

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

Pharmacy Based User Manual Special Drug Request

Version	: 6th Edition
Document ID	: PB_U. MANUAL_SPECIAL DRUG REQUEST



PhIS & CPS Project
User Manual – Special Drug Request



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Reference ID : PB.U. MANUAL_SPECIAL DRUG REQUEST-6th 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	Organised Sections	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Order Management	4
	Overview	4
	User Group	4
	Functional Diagram.....	4
	Functional Description	4
3.1	Special Drug Request.....	5
3.1.1	Pharmacist	5
3.1.2	Recommendation by Chief Pharmacy.....	15
4.0	Acronyms	18
5.0	Links to Clinical Modules.....	18

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





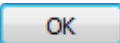
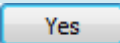


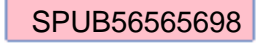

1.3 Organised Sections

These are the sections within this document:

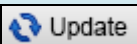






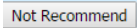

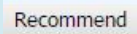
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Special Drug Request
- Section 4 : Acronyms
- Section 5 : Links To Clinical Modules

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		

Special Drug Request Module Legend

 Update	Update Records	 Delete	Delete record
 Search	Search Patient	 Clear	Clear field
 Print	Print	 Save	Save
 Add	Add Drug	 Not Recommend	For Reject
 Confirm	Confirm Order	 Recommend	For Approve

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 pharmacist and chief pharmacy. (subject to the user assigned by the facility)

Functional Diagram

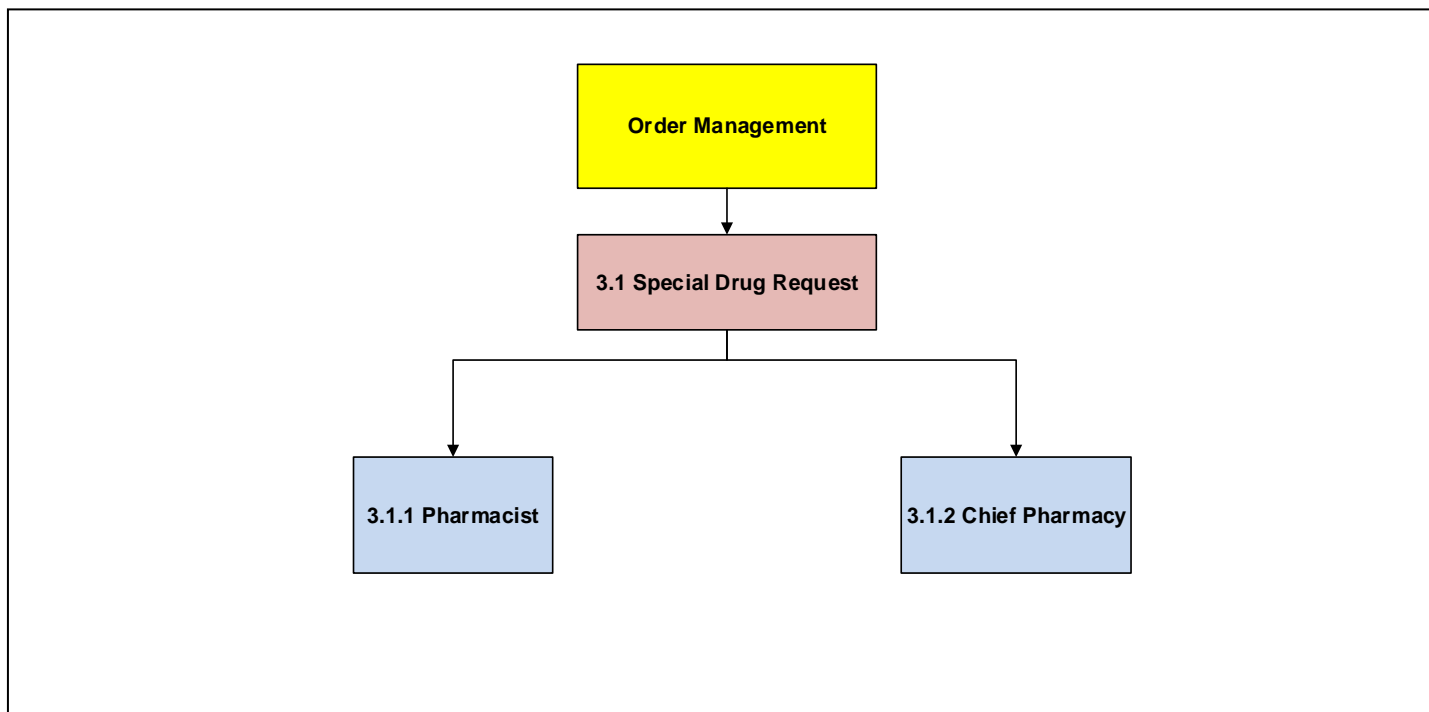


Figure 3.1

Functional Description

Order Management comprises of five (2) main functions:

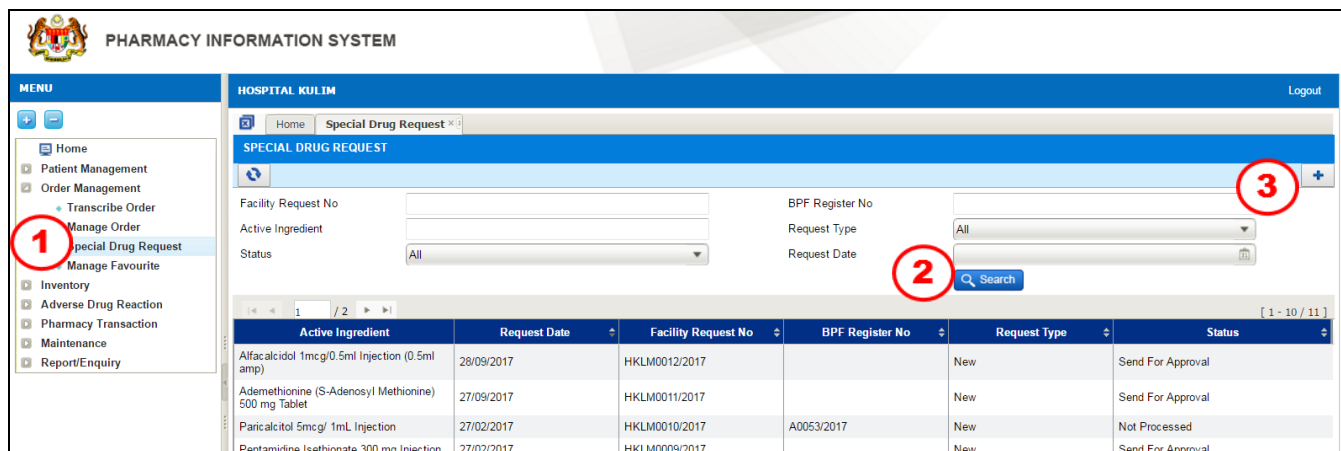
- **Pharmacist**
Key in all data in the system based on manual form
- **Chief Pharmacy**
To do verification and recommendation

3.1 Special Drug Request

For pharmacy based facility, request by Specialist until Hospital Director will be done manually using form. User only need transcribe request that has been recommended by Hospital Director and submit to HQ for approval.

3.1.1 Pharmacist

This function is used by pharmacist to transcribe the request back to the system.



Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Alfacalcidol 1mcg/0.5ml Injection (0.5ml amp)	28/09/2017	HKLM0012/2017		New	Send For Approval
Ademetionine (S-Adenosyl Methionine) 500 mg Tablet	27/09/2017	HKLM0011/2017		New	Send For Approval
Paricalcitol 5mcg/ 1mL Injection	27/02/2017	HKLM0010/2017	A0053/2017	New	Not Processed
Pentamidine Isethionate 300 mg Injection	27/02/2017	HKLM0009/2017		New	Send For Approval

Figure 3.1.1-1 Special Drug Request Listing Screen

Note

Only user granted role will be able to request for Special Drug Request. Role for Pharmacist: Pharmacist Drug Info

STEP 1

Click on 'Order Management' and follow by 'Special Drug Request' sub –menu

STEP 2

Click on  button to view current request

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Facility Request No	Facility Request No	Allow to search by request number of that facility Eg: HPSF0001/2017
b	Active Ingredient	Active Ingredient	Allow to search by chemical (generic name) eg paracetamol
c	Status	Status	It will show status of current request. By default, for new request the status will be 'New Request'.
d	BPF Request No	Bahagian Perkhidmatan Farmasi Request No	Register number will be auto generated when secretariat process the request (Status = Pending for KPK Approval). Eg: A0025/2017

e	Request Type	Request Type	This will be drop down box to select request is New or Repeat request.
f	Request Date	Request Date	This will be date picker field, where date will be picked up from popup calendar

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
- BPF Register No
- Request Type
- Status

STEP 3

Click on the  button to add new request

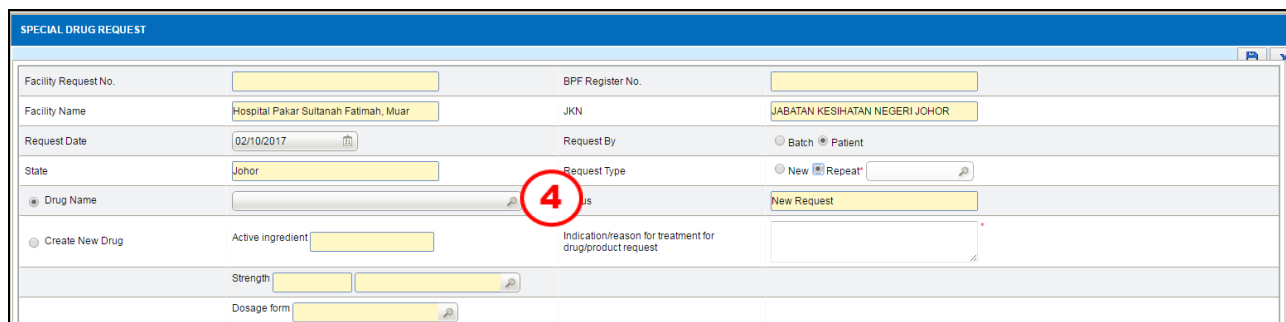




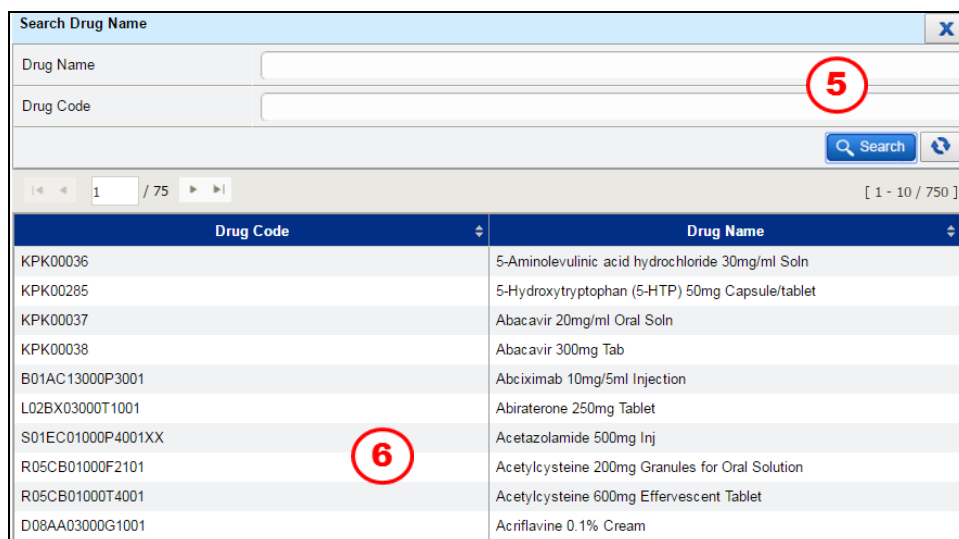
Figure 3.1.1-2 Create New Request

Note

-  **Drug Name** radio button will be default for existing special drugs.
- If user request for new special drug, select the  **Create New Drug** radio button and enter Active.Ingredient ,Strength and Dosage Form.
- User can change request date.This field is editable.

STEP 4


Click on the  button to select drug as per Figure 3.1.1-2



Drug Code	Drug Name
KPK00036	5-Aminolevulinic acid hydrochloride 30mg/ml Soln
KPK00285	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet
KPK00037	Abacavir 20mg/ml Oral Soln
KPK00038	Abacavir 300mg Tab
B01AC13000P3001	Abciximab 10mg/5ml Injection
L02BX03000T1001	Abiraterone 250mg Tablet
S01EC01000P4001XX	Acetazolamide 500mg Inj
R05CB01000F2101	Acetylcysteine 200mg Granules for Oral Solution
R05CB01000T4001	Acetylcysteine 600mg Effervescent Tablet
D08AA03000G1001	Acriflavine 0.1% Cream

Figure 3.1.1-3 Drug/Non-Drug Search Screen

STEP 5

Enter key word in **Drug Name** window and click on  button as Figure 3.1.1-3

STEP 6

Double click on the selected drug

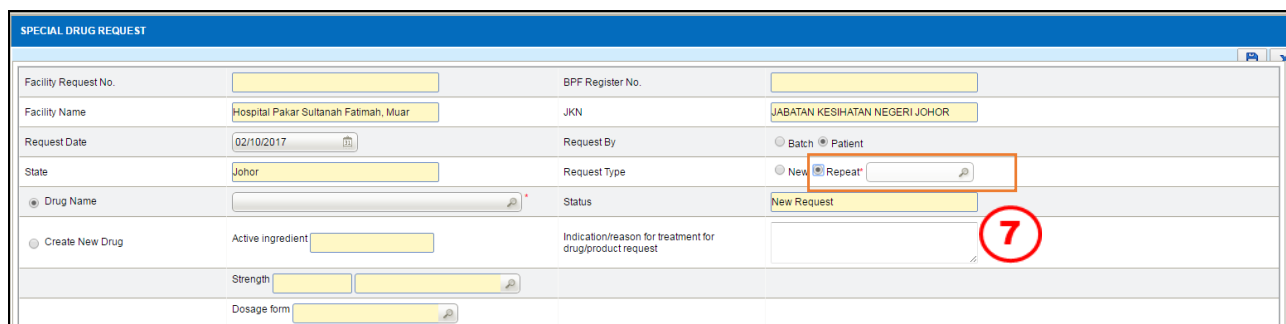
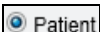



Figure 3.1.1-4 Create New Request

STEP 7

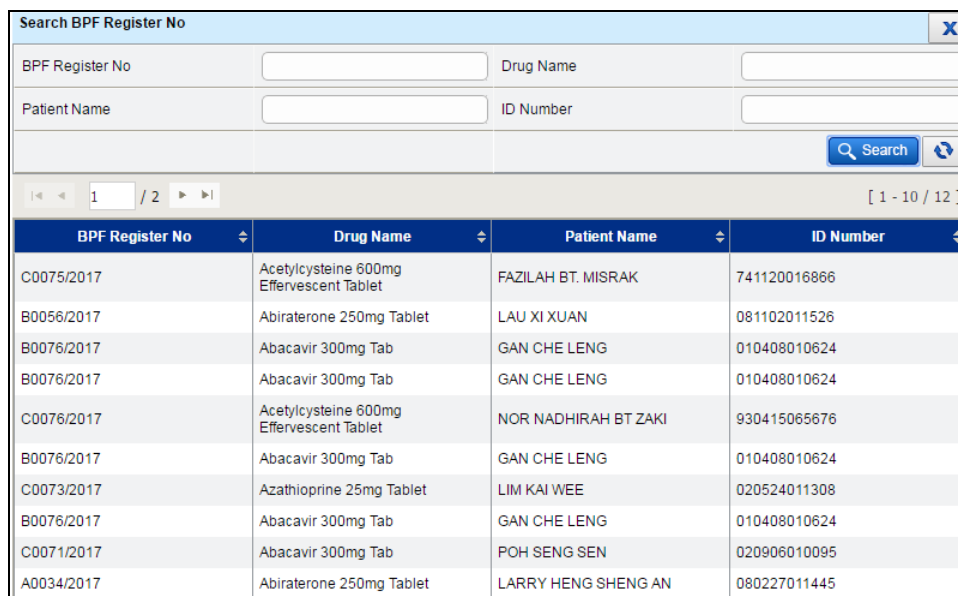
Enter **Indication/reason for treatment for drug/product request** as Figure 3.1.1-4

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

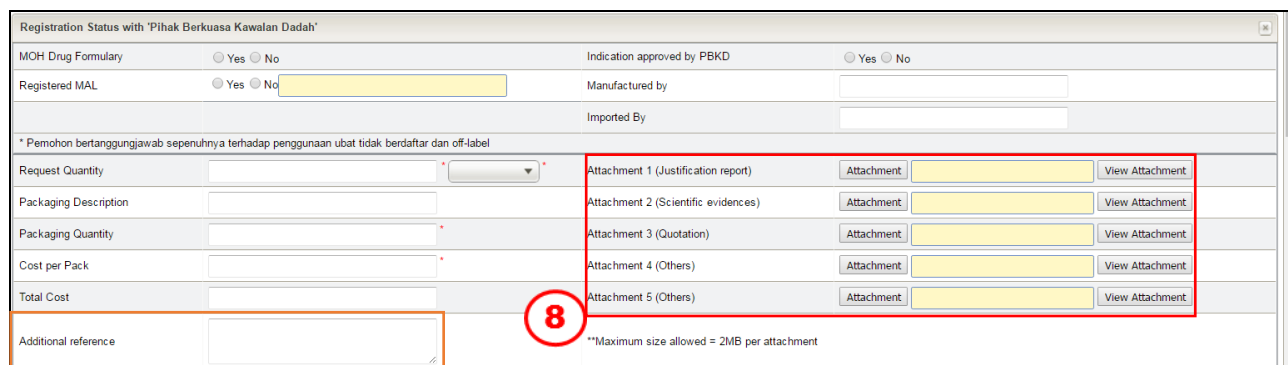
• Request Type – Repeat

- Click on the ☒ Repeat ☐ New radio button and it will displayed as Figure 3.1.1-5.
- Allow user to enter or select previous request no for request type = 'Repeat'
- User able to search from previous request no
- User can search by using **BPF Register No, Drug Name, Patient Name** and **ID Number**.
- System will populate previous request details when user enter the request no
- User is allowed to manually enter the number if it is not in the list. No previous transaction record will be displayed if number is entered manually



BPF Register No	Drug Name	Patient Name	ID Number
C0075/2017	Acetylcysteine 600mg Effervescent Tablet	FAZILAH BT. MISRAK	741120016866
B0056/2017	Abiraterone 250mg Tablet	LAU XI XUAN	081102011526
B0076/2017	Abacavir 300mg Tab	GAN CHE LENG	010408010624
B0076/2017	Abacavir 300mg Tab	GAN CHE LENG	010408010624
C0076/2017	Acetylcysteine 600mg Effervescent Tablet	NOR NADHIRAH BT ZAKI	930415065676
B0076/2017	Abacavir 300mg Tab	GAN CHE LENG	010408010624
C0073/2017	Azathioprine 25mg Tablet	LIM KAI WEE	020524011308
B0076/2017	Abacavir 300mg Tab	GAN CHE LENG	010408010624
C0071/2017	Abacavir 300mg Tab	POH SENG SEN	020906010095
A0034/2017	Abiraterone 250mg Tablet	LARRY HENG SHENG AN	080227011445

Figure 3.1.1-5 Search BPF Register No



Registration Status with "Pihak Berkuasa Kawalan Dadah"

MOH Drug Formulary ☐ Yes ☒ No

Indication approved by PBKD ☐ Yes ☒ No

Registered MAL ☐ Yes ☒ No

Manufactured by

Imported By

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

Request Quantity

Packaging Description

Packaging Quantity

Cost per Pack

Total Cost

Attachment 1 (Justification report) Attachment View Attachment

Attachment 2 (Scientific evidences) Attachment View Attachment

Attachment 3 (Quotation) Attachment View Attachment

Attachment 4 (Others) Attachment View Attachment

Attachment 5 (Others) Attachment View Attachment

Additional reference

8

**Maximum size allowed = 2MB per attachment

Figure 3.1.1-6 Create New Request

STEP 8

Enter the information for the Figure 3.1.1-6

Note

User need to fill in:

- Registration status with Pihak Berkuasa kawalan Dadah
 - MOH Drug Formulary
 - Registered MAL
 - Indication approved by PBKD
 - Manufactured By
 - Imported by
- Request Quantity
- Packaging Description
- Packaging Quantity
- Cost per pack
- Total Cost
- Additional reference- new field for user to enter remarks if there is any reference use.
- User is allowed to upload 5 attachments with maximum 2MB for each document

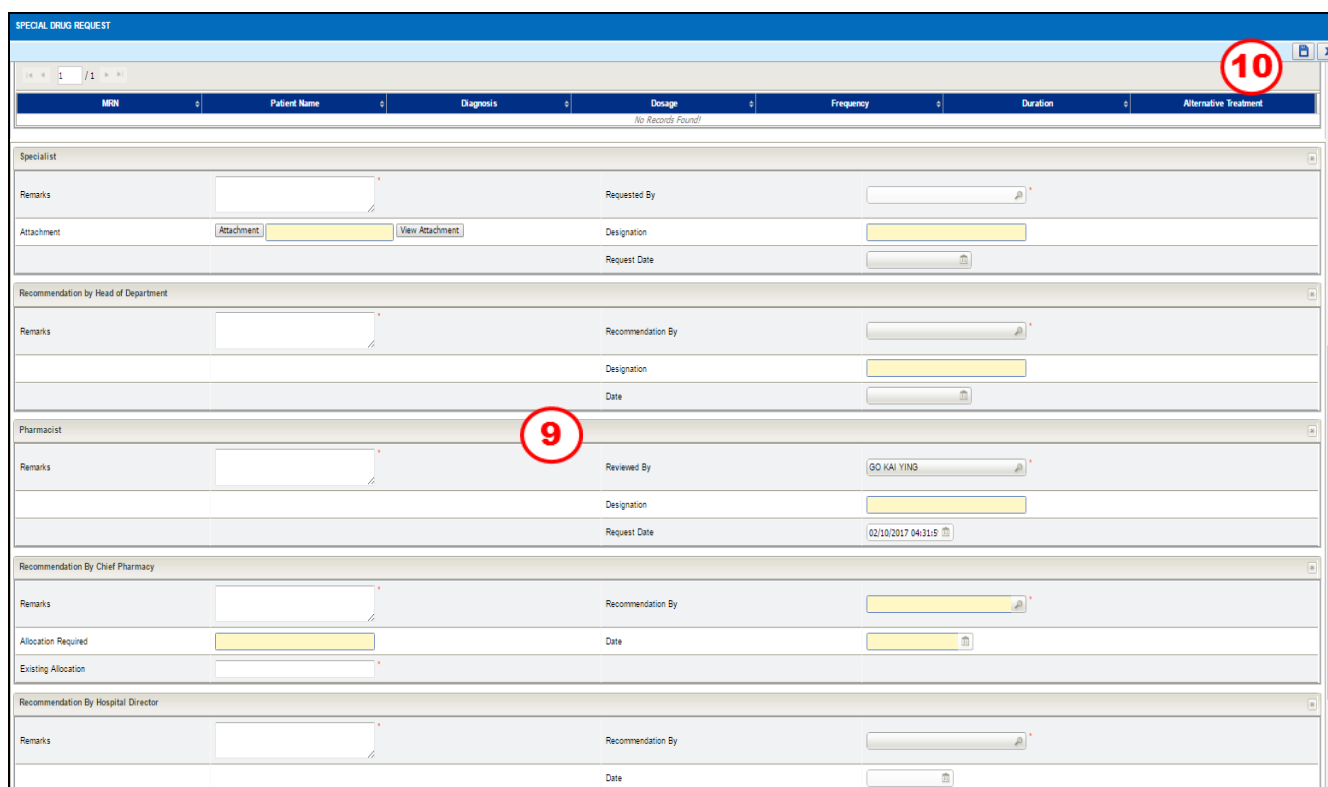


Figure 3.1.1-7 Create New Request


STEP 9

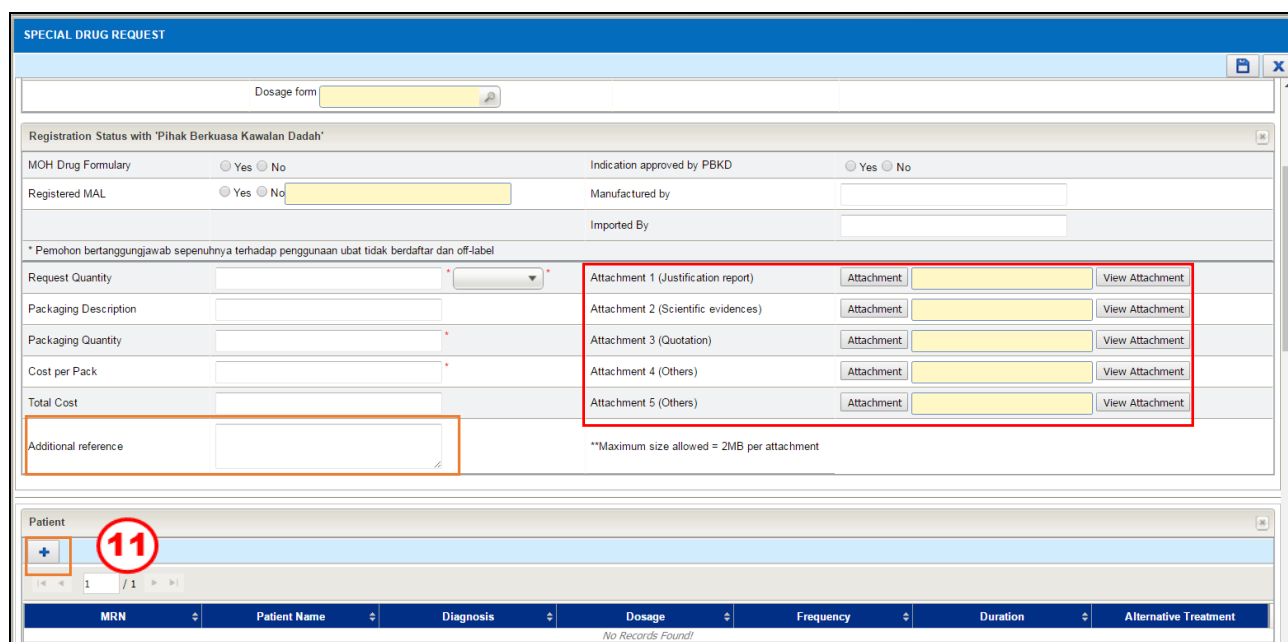
Fill in remark and request by as Figure 3.1.1-7

Note

Pharmacist need to enter all the remark for **Specialist, Head of Department, Pharmacist, Chief Pharmacy and Hospital Director** that has been done manually using form

STEP 10

Click on the  button to save as Figure 3.1.1-7



SPECIAL DRUG REQUEST

Dosage form

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

MOH Drug Formulary ☐ Yes ☐ No Indication approved by PBKD ☐ Yes ☐ No

Registered MAL ☐ Yes ☐ No Manufactured by

Imported By

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

Request Quantity Attachment 1 (Justification report) Attachment View Attachment

Packaging Description Attachment 2 (Scientific evidences) Attachment View Attachment

Packaging Quantity Attachment 3 (Quotation) Attachment View Attachment

Cost per Pack Attachment 4 (Others) Attachment View Attachment

Total Cost Attachment 5 (Others) Attachment View Attachment

Additional reference


**Maximum size allowed = 2MB per attachment

Patient **11**

MRN	Patient Name	Diagnosis	Dosage	Frequency	Duration	Alternative Treatment
No Records Found!						

Figure 3.1.1-8 Create New Request

STEP 11

Click on the  button to add new patient as Figure 3.1.1-8 and new window will displayed as per Figure 3.1.1-9

Note

Allow user to enter patient information if user choose Request By = 'Patient' without user has to save the request first.

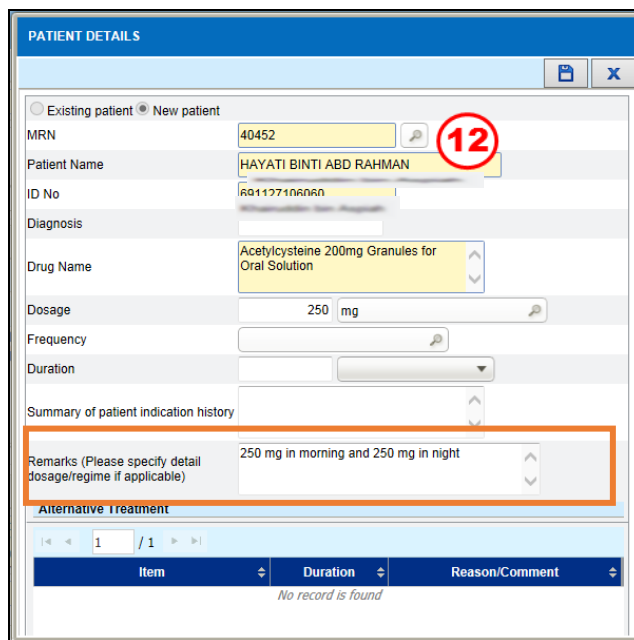


Figure 3.1.1-9 Patient Details

STEP 12

Click on the  button and double click on selected patient as Figure 3.1.1-9

Note

- Defaulted to ☒ Existing patient radio button if request type = Repeat
- Defaulted to ☒ New patient radio button if request type = New
- By selecting Patient, MRN, Patient Name and IC No will be displayed.

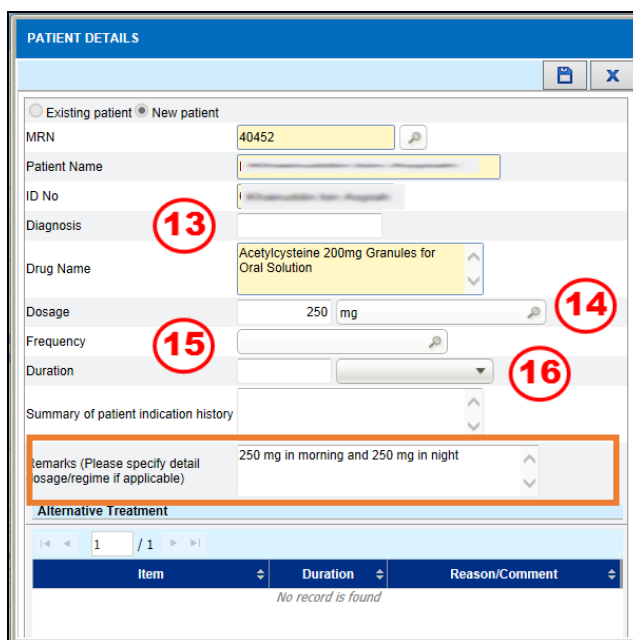


Figure 3.1.1-10 Patient Details

STEP 13

Enter **Diagnosis** field


STEP 14

Enter the Dosage, click on the  button and double click at selected UOM

Note

Remarks (Please specify detail dosage/regime if applicable) is field for user to enter order details for taper and split dose

STEP 15

Click on the  button and double click at selected **Frequency** from displayed window

STEP 16

Enter and select **Duration** from drop down menu

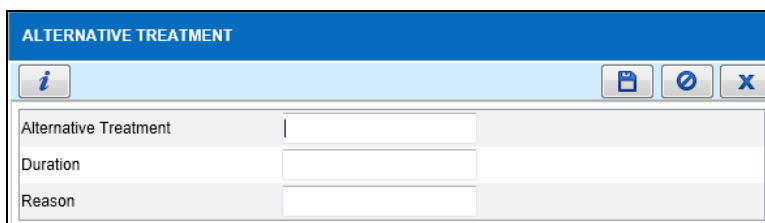



Figure 3.1.1-11 Add Alternative Treatment

Note

If the patient needs an **Alternative Treatment**, click on the  button and enter the **Alternative Treatment**, **Duration** and **Reason** field as per Figure 3.1.1-11.

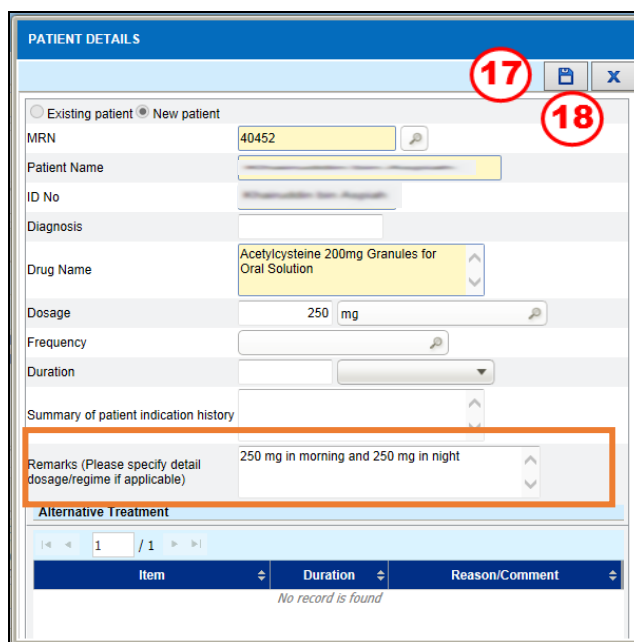




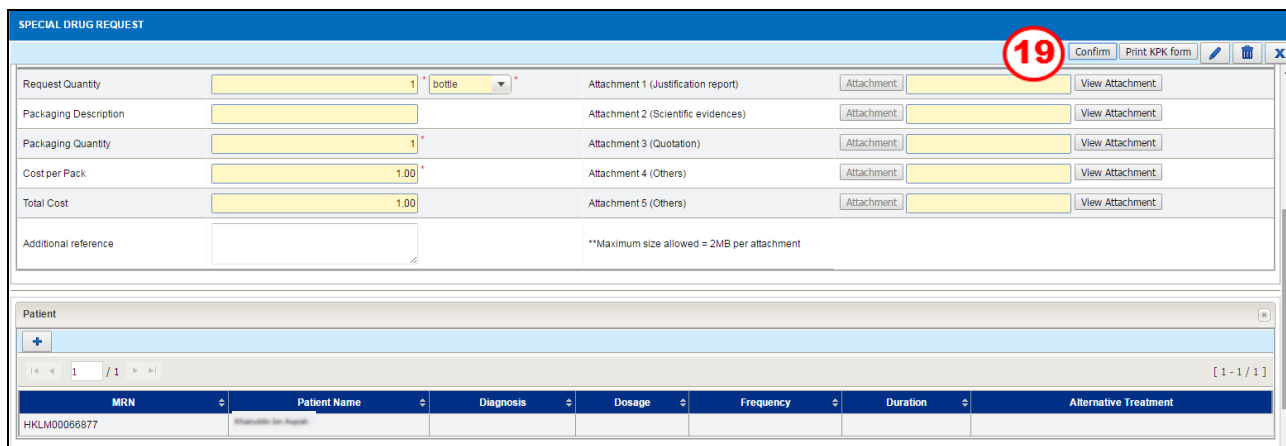
Figure 3.1.1-12 Patient Detail Screen

STEP 17

Click on the  button to save the changes made as Figure 3.1.1-12

STEP 18

Click on the  button to return to work order screen.



MRN	Patient Name	Diagnosis	Dosage	Frequency	Duration	Alternative Treatment
HKLM00066877	Wahabudin bin Abdul					

Figure 3.1.1-13 Create New Request

STEP 19

Click on the  button to confirm

STEP 20

Click on the  button from displayed alert message as per figure 3.1.1-14

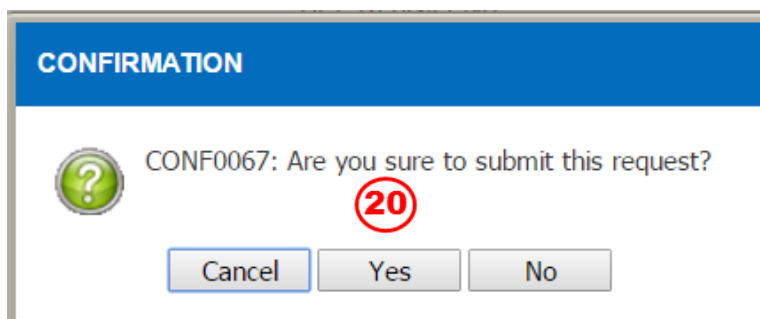


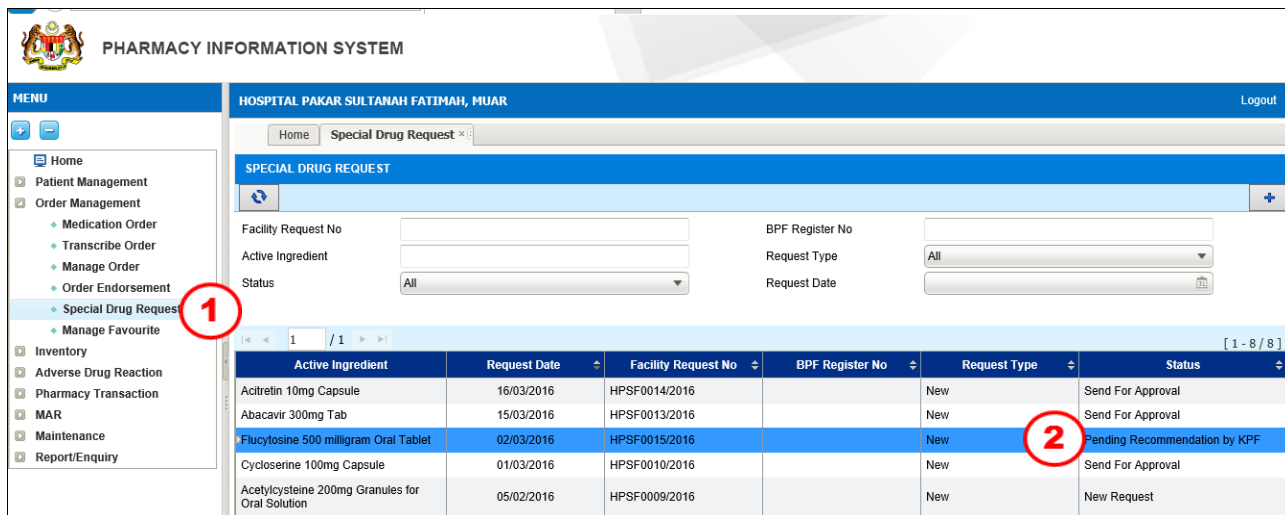
Figure 3.1.1-14 Confirmation Alert Message

Note

- Once click on the  button, the request order **New Request** will be **Pending for Recommendation by KPF**.

3.1.2 Recommendation by Chief Pharmacy

This function is used by chief pharmacist to do verification and give recommendation.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

Facility Request No: BPF Register No:

Active Ingredient: Request Type:

Status: Request Date:

1

1 / 1

[1 - 8 / 8]

Active Ingredient	Request Date	Facility Request No	BPF Register No	Request Type	Status
Acitretin 10mg Capsule	16/03/2016	HPSF0014/2016		New	Send For Approval
Abacavir 300mg Tab	15/03/2016	HPSF0013/2016		New	Send For Approval
Flucytosine 500 milligram Oral Tablet	02/03/2016	HPSF0015/2016		New	Pending Recommendation by KPF
Cycloserine 100mg Capsule	01/03/2016	HPSF0010/2016		New	Send For Approval
Acetylcysteine 200mg Granules for Oral Solution	05/02/2016	HPSF0009/2016		New	New Request

2

Figure 3.1.2-1 Special Drug Request Screen

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub- menu

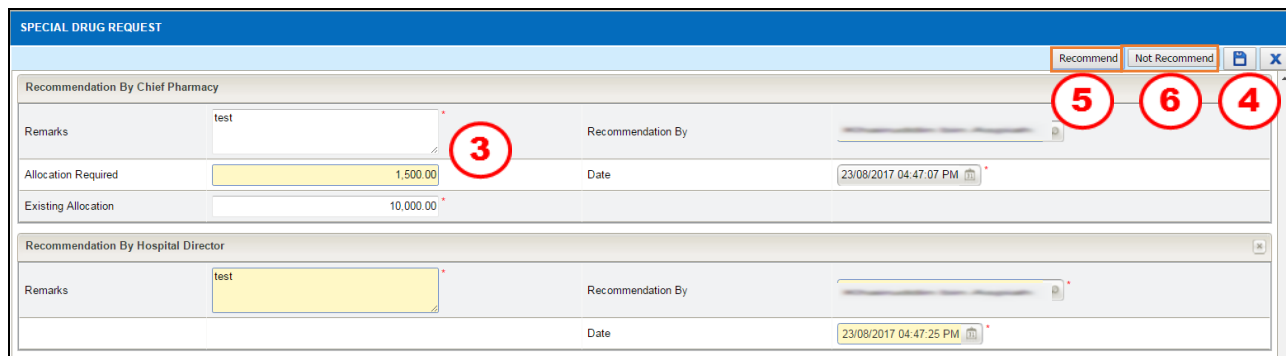
Note

User have option to search request records based on below search criteria:-

- Facility Request No
- Active Ingredient
- Status
- BPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending Recommendation by KPF' order request status as per Figure 3.1.2-1



SPECIAL DRUG REQUEST

Recommendation By Chief Pharmacy

Remarks: test (3)

Allocation Required: 1,500.00

Existing Allocation: 10,000.00

Recommendation By: (5)

Date: 23/08/2017 04:47:07 PM (6)

Recommendation By Hospital Director

Remarks: test

Recommendation By: (4)

Date: 23/08/2017 04:47:25 PM

Figure 3.1.2-2 Recommendation by KPF screen

STEP 3

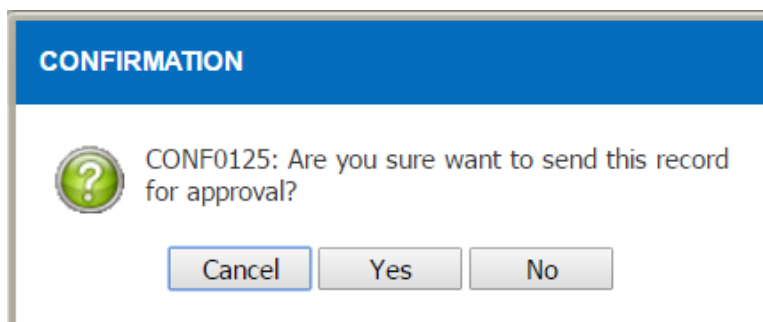
Scroll down and look for 'Recommendation By Chief Pharmacy' section , updated on **Remarks** and **Allocation** if required.

STEP 4

Click on the  button to save the record

STEP 5

Click on the  button as per Figure 3.1.2-2



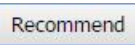
CONFIRMATION

CONF0125: Are you sure want to send this record for approval?

Cancel Yes No

Figure 3.1.2-3 Conformation Alert Messages

Note

- Once click on the  button, the request order **Pending for Recommendation by KPF** will be change the status to **Send Approval**
- Request will be sent to HQ and facility will get status **Pending for KPK Approval, Not Procesed, Approved by KPK/PKPF or Rejected by KPK/PKPF**

STEP 6

Click on the button as per Figure 3.1.2-2

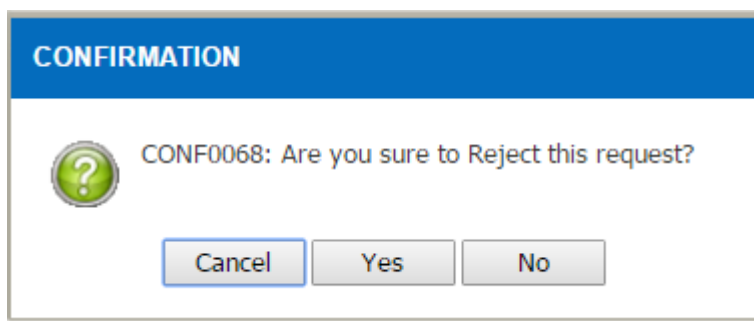


Figure 3.1.2-3 Conformation Alert Messages

Note

- Once click on the button, the request order **Pending for Recommendation by KPF** will be change the status to **Not Recommended by KPF**
- KPF will reject the request.

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MRN	Medical Record Number
MOH	Ministry Of Health
SPECIAL DRUG REQUEST	Ketua Pengarah Kesihatan
KPF	Ketua Pegawai Farmasi

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		