

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

Pharmacy Based User Manual Login Information



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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 Login Information module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Login Process
- Home page
- Change Password







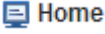


















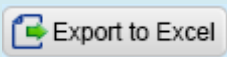
1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Login Information
- Section 4: Acronyms
- Section 5 : Links to Clinical Modules

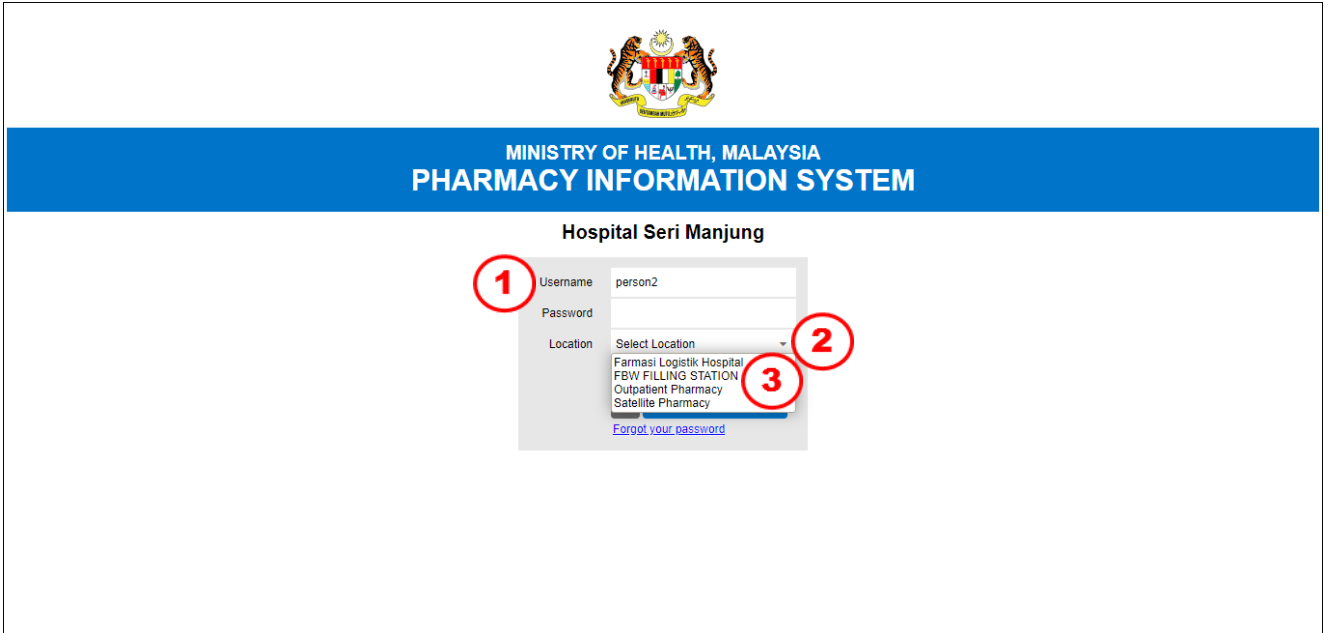
2.0 Application Standard Features

2.1 PhIS Legend

| Standard Legend | | | |
|---|-----------------------|--|--|
|  | Login to PhIS |  | Logout from PhIS |
|  | Change Login Password |  | Reset Login Screen |
|  | Expand Menu |  | Collapse Menu |
|  | Display Home Tab |  | Expand Module |
|  | Collapse Module |  | Close All Open Tabs |
|  | Refresh Screen |  | Search Record |
|  | Add/Create New Record |  | Show Help |
|  | Print |  | Mandatory Field |
|  | Calendar Icon |  | Search Icon |
|  | Close Window |  | Radio Button |
|  | Checkbox |  | Edit Record |
|  | Cancel |  | Delete Record |
|  | Save |  | Export and Open Report in Excel Format |

3.0 Login to PhIS

To login into the system, perform the steps below:



The screenshot shows the PhIS login page for Hospital Seri Manjung. At the top is the Ministry of Health Malaysia logo and the title 'MINISTRY OF HEALTH, MALAYSIA PHARMACY INFORMATION SYSTEM'. Below this is the hospital name 'Hospital Seri Manjung'. The login form has three fields: 'Username' (containing 'person2'), 'Password', and 'Location' (a dropdown menu). A red circle with the number '1' is around the Username field. A red circle with the number '2' is around the Password field. A red circle with the number '3' is around the Location dropdown menu, which is open and shows a list of locations: 'Farmasi Logistik Hospital', 'FBW FILLING STATION', 'Outpatient Pharmacy', and 'Satellite Pharmacy'. There is a 'Forgot your password' link below the Location dropdown.

Figure 3.0-1 PhIS Login Page

The facility's name will be display on the front menu of PhIS

STEP 1

Key-in username in the **Username** field

Note

Default location will be display automatically in the **Location** field

STEP 2

Key-in password in the **Password** field

Note

If user does not exist, alert message will be displayed as shown in Figure 3.0-2.

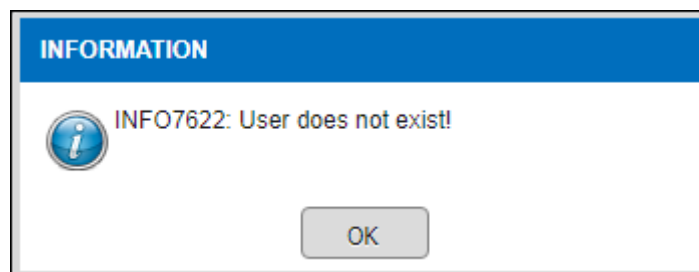


Figure 3.0-2 User does not exist

STEP 3

User with more than one (1) location(s) can select respective **Location** from the drop down

Note

User will be tie to the **Location** based on the access right. User will need to refer to the facility's System Administrator for any update needed.

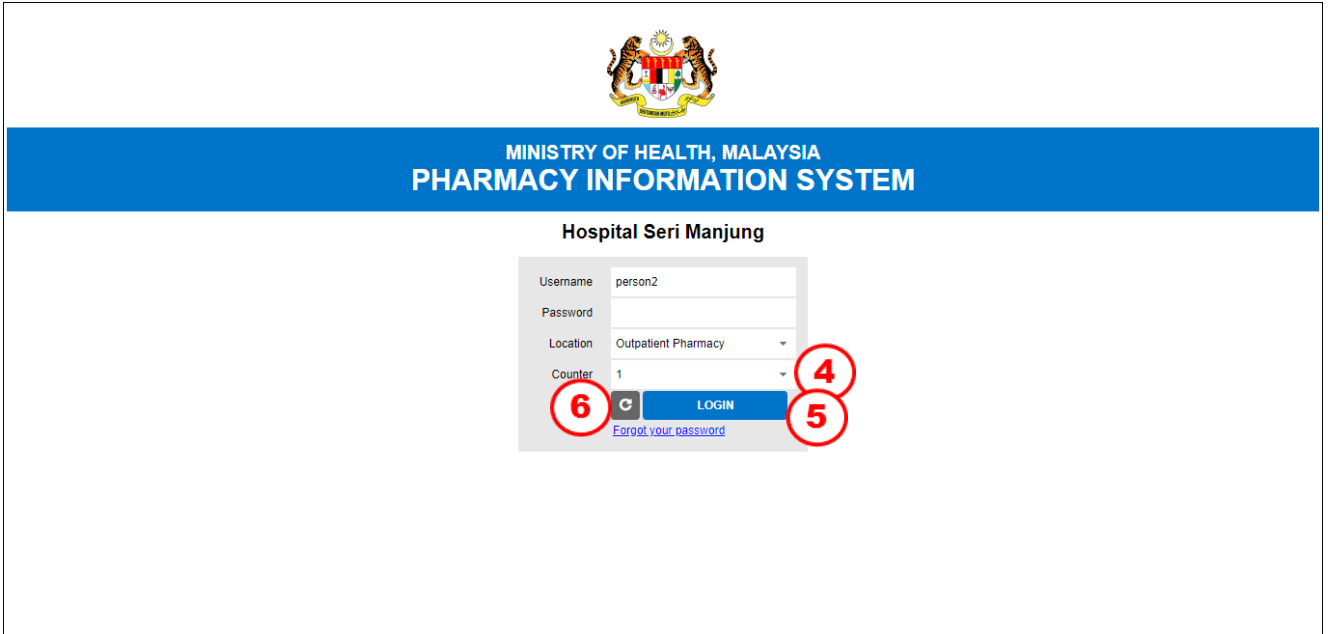


Figure 3.0-3 PhIS Login Page


STEP 4

Select counter from the **Counter** drop down


Note

It is mandatory to select the **Counter** for pharmacy dispensing.

STEP 5

Click on the  button to log into the application

STEP 6

Click on the  button to reset all the fields in the login screen

Note

Alert message as shown in Figure 3.0-4 will be display if the password entered is incorrect.



Figure 3.0-4 Wrong password entered

Note

User able to use **Forgot Password** function as below:

- User must enter registered username and click on **Forgot Password** link.
- Alert message will display as shown in Figure 3.0-5

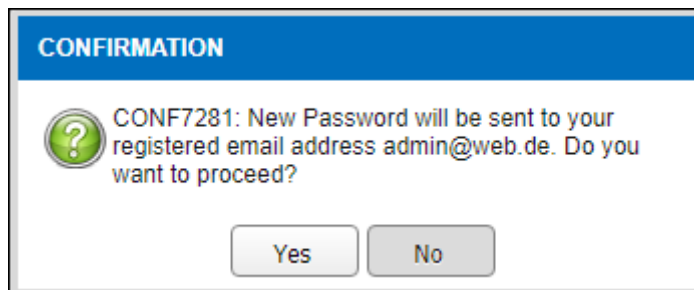
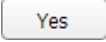
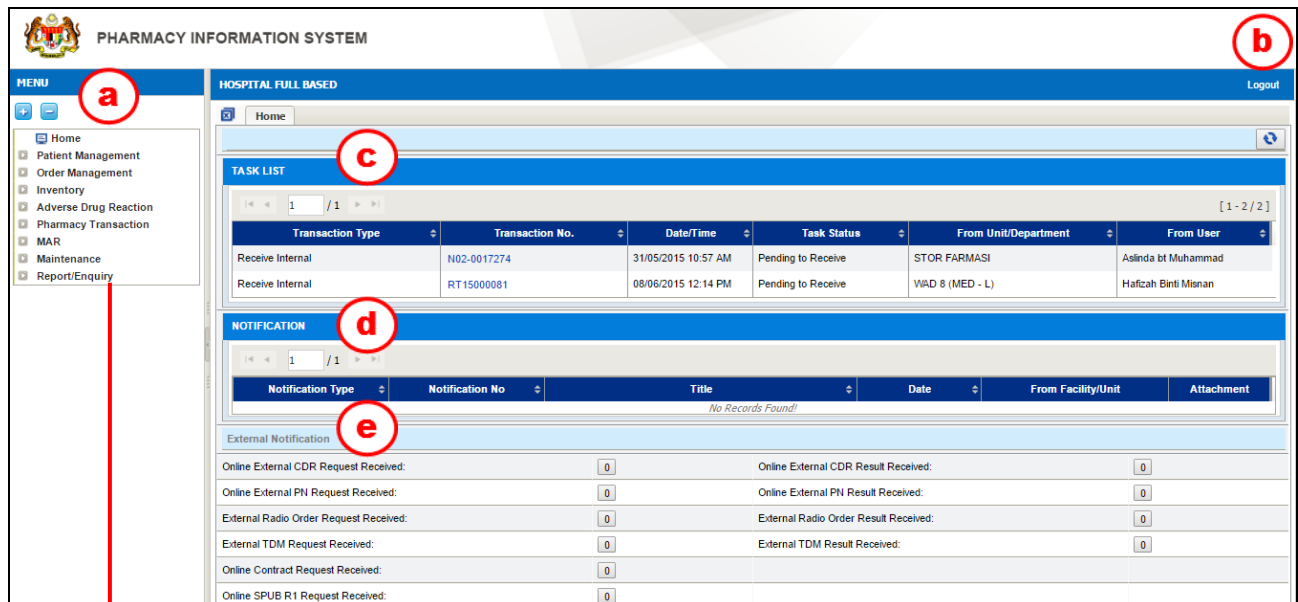


Figure 3.0-5 Alert Message

- Click  button temporary password will be sent to your registered email address.
- User must change their temporary password before they can proceed with any transaction.
- In 24-hour time temporary password will expired. Another temporary new password will be sent to your registered email address.

3.1 PhIS Home Page Overview

User will be navigated to the PhIS home page upon successful login.



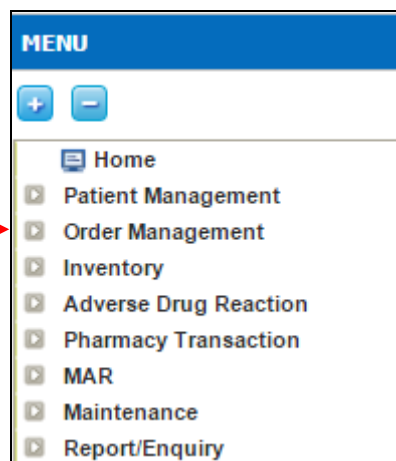
The screenshot shows the PhIS Home Page interface. Callout 'a' points to the left-hand menu. Callout 'b' points to the 'Logout' button in the top right corner. Callout 'c' points to the 'TASK LIST' section. Callout 'd' points to the 'NOTIFICATION' section. Callout 'e' points to the 'External Notification' section.

| Transaction Type | Transaction No. | Date/Time | Task Status | From Unit/Department | From User |
|------------------|-----------------|---------------------|--------------------|----------------------|---------------------|
| Receive Internal | N02-0017274 | 31/05/2015 10:57 AM | Pending to Receive | STOR FARMASI | Aslinda bt Muhammad |
| Receive Internal | RT15000081 | 08/06/2015 12:14 PM | Pending to Receive | WAD 8 (MED - L) | Hafzah Binti Misan |

| Notification Type | Notification No | Title | Date | From Facility/Unit | Attachment |
|-------------------|-----------------|-------|------|--------------------|------------|
| No Records Found! | | | | | |

| External Notification | |
|--|---|
| Online External CDR Request Received: | 0 |
| Online External PN Request Received: | 0 |
| External Radio Order Request Received: | 0 |
| External TDM Request Received: | 0 |
| Online Contract Request Received: | 0 |
| Online SPUB R1 Request Received: | 0 |

Figure 3.1-1 PhIS Home Page



The menu is titled 'MENU' and contains the following items:

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
- Report/Enquiry

Left side panel contains:

a) Menu

List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

b) Logout

To logout from PhIS application.

c) Task List

Active task(s) that require action/ follow-up will be displayed.

e.g.: Pending for Approval, Pending for Verification, or any other task(s).

d) Notification

List of inventory notification(s) received from internal units, external facility and HQ will be displayed.



Note

Urgent notification will be highlighted in red.

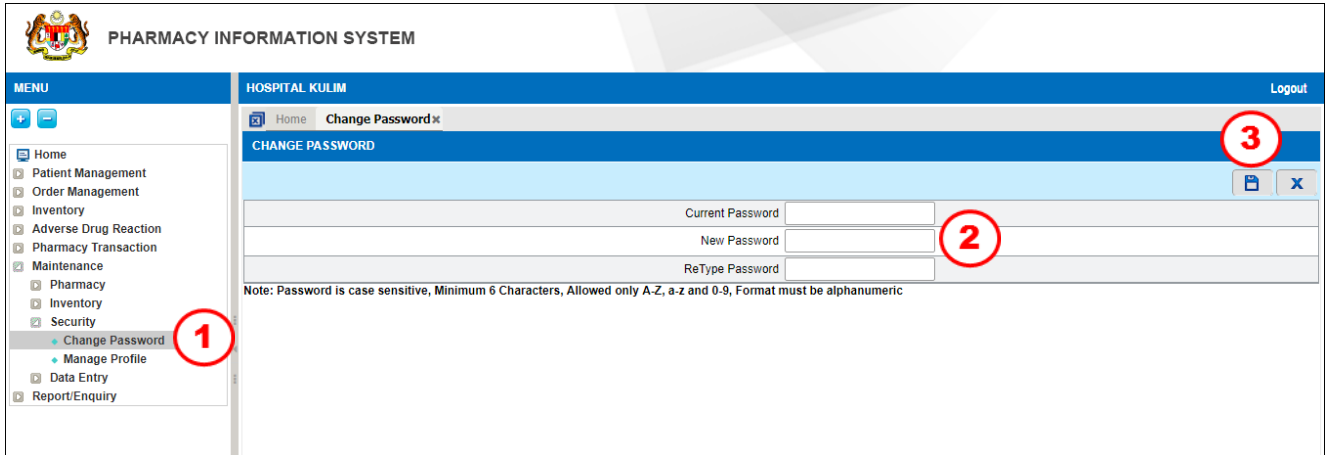
e) External Notification

List of external notification(s) received will be displayed.

E.g.: Online Issue Request Received, Online Contract Request Received, Online External CDR Request Received, External TDM Request Received.

3.2 Change Password

To change user's current password, perform steps below.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' sidebar with options like Home, Patient Management, Order Management, Inventory, Adverse Drug Reaction, Pharmacy Transaction, Maintenance, Pharmacy, Inventory, Security, Change Password (highlighted with a red circle 1), Manage Profile, Data Entry, and Report/Enquiry. The main area has a header 'HOSPITAL KULIM' and 'Logout'. Below the header is a 'CHANGE PASSWORD' form with three input fields: 'Current Password', 'New Password' (highlighted with a red circle 2), and 'ReType Password'. A red circle 3 highlights the save button (a floppy disk icon) next to the 'New Password' field. A note at the bottom states: 'Note: Password is case sensitive, Minimum 6 Characters, Allowed only A-Z, a-z and 0-9, Format must be alphanumeric'.

Figure 3.2-1 Change Password hyperlink


STEP 1

Click on 'Maintenance' menu follow by 'Security' and then click '**Change Password**' as shown in **Figure 3.2-1**

STEP 2

Enter the **Current Password**, **New Password** and **ReType Password**

STEP 3

Click on  the button to save record

Note

- Password is case sensitive and minimum of six(6) characters has to be entered.
- Alert message as shown in Figure 3.2-2 will be display for not match current password.
- Alert message as shown in Figure 3.2-3 will be display if current and new password entered is the same.
- Alert message as shown in Figure 3.2-4 will be display if new password length is below 6 characters.
- Alert message as shown in Figure 3.2-5 will be display if new password and retype password is not the same.
- Information message as shown in Figure 3.2-6 will be display if the password is saved successfully.

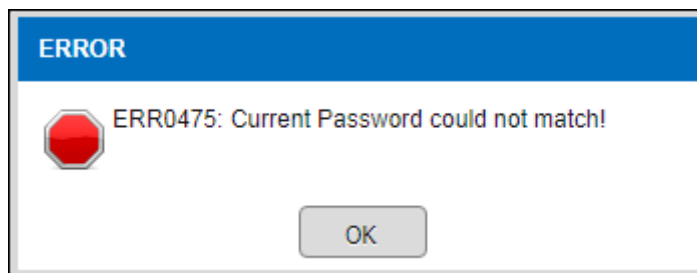


Figure 3.2-2 Error Message

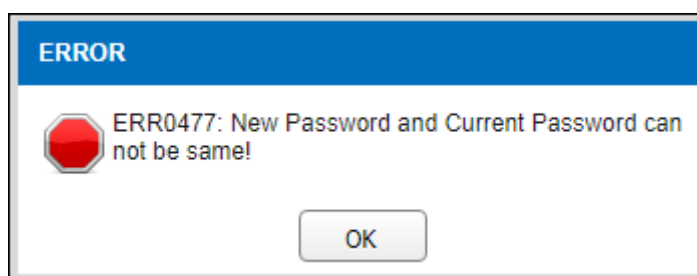


Figure 3.2-3 Error Message

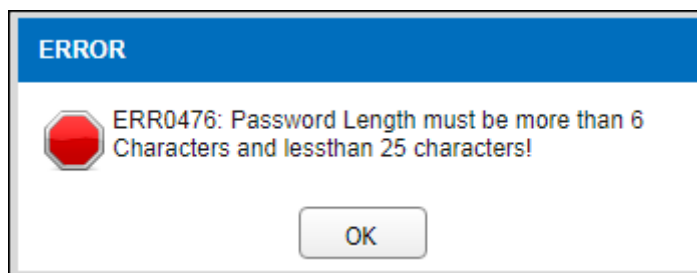


Figure 3.2-4 Error Message

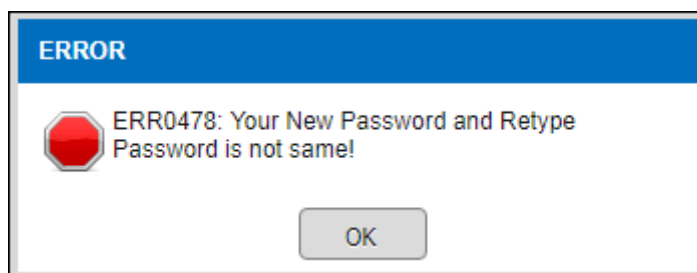


Figure 3.2-5 Error Message

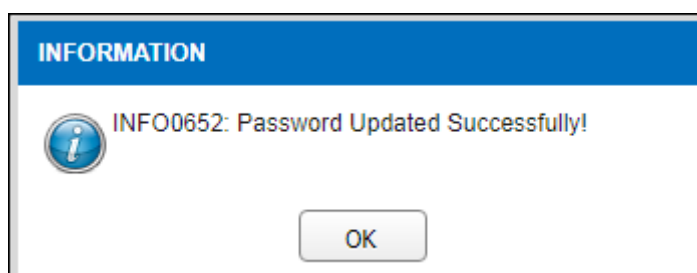


Figure 3.2-6 Information Alert Message

4.0 Acronyms

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

5.0 Links to Clinical Modules

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