

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

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## **Pharmacy Based User Manual Inpatient Pharmacy**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: PB_U. MANUAL_INPATIENT PHARMACY</b>



PhIS & CPS Project  
User Manual – Inpatient Pharmacy



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Application reference: PhIS & CPS v1.6.1

## 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	Inpatient Pharmacy .....	4
	Overview .....	4
	User Group.....	4
	Functional Diagram.....	4
	Functional Description .....	5
3.1	Search Registered Patient.....	6
3.2	New Patient Registration .....	9
3.3	Inpatient Pharmacy (IP) Order .....	11
3.4	Screening & Verification .....	18
3.4.1	Verify Prescription .....	18
3.4.2	Intervention .....	22
3.4.3	Alternate Drug .....	26
3.4.4	Alternate / Combination Drug .....	28
3.4.5	Hold / Resume.....	30
3.5	Preparation.....	33
3.5.1	Prepare .....	33
3.5.2	Allocate Quantity .....	38
3.5.3	Drug Label.....	41
3.5.4	Extemporaneous – By Patient .....	45
3.5.5	Extemporaneous – By Pharmacist.....	48
3.6	Dispensing .....	51
3.7	Partial Supply Normal Dispensing .....	54
3.8	Partial Supply Fill List .....	61
3.8.1	Generate Fill List .....	61
3.8.2	Manage Fill List .....	64
3.9	Released / Discard Batch .....	69
3.10	Medication Return.....	70
3.11	Re-Dispensing .....	73
4.0	Acronyms.....	78
5.0	Links to Clinical Modules.....	78

## 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 Inpatient Pharmacy sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process. User will understand the following activities in details:

- Transcribing
- Patient Registration
- Screening & Verification
- Preparation
- Dispensing
- Fill List
- Released / Discard Batch
- Medication Return
- Re-Dispensing



### 1.3 Organised Sections

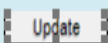


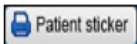








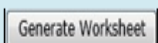






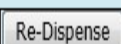

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inpatient Pharmacy
- 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		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		

Inpatient Module Legend					
	Update Patient's Height and Weight		Print Ingredient Label		Fill List
	Patient Sticker		Dispense		Label
	Preparation		Print Original Prescription		Worksheet
	Edit Label		Verify		Manage Fill List
	Generate Worksheet		Confirm		Balance Medication Sheet
	Invoice		Release/Discard		Collapse All Fill List
	Previous/Next record		Re-Dispense		Expand All Fill List

### **Note**

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

## 3.0 Inpatient Pharmacy

### Overview

The Inpatient Pharmacy module include Implementing safe, organized, and efficient drug-dispensing system is essential for controlling costs and assuring that the medical prescription is safely followed as requested within the appropriate deadline. An appropriate dispensing system is an important ally for the prevention or reduction by medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescription within a hospital.

### User Group

This module is intended for pharmacist (subject to the user assigned by the facility)

### Functional Diagram

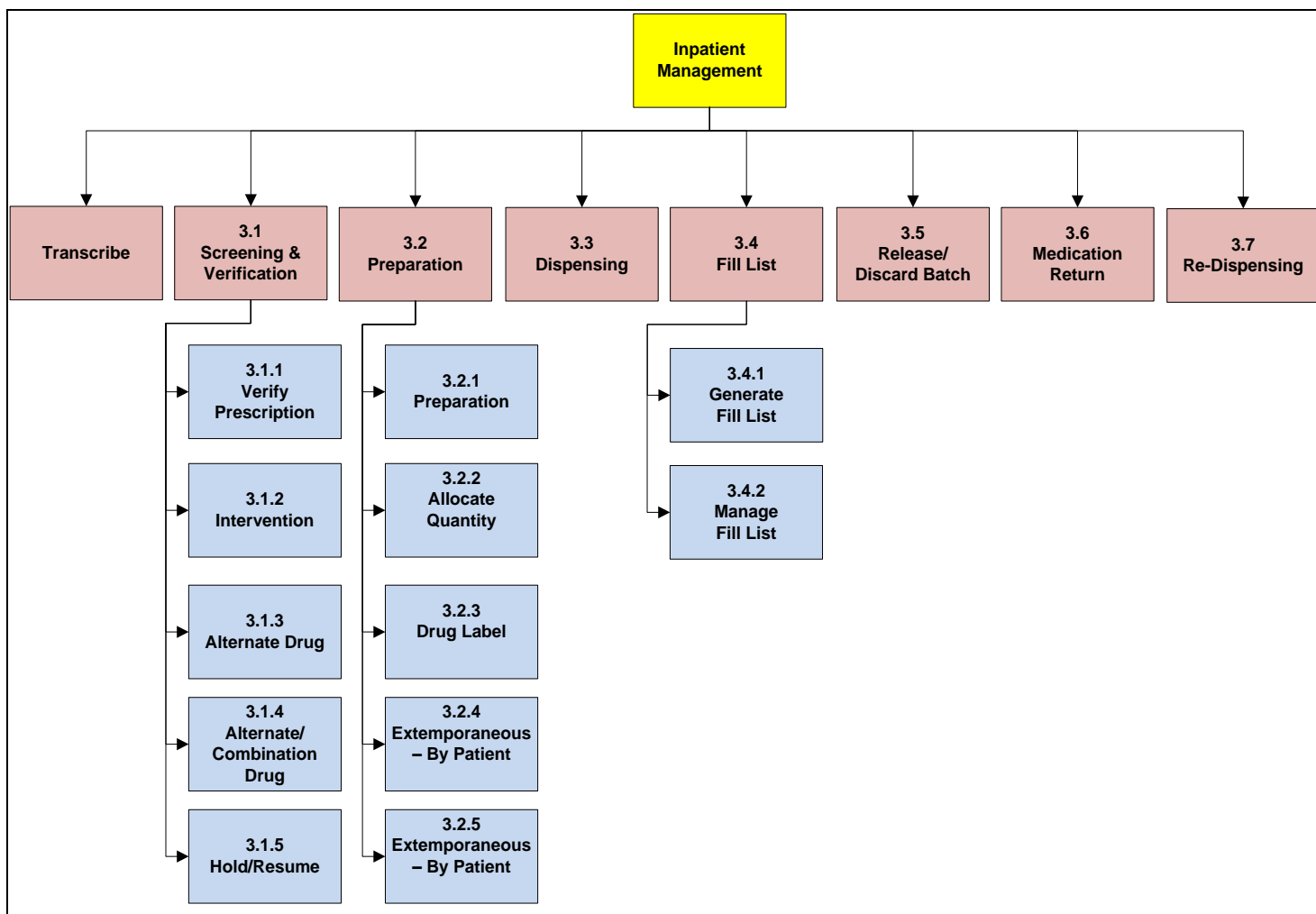


Figure 3.0-1

## Functional Description

Inpatient Pharmacy comprises of seven (8) main functions:

- **Transcribing**

Transcribing function is used to transfer manual prescription to online prescription. All prescriptions are required to be key in into system in order to proceed with dispensing process such as patient demographic and order details. Transcribing is combination of 2 process which is ordering and dispensing which consist of ordering, acknowledgement verification, preparation and dispensing in single workflow.

- **Screening & Verification**

Screening and verification is for the pharmacist to verify the prescriptions received from order management. This process is mandatory for all prescriptions receive before the user can proceed with dispensing preparation. There are also safety systems that warn against toxic doses, allergic and cross-reactions, drug interactions, duplication of therapeutic classes, contraindications, and adverse effects.

- **Preparation**

The prescription and the drug preparation are made in the system that may integrated with inventory system. Professionals access system data directly with no need to send files or manual drug labeling.

- **Dispensing**

The prescription and the dispensing report are made in the system that may integrated with inventory system

- **Fill List**

User is allowed to make unit dose dispensing for a selected nursing unit's entire list of patients of medication orders as a batch process. The dispensing process like preparation and dispensing will be done from the same screen for an entire list of patient from a selected nursing unit.

- **Release / Discard Batch**

Allow the user to release the drug reserved for the patient back into inventory. This list will a contain list of drugs with 'Uncollected', 'Prepared' or 'Hold' status. User need to release this drug in order for it to be available in the drug inventory list. The status of allocated (reserved quantity) will change to available quantity.

- **Medication Return**

Allow the user to return any unused drugs back to inventory. This screen will allow the user to Create New Record and Confirm Online Request. 'Confirm Online Request' is used to manage medication return requests made by nurses for medication returned for all unused medication from inpatient upon the patient's discharge.

- **Re-Dispensing**

Allow the user to re-issue medication to the patient due to spilled, broken or lost. Only Authorized users will be able to access this process.



### 3.1 Search Registered Patient

To view an existing patient record, please perform the steps below.

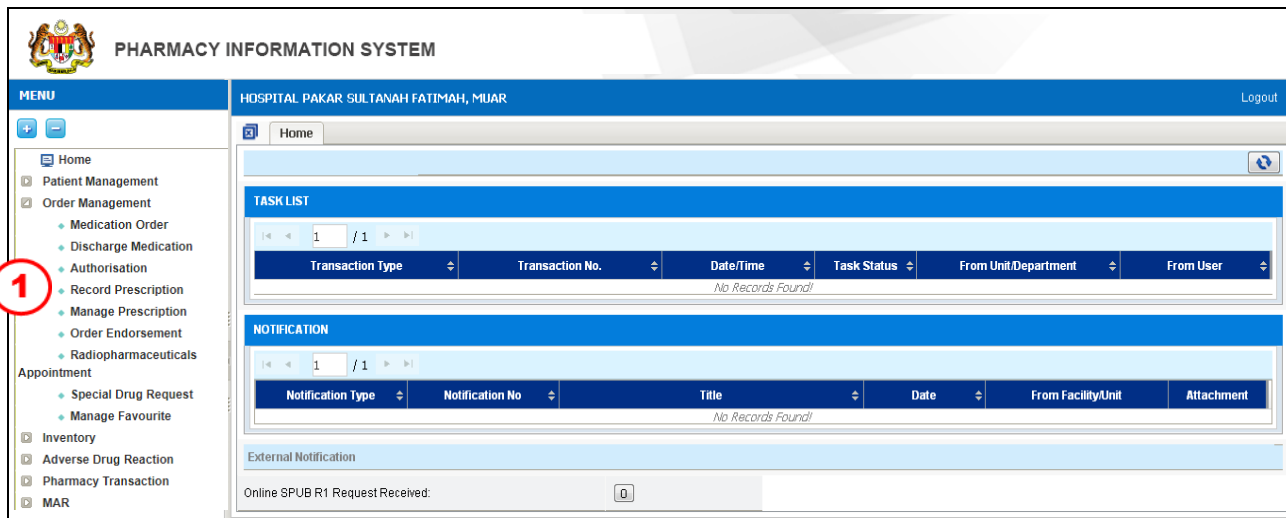


Figure 3.1-1 PhIS Home Page

#### STEP 1

Click on 'Order Management' menu followed by 'Record Prescription' and screen will be displayed as per Figure 3.1-1

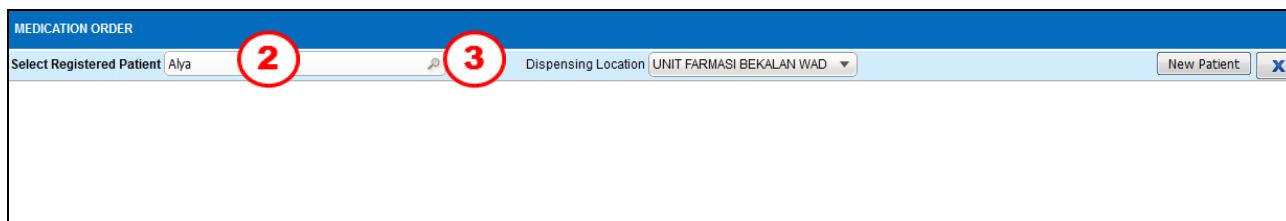



Figure 3.1-2 Medication Order

#### STEP 2

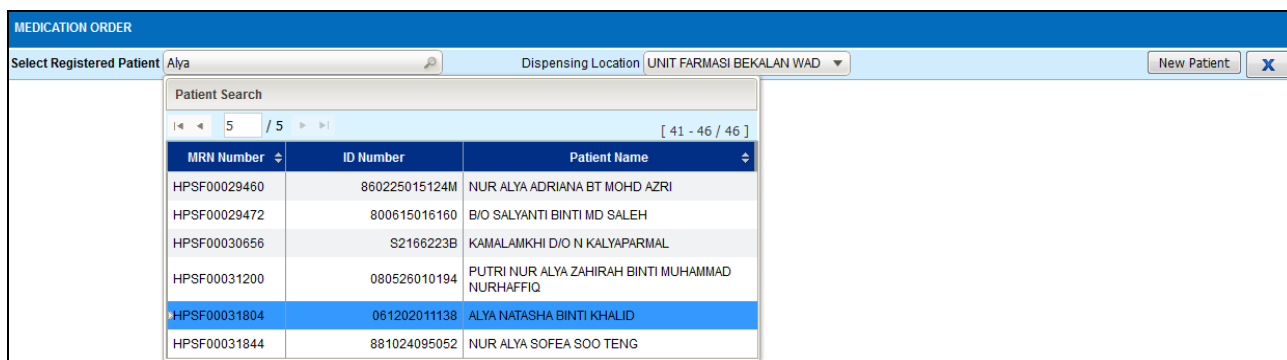
Enter registered patient name

#### STEP 3

Click on the  button to search for a registered patient

#### Note

If the patient is not registered, click on the  button and the Patient Registration screen will be displayed.

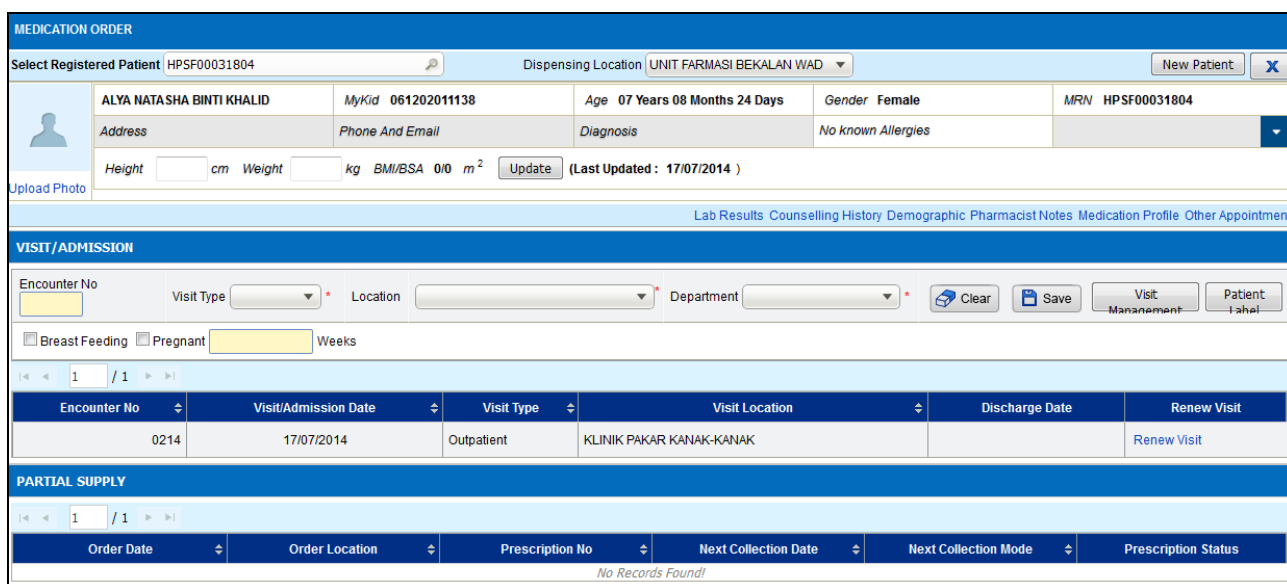


MRN Number	ID Number	Patient Name
HPSF00029460	860225015124M	NUR ALYA ADRIANA BT MOHD AZRI
HPSF00029472	800615016160	B/O SALYANTI BINTI MD SALEH
HPSF00030656	S2166223B	KAMALAMKHI D/O N KALYAPARMAL
HPSF00031200	080526010194	PUTRI NUR ALYA ZAHIRAH BINTI MUHAMMAD NURHAFFIQ
HPSF00031804	061202011138	ALYA NATASHA BINTI KHALID
HPSF00031844	881024095052	NUR ALYA SOFEA SOO TENG

**Figure 3.1-3 Search Patient**

## STEP 4

Double-click on the selected patient and the details will be displayed as per Figure 3.1-4



Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Renew Visit
0214	17/07/2014	Outpatient	KLINIK PAKAR KANAK-KANAK		<a href="#">Renew Visit</a>

**Figure 3.1-4 Medication Order Screen**

## Note

- Click on the 'Renew Visit' hyperlink to renew a visit for the same location.
- Select the 'Visit Type' and 'Location' to create a new visit.
- Click on the [Visit Management](#) to assess 'Visit Management' Screen. (Refer to Appendix 1).

**MEDICATION ORDER**

Select Registered Patient: HPSF00031804 Dispensing Location: UNIT FARMASI BEKALAN WAD New Patient

ALYA NATASHA BINTI KHALID MyKID: 061202011138 Age: 07 Years 08 Months 24 Days Gender: Female MRN: HPSF00031804

Address: Phone And Email: Diagnosis: No known Allergies

Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: 17/07/2014)

Upload Photo

Lab Results Counselling History Demographic Pharmacist Notes Medication Profile Other Appointment

**VISIT/ADMISSION**

Encounter No: Visit Type: Outpatient Location: KLINIK PAKAR ORTOPEDIK Department: Orthopaedic and Trauma Clear Save Visit Management Patient Label

☐ Breast Feeding ☐ Pregnant Weeks

Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Renew Visit
0214	17/07/2014	Outpatient	KLINIK PAKAR KANAK-KANAK	5	Renew Visit

**PARTIAL SUPPLY**

Order Date	Order Location	Prescription No	Next Collection Date	Next Collection Mode	Prescription Status
No Records Found!					

Figure 3.1-5 Visit / Admission Detail

## STEP 5

Double-click on the selected visit and the details will be displayed as per Figure 3.1-6

**MEDICATION ORDER**

Select Registered Patient: HPSF00031804 Dispensing Location: UNIT FARMASI BEKALAN WAD New Patient

ALYA NATASHA BINTI KHALID MyKID: 061202011138 Age: 07 Years 08 Months 24 Days Gender: Female MRN: HPSF00031804

Address: Phone And Email: Diagnosis: No known Allergies

Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: 26/08/2014)

Upload Photo

Lab Results Counselling History Demographic Pharmacist Notes Medication Profile Other Appointment

**VISIT/ADMISSION**

Encounter No: 0434 Visit Type: Outpatient Location: KLINIK PAKAR KANAK-KANAK Department: Paediatric Medicine Clear Visit Management Patient Label

☐ Breast Feeding ☐ Pregnant Weeks

**PARTIAL SUPPLY**

**VISIT RECORD**

Original Prescriber Name: Original Order Transaction Number:

**NORMAL ORDER - DRUG DETAILS** View Prescription Draft Confirm

Drug	Dosage	Admin Route	Frequency	Duration	Order Quantity	Start Date / Time	End Date / Time	Drug Indication	Drug Remains	Available Qty
	0				0	26/08/2014 11:48 AM	26/08/2014 11:48 AM			

Add Modify Clear

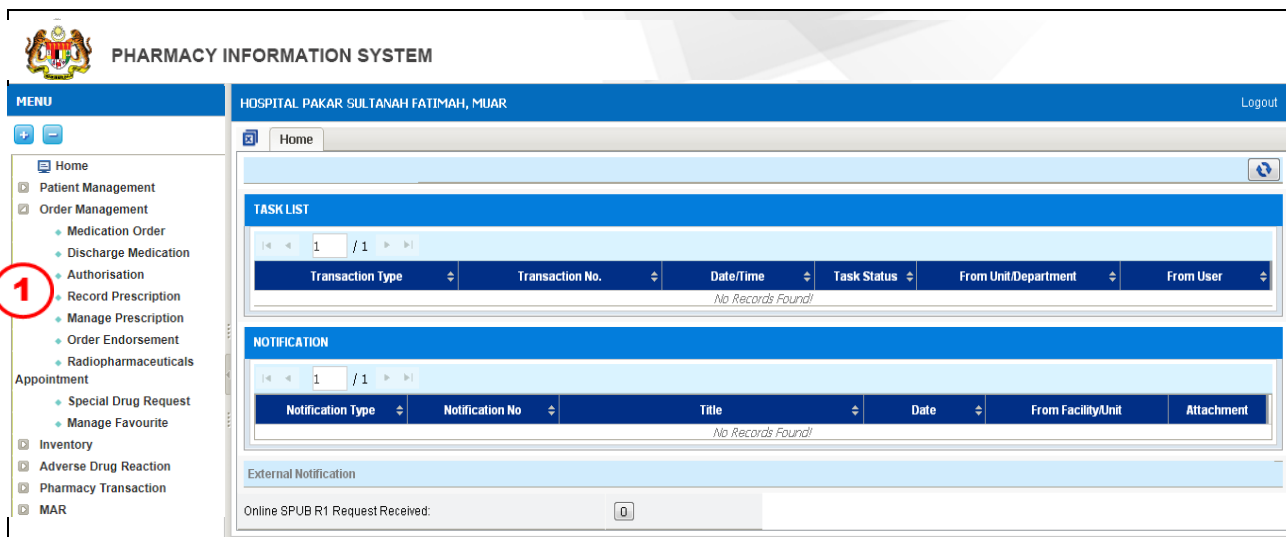
**Advanced Search**

Alert	Drug Name	Order Details	Order Qty	Drug Info
<input type="checkbox"/> Own Medication				
<input type="checkbox"/> Ward Stock				
<input type="checkbox"/> Patient Require Counseling				

Figure 3.1-6 Medication Order Detail

## 3.2 New Patient Registration

To register a new patient, please perform the steps below.

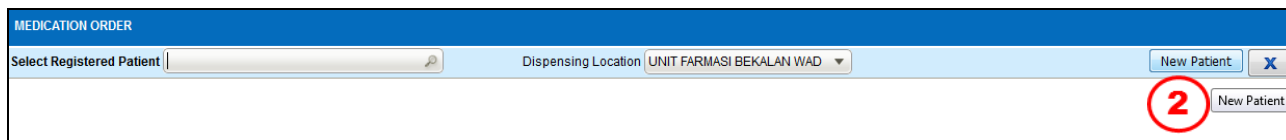


The screenshot shows the PhIS Home Page. On the left is a 'MENU' sidebar with options: Home, Patient Management, Order Management (highlighted with a red circle 1), Medication Order, Discharge Medication, Authorisation, Record Prescription, Manage Prescription, Order Endorsement, Radiopharmaceuticals, Appointment, Special Drug Request, Manage Favourite, Inventory, Adverse Drug Reaction, Pharmacy Transaction, and MAR. The main content area is titled 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR' and includes a 'Logout' link. It features a 'TASK LIST' table with columns: Transaction Type, Transaction No., Date/Time, Task Status, From Unit/Department, and From User. Below this is a 'NOTIFICATION' table with columns: Notification Type, Notification No., Title, Date, From Facility/Unit, and Attachment. Both tables show 'No Records Found!'. At the bottom, there is an 'External Notification' section with a message: 'Online SPUB R1 Request Received: 0'.

Figure 3.2-1 PhIS Home Page

### STEP 1

Click on 'Order Management' menu followed by 'Record Prescription' and screen will be displayed as per Figure 3.2-1

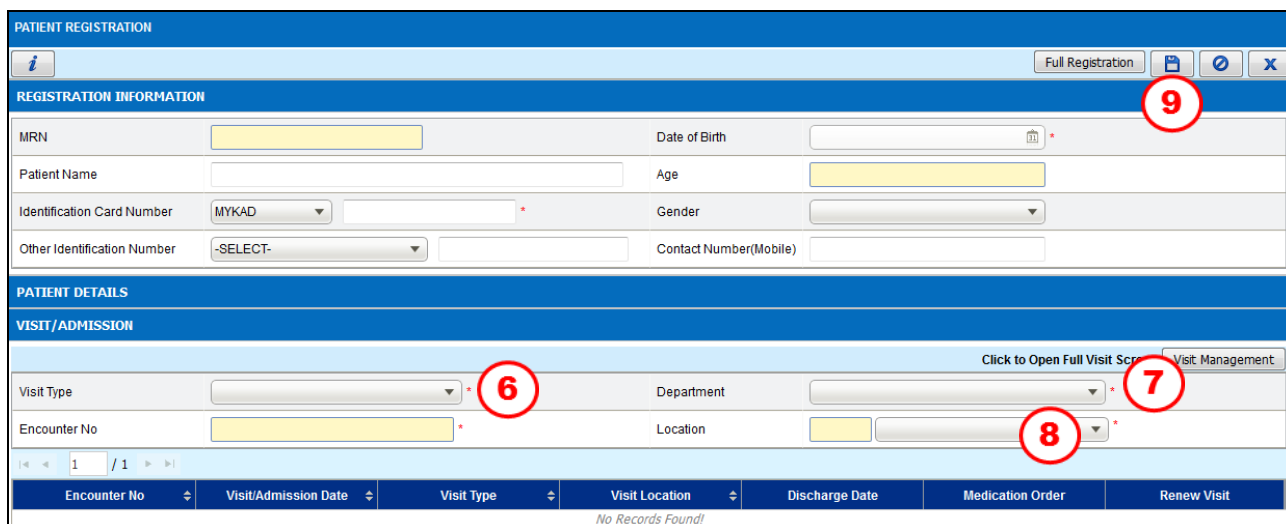


The screenshot shows the 'MEDICATION ORDER' screen. It has a header bar with 'Select Registered Patient' (a dropdown menu), 'Dispensing Location' (a dropdown menu set to 'UNIT FARMASI BEKALAN WAD'), and a 'New Patient' button (highlighted with a red circle 2). Below the header, there is a 'New Patient' button and a 'New Patient' link.

Figure 3.2-2 Transcribe Order Create New Patient

### STEP 2

Click on the 'New Patient' to register for new patient



The screenshot shows the 'PATIENT REGISTRATION' screen. It has a header bar with 'Full Registration' and a 'New Patient' button (highlighted with a red circle 9). The main content area is divided into sections: 'REGISTRATION INFORMATION' with fields for MRN, Date of Birth, Patient Name, Age, Identification Card Number (MYKAD), Gender, Other Identification Number, and Contact Number (Mobile); 'PATIENT DETAILS'; and 'VISIT/ADMISSION' with fields for Visit Type (highlighted with a red circle 6), Department (highlighted with a red circle 7), Encounter No., and Location (highlighted with a red circle 8). At the bottom, there is a table with columns: Encounter No., Visit/Admission Date, Visit Type, Visit Location, Discharge Date, Medication Order, and Renew Visit. The table shows 'No Records Found!'.

Figure 3.2-4 Visit / Admission

## STEP 6

Select the **Visit Type** from dropdown box:

- Daycare
- Emergency
- Inpatient
- Outpatient
- Outsource
- SPUB
- Walk-in

## STEP 7

Select the **Department** from dropdown box

## STEP 8

Select **Location** from dropdown box




### Note

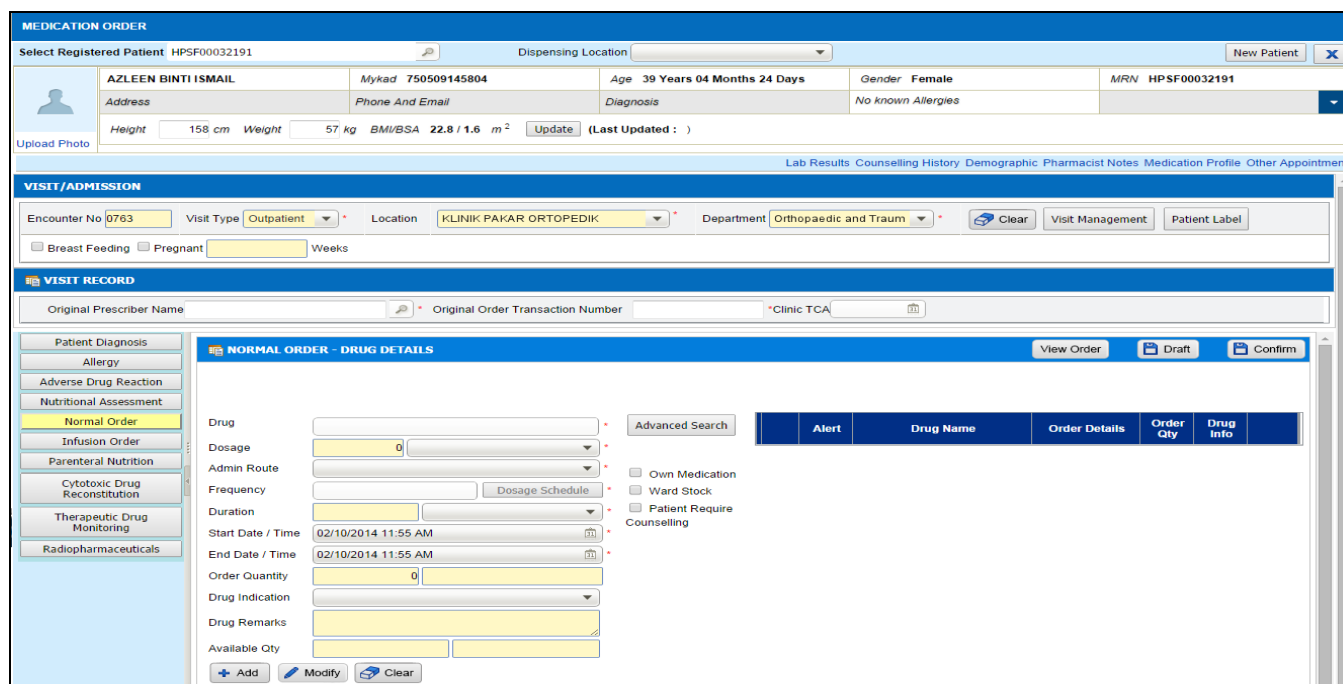
**Location** will tie to the selected **Department**.

## STEP 9

Click on the  button to save the record and medication order screen will display as per Figure 3.2.5

### Note

- After click the save button, system will automatically generate the **MRN** (Medical Record Number) and ,  and  buttons will be enabled.
- Click on the **Full Registration** to assess 'Visit Management' Screen. (Refer to Appendix 2).
- Another option to register a new patient is to click on the **New Patient Registration** button located under Patient Quick Registration that will display the same screen as Figure 3.2-3.

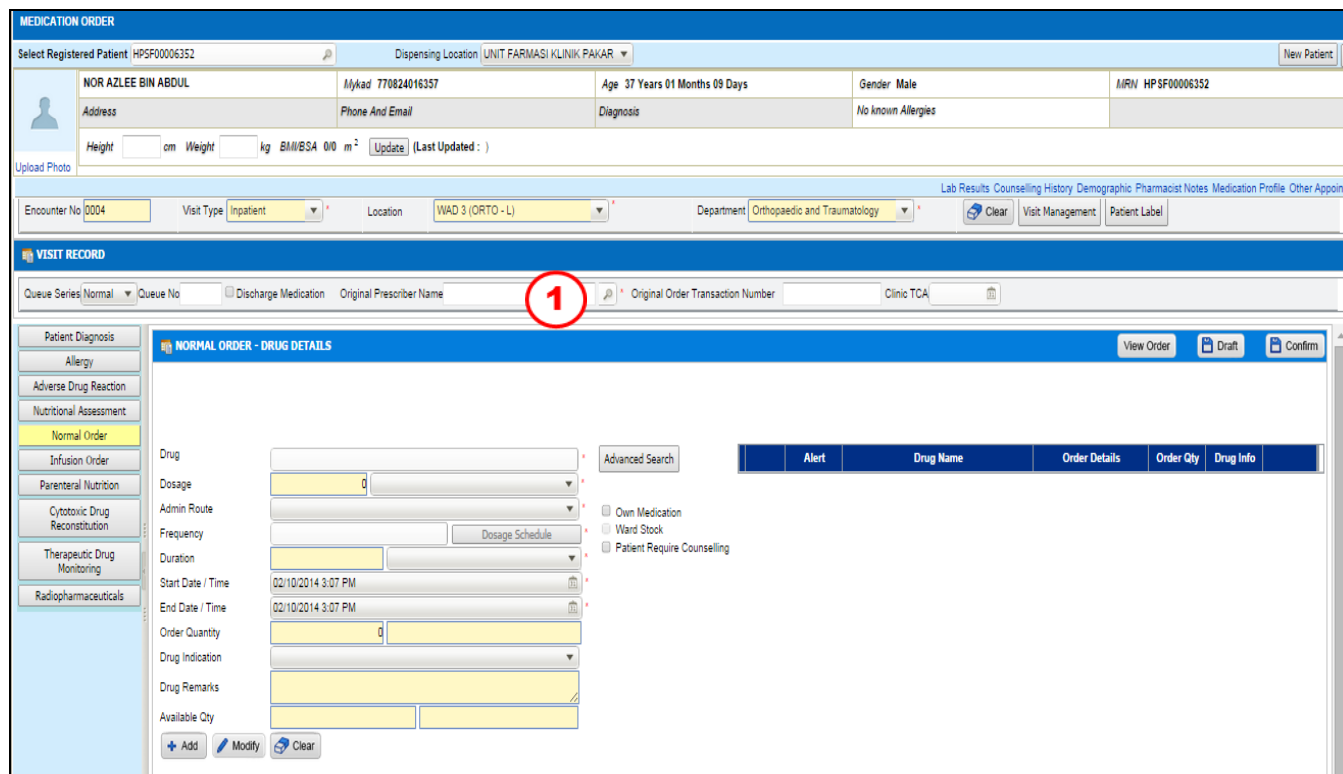


The screenshot displays the 'MEDICATION ORDER' system interface. At the top, it shows the 'Select Registered Patient' field with 'HPSF00032191' and a 'Dispensing Location' dropdown. Below this is a patient information section for 'AZLEEN BINTI ISMAIL', including Mykad, Age (39 Years 04 Months 24 Days), Gender (Female), MRN (HPSF00032191), Address, Phone And Email, Diagnosis, No known Allergies, Height (158 cm), Weight (57 kg), BMI/BSA (22.8 / 1.6 m<sup>2</sup>), and an 'Update' button. A 'New Patient' button is also present. Below the patient info is a 'VISIT/ADMISSION' section with fields for Encounter No (0763), Visit Type (Outpatient), Location (KLINIK PAKAR ORTOPEDIK), and Department (Orthopaedic and Traum). It also includes checkboxes for Breast Feeding and Pregnant, and a 'Clear' button. The 'VISIT RECORD' section shows the Original Prescriber Name and Original Order Transaction Number. On the left, there is a sidebar with various medical order types like Patient Diagnosis, Allergy, Adverse Drug Reaction, etc. The main area is titled 'NORMAL ORDER - DRUG DETAILS' and contains fields for Drug, Dosage, Admin Route, Frequency, Duration, Start Date / Time, End Date / Time, Order Quantity, Drug Indication, Drug Remarks, and Available Qty. It also features an 'Advanced Search' button and a table with columns: Alert, Drug Name, Order Details, Order Qty, and Drug Info. At the bottom, there are 'Add', 'Modify', and 'Clear' buttons.

Figure 3.2-5 Medication

### 3.3 Inpatient Pharmacy (IP) Order

To perform these steps below to create new order



**MEDICATION ORDER**

Select Registered Patient: HPSF0006352 Dispensing Location: UNIT FARMASI KLINIK PAKAR

**Patient Details:**  
 Name: NOR AZLEE BIN ABDUL Mykad: 770824016357 Age: 37 Years 01 Months 09 Days Gender: Male M/RN: HPSF0006352  
 Address: Phone And Email: Diagnosis: No known Allergies  
 Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: )

**VITIS RECORD**

Queue Series: Normal Queue No: Discharge Medication: Original Prescriber Name: **1** Original Order Transaction Number: Clinic TCA

**NORMAL ORDER - DRUG DETAILS**

Drug: Dosage: Admin Route: Frequency: Duration: Start Date / Time: 02/10/2014 3:07 PM End Date / Time: 02/10/2014 3:07 PM Order Quantity: Drug Indication: Drug Remarks: Available Qty: Add Modify Clear

**Advanced Search**

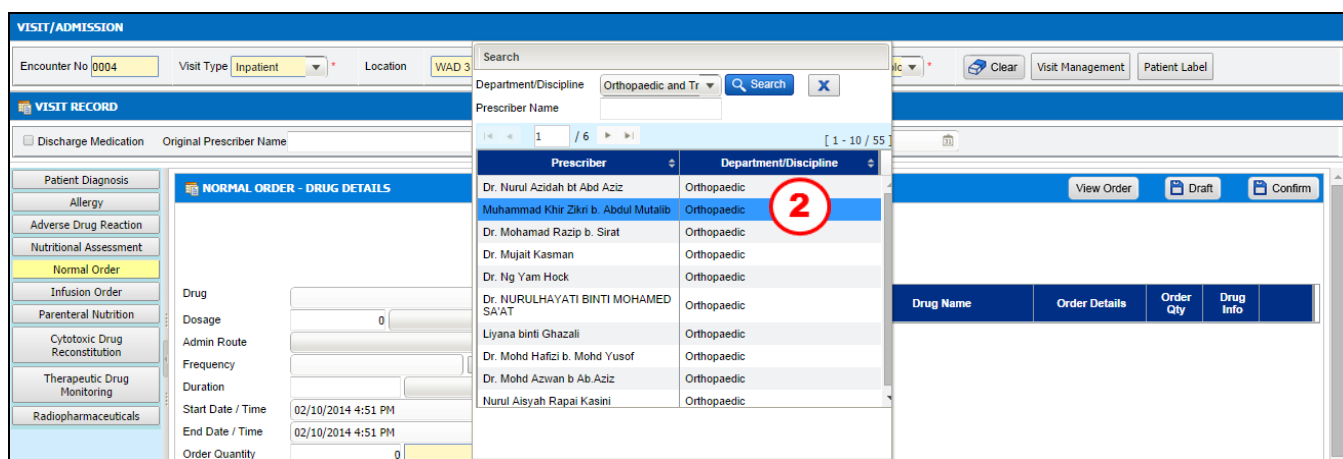
Alert Drug Name Order Details Order Qty Drug Info

Own Medication Ward Stock Patient Require Counseling

Figure 3.3-1 Normal Inpatient Order

#### STEP 1

Click on the  button to search **Original Prescriber Name**. Refer Figure 3.3-1



**VITIS/ADMISSION**

Encounter No: 0004 Visit Type: Inpatient Location: WAD 3 Search: Department/Discipline: Orthopaedic and Tr Search X

**VITIS RECORD**

Discharge Medication: Original Prescriber Name: **2**

**NORMAL ORDER - DRUG DETAILS**

Drug: Dosage: Admin Route: Frequency: Duration: Start Date / Time: 02/10/2014 4:51 PM End Date / Time: 02/10/2014 4:51 PM Order Quantity: 0

**Prescriber List:**

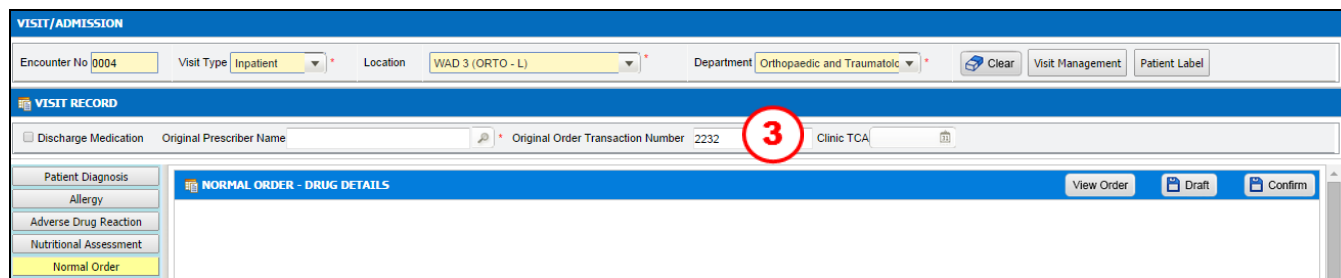
Prescriber	Department/Discipline
Dr. Nurul Azidah bt Abd Aziz	Orthopaedic
Muhammad Khir Zikri b. Abdul Mutaib	Orthopaedic
Dr. Mohamed Razib b. Sirat	Orthopaedic
Dr. Mujait Kasman	Orthopaedic
Dr. Ng Yam Hock	Orthopaedic
Dr. NURULHAYATI BINTI MOHAMED SAAT	Orthopaedic
Liyana binti Ghazali	Orthopaedic
Dr. Mohd Hafizi b. Mohd Yusof	Orthopaedic
Dr. Mohd Azwan b Ab Aziz	Orthopaedic
Nurul Aisyah Rapai Kasini	Orthopaedic

**Drug Name Order Details Order Qty Drug Info**

Figure 3.3-2 Prescriber List

#### STEP 2

Double click on the selected prescriber. Refer Figure 3.3-2



**VISIT/ADMISSION**

Encounter No: 0004 Visit Type: Inpatient Location: WAD 3 (ORTO - L) Department: Orthopaedic and Traumatolo Clear Visit Management Patient Label

**VISIT RECORD**

☐ Discharge Medication Original Prescriber Name Original Order Transaction Number: 2232 Clinic TCA

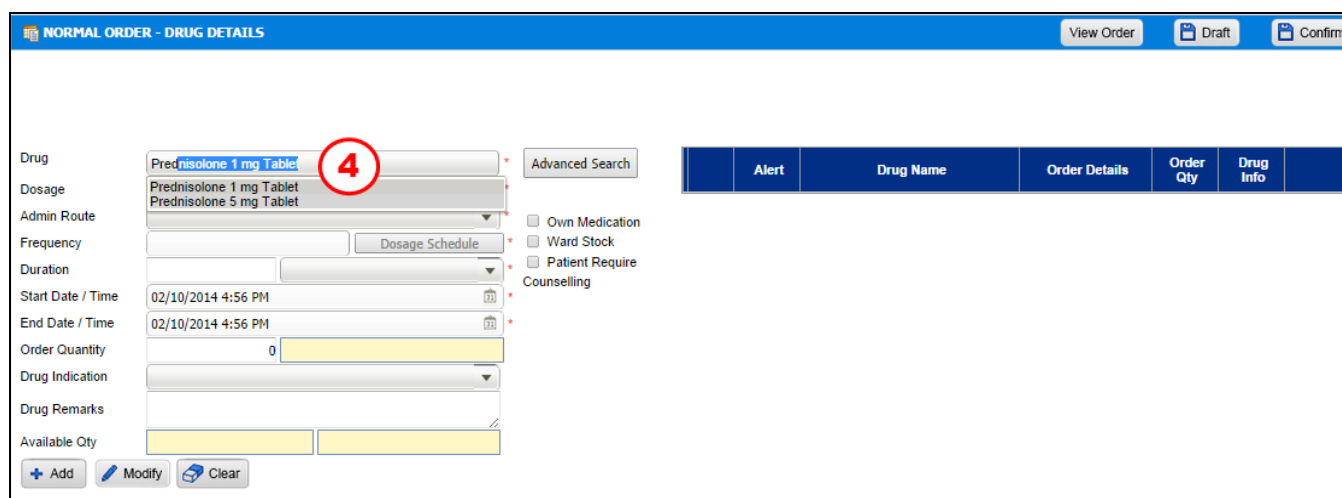
**NORMAL ORDER - DRUG DETAILS** View Order Draft Confirm

Patient Diagnosis Allergy Adverse Drug Reaction Nutritional Assessment Normal Order

Figure 3.3-3 Original Order Transaction Number

### STEP 3

Enter **Original Order Transaction Number**. Refer Figure 3.3-3



**NORMAL ORDER - DRUG DETAILS** View Order Draft Confirm

Drug: Prednisolone 1 mg Tablet Advanced Search

Dosage: Prednisolone 1 mg Tablet Prednisolone 5 mg Tablet

Admin Route: Dosage Schedule

Frequency: Duration: Start Date / Time: 02/10/2014 4:56 PM End Date / Time: 02/10/2014 4:56 PM

Order Quantity: 0 Drug Indication: Drug Remarks: Available Qty:

☐ Own Medication ☐ Ward Stock ☐ Patient Require Counselling

+ Add Modify Clear

Alert	Drug Name	Order Details	Order Qty	Drug Info
-------	-----------	---------------	-----------	-----------

Figure 3.3-4 Prescription Screen

### STEP 4

Search drug by enter keyword of the drug name and click on the selected drug from the displayed list. Refer Figure 3.3-4


#### Note

- There is an option for user to search drugs by click on the button.
- The screen displays information as below:
  - DrugName
  - ATC
  - Active Ingredient
  - Favourite

#### Note

- Search by **DrugName** tab:
  - Enter Drug name
  - Select and enter Drug Category from drop down box
    - A
    - A\*
    - A/KK

- B
- C
- C+

Search results be displayed after clicking on  the button. Click on the selected drug to continue prescribing. Refer Figure 3.3-5



Drug Name	ATC	Active Ingredient	Favourite
Drug Name <input type="text"/>	Drug Category <input type="text"/>		
 			
Search Result			
<div> <div>1 / 96</div> <div>[ 1 - 10 / 951 ]</div> </div>			
Drug Name	Category		
2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose	B		
2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose	B		
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose	B		
2.5L bag 1.75mmol Calcium Dialysate Soln 1.5% Dextrose	B		
2.5L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose	B		

Figure 3.3-5 Drug Name Search Detail Screen



Drug Name	ATC	Active Ingredient	Favourite	
Anatomical Main Group	CARDIOVASCULAR SYST	Chemical Subgroup	Digitalis glycosides	
Therapeutic Subgroup	CARDIAC THERAPY	Chemical Substance	digoxin	
Pharmacological Subgroup	CARDIAC GLYCOSIDES			
 				
Search Result				
<div> <div>1 / 1</div> <div>[ 1 - 2 / 2 ]</div> </div>				
Form	Active Ingredient	Category	Route	Strength
Oral Tablet	Digoxin	B	Oral	0.25 mg
Parenteral Solution	Digoxin	A	Intravenous	500 mcg

Figure 3.3-6 ATC Search Detail Screen


**Note**

- b) Search by  group



Select and enter the ATC group/subgroup from dropdown box from level from 1 to 5 Anatomical Main Group

- Therapeutic Subgroup
- Pharmacological Subgroup
- Chemical Subgroup
- Chemical Substance

Search results will be displayed after clicking on  button. Click on the selected drug to continue prescribing. Refer Figure 3.3-6



Drug Name	ATC	Active Ingredient	Favourite															
<div>Active Ingredient <input type="text"/></div> <div>Dosage Form <input type="text"/></div> <div>Admin Route <input type="text"/></div> <div style="text-align: right;">   </div>																		
<div> <div>1 / 96</div> <div>[ 1 - 10 / 951 ]</div> </div> <table border="1"> <thead> <tr> <th>Dosage Form</th> <th>Drug Name</th> <th>Category</th> <th>Admin Route</th> <th>Strength</th> </tr> </thead> <tbody> <tr> <td>Parenteral Irrig Sol</td> <td>2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose</td> <td>B</td> <td>Intraperitonea</td> <td>0</td> </tr> <tr> <td>Parenteral Irrig Sol</td> <td>2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose</td> <td>B</td> <td>Intraperitonea</td> <td>0</td> </tr> </tbody> </table>				Dosage Form	Drug Name	Category	Admin Route	Strength	Parenteral Irrig Sol	2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose	B	Intraperitonea	0	Parenteral Irrig Sol	2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose	B	Intraperitonea	0
Dosage Form	Drug Name	Category	Admin Route	Strength														
Parenteral Irrig Sol	2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose	B	Intraperitonea	0														
Parenteral Irrig Sol	2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose	B	Intraperitonea	0														

Figure 3.3-7 Active Ingredient Search Detail Screen


**Note**

c) Search by

Select and enter:

- Active Ingredient
- Dosage Form from dropdown box
- Admin Route from dropdown box

Search results will be displayed after clicking on the  button. Double click on the selected drug to continue prescribing. Refer Figure 3.3-7



	Dosage Form	Drug Name	Route	Dosage	Frequency	Duration
<input type="checkbox"/>	Parenteral Solution	Granisetron HCl 3mg/3ml Inj	Intravenous Infusion	3 mg	PRN	3 Days
<input type="checkbox"/>	Oral Tablet	Prednisolone 1 mg Tablet	Oral	1 mg	OD	5 Days

Figure 3.3-8 Favourite search Detail Screen

**Note**

- d) Search by **Favourite** tab
- Search the favourite drug by entering the drug name.
- Search results will be displayed after clicking on the **Search** button. Click on the selected drug to continue prescribing.
- Select the check box and click **Delete** button to remove from the Favourite list.
- This favourite list is derived from the prescriber's own favourite list. Refer Figure 3.3-8

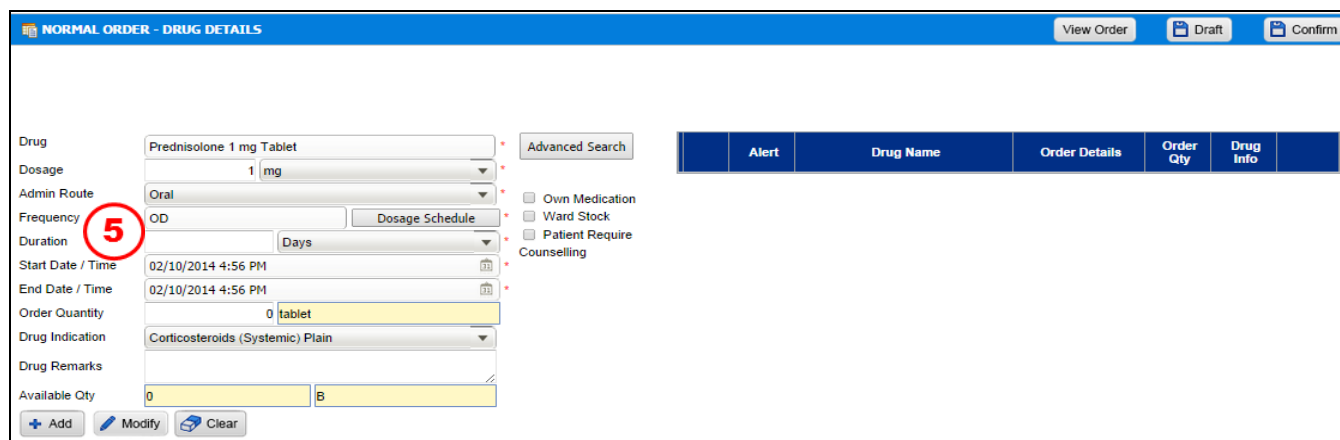


Figure 3.3-9 Medication Order

**STEP 5**

Enter **Duration** and select days/months or weeks from drop down menu. Refer Figure 3.3-9

**Note**

- Order Quantity will be automatically displayed and editable.*

- **Dosage, Admin Route** and **Frequency** will be retrieved from the master setup; however, prescriber may amend the value as required.
- **Start Date/Time** will be defaulted to current date.
- **End Date/Time** will be calculated based on the **Duration**.
- **Patient Require Counselling** indication check box can be ticked if prescriber wants pharmacist to counsel the patient on the medicine.
- Check the **Own Medication** checkbox if patient brought and used their own medication. Only applicable for
- Inpatient and where pharmacist do not supply medication to the wards.
- Enter Drug Remarks if applicable.

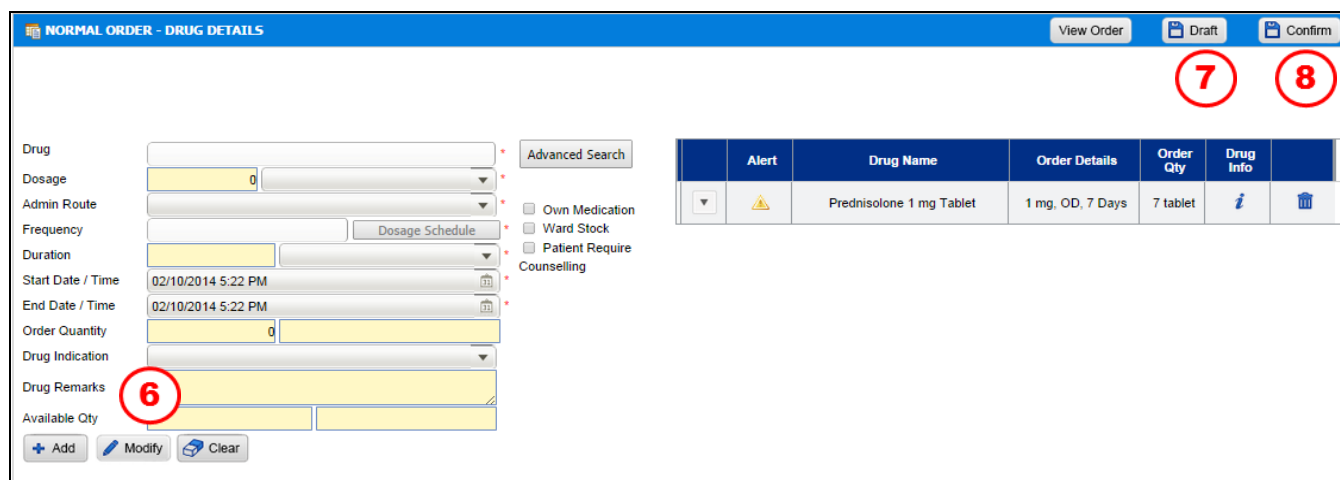



Figure 3.3-10 Medication Order

Click on the  button to add medicine in prescription list. Refer Figure 3.3-10

#### Note

To add another drug to prescription, repeat Step 4 to 6.


#### STEP 7

Click on the  button to save prescription as draft

#### STEP 8

Click on the  button to proceed with screening and Verification

#### Note

- Master Index of Medical Specialities (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info hyperlink to view the drug details.
- Click on the  button to print prescription.

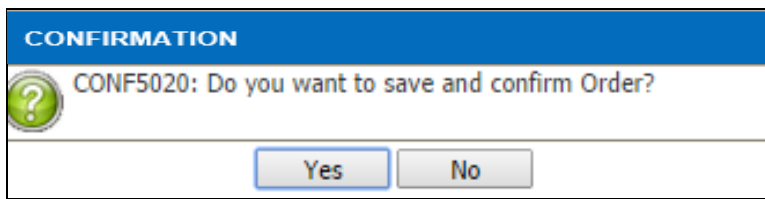
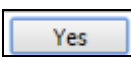


Figure 3.3-11 Medication Order

#### STEP 9

Click on the  button displayed. Refer Figure 3.3-11

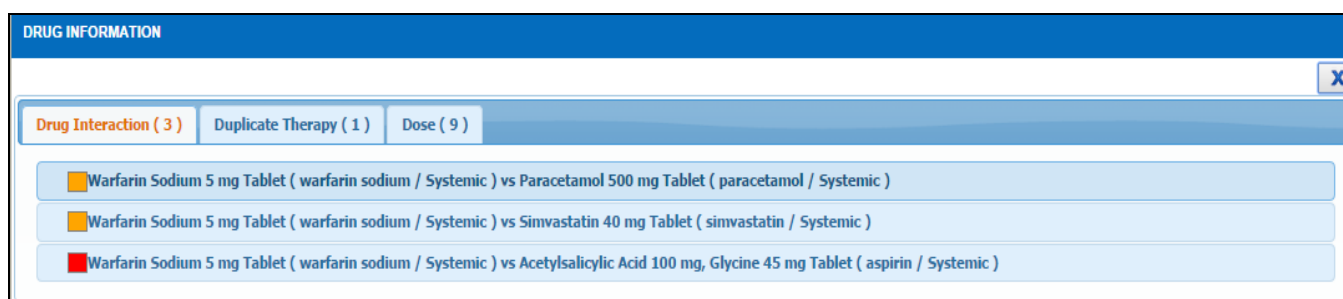


Figure 3.3-12 Medication Order

#### Note

The drug Information alert window as per Figure 3.3.12 will display if there is any drug interaction.

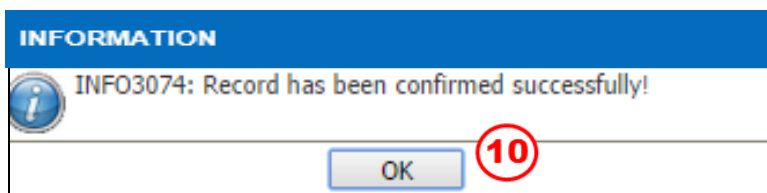
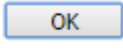


Figure 3.3-13 Medication Order

#### STEP 10

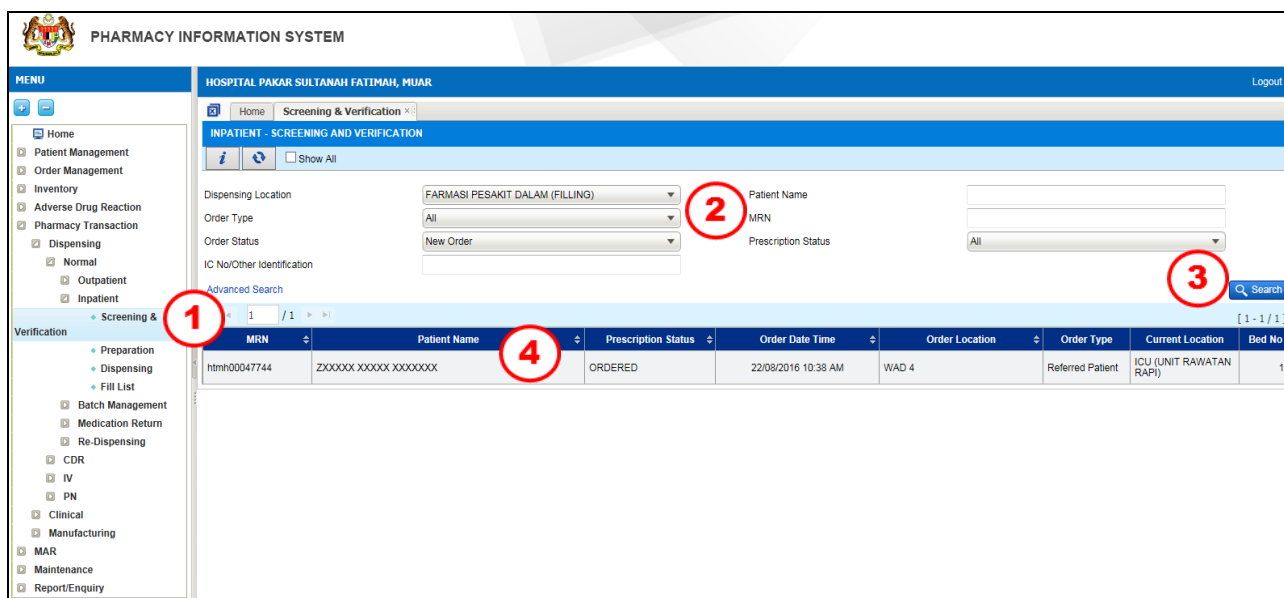
Click on the  button displayed. Refer Figure 3.3-13

### 3.4 Screening & Verification

This function is used to screen & verify prescription before preparation and dispensing stage

#### 3.4.1 Verify Prescription

This function is used to verify patient's prescription



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home | Screening & Verification

INPATIENT - SCREENING AND VERIFICATION

Dispensing Location: FARMASI PESAKIT DALAM (FILLING) | Patient Name: | MRN: | Prescription Status: All

Order Type: All | Order Status: New Order | IC No/Other Identification: | Advanced Search

1 | 1 / 1

MRN	Patient Name	Prescription Status	Order Date Time	Order Location	Order Type	Current Location	Bed No.
htm00047744	ZXXXXX XXXXX XXXXXXX	ORDERED	22/08/2016 10:38 AM	WAD 4	Referred Patient	ICU (UNIT RAWATAN RAPI)	11

Figure 3.4.1-1 Screening & Verification Listing Page

#### Note

PhIS Screen menu/sub menu will be displayed according to user access right

#### STEP 1

Click on 'Screening & Verification' menu

#### STEP 2

Select **Dispensing Location**

#### STEP 3

Click on the  button to search the patient:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by full or partial patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient

e	MRN	Patient MRN	Allow to search by patient full or partial MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorisation – Prescription contain of drug to authorise
<b>Advance Search</b>			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

**Table 3.4.1-1**

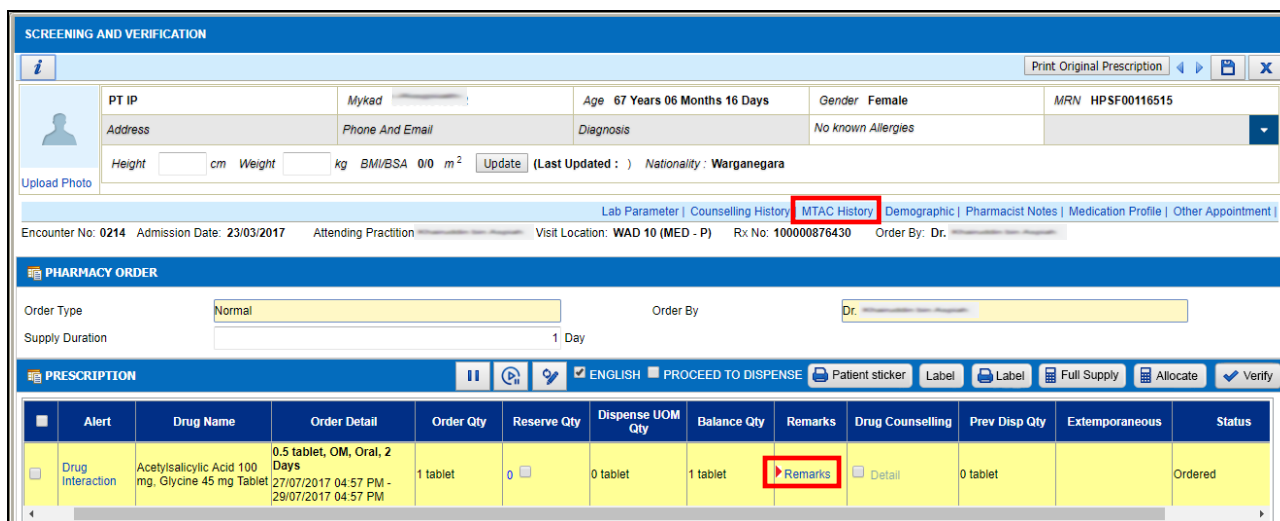
**Note**

**Advanced Search** can be used to narrow down the criteria. Consist of:

- Order Location
- Order Location Type
- Order Date From
- Order Date To
- Bed No

**STEP 4**

Click on existing patient record as follow.



**SCREENING AND VERIFICATION**

PT IP: Mykad, Age: 67 Years 06 Months 16 Days, Gender: Female, MRN: HPSF00116515

Address: Phone And Email: Diagnosis: No known Allergies

Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0214 Admission Date: 23/03/2017 Attending Practitioner: Visit Location: WAD 10 (MED - P) Rx No: 100000876430 Order By: Dr.

**PHARMACY ORDER**

Order Type: Normal Order By: Dr.


Supply Duration: 1 Day

**PRESCRIPTION**

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status
Drug Interaction	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0.5 tablet, OM, Oral, 2 Days 27/07/2017 04:57 PM - 29/07/2017 04:57 PM	1 tablet	0	0 tablet	1 tablet	Remarks	Detail	0 tablet		Ordered

**Figure 3.4.1-2 Screening & Verification**

## STEP 5


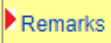
Click on the  button to proceed verification process

### Note

- When selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen which is required patient information. Below is the list of patient information:
  - Patient Name
  - Patient Address
  - Patient IC Number
  - Patient Phone and Email
  - Patient Diagnosis
  - Patient Age
  - Patient Allergy
  - Patient Gender
  - Patient MRN
- Below options are provided for user to view the additional patient information. Click on the hyperlink as below:
  - Lab Parameter**
    - Patient's laboratory test results.
  - Counselling History**
    - Medication counselling history records.
  - Demographic**
    - Patient's demographic details.
  - Pharmacist Notes**
    - Pharmacy notes such as MTAC, Ward Pharmacy and etc.
  - Medication Profile**
    - This hyperlink will show the patient's current medication and previous medication history.
  - Other Appointments**
    - This screen provides information if there are any other appointments recorded for the patient.
- Current visit information will be displayed as below:

- a) Admission Date
- b) Attending practitioner
- c) Visit location
- d) Room No / Bed No
- e) Rx No
- Prescription from order management will be displayed as below:
  - a) Alert
  - b) Drug Name
  - c) Order Detail
  - d) Order Qty - Quantity of drug ordered by the prescriber.
  - e) Reserve Qty
  - f) Balance Qty
  - g) Remarks
  - h) Drug Counselling
  - i) Prev Disp Qty
  - j) Freshly Prepare
  - k) Status
  - l) Drug Info
- To skip preparation screen, tick on the Proceed to Dispense ☒ checkbox.
- Select ENGLISH ☒ check box to print in English language.

#### Note

- Once the button  is clicked, system will automatically calculated the quantity in **Reserve Qty** field base on quantity in Supply Duration field.
- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 3.4.1-3.
- MTAC History link in all dispensing screen (patient banner).

PHARMACIST REMARK

Prescriber Remark

Order Stage

Doctor Remark at Order Stage

Pharmacist Remark

\* Drug authorisation is required. Please enter remarks to proceed with verification

Verification Stage

DRUG REMARKS HISTORY (ACETYSALICYLIC ACID 100 MG, GLYCINE 45 MG TABLET)

Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage	Dr. [Name]	26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

Figure 3.4.1-3 Pharmacist Remark



### 3.4.2 Intervention

This function allow user to modify drugs details frequency, duration and form. This function is available in screening verification screen and preparation screen however the suitable time to do intervention is during screening and verification screen

PRESCRIPTION									
	<input type="checkbox"/>	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
+	<input checked="" type="checkbox"/>	Interaction	Diclofenac Sodium 50 mg Tablet	1 tablet, OD, Oral, 45 Days 06/09/2016 03:52 PM - 21/10/2016 03:52 PM	45 tablet	0 <input type="checkbox"/>	0 tablet	45 tablet	Remarks
+	<input checked="" type="checkbox"/>	Drug Interaction	Ferrous Fumarate 200 mg Tablet	2 tablet, BID, Oral, 4 Months 06/09/2016 03:52 PM - 04/01/2017 03:52 PM	480 tablet	0 <input type="checkbox"/>	0 tablet	480 tablet	Remarks
+	<input type="checkbox"/>	Drug Interaction	Fondaparinux 2.5 mg/ 0.5ml Injection	2.5 mg, OD, Subcutaneous, 3 Weeks 06/09/2016 03:52 PM - 27/09/2016 03:52 PM	21 PFSy	0 <input type="checkbox"/> <a href="#">Alternate</a>	0 prefilled syringe	21 PFSy	Remarks
+	<input checked="" type="checkbox"/>	Drug Interaction	Gentamicin 80mg/ 2ml Injection	80 mg, OD, Intravenous Infusion, 5 Weeks 06/09/2016 03:52 PM - 11/10/2016 03:52 PM	35 amp	0 <input type="checkbox"/>	0 ampoule	35 amp	Remarks

Figure 3.4.2-1 Screening & Verification - Intervention


#### Note

Repeat Step 1 to Step 5 as in verify prescription as per Figure 3.4.1-1 before perform Intervention steps.

#### STEP 1

Click on the ☐ checkbox as per Figure 3.4-2-1

#### STEP 2

Click on intervention  button for Intervention as per Figure 3.4-2-1

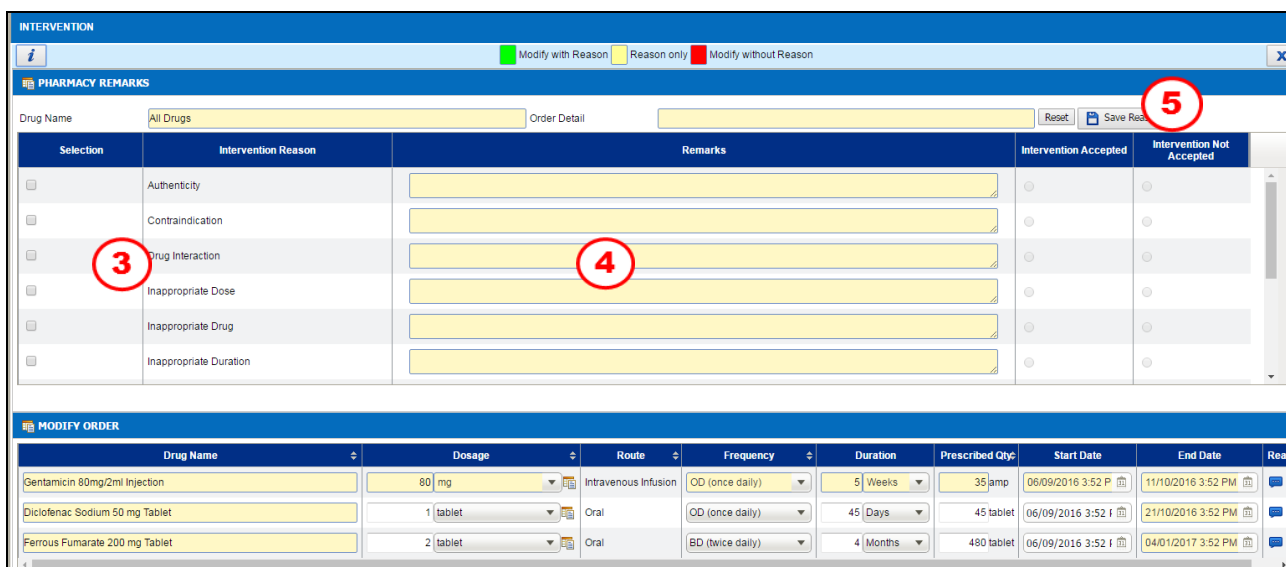


Figure 3.4.2-2 Intervention

### STEP 3

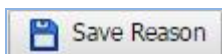
Choose the **Intervention Reason** by tick at the checkbox of the column **Selection**:

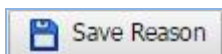
- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration

### STEP 4

Enter remarks of intervention reason.

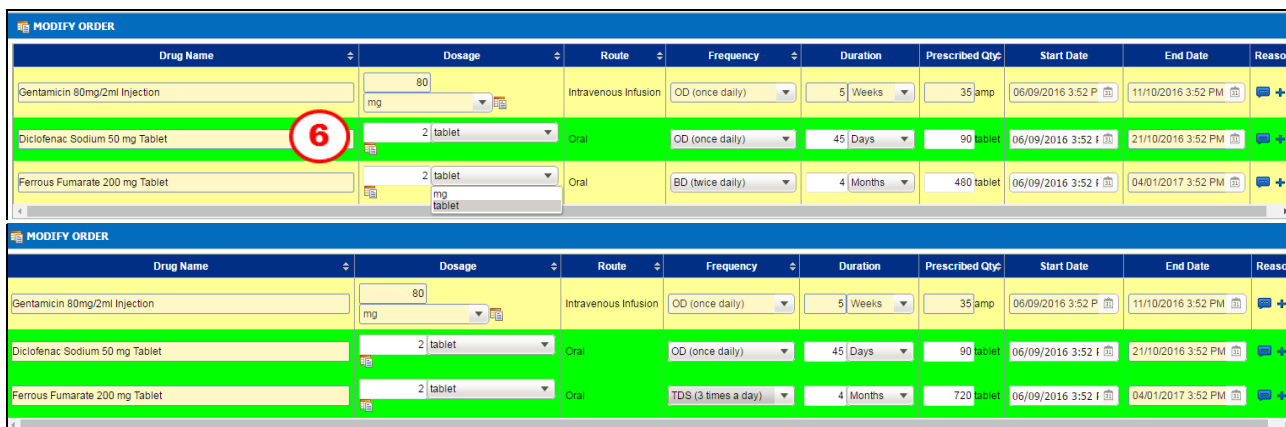
### STEP 5



Click on the  to save the intervention reason. Once do that, the drugs information will be change from grey to yellow.

### Note

- Intervention reason will be updated to all drugs listed in the screen.
  - Background color for the drugs change from grey to Yellow, means the records is being updated on the intervention reason but no modification been done.
- a) There were also some color indicator highlighted for a drug row, when user do the intervention:
- GREEN**- Modify with Intervention Reason:- user able to save changes.
  - YELLOW**- Add Reason only:- user able to save changes.
  - RED**-Modify without Reason:- user are not able to save changes. User need to add in at least one reason to save changes.



Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reason
Gentamicin 80mg/2ml Injection	80 mg	Intravenous Infusion	OD (once daily)	5 Weeks	35 amp	06/09/2016 3:52 P	11/10/2016 3:52 PM	
Diclofenac Sodium 50 mg Tablet	2 tablet	Oral	OD (once daily)	45 Days	90 tablet	06/09/2016 3:52 P	21/10/2016 3:52 PM	
Ferrous Fumarate 200 mg Tablet	2 tablet	Oral	BD (twice daily)	4 Months	480 tablet	06/09/2016 3:52 P	04/01/2017 3:52 PM	

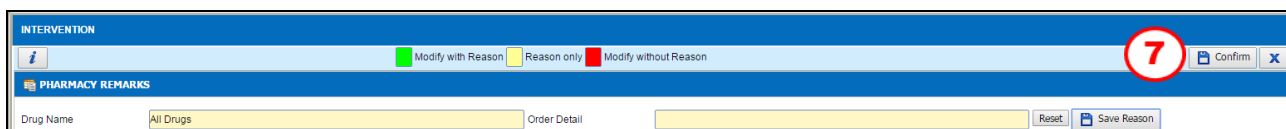
Figure 3.4.2-3 Intervention

## STEP 6

Modify the order detail and background color will change to green.

### Note

- User is allowed to change only Frequency, Duration and Dose
- Modify Order will be displayed:
  - Drug name.
  - Dose – dosage will be allowed to change.
  - Frequency - dosage will be a drop down and allowed to change - once changed the changed value of the dose will be stored and the order quantity will be recalculated.
  - Order Qty - dosage will be allowed to change - value of the Order Qty will be recalculated after change the frequency and duration.
  - Start Date Time.
  - Dosage form.
  - Admin Route.
  - Duration - duration is allowed to change. The user will also have to select the UOM for duration, possible UOM will be days, month and hours.
  - Dispense Location.
  - End Date Time.
  - Remarks.



INTERVENTION


Modify with Reason Reason only Modify without Reason

PHARMACY REMARKS

Drug Name All Drugs Order Detail Reset Save Reason

Figure 3.4.2-4 Intervention

## STEP 7

Click on Confirm  button to save the modification as refer to Figure 3.4.2-4.

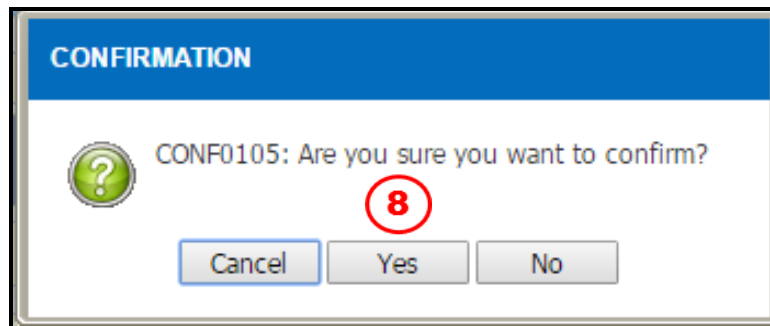



Figure 3.4.2-5 Confirmation

#### STEP 8

Click on  to confirm drug intervention.

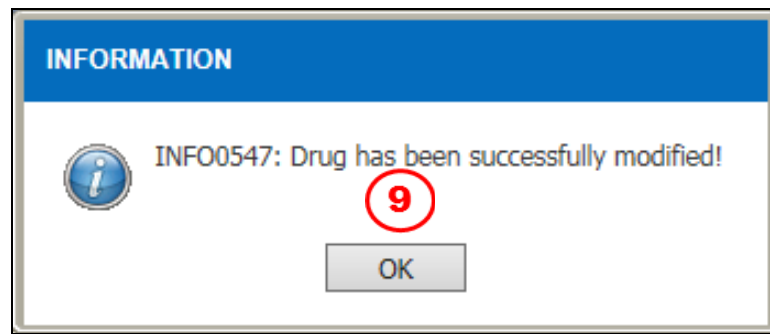


Figure 3.4.2-6 Information Alert Message

#### STEP 9

Click on the  button to save record

PRESCRIPTION									
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
+	<input type="checkbox"/>	Drug Interaction	Diclofenac Sodium 50 mg Tablet	2 tablet, OD, Oral, 45 Days 06/09/2016 03:52 PM - 21/10/2016 03:52 PM	90 tablet	0 <input type="checkbox"/>	0 tablet	90 tablet	Remarks
+	<input type="checkbox"/>	Drug Interaction	Ferrous Fumarate 200 mg Tablet	2 tablet, TID, Oral, 4 Months 06/09/2016 03:52 PM - 04/01/2017 03:52 PM	720 tablet	0 <input type="checkbox"/>	0 tablet	720 tablet	Remarks
+	<input type="checkbox"/>	Drug Interaction	Fondaparinux 2.5 mg/ 0.5ml Injection	2.5 mg, OD, Subcutaneous, 3 Weeks 06/09/2016 03:52 PM - 27/09/2016 03:52 PM	21 PFSy	0 <input type="checkbox"/> <a href="#">Alternate</a>	0 prefilled syringe	21 PFSy	Remarks
+	<input type="checkbox"/>	Drug Interaction	Gentamicin 80mg/ 2ml Injection	80 mg, OD, Intravenous Infusion, 5 Weeks 06/09/2016 03:52 PM - 11/10/2016 03:52 PM	35 amp	0 <input type="checkbox"/>	0 ampoule	35 amp	Remarks

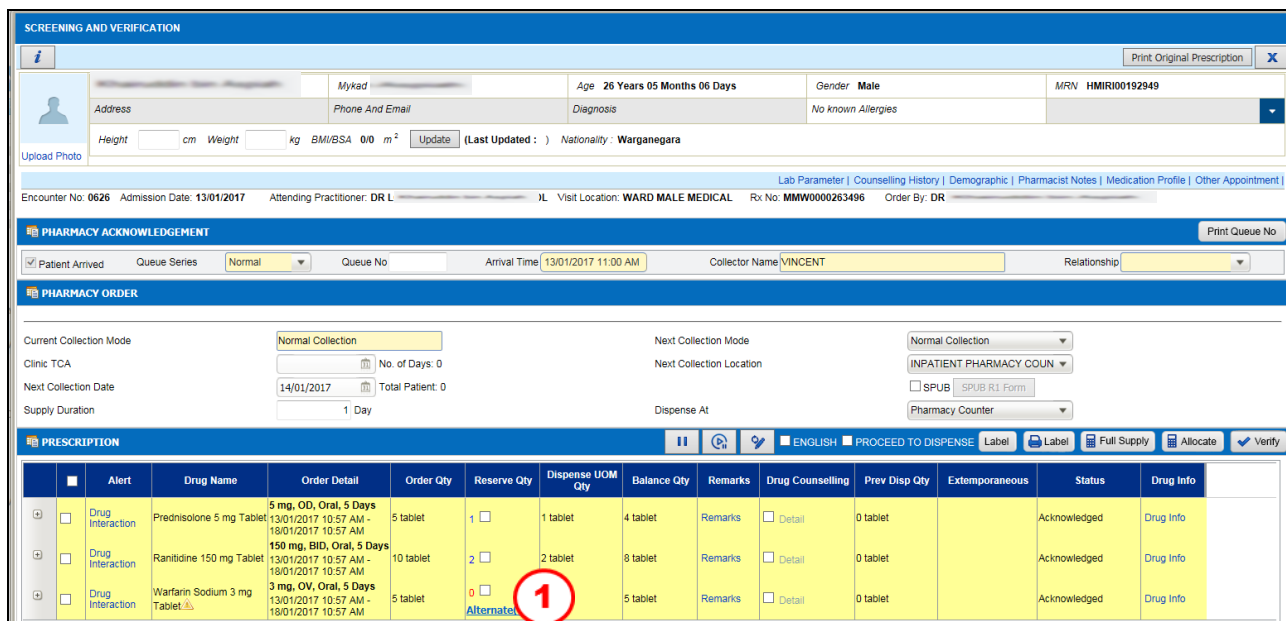
Figure 3.4.2-7 Prescription

#### Note

It will then goes back to Screening & Verification screen with changes being highlighted in blue text.

### 3.4.3 Alternate Drug

This function allow user to select different drug with the same active ingredient and same administration route. This function is available in screening verification screen and preparation screen, however the suitable time to do intervention is during screening and verification screen



**SCREENING AND VERIFICATION**

Print Original Prescription

Address: Mykad: Age 26 Years 05 Months 06 Days Gender Male MRN HMIR00192949  
Phone And Email: Diagnosis: No known Allergies  
Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0626 Admission Date: 13/01/2017 Attending Practitioner: DR L Visit Location: WARD MALE MEDICAL Rx No: MMW0000263496 Order By: DR

**PHARMACY ACKNOWLEDGEMENT**

Print Queue No

✓ Patient Arrived Queue Series: Normal Queue No: Arrival Time: 13/01/2017 11:00 AM Collector Name: VINCENT Relationship:

**PHARMACY ORDER**

Current Collection Mode: Normal Collection Next Collection Mode: Normal Collection  
Clinic TCA: No. of Days: 0 Next Collection Location: INPATIENT PHARMACY COUN  
Next Collection Date: 14/01/2017 Total Patient: 0  
Supply Duration: 1 Day Dispense At: Pharmacy Counter

**PRESCRIPTION**

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
Drug Interaction	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	1	1 tablet	4 tablet	Remarks	Detail	0 tablet		Acknowledged	Drug Info
Drug Interaction	Ranitidine 150 mg Tablet	150 mg, BID, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	10 tablet	2	2 tablet	8 tablet	Remarks	Detail	0 tablet		Acknowledged	Drug Info
Drug Interaction	Warfarin Sodium 3 mg Tablet	3 mg, OV, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	0	5 tablet	5 tablet	Remarks	Detail	0 tablet		Acknowledged	Drug Info

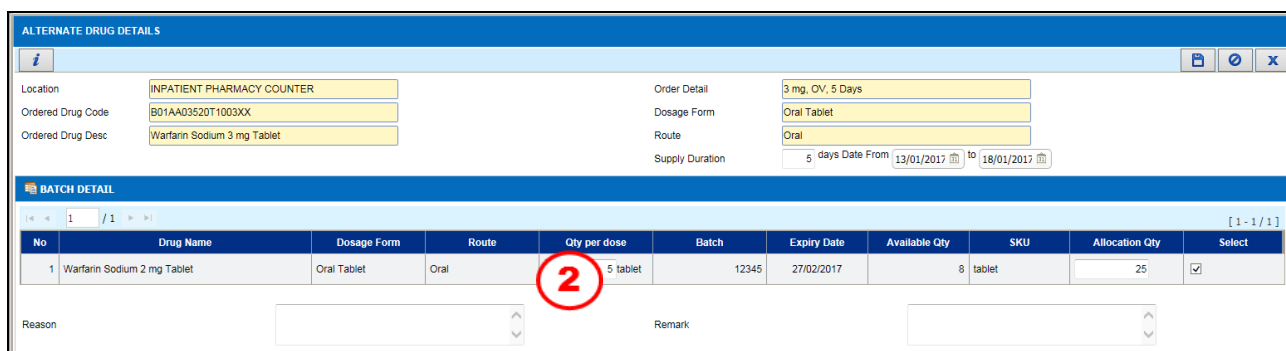
Figure 3.4.3-1 Screening & Verification – Alternate Drug

#### Note

Repeat **Step 1 to Step 4** as in verify prescription as per Figure 3.4-1-1 before perform Alternate Drug steps.

#### STEP 1

Click on the [Alternative\(C\)](#) link to do alternate as per Figure 3.4.3-1



**ALTERNATE DRUG DETAILS**

Location: INPATIENT PHARMACY COUNTER Order Detail: 3 mg, OV, 5 Days  
Ordered Drug Code: B01AA03520T1003XX Dosage Form: Oral Tablet  
Ordered Drug Desc: Warfarin Sodium 3 mg Tablet Route: Oral  
Supply Duration: 5 days Date From: 13/01/2017 to: 18/01/2017

**BATCH DETAIL**

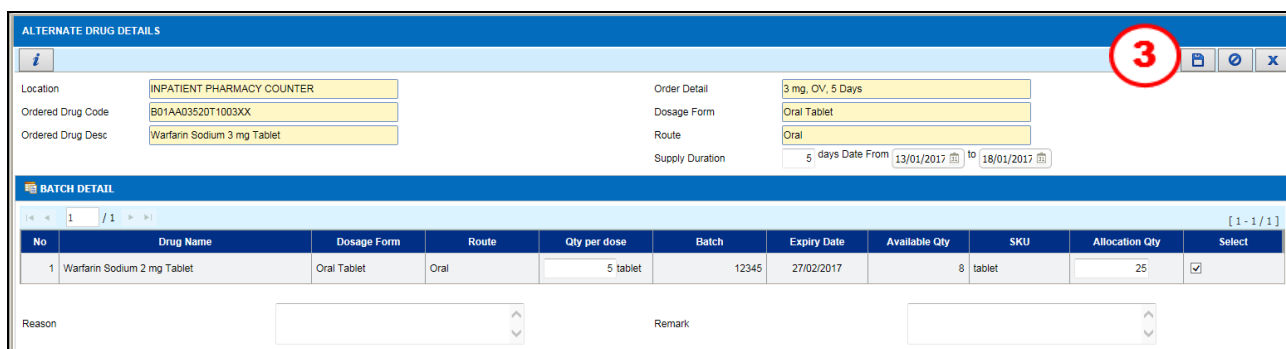
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Warfarin Sodium 2 mg Tablet	Oral Tablet	Oral	5 tablet	12345	27/02/2017	8 tablet		25	✓

Reason: Remark:

Figure 3.4.3-2 Alternate Drug Details

#### STEP 2

Enter the **Qty per dose** and save record



**ALTERNATE DRUG DETAILS**

Location: INPATIENT PHARMACY COUNTER  
 Ordered Drug Code: B01AA03520T1003XX  
 Ordered Drug Desc: Warfarin Sodium 3 mg Tablet

Order Detail: 3 mg, OV, 5 Days  
 Dosage Form: Oral Tablet  
 Route: Oral  
 Supply Duration: 5 days Date From: 13/01/2017 to 18/01/2017

**BATCH DETAIL**

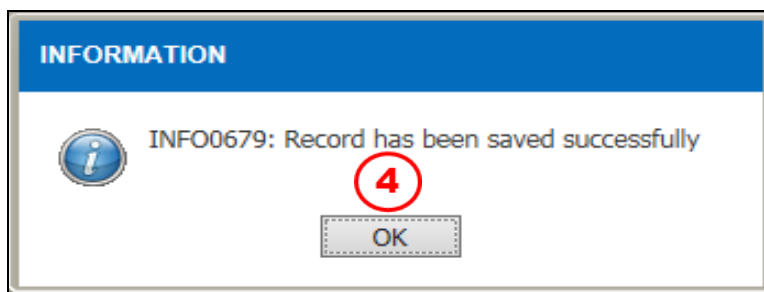
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Warfarin Sodium 2 mg Tablet	Oral Tablet	Oral	5 tablet	12345	27/02/2017	8 tablet		25	<input checked="" type="checkbox"/>

Reason:   
 Remark:

**Figure 3.4.3-3 Alternate Drug Details**

### STEP 3

Click on the  button to save record




**INFORMATION**

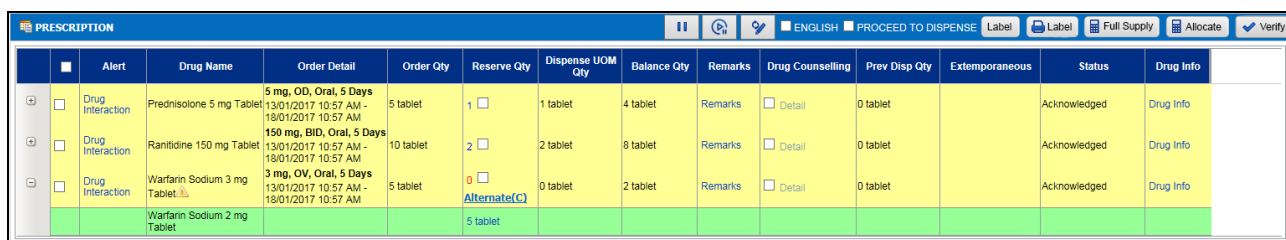
INFO0679: Record has been saved successfully

**OK**

**Figure 3.4.3-4 Information Alert Message**

### STEP 4

Click on the  button to save record and screen will automatically closed and back to prescription screen as Figure 3.4.3-5



**PRESCRIPTION**

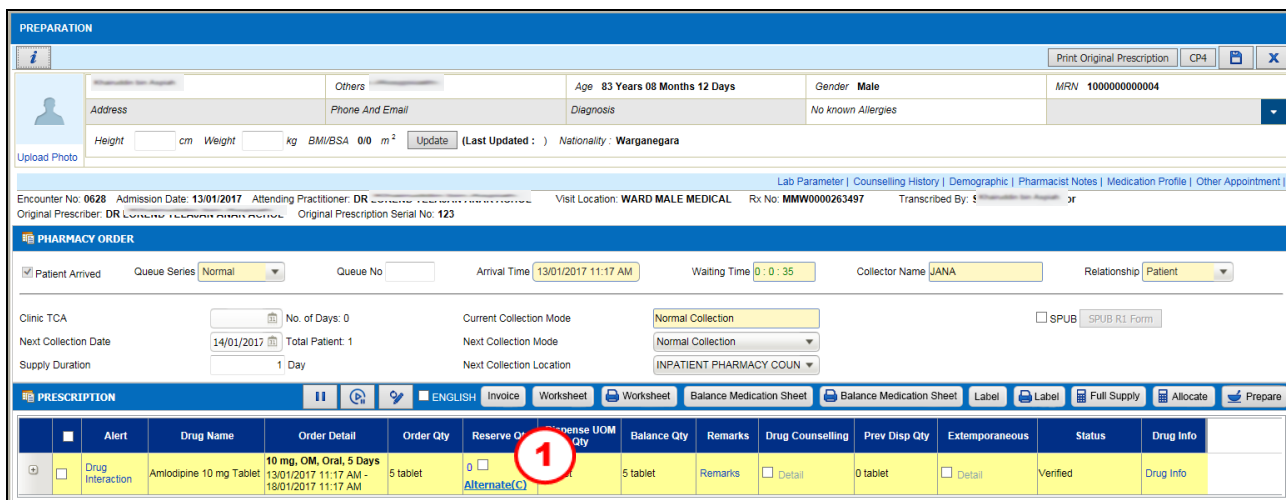
English | Proceed to Dispense | Label | Full Supply | Allocate | Verify

	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
<input type="checkbox"/>	Drug Interaction	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	1 <input type="checkbox"/>	1 tablet	4 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet		Acknowledged	Drug Info
<input type="checkbox"/>	Drug Interaction	Ranitidine 150 mg Tablet	150 mg, BID, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	10 tablet	2 <input type="checkbox"/>	2 tablet	8 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet		Acknowledged	Drug Info
<input type="checkbox"/>	Drug Interaction	Warfarin Sodium 3 mg Tablet	3 mg, OV, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	0 <input type="checkbox"/>	0 tablet	2 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet		Acknowledged	Drug Info
		Warfarin Sodium 2 mg Tablet			Alternate(C)								

**Figure 3.4.3-5 Updated Prescription**

### 3.4.4 Alternate / Combination Drug

This function allow user to replace existing ordered drug with the combination of drug within the same active ingredient and same administration route as ordered drug. This function is available in screening verification screen and preparation screen, however the suitable time to do intervention is during screening and verification screen .



No	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Alternate UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
1	<input type="checkbox"/>	Drug Interaction	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 5 Days 13/01/2017 11:17 AM - 18/01/2017 11:17 AM	5 tablet	0	5 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Verified	Drug Info

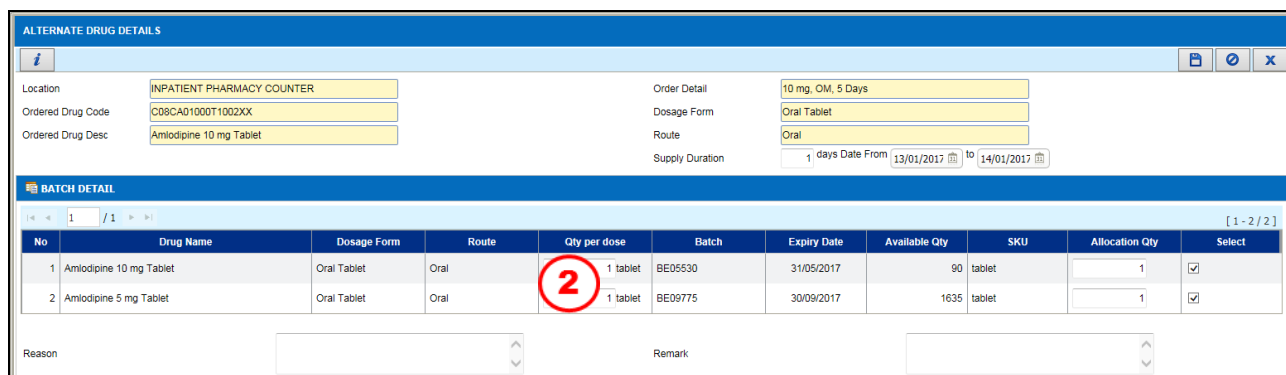
Figure 3.4.4-1 Screening & Verification

#### Note

Repeat Step 1 to Step 4 as in verify prescription as per Figure 3.4.1-1 before perform **Alternate / Combination Drug** steps.

#### STEP 1

Click on the [Alternative\(C\)](#) hyperlink to perform alternate / combination drug as per Figure 3.4.4-1

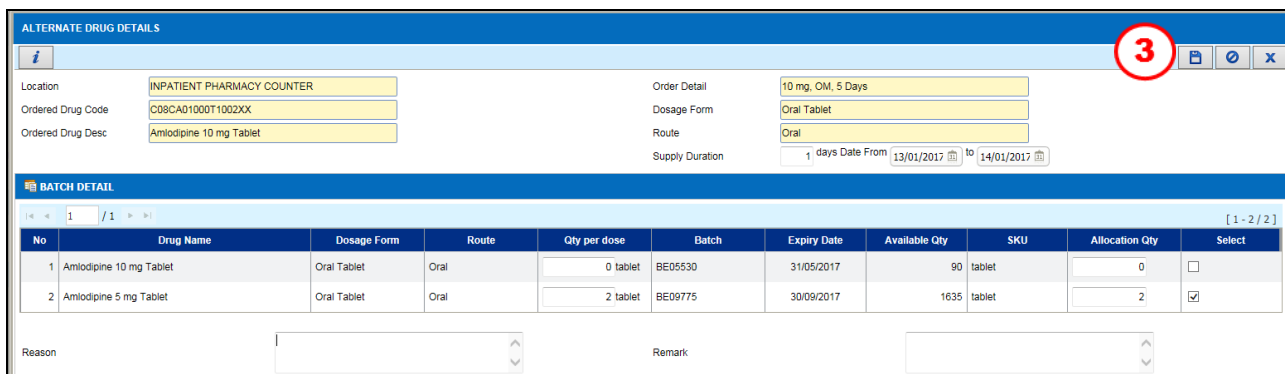


No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Amlodipine 10 mg Tablet	Oral Tablet	Oral	1 tablet	BE05530	31/05/2017	90 tablet		1	<input checked="" type="checkbox"/>
2	Amlodipine 5 mg Tablet	Oral Tablet	Oral	1 tablet	BE09775	30/09/2017	1635 tablet		1	<input checked="" type="checkbox"/>

Figure 3.4.4-2 Alternate Drug Details

#### STEP 2

Enter the **Qty per dose** field for selected combination drug



**ALTERNATE DRUG DETAILS**

Location: INPATIENT PHARMACY COUNTER  
 Ordered Drug Code: C08CAD1000T1002XX  
 Ordered Drug Desc: Amlodipine 10 mg Tablet

Order Detail: 10 mg, OM, 5 Days  
 Dosage Form: Oral Tablet  
 Route: Oral  
 Supply Duration: 1 days Date From: 13/01/2017 to: 14/01/2017

**BATCH DETAIL**

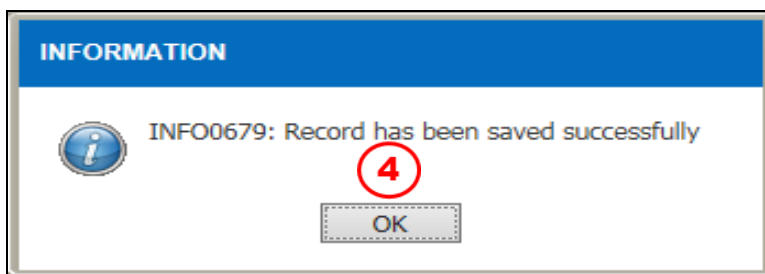
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Amlodipine 10 mg Tablet	Oral Tablet	Oral	0 tablet	BE05530	31/05/2017	90	tablet	0	<input type="checkbox"/>
2	Amlodipine 5 mg Tablet	Oral Tablet	Oral	2 tablet	BE09775	30/09/2017	1635	tablet	2	<input checked="" type="checkbox"/>

Reason:   
 Remark:

**Figure 3.4.4-3 Alternate Drug Details**

### STEP 3

Click on the  button to save record

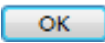


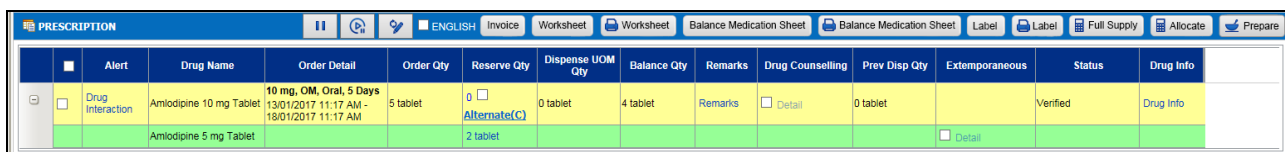
**INFORMATION**

INFO0679: Record has been saved successfully

**Figure 3.4.4-4 Information Alert Message**

### STEP 4

Click on the  button to save record and screen will be automatically closed and back to prescription screen as Figure 3.4-5



PRESCRIPTION													
	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
<input type="checkbox"/>	Drug Interaction	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 5 Days 13/01/2017 11:17 AM - 18/01/2017 11:17 AM	5 tablet	0 <input type="checkbox"/>	0 tablet	4 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet		Verified	Drug Info
		Amlodipine 5 mg Tablet			2 tablet						<input type="checkbox"/> Detail		

**Figure 3.4.4-5 Updated Prescription**



### 3.4.5 Hold / Resume

This function allows Pharmacist to hold medication from being prepare or dispense; may resume the medication order to continue dispensing .Hold/Resume process is available at Screening and Verification, Preparation and Dispensing

PRESCRIPTION <span style="float: right;">2</span>									
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
	<input type="checkbox"/>	Drug Interaction	Paracetamol 500 mg Tablet	1000 mg, OD, Oral, 30 Days 17/11/2016 02:51 PM - 17/12/2016 02:51 PM	60 tablet	0 <input type="checkbox"/> <a href="#">Alternate</a>	0 tablet	57 tablet	Remarks
			Paracetamol 120 mg/5 ml Syrup			60 ml			
	<input type="checkbox"/>	Drug Interaction	Cloxacillin 500mg Capsule	500 mg, BID, Oral, 30 Days 17/11/2016 02:52 PM - 17/12/2016 02:52 PM	60 capsule	28 <input type="checkbox"/> <a href="#">Alternate(C)</a>	28 capsule	32 capsule	Remarks
<b>1</b>	<input checked="" type="checkbox"/>	Drug Interaction	Acyclovir 200 mg Tablet	200 mg, BID, Oral, 30 Days 17/11/2016 02:53 PM - 17/12/2016 02:53 PM	60 tablet	28 <input type="checkbox"/> <a href="#">Alternate(C)</a>	28 tablet	32 tablet	Remarks
	<input type="checkbox"/>	Drug Interaction	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 30 Days 17/11/2016 02:53 PM - 17/12/2016 02:53 PM	30 tablet	14 <input type="checkbox"/> <a href="#">Alternate(C)</a>	14 tablet	16 tablet	Remarks

Figure 3.4.5-1 Screening & Verification – Hold

#### Hold

#### Note

Repeat **Step 1 to Step 4** as verify prescription as per Figure 3.4.1-1 before perform Hold / Resume steps.

#### STEP 1

Select one drug by clicking on the ☐ checkbox

#### STEP 2

Click on Hold  button as per Figure 3.4.5-1



No.	Drug Name	Reason	Other Reason	Remark	Selection
1.	Acyclovir 200 mg Tablet	Intervention			<input checked="" type="checkbox"/>

Figure 3.4.5-2 Hold Order – Pharmacist Remarks

**Note**

Select and enter from the **Hold Reason** drop down box:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

**STEP 3**

Enter the Remarks field with applicable information

**STEP 4**

Click on the  **Hold** button

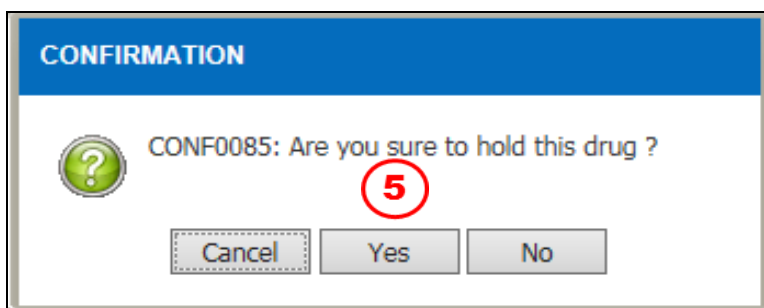


Figure 3.4.5-3 Hold Drug Alert Message

**STEP 5**

Click on the  **Yes** button to Hold Drug and confirmation pop up message will automatically close

## Resume


PRESCRIPTION													ENGLISH		PROCEED TO DISPENSE		Label	Label	Full Supply
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	÷	Balance Qty	2	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status				
	<input type="checkbox"/>	Drug Interaction	Paracetamol 500 mg Tablet	1000 mg, OD, Oral, 30 Days 17/11/2016 02:51 PM - 17/12/2016 02:51 PM	60 tablet	0 <input type="checkbox"/> <a href="#">Alternate</a>	0 tablet		57 tablet		Remarks	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet		Ordered				
			Paracetamol 120 mg/5 ml Syrup			60 ml													
	<input type="checkbox"/>	Drug Interaction	Cloxacillin 500mg Capsule	500 mg, BID, Oral, 30 Days 17/11/2016 02:52 PM - 17/12/2016 02:52 PM	60 capsule	28 <input type="checkbox"/> <a href="#">Alternate(C)</a>	28 capsule		32 capsule		Remarks	<input type="checkbox"/> <a href="#">Detail</a>	0 capsule		Ordered/Hold				
	<input type="checkbox"/>	Drug Interaction	Acyclovir 200 mg Tablet	200 mg, BID, Oral, 30 Days 17/11/2016 02:53 PM - 17/12/2016 02:53 PM	60 tablet	28 <input type="checkbox"/> <a href="#">Alternate(C)</a>	28 tablet		32 tablet		Remarks	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet		Ordered/Hold				
	<input type="checkbox"/>	Drug Interaction	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 30 Days 17/11/2016 02:53 PM - 17/12/2016 02:53 PM	30 tablet	14 <input type="checkbox"/> <a href="#">Alternate(C)</a>	14 tablet		16 tablet		Remarks	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet		Ordered/Hold				

Figure 3.4.5-4 Screening & Verification – Resume

### STEP 1

Click on the ☐ button as per Figure 3.4.5-4

### STEP 2

Click on the Resume  button and select Resume as per Figure 3.4.5-4

HOLD ORDER - PHARMACIST REMARKS						
<input type="checkbox"/>						4
No.	Drug Name	Reason	Other Reason	Remark	Action Taken	Select on
1.	Cloxacillin 500mg Capsule	Incompatibility			3	<input checked="" type="checkbox"/>

Figure 3.4.5-5 Hold Order – Pharmacist Remarks


### STEP 3

Enter information in **Action Taken** field

### STEP 4

Click on the  button

**CONFIRMATION**


 CONF0086: Are you sure to release this drug ?

5

Cancel Yes No

Figure 3.4.5-6 Confirmation Alert Message

### STEP 5

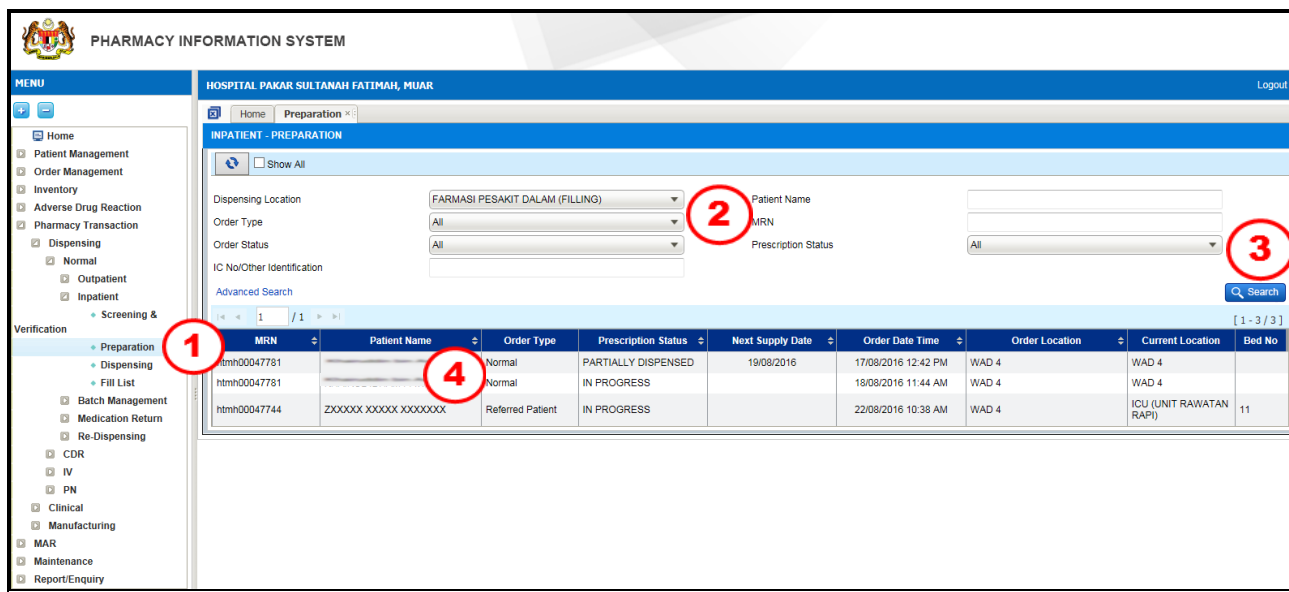
Click on the  button to release drug from hold and the Hold Order screen will automatically close

### 3.5 Preparation

This function is used to manage patient visits for both Outpatient and Inpatient such as patient admission, discharge and transfer.

#### 3.5.1 Prepare

This function is used to prepare drug before dispensing stage



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Preparation

INPATIENT - PREPARATION

Show All

Dispensing Location: FARMASI PESAKIT DALAM (FILLING)

Order Type: All

Order Status: All

IC No/Other Identification:

Advanced Search

Search

MRN	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	Bed No
hth00047781		Normal	PARTIALLY DISPENSED	19/08/2016	17/08/2016 12:42 PM	WAD 4	WAD 4	
hth00047781		Normal	IN PROGRESS		18/08/2016 11:44 AM	WAD 4	WAD 4	
hth00047744	ZXXXXX XXXXXX XXXXXXXX	Referred Patient	IN PROGRESS		22/08/2016 10:38 AM	WAD 4	ICU (UNIT RAWATAN RAPI)	11

Figure 3.5.1-1 Preparation Listing Page

#### STEP 1

Click on 'Preparation' sub menu

#### STEP 2

Search existing patient record as follow:

**a) Dispensing Location**

**b) Order Type**

- All
- Normal
- SPUB
- Discharge

**c) Mode of Services**

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

**d) Patient Name**

**e) MRN**

**f) Order Status**

- All

- New Order
- Partial Supply

**Note**

Advanced Search

can be used to narrow down the criteria. It is consist of :

- a) Order Location
- b) Order Location Type
- c) Order Date From
- d) Order Date To
- e) Next Supply From
- f) Next Supply To
- g) Bed No

**STEP 3**

Click on the  button to search the patient

**STEP 4**

Double click on the selected patient's name

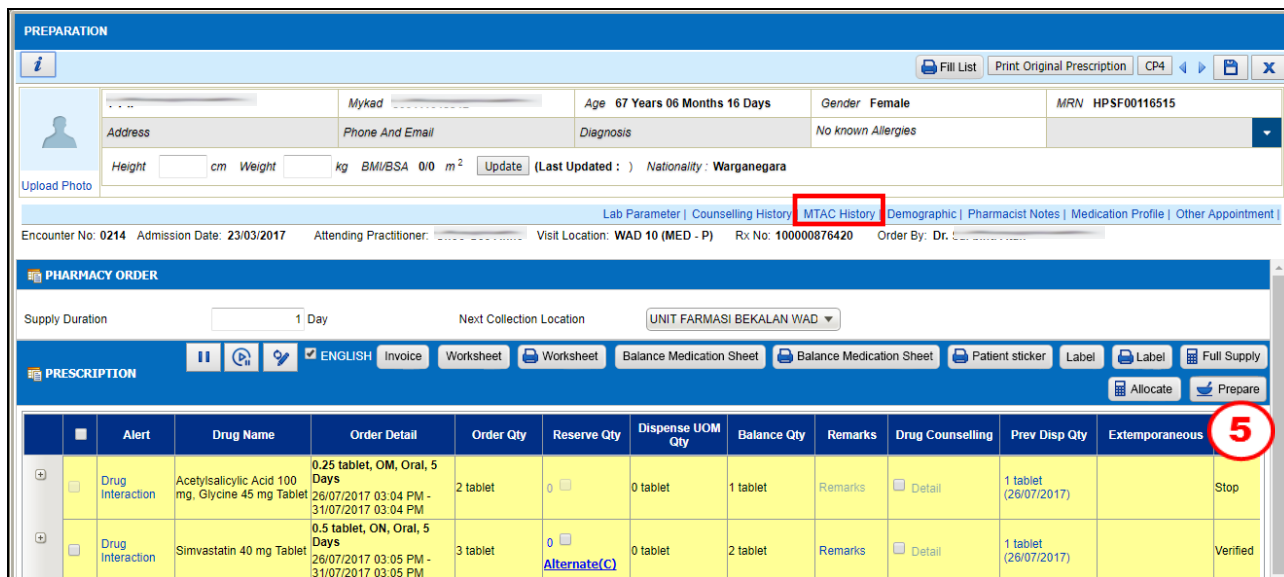
**Note**

On this listing page, various Search criteria as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorization	All – Type of search from range New order, Partial Supply and Pending Authorization New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorization – Prescription contain of drug to authorize

Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

**Table 3.5.1-1**



**PREPARATION**

Fill List Print Original Prescription CP4

Mykad: Age 67 Years 06 Months 16 Days Gender Female MRN HPSF00116515

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : ) Nationality : Warganegara

Upload Photo

Lab Parameter | Counselling History **MTAC History** | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0214 Admission Date: 23/03/2017 Attending Practitioner: Visit Location: WAD 10 (MED - P) Rx No: 100000876420 Order By: Dr. t

**PHARMACY ORDER**

Supply Duration 1 Day Next Collection Location UNIT FARMASI BEKALAN WAD

**PRESCRIPTION**

ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Patient sticker Label Label Full Supply Allocate Prepare

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous
Drug Interaction	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0.25 tablet, OM, Oral, 5 Days 26/07/2017 03:04 PM - 31/07/2017 03:04 PM	2 tablet	0	0 tablet	1 tablet	Remarks	Detail	1 tablet (26/07/2017)	Stop
Drug Interaction	Simvastatin 40 mg Tablet	0.5 tablet, ON, Oral, 5 Days 26/07/2017 03:05 PM - 31/07/2017 03:05 PM	3 tablet	0	0 tablet	2 tablet	Remarks	Detail	1 tablet (26/07/2017)	Verified

Figure 3.5.1-2 Preparation

## Note

- When selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen which is required patient information. Below is the list of patient information:
  - Patient Name
  - Patient Address
  - Patient IC Number
  - Patient Phone and Email
  - Patient Diagnosis
  - Patient Age
  - Patient Allergy
  - Patient Gender
  - Patient MRN
- Below options are provided to view the additional patient information. Click on the hyperlink as below:
  - Lab Parameter**
    - Patient's Laboratory Test Result
  - Counselling History**
    - Medication Counselling history records.
  - Demographic**
    - Patient's demographic details
  - Pharmacist Notes**
    - Pharmacy notes such as MTAC, Ward Pharmacy and etc.
  - Medication Profile**
    - This hyperlink will show the patient's current medication and previous medication history.
  - Other Appointments**
    - This screen provides information if there are any other appointments recorded for the patient.
- Current visit information will be displayed as below:
  - Admission Date
  - Attending practitioner

- c) Visit location
- d) Room No / Bed No
- e) Rx No
- Prescription from order management will be displayed as below:
  - a) Alert
  - b) Drug Name
  - c) Order Detail
  - d) Order Qty - Quantity of drug ordered by the prescriber.
  - e) Reserve Qty
  - f) Balance Qty
  - g) Remarks
  - h) Drug Counseling
  - i) Prev Disp Qty
  - j) Freshly Prepare
  - k) Status
  - l) Drug Info

#### STEP 5

Click on the  button to proceed prepare process

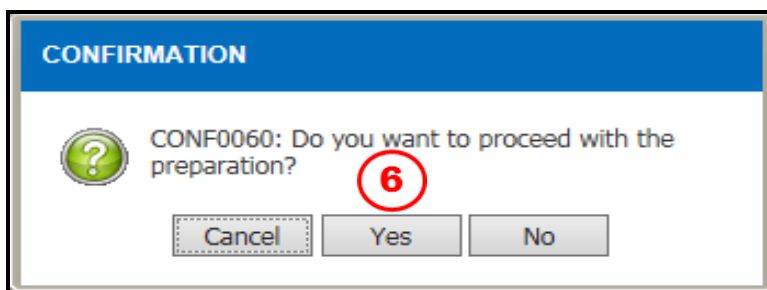


Figure 3.5.1-3 Confirmation Alert Message

#### STEP 6

Click on the  button to confirm preparation

#### Note

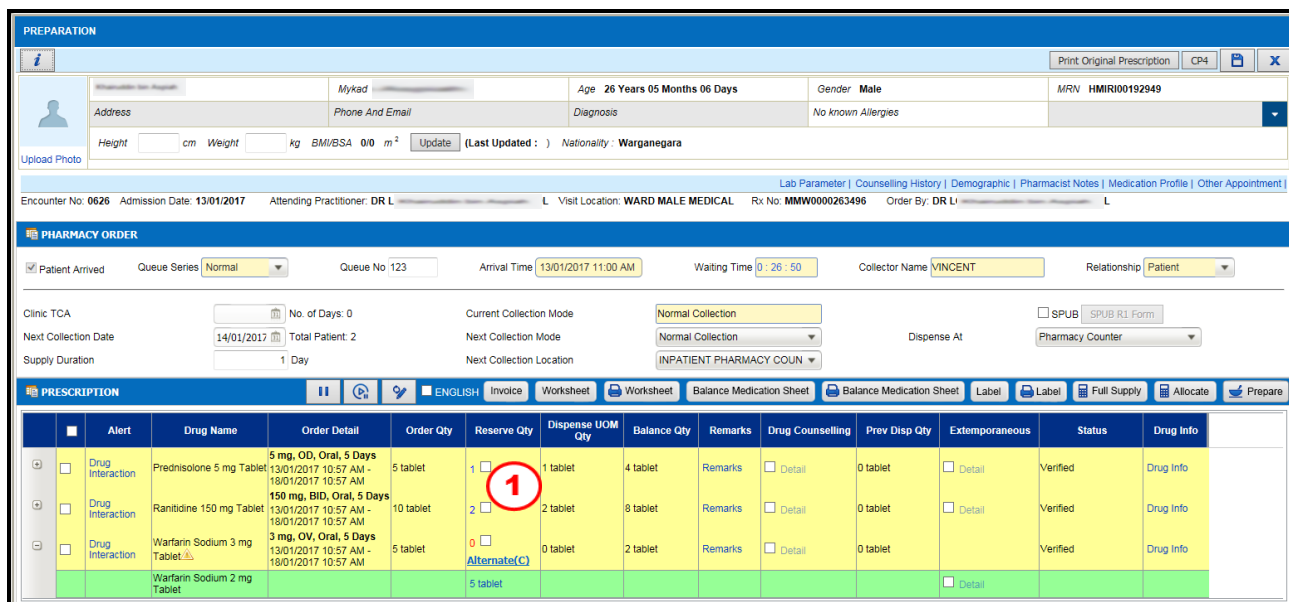
These are the options to select and print reports as per Figure 3.5.1-2:

- a) Balance Medication Sheet – English
- b) Balance Medication Sheet – Malay
- c) Worksheet
- d) Dispense Labels



### 3.5.2 Allocate Quantity

This function is used to allocate quantity manually or change the quantity calculated by application



**PREPARATION**

Print Original Prescription CP4 X

Mykad: Age 26 Years 05 Months 06 Days Gender Male MRN HMIR00192949

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : ) Nationality : Warganegara

Encounter No: 0626 Admission Date: 13/01/2017 Attending Practitioner: DR L Visit Location: WARD MALE MEDICAL Rx No: MMW0000263496 Order By: DR L

**PHARMACY ORDER**

☒ Patient Arrived Queue Series: Normal Queue No: 123 Arrival Time: 13/01/2017 11:00 AM Waiting Time: 0 : 26 : 50 Collector Name: VINCENT Relationship: Patient

Clinic TCA No. of Days: 0 Current Collection Mode: Normal Collection ☐ SPUB SPUB R1 Form

Next Collection Date: 14/01/2017 Total Patient: 2 Next Collection Mode: Normal Collection Dispense At: Pharmacy Counter

Supply Duration: 1 Day Next Collection Location: INPATIENT PHARMACY COUN

**PRESCRIPTION** ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label Full Supply Allocate Prepare

	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
<input type="checkbox"/>	Drug Interaction	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	1 <input checked="" type="checkbox"/>	1 tablet	4 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Verified	Drug Info
<input type="checkbox"/>	Drug Interaction	Ranitidine 150 mg Tablet	150 mg, BID, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	10 tablet	2 <input type="checkbox"/>	2 tablet	8 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Verified	Drug Info
<input type="checkbox"/>	Drug Interaction	Warfarin Sodium 3 mg Tablet	3 mg, OV, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	0 <input type="checkbox"/>	0 tablet	2 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Verified	Drug Info
		Warfarin Sodium 2 mg Tablet			5 tablet						<input type="checkbox"/> Detail		

Figure 3.5.2-1 Preparation

#### Note

Repeat **Step 1 – Step 4** as in prepare as per Figure 3.5.1-1 before performs Allocate Quantity steps.

#### STEP 1

Click on **Reserve Qty** hyperlink to allocate quantity

#### Note

User is allowed to allocate 0 quantity in Reserve Qty field by clicking the ☐ checkbox.

ITEM BATCH DETAILS

Drug Code  
H02AB06000T1001XX

Drug Name  
Prednisolone 5 mg Tablet

Order Detail  
5 mg, OD (once daily), 5 Days, 13/01/2017 - 18/01/2017

Default SKU  
tablet

Dispense UOM  
tablet

Supply Duration  
1 days Date From 13/01/2017 to 14/01/2017

BATCH DETAIL

1 / 1

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
1501029	31/01/2018	25426	1 tablet	1

Total Available Qty 25426

Total Allocated Qty 1

Figure 3.5.2-2 Item Batch Details

## STEP 2

Enter the **UOM Qty** field

### Note

- User is allowed to choose and Allocate Qty from Batch Detail.
- Dispense UOM** Dispense UOM tab will be automatically generated from the drug master.
- Item Batch Details will be displayed:
  - Drug Code** - The value will be defaulted to the drug code selected from the prescription list, auto display.
  - Drug Name** - The value will be defaulted to the drug name selected from the prescription list, auto display.
  - Order Detail** - The value will be defaulted to the duration selected from the prescription list. Will include duration, date and time for medication, auto display.
  - Default SKU** - The value will be defaulted to the SKU selected from the prescription list, auto display.
  - Supply Duration** - The value will be defaulted to the duration selected from the prescription list, auto display.
  - Date** - The value will be defaulted to the supply duration selected from the prescription list, auto display.
- Batch Detail** - will list down all item batches which are related to the selected drug where expiry date is less than 30 days from the current date.
  - Batch No** – Available batch no
  - Expiry Date** – Batch expiry date
  - Available Qty** – Quantity available for the selected batch
  - UOM Qty** – Quantity available by UOM
  - Allocate Qty** – Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.
  - Total Available Qty** - will show the quantity of the drug available for the selected dispensing location only, auto display.
  - Total Allocated Qty** - will show total of allocated quantity for the selected drug, It will auto calculate the total quantity when user allocates the quantity for the selected batch no, auto display.

ITEM BATCH DETAILS

Drug Code

H02AB06000T1001XX

Drug Name

Prednisolone 5 mg Tablet

Order Detail

5 mg, OD (once daily), 5 Days, 13/01/2017 - 18/01/2017

Default SKU

tablet

Dispense UOM

tablet

Supply Duration

1 days Date From 13/01/2017 to 14/01/2017

BATCH DETAIL

1 / 1

[ 1 - 1 / 1 ]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
1501029	31/01/2018	25426	1 tablet	1

Total Available Qty


25426

Total Allocated Qty

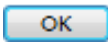
1

Figure 3.5.2-3 Item Batch Details

### STEP 3

Click on the  button to save record

### STEP 4

Click on the  button to save record and screen will automatically closed

INFORMATION

INFO0679: Record has been saved successfully

OK

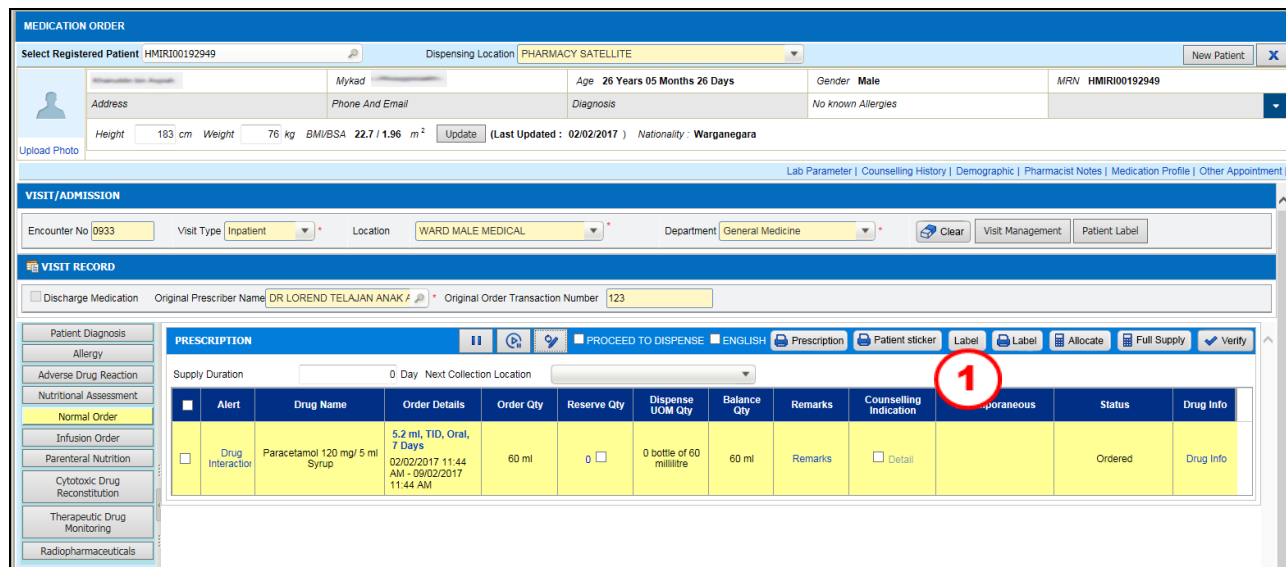
Figure 3.5.2-4 Information Alert Message

PB\_U. MANUAL\_INPATIENT PHARMACY-6th E

Page 40

### 3.5.3 Drug Label

This function is used to edit and print drug label.



**MEDICATION ORDER**

Select Registered Patient: HMIRJ00192949 Dispensing Location: PHARMACY SATELLITE

Address: Mykad Age: 26 Years 05 Months 26 Days Gender: Male MRN: HMIRJ00192949

Height: 183 cm Weight: 76 kg BMI/BSA: 22.7 / 1.96 m<sup>2</sup> Update (Last Updated: 02/02/2017) Nationality: Warganegara

**VISIT/ADMISSION**

Encounter No: 0933 Visit Type: Inpatient Location: WARD MALE MEDICAL Department: General Medicine

**VISIT RECORD**

Discharge Medication: Original Prescriber Name: DR LOREND TELAJAN ANAK Original Order Transaction Number: 123



**PRESCRIPTION**

Supply Duration: 0 Day Next Collection Location:

Alert	Drug Name	Order Details	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Counselling Indication	Label	Allocate	Full Supply	Verify
<input type="checkbox"/>	Drug Interaction	Paracetamol 120 mg/ 5 ml Syrup	60 ml	0	0 bottle of 60 millilitre	60 ml	Remarks	<input type="checkbox"/> Detail	1			

Figure 3.5.3-1 Preparation – Drug Label

#### Note

- Repeat **Step 1 to Step 4** as in prepare as per Figure 3.5.2-1 before performs Drug Label steps. There are to option to print label
  -  Preview then print
  -  Print without preview (Direct printing)
- Pre-Requisite to print label is **Reserve Quantity** field must have value >0 (Drug Allocated)

#### STEP 1

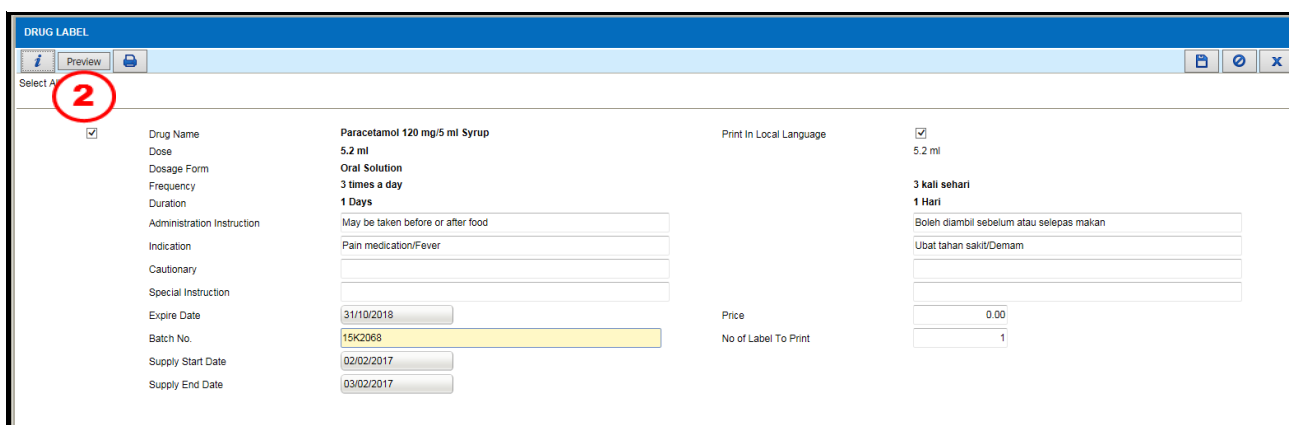
Click on the  button to print drug label

#### Note

- User able to Select All drug label, or click on the check box to select drug label to print.
- Click on Print in Local Language check box to print label in Malay.
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, Expiry Date and Price

#### STEP 2

Click on the  button to preview **Drug Label**



**DRUG LABEL**

Select All ☒ ☐

☒ Drug Name: Paracetamol 120 mg/5 ml Syrup

Dose: 5.2 ml

Dosage Form: Oral Solution

Frequency: 3 times a day

Duration: 1 Days

Administration Instruction: May be taken before or after food

Indication: Pain medication/Fever

Cautionary:

Special Instruction:

Expire Date: 31/10/2018

Batch No.: 15K2068

Supply Start Date: 02/02/2017

Supply End Date: 03/02/2017

Print In Local Language: ☒ 5.2 ml

3 kali sehari

1 Hari

Boleh diambil sebelum atau selepas makan

Ubat tahan sakit/Demam

Price: 0.00

No of Label To Print: 1

Figure 3.5.3-2 Preparation – Drug Label

**Note**

- User able to Select All drug label, or click on the check box to select drug label to print.
- Click on Print in Local Language check box to print label in Malay.
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, Expiry Date and Price

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			50011	
5.2 ml when required						
Oral						
<b>Paracetamol 120 mg/5 ml Syrup</b>						
28/07	29/07	30/07	31/07			
15 ml		RM1.00				
28/07/17 [1 day(s)]						
UBAT TERKAWAL Dr. S. n				28/07/2017 11:50 AM		

Figure 3.5.3-3 Preview Drug Label

- Drug dosage has been modified to 1 decimal point

**STEP 3**

Click on the  button to print **Drug Label**

<b>HOSPITAL PAKAR SULTANAH FATIMAH, MUAR</b>						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			50011	
5.2 ml when required						
Oral						
<b>Paracetamol 120 mg/5 ml Syrup</b>						
28/07	29/07	30/07	31/07			
<b>15 ml</b>		<b>RM1.00</b>				
<b>28/07/17 [1 day(s)]</b>						
<b>UBAT TERKAWAL Dr. Surin</b>						

### Figure 3.5.3-4 Preview Drug Label

### Note

- *Enhancement on drug label*
  - *To put 'dose' and 'frequency' in one line.*
  - *'Route' to move in 2nd line.*
  - *Line to reduce (make it more thin/grey color)*
  - *Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.*
  - *Remain background color as white for all information for all labels.*
  - *Combine Special Instruction and Cautionary into 1 column*

<b>HOSPITAL PAKAR SULTANAH FATIMAH, MUAR</b>						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			500111-100-1	
1/4 tablet In the morning						
Oral						
<b>Acetylsalicylic Acid 100mg Gly 45mg Tab</b>						
26/07	27/07	28/07	29/07	30/07	31/07	
1 tablet                      RM1.00						
26/07/17 [1 day(s)]						
UBAT TERKAWAL    Dr. Saifuddin						
26/07/2017 04:57 PM						

### Figure 3.5.3-5 Preview Drug Label

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			500: .....	
1/2 tablet At night						
Oral						
Take medicine regularly. Avoid abrupt discontinuation.						
<b>Simvastatin 40mg Tab</b>						
26/07	27/07	28/07	29/07	30/07	31/07	
1 tablet RM1.00						
26/07/17 [1 day(s)]						
UBAT TERKAWAL Dr. S. .... n 26/07/2017 04:57 PM						

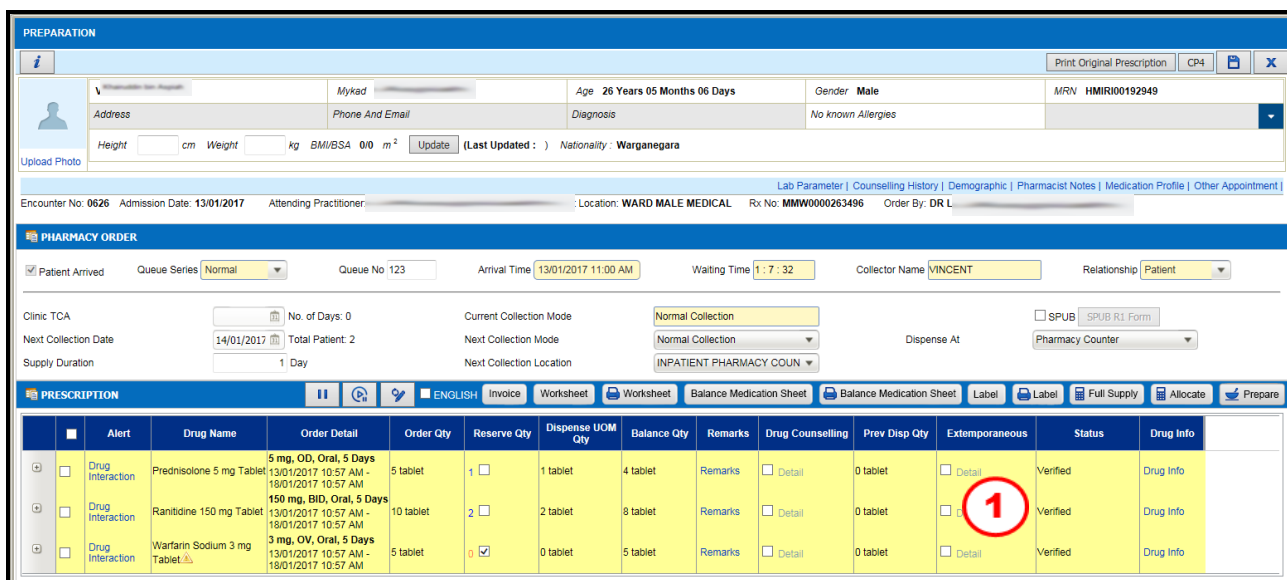
Figure 3.5.3-6 Preview Drug Label

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			500111045342	
1 1/2 tablet 3 times a day						
Oral						
Take medicine as directed by pharmacist. May cause drowsiness. Do not drive or operate machine.						
<b>Prazosin HCl 2mg Tab</b>						
26/07	27/07	28/07	29/07	30/07	31/07	
5 tablet RM1.00						
26/07/17 [1 day(s)]						
UBAT TERKAWAL Dr. S. .... n 26/07/2017 04:57 PM						

Figure 3.5.3-7 Preview Drug Label

## 3.5.4 Extemporaneous – By Patient

This function is used to generate and print the Ingredient label prepared for patient, based on drugs setup. Extemporaneous preparation prepared by patient at home.



**PREPARATION**

Print Original Prescription CP4 X

Mykad Age 26 Years 05 Months 06 Days Gender Male M/RN HMIR00192949

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : ) Nationality Warganegara

Encounter No: 0626 Admission Date: 13/01/2017 Attending Practitioner: Location: WARD MALE MEDICAL Rx No: MMW0000263496 Order By: DR L

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

**PHARMACY ORDER**

☒ Patient Arrived Queue Series Normal Queue No 123 Arrival Time 13/01/2017 11:00 AM Waiting Time 1: 7: 32 Collector Name VINCENT Relationship Patient

Clinic TCA No. of Days: 0 Current Collection Mode Normal Collection ☐ SPUB SPUB R1 Form

Next Collection Date 14/01/2017 Total Patient: 2 Next Collection Mode Normal Collection Dispense At Pharmacy Counter

Supply Duration 1 Day Next Collection Location INPATIENT PHARMACY COUN

**PRESCRIPTION** ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label Full Supply Allocate Prepare

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
<input type="checkbox"/> Drug Interaction	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	1 <input type="checkbox"/>	1 tablet	4 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input type="checkbox"/> 1	Verified	Drug Info
<input type="checkbox"/> Drug Interaction	Ranitidine 150 mg Tablet	150 mg, BID, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	10 tablet	2 <input type="checkbox"/>	2 tablet	8 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input type="checkbox"/> 1	Verified	Drug Info
<input type="checkbox"/> Drug Interaction	Warfarin Sodium 3 mg Tablet	3 mg, OV, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	0 <input checked="" type="checkbox"/>	0 tablet	5 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input type="checkbox"/> 1	Verified	Drug Info

Figure 3.5.4-1 Preparation – Extemporaneous

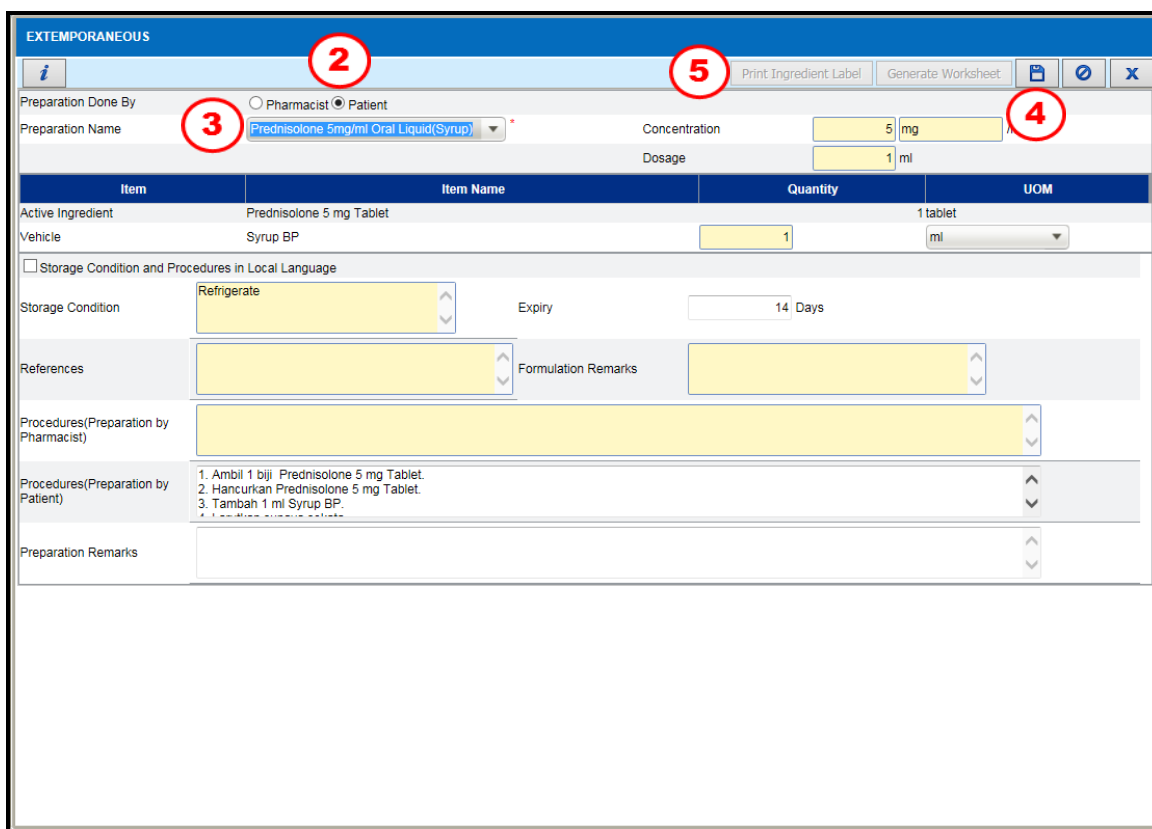
### Note

Repeat **Step 1 to Step 2** as in prepare as per Figure 3.5.1-1 before performs Extemporaneous by Patient steps.

### STEP 1

Click on the **Extemporaneous** ☒ checkbox and system will display extemporaneous screen as Figure 3.5.4-1





**EXTemporaneous**

Preparation Done By: ☐ Pharmacist ☒ Patient

Preparation Name: **Prednisolone 5mg/ml Oral Liquid(Syrup)** \* Concentration: 5 mg Dosage: 1 ml

Item	Item Name	Quantity	UOM
Active Ingredient	Prednisolone 5 mg Tablet		1 tablet
Vehicle	Syrup BP	1	ml

☐ Storage Condition and Procedures in Local Language

Storage Condition: Refrigerate Expiry: 14 Days

References: Formulation Remarks:

Procedures(Preparation by Pharmacist):

Procedures(Preparation by Patient):

Preparation Remarks:

Buttons: Print Ingredient Label, Generate Worksheet, Save, Cancel, Close

Figure 3.5.4-2 Preparation – Extemporaneous

## STEP 2

Click on 'Patient' radio button

## STEP 3

Select **Preparation Name** from the drop down box

## Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Allow to select Storage Condition and Procedures in Local Language.
- Allow to change **Vehicle** UOM if applicable.
- Allow to change **Expiry** duration.
- Procedures/Preparation** by Pharmacist is editable.


## STEP 4





Click on the  button to save record

## STEP 5

Click on the  button to print ingredient label

**STEP 6**

Click on the  button to print the label

Prednisc     Tablet	
1 tablet	
Batch No: 1501029	Exp Date: 31/01/2018
IDAMAN	
Ubat Terkawal	

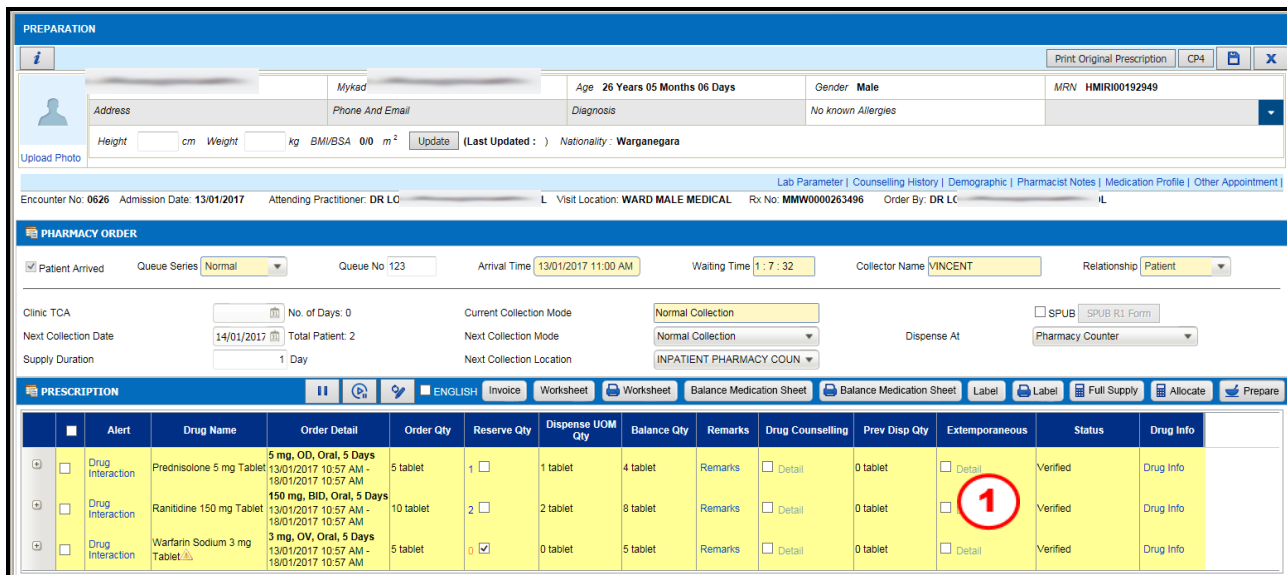
**Figure 3.5.4-3 Sample Of Extemporaneous Ingredient Label**

**Note**

Refer Figure 3.5.4-3 for the Ingredient Label Prepared by Patient sample.

## 3.5.5 Extemporaneous – By Pharmacist

This function is used to generate and print the Ingredient label prepared for patient, based on drugs setup. Extemporaneous preparation prepared by patient at home.



**PREPARATION**

Print Original Prescription CP4 X

Mykad Age 26 Years 05 Months 06 Days Gender Male M/RN HMIR00192949

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : ) Nationality : Warganegara

Upload Photo

Encounter No: 0626 Admission Date: 13/01/2017 Attending Practitioner: DR LC L Visit Location: WARD MALE MEDICAL Rx No: MMW0000263496 Order By: DR LC IL

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

**PHARMACY ORDER**

☒ Patient Arrived Queue Series Normal Queue No 123 Arrival Time 13/01/2017 11:00 AM Waiting Time 1:7:32 Collector Name VINCENT Relationship Patient

Clinic TCA No. of Days: 0 Current Collection Mode Normal Collection ☐ SPUB SPUB R1 Form

Next Collection Date 14/01/2017 Total Patient: 2 Next Collection Mode Normal Collection Dispense At Pharmacy Counter

Supply Duration 1 Day Next Collection Location INPATIENT PHARMACY COUN

**PRESCRIPTION** ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label Full Supply Allocate Prepare

	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
<input type="checkbox"/>	Drug Interaction	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	1 <input type="checkbox"/>	1 tablet	4 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input type="checkbox"/>	Verified	Drug Info
<input type="checkbox"/>	Drug Interaction	Ranitidine 150 mg Tablet	150 mg, BID, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	10 tablet	2 <input type="checkbox"/>	2 tablet	8 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/>	Verified	Drug Info
<input type="checkbox"/>	Drug Interaction	Warfarin Sodium 3 mg Tablet	3 mg, OV, Oral, 5 Days 13/01/2017 10:57 AM - 18/01/2017 10:57 AM	5 tablet	0 <input checked="" type="checkbox"/>	0 tablet	5 tablet	Remarks <input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	<input type="checkbox"/>	Verified	Drug Info

Figure 3.5.5-1 Preparation – Extemporaneous

### Note

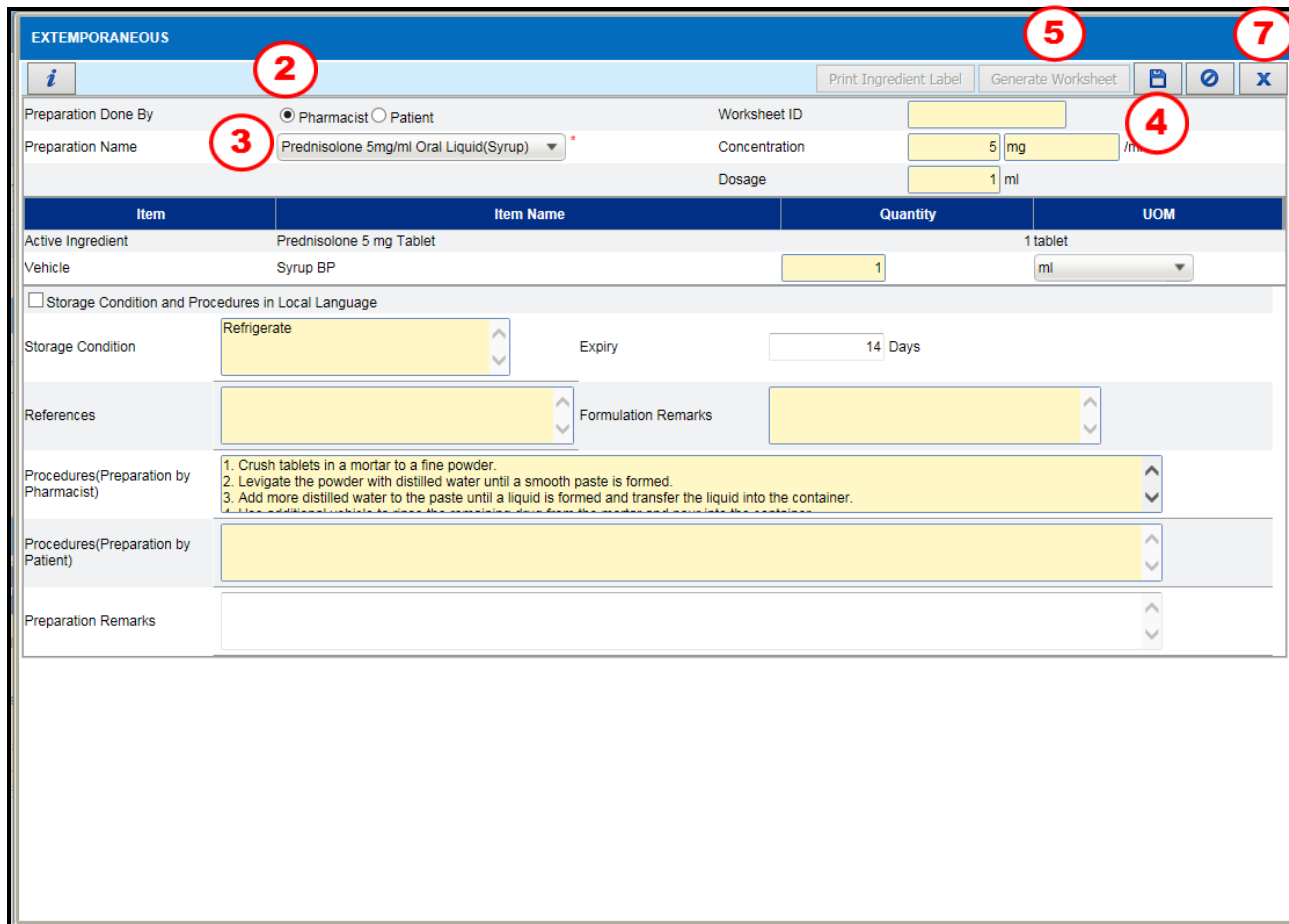
Repeat Step 1 to Step 2 as in prepare as per Figure 3.5.1-1 before performs Extemporaneous by Patient steps.

### STEP 1

Click on the *Extemporaneous* ☒ checkbox and system will be displayed extemporaneous screen as Figure 3.5.5-1

### STEP 2

Click on 'Pharmacist' radio button



**EXTEMPORANEOUS**

Preparation Done By: ☒ Pharmacist ☐ Patient      Worksheet ID:

Preparation Name:       Concentration:  mg/ml      Dosage:  ml

Item	Item Name	Quantity	UOM
Active Ingredient	Prednisolone 5 mg Tablet		1 tablet
Vehicle	Syrup BP	<input type="text" value="1"/>	<input type="text" value="ml"/>

☐ Storage Condition and Procedures in Local Language

Storage Condition:       Expiry:  Days

References:       Formulation Remarks:

Procedures(Preparation by Pharmacist):

Procedures(Preparation by Patient):

Preparation Remarks:

**Figure 3.5.5-2 Preparation – Extemporaneous**

### STEP 3

Select *Preparation Name* from drop down box

### Note

- *Concentration, dosage, Quantity, Storage Condition, Vehicle, Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.*
- *Allow to select Storage Condition and Procedures in Local Language.*
- *Allow to change Vehicle UOM if applicable.*
- *Allow to change Expiry duration.*

### STEP 4

Click on the  button to save record

### STEP 5

Click on the  button to print Ingredient Worksheet

### Note

- Refer Figure 3.5.5-3 for the Extemporaneous Worksheet by Pharmacist sample.
- Able to print Worksheet for prepare drug for patient.

### STEP 6



Click on the button to print the worksheet

### STEP 7



Click on the button and close record






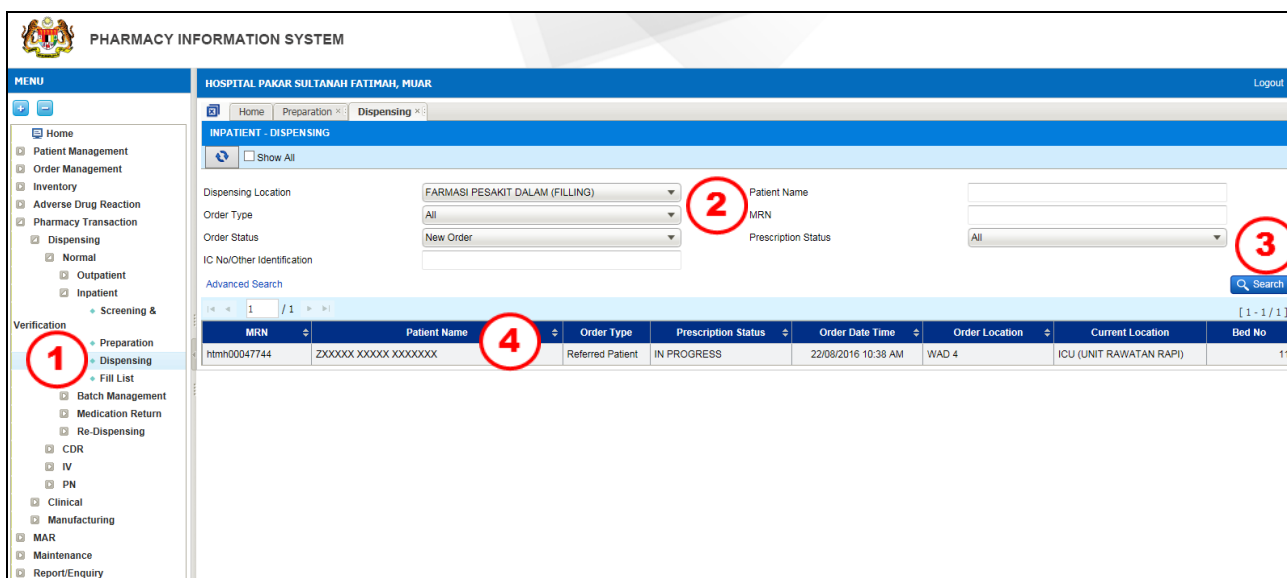
EXTEMPORANEOUS PREPARATION (Worksheet)									
<div>      </div>									
<div> <div>Date of preparation : 13/01/2017</div> <div>Worksheet Id: 17-01-0035</div> </div>									
MRN		HMIRI00192949			Name		[Redacted]		
ID No		[Redacted]			Rx. No.		MMW0000263496		
Order Location		WARD MALE MEDICAL			Ordered By		DR [Redacted] CL		
Order Date		13/01/2017							
No	ROA	Preparation Name	Dose	Total Dose	Material Used				Storage
					Item Name	Volume/Qty Required	Batch No	Expiry Date	
1.	Oral	Prednisolone 5mg/ml Oral Liquid(Syrup) Expiry Date : 27/01/2017	5mg (1ML)	5mg (1 ml)	Prednisolone 5 mg Tablet	1 tablet	1501029	31/01/2018	Refrigerate
					Syrup BP	1 ml			
Remarks:					Instruction: 1. Crush tablets in a mortar to a fine powder. 2. Levigate the powder with distilled water until a smooth paste is formed. 3. Add more distilled water to the paste until a liquid is formed and transfer the liquid into the container. 4. Use additional vehicle to rinse the remaining drug from the mortar and pour into the container. 5. Make up to final volume with vehicle. 6. Shake well and label.				
Reference:									
Worksheet generated by		Worksheet & label checked by		Prepared by		Final Product Checked by			
Date: 13/01/2017		Date:		Date:		Date: 13/01/2017			

Figure 3.5.5-3 Preparation – Extemporaneous

### 3.6 Dispensing

This function allow user to record dispensing, to hold, resume and edit label.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Dispensing' highlighted under 'Verification'. The main area shows search filters for 'Dispensing Location' (FARMASI PESAKIT DALAM (FILLING)), 'Order Type' (All), 'Order Status' (New Order), and 'IC No/Other Identification'. Below these are search fields for 'Patient Name' (MRN) and 'Prescription Status' (All). A table below shows a list of patient records with columns: MRN, Patient Name, Order Type, Prescription Status, Order Date Time, Order Location, Current Location, and Bed No. The first record is for MRN htm00047744, Patient Name ZXXXXX.XXXXXX.XXXXXX, Order Type Referred Patient, Prescription Status IN PROGRESS, Order Date Time 22/08/2016 10:38 AM, Order Location WAD 4, Current Location ICU (UNIT RAWATAN RAPI), and Bed No 11.

Figure 3.6-1 Dispensing Landing Screen Note

#### Note

Various search criteria for Patient is provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense - Pending Authorisation – Prescription contain of drug to authorize

Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

**Table 3.6-1**

### STEP 1

Click on 'Dispensing' sub menu

### STEP 2

Search existing patient record as follow:

**a) Dispensing Location**

**b) Order Location Type**

**c) Mode of Services**

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

**d) Patient Name**

**e) MRN**

**f) Order Status**

- All
- New Order
- Partial Supply

**g) Order Location**

**h) IC No/Other Identification**

**i) Order Type**

- All
- Normal
- SPUB
- Discharge

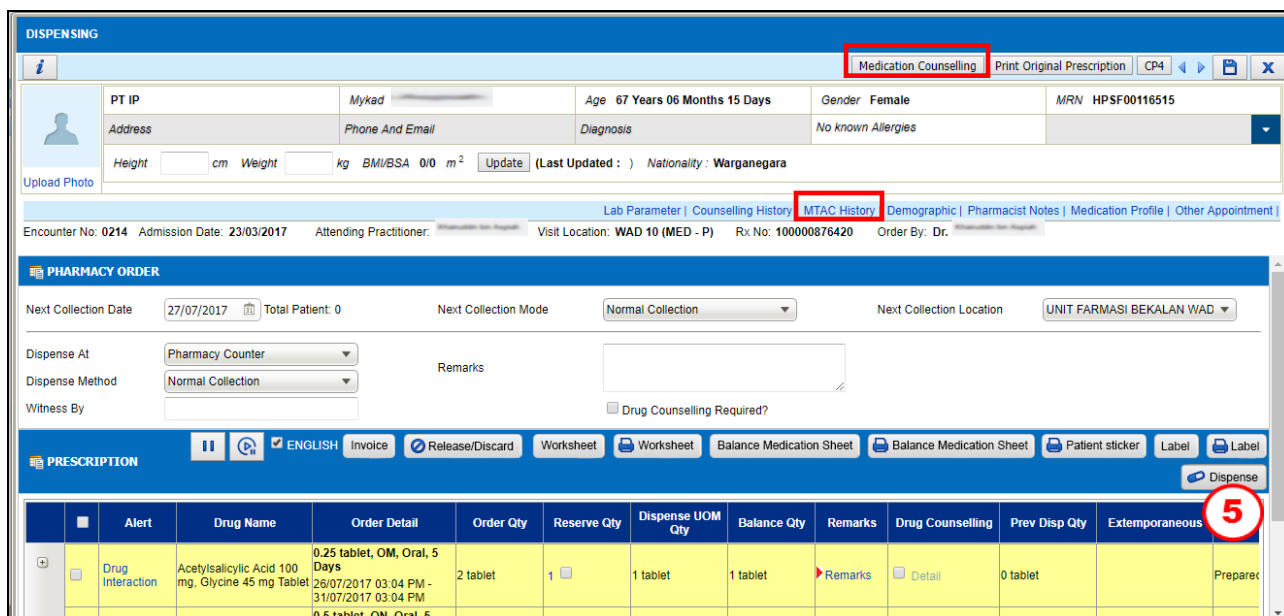
**j) Acknowledged without patient arrival**

## STEP 3

Click on the  button to search the patient

## STEP 4

Double click on the selected patient's name



**DISPENSING**

Medication Counselling | Print Original Prescription | CP4

PT IP: Mykad | Age: 67 Years 06 Months 15 Days | Gender: Female | MRN: HPSF00116515

Address: Phone And Email | Diagnosis: No known Allergies

Height: cm | Weight: kg | BMI/BSA: 0/0 m<sup>2</sup> | Update | (Last Updated: ) | Nationality: Warganegara

Lab Parameter | Counselling History | **MTAC History** | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0214 | Admission Date: 23/03/2017 | Attending Practitioner: | Visit Location: WAD 10 (MED - P) | Rx No: 100000876420 | Order By: Dr.

**PHARMACY ORDER**

Next Collection Date: 27/07/2017 | Total Patient: 0 | Next Collection Mode: Normal Collection | Next Collection Location: UNIT FARMASI BEKALAN WAD

Dispense At: Pharmacy Counter | Dispense Method: Normal Collection | Remarks: | Drug Counselling Required? ☐

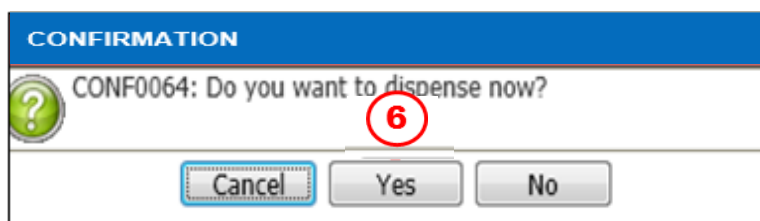
**PRESCRIPTION**

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous
Drug Interaction	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0.25 tablet, OM, Oral, 5 Days 26/07/2017 03:04 PM - 31/07/2017 03:04 PM 0.5 tablet, ON, Oral, 5	2 tablet	1	1 tablet	1 tablet	Remarks	Detail	0 tablet	Prepared

Figure 3.6-2 Dispensing

## STEP 5

Click on the  button



**CONFIRMATION**

CONF0064: Do you want to dispense now?



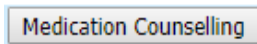
Cancel Yes No

Figure 3.6-3 Confirmation Alert Message

## STEP 6

Click on the  button to confirm dispensing proceed and dispensing screen will automatically closed

## Note

- To close/complete medication, select the  checkbox then click on the  button. The selected drug will be treat as fully supply.
-  button added at Dispensing screen and Single Stage screen as per Figure 3.6-2. Once click on the button, Medication Counselling Order screen will appear.



### 3.7 Partial Supply Normal Dispensing

This function is used for inpatient pharmacy to prepare and dispense the balance medication. Unlike Outpatient, Inpatient Partial Supply Dispensing starts directly from Preparation Screen.

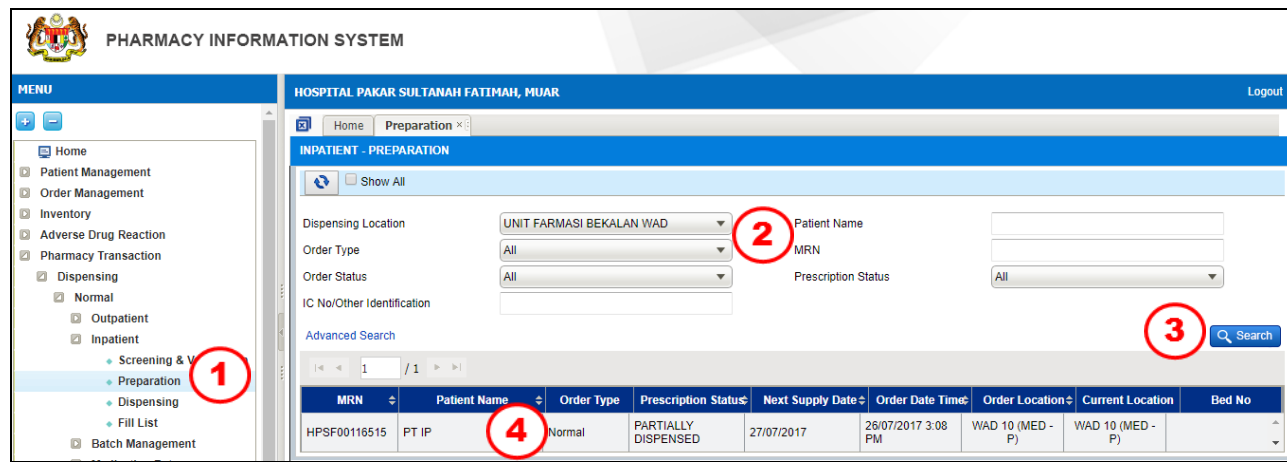


Figure 3.7-1 Preparation Listing Page

#### STEP 1

Click on 'Preparation' sub menu

#### STEP 2

Search existing patient record as follow:

**g) Dispensing Location**

**h) Order Type**

- All
- Normal
- SPUB
- Discharge

**i) Mode of Services**

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

**j) Patient Name**

**k) MRN**

**l) Order Status**

- All
- New Order
- Partial Supply

**Note**

**Advanced Search**

can be used to narrow down the criteria. It is consist of :

- h) Order Location
- i) Order Location Type
- j) Order Date From
- k) Order Date To
- l) Next Supply From
- m) Next Supply To
- n) Bed No

**STEP 3**

Click on the  button to search the patient

**STEP 4**

Double click on the selected patient's name

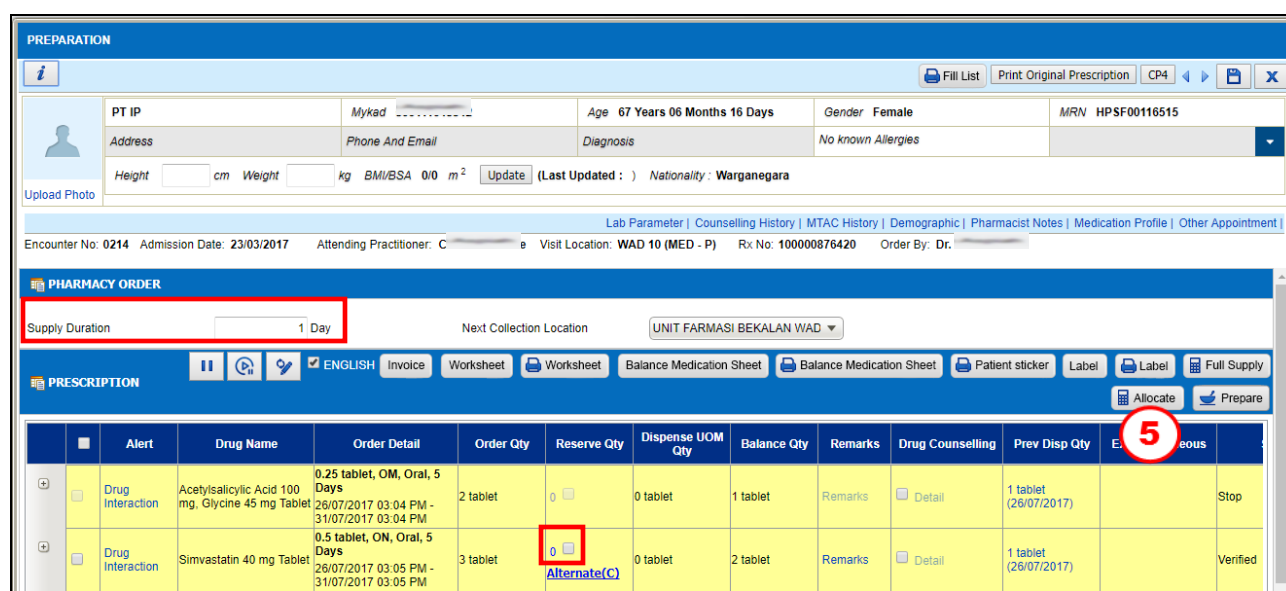
**Note**

On this listing page, various Search criteria as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorization	All – Type of search from range New order, Partial Supply and Pending Authorization New Order – Prescription of new order Partial Supply – Prescription from partially dispense Pending Authorization – Prescription contain of drug to authorize
Advance Search			
g	Order Location	Order location. (It will list	

		down all active location)	
h	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

Table 3.7-1



**PREPARATION**

PT IP: Mykad: Age: 67 Years 06 Months 16 Days Gender: Female MRN: HPSF00116515

Address: Phone And Email: Diagnosis: No known Allergies

Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0214 Admission Date: 23/03/2017 Attending Practitioner: C Visit Location: WAD 10 (MED - P) Rx No: 100000876420 Order By: Dr.

**PHARMACY ORDER**


Supply Duration: 1 Day Next Collection Location: UNIT FARMASI BEKALAN WAD

**PRESCRIPTION**

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Status
Drug Interaction	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0.25 tablet, OM, Oral, 5 Days 26/07/2017 03:04 PM - 31/07/2017 03:04 PM	2 tablet	0	0 tablet	1 tablet	Remarks	Detail	1 tablet (26/07/2017)	Stop
Drug Interaction	Simvastatin 40 mg Tablet	0.5 tablet, ON, Oral, 5 Days 26/07/2017 03:05 PM - 31/07/2017 03:05 PM	3 tablet	0	0 tablet	2 tablet	Remarks	Detail	1 tablet (26/07/2017)	Verified

Figure 3.7-2 Preparation Screen

## STEP 5

Allocate by clicking the  button or allocate manually at the Reserve Quantity hyperlink. Refer step in Allocate Quantity.

## STEP 6

Click on the  button to reprint drug label. Refer steps in Label

## STEP 7

Click on the  button

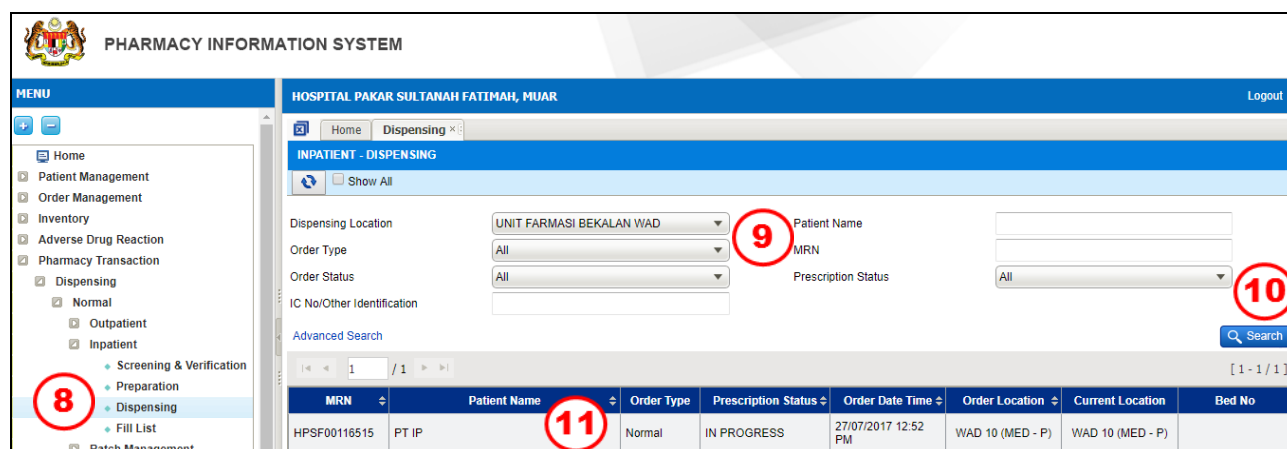


Figure 3.7-3 Dispensing Screen

**Note**

Various search criteria for Patient is provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Patient Name	Patient Name	Allow to search by entering fully or partially search criteria of patient's name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient MRN	Allow to search by entering fully or partially search criteria of MRN No
f	Order Status	-All -New Order -Partial Supply -Pending Authorisation	All – Type of search from range New order, Partial Supply and Pending Authorisation New Order – Prescription of new order Partial Supply – Prescription from partially dispense - Pending Authorisation – Prescription contain of drug to authorize
Advance Search			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location	- All - Clinic	

	Type	- Day Care - ER - Nursing Unit - Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

**Table 3.7-2**

#### STEP 8

Click on 'Dispensing' sub menu

#### STEP 9

Search existing patient record as follow:

**k) Dispensing Location**

**l) Order Location Type**

**m) Mode of Services**

- All
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and Take
- UMP

**n) Patient Name**

**o) MRN**

**p) Order Status**

- All
- New Order
- Partial Supply

**q) Order Location**

**r) IC No/Other Identification**

**s) Order Type**

- All
- Normal
- SPUB
- Discharge

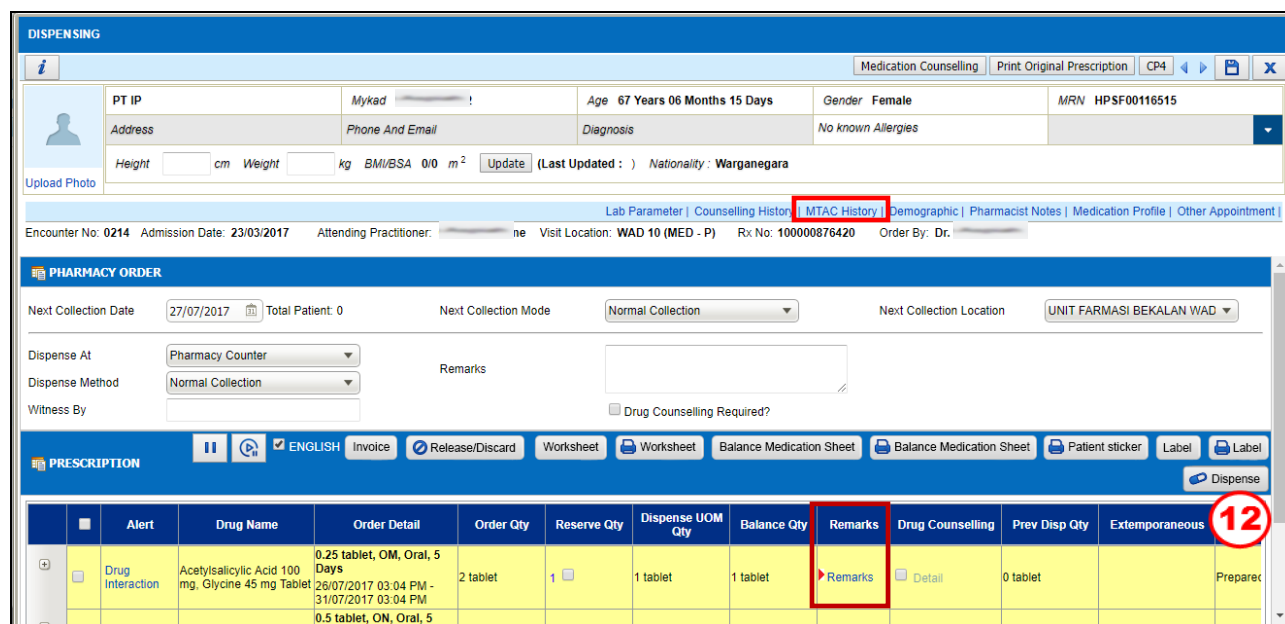
**t) Acknowledged without patient arrival**

#### STEP 10

Click on the  button to search the patient

#### STEP 11

Click on the selected patient's name and Figure 3.7.1-4



**DISPENSING**

Medication Counselling | Print Original Prescription | CP4

PT IP: Mykad: Age 67 Years 06 Months 15 Days Gender Female MRN HPSF00116515

Address: Phone And Email: Diagnosis: No known Allergies

Height: cm Weight: kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0214 Admission Date: 23/03/2017 Attending Practitioner: ne Visit Location: WAD 10 (MED - P) Rx No: 100000876420 Order By: Dr.

**PHARMACY ORDER**

Next Collection Date: 27/07/2017 Total Patient: 0 Next Collection Mode: Normal Collection Next Collection Location: UNIT FARMASI BEKALAN WAD

Dispense At: Pharmacy Counter Remarks:

Dispense Method: Normal Collection Witness By:

☐ Drug Counselling Required?

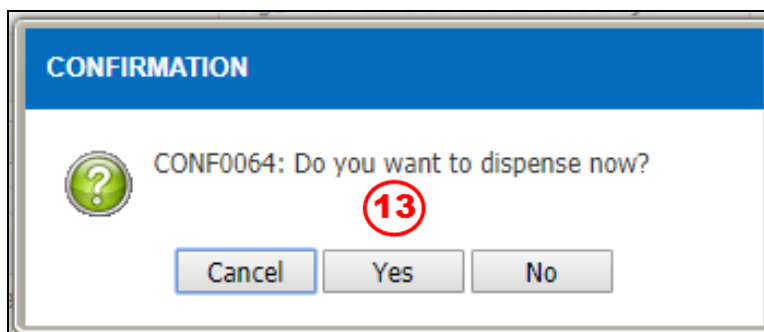
**PRESCRIPTION**

Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous
Drug Interaction	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0.25 tablet, OM, Oral, 5 Days 26/07/2017 03:04 PM - 31/07/2017 03:04 PM 0.5 tablet, ON, Oral, 5	2 tablet	1	1 tablet	1 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	Prepared

Figure 3.7-4 Dispensing Screen

## STEP 12

Click on the  button



**CONFIRMATION**

CONF0064: Do you want to dispense now?



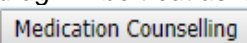
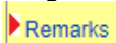
Cancel Yes No

Figure 3.7-5 Confirmation Alert Message

## STEP 13

Click on the  button to confirm dispensing proceed and dispensing screen will automatically closed

## Note

- To close/complete medication, select the  checkbox then click on the  button. The selected drug will be treat as fully supply.
-  button added at Dispensing screen and Single Stage screen. Once click on the button, Medication Counselling Order screen will appear.
- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 3.7.1-6

PHARMACIST REMARK

Prescriber Remark

Order Stage

Doctor Remark at Order Stage

Pharmacist Remark

\* Drug authorisation is required. Please enter remarks to proceed with verification

Verification Stage

DRUG REMARKS HISTORY (ACETYLSALICYLIC ACID 100 MG, GLYCINE 45 MG TABLET)

Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage	Dr. Sal binti Atan	26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

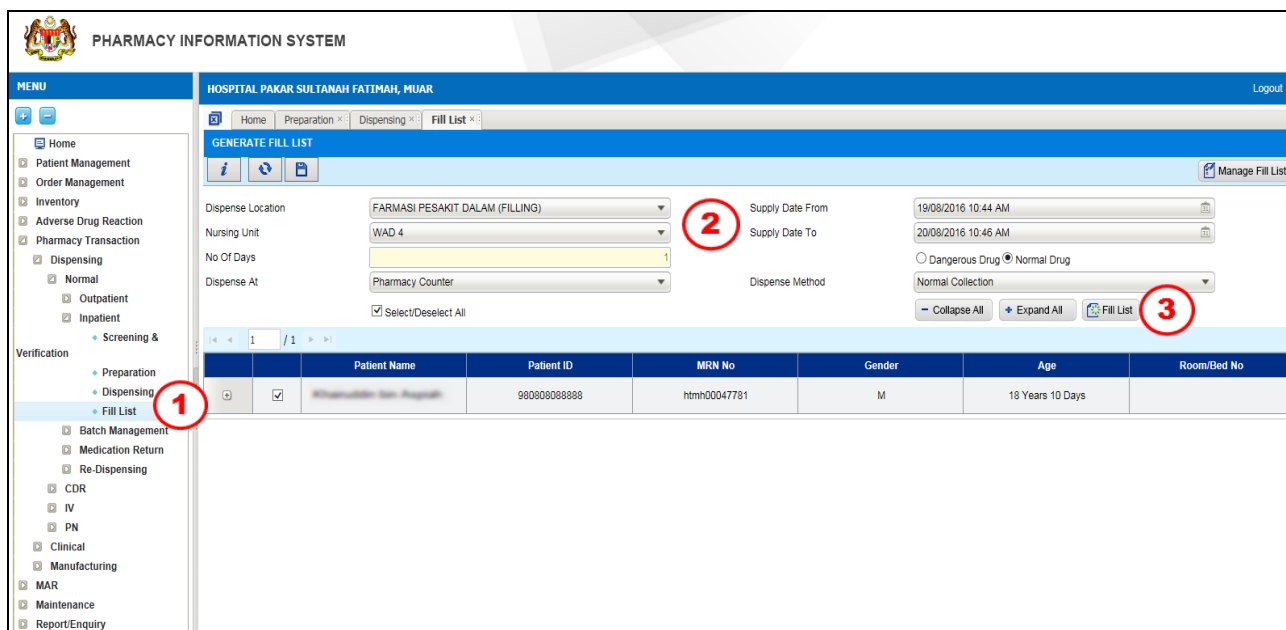
Figure 3.7-6 Pharmacist Remark Screen

### 3.8 Partial Supply Fill List

This function is used for inpatient pharmacy to prepare and dispense medication by ward. The user has to generate and manage the fill list in order to complete the dispensing process.

#### 3.8.1 Generate Fill List

Generate Fill List screen allow user to retrieve patient by ward, view prescription, allocate Qty, edit label, print original prescription and generate fill list.



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL PAKAR SULTANAH FATIMAH, MUAR**

Home Preparation Dispensing **Fill List** Logout

**GENERATE FILL LIST** Manage Fill List

Dispense Location: FARMASI PESAKIT DALAM (FILLING) **2** Supply Date From: 19/08/2016 10:44 AM  
 Nursing Unit: WAD 4 Supply Date To: 20/08/2016 10:46 AM  
 No Of Days: 1  
 Dispense At: Pharmacy Counter  
 Dispense Method: Normal Collection  
☐ Dangerous Drug ☒ Normal Drug  
☒ Select/Deselect All  
  **Fill List** **3**

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<b>1</b>	Wahidudin bin Anang	98080808888	hmm00047781	M	18 Years 10 Days	

Figure 3.8.1-1 Fill List Listing Page

#### STEP 1

Click 'Fill List' in sub menu 'Inpatient'

#### STEP 2

Search existing patient record as follow:

- Dispensing Location
- Nursing Unit
- Supply Date From
- Supply Date To

#### Note

User Able to select **Dangerous Drug or Normal Drug** and generate Fill List.

#### STEP 3

Tick on the  button to view patient by ward.



1 / 1							
		Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00004657	F	30 Years 06 Months 11 Days	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12

**Figure 3.8.1-2 Select / Deselect Patient Prescription**


### STEP 4

Select the checkbox to include the patient prescription for generated fill list else deselect the checkbox to exclude the patient prescription patient from the fill list

1 / 1									
		Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
	<input checked="" type="checkbox"/>			HPSF00004657	F	30 Years 06 Months 11 Days			
5		Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
	<input checked="" type="checkbox"/>	04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days		12	
		Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
	<input checked="" type="checkbox"/>	03/09/2014	WAD 120000015880	Allopurinol 300 mg Tablet	300 mg, OD, 3 Days	3	1	0	
	<input type="checkbox"/>	03/09/2014	WAD 120000015880	Warfarin Sodium 5 mg Tablet	5 mg, OV, 7 Days	7	0	0	
	<input checked="" type="checkbox"/>			Warfarin Sodium 3 mg Tablet			1		


**Figure 3.8.1-3 Select / Deselect Drug**

### STEP 5

Click on the  button to expand the patient prescription, select the checkbox to exclude the drug from the fill list or else remain selected if the drug included in the fill list

### Note

By default, all patient will selected.



Dispense Location: UNIT FARMASI SATELIT  
Nursing Unit: WAD 13 (O&G)  
No Of Days: 1  
Dispense At: Pharmacy Counter  
☒ Select/Deselect All

Supply Date From: 05/09/2014 08:00:00 AM  
Supply Date To: 05/09/2014 08:00:00 AM  
Dispense Method: ☒ Dangerous Drug ☒ Normal Drug  
Normal Collection

1 / 1									
		Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00004657	F	30 Years 06 Months 11 Days			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12		
		Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
		Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/09/2014	WAD 120000015880	Allopurinol 300 mg Tablet	300 mg, OD, 3 Days	3	1	0	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/09/2014	WAD 120000015880	Warfarin Sodium 5 mg Tablet	5 mg, OV, 7 Days	7	0	0	

**Figure 3.8.1-4 Generate Fill List**

### STEP 6

Click on the  button to save record

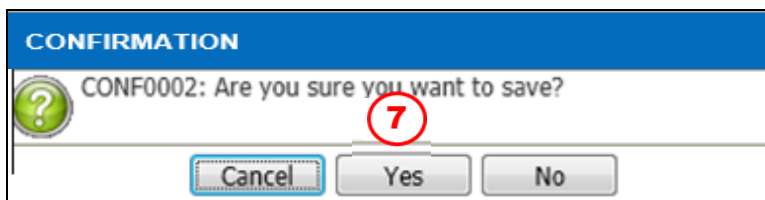



Figure 3.8.1-5 Confirmation Alert Message

**STEP 7**

Click  button to confirm save record and fill list screen will automatically closed

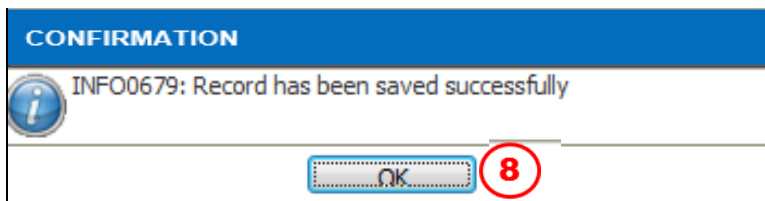


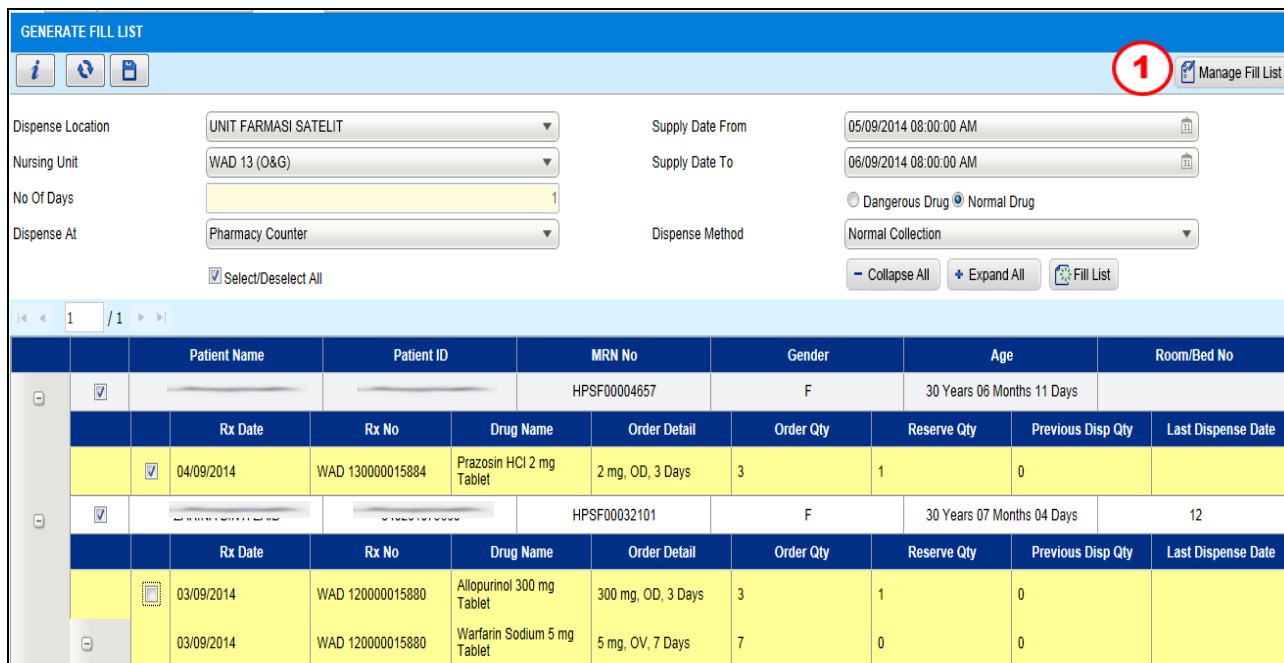
Figure 3.8.1-6 Information Alert Message

**STEP 8**

Click on the  button to save record

### 3.8.2 Manage Fill List


This function is used to dispense drugs base on the generated fill list by nursing unit, also able to print label and prescription fill list.

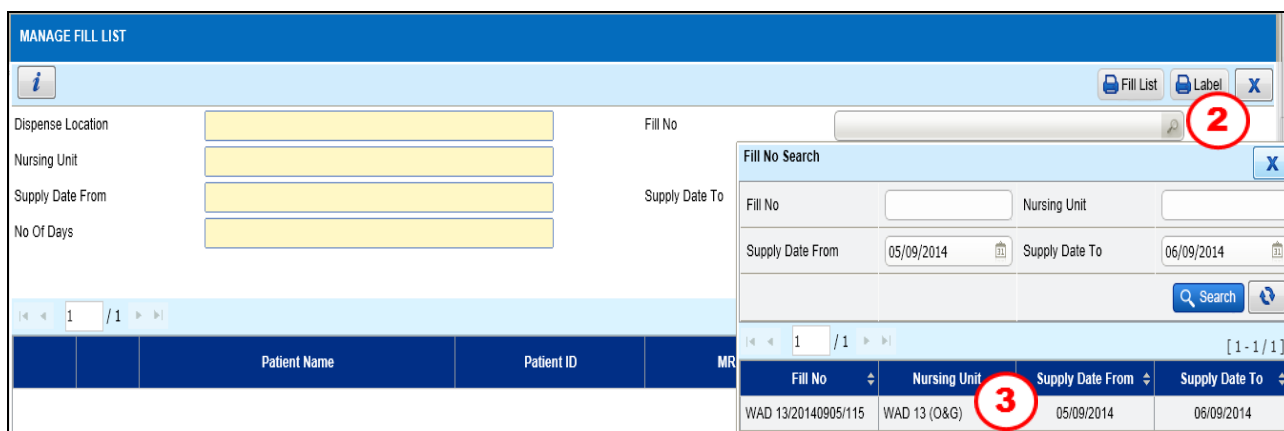


Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
[Redacted]	[Redacted]	HPSF00004657	F	30 Years 06 Months 11 Days			
Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
03/09/2014	WAD 120000015880	Allopurinol 300 mg Tablet	300 mg, OD, 3 Days	3	1	0	
03/09/2014	WAD 120000015880	Warfarin Sodium 5 mg Tablet	5 mg, OV, 7 Days	7	0	0	

Figure 3.8.2-1 Manage Fill List

#### STEP 1

Click on the  button to proceed Manage Fill List process



Patient Name	Patient ID	MRN No
[Redacted]	[Redacted]	[Redacted]

Figure 3.8.2-2 Manage Fill List

#### STEP 2

Click on the  button to search the fill list

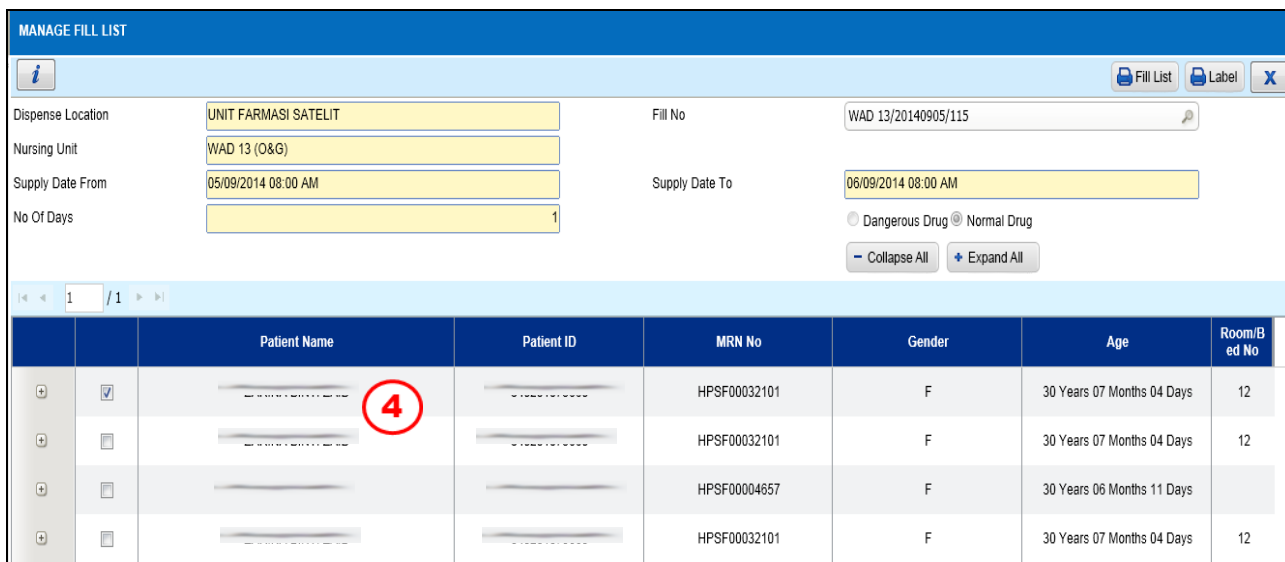
### Note

Allow and able to search fill list based:-

- a) Fill No
- b) Nursing Unit
- c) Supply Date From
- d) Supply Date To

### STEP 3

Double click on the selected fill list



	Patient Name	Patient ID	MRN No	Gender	Age	Room/B ed No
<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
<input type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
<input type="checkbox"/>			HPSF00004657	F	30 Years 06 Months 11 Days	
<input type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12

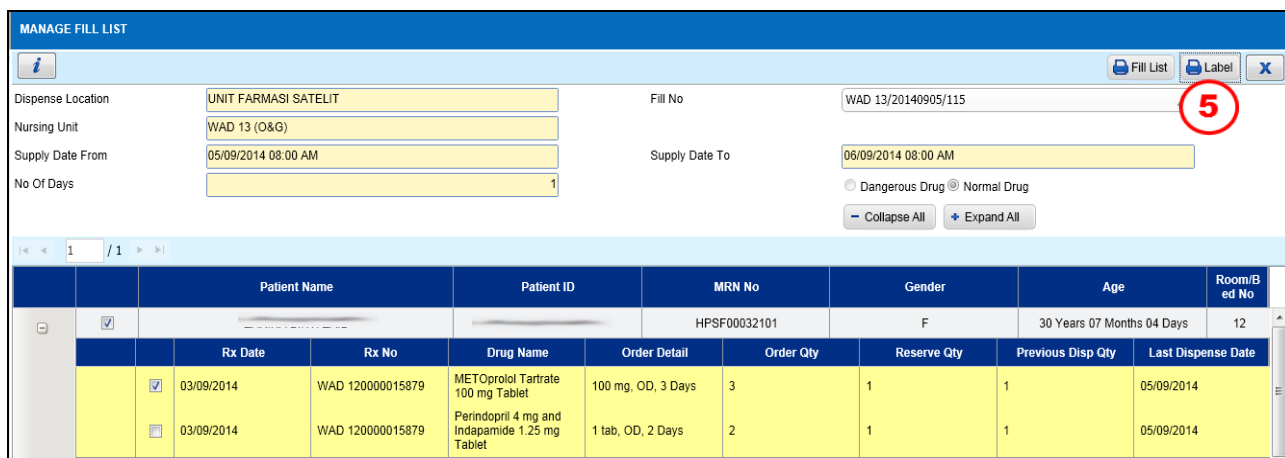
Figure 3.8.2-3 Manage Fill List

### STEP 4

Select on the checkbox to print the drug label

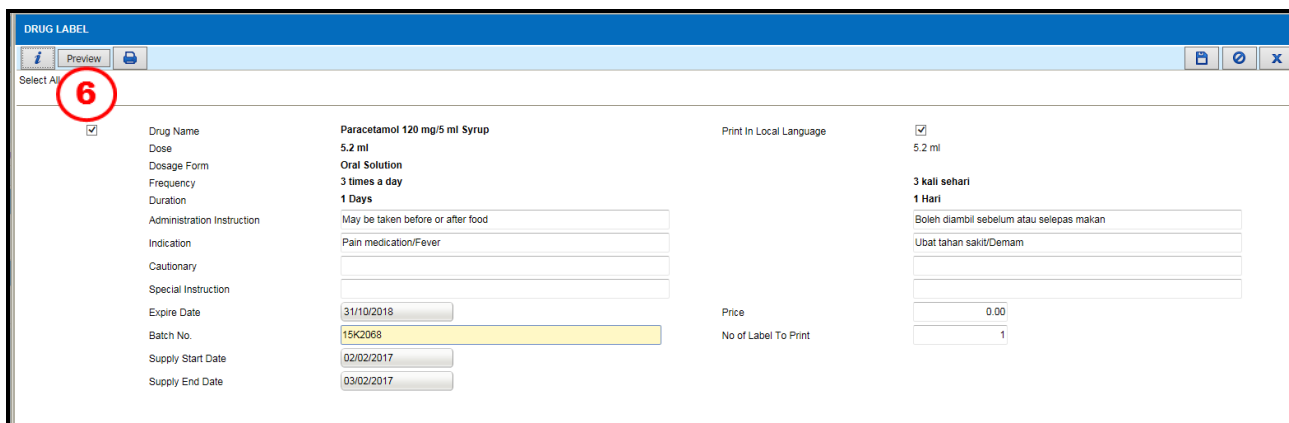
### STEP 5

Click on the  to view or edit drug label



Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	03/09/2014	WAD 120000015879	METOpolol Tartrate 100 mg Tablet	100 mg, OD, 3 Days	3	1	05/09/2014
<input type="checkbox"/>	03/09/2014	WAD 120000015879	Perindopril 4 mg and Indapamide 1.25 mg Tablet	1 tab, OD, 2 Days	2	1	05/09/2014

Figure 3.8.2-4 Print Drug Label



DRUG LABEL			
<div> <div>Preview</div> <div>Print</div> <div>Close</div> </div>			
Select All			
<input checked="" type="checkbox"/>	Drug Name	Paracetamol 120 mg/5 ml Syrup	Print In Local Language <input checked="" type="checkbox"/>
	Dose	5.2 ml	5.2 ml
	Dosage Form	Oral Solution	
	Frequency	3 times a day	3 kali sehari
	Duration	1 Days	1 Hari
	Administration Instruction	May be taken before or after food	Boleh diambil sebelum atau selepas makan
	Indication	Pain medication/Fever	Ubat tahan sakit/Demam
	Cautionary		
	Special Instruction		
	Expiry Date	31/10/2018	Price 0.00
	Batch No.	15K2068	No of Label To Print 1
	Supply Start Date	02/02/2017	
	Supply End Date	03/02/2017	






Figure 3.8.2-5 Drug Label

## STEP 6

Click on the  button to preview the drug label

### Note

- Details as below will be auto generated in Drug Label:
  - Drug Name
  - Dose
  - Dosage Form
  - Frequency
  - Duration
  - Administration Instruction
  - Indication
  - Cautionary
  - Special Instruction,
  - Expiry Date
  - Batch No
- It is allowed to edit Administration, Indication, Special Instruction, Expiry Date, Batch No, Price, No of Label to Print and select Print in Local Language.


HOSPITAL PAKA <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">7</span> TANAH FATIMAH, MUAR						
<b>PT IP</b>						
HPSF00116515		WAD 10 (MED - P)			50011	
5.2 ml when required						
Oral						
<b>Paracetamol 120 mg/5 ml Syrup</b>						
28/07	29/07	30/07	31/07			
15 ml		RM1.00				
28/07/17 [1 day(s)]						
UBAT TERKAWAL Dr. Sal binti Atan				28/07/2017 11:50 AM		




Figure 3.8.2-6 Print Drug Label

#### STEP 7

Click on the  button to print the drug label



MANAGE FILL LIST



8
 Fill List
  Label
 

Dispense Location	UNIT FARMASI SATELIT	Fill No	WAD 13/20140905/115
Nursing Unit	WAD 13 (O&G)		
Supply Date From	05/09/2014 08:00 AM	Supply Date To	06/09/2014 08:00 AM
No Of Days	1		

☐ Dangerous Drug
 ☒ Normal Drug
 

 Collapse All
  Expand All








1



Figure 3.8.2-7 Print Fill List

#### STEP 8

Click on the  **Fill List** button to print the fill list

KEMENTERIAN KESIHATAN MALAYSIA  
 Hospital Sultanah Aminah, Muar

Nursing Unit From : WAD 13 (O&G)

Fill Process ID : WAD 13/20140905/115

Fill Process Executed : 05/09/2014 12:31 PM

9

Date From : 05/09/2014 08:00 AM

Date To : 06/09/2014 08:00 AM

Supply Duration : 1 days

Fill Date	Rx Date	Rx No	Drug	Dose	Route	Freq Code	Qty Reqd	Fill Uom	Batch ID	Expiry Date
Patient Name / ID /			/ HPSF00032101 Room/Bed No : / 12							
05/09/2014	03/09/2014	WAD 120000015879	METOpresol Tartrate 100 mg Tablet	100 mg	ORAL	OD	1	tab	13H139	30/08/2018
05/09/2014	03/09/2014	WAD 120000015879	Perindopril 4 mg and Indapamide 1.25 mg Tablet	1 tab	ORAL	OD	1	tab	DMHPSF14	31/03/2015
Patient Name / ID /			/ HPSF00032101 Room/Bed No : / 12							
Loratadine 1 mg/ml Syrup							1	tab	130913	30/09/2018
Patient Name / ID /			TAN GEK KWEE / 840223015472 / HPSF00004857 Room/Bed No : /							
05/09/2014	04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg	ORAL	OD	1	tab	13L084	31/07/2016
Patient Name / ID /			/ HPSF00032101 Room/Bed No : / 12							
Warfarin Sodium 2 mg Tablet							1	tab	KJ0988	31/03/2015
Warfarin Sodium 3 mg Tablet							1	tab	1546000	30/11/2015

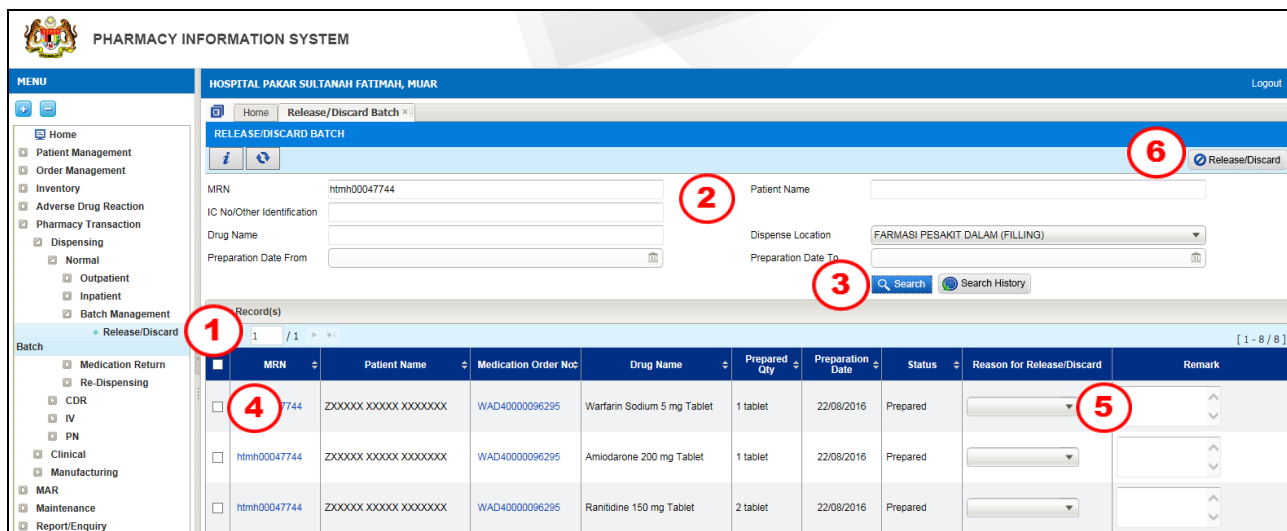
Figure 3.8.2-8 Fill List

## STEP 9

Click on the  button to print the fill list

### 3.9 Released / Discard Batch

Released / Discard Batch screen is allow user to release any reserved / prepared drugs back into inventory. Released batch is only applicable for drug which is not in liquid form



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Release/Discard Batch

**RELEASE/DISCARD BATCH**

MRN: htmh00047744

IC No/Other Identification:

Drug Name:

Preparation Date From:

Patient Name:

Dispense Location: FARMASI PESAKIT DALAM (FILLING)

Preparation Date To:

Search Search History

Record(s) 1 / 1

Batch	MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input type="checkbox"/>	7744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Warfarin Sodium 5 mg Tablet	1 tablet	22/08/2016	Prepared		
<input type="checkbox"/>	htmh00047744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Amiodarone 200 mg Tablet	1 tablet	22/08/2016	Prepared		
<input type="checkbox"/>	htmh00047744	ZXXXXX XXXXX XXXXXXX	WAD40000096295	Ranitidine 150 mg Tablet	2 tablet	22/08/2016	Prepared		

Figure 3.9-1 Release / Discard

#### STEP 1

Click on 'Release Discharge Batch' sub menu

#### STEP 2

Search patient record based on:

- MRN
- Patient Name
- Drug Name
- Dispense Location

#### STEP 3

Click on the  button to search the drug

#### STEP 4


Select check box to select patient drug for release batch

#### STEP 5

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

#### STEP 6

Click on the  button to proceed release or discard process



### 3.10 Medication Return

Medication Return screen will allow user to return any drugs back into inventory

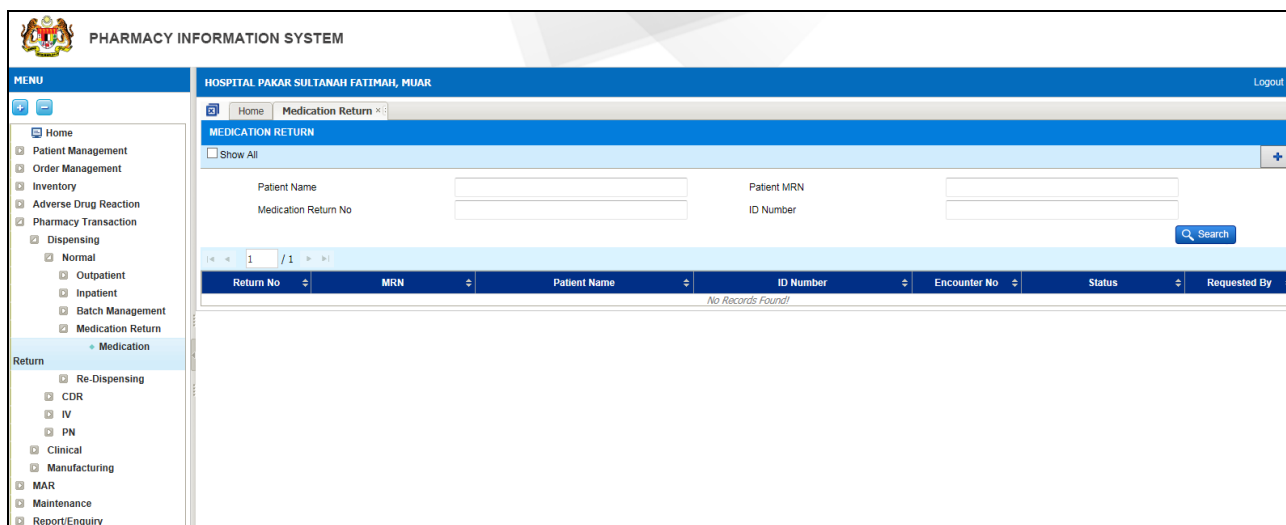



Figure 3.10-1 Medication Return Listing Page

#### STEP 1

Click on 'Medication Return' sub menu

#### STEP 2

Click on the  button to add new patient record

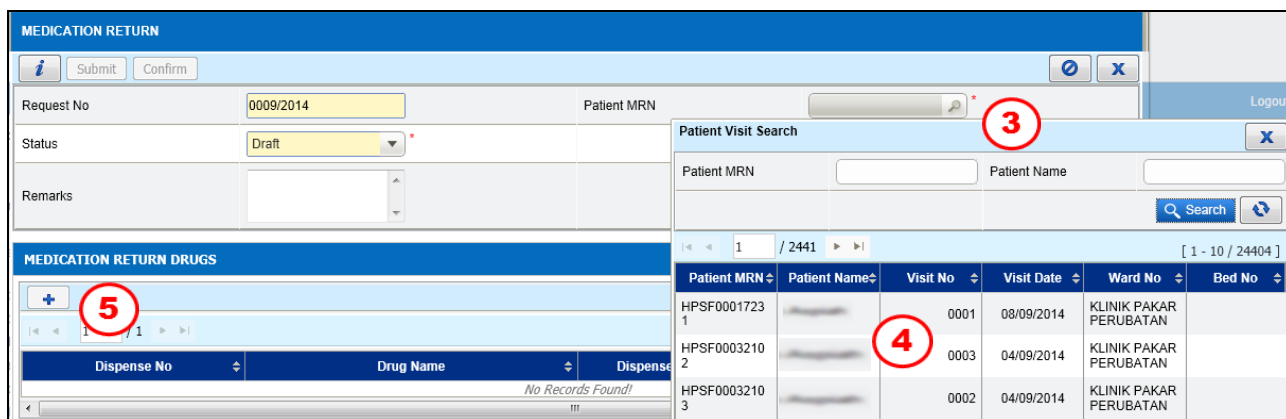



Figure 3.10-2 Medication Return

#### STEP 3

Click on the  button to search the patient

#### STEP 4

Double Click on the selected patient's name

#### STEP 5

Click on the  button to add drug to medication return list

Figure 3.10-3 Medication Return

### STEP 6

Select drug to be returned by criteria as below:

- a) Dispense No
- b) Reason
- c) Drug Name
- d) Request Return Qty

### Note

Receive Return Quantity will be used to record:

- a) Return Qty
- b) Discard Qty
- c) Batch No

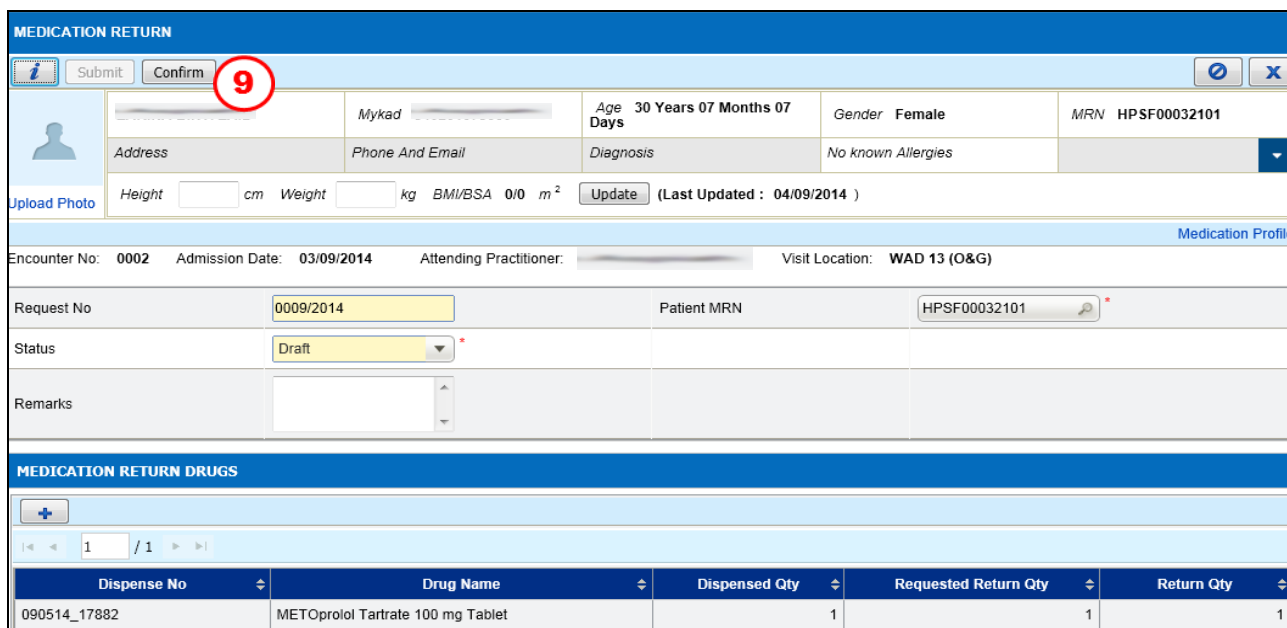
### STEP 7

Click on the  button to save record

Figure 3.10-4 Confirmation Alert Message

### STEP 8

Click on the  button to confirm save record



**MEDICATION RETURN**

Submit Confirm **9**

Mykad: [Redacted] Age: 30 Years 07 Months 07 Days Gender: Female MRN: HPSF00032101

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Upload Photo Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated : 04/09/2014 )

Encounter No: 0002 Admission Date: 03/09/2014 Attending Practitioner: [Redacted] Visit Location: WAD 13 (O&G)

Request No: 0009/2014 Patient MRN: HPSF00032101

Status: Draft

Remarks: [Redacted]

**MEDICATION RETURN DRUGS**

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
090514_17882	METOpromolol Tartrate 100 mg Tablet	1	1	1

Figure 3.10-5 Medication Return

#### STEP 9

Click on the **Confirm** button to confirm medication return process

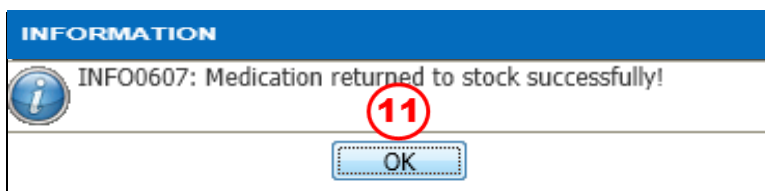


**CONFIRMATION**

CONF0105: Are you sure you want to confirm?

Cancel Yes No **10**

Figure 3.10-6 Confirmation Alert Message



**INFORMATION**

INFO0607: Medication returned to stock successfully!

OK **11**

Figure 3.10-7 Information Alert Message

#### STEP 10

Click on the **Yes** button

#### STEP 11

Click on the **OK** button and screen will be automatically closed

### 3.11 Re-Dispensing

Re-Dispensing screen allows user to view medication detail by Dispense No and re-dispense medication to the patient.

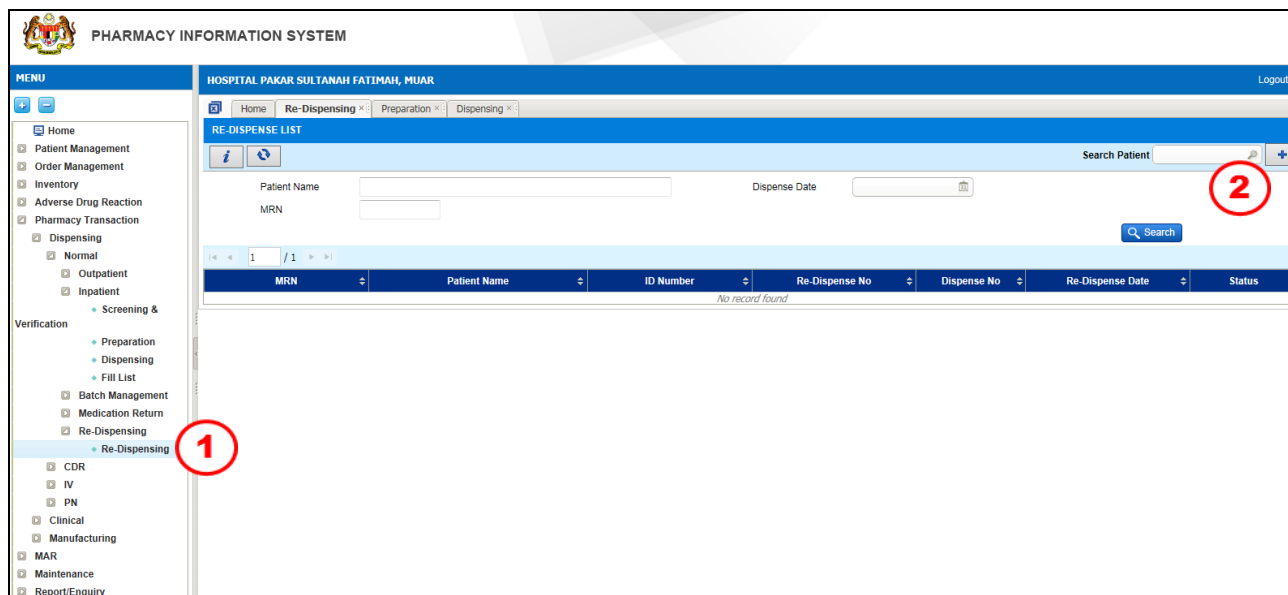


Figure 3.11-1 Re-Dispensing

#### STEP 1

Click on 'Re-Dispensing' sub menu

#### STEP 2

Click on the  button to search patient

#### Note

- Search MRN screen will be displayed as per Figure 3.11-2.
- On this screen, user will be able to search existing patient record by:
  - a) **Patient MRN**
  - b) **ID No**
  - c) **Patient Name**
- Allow to view the list of re-dispense at the listing page as per Figure 3.11-1.
- If need to re-dispense the drug again, click on the selected patient name and continue to proceed dispensing process.

Patient Search

X

Patient MRN

Patient Name

pawi

X

ID No

Search

1 / 1


[ 1 - 1 / 1 ]

Patient MRN	Patient Name	ID No
htmh00047781	KHAIRUL IDHAM PAWI	980808088888

Figure 3.11-2 Search Patient

### STEP 3

Click on the selected patient's name



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home

Re-Dispensing

Preparation

Dispensing

RE-DISPENSE LIST

Search Patient htmh00047781

New Re-Disp

Patient Name

MRN

Dispense Date


Search

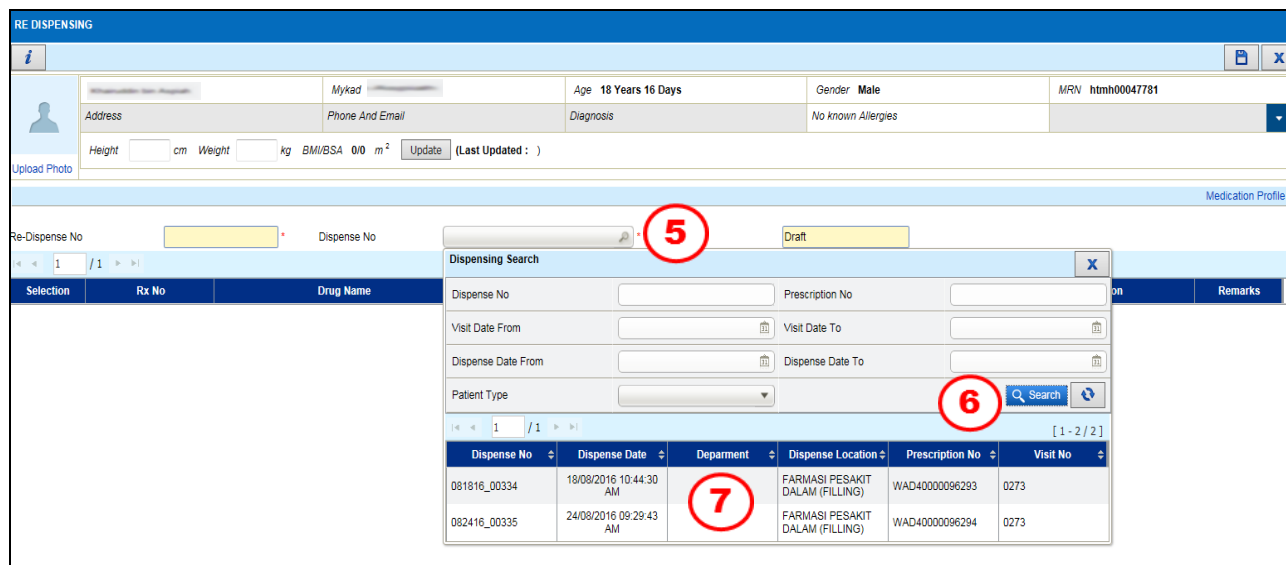
1 / 1

MRN	Patient Name	ID Number	Re-Dispense No	Dispense No	Re-Dispense Date	Status
No record found						

Figure 3.11-3 Re- Dispensing

### STEP 4

Click on the  button to add new re-dispensing record as Figure 3.11-3



**RE DISPENSING**

Mykad: [Mykad] Age: 18 Years 16 Days Gender: Male MRN: htmh00047781

Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies

Height: [Height] cm Weight: [Weight] kg BMI/BSA: [BMI/BSA] m<sup>2</sup> Update (Last Updated: )

Re-Dispense No: [Re-Dispense No] Dispense No: [Dispense No] Draft

**Dispensing Search**

Dispense No: [Dispense No] Prescription No: [Prescription No]

Visit Date From: [Visit Date From] Visit Date To: [Visit Date To]

Dispense Date From: [Dispense Date From] Dispense Date To: [Dispense Date To]

Patient Type: [Patient Type]

[Search] [Refresh]

Dispense No	Dispense Date	Department	Dispense Location	Prescription No	Visit No
081816_00334	18/08/2016 10:44:30 AM	FARMASI PESAKIT DALAM (FILLING)	WAD40000096293	0273	
082416_00335	24/08/2016 09:29:43 AM	FARMASI PESAKIT DALAM (FILLING)	WAD40000096294	0273	

Figure 3.11-4 Re-Dispensing

#### STEP 5

Click on the **Dispense No**  button to search dispense record

#### STEP 6

Select drug to be re-dispense by criteria as below:

- Dispense No**
- Visit Date From**
- Dispense Date From**
- Patient Type**
- Prescription No**
- Visit Date To**
- Visit Date To**
- Dispense Date To**

#### STEP 7

Double click on the selected **Dispense No**

RE DISPENSING

11

Edit Label

Re-Dispense

Mykad

Age 18 Years 16 Days

Gender Male

MRN htmh012

Address

Phone And Email

Diagnosis

No known Allergies

Height cm

Weight kg

BMI/BSA 0/0 m<sup>2</sup>

Update (Last Updated : )

Upload Photo

Medication Profile

Re-Dispense No RD240816\_00030

Dispense No 081816\_00334

Status Draft

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input checked="" type="checkbox"/> 8	WAD40000096293	Allopurinol 300 mg Tablet	300 mg, OD, 7 Days	7 tablet	1 tablet	081816_00334	1 9	Lost	Remarks 10
<input checked="" type="checkbox"/>	WAD40000096293	Ranitidine 150 mg Tablet	150 mg, BID, 7 Days	14 tablet	2 tablet	081816_00334	2	Lost	Remarks
<input checked="" type="checkbox"/>	WAD40000096293	Warfarin Sodium 5 mg Tablet	5 mg, QV, 7 Days	7 tablet	1 tablet	081816_00334	1	Lost	Remarks
<input checked="" type="checkbox"/>	WAD40000096293	metFORMIN HCl 500 mg Tablet	500 mg, TID, 7 Days	21 tablet	3 tablet	081816_00334	3	Lost	Remarks

Figure 3.11-5 Re- Dispensing

#### STEP 8

Click at the Selection ☒ checkbox for selected drug

#### STEP 9

Enter the *Re-Disp Qty*

#### STEP 10

Enter the *Reason*

#### Note

*Reason consist of :*

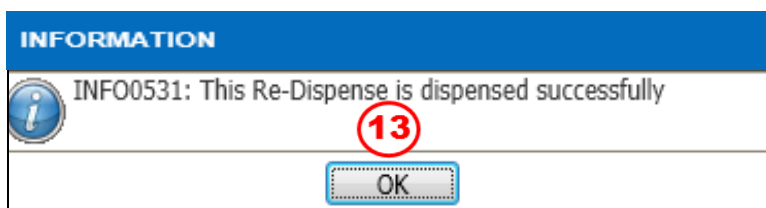
- Spilled
- Broken
- Lost
- Others

#### STEP 11

Click on the **Edit Label** if necessary (to reprint the drug label)

#### STEP 12

Click on the **Re-Dispense** button



**Figure 3.11-6 Confirmation Alert Message**

**STEP 13**

Click on the  button



## 4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
MOH	Ministry Of Health

## 5.0 Links to Clinical Modules

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