

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

Pharmacy Based User Manual Special Drug Request

Version	: 7th Edition
Document ID	: PB_U. MANUAL_SPECIAL DRUG REQUEST



PhIS & CPS Project
User Manual – Special Drug Request



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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

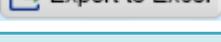
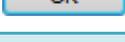
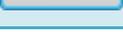
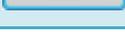
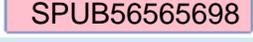
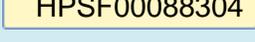
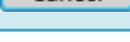
1.3 Organised Sections

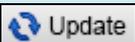
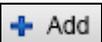
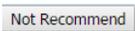
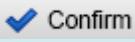
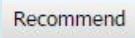
These are the sections within this document:

- 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 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

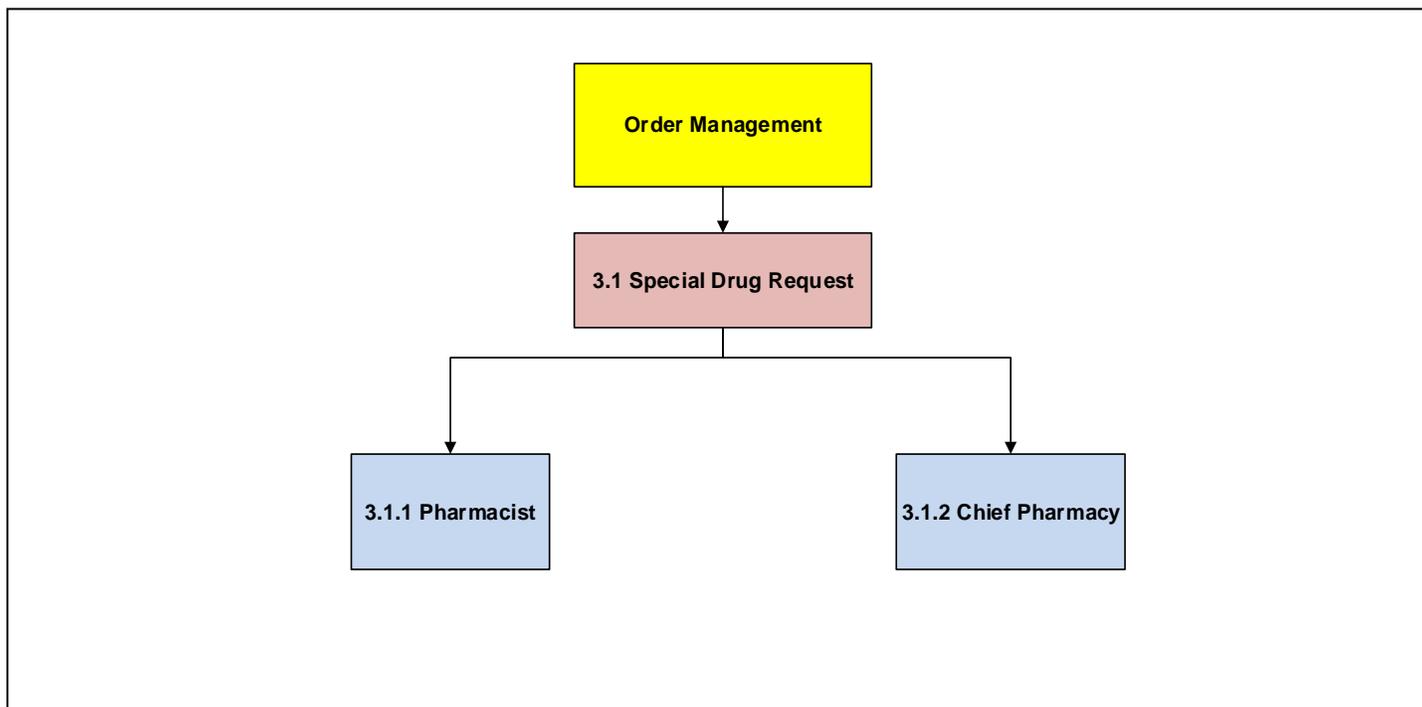


Figure 3.1

Functional Description

Order Management comprises of five (2) main functions:

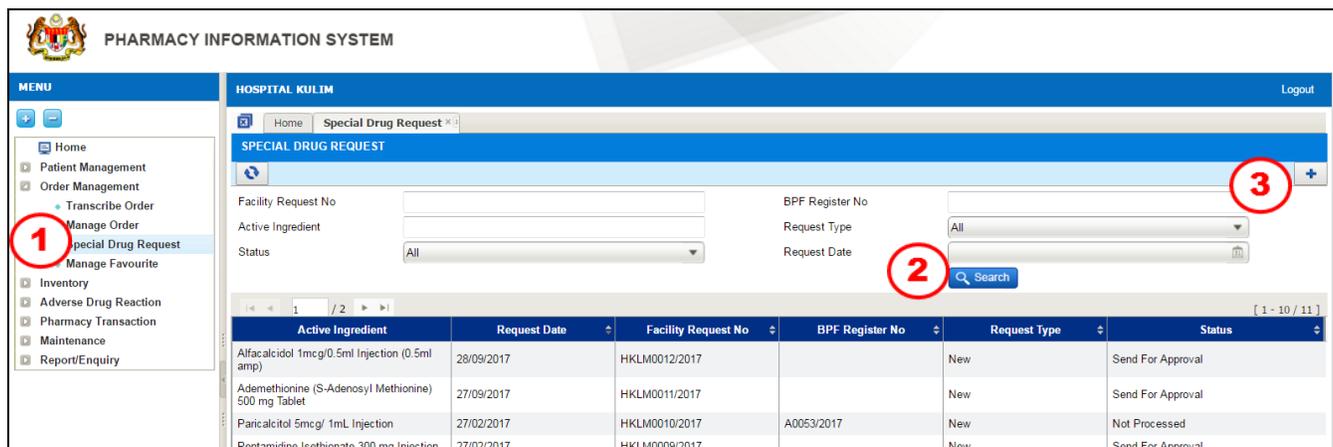
- **Pharmacist**
Key in all data in the system based on manual form
- **Chief Pharmacy**
To do verification and recommendation

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
Ademethionine (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:

- a) Active Ingredient
- b) Request Date
- c) Facility Request No
- d) BPF Register No
- e) Request Type
- f) Status

STEP 3

Click on the  button to add new request

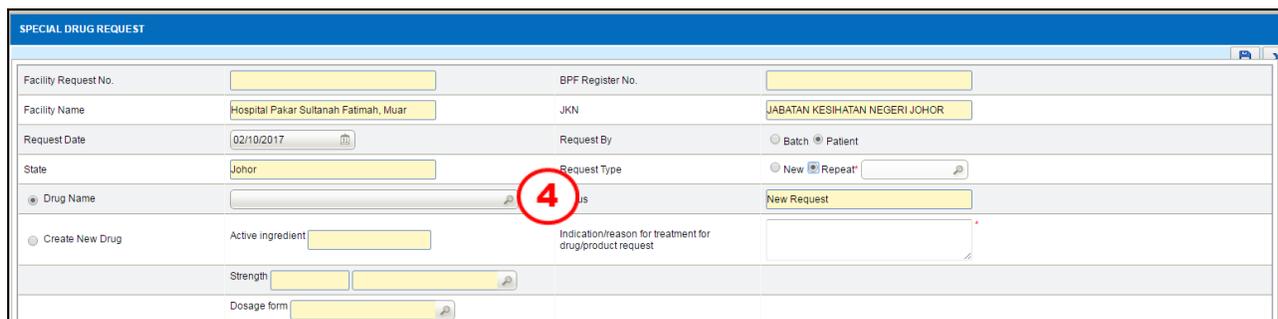


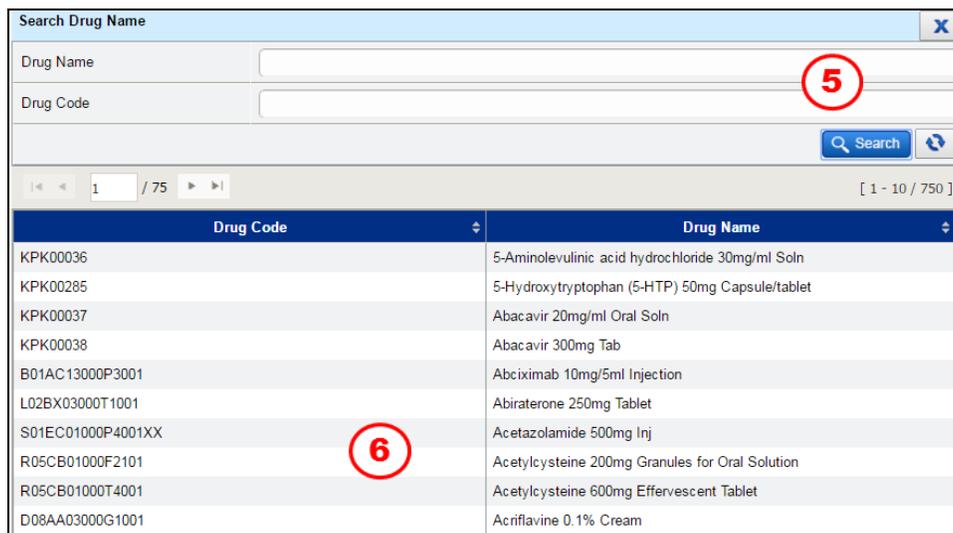
Figure 3.1.1-2 Create New Request

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

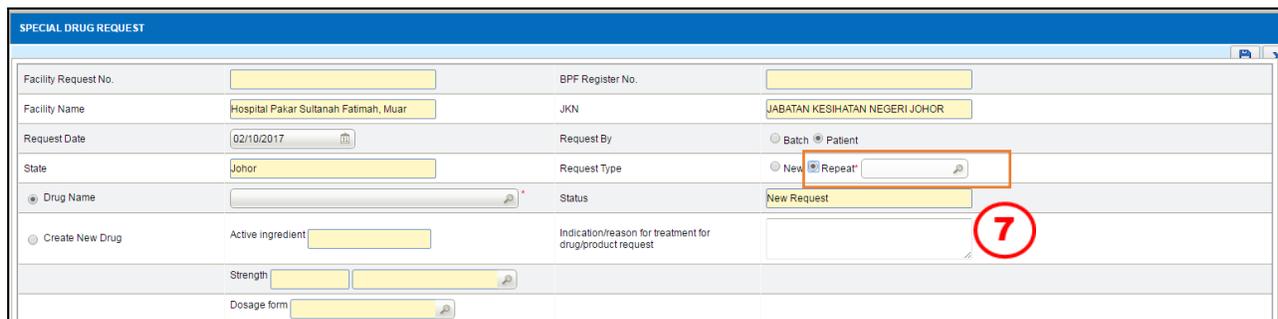
Figure 3.1.1-3 Drug/Non-Drug Search Screen

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



SPECIAL DRUG REQUEST

Facility Request No. [] BPF Register No. []

Facility Name Hospital Pakar Sultanah Fatmah, Muar JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 02/10/2017 Request By Batch Patient

State Johor Request Type New Repeat

Drug Name [] Status New Request

Create New Drug

Active ingredient [] Indication/reason for treatment for drug/product request []

Strength [] []

Dosage form []

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 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

Search BPF Register No			
BPF Register No	<input type="text"/>	Drug Name	<input type="text"/>
Patient Name	<input type="text"/>	ID Number	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
1 / 2			[1 - 10 / 12]
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	<input type="radio"/> Yes <input type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input type="radio"/> No
Registered MAL	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>	Manufactured by	<input type="text"/>
* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label		Imported By	<input type="text"/>
Request Quantity	<input type="text"/> *	Attachment 1 (Justification report)	Attachment: <input type="text"/> View Attachment
Packaging Description	<input type="text"/>	Attachment 2 (Scientific evidences)	Attachment: <input type="text"/> View Attachment
Packaging Quantity	<input type="text"/> *	Attachment 3 (Quotation)	Attachment: <input type="text"/> View Attachment
Cost per Pack	<input type="text"/> *	Attachment 4 (Others)	Attachment: <input type="text"/> View Attachment
Total Cost	<input type="text"/>	Attachment 5 (Others)	Attachment: <input type="text"/> View Attachment
Additional reference	<input type="text"/>	**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

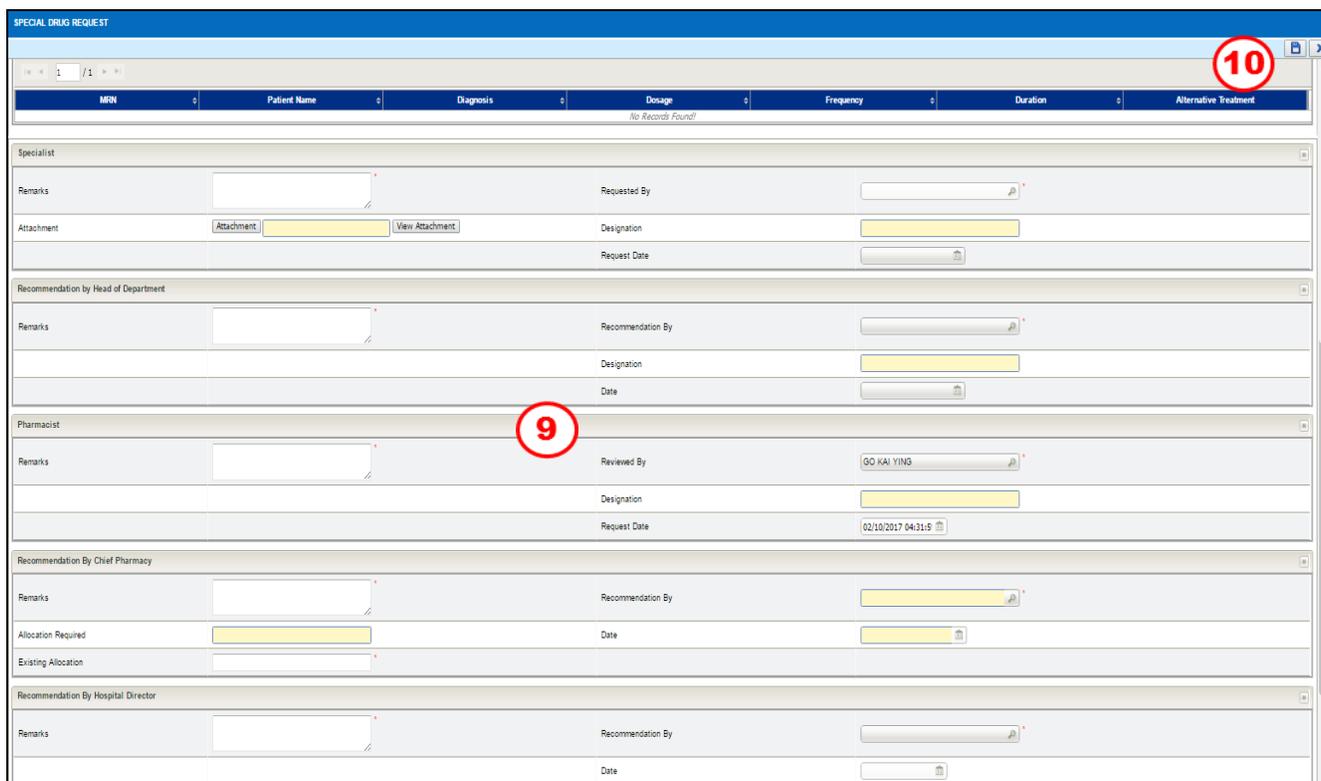


Figure 3.1.1-7 Create New Request

STEP 9

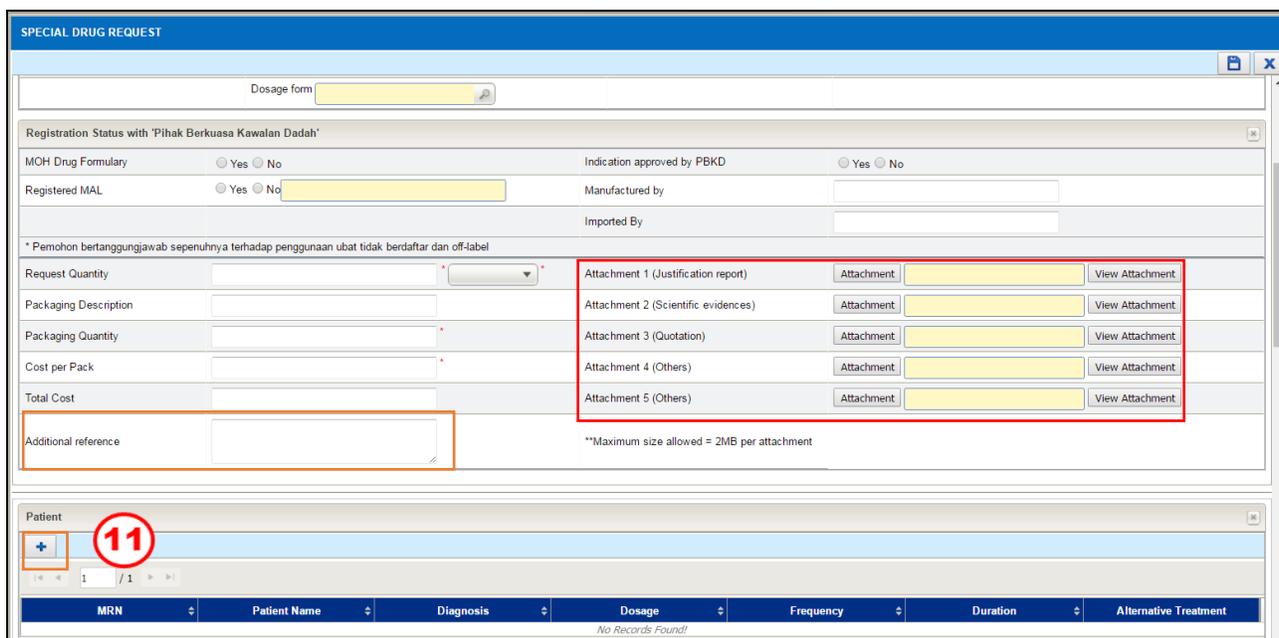
Fill in remark and request by as Figure 3.1.1-7

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



The screenshot shows the 'SPECIAL DRUG REQUEST' form. At the top, there is a 'Dosage form' dropdown. Below it is a section for 'Registration Status with "Pihak Berkuasa Kawalan Dadah"'. This section contains several fields: 'MOH Drug Formulary' (Yes/No), 'Indication approved by PBKD' (Yes/No), 'Registered MAL' (Yes/No), 'Manufactured by', and 'Imported By'. A note below this section reads: '* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label'. The main form area has fields for 'Request Quantity', 'Packaging Description', 'Packaging Quantity', 'Cost per Pack', and 'Total Cost'. To the right of these fields are five 'Attachment' rows, each with an 'Attachment' button and a 'View Attachment' button. A red box highlights these attachment rows. Below the main form is an 'Additional reference' text area. At the bottom, there is a 'Patient' section with a '+' button (circled in red with '11') and a table with columns: MRN, Patient Name, Diagnosis, Dosage, Frequency, Duration, and Alternative Treatment. The table currently shows 'No Records Found!'.

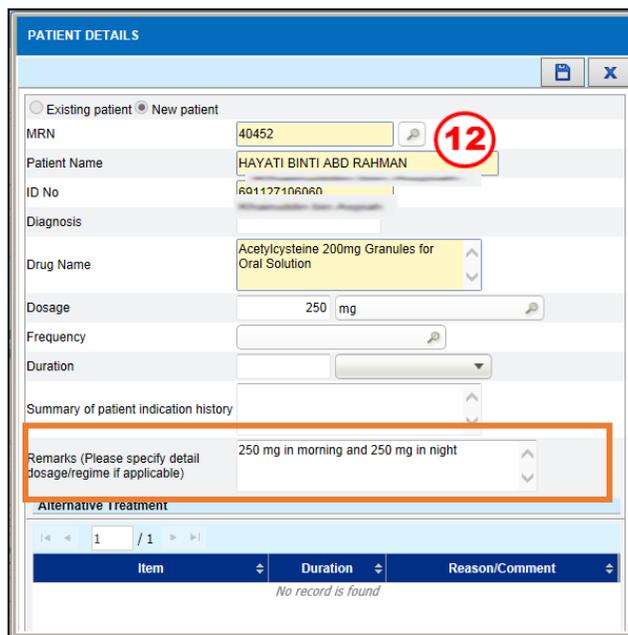
Figure 3.1.1-8 Create New Request

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.



PATIENT DETAILS

Existing patient New patient

MRN: 40452

Patient Name: HAYATI BINTI ABD RAHMAN

ID No: A01171N0000

Diagnosis:

Drug Name: Acetylcysteine 200mg Granules for Oral Solution

Dosage: 250 mg

Frequency:

Duration:

Summary of patient indication history:

Remarks (Please specify detail dosage/regime if applicable): 250 mg in morning and 250 mg in night

Alternative Treatment

Item	Duration	Reason/Comment
No record is found		

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.

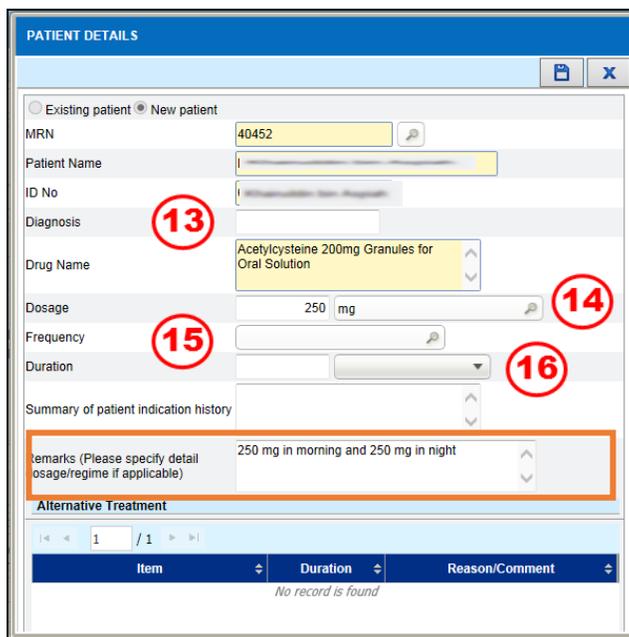


Figure 3.1.1-10 Patient Details

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.

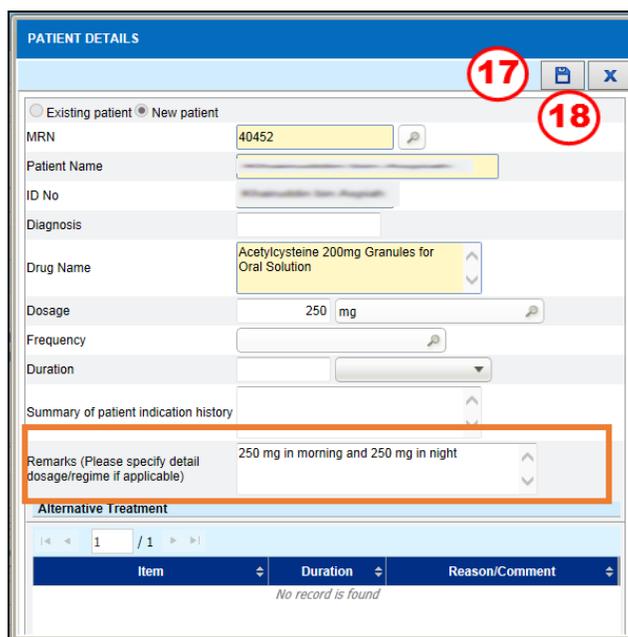


Figure 3.1.1-12 Patient Detail Screen

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.

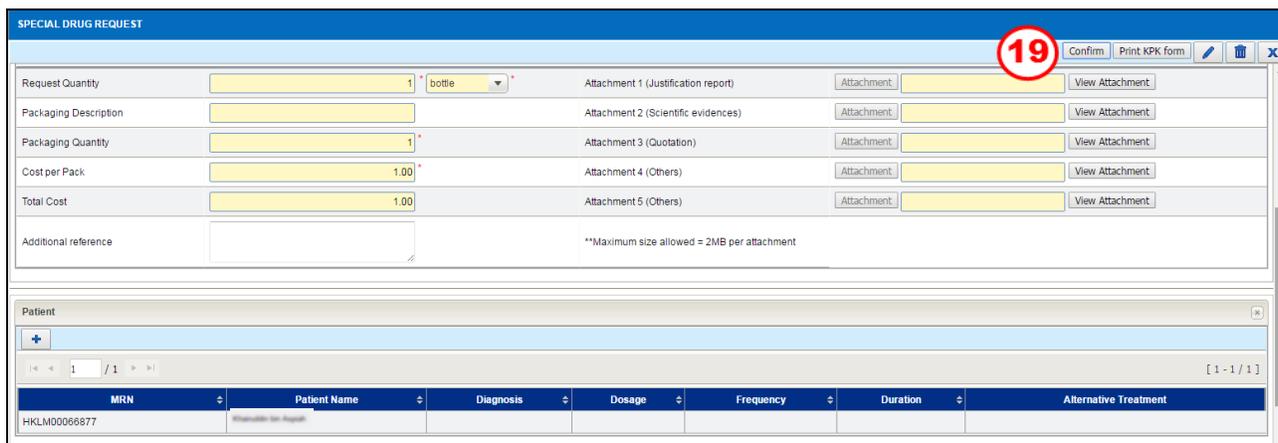
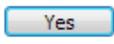


Figure 3.1.1-13 Create New Request

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

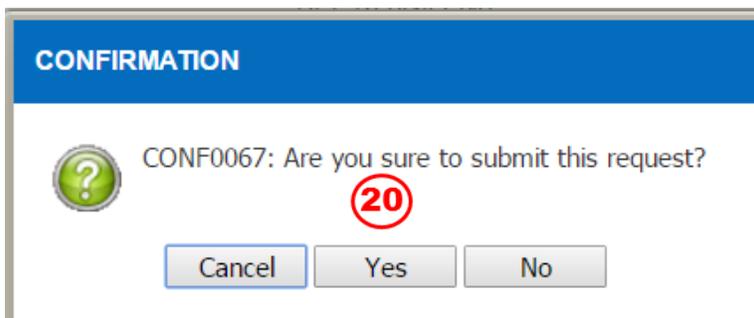


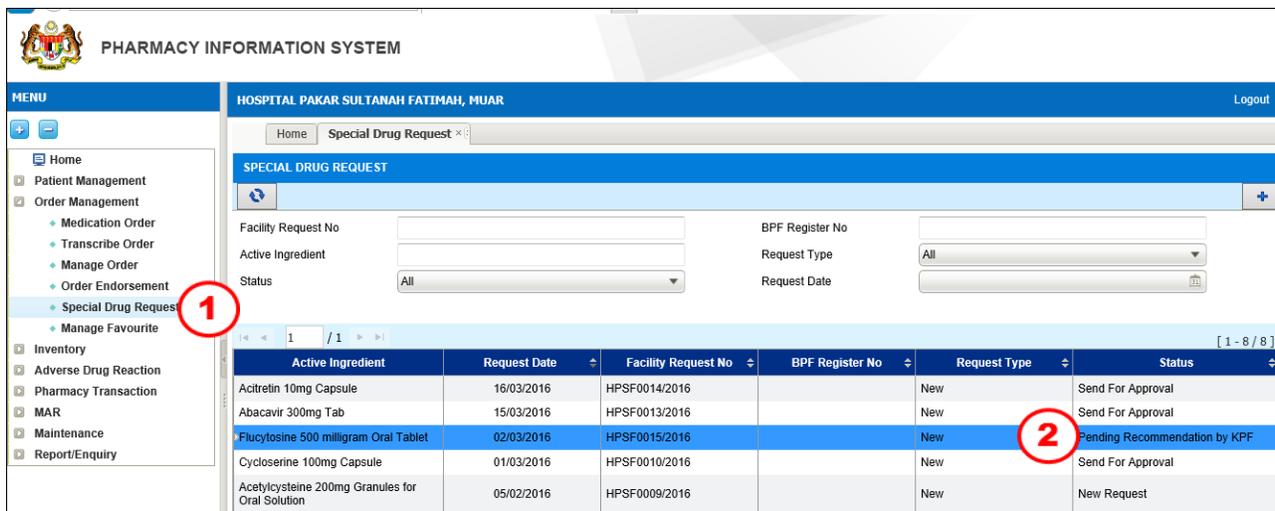
Figure 3.1.1-14 Confirmation Alert Message

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.



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

Figure 3.1.2-1 Special Drug Request Screen

STEP 1

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

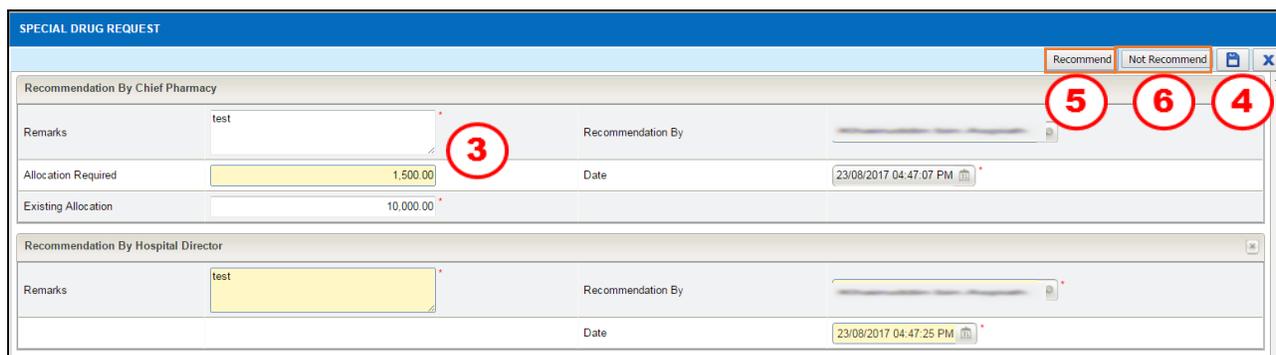
Note

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

- a) Facility Request No
- b) Active Ingredient
- c) Status
- d) BPF Request No
- e) Request Type
- f) Request Date

STEP 2

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



The screenshot shows a web application window titled "SPECIAL DRUG REQUEST". It contains two main sections: "Recommendation By Chief Pharmacy" and "Recommendation By Hospital Director".

Recommendation By Chief Pharmacy:

- Remarks: test (circled 3)
- Allocation Required: 1,500.00
- Existing Allocation: 10,000.00
- Recommendation By: (dropdown menu)
- Date: 23/08/2017 04:47:07 PM

Recommendation By Hospital Director:

- Remarks: test
- Recommendation By: (dropdown menu)
- Date: 23/08/2017 04:47:25 PM

At the top right of the form, there are buttons for "Recommend" (circled 5), "Not Recommend" (circled 6), and a save icon (circled 4).

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

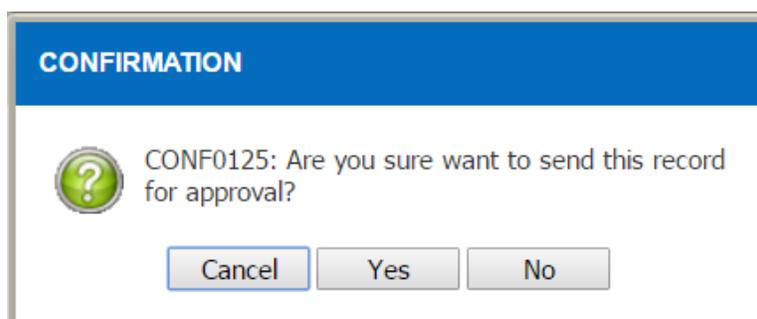
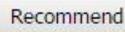


Figure 3.1.2-3 Conformation Alert Messages

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

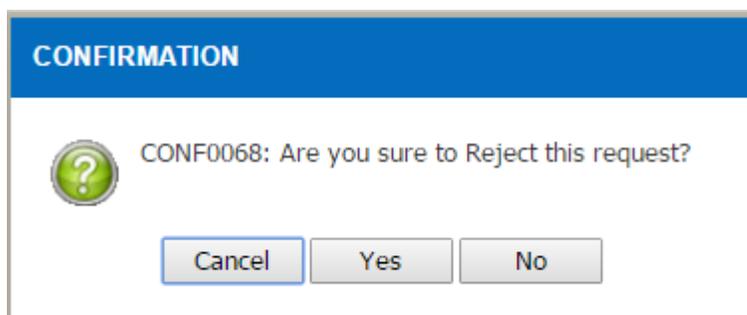


Figure 3.1.2-3 Conformation Alert Messages

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	<i>Inpatient</i>	Click Here	12	<i>CDR Dispensing</i>	Click Here
2	<i>CDR Order</i>	Click Here	13	<i>Methadone Dispensing</i>	Click Here
3	<i>TDM Order</i>	Click Here	14	<i>PN Dispensing</i>	Click Here
4	<i>PN Order</i>	Click Here	15	<i>Order Management</i>	Click Here
5	<i>IV Order</i>	Click Here	16	<i>Patient Management</i>	Click Here
6	<i>Prepacking</i>	Click Here	17	<i>Radiopharma</i>	Click Here
7	<i>Galenical</i>	Click Here	18	<i>Outpatient</i>	Click Here
8	<i>MTAC</i>	Click Here	19	<i>Special Drug Request</i>	Click Here
9	<i>ADR & DAC</i>	Click Here	20	<i>MAR</i>	Click Here
10	<i>Medication Counselling</i>	Click Here	21	<i>DICE</i>	Click Here
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