



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

User Manual Pharmacy Inventory – Expiration, Condemn & Write Off

Version	: 10th EDITION
Document ID	: U. MANUAL_INV_EXPIRATION, CONDEMN & WRITE OFF



PhIS & CPS Project
User Manual – Pharmacy Inventory (Expiration, Condemn & Write
Off)



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Reference ID : U. MANUAL_ INV_EXPIRATION, CONDEMN & WRITE OFF-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2



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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. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

- i. Order Management
- ii. Inpatient Pharmacy\Outpatient Pharmacy
- iii. Medication Counselling
- iv. Ward Pharmacy
- v. Pharmacy Inventory
- vi. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition,
- vii. IV Admixture & Eye drop,
- viii. Radiopharmaceuticals and Extemporaneous
- ix. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
- x. Clinical Pharmacokinetics Services (TDM)
- xi. Drug Information & Consumer Education (DICE)
- xii. Medication Therapy Adherence Clinic (MTAC)
- xiii. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Expiration & Condemn) sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Near Expiration Item
- New Near Expiration Item List
- Near Expiration Item Approval
- Disseminate

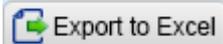
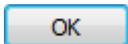
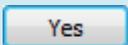
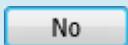
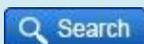
1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Expiration
- Section 4 : Disseminate
- Section 5 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		



Inventory Module Legend

	Generate Request Purchase List		Add Vote Code
	Verify record		Add Drug/Non Drug
	Send for Approval		Approve record
	Reject record		

Note

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

3.0 Expiration

Overview

The stock will be updated in KEW.PS-9 six (6) months before the expiry to record the remaining stock stored in store. For example: stocks that expired on July 2015 to be updated in the first week of January 2015.

If the stock cannot be issued/dispensed in six (6) months before their expiry dates, the following actions should be taken:-

- a) Submit a near expiration list to other store/unit that might need the item; or
- b) Set aside for the purpose of training or development; or
- c) Return the item to the supplier/vendor subject to the conditions and agreement
- d) Dispose the items according to the disposal regulations once the items are expired

User Group

This module is intended for inventory personnel at the Pharmacy Store, Sub Store and Unit/Ward level (subject to user assigned by the facility).

Functional Diagram

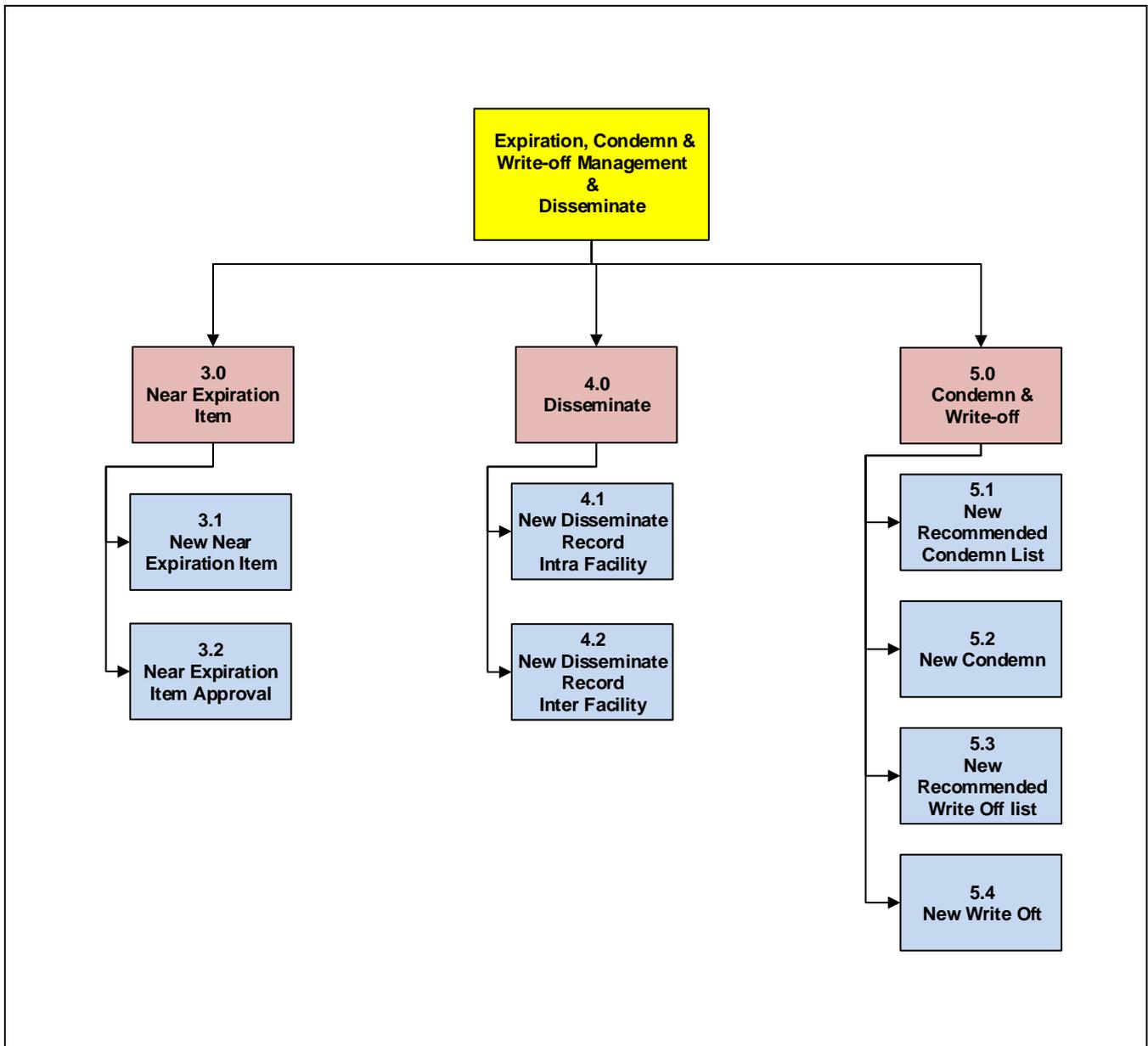


Figure 3.0-1

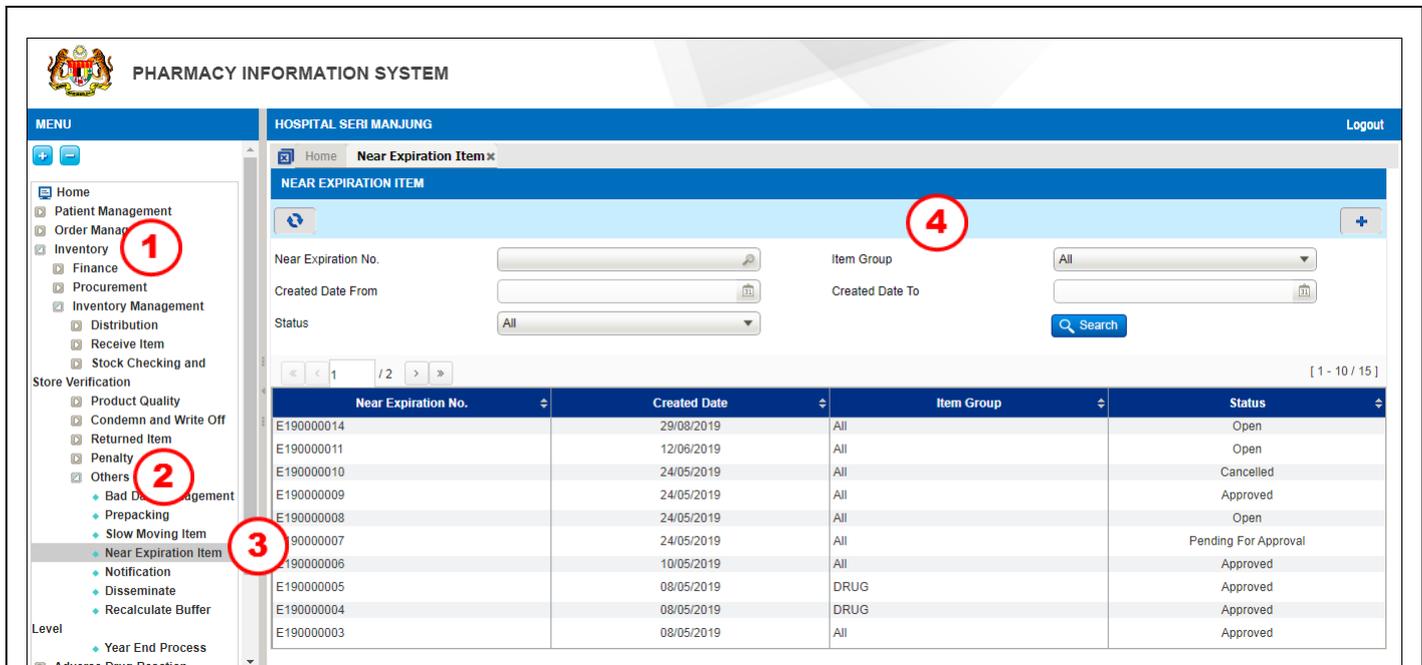
Functional Description

Expiration, Condemn & Write Off comprises of three (3) main functions:

- **Near Expiration Item**
Allow Store/ Sub Store/ Unit manage items that are near to expire. To generate a list of near expiration items stored in a unit/location. User can generate for own inventory record or to disseminate the near expiration item to other units for better stock management.
- **Disseminate**
This function allows user to disseminate the near expiration item within the facility (Intra Facility). Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)
- **Condemn & Write Off**
This function allows user to condemn and write off the stock that have any problem based on supervisor approval.

3.1 Near Expiration Item

Allow Store/ Sub Store/ Unit to view and manage their own stock in store that is near to expire.



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Home Near Expiration Item x

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status

[1 - 10 / 15]

Near Expiration No.	Created Date	Item Group	Status
E190000014	29/08/2019	All	Open
E190000011	12/06/2019	All	Open
E190000010	24/05/2019	All	Cancelled
E190000009	24/05/2019	All	Approved
E190000008	24/05/2019	All	Open
E190000007	24/05/2019	All	Pending For Approval
E190000006	10/05/2019	All	Approved
E190000005	08/05/2019	DRUG	Approved
E190000004	08/05/2019	DRUG	Approved
E190000003	08/05/2019	All	Approved

Figure 3.1-1 Near Expiration Item Page

Note

This page will display all the existing Near Expiration Item transaction(s).

STEP 1

Click on 'Inventory Menu' and click on 'Inventory Management' sub-menu

STEP 2

Click on 'others

STEP 3

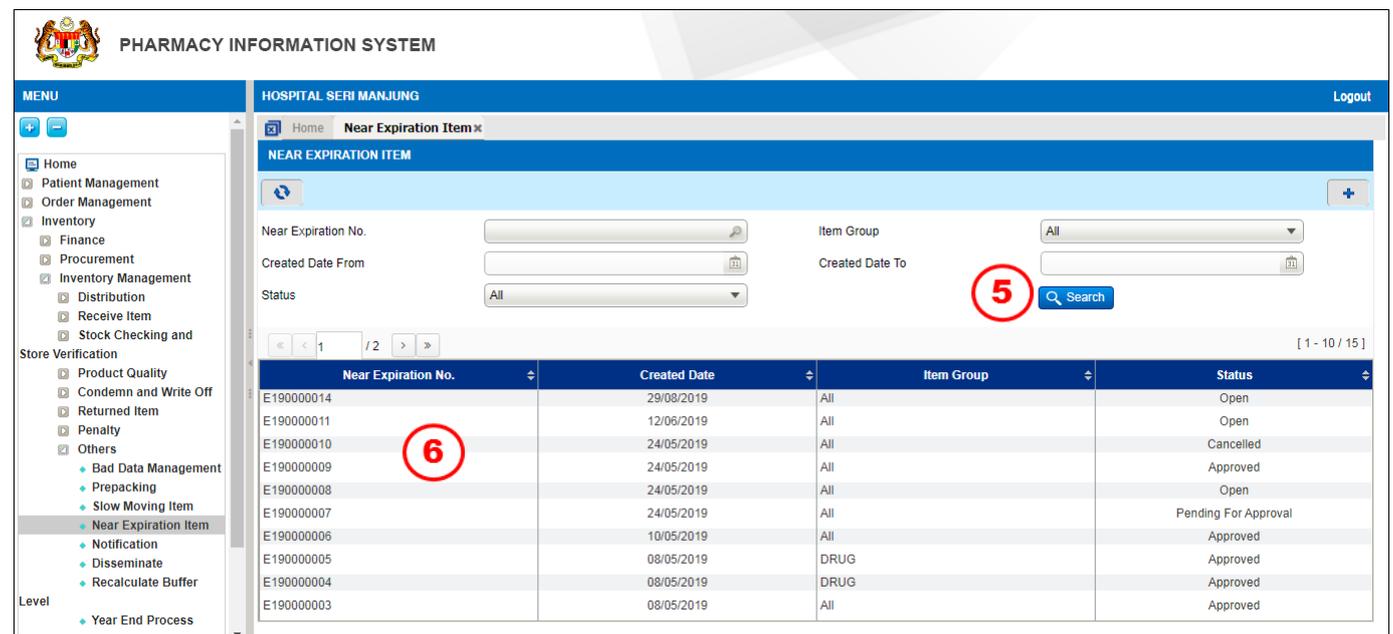
Click on 'Near Expiration Item'

STEP 4

To search for existing Near Expiration Item transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	Near Expiration No.	Transaction Number	Filter and search existing records based on Near Expiration No.
b	Item Group	Search by: All Drug Non Drug	Filter and search existing records based on Item Group
c	Create Date From	Select 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	Create Date To	Select 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	Status	Search by: All Approved Open Cancelled Pending for Approval Rejected	Filter and search existing records based on Status

Table 3.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Logout

Home Near Expiration Item x

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status **5**

[1 - 10 / 15]

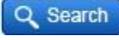
Near Expiration No.	Created Date	Item Group	Status
E190000014	29/08/2019	All	Open
E190000011	12/06/2019	All	Open
E190000010	24/05/2019	All	Cancelled
E190000009	24/05/2019	All	Approved
E190000008	24/05/2019	All	Open
E190000007	24/05/2019	All	Pending For Approval
E190000006	10/05/2019	All	Approved
E190000005	08/05/2019	DRUG	Approved
E190000004	08/05/2019	DRUG	Approved
E190000003	08/05/2019	All	Approved

6

Figure 3.1-2 Near Expiration Item Listing Page



STEP 5

Click on the  button

Note

The results displayed will be based on the entered criteria as shown in Figure 3.1-2.

STEP 6

Double click on the selected record and the details will be displayed in Figure 3.1-3

NEAR EXPIRATION ITEM

i
Disseminate X

EXPIRATION ITEM INFORMATION

Near Expiration No. <input type="text" value="E190000006"/>	Created Date <input type="text" value="10/05/2019 9:41:43 AM"/>
Item Group <input type="text" value="All"/>	Unit Name <input type="text" value="Farmasi Logistik Hospital"/>
Item Sub Class <input type="text" value="All"/>	With LOU? <input type="text" value="All"/>
Item Purchase Type <input type="text" value="LP"/>	Reject Reason <input type="text"/>
Send for Disseminate? <input type="text" value="No"/>	Status <input type="text" value="Approved"/>
Item Expiration Criteria <input checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input type="text"/>
Period Prior to Expiration <input type="text" value="6"/> <input type="text" value="Month"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU

NEAR EXPIRATION ITEM LIST

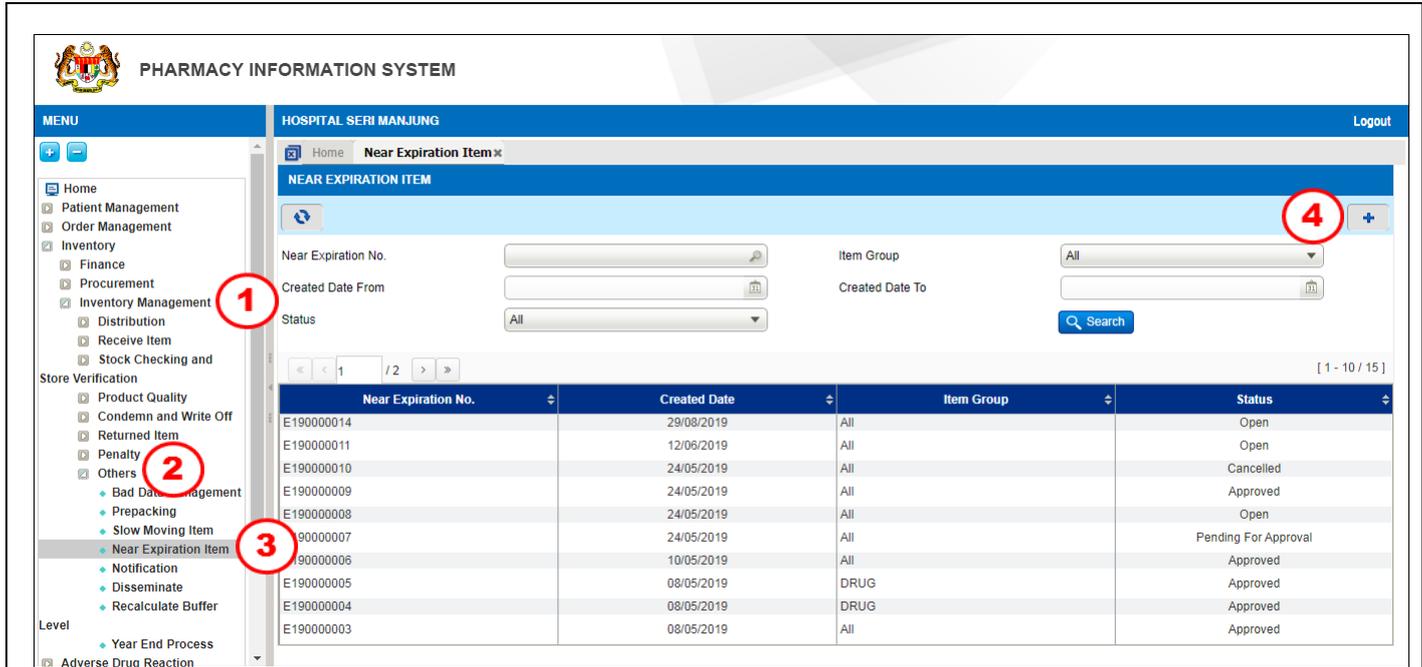
[1 - 2 / 2]

☑	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
☑	N1360550030.00	Securement Tape for Catheter & ECG Cable	6G03088	31/07/2019	82	12 (pck)	1	pack of 100 each	12.00 (pck)	<input type="text" value="2"/>	<input type="text" value="2"/>	NO	<input type="text" value="0"/>
☑	B05AA06905P9901b.01	Tetraspan 6% IV Soln	174327641	23/10/2019	166	80 (bott)	1	Bottle	80.00 (bott)	<input type="text" value="3"/>	<input type="text" value="3"/>	NO	<input type="text" value="0"/>

Figure 3.1-3 Near Expiration Item Record

3.2 New Near Expiration Item List

To create a new Near Expiration Item List record, perform the steps below:



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL SERI MANJUNG'. The left-hand menu is expanded to 'Inventory Management', with 'Near Expiration Item' selected. The main content area shows a search and filter interface for 'NEAR EXPIRATION ITEM'. Below this is a table listing items with columns for 'Near Expiration No.', 'Created Date', 'Item Group', and 'Status'. A '+' button in the top right corner of the main content area is highlighted with a red circle and the number 4.

Near Expiration No.	Created Date	Item Group	Status
E190000014	29/08/2019	All	Open
E190000011	12/06/2019	All	Open
E190000010	24/05/2019	All	Cancelled
E190000009	24/05/2019	All	Approved
E190000008	24/05/2019	All	Open
E190000007	24/05/2019	All	Pending For Approval
E190000005	10/05/2019	All	Approved
E190000005	08/05/2019	DRUG	Approved
E190000004	08/05/2019	DRUG	Approved
E190000003	08/05/2019	All	Approved

Figure 3.2-1 Create new Near Expiration Item record

All locations / units are allowed to manage near expiration item stock by using this function.

STEP 1

Click on 'Inventory Menu' and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Others'

STEP 3

Click on 'Near Expiration Item'

STEP 4

Click on the  button and screen will be displayed as shown in Figure 3.2-2

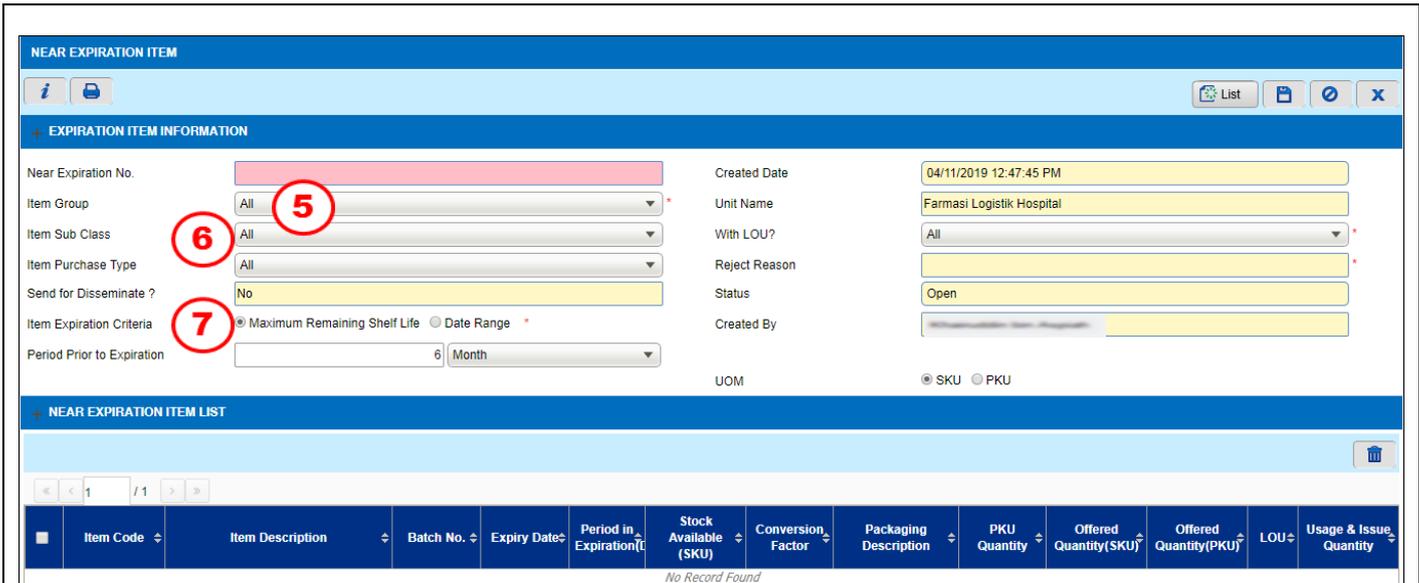


Figure 3.2-2 Near Expiration Item Listing Page

STEP 5

Select **Item Group** from the dropdown box:

- All (default value)
- Drug
- Non Drug

STEP 6

Select **Item Sub Class** (optional)

STEP 7

Select **Item Expiration Criteria** from the available radio buttons:

- Maximum Remaining Shelf Life (Default Value)
- Date Range

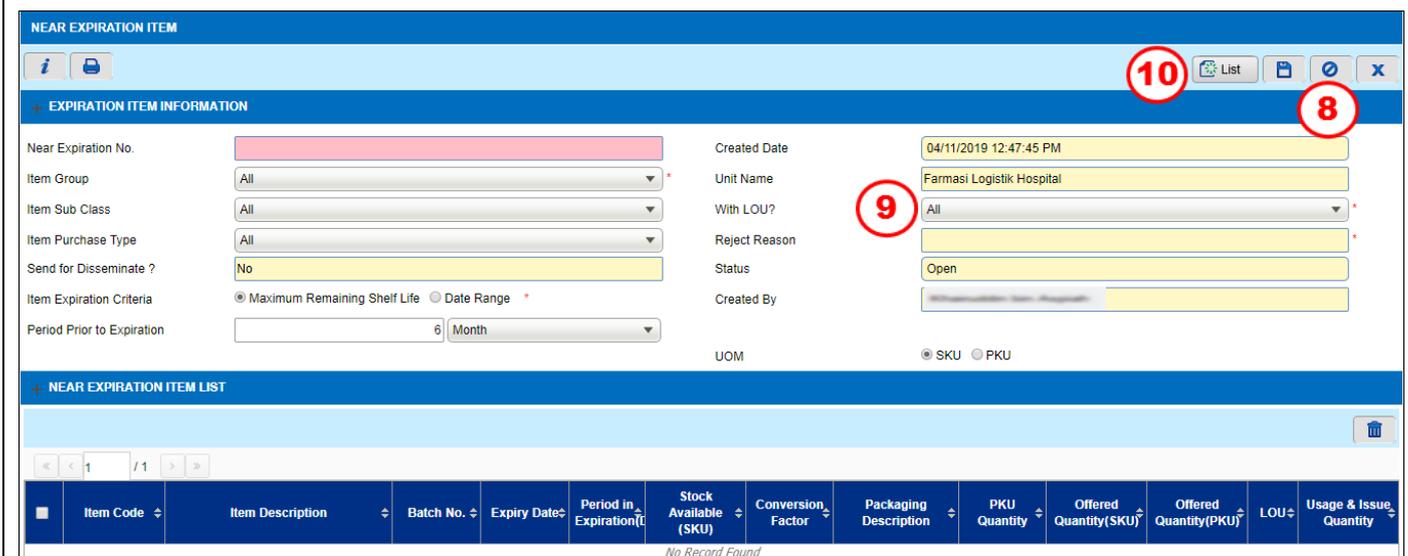


Figure 3.2-3 Generate Near Expiration Item List

STEP 8

Click on the  button to cancel the transaction

STEP 9

Select **With LOU?** from the dropdown box:

- All (default value)
- No
- Yes

STEP 10

Click on the button to generate Near Expiration item

Note

- List of item(s) that is near to expiration will be listed in the Near Expiration Item List section as shown in Figure 3.2-4
- The Period Prior to Expiration (Days) will be displayed for each of the line of items generated.

NEAR EXPIRATION ITEM 13

List

EXPIRATION ITEM INFORMATION

Near Expiration No. <input style="width: 100%;" type="text"/>	Created Date <input style="width: 100%;" type="text" value="04/11/2019 12:47:45 PM"/>
Item Group <input style="width: 100%;" type="text" value="DRUG"/>	Unit Name <input style="width: 100%;" type="text" value="Farmasi Logistik Hospital"/>
Item Sub Class <input style="width: 100%;" type="text" value="All"/>	With LOU? <input style="width: 100%;" type="text" value="All"/>
Item Purchase Type <input style="width: 100%;" type="text" value="All"/>	Reject Reason <input style="width: 100%;" type="text"/>
Send for Disseminate? <input style="width: 100%;" type="text" value="No"/>	Status <input style="width: 100%;" type="text" value="Open"/>
Item Expiration Criteria <input checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input style="width: 100%;" type="text"/>
Period Prior to Expiration <input style="width: 100%;" type="text" value="6"/> <input style="width: 100%;" type="text" value="Month"/>	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU

NEAR EXPIRATION ITEM LIST

[1 - 10 / 104]

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
<input checked="" type="checkbox"/> 02	Acetazolamide 250mg Tab BP/USP	AA9009	11/03/2020	128	800 (tablet)	100	Pack of 100 tabs	8.00 (pck)	<input type="text" value="0"/>	<input checked="" type="text" value="0"/> 12	NO	340
<input type="checkbox"/> 02	Acetazolamide 250mg Tab BP/USP	ASD001	05/04/2020	153	9,000 (tablet)	100	Pack of 100 tabs	90.00 (pck)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	340
<input type="checkbox"/> 02.0001.02	Acetazolamide 250mg Tab BP/USP	PEN001	05/04/2020	153	100 (tablet)	100	Pack of 100 tabs	1.00 (pck)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	340
<input type="checkbox"/> 02.0003.05	Acetylsalicylic Acid 300 mg Soluble Tablet	0003.05	27/04/2020	175	3,242 (tablet)	30	Pack of 30 tabs (Blister)	108.07 (pck)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	414,540
<input type="checkbox"/> 02.0003.05	Acetylsalicylic Acid 300 mg Soluble	LP01251APP	27/04/2020	175	122,739,170	30	Pack of 30 tabs	4,091,305.67	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	414,540

Figure 3.2-4 Near Expiration Item List

STEP 11

Check the selected item checkbox under Near Expiration Item List section if user need to disseminate the item(s)

STEP 12

Enter **Offered Quantity(SKU) / Offered Quantity(PKU)**

Note

Offered Quantity cannot be more than Available Quantity.

STEP 13

Click on the button to save the record

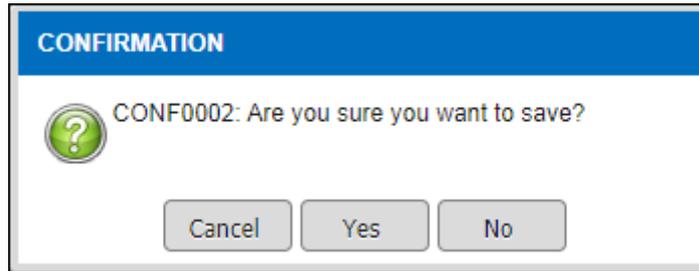


Figure 3.2-5 Alert Message

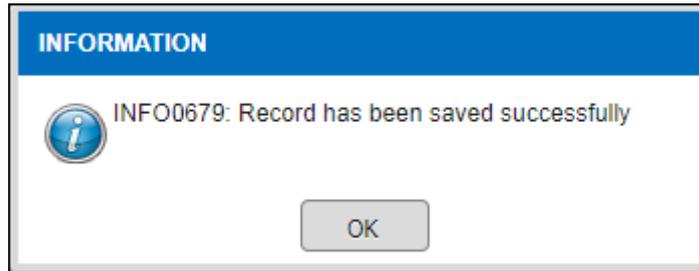


Figure 3.2-6 Alert Message

Note

- The system will display an alert message as displayed in Figure 3.2-5.
- Message Information as per Figure 3.2-6 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-5.
- Items that are unchecked will be removed from the Near Expiration Item List.
- **Near Expiration No.** will be automatically generated for future reference.

Character	Description	Value
1-2	Near Expiration	'E'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1

Note

User is allowed to:

- Change Offered Quantity(SKU)
- Cancel Request

CHANGE OFFERED QUANTITY(SKU)

To modify the **Offered Quantity(SKU)**, the following steps are required:

NEAR EXPIRATION ITEM

Send for Approval Cancel Request

EXPIRATION ITEM INFORMATION 15

Near Expiration No.

Item Group

Item Sub Class

Item Purchase Type

Send for Disseminate?

Item Expiration Criteria Maximum Remaining Shelf Life Date Range

Period Prior to Expiration

Created Date

Unit Name

With LOU?

Reject Reason

Status

Created By

UOM SKU PKU

NEAR EXPIRATION ITEM LIST

/ 1
[1 - 3 / 3]

<input type="checkbox"/>	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
<input checked="" type="checkbox"/>	02.0003.05	Acetylsalicylic Acid 300 mg Soluble Tablet	0003.05	27/04/2020	175	3,242 (tablet)	30	Pack of 30 tabs (Blister)	108.07 (pck)	<input type="text" value="242"/>	<input style="border: 2px solid red;" type="text" value="8"/> 14	NO	414,540
<input checked="" type="checkbox"/>	C01EB10000P3001XX.02	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	FK701X	30/11/2019	26	239 (amp)	1	Ampoule	239.00 (amp)	<input type="text" value="39"/>	<input type="text" value="39"/>	YES	1
<input checked="" type="checkbox"/>	02.0001.02	Acetazolamide 250mg Tab BP/USP	AA9009	11/03/2020	128	800 (tablet)	100	Pack of 100 tabs	8.00 (pck)	<input type="text" value="100"/>	<input type="text" value="1"/>	NO	340

Figure 3.2-7 Near Expiration Item

STEP 14

Enter a new value for **Offered Quantity(SKU)**

STEP 15

Click on the button to save the modified record

Note

The system will display an alert message as shown in Figure 3.2-8.

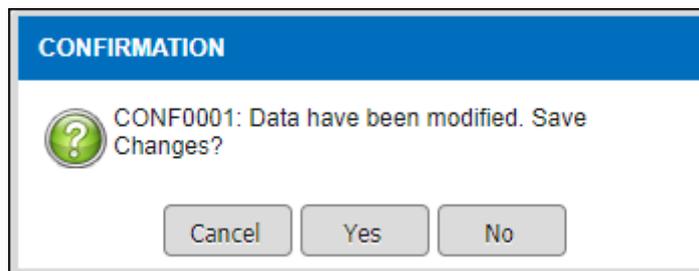


Figure 3.2-8 Alert Message

- Message Information as per Figure 3.2-9 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-8.

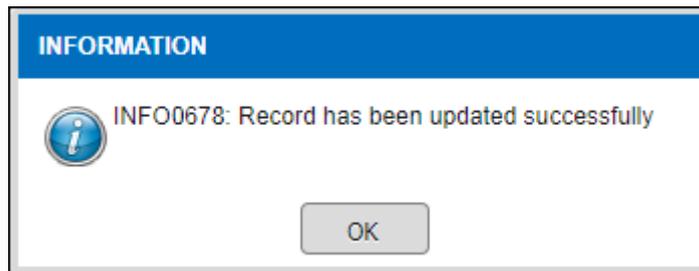


Figure 3.2-9 Alert Message

- Click on the 'OK' button to save the modified record

NEAR EXPIRATION ITEM

16
 Send for Approval
 Cancel Request

EXPIRATION ITEM INFORMATION

Near Expiration No. <input type="text" value="E190000002"/>	Created Date <input type="text" value="09/08/2019 3:39:30 PM"/>
Item Group <input type="text" value="DRUG"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Sub Class <input type="text" value="All"/>	With LOU? <input type="text" value="All"/>
Item Purchase Type <input type="text" value="All"/>	Reject Reason <input type="text"/>
Send for Disseminate? <input type="text" value="No"/>	Status <input type="text" value="Open"/>
Item Expiration Criteria <input type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input type="text"/>
Period Prior to Expiration <input type="text" value="6"/> <input type="text" value="Month"/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU

NEAR EXPIRATION ITEM LIST

1 / 1
[1 - 3 / 3]

☑	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
☑	02.0001.02	Acetazolamide 250mg Tab BP/USP	AAA010	13/12/2019	126	3,860 (tablet)	100	Pack of 100 tabs	38.60 (pck)	1,000	10	YES	940
☑	02.0001.02	Acetazolamide 250mg Tab BP/USP	LPO1824A	14/12/2019	127	15,797 (tablet)	100	Pack of 100 tabs	157.97 (pck)	1,000	10	YES	940
☑	01.0016.04	Acriflavine 0.1% Lotion	18941	31/12/2019	144	44,400 (ml)	120	bottle of 120 millilitre	370.00 (bott)	1,200	10	YES	96,000

Figure 3.2-10 Send for Approval

STEP 16

Click on the Send for Approval to send the transaction to immediate superior for approval

Note

- Alert message will be displayed as per Figure 3.2-11 & Figure 3.2-12.

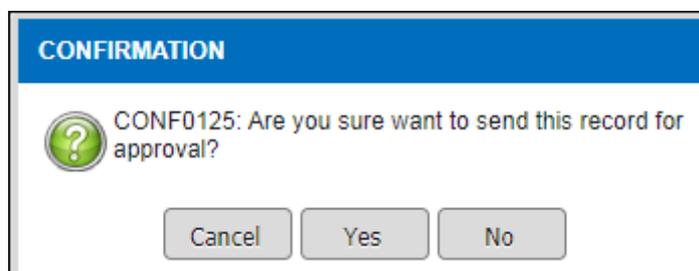


Figure 3.2-11 Alert Message

- Click on the Yes button.

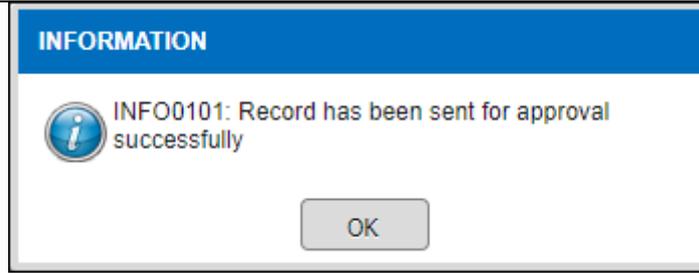
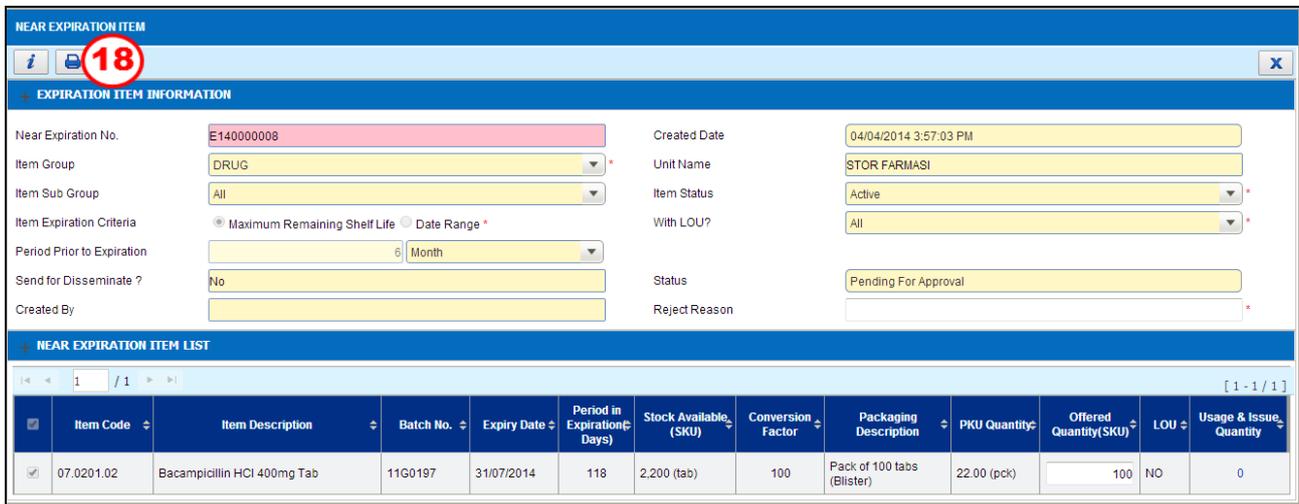


Figure 3.2-12 Alert Message

- Click on the  button.
- The Status will change to 'Pending for Approval'.

STEP 17

Click on the  button to cancel the transaction and the Status will be changed to 'Cancelled'.



Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	100	NO	0

Figure 3.2-13 Near Expiration Item Screen

STEP 18

Click on the  button to view/print report

Note

The report will be displayed as shown in Figure 3.2-14.



KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Item Group : Drug

Item Subgroup : All

Period Prior To : 6 Month

With LOU : All

Unit Name : STOR FARMASI

No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration(Days)	LOU
1	Zidopentixol Acetate 50 mg/ml Injection	N05AF05122P3001X.X.02	amp	2502066	28/02/2018	75 (amp)	10	134	No
2	Propranolol HCl 1mg/ml Injection	C07AA05110P3001X.X.02	amp	IPPLA1501	28/02/2018	20 (amp)	5	134	No
3	Silver Sulphadiazine 1% Cream	01.3500.03	g	09-15001	01/12/2017	500 (g)	500	45	No

DISEDIAKAN OLEH :

Nama :
 Jawatan : Penolong Pegawai Farmasi U40
 Unit : STOR FARMASI
 Jabatan : Pharmacy
 Tarikh : 17/10/2017

Nama :
 Jawatan :
 Unit :
 Jabatan :
 Tarikh :

Printed : 13/12/2017

Printed By :
 Unit Name : STOR FARMASI

Unit Name : STOR FARMASI

Source : PhIS

Page 1 of 1

Figure 3.2-14 Near Expiration Item Report



3.3 Near Expiration Item Approval

To approve or reject a Near Expiration Item record, perform the steps below:

TASK LIST						
Transaction Type: <input type="text" value="All"/> <input type="button" value="Search"/>						
[161 - 168 / 168]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
ReqFromNonSTDtoSTD	RS19000001	Drug	22/10/2019 03:09 PM	Pending for Approval	Outpatient Pharmacy	
Requisition Order	RO19000028	Drug	29/10/2019 03:50 PM	Pending For Approval	Outpatient Pharmacy	
Product Complaint	PC19000036	Drug	30/10/2019 11:52 AM	Investigation - Pending	Farmasi Logistik Hospital	
Authorisation	TL0000332271		30/10/2019 03:14 PM			
Count Sheet	CS19000068	Drug	30/10/2019 04:55 PM	Pending for Approval	Farmasi Logistik Hospital	
Requisition Order	RO19000029	Drug	31/10/2019 02:39 PM	Pending For Approval	Outpatient Pharmacy	
Indent(External)	R1908PS001-0002054	Drug	01/11/2019 03:20 PM	Pending For Approval	PHARMACY (Hospital Kuala Lumpur)	
Near Expiration Approval	E190000015	Drug	04/11/2019 02:31 PM	Pending For Approval	Farmasi Logistik Hospital	

Figure 3.3-1 Task List

The HOD/Pharmacist will receive the 'Pending for Approval' Near Expiration Item record in the Task List.

STEP 1

Click on the Transaction No. hyperlink and the Near Expiration Item screen will be displayed as shown in Figure 3.3-2

Note

The HOD / Pharmacist may also refer to section 3.1 Near Expiration Item Listing Page to search for the 'Pending for Approval' Near Expiration Item.

NEAR EXPIRATION ITEM												
<input type="button" value="i"/> <input type="button" value="Print"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>												
EXPIRATION ITEM INFORMATION												
Near Expiration No.	<input type="text" value="E190000001"/>				Created Date	<input type="text" value="17/06/2019 4:27:32 PM"/>						
Item Group	<input type="text" value="All"/>				Unit Name	<input type="text" value="STOR FARMASI"/>						
Item Sub Class	<input type="text" value="All"/>				With LOU?	<input type="text" value="All"/>						
Item Purchase Type	<input type="text" value="All"/>				Reject Reason	<input type="text"/>						
Send for Disseminate ?	<input type="text" value="No"/>				Status	<input type="text" value="Pending For Approval"/>						
Item Expiration Criteria	<input checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range				Created By	<input type="text"/>						
Period Prior to Expiration	<input type="text" value="6"/> <input type="text" value="Month"/>				UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU						
NEAR EXPIRATION ITEM LIST												
[1 - 1 / 1]												
Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
<input checked="" type="checkbox"/> 03.3062.16.830 H	2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	Btc011	06/07/2019	19	1,000 (bag)	1	bag of 2.5L	0.00 (bag)	<input type="text" value=""/>	<input type="text" value="1"/>	NO	0

Figure 3.3-2 Near Expiration Item Approval

STEP 2

Change the **Offered Quantity** if applicable

STEP 3

Click on the  button to approve the Near Expiration Item record

Click on the  button to reject the Near Expiration Item record

Note

Approve:

- If the user clicks on  button, the system will display an alert message as displayed in Figure 3.3-3.

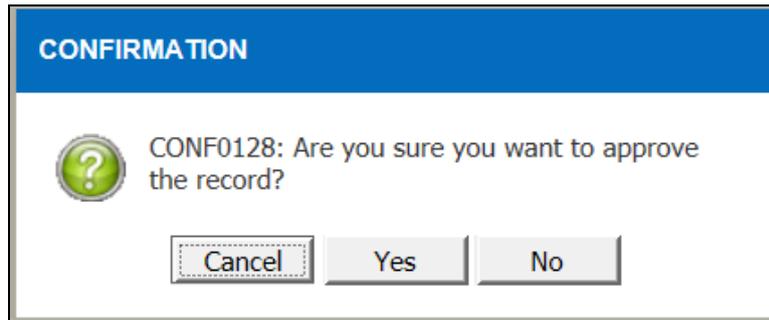


Figure 3.3-3 Alert Message

- Message Information as per Figure 3.3-4 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-3.

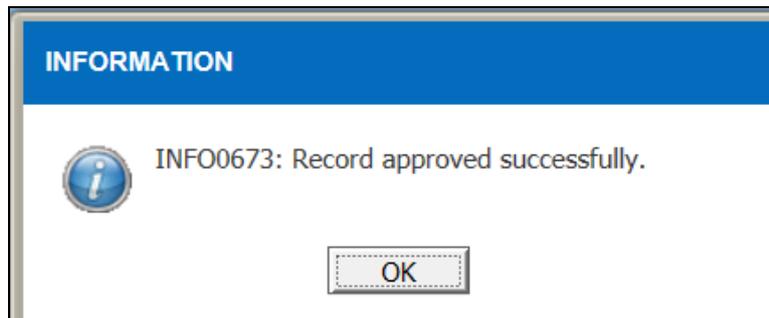


Figure 3.3-4 Alert Message

- The status will change to 'Approved'.
-  button will be displayed after the record is approved as shown in Figure 3.3-5

Reject:

- If the user clicks on  button, the user needs to enter Reject Reason.
- The Status will change to 'Rejected'.

NEAR EXPIRATION ITEM

4 Disseminate X

EXPIRATION ITEM INFORMATION

Near Expiration No. <input type="text" value="E190000001"/>	Created Date <input type="text" value="17/06/2019 4:27:32 PM"/>
Item Group <input type="text" value="All"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Sub Class <input type="text" value="All"/>	With LOU? <input type="text" value="All"/>
Item Purchase Type <input type="text" value="All"/>	Reject Reason <input type="text"/>
Send for Disseminate? <input type="text" value="No"/>	Status <input type="text" value="Approved"/>
Item Expiration Criteria <input type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input type="text"/>
Period Prior to Expiration <input type="text" value="6"/> <input type="text" value="Month"/>	UOM <input type="radio"/> SKU <input type="radio"/> PKU

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
<input checked="" type="checkbox"/>	03.3062.16.830 H 2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	Btc011	06/07/2019	19	1,000 (bag)	1	bag of 2.5L	1,000.00 (bag)	<input type="text" value="1"/>	<input type="text" value="1"/>	NO	<input type="text" value="0"/>

Figure 3.3-5 Disseminate Near Expiration Item record

STEP 4

Click on the button to disseminate approved Near Expiration Item record

Note

- The system will display an alert message as displayed in Figure 3.3-6.

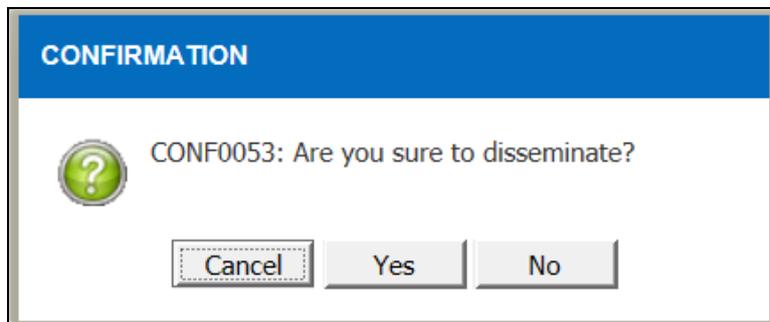


Figure 3.3-6 Alert Message

- Message Information as per Figure 3.3-7 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-6.

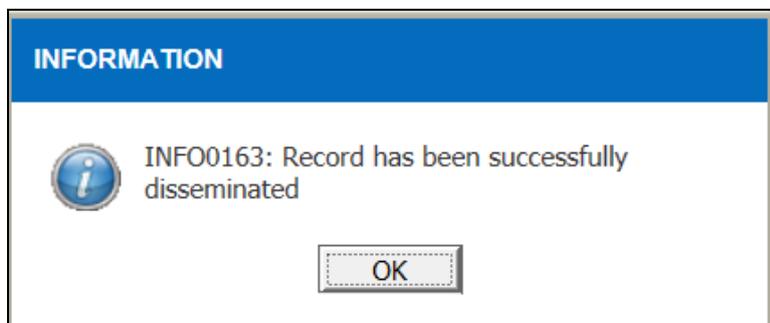


Figure 3.3-7 Alert Message

- The Send for Disseminate Field value will change to 'Yes'.

NEAR EXPIRATION ITEM

i
X

5
EXPIRATION INFORMATION

Near Expiration No. <input style="width: 90%;" type="text" value="E19000001"/>	Created Date <input style="width: 90%;" type="text" value="17/06/2019 4:27:32 PM"/>
Item Group <input style="width: 90%;" type="text" value="All"/>	Unit Name <input style="width: 90%;" type="text" value="STOR FARMASI"/>
Item Sub Class <input style="width: 90%;" type="text" value="All"/>	With LOU? <input style="width: 90%;" type="text" value="All"/>
Item Purchase Type <input style="width: 90%;" type="text" value="All"/>	Reject Reason <input style="width: 90%;" type="text" value=""/>
Send for Disseminate? <input type="checkbox"/> Yes	Status <input style="width: 90%;" type="text" value="Approved"/>
Item Expiration Criteria <input checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input style="width: 90%;" type="text" value="System Administrator"/>
Period Prior to Expiration <input style="width: 20%;" type="text" value="6"/> <input style="width: 20%;" type="text" value="Month"/>	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU

NEAR EXPIRATION ITEM LIST

☑	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
☑	03.3062.16.830 H	2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	Btc011	06/07/2019	19	1,000 (bag)	1	bag of 2.5L	1,000.00 (bag)	1	1	NO	0

Figure 3.3-8 Print Report

STEP 5

Click on the  button to view/print report

Note

- The report will be displayed as shown in Figure 3.3-9



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Item Group : All	Period Prior To : 6 Month
Item Sub Class : All	With LOU : All
	Unit Name : STOR FARMASI

No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration(Days)	LOU
1	2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	03.3062.16.830H	bag	Btc011	06/07/2019	1,000 (bag)	1	19	No

DISEDIAKAN OLEH :

Nama :

Jawatan : Pegawai Perubatan Pakar

Unit : STOR FARMASI

Jabatan : General Surgery

Tarikh : 17/06/2019

(DILULUSKAN) :

Nama :

Jawatan : Pegawai Perubatan Pakar

Unit : STOR FARMASI

Jabatan : General Surgery

Tarikh : 09/08/2019

Printed : 09/08/2019
Printed By :
Unit Name : STOR FARMASI
Source : PhIS

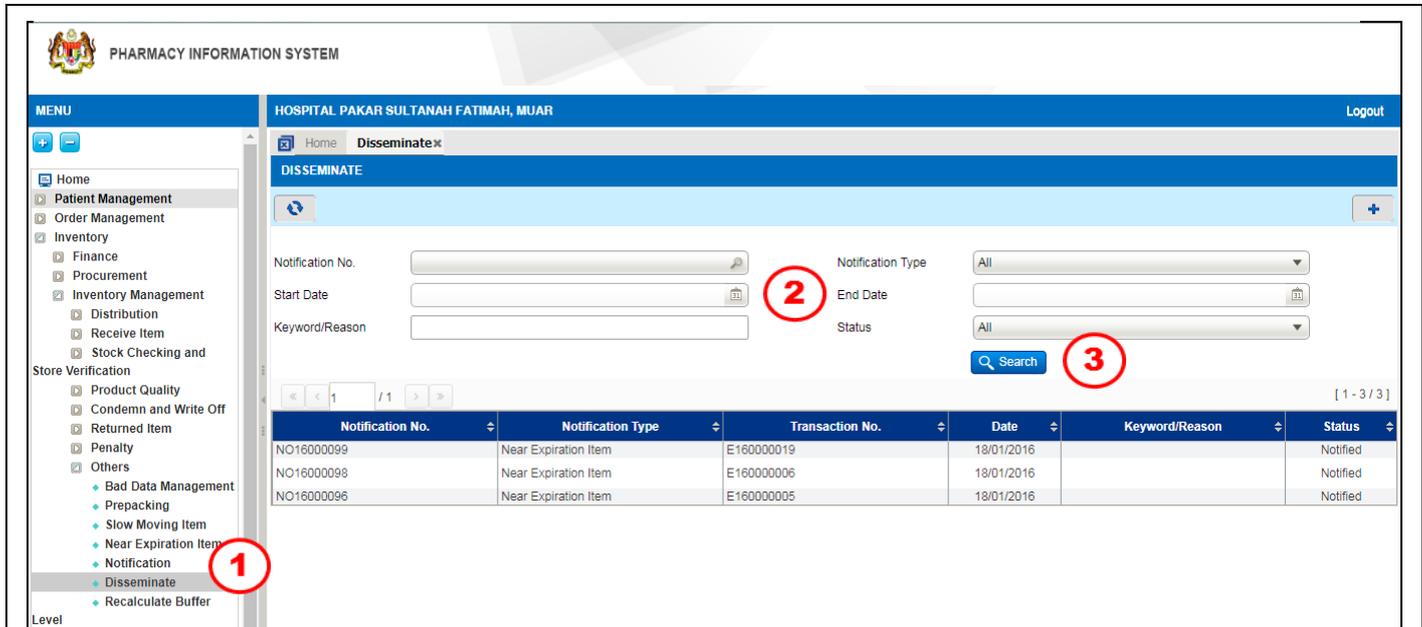
Page 1 of 1

Figure 3.3-9 Near Expiration Item Report

4.0 Disseminate

Overview

This function allows user to disseminate the near expiration item within the facility (Intra Facility). Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Disseminatex

DISSEMINATE

Notification No. Notification Type

Start Date End Date

Keyword/Reason Status

[1 - 3 / 3]

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO16000099	Near Expiration Item	E160000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

Figure 4.0-1 Disseminate Listing Page

This page will display all existing disseminate transaction(s)

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu, then click 'Others' then click 'Disseminate'

STEP 2

To search for existing disseminate record(s), you may search by criteria as follows:

- Notification No.
- Notification Type
 - All
 - Near Expiration Item
 - Slow Moving Item
- Start Date
- End Date
- Keyword/Reason
- Status
 - All
 - Cancel Request
 - Notified
 - Open

STEP 3

Click on the button to search the existing transactions

Note

The results displayed will be based on the entered criteria as shown in Figure 4.0-1.

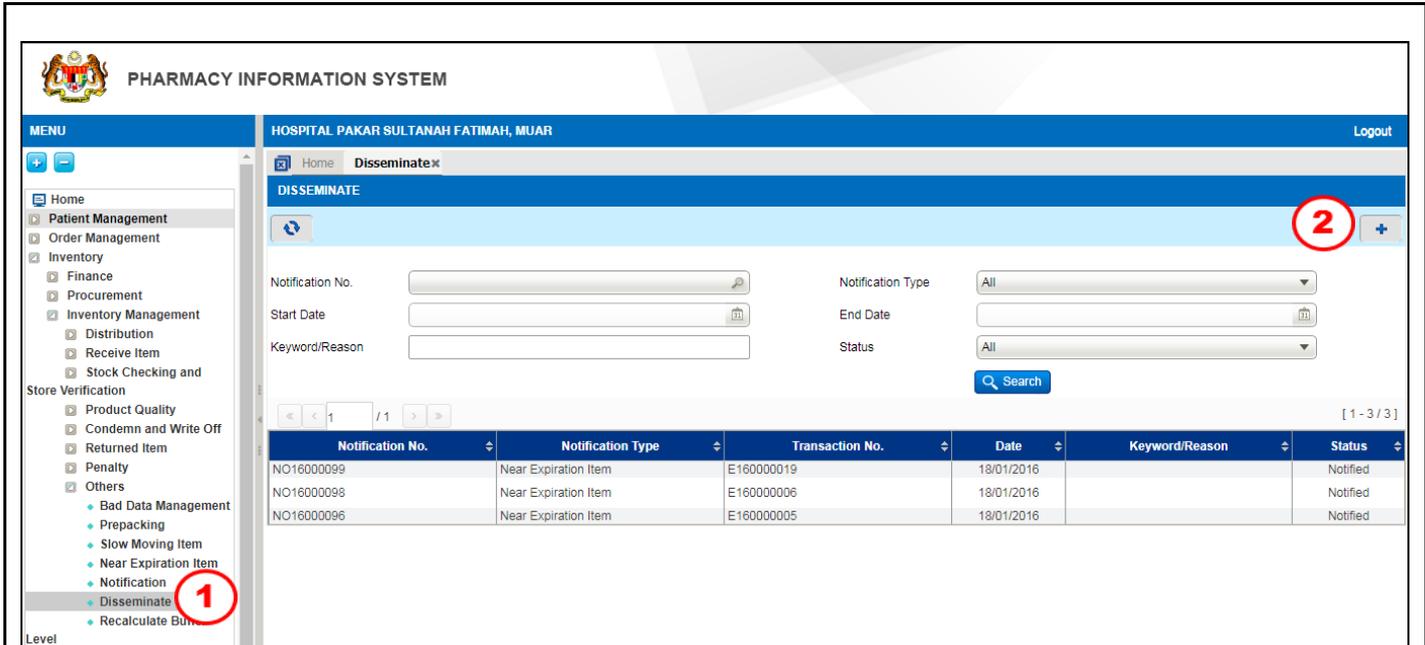


No	Field	Description	Remarks
a	Notification No	Notification Number	Display all existing Notification No.
b	Notification Type	Search by : - -All - -Near Expiration Item - -Slow Moving Item	Able to filter and search record(s)
c	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Reason of the dissemination	Able to filter by keyword/reason
f	Status	Search by: - All - Cancelled - Notified - Open	Able to filter and search record(s)

Table 4.0-1

4.1 New Disseminate Record: Intra Facility

To create a new, disseminate record for Intra facility, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Disseminate*

DISSEMINATE

Notification No. [Text Field] Notification Type [Dropdown: All]

Start Date [Text Field] End Date [Text Field]

Keyword/Reason [Text Field] Status [Dropdown: All]

[Search]

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO16000099	Near Expiration Item	E160000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

[1 - 3 / 3]

Figure 4.1-1 Disseminate Listing Page

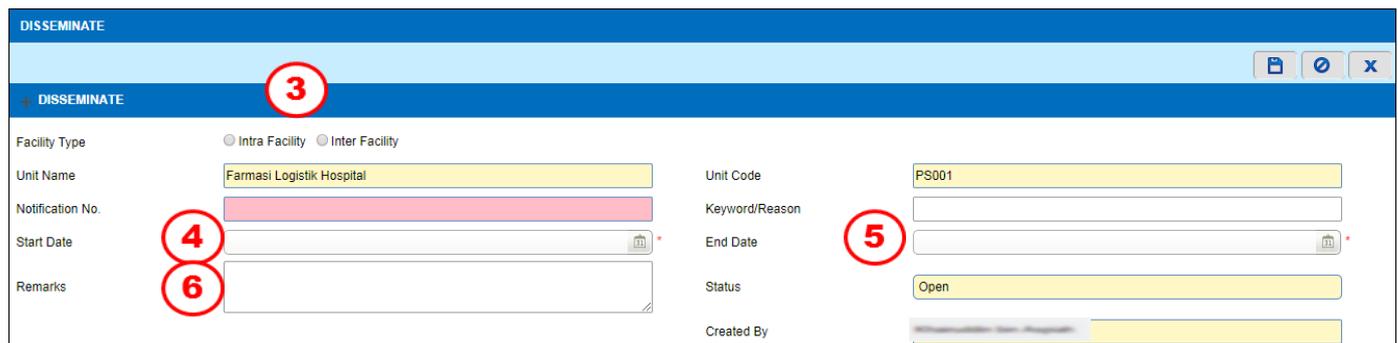
This function allows users to notify near expiration item that are offered within the same facility.

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu, then click 'Others' then click 'Disseminate'

STEP 2

Click on  button to create a new transaction



DISSEMINATE

DISSEMINATE

Facility Type Intra Facility Inter Facility

Unit Name Unit Code

Notification No. Keyword/Reason

Start Date End Date

Remarks Status

Created By

Figure 4.1-2 Disseminate Transaction Screen

STEP 3

Select **Intra Facility** radio button

Note

- A newly-created Disseminate record **Status** is defaulted as 'Open'.
- **Unit Name** and **Unit Code** are defaulted to the user's login ID.

STEP 4

Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable

Figure 4.1-3 Disseminate Item Screen

STEP 7

Select 'Near Expiration Item' from the *Disseminate Type* dropdown box and system will automatically take the latest Expiration transaction record

Note

- Click on **History Of Disseminate** after selecting the *Disseminate Type* to view list of dissemination as per Figure 4.1-4 (If there is any)

Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM14000001	6	11/10/2014	Unit/Facility

Figure 4.1-4 History of Disseminate

- Alert message will be prompt as per Figure 4.1-5 if user click on the **History Of Disseminate** without selecting the disseminate type

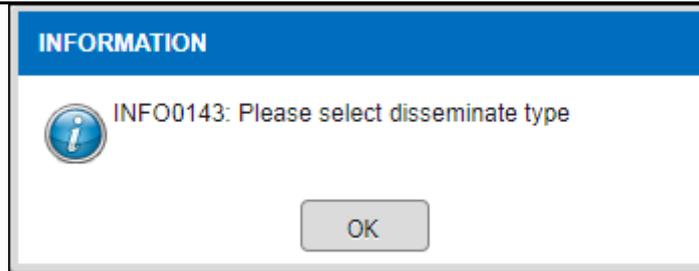


Figure 4.1-5 Alert Message

STEP 8

Select the **Transaction No** for the list

STEP 9

Click on the  button to add the facility/unit

Note

The list of Facility/Unit Name will be displayed as per Figure 4.1-6.



Unit Name	Unit Code
Antenatal Clinic	ANC
Bilik Susu Pediatrik	P_BSU
Cawangan Pentadbiran Am	TADBIR
Cawangan Sumber Manusia	SUMBER
Chronic Pain Service SCACC	PAIN
Combine Clinic - Neuro-Endokrin	NEUROENDO
Combine Clinic - Uro O&G	UROOG
Community Psychiatry Service Team SCACC	CPS
CSSD Pusat (Blok Utama)	MAIN_CSSD
CSSU Maternity	MH_CSSU

Figure 4.1-6 Add Facility/Unit

STEP 9

Select the check box to add the Facility/Unit Name based on the selection for *Facility Type*

Note

User is allowed to select more than 1 check box.

STEP 10

Click on the  button to add the selected *Facility/Unit Name* into the 'Add Facility/Unit Name' section.

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
01.3660.01	Suppositories Steroidal + Anaesthetic	TB3449	31/07/2019	140 (supp)	Pack of 10 Supps	10	14.00 (pck)	10 (supp)
03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	90MA083E	30/06/2019	730 (amp)	pack of 10 ampoule	10	73.00 (pck)	100 (emp)
N03AX11000T1002XX.05	Topiramate 50 mg Tablet	B954D021	30/10/2019	16,000 (tablet)	pack of 100 tablet	100	160.00 (pck)	1,000 (tablet)
03.3008.12	Vitamin K1 (Phytomenadione) 10 mg / ml Injection	180294T	31/09/2019	1,080 (emp)	pack of 10 ampoule	10	108.00 (pck)	50 (emp)

Figure 4.1-7 Disseminate Screen

STEP 11

Click on the button to save the disseminate record

Note

- After saving the record, alert messages will be displayed as per Figure 4.1-8 and Figure 4.1-9.

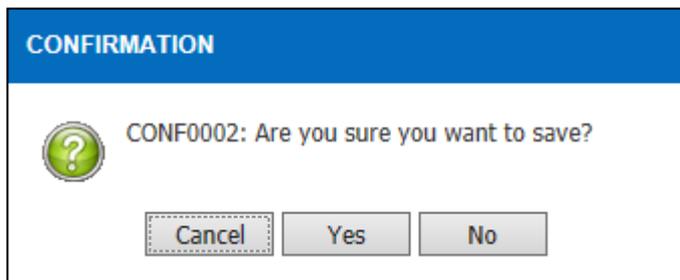


Figure 4.1-8 Save Record Alert Message

- Click on the button.

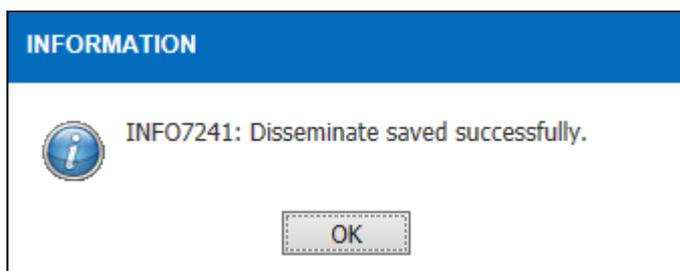


Figure 4.1-9 Save Record Alert Message

- Click on the button.

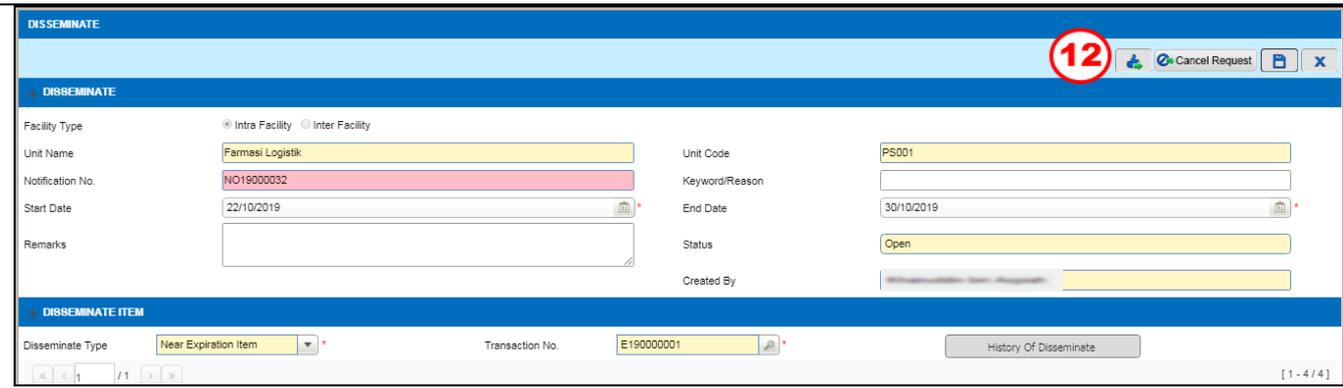


Figure 4.1-10 Disseminate Send Notification

STEP 12

Click on the  button to send the notification to the selected facility/unit

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000163

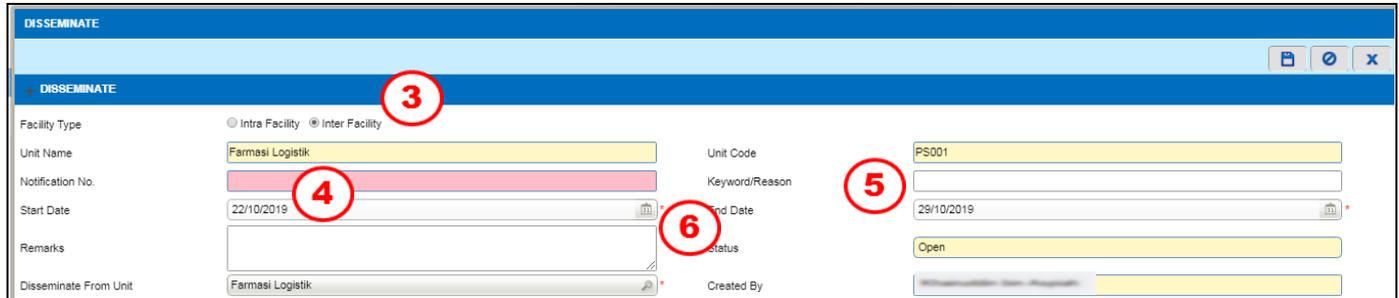
Character	Description	Value
1-2	Notification	'N'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 4.1-1

4.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:

This function allows users to notify of near expiration item that are offered between facilities.



The screenshot shows the 'DISSEMINATE' form with the following fields and callouts:

- 3**: Facility Type (Inter Facility selected)
- 4**: Notification No.
- 5**: Keyword/Reason
- 6**: Status (Open)

Figure 4.2-1 Disseminate

Note

Repeat STEP 1 and STEP 2 from Section 4.1 New Disseminate Record: Intra Facility to create a new transaction and the Disseminate screen will be displayed as per Figure 4.2-1.

STEP 3

Select **Inter Facility** button for **Facility Type**

Note

- A newly-created Disseminate record **Status** is defaulted as 'Open'.
- **Unit Name** and **Unit Code** is defaulted to the user's login ID.

STEP 4

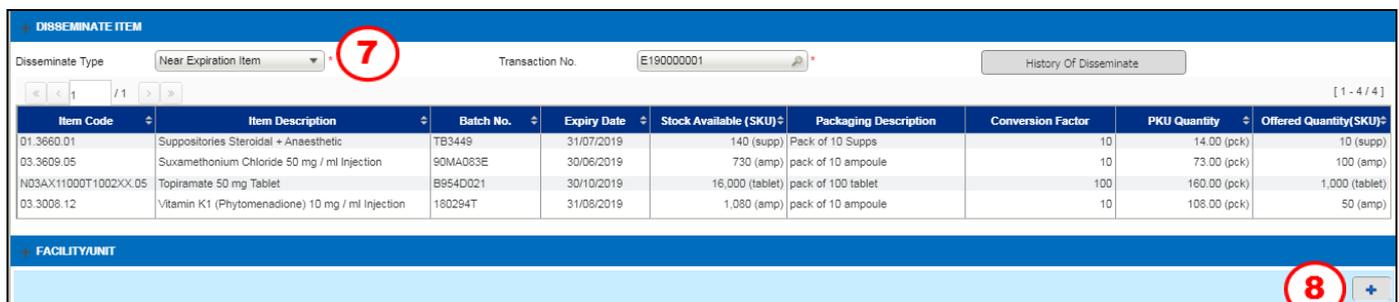
Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable



The screenshot shows the 'DISSEMINATE ITEM' table with the following callouts:

- 7**: Disseminate Type (Near Expiration Item)
- 8**: Plus sign button in the FACILITY/UNIT section

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
01.3660.01	Suppositories Steroidal + Anaesthetic	TB3449	31/07/2019	140 (supp)	Pack of 10 Supps	10	14.00 (pck)	10 (supp)
03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	S0MA063E	30/06/2019	730 (amp)	pack of 10 ampoule	10	73.00 (pck)	100 (amp)
N03AX11000T1002XX.05	Topiramate 50 mg Tablet	B954D021	30/10/2019	16,000 (tablet)	pack of 100 tablet	100	160.00 (pck)	1,000 (tablet)
03.3008.12	Vitamin K1 (Phytomenadione) 10 mg / ml Injection	180294T	31/08/2019	1,080 (amp)	pack of 10 ampoule	10	108.00 (pck)	50 (amp)

Figure 4.2-2 Disseminate Item

STEP 7

Select 'Near Expiration Item' from the **Disseminate Type** dropdown box

Note

- Click on **History Of Disseminate** after selecting the **Disseminate Type** to view list of dissemination as per Figure 4.1-3 (If there is any).

HISTORY OF DISSEMINATE				
+ HISTORY OF DISSEMINATE				
Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name	
SM14000004	1	05/11/2014	Unit/Facility	
SM14000001	6	11/10/2014	Unit/Facility	

Figure 4.2-3 History of Disseminate

- Alert message will be prompt as per Figure 4.2-4 if user click on the **History Of Disseminate** without selecting the disseminate type

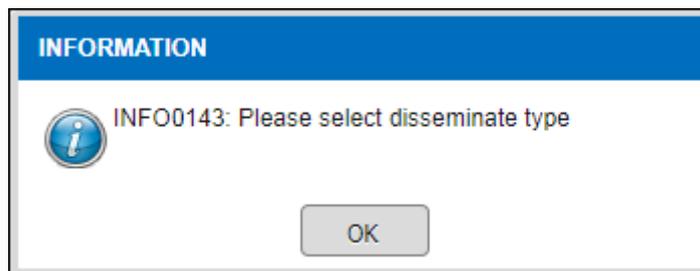
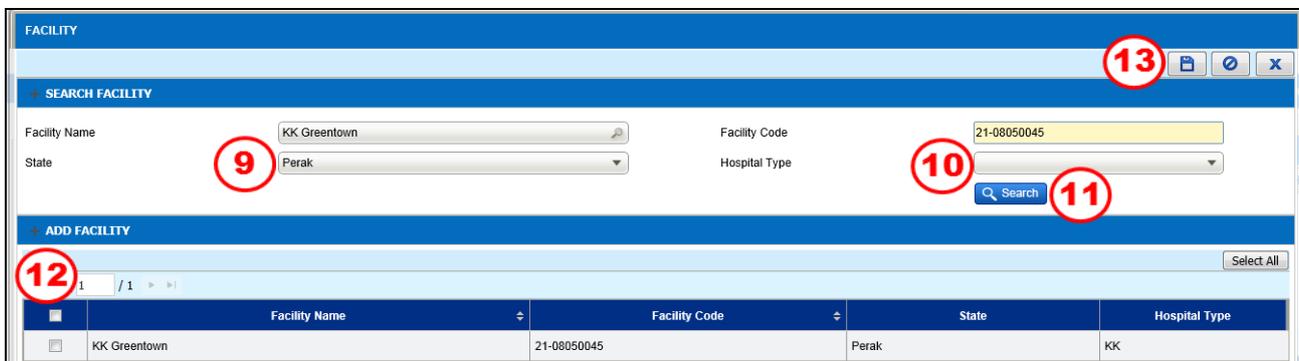


Figure 4.2-4 Alert Message

STEP 8

Click on the  button and the 'Facility' screen will be displayed as shown in Figure 4.2-2



Facility Name	Facility Code	State	Hospital Type
KK Greentown	21-08050045	Perak	

Figure 4.2-5 Alert Message

STEP 9

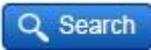
Select **State** from the drop down box

STEP 10

Select **Hospital Type** from the drop down box

- HQ
- Hospital
- KB1M
- KD
- KK
- KK1M
- KKIA
- MUSN/PBFN
- PKD

STEP 11

Click on the  button

STEP 12

Check on the **Facility Name** checkbox to select facility(s) to disseminate

STEP 13

Click on the  button to add the selected **Facility Name** into the 'Add Facility/Unit Name' section

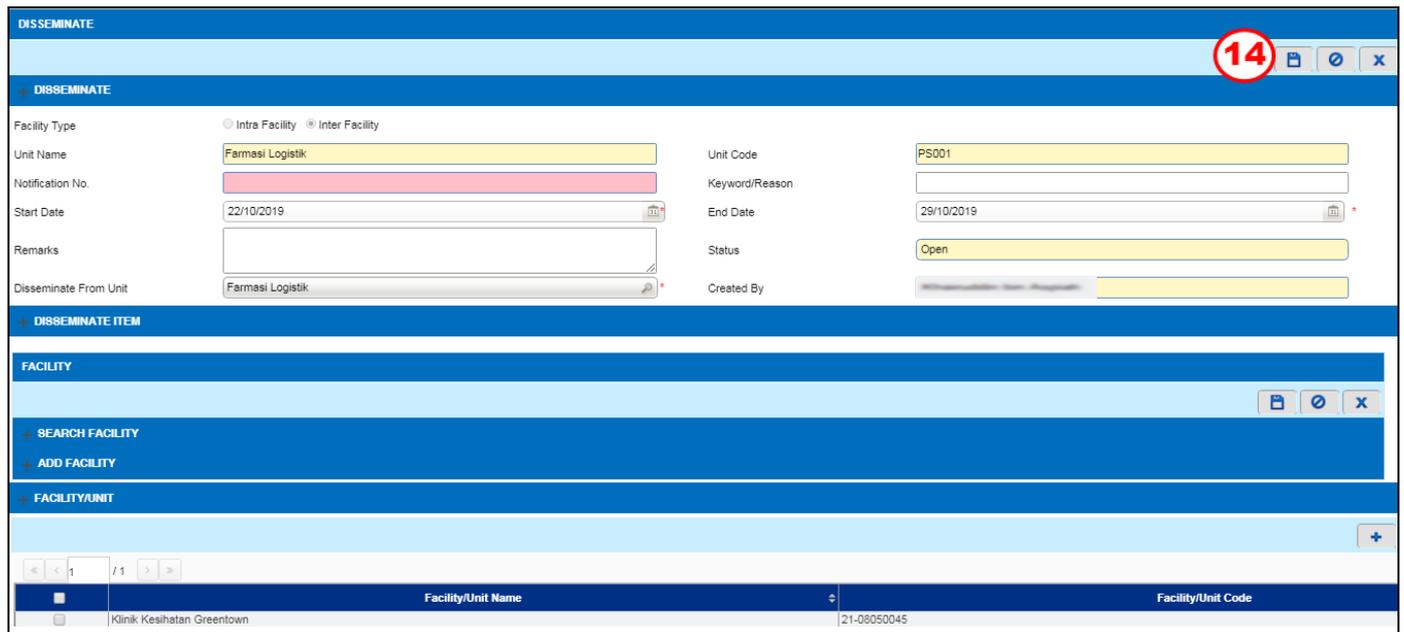


Figure 4.2-6 Disseminate

STEP 14

Click on the  button to save the disseminate record

Note

- An alert message will be, displayed as per Figure 4.2-7 and Figure 4.2-8.

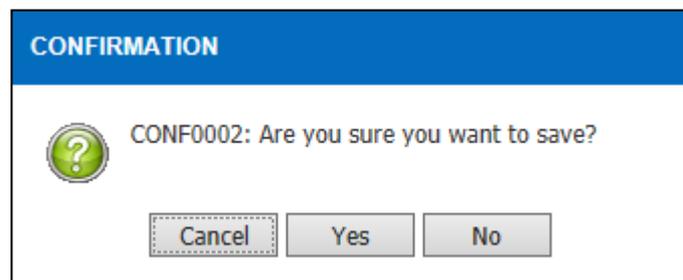
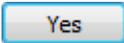


Figure 4.2-7 Save Record Alert Message

- Click on the  button.

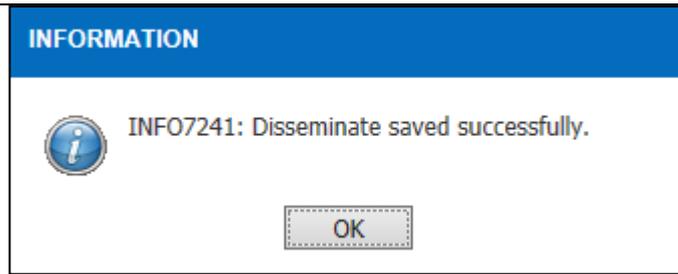


Figure 4.2-8 Save Record Alert Message

- Click on the  button.

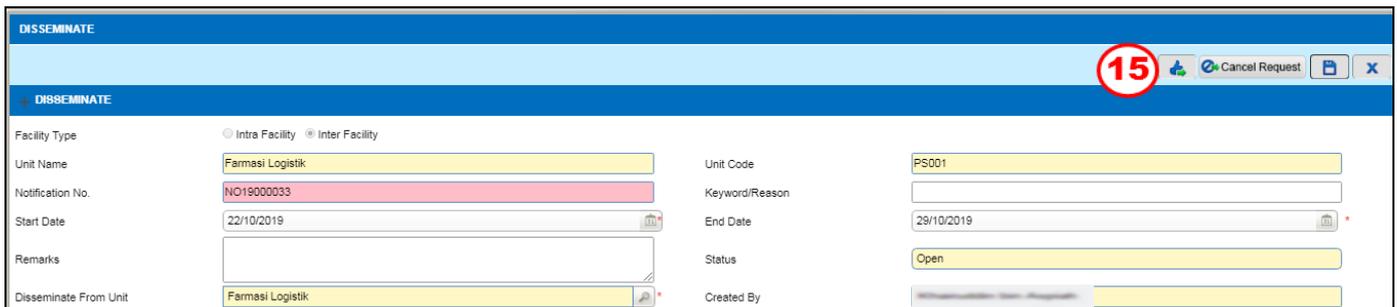


Figure 4.2-9 Disseminate Screen

STEP 15

Click on the  button to send the notification to the selected facility

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed in the Notification section at home page of the selected facility/unit as shown in Figure 4.2-10.

Character	Description	Value
1-2	Notification	'N'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

5.0 Condemn and Write Off

Overview

This function allows user to generate a list of item to condemn and write off due to expiry batch. Only pharmacy store users are allowed to do this function.

5.1 New Recommended Condemn List

To create a new, recommended condemn list record, perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Recommended Condemn List*

RECOMMENDED CONDEMN LIST

RCL No. RCL Status
 Created Date From Created Date To

[1 - 10 / 78]

RCL No.	Created Date	Created By	Approved Date	Remarks	Status
RC19000081	09/10/2019				Open
RC19000080	09/10/2019				Open
RC19000079	09/10/2019				Open
RC19000078	20/08/2019		20/08/2019		Approved
RC19000077	20/08/2019		04/09/2019		Approved
RC19000076	15/08/2019				Open
RC19000075	09/08/2019		09/08/2019		Approved
RC19000074	07/08/2019		07/08/2019		Approved
RC19000073	05/08/2019		05/08/2019		Approved
RC19000067	26/07/2019		26/07/2019		Approved

Figure 5.1-1 RCL Listing Page

This function allows users to create new recommended condemn list.

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu, then click 'condemn and write off then click 'Recommended Condemn List'

STEP 2

Click on button to create a new transaction

GENERATE RECOMMENDED CONDEMN LIST

GENERATE RCL

RCL No. Total Amount(RM) Created Date
 Item Group No. of Items Created By
 Remarks RCL Status Unit Name

RCL ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)
No Record Found												

Figure 5.1-2 Recommended Condemn List

STEP 3

Click on button to create a new transaction

Note

- **Item group** and **Remarks** for the filter option to create condemn list.

The screenshot shows the 'ADD RCL ITEM' form with the following fields and callouts:

- 4**: Item Code field containing 'I1750460001.00'
- 5**: Batch No. field containing 'A8311'
- 6**: Total Available Stock field containing '4'
- 7**: Condemn Justification dropdown menu containing 'Rosak dan tidak boleh digunakan'
- 8**: Save button (floppy disk icon)

Figure 5.1-3 Add RCL Item List

STEP 4

Select the **Item Description** for the searching option

STEP 5

Select the **Batch No** for the list

STEP 6

Enter **Recommended Condemn Quantity**

STEP 7

Select the **Condemn Justification** for the drop down list

STEP 8

Click on the button to add the selected **item** into the 'recommended condemn list' section and it will show in the main list as per **Figure 5.1-4**

Note

To generate quarantine item to generate recommended condemn list steps as below:

The screenshot shows the 'GENERATE RECOMMENDED CONDEMN LIST' form with the following fields and callouts:

- 9**: '+ Quarantine Item' button

Below the form is a table showing the generated RCL Item List:

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
I1750460001.00	135 Deg DHS Barrel Plate DCP Holes (4 Holes)	A8311		EA	1	each of 1 each	4	4.00	2	2.00	285.0000	570.00	Rosak dan tidak boleh digunakan	

Figure 5.1-4 Generate Recommended Condemn List

STEP 9

Select the  button to generate quarantine item in condemn list

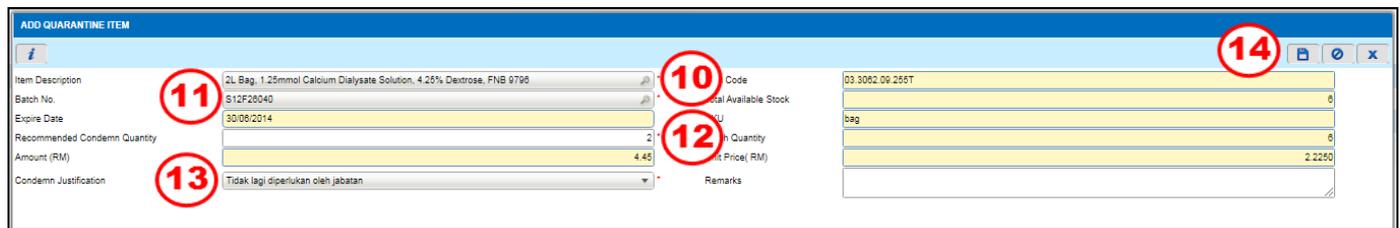


Figure 5.1-5 Add Quarantine Item List

STEP 10

Select the *Item Description* for the searching option

STEP 11

Select the *Batch No* for the list

STEP 12

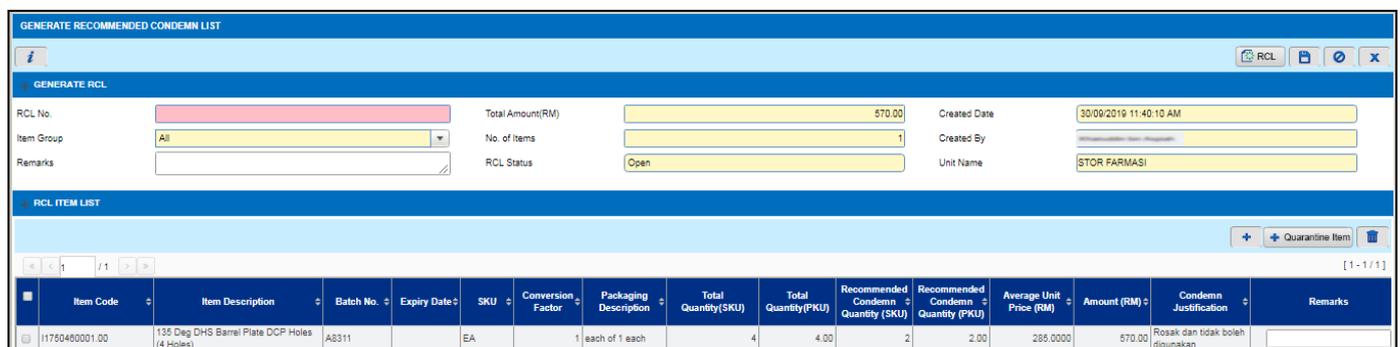
Enter *Recommended Condemn Quantity*

STEP 13

Select the *Condemn Justification* for the drop down list

STEP 14

Click on the  button to add the selected *item* into the 'recommended condemn list' section and it will show in the main list as per *Figure 5.1-6*



Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
11750400001.00	135 Deg DHS Barrel Plate DCP Holes (4 Holes)	A8311		EA	1	each of 1 each	4	4.00	2	2.00	285.0000	570.00	Rosak dan tidak boleh digunakan	

Figure 5.1-6 Generate Recommended Condemn List

Note

To generate RCL (Recommended Condemn List) item to generate recommended condemn list steps as below:

GENERATE RECOMMENDED CONDEMN LIST

GENERATE RCL 15

RCL No. Total Amount(RM) Created Date
 Item Group No. of Items Created By
 Remarks RCL Status Unit Name

RCL ITEM LIST + Quarantine Item

[1 - 1 / 1]

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
11750460001.00	135 Deg DHS Barrel Plate DCP Holes (4 Holes)	A8311		EA	1	each of 1 each	4	4.00	2	2.00	285.0000	570.00	Rosak dan tidak boleh digunakan	

Figure 5.1-7 Generate Recommended Condemn List

STEP 15

Select the button to generate RCL list

RECOMMENDED CONDEMN LIST 18

Item Code Item Group Category
 Item Description Item Sub Class 16

[1 - 10 / 433]

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
17 03.3062.07.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9898	S13J13024	01/10/2015	bag	1	bag of 2.5L	150	150.00	150	150.00	0.0000	0.00	Luput temp.	
03.3062.04.255T	2L Bag, 1.25mmol Calcium Dialysate Solution, 2.5% Dextrose, FNB 9776	S13J11051...	10/10/2015	bag	1	bag of 2L	268	268.00	268	268.00	2.6000	698.80	Luput temp.	
03.3062.12.255T	2L bag 1.75mmol Calcium Dialysate Soln 1.5% Dextrose FNB9959	S13I15046	14/09/2015	bag	1	bag of 2L	2,000	2,000.00	2,000	2,000.00	2.6000	5,200.00	Luput temp.	
03.3062.12.255T	2L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose FNB 9876	S13C23050	22/03/2015	bag	1	bag of 2L	612	612.00	612	612.00	2.6000	1,591.20	Luput temp.	
03.3062.12.255T	2L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose FNB 9876	S13H05064	04/08/2015	bag	1	bag of 2L	684	684.00	684	684.00	2.6000	1,778.40	Luput temp.	
03.3062.12.255T	2L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose FNB 9876	S13I06023	08/09/2015	bag	1	bag of 2L	2,376	2,376.00	2,376	2,376.00	2.6000	6,177.60	Luput temp.	
03.3062.15.255T	2L Bag, 1.75mmol Calcium Dialysate Solution, 4.25% Dextrose, FNB 9898	S13E27056	27/05/2015	bag	1	bag of 2L	322	322.00	322	322.00	2.6000	837.20	Luput temp.	
J05AR02964T1001X.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	R02964	31/07/2019	tablet	30	pack of 30 tablet	3,333,085	111,102.83	3,333,085	111,102.83	5.2437	17,477,697.91	Luput temp.	
A10BPF1000T1001XX.01	Acarbose 50 mg Tablet	ttt555	03/08/2019	tablet	100	Box of 100 tab	99,999,600	999,999.00	99,999,600	999,999.00	0.0300	2,999,998.00	Luput temp.	
01.0002.06	Acid Acetic Glacial BP	AKK-3220980	12/03/2018	ml	1000	Bottle of 1 Litre Remove from ASP	6,000	6.00	6,000	6.00	0.0178	105.60	Luput temp.	

Figure 5.1-8 Generate Recommended Condemn List

STEP 16

Search the item using **Item Code**, **Item Description**, **Item Group**, **Item Subclass** and **Category** for the searching option in searching criteria. Click the button.

STEP 17

Select the **Item** by clicking the check box for the list.

STEP 18

Click on the button to add the selected **item** into the 'recommended condemn list' section and it will show in the main list as per Figure 5.1-8

GENERATE RECOMMENDED CONDEMN LIST

GENERATE RCL

RCL No. Total Amount(RM) Created Date

Item Group No. of Items Created By

Remarks RCL Status Unit Name

RCL ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)
11750460023.00	135 Deg DHS Barrel Plate DCP Holes (8 Holes)	13816		EA	1	each	3	3.00	1	1.00	300.0000	300.00
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	S13J13024	01/10/2015	bag	1	bag of 2.5L	150	150.00	150	150.00	0.0000	0.00
02.0001.02	Acetazolamide 250mg Tab BP/USP	LPO1824A	14/12/2019	tablet	100	Pack of 100 tabs	15,700	157.00	1	0.01	0.4547	0.45

Figure 5.1-9 Generate Recommended Condemn List

STEP 19

Click on the  button to complete the record

Note

- After saving the record, alert messages will be displayed as per Figure 5.1-10 and Figure 5.1-11.

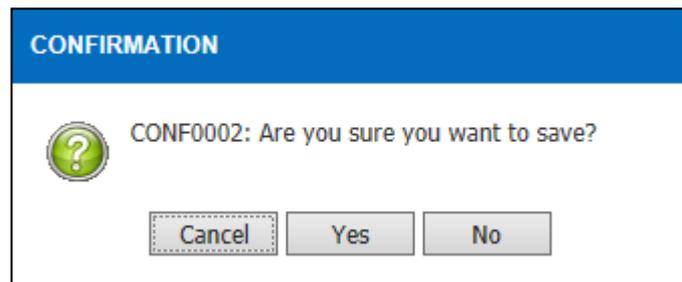
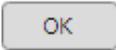


Figure 5.1-10 Save Record Alert Message

- Click on the  button.

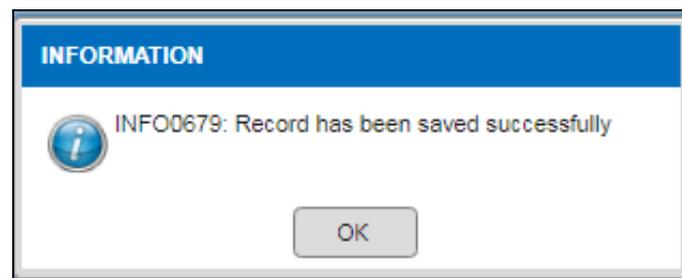


Figure 5.1-11 Save Alert Message

- Click on the  button to delete all entered data.

GENERATE RECOMMENDED CONDEMN LIST

20
Send for Approval Cancel Request

GENERATE RCL

RCL No. Total Amount(RM) Created Date

Item Group No. of Items Created By

Remarks RCL Status Unit Name

RCL ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)
11750460023.00	135 Deg DHS Barrel Plate DCP Holes (8 Holes)	13816		EA	1	each	3	3.00	1	1.00	300.0000	300.00
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	S13J13024	01/10/2015	bag	1	bag of 2.5L	150	150.00	150	150.00	0.0000	0.00
02.0001.02	Acetazolamide 250mg Tab BP/USP	LPO1824A	14/12/2019	tablet	100	Pack of 100 tabs	15,700	157.00	1	0.01	0.4547	0.45

Figure 5.1-12 Generate Recommended Condemn List

STEP 20

Click on the  button to send approval the record

Note

- System will display an alert message as displayed in Figure 5.1.13.
- Message Information as displayed in Figure 5.1.13 will be displayed once user selects the Yes button in Figure 5.1.5-14.

The Status will be automatically changed to 'Pending for Approval'.

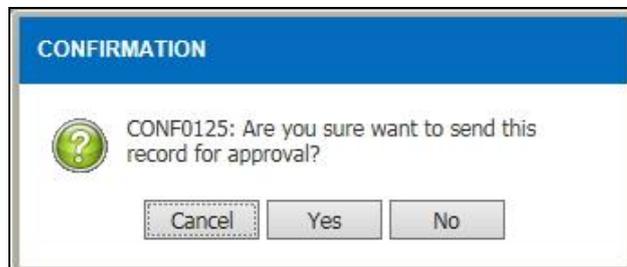


Figure 5.1.13 Alert Message



Figure 5.1.14 Alert Message

GENERATE RECOMMENDED CONDEMN LIST

RCL Report
Approve
Reject
X

GENERATE RCL

RCL No.	RC19000008	Total Amount(RM)	300.45	Created Date	01/10/2019 11:08:19 AM
Item Group	All	No. of Items	3	Created By	
Remarks		RCL Status	Pending for Approval	Unit Name	STOR FARMASI
Reject Reason		Approved Date			

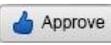
RCL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	
11750460023.00	135 Deg DHS Barrel Plate DCP Holes (8 Holes)	13816		EA	1	each	3	3.00	1	1.00	300.0000	300.00	Usang
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	S13J13024	01/10/2015	bag	1	bag of 2.5L	150	150.00	150	150.00	0.0000	0.00	Luput pengg Luput pengg
02.0001.02	Acetazolamide 250mg Tab BP/USP	LPO1824A	14/12/2019	tablet	100	Pack of 100 tabs	15,700	157.00	1	0.01	0.4547	0.45	Luput pengg

Figure 5.1-15 Generate Recommended Condemn Unit

Note

- Click on the  button and the Status will be changed to 'Approved'.
- Click on the  button and the Status will be changed to 'Rejected'.
- User able to print RCL Report and Kew.Ps-20 once approved. The report will be displayed as shown in Figure 5.1-16

This function allows users to record condemn between facilities.

PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Condemn x

CONDEMN + 3

Condemn No. Authorisation Ref No.

Condemn Date From Condemn Date To

RCL No. Status

[1 - 10 / 31]

Condemn No.	Condemn Date	Authorisation Ref No.	RCL No.	Total Amount (RM)	Status
C19000048	10/10/2019	AU001	RC19000078	3,642.58	Condemned
C19000047	09/08/2019	ref453535	RC19000075	201.75	Condemned
C19000046	08/08/2019	45353	RC19000040	0.00	Open
C19000045	07/08/2019	234324	RC19000074	0.00	Condemned
C19000044	07/08/2019	1234	RC19000060	564.32	Open
C19000043	05/08/2019	w1'213	RC19000064	1.54	Condemned
C19000042	05/08/2019	21324423	RC19000073	296,835.82	Condemned
C19000041	05/08/2019	REF090898123	RC19000073	296,835.82	Cancelled
C19000035	01/08/2019	Resd2433	RC19000065	0.00	Open
C19000034	26/07/2019	frdst	RC19000067	0.00	Condemned

Figure5.2-1 Condemn Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

STEP 2

Click on 'Condemn and Write Off' followed by 'Condemn'.

STEP 3

Click on the button to create a new Condemn record.

CONDEMN

Condemn No. RCL Approved By Created Date

RCL No. Approved Date Created By

Authorisation Ref No. Amount (RM) Unit Name

Authorisation Ref Date Disposal Revenue (RM) Status

Condemn Date Handling Cost (RM) Remarks

CONDEMN ITEM LIST

[1 - 1 / 1]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Package Description	Total Quantity(SI)	Total Quantity(P)	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Appr Quan SK
01.0016.04	Acriflavine 0.1% Lotion	17927	HOE	09/07/2015	ml	120	bottle of 120 millilitre	1,500	1,500	12	0.10		

Figure 5.2-2 Condemn Listing Page

STEP 4

Select **RCL No.** RCL list will be displayed in the list. Select RCL record and RCL details will be loaded into the list.

STEP 5

Enter **Authorization Ref No**

SKU	Conversion Factor	Package Description	Total Quantity (SI)	Total Quantity (PI)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Category	Approved Quantity (SKU)	Approved Quantity (PKU)	Average Price (SKU(RM))	Amount (RM)	Condemn Justification	Condemn Method	Condemn Quantity
	120	bottle of 120 millilitre	1,500	1,500	12	0.10		12	0.10	0.0204	0.24	Lain-lain	Serahan	121

Figure 5.2-3 Condemn Item List

STEP 6

Enter **Remarks** if applicable

STEP 7

Select Condemn Method drop down box and select method accordingly

STEP 8

Click on the button to save the Condemn record

Note

- An alert message will be displayed as per Figure 5.2-4 and Figure 5.2-5.

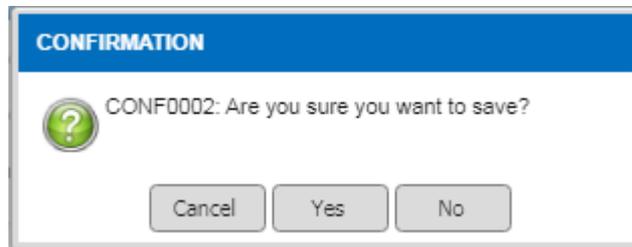


Figure 5.2-4 Save Record Alert Message

- Click on the button.

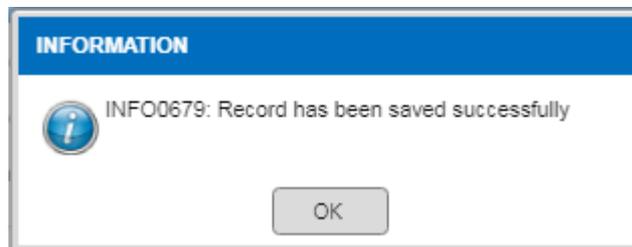


Figure 5.2-5 Save Record Alert Message

Click on the button.

CONDEMN

Condemn No. C190000013 RCL Approved By [User] Created Date 22/10/2019 04:39:20 PM
 RCL No. RC19000027 RCL Approved Date 22/10/2019 Created By [User]
 Authorisation Ref No. 11 Total Amount (RM) 12.16 Unit Name Farmasi Logistik
 Authorisation Ref Date [Date] Disposal Revenue (RM) Status Open
 Condemn Date 22/10/2019 04:39:20 PM Handling Cost (RM) Remarks

CONDEMN ITEM LIST

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Package Description	Total Quantity(SI)	Total Quantity(PK)	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Appro Quant SK
KPK00208.01	Zonisamide 100mg Tablet	DMHKL1106	NO BRAND	31/12/2019	tablet	100	Pack of 100 tab	1,000	1,000	10	0.10		

Figure 5.2-6 Condemn Item List

STEP 9

Click on the  button to complete the Condemn record

Note

- An alert message will be, displayed as per Figure 5.2-7 and Figure 5.2-8.

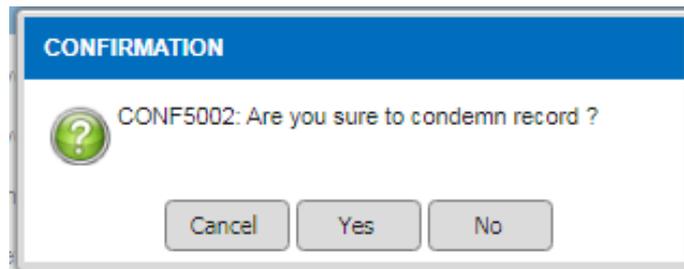
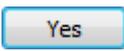


Figure 5.2-7 Save Record Alert Message

- Click on the  button.

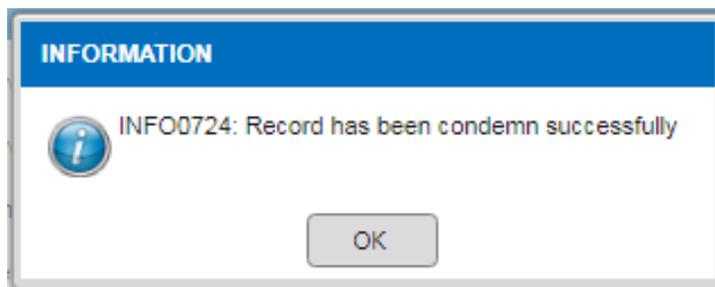


Figure 5.2-8 Save Record Alert Message

- Click on the  button.

Note

- Click on the  button and the Status will be changed to 'cancelled'.
- User able to print Kew.Ps-21 and Kew.Ps-22 once approved.
- The report will be displayed as shown in Figure 5.2-9 & Figure 5.2-10



KEMENTERIAN KESIHATAN MALAYSIA

HOSPITAL KUALA LUMPUR

SIJIL PENYAKSIAN PEMUSNAHAN STOK

KEW.PS-21

No. Rujukan: C19000010

Kementerian/Jabatan: Farmasi Logistik

Perihal stok seperti maklumat berikut telah dimusnahkan.

No. Kod	Perihal Stok	Kuantiti	SKU	Secara
J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	1,000	tablet	Musnah (Ditanam/Dibakar/Dibuang/Ditenggelam/Diletup/Diledak/Dilebur)
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	1,000	tablet	Musnah (Ditanam/Dibakar/Dibuang/Ditenggelam/Diletup/Diledak/Dilebur)
A10BFD1000T1001XX.01	Acarbose 50 mg Tablet	1,000	tablet	Musnah (Ditanam/Dibakar/Dibuang/Ditenggelam/Diletup/Diledak/Dilebur)

.....

Tandatangan

Nama : _____

Jawatan : _____

Nama Kementerian: _____

Jabatan : _____

.....

Tandatangan

Nama : _____

Jawatan : _____

Nama Kementerian: _____

Jabatan : _____

Figure 5.2-9 KEW.PS-21 Report

 **KEMENTERIAN KESIHATAN MALAYSIA** KEW.PS-22
HOSPITAL KUALA LUMPUR
SIJIL PELUPUSAN STOK
(Diisi oleh Jabatan yang melaksanakan pelupusan)

Merujuk surat kelulusan No. Rujukan ABC123 bertarikh 23/07/2019
..... saya mengesahkan tindakan pelupusan telah dilaksanakan seperti berikut-

1. Jualan (Tender/Sebut Harga/Lelong)
Bilangan item No. Resit (salinan resit disertakan)
2. Buangan Terjadual (E-Waste/ Sisa Pepejal)
Bilangan item Ruj. Surat/No. (Surat akuan/salinan resit disertakan)
3. Jualan Sisa (Tender/Sebut Harga/ Jualan Terus)
Bilangan item No. Resit (salinan resit disertakan)
4. Tukar Ganti/ Tukar Beli/ Tukar Barang/Perkhidmatan
Bilangan item No. Resit (salinan resit disertakan)
Stok/ Komponen berikut telah direkodkan
Bilangan item No. Rekod (salinan rekod dilampirkan)
5. Hadiah/ Serahan
Bilangan item dihadiahkan/ diserahkan kepada (Surat Akuan)
Terima disertakan
6. Musnah (Tanam/Bakar/ Buang/ Tenggelam/ Letup/ Ledak/ Lebur)*.
Bilangan item³ (Sijil Penyaksian disertakan)
7. Kaedah-Kaedah Lain.
Bilangan item

*Tandatangan Ketua Jabatan :
Nama :
Jawatan :
Tarikh :
Nama Kementerian/Jabatan :

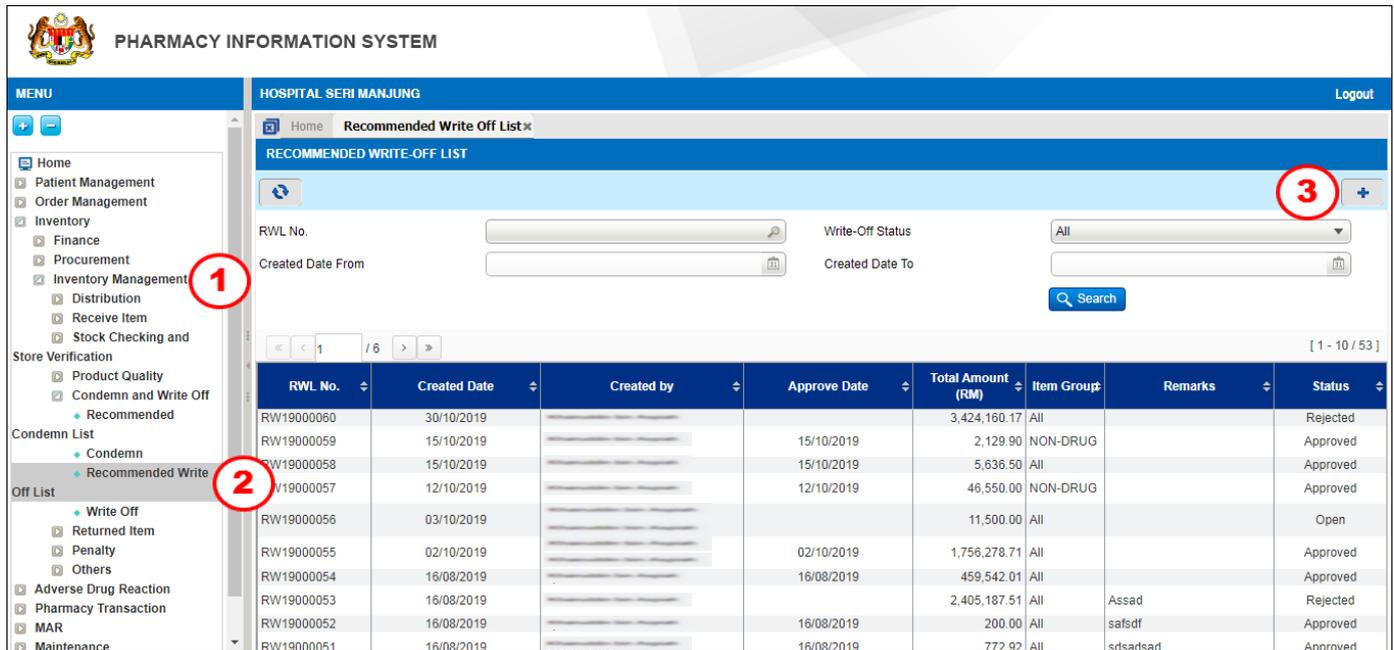
Nota: *Tandatangan Ketua Jabatan boleh ditandatangani oleh Ketua Jabatan/Bahagian/Seksyen/Unit

Figure 5.2-10 KEW.PS-22 Report

5.3 Recommended Write Off List

To create a new Recommended Write Off List record between facilities, perform the steps below:

This function allows users to record write off between facilities.



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG Logout

Home Recommended Write Off List

RECOMMENDED WRITE-OFF LIST

RWL No. Write-Off Status

Created Date From Created Date To

[1 - 10 / 53]

RWL No.	Created Date	Created by	Approve Date	Total Amount (RM)	Item Group	Remarks	Status
RW19000060	30/10/2019			3,424,160.17	All		Rejected
RW19000059	15/10/2019		15/10/2019	2,129.90	NON-DRUG		Approved
RW19000058	15/10/2019		15/10/2019	5,636.50	All		Approved
RW19000057	12/10/2019		12/10/2019	46,550.00	NON-DRUG		Approved
RW19000056	03/10/2019			11,500.00	All		Open
RW19000055	02/10/2019		02/10/2019	1,756,278.71	All		Approved
RW19000054	16/08/2019		16/08/2019	459,542.01	All		Approved
RW19000053	16/08/2019			2,405,187.51	All	Assad	Rejected
RW19000052	16/08/2019		16/08/2019	200.00	All	salsdf	Approved
RW19000051	16/08/2019		16/08/2019	772.92	All	sdsadsad	Approved

Figure 5.3-1 Write Off Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

STEP 2

Click on 'Condemn and Write Off' followed by 'Recommended Write Off List'.

Note

User should able to filter the list by the following criteria

- i. RWL No.
- ii. Write Off Status
- iii. Create Date From
- iv. Create Date To

STEP 3

Click on the  button to create a new RWL record.

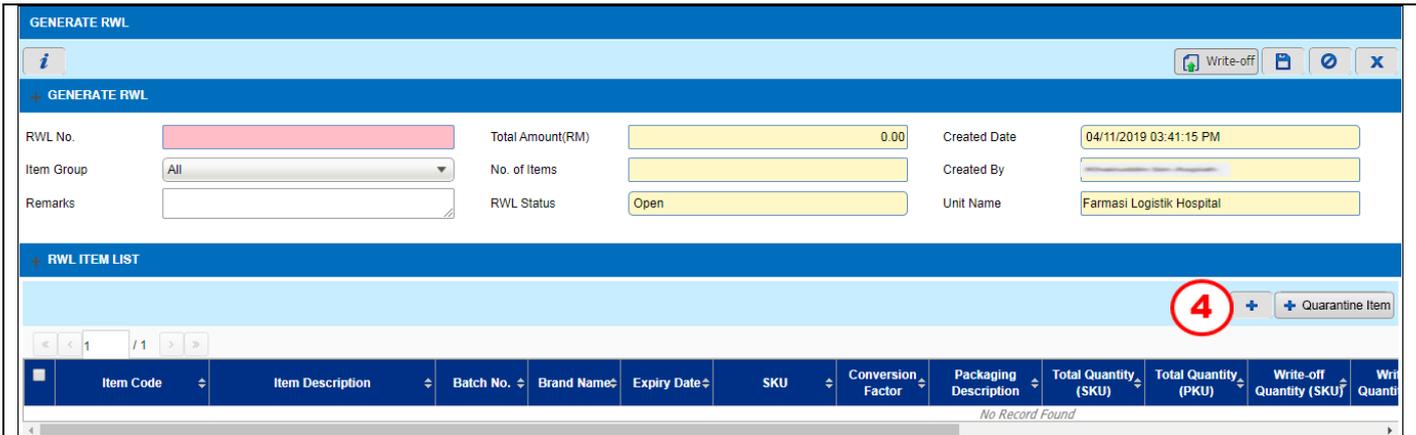


Figure 5.3-2 Generate RWL Record

STEP 4

Click on  button to create a new transaction

Note

- **Item group and Remarks** for the filter option to generate RWL.

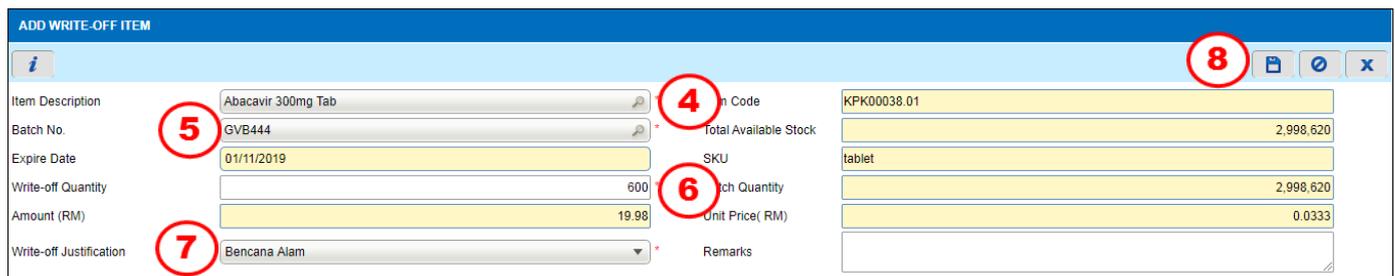


Figure 5.3-3 Add RWL Item List

STEP 4

Select the **Item Description** for the searching option

STEP 5

Select the **Batch No** for the list

STEP 6

Enter **Write-off Quantity**

STEP 7

Select the **Write-off Justification** for the drop down list

- Kesusutan
- Bencana Alam
- Kecurian
- Kebakaran
- Penipuan atau kecuaiian pegawai
- Lain-lain

STEP 8

Click on the  button to add the selected *item* into the 'recommended write-off list' section and it will show in the main list as per Figure 5.3-3

Note

To generate quarantine item to generate recommended write-off list steps as below:

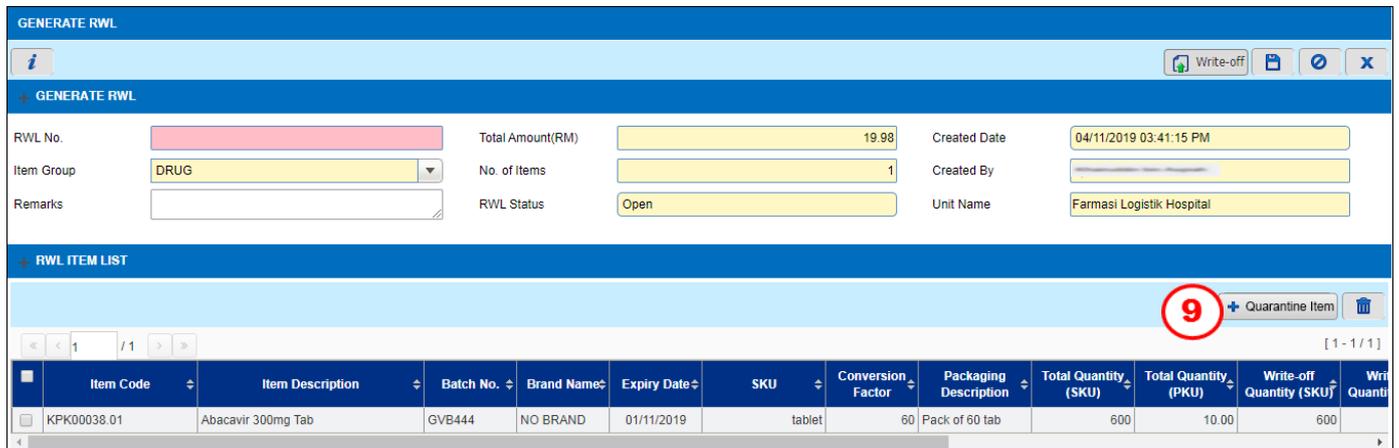


Figure 5.3-4 Generate Recommended Write-off List

STEP 9

Select the  button to generate quarantine item in write-off list

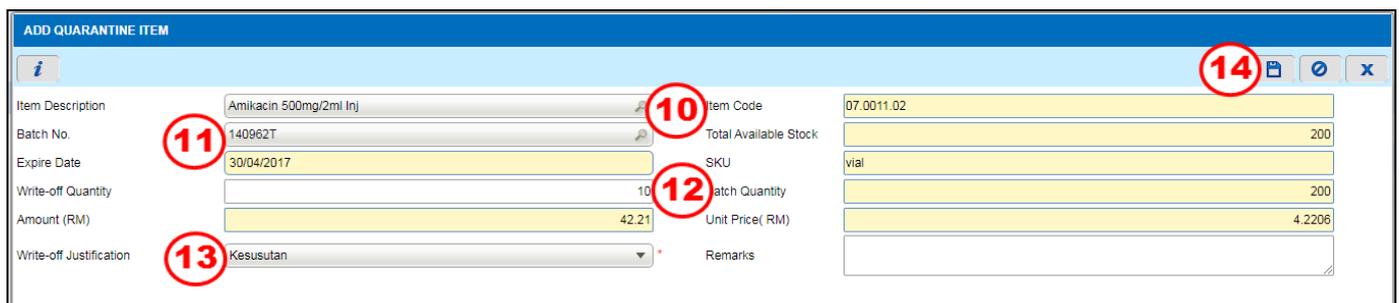


Figure 5.3-5 Add Quarantine Item List

STEP 10

Select the **Item Description** for the searching option

STEP 11

Select the **Batch No** for the list

STEP 12

Enter **Write-off Quantity**

STEP 13

Select the **Write-off Justification** for the drop down list

STEP 14

Click on the  button to add the selected *item* into the 'recommended write-off list' section and it will show in the main list as per Figure 5.3-6

GENERATE RWL

Write-off [Save] [Refresh] [Close]

GENERATE RWL

RWL No. [] Total Amount(RM) [57.40] Created Date [04/11/2019 03:41:15 PM]
 Item Group [DRUG] No. of Items [2] Created By []
 Remarks [] RWL Status [Open] Unit Name [Farmasi Logistik Hospital]

RWL ITEM LIST

[+] [+ Quarantine Item] []

[<] [< 1] [/ 1] [>] [>] [1 - 2 / 2]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-off Quantity (SKU)	Write-off Quantity (PKU)
KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	600	10.00	600	600
02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	230

Figure 5.3-6 Generate Recommended Write-off List

Note

To generate RWL (Recommended Write-off List) item to generate recommended write-off list steps as below:

GENERATE RWL

Write-off [Save] [Refresh] [Close] **15**

GENERATE RWL

RWL No. [] Total Amount(RM) [57.40] Created Date [04/11/2019 03:41:15 PM]
 Item Group [DRUG] No. of Items [2] Created By []
 Remarks [] RWL Status [Open] Unit Name [Farmasi Logistik Hospital]

RWL ITEM LIST

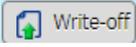
[+] [+ Quarantine Item] []

[<] [< 1] [/ 1] [>] [>] [1 - 2 / 2]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-off Quantity (SKU)	Write-off Quantity (PKU)
KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	600	10.00	600	600
02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	230

Figure 5.3-7 Generate Recommended Write-off List

STEP 15

Select the  button to generate RWL list

WRITE-OFF LIST														
Item Code	Item Description	Item Group	Item Sub Class	Category										
<div style="text-align: right;"> 19 16 </div>														
[1 - 10 / 42]														
Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	WriteOff Quantity (SKU)	WriteOff Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	WriteOff Justification	Remarks
<input checked="" type="checkbox"/> 02	Chlorhexidine 1.200 in Alcohol with Emollient (for hand disinfection)	AF5444	30/09/2017	bott		bottle of 0.5 Litre	200	200.00	200	200.00	11.5703	18		
<input type="checkbox"/> 01.0413.02	Chlorhexidine 1.200 in Alcohol with Emollient (for hand disinfection)	AF5448	30/09/2017	bott		bottle of 0.5 Litre	2,570	2,570.00	2,570	2,570.00	11.5703			
<input type="checkbox"/> 01.0413.02	Chlorhexidine 1.200 in Alcohol with Emollient (for hand disinfection)	AF5449	30/09/2017	bott		bottle of 0.5 Litre	430	430.00	430	430.00	11.5703			
<input type="checkbox"/> 43.0411.04	Cyanocobalamin 1000mcg/ml Inj	15011	30/06/2017	EA	10	Pack of 10 amps	20	2.00	20	2.00	1.4500			
<input type="checkbox"/> N07XX09138C1002.01	Dimethyl Fumarate 240 mg Capsule	GIEEJLS501.A	31/10/2017	capsule	56	pack of 56 capsule	112	2.00	112	2.00	98.2143			
<input type="checkbox"/> GLN0200011.04	Formaldehyde 10% Solution	FMBN10-00684	15/12/2018	ml	5000	bottle of 5000 ml	300,000	60.00	300,000	60.00	0.0188			
<input type="checkbox"/> GLN0200011.04	Formaldehyde 10% Solution	FMBN10-00686	03/01/2019	ml	5000	bottle of 5000 ml	1,145,000	229.00	1,145,000	229.00	0.0188			
<input type="checkbox"/> RPH000021.04	I-131 Metaiodobenzylguanidine (I-131 MIBG) 200mCi	139141-002	05/06/2016	vial		1 vial	1	1.00	1	1.00	46,950.0000			
<input type="checkbox"/> RPH000021.02	I-131 Metaiodobenzylguanidine (I-131 MIBG) 2mCi	13324805	19/05/2016	vial		1 vial of 8 ml	1	1.00	1	1.00	5,068.2000			
<input type="checkbox"/> RPH000021.02	I-131 Metaiodobenzylguanidine (I-131 MIBG) 2mCi	13376545	30/06/2016	vial		1 vial of 8 ml	1	1.00	1	1.00	5,068.2000			

Figure 5.3-8 Generate Recommended Write-off List

STEP 16

Search the item using **Item Code**, **Item Description**, **Item Group**, **Item Subclass** and **Category** for the searching option in searching criteria. Click the button.

STEP 17

Select the **Item** by clicking the check box for the list.

STEP 18

Select the **Write-off Justification** for the drop down list

Step 19

Click on the button to add the selected **item** into the 'recommended write-off list' section and it will show in the main list as per Figure 5.3-4

GENERATE RWL											
GENERATE RWL											
RWL No.		Total Amount(RM)	57.40	Created Date	04/11/2019 03:41:15 PM						
Item Group	DRUG	No. of Items	3	Created By							
Remarks		RWL Status	Open	Unit Name	Farmasi Logistik Hospital						
RWL ITEM LIST											
[1 - 3 / 3]											
Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-off Quantity (SKU)	Write-off Quantity (PKU)
<input type="checkbox"/> KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	600	10.00	600	
<input type="checkbox"/> 03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	3062	NO BRAND	31/08/2019	bag	1	bag of 2.5L	444	444.00	444	
<input type="checkbox"/> 02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	

Figure 5.3-9 Generate Recommended Write-off List

STEP 20

Click on the  button to complete the record

Note

- After saving the record, alert messages will be displayed as per Figure 5.3-10 and Figure 5.3-11.

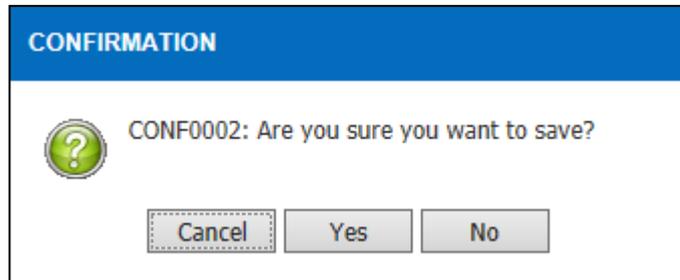


Figure 5.3-10 Save Record Alert Message

- Click on the  button.

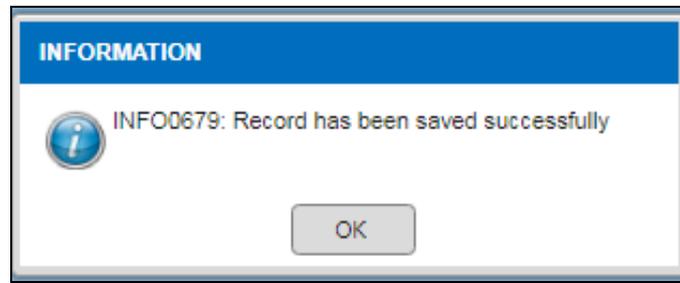


Figure 5.3-11 Save Alert Message

- Click on the  button to delete all entered data.

GENERATE RWL

 21  Send for Approval  Cancel Request  

GENERATE RWL

RWL No. Total Amount(RM) Created Date
 Item Group No. of Items Created By
 Remarks RWL Status Unit Name

RWL ITEM LIST

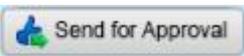
 

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-off Quantity (SKU)	Write-off Quantity (PKU)
<input type="checkbox"/> KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	600	10.00	600	
<input type="checkbox"/> 03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	3062	NO BRAND	31/08/2019	bag	1	bag of 2.5L	444	444.00	444	
<input type="checkbox"/> 02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	

Figure 5.3-12 Generate Recommended Write-off List

STEP 21

Click on the  button to send approval the record

Note

- System will display an alert message as displayed in Figure 5.3-13.
- Message Information as displayed in Figure 5.3-13 will be displayed once user selects the Yes button in Figure 5.3-14.

The Status will be automatically changed to 'Pending for Approval'.



Figure 5.3.13 Alert Message



Figure 5.3.14 Alert Message

GENERATE RWL

Write-off Report Approve Reject X

GENERATE RWL

RWL No. RW19000061 Total Amount(RM) 57.40 Created Date 04/11/2019 03:41:15 PM
 Item Group DRUG No. of Items 3 Created By
 Remarks RWL Status Pending for Approval Unit Name Farmasi Logistik Hospital
 Reject Reason

RWL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-off Quantity (SKU)	Write-off Quantity (PKU)
KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	600	10.00	600	10.00
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	3062	NO BRAND	31/08/2019	bag	1	bag of 2.5L	444	444.00	444	44.40
02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	7.67

Figure 5.3-15 Generate Recommended Write-off Unit

Note

- Click on the  button and the Status will be changed to 'Approved'.
- Click on the  button and the Status will be changed to 'Rejected'.
- User able to print RWL Report before and after approve the record by click the  button. The report will be displayed as shown in Figure 5.3-16



KEMENTERIAN KESIHATAN MALAYSIA

Hospital Seri Manjung

WRITE-OFF ITEM LIST

Write-off No. : RW19000061

Status : Pending for Approval

Item Group : DRUG

No.	Item Code	Item Description	SKU	Batch No.	Expiry Date	Write-Off Quantity	Write-Off Justification	Unit Price (RM)	Amount (RM)
1	KPK00038.01	Abacavir 300mg Tab	tablet	GVB444	01/11/2019	600	Bencana Alam	0.0333	19.98
2	03.3062.11.255 T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	bag	3062	31/08/2019	444	Bencana Alam	0.0000	0.00
3	02.0403.05	Calcium Lactate 300mg Tablet	tablet	17D0433	30/04/2019	230	Bencana Alam	0.1627	37.42

Disediakan oleh:		Diluluskan oleh:	
Nama :	[Redacted]	Nama :	
Jawatan :	Pegawai Farmasi UF44	Jawatan :	
Unit :	Farmasi Logistik Hospital	Unit :	
Jabatan :	Pharmacy	Jabatan :	
Tarikh :	04/11/2019	Tarikh :	

Printed Date : 04/11/2019

Printed By : [Redacted]

Unit Name : Farmasi Logistik Hospital

Source : PhIS

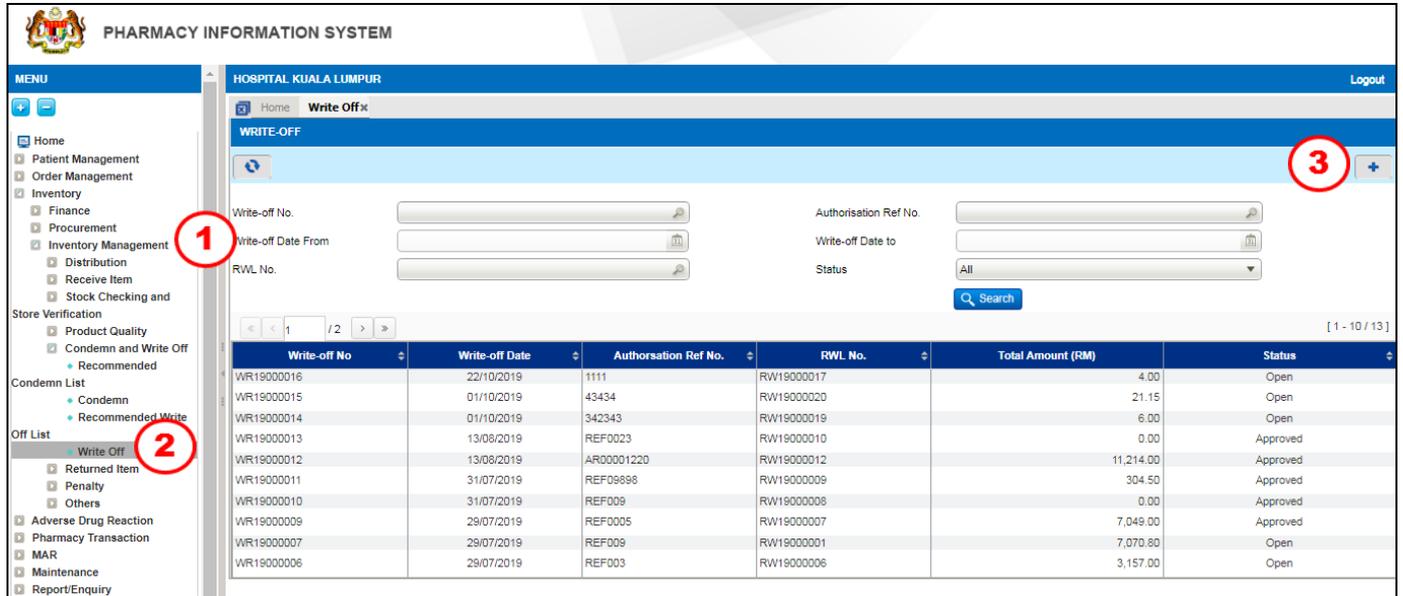
Page 1 of 1

Figure 5.3-16 RWL Report

5.4 Write Off

To create a new Write off record between facilities, perform the steps below:

This function allows users to record write off between facilities.



PHARMACY INFORMATION SYSTEM

HOSPITAL KUALA LUMPUR

Logout

Home Write Offx

WRITE-OFF

Write-off No. Authorisation Ref No.

Write-off Date From Write-off Date to

RWL No. Status

[1 - 10 / 13]

Write-off No	Write-off Date	Authorisation Ref No.	RWL No.	Total Amount (RM)	Status
WR1900016	22/10/2019	1111	RW19000017	4.00	Open
WR1900015	01/10/2019	43434	RW19000020	21.15	Open
WR1900014	01/10/2019	342343	RW19000019	6.00	Open
WR1900013	13/08/2019	REF0023	RW19000010	0.00	Approved
WR1900012	13/08/2019	AR00001220	RW19000012	11,214.00	Approved
WR1900011	31/07/2019	REF09898	RW19000009	304.50	Approved
WR1900010	31/07/2019	REF009	RW19000008	0.00	Approved
WR1900009	29/07/2019	REF0005	RW19000007	7,049.00	Approved
WR1900007	29/07/2019	REF009	RW19000001	7,070.80	Open
WR1900006	29/07/2019	REF003	RW19000006	3,157.00	Open

Figure 5.4-1 Write Off Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

STEP 2

Click on 'Condemn and Write Off' followed by 'Write Off'.

Note

User should able to filter the list by the following criteria

- i. Write-off No.
- ii. Write-off Date From
- iii. Write-off Date To
- iv. RWL No
- v. Authorisation Ref No.
- vi. Status

STEP 3

Click on the  button to create a new Write Off record.

WRITE-OFF

Write-off No. [] RWL Approved By [] Created Date 04/11/2019 04:10:10 PM
 RWL No. **4** [] RWL Approved Date [] Created By []
 Authorisation Ref No. [] **5** Amount (RM) [0] Unit Name Farmasi Logistik Hospital
 Authorisation Ref Date [] Remarks [] Status Open
 Write-off Date []

WRITE-OFF ITEM LIST

Item Code	Item Description	Batch No	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-Off Quantity (SKU)	Write-Off Quantity (PKU)
No Records Found!											

Figure 5.4-2 Write Off

STEP 4

Select **RCL No.** RWL list will be displayed in the list. Select RWL record and RWL details will be loaded into the list.

STEP 5

Enter **Authorization Ref No**

WRITE-OFF

Write-off No. [] RWL Approved By [] Created Date 04/11/2019 04:12:02 PM
 RWL No. RW19000061 [] RWL Approved Date 04/11/2019 [] Created By []
 Authorisation Ref No. [] * Total Amount (RM) 57.4 [] Unit Name Farmasi Logistik Hospital
 Authorisation Ref Date [] Remarks [] Status Open
 Write-off Date []

WRITE-OFF ITEM LIST

SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-Off Quantity (SKU)	Write-Off Quantity (PKU)	Category	Approved Quantity (SKU)	Approved Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Write-off Justification	Remarks
	1	bag of 2.5L	444	444	444	444.00	Ubat dan Dadah	444	444.00	0.0000	0.00	Bencana Alam	banjir 6
let	60	Pack of 60 tab	2,998,620	2,998,620	600	10.00	Ubat dan Dadah	600	10.00	0.0333	19.98	Bencana Alam	
let	30	Pack of 30 tabs	230	230	230	7.67	Ubat dan Dadah	230	7.67	0.1627	37.42	Bencana Alam	

Figure 5.4-3 Write Off

STEP 6

Enter **Remarks** if applicable

STEP 7

Click on the button to save the Condemn record

Note

- An alert message will be, displayed as per Figure 5.4-4 and Figure 5.4-5.

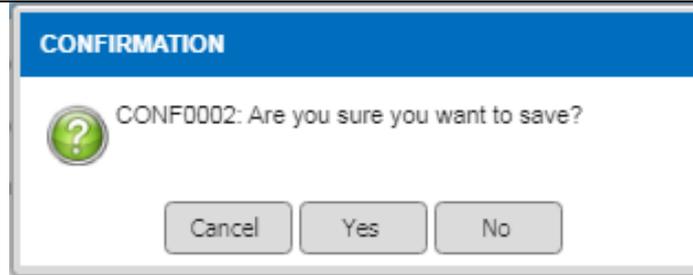
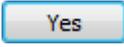


Figure 5.4-4 Save Record Alert Message

- Click on the  button.

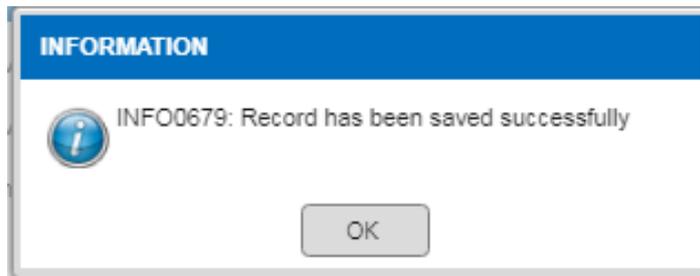


Figure 5.4-5 Save Record Alert Message

- Click on the  button to proceed

WRITE-OFF



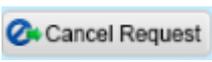



Write-off No.	<input type="text" value="WR19000039"/>	RWL Approved By	<input type="text" value="System PhIS"/>	Created Date	<input type="text" value="04/11/2019 04:12:02 PM"/>
RWL No.	<input type="text" value="RW19000061"/>	RWL Approved Date	<input type="text" value="04/11/2019"/>	Created By	<input type="text" value="System PhIS"/>
Authorisation Ref No.	<input type="text" value="1221"/>	Total Amount (RM)	<input type="text" value="57.4"/>	Unit Name	<input type="text" value="Farmasi Logistik Hospital"/>
Authorisation Ref Date	<input type="text"/>	Remarks	<input type="text"/>	Status	<input type="text" value="Open"/>
Write-off Date	<input type="text"/>				

WRITE-OFF ITEM LIST
[1 - 3 / 3]

Item Code	Item Description	Batch No	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-Off Quantity (SKU)	Write-Off Quantity (PKU)	
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	3062	NO BRAND	31/08/2019	bag	1	bag of 2.5L	444	444	444	444.00	Ut
KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	2,998,620	2,998,620	600	10.00	Ut
02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	230	230	7.67	Ut

Figure 5.4-6 Write Off

- Click on the  button and the Status will be changed to 'cancelled'.

STEP 8

Click on  button to confirm on transaction

Note

- An alert message will be, displayed as per Figure 5.4-7 and Figure 5.4-8

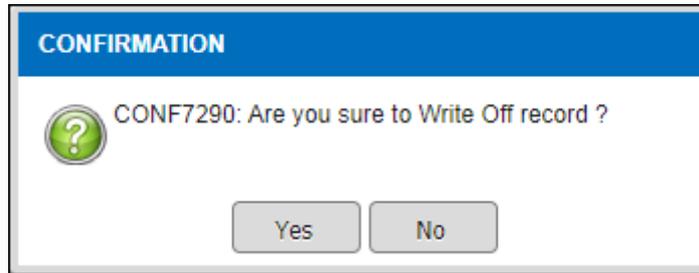
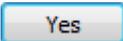


Figure 5.4-7 Save Alert Message

- Click on the  button.

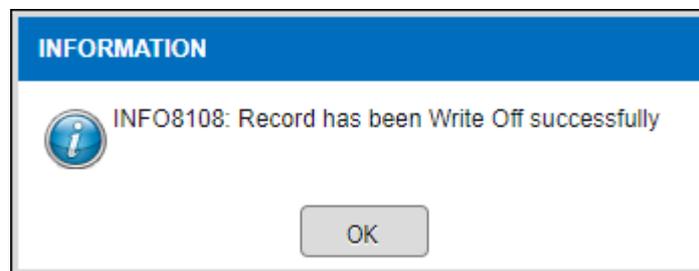
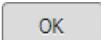


Figure 5.4-8 Save Alert Message

- Click on the  button to proceed

WRITE-OFF											
<div style="float: right;">KEW.PS-35 X</div>											
Write-off No.	WR19000039	RWL Approved By		Created Date	04/11/2019 04:12:02 PM						
RWL No.	RW19000061	RWL Approved Date	04/11/2019	Created By							
Authorisation Ref No.	1221	Total Amount (RM)	57.4	Unit Name	Farmasi Logistik Hospital						
Authorisation Ref Date		Remarks		Status	Approved						
Write-off Date											
WRITE-OFF ITEM LIST											
											[1 - 3 / 3]
Item Code	Item Description	Batch No	Brand Name	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Write-Off Quantity (SKU)	Write-Off Quantity (PKU)
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	3062	NO BRAND	31/08/2019	bag	1	bag of 2.5L	444	444.00	444	444.00
KPK00038.01	Abacavir 300mg Tab	GVB444	NO BRAND	01/11/2019	tablet	60	Pack of 60 tab	2,998,620	49,977.00	600	10.00
02.0403.05	Calcium Lactate 300mg Tablet	17D0433	CALACTATE	30/04/2019	tablet	30	Pack of 30 tabs	230	7.67	230	7.67

Figure 5.4-9 Write Off

Note

User able to print KEW.PS-35 once approved. The report will be displayed as shown in Figure 5.4-10



KEMENTERIAN KESIHATAN MALAYSIA

KEW.PS-35

Hospital Seri Manjung

SIJIL HAPUS KIRA STOK

Merujuk surat kelulusan Bil 1221 bertarikh.....

Stok berikut telah dihapus kira dan Daftar Stok berkenaan telah dikemas kini

No. Kod	Perihal Stok	Kuantiti	SKU
03.3062.11.255T	2.5L Bag, 1.75mmol Calcium Dialysate Solution, 1.5% Dextrose, FNB 9868	444	bag
KPK00038.01	Abacavir 300mg Tab	600	tablet
02.0403.05	Calcium Lactate 300mg Tablet	230	tablet

Tandatangan Ketua Jabatan:.....

Nama:.....

Jawatan:.....

Tarikh:.....

Nama Kemeterian/Jabatan:.....

Figure 5.4-10 KEW.PS-35 Report

6.0 Acronyms

ABBREVIATION	DEFINITION
PHIS	Pharmacy information system
CPS	Clinical pharmacy system
MOH	Ministry of health
HQ	Headquarters
UOM	Unit of measure
SKU	Store keeping unit
PKU	Packaging keeping unit

6.0 Links to Inventory Modules

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