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

User Manual Pharmacy Inventory Receive Item (Inter Facility)

Version	**: 10th EDITION**
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Application reference: PhIS & CPS v2.1 & v2.2

Table of Contents

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 twelve (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 Pharmacy Inventory – Receiving (External) sub-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:

*   New Receiving (Inter Facility) transaction
*   Receiving (Inter Facility) Approval

1.3 Organised Sections

These are the sections within this document:

*   Section 1 : Introduction
*   Section 2 : Application Standard Features
*   Section 3 : Receive Item(Inter Facility)
*   Section 4 : Acronyms
*   Section 5: Links to Inventory Modules

2.0   Application Standard Features

2.1 PhIS Legend

LOGIN	Login to PhIS	**Logout**	Logout from PhIS
Change Password	Change Login Password	C	Reset Login Screen
+	Expand Menu	−	Collapse Menu
Home	Display Home Tab	▶	Expand Module
◢	Collapse Module	✕	Close All Open Tabs
↻	Refresh Screen	**Q Search**	Search Record
+	Add/Create New Record	i	Show Help
🖶	Print	*	Mandatory Field
📅	Calendar Icon	🔍	Search Icon
X	Close Window	◯	Radio Button
☐	Checkbox	✎	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	**Export to Excel**	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	**🗑 Delete**	Delete Item from the list
Request	Request for Approval	**Cancel Request**	Cancel the Request
👍 Approve	Approve Transaction	**👎 Reject**	Reject Transaction
Send for Approval	Send for Approval	▼	Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
Return Item Receiving	**13**
Manual Receiving	**16**

3.0   Receiving Inter Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

This module is intended for Storekeeper and Pharmacists at the Pharmacy Store (subject to user assigned by the facility).

Functional Diagram
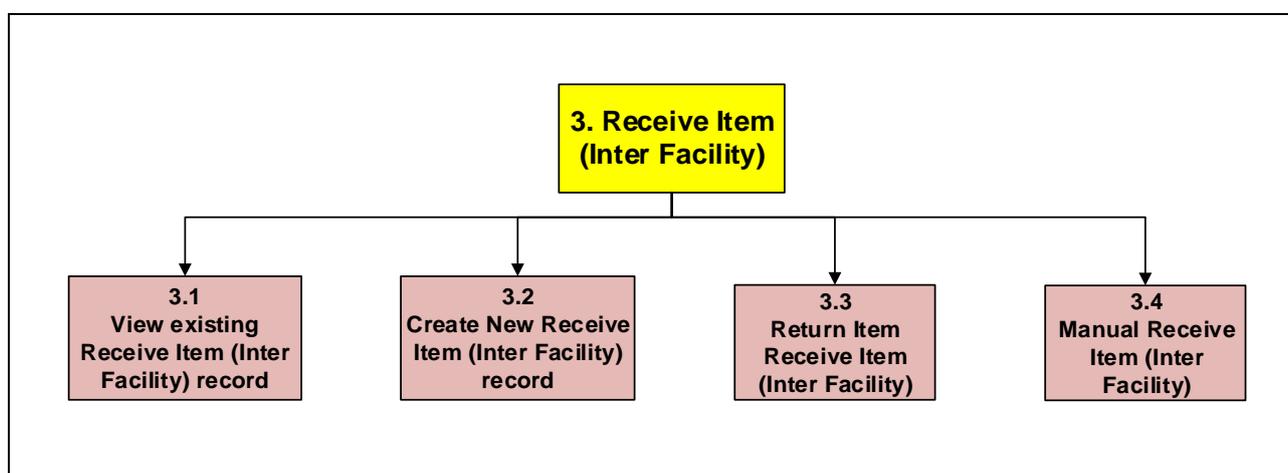
Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record
To view existing Receiving Item (Inter Facility) record, perform the steps below:
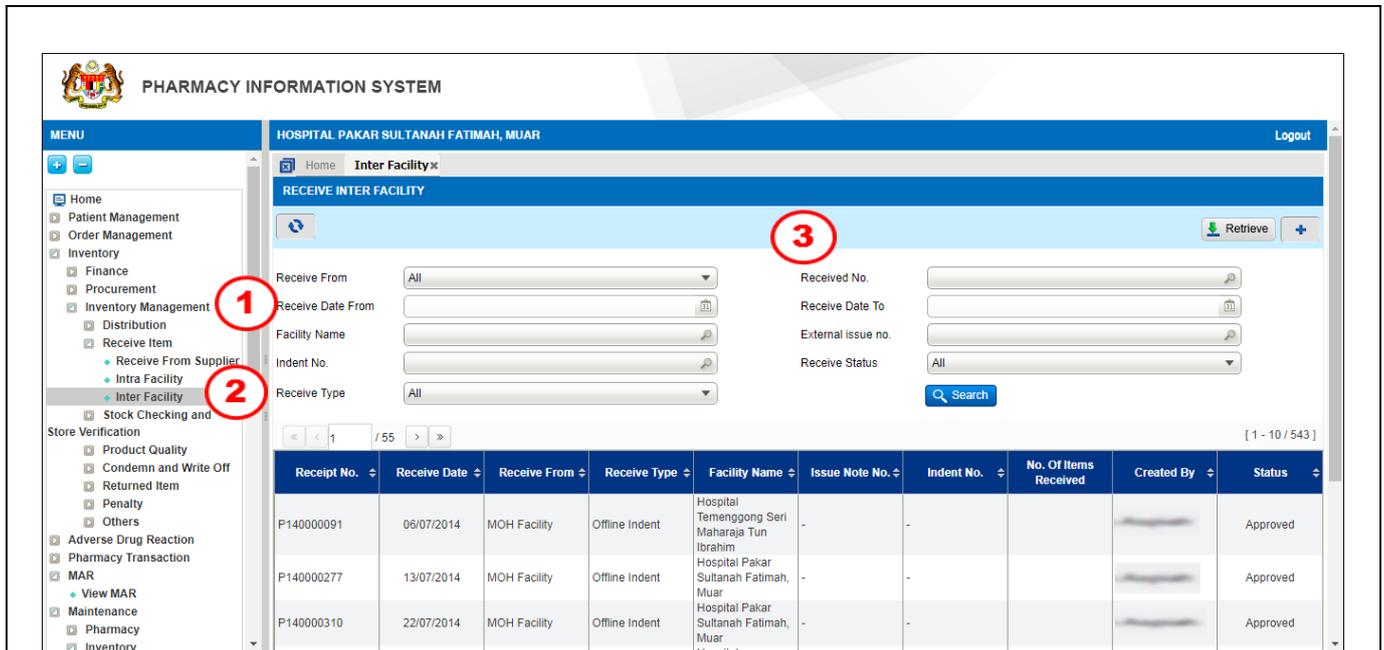
Figure 3.1-1 Inter Facility Listing Page

This screen will display all the existing receive inter facility transaction(s).

STEP 1
Click on 'Inventory' menu and click on 'Inventory Management' sub menu

STEP 2
Click on 'Receive Item' and follow by 'Inter Facility'

STEP 3
To search for existing Receiving Inter Facility transaction, user may search by criteria as follow:

	No Field	Description	Remark
a	Receive From	To select receiving from which type of facility: - All - MOH Facility - Other Ministries / Government Agencies - Others	Filter and search existing records based on the Receive From
b	Receipt No	Search for Receipt No.	Display existing Receipt No. based on the previous receiving record
c	Receive Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013
d	Receive Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013

e	Facility Name	Filter and search for facility by enter Facility Name or/and State	Filter and search existing records based on the Facility Name
f	External Issue No.	Search External Issue No.	Filter and search existing records based on External Issue No.
g	Indent No.	Search for Indent No.	Filter and search existing records based on Indent No.
h	Receive Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status

Table 3.1-1

Figure 3.1-2 Inter Facility Listing Page

STEP 4
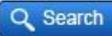
Click on the [Q Search] button after input the criteria.

Note
The result display will be based on the entered criteria as shown in Figure 3.1-2

STEP 5
After double click on the selected record and the details will be displayed as shown in Figure 3.1-3

INTER FACILITY

Goods Receive Note X

INTER FACILITY INFORMATION

Received No.	P160007772	Created Date	31/07/2016
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Permai Tampoi	Facility Code	11-01020020
Receive Type	Indent	Issue Note Date	
Indent No.	R16019665	Status	Approved
Item Group		Item Sub Class	
Indent Date	27/07/2016 09:52:06 AM	Remarks	
Receipt Amount (RM)	474	Reject Reason	
Issue No.	M02PS001-0038031	UOM	○ SKU ● PKU

INTER FACILITY ITEM LIST

1 / 1   [1 - 1 / 1]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity (SKU)	Pending Quantity (PKU)	Average Unit Price(RM)	Total Amount(RM)
02.3501.05.141 T	Risperidone 2 mg Tablet	2748746	30/11/2019	6,000 (tablet)	100	Pack of 100 tab (Pack of 10x10's)	60.00 (pck)	6,000 (tablet)	60.00 (pck)	0 (tablet)	0.00 (pck)	0.0789	473.40

Figure 3.1-3 Inter Facility

3.2 Retrieve Receive Item (Inter Facility) record

To retrieve new, Receive Item (Inter Facility) record, perform step below:

Figure 3.2-1 Notification Online Issue Request Received

This function is used for receiving an item that had been requested via External Indent by requester and done at the main store between facilities that using PhIS. User will receive the transaction with status 'Open' after retrieve.

STEP 1

Click on the [2] notification button for ***Online Issue Request Received***

Note
Alert massage screen will be displayed as Figure 3.2-2.
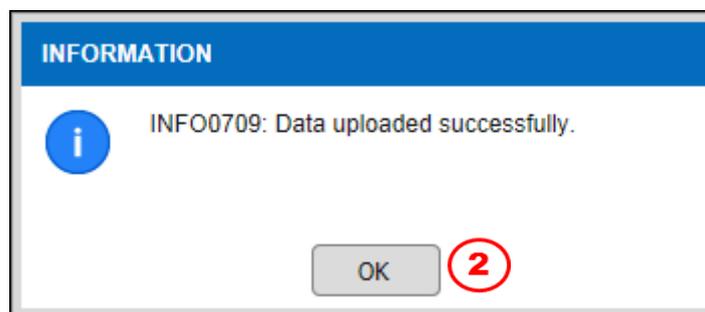
Figure 3.2-2 Alert Massage

STEP 2

Click on the [OK] button to close the alert massage

Note
External issue information will be uploaded into the Inter Facility Listing Page screen as Figure 3.2-3.

Figure 3.2-3 Newly Retrieved Receiving Inter Facility Record

STEP 3
Double click on the information and Receiving Details screen will be displayed as Figure 3.2-5

Note
Data will automatically appear for the transaction that comes from issuing transaction made by the requesting unit from the other facility.

Figure 3.2-5 Inter Facility

STEP 4

Click on the **Confirm** button to confirm the transaction.

Note

- **Received No.** *will be generated automatically for future reference. E.g.: P140000359*

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1

- *User is allowed to cancel the request by click on the* [⊘] *button and user allowed to close the record by click on the* [X] *button.*

- *User can click on* [✔ Confirm] *button to proceed with receiving.*

- *User is allowed to reject the request by click on the* [🏷 Reject] *button and user must key in reject reason before click the button.*

- *User cannot partially receive/reject the record. Once reject, the whole receiving/issue transaction will be rejected.*

- *if user confirm the reject, all field will be disabled.*
    - *Receiving status will be updated to 'Rejected'*
    - *Rejected item status will be updated to 'Closed'*
    - *Indent status will be updated to 'Closed' if all item is closed*

- *System will display an alert message as displayed in Figure 3.2-6*

- *Message Information as displayed in Figure 3.2-7 will be displayed once user click on the 'Yes' button in Figure 3.2-6*
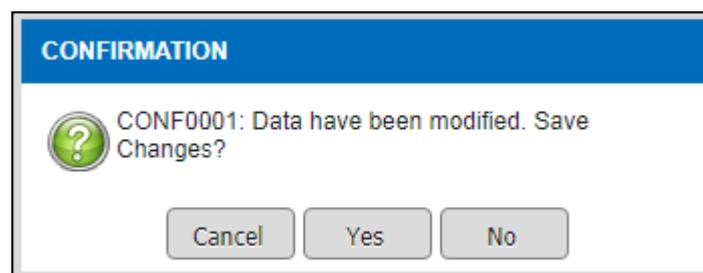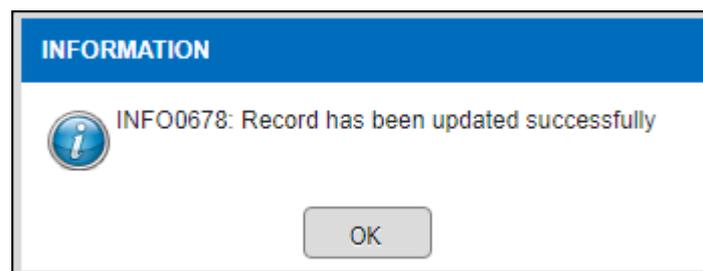

Figure 3.2-6 Alert Message

Figure 3.2-7 Alert Message

Figure 3.2-8 View/Print Report

STEP 5

Click on the [Goods Receive Note] to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

GOODS RECEIVED NOTE

RECEIVING UNIT : Hospital Pakar Sultanah Fatimah, Muar

RECEIPT NO. : P190002301

RECEIVE TYPE : Indent

DATE CREATED : 07/08/2019

RECEIVE FROM FACILITY : Hospital Segamat

ISSUE NOTE NO : M02PS001-0085284

RECEIVE DATE : 07/08/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	01.3050.02	Dinoprostone (Prostagladine E2) 3mg Vaginal Tablet	171008A	31/12/2019	3	pck	108.87	326.61
							TOTAL :	326.61

DISEDIAKAN OLEH :

....

(Tandatangan Pegawal Stor)

Nama : ███████████████

Jawatan : Pegawai Farmasi UF48

Jabatan : Pharmacy

Tarikh : 07/08/2019

Printed Date : 07/08/2019   Printed By : ███████████████   Unit Name : STOR FARMASI   Source : PhIS

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Figure 3.2-9 Good Receive Note Report

3.3 Return Item Receiving

To perform Return Item Receiving (Inter Facility) record, perform step below:

Figure 3.3-1 Task List

This function is used for receiving an item that had been return inter indent via External Indent by requester and done at the main store between facilities that using PhIS. User will receive the transaction with status 'Open' after retrieve.

STEP 1

Click on the [2] notification button for ***Online Return Inter Facility Received***

Note
Receive Inter Facility will be displayed as shown in Figure 3.3-2

Figure 3.3-2 Receive Inter Facility

STEP 2

Click on [Retrieve] button

Note
Data will be uploaded into the list with 'Receive Type' = 'Returned Item' and status = 'Open'.

STEP 3
Double-click on the record

Note
Inter facility information will be display as shown in Figure 3.3-3.

Figure 3.3-3 Inter Facility Return Item

STEP 4

Click on button to save the return item

Note

*   *Once save the record status will change to 'Approve'*

*   *User able to print report by click on* *button*

Figure 3.3-4 Inter Facility Return Item

STEP 5

Click on the to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA

HOSPITAL KUALA LUMPUR

GOODS RECEIVED NOTE

RECEIVING UNIT : HOSPITAL KUALA LUMPUR

RECEIPT NO. : P160003769	**RECEIVE TYPE** : Return Item	**DATE CREATED** : 23/11/2016
RECEIVE FROM FACILITY : Klinik Kesihatan Greentown	**ISSUE NOTE NO** : M02PS001-0004260	**RECEIVE DATE** : 12/10/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	J01FA10011P4001XX.01	Azithromycin 500mg Inj	G150057	31/01/2017	200	vial	6.43	1,286.00
							TOTAL :	1,286.00

DISEDIAKAN OLEH :

....

(Tandatangan Pegawai Stor)

Nama :

Jawatan : Pegawai Farmasi UF48

Jabatan : Pharmacy

Tarikh : 23/11/2016

Printed Date : 12/10/2019   **Printed By :**   **Unit Name :** Farmasi Logistik   **Source : PhIS**

Page 1 of 1

Figure 3.3.5 Good Receive Note

Figure 3.4-1 Receive Inter Facility

3.4 Manual Receive

To perform Manual Receive (Inter Facility) record, perform steps below:

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', followed by click 'Receive Item', then 'Inter Facility'

STEP 2

Click on the [+] button to create new record

Note

Receive item screen will be displayed as shown in the Figure 3.3-2.

Figure 3.4-2 New Receive Inter Information

STEP 3
Select *Receive From*
- MOH Facility
- Others Ministries/Government Agencies
- Others

STEP 4

Click on the 🔍 to search *Facility Name*

Note
- *List of Facility will be displayed as per Figure 3.4-3.*

Search Facility Name			X
Facility Name		Facility Code	
State			Search 🔄

« ‹ 1 / 356 › »   [1 - 10 / 3560]

Facility Name ⬍	Facility Code ⬍	State ⬍
Cawangan Farmasi Logistik Negeri Sabah	140301	Sabah
Cawangan Farmasi Logistik Negeri Sarawak	154600	Sarawak
Cawangan Pengurusan Farmasi Logistik A&P	CPFL-ANP	Selangor
Hospital Alor Gajah	11-04010006	Melaka
Hospital Ampang	11-10020022	Selangor
Hospital Bahagia Ulu Kinta	11-08050025	Perak
Hospital Balik Pulau	11-07010010	Pulau Pinang
Hospital Baling	11-02010014	Kedah
Hospital Banting	11-10050014	Selangor
Hospital Batu Gajah	11-08050012	Perak

Figure 3.4-3 List of Facility

STEP 5
Select *Receive Type*

STEP 6
Select *Item Group*
- DRUG
- NON DRUG

STEP 7

Click on the ➕ Add Item button to add an item

ADD ITEM			⑮
i			💾 ⊘ X

Item Description	🔍 ⑧	Item Code	⑪
Packaging Description	⑨	Expiry Date	📅
Brand Name	🔍	Batch No	⑫
Quantity Available in SKU	0 ⑩	Receiving Quantity (PKU)	⑬
Unit Price in PKU		Order Quantity	0 ⑭
Amount	0.00	Conversion Factor	0
SKU			

Figure 3.4-4 Add Item

STEP 8

Click on the 🔍 to search *Item Description*

Note

- *List of **Product** will be displayed as per Figure 3.4-5.*

Product Search				X
Item Description		Item Code		

[1 - 10 / 2585]

Item Description	Item Code	Packaging Description	Item Type
2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose FNB9768	03.3062.06.255T	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose FNB9768	03.3062.06.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose FNB9778	03.3062.08.255T	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose FNB9778	03.3062.08.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose (CAPD18, 2562511)	B05DB00908H2503b.01	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose FNB9798	03.3062.10.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose FNB9798	03.3062.10.255T	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 1.5% Dextrose (CAPD 2, 2191511)	B05DB00908H2501d.01	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose FNB9878	03.3062.13.830H	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose (CAPD 3, 2195511)	B05DB00908H2503d.01	bag of 2.5L	Contract

Figure 3.4-5 List of Product

STEP 9
Enter the *Brand Name* to receive

STEP 10
Enter the *Unit Price in PKU*

STEP 11
Enter the *Expiry Date*

STEP 12
Enter the *Batch No*

STEP 13
Enter *Receiving Quantity (PKU)*

STEP 14
Enter *Order Quantity*

STEP 15
Click on the 💾 button to save the Add Item

Note
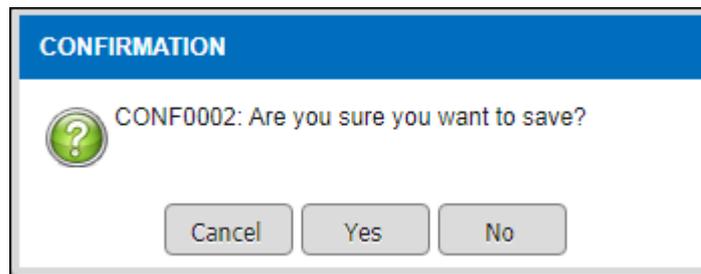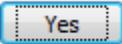*After saving record, alert message will be displayed as per Figure 3.4-6.*

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel   Yes   No

Figure 3.4-6 Save Record Alert Message

- *Click on the* Yes *button.*

INFORMATION

INFO0679: Record has been saved successfully

OK
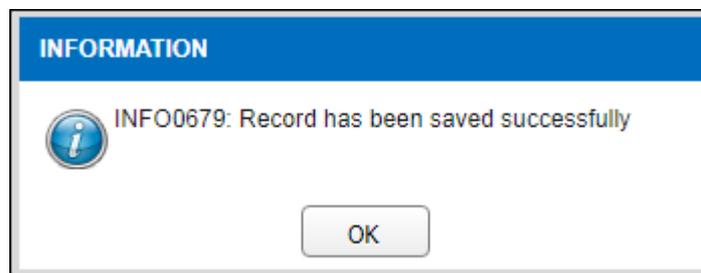
Figure 3.4-7 Alert Message

INTER FACILITY

(16)

INTER FACILITY INFORMATION

Received No.		Created Date	07/10/2019
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Alor Gajah	Facility Code	11-04010006
Receive Type	Offline Indent	Issue Note Date	
Indent No.		Status	Open
Item Group	DRUG	Item Sub Class	
Indent Date		Remarks	
Receipt Amount (RM)	240	Reject Reason	
Issue No.		UOM	○ SKU ◉ PKU

INTER FACILITY ITEM LIST

🗑 Delete Item   ➕ Add Item

[1 - 1 / 1]

	Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
☐	N04BB01110 C1001XX.01	Amantadine HCl 100mg Capsule	Box of 100 cap	20,000 (capsule)	200 (box)	20,000	PK-MERZ	P9832	01/02/2021	1.20	240.00

Figure 3.4-8 Receive Inter Facility

STEP 16

Click on the 💾 button to save the record

Note

- *User able to delete the item list by click on* 🗑 Delete Item *button.*

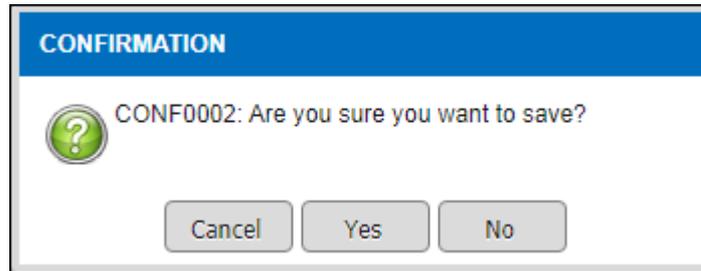- *After saving record, alert message will be displayed as per Figure 3.4-9 & Figure 3.4-10*
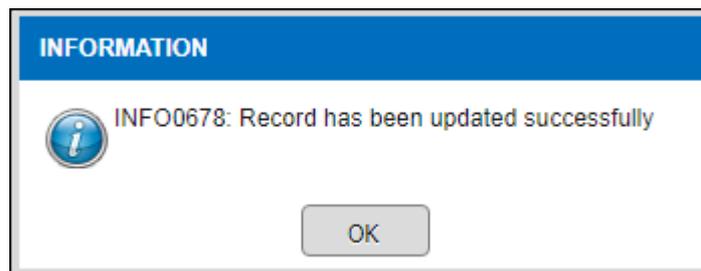
Figure 3.4-9 Save Record Alert Message

Figure 3.4-10 Save Record Alert Message

Figure 3.4-11 Inter Facility

STEP 17

Click on the [Send for Approval] button to send the Indent transaction to HOD for approval or click on the [Cancel Request] to cancel the request

Note

- *Click on the* [Yes] *button to send the record for Approval. An alert message will be displayed, and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.*

- *If user clicks on the* [No] *button or* [Cancel] *button, there will be no changes applied and the screen will return to the receive item screen.*
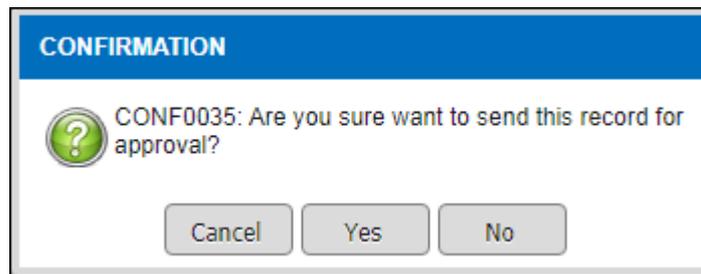
Figure 3.4-12 Send for Approval Record Alert Message

- *Click on the* [OK] *button to confirm the request to be sent for approval.*

Figure 3.4-13 Alert Message

Figure 3.4-14 Inter Facility Approve

STEP 18

Click on the [👍 Approve] . button to approve the receive inter facility record and the ***Status*** will be 'Approved'

Note

- *Click on the* [Yes] *button in Figure 3.4-15 followed by the* [OK] *button in Figure 3.4-16.*

CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Cancel | Yes | No
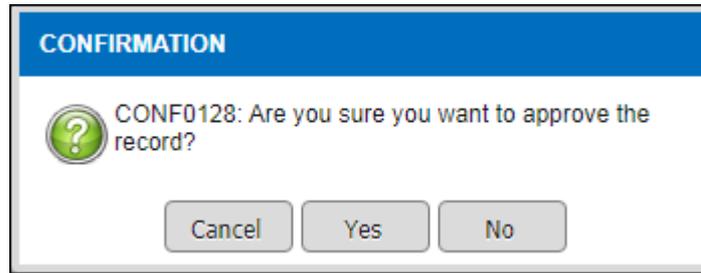
Figure 3.4-15 Approve Record Alert Message

INFORMATION

INFO0720: Record Approved successfuly.

OK
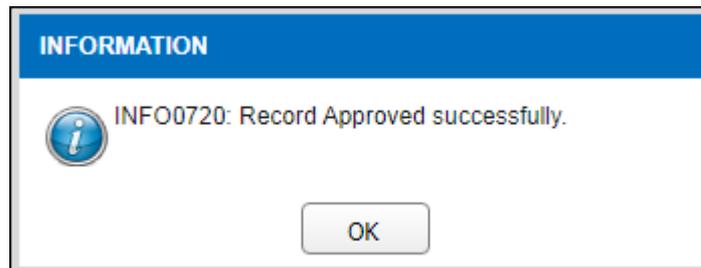
Figure 3.4-16 Approve Record Alert Message

- *If user clicks on the* No *button, there will be no changes applied and the screen will return to the receive item screen.*

- Click on the Reject *button to reject the Indent record and the status will be 'Rejected'*

- ***Reject Reason*** *is mandatory to be entered to reject the Indent transaction*

- *After the indent transaction is approved,* Goods Receive Note *button will be enabled.*

- *If the Receive Item is rejected, receive item* **Status** *will be 'Close'.*

INTER FACILITY

(19) Goods Receive Note | X

INTER FACILITY INFORMATION

Received No.	P190002326	Created Date	07/10/2019
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Ampang	Facility Code	11-10020022
Receive Type	Offline Indent	Issue Note Date	
Indent No.		Status	Approved
Item Group	DRUG	Item Sub Class	
Indent Date		Remarks	
Receipt Amount (RM)	33.6	Reject Reason	
Issue No.		UOM	○ SKU ● PKU

INTER FACILITY ITEM LIST

1 / 1											[1 - 1 / 1]

☐	Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
☐	N06AX22000 T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

Figure 3.4-17 Inter Facility

STEP 19

Click on the [🖶 Goods Receive Note] button to print receive item detail

Note
- *Goods received note will be displayed as per Figure 3.4-18*
- *The report will be in PDF format. The user is allowed to view/save/print the report.*

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

GOODS RECEIVED NOTE

RECEIVING UNIT	: Hospital Pakar Sultanah Fatimah, Muar					
RECEIPT NO.	: P190002326	RECEIVE TYPE	: Offline Indent	DATE CREATED	: 07/10/2019	
RECEIVE FROM FACILITY	: Hospital Ampang	ISSUE NOTE NO	:	RECEIVE DATE	: 07/10/2019	

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	N06AX22000T1001XX.01	Agomelatine 25mg Tab	F3312	24/09/2020	28	tablet	1.2	33.60
						TOTAL :		33.60

DISEDIAKAN OLEH :

....
(Tandatangan Pegawai Stor)

Nama	:	
Jawatan	: Pegawai Perubatan Pakar
Jabatan	: General Surgery
Tarikh	: 07/10/2019

Printed Date : 07/10/2019   Printed By :   Unit Name :   STOR FARMASI   Source : PhIS
Page 1 of 1

Figure 3.4-18 Good Received Note

4.0   Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
UOM	Unit Of Measurement
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit

5.0 Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here