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

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

Version	**: 13th Edition**
Document ID	**: U.MANUAL_INV_REBUFFERLVL**

Reference ID : U. MANUAL_INV_REBUFFERLVL-13th E

Application reference: PhIS& CPS v2.6.1

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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 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), lV 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. Purposeand Objectives

This user manualoutlines the Pharmacy Inventory (Recalculate Buffer Level) sub-module and its key features and functionalities. The primary objective is to guide usersthrough 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	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save	Export to Excel	Export and Open Report in Excel Format
Add Item	Add Item to the list	Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
Approve	Approve Transaction	Reject	Reject Transaction
Send for Approval	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Module Legend			
Calculate	Recalculate buffer level	Overwrite	Overwrite previous buffer level

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0 Recalculate Buffer Level

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

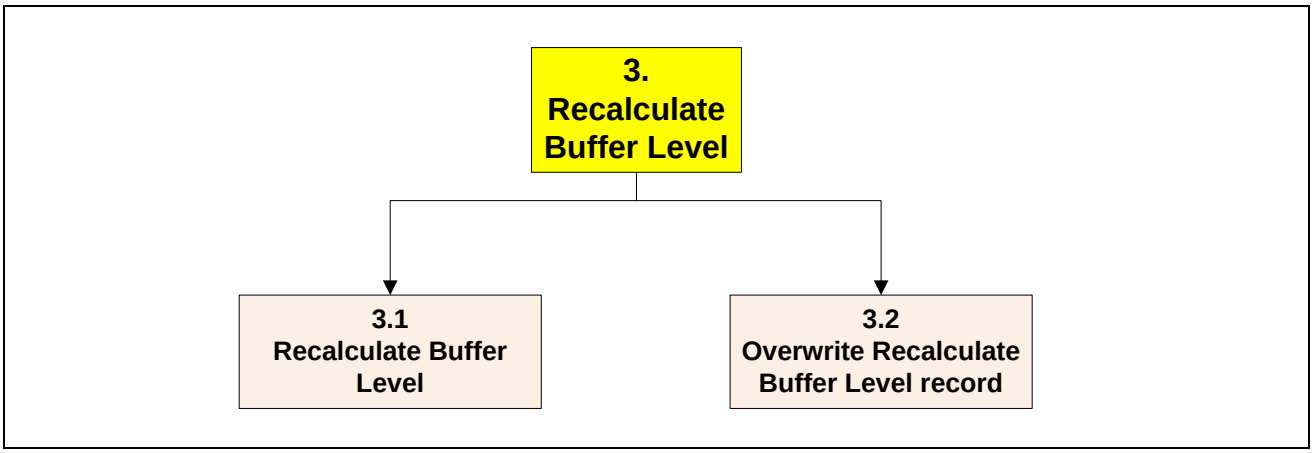


Figure 3.0-1

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 overwrited.

3.1. Recalculate Buffer Level

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

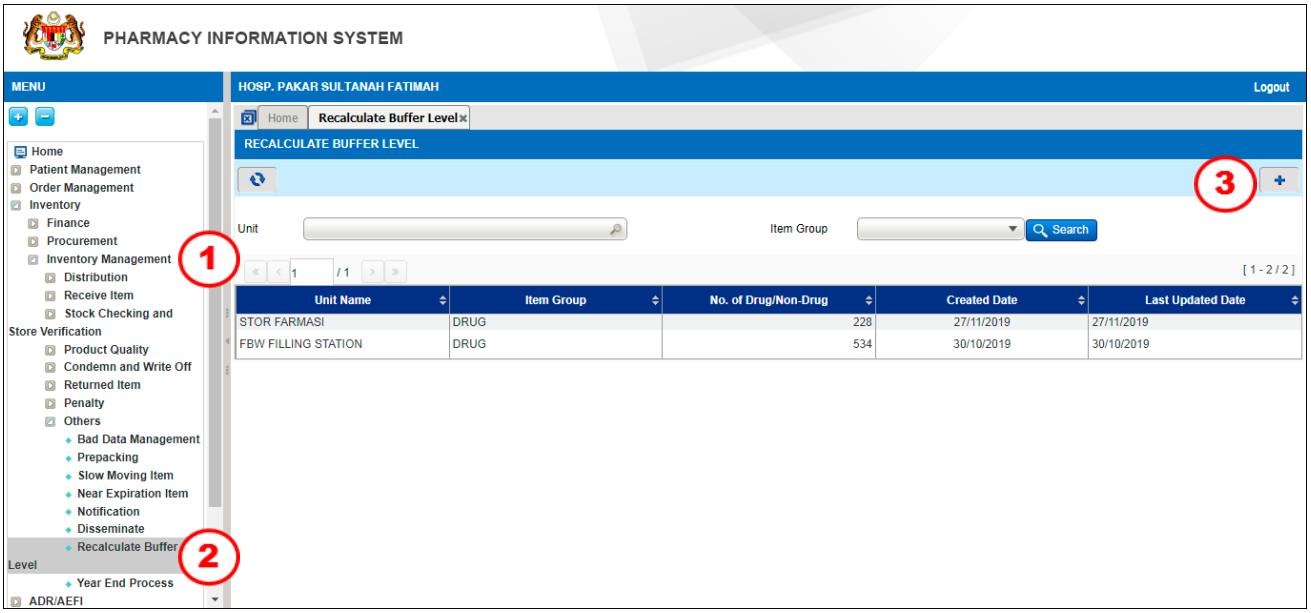


Figure 3.1-1 Recalculate Buffer Level

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

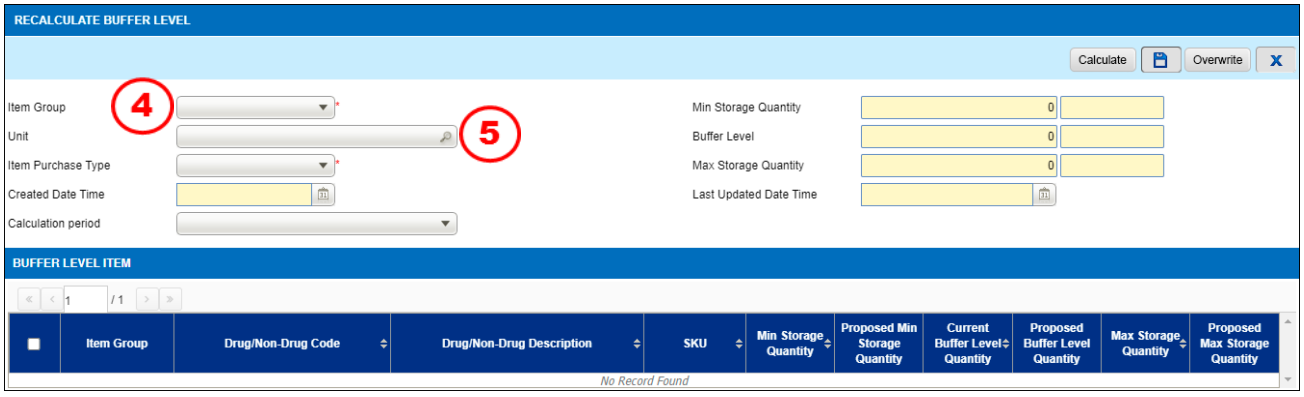


Figure 3.1-2 Recalculate Buffer Level screen

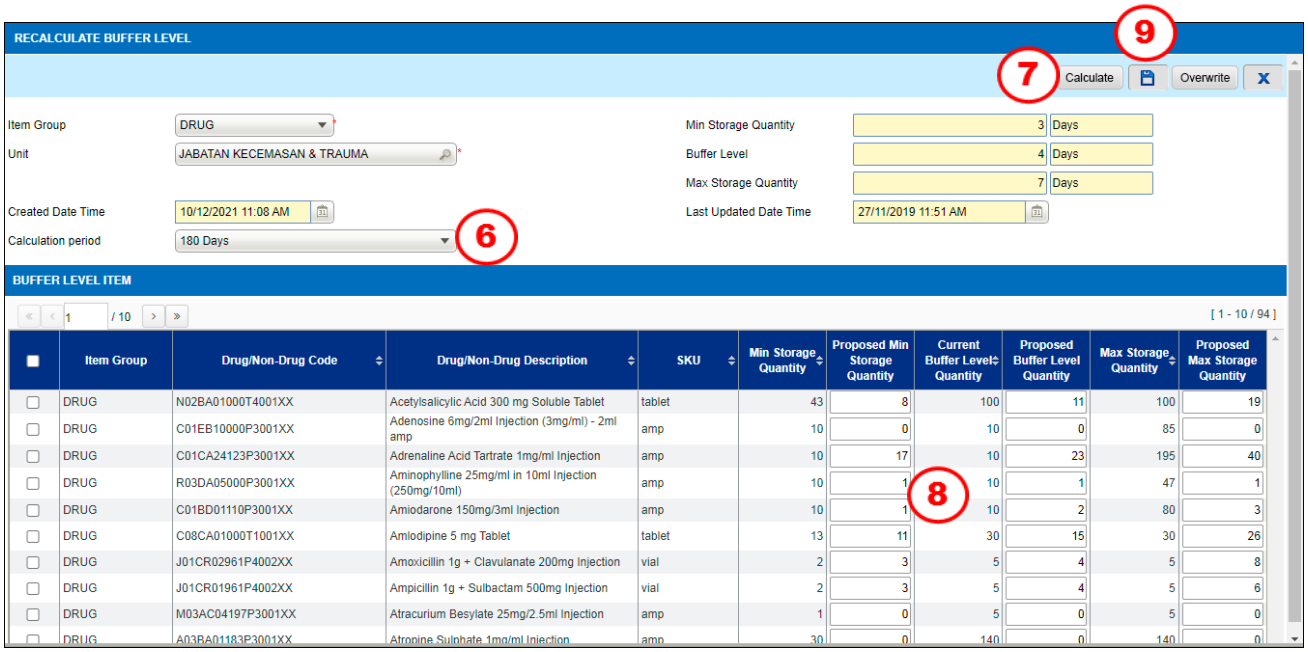
STEP 4
Select ***Item Group*** from the drop down box

- 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.*



Item Group	Drug/Non-Drug Code	Drug/Non-Drug Description	SKU	Min Storage Quantity	Proposed Min Storage Quantity	Current Buffer Level Quantity	Proposed Buffer Level Quantity	Max Storage Quantity	Proposed Max Storage Quantity
DRUG	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tablet	43	8	100	11	100	19
DRUG	C01EB10000P3001XX	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	amp	10	0	10	0	85	0
DRUG	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	amp	10	17	10	23	195	40
DRUG	R03DA05000P3001XX	Aminophylline 25mg/ml in 10ml Injection (250mg/10ml)	amp	10	1	10	1	47	1
DRUG	C01BD01110P3001XX	Amiodarone 150mg/3ml Injection	amp	10	1	10	2	80	3
DRUG	C08CA01000T1001XX	Amlodipine 5 mg Tablet	tablet	13	11	30	15	30	26
DRUG	J01CR02961P4002XX	Amoxicillin 1g + Clavulanate 200mg Injection	vial	2	3	5	4	5	8
DRUG	J01CR01961P4002XX	Ampicillin 1g + Sulbactam 500mg Injection	vial	2	3	5	4	5	6
DRUG	M03AC04197P3001XX	Atracurium Besylate 25mg/2.5ml Injection	amp	1	0	5	0	5	0
DRUG	A03BA01183P3001XX	Atropine Sulphate 1mg/ml Injection	amp	30	0	140	0	140	0

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 Calculate 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 auito 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.*

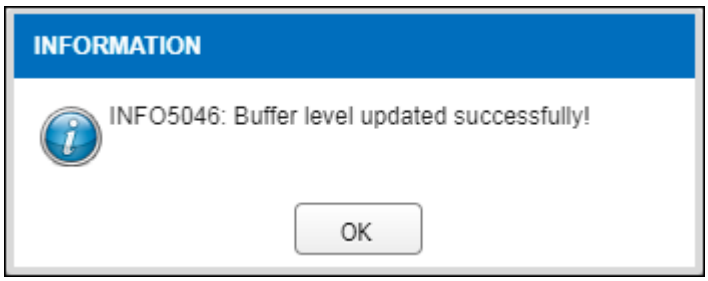


Figure 3.1-4 Alert Message

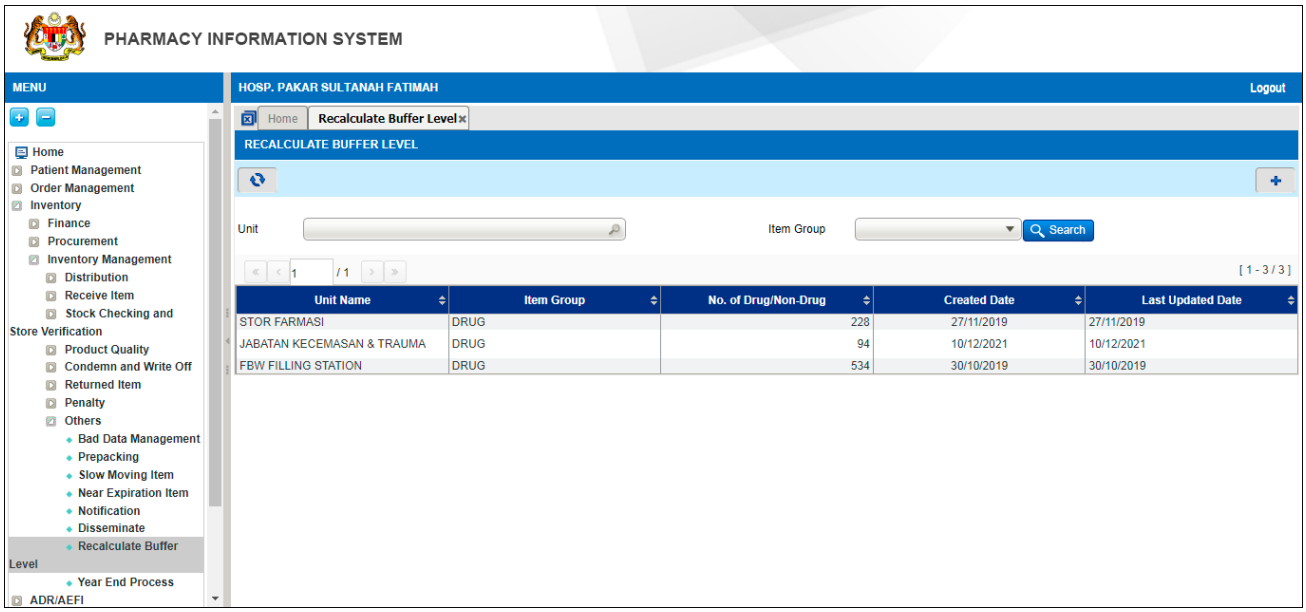


Figure 3.1-5 Recalculate Buffer Level Listing Page

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*

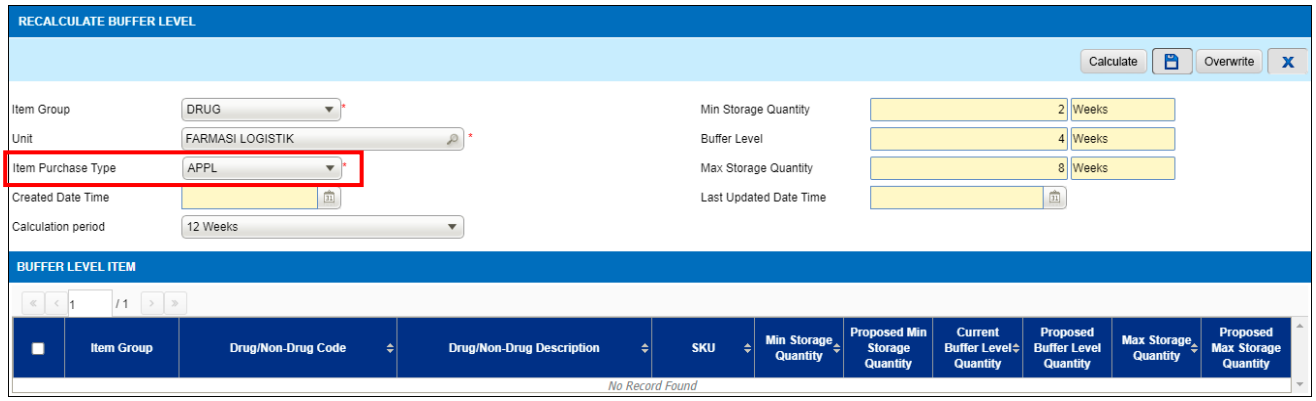


Figure 3.1-6 Recalculate Buffer Level - Level 1

3.2. Overwrite Recalculate Buffer Level record

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

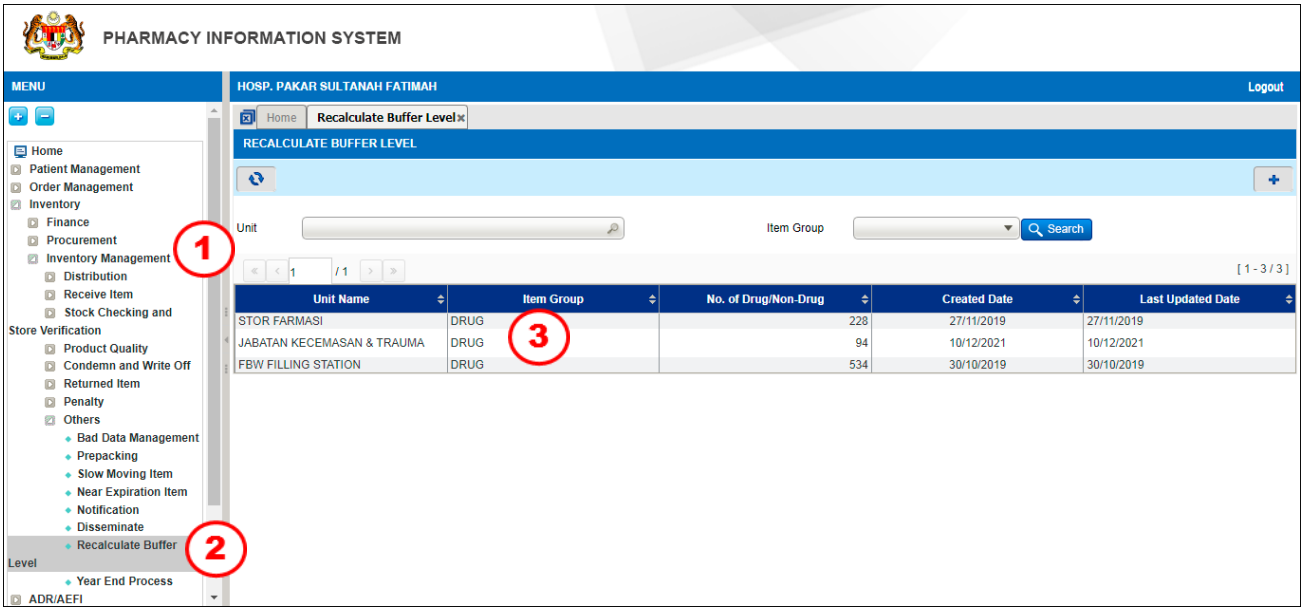


Figure 3.2-1 Existing Recalculate Buffer Level record(s)

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.

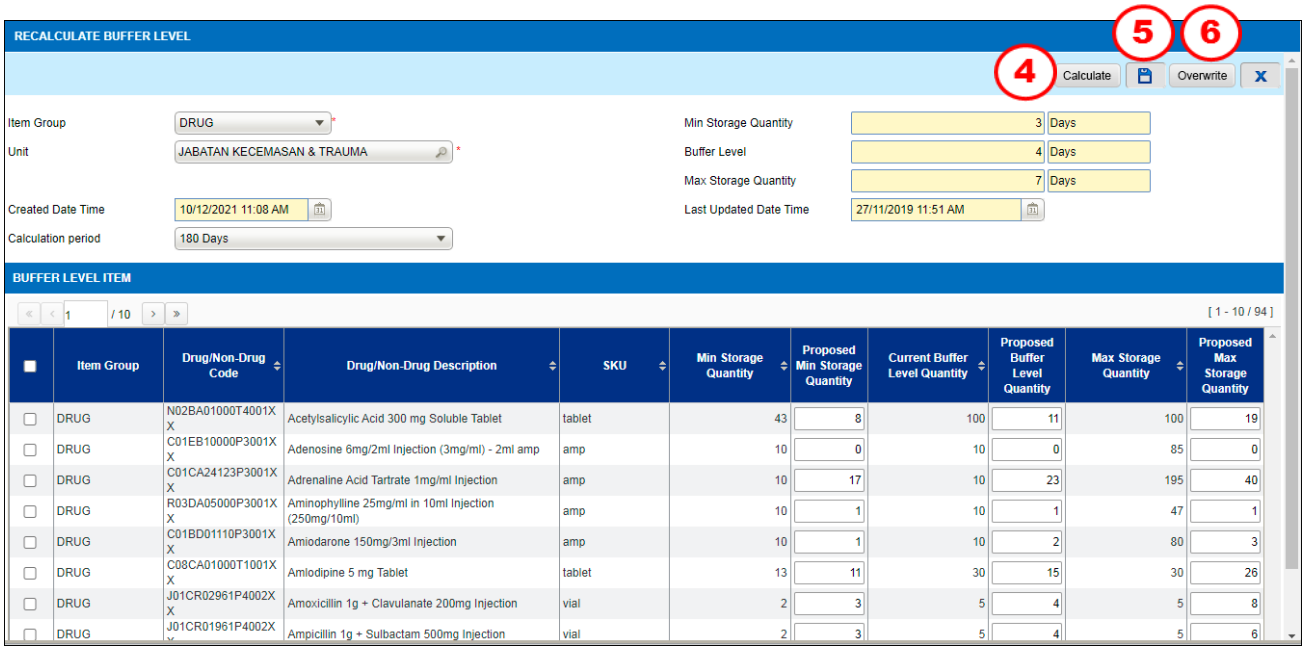


Figure 3.2-2 Overwrite Recalculate Buffer Level

STEP 4

Click on the Calculate 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 Overwrite 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*

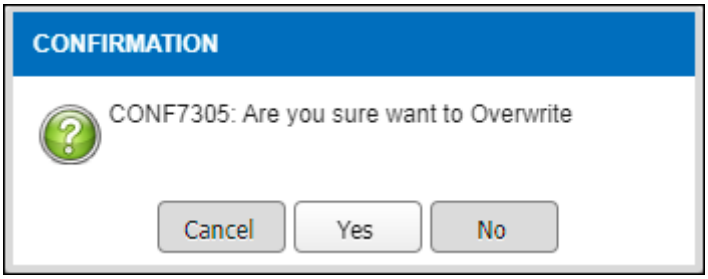


Figure 3.2-3 Confirmation Alert Message

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

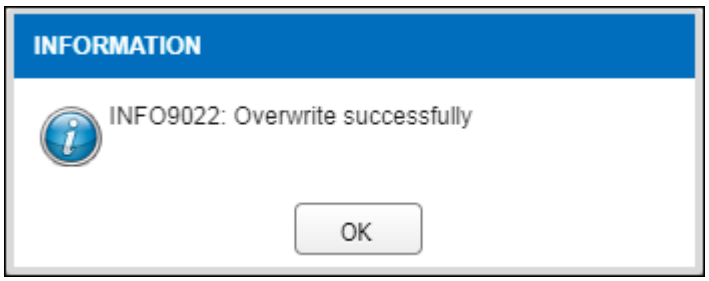


Figure 3.2-4 Information Alert Message

- *Click on* OK *button to close the transaction*

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 Links to 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**