



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

Pharmacy Based

User Manual Manufacturing- Galenical (Work Order)

Version	: 1.5
Document ID	: PB_U. MANUAL_GALENICAL_WORK_ORDER



PhIS & CPS Project
User Manual – Manufacturing – Galenical
(Work Order)



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Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
Muazzam Bin Zulzalalin	Team Leader	Pharmaniaga Logistic Sdn. Bhd.	

Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	

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1.2	Juridah bt Ayob (QA)	Change screen v1234
1.3	Michelle Foo/Juridah Ayob (QA)	Updated screen v1.3
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1.5	Michelle Foo/Juridah Ayob (QA)	Change to latest update and screenshot version 1.5.1



PhIS & CPS Project
User Manual – Manufacturing – Galenical
(Work Order)



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PhIS & CPS Project
User Manual – Manufacturing – Galenical
(Work Order)



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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 geared towards pharmacy excellence. 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 Galenical Work Order sub-module and its key features and functionalities.

The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Patient Registration
- Visit Management
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary

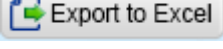
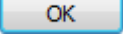
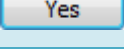
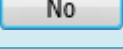
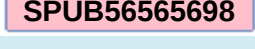
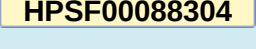
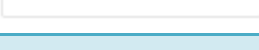
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Galenical Work Order
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon		Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Galenical Work Order Module Legend			
 Worksheet	View/print worksheet	 Label	View/print label
 Confirm	To confirm the record		Hold the Work Order
 Production Complete	Process complete	 Record Completion	Record complete
	Release the Work Order	 Release	Release Work Order from quarantine
 Reject	Edit Patient Demographic		

Note

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

3.0 Galenical Work Order

Overview

This Galenical module will be used at the Facility level for the users to manage Galenical preparation based on the Galenical Formulation setup by the “Bahagian Perkhidmatan Farmasi”.

User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward.

Functional Diagram

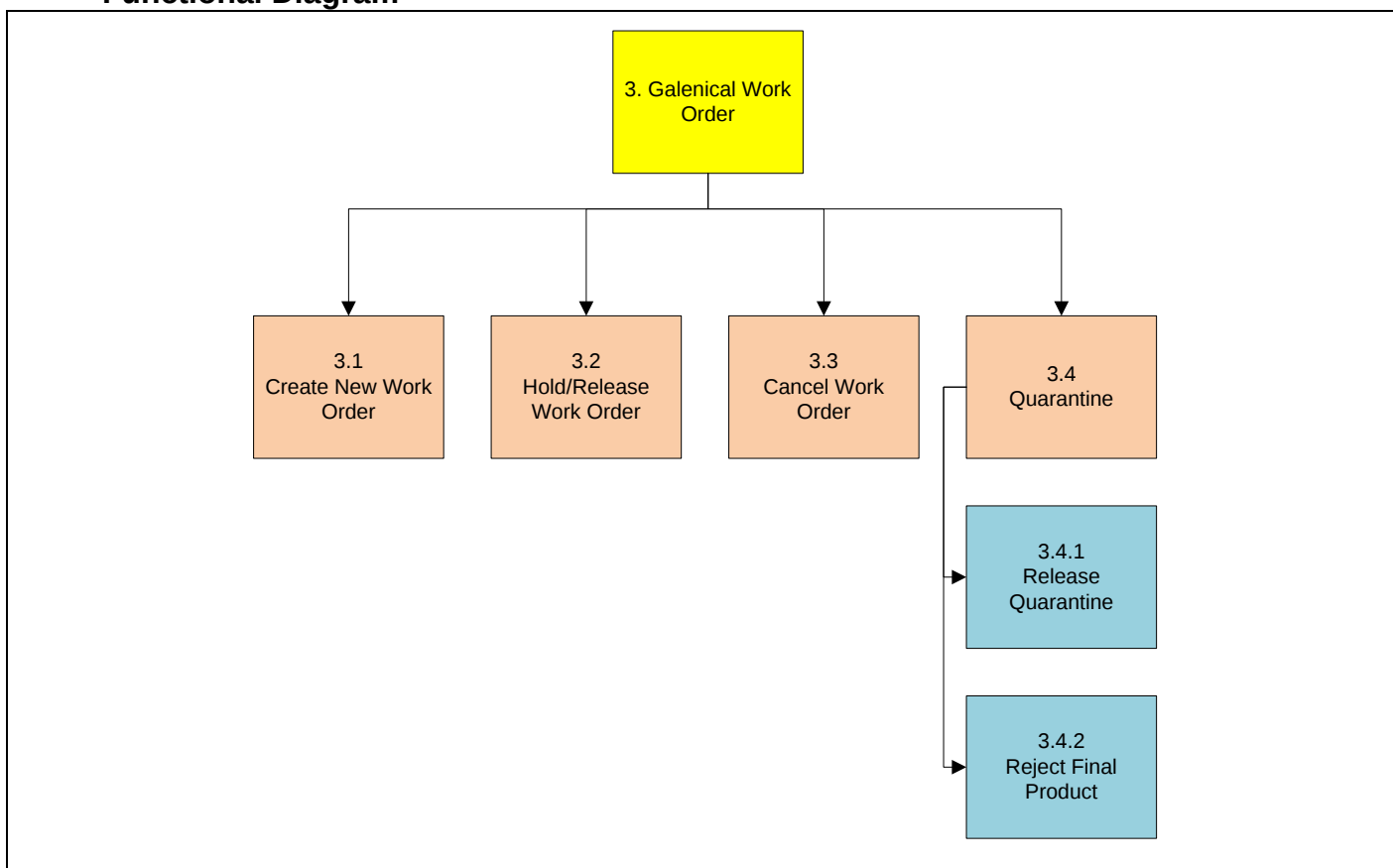


Figure 3.0-1 Functional Diagram

Functional Description

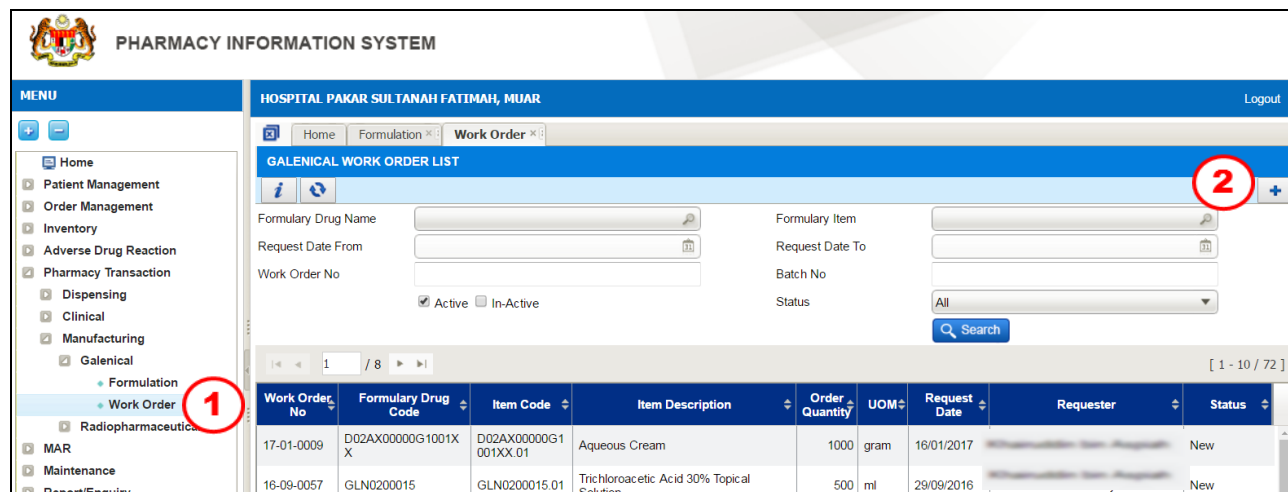
Galenical Work Order comprises of four (4) main functions:

- **Work Order**
This function allows user to view all existing record and create a new record
- **Hold/Release Work Order**
This function is used to hold or release the work order record
- **Cancel Work Order**
This function allows user to cancel any active product
- **Quarantine**
This function is used to quarantine any product which is still in progress

3.1 Create New Galenical Work Order

The galenical work order is referring to the preparations mentions in the process are pharmaceutical products (sterile and non- sterile) that are prepared by pharmacy department in batches (bulk). This function is used to create new work order record. The preparation includes:

- Intravenous preparations
- Standard Parenteral Nutrition (Neonates)
- Eye/ear Drops preparations
- Internal preparations
- External preparations



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Formulation Work Order

GALENICAL WORK ORDER LIST

Formulary Drug Name: Request Date From: Work Order No: ☐ Active ☐ In-Active

Formulary Item: Request Date To: Batch No: Status: All

Search

1 / 8

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
17-01-0009	D02AX00000G1001X	D02AX00000G1001XX.01	Aqueous Cream	1000	gram	16/01/2017		New
16-09-0057	GLN0200015	GLN0200015.01	Trichloroacetic Acid 30% Topical Solution	500	ml	29/09/2016		New

[1 - 10 / 72]

Figure 3.1-1 Create New Work Order

STEP 1

Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

STEP 2

Click on the  button

Note

- Work Order screen will be displayed as shown in the Figure 3.1-2.
- New created work order **Request Status** will be by default to 'New'.
- Request by** will be default to user's login ID
- Request Date** will be default to system date/time.

WORK ORDER

UnitCode

MANF

Type

Manufacturing

Formulary Drug Name

Folic Acid 5mg/5ml Syrup

Item Description

Folic Acid 5mg/5ml Syrup

Preparation Type

Non Sterile Internal

Shelf Life

90 Days

Storage Condition

Request Reference

Request Date

16/01/2017

Request Status

New

Work Order No

Formulation Version

1

Request Quantity

120 ml

Pack Size

1 bottle

Worksheet Prepared By

M

Remarks

Material

Procedure

Sequence No	Item Code	Description	Quantity
1	42.1004.02	Folic Acid 5mg Tab	20 tablet
2	RAW00073.01	X-Temp	100 ml

Figure 3.1-2 New Work Order screen

STEP 3

Click on the  button to search for the Formulary Item

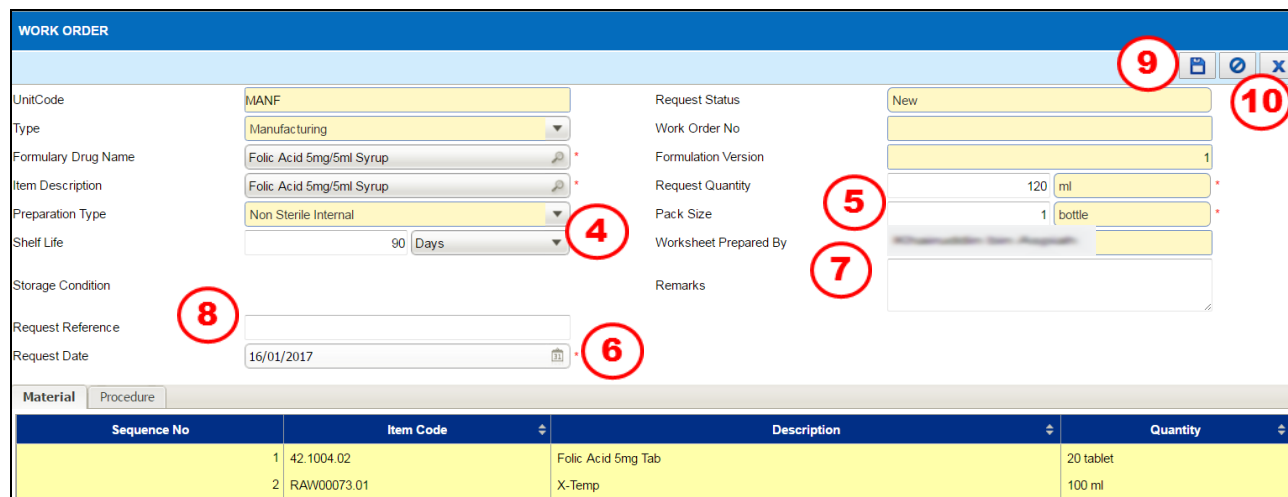
Note

- List of **Formulary Item** will be displayed as shown in Figure 3.1-3.

Search Manufacturing Drug			
Drug Code		Drug Name	
Search			
1 / 1 [1 - 4 / 4]			
Drug Code	Drug Name	Version	Remarks
S01AX00000D2001	Mitomycin 0.02% Eye Drops	1.00	Special precautions for the handling of cytotoxics must be observed at all stages of preparation
S01AX00000D2002	Mitomycin 0.04% Eye Drops	1.00	Special precautions for the handling of cytotoxics must be observed at all stages of preparation
EYE00016	Ciclosporin A 0.05% Eye Drops	1.00	
EYE00017	Ciclosporin A 0.5 % Eye Drops	1.00	

Figure 3.1-3 List of Formulary Item

- Formulary Drug Name, Preparation Type, Shelf Life, Formulation Version, UOM, Pack Size and Storage Condition** will be auto displayed based on the **Formulary Item** selected.



WORK ORDER

UnitCode: MANF Request Status: New

Type: Manufacturing Work Order No:

Formulary Drug Name: Folic Acid 5mg/5ml Syrup Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup Request Quantity: 120 ml

Preparation Type: Non Sterile Internal Pack Size: 1 bottle

Shelf Life: 90 Days Worksheet Prepared By:

Storage Condition:

Request Reference:

Request Date: 16/01/2017

Remarks:

Sequence No	Item Code	Description	Quantity
1	42.1004.02	Folic Acid 5mg Tab	20 tablet
2	RAW00073.01	X-Temp	100 ml

Figure 3.1-4 New Work Order screen

STEP 4

Change the **Shelf Life** if required

STEP 5

Change the **Quantity/UOM** and **Pack Size** if required

Note

The **Quantity/UOM** and **Pack Size** are defaulted to the value set by HQ.

STEP 6

Click on the  to change the **Requested Date**

Note

The **Requested Date** is defaulted to current system's date.

STEP 7

Change the **Remarks** if applicable

STEP 8

Enter **Request Reference** if applicable

Note

Click on the 'Procedure' tab to see the process instruction (if any).

STEP 9

Click on the  button to save the record

Note

- Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on  button

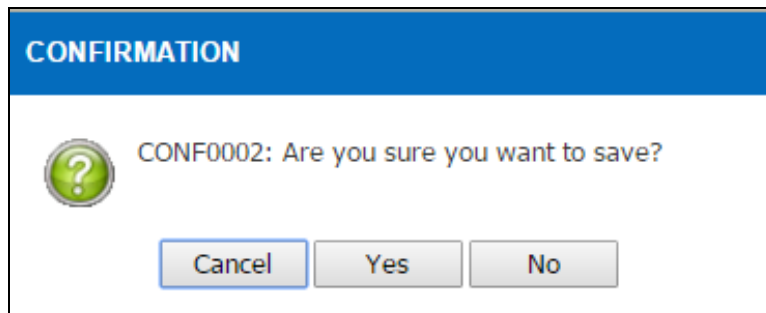
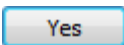


Figure 3.1-5 Save Record Alert Message

- Click on the  button.

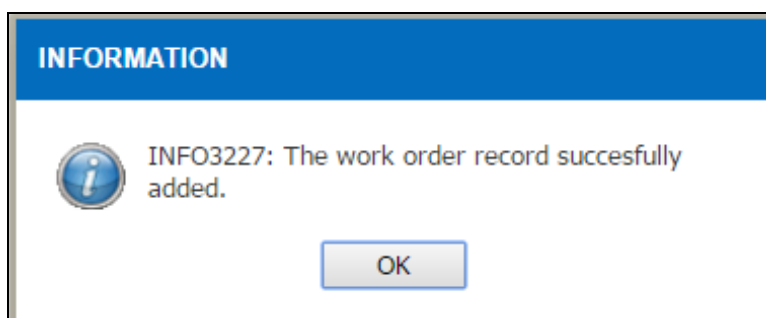
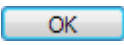


Figure 3.1-6 Save Record Alert Message

- Click on the  button.
- Work Order No.** will be automatically generated for further reference and these button will be enabled:

- 
- 
- 
- 

Character	Description	Value
1-2	Current year in 'YY' format	14
3-4	Current month in 'MM' format	05
5-10	Running number	Starting from 000001. This running number will be restarted to 000001 of every month.

Table 3.1-1

STEP 10

Click on the  button to exit

WORK ORDER

Hold

Confirm

Label

Worksheet

UnitCode

MANF

Request Status

New

Type

Manufacturing

Work Order No

17-01-0010

Formulary Drug Name

Folic Acid 5mg/5ml Syrup

Formulation Version

1

Item Description

Folic Acid 5mg/5ml Syrup

Request Quantity

120 ml

Preparation Type

Non Sterile Internal

Pack Size

1 bottle

Shelf Life

90 Days

Worksheet Prepared By

Storage Condition

Remarks

Request Reference

Request Date

16/01/2017

Material

Procedure

	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
	2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-7 Work Order

ITEM BATCH DETAILS

Material Code

B05XA03100P6002a

SKU

bott

Description

Sodium Chloride 0.9% 500mL IV soln

BATCH DETAIL

1 / 1

Item Code	Batch No.	Expiry Date	Available Quantity	Allocate Quantity
No Records Found!				

Total Location Quantity

0

Total Allocated Quantity

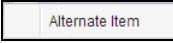
0

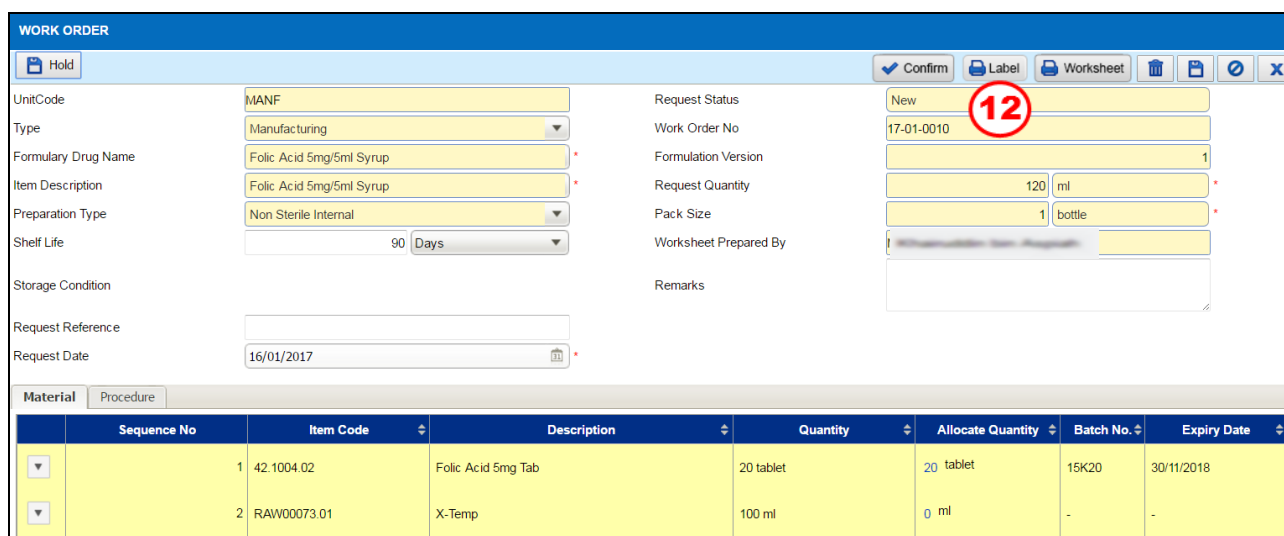
Figure 3.1-8 Item Batch Details

STEP 11

Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

Note

- Work Order screen will be displayed as shown in the Figure 3.1-7.
- Initial **Allocate Quantity** is automatically generated by the system based on the 'First Expiry First Out' feature.
- **Total Allocation Quantity** is the quantity available of the item in stock.
- **Total Allocated Quantity** displays the material quantity which will be used for the work order.
- In any case which the item is not available, click on the  and select the  option to alternate to another material.
- Item(s) allowed to be alternated
 - Material Item has Strength and Strength UOM value in Drug Master; List will display Item where in Drug Master,
 - Same Active Ingredient
 - Same strength and strength UOM
 - Material Item Strength value is 0; List will display Item where in Drug Master,
 - Same Active ingredient
 - Same Quantity UOM (Not necessarily same Quantity value)



WORK ORDER

Hold       

UnitCode: MANF Request Status: New **12**

Type: Manufacturing Work Order No: 17-01-0010

Formulary Drug Name: Folic Acid 5mg/5ml Syrup Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup Request Quantity: 120 ml

Preparation Type: Non Sterile Internal Pack Size: 1 bottle

Shelf Life: 90 Days Worksheet Prepared By: 

Storage Condition: Remarks:

Request Reference:

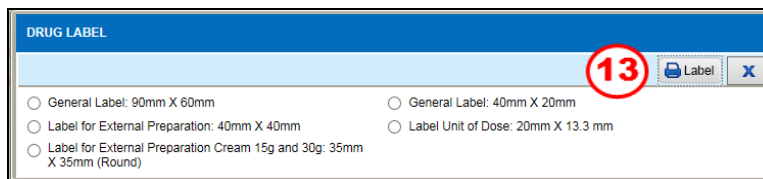
Request Date: 16/01/2017

Material	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
	2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-8 View/Print Label

STEP 12

Click on the  button and 'Print Label' window will be displayed as shown in the Figure 3.1-9



DRUG LABEL

☐ General Label: 90mm X 60mm
 ☐ General Label: 40mm X 20mm

☐ Label for External Preparation: 40mm X 40mm
 ☐ Label Unit of Dose: 20mm X 13.3 mm

☐ Label for External Preparation Cream 15g and 30g: 35mm X 35mm (Round)

13

Figure 3.1-9 Non PN Drug Print Label

STEP 13

Choose the size by selecting the radio button and click on the  button

Note

- Printed Labels in PDF format is as shown in Figure 3.1-10 to Figure 3.1-14.

Hospital Miri	
Sodium Chloride 0.9% Eye Drops	
Qty:	5 ml
Batch No:	PHAR-170314-6
Worksheet ID:	17-03-0001
Date Prepared:	14/03/2017
Date Exp:	28/03/2017
Storage :	Refrigerate (2 - 8 °C), Protect from Light

Figure 3.1-10 Non PN Drug Label '90mm x 60mm'

Sodium Chloride 0.9% Eye Drops Qty : 5 ml Batch No: PHAR-170314-6 Prep 14/03/2017 Exp 28/03/2017 Date : Date : Hospital Miri	Sodium Chloride 0.9% Eye Drops Qty : 5 ml Batch No: PHAR-170314-6 Prep 14/03/2017 Exp 28/03/2017 Date : Date : Hospital Miri
Sodium Chloride 0.9% Eye Drops Qty : 5 ml Batch No: PHAR-170314-6 Prep 14/03/2017 Exp 28/03/2017 Date : Date : Hospital Miri	Sodium Chloride 0.9% Eye Drops Qty : 5 ml Batch No: PHAR-170314-6 Prep 14/03/2017 Exp 28/03/2017 Date : Date : Hospital Miri

Figure 3.1-11 Non PN Drug Label '40mm x 20mm'

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak		TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak	
Sodium Chloride 0.9% Eye Drops		Sodium Chloride 0.9% Eye Drops	
Qty : 5 ml		Qty : 5 ml	
Batch No: PHAR-170314-6		Batch No : PHAR-170314-6	
Prep Date: 14/03/2017	Exp Date: 28/03/2017	Prep Date: 14/03/2017	Exp Date: 28/03/2017
Hospital Miri		Hospital Miri	

Figure 3.1-12 Non PN Drug Label '40mm x 40mm'

Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017
Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017
Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017	Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017

Figure 3.1-13 Non PN Drug Label '20mm x 13.3mm'

Sodium Chloride 0.9% Eye Drops		Sodium Chloride 0.9% Eye Drops	
Qty : 5 ml	Exp: 28/03/2017	Qty : 5 ml	Exp: 28/03/2017
B.No: PHAR-170314-6 HMIRI		B.No: PHAR-170314-6 HMIRI	

Figure 3.1-14 Non PN Drug Label '35mm x 35mm'

- If a Formulary is set up as Drug Type = PN in Drug Master, different types of Labels can be printed out as shown in Figure 3.1-15.

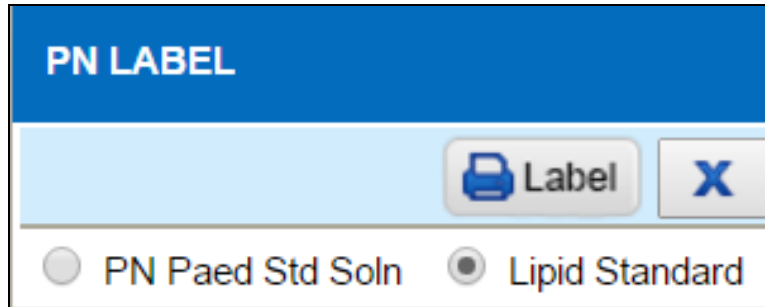


Figure 3.1-15 PN Drug Print Label

- Printed Labels in PDF format is as shown in Figure 3.1-16

Hospital Pakar Sultanah Fatimah, Muar		
PARENTERAL NUTRITION (PAEDIATRIC)		
PN Soln 10, Starter without K+, 48.3kcal		
NAME :	AGE :	
MRN :	WARD :	
Total Volume : 100 ml/bag		
Content per bag		
Protein	2.8 g	
Dextrose	10 g	
Sodium	2 mmol	
Potassium	0 mmol	
Calcium	1.2 mmol	
Magnesium	0.14 mmol	
Phosphate	1 mmol	
Chloride	0.02 mmol	
Acetate	0 mmol	
Trace Element	0 mL	
Calories	48.29 kcal	
Osmolarity	789.63 mosm/L	
Date and Time of Administration :		
Infusion	mL/Hrs	
Batch No TPN-170116-4	Expiry 23/01/2017	Price : RM
Do not use if any visible solid particles, growth precipitation appears		
Store in refrigerator (2-8 °C). Protect from light (Once open use within 48 hours) Ensure PN Solution is at room temperature before infusion		
.....		
Name :		
MRN :	Ward :	
Age :	Gender:	
Birth/Current Body Weight:		
Date Administer :		
Batch No :		
Expiry Date :		
Please fill up and send back this portion to PN		

Figure 3.1-16(A) Label: PN Paed Soln Std.

Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
LIPID : 0 mL	Batch TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	

Figure 3.1-16 (B) Label: PN Lipid Soln Std

- Label will be printed out after selection is confirmed and  button is clicked.

WORK ORDER

Hold

Confirm

Label

Worksheet

UnitCode

MANF

Request Status

New

Type

Manufacturing

Work Order No

17-01-0010

Formulary Drug Name

Folic Acid 5mg/5ml Syrup

Formulation Version

1

Item Description

Folic Acid 5mg/5ml Syrup

Request Quantity

120 ml

Preparation Type

Non Sterile Internal

Pack Size

1 bottle

Shelf Life

90 Days

Worksheet Prepared By

Storage Condition

Remarks

Request Reference

Request Date

16/01/2017

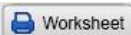
Material

Procedure

	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
	2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-17 View/Print Worksheet

STEP 14

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-17

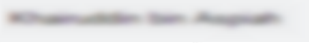
GALENICAL WORKSHEET (DRAFT)					
MINISTRY OF HEALTH Hospital Pakar Sultanah Fatimah, Muar					
Request Date : 16/01/2017 Shelf Life : 90 Days Preparation Type : Non Sterile Internal Item Description : Folic Acid 5mg/5ml Syrup		Worksheet ID : 17-01-0010 Pack Size : 1 bott		Request Qty : 120 ml Qty Prepared : 0 ml Batch No : MANF-170116-3 Expiry Date : 16/04/2017	
Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Folic Acid 5mg Tab	0.17 tablet	20 tablet	30/11/2018	15K20	20 tablet
X-Temp	0.83 ml	100 ml			ml
Consumables :					
Procedure :					
Storage :		Label :			
Remarks					
Reference:					
Worksheet Prepared By : 		Prepared by : 		Approved by : 	
Date: 16/01/2017		Date:		Date:	

Figure 3.1-18 Manufacturing Draft Work Sheet

WORK ORDER

15

UnitCode	MANF	Request Status	New
Type	Manufacturing	Work Order No	17-01-0010
Formulary Drug Name	Folic Acid 5mg/5ml Syrup *	Formulation Version	1
Item Description	Folic Acid 5mg/5ml Syrup *	Request Quantity	120 ml *
Preparation Type	Non Sterile Internal	Pack Size	1 bottle *
Shelf Life	90 Days	Worksheet Prepared By	
Storage Condition		Remarks	
Request Reference			
Request Date	16/01/2017		

Material

	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
Up	1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
Down	2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-19 Confirm Work Order

STEP 15

Click on the button to confirm the work order

Note

- Alert message will be displayed as per Figure 3.1-20, click on the button. Figure 3.1-21 will be display. Click on the button.

CONFIRMATION

 CONF0074: Are you sure you want to send this work order for Confirm?

Figure 3.1-20 Save Record Alert Message

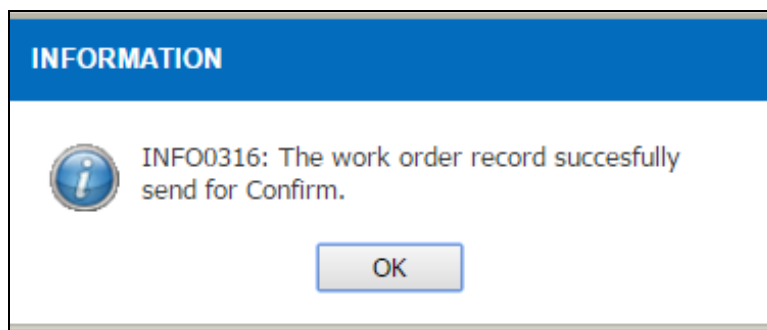
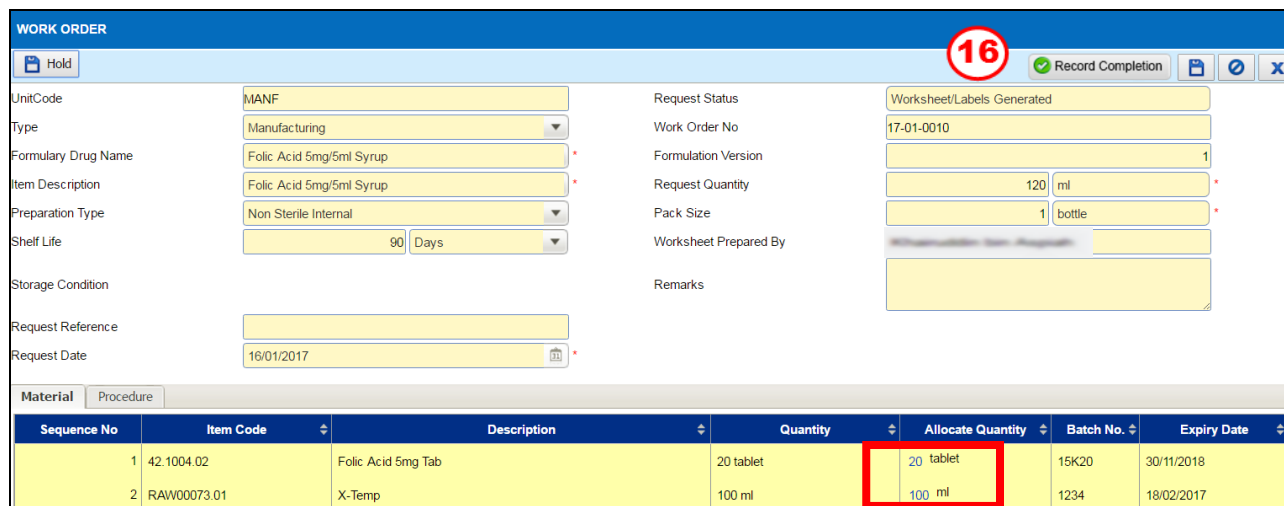


Figure 3.1-21 Save Record Alert Message

Note

The Status will change to Worksheet/Label Generated.



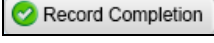
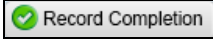
Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.1-22 Record Completion Work Order

STEP 16

Click on the  button to complete the record

Note

- Before clicking  user must allocate the quantity manually and click save.
- Proceed with the product preparation.
- Alert message will be displayed as per Figure 3.1-23 & Figure 3.1-24 after clicking on  button

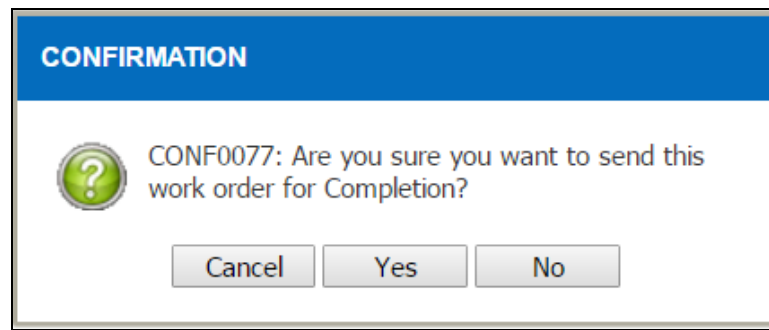
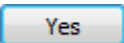


Figure 3.1-23 Save Record Alert Message

- Click on the  button.

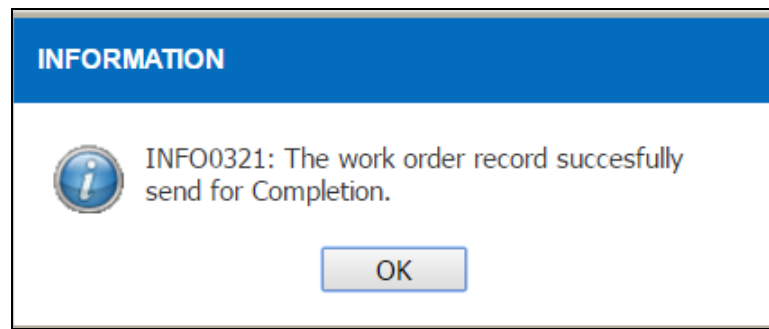
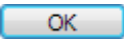
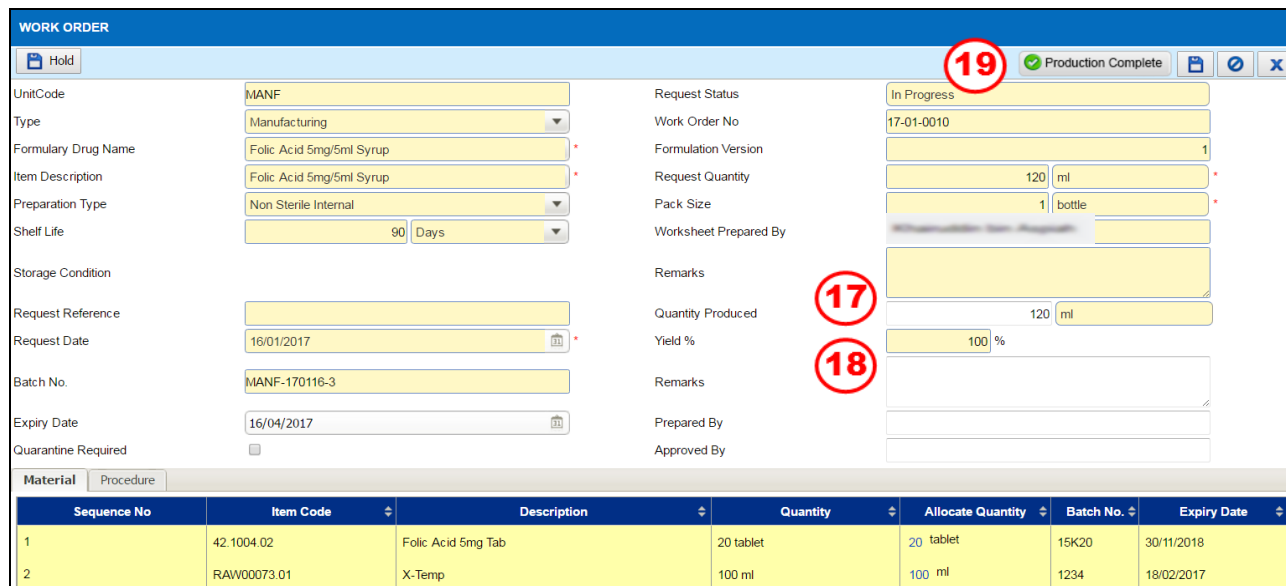


Figure 3.1-24 Record Completion

- Click on the  button.



WORK ORDER

UnitCode: MANF
Type: Manufacturing
Formulary Drug Name: Folic Acid 5mg/5ml Syrup
Item Description: Folic Acid 5mg/5ml Syrup
Preparation Type: Non Sterile Internal
Shelf Life: 90 Days
Storage Condition:
Request Reference:
Request Date: 16/01/2017
Batch No.: MANF-170116-3
Expiry Date: 16/04/2017
Quarantine Required: ☐

Request Status: In Progress
Work Order No: 17-01-0010
Formulation Version: 1
Request Quantity: 120 ml
Pack Size: 1 bottle
Worksheet Prepared By:
Remarks:
Quantity Produced: 120 ml
Yield %: 100 %
Remarks:
Prepared By:
Approved By:

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.1-25 Production Complete

STEP 17

Enter the actual **Quantity Produced**

Note

- This step is performed after the product has been made manually.
- Yield value in %, will be auto calculated by this formula:

$$[(\text{Quantity Produced} / \text{Request Quantity}) \times 100]$$

STEP 18

Enter the **Remarks if have**

STEP 19

Click on the  button

Note

- Alert message will be displayed as per Figure 3.1-26 & Figure 3.1-27 after clicking on  button.
- On click of Production Complete, stock for final product/item will be added into user's unit while stock for raw material is deducted.

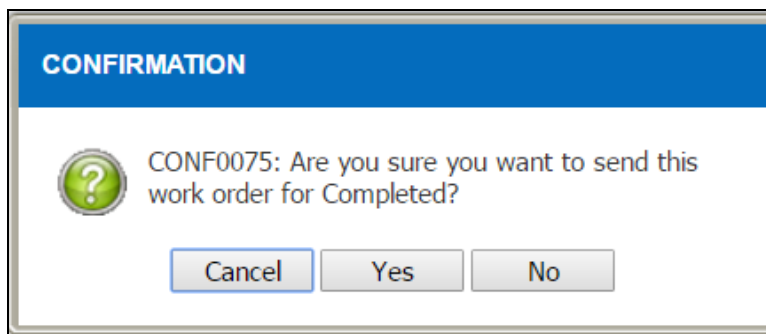
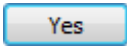


Figure 3.1-26 Save Record Alert Message

- Click on the  button.

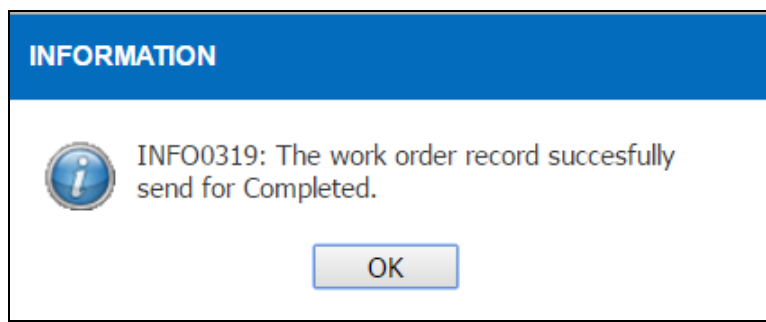
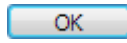


Figure 3.1-27 Save Record Alert Message

- Click on the  button.

WORK ORDER																																									
Hold Label Worksheet X																																									
UnitCode	MANF		Request Status	Completed																																					
Type	Manufacturing		Work Order No	17-01-0009																																					
Formulary Drug Name	Aqueous Cream *		Formulation Version	1																																					
Item Description	Aqueous Cream *		Request Quantity	1000	gram																																				
Preparation Type	Non Sterile External		Pack Size	500	gram	*																																			
Shelf Life	6	Months	Worksheet Prepared By																																						
Storage Condition	Room Temperature (< 25 °C) Protect from Light		Remarks																																						
Request Reference			Quantity Produced	1,000	gram																																				
Request Date	16/01/2017		Yield %	100	%																																				
Batch No.	MANF-170116-2		Remarks																																						
Expiry Date	15/07/2017		Prepared By																																						
Quarantine Required	☐		Approved By																																						
Material Procedure <table border="1"> <thead> <tr> <th>Sequence No</th> <th>Item Code</th> <th>Description</th> <th>Quantity</th> <th>Allocate Quantity</th> <th>Batch No.</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01.0802.02</td> <td>Emulsifying Wax BP</td> <td>90 g</td> <td>90 g</td> <td>EW-111298-01-01</td> <td>05/05/2017</td> </tr> <tr> <td>2</td> <td>01.3007.02</td> <td>Paraffin Mole Alba (White Soft Paraffin)</td> <td>150 g</td> <td>150 g</td> <td>EX-1331-1</td> <td>22/05/2017</td> </tr> <tr> <td>3</td> <td>01.3006.04</td> <td>Paraffin Liquid BP/Mineral Oil USP</td> <td>60 g</td> <td>60 g</td> <td>IEX-13-01262</td> <td>01/07/2017</td> </tr> <tr> <td>4</td> <td>01.0415.02</td> <td>Chlorocresol BP</td> <td>1 g</td> <td>1 g</td> <td>123456</td> <td>16/12/2017</td> </tr> </tbody> </table>							Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date	1	01.0802.02	Emulsifying Wax BP	90 g	90 g	EW-111298-01-01	05/05/2017	2	01.3007.02	Paraffin Mole Alba (White Soft Paraffin)	150 g	150 g	EX-1331-1	22/05/2017	3	01.3006.04	Paraffin Liquid BP/Mineral Oil USP	60 g	60 g	IEX-13-01262	01/07/2017	4	01.0415.02	Chlorocresol BP	1 g	1 g	123456	16/12/2017
Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date																																			
1	01.0802.02	Emulsifying Wax BP	90 g	90 g	EW-111298-01-01	05/05/2017																																			
2	01.3007.02	Paraffin Mole Alba (White Soft Paraffin)	150 g	150 g	EX-1331-1	22/05/2017																																			
3	01.3006.04	Paraffin Liquid BP/Mineral Oil USP	60 g	60 g	IEX-13-01262	01/07/2017																																			
4	01.0415.02	Chlorocresol BP	1 g	1 g	123456	16/12/2017																																			

Figure 3.1-28 Complete Work Order Galenical

3.2 Hold/Release Work Order

This function allows to hold or release any record with the **Status** as 'New', 'In Progress', 'Quarantine' and 'WorkSheet/Label'.

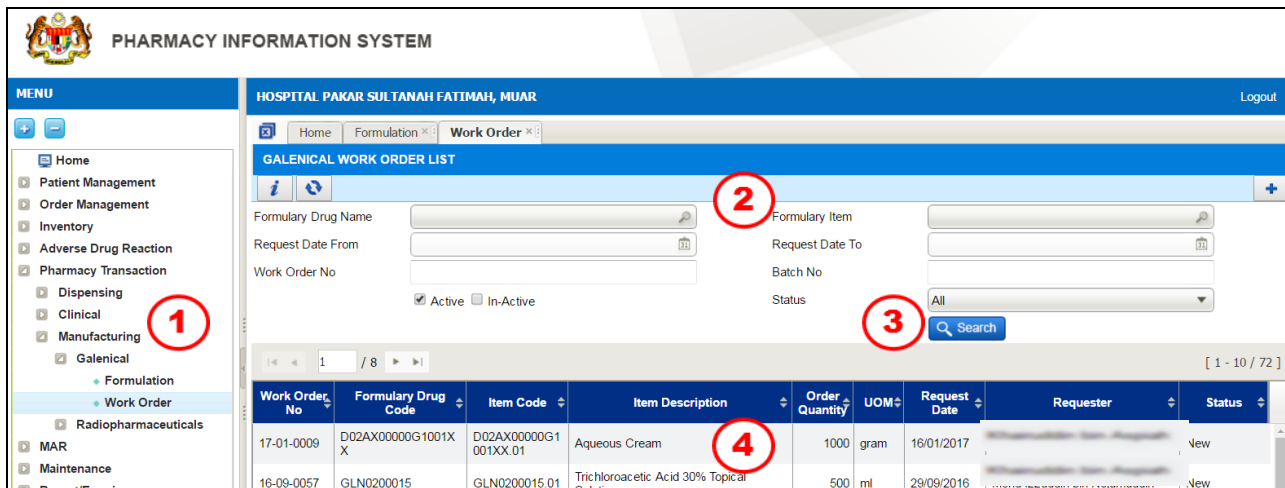


Figure 3.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), you may search by criteria as follow:

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order no
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.2-1

STEP 3

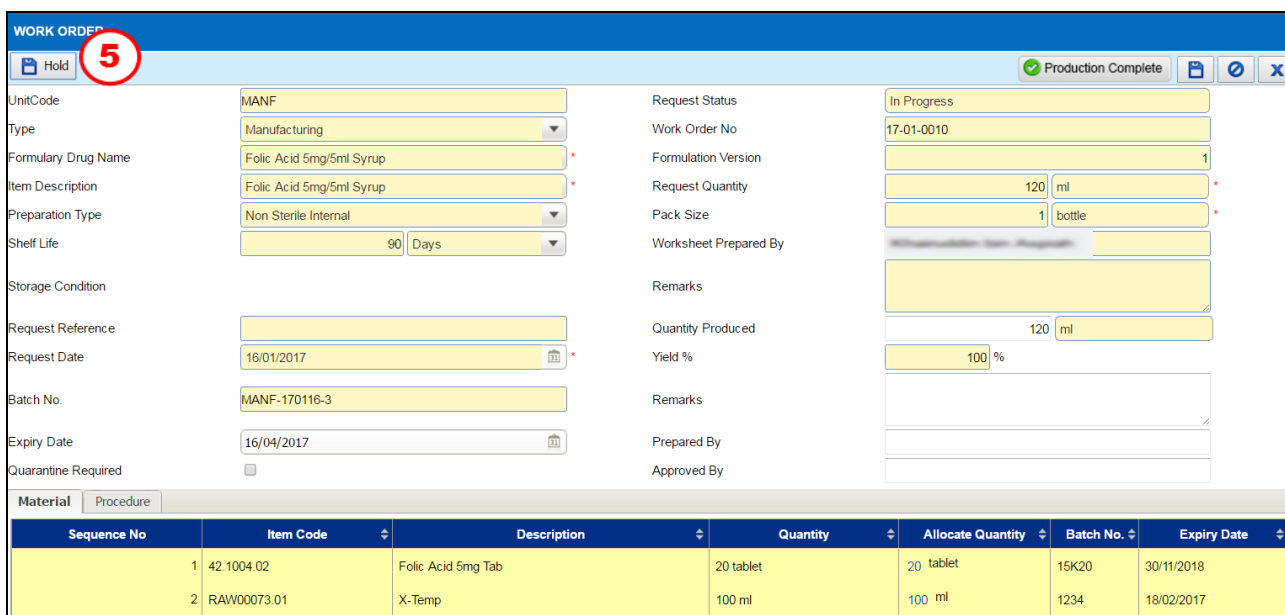
Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.2-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.2-2 Hold Work Order

STEP 5

Click on the  button to hold the work order process.

Note

- Alert message will be displayed as per Figure 3.2-3 & Figure 3.2-4.

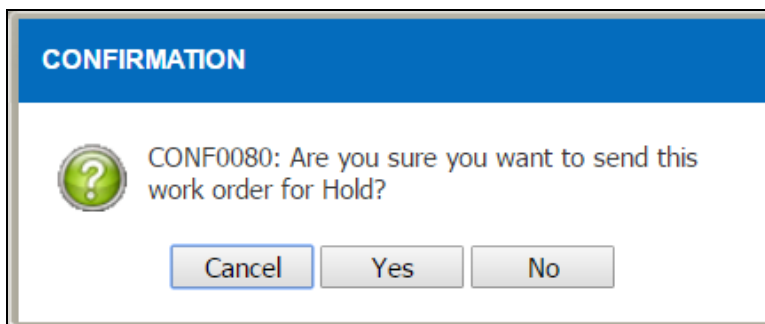
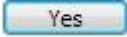


Figure 3.2-3 Alert Message Confirmation

- Click on the  button.

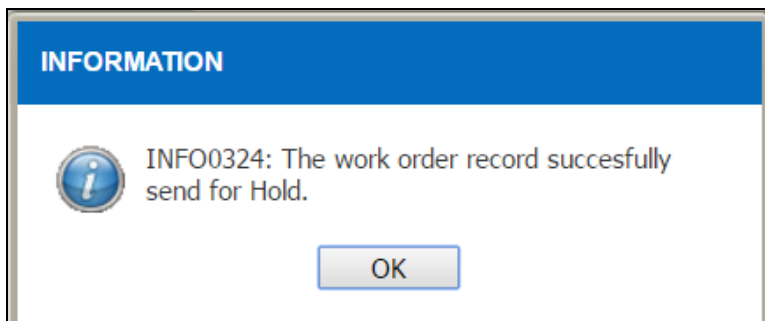
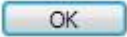


Figure 3.2-4 Alert Message Record Successfully Send for Hold

- Click on the  button.
- The **Request Status** will be changed to **On Hold**.

WORK ORDER

 **6**

UnitCode: MANF Request Status: On Hold

Type: Manufacturing Work Order No: 17-01-0010

Formulary Drug Name: Folic Acid 5mg/5ml Syrup Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup Request Quantity: 120 ml

Preparation Type: Non Sterile Internal Pack Size: 1 bottle

Shelf Life: 90 Days Worksheet Prepared By: [Name]

Storage Condition: Remarks: [Text]

Request Reference: Quantity Produced: 120 ml

Request Date: 16/01/2017 Yield %: 100 %

Batch No.: MANF-170116-3 Remarks: [Text]

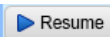
Expiry Date: 16/04/2017 Prepared By: [Name]

Quarantine Required: [] Approved By: [Name]

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.2-5 Release Work Order

STEP 6

Click on the  button to release the Work Order from hold.

Note

- Alert message will be displayed as shown in Figure 3.2-6 & Figure 3.2-7.

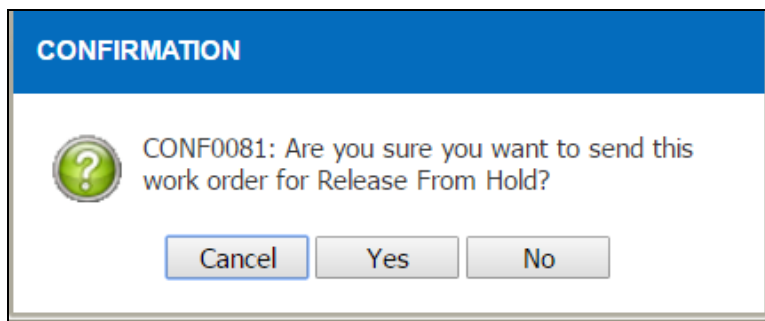
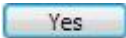


Figure 3.2-6 Alert Message Confirmation

- Click on the  button.

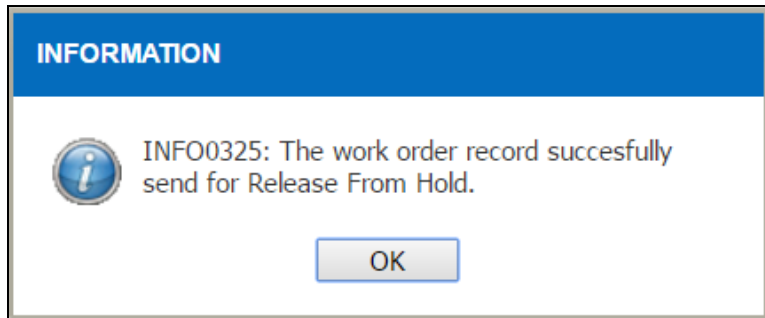
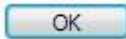


Figure 3.2-7 Alert Message Record Successfully Release from Hold

- Click on the  button.
The **Request Status** will be changed back to *In Progress*.

3.3 Cancel Work Order

This function is used to cancel work order record with 'New' status only.

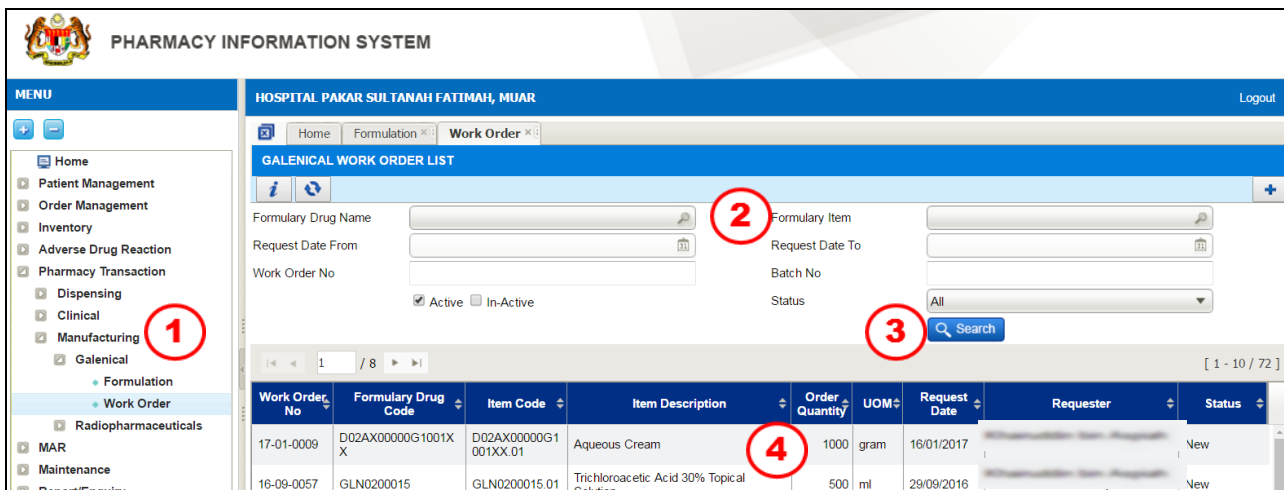


Figure 3.3-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order No.
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.3-1

STEP 3

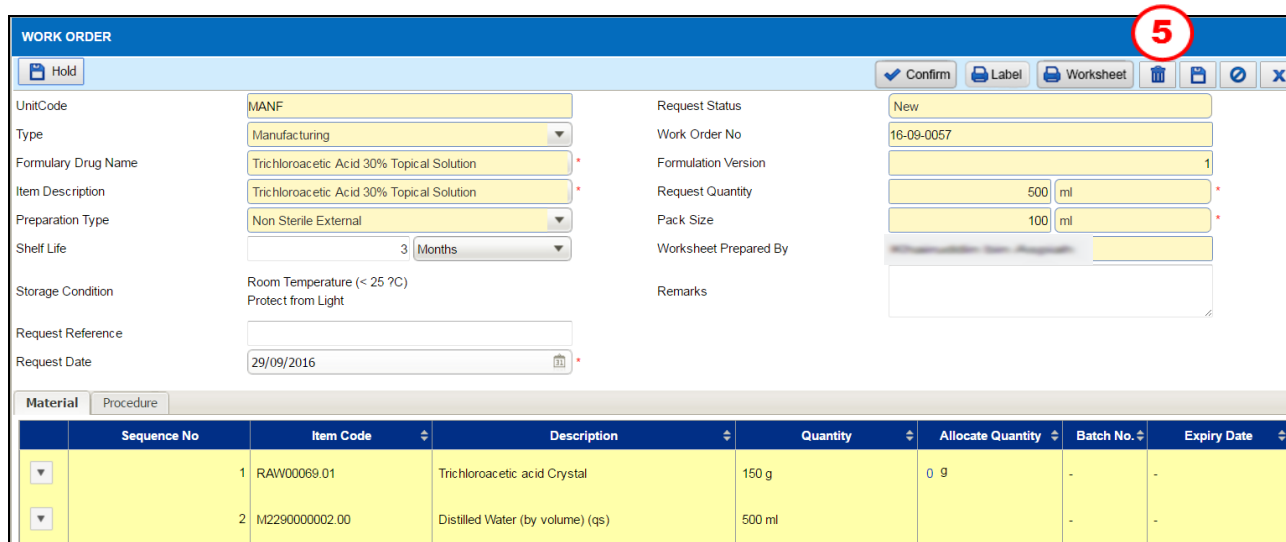
Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.3-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00069.01	Trichloroacetic acid Crystal	150 g	0 g	-	-
2	M2290000002.00	Distilled Water (by volume) (qs)	500 ml	-	-	-

Figure 3.3-2 Cancel Work Order

STEP 5

Click on the  button to 'Cancel' a Work Order

Note

- Alert message will be displayed as per Figure 3.3-3.

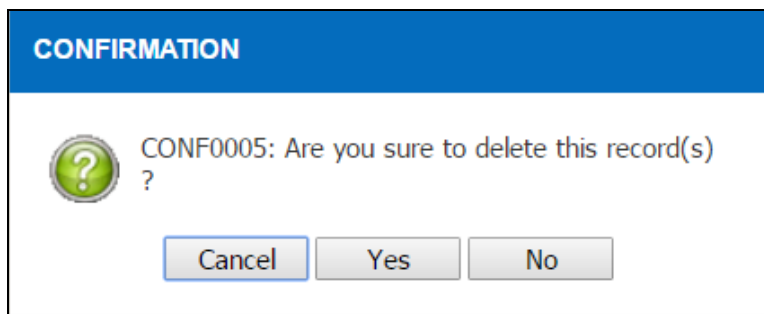
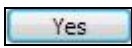


Figure 3.3-3 Alert Message to Delete Record

- Click on the  button.
- The Record will update as Inactive and will not be displayed in the work order listing.

3.4 Quarantine Work Order

In this function, users are allowed to quarantine any record with the **Status** 'In Progress'
This function is used to quarantine an existing work order record

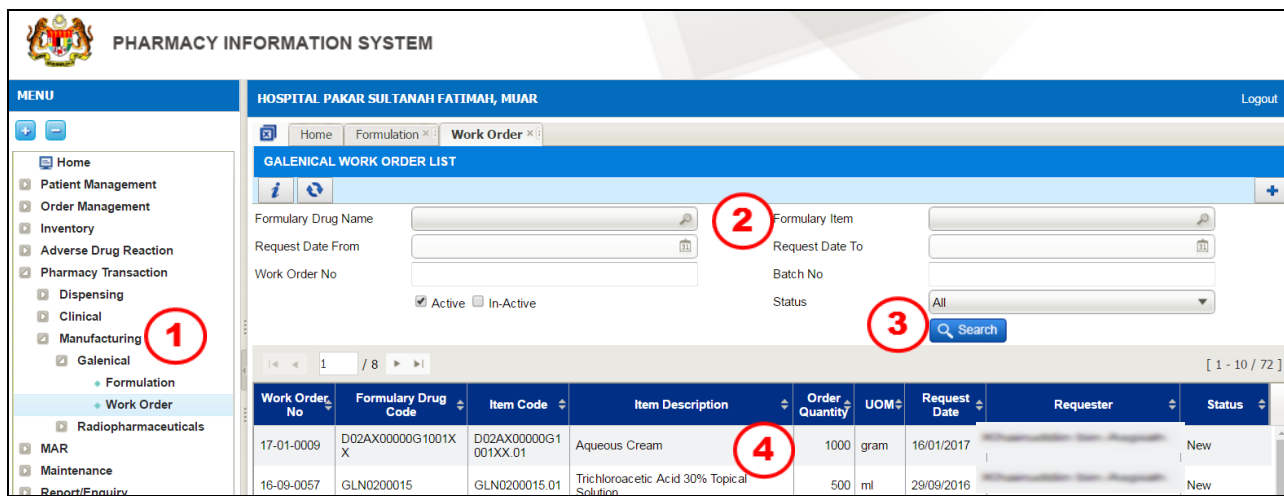


Figure 3.4-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4-1

STEP 3

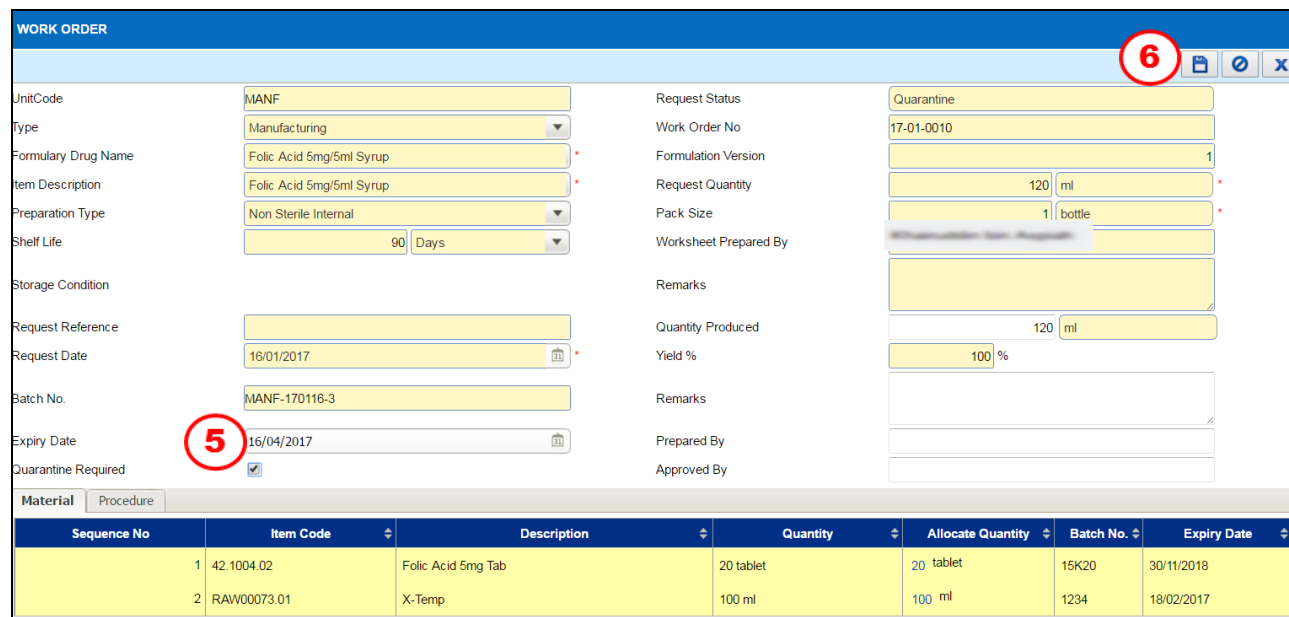
Click on the  button to search the existing record

Note

List of Record No, displayed will be based on the selected/entered criteria as shown in Figure 3.4-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.4-2 Galenical Work Order

STEP 5

Select the **Quarantine Required** ☐ checkbox to quarantine the final product

STEP 6

Click on the  button to save the record

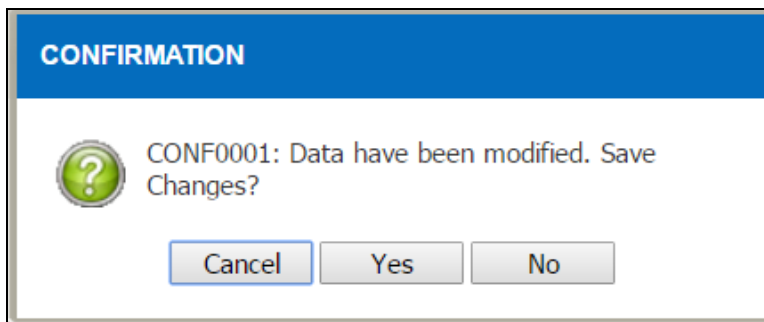


Figure 3.4-3 Alert Message Record Data Have Been Modified

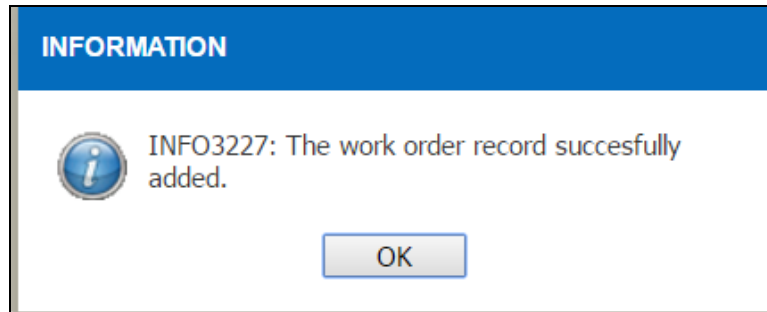


Figure 3.4-4 Alert Message Record Successfully Added

Note

The Request Status will be changed to 'Quarantine'.

3.4.1 Release Work Order from Quarantine

To release the final product from quarantine, perform the steps below

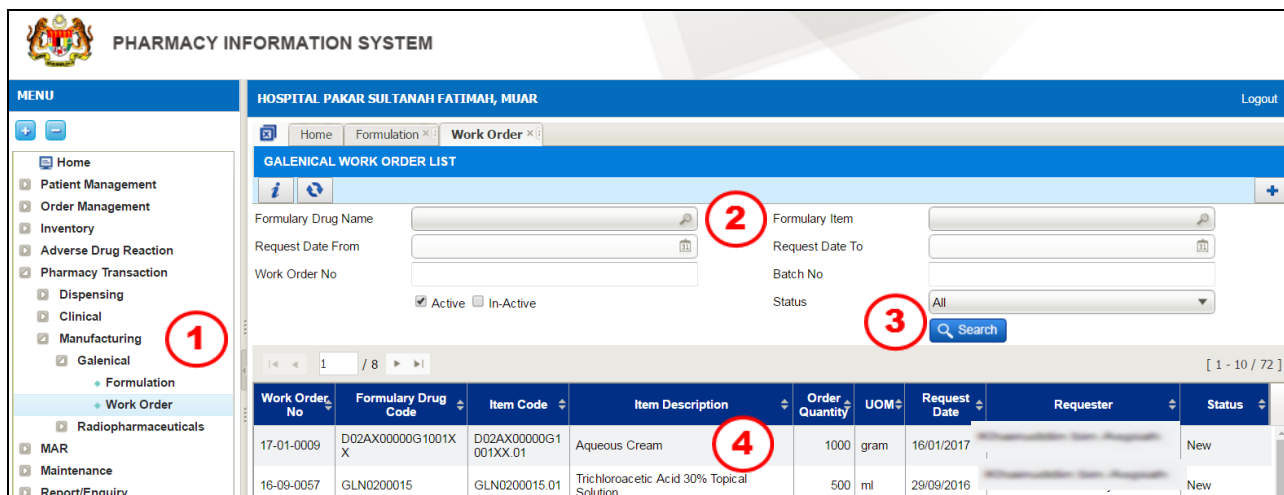


Figure 3.4.1-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.1-1

STEP 3

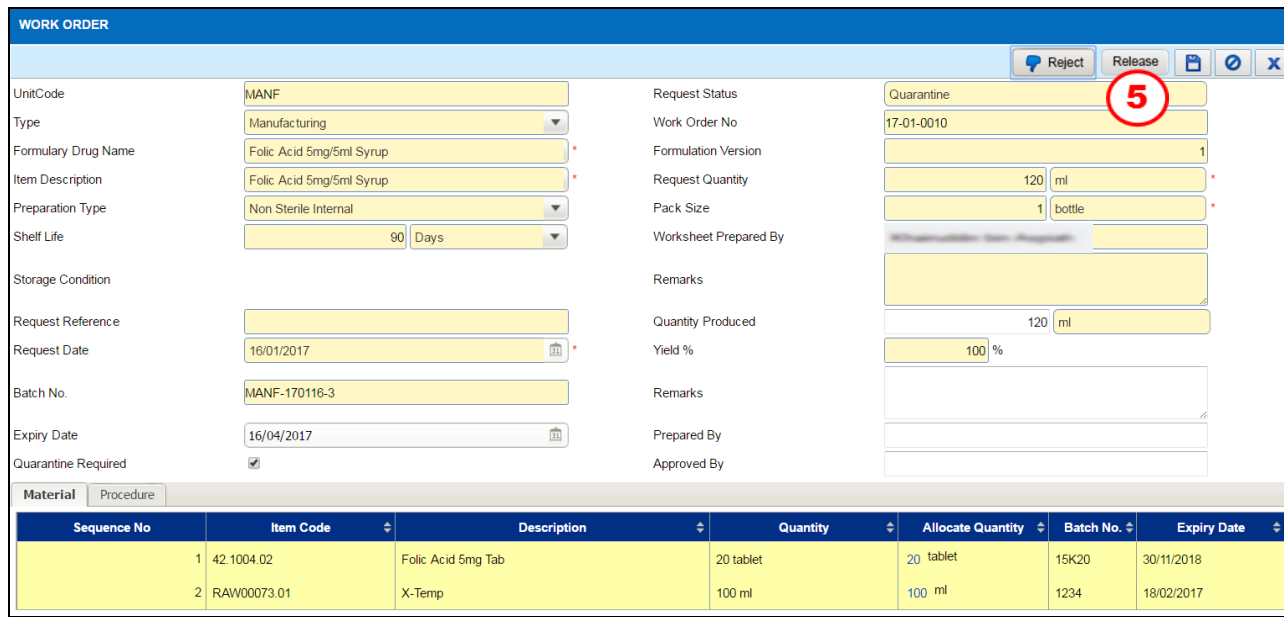
Click on the  button to search the existing record

Note

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



WORK ORDER

UnitCode: MANF Request Status: Quarantine (5)

Type: Manufacturing Work Order No: 17-01-0010

Formulary Drug Name: Folic Acid 5mg/5ml Syrup Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup Request Quantity: 120 ml

Preparation Type: Non Sterile Internal Pack Size: 1 bottle

Shelf Life: 90 Days Worksheet Prepared By: [Name]

Storage Condition: Remarks: [Text]

Request Reference: Quantity Produced: 120 ml

Request Date: 16/01/2017 Yield %: 100 %

Batch No: MANF-170116-3 Remarks: [Text]

Expiry Date: 16/04/2017 Prepared By: [Name]

Quarantine Required: ☒ Approved By: [Name]

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

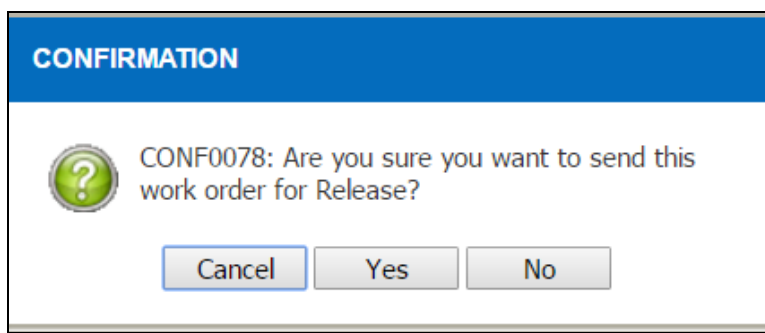
Figure 3.4.1-3 Work Order Release Quarantine

STEP 5

Click on the  button

Note

- On click of release button, stock for the product/item will be added into user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.1-4.

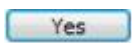


CONFIRMATION

CONF0078: Are you sure you want to send this work order for Release?

Buttons: Cancel, Yes, No

Figure 3.4.1-4 Alert Message Record for Release

- Click on the  button.

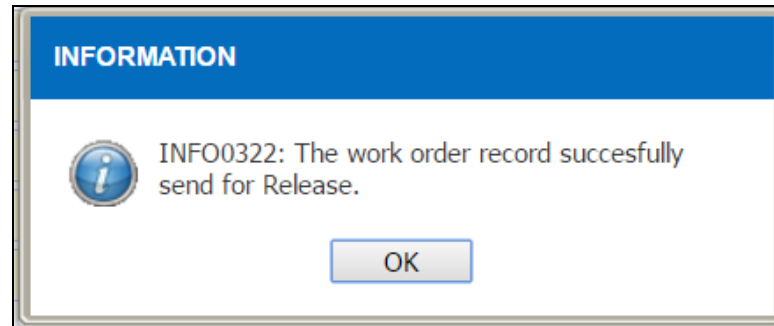


Figure 3.4.1-5 Release Record

3.4.2 Reject Final Product

Any of the product listed under the quarantine stage, can be rejected by the authorized user.
To reject the final product that is in the quarantine stage, perform the steps below

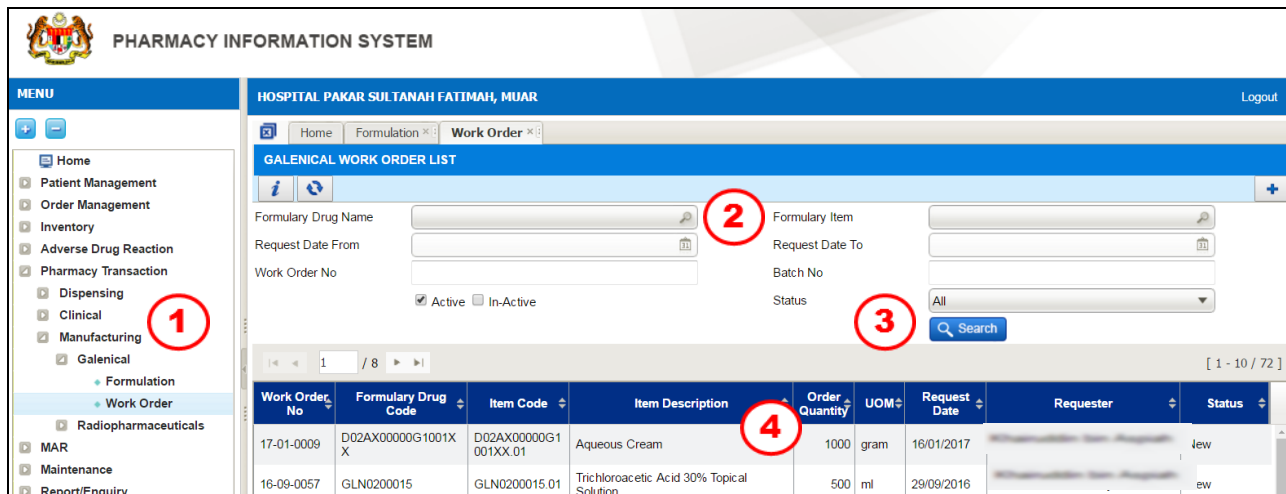


Figure 3.4.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.2-1

STEP 3

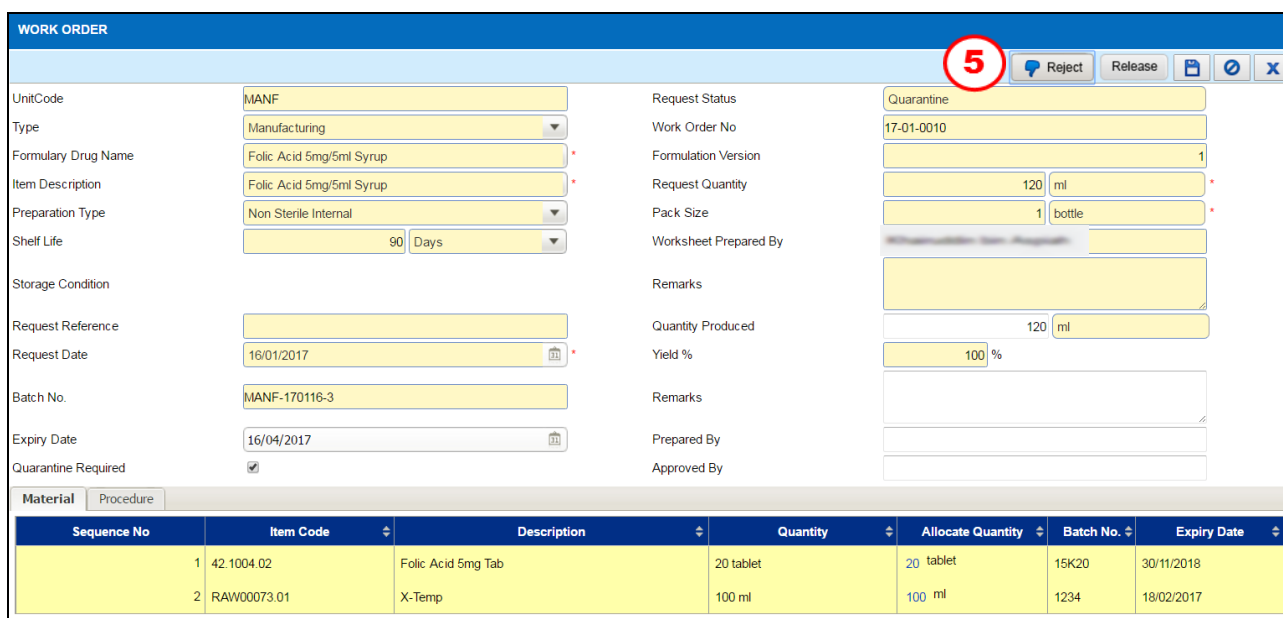
Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.4.2-1.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.4.2-2 Work Order Reject Final Product

STEP 5

Click on the  button

Note

- On click on Reject button, stock for the product/item will not be added in to user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.2-3.

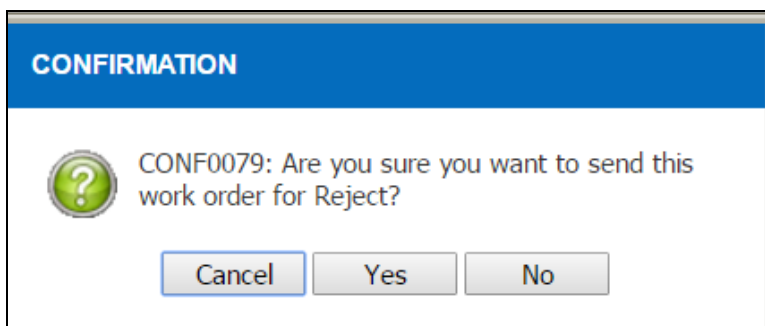


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button

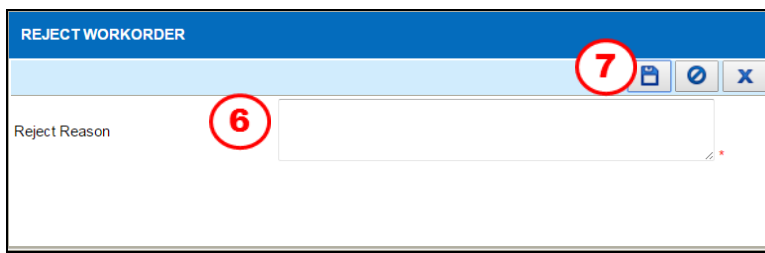


Figure 3.4.2-4 Reject Work Order

STEP 6

Enter **Reject Reason**

STEP 7

Click on the  to save the **Reject Reason**

Note

- Alert message will be displayed as per Figure 3.4.2-5.

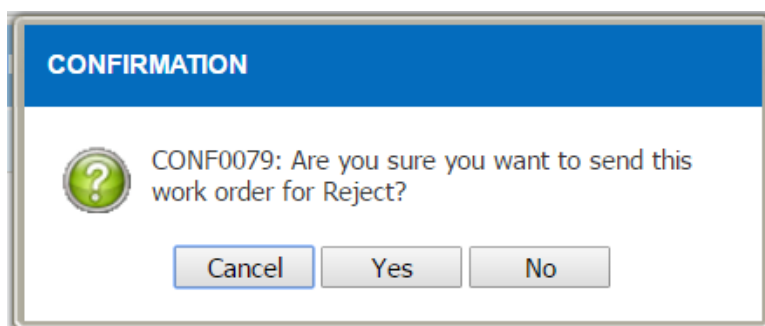
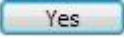


Figure 3.4.2-5 Save Record

- Click on the  button.

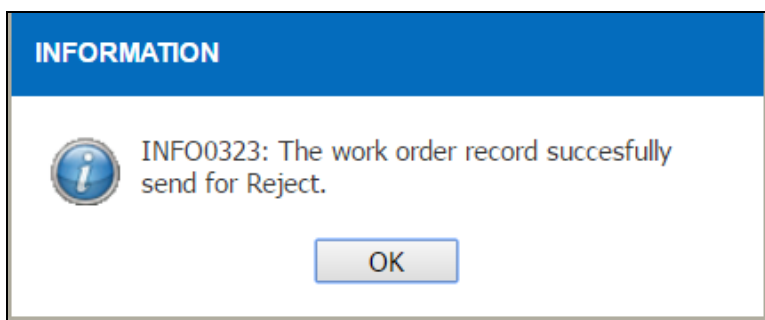
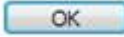


Figure 3.4.2-6 Confirm Save Reject

- Click on the  button.
- Reject Work Order screen will be displayed as per Figure 3.4.2-7.

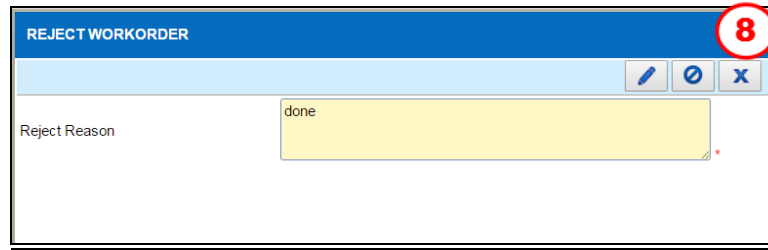


Figure 3.4.2-7

STEP 8

Click on the  button to return to the Work Order screen

Note

The **Request Status** will change to 'Rejected' and no more editing is allowed in rejected record.

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

5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	Inpatient	Click Here	12	CDR Dispensing	Click Here
2	CDR Order	Click Here	13	Methadone Dispensing	Click Here
3	TDM Order	Click Here	14	PN Dispensing	Click Here
4	PN Order	Click Here	15	Order Management	Click Here
5	IV Order	Click Here	16	Patient Management	Click Here
6	Prepacking	Click Here	17	Radiopharmaceutical	Click Here
7	Galenical	Click Here	18	Outpatient	Click Here
8	MTAC	Click Here	19	Special Drug Request	Click Here
9	ADR & DAC	Click Here	20	MAR	Click Here
10	Medication Counselling	Click Here	21	DICE	Click Here
11	Ward Pharmacy	Click Here	22		