



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

Pharmacy Based

User Manual Manufacturing - Galenical (Work Order)

Version	: 7th Edition
Document ID	: PB_U. MANUAL_GALENICAL_WORK ORDER



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



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Reference ID : PB_U. MANUAL_GALENICAL_WORK ORDER-7th Edition

Application reference: PhIS & CPS v1.7.1



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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 detail:

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

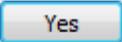
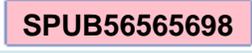
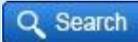
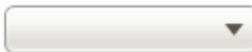
1.3 Organised Sections

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 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	<input type="checkbox"/>	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	Hold the Work Order
Production Complete	Process complete	Record Completion	Record complete
Release	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

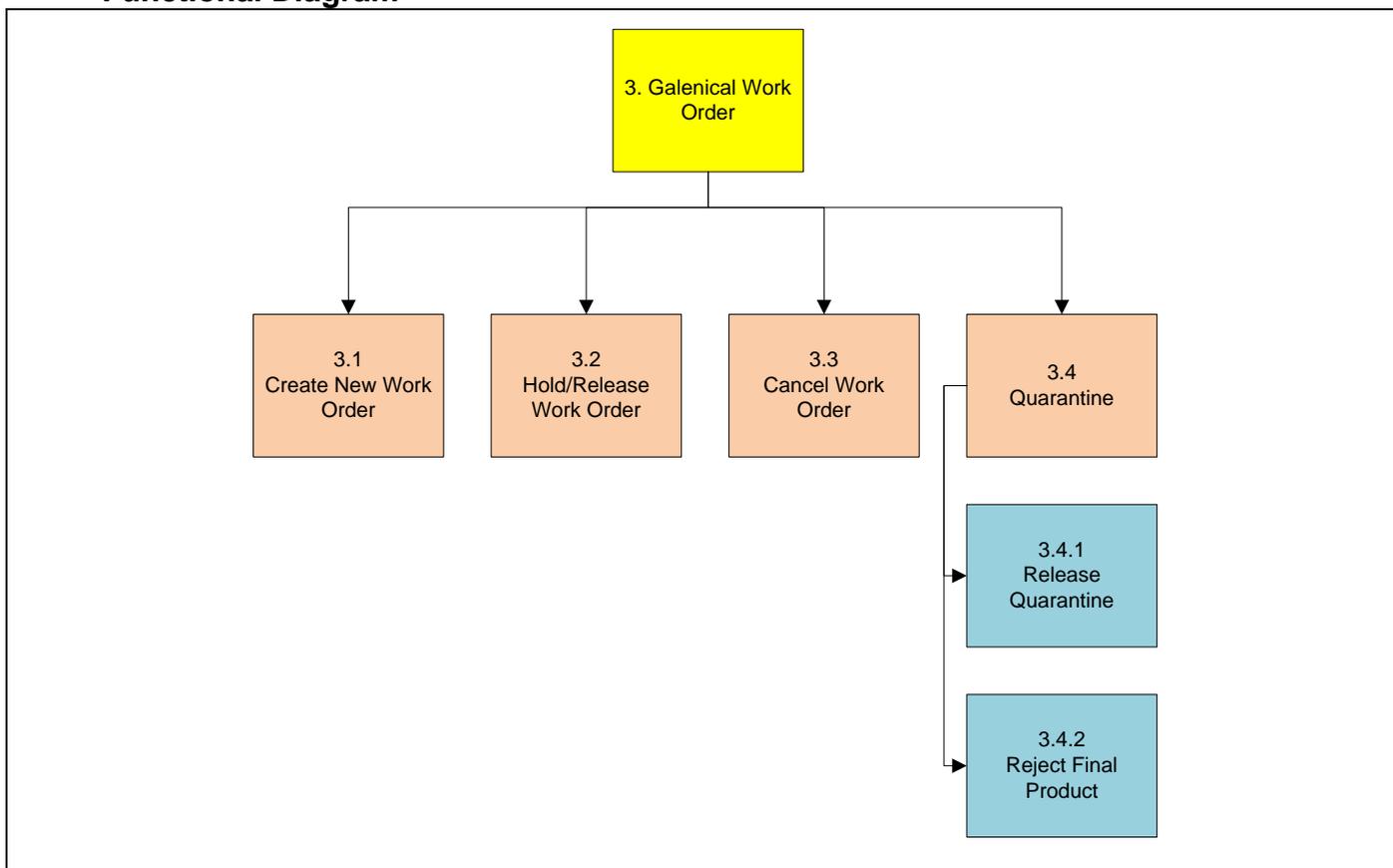


Figure 3.0 Functional Diagram



Functional Description

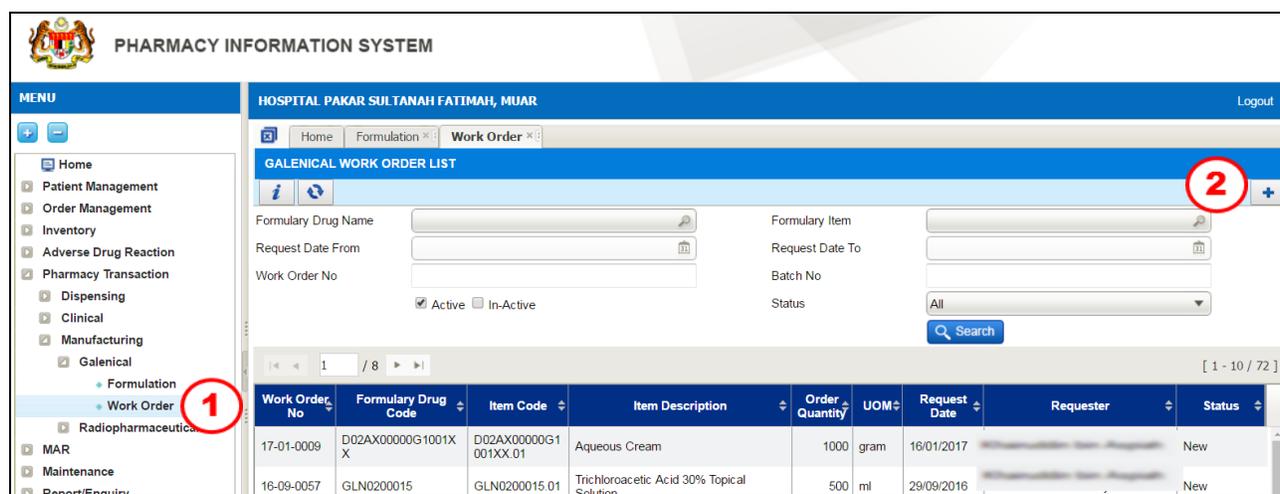
Galenical Work Order comprises of four (4) main functions:

- **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:

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

GALENICAL WORK ORDER LIST

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
17-01-0009	D02AX00000G1001XX	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

Figure 3.1-1 Create New Work Order

STEP 1

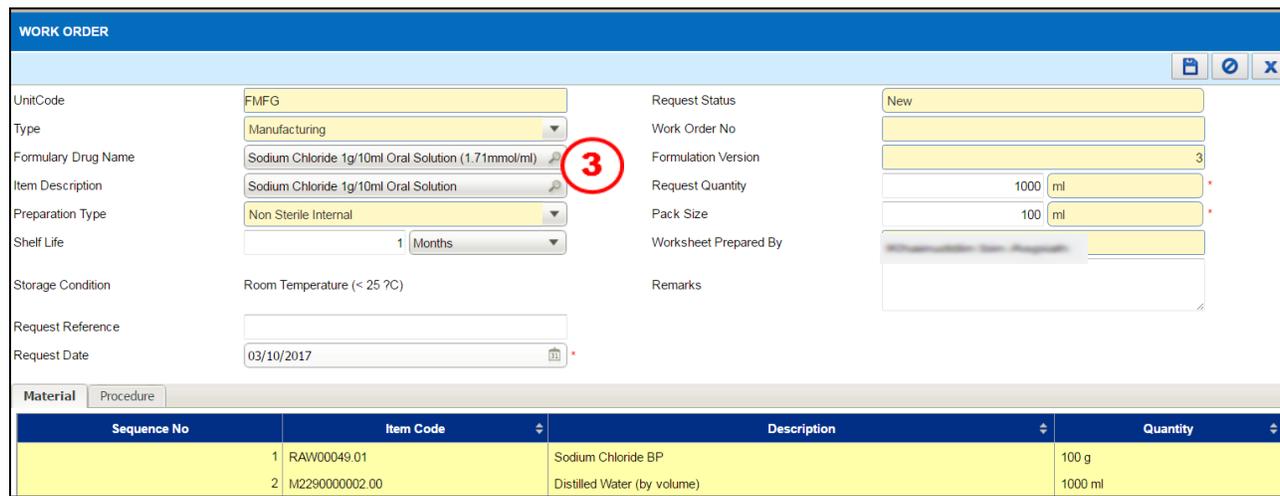
Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

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.



Sequence No	Item Code	Description	Quantity
1	RAW00049.01	Sodium Chloride BP	100 g
2	M229000002.00	Distilled Water (by volume)	1000 ml

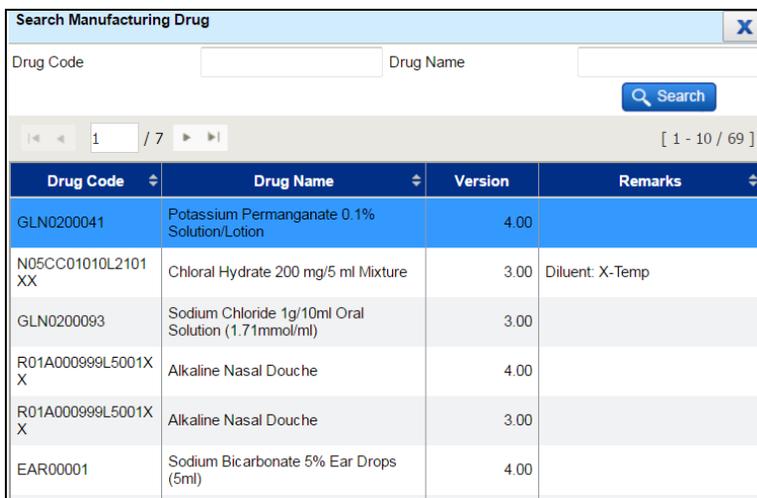
Figure 3.1-2 New Work Order screen

STEP 3

Click on the  button to search for the Formulary Drug Name

Note

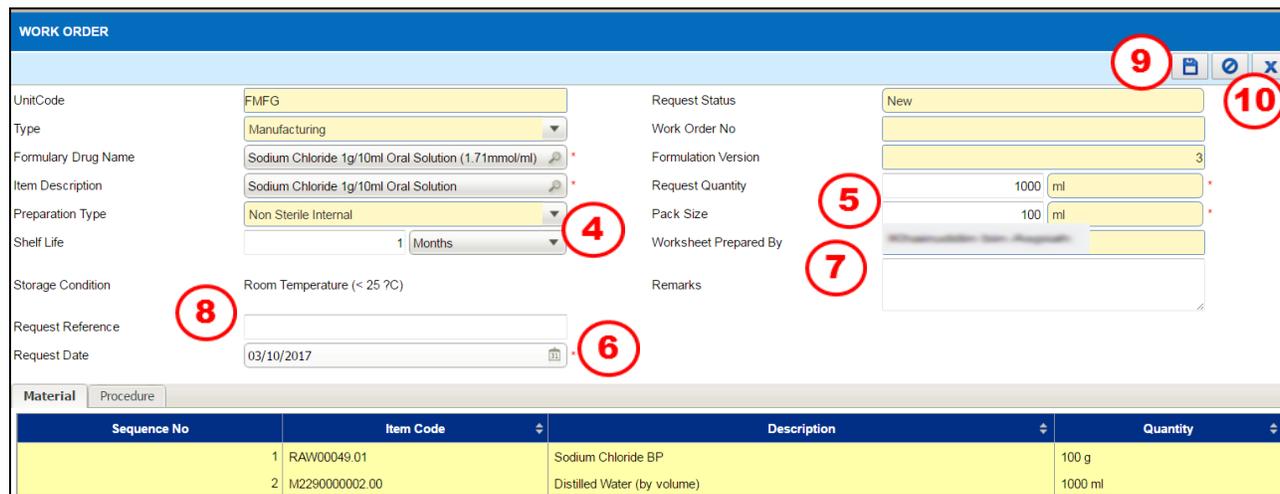
- List of **Formulary Drug Name** will be displayed as shown in Figure 3.1-3.



Drug Code	Drug Name	Version	Remarks
GLN0200041	Potassium Permanganate 0.1% Solution/Lotion	4.00	
N05CC01010L2101XX	Chloral Hydrate 200 mg/5 ml Mixture	3.00	Diluent: X-Temp
GLN0200093	Sodium Chloride 1g/10ml Oral Solution (1.71mmol/ml)	3.00	
R01A000999L5001XX	Alkaline Nasal Douche	4.00	
R01A000999L5001XX	Alkaline Nasal Douche	3.00	
EAR00001	Sodium Bicarbonate 5% Ear Drops (5ml)	4.00	

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



WORK ORDER

UnitCode: FMFG
 Type: Manufacturing
 Formulary Drug Name: Sodium Chloride 1g/10ml Oral Solution (1.71mmol/ml)
 Item Description: Sodium Chloride 1g/10ml Oral Solution
 Preparation Type: Non Sterile Internal
 Shelf Life: 1 Months
 Storage Condition: Room Temperature (< 25 °C)
 Request Reference: [Empty field]
 Request Date: 03/10/2017

Request Status: New
 Work Order No: [Empty field]
 Formulation Version: 3
 Request Quantity: 1000 ml
 Pack Size: 100 ml
 Worksheet Prepared By: [Empty field]
 Remarks: [Empty text area]

Sequence No	Item Code	Description	Quantity
1	RAW00049.01	Sodium Chloride BP	100 g
2	M229000002.00	Distilled Water (by volume)	1000 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

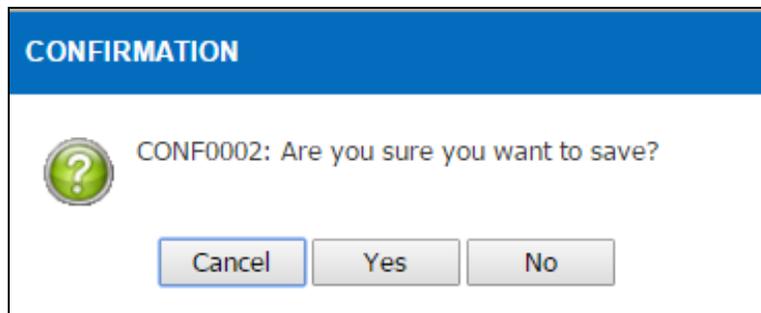
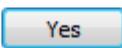


Figure 3.1-5 Save Record Alert Message

- Click on the  button.

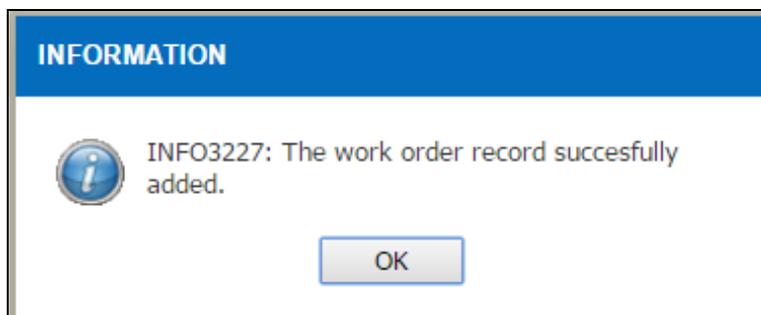
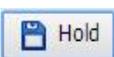
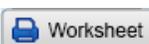


Figure 3.1-6 Save Record Alert Message

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

Table 3.1-1



STEP 10

Click on the button to exit

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00049.01	Sodium Chloride BP	100 g	0 g	-	-
2	M2290000002.00	Distilled Water (by volume)	1000 ml			

Figure 3.1-7 Work Order

Item Code	Batch No.	Expiry Date	Available Quantity	Allocate Quantity
RAW00049.01	15102015	30/01/2020	13929	100
RAW00049.03	16033016	31/03/2021	30000	0

Total Location Quantity: 43929
Total Allocated Quantity: 100

Figure 3.1-8 Item Batch Details

STEP 11

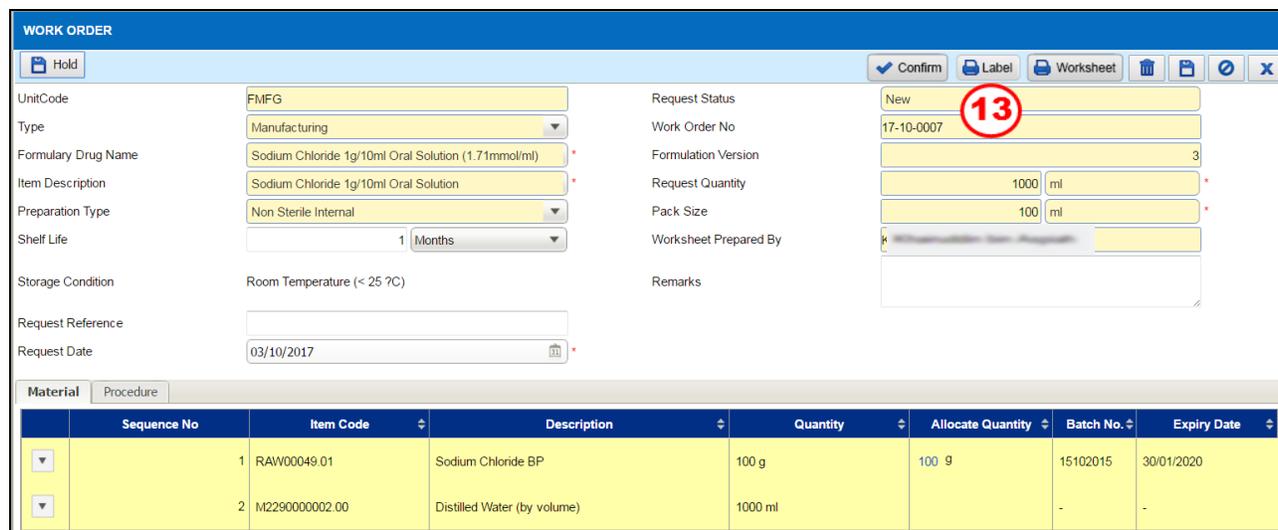
Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

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.

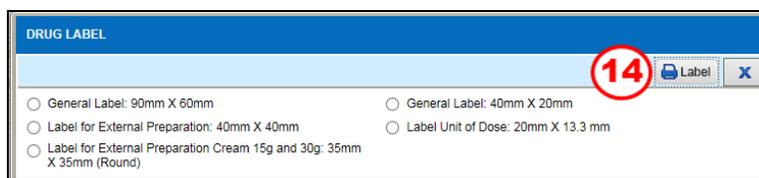


Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00049.01	Sodium Chloride BP	100 g	100 g	15102015	30/01/2020
2	M229000002.00	Distilled Water (by volume)	1000 ml	-	-	-

Figure 3.1-9 View/Print Label

STEP 13

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)

 Label X

Figure 3.1-10 Non PN Drug Print Label

STEP 14

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

Note

- Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-15.



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 3.1-11 Non PN Drug Label '90mm x 60mm'

Betamethasone Valerate 1 in 8 Cream	Betamethasone Valerate 1 in 8 Cream
Qty : 1000 g	Qty : 1000 g
Batch : PS00-180125-37	Batch : PS00-180125-37
Prep : 25/01/201 Exp : 24/02/201	Prep : 25/01/201 Exp : 24/02/201
Dat Date	Dat Date
Hospital Pakar Sultanah Fatimah, Muar	Hospital Pakar Sultanah Fatimah, Muar
Betamethasone Valerate 1 in 8 Cream	Betamethasone Valerate 1 in 8 Cream
Qty : 1000 g	Qty : 1000 g
Batch : PS00-180125-37	Batch : PS00-180125-37
Prep : 25/01/201 Exp : 24/02/201	Prep : 25/01/201 Exp : 24/02/201
Dat Date	Dat Date
Hospital Pakar Sultanah Fatimah, Muar	Hospital Pakar Sultanah Fatimah, Muar

Figure 3.1-12 Non PN Drug Label '40mm x 20mm'

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Iodine and Potassium Iodide Aqueous Solution (Lugol's Solution) Qty 100 ml Batch No: PS00-171227-9 Prep : 27/12/201 Exp : 24/01/201 Dat Date	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Iodine and Potassium Iodide Aqueous Solution (Lugol's Solution) Qty : 100 ml Batch No : PS00-171227-9 Prep : 27/12/201 Exp : 24/01/201 Dat Date
Hospital Pakar Sultanah Fatimah, Muar	Hospital Pakar Sultanah Fatimah, Muar

Figure 3.1-13 Non PN Drug Label '40mm x 40mm'

Sodium Chloride 1g/5ml Oral Solution (3.42) BN:PS00-17118-1 Exp: 08/12/2017			
Sodium Chloride 1g/5ml Oral Solution (3.42) BN:PS00-17118-1 Exp: 08/12/2017			
Sodium Chloride 1g/5ml Oral Solution (3.42) BN:PS00-17118-1 Exp: 08/12/2017			

Figure 3.1-14 Non PN Drug Label '20mm x 13.3mm'

 <p>Sodium Chloride 1g/5ml Oral Solution (3.42mmol/ml)</p> <p>Qty : 1000 ml Exp: 08/12/2017</p> <p>B.No: PS00-17118-1 HKLM</p>	 <p>Sodium Chloride 1g/5ml Oral Solution (3.42mmol/ml)</p> <p>Qty : 1000 ml Exp: 08/12/2017</p> <p>B.No: PS00-17118-1 HKLM</p>
--	---

Figure 3.1-15 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 3.1-16.

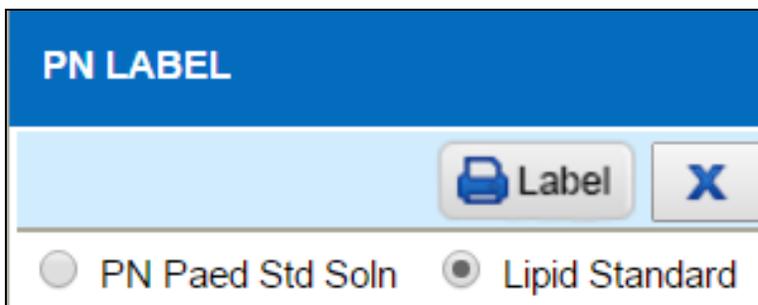


Figure 3.1-16 PN Drug Print Label

- Printed Labels in PDF format is as shown in Figure 3.1-17



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 3.1-17 (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 3.1-17 (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: FMFG
Type: Manufacturing
Formulary Drug Name: Sodium Chloride 1g/10ml Oral Solution (1.71mmol/ml)
Item Description: Sodium Chloride 1g/10ml Oral Solution
Preparation Type: Non Sterile Internal
Shelf Life: 1 Months
Storage Condition: Room Temperature (< 25 °C)
Request Reference:
Request Date: 03/10/2017

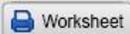
Request Status: New
Work Order No: 17-10-0007
Formulation Version: 3
Request Quantity: 1000 ml
Pack Size: 100 ml
Worksheet Prepared By: [Name]
Remarks:

Material

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAIW00049.01	Sodium Chloride BP	100 g	100 g	15102015	30/01/2020
2	M2290000002.00	Distilled Water (by volume)	1000 ml	-	-	-

Figure 3.1-18 View/Print Worksheet

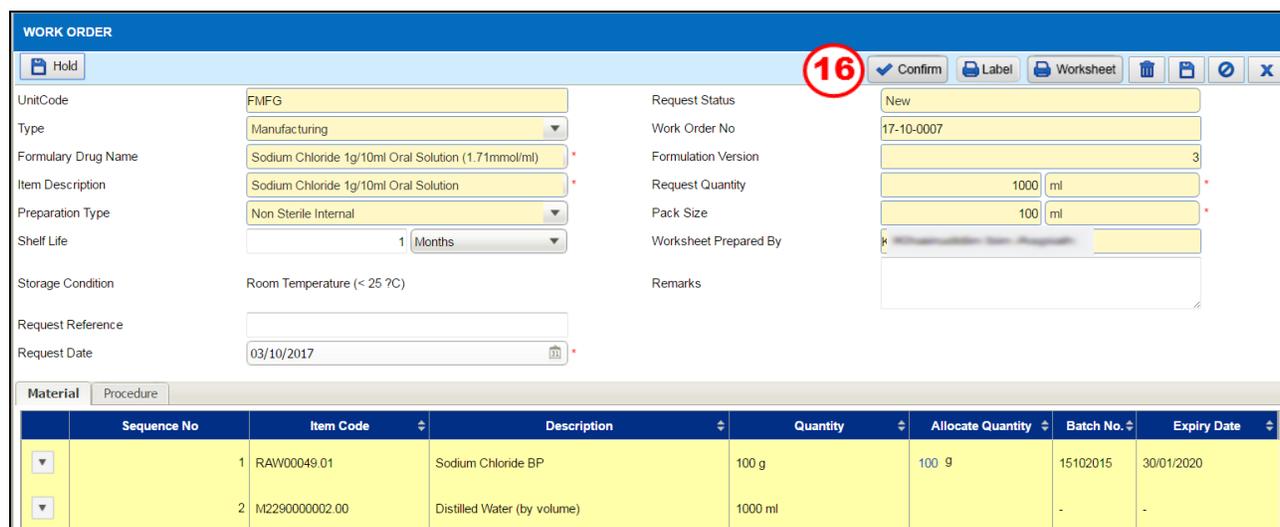
STEP 15

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-18



GALENICAL WORKSHEET (DRAFT)					
MINISTRY OF HEALTH					
Hospital Kulim					
Request Date : 03/10/2017	Worksheet ID : 17-10-0007	Request Qty : 1000 ml			
Shelf Life : 1 Months	Pack Size : 100 ml	Qty Prepared : 0 ml			
Preparation Type : Non Sterile Internal	Batch No : FMFG-17103-7	Expiry Date : 02/11/2017			
Item Description : Sodium Chloride 1g/10ml Oral Solution					
Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Sodium Chloride BP	10 g	100 g	30/01/2020	15102015	100 g
Consumables :					
Distilled Water (by volume)	100 ml	1000 ml			
Procedure :					
1 Measure the required amount of sodium chloride powder					
2 Dissolve the powder in sufficient amount of water					
3 Adjust to final volume with water					
4 Package and label					
5 NOTE: Distilled water may be replaced with sterile water for irrigation/injection					
Storage : Room Temperature (< 25 °C)			Label :		
Remarks					
Reference:					
Worksheet Prepared By :		Prepared by :		Approved by :	
Date: 03/10/2017		Date:		Date:	

Figure 3.1-19 Manufacturing Draft Work Sheet



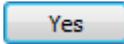
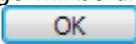
Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00049.01	Sodium Chloride BP	100 g	100 g	15102015	30/01/2020
2	M2290000002.00	Distilled Water (by volume)	1000 ml		-	-

Figure 3.1-20 Confirm Work Order

STEP 16

Click on the  button to confirm the work order

Note

- Alert message will be displayed as per Figure 3.1-21, click on the  button. Figure 3.1-22 will be display. Click on the  button.

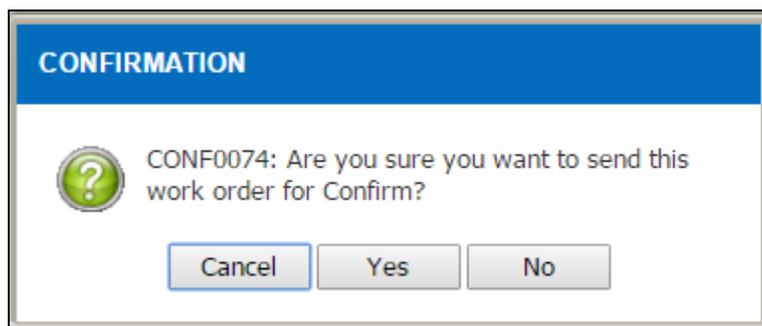


Figure 3.1-21 Save Record Alert Message

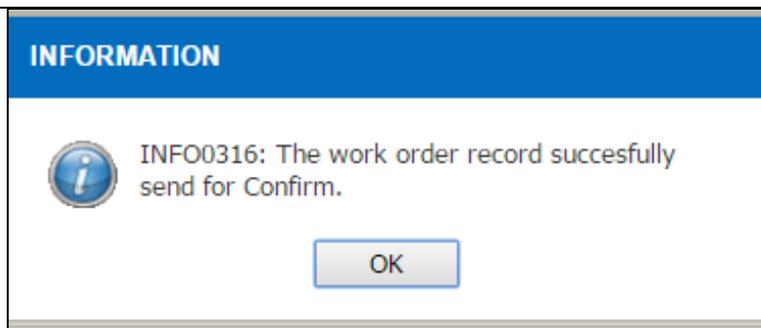


Figure 3.1-22 Save Record Alert Message

Note

The Status will change to Worksheet/Label Generated.

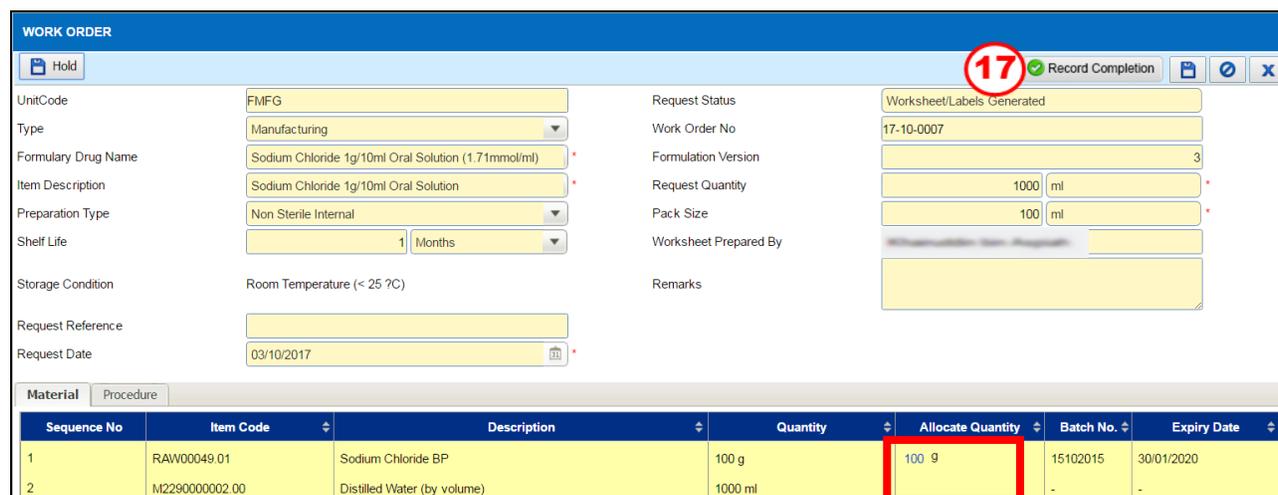


Figure 3.1-23 Record Completion Work Order

STEP 17

Click on the  button to complete the record

Note

- Before clicking  user must allocate the quantity.
- Proceed with the product preparation.
- Alert message will be displayed as per Figure 3.1-24 & Figure 3.1-25 after clicking on  button

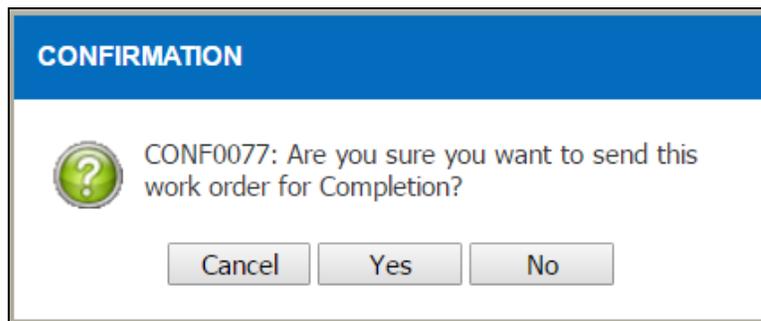
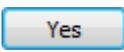


Figure 3.1-24 Save Record Alert Message

- Click on the  button.

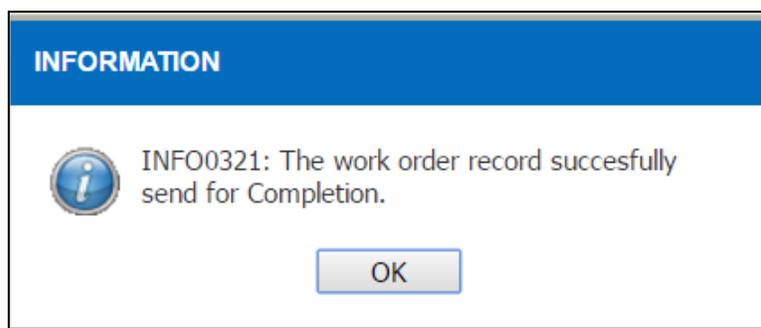
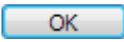
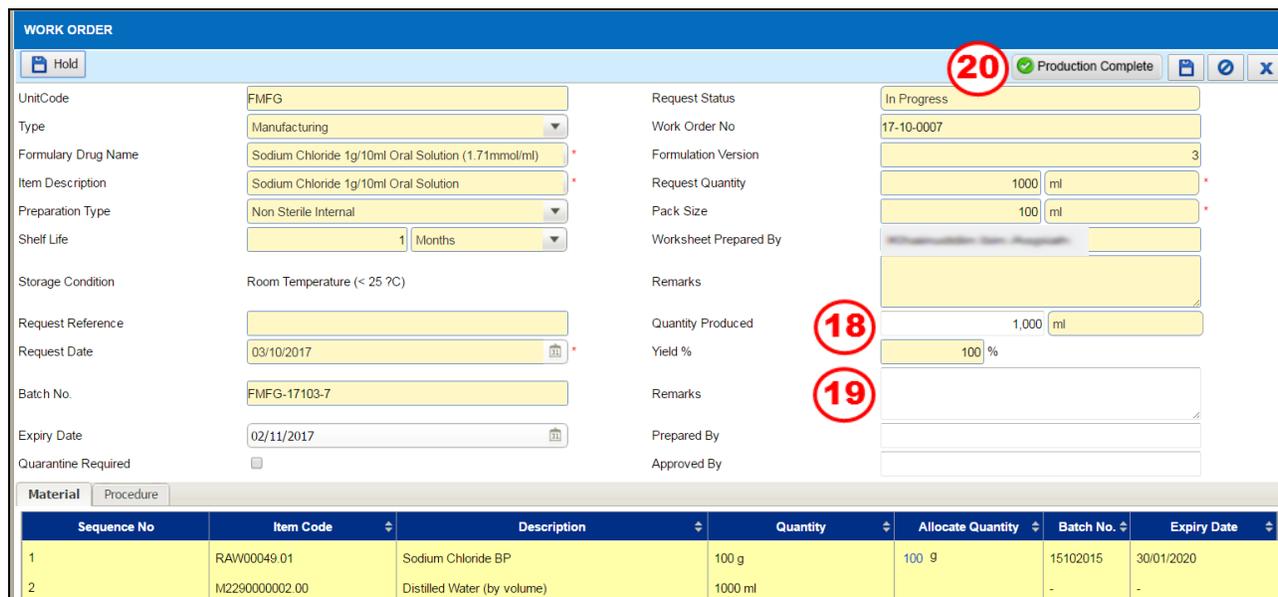


Figure 3.1-25 Record Completion

- Click on the  button.



WORK ORDER

UnitCode: FMFG
 Type: Manufacturing
 Formulary Drug Name: Sodium Chloride 1g/10ml Oral Solution (1.71mmol/ml)
 Item Description: Sodium Chloride 1g/10ml Oral Solution
 Preparation Type: Non Sterile Internal
 Shelf Life: 1 Months
 Storage Condition: Room Temperature (< 25 7C)
 Request Reference:
 Request Date: 03/10/2017
 Batch No.: FMFG-17103-7
 Expiry Date: 02/11/2017
 Quarantine Required:

Request Status: In Progress
 Work Order No: 17-10-0007
 Formulation Version: 3
 Request Quantity: 1000 ml
 Pack Size: 100 ml
 Worksheet Prepared By:
 Remarks:
 Quantity Produced: 1,000 ml
 Yield %: 100 %
 Remarks:
 Prepared By:
 Approved By:

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00049 01	Sodium Chloride BP	100 g	100 g	15102015	30/01/2020
2	M229000002.00	Distilled Water (by volume)	1000 ml			

Figure 3.1-26 Production Complete

STEP 18

Enter the actual **Quantity Produced**

Note

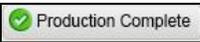
- This step is performed after the product has been made manually.
- Yield value in %, will be auto calculated by this formula:

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

STEP 19

Enter the **Remarks if have**

STEP 20

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.

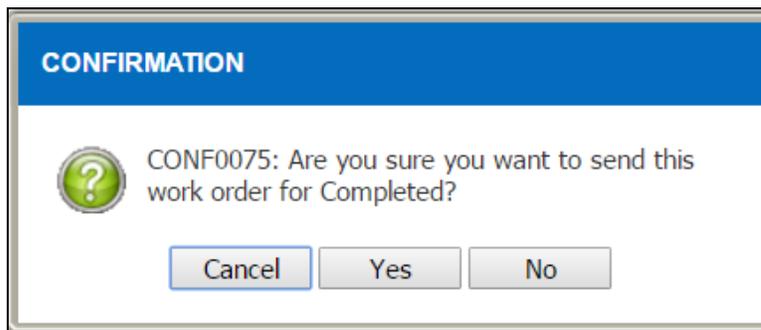
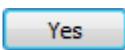


Figure 3.1-27 Save Record Alert Message

- Click on the  button.

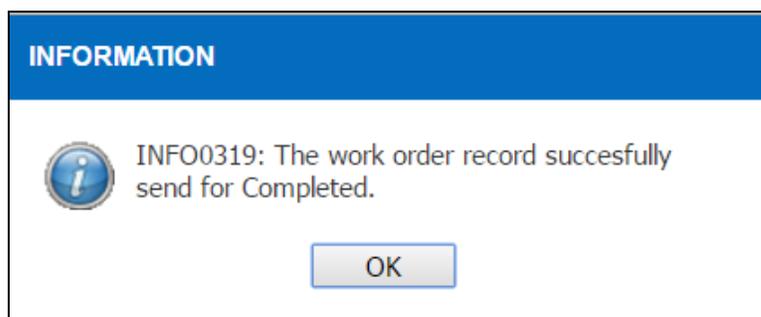
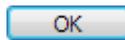


Figure 3.1-28 Save Record Alert Message

- Click on the  button.

WORK ORDER

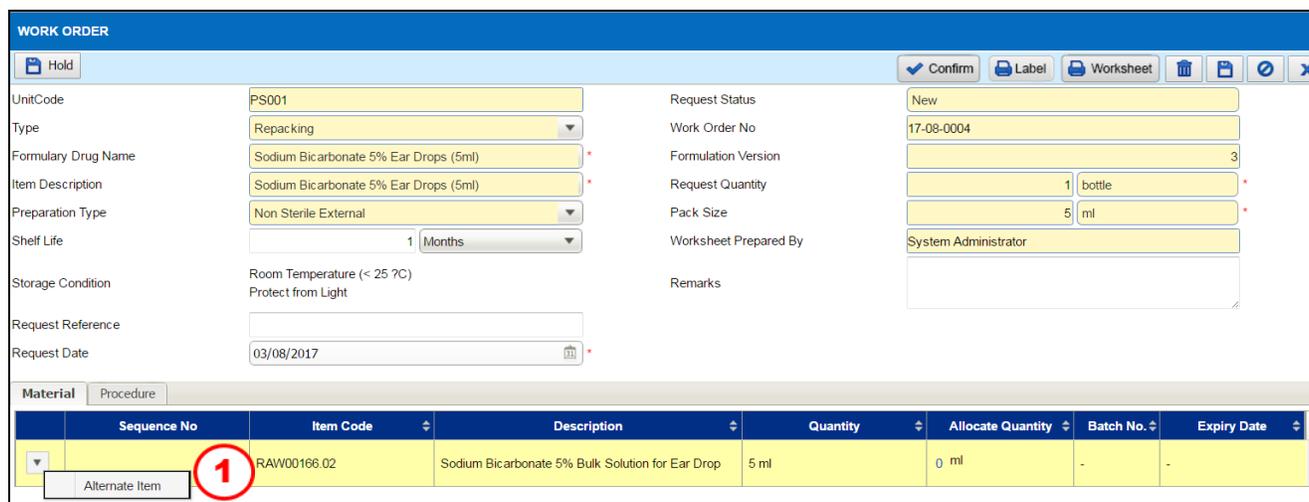
Buttons: Hold, Label, Worksheet, X

UnitCode	FMFG	Request Status	Completed
Type	Manufacturing	Work Order No	17-10-0007
Formulary Drug Name	Sodium Chloride 1g/10ml Oral Solution (1.71mmol/ml)	Formulation Version	3
Item Description	Sodium Chloride 1g/10ml Oral Solution	Request Quantity	1000 ml
Preparation Type	Non Sterile Internal	Pack Size	100 ml
Shelf Life	1 Months	Worksheet Prepared By	
Storage Condition	Room Temperature (< 25 °C)	Remarks	
Request Reference		Quantity Produced	1,000 ml
Request Date	03/10/2017	Yield %	100 %
Batch No.	FMFG-17103-7	Remarks	
Expiry Date	02/11/2017	Prepared By	
Quarantine Required	<input type="checkbox"/>	Approved By	

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00049.01	Sodium Chloride BP	100 g	100 g	15102015	30/01/2020
2	M2290000002.00	Distilled Water (by volume)	1000 ml			

Figure 3.1-29 Complete Work Order Galenical

3.1.1 Alternate Drug



WORK ORDER

Hold Confirm Label Worksheet

UnitCode: PS001 Request Status: New
 Type: Repacking Work Order No: 17-08-0004
 Formulary Drug Name: Sodium Bicarbonate 5% Ear Drops (5ml) * Formulation Version: 3
 Item Description: Sodium Bicarbonate 5% Ear Drops (5ml) * Request Quantity: 1 bottle *
 Preparation Type: Non Sterile External Pack Size: 5 ml *
 Shelf Life: 1 Months Worksheet Prepared By: System Administrator
 Storage Condition: Room Temperature (< 25 °C) Protect from Light Remarks:
 Request Reference:
 Request Date: 03/08/2017 *

Material	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
Alternate Item	1	RAW00166.02	Sodium Bicarbonate 5% Bulk Solution for Ear Drop	5 ml	0 ml	-	-

Figure 3.1.1-1 Alternate (Work Order)

STEP 1

Click on the  and select the  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)



ALTERNATE ITEM DETAILS

Alternate Item For: RAW00166.02 Description: Sodium Bicarbonate 5% Bulk Solution for Ear Drop
Active Ingredient: Sodium Bicarbonate Alternate Item Name:

BATCH DETAIL

1 / 1

No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	Units	Allocation Qty
1	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16008	31/10/2019	1490	ampoule	0
2	Carminative Mixture (Sodium Bicarbonate, Magnesium Carbonate, Tincture Cardamom Compound Mixture)	Oral Solution	L1611035	30/11/2019	720	ml	0
		Oral Solution	L1611036	30/11/2019	600	ml	0
		Oral Solution	L1701006	09/01/2020	12000	ml	0
3	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16	25/12/2020	1313100	ampoule	0
		Parenteral Solution	7	26/12/2020	666600	ampoule	0

Figure 3.1.1-2 Alternate Drug Details

STEP 2

Choose the **Item Name** and **Enter Allocation Qty**

Note

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

STEP 3

Click on the  button to save the record

ALTERNATE ITEM DETAILS

Alternate Item For: RAW00166.02 Description: Sodium Bicarbonate 5% Bulk Solution for Ear Drop
Active Ingredient: Sodium Bicarbonate Alternate Item Name: Sodium Bicarbonate 8.4% 10ml Inj

BATCH DETAIL

1 / 1

No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	Units	Allocation Qty
1	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16008	31/10/2019	1490	ampoule	1
		Parenteral Solution	16	25/12/2020	1313100	ampoule	0
		Parenteral Solution	7	26/12/2020	666600	ampoule	0
		Parenteral Solution	6	02/01/2021	444400	ampoule	0

Figure 3.1.1-3 Alternate Item Drug Details

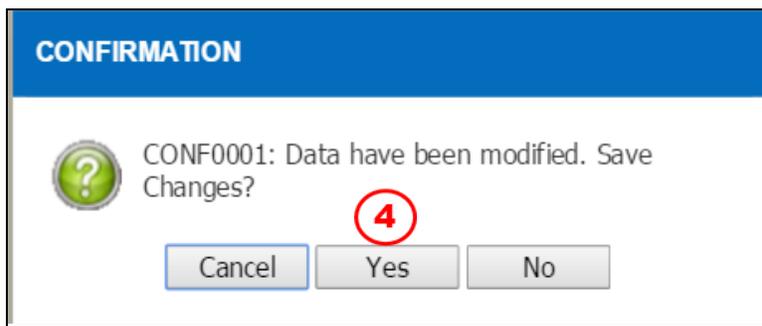


Figure 3.1.1-4 Information Alert Message

STEP 4

Click on the  button to save record

STEP 5

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

WORK ORDER							
UnitCode		PS001		Request Status		New	
Type		Repacking		Work Order No		17-08-0004	
Formulary Drug Name		Sodium Bicarbonate 5% Ear Drops (5ml)		Formulation Version		3	
Item Description		Sodium Bicarbonate 5% Ear Drops (5ml)		Request Quantity		1 bottle	
Preparation Type		Non Sterile External		Pack Size		5 ml	
Shelf Life		1 Months		Worksheet Prepared By		System Administrator	
Storage Condition		Room Temperature (< 25 °C) Protect from Light		Remarks			
Request Reference							
Request Date		03/08/2017					
Material							
Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date	
1	RAW00166.02	Sodium Bicarbonate 5% Bulk Solution for Ear Drop	5 ml	0 ml	-	-	
	43.3601.03	Sodium Bicarbonate 8.4% 10ml Inj	5 ml	1 amp	16008	31/10/2019	

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'.

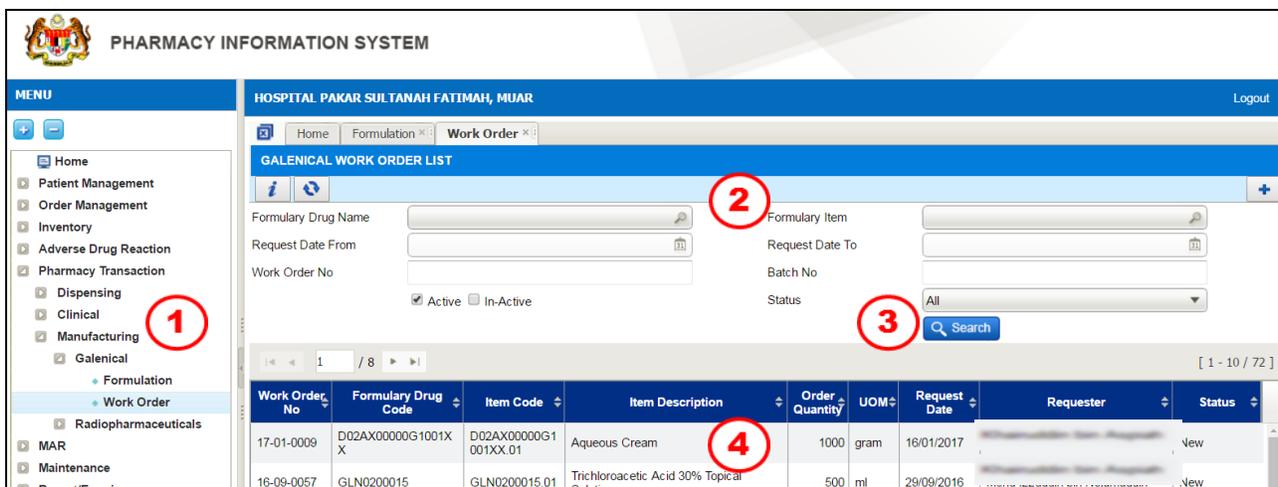


Figure 3.2-1 Galenical Work Order Listing Page

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

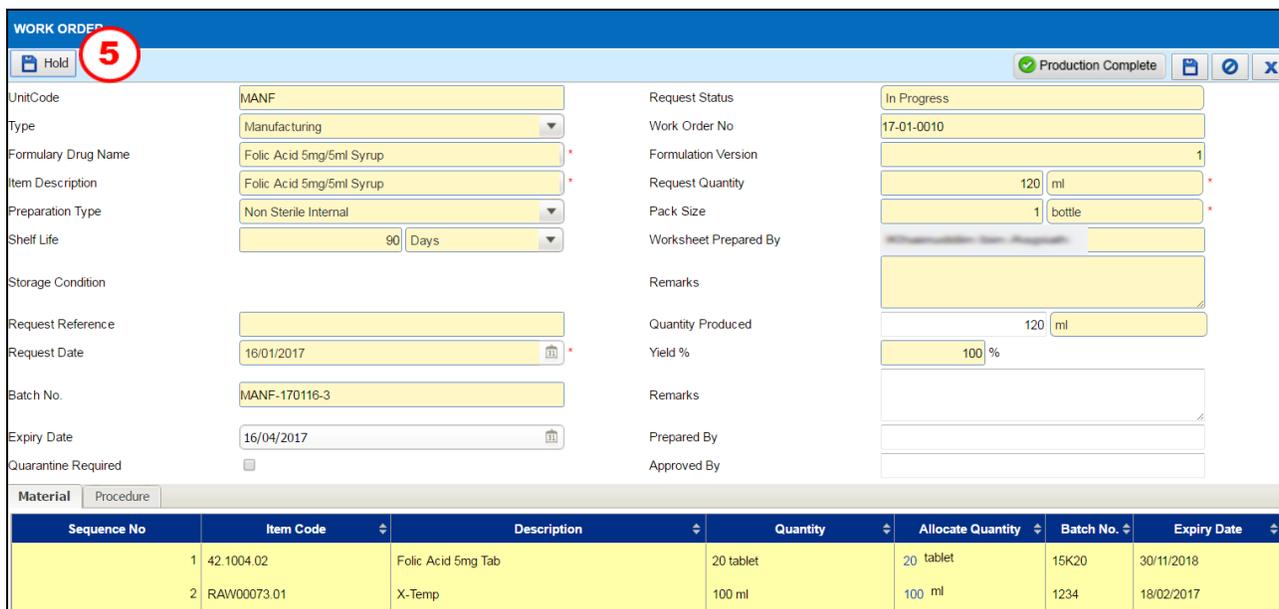
Click on the  button to search the existing record

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.

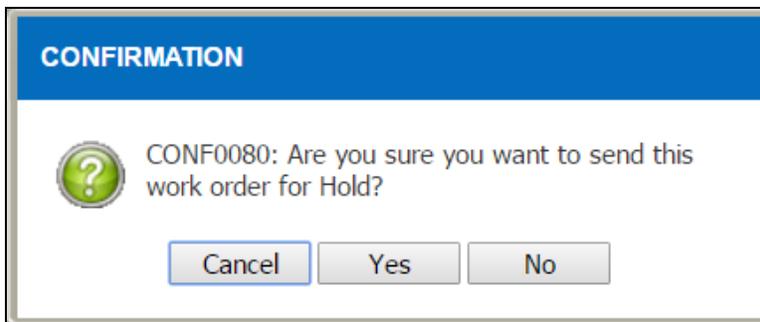
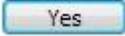


Figure 3.2-3 Alert Message Confirmation

- Click on the  button.

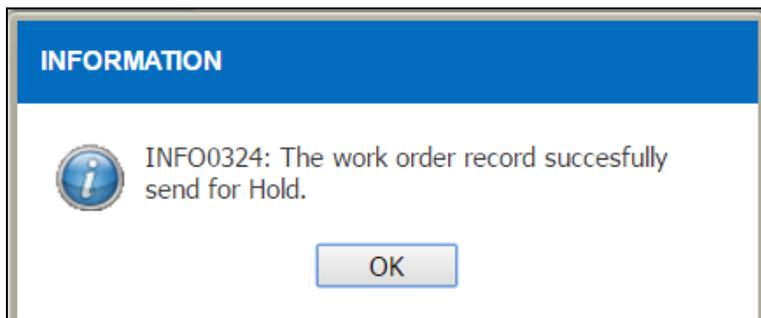
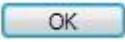
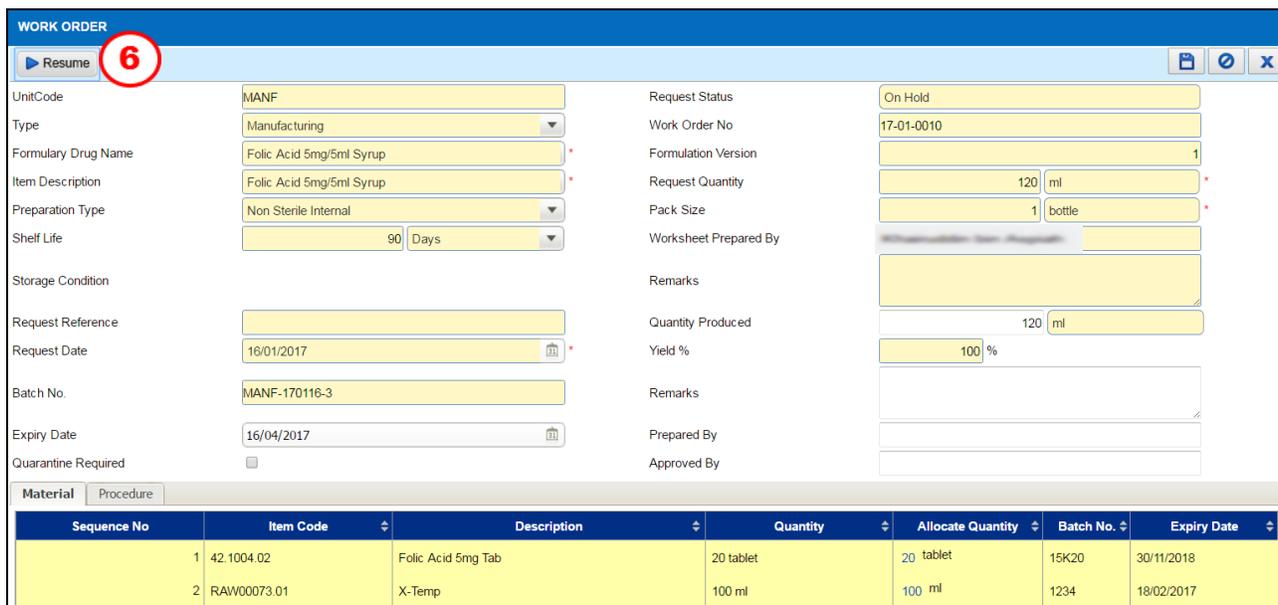


Figure 3.2-4 Alert Message Record Successfully Send for Hold

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



WORK ORDER

Resume 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	
Storage Condition		Remarks	
Request Reference		Quantity Produced	120 ml
Request Date	16/01/2017	Yield %	100 %
Batch No.	MANF-170116-3	Remarks	
Expiry Date	16/04/2017	Prepared By	
Quarantine Required	<input type="checkbox"/>	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 3.2-5 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.

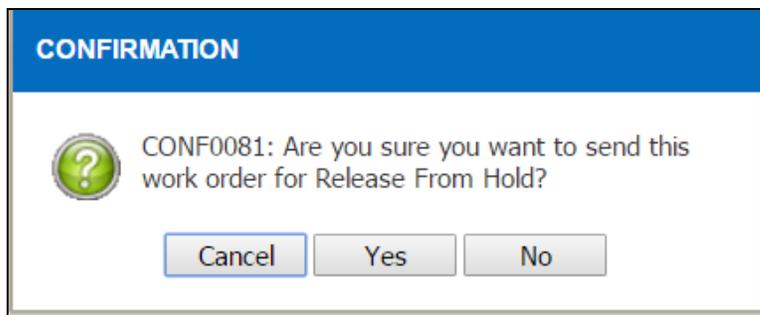
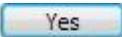


Figure 3.2-6 Alert Message Confirmation

- Click on the  button.

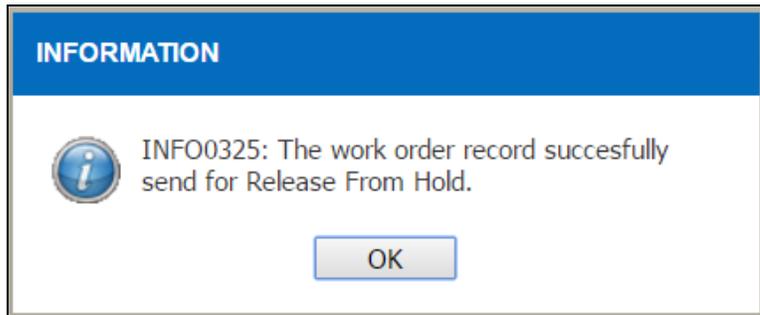
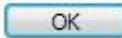


Figure 3.2-7 Alert Message Record Successfully Release from Hold

- 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.

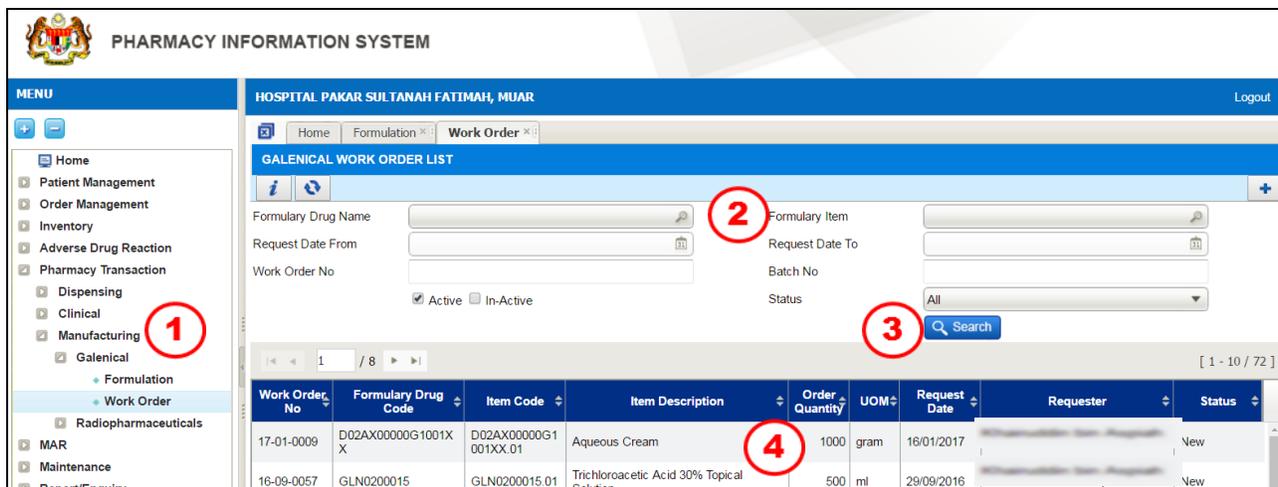


Figure 3.3-1 Galenical Work Order Listing Page

STEP 1

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

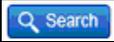
STEP 2

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

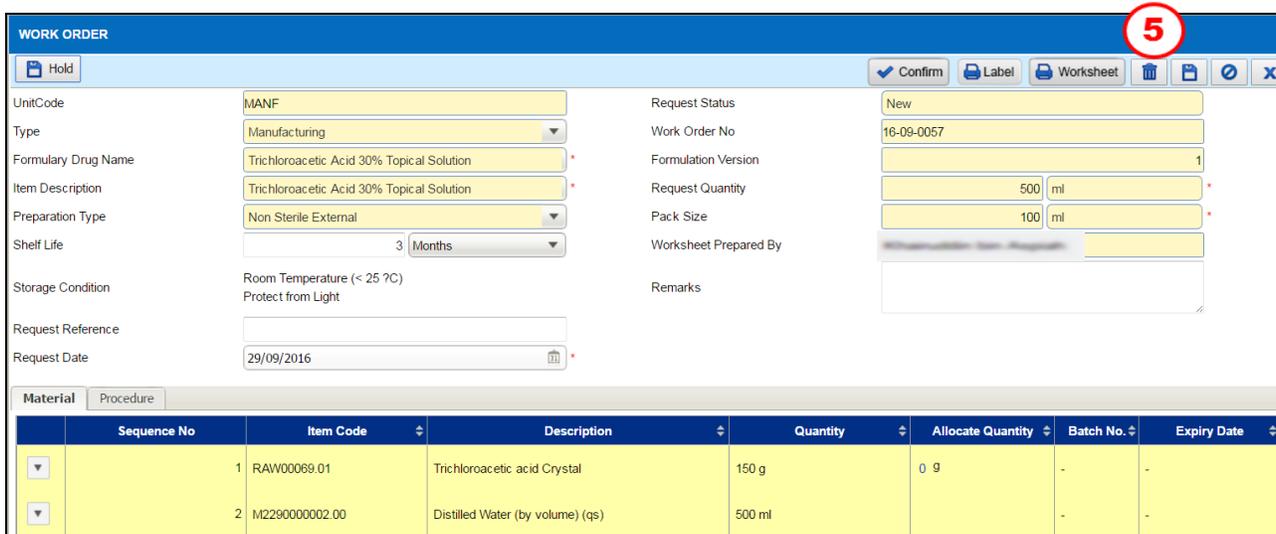
Click on the  button to search the existing record

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



WORK ORDER

Hold Confirm Label Worksheet

UnitCode: MANF Request Status: New
 Type: Manufacturing Work Order No: 16-09-0057
 Formulary Drug Name: Trichloroacetic Acid 30% Topical Solution Formulation Version: 1
 Item Description: Trichloroacetic Acid 30% Topical Solution Request Quantity: 500 ml
 Preparation Type: Non Sterile External Pack Size: 100 ml
 Shelf Life: 3 Months Worksheet Prepared By: [Redacted]
 Storage Condition: Room Temperature (< 25 °C) Protect from Light Remarks:
 Request Reference:
 Request Date: 29/09/2016

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00069.01	Trichloroacetic acid Crystal	150 g	0 g	-	-
2	M229000002.00	Distilled Water (by volume) (qs)	500 ml	-	-	-

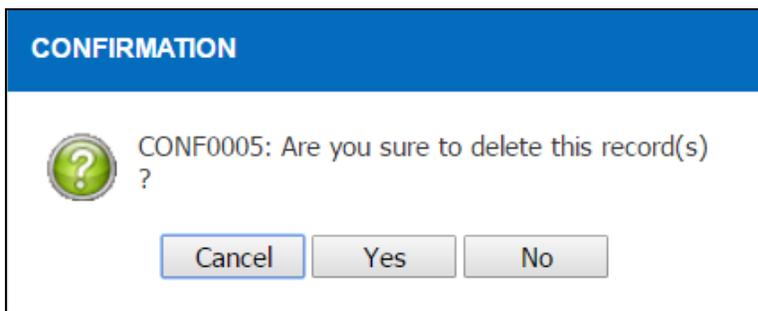
Figure 3.3-2 Cancel Work Order

STEP 5

Click on the  button to 'Cancel' a Work Order

Note

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



CONFIRMATION

CONF0005: Are you sure to delete this record(s) ?

Cancel Yes No

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

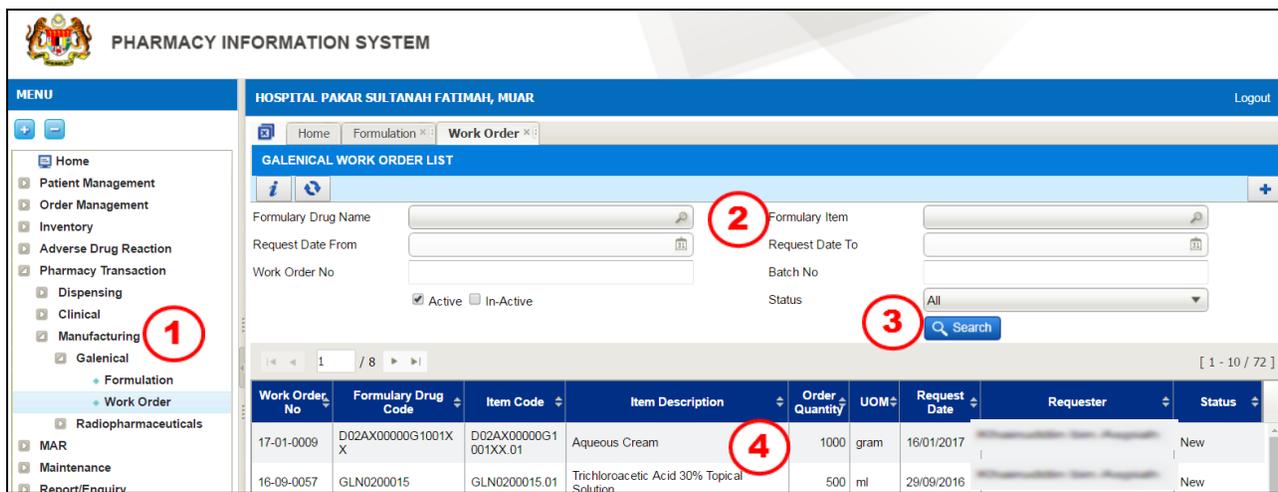


Figure 3.4-1 Galenical Work Order Listing Page

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

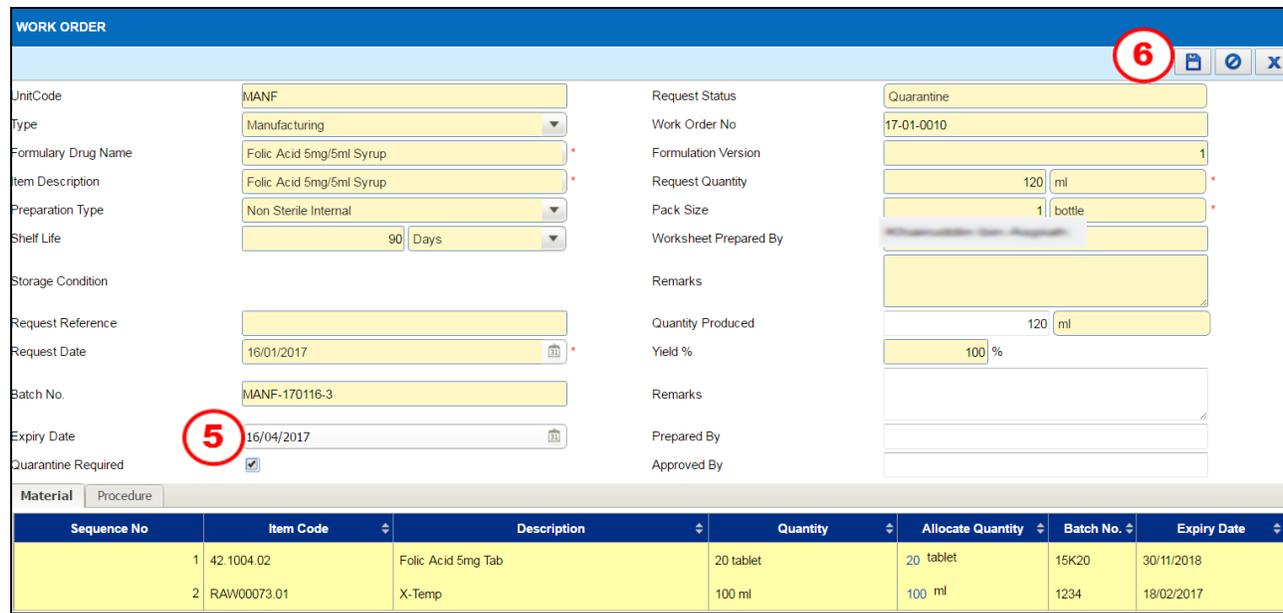
Click on the  button to search the existing record

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

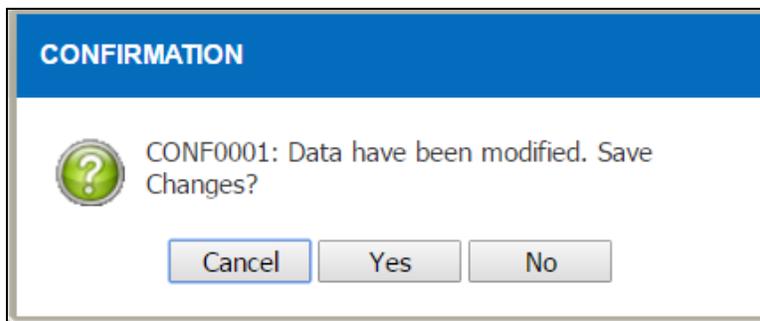


Figure 3.4-3 Alert Message Record Data Have Been Modified

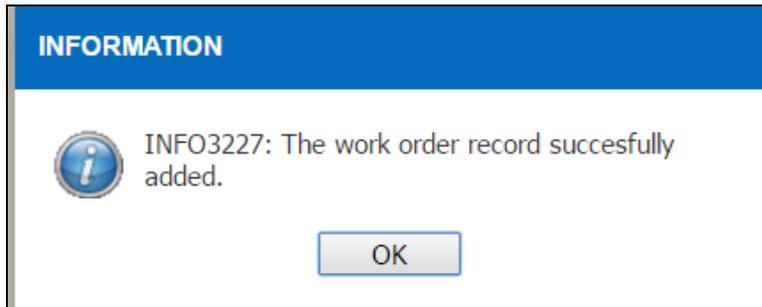


Figure 3.4-4 Alert Message Record Successfully Added

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

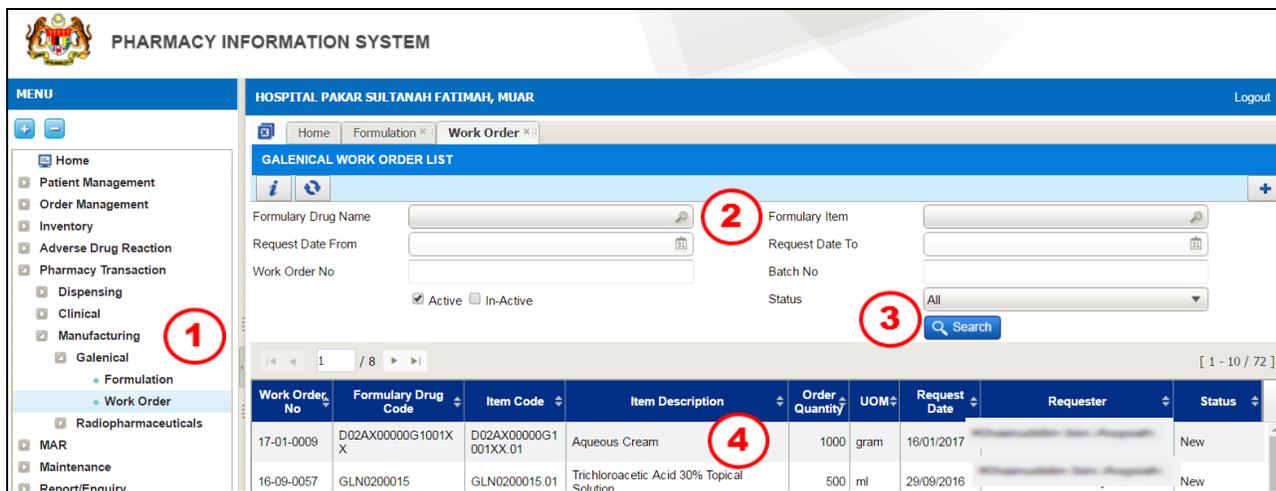


Figure 3.4.1-1 Galenical Work Order Listing Page

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

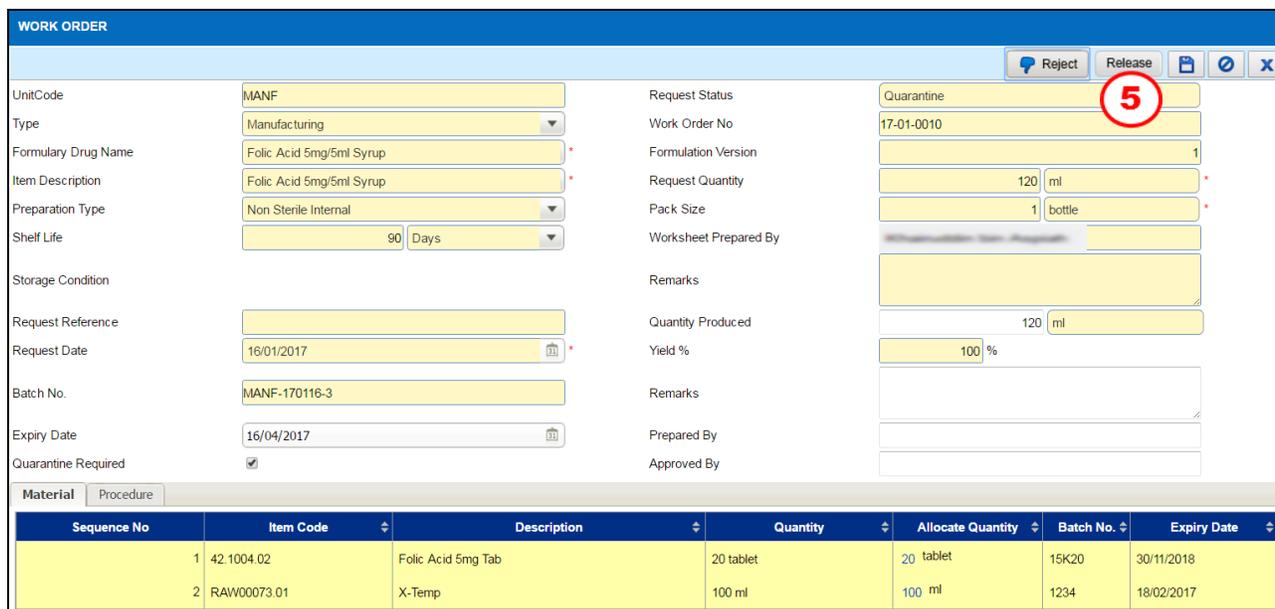
Click on the  button to search the existing record

Note

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

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 3.4.1-2 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 3.4.1-3.

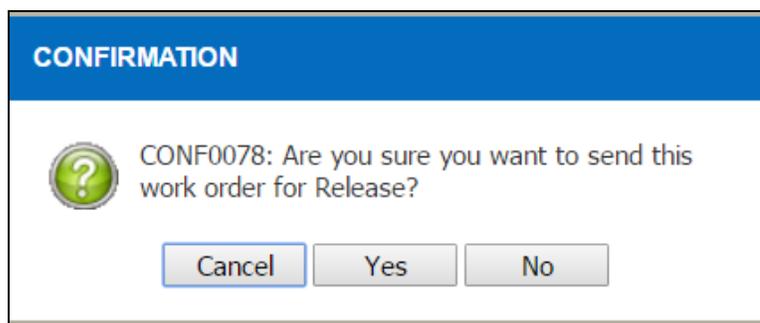


Figure 3.4.1-3 Alert Message Record for Release

- Click on the  button.

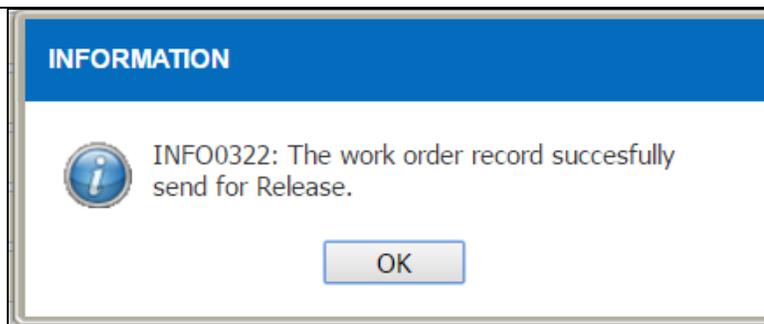


Figure 3.4.1-4 Release Record

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

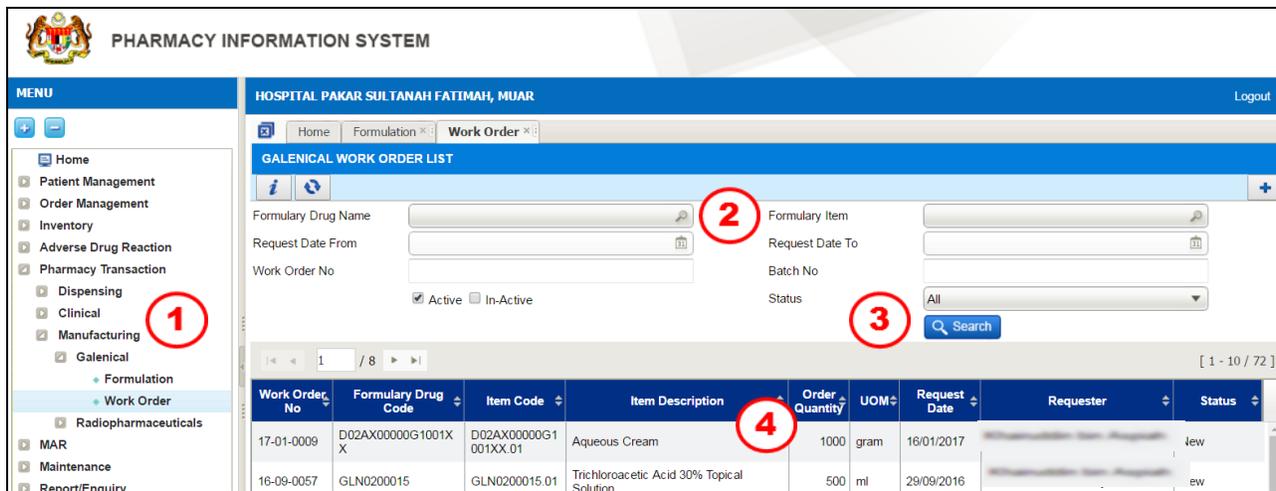


Figure 3.4.2-1 Galenical Work Order Listing Page

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

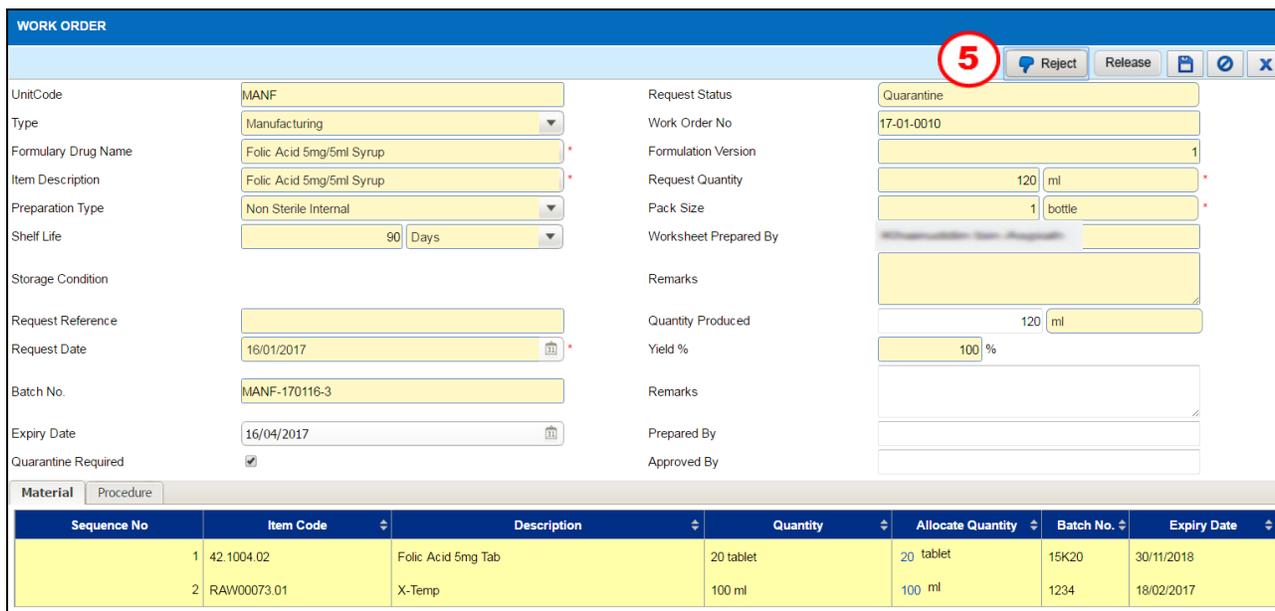
Click on the  button to search the existing record

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.

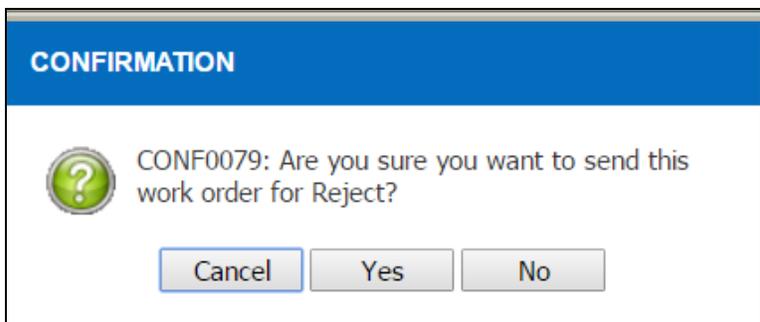


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button

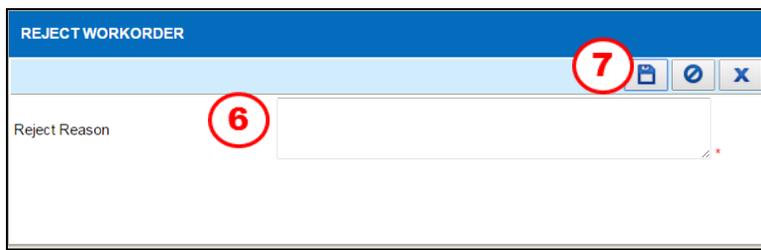


Figure 3.4.2-4 Reject Work Order

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.

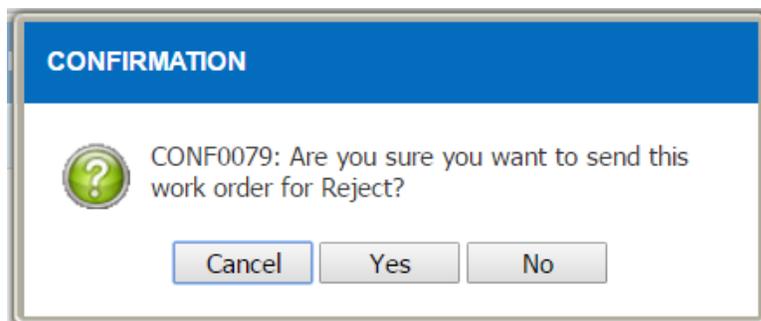
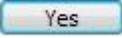


Figure 3.4.2-5 Save Record

- Click on the  button.

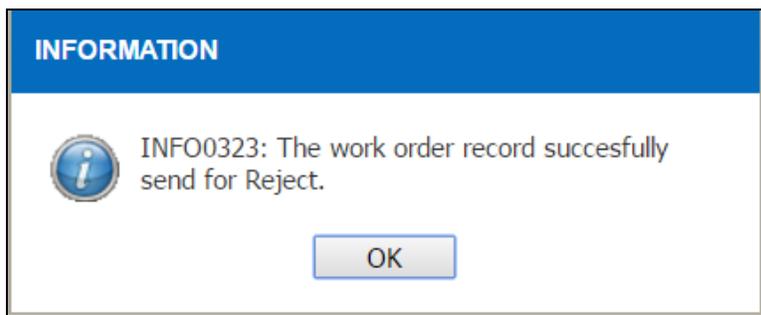
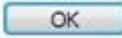


Figure 3.4.2-6 Confirm Save Reject

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

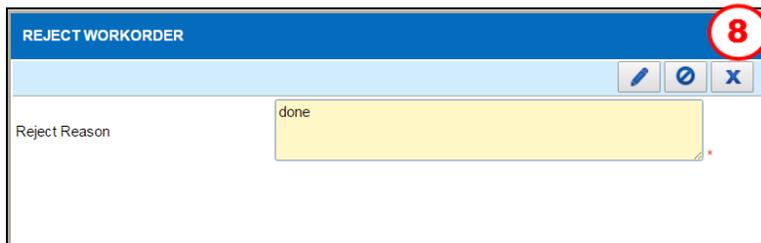


Figure 3.4.2-7

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		