



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

---

## **Full Based User Manual Order management - Medication Order**

<b>Version</b>	<b>: 11<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U. MANUAL_MEDICATION ORDER</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 : FB\_U. MANUAL\_MEDICATION ORDER\_11<sup>th</sup> E*

*Application reference: PhIS & CPS v2.3.1*



## Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives.....	1
1.3	Organized Sections .....	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Order Management.....	4
	Overview .....	4
	User Group.....	4
	Functional Diagram .....	4
	Functional Description .....	4
3.1	Medication Order .....	5
3.1.1	Record Allergy .....	6
3.1.2	Record Diagnosis.....	12
3.1.3	Normal Order .....	13
3.1.4	Add to & from Favorite .....	24
3.1.5	Split Dose .....	26
3.1.6	Tapering .....	28
3.1.7	Discharge Medication .....	31
3.1.8	Renew Rx .....	33
3.1.9	Re Order RX With Different Duration .....	35
3.1.10	Change .....	38
3.1.11	Stop .....	40
3.1.12	View MAR .....	42
3.2	Manage Prescription .....	45
3.2.1	Change Prescription .....	45
3.2.2	Stop Medication .....	49
3.3	Order Endorsement .....	51
3.4	Order Authorization.....	53
3.5	HOD Authorization.....	55
4.0	Acronyms .....	57
5.0	Links To Clinical Modules .....	57

## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

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

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

### 1.2 Purpose and Objectives

This user manual outlines the Order Management 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:

- Medication Order
- Manage Prescription
- Order Endorsement
- Order Authorization

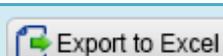
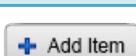
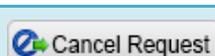
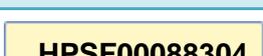
### 1.3 Organized Sections

These are the sections within this document:

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

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box



Module Legend					
Update	Update Records	Add	Add Drug	Delete	Delete record
Search	Search Patient	Save	Save Prescription	Clear	Clear field
Print	Print Prescription	Confirm	Confirm Order	Cancel Order	Cancel Order

**Note**

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

## 3.0 Order Management

### Overview

The Order Management module handles all the information to specify the ordered items as per local drug formulary, MOH and non-MOH including registered and non-registered drugs. This function is to enable data mining. All medication orders must be prescribed by authorized personnel only and in compliance with guidelines on prescribing in the drug formulary (drug category, discipline / specialty) as defined by MOH.

### User Group

This module is intended for specialist, Medical Officer (MO), and Housemen (subject to the assigned by the facility.)

### Functional Diagram

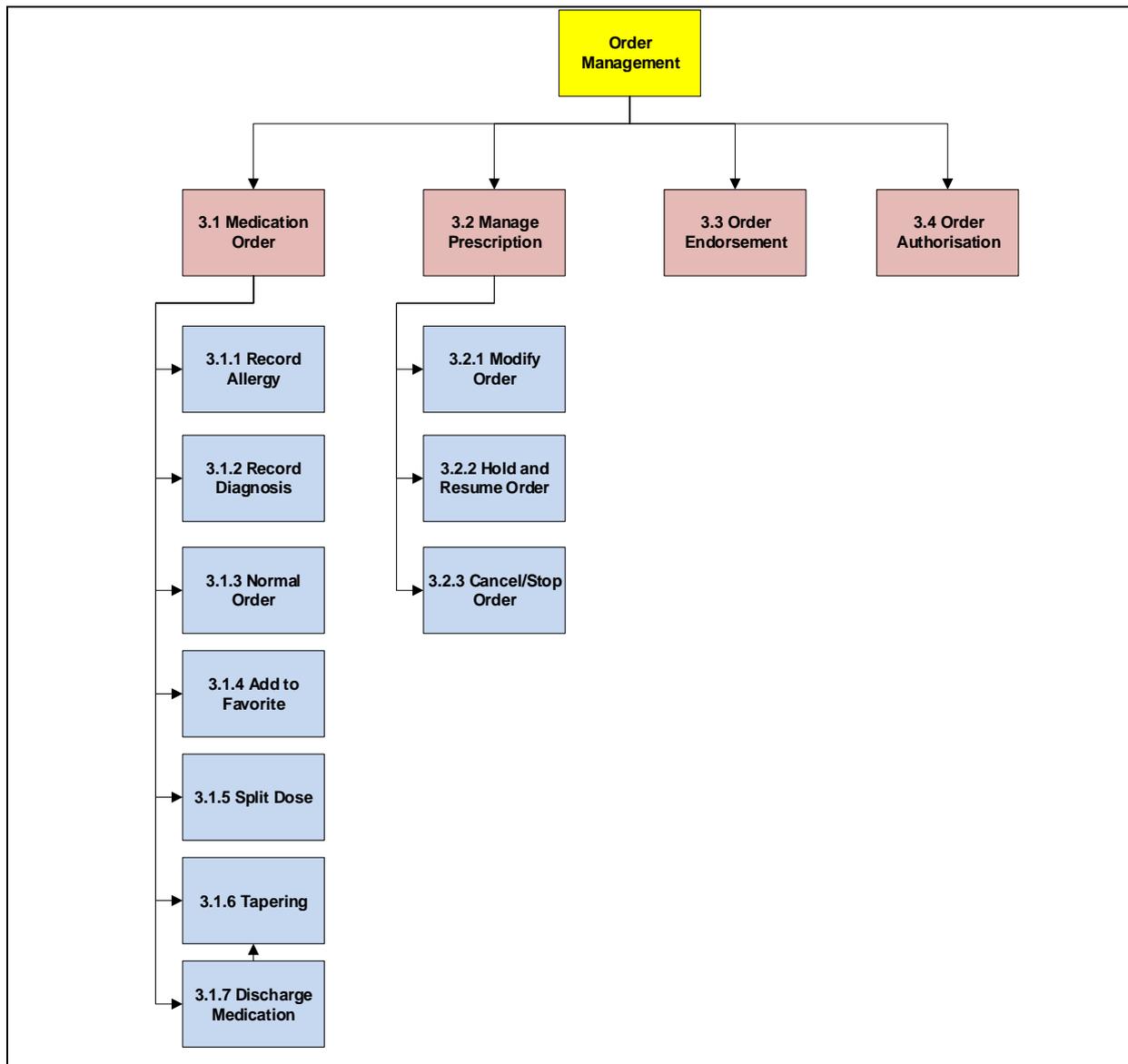


Figure 3.0-1

### Functional Description

Medication Order comprises of five (4) main functions:  
FB\_U. MANUAL\_MEDICATION\_ORDER\_v2.3

- **Normal Order**  
To prescribe normal order
- **Manage Prescription**  
To monitor patient's prescription by modifying order, stop order and tapering up/down.
- **Order Endorsement**  
The prescriber to endorse the intervention made by a Pharmacist
- **Order Authorization**  
To approve list A/ A\*/ A/KK drug that requires authorization

### 3.1 Medication Order

Medication order is designed to prescribe drugs for the patient.

### 3.1.1 Record Allergy

**PHARMACY INFORMATION SYSTEM**

HOSPITAL (PAGAR) BELTANSAH FATIMAH

Home Medication Order

LIST OF VISITS

MRN:  Patient Name:

Location:  Visit Date:

IC No/Other Identification:

[ 1 - 10 / 36 ]

MRN	IC No/Other Identification	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Actual Visit Date	Order Status
HPSF0009229	0008401400	MARSHALL JESSIE ANNIE	NICU	Dr. Lim Sin Li	Inpatient	0009	04/06/2020	ORDERED
HPSF0002939	0008401400	WONG JESSIE ANNIE	NICU	Dr. Wan Beng Lian, Angeline	Inpatient	0011	03/08/2020	ORDERED
HPSF0003036	0008401400	WONG JESSIE ANNIE	NICU	Dr. Wan Beng Lian, Angeline	Inpatient	1442	03/08/2020	ORDERED

Figure 3.1.1-1 Order Screen Listing Page

**Note**

PhIS Screen menu/sub menu will be displayed according to user access right.

**STEP 1**

Click on 'Order Management' menu and follow by 'Medication Order' sub-menu

**Note**

- Prescriber have the options to view patient by clicking the check box:
  - Show All
  - Show All By Location
- By default, list of patients will be displayed according to prescriber's location access.
- Various search criteria are provided as below:

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Type the MRN either full or partial: Example: HPSF00001234 or "1234"</li> </ul>
B	Patient Name	Patient Name	Allow to search by patient full name or partial
C	Location	Patient visit location	Able to filter and search patient by visit location and prescriber's location.
D	Visit Date	Visit Date	Patient visits on the facility
E	IC No/Other Identification	Patient Identity Card Number	Allow to search by patient identity Card Number

Table 3.1.1-1

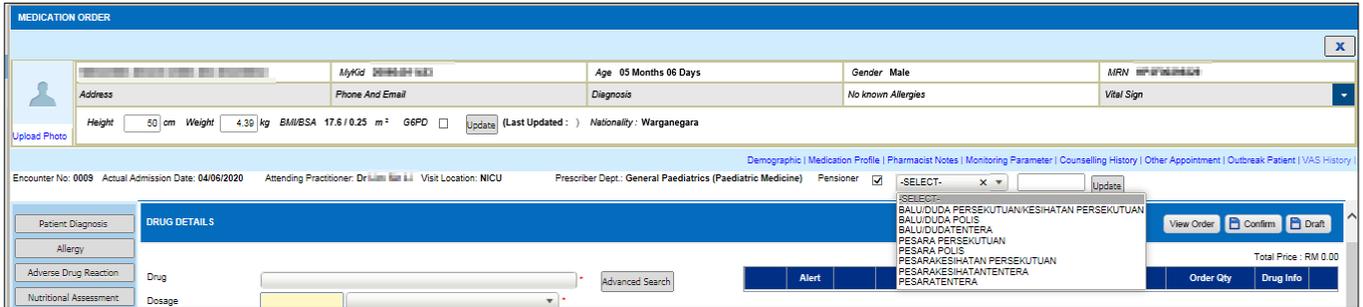
**Note**

Search result of patient record list will be displayed:

- MRN
- IC No/Other Identification
- Patient Name
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Actual Visit Date
- Order Status

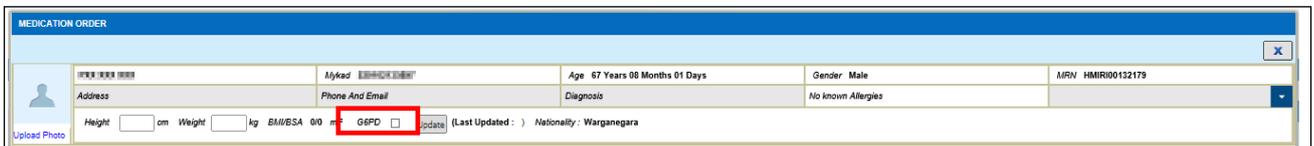


- Patient Diagnosis
  - Patient Age
  - Patient Allergy
  - Patient Gender
  - Patient MRN
  - Pensioner Status
- Prescriber able to update on pensioner status if the status appear in patient banner. Pensioner checkbox and pensioner drop down list will appear as Figure 3.1.1-4. Choose on the pensioner type and enter pensioner card number.



The screenshot shows the 'MEDICATION ORDER' patient banner. At the top, there are fields for MyKad, Age (05 Months 06 Days), Gender (Male), and MRN. Below these are fields for Address, Phone And Email, Diagnosis, No known Allergies, and Vital Sign. A section for physical attributes includes Height (50 cm), Weight (4.39 kg), BMI/BSA (17.6 / 0.25 m<sup>2</sup>), and a G6PD checkbox. A 'Pensioner' checkbox is checked, and a dropdown menu is open, showing options like 'BALUJUDA PERSEKUTUAN PERSEKUTUAN', 'BALUJUDA POLIS', 'PESARA PERSEKUTUAN', 'PESARA POLIS', 'PESARAKESIHATAN PERSEKUTUAN', and 'PESARAKESIHATAN PERSEKUTUAN'. Other fields include Encounter No: 0009, Actual Admission Date: 04/09/2020, and Prescriber Dept: General Paediatrics (Paediatric Medicine).

Figure 3.1.1-4 Patient Banner Screen



This screenshot is similar to Figure 3.1.1-4 but focuses on the G6PD checkbox, which is highlighted with a red box. The patient's age is now 67 Years 08 Months 01 Days, and the MRN is HMIR00132179. The G6PD checkbox is currently unchecked.

Figure 3.1.1-5 Patient Banner Screen

- Prescriber able to update on G6PD. G6PD checkbox will appear as Figure 3.1.1-5. G6PD refer as Deficiency enzyme of Glukosa-6-Fostat Dehydrogenase

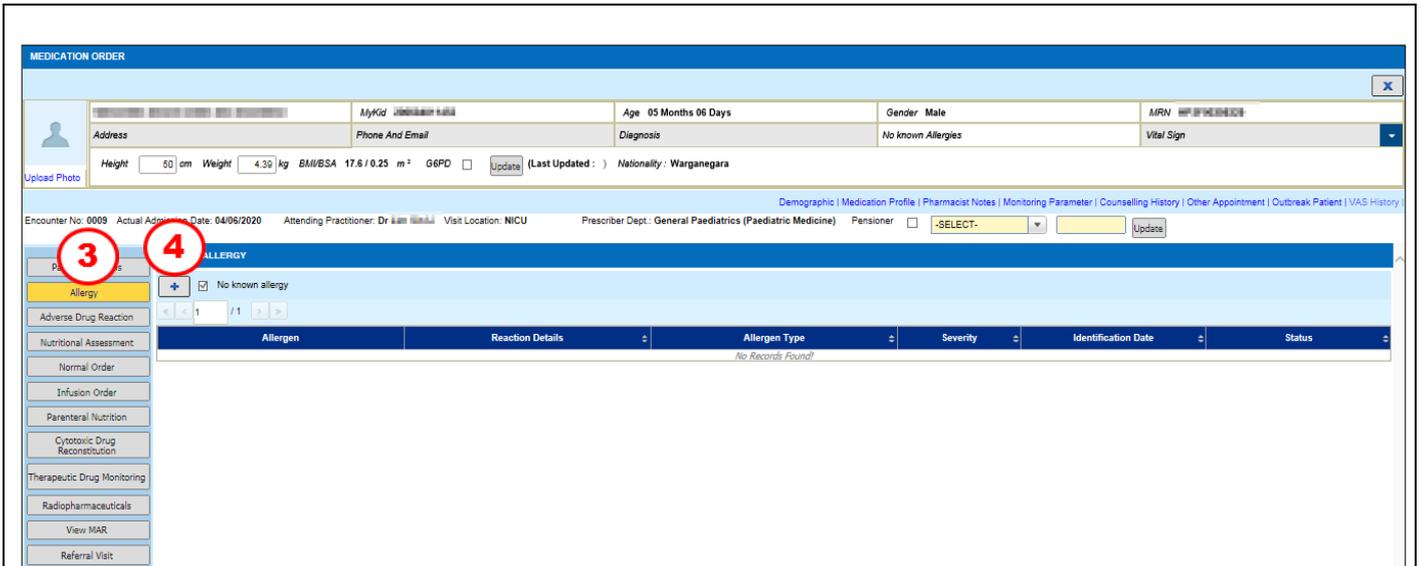
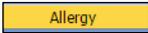


Figure 3.1.1-6 Patient Allergy Screen

**STEP 3**

Click on the  button to record allergy

**STEP 4**

Click on the  button to add new allergy

**Note**

- By default for all patient system will checked on **No Known allergy**  box if the patient does not have any allergy.
- User only needs to click  button if there is allergic need to be recorded.

The normal order screen displayed blue hyperlink as below:

- Lab Results
- Counselling History
- Demographic
- Pharmacist Notes
- Medication Profile
- Other Appointment

The normal order screen displayed information as below:

- Encounter No
- Admission Date
- Attending Practitioner
- Visit Location
- Rx No
- Reference NO

Figure 3.1.1-7 Allergy Detail Screen

**Note**

Click the radio button to declare Patient Allergy based on below selection:

Active Ingredient

- To record allergy by active ingredient.
- Active Ingredient will be retrieve from master setup.
- Click the radio button and Search the active ingredient by click on the button.

Active Ingredient    Amoxicillin    \*    Substance Class    Penicillins

- Enter active ingredient, substance class value will be displayed.

Please state if Allergy reported against Non MOH Drug

- Click the radio button and state if allergy reported against Non Moh Drug

Non Drug

- To record allergy of drug not in MOH list.
- Drug which not define in MOH database.
- Click the radio button and enter drug name.

**STEP 5**

Click on the Active ingredient button and enter drug name to view list of drug

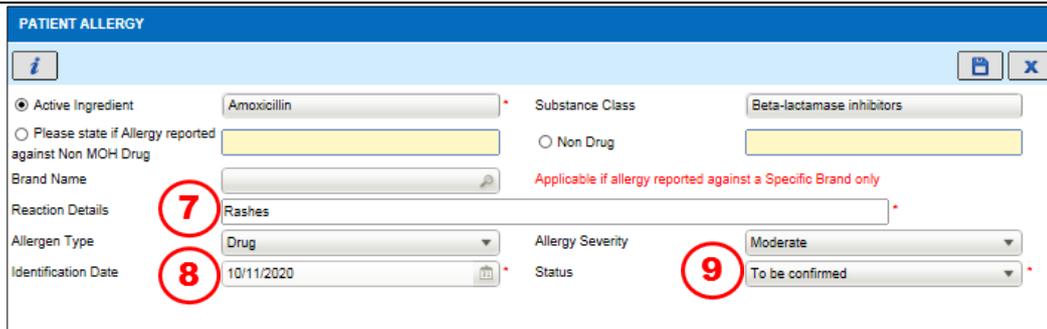
Figure 3.1.1-8 Allergy Detail Screen

**STEP 6**

Double click on the selected active ingredient

**Note**

System will auto generate substance class based on drug selected



The screenshot shows the 'PATIENT ALLERGY' form with the following fields and values:

Active Ingredient	Amoxicillin	Substance Class	Beta-lactamase inhibitors
Please state if Allergy reported against Non MOH Drug		Non Drug	
Brand Name		Applicable if allergy reported against a Specific Brand only	
Reaction Details	Rashes		
Allergen Type	Drug	Allergy Severity	Moderate
Identification Date	10/11/2020	Status	To be confirmed

Red circles with numbers 7, 8, and 9 highlight the 'Reaction Details', 'Identification Date', and 'Status' fields respectively.

Figure 3.1.1-9 Allergy Detail Screen

**STEP 7**

Enter **Reaction Details** field – eg:cough , rash

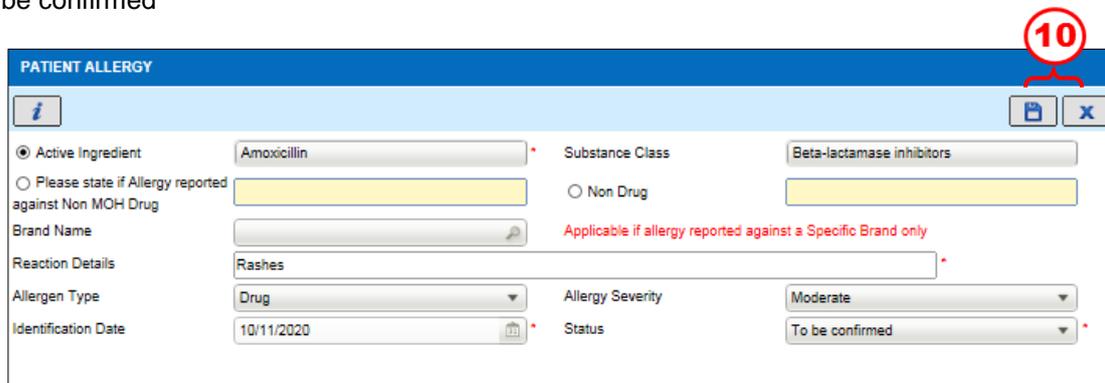
**STEP 8**

Select **Identification Date** of allergy

**STEP 9**

Select **Status** from drop down box:

- Confirmed
- Resolved
- Suspected
- To be confirmed



The screenshot shows the 'PATIENT ALLERGY' form with the same data as Figure 3.1.1-9. A red circle with the number 10 highlights the save button (represented by a floppy disk icon) in the top right corner of the form.

Figure 3.1.1-10 Allergy Detail Screen

**Note**

Below are the optional fields to be entered:

- Brand name
- Allergen Type
- Allergen Description
- Allergy Severity

**STEP 10**

Click on the  button to save, followed by  button to close existing screen

### 3.1.2 Record Diagnosis

This function is used for prescriber to record summary patient's diagnosis. Record patient diagnosis for every visit is a mandatory process in order to prescribe medication.

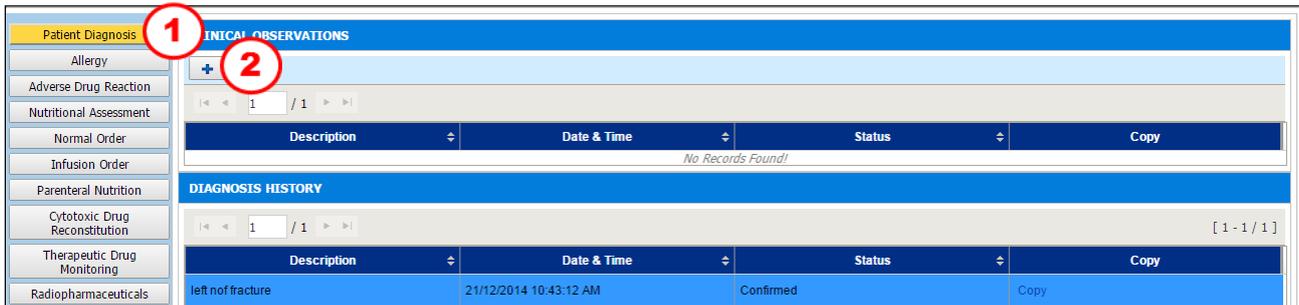
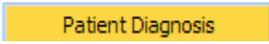


Figure 3.1.2-1 Diagnosis Landing Screen

#### STEP 1

Click on the  button to open diagnosis screen

#### Note

- **Diagnosis History** to view patient's diagnosis history.
- **Copy** button for record same diagnosis, user need to click on the **Copy** button and click on the  button to save, followed by  button to close existing screen.

#### STEP 2

Click on the  button to add new diagnosis

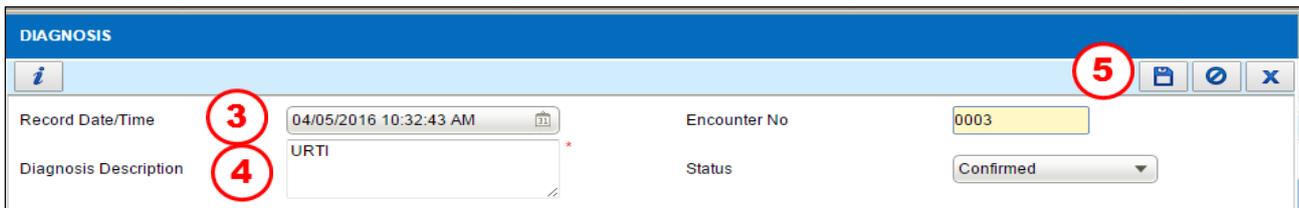


Figure 3.1.2-2 Diagnosis Detail Screen

#### STEP 3

Enter **Record Date / Time**

#### STEP 4

Enter **Diagnosis Description**

#### STEP 5

Click on the  button to save, followed by  button to close existing screen

#### Note

- **Record Date/Time** system will default to current date and time, but the user still has the option to select from calendar.
- **Status** will be defaulted to **Confirmed** but users can select from the drop down box for other status:
  - Confirmed
  - Resolved
  - Suspected
  - To be Confirmed

### 3.1.3 Normal Order

This function is used to prescribe medication for both inpatient and outpatient department.

Figure 3.1.3-1 Order Screen Listing Page

#### STEP 1

Click on 'Order Management' menu and follow by 'Medication Order' sub-menu

#### Note

- Prescriber have the option to view patients by clicking the check box:
- Show All
- Show All By Location
- By default list the of patients will be displayed according to prescriber's location access.
- Various search criteria are provided as below:

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Type the MRN either full or partial: Example: HPSF00001234 or "1234"</li> </ul>
B	Patient Name	Patient Name	Allow to search by patient full name or partial
C	Location	Patient visit location	Able to filter and search patient by visit location and prescriber's location.
D	Visit Date	Visit Date	Patient visits on the facility
E	IC No/Other Identification	Patient Identity Card Number	Allow to search by patient identity Card Number

Table 3.1.3-1

#### Note

Search result of patient record list will be displayed:

- MRN
- IC No/Other Identification
- Patient Name
- Location
- Prescriber Name
- Visit Type
- Encounter No
- Actual Visit Date

• Order Status

HOSPITAL PERUMHIL TAJAH PATAH

Home Medication Order x Logout

LIST OF VISITS

MRN: [Input Field] Patient Name: [Input Field]

Location: NICU Visit Date: [Input Field]

IC No/Other Identification: [Input Field] Search

[1 - 10 / 36]

MRN	IC No/Other Identification	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Actual Visit Date	Order Status
HPMF00000001	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0009	04/06/2020	ORDERED
HPMF00000002	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0011	03/08/2020	ORDERED
HPMF00000003	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	1442	03/08/2020	ORDERED
HPMF00000004	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0015	04/08/2020	ORDERED
HPMF00000005	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0296	07/08/2020	ORDERED
HPMF00000006	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	1158	13/08/2020	ORDERED
HPMF00000007	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0774	25/08/2020	ORDERED
HPMF00000008	008504011453	DR. LIAN SIAN LI	NICU	Dr. Lian Sian Li	Inpatient	0032	26/08/2020	ORDERED

Figure 3.1.3-2 Order Screen Listing Page

STEP 2

Double click on the selected patient

Note

- Order Status = 'ORDERED', confirmed prescription.
- Order Status = 'Draft', saved prescription but has not been confirmed.

MEDICATION ORDER

MyKid: [Input Field] Age: 05 Months 06 Days Gender: Male MRN: [Input Field]

Address: [Input Field] Phone And Email: [Input Field] Nationality: Warganegara Known Allergies: [Input Field] Vital Sign: [Input Field]

Height: 60 cm Weight: 4.39 kg BMI/BSA: 17.6 / 0.25 m<sup>2</sup> G6PD: [Input Field] Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0009 Actual Admission Date: 04/06/2020 Attending Practitioner: Dr. Lian Sian Li Visit Location: NICU Prescriber Dept: General Paediatrics (Paediatric Medicine) Pensioner: [Input Field] Update

DRUG DETAILS

Drug: [Input Field] Advanced Search

Dose: [Input Field]

Admin Route: [Input Field]

Frequency: [Input Field] Dosage Schedule: [Input Field]

Duration: [Input Field] Days

Start Date / Time: 10/11/2020 12:17 PM

End Date / Time: 10/11/2020 12:17 PM

Order Quantity: [Input Field]

Drug Indication: [Input Field]

Drug Remarks: [Input Field]

Drug Category: [Input Field]

Dispense Location: [Input Field]

+ Add Modify Clear

Alert Drug Name Order Details Order Qty Drug Info Total Price: RM 0.00

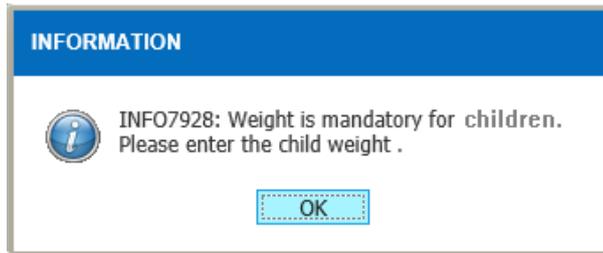
1st Dose Now Patient Own Medication Patient Require Counselling

View Order Confirm Draft

Figure 3.1.3-3 Normal Order Detail Screen

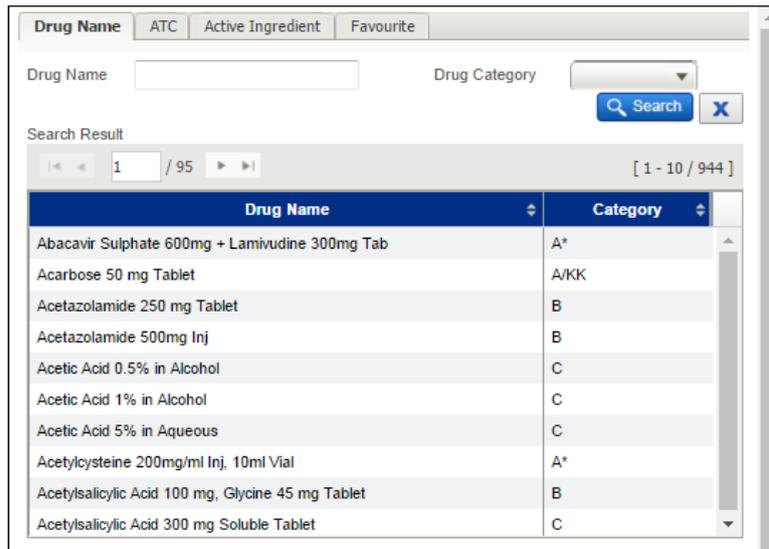
**Note**

- A message to enter children weight will appear



- Note: If “Pediatric Weight Mandatory” = No, no alert message will be displayed if user did not enter patient weight.
- Breast Feeding and Pregnant checkboxes are only applicable for female patient.
- Search drug by enter keyword of the drug name.
- User can search drug by using the **Advanced Search** button
- This list will be displayed with the result of any drug active ingredient or trade name contains the search text criteria.
- The **Advanced Search** screen displayed information as below:
  - Drug Name
  - ATC
  - Active Ingredient
  - Favourite

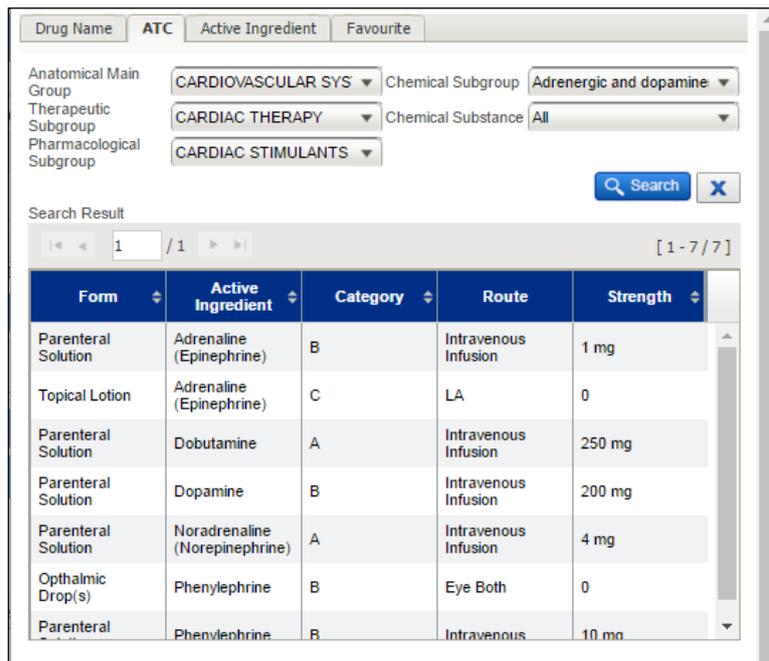
**Advance Search**



**Figure 3.1.3-4 Drug Name Search Detail Screen**

**Note**

- Search by **DrugName** tab.
- Enter Drug name.
- Select and enter Drug Category from drop down box:
  - A
  - A\*
  - A/KK
  - B
  - C
  - C+
- Search result be displayed after **Search** button is clicked. Click on the selected drug to continue prescribing.



The screenshot shows the ATC Search Detail Screen with the following filters and results:

**Search Filters:**

- Anatomical Main Group: CARDIOVASCULAR SYS
- Therapeutic Subgroup: CARDIAC THERAPY
- Pharmacological Subgroup: CARDIAC STIMULANTS
- Chemical Subgroup: Adrenergic and dopamine
- Chemical Substance: All

**Search Result Table:**

Form	Active Ingredient	Category	Route	Strength
Parenteral Solution	Adrenaline (Epinephrine)	B	Intravenous Infusion	1 mg
Topical Lotion	Adrenaline (Epinephrine)	C	LA	0
Parenteral Solution	Dobutamine	A	Intravenous Infusion	250 mg
Parenteral Solution	Dopamine	B	Intravenous Infusion	200 mg
Parenteral Solution	Noradrenaline (Norepinephrine)	A	Intravenous Infusion	4 mg
Ophthalmic Drop(s)	Phenylephrine	B	Eye Both	0
Parenteral	Phenylephrine	B	Intravenous	10 mg

**Figure 3.1.3-5 ATC Search Detail Screen**

**Note**

- Search by **ATC** tab.
- Select and enter the ATC group/subgroup from drop down box from level from 1 to 5.
  - Anatomical Main Group
  - Therapeutic Subgroup
  - Pharmacological Subgroup
  - Chemical Subgroup
  - Chemical Substance
- Search result will be displayed after **Search** button is clicked. Click on the selected drug to continue prescribing.

Drug Name
ATC
Active Ingredient
Favourite

Active Ingredient

Dosage Form

Admin Route

Q Search X

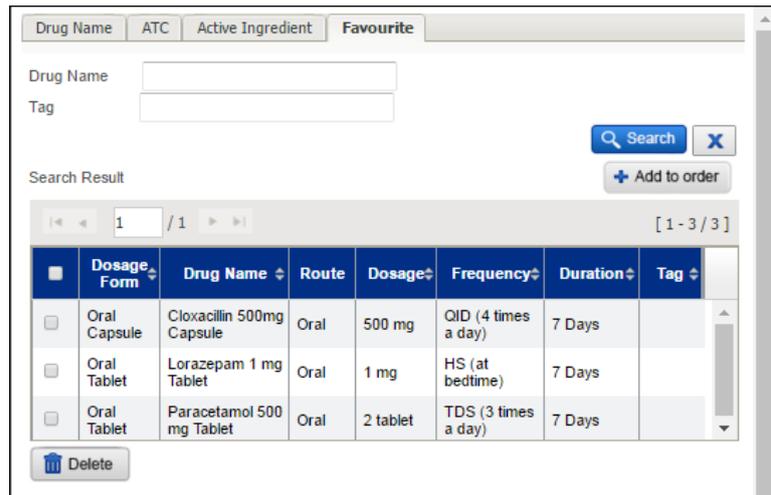
1 / 95 [ 1 - 10 / 944 ]

Dosage Form	Drug Name	Category	Admin Route	Strength
Oral Tablet	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	A*	Oral	0
Oral Tablet	Acarbose 50 mg Tablet	A/KK	Oral	50 milligram
Oral Tablet	Acetazolamide 250 mg Tablet	B	Oral	250 milligram
Parenteral Solution	Acetazolamide 500mg Inj	B	Intravenous	0
Topical Liquid	Acetic Acid 0.5% in Alcohol	C	LA	
Topical Liquid	Acetic Acid 1% in Alcohol	C	LA	
Topical Liquid	Acetic Acid 5% in Aqueous	C	LA	0
Parenteral Solution	Acetylcysteine 200mg/ml Inj, 10ml Vial	A*	Intravenous Infusion	200 milligram
Oral Tablet	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	B	Oral	145 milligram
Oral Disp/Sol Tab	Acetylsalicylic Acid 300 mg Soluble Tablet	C	Oral	300 milligram

**Figure 3.1.3-6 Active Ingredient Search Detail Screen**

**Note**

- Search by Active Ingredient tab.
- Select and enter:
  - Active Ingredient
  - Dosage Form from dropdown box
  - Admin Route from dropdown box
- Search result will be display after Q Search button is clicked. Double click on the selected drug to continue prescribing.



<input type="checkbox"/>	Dosage Form	Drug Name	Route	Dosage	Frequency	Duration	Tag
<input type="checkbox"/>	Oral Capsule	Cloxacillin 500mg Capsule	Oral	500 mg	QID (4 times a day)	7 Days	
<input type="checkbox"/>	Oral Tablet	Lorazepam 1 mg Tablet	Oral	1 mg	HS (at bedtime)	7 Days	
<input type="checkbox"/>	Oral Tablet	Paracetamol 500 mg Tablet	Oral	2 tablet	TDS (3 times a day)	7 Days	

**Figure 3.1.3-7 Favourite Search Detail Screen**

**Note**

- Search by **Favourite** tab.
- This favourite list is derived from the prescriber's own favourite list
- Search the favourite drug by entering the drug name.
- Search result will be displayed after click on the **Search** button. Click on the selected drug to continue prescribing.
- Select the  checkbox and click **Delete** button to remove drug from the Favourite list.
- Select the check box and click **+ Add to order** button to add drugs in prescription.
- Further explanation to add drug in favourite list is explained in section 3.1.4.

Figure 3.1.3-8 Order Detail Screen

**Note**

- **Dosage, Admin Route and Frequency** will be retrieved from master setup, however prescriber can amend the value accordingly as required.
- **Dosage** for pediatric patient will come with icon as per figure 3.1.3-9 to calculate according to patient requirements

Figure 3.1.3-9 Order Detail Screen

**STEP 3**

Click on the selected drug from displayed list

**STEP 4**

Enter **Duration** and select days/months or weeks from drop down menu

**Note**

- **Order Quantity** will be automatically calculated but it is editable.
- **Start Date/Time** will be defaulted to current date.
- **End Date/Time** will be calculated based on the Duration.
- Insert drug with other frequency and select '**with STAT**' checkbox.
- **First Dose Now** is applicable for inpatient drug order only. First Dose Now checkbox to indicate that user wants to serve the drug immediately after create the order. "1st Dose Now" function will be DISABLE if the

next serving time is less than 1 hour from the current time. '1st Dose Now' function is not valid for STAT order. If 1st Dose Now is being ticked, STAT checkbox will be disable.

- **Counselling Indication**  checkbox can be selected if prescriber want pharmacist to counsel the patient on the medicines.
- Check the **Own Medication** checkbox if patient brought and used their own medication. Only applicable for inpatient and where pharmacist do not supply medication to the wards.
- Enter **Drug Remark** if applicable.

Figure 3.1.3-10 Favourite Search Detail Screen

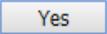
**STEP 5**

Click on the  button to add in prescription list

**Note**

To add another drug in prescription repeat **Step 3 to 5**.

**STEP 6**

Click on the  button to confirm order and prescription will be send to pharmacy for dispensing. Click  as Figure 3.1.3-11 and then click  as Figure 3.1.3-12.

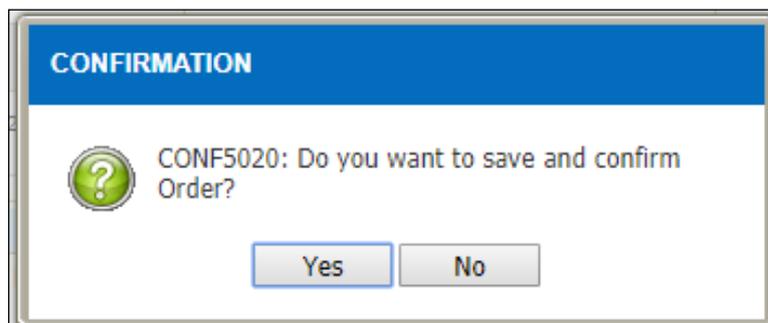
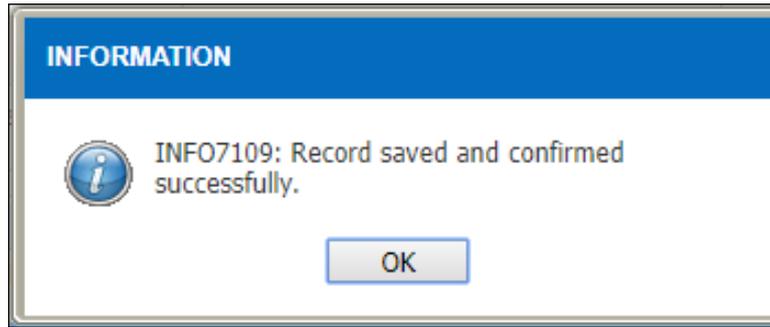


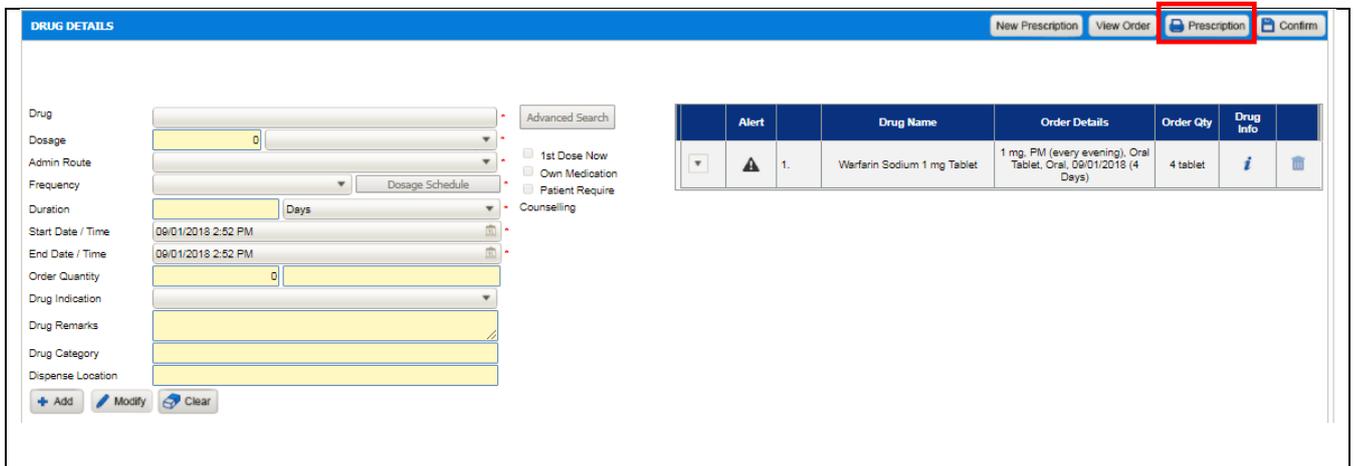
Figure 3.1.3-11 Confirmation Alert Message



**Figure 3.1.3-12 Information Alert Message**

**Note**

- On click of confirm button, system will check if diagnosis already entered or not.
- If diagnosis is entered, order will be confirmed.
- If diagnosis is not entered, diagnosis screen will be displayed. Enter the diagnosis and the order will be confirmed.
- Once the order is confirmed, user able to see the  button as per Figure 3.1.3-13 and print the prescription as per Figure 3.1.3-14



**Figure 3.1.3-13 Prescription Button Enable**

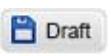
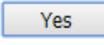
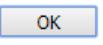
**Ministry of Health, Malaysia  
Hospital**

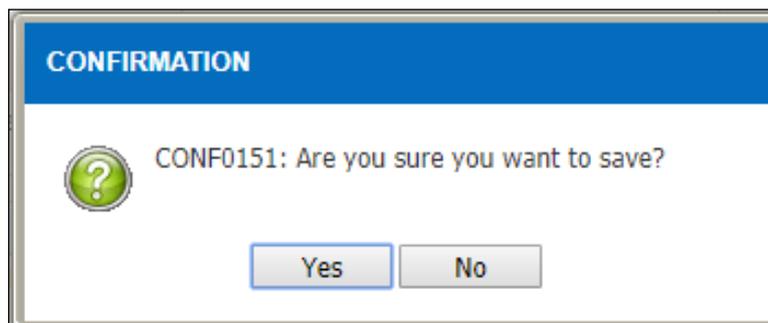
Patient Name	: PT TEGIT	Patient ID	: 400010015040
Age	: 68 Years 4 Months 7 Days	MRN	: HPSF00186555
Gender	: Female	Prescription #	: MOPC0000876360
Height/Weight/BSA	: 155 cm / 55 kg / 1.56 m <sup>2</sup>	Order Date/Time	: 25/07/2017 11:12 AM
Room No/Bed No	:	Location	: KLINIK PAKAR PERUBATAN
Diagnosis	: DIABETES MELLITUS	Allergy	:

Drug Name	Route	Dose	Frequency	Start Date	End Date	Duration	Prescribed Qty
Warfarin Sodium 2 mg Tablet	Oral	2 mg	PM (every evening)	25/07/2017	23/09/2017	60 Days	60 tablet

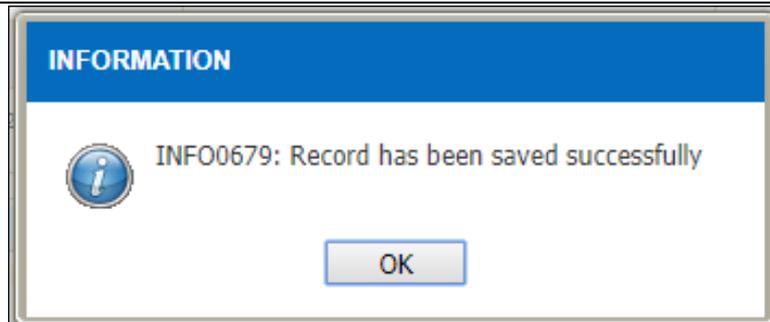
**Prescribed by** : *Dr. Sal Ismail Alan*  
**Designation** : Pegawai Perubatan Pakar  
**Department** : General Medicine

**Figure 3.1.3-14 Printed Prescription**

- Master Index of Medical Specialities (MIMS) will alert if there is any drug interaction.
- Click on the Drug Info  button to view the drug details.
- Click on the  button to save prescription as a draft and the alert message as below will appear. Click  as Figure 3.1.3-15 and then click  as Figure 3.1.3-16.



**Figure 3.1.3-15 Confirmation Alert Message**



**Figure 3.1.3-16 Information Alert Message**

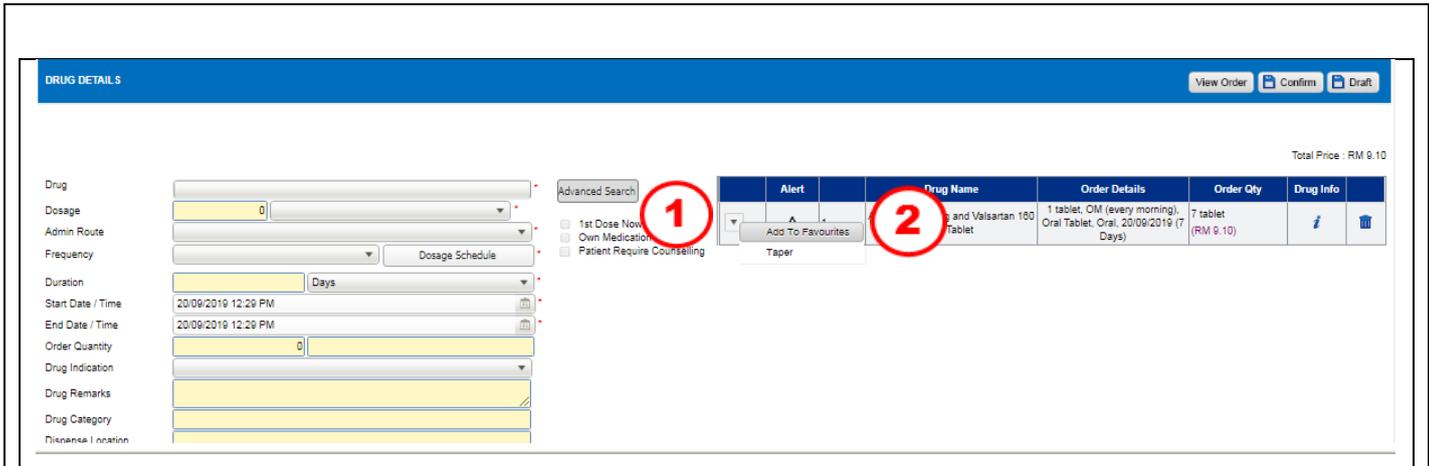
- Click on the  button as per Figure 3.1.3-13 to view prescription with more details as per Figure 3.1.3-17.

ORDER DETAILS												
Alert	Drug Name	Order Details	Order Qty	Start Date/Time	End Date/Time	Ward Stock	Own Medication	Counselling	Indication	Remarks	Status	Drug Info
	Warfarin Sodium 2 mg Tablet	2 mg, PM (every evening), Oral Tablet, Oral, 25/07/2017 (60 Days)	60 tablet	25/07/2017 11:10:40 AM	23/09/2017 11:10:40 AM	No	No	No	Heart valve replacement		DRAFT	

**Figure 3.1.3-17 Order Details**

### 3.1.4 Add to & from Favorite

Prescriber able to create their own favourite medication list for regular used. This is the quicker way to search the drug by favourite list rather than whole drug master.



**Figure 3.1.4-1 Add to Favorites Option Screen**

**Note**

Repeat normal order, follow **Step 1 to 5.**

**STEP 1**

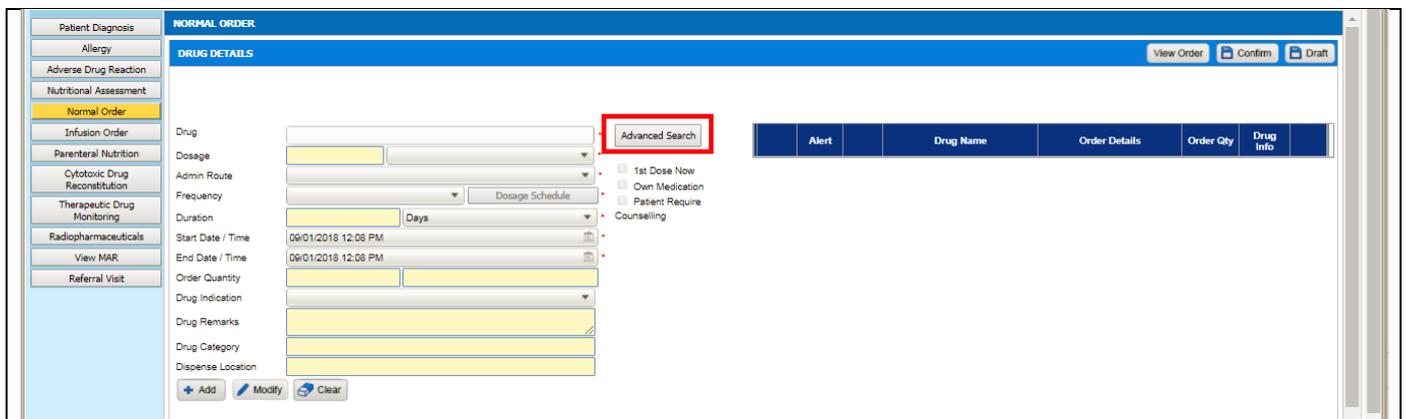
Right click on the button from the selected drug

**STEP 2**

Select **Add to Favourites** from context menu

**Note**

- Users are able to order drugs from favorite list.
- Click on the button as per Figure 3.1.4-2



**Figure 3.1.4-2 Add from Favorites Option Screen**

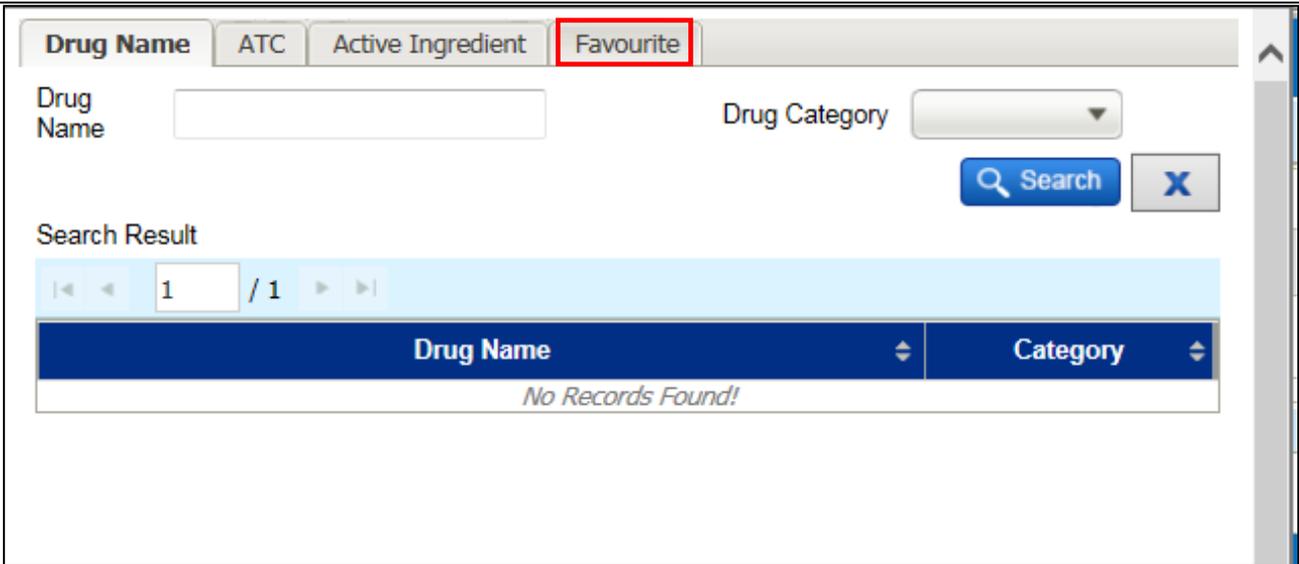


Figure 3.1.4-3 Favorites Option

- Select the **Favourite** tab as per Figure 3.1.4-3

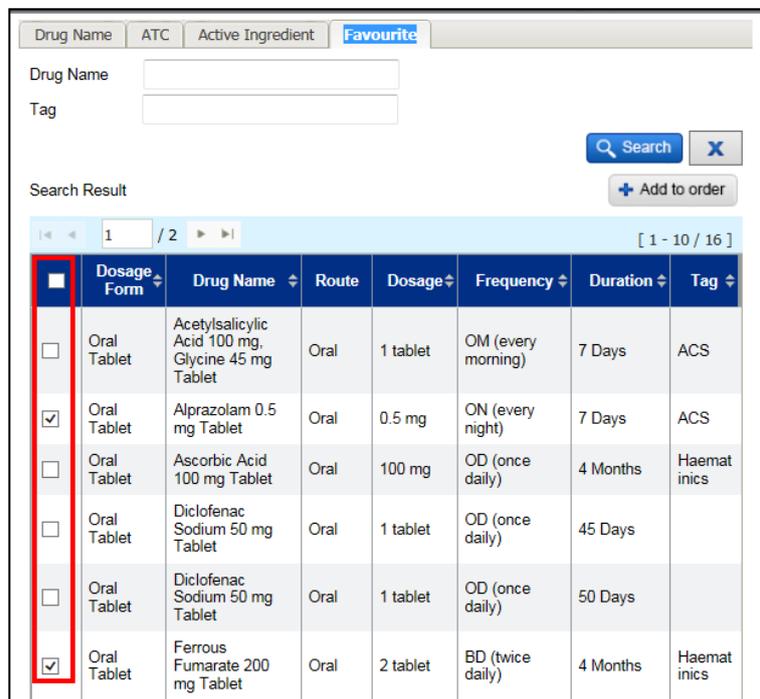


Figure 3.1.4-4 Favorite Drug List

- Tick the checkbox  to select the drug as per Figure 3.1.4-4
- Once all required drugs are selected, click **+ Add to order** button.
- User can select all the drugs from all the **Favourite** pages before clicking **+ Add to order** button.

### 3.1.5 Split Dose

This function is used to create multi dosing in a way to administer in a different time with different dosage.

Figure 3.1.5-1 Normal Order Screen

#### Note

To prescribe split dose, repeat as normal order from **Step 1** to **3**.

#### STEP 1

Click on the **Dosage Schedule** button and dose schedule screen will display as per Figure 3.1.5-2

Figure 3.1.5-2 Split Dose Schedule Screen

#### STEP 2

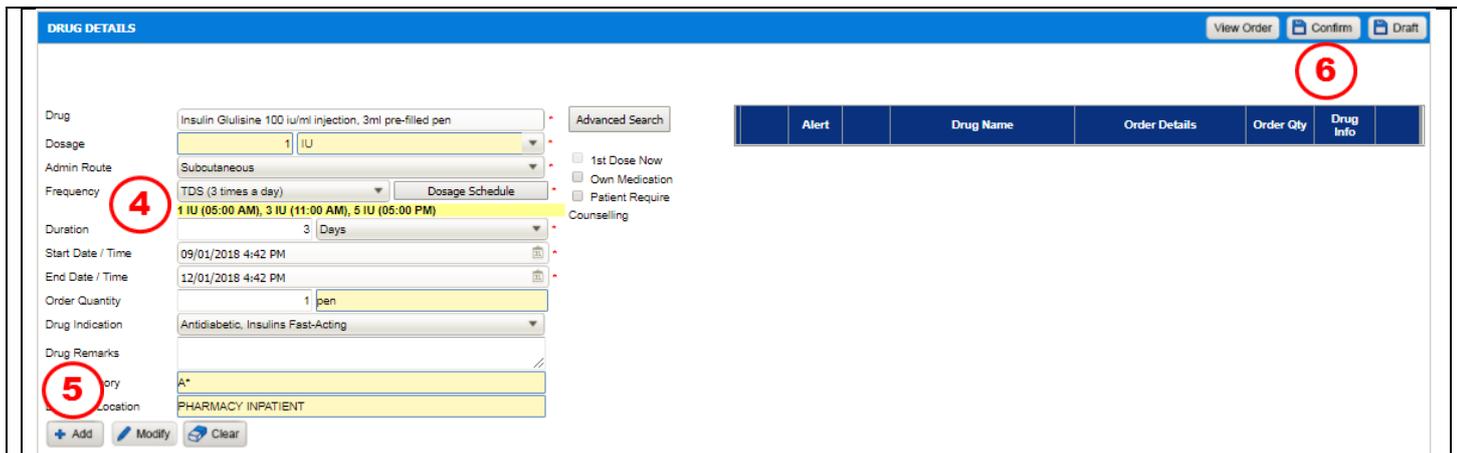
Change the dose for each **Administration Time**

#### Note

Prescriber is allowed to change the admin time if necessary. Number of column displayed based on frequency selected.

#### STEP 3

Click on the  button to save record



**DRUG DETAILS** View Order Confirm Draft

Drug: Insulin Glulisine 100 iu/ml injection, 3ml pre-filled pen

Dosage: 1 IU

Admin Route: Subcutaneous

Frequency: TDS (3 times a day) Dosage Schedule: 1 IU (05:00 AM), 3 IU (11:00 AM), 5 IU (05:00 PM)

Duration: 3 Days

Start Date / Time: 09/01/2018 4:42 PM

End Date / Time: 12/01/2018 4:42 PM

Order Quantity: 1 pen

Drug Indication: Antidiabetic, Insulins Fast-Acting

Drug Remarks:

Priority: A\*

Location: PHARMACY INPATIENT

Alert	Drug Name	Order Details	Order Qty	Drug Info
-------	-----------	---------------	-----------	-----------

+ Add Modify Clear

Figure 3.1.5-3 Normal Order Screen

**STEP 4**

Enter **Duration** and select days/months or weeks from drop down menu

**STEP 5**

Click on the  button to add drug in prescription list

**Note**

*Split dose is only applicable for selected drug as defined in the Drug Master setup*

**STEP 6**

Click on the  button to confirm order

### 3.1.6 Tapering

Tapering is a function to prescribe same drug with gradually decreasing or increasing the drug dosage by specific duration and time. Tapering drug functions divided into two (2) categories which are taper up refer as increase dosage or taper down refer as decrease dosage. Only selected drug which has been defined in drug master set up are allowed to do tapering.

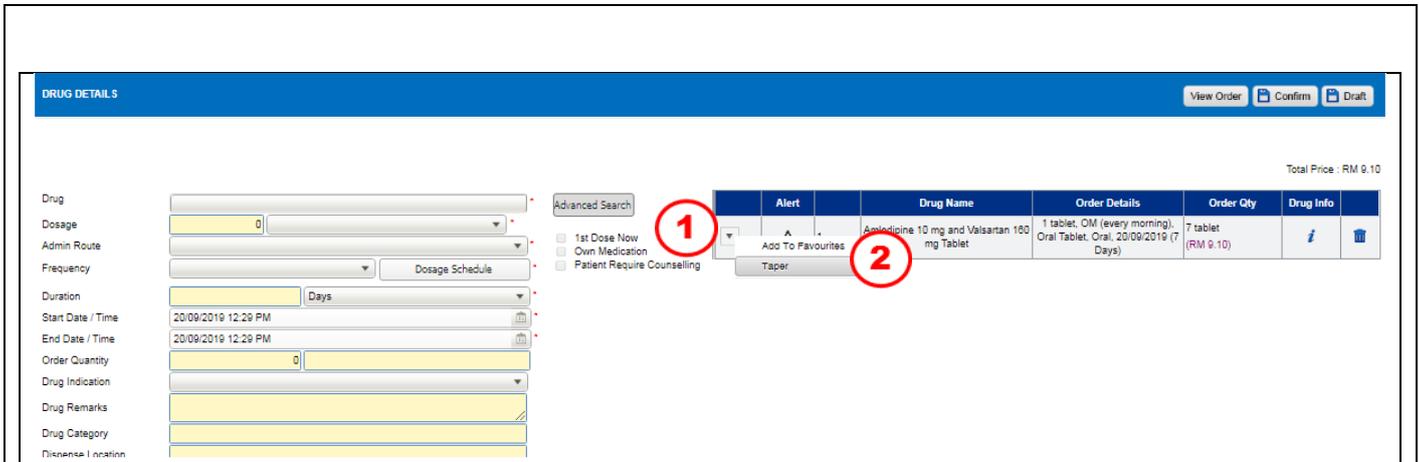


Figure 3.1.6-1 Taper Up Option Screen

**Note**

To taper prescribed drug, order the first dose as normal order from **Step 1 to 5**.

**STEP 1**

Right click on the ▼ button from the selected drug

**STEP 2**

Select **Taper** and the **tapper up / down** screen will be display as per Figure 3.1.6-2

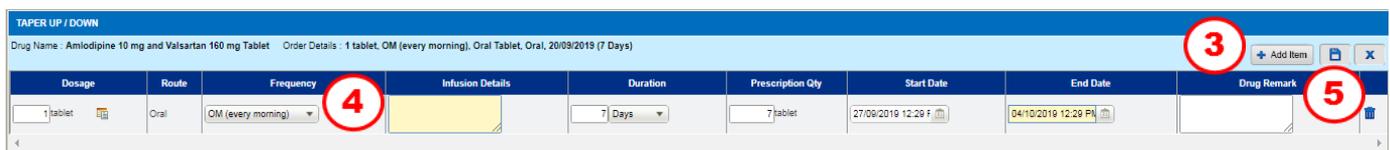


Figure 3.1.6-2 Drug Details Screen

**STEP 3**

Click **Add Item** button

**STEP 4**

Enter **Dosage** and **Duration of drugs** as required.

**Note**

For Taper up, dosage cannot be same than previous dosage. Same as for Taper down, the dosage cannot be same dosage as well.

**STEP 5**

Click on the button to save record

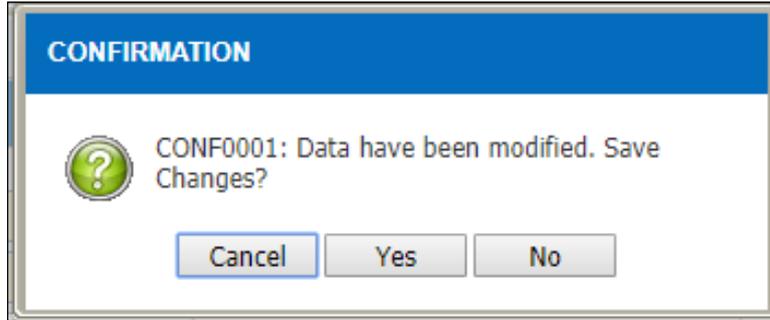


Figure 3.1.6-3 Confirmation Alert Message

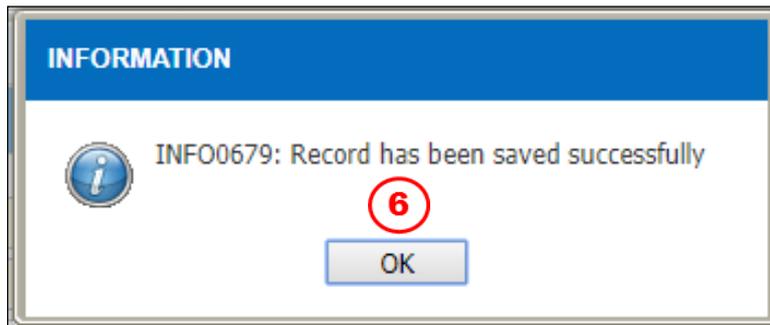


Figure 3.1.6-4 Information Alert Message

**STEP 6**

Click on the  button to proceed tapering

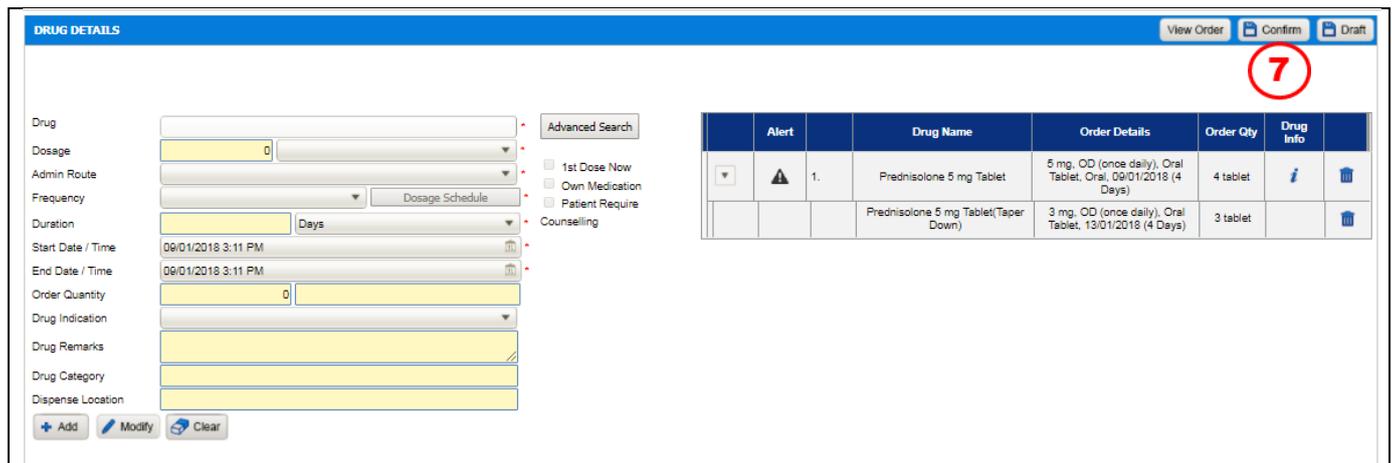


Figure 3.1.6-5 Normal Order Screen

**STEP 7**

Click on the  button to confirm order

**Note**

- Repeat **Step 1 to 5** if another level of taper is required.
- To modify prescription, delete the latest tapering from the list.

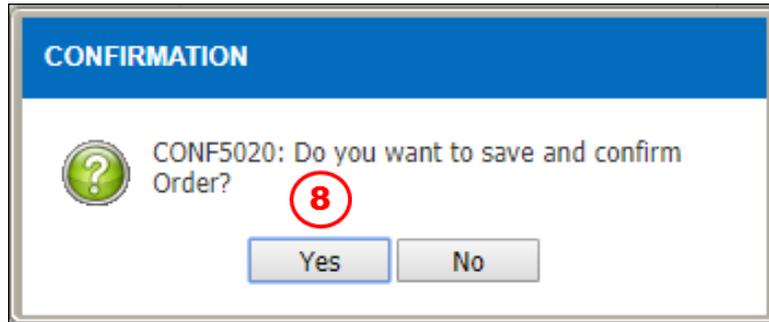


Figure 3.1.6-6 Confirmation Alert Message

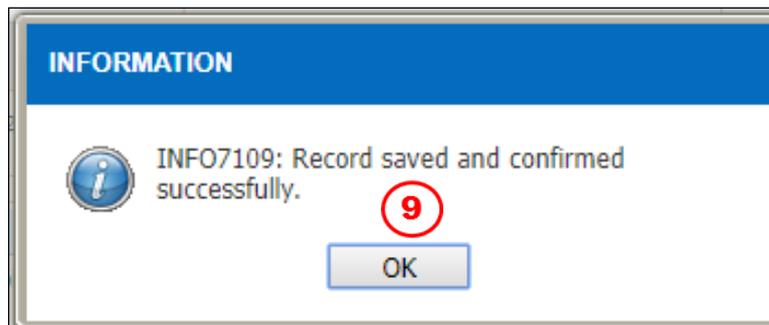
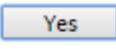
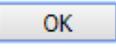


Figure 3.1.6-7 Information Alert Message

**STEP 8**

Click on the  button to confirm

**STEP 9**

Click on the  button

### 3.1.7 Discharge Medication

This function is only for inpatient discharge medication. The discharge medication can be prescribed before the patient being discharge.

**Figure 3.1.7-1 Discharge Medication Listing Page**

**STEP 1**

Click on the 'Order Management' menu and followed by 'Discharge Medication' sub-menu

**Note**

- By default, list of patient will be displayed according to prescriber location access
- Various search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i></li> </ul>
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Location	Patient visit location	Able to filter and search patient by visit location
d	Visit Date	Visit Date	Patient visits on the facility

**Table 3.1.7-1**

- Search result of patient record list will be displayed:
  - MRN
  - ID No
  - Patient Name
  - Location
  - Prescriber Name
  - Visit Type
  - Encounter No
  - Visit Date
  - Order Status

**STEP 2**

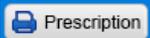
Click on the  button to search patient

**STEP 3**

Double click on the selected patient record

**Figure 3.1.7-2 Discharge Medication Screen**

**Note**

- Follow the step as normal order in Section 3.1.3 as Normal Order.
- Discharge medication only applicable for Inpatient, Day care and Emergency patient.
- Once the order is confirmed, user able to see the  button as per Figure 3.1.7-3 and print the prescription if required.

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Amlodipine 5 mg Tablet	5 mg, OM (every morning), Oral Tablet, Oral, 10/11/2020, (60 Days)	60 tablet (RM 6.00)	 

**Figure 3.1.7-3 Prescription Button Enable**

### 3.1.8 Renew Rx

This function is use by prescriber to renew the drugs from patient’s profile.

Figure 3.1-8-1 Medication Order Screen

**STEP 1**

Click on **Medication Profile** hyperlink

**STEP 2**

Click on the  to select drugs that want to renew

**STEP 3**

Click on the **Re-Order Rx** button to renew selected drugs

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input type="checkbox"/> WRD889002340343	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM	ORDERED	Dr. Han Ung Lim	35 gram		
<input type="checkbox"/> WRD889002340343	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:14:04 PM	17/11/2020 01:14:04 PM	ORDERED	Dr. Han Ung Lim	7 tablet		
<input type="checkbox"/> WRD889002340343	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Han Ung Lim	4 tablet		
<input checked="" type="checkbox"/> WRD889002338957	No	Aqueous Cream	1 app	LA	BD (twice daily)	7 Days	07/06/2020 08:33:37 PM	14/06/2020 08:33:37 PM	VERIFIED	Dr. Han Ung Lim	7 gram		
<input type="checkbox"/> SKNC002338905	No	Aqueous Cream	1 app	LA	TDS (3 times a day)	30 Days	07/06/2020 03:05:08 PM	07/10/2020 03:05:08 PM	PREPARED	Dr. Han Ung Lim	250 gram		

Figure 3.1-8-2 Medication Profile – Renew order Rx Screen

**MEDICATION ORDER**

XXXXXXXXXX XXXXX XXXX XXXXXXXXXX MyKid 12345678901011 Age 05 Months 06 Days Gender Male MRN XXXXXXXXXX  
Address Phone And Email Diagnosis Known Allergies Vital Sign  
Height 50 cm Weight 4.39 kg BMI/BSA 17.6 / 0.25 m<sup>2</sup> G6PD  Update (Last Updated : ) Nationality: Warganegara

Encounter No: 0009 Actual Admission Date: 04/06/2020 Attending Practitioner: Dr. [Name] Visit Location: NICU Prescriber Dept: General Paediatrics (Paediatric Medicine) Pensioner  -SELECT- Update **4**

**DRUG DETAILS** View Order Confirm Draft Total Price: RM 0.35

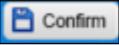
Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Aqueous Cream	1 app. BD (twice daily), Topical Cream. LA, 10/11/2020 (7 Days)	7 gram	(RM 0.35)

1st Dose Now  
 Patient Own Medication  
 Patient Require Counselling

+ Add Modify Clear

**Figure 3.1-8-3 Normal Order Screen**

**STEP 4**

Click on  button to confirm the prescription

### 3.1.9 Re Order RX With Different Duration

This function is use by prescriber to renew the drugs from patient’s profile with new duration.

The screenshot shows the 'MEDICATION ORDER' interface. At the top, there are fields for patient information: MyKad, Age (05 Months 06 Days), Gender (Male), MRN, Address, Phone And Email, Diagnosis, and Vital Sign. A red circle with the number '1' is placed over the 'Known Allergies' field. Below this, there are fields for Height (50 cm), Weight (4.39 kg), BMI/BSA (17.6 / 0.25 m<sup>2</sup>), G6PD, and Nationality (Warganegara). The interface includes a 'DRUG DETAILS' section with various dropdown menus and input fields for drug selection, dosage, route, frequency, duration, and start/end dates. There are also buttons for 'Add', 'Modify', and 'Clear'.

Figure 3.1.9-1 Medication Order Screen

The screenshot shows the 'MEDICATION PROFILE' interface. It includes patient information fields similar to the previous screen. Below, there are search filters for Drug Name, Prescription Date From, Prescription Status, Prescription Number, Visit Type, Prescription Date To, and Location. A red circle with the number '3' highlights the 'Re-Order Rx with different duration' button. Below this is a table for 'NORMAL MEDICATION' with columns: Rx No., Discharge Medication, Drug Name, Dose, Route, Frequency, Duration, Start Date, End Date, Status, Order By, Prescribed Qty, Stop/Change Reason, and End Date Supply. A red circle with the number '2' highlights the 'Rx No.' column in the 'Previous Medication' table.

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
WRD889002340343	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM	ORDERED	Dr. Puan Sheng Jern...	35 gram		
WRD889002340343	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:14:04 PM	17/11/2020 01:14:04 PM	ORDERED	Dr. Puan Sheng Jern...	7 tablet		
WRD889002340343	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Puan Sheng Jern...	4 tablet		

Figure 3.1.9-2 Medication Profile Screen

**STEP 1**

Click on **Medication Profile** hyperlink

**STEP 2**

Click on the  to select drugs that want to renew

**STEP 3**

Click on the **Renew Rx with different duration** to renew selected drugs

**Figure 3.1.9-3 Renew RX With Different Duration Screen**

**STEP 4**

Select either **New Duration** or/and **End Date**

**STEP 5**

Click the **Save** button

**Figure 3.1.9-5 Normal Order Screen**

**STEP 6**

Click on **Confirm** button to confirm the prescription

**Note**

*If the end date is selected, the New Duration will be auto calculated and vice versa if New Duration is inserted.*

**Figure 3.1.9-6 Information Alert Message**

**Note**

- *Stop Previous Order: Patient has to stop the medication dispensed during the previous visit and continue with the new prescribed medication. If this option is selected, medication's start date will be the current date.*

- *Renew with current end date: Patient will continue with the medication dispensed previously. If this option is selected, medication's start date will be continuing from the end date of the previous medication.*
- *Alert message as Figure 3.1.9-6 will not appear if the medication's end date are same with today's date from active current prescription and system will directly insert the renew order into draft list in medication order screen. The previous medication will be stopped automatically as per Figure 3.1.9-7*

Previous Medication										
	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Status	Reason	Duration	Prescribed Qty
<input type="checkbox"/>	MOPC0000875156	No	Terazosin HCl 2 mg Tablet	2 mg	Oral	OD (once daily)	CANCELLED		1 Days	1 tablet
<input type="checkbox"/>	MOPC0000875156	No	Ranitidine 150 mg Tablet	150 mg	Oral	BD (twice daily)	CANCELLED		1 Days	2 tablet
<input type="checkbox"/>	MOPC0000875156	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		1 Days	1 tablet
<input type="checkbox"/>	MOPC0000875154	No	Digoxin 0.25 mg Tablet	0.25 mg	Oral	OD (once daily)	CANCELLED		5 Days	5 tablet
<input type="checkbox"/>	A&E0000641533	Yes	Tramadol HCl 50 mg Capsule	50 mg	Oral	TDS PRN	PARTIALLY DISPENSED		14 Days	42 capsule
<input type="checkbox"/>	A&E0000641533	Yes	Paracetamol 500 mg Tablet	2 tablet	Oral	QID PRN	PARTIALLY DISPENSED		14 Days	112 tablet

**Figure 3.1.9-7 Information Alert Message**

### 3.1.10 Change

Prescriber is allowed to modify Dosage, Frequency and Duration. Once save the new changes of drug information, previous order details will be stop and new drug info will be created. The 'Stop' drug can be seen in Previous Medication list.

Figure 3.1.10-1 Medication Order Screen

#### STEP 1

Click on the [Medication Profile](#) hyperlink

	Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input type="checkbox"/>	40343	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM	ORDERED	Dr. Hsiao-Huang Liaw, Anguina	35 gram		
<input checked="" type="checkbox"/>	WRD889002340343	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:14:04 PM	17/11/2020 01:14:04 PM	ORDERED	Dr. Hsiao-Huang Liaw, Anguina	7 tablet		
<input type="checkbox"/>	WRD889002340343	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Hsiao-Huang Liaw, Anguina	4 tablet		

Figure 3.1.10-2 Medication Profile Screen

#### STEP 2

Tick on the  checkbox to select the drug

#### STEP 3

Click on the [Change](#) button to modify the selected drug

**MEDICATION PROFILE** | Nationality: Warganegara

MyKid: [REDACTED] | Age: 05 Months 06 Days | Gender: Male | MRN: [REDACTED]

Address: [REDACTED] | Phone And Email: [REDACTED] | Diagnosis: [REDACTED] | Known Allergies: [REDACTED] | Vital Sign: [REDACTED]

Height: 50 cm | Weight: 4.39 kg | BMI/BSA: 17.6 / 0.25 m<sup>2</sup> | (Last Updated: ) | Nationality: Warganegara

Drug Name: [REDACTED] | Visit Type: [REDACTED]

Prescription Date From: [REDACTED] | Prescription Date To: [REDACTED]

Prescription Status: [REDACTED] | Location: [REDACTED]

Prescription Number: [REDACTED]

**NORMAL MEDICATION** Re-Order Rx with different duration Re-Order Rx Stop Change Save

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input type="checkbox"/> WRD8890002340343	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM	ORDERED	Dr. Hassan Saif Uddin, Angkasa	35 gram		
<input checked="" type="checkbox"/> WRD8890002340343	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:39:55 PM	17/11/2020 01:39:55 PM	ORDERED	Dr. Hassan Saif Uddin, Angkasa	1 tablet		
<input type="checkbox"/> WRD8890002340343	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Hassan Saif Uddin, Angkasa	4 tablet		

Figure 3.1.10-3 Medication Profile Screen

**STEP 4**

Change by enter **Dose, Frequency, Duration, Start Date, End Date, Prescribed Qty with Stop/Change Reason**

**STEP 5**

Click on the  to save the changes

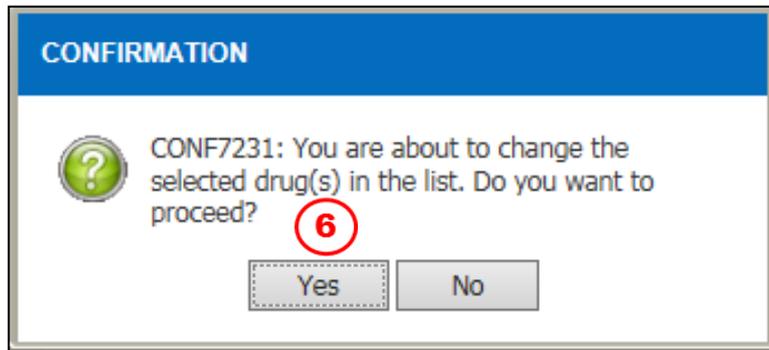


Figure 3.1.10-4 Confirmation Alert Message

**STEP 6**

click on  to proceed ordering screen

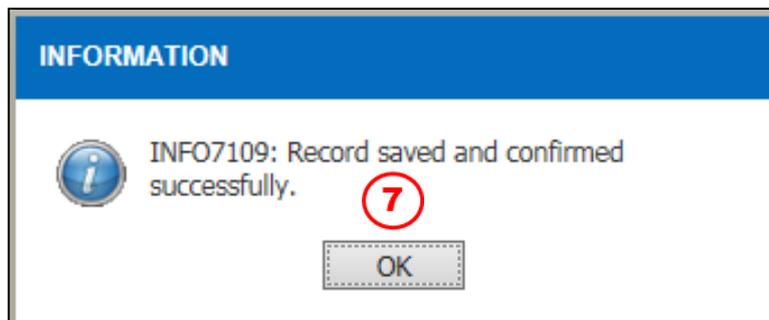


Figure 3.1.10-5 Information Alert Message

**STEP 7**

Click on  to confirm the changes

### 3.1.11 Stop

Prescriber is allowed to stop current medication.

The screenshot shows the 'MEDICATION ORDER' interface. At the top, there is a patient information summary including MyKad, Age (05 Months 06 Days), Gender (Male), and MRN. Below this, there are fields for Height (50 cm), Weight (4.39 kg), BMI/BSA (17.6 / 0.25 m<sup>2</sup>), and Nationality (Warganegara). A red circle with the number '1' is placed over the 'Known Allergies' field, which contains a warning icon and the text 'Known Allergies'. Below the patient information, there are tabs for 'Patient Diagnosis', 'Allergy', 'Adverse Drug Reaction', 'Nutritional Assessment', 'Normal Order', 'Infusion Order', 'Parenteral Nutrition', 'Cytotoxic Drug Reconstitution', 'Therapeutic Drug Monitoring', 'Radiopharmaceuticals', 'View MAR', and 'Referral Visit'. The 'Normal Order' tab is selected, showing fields for Drug, Dosage, Admin Route, Frequency, Duration, Start Date / Time, End Date / Time, Order Quantity, Drug Indication, Drug Remarks, Drug Category, and Dispense Location. There are also checkboxes for '1st Dose Now', 'Patient Own Medication', and 'Patient Require Counselling'. At the bottom left, there are '+ Add', 'Modify', and 'Clear' buttons.

Figure 3.1.11-1 Medication Order Screen

#### STEP 1

Click on **Medication Profile** hyperlink

The screenshot shows the 'MEDICATION PROFILE' interface. It features a patient information summary at the top, similar to the previous screen. Below this, there are search filters for Drug Name, Prescription Date From, Prescription Status, Prescription Number, Visit Type, Prescriber, Location, and Nationality. A search button is located to the right of these filters. Below the filters, there is a section for 'NORMAL MEDICATION' with buttons for 'Re-Order Rx with different duration', 'Re-Order Rx', 'Stop', 'Change', and 'Save'. The 'Current Medication' table is displayed below, with a red circle '2' highlighting the checkbox for the first row. A red circle '3' highlights the 'Stop' button in the table's header row.

No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input checked="" type="checkbox"/>	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM	ORDERED	Dr. Hosen Bang Liem, Anggana	35 gram		
<input type="checkbox"/>	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:14:04 PM	17/11/2020 01:14:04 PM	ORDERED	Dr. Hosen Bang Liem, Anggana	7 tablet		
<input type="checkbox"/>	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Hosen Bang Liem, Anggana	4 tablet		

Figure 3.1.11-2 Medication Profile Screen

#### STEP 2

Tick on the  checkbox to select drugs

#### STEP 3

Click on the  button to stop the selected drugs

INFORMATION

X

**i** INFO8036: The drug Alkaline Nasal Douche  
 Frequency : 1 app, OD (once daily), Nasal Wash  
 Duration :(7 Days)  
 Start/End Date : 10/11/2020 - 17/11/2020  
 Active in the previous medication

Stop Previous Order
Re-Order with current end date

Apply to all selected drugs

Figure 3.1.11-3 Medication Profile Screen

**STEP 4**

Click on **Stop Previous Order**

MEDICATION PROFILE

5
X

MyKad: XXXXXXXXXX Age: 05 Months 06 Days Gender: Male MRW: XXXXXXXXXX

Address: XXXXXXXXXX Phone And Email: XXXXXXXXXX Diagnosis: XXXXXXXXXX Known Allergies: XXXXXXXXXX Vital Sign: XXXXXXXXXX

Height: 50 cm Weight: 4.30 kg BMI/BSA: 17.6 / 0.25 m<sup>2</sup> (Last Updated: ) Nationality: Warganegara

Drug Name:  Visit: Nationality: Warganegara

Prescription Date From:  Prescription Date To:

Prescription Status:  Location:

Prescription Number:

Search

**NORMAL MEDICATION**

Re-Order Rx with different duration
Re-Order Rx
Stop
Change
Save

Current Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input type="checkbox"/> WRD8890002340343	No	Amlodipine 10 mg Tablet	10 mg	Oral	OM (every morning)	7 Days	10/11/2020 01:14:04 PM	17/11/2020 01:14:04 PM	ORDERED	Dr. Khairi Saiful Azhar Warganegara	7 tablet		
<input type="checkbox"/> WRD8890002340343	No	Warfarin Sodium 2 mg Tablet	2 mg	Oral	Thu-Sun weekly	7 Days	10/11/2020 01:05:04 PM	17/11/2020 01:05:04 PM	ORDERED	Dr. Khairi Saiful Azhar Warganegara	4 tablet		

Previous Medication

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status	Order By	Prescribed Qty	Stop/Change Reason	End Date Supply
<input type="checkbox"/> WRD8890002340343	No	Alkaline Nasal Douche	1 app	Intranasal	OD (once daily)	7 Days	10/11/2020 01:14:21 PM	17/11/2020 01:14:21 PM (10/11/2020 02:05:05 PM)	CANCELLED	Dr. Khairi Saiful Azhar Warganegara	35 gram		
<input type="checkbox"/> WRD8890002338905	No	Aqueous Cream	1 app	LA	BD (twice daily)	7 Days	07/09/2020 08:33:37 PM	14/09/2020 08:33:37 PM	VERIFIED	Dr. Khairi Saiful Azhar Warganegara	7 gram		
<input type="checkbox"/> SKNC0002338905	No	Aqueous Cream	1 app	LA	TDS (3 times a day)	30 Days	07/09/2020 03:05:08 PM	07/10/2020 03:05:08 PM	PREPARED	Dr. Khairi Saiful Azhar Warganegara	250 gram		
<input type="checkbox"/> SKNC0002338905	No	Clobetasone Butyrate 0.05% Cream	1 app	LA	BD (twice daily)	1 Months	07/09/2020 03:04:54 PM	07/10/2020 03:04:54 PM	PREPARED	Dr. Khairi Saiful Azhar Warganegara	30 gram		

Figure 3.1.11-4 Medication Profile Screen

**Note**

Once the drug is stop, it will be updated under **Previous Medication** with the status **Stop** or **Cancelled** as per Figure 3.1.11-14

**STEP 5**

Click on the X to close the screen as per Figure 3.1.11-4

FB\_U. MANUAL\_MEDICATION ORDER\_v2.3

Page 41

### 3.1.12 View MAR

This function is for the doctor to view the medication administration record of the patient.

Figure 3.1.12-1 Medication Order Listing Page

#### STEP 1

Click on ' Order Management' menu and follow by 'Medication Order ' sub-menu

#### Note

- Prescriber have the option to view patients by clicking the check box:
  - a) Show All
  - b) Show All By Location
- By default list the of patients will be displayed according to prescriber's location access.
- Various search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Type the MRN either full or partial: Example: HPSF00001234 or "1234"</li> </ul>
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Location	Patient visit location	Able to filter and search patient by visit location
d	Visit Location	Visit Location	Patient visits on the facility

Table 3.1.12-1

#### Note

Search result of patient record list will be displayed:

- MRN
- ID No
- Patient Name
- Location
- Prescriber Name
- Visit Type

- Encounter No
- Visit Date
- Order Status

**STEP 2**

Double click on the selected patient

The screenshot shows the 'MEDICATION ORDER' interface. At the top, there are fields for patient information: MyKad, Age (05 Months 06 Days), Gender (Male), and MRN. Below this is a section for 'VIEW MAR' with a legend for administration status: Served (green), Not Serve (purple), Late (cyan), and Not Admin (white). A table below the legend shows medication orders with columns for dates from 04-Jun-20 to 22-Jun-20. A red circle with the number '3' highlights the 'View MAR' button in the left-hand menu.

**Figure 3.1.12-2 Medication Order Screen**

**STEP 3**

Click on the  button.

**Note**

**Figure 3.1.12-4 Administration Status Color**

- **Served:** The medication have been served within the time range and recorded in the system.
- **Not serve:** The medication recorded as not served within the time range in the system.
- **Not Admin:** User has not recorded the administration details in the system.
- **Late:** User has late recorded the administration details in the system
- Move the cursor to the administration status box and the administration details will appear as Figure 3.1.12-5



Order Detail	29-May-19	30-May-19	31-May-19	01-Jun-19	02-Jun-19	03-Jun-19	04-Jun-19	05-Jun-19	06-Jun-19
<b>Amoxicillin 500mg Capsule</b> 1000 mg BD (twice daily) Oral 10 Days Prescriber's Name : <i>Dr Nur Afiza Amira Binti Khatirun</i>	<input type="checkbox"/> 8:00 PM	<input type="checkbox"/> 8:00 AM <input type="checkbox"/> 8:00 PM	<input type="checkbox"/> 8:00 AM <input type="checkbox"/> 8:00 AM	<input type="checkbox"/> 8:00 AM <input type="checkbox"/> 8:00 AM	<input type="checkbox"/> 8:00 AM <input type="checkbox"/> 8:00 AM	<input type="checkbox"/> 8:00 AM <input type="checkbox"/> 8:00 PM			
<b>Clarithromycin 250 mg Tablet</b> 500 mg Q12H Oral 10 Days Prescriber's Name : <i>Dr Nur Afiza Amira Binti Khatirun</i>	<input type="checkbox"/> 6:00 PM	<input type="checkbox"/> 6:00 AM <input type="checkbox"/> 6:00 PM							
<b>Pantoprazole 40 mg Tablet</b> 40 mg Q12H Oral 2 Weeks Prescriber's Name : <i>Dr Nur Afiza Amira Binti Khatirun</i>	<input type="checkbox"/> 6:00 PM	<input type="checkbox"/> 6:00 AM <input type="checkbox"/> 6:00 PM							
<b>Pantoprazole 40 mg Tablet</b> 40 mg OD (once daily) Oral 4 Months Prescriber's Name : <i>Dr Nur Afiza Amira Binti Khatirun</i>									

Figure 3.1.12-5 Administration Details

### 3.2 Manage Prescription

Prescriber is allowed to manage the order made after they confirm the order

#### 3.2.1 Change Prescription

Prescriber is allowed to modify Dosage, Frequency, Duration and Counselling Indication if the order still in 'Ordered' status. Once the pharmacist acknowledge the prescription, user is not allowed to change the order.

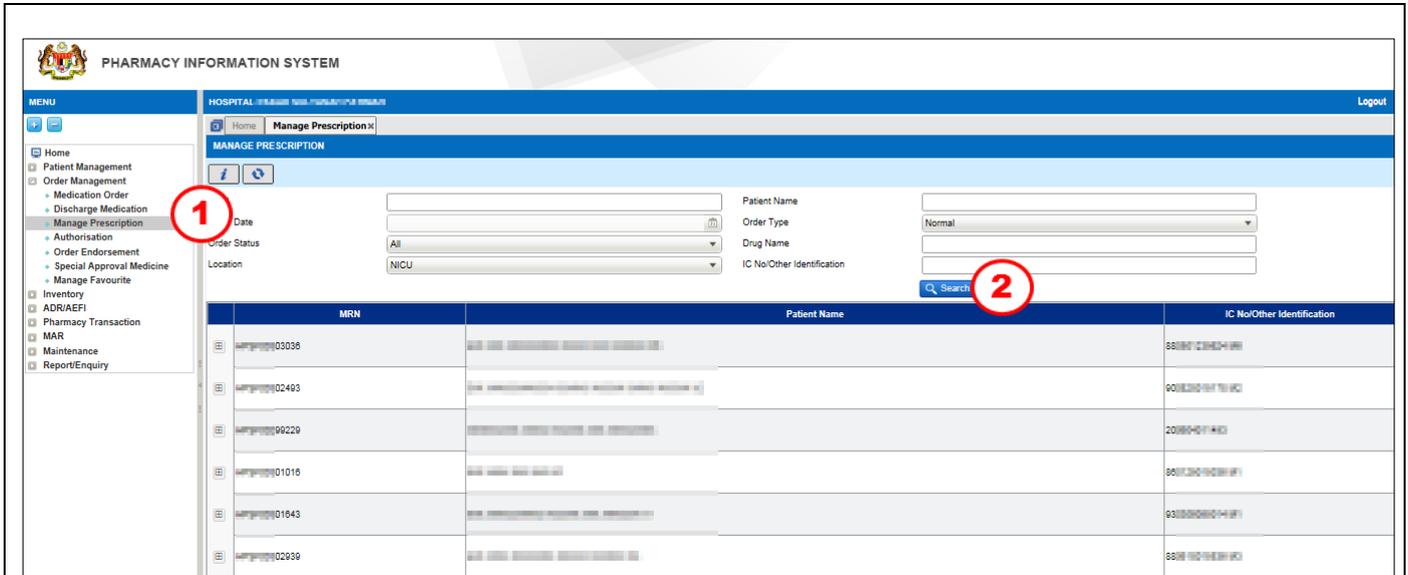


Figure 3.2.1-1 Manage Prescription Listing Page

#### STEP 1

Click on 'Order Management' menu and followed by 'Manage Prescription' sub-menu

#### Note

- 'Manage Order' rename to 'Manage Prescription' as per Figure 3.2.1-1
- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Scan the MRN using barcode scanner.</li> <li>• Type the MRN either full or partial</li> </ul> <i>Example: HPSF00001234 or "1234"</i>
b	Order date	Order date	Allow to search by ordered date
c	Order Status	According to Order in which stage	Able to filter by order status
d	Location	Patient visit location	Able to filter and search patient name by visit location
e	Patient Name	Patient Name	Allow to search by patient name

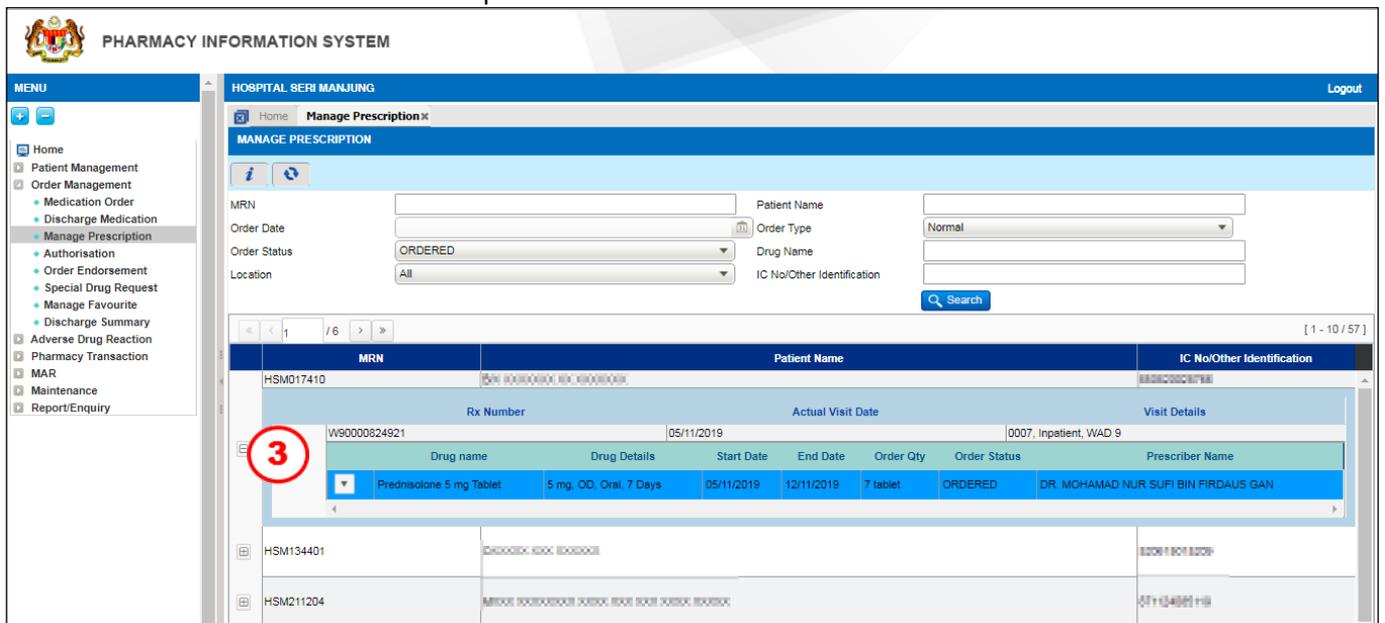
f	Order Type	<ul style="list-style-type: none"> <li>- Normal</li> <li>- CDR</li> <li>- IV</li> <li>- PN</li> <li>- Radiopharmaceuticals</li> </ul>	Allow to search by order type
g	Drug Name	Drug Name	Allow to search by full or partial
h	IC No/Other Identification	Patient IC No/Other Identification	Allow to search by patient IC No/Other Identification

**Table 3.2.1-1**

- Search result of patient record list will be displayed:
  - MRN
  - Patient Name
  - IC No/Other Identification

**STEP 2**

Click on the button to search patient



**Figure 3.2.1-2 Manage Prescription Screen**

**STEP 3**

Click on button to view selected patient's prescription

**Note**

- Information will be displayed as below after click button:
  - Drug Name
  - Dose
  - Frequency
  - Duration
  - Order Qty
  - Start Date Time
  - End Date / Time
  - Order status

**STEP 4**

Right click on button and select **Change** as per Figure 3.2.1-3

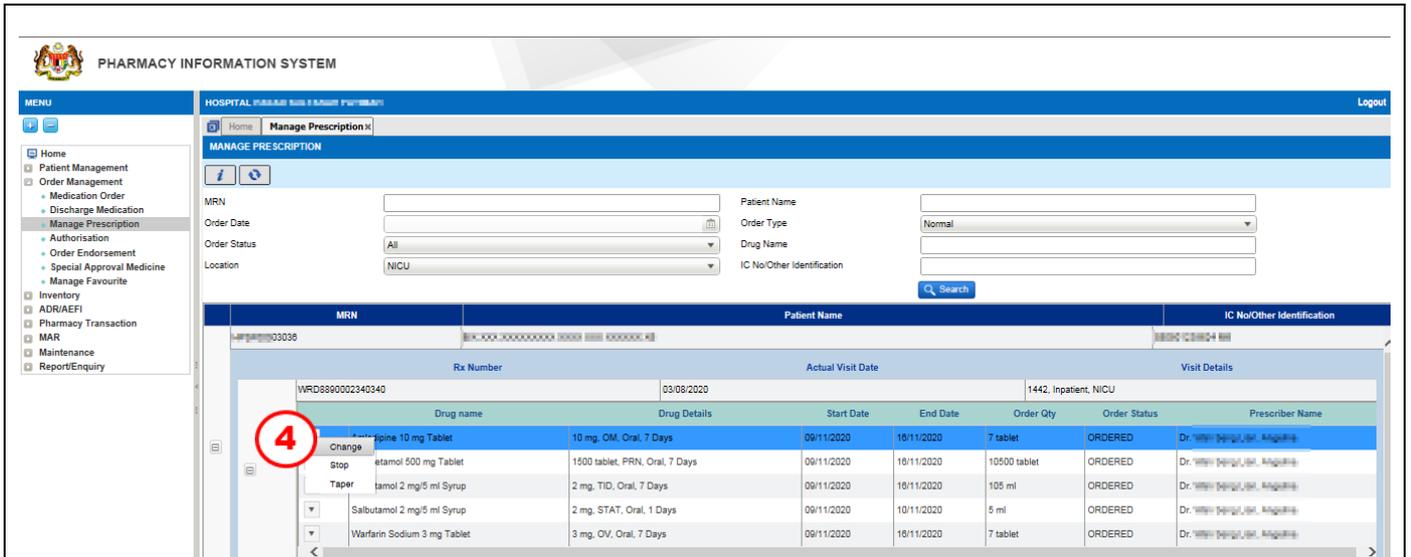


Figure 3.2.1-3 Manage Prescription Screen

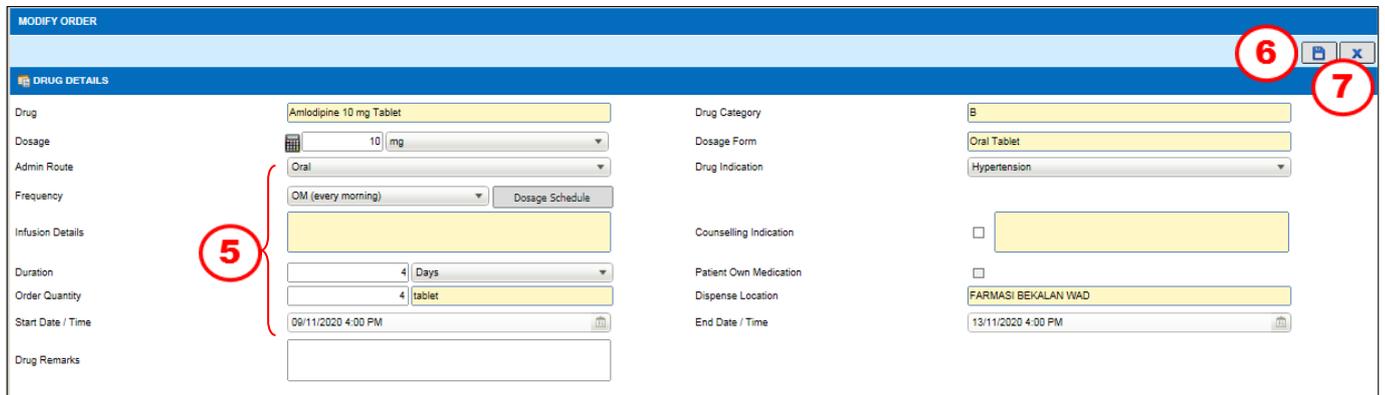


Figure 3.2.1-4 Modify Order Screen

**STEP 5**

Change drug details as required

**Note**

Prescriber allowed to change drug details as below:

- a) Dosage
- b) Admin Route
- c) Frequency
- d) Duration
- e) Order Quantity
- f) Start Date/Time
- g) Dosage Form
- h) Drug Indication
- i) Counselling Indication

**STEP 6**

Click on the  button to save record

**STEP 7**

Click on the  button to close existing screen

**Note**

- Record not appear anymore in Manage Prescription screen as Figure 3.2.1-6 when patient discharged as deceased as per Figure 3.2.1-5.
- In Clinical Summary screen, deceased patient has been update as Inactive as per Figure 3.2.1-7

DISCHARGE			
Discharge	<input checked="" type="checkbox"/>	Deceased/Death <input checked="" type="checkbox"/>	End Visit <input type="checkbox"/>
Discharge Date	26/07/2017 11:19:01 AM	Doctor	Dr Lim Huey Ching
Discharge Type		Decease Date Time	26/07/2017 11:10:30 AM
Discharge By	Dr. Sal binti Atan		
Billing Amount		Receipt Number	

Figure 3.2.1-5 Discharge – Deceased/Death

MANAGE PRESCRIPTION							
MRN	HFP0078888	Patient Name		Order Date		Order Type	Normal
Order Status	All	Drug Name		Location	All	IC Number	
<input type="button" value="Search"/>							
MRN	Patient Name	Location	Prescriber Name	Visit Type	Encounter No	Visit Date	Order Status
No Record Found							

Figure 3.2.1-6 Manage Prescription – Discharge Deceased

CLINICAL SUMMARY			
MRN		Patient Name	sarah binti dimin
ID Number			
<input type="button" value="Search"/>			
[ 1 - 1 / 1 ]			
MRN	Patient Name	ID Number	Patient Status
HFP0078888	SARAH BINTI DIMIN	45167015000	Inactive

Figure 3.2.1-7 Clinical Summary– Discharge Deceased

### 3.2.2 Stop Medication

Prescriber allowed to stop medication from being administered or dispensed.

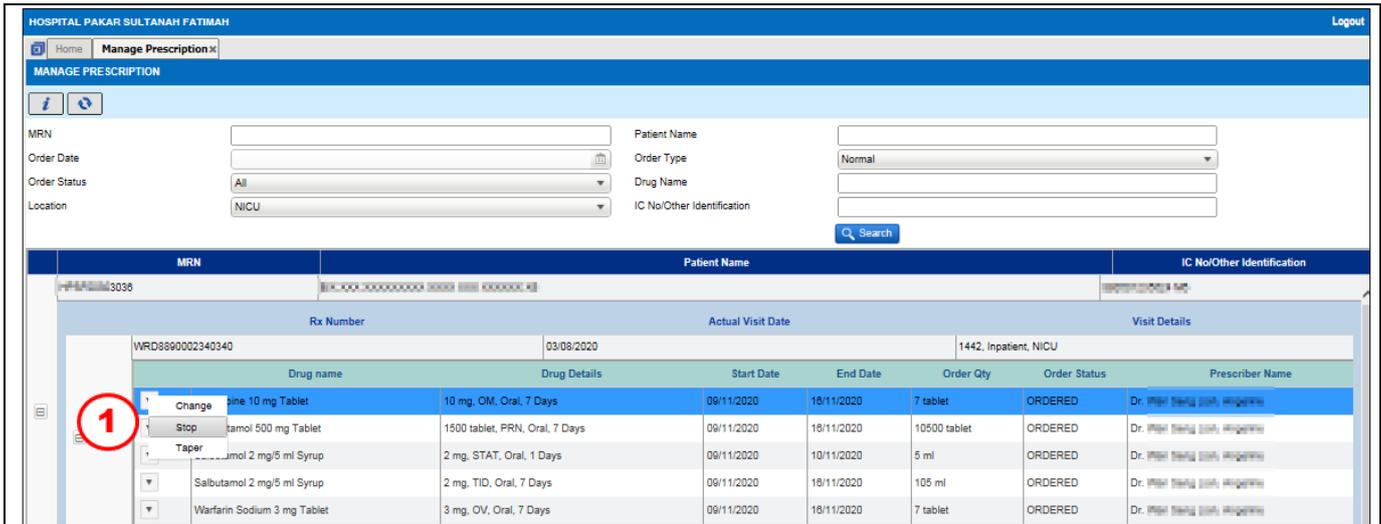


Figure 3.2.2-1 Manage Order With Stop Order Option

**Note**

To proceed stop medication order, repeat as Modify order from **Step 1** to **3**.

**STEP 1**

Right click on the button and select **Stop**

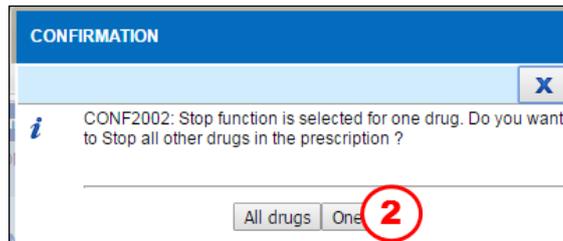


Figure 3.2.2-2 Stop Function Option

**STEP 2**

Click on the to stop selected drug

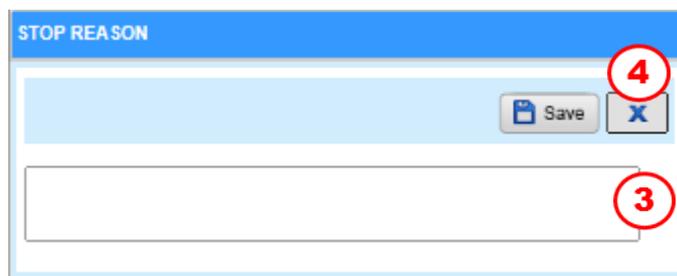


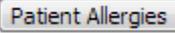
Figure 3.2.2-3 Manage Order With Stop Order Option

**STEP 3**

Enter reason for stop order

**Note**

- If user select button as per Figure 3.2.2-2, all medication in the prescription will be stop.

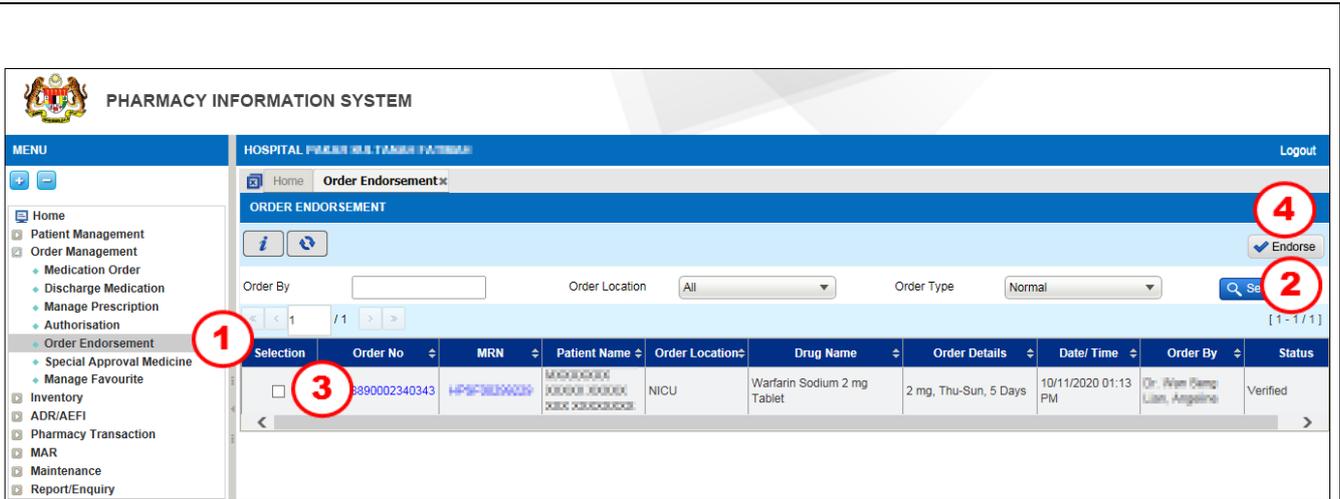
- *If prescriber found prescription need to be stopped due to patient allergies, prescriber is allowed to click on the  button to record the allergies.*

**STEP 4**

Click on the  button to close existing screen

### 3.3 Order Endorsement

Order endorsement is to notify prescriber on prescription changes made by pharmacist upon confirmation by the prescriber.



**Figure 3.3-1 Order Endorsement Listing Screen**

#### STEP 1

Click on 'Order Management' menu and follow by 'Order Endorsement' sub-menu

#### Note

- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	Order By	Prescriber Name	Allow to search by full or partial
b	Order Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Type	- Normal - CDR - IV - PN - Radiopharmaceuticals	Allow to search by order type

**Table 3.3-1**

- Search result of patient record list will be displayed:
  - Order No
  - MRN
  - Patient Name
  - Order Location
  - Order Status
  - Date Time
  - Order By
  - Status

#### STEP 2

Click on the  button to search patient

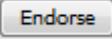
**Note**

Click on **Order No** hyperlink to view order details

**STEP 3**

Select  checkbox on selected patient

**STEP 4**

Click on the  button to proceed endorsement

### 3.4 Order Authorisation

This function is used by specialist or authorized person to approve list A/ A\*/ A/KK drug that requires authorization. Once reject, drug order will be stopped and update the status and remove from Authorisation list.

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PUSKAPUTRI KUALA PILIHAN

Logout

Home Authorisation x

**AUTHORISATION**

Order By:  Patient Name:

Location: All Patient MRN:

Order Date From:  Order Date To:

HOD Authorisation: No Drug Name:

Search

Reject Authorise

[ 1 - 10 / 23 ]

Order ID	MRN	Patient Name	Location	Drug Name	Dose	Freq	Duration	Ordered Date	Order By	Order Type	Diagnosis	Authorise
WRD88900023282	HPM000000000	XXXXXXXXXXXX	NICU	Beractant Intratracheal Suspension (200 mg phospholipids in 8 ml vial)	4 ml	ONCE	7 Days	26/08/2020	Dr. Nurul Fuziah Binti Md. Yusoff	Normal	Diagnosis	<input checked="" type="checkbox"/>
WRD88900023374	HPM000000000	XXXXXXXXXXXX	NICU	Omeprazole 40mg Injection	3.6 mg	Q12H	7 Days	07/09/2020	Dr. Muhammad Adam bin Adam Yusoff	Normal	Diagnosis	<input type="checkbox"/>

Figure 3.4-1 Order Authorisation Listing Screen

**STEP 1**

Click on 'Order Management' menu and followed by 'Authorisation' sub-menu

**Note**

- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	Order By	Prescriber Name	Prescriber Name
b	Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Date From	Order date	Allow to search by date from selected month/date/year
d	Patient Name	Patient Name	Allow to search by patient name
e	Drug Name	Drug Name	Allow to search by full or partial drug name
f	Order Date To	Order date	Allow to search by date from selected month/date/year
g	HOD Authorization	HOD Authorization	Able to filter and search authorization by HOD

Table 3.4-1

- Search result of patient record list will be displayed:
  - Order No
  - MRN
  - Patient Name
  - Location
  - Drug Name
  - Dose
  - Frequency

- *Duration*
- *Ordered Date Time*
- *Order By*
- *Order Type*

#### STEP 2

Click on the  button to search patient

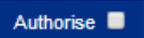
#### STEP 3

Select  checkbox on selected patient

#### STEP 4

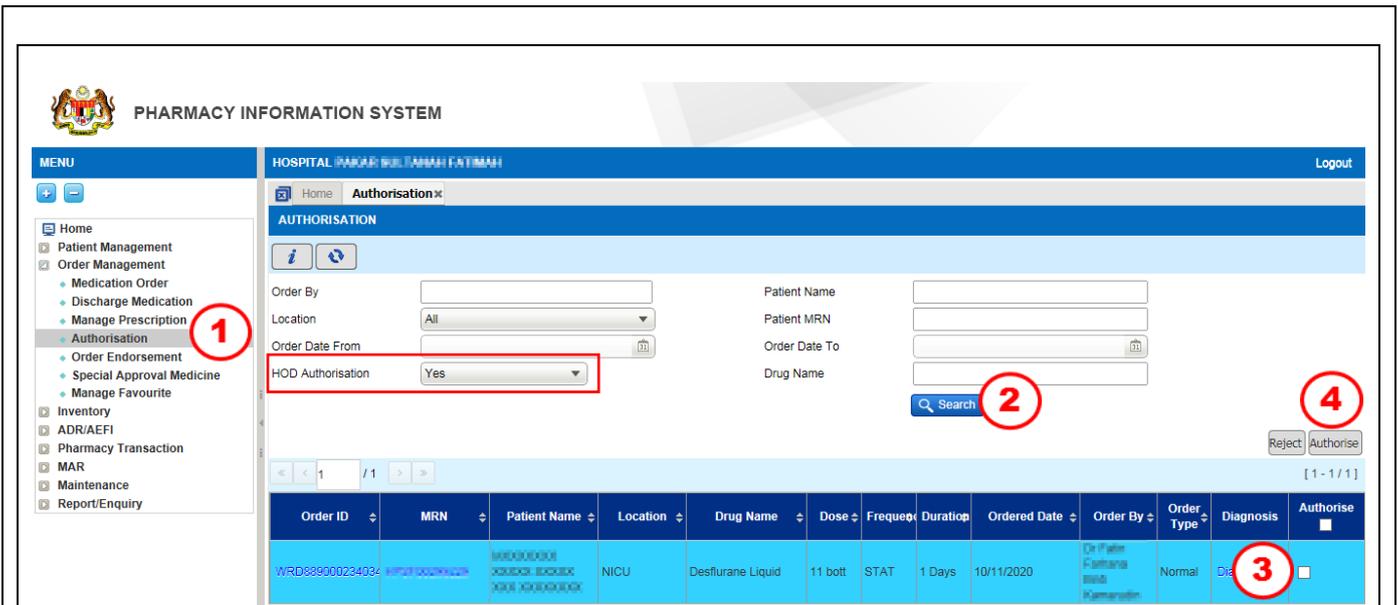
Click on the  button

#### Note

- Click  button to reject the order
- Click on the  checkbox if user want to authorise all drugs in the list.

### 3.5 HOD Authorization

This function is used by HOD (Head of Department) to approve selected drug that requires HOD authorization. Once reject, drug order will be stopped and update the status and remove from Authorisation list.



**Figure 3.5-1 Order Authorisation Listing Screen**

**STEP 1**

Click on 'Order Management' menu and followed by 'Authorisation' sub-menu

**Note**

- On this listing page, various Search criteria is provided as below:

No	Field	Description	Remark
a	Order By	Prescriber Name	Prescriber Name
b	Location	Patient visit location	Able to filter and search patient name by visit location
c	Order Date From	Order date	Allow to search by date from selected month/date/year
d	Patient Name	Patient Name	Allow to search by patient name
e	Drug Name	Drug Name	Allow to search by full or partial drug name
f	Order Date To	Order date	Allow to search by date from selected month/date/year
g	HOD Authorization	HOD Authorization	Able to filter and search authorization by HOD

**Table 3.4-1**

- Drug that require HOD Authorisation its highlight in blue color as per Figure 3.5-1
- User have options to filter the list by All/Yes/No for HOD Authorisation
- Search result of patient record list will be displayed:
  - Order No
  - MRN
  - Patient Name
  - Location
  - Drug Name
  - Dose

- *Frequency*
- *Duration*
- *Ordered Date Time*
- *Order By*
- *Order Type*

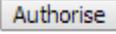
#### **STEP 2**

Click on the  button to search patient

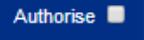
#### **STEP 3**

Select  checkbox on selected patient

#### **STEP 4**

Click on the  button

#### **Note**

- Click  button to reject the order
- Click on the  checkbox if user want to authorise all drugs in the list.

## 4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
OM	Order Management
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health

## 5.0 Links To Clinical Modules

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