



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

User Manual Login Information

Version	: 12th Edition
Document ID	: U. MANUAL_LOGIN INFORMATION



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Reference ID : U. MANUAL_ LOGIN INFORMATION-12th E

Application reference: PhIS & CPS v2.5.1



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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 geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Login Information 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:

- Login Process
- Home page
- Change Password

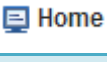
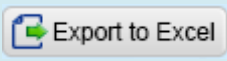
1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Login Information
- Section 4: Acronyms
- Section 5 : Links to Clinical Modules

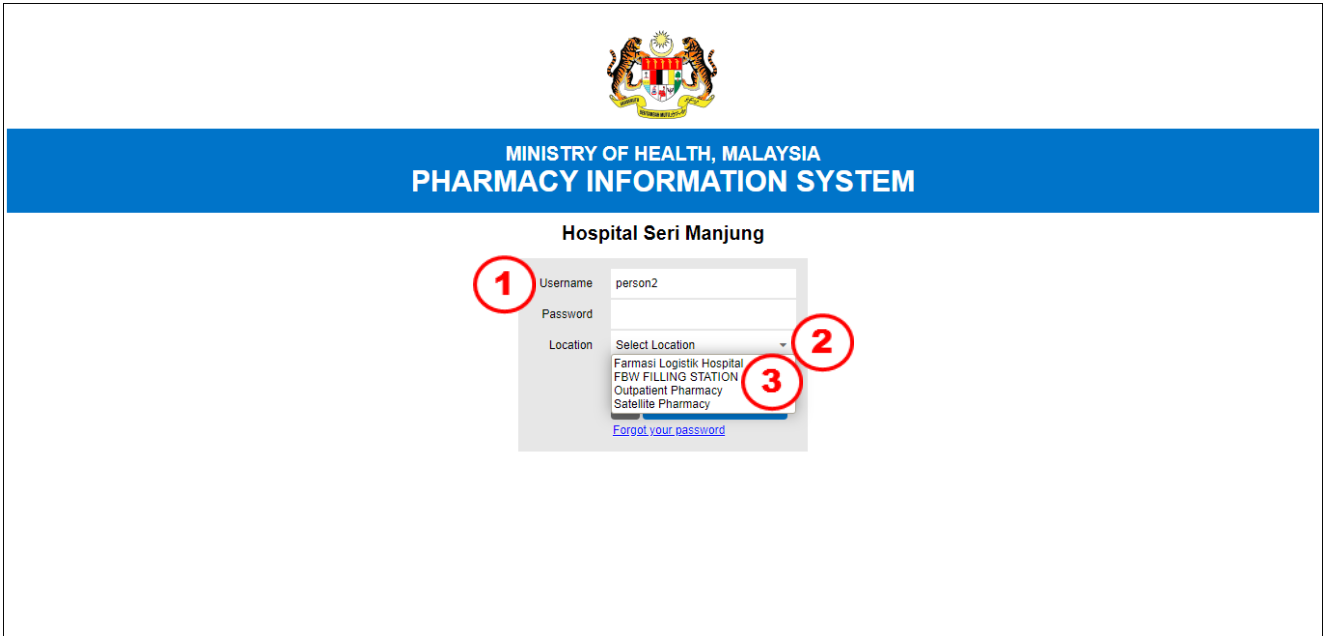
2.0 Application Standard Features

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
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format

3.0 Login to PhIS

To login into the system, perform the steps below:



The screenshot shows the PhIS login interface. At the top is the Ministry of Health Malaysia logo. Below it is a blue header bar with the text "MINISTRY OF HEALTH, MALAYSIA" and "PHARMACY INFORMATION SYSTEM". Underneath is a white box titled "Hospital Seri Manjung". Inside this box are three input fields: "Username" (containing "person2"), "Password", and "Location" (a dropdown menu). The "Location" dropdown is open, showing options: "Farmasi Logistik Hospital", "FBW FILLING STATION", "Outpatient Pharmacy", and "Satellite Pharmacy". A "Forgot your password" link is at the bottom. Three red circles with numbers 1, 2, and 3 are overlaid on the Username, Password, and Location fields respectively.

Figure 3.0-1 PhIS Login Page

The facility's name will be display on the front menu of PhIS

STEP 1

Key-in username in the **Username** field

Note

Default location will be display automatically in the **Location** field

STEP 2

Key-in password in the **Password** field

Note

If user does not exist, alert message will be displayed as shown in Figure 3.0-2.

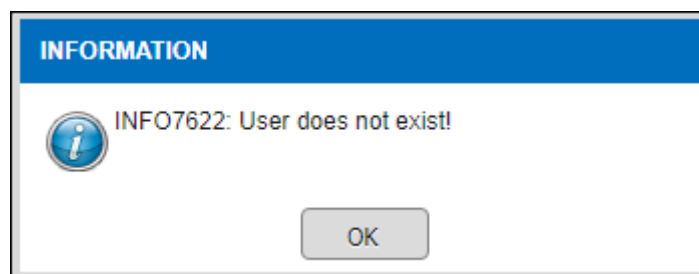


Figure 3.0-2 User does not exist

STEP 3

User with more than one (1) location(s) can select respective **Location** from the drop down

Note

User will be tie to the **Location** based on the access right. User will need to refer to the facility's System Administrator for any update needed.

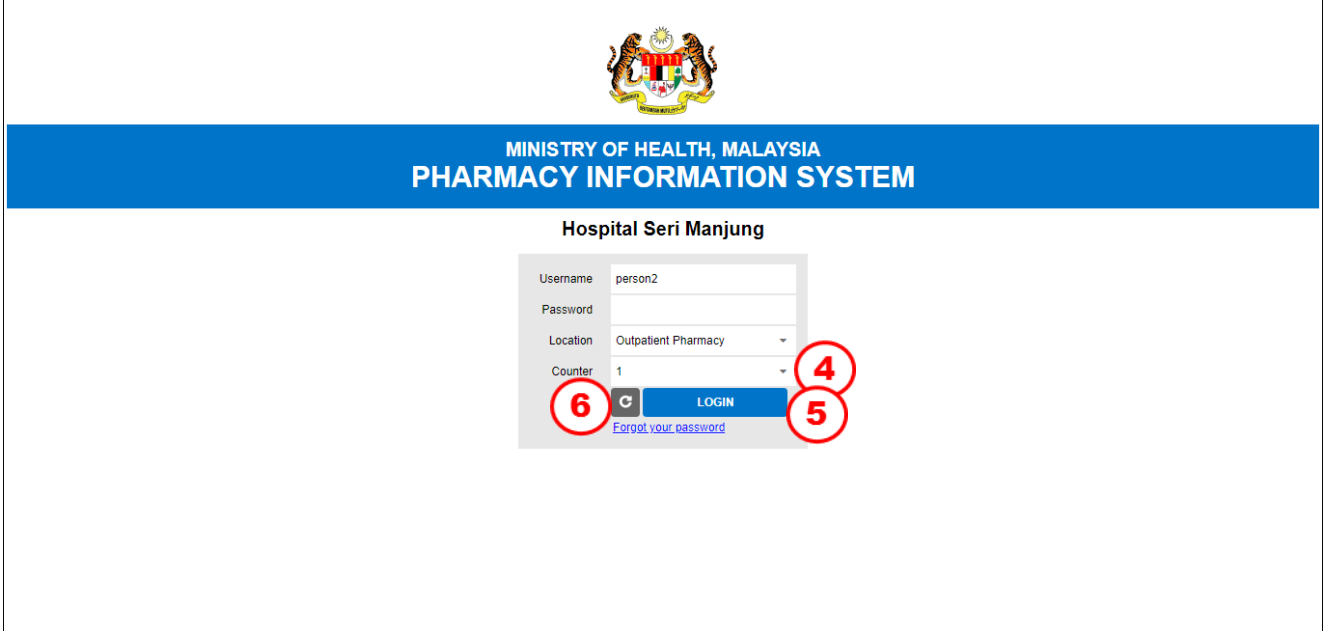


Figure 3.0-3 PhIS Login Page

STEP 4

Select counter from the **Counter** drop down

Note

It is mandatory to select the **Counter** for pharmacy dispensing.

STEP 5

Click on the  button to log into the application

STEP 6

Click on the  button to reset all the fields in the login screen

Note

Alert message as shown in Figure 3.0-4 will be display if the password entered is incorrect.



Figure 3.0-4 Wrong password entered

Note

User able to use **Forgot Password** function as below:

- User must enter registered username and click on **Forgot Password** link.
- Alert message will display as shown in Figure 3.0-5

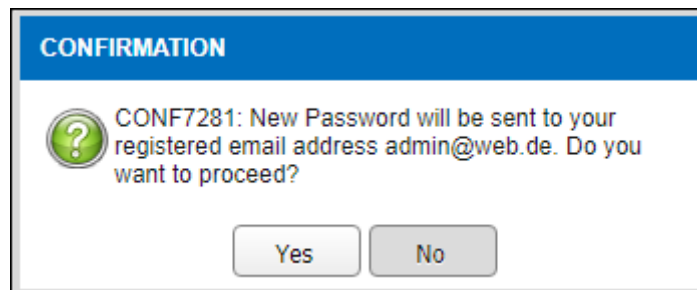
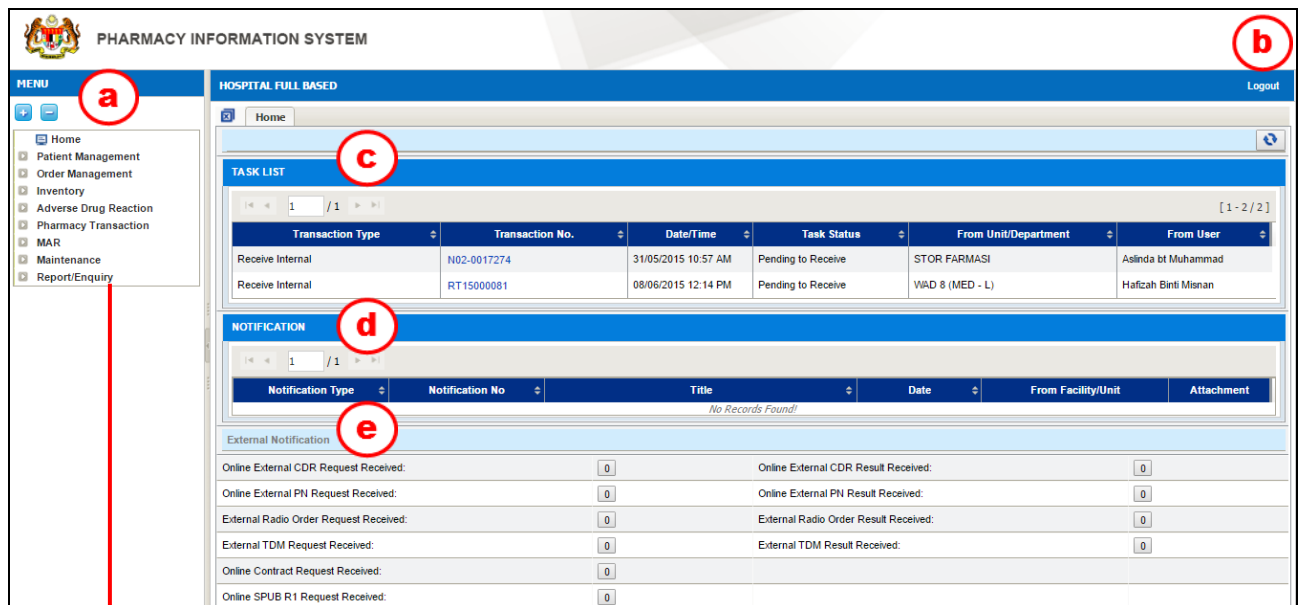


Figure 3.0-5 Alert Message

- Click button temporary password will be sent to your registered email address.
- User must change their temporary password before they can proceed with any transaction.
- In 24-hour time temporary password will expired. Another temporary new password will be sent to your registered email address.

3.1 PhIS Home Page Overview

User will be navigated to the PhIS home page upon successful login.



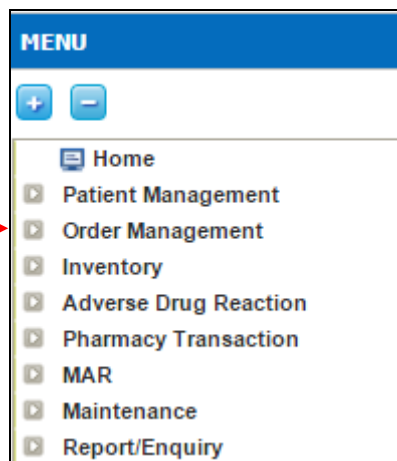
The screenshot shows the PhIS Home Page interface. Callout 'a' points to the MENU sidebar on the left. Callout 'b' points to the Logout button in the top right corner. Callout 'c' points to the TASK LIST table. Callout 'd' points to the NOTIFICATION table. Callout 'e' points to the External Notification section.

Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	N02-0017274	31/05/2015 10:57 AM	Pending to Receive	STOR FARMASI	Aslinda bt Muhammad
Receive Internal	RT15000081	08/06/2015 12:14 PM	Pending to Receive	VIAD 8 (MED - L)	Hafisah Binti Misnan

Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
No Records Found!					

External Notification	
Online External CDR Request Received:	0
Online External CDR Result Received:	0
Online External PN Request Received:	0
Online External PN Result Received:	0
External Radio Order Request Received:	0
External Radio Order Result Received:	0
External TDM Request Received:	0
External TDM Result Received:	0
Online Contract Request Received:	0
Online SPUB R1 Request Received:	0

Figure 3.1-1 PhIS Home Page



The MENU sidebar contains the following items:

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
- Report/Enquiry

Left side panel contains:

a) Menu

List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

b) Logout

To logout from PhIS application.

c) Task List

Active task(s) that require action/ follow-up will be displayed.

e.g.: Pending for Approval, Pending for Verification, or any other task(s).

d) Notification

List of inventory notification(s) received from internal units, external facility and HQ will be displayed.



Note

Urgent notification will be highlighted in red.

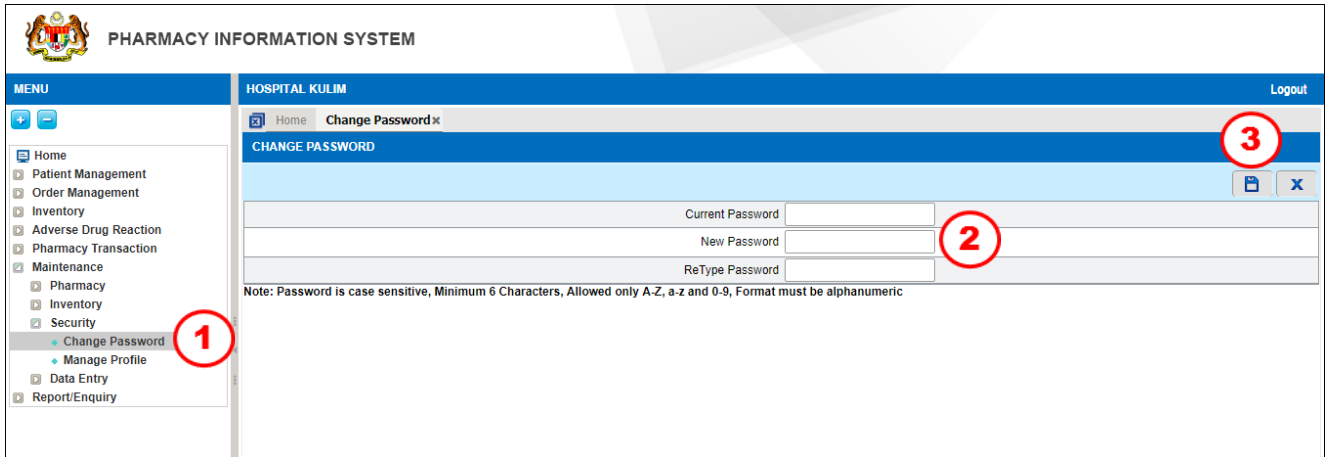
e) External Notification

List of external notification(s) received will be displayed.

E.g.: Online Issue Request Received, Online Contract Request Received, Online External CDR Request Received, External TDM Request Received.

3.2 Change Password

To change user's current password, perform steps below.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface. On the left is a 'MENU' sidebar with options like Home, Patient Management, Order Management, Inventory, Adverse Drug Reaction, Pharmacy Transaction, Maintenance, Pharmacy, Inventory, Security, Change Password (highlighted with a red circle 1), Manage Profile, Data Entry, and Report/Enquiry. The main area is titled 'HOSPITAL KULIM' and 'Change Password'. It contains three input fields: 'Current Password', 'New Password', and 'ReType Password' (highlighted with a red circle 2). A 'Save' button (highlighted with a red circle 3) is located at the top right of the form. A note at the bottom states: 'Note: Password is case sensitive, Minimum 6 Characters, Allowed only A-Z, a-z and 0-9, Format must be alphanumeric'.

Figure 3.2-1 Change Password hyperlink

STEP 1

Click on 'Maintenance' menu follow by 'Security' and then click '**Change Password**' as shown in **Figure 3.2-1**

STEP 2

Enter the **Current Password**, **New Password** and **ReType Password**

STEP 3

Click on  the button to save record

Note

- Password is case sensitive and minimum of six(6) characters has to be entered.
- Alert message as shown in Figure 3.2-2 will be display for not match current password.
- Alert message as shown in Figure 3.2-3 will be display if current and new password entered is the same.
- Alert message as shown in Figure 3.2-4 will be display if new password length is below 6 characters.
- Alert message as shown in Figure 3.2-5 will be display if new password and retype password is not the same.
- Information message as shown in Figure 3.2-6 will be display if the password is saved successfully.

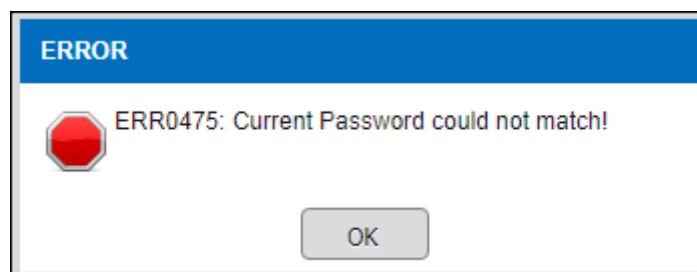


Figure 3.2-2 Error Message

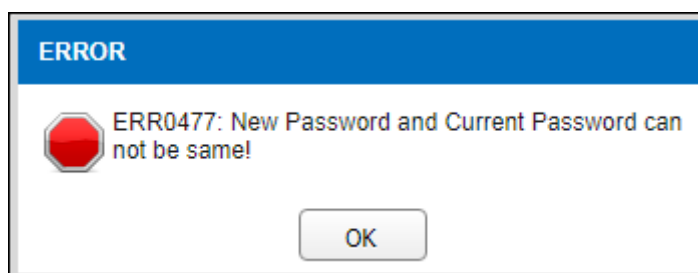


Figure 3.2-3 Error Message

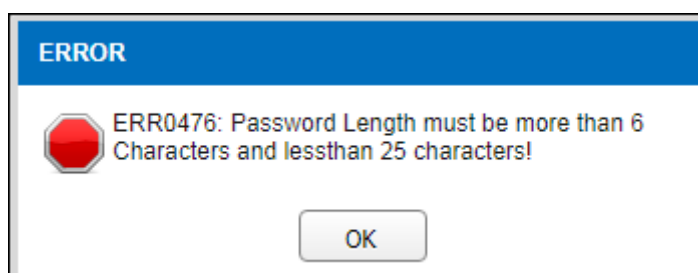


Figure 3.2-4 Error Message

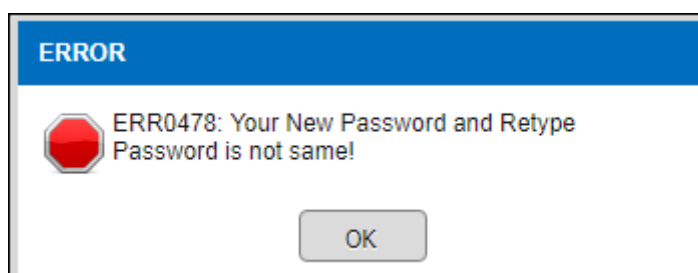


Figure 3.2-5 Error Message

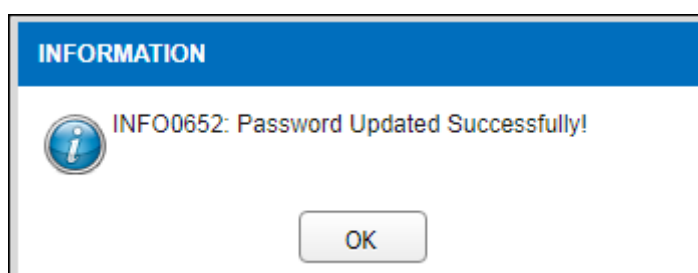


Figure 3.2-6 Information Alert Message

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
MOH	Ministry Of Health

5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	Inpatient	Click Here	12	CDR Dispensing	Click Here
2	CDR Order	Click Here	13	Methadone Dispensing	Click Here
3	TDM Order	Click Here	14	PN Dispensing	Click Here
4	PN Order	Click Here	15	Order Management	Click Here
5	IV Order	Click Here	16	Patient Management	Click Here
6	Prepacking	Click Here	17	Radiopharma	Click Here
7	Galenical	Click Here	18	Outpatient	Click Here
8	MTAC	Click Here	19	Special Drug Request	Click Here
9	ADR & DAC	Click Here	20	MAR	Click Here
10	Medication Counselling	Click Here	21	DICE	Click Here
11	Ward Pharmacy	Click Here	22		