

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

User Manual Pharmacy Inventory - Slow Moving

Version	: 12th Edition
Document ID	: U.MANUAL_INV_SLOW MOVING



PhIS & CPS Project
User Manual – Pharmacy Inventory
Slow Moving



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Reference ID : U.MANUAL_INV_SLOW MOVING-12th E

Application reference: PhIS & CPS v2.5.1



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	PhIS Legend.....	2
3.0	Slow Moving Item.....	3
	Overview	3
	User Group.....	3
	Functional Diagram	3
	Functional Description.....	3
3.1	Slow Moving	4
3.1.1	View Existing Transaction	4
3.1.2	Create New Slow Moving Item Record(s).....	6
3.2	Slow Moving Approval	11
3.3	Disseminate.....	14
3.3.1	New Disseminate Record: Intra Facility	16
3.3.2	New Disseminate Record: Inter Facility	22
4.0	Acronyms.....	28
5.0	Links to Inventory Modules.....	28

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 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 (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 – Slow Moving 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 details:

- Slow Moving
- Disseminate

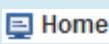
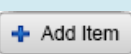
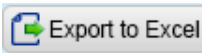
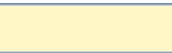
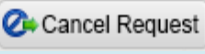
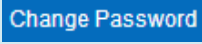
1.3 Organised Sections

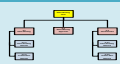
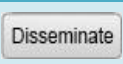
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Slow Moving
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

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

Module Legend			
	List of slow moving item		Disseminate item
	List of existing disseminate item		Send Notification
	Send for Approval		To cancel the request

Note

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

3.0 Slow Moving Item

Overview

This module will be used by the user at the Pharmacy Store/Pharmacy Sub-Stores/Units to generate and distribute/disseminate slow moving item.

User Group

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

Functional Diagram

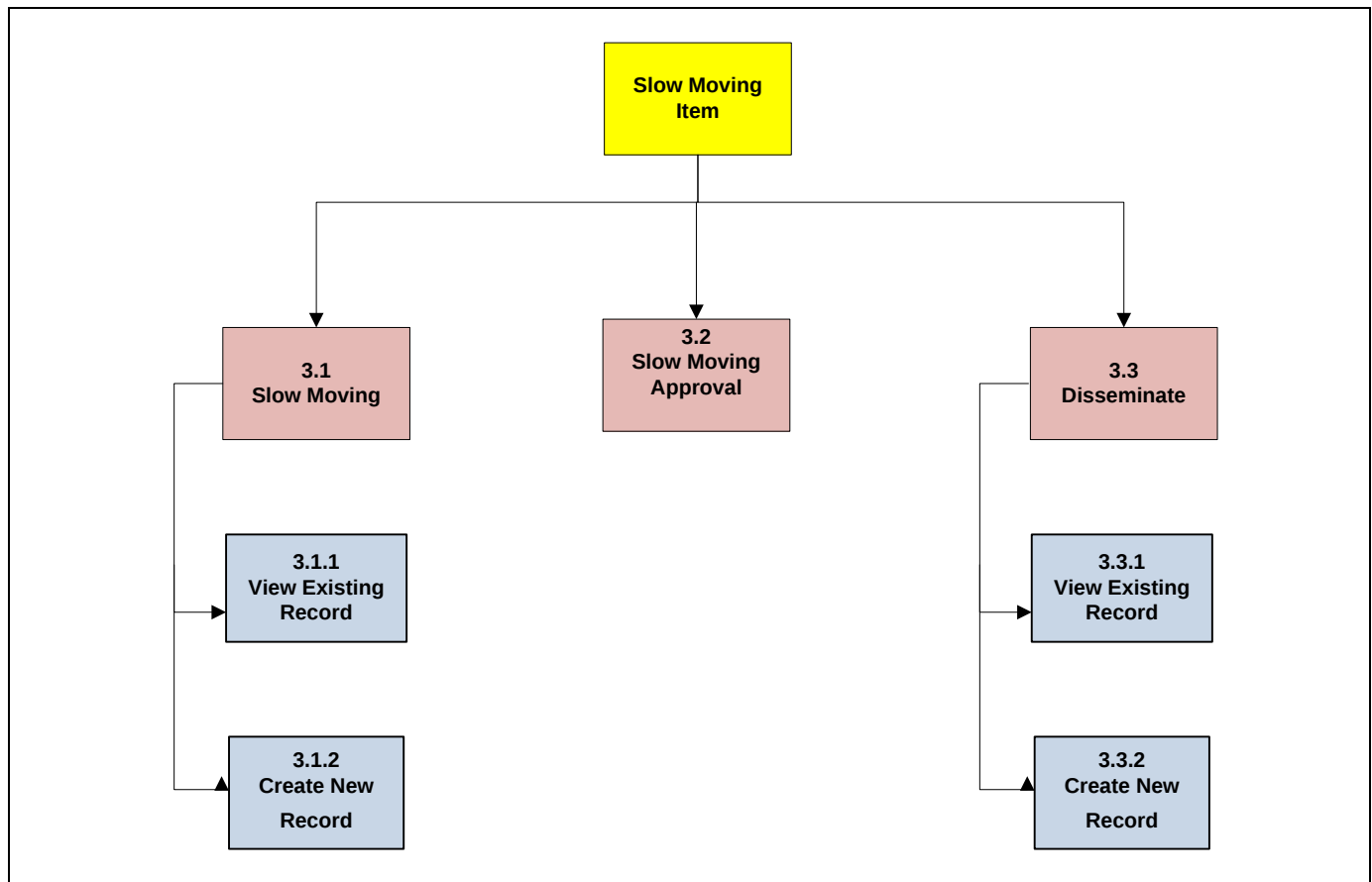


Figure 3.0-1

Functional Description

Slow Moving comprises of three (3) main functions:

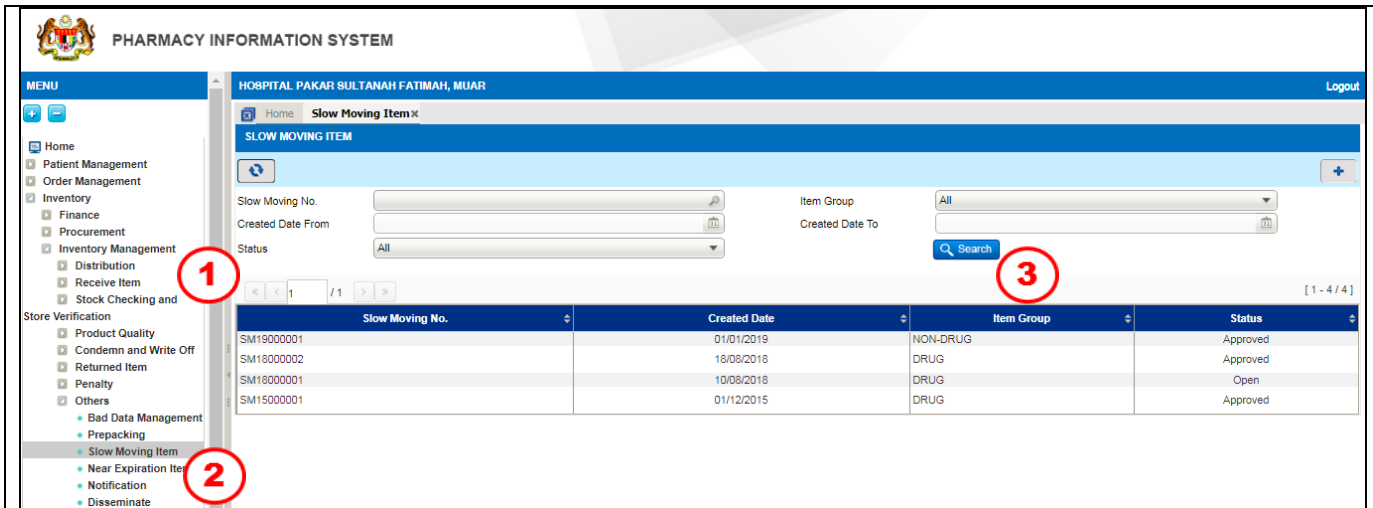
- **Slow Moving**
This function allows user to view all existing transaction and create a new transaction
- **Slow Moving Approval**
This function is used for HOD to either approve or reject any slow moving transaction
- **Disseminate**
This function allows user to view all existing transaction and create a new transaction

3.1 Slow Moving

Slow Moving Item is referring to the items purchased or received from other unit that have no issuing activities for a certain period of time.

3.1.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's access right



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR BULTANAH FATIMAH, MUAR

Logout

Home Slow Moving Item

SLOW MOVING ITEM

Slow Moving No. Item Group

Created Date From Created Date To

Status

[1 - 4 / 4]

Slow Moving No.	Created Date	Item Group	Status
SM19000001	01/01/2019	NON-DRUG	Approved
SM18000002	18/08/2018	DRUG	Approved
SM18000001	10/08/2018	DRUG	Open
SM15000001	01/12/2015	DRUG	Approved

Figure 3.1.1-1 Slow Moving Item Listing Page

STEP 1

Click on 'Inventory' menu and follow by click on 'Inventory Management' then click 'Others'

STEP 2

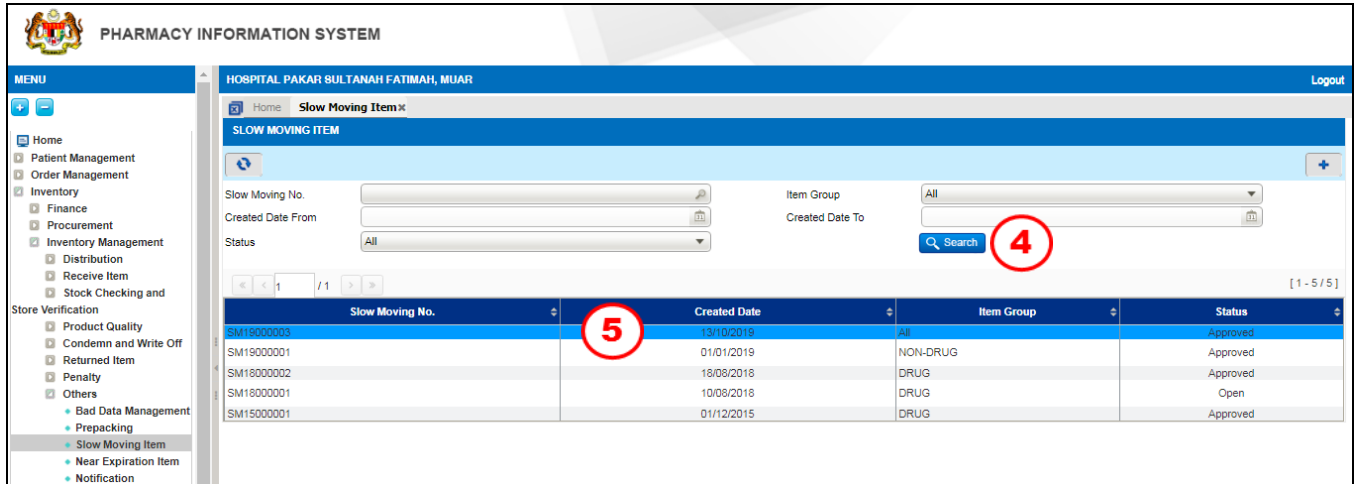
Click on 'Slow Moving Item'

STEP 3

To search for existing Slow Moving Item record(s), user may search by criteria as follow:

No	Field	Description	Remarks
a	Slow Moving No	Slow Moving Number	Display all existing Slow Moving No. belongs to the ward/unit
b	Item Group	Search by : - All - Drug - Non drug	Able to filter and search record(s)
c	Created Date From	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	Created Date To	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Status	Search by: - All - Approved - Open - Pending For Approval - Cancelled - Rejected	Able to filter and search record(s)

Table 3.1.1-1 Slow Moving



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR BULTANAH FATIMAH, MUAR

Logout

Home Slow Moving Item

SLOW MOVING ITEM

Slow Moving No. Item Group All

Created Date From Created Date To

Status All

Search

1 / 1

[1 - 5 / 5]

Slow Moving No.	Created Date	Item Group	Status
SM19000003	12/10/2019	All	Approved
SM19000001	01/01/2019	NON-DRUG	Approved
SM18000002	18/08/2018	DRUG	Approved
SM18000001	10/09/2018	DRUG	Open
SM15000001	01/12/2015	DRUG	Approved

Figure 3.1.1-2 Slow Moving Item Listing Page

STEP 4

Click on the  button to search the existing transaction

Note

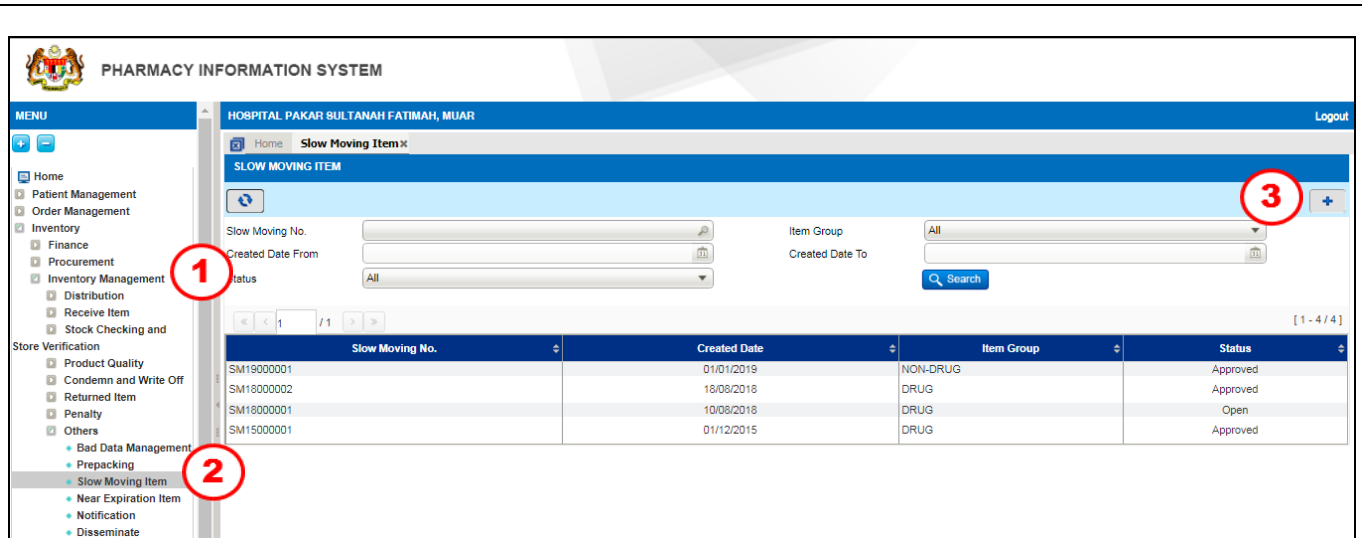
List of Transaction No. displayed will be based on the selected/entered criteria as shown in Figure 3.1.1-2.

STEP 5

Double click on the selected record and the Slow Moving Item window will be displayed

3.1.2 Create New Slow Moving Item Record(s)

For a new transaction, the system will generate a slow moving item list based on the period selected.



Slow Moving No.	Created Date	Item Group	Status
SM19000001	01/01/2019	NON-DRUG	Approved
SM18000002	18/08/2018	DRUG	Approved
SM18000001	10/08/2018	DRUG	Open
SM15000001	01/12/2015	DRUG	Approved

Figure 3.1.2-1 Slow Moving Item Listing Page

STEP 1

Click on 'Inventory' menu and follow by click on 'Inventory Management' then click 'Others'

STEP 2

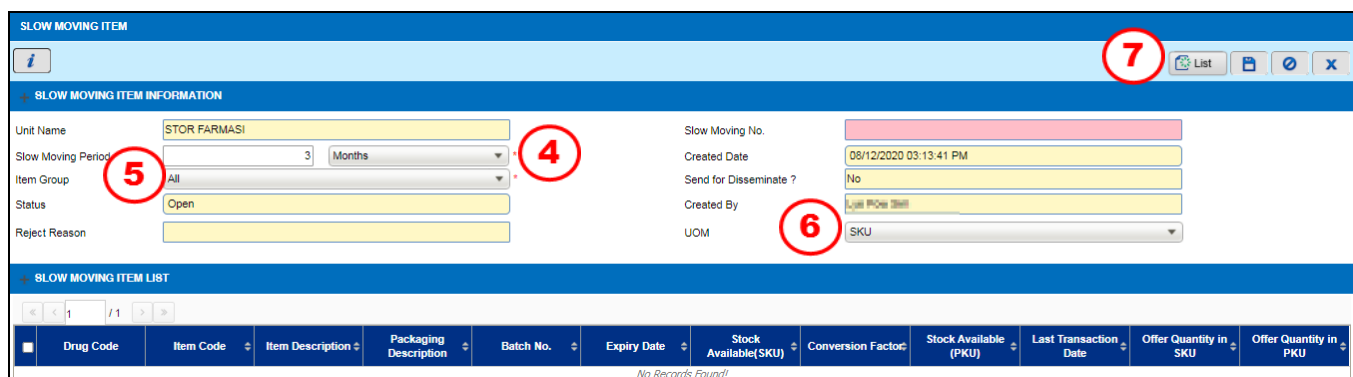
Click on 'Slow Moving Item' sub menu

STEP 3

Click on the  button to create new transaction

Note

Slow Moving Item screen will be displayed as shown in the Figure 3.1.2-2.



Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
No Records Found!											

Figure 3.1.2-2 Create New Slow Moving Item Information

Note

- New Slow Moving Item record **Status** will default to 'Open'.
- Unit Name** will be default based on user's login ID.
- Created Date** will be defaulted to system date/time.

- **Send for Disseminate** will be defaulted to '**No**' as no dissemination is done yet. The value will change to '**Yes**' after user clicked on the Disseminate button.

STEP 4

Select **Day(s)/Week(s)/Month(s)** from the drop down box and enter the value in the **Slow Moving Period** field

STEP 5

Select **Item Group** from the dropdown box:

- **All (Default)**
- **DRUG**
- **NON-DRUG**

STEP 6

Select **UOM** from the dropdown box:

- **SKU**
- **PKU**

STEP 7

Click on the  button to generate a slow moving list based on the selection criteria

Note

System will display **Slow Moving Item List** as shown in Figure 3.1.2-3.

SLOW MOVING ITEM

SLOW MOVING ITEM INFORMATION

Unit Name

STOR FARMASI

Slow Moving No.

Slow Moving Period

3

Months

Created Date

08/12/2020 03:13:41 PM

Item Group

All

Send for Disseminate ?

No

Status

Open

Created By

Lyni Puan Sim

Reject Reason

UOM

SKU

SLOW MOVING ITEM LIST

1

/ 112

[1 - 10 / 1111]

	Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
☐	11750040072	46.3008.01A	Condylar Buttress Plate (Right Angled) 4.5mm (Hole Range: 7)	Pack of 5 pc	124611-33-R	-	5 (pc)	5	1.00 (pck)	09/07/2014	0	0
☒	N1480520001	09.1206.05	Gauze Ribbon 5cm x 90M	Pack of 1 roll	8513	8	15 (roll)	1	15.00 (pck)	10/08/2014	0	0
☐	11750550001	46.3023.01A	Small T-Plate (Oblique Angled) 3.5mm (Hole Range: 3)	Pack of 5 pc	014414-25-U	-	10 (pc)	5	2.00 (pck)	07/05/2015	0	0
☐	11770670001	46.3600.01A	Bone Screw Washers (Range: Outer 6.5mm)	Pack of 10 pc	243212-01-CL	-	50 (pc)	10	5.00 (pck)	07/05/2015	0	0
☐	11770670003	46.3600.01C	Bone Screw Washers (Range: Outer 10.0mm)	Pack of 10 pc	355212-01-CL	-	50 (pc)	10	5.00 (pck)	07/05/2015	0	0
☐	11750040068	46.3007.01B	Condylar Buttress Plate (Left Angled) 4.5mm (Hole Range: 9)	Pack of 5 pc	122511-16-R	-	5 (pc)	5	1.00 (pck)	07/05/2015	0	0
☐	11750040068	46.3007.01B	Condylar Buttress Plate (Left Angled) 4.5mm (Hole Range: 9)	Pack of 5 pc	222112-41-U	-	5 (pc)	5	1.00 (pck)	07/05/2015	0	0

Figure 3.1.2-3 Slow Moving Item List

STEP 8

Double click on the selected item to view the item details as shown in the Figure 3.1.2-4

SLOW MOVING ITEM BATCH LIST

Item Description: Gauze Ribbon 5cm x 90M Item Code: 09.1206.08
Packing Description: Pack of 1 roll Conversion Factor: 1

Batch No. Expiry Date Stock Available(SKU) Stock Available (PKU) Offer Quantity in SKU Offer Quantity in PKU

15 (roll) 15.00 (pck) 0 0.00

Figure 3.1.2-4 Slow Moving Item Batch List

Note

- **Offer Quantity in SKU** cannot be more than **Available Quantity in SKU**.
- **Offer Quantity in PKU** will be generated automatically based on the value insert in **Offer Quantity in SKU**.
- **Offer Quantity in PKU** will be calculated based on the Conversion Factor for that particular item.
- Calculation: **Offer Quantity in PKU = Offer Quantity in SKU/Conversion Factor**

EXAMPLE:

Offer Quantity in SKU = 200
Conversion Factor = 50
Offer Quantity in PKU = 200/50 = 4

STEP 9

Select the  check box and enter the **Offer Quantity in SKU**

STEP 10

Click on the  button to save the transaction

Note

- After save record, alert message will be displayed as per Figure 3.1.2-5 & Figure 3.1.2-6.

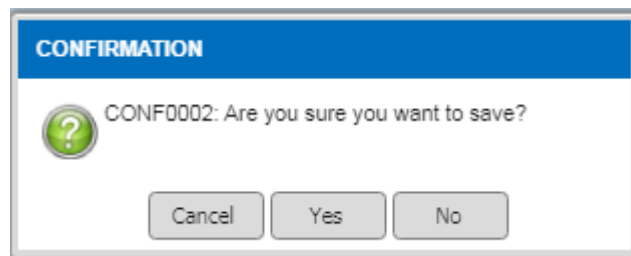
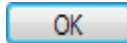


Figure 3.1.2-5 Save Record Alert Message

- Click on the  button in Figure 3.1.2-5

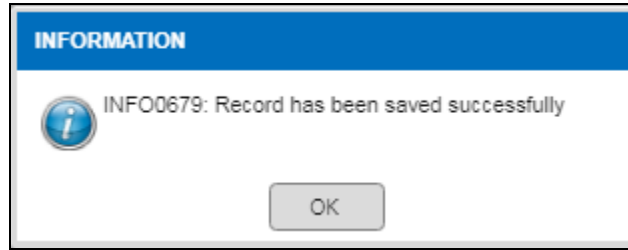
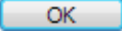
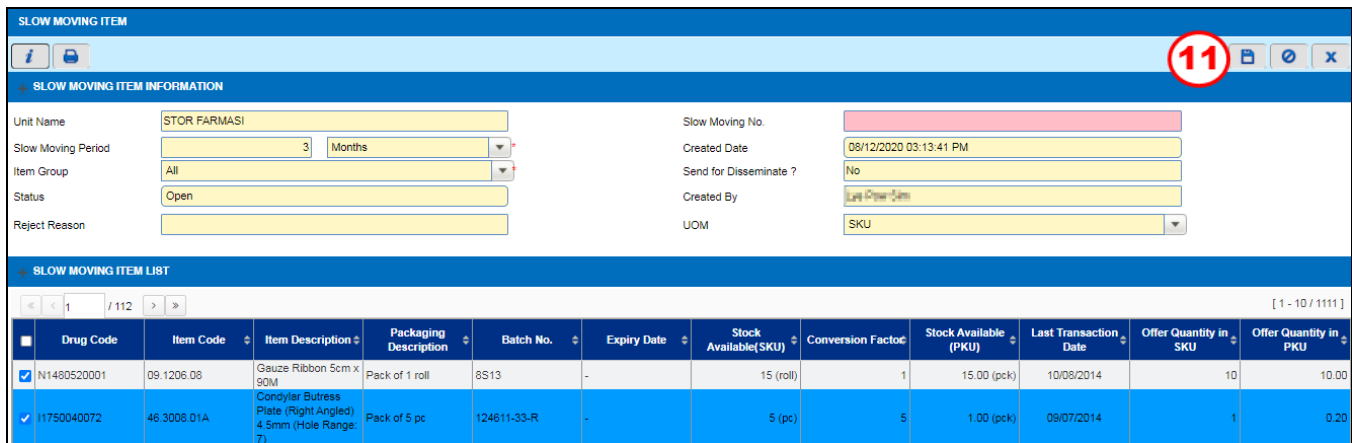


Figure 3.1.2-6 Save Record Alert Message

- Click on the  button in Figure 3.1.2-6
- Screen will return to the Slow Moving Item screen as shown in Figure 3.1.2-7.
- The quantity entered in the Slow Moving Item Batch List screen as shown in Figure 3.1.2-4 will be updated in the main screen.



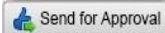
Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
N1480520001	09.1206.08	Gauze Ribbon 5cm x 50M	Pack of 1 roll	8S13	-	15 (roll)	1	15.00 (pck)	10/08/2014	10	10.00
11750040072	46.3008.01A	Condylar Buttress Plate (Right Angled) 4.5mm (Hole Range: 7)	Pack of 5 pc	124611-33-R	-	5 (pc)	5	1.00 (pck)	09/07/2014	1	0.20

Figure 3.1.2-7 Slow Moving Item

STEP 11

Click on the  button to save the Slow Moving Item record

Note

- Slow Moving Item will be automatically generated for further reference and the  button and  button will be enabled

Character	Description	Value
1-2	Slow Moving No	'SM'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-1




12

Send for Approval

Cancel Request

SLOW MOVING ITEM INFORMATION

Unit Name

STOR FARMASI

Slow Moving No.

SM20000004

Slow Moving Period

3

Months

Created Date

08/12/2020 03:13:41 PM

Item Group

All

Send for Disseminate ?

No

Status

Open

Created By

Left Power 34%

Reject Reason

UOM

SKU

SLOW MOVING ITEM LIST

<

1

/ 1

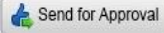
>

[1 - 2 / 2]

Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
I1750040072	46.3006.01A	Condylar Buttress Plate (Right Angled) 4.5mm (Hole Range: 7)	Pack of 5 pc	124611-33-R	-	5 (pc)	5	1.00 (pck)	09/07/2014	1	0.20
N1480520001	09.1206.08	Gauze Ribbon 5cm x 90M	Pack of 1 roll	8S13	-	15 (roll)	1	15.00 (pck)	10/08/2014	10	10.00

Figure 3.1.2-8 Slow Moving Item - Send for Approval

STEP 12

Click on the  to send the transaction to HOD for approval or click on the  to cancel the request

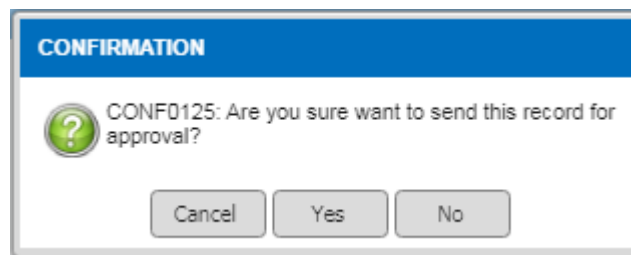
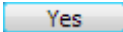
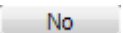


Figure 3.1.2-9 Send For Approval Record Alert Message

Note

- Click on the  button to send the record for Approval. An alert message will be displayed and the Status will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the  button or  button, there will be no changes applied and the screen will return to the Slow Moving Item screen.

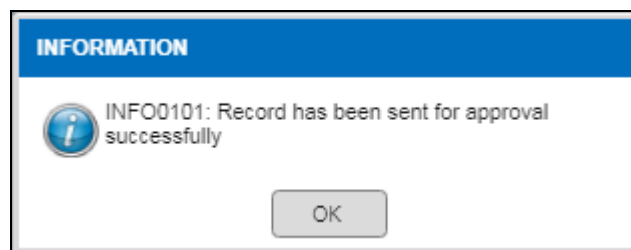
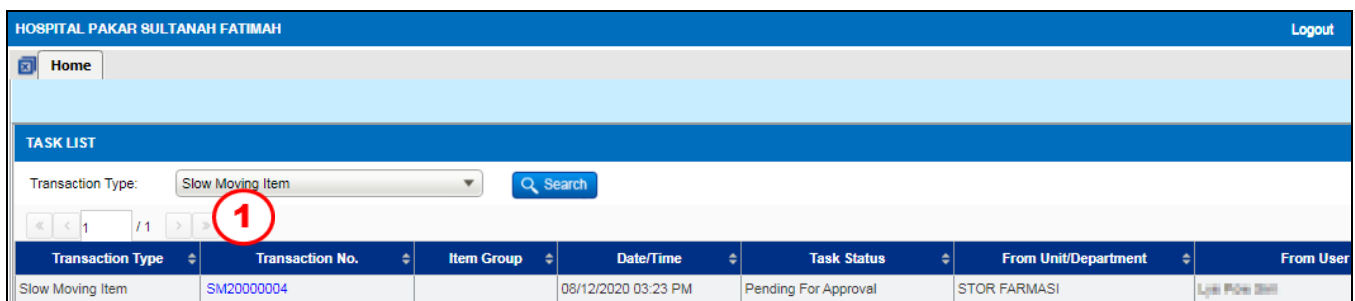


Figure 3.1.2-10 Alert Message

- Click on the  button to confirm the request to be sent for approval.

3.2 Slow Moving Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Slow Moving Item transaction in the Task List.



Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Slow Moving Item	SM20000004		08/12/2020 03:23 PM	Pending For Approval	STOR FARMASI	Link For Item

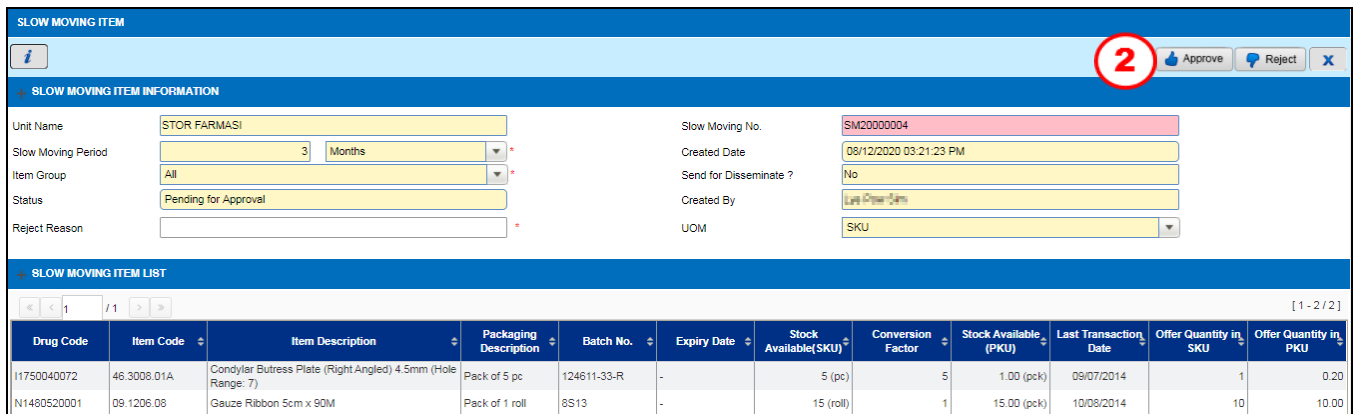
Figure 3.2-1 Task List

STEP 1

Click on the **Transaction No.** hyperlink and the Slow Moving Item screen will be displayed as shown in the Figure 3.2-2

Note

- User is allowed to edit the Offer Quantity in SKU by double clicking on the Slow Moving Item List item before the transaction is approved.
- Offer Quantity in SKU changed cannot be more than Available Offer Quantity in SKU.



SLOW MOVING ITEM INFORMATION

Unit Name	STOR FARMASI	Slow Moving No.	SM20000004
Slow Moving Period	3 Months	Created Date	08/12/2020 03:21:23 PM
Item Group	All	Send for Disseminate ?	No
Status	Pending for Approval	Created By	Link For User
Reject Reason		UOM	SKU

SLOW MOVING ITEM LIST

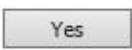
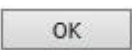
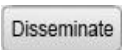
Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
I1750040072	46.3008.01A	Condylar Buttress Plate (Right Angled) 4.5mm (Hole Range: 7)	Pack of 5 pc	124611-33-R	-	5 (pc)	5	1.00 (pck)	09/07/2014	1	0.20
N1480520001	09.1206.08	Gauze Ribbon 5cm x 90M	Pack of 1 roll	8513	-	15 (roll)	1	15.00 (pck)	10/08/2014	10	10.00

Figure 3.2-2 Slow Moving Item Approval

STEP 2

- a) Click on the  button to approve the Slow Moving Item record and the Status will be displayed as 'Approved'

Note

- Click on the  button in Figure 3.2-3 followed by the  button in Figure 3.2-4.  button will be enabled for the user to proceed with disseminate process.

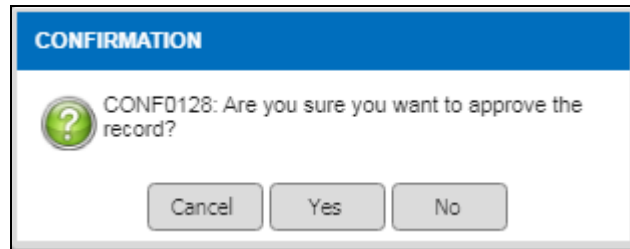


Figure 3.2-3 Approve Record Alert Message

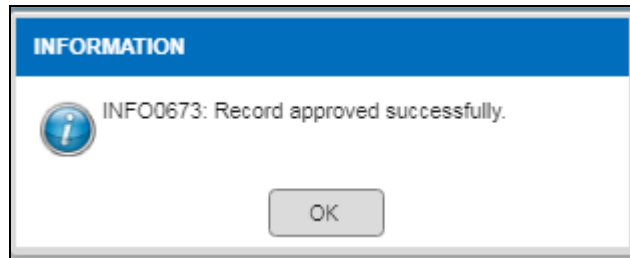
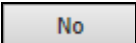


Figure 3.2-4 Approve Record Alert Message

- If user clicks on the  button, there will be no changes applied and the screen will return to the Slow Moving Item screen.
- b) Click on the  button to reject the Slow Moving Item record and the status will be 'Rejected'
- Reject Reason is mandatory to be entered to reject the Slow Moving Item transaction



4

3 Disseminate 

SLOW MOVING ITEM INFORMATION

Unit Name

STOR FARMASI

Slow Moving No.

SM20000004

Slow Moving Period

3 Months

Created Date

08/12/2020 03:21:23 PM

Item Group

All

Send for Disseminate ?

No

Status

Approved

Created By

Lini Puan Sim

Reject Reason

UOM

SKU

SLOW MOVING ITEM LIST

1

/ 1

>

[1 - 2 / 2]

Drug Code	Item Code	Item Description	Packaging Description	Batch No.	Expiry Date	Stock Available(SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
I1750040072	46.3008.01A	Condylar Buttress Plate (Right Angled) 4.5mm (Hole Range: 7)	Pack of 5 pc	124611-33-R	-	5 (pc)	5	1.00 (pck)	08/07/2014	1	0.20
N1480520001	09.1206.08	Gauze Ribbon 5cm x 90M	Pack of 1 roll	8S13	-	15 (roll)	1	15.00 (pck)	10/08/2014	10	10.00

Figure 3.2-5 Slow moving Item Disseminate

STEP 3

Click on the  button

Note

The Slow Moving No. will be available in the Disseminate screen

STEP 4

Click on the  button to generate report as shown in Figure 3.2-6



KEMENTERIAN KESIHATAN MALAYSIA
HOSPITAL FARMASI SELATAN MELAKA
SLOW MOVING ITEM REPORT

Slow Moving No. : SM20000004

Item Group : All

Status : Approved

Slow Moving Period : 3 Months

From : 09/09/2020 **To** : 08/12/2020

No.	Drug Code	Item Code	Item Description	Batch No	Expiry Date	SKU	Packaging Description	Stock Available (SKU)	Offered Quantity in SKU	Last Transaction Date
1	I1750040072	46.3008.01A	Condylar Butress Plate (Right Angled) 4.5mm (Hole Range: 7)	124611-33-R		pc	Pack of 5 pc	5	1	09/07/2014
2	N1480520001	09.1206.08	Gauze Ribbon 5cm x 90M	8S13		roll	Pack of 1 roll	15	10	10/08/2014

PEMOHON

Nama : 

Jawatan : Penolong Pegawai Farmasi U29

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 08/12/2020

PELULUS

Nama : 

Jawatan : Penolong Pegawai Farmasi U29

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 08/12/2020

Printed Date : 08/12/2020

Printed By : 

Unit Name : STOR FARMASI

Source : PhIS

Page 1 of 1

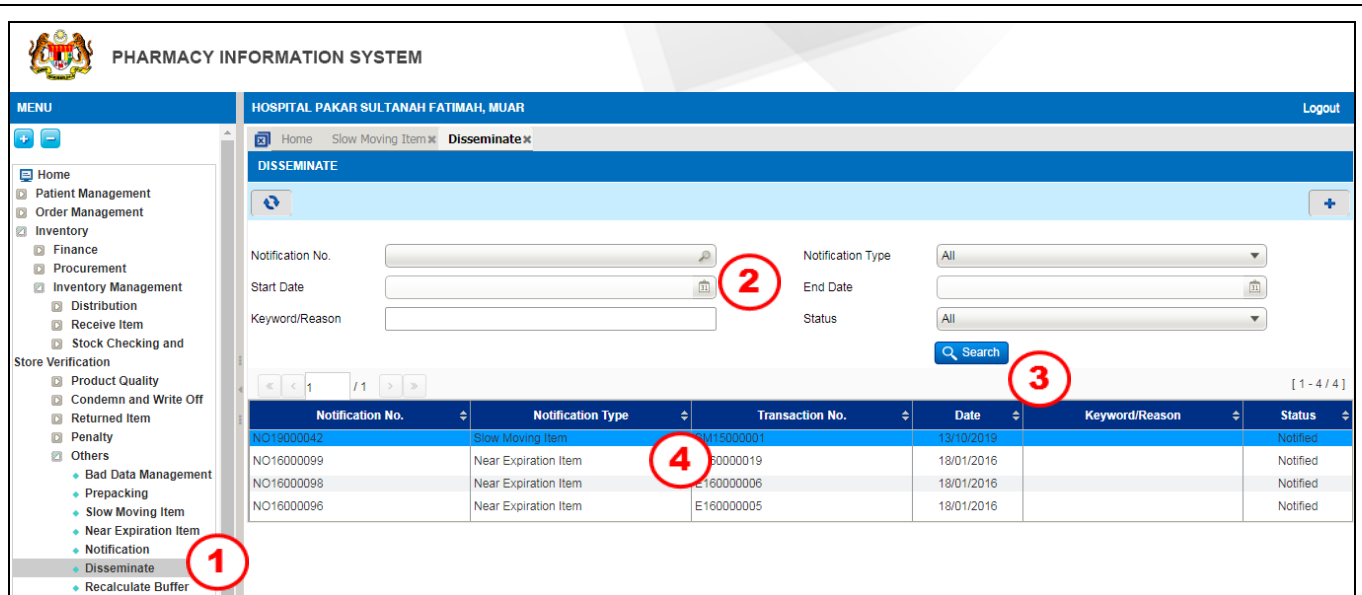
Figure 3.2-6 Slow Moving Item Report

Note

User can view / print slow moving item report either before or after they save.

3.3 Disseminate

This page will display all existing transactions of the sub-module



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Slow Moving Item Disseminate x

DISSEMINATE

Notification No. Notification Type

Start Date End Date

Keyword/Reason Status

[1 - 4 / 4]

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO18000042	Slow Moving Item	SM15000001	13/10/2019		Notified
NO16000099	Near Expiration Item	E00000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

Figure 3.3-1 Disseminate

STEP 1

Click on 'Inventory' menu and follow by 'Inventory Management' then click 'Others' and click on 'Disseminate'

STEP 2

To search for existing disseminate record(s), you may search by criteria as follows:

No	Field	Description	Remarks
A	Notification No	Notification Number	Display all existing Notification No
B	Notification Type	Search by : - All - Cancel Request - Notification - Slow moving	Able to filter and search record(s)
C	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Title for the notification	Display the information or title of the Disseminate item
F	Status	Search by: - All - Cancel Request - Notified - Open	Able to filter and search record(s)

Table 3.3-1

STEP 3

Click on the  button to search the existing transactions

Note

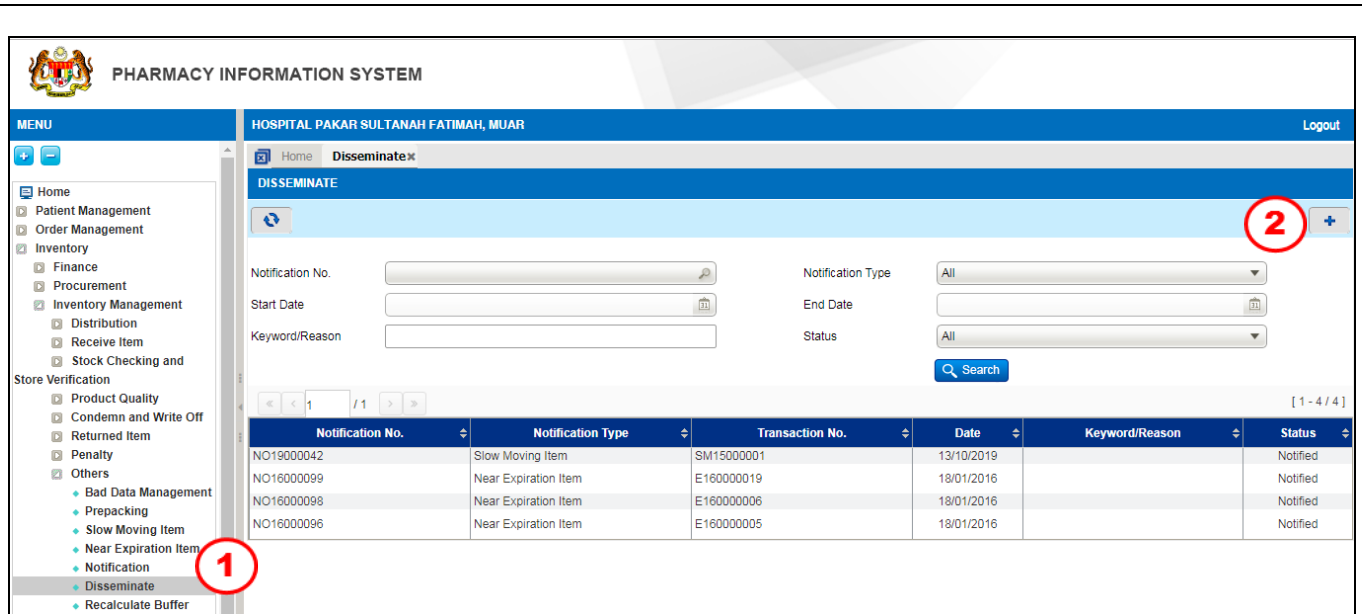
The results displayed will be based on the entered criteria as shown in Figure 3.3-1.

STEP 4

Double-click on the selected record and the details will be displayed

3.3.1 New Disseminate Record: Intra Facility

To create a new Disseminate record for Intra facility, perform the steps below



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Disseminate

DISSEMINATE

Notification No. Start Date Keyword/Reason Notification Type End Date Status

Search

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO19000042	Slow Moving Item	SM15000001	13/10/2019		Notified
NO16000099	Near Expiration Item	E160000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

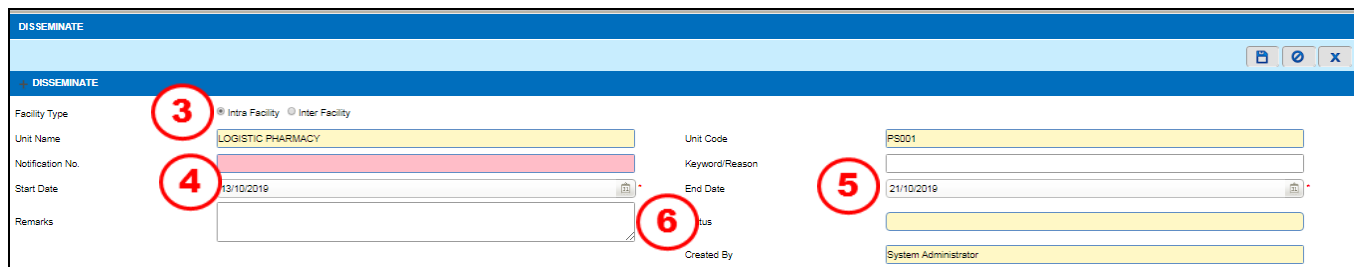
Figure 3.3.1-1 Disseminate

STEP 1

Click on 'Inventory' menu and follow by 'Inventory Management' then click 'Others' and click on 'Disseminate'

STEP 2

Click on  button to create a new transaction



DISSEMINATE

Facility Type ☒ Intra Facility ☐ Inter Facility

Unit Name LOGISTIC PHARMACY Unit Code PS001

Notification No. Keyword/Reason

Start Date 13/10/2019 End Date 21/10/2019

Remarks

Created By System Administrator

Figure 3.3.1-2 Disseminate

STEP 3

Select **Intra Facility** radio button

Note

- A new Disseminate record Status is defaulted as 'Open'.
- Unit Name and Unit Code are defaulted to the user's login ID.

STEP 4

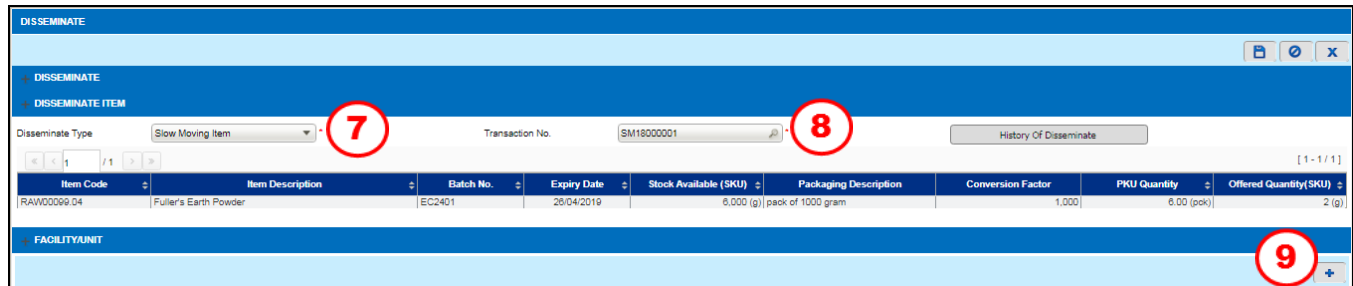
Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity(SKU)
RAW00099.04	Fuller's Earth Powder	EC2401	28/04/2019	6,000 (g)	pack of 1000 gram	1,000	6.00 (pkg)	2 (g)

Figure 3.3.1-3 Disseminate Item

STEP 7

Select '**Slow Moving Item**' from the **Disseminate Type** dropdown box and system will automatically take the latest Slow Moving transaction record.

STEP 8

Click at the  button to select the '**Transaction No**' as per Figure 3.3.1-3

Note

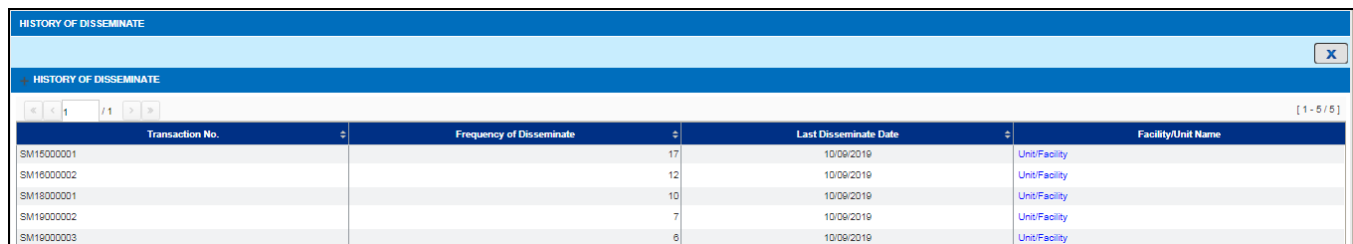
- Click on **History Of Disseminate** after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.1-4 (If there is any)
- Alert message will be prompt as per Figure 3.3.1-5 if user click on the **History Of Disseminate** without selecting the disseminate type

STEP 9

Click on the  button to add the facility/unit

Note

The list of Facility/Unit Name will be displayed as per Figure 3.3.1-6.



Transaction No.	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM18000001	17	10/09/2019	Unit/Facility
SM18000002	12	10/09/2019	Unit/Facility
SM18000001	10	10/09/2019	Unit/Facility
SM18000002	7	10/09/2019	Unit/Facility
SM18000003	6	10/09/2019	Unit/Facility

Figure 3.3.1-4 History of Disseminate

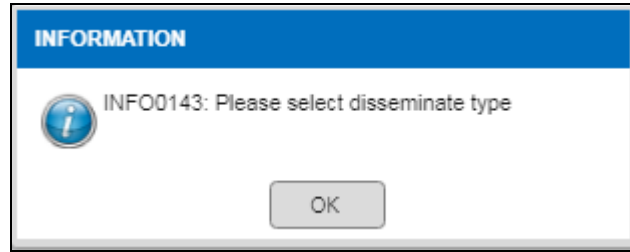


Figure 3.3.1-5 Alert Message

DISSEMINATE

DISSEMINATE

Facility Type

☒ Intra Facility
 ☐ Inter Facility

Unit Name

STOR FARMASI

Unit Code

PS001

Notification No.

Keyword/Reason

Start Date

13/10/2019

End Date

21/10/2019

Remarks

Status

Open

Created By

System Administrator

DISSEMINATE ITEM

Disseminate Type

Slow Moving Item

Transaction No.

SM15000001

History Of Disseminate

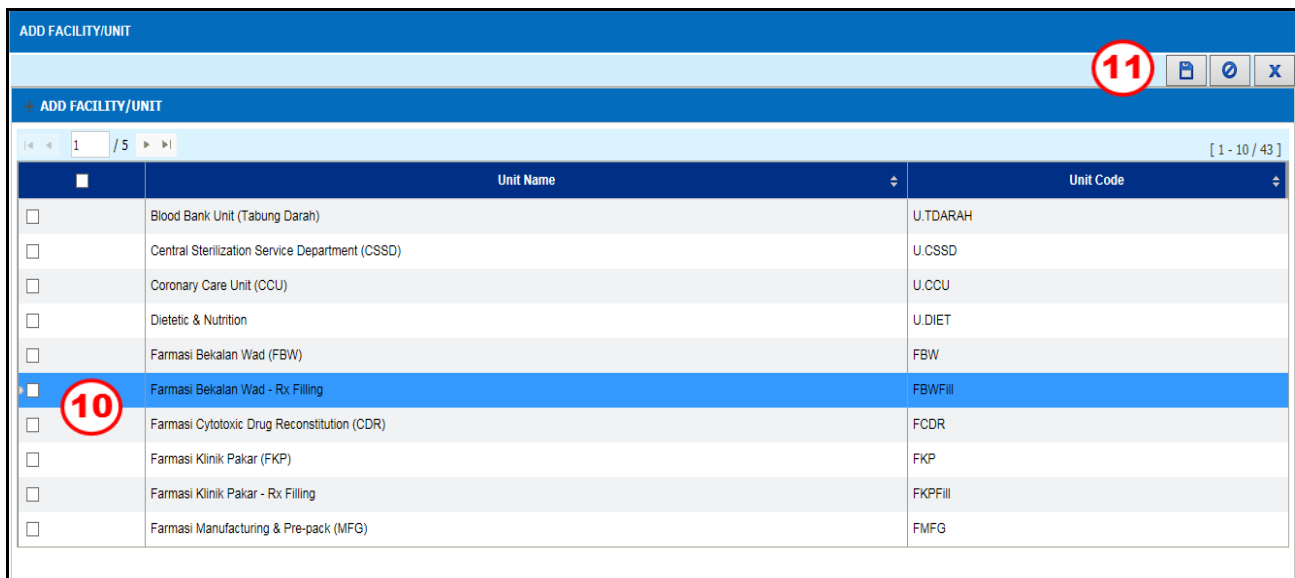
Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity(SKU)
01.0002.06	Acid Acetic Glacial BP	AKK-3220860	12/03/2018	6,000 (ml)	Bottle of 1 Litre Remove from APPL	1,000	6.00 (bott)	1,000 (m

ADD FACILITY/UNIT

ADD FACILITY/UNIT

Unit Name	Unit Code
BILIK DAFTAR MASUK	BDM
CDR FILL	CDR FILL

Figure 3.3.1-6 Disseminate Item



	Unit Name	Unit Code
☐	Blood Bank Unit (Tabung Darah)	U.TDARAH
☐	Central Sterilization Service Department (CSSD)	U.CSSD
☐	Coronary Care Unit (CCU)	U.CCU
☐	Dietetic & Nutrition	U.DIET
☐	Farmasi Bekalan Wad (FBW)	FBW
☒	Farmasi Bekalan Wad - Rx Filling	FBWFIII
☐	Farmasi Cytotoxic Drug Reconstitution (CDR)	FCDR
☐	Farmasi Klinik Pakar (FKP)	FKP
☐	Farmasi Klinik Pakar - Rx Filling	FKPFIII
☐	Farmasi Manufacturing & Pre-pack (MFG)	FMFG

Figure 3.3.1-7 Add Facility/Unit

STEP 10

Select the ☐ check box to add the Facility/Unit Name based on the selection for **Facility Type**

Note

User is allowed to select more than 1 check box.

STEP 11

Click on the  button to save the facility/Unit record

Note

- After saving the record, alert messages will be displayed as per Figure 3.3.1-8

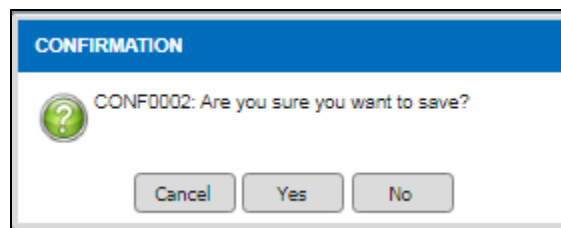


Figure 3.3.1-8 Save Record Alert Message

DISSEMINATE
12

DISSEMINATE

Facility Type: ☒ Intra Facility ☐ Inter Facility

Unit Name:

Notification No.:

Start Date:

Remarks:

Unit Code:

Keyword/Reason:

End Date:

Status:

Created By:

DISSEMINATE ITEM

Disseminate Type: Transaction No.: History Of Disseminate

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
01 0002 06	Acid Acetic Glacial BP	AKK-3220850	12/03/2018	6,000 (mg)	Bottle of 1 Litre Remove from APPL	1,000	6.00 (bott)	1,000 (mg)

FACILITY/UNIT

Facility/Unit Name	Facility/Unit Code
☐ WAD SEMARAK (ISOLASI)	ISO
☐ CDR FILL	CDR FILL
☐ BILIK DAFTAR MASUK	BDM
☐ CRC	CRC

Figure 3.3.1-9 Disseminate

Note

- To delete the Facility/Unit, Click  button to delete the selction record

STEP 12

Click on the  button to save the disseminate record

Note

- After saving the record, alert messages will be displayed as per Figure 3.3.1-9 and Figure 3.3.1-10.

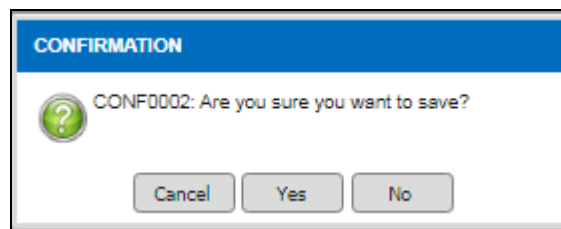
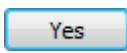


Figure 3.3.1-9 Save Record Alert Message

- Click on the  button.

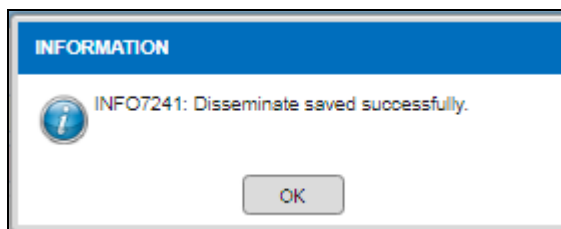


Figure 3.3.1-10 Save Record Alert Message

- Click on the  button.

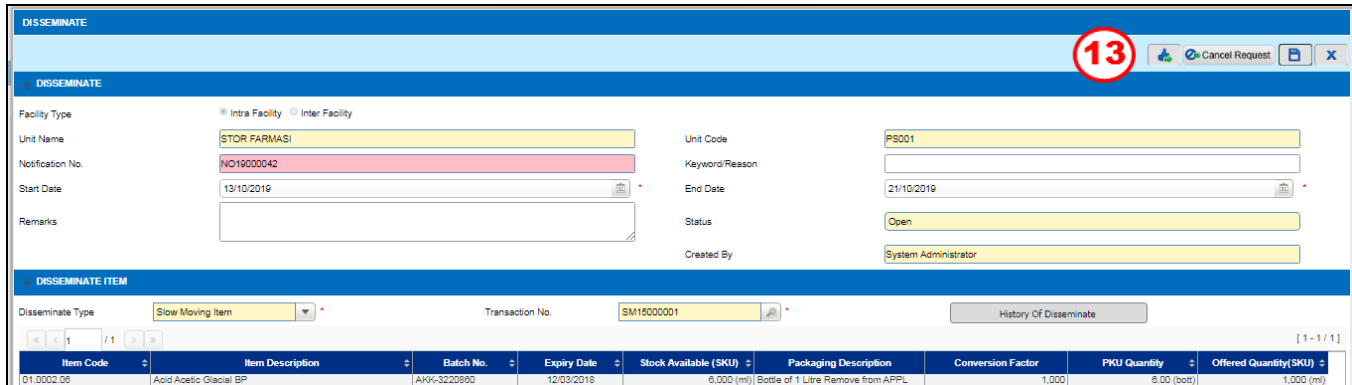


Figure 3.3.1-11 Disseminate Send Notification

STEP 13

Click on the  button to send the notification to the selected facility/unit

Note

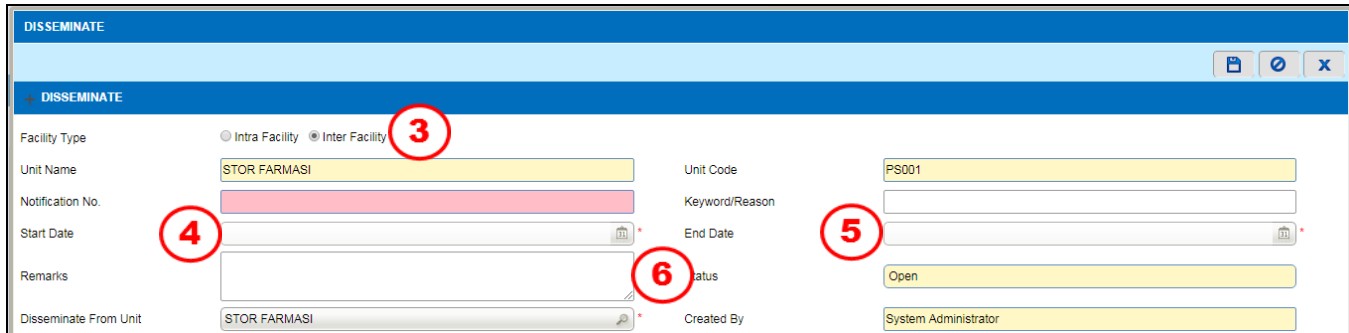
After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000

NOTIFICATION					
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO15000129	Everolimus 0.25mg Tablet	15/05/2015 11:47 AM	STOR FARMASI	
Message	NO15000126	RPL – Contract, EPO Number E150000334 is approved	12/05/2015 07:16 PM	STOR FARMASI	
Message	NO15000125	RPL – APPL, EPO Number E150000323 is approved	11/05/2015 12:22 PM	STOR FARMASI	
Message	NO15000124	RPL – APPL, EPO Number E150000314 is approved	11/05/2015 12:19 PM	STOR FARMASI	
Message	NO15000121	RPL – APPL, EPO Number E150000277 is approved	10/05/2015 05:26 PM	STOR FARMASI	
Message	NO15000120	RPL – APPL, EPO Number E150000272 is approved	09/05/2015 06:04 PM	STOR FARMASI	

Figure 3.3.1-12 Notification

3.3.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:



The screenshot shows the 'DISSEMINATE' form with the following fields and callouts:

- Facility Type:** Radio buttons for 'Intra Facility' and 'Inter Facility'. Callout 3 points to the 'Inter Facility' button.
- Unit Name:** Text field containing 'STOR FARMASI'.
- Unit Code:** Text field containing 'PS001'.
- Notification No.:** Text field.
- Keyword/Reason:** Text field.
- Start Date:** Date picker field. Callout 4 points to the date field.
- End Date:** Date picker field. Callout 5 points to the date field.
- Remarks:** Text area. Callout 6 points to the text area.
- Status:** Dropdown menu with 'Open' selected.
- Disseminate From Unit:** Text field containing 'STOR FARMASI'.
- Created By:** Text field containing 'System Administrator'.

Figure 3.3.2-1 Disseminate

This function allows users to notify of slow moving item that are offered between facilities.

Note

Repeat **STEP 1** and **STEP 2** from Section 3.3.1 New Disseminate Record: Intra Facility to create a new transaction and the Disseminate screen will be displayed as per Figure 3.3.2-1.

STEP 3

Select **Inter Facility** radio button for *Facility Type*

Note

- A new Disseminate record Status is defaulted as 'Open'.
- Unit Name and Unit Code are defaulted to the user's login ID.
- level 1 user, if click of 'Inter-Facility' radio button, new field of 'Disseminate from Unit' is displayed

STEP 4

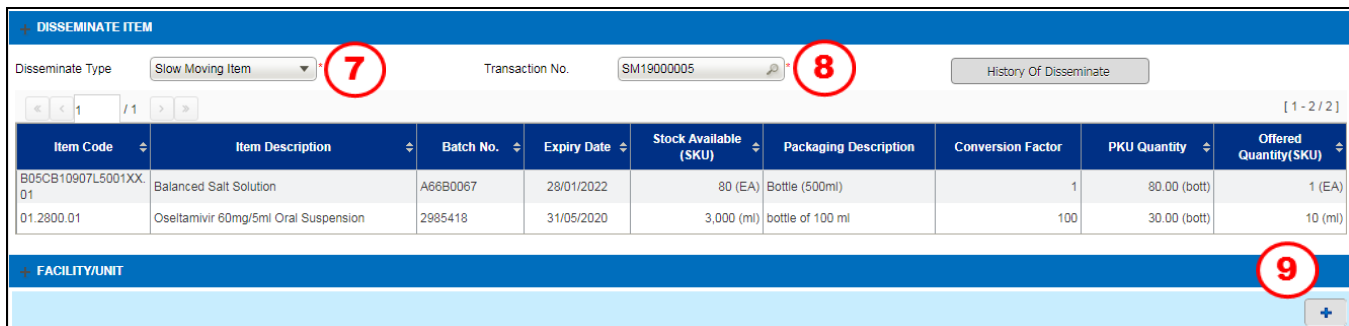
Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable



The screenshot shows the 'DISSEMINATE ITEM' form with the following fields and callouts:

- Disseminate Type:** Dropdown menu with 'Slow Moving Item' selected. Callout 7 points to the dropdown.
- Transaction No.:** Text field containing 'SM19000005'. Callout 8 points to the text field.
- History Of Disseminate:** Button.
- Table:** A table with 9 columns: Item Code, Item Description, Batch No., Expiry Date, Stock Available (SKU), Packaging Description, Conversion Factor, PKU Quantity, and Offered Quantity (SKU). It contains two rows of data. Callout 9 points to the table area.
- FACILITY/UNIT:** Section header.

Figure 3.3.2-2 Disseminate Item

STEP 7

Select Slow Moving Item from the **Disseminate Type** dropdown box

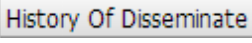
STEP 8

Select '**Transaction No**' from searching criteria option as per Figure 3.3.2-2

STEP 9

Click on the  button and the 'Facility' screen will be displayed as shown in Figure 3.3.2-2

Note

- Click on  after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.2-3.



HISTORY OF DISSEMINATE				
+ HISTORY OF DISSEMINATE				
Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name	
SM15000014	9	13/04/2015	Unit/Facility	
SM15000005	1	20/04/2015	Unit/Facility	
SM15000024	1	15/05/2015	Unit/Facility	

Figure 3.3.2-3 History of Disseminate

- Alert message will be prompt as per Figure 3.3.2-4 if user click on the  without selecting the disseminate type.

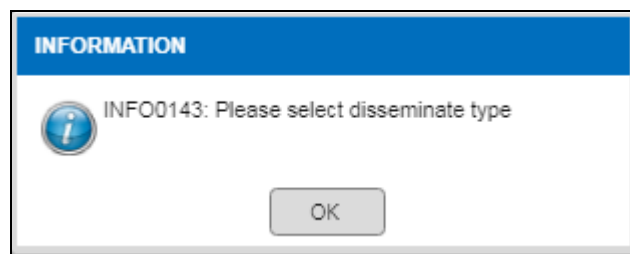
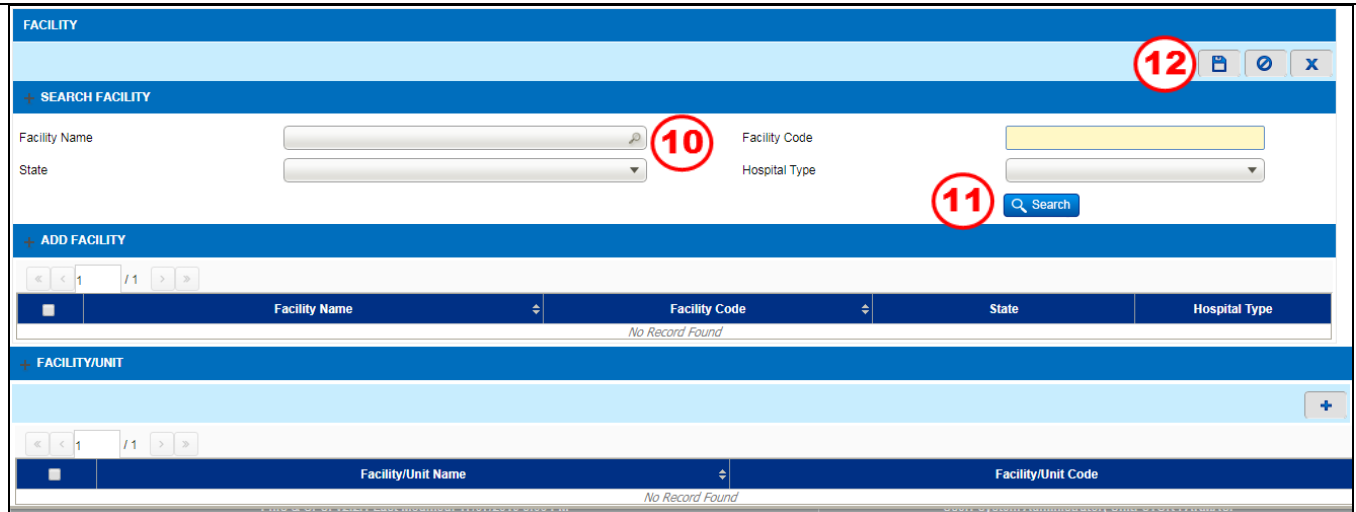


Figure 3.3.2-4 Alert Message



The screenshot displays the 'FACILITY' management interface. At the top, there's a 'FACILITY' header with a '+' icon and a search icon. Below this is the 'SEARCH FACILITY' section, which includes input fields for 'Facility Name', 'State', 'Facility Code', and 'Hospital Type'. A 'Search' button is located to the right of the 'Hospital Type' field. Below the search section is the 'ADD FACILITY' section, which contains a table with columns for 'Facility Name', 'Facility Code', 'State', and 'Hospital Type'. The table currently shows 'No Record Found'. A '+' button is visible in the top right corner of the 'FACILITY' section.

Figure 3.3.2-5 Add Facility

STEP 10

Select **State** or **Hospital Type** from the drop down box

STEP 11

Click on the  button

Note

- The list of Facility Name will be displayed based on the State or Hospital Type.
- Select the  button to add the facility name.

STEP 12

Click on the  button to save the transaction

Note

Click on the  button to add the selected **Facility Name** into the Add Facility/Unit Name section.

12

DISSEMINATE

DISSEMINATE

Facility Type

☐ Intra Facility
 ☒ Inter Facility

Unit Name

STOR FARMASI

Unit Code

PS001

Notification No.

Keyword/Reason

Start Date

13/10/2019

End Date

14/10/2019

Remarks

Status

Open

Disseminate From Unit

STOR FARMASI

Created By

System Administrator

DISSEMINATE ITEM

Disseminate Type

Slow Moving Item

Transaction No.

SM19000005

History Of Disseminate

1 / 1

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKG Quantity	Offered Quantity (SKU)
B05CB10907L5001XX.01	Balanced Salt Solution	A0680067	28/01/2022	80 (EA)	Bottle (500ml)	1	80.00 (bott)	1 (EA)
01.2800.01	Oseltamivir 60mg/5ml Oral Suspension	2985418	31/05/2020	3,000 (ml)	bottle of 100 ml	100	30.00 (bott)	10 (ml)

FACILITY

SEARCH FACILITY

ADD FACILITY

FACILITY/UNIT

1 / 1

Facility/Unit Name	Facility/Unit Code
Hospital Kulim	11-02060017

Figure 3.3.2-6 Disseminate

STEP 12

Click on the  button to save the disseminate record

Note

- An alert message will be displayed as per Figure 3.3.2-7 and Figure 3.3.2-8.

CONFIRMATION

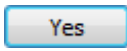

CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 3.3.2-7 Save Record Alert Message

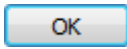
- Click on the  button in Figure 3.3.2-7

INFORMATION


INFO7241: Disseminate saved successfully.

OK

Figure 3.3.2-8 Save Record Alert Message

- Click on the  button in Figure 3.3.2-8

DISSEMINATE
13
Cancel Request

DISSEMINATE

Facility Type
☐ Intra Facility ☒ Inter Facility

Unit Name:
Notification No.:
Start Date:
Remarks:
Disseminate From Unit:

Unit Code:
Keyword/Reason:
End Date:
Status:
Created By:

DISSEMINATE ITEM

Disseminate Type: Transaction No.: History Of Disseminate

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity
B05CB10907L5001XX.01	Balanced Salt Solution	A66B0067	28/01/2022	80 (EA)	Bottle (500ml)	1	80.00
01.2800.01	Oseltamivir 60mg/5ml Oral Suspension	2985418	31/05/2020	3,000 (ml)	bottle of 100 ml	100	30.00

Figure 3.3.2-9 Disseminate Send Notification

STEP 13

Click on the  button to send the notification to the selected facility/unit

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO15000057 in Figure 3.3.2-10

NOTIFICATION				
1 2				
Notification Type	Notification No.	Title	Date	From Facility/Unit
Slow Moving Item	NO19000002		16/07/2019 06:12 PM	Klinik Kesihatan Taman Universiti
Slow Moving Item	NO19000004		16/07/2019 06:12 PM	Hospital Sungai Siput
Slow Moving Item	NO19000003		16/07/2019 06:12 PM	Hospital Sungai Siput
Slow Moving Item	NO19000003		19/03/2019 11:16 AM	Hospital Tapah
Slow Moving Item	NO19000015	Slow Moving Item (ECOSORB)	18/03/2019 10:31 AM	Hospital Jerantut
Slow Moving Item	NO19000002	Slow Moving Item	11/03/2019 03:41 PM	Hospital Tapah
Slow Moving Item	NO19000002		11/03/2019 10:39 AM	Pejabat Kesihatan Daerah Seberang Perai Tengah
Slow Moving Item	NO19000001		28/02/2019 11:39 PM	Klinik Kesihatan Taman Universiti
Slow Moving Item	NO18000005		14/01/2019 05:14 PM	Klinik Kesihatan Taman Universiti
Slow Moving Item	NO18000003		23/07/2018 12:33 PM	Klinik Kesihatan Chemor

Figure 3.3.2-10 Notification for Slow Moving Item

STEP 14

Click on the **Notification No** i.e. NO 19000002 to generate Slow Moving Item Report in Figure 3.3.2-10



Klinik Kesihatan Taman Universiti
KEMENTERIAN KESIHATAN MALAYSIA
[SLOW MOVING/ NEAR EXPIRATION] ITEMS TO OFFER

NOTIFICATION NO : NO19000002	CONTACT PERSON : Hendyati Mohd	
DISSEMINATE TYPE : SLOW MOVING ITEM	CONTACT NO : 075216800	EMAIL : hendyati_mohd@phs.com
FROM UNIT : STOR FARMASI	DATE START : 03/07/2019	DATE END : 31/12/2019
UNIT CODE : PS001	ADDRESS :	
CREATED DATE : 03/07/2019	REMARKS :	
TO FACILITY : Hospital Pakar Sultanah Fatimah, Muar		

No	Item Code	Item Description	SKU	Expiry Date	Batch No	Packaging	Offered Quantity (SKU)
1	25.1202.06	Surgical Latex Rubber Glove (Powdered) Size 7.5	pair	30/11/2020	3189375	pack of 40 pair	200
2	25.1202.06	Surgical Latex Rubber Glove (Powdered) Size 7.5	pair	31/05/2021	7518260201	pack of 40 pair	200
3	C01AA05000T1002XX.02	Digoxin 62.5 mcg Tablet	tablet	31/10/2021	16L002	pack of 300 tablet	300

Figure 3.3.2-11 Slow Moving Item Report to Offer

Note

After click on the Notification No, the system will display automatically Slow Moving Item Report in Figure 3.3.2-11

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
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

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