



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

User Manual Maintenance-General

Version	: 9th EDITION
Document ID	: U.MANUAL_MASTER_SETUP_GENERAL



© 2011-2019 *Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only

Reference ID : U.MANUAL_MASTER_SETUP_GENERAL-9th EDITION

Application reference: PhIS & CPS v2.0.1

Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organized Sections.....	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Maintenance - General	3
	Overview	3
	User Group.....	3
	Functional Diagram	3
	Functional Description	3
3.1	Town	5
3.1.1	To View and edit town.....	5
3.2	Occupation	7
3.2.1	To view and edit occupation.....	7
3.3	Calendar.....	9
3.3.1	To view and edit Calendar	9
3.3.2	To add New Holiday in Calendar.	13
3.4	Department.....	15
3.4.1	To view and edit Department	15
3.5	External Facility	18
3.5.1	To view External Facility	18
3.6	Facility Information.....	20
3.6.1	To view and edit Facility Information	20
3.7	Item Class.....	28
3.7.1	To view item class	28
3.8	Item Sub Class	29
3.8.1	To view Item Sub Class	29
3.9	Non Drug	31
3.9.1	To view Non Drug	31
3.10	Reason Master	32
3.10.1	To view Reason Master	32
3.11	Requester Unit Group Master	33
3.11.1	To view Requester Unit Group Master	33
3.12	Requester Unit Master.....	34
3.12.1	To view and edit Requester Unit Master	34
3.12.2	To add new requester unit	37
3.13	Unit of Measure (UOM).....	39
3.13.1	To view Unit of Measure	39
3.14	Reference Codes.....	40
3.14.1	To view Reference Codes.....	40
3.15	Mobile Information	41
3.15.1	To view Mobile Information	41
3.15.2	To add new Mobile Information	43
4.0	Acronyms	44

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 that geared toward pharmacy excellent care. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service 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 Card(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 Pharmacy Maintenance-General its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Maintenance - General

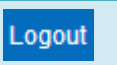
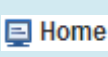
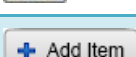
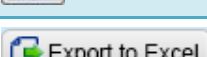
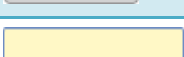
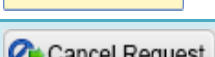
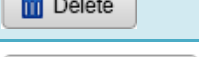
1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Maintenance - General
- Section 4: Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Reset Login Screen		Expand Menu
	Display Home Tab		Expand Module
	Close All Open Tabs		Refresh Screen
	Add/Create New Record		Show Help
	Mandatory Field		Calendar Icon
	Close Window		Radio Button
	Edit Record		Cancel
	Save		Add Item to the list
	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
	Request for Approval		Cancel the Request
	Send for Approval		Approve Transaction
	Change Login Password		Collapse Menu
	Collapse Module		Search Record
	Print		Search Icon
	Checkbox		Delete Record
	Delete Item from the list		Empty Text Box
	Dropdown Box		Reject Transaction

3.0 Maintenance - General

Overview

Application Master Setup describes the relationship between preliminary setup for each component; the details validation and data/ information that required to be setup before system ready.

This application enables the facility to perform any modification to existing setting. Master setup generally controlled by respective personal from each site, some changes must undergo HQ approval.

User Group

This module is intended for appointed Data Admin, usually IT, Head of Pharmacist, Head of Unit Pharmacy Main Store and Sub-Store or only authorised personnel who are allowed to view, create or modify this record in accordance with MOH or Facility Policy. System will provide a screen for user to define access level for every PhIS user based on their user role.

Functional Diagram

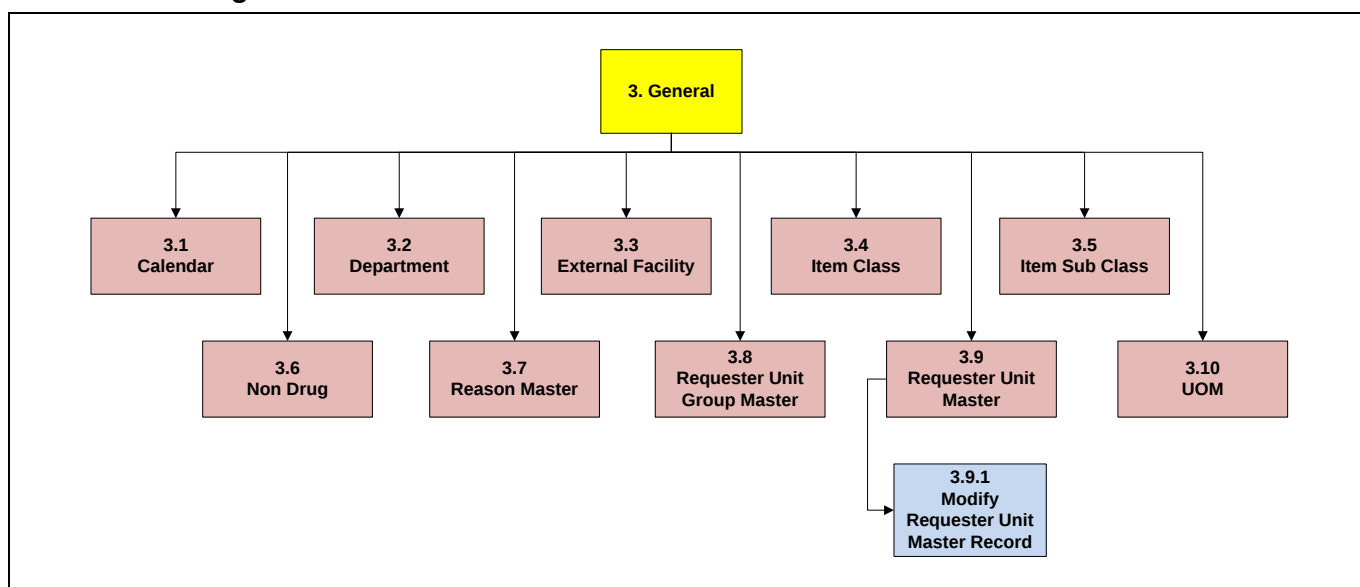


Figure 3.1

Functional Description

Maintenance - General module comprises of fifteen (15) main sub menu:

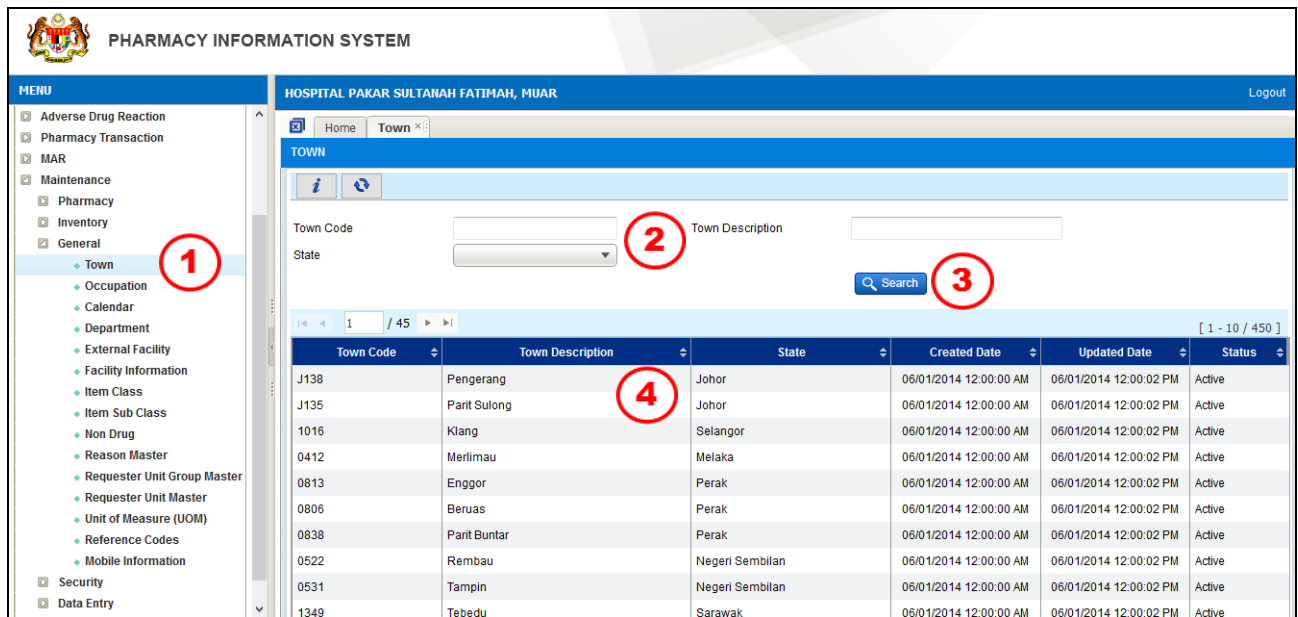
Menu	Description
Requester Unit Master	General setup of storerooms in a facility is manage in this screen. Storeroom is defining by facility which determine either the storeroom able t Facility User able to add and edit a few information in the screen.
Facility Info	Contains list of configuration that sets before a facility runs the system. Facility User able to add and edit a few information in the screen. Facility User able to add and edit a few information in the screen.
Calendar	Calendar screen allows user to create or modify calendar records. The Calendar records will be used for all modules in PhIS system. User can add the information like public holiday and weekend inside this menu. Facility User able to add and edit a few information in the screen.
Department	Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process. Editable by Facility User.

Town	The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography. Not editable by Facility User.
Occupation	Contains list of Occupation for patient demography recording purposes. Not editable by Facility User.
External Facility	The screen shows Facility listing in KKM infrastructures which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities. Not editable by Facility User.
Item Class	The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others. Not editable by Facility User.
Item Sub Class	The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others. Not editable by Facility User.
Non Drug	Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes. Not editable by Facility User.
Reason Master	Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, hold the medications order, stock adjustment and others. Not editable by Facility User.
Requester Unit Group Master	Requester Unit Group Master screen shows existing Requester Unit Group Master records. Not editable by Facility User.
UOM	UOM is Unit of Measurement. UOM screen allows create new and edit the UOM records. Not editable by Facility User.
Reference Code	Reference codes is listing page that support multiple system`s functionality. It contains fixed data variable that maintain by HQ to be used in pages so that any transaction and report are in line with system requirement. Not editable by Facility User.
Mobile Information	Mobile access management is managed in this screen. User are able to set new connectivity with mobile device by giving a token. The system later will detect the new mobile device based on token given and will track the imei mobile device`s number. Facility User able to add and edit a few information in the screen.

3.1 Town

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

3.1.1 To View and edit town



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Town

TOWN

Town Code: [] Town Description: []

State: []

Search

1 / 45

Town Code	Town Description	State	Created Date	Updated Date	Status
J138	Pengerang	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J135	Parit Sulong	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
1016	Klang	Selangor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0412	Merlimau	Melaka	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0813	Enggor	Perak	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0806	Beruas	Perak	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0838	Parit Buntar	Perak	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0522	Rembau	Negeri Sembilan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
0531	Tampin	Negeri Sembilan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
1349	Tebedu	Sarawak	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active

Figure 3.1.1-1 Town Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Town'

STEP 2

Search existing record based on below search criteria:

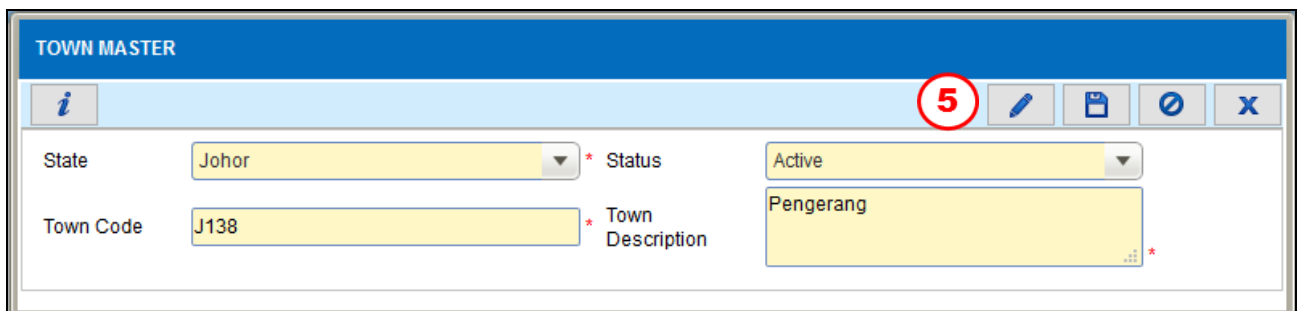
- Town Code
- State
- Town Description

STEP 3

Click on the  button to search 'Town' Details records

STEP 4

Double click on selected 'Town Description' details to view the record



TOWN MASTER

State: Johor * Status: Active

Town Code: J138 * Town Description: Pengerang *

5

Figure 3.1.1-2 Town Master

STEP 5

Click on the  button to proceed for editing

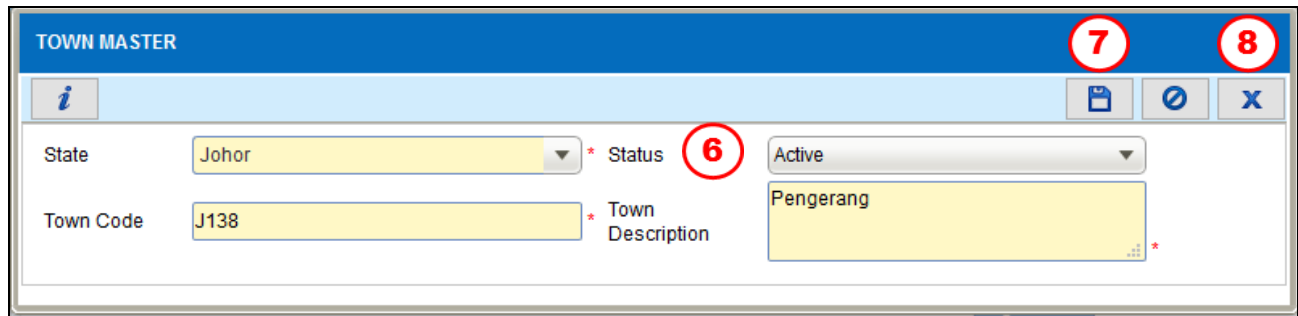


Figure 3.1.1-3 Town Master

STEP 6

Select on 'Status' to change either:

- a) Active – town is available
- b) Inactive – town is unavailable

STEP 7

Click on the  button to save editing

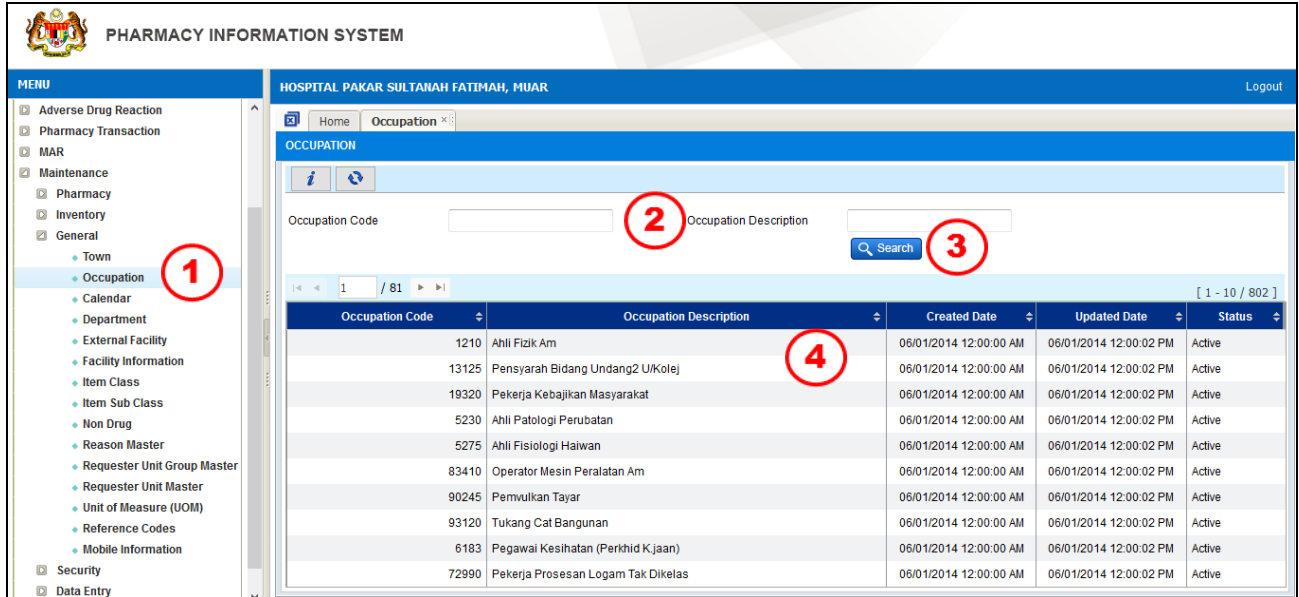
STEP 8

Click on the  button and to close record

3.2 Occupation

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

3.2.1 To view and edit occupation



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Occupation

OCCUPATION

Occupation Code Occupation Description Search

1 / 81 [1 - 10 / 802]

Occupation Code	Occupation Description	Created Date	Updated Date	Status
1210	Ahli Fizik Am	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
13125	Pensyarah Bidang Undang2 U/Kolej	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
19320	Pekerja Kebajikan Masyarakat	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
5230	Ahli Patologi Perubatan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
5275	Ahli Fisiologi Haiwan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
83410	Operator Mesin Peralatan Am	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
90245	Pemvulkan Tayar	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
93120	Tukang Cat Bangunan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
6183	Pegawai Kesihatan (Perkhid KJaan)	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
72990	Pekerja Prosesan Logam Tak Dikelas	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active

Figure 3.2.1-1 Occupation Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Occupation'

STEP 2

Search existing record based on below search criteria:

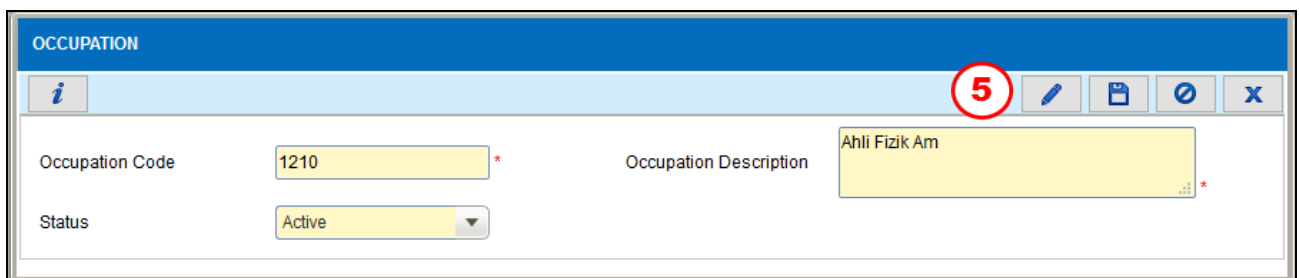
- Occupation Code
- Occupation Description

STEP 3

Click on the  button to search 'Occupation' details records

STEP 4

Double click on selected 'Occupation Description' details to view the record



OCCUPATION

Occupation Code 1210 * Occupation Description Ahli Fizik Am

Status Active

5

Figure 3.2.1-2 Occupation

STEP 5

Click on the  button to proceed for editing

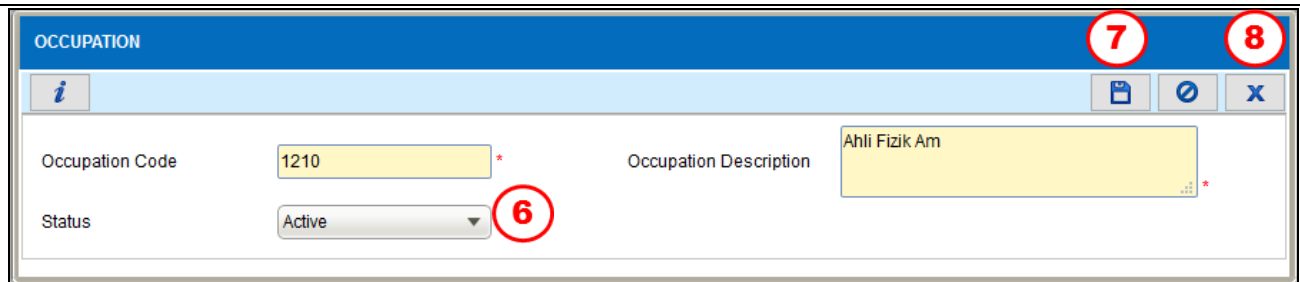


Figure 3.2.1-3 Occupation

STEP 6

Select the 'Status' to change either:

- a) Active – occupation is available
- b) Inactive – occupation is unavailable

STEP 7

Click on the  button to save editing

STEP 8

Click on the  button and to close record

3.3 Calendar

Calendar screen allows user to create or modify calendar records. User can add the information like public holiday and weekend inside this menu. It will affect on next collection date for dispensing purposes, delivery lapse period and other functions in system.

3.3.1 To view and edit Calendar

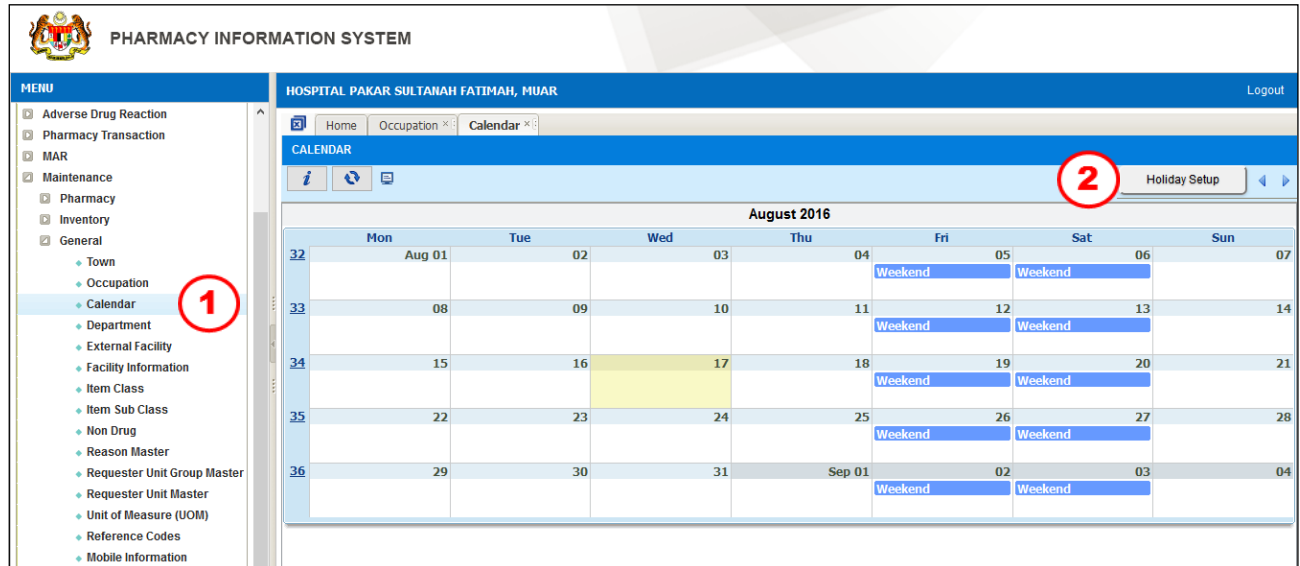


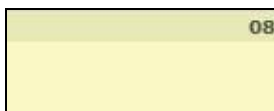
Figure 3.3.1-1 Calendar

STEP 1

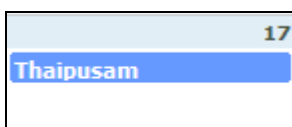
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

Note

- Click on the  button to refresh the page.
- Click on the  button to resize the view to the full browser width.
- System will display the current month of the year.
- Only authorized personnel are allowed to view, edit and modify this record in accordance with MOH/local policy.
- Calendar will be maintained by both HQ & facility level.



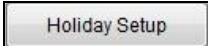
- This field indicates today's date.

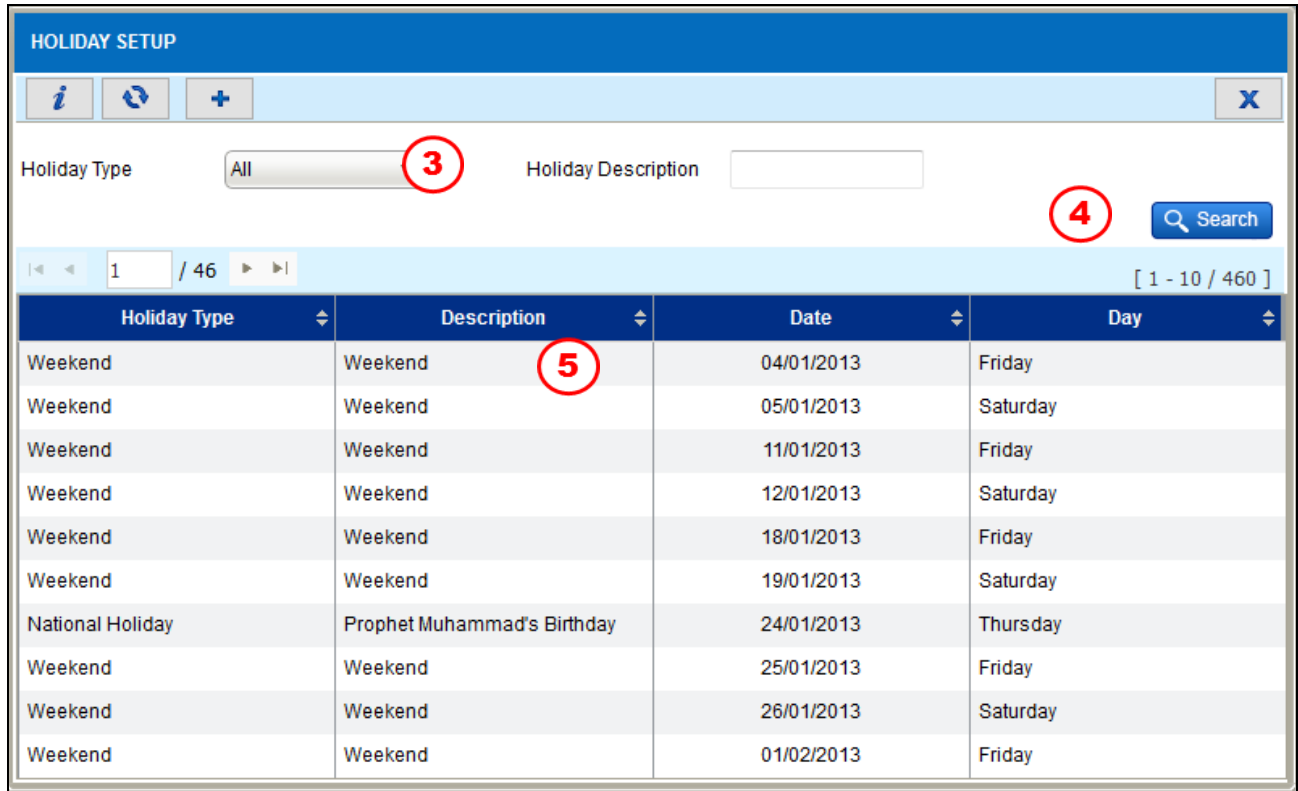


- This field indicates the weekends or Public Holiday for the state.

- Click on the  button to view the previous month. Click on the  button to view the calendar for next month

STEP 2

Click on the  button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-2



Holiday Type	Description	Date	Day
Weekend	Weekend	04/01/2013	Friday
Weekend	Weekend	05/01/2013	Saturday
Weekend	Weekend	11/01/2013	Friday
Weekend	Weekend	12/01/2013	Saturday
Weekend	Weekend	18/01/2013	Friday
Weekend	Weekend	19/01/2013	Saturday
National Holiday	Prophet Muhammad's Birthday	24/01/2013	Thursday
Weekend	Weekend	25/01/2013	Friday
Weekend	Weekend	26/01/2013	Saturday
Weekend	Weekend	01/02/2013	Friday

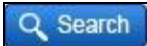
Figure 3.3.1-2 Holiday Setup

STEP 3

To search for the particular holiday record, the user may search by the following criteria as shown in Figure 3.3-2:

- All
- State Holiday
- National Holiday
- Ad Hoc
- Weekend

STEP 4

Click on the  button. The result(s) display will be based on the entered criteria

STEP 5

Double click on the existing record in the calendar to view

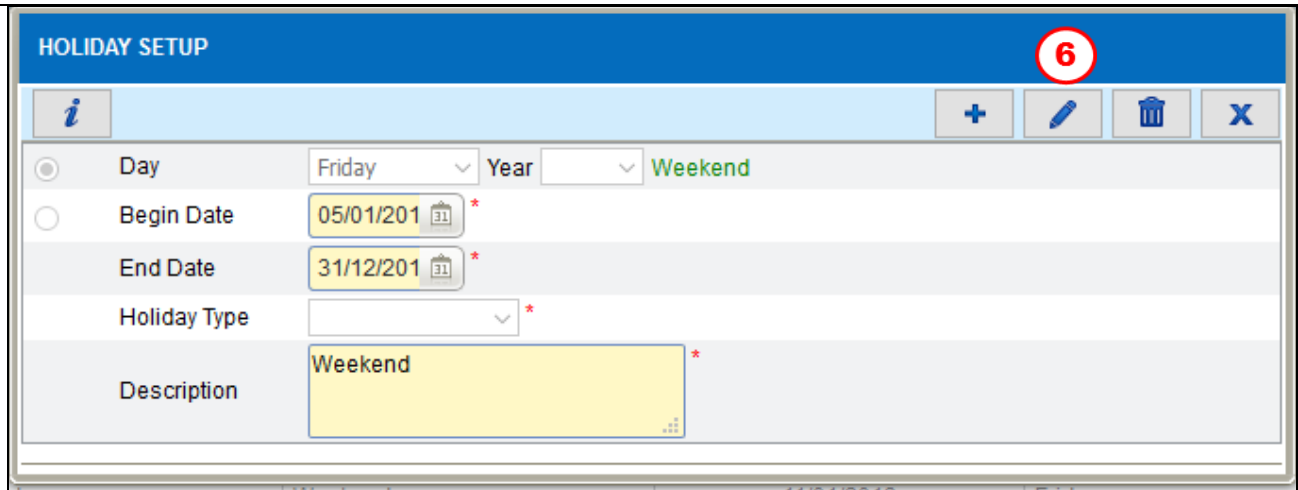


Figure 3.3.1-3 Holiday Setup

STEP 6

Click on the  button to edit the existing record

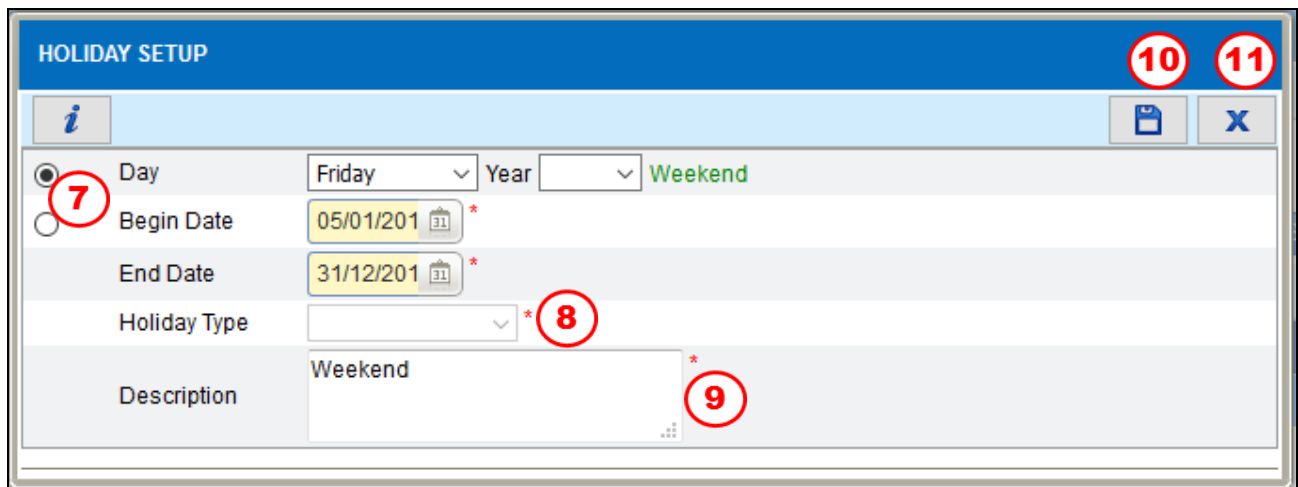


Figure 3.3.1-4 Holiday Setup

STEP 7

Click on the radio button to choose type of holiday setup

a) Day – Setup holiday by day basis for the particular year

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar

STEP 8

Select holiday type as below:

- a) Ad Hoc
- b) National Day
- c) State Holiday

STEP 9

Enter description for the holiday

STEP 10

Click on the  button to save editing

STEP 11

Click on the  button to close record

3.3.2 To add New Holiday in Calendar.

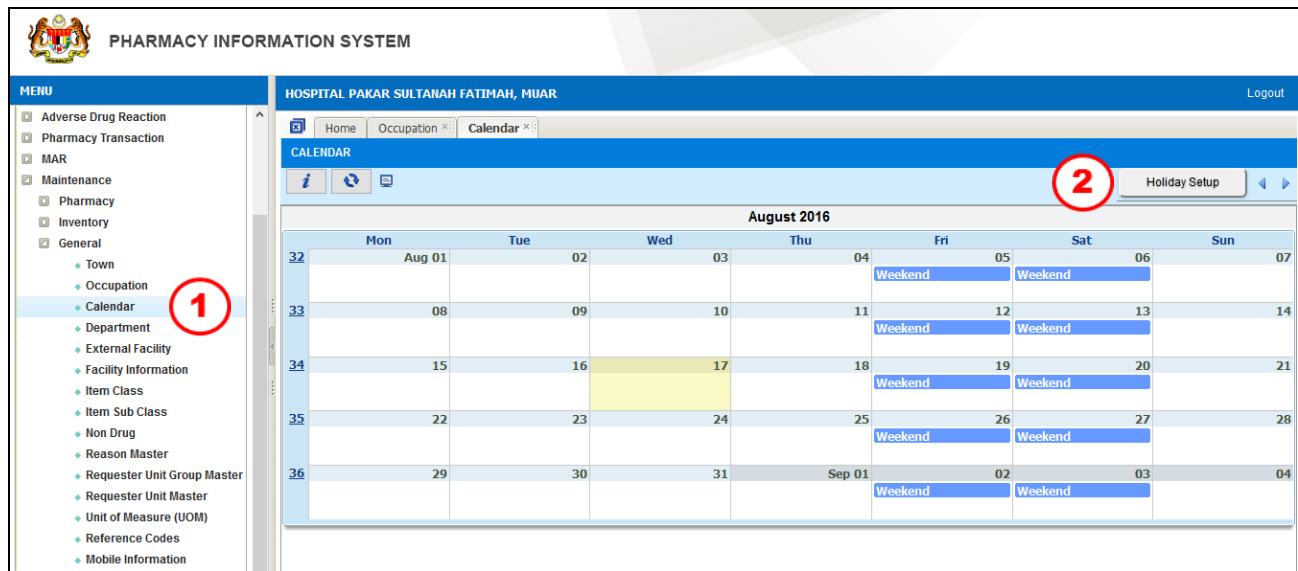


Figure 3.3.2-1 Calendar

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

STEP 2

Click on the  button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-5

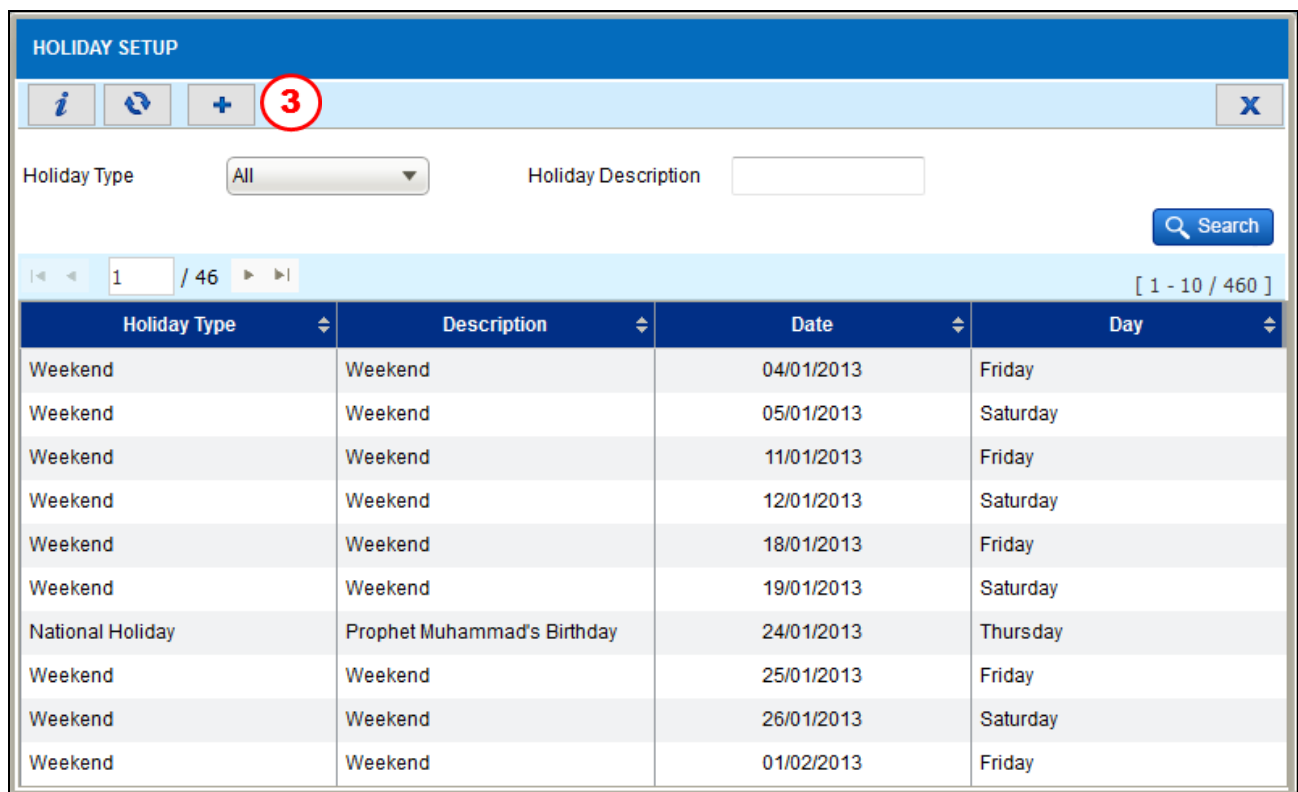
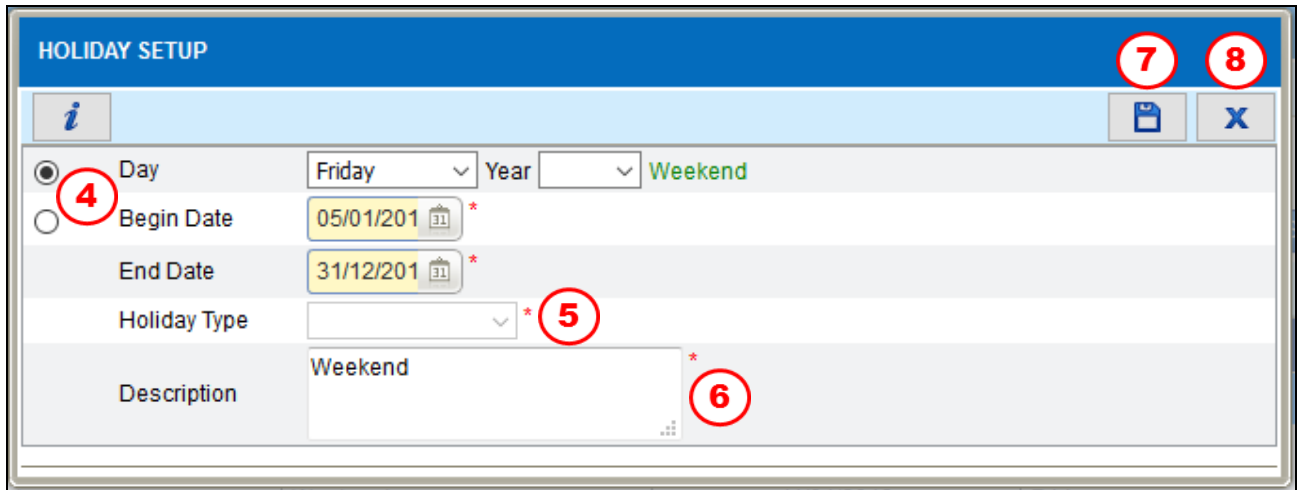


Figure 3.3.2-2 Holiday Setup

STEP 3

Click on  button to add new record



The screenshot shows the 'HOLIDAY SETUP' form. It has a blue header bar with the title 'HOLIDAY SETUP' and two buttons on the right: a save button (floppy disk icon) labeled '7' and a close button (X icon) labeled '8'. Below the header is a light blue bar with an information icon (i) on the left. The main form area contains several fields: a radio button labeled '4' next to 'Day', a dropdown menu showing 'Friday', a 'Year' dropdown, and a 'Weekend' label. Below these are 'Begin Date' (05/01/201) and 'End Date' (31/12/201) fields, each with a calendar icon and an asterisk. The 'Holiday Type' dropdown is labeled '5'. The 'Description' field contains the text 'Weekend' and is labeled '6'.

Figure 3.3.2-3 Holiday Setup

STEP 4

Click on the radio button to choose type of holiday setup

a) Day – Setup holiday by day basis for the particular year

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar.

STEP 5

Choose holiday type

- a) Ad Hoc
- b) National Day
- c) State Holiday

STEP 6

Enter description for the holiday

STEP 7

Click on  button to save editing

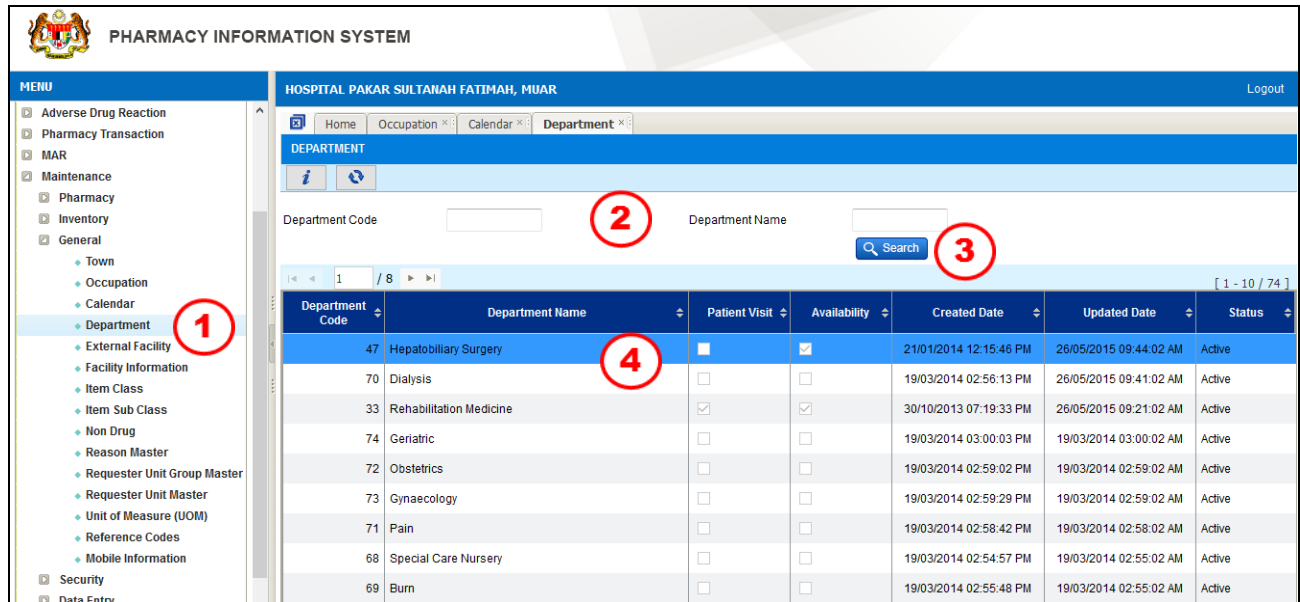
STEP 8

Click on the  button and to close record

3.4 Department

Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process.

3.4.1 To view and edit Department



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Occupation Calendar Department

DEPARTMENT

Department Code Department Name Search

1 / 8 [1 - 10 / 74]

Department Code	Department Name	Patient Visit	Availability	Created Date	Updated Date	Status
47	Hepatobiliary Surgery	☒	☒	21/01/2014 12:15:46 PM	26/05/2015 09:44:02 AM	Active
70	Dialysis	☐	☐	19/03/2014 02:56:13 PM	26/05/2015 09:41:02 AM	Active
33	Rehabilitation Medicine	☒	☒	30/10/2013 07:19:33 PM	26/05/2015 09:21:02 AM	Active
74	Geriatric	☐	☐	19/03/2014 03:00:03 PM	19/03/2014 03:00:02 AM	Active
72	Obstetrics	☐	☐	19/03/2014 02:59:02 PM	19/03/2014 02:59:02 AM	Active
73	Gynaecology	☐	☐	19/03/2014 02:59:29 PM	19/03/2014 02:59:02 AM	Active
71	Pain	☐	☐	19/03/2014 02:58:42 PM	19/03/2014 02:58:02 AM	Active
68	Special Care Nursery	☐	☐	19/03/2014 02:54:57 PM	19/03/2014 02:55:02 AM	Active
69	Burn	☐	☐	19/03/2014 02:55:48 PM	19/03/2014 02:55:02 AM	Active

Figure 3.4.1-1 Department Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Department'

STEP 2

Search existing record based on below search criteria:

- Department Code
- Department Name

STEP 3

Click on the  button to search 'Department' details records

STEP 4

Double click on selected 'Department Name' details to view the record

DEPARTMENT

i

5

X

Department Code

47

*

Department Name

Hepatobiliary Surgery

*

Availability

☒

Patient Visit

☐

Status

Active

SMRP Department Code

23

*

DISCIPLINE LIST

+ Add New

1

/ 1

Discipline Code

Discipline Name

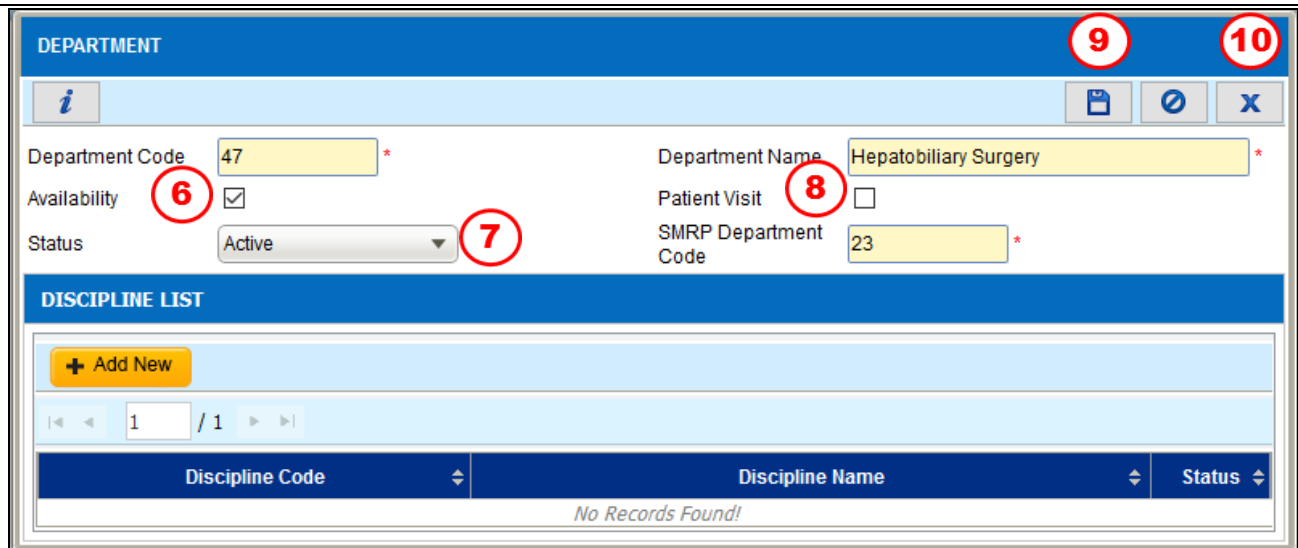
Status

No Records Found!

Figure 3.4.1-2 Department

STEP 5

Click on the  button to proceed for editing



The screenshot shows a web-based form for department maintenance. At the top is a blue header bar with the title 'DEPARTMENT'. Below the header, there are several input fields and checkboxes. Callout 6 points to the 'Availability' checkbox, which is checked. Callout 7 points to the 'Status' dropdown menu, which is set to 'Active'. Callout 8 points to the 'Patient Visit' checkbox, which is unchecked. Callout 9 points to the 'Save' button (a floppy disk icon). Callout 10 points to the 'Close' button (an 'X' icon). The form also includes a 'Department Code' field with the value '47', a 'Department Name' field with the value 'Hepatobiliary Surgery', and an 'SMRP Department Code' field with the value '23'. Below these fields is a section titled 'DISCIPLINE LIST' with an 'Add New' button and a table with columns 'Discipline Code', 'Discipline Name', and 'Status'. The table currently shows 'No Records Found!'.

Figure 3.4.1-3 Department

STEP 6

Click on the Availability checkbox ☒ to make the department available

STEP 7

Select the Status either:

- a) Active – Department available in facility
- b) Inactive – Department not available in facility

STEP 8

Click on the Patient Visit checkbox ☒ to allow department to have visit from patient

STEP 9

Click on the  button to save the editing

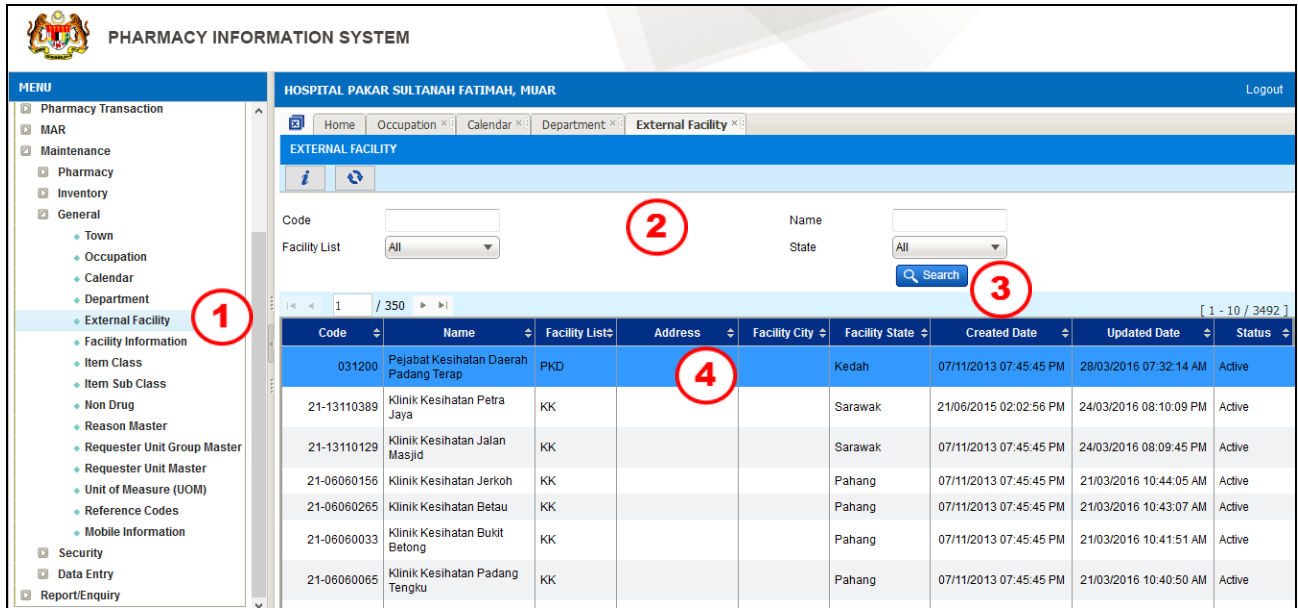
STEP 10

Click on the  button to close the record

3.5 External Facility

The screen shows Facility listing in KKM infrastructure which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities.

3.5.1 To view External Facility



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Occupation Calendar Department External Facility

EXTERNAL FACILITY

Code Name State

Facility List All Search

1 / 350 [1 - 10 / 3492]

Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Status
031200	Pejabat Kesihatan Daerah Padang Terap	PKD			Kedah	07/11/2013 07:45:45 PM	28/03/2016 07:32:14 AM	Active
21-13110389	Klinik Kesihatan Petra Jaya	KK			Sarawak	21/06/2015 02:02:56 PM	24/03/2016 08:10:09 PM	Active
21-13110129	Klinik Kesihatan Jalan Masjid	KK			Sarawak	07/11/2013 07:45:45 PM	24/03/2016 08:09:45 PM	Active
21-06060156	Klinik Kesihatan Jerkoh	KK			Pahang	07/11/2013 07:45:45 PM	21/03/2016 10:44:05 AM	Active
21-06060265	Klinik Kesihatan Betau	KK			Pahang	07/11/2013 07:45:45 PM	21/03/2016 10:43:07 AM	Active
21-06060033	Klinik Kesihatan Bukit Betong	KK			Pahang	07/11/2013 07:45:45 PM	21/03/2016 10:41:51 AM	Active
21-06060065	Klinik Kesihatan Padang Tengku	KK			Pahang	07/11/2013 07:45:45 PM	21/03/2016 10:40:50 AM	Active

Figure 3.5.1-1 External Facility

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'External Facility'

STEP 2

Search existing record based on below search criteria:

- Code
- Name
- Facility list
 - All
 - Hospital
 - HQ
 - KK
 - MUSN/PBFN
 - PKD
 - KKIA
 - KK1M
 - KD
 - KB1M
 - KP
- State

STEP 3

Click on the  button to search 'External Facility' details record

STEP 4

Double click on selected 'External Facility' details to view the record

MAINTENANCE - EXTERNAL FACILITY
5

i
X

Facility Prefix	PKDKD11	Facility List	PKD
Facility Code	031200	Hospital Type	General
Facility Name	Pejabat Kesihatan Daerah Padang Terap	Province	
Address 1		Contact Person	
Server IP	PKDKD11.phis.local	Contact Number (Office)	
Address 2		Server Port	8080
Address 3		Contact Number (Mobile)	
Postcode		Fax No.	
City		Email	
State	Kedah	Country	Malaysia
PTJ Code	031201	Status	Active
JKN	JABATAN KESIHATAN NEGERI	PTJ Name	
Is Allow Budget Maintenance? ☐			
MOH Facility ☒			

Figure 3.5.1-2 External Facility

STEP 5

Click on the  button and to close record.

3.6 Facility Information

Contains list of configuration that sets before a facility runs the system. These setup is highly sensitive and only granted admin personnel can view this setup.

3.6.1 To view and edit Facility Information

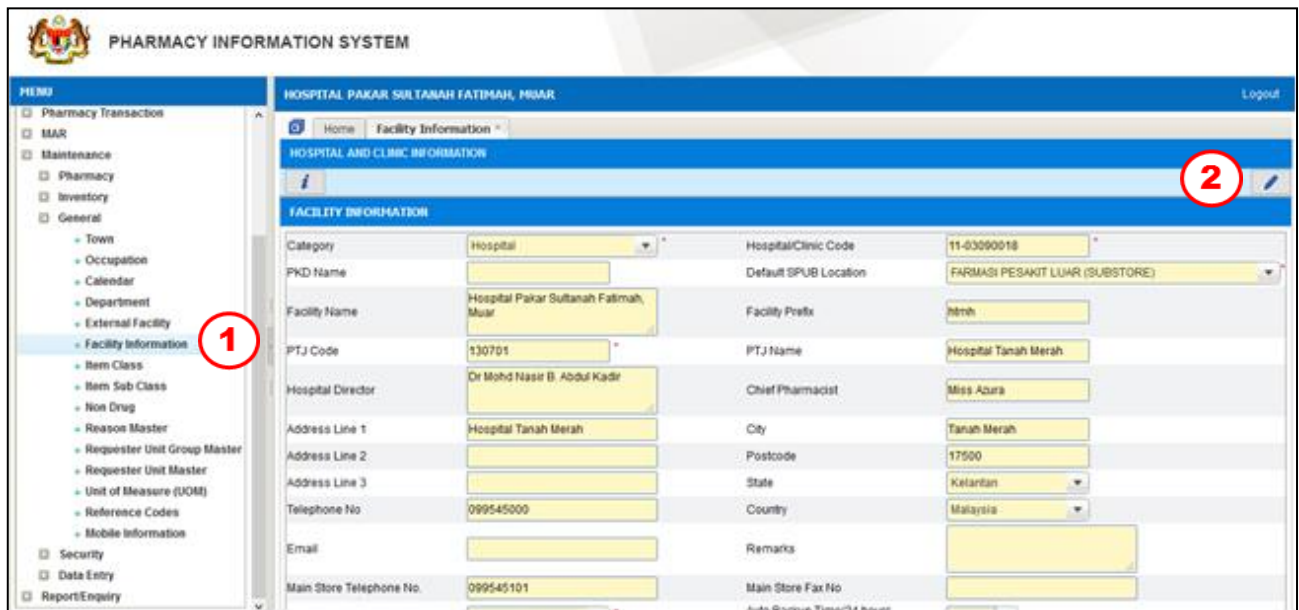


Figure 3.6.1-1 Facility Information

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Facility Information'

STEP 2

Click on  to edit Facility Information

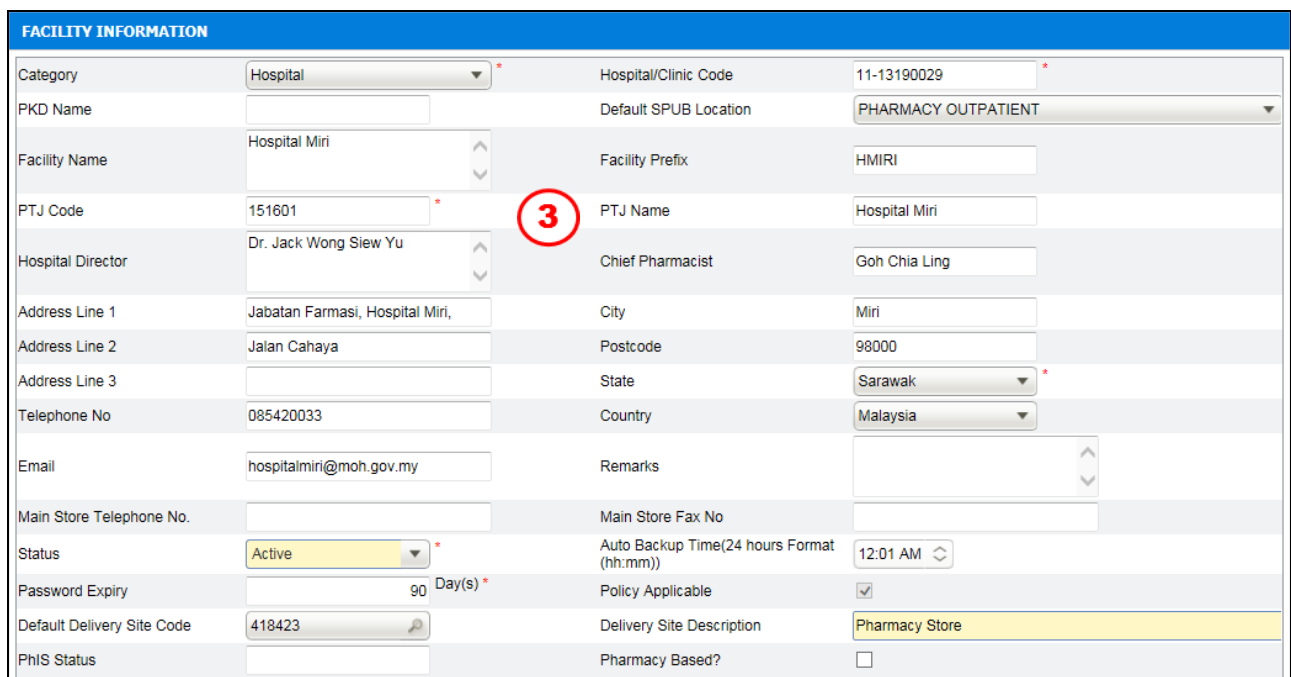


Figure 3.6.1-2 Facility Information

STEP 3

Fill the field for Facility Information.

Field	Description	Details
Category	Choose from the list of facility category - Hospital - KP - KKIA - KK1M - KB1M - KK - MUSN/PBFN - PKD	Drop down box
Hospital/Clinic code	Facility code given by KKM	Text box
PKD Name	Insert the name of PKD	Text box
Default SPUB Location	Default value for location that handle SPUB patient for the purpose of dispensing medication	Drop down box Note - List of Location is based on location setup from facility - Location must be available with status active in order to be selected
Facility Name	Insert the name of Facility	Text box
Facility Prefix	Number managed by HQ	Text box
PTJ code	Code managed by HQ	Text box
PTJ Name	Value managed by HQ	Text box
Hospital Director	Insert Name of the Hospital Director	Text box
Chief Pharmacy	Insert Name of the chief pharmacy	Text box
Address Line 1, Address Line 2, Address Line 3.	Address of the facility	Text box
City	City name	Text box
Postcode	Postcode number	Text box
State	State name in Malaysia - Johor - Kedah - Kelantan - Melaka - Negeri Sembilan - Pahang - Perak - Perlis - Pulau pinang - Sabah - Sarawak - Selangor - Terengganu - WP Kuala Lumpur - WP Labuan - WP Putrajaya	Drop down box
Telephone No	Telephone number for the facility	Text box
Email	Official email of the facility	Text box
Remarks	Insert remarks or details for the facility	Text box
Main Store Telephone No	Telephone number for the main store	Text box

Main Store Fax No	Fax number for the main store	Text box
Auto Backup Time (24 hours Format(hh:mm))	Backup timing for server	Text box
Password Expiry	Setting number of days before password expired and required to be update.	Note System automatically defaults to 90 days upon change of password
Policy Applicable	To enable policy of password expiry.	Check box Note User must change password upon first login
Default Delivery Site Code	Delivery site to code is used upon confirming a purchase.	Drop down box
Delivery Site Description	Delivery site description will appear based on default delivery site code.	Searching function box Note - List of Delivery site is based on "Delivery Site To" setup from HQ. - Availability of Data to be select is based on activation status.
PhIS Status	Indicates activation of phis in a facility.	Text box
Pharmacy Based?	Sets to enable or disable pharmacy based functionality and workflow in system.	Check Box

Table 3.6.1-1 Table on Facility Information

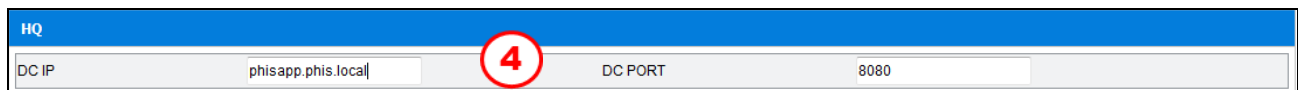


Figure 3.6.1-3 HQ

STEP 4

Setup by HQ for several function such as Outsource and SPUB.(Only for HQ).

Field	Description	Details
DC IP	IP address	Text box
DC PORT	Port address	Text box

Table 3.6.1-2 Table on HQ

INVENTORY

5

Items Per EPO	10	AP Supplier Code	SUP000237
Current Financial Year	2017	eP Contract Price	Yes
Price Code	East Malaysia	EP Enable	Yes
Shelf Life	0	Clinic LP Purchase	No
Dice Unit		Year End Date	07/01/2017
Allow Indent Issue level 2	Yes	Allow Indent Issue level 3	Yes
Auto Topup	No	Indent Closed Period (days)	14
Order Date Edit Flag	Yes	Unit Catalog Level 2	No
SPUB Indenter Unit	OUTPATIENT PHARMACY COUNTER	SPUB Issuing Unit	OUTPATIENT PHARMACY COUNTER
Manufacturing Indenter Unit	CYTOTOXIC DRUG RECONSTITUTION	Manufacturing Issuing Unit	
Buffer Level Calculation Period	180 Days	Buffer Level Auto Calculation	☐
RPL(weeks)			

Figure 3.6.1-4 Inventory Details

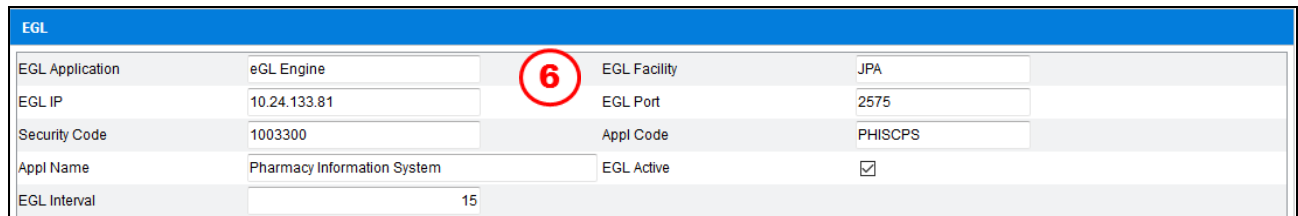
STEP 5

Fill the field for Inventory

Field	Description	Details
Items Per EPO	Number of item to be in the list of EPO	Text box
AP Supplier Code	Approved product supplier code	Text box
Current Financial Year	Based on current year of system	Text box
eP Contract Price	Price is taken in eP Contract Price for contract purchase function	Drop down box
Price code	Price setup for item to use in system for APPL item - West Malaysia - East Malaysia	Drop down box
EP Enable	To enable integration with EP	Drop down box
Shelf life	To set shelf life in store	Text box
Clinic LP Purchase	To allow clinic to purchase LP purchase	Drop down box
Dice Unit	Set requester unit that handle Drug Information Consumer education	Searching function box
Year End Date	Date when user will close account	Text box
RPL (weeks)	Time length for a Recommend Purchase List to be available before expired and remove from listing	Text box
Allow indent Issue level 2	To allow system to proceed with indent and issue between level 2	Drop down box
Allow Indent Issue level 3	To allow system to proceed with indent and issue between level 3 Note User able to change supplying unit from substore to dispensing counter at RIQ screen.	Drop down box
Auto Topup	To allow top up function (applicable to clinic only)	Drop down box
Indent Closed Period (days)	Time length for indent is available in the system to be entertain before closed and remove from system	Text box
Order Date Edit Flag	To allow user change edit change for Purchase Order	Check box
Unit Catalog Level 2	To allow user from other level 2 to manage unit catalogue	Check box
SPUB Indenter unit	Set the requester unit that handle SPUB stock indent	Drop down box

SPUB Issuing unit	Set the requester unit that handle SPUB stock issue	Drop down box
Manufacturing Indenter unit	Set the requester unit that handle Manufacturing stock indent	Drop down box
Manufacturing Issuing Unit	Set the requester unit that handle Manufacturing stock issue	Drop down box
Buffer Level Calculation Period	To set calculation period for buffer level	Drop down box
Buffer Level Auto Calculation	To enable auto calculation for buffer level	Check Box

Table 3.6.1-3 Inventory Table



EGL

EGL Application	eGL Engine	EGL Facility	JPA
EGL IP	10.24.133.81	EGL Port	2575
Security Code	1003300	Appl Code	PHISCPS
Appl Name	Pharmacy Information System	EGL Active	☒
EGL Interval	15		

Figure 3.6.1-5 EGL Details

STEP 6

EGL setup by HQ.

Field	Description	Detail
EGL Application	-	Text box
EGL Facility	-	Text box
EGL IP	-	Text box
EGL Port	-	Text box
Security Code	-	Text box
Appl Code	-	Text box
Appl Name	-	Text box
EGL Active	-	Check box
EGL Interval	-	Check box

Table 3.6.1-4 EGL Table



MIMS

☒ MIMS ☐ ICD10

MIMS Jar Path: /home/phisesb/MIMS MIMS Jar Name: mims.jar

Figure 3.6.1-6 MIMS Integration

STEP 7

MIMS setup by HQ for integration purposes.

Field	Description	Detail
MIMS	-	Check box
ICD 10	-	Check box
MIMS Jar Path	-	Text box
MIMS Jar Name	-	Text box

Table 3.6.1-5 MIMS table

SMRP				
SMRP IP	10.24.133.85	8	SMRP Port	22
SMRP Username	htmh		SMRP Password	htmh12015#
SMRP Original Folder	/home/phisesb/phs jars/smrptpush/		SMRP Destination Folder	

Figure 3.6.1-7 SMRP details

STEP 8

SMRP setup by HQ for integration purposes.

Field	Description	Detail
SMRP IP	SMRP IP is address prepared by KKM	Text box
SMRP Port	SMRP Port number prepared by KKM	Text box

Table 3.6.1-6 SMRP table

QMS	
QMS Active	No
9	QMS Record Interval
	2

Figure 3.6.1-8 QMS details

STEP 9

QMS setup by HQ

Field	Description	Detail
QMS Active	-	Drop down box
QMS Record Interval	-	Text box

Table 3.6.1-7 QMS table

REPOSITORY				
Repository Hostname		10	Repository IP	phisapp.phis.local
Repository Port	28081		Repository Last Sync	18/08/2016 5:11:37 PM

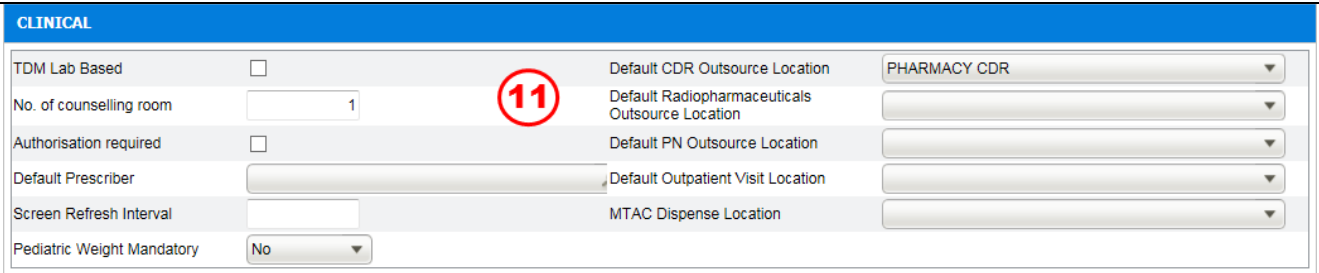
Figure 3.6.1-9 Repository details

STEP 10

Repository setup by HQ

Field	Description	Detail
Repository Hostname	-	Text box
Repository IP	-	Text box
Repository Port	-	Text box
Repository Last Sync	-	Calendar and time box

Table 3.6.1-8 Repository table



CLINICAL

TDM Lab Based ☐ **11** Default CDR Outsource Location PHARMACY CDR

No. of counselling room 1 Default Radiopharmaceuticals Outsource Location

Authorisation required ☐ Default PN Outsource Location

Default Prescriber Default Outpatient Visit Location

Screen Refresh Interval MTAC Dispense Location

Pediatric Weight Mandatory No

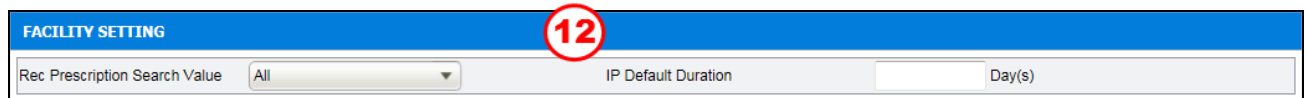
Figure 3.6.1-10 Clinical details

STEP 11

Fill the field for clinical details

Field	Description	Details
TDM Lab Based	Determine if facility have TDM lab.	Checkbox
No of Counseling room	Define number of counseling room available in facility.	Text box
Authorization required	Enabling specialist to authorize for controlled drug such as list A drugs.	Checkbox
Default prescriber	Set a default prescriber when order prescription.	Searching function box
Screen Refresh Interval	Set duration before screen refresh automatically if pc was left idle.	Text box
Default CDR Outsource Location	Select a location as a default for outsource patient for CDR.	Drop down box
Default Radiopharmaceuticals Outsource Location	Radiopharmaceuticals location is a location that dispense drug from other facility.	Drop down box
Default PN Outsource Location	Location that dispense PN from other facility.	Drop down box
Default Outpatient visit Location	Outpatient visit location is a location that dispense drug for outpatient's patient.	Drop down box
MTAC Dispense Location	MTAC location is a location that dispense drug for MTAC service.	Drop down box
Pediatric Weight Mandatory	Yes : to mandatory weight in the Medication Order for pediatric patient	Yes No

Table 3.6.1-9 Clinical table



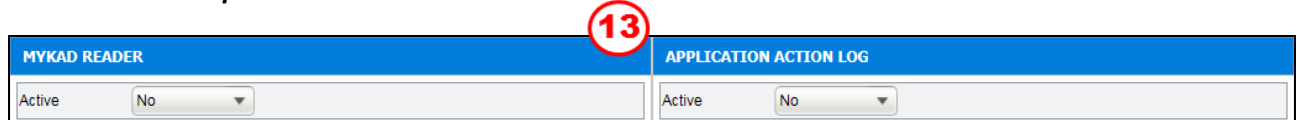
FACILITY SETTING **12**

Rec Prescription Search Value All IP Default Duration Day(s)

Figure 3.6.1-11 Facility Setting

STEP 12

Select **Rec Prescription Search Value** and enter **IP Default Duration**



MYKAD READER **13** **APPLICATION ACTION LOG**

Active No Active No

Figure 3.6.1-12 Mykad Reader & Application Action Log

STEP 13

Select **Mykad Reader** and **Application Action Log**

Note

- Mykad reader setup depends on the equipment setup at the facility

EP SETTING		MIMS LOG	
epNextGen Enable	No	Active	No

Figure 3.6.1-13 eP Setting and MIMS Log

STEP 14

Select to active **ePNextGen Enable** and **MIMS Log**

AUDIT TRAIL		BCP ENTRY APPLICATION STATUS	
Active	Yes	Active	No

Figure 3.6.1-14 Audit Trail and BCP Entry Application Status

STEP 15

Select to active **Audit Trail** and **BCP Entry Application Status**

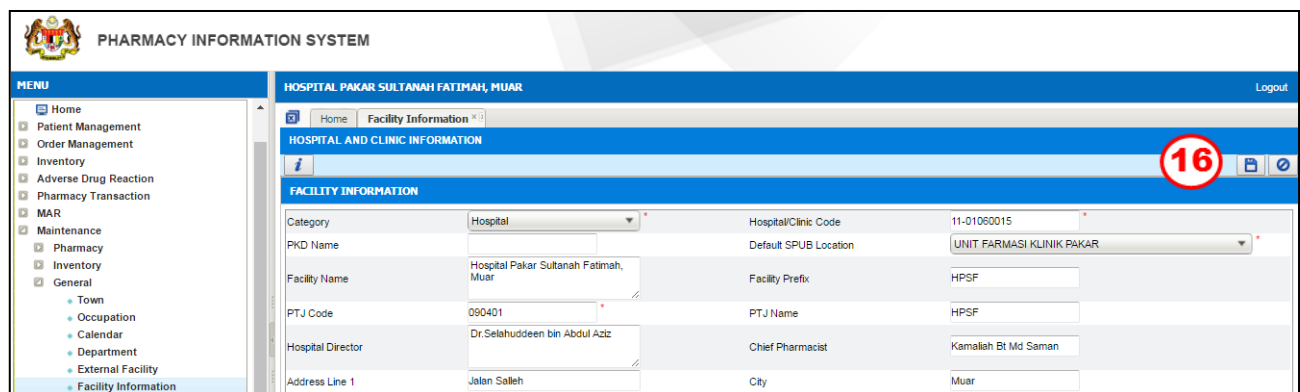


Figure 3.6.1-13 Facility Information

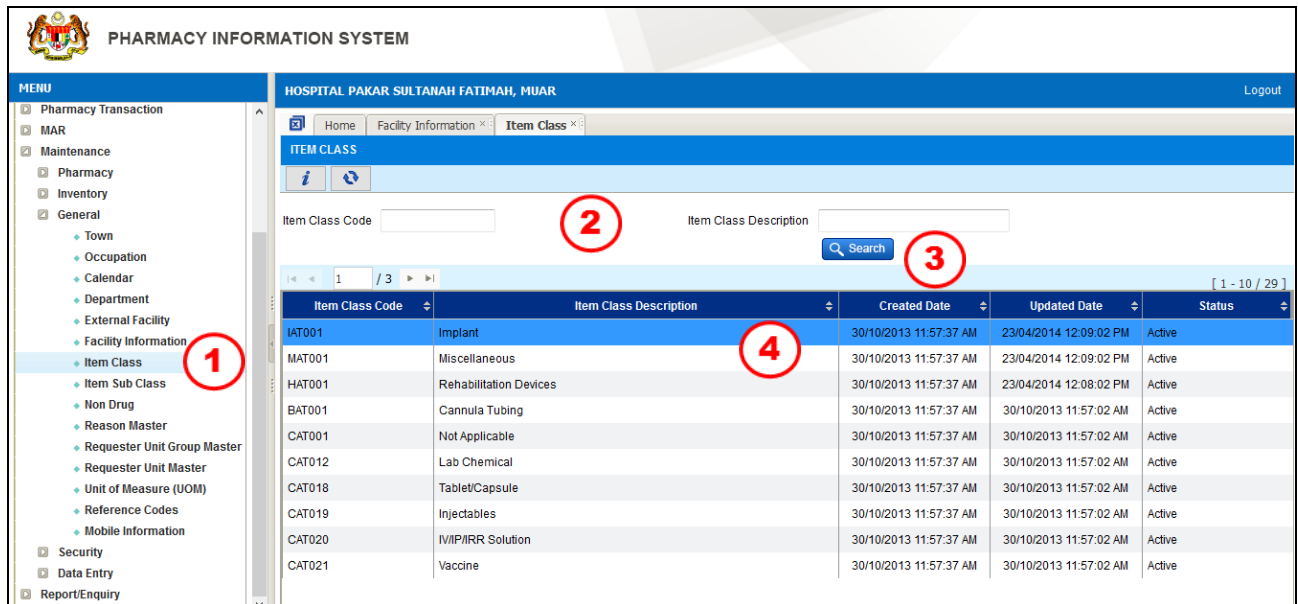
STEP 16

Click on  button to save records.

3.7 Item Class

The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others.

3.7.1 To view item class



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Facility Information Item Class

ITEM CLASS

Item Class Code Item Class Description

1 / 3

Item Class Code	Item Class Description	Created Date	Updated Date	Status
IAT001	Implant	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
MAT001	Miscellaneous	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
HAT001	Rehabilitation Devices	30/10/2013 11:57:37 AM	23/04/2014 12:08:02 PM	Active
BAT001	Cannula Tubing	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT001	Not Applicable	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT012	Lab Chemical	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT018	Tablet/Capsule	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT019	Injectables	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT020	IV/PIRR Solution	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT021	Vaccine	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active

Figure 3.7.1-1 Item Class Listing Page

STEP 1

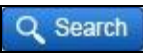
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Class'

STEP 2

Search existing record based on below search criteria:

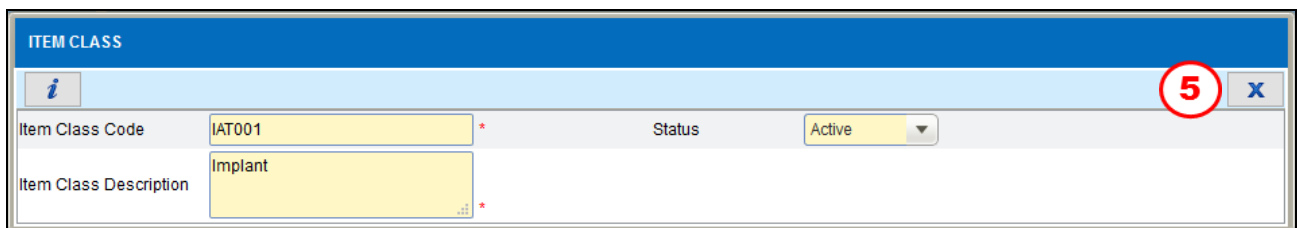
- Item Class Code
- Item Class Description
- Town Description

STEP 3

Click on the  button to search 'Item Class' details records

STEP 4

Double click on selected 'Item Class' details to view the record



ITEM CLASS

Item Class Code Status

Item Class Description

Figure 3.7.1-2 Item Class

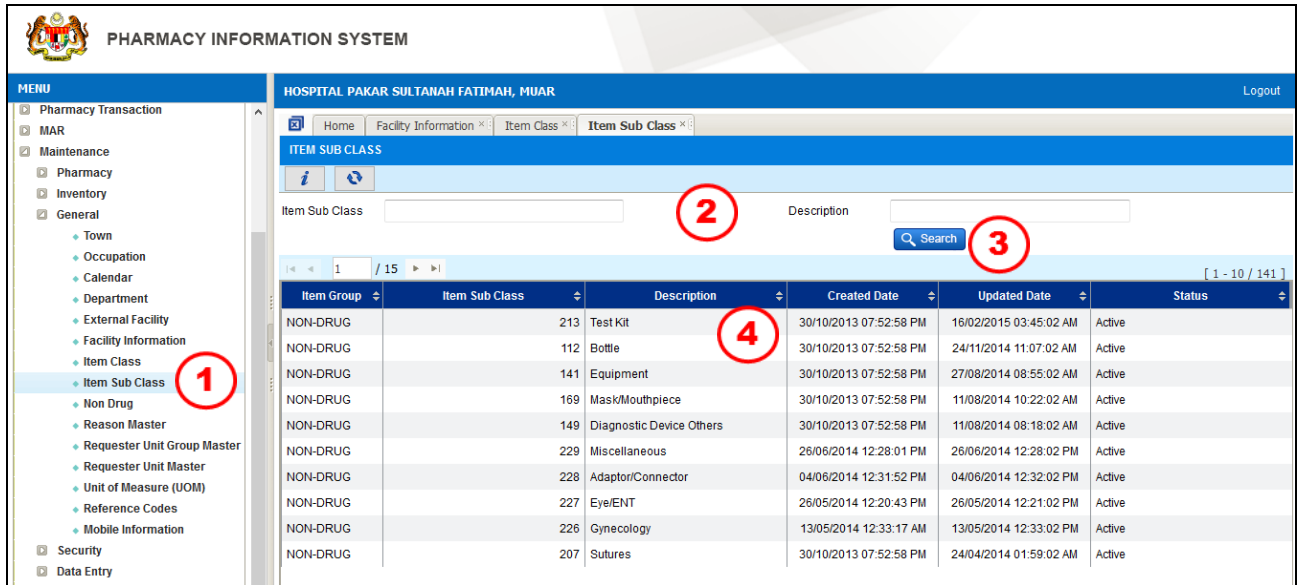
STEP 5

Click on the  button and to close record

3.8 Item Sub Class

The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others.

3.8.1 To view Item Sub Class



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Facility Information Item Class Item Sub Class

ITEM SUB CLASS

Item Sub Class Description Search

1 / 15

Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	213	Test Kit	30/10/2013 07:52:58 PM	16/02/2015 03:45:02 AM	Active
NON-DRUG	112	Bottle	30/10/2013 07:52:58 PM	24/11/2014 11:07:02 AM	Active
NON-DRUG	141	Equipment	30/10/2013 07:52:58 PM	27/08/2014 08:55:02 AM	Active
NON-DRUG	169	Mask/Mouthpiece	30/10/2013 07:52:58 PM	11/08/2014 10:22:02 AM	Active
NON-DRUG	149	Diagnostic Device Others	30/10/2013 07:52:58 PM	11/08/2014 08:18:02 AM	Active
NON-DRUG	229	Miscellaneous	26/06/2014 12:28:01 PM	26/06/2014 12:28:02 PM	Active
NON-DRUG	228	Adaptor/Connector	04/06/2014 12:31:52 PM	04/06/2014 12:32:02 PM	Active
NON-DRUG	227	Eye/ENT	26/05/2014 12:20:43 PM	26/05/2014 12:21:02 PM	Active
NON-DRUG	226	Gynecology	13/05/2014 12:33:17 AM	13/05/2014 12:33:02 PM	Active
NON-DRUG	207	Sutures	30/10/2013 07:52:58 PM	24/04/2014 01:59:02 AM	Active

Figure 3.8.1-1 Item Subclass Listing Page

STEP 1

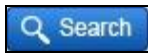
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Sub Class'

STEP 2

Search existing record based on below search criteria:

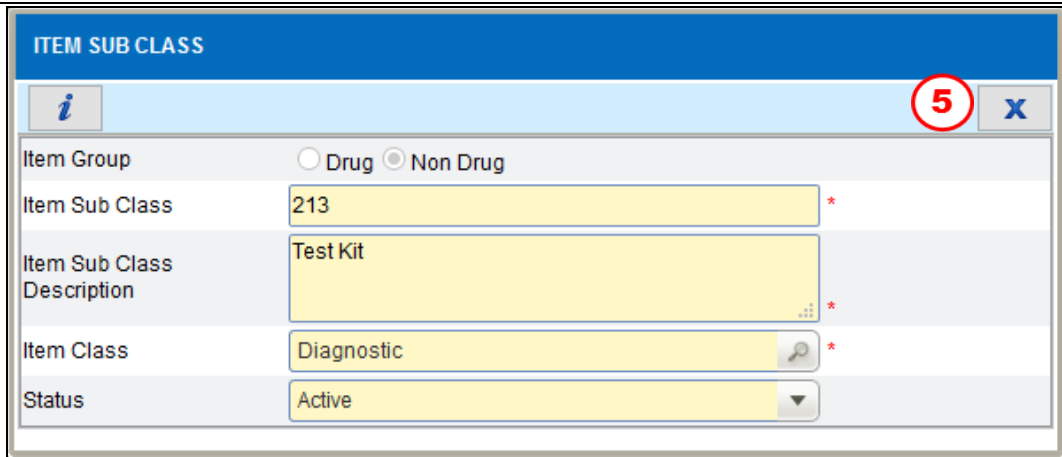
- Item Sub Class Code
- Description

STEP 3

Click on the  button to search 'Item Sub Class' details records

STEP 4

Double click on selected 'Item Sub Class' details to view the record



ITEM SUB CLASS

i **5** X

Item Group ☐ Drug ☒ Non Drug

Item Sub Class 213 *

Item Sub Class Description Test Kit *

Item Class Diagnostic *

Status Active ▼

Figure 3.8.1-2 Item Sub Class

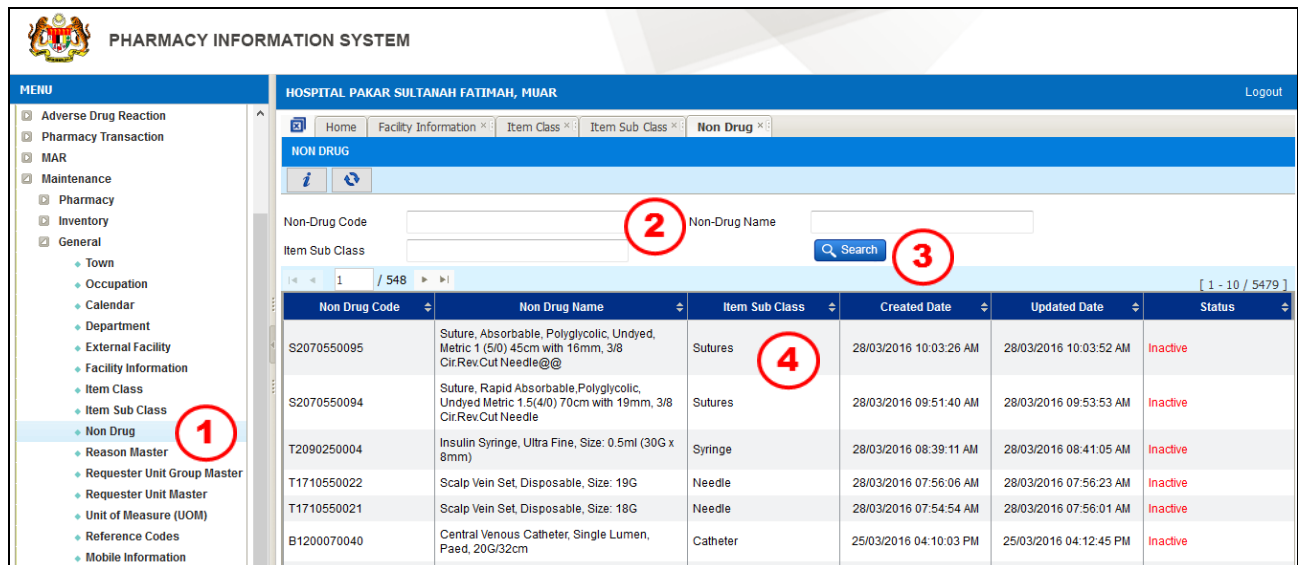
STEP 5

Click on the  button and to close record

3.9 Non Drug

Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes.

3.9.1 To view Non Drug



Non Drug Code	Non Drug Name	Item Sub Class	Created Date	Updated Date	Status
S2070550095	Suture, Absorbable, Polyglycolic, Undyed, Metric 1 (5/0) 45cm with 16mm, 3/8 Cir.Rev.Cut Needle@@	Sutures	28/03/2016 10:03:26 AM	28/03/2016 10:03:52 AM	Inactive
S2070550094	Suture, Rapid Absorbable, Polyglycolic, Undyed Metric 1.5(4/0) 70cm with 19mm, 3/8 Cir.Rev.Cut Needle	Sutures	28/03/2016 09:51:40 AM	28/03/2016 09:53:53 AM	Inactive
T2090250004	Insulin Syringe, Ultra Fine, Size: 0.5ml (30G x 8mm)	Syringe	28/03/2016 08:39:11 AM	28/03/2016 08:41:05 AM	Inactive
T1710550022	Scalp Vein Set, Disposable, Size: 19G	Needle	28/03/2016 07:56:06 AM	28/03/2016 07:56:23 AM	Inactive
T1710550021	Scalp Vein Set, Disposable, Size: 18G	Needle	28/03/2016 07:54:54 AM	28/03/2016 07:56:01 AM	Inactive
B1200070040	Central Venous Catheter, Single Lumen, Paed, 20G/32cm	Catheter	25/03/2016 04:10:03 PM	25/03/2016 04:12:45 PM	Inactive

Figure 3.9.1-1 Non Drug Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Non Drug'

STEP 2

Search existing record based on below search criteria:

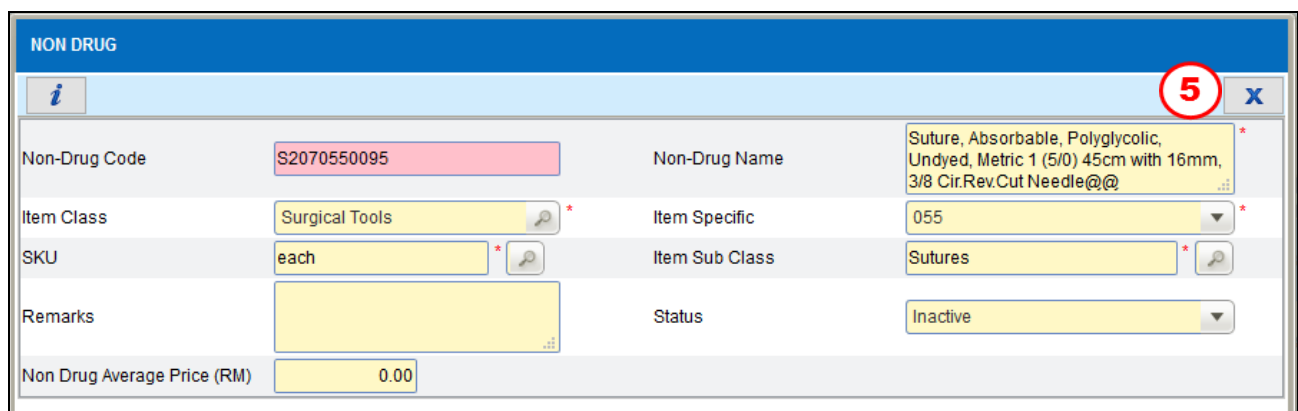
- Non Drug Code
- Item Sub Class
- Non Drug Name

STEP 3

Click on the  button to search 'Non Drug' details records

STEP 4

Double click on selected 'Non Drug' details to view the record



Non-Drug Code	S2070550095	Non-Drug Name	Suture, Absorbable, Polyglycolic, Undyed, Metric 1 (5/0) 45cm with 16mm, 3/8 Cir.Rev.Cut Needle@@
Item Class	Surgical Tools	Item Specific	055
SKU	each	Item Sub Class	Sutures
Remarks		Status	Inactive
Non Drug Average Price (RM)	0.00		

Figure 3.9.1-2 Non Drug

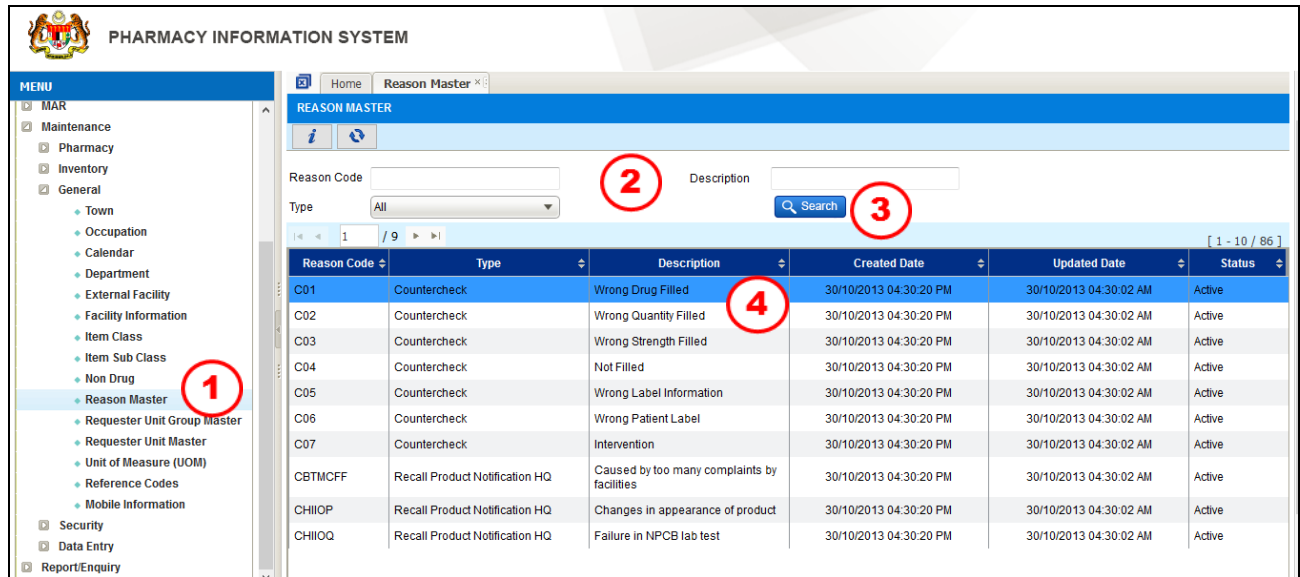
STEP 5

Click on the  button and to close record

3.10 Reason Master

Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

3.10.1 To view Reason Master



PHARMACY INFORMATION SYSTEM

REASON MASTER

Reason Code: [] Description: [] Type: [All] [Search]

Reason Code	Type	Description	Created Date	Updated Date	Status
C01	Countercheck	Wrong Drug Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C02	Countercheck	Wrong Quantity Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C03	Countercheck	Wrong Strength Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C04	Countercheck	Not Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C05	Countercheck	Wrong Label Information	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C06	Countercheck	Wrong Patient Label	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C07	Countercheck	Intervention	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
CBTMCFF	Recall Product Notification HQ	Caused by too many complaints by facilities	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
CHIIOP	Recall Product Notification HQ	Changes in appearance of product	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
CHIIQQ	Recall Product Notification HQ	Failure in NPCB lab test	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active

Figure 3.10.1-1 Reason Master Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reason Master'

STEP 2

Search existing record based on below search criteria:

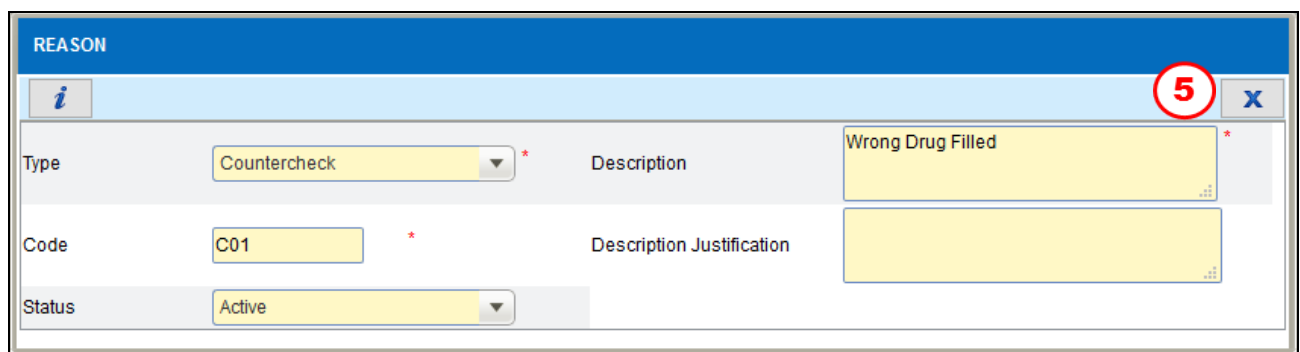
- Reason Code
- Description
- Type

STEP 3

Click on the  button to search 'Reason Master' details records

STEP 4

Double click on selected 'Reason Master' details to view the record



REASON

Type: Countercheck Description: Wrong Drug Filled

Code: C01 Description Justification: []

Status: Active

[X]

Figure 3.10.1-2 Reason

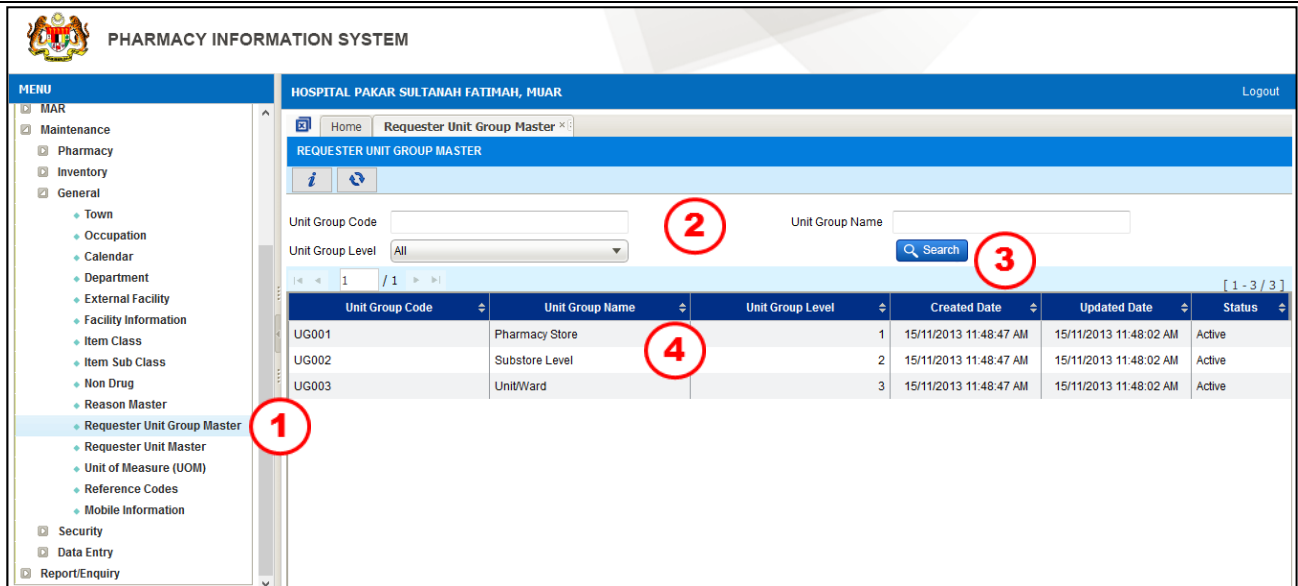
STEP 5

Click on the  button and to close record

3.11 Requester Unit Group Master

Requester Unit Group Master screen allows view existing Requester Unit Group Master records that maintain only by HQ.

3.11.1 To view Requester Unit Group Master



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Requester Unit Group Master

REQUESTER UNIT GROUP MASTER

Unit Group Code Unit Group Name

Unit Group Level

1 / 1

Unit Group Code	Unit Group Name	Unit Group Level	Created Date	Updated Date	Status
UG001	Pharmacy Store	1	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG002	Substore Level	2	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG003	UnitWard	3	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active

[1 - 3 / 3]

Figure 3.11.1-1 Requester Unit Group Master

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

STEP 2

Search existing record based on below search criteria:

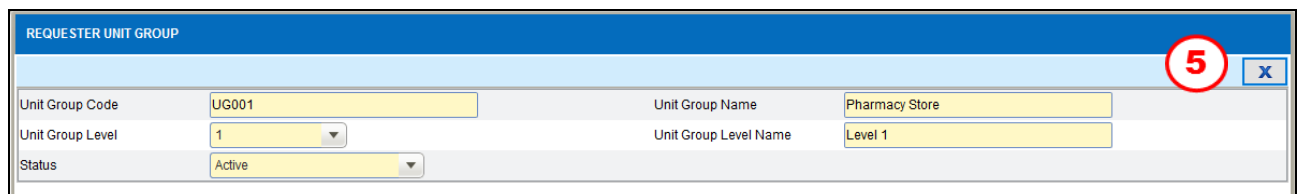
- Unit Group Code
- Unit Group Name
- Unit Group Level

STEP 3

Click on the button to search 'Requester Unit Group Master' Details records

STEP 4

Double click on selected 'Requester Unit Group Master' Details to view the record



REQUESTER UNIT GROUP

Unit Group Code Unit Group Name

Unit Group Level Unit Group Level Name

Status

Figure 3.11.1-2 Requester Unit Group

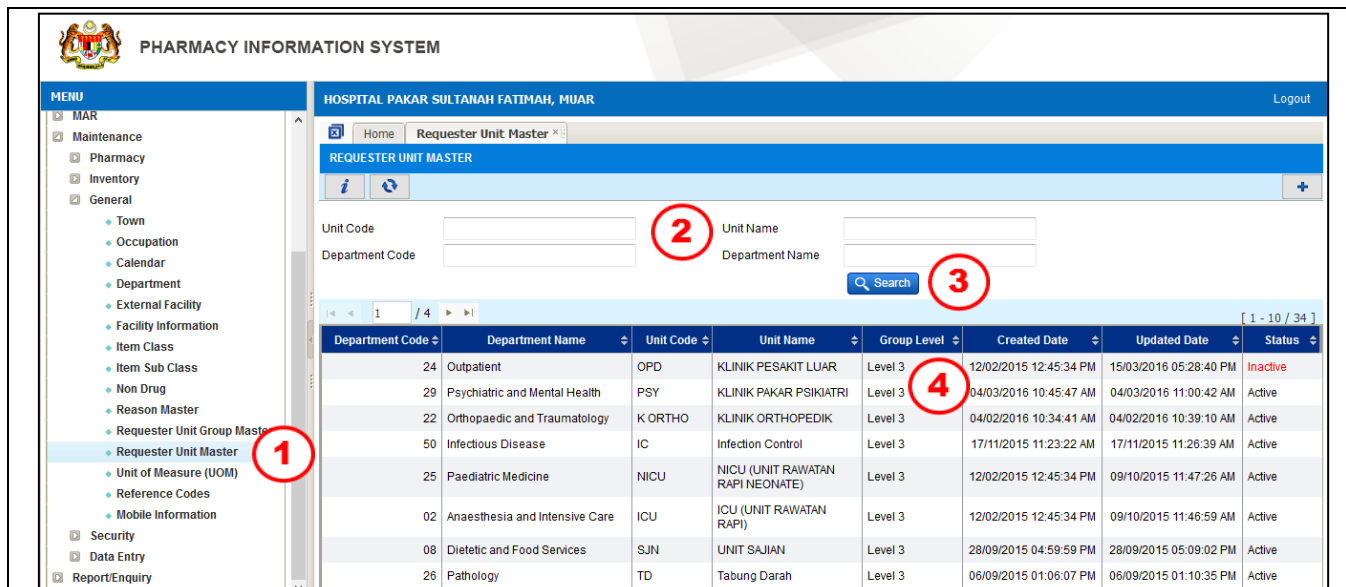
STEP 5

Click on the button and to close the pop up box.

3.12 Requester Unit Master

Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

3.12.1 To view and edit Requester Unit Master



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Requester Unit Master

REQUESTER UNIT MASTER

Unit Code Unit Name

Department Code Department Name

Department Code	Department Name	Unit Code	Unit Name	Group Level	Created Date	Updated Date	Status
24	Outpatient	OPD	KLINIK PESAKIT LUAR	Level 3	12/02/2015 12:45:34 PM	15/03/2016 05:28:40 PM	Inactive
29	Psychiatric and Mental Health	PSY	KLINIK PAKAR PSIKIATRI	Level 3	04/03/2016 10:45:47 AM	04/03/2016 11:00:42 AM	Active
22	Orthopaedic and Traumatology	K ORTHO	KLINIK ORTHOPEDIK	Level 3	04/02/2016 10:34:41 AM	04/02/2016 10:39:10 AM	Active
50	Infectious Disease	IC	Infection Control	Level 3	17/11/2015 11:23:22 AM	17/11/2015 11:26:39 AM	Active
25	Paediatric Medicine	NICU	NICU (UNIT RAWATAN RAPI NEONATE)	Level 3	12/02/2015 12:45:34 PM	09/10/2015 11:47:26 AM	Active
02	Anaesthesia and Intensive Care	ICU	ICU (UNIT RAWATAN RAPI)	Level 3	12/02/2015 12:45:34 PM	09/10/2015 11:46:59 AM	Active
08	Dietetic and Food Services	SJN	UNIT SAJIAN	Level 3	28/09/2015 04:59:59 PM	28/09/2015 05:09:02 PM	Active
26	Pathology	TD	Tabung Darah	Level 3	06/09/2015 01:06:07 PM	06/09/2015 01:10:35 PM	Active

Figure 3.12.1-1 Requester Unit Master

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Master'

STEP 2

Search existing record based on below search criteria:

- Unit Group Code
- Unit Group Name
- Unit Group Level

STEP 3

Click on the  button to search 'Requester Unit Group Master' details records

STEP 4

Double click on selected 'Requester Unit Group Master' details to view the record

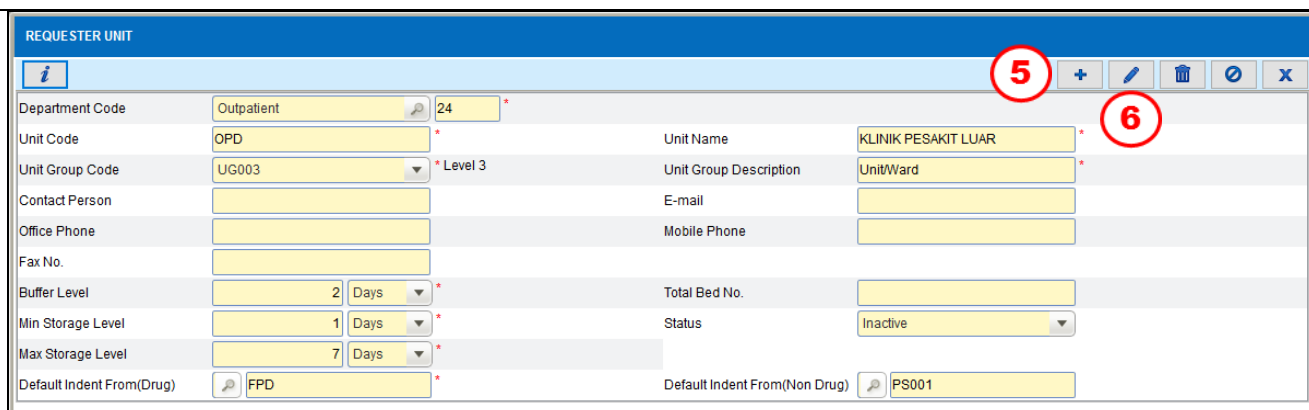


Figure 3.12.1-2 Requester Unit

STEP 5

Click on these button to do quick editing: -

-  to create new requester unit
-  to change the status of the requester unit to 'Inactive'

STEP 6

Click on  to proceed for editing on the current requester unit

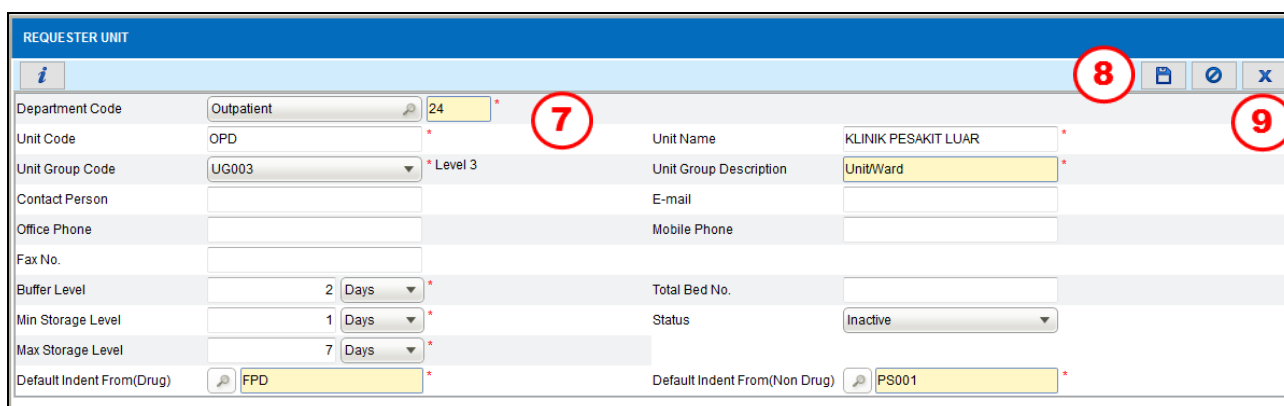


Figure 3.12.1-3 Requester Unit

STEP 7

Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box
E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the	Text box

	requester unit	
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box and Drop down box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box
Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

Table 3.12.1-1 Requester unit

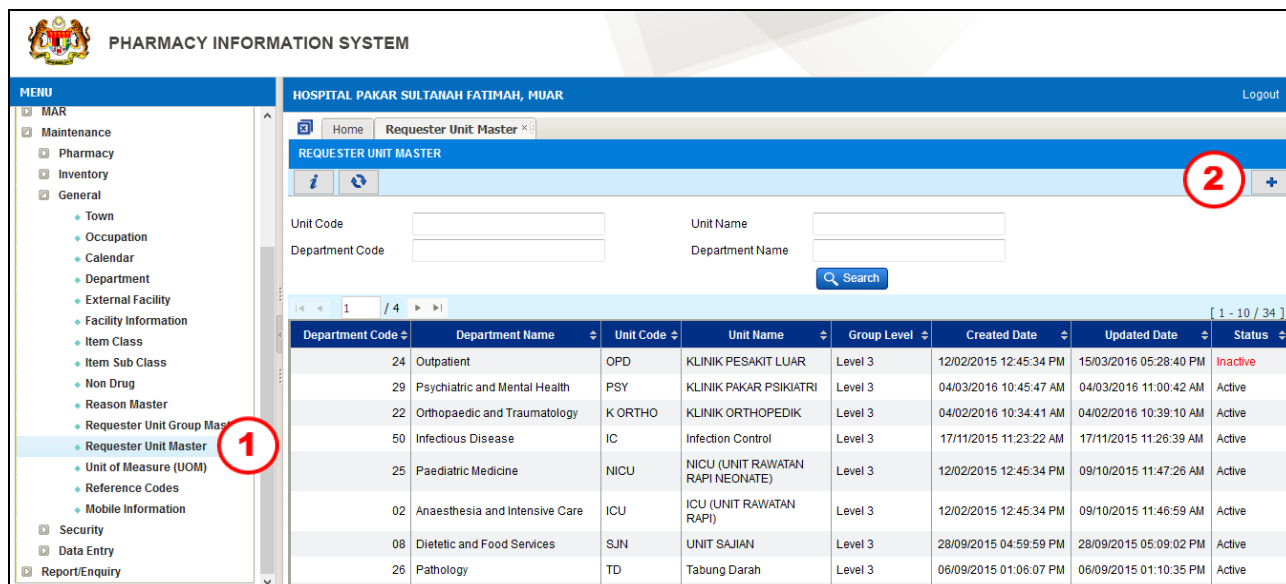
STEP 8

Click on  to save editing

STEP 9

Click on the  button and to close record

3.12.2 To add new requester unit



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Requester Unit Master * Logout

REQUESTER UNIT MASTER

Unit Code: [] Unit Name: []
Department Code: [] Department Name: []

Search

Department Code	Department Name	Unit Code	Unit Name	Group Level	Created Date	Updated Date	Status
24	Outpatient	OPD	KLINIK PESAKIT LUAR	Level 3	12/02/2015 12:45:34 PM	15/03/2016 05:28:40 PM	Inactive
29	Psychiatric and Mental Health	PSY	KLINIK PAKAR PSIKIATRI	Level 3	04/03/2016 10:45:47 AM	04/03/2016 11:00:42 AM	Active
22	Orthopaedic and Traumatology	K ORTHO	KLINIK ORTHOPEDIK	Level 3	04/02/2016 10:34:41 AM	04/02/2016 10:39:10 AM	Active
50	Infectious Disease	IC	Infection Control	Level 3	17/11/2015 11:23:22 AM	17/11/2015 11:26:39 AM	Active
25	Paediatric Medicine	NICU	NICU (UNIT RAWATAN RAPI NEONATE)	Level 3	12/02/2015 12:45:34 PM	09/10/2015 11:47:26 AM	Active
02	Anaesthesia and Intensive Care	ICU	ICU (UNIT RAWATAN RAPI)	Level 3	12/02/2015 12:45:34 PM	09/10/2015 11:46:59 AM	Active
08	Dietetic and Food Services	SJN	UNIT SAJIAN	Level 3	28/09/2015 04:59:59 PM	28/09/2015 05:09:02 PM	Active
26	Pathology	TD	Tabung Darah	Level 3	06/09/2015 01:06:07 PM	06/09/2015 01:10:35 PM	Active

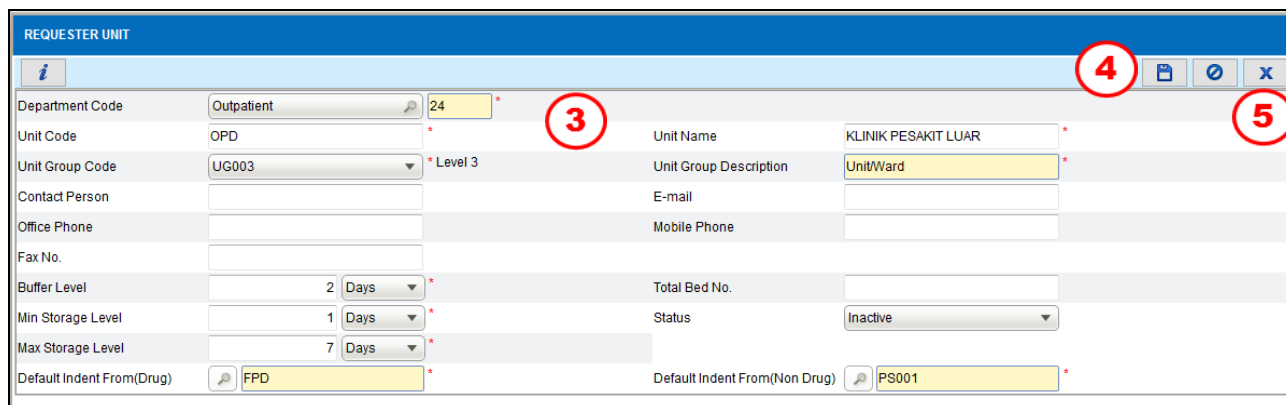
Figure 3.12.2-1 Requester Unit Master Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

STEP 2

Click on  button to add new requester unit to the record



REQUESTER UNIT

Department Code: Outpatient 24 *
Unit Code: OPD *
Unit Group Code: UG003 * Level 3
Contact Person: []
Office Phone: []
Fax No.: []
Buffer Level: 2 Days *
Min Storage Level: 1 Days *
Max Storage Level: 7 Days *
Default Indent From (Drug): FPD *
Unit Name: KLINIK PESAKIT LUAR *
Unit Group Description: UnitWard *
E-mail: []
Mobile Phone: []
Total Bed No.: []
Status: Inactive
Default Indent From (Non Drug): PS001 *

Figure 3.12.2-2 Requester Unit

STEP 3

Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box

E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the requester unit	Text box
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box
Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

Table 3.12.2-1 Requester unit

STEP 4

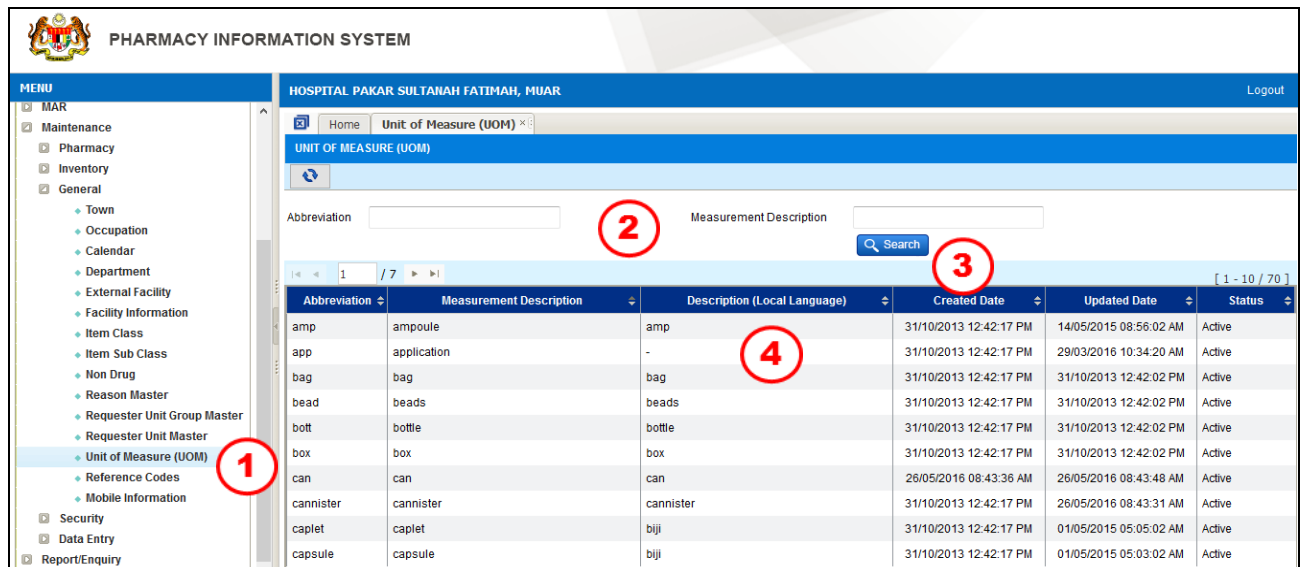
Click on  to save editing

STEP 5

Click on the  button and to close record

3.13 Unit of Measure (UOM)

3.13.1 To view Unit of Measure



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home | Unit of Measure (UOM) ×

UNIT OF MEASURE (UOM)

Abbreviation: Measurement Description:

1 / 7

Abbreviation	Measurement Description	Description (Local Language)	Created Date	Updated Date	Status
amp	ampoule	amp	31/10/2013 12:42:17 PM	14/05/2015 08:56:02 AM	Active
app	application	-	31/10/2013 12:42:17 PM	29/03/2016 10:34:20 AM	Active
bag	bag	bag	31/10/2013 12:42:17 PM	31/10/2013 12:42:02 PM	Active
bead	beads	beads	31/10/2013 12:42:17 PM	31/10/2013 12:42:02 PM	Active
bott	bottle	bottle	31/10/2013 12:42:17 PM	31/10/2013 12:42:02 PM	Active
box	box	box	31/10/2013 12:42:17 PM	31/10/2013 12:42:02 PM	Active
can	can	can	26/05/2016 08:43:36 AM	26/05/2016 08:43:48 AM	Active
cannister	cannister	cannister	31/10/2013 12:42:17 PM	26/05/2016 08:43:31 AM	Active
caplet	caplet	biji	31/10/2013 12:42:17 PM	01/05/2015 05:05:02 AM	Active
capsule	capsule	biji	31/10/2013 12:42:17 PM	01/05/2015 05:03:02 AM	Active

Figure 3.13.1-1 Unit of Measures (UOM)

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Unit of Measure'

STEP 2

Search existing record based on below search criteria:

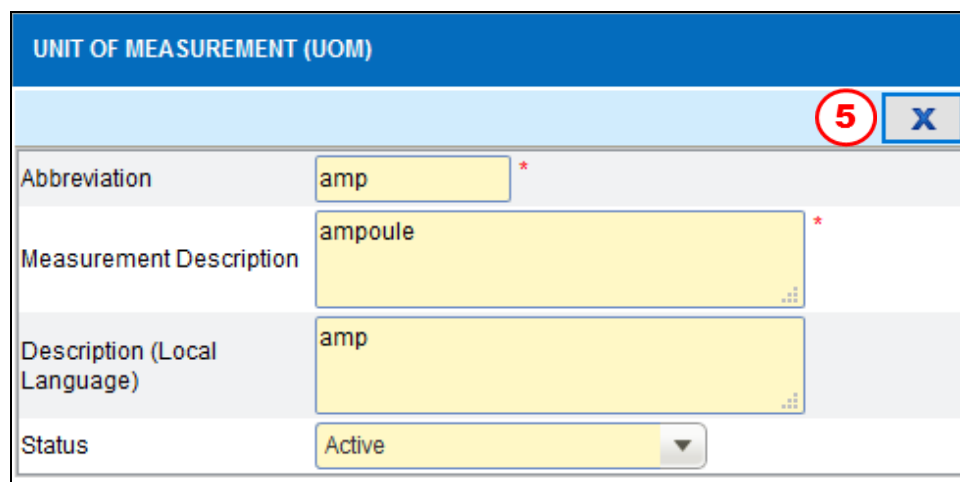
- Abbreviation
- Measuring Description

STEP 3

Click on the button to search 'Unit of Measure' details records

STEP 4

Double click on selected 'Unit of Measure' details to view the record



UNIT OF MEASUREMENT (UOM)

Abbreviation: *

Measurement Description: *

Description (Local Language):

Status:

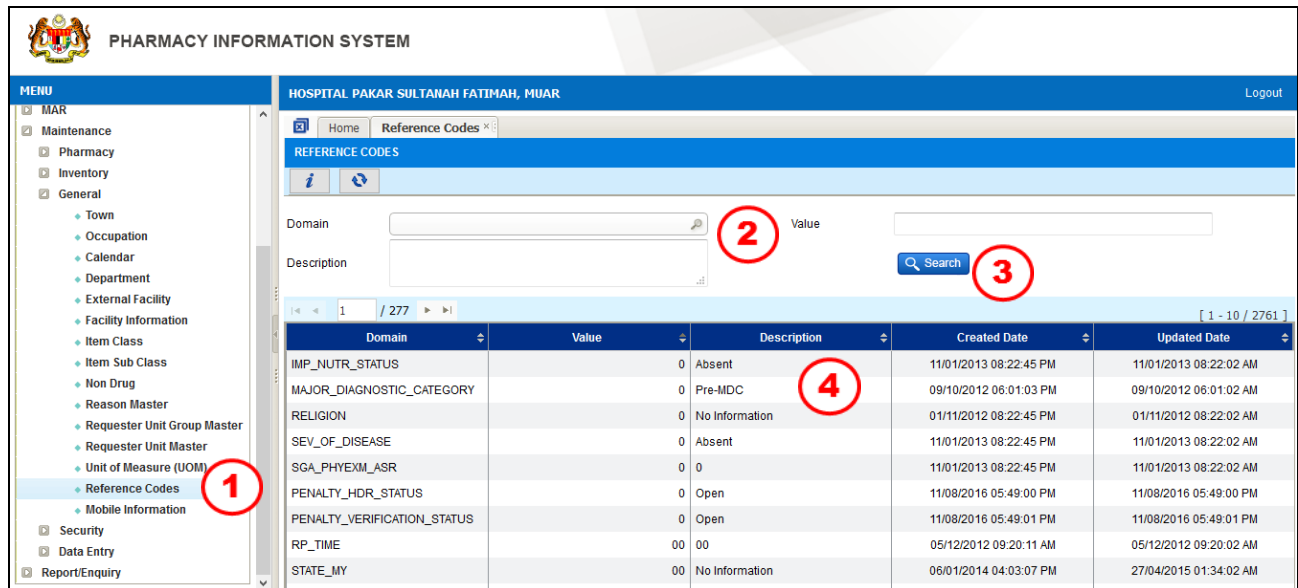
Figure 3.13.1-2 Unit of Measurement

STEP 5

Click on the button and to close record

3.14 Reference Codes

3.14.1 To view Reference Codes



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

MENU

- MAR
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - Town
 - Occupation
 - Calendar
 - Department
 - External Facility
 - Facility Information
 - Item Class
 - Item Sub Class
 - Non Drug
 - Reason Master
 - Requester Unit Group Master
 - Requester Unit Master
 - Unit of Measure (UOM)
 - Reference Codes** (1)
 - Mobile Information
 - Security
 - Data Entry
 - Report/Enquiry

REFERENCE CODES

Domain: (2) Value: (3)

Description: (4)

[1 - 10 / 2761]

Domain	Value	Description	Created Date	Updated Date
IMP_NUTR_STATUS	0	Absent	11/01/2013 08:22:45 PM	11/01/2013 08:22:02 AM
MAJOR_DIAGNOSTIC_CATEGORY	0	Pre-MDC	09/10/2012 06:01:03 PM	09/10/2012 06:01:02 AM
RELIGION	0	No Information	01/11/2012 08:22:45 PM	01/11/2012 08:22:02 AM
SEV_OF_DISEASE	0	Absent	11/01/2013 08:22:45 PM	11/01/2013 08:22:02 AM
SGA_PHYEXM_ASR	0	0	11/01/2013 08:22:45 PM	11/01/2013 08:22:02 AM
PENALTY_HDR_STATUS	0	Open	11/08/2016 05:49:00 PM	11/08/2016 05:49:00 PM
PENALTY_VERIFICATION_STATUS	0	Open	11/08/2016 05:49:01 PM	11/08/2016 05:49:01 PM
RP_TIME	00	00	05/12/2012 09:20:11 AM	05/12/2012 09:20:02 AM
STATE_MY	00	No Information	06/01/2014 04:03:07 PM	27/04/2015 01:34:02 AM

Figure 3.14.1-1 Reference Code Listing Page

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reference Code'

STEP 2

Search existing record based on below search criteria:

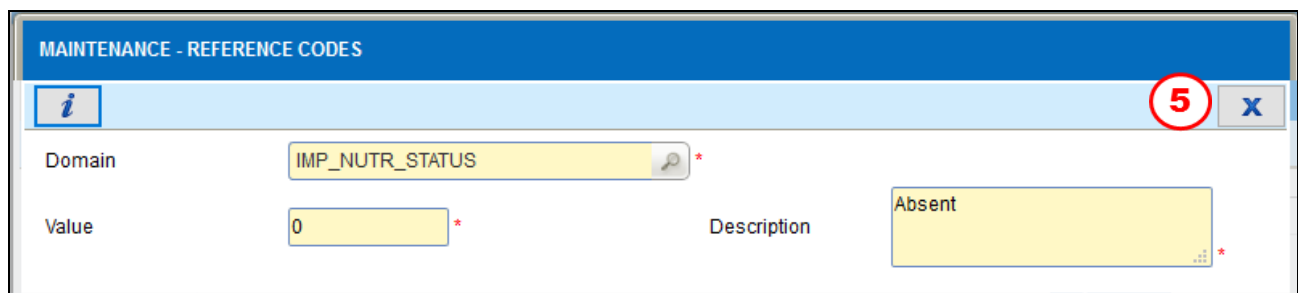
- Domain
- Description
- Value

STEP 3

Click on the  button to search 'Reference Code' details records

STEP 4

Double click on selected 'Reference Code' details to view the record



MAINTENANCE - REFERENCE CODES

  (5)

Domain: *

Value: *

Description: *

Figure3.14.1-2 Reference code

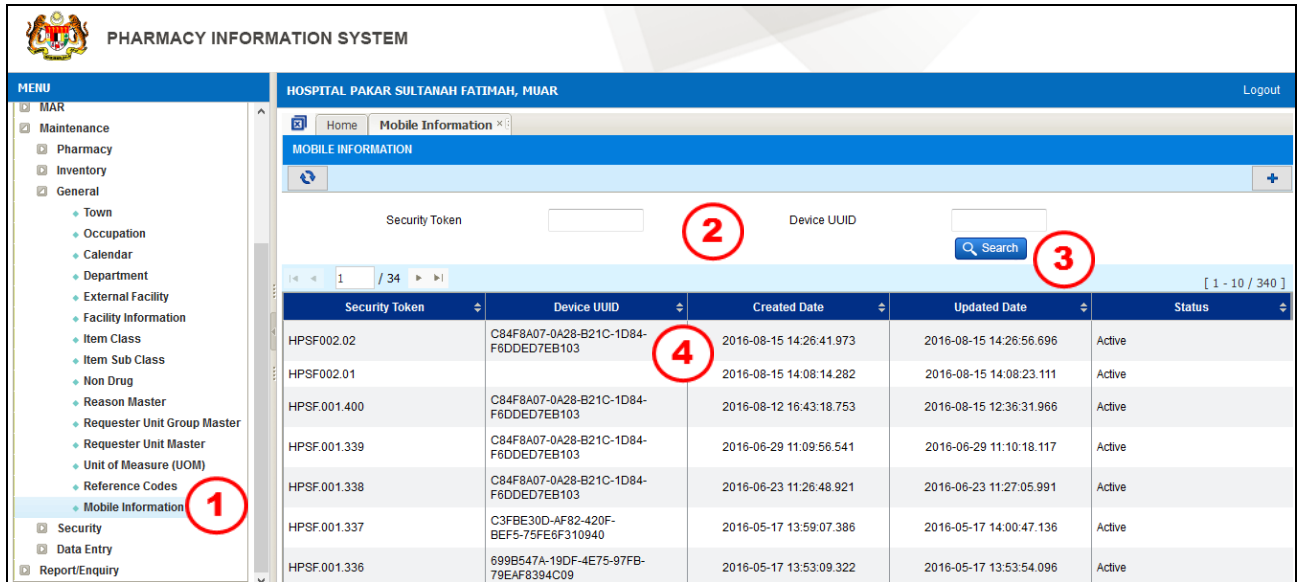
STEP 5

Click on the  button and to close record

3.15 Mobile Information

The screen is where mobile access management is manage. User are able to set new connectivity with mobile device by giving a token. The system later will detect new mobile device based on token given and will track the imei mobile device's number.

3.15.1 To view Mobile Information



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Mobile Information

MOBILE INFORMATION

Security Token Device UUID

1 / 34 [1 - 10 / 340]

Security Token	Device UUID	Created Date	Updated Date	Status
HPSF002.02	C84F8A07-0A28-B21C-1D84-F8DDED7EB103	2016-08-15 14:26:41.973	2016-08-15 14:26:56.696	Active
HPSF002.01	C84F8A07-0A28-B21C-1D84-F8DDED7EB103	2016-08-15 14:08:14.282	2016-08-15 14:08:23.111	Active
HPSF.001.400	C84F8A07-0A28-B21C-1D84-F8DDED7EB103	2016-08-12 16:43:18.753	2016-08-15 12:36:31.966	Active
HPSF.001.339	C84F8A07-0A28-B21C-1D84-F8DDED7EB103	2016-06-29 11:09:56.541	2016-06-29 11:10:18.117	Active
HPSF.001.338	C84F8A07-0A28-B21C-1D84-F8DDED7EB103	2016-06-23 11:26:48.921	2016-06-23 11:27:05.991	Active
HPSF.001.337	C3FBE30D-AF82-420F-BEF5-75FE6F310940	2016-05-17 13:59:07.386	2016-05-17 14:00:47.136	Active
HPSF.001.336	699B547A-19DF-4E75-97FB-79EAF8394C09	2016-05-17 13:53:09.322	2016-05-17 13:53:54.096	Active

Figure 3.15.1-1 Mobile Information

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

STEP 2

Search existing record based on below search criteria:

- Security Token
- Device UUID

STEP 3

Button to search 'Unit of Measure' Details records

STEP 4

Double click on selected 'Reference Code Details' to view the record

MOBILE INFORMATION	
Security Token	HPSF002.02 *
Device UUID	C84F8A07-0A28-B21C-1D84-F6DDED7EB103
Status	Active
Remarks	

Figure 3.15.1-2 Mobile Information

STEP 5

Click on these button to do quick editing:-

-  to quick create new mobile information
-  to quick change the status to 'Inactive'

STEP 6

Click on  to proceed for editing on the current requester unit

MOBILE INFORMATION	
Security Token	HPSF002.02 *
Device UUID	C84F8A07-0A28-B21C-1D84-F6DDED7EB103
Status	Active
Remarks	

Figure 3.15.1-3 Mobile Information

STEP 7

Click on status to change

- Active
- Inactive

STEP 8

Enter remarks if required

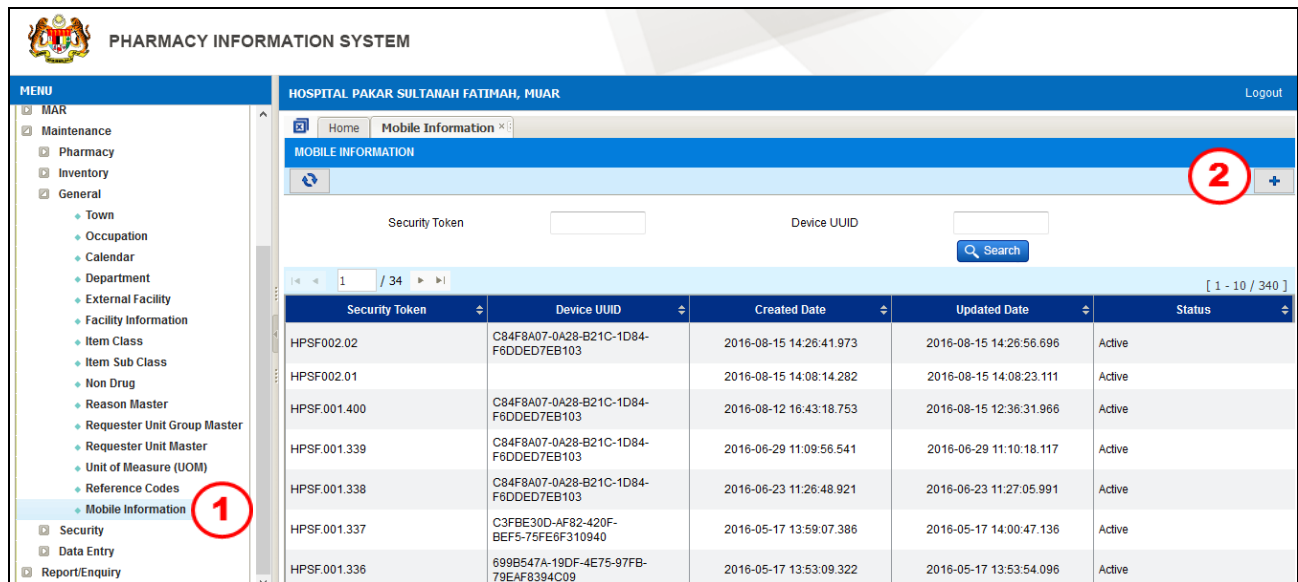
STEP 9

Click on  to save editing

STEP 10

Click on the  button and to close record

3.15.2 To add new Mobile Information



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Mobile Information

MOBILE INFORMATION 2 +

Security Token Device UUID

[1 - 10 / 340]

Security Token	Device UUID	Created Date	Updated Date	Status
HPSF002.02	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2016-08-15 14:26:41.973	2016-08-15 14:26:56.696	Active
HPSF002.01	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2016-08-15 14:08:14.282	2016-08-15 14:08:23.111	Active
HPSF.001.400	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2016-08-12 16:43:18.753	2016-08-15 12:36:31.966	Active
HPSF.001.339	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2016-06-29 11:09:56.541	2016-06-29 11:10:18.117	Active
HPSF.001.338	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2016-06-23 11:26:48.921	2016-06-23 11:27:05.991	Active
HPSF.001.337	C3FBE30D-AF82-420F-BEF5-75FE6F310940	2016-05-17 13:59:07.386	2016-05-17 14:00:47.136	Active
HPSF.001.336	699B547A-19DF-4E75-97FB-79EAF8394C09	2016-05-17 13:53:09.322	2016-05-17 13:53:54.096	Active

1

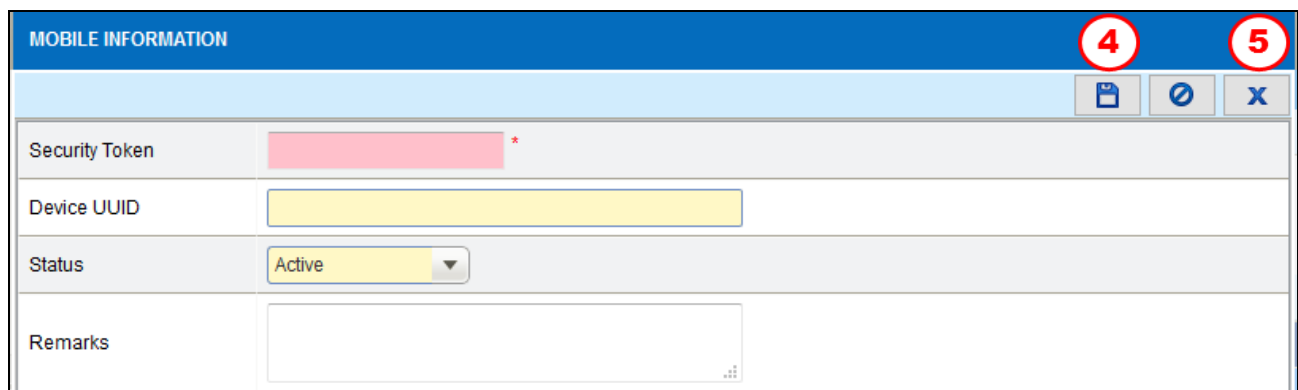
Figure 3.15.2-1 Mobile Information

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

STEP 2

Click on  button to add new mobile information to the record



MOBILE INFORMATION 4 5

Security Token *

Device UUID

Status

Remarks

Figure 3.15.2-2 Mobile Information

Note

- This is applicable to facility that is using mobile device.
- **Security token** will be created.
- Every iPad will have one **security token**.
- The **Device UUID** will be updated once connected to the iPad.

STEP 4

Click on the  button to save editing

STEP 5

Click on the  button and to close record

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note