



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

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## **User Manual Maintenance-General**

<b>Version</b>	<b>: 10<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: U. MANUAL_MASTER_SETUP_GENERAL</b>



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*Reference ID : U. MANUAL\_MASTER\_SETUP\_GENERAL-10<sup>th</sup> EDITION*

*Application reference: PhIS & CPS v2.1 & v2.2*

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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 excellent care. 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, Parenteral Nutrition, 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 Maintenance-General its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Maintenance - General


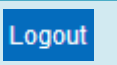


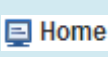












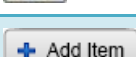
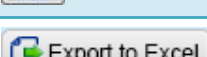
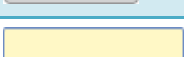

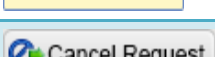












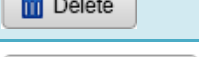

### 1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Maintenance - General
- 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

## 3.0 Maintenance - General

### Overview

Application Master Setup describes the relationship between preliminary setup for each component; the details validation and data/ information that required to be setup before system ready.

This application enables the facility to perform any modification to existing setting. Master setup generally controlled by respective personal from each site, some changes must undergo HQ approval.

### User Group

This module is intended for appointed Data Admin, usually IT, Head of Pharmacist, Head of Unit Pharmacy Main Store and Sub-Store or only authorised personnel who are allowed to view, create or modify this record in accordance with MOH or Facility Policy. System will provide a screen for user to define access level for every PhIS user based on their user role.

### Functional Diagram

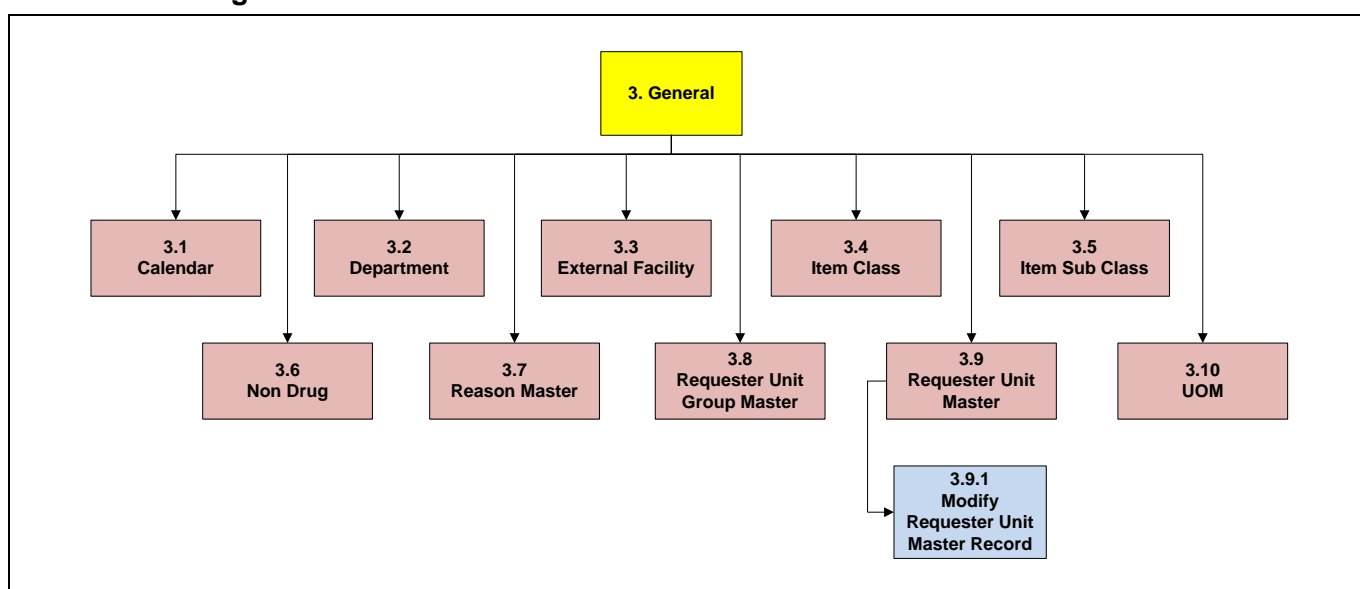


Figure 3.1

### Functional Description

Maintenance - General module comprises of fifteen (15) main sub menu:

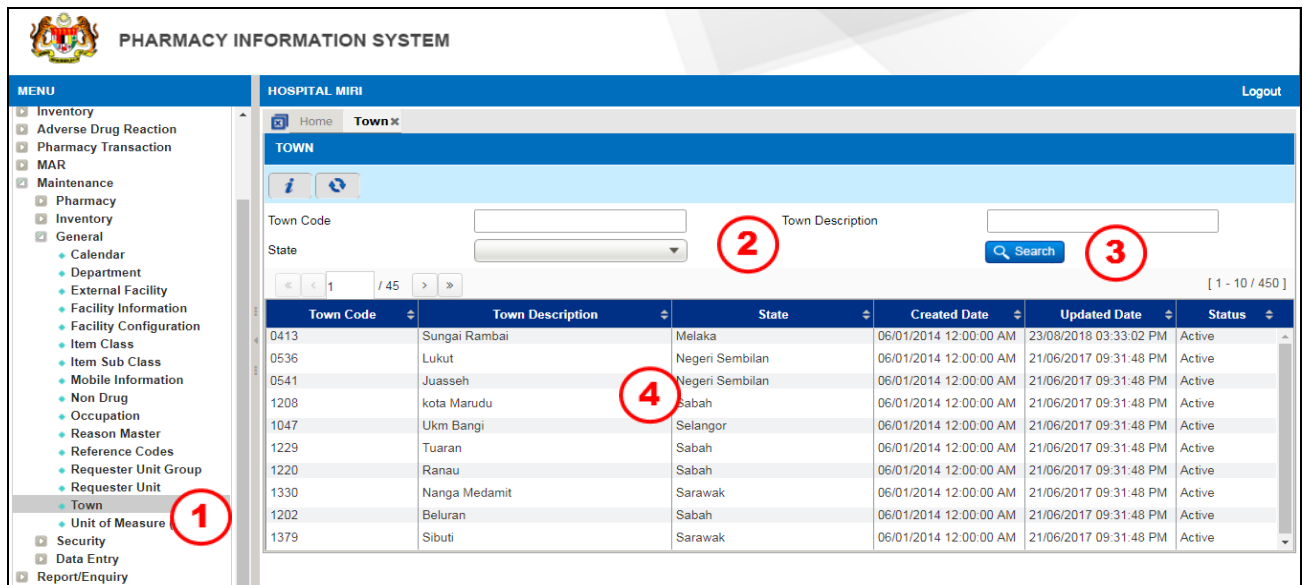
Menu	Description
Requester Unit Master	General setup of storerooms in a facility is manage in this screen. Storeroom is defining by facility which determine either the storeroom able to <b>Facility User able to add and edit a few information in the screen.</b>
Facility Info	Contains list of configuration that sets before a facility runs the system. Facility User able to add and edit a few information in the screen. <b>Facility User able to add and edit a few information in the screen.</b>
Calendar	Calendar screen allows user to create or modify calendar records. The Calendar records will be used for all modules in PhIS system. User can add the information like public holiday and weekend inside this menu. <b>Facility User able to add and edit a few information in the screen.</b>
Department	Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process. <b>Editable by Facility User.</b>

Town	The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography. <b>Not editable by Facility User.</b>
Occupation	Contains list of Occupation for patient demography recording purposes. <b>Not editable by Facility User.</b>
External Facility	The screen shows Facility listing in KKM infrastructures which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities. <b>Not editable by Facility User.</b>
Item Class	The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others. <b>Not editable by Facility User.</b>
Item Sub Class	The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others. <b>Not editable by Facility User.</b>
Non Drug	Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes. <b>Not editable by Facility User.</b>
Reason Master	Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, hold the medications order, stock adjustment and others. <b>Not editable by Facility User.</b>
Requester Unit Group Master	Requester Unit Group Master screen shows existing Requester Unit Group Master records. <b>Not editable by Facility User.</b>
UOM	UOM is Unit of Measurement. UOM screen allows create new and edit the UOM records. <b>Not editable by Facility User.</b>
Reference Code	Reference codes is listing page that support multiple system`s functionality. It contains fixed data variable that maintain by HQ to be used in pages so that any transaction and report are in line with system requirement. <b>Not editable by Facility User.</b>
Mobile Information	Mobile access management is managed in this screen. User are able to set new connectivity with mobile device by giving a token. The system later will detect the new mobile device based on token given and will track the imei mobile device`s number. <b>Facility User able to add and edit a few information in the screen.</b>

### 3.1 Town

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

#### 3.1.1 To View and edit town



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Town x

**TOWN**

Town Code: [ ] Town Description: [ ]

State: [ ] [Search] [1 - 10 / 450]

Town Code	Town Description	State	Created Date	Updated Date	Status
0413	Sungai Rambai	Melaka	06/01/2014 12:00:00 AM	23/08/2018 03:33:02 PM	Active
0536	Lukut	Negeri Sembilan	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
0541	Juasseh	Negeri Sembilan	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1208	kota Marudu	Sabah	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1047	Ukm Bangi	Selangor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1229	Tuaran	Sabah	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1220	Ranau	Sabah	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1330	Nanga Medamit	Sarawak	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1202	Beluran	Sabah	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
1379	Sibuti	Sarawak	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active

**TOWN MASTER**

State: [Johor] \* Status: [Active]

Town Code: [J138] \* Town Description: [Pengerang] \*

Figure 3.1.1-1 Town Listing Page

#### STEP 1


Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Town'

#### STEP 2

Search existing record based on below search criteria:

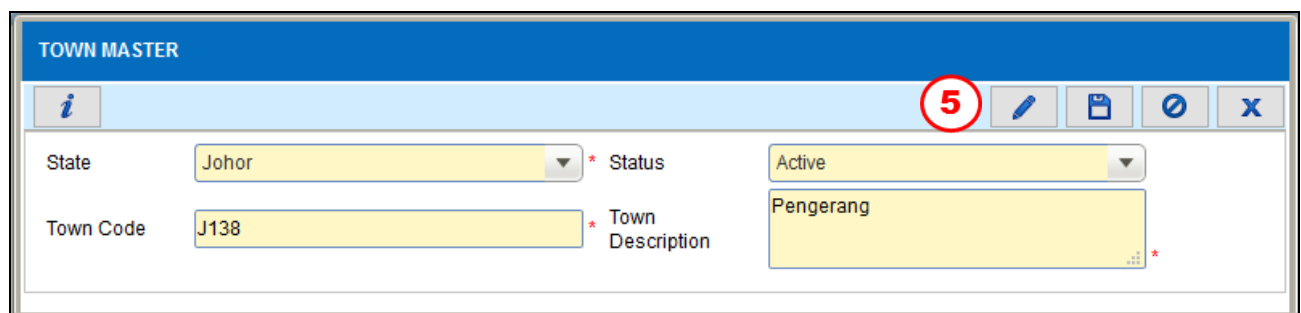
- Town Code
- State
- Town Description

#### STEP 3

Click on the  button to search 'Town' Details records

#### STEP 4

Double click on selected 'Town Description' details to view the record



**TOWN MASTER**

State: [Johor] \* Status: [Active]

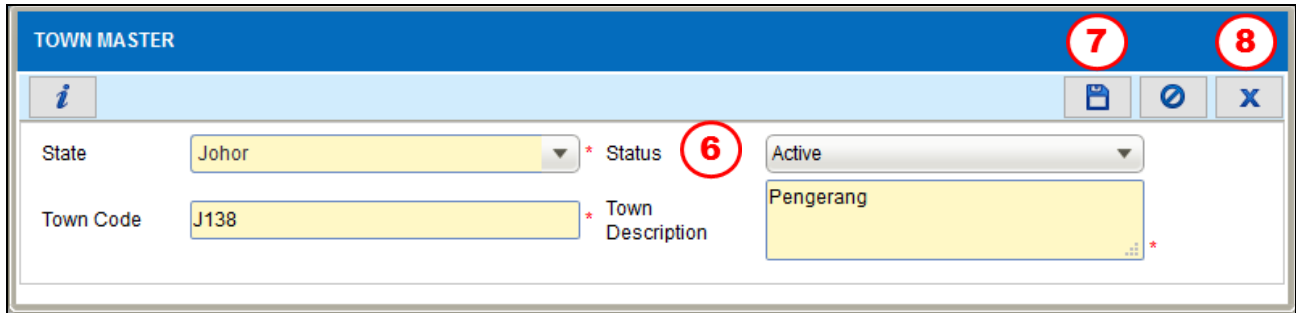
Town Code: [J138] \* Town Description: [Pengerang] \*

Figure 3.1.1-2 Town Master



### STEP 5

Click on the  button to proceed for editing



The screenshot shows a web form titled "TOWN MASTER". At the top right, there are three buttons: a save button (floppy disk icon) labeled with a red circle 7, a refresh button (circular arrow icon), and a close button (X icon) labeled with a red circle 8. On the left, there is an information icon (i) in a blue box. The form contains two rows of fields. The first row has "State" with a dropdown menu showing "Johor" and a red asterisk, followed by "Status" with a dropdown menu showing "Active" and a red circle 6. The second row has "Town Code" with a text box containing "J138" and a red asterisk, followed by "Town Description" with a text box containing "Pengerang" and a red asterisk.

Figure 3.1.1-3 Town Master

### STEP 6

Select on 'Status' to change either:

- a) Active – town is available
- b) Inactive – town is unavailable

### STEP 7

Click on the  button to save editing

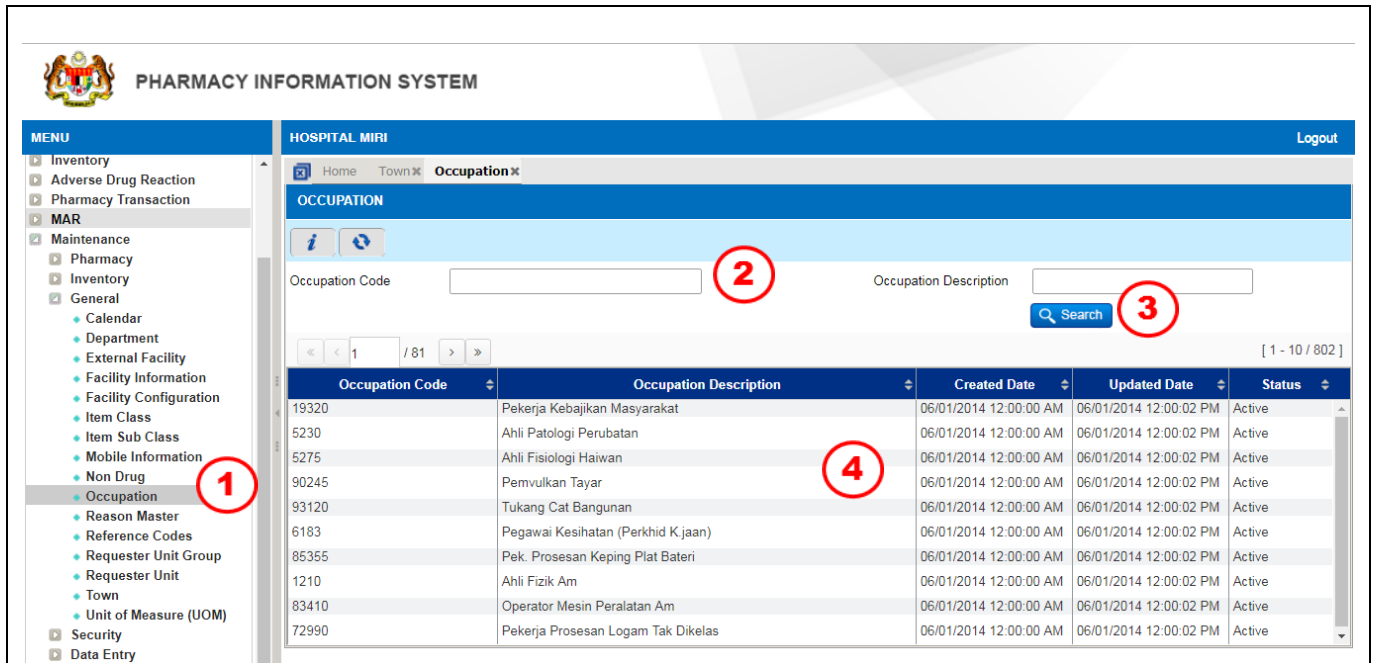
### STEP 8

Click on the  button and to close record

## 3.2 Occupation

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

### 3.2.1 To view and edit occupation



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Town Occupation

**OCCUPATION**

Occupation Code Occupation Description Search

[ 1 - 10 / 802 ]

Occupation Code	Occupation Description	Created Date	Updated Date	Status
19320	Pekerja Kebajikan Masyarakat	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
5230	Ahli Patologi Perubatan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
5275	Ahli Fisiologi Haiwan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
90245	Pemvulkan Tayar	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
93120	Tukang Cat Bangunan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
6183	Pegawai Kesihatan (Perkhid K'jaan)	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
85355	Pek. Prosesan Keping Plat Bateri	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
1210	Ahli Fizik Am	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
83410	Operator Mesin Peralatan Am	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
72990	Pekerja Prosesan Logam Tak Dikelas	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active

Figure 3.2.1-1 Occupation Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Occupation'

#### STEP 2

Search existing record based on below search criteria:

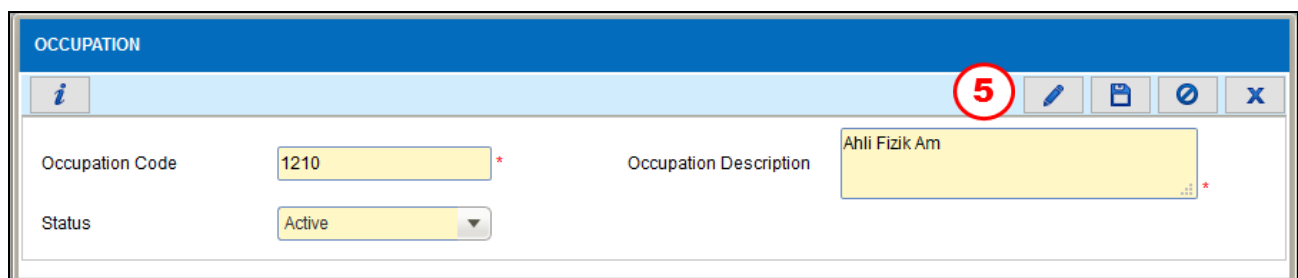
- Occupation Code
- Occupation Description

#### STEP 3

Click on the Search button to search 'Occupation' details records

#### STEP 4

Double click on selected 'Occupation Description' details to view the record



**OCCUPATION**

Occupation Code Occupation Description Status

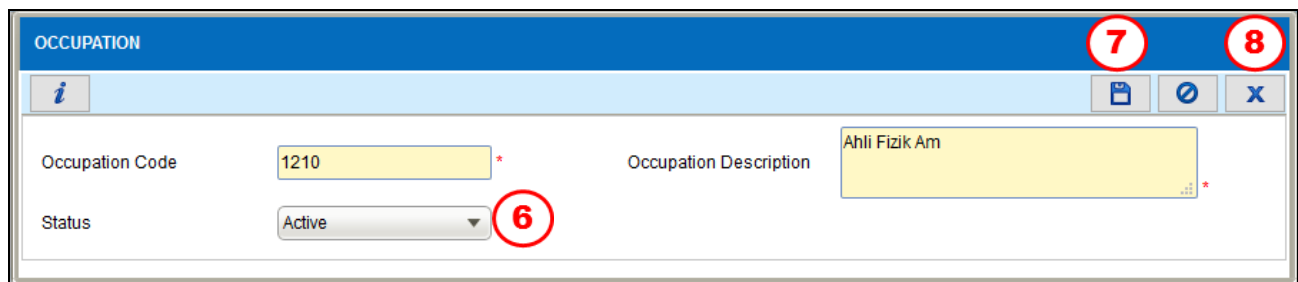
1210 Ahli Fizik Am Active

Edit

Figure 3.2.1-2 Occupation

#### STEP 5

Click on the Edit button to proceed for editing



**Figure 3.2.1-3 Occupation**

**STEP 6**

Select the 'Status' to change either:

- a) Active – occupation is available
- b) Inactive – occupation is unavailable

**STEP 7**

Click on the  button to save editing

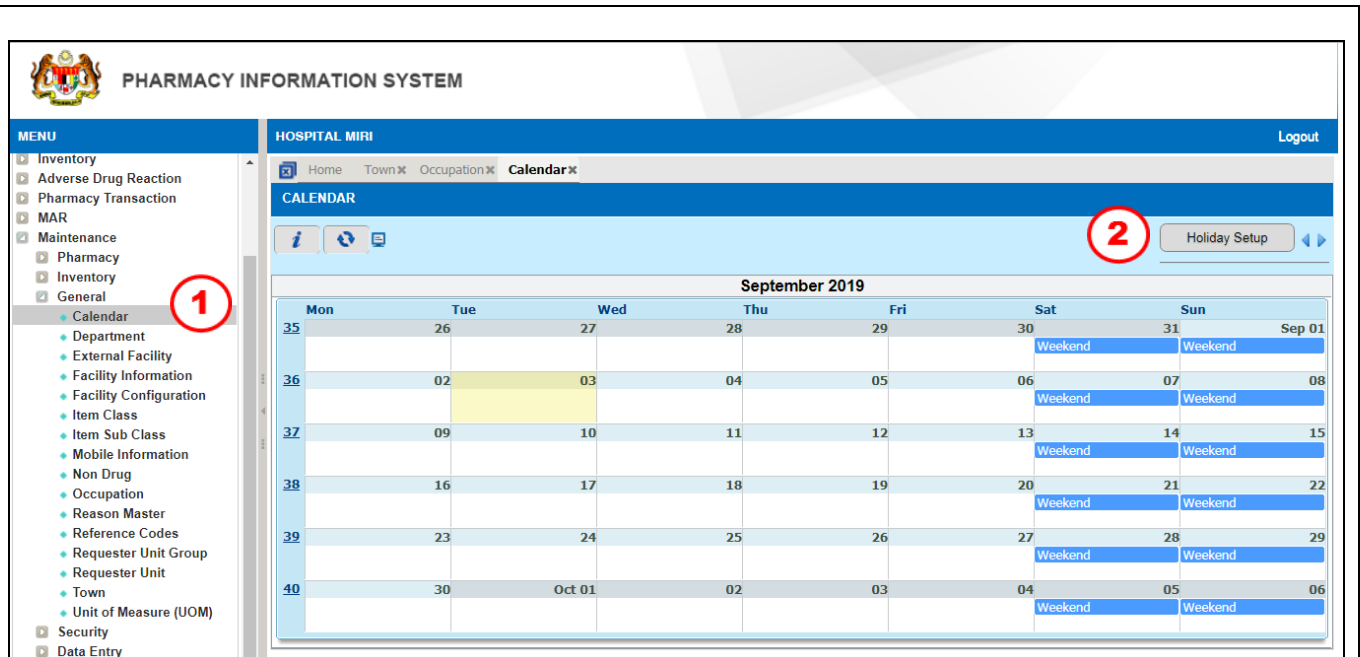
**STEP 8**

Click on the  button and to close record

### 3.3 Calendar

Calendar screen allows user to create or modify calendar records. User can add the information like public holiday and weekend inside this menu. It will affect on next collection date for dispensing purposes, delivery lapse period and other functions in system.

### 3.3.1 To view and edit Calendar





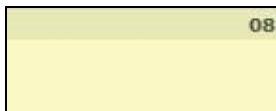
### Figure 3.3.1-1 Calendar

## STEP 1

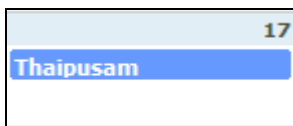
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

**Note**



- Click on the  button to refresh the page.
- Click on the  button to resize the view to the full browser width.
- System will display the current month of the year.
- Only authorized personnel are allowed to view, edit and modify this record in accordance with MOH/local policy.
- Calendar will be maintained by both HQ & facility level.



- *This field indicates today's date.*

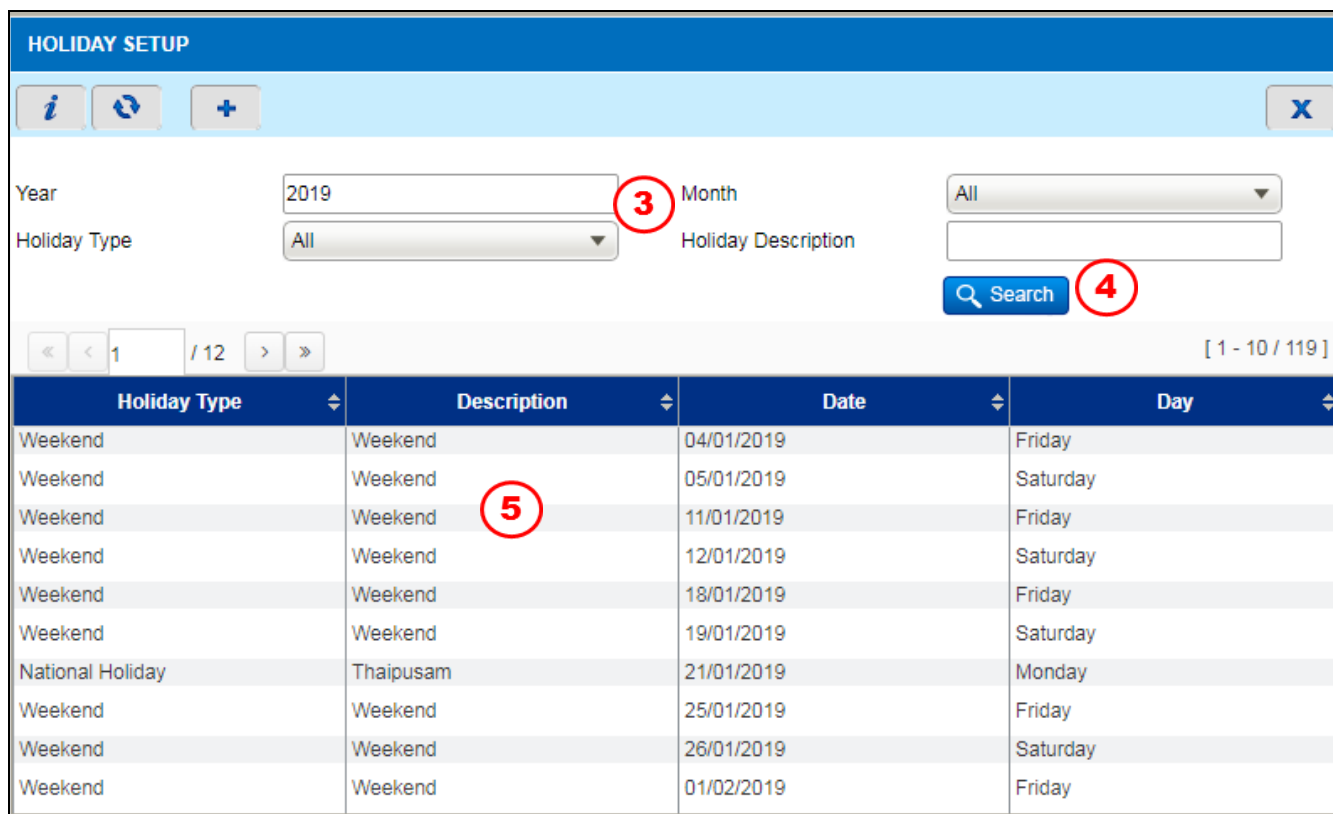


- This field indicates the weekends or Public Holiday for the state.

- Click on the  button to view the previous month. Click on the  button to view the calendar for next month

## STEP 2

Click on the **Holiday Setup** button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-2



**HOLIDAY SETUP**

Year: 2019 Month: All  
Holiday Type: All Holiday Description:

1 / 12 [ 1 - 10 / 119 ]

Holiday Type	Description	Date	Day
Weekend	Weekend	04/01/2019	Friday
Weekend	Weekend	05/01/2019	Saturday
Weekend	Weekend	11/01/2019	Friday
Weekend	Weekend	12/01/2019	Saturday
Weekend	Weekend	18/01/2019	Friday
Weekend	Weekend	19/01/2019	Saturday
National Holiday	Thaipusam	21/01/2019	Monday
Weekend	Weekend	25/01/2019	Friday
Weekend	Weekend	26/01/2019	Saturday
Weekend	Weekend	01/02/2019	Friday

Figure 3.3.1-2 Holiday Setup

## STEP 3

To search for the particular holiday record, the user may search by the following criteria as shown in Figure 3.3-2:

- Year
- Holiday Type
- Month
- Holiday Description

## STEP 4

Click on the **Search** button. The result(s) display will be based on the entered criteria

## STEP 5

Double click on the existing record in the calendar to view

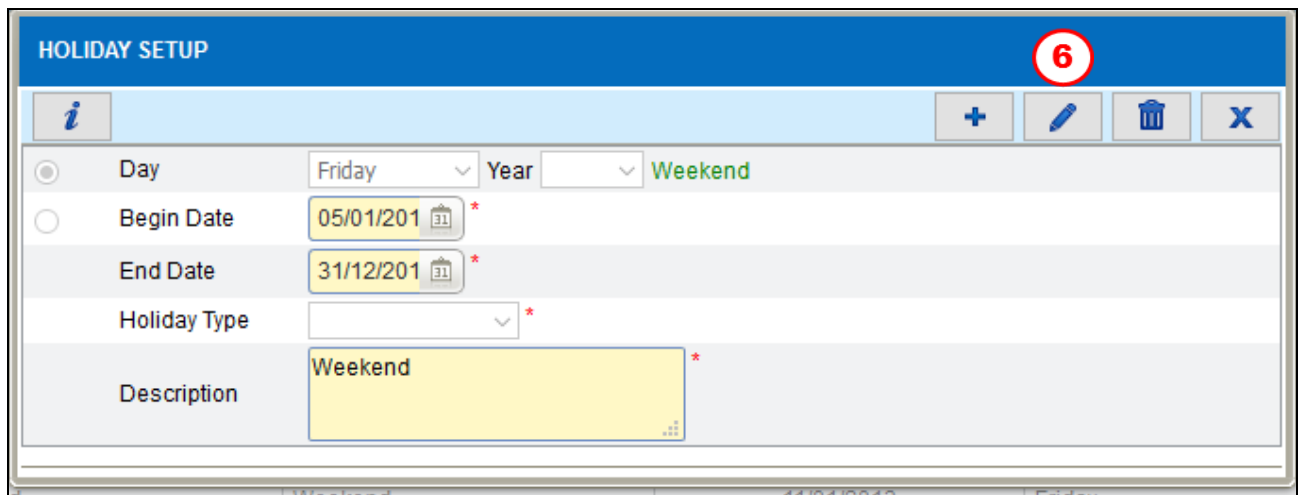



Figure 3.3.1-3 Holiday Setup

#### STEP 6

Click on the  button to edit the existing record

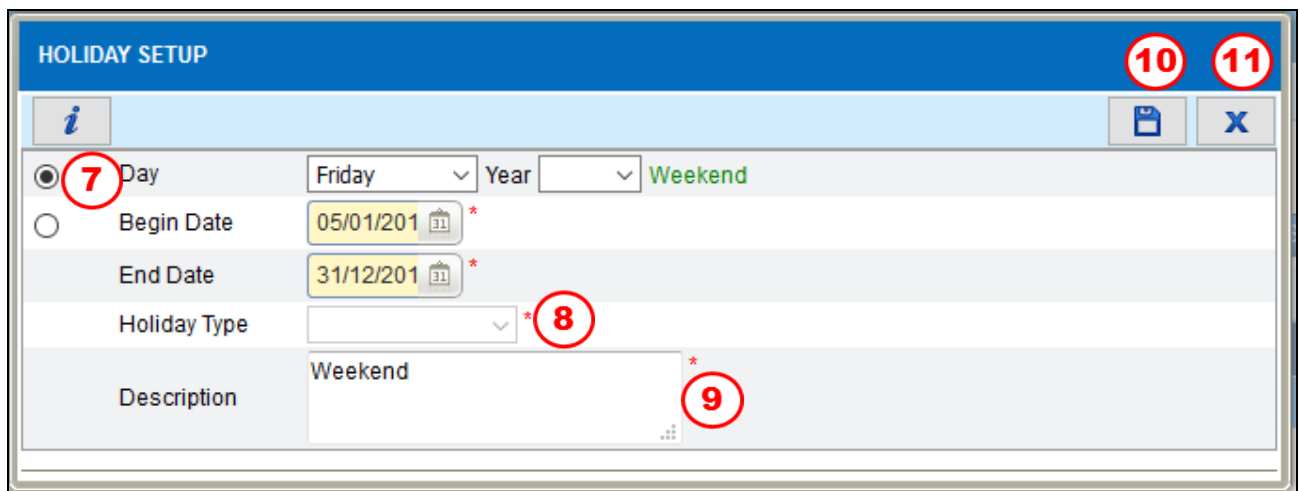


Figure 3.3.1-4 Holiday Setup

#### STEP 7

Click on the radio button to choose type of holiday setup

a) Day – Setup holiday by day basis for the particular year

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar

#### STEP 8

Select holiday type as below:

- a) Ad Hoc
- b) National Day
- c) State Holiday

**STEP 9**

Enter description for the holiday

**STEP 10**

Click on the  button to save editing

**STEP 11**

Click on the  button to close record

### 3.3.2 To add New Holiday in Calendar.

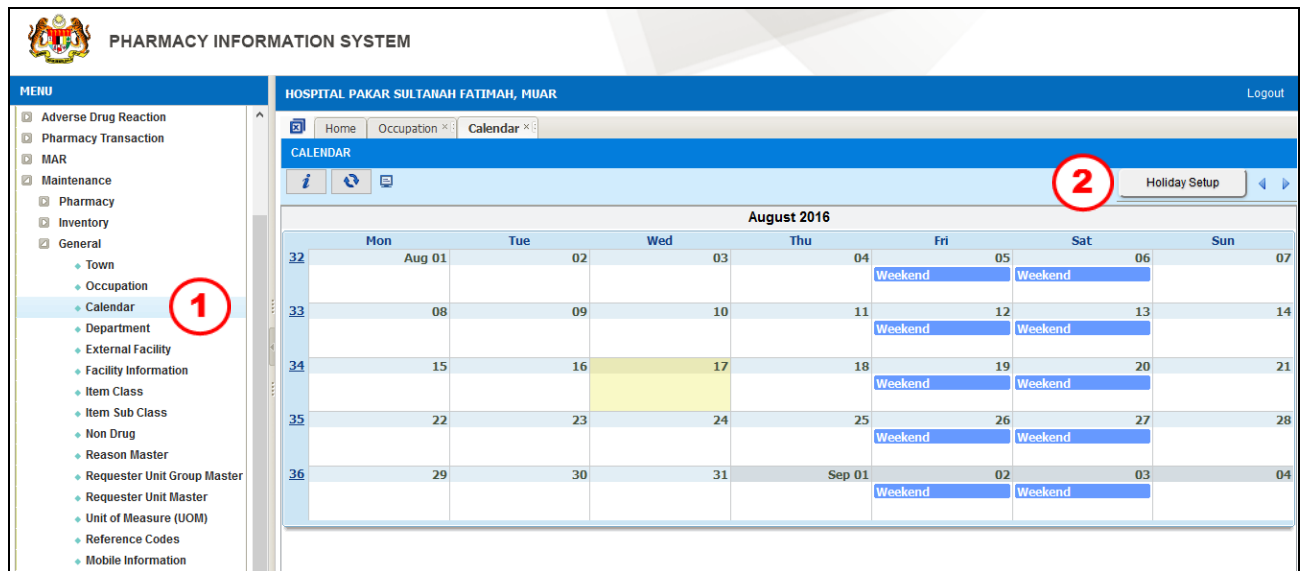


Figure 3.3.2-1 Calendar

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

#### STEP 2

Click on the **Holiday Setup** button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-5.

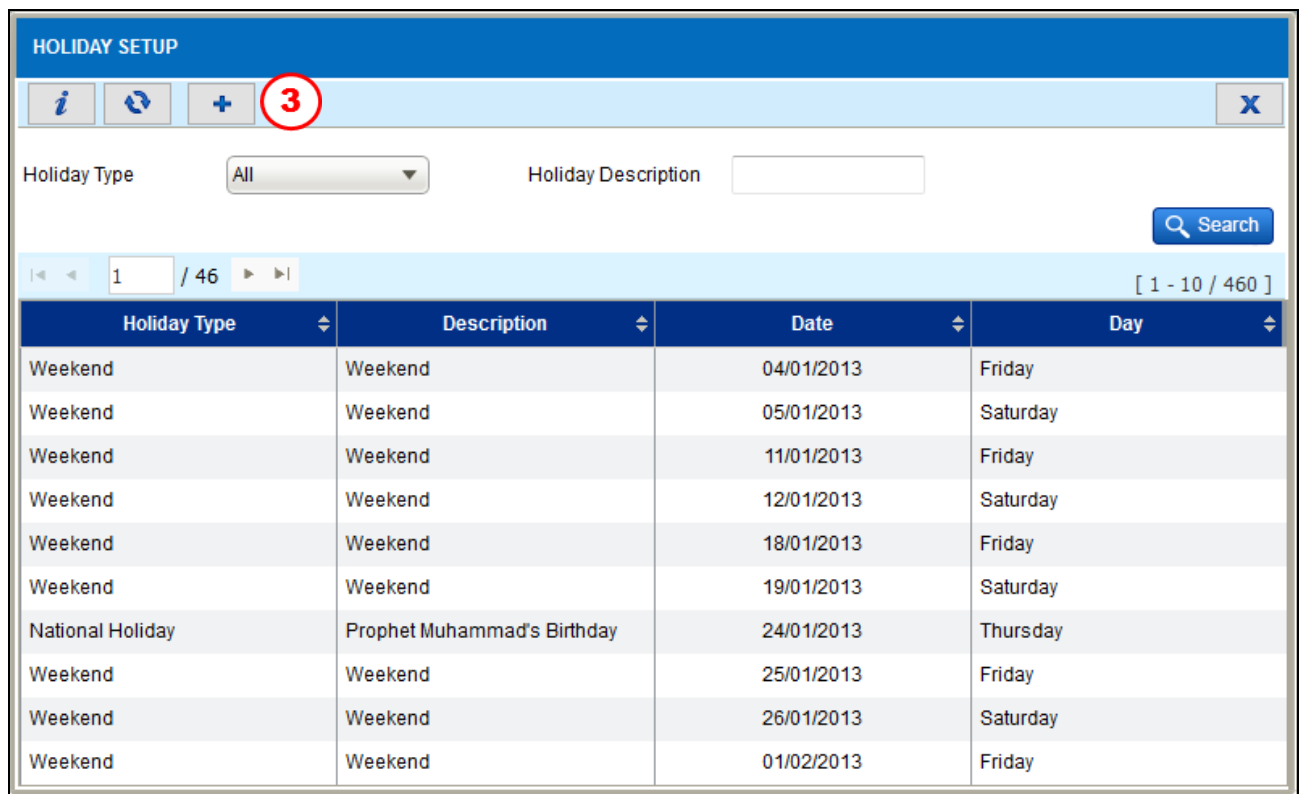
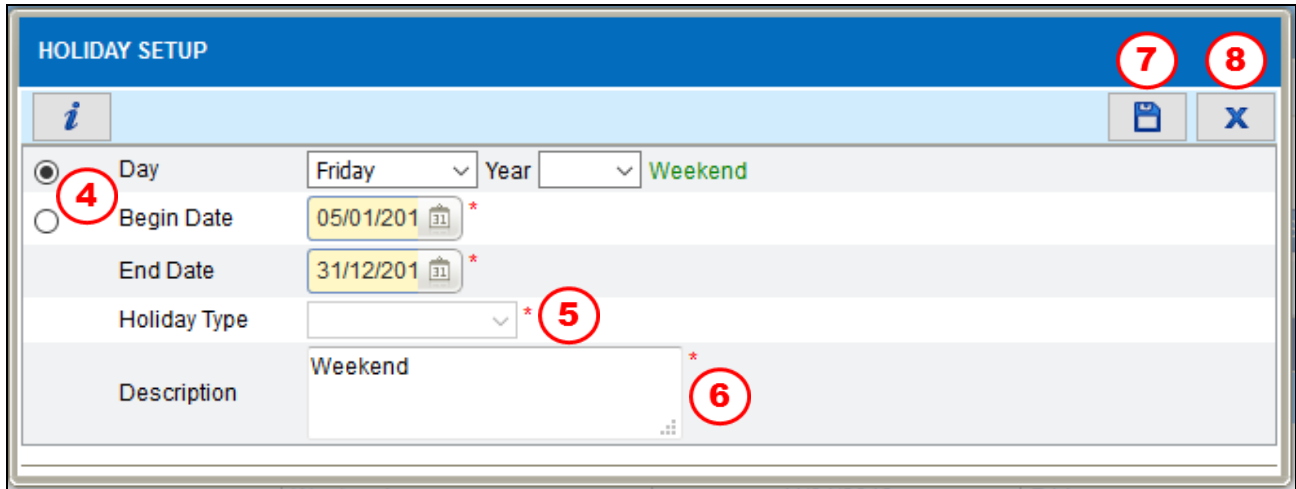


Figure 3.3.2-2 Holiday Setup



### STEP 3

Click on  button to add new record



The screenshot shows the 'HOLIDAY SETUP' form. It has a blue header bar with the title 'HOLIDAY SETUP' and two buttons labeled '7' and '8'. Below the header is a light blue bar with an information icon 'i' and a close button 'X'. The main form area contains several fields: a radio button labeled '4' next to 'Day', a dropdown menu showing 'Friday', a 'Year' dropdown, and a 'Weekend' label. Below this are 'Begin Date' (05/01/201) and 'End Date' (31/12/201) fields, each with a calendar icon and an asterisk. The 'Holiday Type' field is a dropdown menu with an asterisk and a callout '5'. The 'Description' field contains the text 'Weekend' and has a callout '6'. At the bottom right of the form are two buttons: a save button (floppy disk icon) and a close button (X icon), with callouts '7' and '8' respectively.

Figure 3.3.2-3 Holiday Setup

### STEP 4

Click on the radio button to choose type of holiday setup

a) Day – Setup holiday by day basis for the particular year

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar.

### STEP 5

Choose holiday type

- a) Ad Hoc
- b) National Day
- c) State Holiday

### STEP 6

Enter description for the holiday

### STEP 7

Click on  button to save editing

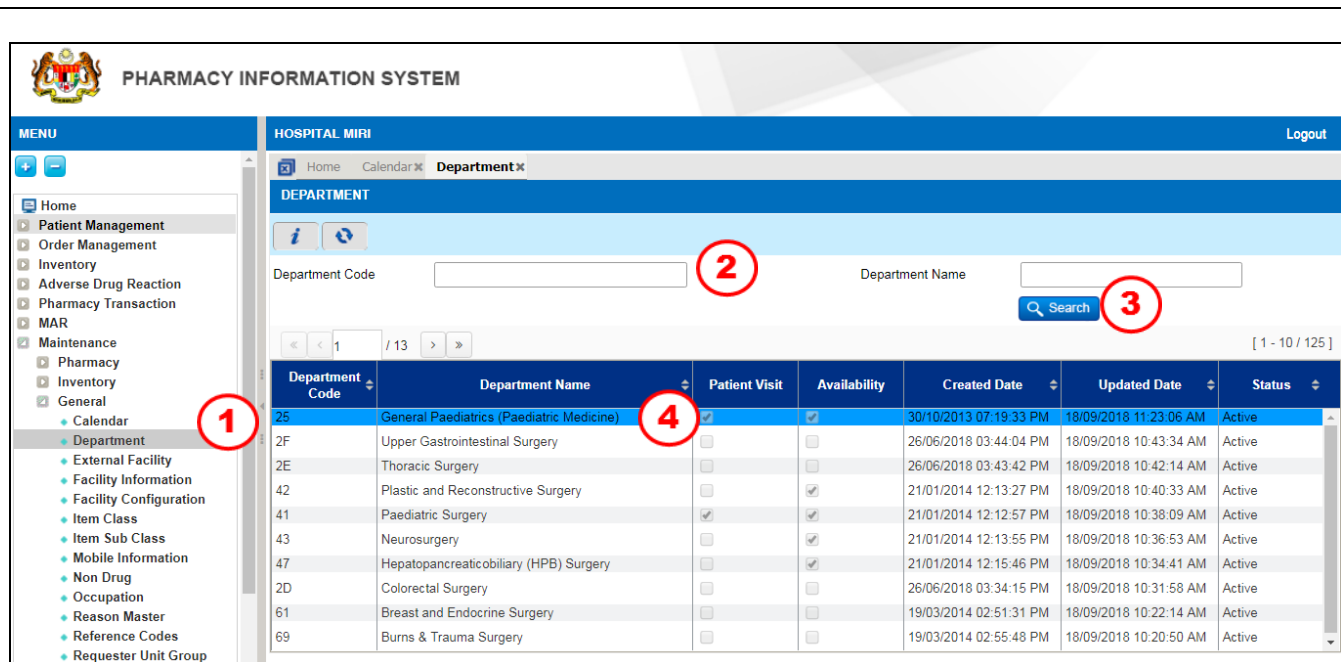
### STEP 8

Click on the  button and to close record

### 3.4 Department

Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process.

#### 3.4.1 To view and edit Department



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Calendar Department

**DEPARTMENT**

Department Code  Department Name

< 1 / 13 >

Department Code	Department Name	Patient Visit	Availability	Created Date	Updated Date	Status
25	General Paediatrics (Paediatric Medicine)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/10/2013 07:19:33 PM	18/09/2018 11:23:06 AM	Active
2F	Upper Gastrointestinal Surgery	<input type="checkbox"/>	<input type="checkbox"/>	26/06/2018 03:44:04 PM	18/09/2018 10:43:34 AM	Active
2E	Thoracic Surgery	<input type="checkbox"/>	<input type="checkbox"/>	26/06/2018 03:43:42 PM	18/09/2018 10:42:14 AM	Active
42	Plastic and Reconstructive Surgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21/01/2014 12:13:27 PM	18/09/2018 10:40:33 AM	Active
41	Paediatric Surgery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21/01/2014 12:12:57 PM	18/09/2018 10:38:09 AM	Active
43	Neurosurgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21/01/2014 12:13:55 PM	18/09/2018 10:36:53 AM	Active
47	Hepatopancreaticobiliary (HPB) Surgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21/01/2014 12:15:46 PM	18/09/2018 10:34:41 AM	Active
2D	Colorectal Surgery	<input type="checkbox"/>	<input type="checkbox"/>	26/06/2018 03:34:15 PM	18/09/2018 10:31:58 AM	Active
61	Breast and Endocrine Surgery	<input type="checkbox"/>	<input type="checkbox"/>	19/03/2014 02:51:31 PM	18/09/2018 10:22:14 AM	Active
69	Burns & Trauma Surgery	<input type="checkbox"/>	<input type="checkbox"/>	19/03/2014 02:55:48 PM	18/09/2018 10:20:50 AM	Active

Figure 3.4.1-1 Department Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Department'

#### STEP 2

Search existing record based on below search criteria:

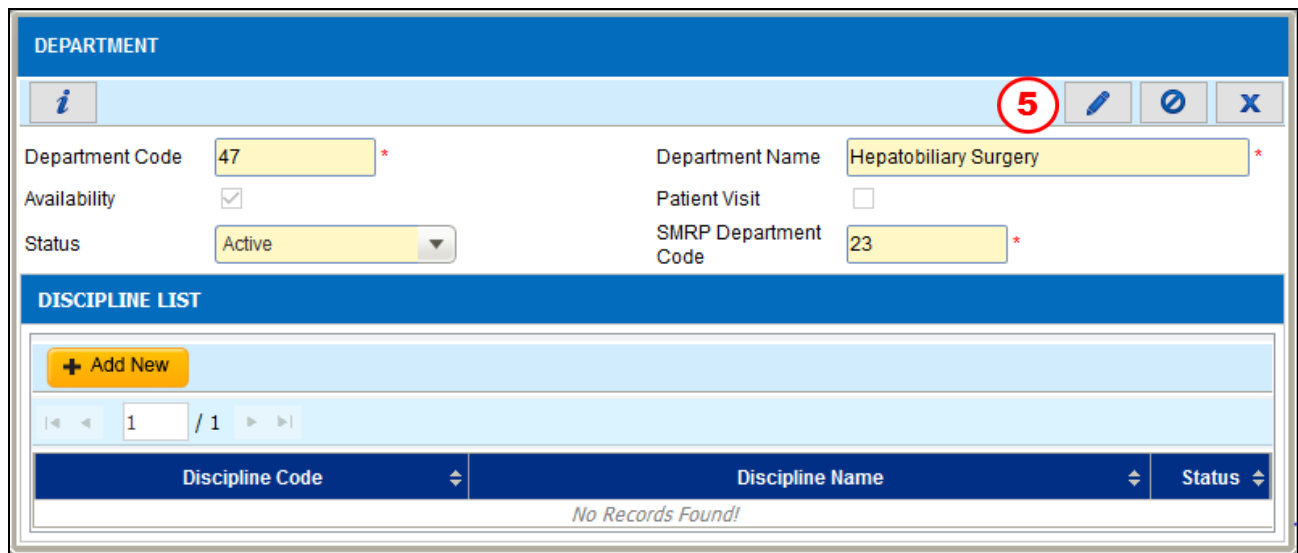
- Department Code
- Department Name

#### STEP 3




Click on the  button to search 'Department' details records

#### STEP 4

Double click on selected 'Department Name' details to view the record



**DEPARTMENT**

*i* 5   

Department Code  \*      Department Name  \*

Availability ☒      Patient Visit ☐

Status       SMRP Department Code  \*

**DISCIPLINE LIST**

+ Add New

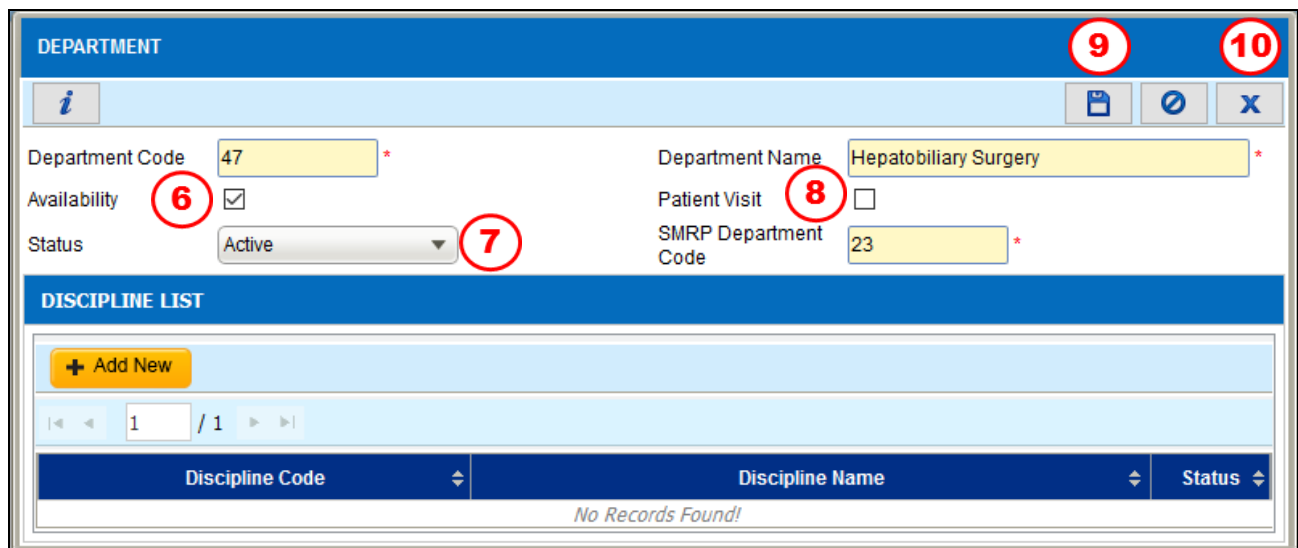
1 / 1

Discipline Code	Discipline Name	Status
No Records Found!		




**Figure 3.4.1-2 Department**

**STEP 5**

Click on the  button to proceed for editing



**DEPARTMENT**

*i* 9 10   

Department Code  \*      Department Name  \*

Availability 6 ☒      Patient Visit 8 ☐

Status 7       SMRP Department Code  \*

**DISCIPLINE LIST**

+ Add New

1 / 1

Discipline Code	Discipline Name	Status
No Records Found!		

**Figure 3.4.1-3 Department**

**STEP 6**

Click on the Availability checkbox ☒ to make the department available

**STEP 7**

Select the Status either:

- a) Active – Department available in facility
- b) Inactive – Department not available in facility

**STEP 8**

Click on the Patient Visit checkbox ☒ to allow department to have visit from patient

**STEP 9**

Click on the  button to save the editing

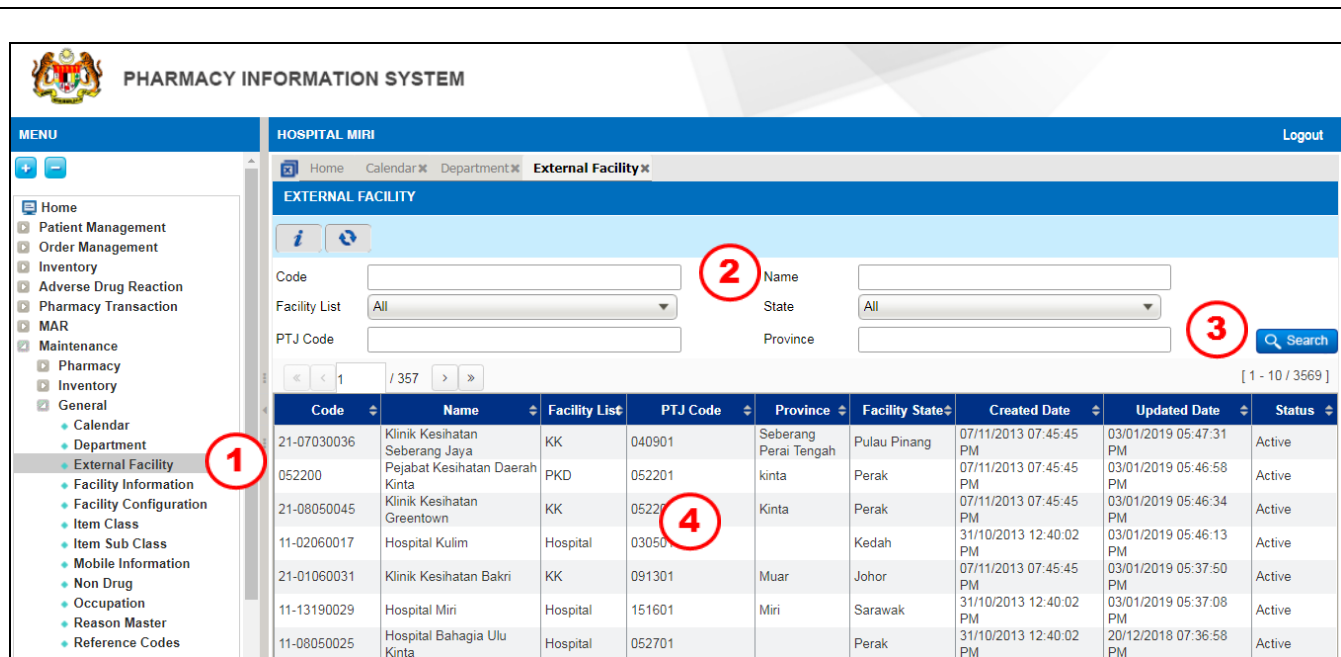
#### STEP 10

Click on the  button to close the record

### 3.5 External Facility

The screen shows Facility listing in KKM infrastructure which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities.

#### 3.5.1 To view External Facility



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Calendar Department External Facility

**EXTERNAL FACILITY**

Code:  Name:

Facility List:  State:

PTJ Code:  Province:

[ 1 - 10 / 3569 ]

Code	Name	Facility List	PTJ Code	Province	Facility State	Created Date	Updated Date	Status
21-07030036	Klinik Kesihatan Seberang Jaya	KK	040901	Seberang Perai Tengah	Pulau Pinang	07/11/2013 07:45:45 PM	03/01/2019 05:47:31 PM	Active
052200	Pejabat Kesihatan Daerah Kinta	PKD	052201	kinta	Perak	07/11/2013 07:45:45 PM	03/01/2019 05:46:58 PM	Active
21-08050045	Klinik Kesihatan Greentown	KK	052201	Kinta	Perak	07/11/2013 07:45:45 PM	03/01/2019 05:46:34 PM	Active
11-02060017	Hospital Kulim	Hospital	030501		Kedah	31/10/2013 12:40:02 PM	03/01/2019 05:46:13 PM	Active
21-01060031	Klinik Kesihatan Bakri	KK	091301	Muar	Johor	07/11/2013 07:45:45 PM	03/01/2019 05:37:50 PM	Active
11-13190029	Hospital Miri	Hospital	151601	Miri	Sarawak	31/10/2013 12:40:02 PM	03/01/2019 05:37:08 PM	Active
11-08050025	Hospital Bahagia Ulu Kinta	Hospital	052701		Perak	31/10/2013 12:40:02 PM	20/12/2018 07:36:58 PM	Active

Figure 3.5.1-1 External Facility

#### STEP 1


Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'External Facility'

#### STEP 2

Search existing record based on below search criteria:

- Code
- Name
- Facility list
  - All
  - Hospital
  - HQ
  - KK
  - MUSN/PBFN
  - PKD
  - KKIA
  - KK1M
  - KD
  - KB1M
  - KP
- State

#### STEP 3

Click on the  button to search 'External Facility' details record

#### STEP 4

Double click on selected 'External Facility' details to view the record

MAINTENANCE - EXTERNAL FACILITY
5

i
X

Facility Prefix	<input type="text" value="PKDKD11"/>	Facility List	<input type="text" value="PKD"/>
Facility Code	<input type="text" value="031200"/>	Hospital Type	<input type="text" value="General"/>
Facility Name	<input type="text" value="Pejabat Kesihatan Daerah Padang Terap"/>	Province	<input type="text"/>
Address 1	<input type="text"/>	Contact Person	<input type="text"/>
Server IP	<input type="text" value="PKDKD11.phis.local"/>	Contact Number (Office)	<input type="text"/>
Address 2	<input type="text"/>	Server Port	<input type="text" value="8080"/>
Address 3	<input type="text"/>	Contact Number (Mobile)	<input type="text"/>
Postcode	<input type="text"/>	Fax No.	<input type="text"/>
City	<input type="text"/>	Email	<input type="text"/>
State	<input type="text" value="Kedah"/>	Country	<input type="text" value="Malaysia"/>
PTJ Code	<input type="text" value="031201"/>	Status	<input type="text" value="Active"/>
JKN	<input type="text" value="JABATAN KESIHATAN NEGERI"/>	PTJ Name	<input type="text"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Is Allow Budget Maintenance?</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>MOH Facility</div> <input checked="" type="checkbox"/> </div>			

Figure 3.5.1-2 External Facility

#### STEP 5

Click on the  button and to close record.

### 3.6 Facility Configuration

Contains list of configuration that sets before a facility runs the system. These setup is highly sensitive and only granted admin personnel can view this setup.

#### 3.6.1 To view and edit Facility Configuration

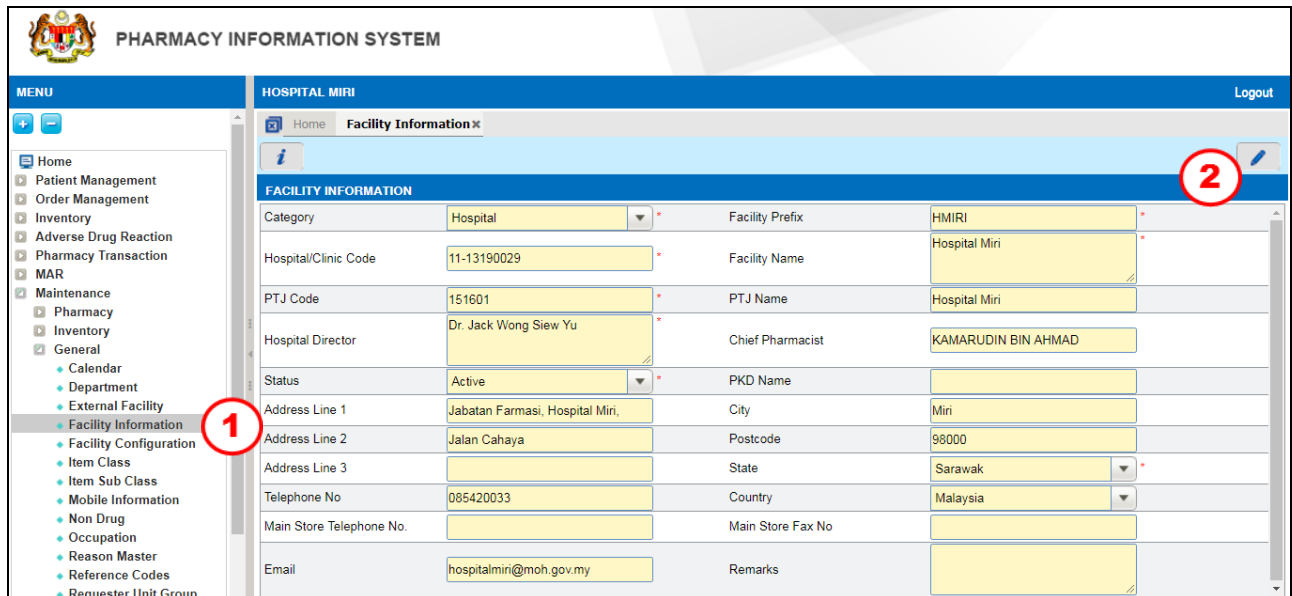


Figure 3.6.1-1 Facility Information

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Facility Information'

#### STEP 2

Click on  to edit Facility Information

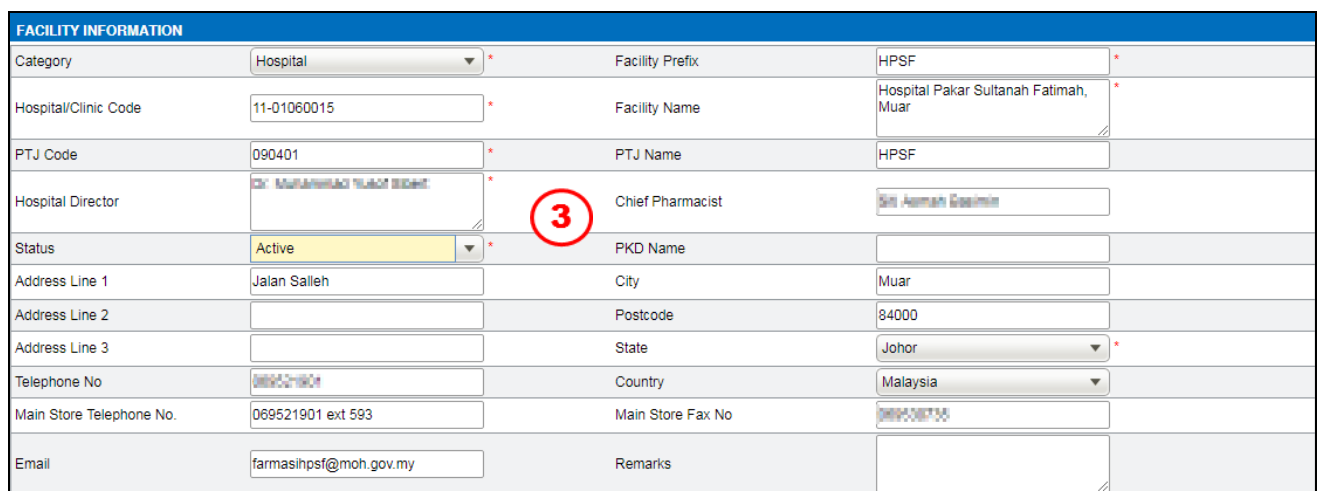


Figure 3.6.1-2 Facility Information

#### STEP 3

Fill the field for Facility Information.

Field	Description	Details
Category	Choose from the list of facility category <ul style="list-style-type: none"> <li>Hospital</li> <li>KP</li> </ul>	Drop down box

	<ul style="list-style-type: none"> <li>• KKIA</li> <li>• KK1M</li> <li>• KB1M</li> <li>• KK</li> <li>• MUSN/PBFN</li> <li>• PKD</li> </ul>	
Hospital/Clinic code	Facility code given by KKM	Text box
PKD Name	Insert the name of PKD	Text box
Default SPUB Location	Default value for location that handle SPUB patient for the purpose of dispensing medication	Drop down box  <b>Note</b> <ul style="list-style-type: none"> <li>• List of Location is based on location setup from facility</li> <li>• Location must be available with status active in order to be selected</li> </ul>
Facility Name	Insert the name of Facility	Text box
Facility Prefix	Number managed by HQ	Text box
PTJ code	Code managed by HQ	Text box
PTJ Name	Value managed by HQ	Text box
Hospital Director	Insert Name of the Hospital Director	Text box
Chief Pharmacy	Insert Name of the chief pharmacy	Text box
Address Line 1, Address Line 2, Address Line 3.	Address of the facility	Text box
City	City name	Text box
Postcode	Postcode number	Text box
Status	Status: Active / Inactive	Drop down box
State	State name in Malaysia <ul style="list-style-type: none"> <li>• Johor</li> <li>• Kedah</li> <li>• Kelantan</li> <li>• Melaka</li> <li>• Negeri Sembilan</li> <li>• Pahang</li> <li>• Perak</li> <li>• Perlis</li> <li>• Pulau pinang</li> <li>• Sabah</li> <li>• Sarawak</li> <li>• Selangor</li> <li>• Terengganu</li> <li>• WP Kuala Lumpur</li> <li>• WP Labuan</li> <li>• WP Putrajaya</li> </ul>	Drop down box
Telephone No	Telephone number for the facility	Text box
Hospital Director	Hospital Director name	Text box
Email	Official email of the facility	Text box
Remarks	Insert remarks or details for the facility	Text box
Main Store Telephone No	Telephone number for the main store	Text box
Main Store Fax No	Fax number for the main store	Text box
Auto Backup Time (24 hours Format(hh:mm))	Backup timing for server	Text box
Password Expiry	Setting number of days before password expired and required to be update.	<b>Note</b> System automatically



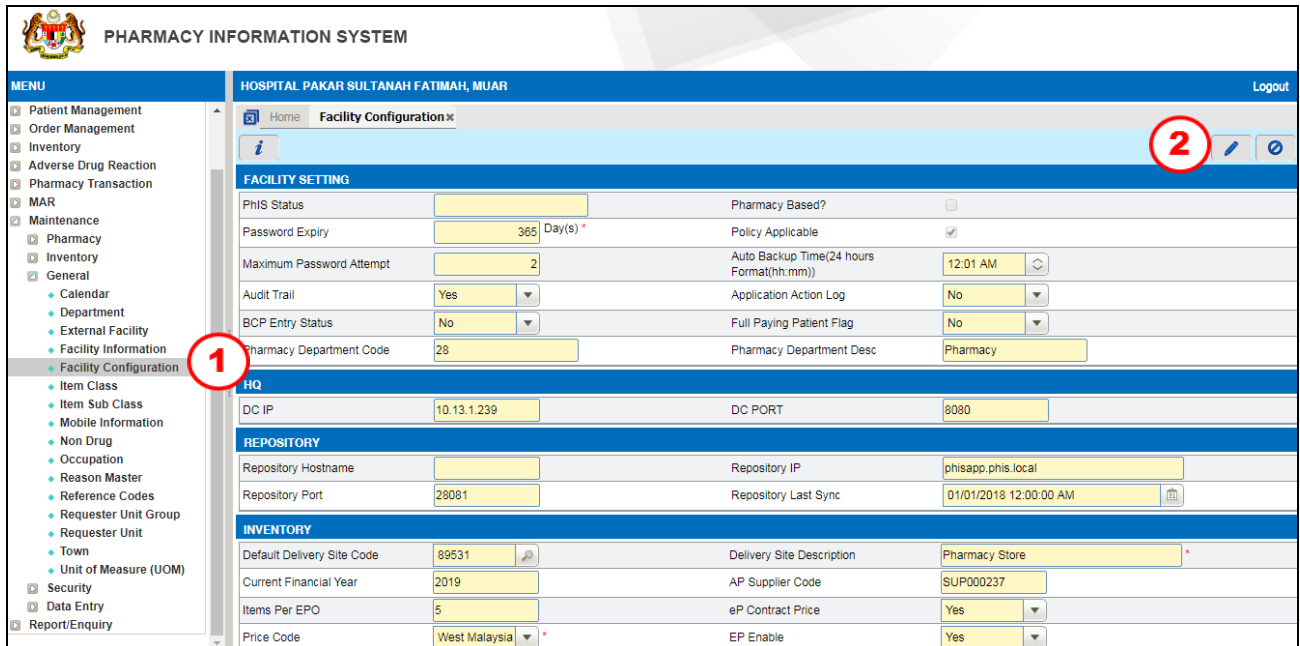
		defaults to 90 days upon change of password
Policy Applicable	To enable policy of password expiry.	Check box  <b>Note</b> User must change password upon first login
Default Delivery Site Code	Delivery site to code is used upon confirming a purchase.	Drop down box
Delivery Site Description	Delivery site description will appear based on default delivery site code.	Searching function box  <b>Note</b> <ul style="list-style-type: none"> <li>• List of Delivery site is based on "Delivery Site To" setup from HQ.</li> <li>• Availability of Data to be select is based on activation status.</li> </ul>
PhIS Status	Indicates activation of phis in a facility.	Text box
Pharmacy Based?	Sets to enable or disable pharmacy based functionality and workflow in system.	Check Box

**Table 3.6.1-1 Table on Facility Information**

### 3.7 Facility Configuration

Contains list of configuration that sets before a facility runs the system. These setup is highly sensitive and only granted admin personnel can view this setup.

#### 3.7.1 To view and edit Facility Configuration



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL PAKAR SULTANAH FATIMAH, MUAR**

**MENU**

- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
  - Pharmacy
  - Inventory
  - General
    - Calendar
    - Department
    - External Facility
    - Facility Information
    - Facility Configuration**
    - Item Class
    - Item Sub Class
    - Mobile Information
    - Non Drug
    - Occupation
    - Reason Master
    - Reference Codes
    - Requester Unit Group
    - Requester Unit
    - Town
    - Unit of Measure (UOM)
  - Security
  - Data Entry
  - Report/Enquiry

**FACILITY SETTING**

PhIS Status		Pharmacy Based?	<input type="checkbox"/>
Password Expiry	365 Day(s) *	Policy Applicable	<input checked="" type="checkbox"/>
Maximum Password Attempt	2	Auto Backup Time(24 hours Format(hh:mm))	12:01 AM
Audit Trail	Yes	Application Action Log	No
BCP Entry Status	No	Full Paying Patient Flag	No
Pharmacy Department Code	28	Pharmacy Department Desc	Pharmacy

**HQ**

DC IP	10.13.1.239	DC PORT	8080
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**REPOSITORY**

Repository Hostname		Repository IP	phisapp.phis.local
Repository Port	28081	Repository Last Sync	01/01/2018 12:00:00 AM

**INVENTORY**

Default Delivery Site Code	89531	Delivery Site Description	Pharmacy Store *
Current Financial Year	2019	AP Supplier Code	SUP000237
Items Per EPO	5	eP Contract Price	Yes
Price Code	West Malaysia *	EP Enable	Yes

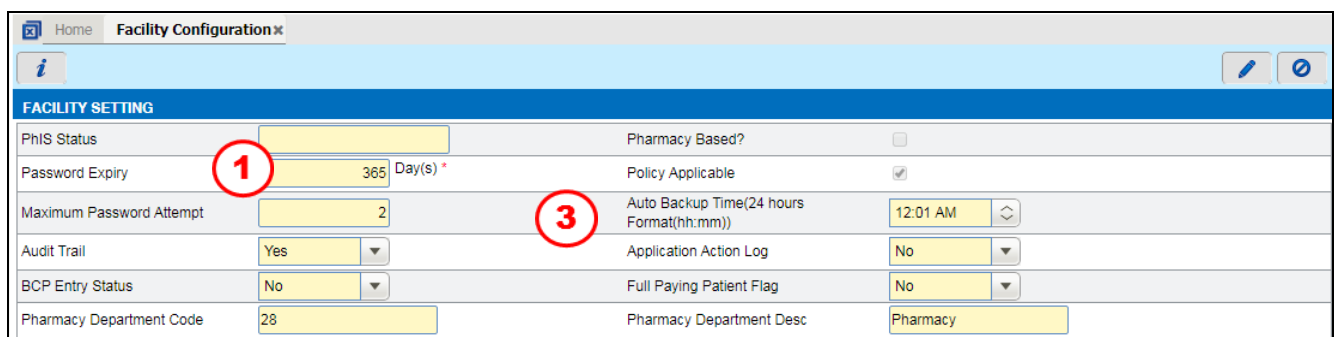
Figure 3.7.1-1 Facility Configuration

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Facility Configuration'

#### STEP 2

Click on  to edit Facility Configuration



**FACILITY SETTING**

PhIS Status		Pharmacy Based?	<input type="checkbox"/>
Password Expiry	365 Day(s) *	Policy Applicable	<input checked="" type="checkbox"/>
Maximum Password Attempt	2	Auto Backup Time(24 hours Format(hh:mm))	12:01 AM
Audit Trail	Yes	Application Action Log	No
BCP Entry Status	No	Full Paying Patient Flag	No
Pharmacy Department Code	28	Pharmacy Department Desc	Pharmacy

Figure 3.7.1-2 Facility Configuration

#### STEP 3

Fill the field for Facility Information.

Field	Description	Details
Phis Status		
Password expiry	Expiry Duration; 365 days	Text box
Audit Trail	Yes/No	Drop down box
Maximum Password Attempt	2	Text box
Pharmacy Department Code	Insert the name of Facility	Text box

BCP Entry Status	Number managed by HQ	Text box
Pharmacy Based?	Pharmacy based process	Check box
Policy Applicable	Value managed by Facility	Check box
Auto Backup Time(24 Hours format(hh,mm))	Value managed by Facility setting	Drop down box
Application Action Log	Yes/No	Drop down box
Full Paying Patient Flag	Yes/No	Drop down box
Pharmacy Department Desc	Insert the name of Pharmacy	Text box

**Table 3.7.1-1 Table on Facility setting**

HQ	
DC IP	phisapp.phis.local
DC PORT	8080

**Figure 3.7.1-3 HQ**

#### STEP 4

Setup by HQ for several function such as Outsource and SPUB.(Only for HQ).

Field	Description	Details
DC IP	IP address	Text box
DC PORT	Port address	Text box

**Table 3.7.1-2 Table on HQ**

INVENTORY	
Default Delivery Site Code	89531
Current Financial Year	2019
Items Per EPO	5
Price Code	West Malaysia
Shelf Life	0
epNextGen Enable	Yes
Allow Indent Issue level 2	Yes
Auto Topup	No
Order Date Edit Flag	Yes
Buffer Level Auto Calculation	<input type="checkbox"/>
RPL(weeks)	2
SPUB Issuing Unit	FARMASI BEKALAN WAD
Unit Catalog Level 2	Yes
CAPD Default Unit	
Delivery Site Description	Pharmacy Store
AP Supplier Code	SUP000237
eP Contract Price	Yes
EP Enable	Yes
Clinic LP Purchase	No
Year End Date	01/01/2019
Allow Indent Issue level 3	Yes
Indent Closed Period (Intra facility)	14 (days)
Indent Closed Period (Inter facility)	400 (days)
Buffer Level Calculation Period	90 Days
Dice Unit	STOR FARMASI
Manufacturing Issuing Unit	STOR FARMASI
Approver Validation	<input type="checkbox"/>

**Figure 3.7.1-4 Inventory Details**

#### STEP 5

Fill the field for Inventory

Field	Description	Details
Default Delivery Site Code	Set the Delivery Site Code	Drop down box
Current Financial Year	Year when user will close account	Text box
Items Per EPO	Number of item to be in the list of EPO	Text box
AP Supplier Code	Approved product supplier code	Text box
Delivery Site Description	Based on current year of system	Text box
eP Contract Price	Price is taken in eP Contract Price for contract purchase function	Drop down box
Price code	Price setup for item to use in system for APPL item <ul style="list-style-type: none"> <li>West Malaysia</li> <li>East Malaysia</li> </ul>	Drop down box

EP Enable	To enable integration with EP	Drop down box
Shelf life	To set shelf life in store	Text box
Clinic LP Purchase	To allow clinic to purchase LP purchase	Drop down box
Dice Unit	Set requester unit that handle Drug Information Consumer education	Searching function box
Year End Date	Date when user will close account	Text box
RPL (weeks)	Time length for a Recommend Purchase List to be available before expired and remove from listing	Text box
Allow indent Issue level 2	To allow system to proceed with indent and issue between level 2	Drop down box
Allow Indent Issue level 3	To allow system to proceed with indent and issue between level 3  • Note User able to change supplying unit from sub store to dispensing counter at RIQ screen.	Drop down box
Auto Top-up	To allow top up function (applicable to clinic only)	Drop down box
Indent Closed Period (Intra facility)	Time length for indent is available in the system to be entertain before closed and remove from system	Text box
Indent Closed Period (Inter facility)	Time length for indent is available in the system to be entertain before closed and remove from system	Text box
Order Date Edit Flag	To allow user change edit change for Purchase Order	Check box
Unit Catalog Level 2	To allow user from other level 2 to manage unit catalogue	Check box
SPUB Indenter unit	Set the requester unit that handle SPUB stock indent	Drop down box
SPUB Issuing unit	Set the requester unit that handle SPUB stock issue	Drop down box
Manufacturing Indenter unit	Set the requester unit that handle Manufacturing stock indent	Drop down box
Manufacturing Issuing Unit	Set the requester unit that handle Manufacturing stock issue	Drop down box
Buffer Level Calculation Period	To set calculation period for buffer level	Drop down box
Buffer Level Auto Calculation	To enable auto calculation for buffer level	Check Box
Approver Validation	To enable approver validation	Check Box
CAPD Default Unit	Set the CAPD Default unit	Drop down box
Unit Catalog Level 2	To allow system to proceed with unite catalog between level 2	Drop down box
Order Date Edit Flag	To allow system to proceed with Order Date Edit Flag	Drop down box
epNextGen Enable	Set the epNextGen	Drop down box

**Table 3.7.1-3 Inventory Table**

eGL				
eGL Application	eGL Engine	<b>6</b>	eGL Facility	JPA
eGL IP	10.24.133.81		eGL Port	2575
Security Code	1003300		eGL Active	<input checked="" type="checkbox"/>
Application Code	PHISCPS		Application Name	Pharmacy Information System
eGL Interval	15			

Figure 3.7.1-5 EGL Details

## STEP 6

EGL setup by HQ.

Field	Description	Detail
EGL Application	-	Text box
EGL Facility	-	Text box
EGL IP	-	Text box
EGL Port	-	Text box
Security Code	-	Text box
Appl Code	-	Text box
Appl Name	-	Text box
EGL Active	-	Check box
EGL Interval	-	Check box

Table 3.7.1-4 EGL Table

MIMS			
<input checked="" type="checkbox"/> MIMS <input type="checkbox"/> ICD10	<b>7</b>	MIMS Log	No
MIMS Jar Path	/home/phisesb/MIMS	MIMS Jar Name	mims.jar

Figure 3.7.1-6 MIMS Integration

## STEP 7

MIMS setup by HQ for integration purposes.

Field	Description	Detail
MIMS	-	Check box
ICD 10	-	Check box
MIMS Jar Path	-	Text box
MIMS Jar Name	-	Text box
MIMS Log	-	Drop down box

Table 3.7.1-5 MIMS table

SMRP				
SMRP IP	myhdw3.moh.gov.m	<b>8</b>	SMRP Port	22
SMRP Username	1101060015		SMRP Password	
SMRP Original Folder	/home/phisesb/phisesjars/smrpxpush		SMRP Destination Folder	

Figure 3.7.1-7 SMRP details

## STEP 8

SMRP setup by HQ for integration purposes.

Field	Description	Detail
SMRP IP	SMRP IP is address prepared by KKM	Text box
SMRP Port	SMRP Port number prepared by	Text box

	KKM	
SMRP Username	SMRP IP is Username prepared by KKM	Text box
SMRP Password	-	Text box
SMRP Original Folder	-	Text box
SMRP Destination Folder	-	Text box

Table 3.7.1-6 SMRP table

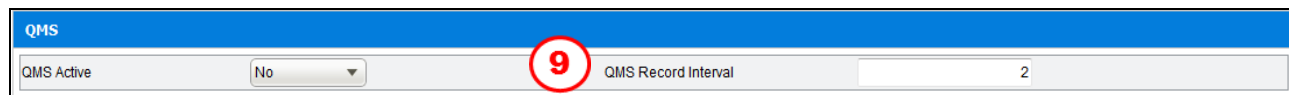


Figure 3.7.1-8 QMS details

## STEP 9

QMS setup by HQ

Field	Description	Detail
QMS Active	-	Drop down box
QMS Record Interval	-	Text box

Table 3.7.1-7 QMS table

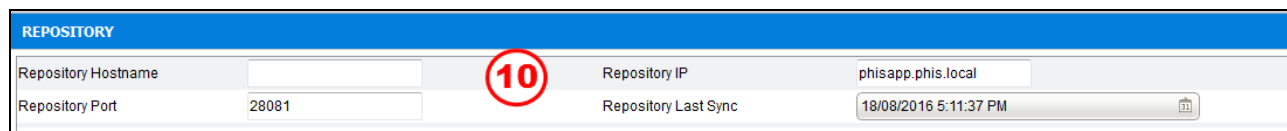


Figure 3.7.1-9 Repository details

## STEP 10

Repository setup by HQ

Field	Description	Detail
Repository Hostname	-	Text box
Repository IP	-	Text box
Repository Port	-	Text box
Repository Last Sync	-	Calendar and time box

Table 3.7.1-8 Repository table

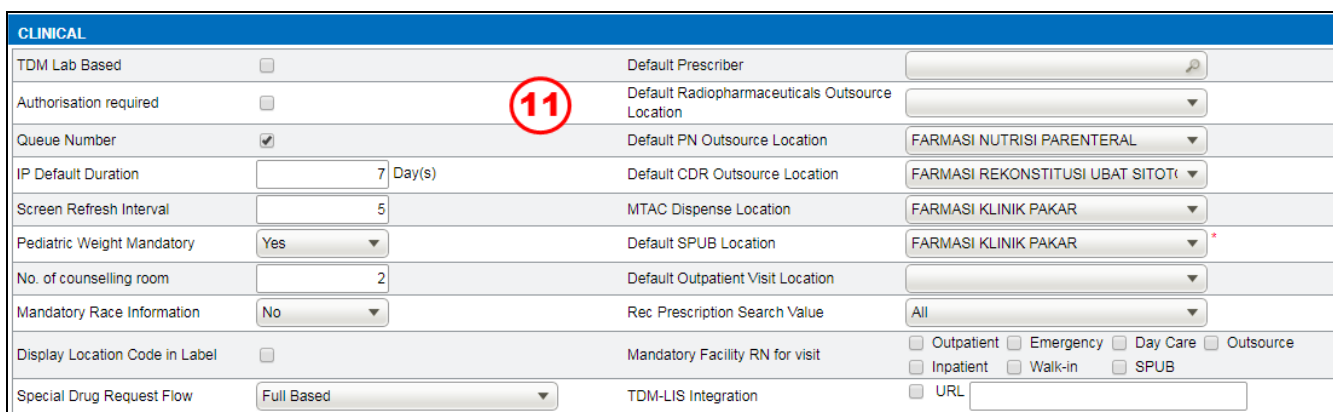


Figure 3.7.1-10 Clinical details

## STEP 11

Fill the field for clinical details

Field	Description	Details
TDM Lab Based	Determine if facility have TDM lab.	Checkbox
No of Counseling room	Define number of counseling room available in facility.	Text box
Authorization required	Enabling specialist to authorize for controlled drug such as list A drugs.	Checkbox
Default prescriber	Set a default prescriber when order prescription.	Searching function box
Screen Refresh Interval	Set duration before screen refresh automatically if pc was left idle.	Text box
Default CDR Outsource Location	Select a location as a default for outsource patient for CDR.	Drop down box
Default Radiopharmaceuticals Outsource Location	Radiopharmaceuticals location is a location that dispense drug from other facility.	Drop down box
Default PN Outsource Location	Location that dispense PN from other facility.	Drop down box
Default Outpatient visit Location	Outpatient visit location is a location that dispense drug for outpatient's patient.	Drop down box
MTAC Dispense Location	MTAC location is a location that dispense drug for MTAC service.	Drop down box
Default SPUB Location	Location that dispense SPUB.	Drop down box
Pediatric Weight Mandatory	Yes : to mandatory weight in the Medication Order for pediatric patient	Yes No
Queue Number	Enabling Queue Number	Checkbox
IP Default Duration	Total default IP duration	Text box
Mandatory race information	Mandatory race information	Yes / No
Rec Prescription Search Value	Prescription Search Value	Drop down box
Display Location Code in Label	Enabling Display Location Code in Label	Checkbox
Mandatory Facility RN for visit	Enabling Facility RN for visit	Checkbox
Special Drug Request Flow	Special Drug Request Flow Value	Drop down box
TDM-LIS Integration	Determine TDM-LIS Integration with URL	Text box

Table 3.7.1-9 Clinical table

EMAIL			
SMTP Host	<input type="text" value="mailserver1.moh.gov.my"/>	Default Sender Account	<input type="text" value="phising@phising.com.my"/>
SMTP Port	<input type="text" value="25"/>	Default Sender Password	<input type="password" value="*****"/>

Figure 3.7.1-11 Email details

## STEP 12

Fill the field for Email details

Field	Description	Details
SMTP Host	-	Text box
SMTP Port	-	Text box
Default sender account	-	Text box
Default sender Password	-	Text box

Table 3.7.1-9 Email table

MYKAD READER			
MyKad Reader	Yes	13	Card Reader Types
			Sagem

Figure 3.7.1-12 Mykad Reader & Application Action Log

### STEP 13

Select **Mykad Reader** and **Application Action Log**

#### Note

- Mykad reader setup depends on the equipment setup at the facility

PHARMACY INFORMATION SYSTEM			
<div> <div> <b>MENU</b> <ul style="list-style-type: none"> <li>Home</li> <li>Patient Management</li> <li>Order Management</li> <li>Inventory</li> <li>Adverse Drug Reaction</li> <li>Pharmacy Transaction</li> <li>MAR</li> <li>Maintenance <ul style="list-style-type: none"> <li>Pharmacy</li> <li>Inventory</li> <li>General <ul style="list-style-type: none"> <li>Town</li> <li>Occupation</li> <li>Calendar</li> <li>Department</li> <li>External Facility</li> <li>Facility Information</li> </ul> </li> </ul> </li> </ul> </div> <div> <b>HOSPITAL PAKAR SULTANAH FATIMAH, MUAR</b> <span>Logout</span> </div> </div>			
<div> <div>Home</div> <div>Facility Information</div> </div>			
<b>HOSPITAL AND CLINIC INFORMATION</b>			
<b>FACILITY INFORMATION</b>			
Category	Hospital	Hospital/Clinic Code	11-01060015
PKD Name		Default SPUB Location	UNIT FARMASI KLINIK PAKAR
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	Facility Prefix	HPSF
PTJ Code	090401	PTJ Name	HPSF
Hospital Director	Dr.Selahuddeen bin Abdul Aziz	Chief Pharmacist	Kamariah Bt Md Saman
Address Line 1	Jalan Salleh	City	Muar

Figure 3.7.1-13 Facility Information

### STEP 14

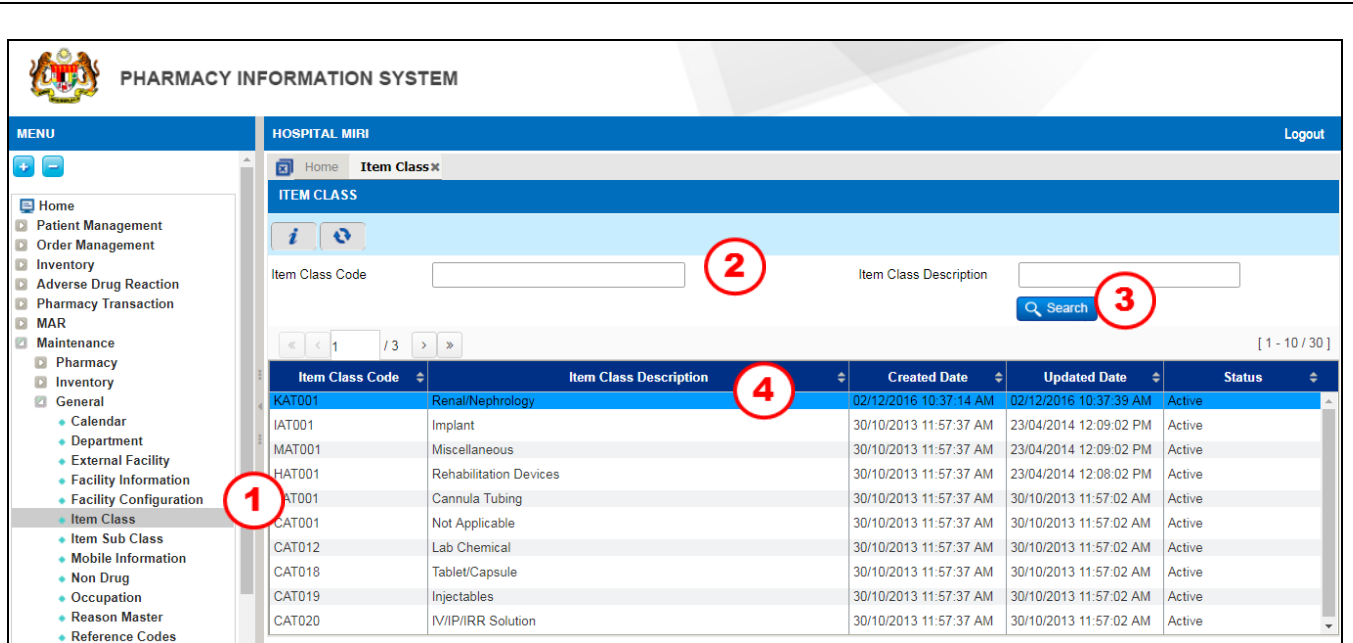
Click on  button to save records.



### 3.8 Item Class

The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others.

#### 3.8.1 To view item class



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Item Class

**ITEM CLASS**

Item Class Code:  Item Class Description:

[ 1 - 10 / 30 ]

Item Class Code	Item Class Description	Created Date	Updated Date	Status
KAT001	Renal/Nephrology	02/12/2016 10:37:14 AM	02/12/2016 10:37:39 AM	Active
IAT001	Implant	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
MAT001	Miscellaneous	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
HAT001	Rehabilitation Devices	30/10/2013 11:57:37 AM	23/04/2014 12:08:02 PM	Active
AT001	Cannula Tubing	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT001	Not Applicable	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT012	Lab Chemical	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT018	Tablet/Capsule	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT019	Injectables	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT020	IV/IP/IRR Solution	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active

Figure 3.8.1-1 Item Class Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Class'

#### STEP 2

Search existing record based on below search criteria:

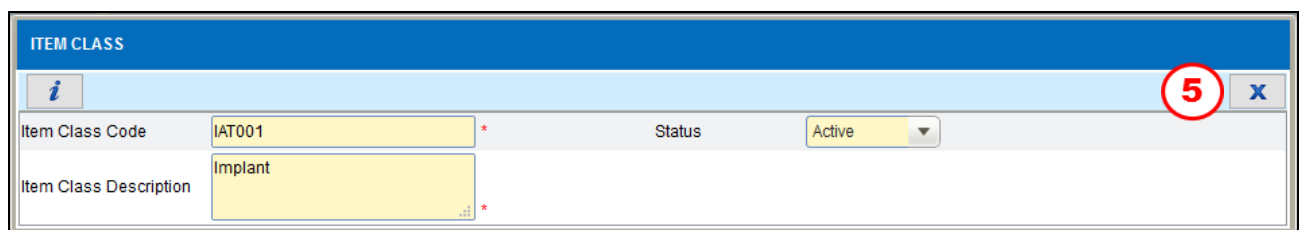
- Item Class Code
- Item Class Description
- Town Description

#### STEP 3

Click on the  button to search 'Item Class' details records

#### STEP 4

Double click on selected 'Item Class' details to view the record



**ITEM CLASS**

Item Class Code: IAT001 \* Status: Active

Item Class Description: Implant \*

Figure 3.8.1-2 Item Class

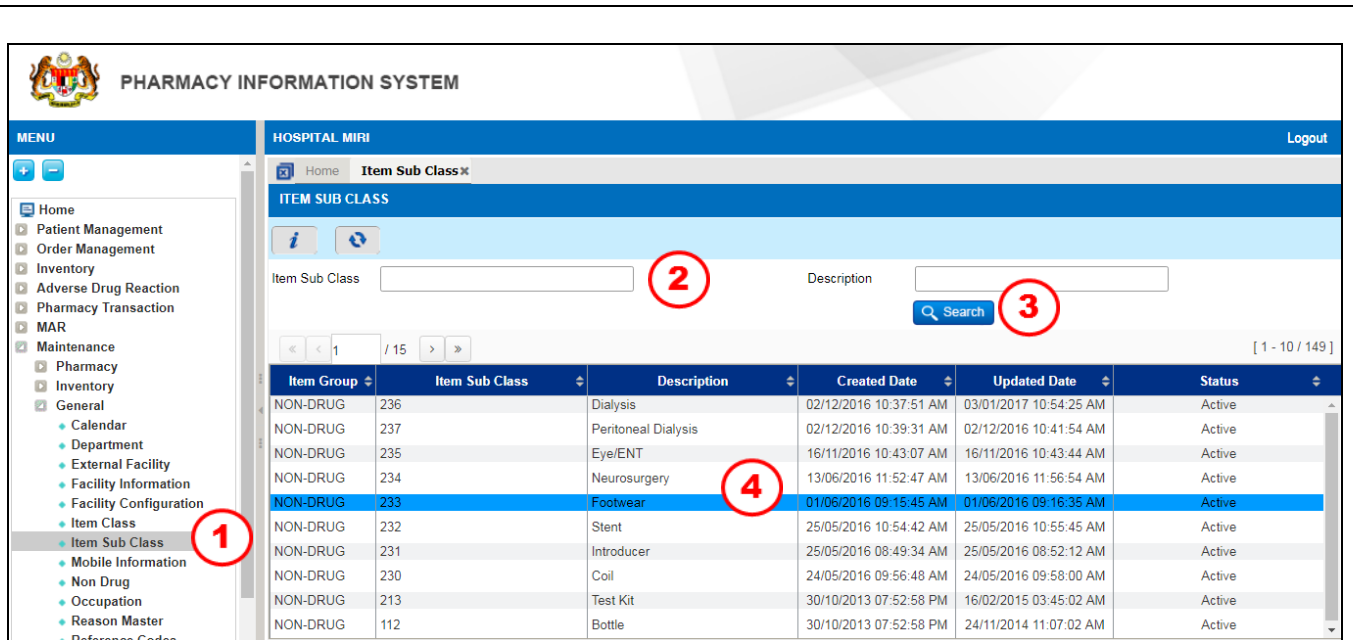
#### STEP 5

Click on the  button and to close record

### 3.9 Item Sub Class

The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others.

#### 3.9.1 To view Item Sub Class



**PHARMACY INFORMATION SYSTEM**

**MENU**

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
  - Pharmacy
  - Inventory
  - General
    - Calendar
    - Department
    - External Facility
    - Facility Information
    - Facility Configuration
    - Item Class
    - Item Sub Class**
    - Mobile Information
    - Non Drug
    - Occupation
    - Reason Master
    - Reference Codes

**HOSPITAL MIRI** Logout

Home **Item Sub Class**

**ITEM SUB CLASS**

Item Sub Class  Description  Search

< 1 / 15 >

Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	236	Dialysis	02/12/2016 10:37:51 AM	03/01/2017 10:54:25 AM	Active
NON-DRUG	237	Peritoneal Dialysis	02/12/2016 10:39:31 AM	02/12/2016 10:41:54 AM	Active
NON-DRUG	235	Eye/ENT	16/11/2016 10:43:07 AM	16/11/2016 10:43:44 AM	Active
NON-DRUG	234	Neurosurgery	13/06/2016 11:52:47 AM	13/06/2016 11:56:54 AM	Active
NON-DRUG	233	Footwear	01/06/2016 09:15:45 AM	01/06/2016 09:16:35 AM	Active
NON-DRUG	232	Stent	25/05/2016 10:54:42 AM	25/05/2016 10:55:45 AM	Active
NON-DRUG	231	Introducer	25/05/2016 08:49:34 AM	25/05/2016 08:52:12 AM	Active
NON-DRUG	230	Coil	24/05/2016 09:56:48 AM	24/05/2016 09:58:00 AM	Active
NON-DRUG	213	Test Kit	30/10/2013 07:52:58 PM	16/02/2015 03:45:02 AM	Active
NON-DRUG	112	Bottle	30/10/2013 07:52:58 PM	24/11/2014 11:07:02 AM	Active

Figure 3.9.1-1 Item Subclass Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Sub Class'

#### STEP 2

Search existing record based on below search criteria:

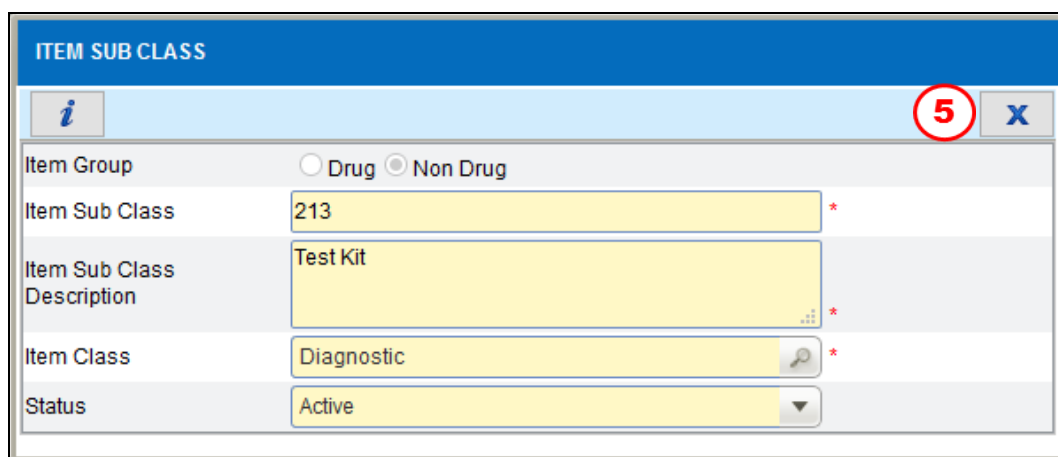
- Item Sub Class Code
- Description

#### STEP 3

Click on the Search button to search 'Item Sub Class' details records

#### STEP 4

Double click on selected 'Item Sub Class' details to view the record



ITEM SUB CLASS	
<div><i>i</i> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span> <span>X</span></div>	
Item Group	<input type="radio"/> Drug <input checked="" type="radio"/> Non Drug
Item Sub Class	<input type="text" value="213"/> *
Item Sub Class Description	<input type="text" value="Test Kit"/> *
Item Class	<input type="text" value="Diagnostic"/> *
Status	<input type="text" value="Active"/>

**Figure 3.9.1-2 Item Sub Class**

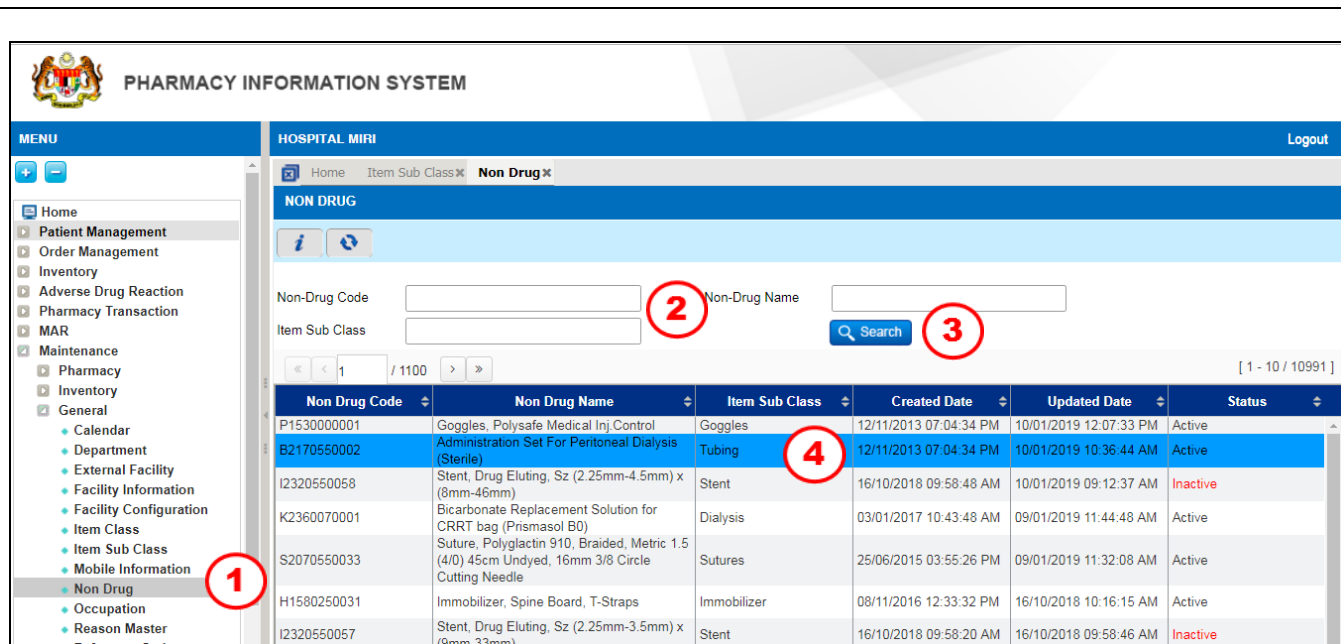
**STEP 5**

Click on the  button and to close record

### 3.10 Non Drug

Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes.

#### 3.10.1 To view Non Drug



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home Item Sub Class Non Drug

**NON DRUG**

Non-Drug Code  Non-Drug Name   
Item Sub Class

[ 1 - 10 / 10991 ]

Non Drug Code	Non Drug Name	Item Sub Class	Created Date	Updated Date	Status
P1530000001	Goggles, Polysafe Medical Inj Control	Goggles	12/11/2013 07:04:34 PM	10/01/2019 12:07:33 PM	Active
B2170550002	Administration Set For Peritoneal Dialysis (Sterile)	Tubing	12/11/2013 07:04:34 PM	10/01/2019 10:36:44 AM	Active
I23205500058	Stent, Drug Eluting, Sz (2.25mm-4.5mm) x (8mm-46mm)	Stent	16/10/2018 09:58:48 AM	10/01/2019 09:12:37 AM	Inactive
K2360070001	Bicarbonate Replacement Solution for CRRT bag (Prismasol B0)	Dialysis	03/01/2017 10:43:48 AM	09/01/2019 11:44:48 AM	Active
S2070550033	Suture, Polyglactin 910, Braided, Metric 1.5 (4/0) 45cm Undyed, 16mm 3/8 Circle Cutting Needle	Sutures	25/06/2015 03:55:26 PM	09/01/2019 11:32:08 AM	Active
H1580250031	Immobilizer, Spine Board, T-Straps	Immobilizer	08/11/2016 12:33:32 PM	16/10/2018 10:16:15 AM	Active
I23205500057	Stent, Drug Eluting, Sz (2.25mm-3.5mm) x (9mm-33mm)	Stent	16/10/2018 09:58:20 AM	16/10/2018 09:58:46 AM	Inactive

Figure 3.10.1-1 Non Drug Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Non Drug'

#### STEP 2

Search existing record based on below search criteria:

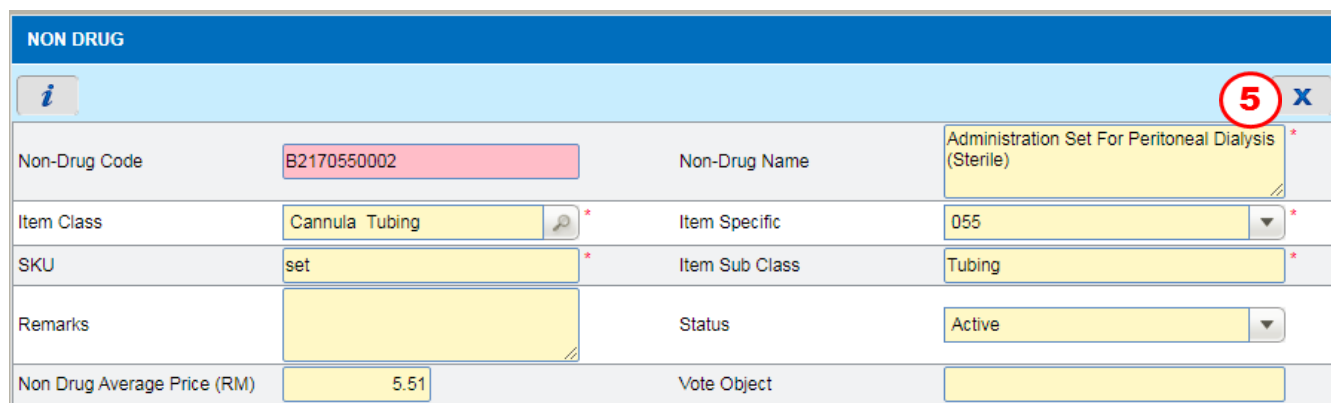
- Non Drug Code
- Item Sub Class
- Non Drug Name

#### STEP 3

Click on the  button to search 'Non Drug' details records

#### STEP 4

Double click on selected 'Non Drug' details to view the record



**NON DRUG**

Non-Drug Code  Non-Drug Name   
Item Class  Item Specific   
SKU  Item Sub Class   
Remarks  Status   
Non Drug Average Price (RM)  Vote Object

Figure 3.10.1-2 Non Drug

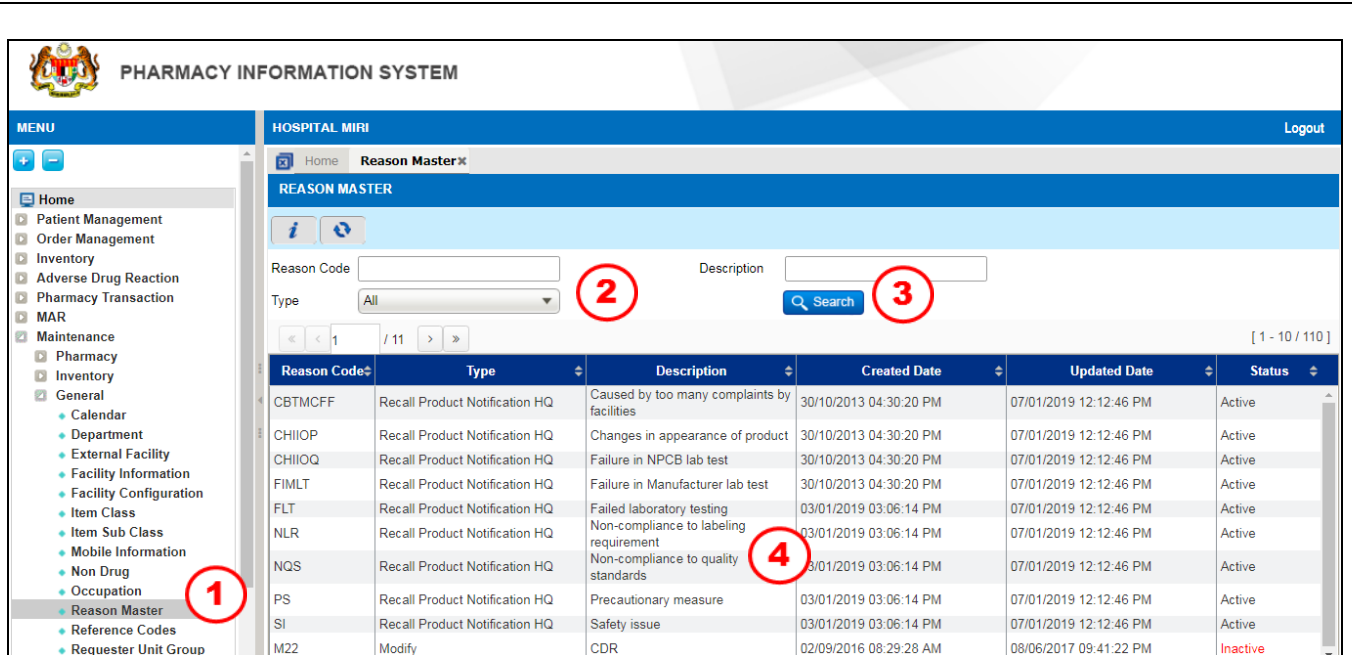
### STEP 5

Click on the  button and to close record

### 3.11 Reason Master

Reason Master Screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

#### 3.11.1 To view Reason Master



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Reason Masterx

**REASON MASTER**

Reason Code: [ ] Description: [ ]

Type: All [v] [Search]

[ 1 - 10 / 110 ]

Reason Code	Type	Description	Created Date	Updated Date	Status
CBTMCFF	Recall Product Notification HQ	Caused by too many complaints by facilities	30/10/2013 04:30:20 PM	07/01/2019 12:12:46 PM	Active
CHIIOP	Recall Product Notification HQ	Changes in appearance of product	30/10/2013 04:30:20 PM	07/01/2019 12:12:46 PM	Active
CHIIQ	Recall Product Notification HQ	Failure in NPCB lab test	30/10/2013 04:30:20 PM	07/01/2019 12:12:46 PM	Active
FIMLT	Recall Product Notification HQ	Failure in Manufacturer lab test	30/10/2013 04:30:20 PM	07/01/2019 12:12:46 PM	Active
FLT	Recall Product Notification HQ	Failed laboratory testing	03/01/2019 03:06:14 PM	07/01/2019 12:12:46 PM	Active
NLR	Recall Product Notification HQ	Non-compliance to labeling requirement	03/01/2019 03:06:14 PM	07/01/2019 12:12:46 PM	Active
NQS	Recall Product Notification HQ	Non-compliance to quality standards	03/01/2019 03:06:14 PM	07/01/2019 12:12:46 PM	Active
PS	Recall Product Notification HQ	Precautionary measure	03/01/2019 03:06:14 PM	07/01/2019 12:12:46 PM	Active
SI	Recall Product Notification HQ	Safety issue	03/01/2019 03:06:14 PM	07/01/2019 12:12:46 PM	Active
M22	Modify	CDR	02/09/2016 08:29:28 AM	08/06/2017 09:41:22 PM	Inactive

Figure 3.11.1-1 Reason Master Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reason Master'

#### STEP 2

Search existing record based on below search criteria:

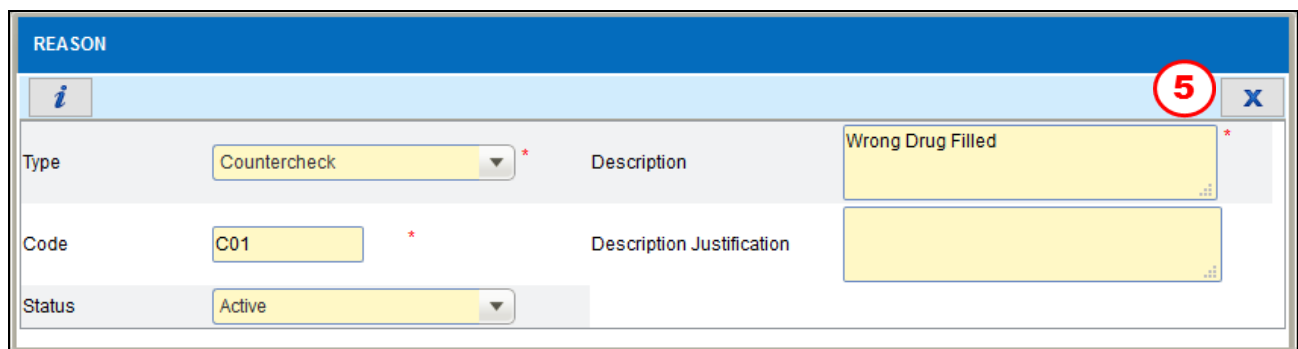
- Reason Code
- Description
- Type

#### STEP 3

Click on the [Search] button to search 'Reason Master' details records

#### STEP 4

Double click on selected 'Reason Master' details to view the record



**REASON**

[i] [X]

Type: Countercheck \* Description: Wrong Drug Filled \*

Code: C01 \* Description Justification:

Status: Active

Figure 3.11.1-2 Reason

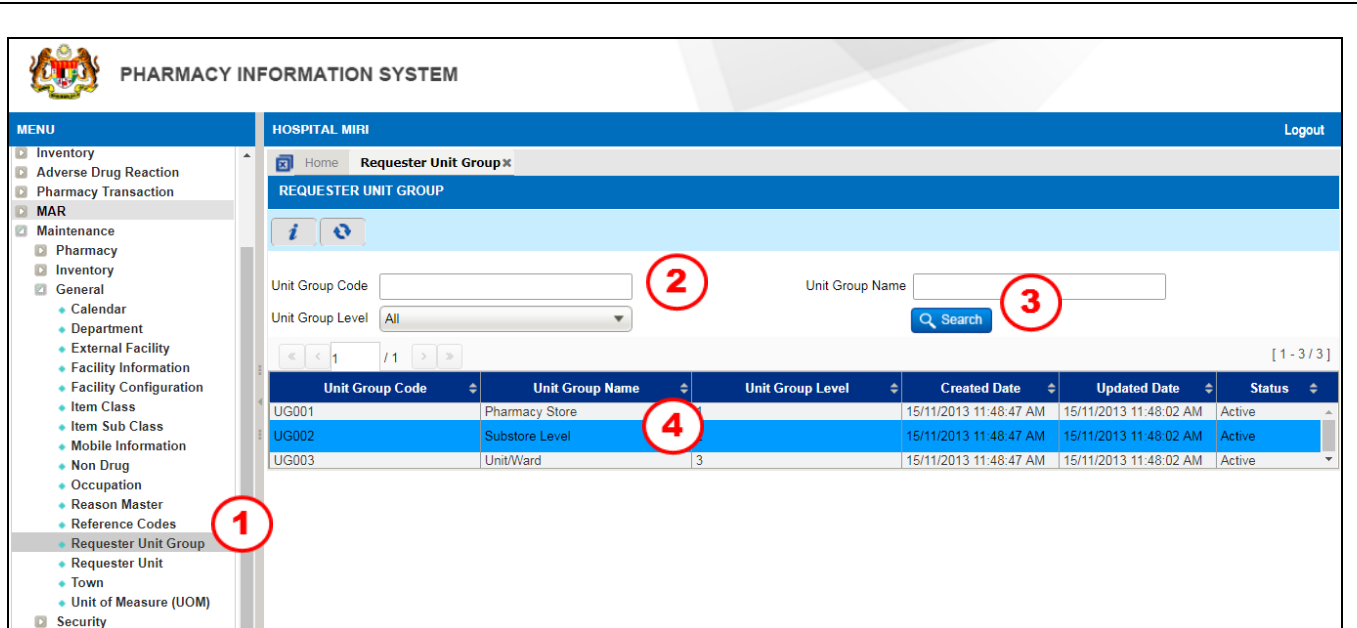
### STEP 5

Click on the  button and to close record

### 3.12 Requester Unit Group Master

Requester Unit Group Master screen allows view existing Requester Unit Group Master records that maintain only by HQ.

#### 3.12.1 To view Requester Unit Group Master



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Requester Unit Group x

**REQUESTER UNIT GROUP**

Unit Group Code  Unit Group Name

Unit Group Level

[ 1 - 3 / 3 ]

Unit Group Code	Unit Group Name	Unit Group Level	Created Date	Updated Date	Status
UG001	Pharmacy Store	1	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG002	Substore Level	2	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG003	Unit/Ward	3	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active

Figure 3.12.1-1 Requester Unit Group Master

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

#### STEP 2

Search existing record based on below search criteria:

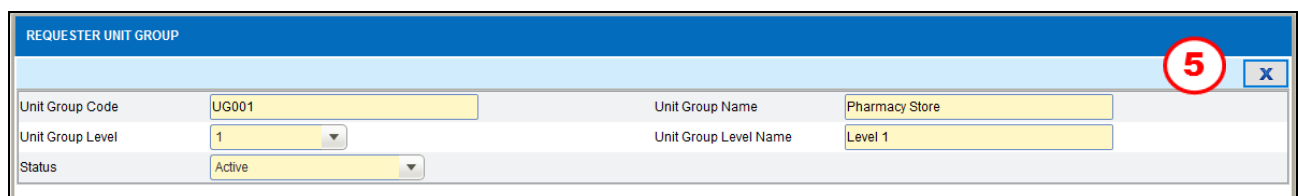
- Unit Group Code
- Unit Group Name
- Unit Group Level

#### STEP 3

Click on the  button to search 'Requester Unit Group Master' Details records

#### STEP 4

Double click on selected 'Requester Unit Group Master' Details to view the record



**REQUESTER UNIT GROUP**

Unit Group Code  Unit Group Name

Unit Group Level  Unit Group Level Name

Status

Figure 3.12.1-2 Requester Unit Group

#### STEP 5

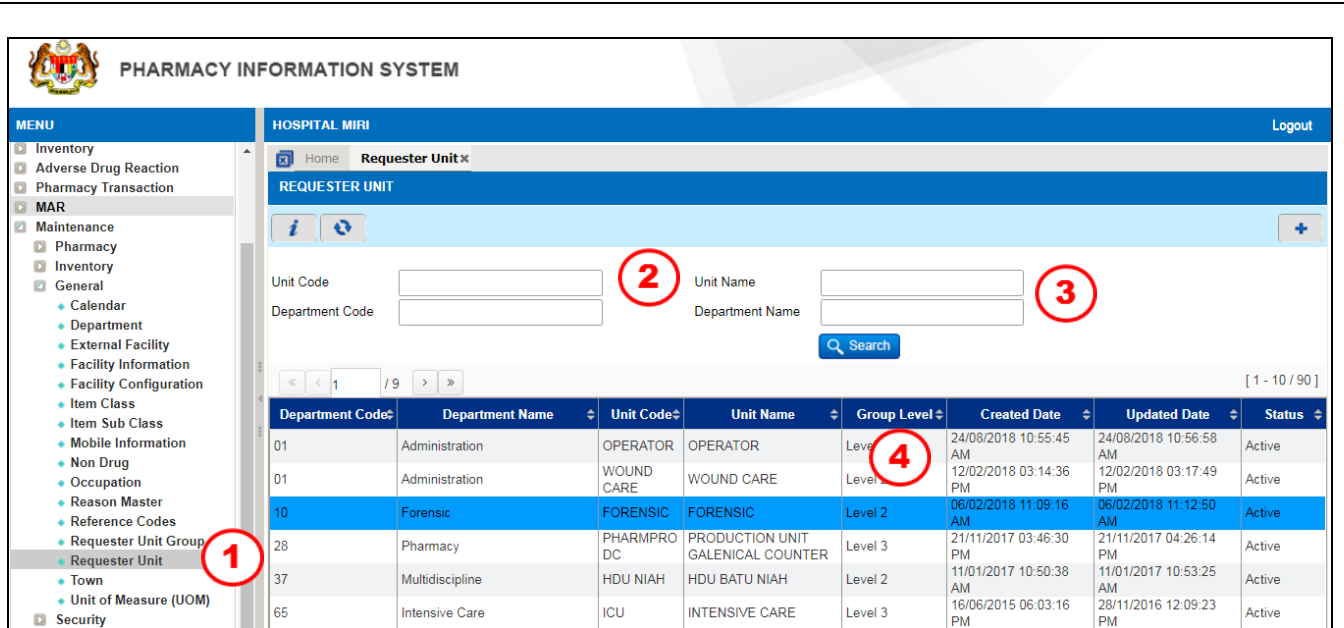
Click on the  button and to close the pop up box.



### 3.13 Requester Unit

Requester unit Screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

#### 3.13.1 To view and edit Requester Unit



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Requester Unit x

**REQUESTER UNIT**

Unit Code  Unit Name   
 Department Code  Department Name

< 1 / 9 >

Department Code	Department Name	Unit Code	Unit Name	Group Level	Created Date	Updated Date	Status
01	Administration	OPERATOR	OPERATOR	Level 1	24/08/2018 10:55:45 AM	24/08/2018 10:56:58 AM	Active
01	Administration	WOUND CARE	WOUND CARE	Level 1	12/02/2018 03:14:36 PM	12/02/2018 03:17:49 PM	Active
10	Forensic	FORENSIC	FORENSIC	Level 2	06/02/2018 11:09:16 AM	06/02/2018 11:12:50 AM	Active
28	Pharmacy	PHARMPRO DC	PRODUCTION UNIT GALENICAL COUNTER	Level 3	21/11/2017 03:46:30 PM	21/11/2017 04:26:14 PM	Active
37	Multidiscipline	HDU NIAH	HDU BATU NIAH	Level 2	11/01/2017 10:50:38 AM	11/01/2017 10:53:25 AM	Active
65	Intensive Care	ICU	INTENSIVE CARE	Level 3	16/06/2015 06:03:16 PM	28/11/2016 12:09:23 PM	Active

Figure 3.13.1-1 Requester Unit

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit'

#### STEP 2

Search existing record based on below search criteria:

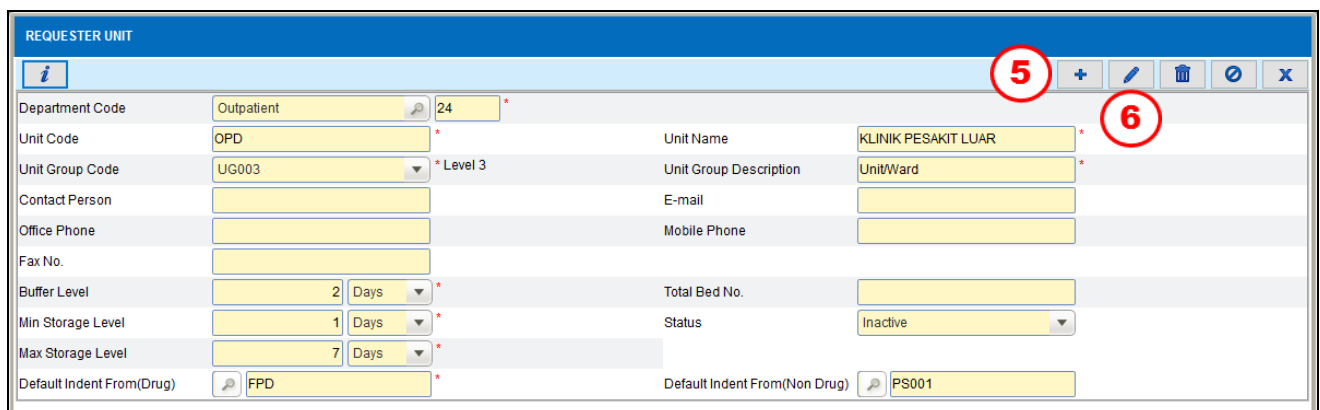
- Unit Group Code
- Unit Group Name
- Unit Group Level

#### STEP 3

Click on the  button to search 'Requester Unit Group Master' details records

#### STEP 4

Double click on selected 'Requester Unit Group Master' details to view the record



**REQUESTER UNIT**

Department Code  24 \*

Unit Code  OPD \*

Unit Group Code  UG003 \* Level 3

Contact Person

Office Phone

Fax No.

Buffer Level  2 Days \*

Min Storage Level  1 Days \*

Max Storage Level  7 Days \*

Default Indent From (Drug)  FPD \*

Unit Name  KLINIK PESAKIT LUAR \*

Unit Group Description  UnitWard \*

E-mail

Mobile Phone

Total Bed No.



Status  Inactive

Default Indent From (Non Drug)  PS001

Figure 3.13.1-2 Requester Unit

## STEP 5

Click on these button to do quick editing: -

-  to create new requester unit
-  to change the status of the requester unit to 'Inactive'

## STEP 6

Click on  to proceed for editing on the current requester unit

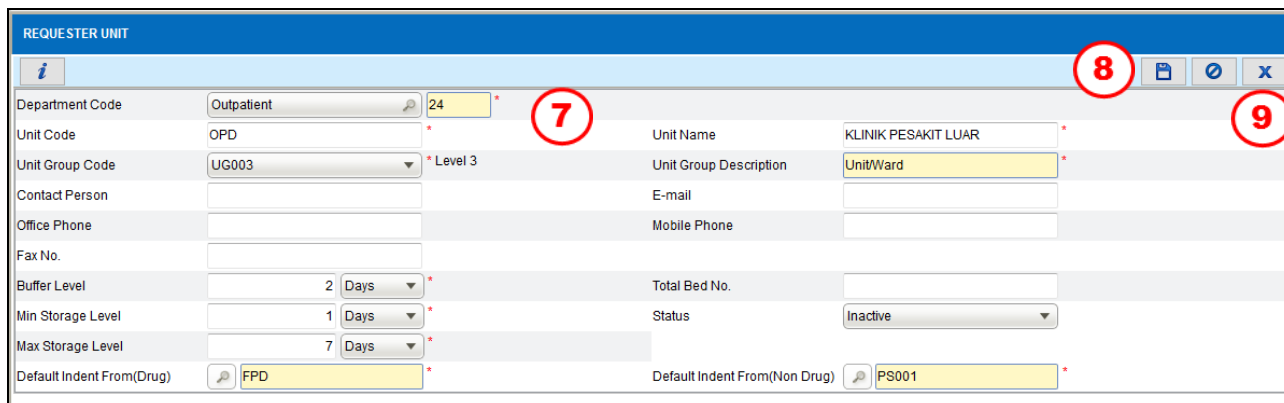


Figure 3.13.1-3 Requester Unit

## STEP 7

Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box
E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the requester unit	Text box
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box and Drop down box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box

Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

**Table 3.13.1-1 Requester unit**

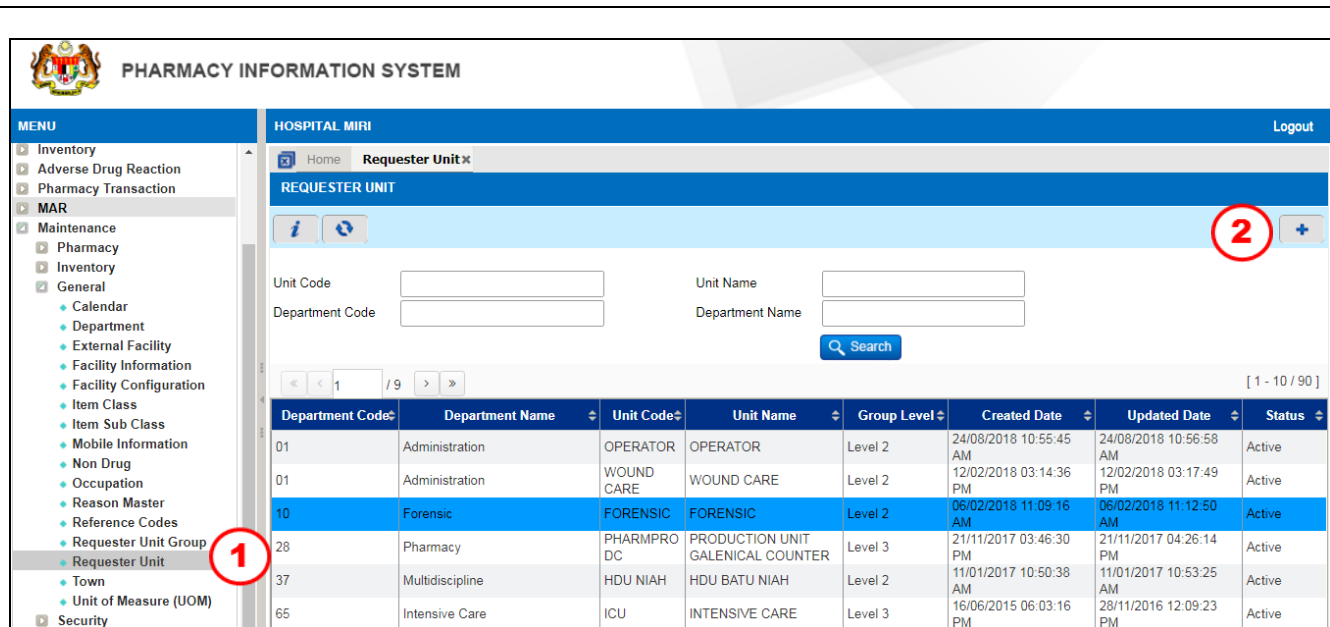
**STEP 8**

Click on  to save editing

**STEP 9**

Click on the  button and to close record

### 3.13.2 To add new requester unit



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Requester Unit x

**REQUESTER UNIT**

Unit Code: [ ] Unit Name: [ ]  
Department Code: [ ] Department Name: [ ]

[ Search ]

[ 1 - 10 / 90 ]

Department Code	Department Name	Unit Code	Unit Name	Group Level	Created Date	Updated Date	Status
01	Administration	OPERATOR	OPERATOR	Level 2	24/08/2018 10:55:45 AM	24/08/2018 10:56:58 AM	Active
01	Administration	WOUND CARE	WOUND CARE	Level 2	12/02/2018 03:14:36 PM	12/02/2018 03:17:49 PM	Active
10	Forensic	FORENSIC	FORENSIC	Level 2	06/02/2018 11:09:16 AM	06/02/2018 11:12:50 AM	Active
28	Pharmacy	PHARMPRO DC	PRODUCTION UNIT GALENICAL COUNTER	Level 3	21/11/2017 03:46:30 PM	21/11/2017 04:26:14 PM	Active
37	Multidiscipline	HDU NIAH	HDU BATU NIAH	Level 2	11/01/2017 10:50:38 AM	11/01/2017 10:53:25 AM	Active
65	Intensive Care	ICU	INTENSIVE CARE	Level 3	16/06/2015 06:03:16 PM	28/11/2016 12:09:23 PM	Active

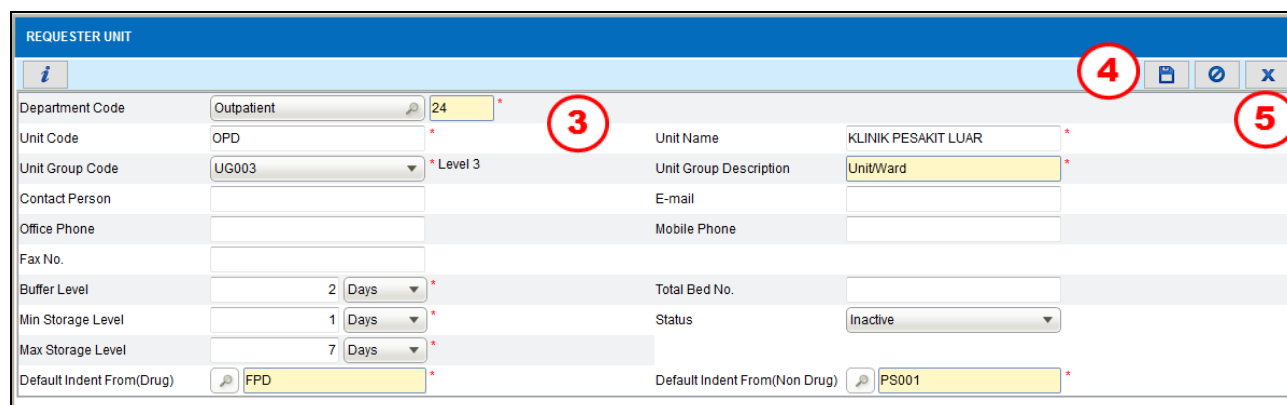
Figure 3.13.2-1 Requester Unit Master Listing Page

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

#### STEP 2

Click on  button to add new requester unit to the record



**REQUESTER UNIT**

Department Code: Outpatient 24 \*  
Unit Code: OPD \*  
Unit Group Code: UG003 \* Level 3  
Contact Person: [ ]  
Office Phone: [ ]  
Fax No.: [ ]  
Buffer Level: 2 Days \*  
Min Storage Level: 1 Days \*  
Max Storage Level: 7 Days \*  
Default Indent From (Drug): FPD \*  
Unit Name: KLINIK PESAKIT LUAR \*  
Unit Group Description: Unit/Ward \*  
E-mail: [ ]  
Mobile Phone: [ ]  
Total Bed No.: [ ]  
Status: Inactive  
Default Indent From (Non Drug): PS001 \*

Figure 3.13.2-2 Requester Unit

#### STEP 3

Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box

E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the requester unit	Text box
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box
Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

**Table 3.13.2-1 Requester unit**

**STEP 4**

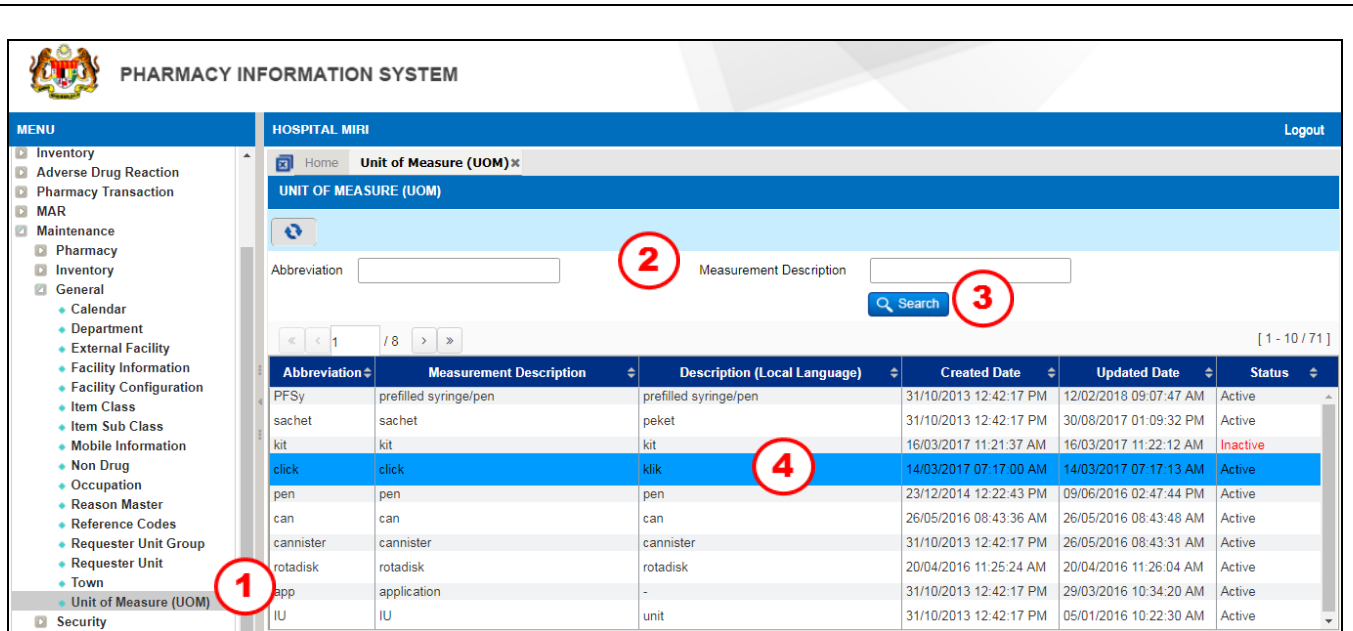
Click on  to save editing

**STEP 5**

Click on the  button and to close record

## 3.14 Unit of Measure (UOM)

### 3.14.1 To view Unit of Measure



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home Unit of Measure (UOM) x

**UNIT OF MEASURE (UOM)**

Abbreviation  Measurement Description

[ 1 - 10 / 71 ]

Abbreviation	Measurement Description	Description (Local Language)	Created Date	Updated Date	Status
PFSy	prefilled syringe/pen	prefilled syringe/pen	31/10/2013 12:42:17 PM	12/02/2018 09:07:47 AM	Active
sachet	sachet	peket	31/10/2013 12:42:17 PM	30/08/2017 01:09:32 PM	Active
kit	kit	kit	16/03/2017 11:21:37 AM	16/03/2017 11:22:12 AM	Inactive
click	click	klik	14/03/2017 07:17:00 AM	14/03/2017 07:17:13 AM	Active
pen	pen	pen	23/12/2014 12:22:43 PM	09/06/2016 02:47:44 PM	Active
can	can	can	26/05/2016 08:43:36 AM	26/05/2016 08:43:48 AM	Active
cannister	cannister	cannister	31/10/2013 12:42:17 PM	26/05/2016 08:43:31 AM	Active
rotadisk	rotadisk	rotadisk	20/04/2016 11:25:24 AM	20/04/2016 11:26:04 AM	Active
app	application	-	31/10/2013 12:42:17 PM	29/03/2016 10:34:20 AM	Active
IU	IU	unit	31/10/2013 12:42:17 PM	05/01/2016 10:22:30 AM	Active

Figure 3.14.1-1 Unit of Measures (UOM)

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Unit of Measure'

#### STEP 2

Search existing record based on below search criteria:

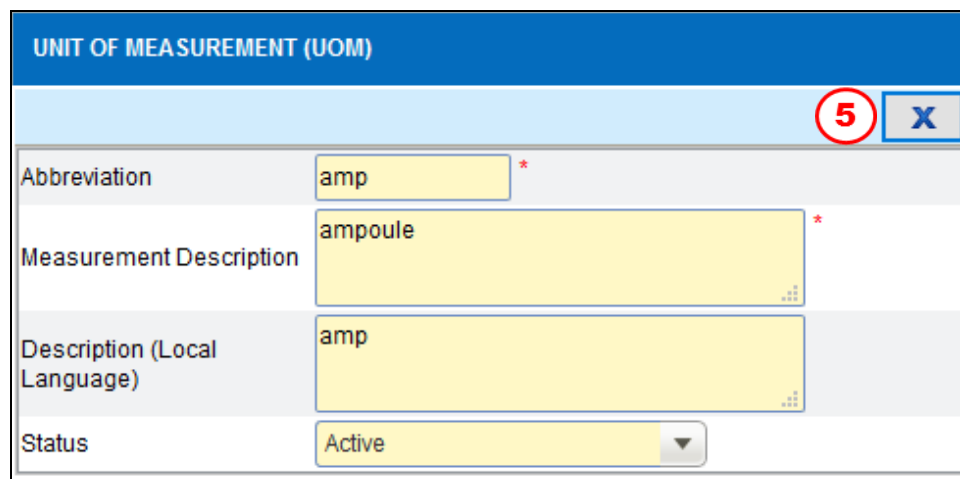
- Abbreviation
- Measuring Description

#### STEP 3

Click on the  button to search 'Unit of Measure' details records

#### STEP 4

Double click on selected 'Unit of Measure' details to view the record



**UNIT OF MEASUREMENT (UOM)**

Abbreviation  \*

Measurement Description  \*

Description (Local Language)

Status

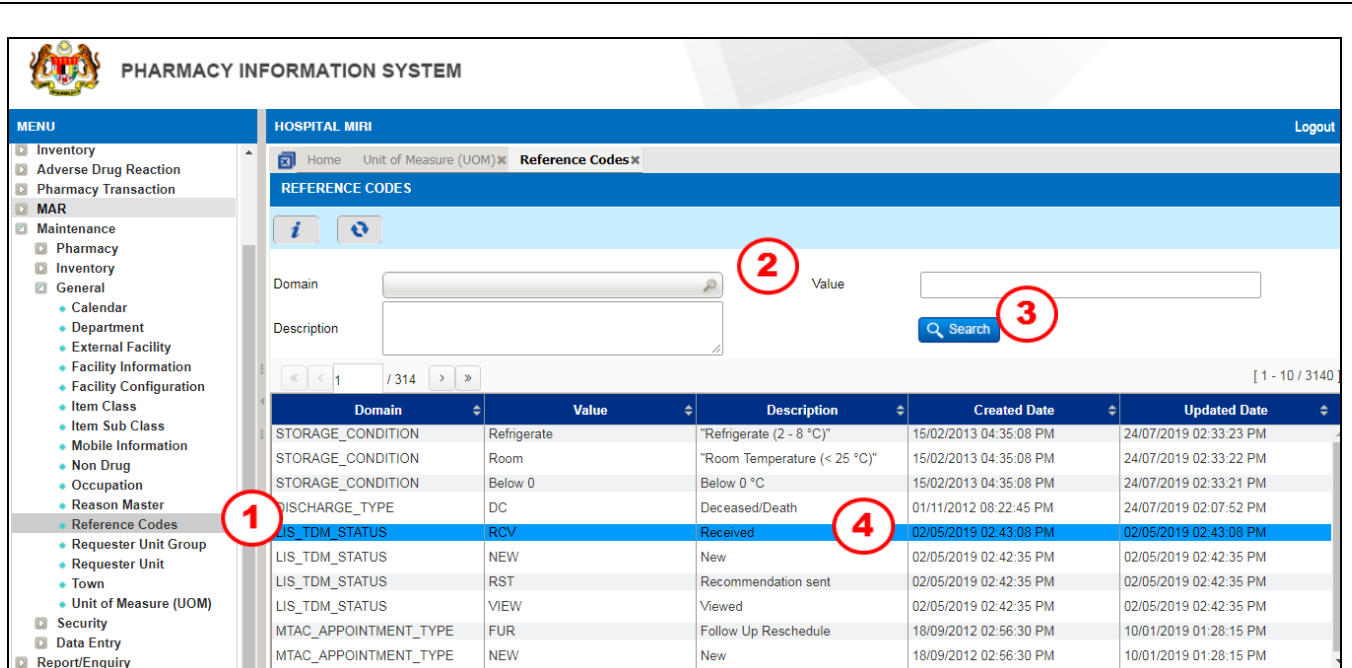
Figure 3.14.1-2 Unit of Measurement

### STEP 5

Click on the  button and to close record

## 3.15 Reference Codes

### 3.15.1 To view Reference Codes



Domain	Value	Description	Created Date	Updated Date
STORAGE_CONDITION	Refrigerate	"Refrigerate (2 - 8 °C)"	15/02/2013 04:35:08 PM	24/07/2019 02:33:23 PM
STORAGE_CONDITION	Room	"Room Temperature (< 25 °C)"	15/02/2013 04:35:08 PM	24/07/2019 02:33:22 PM
STORAGE_CONDITION	Below 0	Below 0 °C	15/02/2013 04:35:08 PM	24/07/2019 02:33:21 PM
DISCHARGE_TYPE	DC	Deceased/Death	01/11/2012 08:22:45 PM	24/07/2019 02:07:52 PM
LIS_TDM_STATUS	RCV	Received	02/05/2019 02:43:08 PM	02/05/2019 02:43:08 PM
LIS_TDM_STATUS	NEW	New	02/05/2019 02:42:35 PM	02/05/2019 02:42:35 PM
LIS_TDM_STATUS	RST	Recommendation sent	02/05/2019 02:42:35 PM	02/05/2019 02:42:35 PM
LIS_TDM_STATUS	VIEW	Viewed	02/05/2019 02:42:35 PM	02/05/2019 02:42:35 PM
MTAC_APPOINTMENT_TYPE	FUR	Follow Up Reschedule	18/09/2012 02:56:30 PM	10/01/2019 01:28:15 PM
MTAC_APPOINTMENT_TYPE	NEW	New	18/09/2012 02:56:30 PM	10/01/2019 01:28:15 PM

Figure 3.15.1-1 Reference Code Listing Page

#### STEP 1


Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reference Code'

#### STEP 2

Search existing record based on below search criteria:

- Domain
- Description
- Value

#### STEP 3

Click on the  button to search 'Reference Code' details records

#### STEP 4

Double click on selected 'Reference Code' details to view the record

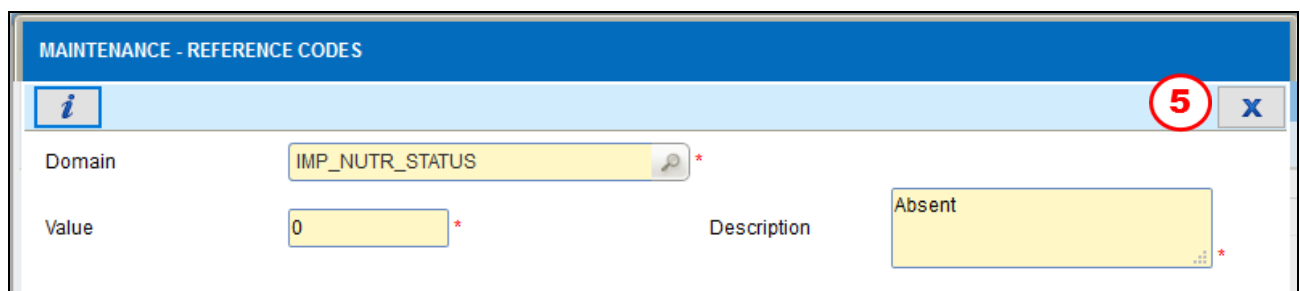


Figure3.15.1-2 Reference code

#### STEP 5

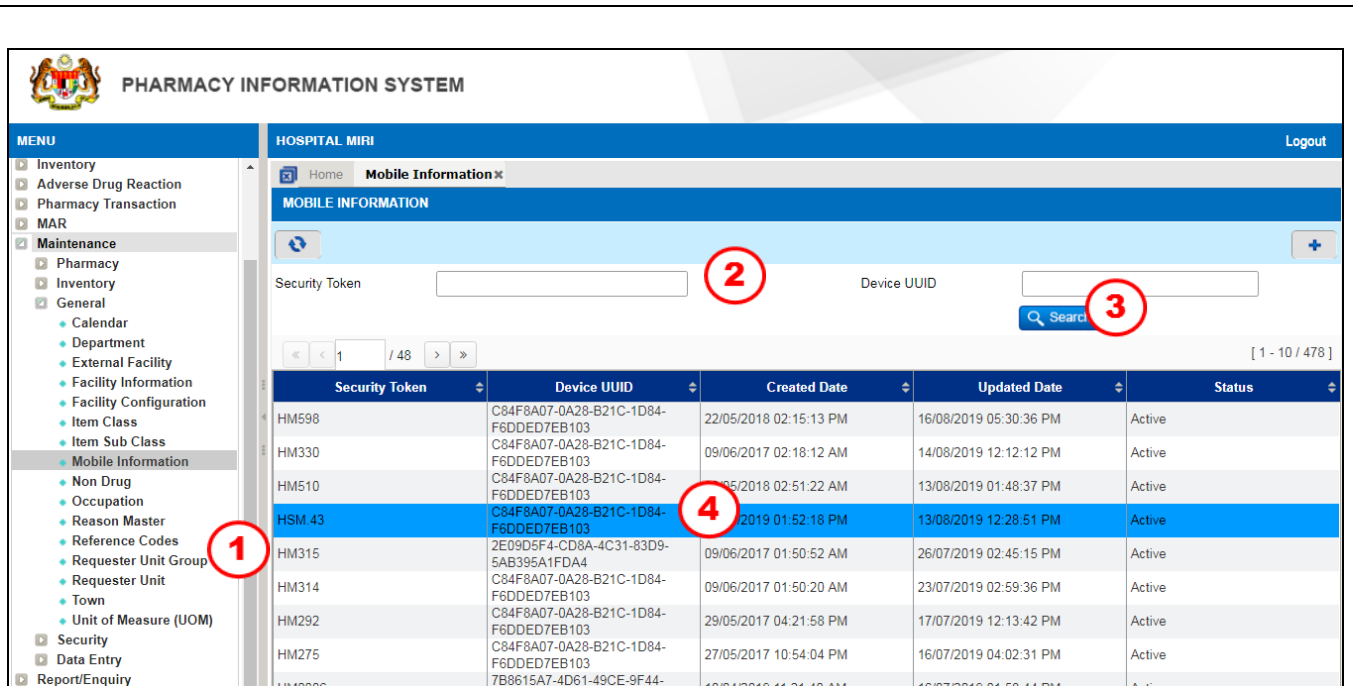
Click on the  button and to close record



### 3.16 Mobile Information

The screen is where mobile access management is managing. User are able to set new connectivity with mobile device by giving a token. The system later will detect new mobile device based on token given and will track the imei mobile device's number.

#### 3.16.1 To view Mobile Information



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Mobile Information

**MOBILE INFORMATION**

Security Token  Device UUID  Search

[ 1 - 10 / 478 ]

Security Token	Device UUID	Created Date	Updated Date	Status
HM598	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	22/05/2018 02:15:13 PM	16/08/2019 05:30:36 PM	Active
HM330	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	09/06/2017 02:18:12 AM	14/08/2019 12:12:12 PM	Active
HM510	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	09/05/2018 02:51:22 AM	13/08/2019 01:48:37 PM	Active
HSM.43	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	2019 01:52:18 PM	13/08/2019 12:28:51 PM	Active
HM315	2E09D5F4-CD8A-4C31-83D9-5AB395A1FDA4	09/06/2017 01:50:52 AM	26/07/2019 02:45:15 PM	Active
HM314	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	09/06/2017 01:50:20 AM	23/07/2019 02:59:36 PM	Active
HM292	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	29/05/2017 04:21:58 PM	17/07/2019 12:13:42 PM	Active
HM275	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	27/05/2017 10:54:04 PM	16/07/2019 04:02:31 PM	Active
HM2006	7B8615A7-4D61-49CE-9F44-	10/04/2019 11:21:40 AM	16/07/2019 01:58:14 PM	Active

Figure 3.16.1-1 Mobile Information

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

#### STEP 2

Search existing record based on below search criteria:

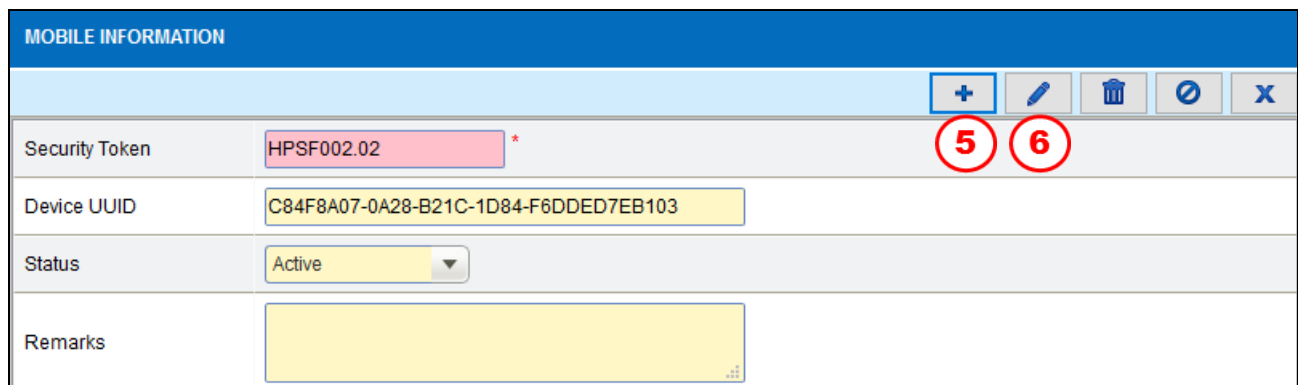
- Security Token
- Device UUID

#### STEP 3

Button to search 'Unit of Measure' Details records

#### STEP 4

Double click on selected 'Reference Code Details' to view the record



**MOBILE INFORMATION**

+ [Edit] [Delete] [Refresh] [Close]

Security Token  \*

Device UUID



Status

Remarks

Figure 3.16.1-2 Mobile Information

### STEP 5

Click on these button to do quick editing: -

- a)  to quick create new mobile information
- b)  to quick change the status to 'Inactive'

### STEP 6

Click on  to proceed for editing on the current requester unit

MOBILE INFORMATION	
Security Token	HPSF002.02 *
Device UUID	C84F8A07-0A28-B21C-1D84-F6DDED7EB103
Status	Active
Remarks	

Figure 3.16.1-3 Mobile Information

### STEP 7

Click on status to change

- a) Active
- b) Inactive

### STEP 8

Enter remarks if required

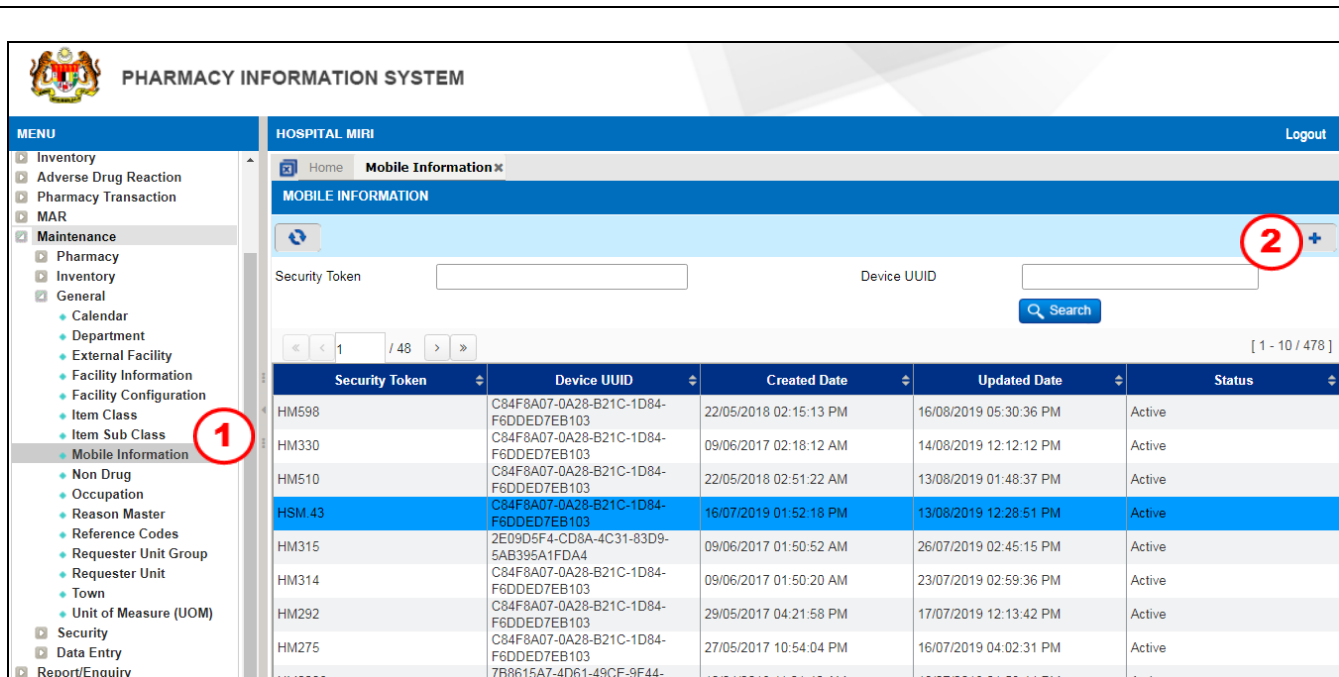
### STEP 9

Click on  to save editing

### STEP 10

Click on the  button and to close record

### 3.16.2 To add new Mobile Information



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

**MOBILE INFORMATION**

Security Token  Device UUID  Search

[ 1 - 10 / 478 ]

Security Token	Device UUID	Created Date	Updated Date	Status
HM598	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	22/05/2018 02:15:13 PM	16/08/2019 05:30:36 PM	Active
HM330	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	09/06/2017 02:18:12 AM	14/08/2019 12:12:12 PM	Active
HM510	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	22/05/2018 02:51:22 AM	13/08/2019 01:48:37 PM	Active
HSM 43	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	16/07/2019 01:52:18 PM	13/08/2019 12:28:51 PM	Active
HM315	2E09D5F4-CD8A-4C31-83D9-5AB395A1FDA4	09/06/2017 01:50:52 AM	26/07/2019 02:45:15 PM	Active
HM314	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	09/06/2017 01:50:20 AM	23/07/2019 02:59:36 PM	Active
HM292	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	29/05/2017 04:21:58 PM	17/07/2019 12:13:42 PM	Active
HM275	C84F8A07-0A28-B21C-1D84-F6DDED7EB103	27/05/2017 10:54:04 PM	16/07/2019 04:02:31 PM	Active
HM0005	7B8615A7-4D61-49CE-9F44-	16/07/2019 11:24:46 AM	16/07/2019 04:58:44 PM	Active

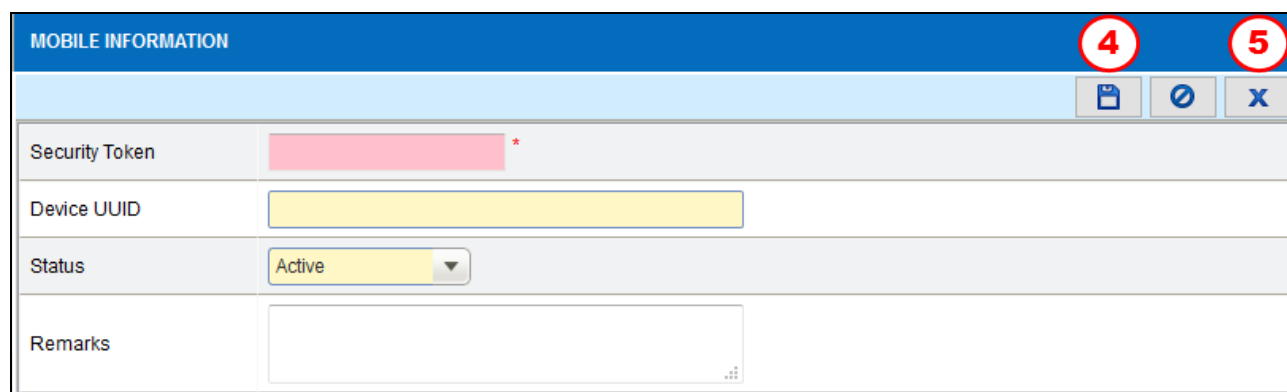
Figure 3.16.2-1 Mobile Information

#### STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

#### STEP 2

Click on  button to add new mobile information to the record



**MOBILE INFORMATION**

Security Token  \*

Device UUID

Status

Remarks



 

Figure 3.16.2-2 Mobile Information

#### Note

- This is applicable to facility that is using mobile device.
- **Security token** will be created.
- Every iPad will have one **security token**.
- The **Device UUID** will be updated once connected to the iPad.

#### STEP 4

Click on the  button to save editing

#### STEP 5

Click on the  button and to close record

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note