



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

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## **Full Based User Manual Pharmacy Inventory (Pre-Packing)**

<b>Version</b>	<b>: 11<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U. MANUAL_INV_PREPACKING</b>



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Reference ID : U. MANUAL\_INV\_PREPACKING-11<sup>th</sup> Edition

Application reference: PhIS & CPS v2.3



## Table of Contents

1.0	Introduction .....	1
1.1	Overview of PhIS .....	1
1.2	Purpose and Objectives .....	1
1.3	Organised Sections .....	1
2.0	Application Standard Features .....	2
2.1	Legend .....	2
3.0	Pre-packing.....	3
	Overview .....	3
	User Group .....	3
	Functional Diagram.....	3
	Functional Description .....	3
3.1	View Prepacking Transactions .....	4
3.2	Create New Prepacking Transaction .....	7
3.3	Drug Label Options .....	16
4.0	Acronyms.....	19
5.0	Links to Clinical Modules.....	19



## 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 geared towards pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

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

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

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

User will understand the following activities in detail:

- View Pre-packing transaction
- Create New Prepacking transaction
- Drug Label options

### 1.3 Organised Sections

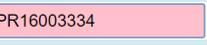
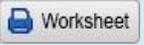
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Pre-packing
- Section 4 : Acronyms
- Section 5 : Links To Clinical Modules

## 2.0 Application Standard Features

### 2.1 Legend

Standard Legend			
	Login		Change Login Password
	Logout		Reset Login screen
	Expand Menu	<input type="checkbox"/>	Checkbox
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window	*	Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
<input type="radio"/>	Radio Button		Delete Record
	Context Menu		Print Document

Pre-packing Module Legend					
	Prepacking ID		Create Worksheet		Print Label

#### **Note**

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

### 3.0 Pre-packing

#### Overview

Pre-packing module will be used by the user at the Main Store level (Level 1) and Sub Store level (Level 2) to perform function to prepare prepacking, generate and print worksheet and also labels within the facility.

#### User Group

This module is intended for Pharmacist, and Assistant Pharmacist (subject to user assign by the facility).

#### Functional Diagram

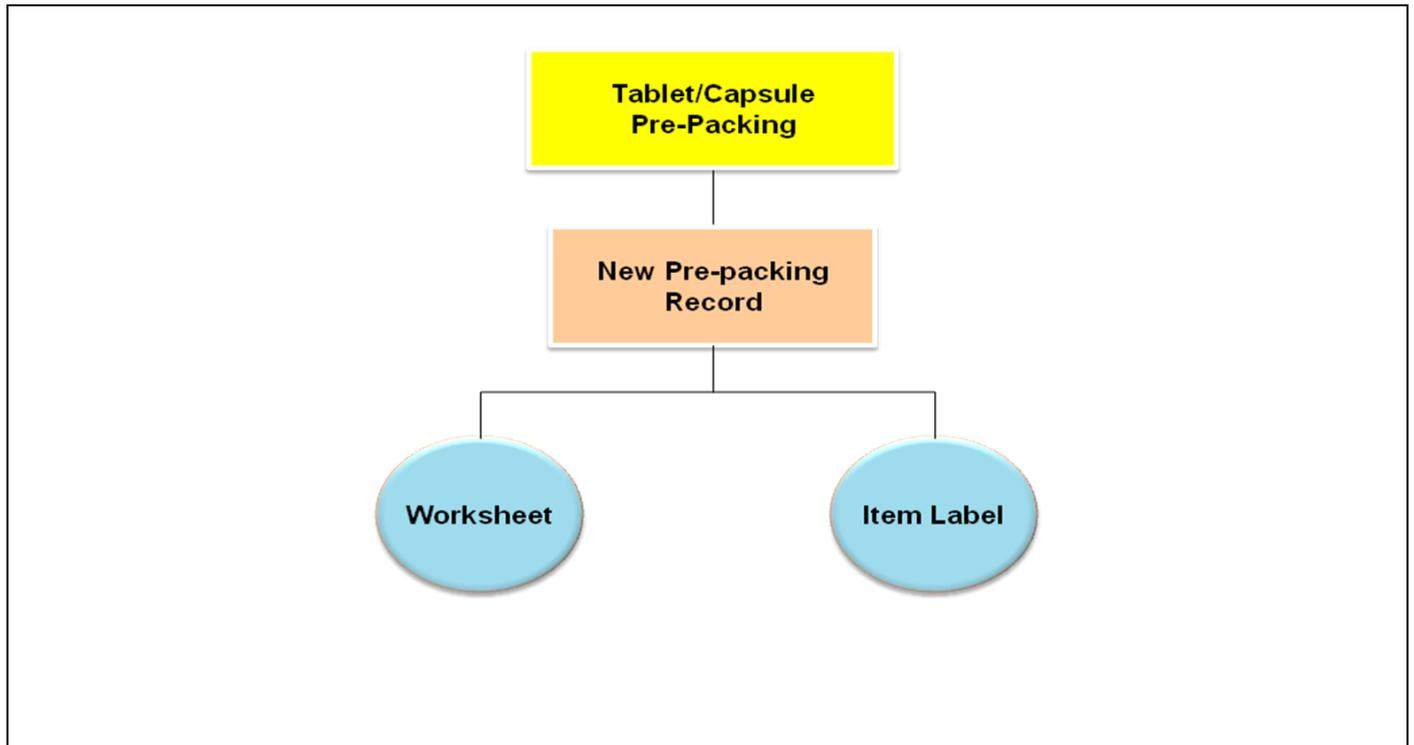


Figure 3.0-1

#### Functional Description

This module allows the pharmacy user to record activity of repacking item from bulk packing to smaller packing. The scope of the item need to pre-pack is only for item where packaging keeping unit is:

- Tablet or Capsule
- Liquid
- Cream
- SKU(refer to ml, tablet or vial)

### 3.1 View Prepacking Transactions

To view transaction history of Prepacking record, perform the steps below:

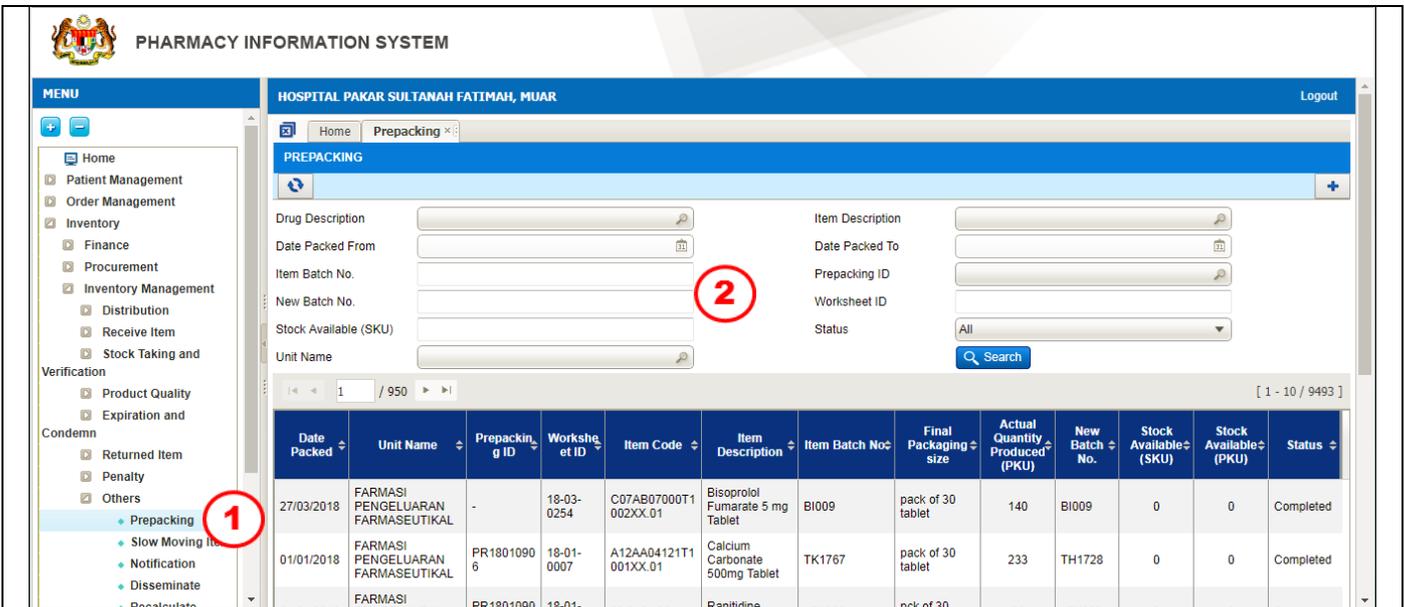


Figure 3.1-1 Prepacking Listing Page

**Note**

Prepacking will be used in the Sub-Store level. It is a procedure in packing from a large package (PKU) to a small package (SKU)

**STEP 1**

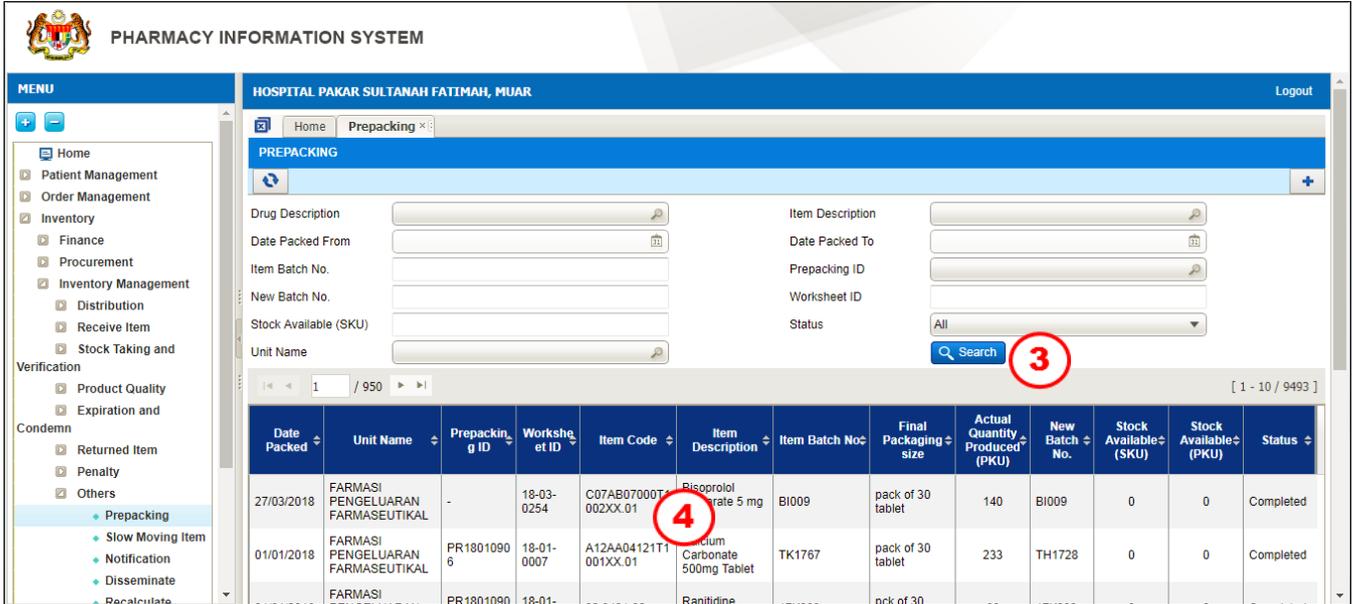
Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

**STEP 2**

To search for existing records of transaction, user may search by criteria as below:

No	Field	Description	Remarks
a	Drug Description	Drug Description	Display all prepacking drugs
b	Item Description	Drug name and item code	Display all existing Prepacking record(s) for a specific item or drug
c	Date Packed From	Start date for the Prepacking transaction	Format field (dd/mm/yy)
d	Date Packed To	End date for the Prepacking transaction	Format field (dd/mm/yy)
e	Item Batch No	Item Batch No	Drug Item Batch No
f	Prepacking ID	Prepacking ID	System will generate Prepack ID
g	Stock Available (SKU)	Type of Unit of Measurement	Display all existing Prepacking record(s) according to the unit of measurement type
h	Worksheet ID	Worksheet Number	Display existing Prepacking record the specific worksheet
i	Unit Name	Unit Name	Requester unit for prepacking
j	Status	Search by: - All - Complete - In Progress	Able to filter and search record(s)

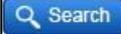
Table 3.1-1



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T002XX.01	Bisoprolol Tartrate 5 mg	BI009	pack of 30 tablet	140	BI009	0	0	Completed
01/01/2018	FARMASI PENGELUARAN FARMASEUTIKAL	PR18010906	18-01-0007	A12AA04121T1001XX.01	Calcium Carbonate 500mg Tablet	TK1767	pack of 30 tablet	233	TH1728	0	0	Completed
	FARMASI	PR1801090	18-01-		Ranitidine		pack of 30					

Figure 3.1-2 Prepacking Listing Page

**STEP 3**

Click on the  button to filter based on the searching criteria

**STEP 4**

Double click on the selected record to view Prepacking Information details as per **Figure 3.1-3**



PhIS & CPS Project  
User Manual – Pharmacy Inventory (Pre-Packing)

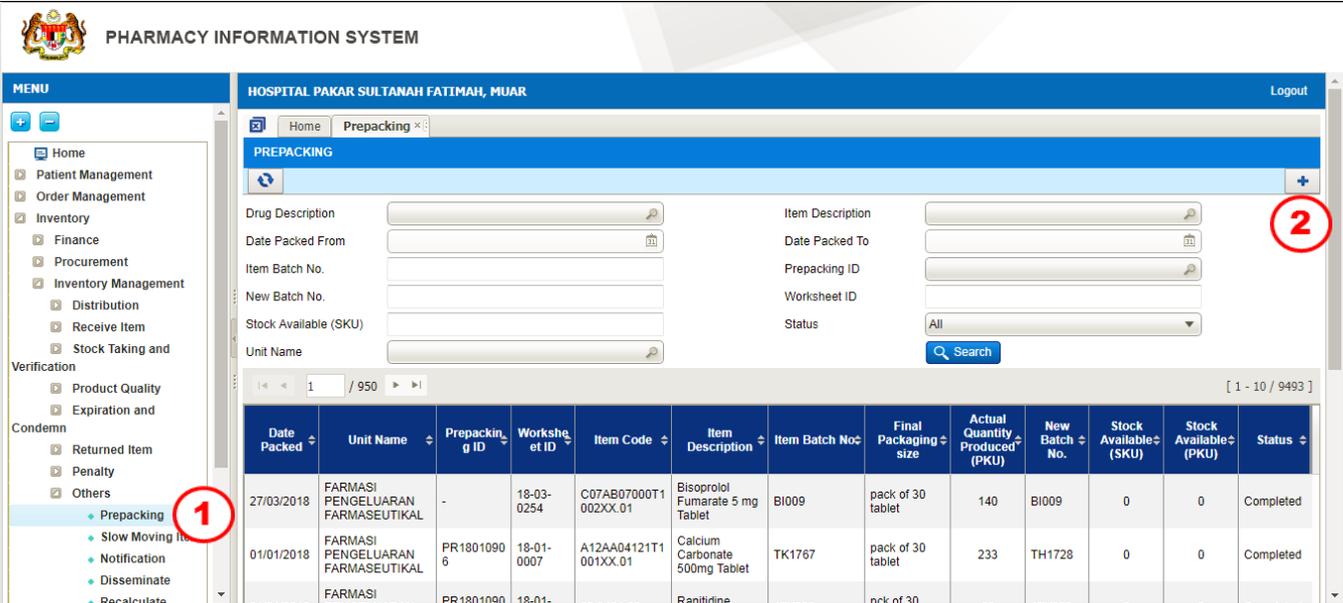


PREPACKING			
<i>i</i> <span style="float: right;">Label Worksheet X</span>			
<b>ITEM PREPACKING INFORMATION</b>			
Prepacking ID	PR20002605	Worksheet Prepared By	
Prepacking Status	Completed	Date Packed	08/09/2020 10:24:21 AM
Unit Name	MANUFACT FILLING STATION		
<b>ORIGINAL ITEM DETAILS</b>		<b>ACTUAL PRODUCTION DETAILS</b>	
Drug Name	Cetrimide 1% Lotion <span style="float: right;">Stock Balance</span>	Actual Quantity Produced (PKU)	250 bott
Original Item Packaging	bottle of 5000 millilitre <span style="float: right;">*</span>	Actual Quantity Produced (SKU)	15,000 ml
Item Code	GLN0200005.05	Loose Quantity	0 ml
Batch No.	MANF-20097-1 <span style="float: right;">Details</span>	Yield %	100
Expiry Date	06/03/2021	New Batch No.	09CETL120
Current Available Quantity (SKU)	30,000 ml SKU	New Expiry Date	06/03/2021
Quantity To Prepack (SKU)	15,000 ml <span style="float: right;">*</span>	Final Item Code	GLN0200005-60
Final Packaging Description	bott of 60 millilitre <span style="float: right;">*</span>	New Available Quantity (SKU)	15,000 ml
Expected Prepack Quantity (PKU)	250 bott	New Available Quantity (PKU)	250 bott
Remark			
<b>SOP (INSTRUCTION)</b>			
SOP			

Figure 3.1-3 Item Pre-Packing Information

### 3.2 Create New Prepacking Transaction

To create a new Prepacking transaction, perform the steps below:



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T1002XX.01	Bisoprolol Fumarate 5 mg Tablet	BI009	pack of 30 tablet	140	BI009	0	0	Completed
01/01/2018	FARMASI PENGELUARAN FARMASEUTIKAL	PR18010906	18-01-0007	A12AA04121T1001XX.01	Calcium Carbonate 500mg Tablet	TK1767	pack of 30 tablet	233	TH1728	0	0	Completed
	FARMASI	PR1801090	18-01-		Ranitidine		pack of 30					

Figure 3.2-1 Create New Prepacking

#### STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

#### STEP 2

Click on the  button to create a new record

#### Note

- Prepacking screen includes 2 panels which are Item Prepacking Information and SOP (Instruction).
- This panel can be collapse and expand by clicking on the  icon.
- User are able to select the Unit Name to any unit from any levels as per Figure 3.2-2
- When the unit name changed, stock will deduct from that unit (original item) and will add into that unit (final prepacking item).

PREPACKING			
ITEM PREPACKING INFORMATION			
Prepacking ID	<input type="text"/>	Worksheet Prepared By	Stephanie Chow Siew Fern
Prepacking Status	Open	Date Packed	31/07/2018 3:58:29 PM
Unit Name	UNIT FARMAKOKINETIK KLINIKAL		
ORIGINAL ITEM DETAILS		ACTUAL PRODUCTION DETAILS	
Drug Name	Atenolol 100 mg Tablet <a href="#">Stock Balance</a>	Actual Quantity Produced (PKU)	0 pck
Original Item Packaging	Pack of 100 tabs (Blister)	Actual Quantity Produced (SKU)	0 tablet
Item Code	02.0007.03	Loose Quantity	0 tablet
Batch No.	5000182	Yield %	0
Expiry Date	31/10/2020	New Batch No.	5000182
Current Available Quantity (SKU)	900 tablet	New Expiry Date	31/10/2020
Quantity To Prepack (SKU)	1 tablet	Final Item Code	C07AB03000T1002-15
Final Packaging Description	pck of 15 tablet	New Available Quantity (SKU)	0 tablet
Expected Prepack Quantity (PKU)	0 pck	New Available Quantity (PKU)	0 pck
Remark			
SOP (INSTRUCTION)			
SOP			

Figure 3.2-2 Prepacking Screen

### STEP 3

Search the **Drug Name** by clicking on the  icon

#### Note

- Condition to display the drug name:
  - Drug is active in Drug/Non Drug Catalogue
  - Drug is available in selected unit's unit catalogue
- Information will be retrieve from Item Master as below
  - Original Item Packaging
  - Item Code
- User can select the Original Item Packaging with condition:
  - To display the original item:
    - Item for the selected drug is active
    - Item is selected as Repack item in Item Master
- Stock Balance** hyperlink is for reference to check the stock available in the unit as per **Figure 3.2-3**.

Product Search							
Item Description		Item Code					
							Search
1 / 1							[ 1 - 2 / 2 ]
Item Description	Item Code	Packaging Description	Brand Name	Batch No.	Expiry Date	Available Qty	SKU
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	PHARMANIAGA	5000182	31/10/2020	900	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5001041	31/12/2020	10000	tablet

Figure 3.2-3 Prepacking Screen

**STEP 4**

Search the **Original Item Packaging** by clicking on the  icon and the **Product Search** window will appear as per **Figure 3.2-4**.

**Note**

In **Product Search** window, key in the **Batch No** and click the  button to find the **Batch No** as per **Figure 3.2-4**

Product Search							
Item Description		Item Code					
							Search
1 / 1							[ 1 - 2 / 2 ]
Item Description	Item Code	Packaging Description	Brand Name	Batch No.	Expiry Date	Available Qty	SKU
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	<b>5</b> MANIAGA	5000182	31/10/2020	900	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5001041	31/12/2020	10000	tablet

Figure 3.2-4 Product Search

**STEP 5**

Double click on the selected batch

**Note**

**Details** hyperlink is for the batch details as per **Figure 3.2-5**

BATCH DETAILS	
Brand Name : ACETOMID	
Manufacturer Name : Hovid Berhad	

Figure 3.2-5 Batch Details

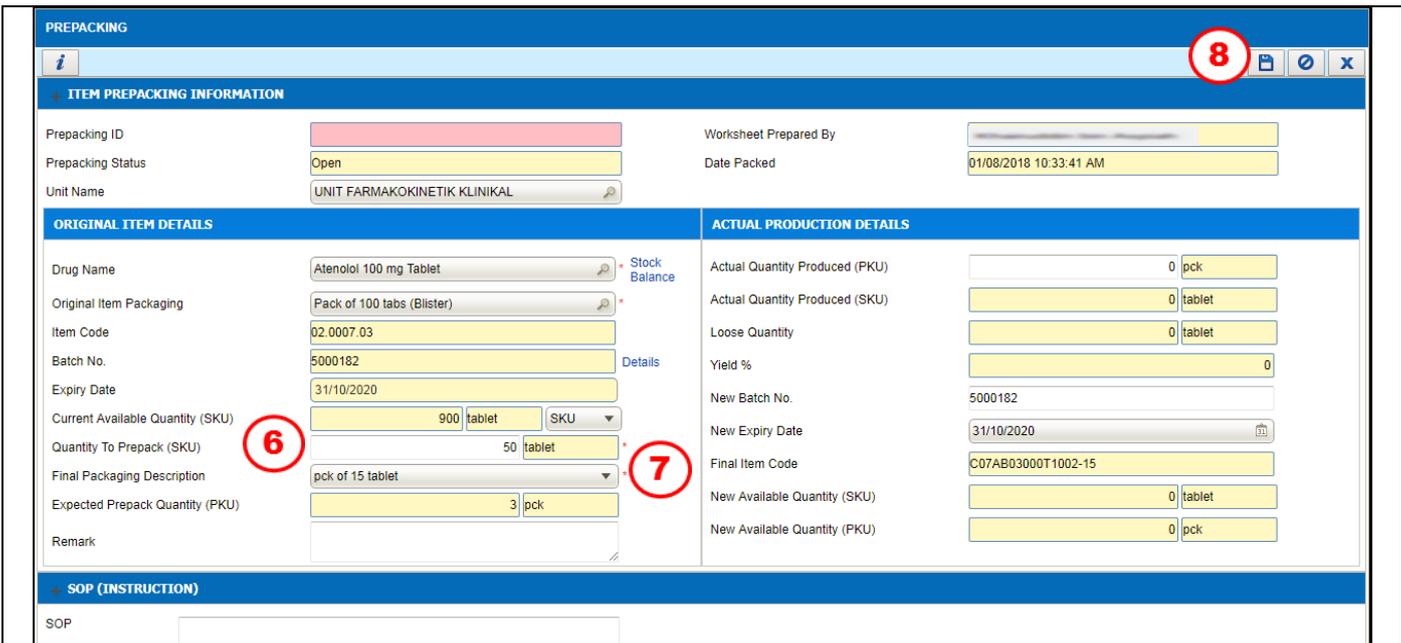


Figure 3.2-6 Prepacking Screen

**STEP 6**

Enter **Quantity To Prepack (SKU)**

**STEP 7**

Select **Final Packaging Description**

**Note**

- Enter the **SOP** details if there is any, in the **SOP (Instruction)** section as per **Figure 3.2-7**
- Condition to display the **Final Packaging Description**:
  - Prepacking Item is created in IWP and active in Drug/Non Drug Catalogue
  - Dispense UOM for the drug is added in Drug Master with same packaging as the Prepacking Item packaging

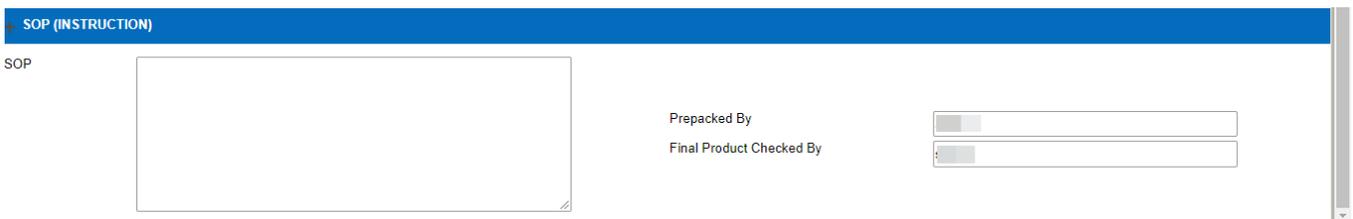


Figure 3.2-7 SOP (Instruction) section

**STEP 8**

Click on the  button to save the record as per **Figure 3.2-6**

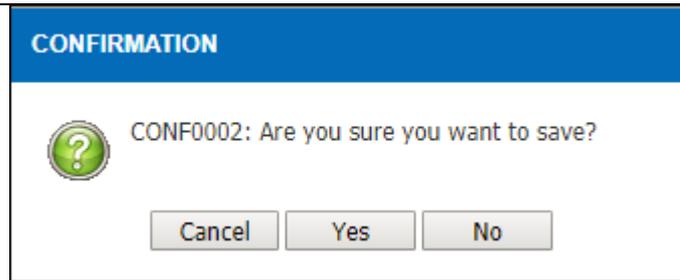


Figure 3.2-8 Confirmation to Pre Pack

**Note**

- Click the  button to save record and the **Pre-packing ID** will be generated as per **Figure 3.2-8**.
- If the  button is click, the record will not be saved and **Pre-packing ID** will not be generated.

Character	Description	Value
1-2	Prepacking	'PR'
3-4	Current year in 'YY' format	16
5-10	Running Number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1 Prepacking ID

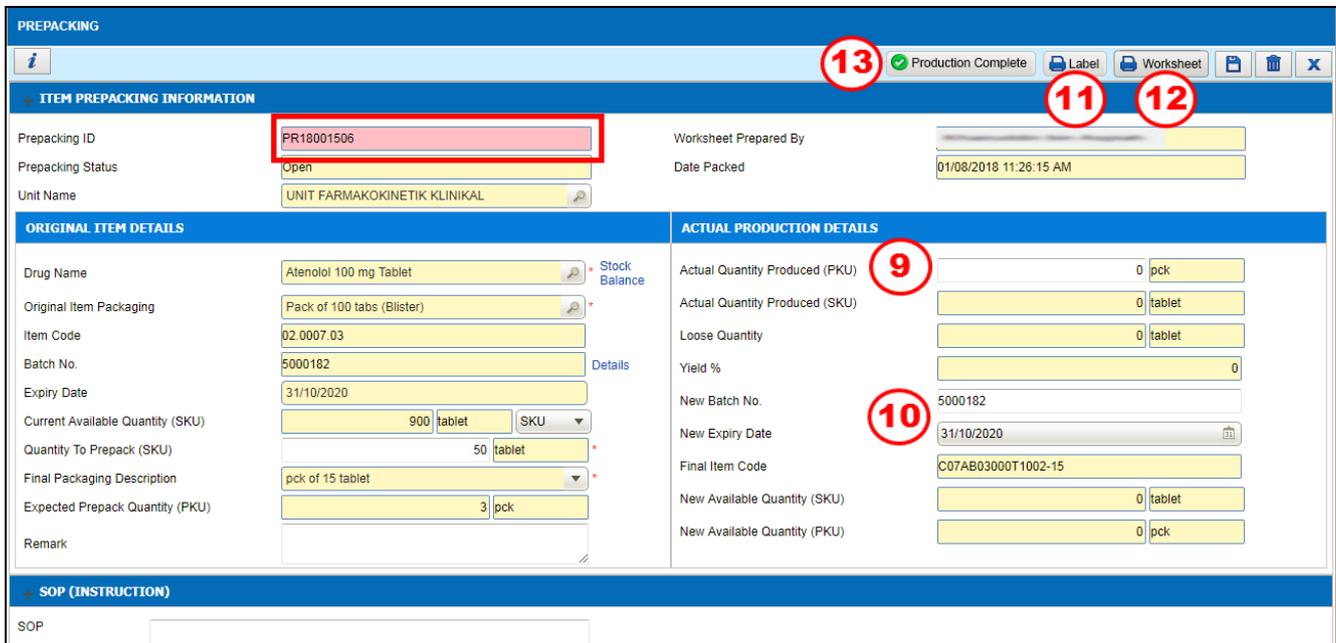


Figure 3.2-9 Worksheet & Label Button

**STEP 9**

Enter **Actual Quantity Produced (PKU)**

**STEP 10**

**New Batch No.** and **New Expiry Date** will default to the original item details

**STEP 11**

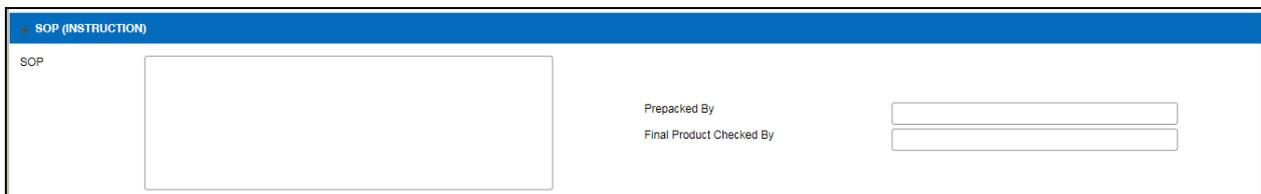
Click on the  button to generate different Drug Label as shown in **Figure 3.2.15**

**STEP 12**

Click on the  button to print the Prepacking Worksheet

**Note**

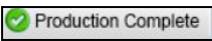
- Click on  button to cancel the record
- The worksheet will be use as reference to perform the pre-packing procedure as shown in **Figure 3.2.15**

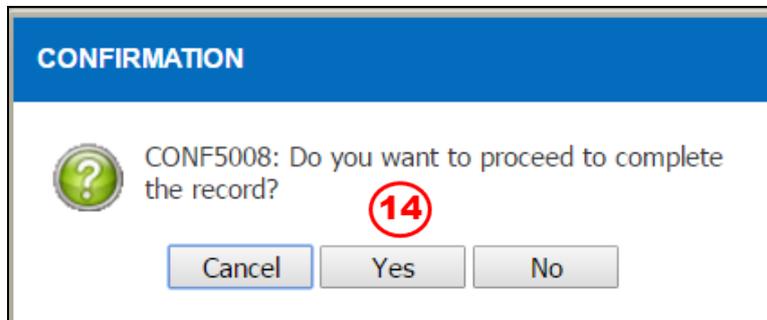


**Figure 3.2-10 SOP (Instruction) section**

- Enter **Prepacked By** and **Final Product Checked By** in the SOP (Instruction) section as per **Figure 3.2-10**.

**STEP 13**

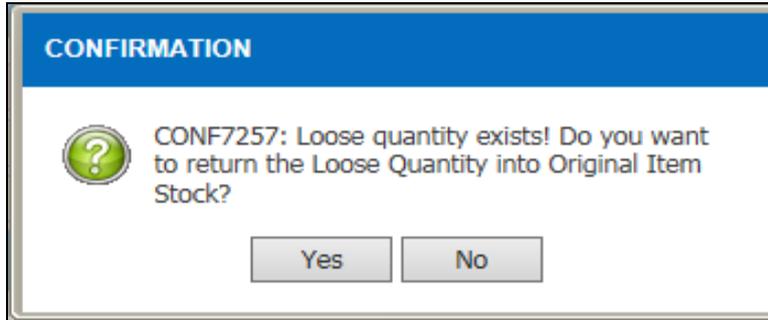
Click the  button and the confirmation alert message will appear as per **Figure 3.2-11**



**Figure 3.2-11 Confirmation Alert Message**

**Note**

When loose quantity **not equal** to 0, alert message will pop up as below.

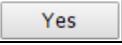


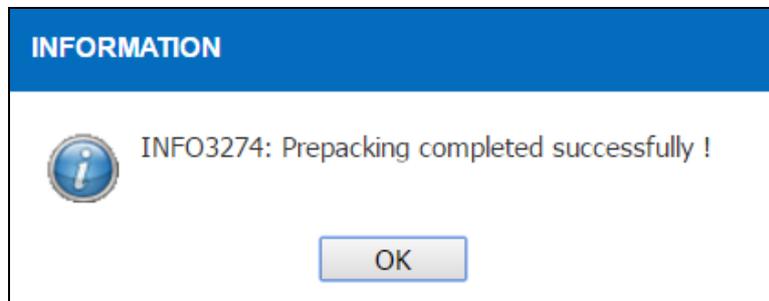
**Figure 3.2-12 Confirmation Alert Message**

<p><b>Case A:</b> User selects 'Yes'</p>	<p>Original Item stock quantity will minus based on Actual Qty Produced. Final Prepacking Item stock quantity will add also based on Actual Qty Produced.</p>
<p><b>Case B:</b> User selects 'No'</p>	<p>Original Item stock quantity will minus based on Quantity to Prepack. Final Prepacking Item stock quantity will add based on Actual Qty Produced.</p>

**Table 3.2-2 Case Scenario**

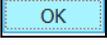
**STEP 14**

Click the  button to complete the record



**Figure 3.2-13 Information Alert Message**

**Note**

- Click the  button as per **Figure 3.2-13**.
- The complete Prepacking transaction is shown as **Figure 3.2-14**.



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**PREPACKING**

Label Worksheet X

**ITEM PREPACKING INFORMATION**

Prepacking ID: PR18001506  
Prepacking Status: **Completed**  
Unit Name: UNIT FARMAKOKINETIK KLINIKAL

Worksheet Prepared By: [ ]  
Date Packed: 08/09/2020 10:24:21 AM

ORIGINAL ITEM DETAILS	ACTUAL PRODUCTION DETAILS
Drug Name: Atenolol 100 mg Tablet	Actual Quantity Produced (PKU): 3 pck
Original Item Packaging: Pack of 100 tabs (Blister)	Actual Quantity Produced (SKU): 45 tablet
Item Code: 02.0007.03	Loose Quantity: -5 tablet
Batch No.: 5000182	Yield %: 100
Expiry Date: 31/10/2020	New Batch No.: 5000182
Current Available Quantity (SKU): 900 tablet	New Expiry Date: 31/10/2020
Quantity To Prepack (SKU): 50 tablet	Final Item Code: C07AB03000T1002-15
Final Packaging Description: pck of 15 tablet	New Available Quantity (SKU): 45 tablet
Expected Prepack Quantity (PKU): 3 pck	New Available Quantity (PKU): 3 pck
Remark: [ ]	

**SOP (INSTRUCTION)**

SOP: [ ]

Prepacked By: [ ]  
Final Product Checked By: [ ]

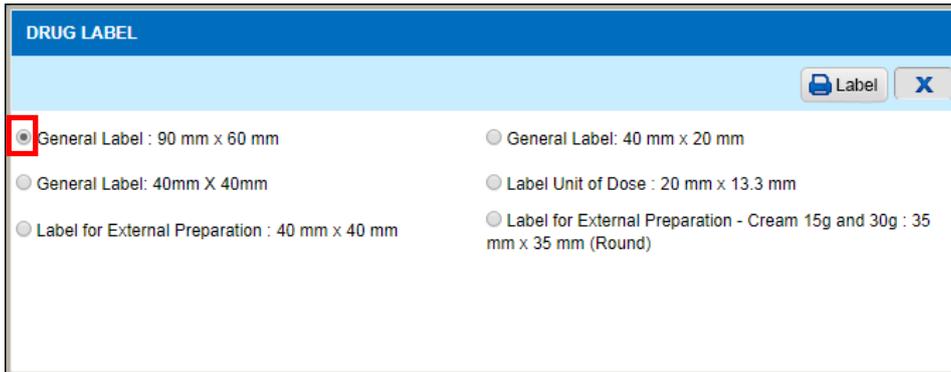
Figure 3.2-14 Prepacking Complete



### 3.3 Drug Label Options

#### STEP 11

The drug label can be print by selecting the radio button and click on the  button to generate different Drug Label as shown in Figure 3.2.15



**DRUG LABEL**

General Label : 90 mm x 60 mm

General Label: 40 mm x 20 mm

General Label: 40mm X 40mm

Label Unit of Dose : 20 mm x 13.3 mm

Label for External Preparation : 40 mm x 40 mm

Label for External Preparation - Cream 15g and 30g : 35 mm x 35 mm (Round)

Figure 3.3-1 Drug Label Options

<b>Hosp. Pakar Sultanah Fatimah</b>	
<b>Cetrimide 1% Lotion</b>	
<b>Qty:</b>	<b>60 ml</b>
<b>Batch No:</b>	<b>00CETL120</b>
<b>Worksheet ID:</b>	<b>20-09-0084</b>
<b>Date Prepared:</b>	<b>08/09/2020</b>
<b>Date Exp:</b>	<b>06/03/2021</b>

Figure 3.3-2 General Label: 90mm x 60mm

<b>Cetrimide 1% Lotion</b>	<b>Cetrimide 1% Lotion</b>
Qty : 60 ml Batch No : 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date	Qty : 60 ml Batch No : 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-3 General Label: 40mm x 40mm

<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b> Jauhi ubat dari kanak-kanak  <b>Cetrimide 1% Lotion</b>	<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b> Jauhi ubat dari kanak-kanak  <b>Cetrimide 1% Lotion</b>
Qty : 60 ml Batch No : 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date	Qty : 60 ml Batch No : 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-4 Label For External Preparation: 40mm x 40mm

<b>Cetrimide 1% Lotion</b>	<b>Cetrimide 1% Lotion</b>
Qty : 60 ml Batch No: 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date	Qty : 60 ml Batch No: 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah
<b>Cetrimide 1% Lotion</b>	<b>Cetrimide 1% Lotion</b>
Qty : 60 ml Batch No: 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date	Qty : 60 ml Batch No: 09CETL120 Prep : 08/09/2020    Exp : 06/03/2021 Date                      Date
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-5 General Label: 40mm x 20mm

Cetrimide 1% Lotion BN : 09CETL120 Exp : 06/03/2021			
Cetrimide 1% Lotion BN : 09CETL120 Exp : 06/03/2021			
Cetrimide 1% Lotion BN : 09CETL120 Exp : 06/03/2021			

Figure 3.3-6 Label Unit of Dose: 20mm x 13.3mm

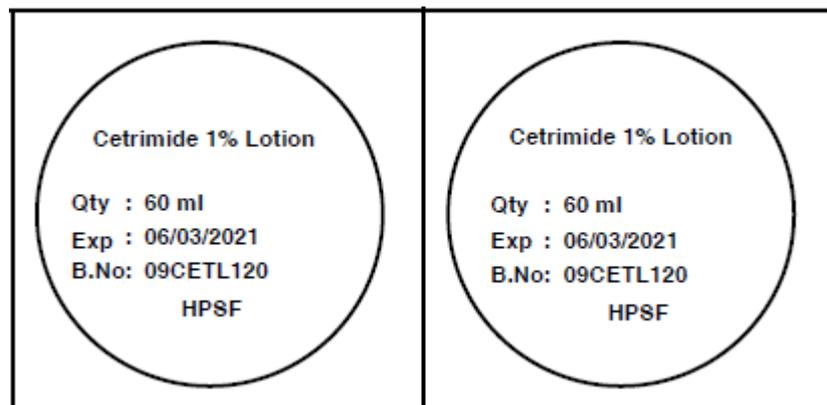


Figure 3.3-7 Label for External Preparation - Cream 15g and 30g: 35mm x 35mm (Round)

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

## 5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	Inpatient	<a href="#">Click Here</a>	12	CDR Dispensing	<a href="#">Click Here</a>
2	CDR Order	<a href="#">Click Here</a>	13	Methadone Dispensing	<a href="#">Click Here</a>
3	TDM Order	<a href="#">Click Here</a>	14	PN Dispensing	<a href="#">Click Here</a>
4	PN Order	<a href="#">Click Here</a>	15	Order Management	<a href="#">Click Here</a>
5	IV Order	<a href="#">Click Here</a>	16	Patient Management	<a href="#">Click Here</a>
6	Prepacking	<a href="#">Click Here</a>	17	Radiopharmaceutical	<a href="#">Click Here</a>
7	Galenical	<a href="#">Click Here</a>	18	Outpatient	<a href="#">Click Here</a>
8	MTAC	<a href="#">Click Here</a>	19	Special Drug Request	<a href="#">Click Here</a>
9	ADR & DAC	<a href="#">Click Here</a>	20	MAR	<a href="#">Click Here</a>
10	Medication Counselling	<a href="#">Click Here</a>	21	DICE	<a href="#">Click Here</a>
11	Ward Pharmacy	<a href="#">Click Here</a>	22		