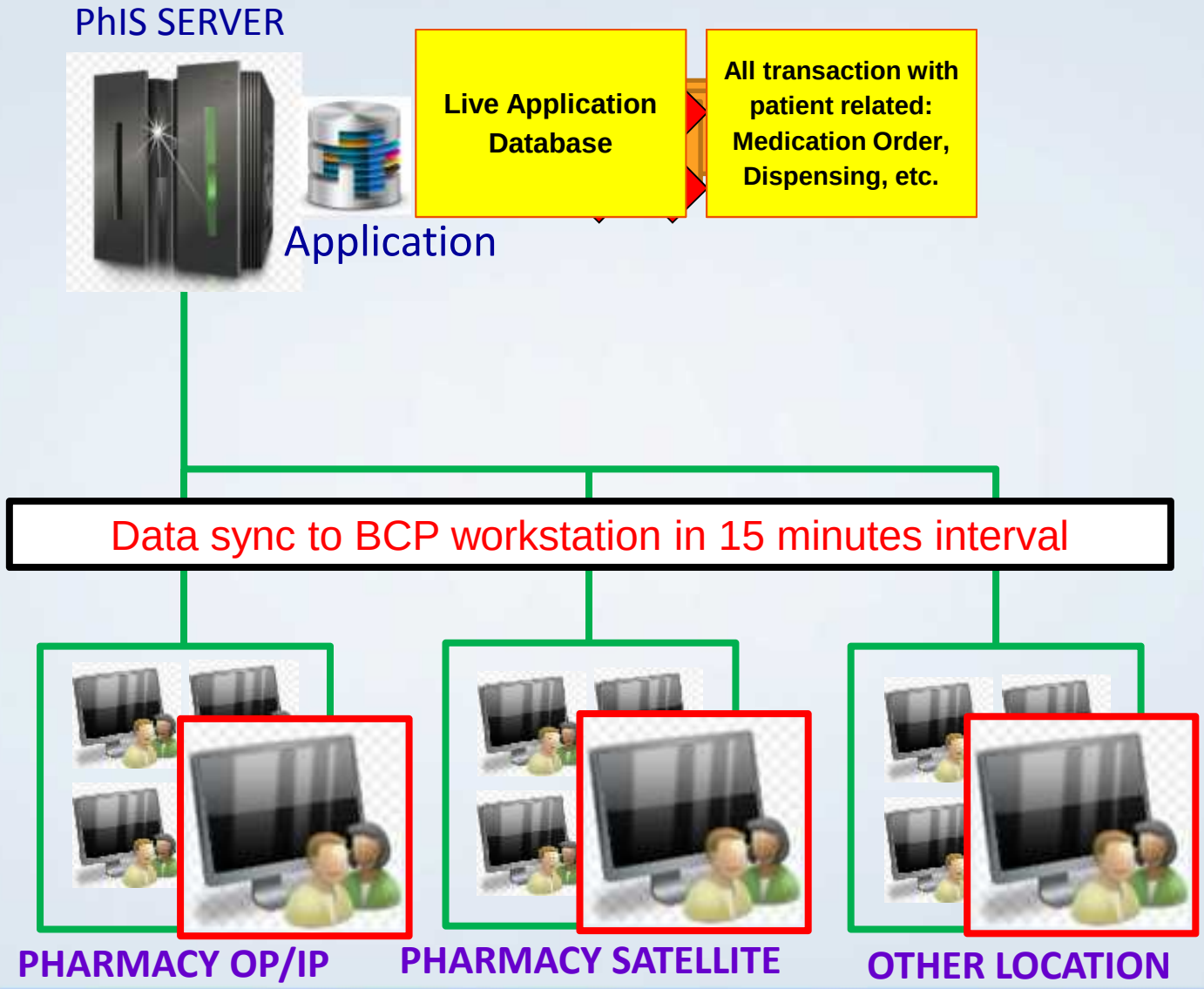
Ministry of Health Malaysia

PhIS Towards Excellent Care

PhIS & CPS

Business Continuity Plan
BCP Entry

BCP Introduction



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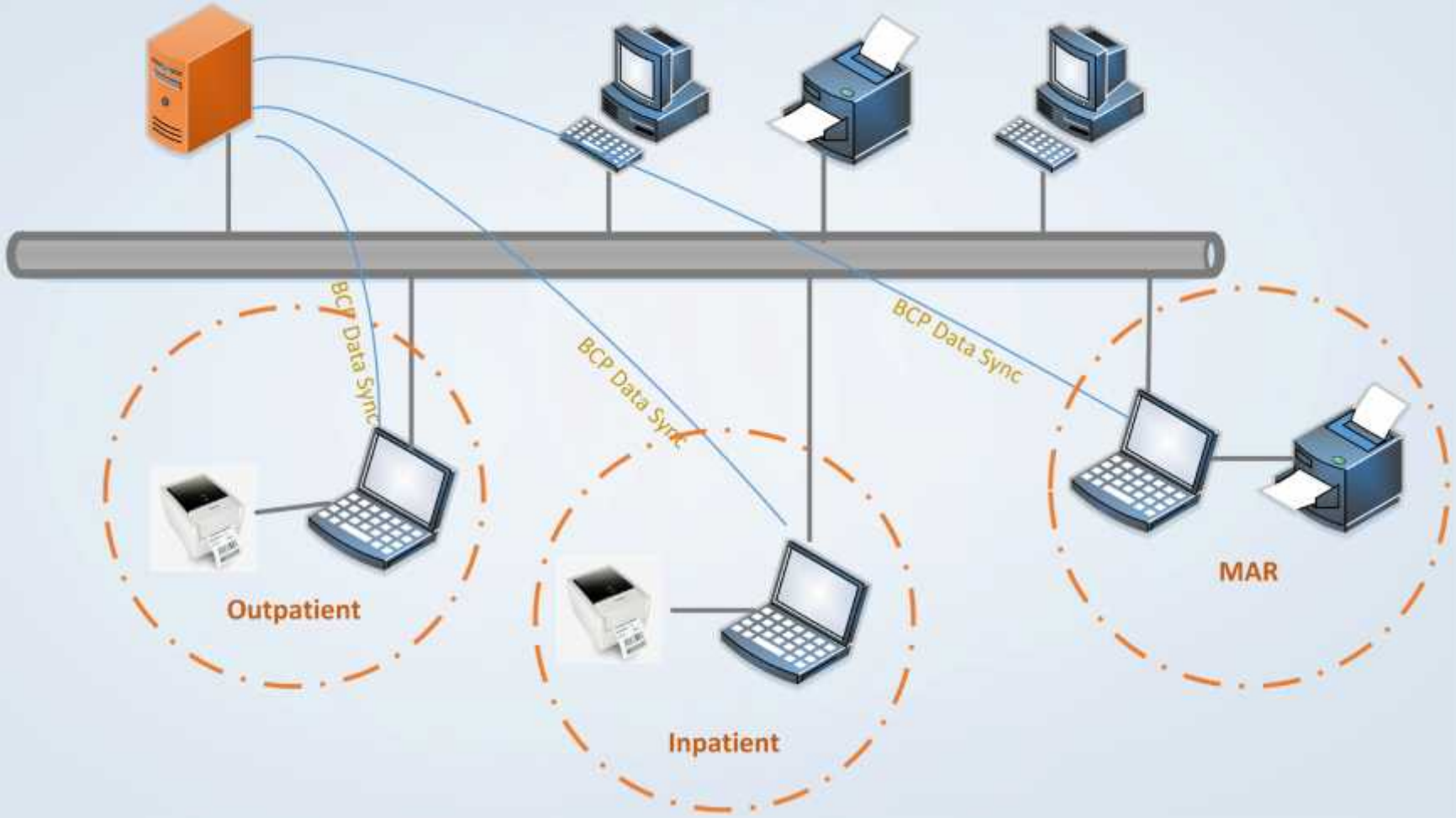


BCP High Process Flow

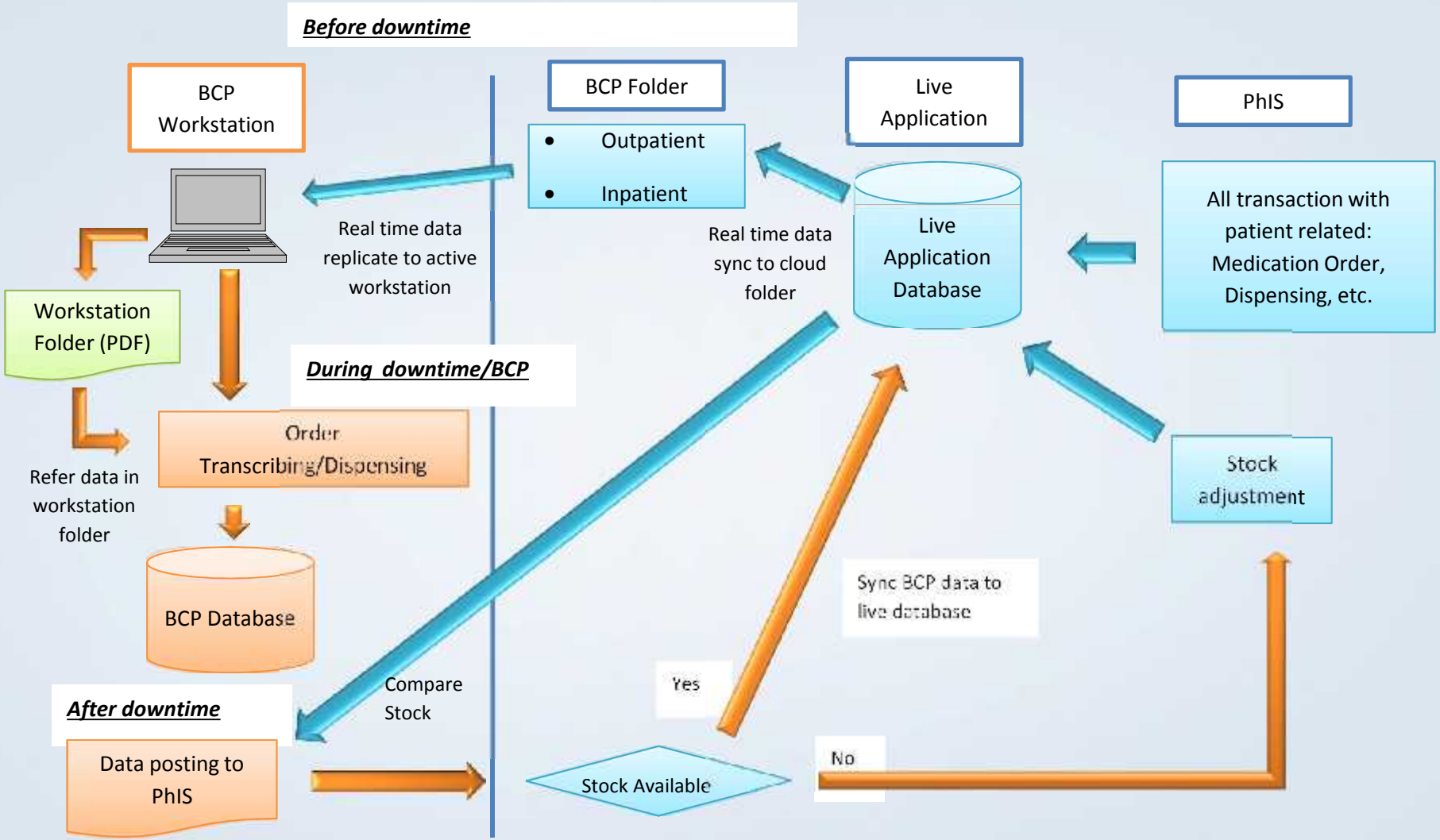
BCP workstation need to install the BCP application & BCP folder.

Contingency Work Station

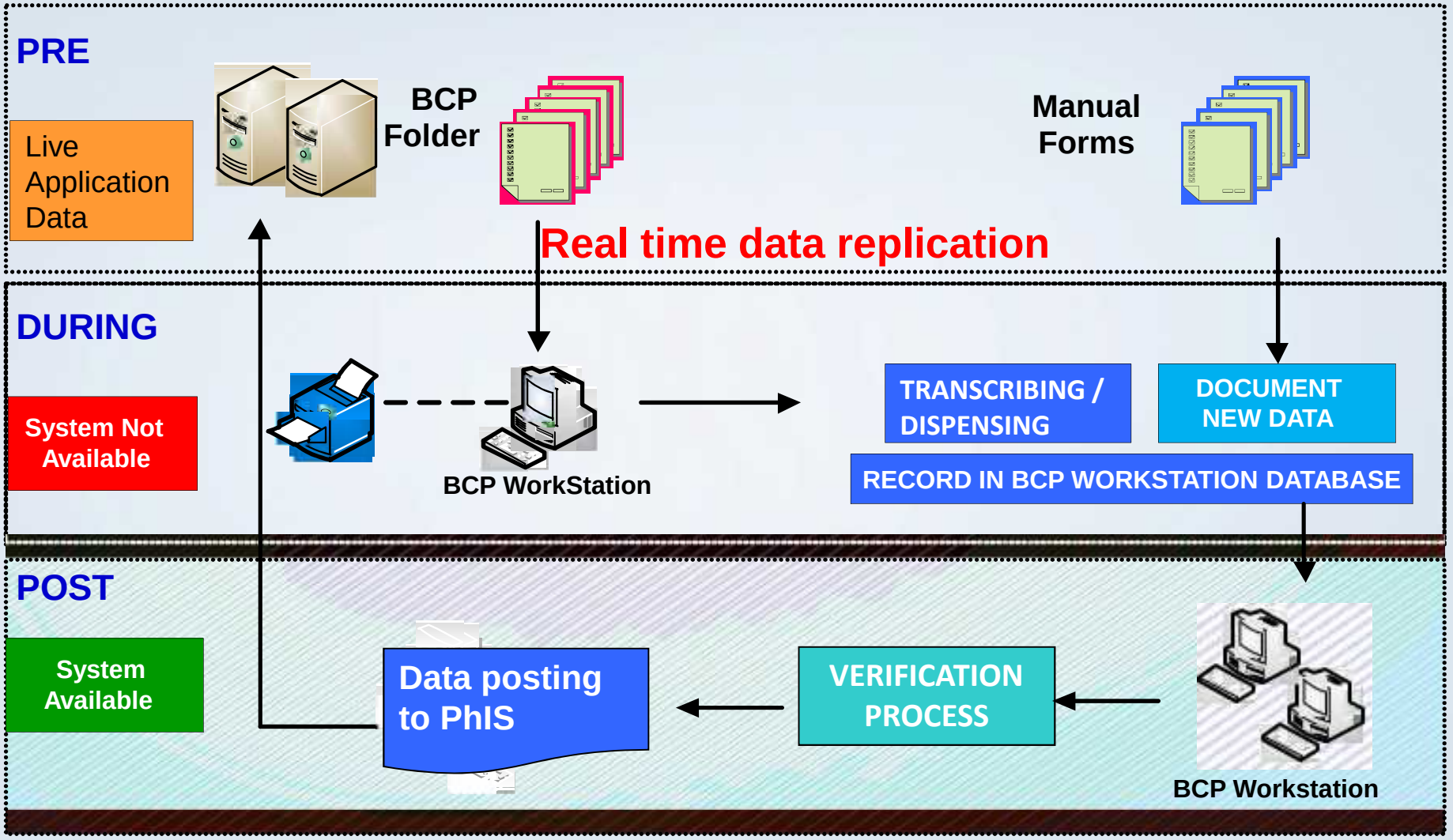
How it works?

- Need to be running 24x7
- Need to be attach with essential power supply
- Need to be attach with the printer

BCP High Process Flow



BCP High Process Flow



Criteria of BCP: General

- BCP must be officially declared by authorized personnel in the facility
- Proper BCP Committee must be formed for each facility
- BCP must be in full, no partial BCP is allowed
- Must have a dedicated PC/Notebook to sync and keep the latest update of BCP data. PC/Notebook must always be on with *administrator* access in order for the data sync from PhIS to BCP to process smoothly and updated with latest data.
- Able to have multiple workstations (in one location), however, when posting, to post record one by one to avoid data conflict

Criteria of BCP: Before Downtime

- By default, when PhIS is live, BCP Entry status in Facility Information screen is set as '**INACTIVE**'.
- Data will sync from server to BCP workstation local database in 15 minutes interval.
- Able to view/login into BCP Entry anytime and check the 'Last synched date/time' or search the visit records based on the visit date.
- Able to use BCP Entry application to enter the transaction in offline mode, however unable to do data verification and posting until the BCP Entry status updated to 'Active'

Criteria of BCP: During Downtime

Once server down and BCP is declared by facility BCP Committee, the status will remain as ‘Inactive’:

- Able to use BCP Entry application to enter the transaction in offline mode, however unable to do BCP data verification and posting until the BCP Entry status updated to ‘Active’ in PhIS live application

Criteria of BCP: After Downtime

- When system already UP/LIVE, authorized BCP Committee need to set/update the 'Facility Information', BCP Entry status as '**ACTIVE**' before any user access the PhIS web application.
- If any user create the transaction in PhIS before BCP posting done, any data posted from BCP will overwrite the transaction done in PhIS

Once BCP Entry status set as '**ACTIVE**':

- User able to do verification and posting in BCP Entry application
- PhIS web application - able to view and do transaction, however only restricted to inventory related transactions (to top-up stock if necessary) and certain maintenance screens only
- Alert message will display to stop user from accessing patient related transactions

Criteria of BCP: After Downtime

- User able to verify data successfully posted by checking:
  - Patient Management – Clinical Summary
  - Report/Enquiry – Item Movement, Stock Balance by Drug/Non-Drug, Stock Balance by Item
- Once successfully verified and posted, BCP Committee need to set/update the BCP Entry status back to '**INACTIVE**'. This is to enable all users to use PhIS system as usual.

PhIS accessibility during BCP Application status = 'Active'

Menu	Sub Menu	When BCP is Active
Patient Management		Able to access
	Patient Registration	Inaccessible
	Patient Quick Registration	Inaccessible
	Ward Management	Inaccessible
	Visit Management	Inaccessible
	Manage Duplicate Record	Inaccessible
	Cancel Discharge Patient	Inaccessible
	Clinical Summary	Able to access
	Record Retrieval	Inaccessible
Order Management		Inaccessible
Inventory		Able to access
Adverse Drug Reaction		Inaccessible
Pharmacy Transaction		Able to access
	Dispensing	Inaccessible
	Clinical	Inaccessible
	Manufacturing	Able to access
MAR		Inaccessible
Maintenance		Able to access
	Pharmacy	Inaccessible
	Inventory	Able to access
	General	Able to access
	Security	Able to access
	Data Entry	Inaccessible
Report/Enquiry		Able to access

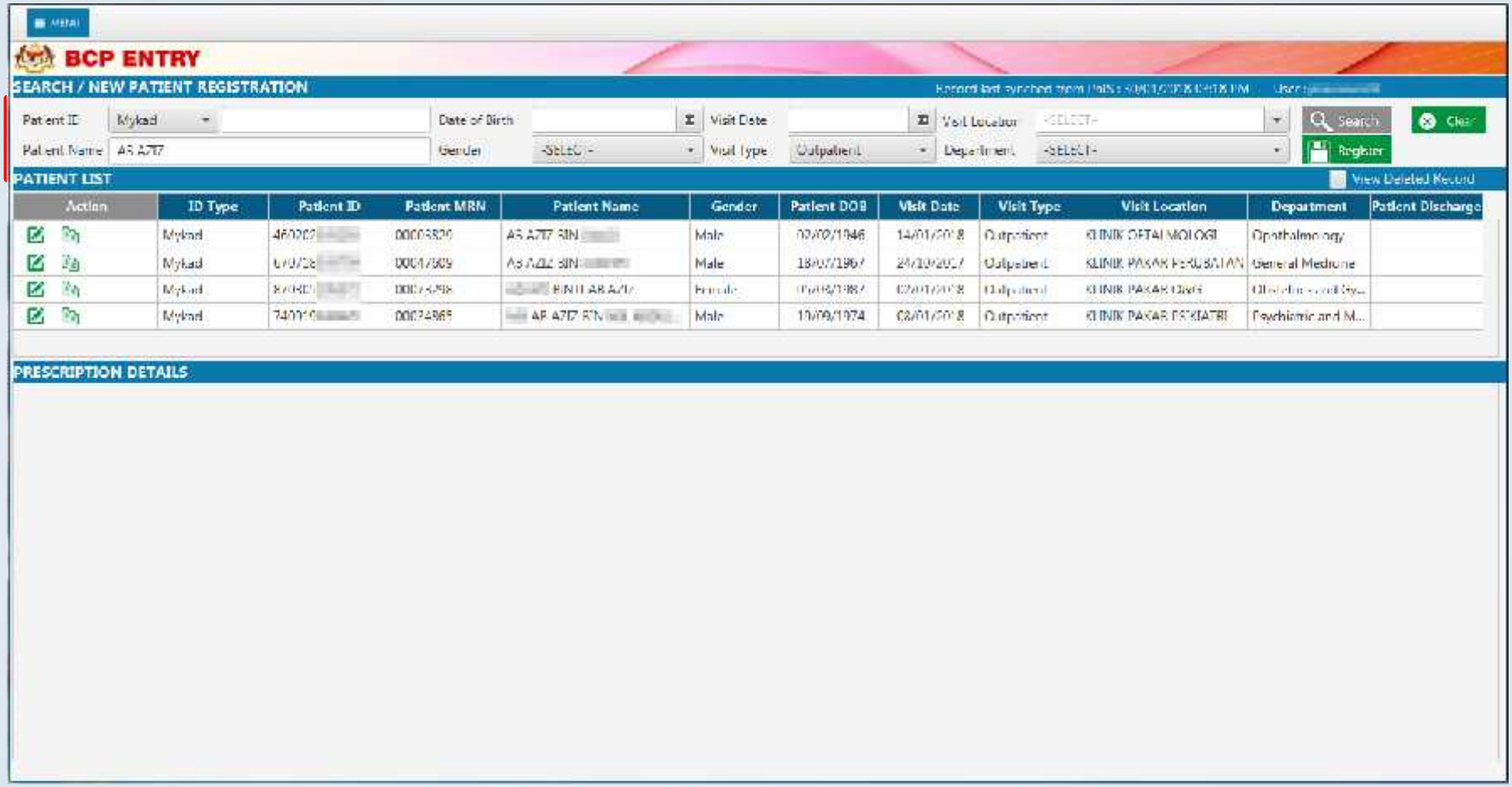
BCP Entry Review

BCP Entry – Login Page

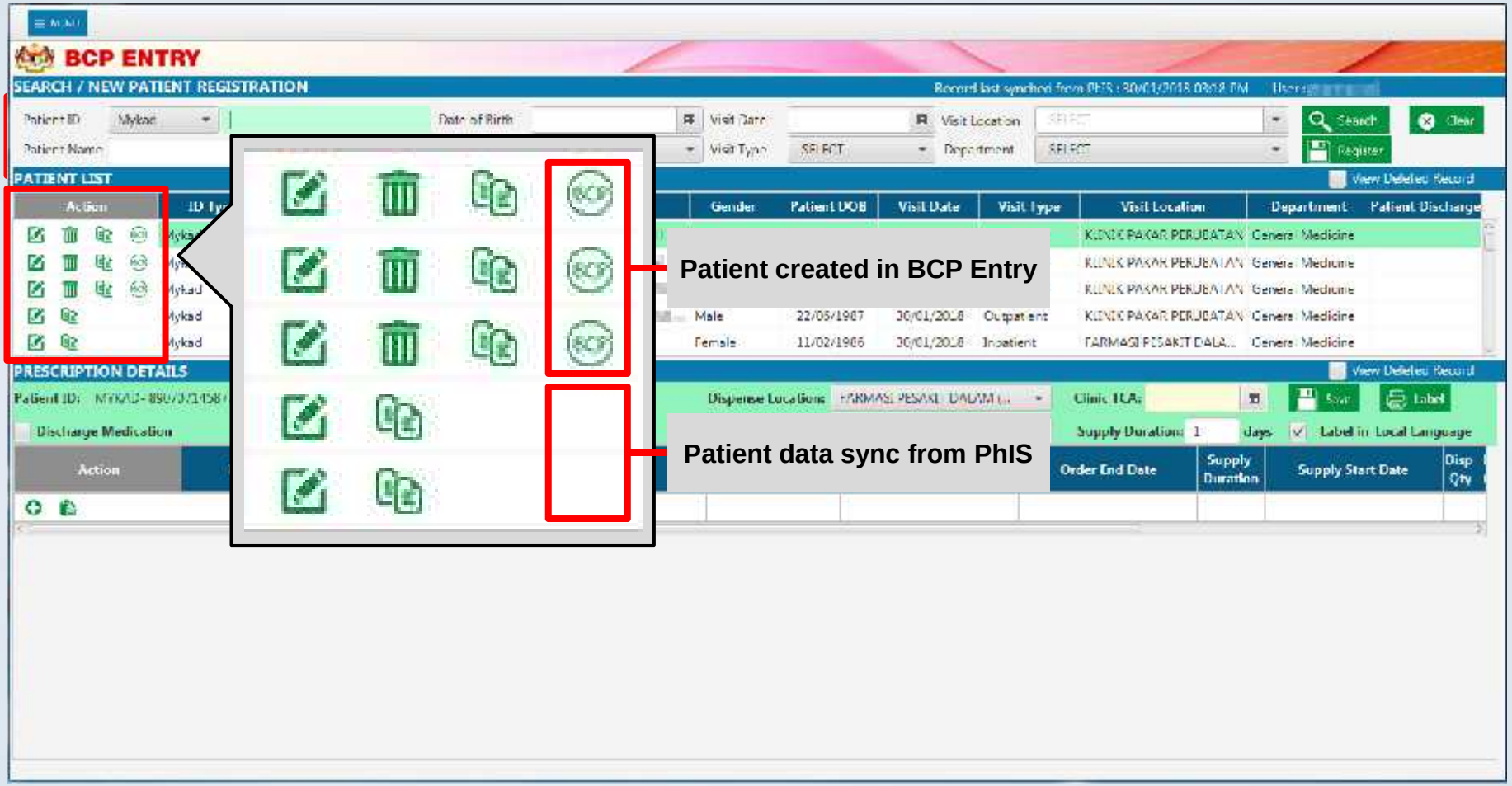
Location display Based on user location setup at PhIS

Same username and password as in PhIS. Restricted to users with BCP role only

BCP Entry – Search Patient (sync from PhIS)



BCP Entry – Add New Patient



BCP Entry – View/Edit Prescription (sync from PhIS)

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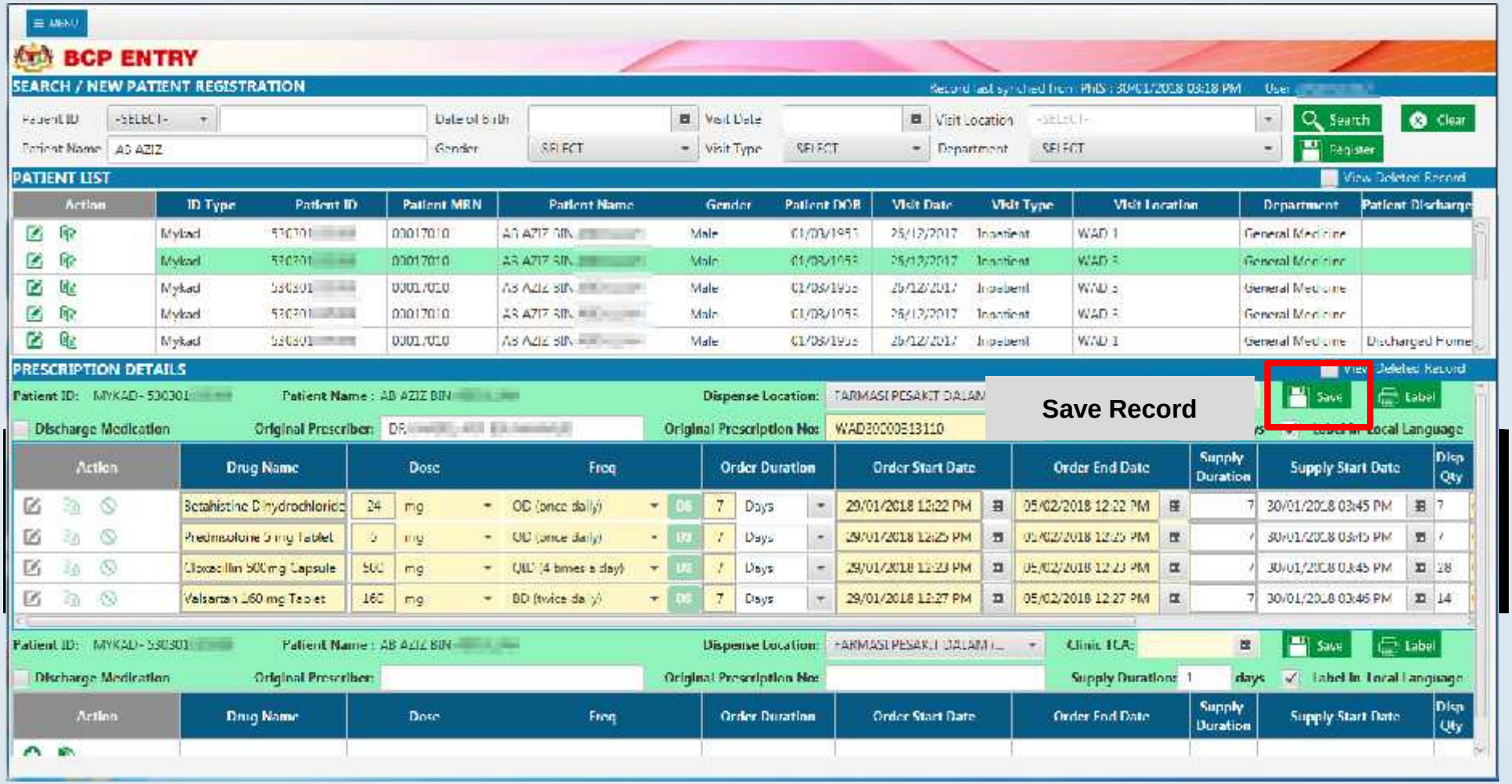
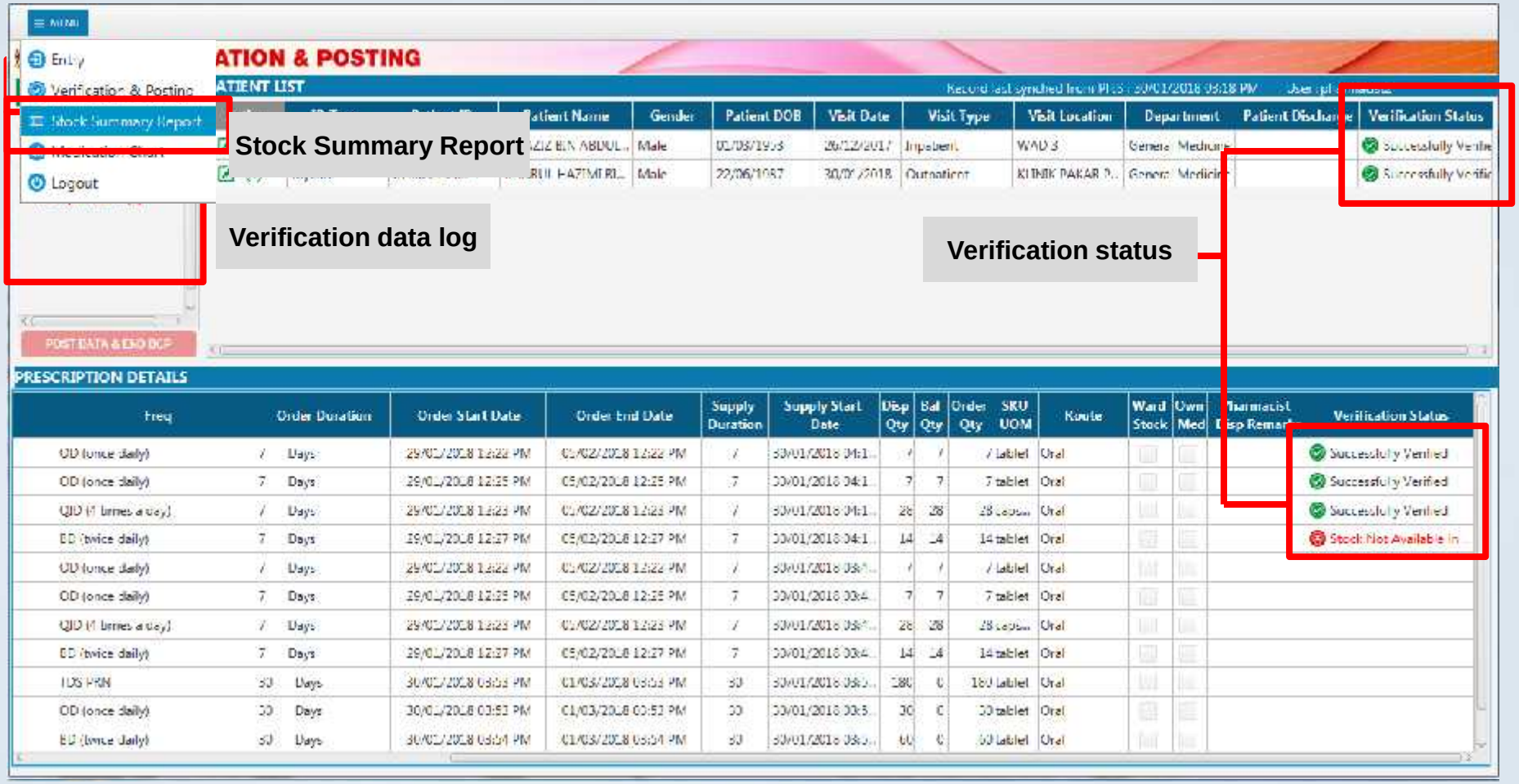
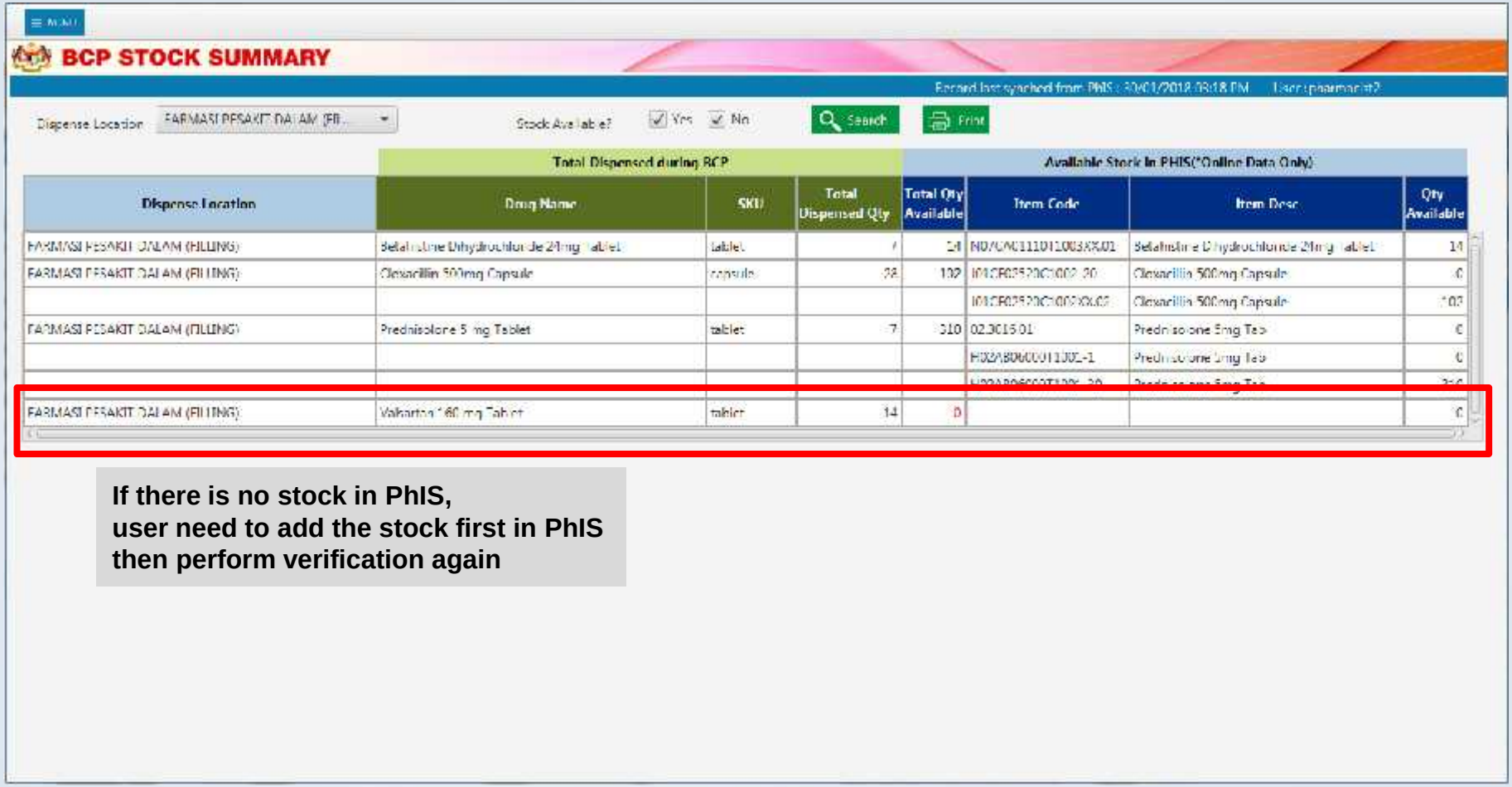


BCP Entry – Record Prescription (new patient)

BCP Entry – Verification & Posting



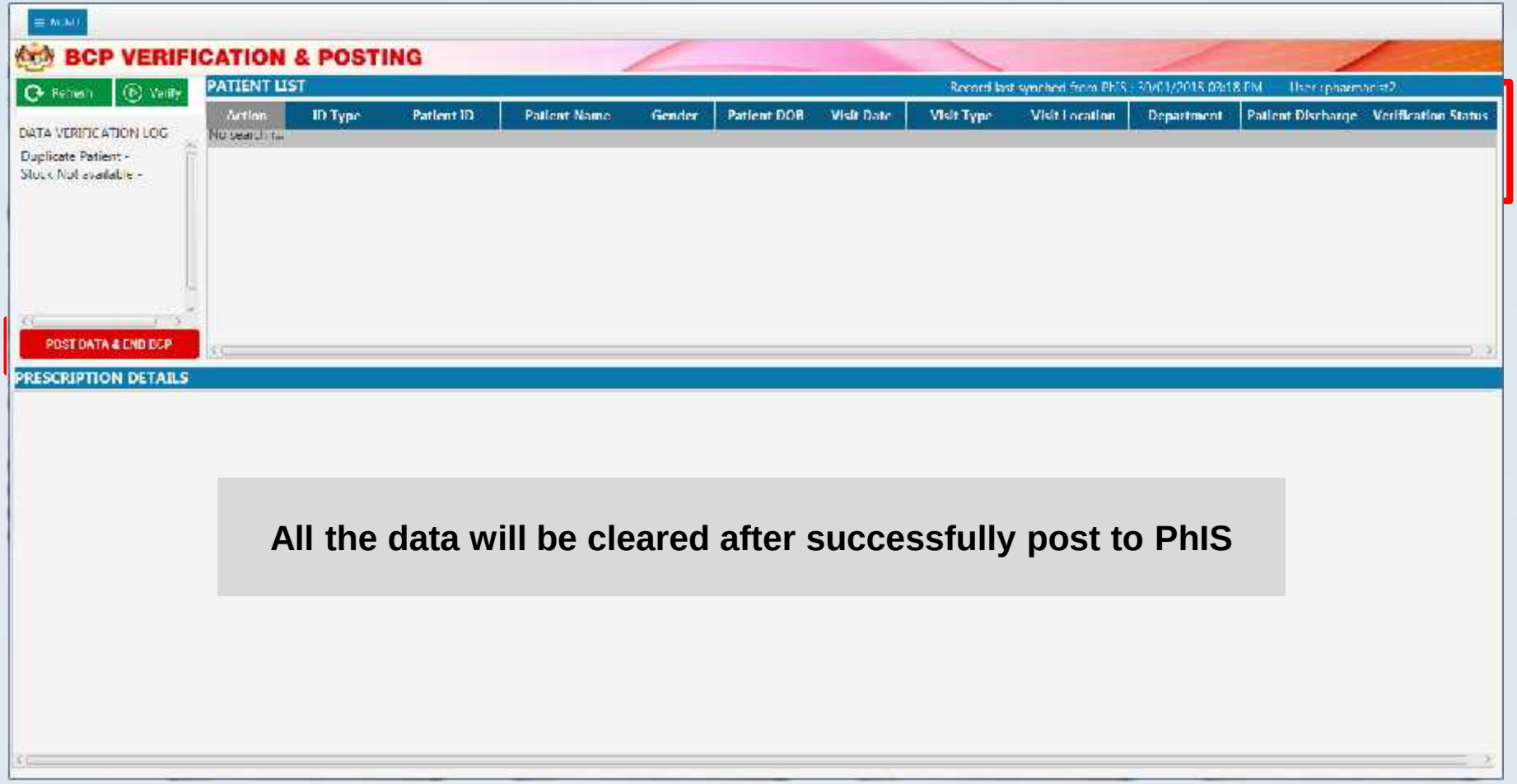
BCP Entry – Stock Summary Report



If there is no stock in PhIS,
user need to add the stock first in PhIS
then perform verification again

Able to view total stock required accumulated for each drug

BCP Entry – Verification & Posting



All the data will be cleared after successfully post to PhIS

Thank You