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

Pharmacy Based

User Manual
Manufacturing - Galenical
(Work Order)

Version	**: 10th EDITION**
Document ID	**: PB_U. MANUAL_GALENICAL_WORK ORDER**

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Reference ID : PB_U. MANUAL_GALENICAL_WORK ORDER-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2

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 Galenical Work Order 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 5
3.1 Create New Galenical Work Order 6
3.1.1 Alternate Drug 23
3.2 Hold/Release Work Order 26
3.3 Cancel Work Order 29
3.4 Quarantine Work Order 31
3.4.1 Release Work Order from Quarantine 33
3.4.2 Reject Final Product 35
4.0 Acronyms 39
5.0 Links to Clinical Modules 39

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, lV 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 detail:

- New Work Order
- Hold/Release Work Order
- Delete Work Order
- Quarantine Wok Order

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
- Section 5 : Links to Clinical Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	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 to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
SPUB56565698	System Automatic Generate Record No.	HPSF00088304	Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	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	Reject Galenical process		

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

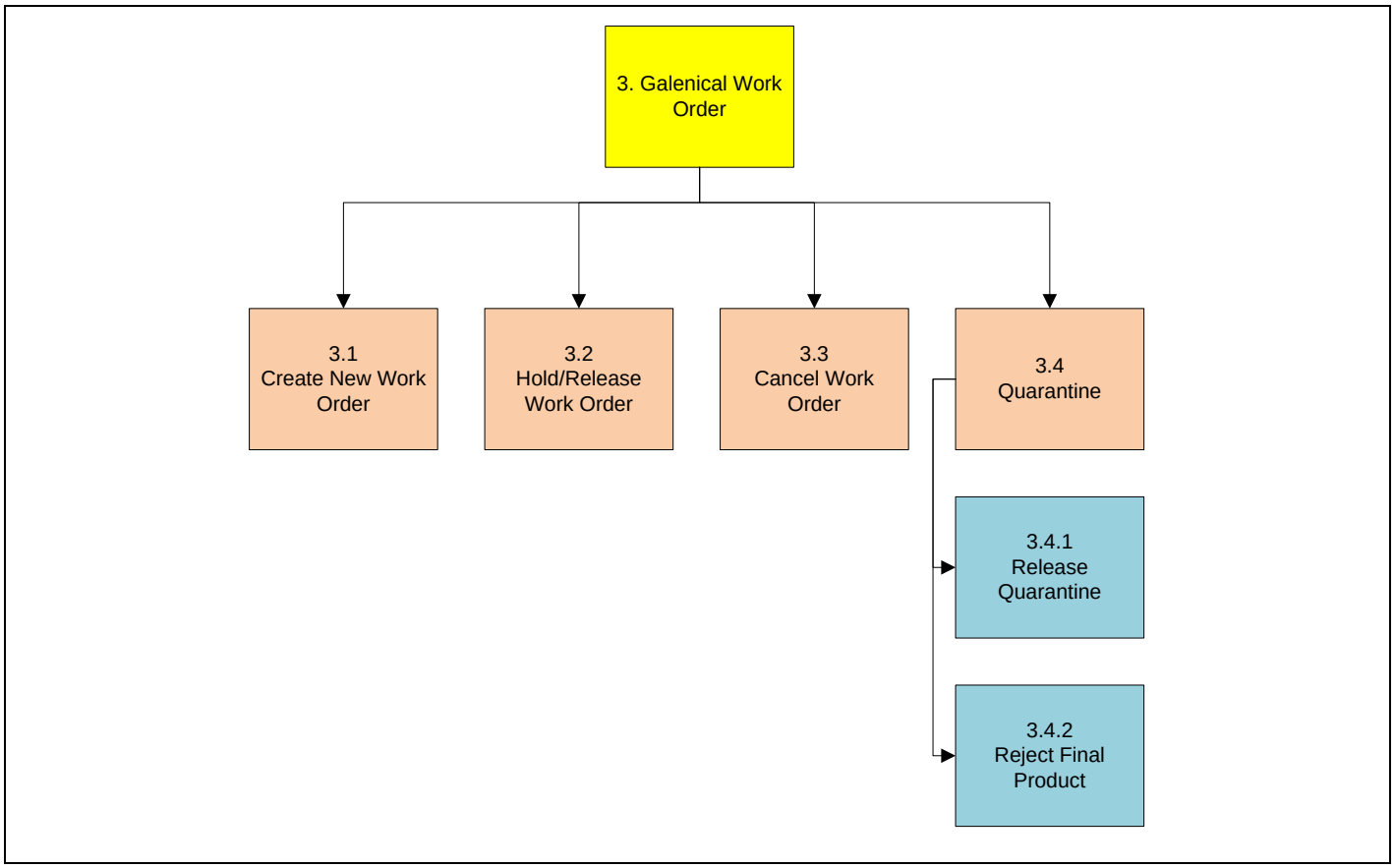


Figure 3.0 Functional Diagram

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

- **Delete Work Order**

  This function allows user to cancel any record with 'New' status

- **Quarantine**

  This function is used to quarantine any product which is still in progress

3.1 Create New Galenical Work Order

Galenical work order is referring to the preparations of pharmaceutical products (sterile and non-sterile) that are prepared by pharmacist in batches (bulk). Work order transaction is created based on the standard formulation defined in IWP. The preparation includes:

a. Intravenous preparations
b. Standard Parenteral Nutrition (Paediatric/Neonate)
c. Eye/ear Drops preparations
d. Internal preparations
e. External preparations

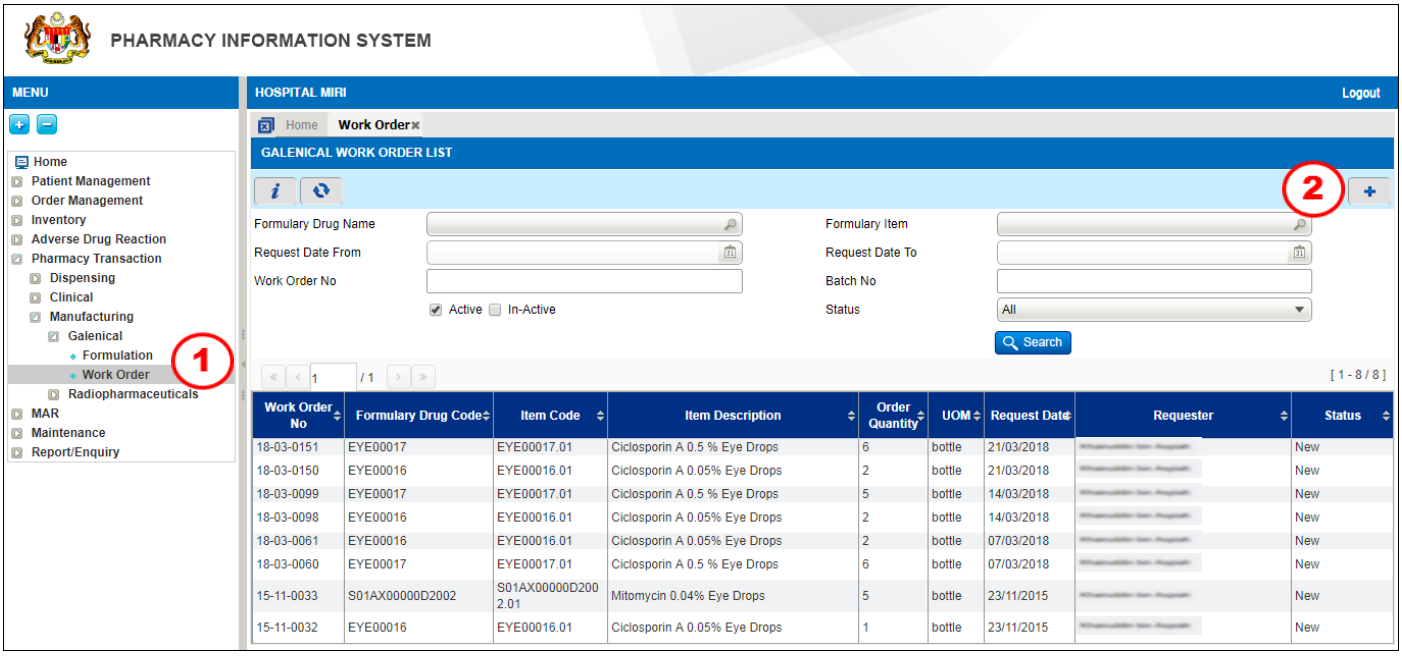


Figure 3.1-1 Create New Work Order

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.*

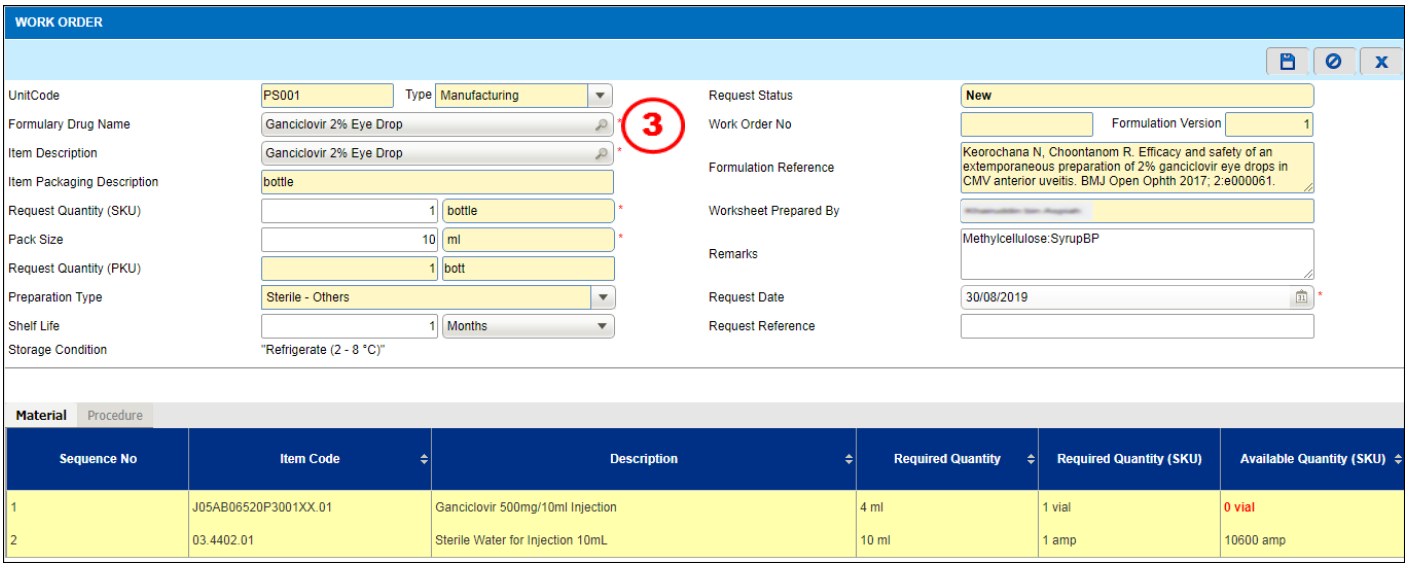


Figure 3.1-2 New Work Order screen

STEP 3

Click on the button to search for the Formulary Drug Name

Note

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

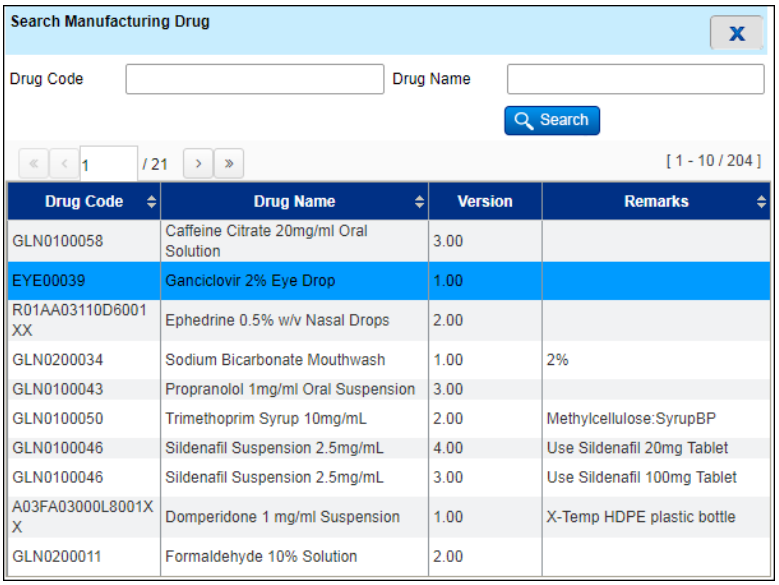


Figure 3.1-3 List of Formulary Item

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

- ***Formulary Drug Name*** *is displayed based on the available Formulation record and the drug should exists in user's unit catalog.*

- ***Item Description*** *is displayed based on the item is set as active in Drug/Non Drug Catalogue and specified as manufactured item in item master*

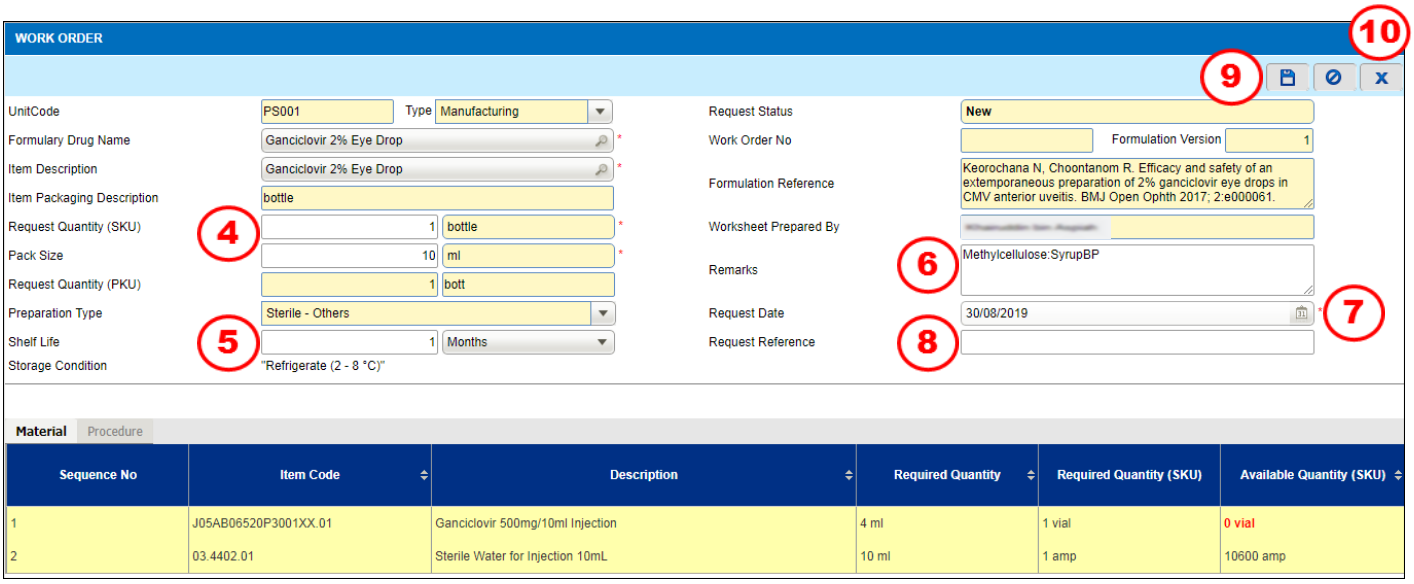


Figure 3.1-4 New Work Order screen

STEP 4
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 5
Change the ***Shelf Life*** if required

STEP 6

Change the **Remarks** if applicable

STEP 7

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

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

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*

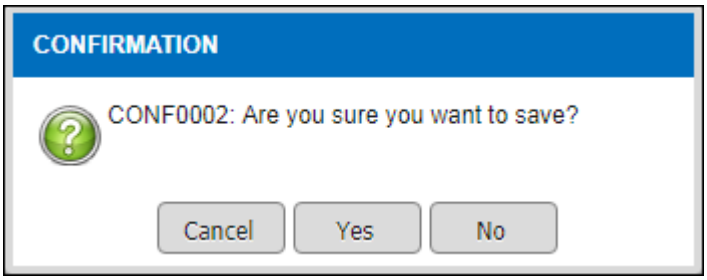
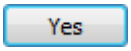


Figure 3.1-5 Save Record Alert Message

- *Click on the* 

button.

- ***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 0001. This running number will be restarted to 0001 of every month.

Table 3.1-1

STEP 10

Click on the

button to exit

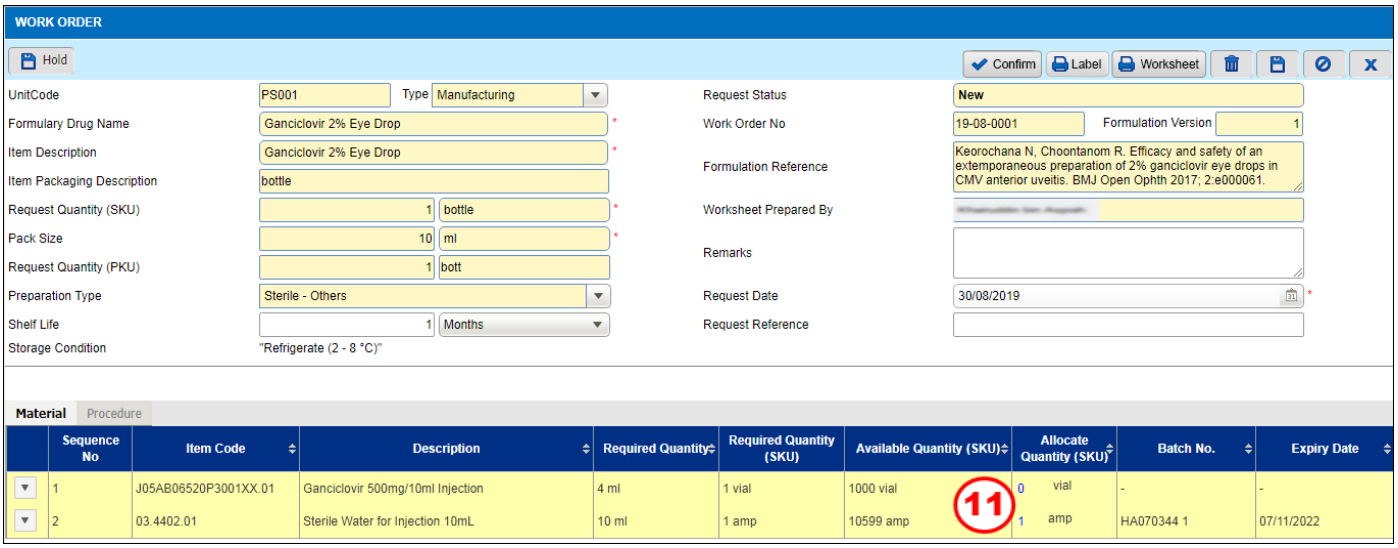


Figure 3.1-7 Work Order

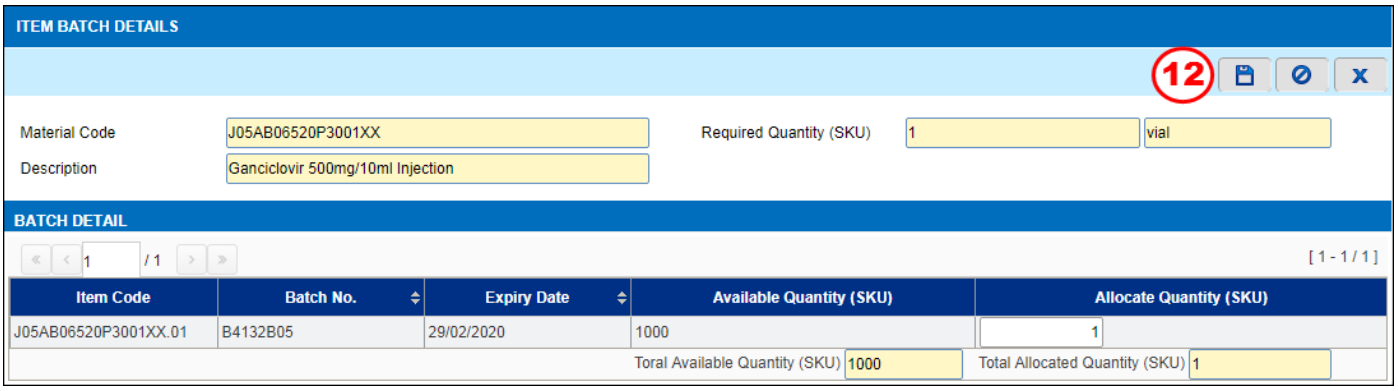


Figure 3.1-8 Item Batch Details

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

STEP 12

Click on the button to proceed with batch allocation

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 Location 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.*

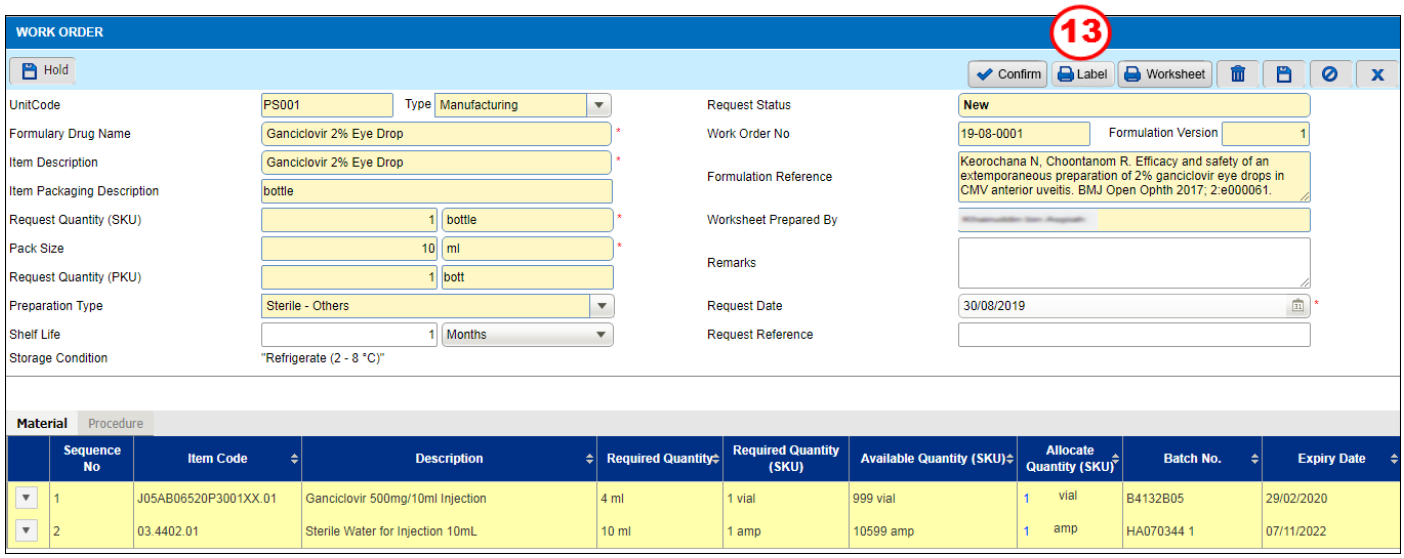


Figure 3.1-9 View/Print Label

STEP 13

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

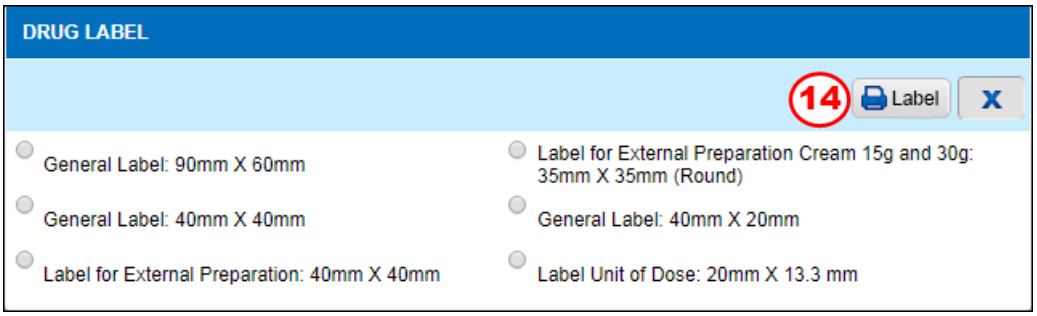


Figure 3.1-10 Non PN Drug Print Label

STEP 14

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

Note

- *Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-16.*

Hospital Miri	
Ganciclovir 2% Eye Drop	
Qty : 10 ml	
Batch No: PS00-190830-1	Worksheet ID:19-08-0001
Date Prepared: 30/08/2019	Date Exp: 29/09/2019
Storage : "Refrigerate (2 - 8 °C)"	

Figure 3.1-11 General Label : 90mm x 60mm

Ganciclovir 2% Eye Drop	Ganciclovir 2% Eye Drop
Qty : 10 ml	Qty : 10 ml
Batch No: PS00-190830-1	Batch No : PS00-190830-1
Prep Date :30/08/2019 Exp Date :29/09/2019	Prep Date :30/08/2019 Exp Date :29/09/2019
Hospital Miri	Hospital Miri

Figure 3.1-12 General Label : 40mm x 40mm

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Ganciclovir 2% Eye Drop	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Ganciclovir 2% Eye Drop
Qty : 10 ml	Qty : 10 ml
Batch No: PS00-190830-1	Batch No : PS00-190830-1
Prep Date :30/08/2019 Exp Date :29/09/2019	Prep Date :30/08/2019 Exp Date :29/09/2019
Hospital Miri	Hospital Miri

Figure 3.1-13 Label for External Preparation : 40mm x 40mm

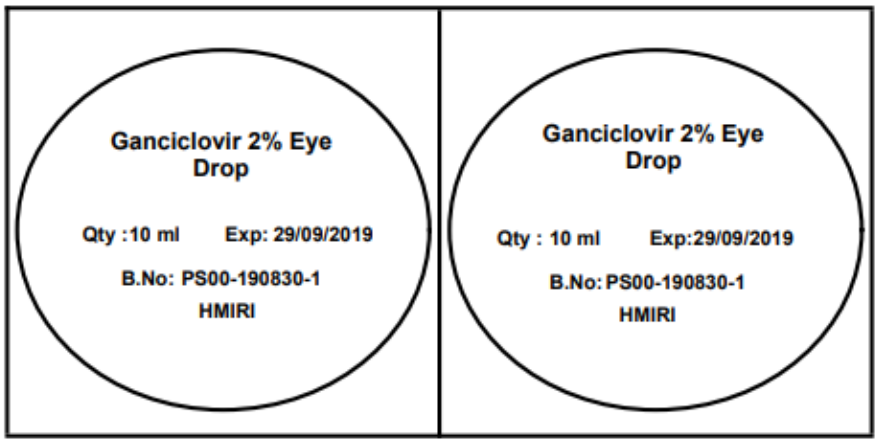


Figure 3.1-14 Label for External Preparation Cream 15g and 30g : 35mm x 35mm (Round)

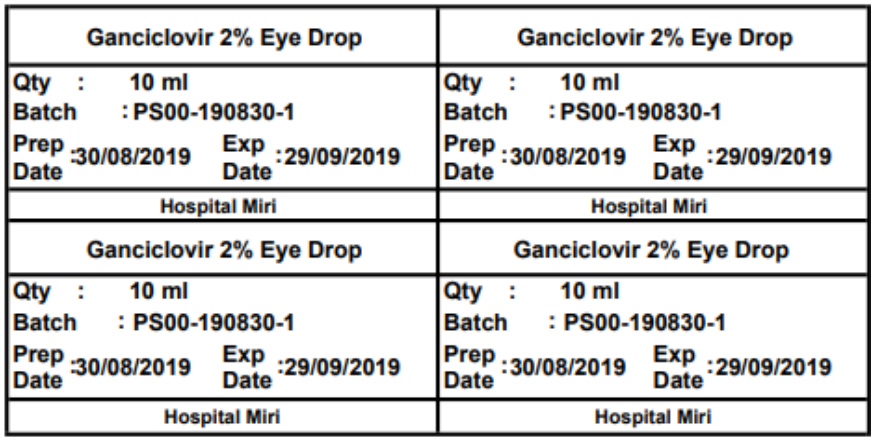


Figure 3.1-15 General Label : 40mm x 20mm'

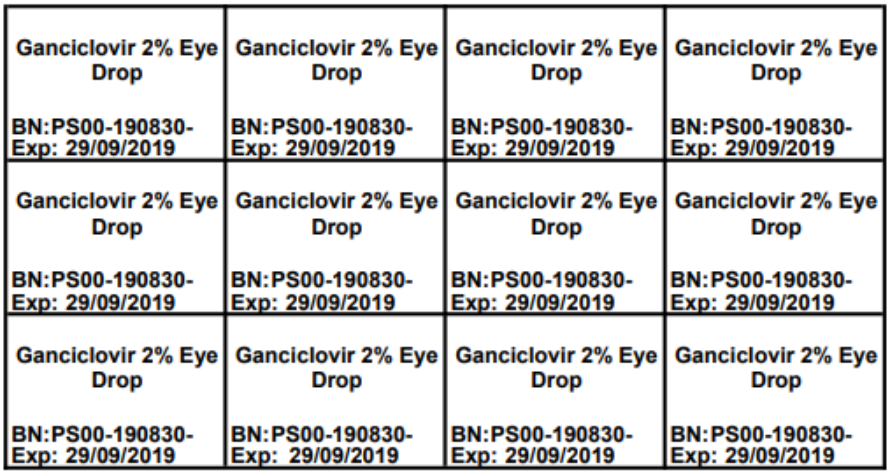


Figure 3.1-16 Label Unit of Dose : 20mm x 13.3mm

- *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 3.1-17.*

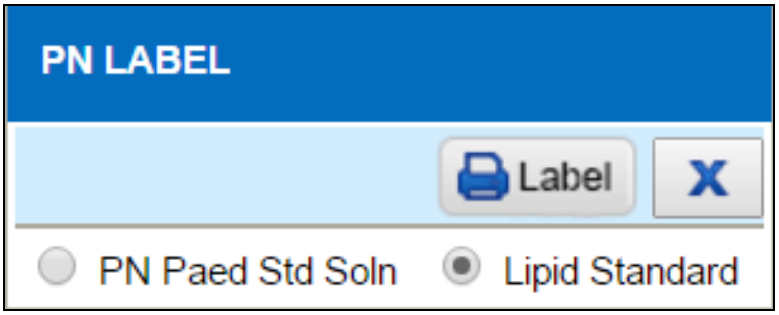


Figure 3.1-17 PN Drug Print Label

- *Printed Labels in PDF format is as shown in Figure 3.1-18*

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 3.1-18 (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 3.1-18 (B) Label: PN Lipid Soln Std

- *Label will be printed out after selection is confirmed and*

button is clicked.

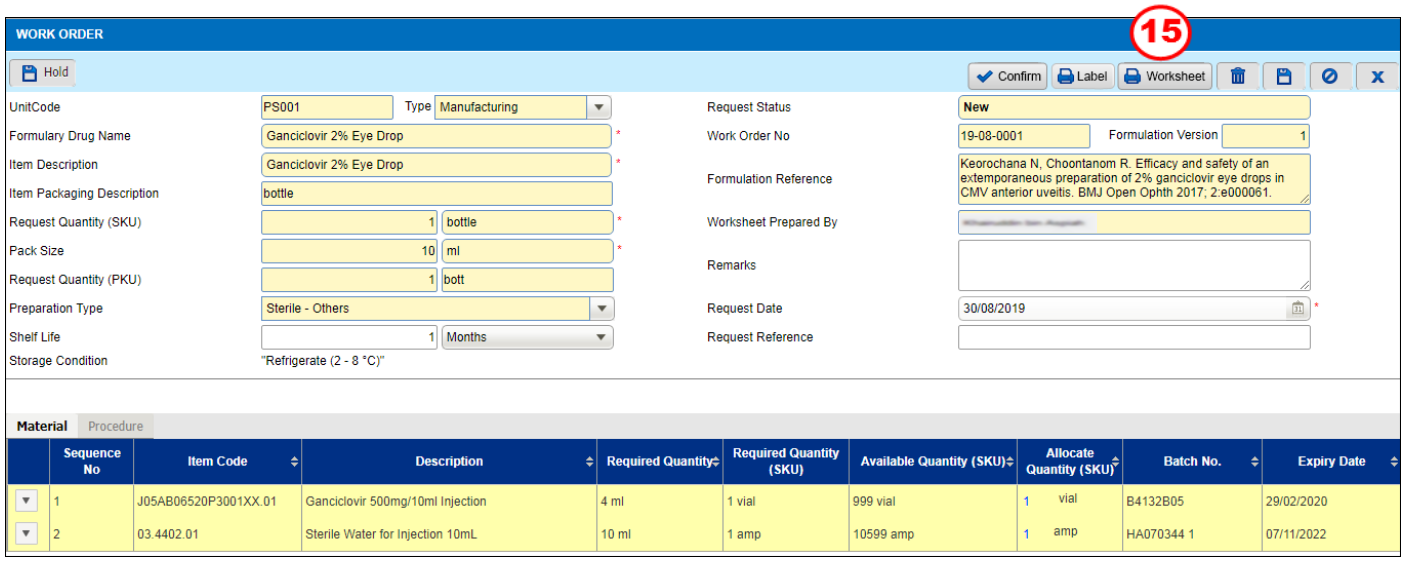


Figure 3.1-19 View/Print Worksheet

STEP 15

Click on the Worksheet button to generate and print the Work Sheet as shown in Figure 3.1-19

GALENICAL WORKSHEET (DRAFT)

MINISTRY OF HEALTH

Hospital Miri

Request Date	:30/08/2019	**Worksheet ID**	: 19-08-0001
Item Description	:Ganciclovir 2% Eye Drop		
Request Qty	: 1 bott	**Qty Prepared (SKU)**	: 0 bott
Pack Size	: 10 ml	**Qty Prepared (PKU)**	: 0 bott
Shelf Life	:1 Months	**Batch No**	: PS00-190830-1
Preparation Type	:Sterile - Others	**Expiry Date**	: 29/09/2019

Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Ganciclovir 500mg/10ml Injection	4 ml	4 ml	29/02/2020	B4132B05	1 vial
Sterile Water for Injection 10mL	10 ml	10 ml	07/11/2022	HA070344 1	1 amp

Procedure :

1 Add 10ml of Water For Injection to the Ganciclovir 500mg vial.

2 Invert the vial several times to mix the solution.

3 Syringe out 4mL of the Ganciclovir solution using 10mL syringe.

4 Add Water For Injection into the syringe to make up to final volume of 10mL.

5 Filter the solution into eye drop bottle using 0.2 micron filter.

6 Close the bottle, seal and label appropriately.

7 Note: Special precautions for handling of cytotoxics must be observed at all stages of preparation.

Storage :
"Refrigerate (2 - 8 °C)"

Label :

Remarks

Formulation Reference:
Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Worksheet Prepared By :	**Prepared by :**	**Approved by :**
Date: 30/08/2019	Date:	Date:

Figure 3.1-20 Manufacturing Draft Work Sheet

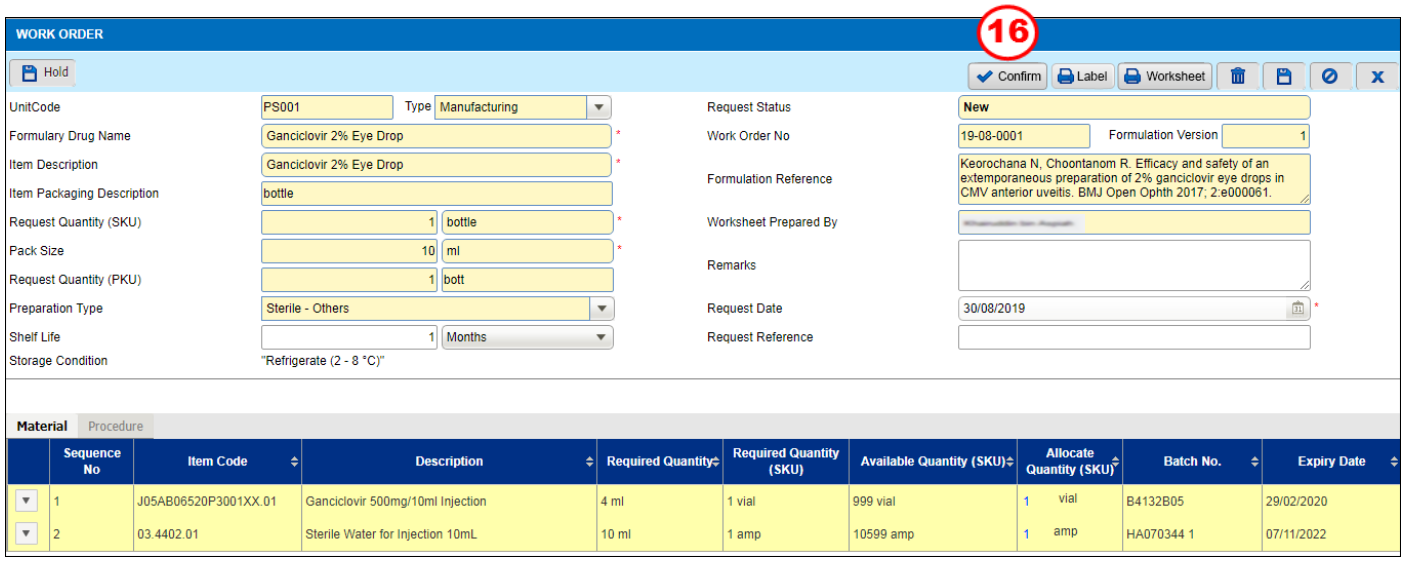


Figure 3.1-21 Confirm Work Order

STEP 16

Click on the Confirm button to confirm the work order

Note

- *Alert message will be displayed as per Figure 3.1-22, click on the* Yes *button.*

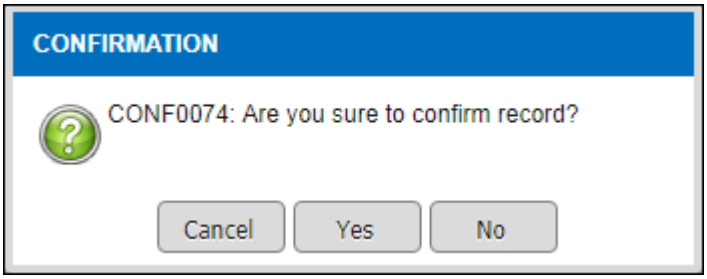


Figure 3.1-22 Save Record Alert Message

Note

The Status will change to Worksheet/Label Generated.

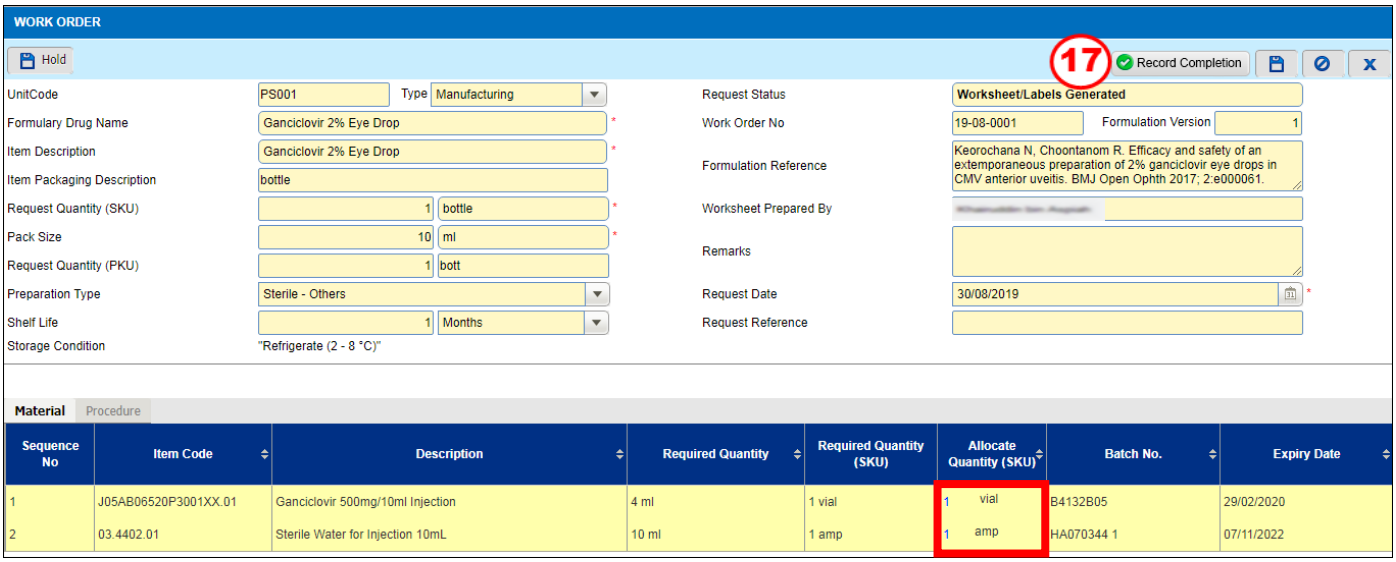


Figure 3.1-23 Record Completion Work Order

STEP 17

Click on the Record Completion button to complete the record

Note

- *Before clicking* Confirm user must allocate the quantity.
- *Proceed with the product preparation.*
- *Alert message will be displayed as per Figure 3.1-24 after clicking on* Record Completion *button*

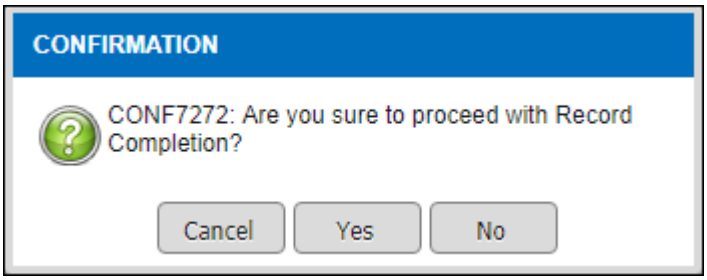


Figure 3.1-24 Save Record Alert Message

- *Click on the* Yes *button.*

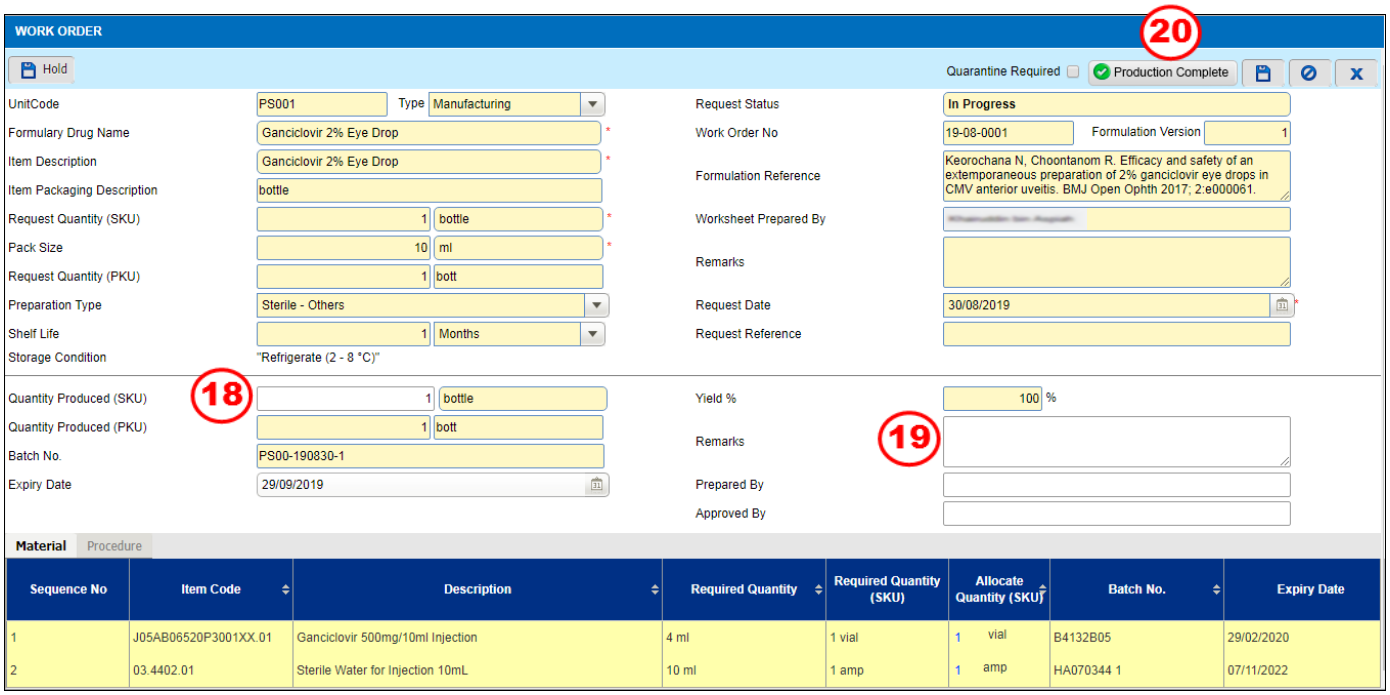


Figure 3.1-26 Production Complete

STEP 18
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:*

  [(Quantity Produced / Request Quantity]x 100

STEP 19
Enter the ***Remarks if have***

STEP 20
Click on the Production Complete button

Note

- *Alert message will be displayed as per Figure 3.1-27 after clicking on* Production Complete *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.*
- *If user tick on radio button, request status will be change to Quarantine.* Hold *Button and* Production Complete *button will be disable.*

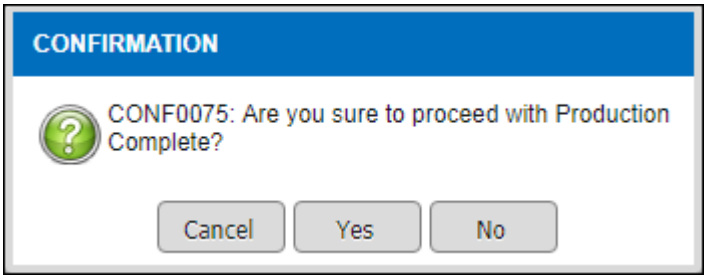


Figure 3.1-27 Save Record Alert Message

- *Click on the* Yes *button.*

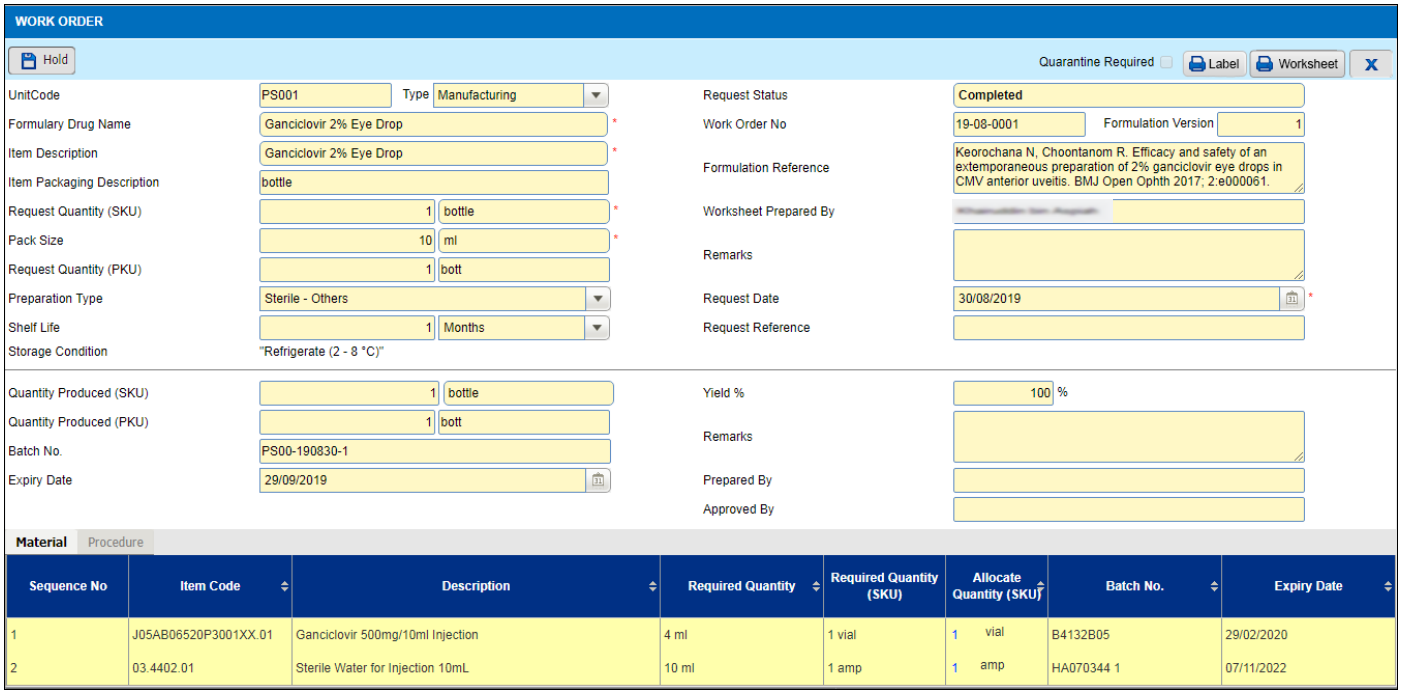


Figure 3.1-28 Complete Work Order Galenical

3.1.1 Alternate Drug

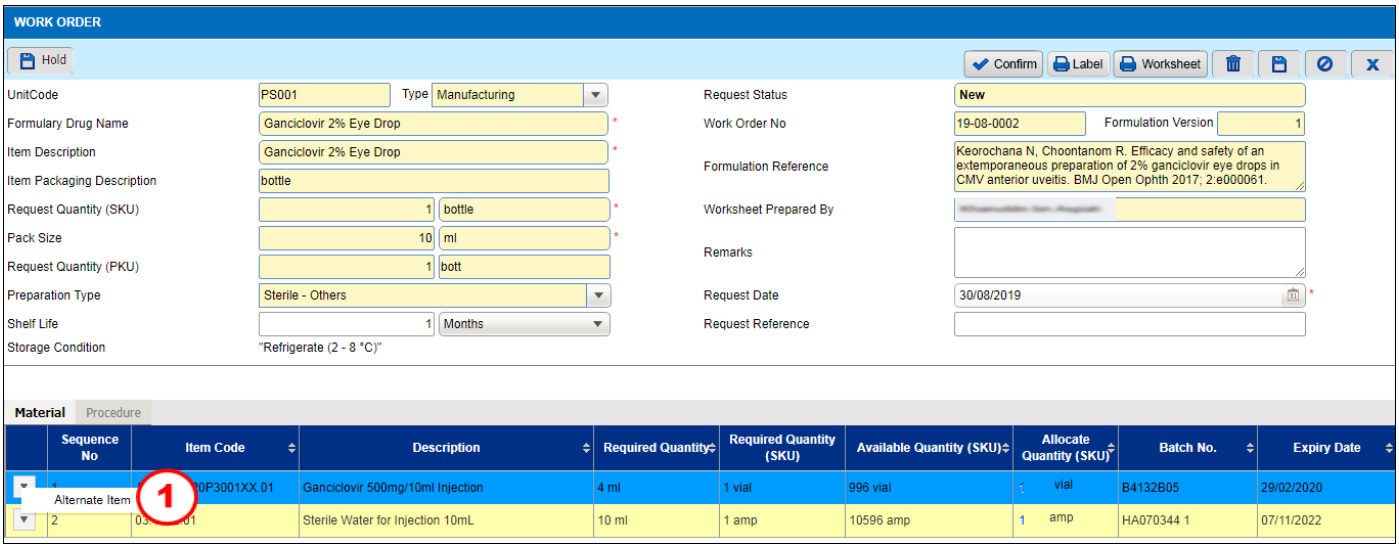


Figure 3.1.1-1 Alternate (Work Order)

STEP 1

Click on the [▾] and select the [Alternate Item] option to alternate to another material and it will show as **Figure 3.1.1-2**

Note

Alternate Item list will display record based on:

- *When 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

- *When 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)

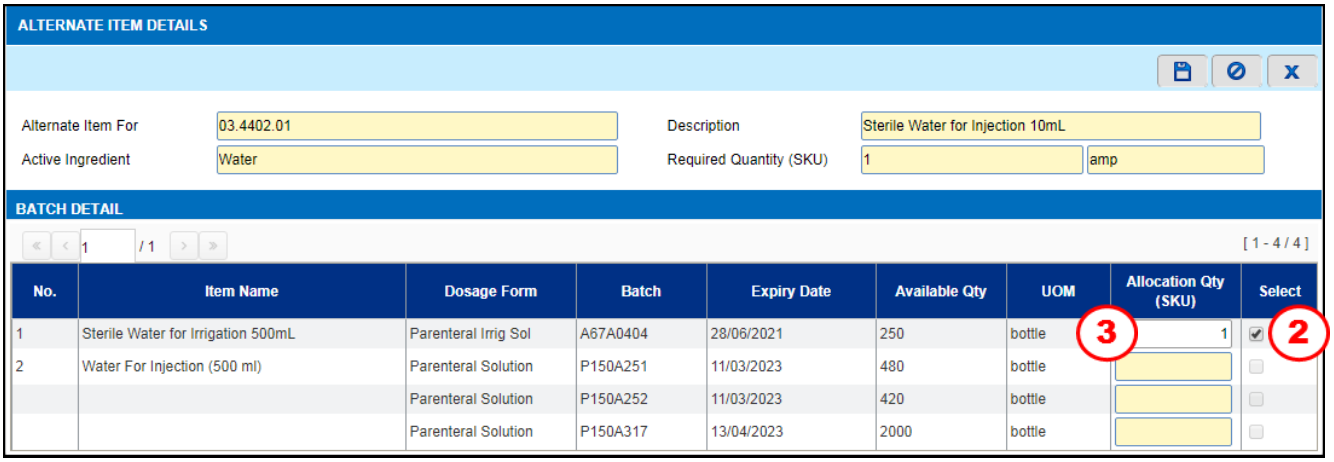


Figure 3.1.1-2 Alternate Drug Details

STEP 2
Tick on select radio button

STEP 3
Enter **Allocation Qty (SKU)**

Note

*If the item has more than one item, choose **Alternate Item Name** to display it.*

STEP 4

Click on the button to save the record

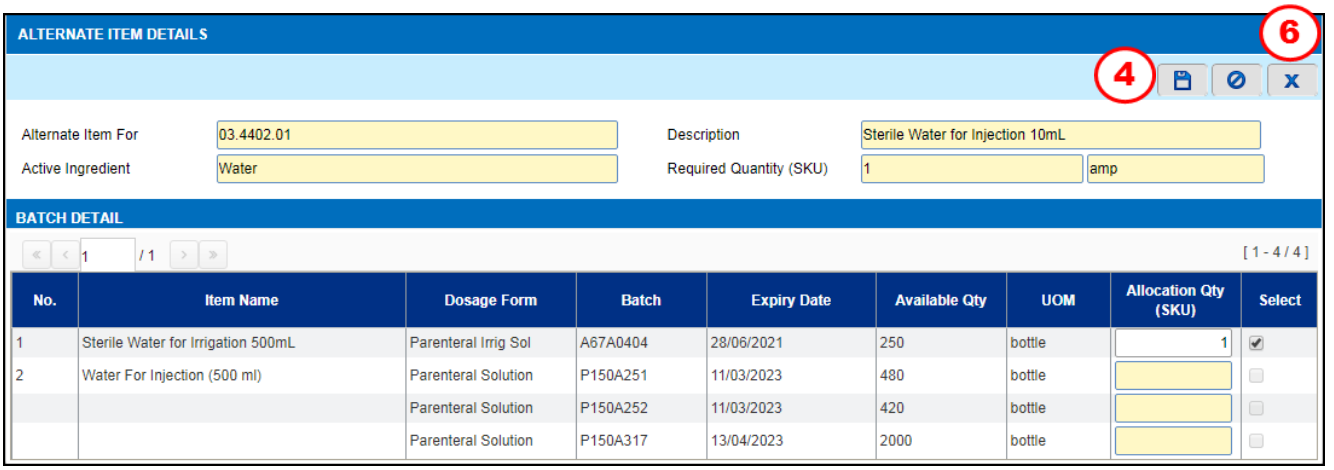


Figure 3.1.1-3 Alternate Item Drug Details

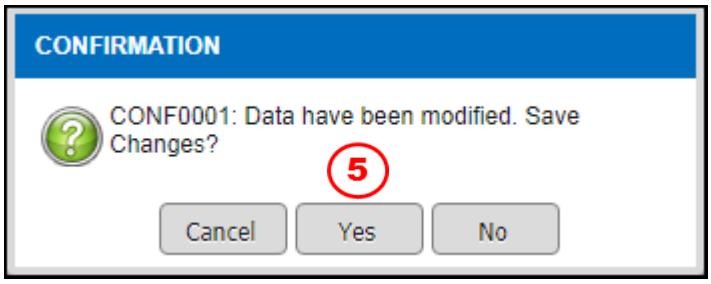


Figure 3.1.1-4 Information Alert Message

STEP 5

Click on the Yes button to save record

STEP 6

Click on the X button to close the screen and back to the work order as **Figure 3.1.1-5**

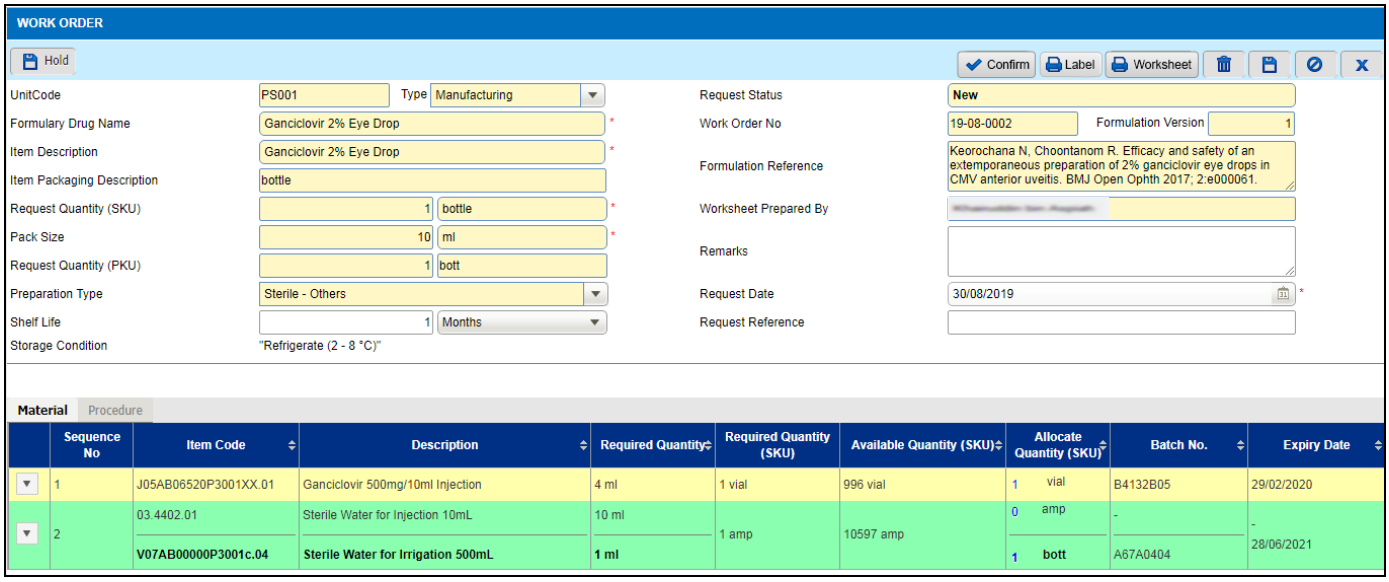


Figure 3.1.1-5 Updated New Material

Note

*Alternate drug field will change to green color as per **Figure 3.1.1-5.***

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 Generated'.

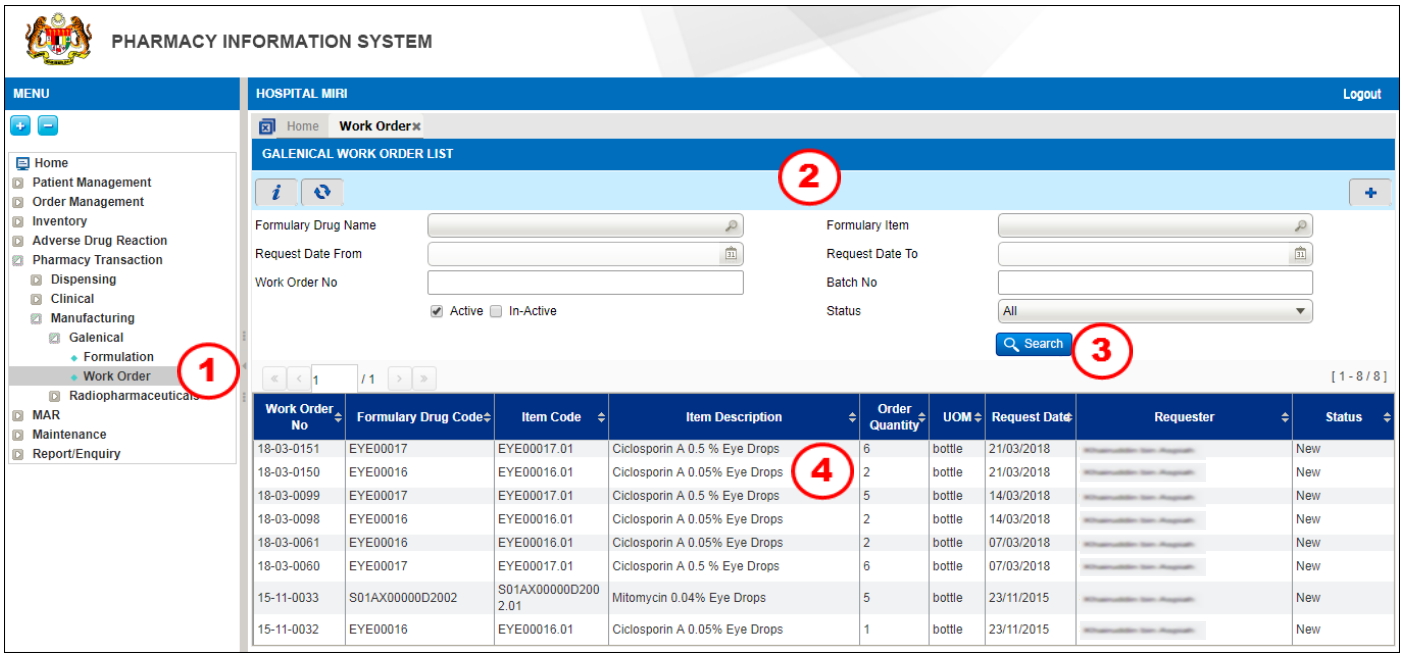


Figure 3.2-1 Galenical Work Order Listing Page

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 Search 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

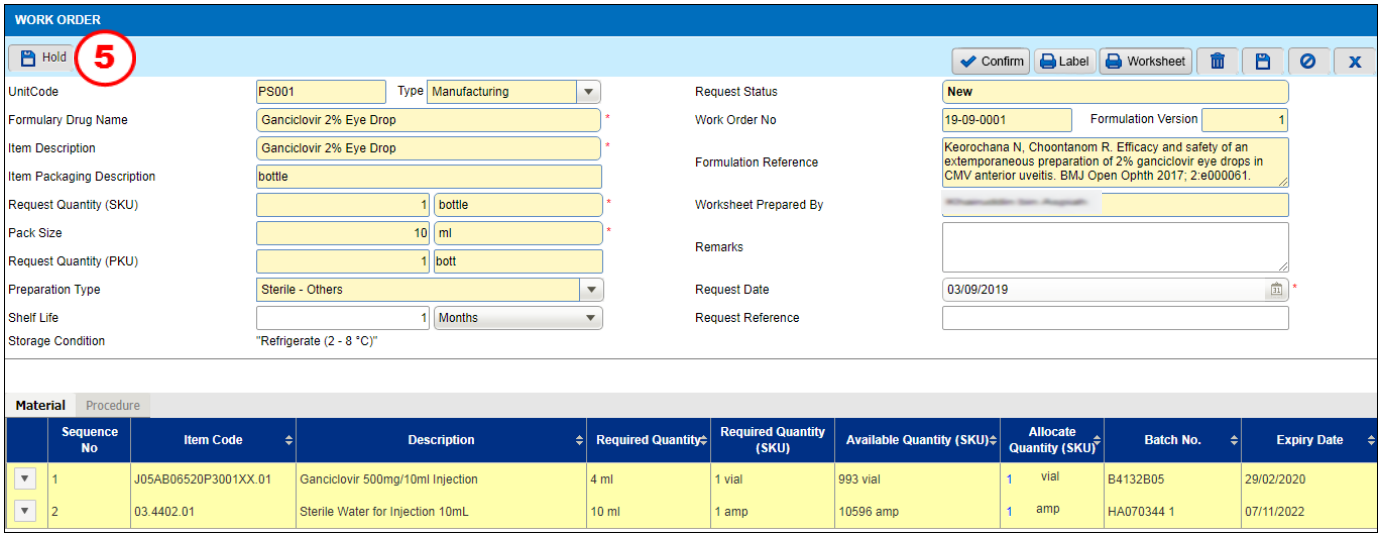


Figure 3.2-2 Hold Work Order

STEP 5

Click on the Hold button to hold the work order process.

Note

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

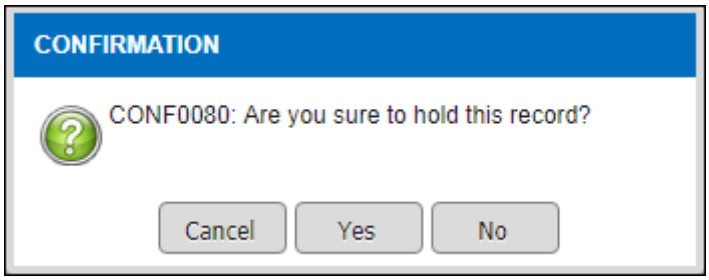


Figure 3.2-3 Alert Message Confirmation

- *Click on the* Yes *button.*

- *The **Request Status** will be changed to **On Hold.***

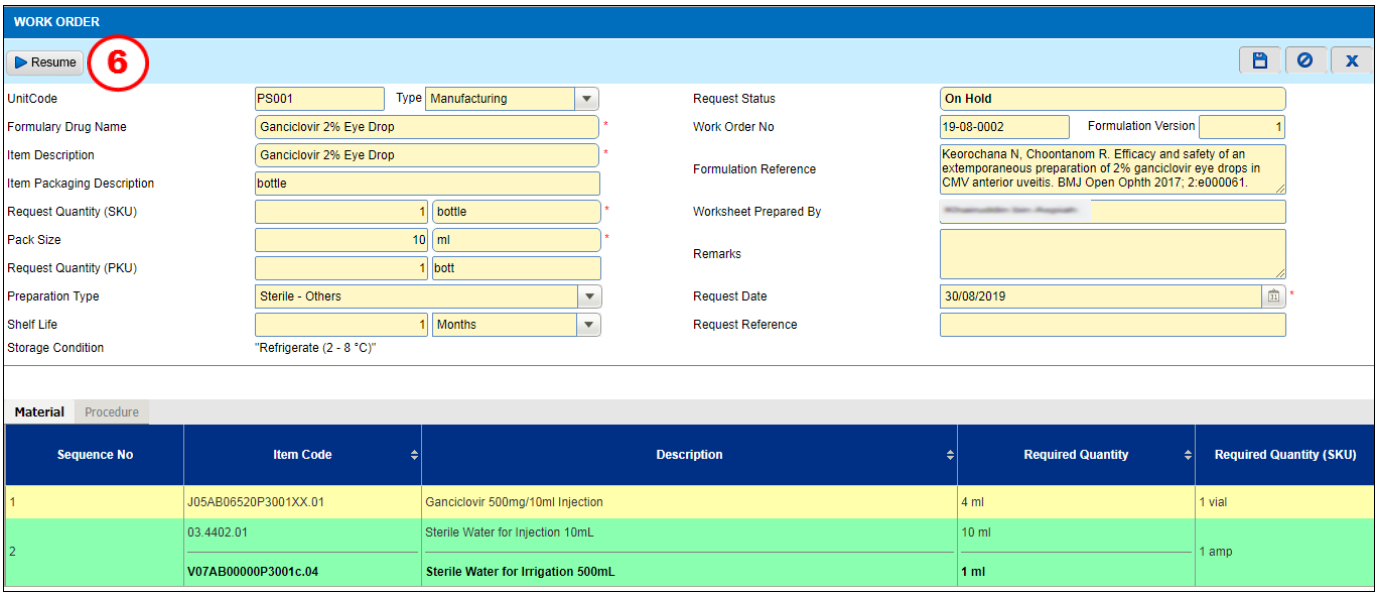


Figure 3.2-4 Release Work Order

STEP 6

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

Note

- Alert message will be displayed as shown in Figure 3.2-5.

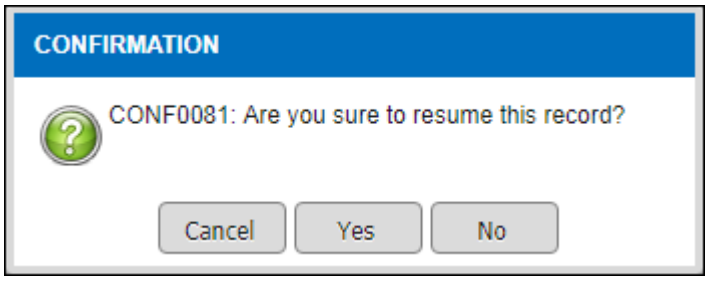


Figure 3.2-5 Alert Message Confirmation

- *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.

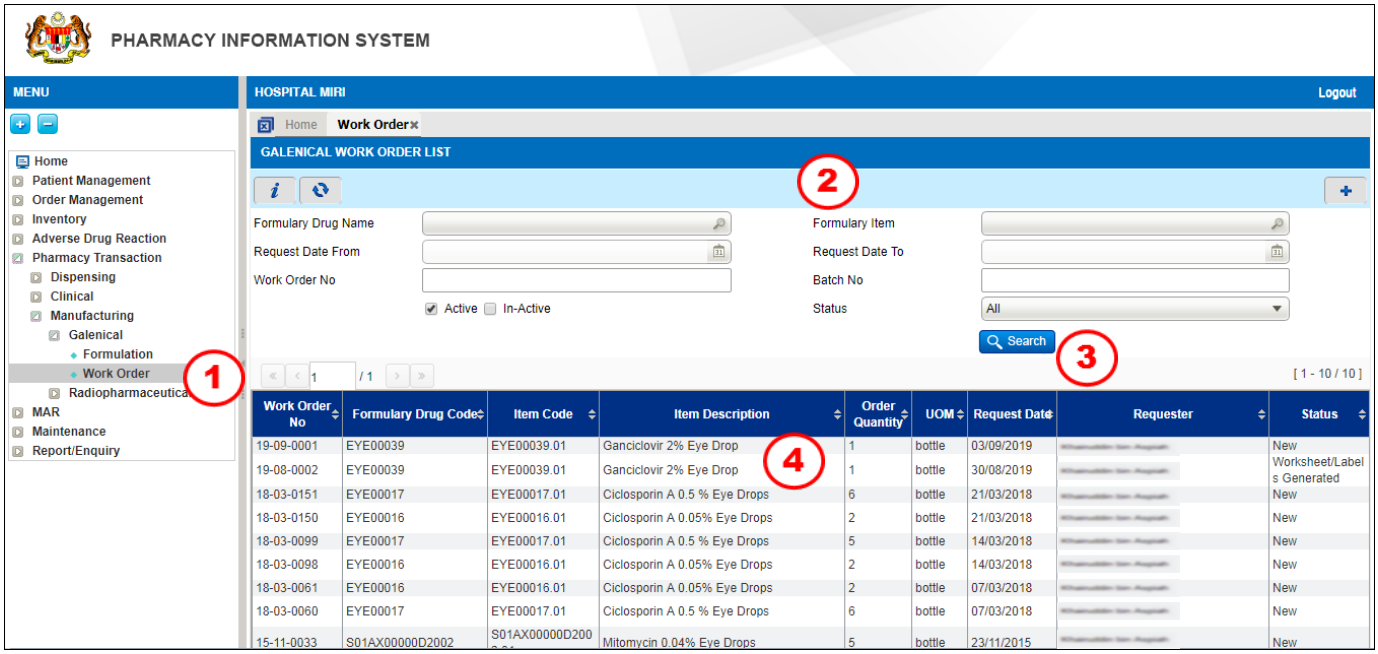


Figure 3.3-1 Galenical Work Order Listing Page

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 Search 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

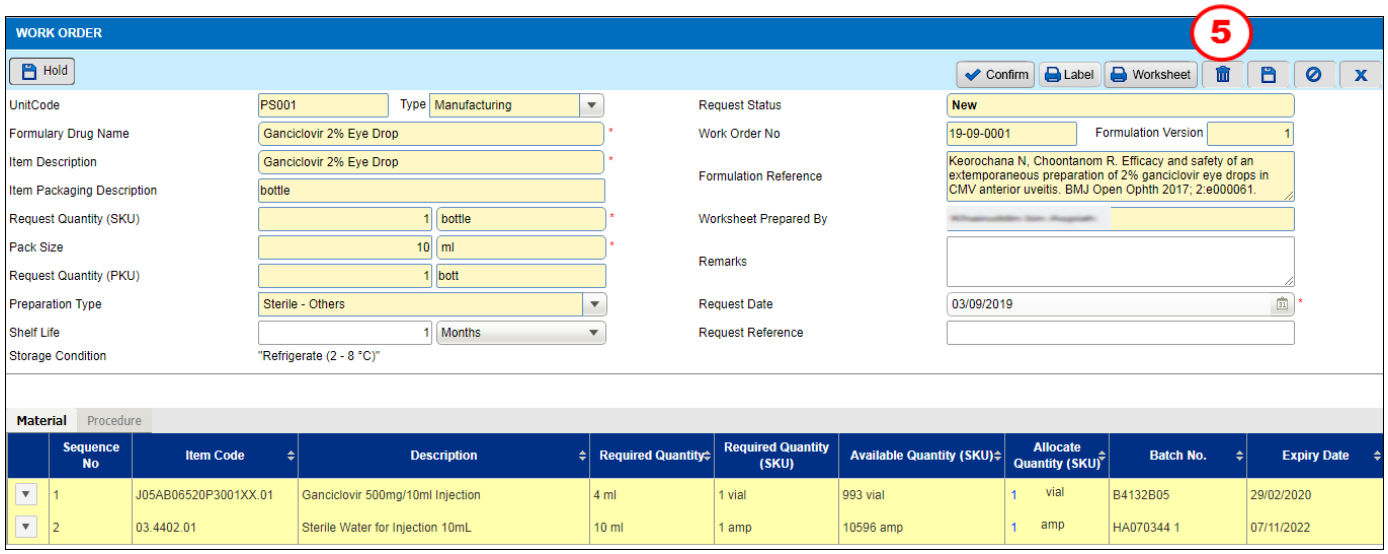


Figure 3.3-2 Cancel Work Order

STEP 5

Click on the button to 'Cancel' a Work Order

Note

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

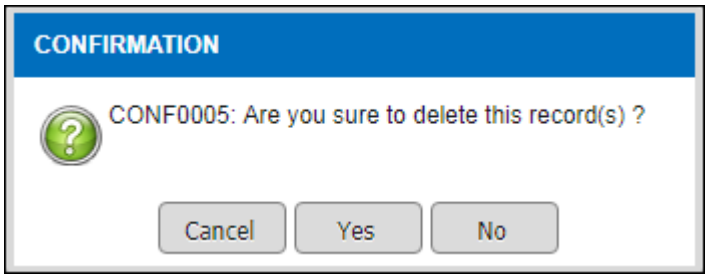


Figure 3.3-3 Alert Message to Delete Record

- *Click on the* Yes *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

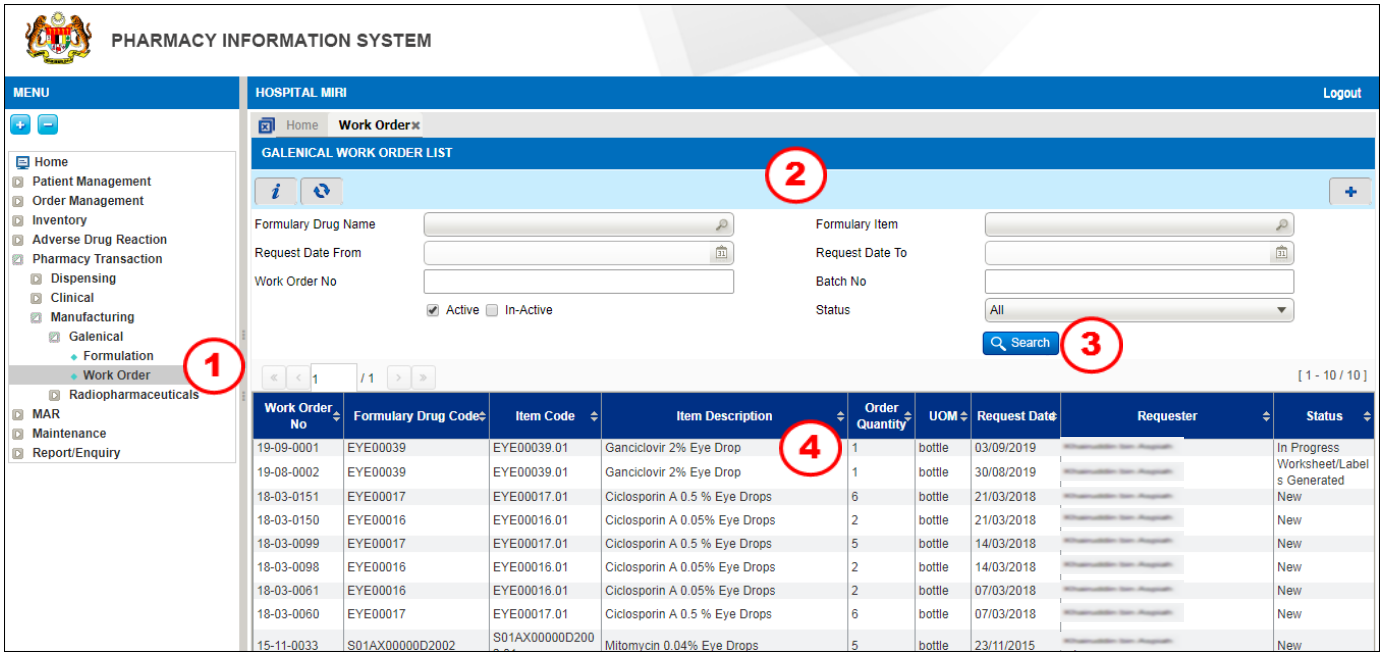


Figure 3.4-1 Galenical Work Order Listing Page

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 Search 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

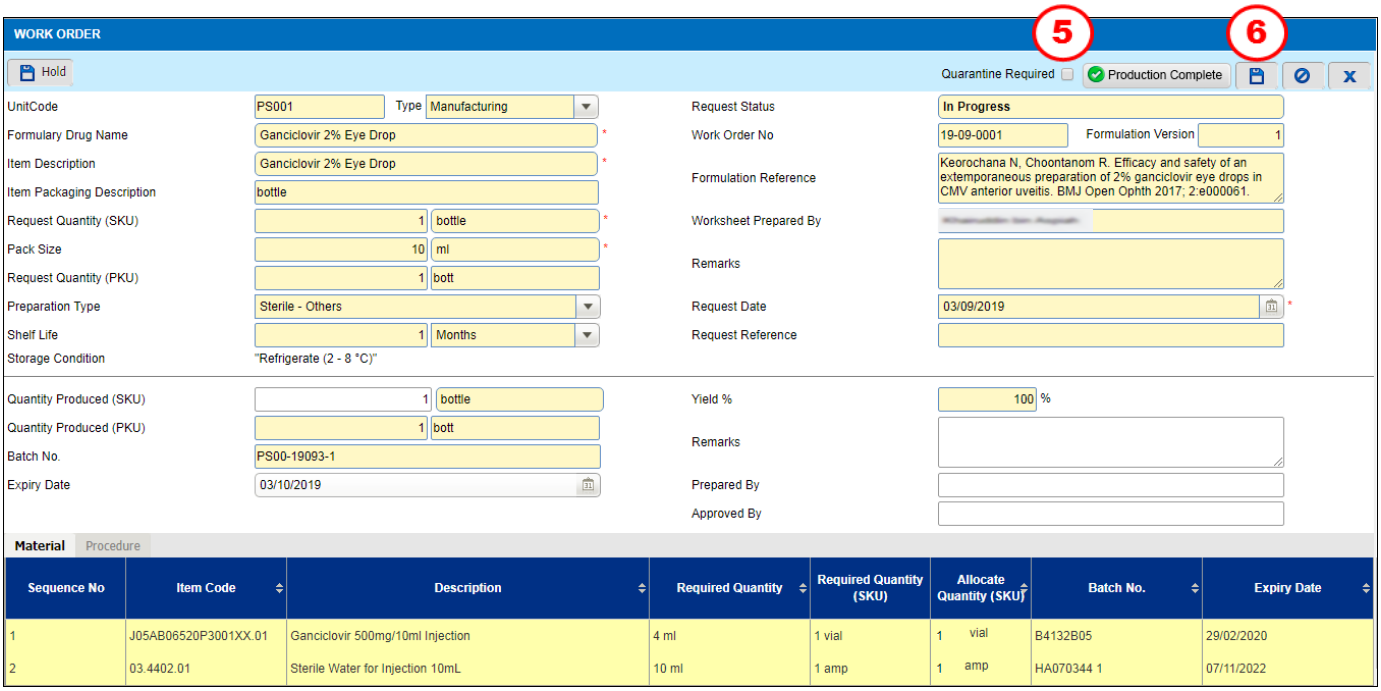


Figure 3.4-2 Galenical Work Order

STEP 5

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

STEP 6

Click on the button to save the record

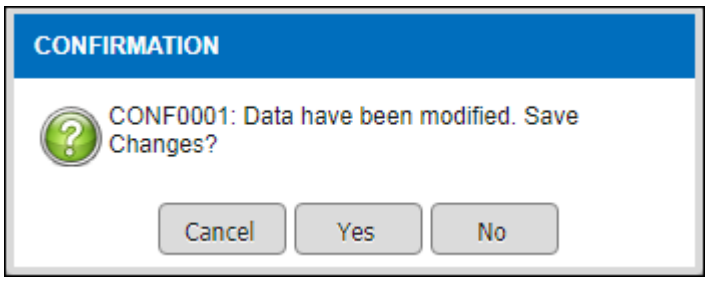


Figure 3.4-3 Alert Message Record Data Have Been Modified

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

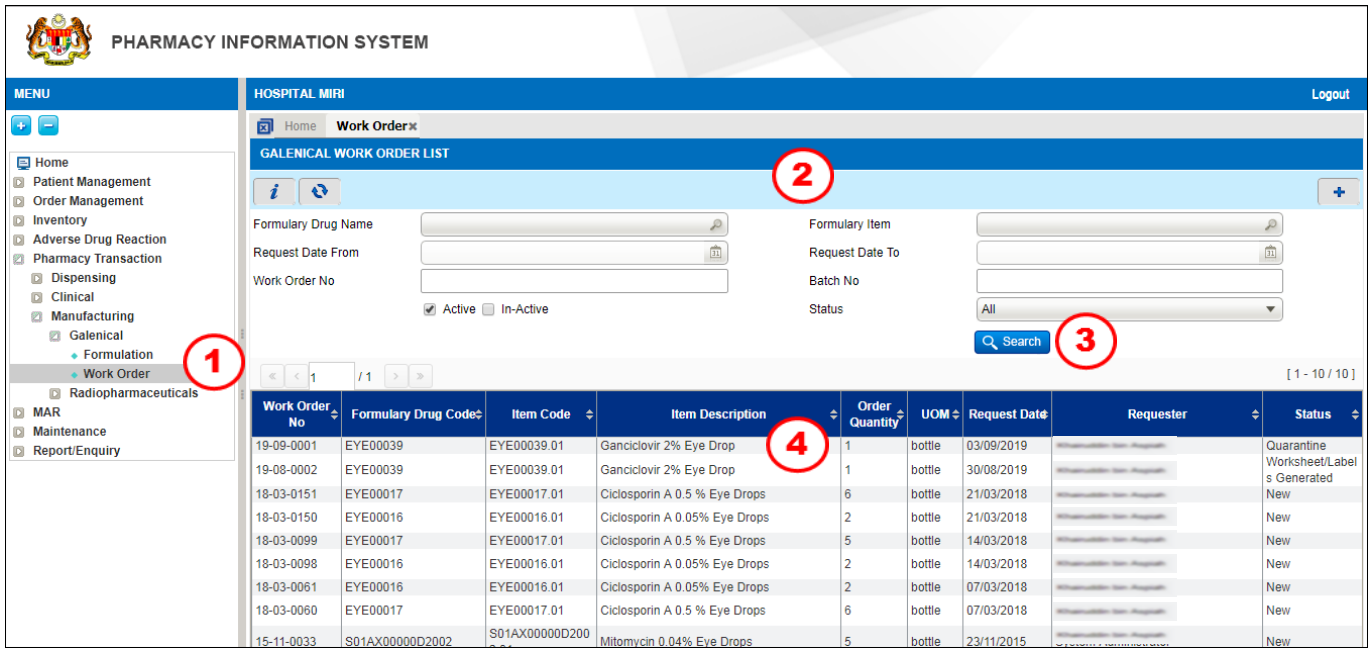


Figure 3.4.1-1 Galenical Work Order Listing Page

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 Search button to search the existing record

Note

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-1.

STEP 4

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

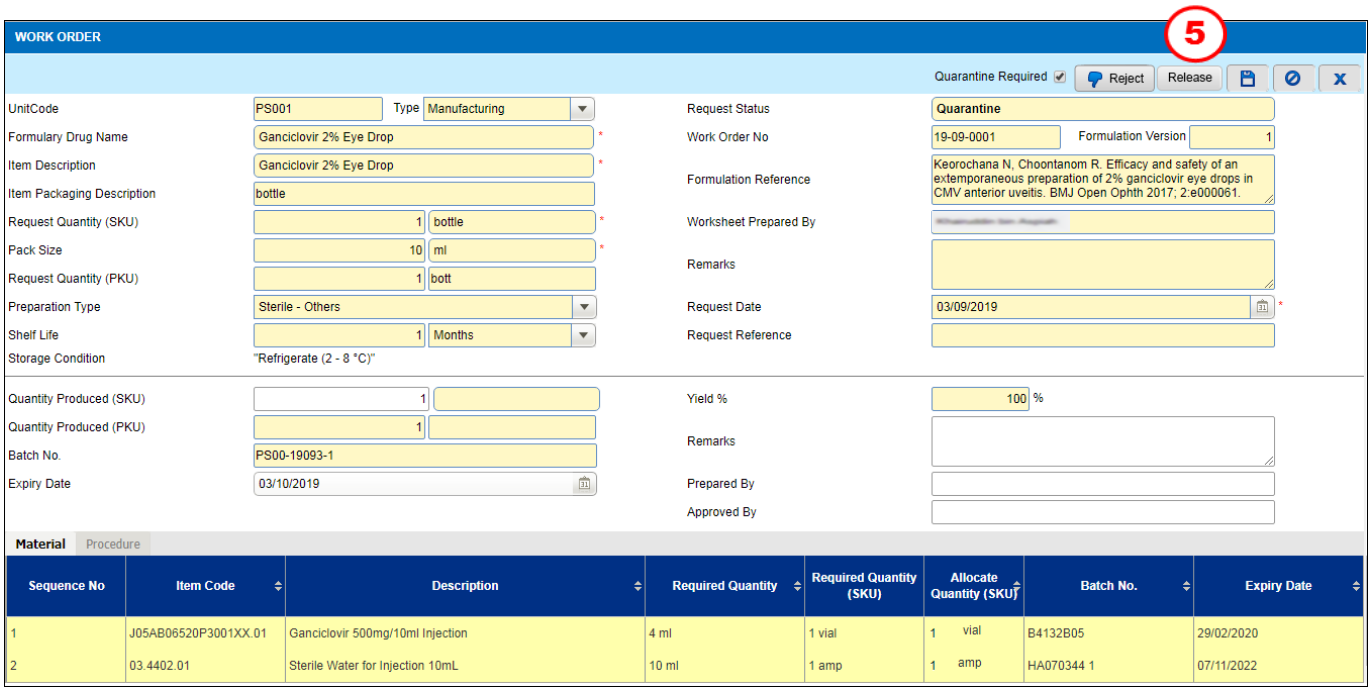


Figure 3.4.1-2 Work Order Release Quarantine

STEP 5

Click on the Release 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 3.4.1-3.*

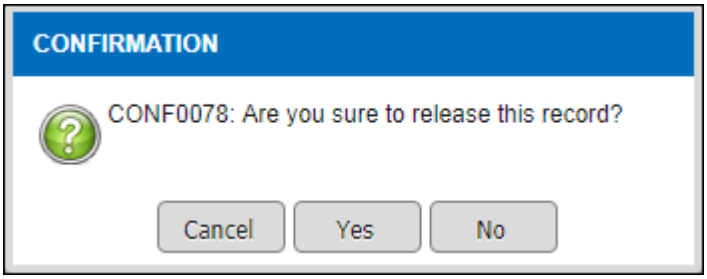


Figure 3.4.1-3 Alert Message Record for Release

- *Click on the* Yes *button.*

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

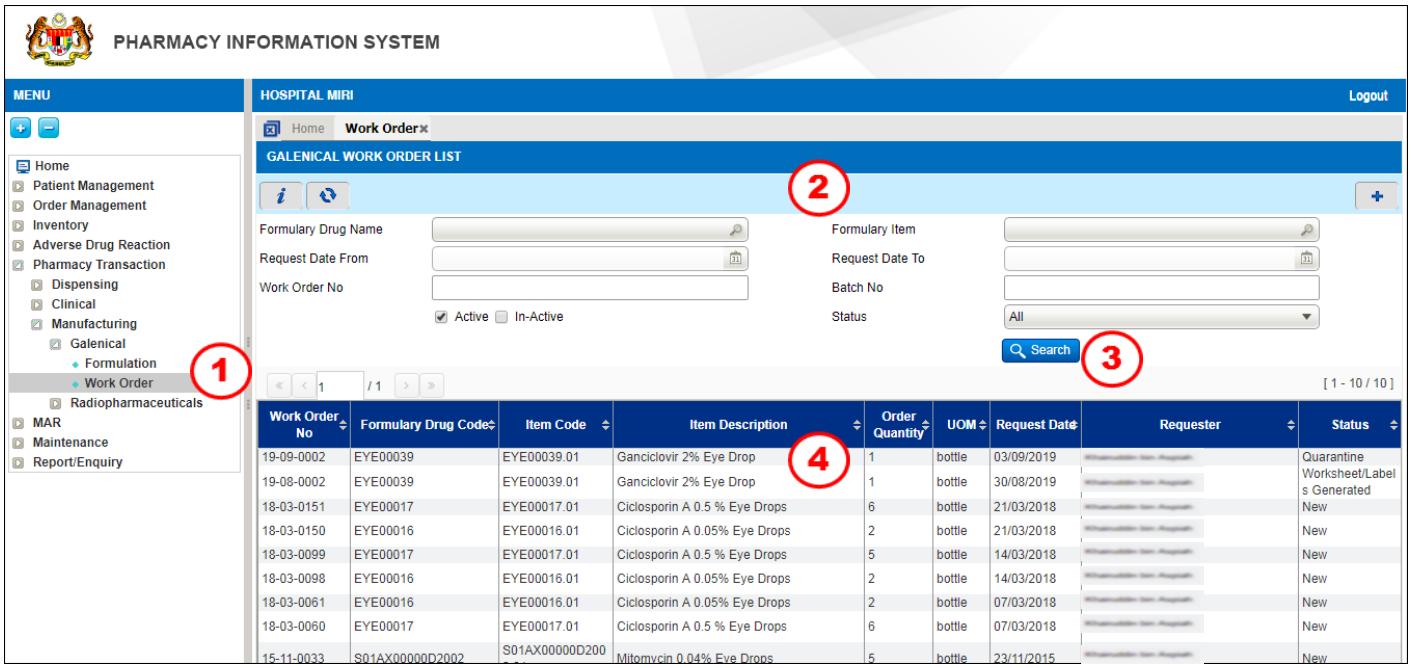


Figure 3.4.2-1 Galenical Work Order Listing Page

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 Search 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

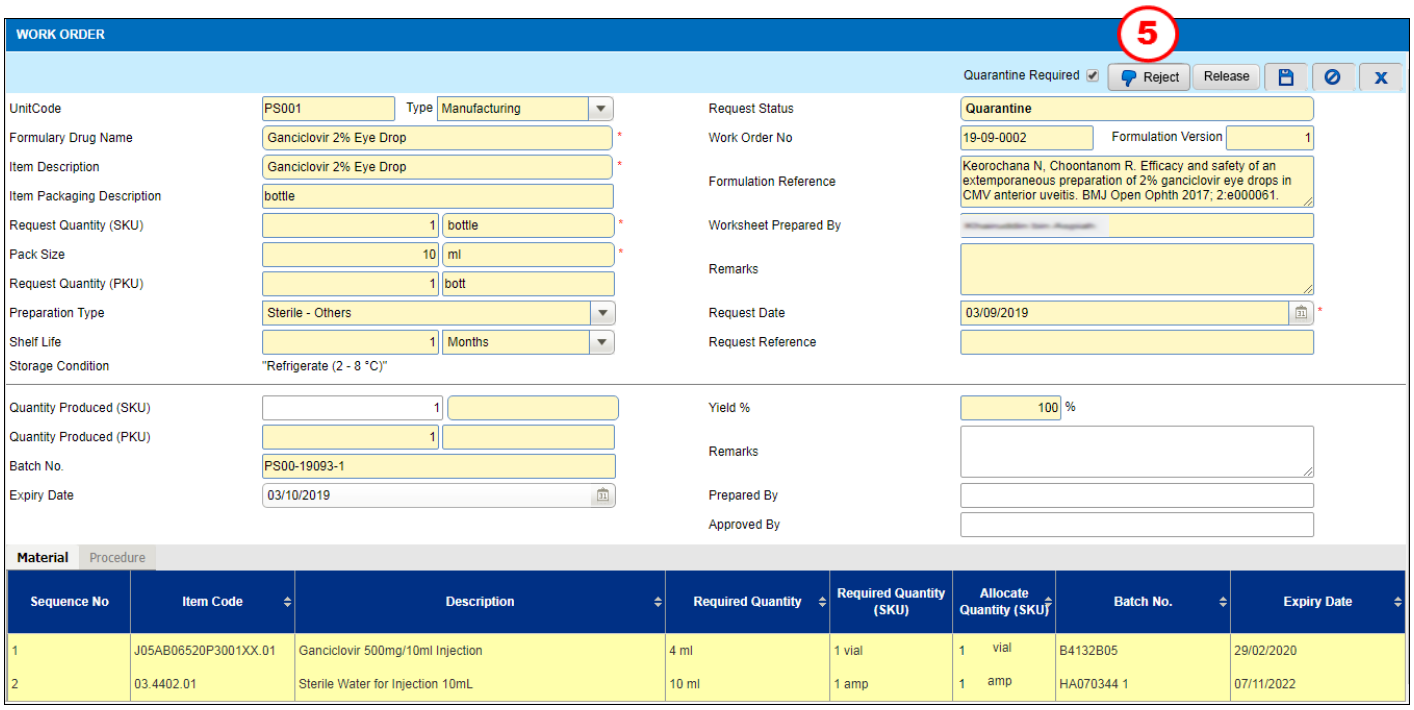


Figure 3.4.2-2 Work Order Reject Final Product

STEP 5

Click on the Reject 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.*

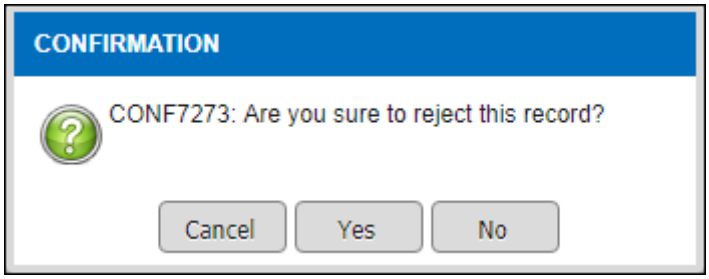


Figure 3.4.2-3 Alert Message to Reject record

- *Click on the* Yes *button*

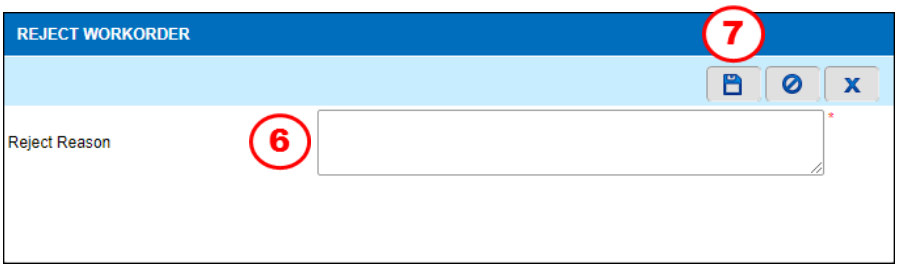


Figure 3.4.2-4 Reject Work Order

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.*

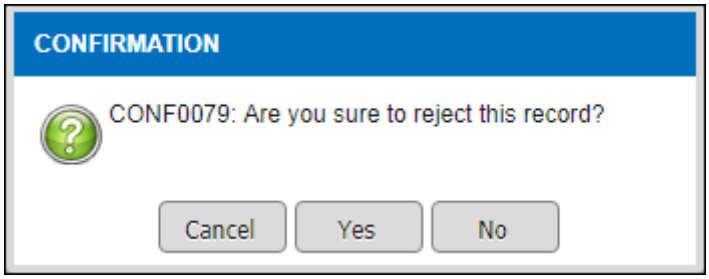


Figure 3.4.2-5 Save Record

- *Click on the* Yes *button.*

- *Reject Work Order screen will be displayed as per Figure 3.4.2-6.*

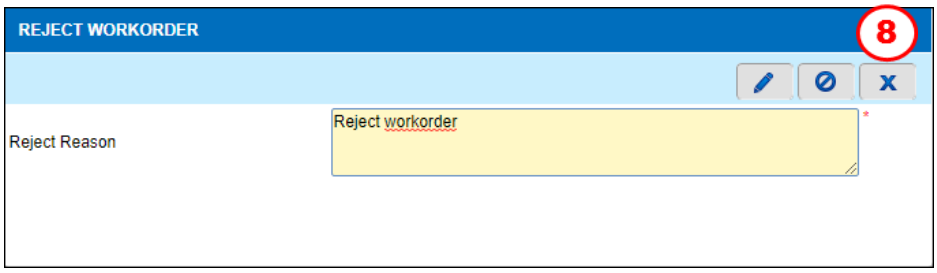


Figure 3.4.2-7 Reject Workorder

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*		