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

Pharmacy Based

User Manual
Methadone Dispensing

Version	**: 7th EDITION**
Document ID	**: PB_U. MANUAL_METHADONE DISPENSING**

© 2011-2018 Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only.*

Reference ID : PB_U. MANUAL_METHADONE DISPENSING-7th EDITION

Application reference: PhIS & CPS v1.6.1

Table of Contents

1.0 Introduction 1
1.1 Overview of PhIS 1
1.2 Purpose and Objectives 1
1.3 Organized Sections 1
2.0 Application Standard Features 2
2.1 PhIS Legend 2
3.0 Methadone Dispensing 4
3.1 Methadone Dispensing 5
3.2 Methadone Counseling Reporting 12
3.3 Methadone MTAC Reporting 14
3.0 Acronyms 17
4.0 Links to Clinical Modules 17

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 Methadone Dispensing 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:

- Methadone Dispensing
- Methadone Counselling Reporting
- Methadone MTAC Reporting

1.3 Organized Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	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 to Excel	Export and Open Report in Excel Format

Methadone Dispensing Module Legend			
Update	Update Patient's Height and Weight	Print Ingredient Label	Print Ingredient Label
Print Original Prescription	Print Original Prescription	Dispense	Dispense
Preview	Preview	Print Original Prescription	Print Original Prescription
Hold	Hold		Print
Resume	Resume		Calendar

Note

*To learn more about Login Information, kindly click **Login Information** module for descriptive steps*

3.0 Methadone Dispensing

Methadone Dispensing

Methadone dispensing function is to record and save all methadone related information. At this screen, information related with the patient, prescription and the methadone prepared are also provided.

User Group

This module is intended for pharmacist and assistant pharmacist (subject to user assign by the facility)

Functional Diagram

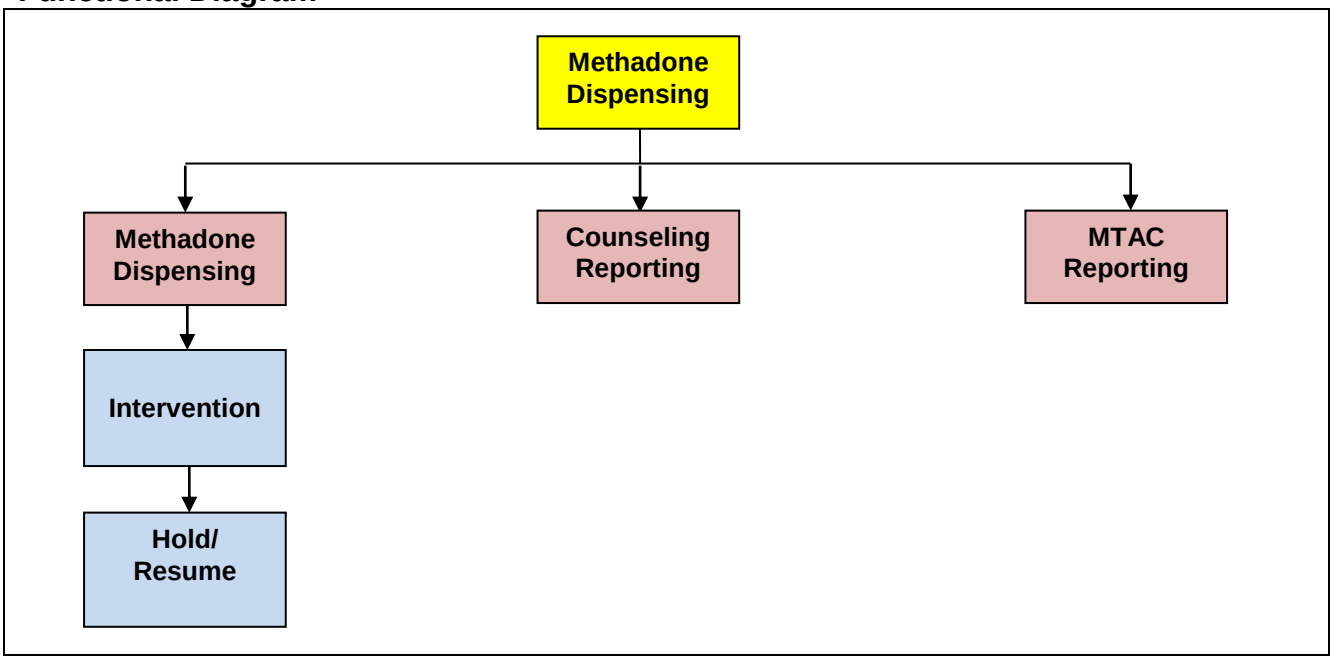


Figure 3.0-1

3.1 Methadone Dispensing

This function will allow the user to dispense methadone to the patient after the order is confirmed. Methadone drug does not screening and preparation stage.

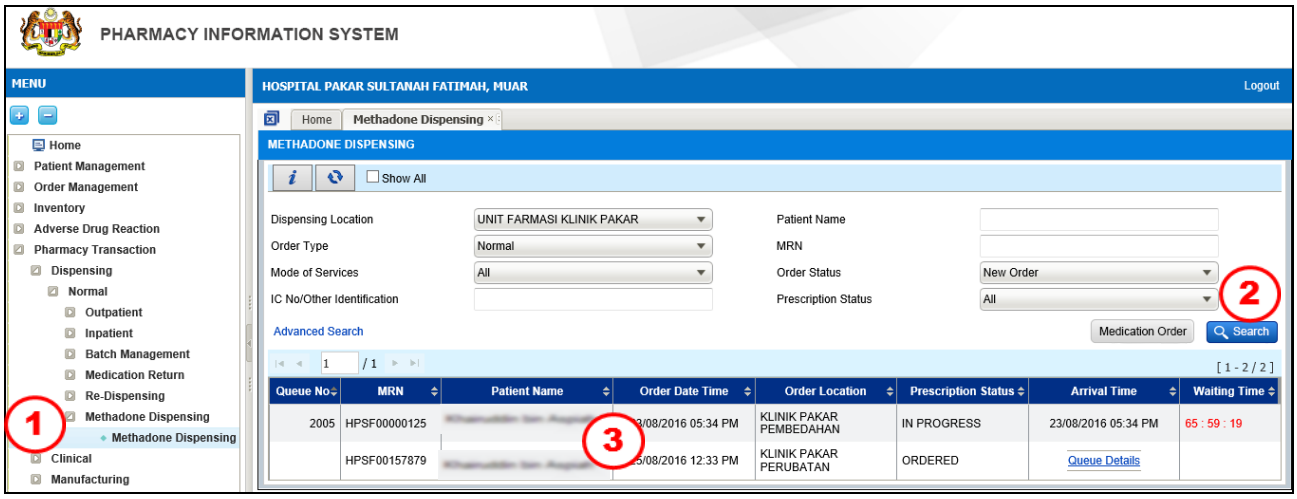


Figure 3.1.1-1 Methadone Dispensing Listing Page

STEP 1

Click on 'Methadone Dispensing' sub menu

Note

Various search criteria are 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's record by dispensing location
c	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
d	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
e	Patient Name	Name of patient	Able to filter and search by patient's name
f	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial:

			Example: HPSF00001234 or "1234"
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
Advanced Search			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search p patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 3.1.1-1

STEP 2

Click on the

button to search the patient

Note

- *Search result of current order patient list will be displayed:*
  - *Queue No*
  - *MRN*
  - *Patient Name*
  - *Order Date Time*
  - *Order Location*
  - *Current Collection Mode*
  - *Prescription Status*
  - *Arrival Time*
  - *Waiting Time*
- *Acknowledge patient arrival as in Outpatient Pharmacy Section 3.1 Acknowledgement.*
- *User can also order drugs from methadone dispensing screen by clicking on the*

button. User will be diverted to medication order screen. Refer to Medication Order module.

STEP 3

Double click on the selected patient and patient detail information will be shown as per Figure 3.1.1-2

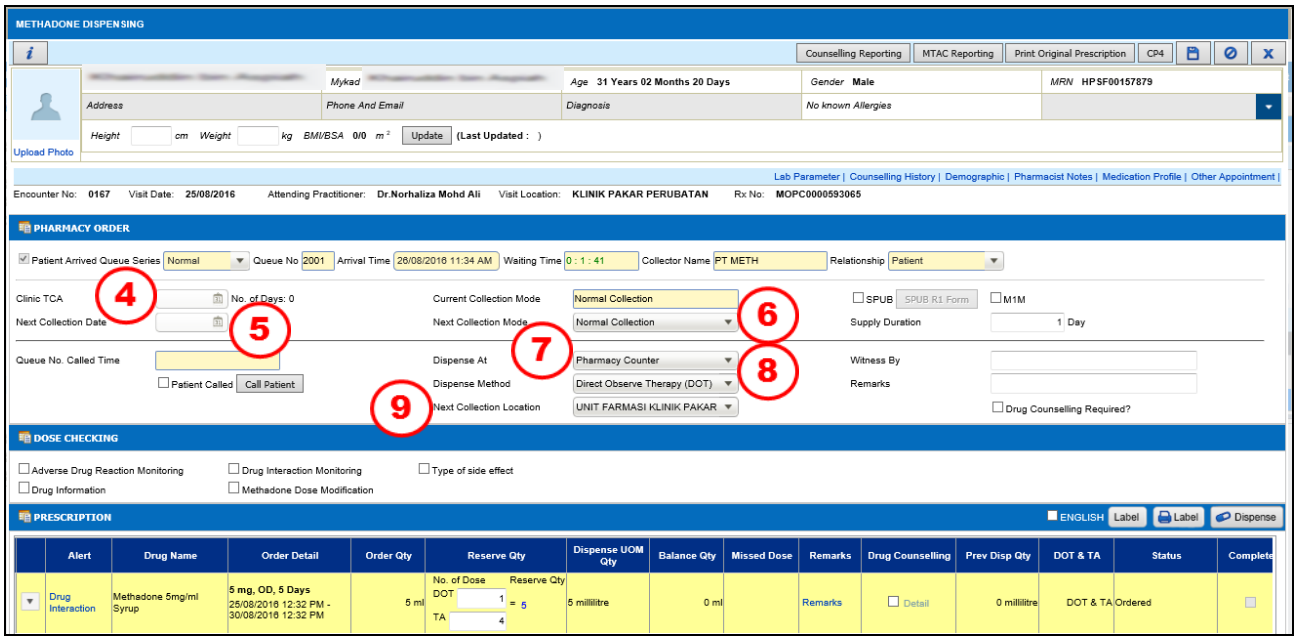


Figure 3.1.1-2 Methadone Dispensing Screen

STEP 4
Select date from the ***Clinic TCA*** calendar

STEP 5
Select date from the ***Next Collection Date*** calendar

STEP 6
Select the ***Next Collection Mode*** from the drop down:

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

STEP 7
Select the ***Dispense at*** from the drop down:

- Lock Up
- Others
- Pharmacy Counter
- Ward

STEP 8
Select the ***Dispense Method*** from the drop down:

- Direct Observe Therapy (DOT)
- Direct Observe Therapy (DOT) and Take Away (TA)
- Take Away (TA)

STEP 9
Select the ***Next Collection Location*** from the drop down

Note

- *Changes on the **Next Collection Date** will not affect the **Clinic TCA**. **Total patient** is the number of patients scheduled on the selected date.*
- *The **Supply Duration** is default to 1 day yet editable*

STEP 10
Select the ***Dose Checking*** *if applicable*

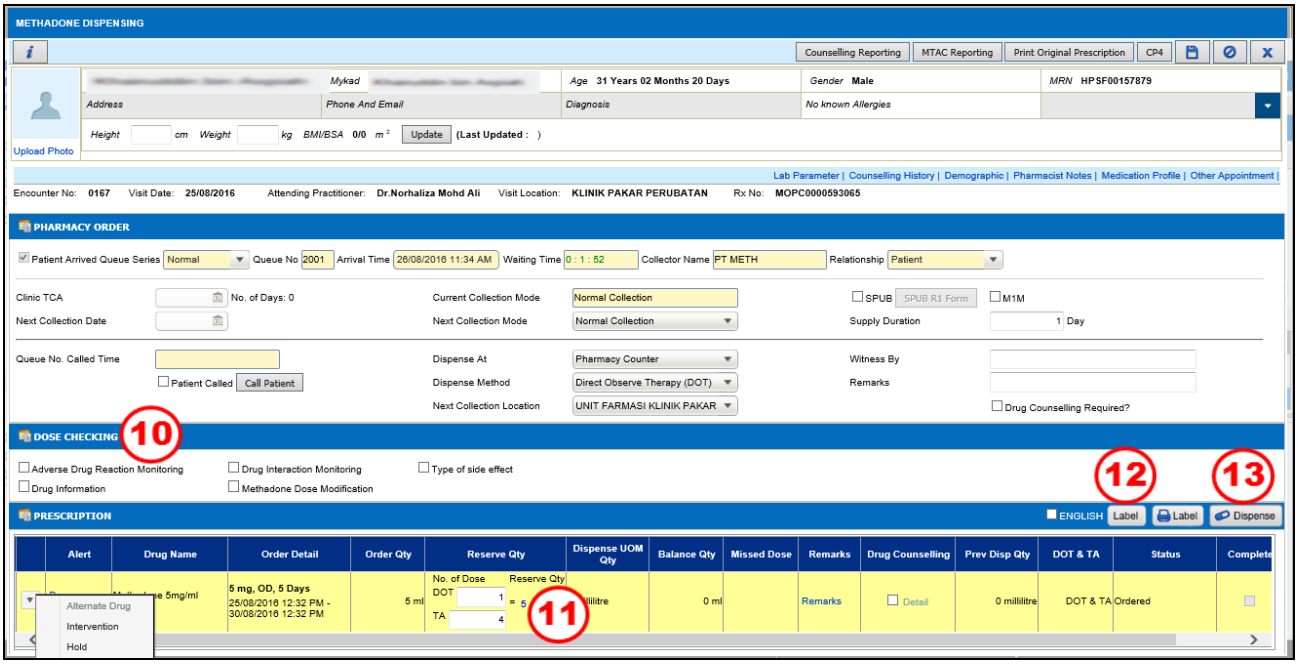


Figure 3.1.1-3 Methadone Dispensing Screen

STEP 11
Allocate the ***No. of Dose*** in the Reserve Quantity

Note

- *SPUB check box is for user to refer the prescription to other facility. If SPUB is checked, next collection mode is not required to be filled in. User can also refer to M1M by selecting the* ☐M1M *checkbox.*
- *User can also perform other functions such as Intervention and Hold/Resume. Refer steps in [Outpatient Pharmacy module.]*

STEP 12

Click on the

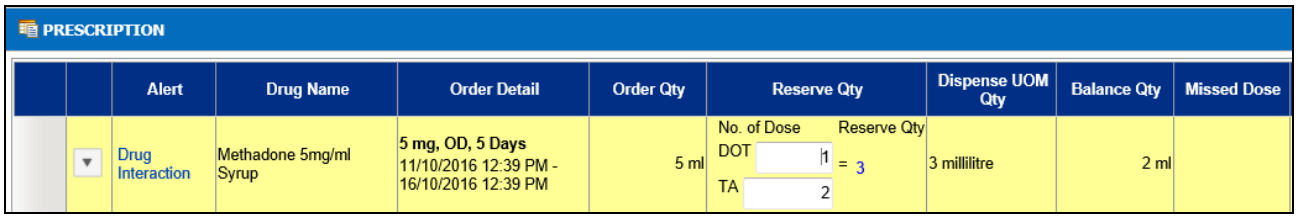
button to preview and print the drug label as per Figure 3.1.1-4

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)
PT METH
HPSF00157879 KLINIK PAKAR PERUBATAN 850606126433
1 ml Diambil
1 Kali Sehari
Boleh diambil sebelum atau selepas makan
Methadone 5mg/ml Syrup
-
26/08/16-27/08/16 [1 hari] 1 ml RM1.00
UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK 29/08/2016 10:17 AM

Figure 3.1.1-4 Methadone Drug Label

Note

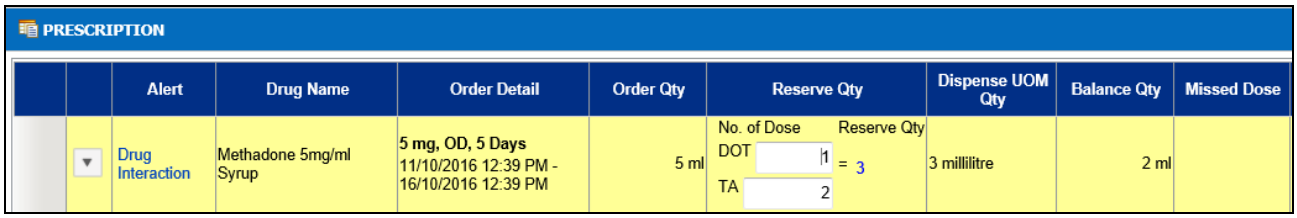
- *The **Dispense UOM Qty** will be calculated automatically when user entered value into DOT and TA as per Figure 3.1.1-5.*
- *Example:*
  - ***DOT** =1 means 1 serving (5mg/ml)*
  - ***TA** = 2 means 2 serving (10mg/ml)*


PRESCRIPTION

	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Missed Dose
	Drug Interaction	Methadone 5mg/ml Syrup	5 mg, OD, 5 Days 11/10/2016 12:39 PM - 16/10/2016 12:39 PM	5 ml	No. of Dose DOT 1 TA 2 = Reserve Qty 3	3 millilitre	2 ml	

Figure 3.1.1-5 Reserve Quantity Column

- *Set the **Next Collection Date** as it will be used to calculate the **Missed Dose** if the patient did not collect the Methadone drug.*



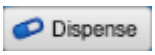
PRESCRIPTION

	Alert	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance Qty	Missed Dose
	Drug Interaction	Methadone 5mg/ml Syrup	5 mg, OD, 5 Days 11/10/2016 12:39 PM - 16/10/2016 12:39 PM	5 ml	No. of Dose / Reserve Qty DOT 1 TA 2 = 3	3 millilitre	2 ml	

Figure 3.1.1-6 Missed Dose Column

- ***Missed Dose** as in Figure 3.1.1-6 is calculated by using this formula:*
  - ***Current Date - Next Collection Date** last record.*
  - *(**Duration x Frequency**)*
- *Once the drug is allocated, user will be able to dispense the drug without going through the Verification and Preparation process.*

STEP 13

Click on the 

button to dispense

STEP 14

Enter the ***Username*** and ***Password*** to authorize

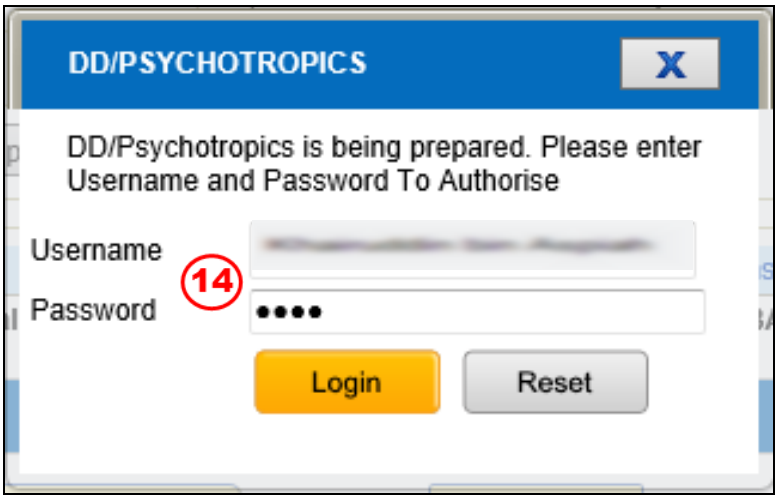


Figure 3.1.1-7 Authorization Alert Message

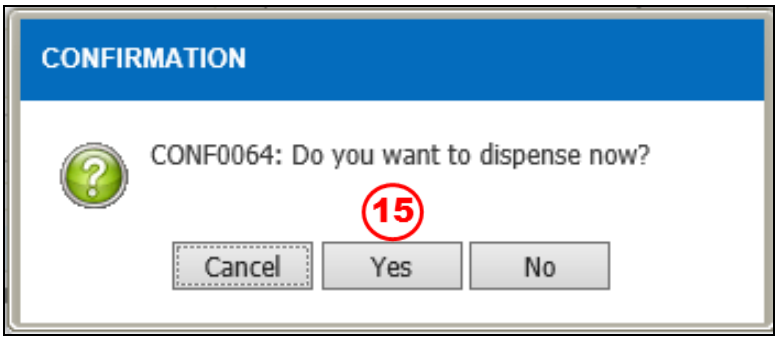


Figure 3.1.1-8 Authorization Alert Message

STEP 16

Click on the Yes button to confirm

3.2 Methadone Counseling Reporting

The Medication Counseling module is provided to all the patients. The ultimate goal to be achieved during patient medication counseling is to provide information directed at encouraging safe and appropriate use of medication.

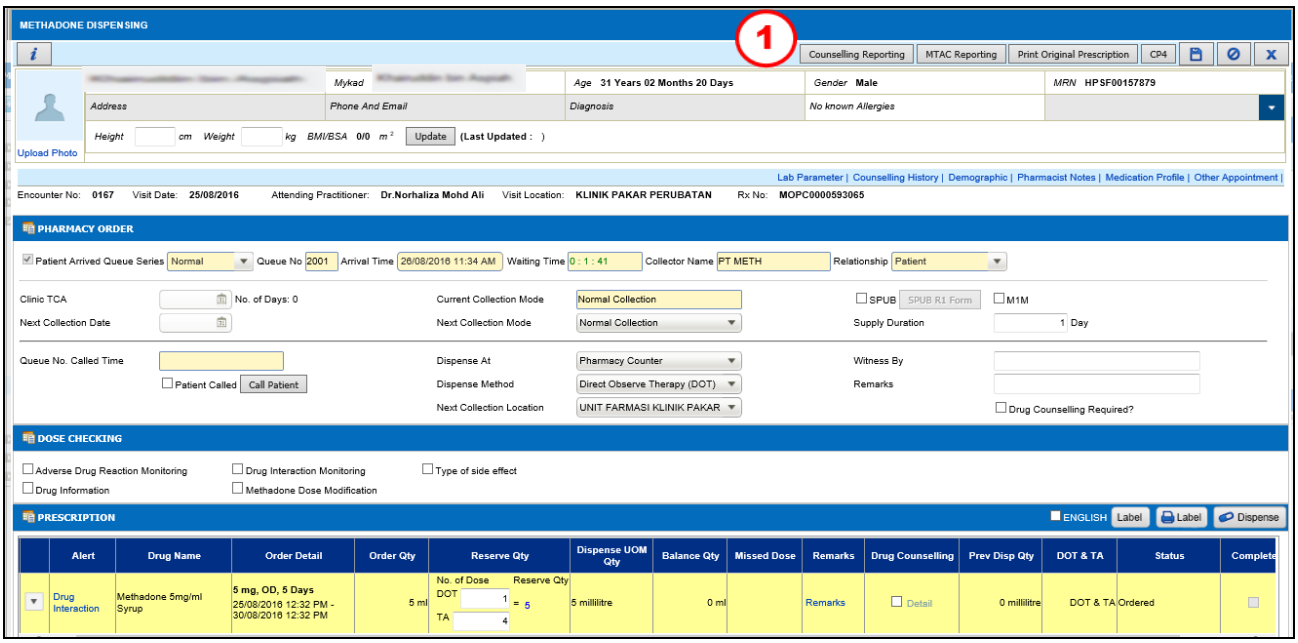


Figure 3.1.2-1 Methadone Dispensing

Note
Repeat step 1 *and* ***3*** *as Section 3.1.1 Methadone Dispensing before performs Methadone Counseling Reporting.*

STEP 1

Click on the Counselling Reporting button and the medication counseling reporting screen will appear as per Figure 3-1-2-2

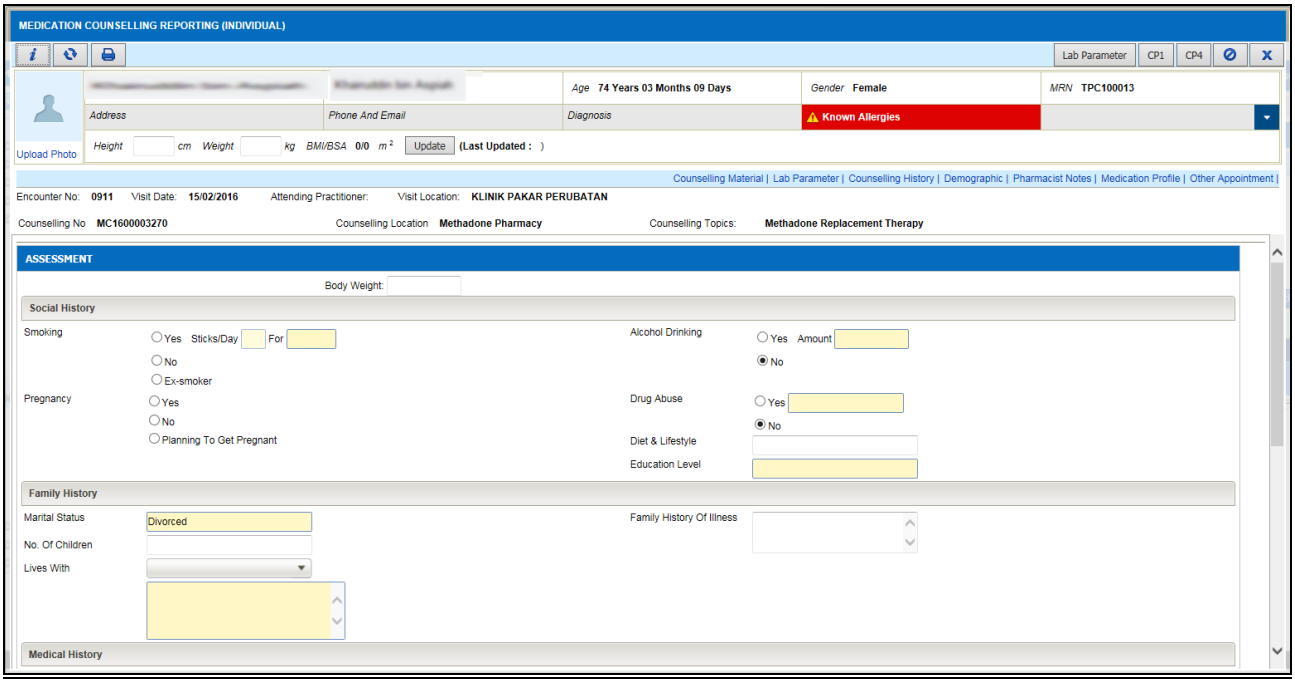


Figure 3.1.2-2 Medication Counselling Reporting Screen

Note

- *User may proceed the medication counseling as usual. Refer steps in **Medication Counseling** module.*
- *Enter the required information and save the information in every section.*

3.3 Methadone MTAC Reporting

The MTAC module emphasis on medication management to improve quality and safety. Implementing safe, organized, and efficient drug-dispensing systems is essential to control costs and assuring that the medical prescription is safely followed as requested and within the relevant deadline. An appropriate dispensing system and cost-effectiveness of patient care. MTAC is operated to drug therapy monitoring and patient's education in improving their ability to successfully manage disease condition and reducing medication error.

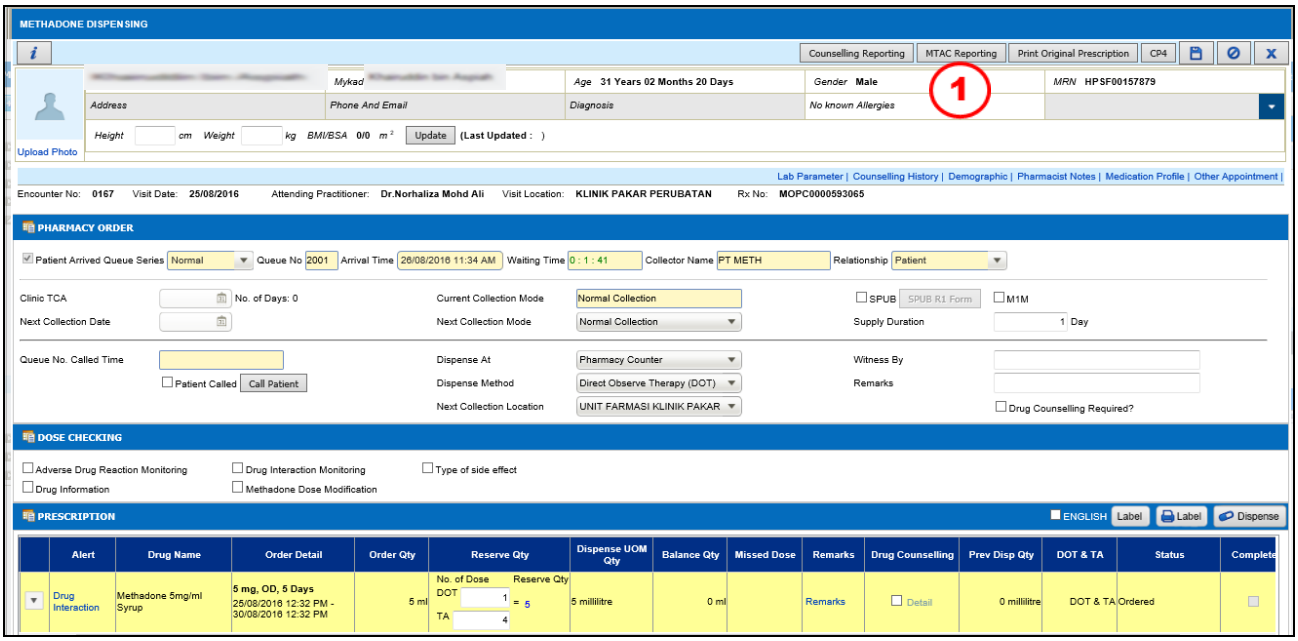


Figure 3.3-1 Methadone Dispensing

Note
Repeat step 1 *to* ***3*** *as* *Section 3.1.1 Methadone Dispensing* *before performs MTAC Reporting*

STEP 1

Click on the MTAC Reporting button and an alert message to create the patient visit as per Figure 3.3-2 will appear if the patient does not have current MTAC visit.

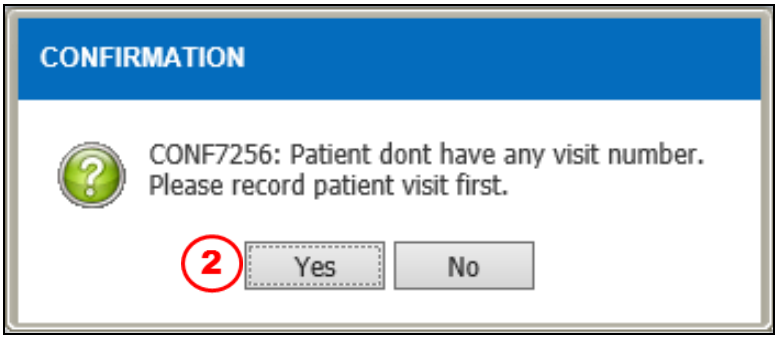


Figure 3.1.3-2 Confirmation Alert Message

STEP 2

Click on the Yes button to create visit

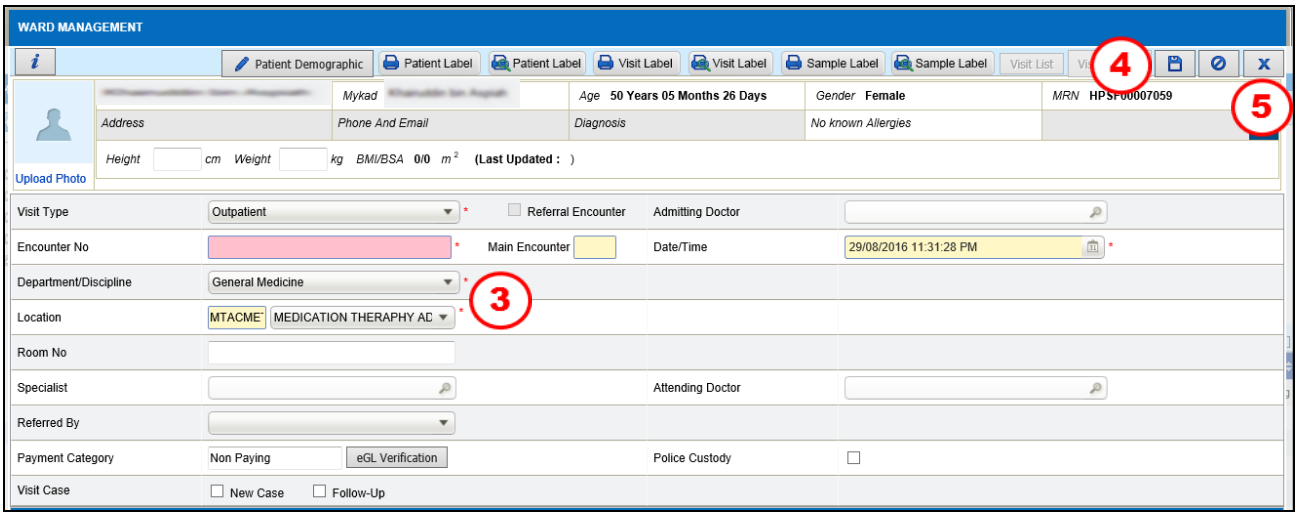


Figure 3.1.3-3 Ward Management Screen

STEP 3

Select the ***Department/Discipline*** and ***Location*** to create MTAC visit

STEP 4

Click on the button to save the visit

STEP 5

Click on the button and the MTAC Reporting screen will appear as per Figure 3.1.3-4

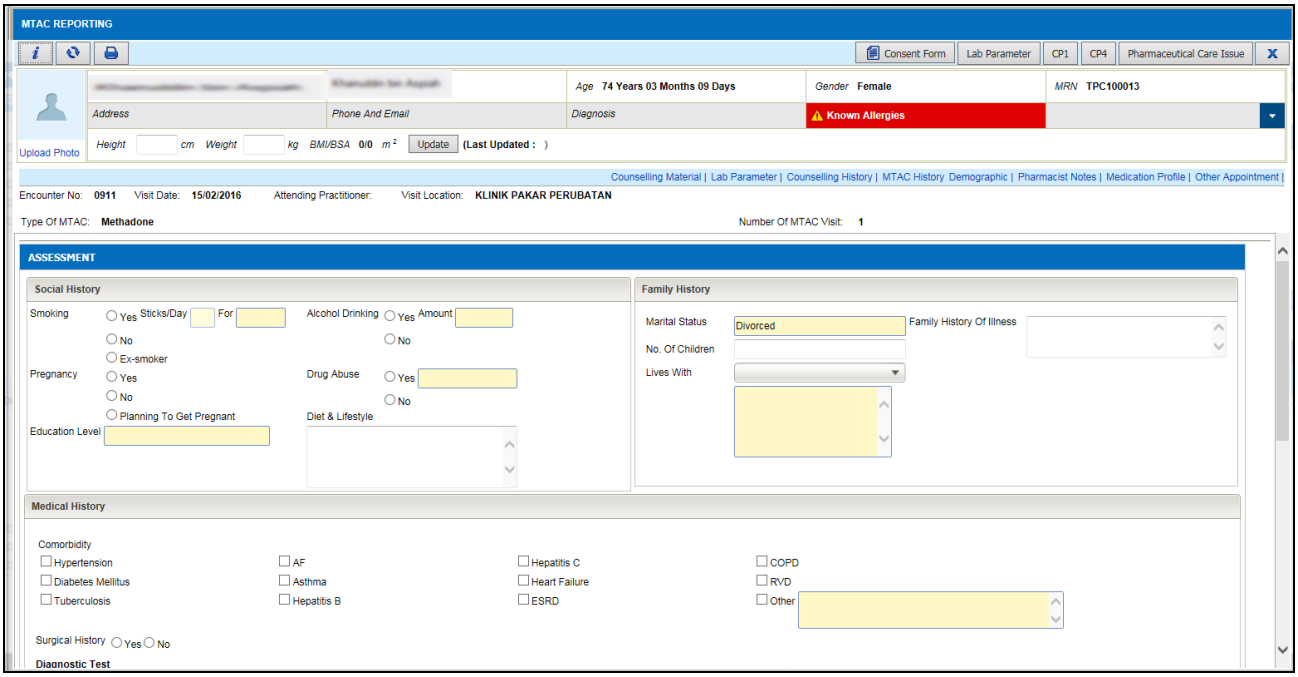


Figure 3.1.3-4 MTAC Reporting Main Screen

Note

- *If MTAC visit already created, user will be diverted directly to **MTAC Reporting Screen** as per Figure 3.1.3-5*
- *In this MTAC Reporting screen, user will be able to create the MTAC report for methadone.*
- *Fill in the information as required. Each section has* Save & Continue *button.*
- *Refer **MTAC module** for further details.*

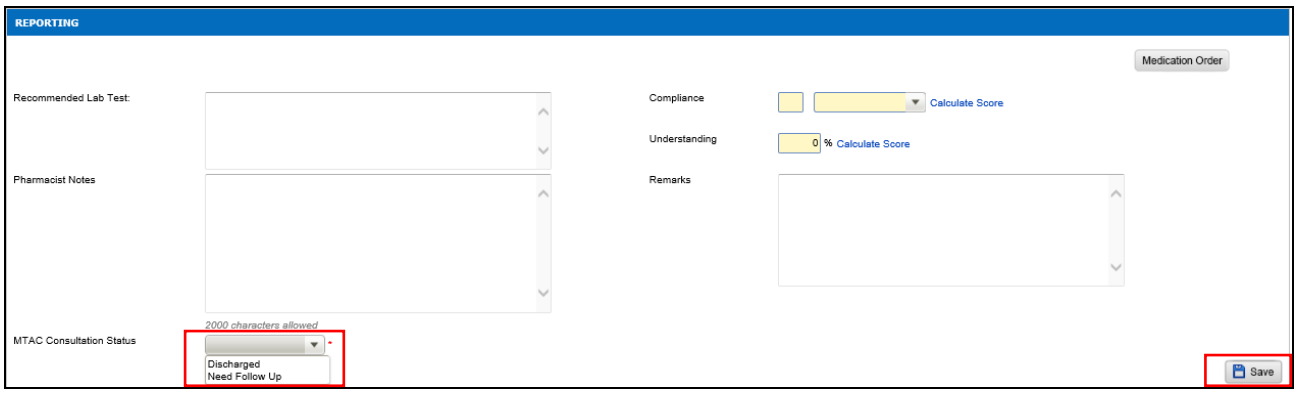


Figure 3.1.3-5 MTAC Reporting Screen

Note

- *On the last section (**Reporting**) of this report, always select "**Need Follow Up**" in order to reopen the report for next visit.*
- *After choose MTAC report status as **Need Follow up**, user can click on the* Save *button.*
- *This information will appear automatically when the user open back the MTAC report for the same patient.*

3.0 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
OP	Outpatient Pharmacy
MOH	Ministry of Health

4.0 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*	*Radiopharmaceuticals*	*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*		