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

Pharmacy Based

User Manual
Order Management
Special Approval Medicine

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Application reference: PhIS & CPS v2.5

Table of Contents

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 Special Drug Request sub-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:
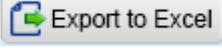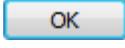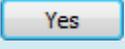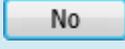
- Request by specialist
- Request by pharmacist

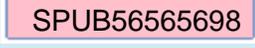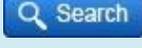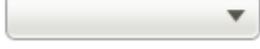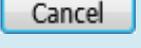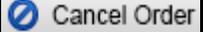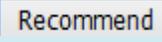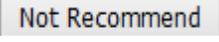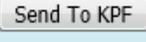### 1.3   Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Special Drug Request
- 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
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
+	Add/Create New Record		Save
X	Close Window		Calendar Icon
	Save Transaction		Delete Record
Export to Excel	Export Report From PDF file to Excel file	**OK**	OK Button
Yes	Yes Button	**No**	No Button
	Radio Button		Checkbox
SPUB56565698	System Automatic Generate Record No.	HPSF00088304	Automatically Display/Retrieve Box
C	Reset Login Screen	***i***	Show Help
Home	Display Home Tab	**Search**	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Special Approval Medicine Module Legend

Update	Update Records	**Delete**	Delete record
Search	Search Patient	**Clear**	Clear field
Special Approval Medicine	KPK Form Print	**Cancel Order**	Cancel Order
Add	Add Drug	**Save**	Save Prescription
Confirm	Confirm Order	**Recommend**	Recommend
Not Recommend	Not Recommend	**Attachment**	Attachment
View Attachment	View Attachment	**Send To KPF**	Send to KPF

Note

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

3.0   Order Management

Overview

The Order Management module handles all the information to specify the ordered items as per local drug formulary, MOH and non-MOH including registered and non-registered drugs. This function is to enable data mining. All medication orders must be prescribed by authorized personnel only and in compliance with guidelines on prescribing in the drug formulary (drug category, discipline / specialty) as defined by MOH.

User Group

This module is intended for specialist and pharmacist. (Subject to the user assigned by the facility)
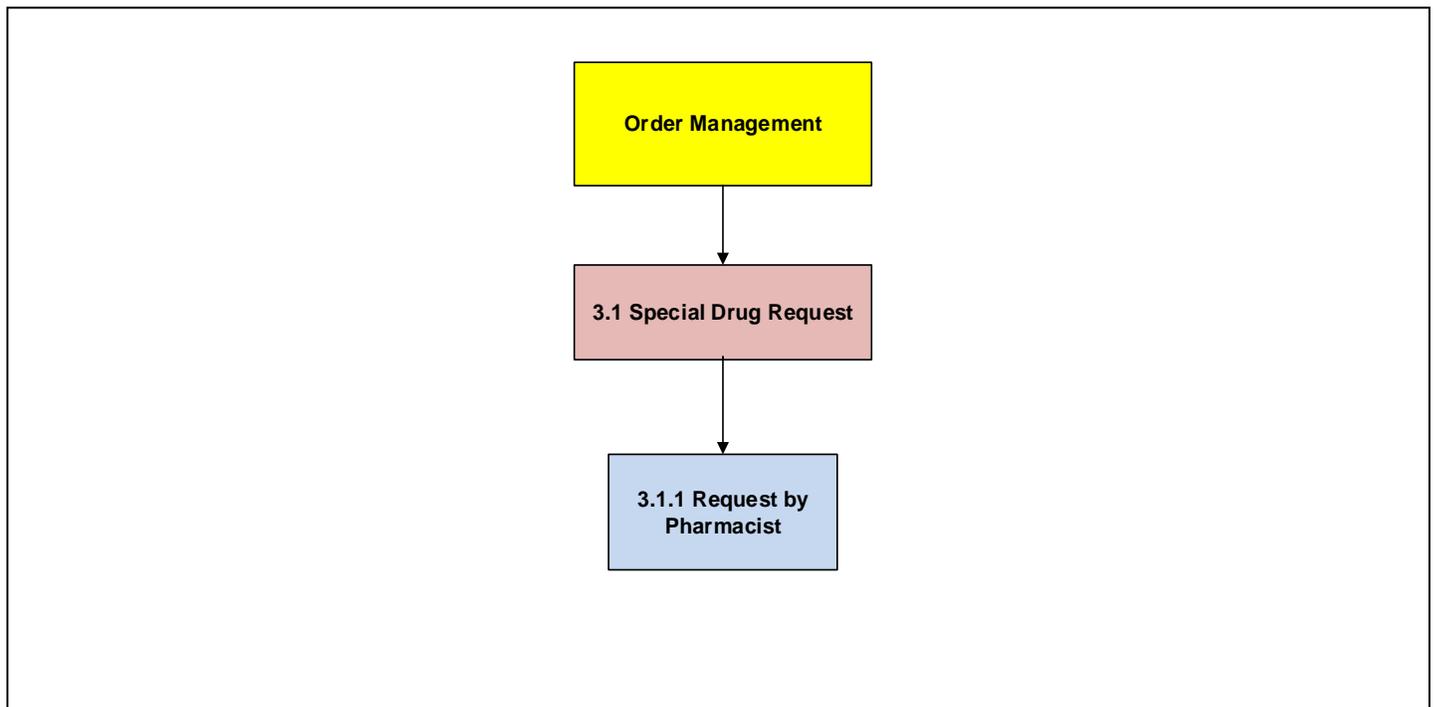
Functional Diagram

Figure 3.1

Functional Description

Order Management of one (1) main functions:

- **Request by Pharmacist**

   Ordering done by pharmacist based on manual form from specialist

3.1 Special Approval Medicine

Medication order is used to prescribe medicine for Inpatient and Outpatient, Emergency and Day Care departments applicable to selected facility setup.

3.1.1 Request by Pharmacist

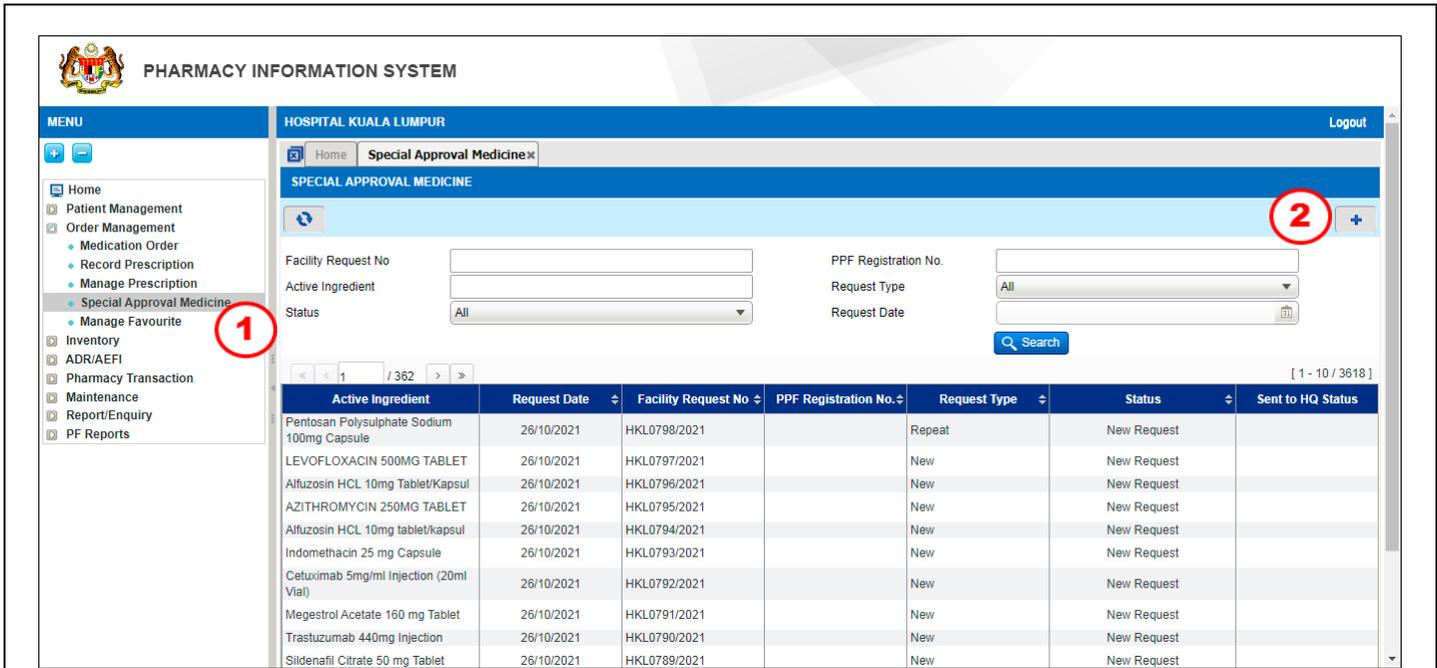This function is used by pharmacist to request special drug/KPK Item.

Figure 3.1.1-1 Special Approval Medicine Listing Screen

STEP 1
Click on 'Order Management' and follow by 'Special Approval Medicine' sub-menu

STEP 2

Click on the ➕ button to add new request

Note
Various search criteria are provided as below:

No	Field	Description	Remark
a	Facility Request No	Facility Request No	Individual request number will be auto generated for each request
b	Active Ingredient	Active Ingredient	Active Ingredient of the request
c	Status	Status	Status of current request. eg: 'New Request'.
d	PPF Request No	Program Perkhidmatan Farmasi Request No	Register number upon sending the request
e	Request Type	Request Type	New or Repeated request

f	Request Date	Request Date	Special Drug Request Date

Table 3.1.1-1

Note
Search result of existing Special Drug Request record list will be displayed:
  a) *Active Ingredient*
  b) *Request Date*
  c) *Facility Request No*
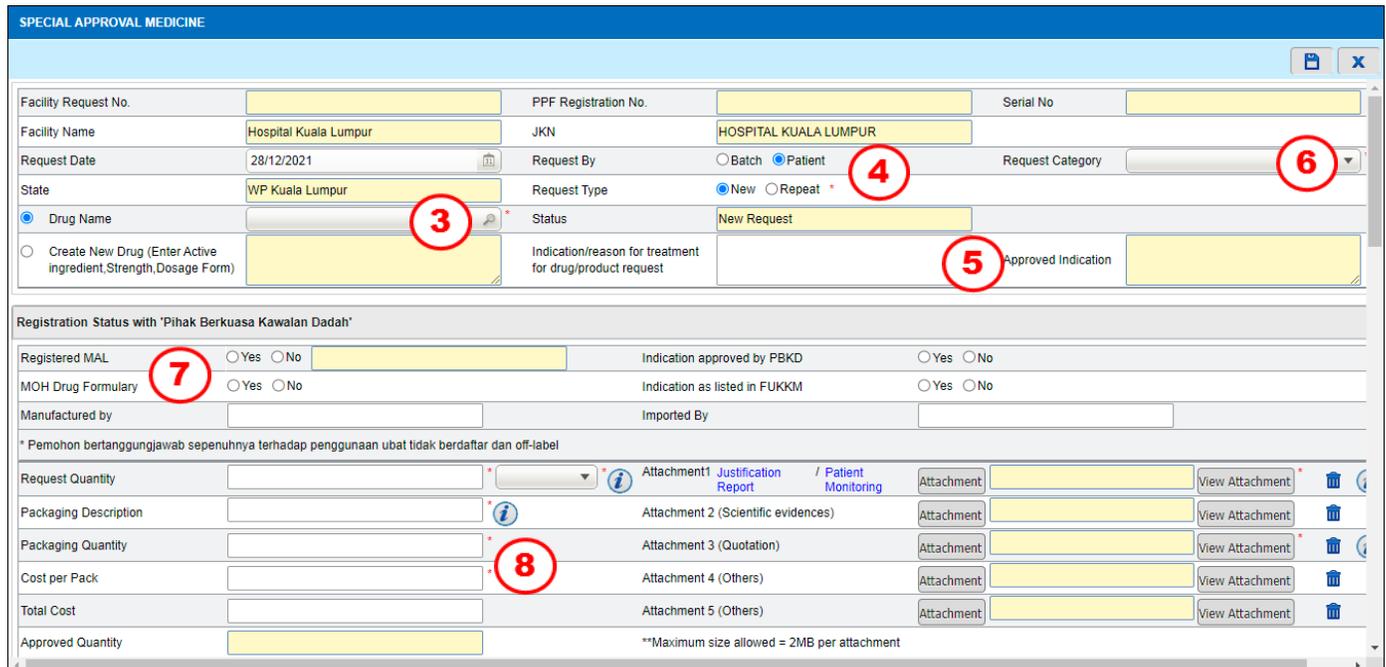 d) *PPF Register No*
  e) *Request Type*
  f) *Status*

Figure 3.1.1-2 Create New Request

STEP 3

Click on the search button and double click on selected drug

Note

- *radio button will be default for existing special drugs.*

- *If user request for new special drug, select the* *radio button and enter Active Ingredient, Strength and Dosage Form.*

STEP 4
Select Request Type
  -    New
  -    Repeat

STEP 5
Enter *Indication/reason for treatment for drug/product request*

Note

- *Request By* will be defaulted to ⦿Patient radio button but still allow to change request by Batch.
  - *User need to select Request type as below:*

- *Request Type – New*
  - *Click on the* ⦿New *radio button for new patient*

- *Request Type – Repeat*
  - *Click on the* ⦿Repeat * [🔍] *radio button and enter the no of repeat in the box for existing patient.*
  Click search button to get previous record as in figure 3.1.1-4

STEP 6
Enter *Request Category* Value from drop down option as below:
  - *Funded by Facility*
  - *'Sample/Compassionate Program (For Fully Funded Only)*
  - *Pesara Persekutuan*
  - *Pesara Lain*
  - *Others – 'Please Specify' field will be displayed. Free text with maximum 100 characters.*

STEP 7
Select 'Yes' or 'No' radio button for:
 a) **MOH Drug Formulary**
 b) **Registered MAL**
 c) **Indication approved by PBKD**
 d) **Indication as lisited in FUKKM**

Note
- *For Drug category A (Registered but not available in FUKKM), 'Registered MAL' will be defaulted to 'Yes' and no default value for 'MOH Drug Formulary'*
- *If Registered MAL selected as 'No', 'Indication Approved by PBKD' will be defaulted as 'No'.*
- *For Drug category C (Not Registered and not available in FUKKM'), 'MOH Drug Formulary', 'Registered MAL' and 'Indication Approved by PBKD' will be defaulted to 'No'*

STEP 8
Enter all mandatory field that consist of:
 a) **Request Quantity**
 b) **Packaging Description**
 c) **Packaging Quantity**
 d) **Cost per Pack**
 e) **Attachment 1**
 f) **Attachment 3**

Figure 3.1.1-3 Add Patient

STEP 9

Click on the ✚ button to add new patient as Figure 3.1.1-4 and new window will displayed as per Figure 3.1.1-5

Note

Add new patient ✚ *button will be displayed after save record.*

Add attachement Attachment *button to attach document.*

Click View Attachment *button to view attachement and* 🗑 *button to delete the attachemnt file.*
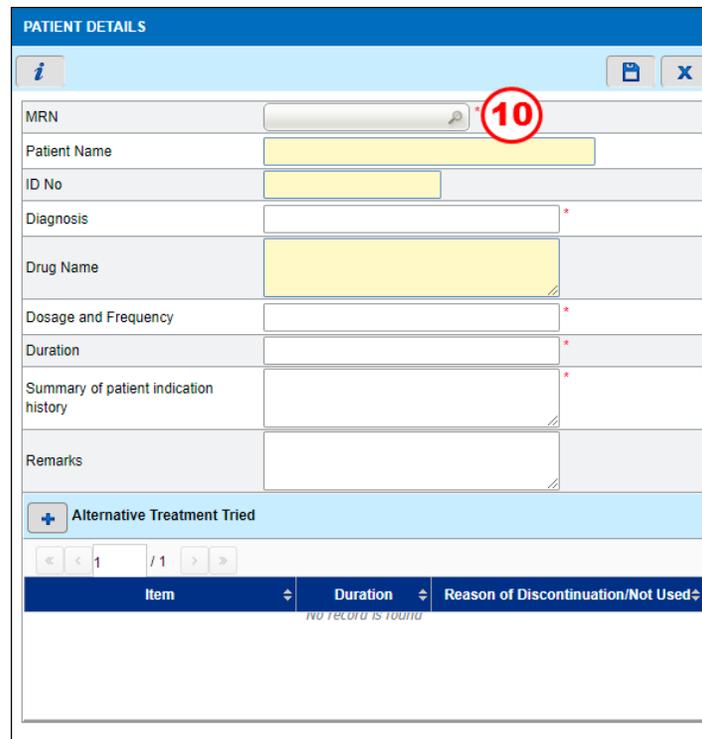
Figure 3.1.1-4 Patient Details

STEP 10

Click on the 🔍 button and double click on selected patient as Figure 3.1.1-5

Note
By searching MRN Patient, patient name, and ID No will be displayed as Figure 3.1.1-5.

Figure 3.1.1-5 Patient Details

STEP 11
Enter *Diagnosis* field

STEP 12
Enter the *Dosage* and *Frequency*

STEP 13
Enter and select *Duration*

STEP 14
Enter *Summary of Patient Indicatiopn History*

Note
Remarks is field for user to enter order details for taper and split dose

Figure 3.1.1-6 Alternative Treatment Tried

Note

Update **Alternative Treatment**, by click on the [+] button and enter the **Alternative Treatment**, **Duration** and **Reason of Discontinuation/Not Used** mandotary field as per Figure 3.1.1-7
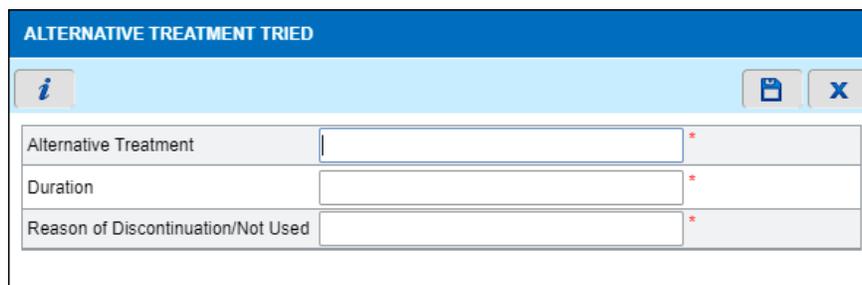
ALTERNATIVE TREATMENT TRIED

Alternative Treatment	T. Terazosin 5mg	*
Duration	3 months	*
Reason of Discontinuation/Not Used	No response in reduction of lower urinary tract	*

Figure 3.1.1-7 Alternative Treatment Tried

- To add more than one alternative treatement, click [+] button.

- User must enter atleast one alternative treatement information for one patient.

- To edit record, click [✏] button.

- To delete record, click [🗑] button.

PATIENT DETAILS

MRN	HKL0337452	*
Patient Name	IXXXX XXXXXXX	
ID No	900715095124	
Diagnosis	Bladder neck contraction	*
Drug Name	Alfuzosin HCL 10mg Tablet/Kapsul	
Dosage and Frequency	10mg ON	*
Duration	1 month	*
Summary of patient indication history	Intan Farhana binti Amir is Malay female 31 years old diagnosed with bladder neck contraction since end of year 2020 due to	*
Remarks		

Alternative Treatment Tried

[1 - 1 / 1]

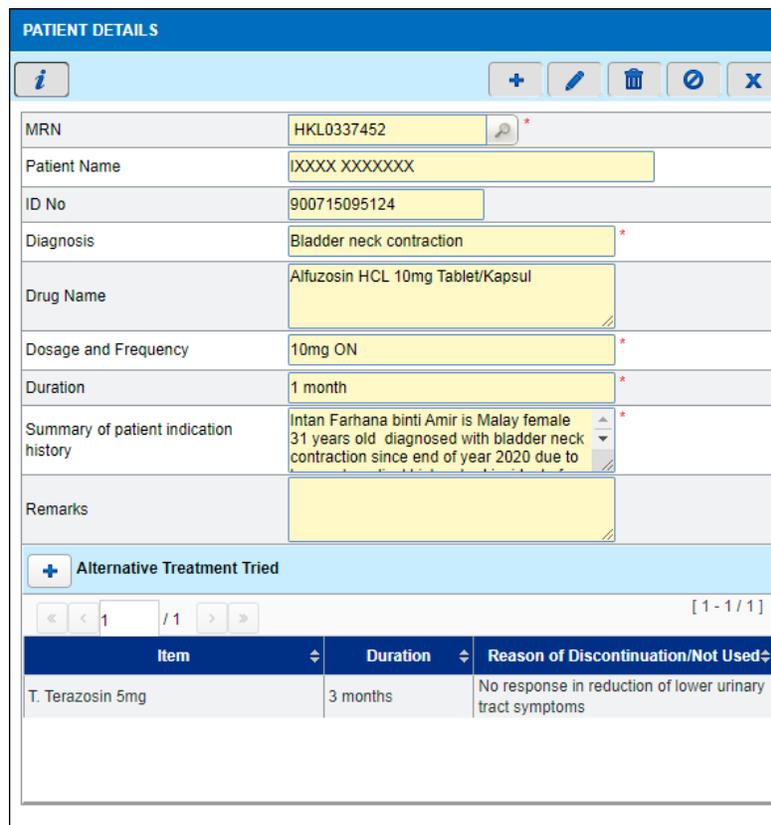| Item	Duration	Reason of Discontinuation/Not Used
T. Terazosin 5mg	3 months	No response in reduction of lower urinary tract symptoms

Figure 3.1.1-7 Patient Details

STEP 14

Click on the [save] button to save the changes made as Figure 3.1.1-7

STEP 15

Click on the [X] button to return to Special Drug Request screen.

PATIENT DETAILS	
[i]	[+] [✏] [🗑] [⊘] [X]

MRN	HKL0337452 [🔍] *
Patient Name	IXXXX XXXXXXX
ID No	900715095124
Diagnosis	Bladder neck contraction *
Drug Name	Alfuzosin HCL 10mg Tablet/Kapsul
Dosage and Frequency	10mg ON *
Duration	1 month *
Summary of patient indication history	Intan Farhana binti Amir is Malay female 31 years old diagnosed with bladder neck contraction since end of year 2020 due to *
Remarks	

[+] **Alternative Treatment Tried**

[«] [‹] 1 / 1 [›] [»] [1 - 1 / 1]

Item ↕	Duration ↕	Reason of Discontinuation/Not Used ↕
T. Terazosin 5mg	3 months	No response in reduction of lower urinary tract symptoms

Figure 3.1.1-8 Patient Details

Note

- *To add another drug, click on the [+] as per Figure 3.1.1-8 and repeat STEP 11 to STEP 16.*

- *To edit the record, click on the button as per Figure 3.1.1-8 and system will allow user to edit **Diagnosis**, **Dosage**, **Frequency**, **Duration** and **summary of patient indication history** and **remarks** field.*
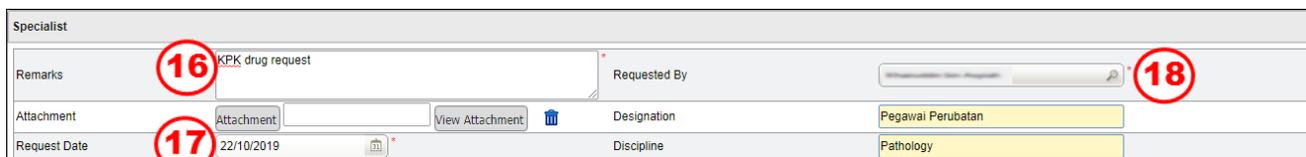
Specialist			
Remarks	(16) KPK drug request *	Requested By	_____ [🔍] * (18)
Attachment	Attachment	[View Attachment] [🗑]	Designation	Pegawai Perubatan
Request Date	(17) 22/10/2019 [📅] *	Discipline	Pathology

Figure 3.1.1-9 Specialist Drug Request Screen

STEP 16
Enter **Remarks**

STEP 17
Select the **Request Date**

STEP 18
Select the *Requested By*
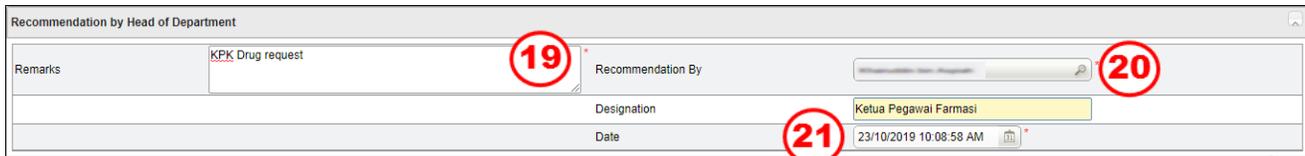
Figure 3.1.1-10 Recommendation by Head of Department

STEP 19
Enter *Remarks*

STEP 20
Select the *Recommendation By*

STEP 21
Select the *Date*

Figure 3.1.1-11 Pharmacist Drug Request

STEP 22
Enter *Remarks*

STEP 23
Select the *Reviewed By*

STEP 24
Select the *Reviewed Date*

Figure 3.1.1-12 Recommendation By Head of Pharmacy Department

STEP 25
Enter *Remarks*

STEP 26
Enter *Existing Allocation*

STEP 27
Select the *Recommendation By*

STEP 28
Select the *Reviewed Date*

Figure 3.1.1-13 Recommendation By Hospital Director

STEP 29
Enter *Remarks*

STEP 30
Select the *Recommendation By*

STEP 31
Select the *Date*

Figure 3.1.1-14 Special Approval Medicine

STEP 32

Click on the Confirm button to confirm

Figure 3.1.1-15 Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-15, click on the [Yes] button.

- *The request **status** will be change to 'Send For Approval'.*

Figure 3.1.1-16 Special Approval Medicine

Note

Click [Special Approval Medicine] button to print KPK Form as shown in Figure 3.1.1-17.
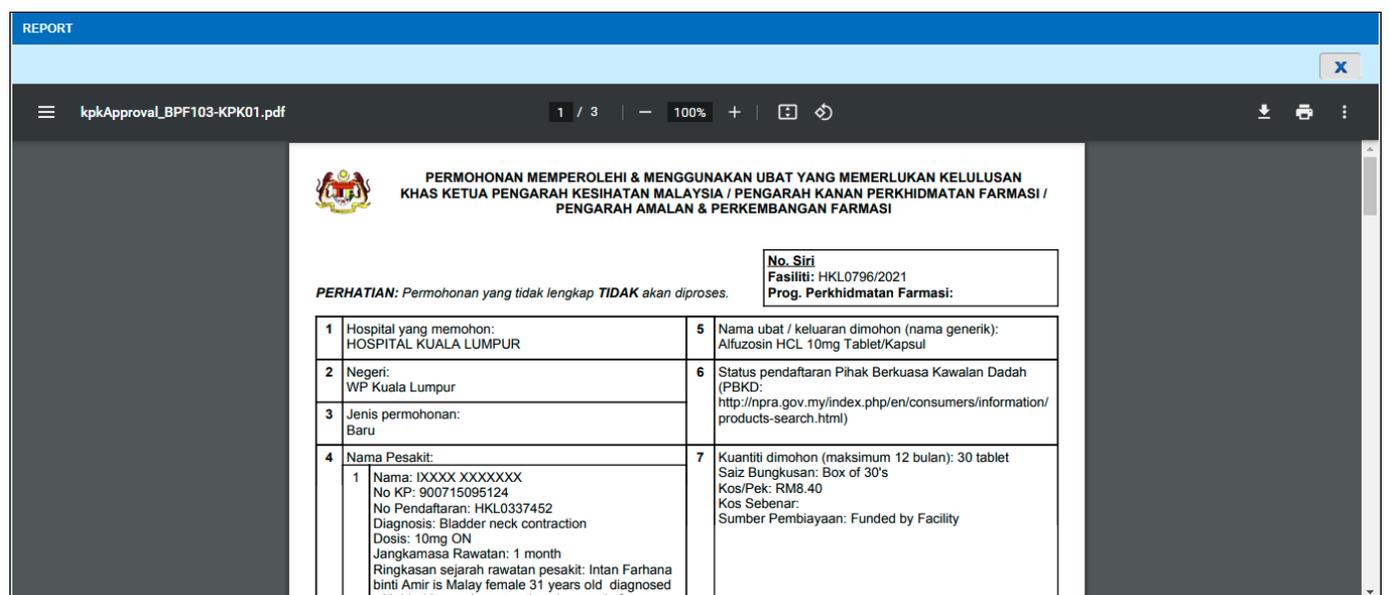
Figure 3.1.1-17 KPK Form

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MRN	Medical Record Number
MOH	Ministry Of Health
KPK	Ketua Pengarah Kesihatan

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		