



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

User Manual Maintenance-Security

Version	: 12th Edition
Document ID	: U.MANUAL_MAINTENANCE_SECURITY



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Reference ID: U.MANUAL_MASTER_SETUP_SECURITY-12th E

Application reference: PhIS & CPS v2.5.1



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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

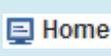
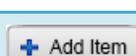
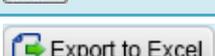
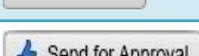
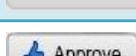
1.3 Organised Sections

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	<input type="text"/>	Empty Text Box
<input type="text"/>	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

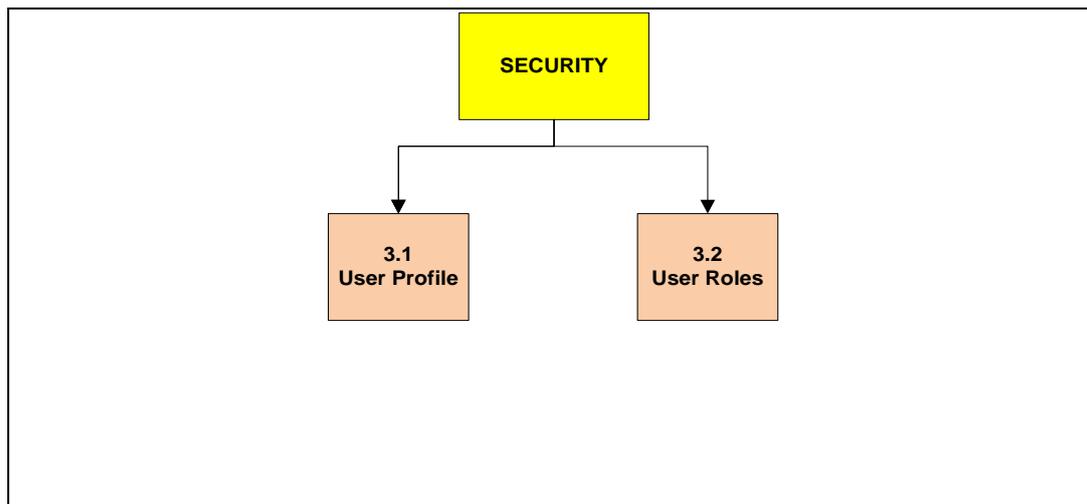


Figure 3.0

Functional Description

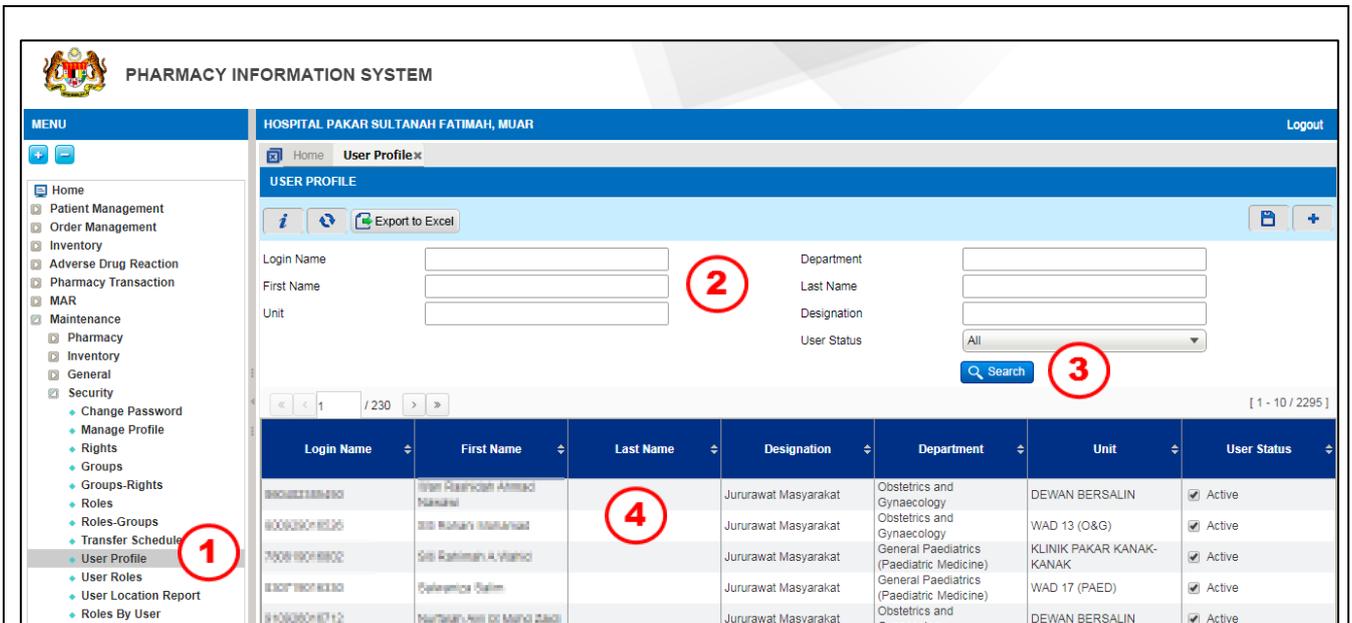
Maintenance Security comprises of several main functions:

- **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

MENU

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - Security
 - Change Password
 - Manage Profile
 - Rights
 - Groups
 - Groups-Rights
 - Roles
 - Roles-Groups
 - Transfer Schedule
 - User Profile**
 - User Roles
 - User Location Report
 - Roles By User

USER PROFILE

Export to Excel

Login Name:

First Name:

Unit:

Department:

Last Name:

Designation:

User Status:

Search

Login Name	First Name	Last Name	Designation	Department	Unit	User Status
80003300480	DR HASSAN AHMAD NAWAZ		Jururawat Masyarakat	Obstetrics and Gynaecology	DEWAN BERSALIN	Active
80003300485	DR HANAN HANUNAZ		Jururawat Masyarakat	Obstetrics and Gynaecology	WAD 13 (O&G)	Active
70001904800	Siti Rahimah A. Wanid		Jururawat Masyarakat	General Paediatrics (Paediatric Medicine)	KLINIK PAKAR KANAK-KANAK	Active
80001904800	Salweena Salim		Jururawat Masyarakat	General Paediatrics (Paediatric Medicine)	WAD 17 (PAED)	Active
80000000112	Nurhaniffa binti Mohd Zaki		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:

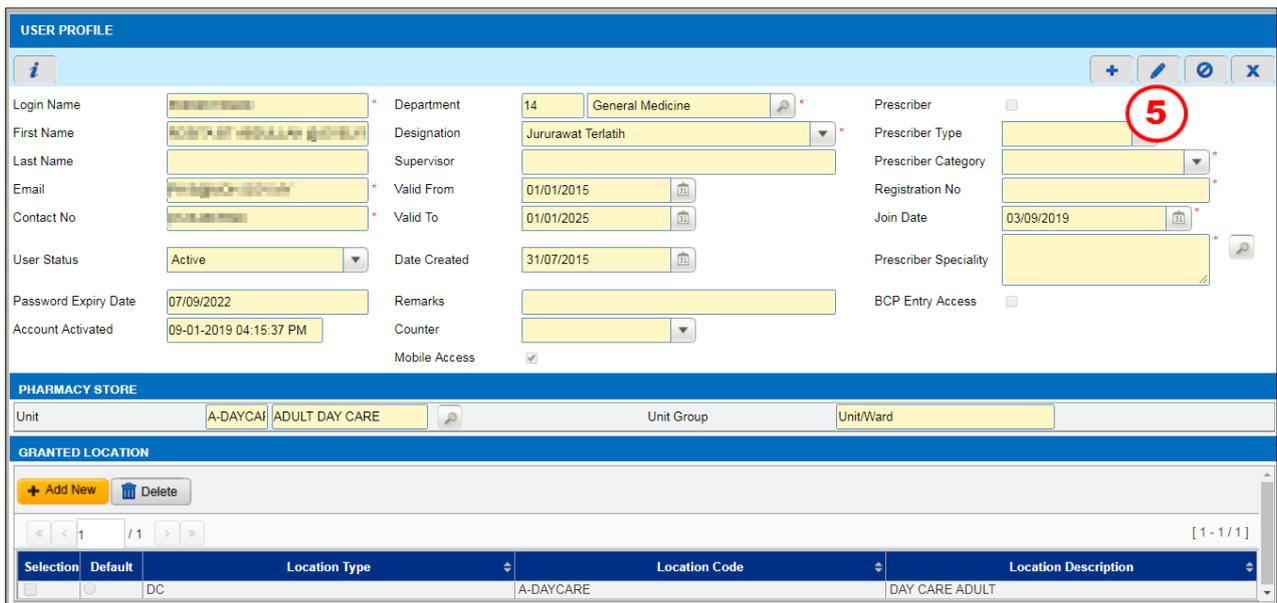
- Login Name
- First Name
- Unit
- Department
- Last name
- Designation
- User Status

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:

Prescriber: (5)
 Prescriber Type: [redacted]
 Prescriber Category: [redacted]
 Registration No: [redacted]
 Join Date: 03/09/2019
 Prescriber Speciality: [redacted]
 BCP Entry Access:

PHARMACY STORE

Unit: A-DAYCARE ADULT DAY CARE Unit Group: Unit/Ward

GRANTED LOCATION

+ Add New Delete

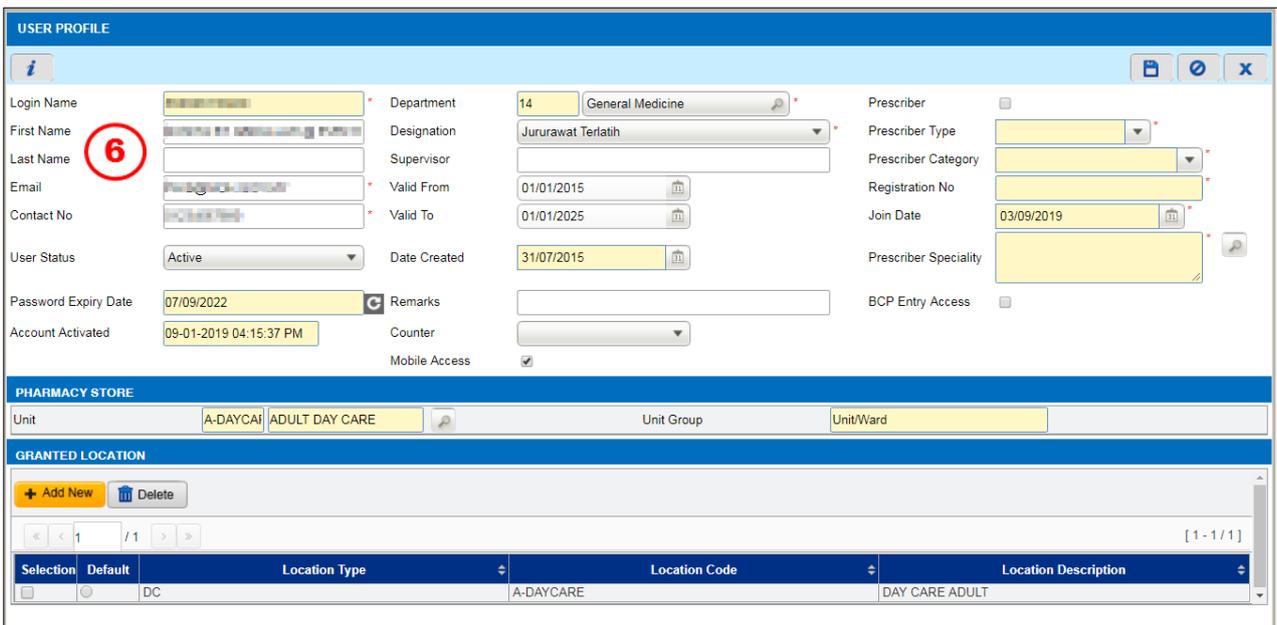
< < 1 / 1 > > [1 - 1 / 1]

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:

Prescriber:
 Prescriber Type: [redacted]
 Prescriber Category: [redacted]
 Registration No: [redacted]
 Join Date: 03/09/2019
 Prescriber Speciality: [redacted]
 BCP Entry Access:

PHARMACY STORE

Unit: A-DAYCARE ADULT DAY CARE Unit Group: Unit/Ward

GRANTED LOCATION

+ Add New Delete

< < 1 / 1 > > [1 - 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 Note • 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 Note 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

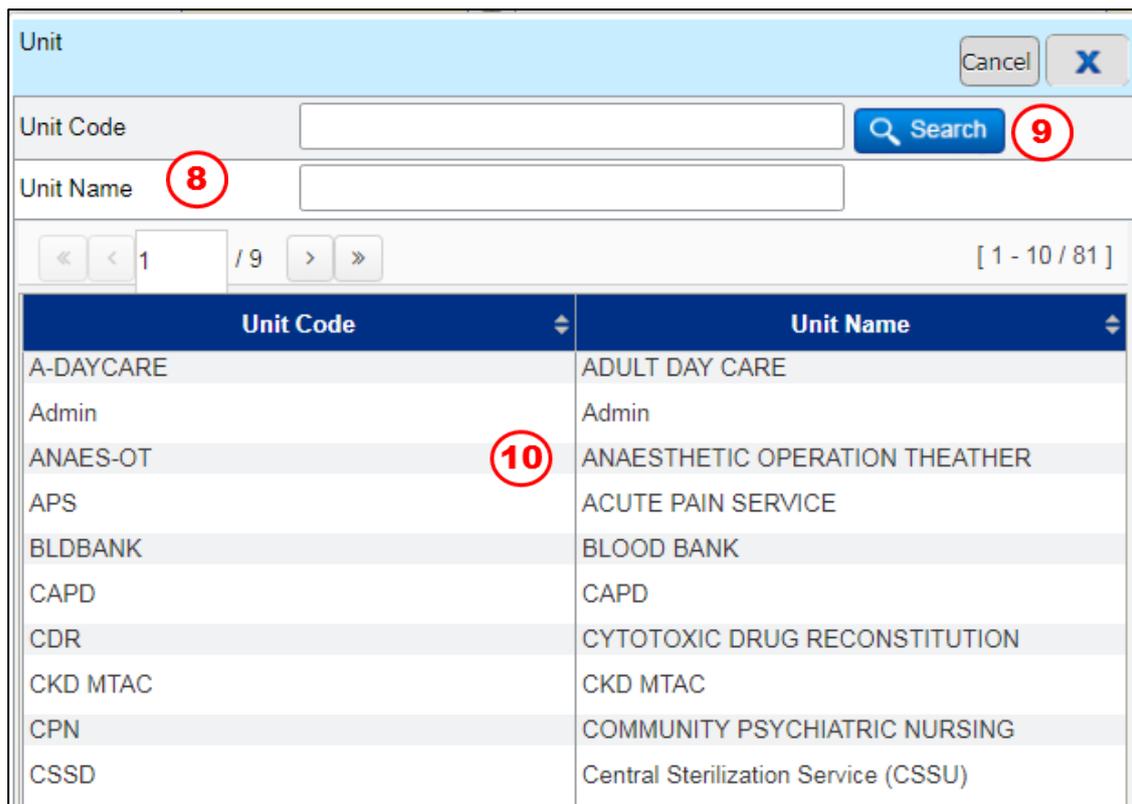
Table 3.1.1-1 Profile details



Figure 3.1.1-4 Pharmacy Store

STEP 7

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



Unit Code	Unit Name
A-DAYCARE	ADULT DAY CARE
Admin	Admin
ANAES-OT	ANAESTHETIC OPERATION THEATER
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

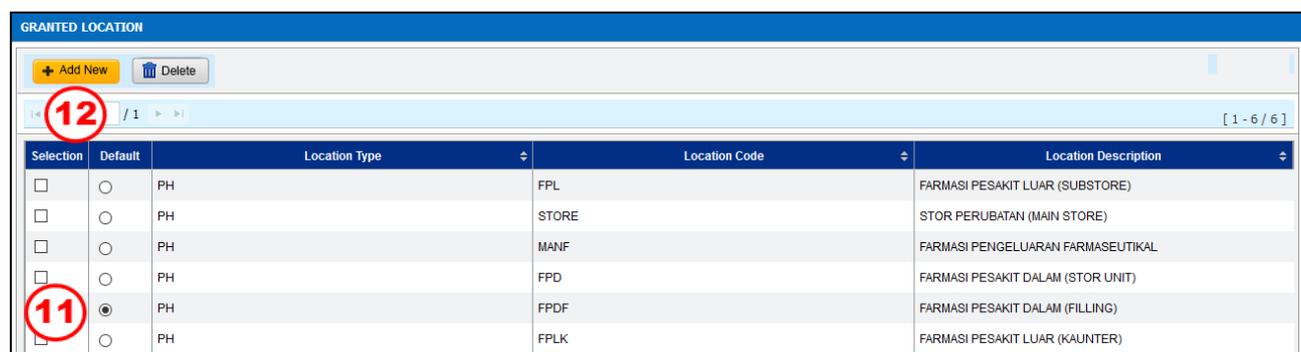
- a) Unit Code
- b) Unit Name

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

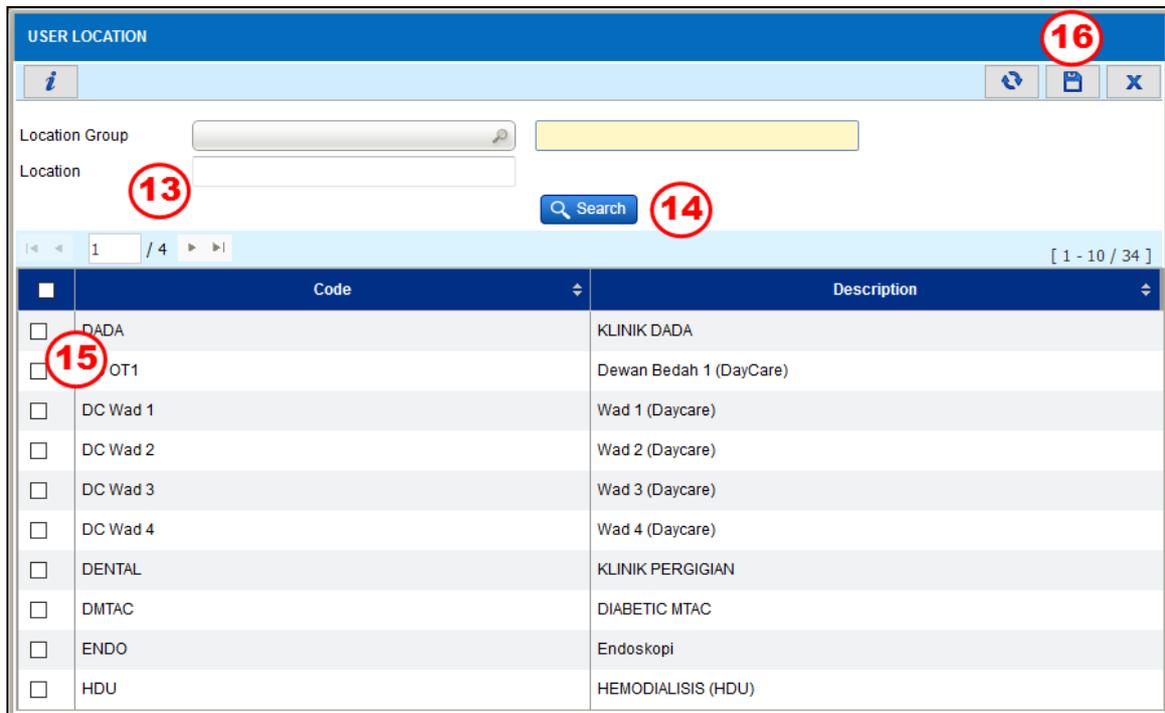


Figure 3.1.1-7 New user location

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

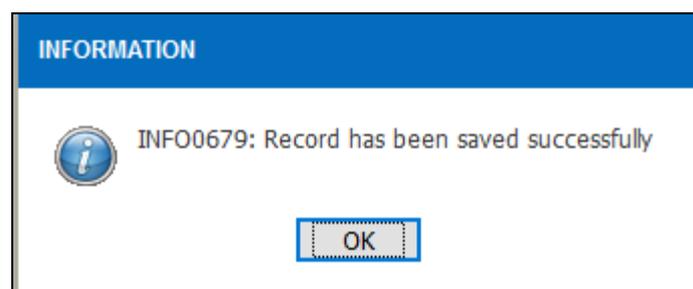


Figure 3.1.1-8 Information

GRANTED LOCATION

+ Add New **18**

1 / 1 [1 - 6 / 6]

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"/> 17	<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

To delete existing granted location, untick the checkbox

STEP 18

Click on button to remove the selected granted location and

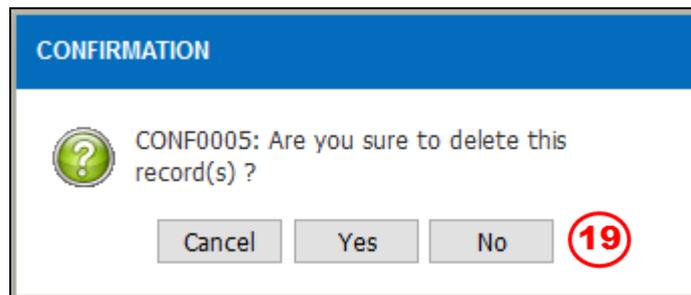
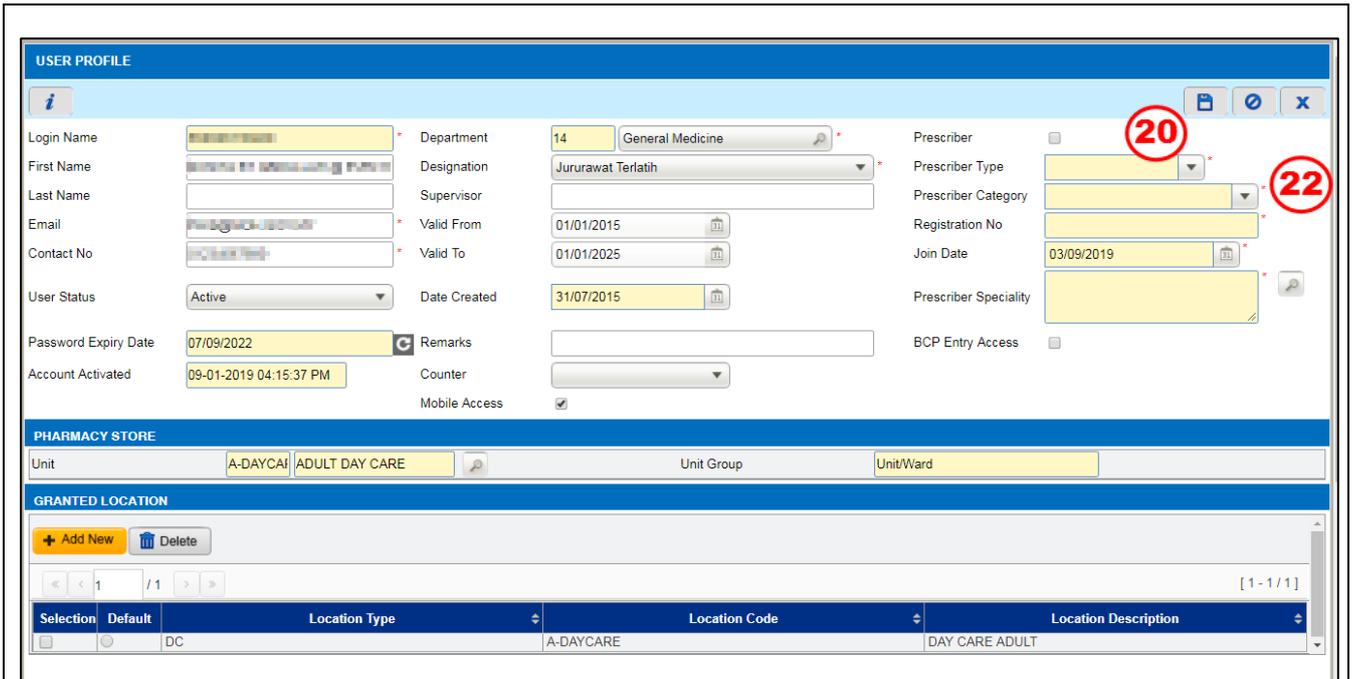


Figure 3.1.1-10

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
 Account Activated: 09-01-2019 04:15:37 PM
 Remarks: [Redacted]
 Counter: [Redacted]
 Mobile Access:

PHARMACY STORE

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

GRANTED LOCATION

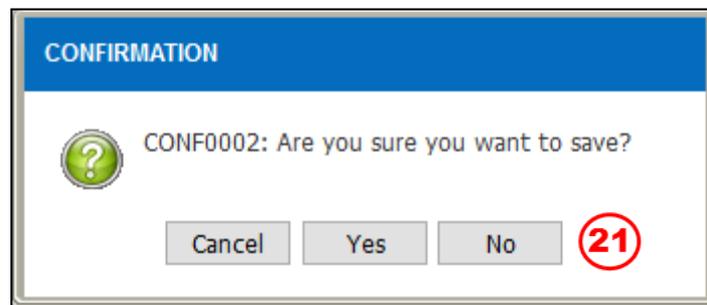
+ Add New Delete

Selection	Default	Location Type	Location Code	Location Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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
9180203008	Dr. Muhammad Ayt. Md. Yusoff Bin Ali Mangif		Pegawai Perubatan Pelatih	Multidiscipline	-	Inactive
9180201119	Dr. Muhammad Hazim Al-Yusoff D. Md. Masud		Pegawai Perubatan Pelatih	Administration	-	Inactive
9180200972	Muhammad Adnan bin Azmi (Ghairi)		Pegawai Perubatan Pelatih	Administration	-	Inactive
2014000	Dr. Idris BILALUDIN Bin Ibrahim, Datin		Pegawai Perubatan Pelatih	General Surgery	KLINIK PAKAR PERUBATAN	Inactive
3003333	3003333		Jurupuluh Perubatan (Anggota)	Anaesthesiology	-	Active
4444444	4444444	678678	Pegawai Farmasi UF41	General Medicine	-	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

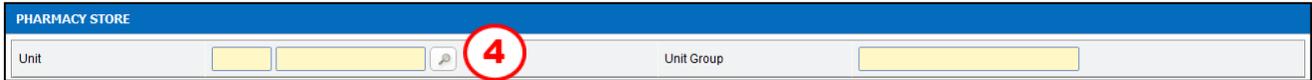
STEP 3



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 Note <ul style="list-style-type: none"> One (1) user can only have one (1) login ID to the system 	
Password	User password for login into the account Note <ul style="list-style-type: none"> Default system password for first time user is phis123 Password can be reset to default system password by clicking  button 	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 Note <ul style="list-style-type: none"> User can put personal number, hospital number or extension 	
User Status	User account status	
Password Expiry Date	User need to change password after this date Note <ul style="list-style-type: none"> User must change password upon their first login 	
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 Note <ul style="list-style-type: none"> 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



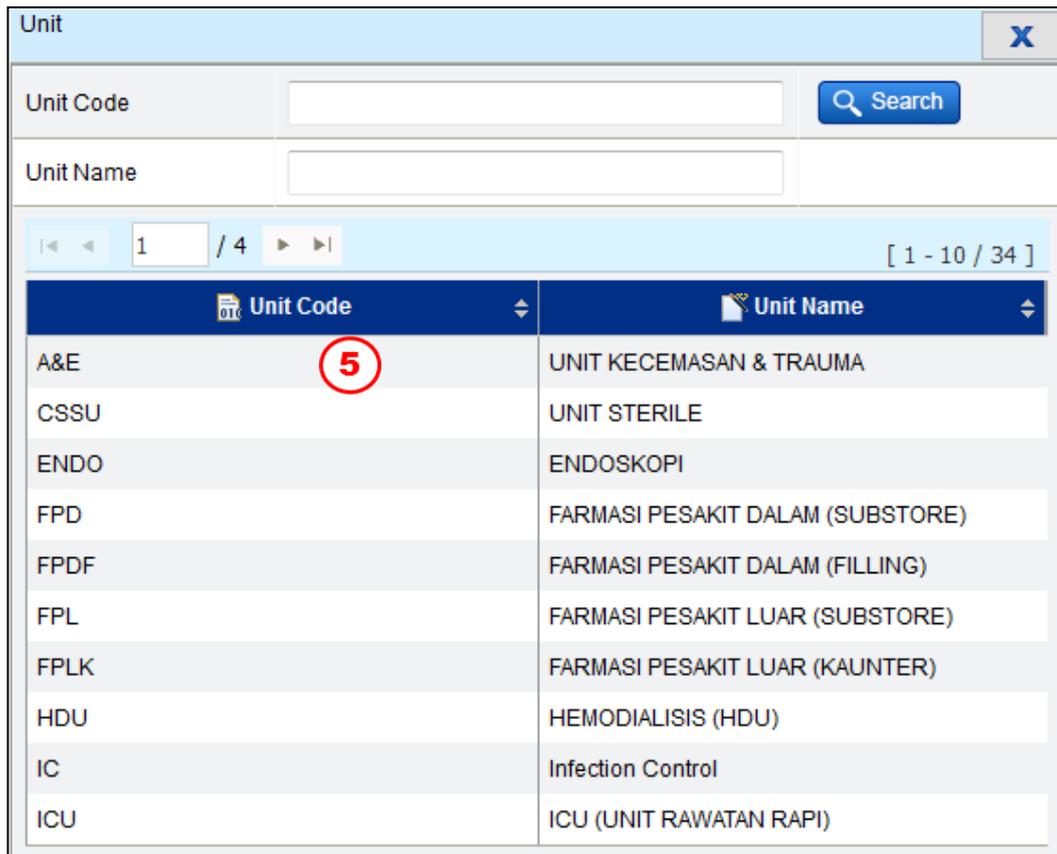
PHARMACY STORE

Unit  **4** Unit Group

Figure 3.1.2-3 Search pharmacy store

STEP 4

Click on  to search related requester unit for the user



Unit	
Unit Code	<input type="text"/> <input type="button" value="Search"/>
Unit Name	<input type="text"/>
<input type="button" value="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)

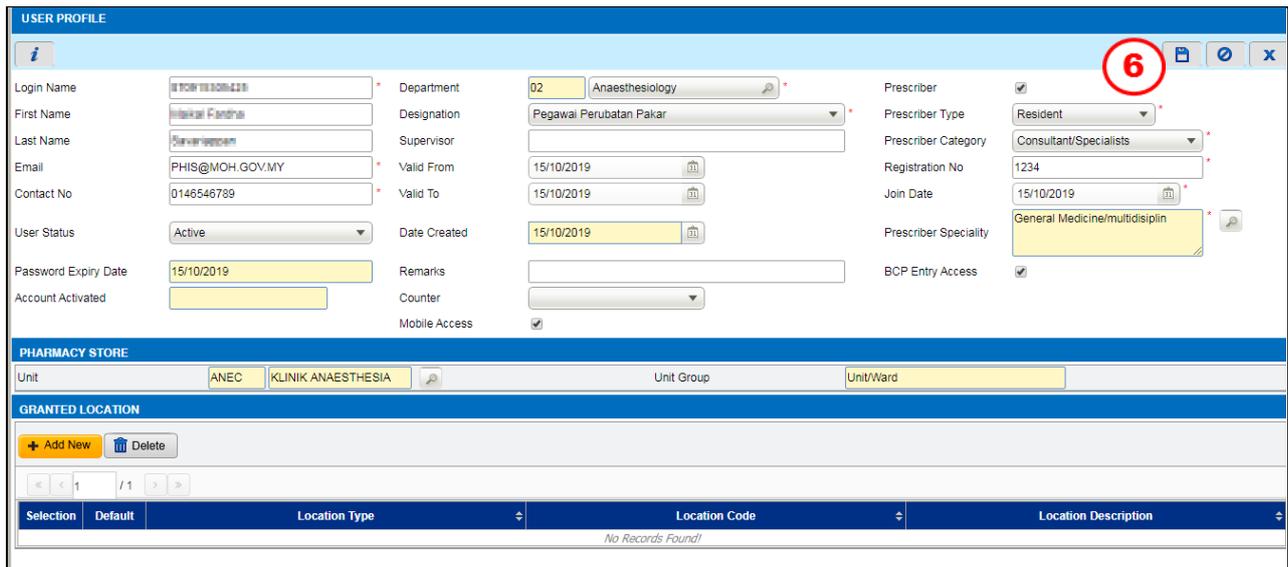
Figure 3.1.2-4 Unit Selection

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



The screenshot shows the 'USER PROFILE' form with various fields for user information. A red circle with the number '6' highlights the save button in the top right corner of the form.

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.

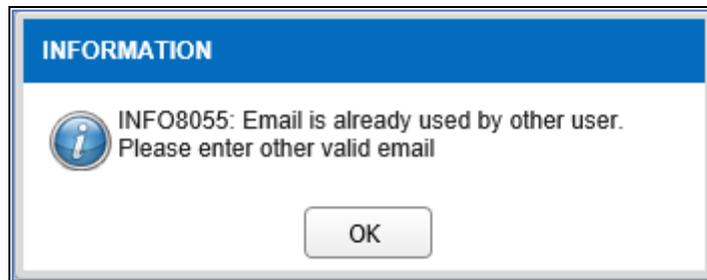


Figure 3.1.2-6 Alert Information

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

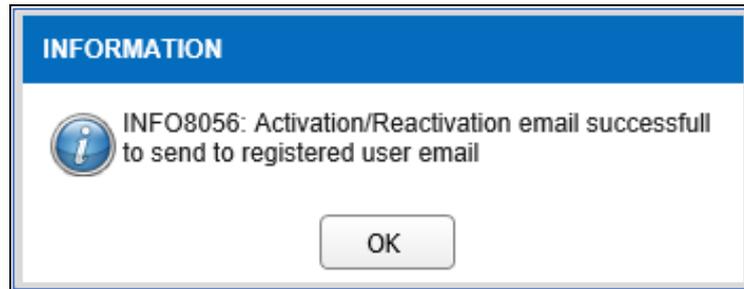


Figure 3.1.2-7 Alert Information

- 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.

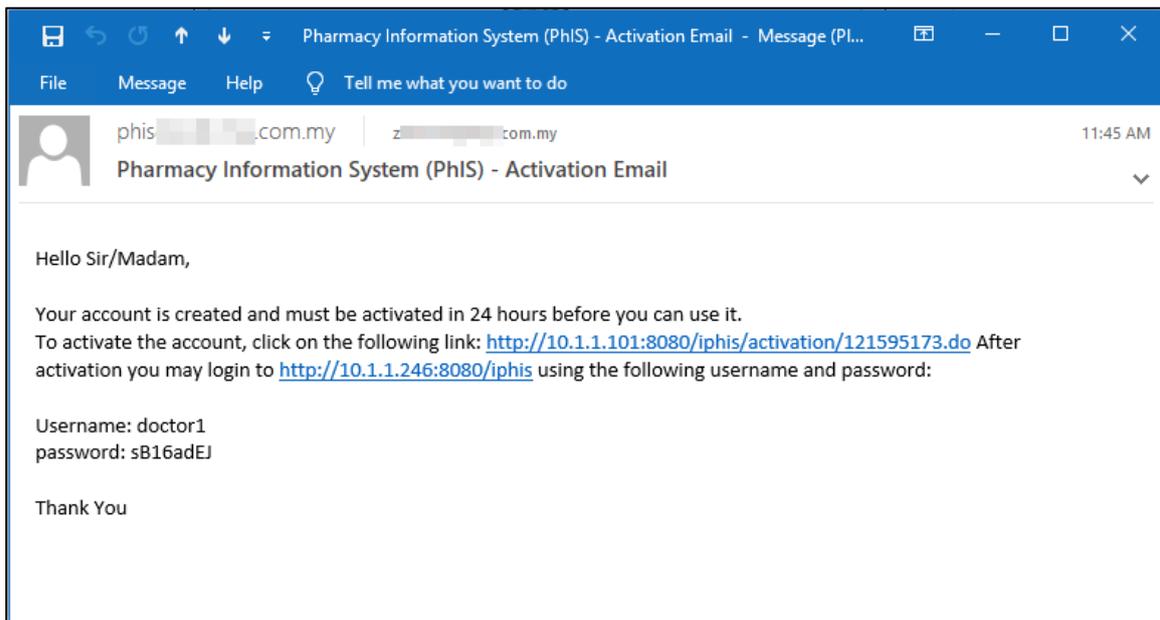


Figure 3.1.2-8 Password Activation Email Screen

- 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.

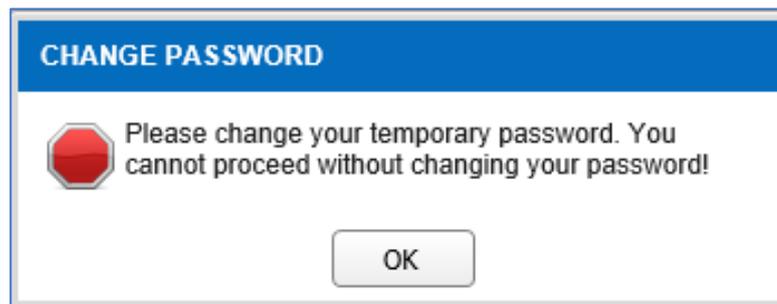
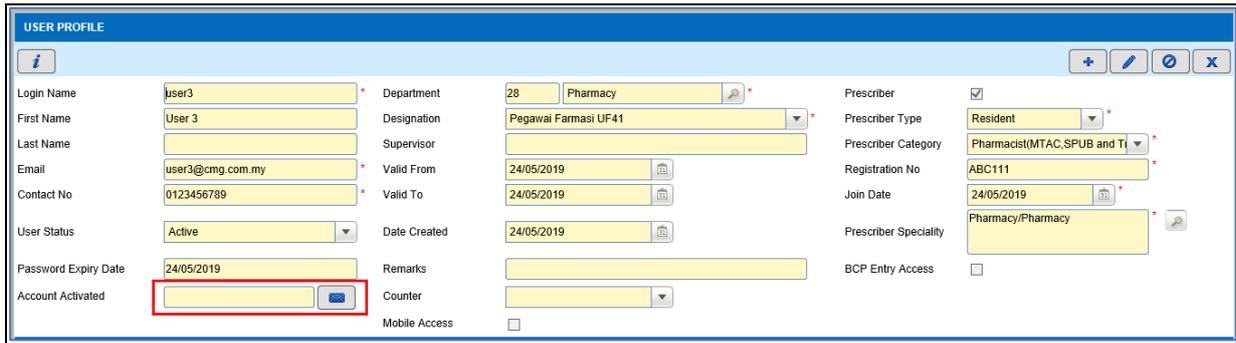


Figure 3.1.2-9 Alert Information

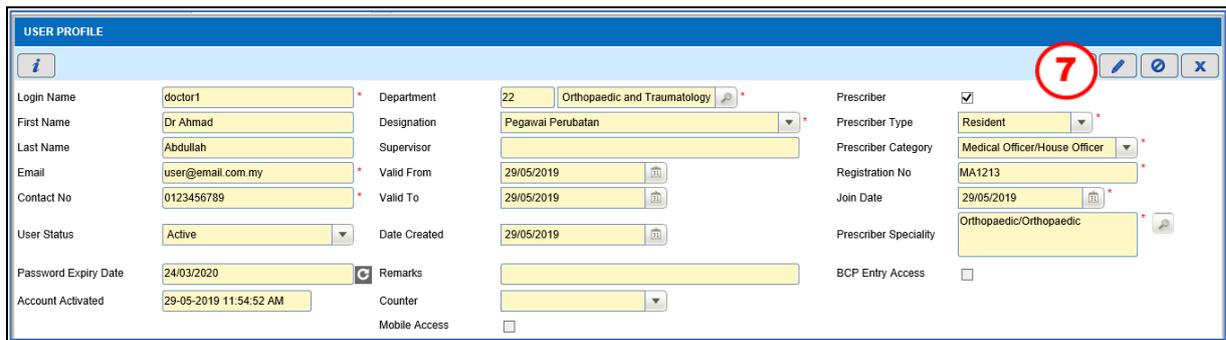
- If 'Activated date and time' value is blank, administrator can re-send the activation email to the user. New activation email will be sent to that user with new activation link. User can activate their account using latest email only.



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 TI
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

[Save] [Refresh] [Close]

Login Name	870915305425 *	Department	02 Anaesthesiology *	Prescriber	<input checked="" type="checkbox"/>
First Name	Masuki Farida	Designation	Pegawai Perubatan Pakar *	Prescriber Type	Resident *
Last Name	Saverippan	Supervisor		Prescriber Category	Consultant/Specialists *
Email	PHIS@MOH.GOV.MY *	Valid From	15/10/2019 [Calendar]	Registration No	1234 *
Contact No	0146546789 *	Valid To	15/10/2019 [Calendar]	Join Date	15/10/2019 [Calendar]
User Status	Active	Date Created	15/10/2019 [Calendar]	Prescriber Speciality	General Medicine/multidisiplin *
Password Expiry Date	15/10/2019 [Calendar]	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 [Dropdown] Unit Group: Unit/Ward: [Dropdown]

GRANTED LOCATION

+ Add New [Icon] 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

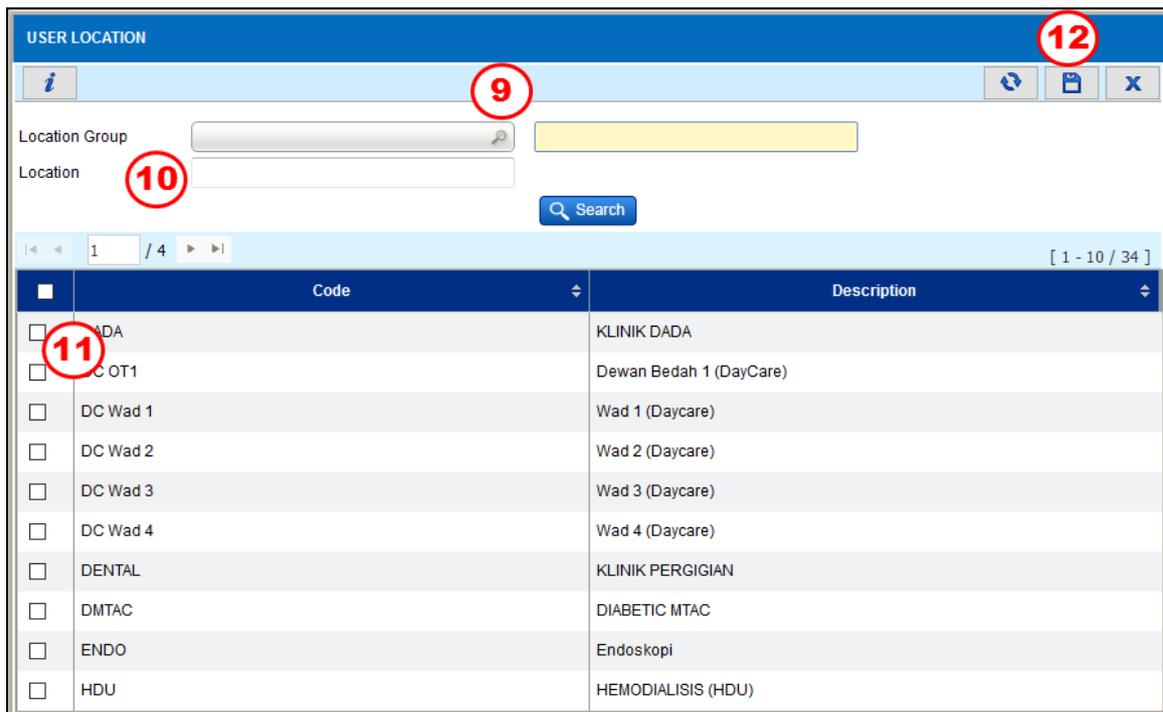
+ Add New 8 Delete

[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 the 'USER LOCATION' form. At the top right, there is a red circle with the number '12' pointing to the window control buttons. Below the title bar, there is an information icon and a red circle with the number '9' pointing to the search area. The form contains two input fields: 'Location Group' and 'Location', with a red circle '10' pointing to the 'Location' field. Below these fields is a 'Search' button. A table below the search area shows a list of locations with checkboxes. A red circle '11' points to the checkbox for 'DADA'. At the bottom right of the table, there is a red circle '12' pointing to the pagination information '[1 - 10 / 34]'.

<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

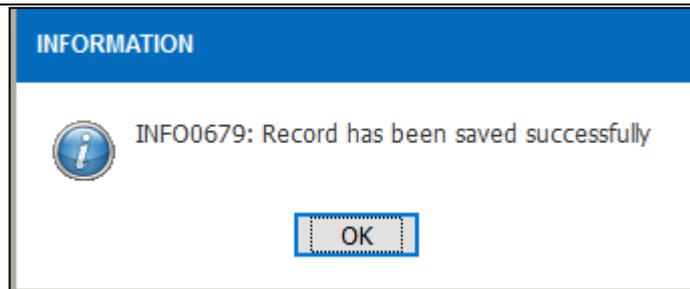


Figure 3.1.2-15 Information

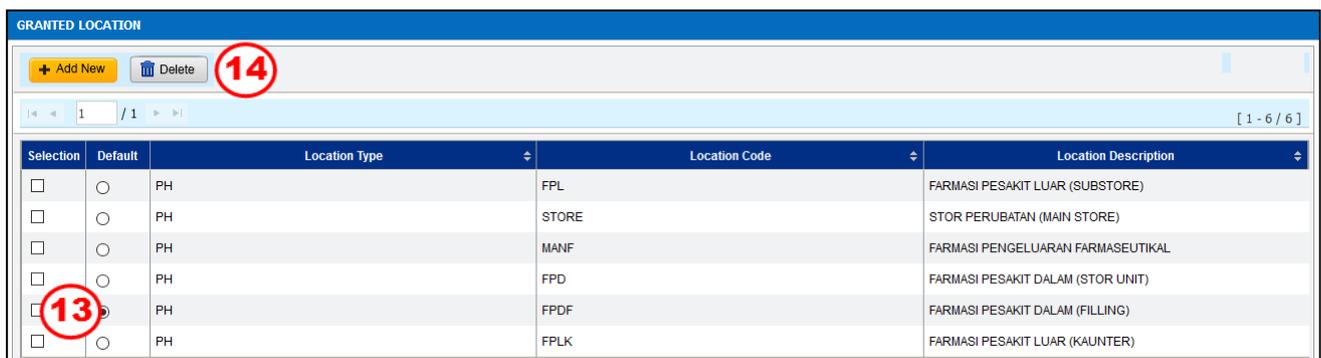


Figure 3.1.2-16 Delete granted location

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

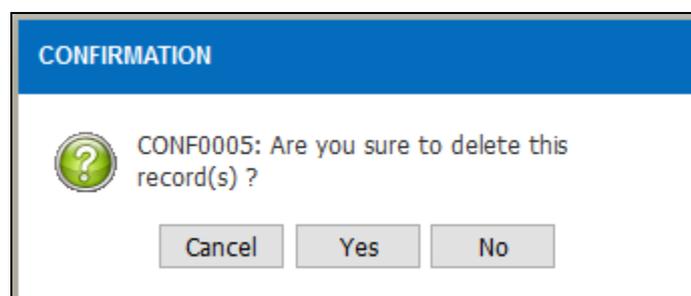
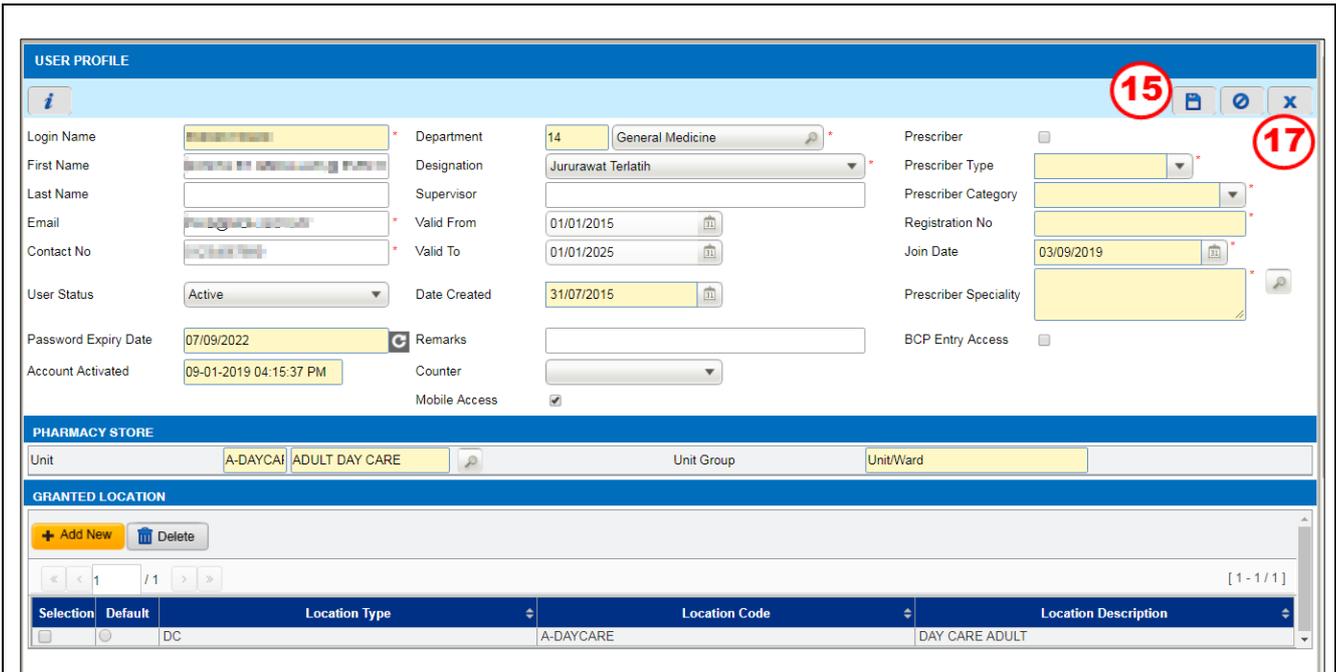


Figure 3.1.2-17 Confirmation



USER PROFILE

Login Name: [redacted] Department: 14 General Medicine Prescriber:
 First Name: [redacted] Designation: Jururawat Terlatih Prescriber Type: [redacted]
 Last Name: [redacted] Supervisor: [redacted] Prescriber Category: [redacted]
 Email: [redacted] Valid From: 01/01/2015 Registration No: [redacted]
 Contact No: [redacted] Valid To: 01/01/2025 Join Date: 03/09/2019
 User Status: Active Date Created: 31/07/2015 Prescriber Speciality: [redacted]
 Password Expiry Date: 07/09/2022 Remarks: [redacted] BCP Entry Access:
 Account Activated: 09-01-2019 04:15:37 PM Counter: [redacted] Mobile Access:

PHARMACY STORE

Unit: A-DAYCARE ADULT DAY CARE Unit Group: Unit/Ward

GRANTED LOCATION

+ Add New Delete

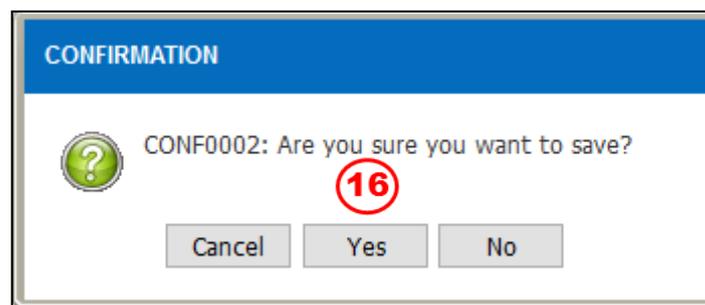
[1 - 1 / 1]

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

Figure 3.1.2-18 Saving changes

STEP 15

Click on the  button to save the changes made



CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel Yes No

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

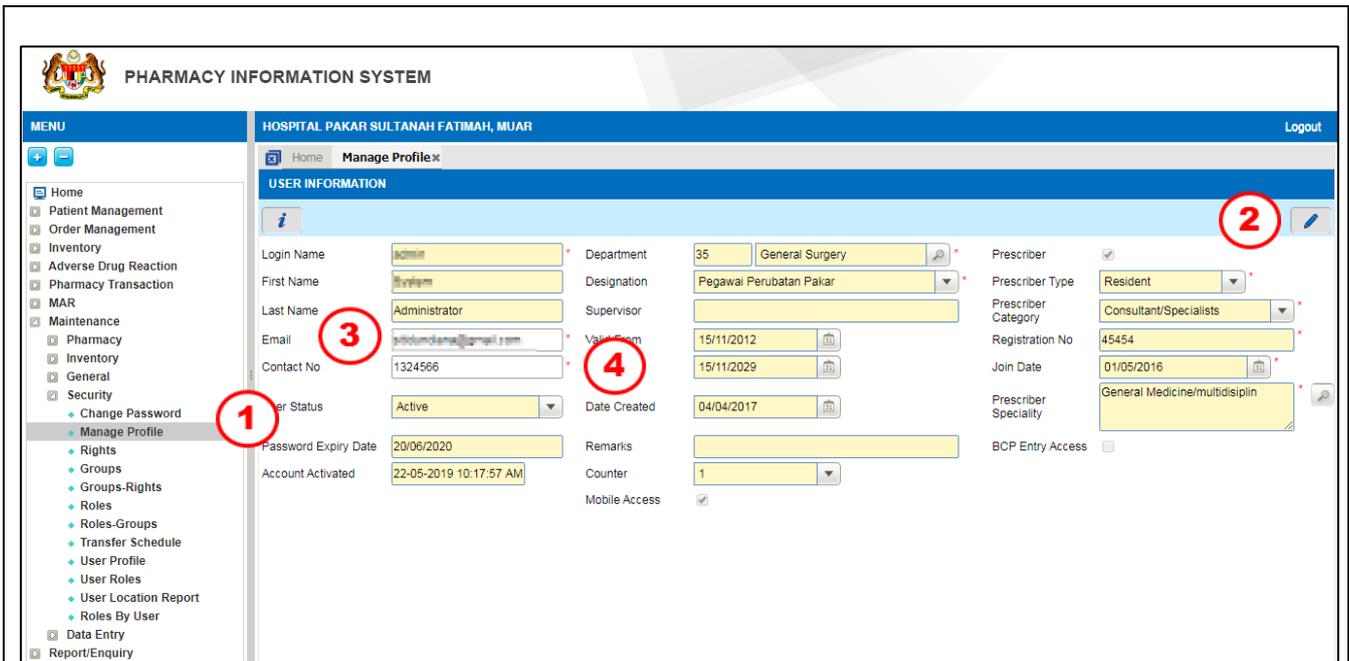


Figure 3.2.1-1 Manage Profile Screen

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

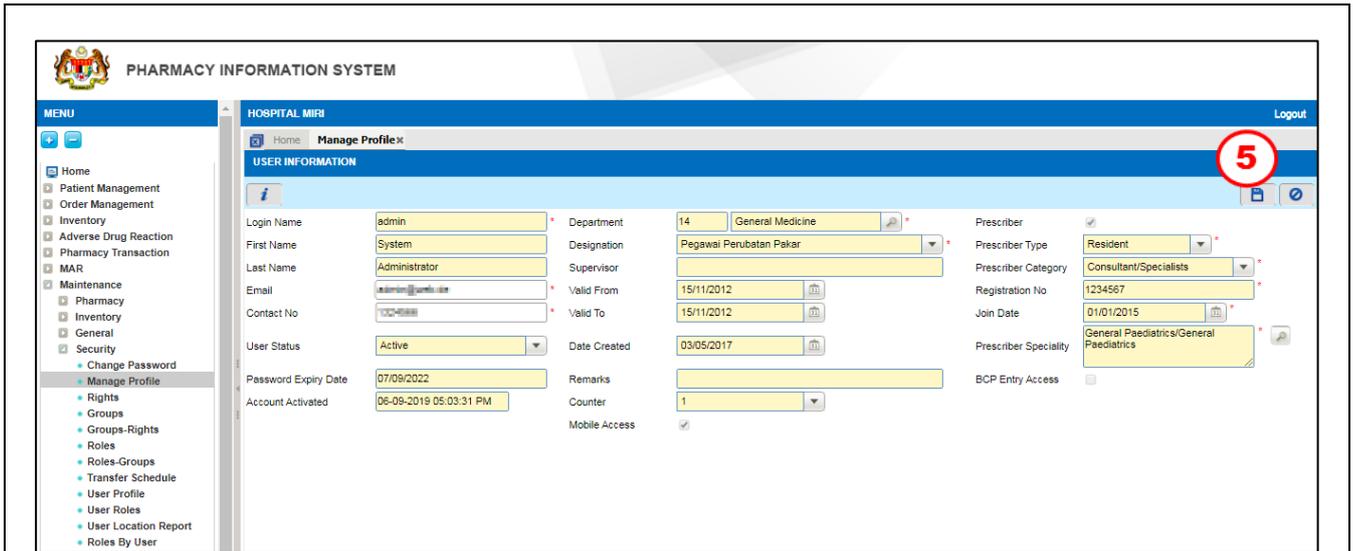


Figure 3.2.1-2 Manage Profile Screen

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

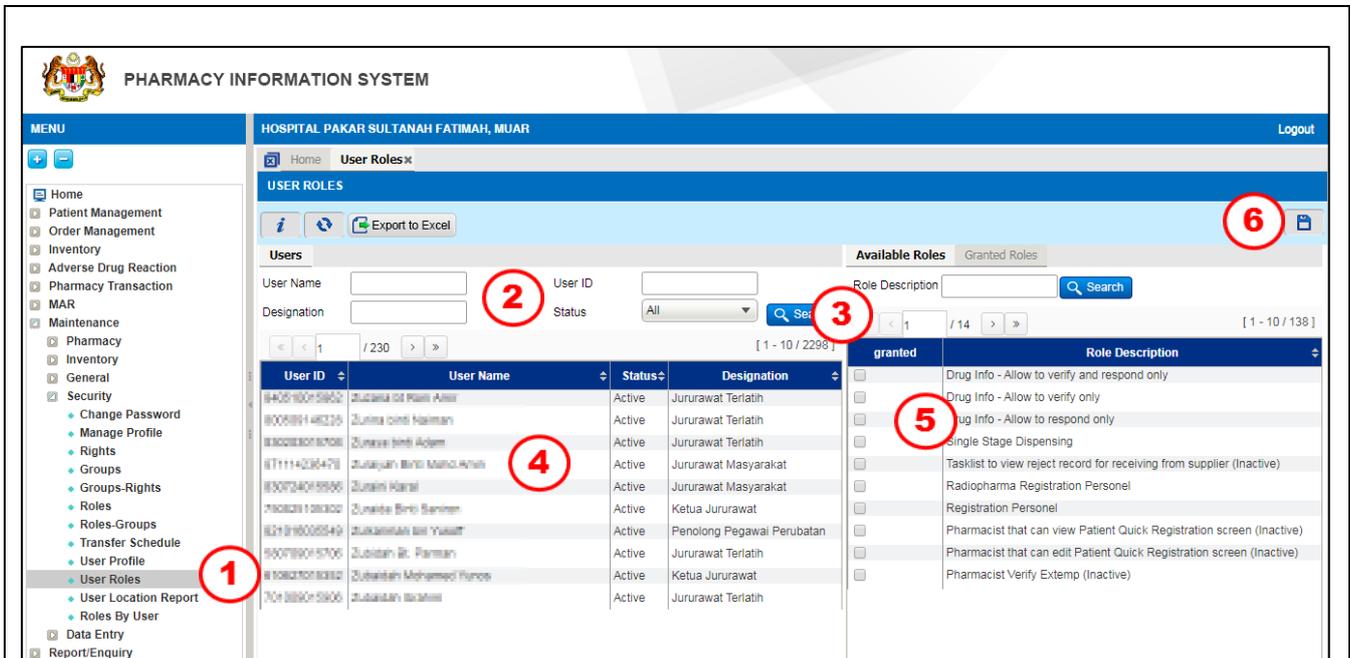


Figure 3.2.1-1 User Roles

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

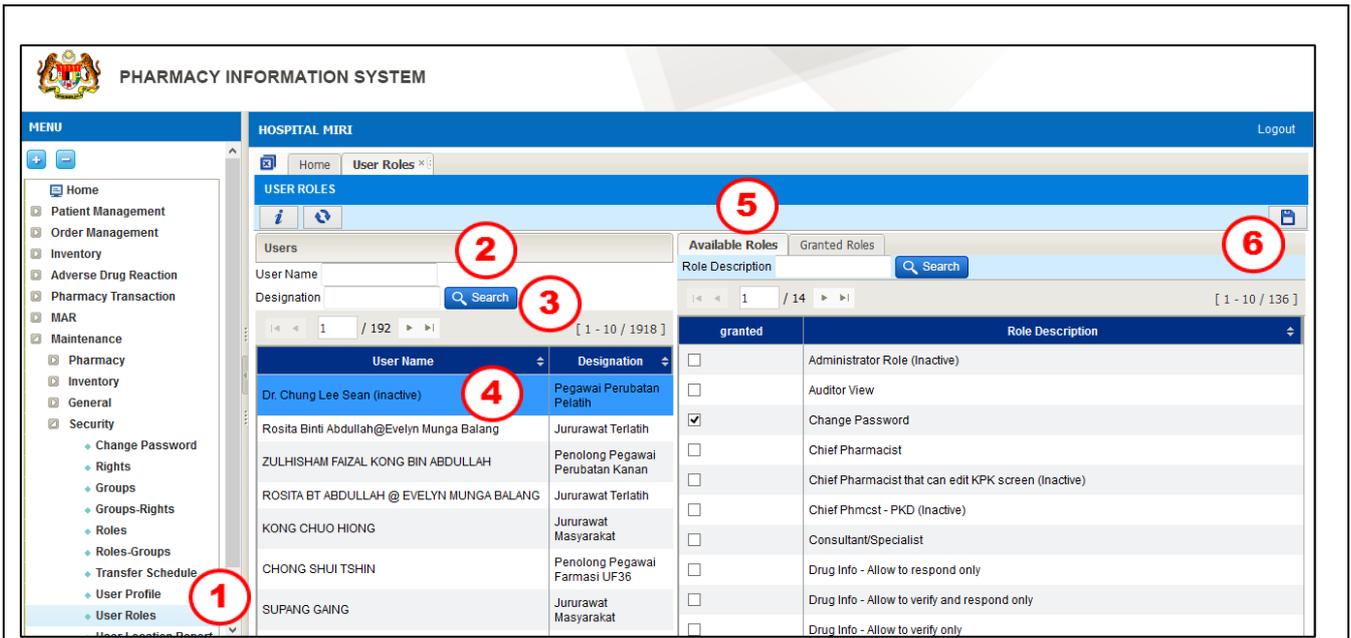


Figure 3.2.2-1 User role

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

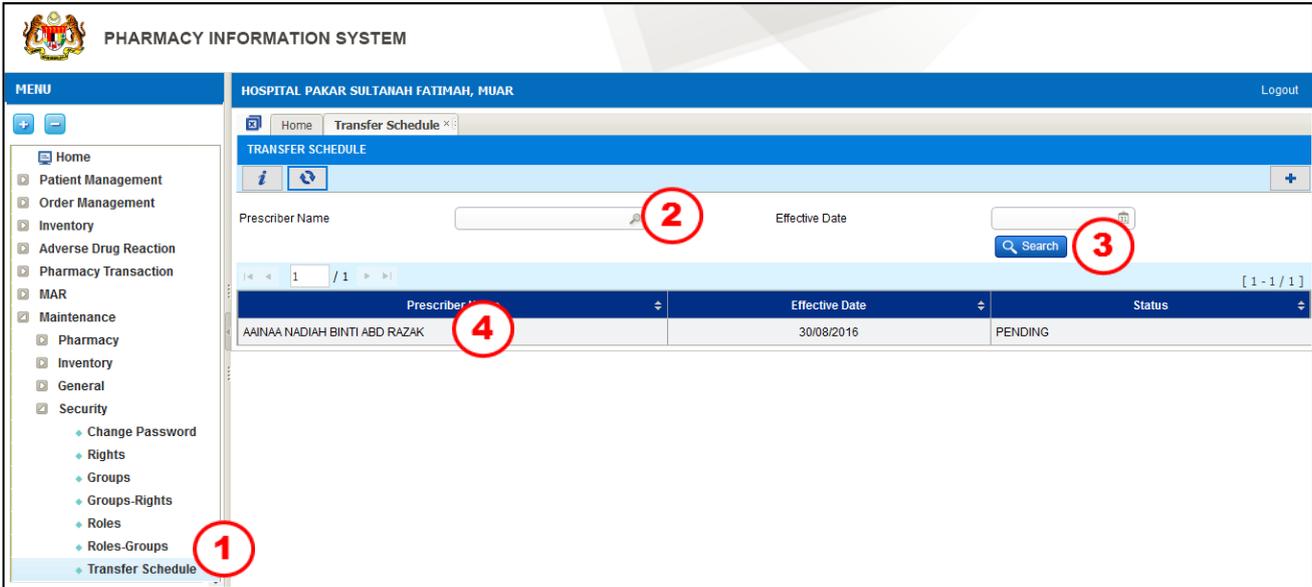
Check on the available roles to give access

STEP 6

Click on the  button to save the changes made

3.3 Transfer Schedule

3.3.1 To edit and view transfer schedule



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Transfer Schedule

TRANSFER SCHEDULE

Prescriber Name Effective Date Search

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

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:

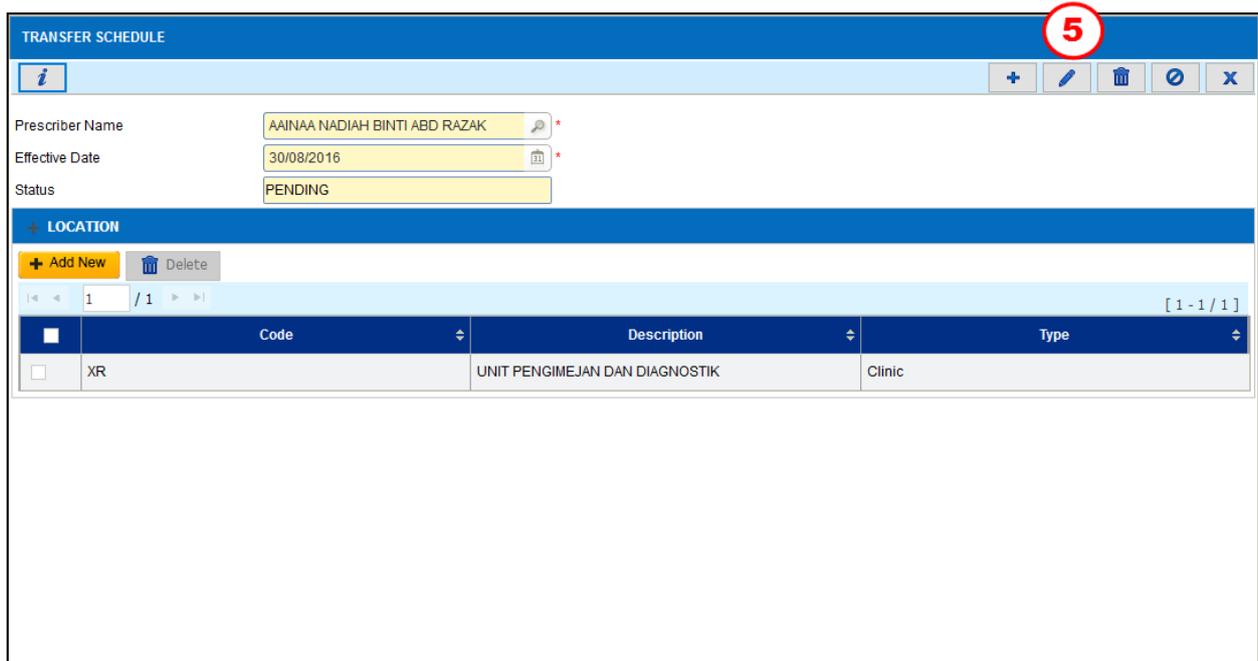
- Prescriber Name
- Effective Date

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

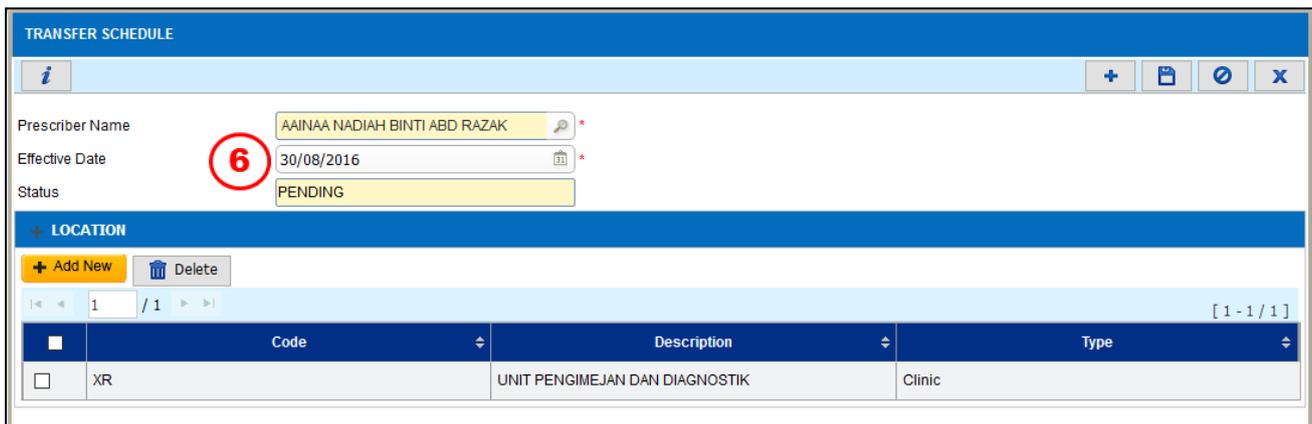
1 / 1 [1 - 1 / 1]

	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

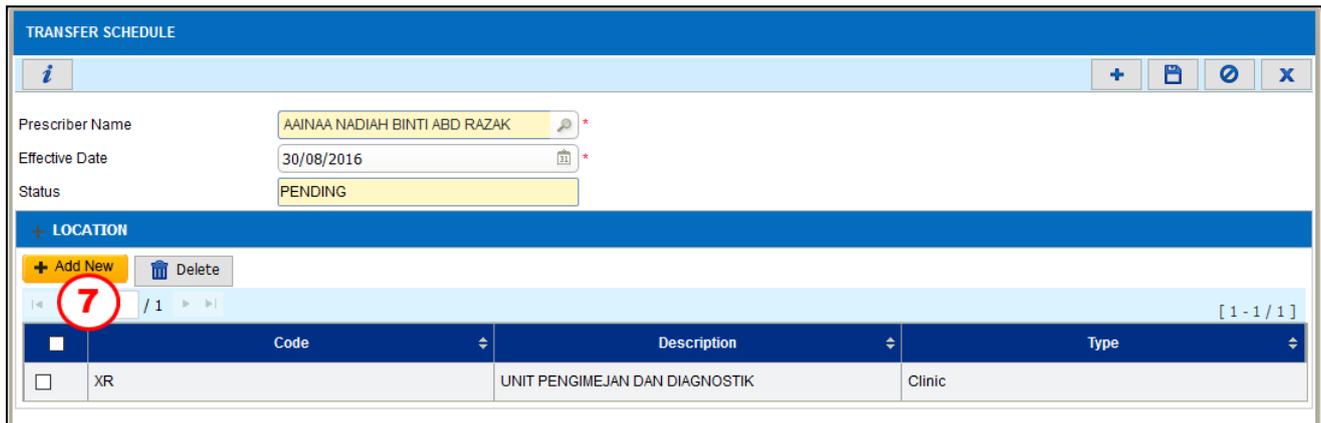
Figure 3.3.1-3 Updating transfer schedule

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

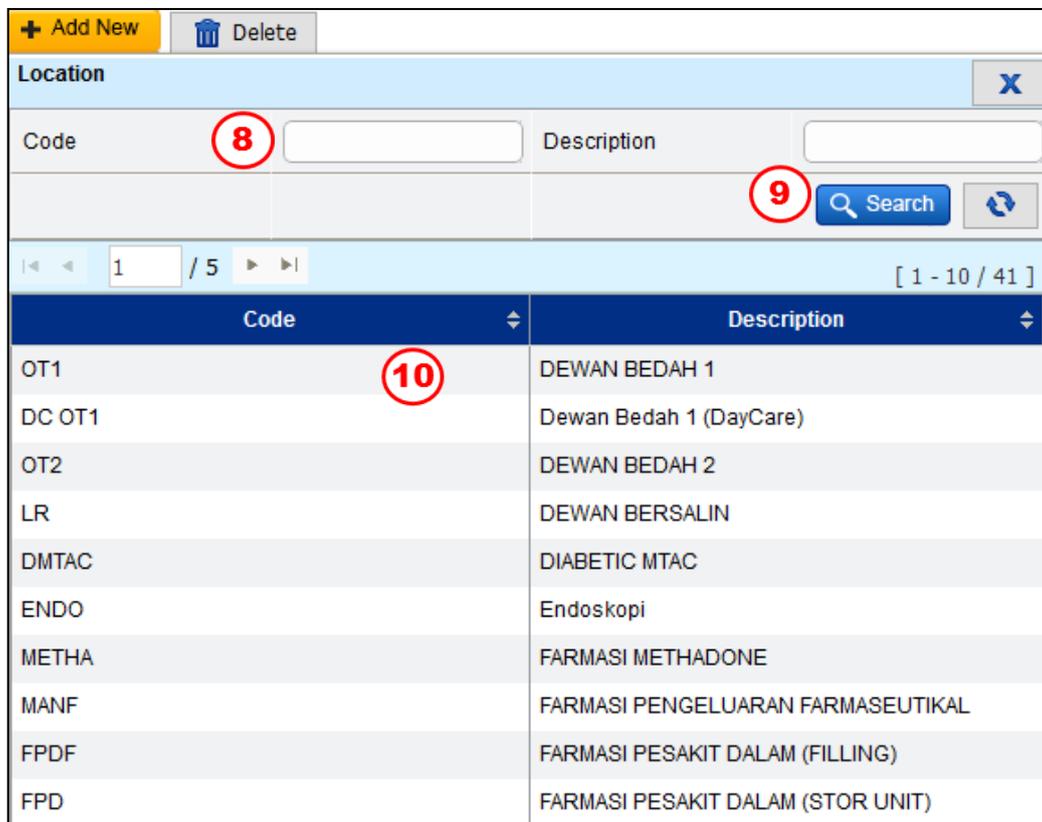
7

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

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)

10

Figure 3.3.1-5 Selecting location

STEP 8

Search existing location record based on below search criteria:

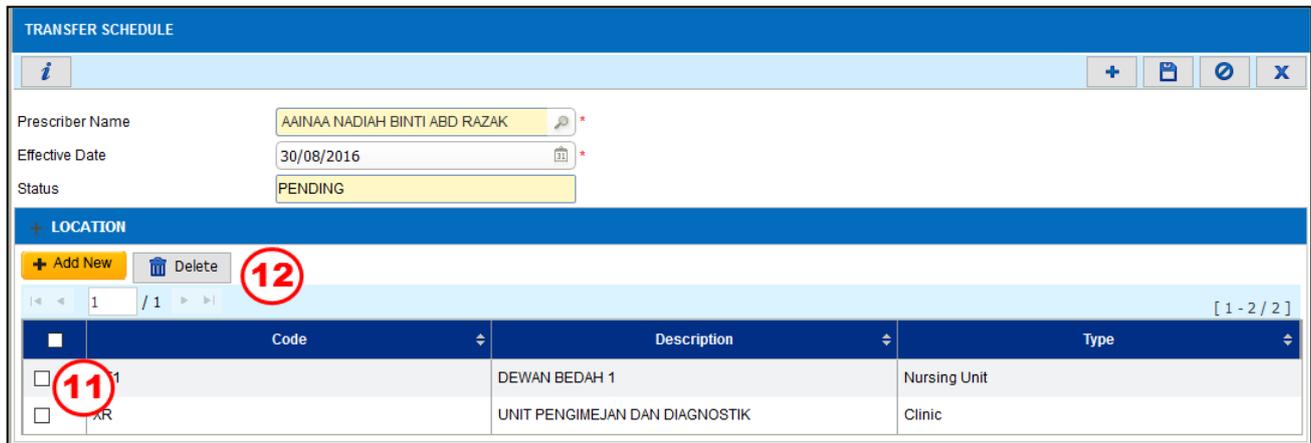
- a) Code
- b) Description

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

1 / 1 [1 - 2 / 2]

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

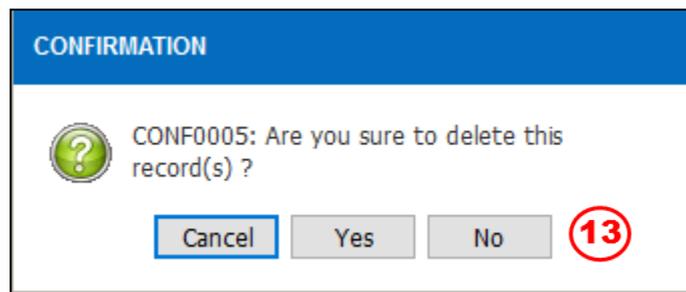
Figure 3.3.1-6 Deleting location

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) ?

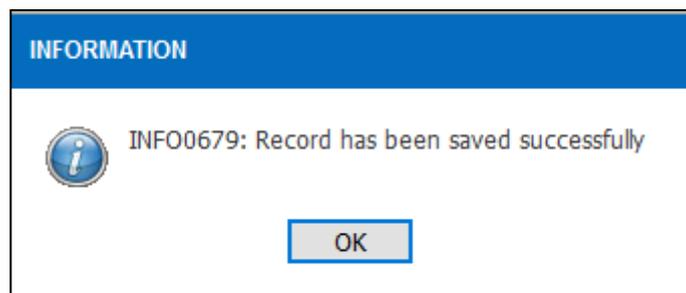
Cancel Yes No

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

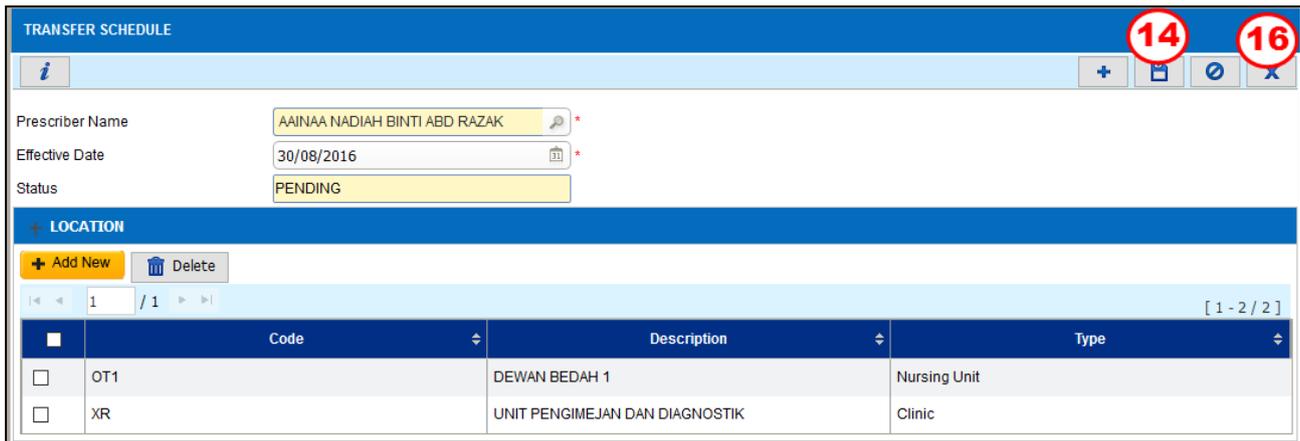


INFORMATION

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

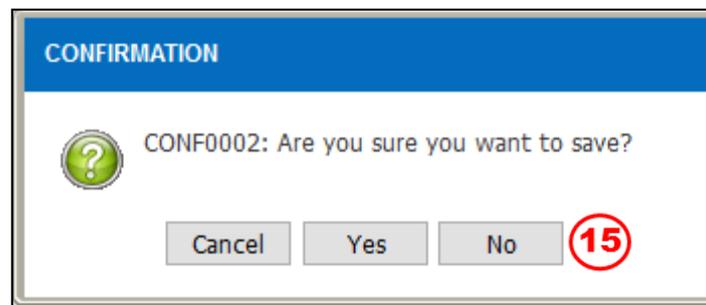
+ Add New Delete

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?

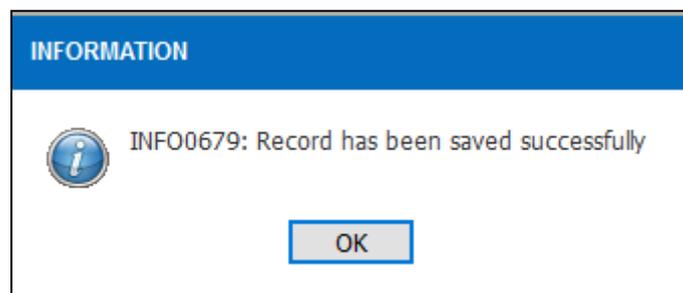
Cancel Yes No

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

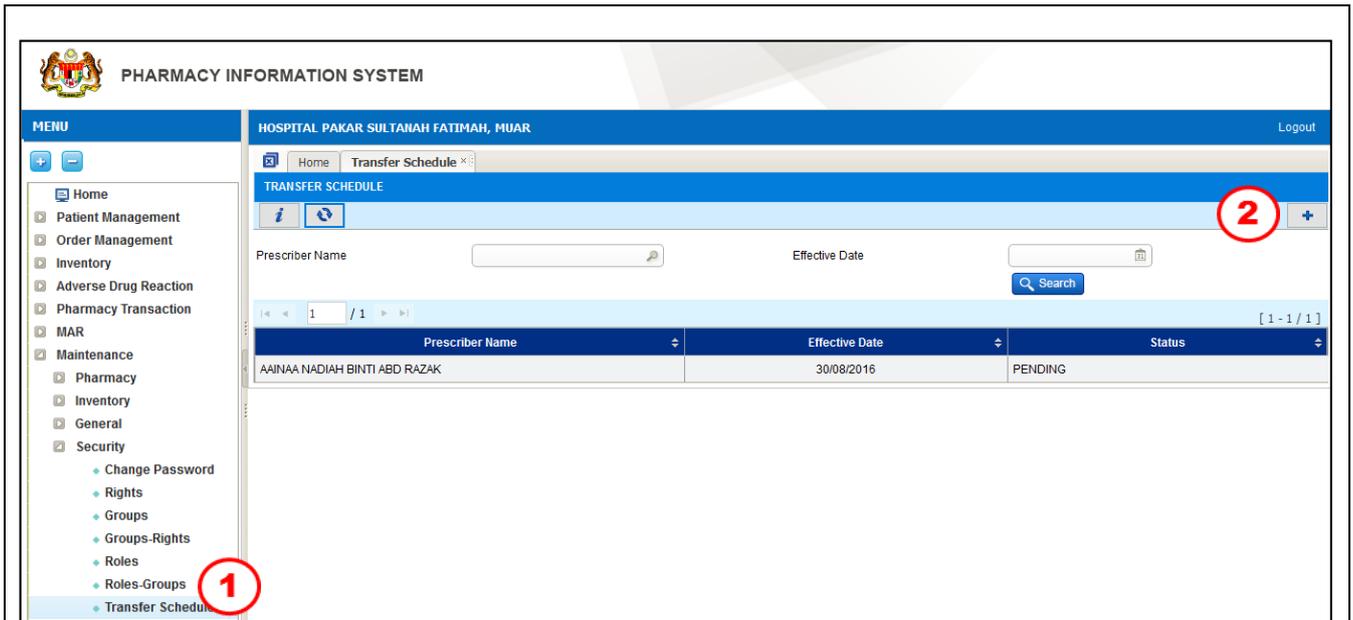


Figure 3.3.2-1 Transfer Schedule

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

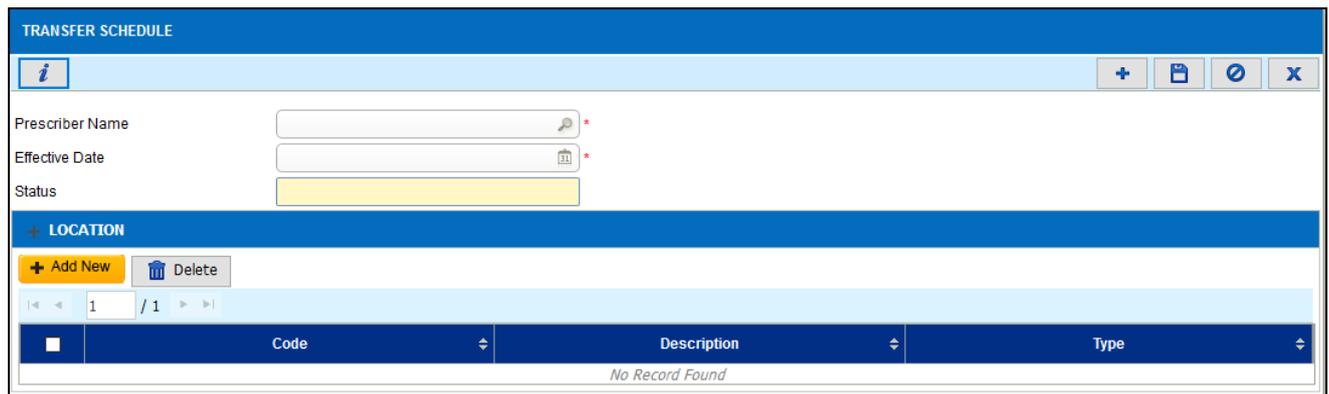


Figure 3.3.2-2 Add New

3.4 Change Password

3.4.1 To edit password

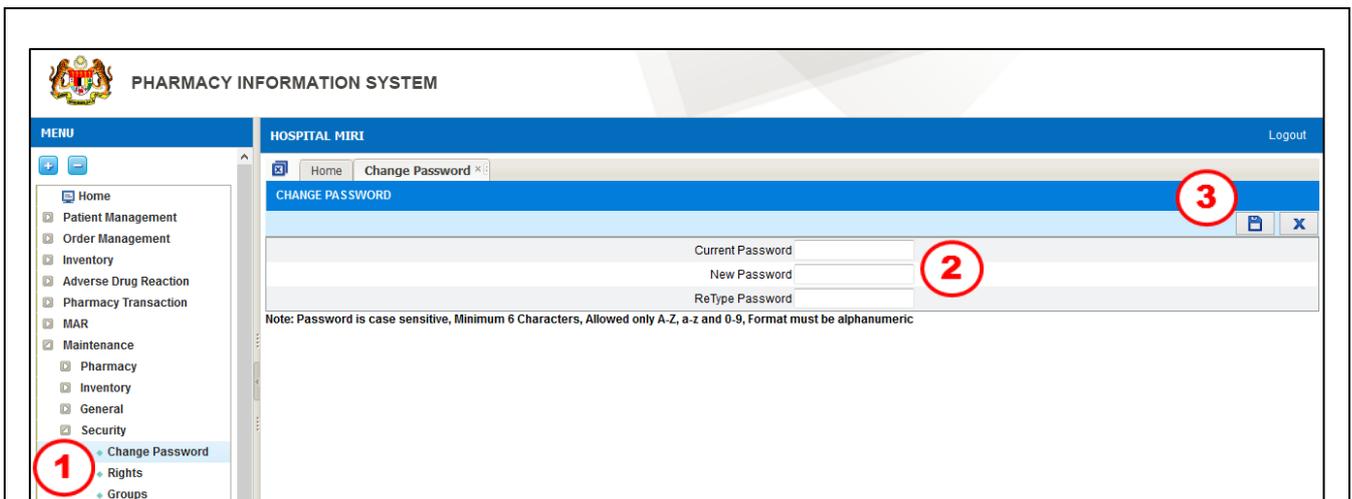


Figure 3.4.1-1 Change Password

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

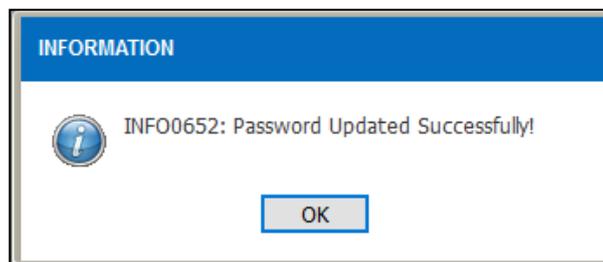


Figure 3.4.1-2 Information

3.5 Rights

3.5.1 To view rights

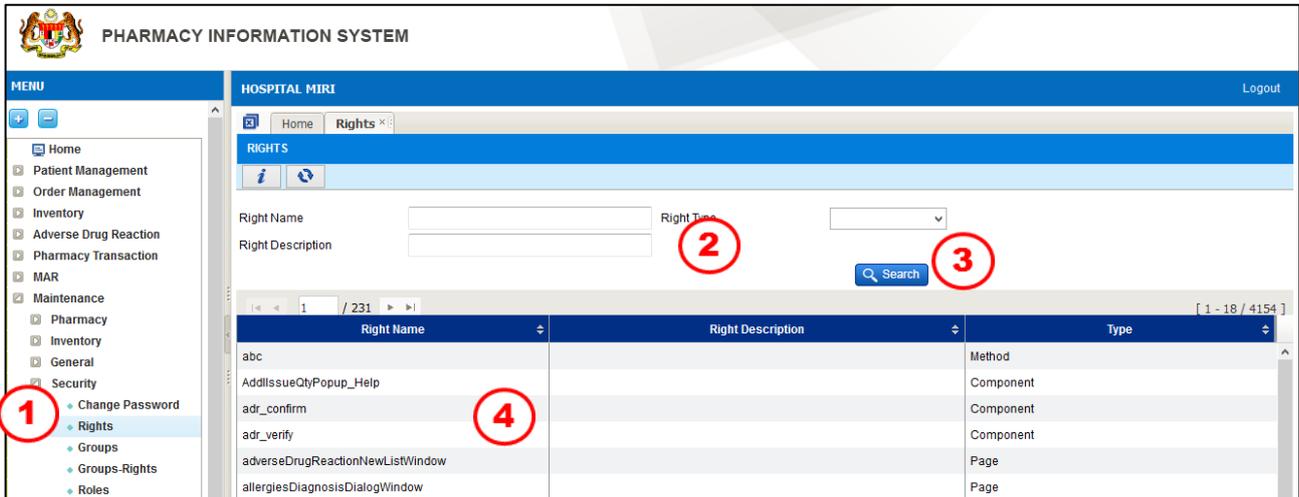


Figure 3.5.1-1 Rights

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

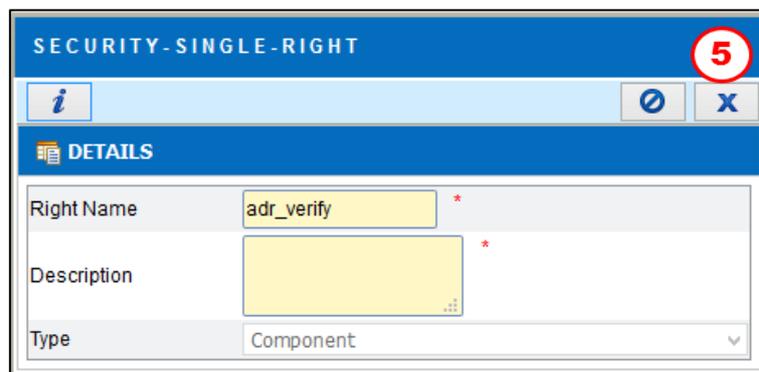


Figure 3.5.1-2 Rights Details

STEP 5

Click on the  button and to close record

3.6 Groups

3.6.1 To view groups

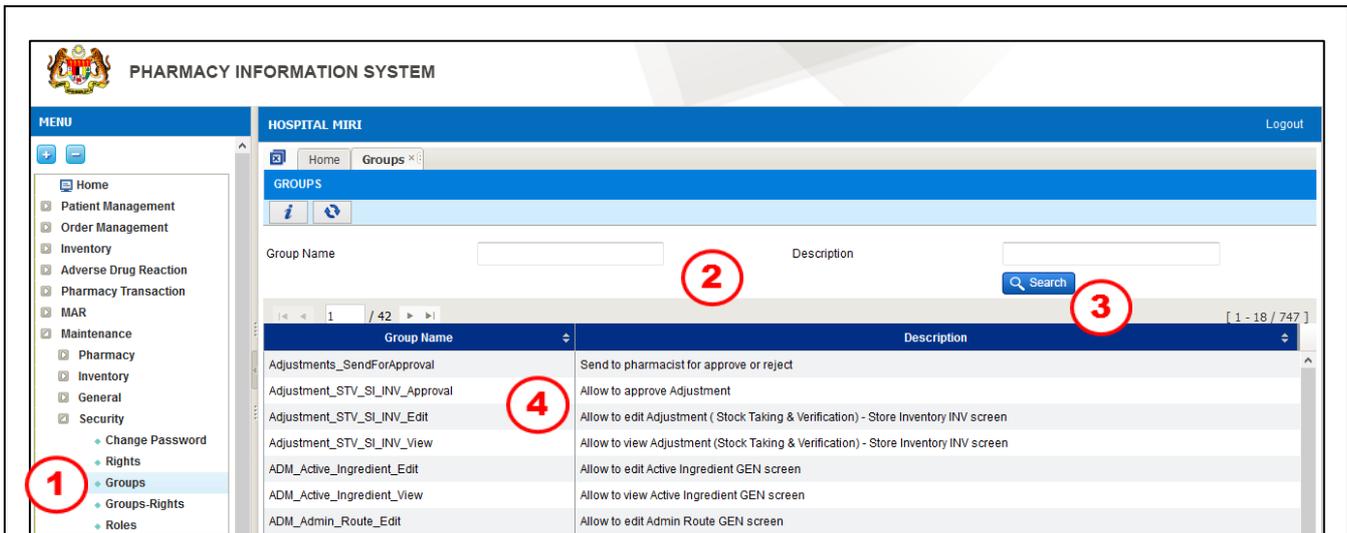


Figure 3.6.1-1 Group

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

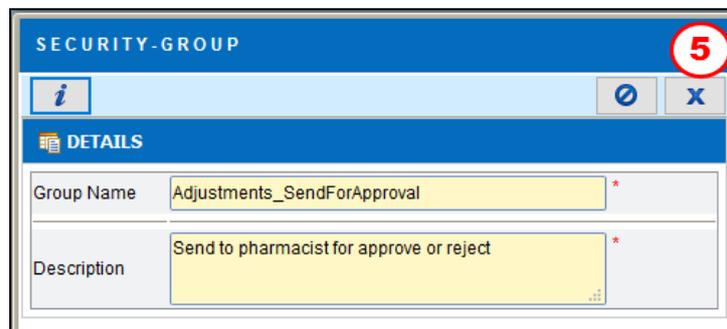


Figure 3.6.1-2 Group details

STEP 5

Click on the  button and to close record

3.7 Groups Rights

3.7.1 To view groups rights

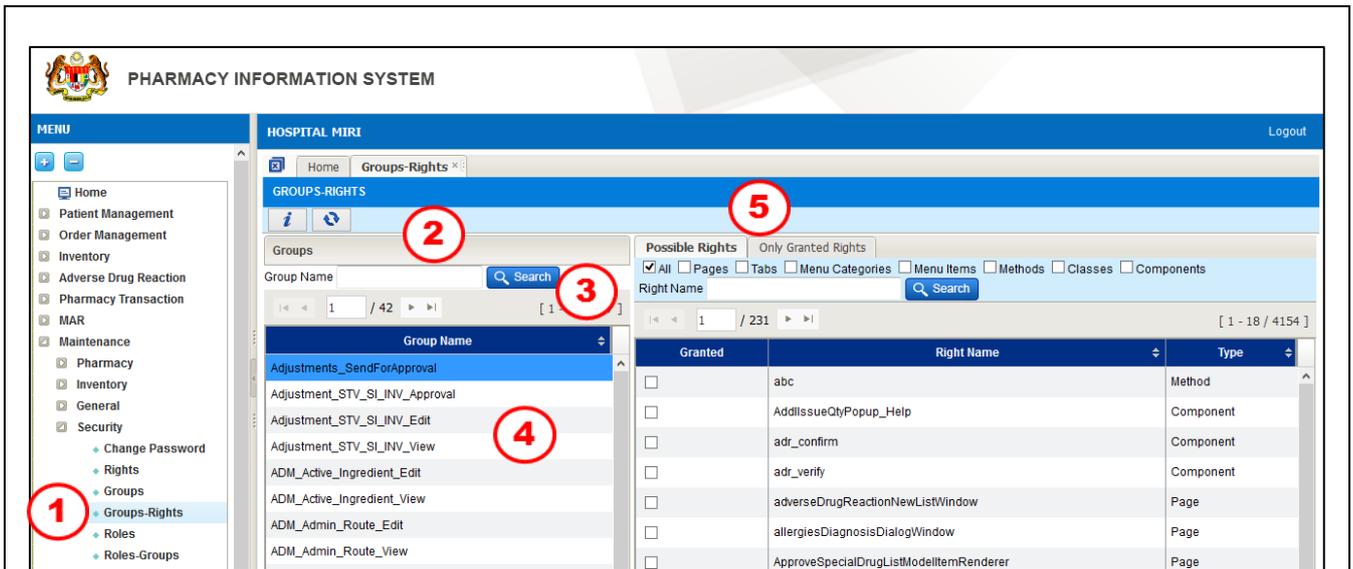


Figure 3.7.1-1 Groups Rights

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

- a) Possible Rights
- b) 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

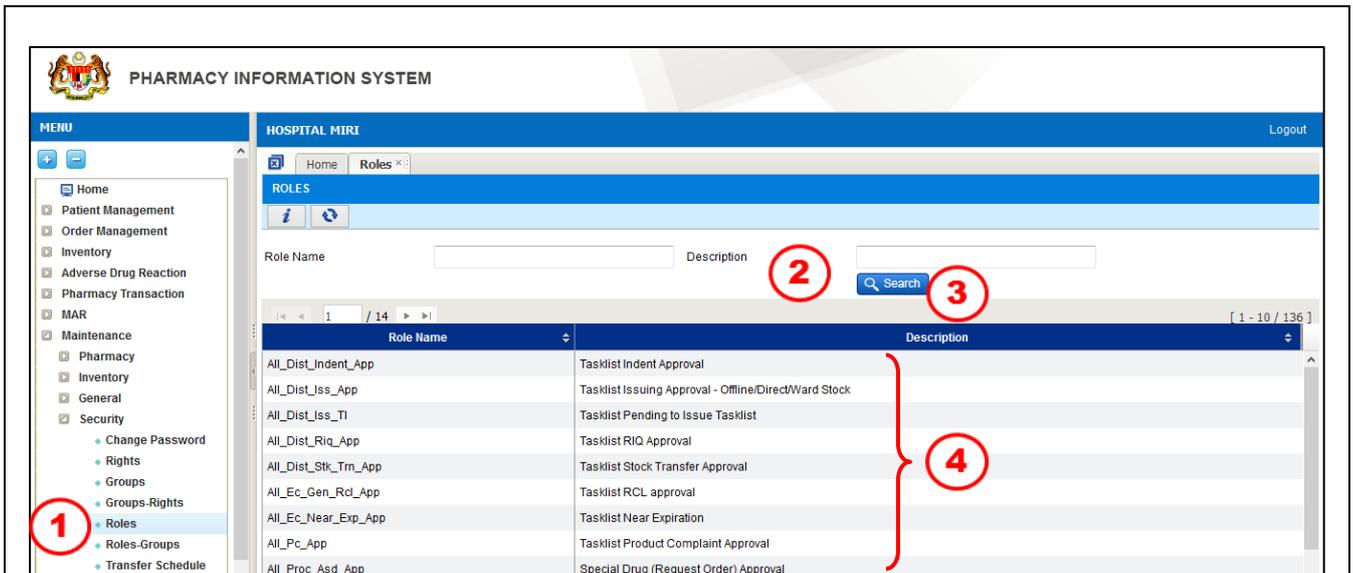


Figure 3.8.1-1 Roles

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:

- a) Role Name
- b) Description

STEP 3

Click on  button to search 'Roles'

STEP 4

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

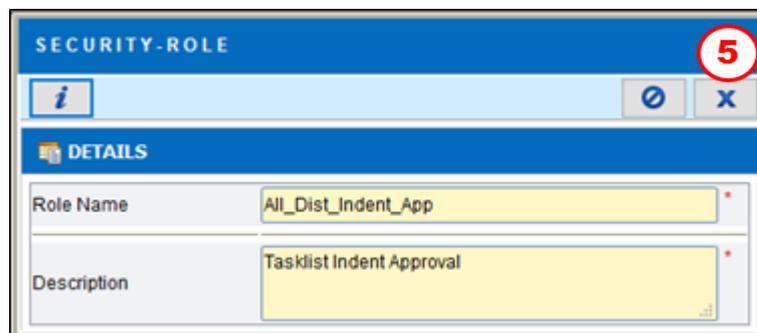
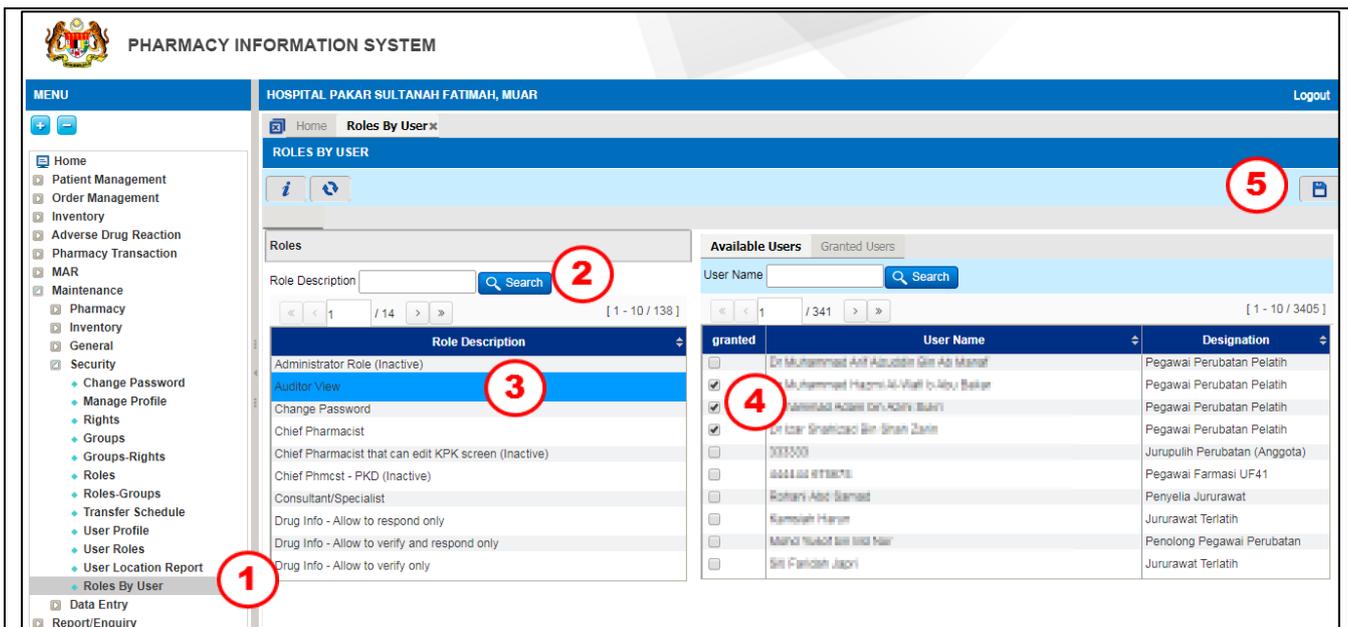


Figure 3.8.1-2 Roles Details

STEP 5

Click on the  button and to close record

3.8.2 Roles by user



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Roles By User

ROLES BY USER

Roles

Role Description Search

Available Users Granted Users

User Name Search

Role Description	granted	User Name	Designation
Administrator Role (Inactive)	<input type="checkbox"/>	Dr Muhammad Aif Al-Ustaz bin Ab Manaf	Pegawai Perubatan Pelatih
Auditor View	<input checked="" type="checkbox"/>	Muhammad Hazmi Al-Vial bin Abu Bakir	Pegawai Perubatan Pelatih
Change Password	<input checked="" type="checkbox"/>	Muhammad Azmi bin Azmi Bakri	Pegawai Perubatan Pelatih
Chief Pharmacist	<input checked="" type="checkbox"/>	Dr Izzat Shafiq bin Saad Zaini	Pegawai Perubatan Pelatih
Chief Pharmacist that can edit KPK screen (Inactive)	<input type="checkbox"/>	000000	Jurupulih Perubatan (Anggota)
Chief Phmcst - PKD (Inactive)	<input type="checkbox"/>	000000	Pegawai Farmasi UF41
Consultant/Specialist	<input type="checkbox"/>	Rohani Abd Samad	Penyelia Jururawat
Drug Info - Allow to respond only	<input type="checkbox"/>	Ramliyah Harun	Jururawat Terlatih
Drug Info - Allow to verify and respond only	<input type="checkbox"/>	Mardi Yusoff bin Idris Har	Penolong Pegawai Perubatan
Drug Info - Allow to verify only	<input type="checkbox"/>	Siti Faridah Japri	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" the 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

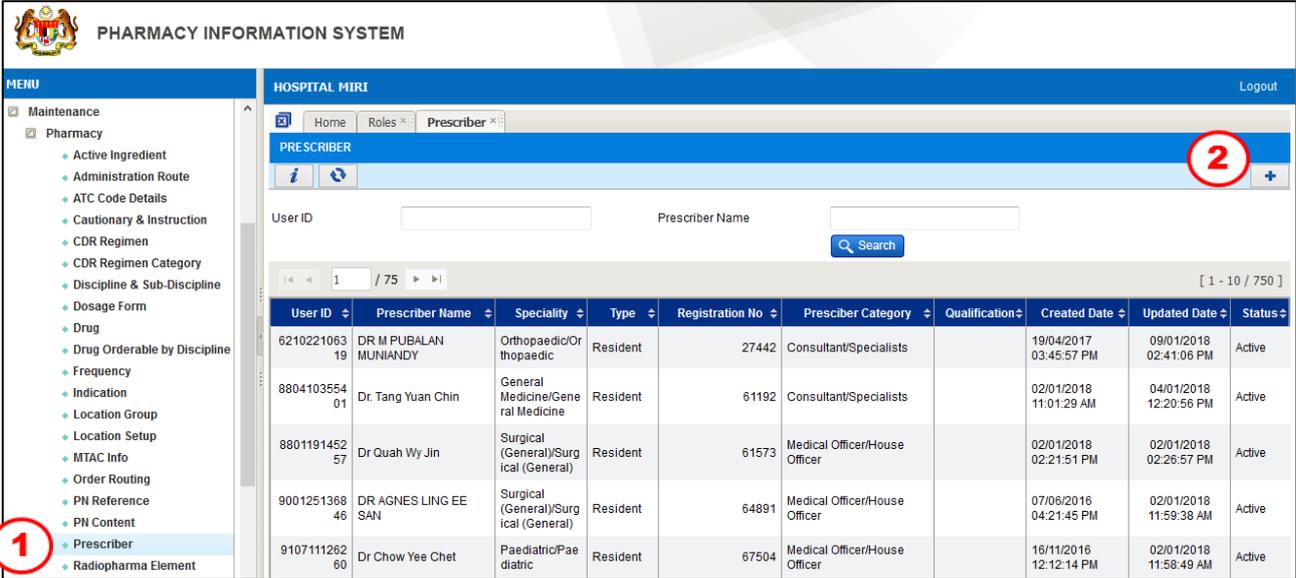
Note

- 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

MENU

- Maintenance
 - Pharmacy
 - Active Ingredient
 - Administration Route
 - ATC Code Details
 - Cautionary & Instruction
 - CDR Regimen
 - CDR Regimen Category
 - Discipline & Sub-Discipline
 - Dosage Form
 - Drug
 - Drug Orderable by Discipline
 - Frequency
 - Indication
 - Location Group
 - Location Setup
 - MTAC Info
 - Order Routing
 - PN Reference
 - PN Content
 - Prescriber**
 - Radiopharma Element

HOSPITAL MIRI Logout

Home Roles × Prescriber ×

PRESCRIBER 2 +

User ID Prescriber Name

[1 - 10 / 750]

User ID	Prescriber Name	Speciality	Type	Registration No	Prescriber Category	Qualification	Created Date	Updated Date	Status
621022106319	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: -

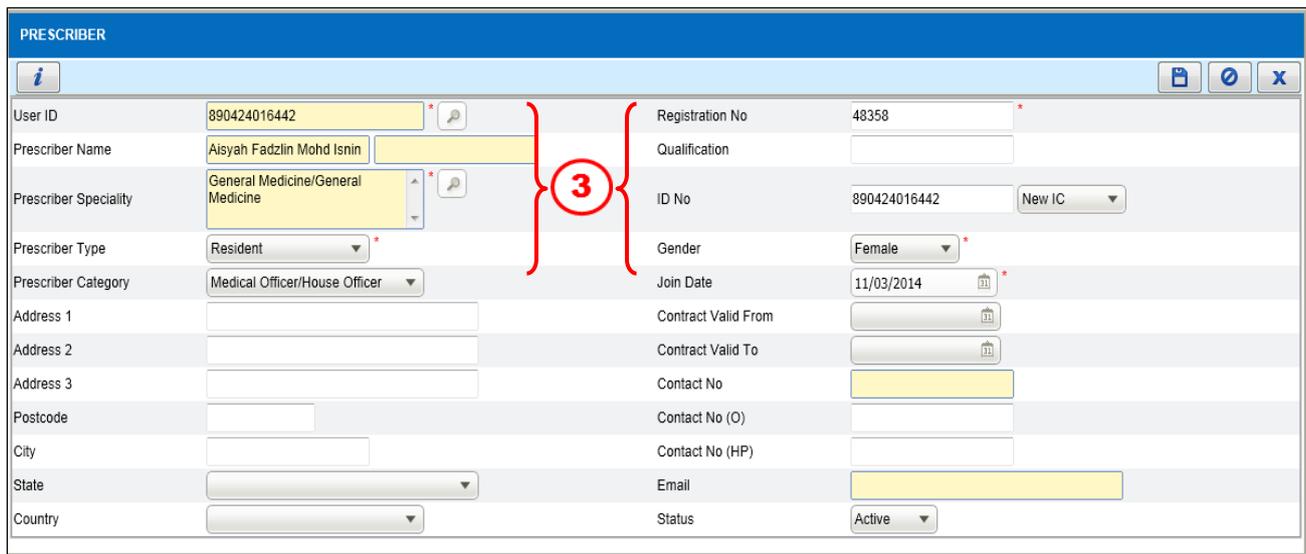
No	Field	Description	Remark
a	User ID	User ID created from User Profile function	Allow to search record by full or partial User ID
b	Prescriber Name	Prescriber Name created from User Profile function	Allow to search record by full or partial Prescriber Name

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			
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 3.9.1-3 Save

STEP 4

Enter the information in optional field if applicable:

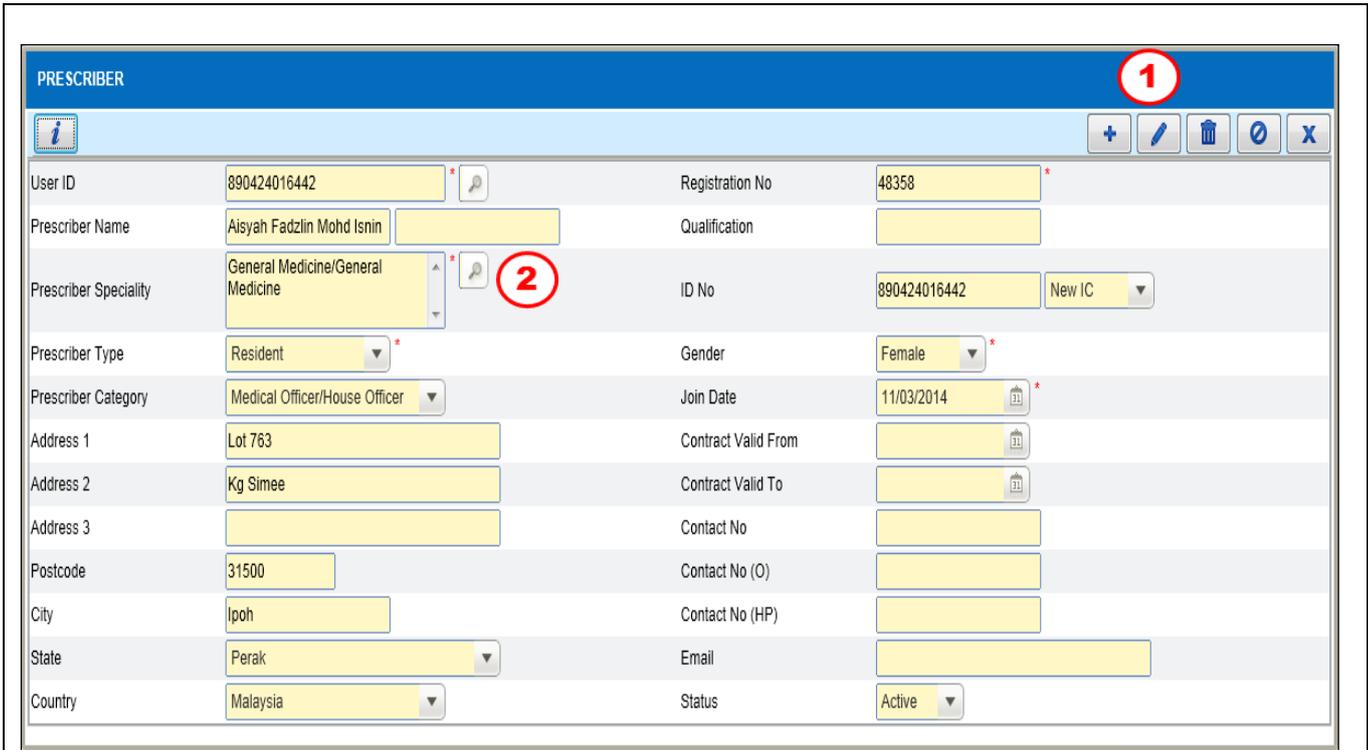
- a) **Prescriber Category**
- b) **Address 1**
- c) **Address 2**
- d) **Address 3**
- e) **Postcode**
- f) **City**
- g) **State**
- h) **Country**
- i) **Qualification**
- j) **ID No**
- k) **Contract Valid From**
- l) **Contract Valid To**
- m) **Contact No (O)**
- n) **Contact No (HP)**
- o) **Status**

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 Fadzlina 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

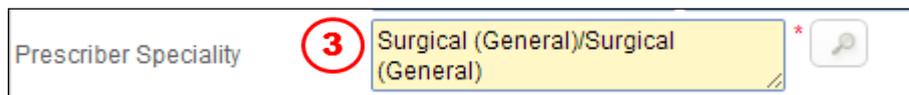


Figure 3.3.2-2 Selected Field

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 ▾

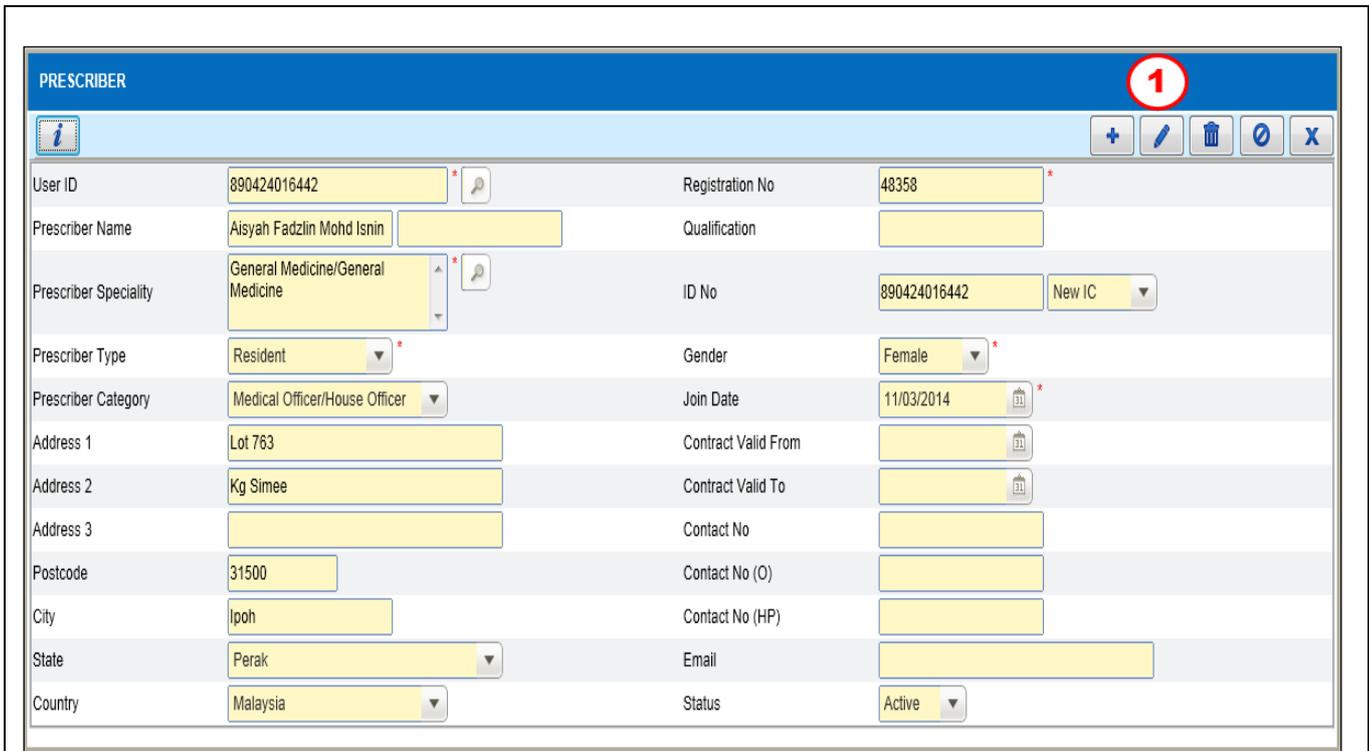
Figure 3.9.2-3 Save

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
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

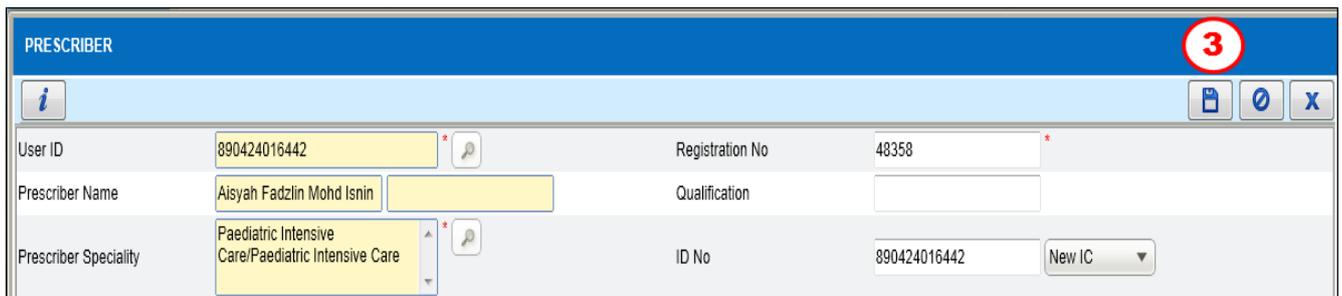
Click on the  button to enable all the field



Figure 3.9.3-2 Status

STEP 2

Select **Status** as Inactive



PRESCRIBER

3

User ID: 890424016442 * Registration No: 48358 *

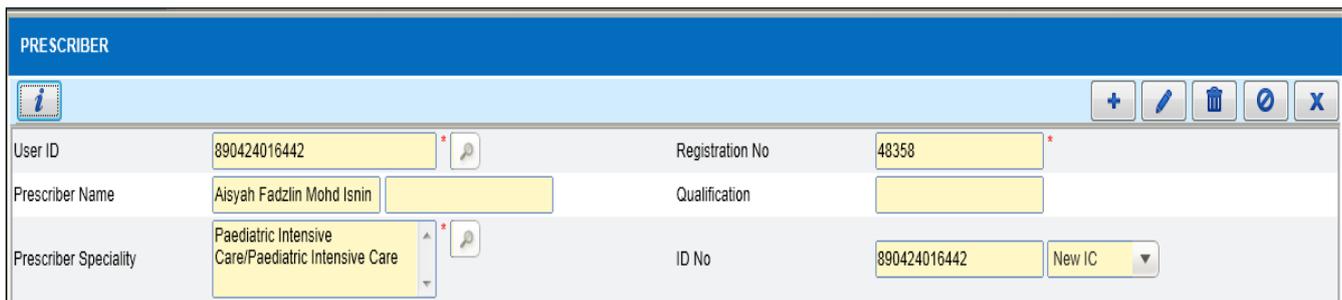
Prescriber Name: Aisyah Fadzlina Mohd Isnin Qualification:

Prescriber Speciality: Paediatric Intensive Care/Paediatric Intensive Care * ID No: 890424016442 New IC

Figure 3.9.3-3 Save

STEP 3

Click on the  button



PRESCRIBER

4

User ID: 890424016442 * Registration No: 48358 *

Prescriber Name: Aisyah Fadzlina Mohd Isnin Qualification:

Prescriber Speciality: Paediatric Intensive Care/Paediatric Intensive Care * ID No: 890424016442 New IC

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