

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

Pharmacy Based User Manual Order Management Special Drug Request

Version	: 10th EDITION
Document ID	: PB_U. MANUAL_SPECIAL DRUG REQUEST



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Reference ID : PB_U. MANUAL_KPK-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2



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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













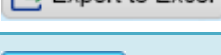
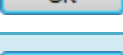











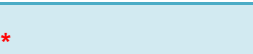



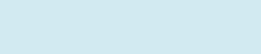

1.3 Organised Sections










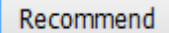
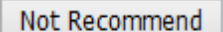
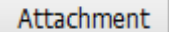
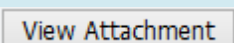
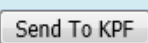
These are the sections within this document:

- 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		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		

KPK Module Legend			
 Update	Update Records	 Delete	Delete record
 Search	Search Patient	 Clear	Clear field
 Print	Print Prescription	 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

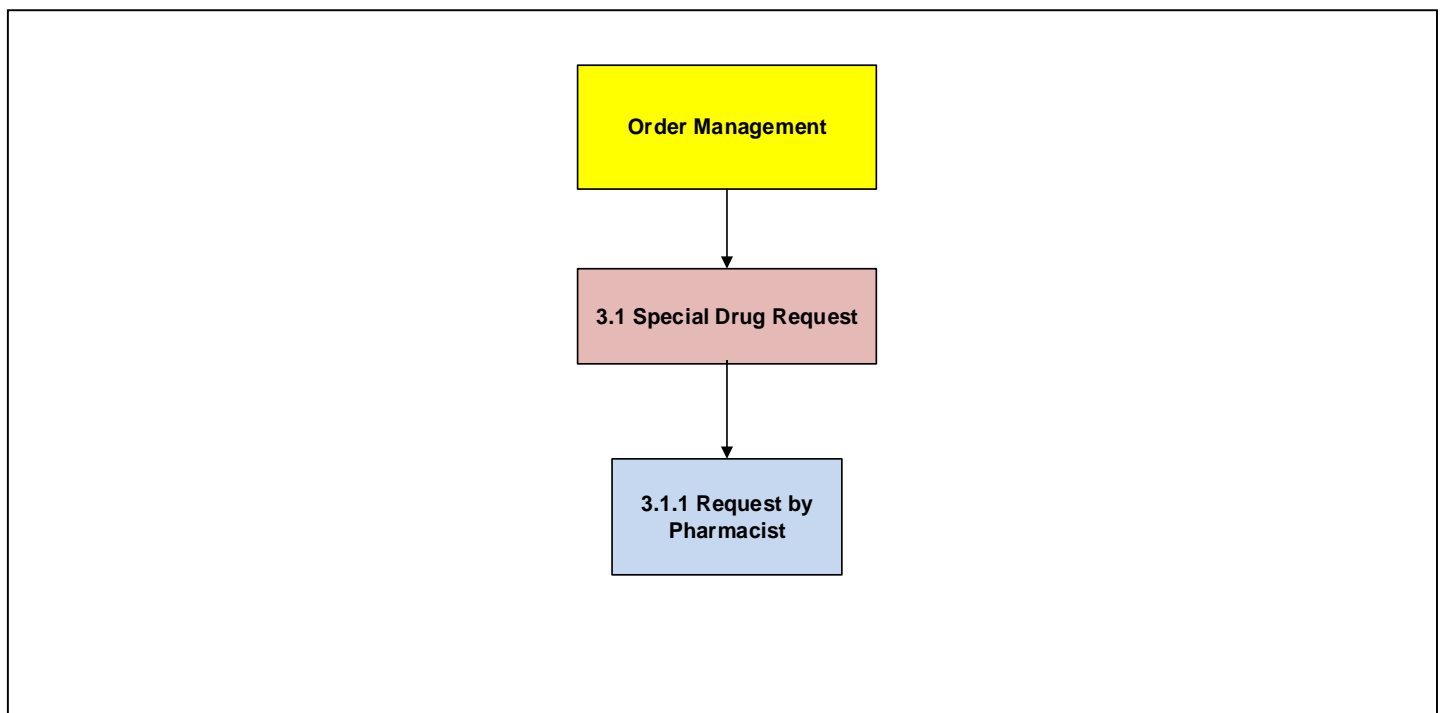


Figure 3.1

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 Drug Request

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 used for pharmacist to request special drug/KPK Item.

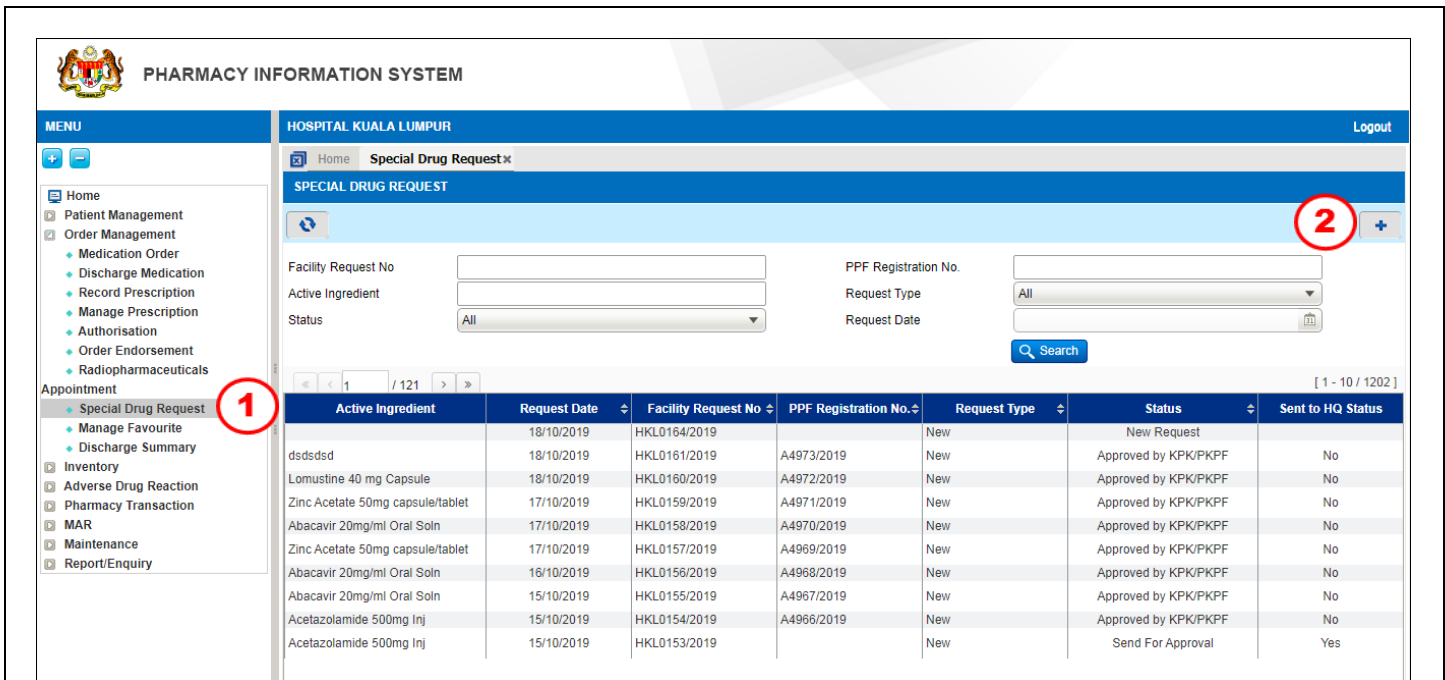


Figure 3.1.1-1 Special Drug Request Listing Screen

STEP 1

Click on 'Order Management' and follow by 'Special Drug Request' 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

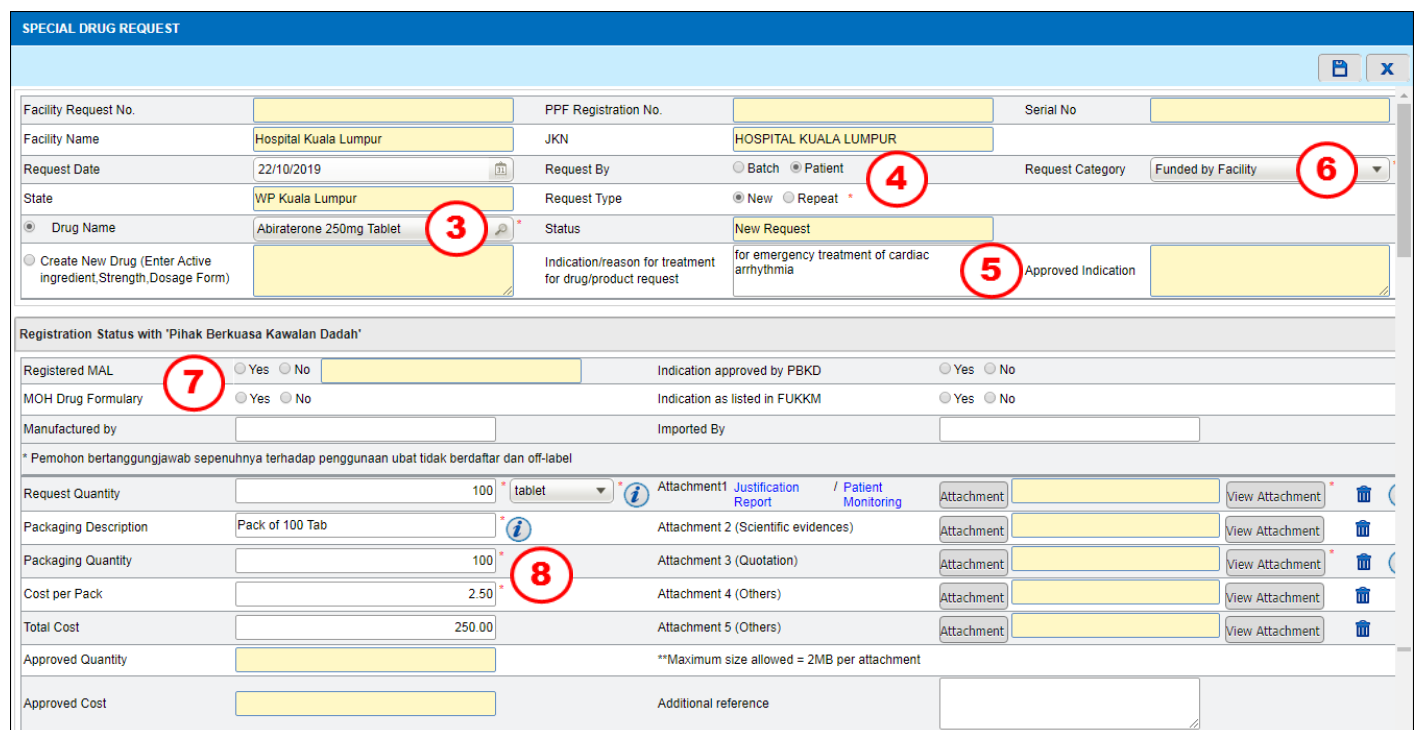
f	Request Date	Request Date	Special Drug Request Date
---	--------------	--------------	---------------------------

Table 3.1.1-1

Note

Search result of existing Special Drug Request record list will be displayed:

- Active Ingredient
- Request Date
- Facility Request No
- PPF Register No
- Request Type
- Status



SPECIAL DRUG REQUEST

Facility Request No. [] PPF Registration No. [] Serial No. []

Facility Name [Hospital Kuala Lumpur] JKN [HOSPITAL KUALA LUMPUR]

Request Date [22/10/2019] Request By [Batch Patient] Request Category [Funded by Facility]

State [WP Kuala Lumpur] Request Type [New Repeat]

☒ Drug Name [Abiraterone 250mg Tablet] Status [New Request]

☐ Create New Drug (Enter Active Ingredient, Strength, Dosage Form) [] Indication/reason for treatment for drug/product request [for emergency treatment of cardiac arrhythmia] Approved Indication []

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL [] Indication approved by PBKD []

MOH Drug Formulary [] Indication as listed in FUKKM []

Manufactured by [] Imported By []

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

Request Quantity [100] [tablet] Attachment1 [Justification Report / Patient Monitoring] Attachment [] View Attachment []

Packaging Description [Pack of 100 Tab] Attachment 2 (Scientific evidences) Attachment [] View Attachment []

Packaging Quantity [100] Attachment 3 (Quotation) Attachment [] View Attachment []

Cost per Pack [2.50] Attachment 4 (Others) Attachment [] View Attachment []

Total Cost [250.00] Attachment 5 (Others) Attachment [] View Attachment []

Approved Quantity [] **Maximum size allowed = 2MB per attachment

Approved Cost [] Additional reference []

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**

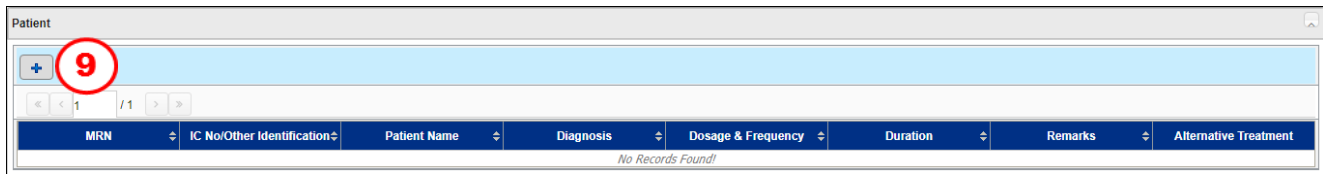
Note

- 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**



Patient


+ 9

< < 1 / 1 > >


MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
No Records Found							

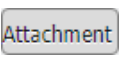
Figure 3.1.1-3 Add Patient



STEP 9

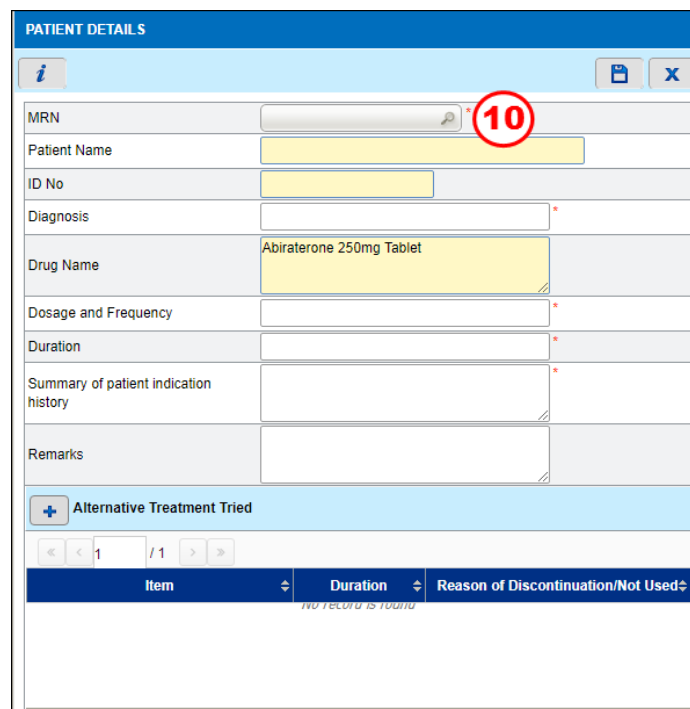
Click on the  button to add new patient as Figure 3.1.1-4 and new window will displayed as per Figure 3.1.1-5

Note

Add new patient  button will be displayed after save record.


Add attachment  button to attach document.

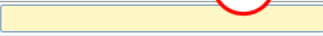
Click  button to view attachment and  button to delete the attachment file.

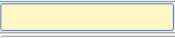



PATIENT DETAILS

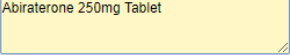
i [Save] [X]


MRN  10


Patient Name 


ID No 


Diagnosis 

Drug Name  Abiraterone 250mg Tablet

Dosage and Frequency 

Duration 

Summary of patient indication history 

Remarks 

+ Alternative Treatment Tried

< < 1 / 1 > >

Item	Duration	Reason of Discontinuation/Not Used
No record is found		

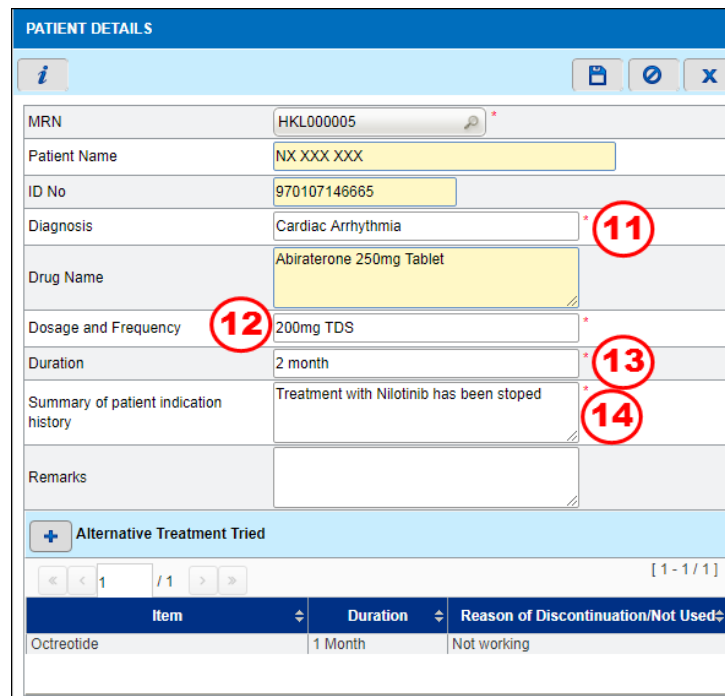
Figure 3.1.1-4 Patient Details

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: HKL000005

Patient Name: NX XXX XXX

ID No: 970107146665

Diagnosis: Cardiac Arrhythmia **11**

Drug Name: Abiraterone 250mg Tablet

Dosage and Frequency: 200mg TDS **12**

Duration: 2 month **13**

Summary of patient indication history: Treatment with Nilotinib has been stoped **14**

Remarks:

+ Alternative Treatment Tried

< 1 / 1 >

Item	Duration	Reason of Discontinuation/Not Used
Octreotide	1 Month	Not working

Figure 3.1.1-5 Patient Details

STEP 11

Enter **Diagnosis** field

STEP 12

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

STEP 13

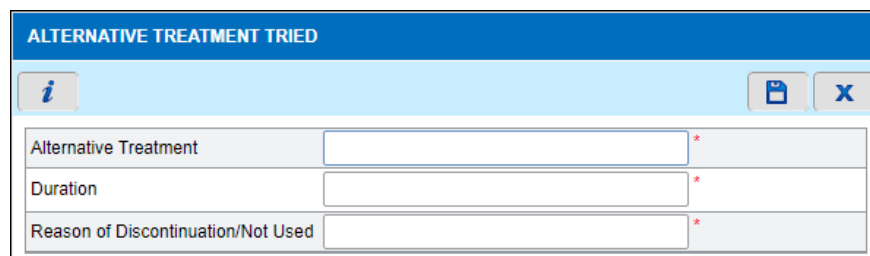
Enter and select **Duration**

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

ALTERNATIVE TREATMENT TRIED	
Alternative Treatment	Octreotide *
Duration	1 Month *
Reason of Discontinuation/Not Used	Not working *

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.








PATIENT DETAILS	
MRN	HKL000005 *
Patient Name	NX XXX XXX
ID No	970107146665
Diagnosis	Cardiac Arrhythmia *
Drug Name	Abiraterone 250mg Tablet
Dosage and Frequency	200mg TDS *
Duration	2 month *
Summary of patient indication history	Tested *
Remarks	
 Alternative Treatment Tried	
<div>   1 / 1   </div> <div> <div>Item</div> <div>Duration</div> <div>Reason of Discontinuation/Not Used</div> </div> <div> <div>Octreotide</div> <div>1 Month</div> <div>Not working</div> </div>	

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	HKL000005						
Patient Name	NX XXX XXX						
ID No	970107146665						
Diagnosis	Cardiac Arrhythmia						
Drug Name	Abiraterone 250mg Tablet						
Dosage and Frequency	200mg TDS						
Duration	2 month						
Summary of patient indication history	Tested						
Remarks							
+ Alternative Treatment Tried							
[1 - 1 / 1]							
<table border="1"> <thead> <tr> <th>Item</th> <th>Duration</th> <th>Reason of Discontinuation/Not Used</th> </tr> </thead> <tbody> <tr> <td>Octreotide</td> <td>1 Month</td> <td>Not working</td> </tr> </tbody> </table>		Item	Duration	Reason of Discontinuation/Not Used	Octreotide	1 Month	Not working
Item	Duration	Reason of Discontinuation/Not Used					
Octreotide	1 Month	Not working					

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  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	KPK drug request
Requested By	
Attachment	Attachment View Attachment
Designation	Pegawai Perubatan
Request Date	22/10/2019
Discipline	Pathology

Figure 3.1.1-9 Specialist Drug Request Screen

STEP 16

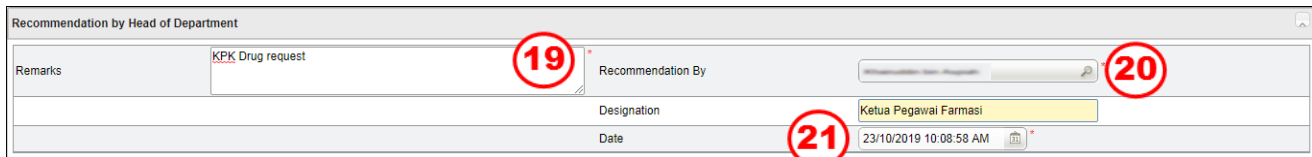
Enter **Remarks**

STEP 17

Select the **Request Date**

STEP 18

Select the **Requested By**



Recommendation by Head of Department

Remarks	KPK Drug request	19	Recommendation By	[User Selection]	20
			Designation	Ketua Pegawai Farmasi	
			Date	23/10/2019 10:08:58 AM	21

Figure 3.1.1-10 Recommendation by Head of Department

STEP 19

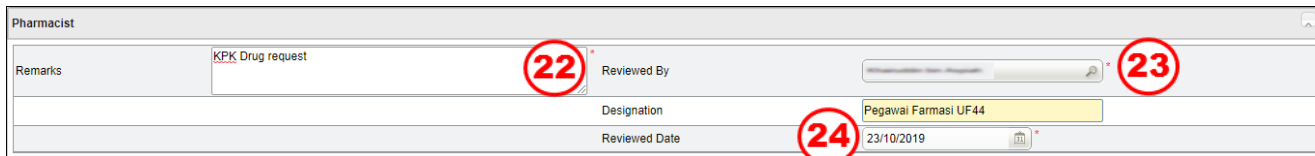
Enter **Remarks**

STEP 20

Select the **Recommendation By**

STEP 21

Select the **Date**



Pharmacist

Remarks	KPK Drug request	22	Reviewed By	[User Selection]	23
			Designation	Pegawai Farmasi UF44	
			Reviewed Date	23/10/2019	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**



Recommendation By Head of Pharmacy Department

Remarks	KPK Drug request	25	Recommendation By	[User Selection]	27
Allocation Required	250.00		Date	23/10/2019 10:24:20 AM	28
Existing Allocation	100.00	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**

Recommendation By Hospital Director			
Remarks	KPK Drug request	Recommendation By	
		Date	23/10/2019 10:36:51 AM

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 DRUG REQUEST					
<div style="text-align: right;"> 32 Confirm Print KPK form </div>					
Facility Request No.	HKL0165/2019	PPF Registration No.		Serial No.	
Facility Name	HOSPITAL KUALA LUMPUR	JKN	HOSPITAL KUALA LUMPUR		
Request Date	22/10/2019	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		
Drug Name	Abiraterone 250mg Tablet	Status	New Request		
Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	for emergency treatment of cardiac arrhythmia	Approved Indication	
Registration Status with 'Pihak Berkuasa Kawalan Dadah'					
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No		
MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Manufactured by	Pharmaniaga	Imported By	Pharmaniaga		
* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label					
Request Quantity	100	Attachment 1 Justification Report / Patient Monitoring	Attachment IMG_5921.JPG	View Attachment	
Packaging Description	Pack of 100 Tab	Attachment 2 (Scientific evidences)	Attachment	View Attachment	
Packaging Quantity	100	Attachment 3 (Quotation)	Attachment IMG_5921.JPG	View Attachment	
Cost per Pack	2.50	Attachment 4 (Others)	Attachment	View Attachment	
Total Cost	250.00	Attachment 5 (Others)	Attachment	View Attachment	
Approved Quantity		**Maximum size allowed = 2MB per attachment			

Figure 3.1.1-14 Special Drug Request

STEP 32

Click on the  button to confirm


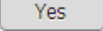
CONFIRMATION	
	CONF0067: Are you sure to submit this request?
Cancel	Yes No

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 DRUG REQUEST					
Print KPK form 					
Facility Request No.	HKL0165/2019	PPF Registration No.		Serial No	
Facility Name	HOSPITAL KUALA LUMPUR	JKN	HOSPITAL KUALA LUMPUR		
Request Date	22/10/2019	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		
Drug Name	Abiraterone 250mg Tablet	Status	Send For Approval		
Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	for emergency treatment of cardiac arrhythmia	Approved Indication	
Registration Status with 'Pihak Berkuasa Kawalan Dadah'					
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No		
MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Manufactured by	Pharmaniaga	Imported By	Pharmaniaga		
* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label					
Request Quantity	100	tablet	Attachment1 Justification Report / Patient Monitoring	Attachment IMG_5921.JPG	View Attachment 
Packaging Description	Pack of 100 Tab		Attachment 2 (Scientific evidences)	Attachment	View Attachment 
Packaging Quantity	100		Attachment 3 (Quotation)	Attachment IMG_5921.JPG	View Attachment 
Cost per Pack	2.50		Attachment 4 (Others)	Attachment	View Attachment 
Total Cost	250.00		Attachment 5 (Others)	Attachment	View Attachment 
Approved Quantity			**Maximum size allowed = 2MB per attachment		

Figure 3.1.1-16 Special Drug Request

Note

Click  button to print KPK Form as per figure 3.1.1-16.

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		