



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

Pharmacy Based User Manual Inpatient Pharmacy

Version	: 1.5
Document ID	: PB_U. MANUAL_INPATIENT PHARMACY

Revision History

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous Version
1.0	09/01/2014	Azleen Ismail	Shamsul-'Ariza (SA)	First submission to MOH
1.1	29/04/2014	Azleen Ismail	Shamsul-'Ariza (SA)	Application interface changes
1.2	05/12/2014	Azleen Ismail	Shamsul-'Ariza (SA)	Application interface changes
1.3	15/05/2015	Azleen Ismail	Shamsul-'Ariza (SA)	Updated to Version 1.3
1.4	20/04/2016	Maikal Fardha	Shamsul-'Ariza (SA)	Change to latest screenshot and functions for version 1.4.1
1.5	06/04/2017	Khairul Izzat	Ilya Syarah (SA)	Change to latest screenshot and functions for version 1.5.1

Verified And Acknowledged By:

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

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

Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Jenny Heng / Maxine Wong (QA)	First submission to MOH
1.1	Maxine Wong (QA)	Application interface changes
1.2	Michelle Foo / Juridah Ayob (QA)	Application interface changes
1.3	Michelle Foo / Juridah Ayob (QA)	Updated to Version 1.3
1.4	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.4.1
1.5	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



PhIS & CPS Project
User Manual – Inpatient Pharmacy



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Reference ID :PB_U. MANUAL_INPATIENT PHARMACY-v1.5.

Application reference: PhIS & CPS v1.5.1

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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the 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

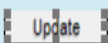


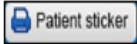








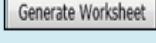

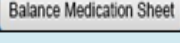

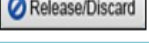


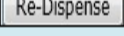
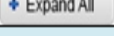
These are the sections within this document:

- 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

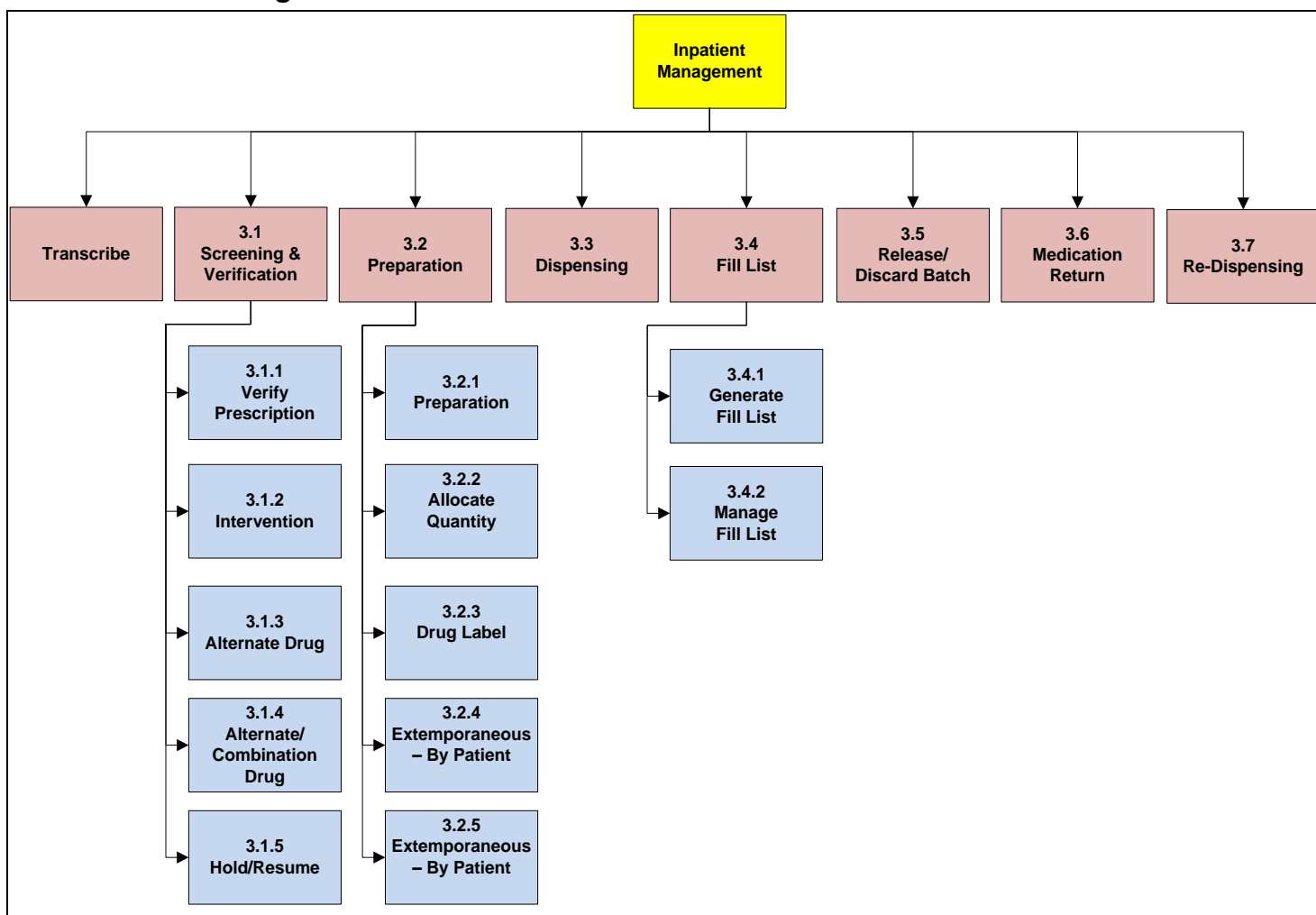
Overview

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



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.

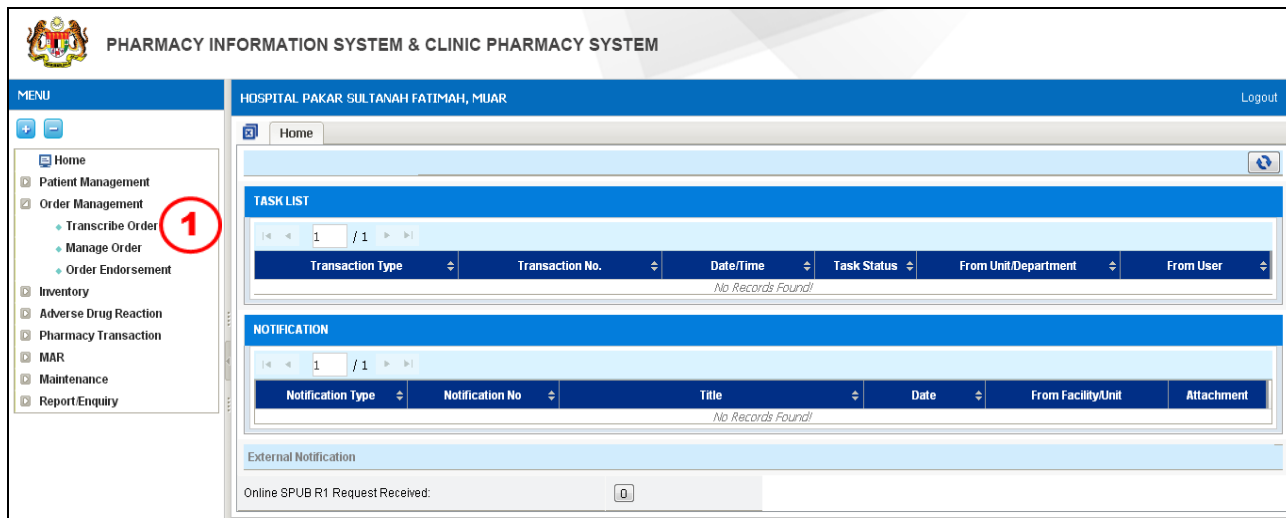


Figure 3.1-1 PhIS Home Page

STEP 1

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

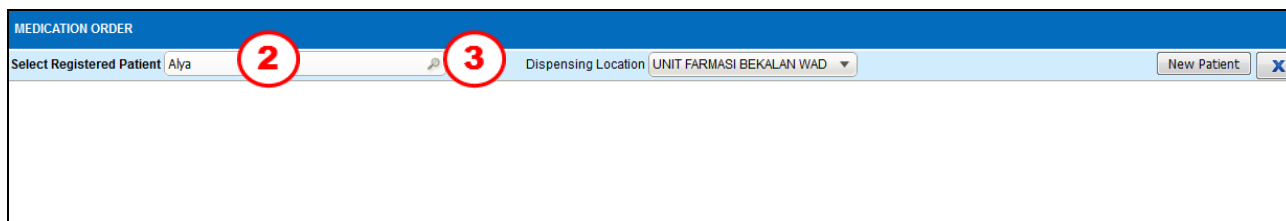



Figure 3.1-2 Medication Order

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.

MEDICATION ORDER

Select Registered Patient: Dispensing Location:

Patient Search

5 / 5 [41 - 46 / 46]

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

MEDICATION ORDER

Select Registered Patient: Dispensing Location:

 **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 m² (Last Updated: 17/07/2014)

Lab Results Counselling History Demographic Pharmacist Notes Medication Profile Other Appointment

VISIT/ADMISSION

Encounter No: Visit Type: Location: Department:

☐ 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		Renew Visit

PARTIAL SUPPLY

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

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 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 m² 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 m² 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			

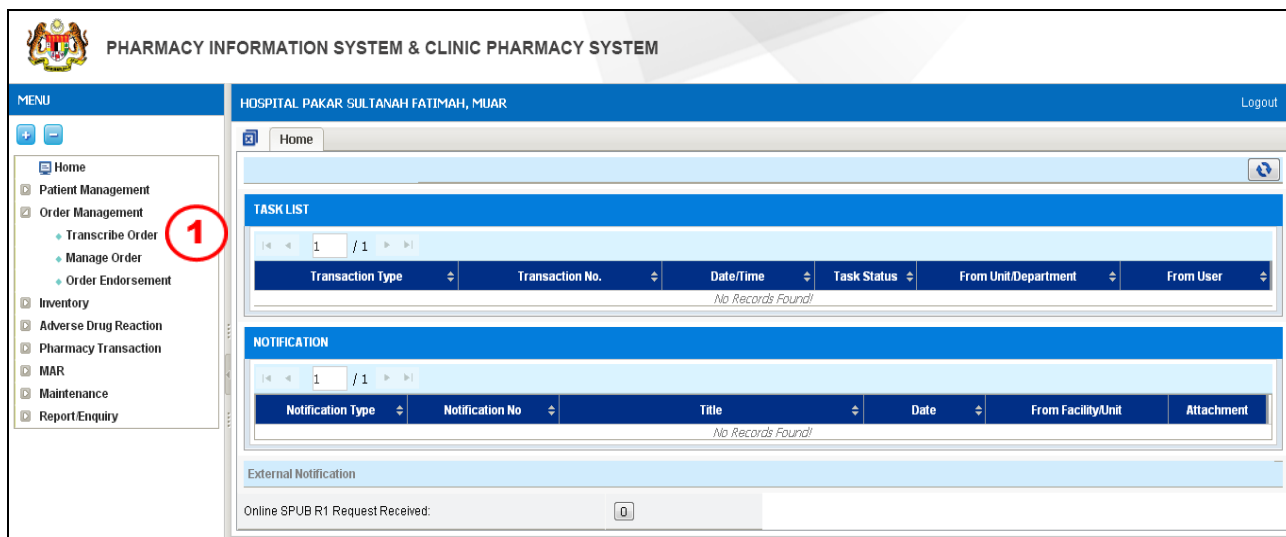
Add Modify Clear

☐ Own Medication ☐ Ward Stock ☐ 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.

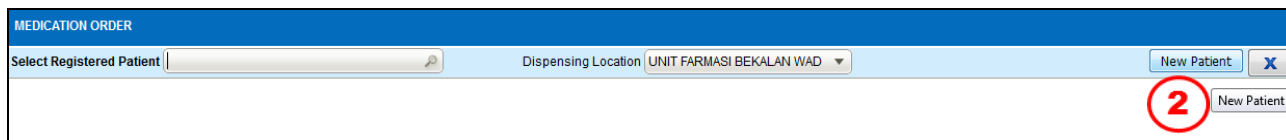


The screenshot shows the PhIS Home Page. On the left is a 'MENU' sidebar with options: Home, Patient Management, Order Management (highlighted with a red circle 1), Inventory, Adverse Drug Reaction, Pharmacy Transaction, MAR, Maintenance, and Report/Enquiry. The main content area is titled 'HOSPITAL 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 'Transcribe Order' and screen will be displayed as per Figure 3.2-1

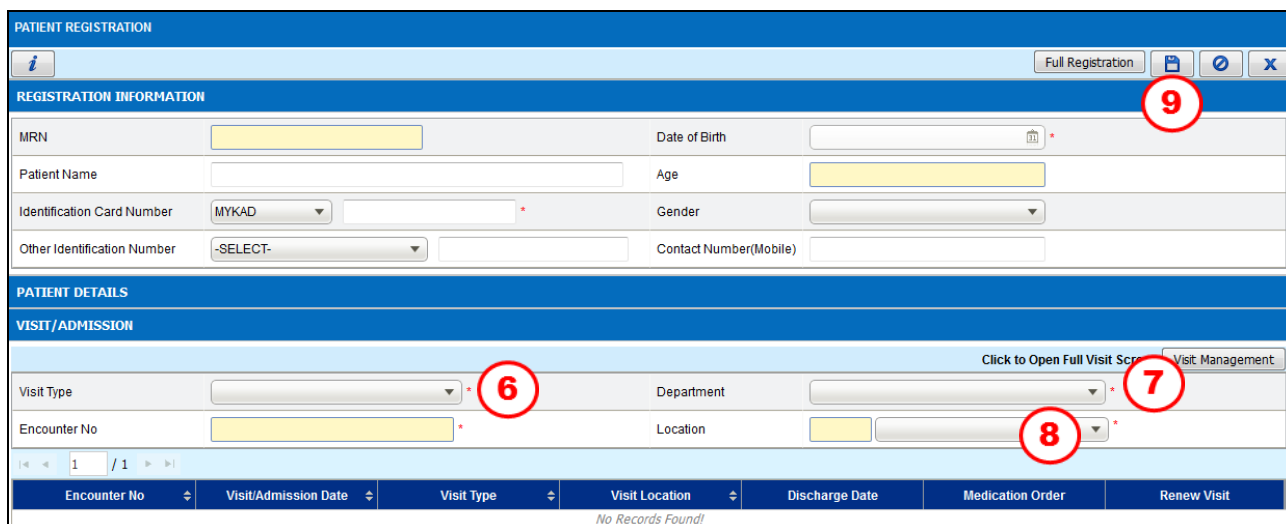


The screenshot shows the 'MEDICATION ORDER' screen. It has a header bar with 'Select Registered Patient' (a dropdown menu), 'Dispensing Location' (a dropdown menu set to 'UNIT FARMASI BEKALAN WAD'), and a 'New Patient' button (highlighted with a red circle 2). Below the header, there is another 'New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

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). Below the header is the 'REGISTRATION INFORMATION' section with fields for: MRN, Date of Birth, Patient Name, Age, Identification Card Number (MYKAD), Gender, Other Identification Number (-SELECT-), and Contact Number(Mobile). Below this is the 'PATIENT DETAILS' section, which includes the 'VISIT/ADMISSION' section. This section has 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

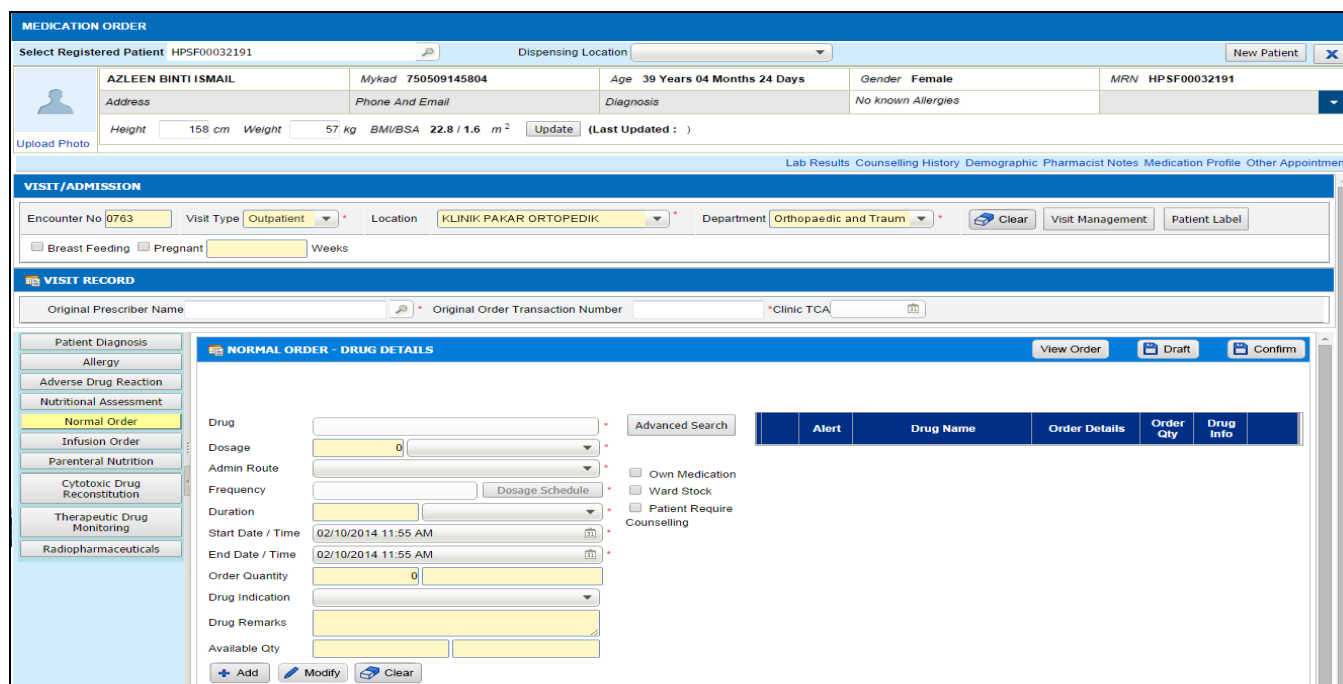
Location will tie to the selected **Department**.

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.

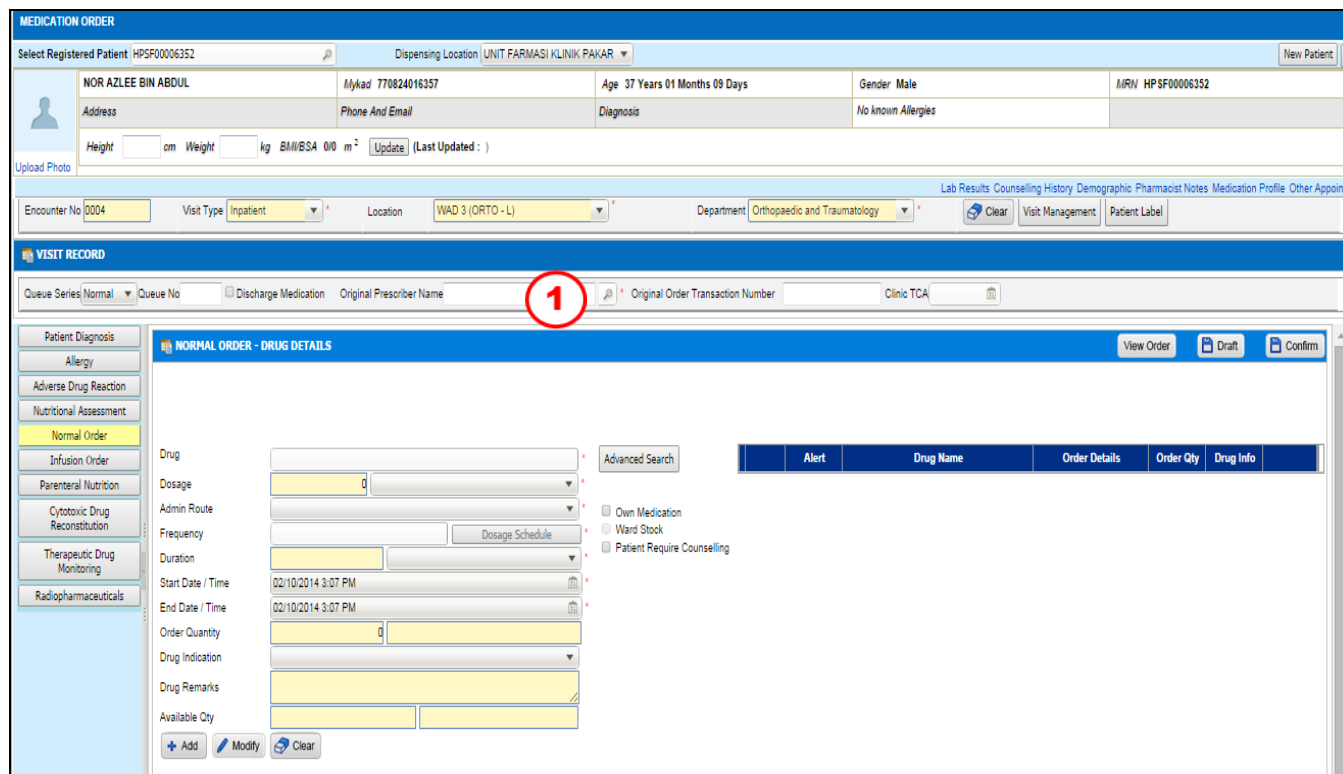


The screenshot displays the 'MEDICATION ORDER' system interface. At the top, there's a header bar with 'MEDICATION ORDER' and a 'New Patient' button. Below this, a patient selection bar shows 'Select Registered Patient' with a dropdown menu and a 'Dispensing Location' dropdown. The patient details section includes fields for Name (AZLEEN BINTI ISMAIL), Mykad (750509145804), 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 m²), and an 'Update' button. Below this is a 'VISIT/ADMISSION' section with fields for Encounter No (0763), Visit Type (Outpatient), Location (KLINIK PAKAR ORTOPEDIK), Department (Orthopaedic and Traum), and buttons for 'Clear', 'Visit Management', and 'Patient Label'. There are also checkboxes for 'Breast Feeding' and 'Pregnant' with a 'Weeks' field. The 'VISIT RECORD' section includes fields for 'Original Prescriber Name', 'Original Order Transaction Number', and 'Clinic TCA'. On the left, a sidebar lists various medical orders: Patient Diagnosis, Allergy, Adverse Drug Reaction, Nutritional Assessment, Normal Order (highlighted), Infusion Order, Parenteral Nutrition, Cytotoxic Drug Reconstitution, Therapeutic Drug Monitoring, and Radiopharmaceuticals. The main area shows 'NORMAL ORDER - DRUG DETAILS' with fields for Drug, Dosage, Admin Route, Frequency, Duration, Start Date / Time (02/10/2014 11:55 AM), End Date / Time (02/10/2014 11:55 AM), Order Quantity, Drug Indication, Drug Remarks, and Available Qty. There are 'Add', 'Modify', and 'Clear' buttons at the bottom. On the right, there's an 'Advanced Search' button and a table with columns: Alert, Drug Name, Order Details, Order Qty, and Drug Info. Below the table are checkboxes for 'Own Medication', 'Ward Stock', and 'Patient Require Counselling'.

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:
 NOR AZLEE BIN ABDUL
 Mykad: 770824016357 Age: 37 Years 01 Months 09 Days Gender: Male
 Address: Phone And Email: Diagnosis: No known Allergies
 Height: cm Weight: kg BMI/BSA: 0/0 m² Update (Last Updated:)

Visit Information:
 Encounter No: 0004 Visit Type: Inpatient Location: WAD 3 (ORTO - L) Department: Orthopaedic and Traumatology

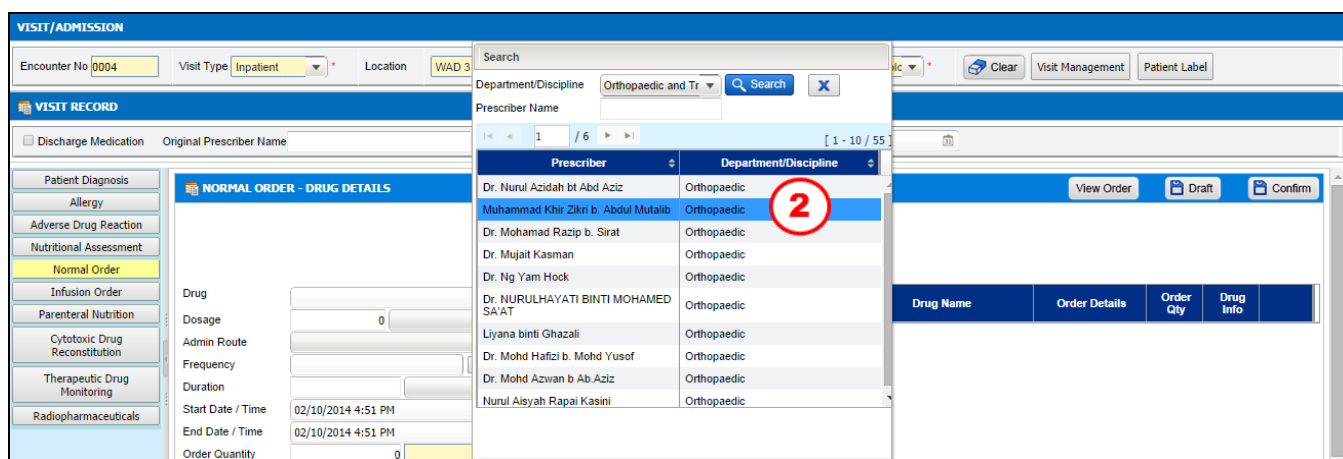
VISIT RECORD
 Queue Series: Normal Queue No: Discharge Medication: Original Prescriber Name: **1** Original Order Transaction Number: Clinic TCA

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

Figure 3.3-1 Normal Inpatient Order

STEP 1

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



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

VISIT RECORD
 Discharge Medication: Original Prescriber Name: Search

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

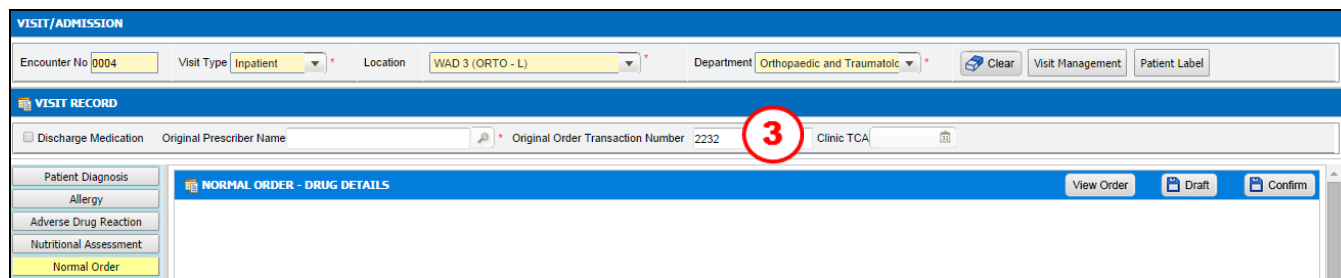
Prescriber List:

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 SA'AT	Orthopaedic
Liyana binti Ghazali	Orthopaedic
Dr. Mohd Hafizi b. Mohd Yusof	Orthopaedic
Dr. Mohd Azwan b Ab Aziz	Orthopaedic
Nurul Aisyah Rapai Kasini	Orthopaedic

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

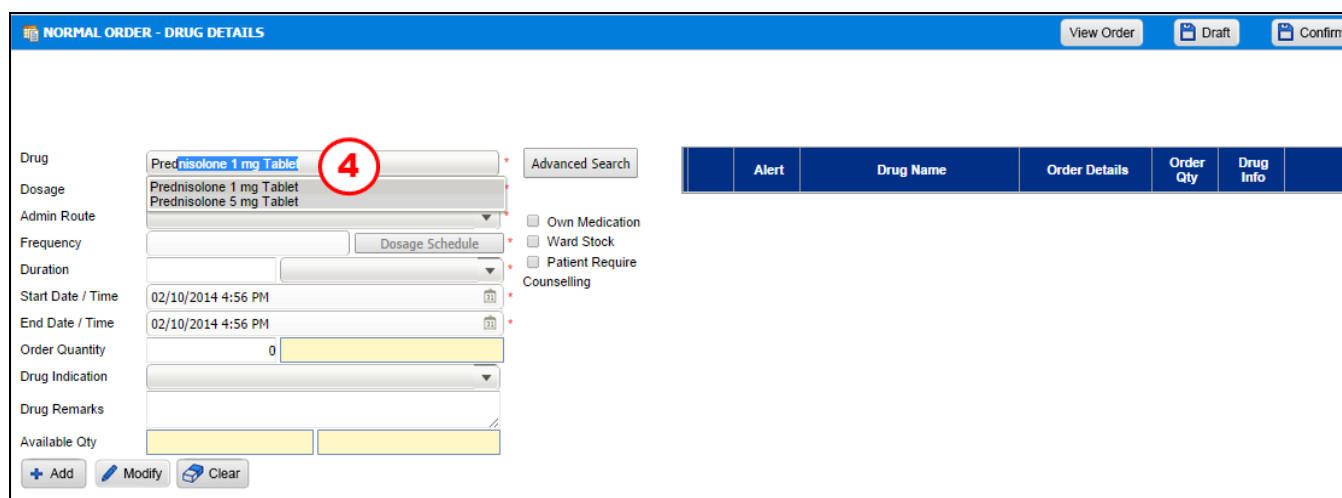
Patient Diagnosis Allergy Adverse Drug Reaction Nutritional Assessment Normal Order

NORMAL ORDER - DRUG DETAILS View Order Draft Confirm

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

Frequency Dosage Schedule

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

+ Add Modify Clear

☐ Own Medication
☐ Ward Stock
☐ Patient Require Counselling

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

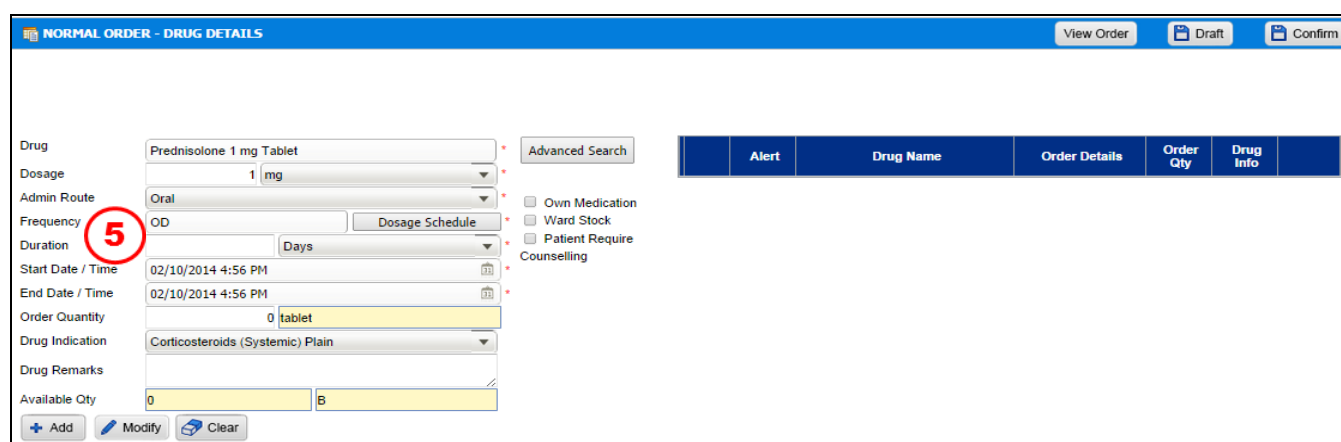


Figure 3.3-9 Medication Order

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.

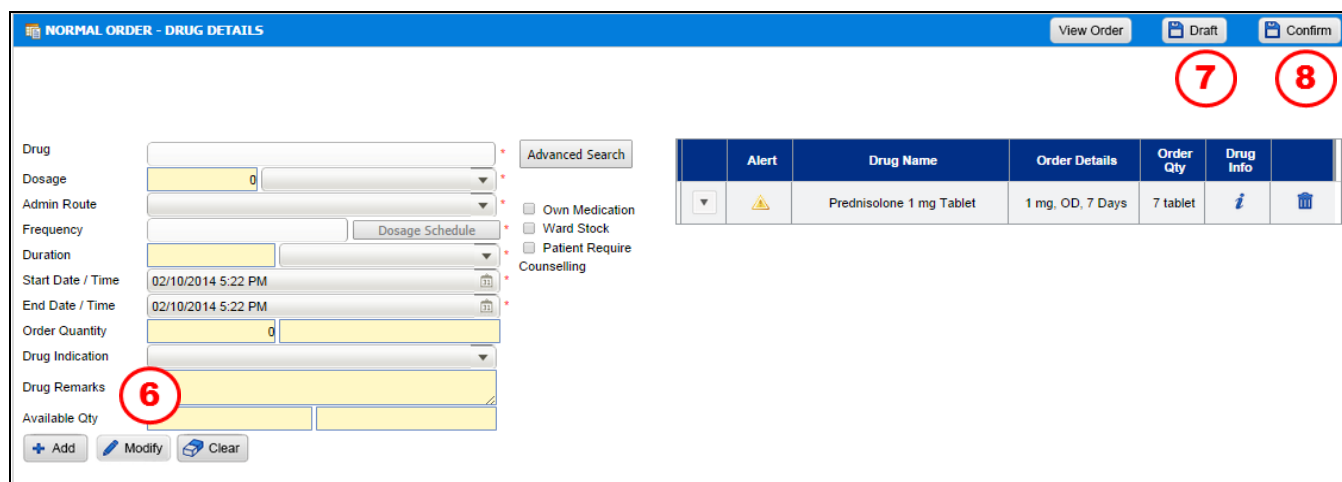



Figure 3.3-10 Medication Order

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.

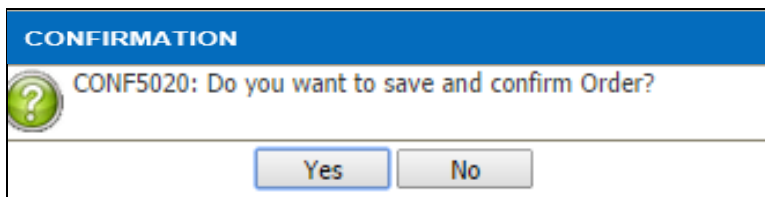
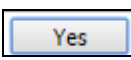


Figure 3.3-11 Medication Order

STEP 9

Click on the  button displayed. Refer Figure 3.3-11

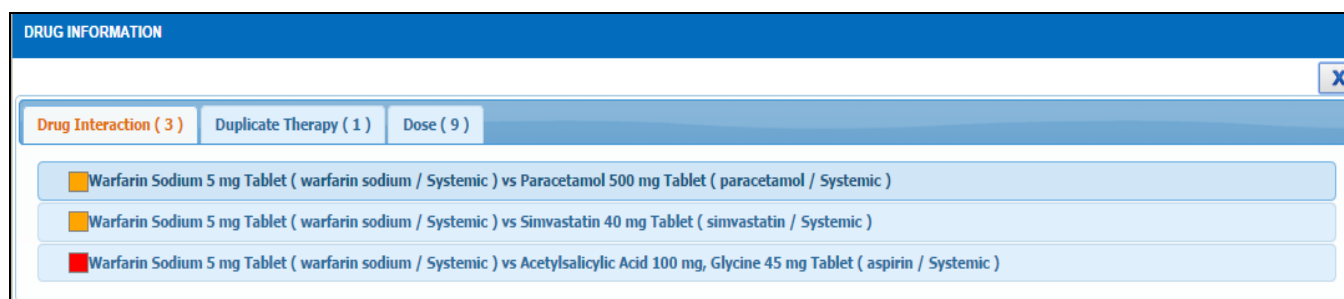


Figure 3.3-12 Medication Order

Note

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

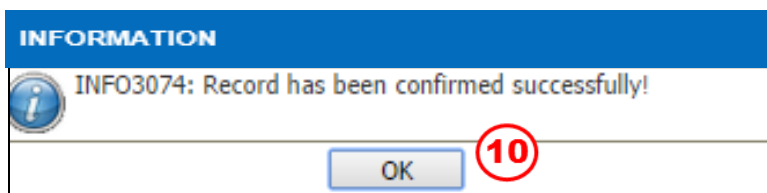
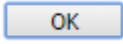


Figure 3.3-13 Medication Order

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

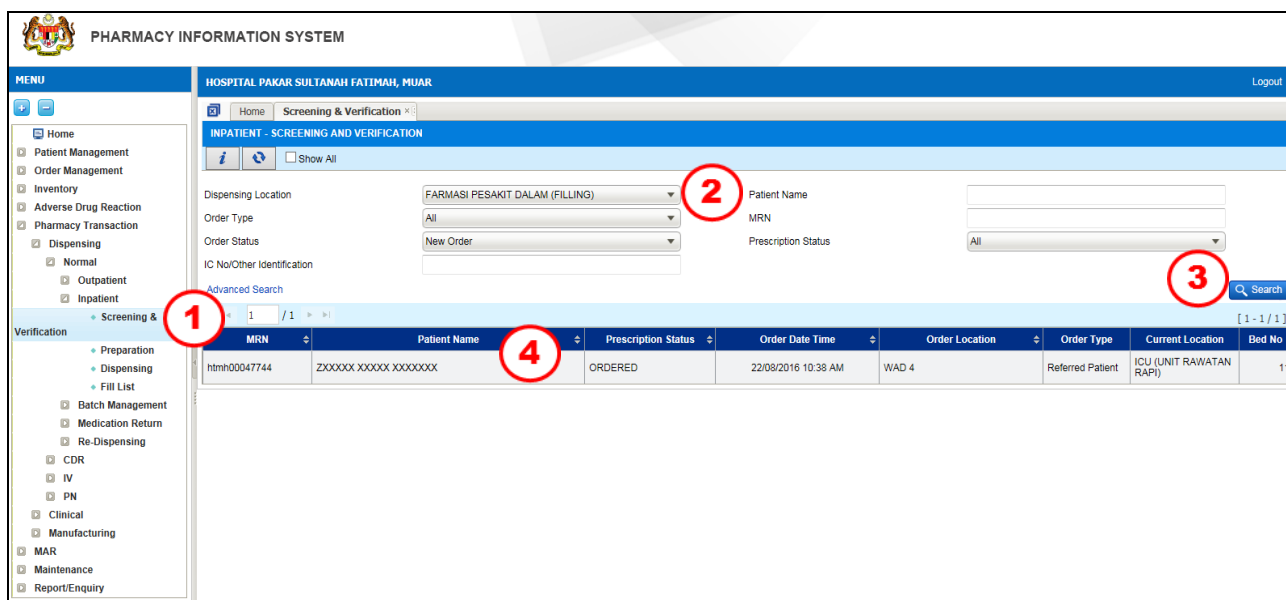


Figure 3.4.1-1 Screening & Verification Listing Page

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
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 3.4.1

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.

- 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.

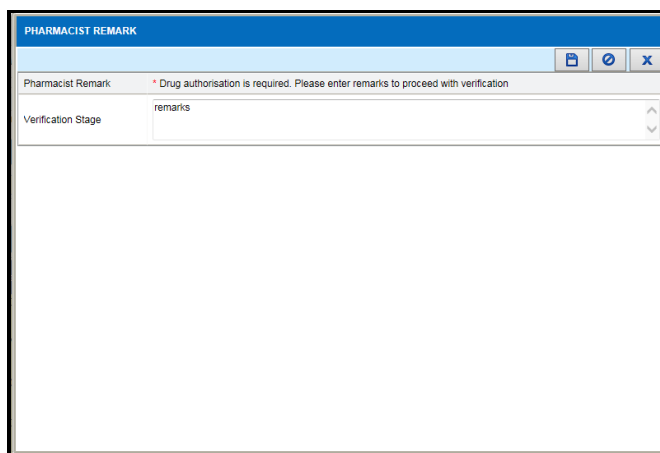




Figure 3.4.1-3 Screening & Verification

Note

Click on the  button after insert the remarks to confirm verification and proceed to Preparation

Once the button  is clicked, system will automatically calculated the quantity in **Reserve Qty** field base on quantity in Supply Duration field

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									
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
+	<input checked="" type="checkbox"/>	1 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"/> Alternate	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

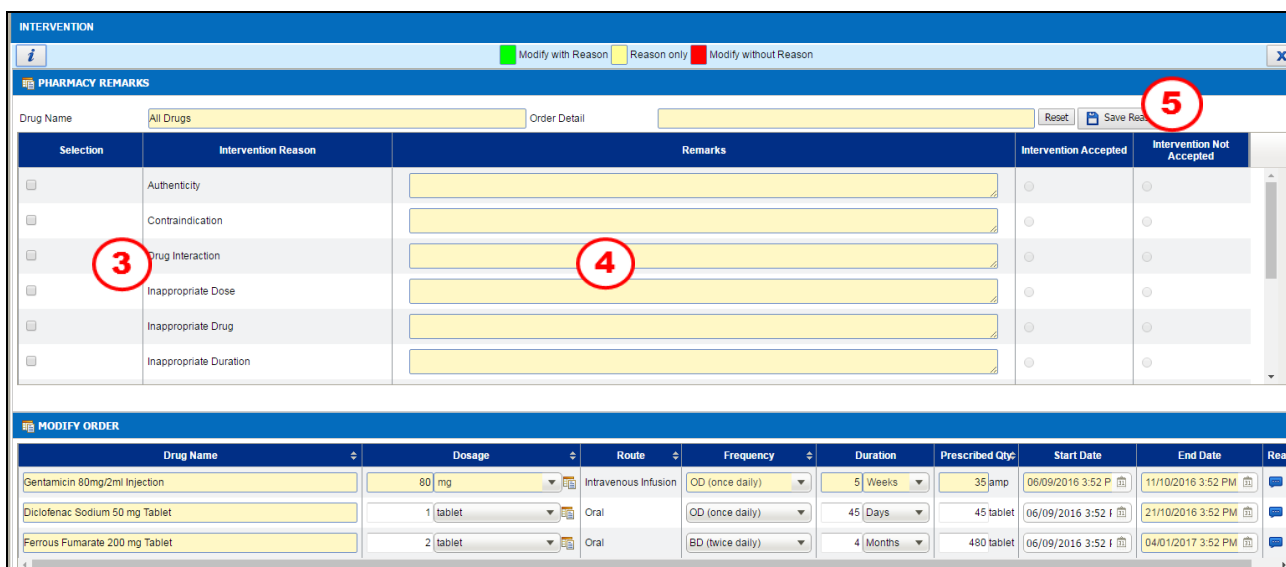


Figure 3.4.2-2 Intervention

STEP 3

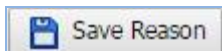
Choose the **Intervention Reason** by tick at the checkbox of the column **Selection**:

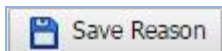
- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration

STEP 4

Enter remarks of intervention reason.

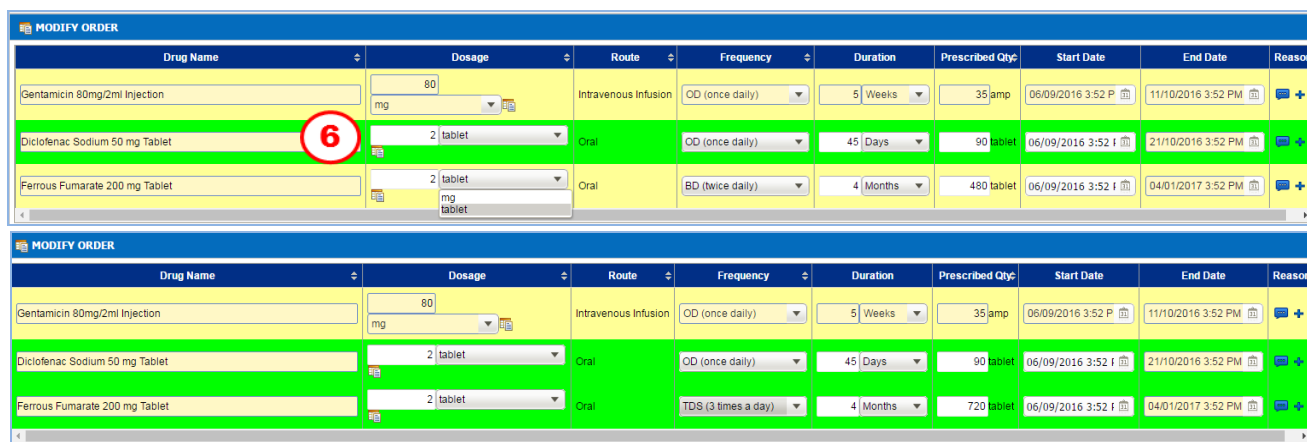
STEP 5



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:
 - i. **GREEN**- Modify with Intervention Reason:- user able to save changes.
 - ii. **YELLOW**- Add Reason only:- user able to save changes.
 - iii. **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 f	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 f	04/01/2017 3:52 PM	

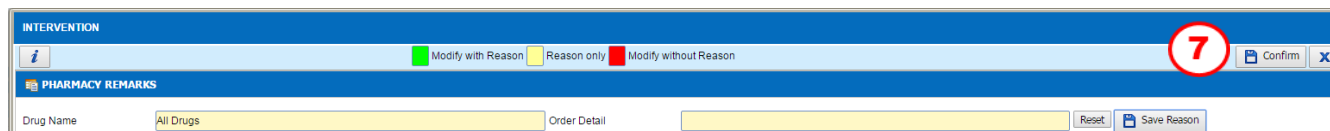
Figure 3.4.2-3 Intervention

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.
 - 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.

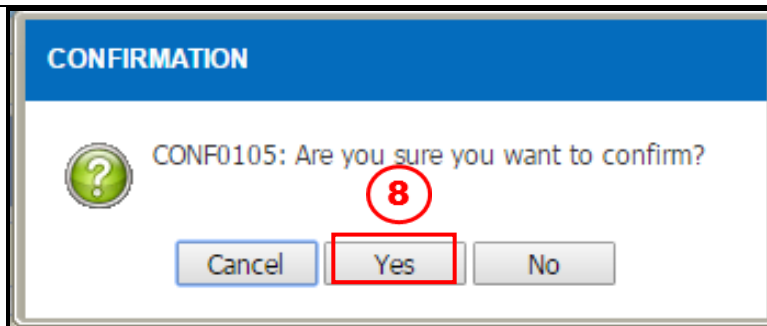


Figure 3.4.2-5 Confirmation

STEP 8

Click on  to confirm drug intervention.

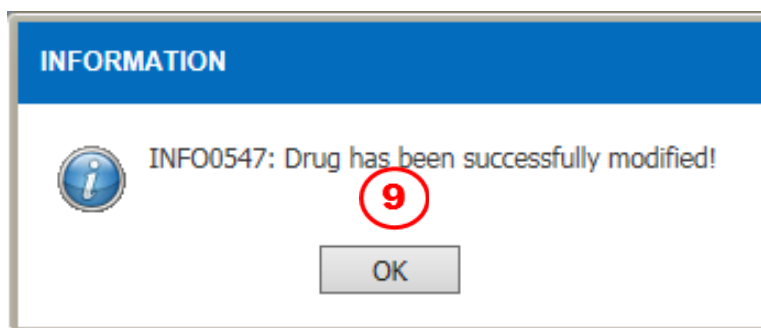


Figure 3.4.2-5 Information Alert Message

STEP 9

Click on the  button to save record

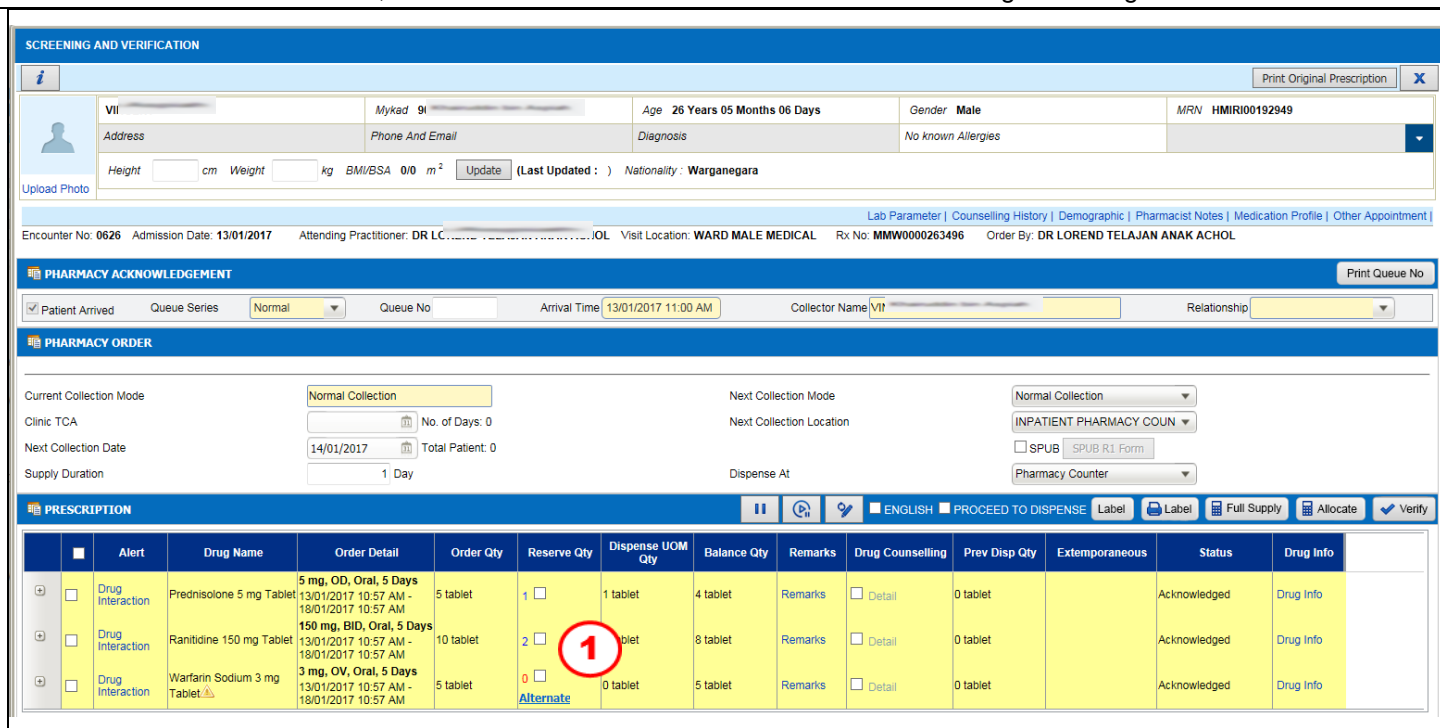
PRESCRIPTION									
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
+	<input type="checkbox"/>	Drug Interaction	Diclofenac Sodium 50 mg Tablet	2 tablet, OD, Oral, 45 Days 06/09/2016 03:52 PM - 21/10/2016 03:52 PM	90 tablet	0 <input type="checkbox"/>	0 tablet	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"/> Alternate	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

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

VII Mykad 91 Age 26 Years 05 Months 06 Days Gender Male MRN HMIRI00192949

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated :) Nationality : Warganegara

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

Encounter No: 0626 Admission Date: 13/01/2017 Attending Practitioner: DR LC Visit Location: WARD MALE MEDICAL Rx No: MMW000263496 Order By: DR LOREND TELAJAN ANAK ACHOL

PHARMACY ACKNOWLEDGEMENT

Print Queue No

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

ENGLISH PROCEED TO DISPENSE Label 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
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	0 tablet	5 tablet	Remarks	Detail	0 tablet		Acknowledged	Drug Info

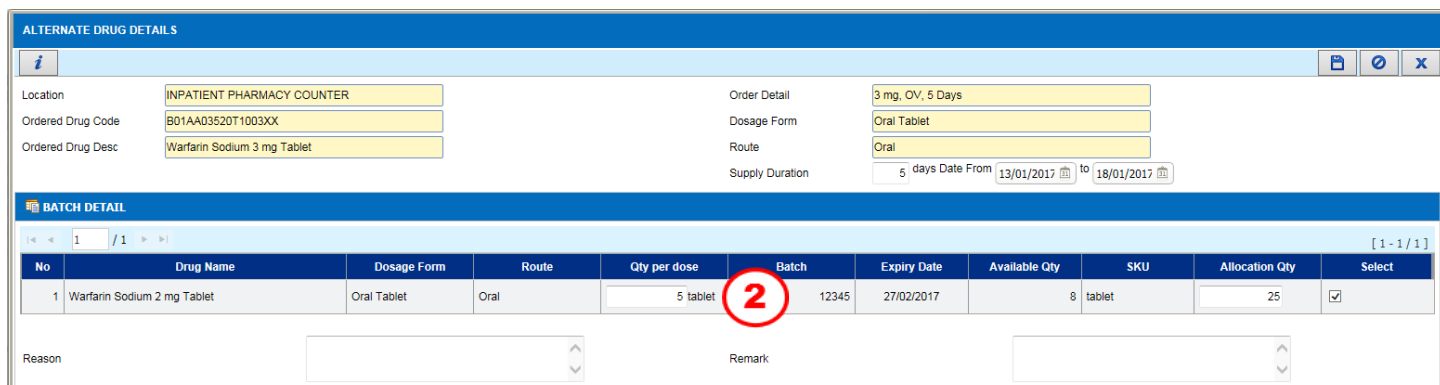
Figure 3.4.3-1 Screening & Verification – Alternate Drug

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	<input checked="" type="checkbox"/>

Reason Remark

Figure 3.4.3-2 Alternate Drug Details

STEP 2

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

ALTERNATE DRUG DETAILS

3

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

1 / 1

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

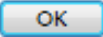

INFO0679: Record has been saved successfully

4

OK

Figure 3.4.3-4 Information Alert Message

STEP 4

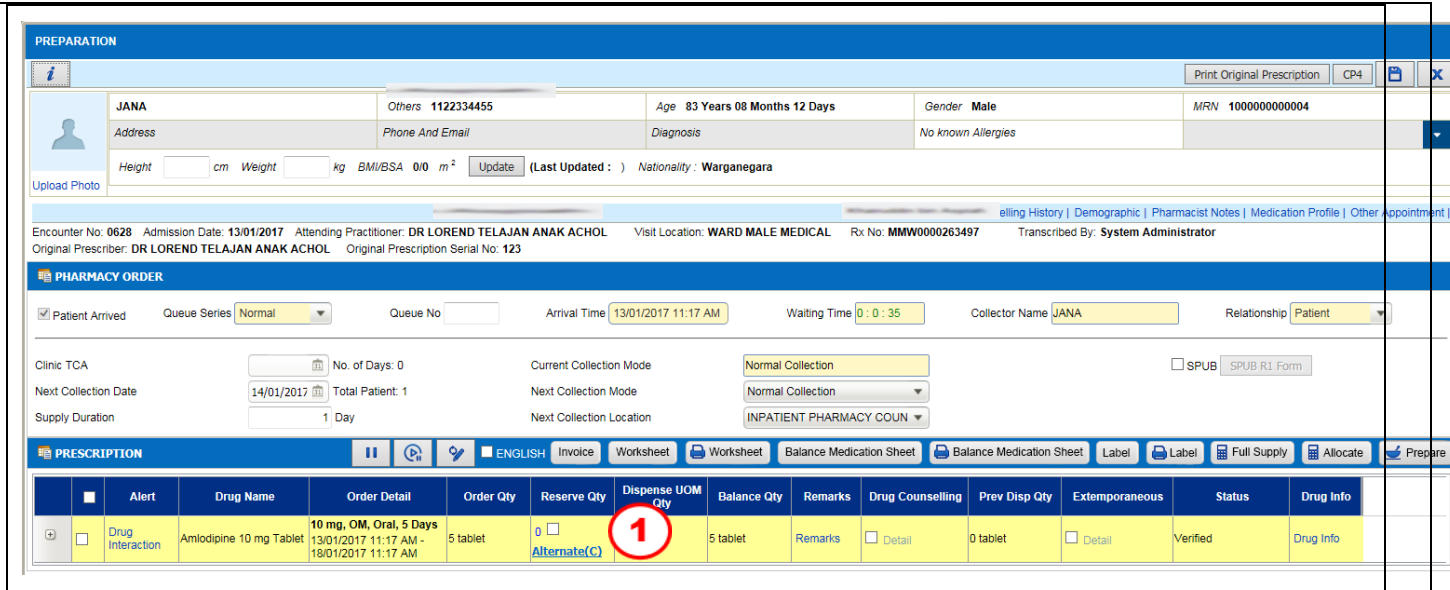
Click on the  button to save record and screen will automatically closed and back to prescription screen as Figure 3.4.3-5

PRESCRIPTION													
	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			5 tablet								

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	Dispense UOM	Balance Qty	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Status	Drug Info
1	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 Alternate(C)	5 tablet	Remarks	Detail	0 tablet	Detail	Verified	Drug Info	

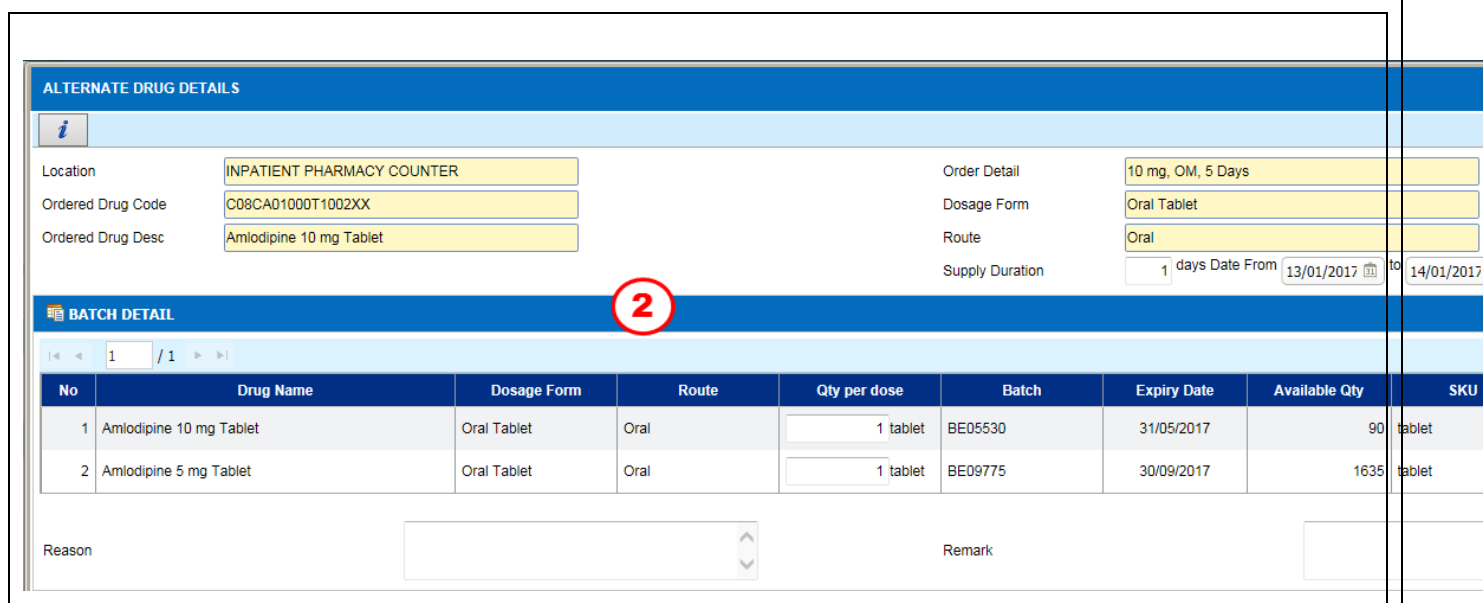
Figure 3.4.4-1 Screening & Verification

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

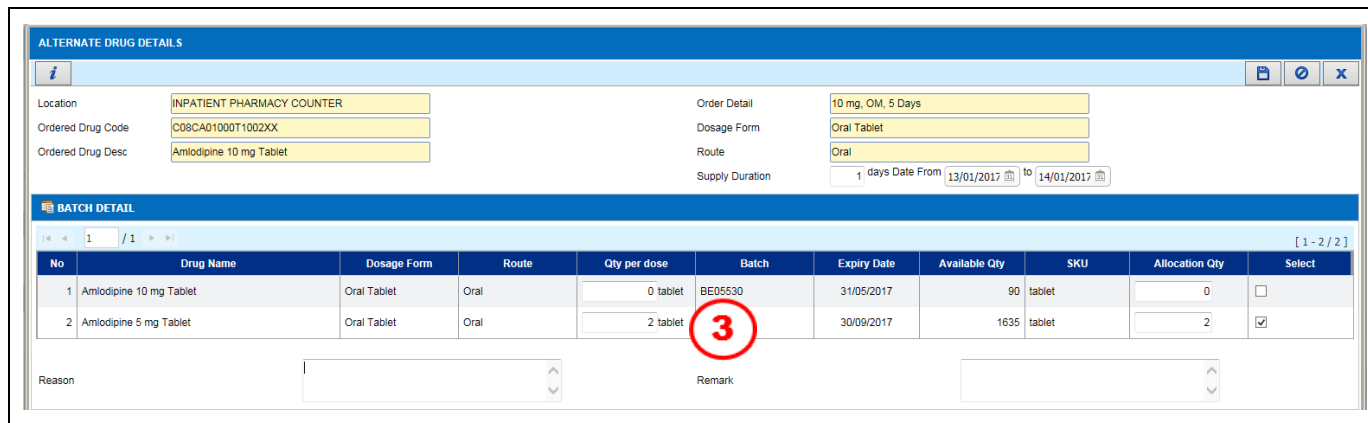


No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU
1	Amlodipine 10 mg Tablet	Oral Tablet	Oral	1 tablet	BE05530	31/05/2017	90	tablet
2	Amlodipine 5 mg Tablet	Oral Tablet	Oral	1 tablet	BE09775	30/09/2017	1635	tablet

Figure 3.4.4-2 Alternate Drug Details

STEP 2

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

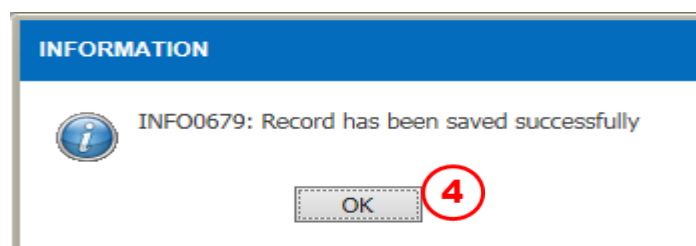


No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Amlodipine 10 mg Tablet	Oral Tablet	Oral	0 tablet	BE05530	31/05/2017	90 tablet		0	<input type="checkbox"/>
2	Amlodipine 5 mg Tablet	Oral Tablet	Oral	2 tablet		30/09/2017	1635 tablet		2	<input checked=""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

Figure 3.4.4-3 Alternate Drug Details

STEP 3

Click on the  button to save record

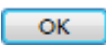


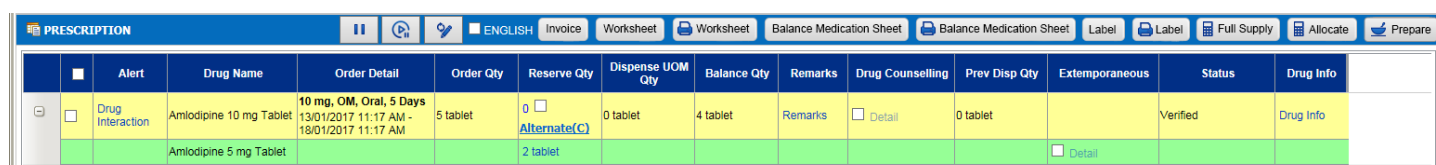
INFO0679: Record has been saved successfully

OK

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 3.4.4-5



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"/>	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"/> Alternate(C)	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 2									
		Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Remarks
<input type="checkbox"/>	<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"/> Alternate	0 tablet	57 tablet	Remarks
			Paracetamol 120 mg/5 ml Syrup			60 ml			
<input type="checkbox"/>	<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"/> Alternate(C)	28 capsule	32 capsule	Remarks
<input type="checkbox"/>	<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"/> Alternate(C)	28 tablet	32 tablet	Remarks
<input type="checkbox"/>	<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"/> Alternate(C)	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  button

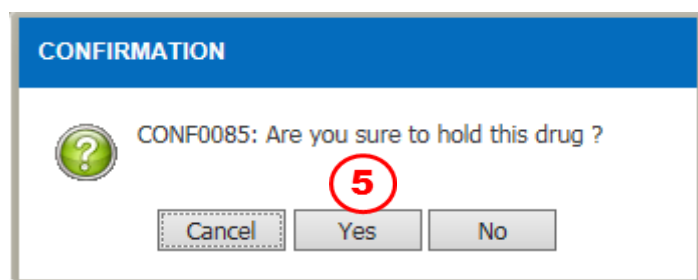


Figure 3.4.5-3 Hold Drug Alert Message

STEP 5

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

Resume


PRESCRIPTION												
	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	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"/> Alternate	0 tablet	57 tablet	Remarks	<input type="checkbox"/> Detail	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"/> Alternate(C)	28 capsule	32 capsule	Remarks	<input type="checkbox"/> Detail	0 capsule		Ordered/Hold
<input type="checkbox"/>	1	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"/> Alternate(C)	28 tablet	32 tablet	Remarks	<input type="checkbox"/> Detail	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"/> Alternate(C)	14 tablet	16 tablet	Remarks	<input type="checkbox"/> Detail	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						
						 Resume 
No.	Drug Name	Reason	Other Reason	Remark	Action Taken	Select on
1.	Cloxacillin 500mg Capsule	Incompatibility			<input type="checkbox"/> 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  Resume button

CONFIRMATION


 CONF0086: Are you sure to release this drug ?

5

Cancel Yes No

Figure 3.4.5-6 Confirmation Alert Message

STEP 5

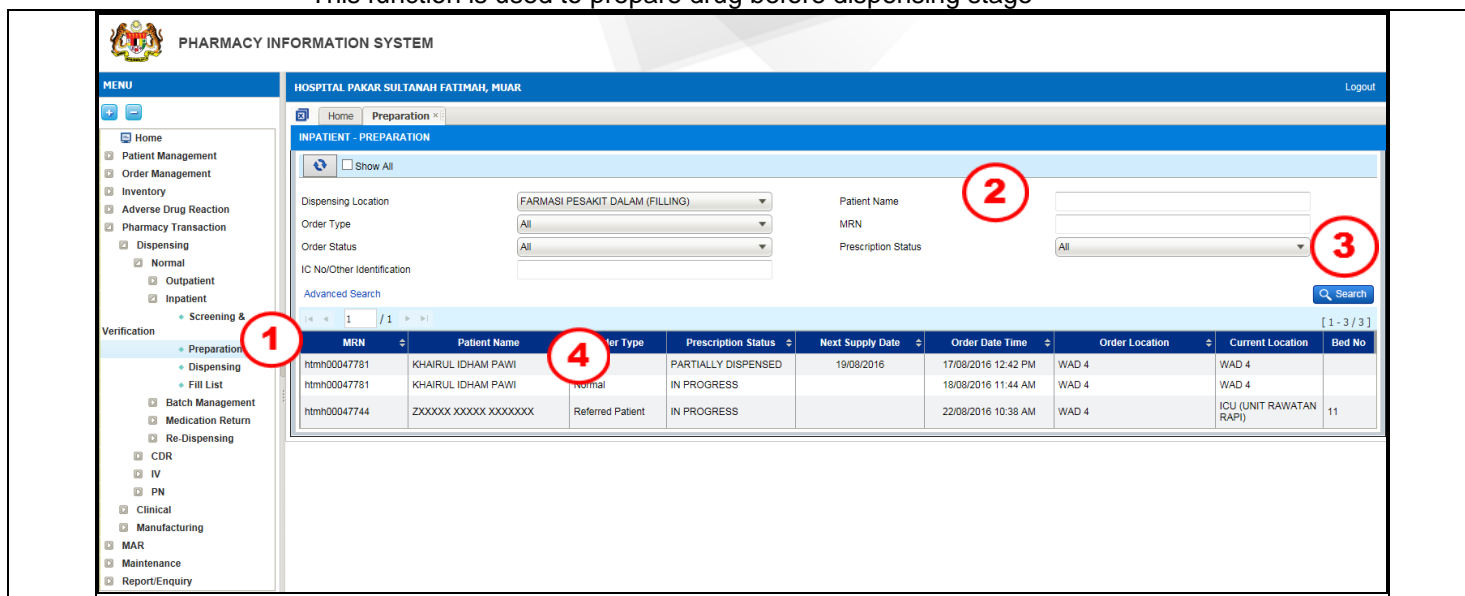
Click on the  Yes button to release drug from hold and the Hold Order screen will automatically close

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:

Patient Name:

MRN:

Prescription Status: All

Advanced Search

Search

[1 - 3 / 3]

MRN	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	Bed No
htmh00047781	KHAIRUL IDHAM PAWI	Normal	PARTIALLY DISPENSED	19/08/2016	17/08/2016 12:42 PM	WAD 4	WAD 4	
htmh00047781	KHAIRUL IDHAM PAWI	Normal	IN PROGRESS		18/08/2016 11:44 AM	WAD 4	WAD 4	
htmh00047744	ZXXXXX XXXXX XXXXXXX	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

- 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

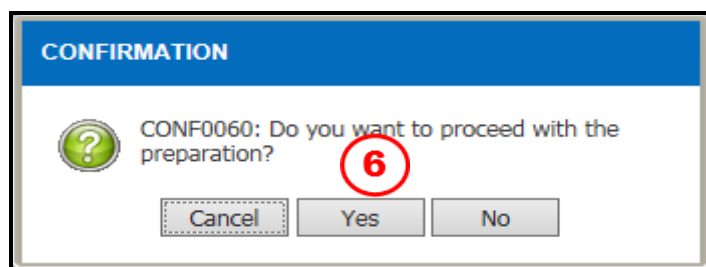


Figure 3.5.1-3 Confirmation Alert Message

STEP 6

Click on the  button to confirm preparation

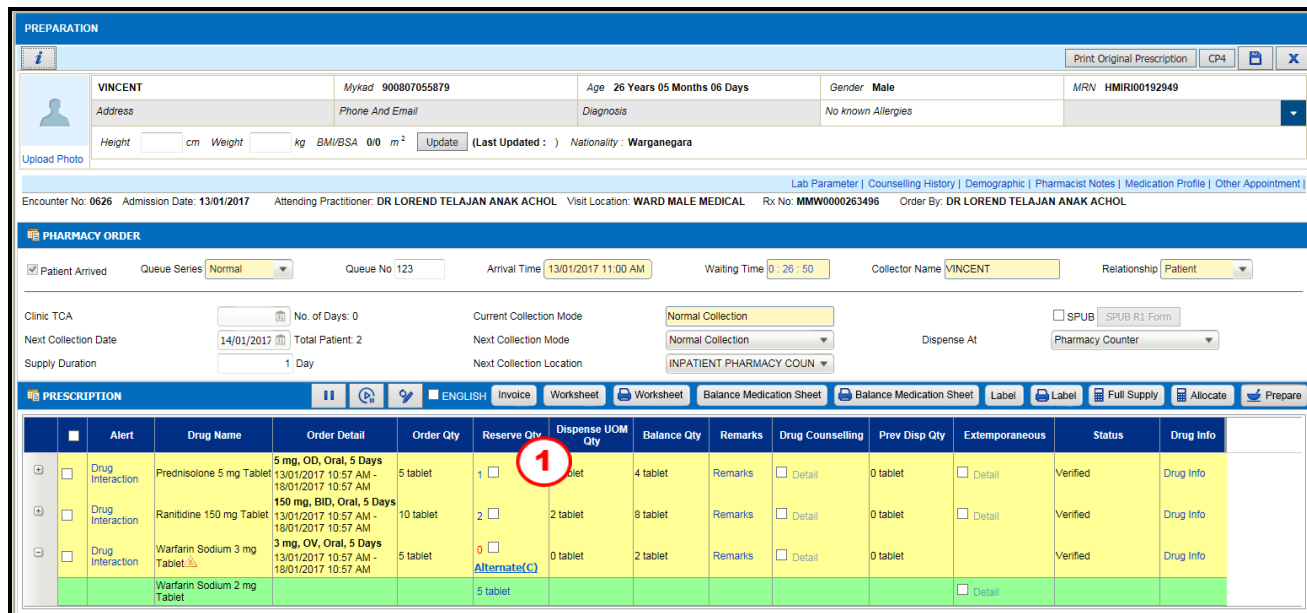
Note

These are the options to select and print reports as per Figure 4.1-4:

- 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



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"/>	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"/>	4 tablet	4 tablet	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Verified	Drug Info
<input type="checkbox"/>	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"/>	Warfarin Sodium 3 mg Tablet	3 mg, QV, 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
<input type="checkbox"/>	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** to allocate quantity

Note

User are allow to allocate 0 quantity in Reserve Qty field by clicking the ☐ checkbox.

ITEM BATCH DETAILS

Drug Code
H02AB06000T1001XX
Default SKU
tablet

Drug Name
Prednisolone 5 mg Tablet
Dispense UOM
tablet

Order Detail
5 mg, OD (once daily), 5 Days, 13/01/2017 - 18/01/2017
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 2	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
3

Drug Code:

Drug Name:

Order Detail:

Default SKU:

Dispense UOM:

Supply Duration: Date From: to:

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:

Total Allocated Qty:

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



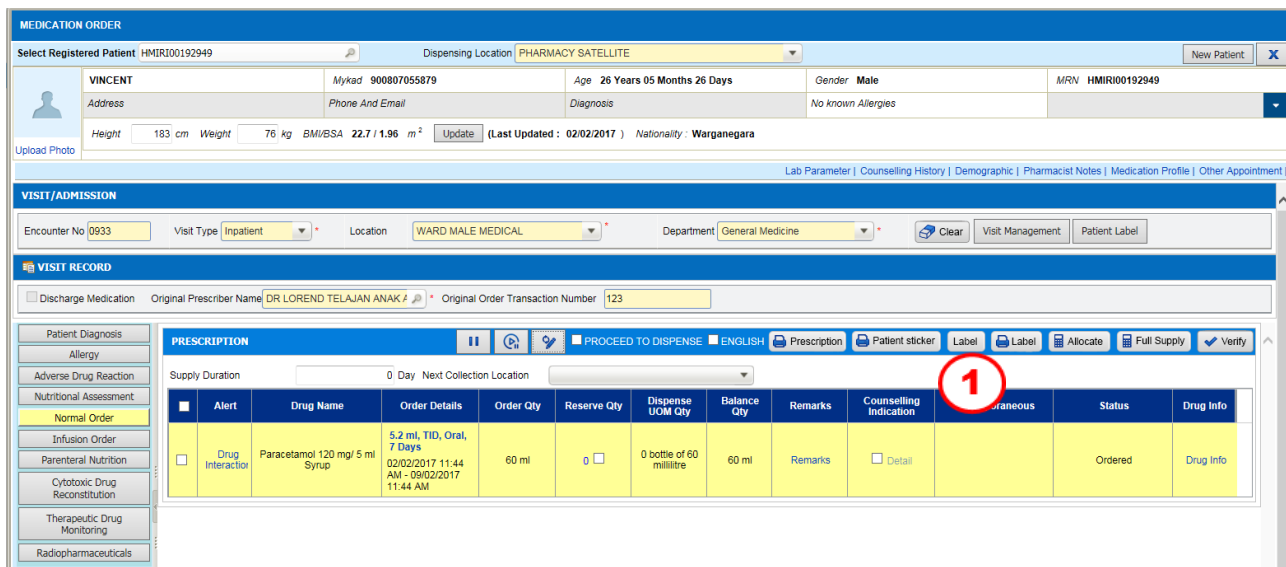
INFO0679: Record has been saved successfully

4

Figure 3.5.2-3 Information Alert Message

3.5.3 Drug Label



This function is used to edit and print drug label.



The screenshot shows the 'MEDICATION ORDER' and 'PRESCRIPTION' sections. The 'PRESCRIPTION' section contains a table with columns: Alert, Drug Name, Order Details, Order Qty, Reserve Qty, Dispense UOM Qty, Balance Qty, Remarks, Counselling Indication, Simultaneous, Status, and Drug Info. A red circle with the number '1' highlights the 'Label' button in the top right of the prescription table.

Figure 3.5.3-1 Preparation – Drug Label

Note

- Repeat **Step 1 to Step 4** as in prepare as per Figure 3.5.1-1 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 **2**

<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			
	Expire 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 3.5.3-2 Preparation – Drug Label

STEP 3



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

HOSPITAL MIRI						
HMIRI00192949 WARD MALE MEDICAL 900807055879						
5.2 ml	1	Diambil	3 kali sehari			
Paracetamol 120 mg/5 ml Syrup						
02/02	03/02	04/02	05/02	06/02	07/02	08/02
60 ml RM1.00						
02/02/17 [1 hari]						
UBAT TERKAWAL			2	02/02/2017 11:59 AM		

Figure 3.5.3-3 Preview 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
- Drug dosage has been modified to 1 decimal point (1)
- Prescriber's name has been removed from the label (2)






<div>      </div>						
<div>3</div>						
HMIRI00192949		WARD MALE MEDICAL			900807055879	
5.2 ml	Diambil		3 kali sehari			
Paracetamol 120 mg/5 ml Syrup						
02/02	03/02	04/02	05/02	06/02	07/02	08/02
60 ml		RM1.00				
02/02/17 [1 hari]						
UBAT TERKAWAL				02/02/2017 11:59 AM		

Figure 3.5.3-4 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.

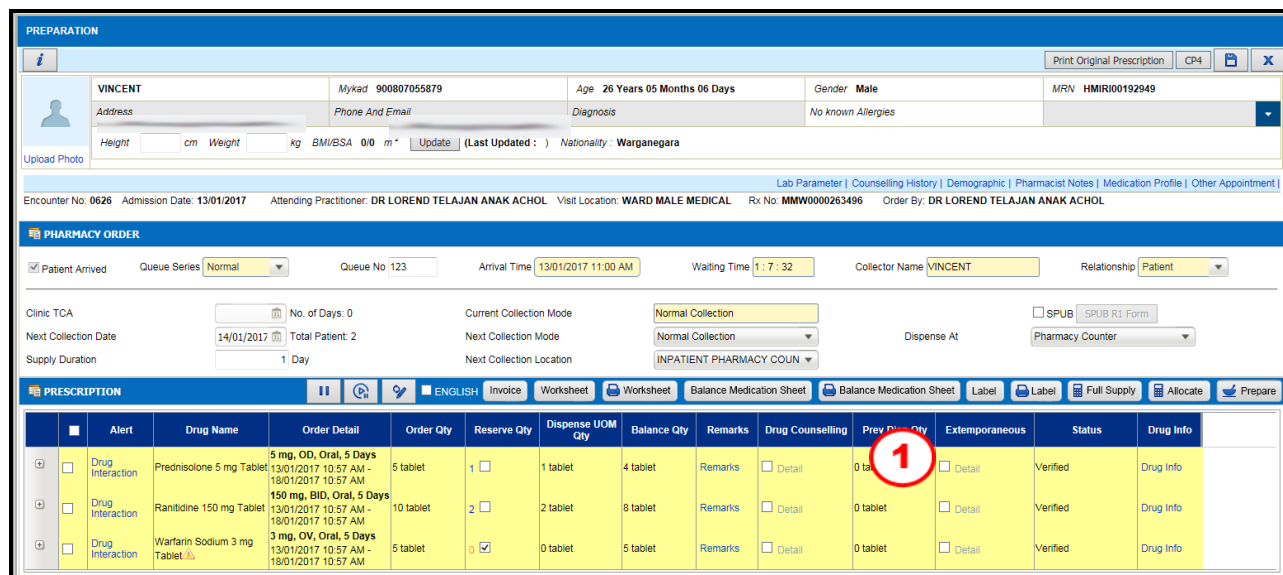


Figure 3.5.4-1 Preparation – Extemporaneous

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 be displayed extemporaneous screen as Figure 3.5.4-2

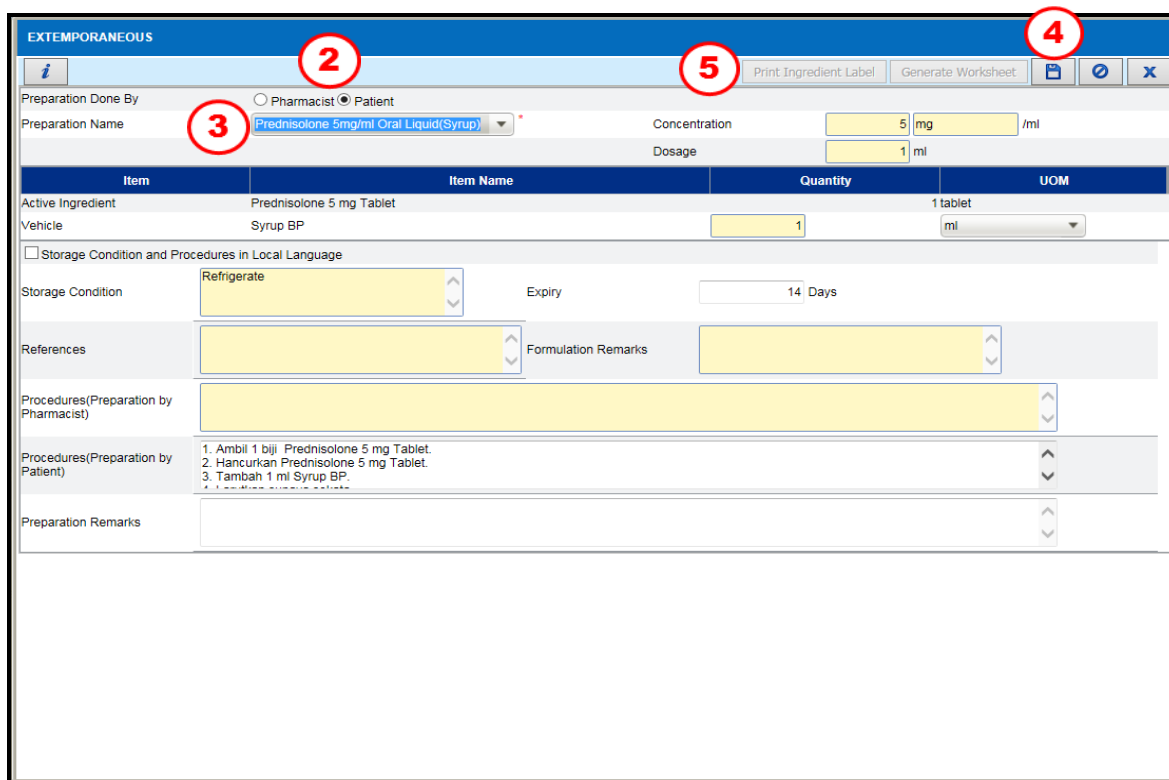


Figure 3.5.4-2 Preparation – Extemporaneous

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

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

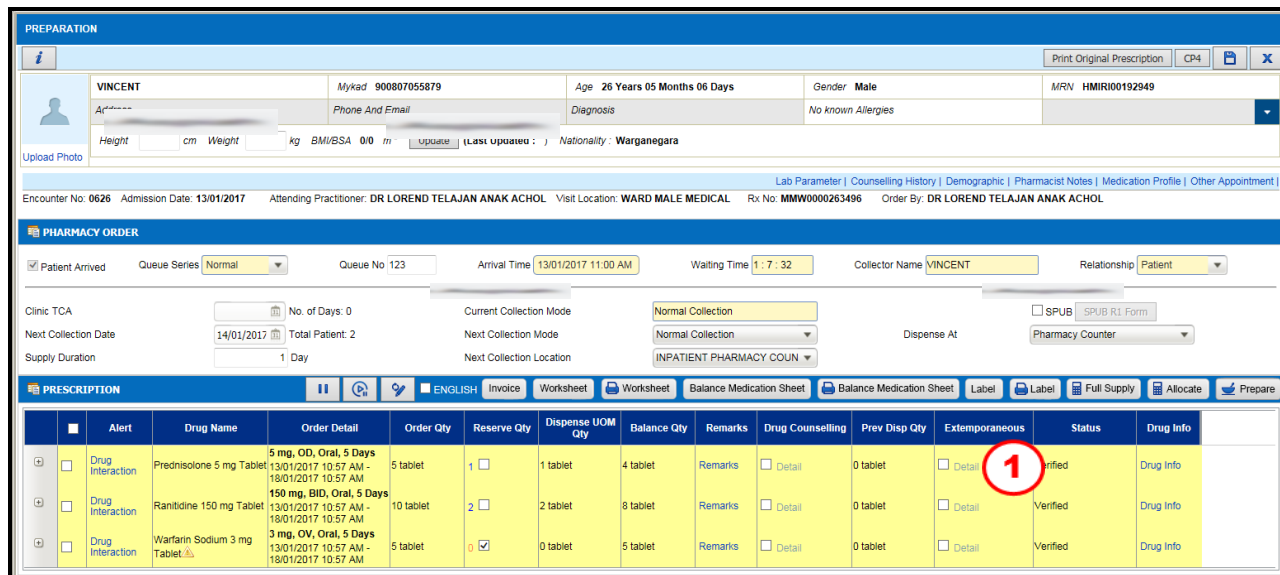
Figure 3.5.4-3 Sample Of Extemporaneous Ingredient Label

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.



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"/>	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 checked="" type="checkbox"/> Detail	1	Verified	Drug Info
<input type="checkbox"/>	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"/>	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		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 3.5.5-2

STEP 2

Click on 'Pharmacist' radio button

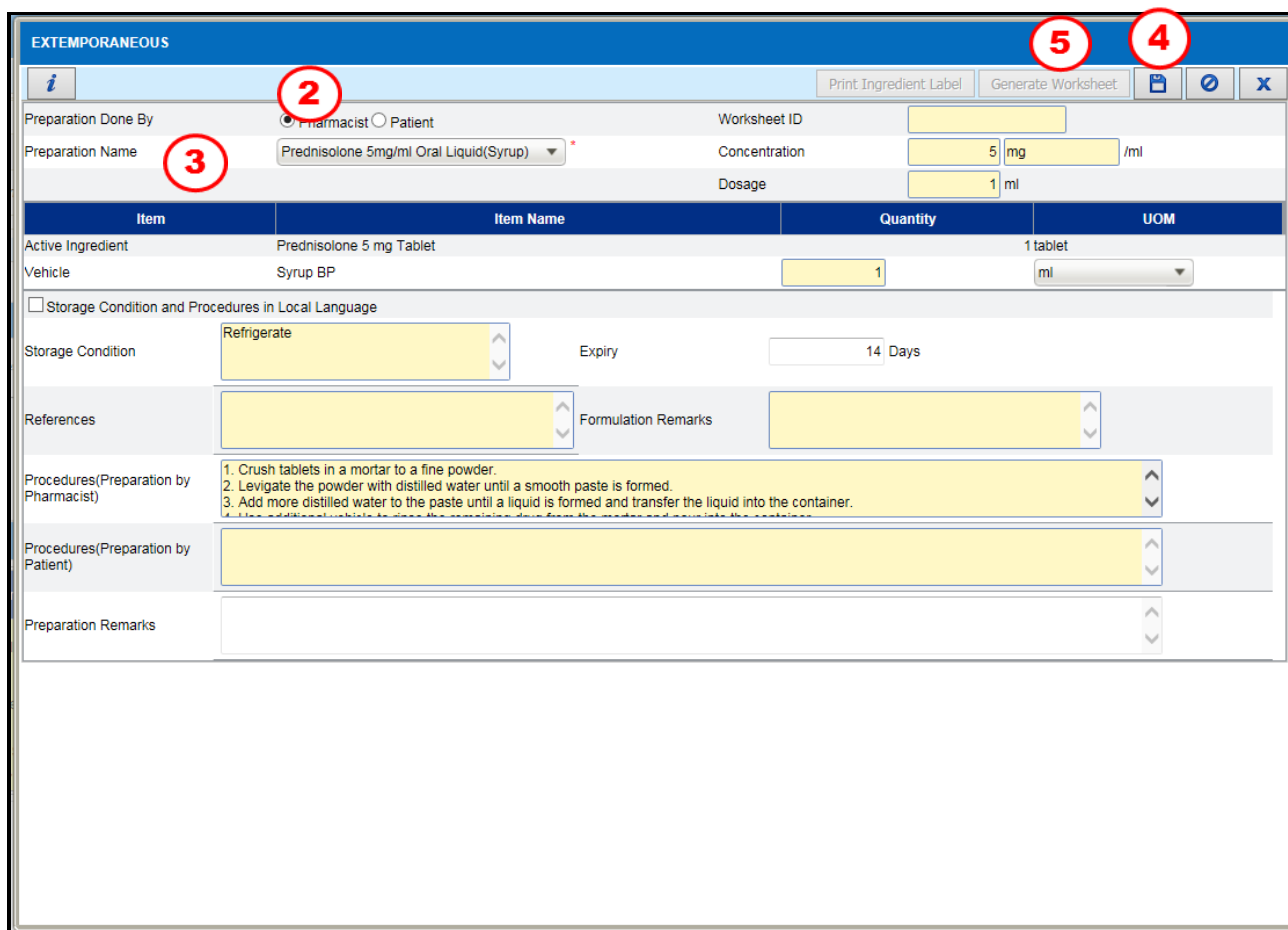


Figure 3.5.5-2 Preparation – Extemporaneous

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

EXTEMPOREANEOUS PREPARATION

Date of preparation : 13/01/2017

Worksheet Id: 17-01-0035

MRN	HMIRI00192949	Name	VINCENT
ID No	900807055879	Rx. No.	MMW0000263496
Order Location	WARD MALE MEDICAL	Ordered By	DR LOREND TELAJAN ANAK ACHOL
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
System Administrator
Date: 13/01/2017

Worksheet & label checked by
Date:

Prepared by
Date:

Final Product Checked by
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.

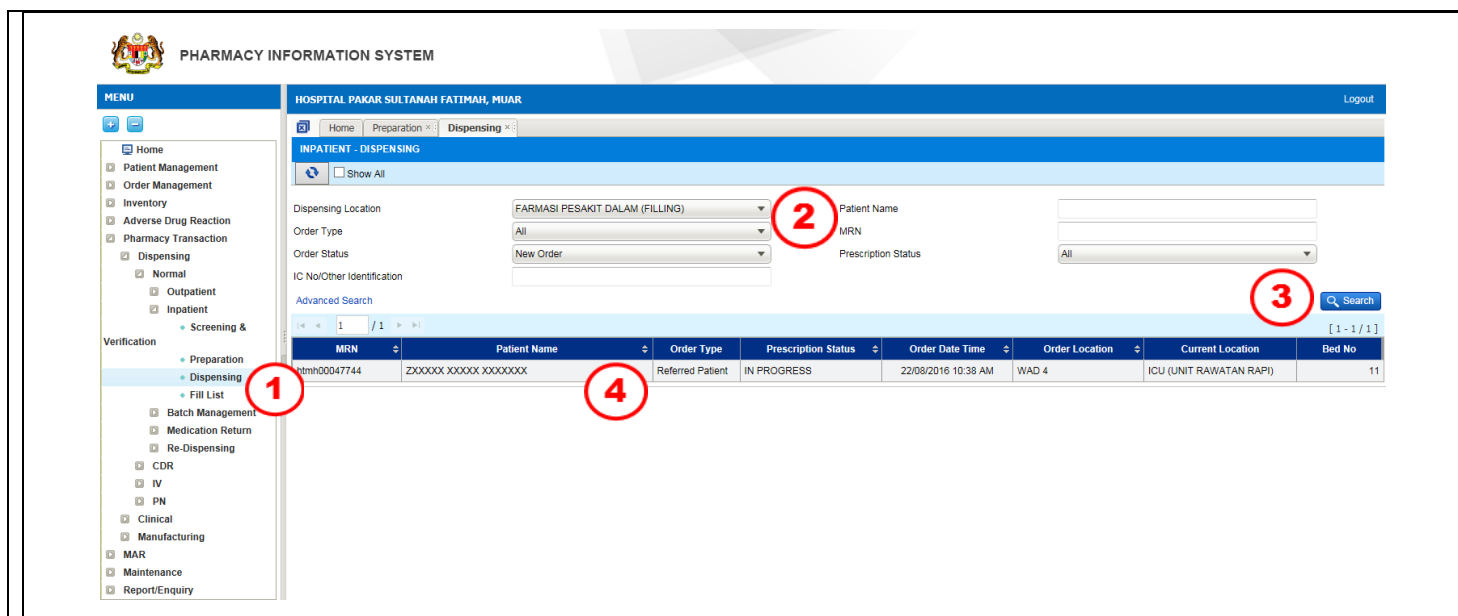


Figure 3.6-1 Dispensing Landing Screen Note

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 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

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

Click on the selected patient's name

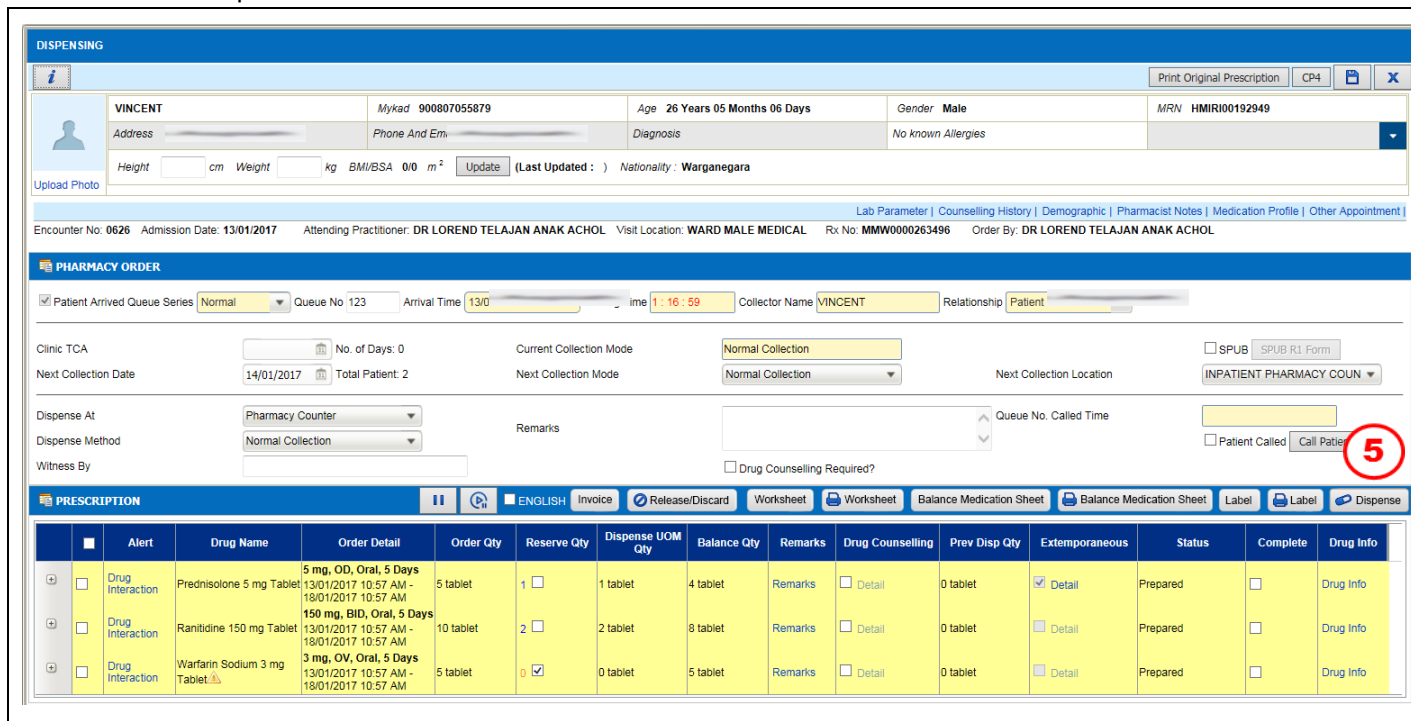



Figure 3.6-2 Dispensing

STEP 5

Click on the  button to proceed dispensing process to proceed

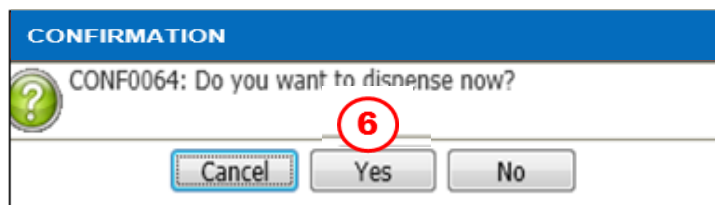

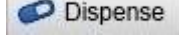


Figure 3.6-2 Confirmation Alert Message

STEP 6

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

Note

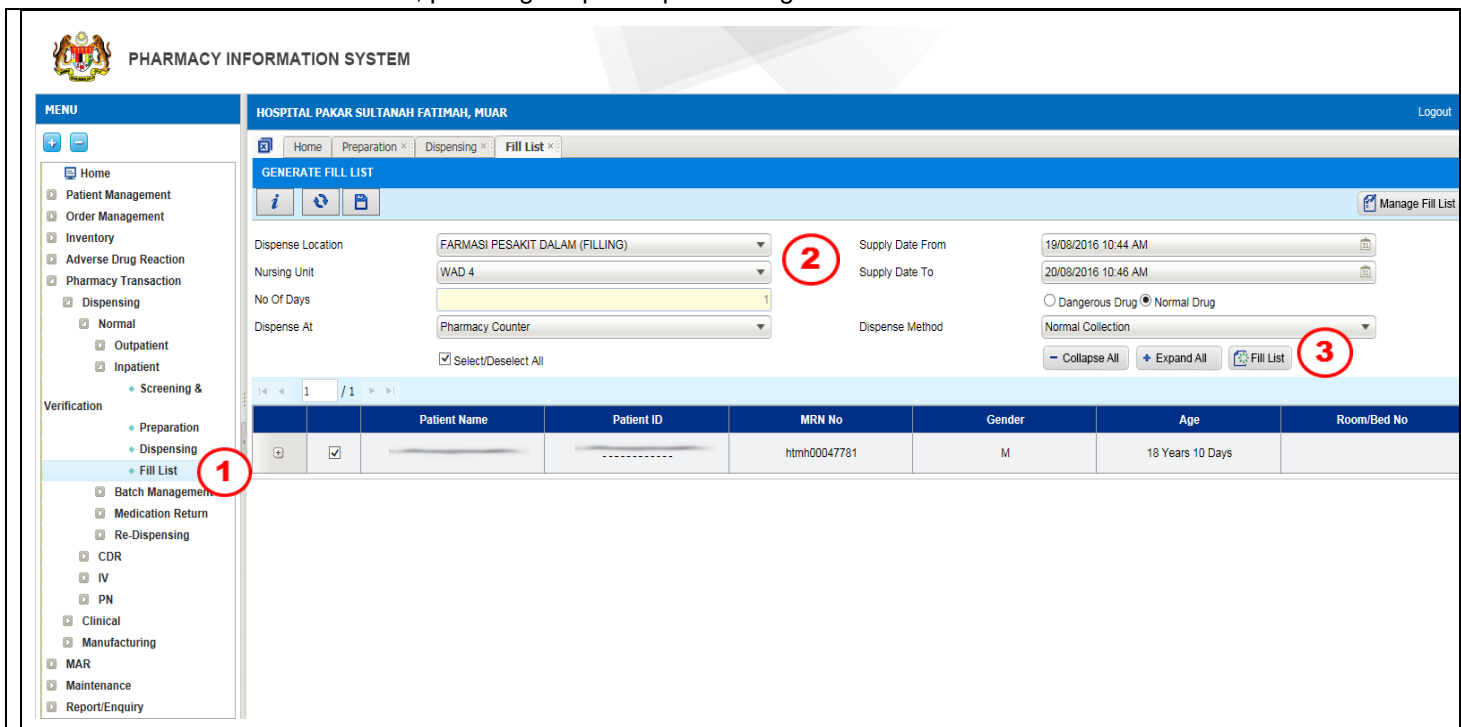
To close/complete medication, select the  checkbox then click on the  button. The selected drug will be treat as fully supply.

3.7 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.

3.7.1 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

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
 Collapse All Expand All **Generate Fill List** **3**

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>			hnmh00047781	M	18 Years 10 Days	

Figure 3.7.1-1 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"/>			HPSF00004657	F	30 Years 06 Months 11 Days	
	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12
	<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12

Figure 3.7.1-2 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			
	<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"/>	04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
	<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"/>	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 3.7.1-3 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

Supply Date From

05/09/2014 08:00:00 AM

Supply Date To

05/09/2014 08:00:00 AM

Dispense Method

Normal Collection

☒ Select/Deselect All

☐ Dangerous Drug
 ☒ Normal Drug

Collapse All

Expand All

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			
	<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"/>	04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
	<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"/>	03/09/2014	WAD 120000015880	Warfarin Sodium 5 mg Tablet	5 mg, OV, 7 Days	7	0	0	

Figure 3.7.1-4 Generate Fill List

STEP 6

Click on the  button to save record

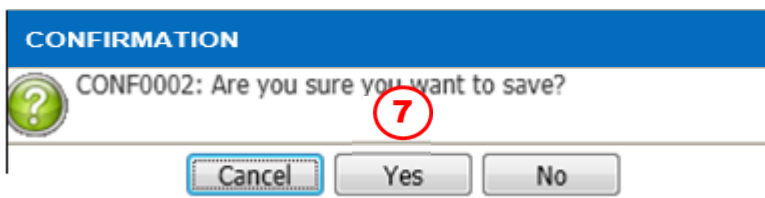



Figure 3.7.1-5 Confirmation Alert Message

STEP 7

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

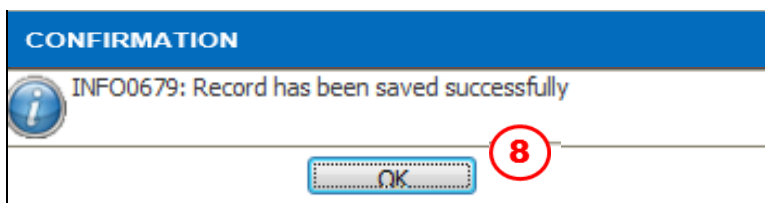


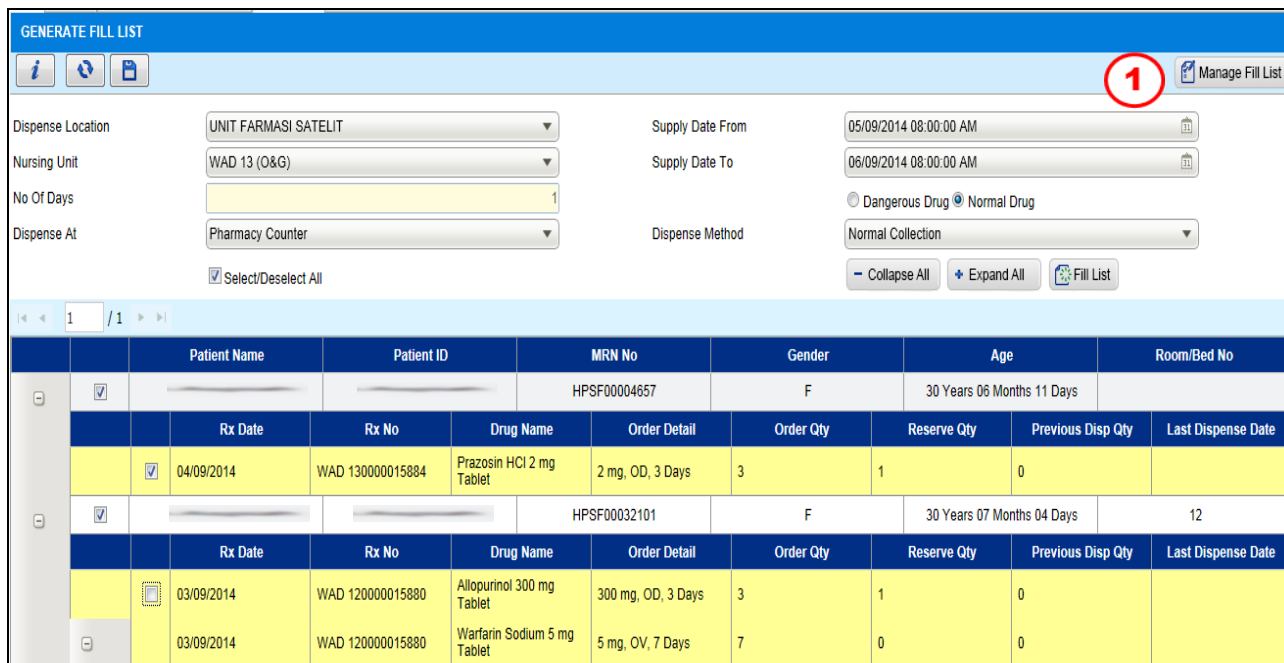
Figure 3.7.1-6 Information Alert Message

STEP 8

Click on the  button to save record

3.7.2 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.

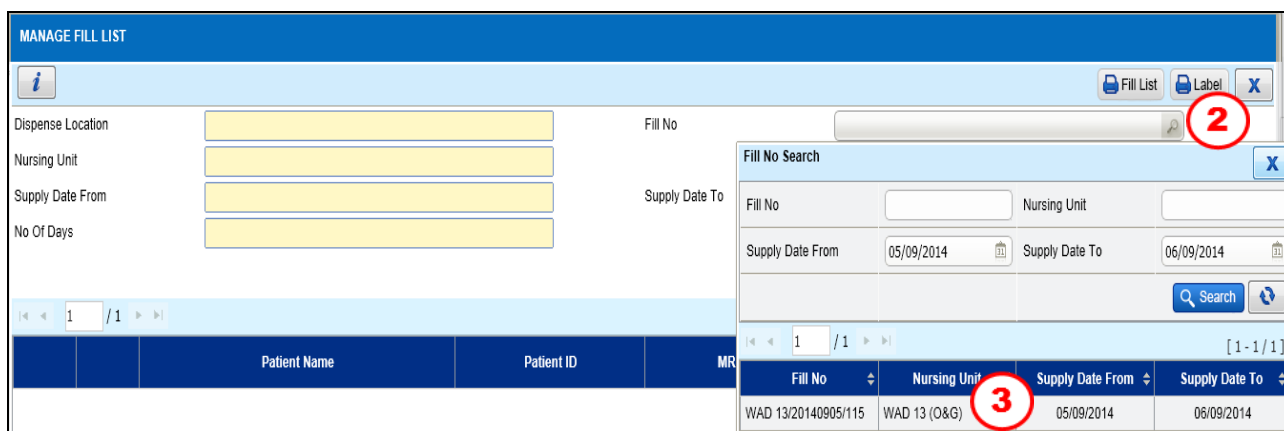


Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
		HPSF00004657	F	30 Years 06 Months 11 Days			
Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
		HPSF00032101	F	30 Years 07 Months 04 Days	12		
Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
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 3.7.2-1 Manage Fill List

STEP 1

Click on the  button to proceed Manage Fill List process



Patient Name	Patient ID	MRN No

Fill No	Nursing Unit	Supply Date From	Supply Date To
WAD 13/20140905/115	WAD 13 (O&G)	05/09/2014	06/09/2014

Figure 3.7.2-2 Manage Fill List

STEP 2

Click on the  button to search the fill list

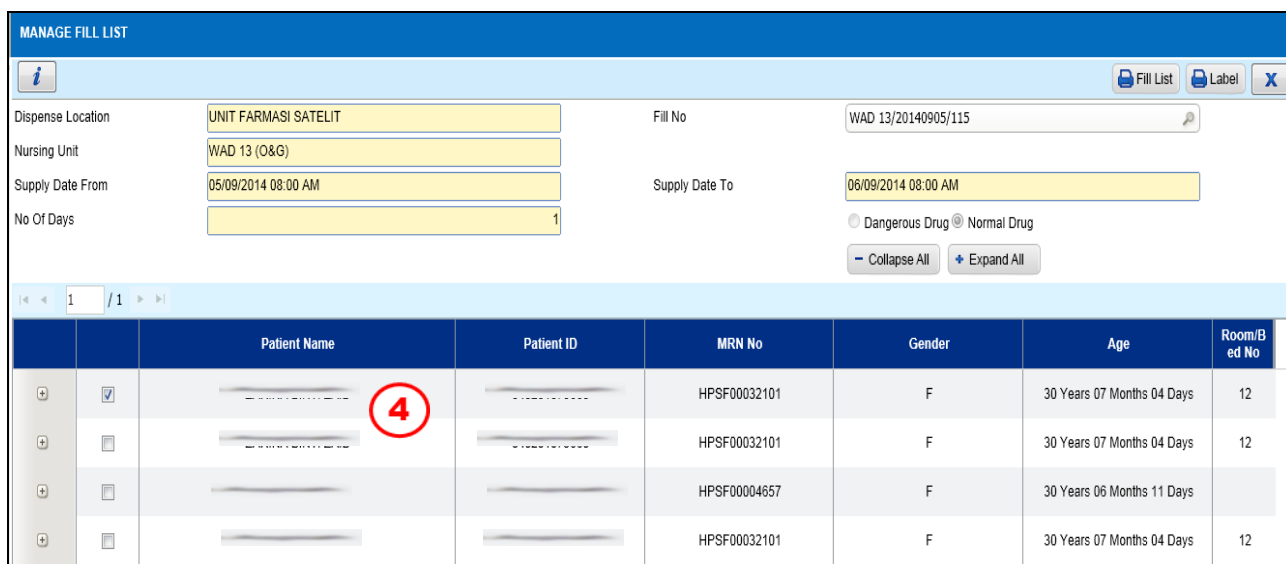
Note

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"/>	[Redacted]	[Redacted]	HPSF00032101	F	30 Years 07 Months 04 Days	12
<input type="checkbox"/>	[Redacted]	[Redacted]	HPSF00032101	F	30 Years 07 Months 04 Days	12
<input type="checkbox"/>	[Redacted]	[Redacted]	HPSF00004657	F	30 Years 06 Months 11 Days	
<input type="checkbox"/>	[Redacted]	[Redacted]	HPSF00032101	F	30 Years 07 Months 04 Days	12

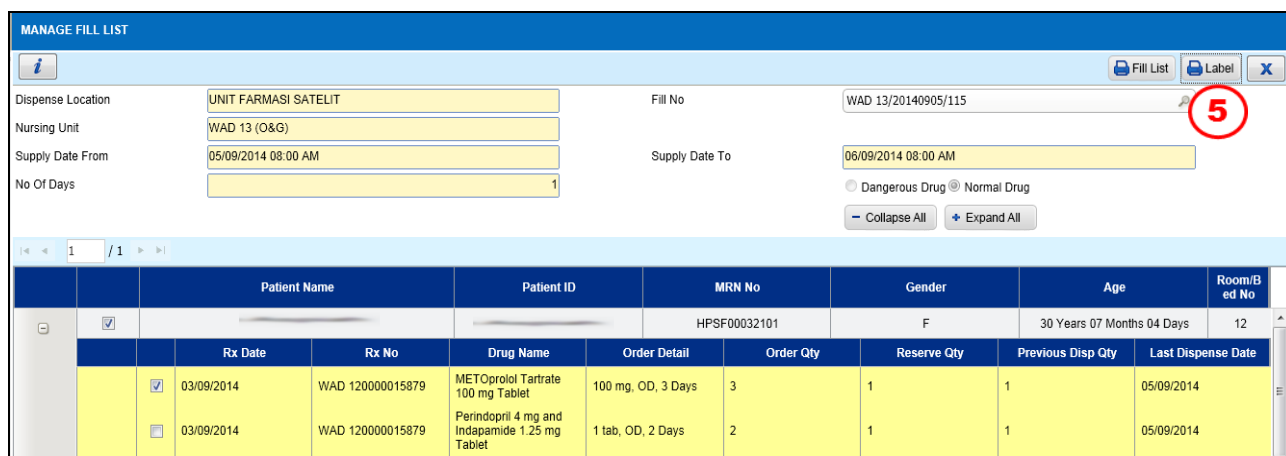
Figure 3.7.2-3 Manage Fill List

STEP 4

Select on the checkbox to print the drug label

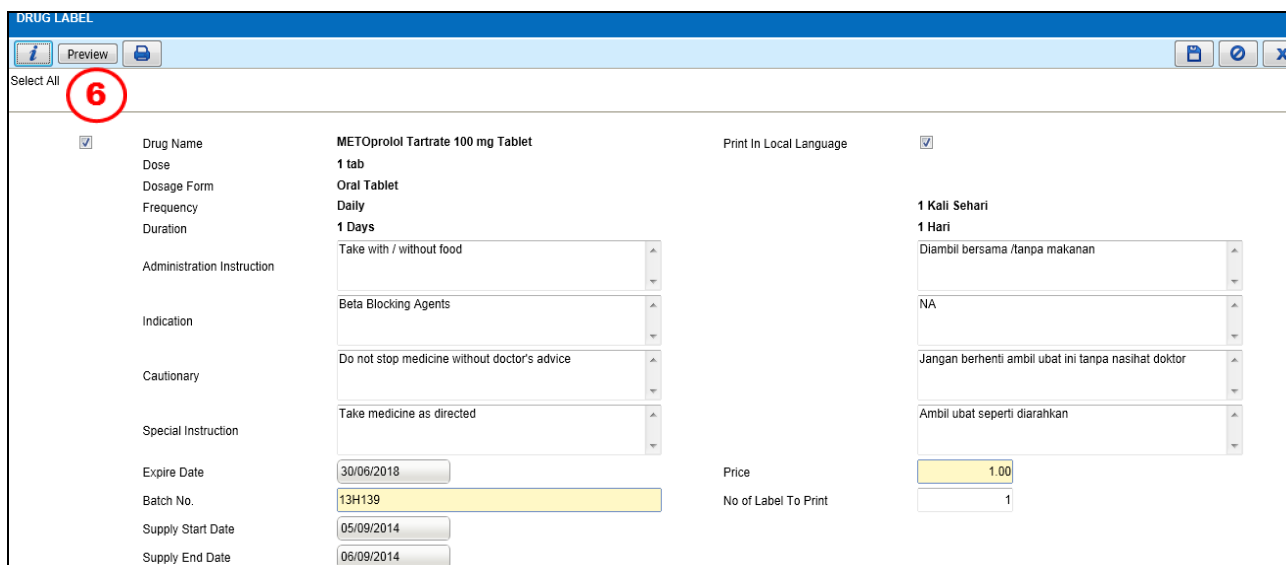
STEP 5

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	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	1	05/09/2014

Figure 3.7.2-4 Print Drug Label



DRUG LABEL			
<div> Preview </div>			
Select All			
<input checked="" type="checkbox"/>	Drug Name	METoprolol Tartrate 100 mg Tablet	Print In Local Language <input checked="" type="checkbox"/>
	Dose	1 tab	
	Dosage Form	Oral Tablet	
	Frequency	Daily	1 Kali Sehari
	Duration	1 Days	1 Hari
	Administration Instruction	Take with / without food	Diambil bersama /tanpa makanan
	Indication	Beta Blocking Agents	NA
	Cautionary	Do not stop medicine without doctor's advice	Jangan berhenti ambil ubat ini tanpa nasihat doktor
	Special Instruction	Take medicine as directed	Ambil ubat seperti diarahkan
	Expiry Date	30/06/2018	Price 1.00
	Batch No.	13H139	No of Label To Print 1
	Supply Start Date	05/09/2014	
	Supply End Date	06/09/2014	

Figure 3.7.2-5 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 PAKAR SULTANAH FATIMAH, MUAR						
<div>     </div>						
HPSF00032101		WAD 13 (O&G), 12		05/09/2014		
1 tab	Oral	Daily				
Take medicine as directed						
Do not stop medicine without doctor's advice						
METOprolol Tartrate 100mg Tab						
05/09	06/09					
1 tab		RM1.00		BN: 13H139		EXP:30/06/2018
UBAT TERKAWAL						




Figure 3.7.2-6 Print Drug Label

STEP 7

Click on the  button to print the drug label

MANAGE FILL LIST



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

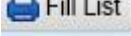
No Of Days
1

☐ Dangerous Drug
☒ Normal Drug

1 / 1

Figure 3.7.2-7 Print Fill List

STEP 8

Click on the  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	30/06/2018
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	30/09/2016
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	1548000	30/11/2015

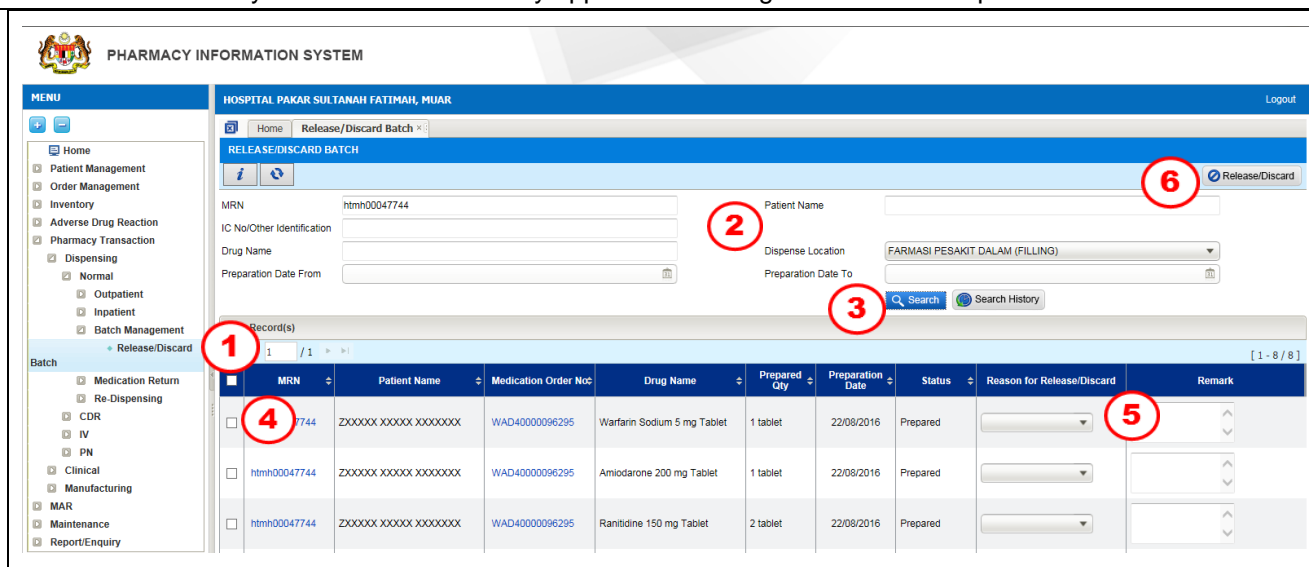
Figure 3.7.2-8 Fill List

STEP 9

Click on the  button to print the fill list

3.8 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 Patient Name: [Field] **6** Release/Discard

IC No/Other Identification: [Field] **2** Dispense Location: FARMASI PESAKIT DALAM (FILLING)

Drug Name: [Field] Preparation Date From: [Field] Preparation Date To: [Field] **3** 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 checked="" type="checkbox"/> 4	7744	ZXXXXX.XXXXXX.XXXXXXX	WAD40000096295	Warfarin Sodium 5 mg Tablet	1 tablet	22/08/2016	Prepared	[Dropdown] 5	
<input type="checkbox"/>	htmh00047744	ZXXXXX.XXXXXX.XXXXXXX	WAD40000096295	Amiodarone 200 mg Tablet	1 tablet	22/08/2016	Prepared	[Dropdown]	
<input type="checkbox"/>	htmh00047744	ZXXXXX.XXXXXX.XXXXXXX	WAD40000096295	Ranitidine 150 mg Tablet	2 tablet	22/08/2016	Prepared	[Dropdown]	

Figure 3.8-1 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

3.9 Medication Return

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

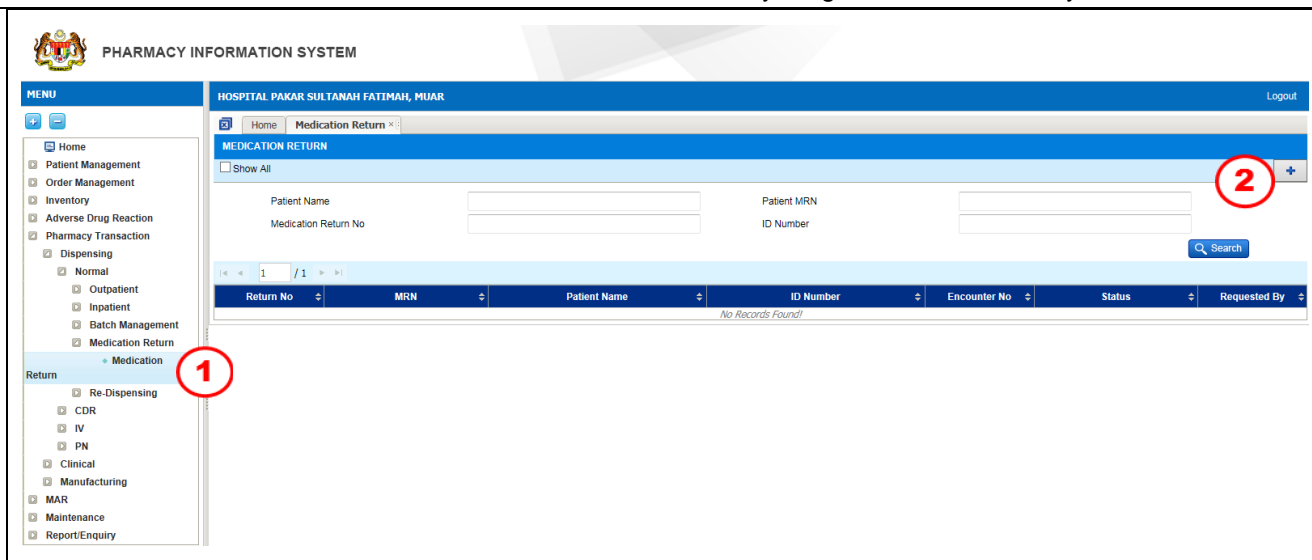



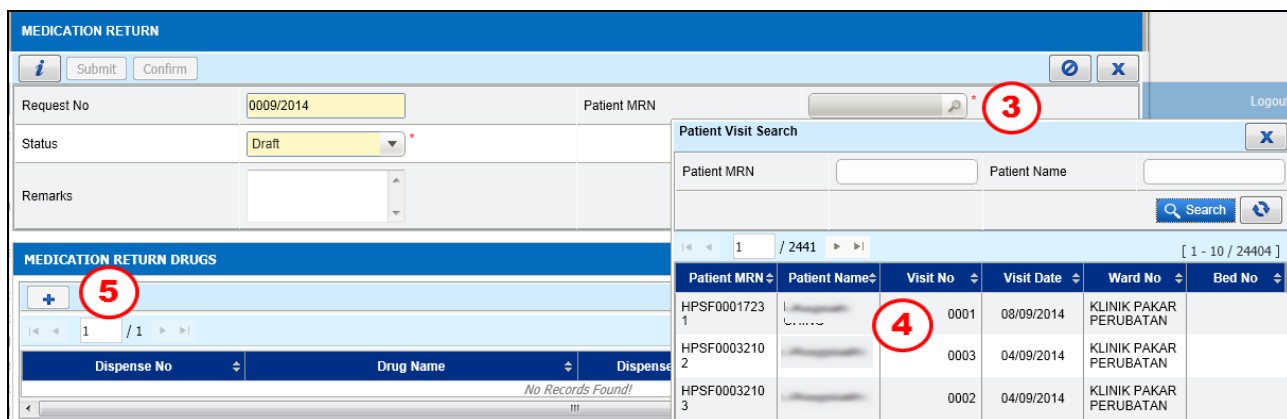
Figure 3.9-1 Medication Return Listing Page

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to add new patient record



Patient MRN	Patient Name	Visit No	Visit Date	Ward No	Bed No
HPSF0001723	1	0001	08/09/2014	KLINIK PAKAR PERUBATAN	
HPSF0003210	2	0003	04/09/2014	KLINIK PAKAR PERUBATAN	
HPSF0003210	3	0002	04/09/2014	KLINIK PAKAR PERUBATAN	

Figure 3.9-2 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

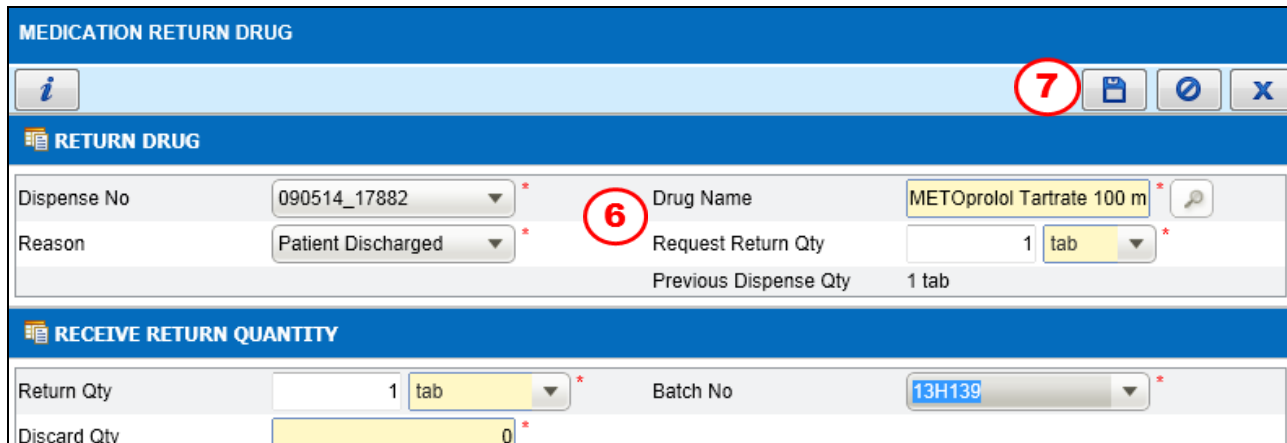


Figure 3.9-3 Medication Return

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

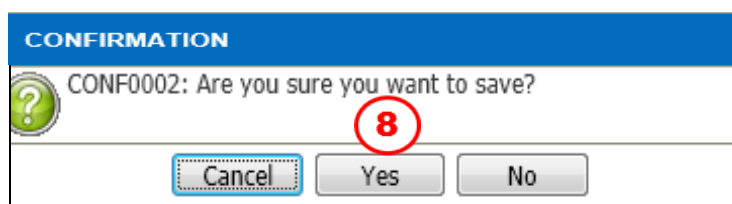
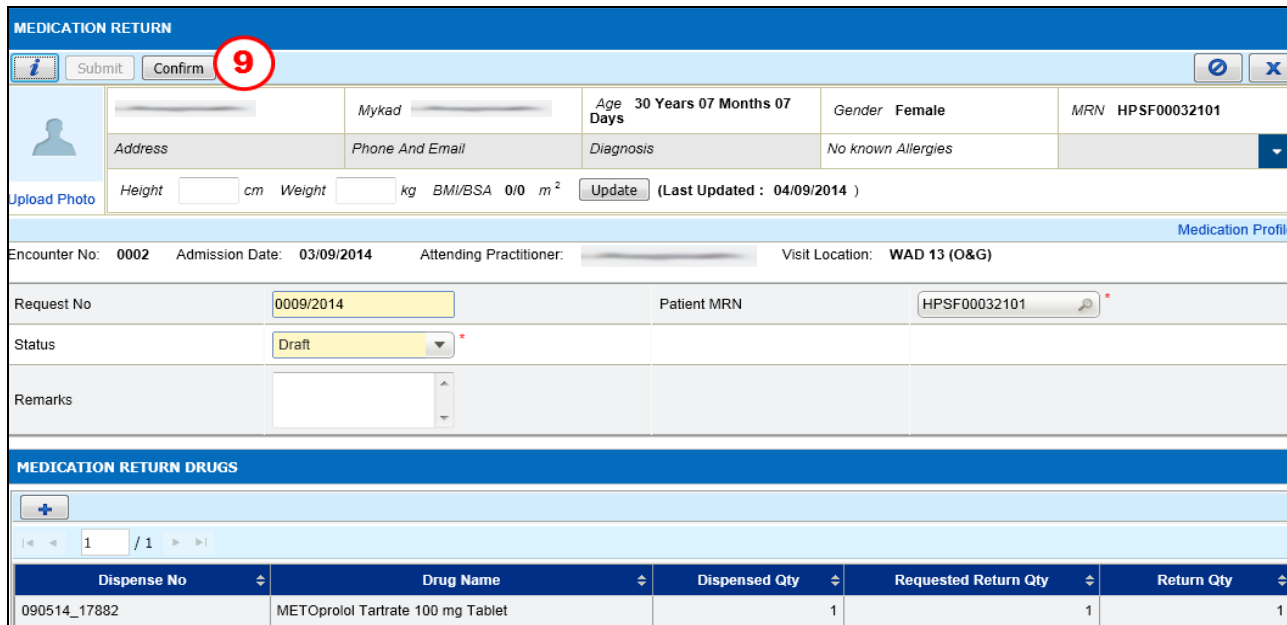


Figure 3.9-4 Confirmation Alert Message

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 m² 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]

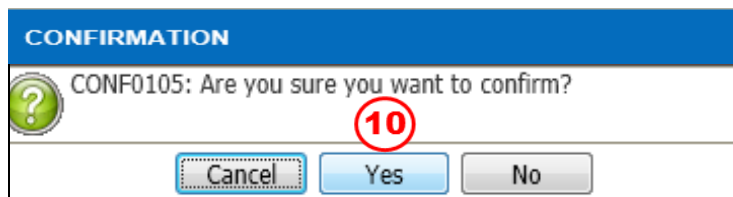
MEDICATION RETURN DRUGS

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

Figure 3.9-5 Medication Return

STEP 9

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



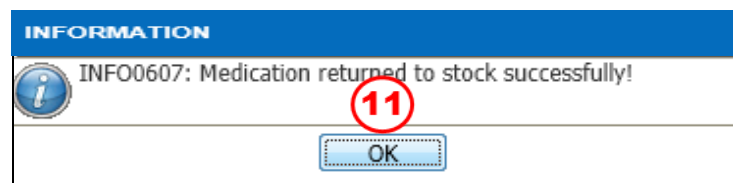
CONFIRMATION

CONF0105: Are you sure you want to confirm?

10

Cancel Yes No

Figure 3.9-6 Confirmation Alert Message



INFORMATION

INFO0607: Medication returned to stock successfully!

11

OK

Figure 3.9-7 Information Alert Message

STEP 10

Click on the **Yes** button

STEP 11

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

3.10 Re-Dispensing

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

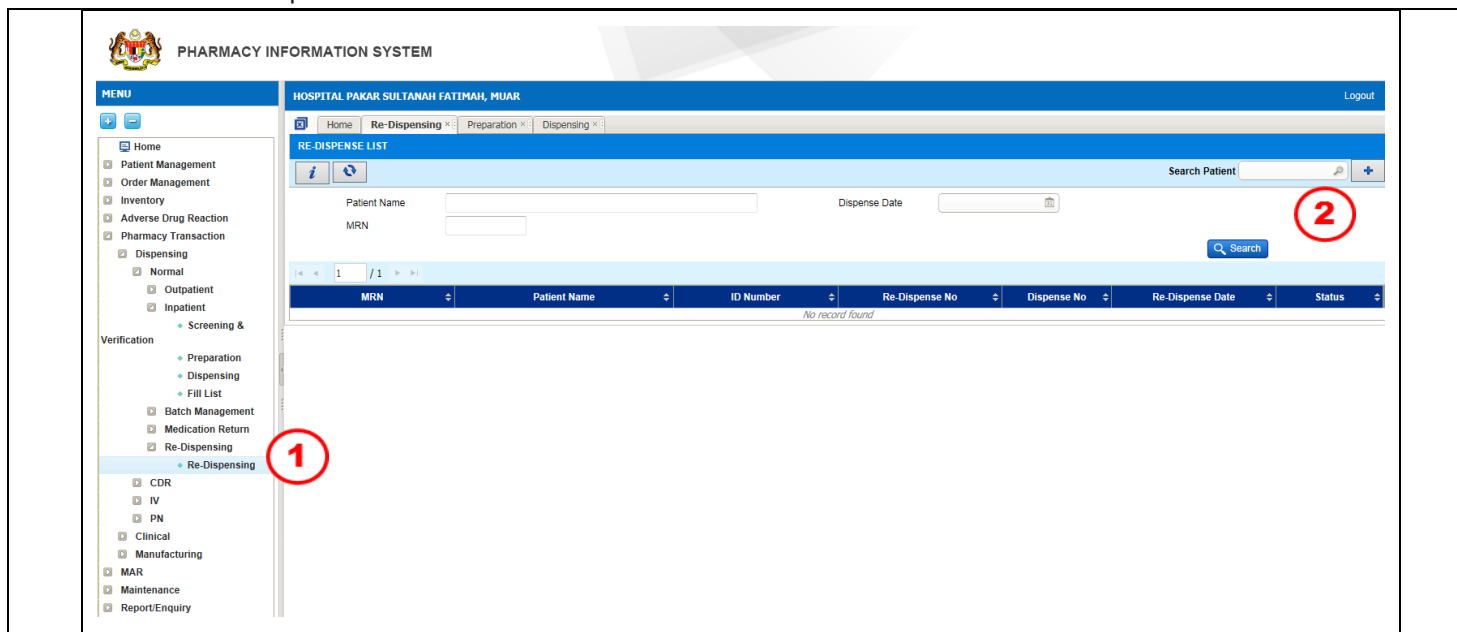


Figure 3.10-1 Re-Dispensing

STEP 1

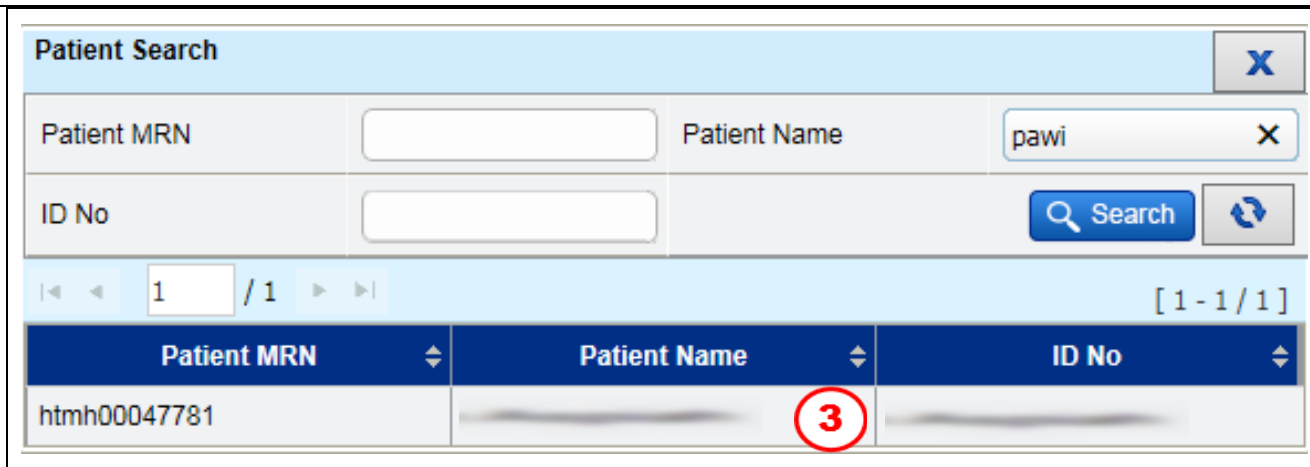
Click on 'Re-Dispensing' sub menu

STEP 2

Click on the  button to search patient

Note

- Search MRN screen will be displayed as per Figure 3.10-2.
- 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 3.10-1.
- If need to re-dispense the drug again, click on the selected patient name and continue to proceed dispensing process.



Patient Search

Patient MRN: Patient Name:

ID No:

1 / 1 [1 - 1 / 1]

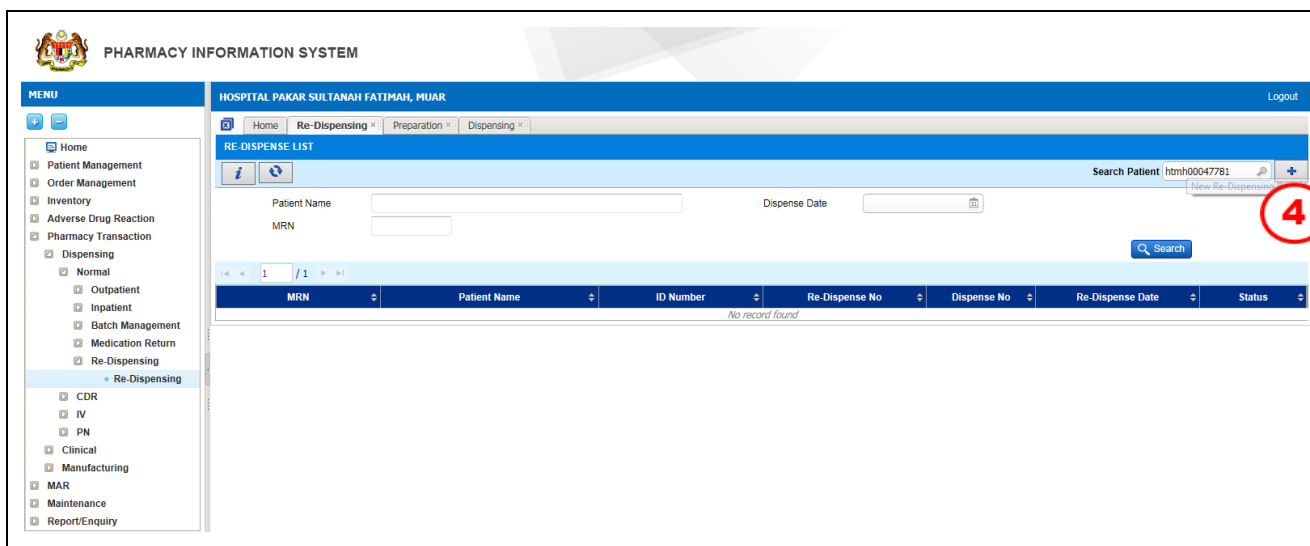
Patient MRN	Patient Name	ID No
htmlh00047781		

3

Figure 3.10-2 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:

Patient Name: Dispense Date:

MRN:


1 / 1

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

4

Figure 3.10-3 Re- Dispensing

STEP 4

Click on the  button to add new re-dispensing record as Figure 3.10-3

RE DISPENSING

Mykad

Age 18 Years 16 Days

Gender Male

MRN htmh00047781

Address

Phone And Email

Diagnosis

No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² (Last Updated :)

Upload Photo

Medication Profile

Re-Dispense No Dispense No Status

Dispensing Search

Dispense No Prescription No

Visit Date From Visit Date To


Dispense Date From Dispense Date To

Patient Type

Selection	Rx No	Drug Name	Dispense No	Dispense Date	Department	Dispense Location	Prescription No	Visit No	Remarks
			081816_00334	8/2016 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 3.0-4 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**

PB_U. MANUAL_INPATIENT PHARMACY-v1.5

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RE DISPENSING

11

Edit Label

Re-Dispense

X

Mykad

Age 18 Years 16 Days

Gender Male

MRN htmh

Address

Phone And Email

Diagnosis

No known Allergies

Height cm Weight kg BMI/BSA 0/0 m²

Update (Last Updated :)

Upload Photo

Medication Profile

Re-Dispense No RD240816_00030

Dispense No 081816_00334

Status Draft

1 / 1

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input checked="" type="checkbox"/>	WAD40000096293	Allopurinol 300 mg Tablet	300 mg, OD, 7 Days	7 tablet	1 tablet	081816_00334	1	Lost	Remarks
<input checked="" type="checkbox"/>	WAD40000096293	Rantidine 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, OV, 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 3.10-5 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 if necessary (to reprint the drug label)

STEP 12

Click on the button

INFORMATION

INFO0531: This Re-Dispense is dispensed successfully

13

OK

Figure 3.10-6 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	Click Here	12	CDR Dispensing	Click Here
2	CDR Order	Click Here	13	Methadone Dispensing	Click Here
3	TDM Order	Click Here	14	PN Dispensing	Click Here
4	PN Order	Click Here	15	Order Management	Click Here
5	IV Order	Click Here	16	Patient Management	Click Here
6	Prepacking	Click Here	17	Radiopharmaceutical	Click Here
7	Galenical	Click Here	18	Outpatient	Click Here
8	MTAC	Click Here	19	Special Drug Request	Click Here
9	ADR & DAC	Click Here	20	MAR	Click Here
10	Medication Counselling	Click Here	21	DICE	Click Here
11	Ward Pharmacy	Click Here	22		