



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

User Manual Pharmacy Inventory – Expiration, Condemn & Write Off



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



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

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only

Reference ID : U. MANUAL_ INV_EXPIRATION-11th Edition

Application reference: PhIS & CPS v2.3



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives	1
1.3	Organized Sections.....	1
2.0	Application Standard Features	2
2.1	PhIS Legend.....	2
3.0	Expiration.....	4
	Overview.....	4
	User Group.....	4
	Functional Diagram.....	4
	Functional Description	5
3.1	Near Expiration Item.....	5
3.2	New Near Expiration Item List	8
3.3	Near Expiration Item Approval.....	15
4.0	Disseminate	19
	Overview	19
4.1	New Disseminate Record: Intra Facility	21
4.2	New Disseminate Record: Inter Facility	26
5.0	Condemn and Write Off	30
	Overview	30
5.1	New Recommended Condemn List	30
5.2	Condemn.....	37
5.3	Recommended Write Off List.....	42
5.4	Write Off.....	50
6.0	Acronyms	55
6.0	Links to Inventory Modules	55

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

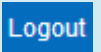
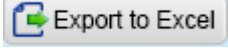
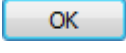
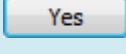
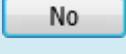
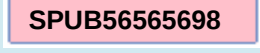
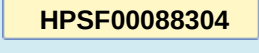
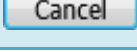
1.3 Organized Sections

These are the sections within this document:

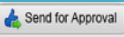
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Expiration
- Section 4 : Disseminate
- Section 5 : Acronyms

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		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: -

- Submit a near expiration list to another store/unit that might need the item; or
- Set aside for the purpose of training or development; or
- Return the item to the supplier/vendor subject to the conditions and agreement
- 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

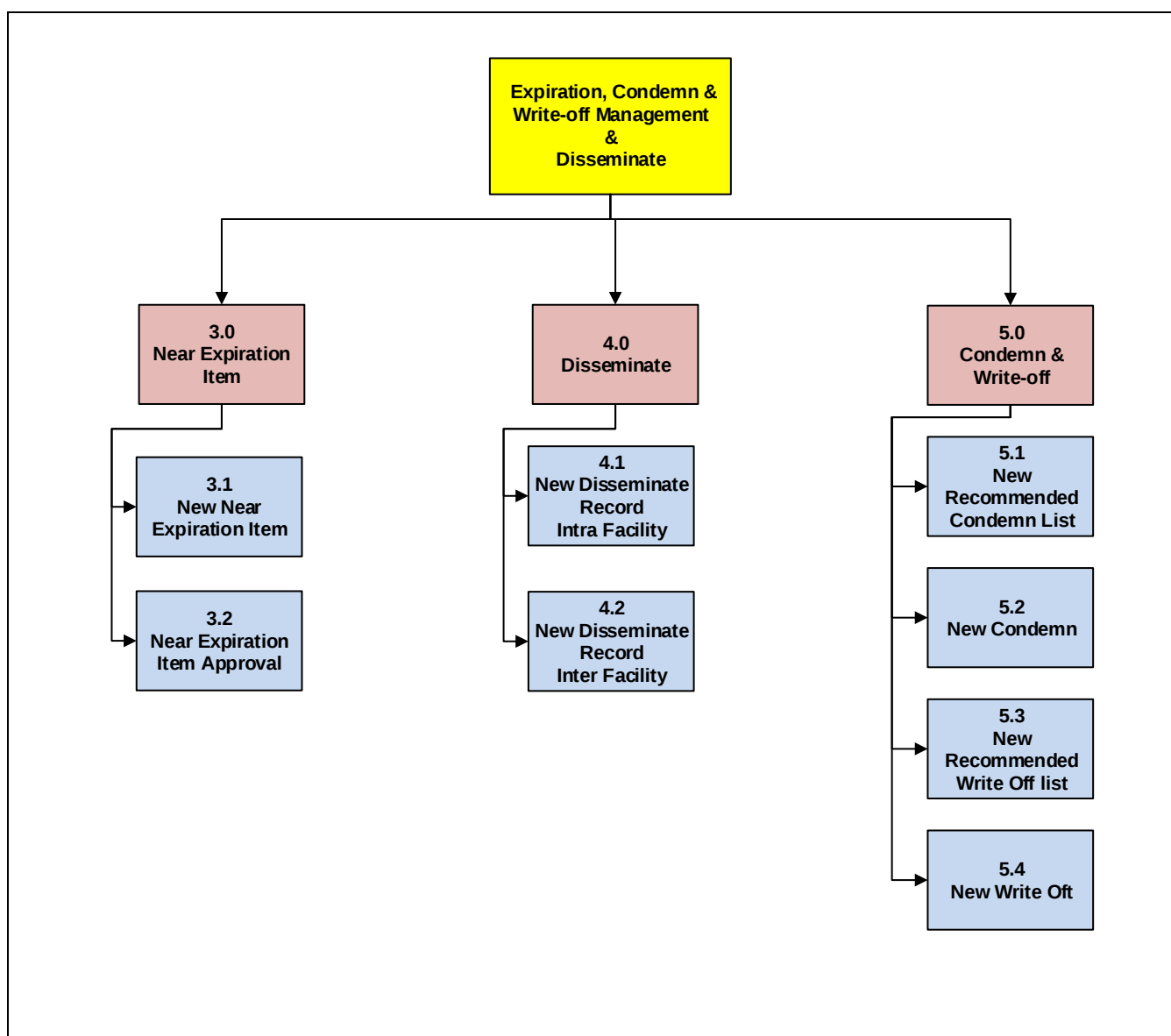


Figure 3.0-1

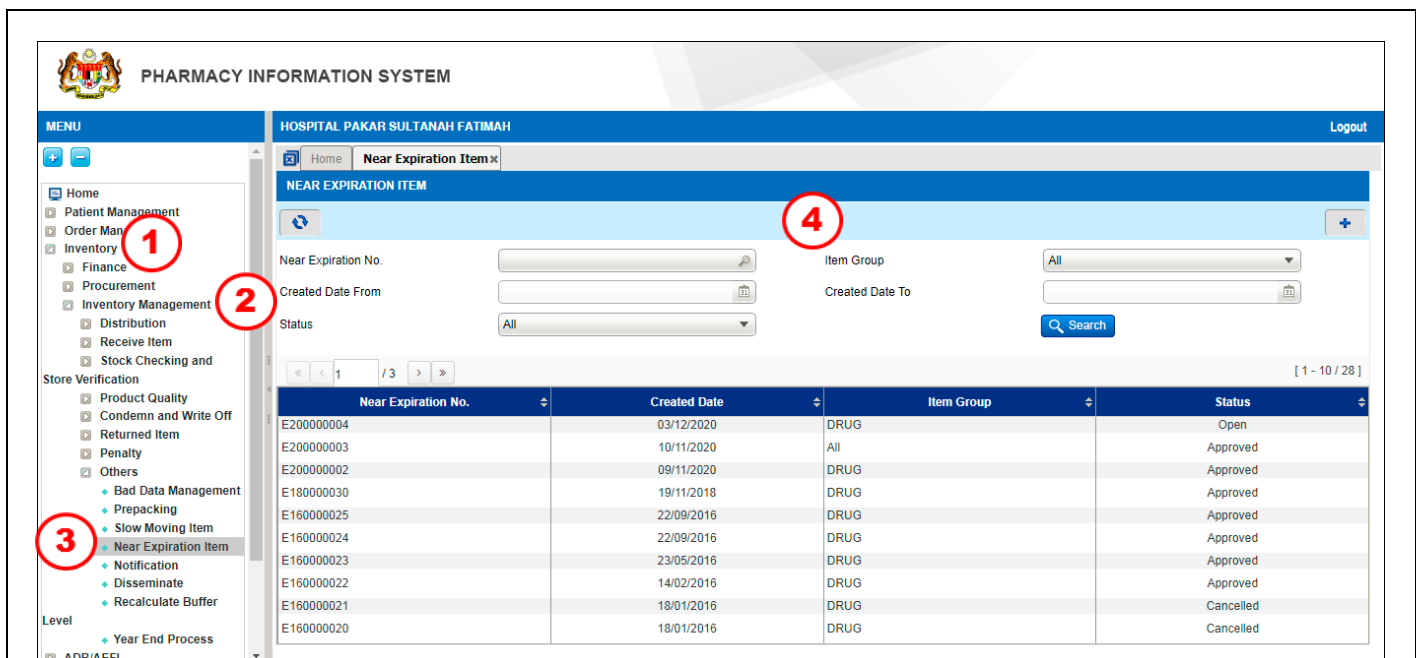
Functional Description

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 PAKAR SULTANAH FATIMAH Logout

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status

[1 - 10 / 28]

Near Expiration No.	Created Date	Item Group	Status
E200000004	03/12/2020	DRUG	Open
E200000003	10/11/2020	All	Approved
E200000002	09/11/2020	DRUG	Approved
E1800000030	19/11/2018	DRUG	Approved
E1600000025	22/09/2016	DRUG	Approved
E1600000024	22/09/2016	DRUG	Approved
E1600000023	23/05/2016	DRUG	Approved
E1600000022	14/02/2016	DRUG	Approved
E1600000021	18/01/2016	DRUG	Cancelled
E1600000020	18/01/2016	DRUG	Cancelled

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

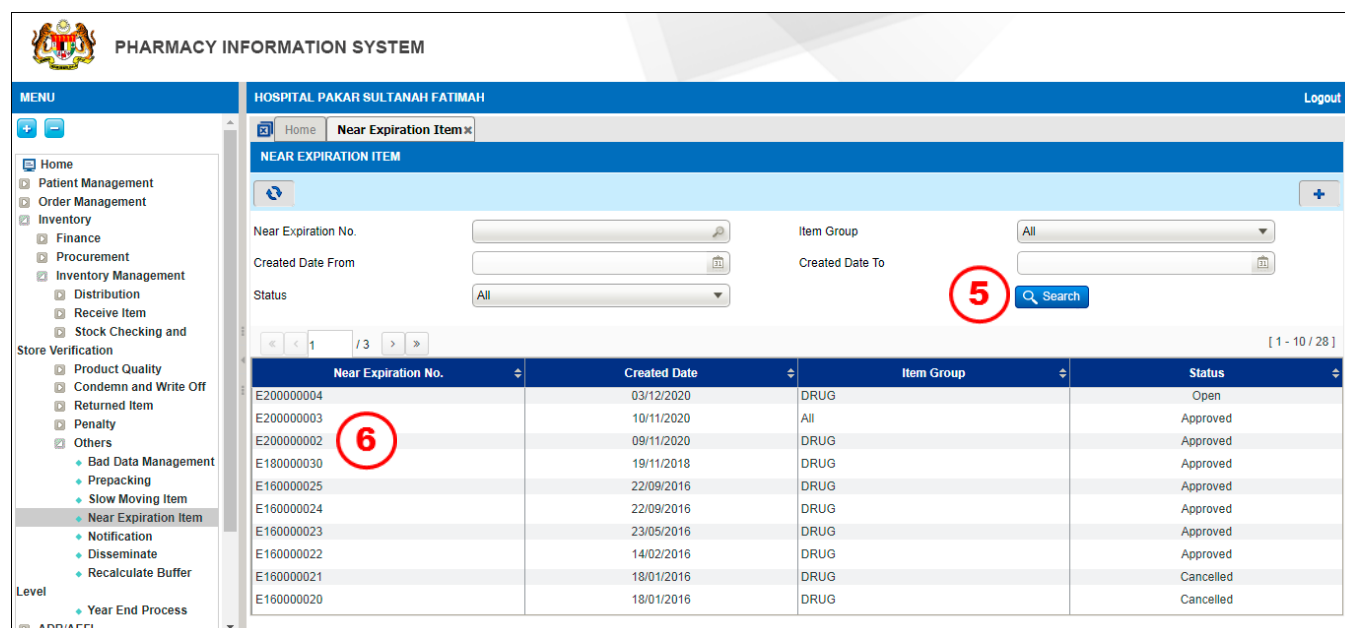
Click on 'Near Expiration Item'

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 PAKAR SULTANAH FATIMAH

Logout

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status **5**

< 1 / 3 >

Near Expiration No.	Created Date	Item Group	Status
E200000004	03/12/2020	DRUG	Open
E200000003	10/11/2020	All	Approved
E200000002	09/11/2020	DRUG	Approved
E180000030	19/11/2018	DRUG	Approved
E160000025	22/09/2016	DRUG	Approved
E160000024	22/09/2016	DRUG	Approved
E160000023	23/05/2016	DRUG	Approved
E160000022	14/02/2016	DRUG	Approved
E160000021	18/01/2016	DRUG	Cancelled
E160000020	18/01/2016	DRUG	Cancelled

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



Disseminate X

EXPIRATION ITEM INFORMATION

Near Expiration No.
Created Date

Item Group
Unit Name

Item Sub Class
With LOU?

Item Purchase Type
Reject Reason

Send for Disseminate?
Status

Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range

Created By

Period Prior to Expiration
UOM ☒ SKU ☐ PKU

NEAR EXPIRATION ITEM LIST

1 / 1

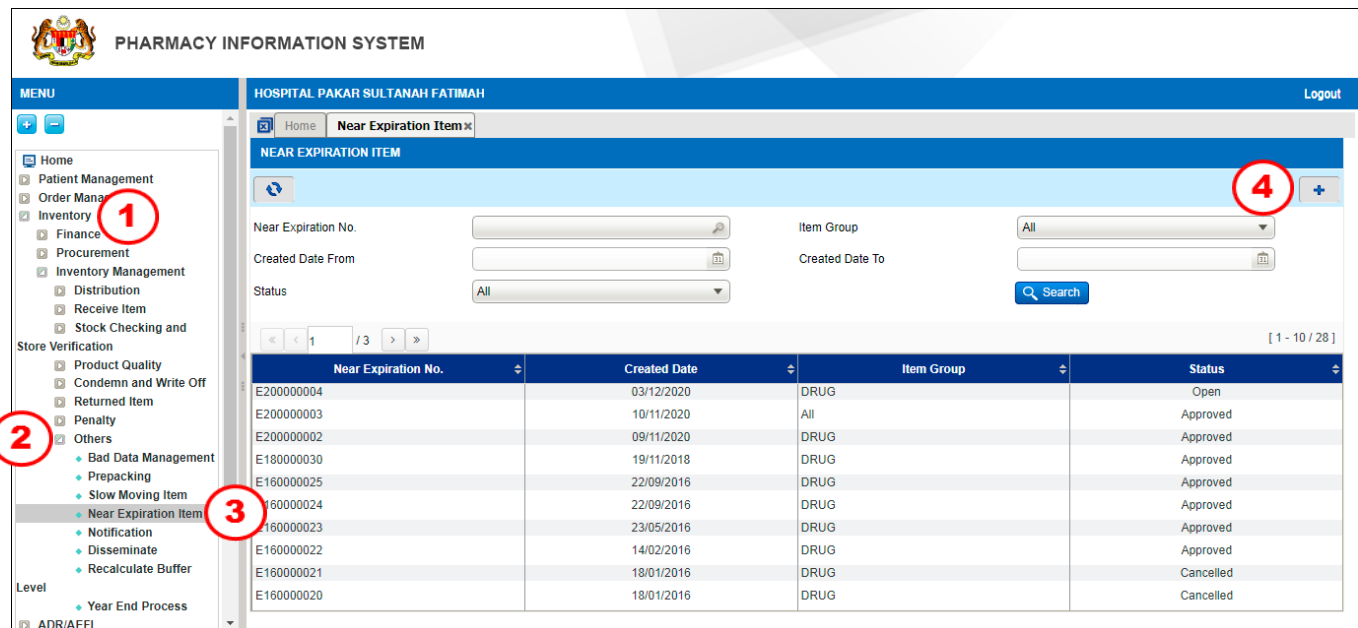
[1 - 2 / 2]

☒	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
☒	N05AF05122P3001XX.02	Zuclopenthixol Acetate 50 mg/ml Injection	666666	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	3.00 (box)	15	3	NO	0
☒	03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	90NI082	28/02/2021	111	300 (amp)	10	pack of 10 ampoule	30.00 (pck)	300	30	YES	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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status

[1 - 10 / 28]

Near Expiration No.	Created Date	Item Group	Status
E200000004	03/12/2020	DRUG	Open
E200000003	10/11/2020	All	Approved
E200000002	09/11/2020	DRUG	Approved
E180000030	19/11/2018	DRUG	Approved
E160000025	22/09/2016	DRUG	Approved
E160000024	22/09/2016	DRUG	Approved
E160000023	23/05/2016	DRUG	Approved
E160000022	14/02/2016	DRUG	Approved
E160000021	18/01/2016	DRUG	Cancelled
E160000020	18/01/2016	DRUG	Cancelled

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

NEAR EXPIRATION ITEM

+ EXPIRATION ITEM INFORMATION

Near Expiration No.		Created Date	06/10/2021 2:14:55 PM
Item Group	All	Unit Name	STOR FARMASI
Item Sub Class	All	With LOU?	All
Item Purchase Type	All	Reject Reason	
Send for Disseminate ?	No	Status	Open
Item Expiration Criteria	☒ Maximum Remaining Shelf Life ☐ Date Range *	Created By	Husnawati Dwi Prapti
Period Prior to Expiration	6 Month	UOM	☒ SKU ☐ PKU

+ NEAR EXPIRATION ITEM LIST

< < 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
No Record Found												

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

NEAR EXPIRATION ITEM

10

List

X

8

EXPIRATION ITEM INFORMATION

Near Expiration No.

Created Date

06/10/2021 2:14:55 PM

Item Group

All

Unit Name

STOR FARMASI

Item Sub Class

All

With LOU?

All

Item Purchase Type

All

Reject Reason

Send for Disseminate ?

No

Status

Open

Item Expiration Criteria

☒ Maximum Remaining Shelf Life
 ☐ Date Range

Created By

Unauthorized User: Anonymous

Period Prior to Expiration

6 | Month

UOM

☒ SKU
 ☐ PKU

NEAR EXPIRATION ITEM LIST

<<

<

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

Figure 3.2-3 Generate Near Expiration Item List

STEP 8

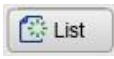
Click on the  button to cancel the transaction

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

EXPIRATION ITEM INFORMATION
List

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 Month

Created Date

Unit Name

With LOU?

Reject Reason

Status

Created By

UOM ☒ SKU ☐ PKU

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
☐ S01EC01000P4001XX.01	Acetazolamide 500mg Inj	eaad	24/12/2020	21	6 (vial)	1	Vial	6.00 (vial)	0	0	NO	4
☐ 07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	batch001	22/01/2021	50	10 (vial)	1	Pack of 1 vial	10.00 (vial)	0	0	YES	10
☐ 01.0413.02	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)	17CH0520	28/02/2021	87	101 (bott)	1	bottle of 0.5 Litre	101.00 (bott)	0	0	NO	53
☐ 01.0413.17	Cloxacillin Sodium 250mg Cap	5003274	31/05/2021	179	3,000 (capsule)	500	Pack of 500 caps	6.00 (caps)	0	0	NO	2,000
☒ 01.0413.17	Desferrioxamine B Methanesulphonate 0.5 g Injection	SVC45	28/02/2021	87	1,000 (vial)	10	pack of 10 vial	1.00 (vial)	0	0	YES	850
☐ 01.0413.17	Diclofenac Sodium 75mg/3 ml Inj	ID88026	31/05/2021	179	125 (amp)	5	Pack of 5 amp	25.00 (pck)	0	0	YES	875
☐ H02AB04502P4001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	batch001	09/01/2021	37	4 (vial)	1	Vial	4.00 (vial)	0	0	YES	50
☐ B05XA06170P3001XX.01	Potassium Dihydrogen Phosphate Injection	948003	30/04/2021	148	100 (amp)	10	Pack of 10 amp	10.00 (pck)	0	0	YES	450

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

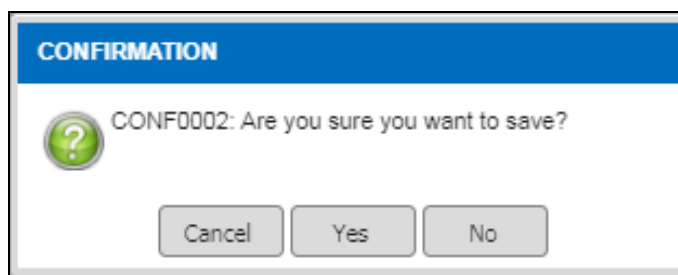


Figure 3.2-5 Alert Message

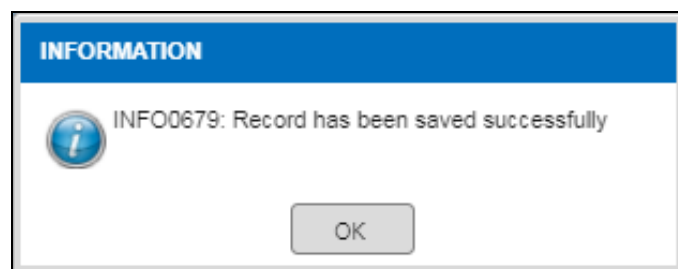


Figure 3.2-6 Alert Message

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:

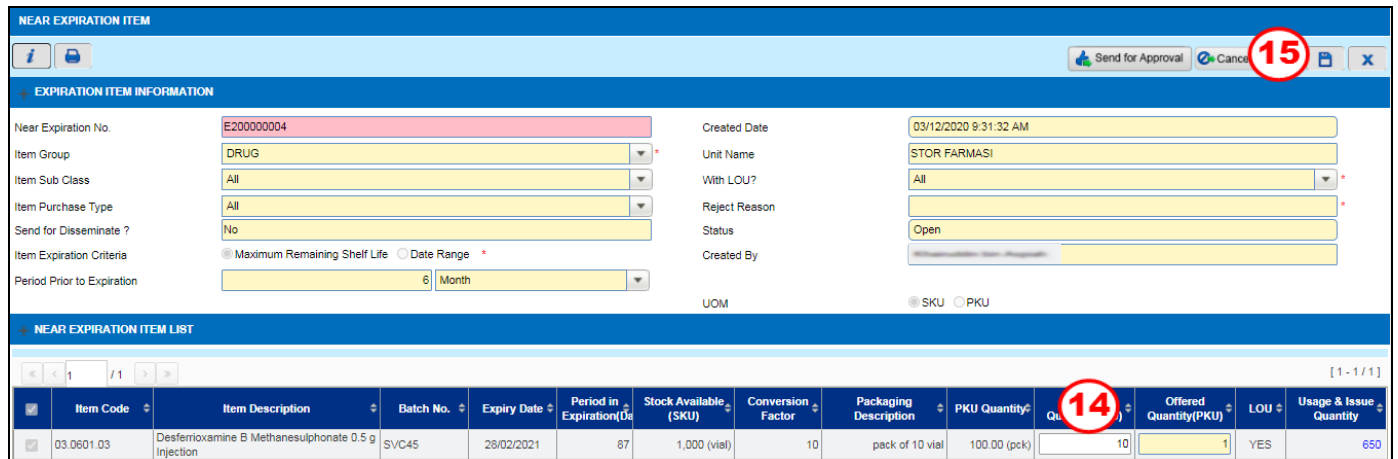


Figure 3.2-7 Near Expiration Item

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.

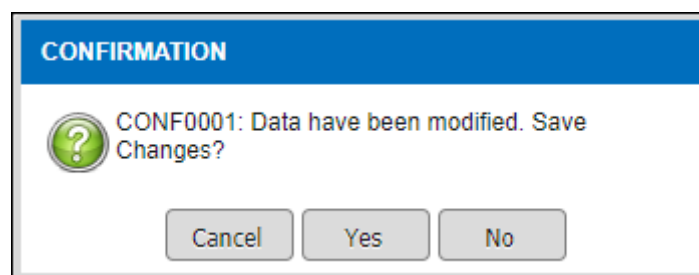


Figure 3.2-8 Alert Message

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

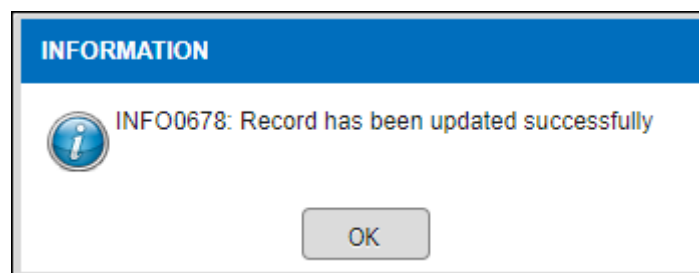


Figure 3.2-9 Alert Message

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

NEAR EXPIRATION ITEM

16

Send for Approval

17

Cancel Request

EXPIRATION ITEM INFORMATION

Near Expiration No.

E200000004

Item Group

DRUG

Item Sub Class

All

Item Purchase Type

All

Send for Disseminate ?

No

Item Expiration Criteria

☒ Maximum Remaining Shelf Life
 ☐ Date Range

Period Prior to Expiration

6 Month

Created Date

03/12/2020 9:31:32 AM

Unit Name

STOR FARMASI

With LOU?

All

Reject Reason

Status

Open

Created By

UOM

☒ SKU
 ☐ PKU

NEAR EXPIRATION ITEM LIST

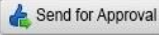
1 / 1

[1 - 1 / 1]

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
03.0601.03	Desferrioxamine B Methanesulphonate 0.5 g Injection	SVC45	28/02/2021	87	1,000 (vial)	10	pack of 10 vial	100.00 (pck)	10	1	YES	650

Figure 3.2-10 Send for Approval

STEP 16

Click on the  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.

CONFIRMATION

?

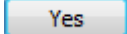
CONF0125: Are you sure want to send this record for approval?

Cancel

Yes

No

Figure 3.2-11 Alert Message

- Click on the  button.

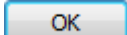
INFORMATION

i

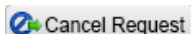
INFO0101: Record has been sent for approval successfully

OK

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'.



18

Send for Approval
Cancel Request

EXPIRATION ITEM INFORMATION

Near Expiration No. E200000004	Created Date 03/12/2020 9:31:32 AM
Item Group DRUG	Unit Name STOR FARMASI
Item Sub Class All	With LOU? All
Item Purchase Type All	Reject Reason
Send for Disseminate? No	Status Open
Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range	Created By
Period Prior to Expiration 6 Month	UOM ☒ SKU ☐ PKU

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	Offered Quantity (PKU)	LOU	Usage & Issue Quantity
03.0601.03	Desferrioxamine B Methanesulphonate 0.5 g Injection	SVC45	28/02/2021	87	1,000 (vial)	10	pack of 10 vial	100.00 (pack)	10	1	YES	650

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 : All

Item Sub Class : All

Expiry Date : 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	Potassium Dihydrogen Phosphate Injection	B05XA06170P3001X.X.01	amp	948003	30/04/2021	100 (amp)	100	171	Yes

DISEDIAKAN OLEH :

Nama :

Jawatan : Pegawai Farmasi UF44

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 10/11/2020

(DILULUSKAN)*

Nama :

Jawatan : Pegawai Farmasi UF44

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 10/11/2020

Printed : 06/10/2021

Printed By :

Unit Name : STOR FARMASI

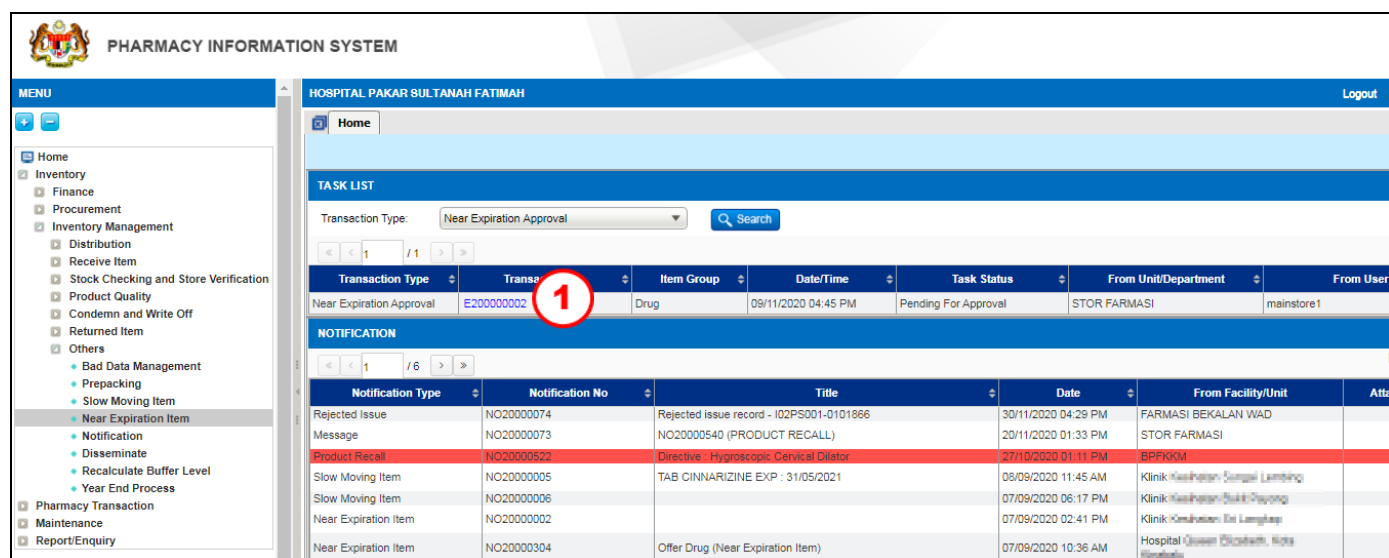
Source : PhIS

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home

TASK LIST

Transaction Type: Near Expiration Approval Search

Transaction Type: Near Expiration Approval Transaction No: E200000002 Item Group: Drug Date/Time: 09/11/2020 04:45 PM Task Status: Pending For Approval From Unit/Department: STOR FARMASI From User: mainstore1

NOTIFICATION

Notification Type	Notification No	Title	Date	From Facility/Unit	Att
Rejected Issue	NO20000074	Rejected issue record - I02PS001-0101866	30/11/2020 04:29 PM	FARMASI BEKALAN WAD	
Message	NO20000073	NO20000540 (PRODUCT RECALL)	20/11/2020 01:33 PM	STOR FARMASI	
Product Recall	NO20000522	Directive : Hygroscopic Cervical Dilator	27/10/2020 01:11 PM	BPPKRM	
Slow Moving Item	NO20000005	TAB CINNARIZINE EXP : 31/05/2021	08/09/2020 11:45 AM	Klinik Kesihatan Sungai Lemping	
Slow Moving Item	NO20000006		07/09/2020 06:17 PM	Klinik Kesihatan Bukit Payong	
Near Expiration Item	NO20000002		07/09/2020 02:41 PM	Klinik Kesihatan Sri Lemping	
Near Expiration Item	NO20000304	Offer Drug (Near Expiration Item)	07/09/2020 10:36 AM	Hospital Queen Elizabeth, Kota Bharu	

Figure 3.3-1 Task List

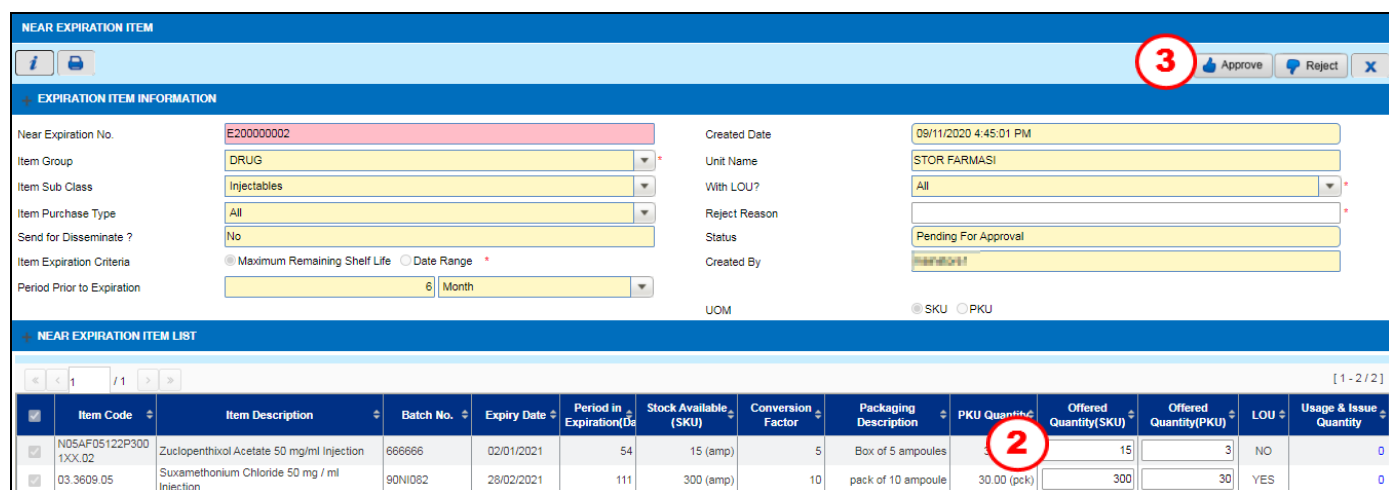
The HOD/Pharmacist will receive the 'Pending for Approval' Near Expiration Item record in the Task List.

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

Approve Reject X

EXPIRATION ITEM INFORMATION

Near Expiration No. E200000002 Created Date 09/11/2020 4:45:01 PM

Item Group DRUG Unit Name STOR FARMASI

Item Sub Class Injectables With LOU? All

Item Purchase Type All Reject Reason

Send for Disseminate? No Status Pending For Approval

Item Expiration Criteria Maximum Remaining Shelf Life Date Range Created By mainstore1

Period Prior to Expiration 6 Month UOM SKU PKU

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
N05AF05122P3001XX.02	Zuclophenithol Acetate 50 mg/ml Injection	666666	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	15	15	3	NO	0
03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	90NI082	28/02/2021	111	300 (amp)	10	pack of 10 ampoule	30.00 (pck)	300	30	YES	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.

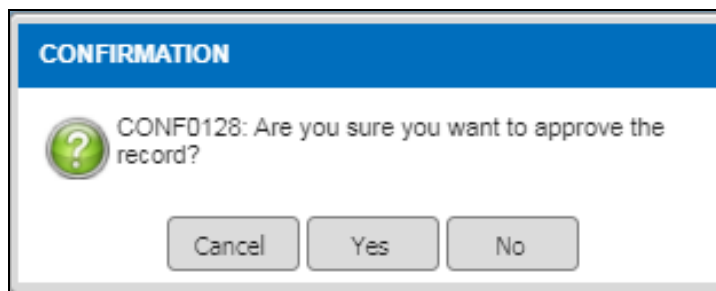


Figure 3.3-3 Alert Message

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

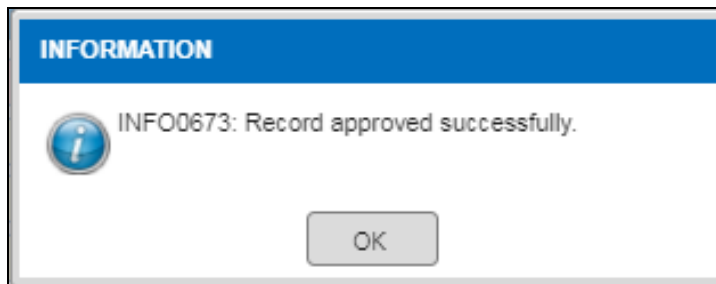


Figure 3.3-4 Alert Message

- 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

EXPIRATION ITEM INFORMATION

Near Expiration No. Created Date
 Item Group Unit Name
 Item Sub Class With LOU?
 Item Purchase Type Reject Reason
 Send for Disseminate? Status
 Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range
 Period Prior to Expiration Month Created By
 UOM ☒ SKU ☐ PKU

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration(Da	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	90NI082	28/02/2021	111	300 (amp)	10	pack of 10 ampoule	30.00 (pck)	300	30	YES	0
N05AF05122P300 1XX.02	Zuclopenthixol Acetate 50 mg/ml Injection	666666	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	3.00 (box)	15	3	NO	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.

CONFIRMATION

 CONF0053: Are you sure to disseminate?

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.

INFORMATION

 INFO00163: Record has been successfully disseminated

Figure 3.3-7 Alert Message

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



5

Disseminate X

EXPIRATION ITEM INFORMATION

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 Month

Created Date
Unit Name
With LOU?
Reject Reason
Status
Created By
UOM ☐ SKU ☐ PKU

NEAR EXPIRATION ITEM LIST

1 / 1

[1 - 2 / 2]

☐	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration(Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	Offered Quantity(PKU)	LOU	Usage & Issue Quantity
☒	03.3609.05	Suxamethonium Chloride 50 mg / ml Injection	90NI082	28/02/2021	111	300 (amp)	10	pack of 10 ampoule	30.00 (pck)	300	30	YES	0
☒	N05AF05122P3001X02	Zuclopenthixol Acetate 50 mg/ml Injection	666666	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	3.00 (box)	15	3	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 **Pekin Sultanah Fatimah**
NEAR EXPIRATION ITEM REPORT

Item Group : Drug
Item Sub Class : Injectables

Expiry Date : 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	Suxamethonium Chloride 50 mg / ml Injection	03.3609.05	amp	90NI082	28/02/2021	300 (amp)	300	111	Yes
2	Zuclopenthixol Acetate 50 mg/ml Injection	N05AF05122P3001X02	amp	666666	02/01/2021	15 (amp)	15	54	No

DISEDIAKAN OLEH :
Nama : 
Jawatan : Pembantu Tadbir
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 09/11/2020

(DILULUSKAN)*
Nama : 
Jawatan : Penolong Pegawai Farmasi U29
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 03/12/2020

Printed : 03/12/2020
Printed By : 
Unit Name : STOR FARMASI
Source : PhIS

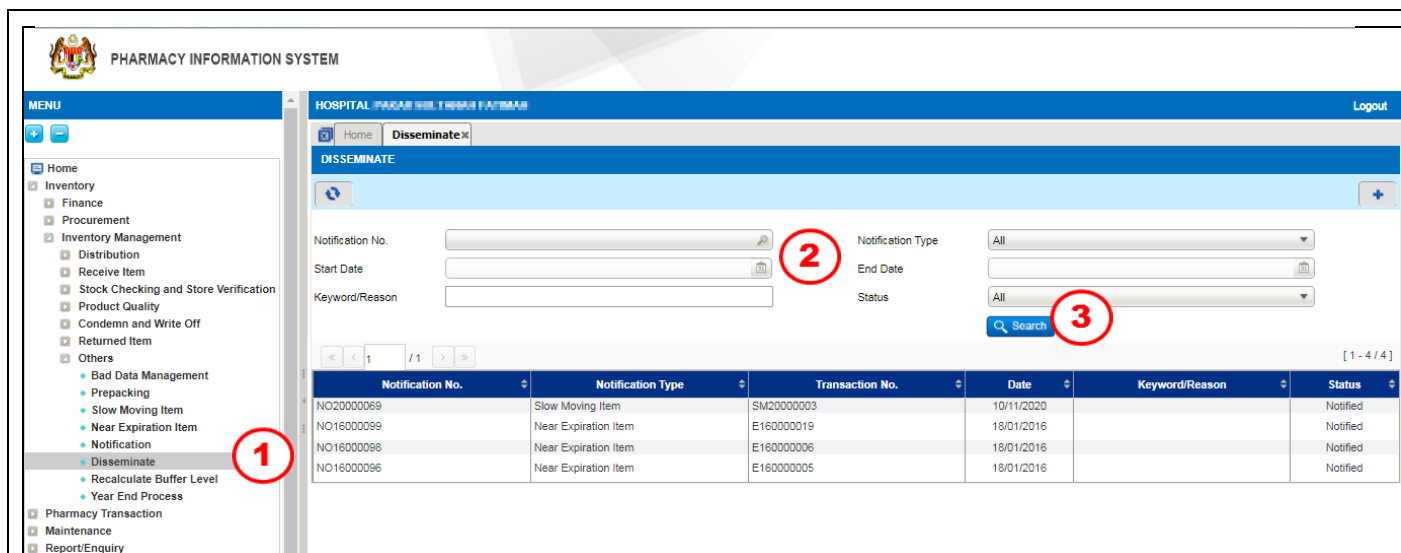
Page 1 of 1

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)



Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO20000069	Slow Moving Item	SM20000003	10/11/2020		Notified
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

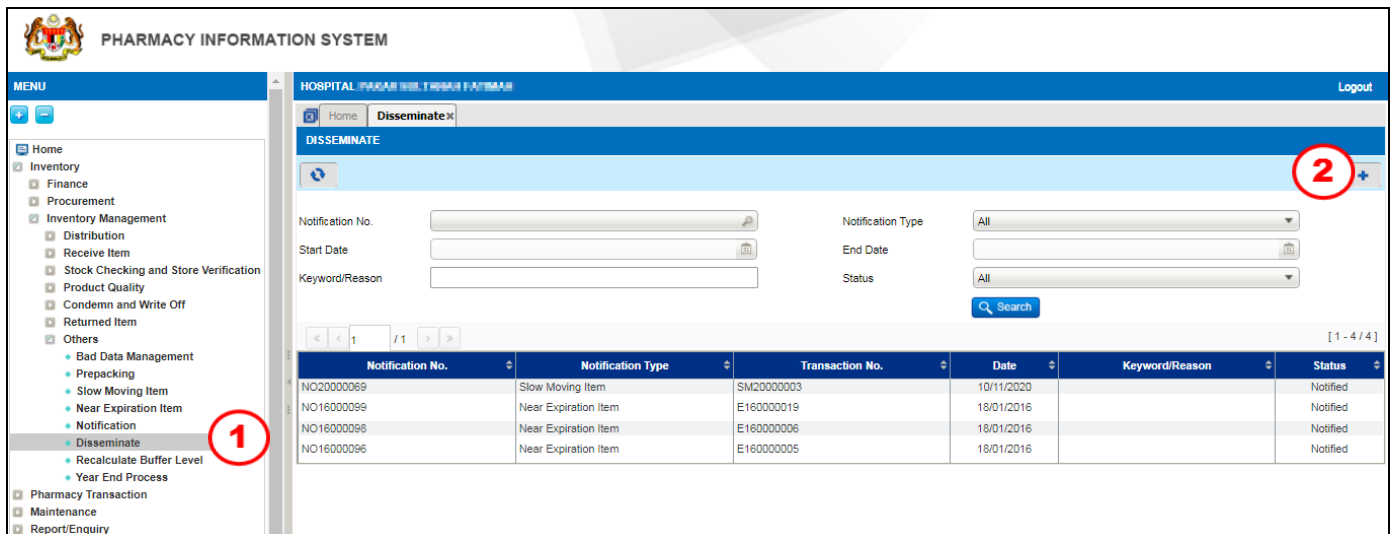
The results displayed will be based on the entered criteria as shown in Figure 4.0-1.

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:



Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO20000089	Slow Moving Item	SM20000003	10/11/2020		Notified
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 4.1-1 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

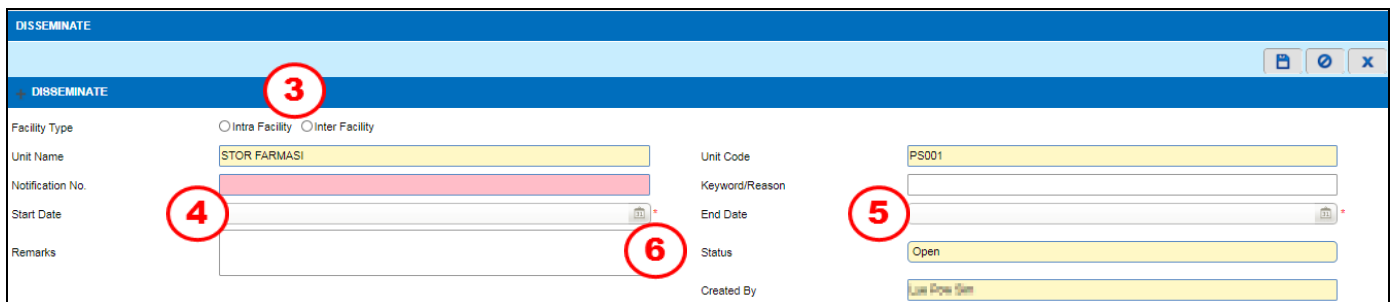


Figure 4.1-2 Disseminate Transaction Screen

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

DISSEMINATE

DISSEMINATE

Facility Type

☒ Intra Facility
 ☐ Inter Facility

Unit Name

STOR FARMASI

Unit Code

PS001

Notification No.

Keyword/Reason

Start Date

03/12/2020

End Date

03/12/2020

Remarks

Status

Open

Created By

Log Puser 1010

DISSEMINATE ITEM

Disseminate Type

Near Expiration Item

Transaction No.

E160000022

History Of Disseminate

1 / 1

[1 - 4 / 4]

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA26A02	21/02/2016	1,500 (tablet)	box of 10 tablet	10	150.00 (box)	1,500 (tablet)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA37B04	11/03/2016	2,500 (tablet)	box of 10 tablet	10	250.00 (box)	2,500 (tablet)
G03CA03256T1002XX.01	Estradiol Valerate 1 mg Tablet	WEK5B9	29/02/2016	560 (tablet)	Pack of 28 tab	28	20.00 (pack)	560 (tablet)
N03AX11000T1003XX.01	Topiramate 100 mg Tablet	ECSOL00	29/02/2016	600 (tablet)	box of 60 tablet	60	10.00 (box)	600 (tablet)

FACILITY/UNIT

1 / 1

[1 - 10 / 34]

Facility/Unit Name	Facility/Unit Code
No Record Found	

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)

HISTORY OF DISSEMINATE

HISTORY OF DISSEMINATE

1 / 4

[1 - 10 / 34]

Transaction No.	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
E140000002	45	27/08/2020	Unit/Facility
E140000001	30	27/07/2020	Unit/Facility
E160000008	33	01/09/2020	Unit/Facility
E160000006	34	06/09/2020	Unit/Facility
E150000003	43	04/09/2020	Unit/Facility
E160000004	48	08/09/2020	Unit/Facility
E160000005	39	04/09/2020	Unit/Facility
E160000007	36	18/08/2020	Unit/Facility
E160000009	32	08/09/2020	Unit/Facility
E160000010	30	01/09/2020	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 dissemination type

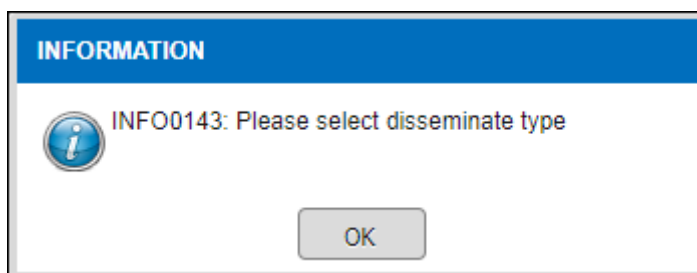


Figure 4.1-5 Alert Message

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.



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.

DISSEMINATE
11

+ DISSEMINATE

Facility Type ☒ Intra Facility ☐ Inter Facility

Unit Name STOR FARMASI

Notification No.

Start Date 03/12/2020

Remarks

Unit Code PS001

Keyword/Reason

End Date 03/12/2020

Status Open

Created By Lia Doe Sam

+ DISSEMINATE ITEM

Disseminate Type Near Expiration Item Transaction No. E16000022 History Of Disseminate

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity(SKU)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA26A02	21/02/2016	1,500 (tablet)	box of 10 tablet	10	150.00 (box)	1,500 (tablet)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA37B04	11/03/2016	2,500 (tablet)	box of 10 tablet	10	250.00 (box)	2,500 (tablet)
G03CA03256T1002XX.01	Estradiol Valerate 1 mg Tablet	WEK5B9	29/02/2016	560 (tablet)	Pack of 28 tab	28	20.00 (pck)	560 (tablet)
N03AX11000T1003XX.01	Topiramate 100 mg Tablet	ECSOL00	29/02/2016	600 (tablet)	box of 60 tablet	60	10.00 (box)	600 (tablet)

+ FACILITY/UNIT

Facility/Unit Name	Facility/Unit Code
DEWAN BEDAH HARIAN	MINOR OT

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.

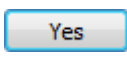
CONFIRMATION



CONF0002: Are you sure you want to save?

Cancel
Yes
No

Figure 4.1-8 Save Record Alert Message

- Click on the  button.

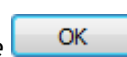
INFORMATION



INFO7241: Disseminate saved successfully.

OK

Figure 4.1-9 Save Record Alert Message

- Click on the  button.

DISSEMINATE

12

Cancel Request

DISSEMINATE

Facility Type

☒ Intra Facility
 ☐ Inter Facility

Unit Name

STOR FARMASI

Unit Code

PS001

Notification No.

NO20000075

Keyword/Reason

Start Date

03/12/2020

End Date

03/12/2020

Remarks

Status

Open

Created By

Log Please Item

DISSEMINATE ITEM

Disseminate Type

Near Expiration Item

Transaction No.

E160000022

History Of Disseminate

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity(SKU)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA26A02	21/02/2016	1,500 (tablet)	box of 10 tablet	10	150.00 (box)	1,500 (tablet)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA37B04	11/03/2016	2,500 (tablet)	box of 10 tablet	10	250.00 (box)	2,500 (tablet)
G03CA03256T1002XX.01	Estradiol /Valerate 1 mg Tablet	WEK5B9	29/02/2016	560 (tablet)	Pack of 28 tab	28	20.00 (pck)	560 (tablet)
N03AX11000T1003XX.01	Topiramate 100 mg Tablet	ECSOL00	29/02/2016	600 (tablet)	box of 60 tablet	60	10.00 (box)	600 (tablet)

FACILITY/UNIT

Facility/Unit Name	Facility/Unit Code
DEWAN BEDAH HARIAN	MINOR OT

Figure 4.1-10 Disseminate Send Notification

STEP 12

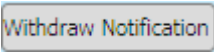
Click on the  button to send the notification to the selected facility/unit

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

- User able to withdraw the notification by click  button as per figure 4.1-11

DISSEMINATE

Withdraw Notification

DISSEMINATE

Facility Type

☒ Intra Facility
 ☐ Inter Facility

Unit Name

STOR FARMASI

Unit Code

PS001

Notification No.

NO20000075

Keyword/Reason

Start Date

03/12/2020

End Date

03/12/2020

Remarks

Status

Notified

Created By

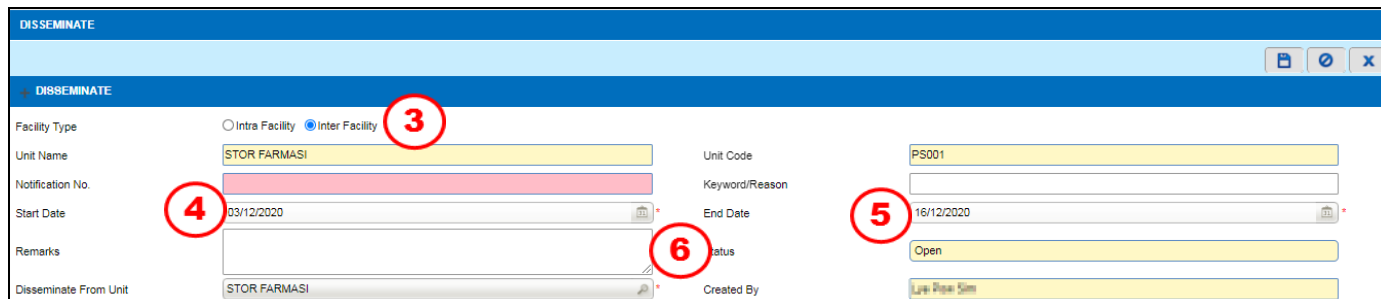
Log Please Item

Figure 4.1-11 Disseminate Withdraw Notification

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**: Start Date (03/12/2020)
- 5**: End Date (16/12/2020)
- 6**: Status (Open)

Other fields include: Unit Name (STOR FARMASI), Unit Code (P5001), Notification No., Keyword/Reason, Remarks, Disseminate From Unit (STOR FARMASI), and Created By (Lyn Rose Sim).

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

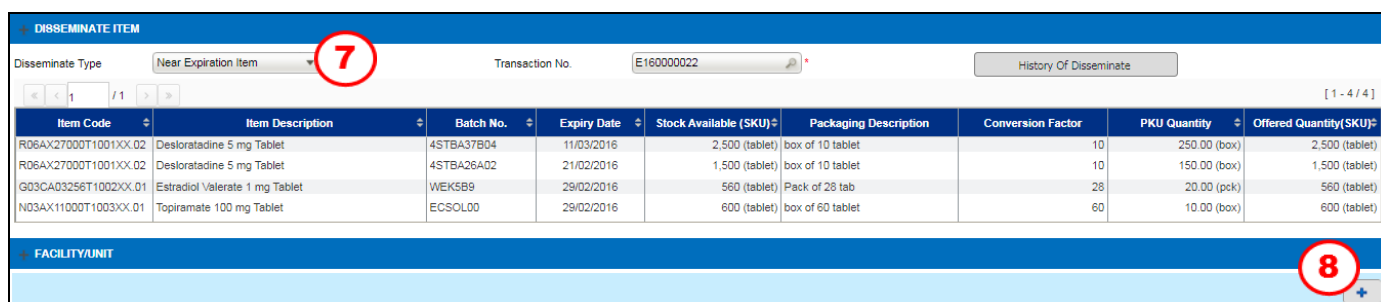
Select the **Start Date** for the item dissemination

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 data:

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA37B04	11/03/2016	2,500 (tablet)	box of 10 tablet	10	250.00 (box)	2,500 (tablet)
R06AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA26A02	21/02/2016	1,500 (tablet)	box of 10 tablet	10	150.00 (box)	1,500 (tablet)
G03GA03256T1002XX.01	Estradiol Valerate 1 mg Tablet	WEK5B9	29/02/2016	560 (tablet)	Pack of 28 tab	28	20.00 (pck)	560 (tablet)
N03AX11000T1003XX.01	Topiramate 100 mg Tablet	ECSOL00	29/02/2016	600 (tablet)	box of 60 tablet	60	10.00 (box)	600 (tablet)

Callout **7** points to the 'Disseminate Type' dropdown (Near Expiration Item). Callout **8** points to the 'History Of Disseminate' button.

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				
[1 - 10 / 34]				
Transaction No.	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name	
E140000002	45	27/08/2020	Unit/Facility	
E140000001	30	27/07/2020	Unit/Facility	
E160000008	33	01/09/2020	Unit/Facility	
E160000006	34	06/09/2020	Unit/Facility	
E150000003	43	04/09/2020	Unit/Facility	
E160000004	48	08/09/2020	Unit/Facility	
E160000005	39	04/09/2020	Unit/Facility	
E160000007	36	18/08/2020	Unit/Facility	
E160000009	32	08/09/2020	Unit/Facility	
E160000010	30	01/09/2020	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

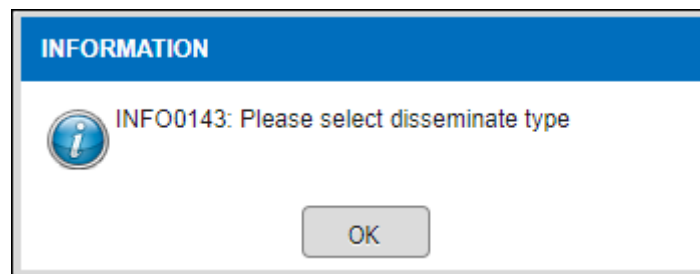


Figure 4.2-4 Alert Message

STEP 8

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

FACILITY			
SEARCH FACILITY			
Facility Name	Klinik Kesihatan Bayu Cemerai	Facility Code	21-01040704
State	Johor	Hospital Type	KK
ADD FACILITY			
[1 - 1 / 1]			
	Facility Name	Facility Code	State
	Klinik Kesihatan Bayu Cemerai	21-01040704	Johor

Figure 4.2-5 Alert Message

STEP 9

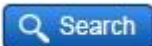
Select **Facility Name and State** from the drop down box

STEP 10

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

- HQ
- Hospital
- KBKOM
- KD
- KK
- KKIA
- KKOM
- KP
- 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

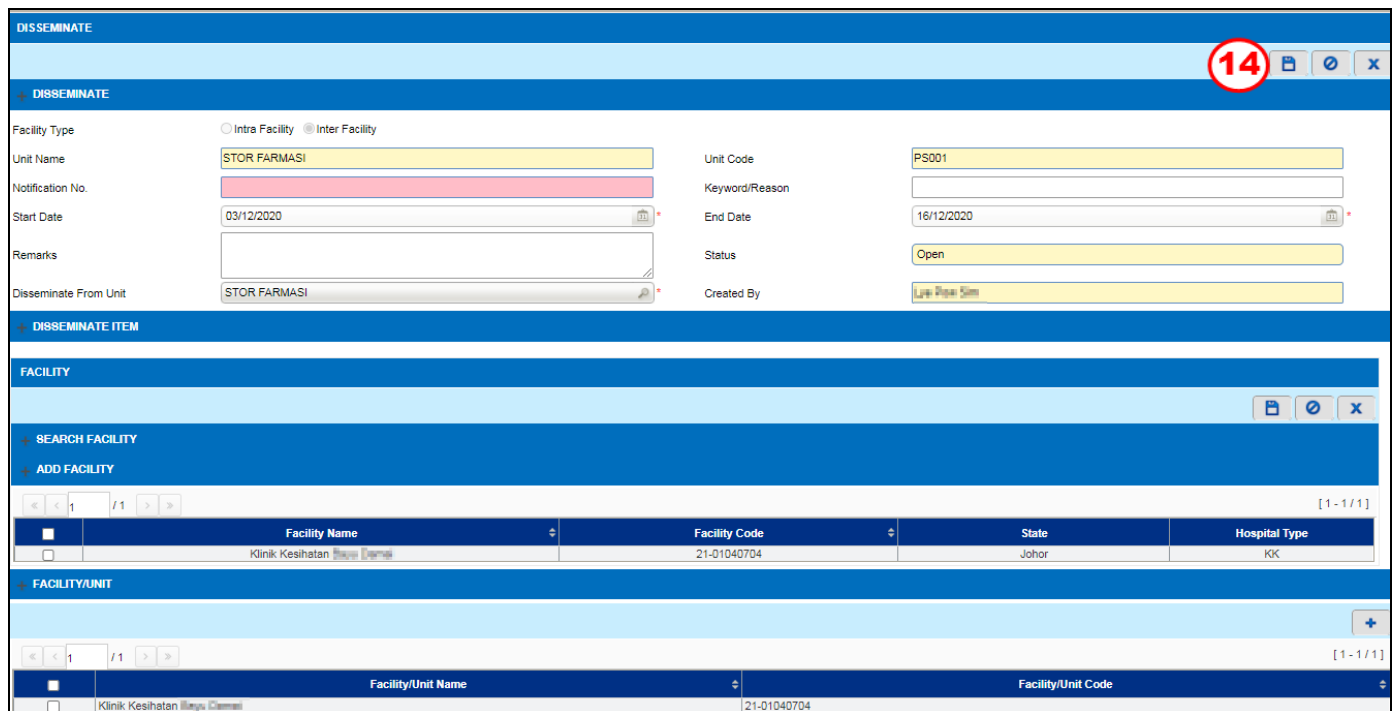


Figure 4.2-6 Disseminate

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.

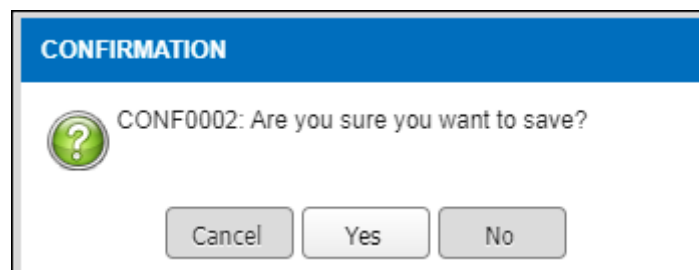
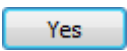


Figure 4.2-7 Save Record Alert Message

- Click on the  button.

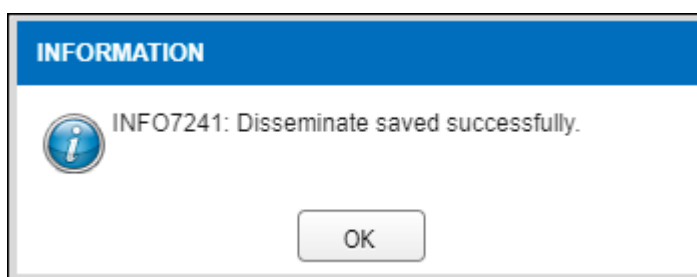
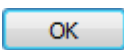
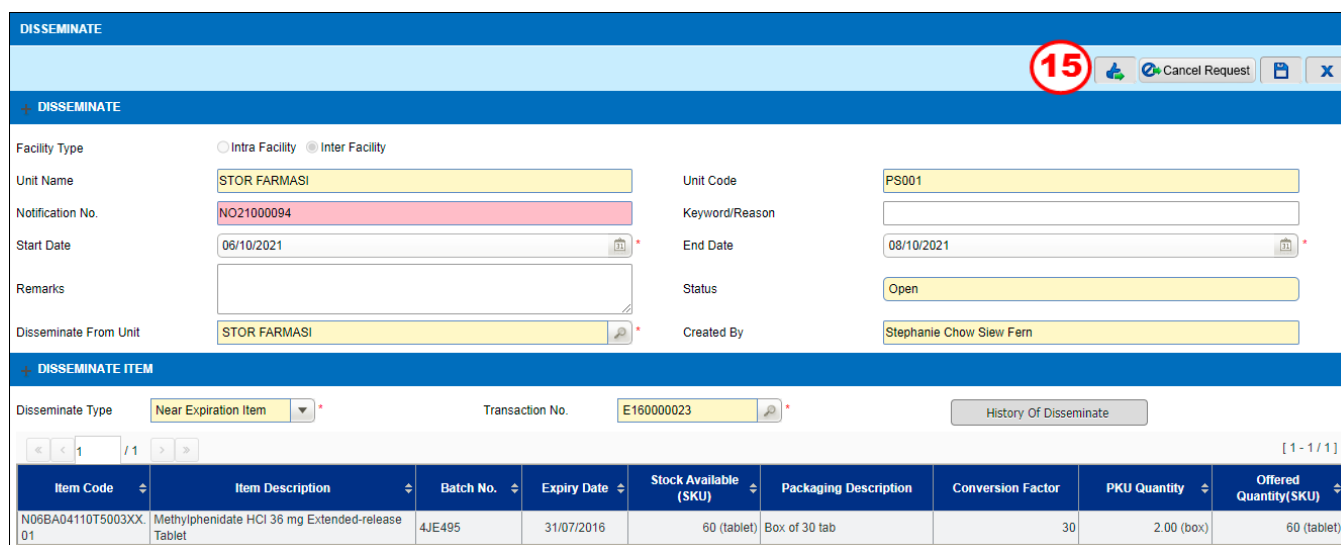


Figure 4.2-8 Save Record Alert Message

- Click on the  button.



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
N06BA04110T5003XX 01	Methylphenidate HCl 36 mg Extended-release Tablet	4JE495	31/07/2016	60 (tablet)	Box of 30 tab	30	2.00 (box)	60 (tablet)

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

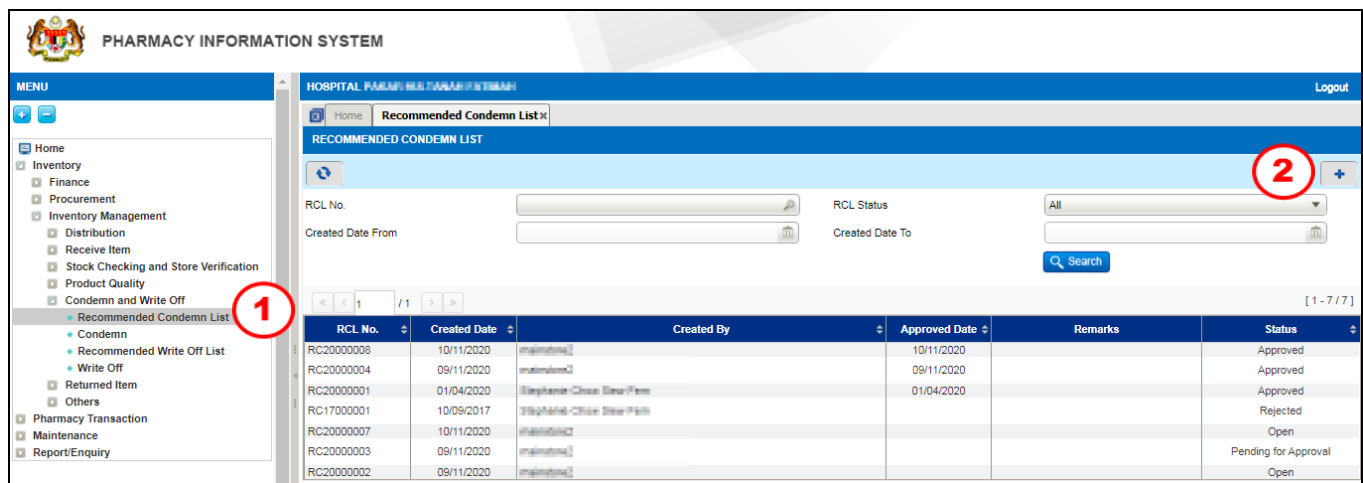
5.0 Condemn and Write Off

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:



RCL No.	Created Date	Created By	Approved Date	Remarks	Status
RC20000008	10/11/2020	mainuser	10/11/2020		Approved
RC20000004	09/11/2020	mainuser	09/11/2020		Approved
RC20000001	01/04/2020	Highland-Clare Star Farm	01/04/2020		Approved
RC17000001	10/09/2017	Highland-Clare Star Farm			Rejected
RC20000007	10/11/2020	mainuser			Open
RC20000003	09/11/2020	mainuser			Pending for Approval
RC20000002	09/11/2020	mainuser			Open

Figure 5.1-1 RCL Listing Page

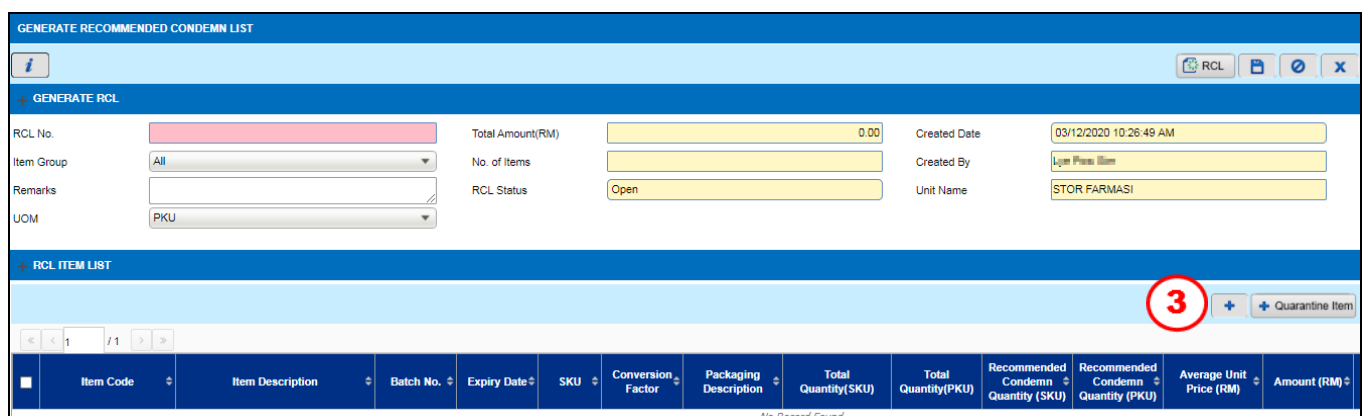
This function allows users to create new recommended condemn list.

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



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												

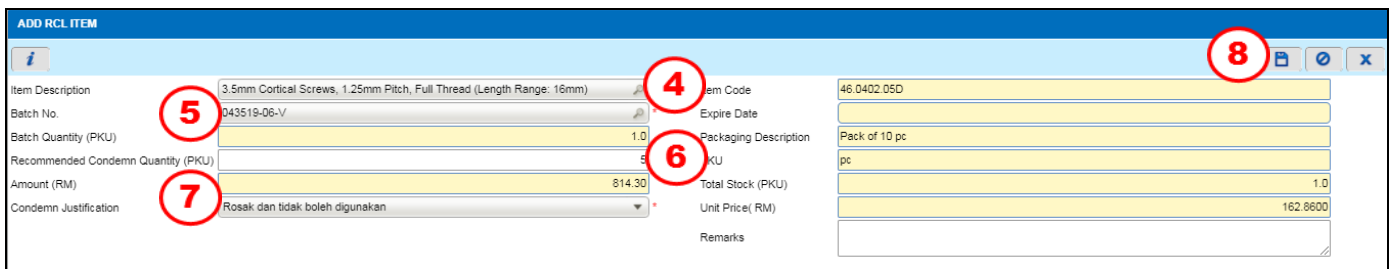
Figure 5.1-2 Recommended Condemn List

STEP 3

Click on  button to create a new transaction

Note

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



ADD RCL ITEM

Item Description: 3.5mm Cortical Screws, 1.25mm Pitch, Full Thread (Length Range: 16mm) **4**

Batch No.: 043519-06-V **5**

Batch Quantity (PKU): 1.0 **6**

Recommended Condemn Quantity (PKU): 1.0

Amount (RM): 814.30 **7**

Condemn Justification: Rosak dan tidak boleh digunakan **8**

Item Code: 46.0402.05D

Expire Date:

Packaging Description: Pack of 10 pc

Unit Price (RM): 162.8600

Remarks:

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

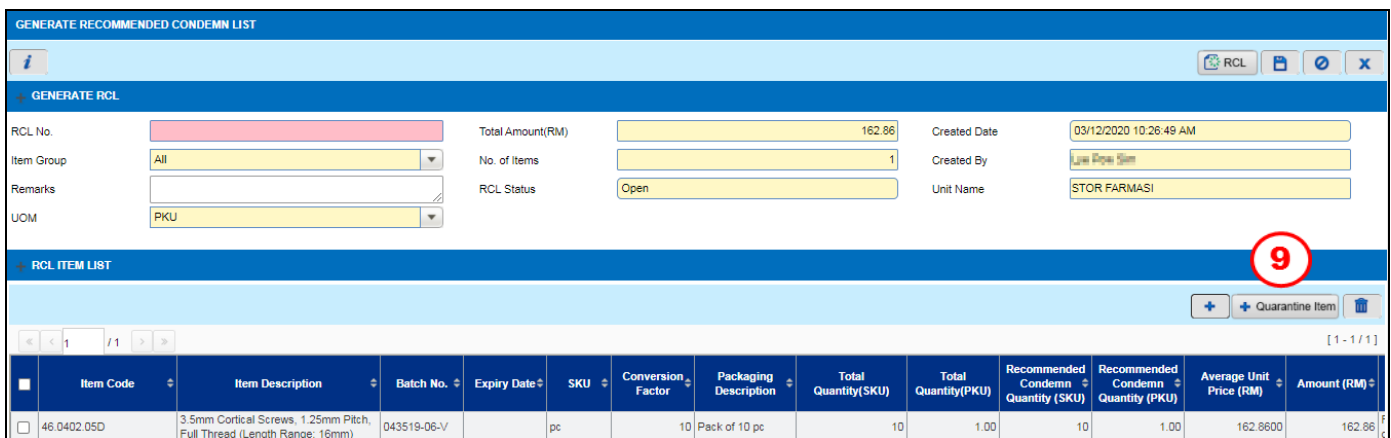
Select the **Condemn Justification** for the drop down list

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:



GENERATE RECOMMENDED CONDEMN LIST

RCL No.:

Item Group: All

Remarks:

UOM: PKU

Total Amount(RM): 162.86

No. of Items: 1

RCL Status: Open

Created Date: 03/12/2020 10:26:49 AM

Created By: Lee Kian Sim

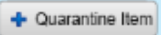
Unit Name: STOR FARMASI

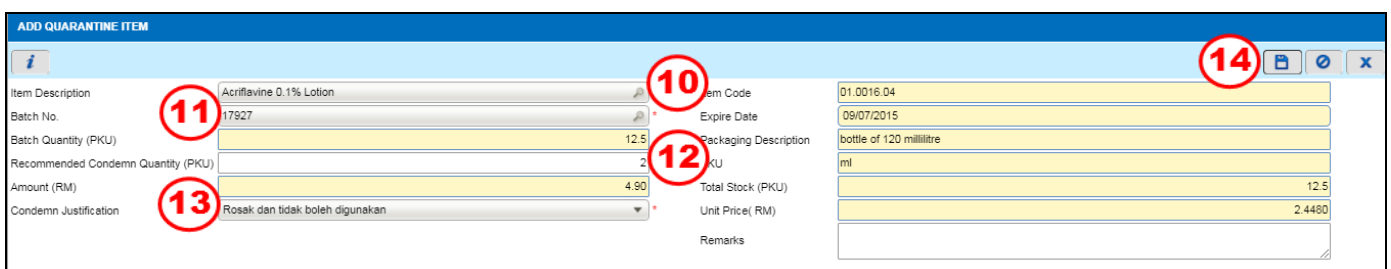
RCL ITEM LIST **9**

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)
46.0402.05D	3.5mm Cortical Screws, 1.25mm Pitch, Full Thread (Length Range: 16mm)	043519-06-V		pc	10	Pack of 10 pc	10	1.00	10	1.00	162.8600	162.86

Figure 5.1-4 Generate Recommended Condemn List

STEP 9

Select the  button to generate quarantine item in condemn list



ADD QUARANTINE ITEM

Item Description: Acriflavine 0.1% Lotion **10**

Batch No.: 17927 **11**

Batch Quantity (PKU): 12.5 **12**

Recommended Condemn Quantity (PKU): 2

Amount (RM): 4.90 **13**

Condemn Justification: Rosak dan tidak boleh digunakan **14**

Item Code: 01.0016.04

Expire Date: 09/07/2015

Packaging Description: bottle of 120 millilitre

Unit Price (RM): 2.4480

Remarks:

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

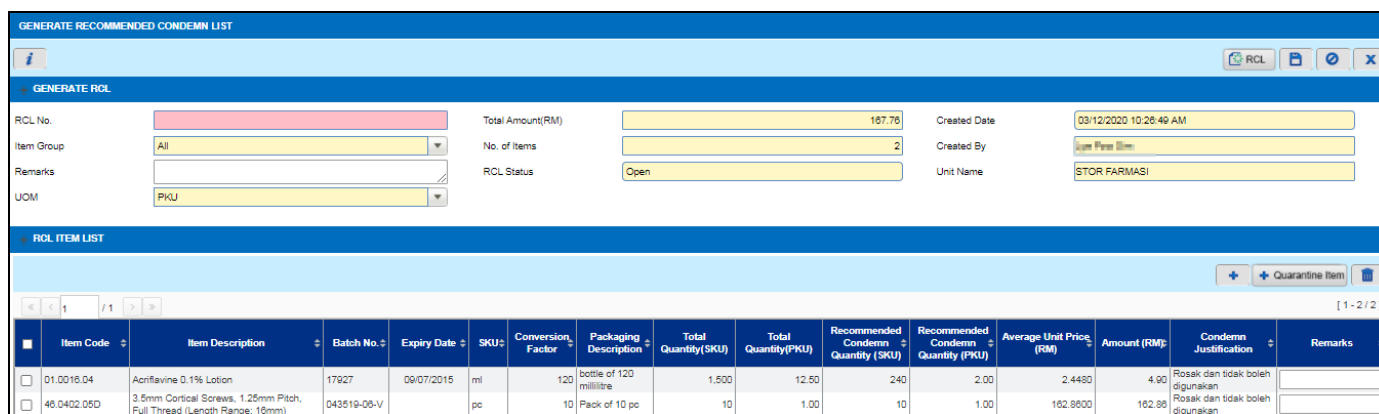


Figure 5.1-6 Generate Recommended Condemn List

Note

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

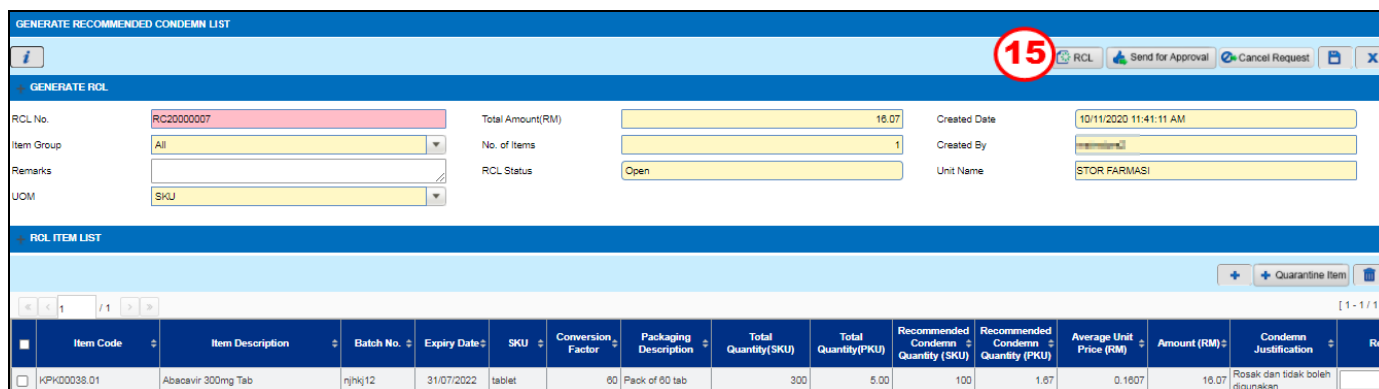


Figure 5.1-7 Generate Recommended Condemn List

STEP 15

Select the  button to generate RCL list

RECOMMENDED CONDEMN LIST

Item Code: Item Group: All Category: 18

Item Description: Item Sub Class: 16

[1 - 10 / 100]

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 20P3001	Acetylcysteine 200mg/ml Inj (10ml vial/amp)	403066	01/05/2015	vial	1	Vial/Amp	505	505.00	505	505.00	113.4000	57,267.00	Luput tempu	
☐ 01.0002.06	Acid Acetic Glacial BP	AKK-3220980	12/03/2018	ml	1000	Bottle of 1 Litre Remove from APPL	6,000	6.00	6,000	6.00	0.0176	105.60	Luput tempu	
☐ 01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	EC12-2214-1	15/07/2017	g	25000	Pack of 25 Kg	25,000	1.00	25,000	1.00	0.0390	975.00	Luput tempu	
☐ 02.0005.01	Albendazole 200mg Tab	DMHPSF14	31/03/2015	tablet	100	Pack of 100 tabs	200	2.00	200	2.00	0.4559	91.18	Luput tempu	
☐ 07.0013.03	Anti RHD Immunoglobulin 300 mcg / 2 ml Injection (150 mcg = 750 IU)	4345200125	31/12/2016	vial	1	vial	15	15.00	15	15.00	268.6800	4,030.20	Luput tempu	
☐ C07AB03000T1001XX.04	Atenolol 50 mg Tablet	DMHPSF14	31/03/2015	tablet	100	Box of 100 tab	58,000	580.00	58,000	580.00	0.0468	2,714.40	Luput tempu	
☐ 07.0205.05	Betamethasone Disodium Phosphate and Neomycin Sulphate Ear / Eye Drops	121366C	31/05/2014	bott	1	bottle	62	62.00	62	62.00	2.7800	172.36	Luput tempu	
☐ GLN0200017.01	Betamethasone Valerate 1 in 10 Ointment	13G024	31/05/2015	g	30	pack of 30 gram	3,000	100.00	3,000	100.00	0.0390	117.00	Luput tempu	
☐ GLN0200017.01	Betamethasone Valerate 1 in 10 Ointment	13M060	31/10/2015	g	30	pack of 30 gram	23	0.77	23	0.77	0.0390	0.90	Luput tempu	
☐ L029B03000T1001XX.01	Bicalutamide 50mg Tablet	RD4965	31/01/2016	tablet	30	box of 30 tablet	600	20.00	600	20.00	0.3660	219.60	Luput tempu	

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

19

GENERATE RCL

RCL No: RC20000007 Total Amount(RM): 1,096.67 Created Date: 10/11/2020 11:41:11 AM

Item Group: All No. of Items: 3 Created By:

Remarks: RCL Status: Open Unit Name: STOR FARMASI

UOM: SKU

RCL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity (SK)	Total Quantity (PKU)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
☐ KPK00038.01	Abacavir 300mg Tab	njhj12	31/07/2022	tablet	60	Pack of 60 tab	300	5.00	100	1.67	0.1607	16.07	Rosak dan tidak boleh digunakan	
☐ 01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	EC12-2214-1	15/07/2017	g	25000	Pack of 25 Kg	25,000	1.00	25,000	1.00	0.0390	975.00	Luput tempoh penggunaan	
☐ 01.0002.06	Acid Acetic Glacial BP	AKK-3220980	12/03/2018	ml	1000	Bottle of 1 Litre Remove from APPL	6,000	6.00	6,000	6.00	0.0176	105.60	Luput tempoh penggunaan	

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.

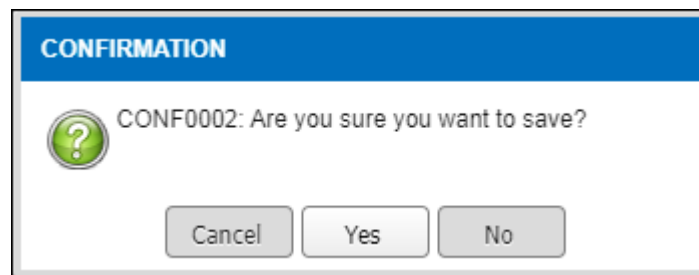
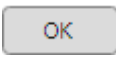


Figure 5.1-10 Save Record Alert Message

- Click on the  button.

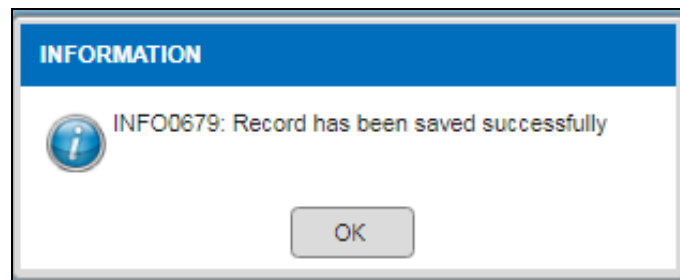
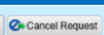


Figure 5.1-11 Save Alert Message

- Click on the  button to delete all entered data.

GENERATE RECOMMENDED CONDEMN LIST

20    

GENERATE ROL

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

ROL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SK)	Total Quantity(PK)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
☐ KPD00038.01	Abacavir 300mg Tab	njhq12	31/07/2022	tablet	60	Pack of 60 tab	300	5.00	100	1.67	0.1607	16.07	Rosak dan tidak boleh digunakan	
☐ 01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	EC12-2214-1	15/07/2017	g	25000	Pack of 25 Kg	25,000	1.00	25,000	1.00	0.0390	975.00	Luput tempoh penggunaan	
☐ 01.0002.06	Acid Acetic Glacial BP	AKK-3220980	12/03/2018	ml	1000	Bottle of 1 Litre Remove from APPL	6,000	6.00	6,000	6.00	0.0176	105.60	Luput tempoh penggunaan	

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

RCL ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	SKU	Conversion Factor	Packaging Description	Total Quantity(SK)	Total Quantity(PKI)	Recommended Condemn Quantity (SKU)	Recommended Condemn Quantity (PKU)	Average Unit Price (RM)	Amount (RM)	Condemn Justification	Remarks
01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	EC12-2214-1	15/07/2017	g	25000	Pack of 25 Kg	25.000	1.00	25.000	1.00	0.0390	975.00	Luput tempoh penggunaan	
01.0002.06	Acid Acetic Glacial BP	AKK-3220980	12/03/2019	ml	1000	Bottle of 1 Litre Remove from APPL	6.000	6.00	6.000	6.00	0.0176	105.60	Luput tempoh penggunaan	
KPK00038.01	Abacavir 300mg Tab	njhk12	31/07/2022	tablet	60	Pack of 60 tab	300	5.00	100	1.67	0.1607	16.07	Rosak dan tidak boleh digunakan	

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



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Puteri Valleroia Puteri
RECOMMENDED CONDEMN ITEM LIST

RCL No. : RC20000007 **Status :** Pending for Approval

Item Group : All

NO.	ITEM CODE	ITEM DESCRIPTION	SKU	BATCH NO.	EXPIRY DATE	RECOMMENDED QUANTITY	CONDEMN JUSTIFICATION	UNIT PRICE (RM)	AMOUNT (RM)
1	KPK00038.01	Abacavir 300mg Tab	tablet	njhkj12	31/07/2022	100	Rosak dan tidak boleh digunakan	0.1607	16.07
2	01.0002.06	Acid Acetic Glacial BP	ml	AKK-3220860	12/03/2018	6,000	Luput tempoh penggunaan	0.0176	105.60
3	01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	g	EC12-2214-1	15/07/2017	25,000	Luput tempoh penggunaan	0.0390	975.00

Disediakan oleh:

Nama :

Jawatan : Pegawai Farmasi UF44

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 10/11/2020

Diluluskan oleh:

Nama :

Jawatan :

Unit :

Jabatan :

Tarikh :

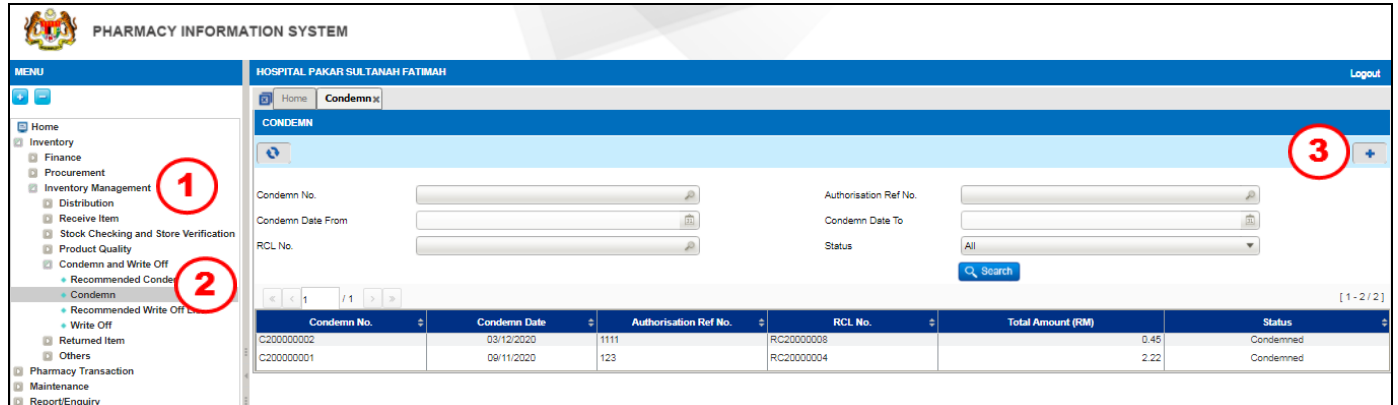
Printed Date : 03/12/2020
Printed By :
Unit Name : STOR FARMASI
Source : PhIS

Figure 5.1-16 RCL Report

5.2 Condemn

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

This function allows users to record condemn between facilities.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Condemn

CONDEMN

Condemn No. Authorisation Ref No.

Condemn Date From Condemn Date To

RCL No. Status

[1 - 2 / 2]

Condemn No.	Condemn Date	Authorisation Ref No.	RCL No.	Total Amount (RM)	Status
C200000002	03/12/2020	1111	RC200000008	0.45	Condemned
C200000001	09/11/2020	123	RC200000004	2.22	Condemned

Figure5.2-1 Condemn Listing Page

STEP 1

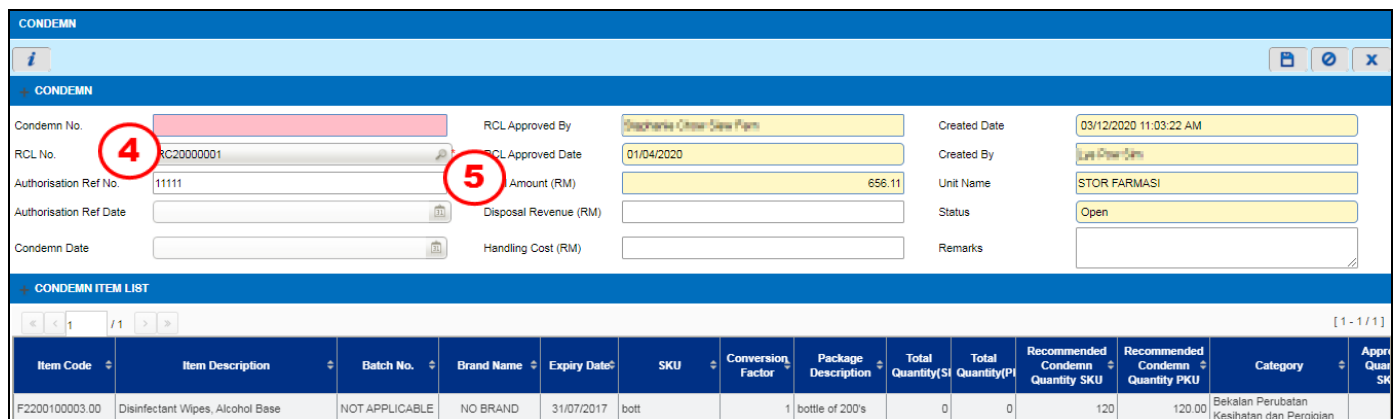
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

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

RCL No. RCL Approved Date

Authorisation Ref No. Amount (RM)

Authorisation Ref Date Disposal Revenue (RM)

Condemn Date Handling Cost (RM)

Created Date

Created By

Unit Name

Status

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(PK)	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Appr Quasi SK
F2200100003.00	Disinfectant Wipes, Alcohol Base	NOT APPLICABLE	NO BRAND	31/07/2017	bott	1	bottle of 200's	0	0	120	120.00	Bekalan Perubatan Kesihatan dan Pergigian	

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**

8

CONDEMIN

CONDEMIN

Condemn No.

RCL No.

RC20000001

Authorisation Ref No.

11111

Authorisation Ref Date

Condemn Date

RCL Approved By

Sagipris Unip Sdn Bhd

RCL Approved Date

01/04/2020

Total Amount (RM)

656.11

Disposal Revenue (RM)

Handling Cost (RM)

Created Date

03/12/2020 11:03:22 AM

Created By

Lyn Puan Lim

Unit Name

STOR FARMASI

Status

Open

Remarks

CONDEMIN ITEM LIST

1 / 1

1 - 1 / 1

SKU	Conversion Factor	Package Description	Total Quantity(S)	Total Quantity(P)	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Approved Quantity SKU	Approved Quantity PKU	Average Price SKU(RM)	Amount (RM)	Condemn Justification	Code	Method	Quantity
	1	bottle of 200's	0	0	120	120.00	Bekalan Perubatan Kesihatan dan Pergajian	120	120.00	5.4676	656.11	Luput tempoh penggunaan			120

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.

CONFIRMATION

 CONF0002: Are you sure you want to save?

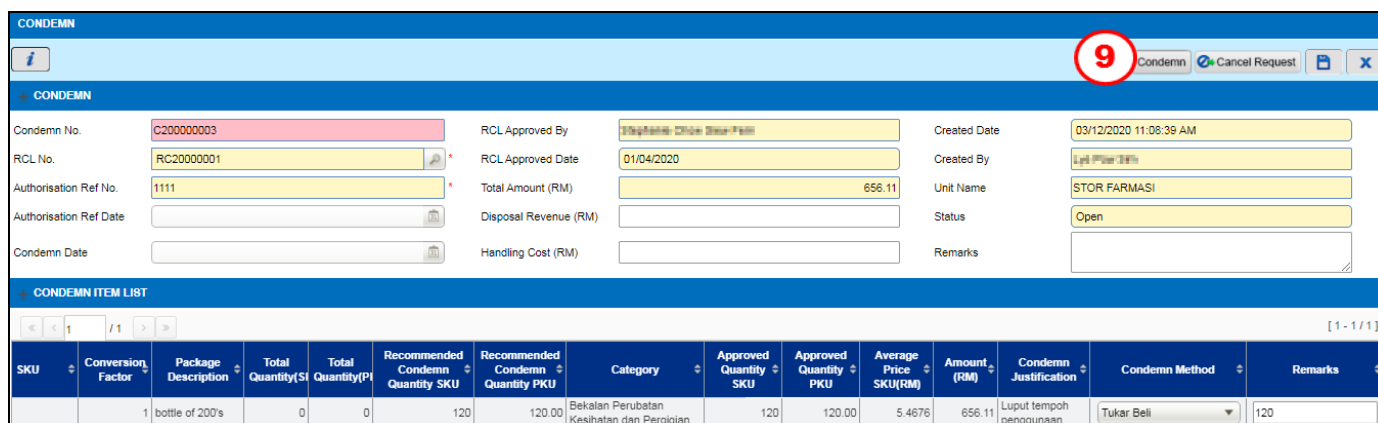
Cancel Yes No

Figure 5.2-4 Save Record Alert Message

- Click on the button.

Figure 5.2-5 Save Record Alert Message

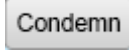
- Click on the button.



SKU	Conversion Factor	Package Description	Total Quantity(SI)	Total Quantity(PK)	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	Remarks
	1	bottle of 200's	0	0	120	120.00	Bekalan Perubatan Kesihatan dan Pergigian	120	120.00	5.4676	656.11	Luput tempoh penggunaan	Tukar Beli	120

Figure5.2-6 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.

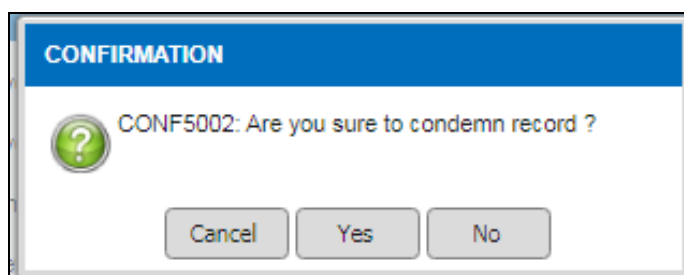


Figure 5.2-7 Save Record Alert Message

- Click on the  button.

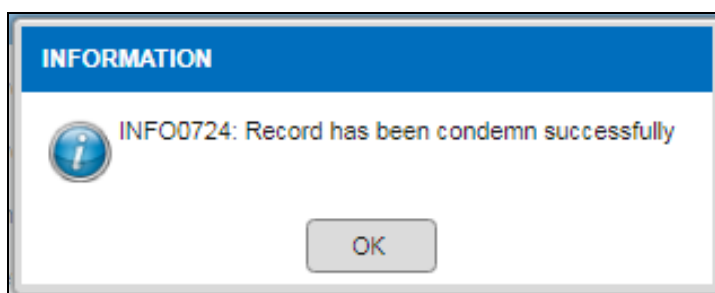


Figure 5.2-8 Save Record Alert Message

- 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 Pakar Sultanah Fatimah
SIJIL PENYAKSIAN PEMUSNAHAN STOK

KEW.PS-21

No. Rujukan: C200000002

Disahkan stok di Kementerian/Unit: STOR FARMASI seperti berikut telah dimusnahkan.

No. Kod	Perihal Stok	SKU	Kuantiti	Secara	Tarikh	Tempat
02.0001.02	Acortazole 250mg Tab BP/USP	tablet	1			

Tandatangan

Nama : _____

Jawatan : _____

Nama Kementerian : _____

Jabatan : _____

Tandatangan

Nama : _____

Jawatan : _____

Nama Kementerian : _____

Jabatan : _____

Page 1 of 1

Figure 5.2-9 KEW.PS-21 Report



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah
SIJIL PELUPUSAN STOK
(Disai oleh Jabatan yang melaksanakan pelupusan)

KEW.PS-22

Merujuk surat kelulusan No. Rujukan..... bertarikh.....
saya mengesahkan tindakan pelupusan telah dilaksanakan seperti berikut:-

1. Jualan (Tender/Sebut Harga/Lelong)
Bilangan item.....No Resit.....(salinan resit disertakan)
2. Buangan Terjedual (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.....(Dokumen berkaitan disertakan)
Stok/ Komponen berikut telah direkodkan
Bilangan item.....No. Rekod.....(salinan rekod dilampirkan)
5. Hadiah/ Serahan
Bilangan item.....1.....dihadiahkan/ diserahkan kepada.....(Surat Akuan Terima Terima disertakan)
6. Musnah (Tiram/Bakar/ Buang/ Tenggelam/ Letup/ Ledak/ Lebur).
Bilangan item.....(Sijil Penyakian Pemusnahan disertakan)
7. Kaedah-Kaedah Lain.
Bilangan item.....

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

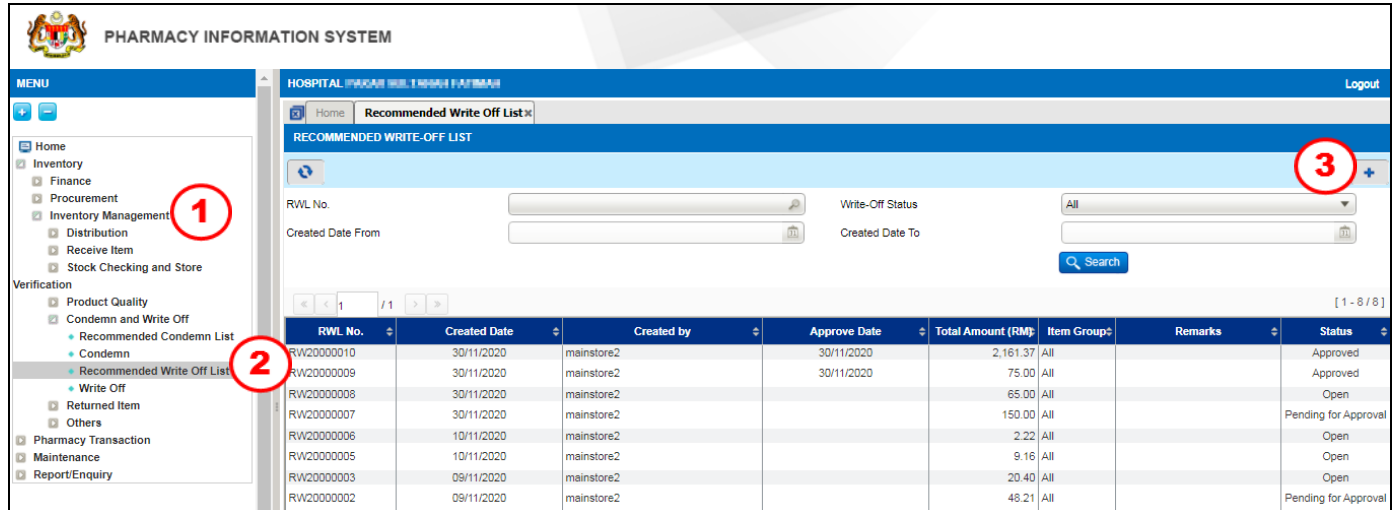
Nota: *Tandatangan Ketua Jabatan boleh ditandatangani oleh Ketua Jabatan/Bahagian/Sekyen/Unit

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 IPKUAN MELAKA FARMASIA Logout

Home Recommended Write Off List

RECOMMENDED WRITE-OFF LIST

RWL No. Write-Off Status

Created Date From Created Date To

[1 - 8 / 8]

RWL No.	Created Date	Created by	Approve Date	Total Amount (RM)	Item Group	Remarks	Status
RW20000010	30/11/2020	mainstore2	30/11/2020	2,161.37	All		Approved
RW20000009	30/11/2020	mainstore2	30/11/2020	75.00	All		Approved
RW20000008	30/11/2020	mainstore2		65.00	All		Open
RW20000007	30/11/2020	mainstore2		150.00	All		Pending for Approval
RW20000006	10/11/2020	mainstore2		2.22	All		Open
RW20000005	10/11/2020	mainstore2		9.16	All		Open
RW20000003	09/11/2020	mainstore2		20.40	All		Open
RW20000002	09/11/2020	mainstore2		48.21	All		Pending for Approval

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

- RWL No.
- Write Off Status
- Create Date From
- Create Date To

STEP 3

Click on the  button to create a new RWL record.

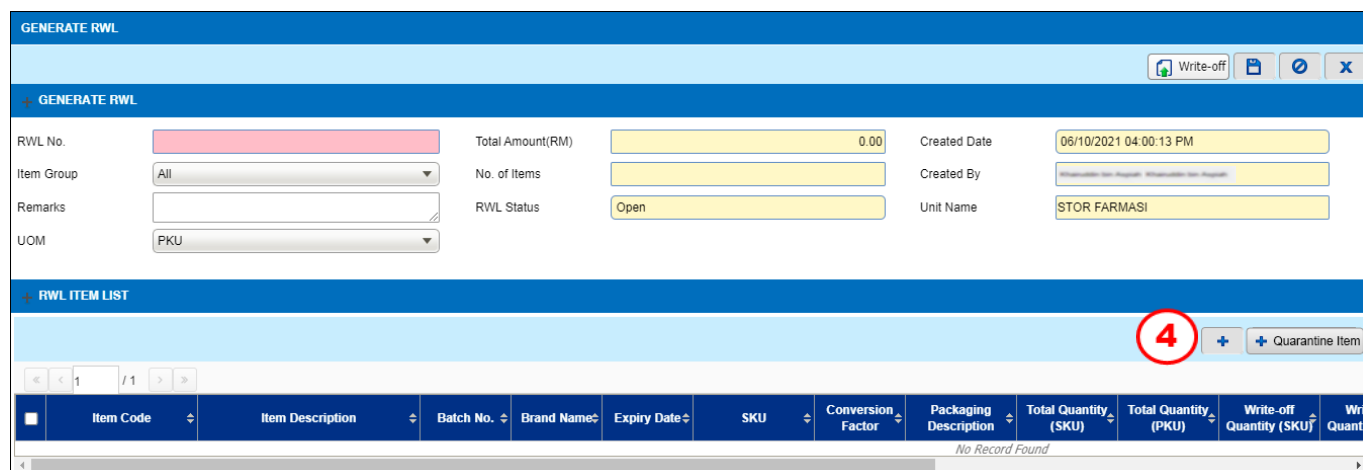


Figure 5.3-2 Generate RWL Record

STEP 4

Click on  button to create a new transaction

Note

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

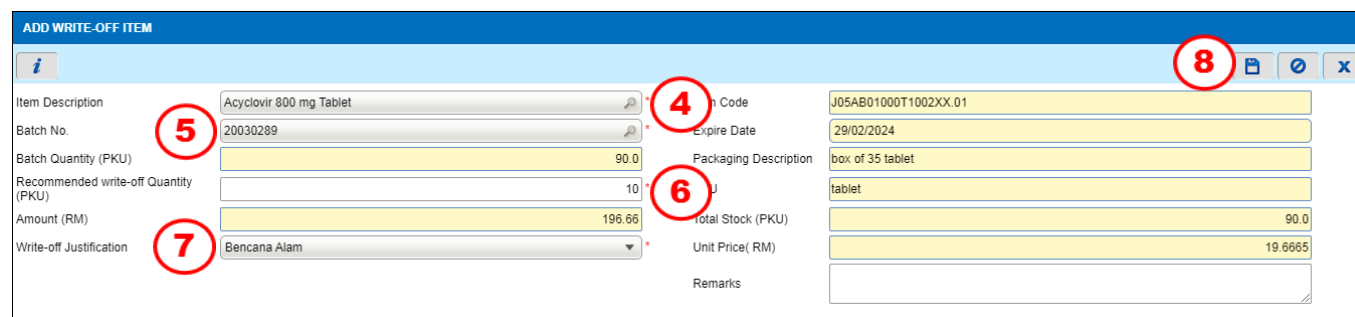


Figure 5.3-3 Add RWL Item List

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:

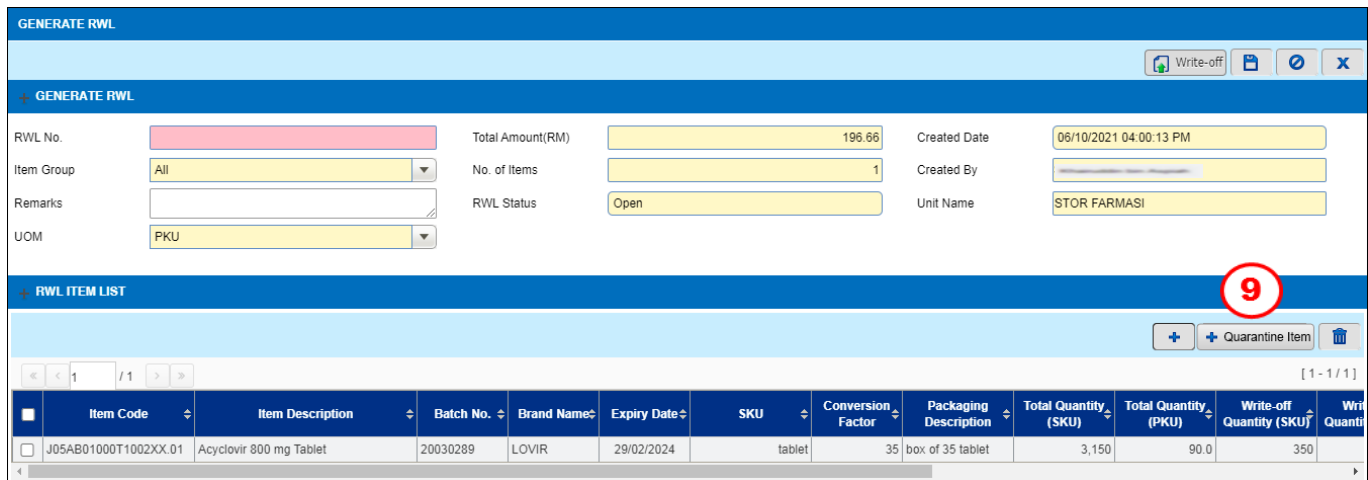


Figure 5.3-4 Generate Recommended Write-off List

STEP 9

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

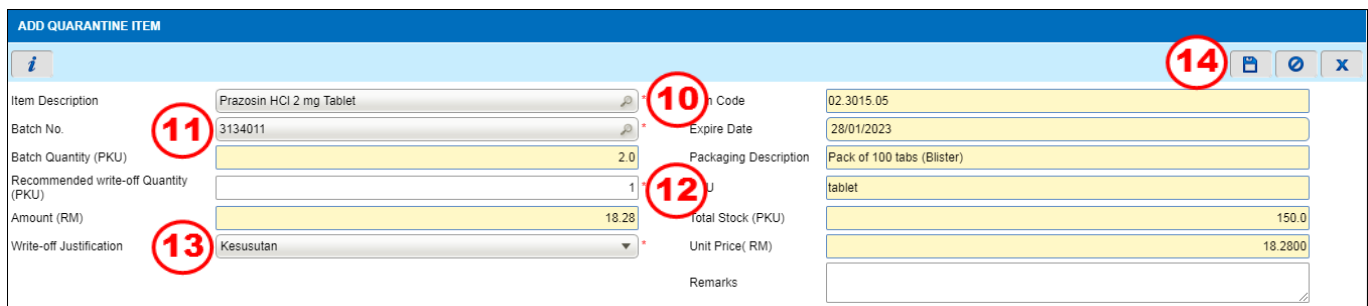


Figure 5.3-5 Add Quarantine Item List

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

GENERATE RWL

RWL No.

Total Amount(RM)

214.94

Created Date

06/10/2021 04:00:13 PM

Item Group

All

No. of Items

2

Created By

Remarks

RWL Status

Open

Unit Name

STOR FARMASI

UOM

PKU

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)
☐	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
☐	02.3015.05	Prazosin HCl 2 mg Tablet	3134011	LOPRESIN	28/01/2023	tablet	100	Pack of 100 tabs (Blister)	200	150.0	100	

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

GENERATE RWL

RWL No.

Total Amount(RM)

214.94

Created Date

06/10/2021 04:00:13 PM

Item Group

All

No. of Items

2

Created By

Remarks

RWL Status

Open

Unit Name

STOR FARMASI

UOM

PKU

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)
☐	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
☐	02.3015.05	Prazosin HCl 2 mg Tablet	3134011	LOPRESIN	28/01/2023	tablet	100	Pack of 100 tabs (Blister)	200	150.0	100	

Figure 5.3-7 Generate Recommended Write-off List

STEP 15

Select the  button to generate RWL list

WRITE-OFF LIST

19

Item Code

Item Group

All

Category

Item Description

Item Sub Class

Q Search

16

<

1

/ 37

>

[1 - 10 / 363]

	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
17	2.08.255	2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose FNB9778	batch2020	31/07/2021	bag	1	bag of 2.5L	10	10.00	10	10.00	3.0000	30.00	18	
	KPK00038.01	Abacavir 300mg Tab	3820BP	31/07/2021	tablet	60	Pack of 60 tab	60	1.00	60	1.00	0.7778	46.67		
	KPK00412.01	Abemaciclib 100mg Tablet	32424	31/12/2020	tablet	14	pack of 14 tablet	1,400	100.00	1,400	100.00	0.2143	300.02		
	S01EC01000P4 001XX.01	Acetazolamide 500mg Inj	eaad	24/12/2020	vial	1	Vial	6	6.00	6	6.00	5.0000	30.00		
	V03AB23520P3 001XX.01	Acetylcysteine 200mg/ml Inj (10ml vial/amp)	403066	01/05/2015	vial	1	Vial/Amp	505	505.00	505	505.00	113.4000	57,267.00		
	V03AB23520P3 001a.01	Acetylcysteine 5000mg/25ml Vial	batch001	15/01/2021	vial	1	vial	1	1.00	1	1.00	100.4171	100.42		
	V03AB23520P3 001a.01	Acetylcysteine 5000mg/25ml Vial	20815	30/06/2021	vial	1	vial	80	80.00	80	80.00	100.4171	8,033.37		
	01.0002.06	Acid Acetic Glacial BP	AKK-3220860	12/03/2018	ml	1000	Bottle of 1 Litre Remove from APPL	6,000	6.00	6,000	6.00	0.0176	105.60		
	01.0013.02	Acid Salicylic BP (Salicylic Acid BP)	EC12-2214-1	15/07/2017	g	25000	Pack of 25 Kg	25,000	1.00	25,000	1.00	0.0390	975.00		
	02.0005.01	Albendazole 200mg Tab	DMHPSF14	31/03/2015	tablet	100	Pack of 100 tabs	200	2.00	200	2.00	0.4559	91.18		

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 **Search** 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																													
Write-off																													
+ GENERATE RWL																													
RWL No.		Total Amount(RM)		Created Date		Created By		Unit Name																					
Item Group		No. of Items		RWL Status		Unit Name																							
Remarks		RWL Status		Unit Name		Unit Name																							
UOM		RWL Status		Unit Name		Unit Name																							
+ RWL ITEM LIST																													
Write-off																													
[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)	Remarks																
☒	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	90.0																	
☒	02.3015.05	Prazosin HCl 2 mg Tablet	3134011	LOPRESIN	28/01/2023	tablet	100	Pack of 100 tabs (Blister)	200	150.0	100	150.0																	

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.

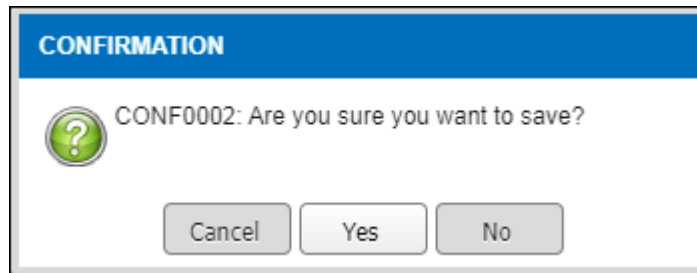
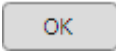


Figure 5.3-10 Save Record Alert Message

- Click on the  button.

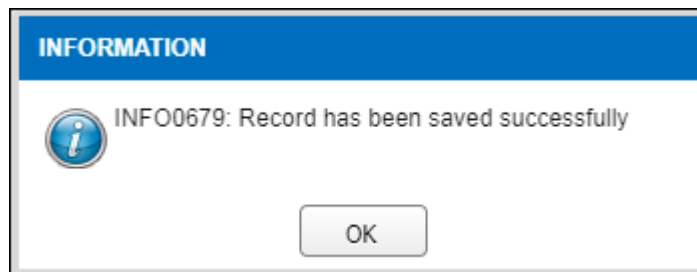


Figure 5.3-11 Save Alert Message

- Click on the  button to delete all entered data.

GENERATE RWL

21

 Send for Approval
  Cancel Request
 


+ GENERATE RWL

RWL No.	RW21000016	Total Amount(RM)	214.94	Created Date	06/10/2021 04:00:13 PM
Item Group	All	No. of Items	2	Created By	Pharmacy Inventory System - Pharmacy
Remarks					
UOM	PKU	RWL Status	Open	Unit Name	STOR FARMASI

+ RWL ITEM LIST





< 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)
☐	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
☐	02.3015.05	Prazosin HCl 2 mg Tablet	3134011	LOPRESIN	28/01/2023	tablet	100	Pack of 100 tabs (Blister)	200	150.0	100	

Figure 5.3-12 Generate Recommended Write-off List

STEP 21

Click on the  Send for Approval 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'.

CONFIRMATION



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

Figure 5.3.13 Alert Message

INFORMATION



INFO0101: Record has been sent for approval successfully

Figure 5.3.14 Alert Message

GENERATE RWL

GENERATE RWL

RWL No.

Item Group

Remarks

UOM

Reject Reason

Total Amount(RM)

No. of Items

RWL Status

Created Date

Created By

Unit Name

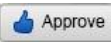
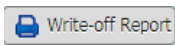
RWL ITEM LIST

< 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)
J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
02.3015.05	Prazosin HCl 2 mg Tablet	3134011	LOPRESIN	28/01/2023	tablet	100	Pack of 100 tabs (Blister)	200	150.0	100	

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 Pakar Sultanah Fatimah

WRITE-OFF ITEM LIST

Write-off No. : RW21000016

Status : Pending for Approval

Item Group : All

No.	Item Code	Item Description	SKU	Batch No.	Expiry Date	Write-Off Quantity	Write-Off Justification	Unit Price (RM)	Amount (RM)
1	J05AB01000T1 002XX.01	Acyclovir 800 mg Tablet	tablet	20030289	29/02/2024	350	Bencana Alam	19.6665	196.66
2	02.3015.05	Prazosin HCl 2 mg Tablet	tablet	3134011	28/01/2023	100	Kesusutan	18.2800	18.28

Disediakan oleh:

Nama : 
Jawatan : Pegawai Farmasi UF48
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 06/10/2021

Diluluskan oleh:

Nama :
Jawatan :
Unit :
Jabatan :
Tarikh :

Printed Date : 06/10/2021

Printed By : 

Unit Name : STOR FARMASI

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.

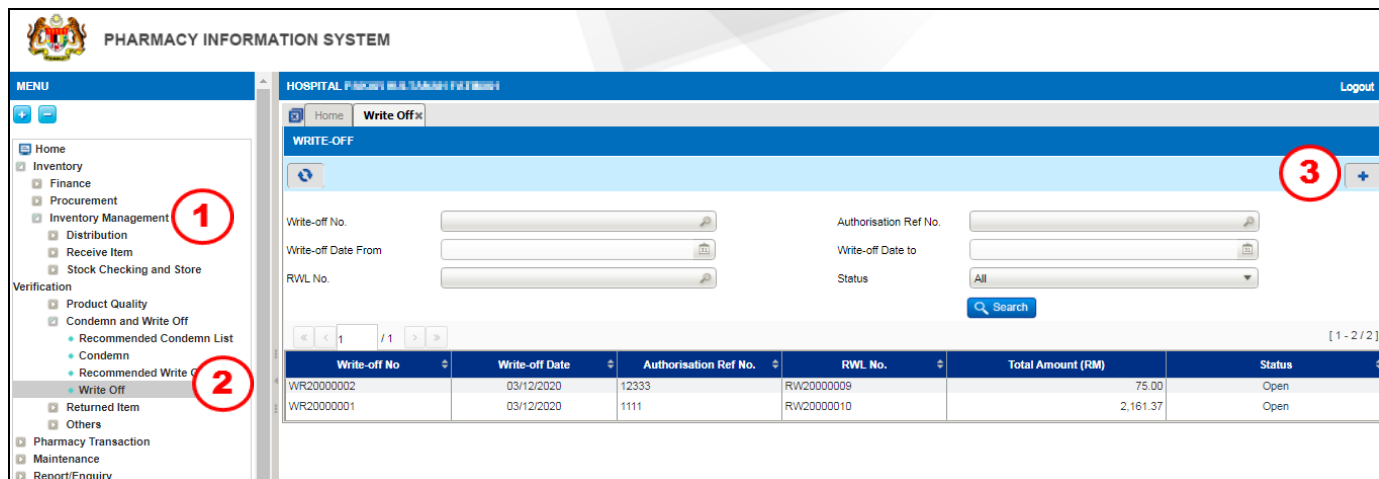


Figure 5.4-1 Write Off Listing Page

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

- Write-off No.
- Write-off Date From
- Write-off Date To
- RWL No
- Authorisation Ref No.
- Status

STEP 3

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

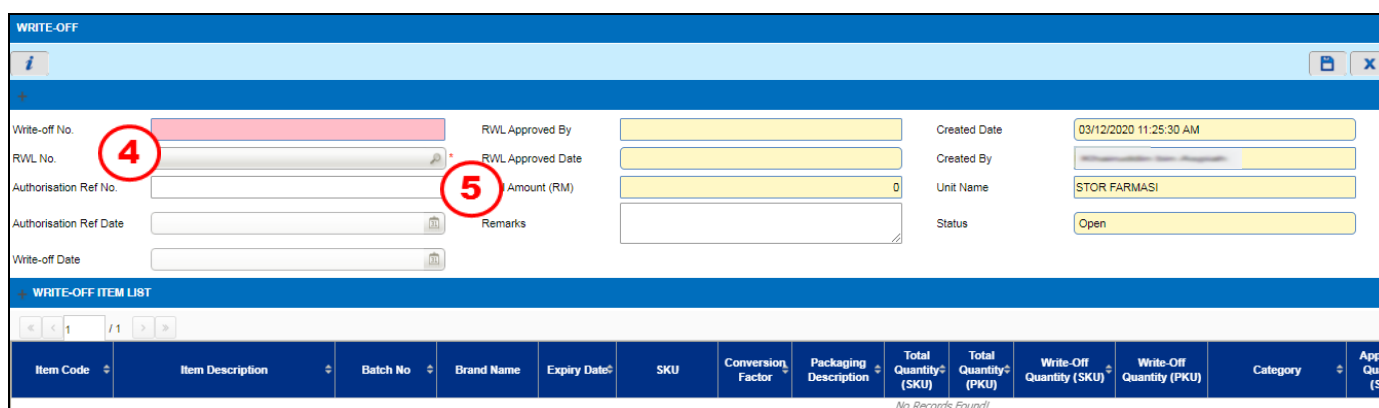


Figure 5.4-2 Write Off

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
7

Write-off No.

RWL No.

Authorisation Ref No.

Authorisation Ref Date

Write-off Date

RWL Approved By

RWL Approved Date

Total Amount (RM)

Remarks

Created Date

Created By

Unit Name

Status

WRITE-OFF ITEM LIST

Name	Expiry Date	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	
S		each	1	each	25	25	25	25.00	Bekalan Perubatan Kesihatan dan Pergigian	25	25.00	2.6000	65.00	Penipuan atau kecuraan pegawai	6

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.

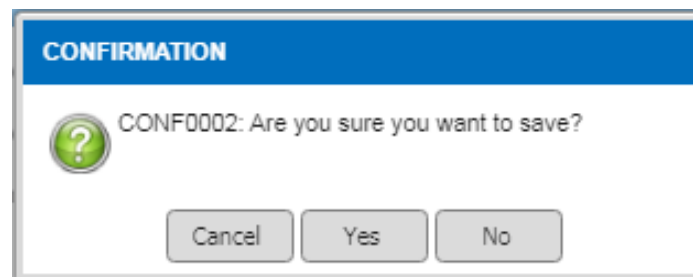
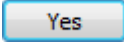


Figure 5.4-4 Save Record Alert Message

- Click on the  button.

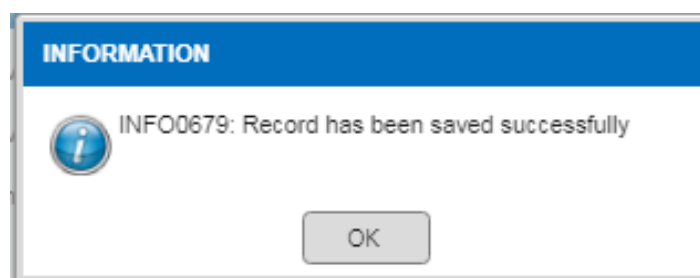


Figure 5.4-5 Save Record Alert Message

- Click on the  button to proceed

WRITE-OFF

Write-off

Cancel Request

Write-off No.

WR20000003

RWL Approved By

Logan Pina Item

Created Date

03/12/2020 11:25:30 AM

RWL No.

RW20000008

RWL Approved Date

03/12/2020

Created By

Ministry of Health Malaysia

Authorisation Ref No.

1111

Total Amount (RM)

65

Unit Name

STOR FARMASI

Authorisation Ref Date

Remarks

Status

Open

Write-off Date

WRITE-OFF ITEM LIST

<

>

1

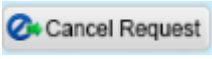
/ 1

>

[1 - 1 / 1]

Name	Expiry Date	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
S		each	1	each	25	25	25	25.00	Bekalan Perubatan Kesihatan dan Pergigian	25	25.00	2.6000	65.00	Penipuan atau kecurian pegawai	Banjir

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

CONFIRMATION

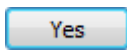
?

CONF7290: Are you sure to Write Off record ?

Yes

No

Figure 5.4-7 Save Alert Message

- Click on the  button.

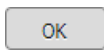
INFORMATION

i

INFO8108: Record has been Write Off successfully

OK

Figure 5.4-8 Save Alert Message

- Click on the  button to proceed

WRITE-OFF
KEW.PS-35

Write-off No.

RWL No.

Authorisation Ref No.

Authorisation Ref Date

Write-off Date

RWL Approved By

RWL Approved Date

Total Amount (RM)

Remarks

Created Date

Created By

Unit Name

Status

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)	Category	Approver
B2170070006.00	Y-connector	NOT APPLICABLE	HMS		each	1	each	25	25.00	25	25.00	Bekalan Perubatan Kesihatan dan Pergigian	

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
Hospital Pakar Sultanah Fatimah
SIJIL HAPUS KIRA STOK

KEW.PS-35

Merujuk surat kelulusan Bil 51515bertarikh.....

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

No. Kod	Perihal Stok	Kuantiti	SKU
J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	60	tablet

Tandatangan Ketua Jabatan :

Nama :

Jawatan :

Tarikh :

Nama Kementerian/Jabatan :

Page 1 of 1

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

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