



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

---

## User Manual Maintenance-Security

<b>Version</b>	<b>: 2.3</b>
<b>Document ID</b>	<b>: U.MANUAL_MAINTENANCE_SECURITY</b>



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

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

*Reference ID: U.MANUAL\_MASTER\_SETUP\_SECURITY\_11<sup>th</sup> E*

*Application reference: PhIS & CPS v2.3.1*



## Table of Contents

1.	Introduction.....	1
1.1	Overview of PhIS .....	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections .....	1
2.	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.	Maintenance Security .....	3
	Overview .....	3
	User Group.....	3
	Functional Diagram .....	3
	Functional Description.....	3
3.1	User Profile.....	4
3.1.1	To view and edit user profile .....	4
3.1.2	To add new user profile.....	11
3.1.3	Manage Profile.....	23
3.2	User Role.....	24
3.2.1	To edit and view User Role .....	24
3.2.2	To add new user roles.....	25
3.3	Transfer Schedule .....	26
3.3.1	To edit and view transfer schedule.....	26
3.3.2	Add new Transfer Schedule .....	31
3.4	Change Password .....	32
3.4.1	To edit password.....	32
3.5	Rights .....	33
3.5.1	To view rights.....	33
3.6	Groups.....	34
3.6.1	To view groups .....	34
3.7	Groups Rights.....	35
3.7.1	To view groups rights.....	35
3.8	Roles .....	36
3.8.1	To view roles.....	36
3.8.2	Roles by user.....	37
3.9	Prescriber .....	38
3.9.1	Add New Prescriber Record.....	38
3.9.2	Edit Prescriber Record.....	40
3.9.3	Activate / Inactive Prescriber Record .....	43
4.	Acronyms .....	45



## 1. 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. 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 (CDR), 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 maintenance security sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- User Profile
- User Roles
- Prescriber

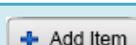
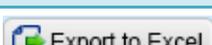
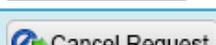
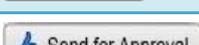
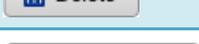
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Maintenance Security
- Section 4 : Acronyms

## 2. 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
<input type="checkbox"/>	Checkbox		Delete Record
	Delete Item from the list		Empty Text Box
	Dropdown Box		Reject Transaction

### 3. Maintenance Security

#### Overview

The maintenance security module include implementing safe, organized, and efficient user creation in PhIS

#### User Group

This module is intended for facility IT Staff

#### Functional Diagram

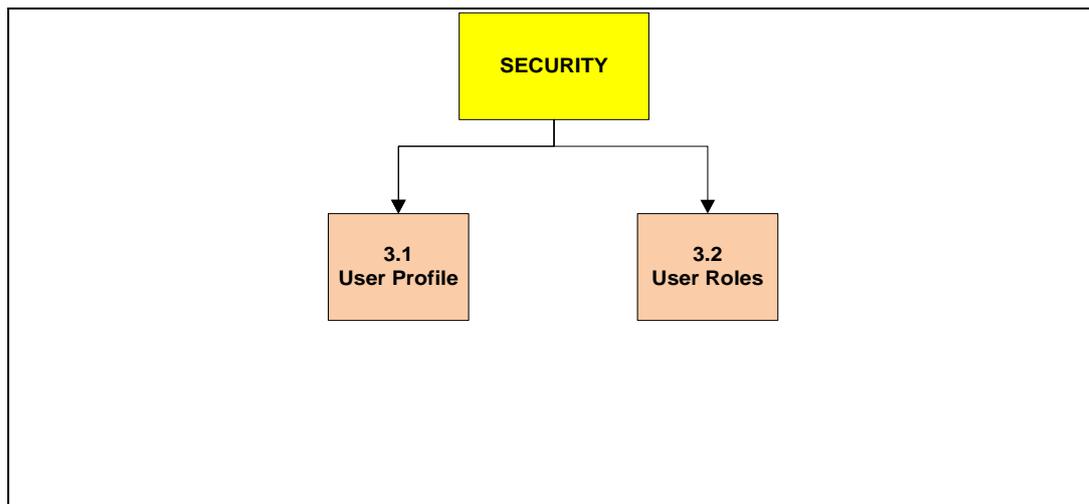


Figure 3.0

#### Functional Description

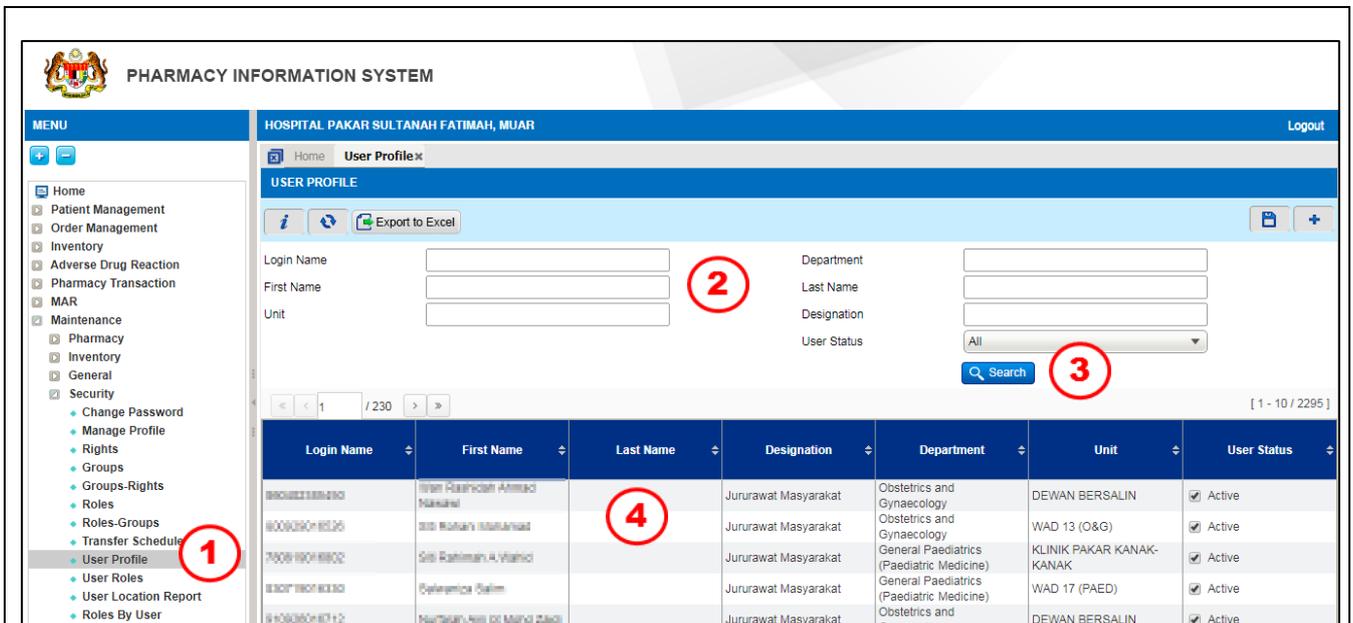
Maintenance Security comprises of several main functions:

- **User Profile**  
This process is use by IT staff to create new account for PhIS user
- **User Roles**  
This process is use by IT staff to assign roles for created user profile

### 3.1 User Profile

#### 3.1.1 To view and edit user profile

The function of this menu is to create edit existing PhIS user account



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

**USER PROFILE**

Export to Excel

Login Name:  Department:   
 First Name:  Last Name:   
 Unit:  Designation:   
 User Status:

Search

[ 1 - 10 / 2295 ]

Login Name	First Name	Last Name	Designation	Department	Unit	User Status
810021001490	Enn Ruslinda Ahmad Naniati		Jururawat Masyarakat	Obstetrics and Gynaecology	DEWAN BERSALIN	Active
800625018236	SB Roslan Mahamad		Jururawat Masyarakat	Obstetrics and Gynaecology	WAD 13 (O&G)	Active
750819018902	Siti Bahimar A. Vianid		Jururawat Masyarakat	General Paediatrics (Paediatric Medicine)	KLINIK PAKAR KANAK-KANAK	Active
813017018230	Yelwencia Galim		Jururawat Masyarakat	General Paediatrics (Paediatric Medicine)	WAD 17 (PAED)	Active
810626018712	Nurshahira Dk Mardhi Zaidi		Jururawat Masyarakat	Obstetrics and Gynaecology	DEWAN BERSALIN	Active

Figure 3.1.1-1 User Profile

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Profile'

#### STEP 2

Search existing record based on below search criteria:

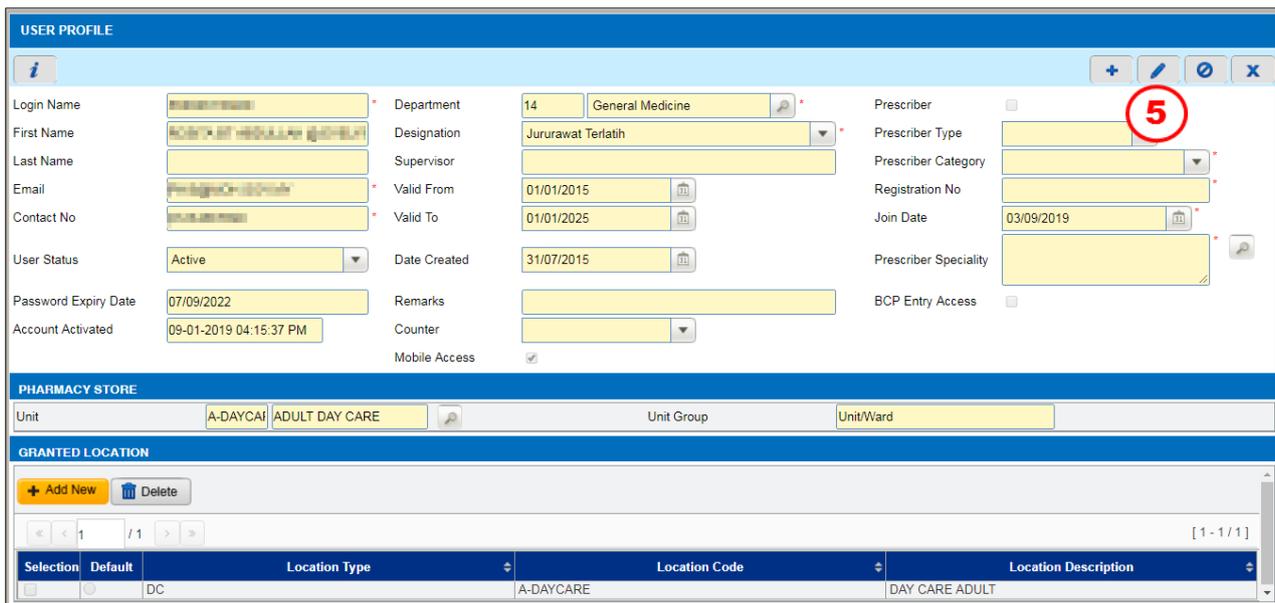
- Login Name
- First Name
- Unit
- Department
- Last name
- Designation
- User Status

#### STEP 3

Click on  button 'User Profile' for the detail records

#### STEP 4

Double click on selected 'User Profile' Details to view the record



**USER PROFILE**

Login Name: [Redacted] Department: 14 General Medicine  
 First Name: [Redacted] Designation: Jururawat Terlatih  
 Last Name: [Redacted] Supervisor: [Redacted]  
 Email: [Redacted] Valid From: 01/01/2015  
 Contact No: [Redacted] Valid To: 01/01/2025  
 User Status: Active Date Created: 31/07/2015  
 Password Expiry Date: 07/09/2022 Remarks: [Redacted]  
 Account Activated: 09-01-2019 04:15:37 PM Counter: [Redacted]  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCAI ADULT DAY CARE Unit Group: UnitWard

**GRANTED LOCATION**

+ Add New Delete

< 1 / 1 >

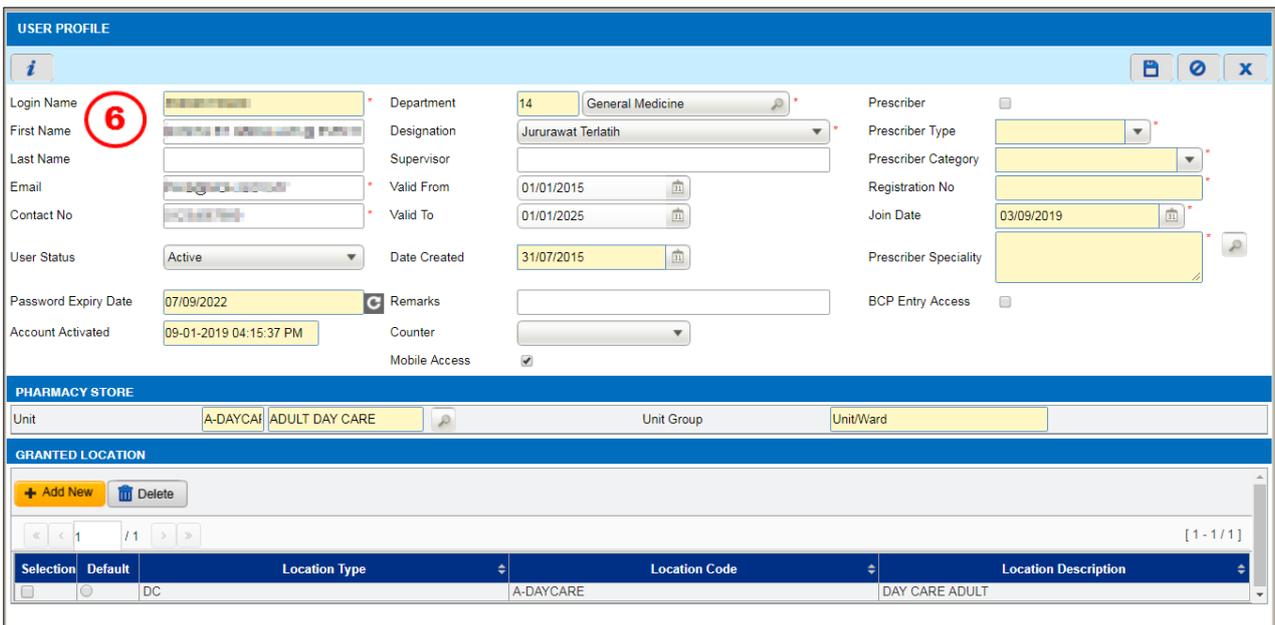
Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	DC	A-DAYCARE	DAY CARE ADULT

Figure 3.1.1-2 Editing User Profile

**STEP 5**



Click on button to edit the selected record



**USER PROFILE**

Login Name: [Redacted] Department: 14 General Medicine  
 First Name: [Redacted] Designation: Jururawat Terlatih  
 Last Name: [Redacted] Supervisor: [Redacted]  
 Email: [Redacted] Valid From: 01/01/2015  
 Contact No: [Redacted] Valid To: 01/01/2025  
 User Status: Active Date Created: 31/07/2015  
 Password Expiry Date: 07/09/2022 Remarks: [Redacted]  
 Account Activated: 09-01-2019 04:15:37 PM Counter: [Redacted]  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCAI ADULT DAY CARE Unit Group: UnitWard

**GRANTED LOCATION**

+ Add New Delete

< 1 / 1 >

Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	DC	A-DAYCARE	DAY CARE ADULT

Figure 3.1.1-3 Updating User Profile

**STEP 6**

To edit the profile field according to user information: -

Field	Description	Details
Login Name	Only Identity Card or Passport Number can be used for login purpose to PhIS  <b>Note</b> • One (1) user can only have one (1) login ID to the system	Cannot Edit
First Name	User first name according to identity card or passport	Editable
Last Name	User last name according to identity card or passport	Editable
Email	Email address for the user. Must use unique email.	Editable
Contact No	Phone number for the user for the purpose of contacting  <b>Note</b> User can put personal number, hospital number or extension	Editable
User Status	• User account status	Changeable
Password Expiry Date	User need to change password after this date	Cannot Edit
Department	User registered department in facility	Changeable
Designation	User designation in the facility	Changeable
Supervisor	User supervisor in the facility	Editable
Valid from	User account validity from	Changeable
Valid to	User account validity to	Changeable
Date Created	User account date created on	Cannot Edit
Remarks	User account remarks, if any	Editable
Counter	User's counter, if applicable	Changeable
Mobile Access	User ability to access mobile app	Changeable
Prescriber	If user is a prescriber	Changeable
Prescriber Type	Type of prescriber of the user	Changeable
Prescriber Category	User's category of prescriber	Changeable
Registration No	User's prescriber registration number	Editable
Join Date	User's prescriber date of joining	Changeable
Prescriber Specialty	User's prescriber specialty	Changeable
BCP Entry Access	User's right to access BCP entry	Changeable
Account Activated	User account activated	Changeable

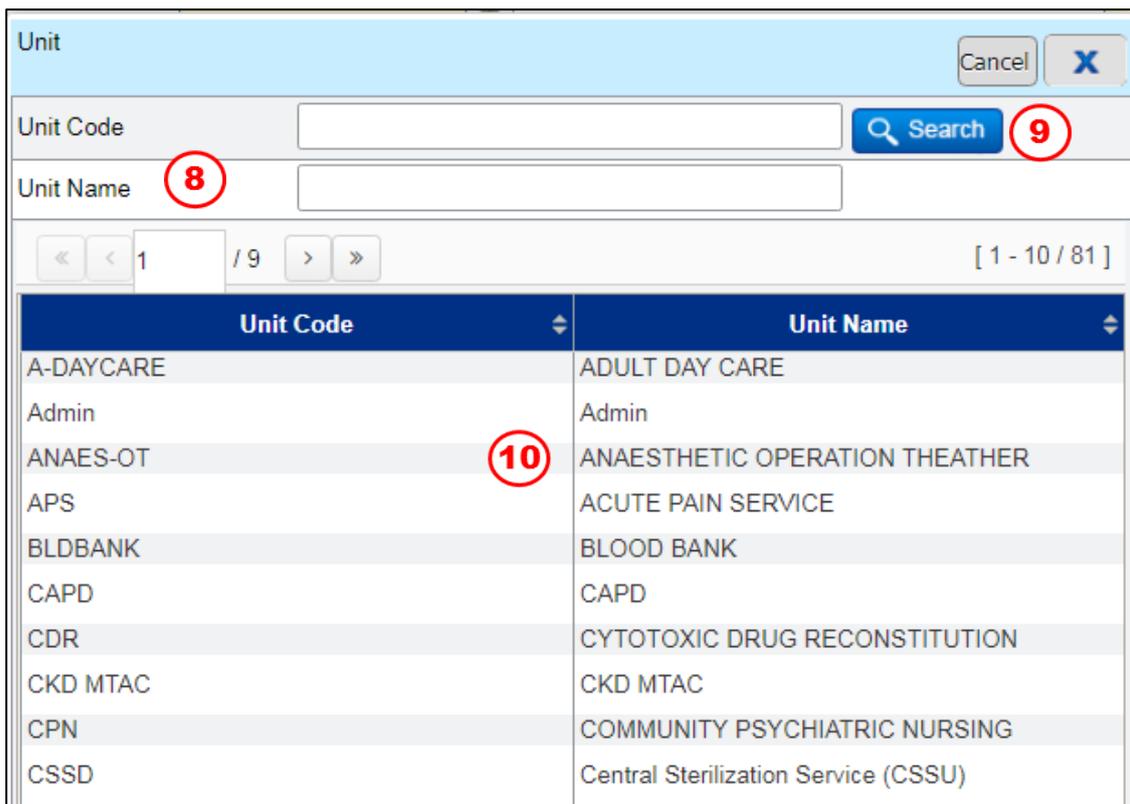
**Table 3.1.1-1 Profile details**



**Figure 3.1.1-4 Pharmacy Store**

**STEP 7**

To edit Pharmacy Store, click on  to search for other requester unit



Unit Code	Unit Name
A-DAYCARE	ADULT DAY CARE
Admin	Admin
ANAES-OT	ANAESTHETIC OPERATION THEATHER
APS	ACUTE PAIN SERVICE
BLDBANK	BLOOD BANK
CAPD	CAPD
CDR	CYTOTOXIC DRUG RECONSTITUTION
CKD MTAC	CKD MTAC
CPN	COMMUNITY PSYCHIATRIC NURSING
CSSD	Central Sterilization Service (CSSU)

Figure 3.1.1-5 Select requester unit

**STEP 8**

Search for specific requester unit based on criteria

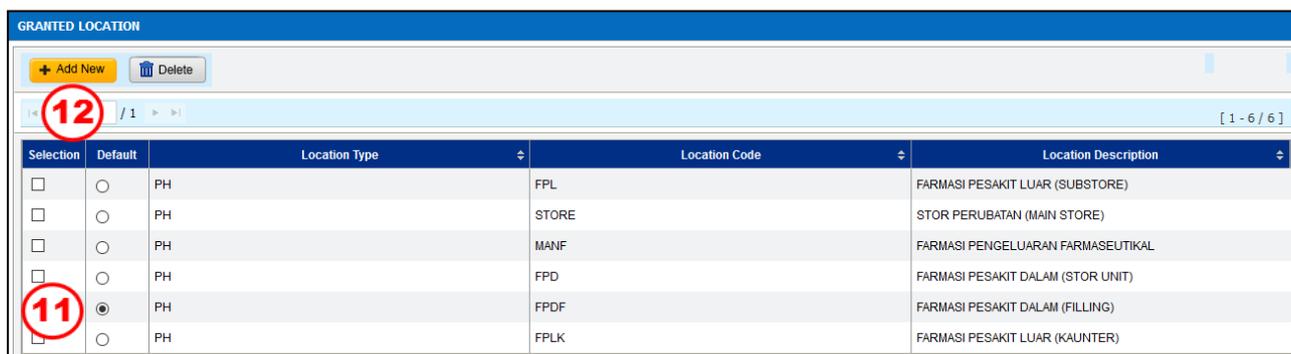
- a) Unit Code
- b) Unit Name

**STEP 9**

Click on  button to search for related information

**STEP 10**

Select requester unit accordingly



Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	PH	FPL	FARMASI PESAKIT LUAR (SUBSTORE)
<input type="checkbox"/>	<input type="radio"/>	PH	STORE	STOR PERUBATAN (MAIN STORE)
<input type="checkbox"/>	<input type="radio"/>	PH	MANF	FARMASI PENGELUARAN FARMASEUTIKAL
<input type="checkbox"/>	<input type="radio"/>	PH	FPD	FARMASI PESAKIT DALAM (STOR UNIT)
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	PH	FPDF	FARMASI PESAKIT DALAM (FILLING)
<input type="checkbox"/>	<input type="radio"/>	PH	FPLK	FARMASI PESAKIT LUAR (KAUNTER)

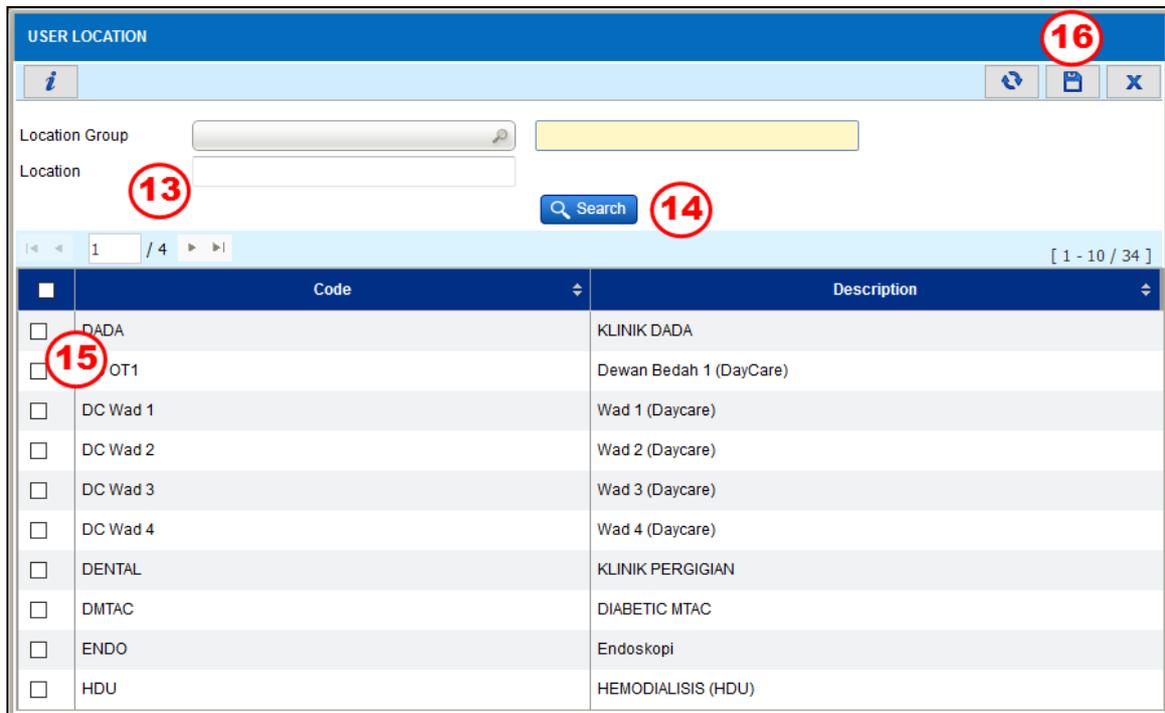
Figure 3.1.1-6 Granted Location

**STEP 11**

Click on default to select default location for user

**STEP 12**

Click on  to add new location



**Figure 3.1.1-7 New user location**

**STEP 13**

To select specific location

- a) Choose location group
- b) Insert location name

**STEP 14**

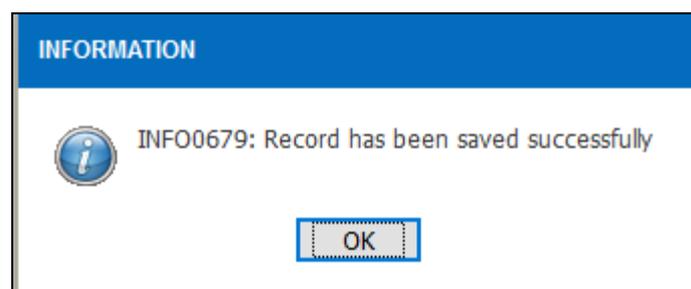
Click on  button to search for related information

**STEP 15**

Select location by tick on the checkbox

**STEP 16**

Click on the  button to save the changes made and Figure 3.1.1-7 will appear



**Figure 3.1.1-8 Information**

GRANTED LOCATION				
<input type="button" value="+ Add New"/> <input type="button" value="Delete"/>				
<input type="text" value="1"/> / 1 <span style="float: right;">[ 1 - 6 / 6 ]</span>				
Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	PH	FPL	FARMASI PESAKIT LUAR (SUBSTORE)
<input type="checkbox"/>	<input type="radio"/>	PH	STORE	STOR PERUBATAN (MAIN STORE)
<input type="checkbox"/>	<input type="radio"/>	PH	MANF	FARMASI PENGELUARAN FARMASEUTIKAL
<input type="checkbox"/>	<input type="radio"/>	PH	FPD	FARMASI PESAKIT DALAM (STOR UNIT)
<input checked="" type="checkbox"/>	<input type="radio"/>	PH	FPDF	FARMASI PESAKIT DALAM (FILLING)
<input type="checkbox"/>	<input type="radio"/>	PH	FPLK	FARMASI PESAKIT LUAR (KAUNTER)

**Figure 3.1.1-9 Delete granted location**

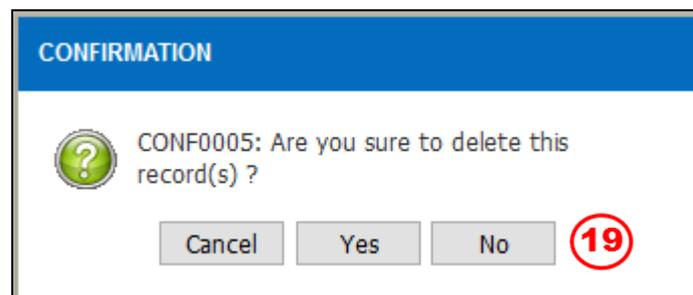
**STEP 17**

**18**

To delete existing granted location, untick the checkbox

**STEP 18**

Click on  button to remove the selected granted location and

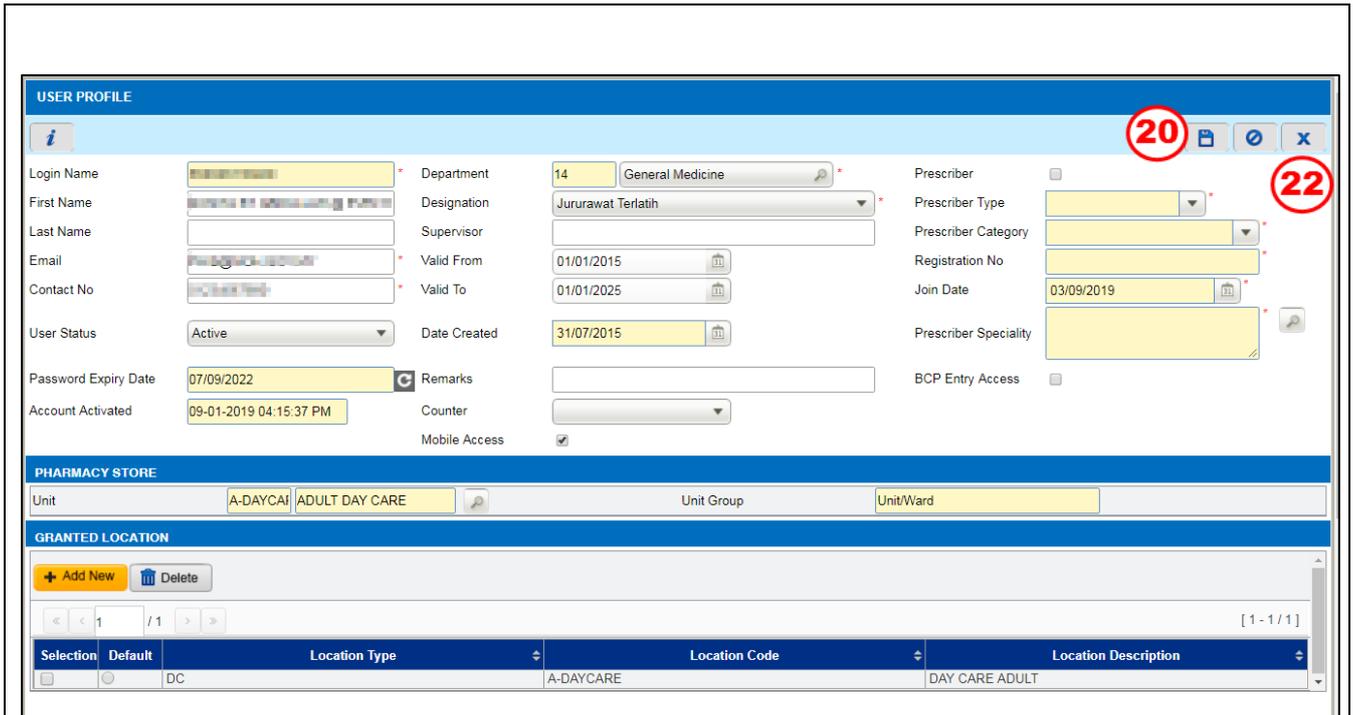


**Figure 3.1.1-10**

**STEP 19**

Click for confirmation for the editing process

- a) Yes – system will proceed and save the record
- b) No – no saving and changes will be done by the system
- c) Cancel – system will return the user to the User Profile filling field screen



**USER PROFILE**

Login Name: [Redacted] Department: 14 General Medicine  
 First Name: [Redacted] Designation: Jururawat Terlatih  
 Last Name: [Redacted] Supervisor: [Redacted]  
 Email: [Redacted] Valid From: 01/01/2015  
 Contact No: [Redacted] Valid To: 01/01/2025  
 User Status: Active Date Created: 31/07/2015  
 Password Expiry Date: 07/09/2022 Remarks: [Redacted]  
 Account Activated: 09-01-2019 04:15:37 PM Counter: [Redacted]  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCARE ADULT DAY CARE Unit Group: [Redacted] Unit/Ward: [Redacted]

**GRANTED LOCATION**

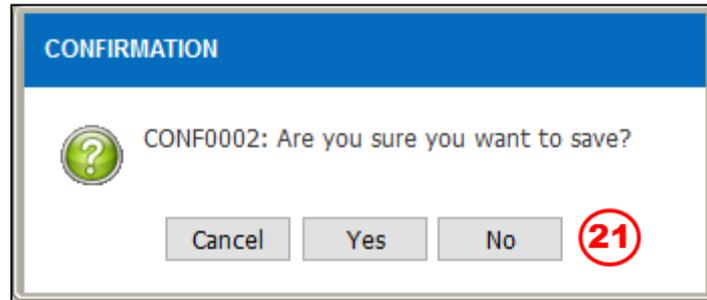
+ Add New Delete

Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	DC	A-DAYCARE	DAY CARE ADULT

Figure 3.1.1-11 Saving user profile

**STEP 20**

Click on the  button to save the changes made



**CONFIRMATION**

CONF0002: Are you sure you want to save?

Cancel Yes No

Figure 3.1.1-12 Confirmation

**STEP 21**

Click for confirmation for the editing process

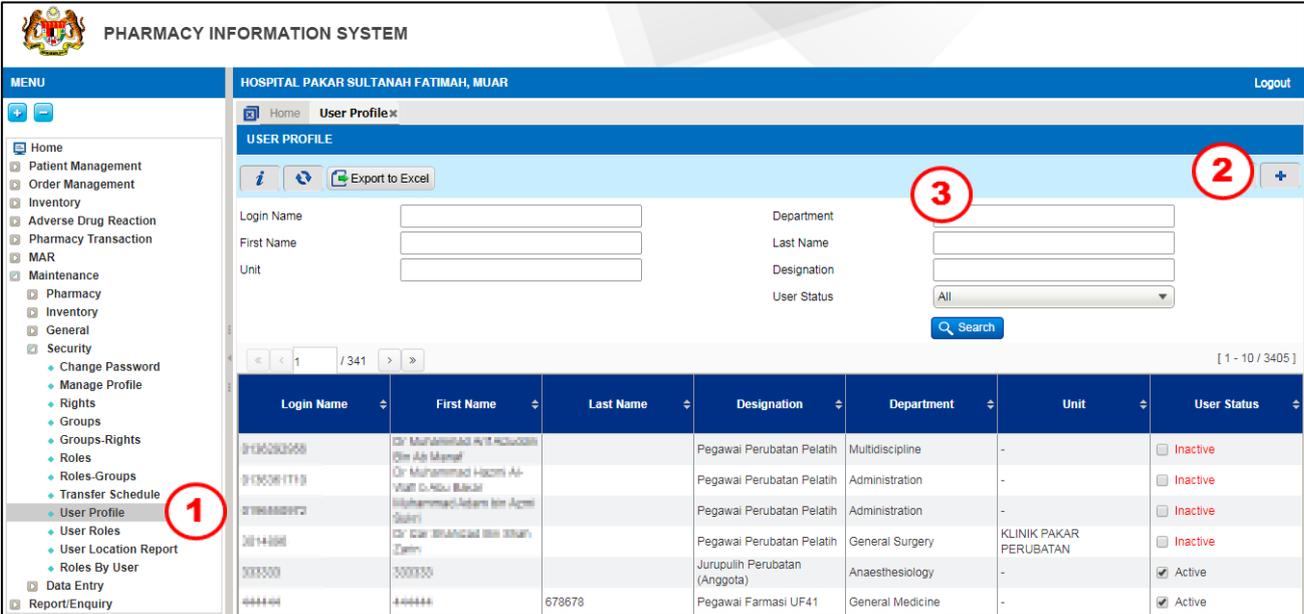
- a) Yes – system will proceed and save the record
- b) No – no saving will be done by the system
- c) Cancel – system will return the user to the User Profile filling field screen

**STEP 22**

Click on the  button and to close record

### 3.1.2 To add new user profile

The function of this menu is to create new profile for PhIS user and add in into the system



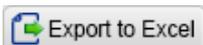
Login Name	First Name	Last Name	Designation	Department	Unit	User Status
0100000000	Dr Muhammad Hishamuddin Bin Ali Mansor		Pegawai Perubatan Pelatih	Multidiscipline	-	<input type="checkbox"/> Inactive
0100001110	Dr Muhammad Hazim Al-Yazid D. ABU BAKAR		Pegawai Perubatan Pelatih	Administration	-	<input type="checkbox"/> Inactive
0100000010	Muhammad Adam bin Azmi Saiful		Pegawai Perubatan Pelatih	Administration	-	<input type="checkbox"/> Inactive
0014000	Dr CAR BRANCAID Bin Yusoff Zaimi		Pegawai Perubatan Pelatih	General Surgery	KLINIK PAKAR PERUBATAN	<input type="checkbox"/> Inactive
0000000	0000000		Jurupuluh Perubatan (Anggota)	Anaesthesiology	-	<input checked="" type="checkbox"/> Active
444444	444444	678678	Pegawai Farmasi UF41	General Medicine	-	<input checked="" type="checkbox"/> Active

Figure 3.1.2-1 User Profile

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Profile'

#### Note

Click on the  button to save/view/print report in Excel format.

#### STEP 2

Click on  button to add new user profile to the system

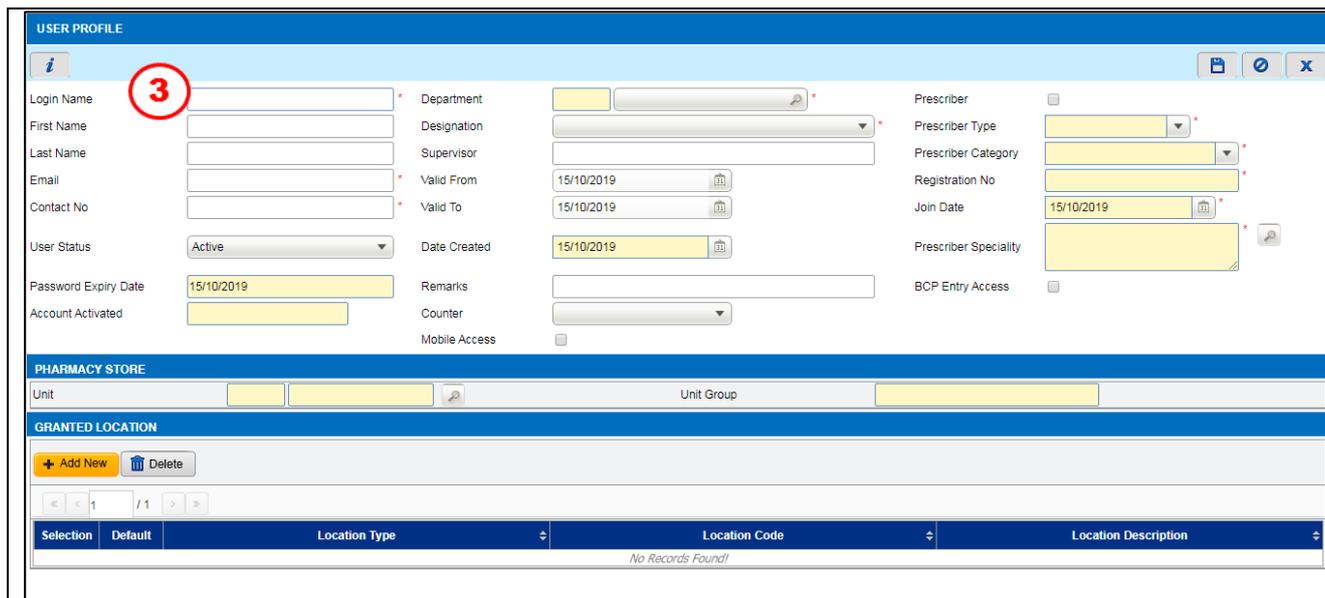


Figure 3.1.2-2 Add new user profile

**STEP 3**

Fill the user profile field accordingly :-

Field	Description	Remarks
Login Name	Only Identity Card or Passport Number can be used for login purpose to PhIS  <b>Note</b> <ul style="list-style-type: none"> <li>One (1) user can only have one (1) login ID to the system</li> </ul>	
Password	User password for login into the account  <b>Note</b> <ul style="list-style-type: none"> <li>Default system password for first time user is phis123</li> <li>Password can be reset to default system password by clicking  button</li> </ul>	Cannot create new password as password is defaulted to phis123
Retype password	Secondary confirmation for the first password when enter for changes	Cannot Edit
First Name	User first name according to identity card or passport	
Last Name	User last name according to identity card or passport	
Email	Email address for the user. Must use unique email	
Contact No	Phone number for the user for the purpose of contacting  <b>Note</b> <ul style="list-style-type: none"> <li>User can put personal number, hospital number or extension</li> </ul>	
User Status	User account status	
Password Expiry Date	User need to change password after this date  <b>Note</b> <ul style="list-style-type: none"> <li>User must change password upon their first login</li> </ul>	

Department	User registered department in facility	
Designation	User designation in the facility	
Supervisor	User supervisor in the facility	
Valid from	User account validity from	Default to today's date
Valid to	User account validity to  <b>Note</b> • Important to change or else the account by default has only 1 day validity	Default to today's date
Date Created	User account date created on	Default to today's date. Cannot be edited as this is system generated
Remarks	User account remarks, if any	
Counter	User's counter, if applicable	
Mobile Access	User ability to access mobile app	
Prescriber	If user is a prescriber	
Prescriber Type	Type of prescriber of the user	
Prescriber Category	User's category of prescriber	
Registration No	User's prescriber registration number	
Join Date	User's prescriber date of joining	Default to today's date
Prescriber Specialty	User's prescriber specialty	
BCP Entry Access	User's right to access BCP entry	

**Table 3.1.2-1**



**Figure 3.1.2-3 Search pharmacy store**

**STEP 4**

Click on  to search related requester unit for the user

**5**

Unit
X

Unit Code

Search

Unit Name

1 / 4
[ 1 - 10 / 34 ]

Unit Code	Unit Name
A&E	UNIT KECEMASAN & TRAUMA
CSSU	UNIT STERILE
ENDO	ENDOSKOPI
FPD	FARMASI PESAKIT DALAM (SUBSTORE)
FPDF	FARMASI PESAKIT DALAM (FILLING)
FPL	FARMASI PESAKIT LUAR (SUBSTORE)
FPLK	FARMASI PESAKIT LUAR (KAUNTER)
HDU	HEMODIALISIS (HDU)
IC	Infection Control
ICU	ICU (UNIT RAWATAN RAPI)

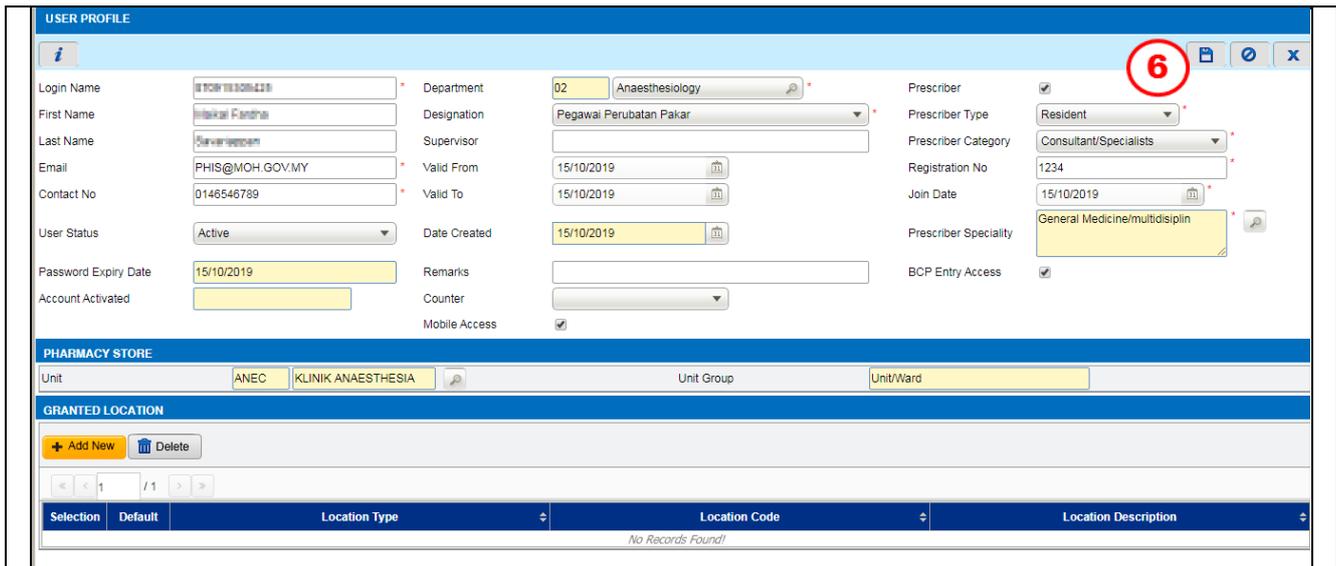
**Figure 3.1.2-4 Unit Selection**

**STEP 5**

Select requester unit for the user

**Note**

- *One (1) user or personal can only have one (1) requester unit*
- *The user on holds the responsibility for all the process involving inventory process in the selected unit*



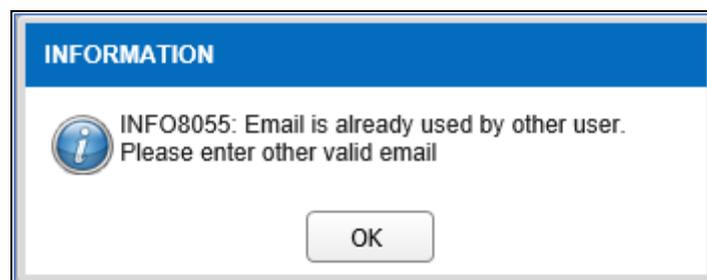
**Figure 3.1.2-5 Saving user profile**

**STEP 6**

Click on the  button to save the changes made

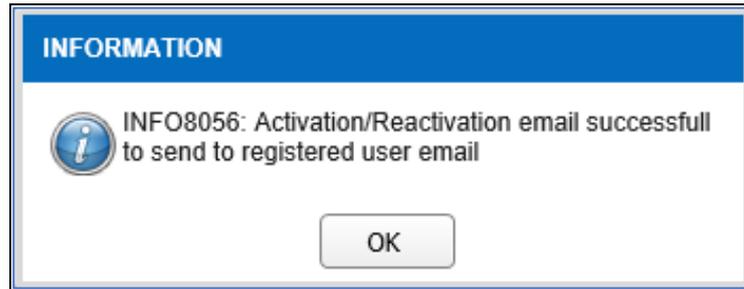
**Note**

- Profile need to be save in order to make selection for location.
- System will retrieve location data after saving.
- Use same email address to register for another user. Alert message will be displayed if same email use for another user registration as per Figure 3.1.2-6.



**Figure 3.1.2-6 Alert Information**

- Once registration is successful and alert message will appear as per Figure 3.1.2-7



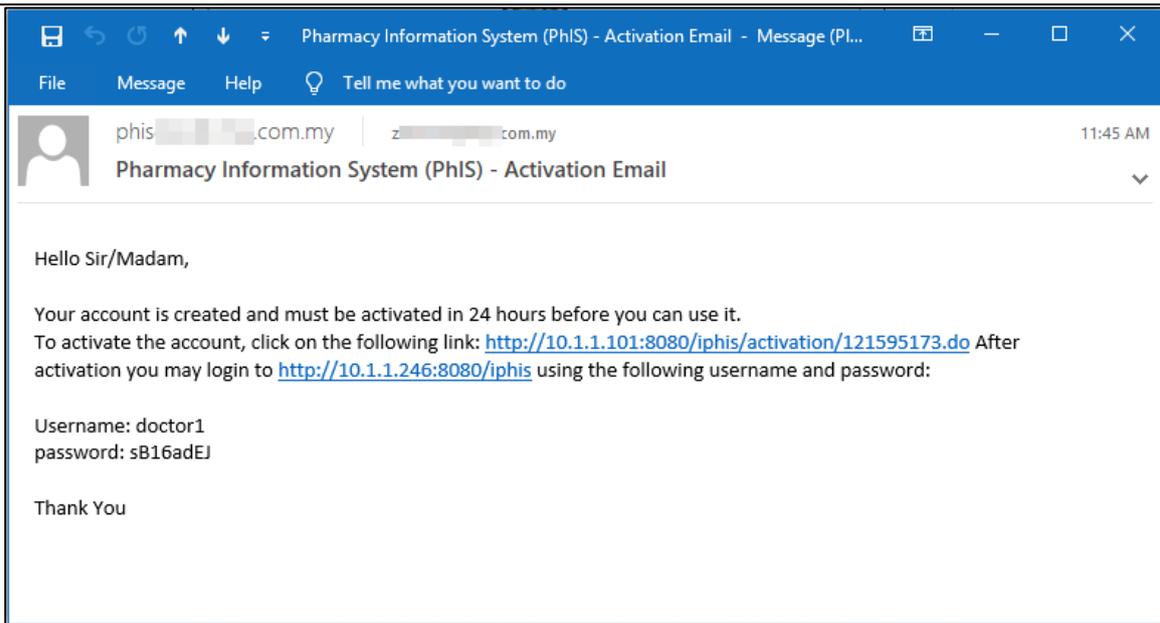
**Figure 3.1.2-7 Alert Information**

- Activation email will be sent to registered email address with temporary password. User to activate their account by click on activation link.
- If user try to login without activate their account, alert will be displayed as per Figure 3.1.2-8 after user enter their user ID.



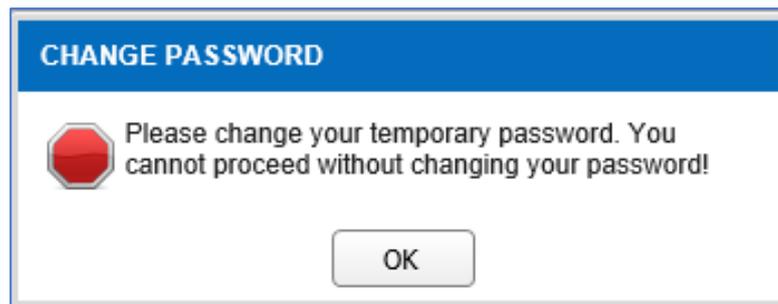
**Figure 3.1.2-8 Alert Information**

- Once user is activated (update activation info in user profile), login screen will be displayed. User to login using temporary password sent to their email as per Figure 3.1.2-9.



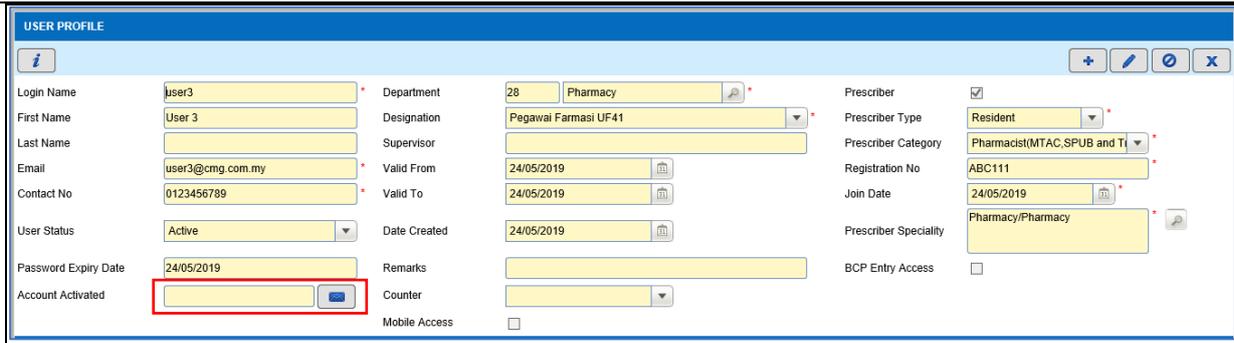
**Figure 3.1.2-8 Password Activation Email Screen**

- After login using temporary password, alert will be displayed as per figure3.1.2-9. User must change their temporary password before they can proceed with any transaction. After changed, user must login with new password to proceed with transaction.



**Figure 3.1.2-9 Alert Information**

- If 'Activated date and time' value is blank, administrator can re-send the activation email to the user. New activation email will be sent to that user with new activation link. User can activate their account using latest email only.

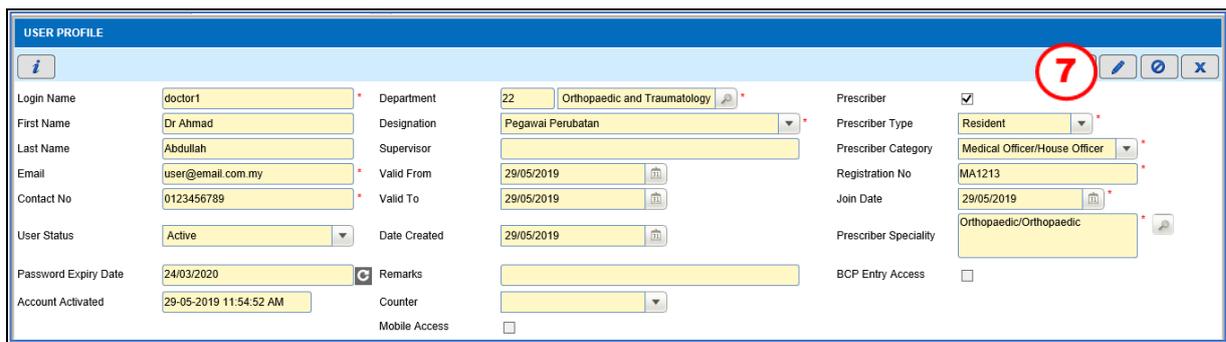


**USER PROFILE**

Login Name	user3	Department	28 Pharmacy	Prescriber	<input checked="" type="checkbox"/>
First Name	User 3	Designation	Pegawai Farmasi UF41	Prescriber Type	Resident
Last Name		Supervisor		Prescriber Category	Pharmacist(MTAC,SPUB and T...
Email	user3@cmg.com.my	Valid From	24/05/2019	Registration No	ABC111
Contact No	0123456789	Valid To	24/05/2019	Join Date	24/05/2019
User Status	Active	Date Created	24/05/2019	Prescriber Speciality	Pharmacy/Pharmacy
Password Expiry Date	24/05/2019	Remarks		BCP Entry Access	<input type="checkbox"/>
Account Activated	<input type="checkbox"/> 	Counter			
		Mobile Access	<input type="checkbox"/>		

**Figure 3.1.2-10 User profile screen**

- If user already activated, re-send email function will be hidden as per Figure 3.1.2-11



**USER PROFILE**

Login Name	doctor1	Department	22 Orthopaedic and Traumatology	Prescriber	<input checked="" type="checkbox"/>
First Name	Dr Ahmad	Designation	Pegawai Perubatan	Prescriber Type	Resident
Last Name	Abdullah	Supervisor		Prescriber Category	Medical Officer/House Officer
Email	user@email.com.my	Valid From	29/05/2019	Registration No	MA1213
Contact No	0123456789	Valid To	29/05/2019	Join Date	29/05/2019
User Status	Active	Date Created	29/05/2019	Prescriber Speciality	Orthopaedic/Orthopaedic
Password Expiry Date	24/03/2020	Remarks		BCP Entry Access	<input type="checkbox"/>
Account Activated	29-05-2019 11:54:52 AM	Counter			
		Mobile Access	<input type="checkbox"/>		

**Figure 3.1.2-11 User profile screen**

**USER PROFILE**

*i*
📄 🔄 ✕

Login Name	870915305425	Department	02 Anaesthesiology	Prescriber	<input checked="" type="checkbox"/>
First Name	Medical Parama	Designation	Pegawai Perubatan Pakar	Prescriber Type	Resident
Last Name	Suvarajaparam	Supervisor		Prescriber Category	Consultant/Specialists
Email	PHIS@MOH.GOV.MY	Valid From	15/10/2019	Registration No	1234
Contact No	0146546789	Valid To	15/10/2019	Join Date	15/10/2019
User Status	Active	Date Created	15/10/2019	Prescriber Speciality	General Medicine/multidisiplin
Password Expiry Date	15/10/2019	Remarks		BCP Entry Access	<input checked="" type="checkbox"/>
Account Activated	<input type="checkbox"/>	Counter			
		Mobile Access	<input checked="" type="checkbox"/>		

**PHARMACY STORE**

Unit	ANEC	KLINIK ANAESTHESIA	Unit/Ward
------	------	--------------------	-----------

**GRANTED LOCATION**

+ Add New
Delete

[ 1 - 10 / 21 ]

Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input type="radio"/>	C	AUDC	KLINIK AUDIO
<input type="checkbox"/>	<input type="radio"/>	C	ANEC	KLINIK ANAESTHESIA
<input type="checkbox"/>	<input type="radio"/>	C	DENC	KLINIK DENTAL
<input type="checkbox"/>	<input type="radio"/>	C	EYEC	KLINIK PAKAR OFTALMOLOGI
<input type="checkbox"/>	<input type="radio"/>	C	ENDC	KLINIK ENDOKRIN

Figure 3.1.2-12 Editing user profile

**STEP 7**

Click on  to edit the selected record as per Figure 3.1.2-11

**GRANTED LOCATION**

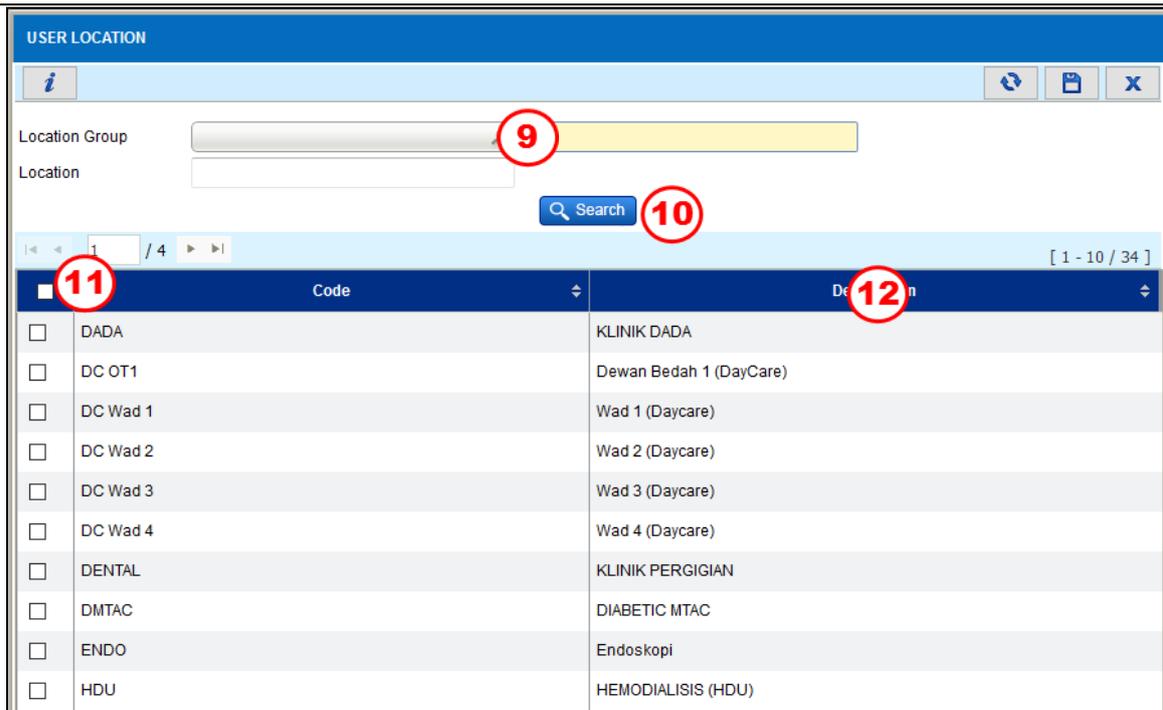
+ Add New
Delete

[ 1 - 6 / 6 ]

Figure 3.1.2.13 Add new granted location

**STEP 8**

Click on + Add New to add new location



The screenshot shows a web application window titled "USER LOCATION". It contains a form with the following elements:

- Location Group:** A dropdown menu with a yellow highlight, circled with a red "9".
- Location:** A text input field.
- Search:** A blue button with a magnifying glass icon and the text "Search", circled with a red "10".
- Table:** A table with columns "Code" and "Description". The first row is highlighted in blue and circled with a red "11". The "Description" column header is circled with a red "12".

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	DADA	KLINIK DADA
<input type="checkbox"/>	DC OT1	Dewan Bedah 1 (DayCare)
<input type="checkbox"/>	DC Wad 1	Wad 1 (Daycare)
<input type="checkbox"/>	DC Wad 2	Wad 2 (Daycare)
<input type="checkbox"/>	DC Wad 3	Wad 3 (Daycare)
<input type="checkbox"/>	DC Wad 4	Wad 4 (Daycare)
<input type="checkbox"/>	DENTAL	KLINIK PERGIGIAN
<input type="checkbox"/>	DMTAC	DIABETIC MTAC
<input type="checkbox"/>	ENDO	Endoskopi
<input type="checkbox"/>	HDU	HEMODIALISIS (HDU)

Figure 3.1.2-14 Selecting location

**STEP 9**

To select specific location

- a) Choose location group
- b) Insert location name

**STEP 10**

Click on  button to search for related information

**STEP 11**

Select location by checking on the box

**STEP 12**

Click on the  button to save the changes made and Figure 3.1.1-15 will appear

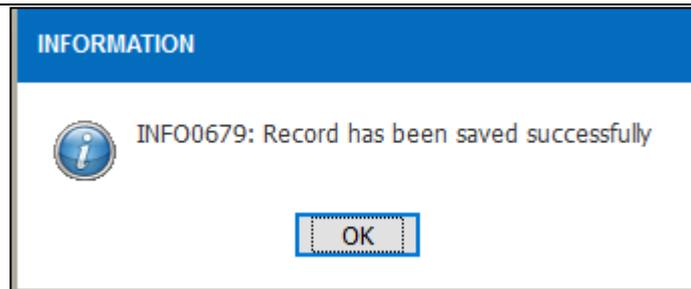


Figure 3.1.2-15 Information

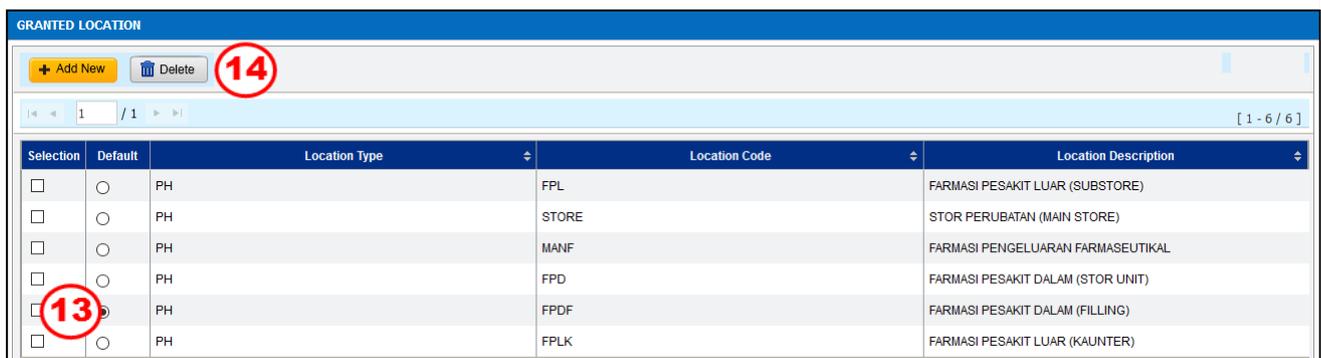


Figure 3.1.2-16 Delete granted location

**STEP 13**

To delete existing granted location, untick the checkbox

**STEP 14**

Click on  button to remove the selected granted location and figure 3.1.2-17 will appear

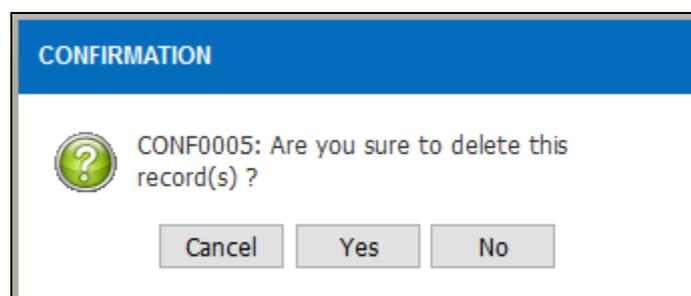
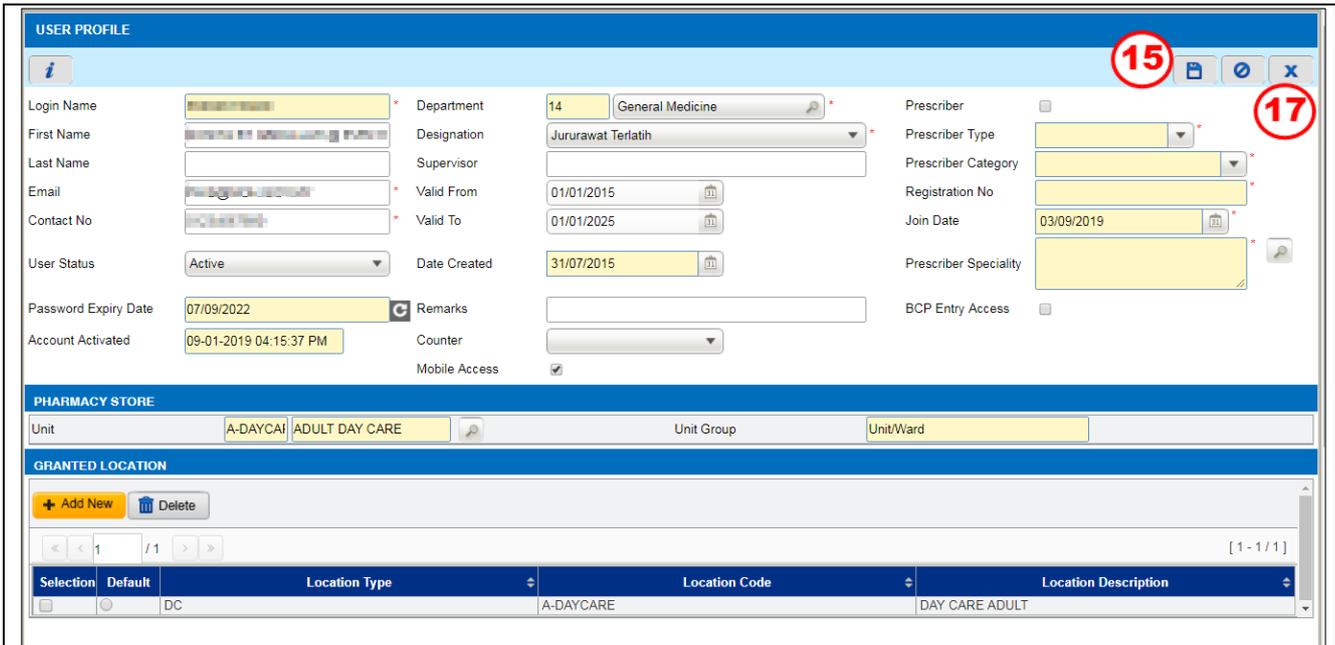


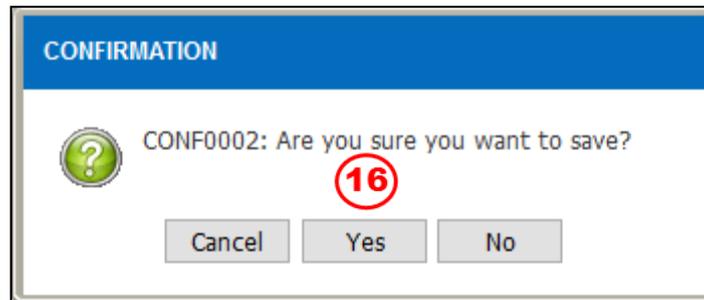
Figure 3.1.2-17 Confirmation



**Figure 3.1.2-18 Saving changes**

**STEP 15**

Click on the  button to save the changes made



**Figure 3.1.2-19 Confirmation**

**STEP 16**

Click for confirmation for the editing process

- a) Yes – system will proceed and save the record
- b) No – no saving will be done by the system
- c) Cancel – system will return the user to the User Profile filling field screen

**STEP 17**

Click on the  button and to close record

### 3.1.3 Manage Profile

The function of this menu is to manage profile for PhIS user into the system

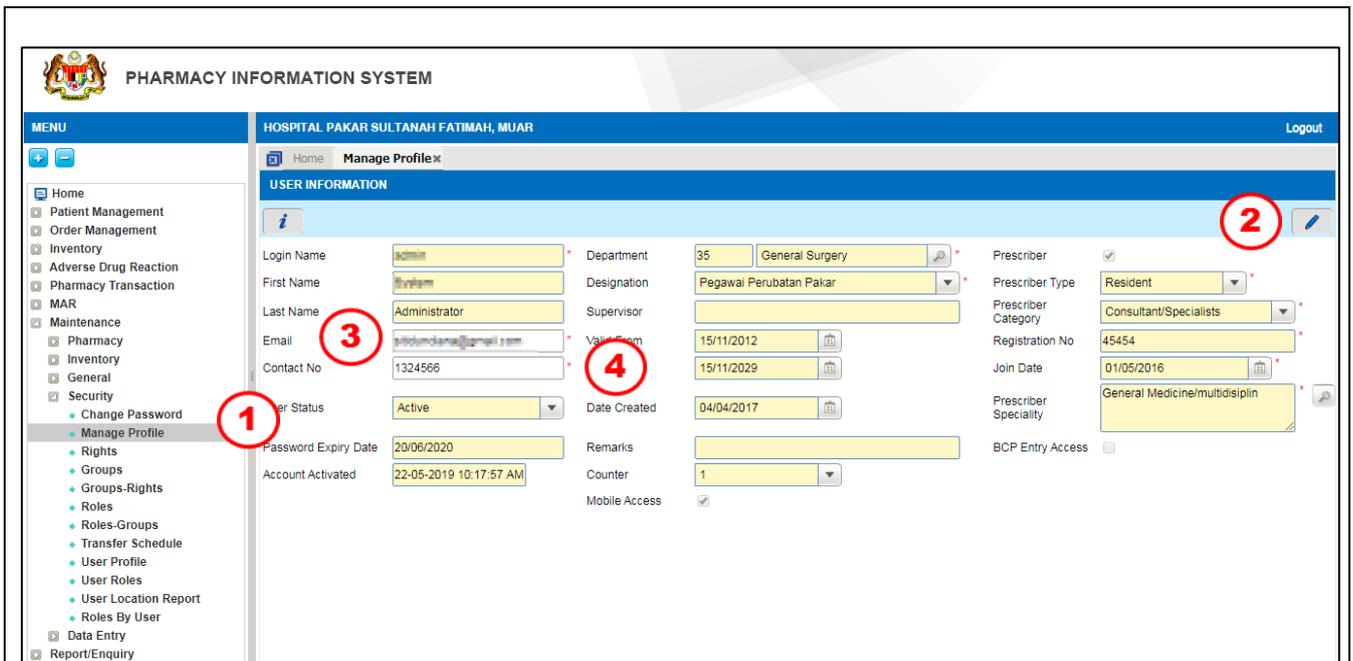


Figure 3.2.1-1 Manage Profile Screen

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Manage Profile'

#### STEP 2

Click on  button to edit the profile.

#### STEP 4

On click of edit function, only the following fields will be enabled:

- i. Email
- ii. Contact no

#### **Note**

*Other fields will be disabled and only can be changed by system administrator*

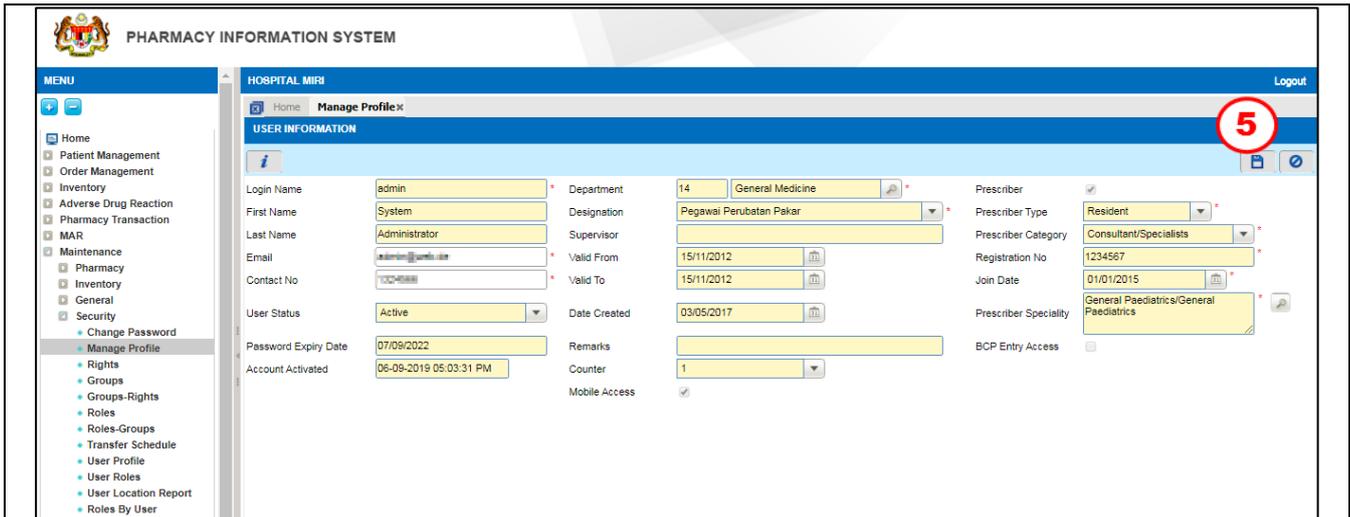


Figure 3.2.1-2 Manage Profile Screen

**STEP 5**

Click on the  button to save the changes made

**3.2 User Role**

**3.2.1 To edit and view User Role**

User role is define as set of roles for a user in order to use functions in PhIS to fulfill their job scope in the facility

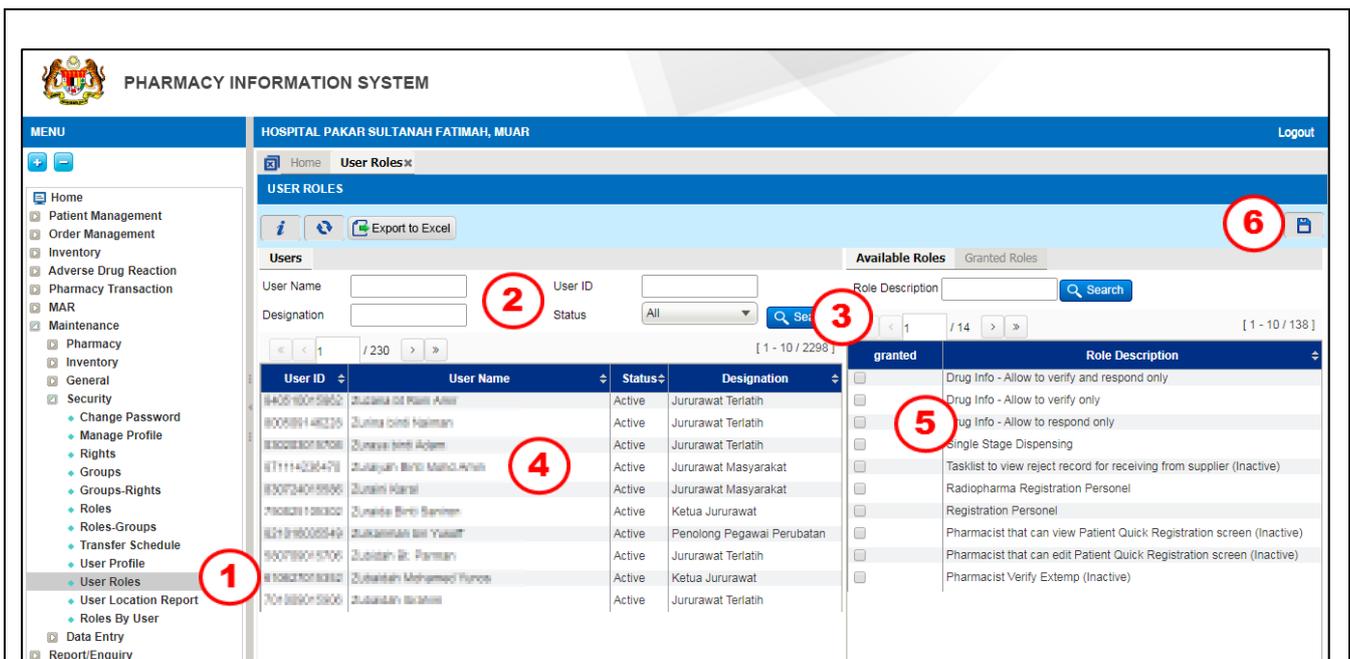


Figure 3.2.1-1 User Roles

**STEP 1**

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Roles'

**STEP 2**

Search existing record based on below search criteria:

- a) User Name
- b) User ID
- c) Designation
- D) Status

**STEP 3**

Click on  button to search 'User Name'

**STEP 4**

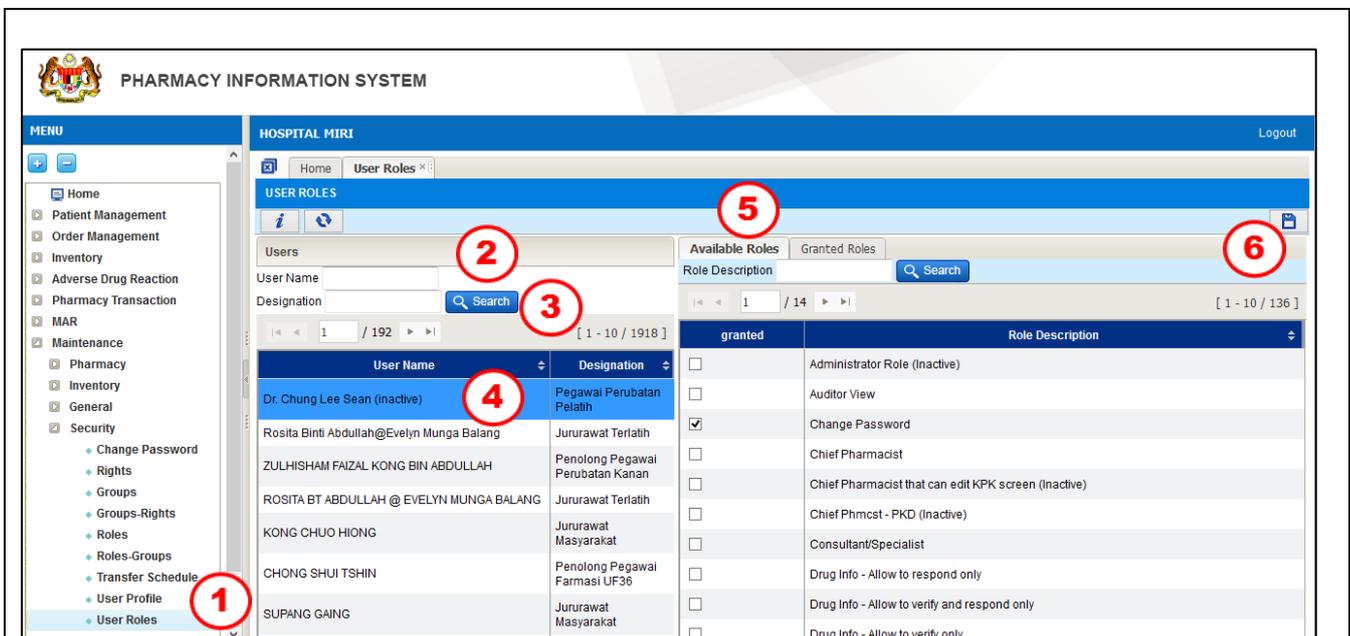
Click on the "User Name" of the user

**STEP 5**

Check on the available roles to give access

**STEP 6** Click on the  button to save the changes made

**3.2.2 To add new user roles**



The screenshot displays the 'USER ROLES' management interface. On the left, a navigation menu includes 'Maintenance' > 'Security' > 'User Roles' (highlighted with a red circle 1). The main area shows a search for users (highlighted with a red circle 2) and a list of users (highlighted with a red circle 4). The 'Available Roles' section (highlighted with a red circle 5) lists various roles with checkboxes for selection. A 'Save' button (highlighted with a red circle 6) is located at the top right of the roles section.

Users	Available Roles	Granted Roles																											
<table border="1"> <thead> <tr> <th>User Name</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>Dr. Chung Lee Sean (inactive)</td> <td>Pegawai Perubatan Pelatih</td> </tr> <tr> <td>Rosita Binti Abdullah@Evelyn Munga Balang</td> <td>Jururawat Terlatih</td> </tr> <tr> <td>ZULHISHAM FAIZAL KONG BIN ABDULLAH</td> <td>Penolong Pegawai Perubatan Kanan</td> </tr> <tr> <td>ROSITA BT ABDULLAH @ EVELYN MUNGA BALANG</td> <td>Jururawat Terlatih</td> </tr> <tr> <td>KONG CHUO HIONG</td> <td>Jururawat Masyarakat</td> </tr> <tr> <td>CHONG SHUI TSHIN</td> <td>Penolong Pegawai Farmasi UF36</td> </tr> <tr> <td>SUPANG GAING</td> <td>Jururawat Masyarakat</td> </tr> </tbody> </table>	User Name	Designation	Dr. Chung Lee Sean (inactive)	Pegawai Perubatan Pelatih	Rosita Binti Abdullah@Evelyn Munga Balang	Jururawat Terlatih	ZULHISHAM FAIZAL KONG BIN ABDULLAH	Penolong Pegawai Perubatan Kanan	ROSITA BT ABDULLAH @ EVELYN MUNGA BALANG	Jururawat Terlatih	KONG CHUO HIONG	Jururawat Masyarakat	CHONG SHUI TSHIN	Penolong Pegawai Farmasi UF36	SUPANG GAING	Jururawat Masyarakat	<table border="1"> <thead> <tr> <th>Role Description</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Administrator Role (Inactive)</td></tr> <tr><td><input type="checkbox"/> Auditor View</td></tr> <tr><td><input checked="" type="checkbox"/> Change Password</td></tr> <tr><td><input type="checkbox"/> Chief Pharmacist</td></tr> <tr><td><input type="checkbox"/> Chief Pharmacist that can edit KPK screen (Inactive)</td></tr> <tr><td><input type="checkbox"/> Chief Phmcst - PKD (Inactive)</td></tr> <tr><td><input type="checkbox"/> Consultant/Specialist</td></tr> <tr><td><input type="checkbox"/> Drug Info - Allow to respond only</td></tr> <tr><td><input type="checkbox"/> Drug Info - Allow to verify and respond only</td></tr> <tr><td><input type="checkbox"/> Drug Info - Allow to verify only</td></tr> </tbody> </table>	Role Description	<input type="checkbox"/> Administrator Role (Inactive)	<input type="checkbox"/> Auditor View	<input checked="" type="checkbox"/> Change Password	<input type="checkbox"/> Chief Pharmacist	<input type="checkbox"/> Chief Pharmacist that can edit KPK screen (Inactive)	<input type="checkbox"/> Chief Phmcst - PKD (Inactive)	<input type="checkbox"/> Consultant/Specialist	<input type="checkbox"/> Drug Info - Allow to respond only	<input type="checkbox"/> Drug Info - Allow to verify and respond only	<input type="checkbox"/> Drug Info - Allow to verify only	
User Name	Designation																												
Dr. Chung Lee Sean (inactive)	Pegawai Perubatan Pelatih																												
Rosita Binti Abdullah@Evelyn Munga Balang	Jururawat Terlatih																												
ZULHISHAM FAIZAL KONG BIN ABDULLAH	Penolong Pegawai Perubatan Kanan																												
ROSITA BT ABDULLAH @ EVELYN MUNGA BALANG	Jururawat Terlatih																												
KONG CHUO HIONG	Jururawat Masyarakat																												
CHONG SHUI TSHIN	Penolong Pegawai Farmasi UF36																												
SUPANG GAING	Jururawat Masyarakat																												
Role Description																													
<input type="checkbox"/> Administrator Role (Inactive)																													
<input type="checkbox"/> Auditor View																													
<input checked="" type="checkbox"/> Change Password																													
<input type="checkbox"/> Chief Pharmacist																													
<input type="checkbox"/> Chief Pharmacist that can edit KPK screen (Inactive)																													
<input type="checkbox"/> Chief Phmcst - PKD (Inactive)																													
<input type="checkbox"/> Consultant/Specialist																													
<input type="checkbox"/> Drug Info - Allow to respond only																													
<input type="checkbox"/> Drug Info - Allow to verify and respond only																													
<input type="checkbox"/> Drug Info - Allow to verify only																													

**Figure 3.2.2-1 User role**

**STEP 1**

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Roles'

b) Designation

**STEP 2**

Search existing record based on below search criteria:

- a) User Name

**STEP 3**

Click on  button to search 'User Name'

**STEP 4**

Click on the "User Name" of the user

**STEP 5**

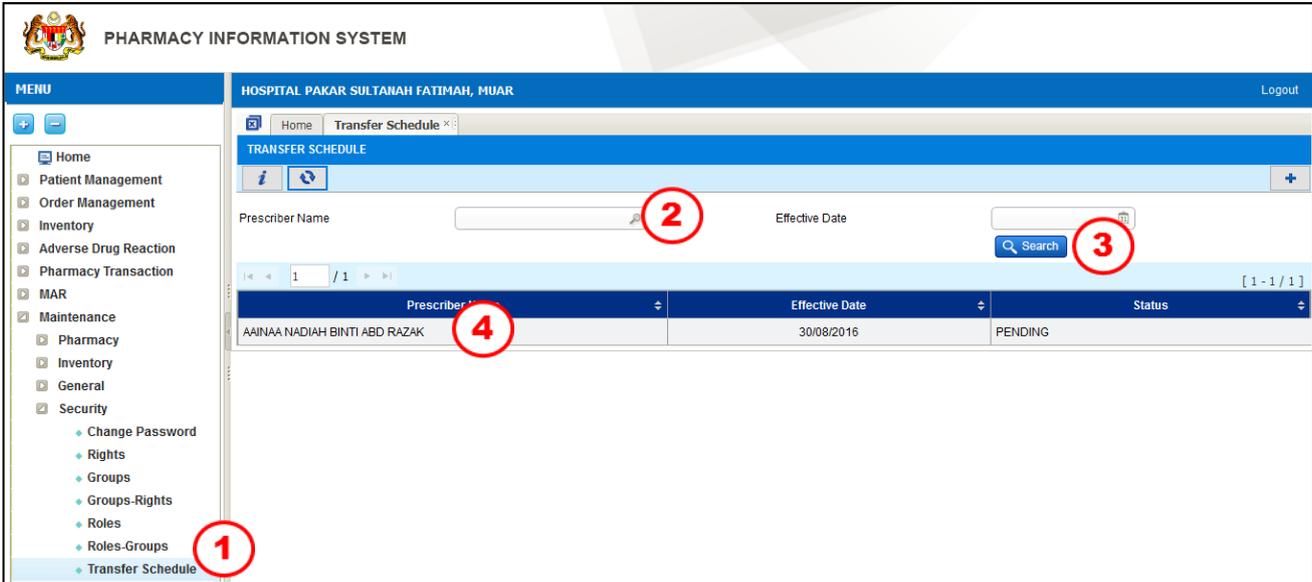
Check on the available roles to give access

**STEP 6**

Click on the  button to save the changes made

### 3.3 Transfer Schedule

#### 3.3.1 To edit and view transfer schedule



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu is expanded to 'Security' > 'Transfer Schedule'. The main area shows a search form with 'Prescriber Name' and 'Effective Date' fields, and a 'Search' button. Below the search form is a table with columns 'Prescriber', 'Effective Date', and 'Status'. A record is shown with 'AAINAA NADIAH BINTI ABD RAZAK', '30/08/2016', and 'PENDING'. Red circles with numbers 1-4 highlight the 'Transfer Schedule' menu item, the 'Prescriber Name' search field, the 'Search' button, and the 'Prescriber' column header respectively.

**Figure 3.3.1-1 Transfer Schedule**

**STEP 1**

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Transfer Schedule'

**STEP 2**

Search existing record based on below search criteria:

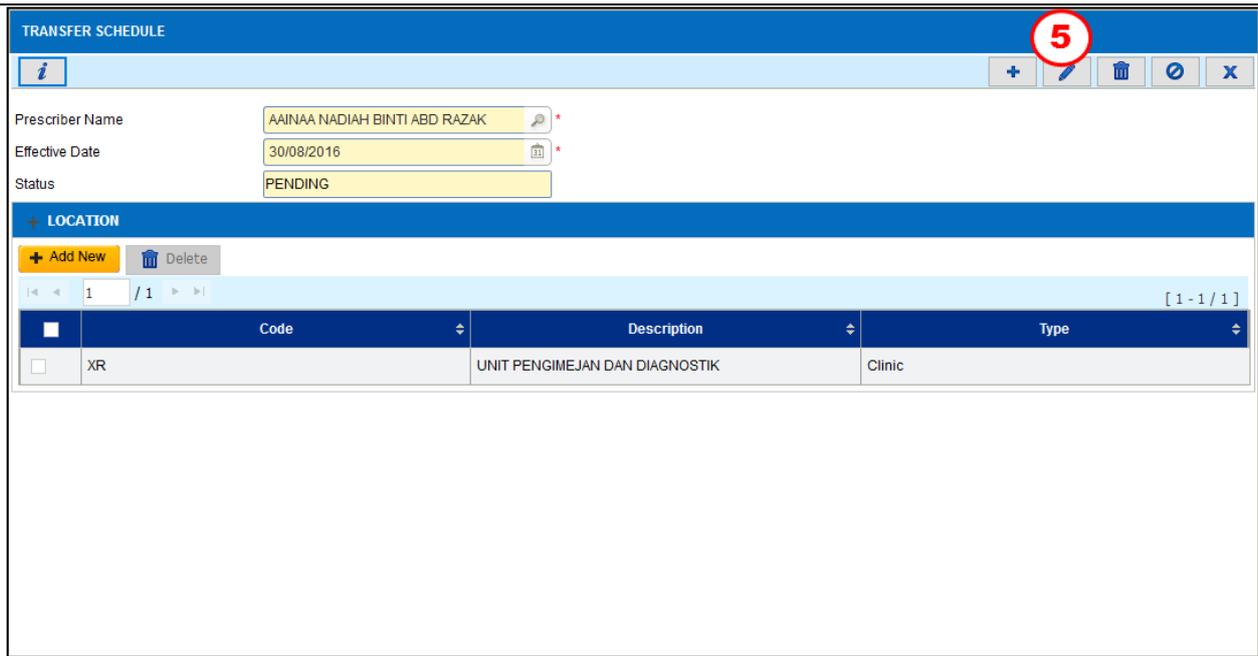
- a) Prescriber Name
- b) Effective Date

**STEP 3**

Click on  button to search 'Transfer Schedule'

**STEP 4**

Double click on the "Prescriber Name" of the record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK \*

Effective Date: 30/08/2016 \*

Status: PENDING

**LOCATION**

+ Add New Delete

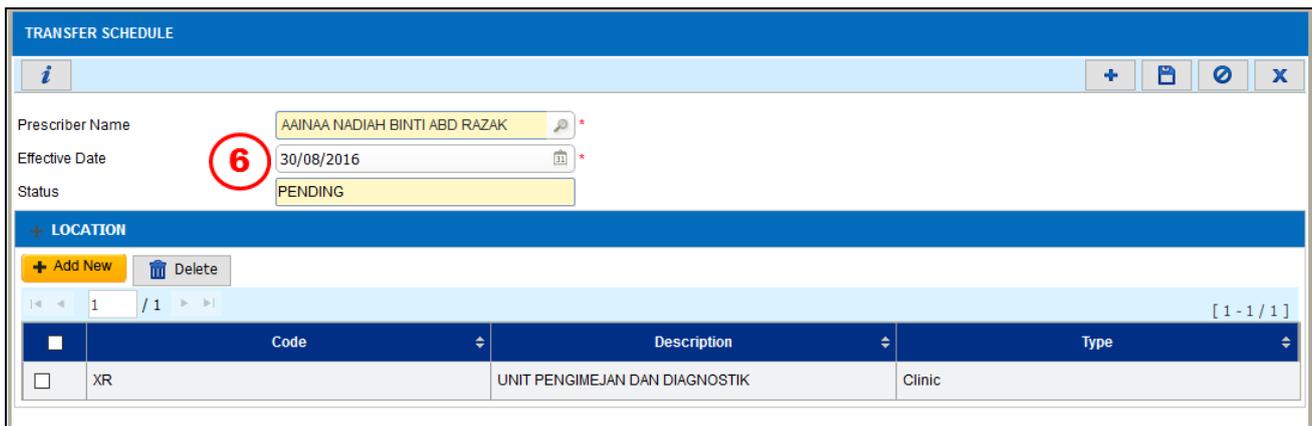
1 / 1 [ 1 - 1 / 1 ]

	Code	Description	Type
<input type="checkbox"/>	XR	UNIT PENGIMEJAN DAN DIAGNOSTIK	Clinic

Figure 3.3.1-2 Editing transfer schedule

**STEP 5**

Click on  to edit the selected record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK \*

Effective Date: 30/08/2016 \*

Status: PENDING

**LOCATION**

+ Add New Delete

1 / 1 [ 1 - 1 / 1 ]

	Code	Description	Type
<input type="checkbox"/>	XR	UNIT PENGIMEJAN DAN DIAGNOSTIK	Clinic

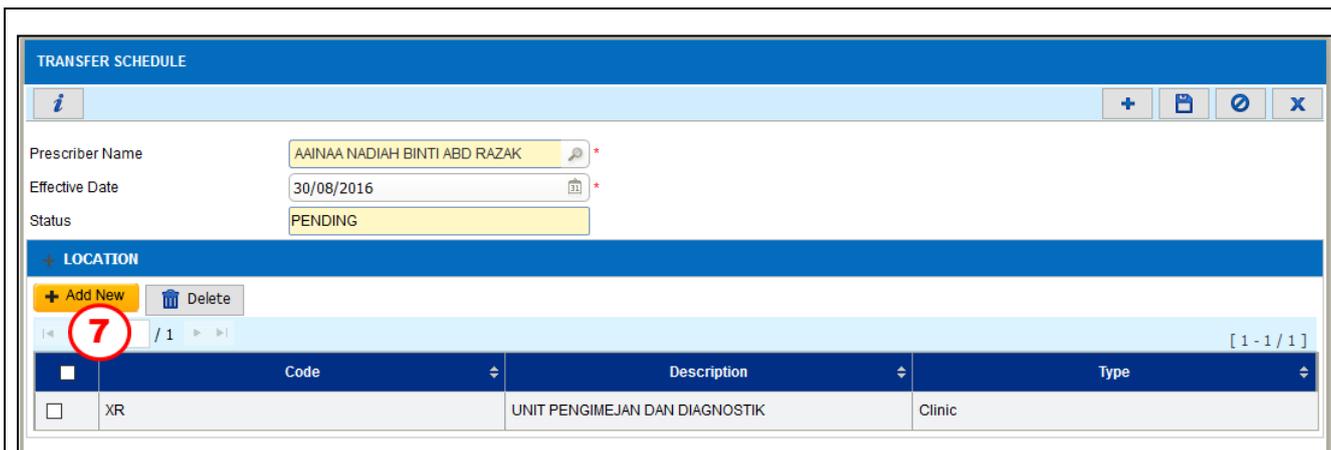
Figure 3.3.1-3 Updating transfer schedule

**STEP 6**

Click on the 'Effective Date' to change the date

**Note**

- Effective date can only receive date before the current date in other terms, back dated is not available and will not be approve or captured by the system
- Error notification will appear if back dated is inserted



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK \*

Effective Date: 30/08/2016 \*

Status: PENDING

**+ LOCATION**

+ Add New Delete

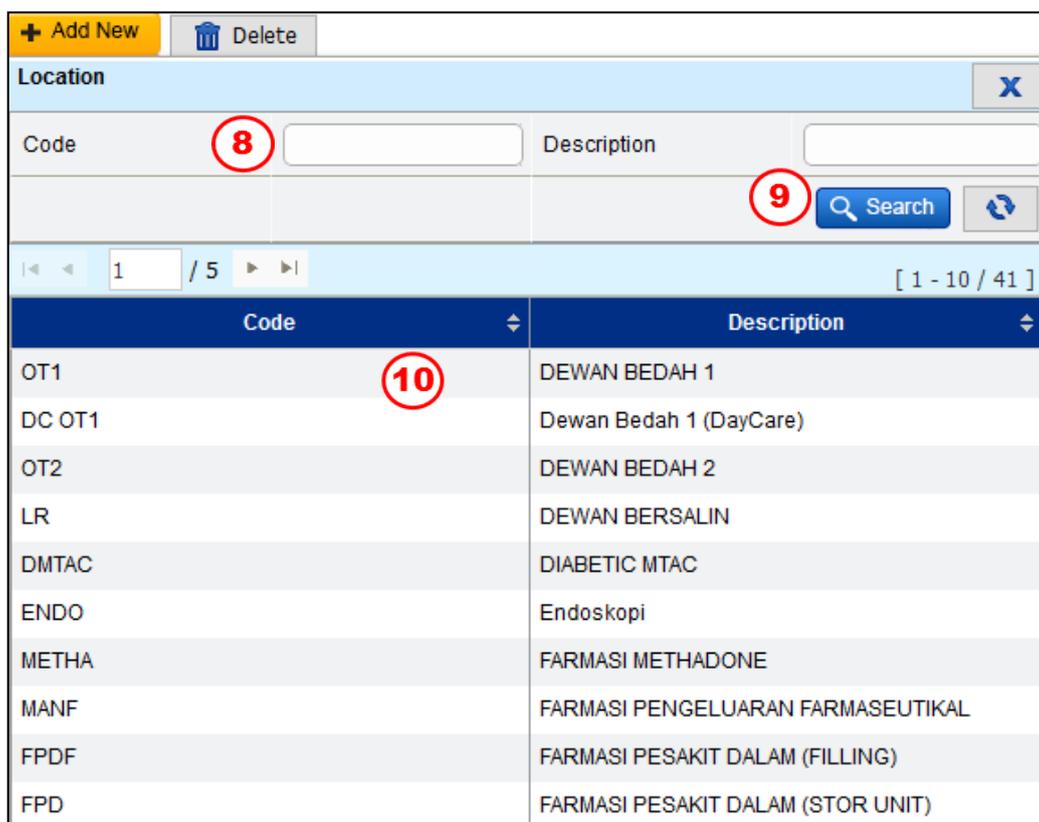
7 / 1 [ 1 - 1 / 1 ]

Code	Description	Type
XR	UNIT PENGIMEJAN DAN DIAGNOSTIK	Clinic

**Figure 3.3.1-4 Selecting prescriber**

**STEP 7**

Click **+ Add New** to add new location to the prescriber



+ Add New Delete

**Location** X

Code 8 Description

9 Search

1 / 5 [ 1 - 10 / 41 ]

Code	Description
OT1	DEWAN BEDAH 1
DC OT1	Dewan Bedah 1 (DayCare)
OT2	DEWAN BEDAH 2
LR	DEWAN BERSALIN
DMTAC	DIABETIC MTAC
ENDO	Endoskopi
METHA	FARMASI METHADONE
MANF	FARMASI PENGELUARAN FARMASEUTIKAL
FPDF	FARMASI PESAKIT DALAM (FILLING)
FPD	FARMASI PESAKIT DALAM (STOR UNIT)

**Figure 3.3.1-5 Selecting location**

**STEP 8**

Search existing location record based on below search criteria:

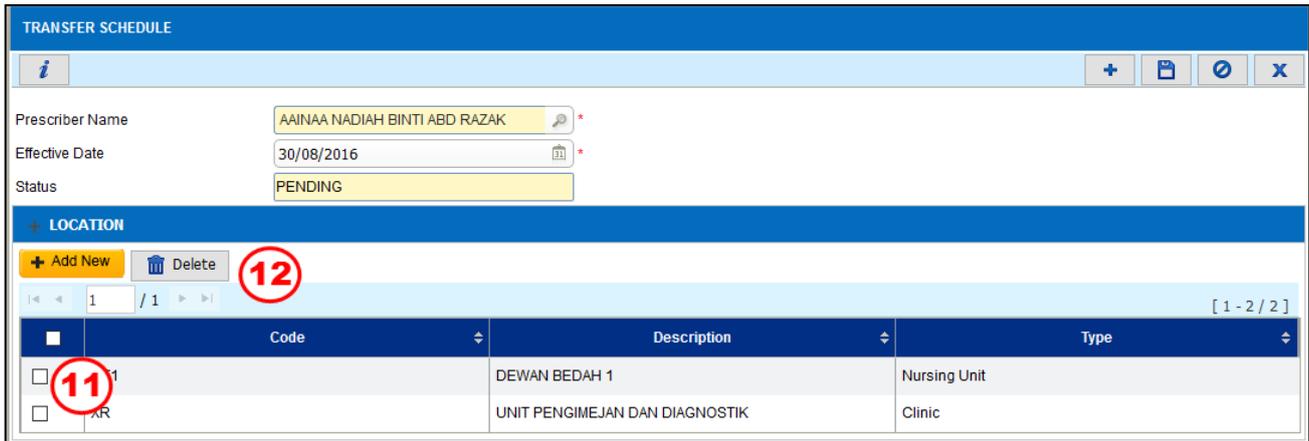
- a) Code
- b) Description

**STEP 9**

Click on **Search** button to search record

**STEP 10**

Click on the selected location record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK  
 Effective Date: 30/08/2016  
 Status: PENDING

**LOCATION**

+ Add New   Delete

	Code	Description	Type
<input checked="" type="checkbox"/>	1	DEWAN BEDAH 1	Nursing Unit
<input type="checkbox"/>	AR	UNIT PENGIMEJAN DAN DIAGNOSTIK	Clinic

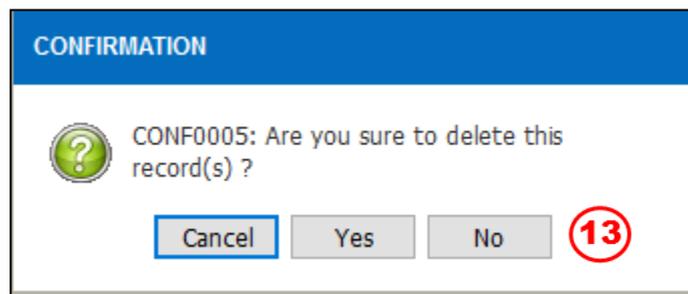
**Figure 3.3.1-6 Deleting location**

**STEP 11**

Untick the selected location to deleted

**Step 12**

Click on  to remove unwanted location



**CONFIRMATION**

CONF0005: Are you sure to delete this record(s) ?

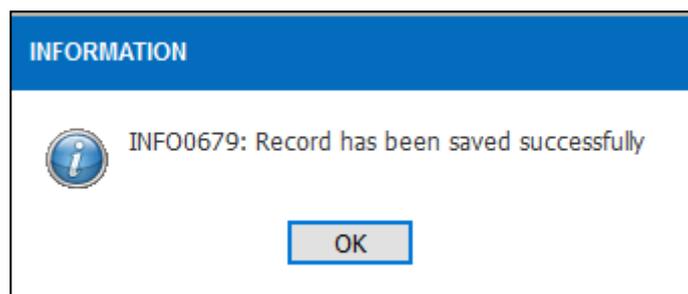
Cancel   Yes   No

**Figure 3.3.1-7 Confirmation**

**STEP 13**

Select to proceed with process

- a) Cancel – No Changes would be done and return to page in figure 3.3.1-4
- b) Yes – Changes will be save and Figure 3.3.1-8 will appear on completed process notification
- c) No – – No Changes would be done and return to page in figure 3.3.1-4

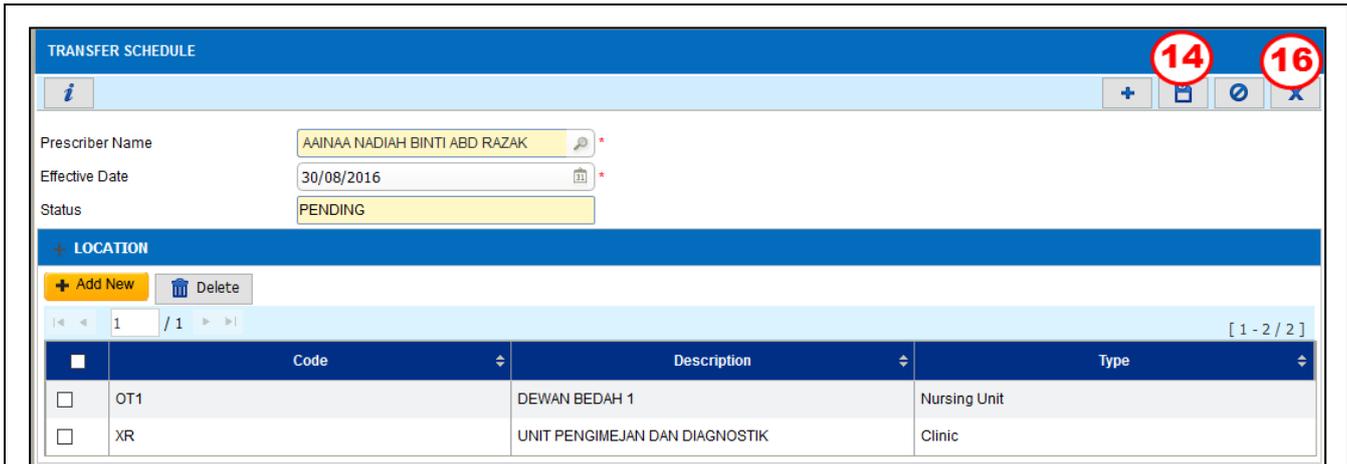


**INFORMATION**

INFO0679: Record has been saved successfully

OK

**Figure 3.3.1-8 Information**



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK

Effective Date: 30/08/2016

Status: PENDING

**LOCATION**

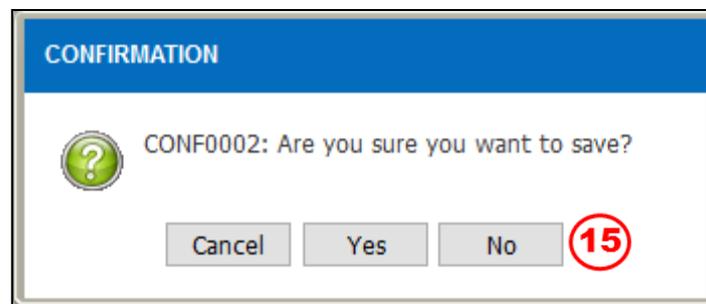
+ Add New    Delete

Code	Description	Type
OT1	DEWAN BEDAH 1	Nursing Unit
XR	UNIT PENGIMEJAN DAN DIAGNOSTIK	Clinic

**Figure 3.3.1-9 Saving record**

**STEP 14**

Click on the  button to save the changes made



**CONFIRMATION**

CONF0002: Are you sure you want to save?

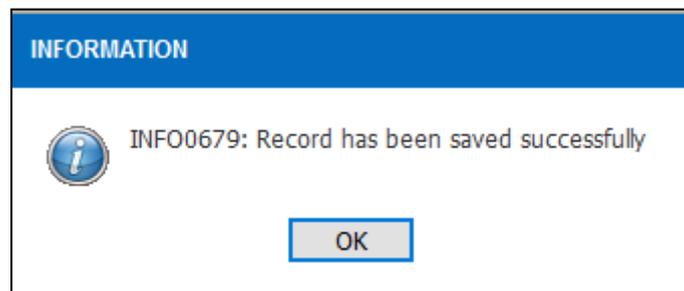
Cancel    Yes    No

**Figure 3.3.1-10 Confirmation**

**STEP 15**

Select to proceed with process

- a) Cancel – No Changes would be done and return to page in figure 3.3.1-6
- b) Yes – Changes will be save and Figure 3.3.1-11 will appear on completed process notification
- c) No – No Changes would be done and return to page in figure 3.3.1-6



**INFORMATION**

INFO0679: Record has been saved successfully

OK

**Figure 3.3.1-11 Information**

**STEP 16**

Click on the  button and to close record and finish

### 3.3.2 Add new Transfer Schedule

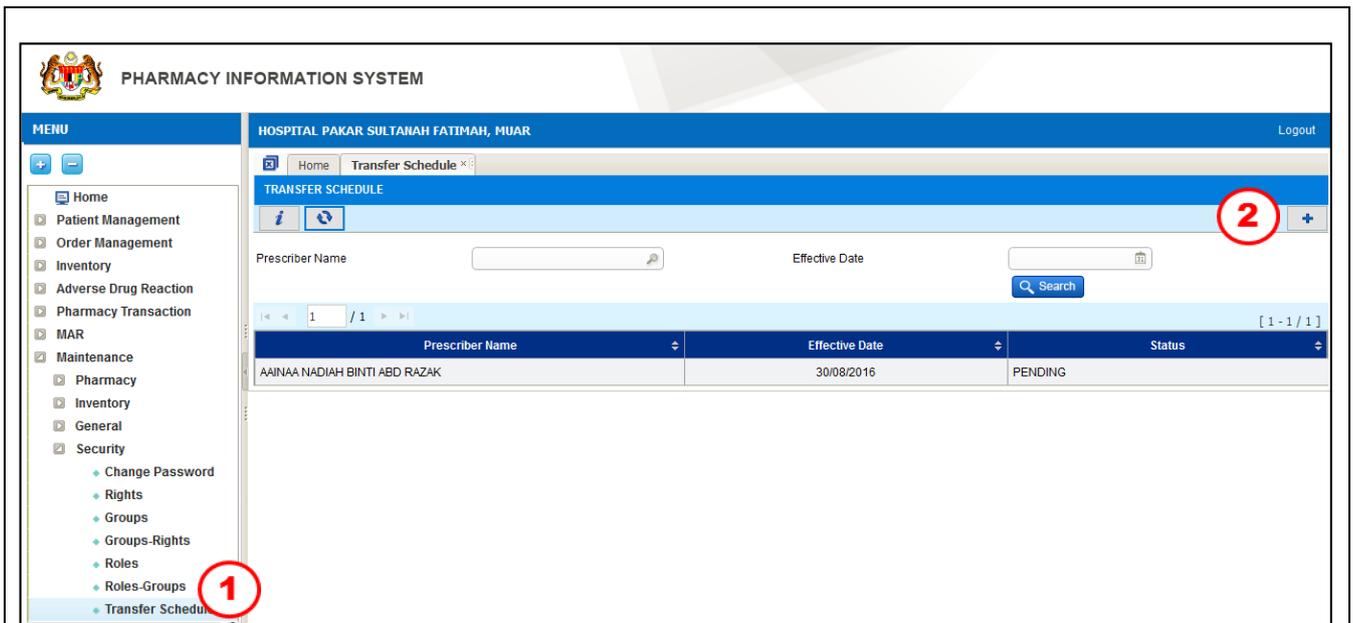


Figure 3.3.2-1 Transfer Schedule

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Transfer Schedule'

#### STEP 2

Click on  button to add new Transfer Schedule

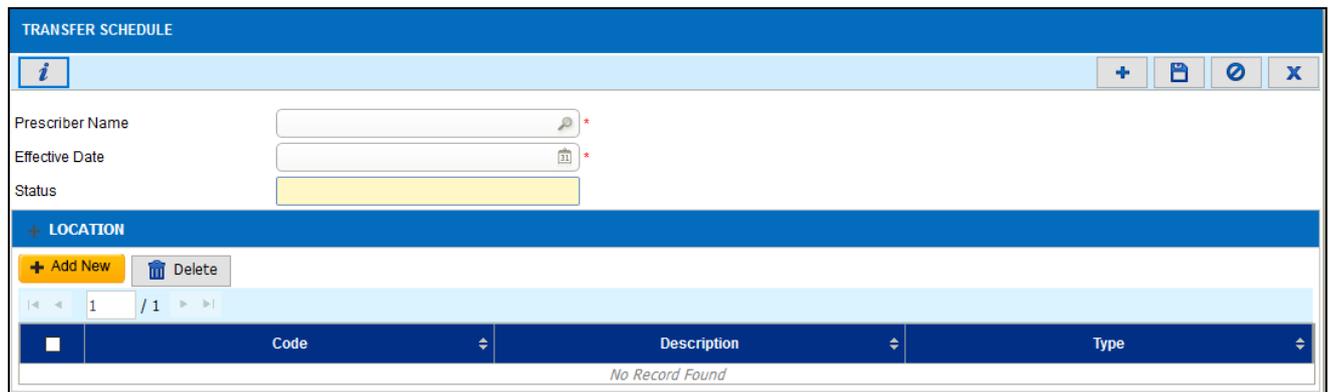


Figure 3.3.2-2 Add New

## 3.4 Change Password

### 3.4.1 To edit password

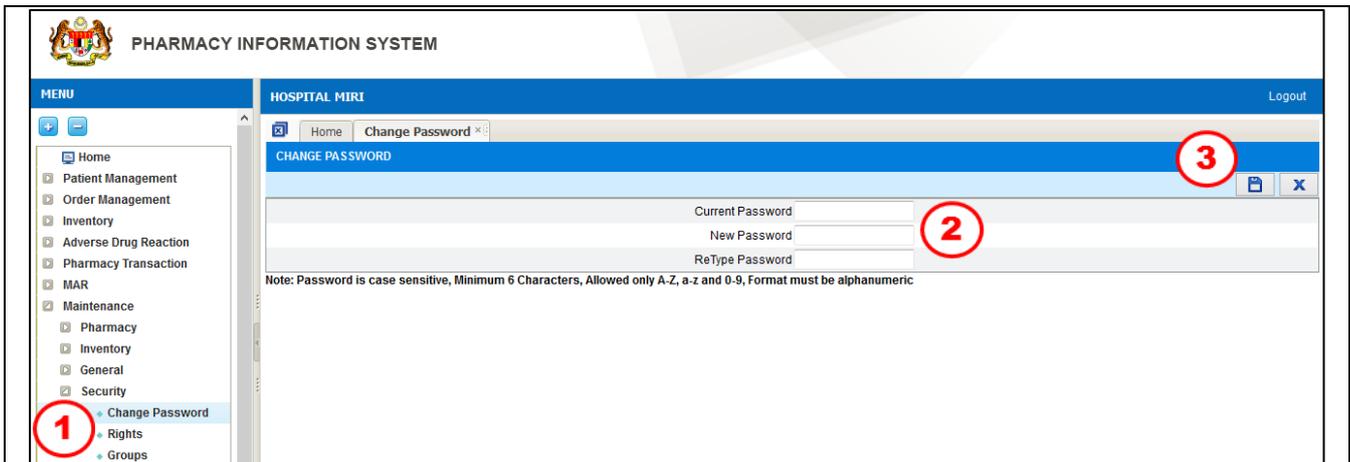


Figure 3.4.1-1 Change Password

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Change Password'

#### STEP 2

Insert details for password

- Current password – the current used password
- New password – new suggested password
- Retype password – retype the new suggested password

#### STEP 3

Click on the  button to save the changes made and figure 3.4.1-2 will appear

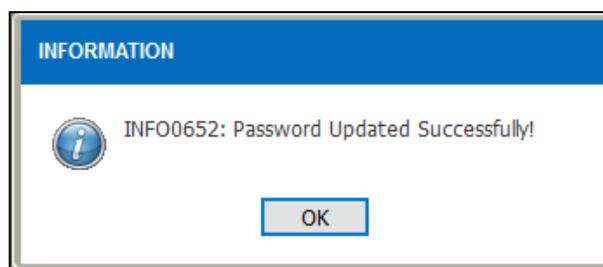


Figure 3.4.1-2 Information

### 3.5 Rights

#### 3.5.1 To view rights

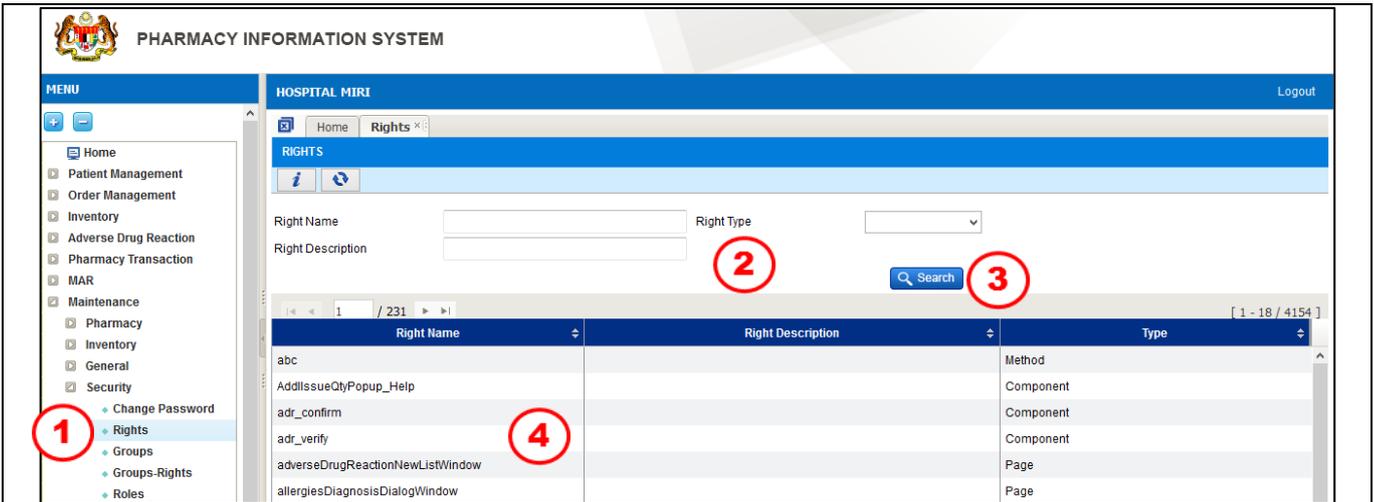


Figure 3.5.1-1 Rights

**STEP 1**

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Rights'

**STEP 2**

Search existing record based on below search criteria:

- a) Right Name
- b) Right Description
- c) Right Type

**STEP 3**

Click on  button to search 'Right'

**STEP 4**

Double click on the "Right Name' the of the existing record

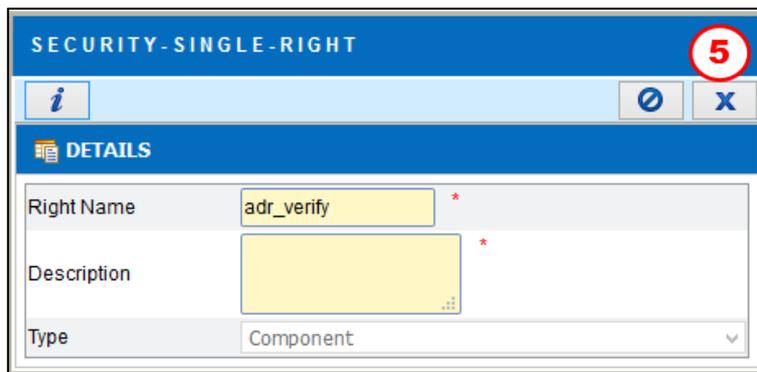


Figure 3.5.1-2 Rights Details

**STEP 5**

Click on the  button and to close record

### 3.6 Groups

#### 3.6.1 To view groups

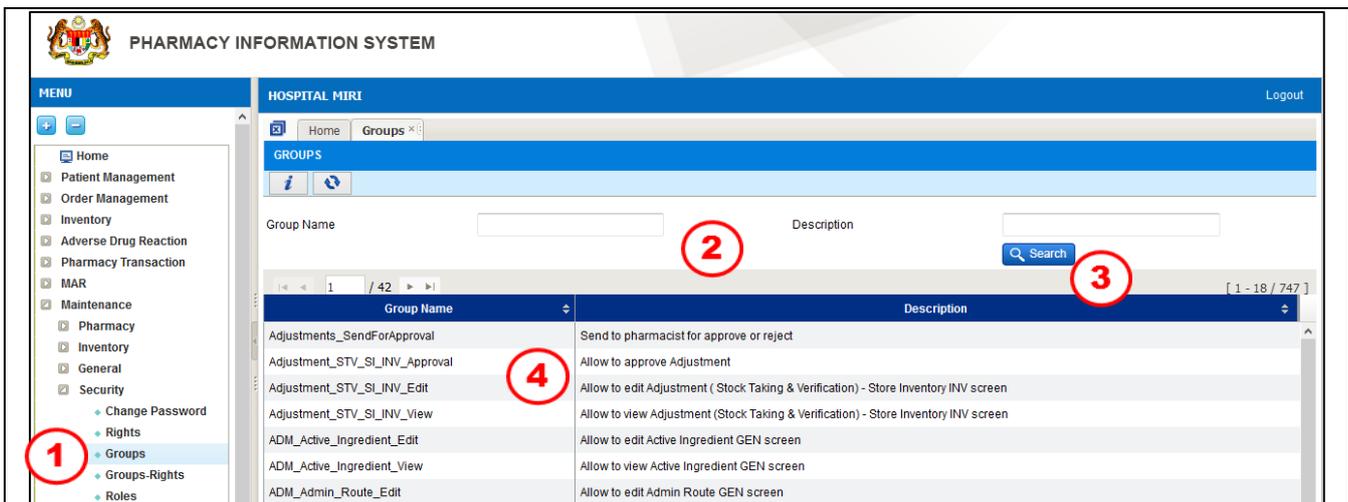


Figure 3.6.1-1 Group

**STEP 1**

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Groups'

**STEP 2**

Search existing record based on below search criteria:

- a) Group Name
- b) Description

**STEP 3**

Click on  button to search 'Group'

**STEP 4**

Double click on the "Group" the of the existing record



Figure 3.6.1-2 Group details

**STEP 5**

Click on the  button and to close record

### 3.7 Groups Rights

#### 3.7.1 To view groups rights

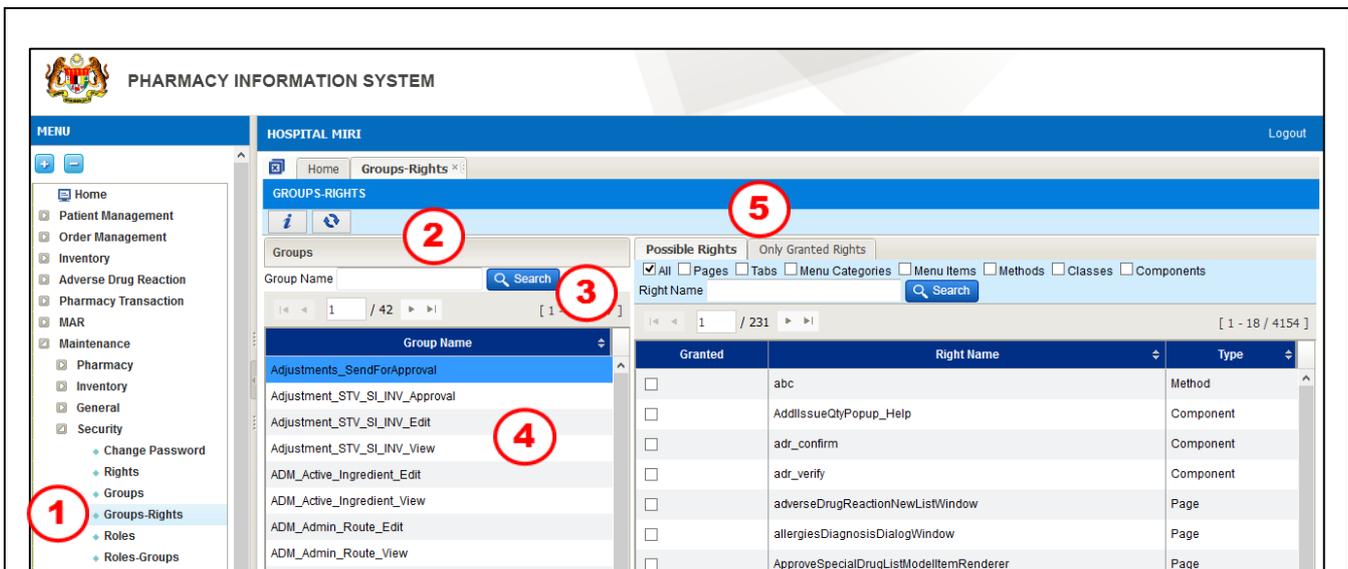


Figure 3.7.1-1 Groups Rights

#### STEP 1

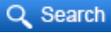
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Groups Rights'

#### STEP 2

Search existing record based on below search criteria:

a) Group Name

#### STEP 3

Click on  button to search 'Groups Rights'

#### STEP 4

Click on Group Name

#### STEP 5

Click on tab to view related information

- Possible Rights
- Only Granted Rights

#### Note

- The checkbox is available to check however system will not capture any changes done because the authority is for only HQ to do

### 3.8 Roles

#### 3.8.1 To view roles

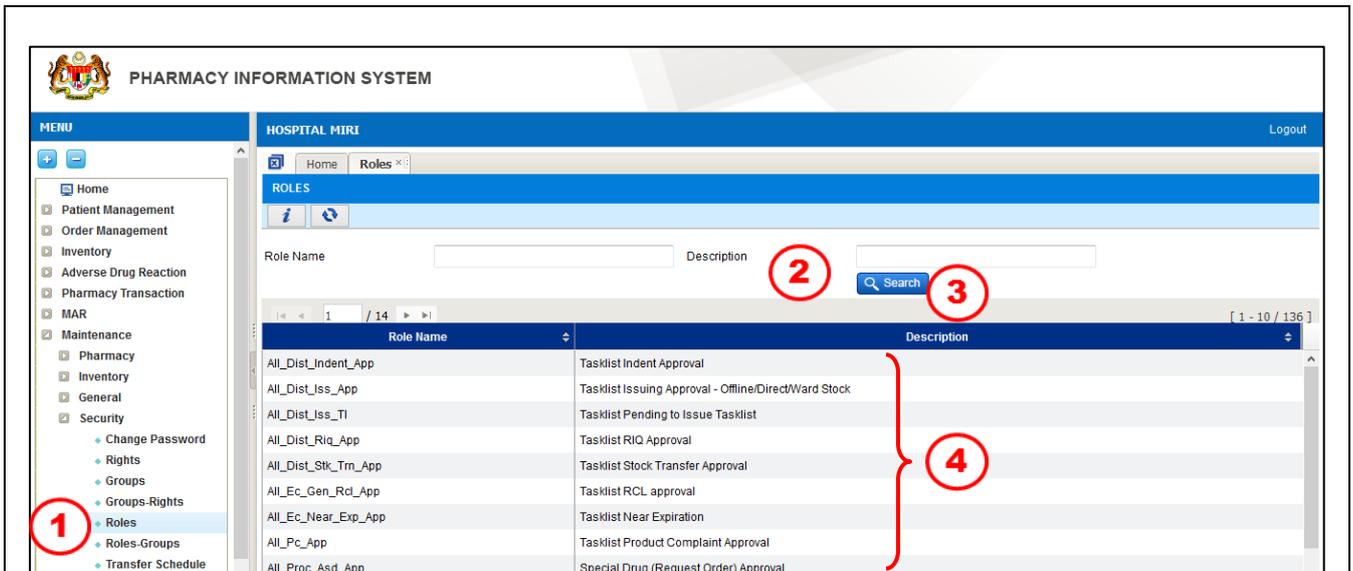


Figure 3.8.1-1 Roles

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Roles'

#### STEP 2

Search existing record based on below search criteria:

- Role Name
- Description

#### STEP 3

Click on  button to search 'Roles'

#### STEP 4

Double click on the "Role Name" of the existing record

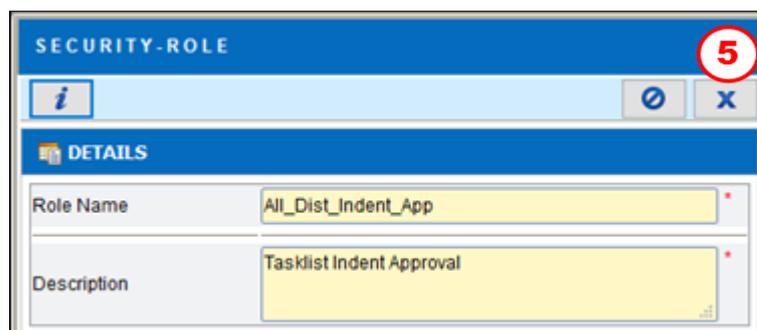


Figure 3.8.1-2 Roles Details

#### STEP 5

Click on the  button and to close record

### 3.8.2 Roles by user

The screenshot displays the 'ROLES BY USER' interface within the PHARMACY INFORMATION SYSTEM. The interface includes a left-hand menu with 'Roles By User' highlighted (1). The main area features a search bar for 'Role Description' (2) and a list of roles (3). To the right, there is a search bar for 'User Name' and a table of 'Available Users' with checkboxes (4) and a save button (5).

granted	User Name	Designation
<input type="checkbox"/>	Dr Muhammad Afiq Azuadin Bin Ab Manaf	Pegawai Perubatan Pelatih
<input checked="" type="checkbox"/>	Muhammad Hasmu Al-Vial b. Aliy Bakir	Pegawai Perubatan Pelatih
<input checked="" type="checkbox"/>	SAHABUDDIN BIN ADAM BUKARI	Pegawai Perubatan Pelatih
<input checked="" type="checkbox"/>	Dr Izzat Shafiquddin Bin Shahr Zaini	Pegawai Perubatan Pelatih
<input type="checkbox"/>	000000	Jurupuluh Perubatan (Anggota)
<input type="checkbox"/>	000000	Pegawai Farmasi UF41
<input type="checkbox"/>	Rohani Abd Samad	Penyelia Jururawat
<input type="checkbox"/>	Samsiah Haryati	Jururawat Terlatih
<input type="checkbox"/>	Mandi Yusoff Bin Yusoff Han	Penolong Pegawai Perubatan
<input type="checkbox"/>	Siti Farzana Jaari	Jururawat Terlatih

Figure 3.8.1-1 Roles

#### STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Roles By User'

#### STEP 2

Search existing record based on Role Description and Click on  button to search 'Role Description'

#### STEP 3

Double click on the "Role Name" of the existing record

#### STEP 4

User able to add roles to the available users by clicking the check box as per show in Figure 3.8.1-1

#### STEP 5

Click on the  button to save the record

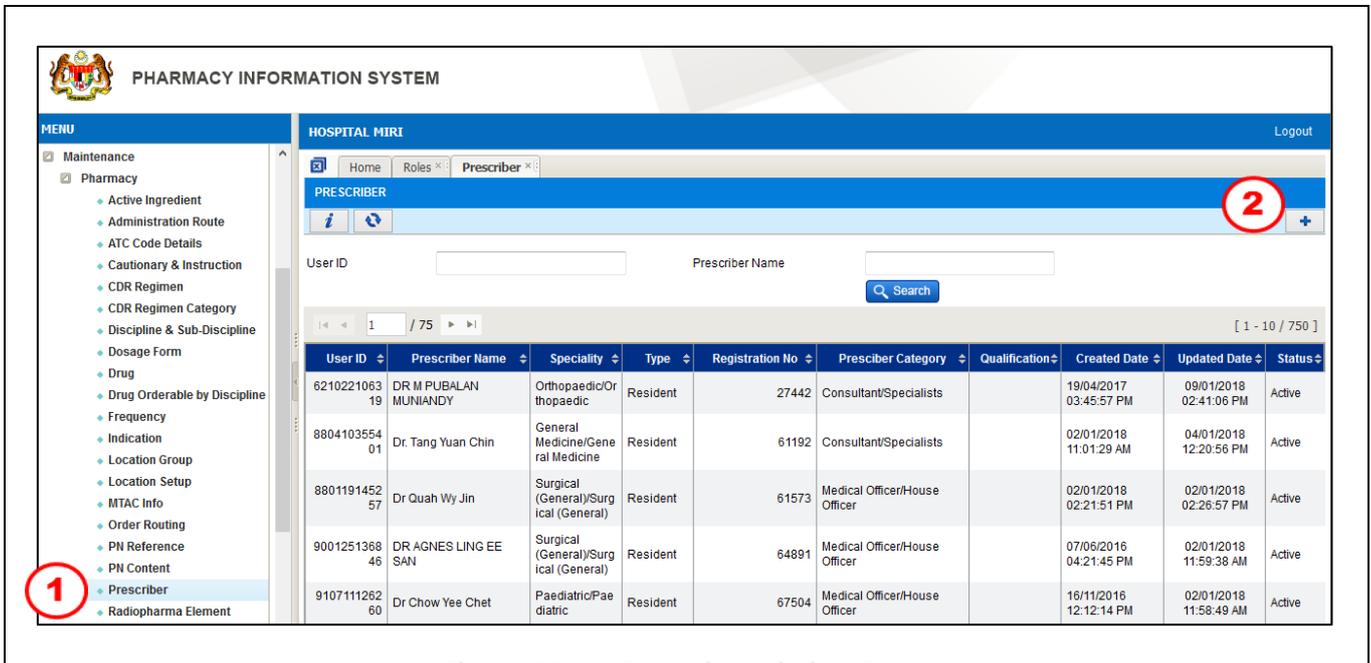
#### Note

- The granted user list is available to check however system will not capture any changes done based on the selection of roles and user.

### 3.9 Prescriber

#### 3.9.1 Add New Prescriber Record

The function of this menu is to add new prescriber function therefore user can use the order management module. This setup is mandatory for user that prescribe drug. Example, Doctor.



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI

Logout

Home Roles \* Prescriber \*

**PRESCRIBER** 2

User ID  Prescriber Name  Search

[ 1 - 10 / 750 ]

User ID	Prescriber Name	Speciality	Type	Registration No	Prescriber Category	Qualification	Created Date	Updated Date	Status
621022108319	DR M PUBALAN MUNIANDY	Orthopaedic/Orthopaedic	Resident	27442	Consultant/Specialists		19/04/2017 03:45:57 PM	09/01/2018 02:41:06 PM	Active
880410355401	Dr. Tang Yuan Chin	General Medicine/General Medicine	Resident	61192	Consultant/Specialists		02/01/2018 11:01:29 AM	04/01/2018 12:20:56 PM	Active
880119145257	Dr Quah Wy Jin	Surgical (General)/Surgical (General)	Resident	61573	Medical Officer/House Officer		02/01/2018 02:21:51 PM	02/01/2018 02:26:57 PM	Active
900125136846	DR AGNES LING EESAN	Surgical (General)/Surgical (General)	Resident	64891	Medical Officer/House Officer		07/06/2016 04:21:45 PM	02/01/2018 11:59:38 AM	Active
910711126260	Dr Chow Yee Chet	Paediatric/Paediatric	Resident	67504	Medical Officer/House Officer		16/11/2016 12:12:14 PM	02/01/2018 11:58:49 AM	Active

Figure 3.9.1-1 Prescriber Listing Page

#### Note

- Search prescriber record based: -

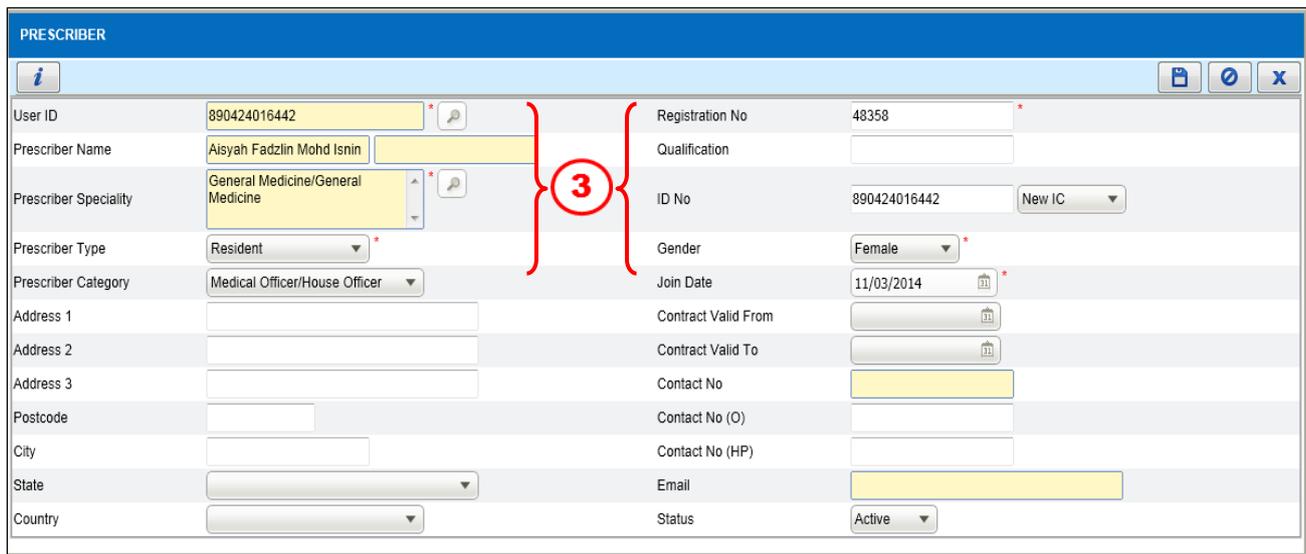
No	Field	Description	Remark
a	User ID	User ID created from User Profile function	Allow to search record by full or partial User ID
b	Prescriber Name	Prescriber Name created from User Profile function	Allow to search record by full or partial Prescriber Name

#### STEP 1

Select on Maintenance-Pharmacy menu then select Prescriber as sub menu

#### STEP 2

Click on the  button to add new Prescriber



PRESCRIBER	
User ID	890424016442 *
Prescriber Name	Aisyah Fadzlin Mohd Isnin
Prescriber Speciality	General Medicine/General Medicine *
Prescriber Type	Resident *
Registration No	48358 *
Qualification	
ID No	890424016442 New IC
Gender	Female *
Prescriber Category	Medical Officer/House Officer
Join Date	11/03/2014 *
Address 1	
Address 2	
Address 3	
Postcode	
Contract Valid From	
Contract Valid To	
City	
Contact No	
State	
Contact No (O)	
Country	
Contact No (HP)	
Email	
Status	Active

Figure 3.9.1-2 Prescriber

### STEP 3

Enter the information in the mandatory field:

- a) **User ID**
- b) **Prescriber Speciality**
- c) **Prescriber Type**
  - Resident
  - Part Time
  - Visit
  - Registration No
- d) **Registration No**
- e) **Gender**
  - Male
  - Female
  - Unknown
- f) **Join Date**

**PRESCRIBER**

**5**

User ID	890424016442	Registration No	48358
Prescriber Name	Aisyah Fadzlin Mohd Isnin	Qualification	
Prescriber Speciality	General Medicine/General Medicine	ID No	890424016442 New IC
Prescriber Type	Resident	Gender	Female
Prescriber Category	Medical Officer/House Officer	Join Date	11/03/2014
Address 1	Lot 763	Contract Valid From	
Address 2	Kg Simee	Contract Valid To	
Address 3		Contact No	
Postcode	31500	Contact No (O)	
City	Ipoh	Contact No (HP)	
State	Perak	Email	
Country	Malaysia	Status	Active

**4**

**Figure 3.9.1-3 Save**

**STEP 4**

Enter the information in optional field if applicable:

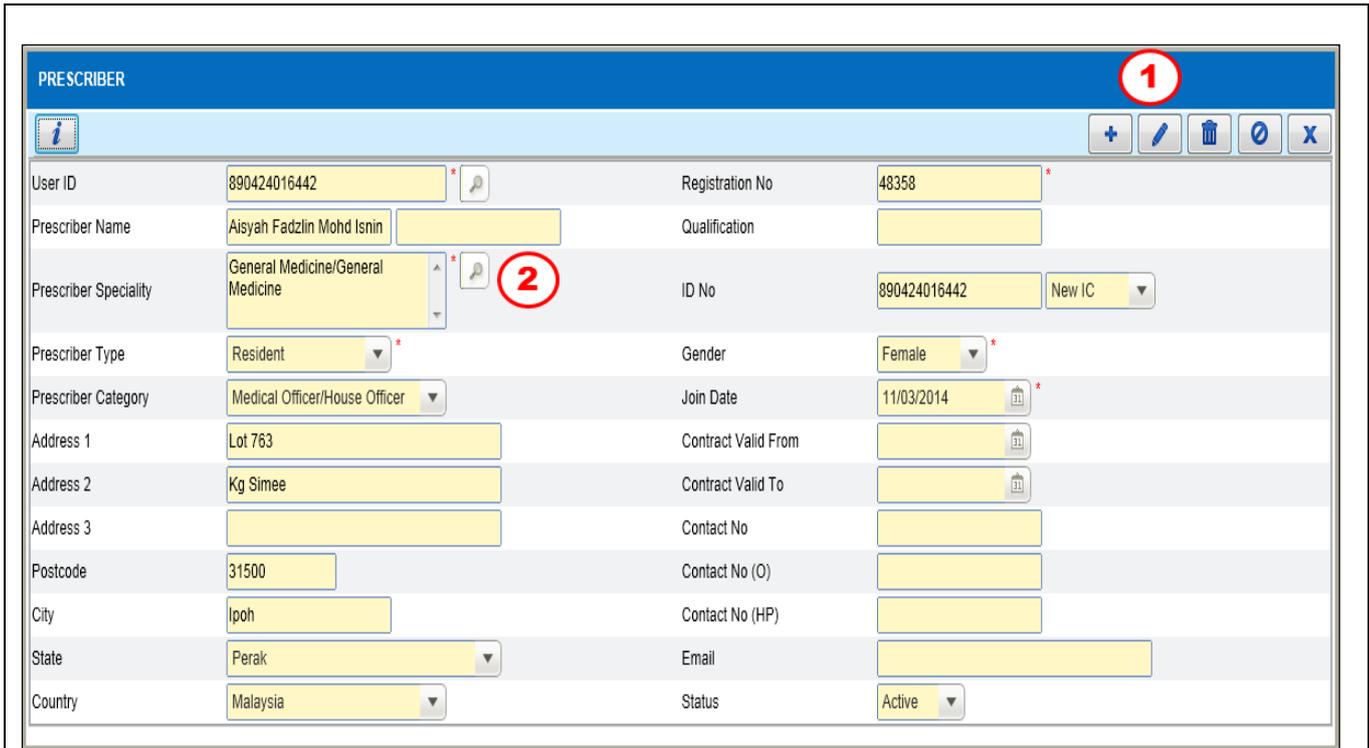
- a) **Prescriber Category**
- b) **Address 1**
- c) **Address 2**
- d) **Address 3**
- e) **Postcode**
- f) **City**
- g) **State**
- h) **Country**
- i) **Qualification**
- j) **ID No**
- k) **Contract Valid From**
- l) **Contract Valid To**
- m) **Contact No (O)**
- n) **Contact No (HP)**
- o) **Status**

**STEP 5**

Click on the  button to save the record

**3.9.2 Edit Prescriber Record**

The function of this screen is to change the prescriber information in case of user transfer to another department or other facility.



PRESCRIBER			
User ID	890424016442 *	Registration No	48358 *
Prescriber Name	Aisyah Fadzlin Mohd Isnin	Qualification	
Prescriber Speciality	General Medicine/General Medicine *	ID No	890424016442 New IC
Prescriber Type	Resident *	Gender	Female *
Prescriber Category	Medical Officer/House Officer	Join Date	11/03/2014 *
Address 1	Lot 763	Contract Valid From	
Address 2	Kg Simee	Contract Valid To	
Address 3		Contact No	
Postcode	31500	Contact No (O)	
City	Ipoh	Contact No (HP)	
State	Perak	Email	
Country	Malaysia	Status	Active

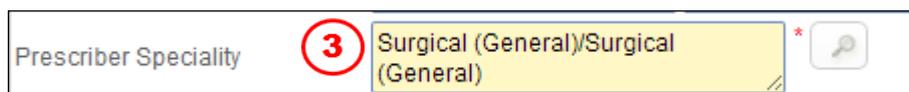
**Figure 3.9.2-1 Prescriber**

**STEP 1**

Click on the  button to edit prescriber record

**STEP 2**

Select the field to edit the information



Prescriber Speciality **3** Surgical (General)/Surgical (General) \*

**Figure 3.3.2-2 Selected Field**

**STEP 3**

Change the information in the selected field

**PRESCRIBER**

 4   

User ID	890424016442 *	Registration No	48358 *
Prescriber Name	Aisyah Fadzlin Mohd Isnin	Qualification	
Prescriber Speciality	Paediatric Intensive Care/Paediatric Intensive Care *	ID No	890424016442 New IC ▾

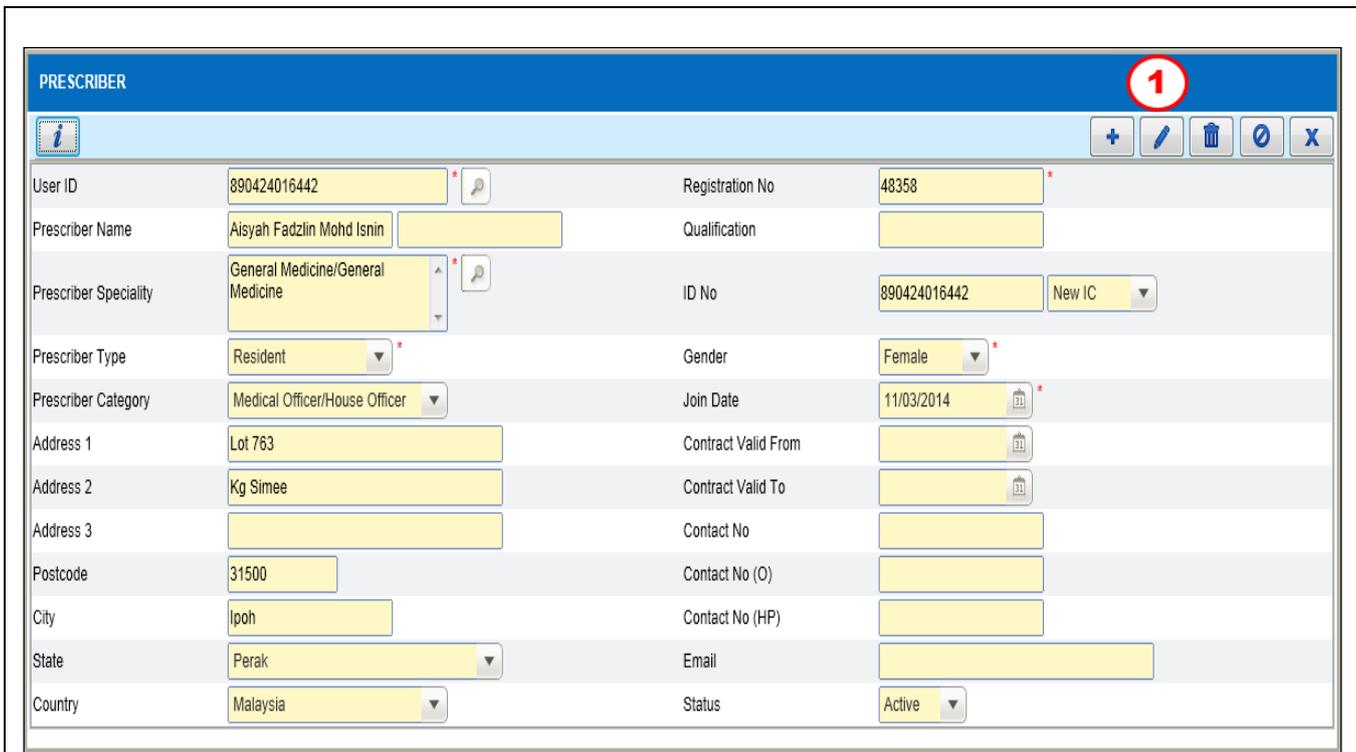
**Figure 3.9.2-3 Save**

**STEP 4**

Click on the  button to save the record

### 3.9.3 Activate / Inactive Prescriber Record

This function is used to activate on inactive the Prescriber record because user not available due to transfer to other facility or user on long leave



PRESCRIBER			
User ID	890424016442	Registration No	48358
Prescriber Name	Aisyah Fadzlin Mohd Isnin	Qualification	
Prescriber Speciality	General Medicine/General Medicine	ID No	890424016442 New IC
Prescriber Type	Resident	Gender	Female
Prescriber Category	Medical Officer/House Officer	Join Date	11/03/2014
Address 1	Lot 763	Contract Valid From	
Address 2	Kg Simee	Contract Valid To	
Address 3		Contact No	
Postcode	31500	Contact No (O)	
City	Ipoh	Contact No (HP)	
State	Perak	Email	
Country	Malaysia	Status	Active

Figure 3.9.3-1 Prescriber

#### STEP 1

Click on the  button to enable all the field

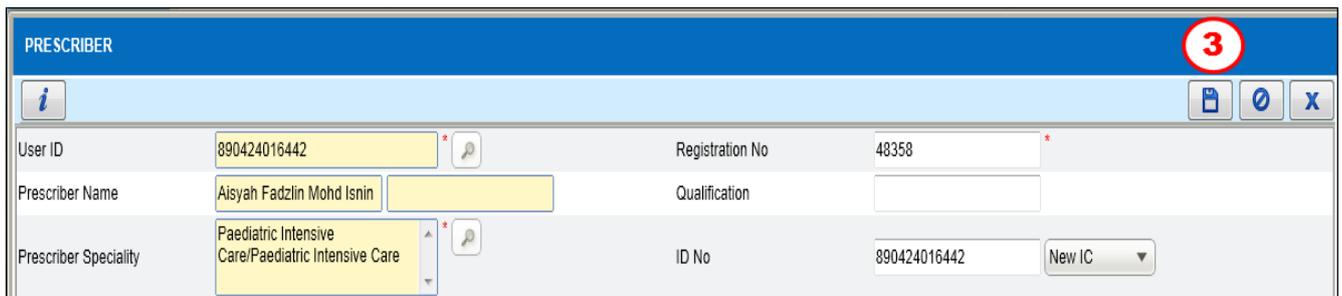


Status Inactive

Figure 3.9.3-2 Status

#### STEP 2

Select **Status** as Inactive



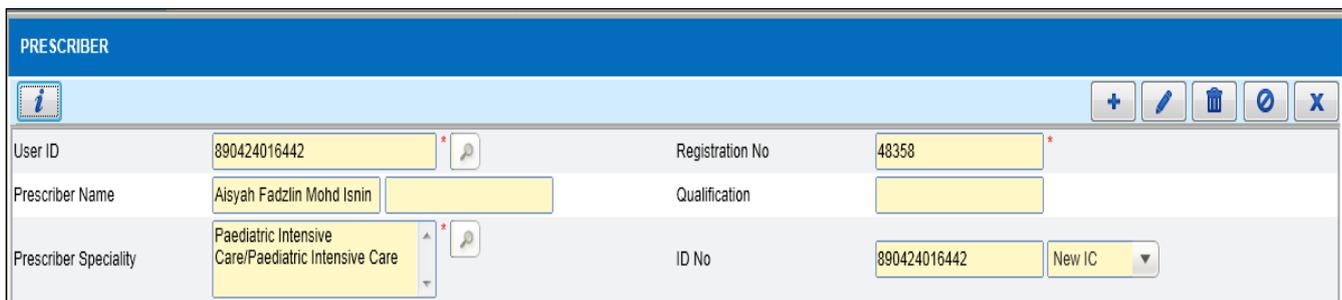
**PRESCRIBER** 3

\*  \*  
 User ID Registration No  
   
 Prescriber Name Qualification  
 \*  New IC  
 Prescriber Speciality ID No

**Figure 3.9.3-3 Save**

**STEP 3**

Click on the  button



**PRESCRIBER**

\*  \*  
 User ID Registration No  
   
 Prescriber Name Qualification  
 \*  New IC  
 Prescriber Speciality ID No

**Figure 3.9.3-4 Inactive Button**

**Note**

- Other option to inactive the prescriber record is by click on the  button as Figure 3.9.3-4



## 4. 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
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
DICE	Drug Information and Consumer Education
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health