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

Full Based

User Manual
Pharmacy Inventory (Pre-Packing)

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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 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
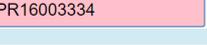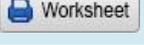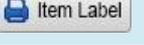
1.3 Organised Sections

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	Login	**Change Password**	Change Login Password
Logout	Logout	⟳	Reset Login screen
➕	Expand Menu	☐	Checkbox
➖	Collapse Menu	*i*	Show Help
⟳	Refresh Screen	➕	Add/Create New Record
🔍	Search Icon	🗓	Calendar Icon
Q Search	Search Record	⊘	Cancel Data Entry
⤬	Close Window	*	Mandatory Field
▣	Close All Open Tabs	✏	Edit Record
✖	Close Screen	💾	Save Record
◯	Radio Button	🗑	Delete Record
▼	Context Menu	🖨	Print Document

Pre-packing Module Legend			
PR16003334	Prepacking ID	🖨 Worksheet	Create Worksheet
		🖨 Item Label	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).
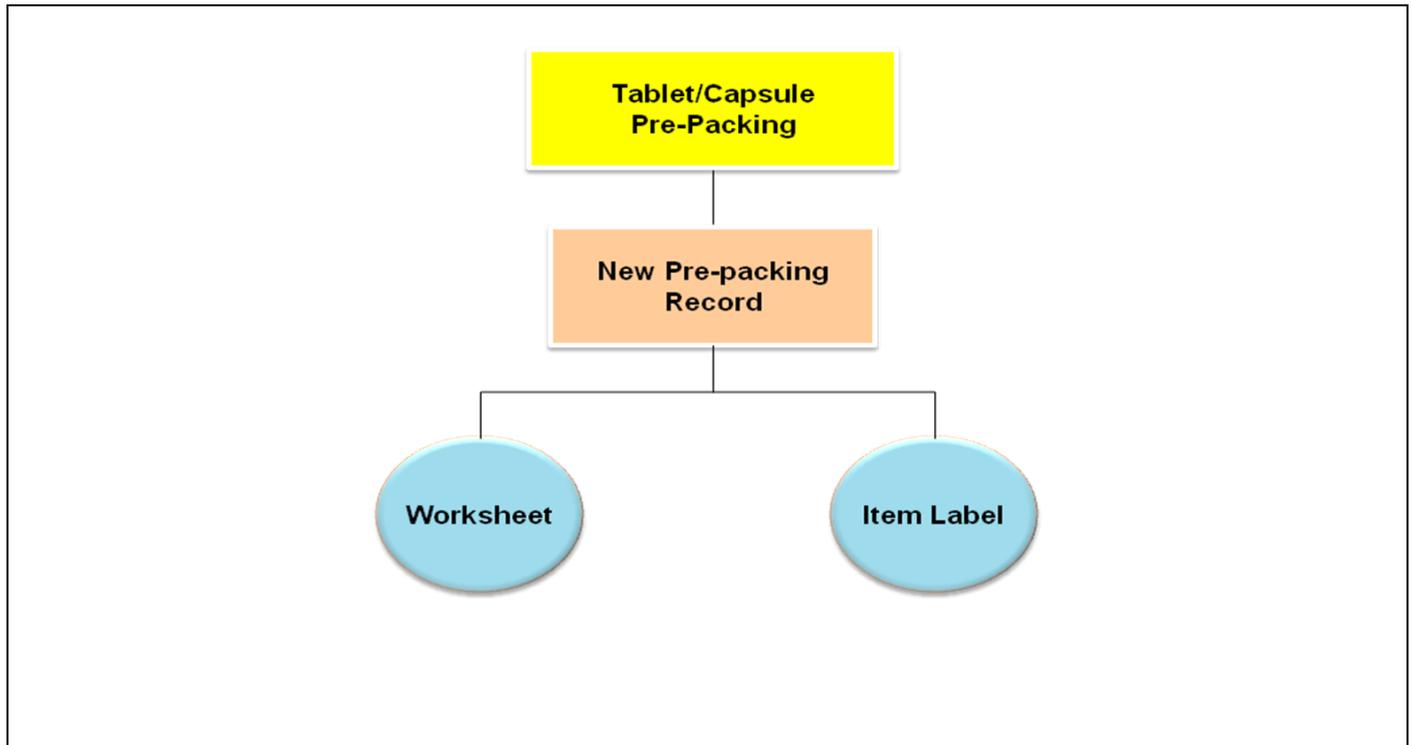
Functional Diagram

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

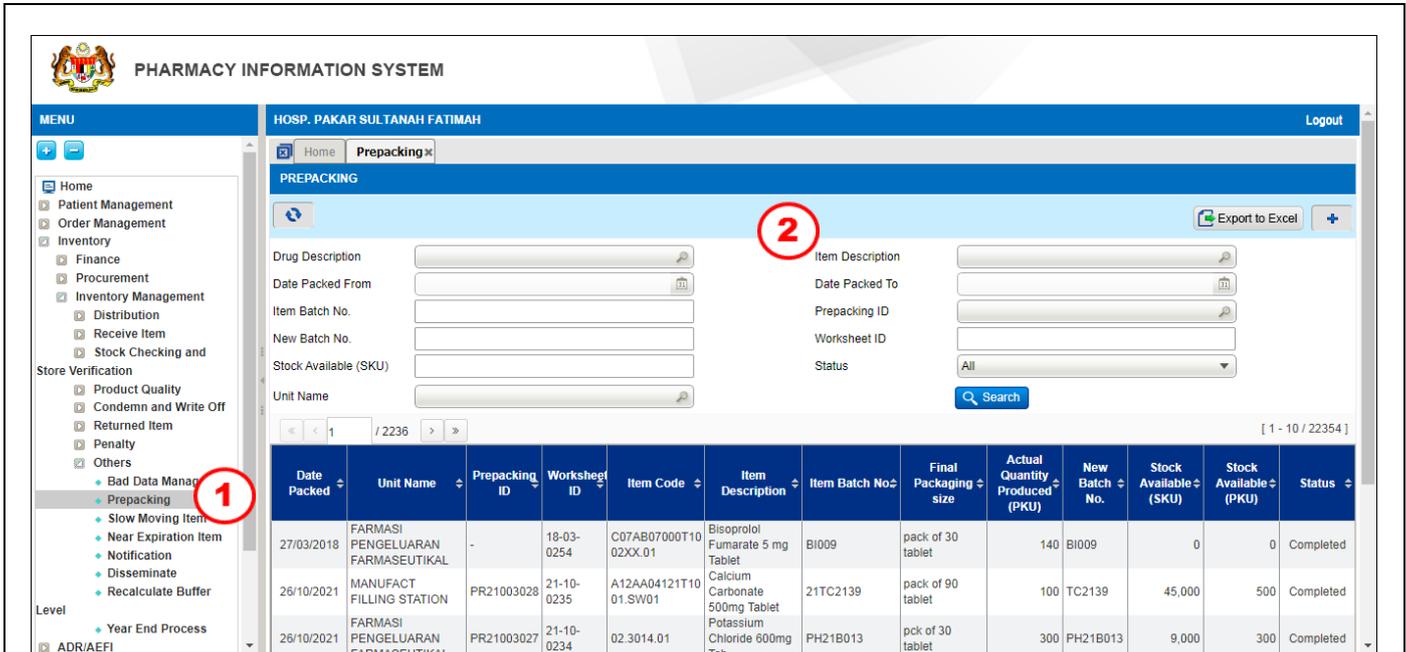To view transaction history of Prepacking record, perform the steps below:

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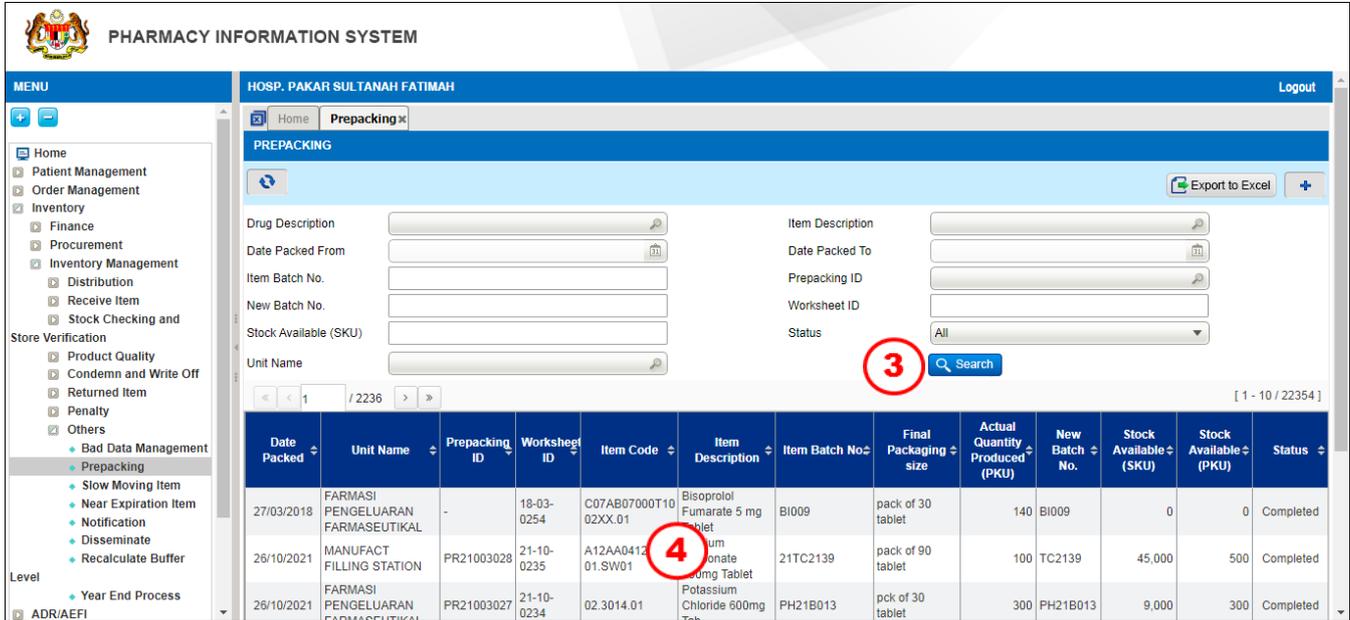Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

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 - Cancelled	Able to filter and search record(s)

		- Completed - Open	

Table 3.1-1

Figure 3.1-2 Prepacking Listing Page

STEP 3

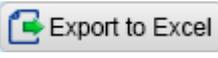Click on the [Search] button to filter based on the searching criteria

STEP 4

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

Note

User able to view record in Excel sheet by click on [Export to Excel] *button*

PREPACKING

Label | Worksheet | X

ITEM PREPACKING INFORMATION

Prepacking ID	PR21003028	Worksheet Prepared By	
Prepacking Status	Completed	Date Packed	26/10/2021 4:49:29 PM
Unit Name	MANUFACT FILLING STATION		

ORIGINAL ITEM DETAILS

Stock
* Balance

Drug Name	Calcium Carbonate 500mg Tablet
Original Item Packaging	pack of 1000 tablet *
Item Code	A12AA04121T1001.SW01
Batch No.	21TC2139
Expiry Date	31/03/2025
Current Available Quantity (SKU)	9,000 tablet SKU
Quantity To Prepack (SKU)	9,000 tablet *
Final Packaging Description	pack of 90 tablet *
Expected Prepack Quantity (PKU)	100 pck
Remark	

Details

ACTUAL PRODUCTION DETAILS

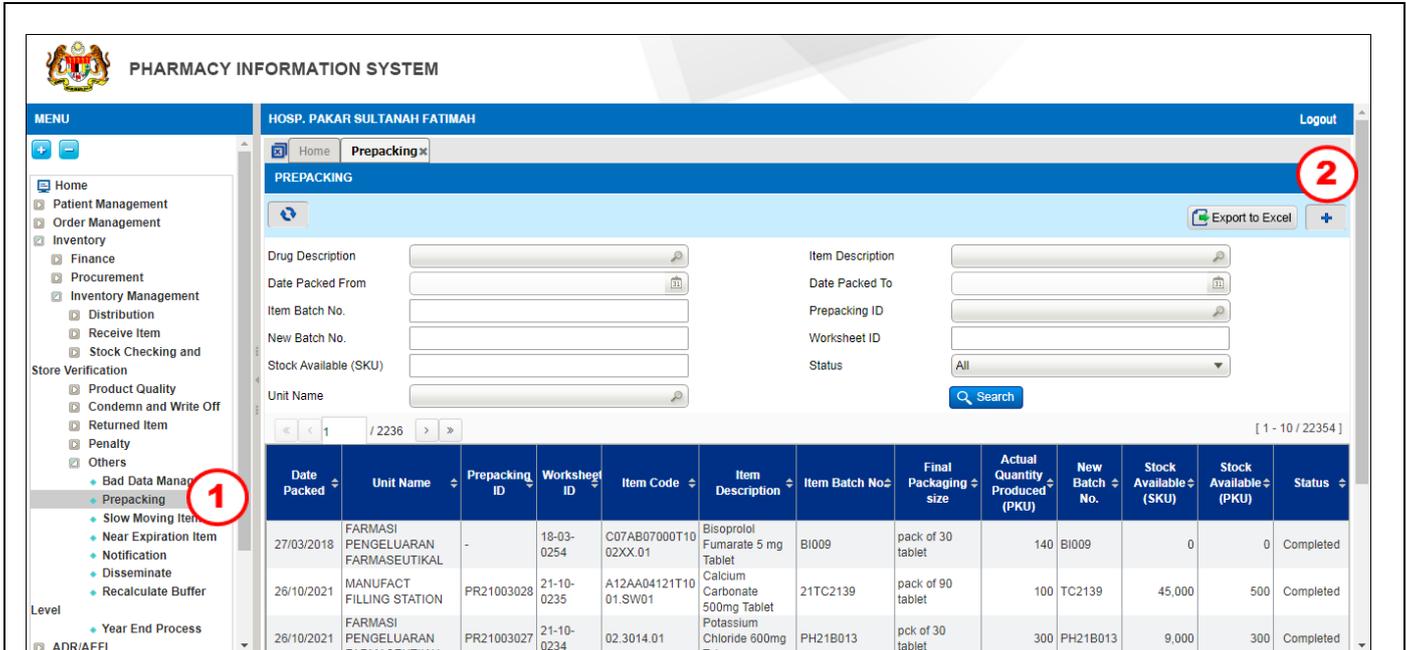|	
Actual Quantity Produced (PKU)	100 pck
Actual Quantity Produced (SKU)	9,000 tablet
Loose Quantity	0 tablet
Yield %	100
New Batch No.	TC2139
New Expiry Date	31/03/2025
Final Item Code	A12AA04121T1001-90
New Available Quantity (SKU)	45,000 tablet
New Available Quantity (PKU)	500 pck

SOP (INSTRUCTION)

SOP	
	Prepacked By
	Final Product Checked By

Figure 3.1-3 Item Pre-Packing Information

3.2 Create New Prepacking Transaction

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

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).*

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 retrieved from Item Master as below_
  - _Original Item Packaging_
  - _Item Code_
- _User can select the Original Item Packaging with condition:_
  - _To display the original item:_
    - o _Item for the selected drug is active_
    - o _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._
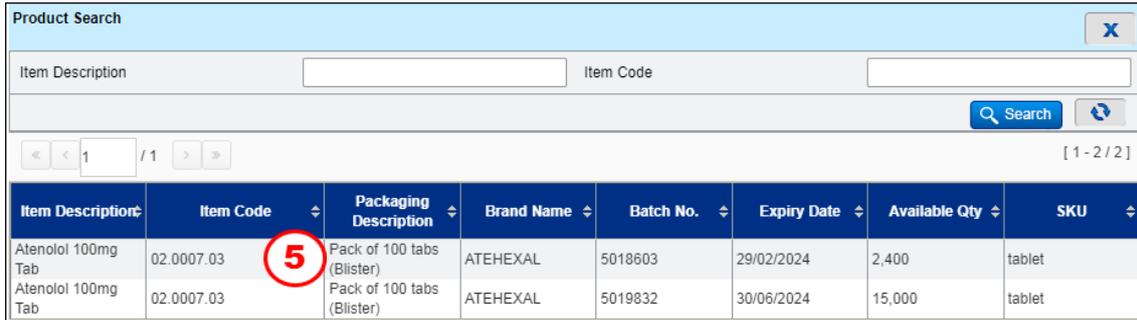

Figure 3.2-3 Stock Balance Screen

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 **Item Description & Item Code** then click on the [🔍 Search] _button and record will be display as shown in Figure 3.2-4_

| Product Search							X
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 ⑤	Pack of 100 tabs (Blister)	ATEHEXAL	5018603	29/02/2024	2,400	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5019832	30/06/2024	15,000	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_
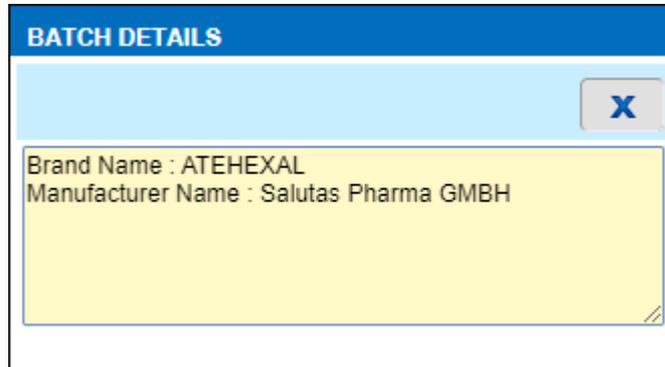
BATCH DETAILS	X
Brand Name : ATEHEXAL Manufacturer Name : Salutas Pharma GMBH	

Figure 3.2-5 Batch Details
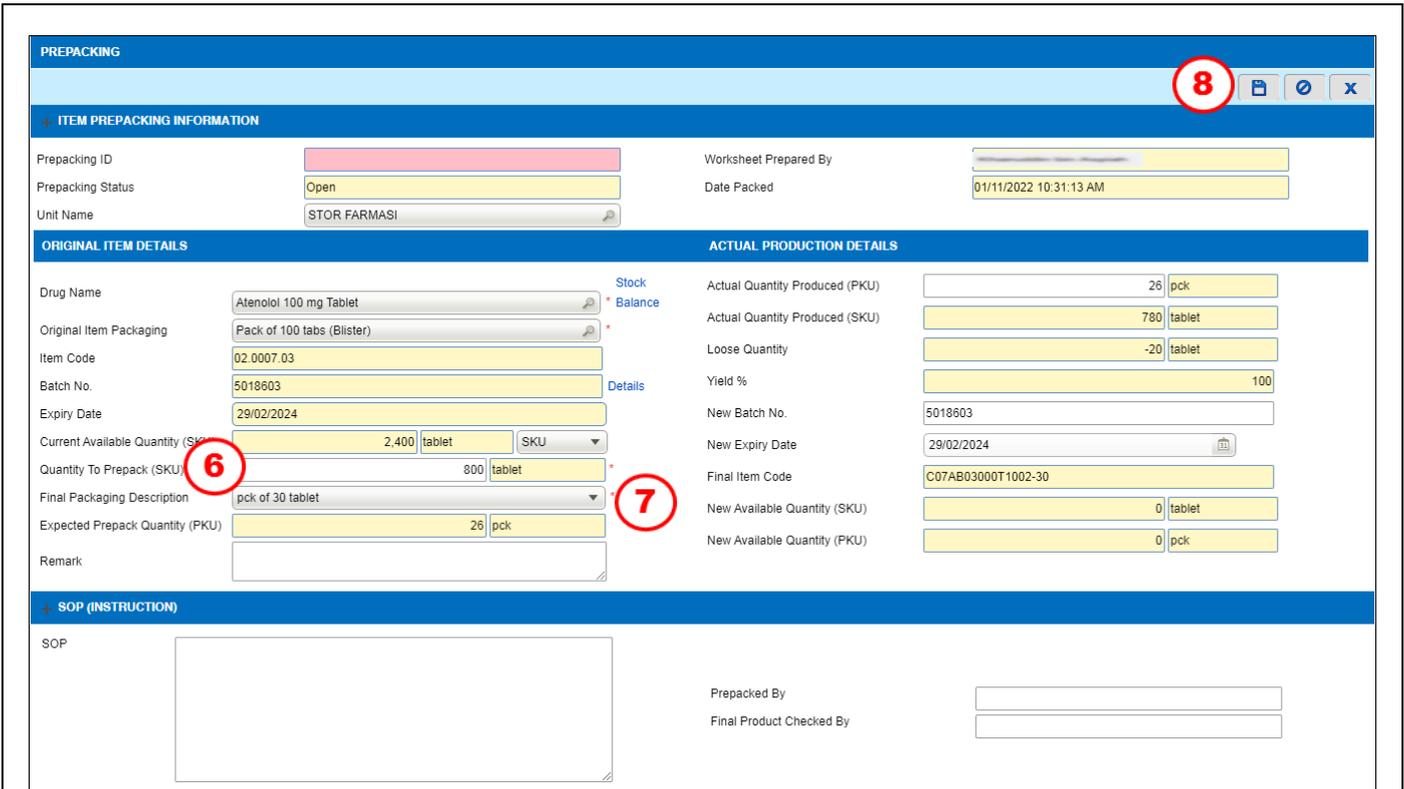
Figure 3.2-6 Prepacking Screen

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 [save] button to save the record as per **Figure 3.2-6**
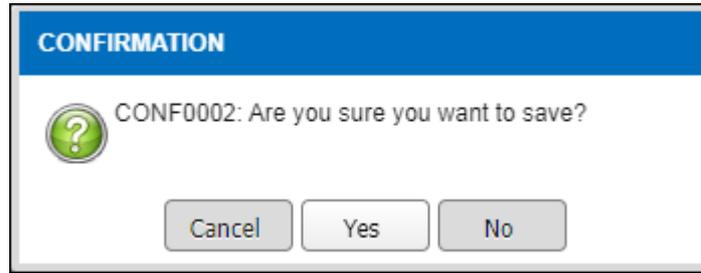
Figure 3.2-8 Confirmation to Prepack

Note
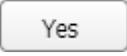
- *Click the* Yes *button to save record and the* **Pre-packing ID** *will be generated as per Figure 3.2-8.*
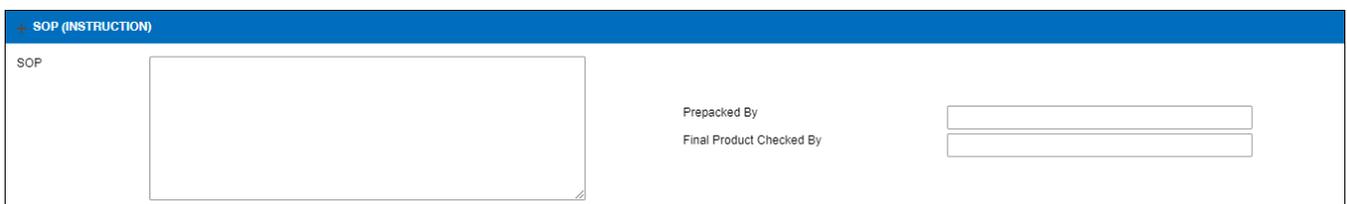
- *If the* No *button is click, the record will not be saved, and* **Pre-packing ID** *will not be generated.*

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 [🖨 Label] button to generate different Drug Label as shown in Figure 3.3.1

STEP 12
Click on the [🖨 Worksheet] button to print the Prepacking Worksheet as shown in Figure 3.2.15

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*
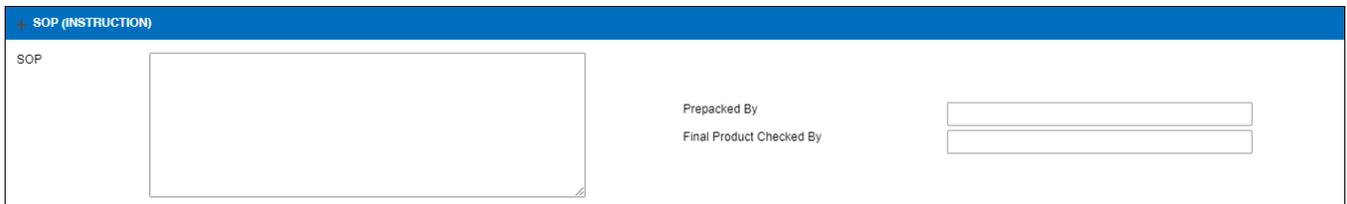
Figure 3.2-10 SOP (Instruction) section

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

STEP 13
Click the [✓ Production Complete] button and the confirmation alert message will appear as per Figure 3.2-11
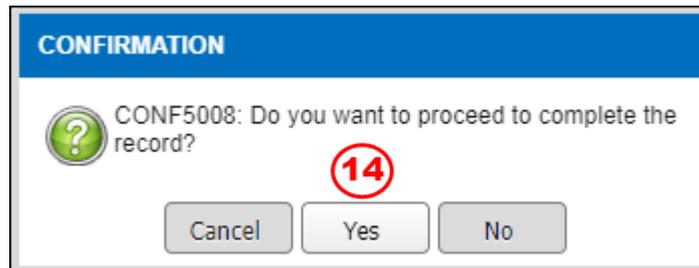
Figure 3.2-11 Confirmation Alert Message

Note
When loose quantity **not equal** to 0, alert message will pop up as below.
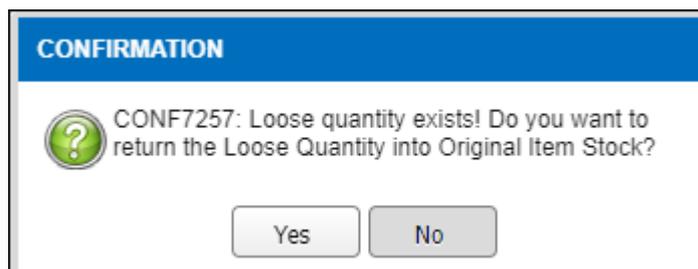
Figure 3.2-12 Confirmation Alert Message

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

Table 3.2-2 Case Scenario

STEP 14

Click the [Yes] button to complete the record
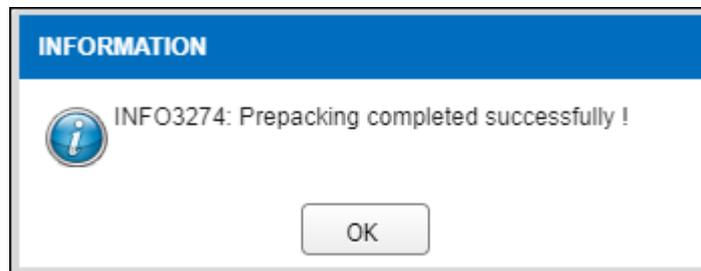
Figure 3.2-13 Information Alert Message

Note

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

Figure 3.2-14 Prepacking Complete

PREPACKING WORKSHEET
MINISTRY OF HEALTH
Hosp. Pakar Sultanah Fatimah

STOR FARMASI

Worksheet ID : 22-11-0001	**Date Packed**	: 01/11/2022 2:50:57 PM
Item Code : 02.0007.03	**Packaging**	: Pack of 100 tabs (Blister)
Item Description : Atenolol 100mg Tab	**Brand Name**	: ATEHEXAL
Batch No : 5018603	**Manufacturer Name**	: Salutas Pharma GMBH
Expiry Date : 29/02/2024		

Final Packaging Desc	Qty to Prepack (PKU)	Qty to Prepack (SKU)	Expected Prepack Qty (PKU)	Actual Qty Produced (PKU)	Actual Qty Produced (SKU)
pck of 30 tablet	8 pck	800 tablet	26 pck	26 pck	780 tablet

Preparation Details   **Label**

Final Item Code   : C07AB03000T1002-30

New Batch No   : 5018603

New Expiry   : 29/02/2024

Loose QTY   : -20

Yield %   : 100

Procedure :

Worksheet Prepared By   **Prepacked By**   **Final Product Checked By**

Date :   01/11/2022 2:50:57 PM

Figure 3.2-15 Prepacking Worksheet

3.3 Drug Label Options

STEP 11

The drug label can be print by selecting the radio button and click on the [🖨 Label] button to generate different Drug Label as shown in Figure 3.3.1

Figure 3.3-1 Drug Label Options

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

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No : 5018603	Batch No : 5018603
Prep Date :01/11/2022 Exp Date :29/02/2024	Prep Date :01/11/2022 Exp Date :29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

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

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No : 5018603	Batch No : 5018603
Prep Date :01/11/2022 Exp Date :29/02/2024	Prep Date :01/11/2022 Exp Date :29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

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

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet Batch No: 5018603 Prep Date:01/11/2022 Exp Date:29/02/2024	Qty : 30 tablet Batch No: 5018603 Prep Date:01/11/2022 Exp Date:29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet Batch No: 5018603 Prep Date:01/11/2022 Exp Date:29/02/2024	Qty : 30 tablet Batch No: 5018603 Prep Date: 01/11/2022 Exp Date:29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

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

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp: 29/02/2024	BN : 5018603 Exp : 29/02/2024

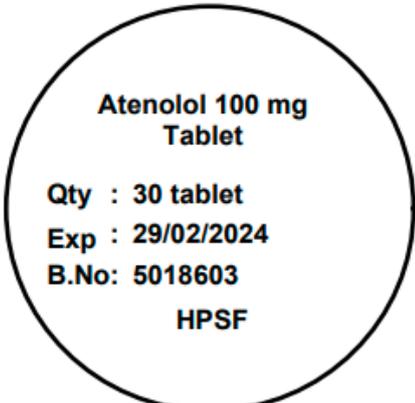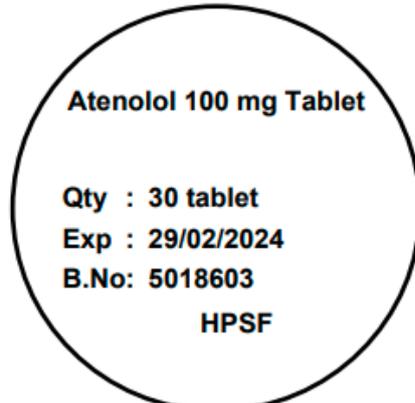**Figure 3.3-6 Label Unit of Dose: 20mm x 13.3mm**

Atenolol 100 mg
Tablet

Qty : 30 tablet
Exp : 29/02/2024
B.No: 5018603

HPSF

Atenolol 100 mg Tablet

Qty : 30 tablet
Exp : 29/02/2024
B.No: 5018603

HPSF

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	Click Here	12	CDR Dispensing	Click Here
2	CDR Order	Click Here	13	Methadone Dispensing	Click Here
3	TDM Order	Click Here	14	PN Dispensing	Click Here
4	PN Order	Click Here	15	Order Management	Click Here
5	IV Order	Click Here	16	Patient Management	Click Here
6	Prepacking	Click Here	17	Radiopharmaceutical	Click Here
7	Galenical	Click Here	18	Outpatient	Click Here
8	MTAC	Click Here	19	Special Drug Request	Click Here
9	ADR & DAC	Click Here	20	MAR	Click Here
10	Medication Counselling	Click Here	21	DICE	Click Here
11	Ward Pharmacy	Click Here	22		