

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

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

<b>Version</b>	<b>: 9<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: PB_U. MANUAL_INPATIENT PHARMACY</b>



PhIS & CPS Project  
User Manual – Inpatient Pharmacy



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## 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

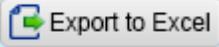
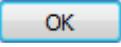
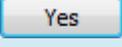
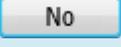
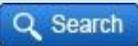
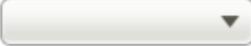
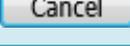
### 1.3 Organised Sections

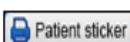
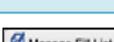
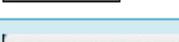
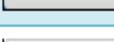
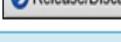
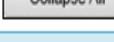
These are the sections within this document:

- 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	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

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

**Note**

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

## 3.0 Inpatient Pharmacy

### Overview

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

### User Group

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

### Functional Diagram

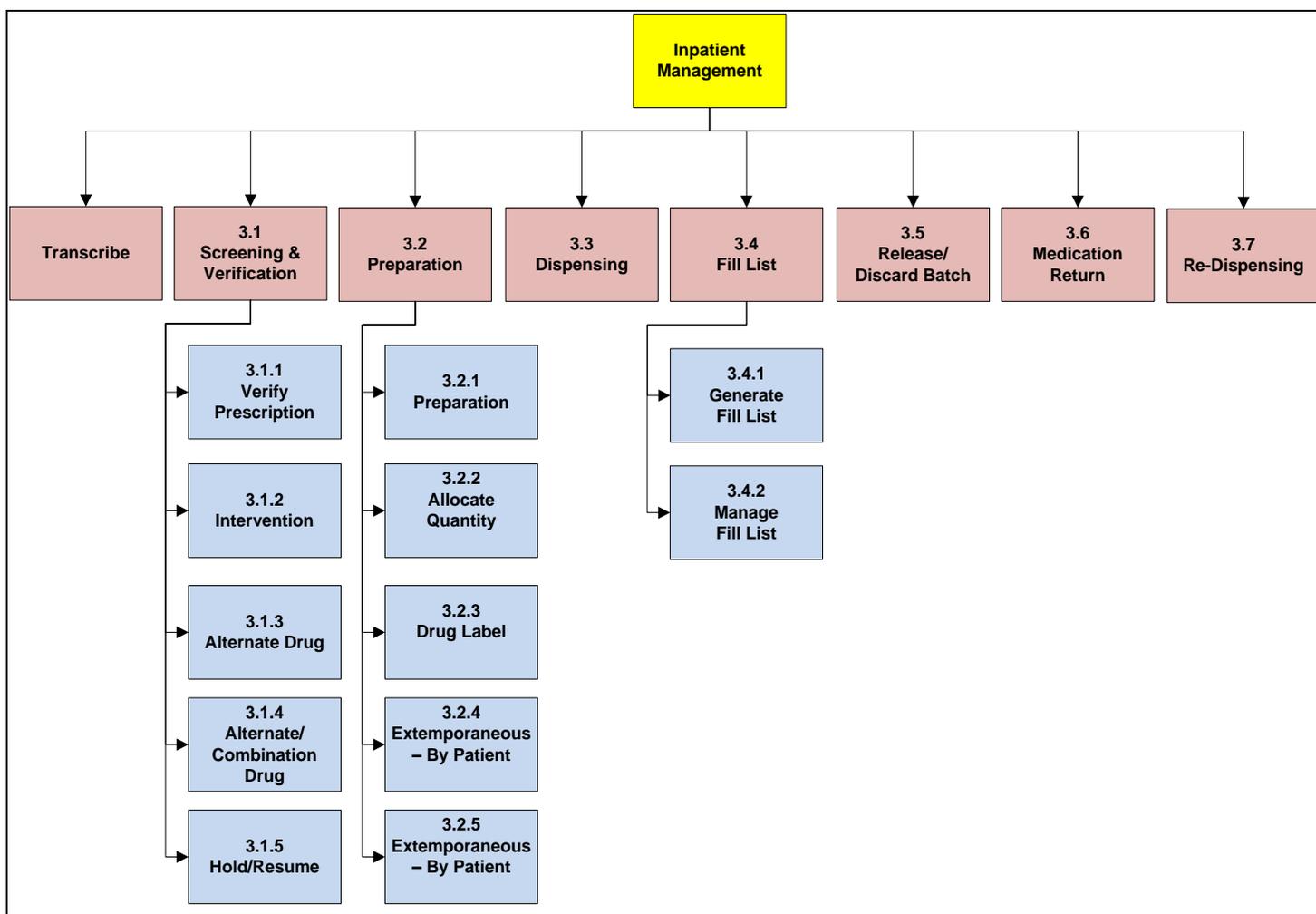


Figure 3.0-1



## Functional Description

Inpatient Pharmacy comprises of seven (8) main functions:

- **Transcribing**

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

- **Screening & Verification**

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

- **Preparation**

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

- **Dispensing**

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

- **Fill List**

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

- **Release / Discard Batch**

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

- **Medication Return**

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

- **Re-Dispensing**

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

### 3.1 Search Registered Patient

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

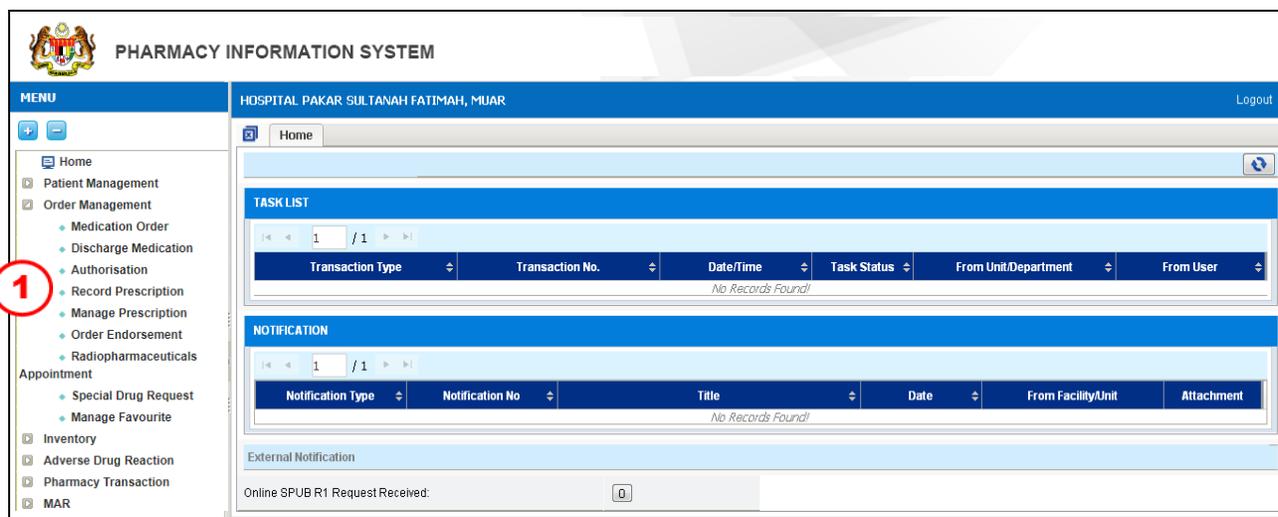


Figure 3.1-1 PhIS Home Page

#### STEP 1

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

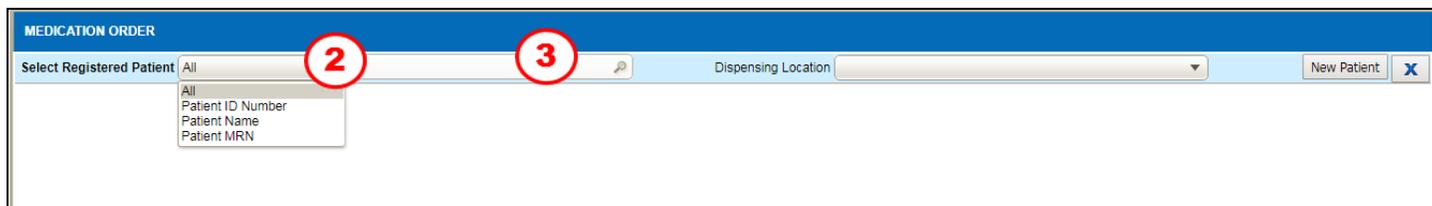


Figure 3.1-2 Medication Order

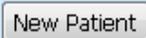
#### STEP 2

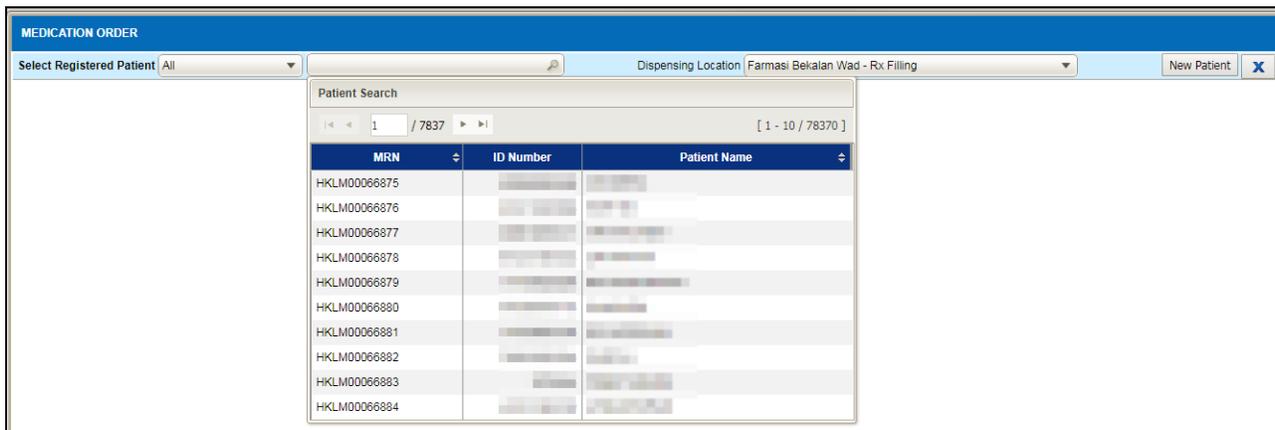
Select type of details of patient details.

#### STEP 3

Click on the  button to search for a registered patient

#### Note

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

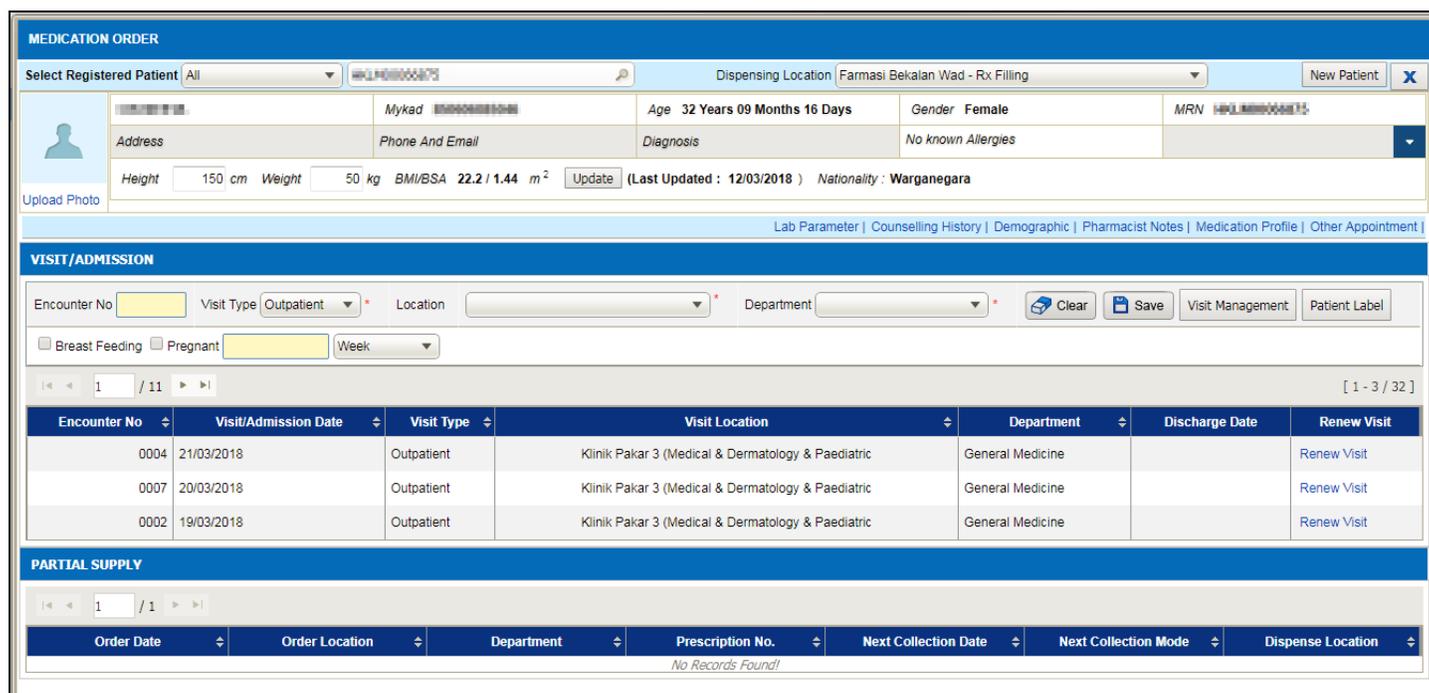


MRN	ID Number	Patient Name
HKLM00066875		
HKLM00066876		
HKLM00066877		
HKLM00066878		
HKLM00066879		
HKLM00066880		
HKLM00066881		
HKLM00066882		
HKLM00066883		
HKLM00066884		

**Figure 3.1-3 Search Patient**

## STEP 4

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



Encounter No	Visit/Admission Date	Visit Type	Visit Location	Department	Discharge Date	Renew Visit
0004	21/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric)	General Medicine		Renew Visit
0007	20/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric)	General Medicine		Renew Visit
0002	19/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric)	General Medicine		Renew Visit

**Figure 3.1-4 Medication Order Screen**

### Note

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

**MEDICATION ORDER**

Select Registered Patient All
Dispensing Location Farmasi Bekalan Wad - Rx Filling
New Patient X

Mykad XXXXXXXXXX

Age **32 Years 09 Months 16 Days**

Gender **Female**

MRN XXXXXXXXXX

Address XXXXXXXXXX

Phone And Email XXXXXXXXXX

Diagnosis XXXXXXXXXX

No known Allergies

Height 150 cm Weight 50 kg BMI/BSA 22.2 / 1.44 m<sup>2</sup>

Update (Last Updated : 12/03/2018 ) Nationality : **Warganegara**

[Lab Parameter](#) | [Counselling History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

**VISIT/ADMISSION**

Encounter No 
Visit Type Outpatient
Location 
Department 
Clear Save Visit Management Patient Label

Breast Feeding  Pregnant  Week

[ 1 - 3 / 32 ]

Encounter No	Visit/Admission Date	Visit Type	Visit Location	Department	Discharge Date	Renew Visit
0004	21/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric	General Me <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">5</span>		Renew Visit
0007	20/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric	General Medicine		Renew Visit
0002	19/03/2018	Outpatient	Klinik Pakar 3 (Medical & Dermatology & Paediatric	General Medicine		Renew Visit

**PARTIAL SUPPLY**

[ 1 - 1 / 1 ]

Order Date	Order Location	Department	Prescription No.	Next Collection Date	Next Collection Mode	Dispense Location
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 All
Dispensing Location Farmasi Bekalan Wad - Rx Filling
New Patient X

CIK NEETA

Mykad 8506085046

Age **32 Years 09 Months 16 Days**

Gender **Female**

MRN HKLM00066875

Address XXXXXXXXXX

Phone And Email XXXXXXXXXX

Diagnosis XXXXXXXXXX

No known Allergies

Height 150 cm Weight 50 kg BMI/BSA 22.2 / 1.44 m<sup>2</sup>

Update (Last Updated : 22/03/2018 ) Nationality : **Warganegara**

[Lab Parameter](#) | [Counselling History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No 0001
Visit Type Outpatient
Location Klinik Pakar 3 (Medical & Dermatology)
Department General Medicine
Clear Visit Management Patient Label

Breast Feeding  Pregnant  Week

**VISIT RECORD**

Original Prescription Serial Number 11111
View Order Draft Confirm

- Patient Diagnosis
- Allergy
- Adverse Drug Reaction
- Nutritional Assessment
- Normal Order
- Infusion Order
- Parenteral Nutrition
- Cytotoxic Drug Reconstitution
- Therapeutic Drug Monitoring
- Radiopharmaceuticals

**NORMAL ORDER - DRUG DETAILS**

Original Prescriber Name 
Advanced Search

Alert	Drug Name	Order Details	Order Qty	Drug Info
<input type="checkbox"/>				

Own Medication  
 Ward Stock  
 Patient Require Counselling

**Figure 3.1-6 Medication Order Detail**

### 3.2 New Patient Registration

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

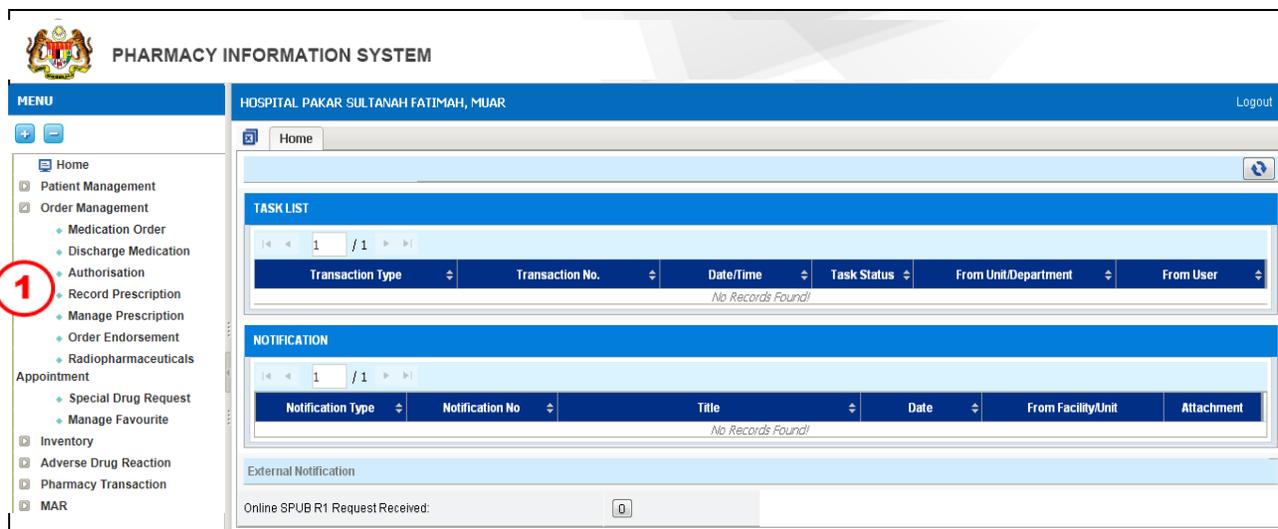


Figure 3.2-1 PhIS Home Page

#### STEP 1

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



Figure 3.2-2 Transcribe Order Create New Patient

#### STEP 2

Click on the  to register for new patient

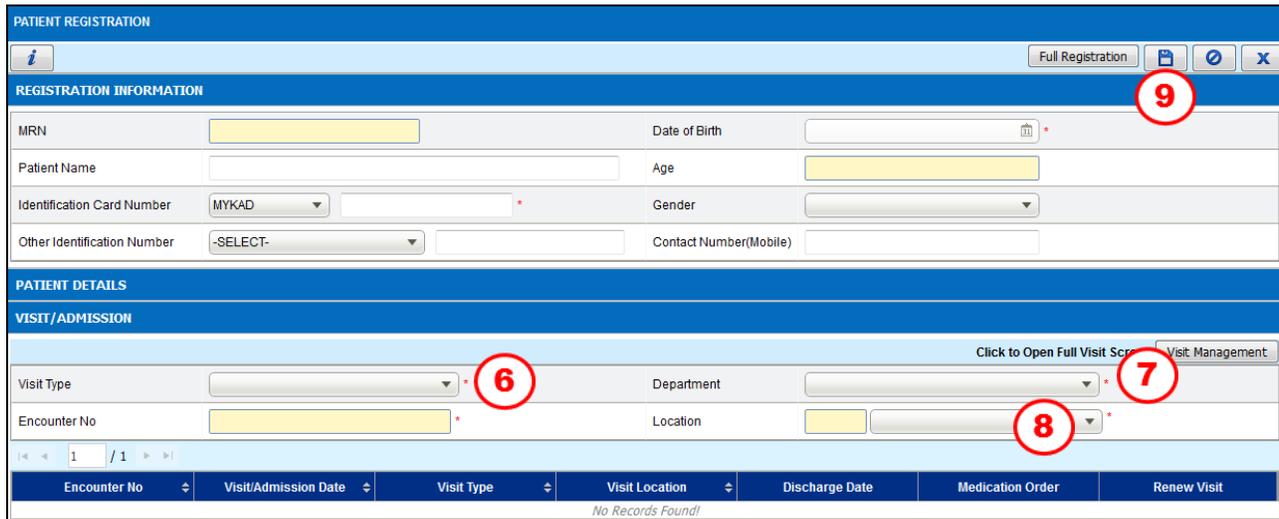


Figure 3.2-4 Visit / Admission

#### 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  to assess 'Visit Management' Screen. (Refer to Appendix 2).
- Another option to register a new patient is to click on the  button located under Patient Quick Registration that will display the same screen as Figure 3.2-3.



**MEDICATION ORDER**

Select Registered Patient | All | HKL000066875 | Dispensing Location | Farmasi Bekalan Wad - Rx Filling | New Patient

**CIK NEETA**  
Mykad: 850606085046 | Age: 32 Years 09 Months 16 Days | Gender: Female | MRN: HKLM00066875  
Address | Phone And Email | Diagnosis | No known Allergies  
Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m<sup>2</sup> | Update (Last Updated: 22/03/2018) | Nationality: Warganegara

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

Encounter No: 0001 | Visit Type: Outpatient | Location: Klinik Pakar 3 (Medical & Dermatology) | Department: General Medicine | Clear | Visit Management | Patient Label

Breast Feeding | Pregnant | Week

**VISIT RECORD**

Original Prescription Serial Number: 11111

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

Original Prescriber Name | Drug | Advanced Search | Alert | Drug Name | Order Details | Order Qty | Drug Info

Own Medication  
 Ward Stock  
 Patient Require Counselling

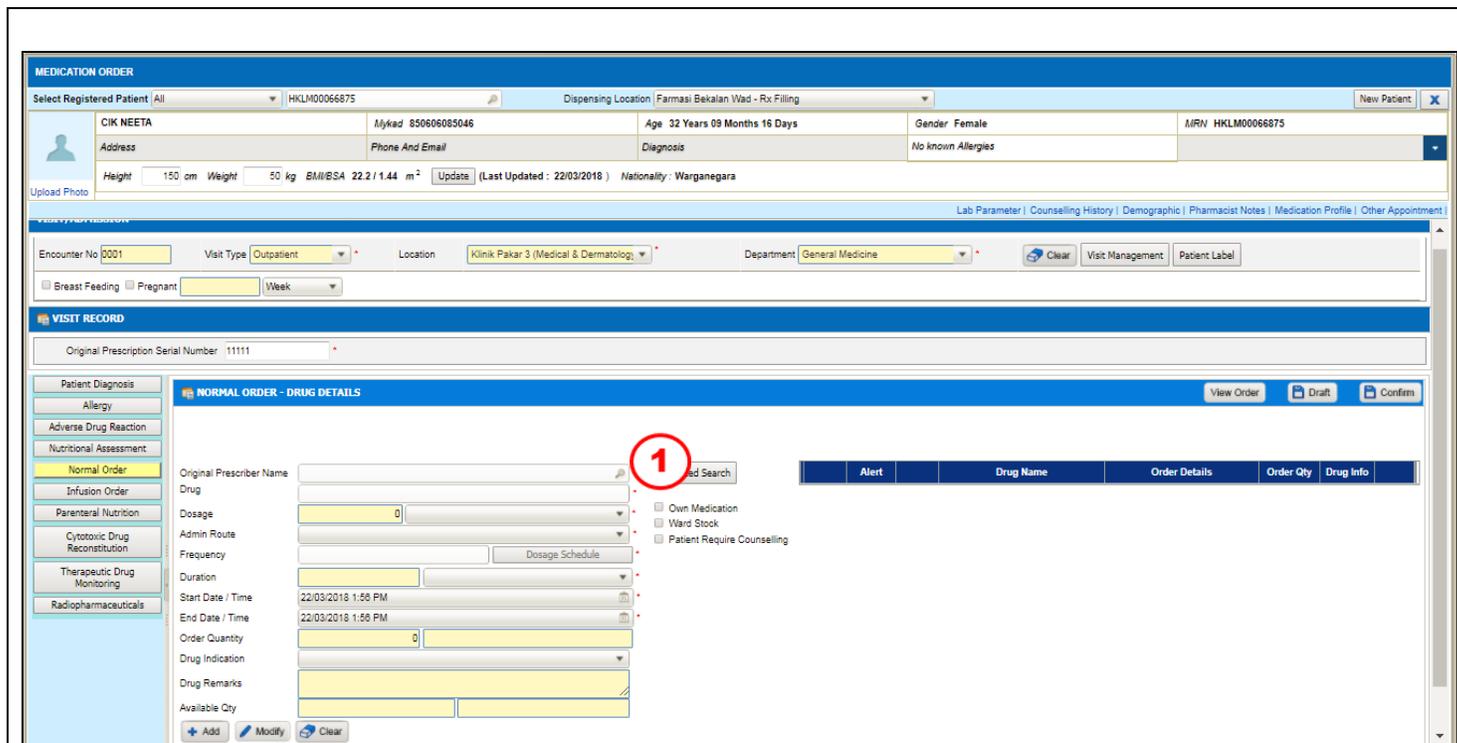
Original Prescriber Name: [Text Field]  
Drug: [Text Field]  
Dosage: [Text Field]  
Admin Route: [Text Field]  
Frequency: [Text Field] | Dosage Schedule  
Duration: [Text Field]  
Start Date / Time: 22/03/2018 1:56 PM  
End Date / Time: 22/03/2018 1:56 PM  
Order Quantity: [Text Field]  
Drug Indication: [Text Field]  
Drug Remarks: [Text Area]  
Available Qty: [Text Field]

+ Add | Modify | Clear

Figure 3.2-5 Medication

### 3.3 Inpatient Pharmacy (IP) Order

To perform these steps below to create new order



The screenshot displays the 'MEDICATION ORDER' interface. At the top, it shows patient information for 'CIK NEETA' with Mykad 850606085046, age 32 years 09 months 16 days, and gender Female. The patient's address and phone/email are also visible. Below this, there are fields for 'Encounter No' (0001), 'Visit Type' (Outpatient), 'Location' (Klinik Pakar 3 (Medical & Dermatology)), and 'Department' (General Medicine). The 'VISIT RECORD' section shows the 'Original Prescription Serial Number' as 11111. The main area is titled 'NORMAL ORDER - DRUG DETAILS' and contains a form for entering drug order information. A red circle with the number '1' highlights the 'Add Search' button next to the 'Original Prescriber Name' field. To the right of the form is a table with columns: Alert, Drug Name, Order Details, Order Qty, and Drug Info. The form includes fields for Drug, Dosage, Admin Route, Frequency, Duration, Start Date / Time, End Date / Time, Order Quantity, Drug Indication, Drug Remarks, and Available Qty. There are also checkboxes for 'Own Medication', 'Ward Stock', and 'Patient Require Counselling'.

Figure 3.3-1 Normal Inpatient Order

#### STEP 1

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

**MEDICATION ORDER**

Select Registered Patient: All | HKLM00066875 | Dispensing Location: Farmasi Bekalan Wad - Rx Filling | New Patient: X

**Patient Information:**  
 Name: CIK NEETA | Mykad: 850606085046 | Age: 32 Years 09 Months 16 Days | Gender: Female | MRN: HKLM00066875  
 Address: | Phone And Email: | Diagnosis: | No known Allergies  
 Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m<sup>2</sup> | Update (Last Updated: 22/03/2018) | Nationality: Warganegara

**VISIT RECORD**

Original Prescription Serial Number: \*

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

Original Prescriber Name: [Advanced Search]

Search	Prescriber Name	Department/Dis
	IHSAN BIN ISMAIL	General Medicine
	YECH CHEN WYE	General Medicine
	DR SOOD	Orthopaedic
	GARY SOON PAUSIONG	Mouth Maxillofacial Surgery
	MELISSA OOI WAN YUN	Mouth Maxillofacial Surgery
	FAIRUZ IYUJA' NADHIRAH BINTI MOHD MAIDIN	Paediatric
	DR NORITA BINTI ZAINOL	Chemical Pathology
	DR LEE CUN COON	Emergency Medicine
	DR ROSHIDI BIN ABD HAKIM	Anaesthesiology

Figure 3.3-2 Prescriber List

## STEP 2

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

**MEDICATION ORDER**

Select Registered Patient: All | HKLM00066875 | Dispensing Location: Farmasi Bekalan Wad - Rx Filling | New Patient: X

**Patient Information:**  
 Name: CIK NEETA | Mykad: 850606085046 | Age: 32 Years 09 Months 16 Days | Gender: Female | MRN: HKLM00066875  
 Address: | Phone And Email: | Diagnosis: | No known Allergies  
 Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m<sup>2</sup> | Update (Last Updated: 22/03/2018) | Nationality: Warganegara

**VISIT RECORD**

Original Prescription Serial Number: \* **3**

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

Original Prescriber Name: [Advanced Search]

Drug: [ ]

Dosage: [0] [ ]

Own Medication  
 Ward Stock

Figure 3.3-3 Original Order Transaction Number

## STEP 3

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

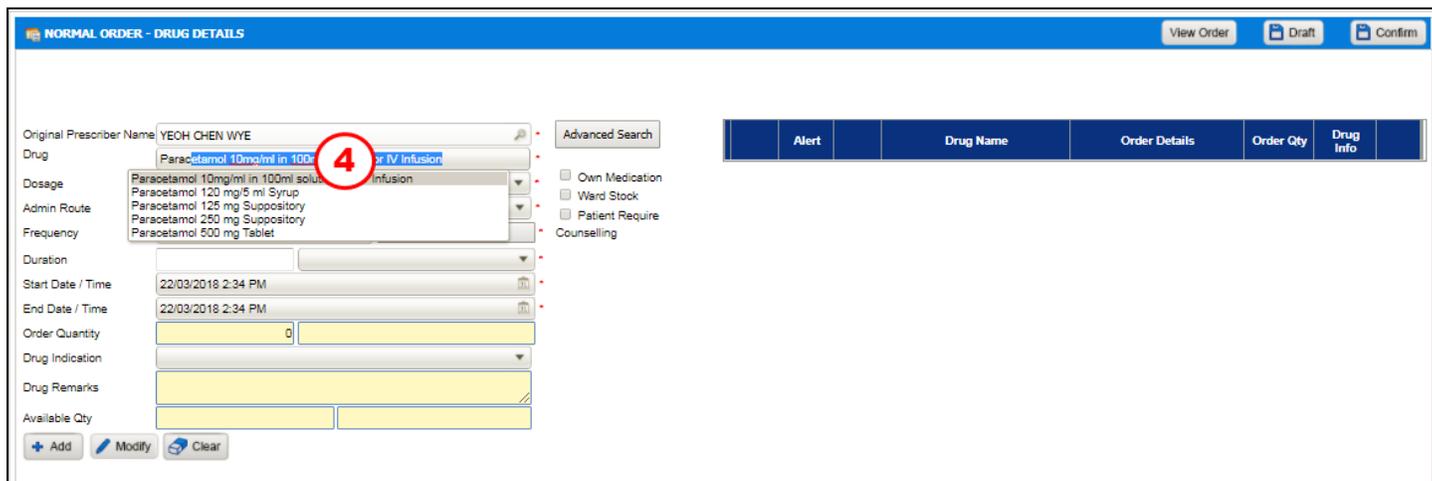


Figure 3.3-4 Prescription Screen

#### 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 *Advanced Search* button.
- The screen displays information as below:
  - a) DrugName
  - b) ATC
  - c) Active Ingredient
  - d) Favourite

#### Note

- a) 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			Drug Category
<input type="button" value="Search"/> <input type="button" value="X"/>			
Search Result			
< < 1 / 96 > >		[ 1 - 10 / 951 ]	
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			
<input type="button" value="Search"/> <input type="button" value="X"/>				
Search Result				
< < 1 / 1 > >		[ 1 - 2 / 2 ]		
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	
Active Ingredient		<input type="text"/>		
Dosage Form		<input type="text"/>		
Admin Route		<input type="text"/>		
			 	
<input type="text" value="1"/> / 96			[ 1 - 10 / 951 ]	
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

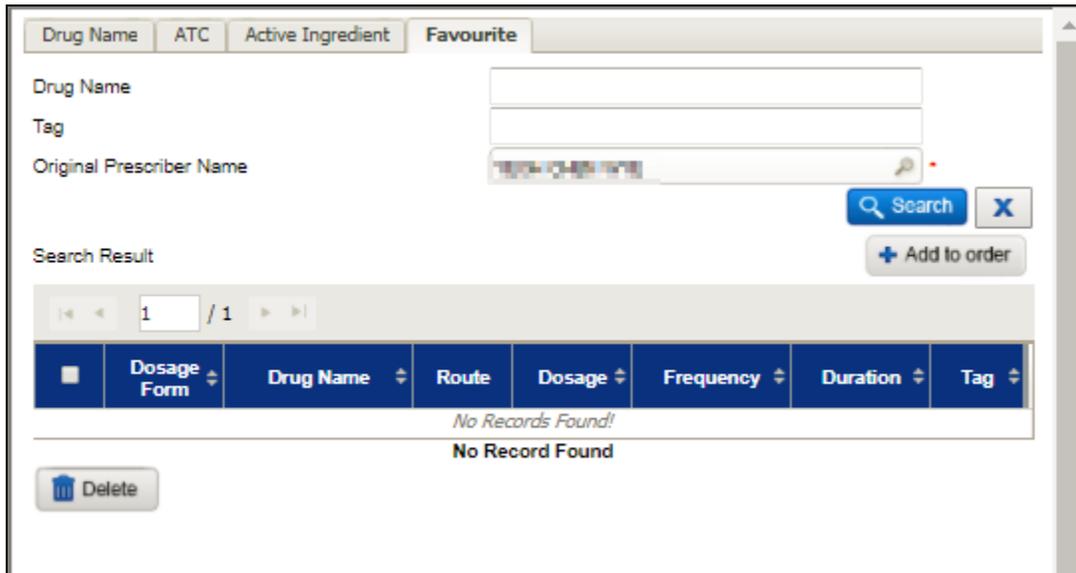


Figure 3.3-8 Favourite search Detail Screen

**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

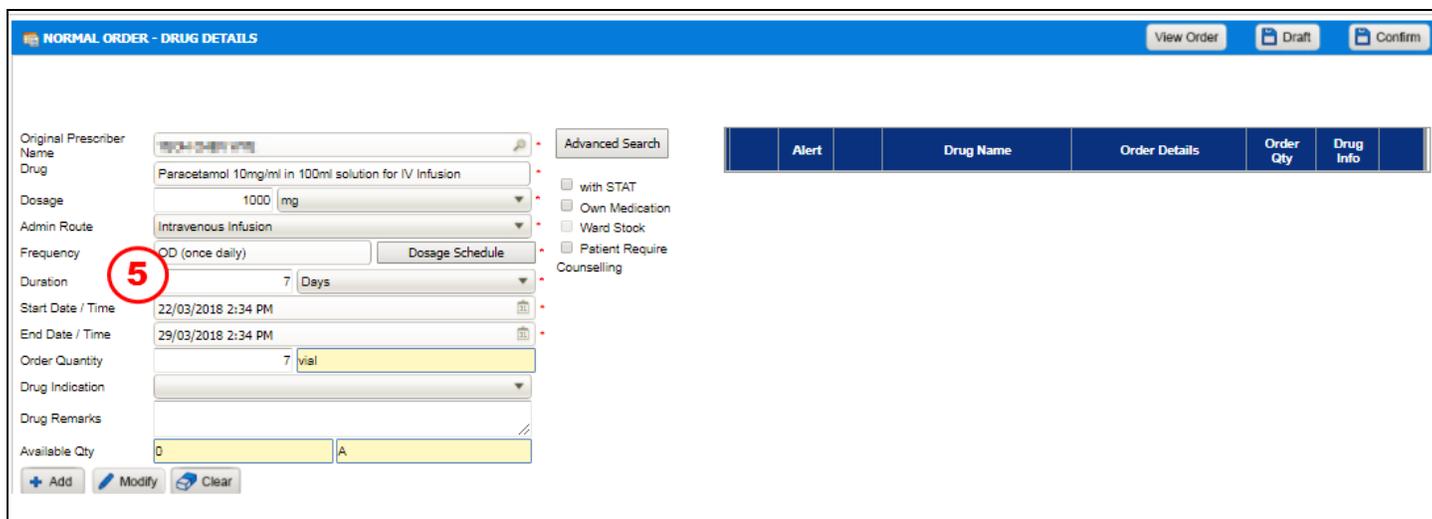


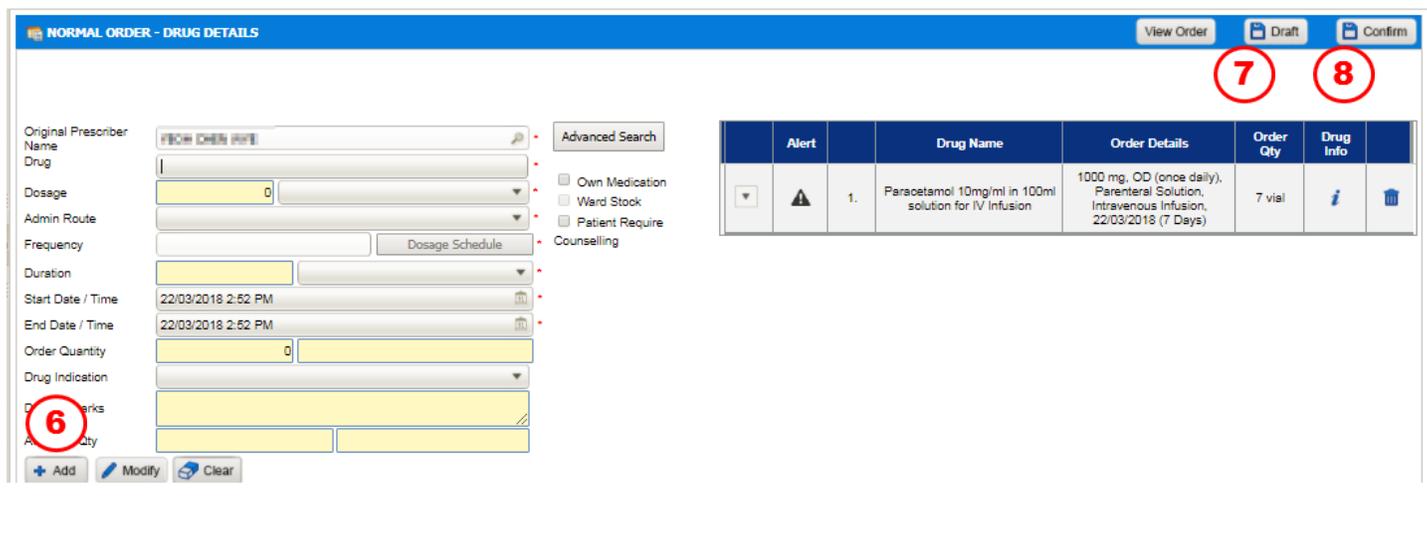
Figure 3.3-9 Medication Order

**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.



Alert	Drug Name	Order Details	Order Qty	Drug Info
!	1. Paracetamol 10mg/ml in 100ml solution for IV Infusion	1000 mg, OD (once daily), Parenteral Solution, Intravenous Infusion, 22/03/2018 (7 Days)	7 vial	i

Figure 3.3-10 Medication Order

**STEP 6**

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.

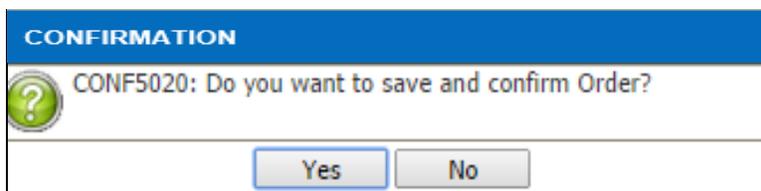


Figure 3.3-11 Medication Order

**STEP 9**

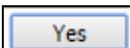
Click on the  button displayed. Refer Figure 3.3-11



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.

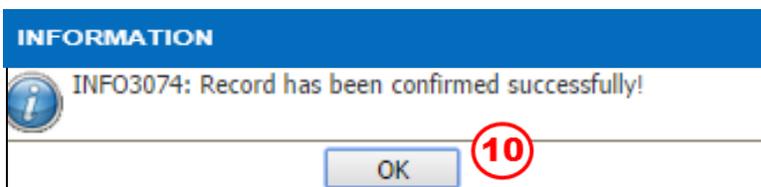
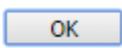


Figure 3.3-13 Medication Order

**STEP 10**

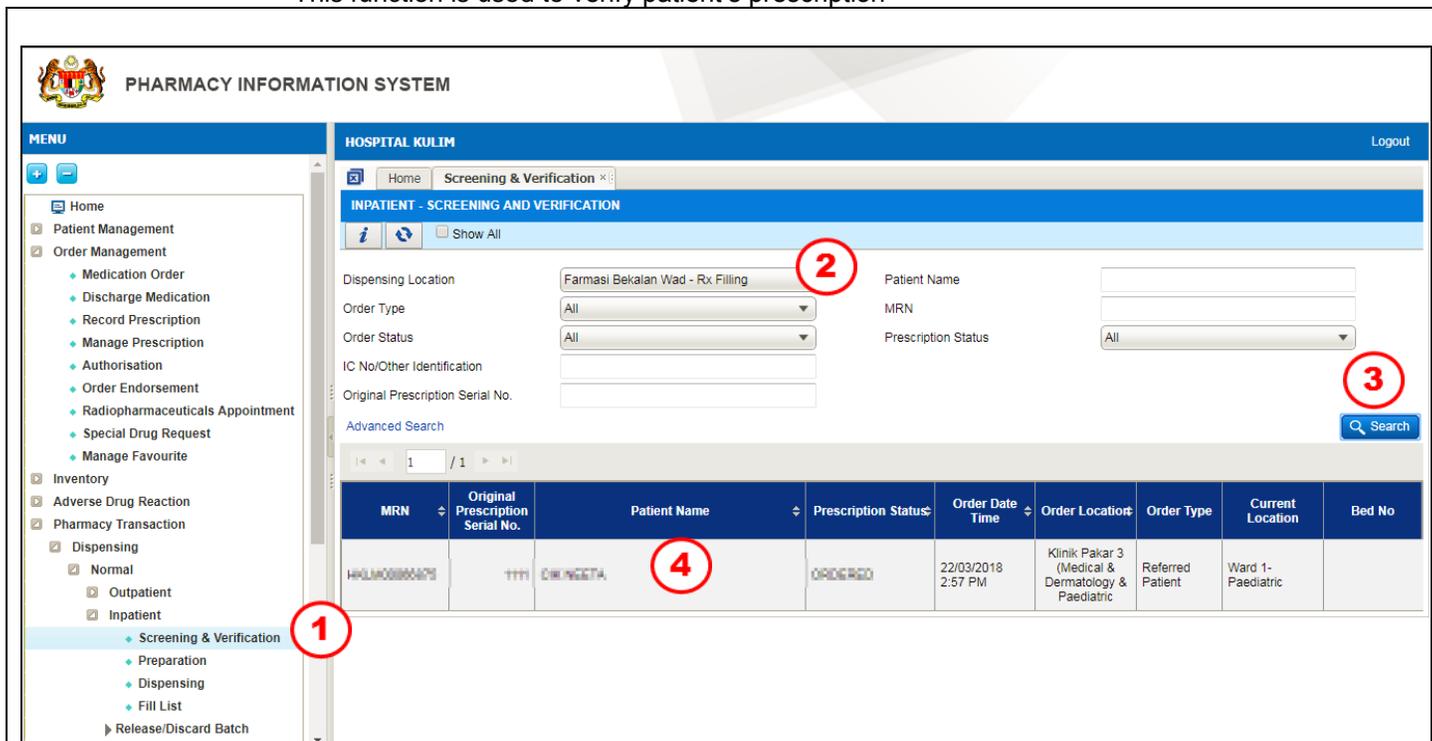
Click on the  button displayed. Refer Figure 3.3-13

### 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



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL KULIM'. The main area is titled 'INPATIENT - SCREENING AND VERIFICATION'. It features a search bar with a 'Search' button (circled 3) and a table of prescription records. The table has columns for MRN, Original Prescription Serial No., Patient Name (circled 4), Prescription Status, Order Date Time, Order Location, Order Type, Current Location, and Bed No. A sample record is shown with MRN H4LM0886426, Original Prescription Serial No. 111, Patient Name DR NG SITA, Prescription Status ORDERED, Order Date Time 22/03/2018 2:57 PM, Order Location Klinik Pakar 3 (Medical & Dermatology & Paediatric), Order Type Referred Patient, Current Location Ward 1 - Paediatric, and Bed No. The left menu (circled 1) includes 'Screening & Verification'. The 'Dispensing Location' dropdown is set to 'Farmasi Bekalan Wad - Rx Filling' (circled 2).

Figure 3.4.1-1 Screening & Verification Listing Page

**Note**

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

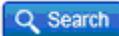
**STEP 1**

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	All -Type of search from range Normal, SPUB, Discharge and Referred Patient

		-SPUB -Discharge -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
g	Prescription Status	-Hold -Expired	Allow to search by prescription status
h	Original Prescription Serial No		Allow to search by Prescription Serial No
<b>Advance Search</b>			
g	Order Location	Order location. (It will list down all active location)	
h	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	
i	Order Date From		Start point for range of order date
j	Order Date To		Order Date To can be NULL or must be greater than the value for Order Date From
k	Bed		Search patient by bed number

**Table 3.4.1-1**

**Note**

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

- a) Order Location
- b) Order Location Type
- c) Order Date From
- d) Order Date To
- e) Bed No

**STEP 4**

Click on existing patient record as follow.

SCREENING AND VERIFICATION

Record Prescription
Print Original Prescription

Mykad: ██████████

Address: ██████████

Height: 150 cm Weight: 50 kg BMI/BSA: 22.2 / 1.44 m<sup>2</sup>

Age: 32 Years 09 Months 16 Days

Phone And Email: ██████████

Diagnosis: ██████████

(Last Updated: 22/03/2018)

Gender: Female

No known Allergies

Nationality: Warganegara

MRN: ██████████

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0001 Visit Date: 22/03/2018 Attending Practitioner: Visit L: 3 (Medical & Dermatology & Paediatric) Room No/Bed No: Rx No: Transcribed By: System Administrator

PHARMACY ORDER

Order Type: Referred Patient Order By: System Administrator

Supply Duration: 1 Day

PRESCRIPTION

ENGLISH
PROCEED TO PREPARATION
Patient sticker
Label
Label
Full Supply
Allocate
Verify

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	6 tablet	0	0 tablet	6 tablet (6 day(s))	Remarks	Detail	0 tablet		System Administrator	Ordered
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	Alternate(C)	0 tablet	3 tablet (6 day(s))	Remarks	Detail	0 tablet		System Administrator	Ordered
Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	Alternate(C)	0 tablet	6 tablet (6 day(s))	Remarks	Detail	0 tablet		System Administrator	Ordered
Amoxicillin 1g + Clavulanate 200mg Injection	1200 mg, Q8H, Intravenous Bolus, 6 Days 22/03/2018 03:16 PM - 28/03/2018 03:16 PM	18 vial	0	0 vial	18 vial (6 day(s))	Remarks	Detail	0 vial		System Administrator	Ordered

**Figure 3.4.1-2 Screening & Verification**

### STEP 5

Click on the  button to proceed verification process

### Note

- When selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen which is required patient information. Below is the list of patient information:
  - Patient Name
  - Patient Address
  - Patient IC Number
  - Patient Phone and Email
  - Patient Diagnosis
  - Patient Age
  - Patient Allergy
  - Patient Gender
  - Patient MRN
- Below options are provided for user to view the additional patient information. Click on the hyperlink as below:
  - a) **Lab Parameter**
    - Patient's laboratory test results.
  - b) **Counselling History**
    - Medication counselling history records.
  - c) **Demographic**
    - Patient's demographic details.

**d) Pharmacist Notes**

- Pharmacy notes such as MTAC, Ward Pharmacy and etc.

**e) Medication Profile**

- This hyperlink will show the patient's current medication and previous medication history.

**f) Other Appointments**

- This screen provides information if there are any other appointments recorded for the patient.

- Current visit information will be displayed as below:

- Admission Date
- Attending practitioner
- Visit location
- Room No / Bed No
- Rx No

- Prescription from order management will be displayed as below:

- Alert
- Drug Name
- Order Detail
- Order Qty - Quantity of drug ordered by the prescriber.
- Reserve Qty
- Balance Qty
- Remarks
- Drug Counselling
- Prev Disp Qty
- Freshly Prepare
- Status
- Drug Info

- To skip preparation screen, tick on the Proceed to Dispense  checkbox.
- Select ENGLISH  check box to print in English language.

**Note**

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

**PHARMACIST REMARK**

📄 🔍 ✕
 Prescriber Remark ✕

Order Stage Doctor Remark at Order Stage

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

Verification Stage

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

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

**Figure 3.4.1-3 Pharmacist Remark**

### 3.4.2 Intervention

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

PRESCRIPTION												
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input checked="" type="checkbox"/>	Line 10 mg Tablet	10 mg, OM, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	6 tablet	<input type="checkbox"/>	0 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		*****	Ordered
<input checked="" type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	<input type="checkbox"/>	0 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		*****	Ordered
<input checked="" type="checkbox"/>	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	<input type="checkbox"/>	0 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		*****	Ordered
<input checked="" type="checkbox"/>	Amoxicillin 1g + Clavulanate 200mg Injection	1200 mg, Q8H, Intravenous Bolus, 6 Days 22/03/2018 03:16 PM - 28/03/2018 03:16 PM	18 vial	<input type="checkbox"/>	0 vial	18 vial (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 vial		*****	Ordered

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

INTERVENTION					
PHARMACY REMARKS					
Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted	
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/>	Drug Interaction		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	Inappropriate Duration		<input type="radio"/>	<input type="radio"/>	

MODIFY ORDER									
Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reas	
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	1 tablet	Oral	OD (once daily)	45 Days	45 tablet	06/09/2016 3:52 I	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 I	04/01/2017 3:52 PM		

Figure 3.4.2-2 Intervention

**STEP 3**

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

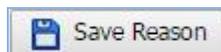
- Authenticity
- Contraindication
- Drug Interaction

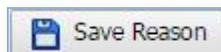
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration

#### STEP 4

Enter remarks of intervention reason.

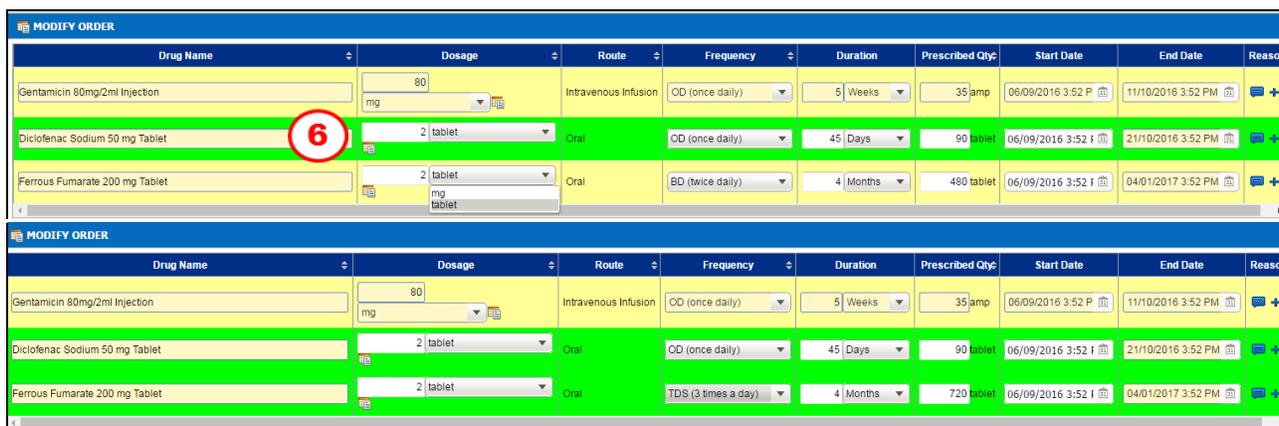
#### STEP 5



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



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

Figure 3.4.2-3 Intervention

#### STEP 6

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

#### Note

- User is allowed to change only Frequency, Duration and Dose
- Modify Order will be displayed:
  - Drug name.
  - Dose – dosage will be allowed to change.
  - Frequency - dosage will be a drop down and allowed to change - once changed the changed value of the dose will be stored and the order quantity will be recalculated.
  - Order Qty - dosage will be allowed to change - value of the Order Qty will be recalculated after change the frequency and duration.
  - Start Date Time.
  - Dosage form.

- h) Admin Route.
- i) Admin Route.
- i) 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.
- j) Dispense Location.
- k) End Date Time.
- l) Remarks.

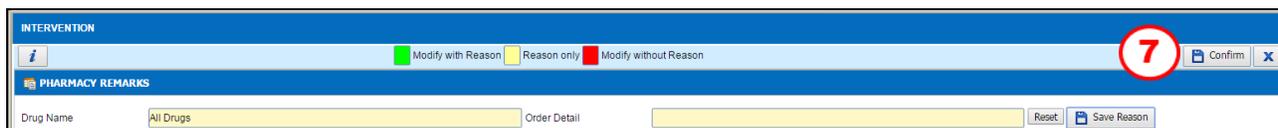


Figure 3.4.2-4 Intervention

**STEP 7**

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

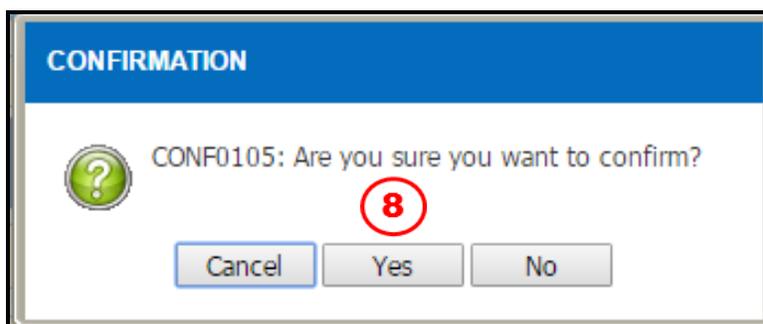


Figure 3.4.2-5 Confirmation

**STEP 8**

Click on  to confirm drug intervention.

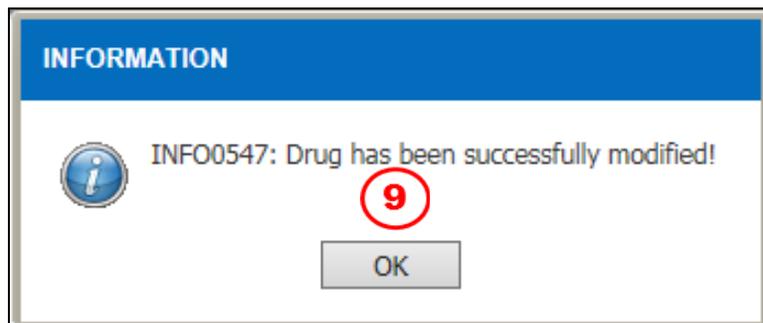


Figure 3.4.2-6 Information Alert Message

**STEP 9**

Click on the  button to save record

PRESCRIPTION												
<input type="checkbox"/> ENGLISH <input type="checkbox"/> PROCEED TO PREPARATION <input type="button" value="Patient sticker"/> <input type="button" value="Label"/> <input type="button" value="Label"/> <input type="button" value="Full Supply"/> <input type="button" value="Allocate"/> <input type="button" value="Verify"/>												
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	0 <input type="checkbox"/>	0 tablet	7 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN WYE	Order
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	1 <input type="checkbox"/>	1 tablet	2 tablet (4 day(s))	▶ Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN WYE	Order
<input type="checkbox"/>	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	2 <input type="checkbox"/>	2 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN WYE	Order

Figure 3.4.2-7 Prescription

**Note**

It will then go 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

PRESCRIPTION												
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	6 tablet	<input type="checkbox"/>	0 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN	Ordered
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	<input type="checkbox"/>	0 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN	Ordered
<input type="checkbox"/>	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	<input type="checkbox"/>	<a href="#">Alternate(C)</a> <b>1</b>	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN	Ordered
<input type="checkbox"/>	Amoxicillin 1g + Clavulanate 200mg Injection	1200 mg, Q8H, Intravenous Bolus, 6 Days 22/03/2018 03:16 PM - 28/03/2018 03:16 PM	18 vial	<input type="checkbox"/>	0 vial	18 vial (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 vial		YEOH CHEN	Ordered

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	Farmasi Bekalan Wad - Rx Filling				Order Detail	10 mg, ON, 6 Days				
Ordered Drug Code	C10AA01000T1002XX				Dosage Form	Oral Tablet				
Ordered Drug Desc	Simvastatin 20 mg Tablet				Route	Oral				
					Supply Duration	1 days Date From 22/03/2018 to 23/03/2018				
BATCH DETAIL										
[ 1 - 2 / 2 ]										
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Simvastatin 20 mg Tablet	Oral Tablet	Oral	0 tablet	1505049	31/05/2018	300	tablet	0	<input type="checkbox"/>
2	Simvastatin 40 mg Tablet	Oral Tablet	Oral	0 tablet	2716494	31/07/2018	1500	tablet	0	<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: <input type="text" value="Farmasi Bekalan Wad - Rx Filling"/>	Order Detail: <input type="text" value="10 mg, ON, 6 Days"/>
Ordered Drug Code: <input type="text" value="C10AA01000T1002XX"/>	Dosage Form: <input type="text" value="Oral Tablet"/>
Ordered Drug Desc: <input type="text" value="Simvastatin 20 mg Tablet"/>	Route: <input type="text" value="Oral"/>
Supply Duration: <input type="text" value="1"/> days Date From <input type="text" value="22/03/2018"/> to <input type="text" value="23/03/2018"/>	

**BATCH DETAIL**

[ 1 - 2 / 2 ]

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Simvastatin 20 mg Tablet	Oral Tablet	Oral	<input type="text" value="0"/> tablet	1505049	31/05/2018	300	tablet	<input type="text" value="0"/>	<input type="checkbox"/>
2	Simvastatin 40 mg Tablet	Oral Tablet	Oral	<input type="text" value="1"/> tablet	2716494	31/07/2018	1500	tablet	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Reason: <input style="width: 90%;" type="text"/>	Remark: <input style="width: 90%;" type="text"/>
--------------------------------------------------	--------------------------------------------------

Figure 3.4.3-3 Alternate Drug Details

**STEP 3**

Click on the button to save record

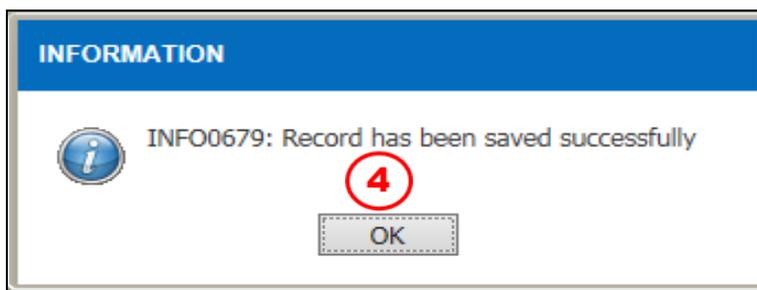


Figure 3.4.3-4 Information Alert Message

**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											
<span style="float: right;"> <span style="margin-left: 10px;"> <input type="checkbox"/> ENGLISH           <input type="checkbox"/> PROCEED TO PREPARATION         </span> <span style="margin-left: 10px;">  Patient sticker         </span> <span style="margin-left: 10px;">  Label         </span> <span style="margin-left: 10px;">  Label         </span> <span style="margin-left: 10px;">  Full Supply         </span> <span style="margin-left: 10px;">  Allocate         </span> <span style="margin-left: 10px;"> <input checked="" type="checkbox"/> Verify         </span> </span>											
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
+	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	<input type="checkbox"/>	0 tablet	7 tablet (7 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Prescriber Name]
-	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	<input type="checkbox"/>	0 tablet	1 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Prescriber Name]
	Simvastatin 40 mg Tablet			<input type="checkbox"/>	1 tablet						
+	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	<input type="checkbox"/>	2 tablet	4 tablet (4 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Prescriber Name]

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.

SCREENING AND VERIFICATION

Record Prescription
Print Original Prescription

Mykad	Age 32 Years 09 Months 16 Days	Gender Female	MRN
Address	Phone And Email	Diagnosis	No known Allergies
Height 150 cm	Weight 50 kg	BMI/BSA 22.2 / 1.44 m <sup>2</sup>	Nationality : Warganegara

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

Encounter No: 0001 Visit Date: 22/03/2018 Attending Practitioner: Visit Location: Klinik Pakar 3 (Medical & Dermatology & Paediatric) Room No/Bed No: Rx No: KP30000209668 Transcribed By: System Administrator  
Original Prescription Serial No: 1111

PHARMACY ORDER

Order Type: Referred Patient Order By: System Administrator

Supply Duration: 1 Day

PRESCRIPTION

ENGLISH
PROCEED TO PREPARATION
Patient sticker
Label
Label
Full Supply
Allocate
Verify

No	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
+	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	0	0 tablet	7 tablet (7 day(s))	Remarks	Detail	0 tablet		System Administrator
-	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	0	0 tablet	1 tablet (5 day(s))	Remarks	Detail	0 tablet		System Administrator
	Simvastatin 40 mg Tablet			1 tablet							
+	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	2	1 tablet	4 tablet (4 day(s))	Remarks	Detail	0 tablet		System Administrator

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

ALTERNATE DRUG DETAILS

Location: Farmasi Bekalan Wad - Rx Filling	Order Detail: 20 mg, ON, 6 Days
Ordered Drug Code: C10AA05000T1002XX	Dosage Form: Oral Tablet
Ordered Drug Desc: Atorvastatin 20 mg Tablet	Route: Oral
Supply Duration: 1 days Date From 22/03/2018 to 23/03/2018	

BATCH DETAIL

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Atorvastatin 20 mg Tablet	Oral Tablet	Oral	1 tablet	2745310	29/11/2018	2944	tablet	1	<input checked="" type="checkbox"/>
2	Atorvastatin 40 mg Tablet	Oral Tablet	Oral	1 tablet	2746235	30/11/2018	2874	tablet	1	<input checked="" type="checkbox"/>

Reason:

Remark:

Figure 3.4.4-2 Alternate Drug Detail

**STEP 2**

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

**ALTERNATE DRUG DETAILS**

Location: Farmasi Bekalan Wad - Rx Filling  
 Ordered Drug Code: C10AA05000T1002XX  
 Ordered Drug Desc: Atorvastatin 20 mg Tablet

Order Detail: 20 mg, ON, 6 Days  
 Dosage Form: Oral Tablet  
 Route: Oral  
 Supply Duration: 1 days Date From 22/03/2018 to 23/03/2018

**BATCH DETAIL**

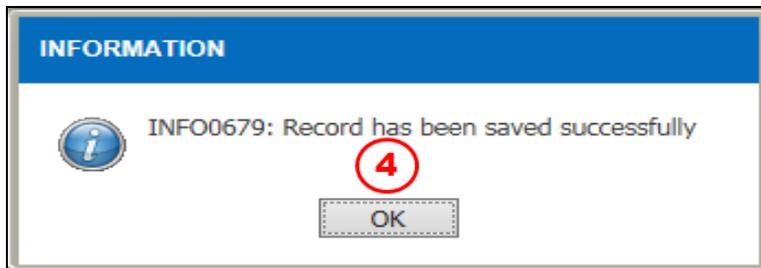
No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Atorvastatin 20 mg Tablet	Oral Tablet	Oral	1 tablet	2745310	29/11/2018	2944	tablet	1	<input checked="" type="checkbox"/>
2	Atorvastatin 40 mg Tablet	Oral Tablet	Oral	1 tablet	2746235	30/11/2018	2874	tablet	1	<input checked="" type="checkbox"/>

Reason:   
 Remark:

**Figure 3.4.4-3 Alternate Drug Details**

**STEP 3**

Click on the button to save record



**Figure 3.4.4-4 Information Alert Message**

**STEP 4**

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

**PRESCRIPTION**

ENGLISH PROCEED TO PREPARATION Patient sticker Label Label Full Supply Allocate Verify

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	0	0 tablet	7 tablet (7 day(s))	Remarks	Detail	0 tablet		...
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	0	0 tablet	1 tablet (5 day(s))	Remarks	Detail	0 tablet		...
Simvastatin 40 mg Tablet			1 tablet							
Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	0	0 tablet	3 tablet (5 day(s))	Remarks	Detail	0 tablet		...
Atorvastatin 20 mg Tablet			1 tablet							
Atorvastatin 40 mg Tablet			1 tablet							

**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

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
<input checked="" type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	1 <input type="checkbox"/>	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	0 <input type="checkbox"/>	0 tablet	1 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN
	Simvastatin 40 mg Tablet			1 tablet							
<input type="checkbox"/>	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	0 <input type="checkbox"/>	0 tablet	3 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		YEOH CHEN
	Atorvastatin 20 mg Tablet			1 tablet							
	Atorvastatin 40 mg Tablet			1 tablet							

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

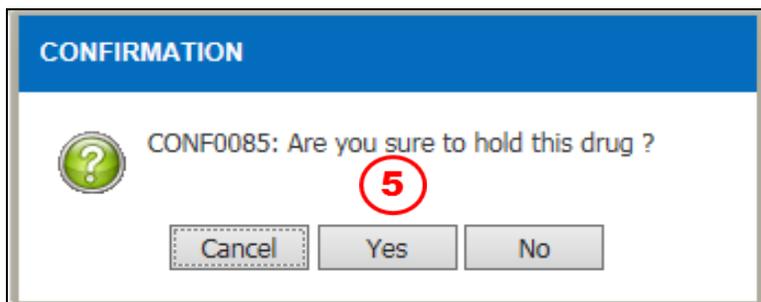


Figure 3.4.5-3 Hold Drug Alert Message

**STEP 5**

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

**Resume**

PRESCRIPTION													
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status	
<input checked="" type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 22/03/2018 03:14 PM - 29/03/2018 03:14 PM	7 tablet	1 <input type="checkbox"/>	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		<input type="checkbox"/> Prescriber Name	Ordered/Hold	
<input type="checkbox"/>	Simvastatin 40 mg Tablet	10 mg, ON, Oral, 6 Days 22/03/2018 03:14 PM - 28/03/2018 03:14 PM	3 tablet	0 <input type="checkbox"/>	0 tablet	1 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		<input type="checkbox"/> Prescriber Name	Ordered	
	Simvastatin 40 mg Tablet			1 tablet									
<input type="checkbox"/>	Atorvastatin 20 mg Tablet	20 mg, ON, Oral, 6 Days 22/03/2018 03:15 PM - 28/03/2018 03:15 PM	6 tablet	0 <input type="checkbox"/>	0 tablet	3 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		<input type="checkbox"/> Prescriber Name	Ordered	
	Atorvastatin 20 mg Tablet			1 tablet									
	Atorvastatin 40 mg Tablet			1 tablet									

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 button and select Resume as per Figure 3.4.5-4

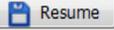
HOLD ORDER - PHARMACIST REMARKS						
No.	Drug Name	Reason	Other Reason	Remark	Action Taken	Selecti on
1.	Cloxacillin 500mg Capsule	Incompatibility				<input checked="" type="checkbox"/>

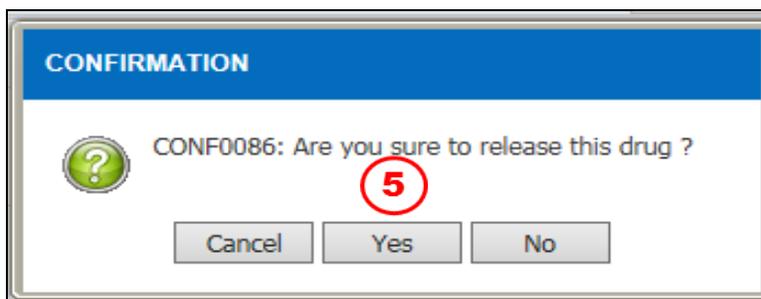
Figure 3.4.5-5 Hold Order – Pharmacist Remarks

**STEP 3**

Enter information in **Action Taken** field

**STEP 4**

Click on the  button



**Figure 3.4.5-6 Confirmation Alert Message**

**STEP 5**

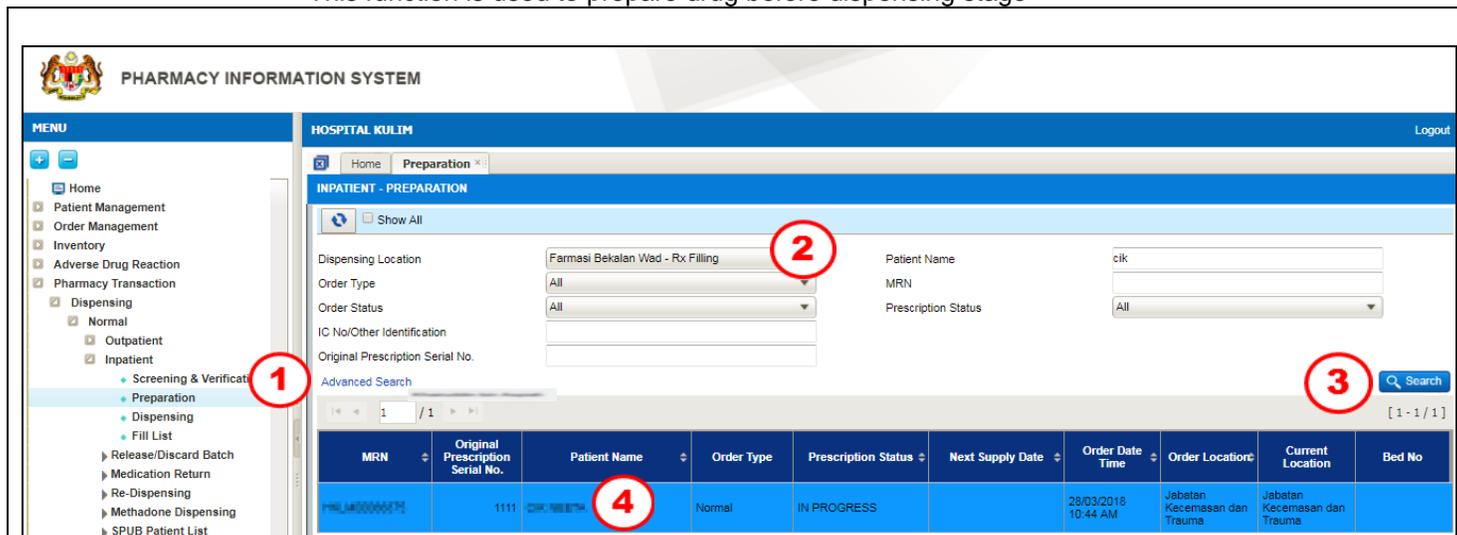
Click on the  button to release drug from hold and the Hold Order screen will automatically close

### 3.5 Preparation

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

#### 3.5.1 Prepare

This function is used to prepare drug before dispensing stage



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL KULIM** Logout

Home Preparation

**INPATIENT - PREPARATION**

Show All

Dispensing Location: Farmasi Bekalan Wad - Rx Filling **2**

Order Type: All

Order Status: All

IC No/Other Identification

Original Prescription Serial No.

Advanced Search **3**  Search

[ 1 - 1 / 1 ]

MRN	Original Prescription Serial No.	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	Bed No
1111	1111	<b>4</b>	Normal	IN PROGRESS		28/03/2018 10:44 AM	Jabatan Kecemasan dan Trauma	Jabatan Kecemasan dan Trauma	

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 consisting of:

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

**STEP 3**

Click on the  button to search the patient

**STEP 4**

Double click on the selected patient's name

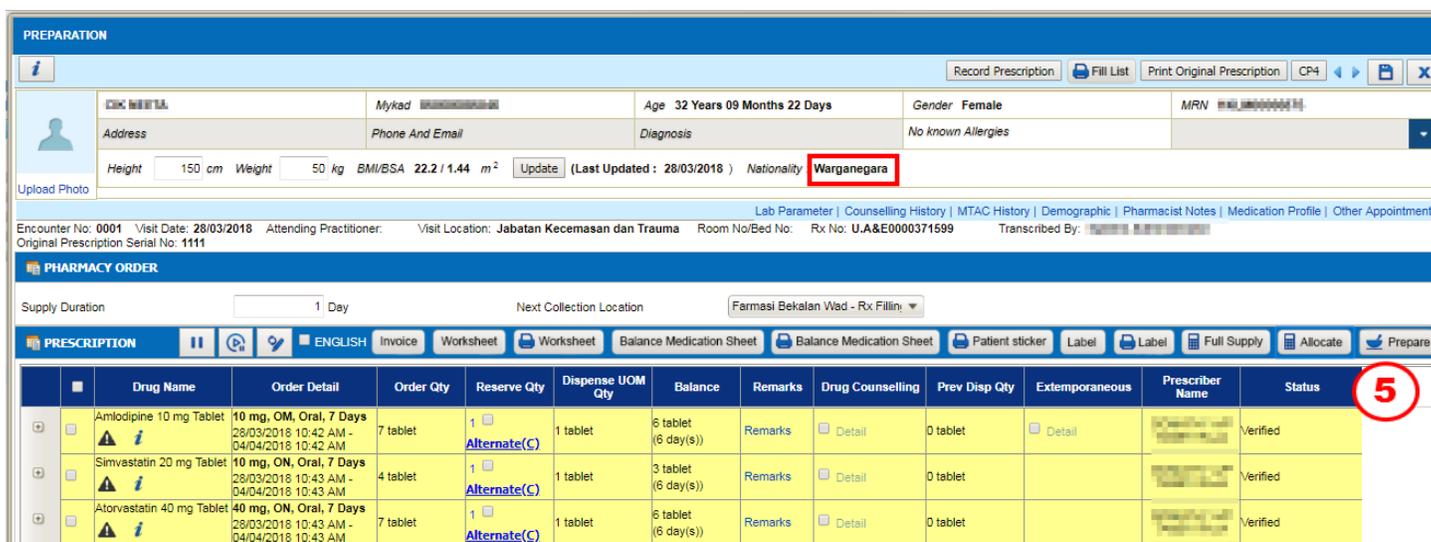
**Note**

On this listing page, various Search criteria as below:

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

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

Table 3.5.1-1



The screenshot shows the 'PREPARATION' screen in the PHIS system. At the top, there are navigation buttons: Record Prescription, Fill List, Print Original Prescription, and CP4. Below this is a patient banner with fields for Mykad, Age (32 Years 09 Months 22 Days), Gender (Female), MRN, Address, Phone And Email, Diagnosis, and No known Allergies. The Nationality is highlighted as 'Warganegara'. Below the banner is a 'PHARMACY ORDER' section with 'Supply Duration' set to 1 Day and 'Next Collection Location' set to 'Farmasi Bekalan Wad - Rx Filling'. A toolbar contains various icons for Prescription, Invoice, Worksheet, Balance Medication Sheet, Patient sticker, Label, Full Supply, Allocate, and Prepare. The main area is a table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The Status column for the first three rows is highlighted in yellow and contains the number '5' circled in red.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail		Verified
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Verified
Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Verified

Figure 3.5.1-2 Preparation

**Note**

- When selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen which is required patient information. Below is the list of patient information:
  - Patient Name
  - Patient Address
  - Patient IC Number
  - Patient Phone and Email
  - Patient Diagnosis
  - Patient Age
  - Patient Allergy
  - Patient Gender
  - Patient MRN
- Below options are provided to view the additional patient information. Click on the hyperlink as below:
  - Lab Parameter**
    - Patient's Laboratory Test Result
  - Counselling History**
    - Medication Counselling history records.

- c) **Demographic**
    - Patient's demographic details
  - d) **Pharmacist Notes**
    - Pharmacy notes such as MTAC, Ward Pharmacy and etc.
  - g) **Medication Profile**
    - This hyperlink will show the patient's current medication and previous medication history.
  - h) **Other Appointments**
    - This screen provides information if there are any other appointments recorded for the patient.
- Current visit information will be displayed as below:
    - a) Admission Date
    - b) Attending practitioner
    - c) Visit location
    - d) Room No / Bed No
    - e) Rx No
  - Prescription from order management will be displayed as below:
    - a) Alert
    - b) Drug Name
    - c) Order Detail
    - d) Order Qty - Quantity of drug ordered by the prescriber.
    - e) Reserve Qty
    - f) Balance Qty
    - g) Remarks
    - h) Drug Counseling
    - i) Prev Disp Qty
    - j) Freshly Prepare
    - k) Status
    - l) Drug Info

#### STEP 5

Click on the  button to proceed prepare process

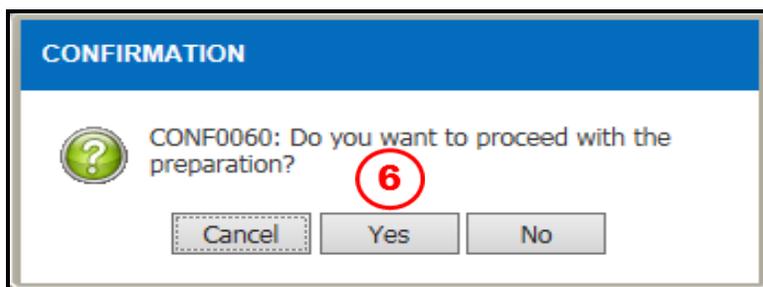


Figure 3.5.1-3 Confirmation Alert Message

#### STEP 6

Click on the  button to confirm preparation

#### Note

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

- a) Balance Medication Sheet – English
- b) Balance Medication Sheet – Malay

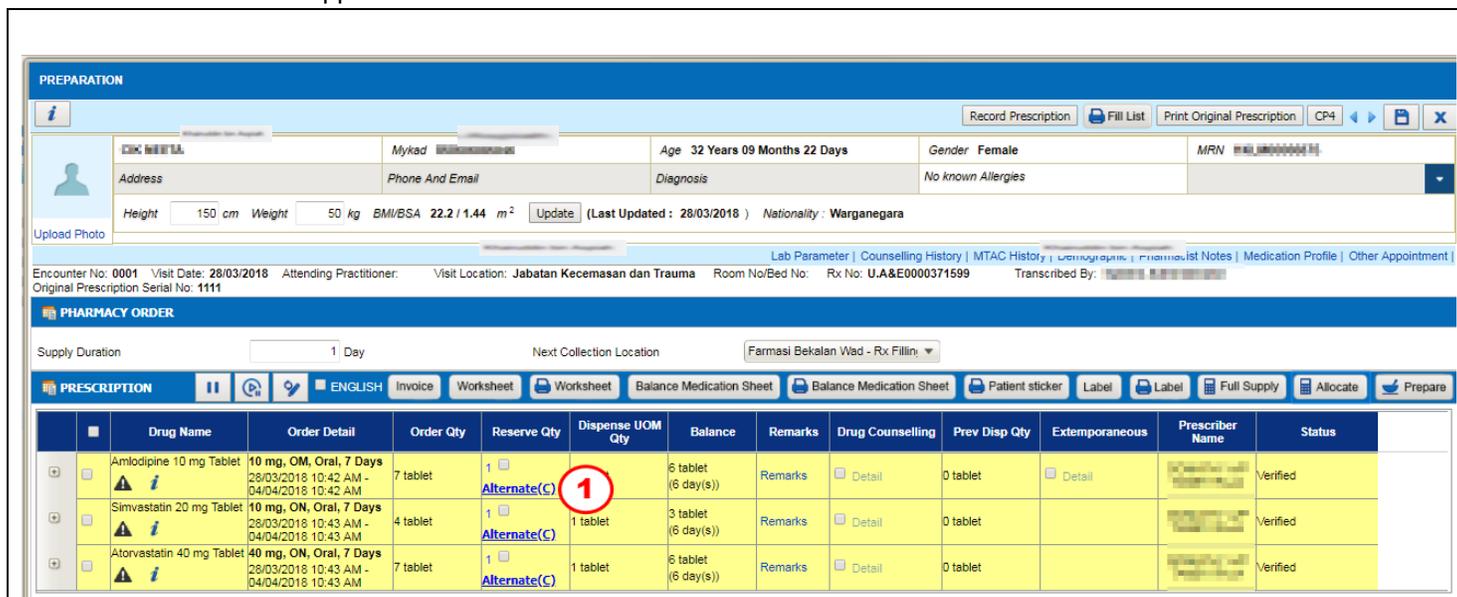


Ministry of Health Malaysia

- 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



	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/> <a href="#">Alternate(C)</a>	1 tablet	6 tablet (6 day(s))	Remarks <input type="checkbox"/> <a href="#">Detail</a>	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet	<input type="checkbox"/> <a href="#">Detail</a>		Verified
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/> <a href="#">Alternate(C)</a>	1 tablet	3 tablet (6 day(s))	Remarks <input type="checkbox"/> <a href="#">Detail</a>	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet			Verified
<input type="checkbox"/>	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/> <a href="#">Alternate(C)</a>	1 tablet	6 tablet (6 day(s))	Remarks <input type="checkbox"/> <a href="#">Detail</a>	<input type="checkbox"/> <a href="#">Detail</a>	0 tablet			Verified

Figure 3.5.2-1 Preparation

**Note**

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

**STEP 1**

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

**Note**

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

**ITEM BATCH DETAILS**

Drug Code	C08CA01000T1002XX	Default SKU	tablet
Drug Name	Amlodipine 10 mg Tablet	Dispense UOM	tablet
Order Detail	10 mg, OM (every morning), 7 Days, 28/03/2018 - 04/04/2018		
	Supply Duration	1 days Date From 28/03/2018 to 29/03/2018	

**BATCH DETAIL**

1 / 1
[ 1 - 5 / 5 ]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
BG09605	31/08/2019	2314	1 tablet <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">2</span>	1
BH03610 (pck of 15 tablet)	29/02/2020	1000	0 tablet	0
ET128E7002 (pck of 1 tablet)	30/04/2020	1500	0 tablet	0
ET128E7002	30/04/2020	1500	0 tablet	0
BH08637 (pck of 1 tablet)	31/07/2020	2000	0 tablet	0
Total Available Qty		8314	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  will be automatically generated from the drug master.
- Item Batch Details will be displayed:
  - a) **Drug Code** - The value will be defaulted to the drug code selected from the prescription list, auto display.
  - b) **Drug Name** - The value will be defaulted to the drug name selected from the prescription list, auto display.
  - c) **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.
  - d) **Default SKU** - The value will be defaulted to the SKU selected from the prescription list, auto display.
  - e) **Supply Duration** - The value will be defaulted to the duration selected from the prescription list, auto display.
  - f) **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.
  - a) **Batch No** – Available batch no
  - b) **Expiry Date** – Batch expiry date
  - c) **Available Qty** – Quantity available for the selected batch

- d) **UOM Qty** – Quantity available by UOM
- e) **Allocate Qty** – Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.
- f) **Total Available Qty** - will show the quantity of the drug available for the selected dispensing location only, auto display.
- g) **Total Allocated Qty** - will show total of allocated quantity for the selected drug, it will auto calculate the total quantity when user allocates the quantity for the selected batch no, auto display.

**ITEM BATCH DETAILS**

Drug Code:

Drug Name:

Order Detail:

Default SKU:

Dispense UOM:

Supply Duration:  Date From:  to:

3





**BATCH DETAIL**

1 / 1
[ 1 - 5 / 5 ]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
BG09605	31/08/2019	2314	<input type="text" value="1"/> tablet	<input type="text" value="1"/>
BH03610 (pck of 15 tablet)	29/02/2020	1000	<input type="text" value="0"/> tablet	<input type="text" value="0"/>
ET128E7002 (pck of 1 tablet)	30/04/2020	1500	<input type="text" value="0"/> tablet	<input type="text" value="0"/>
ET128E7002	30/04/2020	1500	<input type="text" value="0"/> tablet	<input type="text" value="0"/>
BH08637 (pck of 1 tablet)	31/07/2020	2000	<input type="text" value="0"/> tablet	<input type="text" value="0"/>

Total Available Qty:

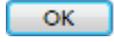
Total Allocated Qty:

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**



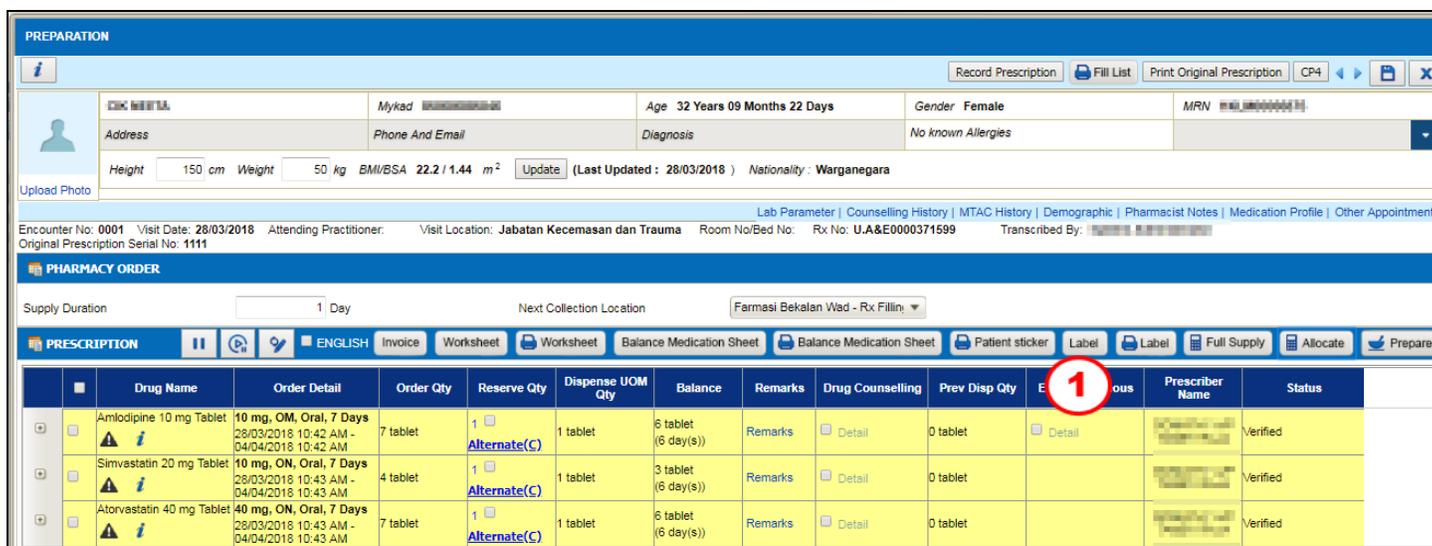
INFO0679: Record has been saved successfully

4

Figure 3.5.2-4 Information Alert Message

### 3.5.3 Drug Label

This function is used to edit and print drug label.



**PREPARATION**

Record Prescription | Fill List | Print Original Prescription | CP4

**Patient Information:** Mykad, Age 32 Years 09 Months 22 Days, Gender Female, MRN, Address, Phone And Email, Diagnosis, No known Allergies, Height 150 cm, Weight 50 kg, BMI/BSA 22.2 / 1.44 m<sup>2</sup>, Nationality: Warganegara

**PHARMACY ORDER**

Supply Duration: 1 Day, Next Collection Location: Farmasi Bekalan Wad - Rx Filling

**PRESCRIPTION**

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counseling	Prev Disp Qty	E 1 ous	Prescriber Name	Status
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail		Verified
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Verified
Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Verified

Figure 3.5.3-1 Preparation – Drug Label

**Note**

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

**STEP 1**

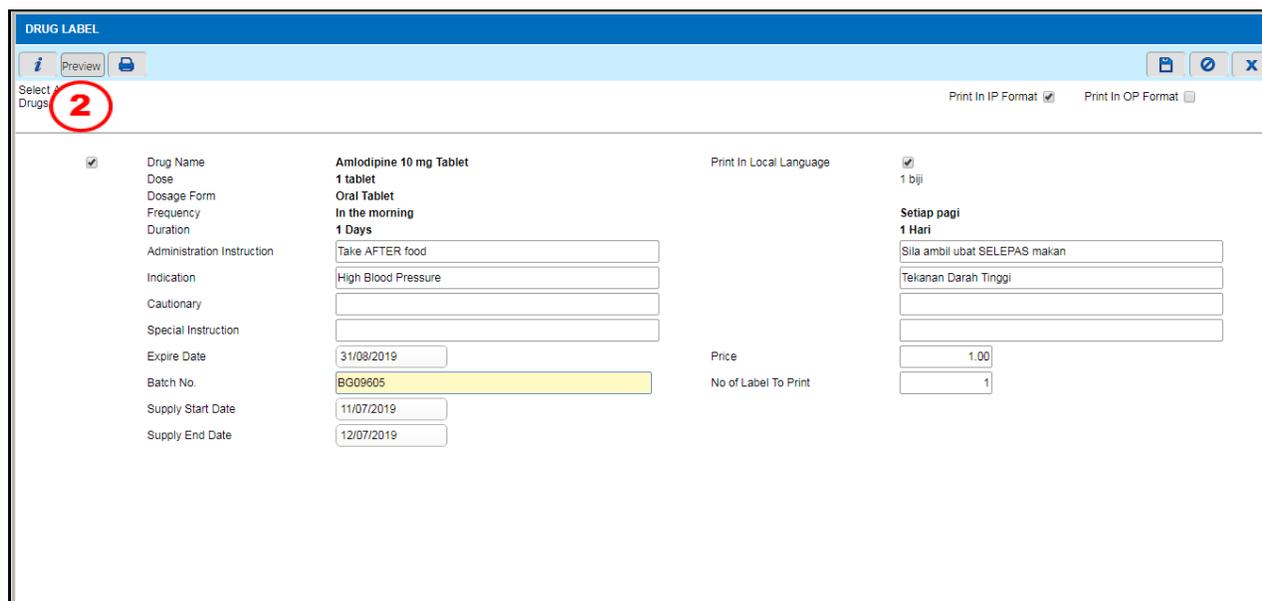
Click on the  button to print drug label

**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 Drugs **2** Print In IP Format  Print In OP Format

<input checked="" type="checkbox"/>	Drug Name	Amlodipine 10 mg Tablet	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	1 tablet		1 biji
	Dosage Form	Oral Tablet		Setiap pagi
	Frequency	In the morning		1 Hari
	Duration	1 Days		Sila ambil ubat SELEPAS makan
	Administration Instruction	Take AFTER food		Tekanan Darah Tinggi
	Indication	High Blood Pressure		
	Cautionary			
	Special Instruction			
	Expiry Date	31/08/2019	Price	1.00
	Batch No.	BG09605	No of Label To Print	1
	Supply Start Date	11/07/2019		
	Supply End Date	12/07/2019		

Figure 3.5.3-2 Preparation – Drug Label

**Note**

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

<b>HOSPITAL KULIM (Tel: 044272733)</b>						
<b>AXXX XXXXX</b>						
00066884	Ward 8 - Medical (Male)				401011085319	
<b>Amlodipine 10mg Tablet</b>						
Telan 1 biji Setiap pagi						
-						
11/07	12/07	13/07	14/07	15/07	16/07	17/07
<b>1 biji</b>		<b>RM1.00</b>				
<b>11/07/19 [1 hari]</b>						
<b>UBAT TERKAWAL</b>					<b>11/07/2019 03:12 PM</b>	

Figure 3.5.3-3 Preview Drug Label

- Drug dosage has been modified to 1 decimal point

**STEP 3**

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



HOSPITAL KULIM						
<div style="background-color: #cccccc; padding: 2px;">[REDACTED]</div>						
HKLM00066875		Jabatan Kecemasan dan			850606085046	
1 biji Setiap pagi Diambil						
<b>Amlodipine 10mg Tablet</b>						
28/03	29/03	30/03	31/03	01/04	02/04	03/04
1 biji RM1.00						
28/03/18 [1 hari]						
UBAT TERKAWAL				28/03/2018 10:54 AM		

**Figure 3.5.3-4 Preview Drug Label**

**Note**

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

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

**Figure 3.5.3-5 Preview Drug Label**

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

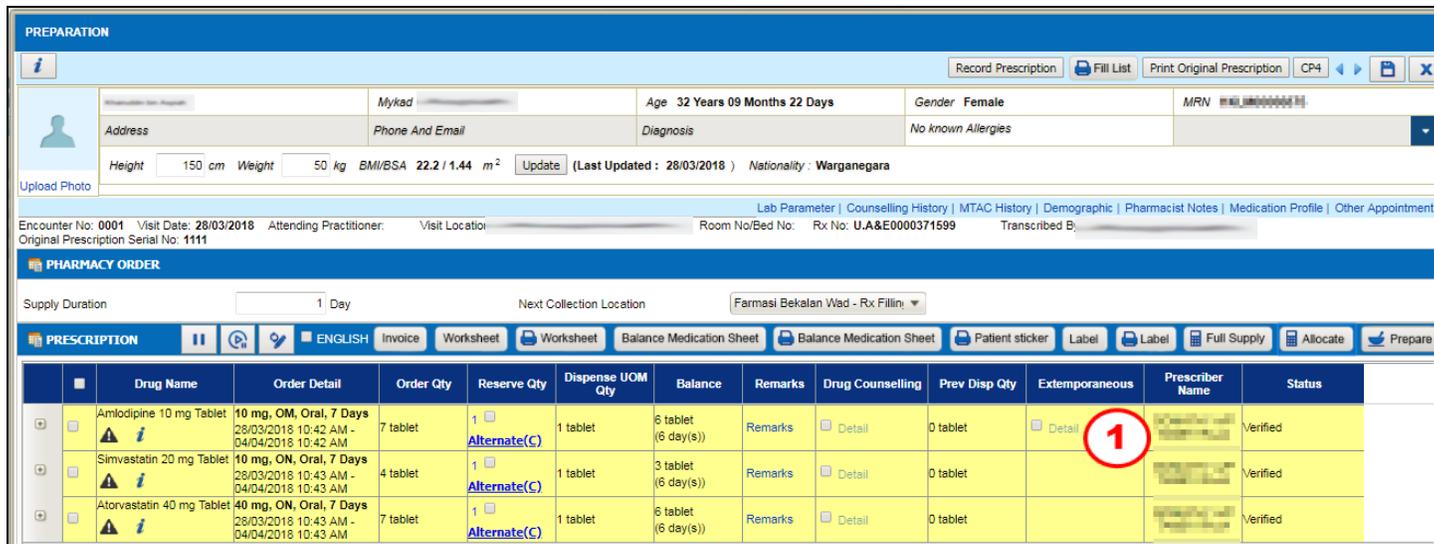
Figure 3.5.3-6 Preview Drug Label

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

Figure 3.5.3-7 Preview Drug Label

### 3.5.4 Extemporaneous – By Patient

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



**PREPARATION**

Record Prescription | Fill List | Print Original Prescription | CP4

Mykad: [Redacted] | Age: 32 Years 09 Months 22 Days | Gender: Female | MRN: [Redacted]

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

Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m<sup>2</sup> | Update | (Last Updated: 28/03/2018) | Nationality: Warganegara

Encounter No: 0001 | Visit Date: 28/03/2018 | Attending Practitioner: [Redacted] | Visit Location: [Redacted] | Room No/Bed No: [Redacted] | Rx No: U.A&E0000371599 | Transcribed By: [Redacted]

**PHARMACY ORDER**

Supply Duration: 1 Day | Next Collection Location: Farmasi Bekalan Wad - Rx Fillin

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

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> <b>1</b>	[Redacted]	Verified
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/>	[Redacted]	Verified
<input type="checkbox"/>	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/>	[Redacted]	Verified

Figure 3.5.4-1 Preparation – Extemporaneous

**Note**

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

**STEP 1**

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

**EXTEMPORANEOUS**


**5**

Preparation Done By  Pharmacist  Patient **2**

Preparation Name  **3**

Concentration  mg /ml **4**

Dosage  ml

Item	Item Name	Quantity	UOM
Active Ingredient	Amlodipine 10 mg Tablet		1tablet
Vehicle	Syrup BP	<input type="text" value="10"/>	<input type="text" value="ml"/>

Storage Condition and Procedures in Local Language

Storage Condition

Expiry  Days

References

Formulation Remarks

Procedures(Preparation by Pharmacist)

Procedures(Preparation by Patient)
 

1. Ambil 1 biji Amlodipine 10 mg Tablet.
2. Hancurkan Amlodipine 10 mg Tablet.
3. Tambah 10 ml Syrup BP.
4. Letakkan dalam botol.

Preparation Remarks

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



Amlodipine 10 mg Tablet	
1 tablet	
Batch No: BG09605	Exp Date: 31/08/2019
HOVASC	
Ubat Terkawal	

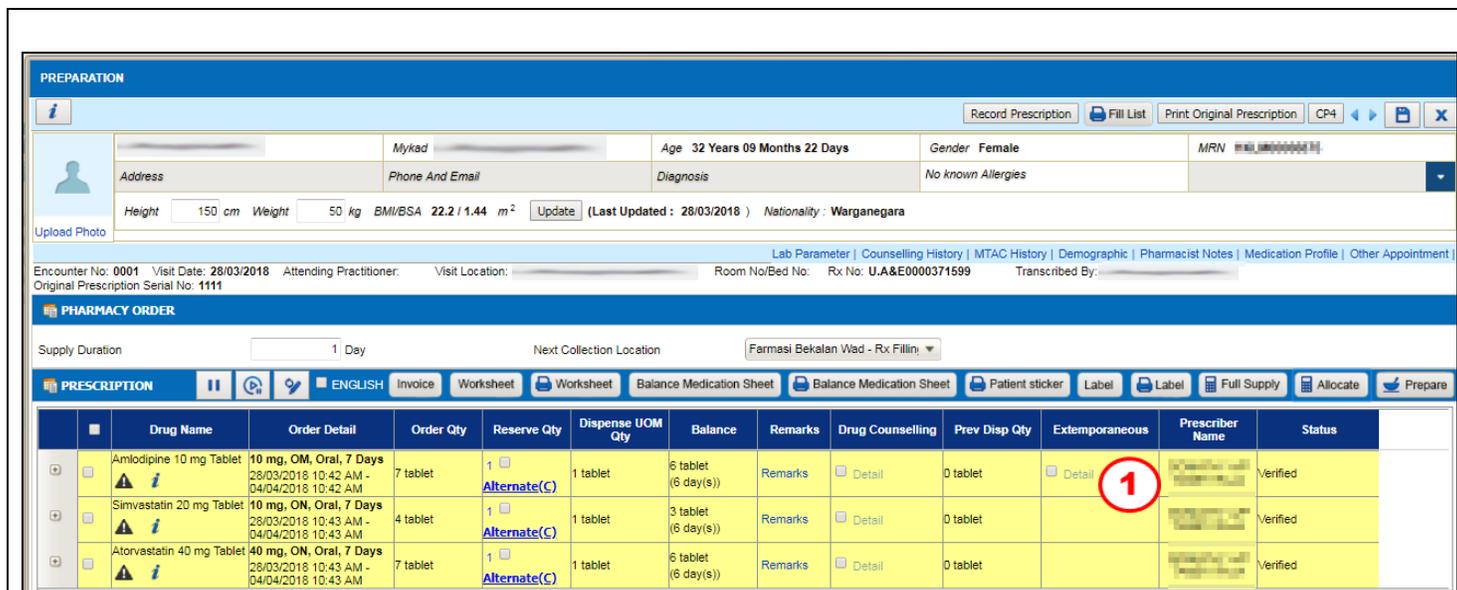
**Figure 3.5.4-3 Sample Of Extemporaneous Ingredient Label**

**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.



The screenshot displays the 'PREPARATION' screen in the PHIS system. At the top, there are navigation buttons: 'Record Prescription', 'Fill List', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for Name, Age (32 Years 09 Months 22 Days), Gender (Female), MRN, Address, Phone And Email, Diagnosis, and No known Allergies. Patient vitals include Height (150 cm), Weight (50 kg), and BMI/BSA (22.2 / 1.44 m<sup>2</sup>). The 'PHARMACY ORDER' section shows a supply duration of 1 Day and a next collection location of 'Farmasi Bekalan Wad - Rx.Fillin'. A toolbar contains various icons for 'PRESCRIPTION', 'ENGLISH', 'Invoice', 'Worksheet', 'Balance Medication Sheet', 'Patient sticker', 'Label', 'Full Supply', 'Allocate', and 'Prepare'. The main table lists three drugs: Amlodipine 10 mg Tablet, Simvastatin 20 mg Tablet, and Atorvastatin 40 mg Tablet. Each row has an 'Extemporaneous' checkbox, which is checked for the first drug and highlighted with a red circle containing the number '1'. The 'Status' column for all drugs is 'Verified'.

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input checked="" type="checkbox"/>	Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks <input type="checkbox"/> Detail	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/>		Verified
<input type="checkbox"/>	Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	3 tablet (6 day(s))	Remarks <input type="checkbox"/> Detail	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/>		Verified
<input type="checkbox"/>	Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/> Alternate(C)	1 tablet	6 tablet (6 day(s))	Remarks <input type="checkbox"/> Detail	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/>		Verified

Figure 3.5.5-1 Preparation – Extemporaneous

**Note**

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

**STEP 1**

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

**STEP 2**

Click on 'Pharmacist' radio button

**EXTEMPORANEOUS** 7


Print Ingredient 5 Generate Worksheet   

Preparation Done By 2  Pharmacist  Patient

Preparation Name 3 Amlodipine 1mg/1ml Oral Liquid(Syrup)

Worksheet ID 18-03-0111 4

Concentration 1 mg/ml

Dosage 10 ml

Item	Item Name	Quantity	UOM
Active Ingredient	Amlodipine 10 mg Tablet		1tablet
Vehicle	Syrup BP	10	ml

Storage Condition and Procedures in Local Language

Storage Condition Refrigerate

Expiry 14 Days

References

Formulation Remarks

Procedures(Preparation by Pharmacist)

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 stop the container from the material and mix into the container.

Procedures(Preparation by Patient)

Preparation Remarks

**Figure 3.5.5-2 Preparation – Extemporaneous**

**STEP 3**

Select *Preparation Name* from drop down box

**Note**

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

**STEP 4**

Click on the  button to save record

**STEP 5**

Click on the Generate Worksheet 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

6
**EXTEMPORANEOUS WORKSHEET (PARTIAL)**

**MINISTRY OF HEALTH**  
Inpatient Pharmacy

<b>Date of preparation :</b> 28/03/2018		<b>Worksheet Id:</b> 18-03-0111	
<b>MRN</b>	<input type="text" value="850606085046"/>	<b>Name</b>	<input type="text" value=""/>
<b>ID No</b>	850606085046	<b>Rx. No.</b>	U.A&E0000371599
<b>Order Location</b>	Jabatan Kecemasan dan Trauma	<b>Ordered By</b>	<input type="text" value=""/>
<b>Order Date</b>	28/03/2018		

No	ROA	Preparation Name	Dose	Total Dose	Material Used			Storage	
					Item Name	Volume/Qty Required	Batch No		Expiry Date
1.	Oral	Amlodipine 1mg/1ml Oral Liquid(Syrup) Expiry Date : 11/04/2018	10mg (10ML)	10mg (10 ml)	Amlodipine 10 mg Tablet	1 tablet	BG09605	31/08/2019	Refrigerate
					Syrup BP	10 ml			

<b>Remarks:</b>	<b>Instruction:</b> 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.
<b>Reference:</b>	

<b>Worksheet generated by</b>	<b>Worksheet &amp; label checked by</b>	<b>Prepared by</b>	<b>Final Product Checked by</b>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>Date:</b> 28/03/2018	<b>Date:</b>	<b>Date:</b>	<b>Date:</b> 28/03/2018

**Figure 3.5.5-3 Preparation – Extemporaneous**

### 3.6 Dispensing

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

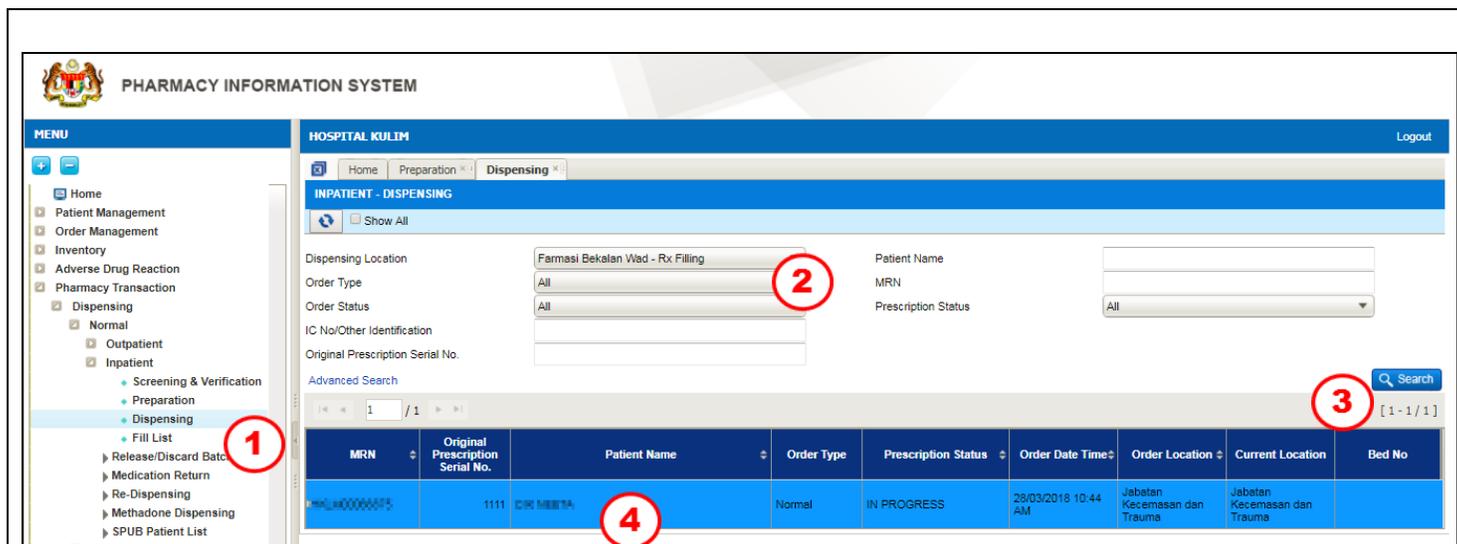


Figure 3.6-1 Dispensing Landing Screen Note

**Note**

Various search criteria for Patient is provided as below:

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

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

**Table 3.6-1**

**STEP 1**

Click on 'Dispensing' sub menu

**STEP 2**

Search existing patient record as follow:

**a) Dispensing Location**

**b) Order Location Type**

**c) Mode of Services**

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

**d) Patient Name**

**e) MRN**

**f) Order Status**

- All
- New Order
- Partial Supply

**g) Order Location**

**h) IC No/Other Identification**

**i) Order Type**

- All
- Normal
- SPUB
- Discharge

**j) Acknowledged without patient arrival**

**STEP 3**

Click on the button to search the patient

**STEP 4**

Double click on the selected patient's name

**DISPENSING**

Record Prescription | **Medication Counselling** | Print Original Prescription | CP4

Mykad: [REDACTED] Age: 32 Years 09 Months 22 Days Gender: Female MRN: [REDACTED]

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

Height: 150 cm Weight: 50 kg BMI/BSA: 22.2 / 1.44 m<sup>2</sup> Update (Last Updated: 28/03/2018) Nationality: Warganegara

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

Encounter No: 0001 Visit Date: 28/03/2018 Attending Practitioner: [REDACTED] Visit Location: Jabatan Kecemasan dan Trauma Room No/Bed No: [REDACTED] Rx No: U.A&E0000371599 Transcribed By: System Administrator

**PHARMACY ORDER**

Next Collection Date: 29/03/2018 Total Patient: 2 Next Collection Mode: Normal Collection Next Collection Location: Farmasi Bekalan Wad - Rx Filling

Dispense At: Pharmacy Counter Remarks: [REDACTED]

Dispense Method: Normal Collection  Drug Counselling Required?

**PRESCRIPTION**

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status	Complete
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	1 <input type="checkbox"/>	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail	[REDACTED]	Prepared	<input type="checkbox"/>
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1 <input type="checkbox"/>	1 tablet	3 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[REDACTED]	Prepared	<input type="checkbox"/>
Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1 <input type="checkbox"/>	1 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[REDACTED]	Prepared	<input type="checkbox"/>

**Figure 3.6-2 Dispensing**

**STEP 5**

Click on the button

**CONFIRMATION**

CONF0064: Do you want to dispense now?

**Figure 3.6-3 Confirmation Alert Message**

**STEP 6**

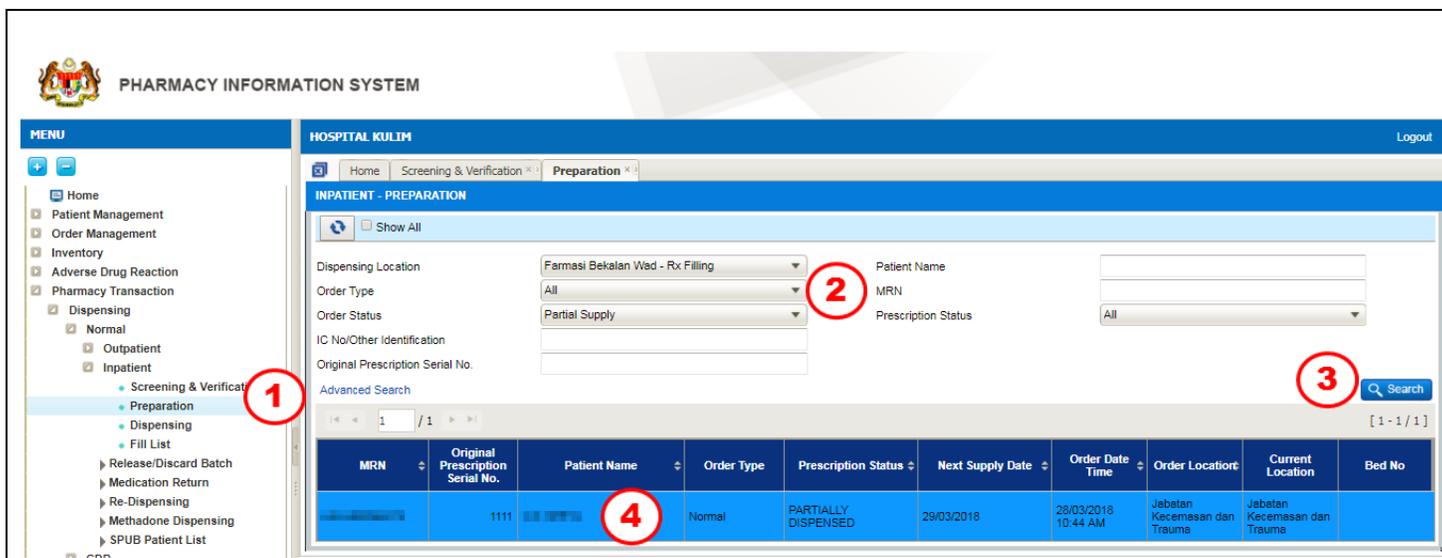
Click on the button to confirm dispensing proceed and dispensing screen will automatically closed

**Note**

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

### 3.7 Partial Supply Normal Dispensing

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



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL KULIM** Logout

Home | Screening & Verification | **Preparation**

**INPATIENT - PREPARATION**

Show All

Dispensing Location: Farmasi Bekalan Wad - Rx Filling (2)

Order Type: All (2)

Order Status: Partial Supply (2)

IC No/Other Identification:

Original Prescription Serial No.:

Advanced Search

1 / 1

Search (3)

MRN	Original Prescription Serial No.	Patient Name	Order Type	Prescription Status	Next Supply Date	Order Date Time	Order Location	Current Location	Bed No
	1111 (4)		Normal	PARTIALLY DISPENSED	29/03/2018	28/03/2018 10:44 AM	Jabatan Kecemasan dan Trauma	Jabatan Kecemasan dan Trauma	

Figure 3.7-1 Preparation Listing Page

#### STEP 1

Click on 'Preparation' sub menu

#### STEP 2

Search existing patient record as follow:

**g) Dispensing Location**

**h) Order Type**

- All
- Normal
- SPUB
- Discharge

**i) Mode of Services**

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

**j) Patient Name**

**k) MRN**

**l) Order Status**

- All
- New Order
- Partial Supply

**Note**

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

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

**STEP 3**

Click on the  button to search the patient

**STEP 4**

Double click on the selected patient's name

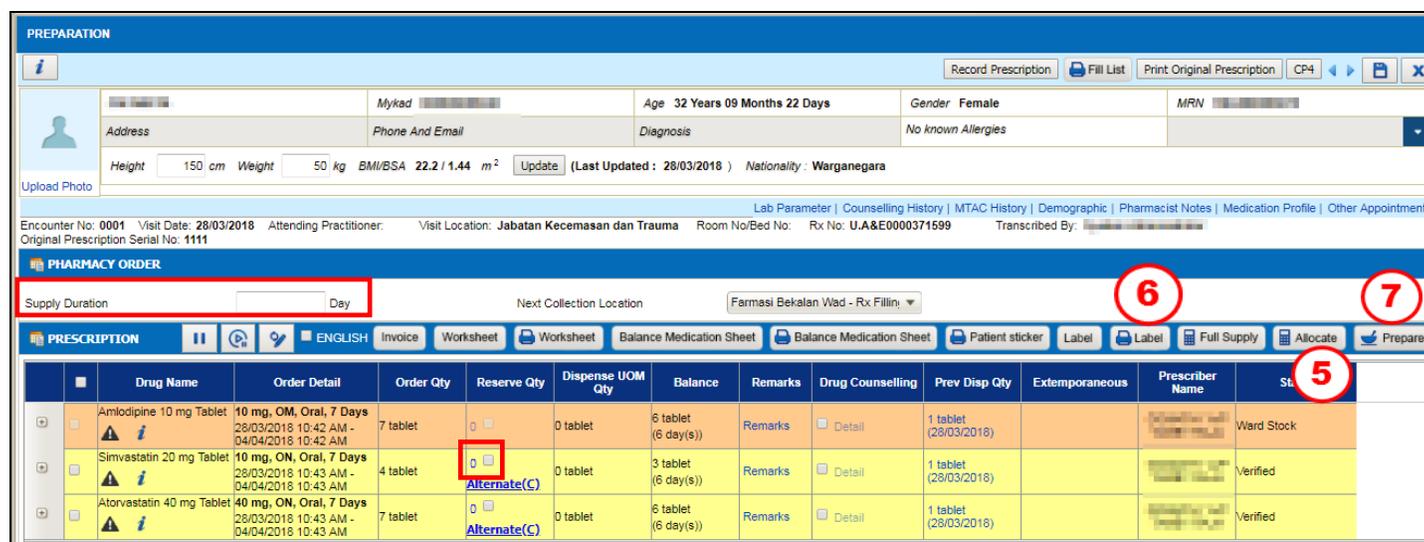
**Note**

On this listing page, various Search criteria as below:

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

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

Table 3.7-1



The screenshot shows the 'PREPARATION' screen in the PHIS system. At the top, there are buttons for 'Record Prescription', 'Fill List', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for Mykad, Age (32 Years 09 Months 22 Days), Gender (Female), MRN, Address, Phone And Email, Diagnosis, and No known Allergies. Physical attributes include Height (150 cm), Weight (50 kg), and BMI/BSA (22.2 / 1.44 m<sup>2</sup>). The screen also displays 'Encounter No: 0001', 'Visit Date: 28/03/2018', 'Attending Practitioner', 'Visit Location: Jabatan Kecemasan dan Trauma', 'Room No/Bed No', 'Rx No: U.A&E0000371599', and 'Transcribed By'. A 'PHARMACY ORDER' section includes 'Supply Duration' (highlighted with a red box and annotation 6) and 'Next Collection Location' (Farmasi Bekalan Wad - Rx Fillin, highlighted with a red circle and annotation 7). Below this is a 'PRESCRIPTION' table with columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The table lists three prescriptions: Amlodipine 10 mg Tablet, Simvastatin 20 mg Tablet, and Atorvastatin 40 mg Tablet. The 'Reserve Qty' column for the Simvastatin and Atorvastatin rows is highlighted with red boxes and annotation 5. At the bottom of the screen, there are buttons for 'Allocate', 'Label', and 'Prepare'.

Figure 3.7-2 Preparation Screen

### STEP 5

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

### STEP 6

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

### STEP 7

Click on the  button

**PHARMACY INFORMATION SYSTEM**

**HOSPITAL KULIM** Logout

Home | Screening & Verification | Preparation | Dispensing

**INPATIENT - DISPENSING**

Show All

Dispensing Location: Farmasi Bekalan Wad - Rx Filling (9)

Order Type: All

Order Status: All

IC No/Other Identification: [ ]

Original Prescription Serial No. [ ]

Advanced Search [ ]

1 / 1

MRN	Original Prescription Serial No.	Patient Name	Order Type	Prescription Status	Order Date Time	Order Location	Current Location	Bed No
[ ]	[ ]	[ ] (11)	Normal	PARTIALLY DISPENSED	28/03/2018 10:44 AM	Jabatan Kecemasan dan Trauma	Jabatan Kecemasan dan Trauma	[ ]

Figure 3.7-3 Dispensing Screen

**Note**

Various search criteria for Patient is provided as below:

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

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

**Table 3.7-2**

**STEP 8**

Click on 'Dispensing' sub menu

**STEP 9**

Search existing patient record as follow:

**k) Dispensing Location**

**l) Order Location Type**

**m) Mode of Services**

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

**n) Patient Name**

**o) MRN**

**p) Order Status**

- All
- New Order
- Partial Supply

**q) Order Location**

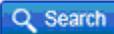
**r) IC No/Other Identification**

**s) Order Type**

- All
- Normal
- SPUB
- Discharge

**t) Acknowledged without patient arrival**

**STEP 10**

Click on the  button to search the patient

**STEP 11**

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

**DISPENSING**

Record Prescription | Medication Counselling | Print Original Prescription | CP4

Mykad: [redacted] Age: 32 Years 09 Months 22 Days Gender: Female MRN: [redacted]

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

Height: 150 cm Weight: 50 kg BMI/BSA: 22.2 / 1.44 m<sup>2</sup> Update (Last Updated: 28/03/2018) Nationality: Warganegara

Encounter No: 0001 Visit Date: 28/03/2018 Attending Practitioner: [redacted] Visit Location: Jabatan Kecemasan dan Trauma Room No/Bed No: [redacted] Rx No: U.A&E0000371599 Transcribed By: [redacted]

**PHARMACY ORDER**

Next Collection Date: 30/03/2018 Total Patient: 1 Next Collection Mode: Normal Collection Next Collection Location: Farmasi Bekalan Wad - Rx Filling

Dispense At: Pharmacy Counter Remarks: [redacted]

Dispense Method: Normal Collection Witness By: [redacted]  Drug Counselling Required?

**PRESCRIPTION**

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Diap Qty	Extemporaneous	Prescriber Name	Status	Co
Amlodipine 10 mg Tablet	10 mg, OM, Oral, 7 Days 28/03/2018 10:42 AM - 04/04/2018 10:42 AM	7 tablet	0	0 tablet	6 tablet (6 day(s))	Remarks	<input type="checkbox"/> Detail	1 tablet (28/03/2018)		[redacted]	Ward Stock	<input type="checkbox"/>
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	4 tablet	1	1 tablet	2 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	1 tablet (28/03/2018)		[redacted]	Prepared	<input type="checkbox"/>
Atorvastatin 40 mg Tablet	40 mg, ON, Oral, 7 Days 28/03/2018 10:43 AM - 04/04/2018 10:43 AM	7 tablet	1	1 tablet	5 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	1 tablet (28/03/2018)		[redacted]	Prepared	<input type="checkbox"/>

Figure 3.7-4 Dispensing Screen

**STEP 12**

Click on the Dispense button

**CONFIRMATION**

CONF0064: Do you want to dispense now?

Cancel Yes No

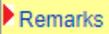
Figure 3.7-5 Confirmation Alert Message

**STEP 13**

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

**Note**

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

- A notification icon  in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 3.7.1-6

**PHARMACIST REMARK**

Prescriber Remark

Order Stage: Doctor Remark at Order Stage

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

Verification Stage

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

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

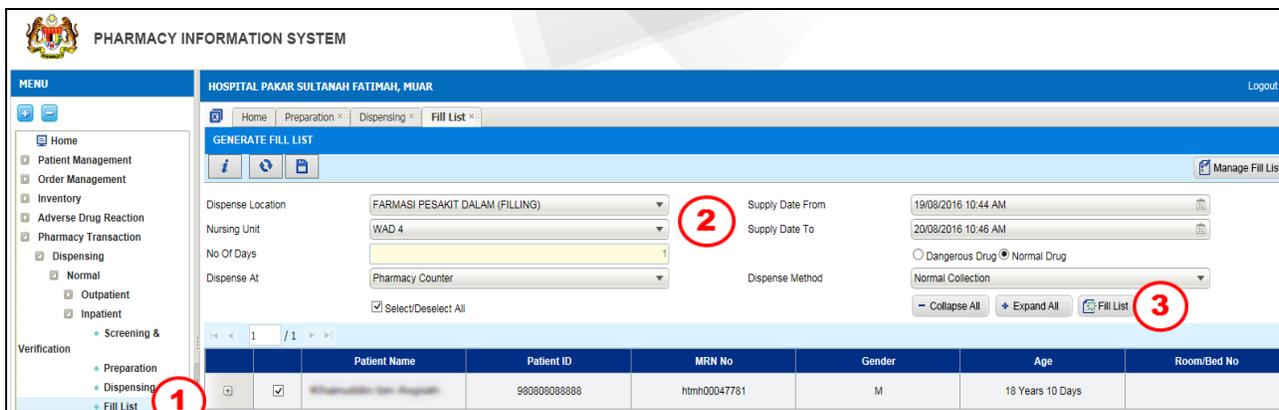
Figure 3.7-6 Pharmacist Remark Screen

### 3.8 Partial Supply Fill List

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

#### 3.8.1 Generate Fill List

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Preparation x Dispensing x Fill List x Logout

GENERATE FILL LIST

Dispense Location: FARMASI PESAKIT DALAM (FILLING) (2)

Nursing Unit: WAD 4

No Of Days: 1

Dispense At: Pharmacy Counter

Supply Date From: 19/08/2016 10:44 AM

Supply Date To: 20/08/2016 10:46 AM

Dispense Method: Normal Collection

Management:  Dangerous Drug  Normal Drug

Buttons: Collapse All, Expand All, Fill List (3)

	Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No
<input checked="" type="checkbox"/>	Wahabuddin bin Roslan	990909088888	hthm00047761	M	18 Years 10 Days	

Figure 3.8.1-1 Fill List Listing Page

#### STEP 1

Click 'Fill List' in sub menu 'Inpatient'

#### STEP 2

Search existing patient record as follow:

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

#### Note

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

#### STEP 3

Tick on the  button to view patient by ward.

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

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

### STEP 4

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

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

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

### STEP 5

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

### Note

By default, all patient will selected.

**GENERATE FILL LIST** Manage Fill List

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

Dangerous Drug  Normal Drug  
 Dispense Method: Normal Collection

Select/Deselect All Collapse All Expand All Fill List

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

**Figure 3.8.1-4 Generate Fill List**

### STEP 6

Click on the  button to save record



Figure 3.8.1-5 Confirmation Alert Message

**STEP 7**

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

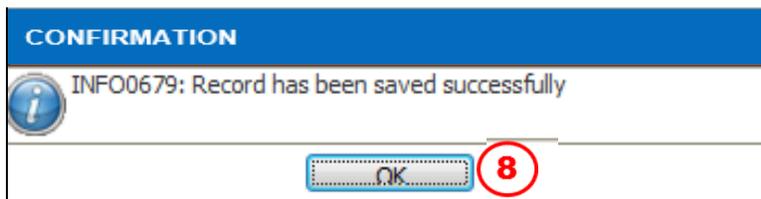


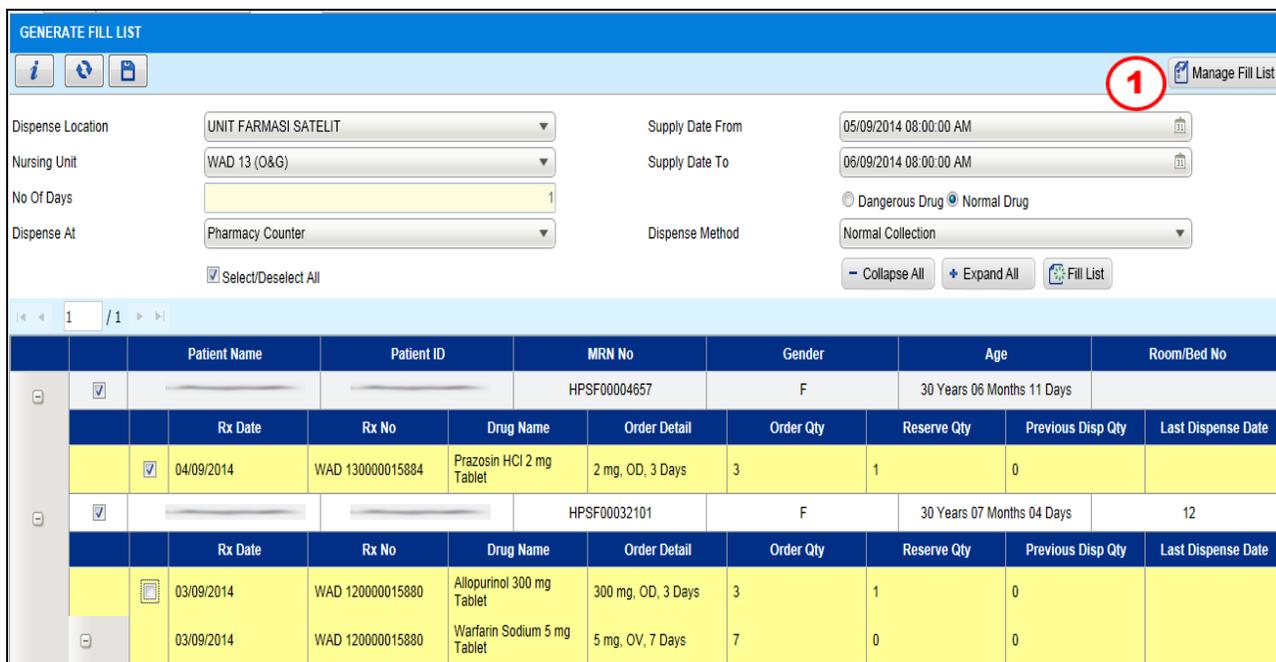
Figure 3.8.1-6 Information Alert Message

**STEP 8**

Click on the  button to save record

### 3.8.2 Manage Fill List

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

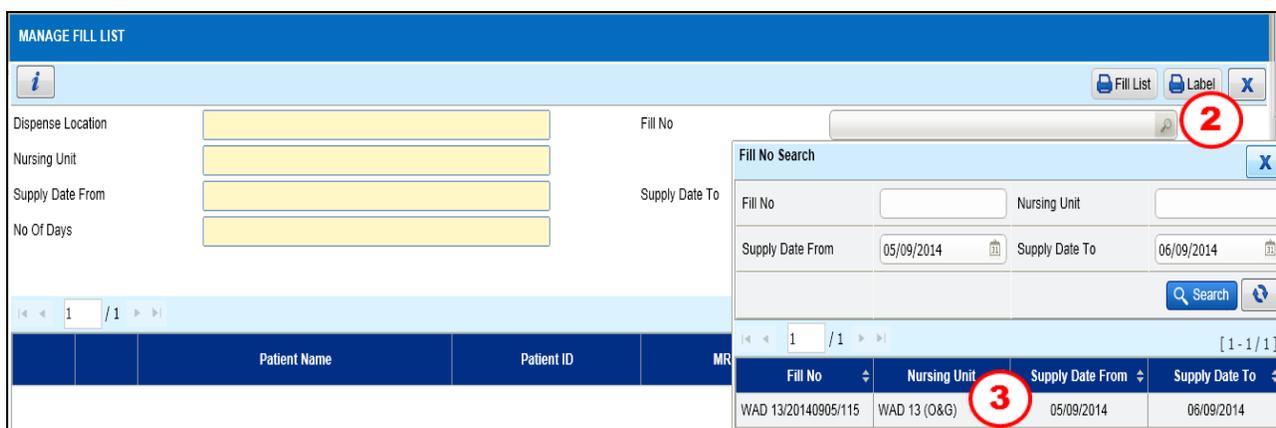


Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
[Redacted]	[Redacted]	HPSF0004657	F	30 Years 06 Months 11 Days			
Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
04/09/2014	WAD 130000015884	Prazosin HCl 2 mg Tablet	2 mg, OD, 3 Days	3	1	0	
Patient Name	Patient ID	MRN No	Gender	Age	Room/Bed No		
[Redacted]	[Redacted]	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 3.8.2-1 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
[Redacted]	[Redacted]	[Redacted]	WAD 13/20140905/115	WAD 13 (O&G)	05/09/2014	06/09/2014

Figure 3.8.2-2 Manage Fill List

#### STEP 2

Click on the  button to search the fill list

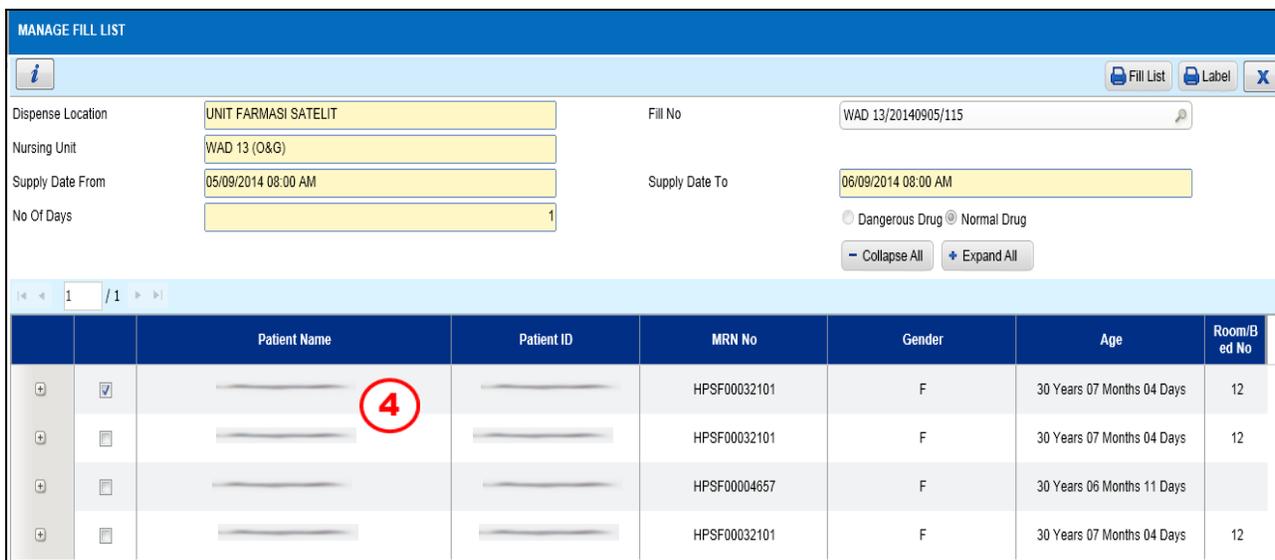
**Note**

Allow and able to search fill list based:-

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

**STEP 3**

Double click on the selected fill list



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

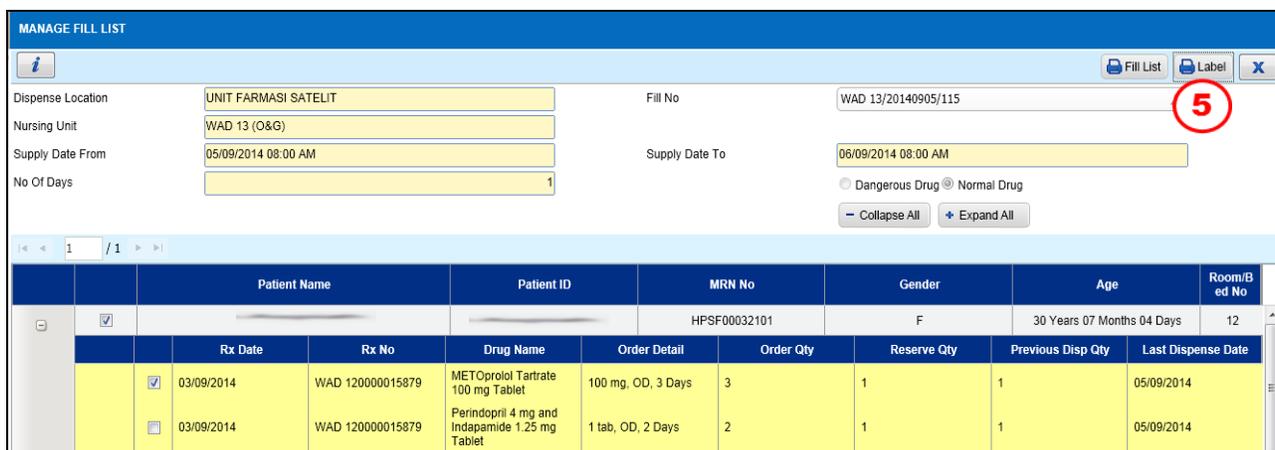
Figure 3.8.2-3 Manage Fill List

**STEP 4**

Select on the checkbox to print the drug label

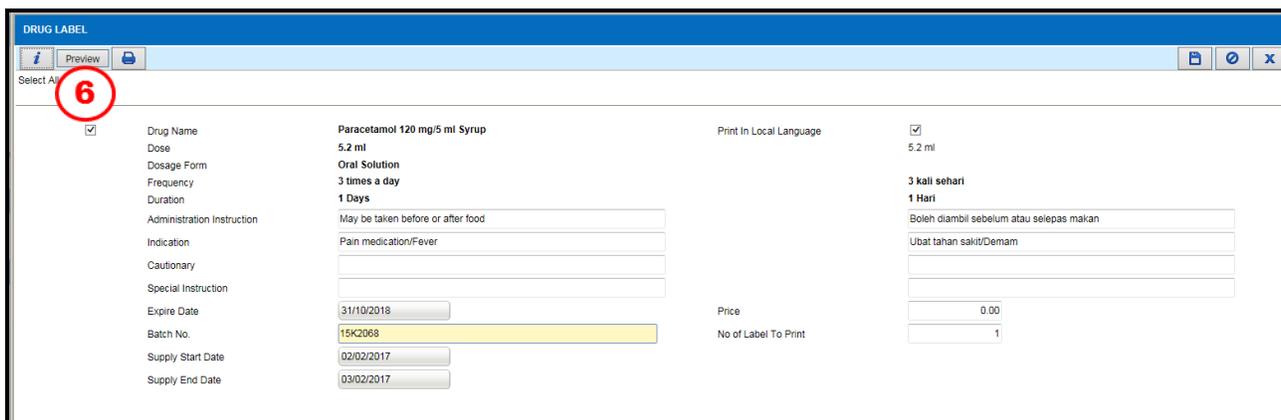
**STEP 5**

Click on the  to view or edit drug label



	Patient Name	Patient ID	MRN No	Gender	Age	Room/B ed No		
<input checked="" type="checkbox"/>			HPSF00032101	F	30 Years 07 Months 04 Days	12		
<input checked="" type="checkbox"/>	Rx Date	Rx No	Drug Name	Order Detail	Order Qty	Reserve Qty	Previous Disp Qty	Last Dispense Date
<input checked="" type="checkbox"/>	03/09/2014	WAD 120000015879	METOprolol 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 3.8.2-4 Print Drug Label



Field	Value	Field	Value
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 3.8.2-5 Drug Label

### STEP 6

Click on the  button to preview the drug label

### Note

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

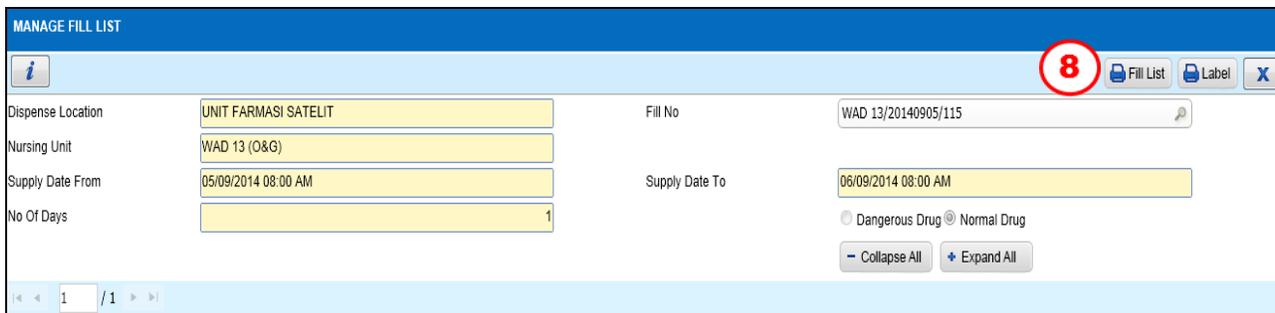


HOSPITAL PAKAR SULTANAH FATIMAH, MUAR						
<b>PT IP</b>						
HPSF00116515			WAD 10 (MED - P)			
5.2 ml when required						
Oral						
<b>Paracetamol 120 mg/5 ml Syrup</b>						
28/07	29/07	30/07	31/07			
15 ml		RM1.00				
28/07/17 [1 day(s)]						
UBAT TERKAWAL Dr. [REDACTED]			28/07/2017 11:50 AM			

Figure 3.8.2-6 Print Drug Label

**STEP 7**

Click on the  button to print the drug label



MANAGE FILL LIST			
<input type="text" value="UNIT FARMASI SATELIT"/>		<input type="text" value="WAD 13/20140905/115"/>	
<input type="text" value="WAD 13 (O&amp;G)"/>		<input type="text" value="06/09/2014 08:00 AM"/>	
<input type="text" value="05/09/2014 08:00 AM"/>		<input type="text" value="06/09/2014 08:00 AM"/>	
<input type="text" value="1"/>		<input type="radio"/> Dangerous Drug <input checked="" type="radio"/> Normal Drug	
		<input type="button" value="Collapse All"/> <input type="button" value="Expand All"/>	

Figure 3.8.2-7 Print Fill List

**STEP 8**

Click on the  button to print the fill list



KEMENTERIAN KESIHATAN MALAYSIA  
Hospital Sultanah Aminah Muar

**9**

Nursing Unit From : WAD 13 (O&G)      Date From : 05/09/2014 08:00 AM  
 Fill Process ID : WAD 13/20140905/115      Date To : 06/09/2014 08:00 AM  
 Fill Process Executed : 05/09/2014 12:31 PM      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	METOprolol Tartrate 100 mg Tablet	100 mg	ORAL	OD	1	tab	13H139	30/06/2016
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 / HPSF00004657			Room/Bed No : /				
05/09/2014	04/09/2014	WAD 150000015884	Prazosin HCl 2 mg Tablet	2 mg	ORAL	OD	1	tab	13L084	31/07/2016
Patient Name / ID /			/ HPSF00032101			Room/Bed No : / 12				
Warfarin Sodium 2 mg Tablet							1	tab	KJ0988	31/03/2015
Warfarin Sodium 3 mg Tablet							1	tab	1546000	30/11/2015

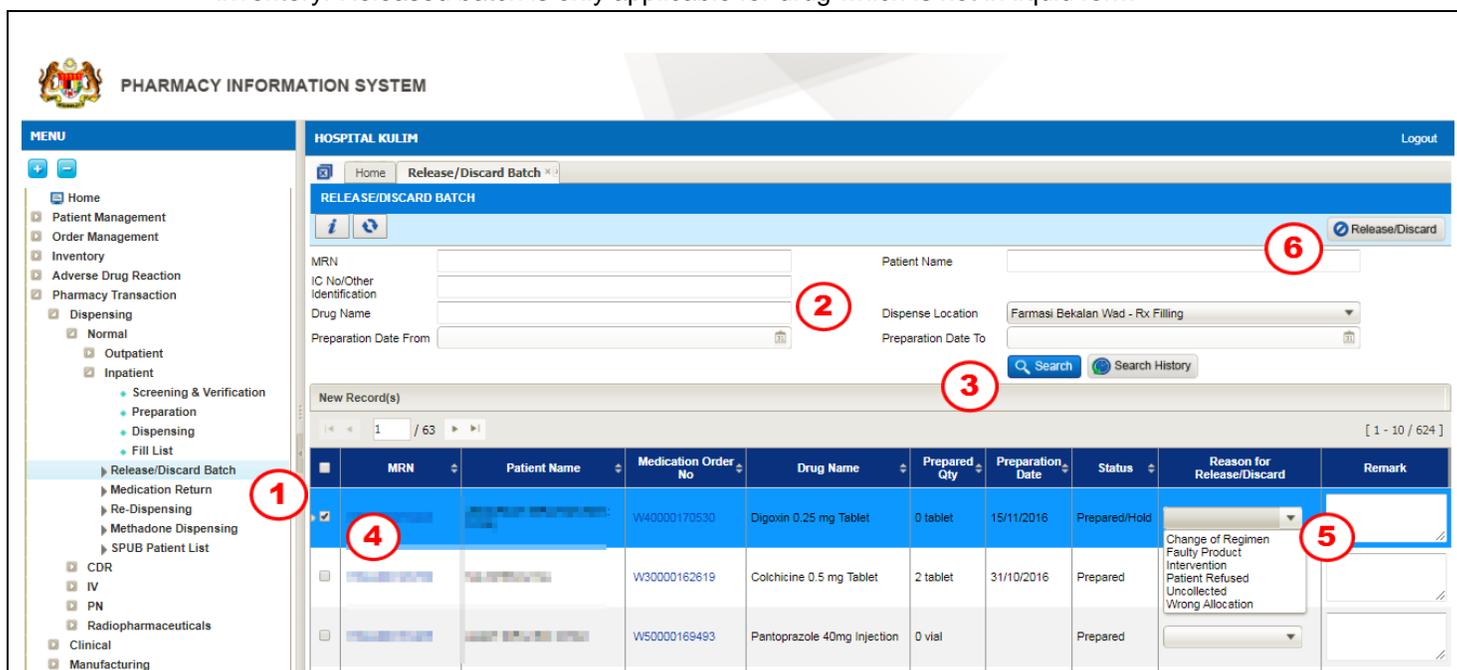
Figure 3.8.2-8 Fill List

**STEP 9**

Click on the  button to print the fill list

### 3.9 Released / Discard Batch

Released / Discard Batch screen is allowing 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 KULIM** Logout

Home | Release/Discard Batch

**RELEASE/DISCARD BATCH** Release/Discard

MRN:  Patient Name:

IC No/Other Identification:

Drug Name:  Dispense Location: Farmasi Bekalan Wad - Rx Filling

Preparation Date From:  Preparation Date To:

New Record(s) [ 1 - 10 / 624 ]

MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input checked="" type="checkbox"/>		W40000170530	Digoxin 0.25 mg Tablet	0 tablet	15/11/2016	Prepared/Hold	Change of Regimen Faulty Product Intervention Patient Refused Uncollected Wrong Allocation	
<input type="checkbox"/>		W30000162619	Colchicine 0.5 mg Tablet	2 tablet	31/10/2016	Prepared		
<input type="checkbox"/>		W50000169493	Pantoprazole 40mg Injection	0 vial		Prepared		

Figure 3.9-1 Release / Discard

#### STEP 1

Click on 'Release Discharge Batch' sub menu

#### STEP 2

Search patient record based on:

- a) **MRN**
- **Patient Name**
- c) **Drug Name**
- d) **Dispense Location**

#### STEP 3

Click on the  button to search the drug

#### STEP 4

Select check box to select patient drug for release batch

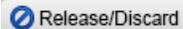
#### STEP 5

Select **Reason for Release / Discard**

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



**STEP 6**

Click on the  button to proceed release or discard process

### 3.10 Medication Return

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

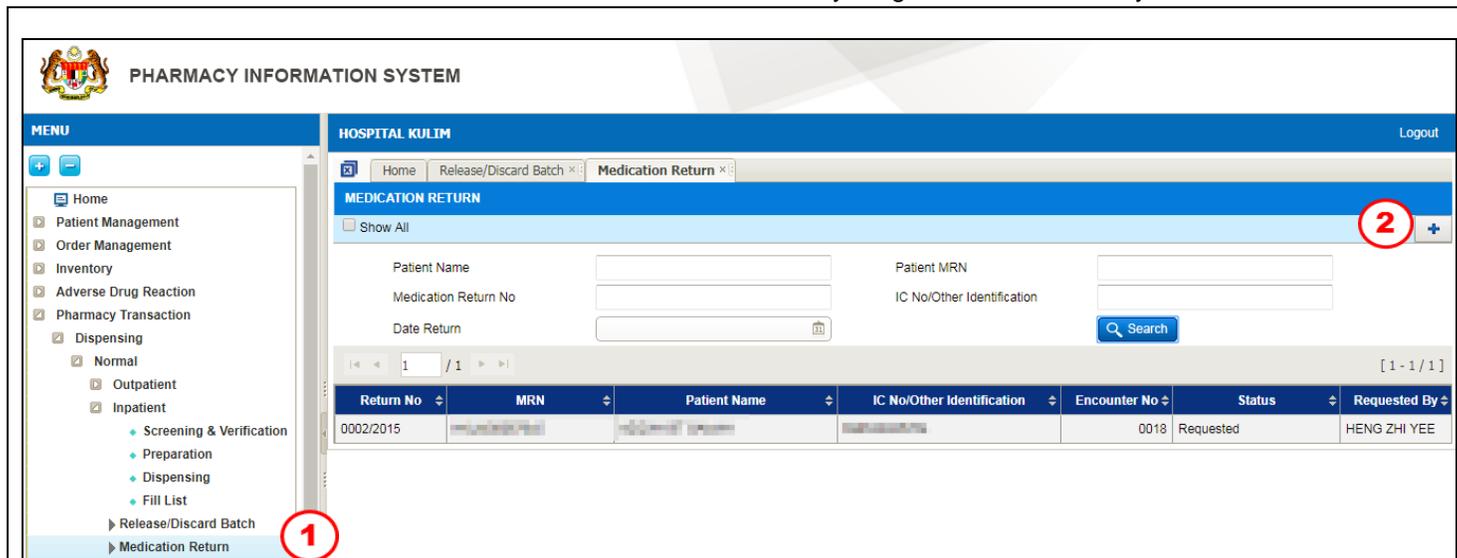


Figure 3.10-1 Medication Return Listing Page

**STEP 1**

Click on 'Medication Return' sub menu

**STEP 2**

Click on the  button to add new patient record

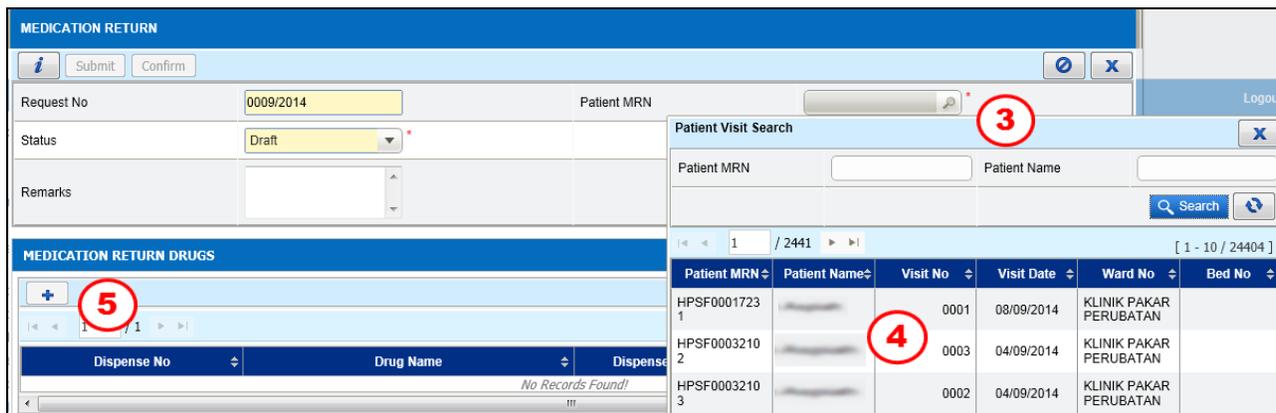


Figure 3.10-2 Medication Return

**STEP 3**

Click on the  button to search the patient

**STEP 4**

Double Click on the selected patient's name

**STEP 5**

Click on the  button to add drug to medication return list

Figure 3.10-3 Medication Return

**STEP 6**

Select drug to be returned by criteria as below:

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

**Note**

Receive Return Quantity will be used to record:

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

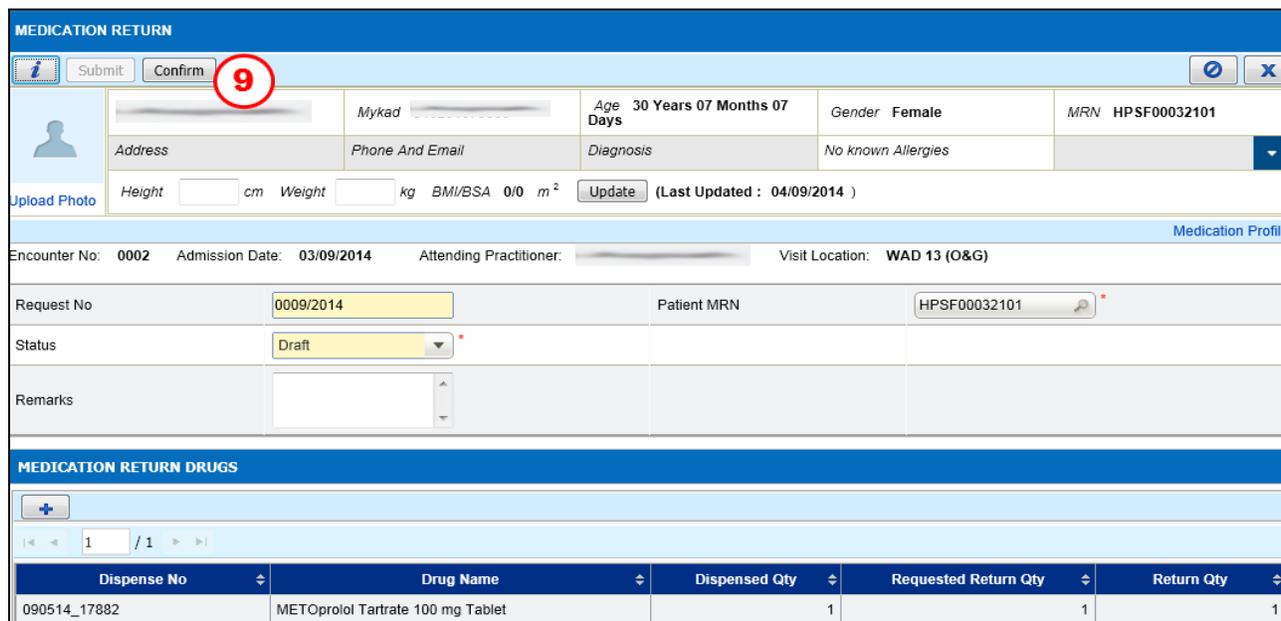
**STEP 7**

Click on the  button to save record

Figure 3.10-4 Confirmation Alert Message

**STEP 8**

Click on the  button to confirm save record



**MEDICATION RETURN**

Submit Confirm **9**

Mykad: \_\_\_\_\_ Age: 30 Years 07 Months 07 Days Gender: Female MRN: HPSF00032101

Address: \_\_\_\_\_ Phone And Email: \_\_\_\_\_ Diagnosis: \_\_\_\_\_ No known Allergies

Height: \_\_\_\_\_ cm Weight: \_\_\_\_\_ kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated : 04/09/2014 )

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

Request No: 0009/2014 Patient MRN: HPSF00032101

Status: Draft

Remarks: \_\_\_\_\_

**MEDICATION RETURN DRUGS**

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

Figure 3.10-5 Medication Return

**STEP 9**

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



**CONFIRMATION**

CONF0105: Are you sure you want to confirm?

Cancel Yes No

Figure 3.10-6 Confirmation Alert Message



**INFORMATION**

INFO0607: Medication returned to stock successfully!

OK

Figure 3.10-7 Information Alert Message

**STEP 10**

Click on the **Yes** button

**STEP 11**

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

### 3.11 Re-Dispensing

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

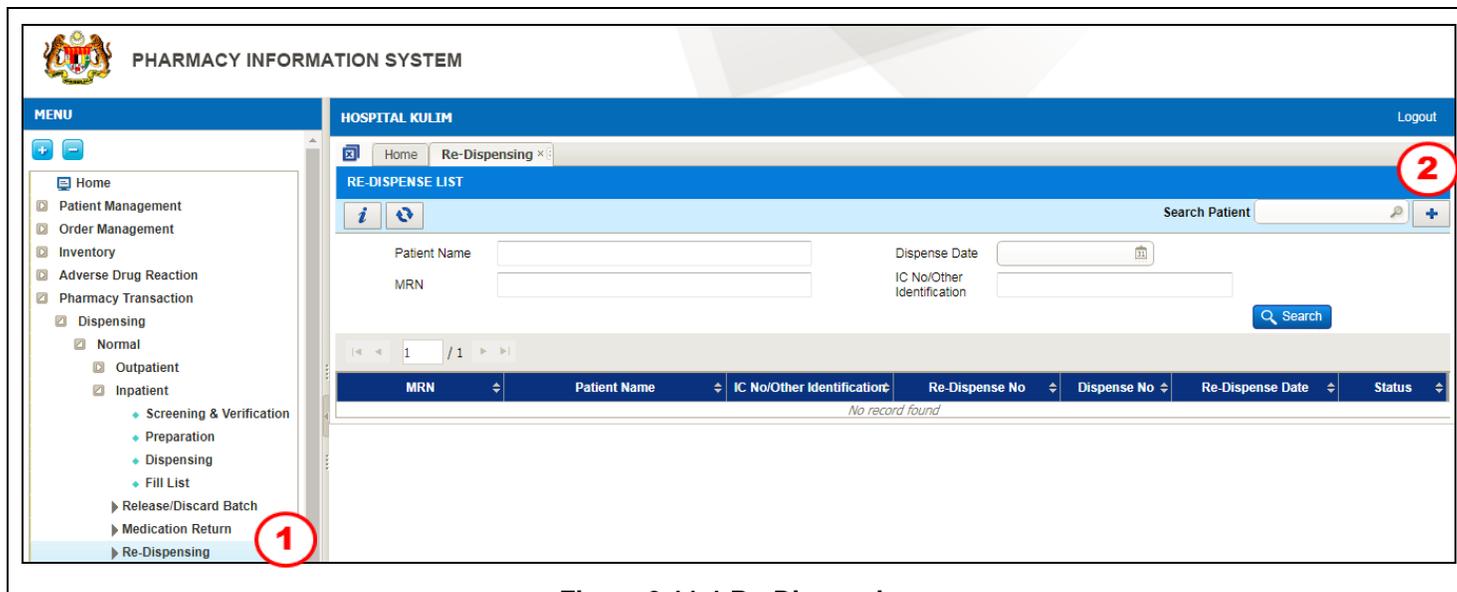


Figure 3.11-1 Re-Dispensing

#### STEP 1

Click on 'Re-Dispensing' sub menu

#### STEP 2

Click on the  button to search patient

#### Note

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

**Patient Search** X

Patient MRN	<input type="text"/>	Patient Name	<input type="text" value="pawi"/> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">X</span>
ID No	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>	

1 / 1
[ 1 - 1 / 1 ]

Patient MRN	Patient Name	ID No
htmh00047781	<b>3</b> KHAIRUL IDHAM PAWI	980808088888

Figure 3.11-2 Search Patient

**STEP 3**

Click on the selected patient's name



PHARMACY INFORMATION SYSTEM

**MENU**

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- Dispensing
  - Normal
  - Outpatient
  - Inpatient
    - Screening & Verification
    - Preparation
    - Dispensing
    - Fill List
  - Release/Discard Batch
  - Medication Return
  - Re-Dispensing

**HOSPITAL KULIM** Logout

**4**

**RE-DISPENSE LIST**

Home
Re-Dispensing x:1

Search Patient

+

Patient Name

MRN

Dispense Date

IC No/Other Identification

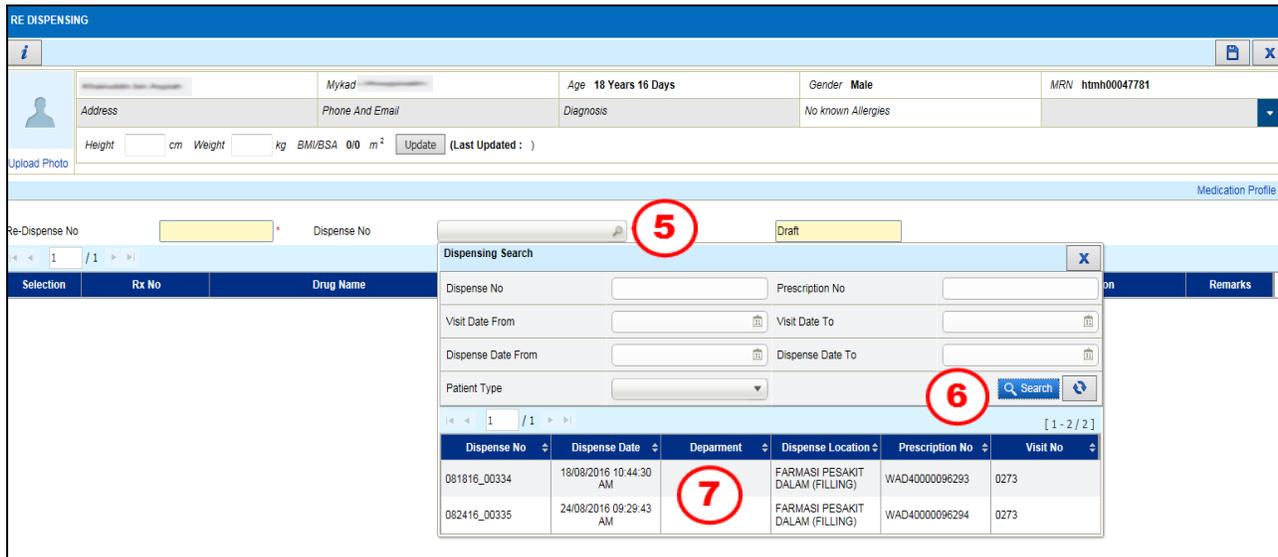
1 / 1

MRN	Patient Name	IC No/Other Identification	Re-Dispense No	Dispense No	Re-Dispense Date	Status
No record found						

Figure 3.11-3 Re- Dispensing

**STEP 4**

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



RE DISPENSING

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

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

Height: [Redacted] cm Weight: [Redacted] kg BM/BSA: 0/0 m<sup>2</sup> Update (Last Updated: )

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

Dispensing Search

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

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

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

Patient Type: [Redacted] Search

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

Figure 3.11-4 Re-Dispensing

**STEP 5**

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

**STEP 6**

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

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

**STEP 7**

Double click on the selected **Dispense No**

RE DISPENSING

11 Edit Label Re-Dispense 12

Mykad Age 18 Years 16 Days Gender Male MRN htmh 12

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0.0 m<sup>2</sup> Update (Last Updated : )

Medication Profile

Re-Dispense No RD240816\_00030 Dispense No 081816\_00334 Status Draft

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input checked="" type="checkbox"/> 8	WAD40000096293	Allopurinol 300 mg Tablet	300 mg, OD, 7 Days	7 tablet	1 tablet	081816_00334	1 9	Lost	Remarks 10
<input checked="" type="checkbox"/>	WAD40000096293	Ranitidine 150 mg Tablet	150 mg, BID, 7 Days	14 tablet	2 tablet	081816_00334	2	Lost	Remarks
<input checked="" type="checkbox"/>	WAD40000096293	Warfarin Sodium 5 mg Tablet	5 mg, 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 3.11-5 Re- Dispensing

**STEP 8**

Click at the Selection  checkbox for selected drug

**STEP 9**

Enter the *Re-Disp Qty*

**STEP 10**

Enter the *Reason*

**Note**

*Reason consist of:*

- a) Spilled
- b) Broken
- c) Lost
- d) Others

**STEP 11**

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

**STEP 12**

Click on the **Re-Dispense** button



**Figure 3.11-6 Confirmation Alert Message**

**STEP 13**

Click on the  button

## 4.0 Acronyms

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

## 5.0 Links to Clinical Modules

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