



Ministry of Health Malaysia



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

---

## **User Manual Pharmacy Inventory – Buffer Level (Recalculate Buffer Level)**

<b>Version</b>	<b>: 12<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_REBUFFERLVL</b>



PhIS& CPS Project  
User Manual – Pharmacy Inventory  
Buffer Level (Recalculate Buffer Level)



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

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

*Reference ID : U.MANUAL\_INV\_REBUFFERLVL-12<sup>th</sup> E*

*Application reference: PhIS& CPS v2.5.1*



## Table of Contents

1.0	Introduction.....	4
1.1.	Overview of PhIS.....	4
1.2.	Purpose and Objectives.....	4
1.3.	Organised Sections.....	4
2.0	Application Standard Features.....	5
2.1	PhIS Legend.....	5
2.2	Latest Enhancement and Updates.....	<b>Error! Bookmark not defined.</b>
3.0	Recalculate Buffer Level.....	6
	Overview.....	7
	User Group.....	7
	Functional Diagram.....	7
	Functional Description.....	7
3.1.	Recalculate Buffer Level.....	8
3.2.	Overwrite Recalculate Buffer Level record.....	12
4.0	Acronyms.....	14
5.0	Links to Inventory Modules.....	14



## 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 health care sector.

There are twelve (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 (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (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 (Recalculate Buffer Level) 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:

- Recalculate Buffer Level record
- Overwrite Recalculate Buffer Level record

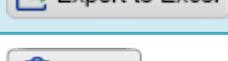
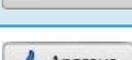
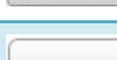
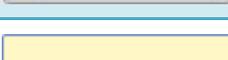
### 1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Recalculate Buffer Level
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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



### Module Legend

<input type="button" value="Calculate"/>	Recalculate buffer level	<input type="button" value="Overwrite"/>	Overwrite previous buffer level
--	--------------------------	--	---------------------------------

**Note**

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

## Overview

This function is used to recalculate the buffer level for Standard Item(s) listed in the Unit Catalogue.

## User Group

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

## Functional Diagram

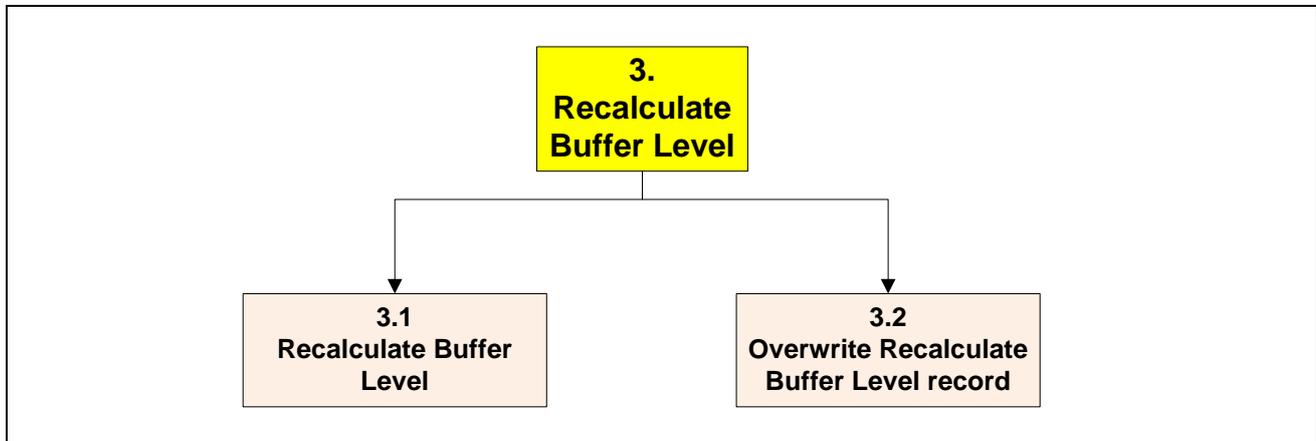


Figure 3.0-1

## Functional Description

Recalculate Buffer Level comprises of two (2) main functions:

- **Recalculate Buffer Level**  
The function is to run the recalculate buffer level for the requester units in the facility.
- **Overwrite Recalculate Buffer Level**  
The function is used to recalculate the buffer level for any unit after a certain period of time. The previous buffer level quantity can be overwritten.

### 3.1. Recalculate Buffer Level

To perform the recalculate buffer level for any requester unit, perform the steps below:

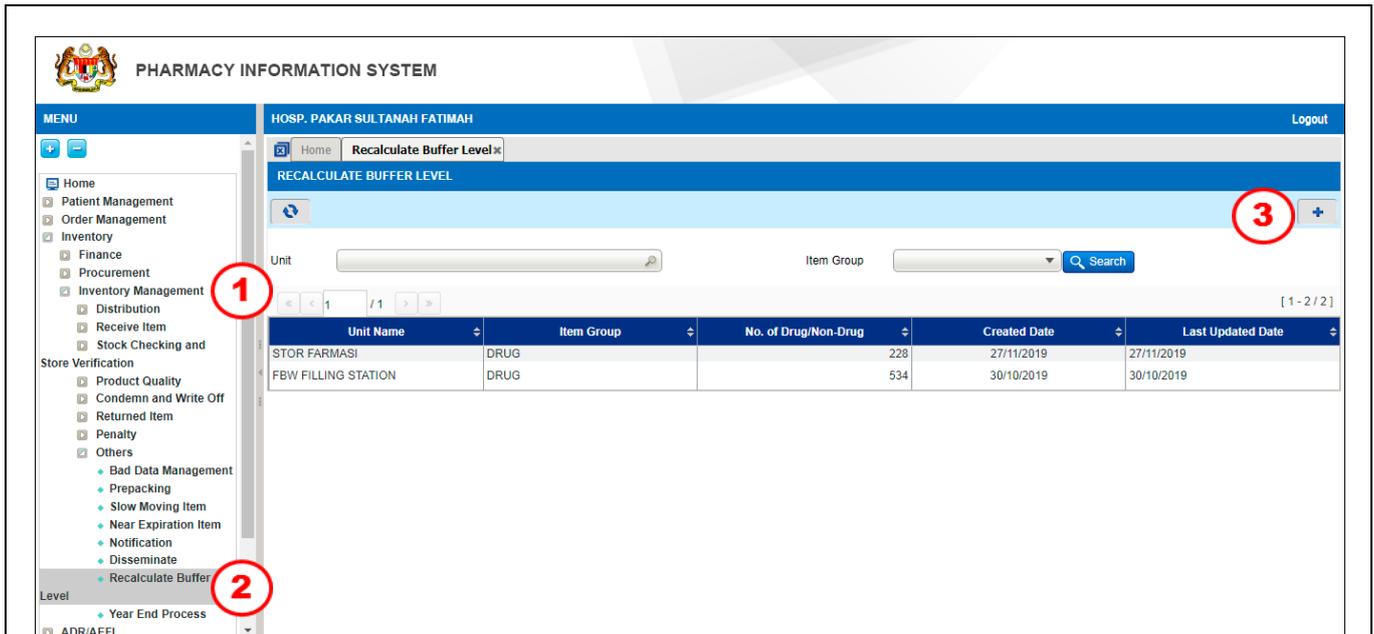


Figure 3.1-1 Recalculate Buffer Level

#### STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' and click on 'Others'.

#### STEP 2

Click on 'Recalculate Buffer Level'

#### STEP 3

Click on the  button to create a new Recalculate Buffer Level record and the Recalculate Buffer Level screen will be displayed as shown in the Figure 3.1-2

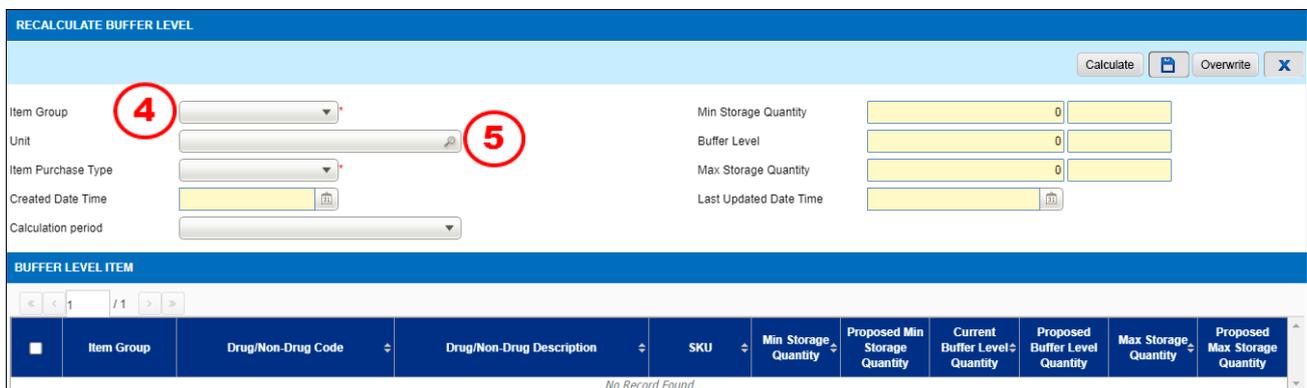


Figure 3.1-2 Recalculate Buffer Level screen

#### STEP 4

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

- Drug
- Non Drug

#### STEP 5

Select **Unit** from the drop down box

**Note**

- System will display an alert message as shown in Figure 3.1-3 if the Recalculation of the Buffer Level for the Unit has been done.
- List of the Unit displayed will be based on the user’s Login ID.
- **Buffer Level, Min Storage Quantity and Max Storage Quantity** will be displayed automatically based on the Unit selected. The values are pulled from the Requester Unit Master file.

Figure 3.1-3 Recalculate Buffer Level screen

**STEP 6**

Change **Calculation Period** from the drop down box (If applicable)

**Note**

Calculation Period:

- If Buffer level period set in the Requester Unit is in Month, the values in the drop down box are:
  - 3 months
  - 6 months
- If Buffer level period set in the Requester Unit is in Weeks, the values in the drop down box are:
  - 12 weeks
  - 24 weeks
- If Buffer level period set in the Requester Unit is in Days, the values in the drop down box are:
  - 90 days
  - 180 days

**STEP 7**

Click on the  button to recalculate the buffer level

**Note**

- List of items will be displayed under the Buffer Level Item section.
- Items displayed are the standard item listed in the selected unit’s Unit Catalogue List.
- System will suggest the **Proposal Buffer Level Quantity** but the value is editable.

- **Created Date Time** and the **Last Updated Time** will be auto displayed by the system.

**STEP 8**

Change the quantity for:

- Proposed Min Storage Quantity if applicable
- Proposed Buffer Level Quantity if applicable
- Proposed Max Storage Quantity if applicable

**STEP 9**

Click on the  button to save the transaction

**Note**

- Information record will be displayed as shown in Figure 3.1-5.

- Click on the  button to return to the Recalculate Buffer Level screen.
- Saved transaction will be displayed at the Recalculate Buffer Level Listing Page as shown in Figure 3.1-6.

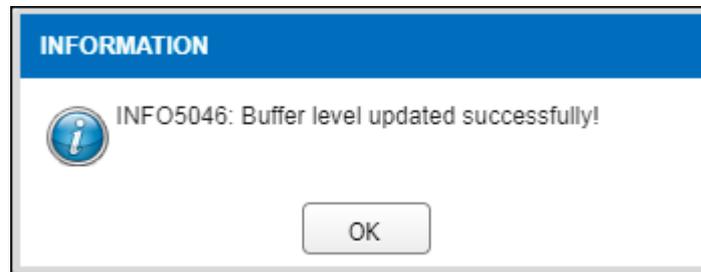
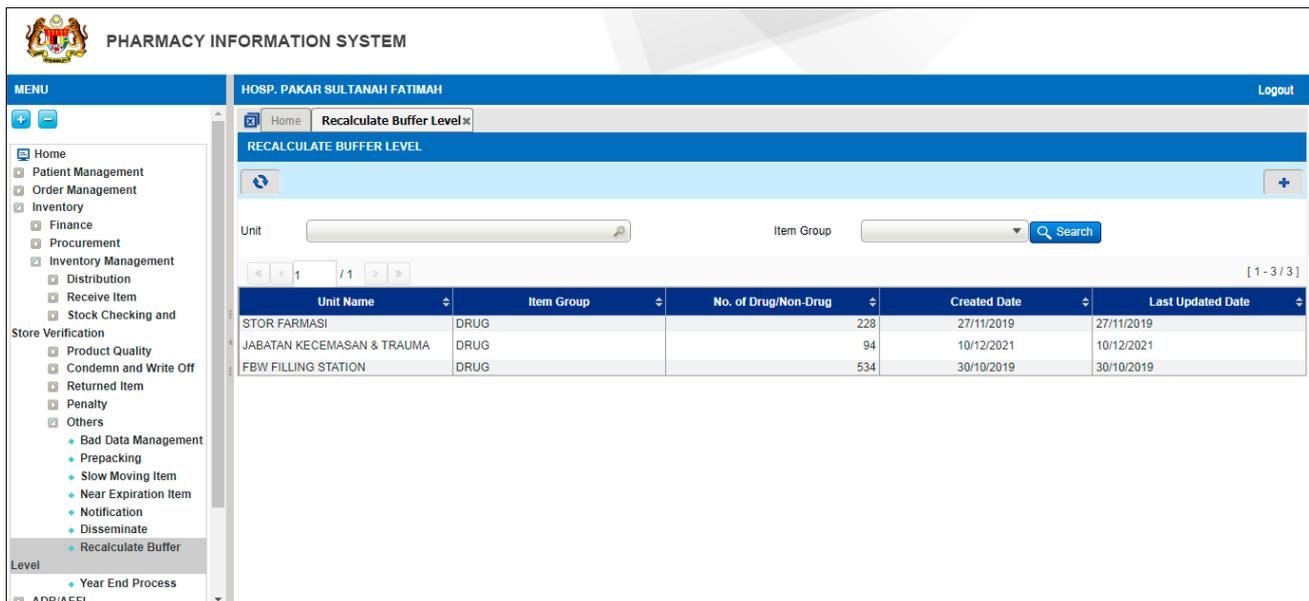


Figure 3.1-4 Alert Message



Unit Name	Item Group	No. of Drug/Non-Drug	Created Date	Last Updated Date
STOR FARMASI	DRUG	228	27/11/2019	27/11/2019
JABATAN KECEMASAN & TRAUMA	DRUG	94	10/12/2021	10/12/2021
FBW FILLING STATION	DRUG	534	30/10/2019	30/10/2019

Figure 3.1-5 Recalculate Buffer Level Listing Page

**Note**

If the function is done at Level 1 (Farmasi Logistik), field **Item Purchase Type** will be enable for user to choose between APPL, LP or Contract as shown in Figure 3.1-6

**RECALCULATE BUFFER LEVEL**

Calculate  Overwrite 

Item Group: DRUG  
Unit: FARMASI LOGISTIK  
Item Purchase Type: APPL  
Created Date Time:   
Calculation period: 12 Weeks

Min Storage Quantity: 2 Weeks  
Buffer Level: 4 Weeks  
Max Storage Quantity: 8 Weeks  
Last Updated Date Time: 

**BUFFER LEVEL ITEM**

<< 1 / 1 >>

Item Group	Drug/Non-Drug Code	Drug/Non-Drug Description	SKU	Min Storage Quantity	Proposed Min Storage Quantity	Current Buffer Level	Proposed Buffer Level	Max Storage Quantity	Proposed Max Storage Quantity
<i>No Record Found</i>									

Figure 3.1-6 Recalculate Buffer Level - Level 1

### 3.2. Overwrite Recalculate Buffer Level record

To overwrite recalculate buffer level record, perform the steps below:

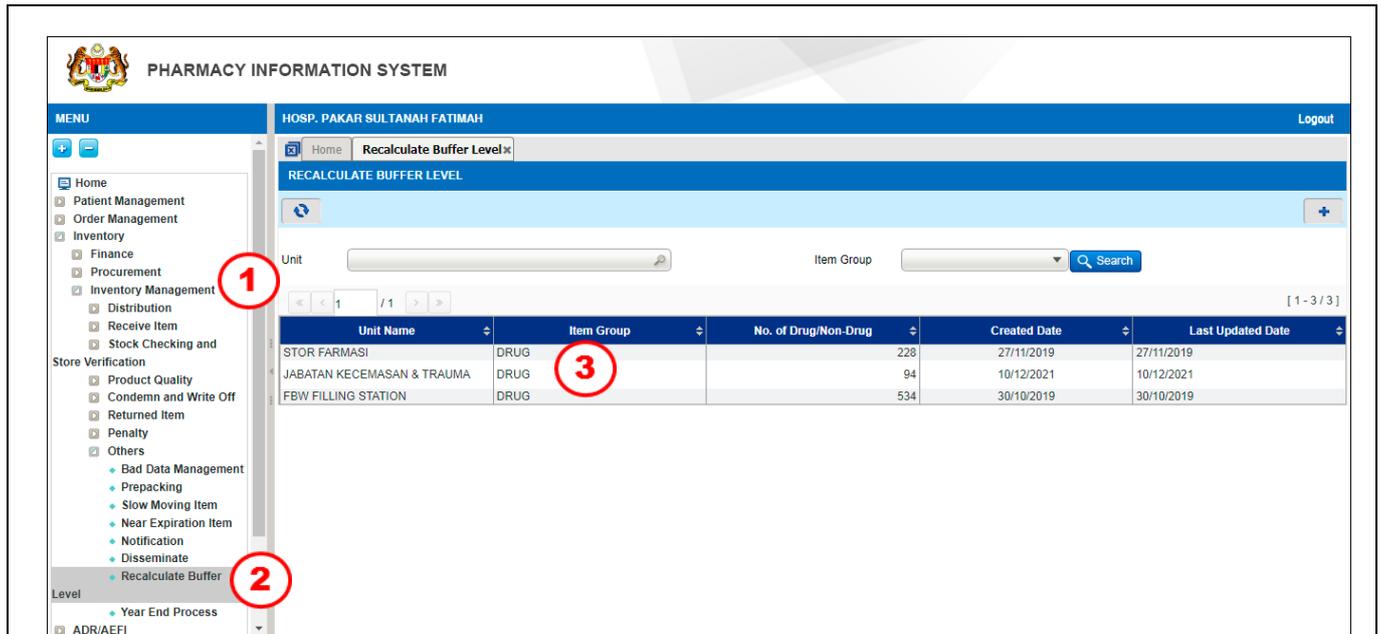


Figure 3.2-1 Existing Recalculate Buffer Level record(s)

#### STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' and click on 'Others'

#### STEP 2

Click on 'Recalculate Buffer Level'

#### STEP 3

Double click on the selected Unit Name

#### Note

The Recalculate Buffer Level screen will be displayed as shown in the Figure 3.2-2.

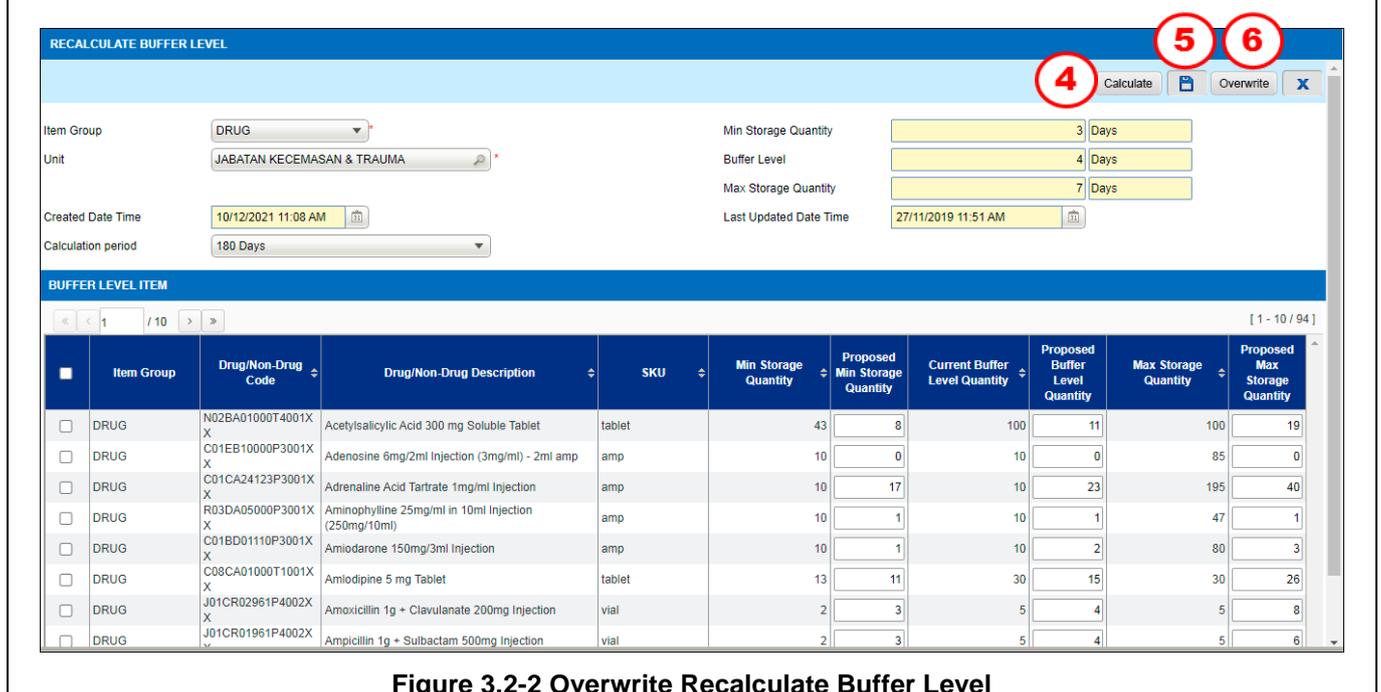


Figure 3.2-2 Overwrite Recalculate Buffer Level

#### STEP 4

Click on the  button to recalculate the buffer level

#### Note

- List of items will be displayed under the Buffer Level Item section.
- Items displayed are the Standard Item listed in the selected unit's Unit Catalogue List.
- System will suggest the **Proposed Min Storage Quantity, Proposed Buffer Level Quantity and Proposed Max Storage** but the value is editable.
- **Created Date Time** and the **Last Updated Time** will be displayed automatically by the system.

#### STEP 5

Click on the  button to save the transaction

#### STEP 6

Click on the  button to overwrite the previously recalculated buffer level record

#### Note

- Once click on overwrite button, alert message will be display as shown in Figure 3.2-3

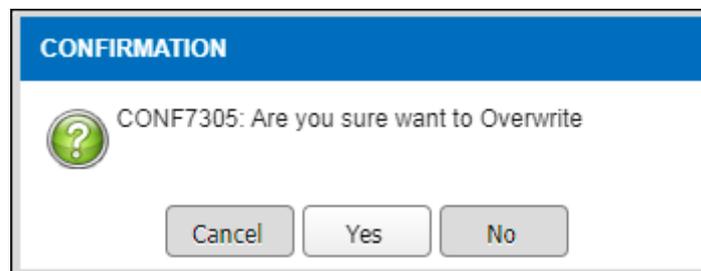


Figure 3.2-3 Confirmation Alert Message

- Click on  button to confirm the transaction and alert message will be shown in Figure 3.2-4

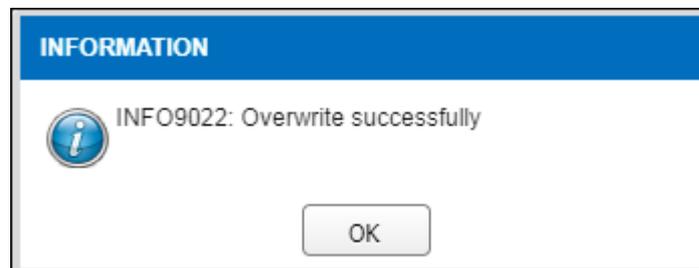


Figure 3.2-4 Information Alert Message

- Click on  button to close the transaction



### 3.0 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 Links to Inventory Modules

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