

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

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## **Pharmacy Based User Manual Order Management Special Approval Medicine**

<b>Version</b>	<b>:13<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: PB_U. MANUAL_SPECIAL APPROVAL MEDCINE</b>



PhIS & CPS Project  
User Manual – Special Approval Medicine



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Reference ID : PB\_U. MANUAL\_SPECIAL APPROVAL MEDICINE-13<sup>th</sup> E

Application reference: PhIS & CPS v2.6.1



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

This user manual outlines the 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

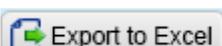
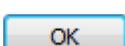
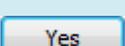
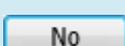
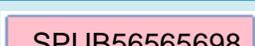
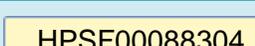
### 1.3 Organised Sections

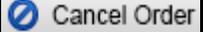
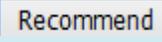
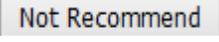
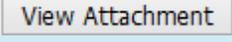
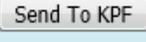
These are the sections within this document:

- 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 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		

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

**Note**

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

### 3.0 Special Drug Request 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

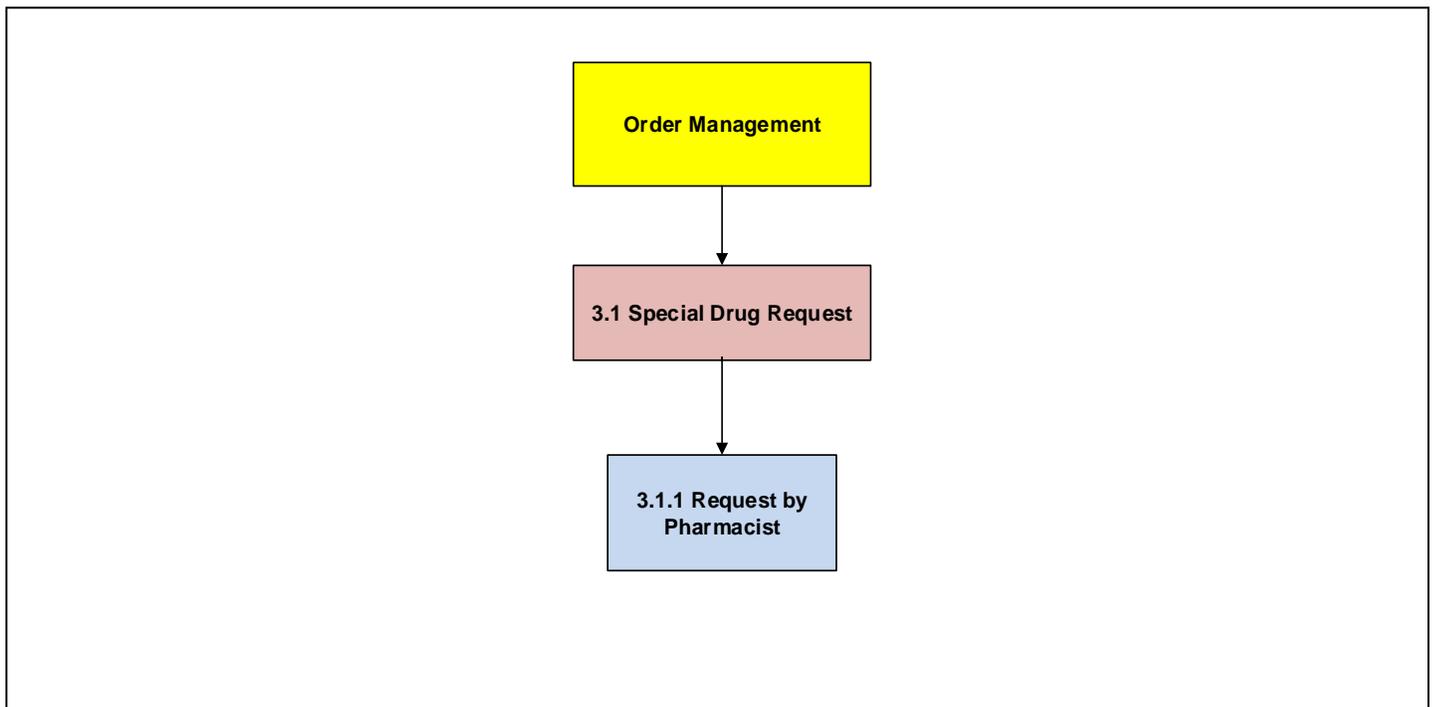


Figure 3.1

#### Functional Description

Order Management of one (1) main functions:

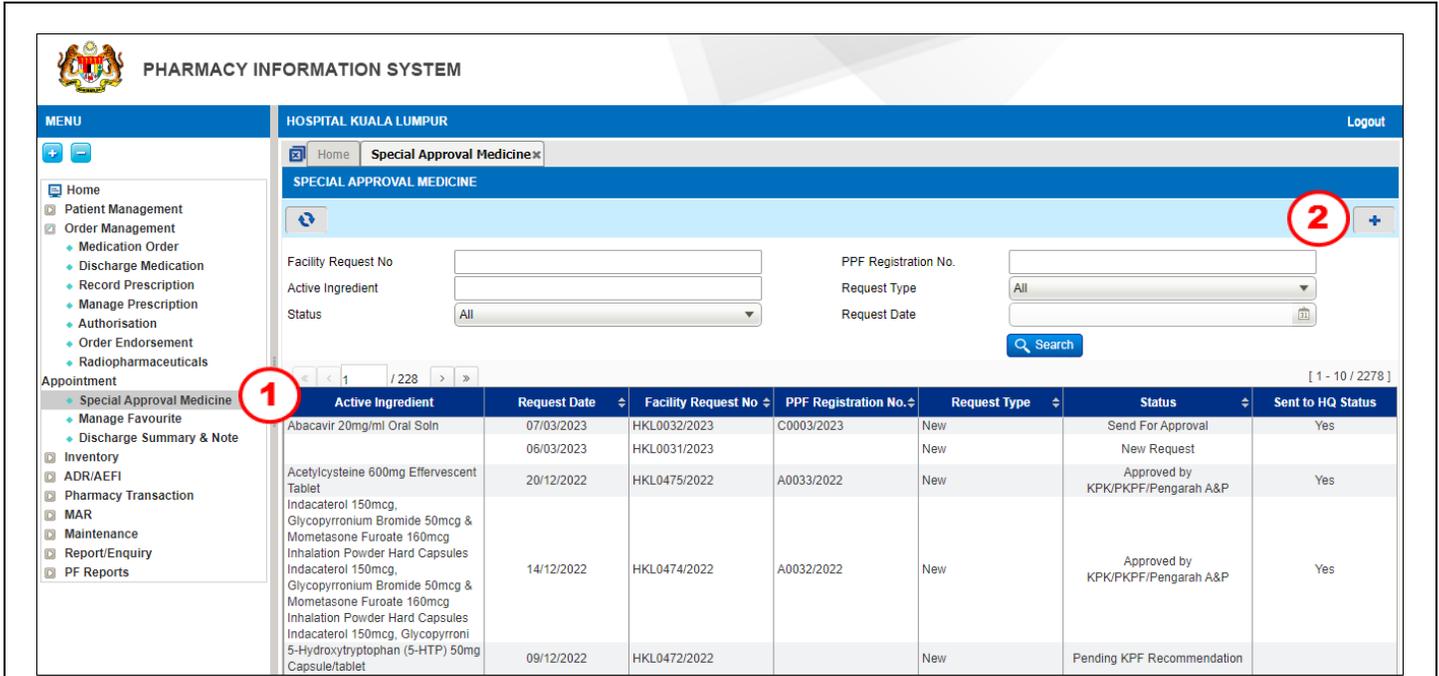
- **Request by Pharmacist**  
Ordering done by pharmacist based on manual form from specialist

### 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.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL KUALA LUMPUR

Logout

Home Special Approval Medicine

**SPECIAL APPROVAL MEDICINE**

Facility Request No:  PPF Registration No.:

Active Ingredient:  Request Type:

Status:  Request Date:

Search

[ 1 - 10 / 2278 ]

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abacavir 20mg/ml Oral Soln	07/03/2023	HKL0032/2023	C0003/2023	New	Send For Approval	Yes
	06/03/2023	HKL0031/2023		New	New Request	
Acetylcysteine 600mg Effervescent Tablet	20/12/2022	HKL0475/2022	A0033/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Indacaterol 150mcg, Glycopyrronium Bromide 50mcg & Mometasone Furoate 160mcg Inhalation Powder Hard Capsules	14/12/2022	HKL0474/2022	A0032/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Indacaterol 150mcg, Glycopyrronium Bromide 50mcg & Mometasone Furoate 160mcg Inhalation Powder Hard Capsules	09/12/2022	HKL0472/2022		New	Pending KPF Recommendation	

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

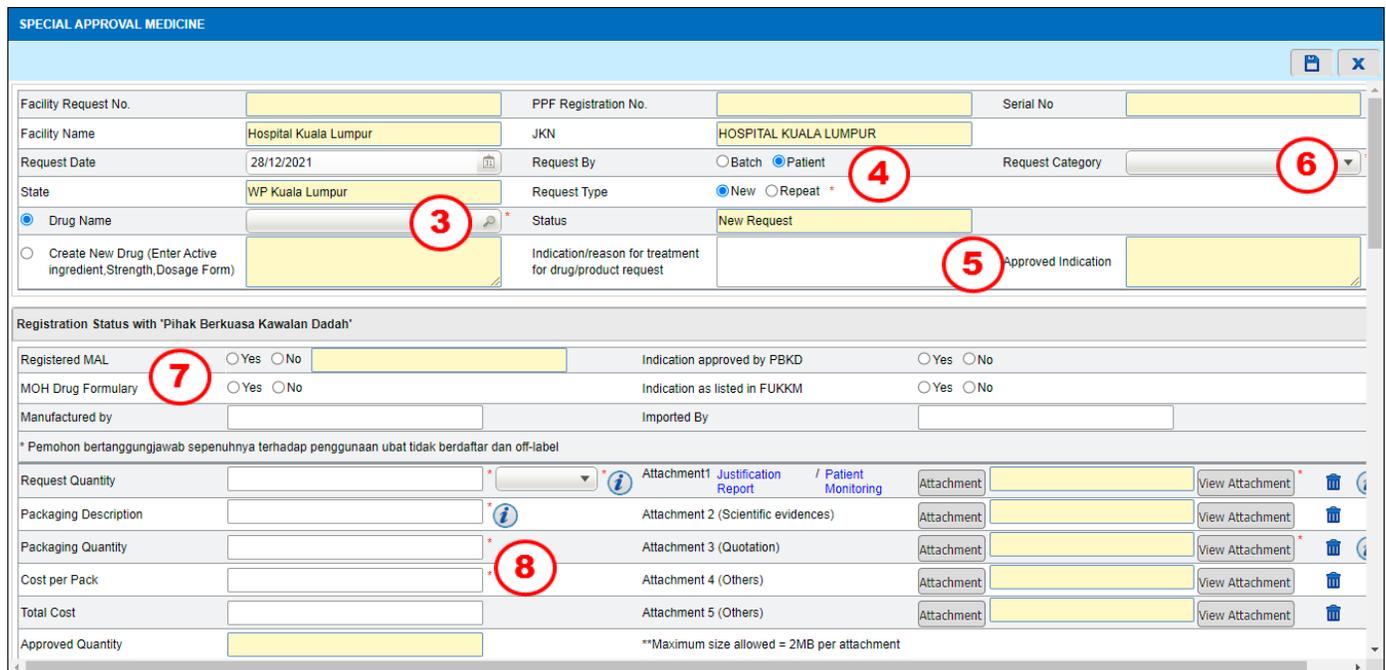
f	Request Date	Request Date	Special Drug Request Date
---	--------------	--------------	---------------------------

**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
- g) Sent to HQ Status



**Figure 3.1.1-2 Create New Request**

**STEP 3**

Click on the search button and double click on selected drug

**Note**

- Drug Name radio button will be default for existing special drugs.
- If user request for new special drug, select the  Create New Drug (Enter Active ingredient, Strength, Dosage Form) 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:

- MOH Drug Formulary**
- Registered MAL**
- Indication approved by PBKD**
- Indication as listed 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:

- Request Quantity**
- Packaging Description**
- Packaging Quantity**
- Cost per Pack**
- Attachment 1**
- 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 attachment  button to attach document.

Click  button to view attachment and  button to delete the attachment file.

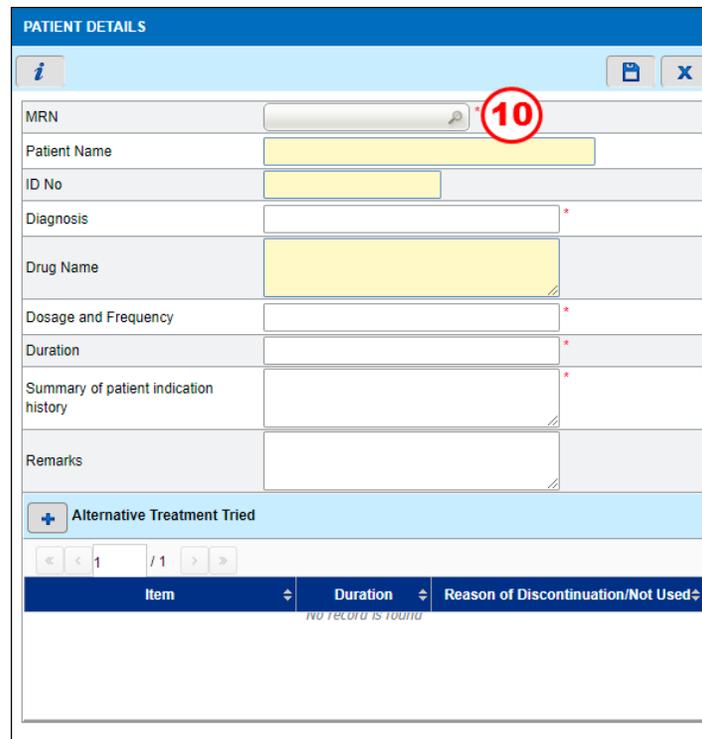


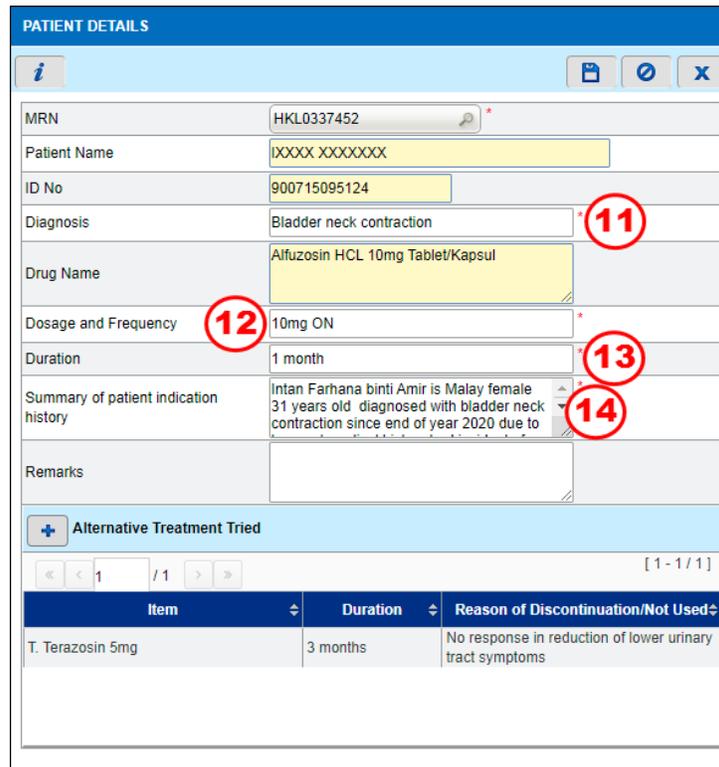
Figure 3.1.1-4 Patient Details

**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.



**PATIENT DETAILS**

MRN: HKL0337452

Patient Name: XXXX XXXXXXX

ID No: 900715095124

Diagnosis: Bladder neck contraction **11**

Drug Name: Alfuzosin HCL 10mg Tablet/Kapsul

Dosage and Frequency: 10mg ON **12**

Duration: 1 month **13**

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 **14**

Remarks:

**+ Alternative Treatment Tried**

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

Figure 3.1.1-5 Patient Details

**STEP 11**

Enter **Diagnosis** field

**STEP 12**

Enter the **Dosage** and **Frequency**

**STEP 13**

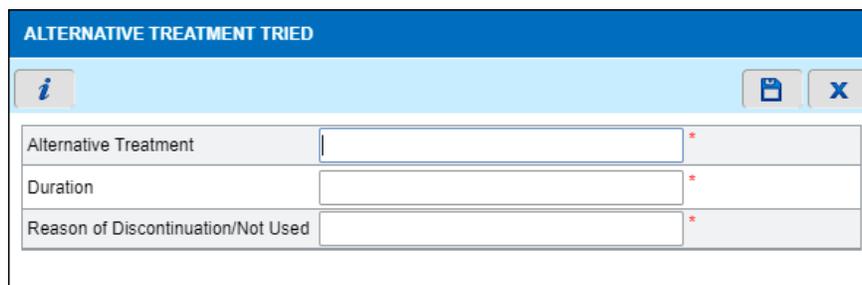
Enter and select **Duration**

**STEP 14**

Enter **Summary of Patient Indication History**

**Note**

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



**ALTERNATIVE TREATMENT TRIED**

Alternative Treatment \*

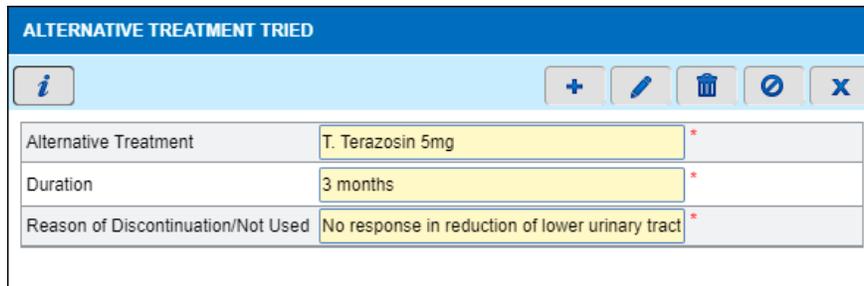
Duration \*

Reason of Discontinuation/Not Used \*

Figure 3.1.1-6 Alternative Treatment Tried

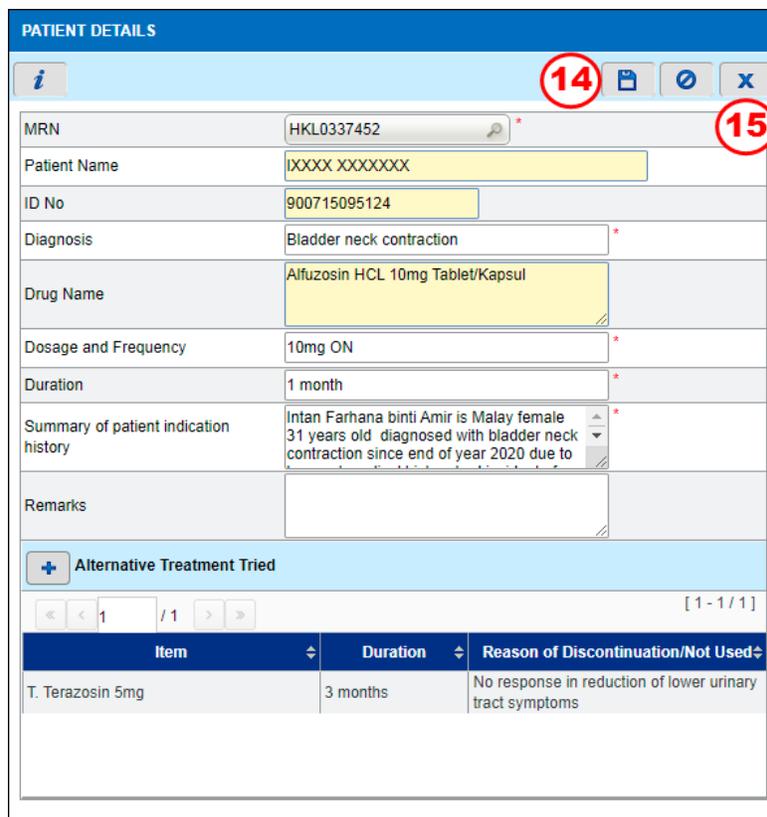
**Note**

Update **Alternative Treatment**, by click on the  button and enter the **Alternative Treatment, Duration and Reason of Discontinuation/Not Used** mandatory field as per Figure 3.1.1-7



**Figure 3.1.1-7 Alternative Treatment Tried**

- To add more than one alternative treatment, click  button.
- User must enter atleast one alternative treatment information for one patient.
- To edit record, click  button.
- To delete record, click  button.



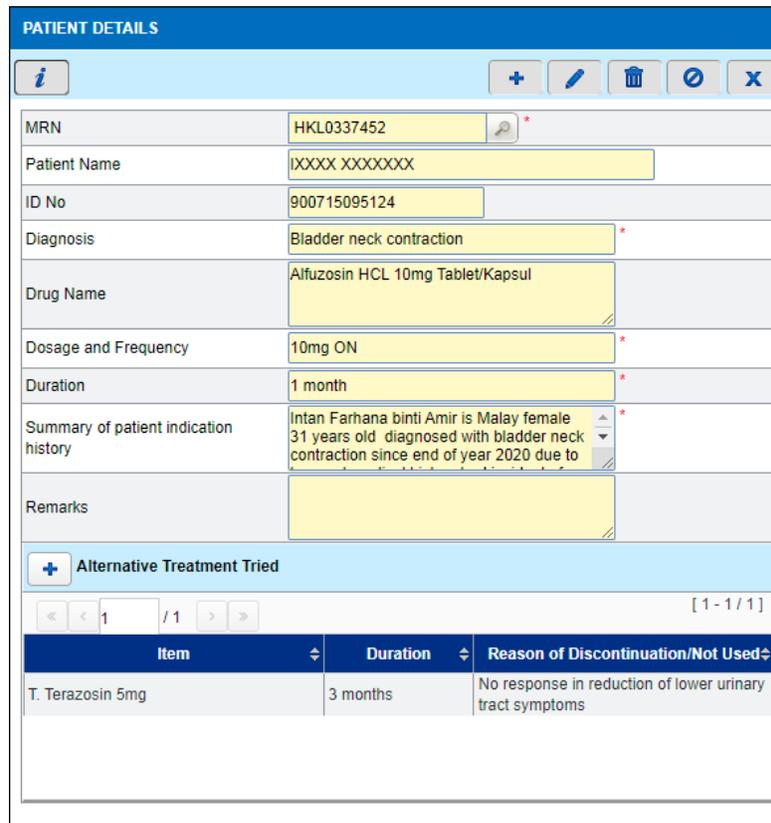
**Figure 3.1.1-7 Patient Details**

**STEP 14**

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

**STEP 15**

Click on the  button to return to Special Drug Request screen.



**PATIENT DETAILS**

MRN: HKL0337452

Patient Name: IXXXX XXXXXXXX

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:

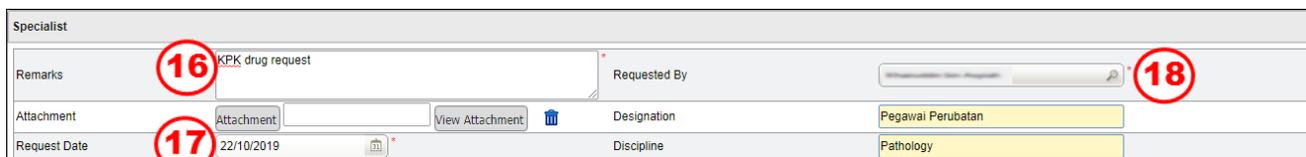
Alternative Treatment Tried

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: **17** Attachment View Attachment

Request Date: 22/10/2019

Designation: Pegawai Perubatan

Discipline: Pathology

**Figure 3.1.1-9 Specialist Drug Request Screen**

**STEP 16**

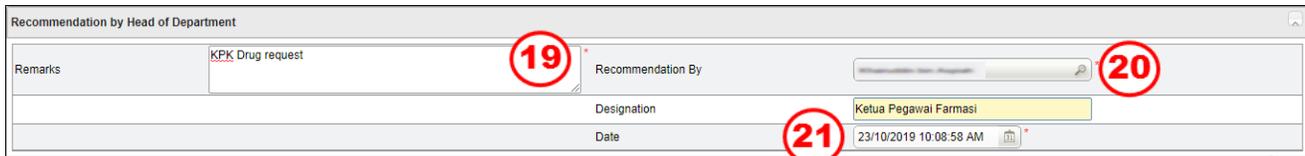
Enter **Remarks**

**STEP 17**

Select the **Request Date**

**STEP 18**

Select the *Requested By*



The screenshot shows a form titled "Recommendation by Head of Department". It has a "Remarks" field containing "KPK Drug request" (circled 19). The "Recommendation By" field is a dropdown menu (circled 20). The "Designation" field contains "Ketua Pegawai Farmasi" (circled 21). The "Date" field contains "23/10/2019 10:08:58 AM" (circled 21).

Figure 3.1.1-10 Recommendation by Head of Department

**STEP 19**

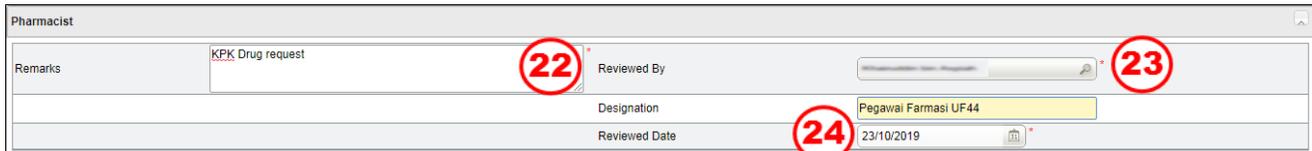
Enter *Remarks*

**STEP 20**

Select the *Recommendation By*

**STEP 21**

Select the *Date*



The screenshot shows a form titled "Pharmacist". It has a "Remarks" field containing "KPK Drug request" (circled 22). The "Reviewed By" field is a dropdown menu (circled 23). The "Designation" field contains "Pegawai Farmasi UF44" (circled 24). The "Reviewed Date" field contains "23/10/2019" (circled 24).

Figure 3.1.1-11 Pharmacist Drug Request

**STEP 22**

Enter *Remarks*

**STEP 23**

Select the *Reviewed By*

**STEP 24**

Select the *Reviewed Date*



The screenshot shows a form titled "Recommendation By Head of Pharmacy Department". It has a "Remarks" field containing "KPK Drug request" (circled 25). The "Recommendation By" field is a dropdown menu (circled 27). The "Date" field contains "23/10/2019 10:24:20 AM" (circled 28). The "Allocation Required" field contains "250.00" (circled 26). The "Existing Allocation" field contains "100.00" (circled 26).

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**

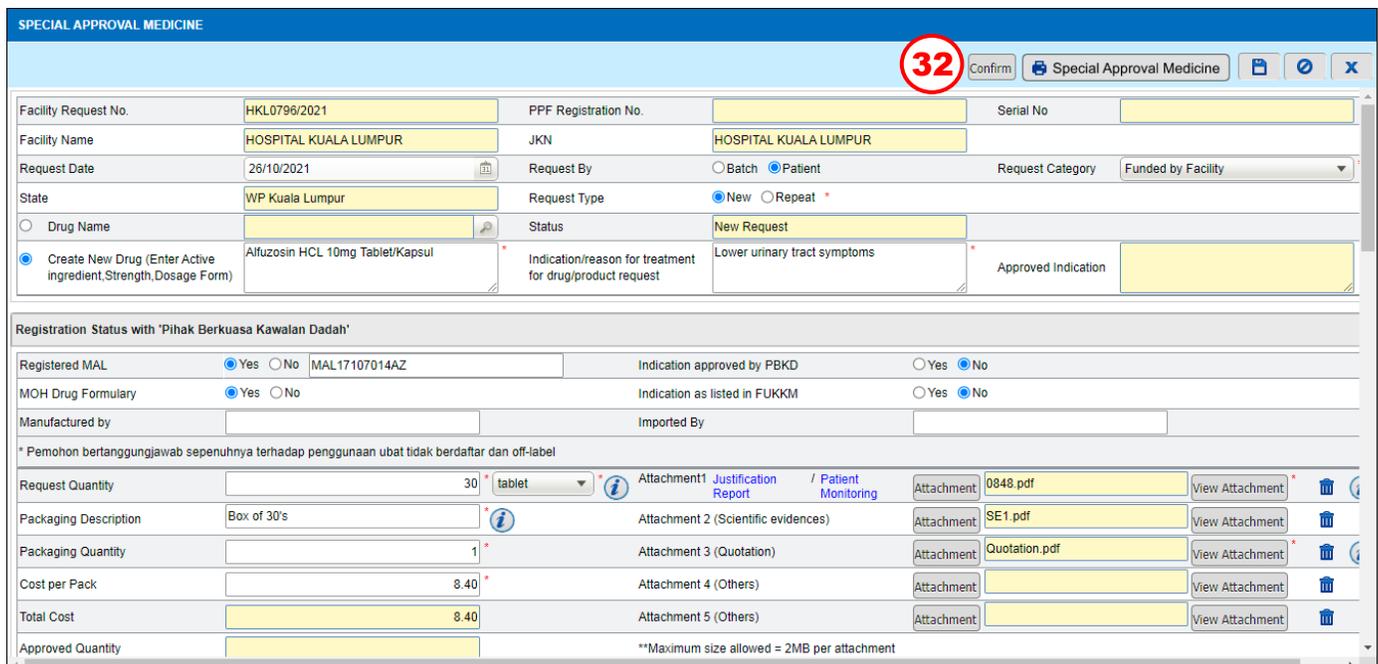
Enter **Remarks**

**STEP 30**

Select the **Recommendation By**

**STEP 31**

Select the **Date**



SPECIAL APPROVAL MEDICINE			
Facility Request No.	HKL0796/2021	PPF Registration No.	Serial No.
Facility Name	HOSPITAL KUALA LUMPUR	JKN	HOSPITAL KUALA LUMPUR
Request Date	26/10/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient
State	WP Kuala Lumpur	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat
<input type="radio"/> Drug Name		Status	New Request
<input checked="" type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)	Alfuzosin HCL 10mg Tablet/Kapsul	Indication/reason for treatment for drug/product request	Lower urinary tract symptoms
Registration Status with 'Pihak Berkuasa Kawalan Dadah'		Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
Registered MAL	<input checked="" type="radio"/> Yes <input type="radio"/> No MAL17107014AZ	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input checked="" type="radio"/> Yes <input type="radio"/> No	Manufactured by	Imported By
* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label			
Request Quantity	30	Attachment 1 Justification Report / Patient Monitoring	Attachment 0048.pdf
Packaging Description	Box of 30's	Attachment 2 (Scientific evidences)	Attachment SE1.pdf
Packaging Quantity	1	Attachment 3 (Quotation)	Attachment Quotation.pdf
Cost per Pack	8.40	Attachment 4 (Others)	Attachment
Total Cost	8.40	Attachment 5 (Others)	Attachment
Approved Quantity		**Maximum size allowed = 2MB per attachment	

Figure 3.1.1-14 Special Approval Medicine

**STEP 32**

Click on the  button to confirm

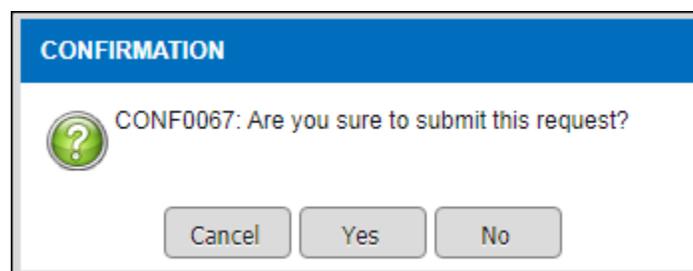
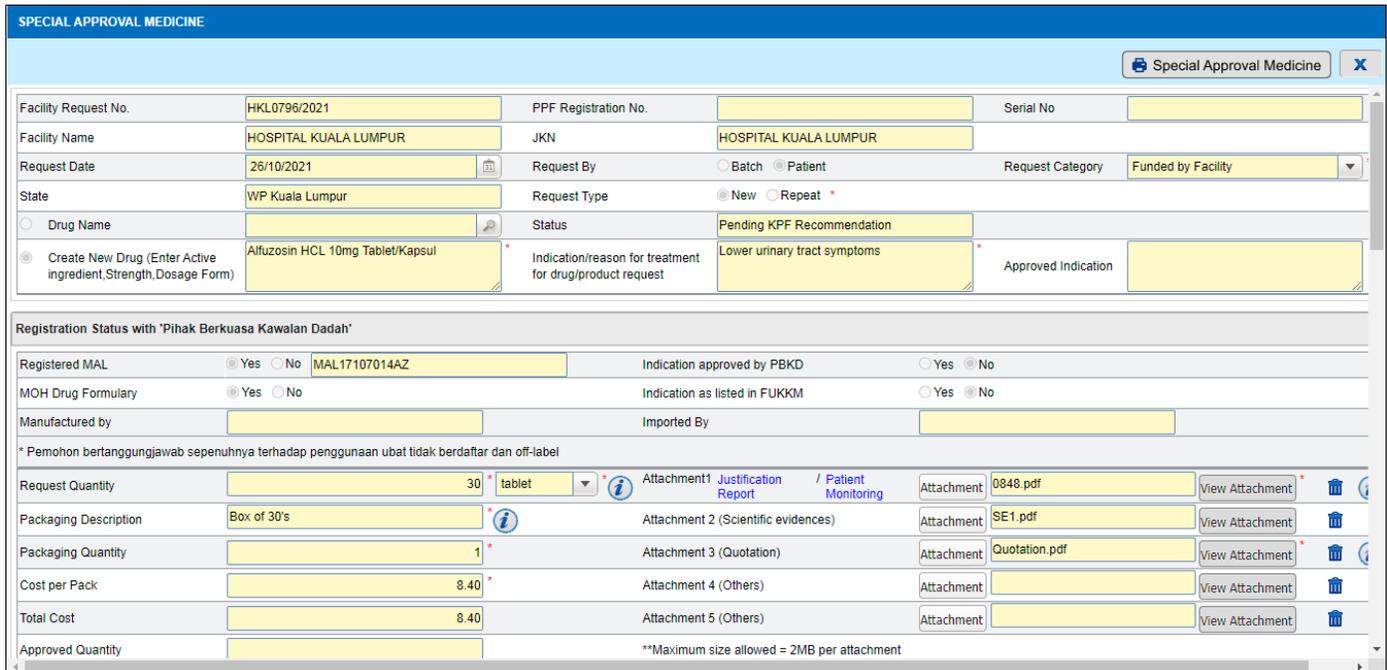


Figure 3.1.1-15 Alert Message

**Note**

- An alert message will be displayed as Figure 3.1.1-15, click on the  button.
- The request **status** will be change to 'Send For Approval'.



**SPECIAL APPROVAL MEDICINE**

Special Approval Medicine X

Facility Request No.	HKL0796/2021	PPF Registration No.		Serial No	
Facility Name	HOSPITAL KUALA LUMPUR	JKN	HOSPITAL KUALA LUMPUR		
Request Date	26/10/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	WP Kuala Lumpur	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat *		
<input type="radio"/> Drug Name		Status	Pending KPF Recommendation		
<input checked="" type="radio"/> Create New Drug (Enter Active Ingredient, Strength, Dosage Form)	Alfuzosin HCL 10mg Tablet/Kapsul	Indication/reason for treatment for drug/product request	Lower urinary tract symptoms	Approved Indication	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL	<input checked="" type="radio"/> Yes <input type="radio"/> No MAL17107014AZ	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input checked="" type="radio"/> Yes <input type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufactured by		Imported By	

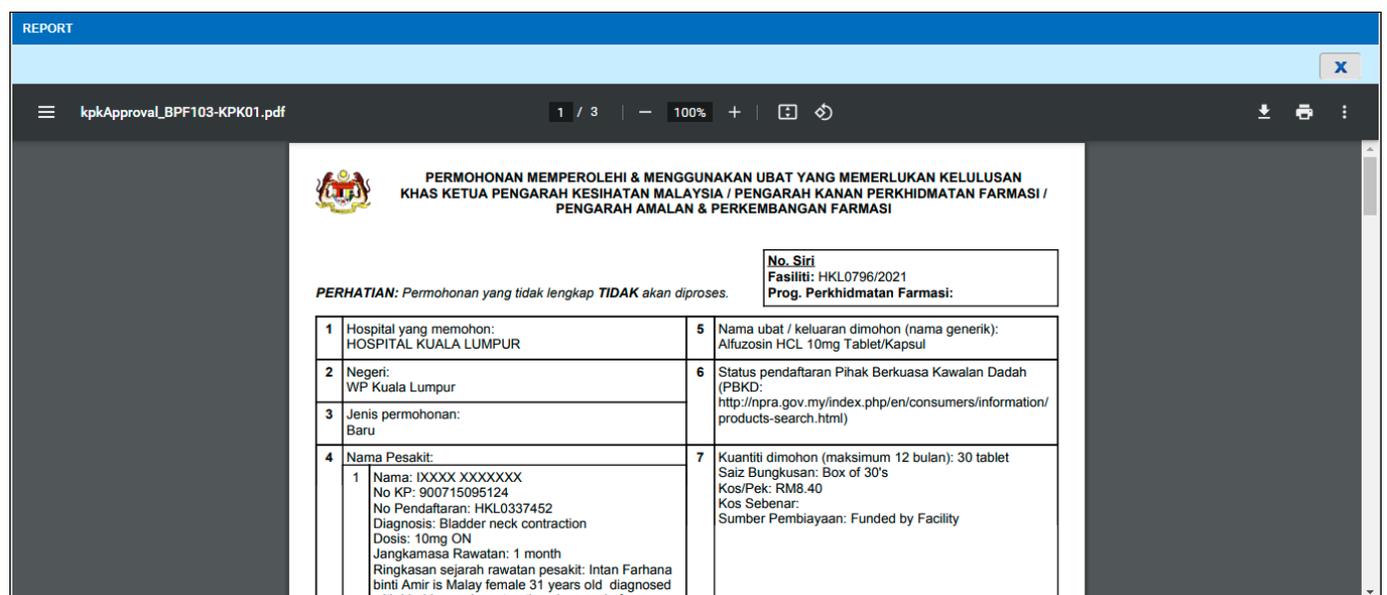
\* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity	30	tablet	Attachment 1 Justification Report / Patient Monitoring	Attachment 0048.pdf	View Attachment
Packaging Description	Box of 30's		Attachment 2 (Scientific evidences)	Attachment SE1.pdf	View Attachment
Packaging Quantity	1		Attachment 3 (Quotation)	Attachment Quotation.pdf	View Attachment
Cost per Pack	8.40		Attachment 4 (Others)	Attachment	View Attachment
Total Cost	8.40		Attachment 5 (Others)	Attachment	View Attachment
Approved Quantity			**Maximum size allowed = 2MB per attachment		

Figure 3.1.1-16 Special Approval Medicine

**Note**

Click  button to print KPK Form as shown in Figure 3.1.1-17.



**REPORT**

kpkApproval\_BPF103-KPK01.pdf 1 / 3 100%

**PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI / PENGARAH AMALAN & PERKEMBANGAN FARMASI**

**No. Siri**  
**Fasiliti:** HKL0796/2021  
**Prog. Perkhidmatan Farmasi:**

**PERHATIAN:** Permohonan yang tidak lengkap **TIDAK** akan diproses.

1 Hospital yang memohon: HOSPITAL KUALA LUMPUR	5 Nama ubat / keluaran dimohon (nama generik): Alfuzosin HCL 10mg Tablet/Kapsul
2 Negeri: WP Kuala Lumpur	6 Status pendaftaran Pihak Berkuasa Kawalan Dadah (PBKD): <a href="http://npra.gov.my/index.php/en/consumers/information/products-search.html">http://npra.gov.my/index.php/en/consumers/information/products-search.html</a>
3 Jenis permohonan: Baru	7 Kuantiti dimohon (maksimum 12 bulan): 30 tablet Saiz Bungkus: Box of 30's Kos/Pek: RM8.40 Kos Sebenar: Sumber Pembiayaan: Funded by Facility
4 Nama Pesakit: 1 Nama: IXXXX XXXXXXX No KP: 900715095124 No Pendaftaran: HKL0337452 Diagnosis: Bladder neck contraction Dosis: 10mg ON Jangkamasa Rawatan: 1 month Ringkasan sejarah rawatan pesakit: Intan Farhana binti Amir is Malay female 31 years old diagnosed with bladder neck contraction since end of year	

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	<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>Radiopharma</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		