



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

User Manual Pharmacy Inventory (Quarantine)

Version	: 11th Edition
Document ID	: U.MANUAL_INV_QUARANTINE



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Reference ID : U.MANUAL_INV_QUARANTINE-11th E

Application reference: PhIS & CPS v2.3.1



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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. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the healthcare sector.

There are 12 modules to assist service delivery by the healthcare sector which comprises:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services – Therapeutic Drug Monitoring (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 (Quarantine) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing the PhIS application process.

User will understand the following activities in details:

- Create New Quarantine Record
- Quarantine Approval
- Release from Quarantine

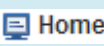
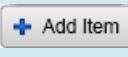
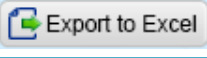
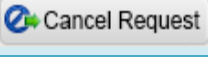
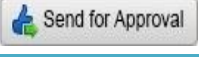
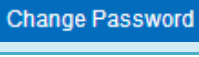
1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Quarantine
- Section 4 : Acronyms

2.0 Application Standard Features

2.1. PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Reset Login Screen		Expand Menu
	Display Home Tab		Expand Module
	Close All Open Tabs		Refresh Screen
	Add/Create New Record		Show Help
	Mandatory Field		Calendar Icon
	Close Window		Radio Button
	Edit Record		Cancel
	Save		Add Item to the list
	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
	Request for Approval		Cancel the Request
	Send for Approval		Approve Transaction
	Change Login Password		Collapse Menu
	Collapse Module		Search Record
	Print		Search Icon
	Checkbox		Delete Record
	Delete Item from the list		Empty Text Box
	Dropdown Box		Reject Transaction

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Quarantine

Overview

The function of this sub module is to quarantine Drug or Non-Drug items. Quarantine items shall not be issued to any unit and will be blocked for dispensing.

User Group

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

Functional Diagram

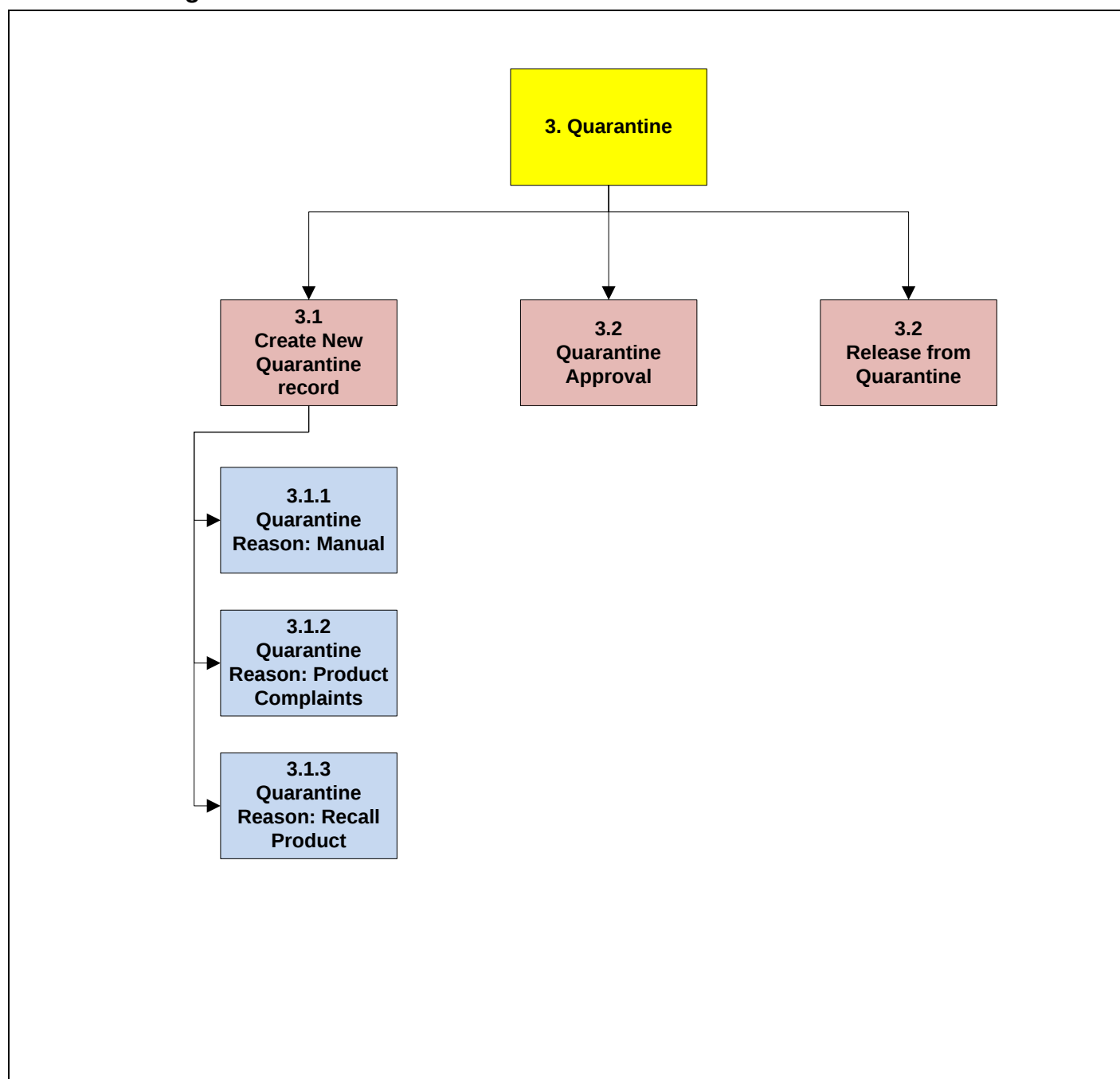


Figure 3.1

Functional Description

Quarantine comprises three (3) main functions:

- **Create New Quarantine Record**

To create a new Quarantine record based on 'Quarantine Reason' provided in the system. Good Stock Quantity of affected batch will be decreased and the 'Quarantine Quantity' of the batch will be increased. Quarantined item will not be available to be issued out to other units and cannot be dispensed to patients

- **Quarantine Approval**

For the Pharmacist/Head of Unit/Department to approve the 'Pending for Approval' Quarantine record. The quarantine quantity will be affected in system once the transaction is approved

- **Release from Quarantine**

To unblock quarantined item so that the item can be issued to other units or be dispensed to patients

3.1. Quarantine

The function of this sub module is to block/quarantine Drug or Non-Drug items from being issued to any unit or to be dispensed to patients

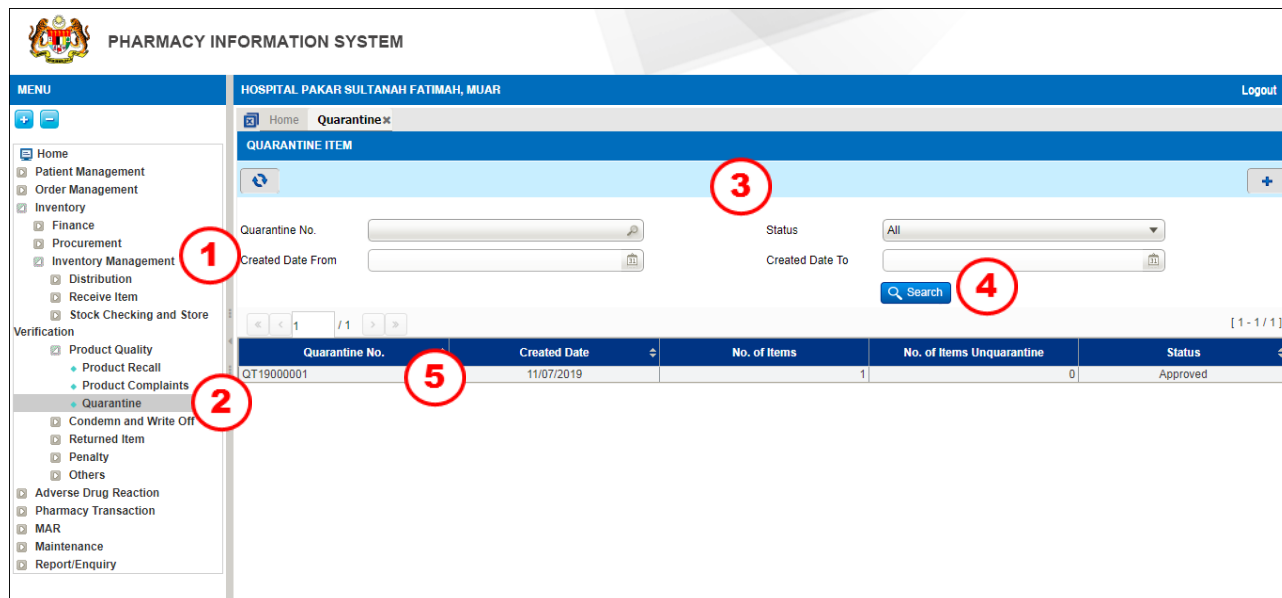


Figure 3.1-1 Quarantine Listing Page

Note

This page will display all the existing Quarantine transaction(s).

STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' then 'Product Quality'

STEP 2

Click on the 'Quarantine' submenu

STEP 3

To search for existing Quarantine record(s), user may search by the following criteria:

No	Field	Description	Remark
a	Quarantine No.	Transaction No. generated after saving the transaction	Running number generated by the system once user saves the transaction
b	Status	Search transaction by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on the 'Status'
c	Create Date From	Select start date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 01/01/2015

d	Create Date To	Select end date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 31/12/2015
---	----------------	-----------------------------------	--

Table 3.1-1

STEP 4

Click on the  button after input of criteria

STEP 5

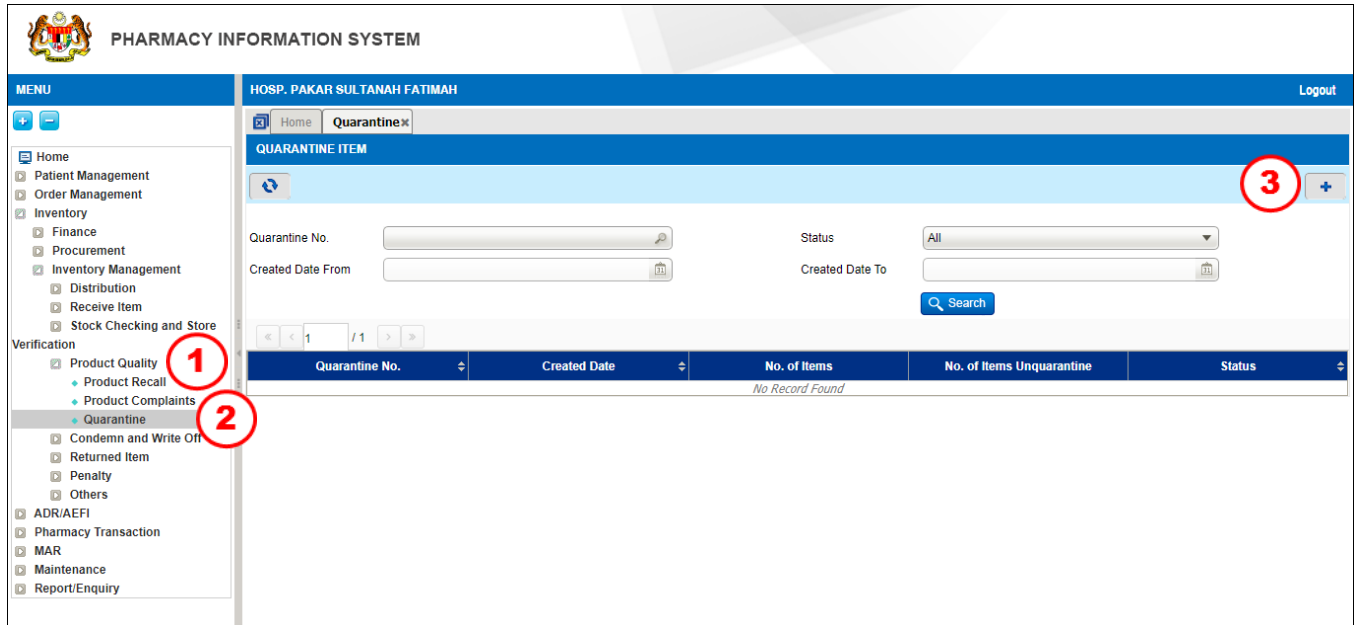
Double-click on the selected record and the details of the Quarantine transaction will be displayed as shown in Figure 3.1-2

QUARANTINE ITEM											
X											
+ QUARANTINE ITEM											
Quarantine No.	QT15000014				Created Date	11/05/2015 10:48:07 AM					
Unit Name	Farmasi Logistik				Item Sub Class						
Item Group	DRUG				Status	Approved					
Reason For Quarantine	Manual				Remarks						
Reason	drug change color				Reject Reason						
Created By											
+ QUARANTINE ITEM DETAILS											
< > 1 / 1 < > [1 - 2 / 2]											
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
02.2806.02	Omeprazole 20mg Cap	141102	01/12/2017	14,000 (capsule)	42,000 (capsule)	14	1,000.00 (pkc)	3,000.00 (pkc)	Pack of 14 caps	Quarantine	-
02.3029.01	Pyrazinamide 0.5g Tab	14K052	01/09/2017	2,000 (tablet)	2,000 (tablet)	500	4.00 (pkc)	4.00 (pkc)	Pack of 500 tabs (Blister)	Quarantine	-

Figure 3.1-2 Quarantine Item

3.1.1 Create New Quarantine (Quarantine Reason: Manual)

'Reason for Quarantine' available to be selected in the system are Manual, Product Complaints, and Recall Product. To create a new Quarantine record with Reason for Quarantine as 'Manual', perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The left menu has 'Inventory' expanded, with 'Product Quality' (1) and 'Quarantine' (2) highlighted. The main area shows the 'QUARANTINE ITEM' form with fields for 'Quarantine No.', 'Status', 'Created Date From', and 'Created Date To'. A '+ New' button (3) is in the top right. The table below shows 'No Record Found'.

Quarantine No.	Created Date	No. of Items	No. of Items Unquarantine	Status
No Record Found				

Figure 3.1.1-1 Create New Quarantine – Manual

Note

Quarantine transaction can be done at any level in the facility for any reason for quarantine.

For the **Reason for Quarantine** except Product Complaints and Recall Product, user can choose to Quarantine item as Reason for Quarantine: Manual.

STEP 1

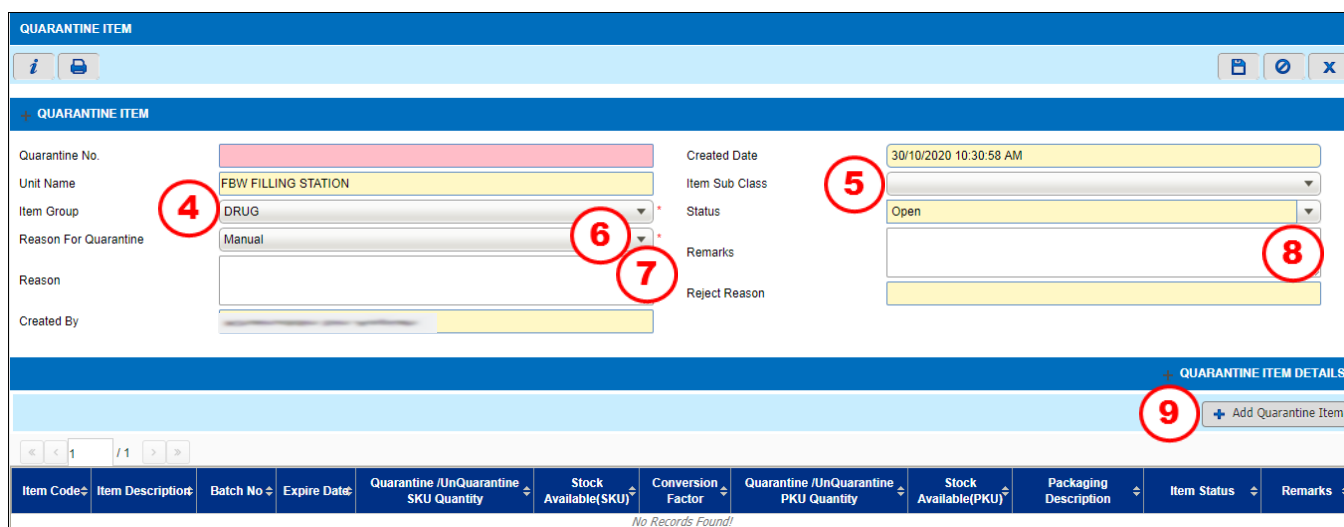
Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quality'

STEP 2

Click on the 'Quarantine' sub menu

STEP 3

Click on the  button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.1-2



The screenshot shows the 'QUARANTINE ITEM' form. It includes fields for Quarantine No., Unit Name (4), Item Group (6), Reason For Quarantine (7), Reason, Created By, Created Date (5), Item Sub Class (5), Status (8), Remarks (8), and Reject Reason. A 'QUARANTINE ITEM DETAILS' section at the bottom contains a table with columns: Item Code, Item Description, Batch No, Expire Date, Quarantine /UnQuarantine SKU Quantity, Stock Available(SKU), Conversion Factor, Quarantine /UnQuarantine PKU Quantity, Stock Available(PKU), Packaging Description, Item Status, and Remarks. A '+ Add Quarantine Item' button (9) is located at the bottom right of the details section.

Figure 3.1.1-2 New Quarantine – Manual

Note

- A new Quarantine transaction **Status** will default to 'Open'.
- **Unit Name** will be based on the user's Login ID.

STEP 4

Select **Item Group** from the drop down box

- Drug
- Non Drug

STEP 5

Select **Item Sub Class** if applicable

STEP 6

Select **Reason for Quarantine** as Manual

Note

If the user selects the Reason for Quarantine as Manual, **Reason** field will be displayed.

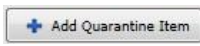
STEP 7

Enter the **Reason** field if applicable

STEP 8

Enter **Remarks** if applicable

STEP 9

Click on the  button to add item to be quarantined

Note

Add Quarantine Item window will be displayed as shown in Figure 3.1.1-3.

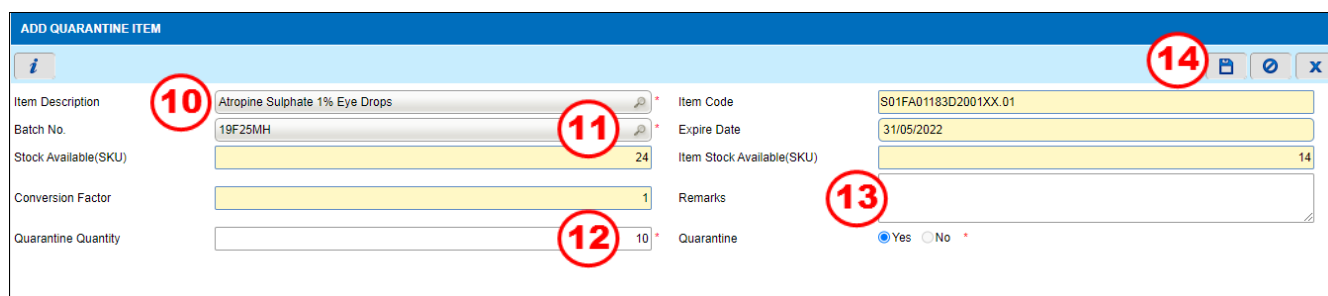
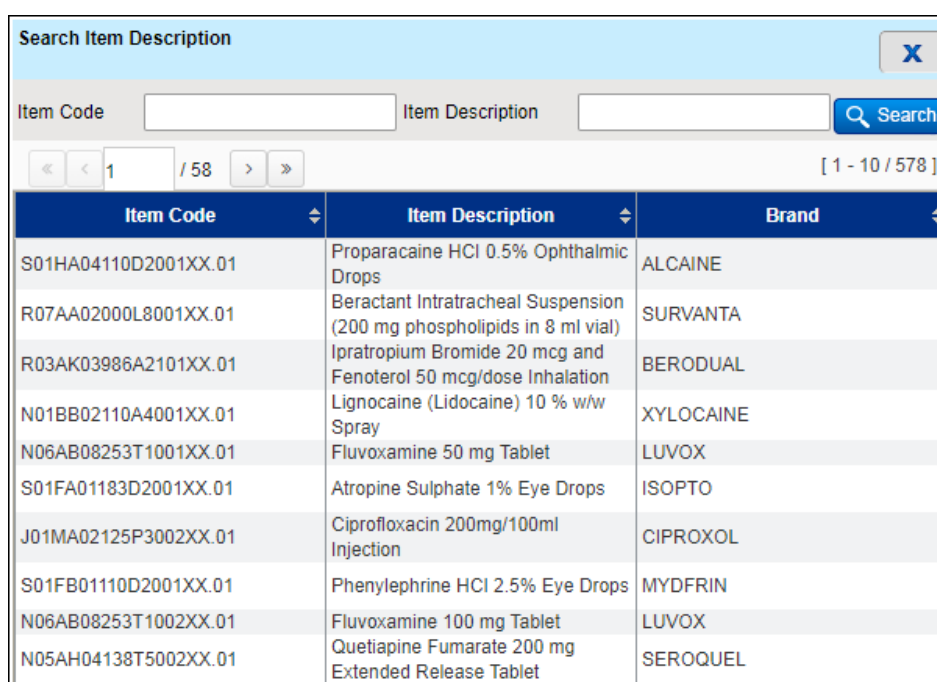


Figure 3.1.1-3 Add Quarantine Item

STEP 10

Select **Item Description** and the 'Search Item Description' window as shown in Figure 3.1.1-4 will be displayed



Item Code	Item Description	Brand
S01HA04110D2001XX.01	Proparacaine HCl 0.5% Ophthalmic Drops	ALCAINE
R07AA02000L8001XX.01	Beractant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	SURVANTA
R03AK03986A2101XX.01	Ipratropium Bromide 20 mcg and Fenoterol 50 mcg/dose Inhalation	BERODUAL
N01BB02110A4001XX.01	Lignocaine (Lidocaine) 10 % w/w Spray	XYLOCAINE
N06AB08253T1001XX.01	Fluvoxamine 50 mg Tablet	LUVOX
S01FA01183D2001XX.01	Atropine Sulphate 1% Eye Drops	ISOPTO
J01MA02125P3002XX.01	Ciprofloxacin 200mg/100ml Injection	CIPROXOL
S01FB01110D2001XX.01	Phenylephrine HCl 2.5% Eye Drops	MYDFRIN
N06AB08253T1002XX.01	Fluvoxamine 100 mg Tablet	LUVOX
N05AH04138T5002XX.01	Quetiapine Fumarate 200 mg Extended Release Tablet	SEROQUEL

Figure 3.1.1-4 Search Item Description

Note

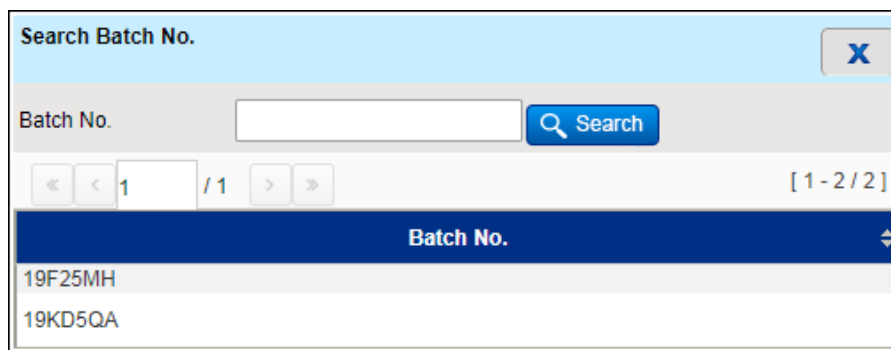
- The 'Search Item Description' text box allows the user to enter partial or full criteria for 'Item Description' and/or 'Item Code' and click the  button. Double-click to select an item.
- Item Code and Item Available Stock (SKU) will be displayed automatically once item is selected

STEP 11

Select for **Batch No.**

Note

- System will display the 'Search Batch No.' window as shown in Figure 3.1.1-5.



The dialog box titled 'Search Batch No.' has a close button (X) in the top right corner. Below the title bar, there is a 'Batch No.' label followed by a text input field and a 'Search' button with a magnifying glass icon. Below the input field, there are navigation buttons: '<<', '<', '1', '/', '>', and '>>'. To the right of these buttons is the text '[1 - 2 / 2]'. Below the navigation buttons is a table with a header 'Batch No.' and two rows of data: '19F25MH' and '19KD5QA'.

Figure 3.1.1-5 Search Batch No

- System will display all available batches for the item in the user's unit.
- **Stock Available (SKU), Expire Date, and Conversion Factor** will be displayed in the 'Add Quarantine Item' window based on the Batch No selected.

STEP 12

Enter **Quarantine Quantity**

Note

The **Quarantine Quantity** is in SKU

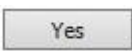
STEP 13

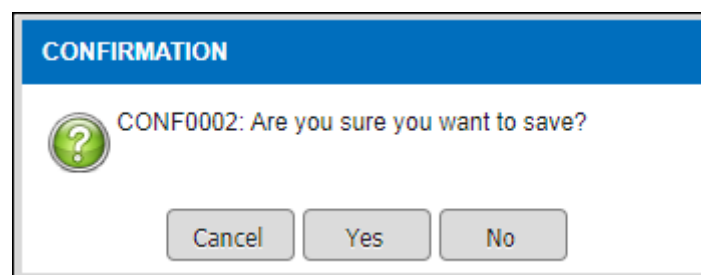
Enter **Remarks** if required

STEP 14

Click on the  button to add the item into the **Quarantine Item Data** section

Note

Click on the  button in Figure 3.1.1-6 to confirm save.



The dialog box titled 'CONFIRMATION' has a blue header bar. Below the header bar, there is a green circular icon with a white question mark. To the right of the icon is the text 'CONF0002: Are you sure you want to save?'. Below the text are three buttons: 'Cancel', 'Yes', and 'No'.

Figure 3.1.1-6 Confirmation message

Note

Repeat **STEP 9** to **STEP 14** to add in more items to be quarantined.

QUARANTINE ITEM

15

QUARANTINE ITEM

Quarantine No.

Unit Name

Item Group

Reason For Quarantine

Reason

Created By

Created Date

Item Sub Class

Status

Remarks

Reject Reason

QUARANTINE ITEM DETAILS

[+ Add Quarantine Item](#)

[1 - 1 / 1]

Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
S01FA01183 D2001XX.01	Atropine Sulphate 1% Eye Drops	19F25MH	31/05/2022	10 (bott)	14 (bott)	1	10.00 (bott)	14.00 (bott)	Bottle	Quarantine	-

Figure 3.1.1-7 Save Quarantine Item transaction

STEP 15



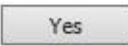
Click on the  button as shown in Figure 3.1.1-8 to save the Quarantine Item transaction

Note

- Quarantine No.** will be generated for future reference. E.g. QT15000021

Character	Description	Value
1-2	Referring to Quarantine	Letter 'QT'
3-4	Current year in YY format	15 refers to 2015
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

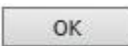
Table 3.1.1-1

- Click on the  button in Figure 3.1.1-8.

CONFIRMATION

 CONF0002: Are you sure you want to save?

Figure 3.1.1-8 Save record

- Click on the  button in Figure 3.1.1-9.

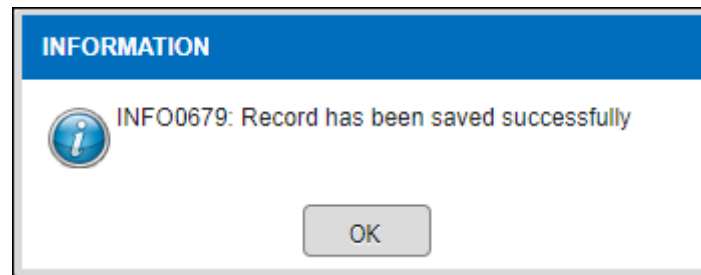
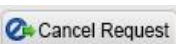
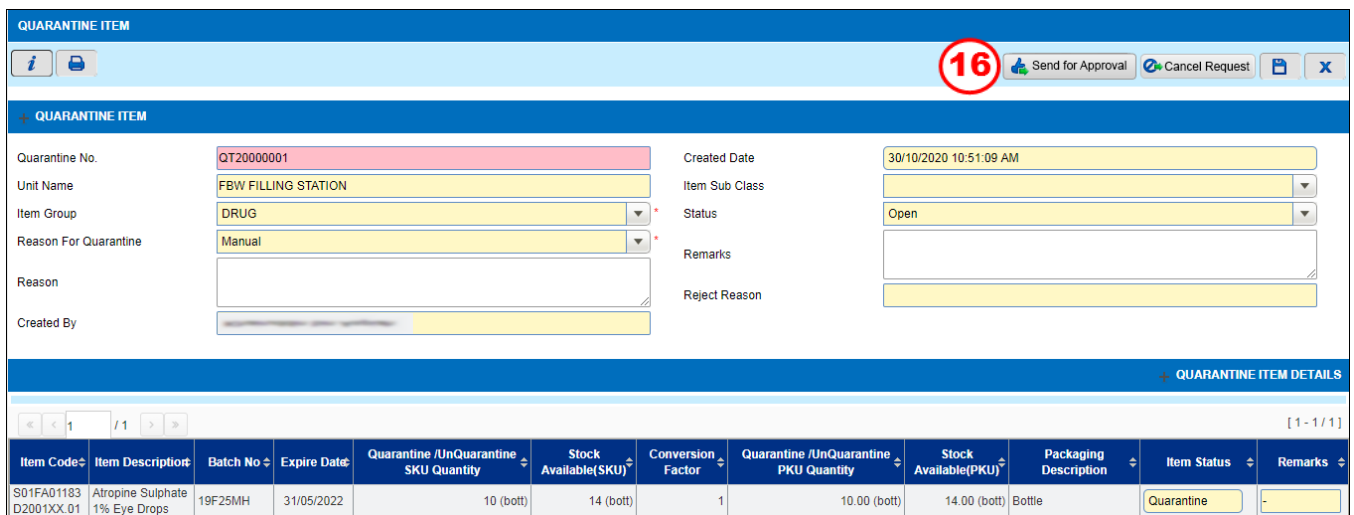


Figure 3.1.1-9 Record successfully saved

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.

STEP 16

Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval



QUARANTINE ITEM

Quarantine No. OT20000001 Created Date 30/10/2020 10:51:09 AM

Unit Name FBW FILLING STATION Item Sub Class

Item Group DRUG Status Open

Reason For Quarantine Manual Remarks

Reason Reject Reason

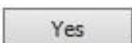
Created By

QUARANTINE ITEM DETAILS

Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
S01FA01183 D2001XX.01	Atropine Sulphate 1% Eye Drops	19F25MH	31/05/2022	10 (bott)	14 (bott)	1	10.00 (bott)	14.00 (bott)	Bottle	Quarantine	-

Figure 3.1.1-10 Send for Approval

Note

- Click on the  button in Figure 3.1.1-11.

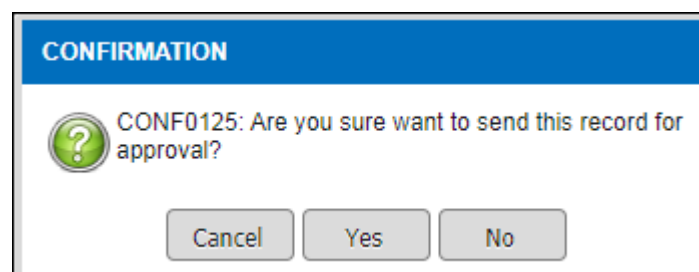
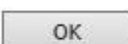


Figure 3.1.1-11 Alert Message Send for Approval

- Click on the  button in Figure 3.1.1-12.

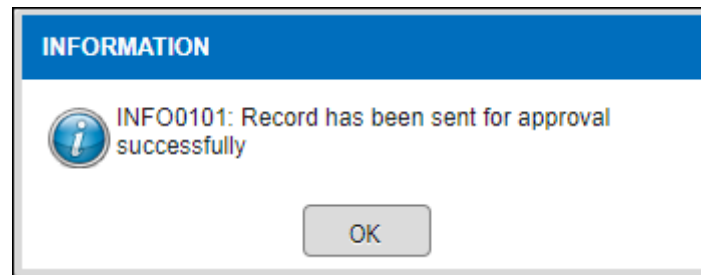


Figure 3.1.1-12 Successfully sent for Approval

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.

3.1.2 Create New Quarantine (Quarantine Reason: Product Complaints)

To create a new Quarantine record with Quarantine Reason as 'Product Complaints', perform the steps below:

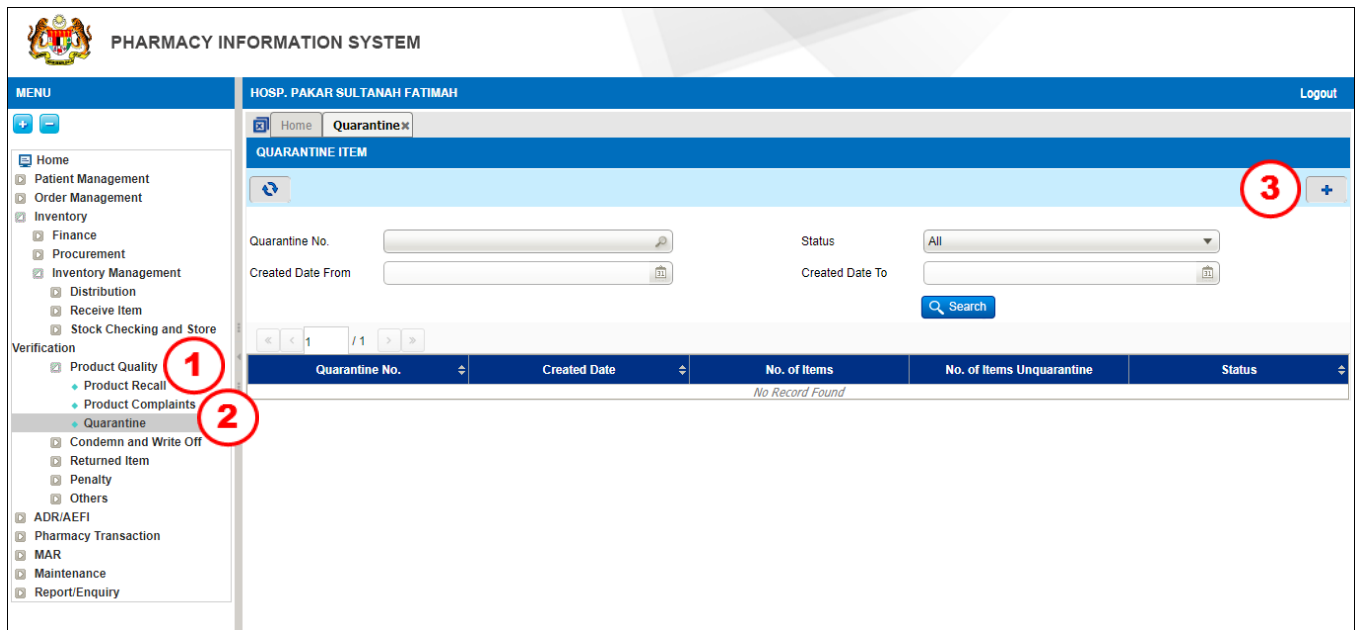


Figure 3.1.2-1 Create New Quarantine – Product Complaints

Note

Quarantine Reason: Product Complaints are available to users at the Pharmacy Store level and to the unit that submitted the 'Investigated – Valid' Product Complaints record.

STEP 1

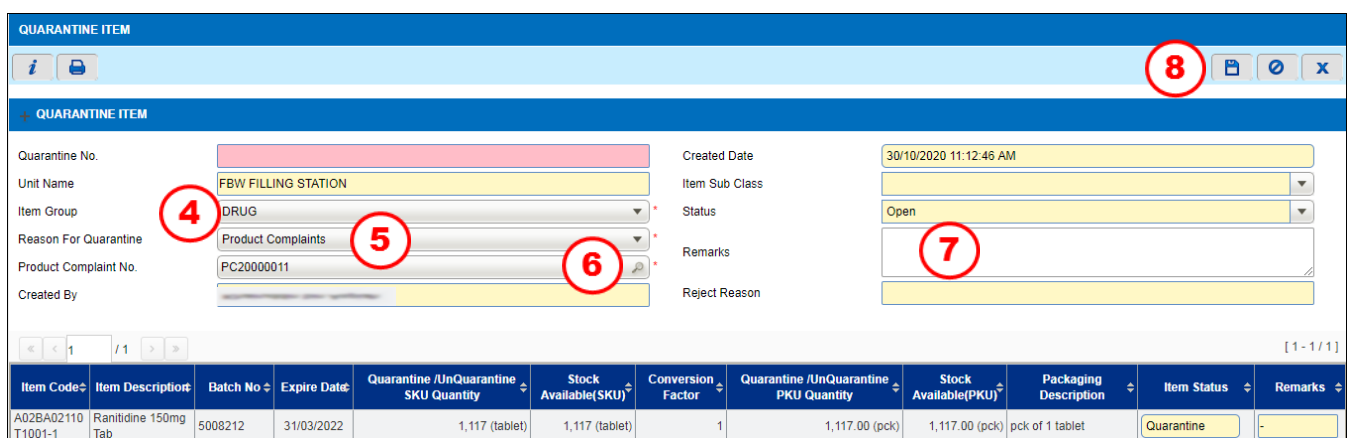
Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quality' sub menu

STEP 2

Click on 'Quarantine' sub menu

STEP 3

Click on the  button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.2-2



Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Rantidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Quarantine	-

Figure 3.1.2-2 Quarantine Item

Note

- A new Quarantine transaction **Status** will be default to 'Open'.
- **Unit Name** is defaulted to the user's login ID.

STEP 4

Select **Item Group** from the drop down box

- Drug
- Non Drug

STEP 5

Select **Reason for Quarantine** as 'Product Complaints'

Note

If the user selects the 'Reason for Quarantine' as 'Product Complaints', **Product Complaint No.** field will be displayed.

STEP 6

Search for **Product Complaint No.**

Note

- System will display the Search Product Complaint No. window as shown in Figure 3.1.2-3.

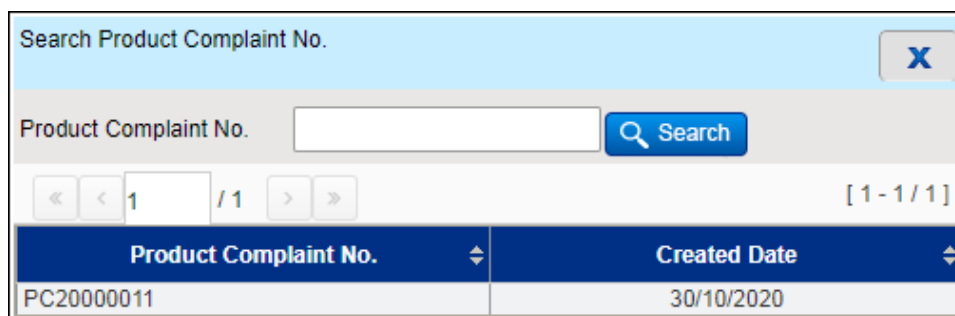
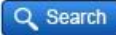


Figure 3.1.2-3 Search Product Complaint No.

- This field allows the user to enter partial or full criteria for Product Complaints No. and click on the  button. Double-click to select a Product Complaint No. and the details of the item(s) will be displayed as shown in Figure 3.1.2-2.

STEP 7

Enter **Remarks** if applicable

STEP 8

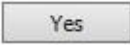
Click on the  button to save the Quarantine Item transaction

Note

- **Quarantine No.** will be generated for future reference. E.g. QT15000032

Character	Description	Value
1-2	Refers to 'Quarantine'	Letter 'QT'
3-4	Current year in YY format	15
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

Table 3.1.2-1

- Click on the  button in Figure 3.1.2-4.

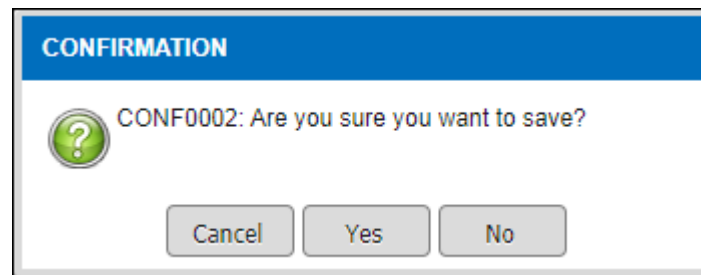
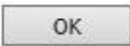


Figure 3.1.2-4 Save record

- Click on the  button in Figure 3.1.2-5.

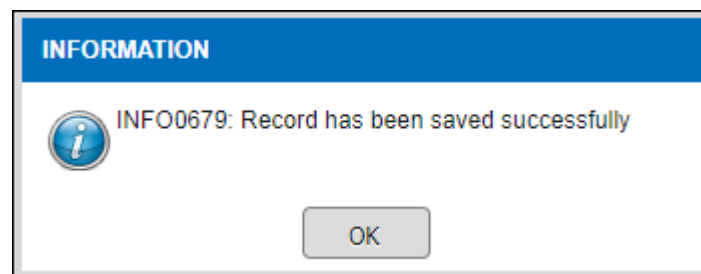
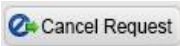
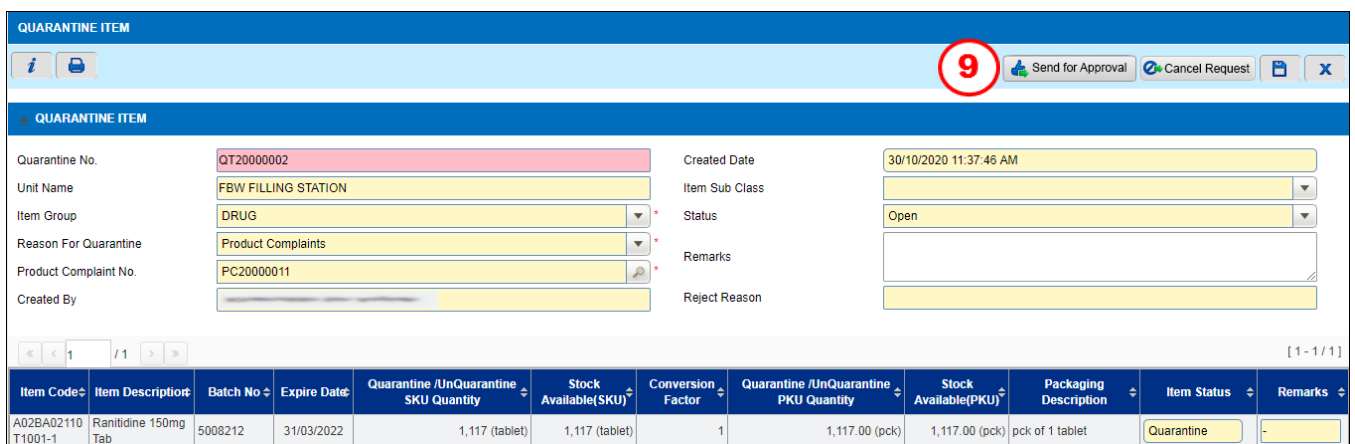


Figure 3.1.2-5 Record successfully saved

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.



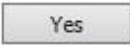
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Ranitidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Quarantine	-

Figure 3.1.2-6 Send for Approval

STEP 9

Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval

Note

- Click on the  button in Figure 3.1.2-7.

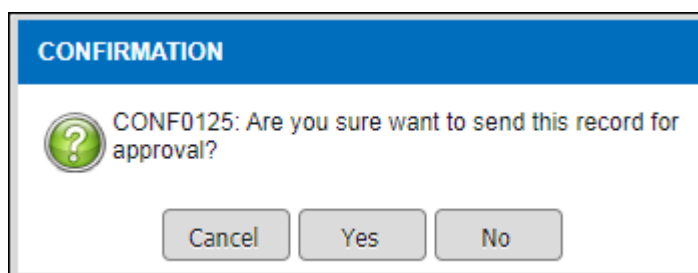
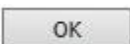


Figure 3.1.2-7 Alert Message Send for Approval

- Click on the  button in Figure 3.1.2-8.

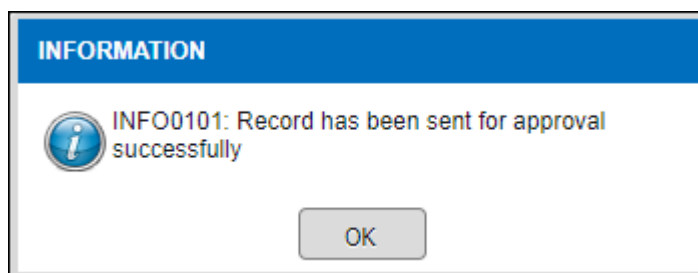
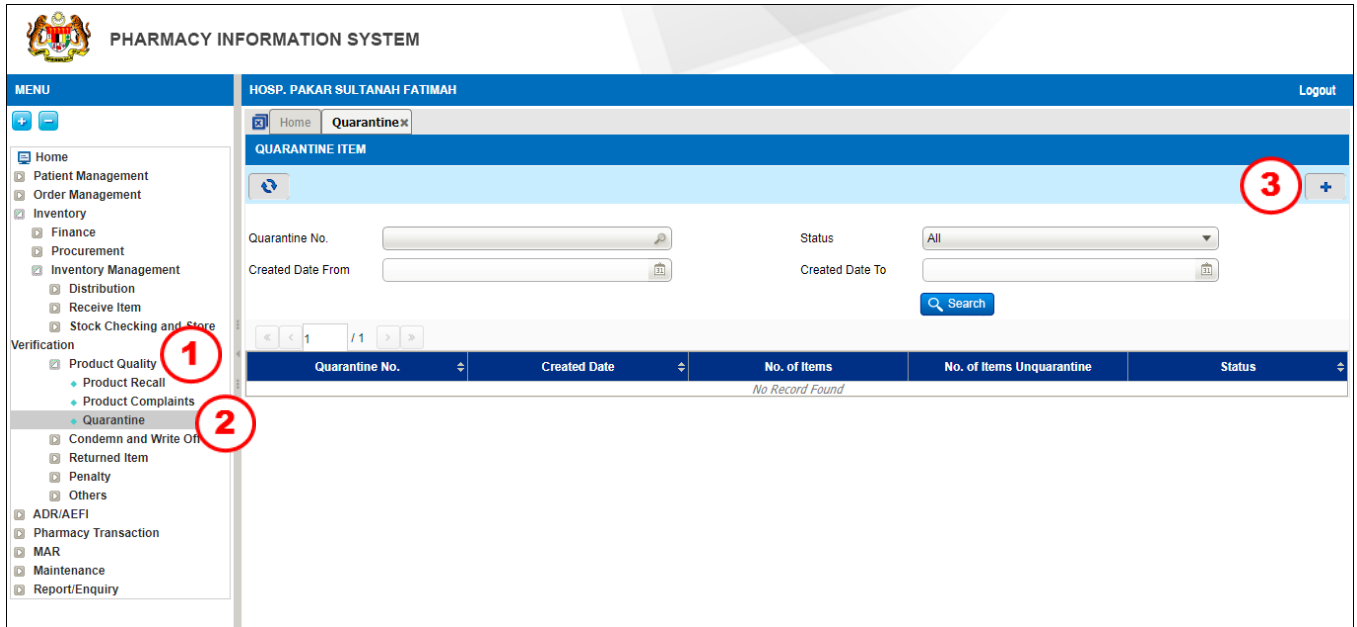


Figure 3.1.2-8 Confirmation message

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.

3.1.3. Create New Quarantine (Quarantine Reason: Recall Product)

To create a new Quarantine record with Quarantine Reason as 'Recall Product', perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Logout

Home Quarantine

QUARANTINE ITEM

Quarantine No. Status All

Created Date From Created Date To

Search

1 / 1

Quarantine No.	Created Date	No. of Items	No. of Items Unquarantine	Status
No Record Found				

Figure 3.1.3-1 Quarantine Item

Note

Quarantine Reason: Recall Product is available at all levels in the facility for the user to Quarantine the affected Product Recall item as notified by the Pharmacy Store.

STEP 1

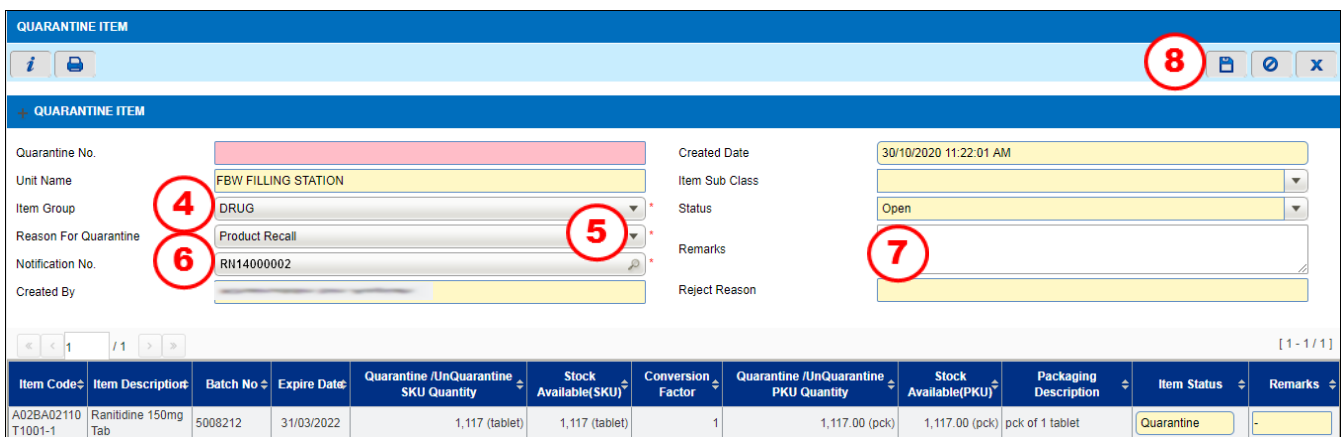
Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quantity' sub menu

STEP 2

Click on 'Quarantine' sub menu

STEP 3

Click on the  button and the Quarantine Item screen will be displayed as shown in Figure 3.1.3-2



QUARANTINE ITEM

Quarantine No. Created Date 30/10/2020 11:22:01 AM

Unit Name FBW FILLING STATION Item Sub Class

Item Group DRUG Status Open

Reason For Quarantine Product Recall Remarks

Notification No. RN14000002 Reject Reason

Created By

Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Rantidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Quarantine	-

Figure 3.1.3-2 New Quarantine

Note

- A new Quarantine transaction **Status** will be default to 'Open'.
- **Unit Name** is defaulted to the user's Login ID.

STEP 4

Select **Item Group** from the drop down box

- Drug
- Non Drug

STEP 5

Select **Reason for Quarantine** as Recall Product

Note

If the user selects the Reason for Quarantine as Recall Product, **Notification No.** field will be displayed.

STEP 6

Search for **Notification No.**

Note

- System will display the Search Notification No. window as shown in Figure 3.1.3-3

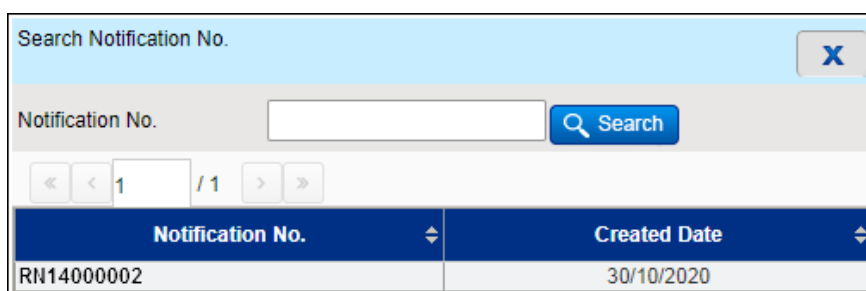
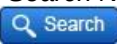


Figure 3.1.3-3 Search Notification No

- The Search Notification No. field allows the user to enter partial or full criteria for **Notification No.** and click on the  button. Double-click to select a Notification No. and the details of the item(s) will be displayed as shown in Figure 3.1.3-3.

STEP 7

Enter **Remarks** if applicable

STEP 8

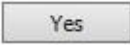
Click on the  button to save the transaction

Note

- **Quarantine No.** will be generated for future reference. E.g. QT15000021

Character	Description	Value
1-2	Refers to Quarantine	Letter 'QT'
3-4	Current year in YY format	13
5-10	Running No	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

Table 3.1.3-1

- Click on the  button in Figure 3.1.3-4.

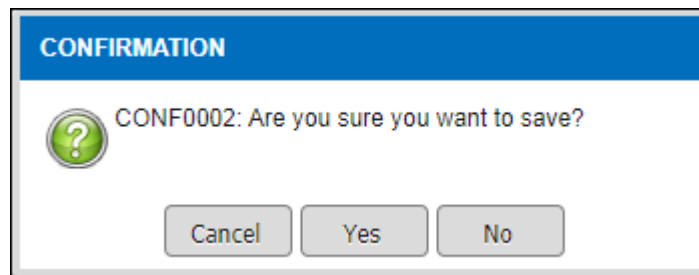
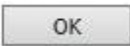


Figure 3.1.3-4 Save record

- Click on the  button in Figure 3.1.3-5.

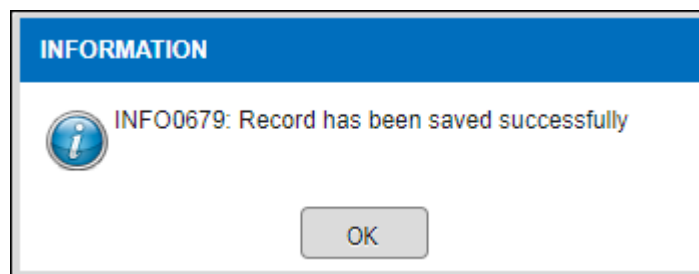
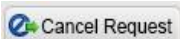


Figure 3.1.3-5 Message Information

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.









Quarantine No.

QT20000003

Unit Name

FBW FILLING STATION

Item Group

DRUG

Reason For Quarantine

Product Recall

Notification No.

RN14000002

Created By

Created Date

30/10/2020 11:37:46 AM

Item Sub Class

Status

Open

Remarks

Reject Reason

1

/ 1

[1 - 1 / 1]

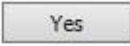
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Ranitidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Quarantine	-

Figure 3.1.3-6 Quarantine Item

STEP 9

Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval

Note

- Click on the  button in Figure 3.1.3-7.

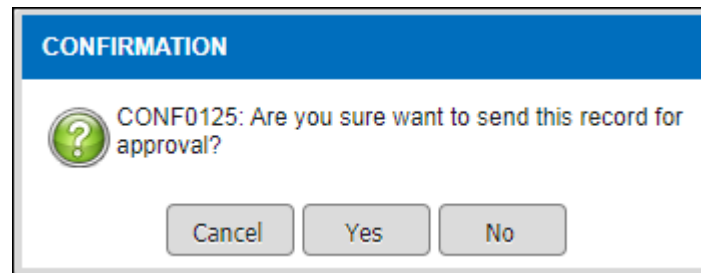
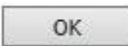


Figure 3.1.3-7 Message Information

- Click on the  button in Figure 3.1.3-8.

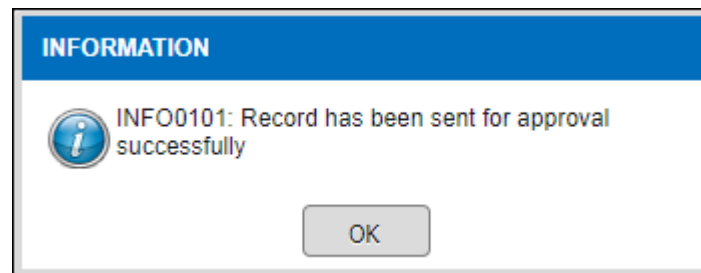
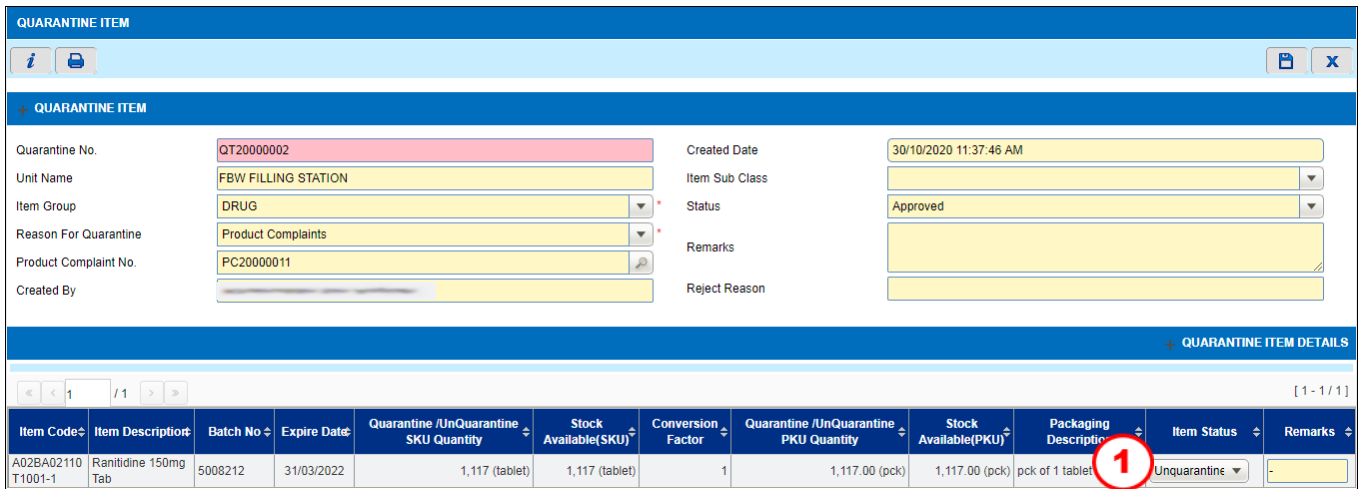


Figure 3.1.3-8 Save Record

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a Pending for Approval Quarantine record in the Task List

3.2 Release from Quarantine

To unquarantine item, perform the steps below:



Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Ranitidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Unquarantine	

Figure 3.3-1 Release Quarantined Item

Note

Quarantined stock cannot be used/issued unless the product is released from quarantine.

If the quarantined item(s) is confirmed safe to be used, user can proceed to unblock the item from quarantine.

STEP 1

Change the **Item Status** from 'Quarantine' to 'Unquarantine' from the **Item Status** drop down menu

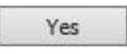
Note

The  button will be enabled.

STEP 2

Click on the  button to confirm unblock the item from quarantine

Note

- Click on the  button in Figure 3.3-2.

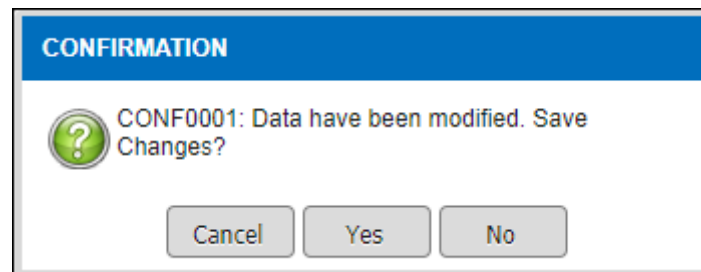


Figure 3.3-2 Save Confirmation

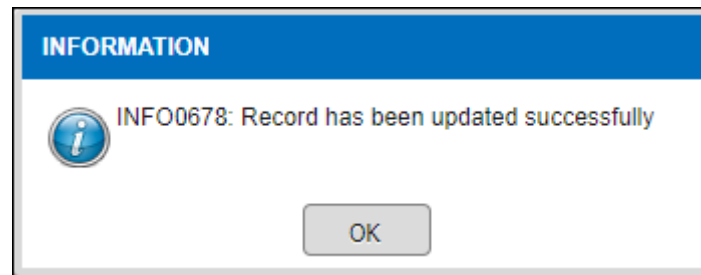
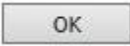


Figure 3.3-3 Message Information

- Click on the  button in Figure 3.3-3.
- No further editing can be done on the Quarantine transaction.
- The **Status** of the transaction will remain as 'Approved'

3.3 Quarantine Approval

The HOD/Pharmacist will receive notification for Pending for Approval Quarantine records for Manual, Product Complaint and Recall Product.

TASK LIST

Transaction Type: All

Search

<<

<

2

>

>>

/ 2

[11 - 15 / 15]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
TDM Order	TL0001032372		27/10/2020 11:47 AM	Pending To Verification	General Medicine	gffgh

Figure 3.3-1 Task List Quarantine

STEP 1

Click on the Transaction No. hyperlink as per Figure 3.3-1.

Note

A new screen will be displayed as shown in Figure 3.3-2.

QUARANTINE ITEM											
Info Print Approve Reject X											
QUARANTINE ITEM											
Quarantine No.	QT20000002			Created Date	30/10/2020 11:37:46 AM						
Unit Name	FBW FILLING STATION			Item Sub Class							
Item Group	DRUG			Status	Pending For Approval						
Reason For Quarantine	Product Complaints			Remarks							
Product Complaint No.	PC20000011			Reject Reason							
Created By											
QUARANTINE ITEM DETAILS											
<< < 1 > >> / 1 [1 - 1 / 1]											
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
A02BA02110 T1001-1	Ramitidine 150mg Tab	5008212	31/03/2022	1,117 (tablet)	1,117 (tablet)	1	1,117.00 (pck)	1,117.00 (pck)	pck of 1 tablet	Quarantine	

Figure 3.3-2 Quarantine Approval

STEP 2

- a) Click on the  button to approve the Quarantine transaction and the **Status** will automatically change to Approved as shown in Figure 3.3-5.

CONFIRMATION

?

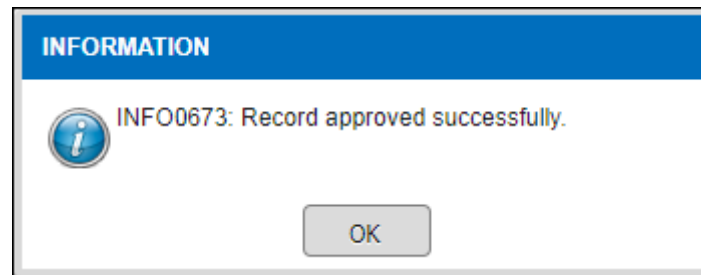
CONF0128: Are you sure you want to approve the record?

Cancel

Yes

No

Figure 3.3-3 Confirmation Alert Message



4.0 Acronyms

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

5.0 Inventory Modules

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