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

User Manual
Pharmacy Inventory
Receive Item (Inter Facility)

Version	**: 12th Edition**
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Application reference: PhIS & CPS v2.5.1

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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services 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		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	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.*

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

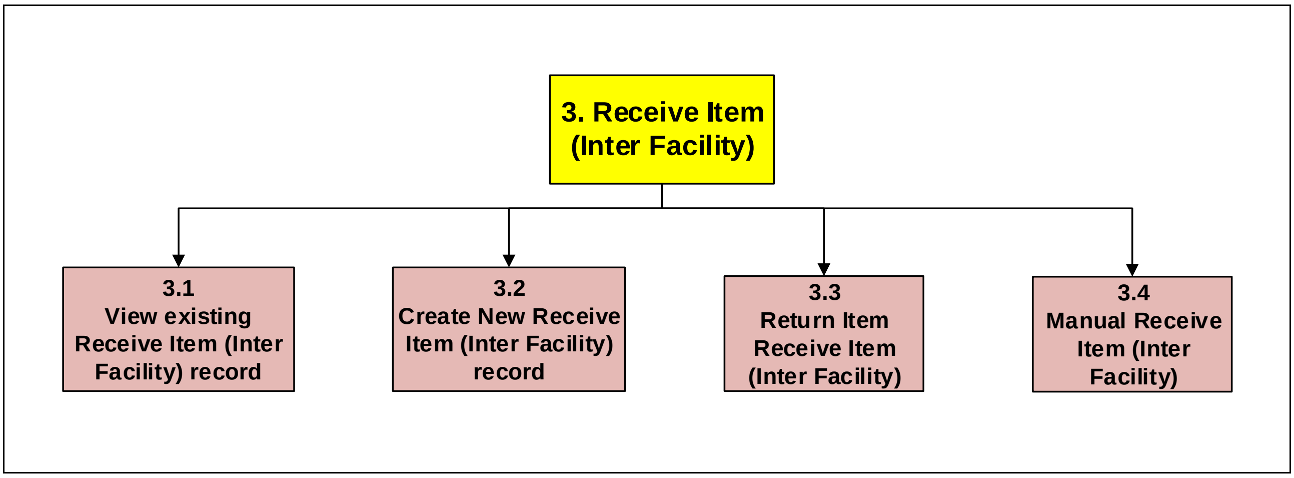


Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

To view existing Receiving Item (Inter Facility) record, perform the steps below:

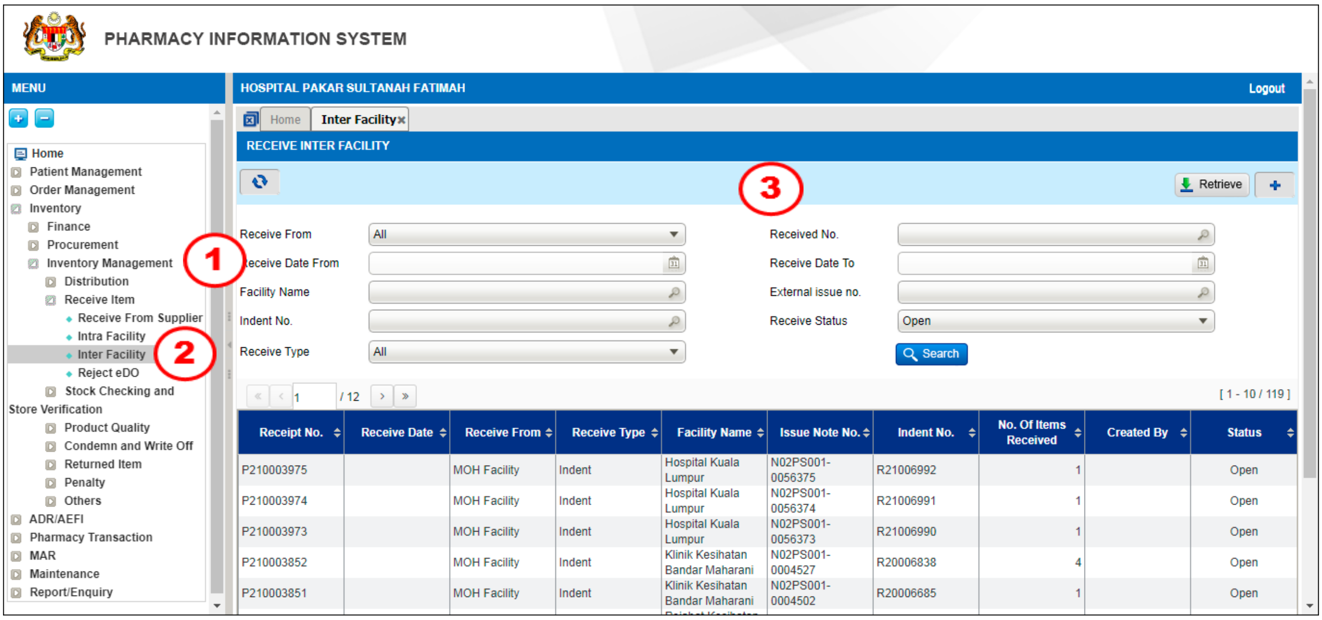


Figure 3.1-1 Inter Facility Listing Page

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

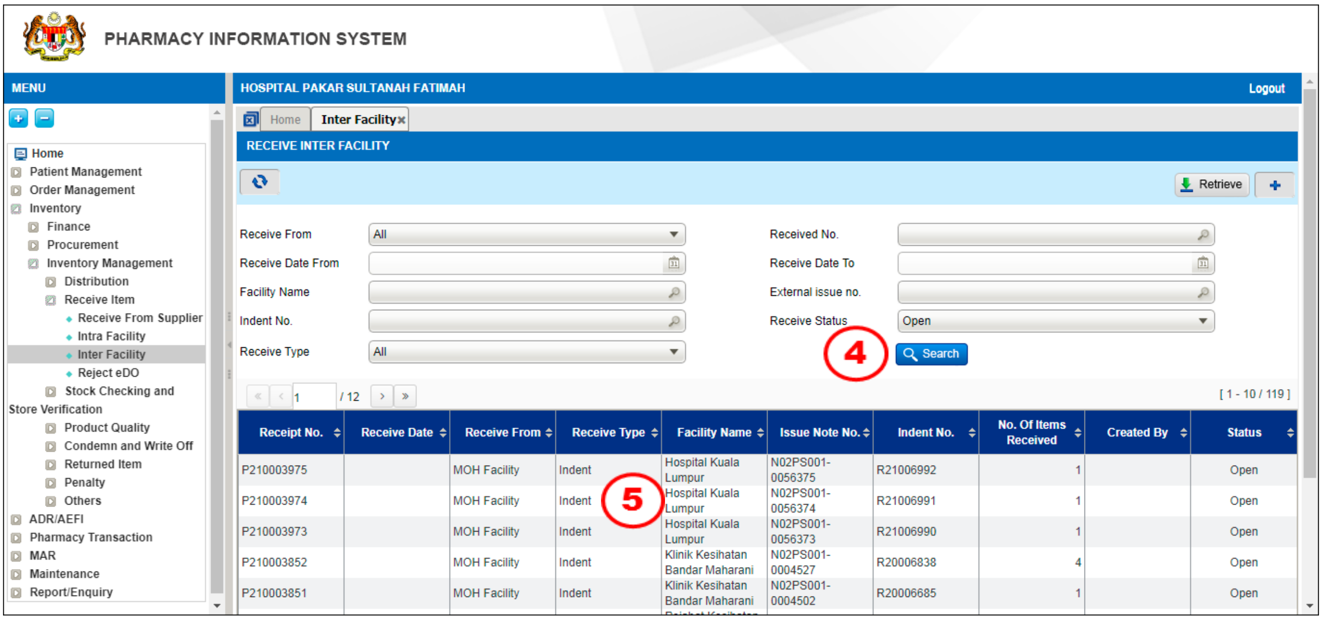


Figure 3.1-2 Inter Facility Listing Page

STEP 4

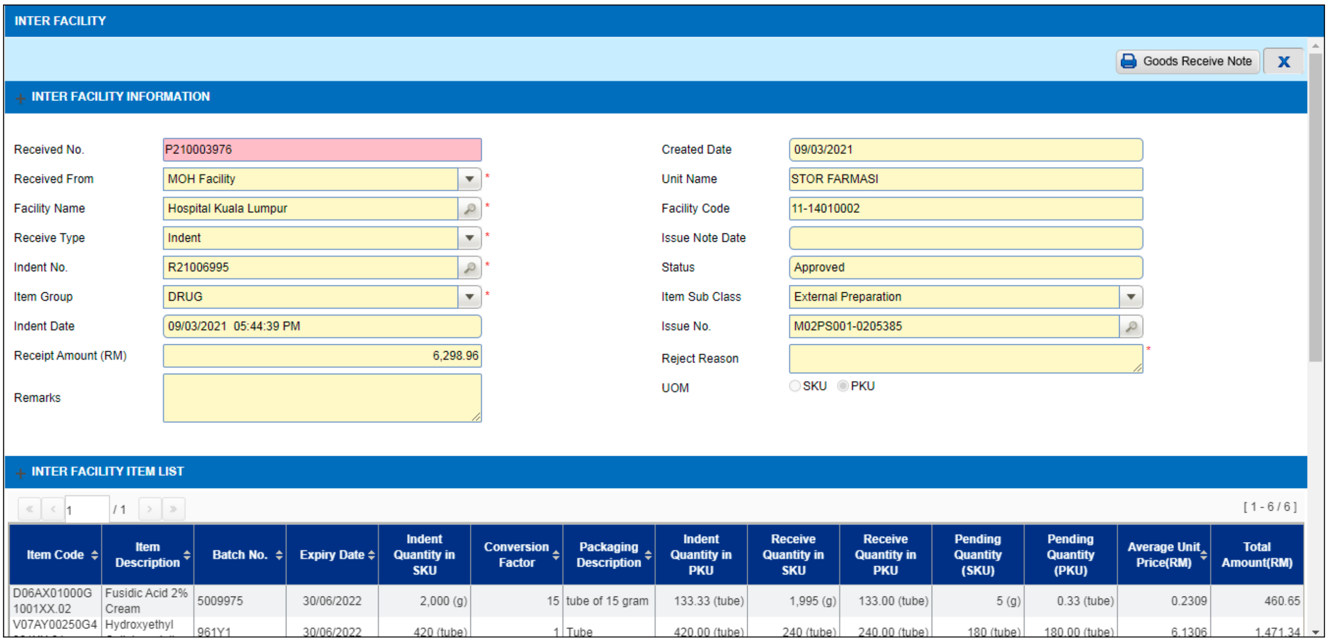
Click on the  button after input the criteria.

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



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)
D06AX01000G 1001XX.02	Fusidic Acid 2% Cream	5009975	30/06/2022	2,000 (g)	15	tube of 15 gram	133.33 (tube)	1,995 (g)	133.00 (tube)	5 (g)	0.33 (tube)	0.2309	460.65
V07AY00250G4	Hydroxyethyl	961Y1	30/06/2022	420 (tube)	1	Tube	420.00 (tube)	240 (tube)	240.00 (tube)	180 (tube)	180.00 (tube)	6.1306	1,471.34

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:

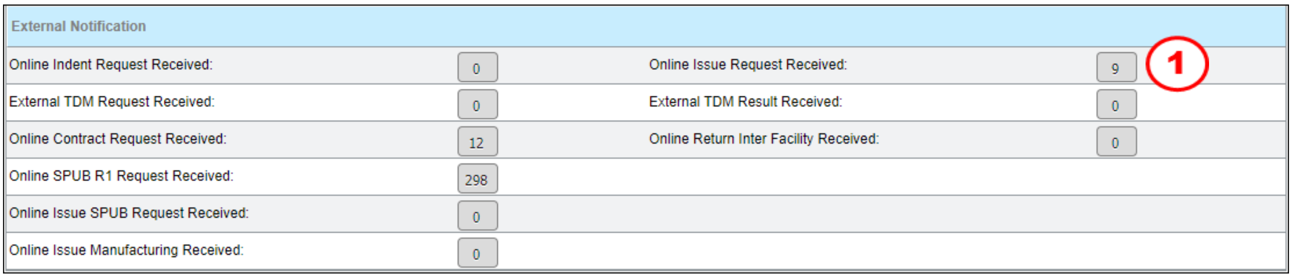


Figure 3.2-1 Notification Online Issue Request Received

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 9 notification button for ***Online Issue Request Received***

Note

Receive Inter Facility screen will be displayed as Figure 3.2-2.

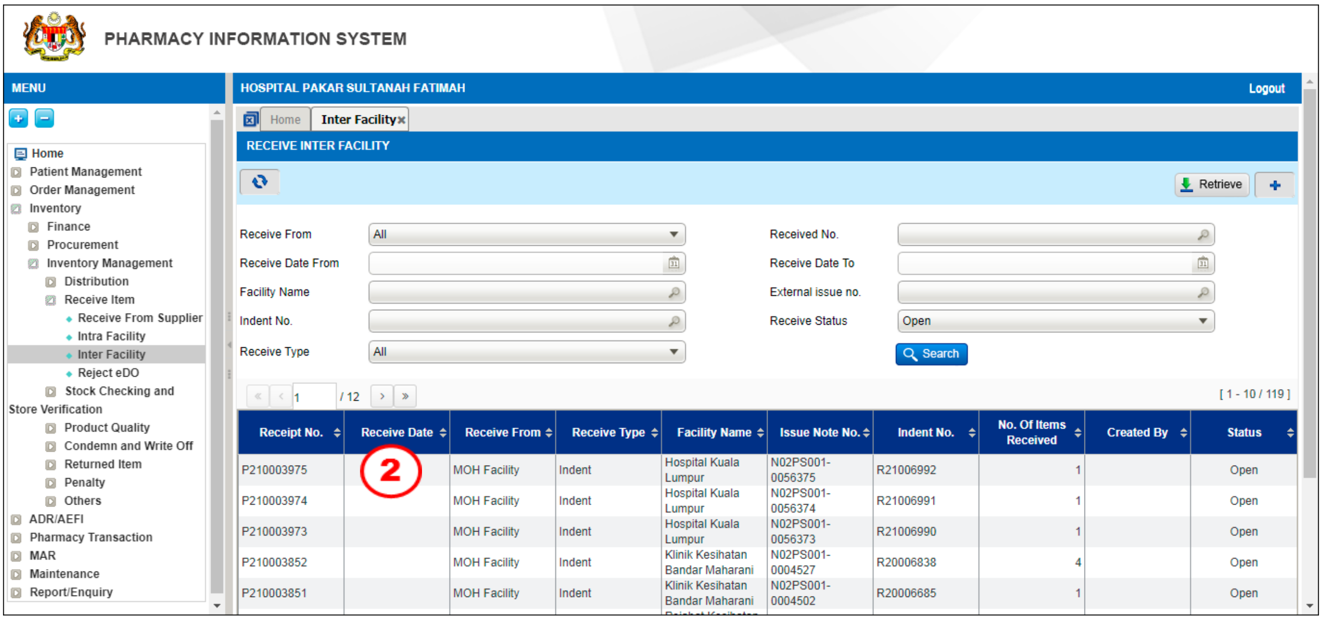


Figure 3.2-2 Newly Retrieved Receiving Inter Facility Record

STEP 2

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

Note

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

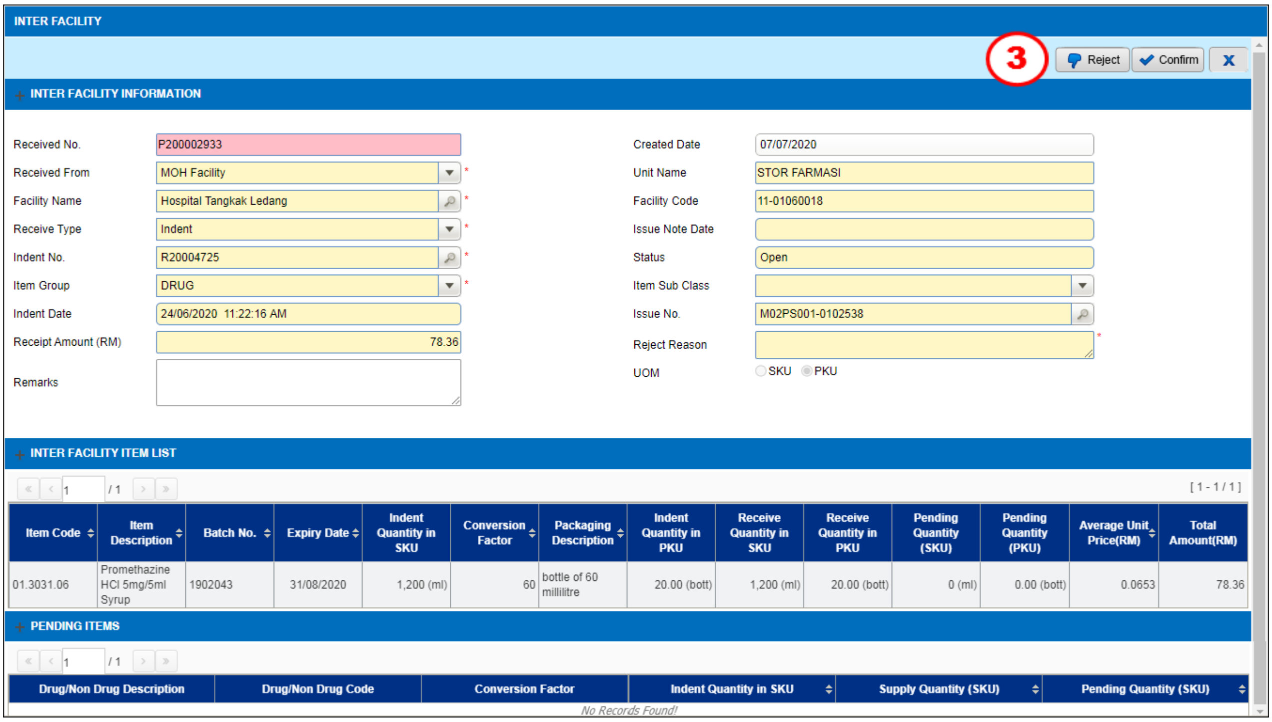


Figure 3.2-3 Inter Facility

STEP 3

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 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 clicking 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*

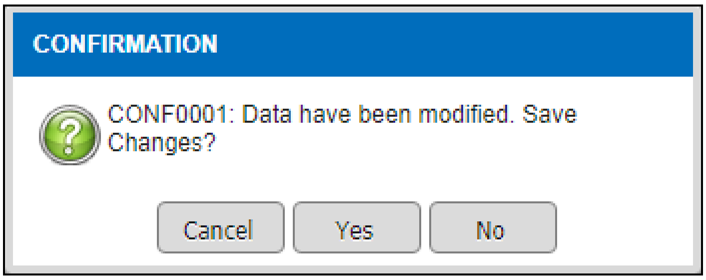


Figure 3.2-6 Alert Message

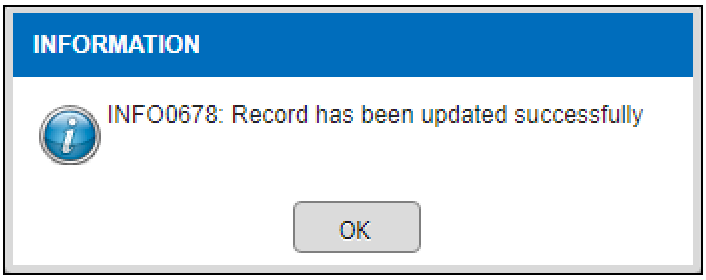


Figure 3.2-7 Alert Message

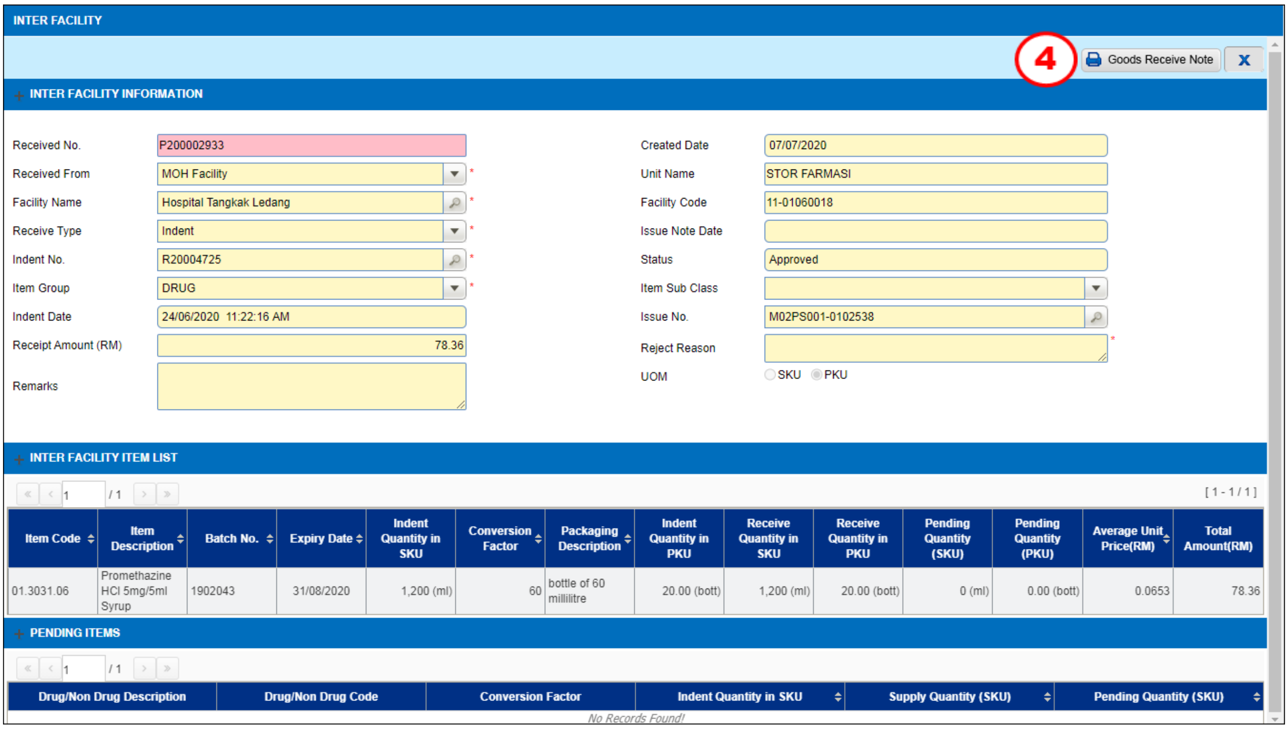


Figure 3.2-8 View/Print Report

STEP 4

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

KEMENTERIAN KESIHATAN MALAYSIA

Hosp. Pakar Sultanah Fatimah

GOODS RECEIVED NOTE

RECEIVING UNIT : Hosp. Pakar Sultanah Fatimah

RECEIPT NO. : P200002933 | **RECEIVE TYPE** : Indent | **DATE CREATED** : 21/10/2020

RECEIVE FROM FACILITY : Hospital Tangkak Ledang | **ISSUE NOTE NO** : N02PS001-0007547 | **RECEIVE DATE** : 21/10/2020

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	PKU	UNIT PRICE(RM)	AMOUNT(RM)
1	01.3031.06	Promethazine HCl 5mg/5ml Syrup	1902043	31/08/2020	20	bottle	3.92	78.40
							TOTAL :	78.40

DISEDIAKAN OLEH :

....

(Tandatangan Pegawai Stor)

Nama : [redacted]

Jawatan : Pegawai Farmasi UF48

Jabatan : Pharmacy

Tarikh : 21/10/2020

Printed Date : 21/10/2020 **Printed By :** [redacted] **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:

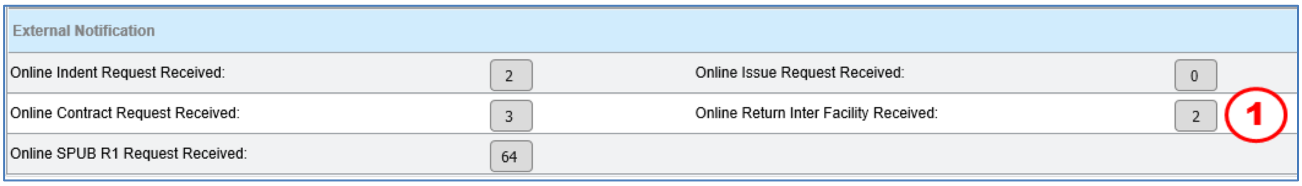

Figure 3.3-1 Task List

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

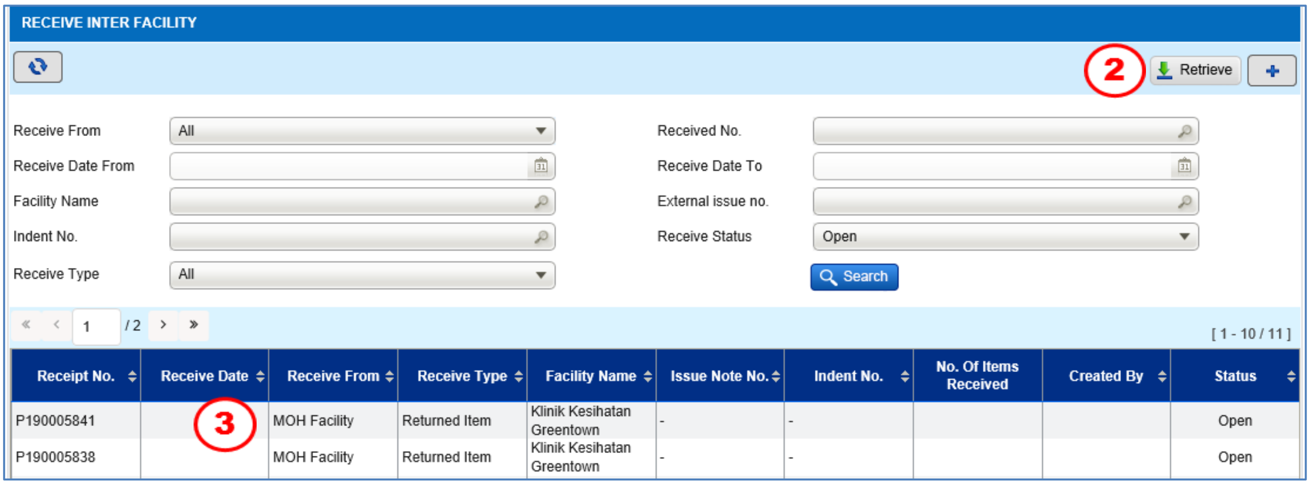

Figure 3.3-2 Receive Inter Facility

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.

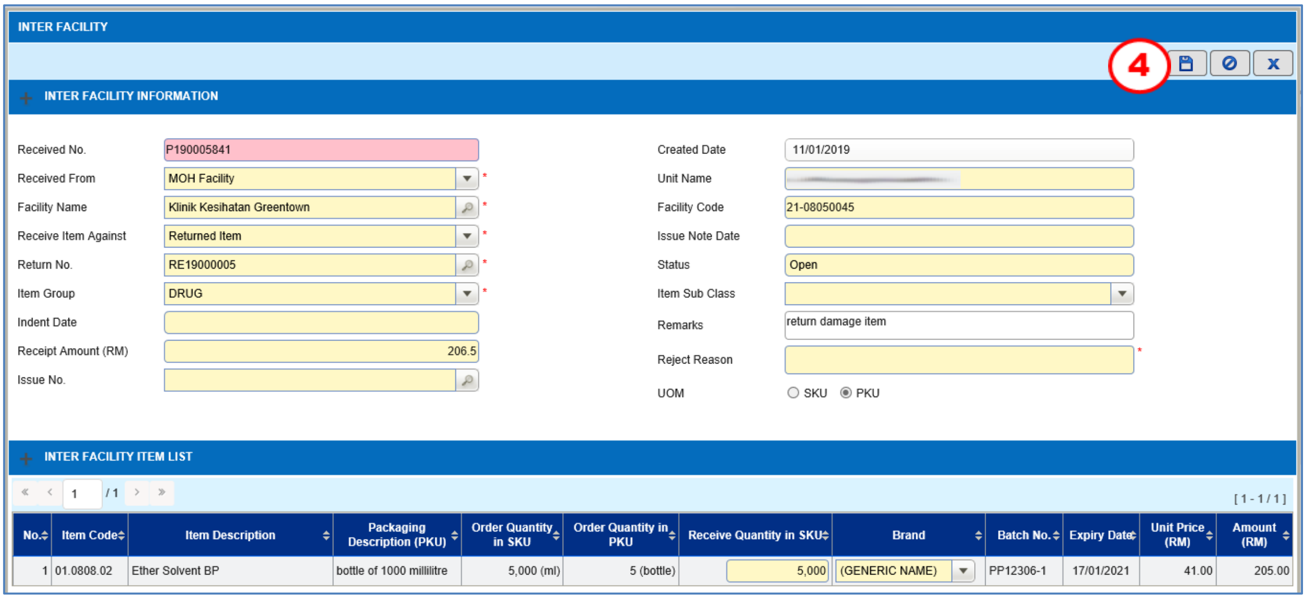

Figure 3.3-3 Inter Facility Return Item

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* Goods Receive Note *button*

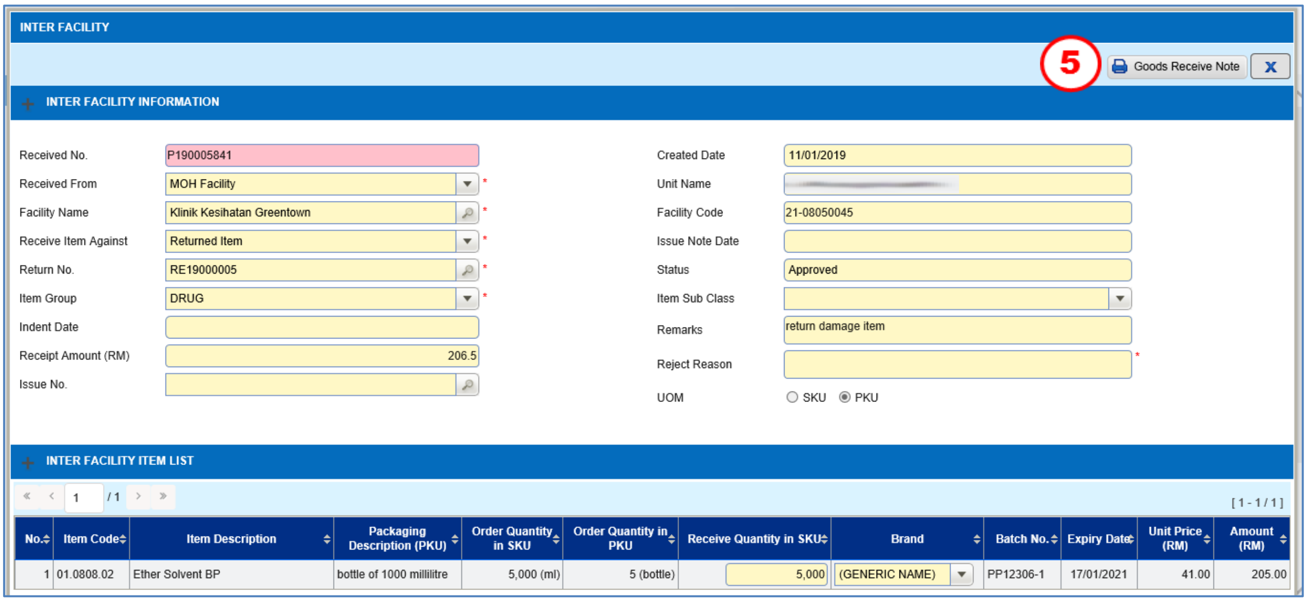

Figure 3.3-4 Inter Facility Return Item

STEP 5

Click on the Goods Receive Note 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 Pegawal 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**

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Figure 3.3.5 Good Receive Note

3.4 Manual Receive

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

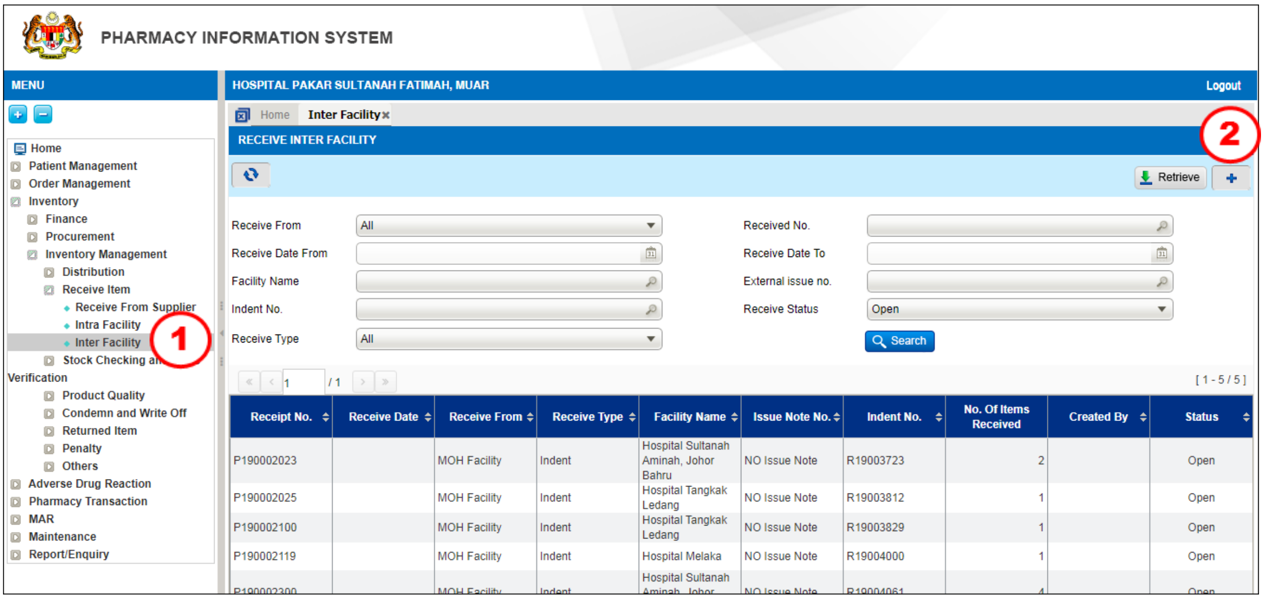


Figure 3.4-1 Receive Inter Facility

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.

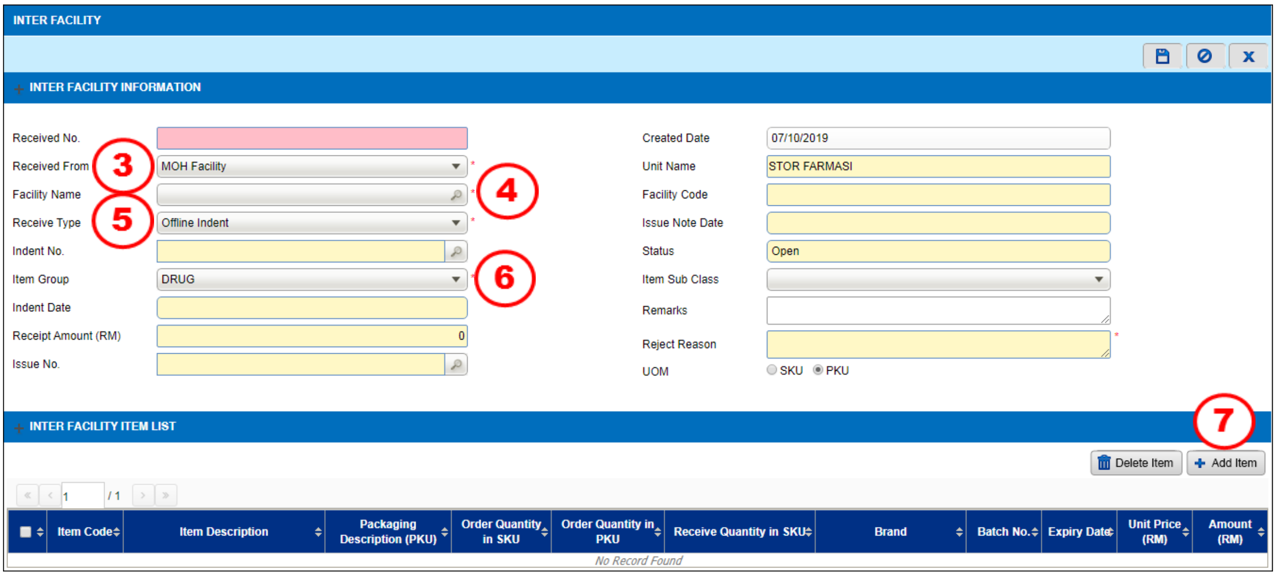
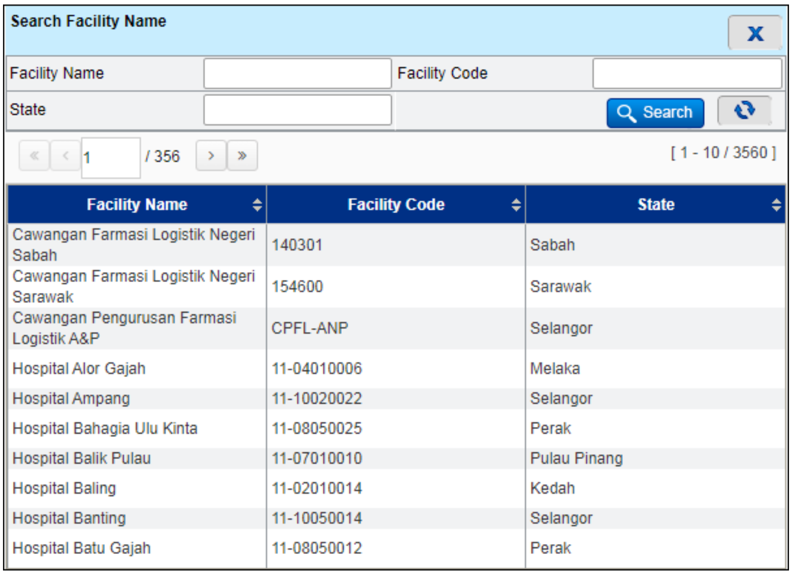


Figure 3.4-2 New Receive Inter Information

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

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

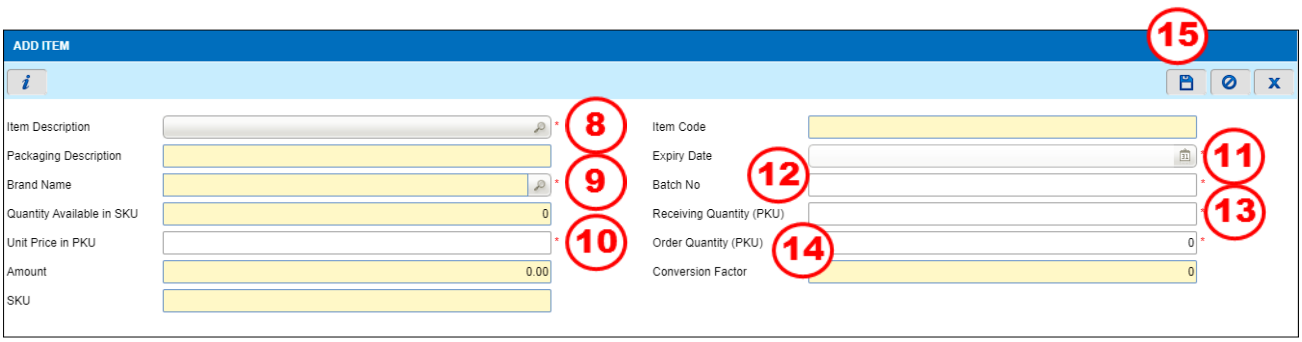


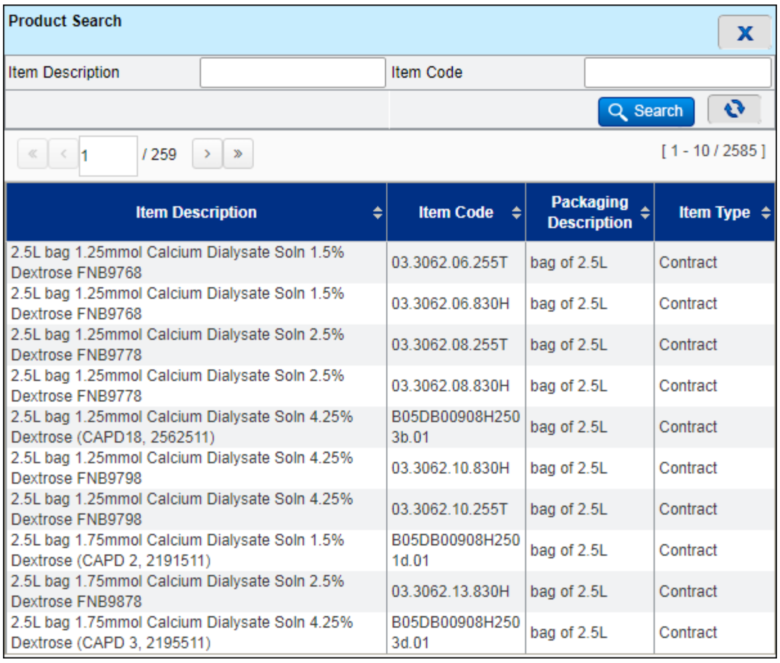
Figure 3.4-4 Add Item

STEP 8

Click on the to search ***Item Description***

Note

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



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)	B05DB00908H250 3b.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)	B05DB00908H250 1d.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)	B05DB00908H250 3d.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 (PKU)***

Note
UOM for Order Quantity at Add Item screen will be displayed based on selected UOM.

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.

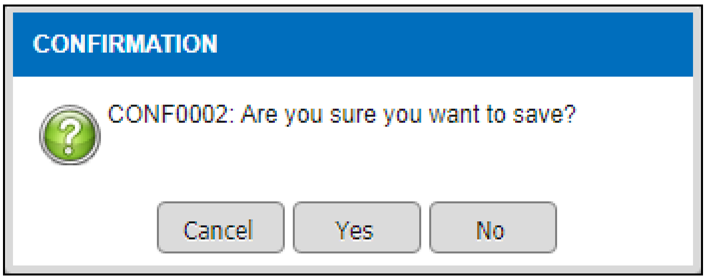


Figure 3.4-6 Save Record Alert Message

- *Click on the* Yes *button.*

Figure 3.4-7 Alert Message

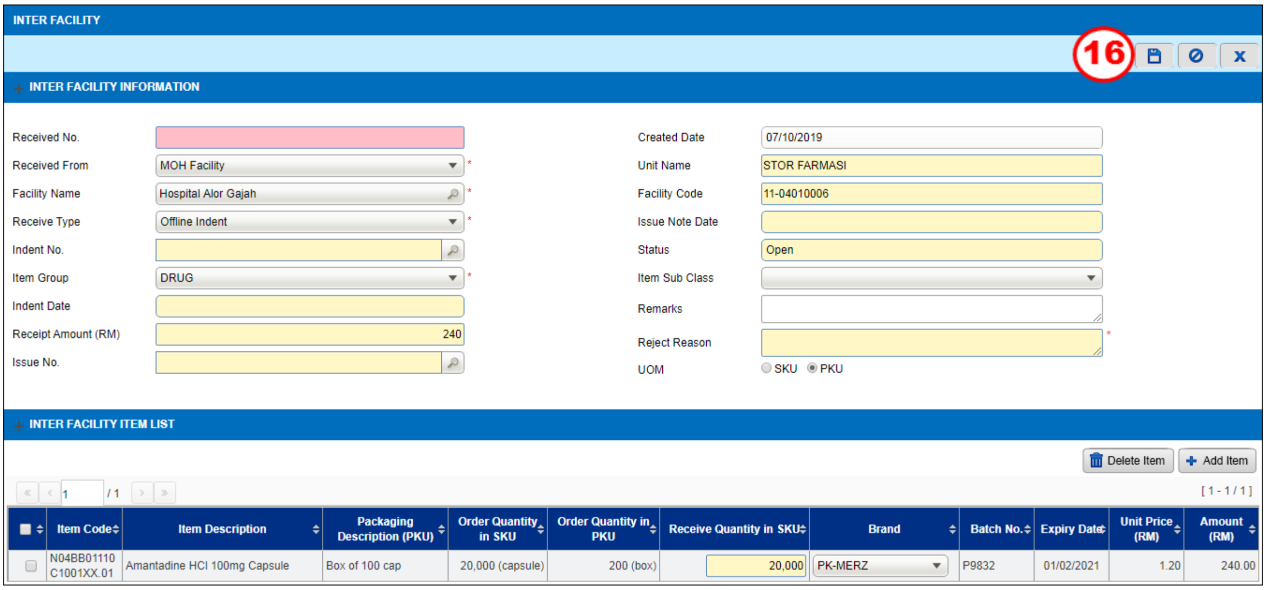


Figure 3.4-8 Receive Inter Facility

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*

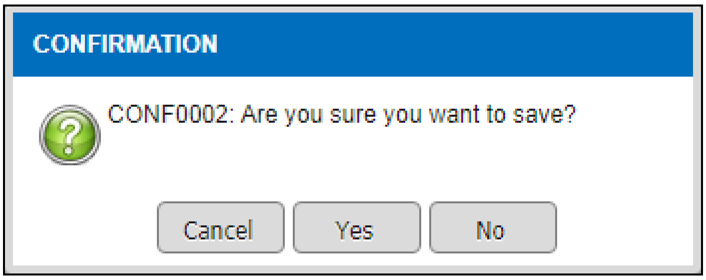


Figure 3.4-9 Save Record Alert Message

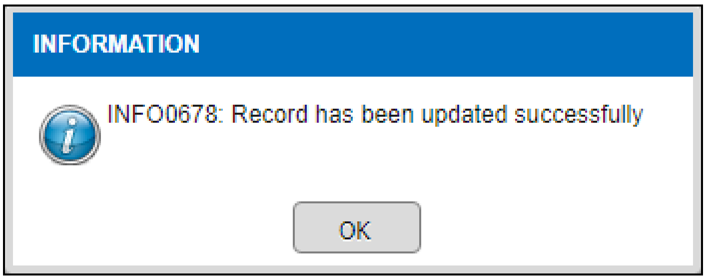


Figure 3.4-10 Save Record Alert Message

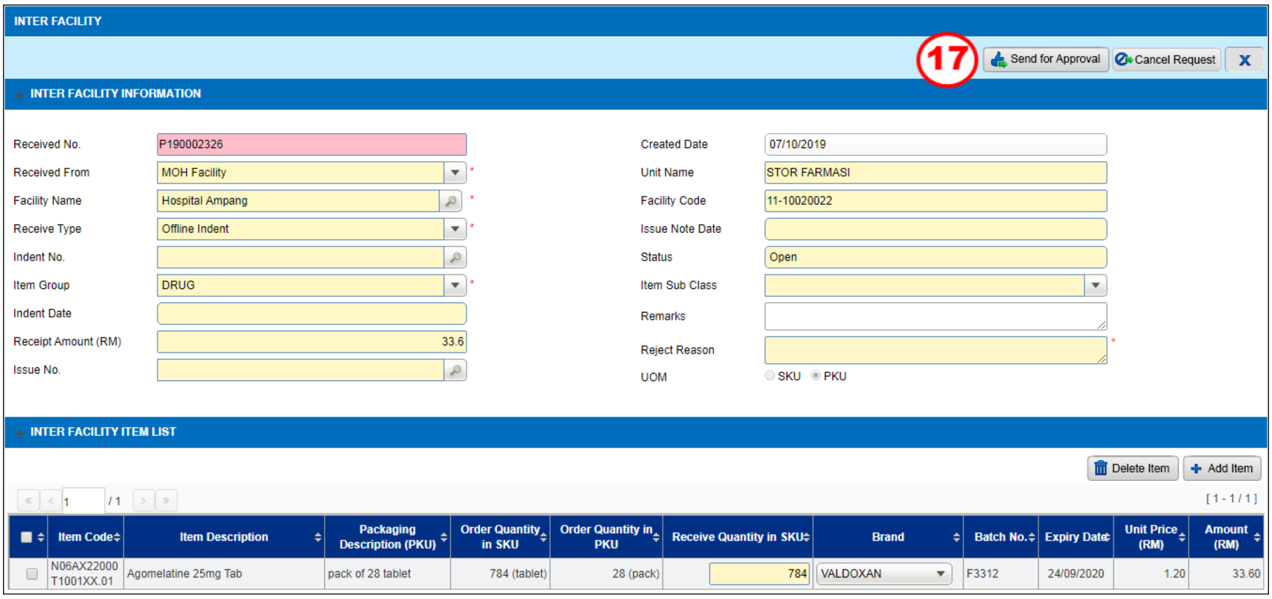


Figure 3.4-11 Inter Facility

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.*

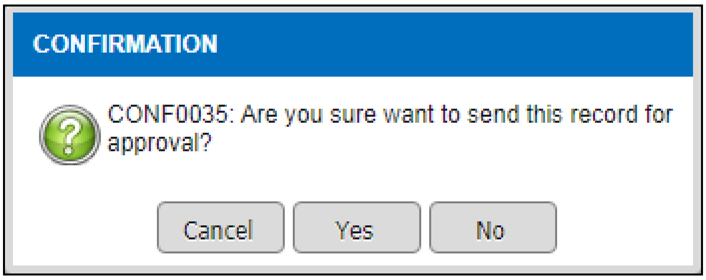


Figure 3.4-12 Send for Approval Record Alert Message

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

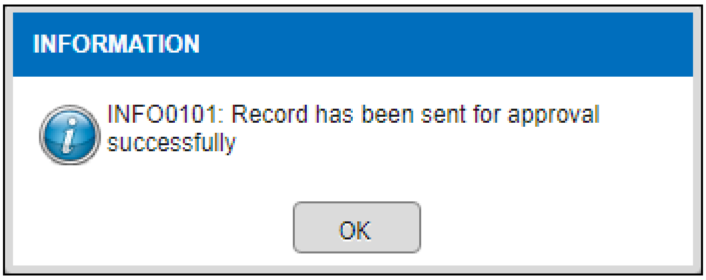


Figure 3.4-13 Alert Message

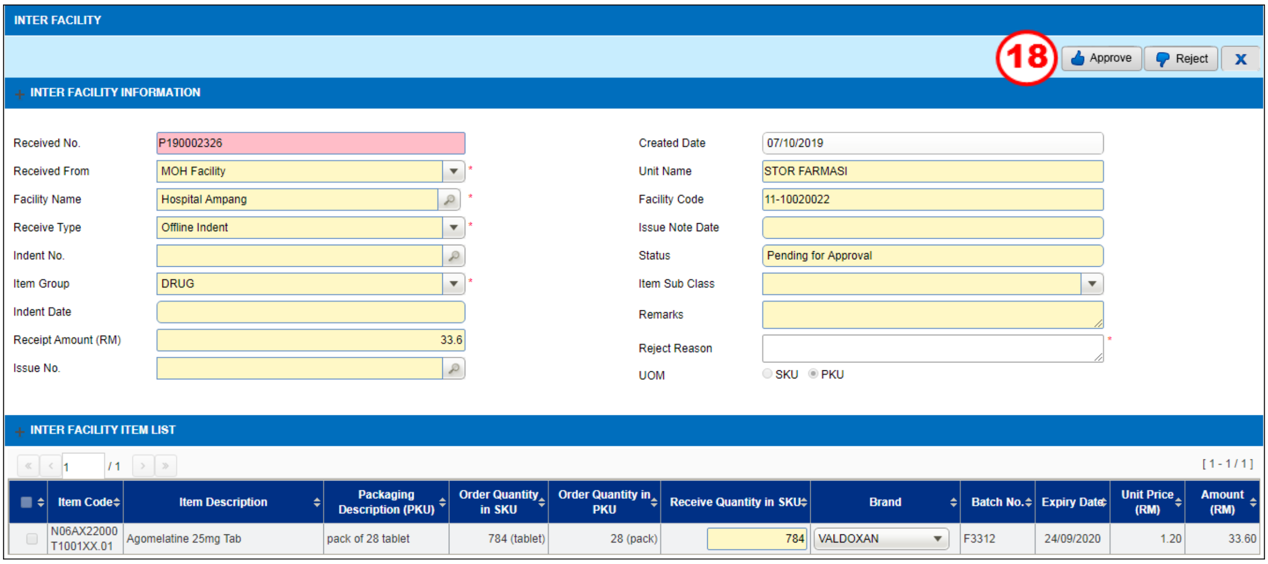


Figure 3.4-14 Inter Facility Approve

STEP 18

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

<u>Note</u>

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

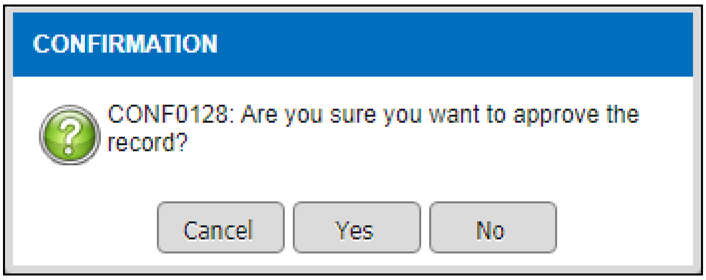


Figure 3.4-15 Approve Record Alert Message

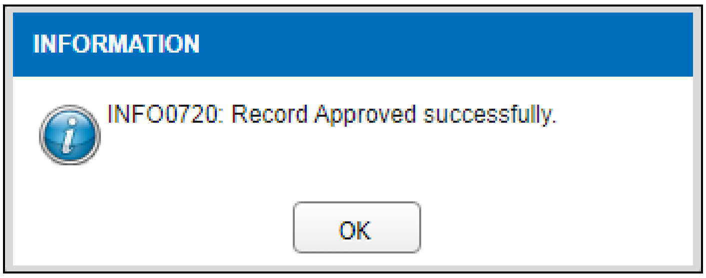


Figure 3.4-16 Approve Record Alert Message

- *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'.*

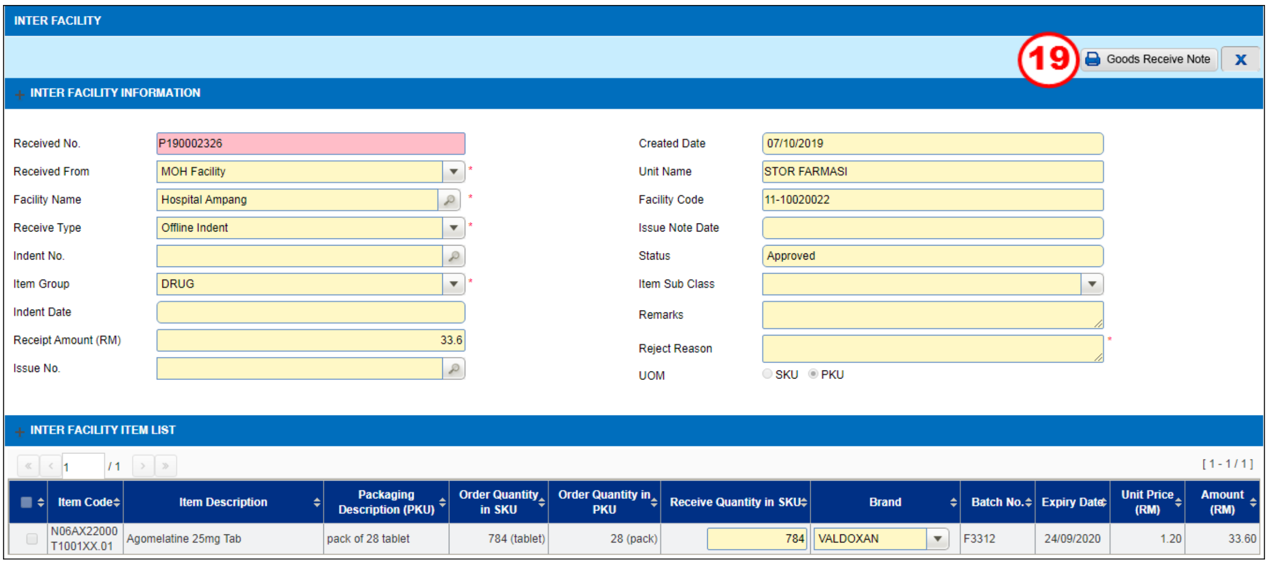


Figure 3.4-17 Inter Facility

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 Pegawal Stor)

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

Printed Date : 07/10/2019 **Printed By :** [illegible] **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