



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

User Manual Pharmacy Inventory – Expiration, Condemn & Write Off

Version	: 13th Edition
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PhIS & CPS Project
User Manual – Pharmacy Inventory (Expiration, Condemn & Write
Off)



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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

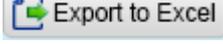
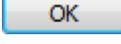
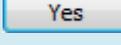
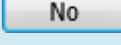
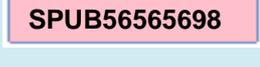
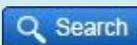
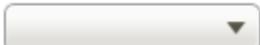
1.3 Organized Sections

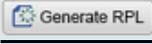
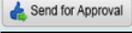
These are the sections within this document:

- 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		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 another 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

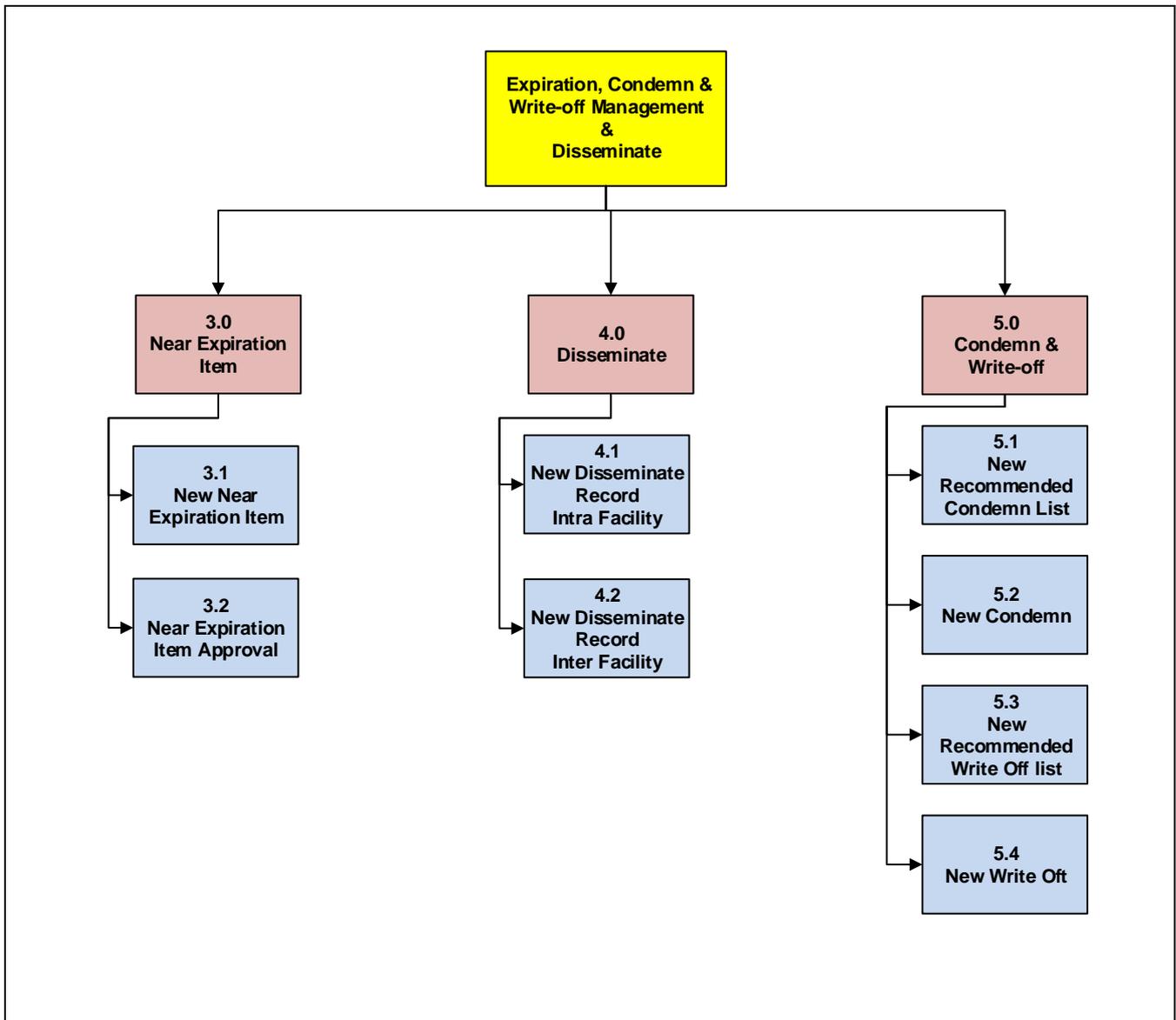


Figure 3.0-1

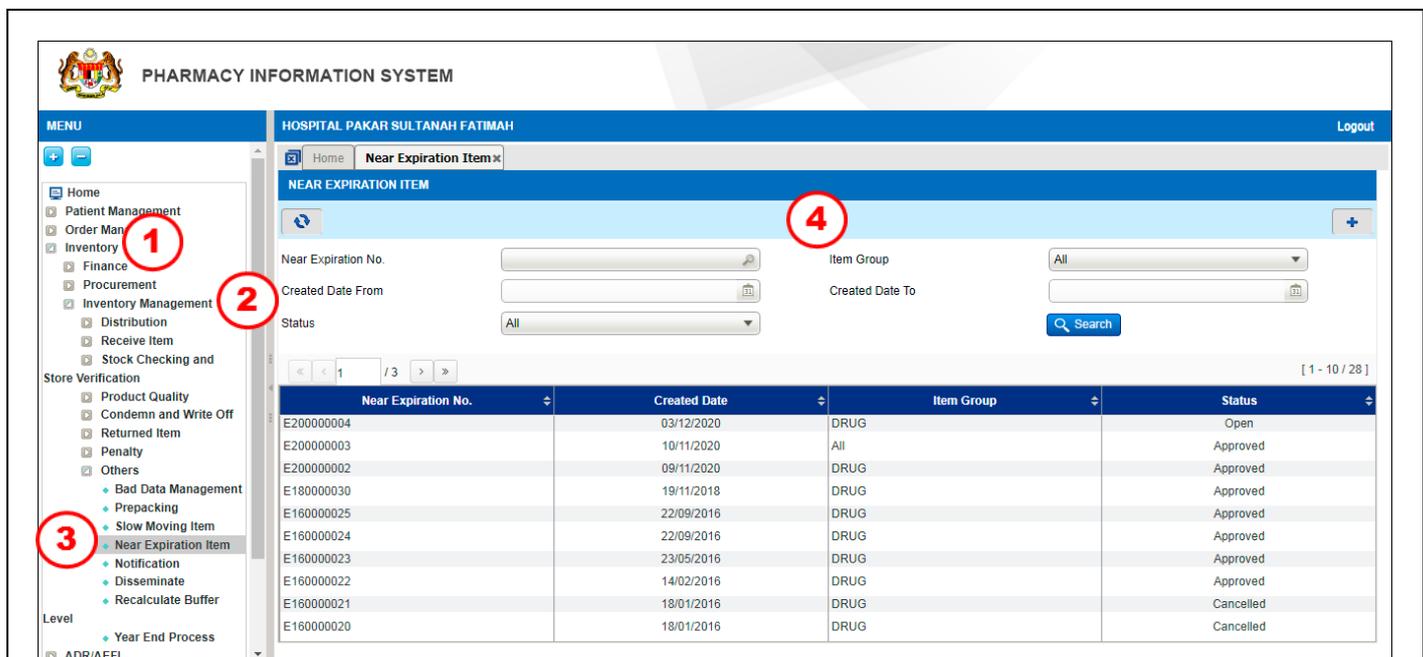
Functional Description

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.



The screenshot displays the 'Near Expiration Item' page in the PHARMACY INFORMATION SYSTEM. The page features a navigation menu on the left, a header with the hospital name, and a main content area with search filters and a table of items. Red circles 1, 2, 3, and 4 highlight specific UI elements: 1 points to the 'Inventory Management' menu item, 2 points to the 'Near Expiration Item' sub-menu item, 3 points to the 'Near Expiration Item' sub-menu item in the 'Others' section, and 4 points to the search filters.

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 3.1-1 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

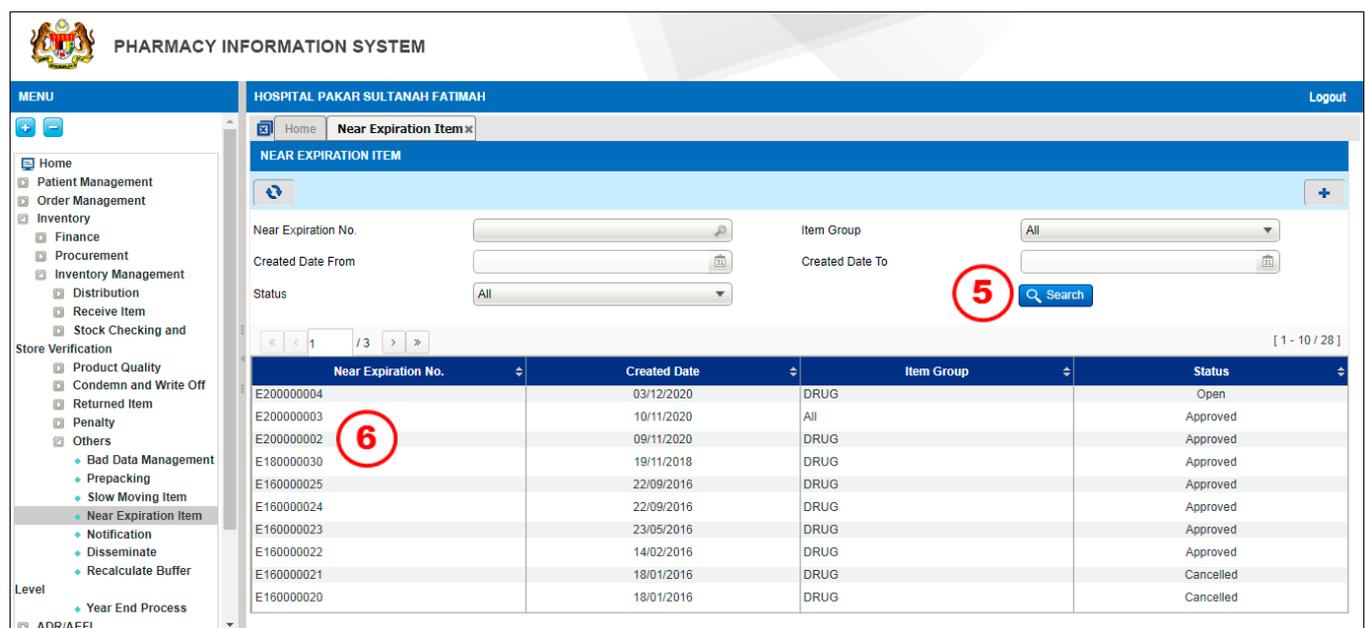
Click on 'Near Expiration Item'

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

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status **5** Search

[1 - 10 / 28]

Near Expiration No.	Created Date	Item Group	Status
E200000004	03/12/2020	DRUG	Open
E200000003	10/11/2020	All	Approved
E200000002 6	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 3.1-2 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. <input type="text" value="E20000002"/>	Created Date <input type="text" value="09/11/2020 4:45:01 PM"/>
Item Group <input type="text" value="DRUG"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Sub Class <input type="text" value="Injectables"/>	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 checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input type="text" value="mainstore1"/>
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

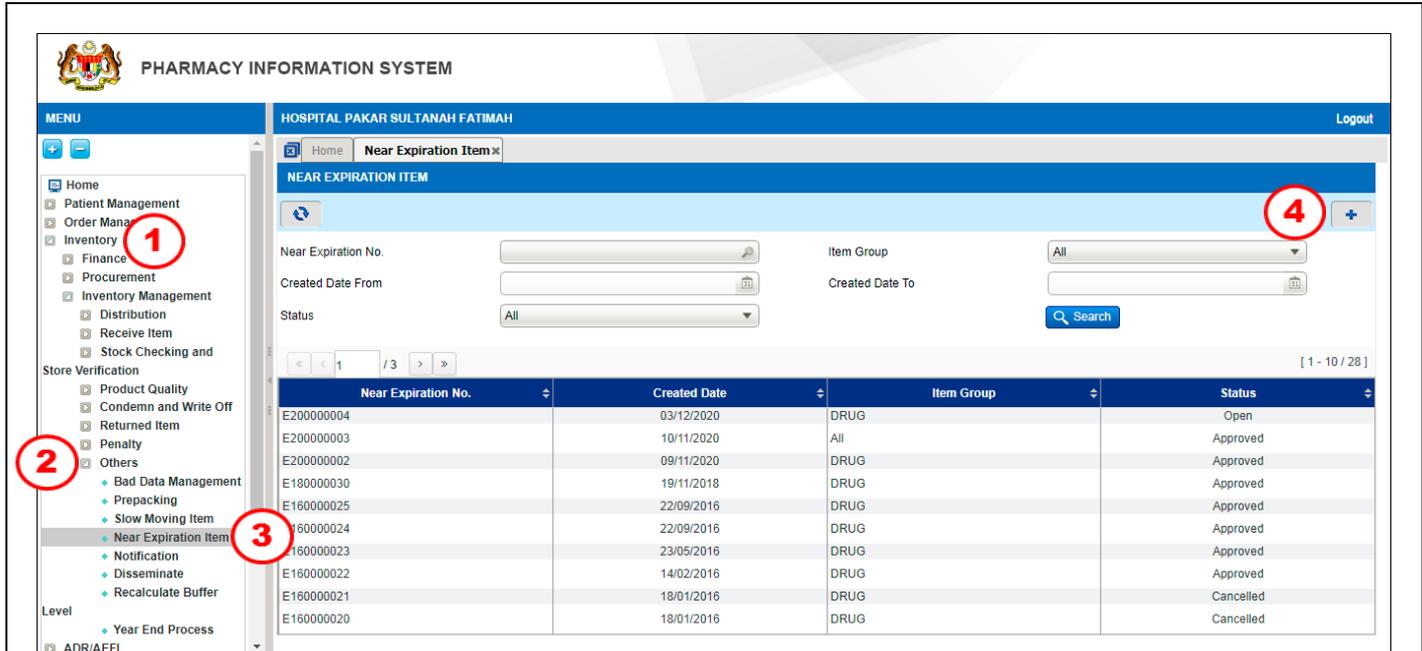
[1 - 2 / 2]

☑	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
☑	N05AF05122P3 001XX.02	Zuclopenthixol Acetate 50 mg/ml Injection	666666	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	3.00 (box)	<input type="text" value="15"/>	<input type="text" value="3"/>	NO	<input type="text" value="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)	<input type="text" value="300"/>	<input type="text" value="30"/>	YES	<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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group

Created Date From Created Date To

Status

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

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.

13

NEAR EXPIRATION ITEM

EXPIRATION ITEM INFORMATION

Near Expiration No. <input type="text"/>	Created Date: 03/12/2020 9:26:41 AM
Item Group: DRUG	Unit Name: STOR FARMASI
Item Sub Class: All	With LOU?: All
Item Purchase Type: All	Reject Reason: <input type="text"/>
Send for Disseminate?: No	Status: Open
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: 6 Month	UOM: <input checked="" type="radio"/> SKU <input type="radio"/> 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
<input type="checkbox"/> S01EC01000P4001XX.01	Acetazolamide 500mg Inj	eaad	24/12/2020	21	6 (vial)	1	Vial	6.00 (vial)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	4
<input type="checkbox"/> 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)	<input type="text" value="0"/>	<input type="text" value="0"/>	YES	10
<input type="checkbox"/> 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)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	53
<input type="checkbox"/> 07.0016.17	Cloxacillin Sodium 250mg Cap	5003274	31/05/2021	179	3,000 (capsule)	500	Pack of 500 caps	6.00 (caps)	<input type="text" value="0"/>	<input type="text" value="0"/>	NO	2,000
<input checked="" type="checkbox"/> 11.0005.03	Desferrioxamine B Methanesulphonate 0.5g Injection	SVC45	28/02/2021	87	1,000 (vial)	10	pack of 10 vial	1.00 (vial)	<input type="text" value="0"/>	<input type="text" value="0"/>	YES	850
<input type="checkbox"/> 11.0005.520P3001XX.01	Diclofenac Sodium 75mg/3 ml Inj	ID88026	31/05/2021	179	125 (amp)	5	Pack of 5 amp	25.00 (pck)	<input type="text" value="0"/>	<input type="text" value="0"/>	YES	875
<input type="checkbox"/> HD2AB04520P4001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	batch001	09/01/2021	37	4 (vial)	1	Vial	4.00 (vial)	<input type="text" value="0"/>	<input type="text" value="0"/>	YES	50
<input type="checkbox"/> B05XA06170P3001XX.01	Potassium Dihydrogen Phosphate Injection	948003	30/04/2021	148	100 (amp)	10	Pack of 10 amp	10.00 (pck)	<input type="text" value="0"/>	<input type="text" value="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

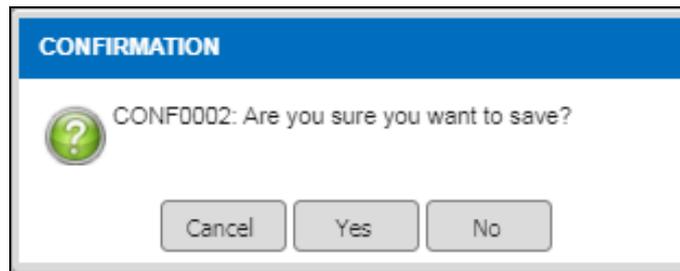


Figure 3.2-5 Alert Message

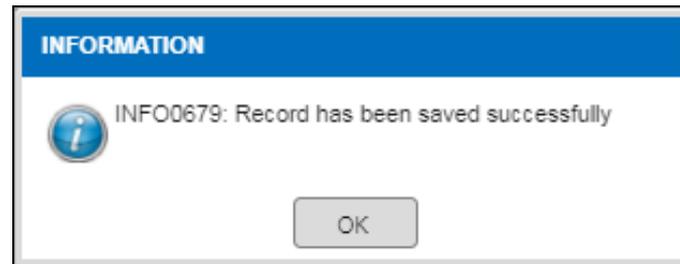


Figure 3.2-6 Alert Message

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:

The screenshot shows the 'NEAR EXPIRATION ITEM' form. The 'Offered Quantity(PKU)' field is highlighted with a red circle and the number 14. The 'Send for Approval' button is highlighted with a red circle and the number 15. The form contains the following information:

EXPIRATION ITEM INFORMATION

Near Expiration No. E20000004
 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

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration(Ds)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	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 3.2-7 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.

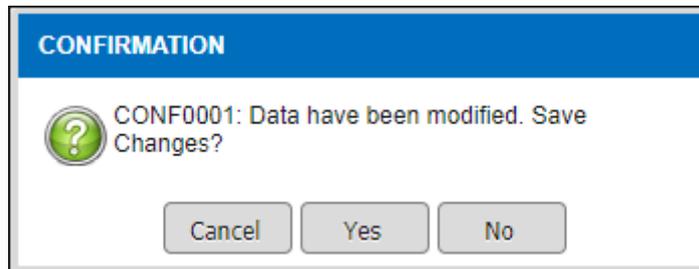


Figure 3.2-8 Alert Message

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

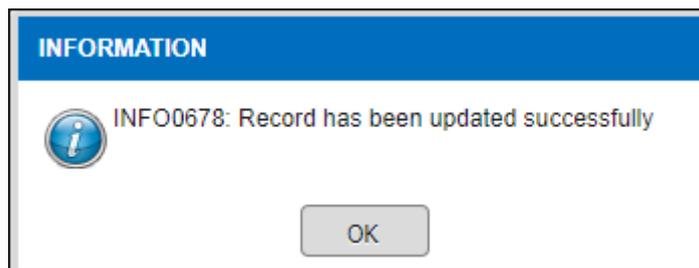


Figure 3.2-9 Alert Message

- 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
 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

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	peck 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

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'.

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	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Near Expiration Approval	E20000002	Drug	09/11/2020 04:45 PM	Pending For Approval	STOR FARMASI	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	09/09/2020 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 Telok 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
N0SAF05122P3001XX.02	Zuclophenxivol Acetate 50 mg/ml Injection	866866	02/01/2021	54	15 (amp)	5	Box of 5 ampoules	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	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.

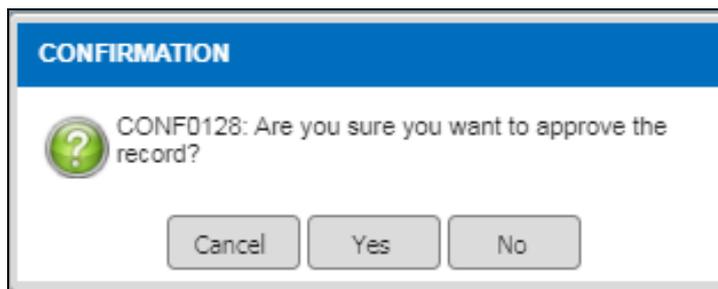


Figure 3.3-3 Alert Message

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

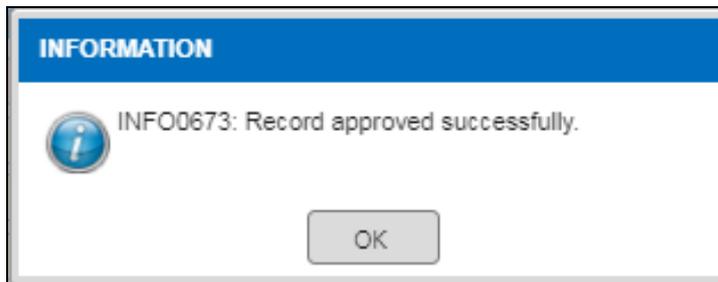
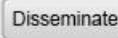


Figure 3.3-4 Alert Message

- 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

4 Disseminate x

EXPIRATION ITEM INFORMATION

Near Expiration No. <input type="text" value="E200000002"/>	Created Date <input type="text" value="09/11/2020 4:45:01 PM"/>
Item Group <input type="text" value="DRUG"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Sub Class <input type="text" value="Injectables"/>	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 checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	Created By <input type="text" value="maksudamir1"/>
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

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
N05AF05122P3001XX.02	Zuclophenixol Acetate 50 mg/ml Injection	6666666	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.

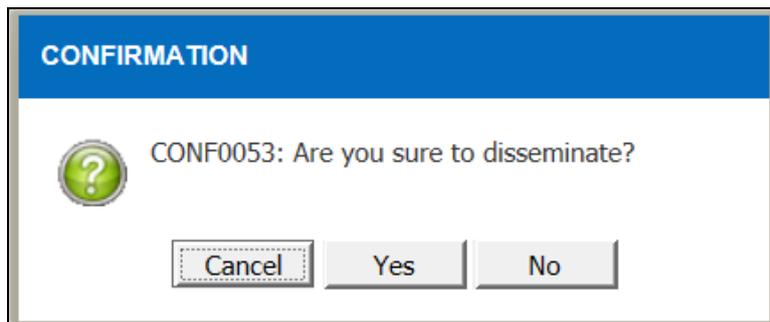


Figure 3.3-6 Alert Message

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

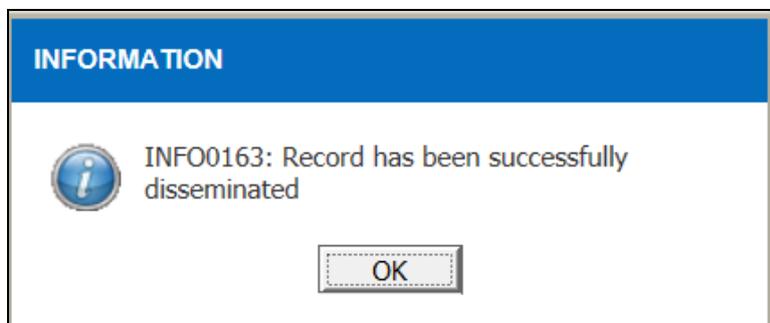


Figure 3.3-7 Alert Message

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

NEAR EXPIRATION ITEM

5

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 Month 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
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 **Pekae Sultanah Fatimah**
NEAR EXPIRATION ITEM REPORT

Item Group : Drug Expiry Date : 6 Month
Item Sub Class : Injectables 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

<p>DISEDIAKAN OLEH :</p> <p>Nama : <input type="text" value="Lipis Puan Siti"/></p> <p>Jawatan : Pembantu Tadbir</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 09/11/2020</p>	<p>(DILULUSKAN)*</p> <p>Nama : <input type="text" value="Lipis Puan Siti"/></p> <p>Jawatan : Penolong Pegawai Farmasi U29</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 03/12/2020</p>
---	--

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

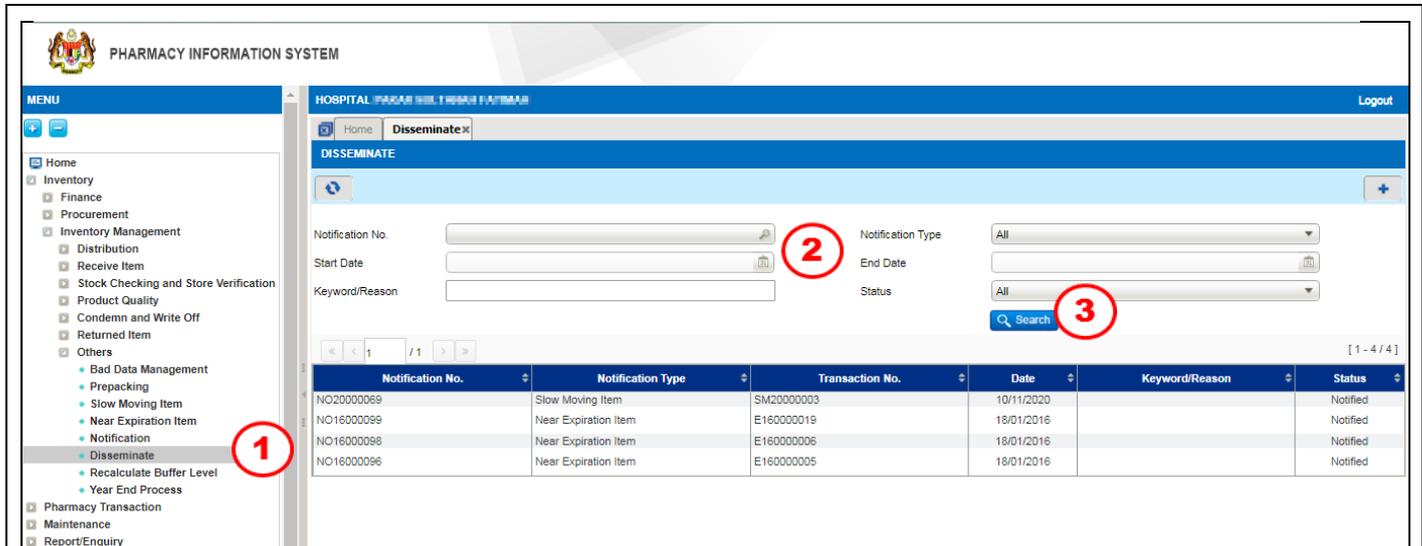
Page 1 of 1

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)



PHARMACY INFORMATION SYSTEM

HOSPITAL IPKAWI TELUK ANSON FATMAM

Logout

Home Disseminate

DISSEMINATE

Notification No. Notification Type: All

Start Date End Date

Keyword/Reason Status: All

[1 - 4 / 4]

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.

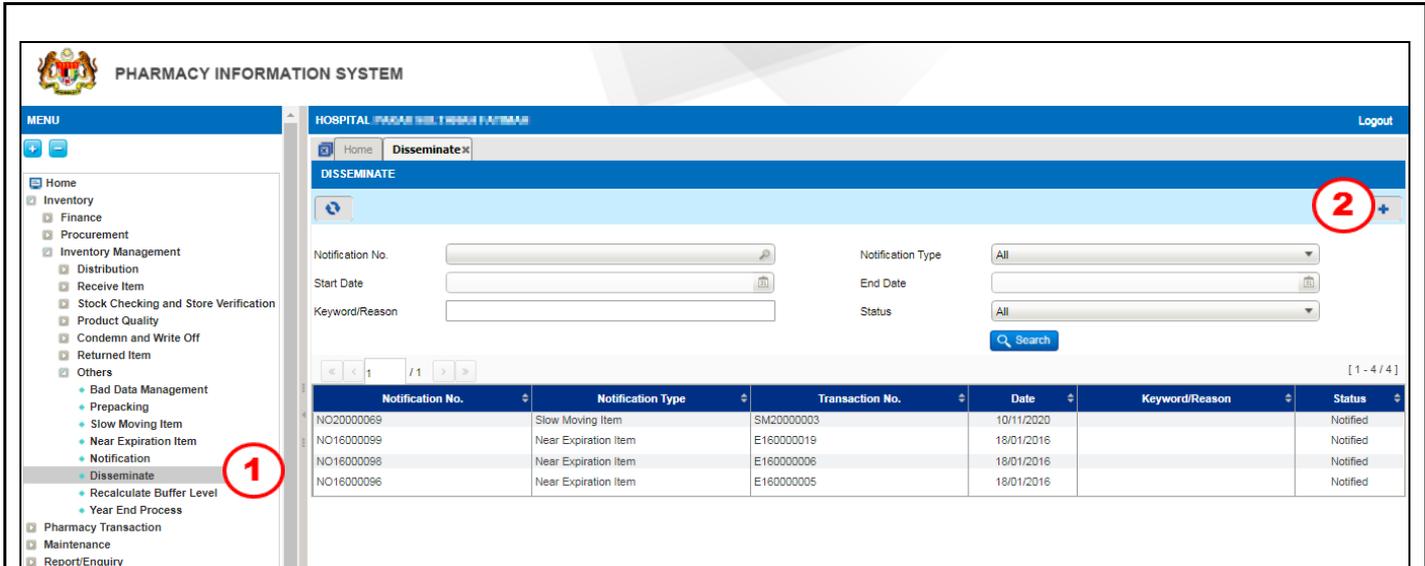


No	Field	Description	Remarks
a	Notification No	Notification Number	Display all existing Notification No.
b	Notification Type	Search by : - -All - -Near Expiration Item - -Slow Moving Item	Able to filter and search record(s)
c	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
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

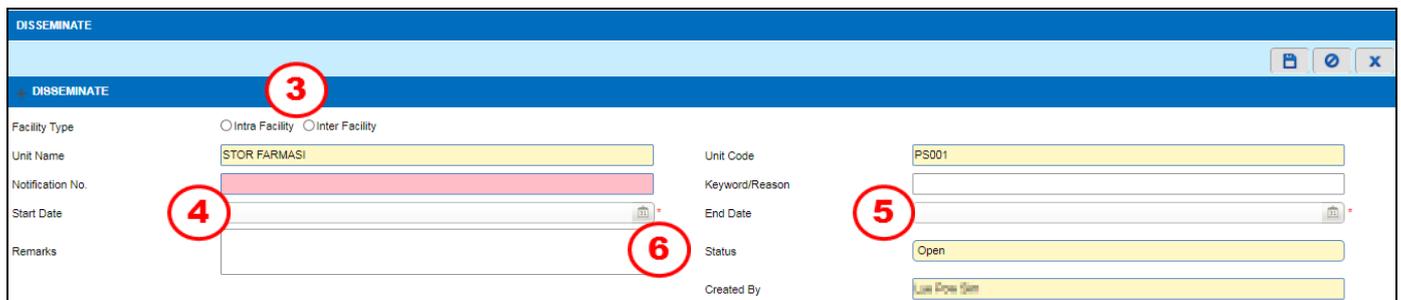


Figure 4.1-2 Disseminate Transaction Screen

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

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: Lgt Puan Izzah

DISSEMINATE ITEM

Disseminate Type: Near Expiration Item (7) Transaction No.: E160000022 (8) 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: No Record Found Facility/Unit Code

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

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	09/09/2020	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

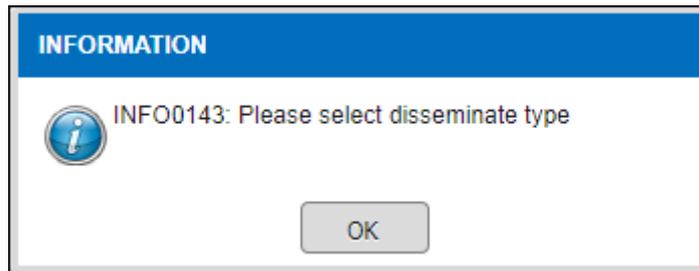


Figure 4.1-5 Alert Message

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 Unit Code

Notification No.

Start Date End Date

Remarks

Keyword/Reason

Status

Created By

DISSEMINATE ITEM

Disseminate Type Transaction No. 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
<input type="checkbox"/> 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.

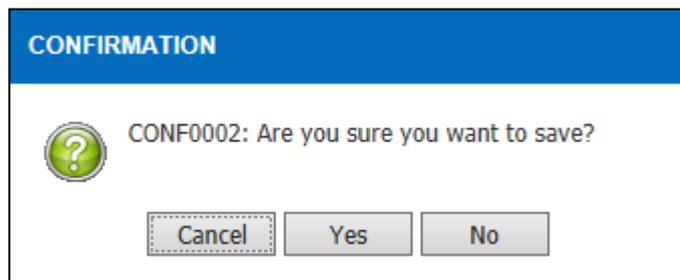


Figure 4.1-8 Save Record Alert Message

- Click on the button.

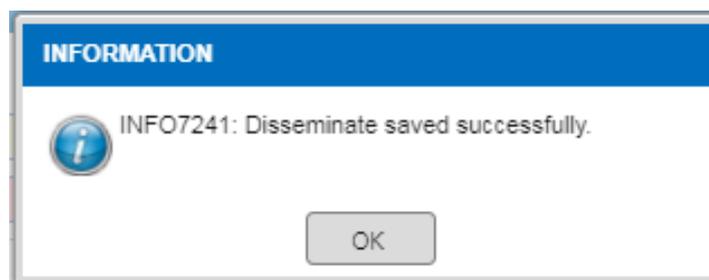


Figure 4.1-9 Save Record Alert Message

- Click on the button.

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: User Please Item

DISSEMINATE ITEM

Disseminate Type: Near Expiration Item Transaction No.: E160000022

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity(SKU)
RD6AX27000T1001XX.02	Desloratadine 5 mg Tablet	4STBA26A02	21/02/2016	1,500 (tablet)	box of 10 tablet	10	150.00 (box)	1,500 (tablet)
RD6AX27000T1001XX.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

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: User Please Item

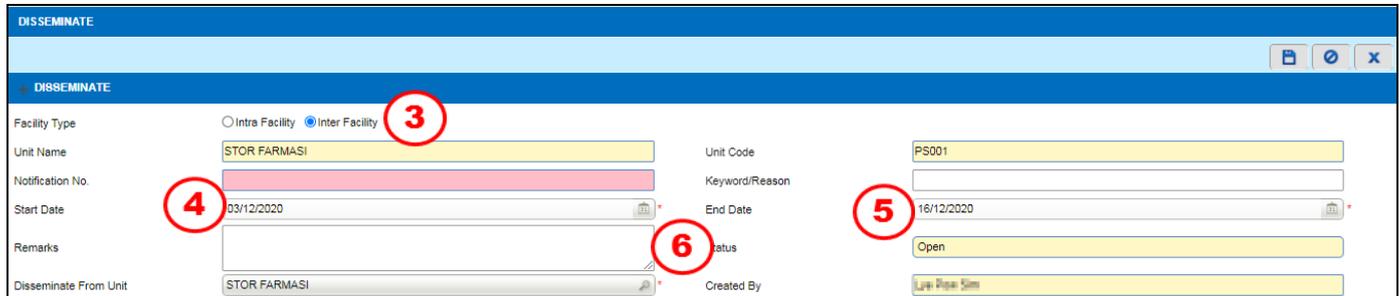
Withdraw Notification

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)

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

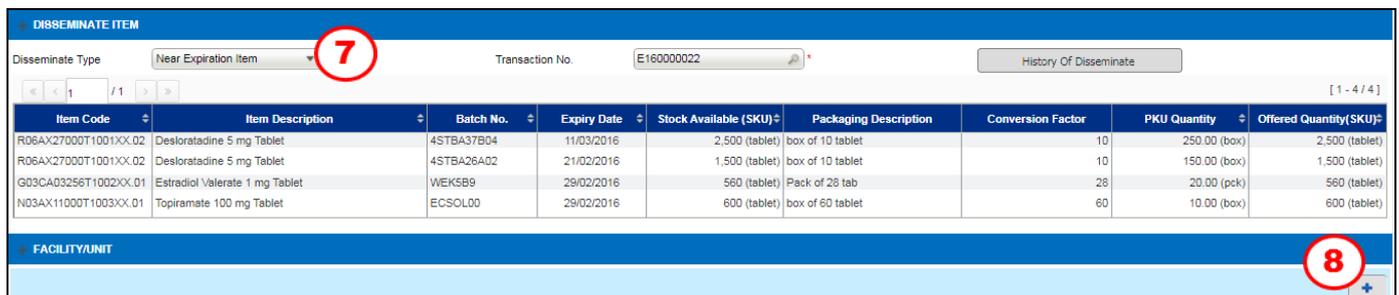
Select the **Start Date** for the item dissemination

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 'FACILITY/UNIT' section.

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				
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	08/09/2020	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

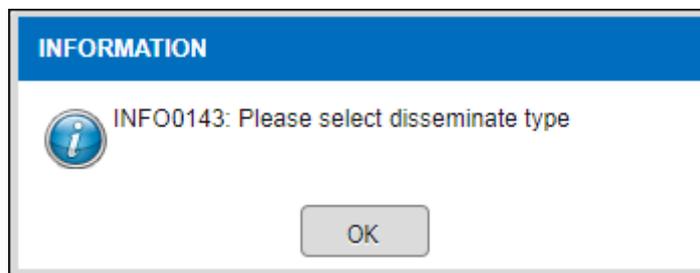


Figure 4.2-4 Alert Message

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	<input type="text" value="Klinik Kesihatan Bayu Deras"/>	Facility Code	<input type="text" value="21-01040704"/>									
State	<input type="text" value="Johor"/>	Hospital Type	<input type="text" value="KK"/>									
ADD FACILITY												
<table border="1"> <thead> <tr> <th>Facility Name</th> <th>Facility Code</th> <th>State</th> <th>Hospital Type</th> </tr> </thead> <tbody> <tr> <td>Klinik Kesihatan Bayu Deras</td> <td>21-01040704</td> <td>Johor</td> <td>KK</td> </tr> </tbody> </table>					Facility Name	Facility Code	State	Hospital Type	Klinik Kesihatan Bayu Deras	21-01040704	Johor	KK
Facility Name	Facility Code	State	Hospital Type									
Klinik Kesihatan Bayu Deras	21-01040704	Johor	KK									

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

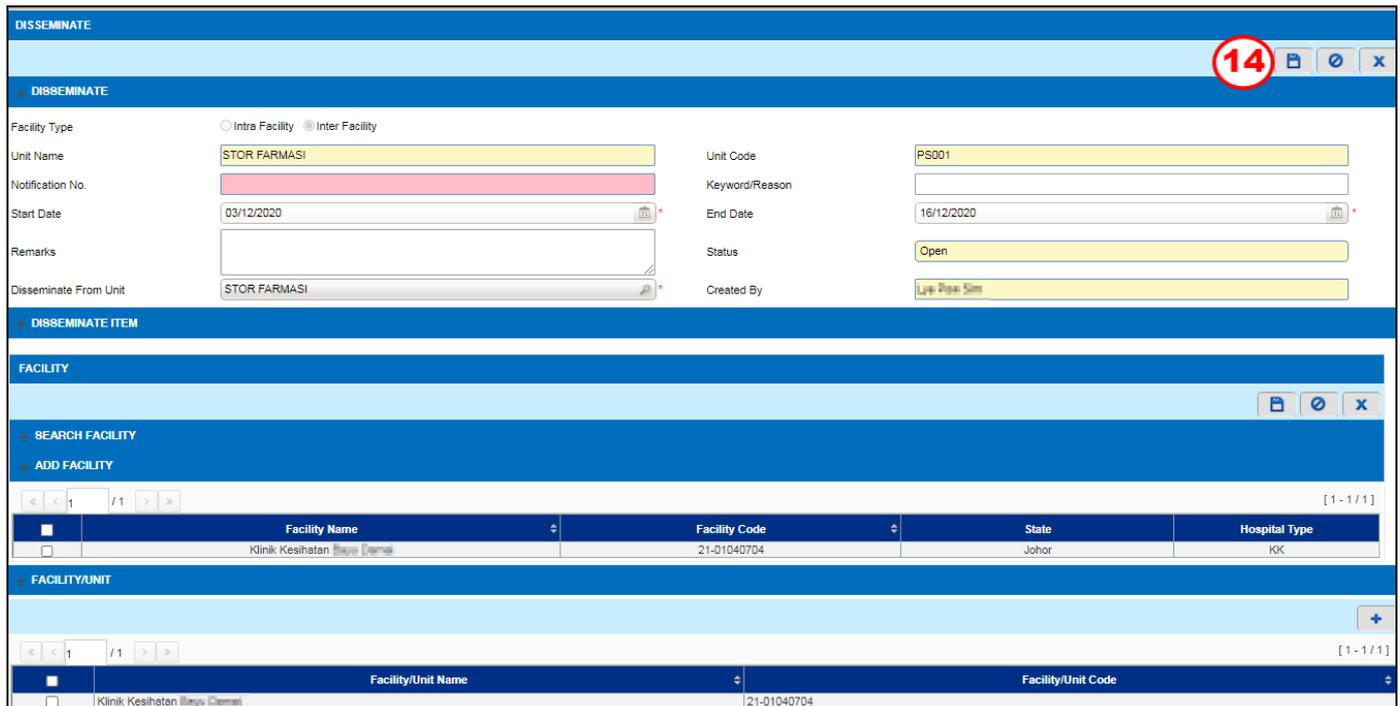


Figure 4.2-6 Disseminate

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.

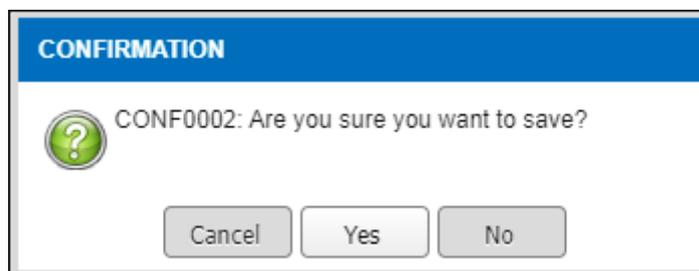
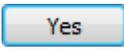


Figure 4.2-7 Save Record Alert Message

- Click on the  button.

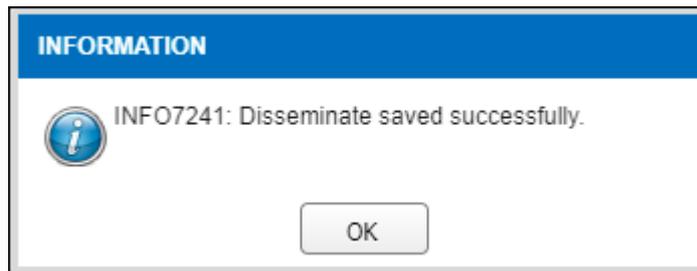
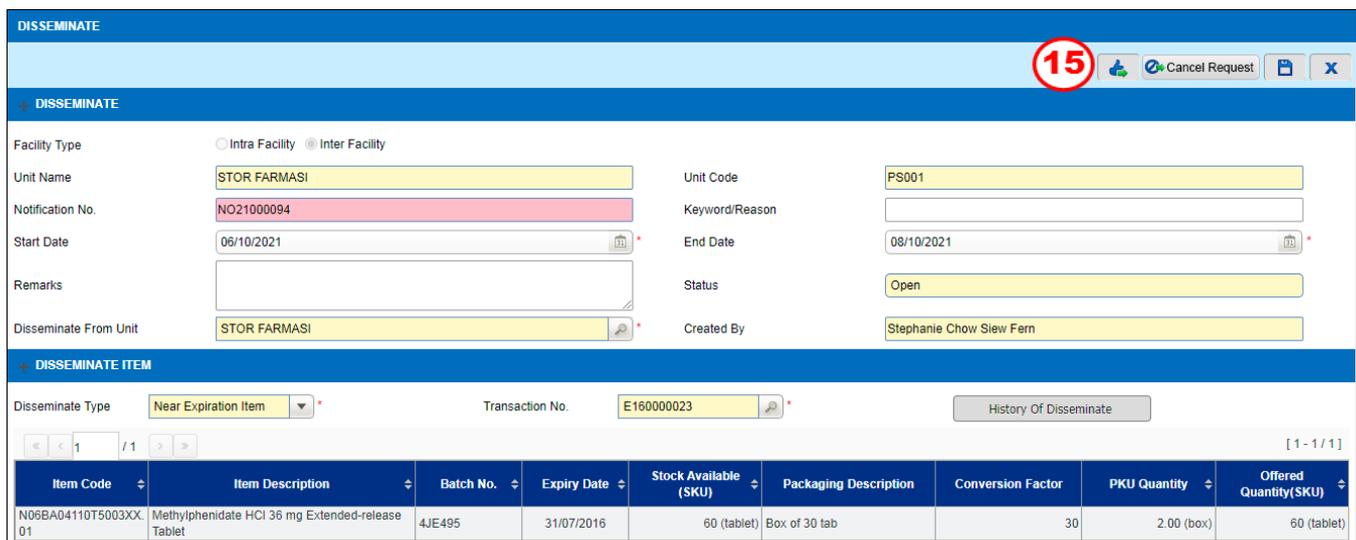


Figure 4.2-8 Save Record Alert Message

- Click on the  button.



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
N06BA04110T5003XX01	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 items 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

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Recommended Condemn List

RECOMMENDED CONDEMN LIST

RCL No. RCL Status + 2

Created Date From Created Date To

[1 - 10 / 13]

RCL No.	Created Date	Created By	Approved Date	Remarks	Status
RC22000011	27/06/2022				Pending for Approval
RC22000010	27/06/2022				Open
RC22000009	27/06/2022				Open
RC22000008	23/06/2022				Open
RC22000007	21/06/2022				Open
RC22000006	21/06/2022				Pending for Approval
RC22000005	20/06/2022		20/06/2022		Approved
RC22000004	20/06/2022		20/06/2022		Approved
RC22000003	20/06/2022		20/06/2022		Approved
RC22000002	20/06/2022		20/06/2022		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

RCL No. Total Amount(RM) Created Date

Item Group No. of Items Created By

Remarks RCL Status Unit Name

UOM

RCL ITEM LIST

+ 3 + Quarantine Item

Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity (SKU)	Total Quantity (PKU)	Recommended Condemn Quantity (SKU)
No Record Found											

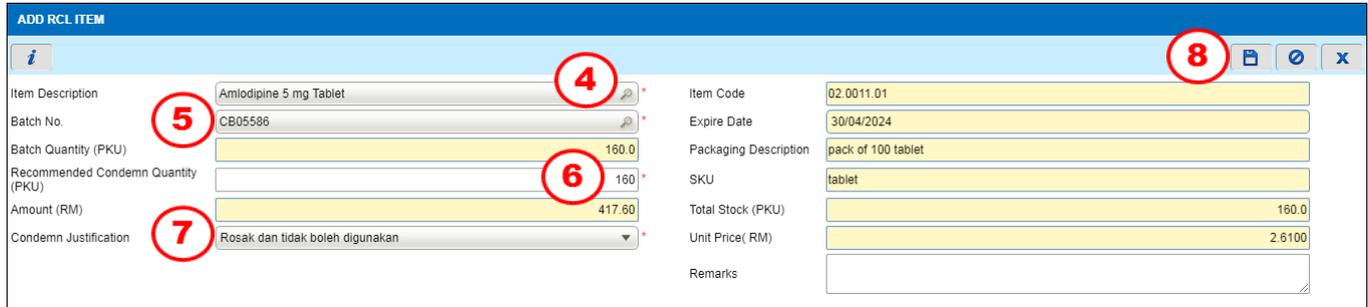
Figure 5.1-2 Recommended Condemn List

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 values:

Field	Value
Item Description	Amlodipine 5 mg Tablet
Batch No.	CB05586
Batch Quantity (PKU)	160.0
Recommended Condemn Quantity (PKU)	160
Amount (RM)	417.60
Condemn Justification	Rosak dan tidak boleh digunakan
Item Code	02.0011.01
Expire Date	30/04/2024
Packaging Description	pack of 100 tablet
SKU	tablet
Total Stock (PKU)	160.0
Unit Price(RM)	2.6100
Remarks	

Numbered callouts in the image: 4 points to the Item Description field, 5 to the Batch No. field, 6 to the Recommended Condemn Quantity field, 7 to the Condemn Justification dropdown, and 8 to the save button in the top right corner.

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

Note

List of condemn will display as below:

- Usang
- Rosak dan tidak boleh digunakan
- Luput tempoh penggunaan
- Tidak lagi diperlukan oleh jabatan
- Perubatan teknologi
- Melebihi keperluan
- Lain-lain

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 5.1-6

Note

- Once click on save button alert message will be, displayed as per Figure 5.1-4 and Figure 5.1-5.

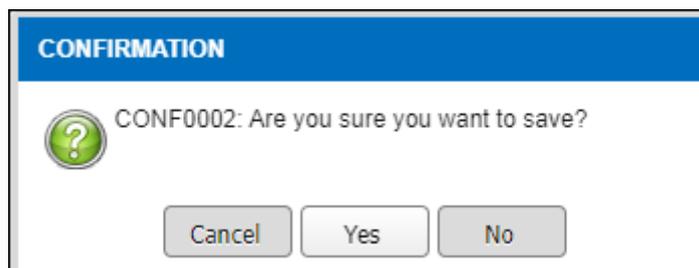
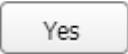


Figure 5.1-4 Alert Message

- Click on the  button

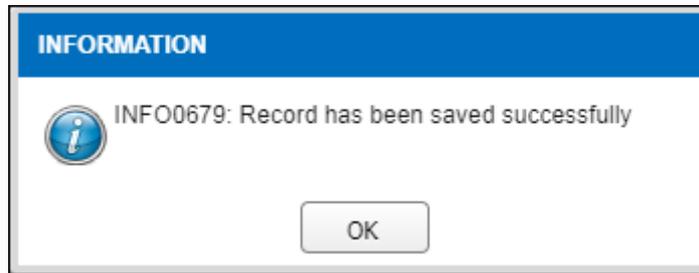
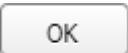


Figure 5.1-5 Save Record Alert Message

- Click on the  button
- To generate quarantine item to generate recommended condemn list steps as below:

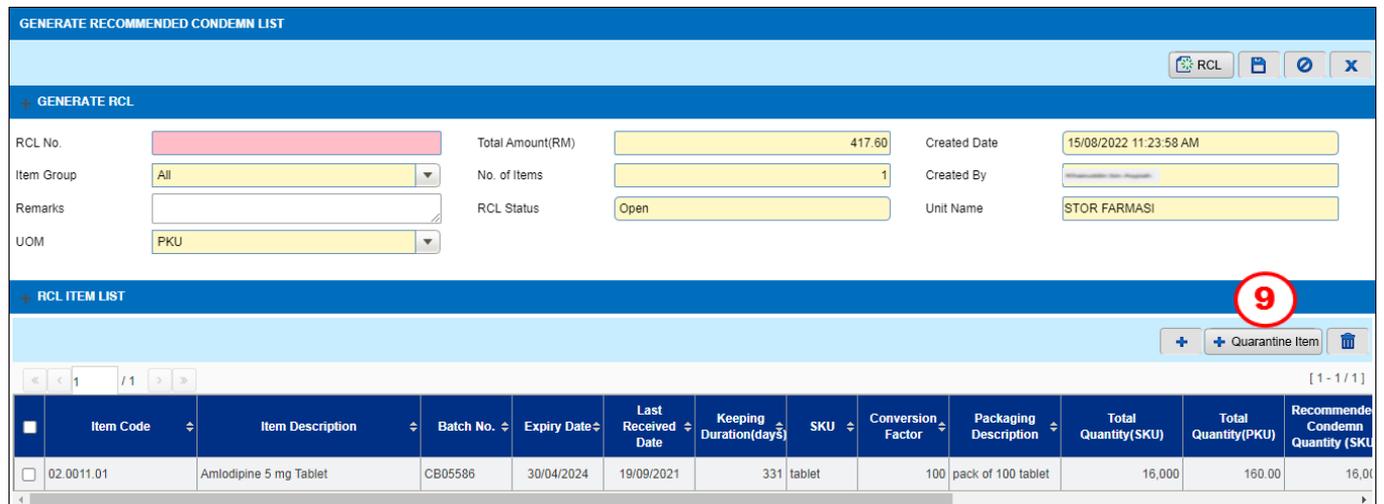
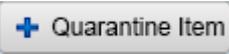


Figure 5.1-6 Generate Recommended Condemn List

STEP 9

Select the  button to generate quarantine item in condemn list

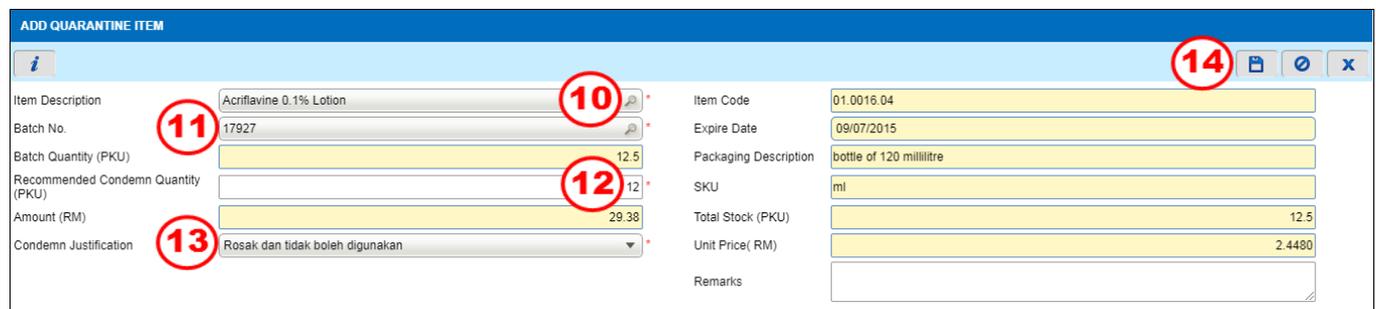


Figure 5.1-7 Add Quarantine Item List

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

Note

List of condemn will display as below:

- Usang
- Rosak dan tidak boleh digunakan
- Luput tempoh penggunaan
- Tidak lagi diperlukan oleh jabatan
- Perubatan teknologi
- Melebihi keperluan
- Lain-lain

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 5.1-8

GENERATE RECOMMENDED CONDEMN LIST

RCL
+
-
X

+ GENERATE RCL

RCL No.	<input style="width: 90%;" type="text"/>	Total Amount(RM)	<input style="width: 90%; text-align: right; value: 446.98;" type="text"/>	Created Date	<input style="width: 90%; text-align: right; value: 15/08/2022 11:23:58 AM;" type="text"/>
Item Group	<input style="width: 90%;" type="text" value="All"/>	No. of Items	<input style="width: 90%; text-align: right; value: 2;" type="text"/>	Created By	<input style="width: 90%;" type="text"/>
Remarks	<input style="width: 90%;" type="text"/>	RCL Status	<input style="width: 90%; text-align: right; value: Open;" type="text"/>	Unit Name	<input style="width: 90%; text-align: right; value: STOR FARMASI;" type="text"/>
UOM	<input style="width: 90%;" type="text" value="PKU"/>				

+ RCL ITEM LIST

+
+ Quarantine Item
-

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

■	Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommend Condemn Quantity (SKU)
<input type="checkbox"/>	01.0016.04	Acriflavine 0.1% Lotion	17927	09/07/2015		0	ml	120	bottle of 120 millilitre	1,500	12.50	1.4
<input type="checkbox"/>	02.0011.01	Amlodipine 5 mg Tablet	CB05586	30/04/2024	19/09/2021	331	tablet	100	pack of 100 tablet	16,000	160.00	16.00

Figure 5.1-8 Generate Recommended Condemn List

Note

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

Figure 5.1-9 Generate Recommended Condemn List

STEP 15

Select the button to generate RCL list

Figure 5.1-10 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 5.1-11

Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)
01.0016.04	Acriflavine 0.1% Lotion	17927	09/07/2015		0	ml	120	bottle of 120 millilitre	1,500	12.50	1.4
02.0011.01	Amlodipine 5 mg Tablet	CB05586	30/04/2024	19/09/2021	331	tablet	100	pack of 100 tablet	16,000	160.00	16.0
R02AB03000A4101XX.01	Fusafungine 1% Nasal Spray	925065	31/05/2014		0	bott	1	Bottle	5	5.00	

Figure 5.1-12 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 5.1-13 and Figure 5.1-14.

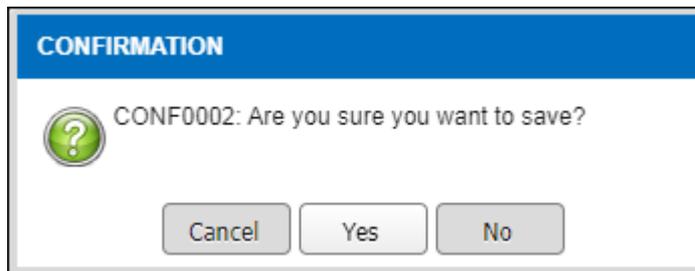


Figure 5.1-13 Save Record Alert Message

- Click on the button.

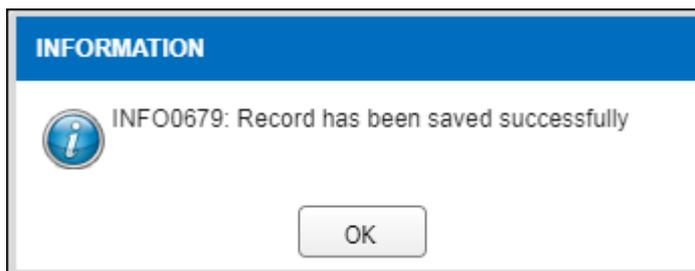


Figure 5.1-14 Save Alert Message

- Click on the button to delete all entered data.

GENERATE RECOMMENDED CONDEMN LIST
20

RCL
Send for Approval
Cancel Request
Print
Close

GENERATE RCL

RCL No.	RC22000012	Total Amount(RM)	675.58	Created Date	15/08/2022 11:23:58 AM
Item Group	All	No. of Items	3	Created By	
Remarks		RCL Status	Open	Unit Name	STOR FARMASI
UOM	PKU				

RCL ITEM LIST

+ Quarantine Item
Trash

Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommend Condemn Quantity (SKU)
01.0016.04	Acriflavine 0.1% Lotion	17927	09/07/2015		0	ml	120	bottle of 120 millilitre	1,500	12.50	1.44
02.0011.01	Amlodipine 5 mg Tablet	CB05586	30/04/2024	19/09/2021	331	tablet	100	pack of 100 tablet	16,000	160.00	16,000
R02AB03000A4101XX.01	Fusafungine 1% Nasal Spray	925065	31/05/2014		0	bott	1	Bottle	5	5.00	

Figure 5.1-15 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 5.1.16.
- Message Information as displayed in Figure 5.1.16 will be displayed once user selects the Yes button in Figure 5.1.5-17.
- The Status will be automatically changed to 'Pending for Approval'.

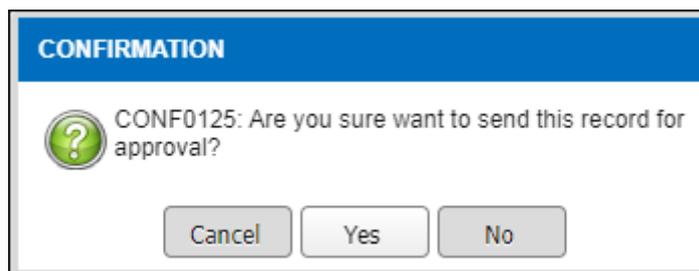


Figure 5.1.16 Alert Message

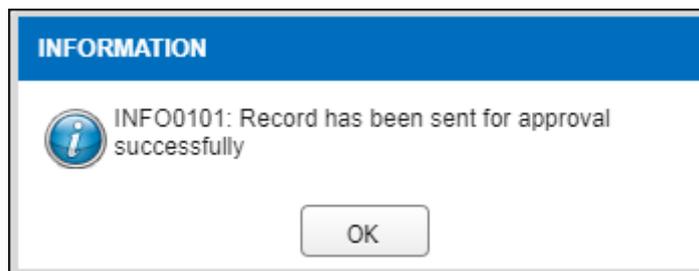


Figure 5.1.17 Alert Message

GENERATE RECOMMENDED CONDEMN LIST

RCL Report
Approve
Reject
X

+ GENERATE RCL

RCL No.	<input type="text" value="RC22000012"/>	Total Amount(RM)	<input type="text" value="675.58"/>	Created Date	<input type="text" value="15/08/2022 11:23:58 AM"/>
Item Group	<input type="text" value="All"/>	No. of Items	<input type="text" value="3"/>	Created By	<input type="text" value=""/>
Remarks	<input type="text" value=""/>	RCL Status	<input type="text" value="Pending for Approval"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
UOM	<input type="text" value="PKU"/>	Approved Date	<input type="text" value=""/>		
Reject Reason	<input type="text" value=""/>				

+ RCL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)
02.0011.01	Amlodipine 5 mg Tablet	CB05586	30/04/2024	19/09/2021	331	tablet	100	pack of 100 tablet	16,000	160.00	16,000
R02AB03000A4101XX.01	Fusafungine 1% Nasal Spray	925065	31/05/2014		0	bott	1	Bottle	5	5.00	5
01.0016.04	Acriflavine 0.1% Lotion	17927	09/07/2015		0	ml	120	bottle of 120 millilitre	1,500	12.50	1,440

Figure 5.1-18 Generate Recommended Condemn Unit

STEP 20

Click on the button to approve the Recommended Condemn List transaction

Note

- System will display an alert message as displayed in Figure 5.1.19.
- Message Information as displayed in Figure 5.1.19 will be displayed once user selects the Yes button in Figure 5.1.5-20.
- The Status will be automatically changed to 'Approved'.

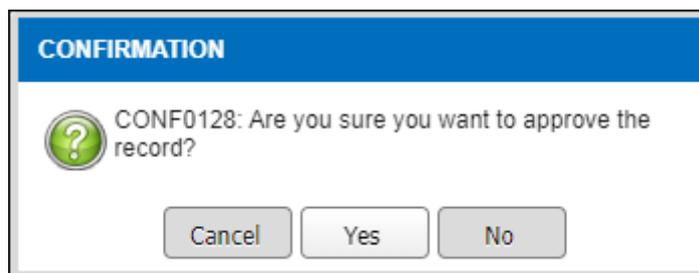


Figure 5.1.19 Alert Message

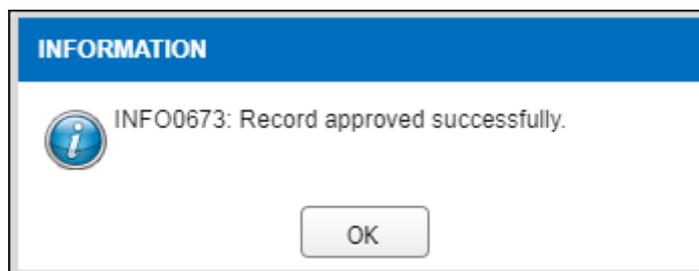


Figure 5.1.20 Alert Message

GENERATE RECOMMENDED CONDEMN LIST

RCL Report
KEW.PS-20
X

+ GENERATE RCL

RCL No.	<input type="text" value="RC22000012"/>	Total Amount(RM)	<input type="text" value="675.58"/>	Created Date	<input type="text" value="15/08/2022 11:23:58 AM"/>
Item Group	<input type="text" value="All"/>	No. of Items	<input type="text" value="3"/>	Created By	<input type="text" value=""/>
Remarks	<input type="text" value=""/>	RCL Status	<input type="text" value="Approved"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
UOM	<input type="text" value="PKU"/>			Approved Date	<input type="text" value="16/08/2022 00:07:47 PM"/>

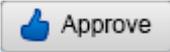
+ RCL ITEM LIST

[1 - 3 / 3]

Item Code	Item Description	Batch No.	Expiry Date	Last Received Date	Keeping Duration(days)	SKU	Conversion Factor	Packaging Description	Total Quantity(SKU)	Total Quantity(PKU)	Recommended Condemn Quantity (SKU)	R
01.0016.04	Acriflavine 0.1% Lotion	17927	09/07/2015		0	ml	120	bottle of 120 millilitre	1,440	12.00	1,440	
02.0011.01	Amlodipine 5 mg Tablet	CB05586	30/04/2024	19/09/2021	331	tablet	100	pack of 100 tablet	16,000	160.00	16,000	
R02AB03000A4101XX.01	Fusafungine 1% Nasal Spray	925065	31/05/2014		0	bott	1	Bottle	5	5.00	5	

Figure 5.1-21 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 by click on the  button. The report will be displayed as shown in Figure 5.1-22.
- Once approved the transaction user able to print KEW.PS-20 by click on the  button. The report will be displayed as shown in Figure 5.1-23.



KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
BORANG PELUPUSAN STOK

KEW.PS-20

Kementerian/Jabatan : STOR FARMASI

Kategori Stor : Pharmacy Store

Bil.	No. Kod	Perihal Stok	Tarikh Terima	Tempoh Simpanan (Hari)	Unit Pengukuran	Kuantiti	Nilai Perolehan Asal (RM)		Nyatakan Keadaan Stok Dengan Jelas	Syor Kaedah Pelupusan	Justifikasi	Keputusan Kuasa Melulus
							Seunit	Jumlah				
1	01.0016.04	Acriflavine 0.1% Lotion			0 ml	1,440	2.4480	29.38			Rosak dan tidak boleh digunakan	
2	02.0011.01	Amlodipine 5 mg Tablet	19/09/2021	331	tablet	16,000	2.6100	417.60			Rosak dan tidak boleh digunakan	
3	R02AB03000A4101 XX.01	Fusafungine 1% Nasal Spray			0 bott	5	45.7200	228.60			Luput tempoh penggunaan	
JUMLAH :						17,445	675.58					

Pegawai Pemeriksa 1 : Nama : Jawatan : Jabatan: Tarikh Lantikan : Tarikh Pemeriksaan :	Pegawai Pemeriksa 2 : Nama : Jawatan : Jabatan: Tarikh Lantikan : Tarikh Pemeriksaan :	Kuasa Melulus : Nama Jawatan : Tarikh : Nama Kementerian: Jabatan:
--	--	--

Printed Date : 16/08/2022

Printed By :

Unit Name : STOR FARMASI

Source : PHIS

Page 1 of 1

Figure 5.1-23 Borang Pelupusan Stok (KEW.PS-20) 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

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Condemn

CONDEMN

Condemn No. Authorisation Ref No.

Condemn Date From Condemn Date To

RCL No. Status

Condemn No.	Condemn Date	Authorisation Ref No.	RCL No.	Total Amount (RM)	Status
C220000004	20/06/2022	12009565	RC22000005	1,150.60	Condemned
C220000003	20/06/2022	9062189212	RC22000004	610.03	Condemned
C220000002	20/06/2022	89000182121312	RC22000003	24,882.67	Condemned
C220000001	20/06/2022	908820898298912	RC22000002	71,706.39	Condemned
C200000001	31/12/2020	hpsf31122020	RC20000002	2.27	Condemned

Figure 5.2-1 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

Condemn No. RCL Approved By Created Date

RCL No. RCL Approved Date Created By

Authorisation Ref No. Total Amount (RM) Unit Name

Authorisation Ref Date Disposal Revenue (RM) Status

Condemn Date 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
01.0016.04	Acriflavine 0.1% Lotion	17927	HOE	09/07/2015	ml	120	bottle of 120 millilitre	1,500	1,500	1,440	12.00
02.0011.01	Amlodipine 5 mg Tablet	CB05586	HOVASC	30/04/2024	tablet	100	pack of 100 tablet	16,000	16,000	16,000	160.00
R02AB03000A410 1XX.01	Fusafungine 1% Nasal Spray	925065	LOCABIOTAL	31/05/2014	bott	1	Bottle	5	5	5	5.00

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**

CONDEMN
8

+ CONDEMN

Condemn No. <input type="text"/>	RCL Approved By <input type="text" value="Invalid account"/>	Created Date <input type="text" value="16/08/2022 03:01:04 PM"/>
RCL No. <input type="text" value="RC22000012"/>	RCL Approved Date <input type="text" value="16/08/2022"/>	Created By <input type="text"/>
Authorisation Ref No. <input type="text" value="CDM0001"/>	Total Amount (RM) <input type="text" value="675.58"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Authorisation Ref Date <input type="text"/>	Disposal Revenue (RM) <input type="text"/>	Status <input type="text" value="Open"/>
Condemn Date <input type="text"/>	Handling Cost (RM) <input type="text"/>	Remarks <input type="text"/>

+ CONDEMN ITEM LIST
[1 - 3 / 3]

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	Condemn Method	Remarks
bottle of 120 millilitre	1,500	1,500	1,440	12.00	Ubat dan Dadah	1,440	12.00	2.4480	29.38	Rosak dan tidak boleh digunakan	7	6
pack of 100 tablet	16,000	16,000	16,000	160.00	Ubat dan Dadah	16,000	160.00	2.6100	417.60	Rosak dan tidak boleh digunakan		test
Bottle	5	5	5	5.00	Ubat dan Dadah	5	5.00	45.7200	228.60	Luput tempoh penggunaan		

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

Note

List of condemn method will display as below:

- Buang Terjadual (e-waste) dan sisa pepejal
- Hadiah
- Jualan (Tender/Sebut Harga/Lelong)
- Jualan sisa (Tender/Sebut Harga & Jualan Terus)
- Kaedah-kaedah Lain
- Musnah (Ditanam/Dibakar/Dibuang/Ditenggelam/Diletup/Diledak/Dilebur)
- Serahan
- Tukar Barang atau Perkhidmatan
- Tukar Beli
- Tukar Ganti

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.

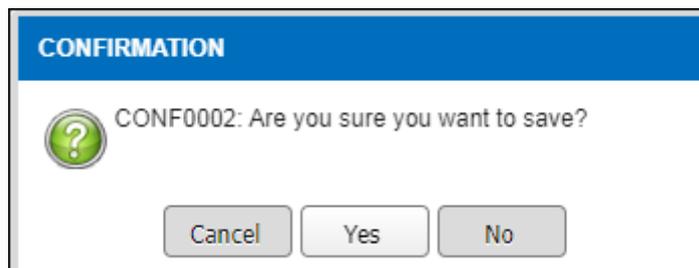


Figure 5.2-4 Save Record Alert Message

- Click on the button.

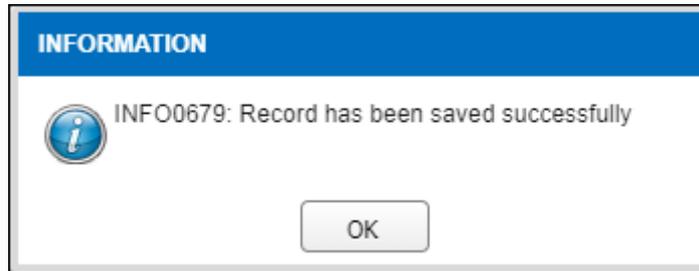


Figure 5.2-5 Save Record Alert Message

- Click on the button.

CONDEMN

9

+ CONDEMN

Condemn No.	<input type="text" value="C22000005"/>	RCL Approved By	<input type="text" value="Invalid account"/>	Created Date	<input type="text" value="16/08/2022 04:08:38 PM"/>
RCL No.	<input type="text" value="RC22000012"/>	RCL Approved Date	<input type="text" value="16/08/2022"/>	Created By	<input type="text" value=""/>
Authorisation Ref No.	<input type="text" value="CDM0001"/>	Total Amount (RM)	<input type="text" value="675.58"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
Authorisation Ref Date	<input type="text" value=""/>	Disposal Revenue (RM)	<input type="text" value=""/>	Status	<input type="text" value="Open"/>
Condemn Date	<input type="text" value=""/>	Handling Cost (RM)	<input type="text" value=""/>	Remarks	<input type="text" value=""/>

+ CONDEMN ITEM LIST

< 1 / 1 >
[1 - 3 / 3]

Item Code	Item Description	Batch No.	Brand Name	Expiry Date	SKU	Conversion Factor	Package Description	Total Quantity(S)	Total Quantity(P)	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	
01.0016.04	Acriflavine 0.1% Lotion	17927	HOE	09/07/2015	ml	120	bottle of 120 millilitre	1,500	1,500	1,440	12.00	Ubat da
02.0011.01	Amlodipine 5 mg Tablet	CB05586	HOVASC	30/04/2024	tablet	100	pack of 100 tablet	16,000	16,000	16,000	160.00	Ubat da
R02AB03000A410 1XX.01	Fusafungine 1% Nasal Spray	925065	LOCABIOTAL	31/05/2014	bott	1	Bottle	5	5	5	5.00	Ubat da

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.

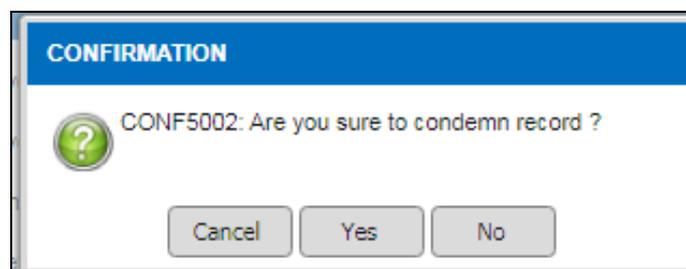


Figure 5.2-7 Save Record Alert Message

- Click on the button.

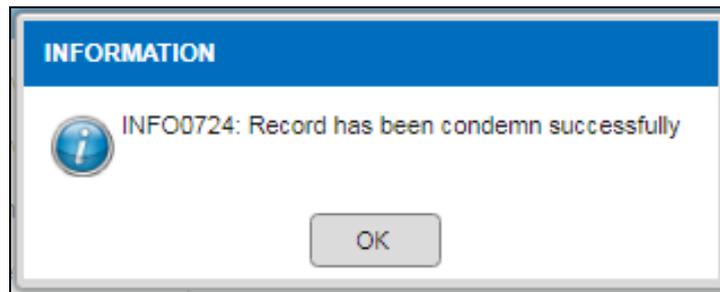


Figure 5.2-8 Save Record Alert Message

- 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			KEW.PS-21	
		Hosp. Pakar Sultanah Fatimah				
		SIJIL PENYAKSIAN PEMUSNAHAN STOK				
					No. Rujukan: C22000003	
Disahkan stok di Kementerian/Jabatan <u>...STOR.FARMASI.....</u> seperti berikut telah dimusnahkan.						
No. Kod	Perihal Stok	SKU	Kuantiti	Secara	Tarikh	Tempat
X1420340003.01	Laser Imaging Film, Size 25cm X 30cm (10"x 12")	EA	900			
X1420340002.01	Laser Imaging Film, Size 20cm X 25cm (8"x 10")	EA	750			
X1420340006.01	Laser Film, Size 35 x 43cm	EA	625			
..... Tandatangan		 Tandatangan			
Nama :	Nama :			
Jawatan :	Jawatan :			
Nama Kementerian:	Nama Kementerian:			
Jabatan :	Jabatan :			
Page 1 of 1						

Figure 5.2-9 KEW.PS-21 Report

 **KEMENTERIAN KESIHATAN MALAYSIA** KEW.PS-22
Hosp. Pakar Sultanah Fatimah
SIJIL PELUPUSAN STOK
(Diisi oleh Jabatan yang melaksanakan pelupusan)

Merujuk surat kelulusan No. Rujukan.....9062189212.....bertarikh.....20/06/2022.....
....., 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.....³.....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.....dihadiahkan/ diserahkan kepada.....(Surat Akuan Terima Terima disertakan)
6. Musnah (Tanam/Bakar/ Buang/ Tenggelam/ Letup/ Ledak/ Lebur)*.
Bilangan item.....(Sijil Penyaksian Pemusnahan disertakan)
7. Kaedah-Kaedah Lain.
Bilangan item.....

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

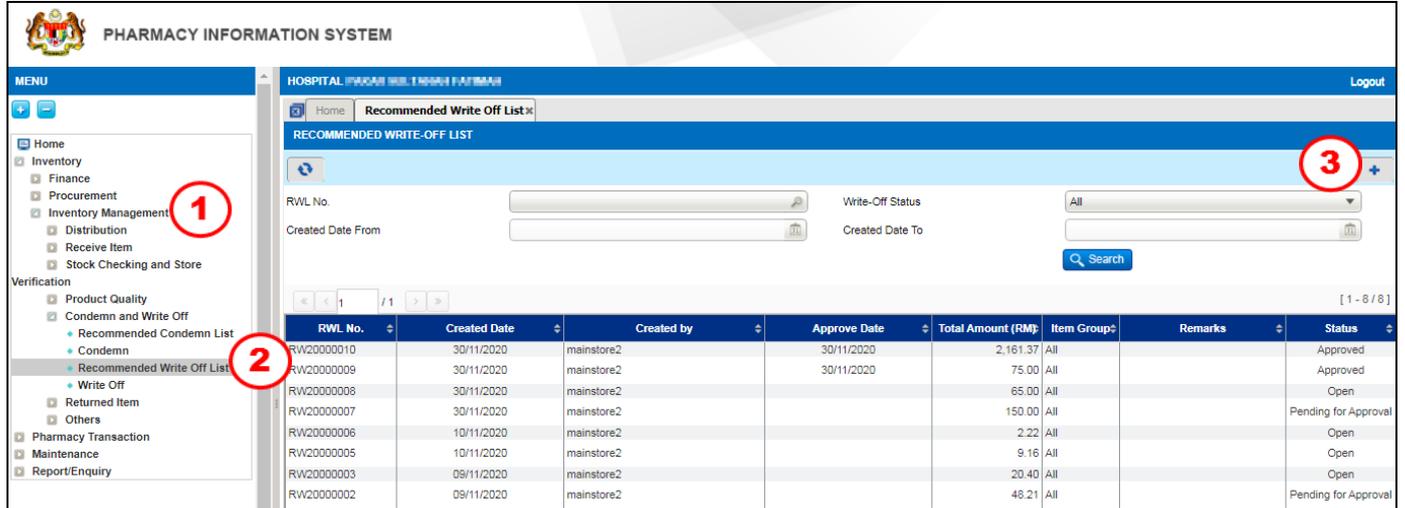
Nota: *Tandatangan Ketua Jabatan boleh ditandatangani oleh Ketua Jabatan/Bahagian/Seksyen/Unit

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.



The screenshot displays the 'RECOMMENDED WRITE-OFF LIST' page. The left-hand menu is expanded to 'Inventory Management', with 'Recommended Write Off List' selected. The main area shows a table of records with columns: RWL No., Created Date, Created by, Approve Date, Total Amount (RM), Item Group, Remarks, and Status. A '+' button is visible in the top right corner of the table area.

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

- 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.

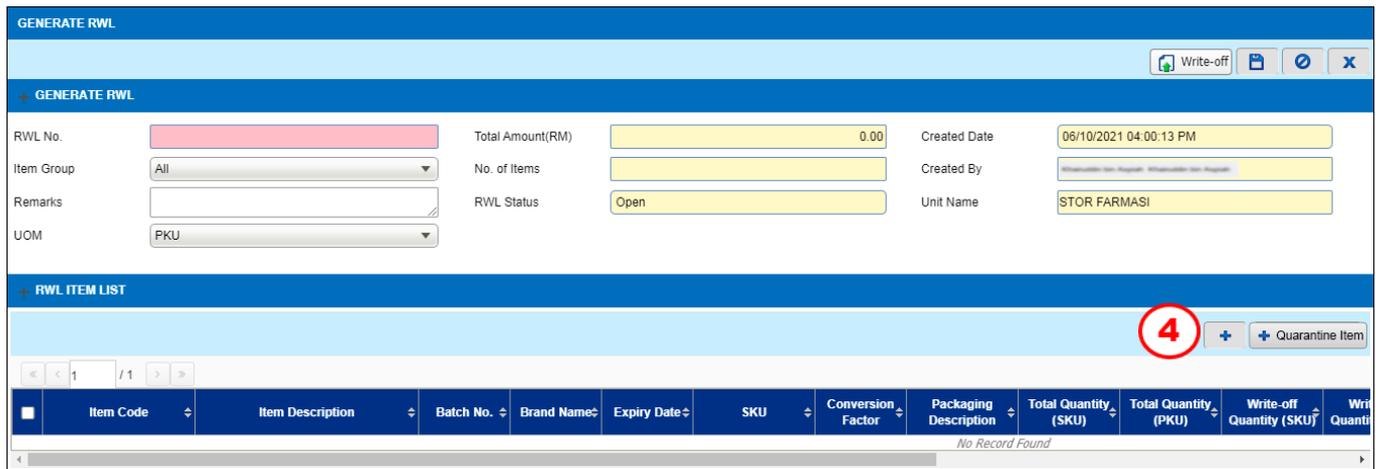


Figure 5.3-2 Generate RWL Record

STEP 4

Click on  button to create a new transaction

Note

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

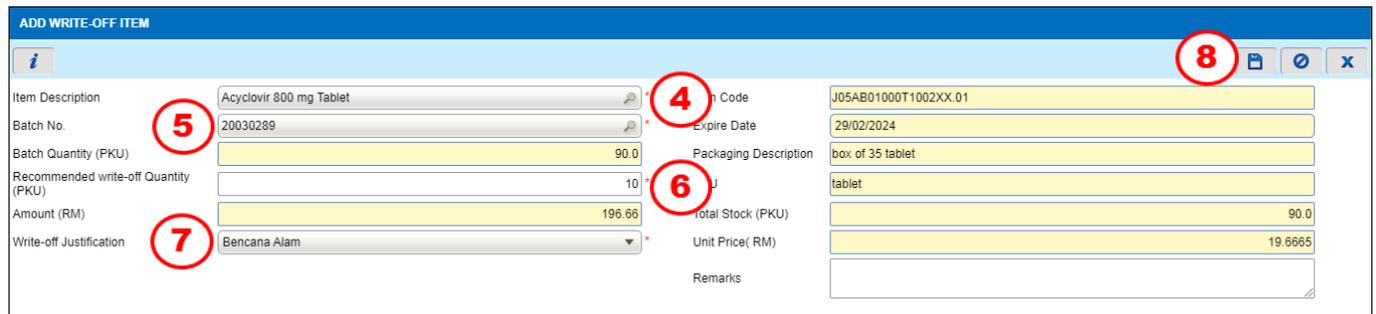


Figure 5.3-3 Add RWL Item List

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) [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 - 2 / 2]

<input type="checkbox"/>	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)	Wri Quant
<input type="checkbox"/>	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
<input type="checkbox"/>	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

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

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 - 2 / 2]

<input type="checkbox"/>	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)	Wri Quant
<input type="checkbox"/>	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
<input type="checkbox"/>	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

Item Code: Item Group: All Category:
 Item Description: Item Sub Class: Search

[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
<input checked="" type="checkbox"/> 02.08.255	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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> S01EC01000P4 001XX.01	Acetazolamide 500mg Inj	eaad	24/12/2020	vial	1	Vial	6	6.00	6	6.00	5.0000	30.00		
<input type="checkbox"/> 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		
<input type="checkbox"/> V03AB23520P3 001a.01	Acetylcysteine 5000mg/25ml Vial	batch001	15/01/2021	vial	1	vial	1	1.00	1	1.00	100.4171	100.42		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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 Write-off 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 Write-off Write-off Write-off

GENERATE RWL

RWL No. Total Amount(RM) Created Date
 Item Group: All No. of Items: Created By:
 Remarks: RWL Status: Open Unit Name: STOR FARMASI
 UOM: PKU

RWL ITEM LIST

[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)
<input type="checkbox"/> J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	90.0
<input type="checkbox"/> 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 Write-off 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.

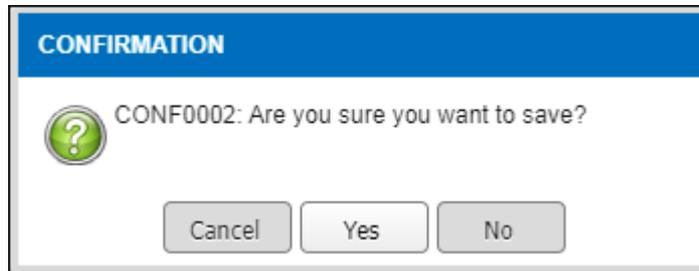


Figure 5.3-10 Save Record Alert Message

- Click on the  button.

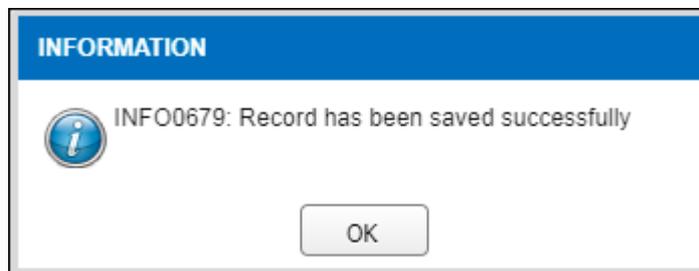


Figure 5.3-11 Save Alert Message

- Click on the  button to delete all entered data.

GENERATE RWL

21
Send for Approval
Cancel Request
[Icon]
[Icon]

+ GENERATE RWL

RWL No. <input type="text" value="RW21000016"/>	Total Amount(RM) <input type="text" value="214.94"/>	Created Date <input type="text" value="06/10/2021 04:00:13 PM"/>
Item Group <input type="text" value="All"/>	No. of Items <input type="text" value="2"/>	Created By <input type="text" value=""/>
Remarks <input type="text" value=""/>	RWL Status <input type="text" value="Open"/>	Unit Name <input type="text" value="STOR FARMASI"/>
UOM <input type="text" value="PKU"/>		

+ RWL ITEM LIST

+
+ Quarantine Item
[Icon]

	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)	Writ Quanti
<input type="checkbox"/>	J05AB01000T1002XX.01	Acyclovir 800 mg Tablet	20030289	LOVIR	29/02/2024	tablet	35	box of 35 tablet	3,150	90.0	350	
<input type="checkbox"/>	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  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'.

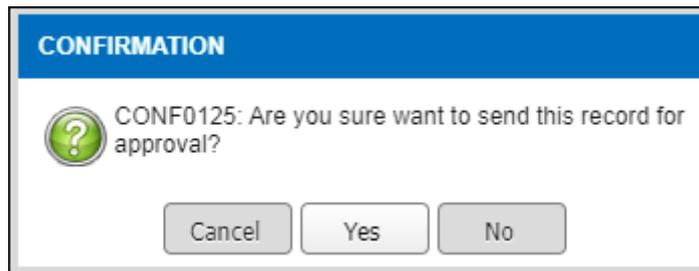


Figure 5.3.13 Alert Message

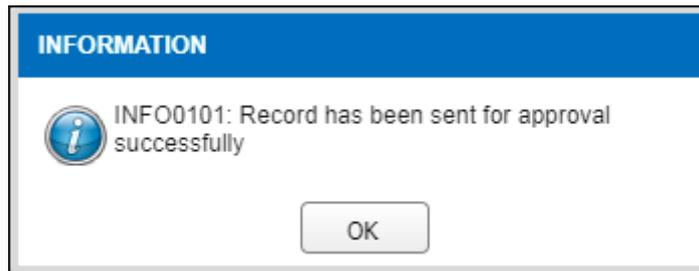


Figure 5.3.14 Alert Message

GENERATE RWL

Buttons: Write-off Report, Approve, Reject, X

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

Remarks RWL Status Pending for Approval Unit Name STOR FARMASI

UOM PKU

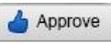
Reject Reason

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

Printed Date : 06/10/2021

Printed By : [Redacted]

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

- 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.

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. <input type="text"/>	RWL Approved By <input type="text" value="Lee Phee Sim"/>	Created Date <input type="text" value="03/12/2020 11:25:30 AM"/>
RWL No. <input type="text" value="RW20000008"/>	RWL Approved Date <input type="text" value="03/12/2020"/>	Created By <input type="text"/>
Authorisation Ref No. <input type="text" value="1111"/>	Total Amount (RM) <input type="text" value="65"/>	Unit Name <input type="text" value="STOR FARMASI"/>
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 - 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	6
S		each	1	each	25	25	25	25.00	Bekalan Perubatan Kesihatan dan Pergigian	25	25.00	2.6000	65.00	Penipuan atau kecuriaan pegawai	Banjir

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.

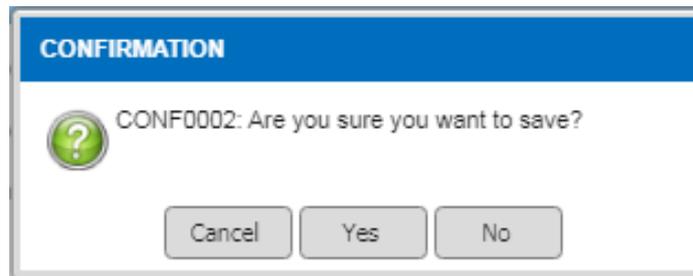


Figure 5.4-4 Save Record Alert Message

- Click on the button.

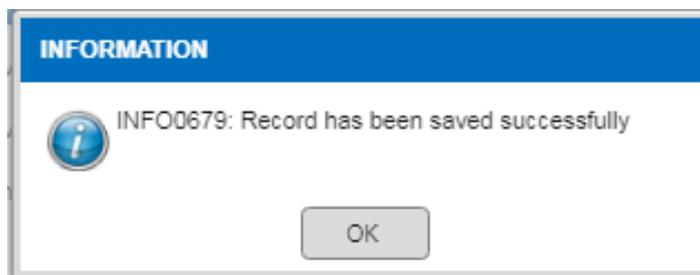


Figure 5.4-5 Save Record Alert Message

- Click on the button to proceed

WRITE-OFF

Write-off

Write-off No. <input style="width: 90%;" type="text" value="WR20000003"/>	RWL Approved By <input style="width: 90%;" type="text" value="Liza Pina Ilim"/>	Created Date <input style="width: 90%;" type="text" value="03/12/2020 11:25:30 AM"/>
RWL No. <input style="width: 90%;" type="text" value="RW20000008"/>	RWL Approved Date <input style="width: 90%;" type="text" value="03/12/2020"/>	Created By <input style="width: 90%;" type="text" value="Muzammil bin Ahmad"/>
Authorisation Ref No. <input style="width: 90%;" type="text" value="1111"/>	Total Amount (RM) <input style="width: 90%;" type="text" value="65"/>	Unit Name <input style="width: 90%;" type="text" value="STOR FARMASI"/>
Authorisation Ref Date <input style="width: 90%;" type="text"/>	Remarks <input style="width: 90%;" type="text"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Write-off Date <input style="width: 90%;" type="text"/>		

WRITE-OFF ITEM LIST

[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 kecuriaian 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

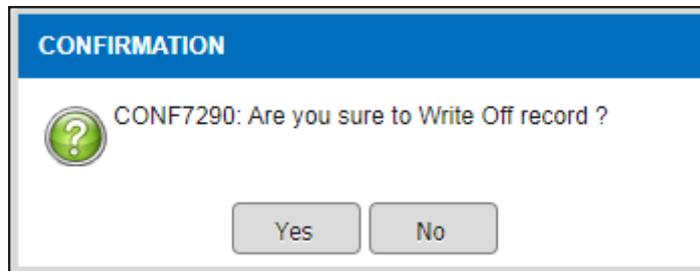


Figure 5.4-7 Save Alert Message

- Click on the button.

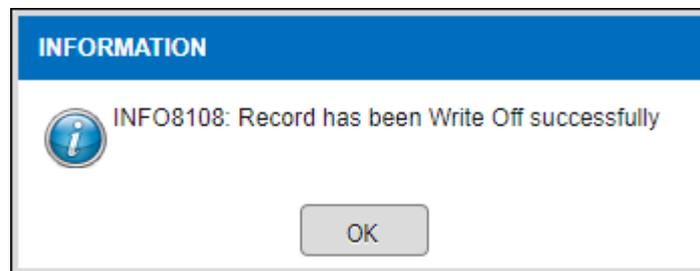


Figure 5.4-8 Save Alert Message

- Click on the button to proceed

WRITE-OFF

KEW.PS-35

Write-off No.	<input type="text" value="WR20000003"/>	RWL Approved By	<input type="text" value="Lynn Pina Lim"/>	Created Date	<input type="text" value="03/12/2020 11:25:30 AM"/>
RWL No.	<input type="text" value="RW20000008"/>	RWL Approved Date	<input type="text" value="03/12/2020"/>	Created By	<input type="text" value="Lynn Pina Lim"/>
Authorisation Ref No.	<input type="text" value="1111"/>	Total Amount (RM)	<input type="text" value="65"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
Authorisation Ref Date	<input type="text"/>	Remarks	<input type="text"/>	Status	<input type="text" value="Approved"/>
Write-off Date	<input type="text"/>				

WRITE-OFF ITEM LIST

/ 1
[1 - 1 / 1]

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	Appr Quant (SKU)
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		KEW.PS-35
		Hospital Pakar Sultanah Fatimah		
		SIJIL HAPUS KIRA STOK		
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

<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