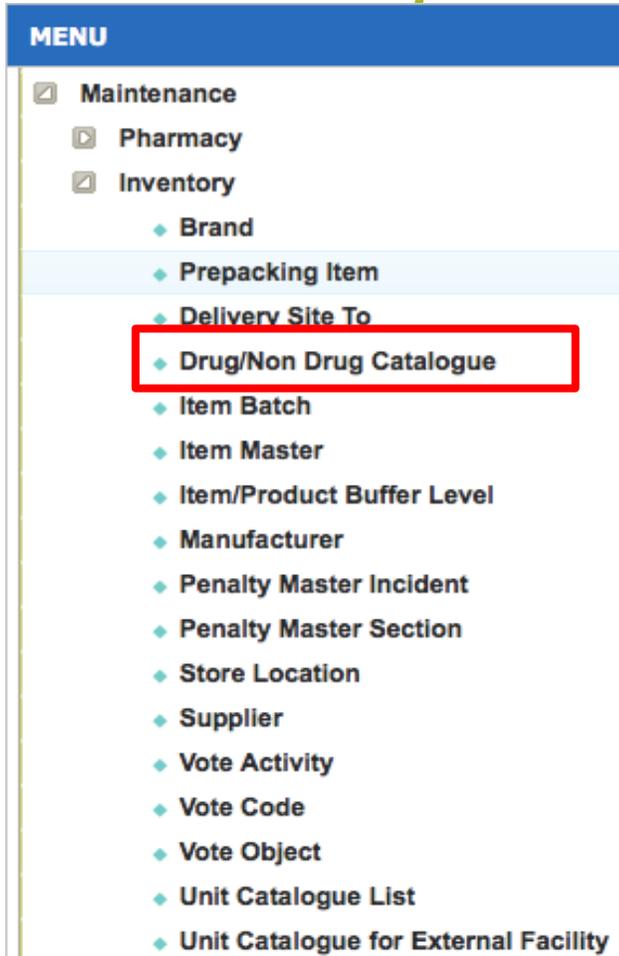# ADD NEW DRUG TO FACILITY FORMULARY

ADD NEW DRUG TO FACILITY FORMULARY

- STEP 1: ACTIVATE ITEM IN DRUG/NONDRUG CATALOGUE

- STEP 2: ADD TO ITEM PRODUCT BUFFER LEVEL

- STEP 3: ADD TO UNIT CATALOGUE LIST

STEP 1: ACTIVATE ITEM IN DRUG/NONDRUG CATALOGUE

MENU

- Maintenance
  - Pharmacy
  - Inventory
    - Brand
    - Prepacking Item
    - Delivery Site To
    - **Drug/Non Drug Catalogue**
    - Item Batch
    - Item Master
    - Item/Product Buffer Level
    - Manufacturer
    - Penalty Master Incident
    - Penalty Master Section
    - Store Location
    - Supplier
    - Vote Activity
    - Vote Code
    - Vote Object
    - Unit Catalogue List
    - Unit Catalogue for External Facility

- All drug and nondrug item created at IWP will be updated here with Facility Status 'Inactive'

- All drug with facility status 'Active' is available in Medication Order Screen

- Any drug for purchase, SPUB purposes, indent to external facility and dispense must be activated first
  - Including raw material, manufactured item, outsourced item.

- *For PhIS full-base facility, drug that need to be hidden from medication order screen can be set at sub-module 'Drug Orderable by Discipline'

Activate item in Drug/Nondrug Catalogue

- Activate;
  - Facility Status – Drug
  - Facility Status – Item List

- If there is more than 1 item available, activate all or just the one to purchase

- Select Standard Status
  - Yes: Item kept in Main Store (It is advisable to make all drug purchase as 'Standard')
  - No: Direct Issue Item

Select Item Default

- Item default
  - Select the default item. The selection can be change depending on your purchase preference.
  - System will use this item code during RPL and purchase.

- SAVE

STEP 2: ITEM PRODUCT BUFFER LEVEL

MENU

- Maintenance
  - ▶ Pharmacy
  - ☑ Inventory
    - ◆ Brand
    - ◆ Prepacking Item
    - ◆ Delivery Site To
    - ◆ Drug/Non Drug Catalogue
    - ◆ Item Batch
    - ◆ Item Master
    - ◆ Item/Product Buffer Level
    - ◆ Manufacturer
    - ◆ Penalty Master Incident
    - ◆ Penalty Master Section
    - ◆ Store Location
    - ◆ Supplier
    - ◆ Vote Activity
    - ◆ Vote Code
    - ◆ Vote Object
    - ◆ Unit Catalogue List
    - ◆ Unit Catalogue for External Facility
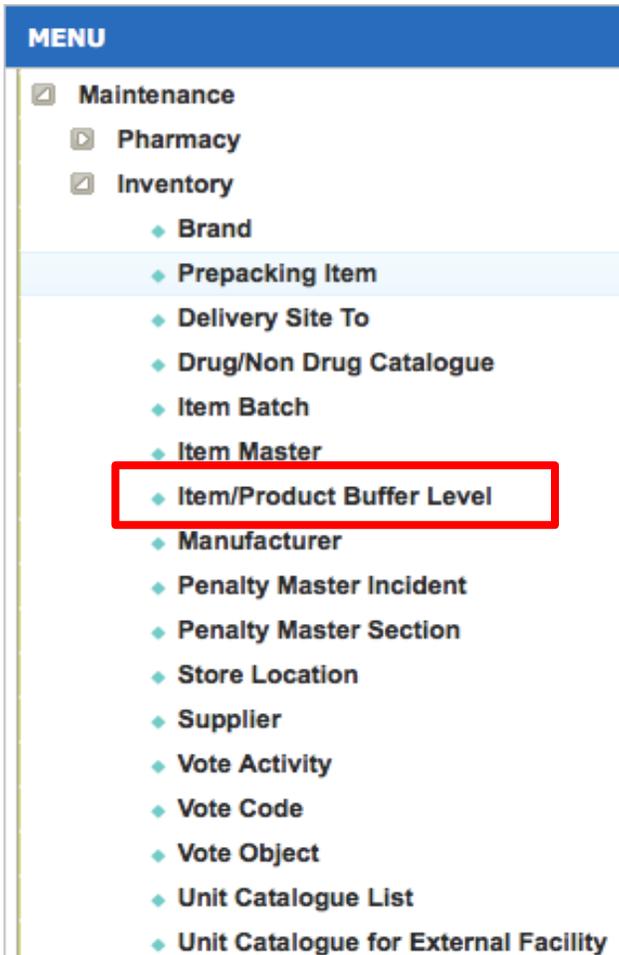
- Item Product Buffer Level is equivalent to Unit Catalogue for Main Store

- All drug and nondrug item purchased by Main Store must be added here.

- For drug item manufactured by pharmacy unit, please skip this step

MAIN STORE BUFFER LEVEL

DRUG/NON DRUG DETAILS

Item Group	DRUG	Item Purchase Type	LP
Drug/Non-Drug Code	J05AB01000L8001XX	Drug/Non Drug Name	Acyclovir 200 mg/5 ml Suspension
Status	Active	Item Default	
Default Vote Code	090401/032200/27401/99	Default Vote Description	Farmasi dan Bekalan (Ubat)
Budget Type	Operating		
Min Storage Qty (SKU)	100	Max Storage Qty (SKU)	5,000
Min Issue Qty (SKU)	100	Max Order Qty (SKU)	5,000
Buffer Level Qty (SKU)	1,000		

- Add the required item to 'Item Product Buffer Level'

- Key-in all data

- Default Vote Code
  - This value can be change during transaction

- Set Min / Max /Buffer Qty
  - This setting will be use during RPL generation/calculation

STEP 3: UNIT CATALOGUE LIST
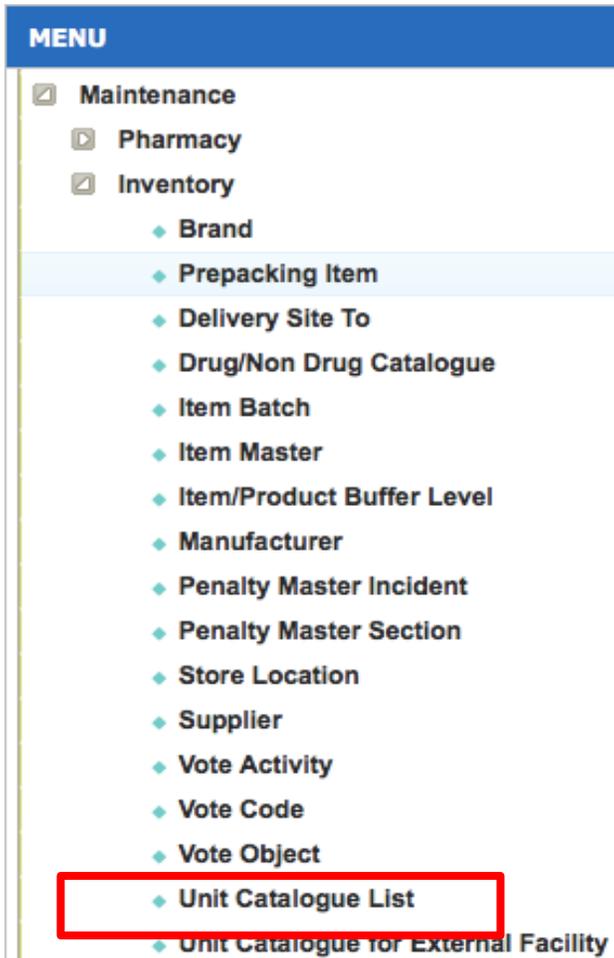
- Add item to respective Unit Catalogue that will be using the item;

- Pharmacy Sub store and Filling – for indent and dispensing

- Ward/Clinic – for ward stock item.

- Non-Drug – need to be added to unit catalogue list for indent and request order

- Ward/Unit Stock Indicator
- YES
  - For drug kept in ward/clinic as ward stock
    - Upon order in prescription this item will not be dispensed by pharmacy
  - Ward/clinic/unit do not have to indent the item, but Pharmacy will do Stock Replenish

- No
  - Pharmacy/Ward/clinic need to indent the item to the respective store
  - Also applicable for 'after-hour stock' kept in the ward
  - Setting for all nondrug item