

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

Pharmacy Based User Manual Order Management Special Drug Request

| | |
|--------------------|--------------------------------------------|
| Version | : 8th EDITION |
| Document ID | : PB_U. MANUAL_SPECIAL DRUG REQUEST |



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Application reference: PhIS& CPSv1.8.1



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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

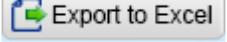
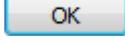
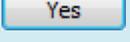
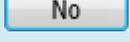
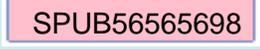
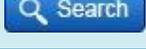
1.3 Organised Sections

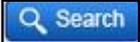
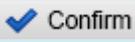
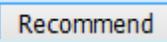
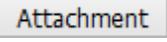
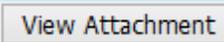
These are the sections within this document:

- 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 | | |

| 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

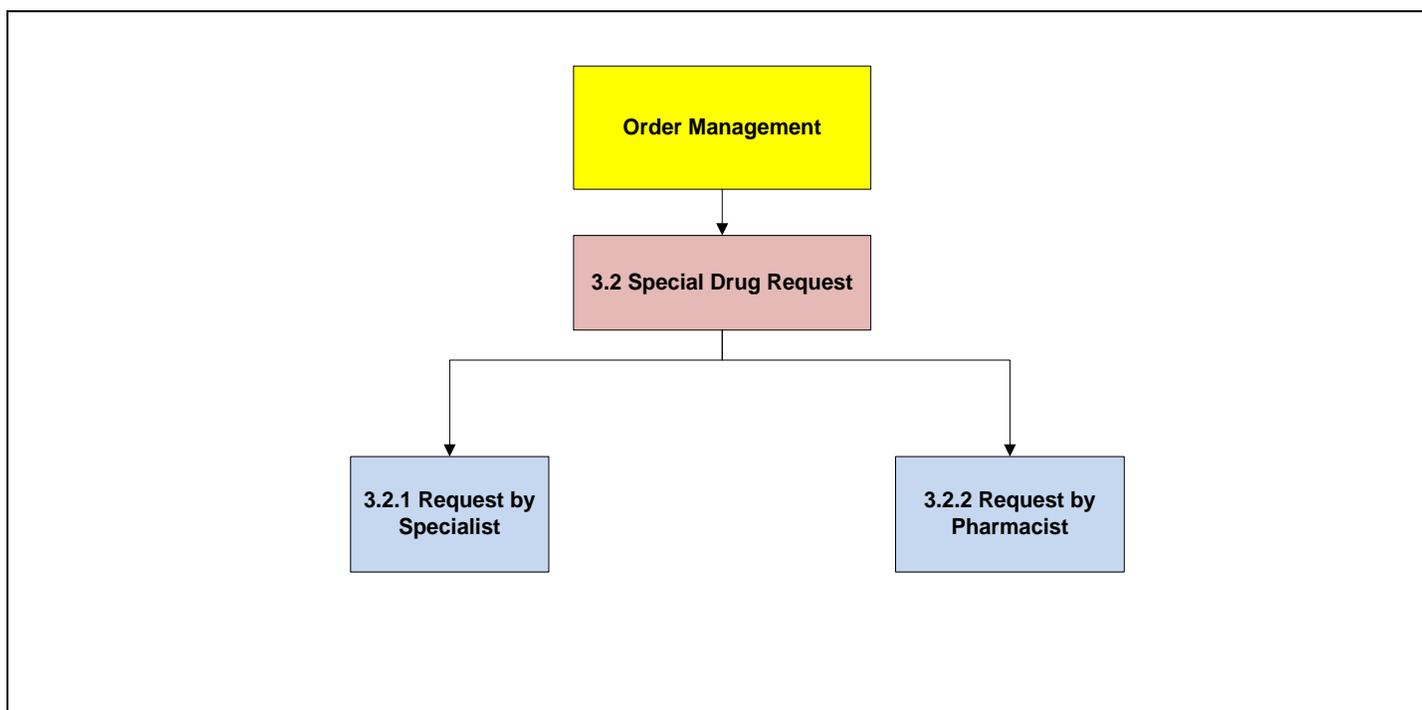


Figure 3.1

Functional Description

Order Management comprises of two (2) main functions:

- **Request by Specialist**

Ordering done by specialist include patients

- **Request by Pharmacist**

To do bulk ordering by pharmacy

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 Specialist

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

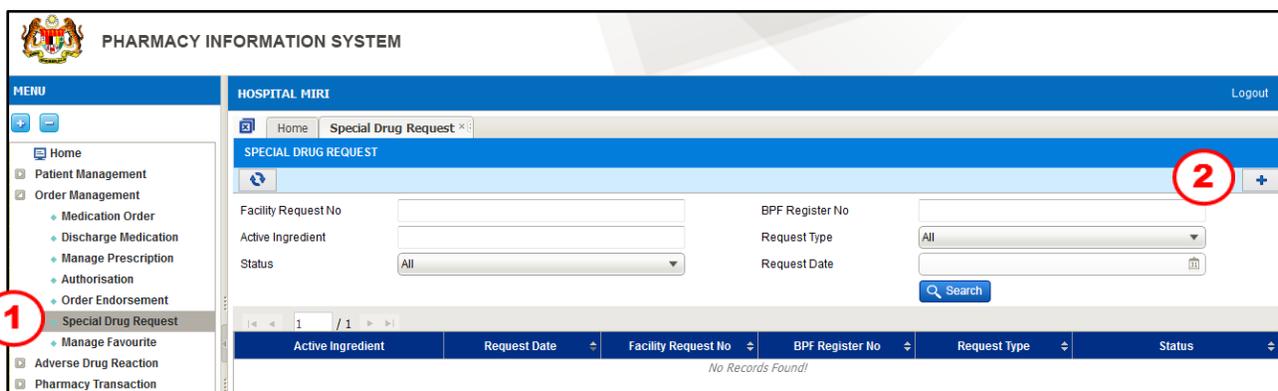


Figure 3.1.1-1 Special Drug Request Listing Screen

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:

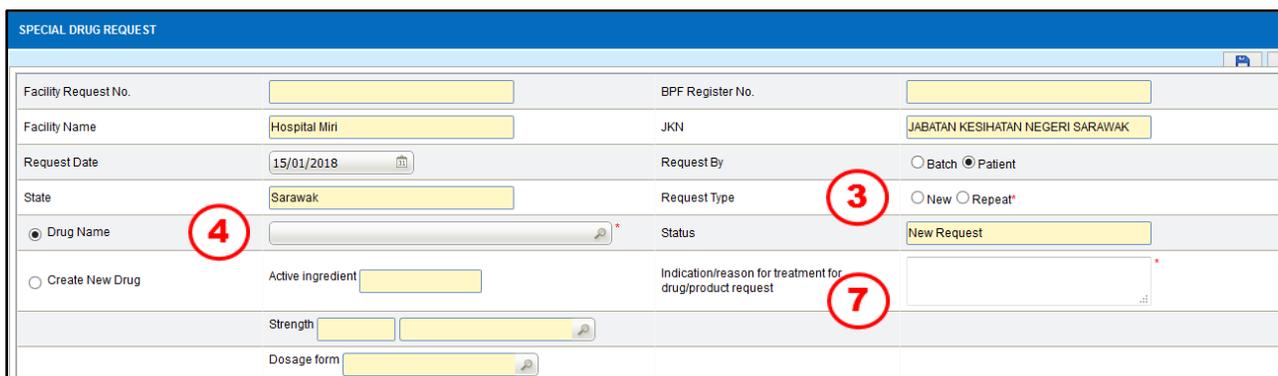
| No | Field | Description | Remark |
|----|---------------------|----------------------------------------|-------------------------------------------------------------------|
| a | Facility Request No | Facility Request No | Individual request number will be auto generated for each request |
| b | Active Ingredient | Active Ingredient | Active Ingredient of the request |
| c | Status | Status | Status of current request. eg: 'New Request'. |
| d | BPF Request No | BahagianPerkhidmatanFarmasi 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) BPF Register No
- e) Request Type
- f) Status



| SPECIAL DRUG REQUEST | | | |
|--------------------------------------------|----------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------|
| Facility Request No. | <input type="text"/> | BPF Register No. | <input type="text"/> |
| Facility Name | Hospital Miri | JKN | JABATAN KESIHATAN NEGERI SARAWAK |
| Request Date | 15/01/2018 | Request By | <input type="radio"/> Batch <input checked="" type="radio"/> Patient |
| State | Sarawak | Request Type | <input type="radio"/> New <input type="radio"/> Repeat* |
| <input checked="" type="radio"/> Drug Name | <input type="text"/> | Status | New Request |
| <input type="radio"/> Create New Drug | Active ingredient <input type="text"/> | Indication/reason for treatment for drug/product request | <input type="text"/> |
| | Strength <input type="text"/> | | |
| | Dosage form <input type="text"/> | | |

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 ActiveIngredient, Strength and Dosage Form.

STEP 3

Select Request Type

- New
- Repeat

STEP 4

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

Search Drug Name X

Drug Name

Drug Code

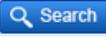
5

|< < 1 / 91 > >|
[1 - 10 / 907]

| 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 |
| 6 | B01AC13000P3001 Abciximab 10mg/5ml Injection |
| L02BX03000T1001 | Abiraterone 250mg Tablet |
| KPK00250 | Absolute Alcohol / Dehydrated Alcohol Injection (5ml) |
| S01EC01000P4001XX | Acetazolamide 500mg Ini |

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

STEP 7

Enter **Indication/reason for treatment for drug/product request** as in Figure 3.1.1-2

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.

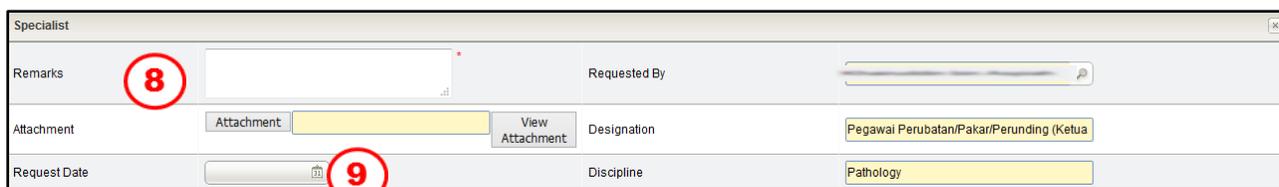


Figure 3.1.1-4 Special Drug Request Screen

STEP 8

Enter **Remarks** and click on the  button to save

STEP 9

Select the **Request Date**



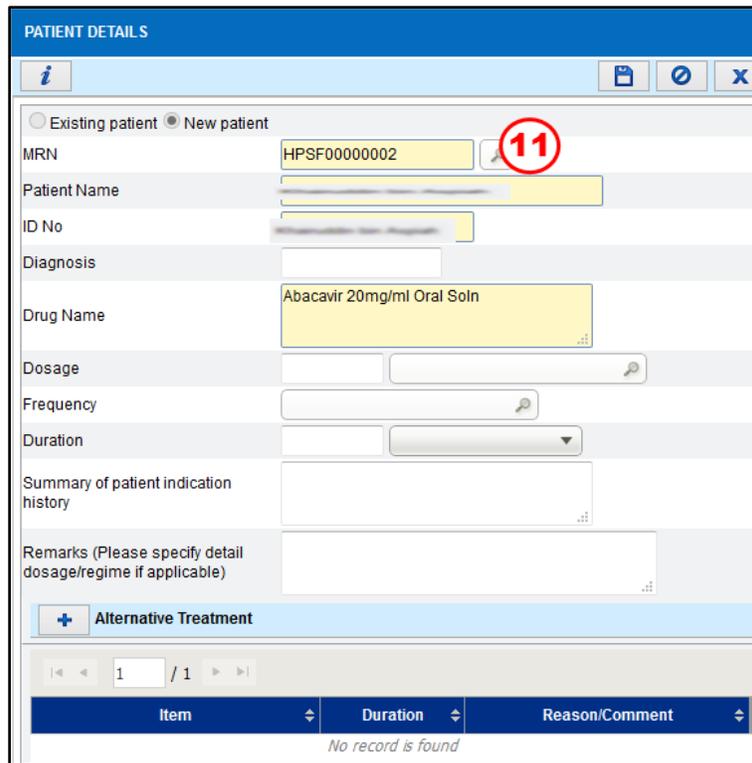
Figure 3.1.1-5 Add Patient Screen

STEP 10

Click on the  button to add new patient as Figure 3.1.1-5 and new window will displayed as per Figure 3.1.1-6

Note

Add new patient  button will be displayed after save record.



PATIENT DETAILS

Existing patient New patient

MRN: HPSF00000002

Patient Name: [Redacted]

ID No: [Redacted]

Diagnosis: [Redacted]

Drug Name: Abacavir 20mg/ml Oral Soln

Dosage: [Redacted]

Frequency: [Redacted]

Duration: [Redacted]

Summary of patient indication history: [Redacted]

Remarks (Please specify detail dosage/regime if applicable): [Redacted]

+ Alternative Treatment

| Item | Duration | Reason/Comment |
|--------------------|----------|----------------|
| No record is found | | |

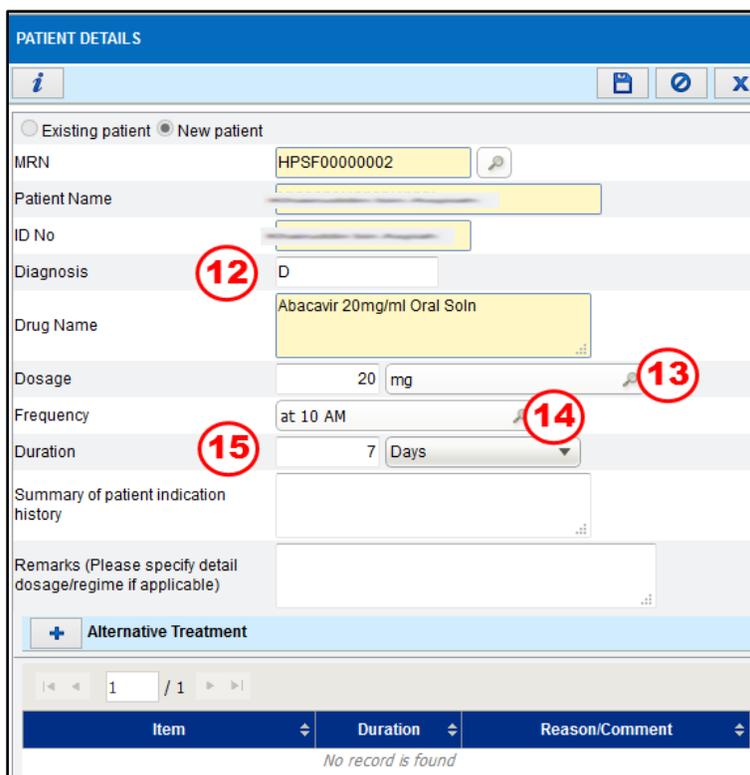
Figure 3.1.1-6 Patient Details

STEP 11

Click on the  button and double click on selected patient as Figure 3.1.1-6

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.



PATIENT DETAILS

Existing patient New patient

MRN: HPSF00000002

Patient Name: [Redacted]

ID No: [Redacted]

Diagnosis: **12** D

Drug Name: Abacavir 20mg/ml Oral Soln

Dosage: 20 mg **13**

Frequency: at 10 AM **14**

Duration: 7 Days **15**

Summary of patient indication history

Remarks (Please specify detail dosage/regime if applicable)

+ Alternative Treatment

1 / 1

| Item | Duration | Reason/Comment |
|--------------------|----------|----------------|
| No record is found | | |

Figure 3.1.1-7 Patient Details

STEP 12

Enter **Diagnosis** field

STEP 13

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

STEP 14

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

STEP 15

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

Note

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

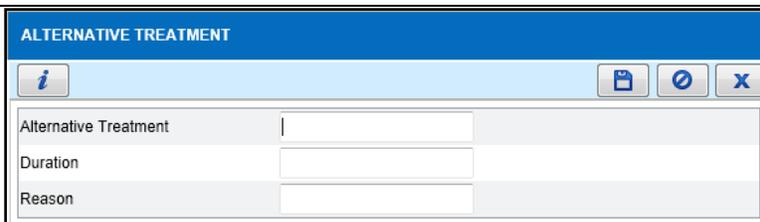


Figure 3.1.1-8 Add Alternative Treatment

Note

If the patient needs an **Alternative Treatment**, click on the  button and enter the **Alternative Treatment**, **Duration** and **Reason** field as per Figure 3.1-8.

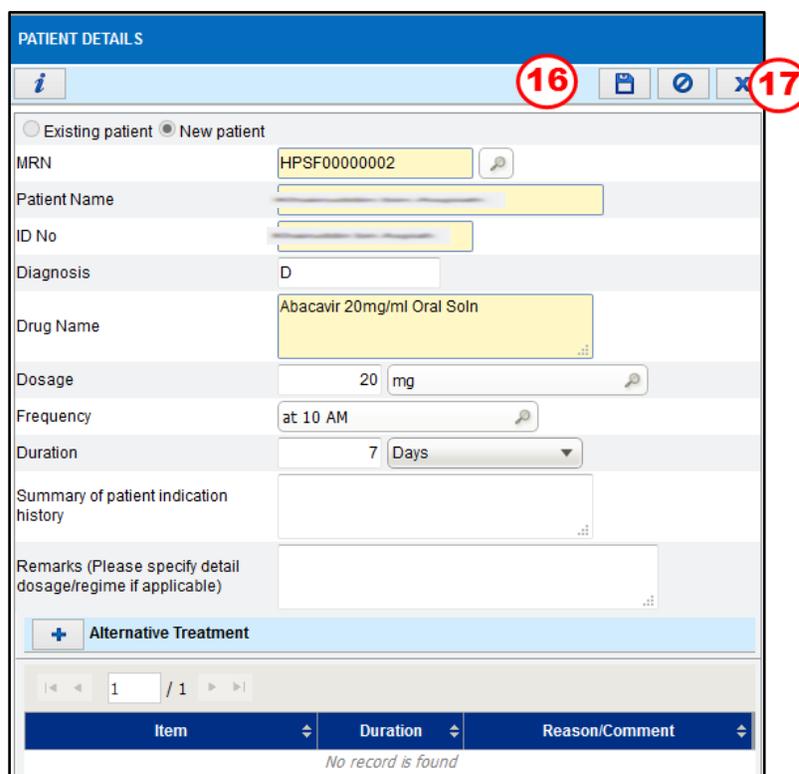


Figure 3.1.1-9 Patient Detail Screen

STEP 16

Click on the  button to save the changes made as Figure 3.1.1-9

STEP 17

Click on the  button to return to work order screen.

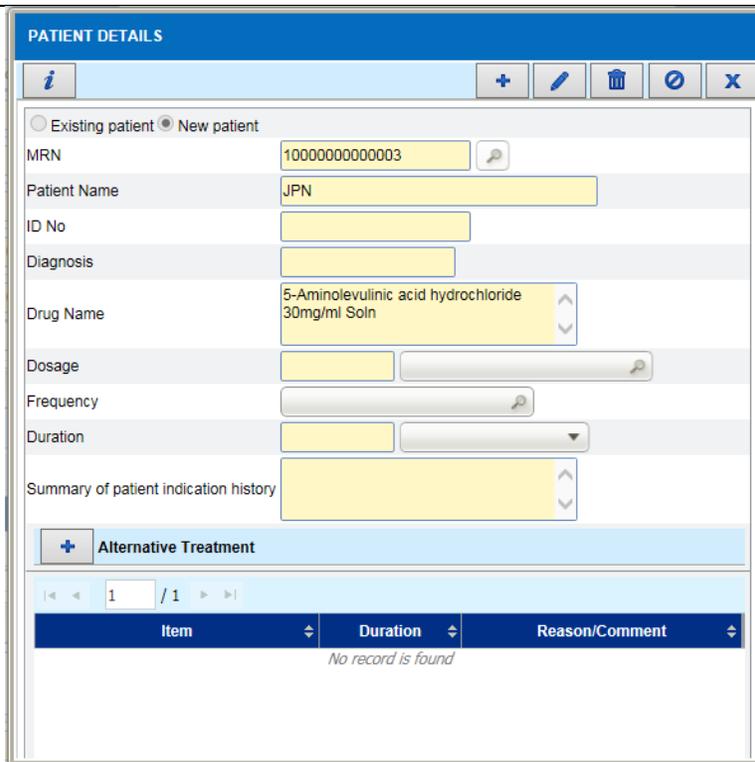


Figure 3.1.1-10 Patient Detail Screen

Note

- To add another drug, click on the  as per Figure 3.1.1-10 and repeat STEP 11 to STEP 16.
- To edit the record, click on the  button as per Figure 3.1.1-10 and system will allow user to edit **Diagnosis**, **Dosage**, **Frequency** and **Duration** field.

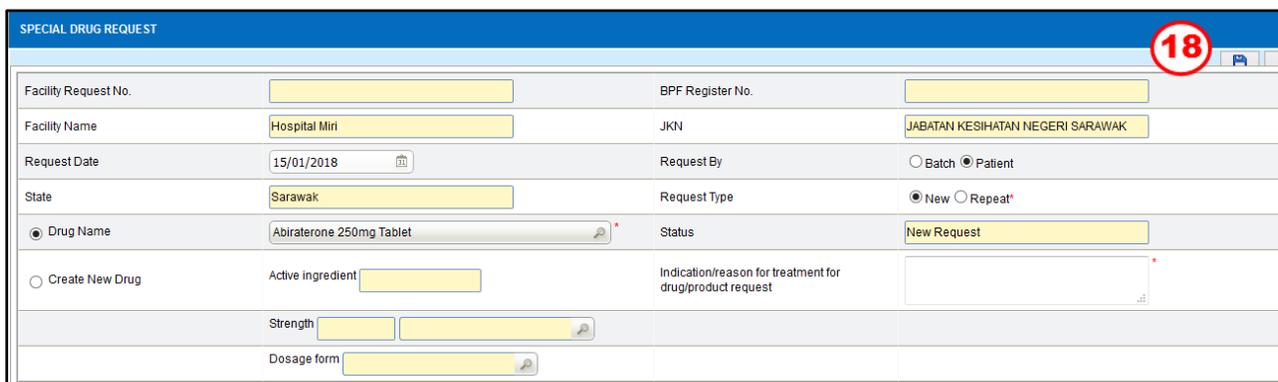
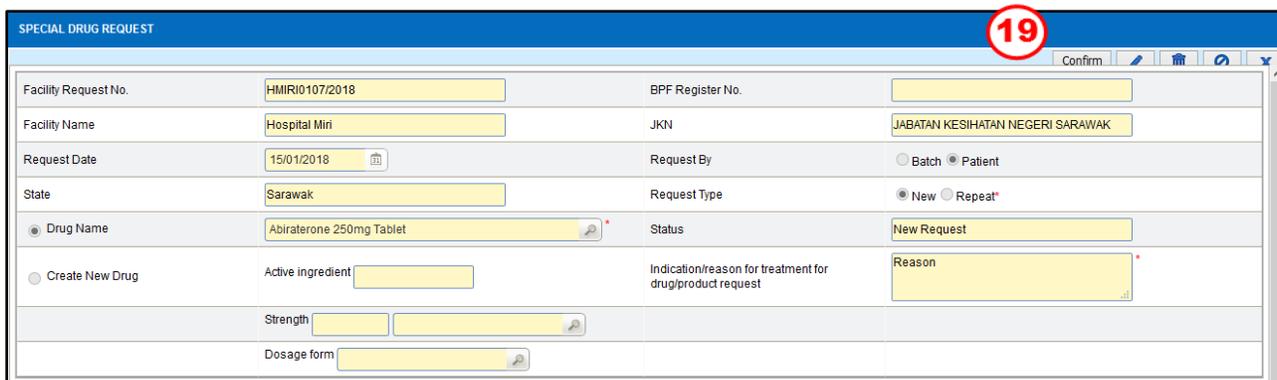


Figure 3.1.1-11 Saving Special Drug Request

STEP 18

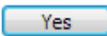
Click on the  button to save the special drug request



| SPECIAL DRUG REQUEST | | | |
|--------------------------------------------|--------------------------|----------------------------------------------------------|----------------------------------------------------------------------|
| Facility Request No. | HMIRI0107/2018 | BPF Register No. | |
| Facility Name | Hospital Miri | JKN | JABATAN KESIHATAN NEGERI SARAWAK |
| Request Date | 15/01/2018 | Request By | <input type="radio"/> Batch <input checked="" type="radio"/> Patient |
| State | Sarawak | Request Type | <input checked="" type="radio"/> New <input type="radio"/> Repeat |
| <input checked="" type="radio"/> Drug Name | Abiraterone 250mg Tablet | Status | New Request |
| <input type="radio"/> Create New Drug | Active ingredient | Indication/reason for treatment for drug/product request | Reason |
| | Strength | | |
| | Dosage form | | |

Figure 3.1.1-11 Special Drug Request Screen

STEP 19

Click on the  button to confirm and click on the  button from displayed alert message as per figure 3.1.1-11.

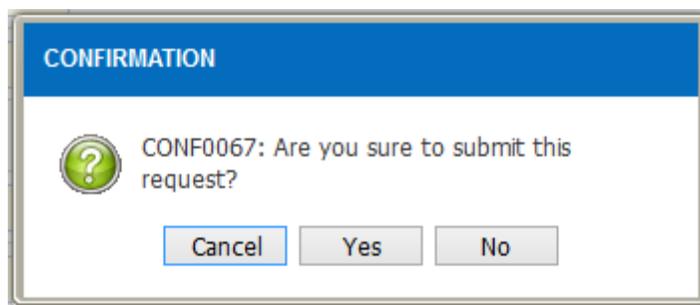


Figure 3.1.1-12 Confirmation Alert Message

Note

- Once click on the  button, the request order **Status** will be 'Pending'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

Recommendation by HOD

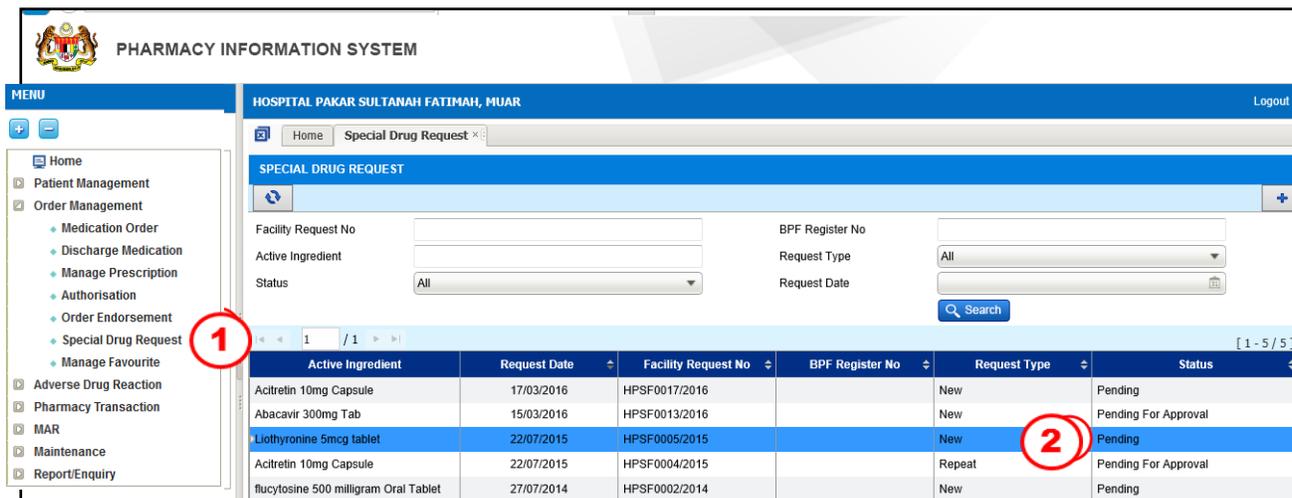


Figure 3.1.1-13 Special Drug Request Screen

STEP 1

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

STEP 2

Double click on the 'Pending' status order request

Note

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

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

Note

Various search criteria are provided as below:

| No | Field | Description | Remark |
|----|---------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| a | Facility Request No | Facility Request No | Request number will be auto generated when the user clicks on 'Save' button. |
| b | Active Ingredient | Active Ingredient | This is an enterable field where the Active Ingredient name will looked up from the MIMS Drug database. |
| 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 | BahagianPerkhidmatanFarmasiRequest No | Register number will be auto generated when secretariat receive the request (Status = Send for approval). |

| | | | |
|---|--------------|--------------|----------------------------------------------------------------------------------|
| 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 3.1.1-2

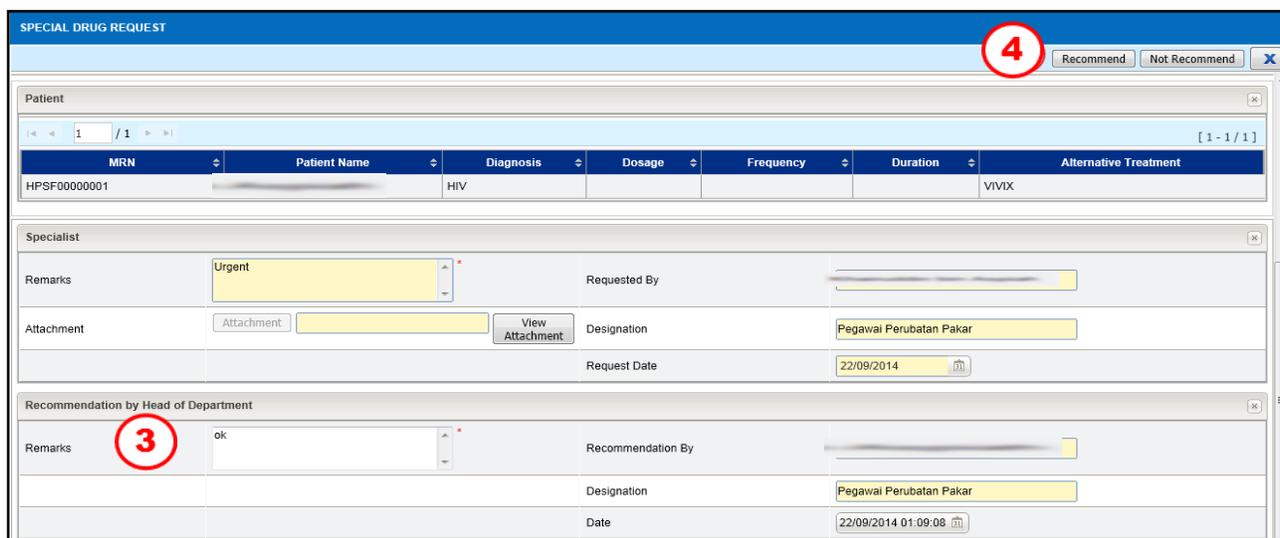


Figure 3.1.1-14 Recommendation HOD screen

STEP 3

Enter **Remarks** under the 'Recommended by Head of Department' section as per Figure 3.1-14

STEP 4

Click on the  button

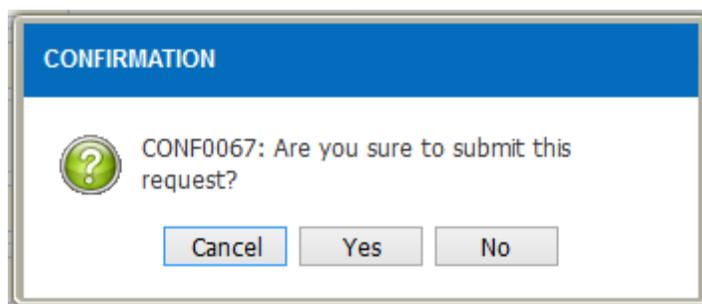


Figure 3.1.1-15 Confirmation Alert Message

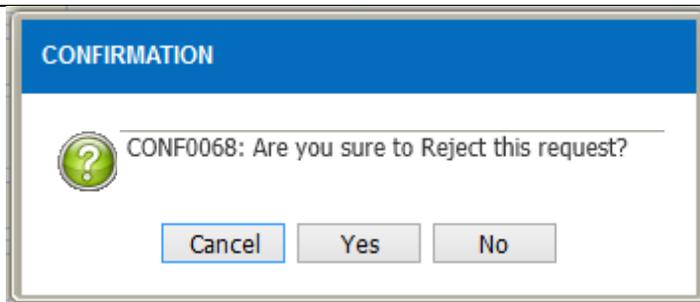


Figure 3.1.1-16 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-15, click on the **Yes** button
- Special drug request status will be changed to 'Pending Review By Pharmacist' after the transaction is recommended by HOD.
- If HOD decides not to recommend the request, HOD may click on the **Not Recommend** button. Alert message as Figure 3.1.1-16 will be displayed.
- Special Drug Request status will be changed to 'Not Recommended by HOD'.

Review By Pharmacist

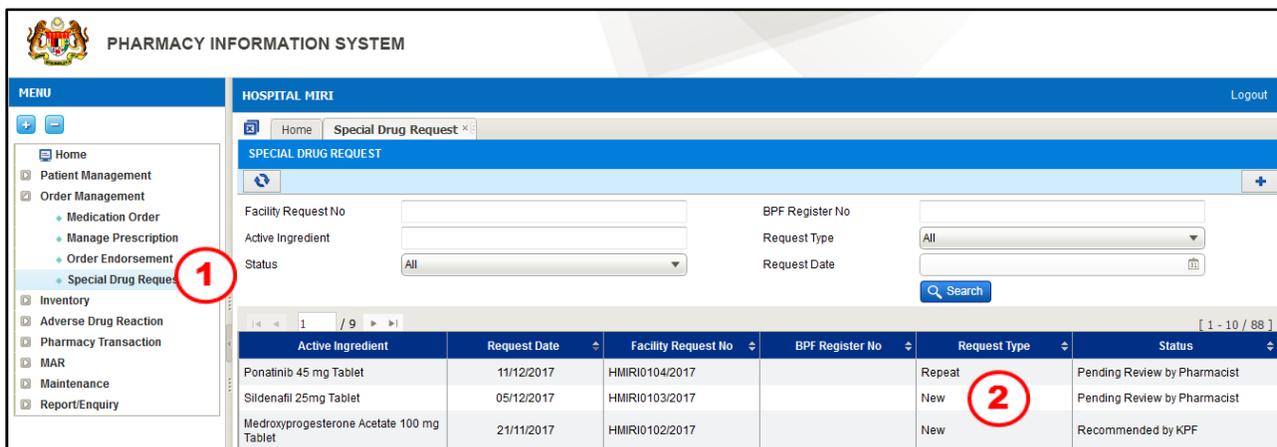


Figure 3.1.1-17 Special Drug Request Screen

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:

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

STEP 2

Double click on the record with the Status ‘Pending Review by Pharmacist’ as per **Figure 3.1.1-17**

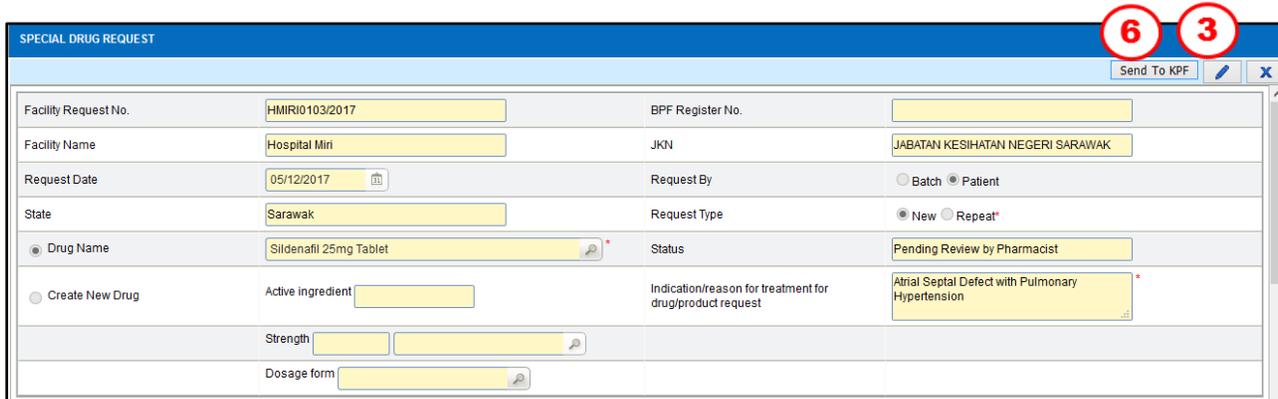


Figure 3.1.1-18 Pharmacist Review Screen

STEP 3

Click on the  button to enter information as per **Figure 3.1.1-18**

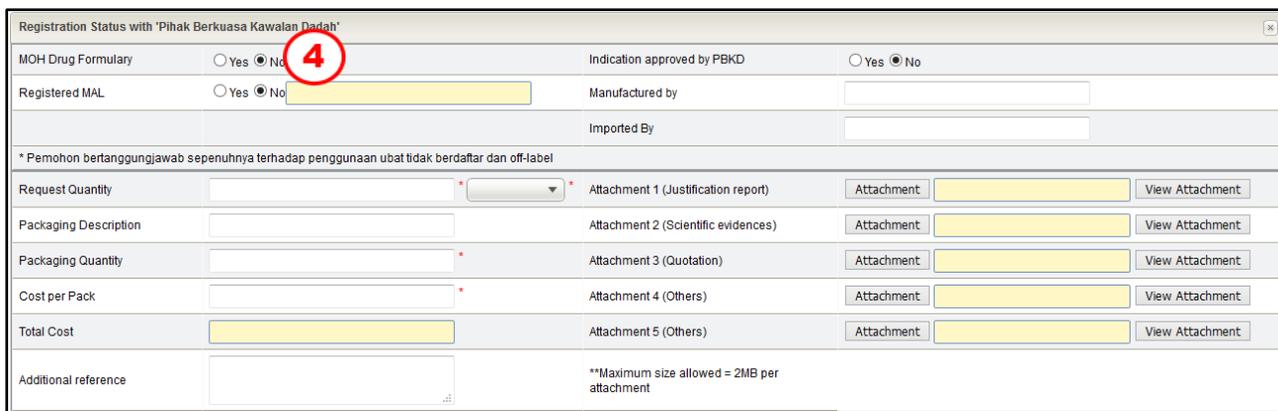


Figure 3.1.1-19 Pharmacist Review Screen

STEP 4

Select ‘Yes’ or ‘No’ radio button for:

- a) **MOH Drug Formulary**
- b) **Registered MAL**
- c) **Indication approved by PBKD**

Note

- If Registered MAL is set to Yes, the text box next to it must be entered
- If Indication approved by PBKD is set to No, Manufactured by and Imported by must be entered

Enter all mandatory field that consist of:

- a) **Request Quantity**
- b) **Packaging Description**
- c) **Packaging Quantity**

d) **Cost per Pack**



The screenshot shows a 'Pharmacist' review form. It includes fields for 'Remarks', 'Reviewed By', 'Designation' (set to 'Pegawai Farmasi UF44'), and 'Reviewed Date'. A red circle with the number '5' highlights the 'Reviewed By' field.

Figure 3.1.1-20 Pharmacist Review Screen

STEP 5

Enter **Remarks** and **Reviewed Date** accordingly

STEP 6

Click on the **Send To KPF** button as per Figure 3.1.1-18

Note

- An alert message will be displayed as Figure 3.1.1-21, click on the **Yes** button.
- *Special drug request status will be changed to 'Pending Recommendation by KPF'.*

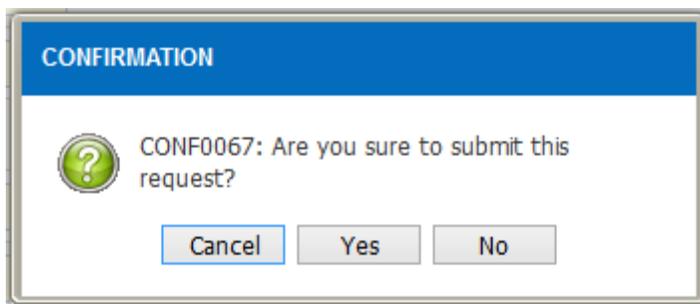
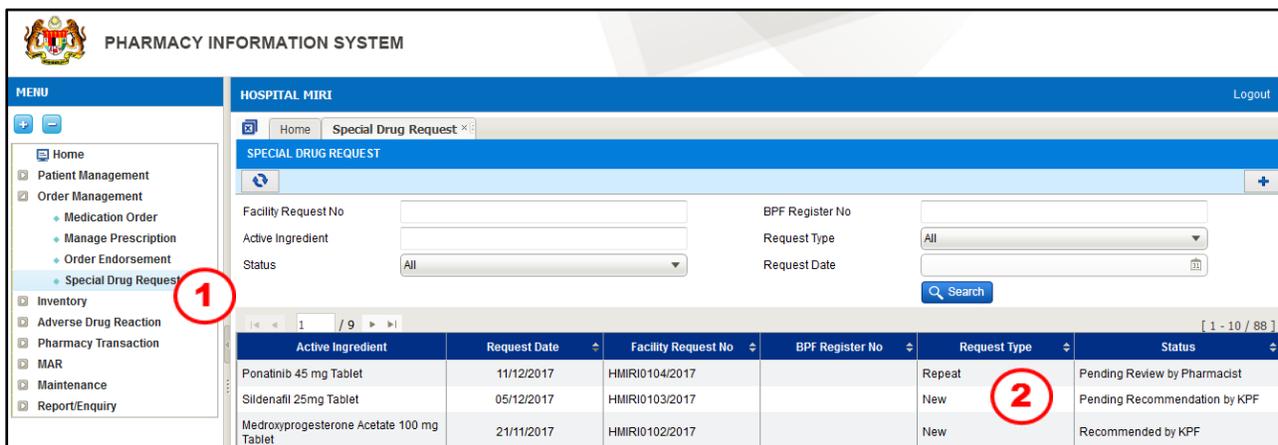


Figure 3.1.1-21 Confirmation Alert Message

Recommendation by KPF



The screenshot shows the 'SPECIAL DRUG REQUEST' screen in the Pharmacy Information System. It includes a search bar, filters for Facility Request No, Active Ingredient, Status, BPF Register No, Request Type, and Request Date. A table below displays the request details. A red circle with '1' highlights the 'Special Drug Request' menu item, and a red circle with '2' highlights the 'New' request type in the table.

| Active Ingredient | Request Date | Facility Request No | BPF Register No | Request Type | Status |
|-------------------------------------------|--------------|---------------------|-----------------|--------------|-------------------------------|
| Ponatinib 45 mg Tablet | 11/12/2017 | HMIRI0104/2017 | | Repeat | Pending Review by Pharmacist |
| Sildenafil 25mg Tablet | 05/12/2017 | HMIRI0103/2017 | | New | Pending Recommendation by KPF |
| Medroxyprogesterone Acetate 100 mg Tablet | 21/11/2017 | HMIRI0102/2017 | | New | Recommended by KPF |

Figure 3.1.1-22 Special Drug Request Screen

STEP 1

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

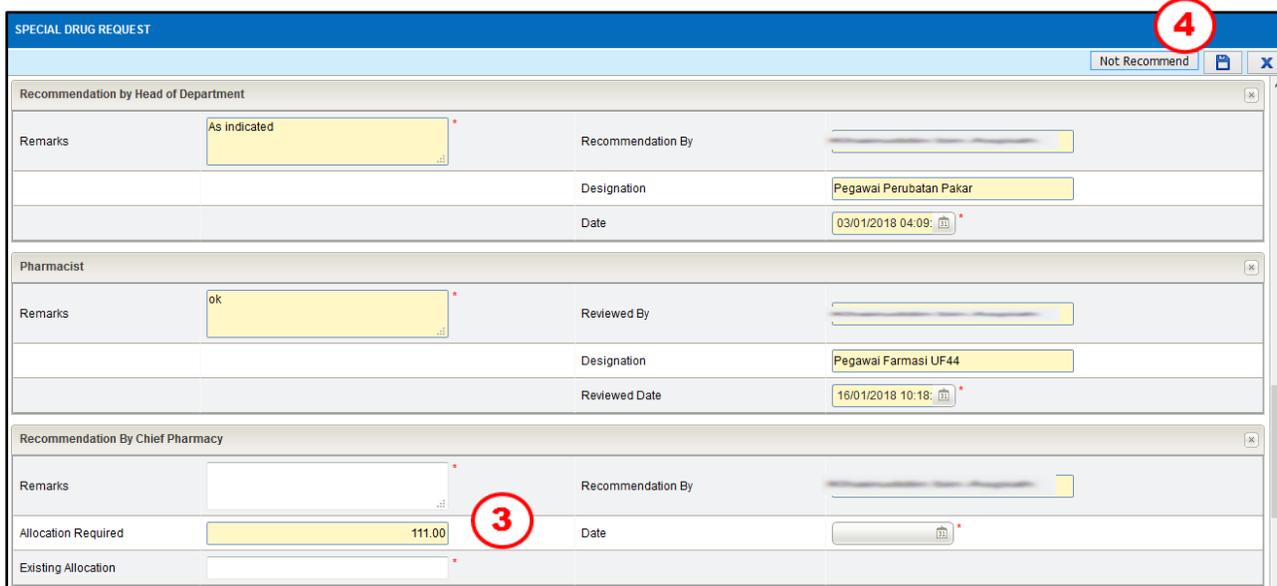
Note

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

- a) Hospital 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 3.1.1-22



The screenshot displays the 'SPECIAL DRUG REQUEST' form with three recommendation sections. The top section, 'Recommendation by Head of Department', includes fields for Remarks (As indicated), Recommendation By, Designation (Pegawai Perubatan Pakar), and Date (03/01/2018 04:09). The middle section, 'Pharmacist', includes Remarks (ok), Reviewed By, Designation (Pegawai Farmasi UF44), and Reviewed Date (16/01/2018 10:18). The bottom section, 'Recommendation By Chief Pharmacy', includes Remarks, Allocation Required (111.00), Existing Allocation, and Date. A 'Not Recommend' button is located in the top right corner. Red circles highlight the 'Not Recommend' button (4) and the 'Allocation Required' field (3).

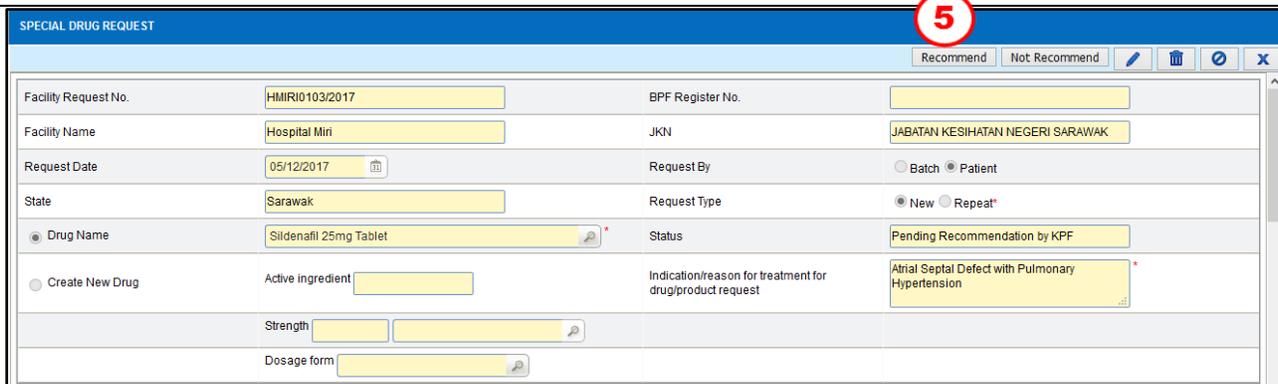
Figure 3.1.1-23 Recommendation by KPF screen

STEP 3

Scroll down and look for 'Recommendation By Chief Pharmacy' section , enter **Remarks, Existing Allocation** and **Date**

STEP 4

Click on the  button to save the record



SPECIAL DRUG REQUEST

Recommend Not Recommend

Facility Request No. HMIRI0103/2017 BPF Register No. []

Facility Name Hospital Miri JKN JABATAN KESIHATAN NEGERI SARAWAK

Request Date 05/12/2017 Request By []

State Sarawak Request Type []

Drug Name Sildenafil 25mg Tablet Status Pending Recommendation by KPF

Active ingredient [] Indication/reason for treatment for drug/product request Atrial Septal Defect with Pulmonary Hypertension

Strength []

Dosage form []

Figure 3.1.1-24 Recommendation by KPF screen

STEP 5

Click on the **Recommend** button

Note

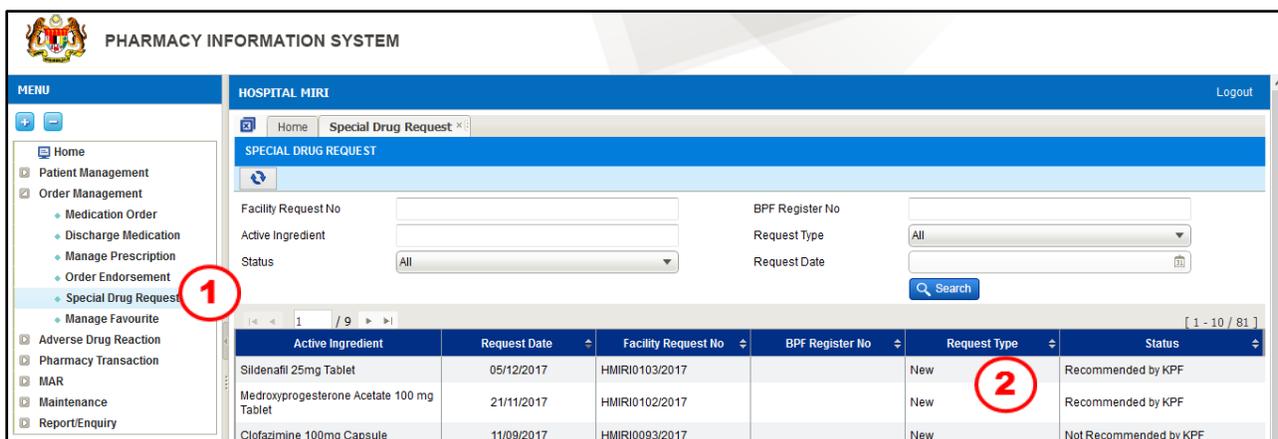
Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the **Recommend** button.

Not Recommend

- User may also click on the **Not Recommend** if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not Recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Recommended by KPF'.

Recommendation by Hospital Director



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI Logout

Home Special Drug Request

SPECIAL DRUG REQUEST

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

Active Ingredient [] Request Type [All]

Status [All] Request Date []

Search

| Active Ingredient | Request Date | Facility Request No | BPF Register No | Request Type | Status |
|-------------------------------------------|--------------|---------------------|-----------------|--------------|------------------------|
| Sildenafil 25mg Tablet | 05/12/2017 | HMIRI0103/2017 | | New | Recommended by KPF |
| Medroxyprogesterone Acetate 100 mg Tablet | 21/11/2017 | HMIRI0102/2017 | | New | Recommended by KPF |
| Clofazimine 100mg Capsule | 11/09/2017 | HMIRI0093/2017 | | New | Not Recommended by KPF |

Figure 3.1.1-25Special 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) Hospital 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 'Recommended by KPF' order request status as per Figure 3.1.1-25

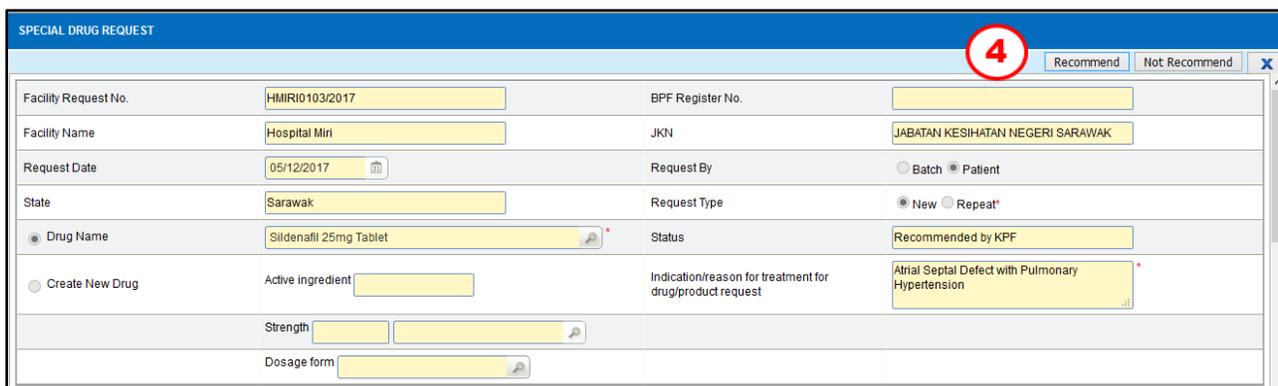


Figure 3.1.1-26 Recommendation by HD screen



Figure 3.1.1-27 Recommendation By Hospital Director

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.1-27

STEP 4

Click on the  button to save the record as per Figure 3.1.1-26

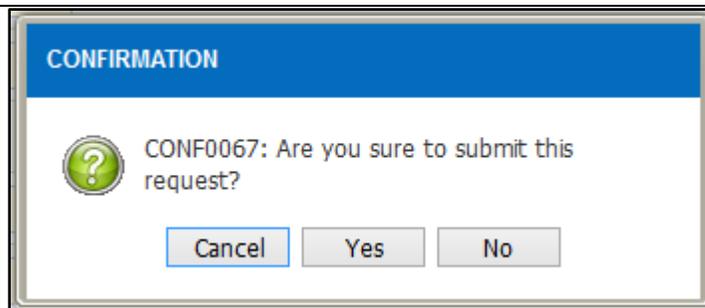
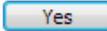
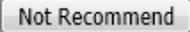


Figure 3.1.1-28 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-27, click on the  button.
- The request **status** will be change to 'Pending for Approval'.
- User may also click  if decided not to recommend. Alert message will displayed for not recommend transaction.

3.1.2 Request By Pharmacist

This function is used for pharmacist to request special drug.

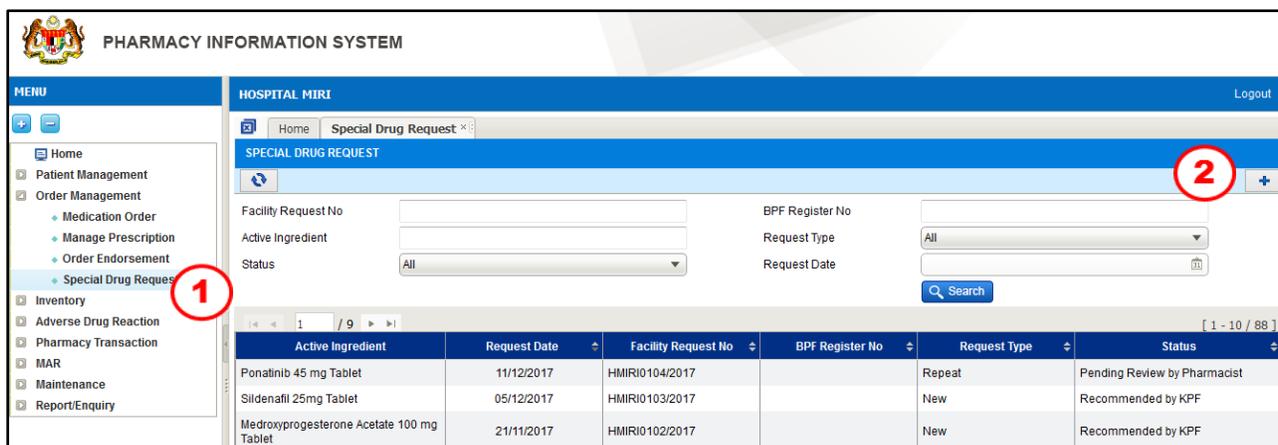


Figure 3.1.2-1 Special Drug Request Landing Page

STEP 1

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

STEP 2

Click on the  button to add a new request

| No | Field | Description | Remark |
|----|---------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------|
| a | Facility Request No | Facility Request No | Request number will be auto generated when the user clicks on 'Save' button. |
| b | Active Ingredient | Active Ingredient | This is an enterable field where the Active Ingredient name will looked up from the MIMS Drug database. |
| 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 | BahagianPerkhidmatanFarmasi Request No | Register number will be auto generated when secretariat receive the request (Status = Send for approval). |
| 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 |

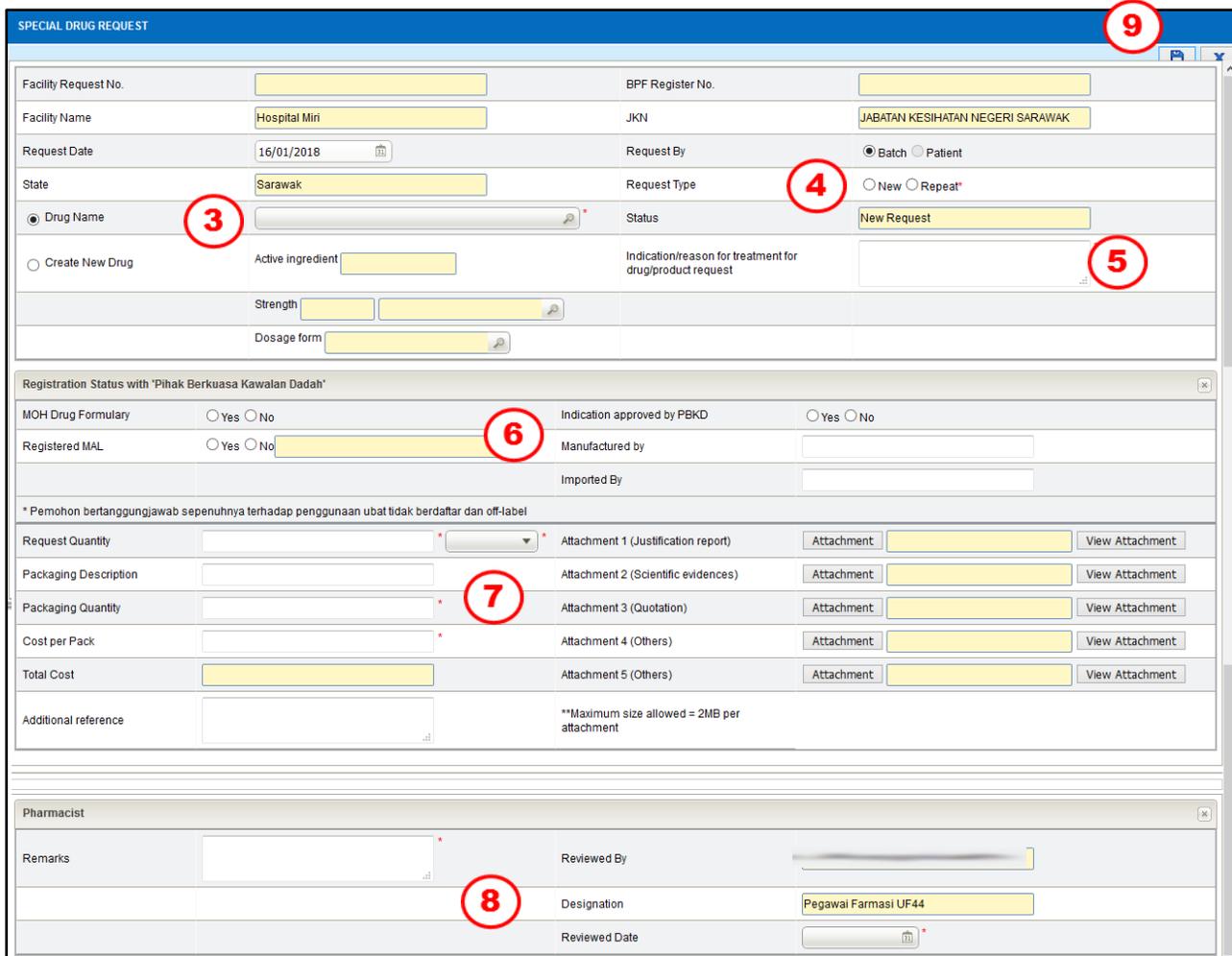
Table 3.1.2-1 Search Criteria

Note

Search result of existing KPK record list will be displayed:

- Active Ingredient

- Request Date
- Facility Request No
- BPF Register No
- Request Type
- Status



The screenshot shows the 'SPECIAL DRUG REQUEST' form with the following fields and callouts:

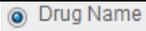
- 9**: Title bar of the form.
- 3**: 'Drug Name' radio button.
- 4**: 'Request Type' radio buttons (New, Repeat).
- 5**: 'Indication/reason for treatment for drug/product request' text area.
- 6**: 'MOH Drug Formulary' radio buttons (Yes, No).
- 7**: 'Attachment 2 (Scientific evidences)' field.
- 8**: 'Remarks' text area.

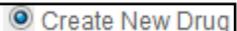
Figure 3.1.2-2 Special Drug Request Order Screen

STEP 3

Click on the  button and double click on selected drug

Note

 **Drug Name** radio button will selected by default for existing drug request.

If user request for new drug, select on the  **Create New Drug** 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**

STEP 6

Select 'Yes' or 'No' radio button for:

- a) **MOH Drug Formulary**
- b) **Registered MAL**
- c) **Indication approved by PBKD**

Note

- If **Registered MAL** is set to **Yes**, the text box next to it must be entered
- If **Indication approved by PBKD** is set to **No**, **Manufactured by** and **Imported by** must be entered

STEP 7

Enter all mandatory field that consist of:

- a) **Request Quantity**
- b) **Packaging Description**
- c) **Packaging Quantity**
- d) **Cost per Pack**

STEP 8

Enter **Remarks** and **ReviewedDate** in Pharmacist section

STEP 9

Click on the  button as per Figure 3.1.2-2

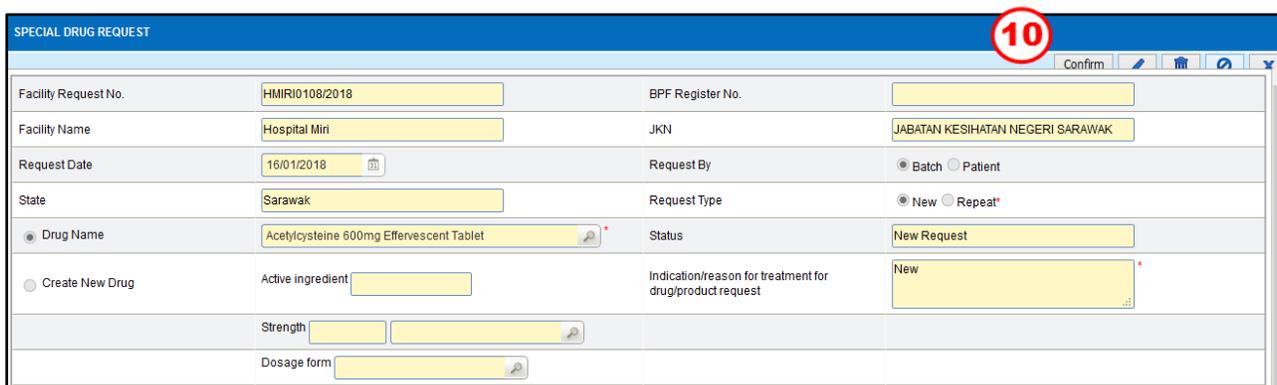


Figure 3.1.2-3 Special Drug Request Order Screen

STEP 10

Click on the  button as per Figure 3.1.2-3

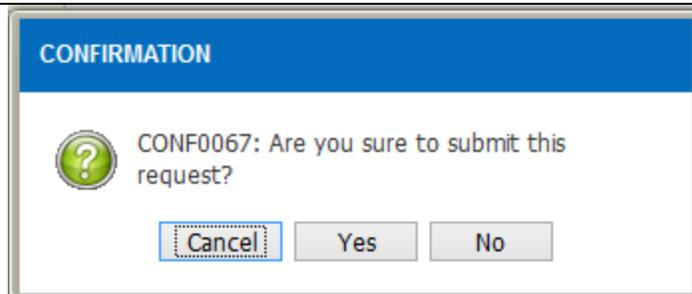
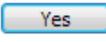


Figure 3.1.2-4 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-4, click on the  button.
- Special drug request status will be changed to 'Pending Recommendation by KPF'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

Recommendation by KPF

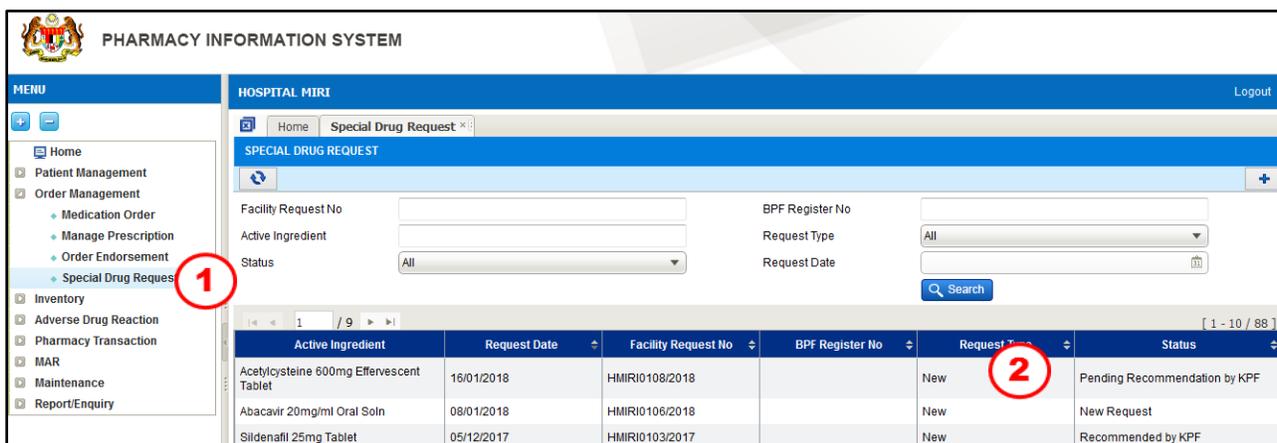


Figure 3.1.2-5 Special Drug Request Screen

STEP 1

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

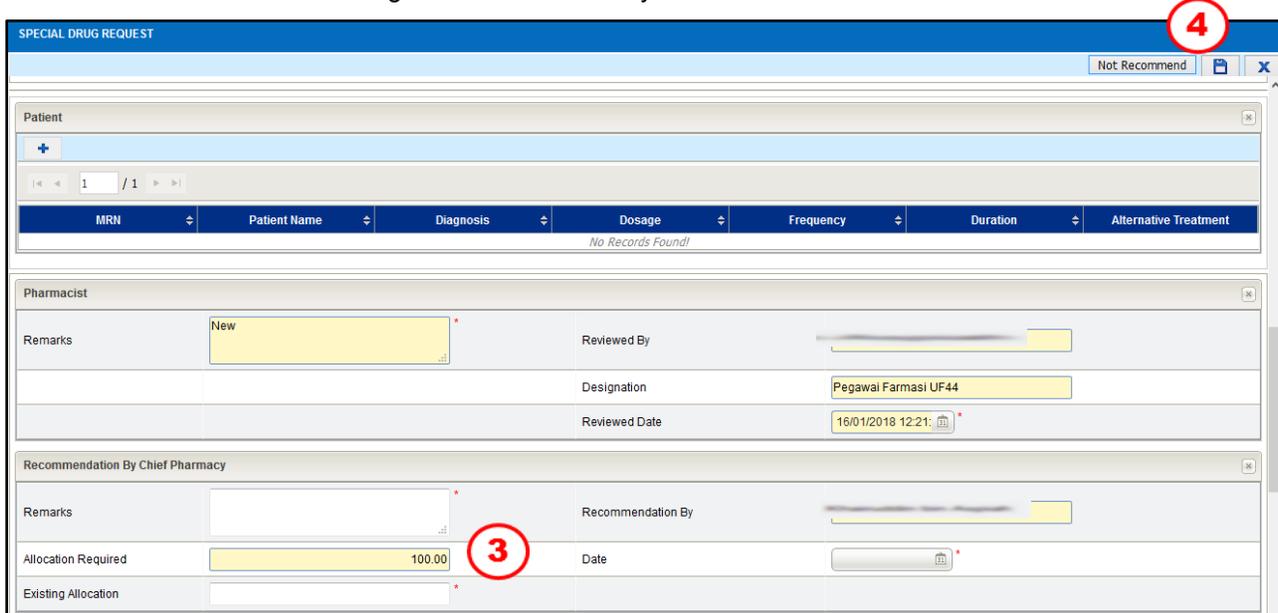
Note

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

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

STEP 2

Double click on the record with 'Pending Recommendation by KPF' status



The screenshot shows the 'SPECIAL DRUG REQUEST' form. At the top right, there is a 'Not Recommend' button with a red circle '4' around it. Below the patient information, there is a table with columns: MRN, Patient Name, Diagnosis, Dosage, Frequency, Duration, and Alternative Treatment. Below this, there is a 'Pharmacist' section with fields for Remarks, Reviewed By, Designation (Pegawai Farmasi UF44), and Reviewed Date (16/01/2018 12:21). Below that is the 'Recommendation By Chief Pharmacy' section, which includes a 'Remarks' field, 'Allocation Required' (100.00) with a red circle '3' around it, and a 'Date' field.

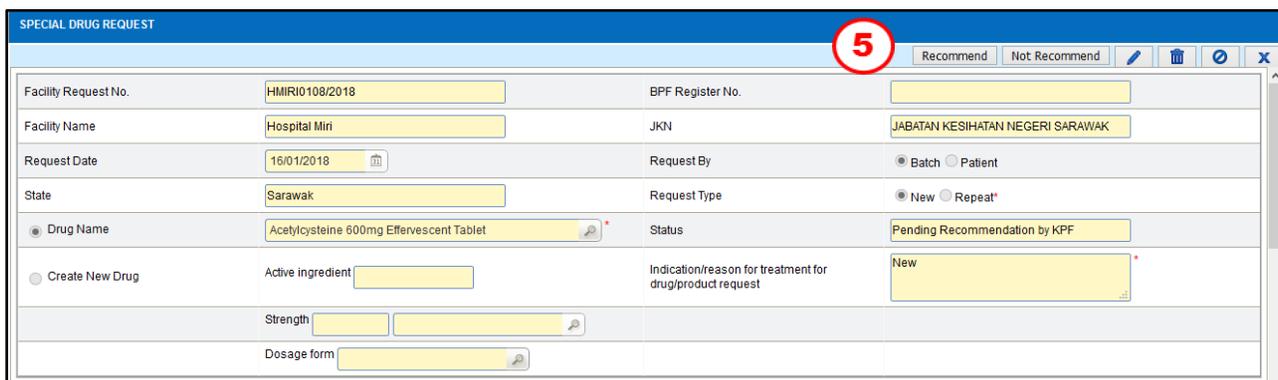
Figure 3.1.2-6 Recommendation by KPF screen

STEP 3

Scroll down and look for 'Recommendation By Chief Pharmacy' section, enter **Remarks**, **Existing Allocation** and **Date**

STEP 4

Click on the  button to save the record



The screenshot shows the 'SPECIAL DRUG REQUEST' form with the 'Recommend' button highlighted by a red circle '5'. The form contains the following fields: Facility Request No. (HMIRI0108/2018), Facility Name (Hospital Miri), BPF Register No., JKN (JABATAN KESIHATAN NEGERI SARAWAK), Request Date (16/01/2018), Request By (Batch/Patient), State (Sarawak), Request Type (New/Repeat*), Drug Name (Acetylcysteine 600mg Effervescent Tablet), Status (Pending Recommendation by KPF), and Indication/reason for treatment for drug/product request (New). There are also fields for Active ingredient, Strength, and Dosage form.

Figure 3.1.2-7 Recommendation by KPF screen

STEP 5

Click on the  button as per Figure 3.1.2-7

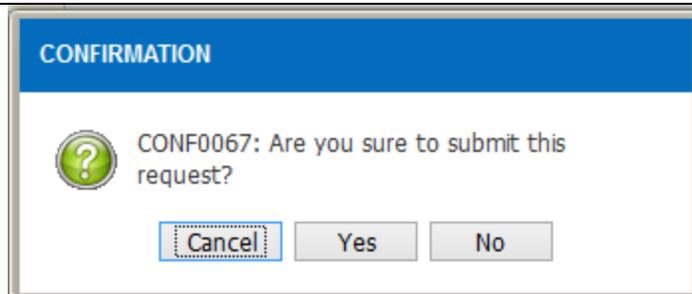


Figure 3.1.2-8 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-8, click on the  button

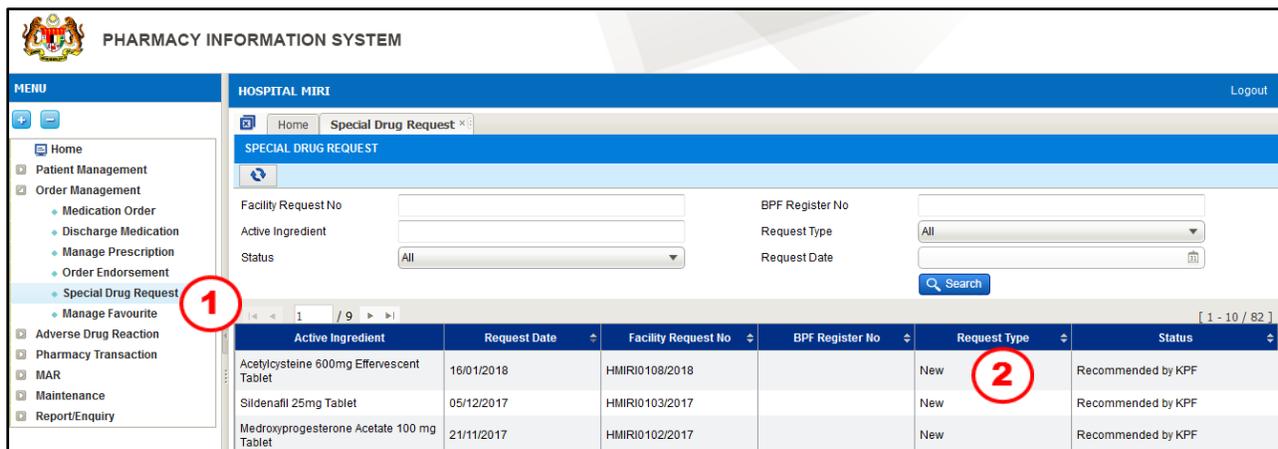
Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the  button.

Not recommend

- User may also click on the  if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Recommended by KPF'.

Recommendation by Hospital Director



| Active Ingredient | Request Date | Facility Request No | BPF Register No | Request Type | Status |
|-------------------------------------------|--------------|---------------------|-----------------|--------------|--------------------|
| Acetylcysteine 600mg Effervescent Tablet | 16/01/2018 | HMIRI0108/2018 | | New | Recommended by KPF |
| Sildenafil 25mg Tablet | 05/12/2017 | HMIRI0103/2017 | | New | Recommended by KPF |
| Medroxyprogesterone Acetate 100 mg Tablet | 21/11/2017 | HMIRI0102/2017 | | New | Recommended by KPF |

Figure 3.1.2-9 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:

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

STEP 2

Double click on the record with 'Recommended by KPF order request status as per Figure 3.1.2-9

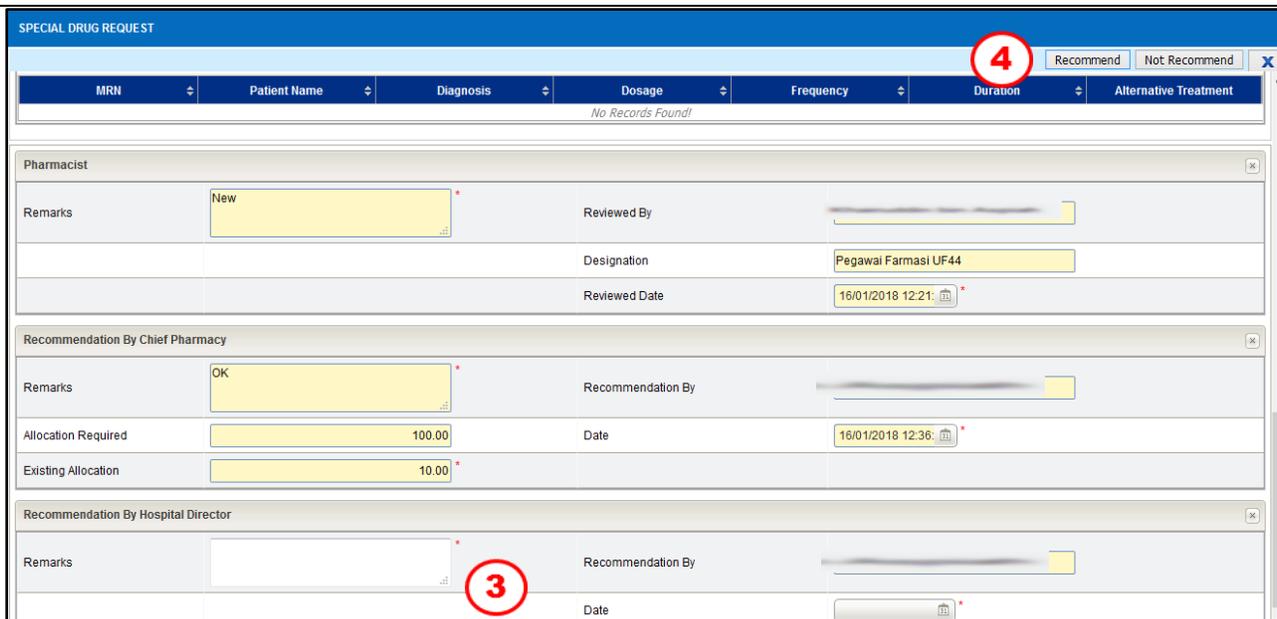


Figure 3.1.2-10 Recommendation by HD screen

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.2-10

STEP 4

Click on the button to save the record

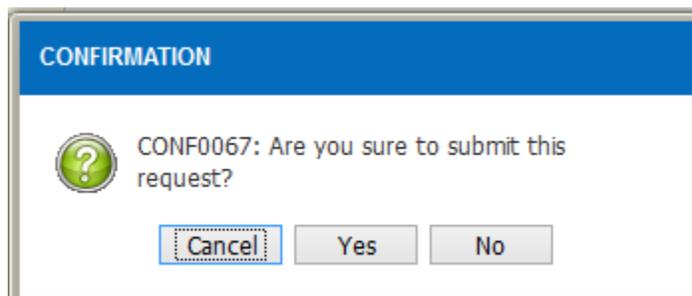


Figure 3.1.2-11 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-11, click on the button.
- The request **status** will be change to 'Pending For Approval'.
- User may also click if decided not to recommend. Alert message will displayed for not recommend transaction.

4.0 Acronyms

| Abbreviation | Definition |
|--------------|-----------------------------|
| PhIS | Pharmacy Information System |
| CPS | Clinical Pharmacy System |
| MRN | Medical Record Number |
| MOH | Ministry Of Health |
| KPK | KetuaPengarah Kesihatan |

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 |
| 11 | <i>Ward Pharmacy</i> | Click Here | 22 | | |