



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

Pharmacy Based

**User Manual
Outpatient Pharmacy**

Version	: 9th EDITION
Document ID	: PB_U. MANUAL_OUTPATIENT PHARMACY



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Reference ID : PB_U. MANUAL_OP-9th EDITION

Application reference: PhIS & CPS v2.0.1



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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 Outpatient Pharmacy module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Transcribing
- Acknowledgement
- Screening & Verification
- Preparation
- Dispensing
- Single Stage Dispensing
- SPUB
- Release/Discard Medication
- Medication Return
- Re-Dispense

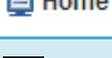
1.3 Organized Sections

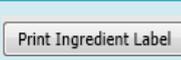
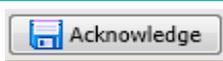
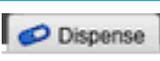
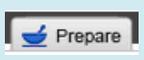
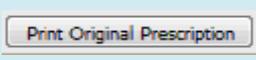
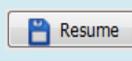
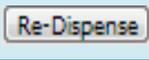
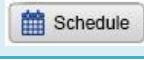
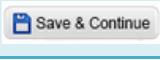
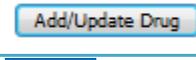
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Outpatient Pharmacy
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format

Outpatient Pharmacy Module Legend			
	Update Patient's Height and Weight		Print Ingredient Label
	Acknowledge Prescription		Dispense
	Preparation		Print Original Prescription
	Edit Label		Verification
	Resume		Confirm
	Hold		Release/Discard
	Print		Re-Dispense
	Calendar		Delete
	Schedule		Save and Continue
	Add/Update Drug		Intervention
	Resume		

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
To add new taper function	20

3.0 Outpatient Pharmacy

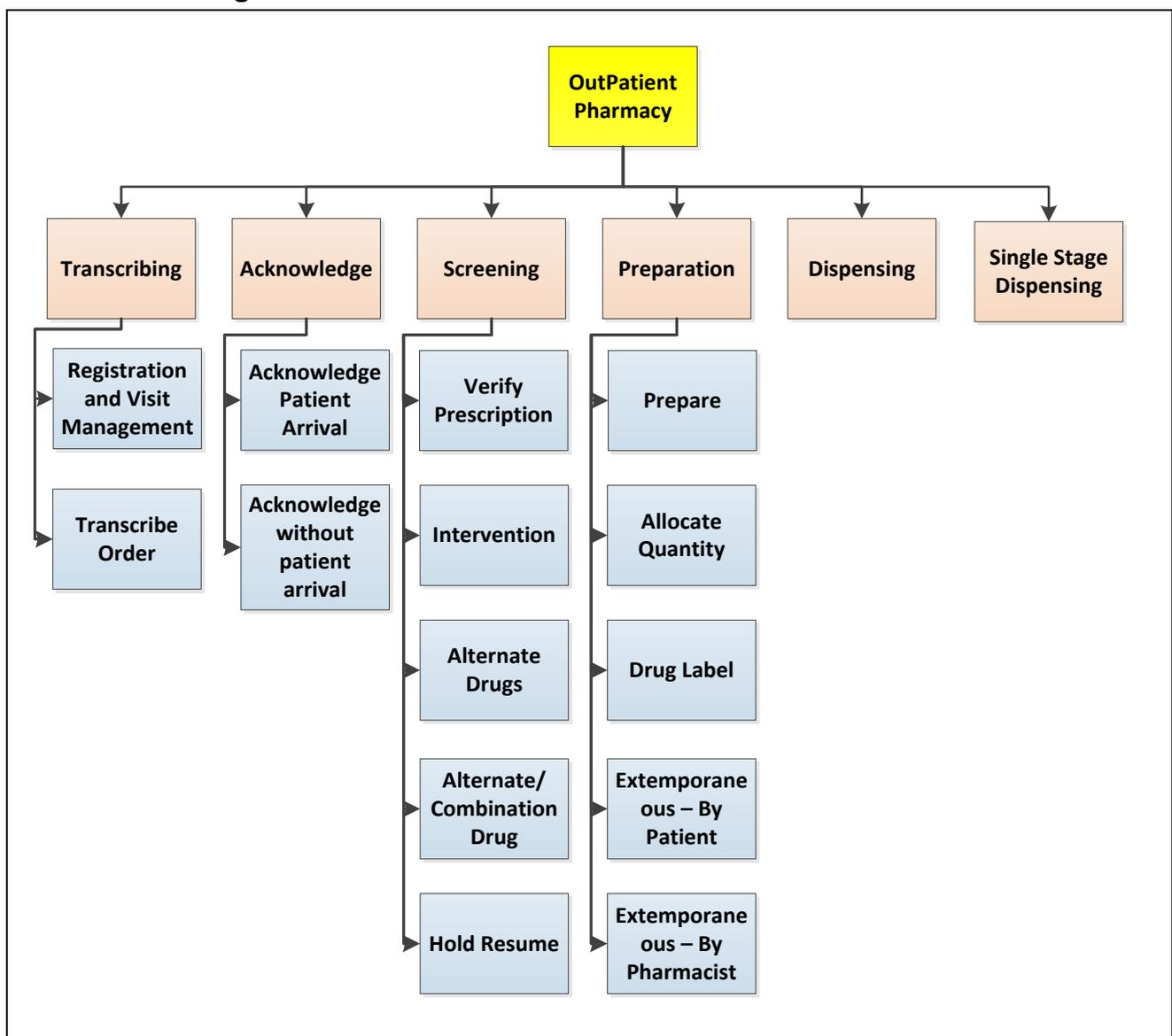
Overview

The Outpatient Pharmacy module include implementing safe, organized, and efficient drug-dispensing systems is essential for controlling costs and assuring that the medical prescription is safely followed as requested within the appropriate deadline. An appropriate dispensing system is an important ally for the prevention or reduction of medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescriptions within a hospital.

User Group

This Module is intended for pharmacist and assistant pharmacist (subject to the user assigned by the facility)

Functional Diagram



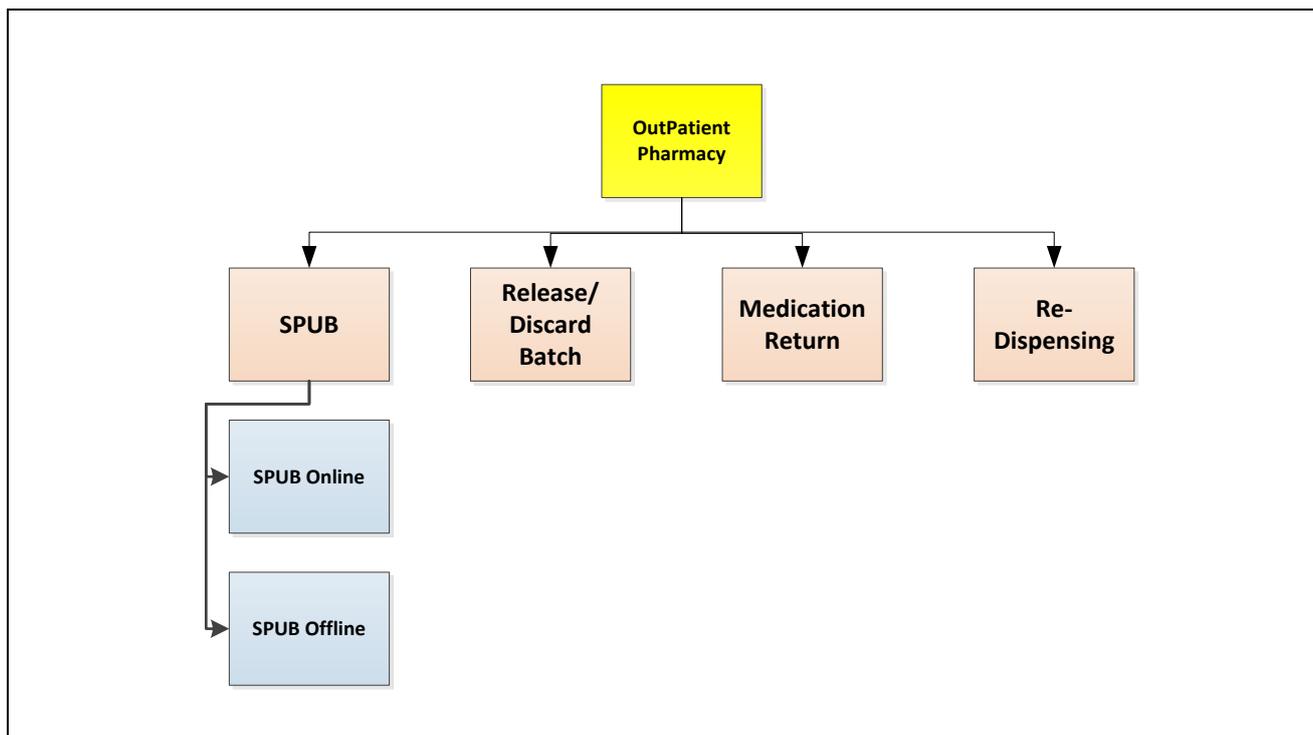


Figure 3.0.1

Functional Description

Outpatient Pharmacy comprises of five (5) main functions:

- **Transcribing**
Transcribing function is used to transfer manual prescription to online prescription. All prescriptions are required to be key in into system in order to proceed with dispensing process such as patient demographic and order details. Transcribing is combination of 2 process which is ordering and dispensing which consist of ordering, acknowledgement, verification, preparation and dispensing in single workflow.
- **Acknowledgement**
Acknowledgement function will be used as an acknowledgement process for prescription during patient arrival or without patient arrival at Outpatient pharmacy. Prescription must go through the acknowledgement process in order to dispense the medication. With this functionality, user able to manage the dispensing process with more efficient and effective.
- **Screening and Verification**
Screening and verification function is for user to do the checking and verification on the transcribed prescription ordered from prescriber. In this screen, system provide some sub-functions like intervention, hold/resume and allocate drug batch. Some information related to the patient as drug interaction (MIMS), patient allergy, lab result, drug info details also provided to minimize medication error during verification process.
- **Preparation**
The preparation function allow user to allocate drug quantity and batch to be dispense based on the transcribed prescription. This function is integrated with inventory system where the stock will be auto deduct after dispensing process. Drug label can be generating and print based on the prepared drugs. Some of the sub-function is available in this screen like alternate, hold/resume and drug interaction (MIMS) is provided to help user with more effectively and efficiency during preparation process for patient safety purpose.



- **Dispensing**
Dispensing functions is to record and save all the dispensed medication detail information. This function is the mandatory steps to complete the dispense medication process. At this screen, information related with the patient, prescription and prepared drug is provided.
- **Single Stage Dispensing**
The level of mandatory steps to complete the dispense medication process such as verification, preparation and dispensing will be done in one single screen handled by one user. With this function, user able to manage the time to dispense medication faster and efficiently.
- **SPUB**
SPUB is to transfer partial medication order from current facilities to referring facilities. SPUB R1 form will contain the patient's information and prescription to be dispensed at referring hospital.
- **Release Batch**
Release batch function will be used when user decide to un-packed the reserved/prepared drugs. All the release drugs such as tablets, capsule and other than liquid will be returned back to stock.
- **Medication Return**
Medication return is the function where user able to record the returned medication from the patient or units into the system. With this functionality user able to track the transaction record and able to manage the stock in proper way.
- **Medication Re-Dispense**
Allow the user to re-issue medication to the patient due to spilled, broken or lost.
Only authorized users will be able to access this process.

3.1 Search Registered Patient

To view an existing patient record, please perform the steps below.

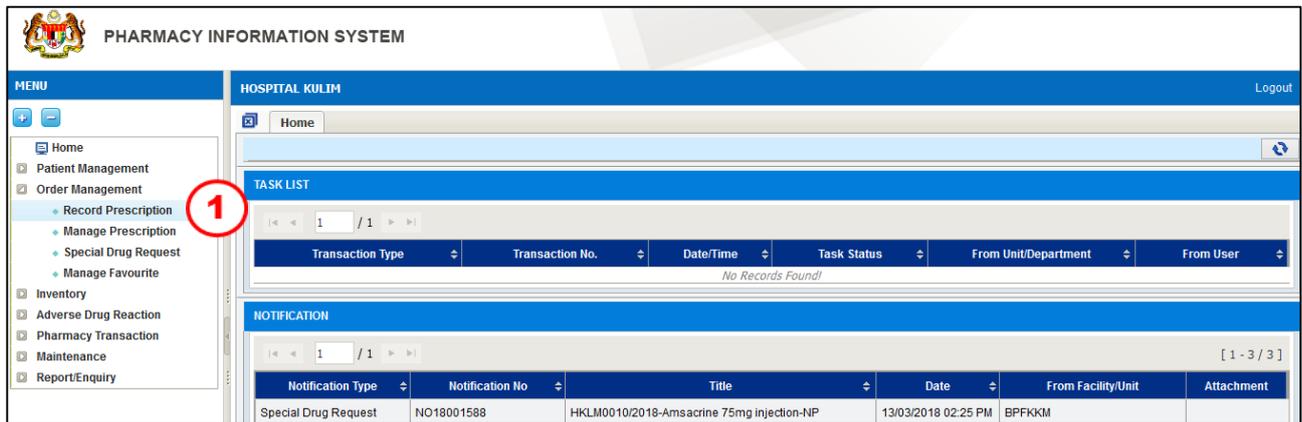


Figure 3.1-1 PhIS Home page

STEP 1

Click on 'Order Management' menu followed by 'Record Prescription' and screen will be displayed as per Figure 3.1-1



Figure 3.1-2 Medication Order

Note

User able to search select Registered Patient:

- All
- Patient ID Number
- Patient Name
- Patient MRN

STEP 2

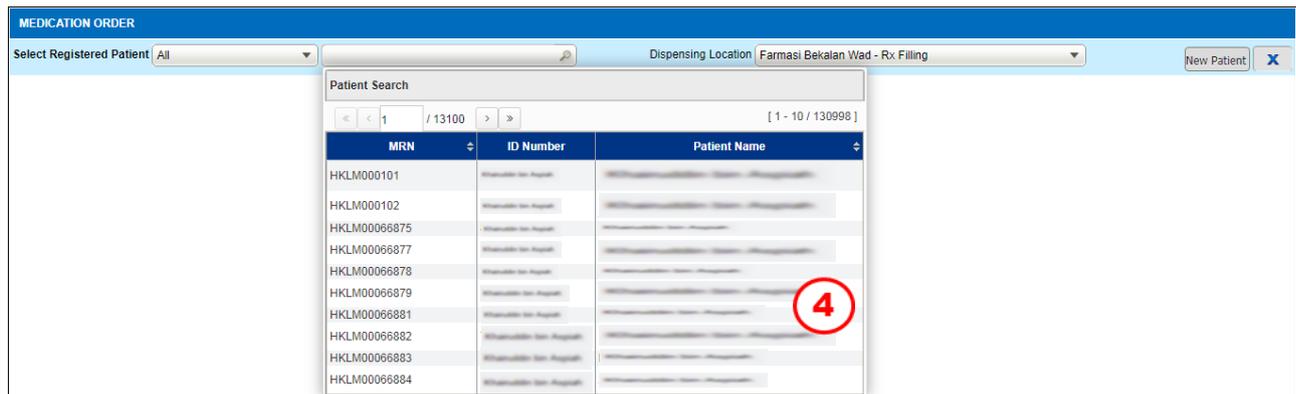
Enter registered patient name

STEP 3

Click on the  button to search for a registered patient

Note

- If the patient is not registered, click on the  button and the Patient Registration screen will be displayed.

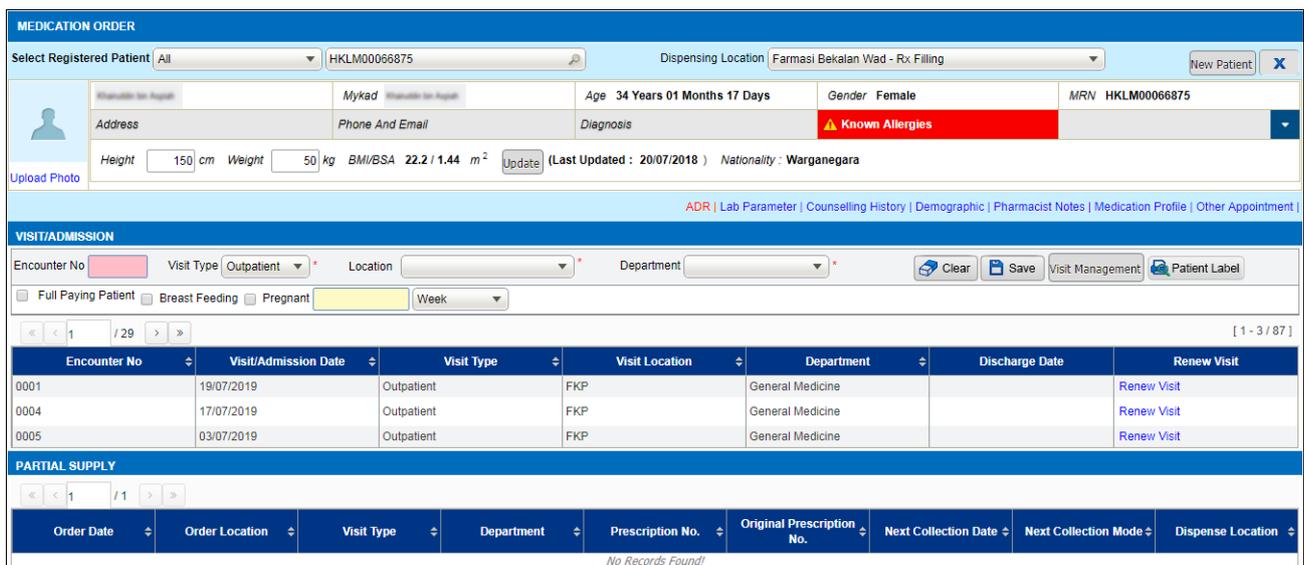


MRN	ID Number	Patient Name
HKLM000101		
HKLM000102		
HKLM00066875		
HKLM00066877		
HKLM00066878		
HKLM00066879		
HKLM00066881		
HKLM00066882		
HKLM00066883		
HKLM00066884		

Figure 3.1-3 Search Patient

STEP 4

Double-click on the selected patient and the details will be displayed as per Figure 3.1-4



PATIENT DETAILS

Mykad: [Redacted] Age: 34 Years 01 Months 17 Days Gender: Female MRN: HKLM00066875

Height: 150 cm Weight: 50 kg BMI/BSA: 22.2 / 1.44 m² (Last Updated: 20/07/2018) Nationality: Warganegara

VISIT/ADMISSION

Encounter No	Visit/Admission Date	Visit Type	Visit Location	Department	Discharge Date	Renew Visit
0001	19/07/2019	Outpatient	FKP	General Medicine		Renew Visit
0004	17/07/2019	Outpatient	FKP	General Medicine		Renew Visit
0005	03/07/2019	Outpatient	FKP	General Medicine		Renew Visit

PARTIAL SUPPLY

Order Date	Order Location	Visit Type	Department	Prescription No.	Original Prescription No.	Next Collection Date	Next Collection Mode	Dispense Location
No Records Found!								

Figure 3.1-4 Medication Order Screen

Note

- Click on the 'Renew Visit' hyperlink to renew a visit for the same location.
- Select the 'Visit Type' and 'Location' to create a new visit.
- Click on the [Visit Management](#) to assess 'Visit Management' Screen. (Refer to Appendix 1).

MEDICATION ORDER

Select Registered Patient: All | HKLM00066875 | Dispensing Location: Farmasi Bekalan Wad - Rx Filling | New Patient X

Mykad: [Redacted] | Age: 34 Years 01 Months 17 Days | Gender: Female | MRN: HKLM00066875

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | **Known Allergies**

Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m² | (Last Updated: 20/07/2018) | Nationality: Warganegara

ADR | Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

VISIT/ADMISSION

Encounter No: [Redacted] | Visit Type: Outpatient | Location: [Redacted] | Department: [Redacted] | Clear | Save | Visit Management | Patient Label

Full Paying Patient | Breast Feeding | Pregnant | [Redacted] Week

[1 / 29] [1 - 3 / 87]

Encounter No	Visit/Admission Date	Visit Type	Visit Location	Department	Discharge Date	Renew Visit
0001	19/07/2019	Outpatient	FKP	General Medicine		Renew Visit
0004	17/07/2019	Outpatient	FKP	General Medicine		Renew Visit
0005	03/07/2019	Outpatient	FKP	General Medicine		Renew Visit

PARTIAL SUPPLY

[1 / 1]

Order Date	Order Location	Visit Type	Department	Prescription No.	Original Prescription No.	Next Collection Date	Next Collection Mode	Dispense Location
No Records Found!								

Figure 3.1-5 Visit/Admission Detail

STEP 5

Double-click on the selected visit and the details will be displayed as per Figure 3.1-6

MEDICATION ORDER

Select Registered Patient: All | HKLM00066875 | Dispensing Location: Farmasi Bekalan Wad - Rx Filling | New Patient X

Mykad: [Redacted] | Age: 34 Years 01 Months 17 Days | Gender: Female | MRN: HKLM00066875

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | **Known Allergies**

Height: 150 cm | Weight: 50 kg | BMI/BSA: 22.2 / 1.44 m² | (Last Updated: 23/07/2019) | Nationality: Warganegara

ADR | Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

VISIT/ADMISSION

Encounter No: 0001 | Visit Type: Outpatient | Location: FKP | Department: General Medicine | Clear | Visit Management | Patient Label

Breast Feeding | Pregnant | [Redacted] Week

PARTIAL SUPPLY

VISIT RECORD

Original Prescription Serial Number: 1312

PRESCRIPTION | PROCEED TO PREPARATION | ENGLISH | Prescription | Patient sticker | Label | IP Label | OP Label | Allocate | Full Supply | Verify

Supply Duration: 0 Day | Next Collection Location: [Redacted]

Drug Name	Order Details	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Counselling Indication	Extemporaneous	Original Prescriber
<input type="checkbox"/> Labetalol HCl 100 mg Tablet 	100 mg, BID, Oral, 2 Days 23/07/2019 10:26 AM - 25/07/2019 10:26 AM	4 tablet	0	0 tablet	4 tablet (2 day(s))	Remarks	Detail		[Redacted]

Figure 3.1-6 Medication Order Detail

3.2 New Patient Registration

To register a new patient, please perform the steps below.

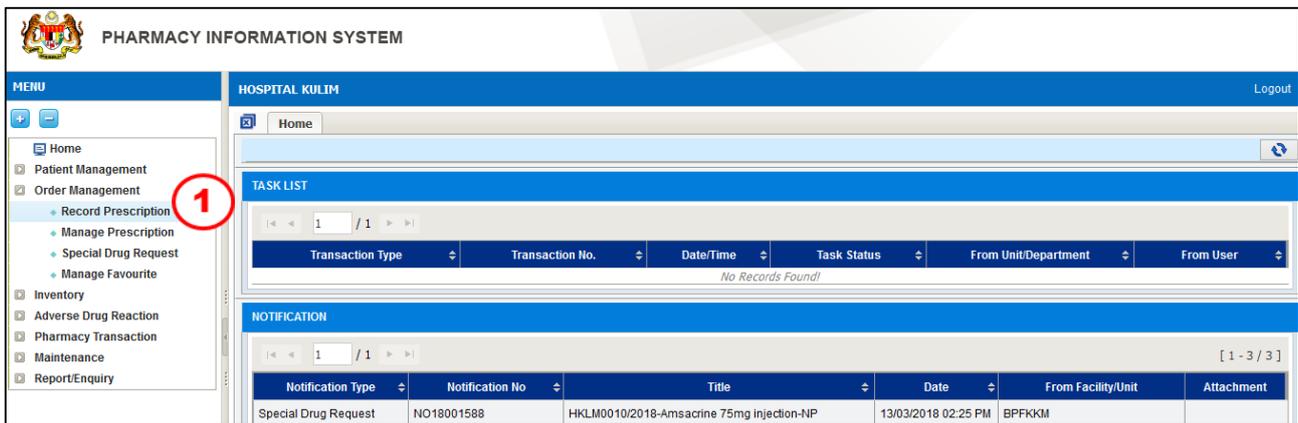


Figure 3.2-1 PhIS Home Page

STEP 1

Click on 'Order Management' menu followed by 'Record Prescription' and screen will be displayed as per Figure 3.2-1



Figure 3.2-2 Transcribe Order Create New Patient

STEP 2

Click on the to register for new patient

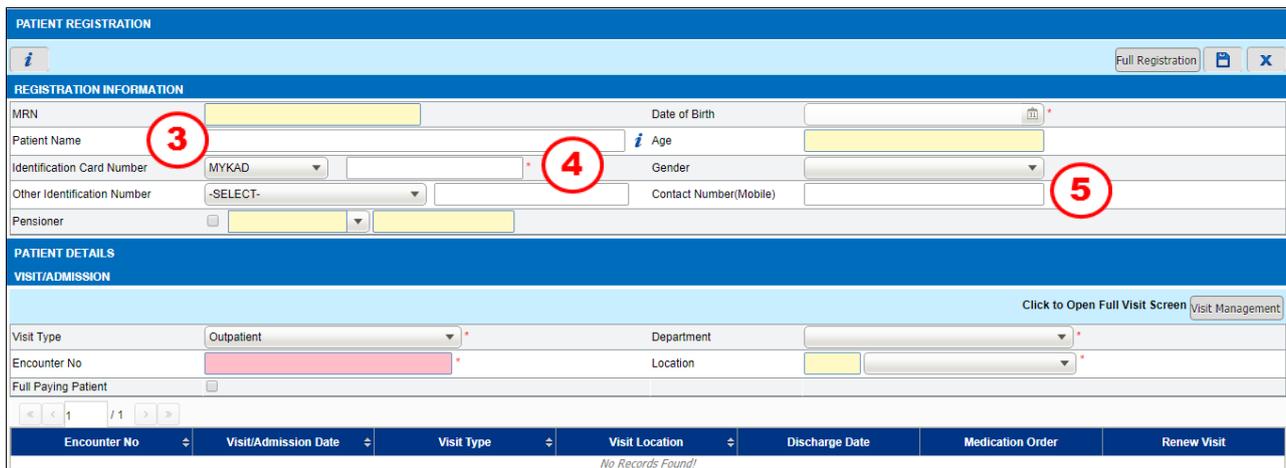


Figure 3.2-3 Registration Information

STEP 3

Enter **Patient Name**

STEP 4

Select from **Identification Card Number** drop down box:

- MYKAD
- MYKID

and enter the relevant number

Note

- After enter the **Identification Card Number** the below details will be displayed:
 - Date of Birth (dd/mm/yy)
 - Age (42Y 05M 21D)
 - Gender (Male/Female)
- If MYKAD/MYKID is unavailable, user is required to select the **Other Identification Number** dropdown box:
 - BIRTH CERTIFICATE
 - DRIVING LICENSE
 - FATHER IC
 - MYKAS
 - MYPR
 - MILITARY CARD NUMBER
 - MOTHER IC
 - OLD IC
 - PASSPORT
 - PENSION CARD
 - POLICE CARD NUMBER
 - UNHCR
 - UNKNOWN PATIENT
 - Work permit and enter the relevant number.

STEP 5

Enter **Contact Number (Mobile)**

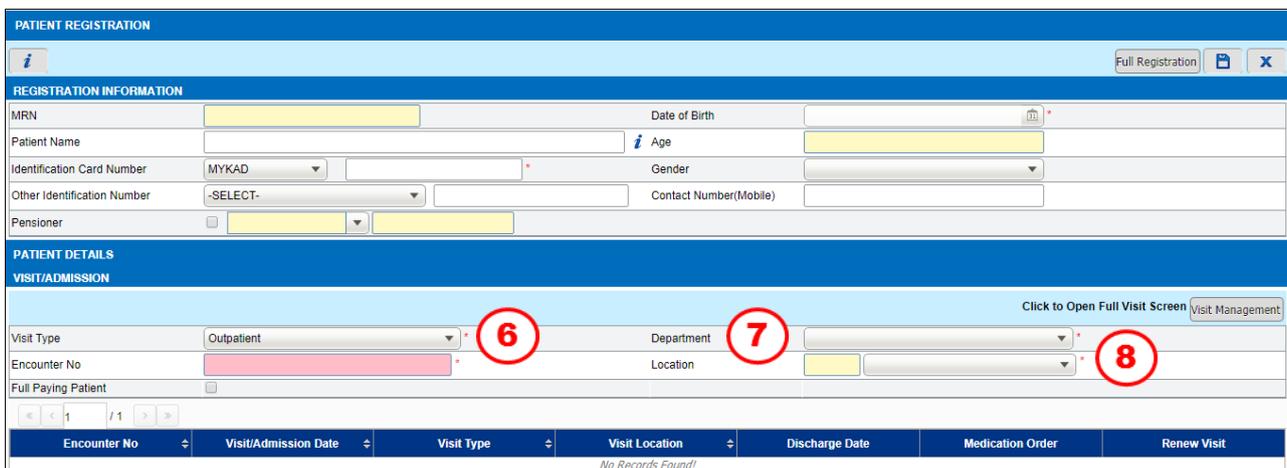


Figure 3.2-4 Visit/Admission

STEP 6

Select the **Visit Type** from dropdown box:

- Daycare
- Emergency
- Inpatient
- Outpatient
- Outsource
- SPUB
- Walk-in

STEP 7

Select the **Department** from dropdown box:

Note

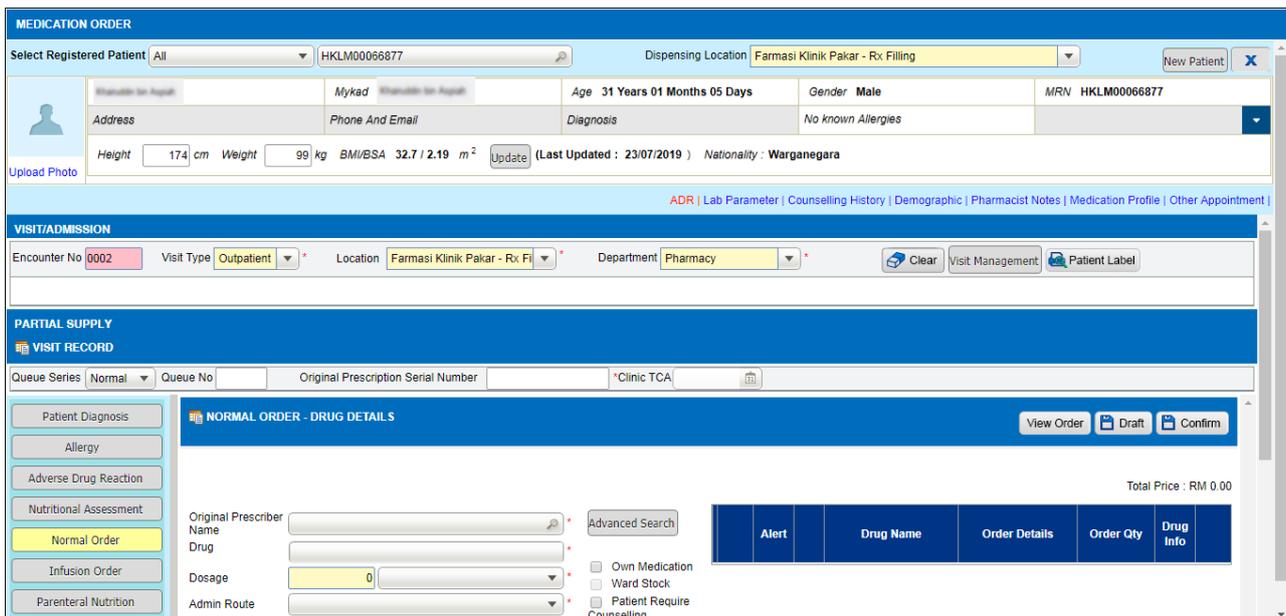
Department will tie to the selected visit type.

STEP 8

Select **Location** from dropdown box

Note

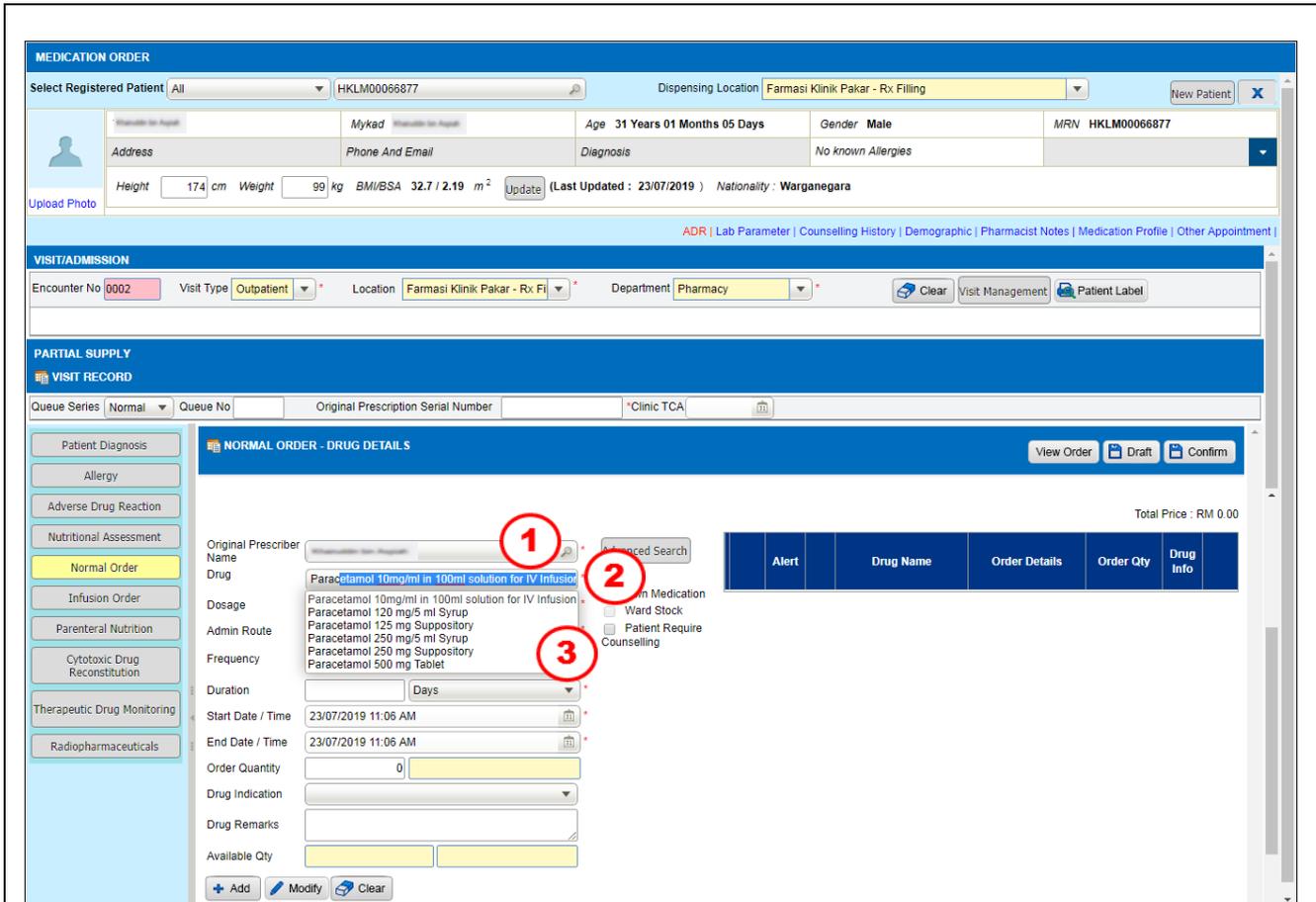
- **Location** will tie to the selected Department.
- Click on the  button to save the record and medication order screen will display as per Figure 3.2.5.
- After click the save button, system will automatically generate the **MRN** (Medical Record Number) and ,  and  buttons will be enabled.
- Click on the  to assess 'Full Registration' Screen. (Refer to Appendix 2).
- Another option to register a new patient is to click on the  button located under Patient Quick Registration that will display the same screen as Figure 3.2-3.



The screenshot displays the 'MEDICATION ORDER' interface. At the top, it shows 'Select Registered Patient' with a dropdown set to 'All' and a search field containing 'HKL00066877'. The 'Dispensing Location' is set to 'Farmasi Klinik Pakar - Rx Filling'. Below this, patient information is displayed: 'Mykad' (blank), 'Age 31 Years 01 Months 05 Days', 'Gender Male', and 'MRN HKLM00066877'. A 'Height' of 174 cm and 'Weight' of 99 kg are also shown. The 'VISIT/ADMISSION' section includes 'Encounter No 0002', 'Visit Type Outpatient', and 'Location Farmasi Klinik Pakar - Rx Fi'. The 'PARTIAL SUPPLY' section is visible, along with a 'VISIT RECORD' section. The main area is titled 'NORMAL ORDER - DRUG DETAILS' and contains fields for 'Original Prescriber Name', 'Drug', 'Dosage' (set to 0), and 'Admin Route'. There are also checkboxes for 'Own Medication', 'Ward Stock', and 'Patient Require Counselling'. A table with columns 'Alert', 'Drug Name', 'Order Details', 'Order Qty', and 'Drug Info' is partially visible. The total price is listed as 'RM 0.00'.

Figure 3.2-5 Medication Order

3.3 Outpatient Pharmacy Transcribing



MEDICATION ORDER

Select Registered Patient: All | HKLM00066877 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient X

Mykad: Mykad | Age: 31 Years 01 Months 05 Days | Gender: Male | MRN: HKLM00066877

Address: | Phone And Email: | Diagnosis: No known Allergies

Height: 174 cm | Weight: 99 kg | BMI/BSA: 32.7 / 2.19 m² | Update (Last Updated: 23/07/2019) | Nationality: Warganegara

ADR | Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

VISIT/ADMISSION

Encounter No: 0002 | Visit Type: Outpatient | Location: Farmasi Klinik Pakar - Rx Fi | Department: Pharmacy | Clear | Visit Management | Patient Label

PARTIAL SUPPLY

VISIT RECORD

Queue Series: Normal | Queue No: | Original Prescription Serial Number: | *Clinic TCA: | View Order | Draft | Confirm

NORMAL ORDER - DRUG DETAILS | Total Price: RM 0.00

Original Prescriber Name: [Field with red circle 1] | Advanced Search [Button with red circle 2]

Drug: Paracetamol 10mg/ml in 100ml solution for IV Infusion [Dropdown with red circle 3]

Desage: Paracetamol 10mg/ml in 100ml solution for IV Infusion

Admin Route: Paracetamol 120 mg/5 ml Syrup

Frequency: Paracetamol 125 mg Suppository

Duration: Days

Start Date / Time: 23/07/2019 11:06 AM

End Date / Time: 23/07/2019 11:06 AM

Order Quantity: 0

Drug Indication: [Dropdown]

Drug Remarks: [Text Area]

Available Qty: [Input Fields]

+ Add | Modify | Clear

Alert	Drug Name	Order Details	Order Qty	Drug Info
-------	-----------	---------------	-----------	-----------

Figure 3.3-1 Normal Order Detail Screen

STEP 1

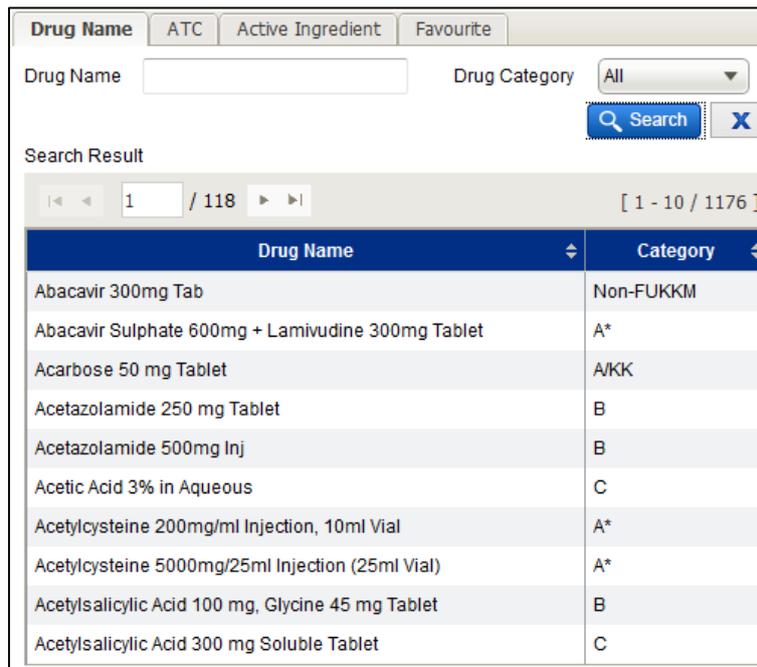
Search the Original Prescriber Name by enter keyword

STEP 2

Search drug by enter keyword of the drug name

Note

- There is an option for user to search drugs by click on the **Advanced Search** button.
- The **Advanced Search** screen displays information as below:
 - Drug Name
 - ATC
 - Active Ingredient
 - Favourite



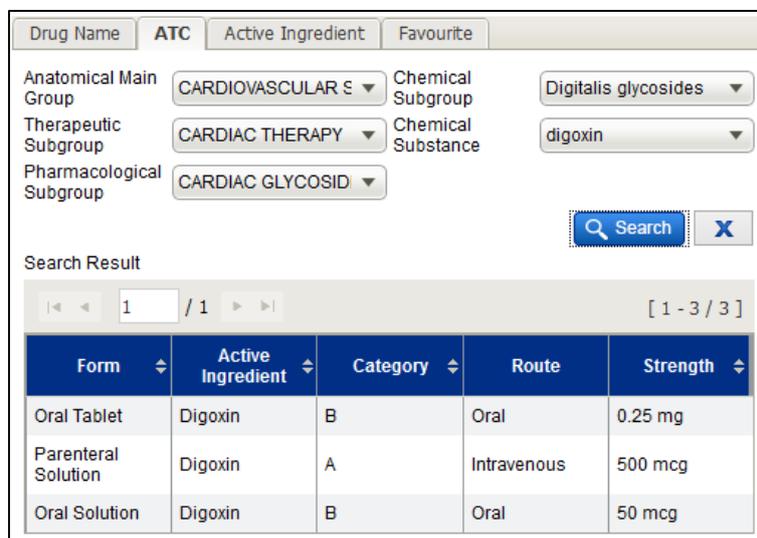
Drug Name	Category
Abacavir 300mg Tab	Non-FUKKM
Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	A*
Acarbose 50 mg Tablet	A/KK
Acetazolamide 250 mg Tablet	B
Acetazolamide 500mg Inj	B
Acetic Acid 3% in Aqueous	C
Acetylcysteine 200mg/ml Injection, 10ml Vial	A*
Acetylcysteine 5000mg/25ml Injection (25ml Vial)	A*
Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B
Acetylsalicylic Acid 300 mg Soluble Tablet	C

Figure 3.3-2 Advance Search : Drug Name

Note

a) Search by **DrugName** tab

- Enter Drug name
- Select and enter Drug Category from drop down box
 - A
 - A*
 - A/KK
 - B
 - C
 - C+
- Search results be displayed after clicking on **Search** button. Click on the selected drug to continue prescribing.



Form	Active Ingredient	Category	Route	Strength
Oral Tablet	Digoxin	B	Oral	0.25 mg
Parenteral Solution	Digoxin	A	Intravenous	500 mcg
Oral Solution	Digoxin	B	Oral	50 mcg

Figure 3.3-3 Advance Search : ATC

Note

b) Search by ATC tab

- Select and enter the ATC group/subgroup from dropdown box from level from 1 to 5
 - Anatomical Main Group
 - Therapeutic Subgroup
 - Pharmacological Subgroup
 - Chemical Subgroup
 - Chemical Substance

Search results will be displayed after clicking on Search button. Click on the selected drug to continue prescribing.

Drug Name
ATC
Active Ingredient
Favourite

Active Ingredient

Dosage Form

Admin Route

Search
X

|< < 1 / 118 >> >|
[1 - 10 / 1176]

Dosage Form ⇅	Drug Name ⇅	Category ⇅	Admin Route	Strength ⇅
Oral Tablet	Abacavir 300mg Tab	Non-FUKKM	Oral	300 mg
Oral Tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	A*	Oral	0
Oral Tablet	Acarbose 50 mg Tablet	A/KK	Oral	50 mg
Oral Tablet	Acetazolamide 250 mg Tablet	B	Oral	250 mg

Figure 3.3-4 Advance Search: Active Ingredient

Note

c) Search by Active Ingredient tab

- Select and enter:
 - Active Ingredient
 - Dosage Form from dropdown box
 - Admin Route from dropdown box

Search results will be displayed after clicking on the Search button. Double click on the selected drug to continue prescribing

Drug Name
ATC
Active Ingredient
Favourite

Drug Name

Tag

Original Prescriber Name

Search
X

Search Result + Add to order

1 / 3 [1 - 10 / 28]

	Dosage Form	Drug Name	Route	Dosage	Frequency	Duration	Tag
<input type="checkbox"/>	Oral Capsule	Amoxicillin 250mg Capsule	Oral	500 mg	Q8H	5 Days	
<input type="checkbox"/>	Oral Tablet	Amoxicillin 500 mg Clavulanate 125 mg Tablet	Oral	1 tablet	BD (twice daily)	5 Days	ANTIBIOTIK
<input type="checkbox"/>	Oral Tablet	Ascorbic Acid 100 mg Tablet	Oral	100 mg	OD (once daily)	30 Days	HEMATINIC
<input type="checkbox"/>	Oral Tablet	Bromhexine HCl 8mg Tablet	Oral	8 mg	TDS PRN	5 Days	

Figure 3.3-5 Advance Search : Favourite

Note

d) Search by Favourite tab

- Search the favourite drug by entering the drug name.
- Search results will be displayed after clicking on the Search button.
- Click on the selected drug to continue prescribing.
- Select the check box and click Delete button to remove from the Favourite list.
- This favourite list is derived from the prescriber's own favourite list.

STEP 3

Click on the selected drug from displayed list as Figure 3.3-1

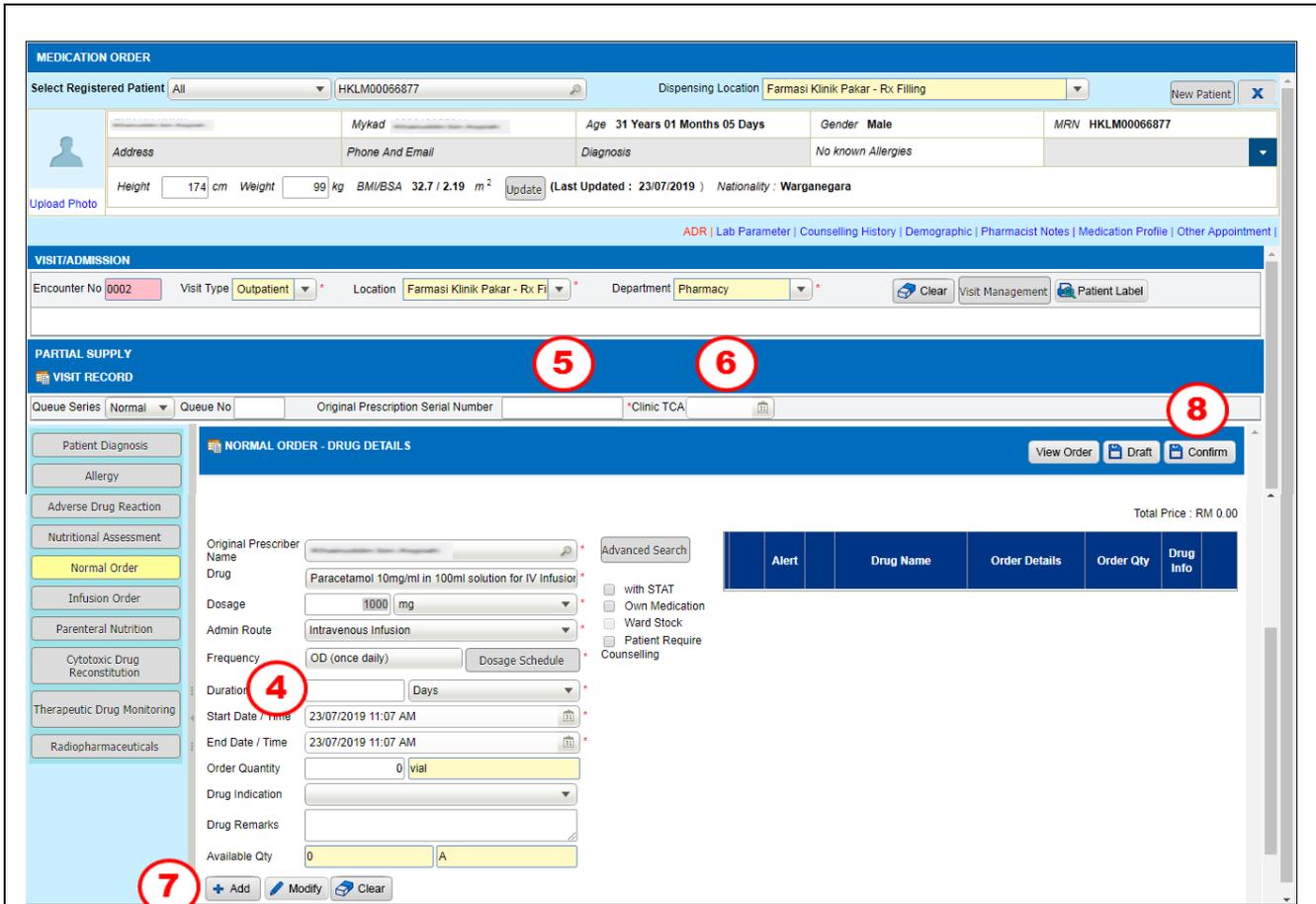


Figure 3.3-6 Medication Order

STEP 4

Enter Duration and select days/months or weeks from drop down menu and click **Add**

Note

- **Order Quantity** will be automatically displayed and editable.
- **Start Date/Time** will be defaulted to current date.
- **End Date/Time** will be calculated based on the Duration.
- **Counselling Indication** check box can be selected if prescriber wants pharmacist to counsel the patient on the medicine.
- Check the **Own Medication** checkbox if patient brought and used their own medication. Only applicable for inpatient and where pharmacist do not supply medication to the wards.
- Enter **Drug Remark** if applicable.
- To add another drug to prescription, repeat Step 1 to 4.

STEP 5

Enter the Original Prescription Serial Number

STEP 6

Enter the Clinic TCA (optional)

STEP 7

Click the **Add** button to add the drug



STEP 8

Click the confirm button to finalize the order

3.4 Tapering

Tapering is a function to prescribe same drug with gradually decreasing or increasing the drug dosage by specific duration and time. Tapering drug functions divided into two (2) categories which are taper up / increase dosage or taper down /decrease dosage. Only selected drug which has been defined in drug master set up are allowed to do tapering.

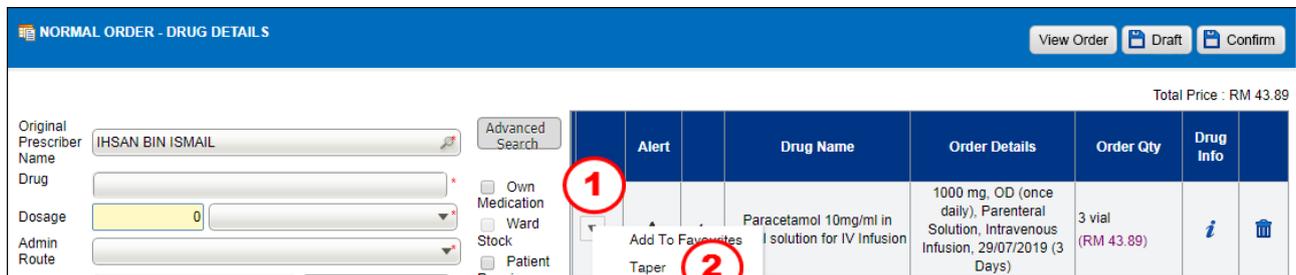


Figure 3.4-1 Taper Up Option Screen

Note

To taper prescribed drug, order the first dose as normal order from **Step 1** to **5**.

STEP 1

Right click on the ▼ button from the selected drug

STEP 2

Select **Taper** and new window taper up/down will displayed

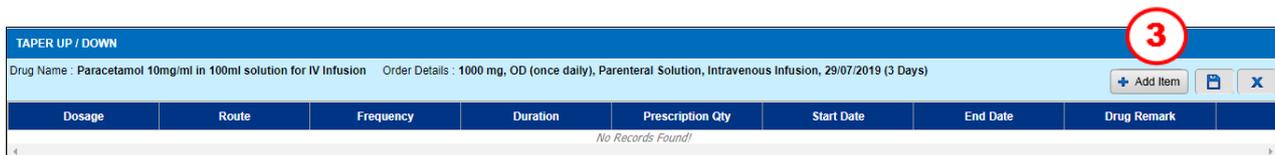


Figure 3.4-2 Taper Up / Down

STEP 3

Click on  button to taper the drug

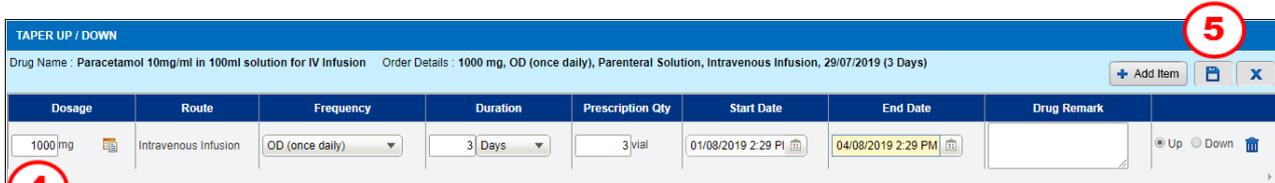


Figure 3.4-3 Taper Up / Down

STEP 4

Change the **Dosage** and **Duration of drugs** as required

Note

- User able to change Frequency, Prescription Qty, Start Date and Drug Remark.
- Tick on radio button for taper up or taper down.
- Click on  button to delete taper up or taper down.

STEP 5

Click on  button to save the record

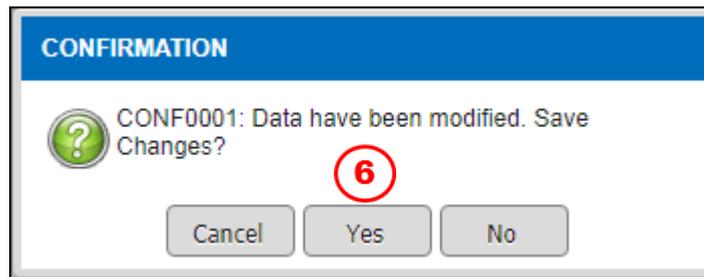


Figure 3.4-4 Alert Message

STEP 6

Click on the  button to proceed tapering

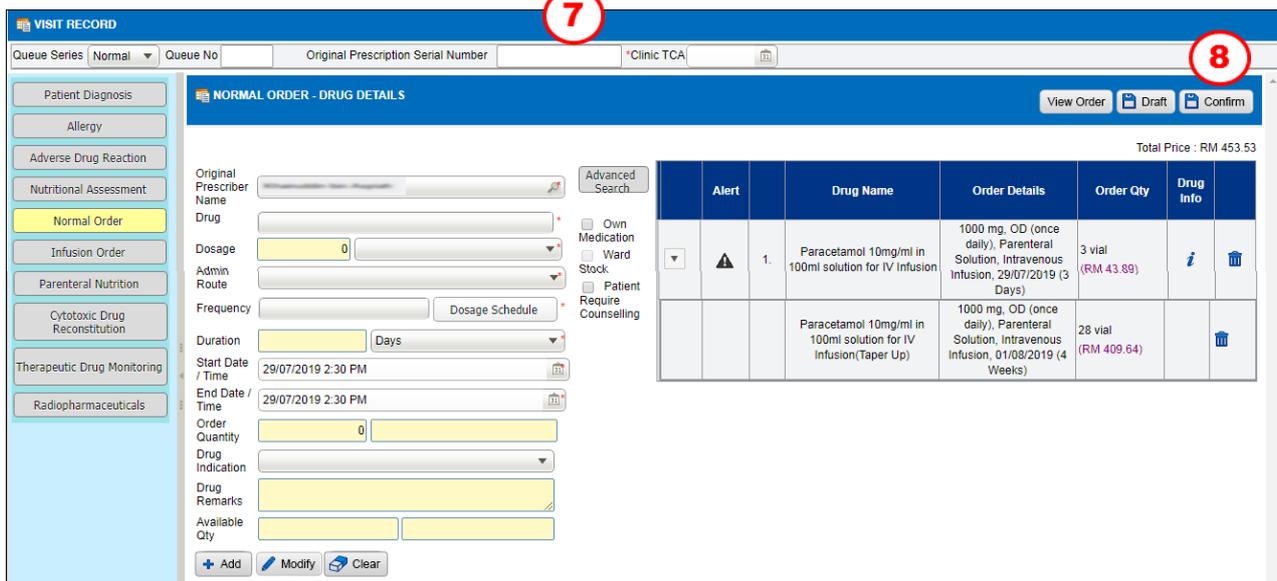


Figure 3.4-5 Normal Order Screen

STEP 7

Enter the Original Prescription Serial Number

STEP 8

Click on the  button to confirm order

Note

- Repeat **step 1 to 6** if another level of taper is required.
- To modify prescription, delete the latest tapering from the list.

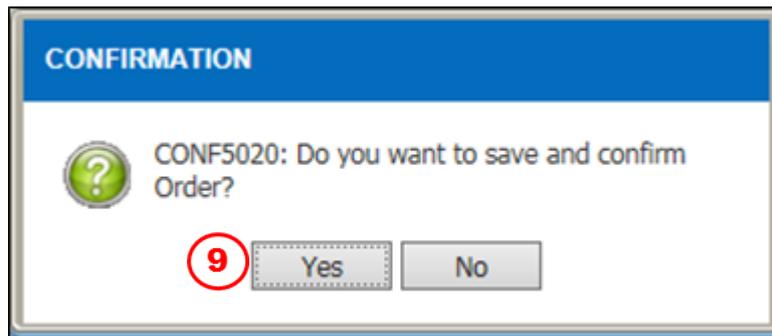
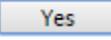


Figure 3.4-6 Confirmation Alert Message

STEP 9

Click on the  button to confirm and send order to the pharmacy

3.5 Renew Rx

This function is use by Pharmacist to renew the drugs from patient’s profile.

Figure 3.5-1 Medication Profile Screen

STEP 1

Click on **Medication Profile** hyperlink

Current Medication										
Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Sta	
Previous Medication										
Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Sta	
<input checked="" type="checkbox"/>	PCGIM0000204311	No	Calcium Carbonate 500mg Tablet	500 mg	Oral	TDS (3 times a day)	30 Days	26/10/2017 03:45:21 PM	25/11/2017 03:45:21 PM	ST

Figure 3.5-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to renew

STEP 3

Click on the **Renew Rx** button to renew selected drugs and a pop up will appear as of Figure 3.5-3

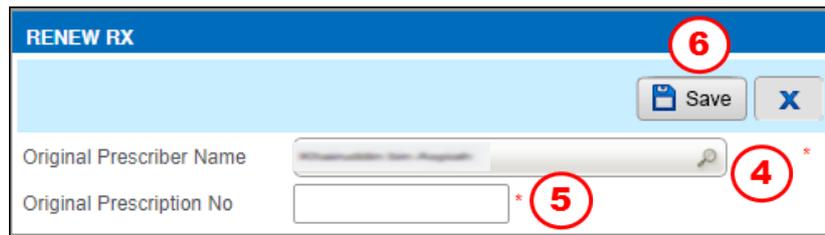


Figure 3.5.3 Renew Rx

STEP 4

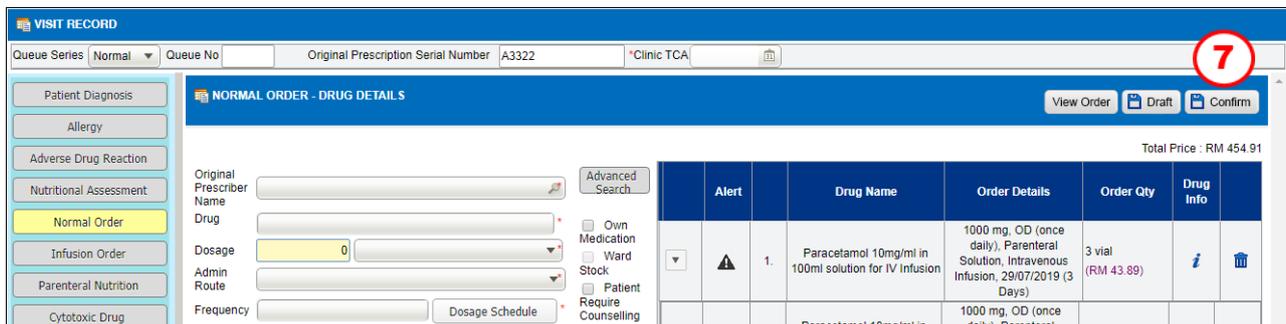
Select the Original Prescriber Name

STEP 5

Enter the Original Prescription No

STEP 6

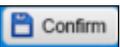
Click on the  button



Alert	Drug Name	Order Details	Order Qty	Drug Info
1	Paracetamol 10mg/ml in 100ml solution for IV infusion	1000 mg, OD (once daily), Parenteral Solution, Intravenous Infusion, 29/07/2019 (3 Days)	3 vial (RM 43.89)	 

Figure 3.5-3 Normal Order Screen

STEP 7

Click on  button to confirm the prescription

3.6 Renew RX with Different Duration

This function is use by prescriber to renew the drugs from patient’s profile with new duration.

Figure 3.6-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

Rx No.	Original Prescription Serial Number	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date
FI00000403124	123	No	Sodium Dihydrogen Phosphate Anhydrous (NaH2PO4 - Sodium dihydrogen orthophosphate anhydrous)	1 mmol	Oral	OD (once daily)	9 Days	19/07/2019 02:37:51 PM	28/07/2019 02:37:51 PM
W30000402900		No	Topiramate 25 mg Tablet	6.5 mg	Oral	OD (once daily)	6 Days	10/04/2019 10:58:16 AM	16/04/2019 10:58:16 AM

Figure 3.6-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to renew

STEP 3

Click on the **Renew Rx with different duration** to renew selected drugs

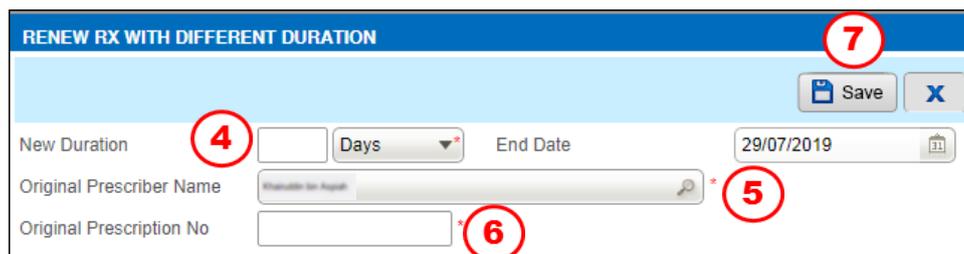


Figure 3.6-3 Renew RX With Different Duration

STEP 4

Enter new duration

STEP 5

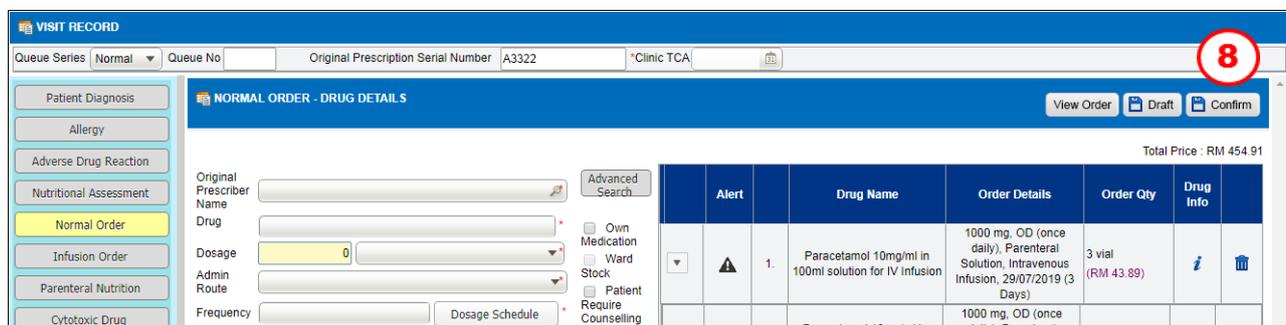
Select the Original Prescriber Name

STEP 6

Enter the Original Prescription No

STEP 7

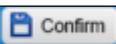
Click on the  button



Alert	Drug Name	Order Details	Order Qty	Drug Info
1	Paracetamol 10mg/ml in 100ml solution for IV Infusion	1000 mg, OD (once daily), Parenteral Solution, Intravenous Infusion, 29/07/2019 (3 Days)	3 vial (RM 43.89)	

Figure 3.6-4 Normal Order Screen

STEP 8

Click on  button to confirm the prescription

3.7 Change

Pharmacist is allowed to modify Dosage, Frequency and Duration.

Figure 3.7-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

MEDICATION PROFILE										
Administration Dispensing										
Renew Rx with different duration Renew Rx Stop Change Save X										
<p>Mykad: [Mykad] Age: 45 Years 03 Months 01 Days Gender: Male MRN: HKLM001</p> <p>Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies</p> <p>Height: [Height] cm Weight: [Weight] kg BMI/BSA: 0/0 m² (Last Updated:) Nationality: Warganegara</p>										
<p>Drug Name: [Drug Name] Visit Type: [All]</p> <p>Prescription Date From: [Prescription Date From] Prescription Date To: [Prescription Date To]</p> <p>Prescription Status: [All] Location: [All]</p> <p>Order Type: [Normal] Search: [Search]</p>										
Current Medication										
Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Sta	
<input checked="" type="checkbox"/> KP40000209646	No	Paracetamol 500 mg Tablet	1000 mg	Oral	TDS PRN	7 Days	19/03/2018 05:11:16 PM	26/03/2018 05:11:16 PM	FULLY DIS	
Previous Medication										
Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Sta	
<input type="checkbox"/> KP40000209641	No	Paracetamol 10mg/ml in 100ml solution for IV infusion	1000 mg	Intravenous Infusion	OD (once daily)	7 Days	19/03/2018 03:20:15 PM	26/03/2018 03:20:15 PM	ST	

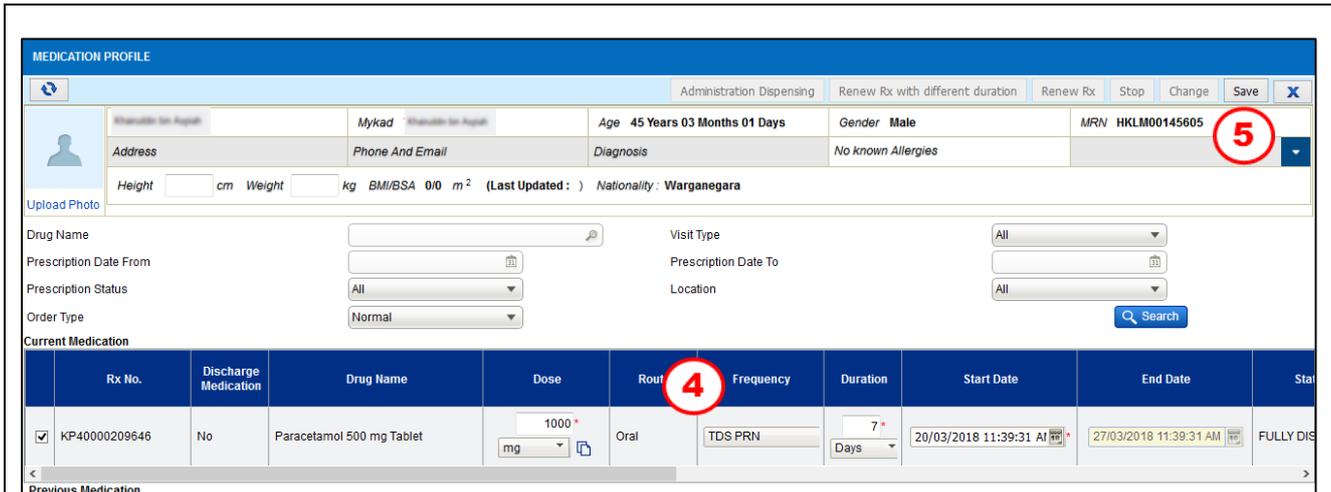
Figure 3.7-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to modify

STEP 3

Click on the to modify selected drugs



MEDICATION PROFILE

Administration Dispensing Renew Rx with different duration Renew Rx Stop Change Save X

Mykad Mykad Age 45 Years 03 Months 01 Days Gender Male MRN HKLM00145605 **5**

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² (Last Updated :) Nationality : Warganegara

Drug Name Visit Type All

Prescription Date From Prescription Date To

Prescription Status All Location All

Order Type Normal Search

Rx No.	Discharge Medication	Drug Name	Dose	Route 4	Frequency	Duration	Start Date	End Date	Status
<input checked="" type="checkbox"/> KP40000209646	No	Paracetamol 500 mg Tablet	1000 mg	Oral	TDS PRN	7 Days	20/03/2018 11:39:31 AM	27/03/2018 11:39:31 AM	FULLY DIS

Previous Medication

Figure 3.7-3 Medication Profile Screen

STEP 4

Change **Dose**, **Frequency**, and **Duration**

STEP 5

Click on the to save the changes

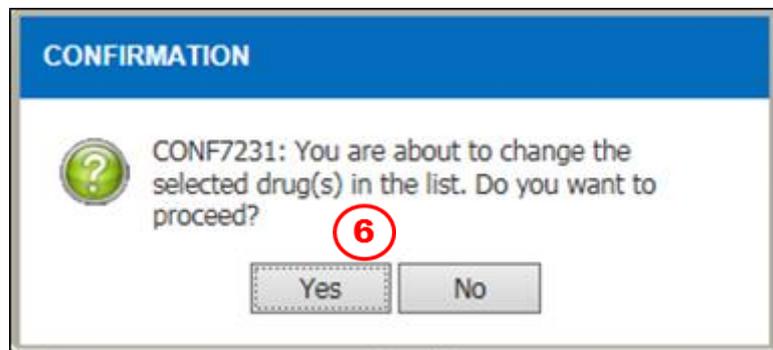


Figure 3.7-4 Confirmation Alert Message

STEP 6

click on to proceed ordering screen

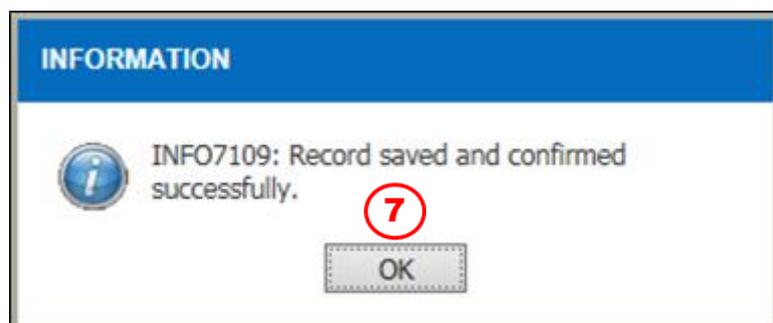


Figure 3.7-5 Information Alert Message

STEP 7

click on to confirm the changes

3.8 Stop

Pharmacist is allowed to stop current medication.

Figure 3.8-1 Medication Order Screen

STEP 1

Click on **Medication Profile** hyperlink

	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Sta
<input checked="" type="checkbox"/>	KP40000209643	No	Prednisolone 5 mg Tablet	5 mg	Oral	OD (once daily)	7 Days	19/03/2018 03:46:02 PM	26/03/2018 03:46:02 PM	ACKNOW
<input type="checkbox"/>	KP40000209643	No	Prednisolone 5 mg Tablet(Taper Up)	5 mg	Oral	OD (once daily)	14 Days	26/03/2018 03:46:02 PM	09/04/2018 03:46:02 PM	ACKNOW

Figure 3.8-2 Medication Profile Screen

STEP 2

Click on the to select drugs that want to modify

STEP 3

Click on the to modify selected drugs

INFORMATION

X

i INFO7318: The drug Prednisolone 5 mg Tablet

Frequency : 5 mg, OD (once daily), Oral Tablet

Duration :(7 Days)

Start/End Date : 19/03/2018 - 26/03/2018

Active in the previous medication

4

Stop Previous Order
Renew with current end date

Apply to all selected drugs

Figure 3.8-3 Medication Profile Screen

STEP 4

Click on Stop **Current Order**

STEP 5

Click on the  to close the screen

MEDICATION PROFILE

Administration Dispensing
Renew Rx with different duration
Renew Rx
Stop
Change
Save
X

	Mykad Mykad	Age 33 Years 02 Months 08 Days	Gender Female	MRN HKLM00145606
Address		Phone And Email	Diagnosis	No known Allergies
Height <input type="text"/> cm Weight <input type="text"/> kg BMI/BSA 0/0 m ² (Last Updated :) Nationality : Warganegara				

Upload Photo

Drug Name

Prescription Date From

Prescription Status All

Order Type Normal

Visit Type All

Prescription Date To

Location All

Search

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
Current Medication									
Previous Medication									
KP40000209643	No	Prednisolone 5 mg Tablet	5 mg	Oral	OD (once daily)	7 Days	19/03/2018 03:46:02 PM	26/03/2018 03:46:02 PM	STOP
KP40000209643	No	Prednisolone 5 mg Tablet(Taper Up)	5 mg	Oral	OD (once daily)	14 Days	26/03/2018 03:46:02 PM	09/04/2018 03:46:02 PM	STOP

Figure 3.8-4 Medication Profile Screen

3.9 Manage Prescription

Pharmacist is allowed to manage prescription made after they confirm the order

3.9.1 Stop Medication

Pharmacist is allowed to stop prescribed medication order from being administered or dispensed.

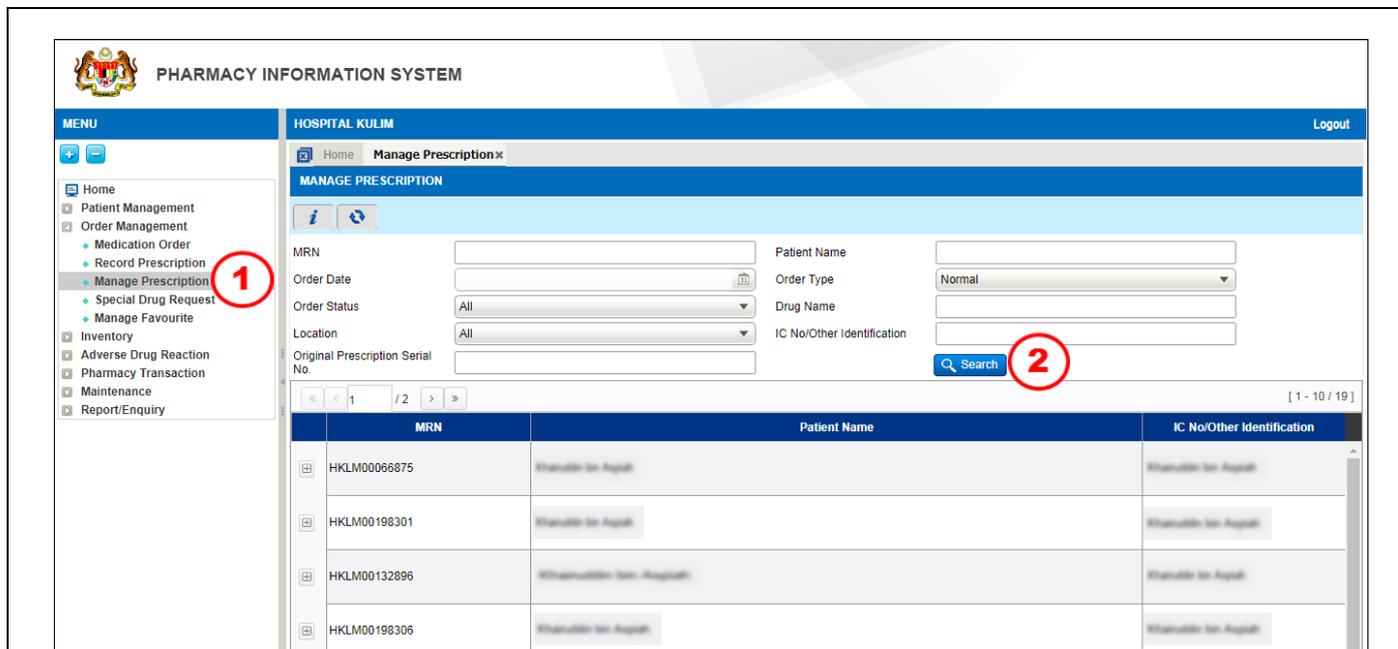


Figure 3.9.1-1 Manage Prescription Listing Page

STEP 1

Click on 'Order Management' menu and followed by 'Manage Prescription' sub-menu

Note

On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Scan the MRN using barcode scanner. • Type the MRN either full or partial
b	Order date	Order date	Allow to search by ordered date
c	Order Status	According to Order in which stage	Able to filter by order status
d	Location	Patient visit location	Able to filter and search patient name by visit location
e	Patient Name	Patient Name	Allow to search by patient name
f	Order Type	<ul style="list-style-type: none"> - Normal - CDR - IV - PN - Radiopharmaceuticals 	Allow to search by order type

g	Drug Name	Drug Name	Allow to search by full or partial
h	IC No/Other Identification	IC No	Allow to search by IC Number
i	Original Prescription Serial No	Original Prescription Serial No	Allow to search Original Prescription Serial No

Table 3.9.1-1

- Search result of patient record list will be displayed:
 - MRN
 - Original Prescription Serial No
 - Patient Name
 - IC No/Other Identification
 - Location
 - Prescriber Name
 - Visit Type
 - Encounter No
 - Visit Date
 - Order Status

STEP 2

Click on the  button to search patient

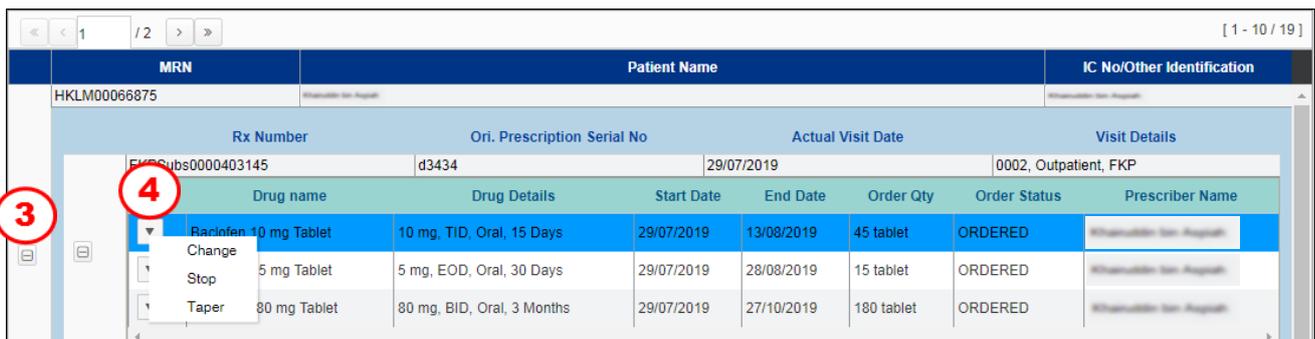


Figure 3.9.1-2 Manage Prescription Listing Page

STEP 3

Click on  button to view selected patient's prescription

Note

- Information will be displayed as below after click  button:
 - Drug Name
 - Drug Details
 - Start Date
 - End Date
 - Order Qty
 - Order Status
 - Prescriber Name

STEP 4

Right click on the  button and select **Stop**

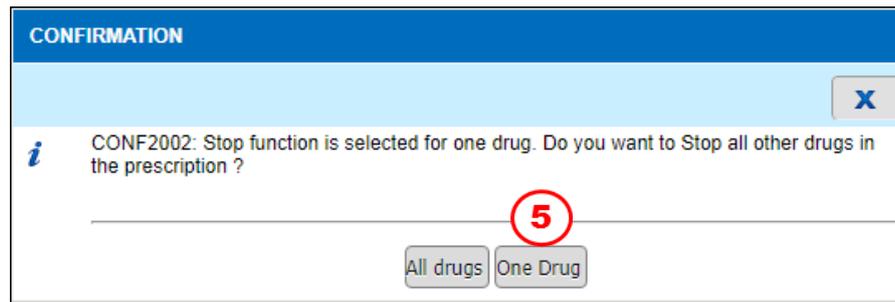


Figure 3.9.1-3 Manage Prescription With Stop Order Option

STEP 5

Click on the  to stop selected drug

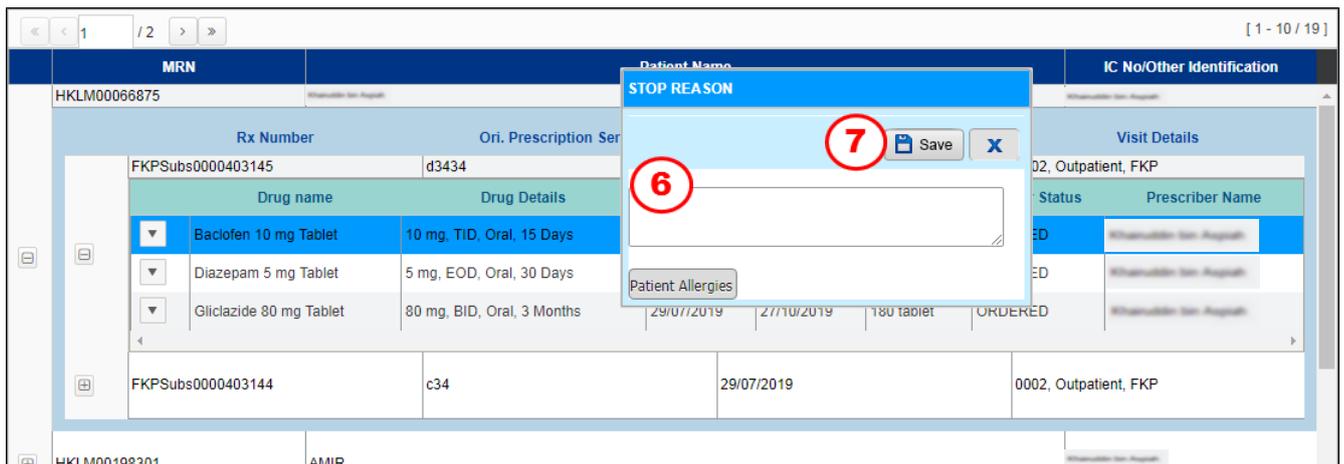
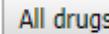
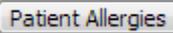


Figure 3.9.1-4 Manage Prescription With Stop Order Option

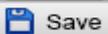
STEP 6

Enter reason for stop order

Note

- If user select  button as per Figure 3.9.1-3, all medication in the prescription will be stop.
- If pharmacist found prescription need to be stopped due to patient allergies, pharmacist is allowed to click on the  button to record allergies.

STEP 7

Click on the  button to save record

4.1 Acknowledgement

Acknowledgement is used to view current medication records that need to be dispense. It enables user to generate and print queue number upon patients' arrival.

4.1.1 Acknowledge upon patient arrival

Pharmacy Acknowledgement allows pharmacist to acknowledge patient arrival and assign queue number to the patient.

Figure 4.1.1-1 Pharmacy Acknowledgement Listing Page

STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

Note

- By default, list of patients will be display according to pharmacist's location access.
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
d	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
e	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
f	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> Type the MRN either full or partial: Example: HPSF00001234 or "1234"
g	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number

h	Mode of Services	<ul style="list-style-type: none"> - All - Appointment Card - Email and Take - Fax and Take - Normal Collection - SMS and Take - Telephone and Take - UMP - Others 	Allow user to search by patient registered with value added services for next collection
i	Order Type	<ul style="list-style-type: none"> - All - Normal - SPUB - Discharge - Referred Patient 	Able to filter and search patient's record by order type
j	Patient Name	Name of Patient	Allow to search by patient name
k	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
Advanced Search			
a	Order Date from	Order date from	Able to filter and search patient's record by order date from
b	Order Date To	Order date to	Able to filter and search patient's record by order date to
c	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
d	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
e	eGL Status	<ul style="list-style-type: none"> - All - Paying - Non Paying 	Able to filter and search patient's record by eGL status
f	Patient Type	<ul style="list-style-type: none"> - All - Outpatient - Inpatient 	Able to filter and search patient's type

Table 4.1.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of patient list will display:

- MRN
- Patient Name
- IC No/Other Identification
- Order Date
- Order Time
- Order Location
- Prescription No
- Prescription Status
- eGL Status
- Next Collection Date

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 4.1.1-2**

PHARMACY ACKNOWLEDGEMENT

Print Queue No Acknowledge X

Mykad Age 75 Years 10 Months 05 Days Gender Male MRN HPSF00019626

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0.0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

Encounter No: 0382 Visit Date: 04/08/2015 Attending Practitioner: Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000236256

PHARMACY ACKNOWLEDGEMENT

4 Patient Arrived Arrived Date Arrived Time

Queue No Queue Series Normal Dispensing Location UNIT FARMASI KLINIK PAKAR

Collector Name Relationship Patient SPUB

PRESCRIPTIONS

Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Perindopril 4 mg Tablet	Oral Tablet	Oral	6 mg	OD	3 Months	135 tablet	135 tablet	04/08/2015 11:22:39 AM	02/11/2015 11:22:39 AM	Discontinued	Remark

Figure 4.1.1-2 Pharmacy Acknowledgement

Note

- When the selected patient name is clicked, the summary of patient information will be displayed in the patient banner. The patient banner will be displayed at the specific screen only when patient information is required. Below is the list of patient information:

Description	Remarks
Patient banner	<ul style="list-style-type: none"> a. Patient Name b. Patient Address c. Patient IC Number d. Patient Phone and Email e. Patient Diagnosis f. Patient Age g. Patient Allergy h. Patient Gender i. Patient MRN
Patient clinical information	<ul style="list-style-type: none"> a. ADR <ul style="list-style-type: none"> - Adverse Drug Reaction record b. Lab Results <ul style="list-style-type: none"> - Patient's laboratory TDM test result c. Counselling History <ul style="list-style-type: none"> - Medication Counselling records d. Demographic <ul style="list-style-type: none"> - Patient demographic e. Pharmacist Notes <ul style="list-style-type: none"> - Notes for MTAC, Ward Pharmacy and TDM f. Medication Profile <ul style="list-style-type: none"> - Patient current and previous medication history g. Other Appointments <ul style="list-style-type: none"> - Appointments recorded for the patient



<i>Current visit Information</i>	<ul style="list-style-type: none"> a. <i>Visit number</i> b. <i>Attending practitioner</i> c. <i>Visit date</i> d. <i>Visit location</i> e. <i>Room No / Bed No</i> f. <i>Rx No</i>
----------------------------------	---

Table 4.1.1-2

- *The pharmacy acknowledgement screen consists of 2 sections:*

a. Pharmacy acknowledgement

Description	Remarks
<i>Patient arrived check box</i>	<i>Once user checks on this checkbox, system will capture the system date and time. This date and time will be displayed in 'Arrived date' and 'Arrival time' field.</i>
<i>Queue number</i>	<i>System will auto generate queue number. This number will be reset on a daily basis</i>
<i>Collector name</i>	<i>Name of person who collects the prescription.</i>
<i>Arrived date</i>	<i>Once user checks on 'Patient arrival' checkbox, arrival date will be captured and displayed</i>
<i>Arrived time</i>	<i>Once user checks on 'Patient arrival' checkbox, arrival time will be captured and displayed</i>
<i>Queue Series</i>	<i>This field will show the queue series in a drop down combo box based on the 'Queue Series' values configured in the system parameter table</i>
<i>Dispensing location</i>	<i>Pharmacy location</i>
<i>Relationship</i>	<i>relationship of the collector with the patient in a drop down combo box based on the 'Relationship with patient'</i>

Table 4.1.1-3

b. Prescription

Description	Remarks
<i>Drug Name</i>	<i>Name of drug ordered by prescriber.</i>
<i>Dosage form</i>	<i>Form of drug for the prescribed drug.</i>
<i>Drug route</i>	<i>Route selected by prescriber.</i>
<i>Dose</i>	<i>Dosage ordered from prescriber</i>
<i>Frequency</i>	<i>Frequency ordered from prescriber</i>
<i>Duration</i>	<i>Drug duration</i>
<i>Order quantity</i>	<i>Ordered quantity</i>
<i>Start Date</i>	<i>Medication start date</i>
<i>End date / time</i>	<i>Medication end date</i>
<i>Status</i>	<i>Prescription status</i>
<i>Remarks</i>	<i>Drugs remarks from prescriber</i>

Table 4.1.1-4

STEP 4

Click on the **Patient Arrived** check box to confirm patient arrival

Note

- **Arrived Date** and **Arrived Time** will be defaulted to current date and time.
- **Collector Name** and **Relationship** will be default to the patient name. If collecting on behalf of patient, user may enter the collector details.

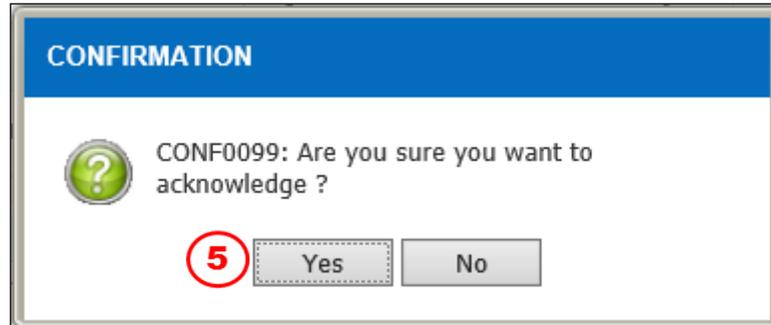


Figure 4.1.1-3 Confirmation Alert Message

STEP 5

Click on the button to acknowledge the patient

Note

- Upon acknowledged patient arrival, user may print **Queue No** by clicking on the button as per **Figure 4.1.1-4**. The queue no is display as per **Figure 4.1.1-5**.
- Queue Ticket Number will be auto generate, this number based on values set in the master table. User can set starting value based on queue series. This number will be reset on a daily basis.
- Queue Ticket Number will display:
 - a) Department.
 - b) Facility Name.
 - c) Queue Number.
 - d) Date and Time.
- Printing the system's queue number is only applicable for certain facility.

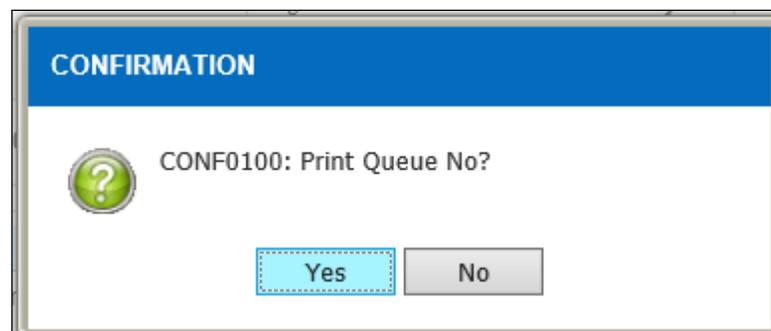


Figure 4.1.1-4 Confirmation Alert Message

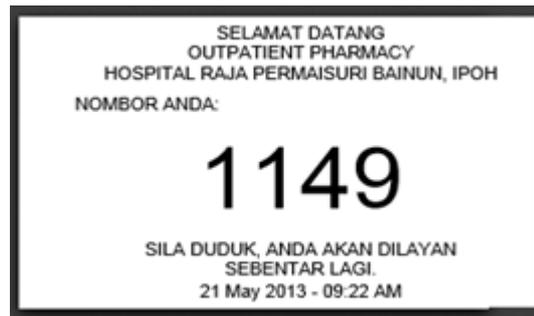


Figure 4.1.1-5 Queue Ticket Number Sample

4.1.2 Acknowledge Prescription Without Patient Arrival

Allow user to acknowledge prescription without patient arrival.

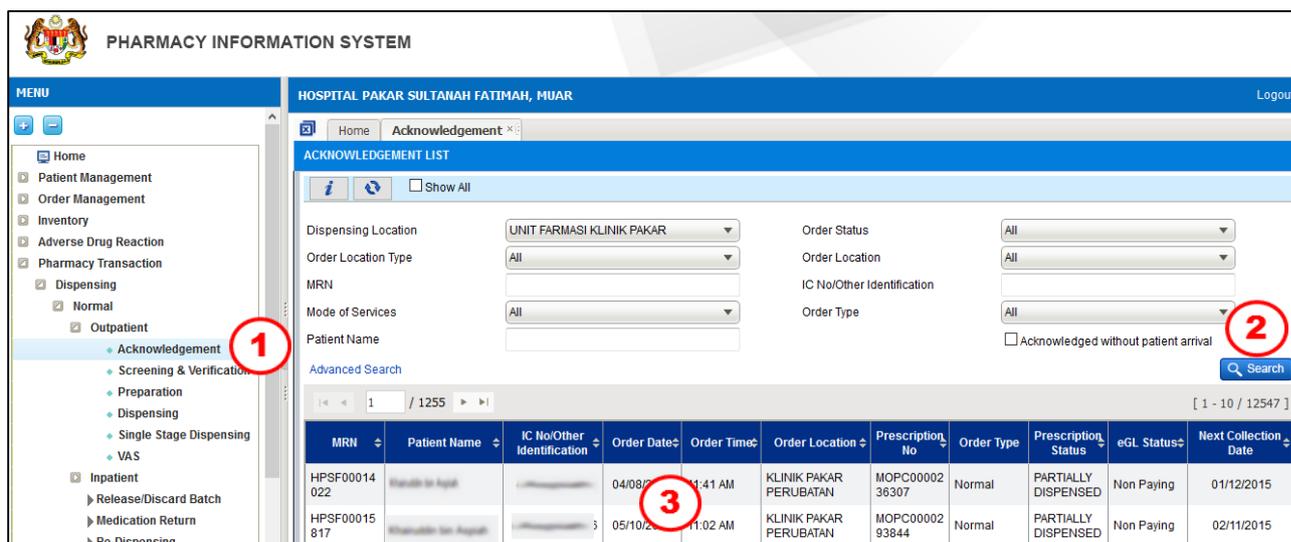


Figure 4.1.2-1 Pharmacy Acknowledgement Listing Page

STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
l	Show All	Check box	Able to view all patient record
m	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
n	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
o	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
p	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
q	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
r	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
s	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - SMS and Take	Allow user to search by patient registered with value added services for next collection

		<ul style="list-style-type: none"> - Telephone and Take - UMP - Others 	
t	Order Type	<ul style="list-style-type: none"> - All - Normal - SPUB - Discharge - Referred Patient 	Able to filter and search patient's record by order type
u	Patient Name	Name of Patient	Allow to search by patient name
v	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
Advanced Search			
g	Order Date from	Order date from	Able to filter and search patient's record by order date from
h	Order Date To	Order date to	Able to filter and search patient's record by order date to
i	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
j	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
k	eGL Status	<ul style="list-style-type: none"> - All - Paying - Non Paying 	Able to filter and search patient's record by eGL status
l	Patient Type	<ul style="list-style-type: none"> - All - Outpatient - Inpatient 	Able to filter and search patient's type

Table 4.1.2-1

STEP 2

Click on the  button to search the patient

STEP 3

Double click on the selected patient's details

PHARMACY ACKNOWLEDGEMENT

Print Queue No. Acknowledge X

Mykad Age 85 Years 04 Months 10 Days Gender Female MRN HPSF00015817

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated :) Nat Nationality : Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0458 Visit Date: 05/10/2015 Attending Practitioner: Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000293844

PHARMACY ACKNOWLEDGEMENT

Patient Arrived Arrived Date Arrived Time

Queue No Queue Series Normal Dispensing Location UNIT FARMASI KLINIK PAKAR

Collector Name Relationship Patient SPUB

PRESCRIPTIONS

Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Amlodipine 5 mg Tablet	Oral Tablet	Oral	5 mg	OM	6 Months	180 tablet	150 tablet	05/10/2015 11:01:52 AM	02/04/2016 11:01:52 AM	Stop	Remark

Figure 4.1.2-2 Pharmacy Acknowledgement

STEP 4

Click on the button to acknowledge the prescription

Note

The process is same as acknowledge with patient arrival, except the **Patient Arrived** checkbox is not selected.

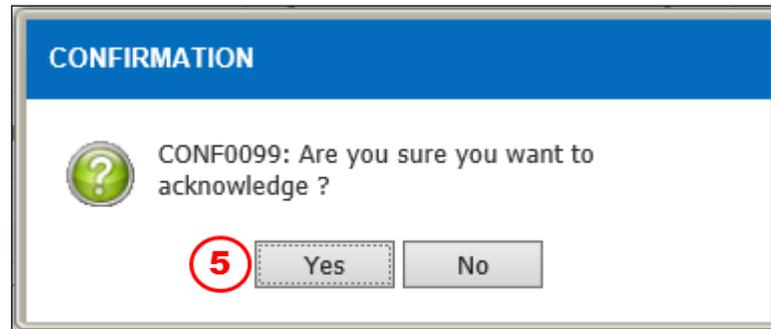


Figure 4.1.2.3 Confirmation Alert Message

STEP 5

Click on the button to confirm the acknowledgement

STEP 6

Click on the button to close existing screen as per **Figure 4.1.2-2**

4.1.3 Queue Details

This function allows user to assign queue number for patient upon patient arrival.

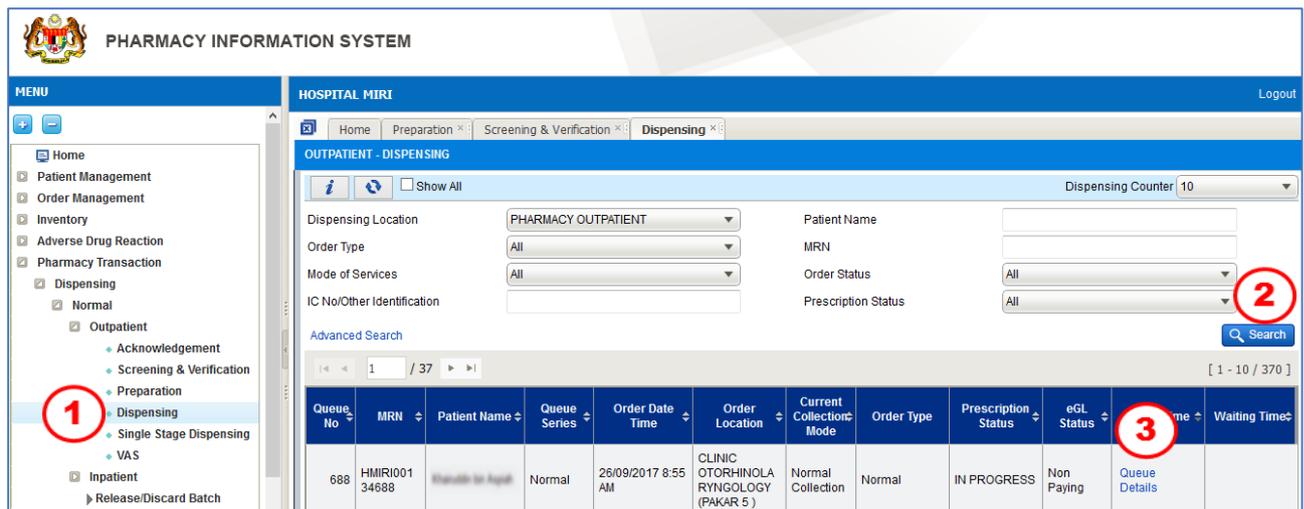


Figure 4.1.3-1 Pharmacy Dispensing Listing Screen

STEP 1

Click on the 'Dispensing' sub menu

STEP 2

Search the patient's record using the searching criteria

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others - SMS and Take - Telephone and Take - UMP	Allow user to search by patient registered with value added services for next collection

g	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	- All - Hold - Expired	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No

Table 4.1.3-1

STEP 3

Click on the **Queue Details** hyperlink

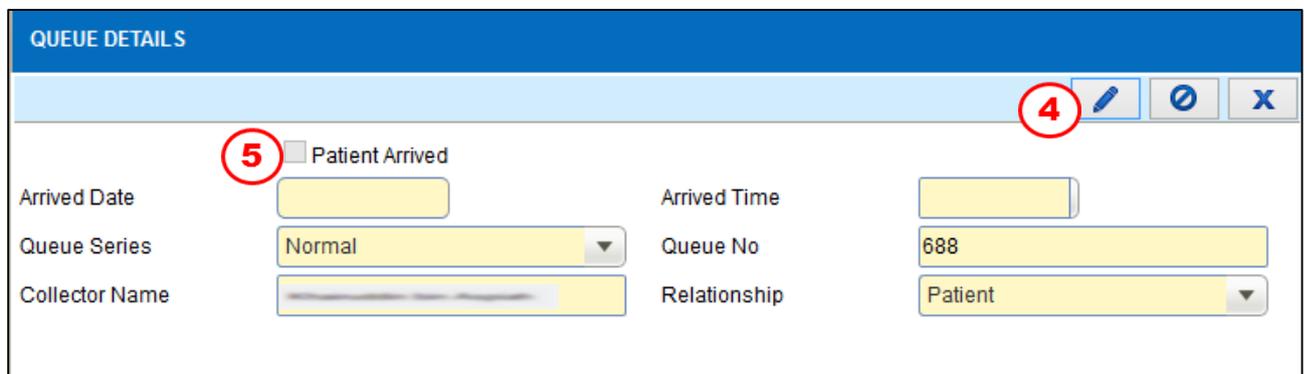


Figure 4.1.3-2 Queue Details

STEP 4

Click on the  button

STEP 5

Click on the  check box at **Patient Arrived**

Note

Arrived Date and Arrived Time will be auto generated.

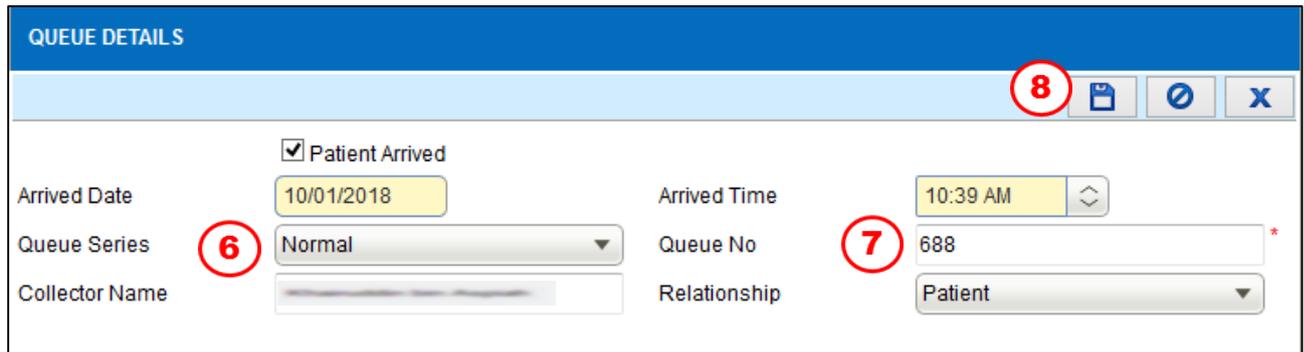


Figure 4.1.3-3 Queue Details

STEP 6

Select **Queue Series** as listed:

- Normal
- Express
- Special
- Others

STEP 7

Enter queue number

Note

- At Collector Name, patient name will be generated automatically but user able to edit and type in collector name manually.
- User also able to select collector relationship to the patient.

STEP 8

Click on  the button to save record

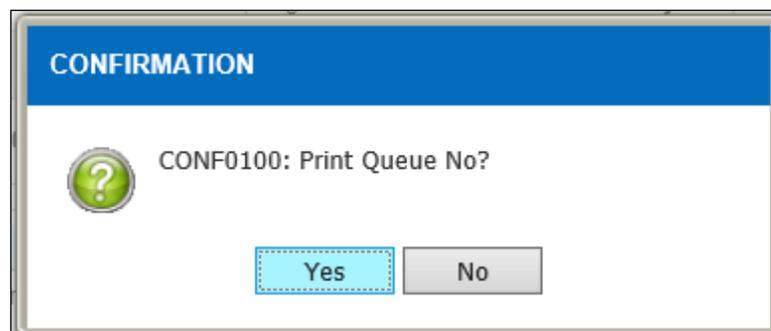


Figure 4.1.3-4 Confirmation Alert Message

Note

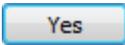
- Upon acknowledged patient arrival, user may print **Queue No** by clicking on  button. The queue no is displayed as per **Figure 4.1.3-5**.
- Printing the system's queue number is only applicable for certain facility.



Figure 4.1.3-5 Queue Ticket Number Sample

5.1 Screening and Verification

This function is used to screen & verify prescription before preparation and dispensing stage.

5.1.1 Verify Prescription

This screen will allow user to do the checking and verification on the prescription.

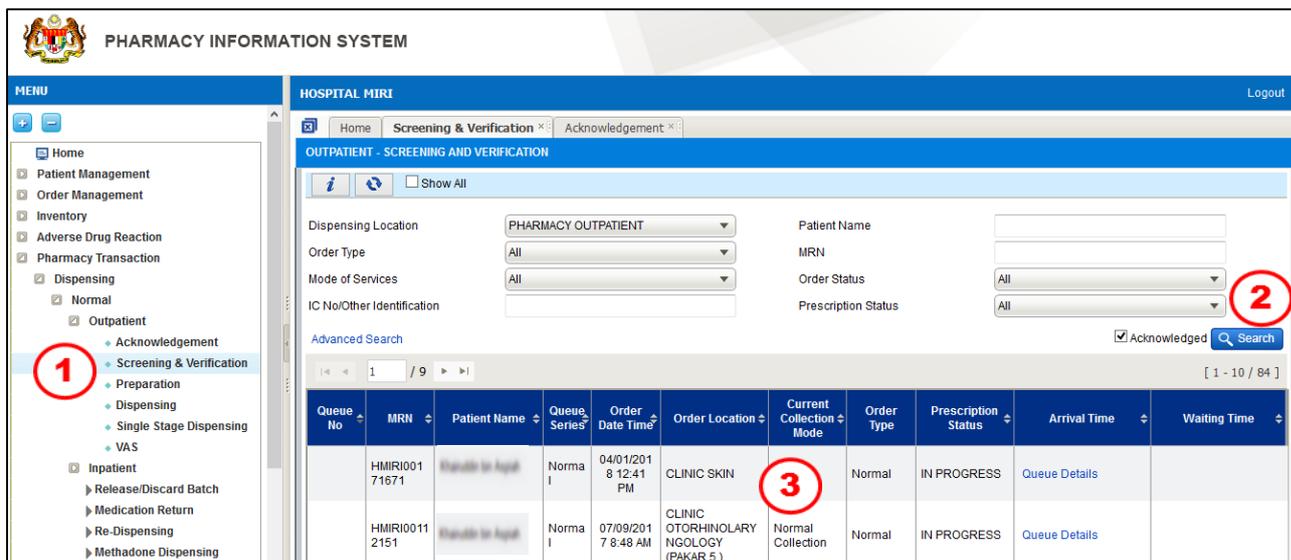


Figure 5.1.1-1 Screening & Verification Listing Screen

STEP 1

Click on 'Screening & Verification' sub menu

Note

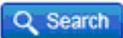
Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others - SMS and Take	Allow user to search by patient registered with value added services for next collection

		- Telephone and Take - UMP	
g	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	- All - Hold - Expired	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No

Table 5.1.1-1

STEP 2

Click on the  button to search the patient

Note

- Search result of the current order patient list will be displayed:
 - Queue No
 - MRN
 - Patient Name
 - Queue Series
 - Order Date Time
 - Order Location
 - Current Collection Mode
 - Prescription Status
 - eGL Status
 - Arrival Time
 - Waiting Time
- Patient waiting time is showed at screening & verification, preparation and dispensing screen.
- Waiting time will be auto display when generate queue number.

- Waiting time will be in hh:mm:ss format. Example 1:20:10
- For prescription without patient arrival, this field will be blank.
- Waiting time will be shown with different colours and indicates as below.
 - a) Red - Patient has waited for more than 30 minutes.
 - b) Navy Blue - Patient has waited for more than 20 minutes but less than 30 minutes.
 - c) Green - Patient has waited for less than 20 minutes.

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 5.1.1-2**

Figure 5.1.1-2 Screening & Verification screen

Note

Screening and verification screen consist of 3 (three) sections:

a. Pharmacy Acknowledgement

Description	Remarks
Patient Arrived	Patient acknowledged arrived
Queue Series	Queue series as of in system configured
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time and date based on “Patient Arrived”
Collector Name	Name of the person who collects the prescription
Relationship	Relationship between patient and collector

Table 5.1.1-2

b. Pharmacy order

Description	Remarks
Clinic TCA	To come Again
Next Collection Date	Next collection date
Supply Duration	Drug to be supply based on ordered duration
Current Collection Mode	Current collection mode

Next collection mode (Value Added Services)	To select the mode of collection
Next Collection Location	Next collection location to be collect
SPUB	Patient taking medicine from other hospital
Dispense at	Pharmacy location
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MAR	Calculated for partial supply prescription only

Table 5.1.1-3

c. Prescription

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber
Reserve Qty	Drugs quantity to be reserved
Dispense UOM Qty	Quantity available in UOM
Balance	Balance quantity and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
Prev Disp Qty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber Name	Doctor that ordered the prescription
Status	Prescription status

Table 5.1.1-4

Note

- Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.
 - Drug Interaction = 
 - Drug Info = 
- If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.
- This icon , will display the drug information screen

STEP 4

Click on the  button to confirm verification process

Note

- To skip the preparation process, tick the Proceed to Dispense check box.
- Click at the Reserve quantity checkbox if there is no stock for a particular drug to dispense '0' quantity.
- Supply duration will default to 30 if the order duration is >30 days.
- User may click on the  button to allocate quantity at the Screening and Verification stage.
- User able to do Intervention, Alternate/Combination and Hold drug at screening and verification screen by click on the  context menu. Refer steps starting in **section 5.1.2**
- After allocate, user also able to print the drug label. Refer steps in **section 6.1.3 Drug Label**

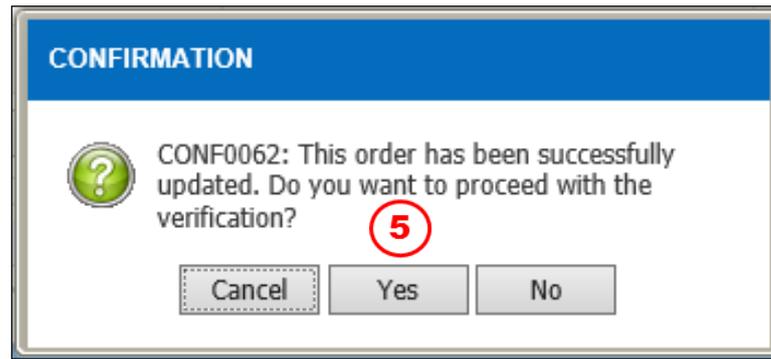
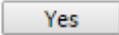


Figure 5.1.1-3 Confirmation Alert Message

STEP 5

Click on the  button to save record

5.1.2 Intervention

This function allow user to modify the dosage, frequency and duration. This function is available in screening and verification screen and also preparation screen.

SCREENING AND VERIFICATION

Mykad: [Redacted] Age: 23 Years 03 Months 24 Days Gender: Female MRN: HKLM00198329
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

Encounter No: 0001 Actual Visit Date: 16/07/2019 Attending Practitioner: [Redacted] Visit Location: Klinik Pakar 4 (Dental) Rx No: KP40000403122
 Original Prescription Serial No: eqq2w

PHARMACY ACKNOWLEDGEMENT

Patient Arrived Queue Series: Normal Queue No: [] Arrival Time: 16/07/2019 03:56 PM Collector Name: [Redacted] Relationship: Patient

PHARMACY ORDER

Clinic TCA: 28/08/2019 No. of Days: 30 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 28/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection
 Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling
 Adherence Score: [] MPR: []

PRESCRIPTION ENGLISH

<input checked="" type="checkbox"/>	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input checked="" type="checkbox"/>	Carvedilol 6.25mg Tablet	6.25 mg, BID, Oral, 3 Months 16/07/2019 03:55 PM - 14/10/2019 03:55 PM	180 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	90 tablet (60 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Redacted]	Acknowledge
	Carvedilol 6.25mg Tablet			90 tablet								

Figure 5.1.2-1 Screening & Verification

Note

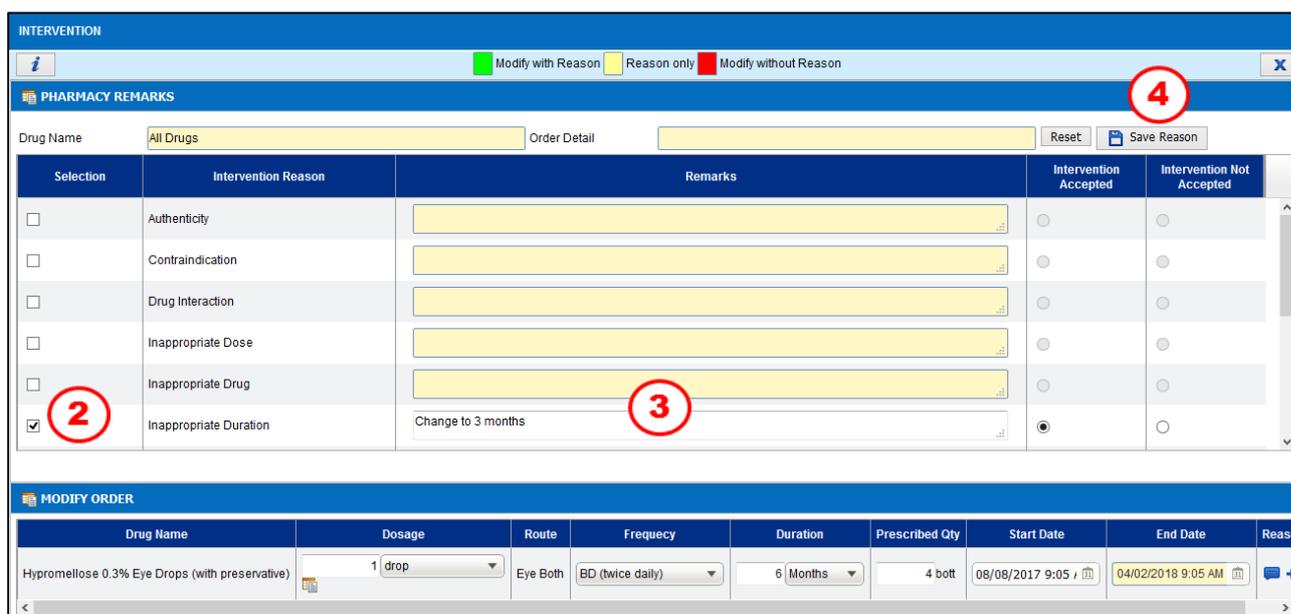
Repeat step 1 to 3 as per [Figure 5.1.1 section Verify Prescription](#) before performs Intervention steps.

STEP 1

Select the drug and click at the button as per [Figure 5.1.2-1](#)

Note

Tick to select at least one drug before clicking the button



Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Drug Interaction		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Inappropriate Duration	Change to 3 months	<input checked="" type="radio"/>	<input type="radio"/>

Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reason
Hyromellose 0.3% Eye Drops (with preservative)	1 drop	Eye Both	BD (twice daily)	6 Months	4 bott	08/08/2017 9:05	04/02/2018 9:05 AM	

Figure 5.1.2-2 Intervention

STEP 2

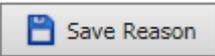
Select the **Intervention Reason** by clicking the **Selection** checkbox. Reasons shall be selected as per below:

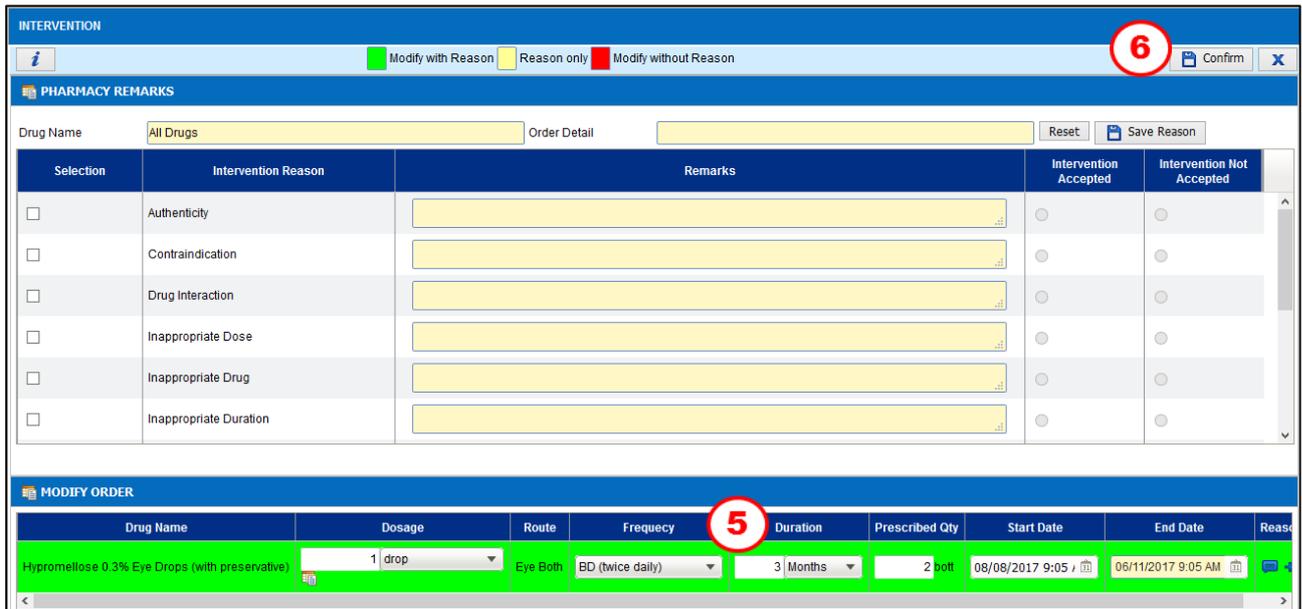
- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

STEP 3

Enter the **Remarks** and select either **Intervention Accepted** or **Intervention Not Accepted** after consulting the prescriber

STEP 4

Click on the  button to save the changes made



Selection	Intervention Reason	Remarks	Intervention Accepted	Intervention Not Accepted
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Drug Interaction		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Duration		<input type="radio"/>	<input type="radio"/>

Drug Name	Dosage	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Reason
Hypromellose 0.3% Eye Drops (with preservative)	1 drop	Eye Both	BD (twice daily)	3 Months	2 bott	08/08/2017 9:05	06/11/2017 9:05 AM	

Figure 5.1.2-3 Modify Order

STEP 5

Change the Order details as required as per **Figure 5.1.2-3**

Note

- Background color for the drugs change from grey to Yellow, means the records is being updated on the intervention reason but no modification been done.
- There were also some color indicator highlighted for a drug row, when user do the intervention:
 - GREEN**- Modify with Intervention Reason:- user able to save changes.
 - YELLOW**- Add Reason only:- user able to save changes.
 - RED**-Modify without Reason:- user are not able to save changes. User need to add in at least one reason to save changes
- User is allowed to change the Dosage, Frequency and Duration.

STEP 6

Click on the  button to confirm Modify Order

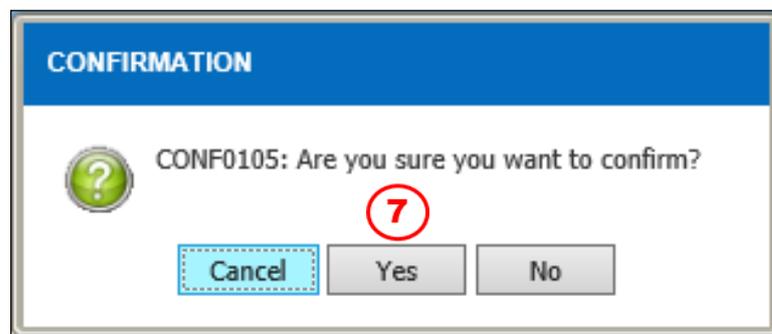


Figure 5.1.2-4 Confirmation alert message

STEP 7

Click on the  button to confirm drug Intervention

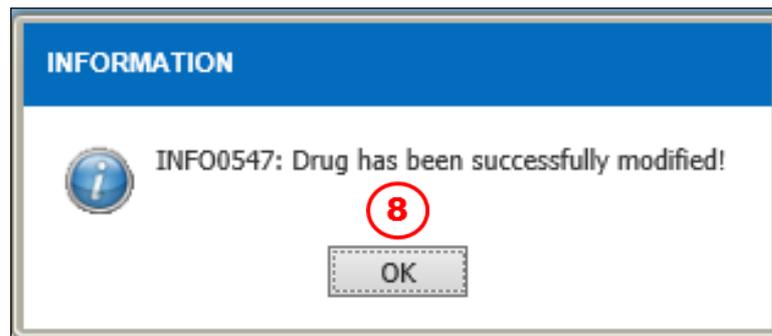
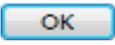


Figure 5.1.2-5 Information alert message

STEP 8

Click on the  button to save record

Note

Once the order has been successfully modified, a blue hyperlink with the intervention information will be display as per **Figure 5.1.2-6**.

	<input type="checkbox"/>	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, BID, Eye Both, 3 Months	2 bott	<input type="checkbox"/>	0 bottle	2 bott (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott	
			08/08/2017 09:05 AM - 06/11/2017 09:05 AM								
	<input type="checkbox"/>	Ranitidine 150 mg Tablet	150 mg, OD, Oral, 6 Months	180 tablet	<input type="checkbox"/>	0 tablet	180 tablet (27 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	
			08/08/2017 09:05 AM - 04/02/2018 09:05 AM								

Figure 5.1.2-6 Updated Prescription

5.1.3 Alternate Drug

This function allows user to dispense different drugs from existing ordered drug with condition, alternate drug should contain same active ingredient and same administration route.

SCREENING AND VERIFICATION

Encounter No: 0001 Actual Visit Date: 16/07/2019 Attending Practitioner: Visit Location: Klinik Pakar 4 (Dental) Rx No: KP40000403122
Original Prescription Serial No: eqq2w

PHARMACY ACKNOWLEDGEMENT

PHARMACY ORDER

Prescription Table:

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Carvedilol 6.25mg Tablet	6.25 mg, BID, Oral, 3 Months 16/07/2019 03:55 PM - 14/10/2019 03:55 PM	180 tablet	0 Alternate 1	1 tablet	90 tablet (60 day(s))	Remarks	Detail	0 tablet			Acknowledge
Carvedilol 6.25mg Tablet			90 tablet								

Figure 5.1.3-1 Screening & Verification

Note

Repeat Step 1 to Step 3 as per [Figure 5.1.1 section in Verify Prescription](#) before perform Alternate Drug steps.

STEP 1

Click on the [Alternate](#) hyperlink as per **Figure 5.1.3-1**

ALTERNATE DRUG DETAILS

Location: PHARMACY OUTPATIENT
Ordered Drug Code: S01XA2000D2002XX
Ordered Drug Desc: Hypromellose 0.3% Eye Drops (with preservative)

Order Detail: 1 drop, QID, 12 Months
Dosage Form: Ophthalmic Drop(s)
Route: Eye Right
Supply Duration: 30 days Date From 08/01/2018 to 07/02/2018

BATCH DETAIL

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Hypromellose 0.3%, Carbomer 980 Ophthalmic Gel	Ophthalmic Gel	Eye Both	2 drop	424606	30/09/2019	458	tube	4	<input checked="" type="checkbox"/>
2	Hypromellose 0.3% Eye Drop (Preservative Free)	Ophthalmic Solution	Eye Both	0 drop	16225A	31/05/2018	696	vial	0	<input type="checkbox"/>
				0 drop	16343C	31/08/2018	11392	vial	0	<input type="checkbox"/>

Figure 5.1.3-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose**

STEP 3

Click on the  button to save the record

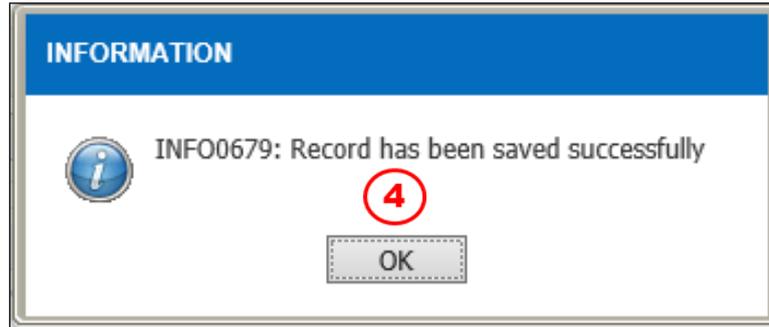
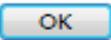


Figure 5.1.3-4 Information Alert Message

STEP 4

Click on the  button to save record and screen will close automatically and back to prescription screen as **Figure 5.1.3-5**

PRESCRIPTION												
■	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, QID, Eye Both, 12 Months 13/06/2017 01:06 PM - 08/06/2018 01:06 PM	15 bott	0 <input type="checkbox"/> Alternate	0 bottle	11 bott (121 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott			Ackr
	Hypromellose 0.3%, Carbomer 980 Ophthalmic Gel			4 tube								

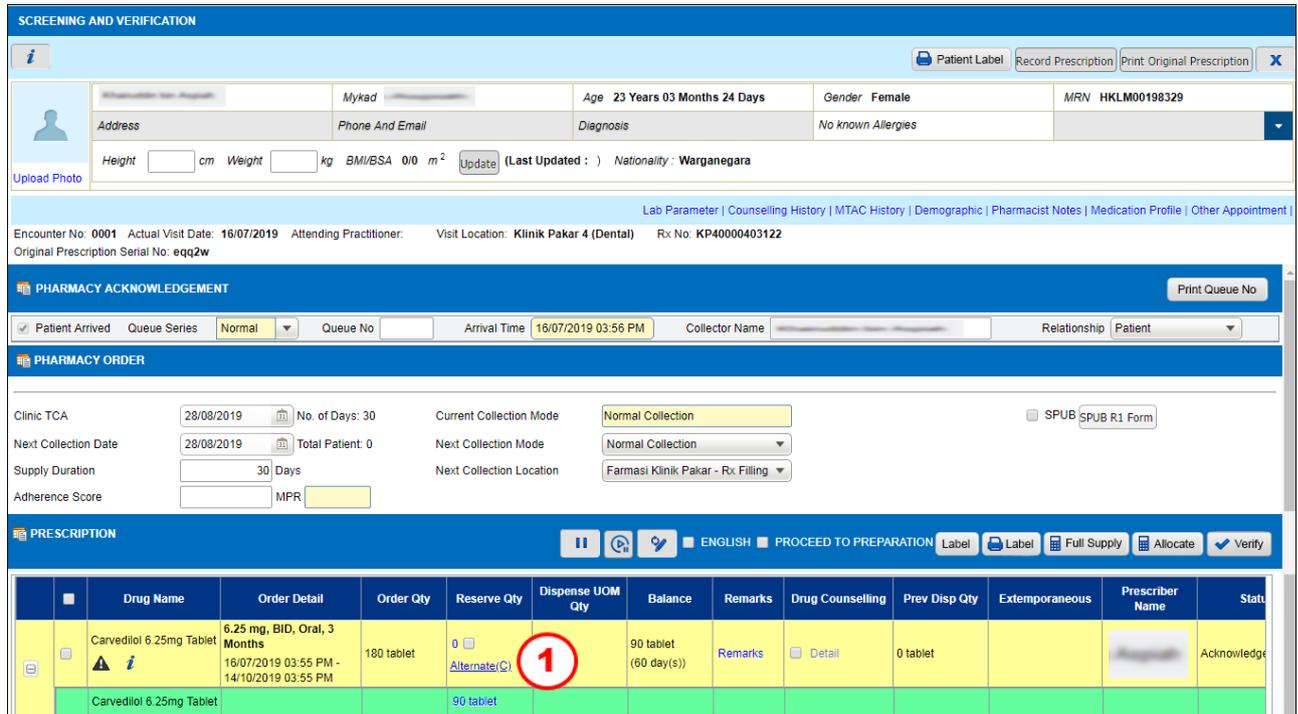
Figure 5.1.3-5 Updated Prescription

Note

Alternate drug field will change to green color as per **Figure 5.1.3-5**.

5.1.4 Alternate & Combination Drug

A combination of ordered drugs and alternative drugs with the same active ingredient, administration route and dosage form.



SCREENING AND VERIFICATION

Mykad: [Mykad] Age: 23 Years 03 Months 24 Days Gender: Female MRN: HKLM00198329
 Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies
 Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |
 Encounter No: 0001 Actual Visit Date: 16/07/2019 Attending Practitioner: [] Visit Location: Klinik Pakar 4 (Dental) Rx No: KP40000403122
 Original Prescription Serial No: eqq2w

PHARMACY ACKNOWLEDGEMENT

Patient Arrived Queue Series: Normal Queue No: [] Arrival Time: 16/07/2019 03:56 PM Collector Name: [] Relationship: Patient

PHARMACY ORDER

Clinic TCA: 28/08/2019 No. of Days: 30 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 28/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection
 Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling
 Adherence Score: [] MPR: []

PRESCRIPTION

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Statu
	Carvedilol 6.25mg Tablet	6.25 mg, BID, Oral, 3 Months 16/07/2019 03:55 PM - 14/10/2019 03:55 PM	180 tablet	0 <input type="checkbox"/> Alternate(C)	90 tablet (60 day(s))	90 tablet (60 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[]	Acknowledge
	Carvedilol 6.25mg Tablet			90 tablet								

Figure 5.1.4-1 Screening & Verification

Note

- Repeat **step 1** and **3** as [Figure 5.1.1 section Verify Prescription](#) before perform Alternate / Combination Drug steps.
- User can do alternate/combination based on setting in the drug master.
- Not all drugs are allowed to do alternate/combination.

STEP 1

Click on the button and select **Alternate/Combination Drug** as per [Figure 5.1.4-1](#)

ALTERNATE DRUG DETAILS

3

Location	PHARMACY OUTPATIENT	Order Detail	20 mg, OM, 181 Days
Ordered Drug Code	N06BA04110C2003XX	Dosage Form	Oral Capsule
Ordered Drug Desc	Methylphenidate HCl 20 mg LA Capsule	Route	Oral
		Supply Duration	16 days Date From 08/01/2018 to 24/01/2018

BATCH DETAIL

1 / 1
[1 - 3 / 3]

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Methylphenidate HCl 20 mg LA Capsule	Oral Capsule	Oral	0 capsule	F0001	30/06/2018	109	capsule	0	<input type="checkbox"/>
2	Methylphenidate HCl 10 mg Tablet	Oral Tablet	Oral	2 tablet	BT771	31/08/2018	80	tablet	32	<input checked="" type="checkbox"/>
3	Methylphenidate HCl 18 mg Extended-release Tablet	Oral MR Tablet	Oral	1 tablet	6JE565	31/05/2018	167	tablet	16	<input checked="" type="checkbox"/>

Reason

Remark

Figure 5.1.4-2 Alternate Drug Details

STEP 2

Enter the **Qty per dose** field for selected combination drug

STEP 3

Click on the button to save record

STEP 4

Click on the button to save record as **Figure 5.1.4-3** and screen will close automatically and back to prescription screen as **Figure 5.1.4-4**

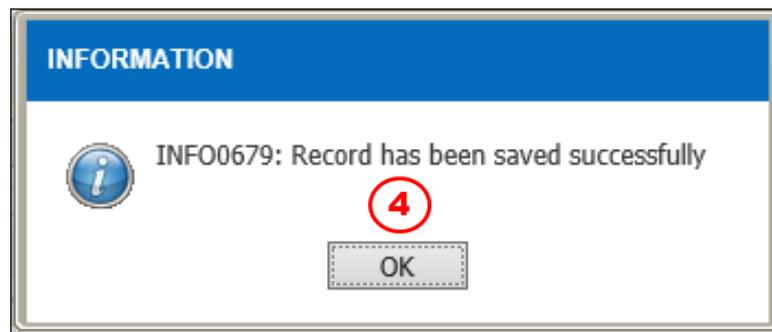


Figure 5.1.4-3 Information Alert Message

PRESCRIPTION												
ENGLISH PROCEED TO PREPARATION Label Label Full Supply Allocate Verify												
	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Methylphenidate HCl 20 mg LA Capsule	20 mg, OM, Oral, 181 Days 27/07/2017 09:26 AM - 24/01/2018 09:26 AM	181 capsule	0 <input type="checkbox"/>	0 capsule	150 capsule (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 capsule			Ackr
<input type="checkbox"/>	Methylphenidate HCl 10 mg Tablet			32 tablet								
<input type="checkbox"/>	Methylphenidate HCl 18 mg Extended-release Tablet			16 tablet								

Figure 5.1.4-4 Updated Prescription

5.1.5 Hold and resume

These functions allow Pharmacist to hold medication from being prepare or dispense. User also can resume the medication order to continue dispensing.

SCREENING AND VERIFICATION

Patient Label Record Prescription Print Original Prescription X

Mykad: [Mykad] Age: 23 Years 03 Months 24 Days Gender: Female MRN: HKLM00198329
 Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies

Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0001 Actual Visit Date: 16/07/2019 Attending Practitioner: [] Visit Location: Klinik Pakar 4 (Dental) Rx No: KP40000403122
 Original Prescription Serial No: eqq2w

PHARMACY ACKNOWLEDGEMENT

Patient Arrived Queue Series: Normal Queue No: [] Arrival Time: 16/07/2019 03:56 PM Collector Name: [] Relationship: Patient

PHARMACY ORDER

Clinic TCA: 28/08/2019 No. of Days: 30 Current Collection Mode: Normal Collection SPUB (SPUB R1 Form)
 Next Collection Date: 28/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection
 Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling
 Adherence Score: [] MPR: []

PRESCRIPTION ENGLISH Verify

<input checked="" type="checkbox"/>	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input checked="" type="checkbox"/>	Carvedilol 6.25mg Tablet	6.25 mg, BID, Oral, 3 Months 16/07/2019 03:55 PM - 14/10/2019 03:55 PM	180 tablet	0 <input type="checkbox"/> Alternate	0 tablet	90 tablet (60 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[]	Acknowledged
	Carvedilol 6.25mg Tablet			90 tablet								

Figure 5.1.5-1 Screening & Verification

Note

Repeat step 1 and 3 as [Figure 5.1.1 section Verify Prescription](#) before perform Hold Drug steps.

Hold

STEP 1

Select the drug and click on the button to Hold order as per **Figure 5.1.5-1**

Note

Tick to select at least one drug before clicking the button

HOLD ORDER - PHARMACIST REMARKS

Drug Name	Reason	Other Reason	Remark
Mometasone Furoate 50 mcg Aqueous Nasal Spray	Intervention		

Intervention
 Authenticity
 Contraindication
 Drug Interaction
 Inappropriate Dose
 Inappropriate Drug
 Inappropriate Duration
 Inappropriate Frequency
 Incompatibility
 Intervention
 Others
 Patient Refused
 Polypharmacy

Figure 5.1.5-2 Hold Order – Pharmacist Remarks

STEP 2

Select and enter from the **Hold Reason** drop down box:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

Note

- Drug status will change back to Acknowledged/Hold for Partial Supply prescription (Screening and Verification screen).
- Drug status will change back to Ordered/Hold for New Order prescription (Screening and Verification screen).
- Enter the **Remarks** field with applicable information.

STEP 3

Click on the  button to proceed Hold

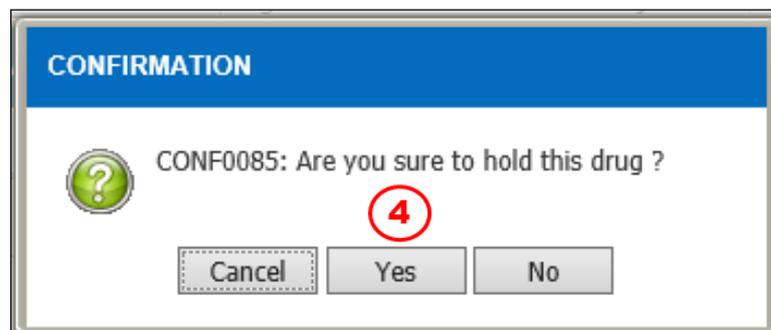


Figure 5.1.5-3 Confirmation Alert Message

STEP 4

Click on the  button to Hold Drug and confirmation pop up message will close automatically

Resume

SCREENING AND VERIFICATION

Mykad: [Redacted] Age: 23 Years 03 Months 24 Days Gender: Female MRN: HKLM00198329

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Nationality: Warganegara

Encounter No: 0001 Actual Visit Date: 16/07/2019 Attending Practitioner: [Redacted] Visit Location: Klinik Pakar 4 (Dental) Rx No: KP40000403122

PHARMACY ACKNOWLEDGEMENT

Queue Series: Normal Queue No: [Redacted] Arrival Time: 16/07/2019 03:56 PM Collector Name: [Redacted] Relationship: Patient

PHARMACY ORDER

Clinic TCA: 28/08/2019 No. of Days: 30 Current Collection Mode: Normal Collection

Next Collection Date: 28/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection

Supply Duration: 30 Days Next Collection Location: [Redacted] Klinik Pakar - Rx Filling

PRESCRIPTION

<input checked="" type="checkbox"/>	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input checked="" type="checkbox"/>	Carvedilol 6.25mg Tablet	6.25 mg, BID, Oral, 3 Months 16/07/2019 03:55 PM - 14/10/2019 03:55 PM	180 tablet	0 <input type="checkbox"/> Alternate(C)	0 tablet	90 tablet (60 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Redacted]	Acknowledge
	Carvedilol 6.25mg Tablet			90 tablet								

Figure 5.1.5-4 Screening & Verification

STEP 1

Select the drug and click on the  button to select Resume as per **Figure 5.1.5-4**

Note

Tick to select at least one drug before clicking the  button

HOLD ORDER - PHARMACIST REMARKS

Resume

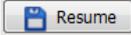
Drug Name	Reason	Other Reason	Remark	Action Taken
Mometasone Furoate 50 mcg Aqueous Nasal Spray	Intervention		Change	

Figure 5.1.5-5 Resume Order Screen

STEP 2

Enter information in the **Action Taken** field

STEP 3

Click on the  button

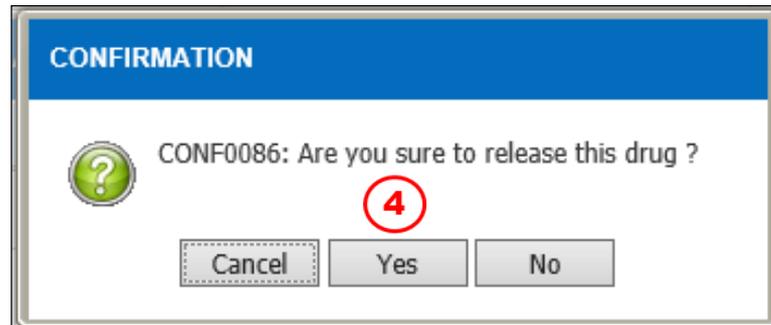


Figure 5.1.5-6 Confirmation Alert Message

STEP 4

Click on the  button to release drug from hold and the Hold Order screen will close automatically

Note

- *Drug status will change back to Acknowledged for Partial Supply prescription (Screening and Verification screen).*
- *Drug status will change back to Ordered for New Order prescription (Screening and Verification screen).*
- *Drug status will change back to Verified (Preparation screen).*
- *Drug status will change back to Prepared (Dispensing screen)*

6.1 Preparation

This function is used to prepare medication after it has been screened and verified. It also allows user to print the drug label, balance medication sheet and extemporaneous worksheet.

6.1.1 Prepare

This function is used to prepare the drug before it can be dispensed to the patient.

Figure 6.1.1-1 Preparation Landing Screen

STEP 1

Click on 'Preparation' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	- All - Normal - SPUB - Discharge - Referred Patient	Able to filter and search patient's record name by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection	Allow user to search by patient registered with value added services for next collection

		<ul style="list-style-type: none"> - Others - SMS and Take - Telephone and Take - UMP 	
g	Order Status	<ul style="list-style-type: none"> - All - New Order - Partial Supply 	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	<ul style="list-style-type: none"> - All - Hold - Expired 	Able to filter by prescription status
Advanced Search			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	<ul style="list-style-type: none"> - All - Clinic - Day Care - ER - Nursing Unit - Pharmacy 	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Next Supply From	Next supply from date	Able to filter and search patient's record by next supply from date
o	Next Supply To	Next supply to date	Able to filter and search patient's record by next supply to date
p	Queue Date	Queue Date	Able to patient's record by queue date
q	Queue Series	<ul style="list-style-type: none"> - All - Normal - Express - Special - Others 	Able to filter and search patient's record by Queue series
r	Queue No	Queue No	Able to filter and search by Queue No

Table 6.1.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location

- Current Collection Mode
- Next Collection Date
- Order Type
- Prescription Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient's name

The screenshot displays the 'PREPARATION' screen. At the top, there are buttons for 'Patient Label', 'Record Prescription', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for Mykad, Age (42 Years 04 Months 18 Days), Gender (Male), MRN (HKLM00068883), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). A 'PHARMACY ORDER' section includes 'Patient Arrived', 'Queue Series' (Normal), 'Queue No', 'Arrival Time' (28/06/2019 10:29 AM), 'Waiting Time' (750 : 5 : 22), 'Collector Name' (Axxxx xx xxx), and 'Relationship' (Patient). Below this are fields for 'Clinic TCA', 'Next Collection Date' (28/08/2019), 'Supply Duration' (30 Days), and 'Adherence Score' (MPR). A 'PRESCRIPTION' table is visible at the bottom, listing drugs like Metformin HCl 500 mg Tablet and Bromhexine HCl 4 mg/ 5 ml Elxir. A red circle with the number '4' highlights the 'Prepare' button in the bottom right corner of the interface.

Figure 6.1.1-2 Preparation

STEP 4

Click on the Prepare button to proceed preparation

Note

Preparation screen consist of 2(two) sections:

a. Pharmacy Order

Description	Remarks
Queue Series	Queue series based on facility
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time
Waiting Time	Patient waiting time
Collector Name	Person or patient collecting the medicine
Relationship	Relationship between person collecting the medicine and the patient
Clinic TCA	To come again
Current Collection Mode	Current collection mode
SPUB	SPUB
Next Collection Date	Next collection date
Next collection mode (Value Added Services)	To select the mode of collection
Dispense at	Dispense location

Supply Duration	Drug to be supply based on ordered duration
Next Collection Location	Next collection location to be collect
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MPR	Calculated for partial supply prescription only

Table 6.1.1-2

b. Prescription

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber
Reserve Qty	Drugs quantity to be reserve
Dispense UOM Qty	Drugs dispensed in Unit of Measurement
Balance	Drug balance and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
Prev Disp Qty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber name	Doctor who prescribe the prescription
Status	Prescription status

Table 6.1.1-3

Note

- Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.
 - Drug Interaction = 
 - Drug Info = 
- If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.
- This icon , will display the drug information screen

Note

- Reserve quantity will be auto allocate depends on the order quantity or supply duration. Click on the reserve quantity to allocate manually. Refer steps in [section 6.1.2 Allocate Quantity](#).
- Adherence score field is available. User can enter the score between 1- 8. User is allowed to enter decimal value up to 2 decimal points.
- Adherence score is available in the following screen
 - Screening and verification
 - Preparation
 - Dispensing
 - Single Stage
- Medication Possession Rate (MPR) value will be calculated for partial supply prescription only.
- MPR Formula:
 - To count MPR for all active drugs but display minimum MPR at prescription level.
 - Exemption of MPR calculation for drug with PRN frequency

$$\% \text{ MPR} = \frac{\text{Supply Duration}}{\text{Duration between previous supply start date until current date}}$$

Example

Scenario 1:

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, TDS
 - Previous supply start on 5/3/2015 for 30 days
 - Current date is 20/3/2017.
 - Supply duration = 30 days

- Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
- Drug MPR = $(30/15) \times 100 = \underline{200}$

- Drug B, BD
Previous supply start on 7/3/2015 for 40 days
Current date is 20/3/2017.
 - Supply duration = 40 days
 - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days
 - Drug MPR = $(40/13) \times 100 = \underline{308}$

MPR at prescription level = minimum MPR for all active drug = 200

Scenario 2: (Exemption for PRN frequency)

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, PRN
Previous supply start on 5/3/2015 for 30 days
Current date is 20/3/2017.
 - Supply duration = 30 days
 - Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
 - Drug MPR = $(30/15) \times 100 = \underline{N/A}$

- Drug B, BD,
Previous supply start on 7/3/2015 for 40 days
Current date is 20/3/2017.
 - Supply duration = 40 days
 - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days
 - Drug MPR = $(40/13) \times 100 = \underline{308}$

MPR at prescription level = minimum MPR for all active drug = 308

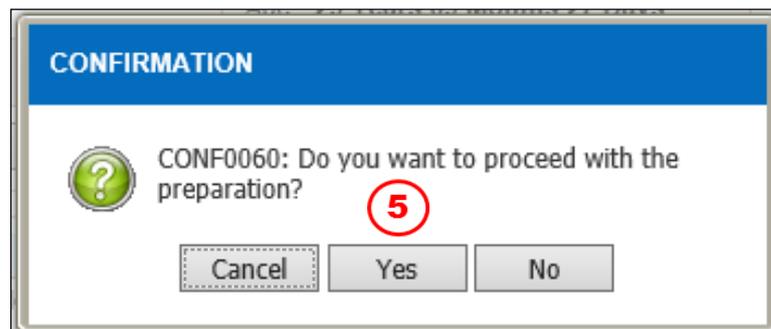
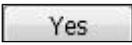


Figure 6.1.1-3 Confirmation Alert Message

STEP 5

Click on the  button to confirm preparation and window will close automatically

6.1.2 Allocate Quantity

This function allow user to manually allocate reserve quantity by batch.

The screenshot shows the 'PREPARATION' screen. At the top, there are buttons for 'Patient Label', 'Record Prescription', 'Print Original Prescription', 'CP4', and a close button. Below this is a patient information section with fields for Mykad, Age (42 Years 04 Months 18 Days), Gender (Male), MRN (HKL00068883), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). Below the patient info is a 'PHARMACY ORDER' section with fields for Patient Arrived, Queue Series (Normal), Queue No, Arrival Time (28/06/2019 10:29 AM), Waiting Time (750 : 5 : 22), Collector Name, and Relationship (Patient). There are also fields for Clinic TCA, No. of Days (0), Current Collection Mode (Normal Collection), Next Collection Date (28/08/2019), Total Patient (0), Next Collection Mode (Normal Collection), Supply Duration (30 Days), Adherence Score, MPR, Next Collection Location (Farmasi Klinik Pakar - Rx Filling), and Next Dispense At (Pharmacy Counter). Below the pharmacy order is a 'PRESCRIPTION' section with a table of prescriptions. The table has columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The first row is for Metformin HCl 500 mg Tablet, with Order Qty 360 tablets and Reserve Qty 120. The second row is for Bromhexine HCl 4 mg/ 5 ml Elcixir, with Order Qty 1350 ml and Reserve Qty 450. A red circle with the number '1' highlights the 'Reserve Qty' column.

Figure 6.1.2-1 Preparation

Note

Repeat step 1 and 3 as per section 6.1.1 Prepare before performs Allocate Quantity steps.

STEP 1

Click on **Reserve Qty** to allocate quantity (the number)

The screenshot shows the 'ITEM BATCH DETAILS' screen. It has fields for Drug Code (N02BE01000T1001XX), Drug Name (Paracetamol 500 mg Tablet), Order Detail (500 mg, TDS, 7 Days, 23/09/2014 9:55 AM - 30/09/2014 9:55 AM), Default SKU (tab), Dispense UOM (tab), and Supply Duration (7 days Date From 23/09/2014 to 30/09/2014). Below this is a 'BATCH DETAIL' section with a table. The table has columns: Batch No, Expiry Date, Available Qty, UOM Qty, and Allocated Qty. The first row is for Batch No PA13L323, Expiry Date 31/10/2017, Available Qty 186644, UOM Qty 21 tablet, and Allocated Qty 21. A red circle with the number '2' highlights the 'UOM Qty' column. Below the table are fields for Total Available Qty (186644) and Total Allocated Qty (21).

Figure 6.1.2-2 Item Batch Details

STEP 2

Change the value of **Supply Duration** or the **UOM Qty**

ITEM BATCH DETAILS

3

Drug Code	N02BE01000T1001XX	Default SKU	tab
Drug Name	Paracetamol 500 mg Tablet	Dispense UOM	tab
Order Detail	500 mg, TDS, 7 Days, 23/09/2014 9:55 AM - 30/09/2014 9:55 AM		
Supply Duration	7 days	Date From	23/09/2014 to 30/09/2014

BATCH DETAIL

1 / 1 [1 - 1 / 1]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
PA13L323	31/10/2017	186644	10 tablet	21
Total Available Qty		186644	Total Allocated Qty	
			21	

Figure 6.1.2-3 Item Batch Details

Note

Item Batch Details window consist of 2(two) sections:

a. Item Batch Details

Description	Remarks
Drug Code	The value will be defaulted to the drug code selected from the prescription list, auto display.
Default SKU	The value will be defaulted to the SKU selected from the prescription list, auto display.
Drug Name	The value will be defaulted to the drug name selected from the prescription list, auto display.
Dispense UOM	auto from generate from the drug master.
Order Detail	The value will be defaulted to the duration selected from the prescription list. Will include duration, order start and end date, auto display.
Supply Duration	The value will be defaulted to the duration selected from the prescription list, auto display. User is allowing to change this value.

b. Batch Details - will list down all item batches which are related to the selected drug where expiry date is less than 30 days from the current date.

Description	Remarks
Batch Number	Available batch no
Expiry Date	Batch expiry date
Available Quantity	Quantity available for the selected batch
UOM Qty	Quantity available by UOM
Allocated Qty	Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.

Table 6.1.2-1

STEP 3

Click on the button to save record

Note

User may click on the button to automatically allocate the reserve quantity

6.1.3 Drug Label and Balance Medication Sheet (BMS)

This function allow user to edit and print drug label and balance medication sheet after allocate the reserve quantity.

The screenshot shows the 'PREPARATION' screen in the PhIS system. At the top, there are buttons for 'Patient Label', 'Record Prescription', 'Print Original Prescription', 'CP4', and a close button. Below this is a patient information section with fields for Mykad, Age (42 Years 04 Months 18 Days), Gender (Male), MRN (HKL00068883), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). A '1' in a red circle highlights the 'Next Dispense At' field in the 'PHARMACY ORDER' section, which is set to 'Pharmacy Counter'. Below the pharmacy order is a 'PRESCRIPTION' section with a toolbar containing buttons for 'ENGLISH', 'Invoice', 'Worksheet', 'Balance Medication Sheet', 'Label', 'Full Supply', 'Allocate', and 'Prepare'. The main area displays a table of prescriptions:

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Metformin HCl 500 mg Tablet	1000 mg, BID, Oral, 90 Days 28/06/2019 10:28 AM - 26/09/2019 10:28 AM	360 tablet	120 <input type="checkbox"/> Alternate	120 tablet	240 tablet (59 day(s))	Remarks <input type="checkbox"/> Detail		0 tablet			Verified
Bromhexine HCl 4 mg/ 5 ml Elixir	4 mg, PRN3, Oral, 90 Days 28/06/2019 10:29 AM - 26/09/2019 10:29 AM	1350 ml	450 <input type="checkbox"/> Alternate	450 millilitre	900 ml (59 day(s))	Remarks <input type="checkbox"/> Detail		0 ml			Verified

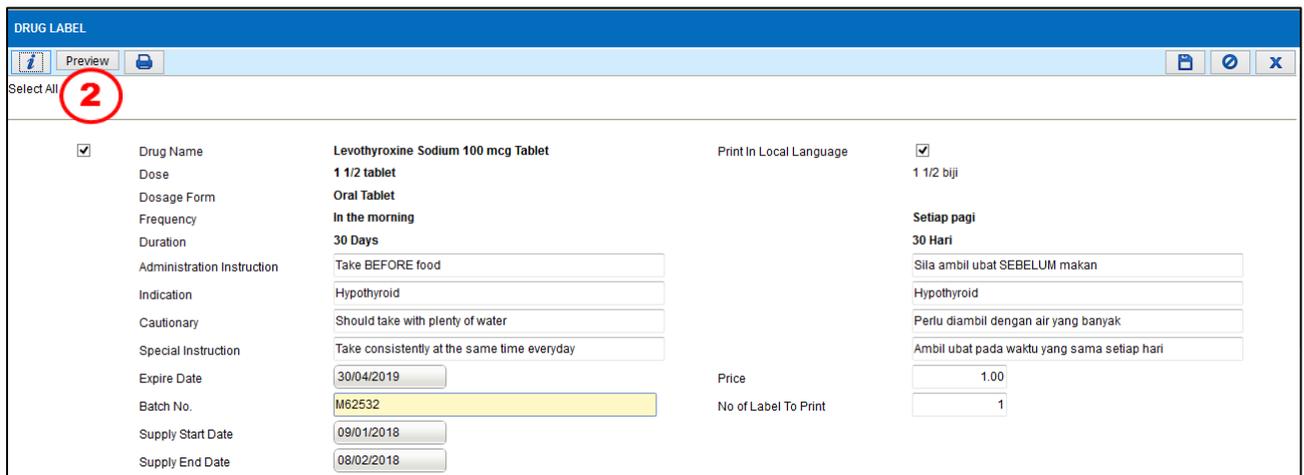
Figure 6.1.3-1 Preparation

STEP 1

Click on the button to print drug label

Note

- Repeat step 1 and 3 as per [section 6.1.1 Prepare](#) before performs Drug Label steps.
- All the button with the icon is for **direct printing** such as , and .
- All the button without the icon is for **preview, edit then print** process such as , , and .



<input checked="" type="checkbox"/>	Drug Name	Levothyroxine Sodium 100 mcg Tablet	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	1 1/2 tablet		1 1/2 biji
	Dosage Form	Oral Tablet		
	Frequency	In the morning		Setiap pagi
	Duration	30 Days		30 Hari
	Administration Instruction	Take BEFORE food		Sila ambil ubat SEBELUM makan
	Indication	Hypothyroid		Hypothyroid
	Cautionary	Should take with plenty of water		Perlu diambil dengan air yang banyak
	Special Instruction	Take consistently at the same time everyday		Ambil ubat pada waktu yang sama setiap hari
	Expire Date	30/04/2019	Price	1.00
	Batch No.	M62532	No of Label To Print	1
	Supply Start Date	09/01/2018		
	Supply End Date	08/02/2018		

Figure 6.1.3-2 Drug Label

STEP 2

Click on the  button to preview **Drug Label**

Note

- User able to select All drug label or selected drug only.
- Untick on Print in Local Language check box to print label in English (default is in Malay).
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, and Price.
- Enhancement on drug label
 - To put 'dose' and 'frequency' in one line.
 - 'Route' to move in 2nd line.
 - Line to reduce (make it more thin/grey color)
 - Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.
 - Remain background color as white for all information for all labels.
 - Combine Special Instruction and Cautionary into 1 column



HOSPITAL KULIM (Tel: 044272733)		
00068883	Farmasi Klinik Pakar - Rx	77XXXXXX5717
Metformin HCl 500mg Tablet		
Telan 2 biji 2 kali sehari		
-		
Sila ambil ubat SELEPAS makan		
Telan ubat. Jangan kunyah/hancurkan ubat. Jangan berhenti ambil ubat ini tanpa nasihat doktor.		
Kencing manis		
28/06/19-28/07/19 [30 hari]	120 biji	RM14.40
UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK		29/07/2019 04:47 PM

Figure 6.1.3-3 Print Drug Label

Drug label will display:

- Facility name
- Patient name



- c) *MRN no*
- d) *Identification Number*
- e) *Visit Location*
- f) *Date and Time*
- g) *Indication*
- h) *Administration Instruction*
- i) *Cautionary advice*
- j) *Special instruction*
- k) *Name of drug*
- l) *Dose*
- m) *Dosage Form*
- n) *Frequency*
- o) *Duration*
- p) *Batch No - from the selected batch information*
- q) *Price - from the selected drug price, however user is allowed to change the value*
- r) *Expiry date*

Balance Medication Sheet

PREPARATION

Patient Label
Record Prescription
Print Original Prescription
CP4
X

	Mykad	Age 42 Years 04 Months 18 Days	Gender Male	MRN HKLM00068883
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA <input type="text"/> 0/0 m ²	Update (Last Updated :) Nationality : Warganegara	

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0001 Actual Visit Date: 28/06/2019 Attending Practitioner: Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF#0000403092
Original Prescription Serial No: 8989

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: Arrival Time: 28/06/2019 10:29 AM Waiting Time: 750 : 5 : 22 Collector Name: Relationship: Patient

Clinic TCA: <input type="text"/>	No. of Days: <input type="text"/>	Current Collection Mode: Normal Collection	<input type="checkbox"/> SPUB SPUB R1 Form
Next Collection Date: 28/08/2019	Total Patient: <input type="text"/>	Next Collection Mode: Normal Collection	
Supply Duration: <input type="text"/> 30 Days		Next Collection Location: Farmasi Klinik Pakar - Rx Filling	Next Dispense At: Pharmacy Counter
Adherence Score: <input type="text"/>	MPR: <input type="text"/>		

PRESCRIPTION

ENGLISH
Invoice
Worksheet
Worksheet
Balance Medication Sheet
Balance Medication Sheet
Label
Label
Full Supply
Allocate
Prepare

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input type="checkbox"/>	Mefformin HCl 500 mg Tablet	1000 mg, BID, Oral, 90 Days 28/06/2019 10:28 AM - 28/09/2019 10:28 AM	360 tablet	120 <input type="checkbox"/> Alternate	120 tablet	240 tablet (59 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Verified
<input type="checkbox"/>	Bromhexine HCl 4 mg/5 ml Elixir	4 mg, PRN3, Oral, 90 Days 28/06/2019 10:29 AM - 28/09/2019 10:29 AM	1350 ml	450 <input type="checkbox"/> Alternate	450 millilitre	900 ml (59 day(s))	Remarks	<input type="checkbox"/> Detail	0 ml			Verified

Figure 6.1.3-4 Print Balance Medication Sheet

STEP 1

Click on the Balance Medication Sheet button to preview the Balance Medication Sheet as per **Figure 6.1.3-5**

BALANCE MEDICATION SHEET (BMS)

balMedicationSheet_Report.pdf 1/1

**KEMENTERIAN KESIHATAN MALAYSIA
HOSPITAL KULIM
BALANCE MEDICATION SHEET**

No Preskripsi : FKPF0000403092 (8989) Tarikh Preskripsi : 28/06/2019
 Nama : No K/P :
 Umur : 42 Years 04 Months 18 Days 11/03/1977 MRN : HKLM00068883
 Lokasi : Farmasi Klinik Pakar - Rx Filling
 Alahan : Berat :
 Diagnosis : BMI/BSA :
 Dipreskrib oleh :
 Temujanji Klinik :

Bil	Maklumat Preskripsi			Maklumat Pendispensan													
	Nama Ubat	Maklumat Dos	Kuantiti Ubat	Tarikh:		TCA		28/06/2019		Tarikh:		TCA		Tarikh:		TCA	
				Kuantiti	Baki	F	D	Kuantiti	Baki	F	D	Kuantiti	Baki	F	D	Kuantiti	Baki
1	Metformin HCl 500 mg Tablet	1000 mg, BD (twice daily) , 90 Days, Oral	360 tablet	120	240												
2	Bromhexine HCl 4 mg/5 ml Elivir	4 mg, TDS PRN , 90 Days, Oral	1350 ml	450	900												

Figure 6.1.3-5 Print Balance Medication Sheet

STEP 2

Click on the  button to print the sheet

6.1.4 Extemporaneous – By Patient

This function allow user to generate worksheet and print Ingredient label prepared by patient based on drugs setup.

The screenshot shows the 'PREPARATION' screen. At the top, there are buttons for 'Patient Label', 'Record Prescription', 'Print Original Prescription', 'CP4', and a close button. Below this is a patient information section with fields for Mykad, Age (43 Years 08 Months 05 Days), Gender (Female), MRN (HKLM00068553), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). Below this is a 'PHARMACY ORDER' section with fields for Patient Arrived, Queue Series (Normal), Queue No (1211), Arrival Time (26/06/2019 12:16 PM), Waiting Time (836 : 55 : 56), Collector Name, and Relationship (Patient). There are also fields for Clinic TCA, Next Collection Date, Supply Duration (30 Days), Adherence Score, Current Collection Mode (Normal Collection), Next Collection Mode (Normal Collection), Next Collection Location (Farmasi Klinik Pakar - Rx Filling), and Next Dispense At (Pharmacy Counter). Below this is a 'PRESCRIPTION' section with buttons for 'Invoice', 'Worksheet', 'Balance Medication Sheet', 'Label', 'Full Supply', 'Allocate', and 'Prepare'. A table of prescriptions is shown below, with columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The first row shows 'Frusemide 40 mg Tablet' with '40 mg, OM, Oral, 2 Months' order detail, '60 tablet' order qty, '0 tablet' reserve qty, '60 tablet (26 day(s))' dispense qty, and '60 tablet (26 day(s))' balance. The 'Extemporaneous' checkbox is highlighted with a red circle and the number '1'.

Figure 6.1.4-1 Preparation

Note

Repeat step 1 and 3 as section 6.1.1 Prepare and performs Extemporaneous as below.

STEP 1

Click on the **Extemporaneous** checkbox and system will display extemporaneous screen as Figure 3.3.4-2

The screenshot shows the 'EXTEMPORANEOUS' screen. At the top, there are buttons for 'Print Ingredient Label', 'Generate Worksheet', and a close button. Below this is a 'Preparation Done By' section with radio buttons for 'Pharmacist' and 'Patient'. The 'Preparation Name' field is 'Frusemide 10mg/1ml Oral Liquid(Syrup)'. There are fields for Concentration (10 mg/ml) and Dosage (4 ml). Below this is a table with columns for Item, Item Name, Quantity, and UOM. The table shows 'Active Ingredient' as 'Frusemide 40 mg Tablet' with '25 tablet' quantity, and 'Vehicle' as 'Syrup BP' with '100 ml' quantity. Below this is a 'Storage Condition and Procedures in Local Language' section with fields for Storage Condition (Refrigerate Amber bottle), Expiry (14 Days), and References. There are also sections for 'Procedures(Preparation by Pharmacist)' and 'Procedures(Preparation by Patient)'. The 'Preparation Remarks' field contains the following text: '1. Ambil 1 biji Frusemide 40 mg Tablet. 2. Hancurkan Frusemide 40 mg Tablet. 3. Tambah 4 ml Syrup BP.' Red circles with numbers 2, 3, and 4 highlight the 'Patient' radio button, the 'Preparation Name' field, and the 'Print Ingredient Label' button respectively.

Figure 6.1.4-2 Freshly Prepared

STEP 2

Click on 'Patient' radio button

Note

Freshly prepare screen will be displayed:

- a) Active Ingredient
- b) Vehicle
- c) Quantity
- d) UOM
- e) Storage Condition
- f) Expiry day
- g) Reference
- h) Procedures (Preparation by Pharmacist)
- i) Procedures (Preparation by Patient)
- j) Formulation Remarks
- k) Preparation Remarks
- l) All information will be auto capture from the selected drug information

STEP 3

Select **Preparation Name** from drop down box

Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Able to change Vehicle UOM if applicable.
- Able to change Expiry duration.
- Procedures/Preparation by Pharmacist is editable.
- If there is Additional item, enter the value appropriately (may refer to Procedures)

STEP 4

Click on the  button to save record. Screen will return to the Preparation screen

The screenshot shows the 'PREPARATION' screen in the PhIS system. At the top, there are navigation buttons: Patient Label, Record Prescription, Print Original Prescription, CP4, and a close button. Below this is a patient information section with fields for Mykad, Age (43 Years 08 Months 05 Days), Gender (Female), MRN (HKL00068553), Address, Phone And Email, Diagnosis, and No known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). A '5' in a red circle highlights the 'Update' button. Below the patient info is a 'PHARMACY ORDER' section with fields for Patient Arrived, Queue Series (Normal), Queue No (1211), Arrival Time (26/06/2019 12:16 PM), Waiting Time (836 : 55 : 56), Collector Name, and Relationship (Patient). There are also fields for Clinic TCA, Next Collection Date, Supply Duration (30 Days), Adherence Score, Current Collection Mode (Normal Collection), Next Collection Mode (Normal Collection), Next Collection Location (Farmasi Klinik Pakar - Rx Filling), and Next Dispense At (Pharmacy Counter). At the bottom, there is a 'PRESCRIPTION' table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The table contains one entry for 'Frusemide 40 mg Tablet' with an order detail of '40 mg, OM, Orat, 2 Months' and a status of 'Verified'. A '5' in a red circle highlights the 'Label' button in the top right of the prescription table.

Figure 6.1.4-3 Preparation

STEP 5

Click on the  button to print label

6

DRUG LABEL

Preview

Select All

<input checked="" type="checkbox"/>	Drug Name	Folic Acid 1mg/1ml Oral Liquid	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	5 ML		
	Dosage Form	Oral Tablet		
	Frequency	Daily		1 Kali Sehari
	Duration	4 Days		4 Hari
	Administration Instruction	May be taken BEFORE OR AFTER food		Boleh diambil SEBELUM ATAU SELEPAS makan
	Indication	Folic acid supplement		Vitamin tambahan
	Cautionary			
	Special Instruction	Take consistently at the same time everyday		Ambil ubat pada waktu yang sama setiap hari
	Expire Date	30/03/2018	Price	1.00
	Batch No.	16B31	No of Label To Print	1
	Supply Start Date	25/01/2018		
	Supply End Date	29/01/2018		

Figure 6.1.4-4 Label to be printed

STEP 6

Click on the **Preview** button to preview the label

DRUG LABEL

drugLabel.pdf 1 / 2

HOSPITAL KULIM (Tel: 044272733)

00068553 Klinik Pakar 5 (Orthopedic & ...)

Frusemide 10mg/1ml Oral Liquid

Telan 4 ML Setiap pagi

Boleh diambil SEBELUM ATAU SELEPAS makan
Ambil dos ubat mengikut arahan ahli farmasi anda. Jangan berhenti
ambil ubat ini tanpa nasihat doktor.

Tekanan Darah Tinggi EXP:14/08/2019
31/07/19-25/08/19 (25 hari) 100 ml RM2.50

UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK 31/07/2019 09:28 AM

HOSPITAL KULIM (Tel: 044272733)

Cara Penyediaan:

1. Ambil 1 biji Frusemide 40 mg Tablet.
2. Hancurkan Frusemide 40 mg Tablet.
3. Tambah 4 ml Syrup BP.
4. Larutkan supaya sekata.
5. Sukat dan mimum 4 ML.
6. Buat banchuan baru setiap pengambilan ubat.

UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK 31/07/2019 09:28 AM

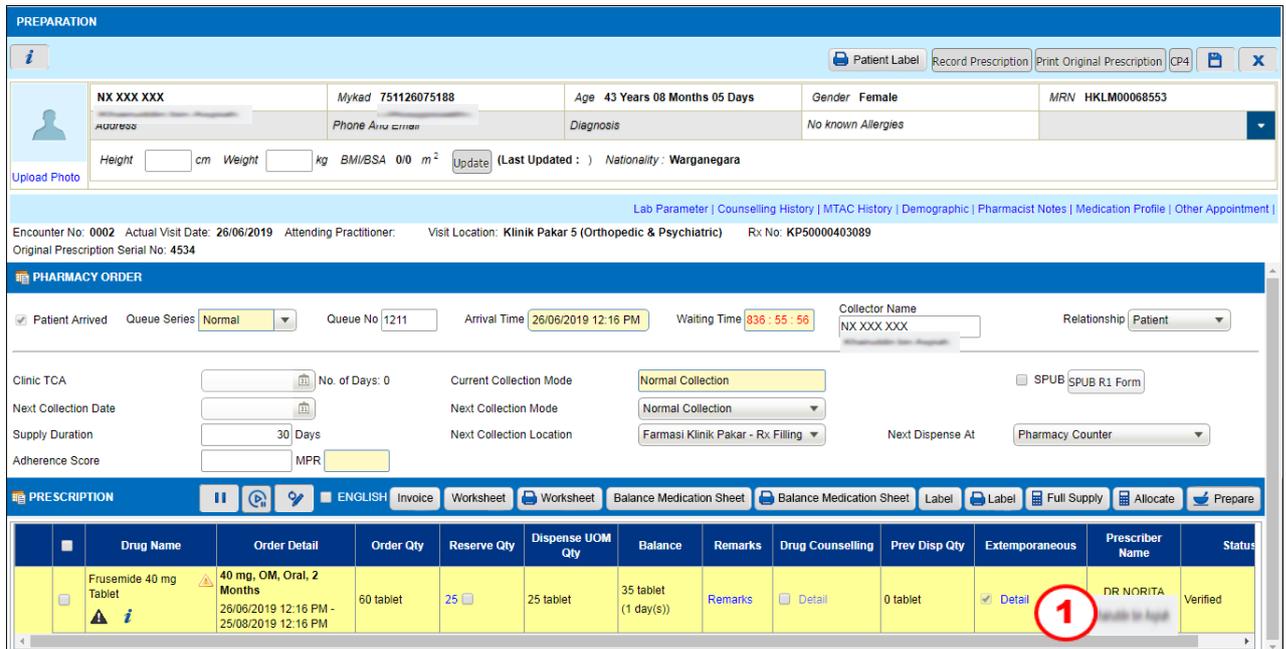
Figure 6.1.4-5 Label

STEP 7

Click the  button to print the label

6.1.5 Extemporaneous – By Pharmacist

Preparation screen allow user to generate Extemporaneous Worksheet done by pharmacist.



PREPARATION

NX XXX XXX Mykad: 751126075188 Age: 43 Years 08 Months 05 Days Gender: Female MRN: HKLM00068553
 Address: [Redacted] Phone: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [] cm Weight: [] kg BMI/BSA: 0.0 m² Update (Last Updated:) Nationality: Warganegara

[Lab Parameter](#) | [Counseling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0002 Actual Visit Date: 26/06/2019 Attending Practitioner: [Redacted] Visit Location: Klinik Pakar 5 (Orthopedic & Psychiatric) Rx No: KP50000403089
 Original Prescription Serial No: 4534

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 1211 Arrival Time: 26/06/2019 12:16 PM Waiting Time: 838 : 55 : 56 Collector Name: NX XXX XXX Relationship: Patient

Clinic TCA: [] No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: [] Next Collection Mode: Normal Collection
 Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling Next Dispense At: Pharmacy Counter
 Adherence Score: [] MPR: []

PRESCRIPTION

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counseling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
<input type="checkbox"/>	Frusemide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25 <input type="checkbox"/>	25 tablet	35 tablet (1 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail	DR NORITA	Verified

Figure 6.1.5-1 Preparation screen

Note

Repeat step 1 and 3 as per [section 6.1.1 Prepare](#) and performs Extemporaneous by Pharmacist steps.

STEP 1

Click on the **Extemporaneous** checkbox or the [Detail](#) link and system will display extemporaneous screen as [Figure 6.1.5-2](#)

Note

If extemporaneous is based on previous patient's extemporaneous, then there is an edit button. If this is a new extemporaneous, then there is no edit button

EXTEMPORANEOUS			
<input type="button" value="i"/> Print Ingredient Label Generate Worksheet   			
Preparation Done By	<input checked="" type="radio"/> Pharmacist <input type="radio"/> Patient	Worksheet ID	<input type="text"/>
Preparation Name	<input type="text" value="Frusemide 10mg/1ml Oral Liquid(Syrup)"/>	Concentration	<input type="text" value="10"/> mg /ml
		Dosage	<input type="text" value="4"/> ml
Item	Item Name	Quantity	UOM
Active Ingredient	Frusemide 40 mg Tablet		25 tablet
Vehicle	Syrup BP	<input type="text" value="100"/>	<input type="text" value="ml"/>
<input type="checkbox"/> Storage Condition and Procedures in Local Language			
Storage Condition	<input type="text" value="Refrigerate Amber bottle"/>	Expiry	<input type="text" value="14"/> Days
References	<input type="text"/>		
Procedures(Preparation by Pharmacist)	<input type="text" value="1. Crush tablets in a mortar to a fine powder. 2. Levigate the powder with distilled water until a smooth paste is formed. 3. Add more distilled water to the paste until a liquid is formed and transfer the liquid into the container."/>		
Procedures(Preparation by Patient)	<input type="text"/>		
Preparation Remarks	<input type="text"/>		

Figure 6.1.5-2 Extemporaneous screen

Note

Freshly prepare screen will be displayed:

- a) Active Ingredient
- b) Vehicle
- c) Quantity
- d) UOM
- e) Storage Condition
- f) Expiry day
- g) Reference
- h) Procedures (Preparation by Pharmacist)
- i) Procedures (Preparation by Patient)
- j) Formulation Remarks
- k) Preparation Remarks
- l) All information will be auto capture from the selected drug information

STEP 2

Click on 'Pharmacist' radio button

STEP 3

Select **Preparation Name** from drop down box

Note

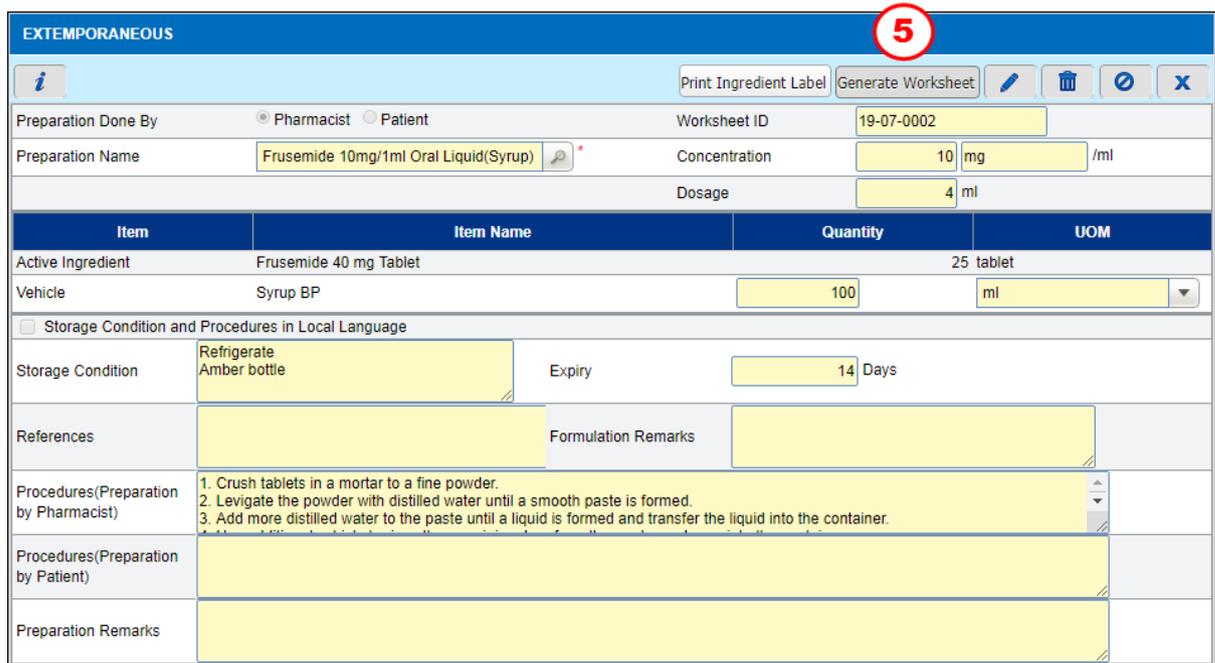
- Concentration, dosage, Quantity, Storage Condition, Vehicle, Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Allow to change Vehicle UOM if applicable.

STEP 4

Click on the  button to save record

Note

If the screen returned to Preparation screen, click again the [Details](#) link



EXTEMPORANEOUS

Preparation Done By: Pharmacist Patient Worksheet ID: 19-07-0002

Preparation Name: Frusemide 10mg/1ml Oral Liquid(Syrup) Concentration: 10 mg /ml

Dosage: 4 ml

Item	Item Name	Quantity	UOM
Active Ingredient	Frusemide 40 mg Tablet	25	tablet
Vehicle	Syrup BP	100	ml

Storage Condition and Procedures in Local Language

Storage Condition: Refrigerate Amber bottle Expiry: 14 Days

References: Formulation Remarks:

Procedures(Preparation by Pharmacist):
 1. Crush tablets in a mortar to a fine powder.
 2. Levigate the powder with distilled water until a smooth paste is formed.
 3. Add more distilled water to the paste until a liquid is formed and transfer the liquid into the container.

Procedures(Preparation by Patient):

Preparation Remarks:

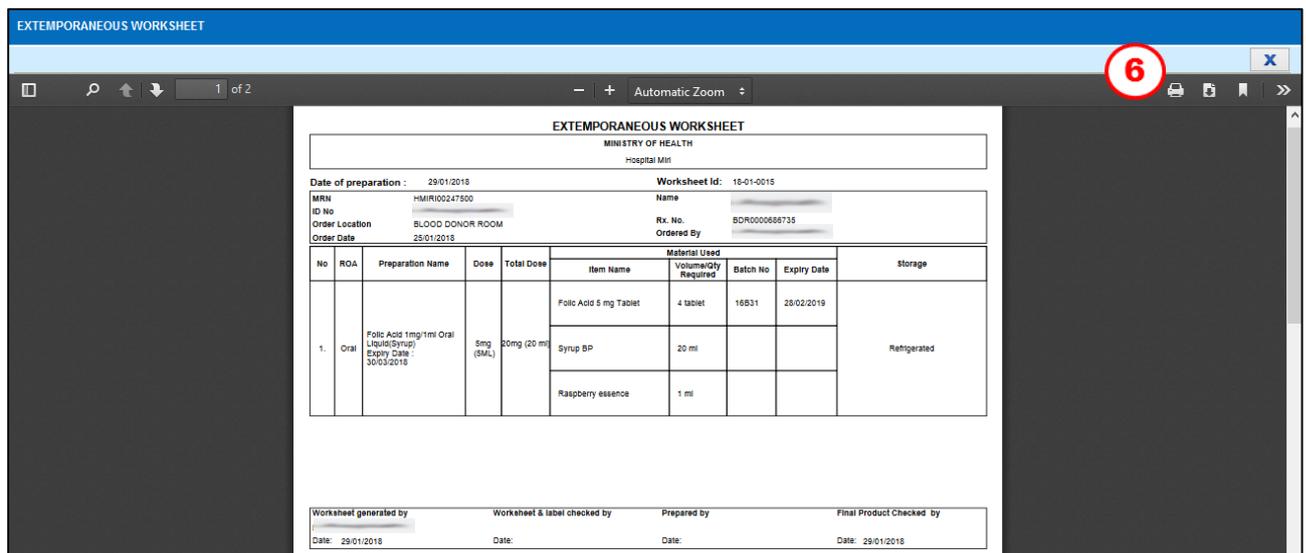
Figure 6.1.5-3 Extemporaneous screen

STEP 5

Click on the  button to view the extemporaneous worksheet

Note

 will only be enabled when the record has been saved



EXTEMPORANEOUS WORKSHEET

MINISTRY OF HEALTH
Hospital Mill

Date of preparation: 29/01/2018 Worksheet Id: 19-01-0015

MRN: HMIR000247500 Name: ID No: Rx. No: BCR000058735

Order Location: BLOOD DONOR ROOM Ordered By: Order Date: 29/01/2018

No	ROA	Preparation Name	Dose	Total Dose	Material Used	Batch No	Expiry Date	Storage	
1.	Oral	Folic Acid 5mg/1ml Oral Liquid(Syrup) Expiry Date: 30/03/2018	5mg (5ML)	20mg (20 ml)	Folic Acid 5 mg Tablet Syrup BP Raspberry essence	4 tablet 20 ml 1 ml	16531 	28/02/2019 	Refrigerated

Worksheet generated by: Worksheet & label checked by: Prepared by: Final Product Checked by: Date: 29/01/2018 Date: Date: Date: 29/01/2018

Figure 6.1.5-4 Extemporaneous Worksheet

STEP 6

Click on the  button to print the worksheet

Note

- Refer Figure 3.3.5-4 for the Extemporaneous Worksheet by Pharmacist sample.
- Able to print Worksheet to prepare drug for patient.
- Extemporaneous Worksheet will be displayed:



- a) *Worksheet name*
 - b) *Ministry of Health*
 - c) *Hospital name*
 - d) *Date of preparation – auto display current date*
 - e) *Worksheet ID – auto generated by the system*
 - f) *MRN – auto display patient medical record number*
 - g) *Name – auto display from patient details*
 - h) *ID No – auto display from patient details*
 - i) *Rx No – auto display from order details*
 - j) *Order Location – auto capture from order details*
 - k) *Ordered by – auto capture from order details*
 - l) *Order Date – auto capture from order details*
 - m) *Duration – auto capture from order details*
 - n) *ROA – route of administration code of the drug*
 - o) *Drug Name – auto capture from order details*
 - p) *Dose required - auto-capture from order details*
 - q) *Volume required – allocated quantity of materials*
 - r) *Batch no, expiry date & manufacturer – auto capture from allocated batch of materials*
 - s) *Instruction – based on defined instruction in Drug Master for compounding*
 - t) *Storage – as defined in Drug Master*
 - u) *No. of preparation – as determined in preparation screen*
 - v) *Reference – from drug master*
 - w) *Worksheet generated by – auto capture form login name of person who generates the worksheet*
 - x) *Worksheet & label checked by*
 - y) *Prepared by*
 - z) *Final Product Checked by*
- *User has option to print Labels and Worksheet by clicking on the Printer button.*
 - *Once the status is updated to Prepared, the worksheet may no longer be edited.*

7.1 Dispensing

This function will allow the user to dispense medication to the patient after it was prepared.

7.1.1 Dispense

This function is used to dispense the drug(s) to the patient.

Figure 7.1.1-1 Dispensing Landing Screen

STEP 1

Click on 'Dispensing' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services

g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 7.1.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient and patient detail information will be shown as per **Figure 7.1.1-1**

Figure 7.1.1-2 Dispensing

STEP 4

Click on the button

STEP 5

Click on the button to dispense

Figure 7.1.1-3 Confirmation Alert Message

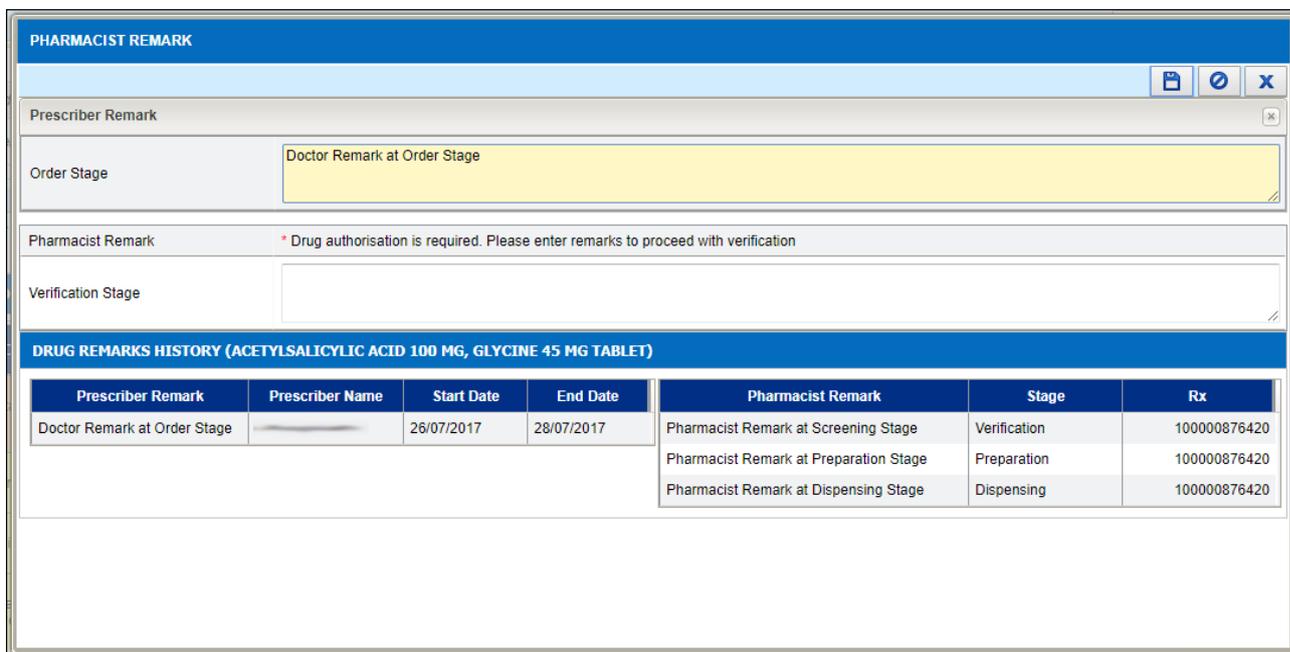
STEP 6

Click on the button to confirm

Note

- Once the button is clicked, waiting time will automatically stop and the Patient Called checkbox is ticked. Patient Called
- To close/complete medication, select the checkbox then click on the button. The selected drug is considered as full supply.
- button added at Dispensing screen and Single Stage screen as per Figure 7.1.1-2. Once click on the button, Medication Counselling Order screen will appear.

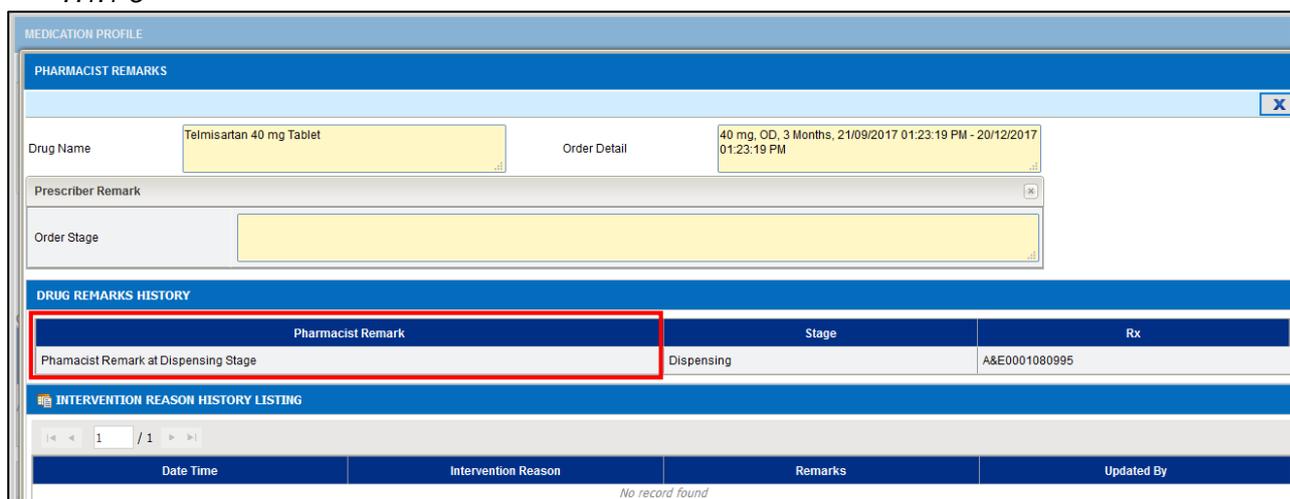
- **MTAC Order** button added at Dispensing screen and Single Stage screen as per Figure 7.1.1-2. Once click on the button, MTAC Order screen will appear.
- A notification icon **Remarks** in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark), including the doctor's remark as per Figure 7.1.1-4



Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage		26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

Figure 7.1.1-4 Pharmacist Remark Screen

- Previous Pharmacist Remarks inside Additional Info links at Medication Profile is displayed as per Figure 7.1.1-5



Pharmacist Remark	Stage	Rx
Pharmacist Remark at Dispensing Stage	Dispensing	A&E0001080995

Figure 7.1.1-5 Previous Pharmacist Remark Screen

7.1.2 Next Collection Record for Partial Supply

This function will allow user to set the next collection record before dispensing.

The screenshot shows the 'DISPENSING' interface. At the top, there are navigation buttons like 'Patient Label', 'Record Prescription', etc. Below that is a patient information section with fields for Mykad, Age (43 Years 08 Months 05 Days), Gender (Female), MRN (HKL00068553), Address, Phone And Email, and Diagnosis. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). Below this is a 'PHARMACY ORDER' section with fields for Patient Arrived Queue Series (Normal), Queue No (1211), Arrival Time (26/06/2019 12:16 PM), Waiting Time (8:37 - 45 : 1), Collector Name, and Relationship (Patient). The 'Clinic TCA' field is circled in red with the number 1. The 'Next Collection Date' field is circled in red with the number 2. The 'Total Patient' field is circled in red with the number 3. The 'Next Collection Mode' dropdown is circled in red with the number 4. The 'Next Collection Location' dropdown is circled in red with the number 5. Below this is a 'PRESCRIPTION' section with a table of medications.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
Fruzemide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25	25 tablet	35 tablet (1 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail		Prepared

Figure 7.1.2-1 Dispensing

Note

Repeat step 1 and 3 as [Section 7.1.1 Patient Called](#) before performs dispense and next collection record steps.

STEP 1

Select date from the **Clinic TCA** calendar

STEP 2

Select date from the **Next Collection Date** calendar

Note

This date will be retrieved from the third party appointment to visit clinic. However, user is allowed to select other date. This date will be reflected into 'Next Collection Date'. No. of Days will be automatically display.

STEP 3

Select the **Dispense at** from the drop down:

- Pharmacy Counter
- Drive Through Counter

Note

- The **Next Collection Date** will be retrieved from balance medication record for patient to collect medication at dispensing counter. However, user is allowed to select other dates by selecting it manually.
- Changes on the **Next Collection Date** will not affect the **Clinic TCA** date. **Total patient** is the number of patients scheduled to come on the selected date.

STEP 4

Select the **Next Collection Mode (Value Added Services)** from the drop down:

- SMS and Take
- Fax and Take
- Email and Take
- Appointment Card
- UMP



- Telephone and Take
- Others
- Normal Collection

STEP 5

Select the **Next Collection Location** from the drop down

Note

- *SPUB check box is for user to refer the prescription to other facility. If SPUB is checked, next collection mode is not required to be filled in.*
- *Balance Days is shown at the Balance column. Eg. 83 tablets (9 days)*

7.1.3 Hold / Resume

This function allows user to record any error during counter check at dispensing stage.

The screenshot shows the 'DISPENSING' interface. At the top, there are navigation buttons like 'Patient Label', 'Record Prescription', etc. Below that is a patient information section with fields for Mykad, Age (43 Years 08 Months 05 Days), Gender (Female), and MRN (HKLM00068553). The 'PHARMACY ORDER' section includes 'Patient Arrived Queue Series' (Normal), 'Queue No' (1211), 'Arrival Time' (26/06/2019 12:16 PM), and 'Waiting Time' (837:45:1). The 'PRESCRIPTION' table at the bottom has a red circle '1' around the 'Hold/Resume' button for the first entry: Frusemide 40 mg Tablet.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
Frusemide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25	25 tablet	35 tablet (1 day(s))	Remarks	Detail	0 tablet	Detail	Rescribe to Input	Prepared

Figure 7.1.3-1 Dispensing screen

Note

Repeat step 1 and 3 as in [Section 4.4.1 Patient Called as per Figure 7.1.1-1](#) before performs Hold / Resume steps.

Hold

STEP 1

Select the drug and click on the button as per Figure 7.1.3-1

The screenshot shows the 'COUNTERCHECK' interface. It has a table with columns: Drug Name, Reason, Correction Required, and Selection. The first row shows 'Frusemide 40 mg Tablet'. A dropdown menu is open for the 'Reason' field, with a red circle '2' around it. The dropdown options are: Intervention, Not Filled, Wrong Drug Filled, Wrong Label Information, Wrong Patient Label, Wrong Quantity Filled, and Wrong Strength Filled. A red circle '3' is around the 'Hold' button at the top right, and a red circle '5' is around the 'Error Factor' field.

Figure 7.1.3-2 Hold Order – Countercheck

STEP 2

Select from the **Hold Reason** drop down:

- Intervention
- Not Filled
- Wrong Drug Filled
- Wrong Label Information

- Wrong Patient Label
- Wrong Quantity Filled
- Wrong Strength Filled

STEP 3

Click on the  button to proceed Hold

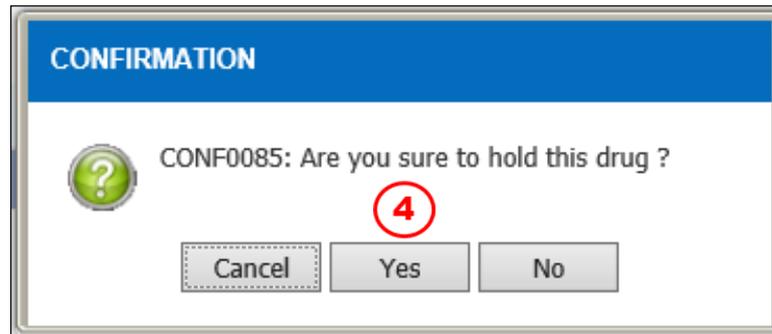


Figure 7.1.3-3 Confirmation Alert Message

STEP 4

Click on the  button to Hold the drug and confirmation pop up message will close automatically

Note

- Drug status will change to Prepared/Hold (Dispensing screen).

STEP 5

Click on the  button to record the error factor.

Note

- Once hold the drug user able to record error factor as shown in Figure 7.1.3-4

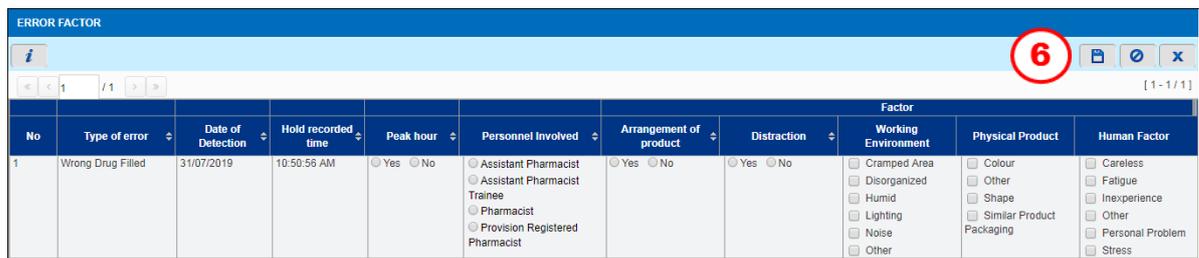


Figure 7.1.3-4 Error Factor

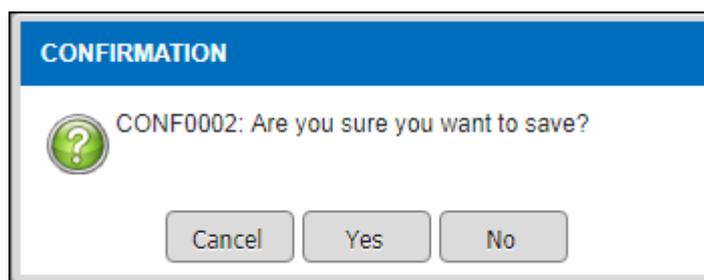


Figure 7.1.3-5 Alert Message

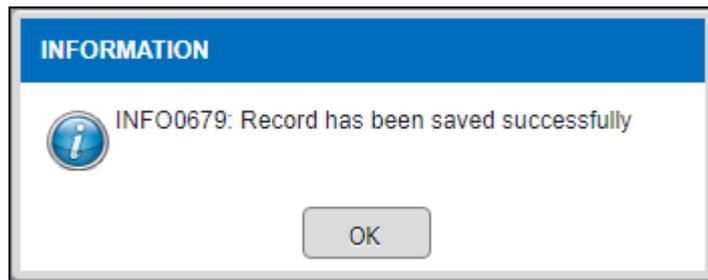


Figure 7.1.3-6 Alert Message

STEP 6

Click on the button to save the error factor.

Note

- Confirmation alert message will appear as shown in Figure 7.1.3-5. Click on button to proceed.
- Click as shown in Figure 7.1.3-6.

Resume

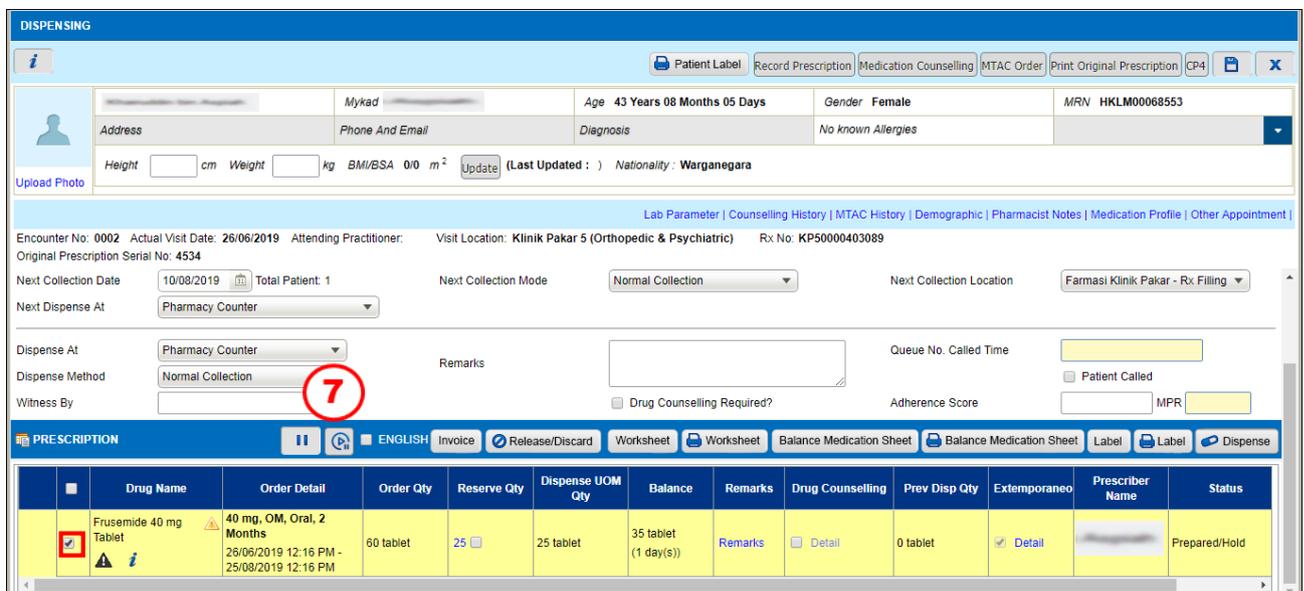


Figure 7.1.3-7 Dispensing screen

STEP 7

Select the drug and click on the button to Resume as per Figure 7.1.3-7



Figure 7.1.3-8 Resume Order Screen

STEP 8

Click on the  button

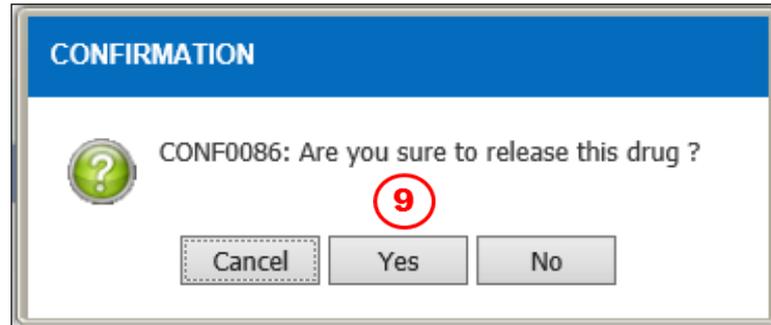


Figure 7.1.3-9 Confirmation Alert Message

STEP 9

Click on the  button to release drug from hold state

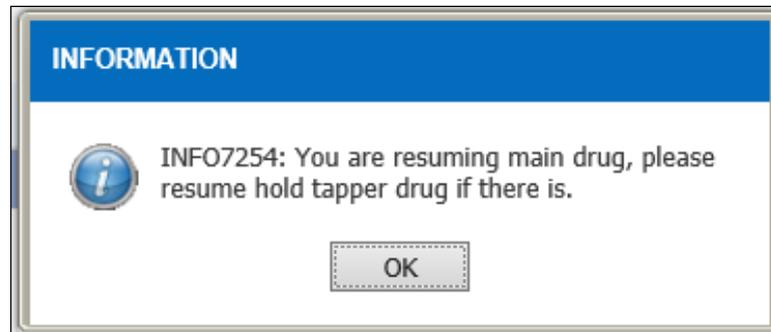
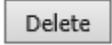


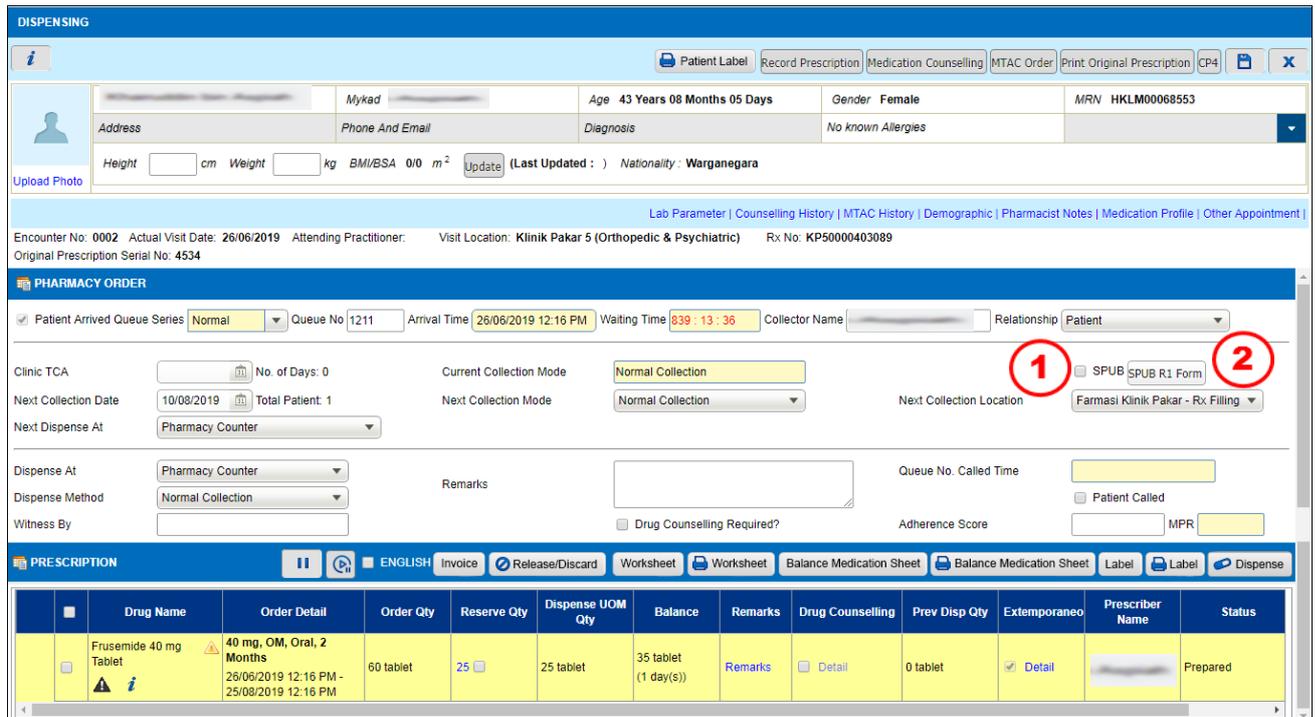
Figure 7.1.3-10 Information Alert Message

Note

- Click on the  button as in **Figure 7.1.3-10** to resume.
- User can delete the Hold record by selecting intervention reason check box  and click the  button.

7.1.4 Send SPUB

This function allow user to generate and send SPUB information to other facilities.



DISPENSING

Mykad: [Redacted] Age: 43 Years 08 Months 05 Days Gender: Female MRN: HKLM00068553
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies: [Redacted]
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

Encounter No: 0002 Actual Visit Date: 26/06/2019 Attending Practitioner: [Redacted] Visit Location: Klinik Pakar 5 (Orthopedic & Psychiatric) Rx No: KP50000403089
 Original Prescription Serial No: 4534

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 1211 Arrival Time: 26/06/2019 12:16 PM Waiting Time: 839 : 13 : 36 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: [Redacted] No. of Days: 0 Current Collection Mode: Normal Collection **1** SPUB SPUB R1 Form **2**
 Next Collection Date: 10/08/2019 Total Patient: 1 Next Collection Mode: Normal Collection Next Collection Location: Farmasi Klinik Pakar - Rx Filling
 Next Dispense At: Pharmacy Counter

Dispense At: Pharmacy Counter Remarks: [Redacted] Queue No. Called Time: [Redacted]
 Dispense Method: Normal Collection Adherence Score: [Redacted] MPR: [Redacted]
 Witness By: [Redacted] Drug Counselling Required?

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
Frusemide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25 <input type="checkbox"/>	25 tablet	35 tablet (1 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail	[Redacted]	Prepared

Figure 7.1.4-1 Dispensing

Note

- Repeat step 1 and 3 as in [Section 7.1.1 Patient Called as per Figure 7.1.1-1](#) before performs send SPUB steps.
- User able to request SPUB R1 form at dispensing screen.
- Enter Next collection detail as per partial dispense and next collection record.

STEP 1

Click on check box at SPUB

STEP 2

Click on the button and Figure 7.1.4-3 will be display

SPUB FORM

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Figure 7.1.4-3 SPUB R1 form

SPUB FORM

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MEDC0000585982	14/09/2017	Metformin HCl 500 mg Tablet	500 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark
MEDC0000585982	14/09/2017	Atorvastatin 40 mg Tablet	40 mg, ON, 4 Months	120 tablet	30 tablet	0 tablet	90 tablet	Remark
MEDC0000585982	14/09/2017	Metoprolol Tartrate 50 mg Tablet	50 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark

Figure 7.1.4-4 SPUB R1 form Edit

STEP 3

Click on the button

STEP 4

Enter Pharmacy Order details:

Referring Facility

- SPUB No – will be auto display
- Referred From - will be auto defaulted to requester hospital's name
- Contact Person / Office – will be auto defaulted to the person in charge, however user is allowed to change this value
- Contact No / Ext No - will be auto defaulted to the person in charge, however user is allowed to change this value

- e) Fax No – will auto defaulted to the person in charge, however user is allowed to change this value
- f) Next Collection Date – This value is auto defaulted to 'Next Collection Date' in the dispensing screen
- g) Remarks – enter remarks regarding the patient

STEP 5

Referred Facility

- a) Referred to – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- b) Contact Person / Office - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- c) Contact No / Ext No (Referring hospital) - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) Fax No - will be auto defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) Counselling needed – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

Note

- *Prescription and Dispense details will contain a list of drugs to be dispensed in the referring hospital.*
- *This list will only display the drugs with balance quantity to be dispensed.*
- *Details of the drug will be displayed as below:*
 - *Rx No - Prescription No.*
 - *Rx Date - Prescription date (order date).*
 - *Drug Name - Name of drug ordered by the prescriber.*
 - *Order Quantity – Quantity of drug ordered by the prescriber.*
 - *Disp quantity – Quantity of drug to be dispensed at requester hospital.*
 - *Prev Disp Qty – Balance quantity to be dispensed at referring hospital.*
 - *Remarks – Remarks by pharmacist.*

STEP 6

Click on the  button to save and send SPUB form

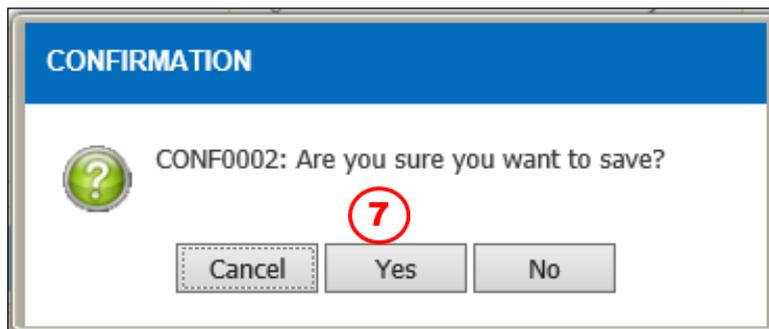


Figure 7.1.4-5 Confirmation Alert Message

STEP 7

Click on the  button to confirm

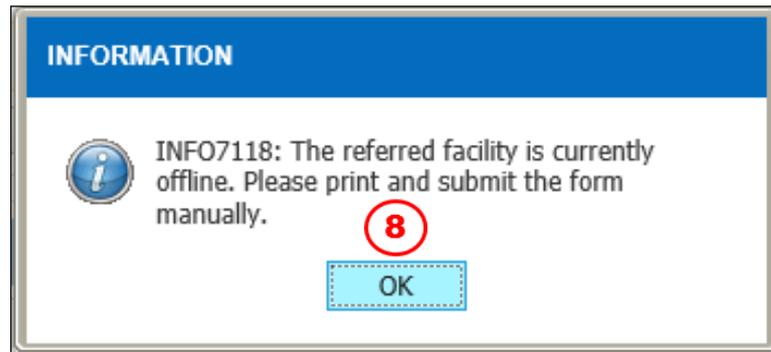


Figure 7.1.4-6 Confirmation Alert Message

STEP 8

Click on the  button as in **Figure 7.1.4-6** and proceed to print the SPUB form

Note

- Click on the  button to print SPUB form as per *Figure 7.1.4-4*.
- *A pop up message as per Figure 7.1.4-6 will appear if the referred facility is offline.*
- *User able to print SPUB R1 form as per Figure 7.1.4-7 and send it manually to the offline referred facility (without PhIS).*



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk		Fasiliti dirujuk		No. Rujukan (00047/07/2019)
Negeri : Kedah	Hospital : Hospital Kulim	Negeri : Melaka	Hospital : Hospital Alor Gajah	
Nombor SPUB : HKLMSPUB_00010134		Daerah/Bandar :		
No. Tel : 044272733		No. Tel :		
No. Faks :		No. Faks :		

A. Maklumat Pesakit :

Nama : _____

Umur : 4 Years 4 Months 30 Days Jantina : Perempuan

No. Kad Pengenalan : _____ No. Telefon : _____

B. Maklumat Preskripsi :

No. Preskripsi : FKPFill0000403088 Tarikh Preskripsi : 26/06/2019

No. Siri Preskripsi : MEDIKAL0000368107 Tarikh Akan Datang : 29/08/2019

Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
26/06/2019	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days	78 tablet	85 Days	83 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan : _____

Nama : _____

Jawatan : Pegawai Perubatan

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 7.1.4-7 SPUB R1 Form Preview

8.1 Single Stage Dispensing

This function allow user to record and dispense medication in faster way. Normally it will be use if all the process was handle by one user. User able to allocate quantity of drug by batch, generate and print drug label, extemporaneous worksheet, ingredient label and record next medication collection detail.

Figure 8.1-1 Single Stage Dispensing Landing Screen

STEP 1

Click on 'Single Stage Dispensing' sub menu

Note

- To perform Single Stage Dispensing, patient prescription must go through Acknowledgement process. Refer [Section 4.1 Acknowledgement](#) for acknowledgement steps
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take	Able to filter and search patient's record by mode of services

		-Telephone and Take -UMP -Others	
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
j	Original Prescription Serial No	Original Prescription Serial Number	Able to search by Original Prescription Serial Number
Advanced Search			
h	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
i	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
j	Order Date from	Order Date from	Able to filter and search patient's record by order date from
k	Order Date To	Order Date To	Able to filter and search patient's record by order date to
l	Queue Date	Queue Date	Able to filter and search patient's record by queue date
m	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search p patient's record by queue series
n	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 8.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

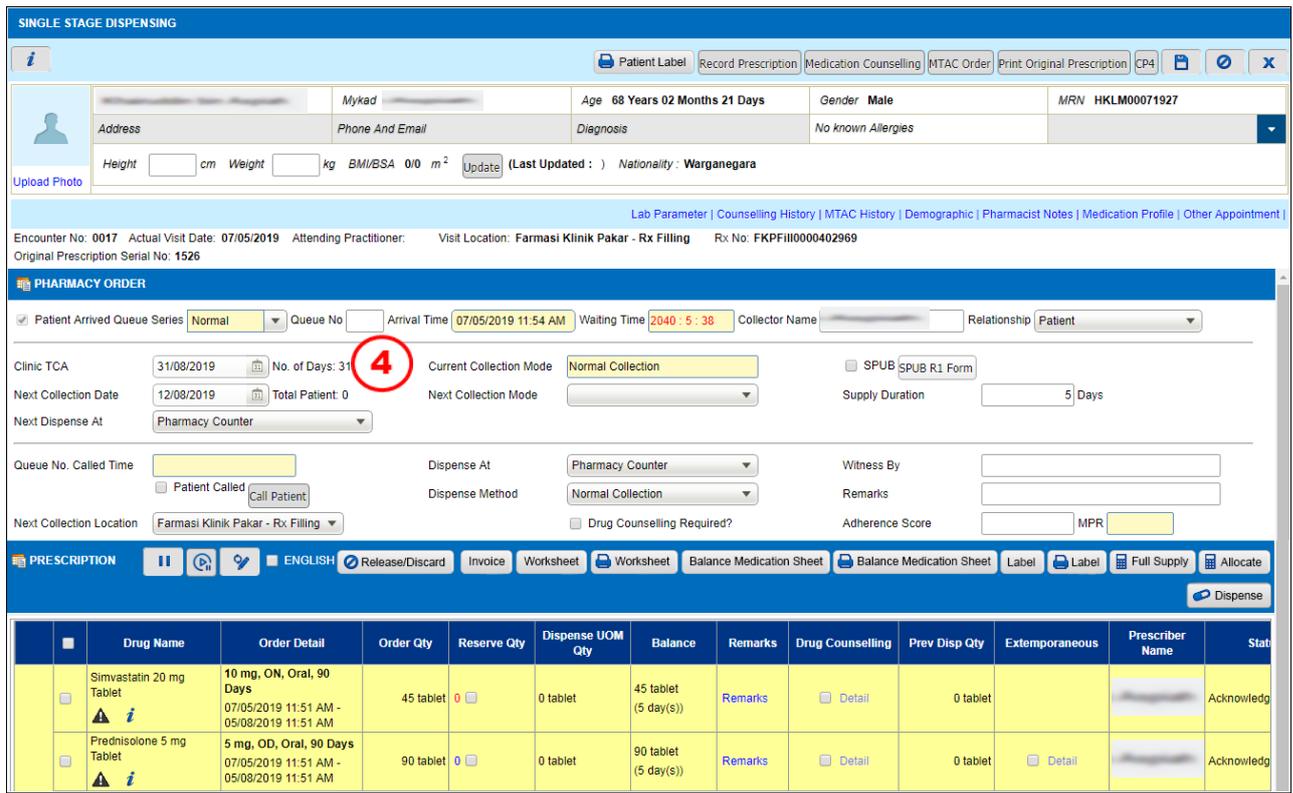
- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient and patient information will be shown as per **Figure 8.1-2**

STEP 4

Enter the clinic TCA and next collection date if applicable



SINGLE STAGE DISPENSING

Encounter No: 0017 Actual Visit Date: 07/05/2019 Attending Practitioner: Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF0000402969
Original Prescription Serial No: 1526

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: [] Arrival Time: 07/05/2019 11:54 AM Waiting Time: 2040 : 5 : 38 Collector Name: [] Relationship: Patient

Clinic TCA: 31/08/2019 No. of Days: 31 **4** Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 12/08/2019 Total Patient: 0 Next Collection Mode: [] Supply Duration: 5 Days
 Next Dispense At: Pharmacy Counter

Queue No. Called Time: [] Dispense At: Pharmacy Counter Witness By: []
 Patient Called Dispense Method: Normal Collection Remarks: []
 Next Collection Location: Farmasi Klinik Pakar - Rx Filling Drug Counselling Required? Adherence Score: [] MPR: []

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	45 tablet	0	0 tablet	45 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[]	Acknowledg
Prednisolone 5 mg Tablet	5 mg, OD, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	90 tablet	0	0 tablet	90 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	[]	Acknowledg

Figure 8.1-2 Single Stage Dispensing

Note

- **Alternate Drug**
User to select different drug with the same active ingredient and same administration route.
- **Hold and Resume**
Hold' function in dispensing is different from hold function in screening and preparation. This hold function is to record error before dispensing.
- **Intervention**
This function allows user to modify drugs details frequency, duration and dose only.
- **Edit Label**
User able to edit and print drug label.
- **Next Medication Collection record**
User able to record Date and Collection Location for partial medication.
- **TCA**
User able to record Date of next appointment to visit doctor / prescriber.
- **SPUB R1 Form**
 button will allow pharmacist to send SPUB request to referred facility. (Only for partial supply drug). Pharmacist will fill in SPUB information in SPUB R1 Form and has option to print SPUB R1 form.

SINGLE STAGE DISPENSING

Mykad: [Mykad] Age: 68 Years 02 Months 21 Days Gender: Male MRN: HKLM00071927
 Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] No known Allergies
 Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0017 Actual Visit Date: 07/05/2019 Attending Practitioner: [] Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF00000402969
 Original Prescription Serial No: 1526

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: [] Arrival Time: 07/05/2019 11:54 AM Waiting Time: 2040 : 5 : 38 Collector Name: [] Relationship: Patient

Clinic TCA: 31/08/2019 No. of Days: 31 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 12/08/2019 Total Patient: 0 Next Collection Mode: [] Supply Duration: 5 Days
 Next Dispense At: Pharmacy Counter

Queue No. Called Time: [] Dispense At: Pharmacy Counter Witness By: []
 Patient Called Dispense Method: Normal Collection Remarks: []
 Next Collection Location: Farmasi Klinik Pakar - Rx Filling Drug Counselling Required? Adherence Score: [] MPR: []

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	45 tablet	0	0 tablet	45 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[]	Acknowledg
Prednisolone 5 mg Tablet	5 mg, OD, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	90 tablet	0	0 tablet	90 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	[]	Acknowledg

Figure 8.1-3 Single Stage Dispensing

Note

Details process for each process of **Intervention**, **Alternate Drug** and **Hold** are as followed:

- **Intervention** : Refer to [Section 5.1.2 Intervention](#).
- **Alternate Drug** : Refer to [Section 5.1.3 Alternate](#).
- **Hold** : Refer to [Section 5.1.5 Hold](#).

STEP 5

Click on the icon to do any of these functions such as Intervention, Alternate/Combination Drug and Hold.

Note

Reserve Quantity will calculate automatically once button is click. However, user can manually change the quantity by clicking on the hyperlink number in **Reserve Qty** column.

SINGLE STAGE DISPENSING

Mykad: Age: 68 Years 02 Months 21 Days Gender: Male MRN: HKLM00071927
 Address: Phone And Email: Diagnosis: No known Allergies
 Height: cm Weight: kg BMI/BSA: 0/0 m² (Last Updated:) Nationality: Warganegara

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0017 Actual Visit Date: 07/05/2019 Attending Practitioner: Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF00000402969
 Original Prescription Serial No: 1526

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: Arrival Time: 07/05/2019 11:54 AM Waiting Time: 2040 : 5 : 38 Collector Name: Relationship: Patient

Clinic TCA: 31/08/2019 No. of Days: 31 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 12/08/2019 Total Patient: 0 Next Collection Mode: Supply Duration: 5 Days
 Next Dispense At: Pharmacy Counter

Queue No. Called Time: Dispense At: Pharmacy Counter Witness By:
 Patient Called Dispense Method: Normal Collection Remarks:
 Next Collection Location: Farmasi Klinik Pakar - Rx Filling Drug Counselling Required? Adherence Score: MPR:

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Simvastatin 20 mg Tablet	10 mg, ON, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	45 tablet	0	0 tablet	45 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet			Acknowledg
Prednisolone 5 mg Tablet	5 mg, OD, Oral, 90 Days 07/05/2019 11:51 AM - 05/08/2019 11:51 AM	90 tablet	0	0 tablet	90 tablet (5 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail		Acknowledg

Figure 8.1-4 Single Stage Dispensing

STEP 6

Click on the or button to print

Note

Refer to [Section 3.3.3 for Drug Label printing detail process.](#)

STEP 7

Click at the button to stop the waiting time

STEP 8

Click on the button to dispense the drug

CONFIRMATION

CONF0064: Do you want to dispense now?

Figure 8.1-5 Confirmation Alert Message

STEP 9

Click on the button to confirm

9.1 SPUB

9.1.1 SPUB Out Online – (Both facility using PhIS)

9.1.1.1 SPUB Out Online (Before Dispense)

SPUB Out Online (referring facility) enable user to send SPUB information to referred facility that is using PhIS during dispensing process

The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' with 'Dispensing' highlighted (1). The main area is titled 'HOSPITAL MIRI' and 'OUTPATIENT - DISPENSING'. It features search filters for 'Dispensing Location', 'Order Type', 'Mode of Services', and 'IC No/Other Identification'. A search bar (2) is present. Below is a table of patient records:

Queue No	MRN	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection Mode	Order Type	Prescription Status	eGL Status	Arrival Time	Waiting Time
2156	HMIRI00179102	[blurred]	Normal	13/09/2017 11:10 AM	CLINIC PAEDIATRIC (PAKAR 3)	Normal Collection	Normal	IN PROGRESS	Paying	13/09/2017 11:23 AM	2859 : 22 : 3
1046	HMIRI00145050	[blurred]	Normal	14/09/2017 8:53 AM	CLINIC MEDICAL (PAKAR 3)	Normal Collection	(3)	IN PROGRESS	Paying	14/09/2017 9:04 AM	0 : 19 : 59

Figure 9.1.1.1-1 SPUB R1 – Patient Listing

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).
- User can send SPUB out at the screening, preparation, dispensing and SPUB Patient List (add new patient) – for partial dispense record only

STEP 1

Click on 'Dispensing' sub menu

Note

- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
j	Show All		Able to view all patient record
k	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
l	Patient Name	Name of patient	Able to filter and search by patient's name
m	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
n	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
o	Mode of Services	All -Appointment	Able to filter and search patient's record by mode of services

STEP 3

Double click on the selected patient listed and patient detail information will be shown as per **Figure 9.1.1.1-1**

DISPENSING

Address: [Redacted] Mykad: [Redacted] Age: 43 Years 08 Months 05 Days Gender: Female MRN: HKLM00068553

Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Encounter No: 0002 Actual Visit Date: 26/06/2019 Attending Practitioner: Visit Location: Klinik Pakar 5 (Orthopedic & Psychiatric) Rx No: KP50000403089

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 1211 Arrival Time: 26/06/2019 12:16 PM Waiting Time: 039 : 13 : 36 Collector Name: NX XXX XXX Relationship: Patient

Clinic TCA: [] No. of Days: 0 Current Collection Mode: Normal Collection **4** SPUB **5** SPUB R1 Form

Next Collection Date: 10/08/2019 Total Patient: 1 Next Collection Mode: Normal Collection Next Collection Location: Farmasi Klinik Pakar - Rx Filling

Dispense At: Pharmacy Counter Dispense Method: Normal Collection

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
Frusemide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25	25 tablet	35 tablet (1 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail	[Redacted]	Prepared

Figure 9.1.1.1-2 SPUB R1 Form

STEP 4

Click on the SPUB **SPUB R1 Form** checkbox when patient request for SPUB

STEP 5

Click on the **SPUB R1 Form** button

SPUB FORM

Address: [Redacted] Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIR00145050

Height: [] cm Weight: [] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

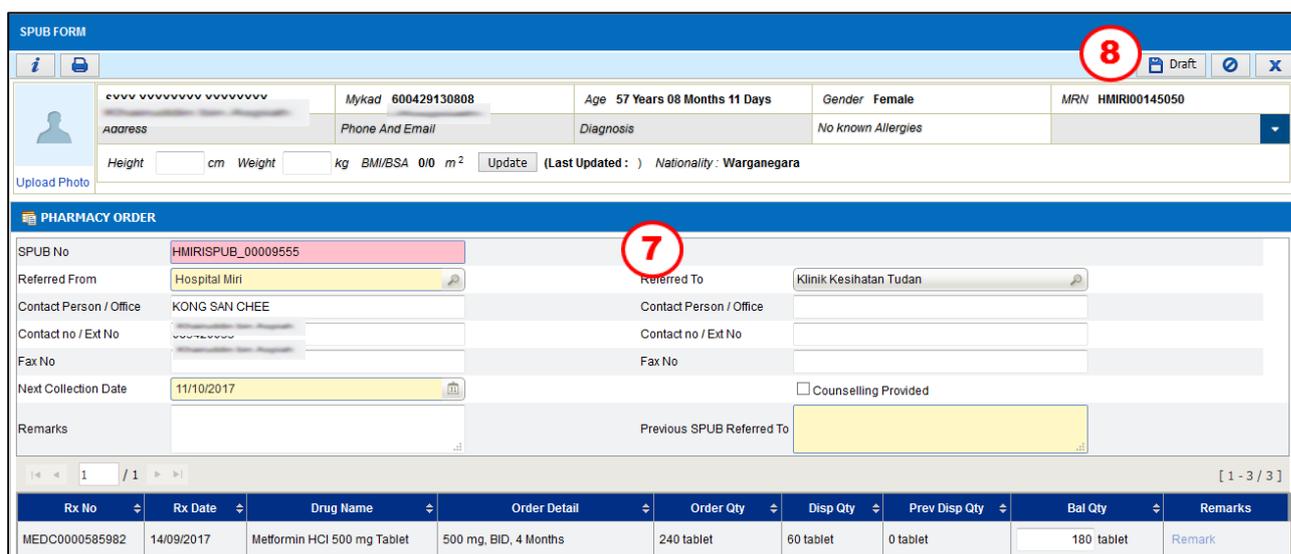
Next Collection Date: 11/10/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Figure 9.1.1.1-3 SPUB Form

STEP 6

Click on the button



SPUB FORM

Mykad: 600429130808 | Age: 57 Years 08 Months 11 Days | Gender: Female | MRN: HMIR00145050

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | No known Allergies

Height: [Redacted] cm | Weight: [Redacted] kg | BMI/BSA: 0/0 m² | Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00009555

Referred From: Hospital Miri (7) | Referred To: Klinik Kesihatan Tudan

Contact Person / Office: KONG SAN CHEE | Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] | Contact no / Ext No: [Redacted]

Fax No: [Redacted] | Fax No: [Redacted]

Next Collection Date: 11/10/2017 | Counselling Provided

Remarks: [Redacted] | Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MEDC0000585982	14/09/2017	Metformin HCl 500 mg Tablet	500 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark

Figure 9.1.1.1-3 SPUB Form

STEP 7

Fill the details of SPUB R1 form are as below:

- a) Referred From
- b) Referred To
- c) Contact Person / Office
- d) Contact No/Ext No
- e) Fax No
- f) Next Collection Date
- g) Remarks
- h) Counselling Needed

Referring Facility

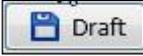
- a) **SPUB No** – will be auto generated
- b) **Referred From** - will be defaulted to requester hospital's name
- c) **Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Contact No / Ext No** - will be defaulted to the person in charge, however user is allowed to change this value
- e) **Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- f) **Next Collection Date** – This value is defaulted to 'Next Collection Date' in the dispensing screen
- g) **Remarks** – enter remarks regarding the patient

Referred Facility

- a) **Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- b) **Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- c) **Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.

- d) **Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) **Counselling needed** – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

STEP 8

Click on the  button to save the SPUB form and SPUB No will be generated

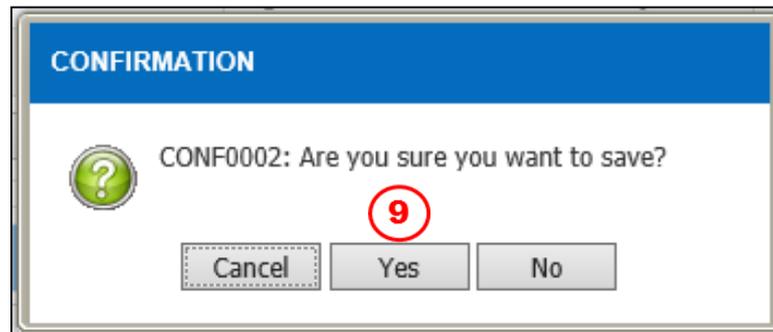
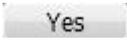


Figure 9.1.1.1-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

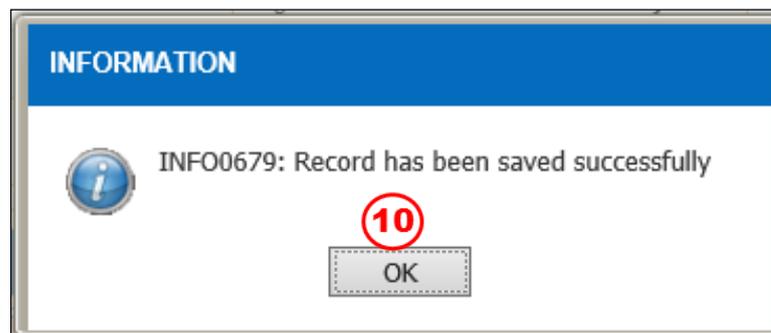


Figure 9.1.1.1-5 Information Alert Message

STEP 9

Click on the  button to acknowledge the saved SPUB

STEP 10

Click on the  button to print SPUB R1 Form if required as per Figure 9.1.1.1-6



SPUB FORM

Mykad: [redacted] Age: 52 Years 11 Months 14 Days Gender: Female MRN: HMIRI00102366

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

Height: [redacted] cm Weight: [redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRIS PUB_00004043

Referred From: Hospital Miri Referred To: Hospital Alor Gajah

Contact Person / Office: [redacted] Contact Person / Office: [redacted]

Contact no / Ext No: [redacted] Contact no / Ext No: [redacted]

Fax No: [redacted] Fax No: [redacted]

Next Collection Date: 09/03/2017 Counselling Provided

Remarks: [redacted] Previous SPUB Referred To: [redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
EYEC0000150126	31/03/2016	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN4, 12 Months	12 bott	2 bott	2 bott	8 bott	Remark

Figure 9.1.1.1-6 SPUB Form screen

SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk		Fasiliti dirujuk		No. Rujukan (00047/07/2019)
Negeri : Kedah	Hospital : Hospital Kulim	Negeri : Melaka	Hospital : Hospital Alor Gajah	
Nombor SPUB : HKLMSPUB_00010134				
Daerah/Bandar : Kulim	No. Tel : 044272733	Daerah/Bandar :	No. Tel :	No. Faks :

A. Maklumat Pesakit :

Nama : _____
 Umur : 4 Years 4 Months 30 Days Jantina : Perempuan
 No. Kad Pengenalan : _____ No. Telefon : _____

B. Maklumat Preskripsi :

No. Preskripsi : FKPFill0000403088 Tarikh Preskripsi : 26/06/2019
 No. Siri Preskripsi : MEDIKAL0000368107 Tarikh Akan Datang : 29/08/2019
 Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
26/06/2019	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days	78 tablet	85 Days	83 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan :
 Nama : _____
 Jawatan : Pegawai Perubatan

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 9.1.1.1-7 SPUB R1 Form

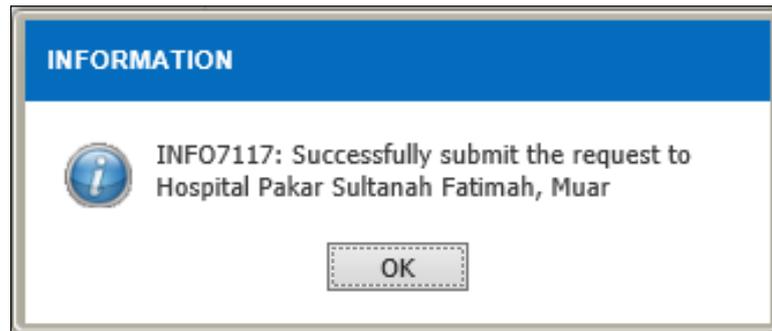


Figure 9.1.1.1-8 Information Alert Message

Note

Upon clicking Yes at dispensing, alert message of successfully submit SPUB request will appear as per Figure 9.1.1.1-8. Click the  button to close the alert.

9.1.1.2 SPUB Out Online (After Dispense)

SPUB Out Online (referring facility) enable user to request for SPUB after dispense.

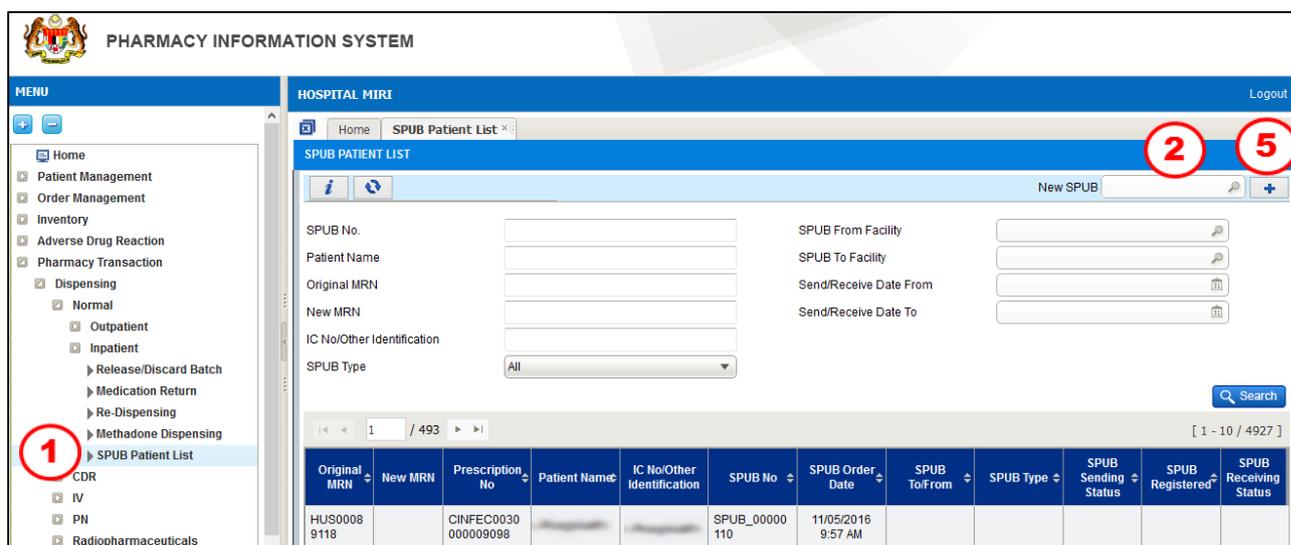


Figure 9.1.1.2-1 SPUB Patient List

STEP 1

Click on the ‘SPUB Patient List’ submenu

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense). Refer to [Section 3.6.1.1 SPUB Out Online \(Before Dispense\)](#).
- User will send SPUB R1 form by online to referred facility which also use PhIS.

STEP 2

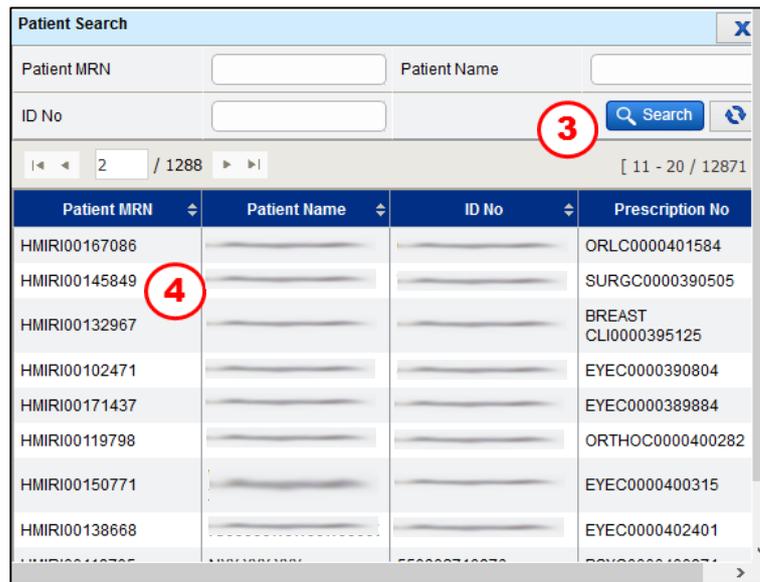
Click on the to search for the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> • Type the MRN either full or partial: Example: HPSF00001234 or “1234”
b	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: Example: MOPC0000001234 or “1234”
c	Patient Name	Name of patient	Allow to filter and search by patient name

Table 3.6.1.2-1



Patient MRN	Patient Name	ID No	Prescription No
HMIRI00167086			ORLC0000401584
HMIRI00145849			SURGC0000390505
HMIRI00132967			BREAST CLI0000395125
HMIRI00102471			EYEC0000390804
HMIRI00171437			EYEC0000389884
HMIRI00119798			ORTHOC0000400282
HMIRI00150771			EYEC0000400315
HMIRI00138668			EYEC0000402401

Figure 9.1.1.2-2 SPUB Patient List Search

STEP 3

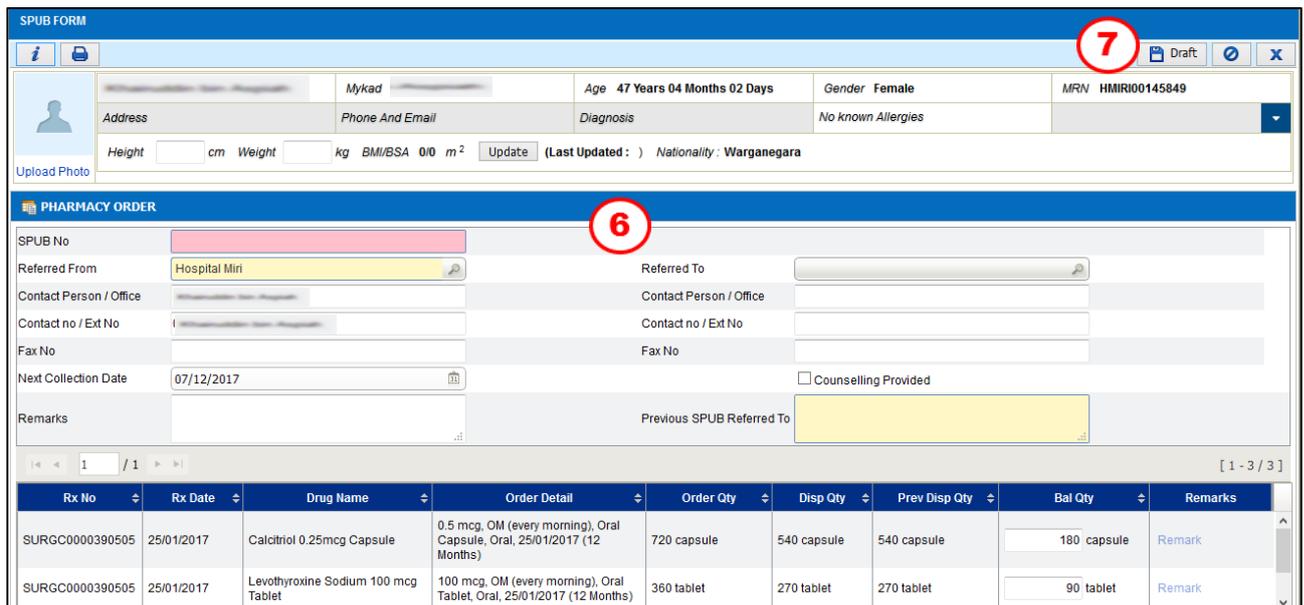
Click on the  button to search the patient

STEP 4

Double click on the patient details

STEP 5

Click on the  button as in Figure 9.1.1.2-1



SPUB FORM

Mykad: [redacted] Age: 47 Years 04 Months 02 Days Gender: Female MRN: HMIRI00145849

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

Height: [redacted] cm Weight: [redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: [redacted] Referred From: Hospital Miri Referred To: [redacted]

Contact Person / Office: [redacted] Contact Person / Office: [redacted]

Contact no / Ext No: [redacted] Contact no / Ext No: [redacted]

Fax No: [redacted] Fax No: [redacted]

Next Collection Date: 07/12/2017 Counselling Provided

Remarks: [redacted] Previous SPUB Referred To: [redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
SURGC0000390505	25/01/2017	Calcitriol 0.25mcg Capsule	0.5 mcg, OM (every morning), Oral Capsule, Oral, 25/01/2017 (12 Months)	720 capsule	540 capsule	540 capsule	180 capsule	Remark
SURGC0000390505	25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg, OM (every morning), Oral Tablet, Oral, 25/01/2017 (12 Months)	360 tablet	270 tablet	270 tablet	90 tablet	Remark

Figure 9.1.1.2-3 SPUB Form screen

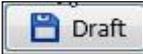
STEP 6

Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office

- d) Contact No/Ext No
- e) Fax No
- f) Next Collection Date
- g) Remarks
- h) Counselling Needed

STEP 7

Click on the  button to save the SPUB form and SPUB No will be generated

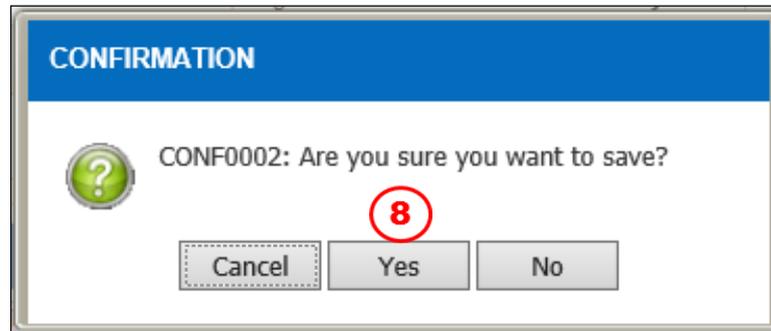
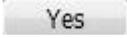


Figure 9.1.1.2-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

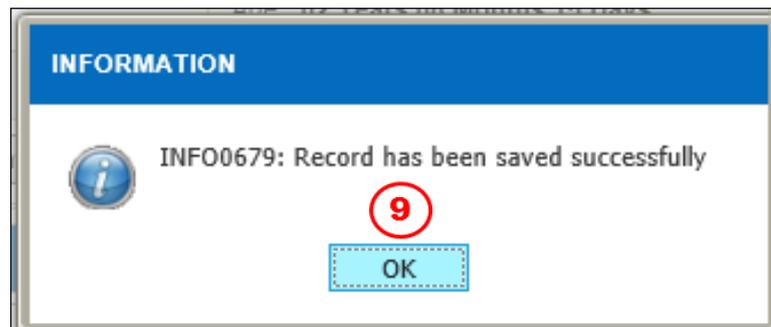


Figure 9.1.1.2-5 Information Alert Message

STEP 9

Click on the  to acknowledge the saved SPUB

Figure 9.1.1.2-6 SPUB Form

STEP 10

Click on the Send button to submit the request

Note

Before submitting the request, user can still edit the form by clicking on the button

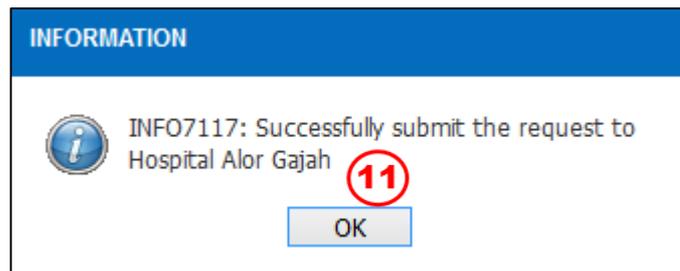


Figure 9.1.1.2-7 Information Alert Message

STEP 11

Click on the OK to acknowledge the SPUB submission

SPUB FORM

12

Mykad: [Redacted] Age: 47 Years 04 Months 02 Days Gender: Female MRN: HMIRI00145849

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00012137

Referred From: Hospital Miri Referred To: Hospital Alor Gajah

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 07/12/2017 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
SURGC0000390505	25/01/2017	Calcitriol 0.25mcg Capsule	0.5 mcg, OM (every morning), Oral Capsule, Oral, 25/01/2017 (12 Months)	720 capsule	540 capsule	540 capsule	180 capsule	Remark
SURGC0000390505	25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg, OM (every morning), Oral Tablet, Oral, 25/01/2017 (12 Months)	360 tablet	270 tablet	270 tablet	90 tablet	Remark

Figure 9.1.1.2-8 SPUB Form screen

STEP 12

Click on the  button to print SPUB R1 Form if required as per **Figure 9.1.1.2-7**

Note

- Click on the  button to print the form and give it to the patient or fax to the referred facility
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply drug).



Nombor SPUB : HMIRISPUB_00012137		Daerah/Bandar :		Daerah/Bandar :		
No. Tel : 085420033		No. Tel :		No. Tel :		
No. Faks :		No. Faks :		No. Faks :		
A. Maklumat Pesakit :						
Nama : _____						
Umur : 47 Years 4 Months 2 Days			Jantina : Perempuan			
No. Kad Pengenalan : _____			No. Telefon : _____			
B. Maklumat Preskripsi :						
No. Siri Preskripsi: SURGC0000390505			Tarikh Preskripsi: 25/01/2017			
Tarikh Akan Datang: 07/12/2017						
Catatan:						
C. Maklumat Bekalan :						
Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penah Kuantiti	Catatan Preskripsi
25/01/2017	Celestrol 0.25mg Capsule	0.2 mg OM, Oral, 12 Months	150 capsule	12 Months	720 capsule	
25/01/2017	Levothyroxine Sodium 100 mcg Tablet	100 mcg OM, Oral, 12 Months	90 tablet	12 Months	360 tablet	
25/01/2017	Calcium Carbonate 500mg Tablet	1500 mg DID, Oral, 12 Months	1050 tablet	12 Months	4200 tablet	
D. Kaunseling telah diberikan Ya <input type="checkbox"/> Tidak <input checked="" type="checkbox"/>						
(Jika Ya, sila lampirkan rekod kaunseling)						
Tandatangan : _____						
Nama : _____						
Jawatan : Ketua Pegawai Farmasi						
Untuk dilel oleh Faaliti yang menerima rujukan :						
Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 9.1.1.2-9 SPUB R1 Form

9.1.2 SPUB Out from Online facility to Offline facility

This (referring facility using PhIS) enable user to send SPUB request to (referred facility which is not using PhIS)

9.1.2.1 SPUB Out from Online facility to Offline facility (Before Dispense)

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Logout

Home Dispensing x

OUTPATIENT - DISPENSING

Dispensing Counter: 5

Dispensing Location: Farmasi Klinik Pakar - Rx Filling

Patient Name: []

Order Type: All

MRN: []

Mode of Services: All

Order Status: All

IC No/Other Identification: []

Prescription Status: All

Original Prescription Serial No.: []

Advanced Search [Search]

Queue No	MRN	Original Prescription Serial No.	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection Mode	Order Type	Prescription Status	eGL Status	Arrival Time	Waiting Time
	HKLM00198324	MEDIKAL0000368107	[]	Normal	2019-12-13	Farmasi Klinik Pakar - Rx Filling		SPUB	IN PROGRESS		26/06/2019 12:13 PM	840 : 8 : 34
1211	HKLM00068553	4534	[]	Normal	26/06/2019 12:16 PM	Klinik Pakar 5 (Orthopedic & Psychiatric)	Normal Collection	Normal	IN PROGRESS		26/06/2019 12:16 PM	840 : 5 : 6
1222	HKLM00066875	c34	[]	Normal	29/07/2019 9:13 AM	FKP	Normal Collection	Referred Patient	IN PROGRESS/HOLD		29/07/2019 9:13 AM	51 : 8 : 44

Figure 9.1.2.1-1 SPUB R1 – Patient Listing

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).

STEP 1

Click on 'Dispensing' sub menu

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take	Able to filter and search patient's record by mode of services

		-Normal Collection -SMS and Take -Telephone and Take -UMP -Others	
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 9.1.2.1-1

STEP 2

Click on the  button to search the patient

Note

Search result of current order patient list will be displayed:

- Queue NO
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient listed and patient detail information will be shown as per **Figure 9.1.2.1-1**

DISPENSING

Patient Label Record Prescription Medication Counselling MTAC Order Print Original Prescription CP4

NX XXX XXX Mykad 751126075188 Age 43 Years 08 Months 05 Days Gender Female M/RN HKLM00068553
 Phone And Email Address Diagnosis No known Allergies
 Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated :) Nationality : Warganegara

Encounter No: 0002 Actual Visit Date: 26/06/2019 Attending Practitioner: Visit Location: Klinik Pakar 5 (Orthopedic & Psychiatric) Rx No: KP50000403089
 Original Prescription Serial No: 4534

PHARMACY ORDER

Patient Arrived Queue Series Normal Queue No 1211 Arrival Time 26/06/2019 12:16 PM Waiting Time 839 : 13 : 36 Collector Name NX XXX XXX Relationship Patient

Clinic TCA No. of Days: 0 Current Collection Mode Normal Collection **4** SPUB SPUB R1 Form **5**
 Next Collection Date 10/08/2019 Total Patient: 1 Next Collection Mode Normal Collection Next Collection Location Farmasi Klinik Pakar - Rx Filling
 Next Dispense At Pharmacy Counter

Dispense At Pharmacy Counter Dispense Method Normal Collection Remarks Queue No. Called Time
 Witness By Drug Counselling Required? Adherence Score MPR

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
Frusamide 40 mg Tablet	40 mg, OM, Oral, 2 Months 26/06/2019 12:16 PM - 25/08/2019 12:16 PM	60 tablet	25	25 tablet	35 tablet (1 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input checked="" type="checkbox"/> Detail	DR NORITA	Prepared

Figure 9.1.2.1-2 SPUB R1 Form

STEP 4

Click on the SPUB **SPUB R1 Form** checkbox when patient request for SPUB

Note

SPUB **SPUB R1 Form** is not checked and the button is disabled initially. After clicking the checkbox, then the button will be enabled

STEP 5

Click on the **SPUB R1 Form** button

SPUB FORM

Draft

Mykad 751126075188 Age 72 Years 01 Days Gender Female M/RN HMIR00114936
 Address Phone And Email Address Diagnosis No known Allergies
 Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated :) Nationality : Warganegara

PHARMACY ORDER

SPUB No **6**
 Referred From Hospital Miri Referred To
 Contact Person / Office Contact Person / Office
 Contact no / Ext No Contact no / Ext No
 Fax No Fax No
 Next Collection Date 09/02/2018 Counselling Provided
 Remarks Previous SPUB Referred To

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000564829	04/10/2017	Multivitamin Tablet	1 tablet, OD, 6 Months	180 tablet	30 tablet	90 tablet	60 tablet	Remark

Figure 9.1.2.1-3 SPUB Form

STEP 6

Fill the details of SPUB R1 form are as below:

- a) Referred From
- b) Referred To
- c) Contact Person / Office
- d) Contact No/Ext No
- e) Fax No
- f) Next Collection Date
- g) Remarks
- h) Counselling Provided

Referring Facility

- a) **SPUB No** – will be auto generated
- b) **Referred From** - will be defaulted to requester hospital's name
- c) **Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Contact No / Ext No** - will be defaulted to the person in charge, however user is allowed to change this value
- e) **Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- f) **Next Collection Date** – This value is defaulted to 'Next Collection Date' in the dispensing screen
- g) **Remarks** – enter remarks regarding the patient

Referred Facility

- a) **Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- b) **Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- c) **Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) **Counselling provided** – Click on the check box if counselling is provided for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

STEP 7



Click on the  button to save the SPUB form and SPUB No will be generated

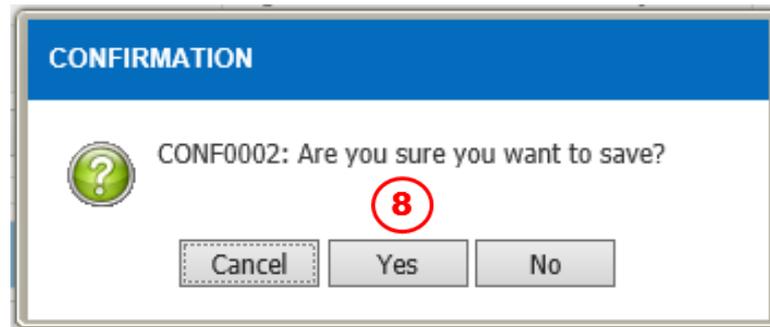
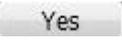


Figure 9.1.2.1-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

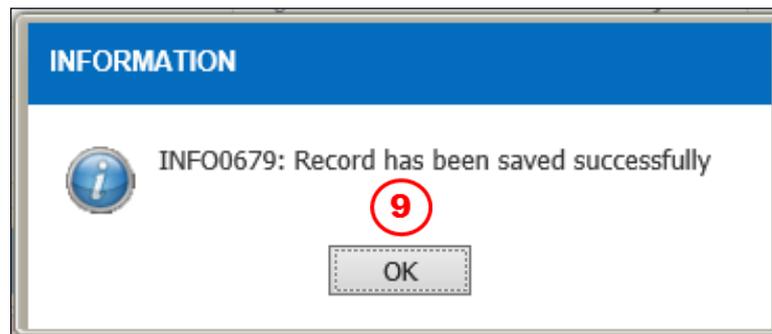


Figure 9.1.2.1-5 Information Alert Message

STEP 9

Click on the  button to acknowledge the saved SPUB

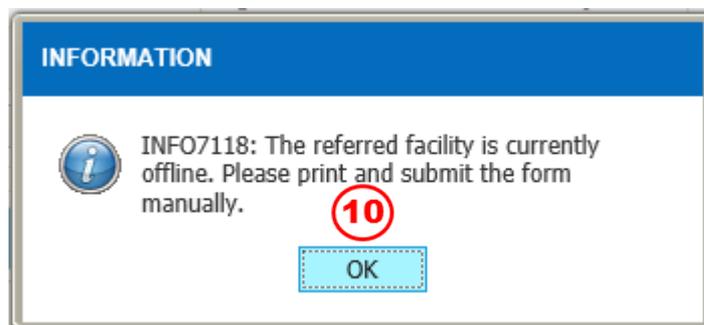


Figure 9.1.2.1-6 Information Alert Message

STEP 10

Click on the  button

SPUB FORM

Mykad: [Redacted] Age: 72 Years 01 Days Gender: Female MRN: HMIRI00114936

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No Known Allergies: [Redacted]

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

PHARMACY ORDER

SPUB No: HMIRISPUB_00012138

Referred From: Hospital Miri Referred To: Hospital Ampang

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 09/02/2018 Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000564829	04/10/2017	Multivitamin Tablet	1 tablet, OD, 6 Months	180 tablet	30 tablet	90 tablet	60 tablet	Remark

Figure 9.1.2.1-7 SPUB Form

STEP 11

Click on the button to print SPUB R1 Form

Note

- The information alert message as per Figure 9.1.2.1-6 will appear if the SPUB request is referred to offline facility (without PhIS).
- User can print the SPUB R1 Form to submit manually to the referred facility.
- Click on the button to print the form to fax to the referred facility as per Figure 9.1.2.1-8.

SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk	Fasiliti dirujuk
Negeri : Sarawak	Negeri : Selangor
Hospital : Hospital Miri	Hospital : Hospital Ampang
Nombor SPUB : HMIRISPUB_00012138	
Daerah/Bandar :	Daerah/Bandar :
No. Tel : 085420033	No. Tel :
No. Faks :	No. Faks :

A. Maklumat Pesakit :

Nama : [Redacted]

Umur : 72 Years 1 Days Jantina : Perempuan

Figure 9.1.2.1-8 SPUB R1 Form

9.1.2.2 SPUB Out from Online Facility to Offline Facility (After Dispense)

SPUB Out (referring facility) enable user to request for SPUB after dispense. This list will display all partial dispense record for user to create new SPUB Out.

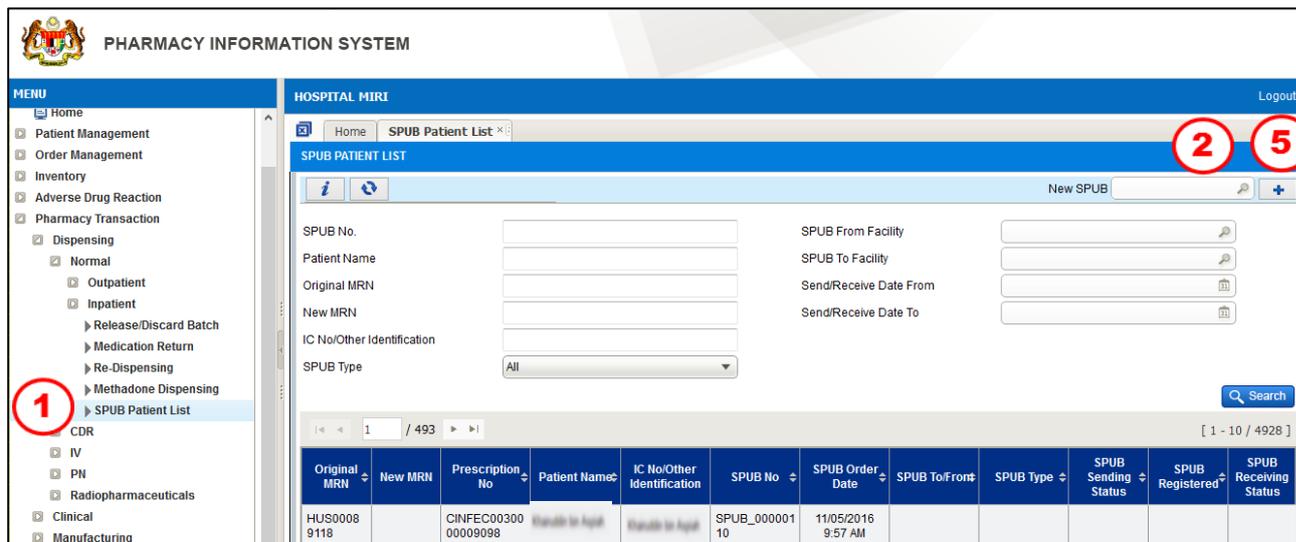


Figure 9.1.2.2-1 SPUB Patient List

STEP 1

Click on the 'SPUB Patient List' submenu

Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB menu (after dispense).

STEP 2

Click on the to search for the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
B	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: <i>Example: MOPC0000001234 or "1234"</i>
C	Patient Name	Name of patient	Allow to search by patient name

Table 9.1.2.2-1



Patient MRN	Patient Name	ID No	Prescription No
HMIRI00157445			EYEC0000383148
HMIRI00142822			CPN0000263808
HMIRI00132967			BREAST CLI0000395125
HMIRI00102471			EYEC0000390804
HMIRI00159162			EYEC0000385338

Figure 9.1.2.2-2 SPUB Patient Search

STEP 3

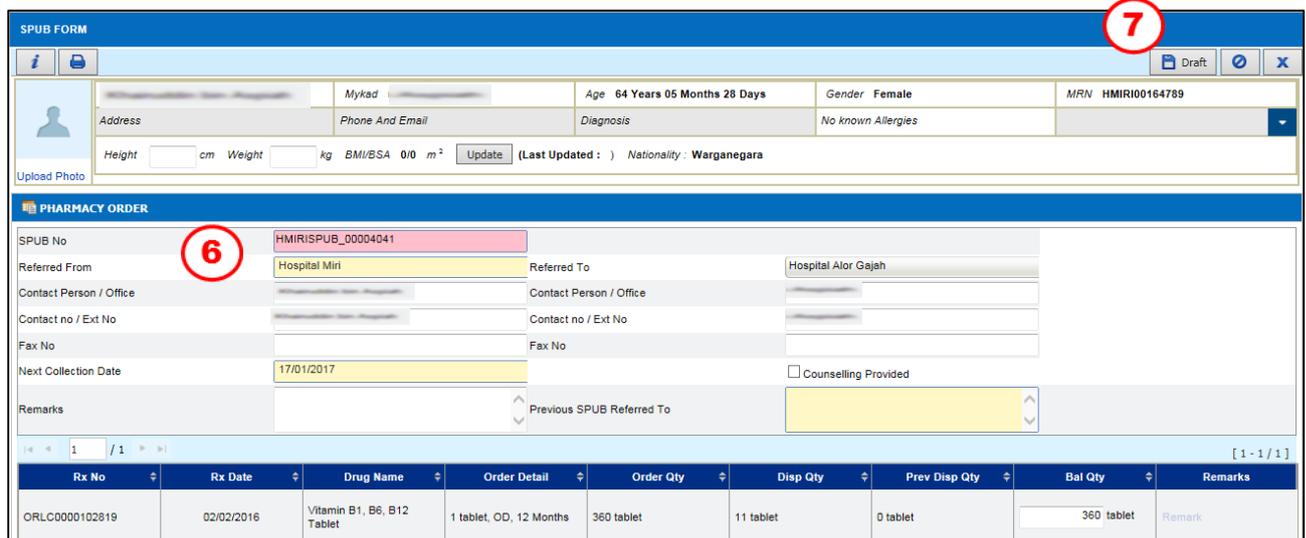
Click on the  button to search the patient

STEP 4

Double click on the patient details

STEP 5

Click on the  button as in **Figure 9.1.2.2-1**



Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000102819	02/02/2016	Vitamin B1, B6, B12 Tablet	1 tablet, OD, 12 Months	360 tablet	11 tablet	0 tablet	360 tablet	Remark

Figure 9.1.2.2-3 SPUB Form screen

STEP 6

Fill the details of SPUB R1 form are as below:

- i) Referred From
- j) Referred To
- k) Contact Person / Office
- l) Contact No/Ext No
- m) Fax No
- n) Next Collection Date
- o) Remarks
- p) Counselling Provided

STEP 7

Click on the  button to save the SPUB form and SPUB No will be generated

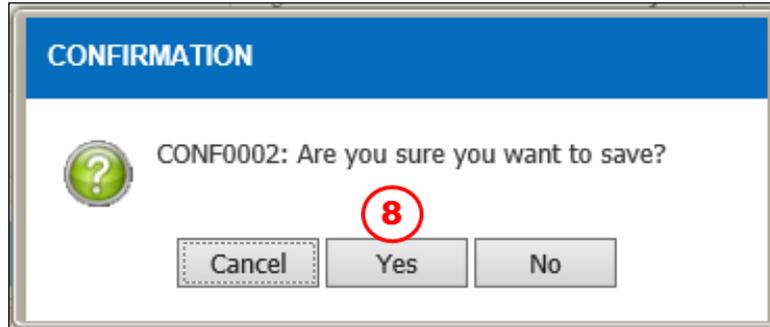
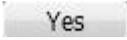


Figure 9.1.2.2-4 Confirmation Alert Message

STEP 8

Click on the  button to save the SPUB Form

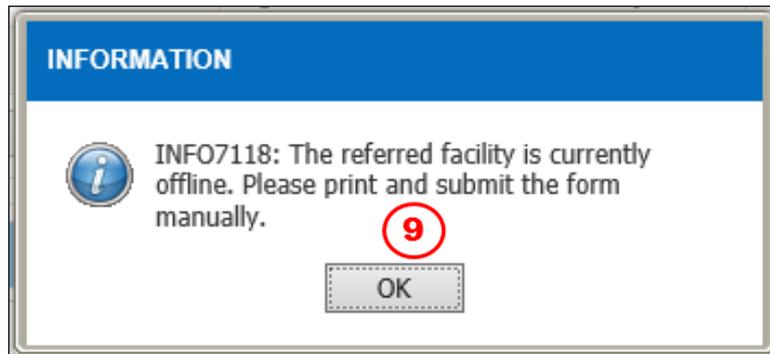
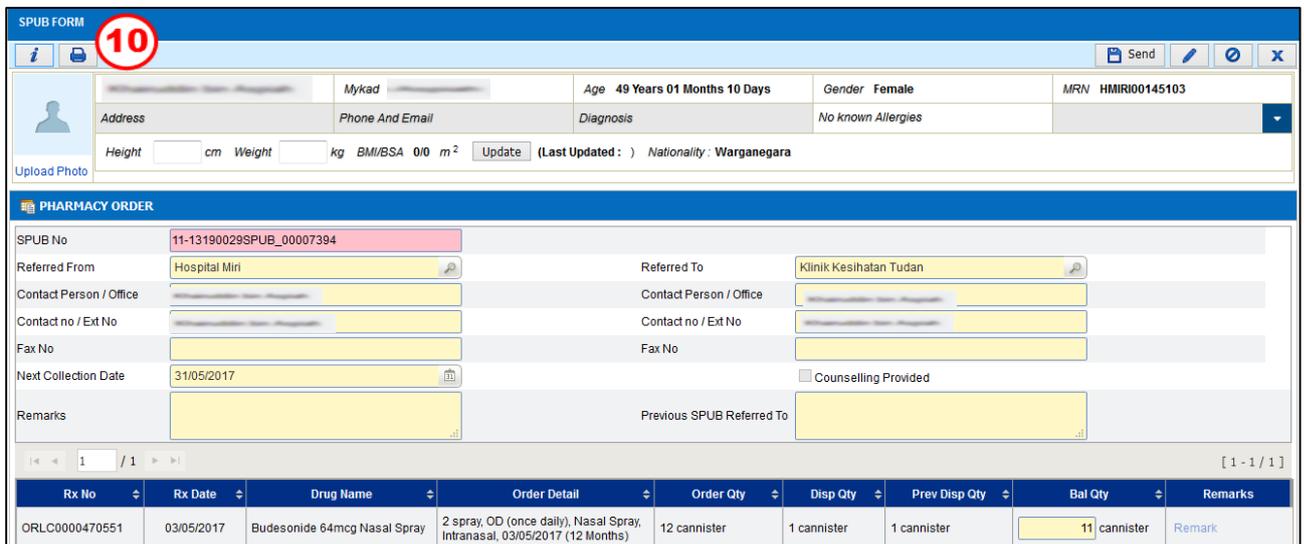


Figure 9.1.2.2-5 Information Alert Message

STEP 9

Click on the  to acknowledge the SPUB submission



The screenshot shows the "SPUB FORM" interface. At the top left, there is a red circle with the number "10" next to an information icon. The form contains several sections:

- Patient Information:** Mykad, Age 49 Years 01 Months 10 Days, Gender Female, MRN HMIR00145103.
- Address and Contact:** Address, Phone And Email, Diagnosis, No known Allergies.
- Physical Attributes:** Height, Weight, BMI/BSA 0/0 m², Update, (Last Updated:), Nationality: Warganegara.
- PHARMACY ORDER:**
 - SPUB No: 11-13190029SPUB_00007394
 - Referred From: Hospital Miri
 - Referred To: Klinik Kesihatan Tudan
 - Contact Person / Office: (empty)
 - Contact no / Ext No: (empty)
 - Fax No: (empty)
 - Next Collection Date: 31/05/2017
 - Remarks: (empty)
 - Previous SPUB Referred To: (empty)
- Table:**

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORLC0000470551	03/05/2017	Budesonide 64mcg Nasal Spray	2 spray, OD (once daily), Nasal Spray, Intranasal, 03/05/2017 (12 Months)	12 cannister	1 cannister	1 cannister	11 cannister	Remark

Figure 9.1.2.2-6 SPUB Form screen

STEP 10

Click on the  button to print SPUB R1 Form as per **Figure 9.1.2.2-6**

Note

- Click on the  button to print the form and give it to the patient or fax to the referred facility.
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply).



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk		Fasiliti dirujuk	
Negeri	: Sarawak	Negeri	: Selangor
Hospital	: Hospital Miri	Hospital	: Hospital Ampang
Nombor SPUB	: HMIRIS PUB_00012139		
Daerah/Bandar	:	Daerah/Bandar	:
No. Tel	: 085420033	No. Tel	:
No. Faks	:	No. Faks	:

A. Maklumat Pesakit :

Nama : _____

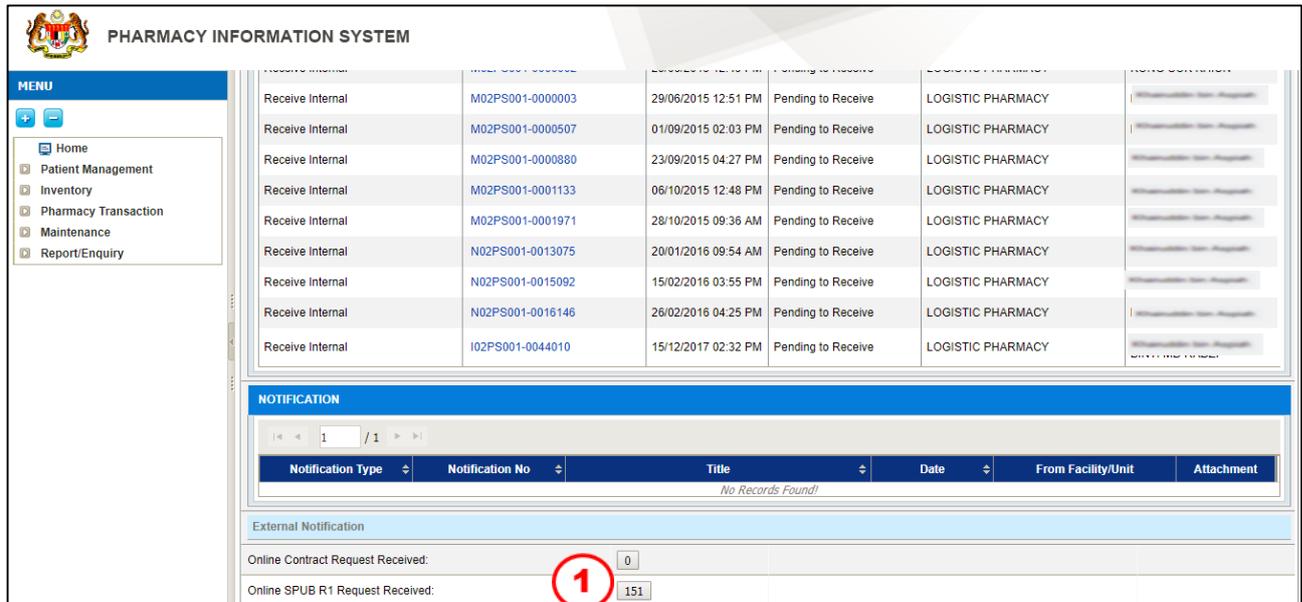
Umur : 74 Years 10 Months 3 Days Jantina : Lelaki

No. Kad Pengenalan : _____ No. Telefon : 123456789

Figure 9.1.2.2-7 SPUB R1 Form

9.1.3 SPUB In Online – (Both facility using PhIS)

SPUB In Online (referred facility) enable user to received SPUB information from other facility that is using PhIS (referring facility).



Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Receive Internal	M02PS001-0000003		29/06/2015 12:51 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000507		01/09/2015 02:03 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000880		23/09/2015 04:27 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001133		06/10/2015 12:48 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001971		28/10/2015 09:36 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0013075		20/01/2016 09:54 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0015092		15/02/2016 03:55 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0016146		26/02/2016 04:25 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	I02PS001-0044010		15/12/2017 02:32 PM	Pending to Receive	LOGISTIC PHARMACY

External Notification

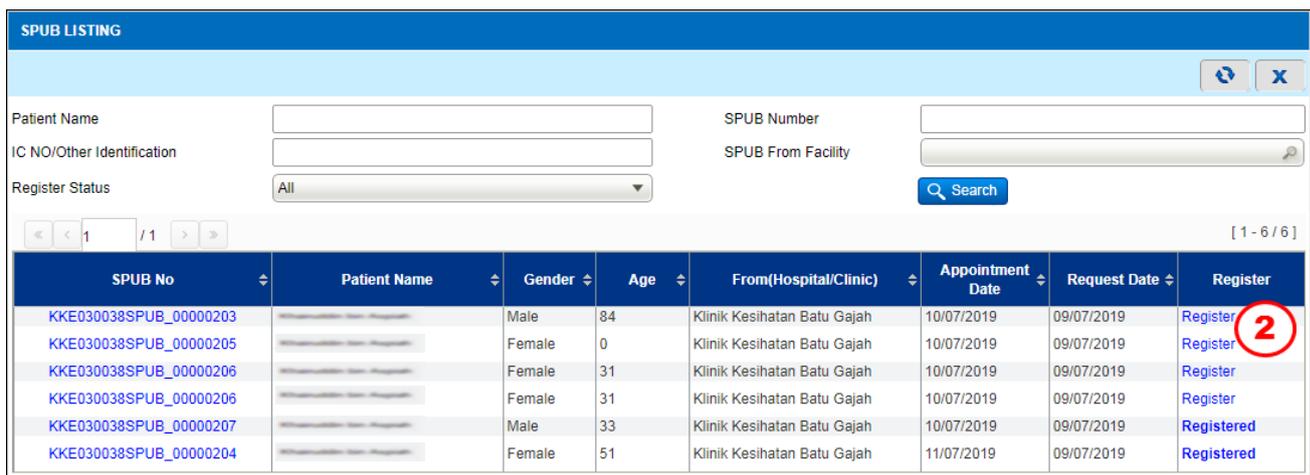
Online Contract Request Received: 0

Online SPUB R1 Request Received: 151

Figure 9.1.3-1 SPUB R1 External Notification

STEP 1

Click on the Online SPUB R1 Request Received from External Notification section on PhIS Home Page



SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date	Register
KKE030038SPUB_00000203		Male	84	Klinik Kesihatan Batu Gajah	10/07/2019	09/07/2019	Register
KKE030038SPUB_00000205		Female	0	Klinik Kesihatan Batu Gajah	10/07/2019	09/07/2019	Register
KKE030038SPUB_00000206		Female	31	Klinik Kesihatan Batu Gajah	10/07/2019	09/07/2019	Register
KKE030038SPUB_00000206		Female	31	Klinik Kesihatan Batu Gajah	10/07/2019	09/07/2019	Register
KKE030038SPUB_00000207		Male	33	Klinik Kesihatan Batu Gajah	10/07/2019	09/07/2019	Registered
KKE030038SPUB_00000204		Female	51	Klinik Kesihatan Batu Gajah	11/07/2019	09/07/2019	Registered

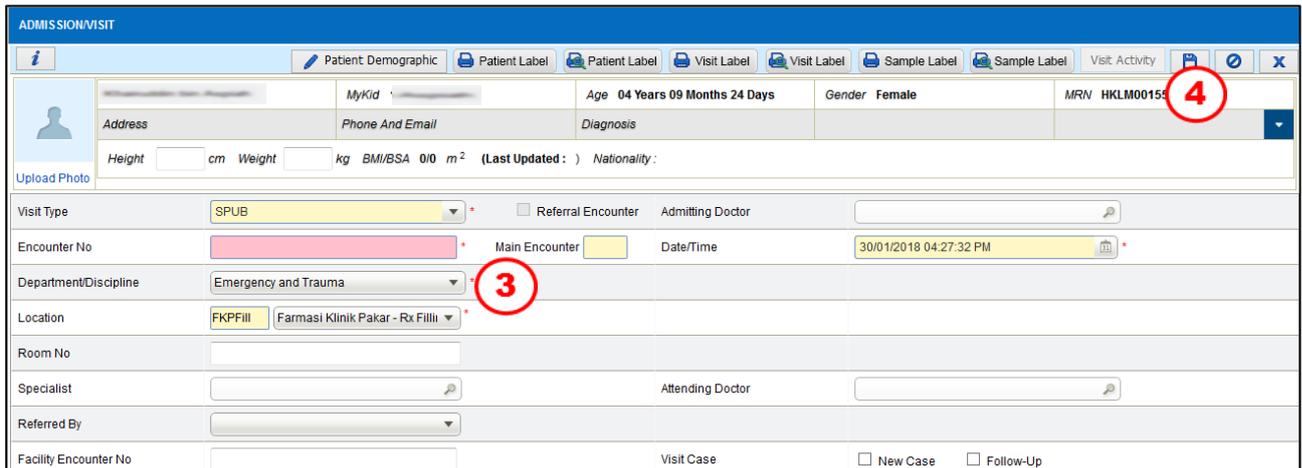
Figure 9.1.3-2 SPUB Listing Screen

STEP 2

Click on the Register hyperlink (not Registered hyperlink)

Note

Registered hyperlink will appear for existing patients; therefore, registration will be skipped.



ADMISSION/VISIT			
Patient Demographic		Patient Label	Visit Label
MyKid	Age 04 Years 09 Months 24 Days	Gender Female	MRN HKLM00155
Address	Phone And Email	Diagnosis	
Height	Weight	BMI/BSA	Nationality
Visit Type SPUB	Referral Encounter	Admitting Doctor	
Encounter No	Main Encounter	Date/Time 30/01/2018 04:27:32 PM	
Department/Discipline Emergency and Trauma			
Location FKPFIII Farmasi Klinik Pakar - Rx Filliii			
Room No			
Specialist		Attending Doctor	
Referred By			
Facility Encounter No		Visit Case	New Case Follow-Up

Figure 9.1.3-3 SPUB Visit Management

STEP 3

Select location from drop down box

Note

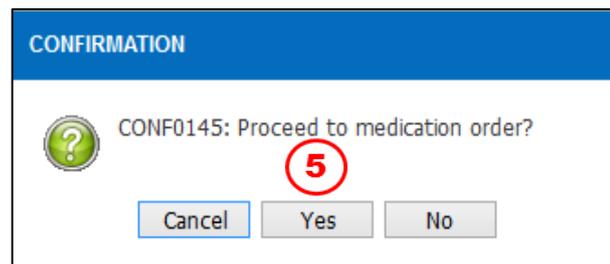
By default, visit type will be SPUB.

STEP 4

Click on the  button to save record

Note

Registered link is for patient which have record at hospital, user don't have to register continue with create visit.



CONFIRMATION

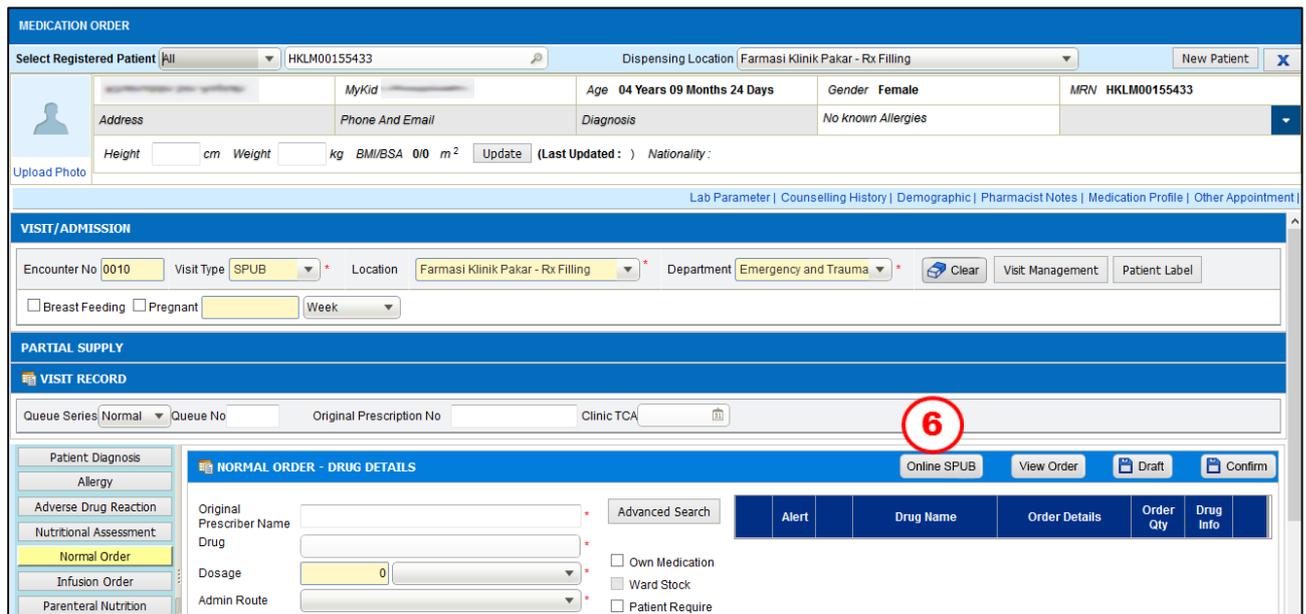
CONF0145: Proceed to medication order?

Cancel Yes No

Figure 9.1.3-4 Confirmation

STEP 5

Click on the  button to proceed to medication order



MEDICATION ORDER

Select Registered Patient: All | HKLM00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient

MyKid: [Redacted] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | No known Allergies

Height: [Redacted] cm | Weight: [Redacted] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: [Redacted]

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

VISIT/ADMISSION

Encounter No: 0010 | Visit Type: SPUB | Location: Farmasi Klinik Pakar - Rx Filling | Department: Emergency and Trauma

Breast Feeding | Pregnant | Week: [Redacted]

PARTIAL SUPPLY

VISIT RECORD

Queue Series: Normal | Queue No: [Redacted] | Original Prescription No: [Redacted] | Clinic TCA: [Redacted]

NORMAL ORDER - DRUG DETAILS

Original Prescriber Name: [Redacted] | Drug: [Redacted] | Dosage: 0 | Admin Route: [Redacted]

Advanced Search | Alert | Drug Name | Order Details | Order Qty | Drug Info

Own Medication | Ward Stock | Patient Require

Buttons: Online SPUB, View Order, Draft, Confirm

Figure 9.1.3-5 SPUB Order Retrieve

STEP 6

Click on the **Online SPUB** button to retrieve the order



SPUB LISTING

1 / 1

SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date
HPSFSPUB_00012415	[Redacted]	F	4	Hospital Pakar Sultanah Fatimah, Muar	25/01/2018	22/01/2018

Figure 9.1.3-6 SPUB Listing Dialog Box

STEP 7

Double click on the information from the SPUB Listing

Note

Original Prescriber Name, Original Prescription No, Ordered Drug will be updated automatically into the order details.

MEDICATION ORDER

Select Registered Patient: All | HKLM00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient

MyKid: [] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [] | Phone And Email: [] | Diagnosis: [] | No known Allergies

Height: [] cm | Weight: [] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: []

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

VISIT RECORD

Queue Series: Normal | Queue No: [] | Original Prescription No: MOPC0000938484 | Clinic: TCA

NORMAL ORDER - DRUG DETAILS | SPUB Form | View Order | Draft | Confirm

Alert	Drug Name	Order Details	Order Qty	Drug Info
▲	1. Enalapril 20 mg Tablet	20 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (19 Days)	19 tablet	i
▲	2. Baclofen 10 mg Tablet	10 mg, TDS (3 times a day), Oral Tablet, Oral, 25/01/2018 (19 Days)	57 tablet	i
▲	3. Ascorbic Acid 100 mg Tablet	100 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (22 Days)	22 tablet	i

Figure 9.1.3-7 SPUB Listing Dialog Box

STEP 8

Click on the  button to save the order

STEP 9

Click on the  button and the order will flow for dispensing process

Note

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

9.1.4 SPUB In from Offline Facility to Online Facility

Referred facility able to receive SPUB manual prescription and enter into the system

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM Logout

Home Patient Registration

PATIENT REGISTRATION LIST +

MRN: Patient Name:
 IC No/Other Identification: Status:
 Visit Location:

[1 - 10 / 130999]

MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status
HKLM00198332			24/07/2019				ACTIVE
HKLM00198331			09/07/2019				ACTIVE
HKLM00198330			05/07/2019				ACTIVE
HKLM00198329			05/07/2019			Non Paying	ACTIVE
HKLM00198328			04/07/2019				ACTIVE
HKLM00198327			03/07/2019			Paying	ACTIVE
HKLM00198326			03/07/2019				ACTIVE
HKLM00198325			03/07/2019			Paying	ACTIVE
HKLM00198324			26/06/2019				ACTIVE
HKLM00198323			24/06/2019	24/06/2019	Ward 3 -Medical (Male)		ACTIVE

Figure 9.1.4-1 Patient Registration Screen

STEP 1

Click on the 'Patient Management' menu and select 'Patient Registration' sub menu

STEP 2

Click on the to register a new patient

PATIENT REGISTRATION 4

REGISTRATION INFORMATION

MRN: [Merge History](#)

Title: Gender:

Patient Name: Date of Birth:

Identification Card Number: MYKAD Age:

Other Identification Number: Approximate Age:

VIP: Race:

Government: Religion:

Payment Category: Nationality: MALAYSIA

Government Relationship: Pensioner:

Remarks: 3

PATIENT DETAILS

Address 1: Email:

Address 2: Contact Number(Mobile): * Please enter at least one contact number

Address 3: Contact Number(House):

Postcode: Contact Number(Office):

State: Marital Status:

City: Organization Name:

Country: MALAYSIA Education Level:

Occupation:

Figure 9.1.4-2 Patient Registration

STEP 3

Fill all the mandatory information and the other field if necessary

STEP 4

Click on the button to create patient visit

Note

If the patient is registered to the facility, user can skip this step. User is encouraged to search the patient to avoid duplicate data.

Figure 9.1.4-3 SPUB Visit Management

STEP 5

Select **Visit Type** as 'SPUB', **Department** and the **Location** respectively

STEP 6

Click on the button to save record

MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status
HKLM00198332		Charitable	24/07/2019				ACTIVE
HKLM00198331		Charitable	09/07/2019				ACTIVE
HKLM00198330		Charitable	05/07/2019				ACTIVE
HKLM00198329		Charitable	05/07/2019			Non Paying	ACTIVE
HKLM00198328		Charitable	04/07/2019				ACTIVE
HKLM00198327		Charitable	03/07/2019			Paying	ACTIVE
HKLM00198326		Charitable	03/07/2019				ACTIVE
HKLM00198325		Charitable	03/07/2019			Paying	ACTIVE
HKLM00198324		Charitable	26/06/2019				ACTIVE
HKLM00198323		Charitable	24/06/2019	24/06/2019	Ward 3 -Medical (Male)		ACTIVE

Figure 9.1.4-4 Record Prescription

STEP 7

Click on the 'Order Management' and follow by 'Record Prescription' sub menu

Figure 9.1.4-5 Medication Order

STEP 8

Key in patient name and system automatically will search patient based on existing data

Figure 9.1.4-6 Patient Banner

STEP 9

Double click on visit/admission record or click on Renew Visit

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Location	Dispensing location. (It will list down all active location)	Able to filter and search patient record by dispensing location
c	Patient Name	Name of patient	Allow to search by patient name
d	Visit Date	<i>Example: 08/08/2016</i>	Allow to search by visit date

Table 9.1.4-1

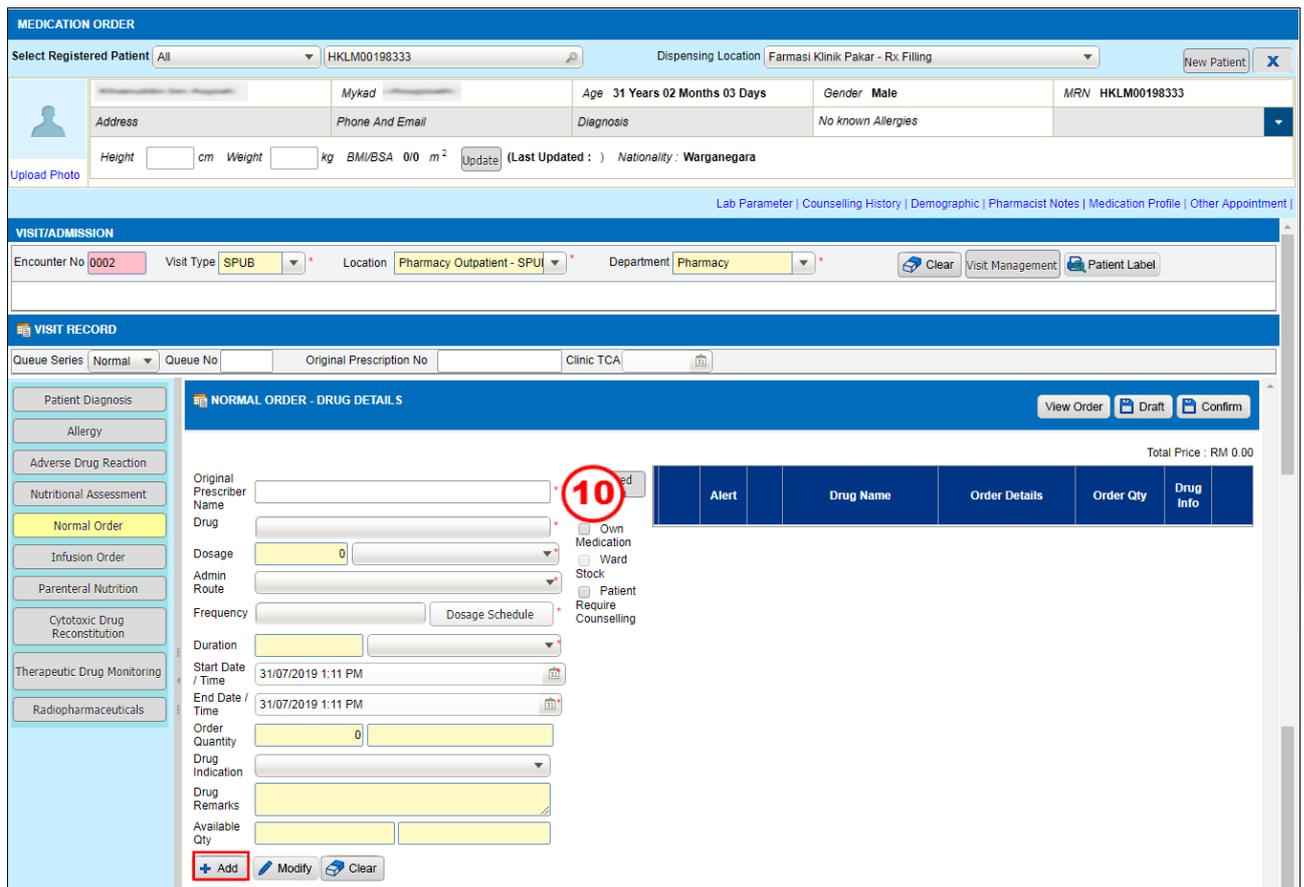


Figure 9.1.4-7 SPUB Order

STEP 10

Enter the **Original Prescriber Name, Original Prescription Serial Number**, and record the drug by referring to the manual prescription. When done, click  button

Note

User should record the balance supply medication only (Example: Order duration 3 months, 1st month already supplied by referring facility. Therefore, user will only need to record the balance left which are 2 months.

MEDICATION ORDER

Select Registered Patient: All | HKLM00198333 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient

Mykad: [redacted] | Age: 31 Years 02 Months 03 Days | Gender: Male | MRN: HKLM00198333

Address: [redacted] | Phone And Email: [redacted] | Diagnosis: [redacted] | No known Allergies

Height: [redacted] cm | Weight: [redacted] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: Warganegara

VISIT/ADMISSION

Encounter No: 0002 | Visit Type: SPUB | Location: Pharmacy Outpatient - SPU | Department: Pharmacy | Clear | Visit Management | Patient Label

VISIT RECORD

Queue Series: Normal | Queue No: [redacted] | Original Prescription No: [redacted] | Clinic TCA: [redacted]

NORMAL ORDER - DRUG DETAILS

SPUB Form | View Order | Draft | Confirm

Total Price: RM 58.52

Alert	Drug Name	Order Details	Order Qty	Drug Info
1	Paracetamol 10mg/ml in 100ml solution for IV Infusion	1000 mg, OD (once daily), Parenteral Solution, Intravenous Infusion, 31/07/2019 (4 Days)	4 vial (RM 58.52)	i

Figure 9.1.4-8 SPUB Draft Order

STEP 11

Click on the to save the medication

STEP 12

Click on the to fill the SPUB Form

SPUB FORM

Mykad: [redacted] | Age: 28 Years 04 Months 11 Days | Gender: Female | MRN: HMIR00237861

Address: [redacted] | Phone And Email: [redacted] | Diagnosis: [redacted] | No known Allergies

Height: [redacted] cm | Weight: [redacted] kg | BMI/BSA: 0/0 m² | Update (Last Updated:) | Nationality: Warganegara

PHARMACY ORDER

SPUB No: [redacted]

Referred From: Hospital Batu Gajah | Referred To: Hospital Miri

Contact Person / Office: [redacted] | Contact Person / Office: [redacted]

Contact no / Ext No: [redacted] | Contact no / Ext No: [redacted]

Fax No: [redacted] | Fax No: [redacted]

Next Collection Date: [redacted] | Counselling Provided

Remarks: [redacted] | Previous SPUB Referred To: [redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ClinNeuro0000597135	23/04/2018	Paracetamol 500 mg Tablet	1000 mg, PRN, 60 Days	120 tablet	0 tablet	0 tablet	120 tablet	Remark

Figure 9.1.4-9 SPUB R1 Form

STEP 13

Enter the information in the selected field

STEP 14

Click on the  button to save the SPUB form

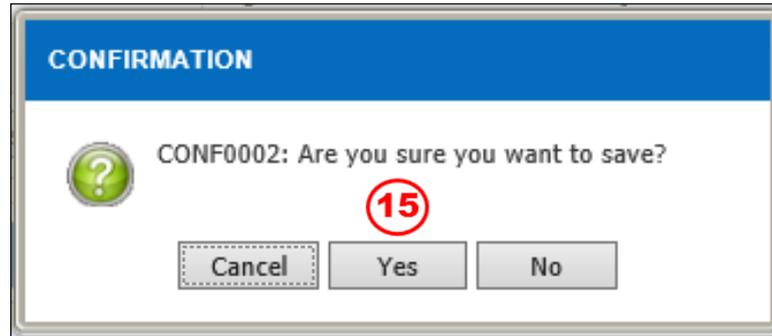


Figure 9.1.4-10 Confirmation Alert Message

STEP 15

Click on the  button to confirm

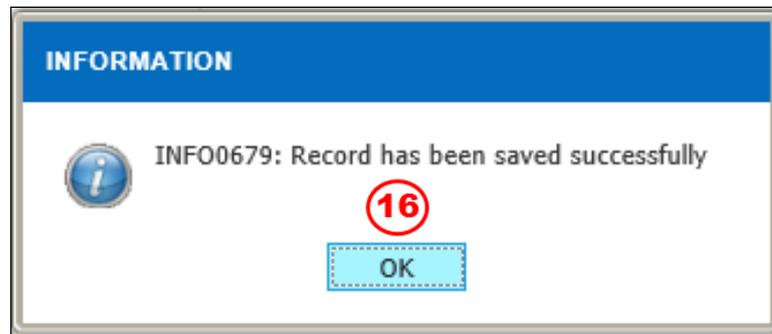


Figure 9.1.4-11 Information Alert Message

STEP 16

Click on the  to acknowledge the saved SPUB

MEDICATION ORDER

Select Registered Patient: All | HKLM00198333 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient X

Mykad	Age: 31 Years 02 Months 03 Days	Gender: Male	MRN: HKLM00198333
Address	Phone And Email	Diagnosis	No known Allergies
Height: <input type="text"/> cm Weight: <input type="text"/> kg BMI/BSA: 0/0 m ² Update (Last Updated:) Nationality: Warganegara			

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

VISIT/ADMISSION

Encounter No: 0002 | Visit Type: SPUB | Location: Pharmacy Outpatient - SPU | Department: Pharmacy | Clear | Visit Management | Patient Label

VISIT RECORD

Queue Series: Normal | Queue No: | Original Prescription No: | Clinic TCA: | 17

- Patient Diagnosis
- Allergy
- Adverse Drug Reaction
- Nutritional Assessment
- Normal Order
- Infusion Order
- Parenteral Nutrition
- Cytotoxic Drug Reconstitution
- Therapeutic Drug Monitoring
- Radiopharmaceuticals

NORMAL ORDER - DRUG DETAILS

Original Prescriber Name:

Drug:

Dosage:

Admin Route:

Frequency: | Dosage Schedule:

Duration: Days

Start Date / Time: 31/07/2019 1:15 PM

End Date / Time: 31/07/2019 1:15 PM

Order Quantity:

Drug Indication:

Drug Remarks:

Available Qty:

Advanced Search

Own Medication

Ward Stock

Patient Require Counselling

Total Price: RM 58.52

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Paracetamol 10mg/ml in 100ml solution for IV Infusion	1000 mg, OD (once daily), Parenteral Solution, Intravenous Infusion, 31/07/2019 (4 Days)	4 vial (RM 58.52)	i

+ Add Modify Clear

Figure 9.1.4-12 Medication Order

STEP 17

Click on the  button to confirm order

Note

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

9.1.5 Reprint SPUB Form

User able to reprint the saved SPUB form after dispensing process.

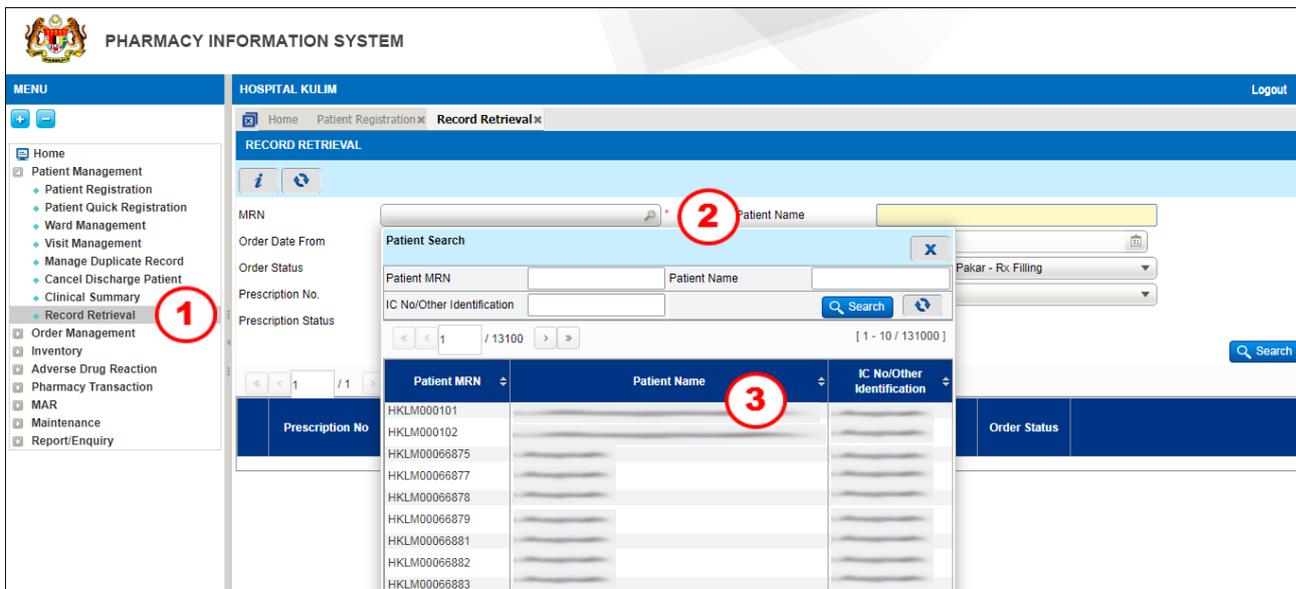


Figure 9.1.5-1 Record Retrieval Landing Screen

STEP 1

Click on 'Record Retrieval' sub menu

STEP 2

Search patient by clicking on the button

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Name of patient	Allow to search by patient name
c	Order Date From	Order Date From	Allow to search by order date from. <i>Example from 23/01/2018</i>
d	Order Date To	Order Date To	Allow to search by order date to. <i>Example to 30/01/2018</i>
e	Order Status	Order Status	Allow to search by order status <i>Example: All, New Order, Partial Supply</i>
f	Order Location	Order Location	Allow to search by order status. Usually automatically selected based on record
g	Prescription No	Prescription No	Allow to search by Prescription No
h	Order Type	Order Type	Allow to search by order type <i>Example: CDR, IV, Normal, PN, Radiopharmaceuticals</i>
i	Prescription Status	Prescription Status	Allow to search by Prescription Status. <i>Example: All, Active, Inactive</i>

Table 9.1.5-1

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Home Patient Registration Record Retrieval Manage Prescription Logout

RECORD RETRIEVAL

MRN: HKLM00066890
 Order Date From: []
 Order Status: All
 Original Prescription No.: []
 Prescription Status: All

Patient Name: []
 Order Date To: []
 Order Location: Farmasi Klinik Pakar - Rx Filling
 Order Type: Normal

[Search]

Prescription No	Original Prescription Serial No.	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status	
FKPF#0000402893	215	Farmasi Klinik Pakar - Rx Filling	[]	04/04/2019 12:30 PM	Farmasi Klinik Pakar - Rx Filling	DISPENSED	Prescription Dispensing History

Figure 9.1.5-2 Record Retrieval Screen

STEP 4

Click on the button to search the patient

STEP 5

Click on the button

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Home Patient Registration Record Retrieval Manage Prescription Logout

RECORD RETRIEVAL

MRN: HKLM00066890
 Order Date From: []
 Order Status: All
 Original Prescription No.: []
 Prescription Status: All

Patient Name: []
 Order Date To: []
 Order Location: Farmasi Klinik Pakar - Rx Filling
 Order Type: Normal

[Search]

Prescription No	Original Prescription Serial No.	Location	Prescriber Name
FKPF#0000402893	215	Farmasi Klinik Pakar - Rx Filling	[]

Dispensing Search

Prescription No: FKPF#0000402893
 Dispense No: []
 Dispense Date From: []
 Dispense Date To: []

[Search]

Dispense No	Dispense Date	Dispense Location
040419_00001	04/04/2019 12:35:38 PM	Farmasi Klinik Pakar - Rx Filling

Figure 9.1.5-3 Record Retrieval Screen

STEP 6

Click on the button to search the dispensing history

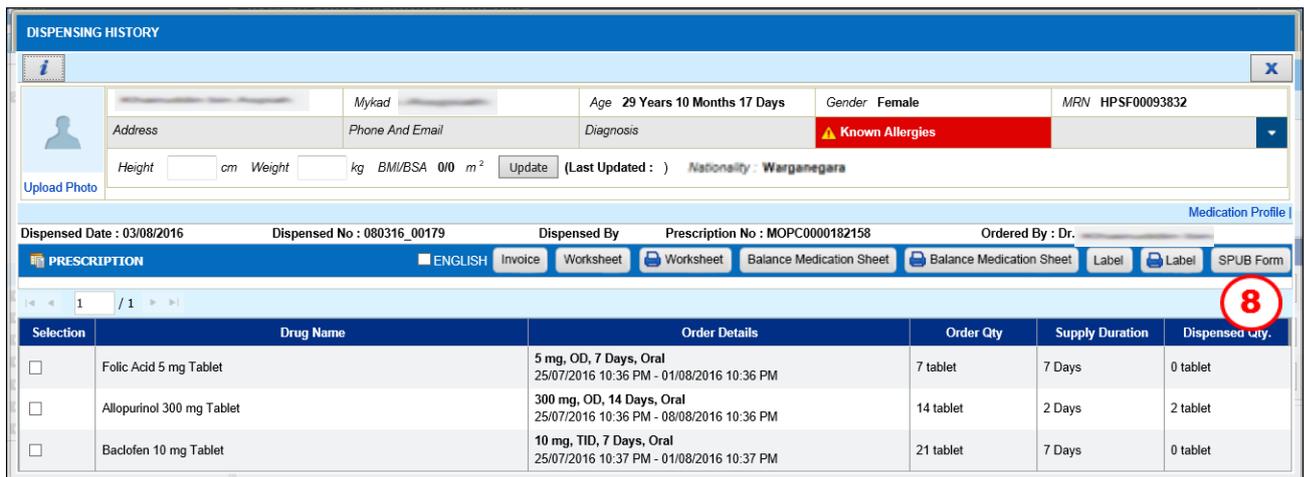
Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Prescription No	Prescription number generated by the system	Allow to search by Prescription No: <i>Example: FKP0000123456 or "123456"</i>
b	Dispense No	Dispense number generated by the system	Allow to search by Dispense No: <i>Example: 071916_00074</i>
c	Dispense Date From	Dispense Date From	Allow to search by Dispense Date From. <i>Example: 22/08/2016</i>
d	Dispense Date To	Dispense Date To	Allow to search by Dispense Date To. <i>Example: 26/08/2016</i>

STEP 7

Double click on the dispensing details and the dispensing history screen will appear as per **Figure 9.1.5-4**



Selection	Drug Name	Order Details	Order Qty	Supply Duration	Dispensed qty.
<input type="checkbox"/>	Folic Acid 5 mg Tablet	5 mg, OD, 7 Days, Oral 25/07/2016 10:36 PM - 01/08/2016 10:36 PM	7 tablet	7 Days	0 tablet
<input type="checkbox"/>	Allopurinol 300 mg Tablet	300 mg, OD, 14 Days, Oral 25/07/2016 10:36 PM - 08/08/2016 10:36 PM	14 tablet	2 Days	2 tablet
<input type="checkbox"/>	Baclofen 10 mg Tablet	10 mg, TID, 7 Days, Oral 25/07/2016 10:37 PM - 01/08/2016 10:37 PM	21 tablet	7 Days	0 tablet

Figure 9.1.5-4 Dispensing History screen

STEP 8

Click on the  button and the SPUB Form screen will appear as per **Figure 9.1.5-5**

SPUB FORM

9

Mykad : [Redacted] Age 27 Years 01 Months 23 Days Gender Male MRN 100000000041

Address [Redacted] Phone And Email [Redacted] Diagnosis [Redacted] No known Allergies

Height 160 cm Weight 88 kg BMI/BSA 34.4 / 2.04 m² Update (Last Updated : 02/03/2017) Nationality : Warganegara

PHARMACY ORDER

SPUB No HMIRISPUB_00004044

Referred From Hospital Alor Gajah Referred To Hospital Miri

Contact Person / Office [Redacted] Contact Person / Office [Redacted]

Contact no / Ext No [Redacted] Contact no / Ext No [Redacted]

Fax No [Redacted] Fax No [Redacted]

Next Collection Date 10/03/2017 Counselling Provided

Remarks [Redacted] Previous SPUB Referred To [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MALEMEDDC000026361 6	02/03/2017	Simvastatin 20 mg Tablet	20 mg, ON, 2 Months	60 tablet	0 tablet	0 tablet	60 tablet	Remark
MALEMEDDC000026361 6	02/03/2017	Paracetamol 500 mg Tablet	1000 mg, PRN, 2 Months	90 tablet	0 tablet	0 tablet	90 tablet	Remark

Figure 9.1.5-5 SPUB Form screen

STEP 9

Click on the  button and the SPUB R1 Form screen will appear as per **Figure 9.1.5-6**

Note

Click on the  button to print the form



SPUB-R1 (Pindaan 3/2009)

RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

Fasiliti Yang Merujuk		Fasiliti dirujuk		No. Rujukan (00047/07/2019)
Negeri :	Kedah	Negeri :	Melaka	
Hospital :	Hospital Kulim	Hospital :	Hospital Alor Gajah	
Nombor SPUB :	HKLMSPUB_00010134			
Daerah/Bandar :	Kulim	Daerah/Bandar :		
No. Tel :	044272733	No. Tel :		
No. Faks :		No. Faks :		

A. Maklumat Pesakit :

Nama : _____

Umur : 4 Years 4 Months 30 Days Jantina : Perempuan

No. Kad Pengenalan : _____ No. Telefon : _____

B. Maklumat Preskripsi :

No. Preskripsi : FKPF00000403088 Tarikh Preskripsi : 26/06/2019

No. Siri Preskripsi : MEDIKAL0000368107 Tarikh Akan Datang : 29/08/2019

Catatan:

C. Maklumat Bekalan :

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
26/06/2019	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days	78 tablet	85 Days	83 tablet	

D. Kaunseling telah diberikan Ya Tidak

(Jika Ya, sila lampirkan rekod kaunseling)

Tandatangan :
Nama : _____
Jawatan : Pegawai Perubatan

Untuk diisi oleh Fasiliti yang menerima rujukan :

Tarikh preskripsi dibekal	Tempoh preskripsi dibekal	Tarikh bekalan akan datang	Bilangan Item/Kos ubat (keseluruhan)			
			Kategori A		Kategori lain	
			Item	Kos	Item	Kos
Jumlah keseluruhan						

Figure 9.1.5-6 SPUB R1 Form

10.1 Release / Discard Batch

This function allow user to release the allocated quantity back into inventory upon non collection by the patient(s). Drug that is not reusable will be discarded.

10.1.1 Release/Discard (Before Call Patient)

During counter check, user can amend the prescription if necessary, such as intervention, alternate and combination or extemporaneous after release/discard.

Figure 10.1.1-1 Dispensing screen

Note

- Release/Discard can be done from:
 - Dispensing screen
 - Batch management sub-menu
- Release/Discard can be done with condition that the status of prescription are Prepared/Uncollected
- By default, list of patients will be displayed according to pharmacist's location access.

STEP 1

Click on 'Dispensing' sub menu

STEP 2

Click on the button to search the patient

Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB	Able to filter and search patient's record by order type

		-Discharge	
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
g	Order Status	-All -New Order -Partial Supply	Able to filter and search patient's record by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
Advanced Search			
h	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
i	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
j	Order Date from	Order Date from	Able to filter and search patient's record by order date from
k	Order Date To	Order Date To	Able to filter and search patient's record by order date to
l	Queue Date	Queue Date	Able to filter and search patient's record by queue date
m	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
n	Queue No	Queue No	Able to filter and search patient's record by queue no

Table 10.1.1-1

Note

Search result of patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date/Time
- Order Location
- Current Collection Mode

- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 10.1.1-2**

DISPENSING

Mother IC: [Redacted] Age: 04 Years 04 Months 30 Days Gender: Female MRN: HKLM00198324
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: [Redacted]

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment |

Encounter No: 0001 Actual Visit Date: 26/06/2019 Attending Practitioner: [Redacted] Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPFIII0000403088
 Original Prescription Serial No: MEDIKAL0000368107

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: [Redacted] Arrival Time: 26/06/2019 12:13 PM Waiting Time: 841 : 34 : 10 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: [Redacted] No. of Days: 0 Current Collection Mode: [Redacted] SPUB SPUB R1 Form
 Next Collection Date: 29/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection Next Collection Location: Farmasi Klinik Pakar - Rx Filling
 Next Dispense At: Pharmacy Counter

Dispense At: Pharmacy Counter Remarks: [Redacted] Queue No. Called Time: [Redacted] Patient Called
 Dispense Method: Normal Collection Drug Counselling Required? Adherence Score: [Redacted] MPR: [Redacted]

PRESCRIPTION

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneo	Prescriber Name	Status
<input type="checkbox"/>	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days 01/07/2019 11:59 PM - 24/09/2019 11:52 AM	83 tablet	5 <input type="checkbox"/>	5 tablet	78 tablet (55 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	[Redacted]	Prepared

Figure 10.1.1-2 Dispensing screen

Note

- Patient is not called
- Reserve Qty has a value
- Status is Prepared

STEP 4

Click on button

RELEASE/DISCARD BATCH

IC No/Other Identification: [Redacted]
 Drug Name: [Redacted]

New Record(s)

1 / 1
[1 - 1 / 1]

	MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input type="checkbox"/>	HMIRI00154993	[Redacted]	EYEC0000483972	Hypromellose 0.3% Eye Drops (with preservative)	1 bott	30/08/2017	Prepared	[Redacted]	[Redacted]

Figure 10.1.1-3 Release/Discard screen

STEP 5

Select check box of the selected drug for release batch

STEP 6

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

STEP 7

Click on the  button

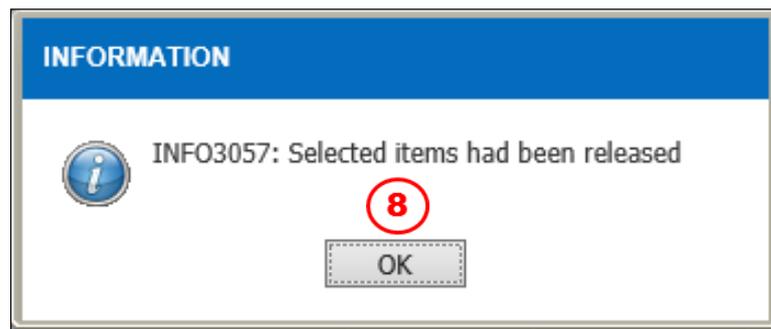


Figure 10.1.1-4 Information Alert Message

STEP 8

Click on the  button and system will return to dispensing screen automatically as per **Figure 10.1.1-5**

Note

After clicking the OK button above, it may also return to the main dispensing screen automatically as per Figure 10.1.1-1. If this happened, user can skip step 9

Note

The Reserve Quantity will be null [0] and the status will change from Prepared to Verified.



PREPARATION

[Patient Label](#)
[Record Prescription](#)
[Print Original Prescription](#)
[CP4](#)
9

Mother IC	Age 04 Years 04 Months 30 Days	Gender Female	MRN HKLM00198324
Address	Phone And Email	Diagnosis	No known Allergies
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m ²	Nationality

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0001 Actual Visit Date: 26/06/2019 Attending Practitioner: Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF0000403088
Original Prescription Serial No: MEDIKAL0000368107

PHARMACY ORDER

Patient Arrived
Queue Series: Normal
Queue No:
Arrival Time: 26/06/2019 12:13 PM
Waiting Time: 842 : 15 : 33
Collector Name:
Relationship: Patient

Clinic TCA: No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: 29/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection

Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling Next Dispense At: Pharmacy Counter

Adherence Score: MPR:

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days 01/07/2019 11:59 PM - 24/09/2019 11:52 AM	83 tablet	0	0 tablet	83 tablet (55 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Available to Agent	Verified

Figure 10.1.1-5 Dispensing screen

STEP 9

Click on the button to close the dispensing screen

Note

- As the prescription status changed to Verified, user will have to close the dispensing screen and go to the preparation screen to perform the intervention (for new order only). Refer [Section 5.1.2 Intervention](#)

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM
Logout

OUTPATIENT - PREPARATION

Show All

Dispensing Location: Farmasi Klinik Pakar - Rx Filling

Order Type: All

Mode of Services: All

IC No/Other Identification:

Original Prescription Serial No.:

Patient Name:

MRN:

Order Status: All

Prescription Status: All

Advanced Search

[1 - 3 / 3]

Queue No	MRN	Original Prescription Serial No.	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection	Next Collection Date	Order Type	Prescription Status	Arrival Time	Waiting Time
	HKLM00198324	MEDIKAL000368107	Available to Agent	Normal	26/06/2019 12:13 PM	Farmasi Klinik Pakar - Rx Filling	3		SPUB	IN PROGRESS	26/06/2019 12:13 PM	842 : 19 : 59
	HKLM00068883	8989	Available to Agent	Normal	28/06/2019 10:29 AM	Farmasi Klinik Pakar - Rx Filling			Referred Patient	IN PROGRESS	28/06/2019 10:29 AM	796 : 3 : 22
	HKLM00198324	456	Available to Agent	Normal	02/07/2019 10:12 AM	Farmasi Klinik Pakar - Rx Filling			SPUB	IN PROGRESS	02/07/2019 10:11 AM	700 : 22 : 10

Figure 10.1.1-6 Preparation screen

Note

Repeat step 1 and 3 as per [Section 6.1.1 Prepare](#)

PREPARATION

Mother IC: [Redacted] Age: 04 Years 04 Months 30 Days Gender: Female MRN: HKLM00198324
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: [Redacted]

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0001 Actual Visit Date: 26/06/2019 Attending Practitioner: [Redacted] Visit Location: Farmasi Klinik Pakar - Rx Filling Rx No: FKPF0000403088
 Original Prescription Serial No: MEDIKAL0000368107

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: [Redacted] Arrival Time: 26/06/2019 12:13 PM Waiting Time: 842 : 15 : 33 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: [Redacted] No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 29/08/2019 Total Patient: 0 Next Collection Mode: Normal Collection
 Supply Duration: 30 Days Next Collection Location: Farmasi Klinik Pakar - Rx Filling Next Dispense At: Pharmacy Counter
 Adherence Score: [Redacted] MPR: [Redacted]

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Prednisolone 5 mg Tablet	5 mg, OD, Oral, 85 Days 01/07/2019 11:59 PM - 24/09/2019 11:52 AM	83 tablet	0	0 tablet	83 tablet (55 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	<input type="checkbox"/> Detail	Available for Request	Verified

Figure 10.1.1-7 Preparation screen

Note

- User may refer the intervention steps from [Section 5.1.2 Intervention](#).
- User can also do other functions such as [Alternate](#), [Alternate/combination](#), [Extemporaneous](#) or change the [Reserve Quantity](#).
- After intervention, proceed until dispense.

10.1.2 Release/Discard (After Call Patient)

This function can be used when patient does not come to collect the medication or patient refused the medication

DISPENSING

MyKid: [Redacted] Age: 07 Years 03 Months 26 Days Gender: Female MRN: HMIR00179102
 Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies
 Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

[Lab Parameter](#) | [Counselling History](#) | [MTAC History](#) | [Demographic](#) | [Pharmacist Notes](#) | [Medication Profile](#) | [Other Appointment](#)

Encounter No: 0382 Visit Date: 13/09/2017 Attending Practitioner: [Redacted] Visit Location: CLINIC PAEDIATRIC (PAKAR 3) Rx No: PAEDC0000585202 Order By: [Redacted]

PHARMACY ORDER

Patient Arrived Queue Series: Normal Queue No: 2156 Arrival Time: 13/09/2017 11:23 AM Waiting Time: 3145 : 5 : 18 Collector Name: [Redacted] Relationship: Patient

Clinic TCA: [Redacted] No. of Days: 0 Current Collection Mode: Normal Collection SPUB SPUB R1 Form
 Next Collection Date: 08/02/2018 Total Patient: 42 Next Collection Mode: Normal Collection Next Collection Location: PHARMACY OUTPATIENT
 Dispense At: Pharmacy Counter Remarks: [Redacted] Queue No. Called Time: [Redacted] **5**
 Dispense Method: Normal Collection Patient Called Call Patient
 Witness By: [Redacted] Drug Counselling Required? Adherence Score: [Redacted] MPR: [Redacted]

PRESCRIPTION

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Sodium Valproate 200 mg/ 5 ml Syrup	140 mg, BID, Oral, 6 Months 13/09/2017 11:09 AM -	1260 ml	210	210 millilitre	1050 ml (19 day(s))	Remarks	<input type="checkbox"/> Detail	0 ml		Available for Request	Prepared

Figure 10.1.2-1 Preparation screen

Note

Repeat **step 1 to 3** as in [Section 10.1.1 Release/Discard \(Before call patient\)](#)

STEP 5

Click on the  button to call patient

Note

- The prescription status will change from prepared to uncollected once the  button is click.

Dispense At	Pharmacy Counter	Remarks		Queue No. Called Time	22/01/2018 12:33 PM
Dispense Method	Normal Collection			<input checked="" type="checkbox"/> Patient Called	
Witness By		<input type="checkbox"/> Drug Counselling Required?		Adherence Score	MPR

PRESCRIPTION			ENGLISH	Invoice		Worksheet		Worksheet	Balance Medication Sheet		Balance Medication Sheet	Label		Label		Dispense
---------------------	---	---	---------	---------	---	-----------	---	-----------	--------------------------	---	--------------------------	-------	---	-------	---	----------

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Sodium Valproate 200 mg/ 5 ml Syrup	140 mg, BID, Oral, 6 Months 13/09/2017 11:09 AM - 12/03/2018 11:09 AM	1260 ml	210 <input type="checkbox"/>	210 millilitre	1050 ml (19 day(s))	Remarks	<input type="checkbox"/> Detail	0 ml		Reserve to Supply	Uncollected

- Repeat **step 4 to 8** as in [Section 10.1.1 Release/Discard \(Before Call Patient\)](#)
- Once click on the  button as per Figure 10.1.1-4, system will return automatically to dispensing screen as per Figure 10.1.1-5 or to the main dispensing screen as per Figure 10.1.1-1
- The **Reserve Quantity** will be null [0] and the status will change from **Prepared** to **Ordered** (new order)
- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 5.1.5 Hold](#)). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go through preparation)
- Click at the checkbox beside the reserve quantity to dispense '0'.

10.1.3 Release/Discard (Batch Management menu)

User can also do Release/Discard function from Release/Discard sub-menu.

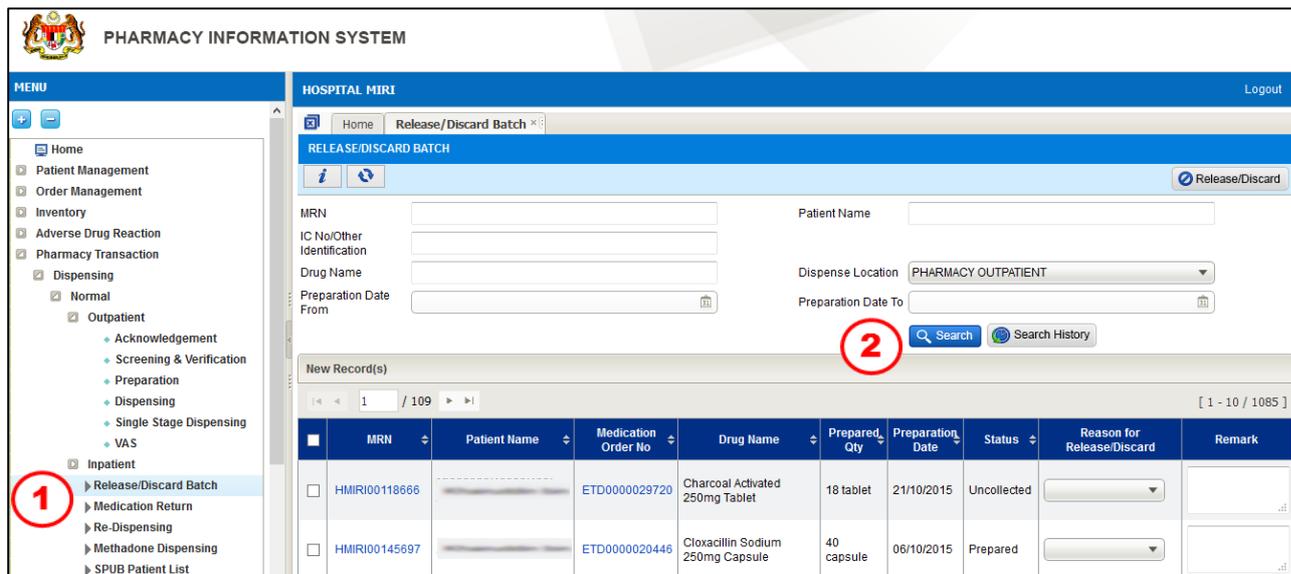


Figure 10.1.3-1 Release/Discard Batch Landing Screen

STEP 1

Click on 'Release/Discard Batch' sub menu

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Patient name	Able to filter by patient name
c	IC No/Other Identification	Identification Card	Example: 57083104321
d	Drug Name	Drug Name	Example: <i>Tramadol</i> or " <i>Tram</i> "
e	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
f	Preparation Date From/To	The date of the drug being prepared	Example: 21/06/2017

Table 10.1.3-1

STEP 2

Click on the button to search the patient

Note

- Click on the button to view the history of previous transactions.
- Search result of current order patient list will display:
 - Select - checkbox
 - MRN
 - Patient Name
 - Drug Name
 - Medication Order No
 - Preparation Date

- Preparation Quantity
- Status
- Dispense Location
- Reason for Release / Discard

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Home Release/Discard Batch

RELEASE/DISCARD BATCH

MRN: Patient Name:

IC No/Other Identification:

Drug Name:

Preparation Date From:

Dispense Location: PHARMACY OUTPATIENT

Preparation Date To:

Search Search History

New Record(s)

MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input checked="" type="checkbox"/> HMIRI00118896	Available for Input	ETD0000029720	Charcoal Activated 250mg Tablet	18 tablet	21/10/2015	Uncollected	Change of Regimen Faulty Product Intervention Patient Refused Uncollected Wrong Allocation	
<input type="checkbox"/> HMIRI00145697	Available for Input	ETD0000020446	Cloxacillin Sodium 250mg Capsule	40 capsule	06/10/2015	Prepared		

Figure 10.1.3-2 Release/Discard Batch Landing Screen

STEP 3

Select check box of the selected drug for release batch

STEP 4

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

STEP 5

Click on the button to proceed the release/discard process

Note

- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 5.1.5 Hold](#)). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go through preparation)

11.1 Medication Return

This function will allow user to record the returned medication from the patient or units into the system. This functionality enable user to track the transaction record and able to manage the stock in proper way.

11.1.1 View Medication Return Record

This function will allow user to view medication return record.

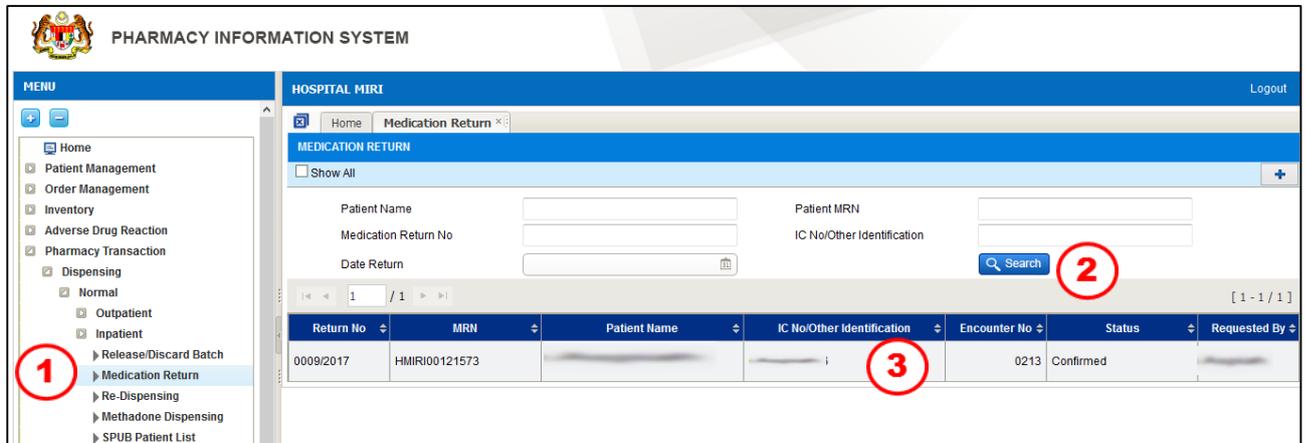


Figure 11.1.1-1 Medication Return Landing Screen

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to search the patient

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
c	Medication Return No	Medication Return No	Return no: <i>Example: 0010/2016</i>
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 11.1.1-1

STEP 3

Double click on the selected patient details and the medication record will be display as per Figure 11.1.1-2

Note

Search result of current order patient list will be displayed:

- Return No
- MRN
- Patient Name
- ID Number
- Encounter No
- Status
- Requested By



MEDICATION RETURN

Submit Confirm
✎ 🗑️ 🔄 ✕

	Mykad	Age 10 Years 05 Months 29 Days	Gender Female	MRN HMIRI00121573
Address	Phone And Email	Diagnosis	No known Allergies	
Height 122 cm	Weight 22 kg	BMI/BSA 14.8 / 0.86 m ²	Update (Last Updated: 30/12/2016) Nationality: Warganegara	

Medication Profile |

Encounter No: 0213 Admission Date: 30/12/2016 Attending Practitioner: Visit Location: PAED 1

Request No	0009/2017	Patient MRN	HMIRI00121573
Status	Confirmed		
Remarks			

MEDICATION RETURN DRUGS

+
[1 - 2 / 2]

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
010117_00142	Beclomethasone Dipropionate 200 mcg/dose Inhalation (Easyhaler)	1	1	1
010117_00142	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1	1	1

Figure 11.1.1-2 Medication Return Record

11.1.2 Add New Medication Return Record

User able to add new record of medication returns drugs.

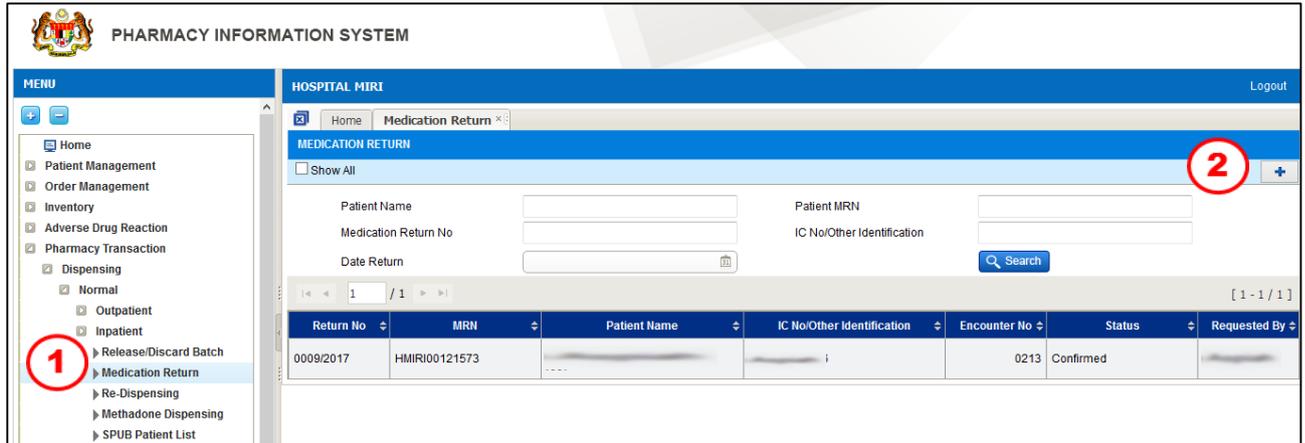


Figure 11.1.2-1 Medication Return Landing Screen

STEP 1

Click on 'Medication Return' sub menu

STEP 2

Click on the  button to add new patient record

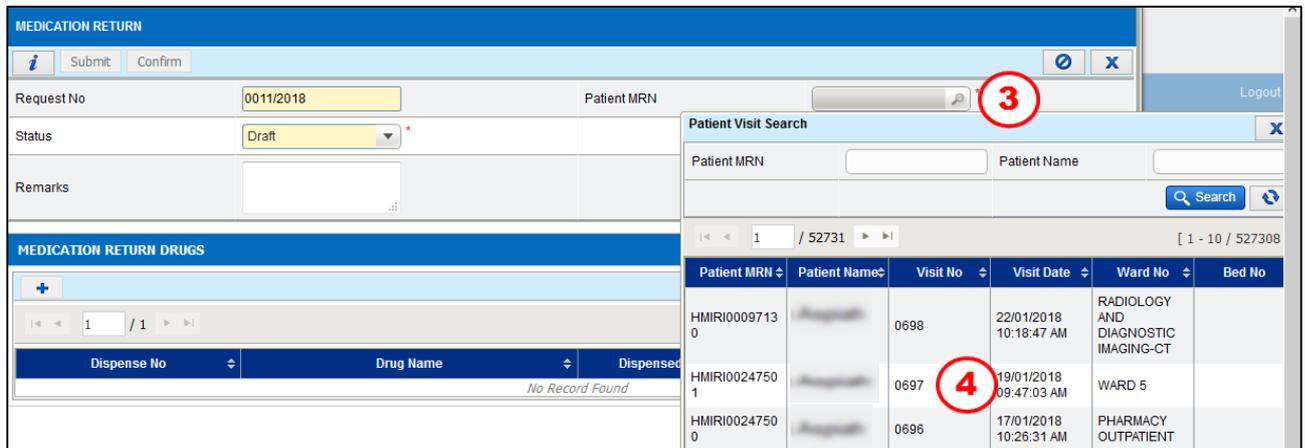


Figure 11.1.2-2 Medication Return

STEP 3

Click on the  button to search the patient

Note

Various search criteria are provided such as Patient MRN and Patient Name. Click  button to search

STEP 4

Double click on the selected patient's details

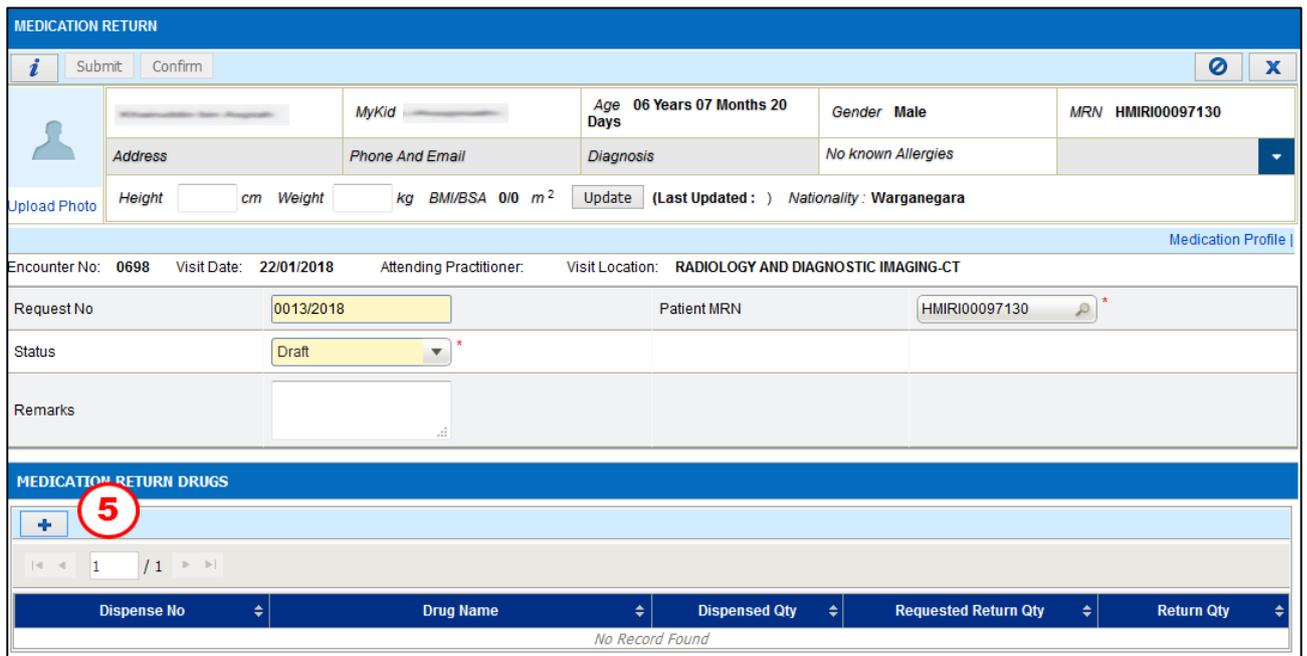


Figure 11.1.2-3 Medication Return

STEP 5

Click on the  button to add drug to medication return list

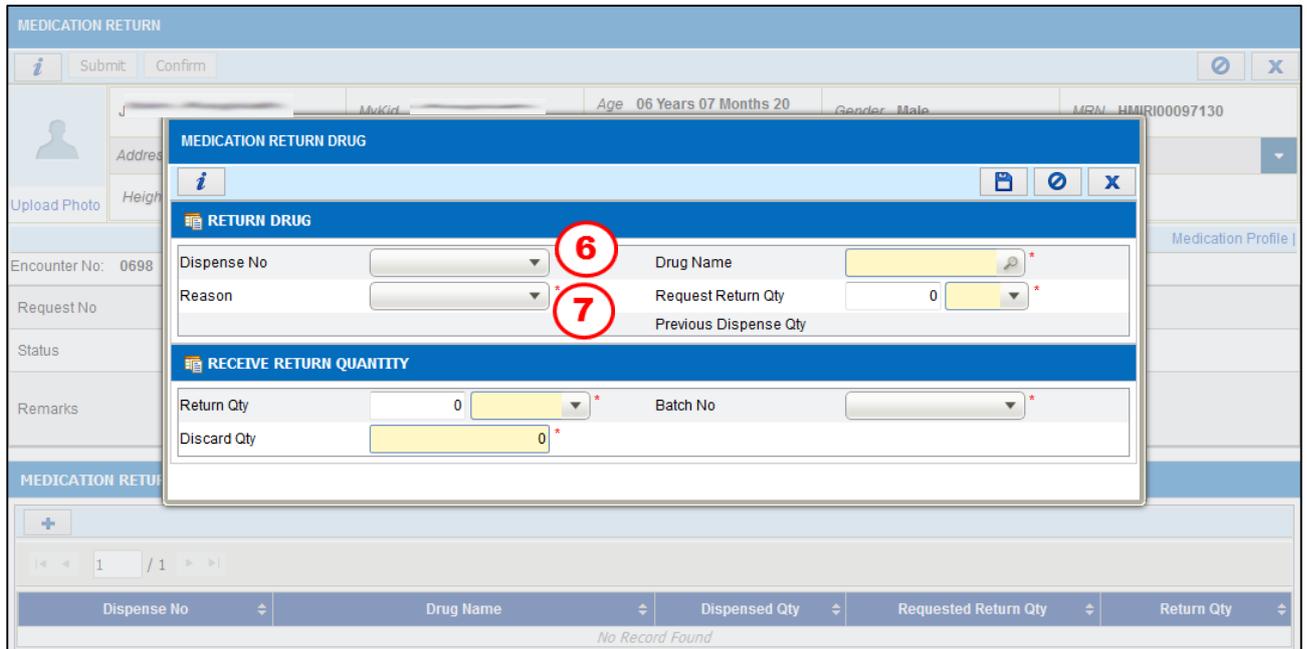


Figure 11.1.2-4 Medication Return Drug

STEP 6

Select **Dispense No** from drop down box

STEP 7

Select **Reason** for return the drugs as below:

- Change of Regimen
- Excess Supply
- Patient Deceased
- Patient Discharged

MEDICATION RETURN DRUG

RETURN DRUG

Dispense No: 112016_00560 * Drug Name: [Search] * **8**

Reason: Excess Supply * Request Return Qty: 0 * Previous Dispense Qty: []

RECEIVE RETURN QUANTITY

Return Qty: 0 * Batch No: [] *

Discard Qty: 0 *

Figure 11.1.2-5 Medication Return Drug

STEP 8

Click on the button to search drug as per Figure 11.1.2-5

Search Drug

Drug Code: [] Search [X]

Drug Name: []

Drug Code	Drug Name	Order Detail
J01CR02961F2102XX	Amoxicillin + Clavulanate 228 mg/5 ml Syrup 9	420 mg BID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM
N02BE01000L9001XX	Paracetamol 120 mg/5 ml Syrup	315 mg QID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM

Figure 11.1.2-6 Medication Return Drug

Note

Various search criteria are provided such as Drug Code and Drug Name. Click button to search

STEP 9

Double click on the selected drug

MEDICATION RETURN DRUG

RETURN DRUG

Dispense No: 112016_00560 * Drug Name: Paracetamol 120 mg/5 ml Syrup * **13**

Reason: Excess Supply * Request Return Qty: 20 * **10** Previous Dispense Qty: 60 bottle of 60 millilitre

RECEIVE RETURN QUANTITY

Return Qty: 20 * **11** Batch No: 15M2508 * **12**

Discard Qty: 0 *

Figure 11.1.2-7 Medication Return Drug

STEP 10

Enter **Request Return Qty**

STEP 11

Enter **Return Qty**

STEP 12

Select **Batch No** from drop down box

STEP 13

Click on the  button to save the transaction

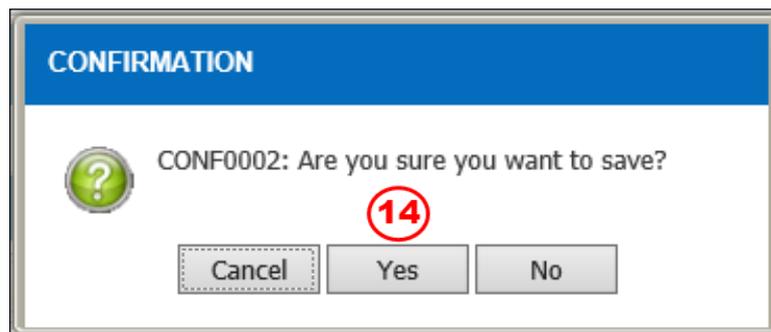
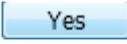
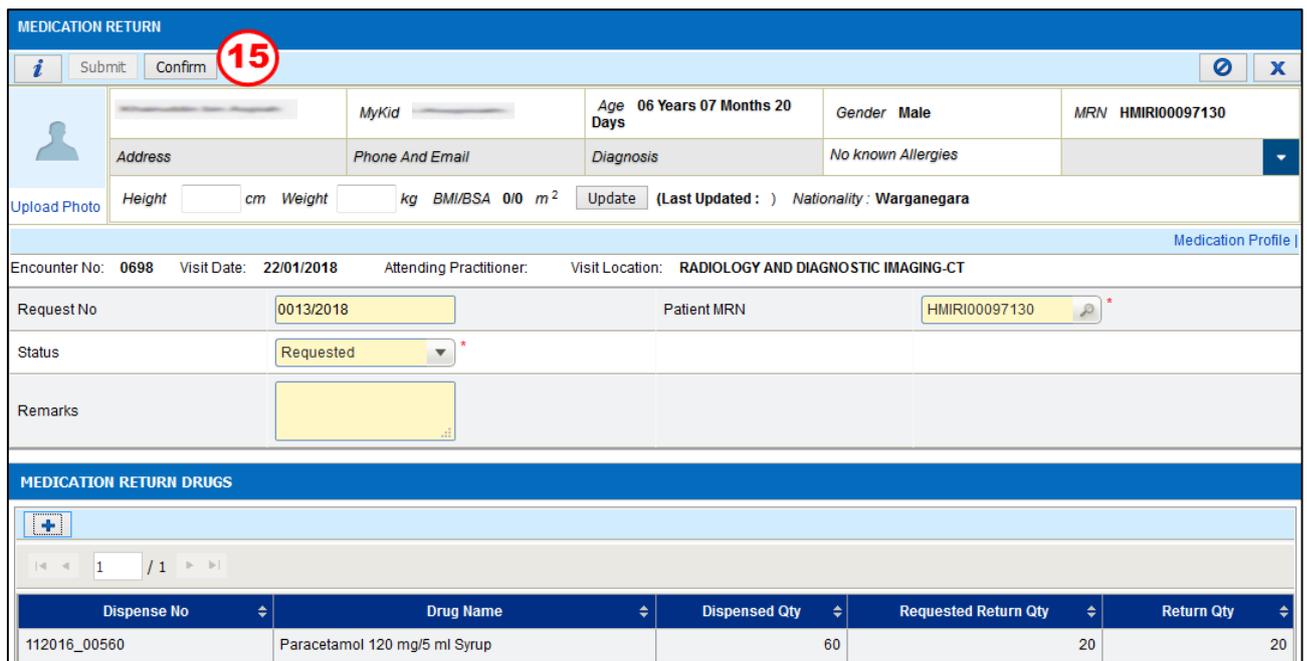


Figure 11.1.2-8 Confirmation Alert Message

STEP 14

Click on the  button to save the record



The image shows the 'MEDICATION RETURN' screen. At the top, there are 'Submit' and 'Confirm' buttons, with a red circle '15' around the 'Confirm' button. The screen displays patient information: MyKid, Age (06 Years 07 Months 20 Days), Gender (Male), MRN (HMIRI00097130), Address, Phone And Email, Diagnosis, and No known Allergies. Below this, there are fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). The 'Encounter No' is 0698 and 'Visit Date' is 22/01/2018. The 'Request No' is 0013/2018 and 'Patient MRN' is HMIRI00097130. The 'Status' is 'Requested'. The 'Remarks' field is empty. Below the patient information is a table titled 'MEDICATION RETURN DRUGS' with the following data:

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
112016_00560	Paracetamol 120 mg/5 ml Syrup	60	20	20

Figure 11.1.2-9 Medication Return Screen

STEP 15

Click on the  button to return back the drugs

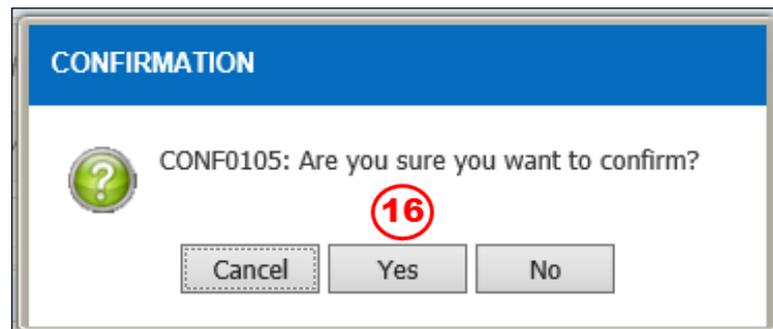
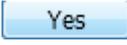
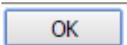


Figure 11.1.2-10 Confirmation Alert Message

STEP 16

Click on the  button to confirm the record

STEP 17

Click on the  to confirm the transaction

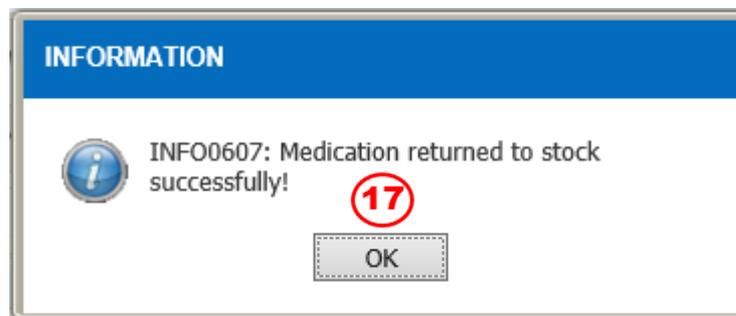


Figure 11.1.2-11 Information Alert Message

Note

User can return any type of medication but only for the one that is dispensed by own facility.

12.1 Re-Dispense

12.1.1 View Re-dispense List

This function will allow user to view re-dispense medication record.

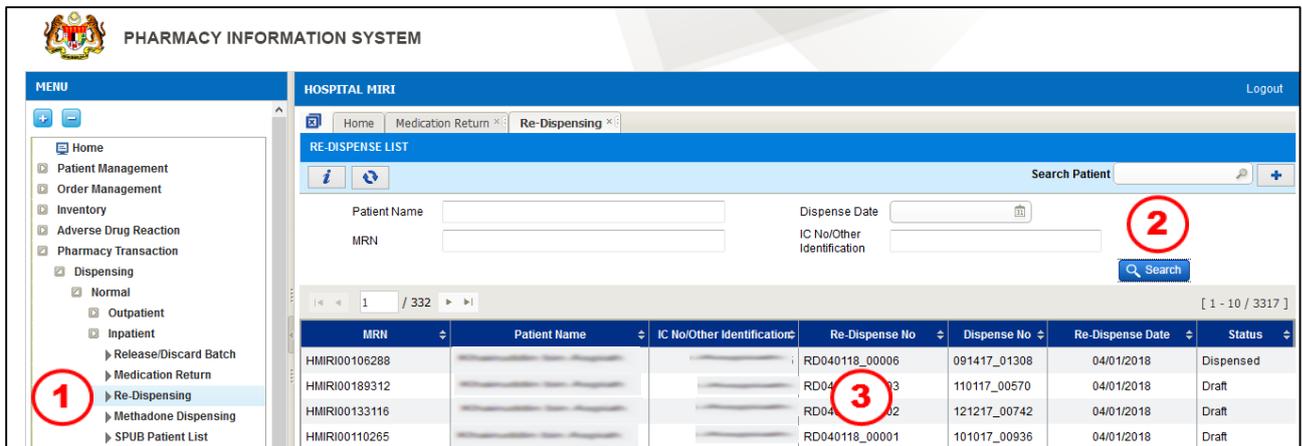


Figure 12.1.1-1 Re-Dispensing Landing Screen

STEP 1

Click on 'Re-Dispensing' sub menu

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
c	Dispense Date	Re-Dispense Date	Able to trace back previous re-dispense record
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 3.9.1-1

Note

At the listing screen as per Figure 12.1.1-1, user able to see the list of Re-Dispensed

STEP 2

Click on the Search button to search the patient

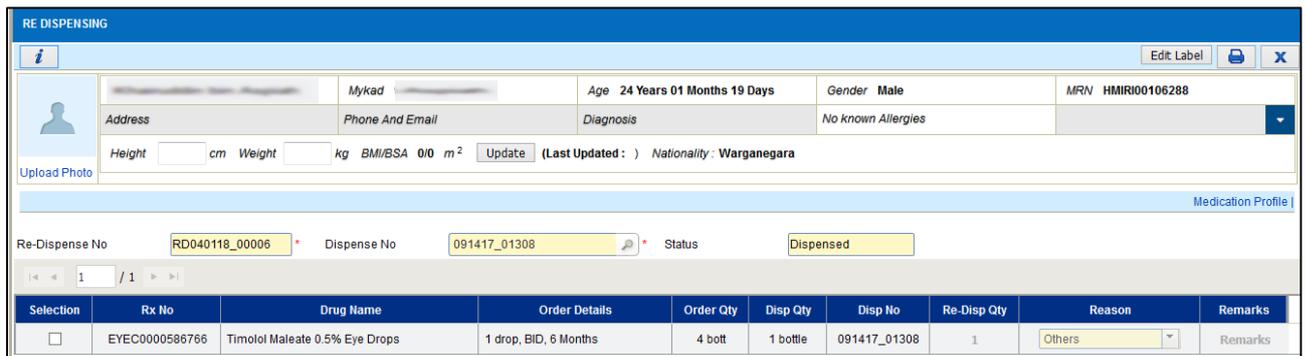
Note

Search result of current medication return list will be displayed:

- MRN
- Patient Name
- ID Number
- Re-Dispense No
- Dispense No
- Re-Dispense Date
- Status

STEP 3

Double click on the selected patient details and the record will appear as Figure 12.1.1-2



RE DISPENSING

Mykad: [Redacted] Age: 24 Years 01 Months 19 Days Gender: Male MRN: HMIRI00106288

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

Re-Dispense No: RD040118_00006 Dispense No: 091417_01308 Status: Dispensed

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	EYEC0000586766	Timolol Maleate 0.5% Eye Drops	1 drop, BID, 6 Months	4 bott	1 bottle	091417_01308	1	Others	Remarks

Figure 12.1.1-2 Re-Dispensing Record

Note

Re-Dispensing screen will be displayed:

- a) Patient Banner
- b) Re-Dispense No – will show re-dispense number generated during re-dispense
- c) Dispense No – will show dispense medication number generated during dispensing.
- d) Status – will show status
- e) Drug prescription will be displayed:
 - RX No
 - Drug Name
 - Order Details
 - Order Qty
 - Disp Qty
 - Disp No
 - Re-Disp
 - Reason
 - Remarks



RE DISPENSING

Mykad: [Redacted] Age: 24 Years 01 Months 19 Days Gender: Male MRN: HMIRI00106288

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m² Update (Last Updated:) Nationality: Warganegara

[Medication Profile](#)

Figure 12.1.1-3 Re Dispensing

Note

- The hyperlink [Medication Profile](#) as per Figure 12.1.1-3 will display the **Current Medication** and **Previous Medication** of the patient. User can view the **Medication Profile** hyperlink for reference.

MEDICATION PROFILE

Administration Dispensing X

	Mykad	Age 24 Years 01 Months 19 Days	Gender Male	MRN HMIRI00106288
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m ² (Last Updated :)	Nationality : Warganegara	

Upload Photo

Drug Name

Prescription Date From

Prescription Status

Order Type

Visit Type

Prescription Date To

Location

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000586766	No	Timolol Maleate 0.5% Eye Drops	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:21 PM	13/03/2018 04:50:21 PM	FULLY DISP
EYEC0000586766	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:20 PM	13/03/2018 04:50:20 PM	PARTIAL DISPENS

Previous Medication

1 / 3
[1 - 10 / 21]

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000476358	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	4 Months	09/05/2017 03:11:32 PM	06/09/2017 03:11:32 PM	FULLY DISP

Figure 12.1.1-4 Medication Profile Screen

Medication Profile screen will be displayed:

- a) Search criteria
 - By drug name
 - Prescription Date From
 - Prescription Status
 - Order Type
 - Visit Type
 - Prescription Date To
 - Location

- b) Current and Previous Medication
 - Rx No
 - Discharge Medicine
 - Drug Name
 - Dose
 - Route
 - Frequency
 - Duration
 - Start Date
 - End Date
 - Status
 - Reason
 - Prescribed Qty
 - End Date of Supply



- *Dispensed Qty*
- *Re-dispensed Qty*
- *Pending Qty*
- *Administered*
- *Additional Info*
- *Order By*
- *Visit Information*

12.1.2 Add New Re-dispensing Record

This function will allow user to re-dispense medication due to spilled, broken, lost and other reason.

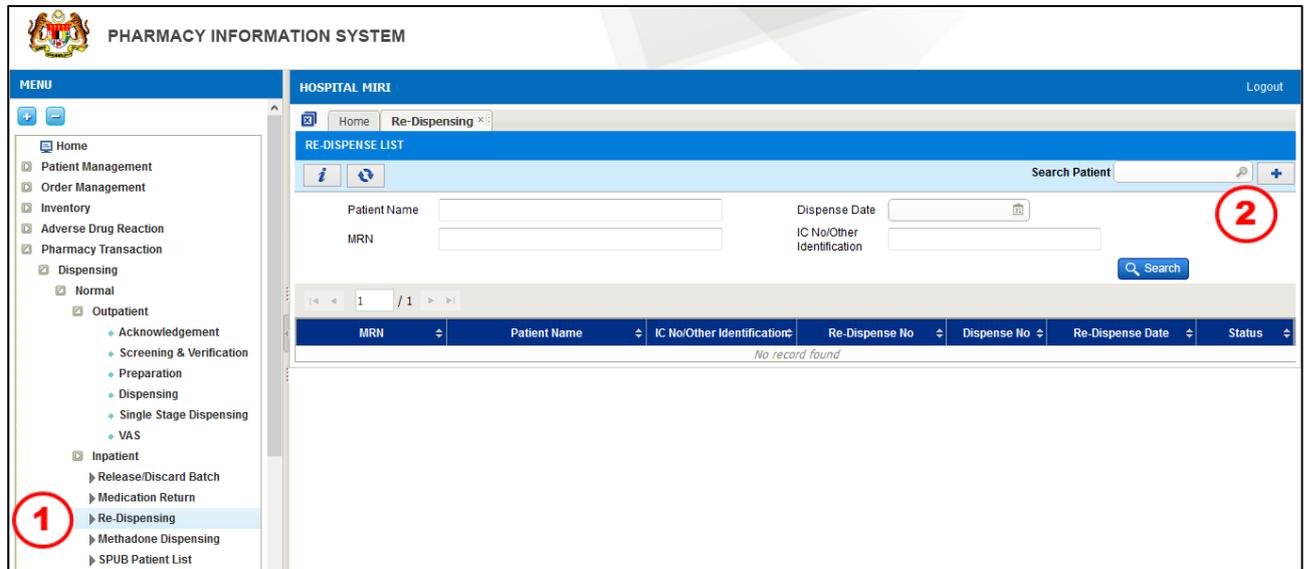


Figure 12.1.2-1 Re-Dispensing Landing Screen

STEP 1

Click on 'Re-Dispensing' sub menu

STEP 2

Click on the button to search the patient

Note

- Search Patient screen will be display as per Figure 12.1.2-2.
- On this screen, user will be able to search existing patient record by:
 - a) Patient MRN
 - b) Patient Name
 - c) ID No

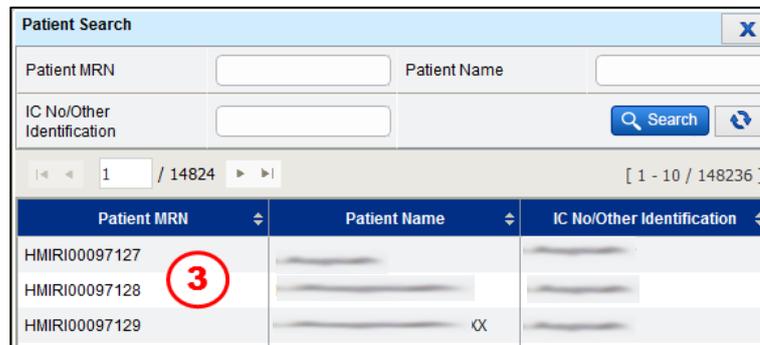


Figure 12.1.2-2 Search Patient Screen

STEP 3

Double click on the selected patient's details

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Home Re-Dispensing

RE-DISPENSE LIST

Search Patient HMIRI00209765

Patient Name Dispense Date

MRN IC No/Other Identification

Search

MRN	Patient Name	IC No/Other Identification	Re-Dispense No	Dispense No	Re-Dispense Date	Status
No record found						

Figure 12.1.2-3 Re-Dispensing

STEP 4

Click on the button to add new re-dispensing record as Figure 12.1.2-3

RE DISPENSING

Mykad Age 25 Years 01 Months 15 Days Gender Female MRN HMIRI00209765

Address Phone And Email Diagnosis No known Allergies

Height cm Weight kg BMI/BSA 0/0 m² Update (Last Updated:) Nationality: Warganegara

Medication Profile

Re-Dispense No Dispense No Status

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
-----------	-------	-----------	---------------	-----------	----------	---------	-------------	--------	---------

Figure 12.1.2-4 Re-Dispensing

STEP 5

Click on the **Dispense No** button to search dispense record

Dispensing Search

Dispense No Prescription No

Visit Date From Visit Date To

Dispense Date From Dispense Date To

Patient Type

Search

Dispense No	Dispense Date	Department	Dispense Location	Prescription No	Visit No
012418_00737	24/01/2018 09:43:28 AM	Outpatient	PHARMACY OUTPATIENT	SURGC0000582987	0298
091117_00314	11/09/2017 11:07:48 AM	Outpatient	PHARMACY OUTPATIENT	SURGC0000582987	0298

Figure 12.1.2-5 Re-Dispensing Screen

STEP 6

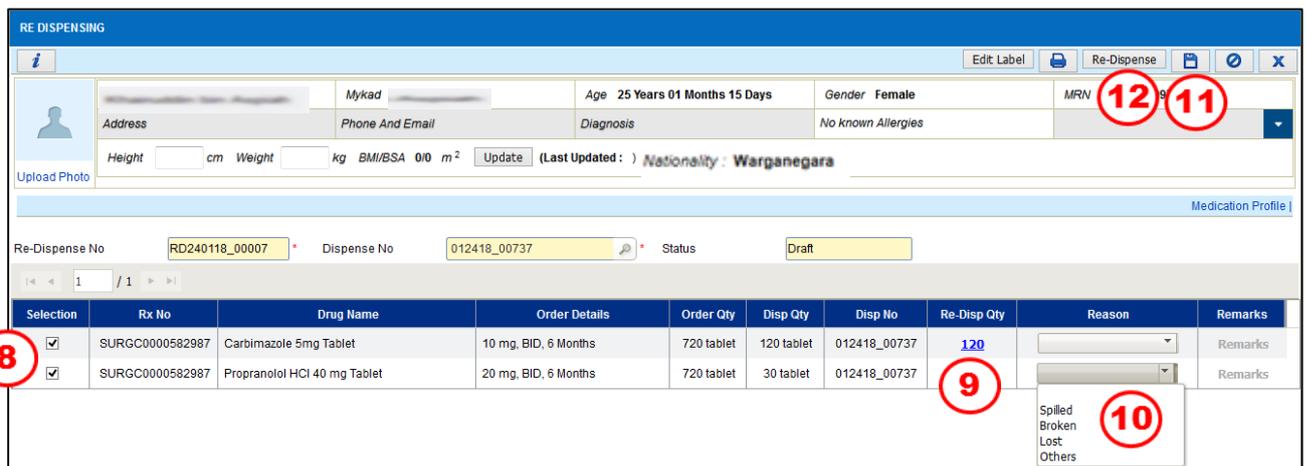
Search dispense record based on the criteria as below:

- Dispense No
- Visit Date From
- Dispense Date From

- d) Patient Type
- e) Prescription No
- f) Visit Date To
- g) Visit Date To
- h) Dispense Date To

STEP 7

Double click on the selected Dispensing record



Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input checked="" type="checkbox"/>	SURGC0000582987	Carbimazole 5mg Tablet	10 mg, BID, 6 Months	720 tablet	120 tablet	012418_00737	120		Remarks
<input checked="" type="checkbox"/>	SURGC0000582987	Propranolol HCl 40 mg Tablet	20 mg, BID, 6 Months	720 tablet	30 tablet	012418_00737		Spilled Broken Lost Others	Remarks

Figure 12.1.2-6 Re-Dispensing

STEP 8

Check the selection checkbox  to choose the drug, if not selected in the first place. Uncheck the selection box those not applicable

STEP 9

Allocate the re-dispensed quantity by clicking on the hyperlink number

STEP 10

Select the reason

Note

Reason consist of:

- a) Spilled
- b) Broken
- c) Lost
- d) Others

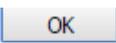
STEP 11

Click on the button to save record

STEP 12

Click on the  button to redispense

STEP 13

Click on the  to confirm the transaction

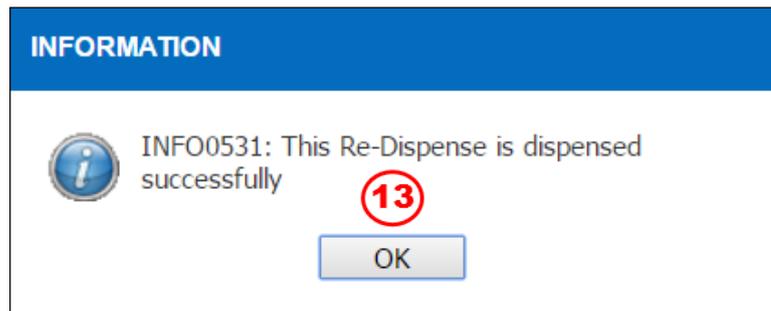


Figure 12.1.2-7 Information Alert Message

12.1.3 Re-dispensing Drug Label

This function enable user to print the re-dispensing drug label.

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	SURGC0000582987	Carbimazole 5mg Tablet	10 mg, BID, 6 Months	720 tablet	120 tablet	012418_00737	0		Remarks
<input checked="" type="checkbox"/>	SURGC0000582987	Propranolol HCl 40 mg Tablet	20 mg, BID, 6 Months	720 tablet	30 tablet	012418_00737	30	Lost	Remarks

Figure 12.1.3-1 Re-Dispensing Screen

STEP 1

Click the  button

<input checked="" type="checkbox"/>	Drug Name	Propranolol HCl 40 mg Tablet	<input checked="" type="checkbox"/>	Print In Local Language	<input checked="" type="checkbox"/>	1/2 biji
	Dose	1/2 tablet				
	Dosage Form	Oral Tablet				
	Frequency	BD (twice daily)				2 kali sehari
	Duration	30 Days				30 Hari
	Administration Instruction	Take BEFORE food				Sila ambil ubat SEBELUM makan
	Indication	Angina				Angina
	Cautionary	Do not stop medicine without doctor's advice				Jangan berhenti ambil ubat ini tanpa nasihat doktor
	Special Instruction	Take medicine as directed by pharmacist				Ambil dos ubat mengikut arahan ahli farmasi anda
	Expire Date	31/01/2020		Price		12.00
	Batch No.	17A0013		No of Label To Print		1
	Supply Start Date	11/10/2017				
	Supply End Date	19/10/2017				

Figure 12.1.3-2 Drug Label screen

Note

Drug label will display:

- Name of drug - Auto capture from the selected drug information.
- Dose - Auto capture from the selected drug information.
- Dosage Form - Auto capture from the selected drug information.
- Frequency - Auto capture from the selected drug information.
- Duration - Auto capture from the selected prescription.
- Administration Instruction - Auto capture from the selected drug information.
- Indication - Auto capture from the selected drug information. However, user is allowed to change the value. This field is free text with a capacity of 50 characters.
- Cautionary advice - Auto capture from the selected drug information. However, user is allowed to change the

value.

- i) *Special instruction - Auto capture from the selected drug information. However, user is allowed to change the value.*
- j) *Expiry date – Auto capture from selected drug expiry date according by batch.*
- k) *Batch No - Auto capture from the selected batch information.*
- l) *Price - Auto capture from the selected drug price. However, user is allowed to change the value.*
- m) *No of Label – How many labels to be printed.*

STEP 2

Select checkbox to Print in Local Language or untick checkbox to print in English

STEP 3

Click on the  button to print drug label

HOSPITAL KULIM (Tel: 044272733)		
00066875 FKP		
Labetalol HCl 100mg Tab		
Telan 1 biji 2 kali sehari		
-		
Diambil serta merta selepas makan Ambil dos ubat mengikut arahan ahli farmasi anda. Jangan berhenti ambil ubat ini tanpa nasihat doktor.		
Tekanan Darah Tinggi		
23/07/19-25/07/19 [2 hari]	4 biji	RM1.52
UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK		23/07/2019 03:04 PM

Figure 12.1.3-3 Drug Label

Note

User can click on the  button and the label will be displayed as Figure 12.1.3-3

13.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
OP	Outpatient Pharmacy
MOH	Ministry of Health

14.0 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>Radiopharmaceuticals</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		