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

User Manual
Pharmacy Inventory
Bad Data Management

© 2011-2021 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

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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 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 – Bad Data Management 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 detail:
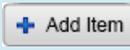
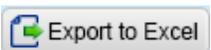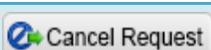• Create new Bad Data Management record

1.3 Organised Sections
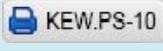
These are the sections within this document:

• Section 1 : Introduction

• Section 2 : Application Standard Features

• Section 3 : Bad Data Management

• Section 4 : Acronyms

• Section 5 : Link to Inventory Modules

2.0   Application Standard Features

2.1   PhIS Legend

Standard Legend

LOGIN	Login to PhIS	Logout	Logout from PhIS
C	Reset Login Screen	+	Expand Menu
Home	Display Home Tab	▷	Expand Module
⊠	Close All Open Tabs	↻	Refresh Screen
+	Add/Create New Record	i	Show Help
*	Mandatory Field	31	Calendar Icon
X	Close Window	○	Radio Button
✎	Edit Record	⊘	Cancel
💾	Save	+ Add Item	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password	−	Collapse Menu
◢	Collapse Module	Search	Search Record
🖨	Print	🔍	Search Icon
☐	Checkbox	🗑	Delete Record
🗑 Delete	Delete Item from the list		Empty Text Box
▼	Dropdown Box	Reject	Reject Transaction

Module Legend

KEW.PS-10	View/Print KEW.PS-10	Good Receive Note	View/Print Goods Received Note

Note

To learn more about Login Information, kindly click <u>Login Information</u> *Modules for descriptive step.*

3.0 Bad Data Management

Overview

This module will be used by Pharmacist at Pharmacy Store/Pharmacy Sub-Stores/Units to deduct stock (bad data) from facility stock balance without using condemn or own consumption function.

User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store.
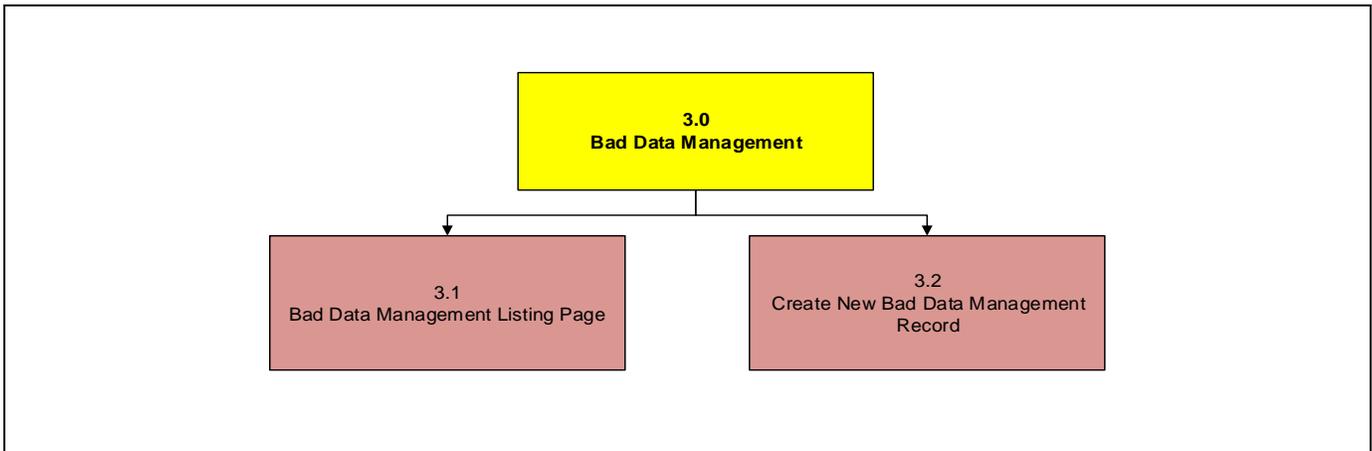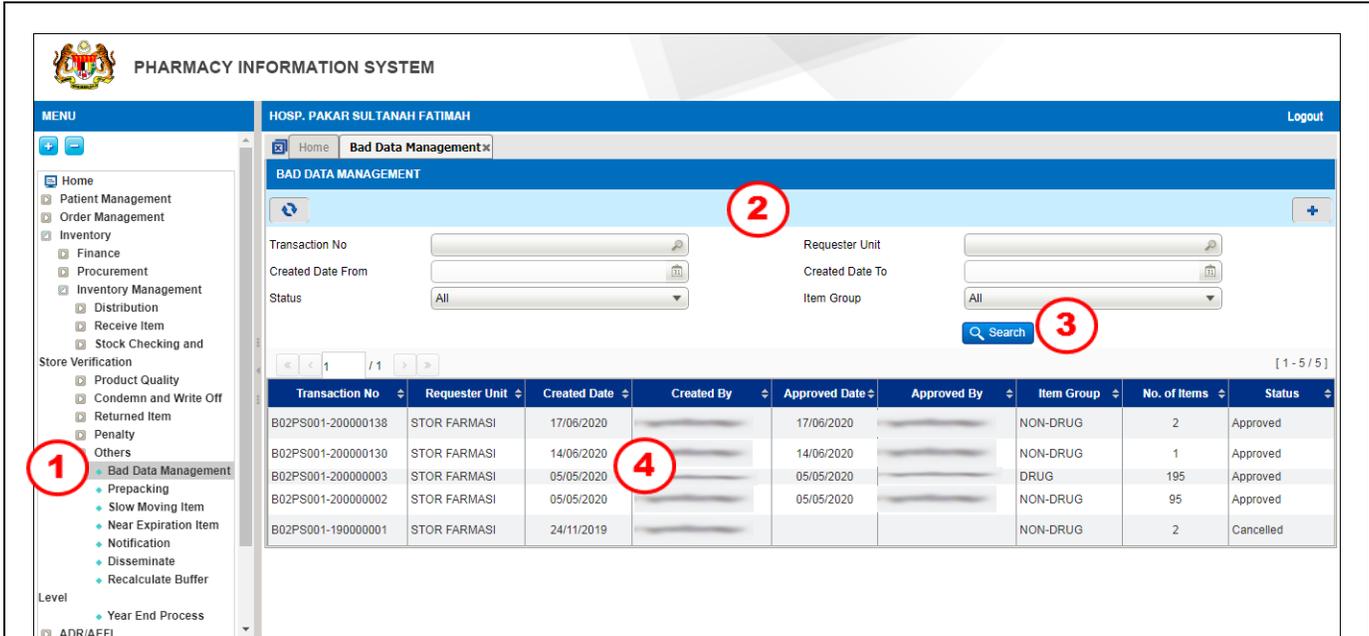
Functional Diagram

Figure 3.0-1

3.1 Bad Data Management Listing Page

To view an existing bad data management record, perform the steps below:

Figure 3.1-1 Bad Data Management Listing Page

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Others' and 'Bad Data Management'

STEP 2

To search for existing Bad Data Management record(s), you may search by criteria as follow:

No	Field	Description	Remarks
a	Transaction No.	Search by transaction no.	Able to search by transaction number
b	Requester Unit	Unit Name	Display all existing requester unit name
c	Created Date From	Select start date from the calendar	Format field (dd/mm/yy)
d	Created Date To	Select end date from the calendar	Format field (dd/mm/yy)
e	Status	Search by: - All - Approved - Cancelled - Draft - Open - Pending for Approval - Rejected	Able to filter and search record(s)
f	Item Group	Search by: - All - Drug - Non Drug	Able to filter and search record(s)

Table 3.1-1

STEP 3

Click on the [🔍 Search] button after input criteria

Note
The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4
Double click on the selected record details listed down as per Figure 3.1-2

Note
The details of the Bad Data Management screen will be displayed.

BAD DATA MANAGEMENT

	X

+ DEDUCT STOCK

Transaction No	B02FKP-190000006	Created Date	19/06/2019
Requester Unit	Farmasi Klinik Pakar (FKP) 🔍 *	Created By	
Item Group	DRUG ▼ *	Approved Date	19/06/2019
Remarks		Approved By	
		No. of Items	1
Status	Approved	Total Amount (RM)	1,665.00
UOM	◉ SKU ○ PKU	Reject Reason	

Item Sub Class :

☐ Cytotoxic	☐ External Preparation	☐ Inhalers, Eye/Ear/Nose Preparations	☐ Injectables	☐ Internal Preparation
☐ IV/IP/IRR Solution	☐ Parenteral Nutrition	☐ Psychotropic/Narcotic	☐ Radiopharmaceuticals	☐ Raw Material
☐ Tablet/Capsule	☐ Vaccine			

+ ITEM LIST

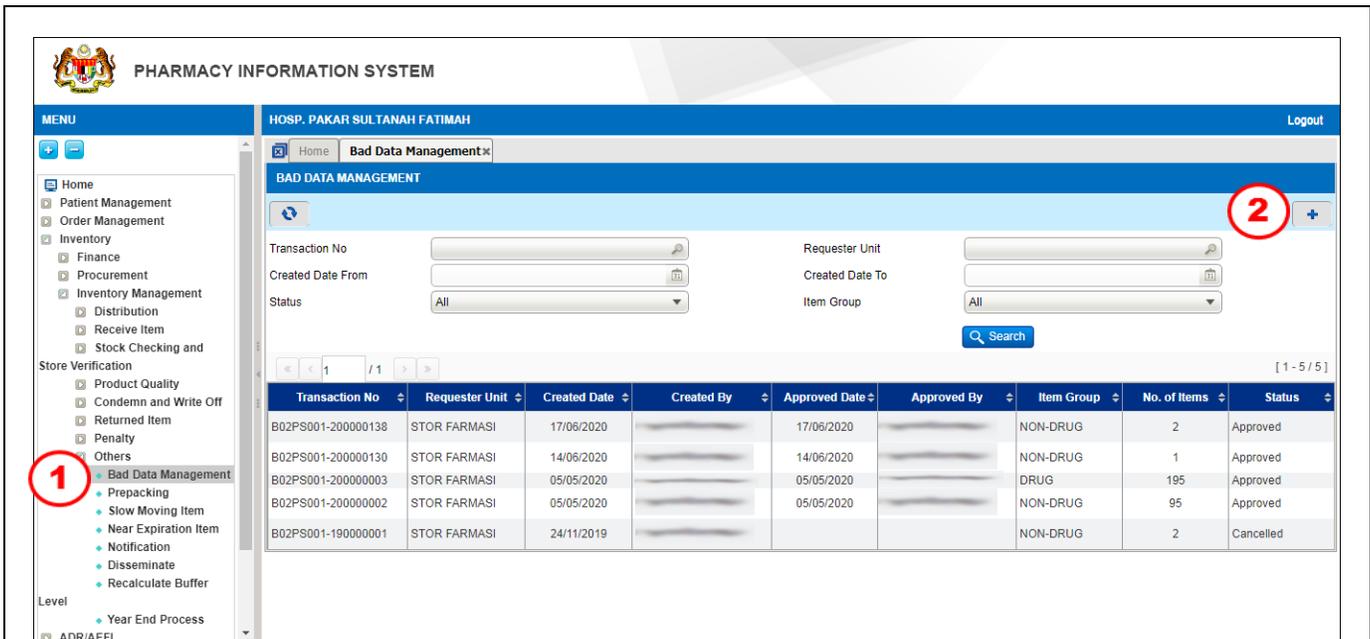« ‹ 1 / 1 › »   [1 - 1 / 1]

☐	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Brand Name	Batch Quantity(SKU)	Deduction Quantity (SKU)	Total Amount (RM)
☐	N05BA01000G20 01XX	Diazepam 5 mg Rectal Solution	N05BA01000G20 01XX.01	Diazepam 5 mg Rectal Solution	Pack of 5 supp	P23682501	01/04/2017	NO BRAND	0	25	1,665.00

Figure 3.1-2 Bad Data Management Screen

3.2 New Bad Data Management Record

Purpose of this screen is to allow user to create new bad data management for drug and non-drug. To create new transaction for bad data management, perform the steps below:

Figure 3.2-1 Create New Bad Data Management

This function allows user to deduct stock (bad data) from facility stock balance without using condemn or own consumption function.

STEP 1
Click on 'Inventory' menu follow by 'Inventory Management' then 'Others' and 'Bad Data Management'

STEP 2
Click on the [+] button

Note

- *Bad Data Management screen will be displayed as shown in the Figure 3.2-2.*

- *A new Bad Data Management record status will default to 'Open'.*

- ***Created Date*** *will be default to system date time.*

- ***Created By*** *will be defaulted to user login ID*
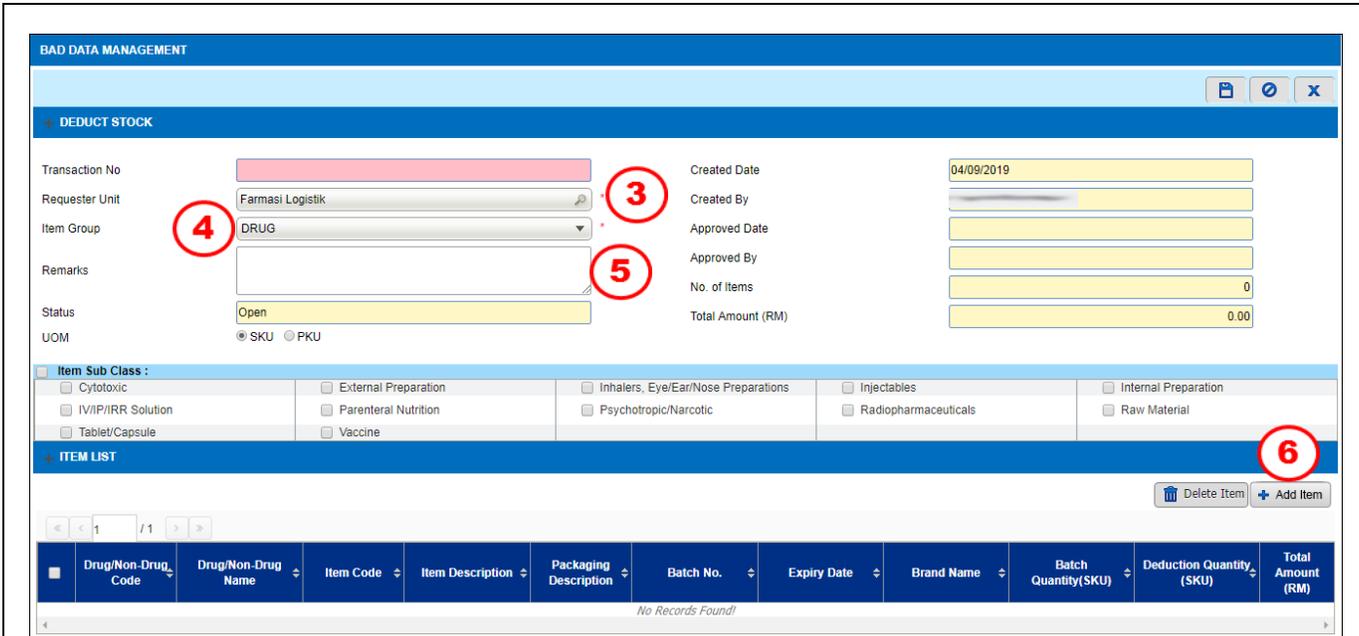
Figure 3.2-2 Bad Data Management

STEP 3

Click on the 🔍 to search the ***Requester Unit***

Note
- *Requester unit – Default to own unit. Bandbox to search requester unit master*
  - *For level 1, able to search all unit*
  - *For level 2, able to search for own unit and other level 3 units under that unit*
  - *For level 3, default to own unit and not able to search another unit*

- *List of requester unit will be shown as in figure 3.2-3*

Figure 3.2-3 Requester Unit

- *Able to filter by sub-class by tick on **Item Sub Class***

STEP 4
Select **Item Group** from the dropdown box

STEP 5
Enter **Remarks** if applicable

Note
Able to change unit of measurement by tick on radio button SKU or PKU

STEP 6

Click [**+ Add Item**] button to add item into item list

Note
List will be filtered by Item Class/Item Sub-Class based on value selected before user click on Add Item and only expired item with bad stock quantity will be listed (bad stock quantity > 0)

Figure 3.2.4 Add Item

STEP 7

Click on the [**Search**] button to search the record

Note
*Able to search item by fill up for **Item Code, Item Description, Drug/Non-Drug Code** and **Drug/Non-Drug Name***

STEP 8
Enter the **Deduction Quantity** to deduct form stock

Note

- *Deduction Quantity (SKU) – value will be defaulted to Batch quantity and user is allowed to change the value*

- *Deduction quantity cannot more than batch quantity*

- *Tick on checkbox to select the item before insert deduction quantity*

STEP 9

Click on the [💾] button to save the add item transaction

Note

- *Click on item to manually add item to the list*

- *Enter required fields and click on [💾] button to add item to the item list*

- *User is allowed to select multiple item into the list. Same item with different batch number is allowed*

BAD DATA MANAGEMENT

DEDUCT STOCK

Transaction No		Created Date	04/09/2019
Requester Unit	Farmasi Logistik *	Created By	
Item Group	DRUG *	Approved Date	
Remarks		Approved By	
		No. of Items	3
Status	Open	Total Amount (RM)	11,814.04
UOM	● SKU ○ PKU		

Item Sub Class :

☐ Cytotoxic	☐ External Preparation	☐ Inhalers, Eye/Ear/Nose Preparations	☐ Injectables	☐ Internal Preparation
☐ IV/IP/IRR Solution	☐ Parenteral Nutrition	☐ Psychotropic/Narcotic	☐ Radiopharmaceuticals	☐ Raw Material
☐ Tablet/Capsule	☐ Vaccine			

ITEM LIST

🗑 Delete Item ➕ Add Item

[1 - 3 / 3]

☐	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Brand Name	Batch Quantity(SKU)	Deduction Quantity (SKU)	Total Amount (RM)
☐	J01DH02000P40 02XX	Meropenem 1000mg Injection (1g)	J01DH02000P40 02XX.02	Meropenem 1g Inj	Pack of 10 vial	617E040	30/11/2016	DBL	400	400	2,304.68
☐	C07AB09110P30 01XX	Esmolol HCl 10 mg/ml Injection (10ml amp/vial)	C07AB09110P30 01XX.01	Esmolol HCl 10 mg/ml Injection (10ml amp/vial)	each	IESLA1702	31/07/2019	ESOCARD	20	20	1,400.00
☐	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T10 01-90	Acarbose 50 mg Tablet	pack of 90 tablet	3rEW222	30/08/2019	GLUCORID	10,080	10,080	8,109.36

Figure 3.2-5 Bad Data Management

Note

Able to delete item by click [🗑 Delete Item] button

STEP 10

Click on the [💾] button to save the transaction

Note

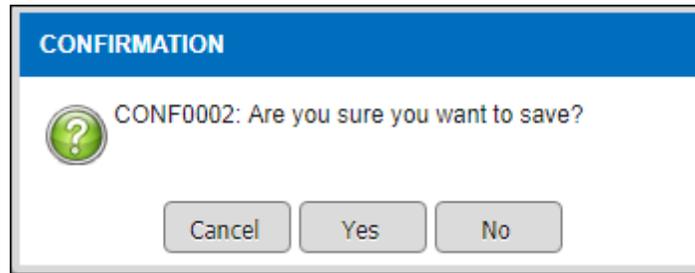- *After saving the record, alert message will be displayed as per Figure 3.2-6 & Figure 3.2-7.*

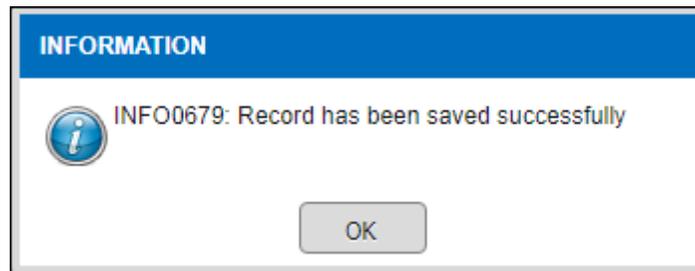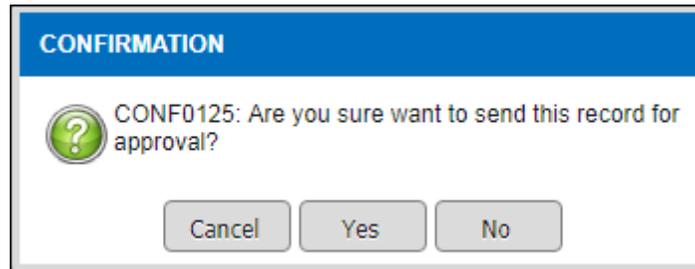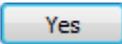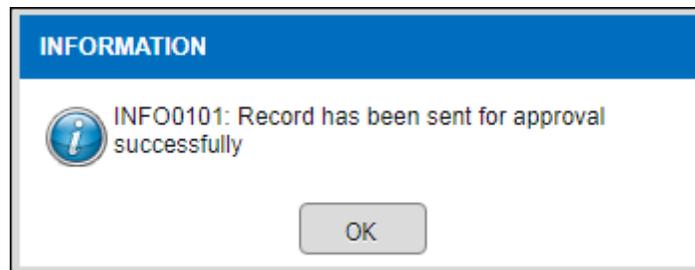**Figure 3.2-6 Save Record Alert Message**

- *Click on the* **Yes** *button.*

Figure 3.2-7 Save Record Alert Message

- *Click on the* **OK** *button.*

- **Transaction No.** *will be generated automatically by system for future reference and the* **Send for Approval** *button will be enabled.*

Figure 3.2-8 Bad Data Management Send for Approval

STEP 11

Click on the [Send for Approval] to send the transaction to HOD for approval

Note
- *After saving the record, alert messages will be displayed as per Figure 3.2-9 & Figure 3.2-10.*

CONFIRMATION

CONF0125: Are you sure want to send this record for approval?

[Cancel] [Yes] [No]

Figure 3.2-9 Save Record Alert Message

- *Click on the [Yes] button.*

INFORMATION

INFO0101: Record has been sent for approval successfully

[OK]

Figure 3.2-10 Save Record Alert Message

- *Click on the [OK] button.*

- *The **Status** will change to Pending for Approval.*

- *Click on the [Cancel Request] button to cancel the transaction and the **Status** will be changed to 'Cancelled'.*

- *User able to cancel request once saved record but before '**Send for Approval'***

Figure 3.2-11 Task List

STEP 12

Click on the Transaction No. hyperlink and the Bad Data Management approval screen will be displayed as shown in Figure 3.2-12

Note
User may also refer to section 3.1 Bad Data Management Listing Page to search for the 'Pending for Approval' Bad Data Management records.
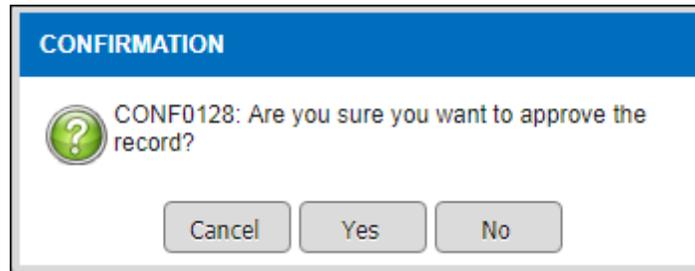

Figure 3.2-12 Bad Data Management Approver
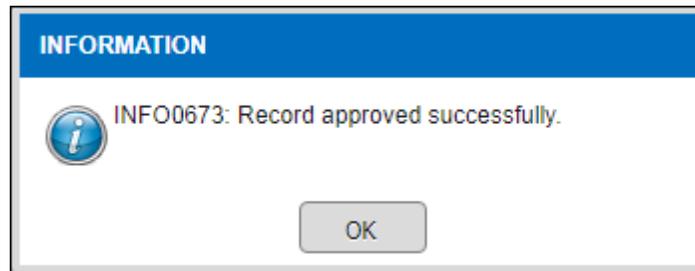
STEP 13

Click on the [Approve] button to approve the return item record and the **Status** will be 'Approved'

Note
- *Click on the [Yes] button in Figure 3.2-13 followed by the [OK] button in Figure 3.2-14*

CONFIRMATION

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

Cancel   Yes   No

Figure 3.2-13 Approve Record Alert

INFORMATION

INFO0673: Record approved successfully.

OK

Figure 3.2-14 Approve Record Alert

- *If user click on the* `No` *button, there will be no changes applied and the screen will return to bad data management screen*

- *Click on the* `Reject` *button to reject the bad data management record and the status will be 'Rejected'.*

- *Reject Reason is mandatory to be entered to reject the bad data management transaction*

- *If the return item is rejected, return item status will be 'Close'*

Figure 3.2-15 Bad Data Management

STEP 14

Click on [X] button to close the transaction

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

5.0   Links to Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	16	Issue	Click Here
2	Procurement Standard APPL	Click Here	17	Receive From Supplier	Click Here
3	Procurement standard LP	Click Here	18	Receive Inter Facility	Click Here
4	Procurement Standard Contract	Click Here	19	Receive Intra Facility	Click Here
5	Procurement Standard Quotation	Click Here	20	Return to Supplier	Click Here
6	Procurement Standard (RFQ)	Click Here	21	Return to Supplying Unit	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	22	Return to Supplying Facility	Click Here
8	Quarantine	Click Here	23	Slow Moving	Click Here
9	Product Complaint	Click Here	24	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	25	Stock Transfer	Click Here
11	Condemn And Write Off	Click Here	26	Bad Data Management	Click Here
12	Recall Product	Click Here	27	Year End	Click Here
13	Payment	Click Here	28	Penalty	Click Here
14	External Indent	Click Here	29	IWP Budget	Click Here
15	Internal Indent	Click Here	30	IWP Order Authorization	Click Here