

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

User Manual Maintenance-Inventory

Version	: 9th EDITION
Document ID	: U.MANUAL_MASTER_SETUP_INVENTORY



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Reference ID : U.MANUAL_MASTER_SETUP_INVENTORY-9th EDITION

Application reference: PhIS & CPS v2.0

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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 that geared toward pharmacy excellence. 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 (CDR), Parenteral Nutrition (PN), 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 Master Setup - Inventory module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Master Setup - Inventory

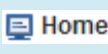
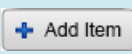
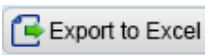
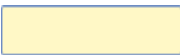
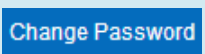
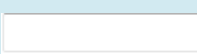
1.3 Organised Sections

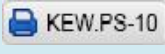
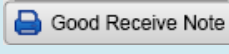
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Master Setup - Inventory
- 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

Module Legend			
	View/Print KEW.PS-10		View/Print Goods Received Note

Note

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

3.0 Master Setup - Inventory

Overview

Application Master Setup describes the relationship, details of the data flow for each function; 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 Pharmacist and Assistant Pharmacist at Main Store (subject to user assign by the facility).

Functional Diagram

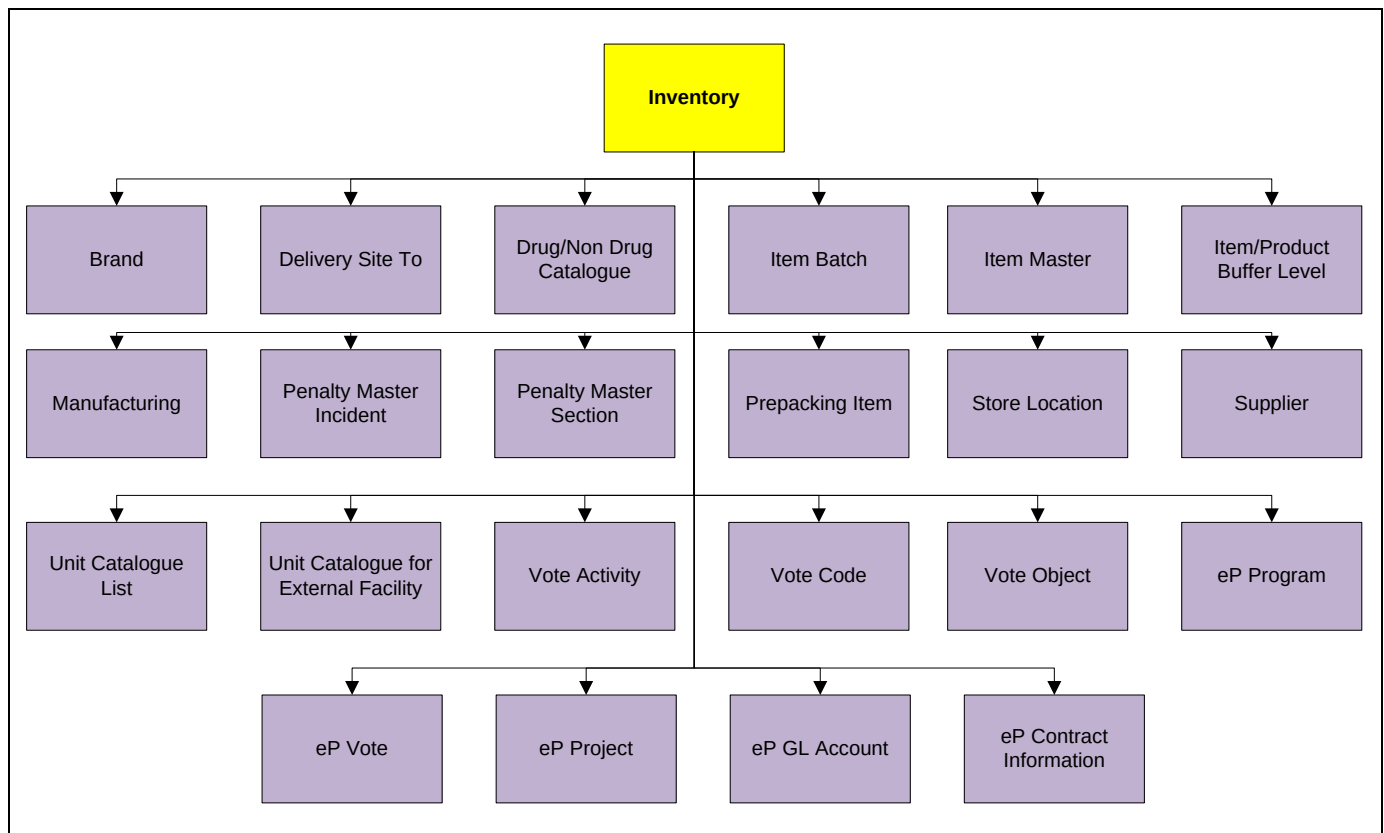
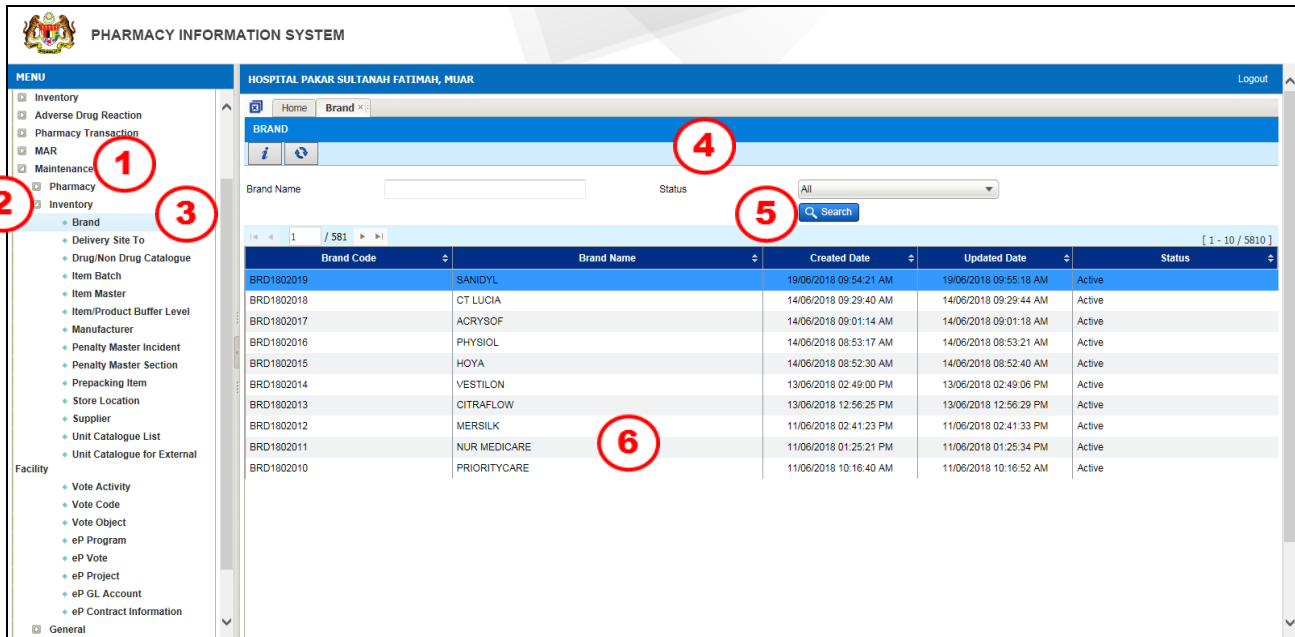


Figure 3.0-1

3.1 Brand

To view existing Brand record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU

- Inventory
 - Adverse Drug Reaction
 - Pharmacy Transaction
 - MAR
 - Maintenance
 - Pharmacy
 - Inventory
 - Brand (3)
 - Delivery Site To
 - Drug/Non Drug Catalogue
 - Item Batch
 - Item Master
 - Item/Product Buffer Level
 - Manufacturer
 - Penalty Master Incident
 - Penalty Master Section
 - Prepacking Item
 - Store Location
 - Supplier
 - Unit Catalogue List
 - Unit Catalogue for External
- Facility
 - Vote Activity
 - Vote Code
 - Vote Object
 - eP Program
 - eP Vote
 - eP Project
 - eP GL Account
 - eP Contract Information
- General

BRAND

Brand Name: Status: All (5)

Brand Code	Brand Name	Created Date	Updated Date	Status
BRD1802019	SANDYL	19/06/2018 09:54:21 AM	19/06/2018 09:55:18 AM	Active
BRD1802018	CT LUCIA	14/06/2018 09:29:40 AM	14/06/2018 09:29:44 AM	Active
BRD1802017	ACRYSOF	14/06/2018 09:01:14 AM	14/06/2018 09:01:18 AM	Active
BRD1802016	PHYSIOL	14/06/2018 08:53:17 AM	14/06/2018 08:53:21 AM	Active
BRD1802015	HOYA	14/06/2018 08:52:30 AM	14/06/2018 08:52:40 AM	Active
BRD1802014	VESTILON	13/06/2018 02:49:00 PM	13/06/2018 02:49:06 PM	Active
BRD1802013	CITRAFLOW	13/06/2018 12:56:25 PM	13/06/2018 12:56:29 PM	Active
BRD1802012	MERSILK	11/06/2018 02:41:23 PM	11/06/2018 02:41:33 PM	Active
BRD1802011	NUR MEDICARE	11/06/2018 01:25:21 PM	11/06/2018 01:25:34 PM	Active
BRD1802010	PRIORITYCARE	11/06/2018 10:16:40 AM	11/06/2018 10:16:52 AM	Active

Figure 3.1-1 Brand Listing List

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Brand'

STEP 4

To search for existing Brand entry, you may search by criteria as follow:

- Brand Name
- Status
 - Active
 - Inactive

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display is based on the entered criteria as shown in Figure 3.1-2

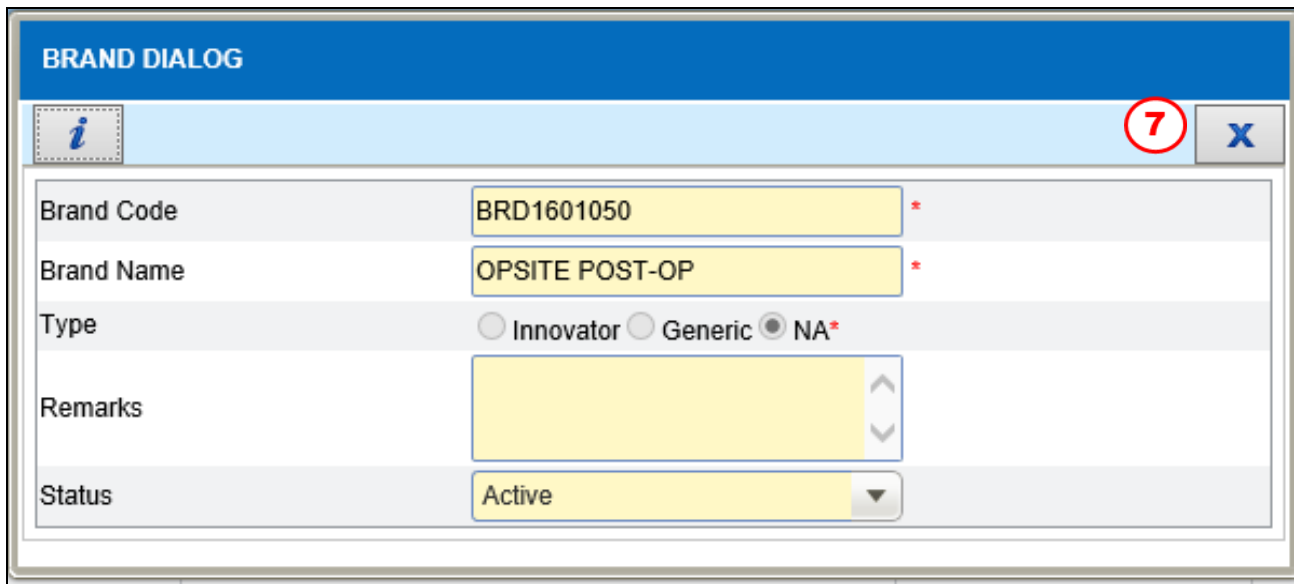


Figure 3.1-2 Brand Dialog

Note

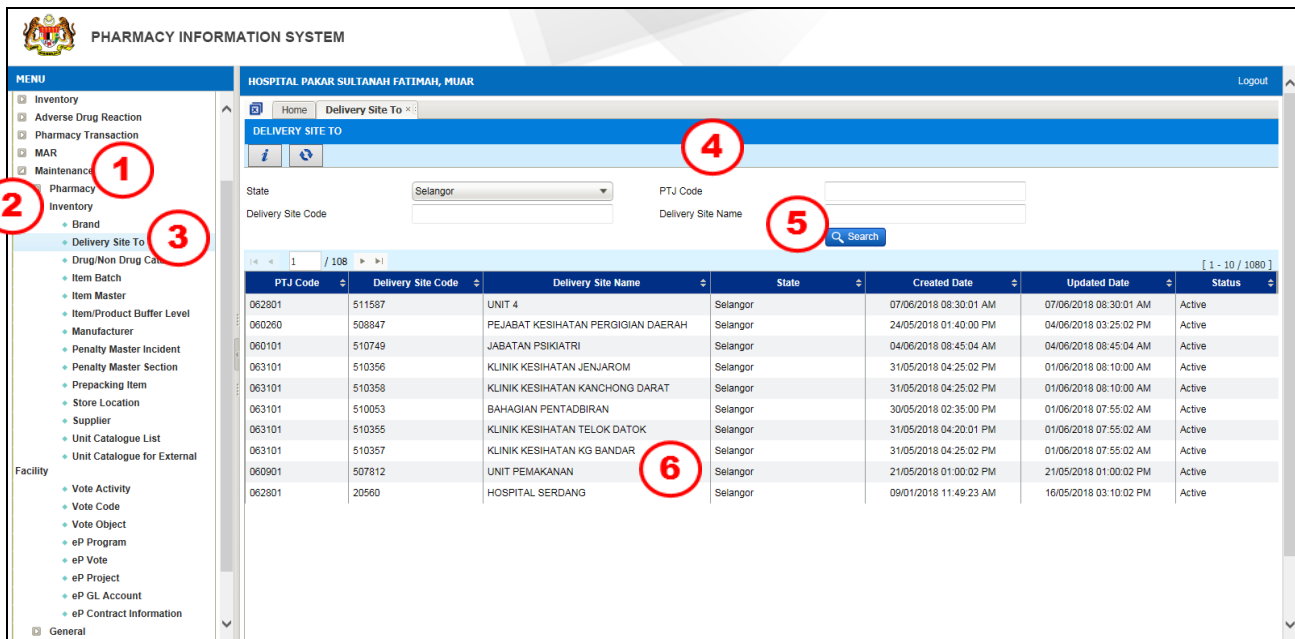
The Brand record is non-editable. Kindly contact HQ for any additional or modification of Brand data.

STEP 7

Click on the Close Window  button to return back to the Brand Listing Page

3.2 Delivery Site To

To view existing Delivery Site To record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

DELIVERY SITE TO

State: PTJ Code:

Delivery Site Code: Delivery Site Name:

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
062801	511587	UNIT 4	Selangor	07/06/2018 08:30:01 AM	07/06/2018 08:30:01 AM	Active
060260	508847	PEJABAT KESIHATAN PERGIGIAN DAERAH	Selangor	24/05/2018 01:40:00 PM	04/06/2018 03:25:02 PM	Active
060101	510749	JABATAN PSIKIATRI	Selangor	04/06/2018 08:45:04 AM	04/06/2018 08:45:04 AM	Active
063101	510356	KLINIK KESIHATAN JENJAROM	Selangor	31/05/2018 04:25:02 PM	01/06/2018 08:10:00 AM	Active
063101	510358	KLINIK KESIHATAN KANCHONG DARAT	Selangor	31/05/2018 04:25:02 PM	01/06/2018 08:10:00 AM	Active
063101	510053	BAHAGIAN PENTADBIRAN	Selangor	30/05/2018 02:35:00 PM	01/06/2018 07:55:02 AM	Active
063101	510355	KLINIK KESIHATAN TELOK DATOK	Selangor	31/05/2018 04:20:01 PM	01/06/2018 07:55:02 AM	Active
063101	510357	KLINIK KESIHATAN KG BANDAR	Selangor	31/05/2018 04:25:02 PM	01/06/2018 07:55:02 AM	Active
060901	507812	UNIT PEMAKANAN	Selangor	21/05/2018 01:00:02 PM	21/05/2018 01:00:02 PM	Active
062801	20560	HOSPITAL SERDANG	Selangor	09/01/2018 11:49:23 AM	16/05/2018 03:10:02 PM	Active

Figure 3.2-1 Delivery Site To Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Delivery Site To'

STEP 4

To search for existing Delivery Site To entry, you may search by criteria as follow:

- State
- PTJ Code
- Delivery Site Code
- Delivery Site Name

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.2-2

DELIVERY SITE TO
7
X

i

Delivery Site Code	902500	*	Status	Active
Delivery Site Name	Klinik Kesihatan Bongkol	*	Contact Person	
Address 1	Klinik Kesihatan Bongkol	*	Email	
Address 2	d/a Pejabat Kesihatan Kawasan Kudat, Beg Berkunci no. 06,	*	City	Kudat
Address 3		*	State	Sabah
Contact Number (Office)		*	Postcode	89059
Contact Number (Mobile)		*	Country	Malaysia
Fax No.		*	Remarks	
PTJ Code	142401	*		

Figure 3.2-2 View Delivery Site To

Note

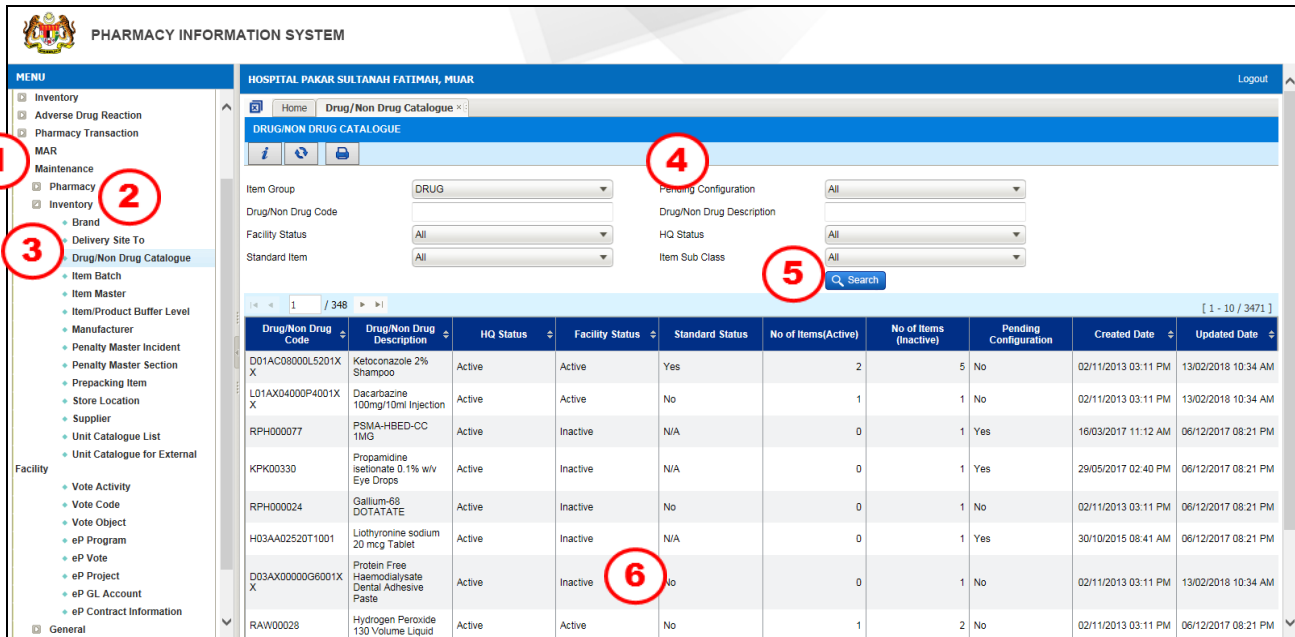
The Delivery Site To record is non-editable. Kindly contact HQ for any additional or modification of data.

STEP 7

Click on the Close Window  button to return back to the Delivery Site To Listing Page

3.3 Drug/Non Drug Catalogue

To view and edit existing Drug/Non Drug Catalogue record, perform the step below:



Drug/Non Drug Code	Drug/Non Drug Description	HQ Status	Facility Status	Standard Status	No of Items (Active)	No of Items (Inactive)	Pending Configuration	Created Date	Updated Date
D01AC08000L5201X	Ketoconazole 2% Shampoo	Active	Active	Yes	2	5	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
L01AX04000P4001X	Dacarbazine 100mg/10ml Injection	Active	Active	No	1	1	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
RPH000077	PSMA-HBED-CC 1MG	Active	Inactive	N/A	0	1	Yes	16/03/2017 11:12 AM	06/12/2017 08:21 PM
KPK00330	Propamidine isetonate 0.1% w/v Eye Drops	Active	Inactive	N/A	0	1	Yes	29/05/2017 02:40 PM	06/12/2017 08:21 PM
RPH000024	Gallium-68 DOTATATE	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	06/12/2017 08:21 PM
H03AA02520T1001	Liothyronine sodium 20 mcg Tablet	Active	Inactive	N/A	0	1	Yes	30/10/2015 08:41 AM	06/12/2017 08:21 PM
D03AX00000G6001X	Protein Free Haemodialysate Dental Adhesive Paste	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
RAW00028	Hydrogen Peroxide 130 Volume Liquid	Active	Active	No	1	2	No	02/11/2013 03:11 PM	06/12/2017 08:21 PM

Figure 3.3-1 Drug/Non Drug Catalogue Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Drug/ Non Drug Catalogue'

STEP 4

To search for existing record(s), user may search by criteria as follows;

- Item Group
- Drug/Non Drug Code
- Facility Status
- Standard Item
- Pending Configuration
- Drug/Non Drug Description
- HQ Status.

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on selected data. and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.3-2

DRUG/NON DRUG CATALOGUE

Drug/Non Drug Code: D01AC08000L5201XX Drug/Non Drug Description: Ketoconazole 2% Shampoo

Facility Status: Active Standard Status: Yes

HQ Status: Active Item Default: D01AC08000L5201XX.01

Average Price In SKU (RM): 0.0687

ITEMS LIST

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Facility Status	HQ Status
1	LP	D01AC08000L5201-60	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 ml	Inactive	Active
2	LP	D01AC08000L5201XX.05	Ketoconazole 2% Shampoo	ml	bott	bottle of 250 ml	Inactive	Active
3	LP	D01AC08000L5201-30	Ketoconazole 2% Shampoo	ml	bott	bottle of 30 ml	Inactive	Active
4	LP	D01AC08000L5201XX.02	Ketoconazole 2% Shampoo	ml	bott	bottle of 100 millilitre	Active	Active
5	LP	D01AC08000L5201XX.03	Ketoconazole 2% Shampoo	ml	bott	bottle of 120 millilitre	Active	Active
6	LP	D01AC08000L5201XX.04	Ketoconazole 2% Shampoo	ml	bott	bottle of 1000 millilitre	Inactive	Active
7	LP	D01AC08000L5201XX.01	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 millilitre	Inactive	Active

Figure 3.3-2 Drug/Non Drug Catalogue

STEP 7

Click on the  button to edit the record

DRUG/NON DRUG CATALOGUE

Drug/Non Drug Code: D01AC08000L5201XX Drug/Non Drug Description: Ketoconazole 2% Shampoo

Facility Status: Active Standard Status: Yes

HQ Status: Active Item Default: D01AC08000L5201XX.01

Average Price In SKU (RM): 0.0687

ITEMS LIST

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Facility Status	HQ Status
1	LP	D01AC08000L5201-60	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 ml	Inactive	Active
2	LP	D01AC08000L5201XX.05	Ketoconazole 2% Shampoo	ml	bott	bottle of 250 ml	Inactive	Active
3	LP	D01AC08000L5201-30	Ketoconazole 2% Shampoo	ml	bott	bottle of 30 ml	Inactive	Active
4	LP	D01AC08000L5201XX.02	Ketoconazole 2% Shampoo	ml	bott	bottle of 100 millilitre	Active	Active
5	LP	D01AC08000L5201XX.03	Ketoconazole 2% Shampoo	ml	bott	bottle of 120 millilitre	Active	Active
6	LP	D01AC08000L5201XX.04	Ketoconazole 2% Shampoo	ml	bott	bottle of 1000 millilitre	Inactive	Active
7	LP	D01AC08000L5201XX.01	Ketoconazole 2% Shampoo	ml	bott	bottle of 60 millilitre	Inactive	Active

Figure 3.3-3 Drug/Non Drug Catalogue

STEP 8

Select **Facility Status** from dropdown button

- Active
- Inactive

STEP 9

Select **Standard Status** from dropdown button

- Yes
- No

STEP 10

Select **Item Default** from  button

STEP 11

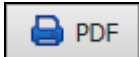
Select **Facility Status** under Item List Section from dropdown button

- Active
- Inactive

STEP 12

Click on the  button to save the edited record

Note

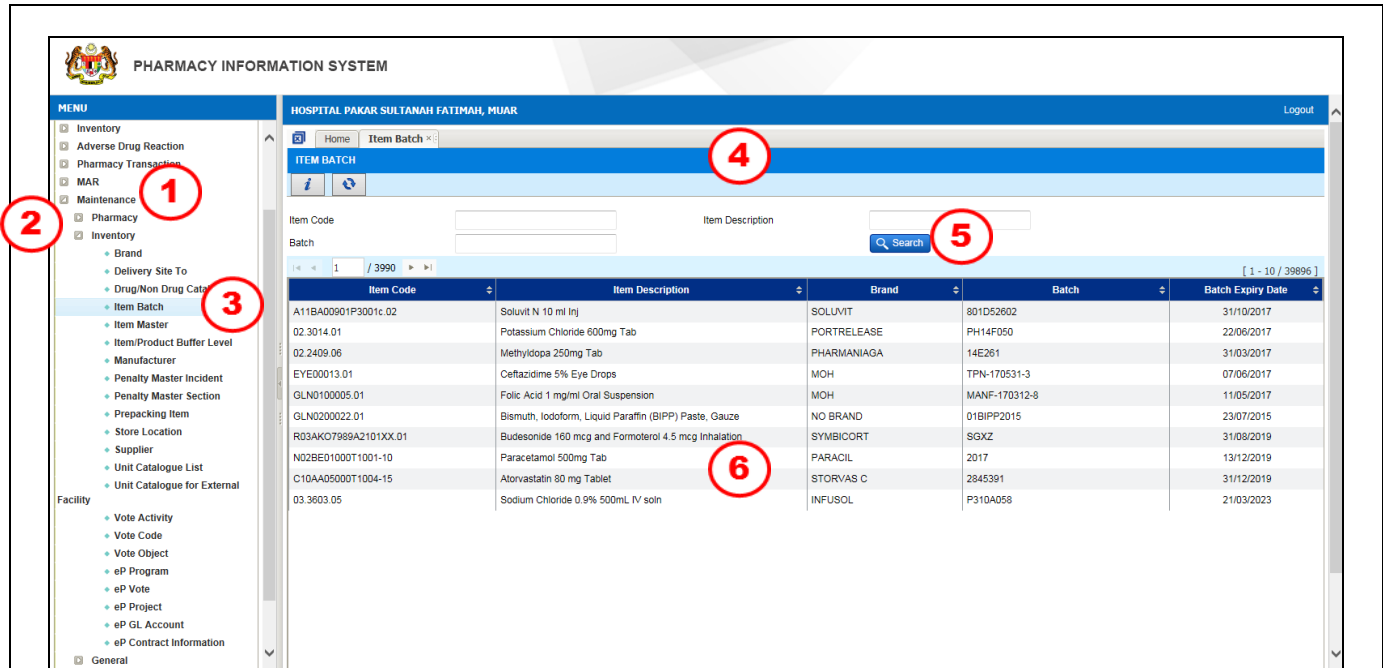
User is allowed to save/print the record by click on the  button as shown in Figure 3.3-4

REPORT													
 KEMENTERIAN KESIHATAN MALAYSIA Hospital Pakar Sultanah Fatimah, Muar Drug/Non-Drug Catalogue Report Date : 14/09/2018													
Item Group DRUG													
Drug/ Drug Code	Drug/ Drug Description	Average Price In SKU (RM)	Facility Status (Drug/Non Drug)	HQ Status (Drug/Non Drug)	Standard Status	Item Code	Default Item(Y/N)	Item Type	SKU	PKU	Packaging Description	Facility Status (Item)	HQ Status (Item)
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201-60	D01AC08000L5201XX.01	LP	ml	bott	bottle of 60 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201XX.05	D01AC08000L5201XX.01	LP	ml	bott	bottle of 250 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201-30	D01AC08000L5201XX.01	LP	ml	bott	bottle of 30 ml	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201XX.02	D01AC08000L5201XX.01	LP	ml	bott	bottle of 100 millilitre	Active	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201XX.03	D01AC08000L5201XX.01	LP	ml	bott	bottle of 120 millilitre	Active	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201XX.04	D01AC08000L5201XX.01	LP	ml	bott	bottle of 1000 millilitre	Inactive	Active
D01AC08000L5201XX	Ketoconazole 2% Shampoo	0.0687	Active	Active	Yes	D01AC08000L5201XX.01	D01AC08000L5201XX.01	LP	ml	bott	bottle of 60 millilitre	Inactive	Active
Printed Date : 14/09/2018 Printed By : System Administrator Unit Name : DEWAN BERSALIN Source : PhIS													
Page 1 of 1													

Figure 3.3-4 Drug/Non Drug Catalogue

3.4 Item Batch

To view Item Batch record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

ITEM BATCH

Item Code: Item Description:

Batch:

Item Code	Item Description	Brand	Batch	Batch Expiry Date
A11BA00901P3001c.02	Soluvit N 10 ml Inj	SOLUVIT	801D52602	31/10/2017
02.3014.01	Potassium Chloride 600mg Tab	PORTRELEASE	PH14F050	22/06/2017
02.2409.06	Methyldopa 250mg Tab	PHARMANIAGA	14E261	31/03/2017
EYE00013.01	Ceftazidime 5% Eye Drops	MOH	TPN-170531-3	07/06/2017
GLN0100005.01	Folic Acid 1 mg/ml Oral Suspension	MOH	MANF-170312-8	11/05/2017
GLN0200022.01	Bismuth, Iodoform, Liquid Paraffin (BIPP) Paste, Gauze	NO BRAND	01BIPP2015	23/07/2015
R03AKO7969A2101XX.01	Budesonide 160 mcg and Formoterol 4.5 mcg Inhalation	SYMBICORT	SGXZ	31/08/2019
N02BE01000T1001-10	Paracetamol 500mg Tab	PARACIL	2017	13/12/2019
C10AA05000T1004-15	Atorvastatin 80 mg Tablet	STORVAS C	2845391	31/12/2019
03.3603.05	Sodium Chloride 0.9% 500mL IV soln	INFUSOL	P310A058	21/03/2023

Figure 3.4-1 Item Batch Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Item Batch'

STEP 4

To search for existing Item Batch record, you may search by criteria as follow:

- Item Code
- Item Description
- Batch

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.4-2

ITEM BATCH DETAILS
7
X

ITEM DETAILS

Item Code	02.2409.06	Item Description	Methyldopa 250mg Tab
Batch	14E261	Brand	PHARMANIAGA
HQ Status	Active	Drug/Non-Drug Description	Methyldopa 250 mg Tablet
Facility Status	Active	Batch Expiry Date	31/03/2017
Drug/Non-Drug Code	C02AB0110T1001XX	UOM	☒ SKU ☐ PKU

ITEM BATCH LIST

Unit Name

Unit Code
Unit Name
Good Stock Quantity
Bad Stock Quantity

FAE	FARMASI KECEMASAN	0	221
FKP	FARMASI KLINIK PAKAR	0	0
FKP Fill	FKP FILLING STATION	0	0
FS001	STOR FARMASI	0	0

Figure 3.4-2 Item Batch Details

Note

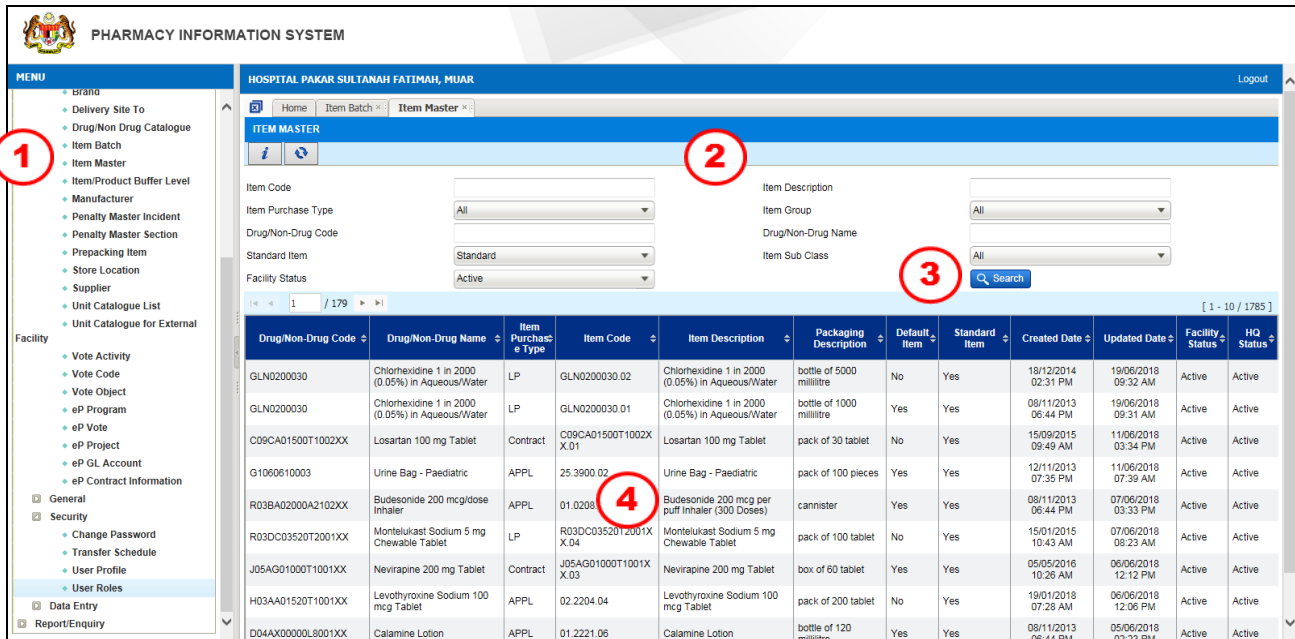
User can view Quantity based on 'SKU' or 'PKU' by click on the **UOM** ☒ button

STEP 7

Click on the Close Window  button to return back to the Item Batch Listing Page

3.5 Item Master

To view and edit Item Master record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Item Batch Item Master

ITEM MASTER

Item Code: Item Description:

Item Purchase Type: Item Group:

Drug/Non-Drug Code: Drug/Non-Drug Name:

Standard Item: Item Sub Class:

Facility Status:

[1 - 10 / 1785]

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Default Item	Standard Item	Created Date	Updated Date	Facility Status	HQ Status
GLN0200030	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	LP	GLN0200030.02	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	bottle of 5000 millilitre	No	Yes	18/12/2014 02:31 PM	19/06/2018 09:32 AM	Active	Active
GLN0200030	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	LP	GLN0200030.01	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	bottle of 1000 millilitre	Yes	Yes	08/11/2013 06:44 PM	19/06/2018 09:31 AM	Active	Active
C09CA01500T1002XX	Losartan 100 mg Tablet	Contract	C09CA01500T1002XX.01	Losartan 100 mg Tablet	pack of 30 tablet	No	Yes	15/09/2015 09:49 AM	11/06/2018 03:34 PM	Active	Active
G1060610003	Urine Bag - Paediatric	APPL	25.3900.02	Urine Bag - Paediatric	pack of 100 pieces	Yes	Yes	12/11/2013 07:35 PM	11/06/2018 07:39 AM	Active	Active
R03BA02000A2102XX	Budesonide 200 mcg/dose Inhaler	APPL	01.0200	Budesonide 200 mcg per puff Inhaler (300 Doses)	cannister	Yes	Yes	08/11/2013 06:44 PM	07/06/2018 03:33 PM	Active	Active
R03DC03520T2001XX	Montelukast Sodium 5 mg Chewable Tablet	LP	R03DC03520T2001XX.X.04	Montelukast Sodium 5 mg Chewable Tablet	pack of 100 tablet	No	Yes	15/01/2015 10:43 AM	07/06/2018 08:23 AM	Active	Active
J05AG01000T1001XX	Nevirapine 200 mg Tablet	Contract	J05AG01000T1001XX.X.03	Nevirapine 200 mg Tablet	box of 60 tablet	Yes	Yes	05/05/2016 10:26 AM	06/06/2018 12:12 PM	Active	Active
H03AA01520T1001XX	Levothyroxine Sodium 100 mcg Tablet	APPL	02.2204.04	Levothyroxine Sodium 100 mcg Tablet	pack of 200 tablet	No	Yes	19/01/2018 07:28 AM	06/06/2018 12:06 PM	Active	Active
D04AX00000L8001XX	Calamine Lotion	APPL	01.2221.06	Calamine Lotion	bottle of 120 millilitre	Yes	Yes	08/11/2013 06:44 PM	05/06/2018 03:23 PM	Active	Active

Figure 3.5-1 Item Master Listing Page

STEP 1

Go to 'Maintenance' menu follow by click 'Inventory' sub-menu and click on 'Item Master'

STEP 2

To search for existing Supplier entry, you may search by criteria as follow:

- Item Code
- Item Purchase Type
- Drug/ Non Drug Code
- Standard Item
- Facility Status
- Item Description
- Item Group
- Drug/ Non Drug Name
- Item Sub Class

STEP 3

Click on the  button after input criteria

STEP 4

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.5-2

ITEM MASTER

5
6

DRUG/NON-DRUG INFORMATION

Item Group: DRUG	List Type: B
Drug/Non-Drug Code: R03BA02000A2102XX	Drug/Non-Drug Name: Budesonide 200 mcg/dose Inhaler
Item Sub Class: Inhalers, Eye/Ear/Nose Pre	

ITEM INFORMATION

Item Purchase Type: APPL	Last Purchase Price(RM): 21.4600
Item Code: 01.0208.11	Item Average Price (SKU)(RM): 21.4600
Item Description: Budesonide 200 mcg per puff Inhaler (300 Doses)	Item Average Price (PKU)(RM): 21.4600
Item Status: Active	Drug Average Price (SKU)(RM): 21.4600
HQ Status: Active	☒ Default Item ☐ Alternate Item ☒ Standard ☐ Non-Standard
SKU: cannister	Purchase Flag: ☐ Yes ☒ No
SKU Description: cannister	Issue: ☐ Yes ☒ No
PKU: EA	
PKU Description: each	Store Location: STOR 2 - (AD-1) STOR 2 - (AD-1)
☐ Repack ☐ Manufactured Item ☒ Ready to Dispense	
Conversion Factor: 1	Min Order Qty: 1
Packaging Description: cannister	Remarks:
Vaccine Item: ☐	Emergency Item: ☐
UNSPSC Item Code: 511617030010000000	Alternate UOM: D30 - 0

AP ITEM PRICE

Price Code: 03	Price(RM): 21.46
--	--

ITEM BRAND

Figure 3.5-2 Item Master

STEP 5



Click on the  button to edit the record

Note

- Only certain criteria can be edited.
- For example, purchase flag and Issue can be edited.
- As for the item brand, we can set any of it as default.
- AP Item Price section will be enable only for APPL item.

STEP 6



Click on the  button to save the edited record

3.6 Item/Product Buffer Level

3.6.1 View/Edit Item/Product Buffer Level

To view and edit Item/Product Buffer Level record, perform the step below:

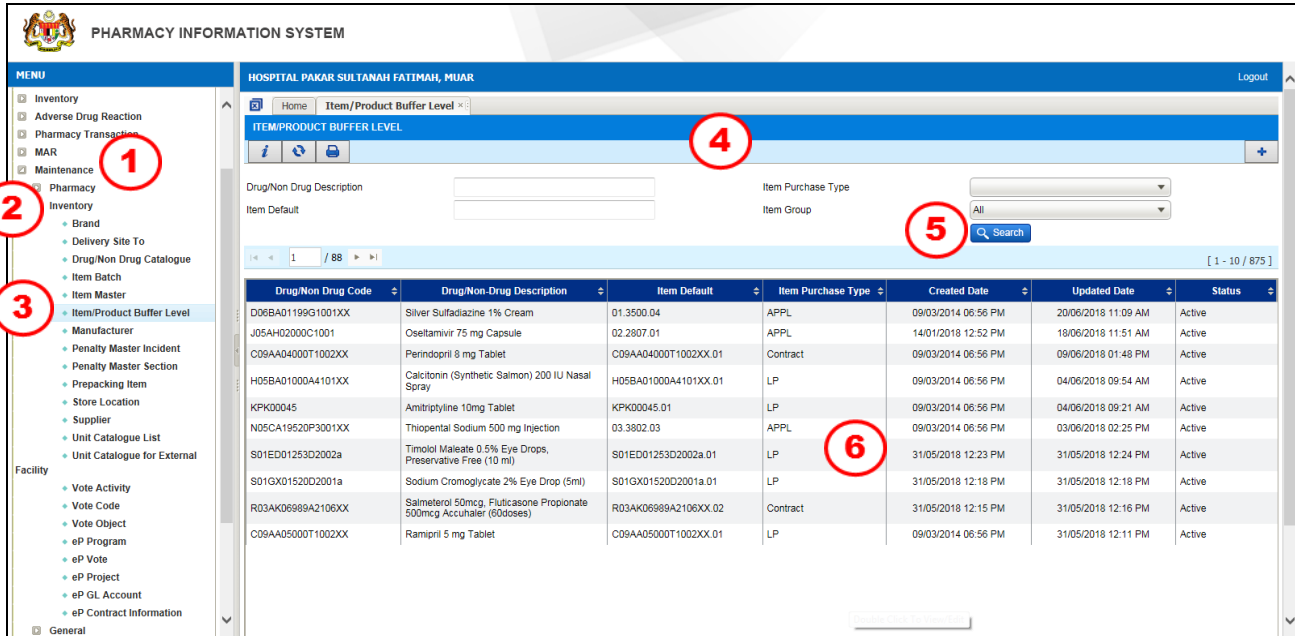


Figure 3.6.1-1 Item/Product Buffer Level

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Item/Product Buffer Level'

STEP 4

To search for existing Supplier entry, you may search by criteria as follow:

- Drug/ Non Drug Description
- Item Default
- Item Purchase Type
 - APPL
 - LP
 - Contract
- Item Group
 - All
 - DRUG
 - NON-DRUG

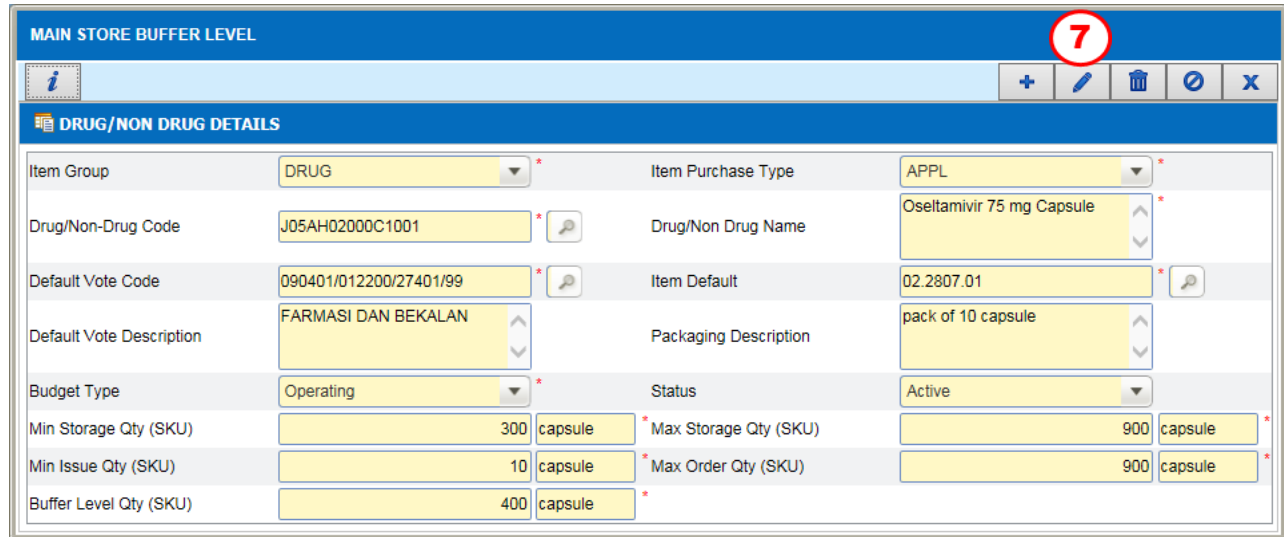
STEP 5

Click on the  button after input criteria

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the

entered criteria as shown in Figure 3.6.1-2



MAIN STORE BUFFER LEVEL			
     			
DRUG/NON DRUG DETAILS			
Item Group	DRUG	Item Purchase Type	APPL
Drug/Non-Drug Code	J05AH02000C1001	Drug/Non Drug Name	Oseltamivir 75 mg Capsule
Default Vote Code	090401/012200/27401/99	Item Default	02.2807.01
Default Vote Description	FARMASI DAN BEKALAN	Packaging Description	pack of 10 capsule
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	300 capsule	Max Storage Qty (SKU)	900 capsule
Min Issue Qty (SKU)	10 capsule	Max Order Qty (SKU)	900 capsule
Buffer Level Qty (SKU)	400 capsule		

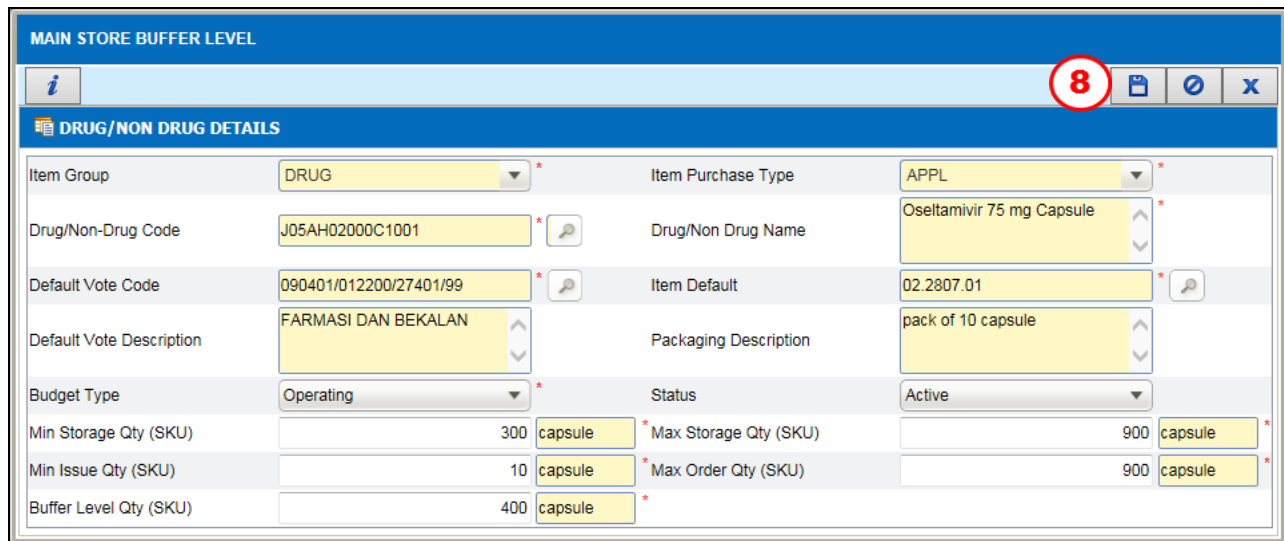
Figure 3.6.1-2 Main Store Buffer Level

STEP 7

Click on the  button to edit the record

Note

Only certain criteria can be edited (Refer to 3.6.1-3)



MAIN STORE BUFFER LEVEL			
    			
DRUG/NON DRUG DETAILS			
Item Group	DRUG	Item Purchase Type	APPL
Drug/Non-Drug Code	J05AH02000C1001	Drug/Non Drug Name	Oseltamivir 75 mg Capsule
Default Vote Code	090401/012200/27401/99	Item Default	02.2807.01
Default Vote Description	FARMASI DAN BEKALAN	Packaging Description	pack of 10 capsule
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	300 capsule	Max Storage Qty (SKU)	900 capsule
Min Issue Qty (SKU)	10 capsule	Max Order Qty (SKU)	900 capsule
Buffer Level Qty (SKU)	400 capsule		

Figure 3.6.1-3 Main Store Buffer Level

Note

Field allow to be edited:

- Default Vote Code
- Item Default
- Budget Type
- Status
- Min Storage Qty (SKU)
- Max Storage Qty (SKU)

- g) *Min Issue Qty (SKU)*
- h) *Max Order Qty (SKU)*
- i) *Buffer Level Qty (SKU)*

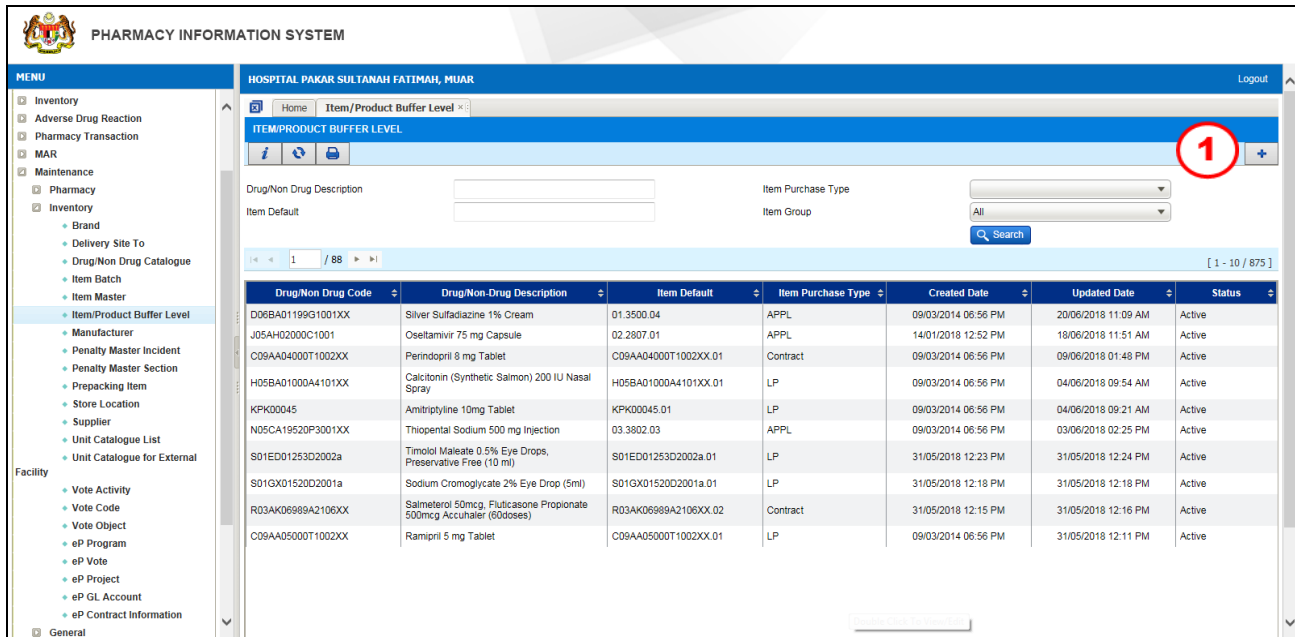
STEP 8



Click on the button to save the edited record

3.6.2 Create New Item/Product Buffer Level

To create new Item/Product Buffer Level record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Item/Product Buffer Level

ITEM/PRODUCT BUFFER LEVEL

Drug/Non Drug Description: Item Purchase Type:

Item Default: Item Group:

Search

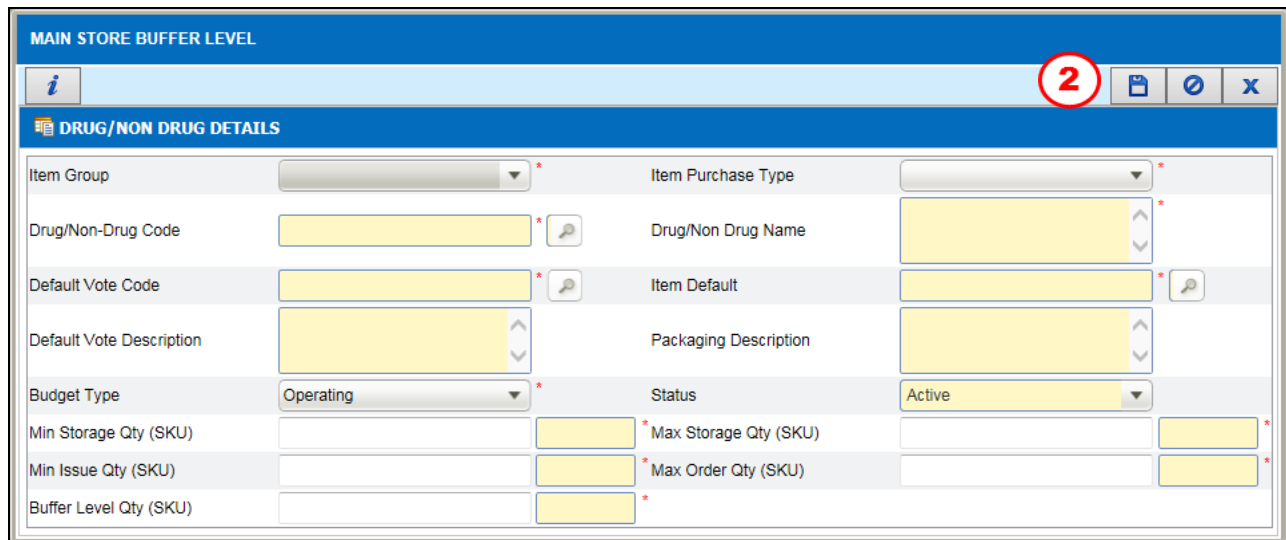
[1 - 10 / 875]

Drug/Non Drug Code	Drug/Non-Drug Description	Item Default	Item Purchase Type	Created Date	Updated Date	Status
D06BA01199G1001XX	Silver Sulfadiazine 1% Cream	01.3500.04	APPL	09/03/2014 06:56 PM	20/06/2018 11:09 AM	Active
J05AH02000C1001	Oseltamivir 75 mg Capsule	02.2807.01	APPL	14/01/2018 12:52 PM	18/06/2018 11:51 AM	Active
C09AA04000T1002XX	Perindopril 8 mg Tablet	C09AA04000T1002XX.01	Contract	09/03/2014 06:56 PM	09/06/2018 01:48 PM	Active
H05BA01000A4101XX	Calcitonin (Synthetic Salmon) 200 IU Nasal Spray	H05BA01000A4101XX.01	LP	09/03/2014 06:56 PM	04/06/2018 09:54 AM	Active
KPK00045	Amitriptyline 10mg Tablet	KPK00045.01	LP	09/03/2014 06:56 PM	04/06/2018 09:21 AM	Active
N05CA19520P3001XX	Thiopental Sodium 500 mg Injection	03.3802.03	APPL	09/03/2014 06:56 PM	03/06/2018 02:25 PM	Active
S01ED01253D2002a	Timolol Maleate 0.5% Eye Drops, Preservative Free (10 ml)	S01ED01253D2002a.01	LP	31/05/2018 12:23 PM	31/05/2018 12:24 PM	Active
S01GX01520D2001a	Sodium Cromoglycate 2% Eye Drop (5ml)	S01GX01520D2001a.01	LP	31/05/2018 12:18 PM	31/05/2018 12:18 PM	Active
R03AK06989A2106XX	Salmeterol 50mcg, Fluticasone Propionate 500mcg Accuhaler (60doses)	R03AK06989A2106XX.02	Contract	31/05/2018 12:15 PM	31/05/2018 12:16 PM	Active
C09AA05000T1002XX	Ramipril 5 mg Tablet	C09AA05000T1002XX.01	LP	09/03/2014 06:56 PM	31/05/2018 12:11 PM	Active

Figure 3.6.2-1 Item/Product Buffer Level

STEP 1

Click on the  button and the 'Main Store Buffer Level' screen will be displayed as Figure 3.6.2-2



MAIN STORE BUFFER LEVEL

DRUG/NON DRUG DETAILS

Item Group: Item Purchase Type:

Drug/Non-Drug Code: Drug/Non Drug Name:

Default Vote Code: Item Default:

Default Vote Description: Packaging Description:

Budget Type: Status:

Min Storage Qty (SKU): Max Storage Qty (SKU):

Min Issue Qty (SKU): Max Order Qty (SKU):

Buffer Level Qty (SKU):

Figure 3.6.2-2 Main Store Buffer Level

Note

Key in the details.

- a) *Item Group*
- b) *Item Purchase Type*
- c) *Drug/ Non Drug Code*
- d) *Default Vote Code*
- e) *Budget Type*
- f) *Min Storage Qty (SKU)*
- g) *Max Storage Qty (SKU)*
- h) *Min Issue Qty (SKU)*
- i) *Max Order Qty (SKU)*
- j) *Buffer Level Qty (SKU)*

STEP 2



Click on the button to save the record

3.7 Manufacturing

To view Manufacturing record, perform the step below:

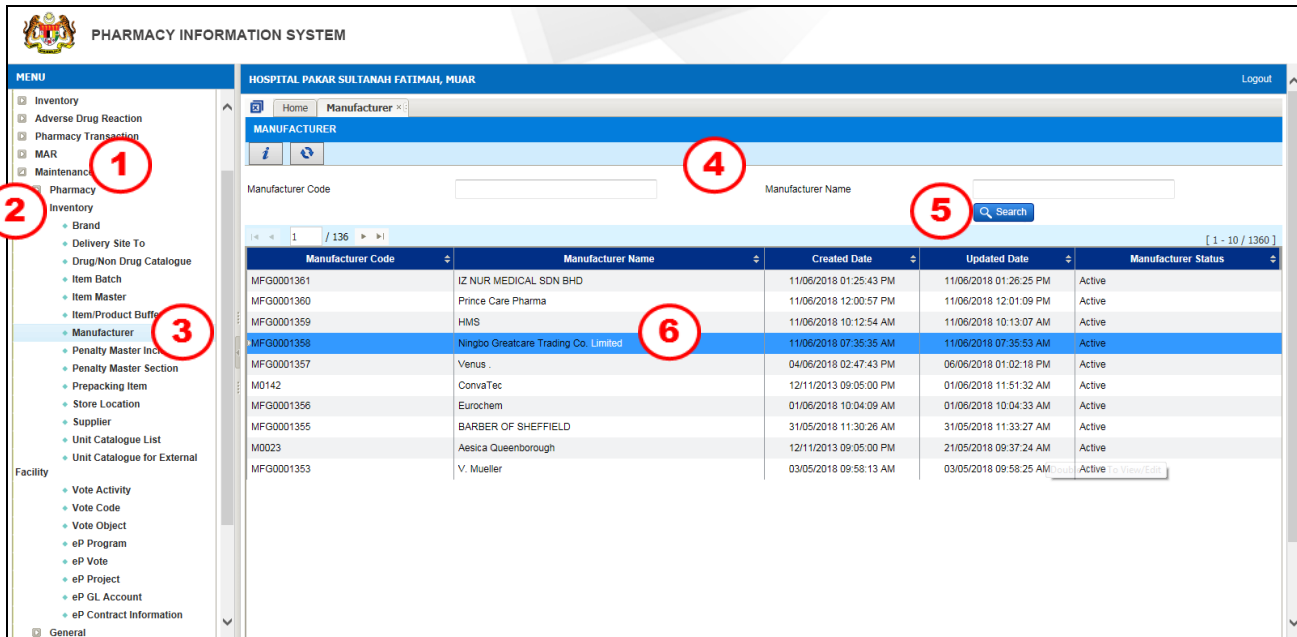


Figure 3.7-1 Manufacturing Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Manufacturer'

STEP 4

To search for existing Manufacturer entry, you may search by criteria as follow:

- Manufacturer Code
- Manufacturer Name

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.7-2

MANUFACTURER			
Manufacturer Code		MFG0000940 *	Status
Manufacturer Name		Surgipath Medical Industries *	Contact Person
Address Line 1		Postcode	
Address Line 2		City	
Address Line 3		State	
Country		United States *	Contact Number (Office)
Contact Number (Mobile)		Fax No.	
Email		Remarks	

Figure 3.7-2 Manufacturer

Note

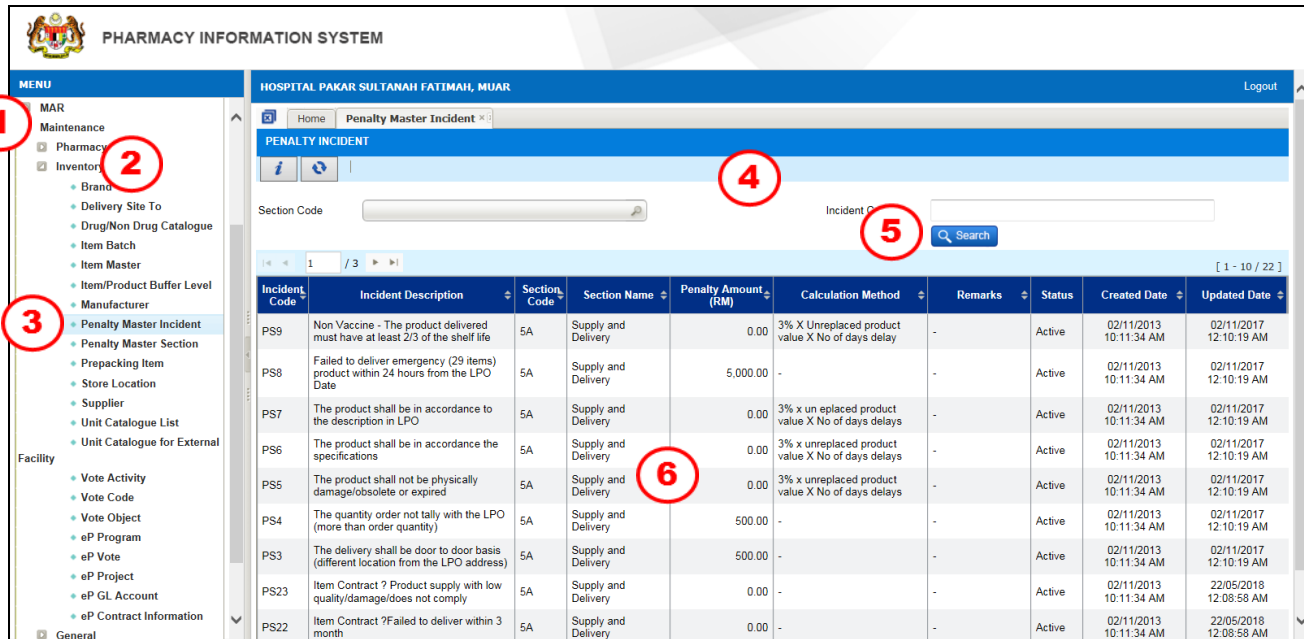
The Manufacturer record is non-editable. Kindly contact HQ for any additional or modification of Manufacturer data.

STEP 7

Click on the Close Window  button to return back to the Manufacturer Listing Page

3.8 Penalty Master Incident

To view Penalty Master Incident record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Penalty Master Incident

PENALTY INCIDENT

Section Code Incident Code

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Incident Code	Incident Description	Section Code	Section Name	Penalty Amount (RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
PS9	Non Vaccine - The product delivered must have at least 2/3 of the shelf life	5A	Supply and Delivery	0.00	3% X Unreplaced product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS8	Failed to deliver emergency (29 items) product within 24 hours from the LPO Date	5A	Supply and Delivery	5,000.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS7	The product shall be in accordance to the description in LPO	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS6	The product shall be in accordance the specifications	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS5	The product shall not be physically damage/obsolete or expired	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS4	The quantity order not tally with the LPO (more than order quantity)	5A	Supply and Delivery	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS3	The delivery shall be door to door basis (different location from the LPO address)	5A	Supply and Delivery	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS23	Item Contract ? Product supply with low quality/damage/does not comply	5A	Supply and Delivery	0.00	-	-	Active	02/11/2013 10:11:34 AM	22/05/2018 12:08:58 AM
PS22	Item Contract ?Failed to deliver within 3 month	5A	Supply and Delivery	0.00	-	-	Active	02/11/2013 10:11:34 AM	22/05/2018 12:08:58 AM

Figure 3.8-1 Penalty Master Incident Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Penalty Master Incident'

STEP 4

To search for existing Penalty Master Incident record, you may search by criteria as follow:

- Section Code
- Incident Code

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.8-2

PHARMANIAGA (APPL) - PENALTY INCIDENT TYPE INFORMATION


7


Incident Code	PS7	Incident Description	The product shall be in accordance to the description in LPO
Section Code	5A	Section Description	Supply and Delivery
Calculation Method	Auto		
Status	Active	Penalty Calculation	3% x un eplaced product value X No of days delays

Figure 3.8-2 Penalty Master Incident

Note

The Penalty Master Incident record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Incident data.

STEP 7

Click on the Close Window  button to return back to the Penalty Master Incident Listing Page

3.9 Penalty Master Section

To view Penalty Master Section record, perform the step below:

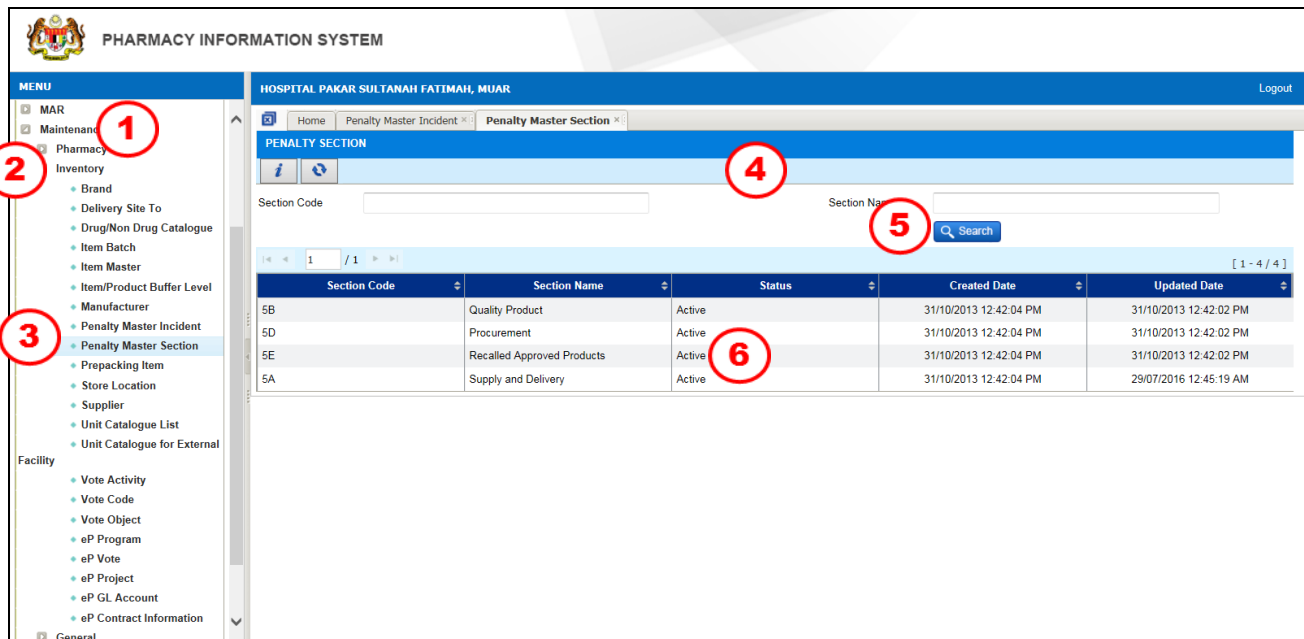


Figure 3.9 Penalty Master Section Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Penalty Master Section'

STEP 4

To search for existing Penalty Master Section record, you may search by criteria as follow:

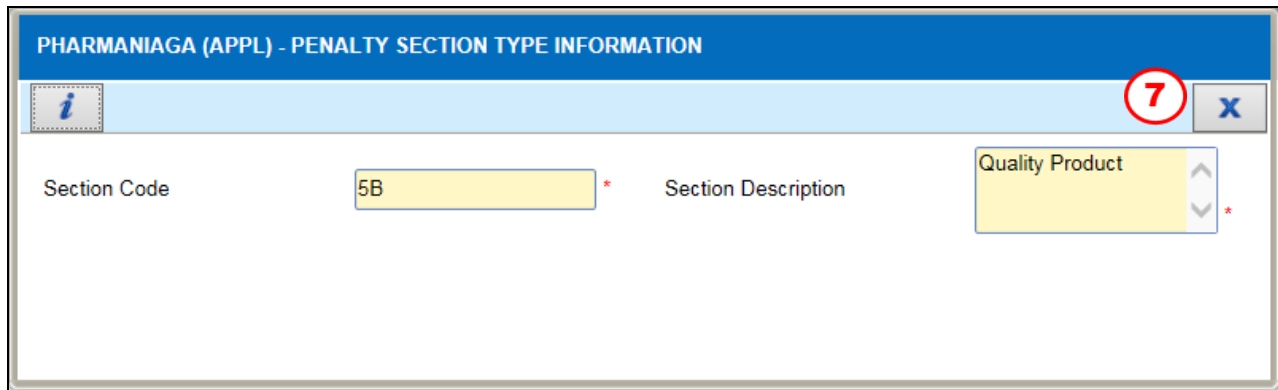
- Section Code
- Section Name

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.9-2



PHARMANIAGA (APPL) - PENALTY SECTION TYPE INFORMATION

Section Code: 5B * Section Description: Quality Product *

Figure 3.9 Penalty Master Section

Note

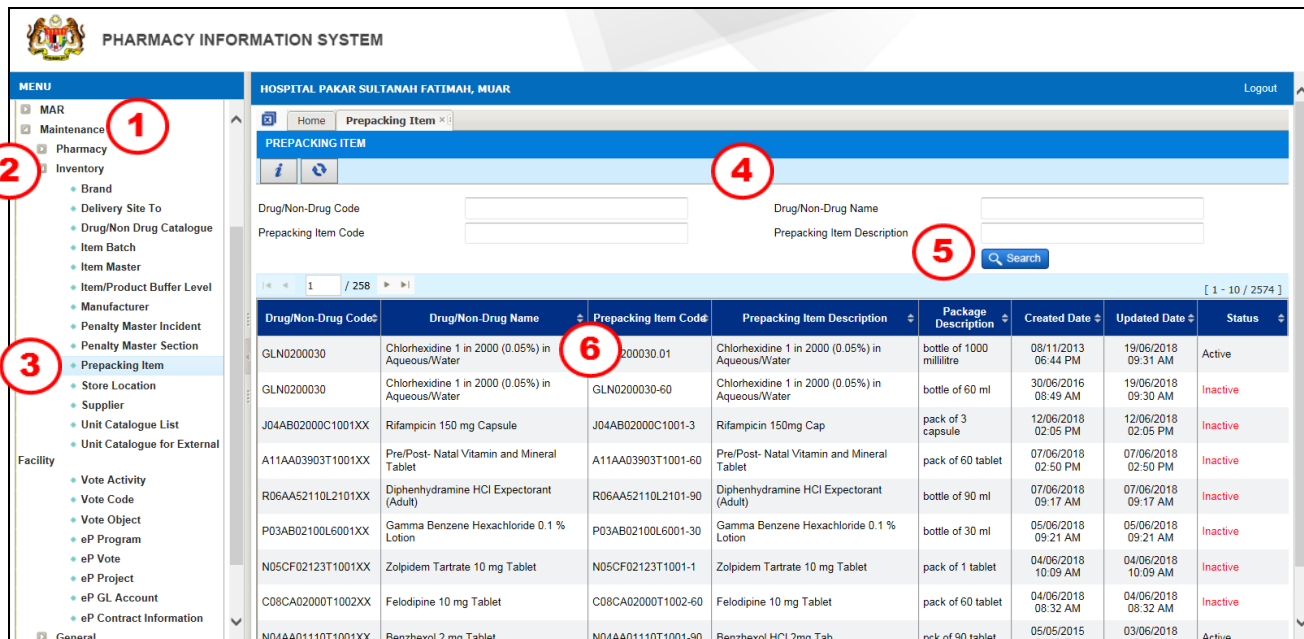
The Penalty Master Section record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Section data.

STEP 7

Click on the Close Window  button to return back to the Penalty Master Section Listing Page

3.10 Prepacking Item

To view and edit Prepacking Item record, perform the step below:



Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created Date	Updated Date	Status
GLN0200030	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	GLN0200030-01	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	bottle of 1000 millilitre	08/11/2013 06:44 PM	19/06/2018 09:31 AM	Active
GLN0200030	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	GLN0200030-60	Chlorhexidine 1 in 2000 (0.05%) in Aqueous/Water	bottle of 60 ml	30/06/2016 08:49 AM	19/06/2018 09:30 AM	Inactive
J04AB02000C1001XX	Rifampicin 150 mg Capsule	J04AB02000C1001-3	Rifampicin 150mg Cap	pack of 3 capsule	12/06/2018 02:05 PM	12/06/2018 02:05 PM	Inactive
A11AA03903T1001XX	Pre/Post- Natal Vitamin and Mineral Tablet	A11AA03903T1001-60	Pre/Post- Natal Vitamin and Mineral Tablet	pack of 60 tablet	07/06/2018 02:50 PM	07/06/2018 02:50 PM	Inactive
R06AA52110L2101XX	Diphenhydramine HCl Expectorant (Adult)	R06AA52110L2101-90	Diphenhydramine HCl Expectorant (Adult)	bottle of 90 ml	07/06/2018 09:17 AM	07/06/2018 09:17 AM	Inactive
P03AB02100L6001XX	Gamma Benzene Hexachloride 0.1 % Lotion	P03AB02100L6001-30	Gamma Benzene Hexachloride 0.1 % Lotion	bottle of 30 ml	05/06/2018 09:21 AM	05/06/2018 09:21 AM	Inactive
N05CF02123T1001XX	Zolpidem Tartrate 10 mg Tablet	N05CF02123T1001-1	Zolpidem Tartrate 10 mg Tablet	pack of 1 tablet	04/06/2018 10:09 AM	04/06/2018 10:09 AM	Inactive
C08CA02000T1002XX	Felodipine 10 mg Tablet	C08CA02000T1002-60	Felodipine 10 mg Tablet	pack of 60 tablet	04/06/2018 08:32 AM	04/06/2018 08:32 AM	Inactive
N04AA01110T1001XX	Benzhexol 2 mg Tablet	N04AA01110T1001-90	Benzhexol HCl 2mg Tab	pack of 90 tablet	05/05/2015 16:43 PM	03/06/2018 16:43 PM	Active

Figure 3.10-1 Prepacking Item Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Prepacking Item'

STEP 4

To search for existing record(s), user may search by criteria as follows;

- Drug/Non-Drug Code
- Drug/Non-Drug Name
- Prepacking Item Code
- Prepacking Item Description

Note

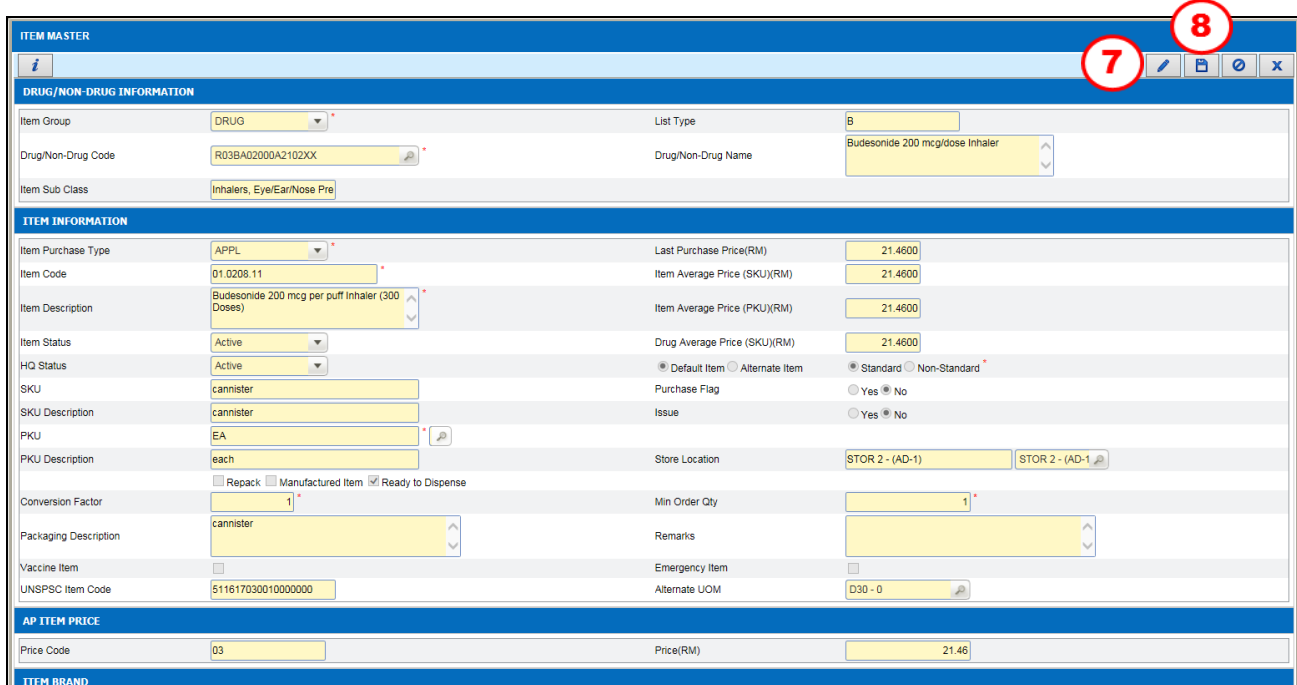
Information on list above comes from function in menu maintenance>inventory>item master.

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.10-2



ITEM MASTER

DRUG/NON-DRUG INFORMATION

Item Group: DRUG List Type: B

Drug/Non-Drug Code: R03BA02000A2102XX Drug/Non-Drug Name: Budesonide 200 mcg/dose Inhaler

Item Sub Class: Inhalers, Eye/Ear/Nose Pre

ITEM INFORMATION

Item Purchase Type: APPL Last Purchase Price(RM): 21.4600

Item Code: 01.0208.11 Item Average Price (SKU)(RM): 21.4600

Item Description: Budesonide 200 mcg per puff Inhaler (300 Doses) Item Average Price (PKU)(RM): 21.4600

Item Status: Active Drug Average Price (SKU)(RM): 21.4600

HQ Status: Active

SKU: cannister

SKU Description: cannister

PKU: EA

PKU Description: each

Repack: ☐ Manufactured Item: ☐ Ready to Dispense: ☒

Conversion Factor: 1

Packaging Description: cannister

Vaccine Item: ☐

UNSPSC Item Code: 511617030010000000

Store Location: STOR 2 - (AD-1) STOR 2 - (AD-1)

Min Order Qty: 1

Remarks:

Purchase Flag: ☒ Default Item ☐ Alternate Item ☒ Standard ☐ Non-Standard

Issue: ☐ Yes ☒ No

AP ITEM PRICE

Price Code: 03 Price(RM): 21.46

ITEM BRAND

Figure 3.10-2 Prepacking Item

STEP 7

Click on the  button to edit the record

Note

- Only certain criteria can be edited.
- For example, purchase flag and Issue can be edited.
- As for the item brand, we can set any of it as default.
- AP Item Price section will be enable only for APPL item.

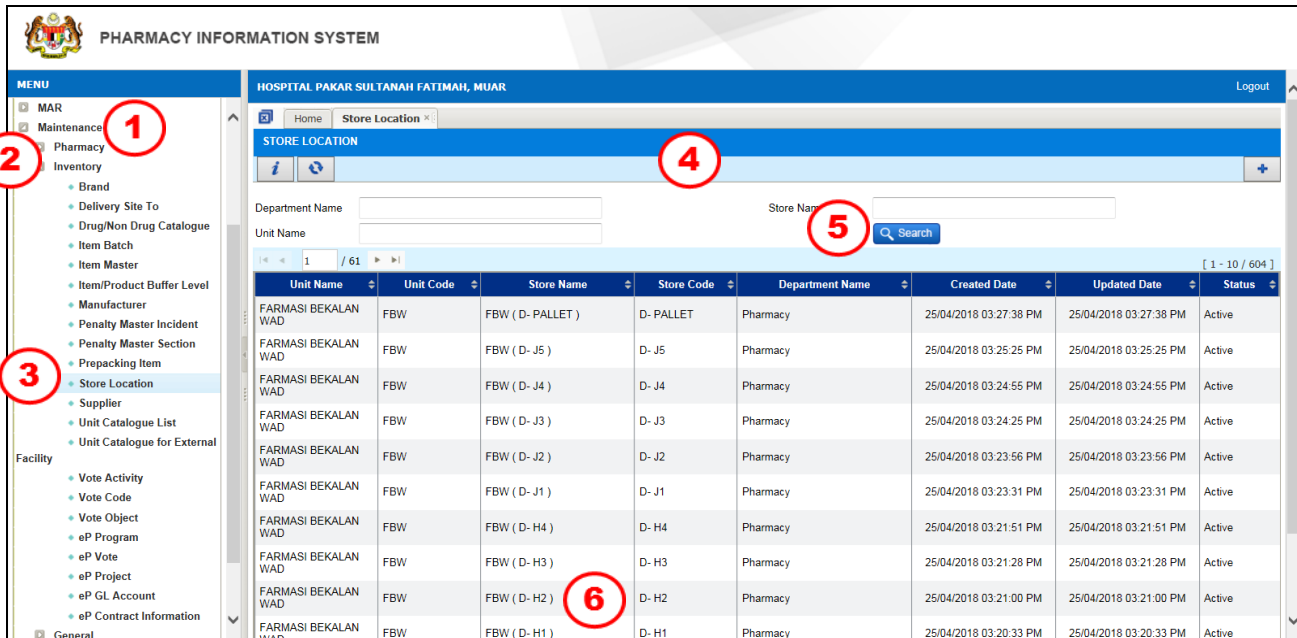
STEP 8

Click on the  button to save the edited record

3.11 Store Location

3.11.1 View/Edit Store Location

To view and edit Store Location record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Store Location

STORE LOCATION

Department Name Store Name Unit Name

1 / 61

Unit Name	Unit Code	Store Name	Store Code	Department Name	Created Date	Updated Date	Status
FARMASI BEKALAN WAD	FBW	FBW (D- PALLET)	D- PALLET	Pharmacy	25/04/2018 03:27:38 PM	25/04/2018 03:27:38 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J5)	D- J5	Pharmacy	25/04/2018 03:25:25 PM	25/04/2018 03:25:25 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J4)	D- J4	Pharmacy	25/04/2018 03:24:55 PM	25/04/2018 03:24:55 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J3)	D- J3	Pharmacy	25/04/2018 03:24:25 PM	25/04/2018 03:24:25 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J2)	D- J2	Pharmacy	25/04/2018 03:23:56 PM	25/04/2018 03:23:56 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J1)	D- J1	Pharmacy	25/04/2018 03:23:31 PM	25/04/2018 03:23:31 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H4)	D- H4	Pharmacy	25/04/2018 03:21:51 PM	25/04/2018 03:21:51 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H3)	D- H3	Pharmacy	25/04/2018 03:21:28 PM	25/04/2018 03:21:28 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H2)	D- H2	Pharmacy	25/04/2018 03:21:00 PM	25/04/2018 03:21:00 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H1)	D- H1	Pharmacy	25/04/2018 03:20:33 PM	25/04/2018 03:20:33 PM	Active

Figure 3.11.1-1 Store Location Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Store Location' sub menu

STEP 4

To search for existing Store Location entry, you may search by criteria as follow:

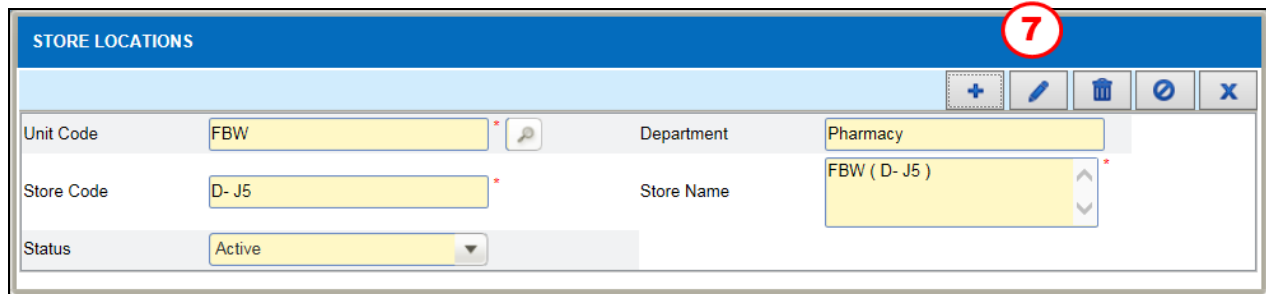
- Department name
- Store Name
- Unit Name

STEP 5

Click on the  button after input criteria

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.11.1-2



The screenshot shows the 'STORE LOCATIONS' form. The form has a blue header bar with the title 'STORE LOCATIONS'. Below the header, there is a toolbar with five icons: a plus sign, a pencil, a trash can, a refresh icon, and a close icon. The form contains several input fields: 'Unit Code' with the value 'FBW', 'Department' with the value 'Pharmacy', 'Store Code' with the value 'D- J5', 'Store Name' with the value 'FBW (D- J5)', and 'Status' with the value 'Active'. The edit button (pencil icon) is circled in red and labeled with the number 7.

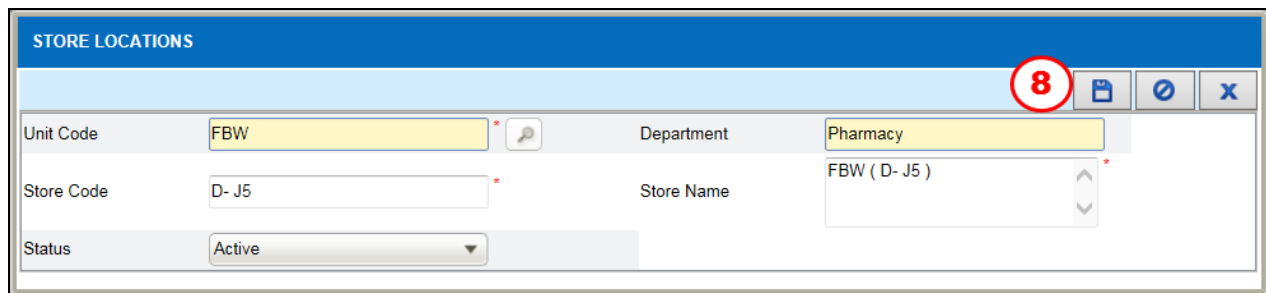
Figure 3.11.1-2 Store Location

STEP 7

Click on the  button to edit the record

Note

List of details that can be edited are Unit Code, Store Code, Store Name and Status.
(Refer to Figure 3.11.1-3)



The screenshot shows the 'STORE LOCATIONS' form. The form has a blue header bar with the title 'STORE LOCATIONS'. Below the header, there is a toolbar with five icons: a plus sign, a pencil, a trash can, a refresh icon, and a close icon. The form contains several input fields: 'Unit Code' with the value 'FBW', 'Department' with the value 'Pharmacy', 'Store Code' with the value 'D- J5', 'Store Name' with the value 'FBW (D- J5)', and 'Status' with the value 'Active'. The save button (floppy disk icon) is circled in red and labeled with the number 8.

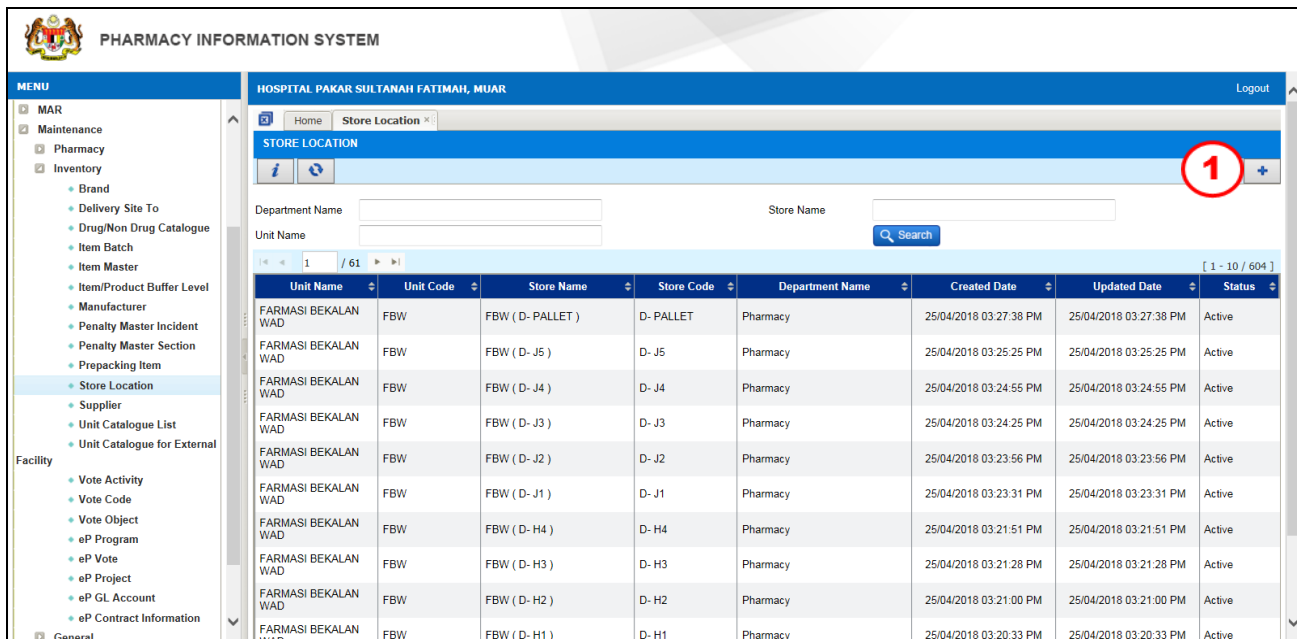
Figure 3.11.1-3 Store Location

STEP 8

Click on the  button to save the record

3.11.2 Create New Store Location

To create new Store Location record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Store Location

STORE LOCATION

Department Name: Store Name:

Unit Name:

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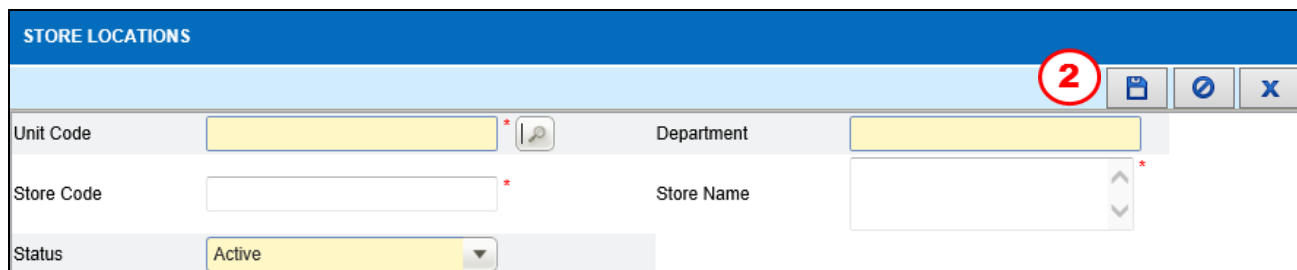
Unit Name	Unit Code	Store Name	Store Code	Department Name	Created Date	Updated Date	Status
FARMASI BEKALAN WAD	FBW	FBW (D- PALLET)	D- PALLET	Pharmacy	25/04/2018 03:27:38 PM	25/04/2018 03:27:38 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J5)	D- J5	Pharmacy	25/04/2018 03:25:25 PM	25/04/2018 03:25:25 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J4)	D- J4	Pharmacy	25/04/2018 03:24:55 PM	25/04/2018 03:24:55 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J3)	D- J3	Pharmacy	25/04/2018 03:24:25 PM	25/04/2018 03:24:25 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J2)	D- J2	Pharmacy	25/04/2018 03:23:56 PM	25/04/2018 03:23:56 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- J1)	D- J1	Pharmacy	25/04/2018 03:23:31 PM	25/04/2018 03:23:31 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H4)	D- H4	Pharmacy	25/04/2018 03:21:51 PM	25/04/2018 03:21:51 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H3)	D- H3	Pharmacy	25/04/2018 03:21:28 PM	25/04/2018 03:21:28 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H2)	D- H2	Pharmacy	25/04/2018 03:21:00 PM	25/04/2018 03:21:00 PM	Active
FARMASI BEKALAN WAD	FBW	FBW (D- H1)	D- H1	Pharmacy	25/04/2018 03:20:33 PM	25/04/2018 03:20:33 PM	Active

Figure 3.11.2-1 Store Location Listing Page

STEP 1



Click on the  button and the 'Store Locations' screen will be displayed as Figure 3.11.2-2



STORE LOCATIONS

Unit Code: Department:

Store Code: Store Name:

Status:

Figure 3.11.2-2 Store Location

Note

- Key in the details.
 - Unit Code
 - Department
 - Store Code
 - Store Name
 - Status

STEP 2



Click on the  button to save the transaction.

3.12 Supplier

To view and edit Supplier record, perform the step below:

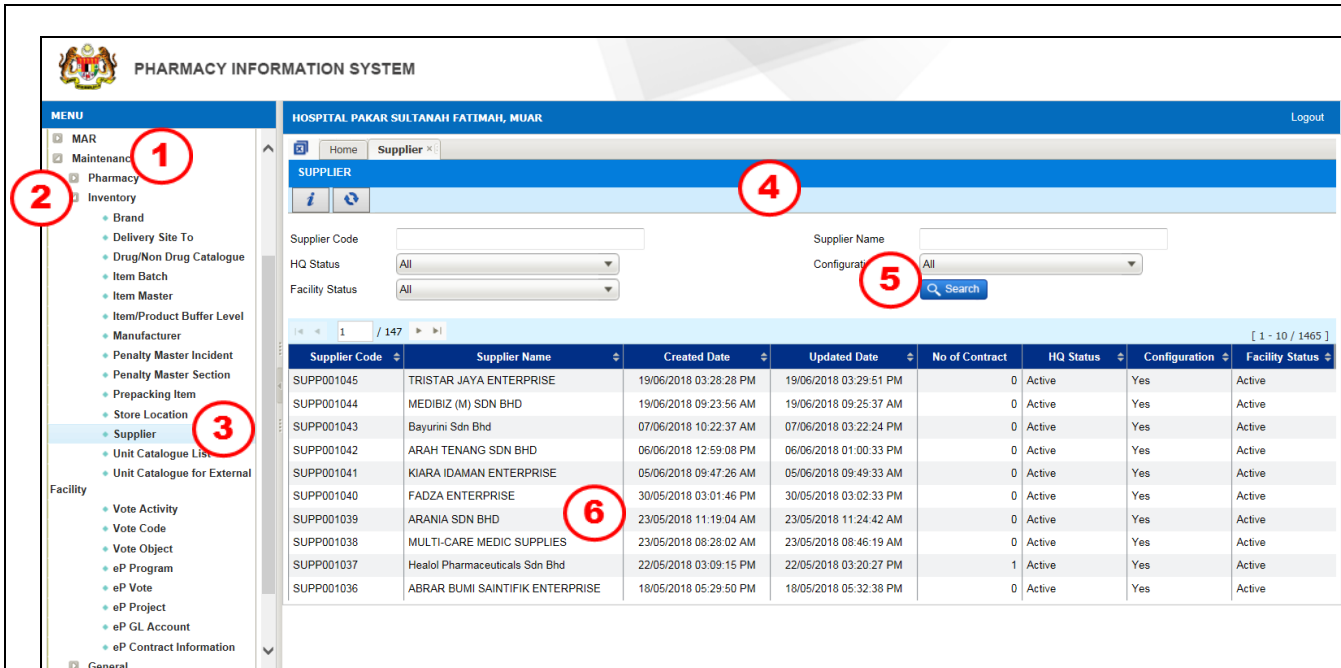


Figure 3.12-1 Supplier Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Supplier'

STEP 4

To search for existing Supplier record, you may search by criteria as follow:

- Supplier Code
- Supplier Name
- HQ Status
- Configuration
- Facility Status

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.12-2

ADD SUPPLIER
7

Contract Details

Supplier Code	SUPP001041	Supplier Name	KIARA IDAMAN ENTERPR
Bank Account Name		Treasury Registration No.	
Bank Account Number		Reg Expiry Date	
Contact Person		Company Status	BUMI
Address Line 1	NO 5, BANGUNAN UMNO	Post Code	36200
Address Line 2	KAMPUNG SELEKOH	City	TELUK INTAN
Address Line 3		State	Perak
Contact Number (Office)		Country	
Contact Number (Mobile)		Email	
Fax No.		Remarks	
HQ Status	Active	Company Registration No	001552182-W
Facility Status	Active		

Figure 3.12-2 Supplier

Note

The Supplier record is non-editable (only facility status can be edited). Kindly contact HQ for any additional or modification of Supplier data.

STEP 7

Click on the Contract Details button view Contract details list for the supplier as shown in Figure 3.12-3

CONTRACT DETAILS LIST

X

Contract Reference No.

Search

1 / 1
[1 - 1 / 1]

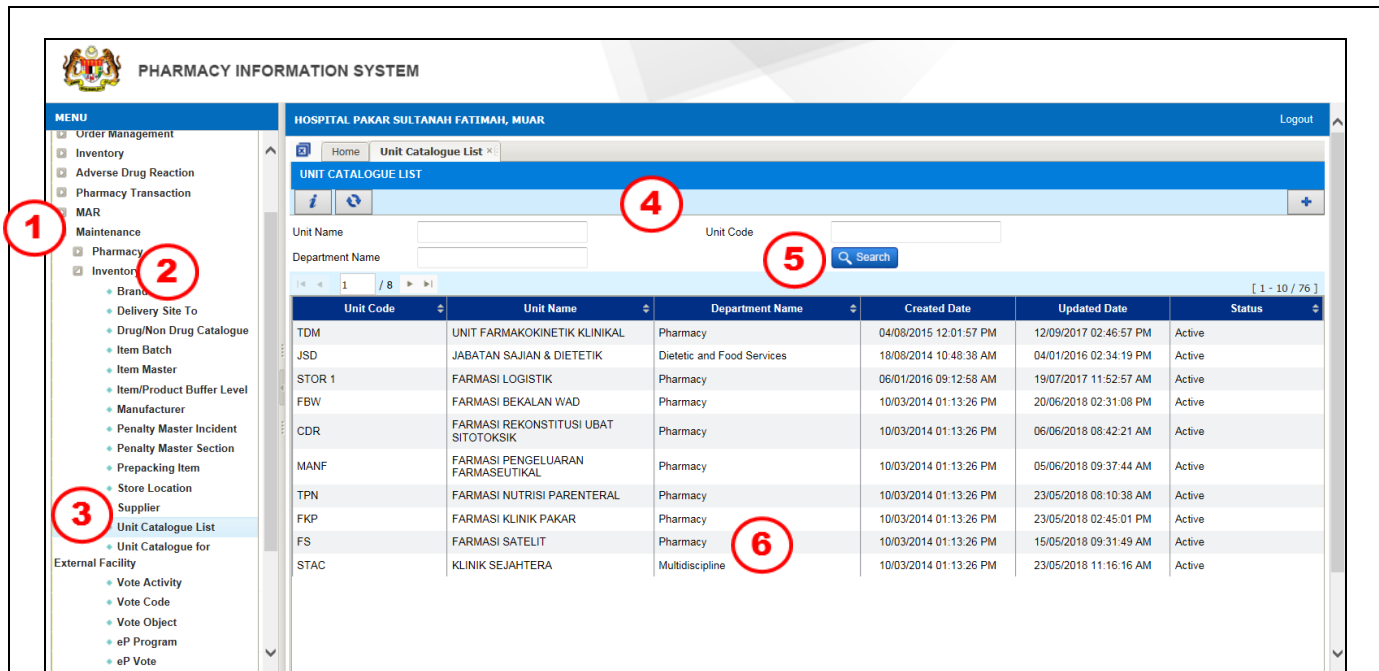
Contract Reference No.	Contract Beginning Period	Contract End Period
KKM-108/2017/F(U)-N	2018-05-07	2019-08-20

Figure 3.12-3 Contract Details List

3.13 Unit Catalogue List

3.13.1 View/Edit Unit Catalogue List

To view and edit Unit Catalogue List record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

UNIT CATALOGUE LIST

Unit Name: Unit Code: Department Name:

Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/06/2015 12:01:57 PM	12/09/2017 02:46:57 PM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	04/01/2016 02:34:19 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	19/07/2017 11:52:57 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	20/06/2018 02:31:08 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	06/06/2018 08:42:21 AM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	05/06/2018 09:37:44 AM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 08:10:38 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 02:45:01 PM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	15/05/2018 09:31:49 AM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	23/05/2018 11:16:16 AM	Active

Figure 3.13.1-1 Unit Catalogue List Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Unit Catalogue List'

STEP 4

To search for existing Unit Catalogue List record, you may search by criteria as follow:

- Unit Name
- Unit Code
- Department Name

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.13.1-2

UNIT CATALOGUE

Unit Code: FKP * Unit Name: FARMASI KLINIK PAKAR
 Department Code: 28 * Department Name: Pharmacy
 Unit Group Level: 2

UNIT CATALOGUE DETAILS

Item Group: DRUG Status: Active
 Drug/Non Drug Code: Drug/Non Drug Description: Copy Catalog Refresh Add Items
 Ward/Unit Stock: All Standard Item: All
 Below buffer level: All Stock Availability: All

☐ Item Class:

☐ Cannula Tubing	☐ Cytotoxic	☐ Diagnostic	☐ Disinfectant	☐ Dressing Plaster
☐ External Preparation	☐ General Item	☐ IV/IP/IRR Solution	☐ Implant	☐ Inhalers, Eye/Ear/Nose Preparations
☐ Injectables	☐ Instrument	☐ Internal Preparation	☐ Lab Apparatus	☐ Lab Chemical
☐ Miscellaneous	☐ Not Applicable	☐ Parenteral Nutrition	☐ Personal Protective Equipment	☐ Psychotropic/Narcotic
☐ Radiological Item	☐ Radiopharmaceuticals	☐ Raw Material	☐ Reagent	☐ Rehabilitation Devices
☐ Renal/Nephrology	☐ Respiratory Devices	☐ Surgical Tools	☐ Tablet/Capsule	☐ Vaccine

☐ Item Sub Class(Drug): Unhide Item Subclass

Search

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Item Group	Item Sub Class	Drug/Non Drug Code	Store Code	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
Drug	Internal Preparation	J05AH02000L8001		Oseltamivir 60mg/5ml Oral Susp (12mg/ml)	7	500	0	100	100	100	1,000	2,000	No	Yes	Active
Drug	Tablet/Capsule	J01CE02500T1001XX	A (B-3)	Phenoxymethyl Penicillin 125 mg Tablet		4,000	0	1	1	1,000	2,000	4,000	No	Yes	Active
Drug	Injectables	B01AB10520P5001b		Tinzaparin Na 4,500 anti-Xa IU (0.45ml) Injection (10,000 IU/ml)	PFSy	200	0	10	1	30	50	200	No	Yes	Active

Figure 3.13.1-2 Unit Catalogue

To edit Drug/Non Drug Information

STEP 7

Double click on a list of Drug/Non Drug and Unit Catalogue screen will be displayed as Figure 3.13.1-3

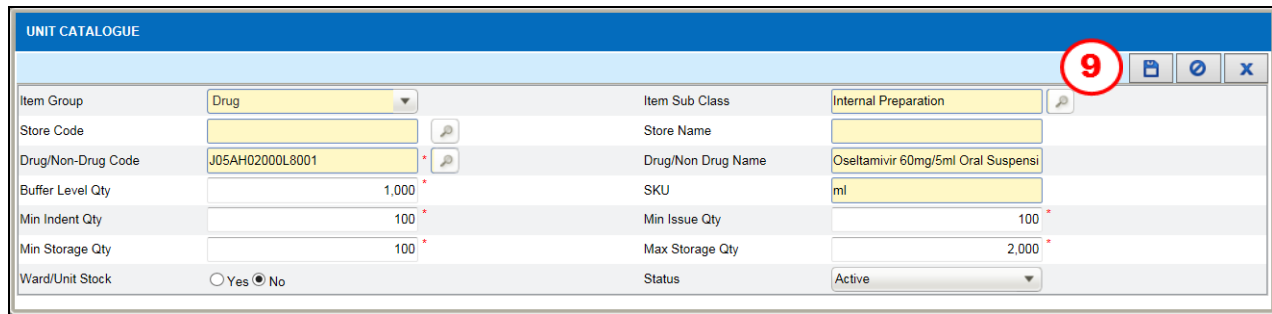
UNIT CATALOGUE

Item Group: Drug Item Sub Class: Internal Preparation
 Store Code: Store Name: Edit Delete Refresh Close
 Drug/Non-Drug Code: J05AH02000L8001 * Drug/Non Drug Name: Oseltamivir 60mg/5ml Oral Suspensi
 Buffer Level Qty: 1,000 * SKU: ml
 Min Indent Qty: 100 * Min Issue Qty: 100 *
 Min Storage Qty: 100 * Max Storage Qty: 2,000 *
 Ward/Unit Stock: ☐ Yes ☒ No Status: Active

Figure 3.13.1-3 Unit Catalogue

STEP 8

Click on the  button to edit the record



UNIT CATALOGUE

Item Group: Drug | Item Sub Class: Internal Preparation

Store Code: | Store Name: |

Drug/Non-Drug Code: J05AH02000L8001 | Drug/Non Drug Name: Oseltamivir 60mg/5ml Oral Suspensi

Buffer Level Qty: 1,000 | SKU: ml

Min Indent Qty: 100 | Min Issue Qty: 100

Min Storage Qty: 100 | Max Storage Qty: 2,000

Ward/Unit Stock: ☐ Yes ☒ No | Status: Active

Figure 3.13.1-4 Unit Catalogue

Note

User is allowed to edit:

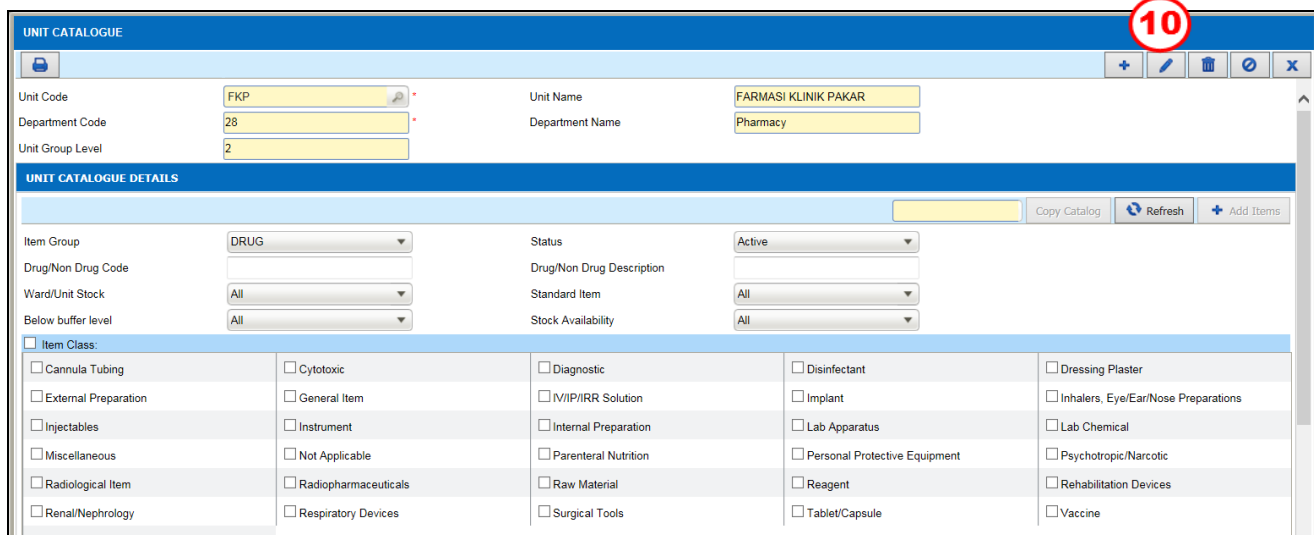
- a) Buffer Level Qty
- b) Min Indent Qty
- c) Min Issue Qty
- d) Min Storage Qty
- e) Max Storage Qty
- f) Ward/Unit Stock
- g) Status

STEP 9



Click on the button to save the edited record

To add Drug/Non Drug



UNIT CATALOGUE

Unit Code: FKP | Unit Name: FARMASI KLINIK PAKAR

Department Code: 28 | Department Name: Pharmacy

Unit Group Level: 2

UNIT CATALOGUE DETAILS

Item Group: DRUG | Status: Active

Drug/Non Drug Code: | Drug/Non Drug Description: |

Ward/Unit Stock: All | Standard Item: All

Below buffer level: All | Stock Availability: All

☐ Item Class:

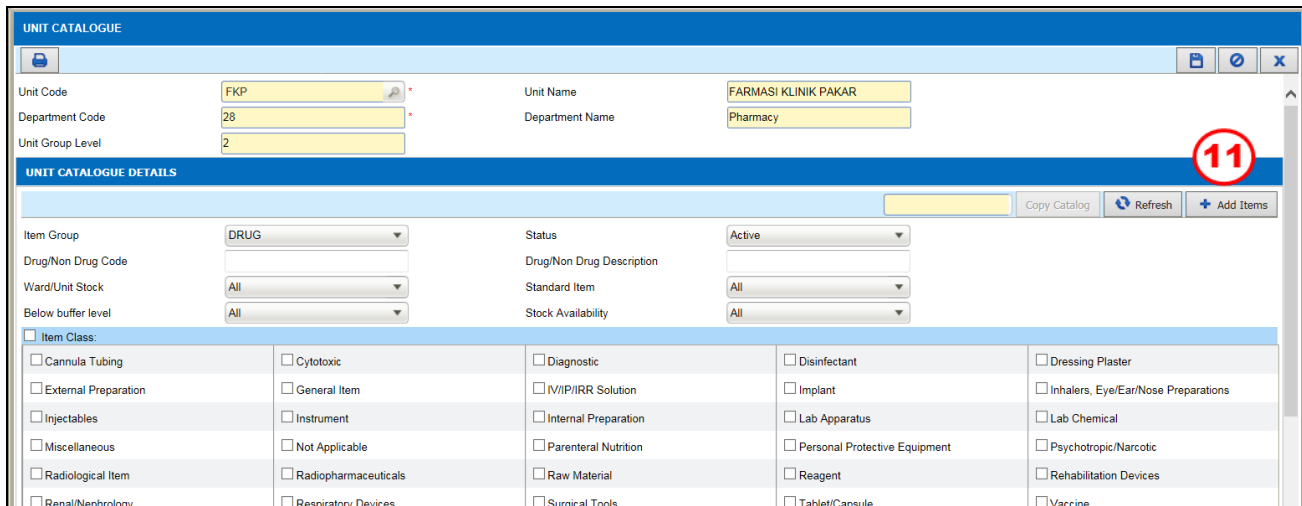
☐ Cannula Tubing	☐ Cytotoxic	☐ Diagnostic	☐ Disinfectant	☐ Dressing Plaster
☐ External Preparation	☐ General Item	☐ IV/IP/IRR Solution	☐ Implant	☐ Inhalers, Eye/Ear/Nose Preparations
☐ Injectables	☐ Instrument	☐ Internal Preparation	☐ Lab Apparatus	☐ Lab Chemical
☐ Miscellaneous	☐ Not Applicable	☐ Parenteral Nutrition	☐ Personal Protective Equipment	☐ Psychotropic/Narcotic
☐ Radiological Item	☐ Radiopharmaceuticals	☐ Raw Material	☐ Reagent	☐ Rehabilitation Devices
☐ Renal/Nephrology	☐ Respiratory Devices	☐ Surgical Tools	☐ Tablet/Capsule	☐ Vaccine

Figure 3.13.1-5 Unit Catalogue

STEP 10



Click on the button to edit the record



UNIT CATALOGUE

Unit Code: FKP * Unit Name: FARMASI KLINIK PAKAR
 Department Code: 28 * Department Name: Pharmacy
 Unit Group Level: 2

UNIT CATALOGUE DETAILS

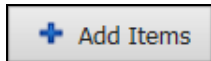
Item Group: DRUG Status: Active
 Drug/Non Drug Code: Drug/Non Drug Description: Copy Catalog Refresh Add Items
 Ward/Unit Stock: All Standard Item: All
 Below buffer level: All Stock Availability: All

☐ Item Class:

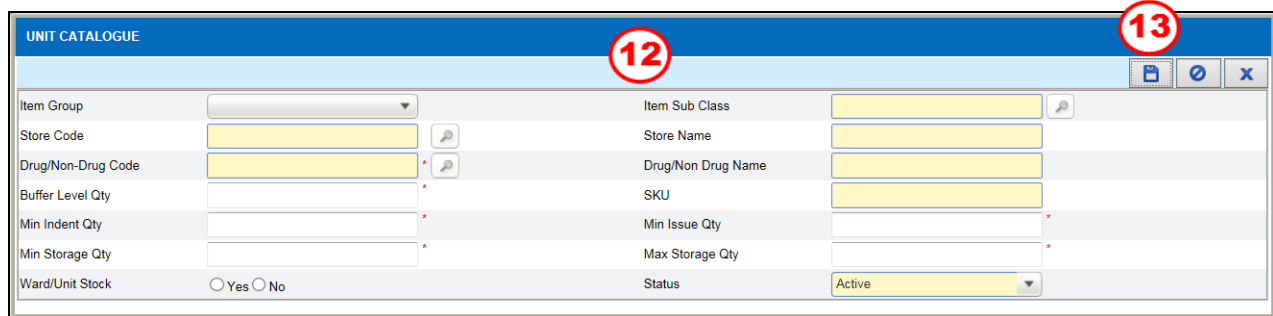
☐ Cannula Tubing	☐ Cytotoxic	☐ Diagnostic	☐ Disinfectant	☐ Dressing Plaster
☐ External Preparation	☐ General Item	☐ IV/IP/IRR Solution	☐ Implant	☐ Inhalers, Eye/Ear/Nose Preparations
☐ Injectables	☐ Instrument	☐ Internal Preparation	☐ Lab Apparatus	☐ Lab Chemical
☐ Miscellaneous	☐ Not Applicable	☐ Parenteral Nutrition	☐ Personal Protective Equipment	☐ Psychotropic/Narcotic
☐ Radiological Item	☐ Radiopharmaceuticals	☐ Raw Material	☐ Reagent	☐ Rehabilitation Devices
☐ Renal/Nephrology	☐ Respiratory Devices	☐ Surgical Tools	☐ Tablet/Capsule	☐ Vaccine

Figure 3.13.1-6 Unit Catalogue

STEP 11



Click on the **Add Items** button to add new Drug/Non Drug information



UNIT CATALOGUE

Item Group: Item Sub Class: 12

Store Code: Store Name: 13

Drug/Non-Drug Code: Drug/Non Drug Name: 13

Buffer Level Qty: SKU: 13

Min Indent Qty: Min Issue Qty: 13

Min Storage Qty: Max Storage Qty: 13

Ward/Unit Stock: ☐ Yes ☐ No Status: Active

Figure 3.13.1-7 Unit Catalogue

STEP 12

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Store Code (optional)
- Drug/Non-Drug Code
- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock

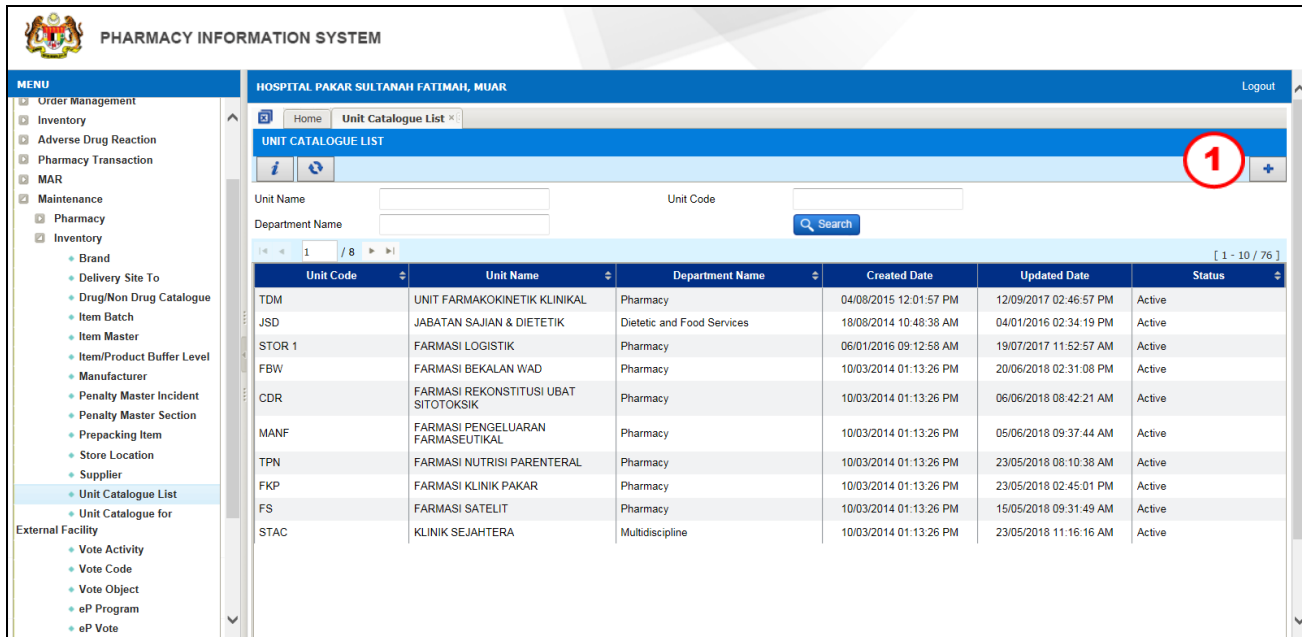
STEP 13



Click on the **Save** button to save the record

3.13.2 Create New Unit Catalogue List

To create new Unit Catalogue List record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Unit Catalogue List

Unit Name: [] Unit Code: []

Department Name: [] Search

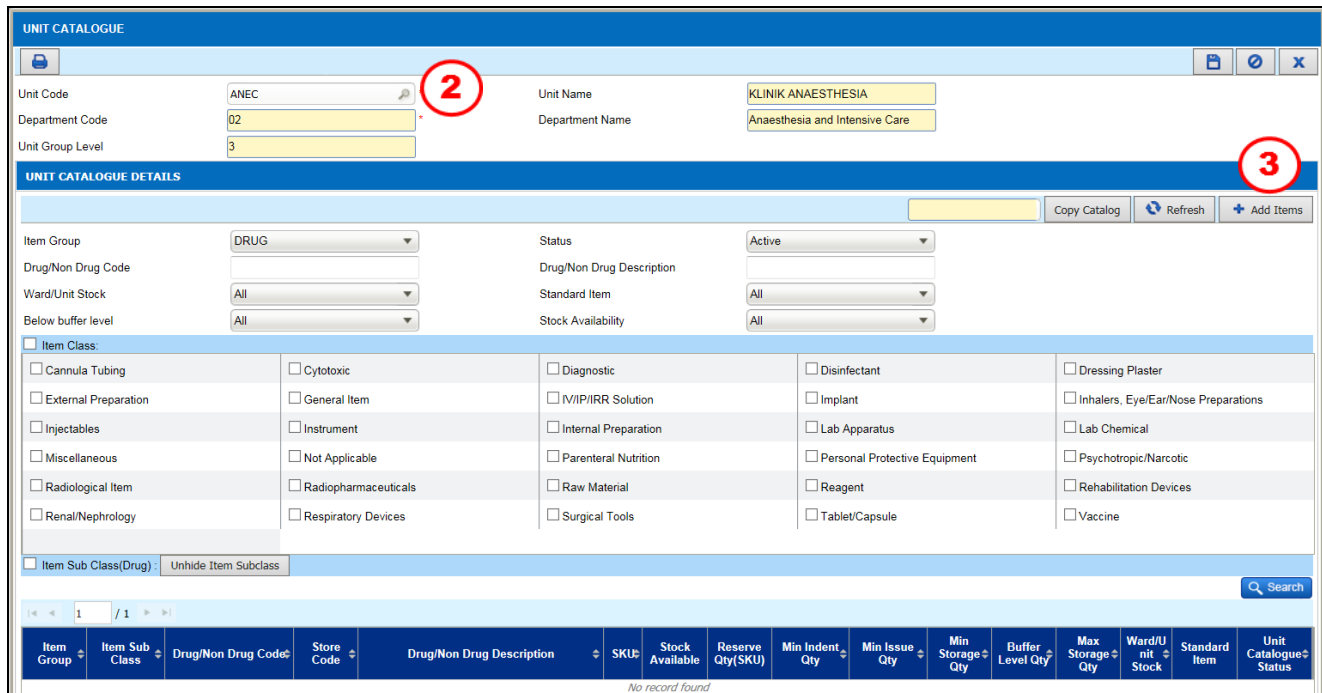
Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/08/2015 12:01:57 PM	12/09/2017 02:46:57 PM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	04/01/2016 02:34:19 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	19/07/2017 11:52:57 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	20/06/2018 02:31:08 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	06/06/2018 08:42:21 AM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	05/06/2018 09:37:44 AM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 08:10:38 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 02:45:01 PM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	15/05/2018 09:31:49 AM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	23/05/2018 11:16:16 AM	Active

Figure 3.13.2-1 Unit Catalogue List Listing Page

STEP 1



Click on the  button and the Unit Catalogues screen will be displayed as Figure 3.13.2-1



UNIT CATALOGUE

Unit Code: ANEC Unit Name: KLINIK ANAESTHESIA

Department Code: 02 Department Name: Anaesthesia and Intensive Care

Unit Group Level: 3

UNIT CATALOGUE DETAILS

Item Group: DRUG Status: Active

Drug/Non Drug Code: [] Drug/Non Drug Description: []

Ward/Unit Stock: All Standard Item: All

Below buffer level: All Stock Availability: All

☐ Item Class:

☐ Cannula Tubing	☐ Cytotoxic	☐ Diagnostic	☐ Disinfectant	☐ Dressing Plaster
☐ External Preparation	☐ General Item	☐ IV/IP/IRR Solution	☐ Implant	☐ Inhalers, Eye/Ear/Nose Preparations
☐ Injectables	☐ Instrument	☐ Internal Preparation	☐ Lab Apparatus	☐ Lab Chemical
☐ Miscellaneous	☐ Not Applicable	☐ Parenteral Nutrition	☐ Personal Protective Equipment	☐ Psychotropic/Narcotic
☐ Radiological Item	☐ Radiopharmaceuticals	☐ Raw Material	☐ Reagent	☐ Rehabilitation Devices
☐ Renal/Nephrology	☐ Respiratory Devices	☐ Surgical Tools	☐ Tablet/Capsule	☐ Vaccine

☐ Item Sub Class(Drug): Unhide Item Subclass

Copy Catalog Refresh Add Items

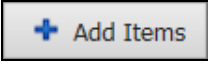
Item Group	Item Sub Class	Drug/Non Drug Code	Store Code	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
No record found															

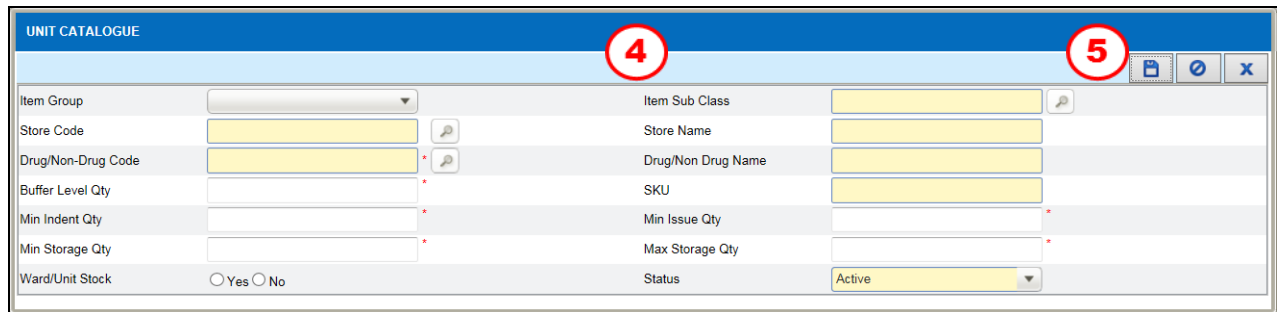
Figure 3.13.2-2 Unit Catalogue

STEP 2

Select **Unit Code** from  button

STEP 3

Click on the  button to add Drug/Non Drug and Unit Catalogue screen will displayed as Figure 3.13.2-3



The figure shows a 'UNIT CATALOGUE' form with two columns of input fields. Red circles with numbers 4 and 5 highlight specific areas. Circle 4 points to the 'Item Sub Class' field, and circle 5 points to the 'Status' dropdown menu.

UNIT CATALOGUE	
Item Group	Item Sub Class
Store Code	Store Name
Drug/Non-Drug Code	Drug/Non Drug Name
Buffer Level Qty	SKU
Min Indent Qty	Min Issue Qty
Min Storage Qty	Max Storage Qty
Ward/Unit Stock	Status

Figure 3.13.2-3 Unit Catalogue

STEP 4

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Store Code (optional)
- Drug/Non-Drug Code
- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock

STEP 5

Click on the  button to save the record

Note

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information

UNIT CATALOGUE
6

Unit Code:

Department Code:

Unit Group Level:

Unit Name:

Department Name:

UNIT CATALOGUE DETAILS

Item Group:

Drug/Non Drug Code:

Ward/Unit Stock:

Below buffer level:

Status:

Drug/Non Drug Description:

Standard Item:

Stock Availability:

☐ Item Class:

☐ Cannula Tubing

☐ Cytotoxic

☐ Diagnostic

☐ Disinfectant

☐ Dressing Plaster

☐ External Preparation

☐ General Item

☐ IV/IP/IRR Solution

☐ Implant

☐ Inhalers, Eye/Ear/Nose Preparations

☐ Injectables

☐ Instrument

☐ Internal Preparation

☐ Lab Apparatus

☐ Lab Chemical

☐ Miscellaneous

☐ Not Applicable

☐ Parenteral Nutrition

☐ Personal Protective Equipment

☐ Psychotropic/Narcotic

☐ Radiological Item

☐ Radiopharmaceuticals

☐ Raw Material

☐ Reagent

☐ Rehabilitation Devices

☐ Renal/Nephrology

☐ Respiratory Devices

☐ Surgical Tools

☐ Tablet/Capsule

☐ Vaccine

☐ Item Sub Class(Drug):

< 1 / 1 >

Item Group	Item Sub Class	Drug/Non Drug Code	Store Code	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
No record found															

Figure 3.13.2-4 Unit Catalogue

Note

User is allowed to use Copy Catalog function to copy catalogue from other unit by click on the

Copy Catalog

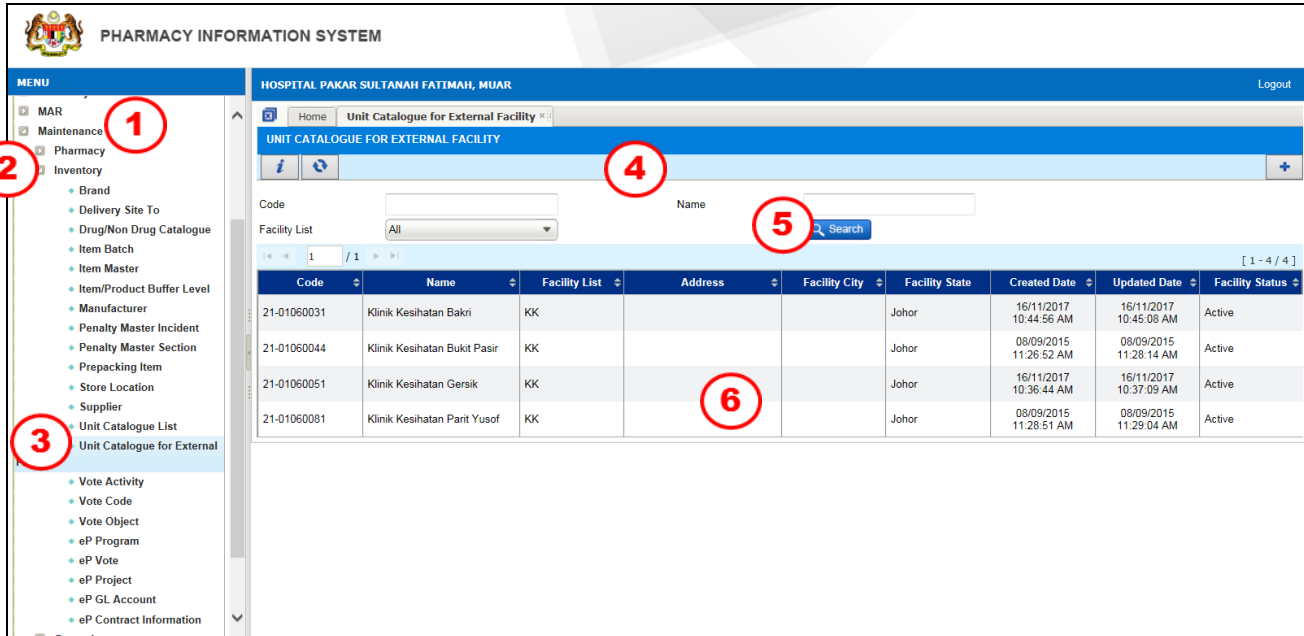
STEP 6

Click on the  button to save the record

3.14 Unit Catalogue for External Facility

3.14.1 View/Edit Unit Catalogue for External Facility

To view and edit Catalogue for External Facility record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Unit Catalogue for External Facility

UNIT CATALOGUE FOR EXTERNAL FACILITY

Code Name Facility List

1 / 1 [1 - 4 / 4]

Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Facility Status
21-01060031	Klinik Kesihatan Bakri	KK			Johor	16/11/2017 10:44:56 AM	16/11/2017 10:45:08 AM	Active
21-01060044	Klinik Kesihatan Bukit Pasir	KK			Johor	08/09/2015 11:26:52 AM	08/09/2015 11:28:14 AM	Active
21-01060051	Klinik Kesihatan Gersik	KK			Johor	16/11/2017 10:36:44 AM	16/11/2017 10:37:09 AM	Active
21-01060081	Klinik Kesihatan Parit Yusof	KK			Johor	08/09/2015 11:28:51 AM	08/09/2015 11:29:04 AM	Active

Figure 3.14.1-1 Unit Catalogue for External Facility Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Unit Catalogue for External Facility'

STEP 4

To search for existing Unit Catalogue for External Facility record, you may search by criteria as follow:

- Code
- Name
- Facility List

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.14.1-2

UNIT CATALOGUE FOR EXTERNAL FACILITY

Facility Code: 21-01060031 PTJ Code: 091301
Unit Name: STOR FARMASI

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Item Group: All Item Sub Class: Drug/Non Drug Code: Drug/Non Drug Description: Catalog Status: Active

Copy Catalog Delete Items Add Items

Search

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

Figure 3.14.1-2 Unit Catalogue for External Facility

STEP 7

Double click on a list of Drug/Non Drug and Unit Catalogue for External Facility Details screen will be displayed as Figure 3.14.1-3

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Item Group: Drug Item Sub Class: Injectables
Drug/Non-Drug Code: A10AD01000P5001d Drug/Non Drug Name: Insulin regular/isophane (Insugen-30)
Catalogue Status: Active SKU: penfill
Default Package Description: pack of 5 penfill cartridge

Figure 3.14.1-3 Unit Catalogue for External Facility

Note

User is allowed to edit Catalogue Status by click on the  button

To add Drug/Non Drug

UNIT CATALOGUE FOR EXTERNAL FACILITY

Facility Code: 21-01060031 PTJ Code: 091301
Unit Name: STOR FARMASI

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Item Group: All Item Sub Class: Drug/Non Drug Code: Drug/Non Drug Description: Catalog Status: Active

Copy Catalog Delete Items Add Items

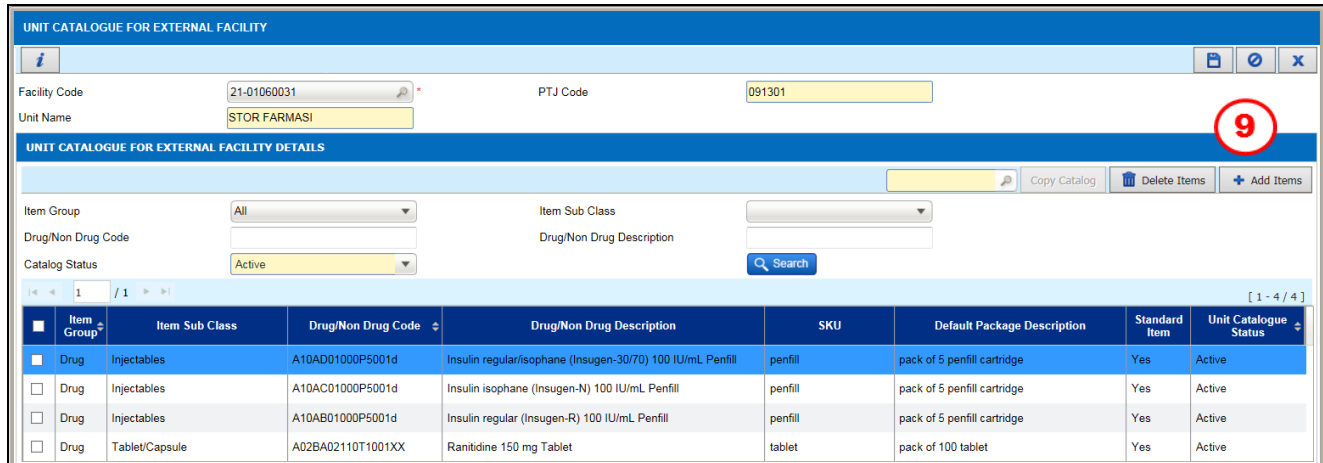
Search

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

Figure 3.14.1-4 Unit Catalogue for External Facility

STEP 8

Click on the  button to edit the record



UNIT CATALOGUE FOR EXTERNAL FACILITY

Facility Code: 21-01060031 PTJ Code: 091301
Unit Name: STOR FARMASI

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

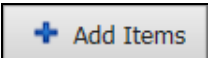
Item Group: All Item Sub Class: Drug/Non Drug Code: Drug/Non Drug Description: Catalogue Status: Active

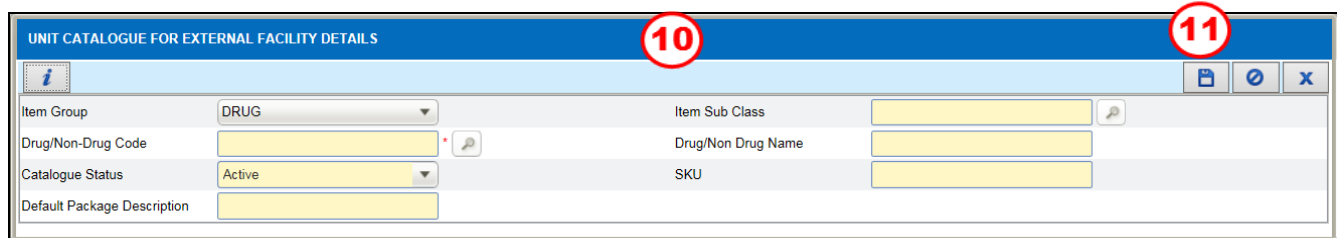
Search

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

Figure 3.14.1-5 Unit Catalogue for External Facility

STEP 9

Click on the  button to add new Drug/Non Drug information



UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Item Group: DRUG Item Sub Class: Drug/Non Drug Code: Drug/Non Drug Name: Catalogue Status: Active SKU: Default Package Description:

Figure 3.14.1-6 Unit Catalogue for External Facility

STEP 10

Fill in all the information

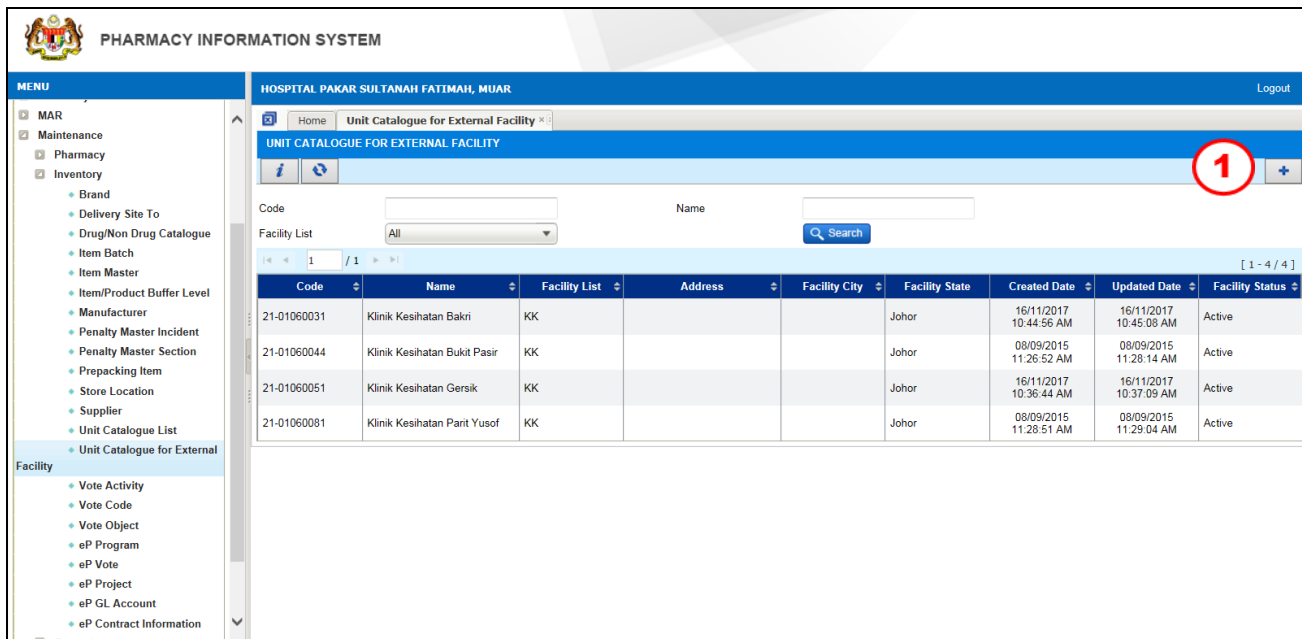
- Item Group
- Item Sub Class (optional)
- Drug/Non-Drug Code

STEP 11

Click on the  button to save the record

3.14.2 Create New Unit Catalogue for External Facility

To create new Unit Catalogue for External Facility record, perform the step below:



Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Facility Status
21-01060031	Klinik Kesihatan Bakri	KK			Johor	16/11/2017 10:44:56 AM	16/11/2017 10:45:08 AM	Active
21-01060044	Klinik Kesihatan Bukit Pasir	KK			Johor	08/09/2015 11:26:52 AM	08/09/2015 11:28:14 AM	Active
21-01060051	Klinik Kesihatan Cersik	KK			Johor	16/11/2017 10:36:44 AM	16/11/2017 10:37:09 AM	Active
21-01060081	Klinik Kesihatan Parit Yusof	KK			Johor	08/09/2015 11:28:51 AM	08/09/2015 11:29:04 AM	Active

Figure 3.14.2-1 Unit Catalogue for External Facility Listing Page

STEP 1

Click on the  button and the Unit Catalogues for External Facility screen will be displayed as Figure 3.14.2-1

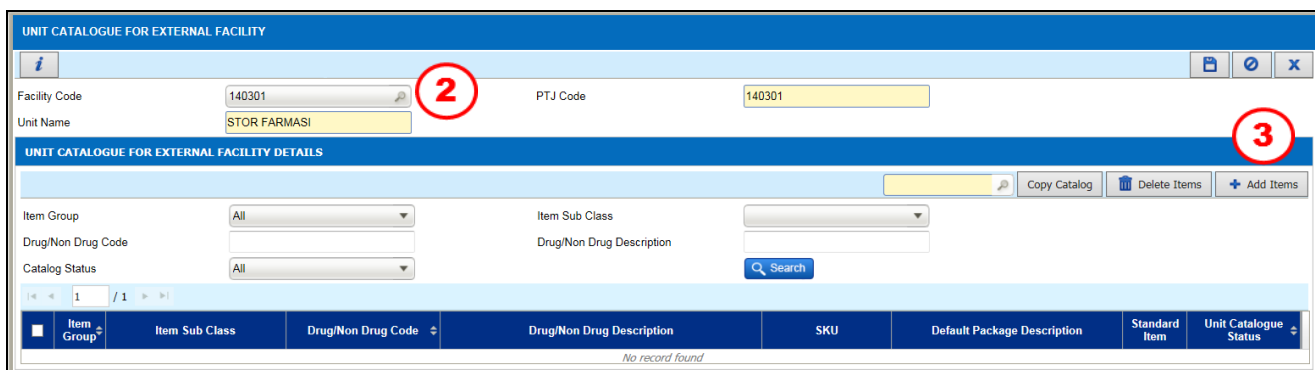
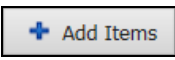


Figure 3.14.2-2 Unit Catalogue for External Facility

STEP 2

Select **Facility Code** from  button

STEP 3

Click on the  button to add Drug/Non Drug and Unit Catalogue for External Facility screen will be displayed as Figure 3.14.2-3

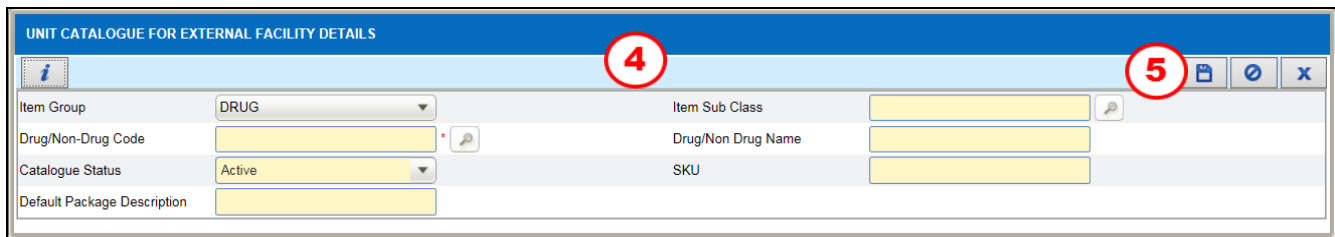


Figure 3.14.2-3 Unit Catalogue for External Facility

STEP 4

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Drug/Non-Drug Code

STEP 5



Click on the button to save the record

Note

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information

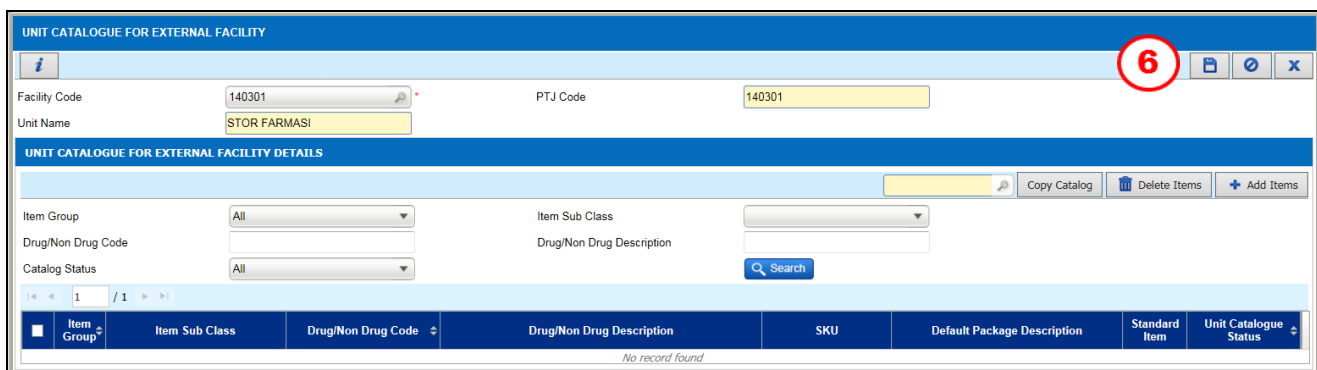
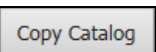


Figure 3.14.2-4 Unit Catalogue for External Facility

Note

User is allowed to use Copy Catalog function to copy catalogue from other facility by click on the



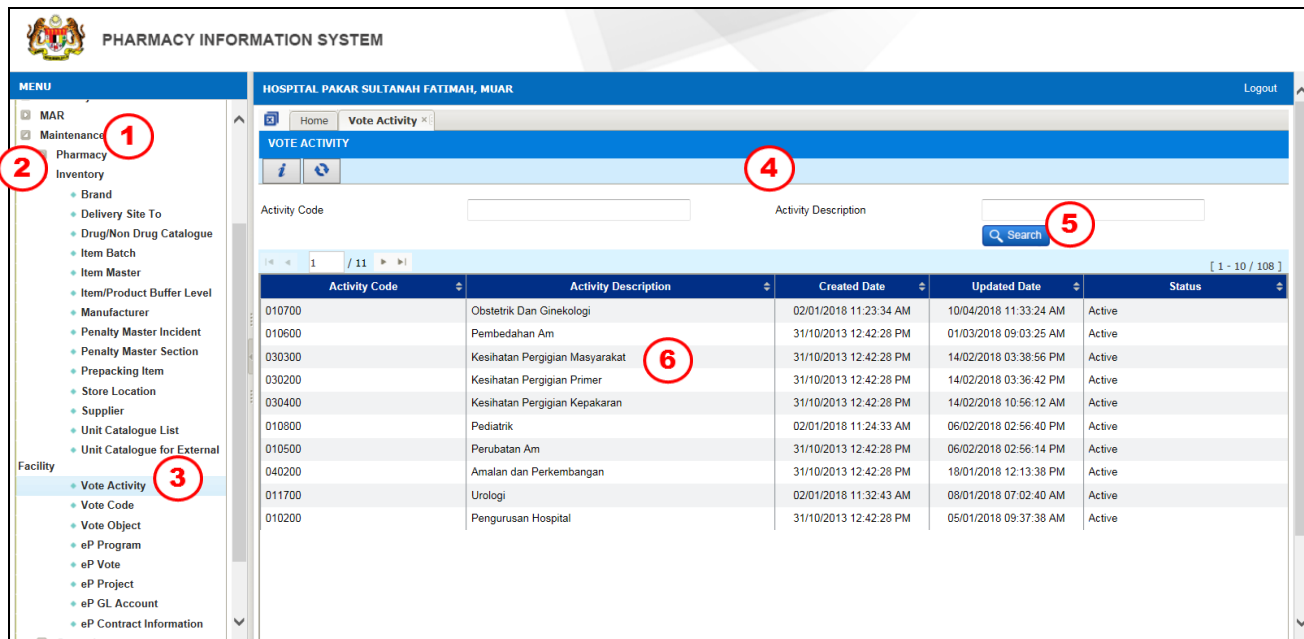
STEP 6



Click on the button to save the record

3.15 Vote Activity

To view Vote Activity record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

VOTE ACTIVITY

Activity Code: Activity Description:

Activity Code	Activity Description	Created Date	Updated Date	Status
010700	Obstetrik Dan Ginekologi	02/01/2018 11:23:34 AM	10/04/2018 11:33:24 AM	Active
010600	Pembedahan Am	31/10/2013 12:42:28 PM	01/03/2018 09:03:25 AM	Active
030300	Kesihatan Pergigian Masyarakat	31/10/2013 12:42:28 PM	14/02/2018 03:38:56 PM	Active
030200	Kesihatan Pergigian Primer	31/10/2013 12:42:28 PM	14/02/2018 03:36:42 PM	Active
030400	Kesihatan Pergigian Kepakaran	31/10/2013 12:42:28 PM	14/02/2018 10:56:12 AM	Active
010800	Pediatric	02/01/2018 11:24:33 AM	06/02/2018 02:56:40 PM	Active
010500	Perubatan Am	31/10/2013 12:42:28 PM	06/02/2018 02:56:14 PM	Active
040200	Amalan dan Perkembangan	31/10/2013 12:42:28 PM	18/01/2018 12:13:38 PM	Active
011700	Urologi	02/01/2018 11:32:43 AM	08/01/2018 07:02:40 AM	Active
010200	Pengurusan Hospital	31/10/2013 12:42:28 PM	05/01/2018 09:37:38 AM	Active

Figure 3.15-1 Vote Activity Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Vote Activity'

STEP 4

To search for existing Vote Activity entry, you may search by criteria as follow:

- Activity Code
- Activity Description

STEP 5

Click on the button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.15-2

VOTE ACTIVITY




Status Active

Activity Code 010700 *

Activity Description Obstetrik Dan Ginekologi *

1 / 1
[1 - 6 / 6]

Sub Activity Code	↓	Sub Activity Description	↓	Status	↓
94		A5		Active	
95		A4		Active	
96		A3		Active	
97		A2		Active	
98		A1		Active	
99		Obstetrik Dan Ginekologi		Active	

Figure 3.15-2 Vote Activity

STEP 7

Double click on the Sub Activity Code to view Vote Sub Activity information as shown in Figure 3.15-3

VOTE SUB ACTIVITY




Sub Activity Code 97 *

Status Active

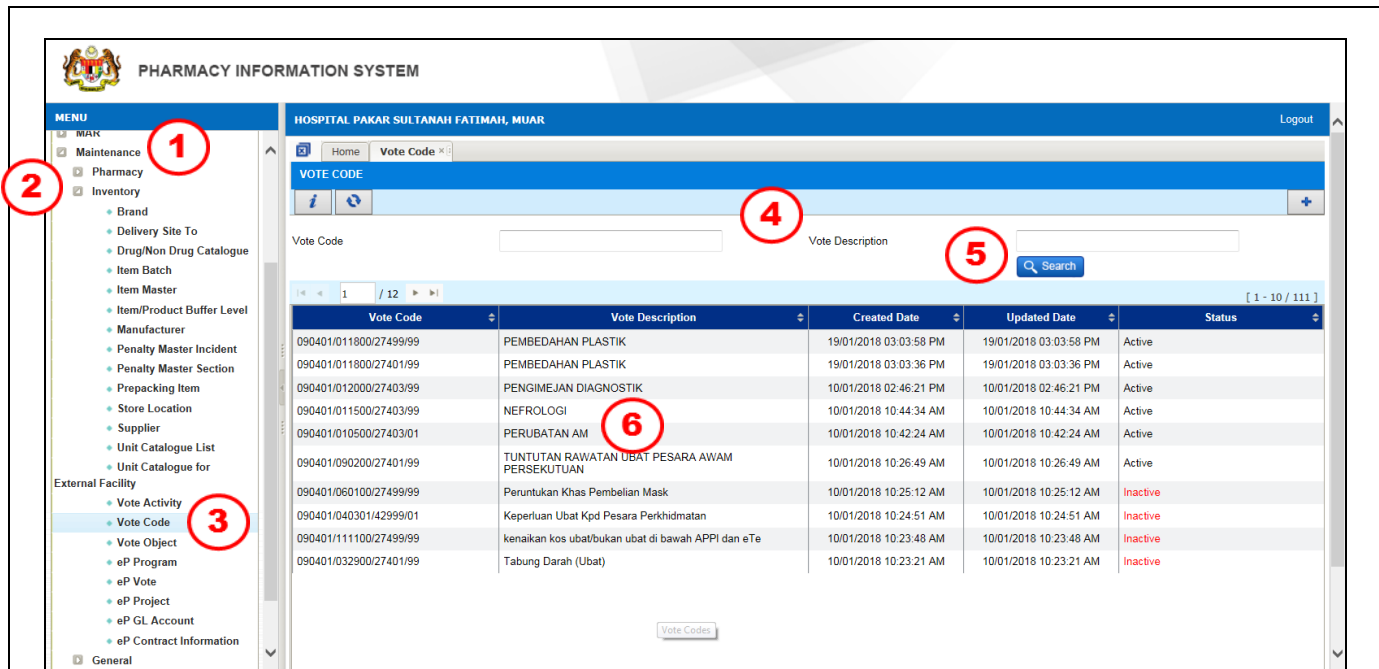
Sub Activity Description A2 *

Figure 3.15-2 Vote Sub Activity

3.16 Vote Code

3.16.1 View/Edit Vote Code

To view and edit Vote Code record, perform the steps below:



The screenshot shows the PHARMACY INFORMATION SYSTEM interface for HOSPITAL PAKAR SULTANAH FATIMAH, MUAR. The left menu is expanded to 'Inventory' (2), and 'Vote Code' is selected (3). The main area shows the 'VOTE CODE' section (4) with search filters for 'Vote Code' (5) and 'Vote Description' (6). A table displays the following data:

Vote Code	Vote Description	Created Date	Updated Date	Status
090401/011800/27499/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:58 PM	19/01/2018 03:03:58 PM	Active
090401/011800/27401/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:36 PM	19/01/2018 03:03:36 PM	Active
090401/012000/27403/99	PENGIMEJAN DIAGNOSTIK	10/01/2018 02:46:21 PM	10/01/2018 02:46:21 PM	Active
090401/011500/27403/99	NEFROLOGI	10/01/2018 10:44:34 AM	10/01/2018 10:44:34 AM	Active
090401/010500/27403/01	PERUBATAN AM	10/01/2018 10:42:24 AM	10/01/2018 10:42:24 AM	Active
090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	10/01/2018 10:26:49 AM	10/01/2018 10:26:49 AM	Active
090401/060100/27499/99	Peruntukan Khas Pembelian Mask	10/01/2018 10:25:12 AM	10/01/2018 10:25:12 AM	Inactive
090401/040301/42999/01	Keperluan Ubat Kpd Pesara Perkhidmatan	10/01/2018 10:24:51 AM	10/01/2018 10:24:51 AM	Inactive
090401/111100/27499/99	kenaikan kos ubat/bukan ubat di bawah APPI dan eTe	10/01/2018 10:23:48 AM	10/01/2018 10:23:48 AM	Inactive
090401/032900/27401/99	Tabung Darah (Ubat)	10/01/2018 10:23:21 AM	10/01/2018 10:23:21 AM	Inactive

Figure 3.16.1-1 Vote Code Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Vote Code'

STEP 4

To search for existing Vote Activity entry, you may search by criteria as follow:

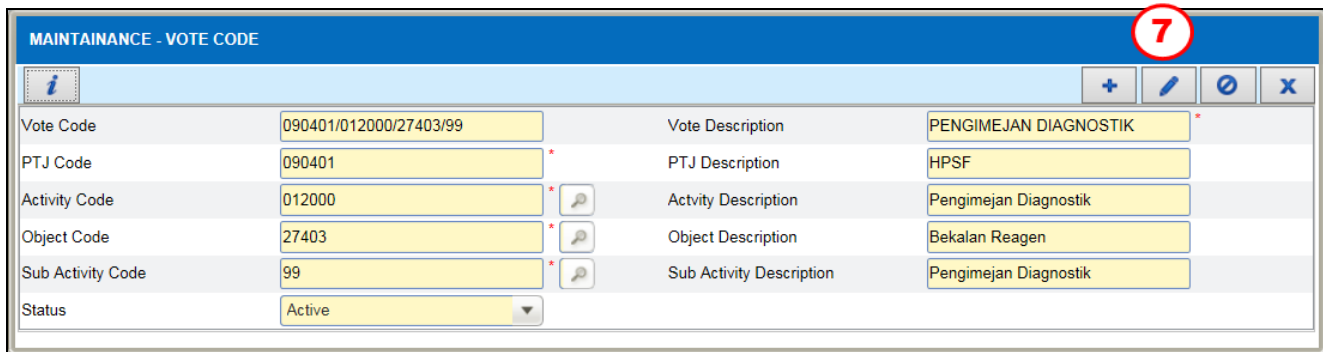
- Vote Code
- Vote Description

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.16.1-2



MAINTAINANCE - VOTE CODE			
Vote Code	090401/012000/27403/99	Vote Description	PENGIMEJAN DIAGNOSTIK
PTJ Code	090401	PTJ Description	HPSF
Activity Code	012000	Activity Description	Pengimejan Diagnostik
Object Code	27403	Object Description	Bekalan Reagen
Sub Activity Code	99	Sub Activity Description	Pengimejan Diagnostik
Status	Active		

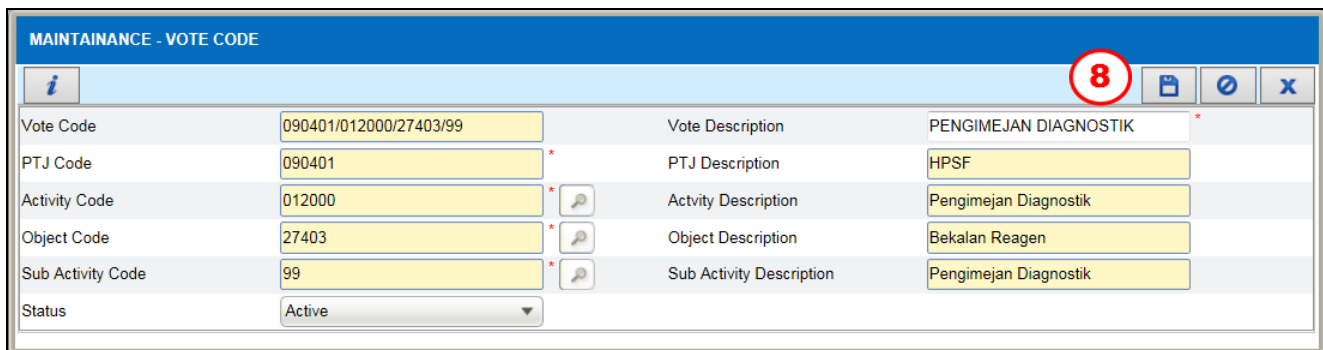
Figure 3.16.1-2 Maintainance - Vote Code

STEP 7

Click on the  button to edit the record

Note

List of details that can be edited are Vote Description and Status.(Refer to Figure 3.16.1-3)



MAINTAINANCE - VOTE CODE			
Vote Code	090401/012000/27403/99	Vote Description	PENGIMEJAN DIAGNOSTIK
PTJ Code	090401	PTJ Description	HPSF
Activity Code	012000	Activity Description	Pengimejan Diagnostik
Object Code	27403	Object Description	Bekalan Reagen
Sub Activity Code	99	Sub Activity Description	Pengimejan Diagnostik
Status	Active		

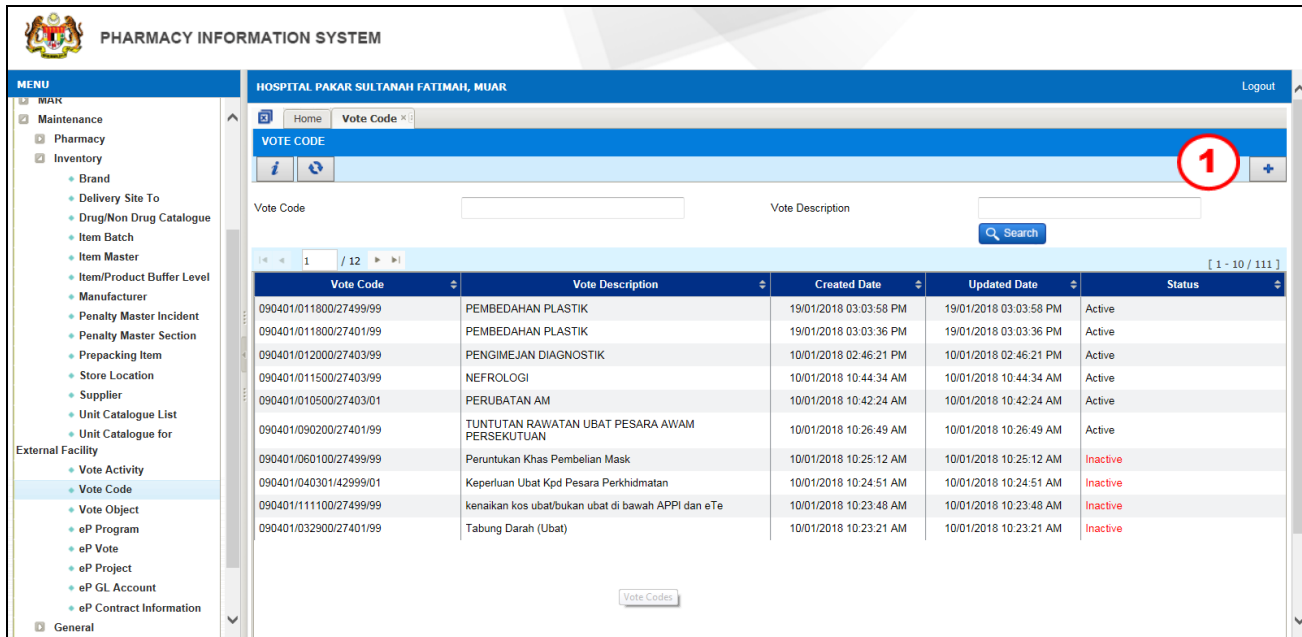
Figure 3.16.1-3 Maintainance - Vote Code

STEP 8

Click on the  button to save the record

3.16.2 Create New Vote Code

To create new Vote Code record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Vote Code

VOTE CODE

Vote Code: [] Vote Description: [] Search []

Vote Code	Vote Description	Created Date	Updated Date	Status
090401/011800/27499/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:58 PM	19/01/2018 03:03:58 PM	Active
090401/011800/27401/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:36 PM	19/01/2018 03:03:36 PM	Active
090401/012000/27403/99	PENGIMEJAN DIAGNOSTIK	10/01/2018 02:46:21 PM	10/01/2018 02:46:21 PM	Active
090401/011500/27403/99	NEFROLOGI	10/01/2018 10:44:34 AM	10/01/2018 10:44:34 AM	Active
090401/010500/27403/01	PERUBATAN AM	10/01/2018 10:42:24 AM	10/01/2018 10:42:24 AM	Active
090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	10/01/2018 10:26:49 AM	10/01/2018 10:26:49 AM	Active
090401/060100/27499/99	Peruntukan Khas Pembelian Mask	10/01/2018 10:25:12 AM	10/01/2018 10:25:12 AM	Inactive
090401/040301/42999/01	Keperluan Ubat Kpd Pesara Perkhidmatan	10/01/2018 10:24:51 AM	10/01/2018 10:24:51 AM	Inactive
090401/111100/27499/99	kenaikan kos ubat/bukan ubat di bawah APPI dan eTe	10/01/2018 10:23:48 AM	10/01/2018 10:23:48 AM	Inactive
090401/032900/27401/99	Tabung Darah (Ubat)	10/01/2018 10:23:21 AM	10/01/2018 10:23:21 AM	Inactive

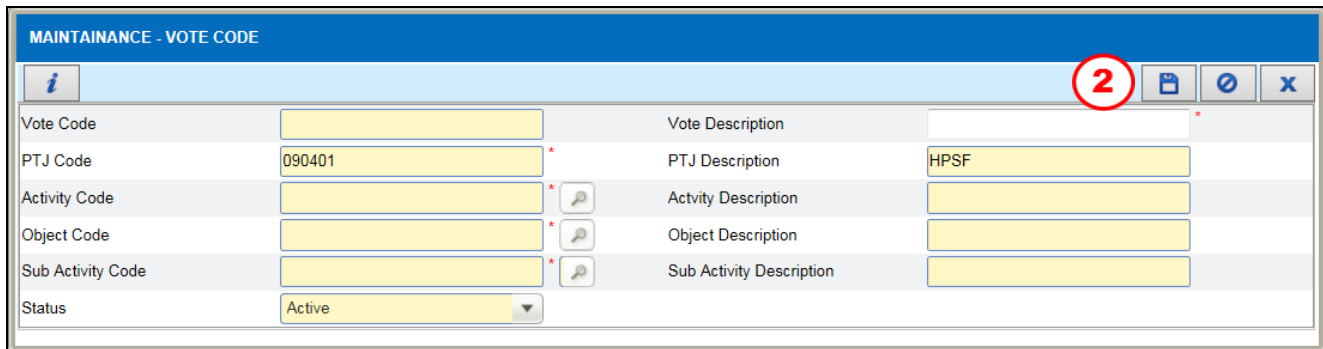
Vote Codes

Figure 3.16.2-1 Vote Code Listing Page

STEP 1



Click on the  button and the Maintenance-Vote Code screen will be displayed as Figure 3.16.2-2



MAINTAINANCE - VOTE CODE

Vote Code: [] Vote Description: []

PTJ Code: 090401 PTJ Description: HPSF

Activity Code: [] Activity Description: []

Object Code: [] Object Description: []

Sub Activity Code: [] Sub Activity Description: []

Status: Active

Figure 3.16.2-2 Maintenance - Vote Code

Note

Key in the details:

- Vote Description.
- Activity Code.
- Object Code.
- Sub Activity Code.

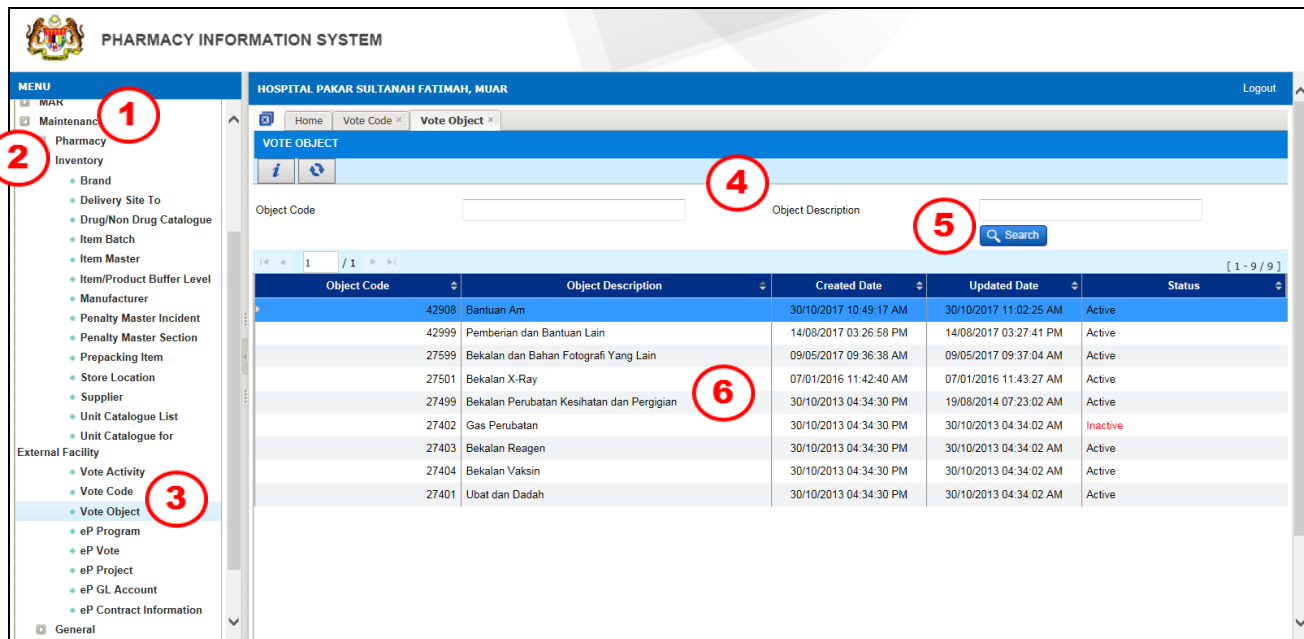
STEP 2



Click on the  button to save the transaction.

3.17 Vote Object

To view Vote Object record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

VOTE OBJECT

Object Code: Object Description:

Object Code	Object Description	Created Date	Updated Date	Status
42908	Bantuan Am	30/10/2017 10:49:17 AM	30/10/2017 11:02:25 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	14/08/2017 03:27:41 PM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	09/05/2017 09:37:04 AM	Active
27501	Bekalan X-Ray	07/01/2016 11:42:40 AM	07/01/2016 11:43:27 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	19/08/2014 07:23:02 AM	Active
27402	Gas Perubatan	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Inactive
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active

Figure 3.17-1 Vote Object Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'Vote Object'

STEP 4

To search for existing Vote Object record, you may search by criteria as follow:

- Object Code
- Object Description

STEP 5

Click on the  button after input criteria.

STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.17-2

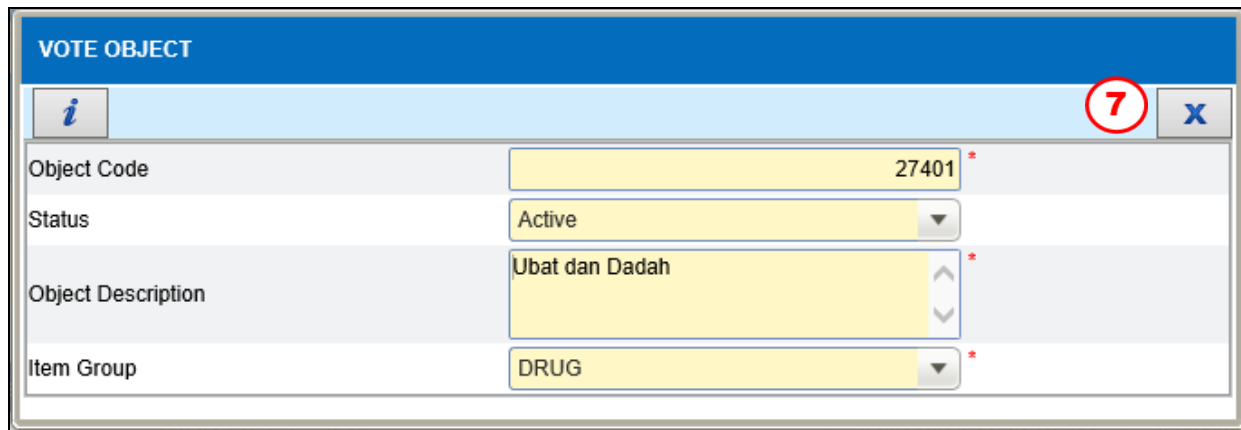


Figure 3.17-2 Vote Object

Note

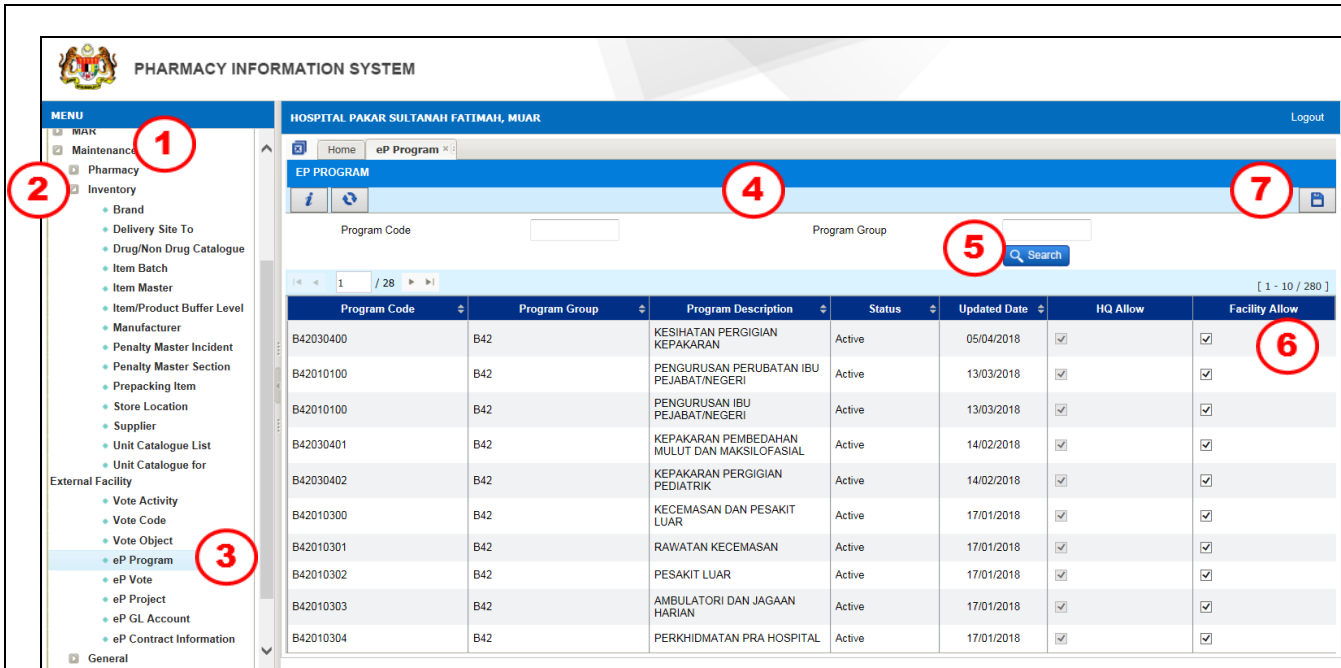
The Vote Object record is non-editable. Kindly contact HQ for any additional or modification of Vote Object data.

STEP 7

Click on the  button to return back to the Vote Object Listing Page

3.18 eP Program

To view and edit eP Program record, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home eP Program

EP PROGRAM

Program Code Program Group Search

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Program Code	Program Group	Program Description	Status	Updated Date	HQ Allow	Facility Allow
B42030400	B42	KESIHATAN PERGIGIAN KEPAKARAN	Active	05/04/2018	☒	☒
B42010100	B42	PENGURUSAN PERUBATAN IBU PEJABAT/NEGERI	Active	13/03/2018	☒	☒
B42010100	B42	PENGURUSAN IBU PEJABAT/NEGERI	Active	13/03/2018	☒	☒
B42030401	B42	KEPAKARAN PEMBEDAHAN MULUT DAN MAKSILOFASIAL	Active	14/02/2018	☒	☒
B42030402	B42	KEPAKARAN PERGIGIAN PEDIATRIK	Active	14/02/2018	☒	☒
B42010300	B42	KECEMASAN DAN PESAKIT LUAR	Active	17/01/2018	☒	☒
B42010301	B42	RAWATAN KECEMASAN	Active	17/01/2018	☒	☒
B42010302	B42	PESAKIT LUAR	Active	17/01/2018	☒	☒
B42010303	B42	AMBULATORI DAN JAGAAN HARIAN	Active	17/01/2018	☒	☒
B42010304	B42	PERKHIDMATAN PRA HOSPITAL	Active	17/01/2018	☒	☒

Figure 3.18-1 eP Program

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'eP Program'

STEP 4

To search for existing eP Program record, you may search by criteria as follow:

- Program Code
- Program Group

STEP 5

Click on the  button after input criteria.

STEP 6

Select Facility Allow ☒ checkbox

Note

User is allowed to select multiple record

STEP 7

Click on the  button to save the record

3.19 eP Vote

To view and edit eP Vote record, perform the steps below:

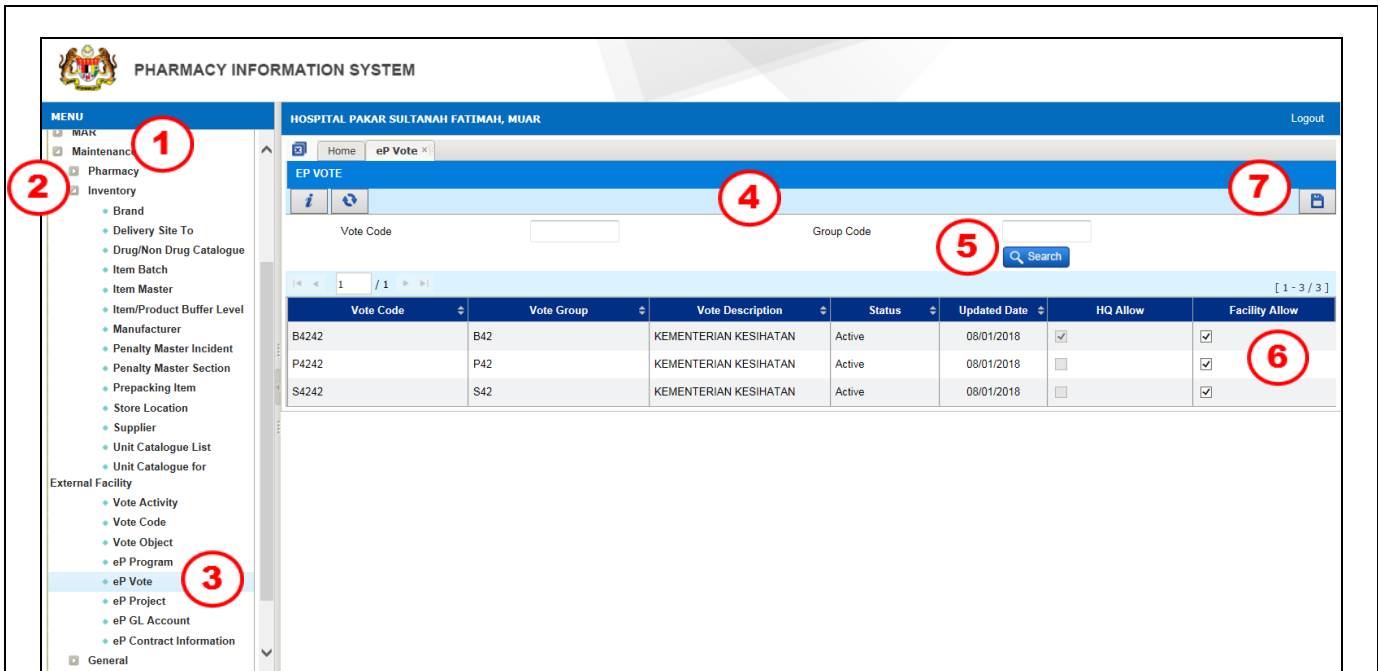


Figure 3.19-1 eP Vote Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'eP Vote'

STEP 4

To search for existing eP Vote record, you may search by criteria as follow:

- Vote Code
- Group Code

STEP 5

Click on the  button after input criteria.

STEP 6

Select Facility Allow ☒ checkbox

Note

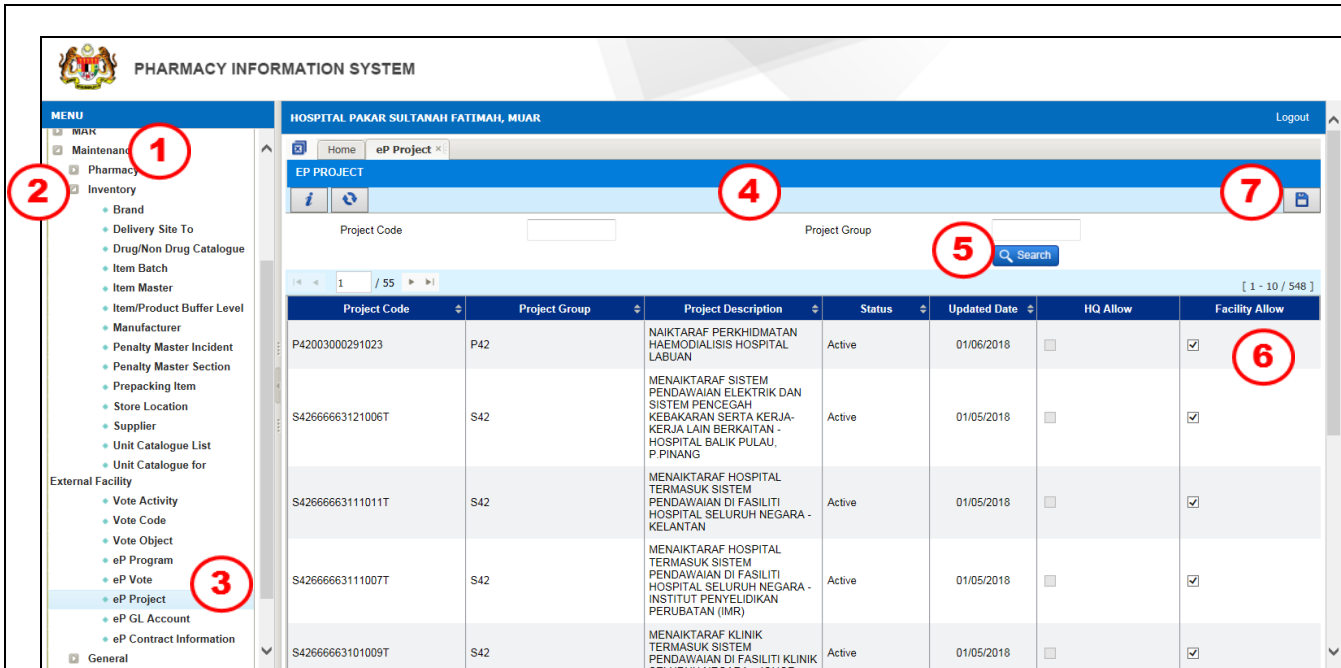
User is allowed to select multiple record

STEP 7

Click on the  button to save the record

3.20 eP Project

To view and edit eP Project record, perform the steps below:



Project Code	Project Group	Project Description	Status	Updated Date	HQ Allow	Facility Allow
P42003000291023	P42	NAIKTARAF PERKHIDMATAN HAEMODIALISIS HOSPITAL LABUAN	Active	01/06/2018	☐	☒
S42666663121006T	S42	MENAKTARAF SISTEM PENDAWAIAAN ELEKTRIK DAN SISTEM PENCEGAH KEBAKARAN SERTA KERJA-KERJA LAIN BERKAITAN - HOSPITAL BALIK PULAU, P. PINANG	Active	01/05/2018	☐	☒
S42666663111011T	S42	MENAKTARAF HOSPITAL TERMASUK SISTEM PENDAWAIAAN DI FASILITI HOSPITAL SELURUH NEGARA - KELANTAN	Active	01/05/2018	☐	☒
S42666663111007T	S42	MENAKTARAF HOSPITAL TERMASUK SISTEM PENDAWAIAAN DI FASILITI HOSPITAL SELURUH NEGARA - INSTITUT PENYELIDIKAN PERUBATAN (IMR)	Active	01/05/2018	☐	☒
S42666663101009T	S42	MENAKTARAF KLINIK TERMASUK SISTEM PENDAWAIAAN DI FASILITI KLINIK SELURUH NEGARA - JENGED	Active	01/05/2018	☐	☒

Figure 3.20-1 eP Project Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'eP Project'

STEP 4

To search for existing eP Project record, you may search by criteria as follow:

- Project Code
- Project Group

STEP 5

Click on the  button after input criteria.

STEP 6

Select Facility Allow ☒ checkbox

Note

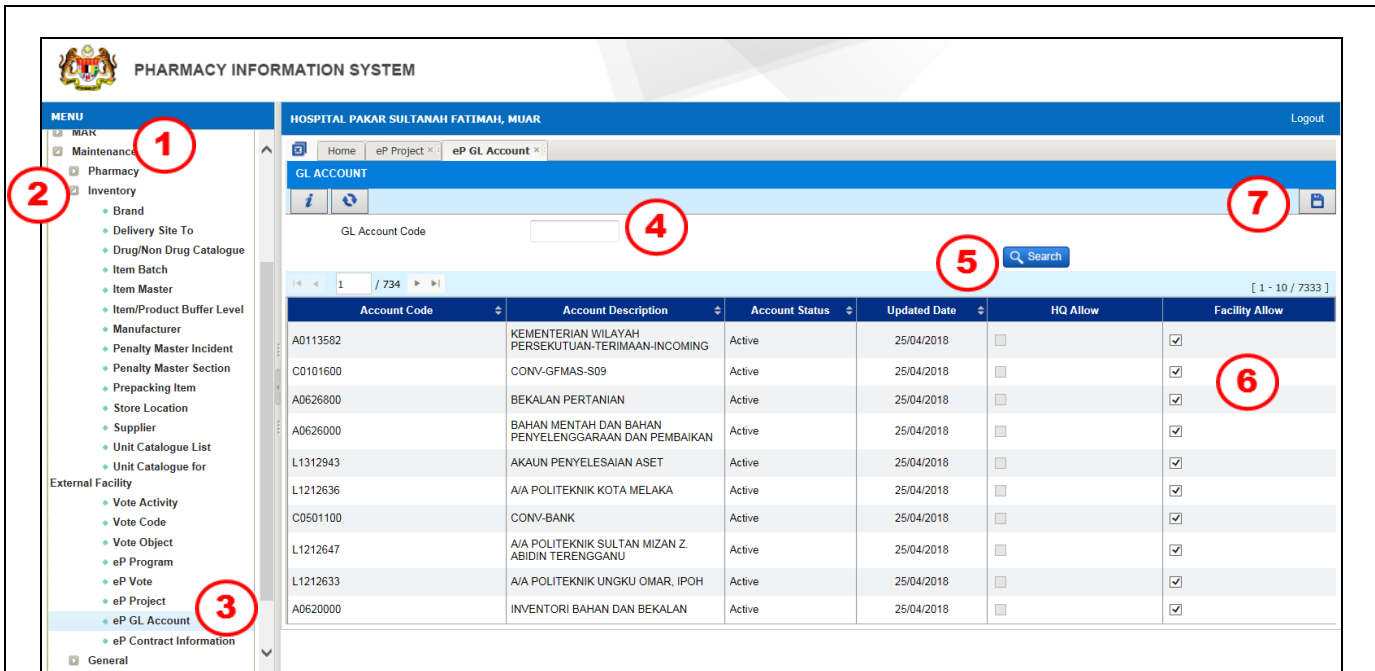
User is allowed to select multiple record

STEP 7

Click on the  button to save the record

3.21 eP GL Account

To view and edit eP GL Account record, perform the steps below:



Account Code	Account Description	Account Status	Updated Date	HQ Allow	Facility Allow
A0113582	KEMENTERIAN WILAYAH PERSEKUTUAN-TERIMAAN-INCOMING	Active	25/04/2018	☐	☒
C0101600	CONV-GFIMAS-S09	Active	25/04/2018	☐	☒
A0626800	BEKALAN PERTANIAN	Active	25/04/2018	☐	☒
A0626000	BAHAN MENTAH DAN BAHAN PENYELENGGARAAN DAN PEMBAIKAN	Active	25/04/2018	☐	☒
L1312943	AKAUN PENYELESAIAN ASET	Active	25/04/2018	☐	☒
L1212636	A/A POLITEKNIK KOTA MELAKA	Active	25/04/2018	☐	☒
C0501100	CONV-BANK	Active	25/04/2018	☐	☒
L1212647	A/A POLITEKNIK SULTAN MIZAN Z. ABIDIN TERENGGANU	Active	25/04/2018	☐	☒
L1212633	A/A POLITEKNIK UNGKU OMAR, IPOH	Active	25/04/2018	☐	☒
A0620000	INVENTORI BAHAN DAN BEKALAN	Active	25/04/2018	☐	☒

Figure 3.21-1 eP GL Account Listing Page

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'eP GL Account'

STEP 4

To search for existing eP GL Account record, you may search by GL Account Code

STEP 5

Click on the  button after input criteria.

STEP 6

Select Facility Allow ☒ checkbox

Note

User is allowed to select multiple record

STEP 7

Click on the  button to save the record

3.22 eP Contract Information

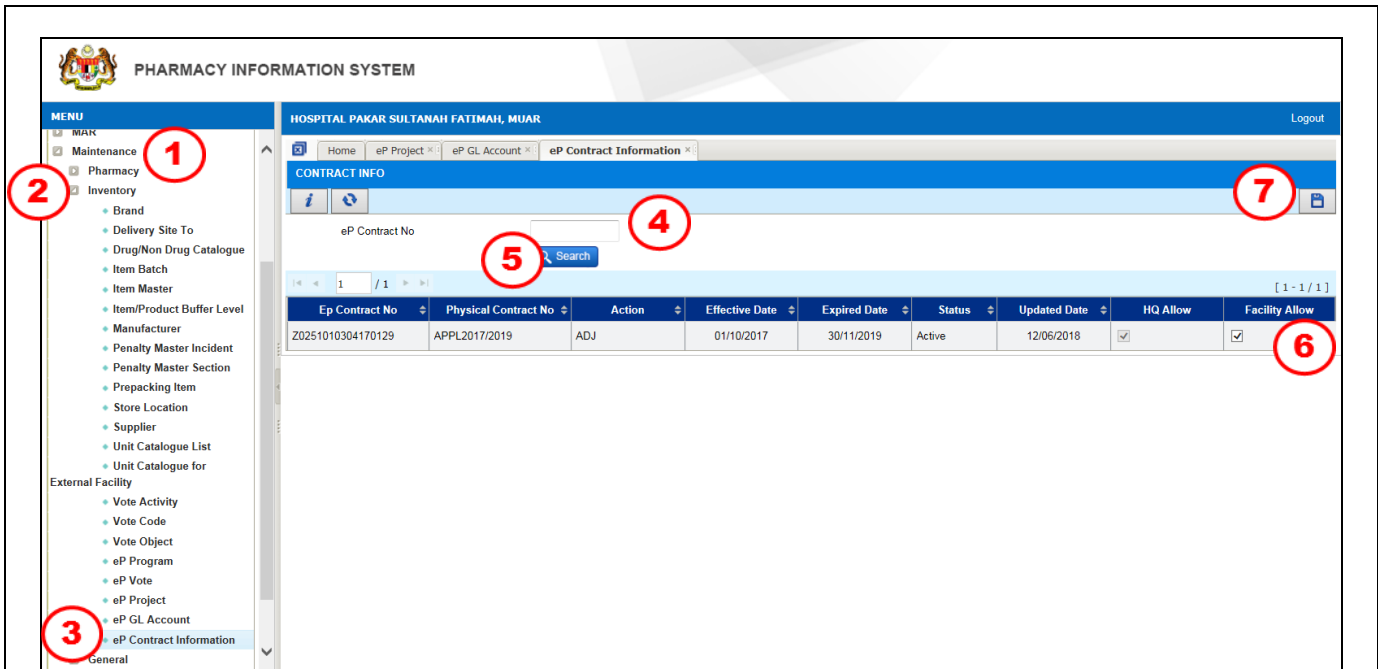


Figure 3.22-1 eP Contract Information

STEP 1

Go to 'Maintenance' menu

STEP 2

Click on 'Inventory'

STEP 3

Click on 'eP Contract Information'

STEP 4

To search for existing eP Contract Information, you may search by eP Contract No

STEP 5

Click on the  button after input criteria.

STEP 6

Select Facility Allow ☒ checkbox

Note

If there is more than 1 record, user allowed to select multiple record

STEP 7

Click on the  button to save the record

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order