



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

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## Full Based User Manual Outpatient Pharmacy

<b>Version</b>	<b>: 11<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U. MANUAL_OP</b>



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

This user manual outlines the Outpatient Pharmacy module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Acknowledgement
- Screening & Verification
- Preparation
- Dispensing
- Single Stage Dispensing
- SPUB
- Release/Discard Medication
- Medication Return
- Re-Dispense

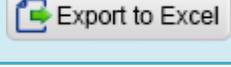
### 1.3 Organized Sections

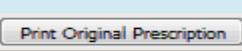
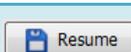
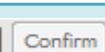
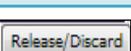
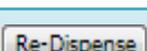
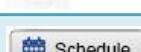
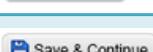
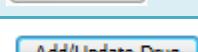
These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Outpatient Pharmacy
- 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

Outpatient Pharmacy Module Legend			
	Update Patient's Height and Weight		Print Ingredient Label
	Acknowledge Prescription		Dispense
	Preparation		Print Original Prescription
	Edit Label		Verification
	Resume		Confirm
	Hold		Release/Discard
	Print		Re-Dispense
	Calendar		Delete
	Schedule		Save and Continue
	Add/Update Drug		

**Note**

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



## 2.2 Latest Enhancement and Updates

Latest Functions	Page
'Medication Counseling' button and call the screen at Dispensing screen and Single Stage screen.	<a href="#">58</a>
Display fraction dosage in special character which is smaller than normal dose font.	<a href="#">45</a>
1. Enhancement on drug label. <ul style="list-style-type: none"> <li>• To put 'dose' and 'frequency' in one line.</li> <li>• 'Route' to move in 2nd line.</li> <li>• Line to reduce (make it more thin/grey color)</li> <li>• Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.</li> <li>• Remain background color as white for all information for all labels.</li> <li>• Combine Special Instruction and Cautionary into 1 column.</li> </ul>	<a href="#">45</a>
1. To display a notification icon in the Remarks column if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & NAME OF PERSON making remark). 2. To display previous doctor's remark from previous drug order in all dispensing screens.	<a href="#">58</a>
1. MTAC History link in all dispensing screen (patient banner): <ol style="list-style-type: none"> <li>a. Acknowledgement</li> <li>b. Screening and Verification</li> <li>c. Preparation</li> <li>d. Dispensing</li> <li>e. VAS</li> <li>f. Single Stage</li> <li>g. Methadone Dispensing</li> </ol>	Respective Screen
<ul style="list-style-type: none"> <li>• Adherence score field is available. User can enter the score between 1- 8. User is allowed to enter decimal value up to 2 decimal points.</li> <li>• Adherence score is available in the following screen               <ol style="list-style-type: none"> <li>i. Screening and verification</li> <li>ii. Preparation</li> <li>iii. Dispensing</li> <li>iv. Single Stage</li> </ol> </li> <li>• Medication Possession Rate (MPR) value will be calculated for partial supply prescription only.</li> <li>• MPR Formula:               <ol style="list-style-type: none"> <li>i. To count MPR for all active drugs but display minimum MPR at prescription level.</li> <li>ii. Exemption of MPR calculation for <u>drug with PRN frequency</u></li> </ol> </li> </ul> $\% \text{ MPR} = \frac{\text{Supply Duration}}{\text{Duration between previous supply start date until current date}}$ <p><u>Example:</u> Scenario 1: Previous dispensing done on <u>5/3/2017</u> for few drugs:</p> <ul style="list-style-type: none"> <li>• Drug A, TDS Previous supply start on 5/3/2015 for 30 days Current date is 20/3/2017.               <ul style="list-style-type: none"> <li>○ Supply duration = 30 days</li> <li>○ Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days</li> <li>○ Drug MPR = (30/15) x 100 = <u>200</u></li> </ul> </li> <li>• Drug B, BD</li> </ul>	Respective Screen



<p>Previous supply start on <u>7/3/2015</u> for 40 days Current date is 20/3/2017.</p> <ul style="list-style-type: none"> <li>○ Supply duration = 40 days</li> <li>○ Duration between previous start and current = <u>7/3/2017</u> to 20/3/2017 = 13 days</li> <li>○ Drug MPR = <math>(40/13) \times 100 = \underline{308}</math></li> </ul> <p>MPR at prescription level = minimum MPR for all active drug = <u>200</u></p> <p>Scenario 2: (Exemption for PRN frequency) Previous dispensing done on <u>5/3/2017</u> for few drugs:</p> <ul style="list-style-type: none"> <li>• Drug A, <u>PRN</u> Previous supply start on 5/3/2015 for 30 days Current date is 20/3/2017. <ul style="list-style-type: none"> <li>○ Supply duration = 30 days</li> <li>○ Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days</li> <li>○ Drug MPR = <math>(30/15) \times 100 = \underline{N/A}</math></li> </ul> </li> <li>• Drug B, <u>BD</u>, Previous supply start on <u>7/3/2015</u> for 40 days Current date is 20/3/2017. <ul style="list-style-type: none"> <li>○ Supply duration = 40 days</li> <li>○ Duration between previous start and current = <u>7/3/2017</u> to 20/3/2017 = 13 days</li> <li>○ Drug MPR = <math>(40/13) \times 100 = \underline{308}</math></li> </ul> </li> </ul> <p>MPR at prescription level = minimum MPR for all active drug = <u>308</u></p>	
Add in button to call MTAC Order screen at dispensing screen and Single Stage screen.	Respective Screen
Additional information on Hold/resume function in dispensing screen	Respective Screen
Intervention by doctors and pharmacist separated	27
psychotropic drug cannot be selected to perform re-dispensing	134
Additional status for medication return	126
Additional advance search field	10-119
Add notes for label	47
Added notes for re-dispensing	138
Screenshot for preparation screen	38-45
Changed screenshot for dispensing module	51-55
Order status update throughout the module	10-140

### 3.0 Outpatient Pharmacy

#### Overview

The Outpatient Pharmacy module includes implementing safe, organized, and efficient drug-dispensing systems is essential for controlling costs and assuring that the medical prescription is safely followed as requested within the appropriate deadline. An appropriate dispensing system is an important ally for the prevention or reduction of medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescriptions within a hospital.

#### User Group

This module is intended for pharmacist and assistant pharmacist (subject to the user assigned by the facility)

#### Functional Diagram

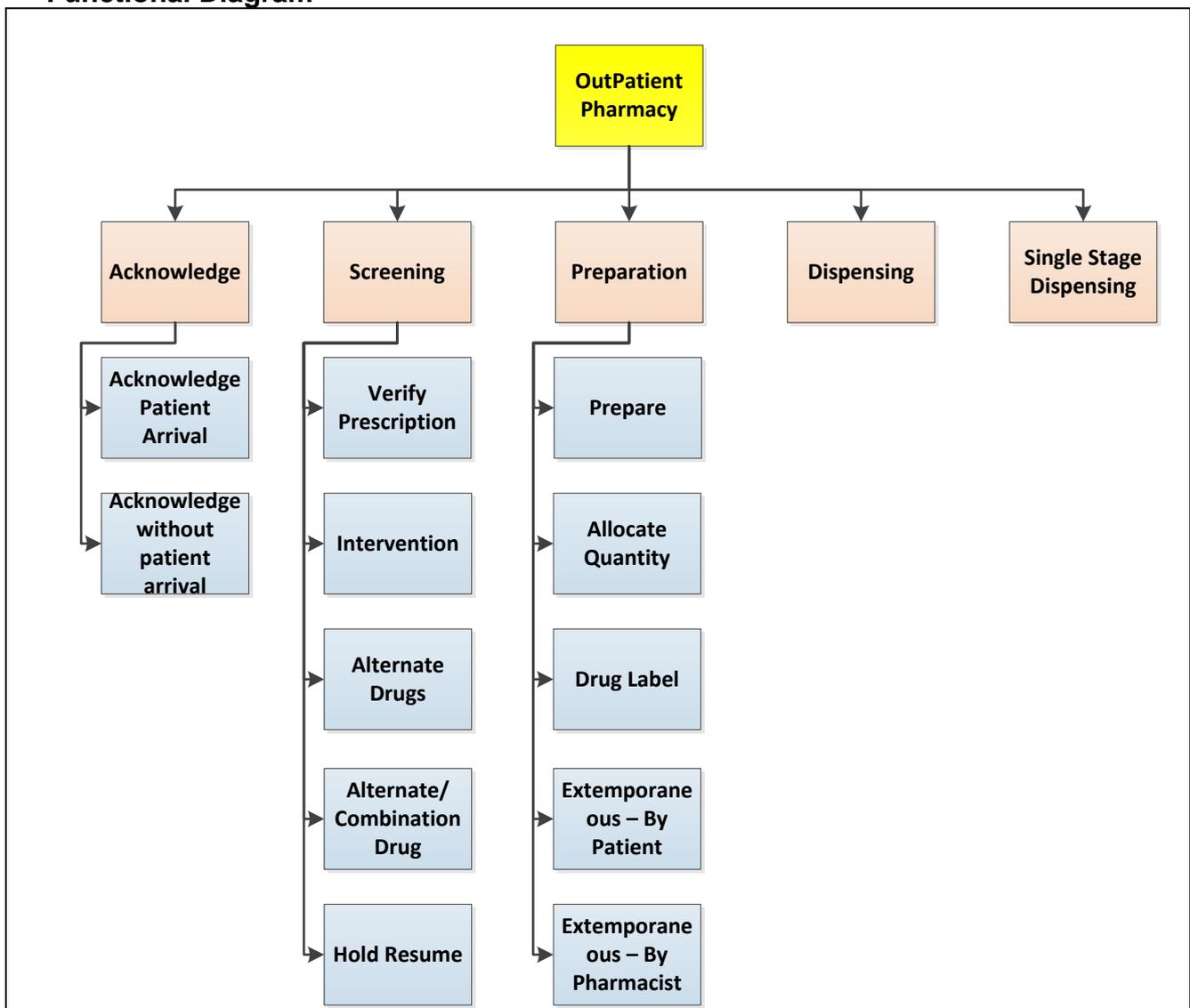


Figure 3.0-1 Functional Diagram

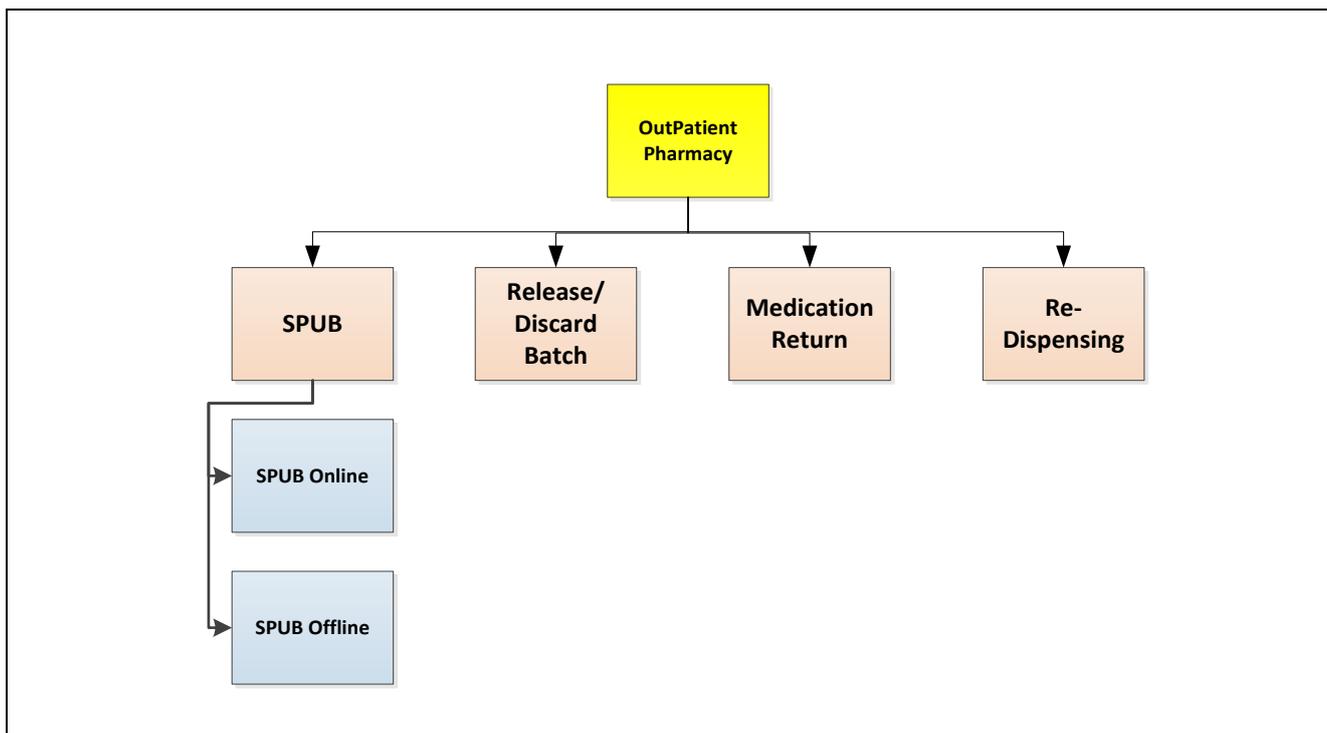


Figure 3.0-2 Functional Diagram (cont.)

## Functional Description

Outpatient Pharmacy comprises of five (5) main functions:

- **Acknowledgement**

Acknowledgement function will be used as an acknowledgement process for prescription during patient arrival or without patient arrival at Outpatient pharmacy. All prescription must go through the acknowledgement process in order to dispense the medication. With this functionality, user able to manage the dispensing process with more effectively and efficiency.

- **Screening and Verification**

Screening and verification function is for user to do the checking and verification on the prescription order from prescriber. In this screen, system provides some sub-functions like intervention, hold/resume and allocate drug batch. Some information related to the patient as drug interaction (MIMS), patient allergy, lab result, drug info details also provided to minimize medication error during verification process.

- **Preparation**

The preparation function allow user to allocate drug quantity and batch to be dispense based on the ordered prescription. This function is integrated with inventory system where the stock will be auto deduct after dispensing process. Drug label can be generated and print based on the prepared drugs. Some of the sub-function is available in this screen like alternate, hold/resume and drug interaction (MIMS) is provided to help user with more effectively and efficiency during preparation process for patient safety purpose.

- **Dispensing**

Dispensing functions is to record and save all the dispensed medication detail information. This function is the mandatory steps to complete the dispense medication process. At this screen, information related with the patient, prescription and prepared drug also is provided.



- **Single Stage Dispensing**

The level of mandatory steps to complete the dispense medication process such as verification, preparation and dispensing will be done in one single screen handles by one user. With this function, user able to manage the time to dispense medication with faster and efficiency.

- **SPUB**

SPUB is to transfer partial medication order from current facilities to referring facilities. SPUB R1 form will contain the patient's information and prescription to be dispensed at referring hospital.

- **Release Batch**

Release batch function will be used when user decide to un-packed the reserved/prepared drugs. All the release drugs such as tablets, capsule and other than liquid will be stocked back into inventory.

- **Medication Return**

Medication return is the function where user able to record the returned medication from the patient or units into the system. With this functionality user able to track the transaction record and able to manage the stock with proper way.

- **Medication Re-Dispense**

Allow the user to re-issue medication to the patient due to spilled, broken or lost. Only Authorized users will be able to access this process.

### 3.1 Acknowledgement

Acknowledgement is used to view current medication records that need to be dispense. It enables user to generate and print queue number upon patients' arrival.

#### 3.1.1 Acknowledge upon patient arrival

Pharmacy Acknowledgement allows pharmacist to acknowledge patient arrival and assign queue number to the patient.

Figure 3.1.1-1 Pharmacy Acknowledgement Listing Page

#### STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

#### Note

- By default, list of patients will be display according to pharmacist's location access.
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
d	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
e	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
f	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>

g	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
h	Mode of Services	<ul style="list-style-type: none"> <li>- All</li> <li>- Appointment Card</li> <li>- Email and Take</li> <li>- Fax and Take</li> <li>- Normal Collection</li> <li>- SMS and Take</li> <li>- Telephone and Take</li> <li>- UMP</li> <li>- Others</li> </ul>	Allow user to search by patient registered with value added services for next collection
i	Order Type	<ul style="list-style-type: none"> <li>-All</li> <li>-Normal</li> <li>-SPUB</li> <li>-Discharge</li> <li>-Referred Patient</li> </ul>	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
j	Patient Name	Name of Patient	Allow to search by patient name
k	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
<b>Advanced Search</b>			
a	Order Date from	Order date from	Able to filter and search patient's record by order date from
b	Order Date To	Order date to	Able to filter and search patient's record by order date to
c	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
d	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
e	eGL Status	<ul style="list-style-type: none"> <li>- All</li> <li>- Paying</li> <li>- Non Paying</li> </ul>	Able to filter and search patient's record by eGL status
f	Patient Type	<ul style="list-style-type: none"> <li>- All</li> <li>- Outpatient</li> <li>- Inpatient</li> </ul>	Able to filter and search patient's type
g	Recorded by	-	Search patient by recorded by name

**Table 3.1.1-1**

**STEP 2**

Click on the  button to search the patient

**Note**

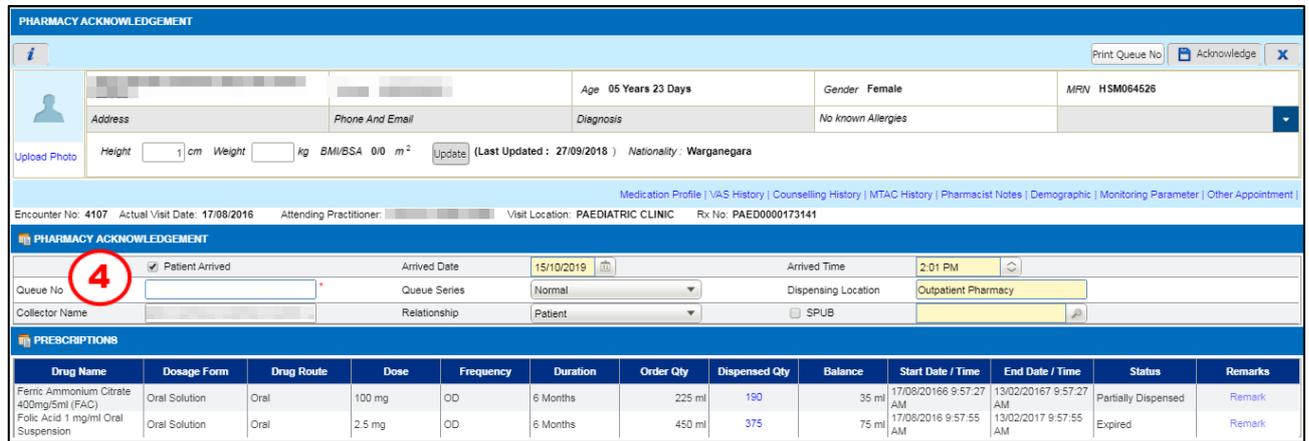
Search result of patient list will display:

- MRN
- Patient Name
- IC No/Other Identification
- Order Date
- Order Time
- Order Location
- Prescription No
- Prescription Status

- eGL Status
- Next Collection Date

### STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 3.1.1-2**



**PHARMACY ACKNOWLEDGEMENT**

Print Queue No Acknowledge X

Age 05 Years 23 Days Gender Female MRN HSM064526

Address Phone And Email Diagnosis No known Allergies

Height 1 cm Weight kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : 27/09/2018 ) Nationality : Warganegara

Encounter No: 4107 Actual Visit Date: 17/08/2016 Attending Practitioner: Visit Location: PAEDIATRIC CLINIC Rx No: PAED000173141

**PHARMACY ACKNOWLEDGEMENT**

**4**  Patient Arrived Arrived Date 15/10/2019 Arrived Time 2:01 PM

Queue No Queue Series Normal Dispensing Location Outpatient Pharmacy

Collector Name Relationship Patient  SPUB

**PRESCRIPTIONS**

Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Dispensed Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Ferric Ammonium Citrate 400mg/5ml (FAC)	Oral Solution	Oral	100 mg	OD	6 Months	225 ml	190	35 ml	17/08/2016 9:57:27 AM	13/02/2017 9:57:27 AM	Partially Dispensed	Remark
Folic Acid 1 mg/ml Oral Suspension	Oral Solution	Oral	2.5 mg	OD	6 Months	450 ml	375	75 ml	17/08/2016 9:57:55 AM	13/02/2017 9:57:55 AM	Expired	Remark

**Figure 3.1.1-2 Pharmacy Acknowledgement**

### Note

- When the selected patient name is clicked, the summary of patient information will be display in the patient banner. The patient banner will be displayed at the specific screen only when patient information is required. Below is the list of patient information:

Description	Remarks
Patient banner	<ul style="list-style-type: none"> <li>a. Patient Name</li> <li>b. Patient Address</li> <li>c. Patient IC Number</li> <li>d. Patient Phone and Email</li> <li>e. Patient Diagnosis</li> <li>f. Patient Age</li> <li>g. Patient Allergy</li> <li>h. Patient Gender</li> <li>i. Patient MRN</li> </ul>
Patient clinical information	<ul style="list-style-type: none"> <li>a. ADR <ul style="list-style-type: none"> <li>- Adverse Drug Reaction record</li> </ul> </li> <li>b. Lab Results <ul style="list-style-type: none"> <li>- Patient's laboratory TDM test result</li> </ul> </li> <li>c. Counselling History <ul style="list-style-type: none"> <li>- Medication Counselling records</li> </ul> </li> <li>d. Demographic <ul style="list-style-type: none"> <li>- Patient demographic</li> </ul> </li> <li>e. Pharmacist Notes <ul style="list-style-type: none"> <li>- Notes for MTAC, Ward Pharmacy and TDM</li> </ul> </li> <li>f. Medication Profile <ul style="list-style-type: none"> <li>- Patient current and previous medication history</li> </ul> </li> <li>g. Other Appointments <ul style="list-style-type: none"> <li>- Appointments recorded for the patient</li> </ul> </li> </ul>

<i>Current visit Information</i>	<ul style="list-style-type: none"> <li>a. Visit number</li> <li>b. Attending practitioner</li> <li>c. Visit date</li> <li>d. Visit location</li> <li>e. Room No / Bed No</li> <li>f. Rx No</li> </ul>
----------------------------------	---

**Table 3.1.1-2**

- The pharmacy acknowledgement screen consists of 2 sections:

**a. Pharmacy acknowledgement**

Description	Remarks
<i>Patient arrived check box</i>	Once user checks on this checkbox, system will capture the system date and time. This date and time will be displayed in 'Arrived date' and 'Arrival time' field.
<i>Queue number</i>	System will auto generate queue number. This number will be reset on a daily basis
<i>Collector name</i>	Name of person who collects the prescription.
<i>Arrived date</i>	Once user checks on 'Patient arrival' checkbox, arrival date will be captured and displayed
<i>Arrived time</i>	Once user checks on 'Patient arrival' checkbox, arrival time will be captured and displayed
<i>Queue Series</i>	This field will show the queue series in a drop down combo box based on the 'Queue Series' values configured in the system parameter table
<i>Dispensing location</i>	Pharmacy location
<i>Relationship</i>	relationship of the collector with the patient in a drop down combo box based on the 'Relationship with patient'

**Table 3.1.1-3**

**b. Prescription**

Description	Remarks
<i>Drug Name</i>	Name of drug ordered by prescriber.
<i>Dosage form</i>	Form of drug for the prescribed drug.
<i>Drug route</i>	Route selected by prescriber.
<i>Dose</i>	Dosage ordered from prescriber
<i>Frequency</i>	Frequency ordered from prescriber
<i>Duration</i>	Drug duration
<i>Order quantity</i>	Ordered quantity
<i>Start Date</i>	Medication start date
<i>End date / time</i>	Medication end date
<i>Status</i>	Prescription status
<i>Remarks</i>	Drugs remarks from prescriber

**Table 3.1.1-4**

#### STEP 4

Click on the  **Patient Arrived** check box to confirm patient arrival

#### Note

- **Arrived Date** and **Arrived Time** will be defaulted to current date and time.
- **Collector Name** and **Relationship** will be default to the patient name. If collecting on behalf of patient, user may enter the collector details.

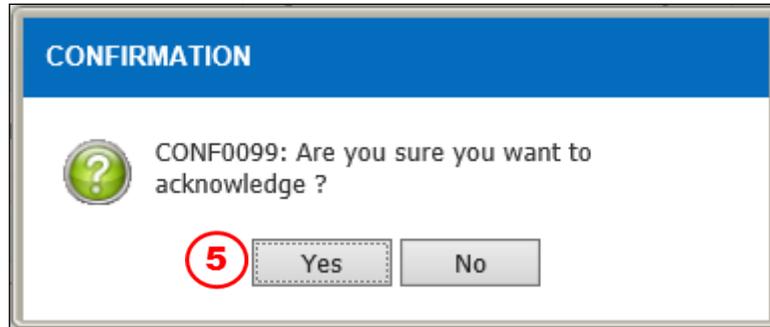


Figure 3.1.1-3 Confirmation Alert Message

#### STEP 5

Click on the  button to acknowledge the patient

#### Note

- User can acknowledge medication with Hold status as well.
- Upon acknowledged patient arrival, user may print **Queue No** by clicking on the  button as per **Figure 3.1.1-4**. The queue no is display as per **Figure 3.1.1-5**.
- Queue Ticket Number will be auto generate, this number based on values set in the master table. User can set starting value based on queue series. This number will be reset on a daily basis.
- Queue Ticket Number will display:
  - a) Department.
  - b) Facility Name.
  - c) Queue Number.
  - d) Date and Time.
- Printing the system's queue number is only applicable for certain facility.

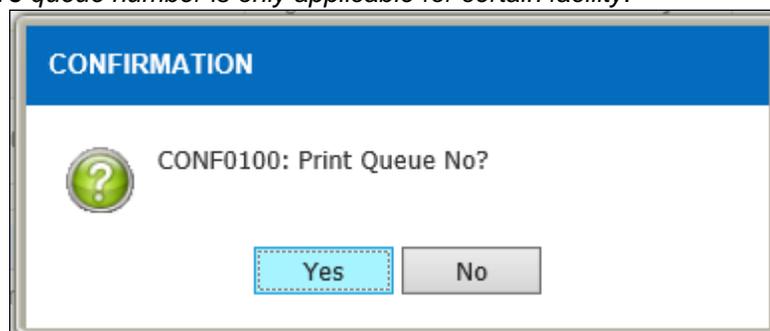


Figure 3.1.1-4 Confirmation Alert Message



**Figure 3.1.1-5 Queue Ticket Number Sample**

### 3.1.2 Acknowledge Prescription Without Patient Arrival

Allow user to acknowledge prescription without patient arrival.

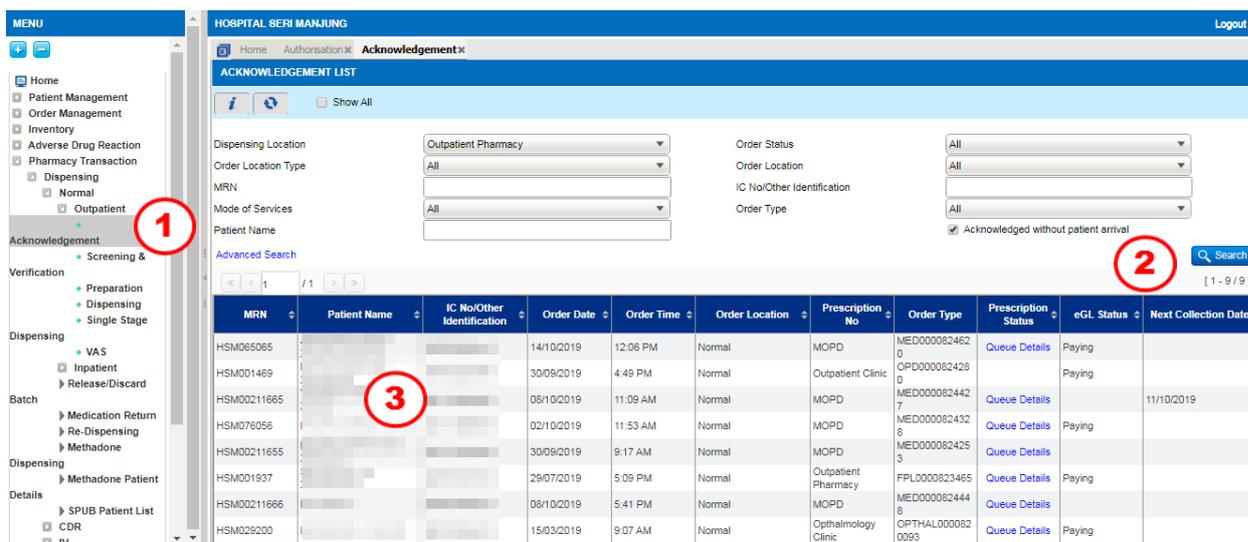


Figure 3.1.2-1 Pharmacy Acknowledgement Listing Page

#### STEP 1

Click on the 'Pharmacy Acknowledgement' sub menu

#### Note

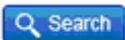
Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
l	Show All	Check box	Able to view all patient record
m	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
n	Order Status	- All - New Order - Partial Supply	Able to filter the order by order status
o	Order Location Type	Order location type (It will list down all active location type)	Able to filter and search patient's record name by order location type
p	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
q	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
r	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
s	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - SMS and Take - Telephone and	Allow user to search by patient registered with value added services for next collection

		Take - UMP - Others	
t	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
u	Patient Name	Name of Patient	Allow to search by patient name
v	Acknowledged without patient arrival	Check box	Able to filter and search patients' record which was acknowledged without patient arrival
<b>Advanced Search</b>			
h	Order Date from	Order date from	Able to filter and search patient's record by order date from
i	Order Date To	Order date to	Able to filter and search patient's record by order date to
j	Next Collection Date From	Next Collection Date From	Able to filter and search patient's record by next collection date from
k	Next Collection Date To	Next Collection Date To	Able to filter and search patient's record by Next Collection Date to
l	eGL Status	- All - Paying - Non Paying	Able to filter and search patient's record by eGL status
m	Patient Type	- All - Outpatient - Inpatient	Able to filter and search patient's type
n	Recorded by	-	Search patient by recorded by name

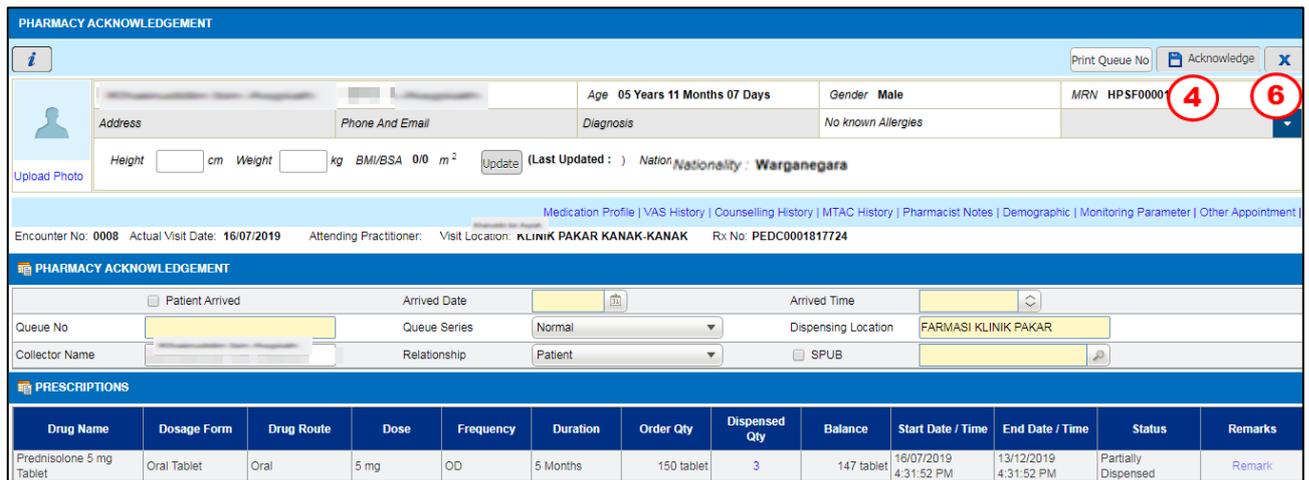
**Table 3.1.2-1**

**STEP 2**

Click on the  button to search the patient

**STEP 3**

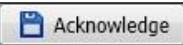
Double click on the selected patient's details



Drug Name	Dosage Form	Drug Route	Dose	Frequency	Duration	Order Qty	Dispensed Qty	Balance	Start Date / Time	End Date / Time	Status	Remarks
Prednisolone 5 mg Tablet	Oral Tablet	Oral	5 mg	OD	5 Months	150 tablet	3	147 tablet	16/07/2019 4:31:52 PM	13/12/2019 4:31:52 PM	Partially Dispensed	Remark

Figure 3.1.2-2 Pharmacy Acknowledgement

**STEP 4**

Click on the  button to acknowledge the prescription

**Note**

The process is same as acknowledge with patient arrival, except the **Patient Arrived** checkbox is not selected.

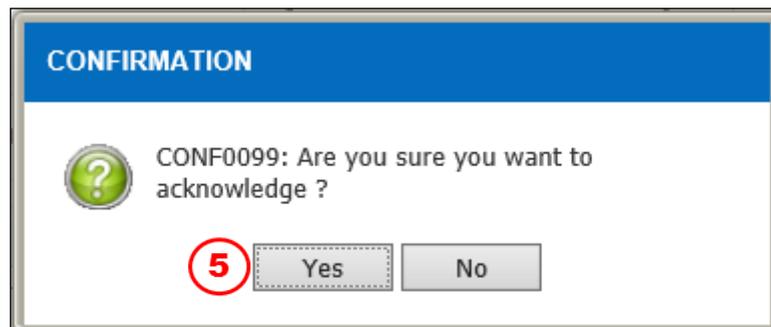
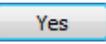


Figure 3.1.2.3 Confirmation Alert Message

**STEP 5**

Click on the  button to confirm the acknowledgement

**STEP 6**

Click on the  button to close existing screen as per **Figure 3.1.2-2**

### 3.1.3 Queue Details

This function allows user to assign queue number for patient upon patient arrival.

**PHARMACY INFORMATION SYSTEM**  
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Acknowledgement Dispensing

OUTPATIENT - DISPENSING

Dispensing Counter: 1

Dispensing Location: FARMASI KLINIK PAKAR  
Order Type: All  
Mode of Services: All  
IC No/Other Identification: [ ]

Patient Name: [ ]  
MRN: [ ]  
Order Status: All  
Prescription Status: All

Advanced Search [2] Search

Queue No	MRN	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection Mode	Order Type	Prescription Status	eGL Status	Arrival Time	Waiting Time
2368	HPSF00267959	[ ]	Normal	29/05/2019 9:43 AM	KLINIK PAKAR PERUBATAN	Normal Collection	Normal	IN PROGRESS	Paying	29/05/2019 10:39 AM	3357 : 34 : 46
2486	HPSF00065030	[ ]	Normal	29/05/2019 10:54 AM	KLINIK PAKAR PERUBATAN	Normal Collection	Normal	IN PROGRESS	Paying	29/05/2019 11:34 AM	3356 : 39 : 50
2912	HPSF00245548	[ ]	Normal	29/05/2019 10:04 PM	WAD 8 (MED - L)	Normal Collection	Discharge	IN PROGRESS	Paying	30/05/2019 4:33 PM	3327 : 41 : 25
2027	HPSF00022169	[ ]	Normal	19/03/2019 12:51 PM	KLINIK PAKAR PERUBATAN	Normal Collection	Normal	IN PROGRESS	Non Paying	31/05/2019 8:25 AM	3327 : 41 : 25
	HPSF00156523	[ ]	Normal	16/05/2019 9:37 AM	KLINIK PAKAR ORTOPEDIK	Normal Collection	Normal	IN PROGRESS	Paying	Queue Details [3]	

Figure 3.1.3-1 Pharmacy Dispensing Listing Screen

**STEP 1**

Click on the 'Dispensing' sub menu

**STEP 2**

Search the patient's record using the searching criteria

**Note**

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection	Allow user to search by patient registered with value added services for next collection

		<ul style="list-style-type: none"> <li>- Others</li> <li>- SMS and Take</li> <li>- Telephone and Take</li> <li>- UMP</li> </ul>	
g	Order Status	<ul style="list-style-type: none"> <li>- All</li> <li>- New Order</li> <li>- Partial Supply</li> </ul>	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	<ul style="list-style-type: none"> <li>- All</li> <li>- Hold</li> <li>- Expired</li> </ul>	Able to filter by prescription status
<b>Advanced Search</b>			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	<ul style="list-style-type: none"> <li>- All</li> <li>- Clinic</li> <li>- Day Care</li> <li>- ER</li> <li>- Nursing Unit</li> <li>- Pharmacy</li> </ul>	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	<ul style="list-style-type: none"> <li>- All</li> <li>- Normal</li> <li>- Express</li> <li>- Special</li> <li>- Others</li> </ul>	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No
q	Recorded by		Search patient by recorded by name

Table 3.1.3-1

**STEP 3**

Click on the **Queue Details** hyperlink

**QUEUE DETAILS**

4
✎
⊗
✕

5
 Patient Arrived

Arrived Date

Queue Series

Collector Name

Arrived Time

Queue No

Relationship

Figure 3.1.3-2 Queue Details

**STEP 4**

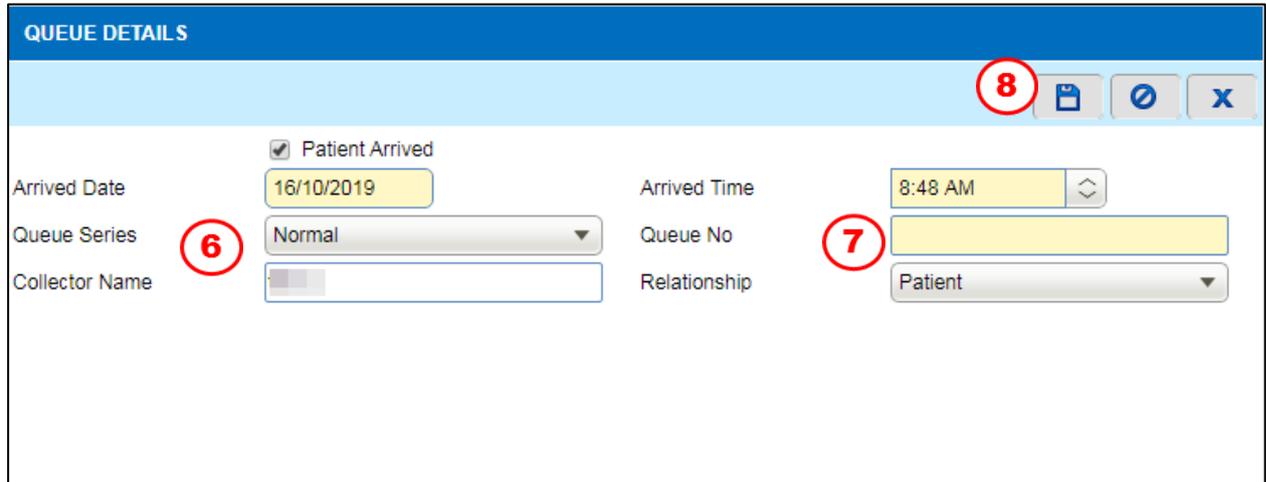
Click on the  button

**STEP 5**

Click on the  check box at **Patient Arrived**

**Note**

**Arrived Date and Arrived Time will be auto generated.**



**Figure 3.1.3-3 Queue Details**

**STEP 6**

Select **Queue Series** as listed:

- Normal
- Express
- Special
- Others

**STEP 7**

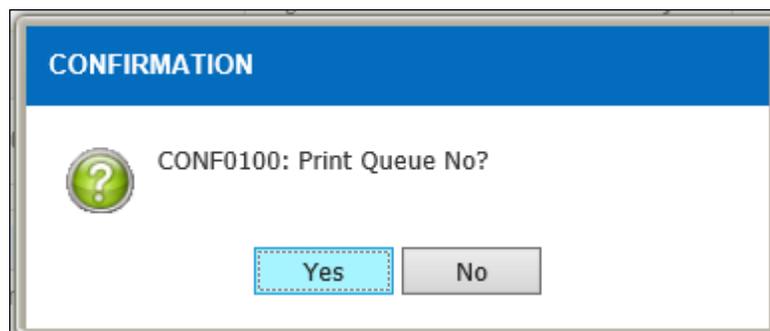
Enter queue number

**Note**

- At *Collector Name*, patient name will be generated automatically but user able to edit and type in collector name manually.
- User also able to select collector relationship to the patient.

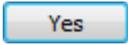
**STEP 8**

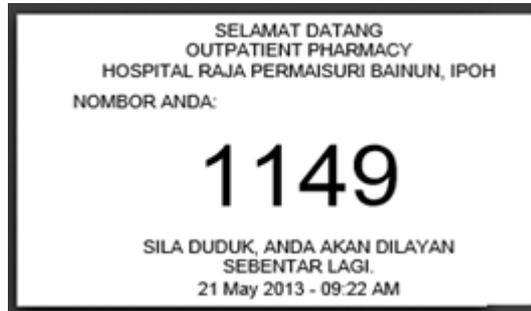
Click on  the button to save record



**Figure 3.1.3-4 Confirmation Alert Message**

**Note**

- Upon acknowledged patient arrival, user may print **Queue No** by clicking on  button. The queue no is displayed as per **Figure 3.1.3-5**.
- Printing the system's queue number is only applicable for certain facility.



**Figure 3.1.3-5 Queue Ticket Number Sample**

### 3.2 Screening and Verification

This function is used to screen & verify prescription before preparation and dispensing stage.

#### 3.2.1 Verify Prescription

This screen will allow user to do the checking and verification on the prescription.

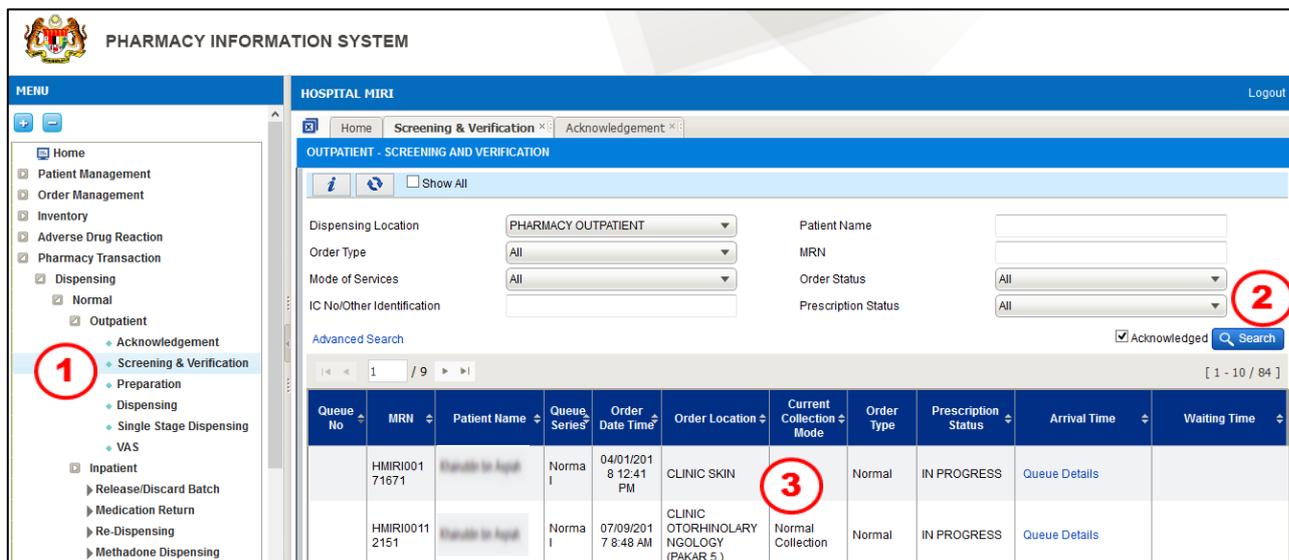


Figure 3.2.1-1 Screening & Verification Listing Screen

#### STEP 1

Click on 'Screening & Verification' sub menu

#### Note

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take - Normal Collection - Others	Allow user to search by patient registered with value added services for next collection

		<ul style="list-style-type: none"> <li>- SMS and Take</li> <li>- Telephone and Take</li> <li>- UMP</li> </ul>	
g	Order Status	<ul style="list-style-type: none"> <li>-All</li> <li>-Normal</li> <li>-SPUB</li> <li>-Discharge</li> <li>-Referred Patient</li> </ul>	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	<ul style="list-style-type: none"> <li>- All</li> <li>- Hold</li> <li>- Expired</li> </ul>	Able to filter by prescription status
<b>Advanced Search</b>			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	<ul style="list-style-type: none"> <li>- All</li> <li>- Clinic</li> <li>- Day Care</li> <li>- ER</li> <li>- Nursing Unit</li> <li>- Pharmacy</li> </ul>	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Queue Date	Queue Date	Able to patient's record by queue date
o	Queue Series	<ul style="list-style-type: none"> <li>- All</li> <li>- Normal</li> <li>- Express</li> <li>- Special</li> <li>- Others</li> </ul>	Able to filter and search patient's record by Queue series
p	Queue No	Queue No	Able to filter and search by Queue No
q	Recorded by		Search patient by recorded by name

**Table 3.2.1-1**

**STEP 2**

Click on the  button to search the patient

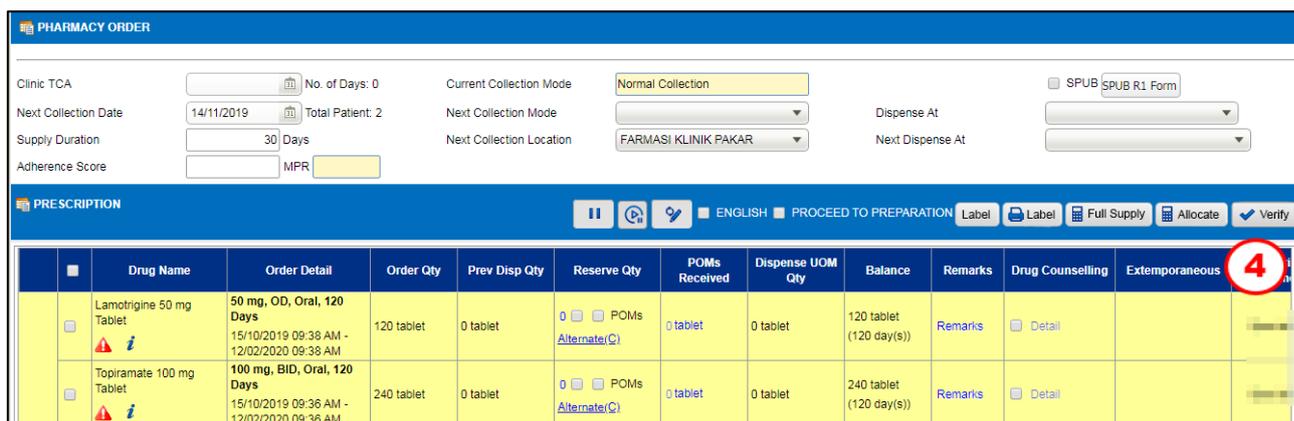
**Note**

- Search result of the current order patient list will be displayed:
  - Queue No
  - MRN
  - Patient Name
  - Queue Series

- Order Date Time
- Order Location
- Current Collection Mode
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time
- Patient waiting time is showed at screening & verification, preparation and dispensing screen.
- Waiting time will be auto display when generate queue number.
- Waiting time will be in hh:mm:ss format. Example 1:20:10
- For prescription without patient arrival, this field will be blank.
- Waiting time will be shown with different colours and indicates as below.
  - a) Red - Patient has waited for more than 30 minutes.
  - b) Navy Blue - Patient has waited for more than 20 minutes but less than 30 minutes.
  - c) Green - Patient has waited for less than 20 minutes.

### STEP 3

Double click on the selected patient record and patient detail information will be display as per **Figure 3.2.1-2**



**Figure 3.2.1-2 Screening & Verification screen**

### Note

Screening and verification screen consist of 3 (three) sections:

#### a. Pharmacy Acknowledgement

Description	Remarks
Patient Arrived	Patient acknowledged arrived
Queue Series	Queue series as of in system configured
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time and date based on "Patient Arrived"
Collector Name	Name of the person who collects the prescription
Relationship	Relationship between patient and collector

**Table 3.2.1-2**

#### b. Pharmacy order

Description	Remarks
Clinic TCA	To come Again
Next Collection Date	Next collection date
Supply Duration	Drug to be supply based on ordered duration
Current Collection Mode	Current collection mode

Next collection mode (Value Added Services)	To select the mode of collection
Next Collection Location	Next collection location to be collect
SPUB	Patient taking medicine from other hospital
Dispense at	Pharmacy location
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MAR	Information regarding the medication as per ward medication chart

**Table 3.2.1-3**

**c. Prescription**

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber
Reserve Qty	Drugs quantity to be reserved
Dispense UOM Qty	Quantity available in UOM
Balance	Balance quantity and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
Prev Disp Qty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber Name	Doctor that ordered the prescription
Status	Drug status

**Table 3.2.1-4**

**Note**

- Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.
  - Drug Interaction = 
  - Drug Info = 
- If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.
- This icon , will display the drug information screen

**STEP 4**

Click on the  button to confirm verification process

**Note**

- To skip the preparation process, tick the  Proceed to Preparation check box.
- Click at the  Reserve quantity checkbox if there is no stock for a particular drug to dispense '0'quantity.
- Supply duration will default to 30 if the order duration is >30 days.
- User may click on the  button to allocate quantity at the Screening and Verification stage.
- User able to do Intervention, Alternate/Combination and Hold drug at screening and verification screen by click on the  context menu. Refer steps starting in [section 3.2.2](#)
- After allocate, user also able to print the drug label. Refer steps in [section 3.3.3 Drug Label](#)
- Prescriber can change order concurrently while pharmacists have not verified order. System will display alert as Figure 3.2.1-3 ad will appear in purple colored word

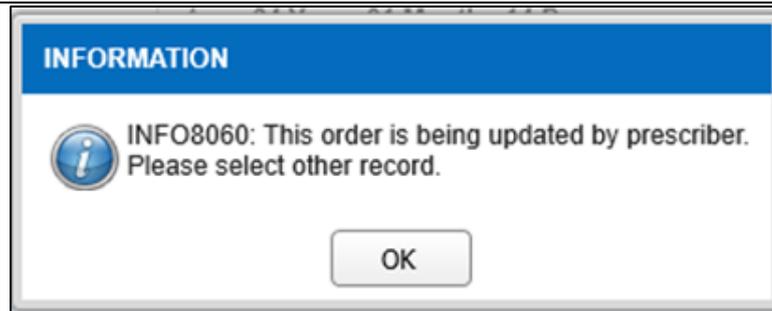
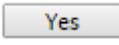


Figure 3.2.1-3 Information

**STEP 5**

Click on the  button to save record

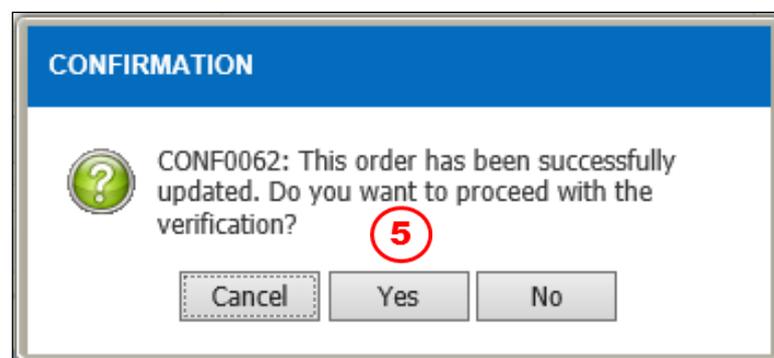


Figure 3.2.1-4 Confirmation Alert Message

### 3.2.2 Intervention

This function allow user to modify the dosage, frequency and duration. This function is available in screening and verification screen and also preparation screen.

Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Name
Lamotrigine 50 mg Tablet	50 mg, OD, Oral, 120 Days 15/10/2019 09:38 AM - 12/02/2020 09:38 AM	120 tablet	0 tablet	0	0 POMs Alternate(C)	0 tablet	120 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		
Topiramate 100 mg Tablet	100 mg, BID, Oral, 120 Days 15/10/2019 09:36 AM - 12/02/2020 09:36 AM	240 tablet	0 tablet	0	0 POMs Alternate(C)	0 tablet	240 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.2.2-1 Screening & Verification

**Note**

Repeat step 1 to 3 as per [Figure 3.2.1 section Verify Prescription](#) before performs Intervention steps.

**STEP 1**

Select the drug and click at the  button as per [Figure 3.2.2-1](#)

**Note**

Tick  to select at least one drug before clicking the  button

Selection	Intervention Reason	Remarks	Interventi Accepted	Interventi Not Accepted
<input type="checkbox"/>	Authenticity		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Contraindication		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Drug Interaction		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Dose		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Drug		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Duration		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Inappropriate Frequency		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Incompatibility		<input type="radio"/>	<input type="radio"/>

Figure 3.2.2-2 Intervention

**STEP 2**

Select the **Intervention Reason** by clicking the **Selection** checkbox from **Intervention by Doctor** or **Intervention by Pharmacist**. Reasons shall be selected as per below:

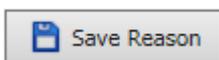
- Authenticity
- Contraindication

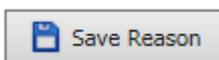
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

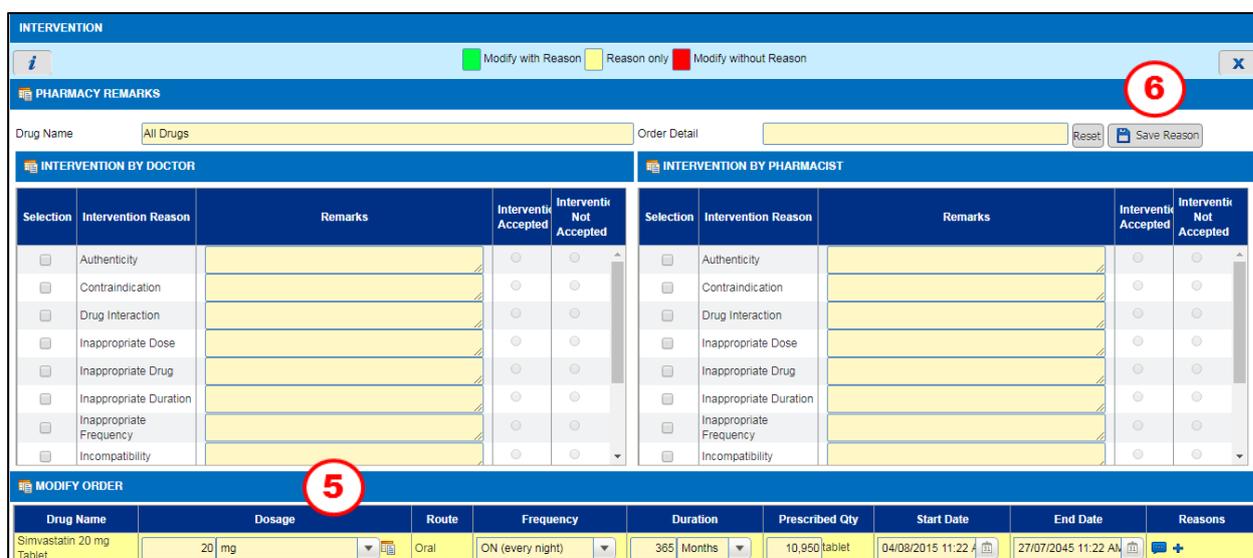
**STEP 3**

Enter the **Remarks** and select either **Intervention Accepted or Intervention Not Accepted** after consulting the prescriber

**STEP 4**



Click on the  button to save the changes made



**Figure 3.2.2-3 Modify Order**

**STEP 5**

Change the Order details as required as per **Figure 3.2.2-3**

**Note**

- Background color for the drugs change from grey to Yellow, means the records is being updated on the intervention reason but no modification been done.
- There were also some color indicator highlighted for a drug row, when user do the intervention:
  - GREEN**- Modify with Intervention Reason:- user able to save changes.
  - YELLOW**- Add Reason only:- user able to save changes.
  - RED**-Modify without Reason:- user are not able to save changes. User need to add in at least one reason to save changes
- User is allowed to change the Dosage, Frequency and Duration.

**STEP 6**

Click on the  button to confirm Modify Order

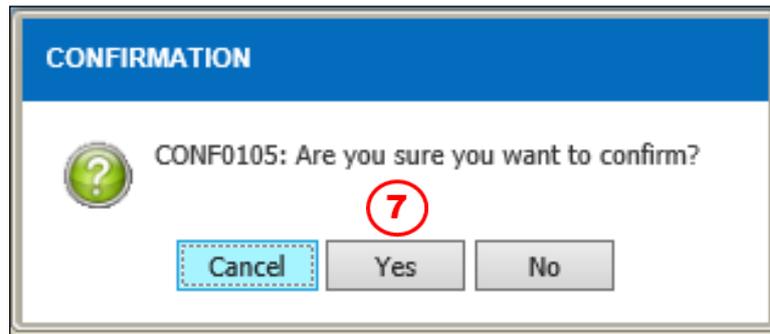


Figure 3.2.2-4 Confirmation alert message

**STEP 7**

Click on the  button to confirm drug Intervention

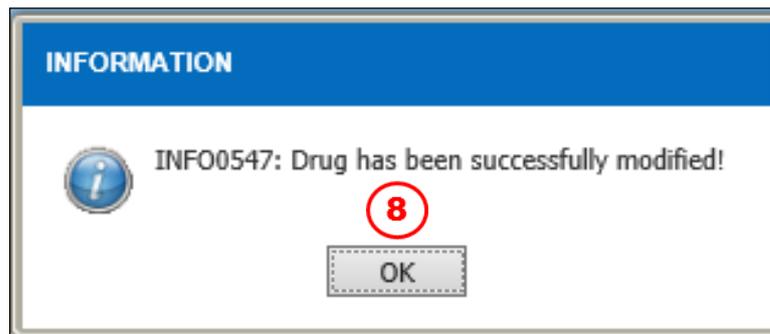
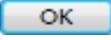


Figure 3.2.2-5 Information alert message

**STEP 8**

Click on the  button to save record

**Note**

Once the order has been successfully modified, a blue hyperlink with the intervention information will be display as per **Figure 3.2.2-6**.

		Hypromellose 0.3% Eye Drops (with preservative)  	1 drop, BID, Eye Both, 3 Months 08/08/2017 09:05 AM - 09/11/2017 09:05 AM	2 bott	<input type="checkbox"/>	0 bottle	2 bott (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott	
		Ranitidine 150 mg Tablet  	150 mg, OD, Oral, 6 Months 08/08/2017 09:05 AM - 04/02/2018 09:05 AM	180 tablet	<input type="checkbox"/>	0 tablet	180 tablet (27 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet	

Figure 3.2.2-6 Updated Prescription

### 3.2.3 Alternate Drug

This function allows user to dispense different drugs from existing ordered drug with condition, alternate drug should contain same active ingredient and same administration route.

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Name
<input type="checkbox"/>	Lamotrigine 50 mg Tablet	50 mg, OD, Oral, 120 Days 15/10/2019 09:38 AM - 12/02/2020 09:38 AM	120 tablet	0 tablet	0 <input type="checkbox"/> <input type="checkbox"/> <a href="#">Alternate</a>	0 tablet	0 tablet	120 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Topiramate 100 mg Tablet	100 mg, BID, Oral, 120 Days 15/10/2019 09:36 AM - 12/02/2020 09:36 AM	240 tablet	0 tablet	0 <input type="checkbox"/> <input type="checkbox"/> POMs <a href="#">Alternate(C)</a>	0 tablet	0 tablet	240 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.2.3-1 Screening & Verification

**Note**

Repeat Step 1 to Step 3 as per [Figure 3.2.1 section in Verify Prescription](#) before perform Alternate Drug steps.

**STEP 1**

Click on the [Alternate](#) hyperlink as per [Figure 3.2.3-1](#)

Location: PHARMACY OUTPATIENT  
 Ordered Drug Code: S01XA2000D2002XX  
 Ordered Drug Desc: Hypromellose 0.3% Eye Drops (with preservative)

Order Detail: 1 drop, QID, 12 Months  
 Dosage Form: Ophthalmic Drop(s)  
 Route: Eye Right  
 Supply Duration: 30 days Date From 08/01/2018 to 07/02/2018

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Hypromellose 0.3%, Carbomer 980 Ophthalmic Gel	Ophthalmic Gel	Eye Both	2 drop	424606	30/09/2019	458	tube	4	<input checked="" type="checkbox"/>
2	Hypromellose 0.3% Eye Drop (Preservative Free)	Ophthalmic Solution	Eye Both	0 drop	16225A	31/05/2018	696	vial	0	<input type="checkbox"/>
				0 drop	16343C	31/08/2018	11392	vial	0	<input type="checkbox"/>

Reason:  Remark:

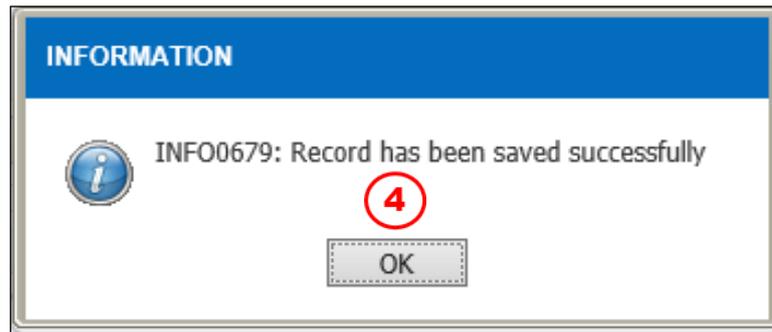
Figure 3.2.3-2 Alternate Drug Details

**STEP 2**

Enter the **Qty per dose**

**STEP 3**

Click on the button to save the record



**Figure 3.2.3-4 Information Alert Message**

**STEP 4**

Click on the  button to save record and screen will close automatically and back to prescription screen as **Figure 3.2.3-5**

PRESCRIPTION												
Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name		
Hyromellose 0.3% Eye Drops (with preservative)	1 drop, QID, Eye Both, 12 Months 13/06/2017 01:06 PM - 08/06/2018 01:06 PM	15 bott	0 <input type="checkbox"/> Alternate	0 bottle	11 bott (121 day(s))	Remarks	<input type="checkbox"/> Detail	0 bott				Actr
Hyromellose 0.3%, Carbomer 980 Ophthalmic Gel			4 tube									

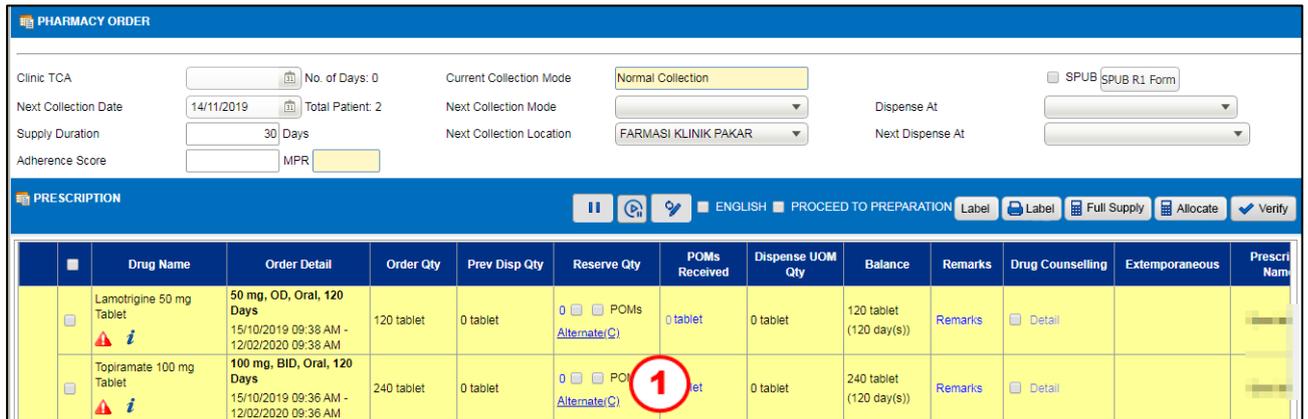
**Figure 3.2.3-5 Updated Prescription**

**Note**

Alternate drug field will change to green color as per **Figure 3.2.3-5**.

### 3.2.4 Alternate & Combination Drug

A combination of ordered drugs and alternative drugs with the same active ingredient, administration route and dosage form.



	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Nam
<input type="checkbox"/>	Lamotrigine 50 mg Tablet	50 mg, OD, Oral, 120 Days 15/10/2019 09:38 AM - 12/02/2020 09:38 AM	120 tablet	0 tablet	0 <input type="checkbox"/> POMs <a href="#">Alternate(C)</a>	0 tablet	0 tablet	120 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Topiramate 100 mg Tablet	100 mg, BID, Oral, 120 Days 15/10/2019 09:36 AM - 12/02/2020 09:36 AM	240 tablet	0 tablet	0 <input type="checkbox"/> POMs <a href="#">Alternate(C)</a>	0 tablet	0 tablet	240 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.2.4-1 Screening & Verification

**Note**

- Repeat **step 1** and **3** as [Figure 3.2.1 section Verify Prescription](#) before perform Alternate / Combination Drug steps.
- User can do alternate/combination based on setting in the drug master.
- Not all drugs are allowed to do alternate/combination.

**STEP 1**

Click on the [Alternate\(C\)](#) button and select **Alternate/Combination Drug** as per **Figure 3.2.4-1**

**ALTERNATE DRUG DETAILS**

Location:  Order Detail:  3

Ordered Drug Code:  Dosage Form:

Ordered Drug Desc:  Route:

Dispense UOM:  Supply Duration:  Date From:  to:

**BATCH DETAIL**  
pack of 15 tablet

No	Drug Name	Dosage Form	Route	Qty per dose	Batch	Expiry Date	Available Qty	SKU	Allocation Qty	Select
1	Simvastatin 10 mg Tablet	Oral Tablet	Oral	0 tablet	2862926	31/03/2020	17536	tablet	0	<input type="checkbox"/>
				0 tablet	2875167	30/04/2020	19000	tablet	0	<input type="checkbox"/>
				0 tablet	2891177	30/06/2020	5000	tablet	0	<input type="checkbox"/>
				0 tablet	2905397	31/08/2020	5000	tablet	0	<input type="checkbox"/>
				0 tablet	2939175	31/12/2020	5000	tablet	0	<input type="checkbox"/>
				0 tablet	2957766	28/02/2021	10000	tablet	0	<input type="checkbox"/>
2	Simvastatin 40 mg Tablet	Oral Tablet	Oral	0 tablet	2891482	30/06/2020	13000	tablet	0	<input type="checkbox"/>
				0 tablet	2906759	31/08/2020	16500	tablet	0	<input type="checkbox"/>
				0 tablet	2921458	31/10/2020	31500	tablet	0	<input type="checkbox"/>

Reason:  Remark:

Figure 3.2.4-2 Alternate Drug Details

**STEP 2**

Enter the **Qty per dose** field for selected combination drug

**Note**

Dispense OUM is available to select as per Figure 3.2.4-2

**STEP 3**

Click on the button to save record

**STEP 4**

Click on the button to save record as Figure 3.2.4-3 and screen will close automatically and back to prescription screen as Figure 3.2.4-4

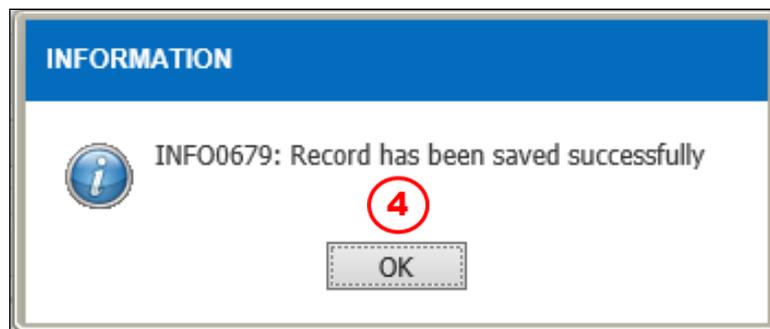


Figure 3.2.4-3 Information Alert Message

**PRESCRIPTION**

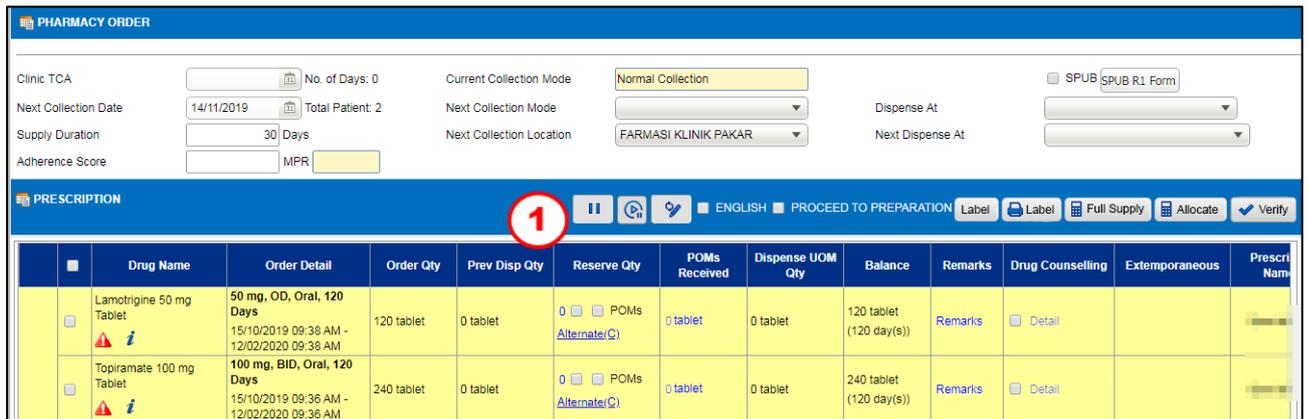
ENGLISH PROCEED TO PREPARATION Label Label Full Supply Allocate Verify

	Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	
<input type="checkbox"/>	Methylphenidate HCl 20 mg LA Capsule	20 mg, OM, Oral, 181 Days 27/07/2017 09:26 AM - 24/01/2018 09:26 AM	181 capsule	0 <input type="checkbox"/> Alternate(C)	0 capsule	150 capsule (0 day(s))	Remarks	<input type="checkbox"/> Detail	0 capsule			Ackr
	Methylphenidate HCl 10 mg Tablet			32 tablet								
	Methylphenidate HCl 18 mg Extended-release Tablet			16 tablet								

Figure 3.2.4-4 Updated Prescription

### 3.2.5 Hold and resume

These functions allow Pharmacist to hold medication from being prepare or dispense. User also can resume the medication order to continue dispensing.



The screenshot shows the 'PHARMACY ORDER' window. At the top, there are fields for 'Clinic TCA', 'No. of Days: 0', 'Current Collection Mode: Normal Collection', 'Next Collection Date: 14/11/2019', 'Total Patient: 2', 'Next Collection Mode', 'Dispense At', 'Supply Duration: 30 Days', 'Next Collection Location: FARMASI KLINIK PAKAR', and 'Next Dispense At'. Below this is the 'PRESCRIPTION' section with a toolbar containing a red circle '1' around a pause button, along with other icons and buttons like 'ENGLISH', 'PROCEED TO PREPARATION', 'Label', 'Full Supply', 'Allocate', and 'Verify'. The main table lists two drugs: 'Lamotrigine 50 mg Tablet' and 'Topiramate 100 mg Tablet', each with columns for Order Detail, Order Qty, Prev Disp Qty, Reserve Qty, POMs Received, Dispense UOM Qty, Balance, Remarks, Drug Counselling, and Extemporaneous.

Figure 3.2.5-1 Screening & Verification

**Note**

Repeat step 1 and 3 as [Figure 3.2.1 section Verify Prescription](#) before perform Hold Drug steps.

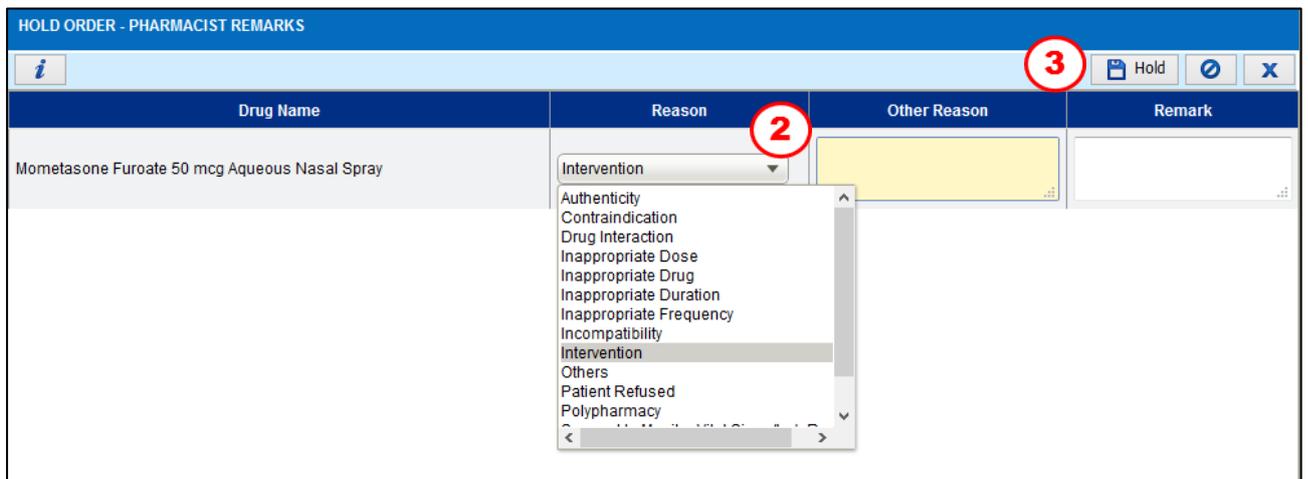
**Hold**

**STEP 1**

Select the drug and click on the  button to Hold order as per **Figure 3.2.5-1**

**Note**

Tick  to select at least one drug before clicking the  button



The screenshot shows the 'HOLD ORDER - PHARMACIST REMARKS' window. It has a header with an information icon and a 'Hold' button with a red circle '3'. The main table has columns for 'Drug Name', 'Reason', 'Other Reason', and 'Remark'. The 'Reason' column has a dropdown menu with a red circle '2' around it, listing various reasons like 'Authenticity', 'Contraindication', 'Drug Interaction', 'Inappropriate Dose', 'Inappropriate Drug', 'Inappropriate Duration', 'Inappropriate Frequency', 'Incompatibility', 'Intervention', 'Others', 'Patient Refused', and 'Polypharmacy'. The 'Drug Name' column contains 'Mometasone Furoate 50 mcg Aqueous Nasal Spray'.

Figure 3.2.5-2 Hold Order – Pharmacist Remarks

**STEP 2**

Select and enter from the **Hold Reason** drop down box:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose

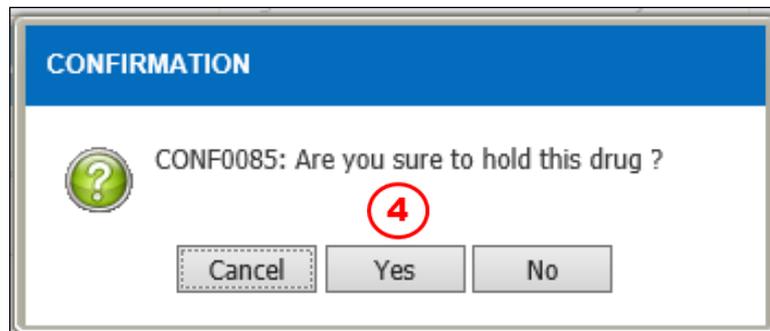
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

**Note**

- Drug status will change back to Acknowledged/Hold for Partial Supply prescription (Screening and Verification screen).
- Drug status will change back to Ordered/Hold for New Order prescription (Screening and Verification screen).
- Enter the **Remarks** field with applicable information.

**STEP 3**

Click on the  button to proceed Hold



**Figure 3.2.5-3 Confirmation Alert Message**

**STEP 4**

Click on the  button to Hold Drug and confirmation pop up message will close automatically

**Resume**

**PHARMACY ORDER**

Clinic TCA:  No. of Days: 0 Current Collection Mode: Normal Collection
 SPUB SPUB R1 Form

Next Collection Date: 14/11/2019 Total Patient: 2 Next Collection Mode: ▼ Dispense At: ▼

Supply Duration: 30 Days Next Collection Location: FARMASI KLINIK PAKAR Next Dispense At: ▼

Adherence Score:  MPR:

---

**PRESCRIPTION**

|| 🔍 🔗 ENGLISH PROCEED TO PREPARATION Label 🖨️ Label 📦 Full Supply 📋 Allocate ✓ Verify

☐	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reset <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">1</span>	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescri Name
<input type="checkbox"/>	Lamotrigine 50 mg Tablet	50 mg, OD, Oral, 120 Days 15/10/2019 09:38 AM - 12/02/2020 09:38 AM	120 tablet	0 tablet	0 <input type="checkbox"/> POMs <a href="#">Alternate(Q)</a>	0 tablet	0 tablet	120 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Topiramate 100 mg Tablet	100 mg, BID, Oral, 120 Days 15/10/2019 09:36 AM - 12/02/2020 09:36 AM	240 tablet	0 tablet	0 <input type="checkbox"/> POMs <a href="#">Alternate(Q)</a>	0 tablet	0 tablet	240 tablet (120 day(s))	Remarks	<input type="checkbox"/> Detail		

**Figure 3.2.5-4 Screening & Verification**

**STEP 1**



Select the drug and click on the button to select Resume as per Figure 3.2.5-4

**Note**

Tick  to select at least one drug before clicking the button

**HOLD ORDER - PHARMACIST REMARKS**

3 Resume 🔄 ✕

Drug Name	Reason	Other Reason	Remark	Action Taken <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">2</span>
Mometasone Furoate 50 mcg Aqueous Nasal Spray	Intervention		Change	

**Figure 3.2.5-5 Resume Order Screen**

**STEP 2**

Enter information in the **Action Taken** field

**STEP 3**

Click on the button

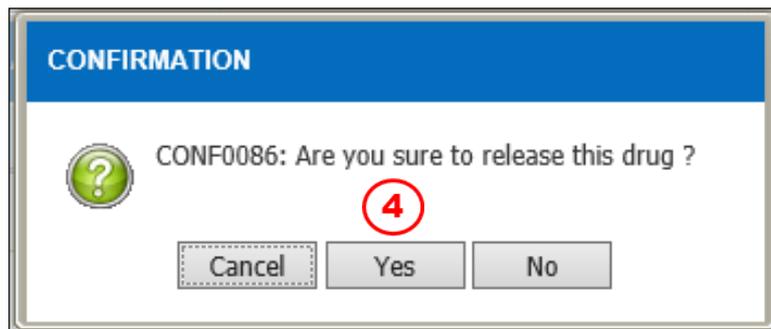


Figure 3.2.5-6 Confirmation Alert Message

**STEP 4**

Click on the  button to release drug from hold and the Hold Order screen will close automatically

**Note**

- Drug status will change back to Acknowledged for Partial Supply prescription (Screening and Verification screen).
- Drug status will change back to Ordered for New Order prescription (Screening and Verification screen).
- Drug status will change back to Verified (Preparation screen).
- Drug status will change back to Prepared (Dispensing screen)
- Under dispensing screen, there will be an additional button called Error Factor to update errors according to Figure 3.2.5-7 and Figure 3.2.5-8



Figure 3.2.5-7



Figure 3.2.5-8

### 3.3 Preparation

This function is used to prepare medication after it has been screened and verified. It also allow user to print the drug label, balance medication sheet and extemporaneous worksheet.

#### 3.3.1 Prepare

This function is used to prepare the drug before it can be dispensed to the patient.

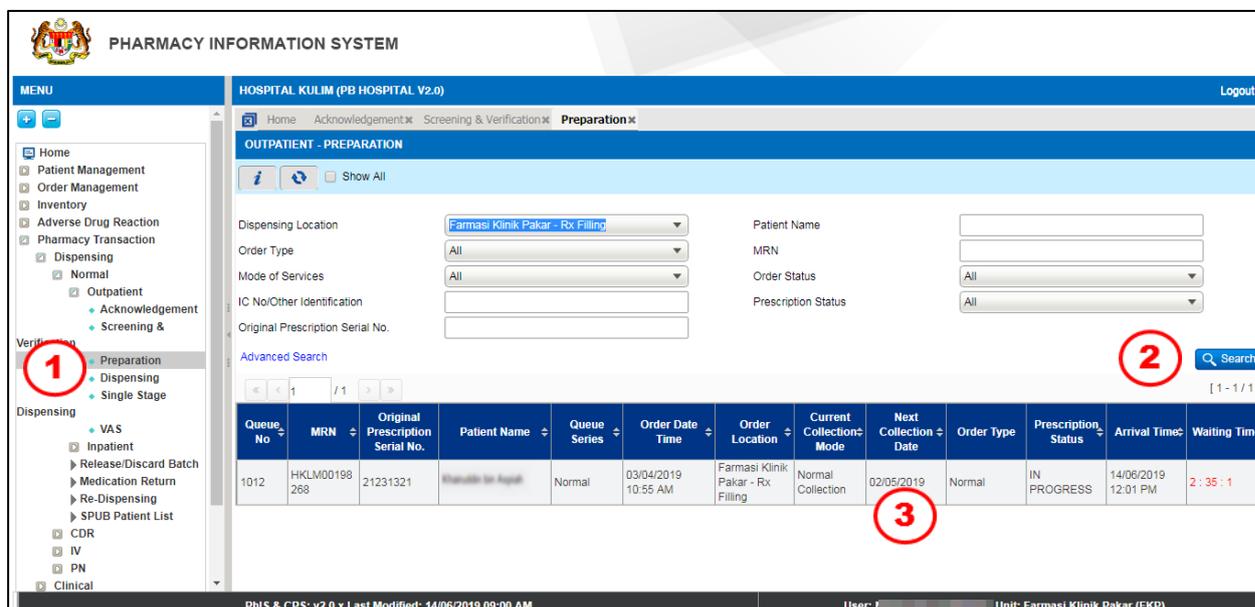


Figure 3.3.1-1 Preparation Landing Screen

#### STEP 1

Click on 'Preparation' sub menu

**Note**

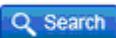
Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All	Check box	Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location assigned to the user)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of Patient	Allow to search by patient name
d	Order Type	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	- All - Appointment Card - Email and Take - Fax and Take	Allow user to search by patient registered with value added services for next collection

		<ul style="list-style-type: none"> <li>- Normal Collection</li> <li>- Others</li> <li>- SMS and Take</li> <li>- Telephone and Take</li> <li>- UMP</li> </ul>	
g	Order Status	<ul style="list-style-type: none"> <li>- All</li> <li>- New Order</li> <li>- Partial Supply</li> </ul>	Able to filter the order by order status
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	<ul style="list-style-type: none"> <li>- All</li> <li>- Hold</li> <li>- Expired</li> </ul>	Able to filter by prescription status
<b>Advanced Search</b>			
j	Order Location	Order location. (It will list down all active visit location)	Able to filter and search patient's record by order location
k	Order Location Type	<ul style="list-style-type: none"> <li>- All</li> <li>- Clinic</li> <li>- Day Care</li> <li>- ER</li> <li>- Nursing Unit</li> <li>- Pharmacy</li> </ul>	Able to filter and search patient's record by order location type
l	Order Date from	Order date from	Able to filter and search patient's record by order date from
m	Order Date To	Order date to	Able to filter and search patient's record by order date to
n	Next Supply From	Next supply from date	Able to filter and search patient's record by next supply from date
o	Next Supply To	Next supply to date	Able to filter and search patient's record by next supply to date
p	Queue Date	Queue Date	Able to patient's record by queue date
q	Queue Series	<ul style="list-style-type: none"> <li>- All</li> <li>- Normal</li> <li>- Express</li> <li>- Special</li> <li>- Others</li> </ul>	Able to filter and search patient's record by Queue series
r	Queue No	Queue No	Able to filter and search by Queue No
s	Recorded by		Search patient by recorded by name

**Table 3.3.1-1**

**STEP 2**

Click on the  button to search the patient

**Note**

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time

- Order Location
- Current Collection Mode
- Next Collection Date
- Order Type
- Prescription Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient's name

**Figure 3.3.1-2 Preparation**

**STEP 4**

Click on the button to proceed preparation

**Note**

Preparation screen consist of 2(two) sections:

**a. Pharmacy Order**

Description	Remarks
Queue Series	Queue series based on facility
Queue Number	System will auto generate queue number. This number will be reset on a daily basis
Arrival Time	Patient arrived time
Waiting Time	Patient waiting time
Collector Name	Person or patient collecting the medicine
Relationship	Relationship between person collecting the medicine and the patient
Clinic TCA	To come again
Current Collection Mode	Current collection mode
SPUB	SPUB
Next Collection Date	Next collection date
Next collection mode (Value Added Services)	To select the mode of collection
Dispense at	Dispense location
Supply Duration	Drug to be supply based on ordered duration
Next Collection Location	Next collection location to be collect
Adherence Score	Score to be entered between 1 to 8 with max 2 decimal points
MPR	Calculated for partial supply prescription only

**Table 3.3.1-2**

**b. Prescription**

Description	Remarks
Drug Name	Ordered drug from prescriber
Order Detail	Ordered detail such as dose, frequency and duration
Order Qty	Order quantity from prescriber
Reserve Qty	Drugs quantity to be reserve
Dispense UOM Qty	Drugs dispensed in Unit of Measurement
Balance	Drug balance and balance days
Remarks	Prescription remarks from prescriber
Drug Counseling	To view or create new medication counseling
Prev Disp Qty	Previous dispensed quantity
Extemporaneous	To prepare worksheet for extemporaneous
Prescriber name	Doctor who prescribe the prescription
Status	Prescription status

**Table 3.3.1-3**

**Note**

- Drug Interaction and Drug Info at Dispensing screen (Screening, Preparation, Dispensing, Single Stage) is displayed under the drug name.
  - Drug Interaction = 
  - Drug Info = 
- If there are any drug interaction, this icon  will change to red color  and once clicks, it will display the drug interaction screen info.
- This icon , will display the drug information screen
- Reserve quantity will be auto allocate depends on the order quantity or supply duration. Click on the reserve quantity to allocate manually. Refer steps in [section 3.3.2 Allocate Quantity](#).
- Adherence score field is available. User can enter the score between 1- 8. User is allowed to enter decimal value up to 2 decimal points.
- Adherence score is available in the following screen
  - Screening and verification
  - Preparation
  - Dispensing
  - Single Stage
- Medication Possession Rate (MPR) value will be calculated for partial supply prescription only.
- MPR Formula:
  - To count MPR for all active drugs but display minimum MPR at prescription level.
  - Exemption of MPR calculation for drug with PRN frequency

$$\% \text{ MPR} = \frac{\text{Supply Duration}}{\text{Duration between previous supply start date until current date}}$$

**Example**

Scenario 1:

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, TDS
  - Previous supply start on 5/3/2015 for 30 days
  - Current date is 20/3/2017.
  - Supply duration = 30 days
  - Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
  - Drug MPR =  $(30/15) \times 100 = \underline{200}$
- Drug B, BD
  - Previous supply start on 7/3/2015 for 40 days
  - Current date is 20/3/2017.
  - Supply duration = 40 days
  - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days

- Drug MPR =  $(40/13) \times 100 = 308$

MPR at prescription level = minimum MPR for all active drug = 200

Scenario 2: (Exemption for PRN frequency)

Previous dispensing done on 5/3/2017 for few drugs:

- Drug A, PRN  
Previous supply start on 5/3/2015 for 30 days  
Current date is 20/3/2017.
  - Supply duration = 30 days
  - Duration between previous start and current = 5/3/2017 to 20/3/2017 = 15 days
  - Drug MPR =  $(30/15) \times 100 = \underline{N/A}$
- Drug B, BD,  
Previous supply start on 7/3/2015 for 40 days  
Current date is 20/3/2017.
  - Supply duration = 40 days
  - Duration between previous start and current = 7/3/2017 to 20/3/2017 = 13 days
  - Drug MPR =  $(40/13) \times 100 = 308$

MPR at prescription level = minimum MPR for all active drug = 308

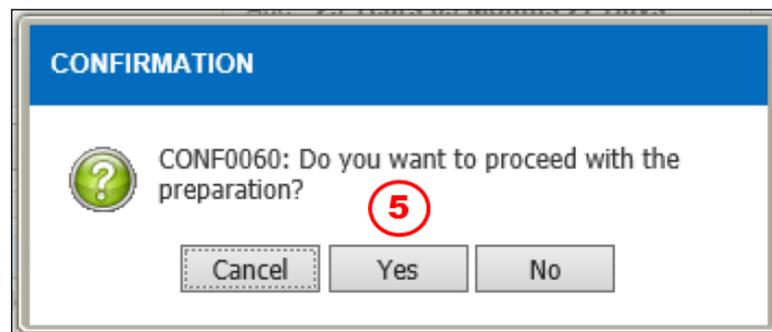
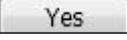


Figure 3.3.1-3 Confirmation Alert Message

#### STEP 5

Click on the  button to confirm preparation and window will close automatically

### 3.3.2 Allocate Quantity

This function allow user to manually allocate reserve quantity by batch.

PHARMACY ORDER

PHARMACY ORDER

PHARMACY ORDER

Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescrib Name
Ursodeoxycholic Acid 250 mg Capsule	130 mg, BID, Oral, 12 Months 20/05/2019 10:13 AM - 14/05/2020 10:13 AM	375 capsule	0 capsule	1	0 capsule	20 capsule	355 capsule (212 day(s))	Remarks	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail	

Figure 3.3.2-1 Preparation

**Note**

Repeat step 1 and 3 as per section 3.3.1 Prepare before performs Allocate Quantity steps.

**STEP 1**

Click on **Reserve Qty** to allocate quantity (the number)

ITEM BATCH DETAILS

ITEM BATCH DETAILS

ITEM BATCH DETAILS

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
17F22649L	30/06/2021	2321	20 capsule	20
17K27769L	30/11/2021	1910	0 capsule	0
L18951A	31/05/2022	465	0 capsule	0
L18951A	31/05/2022	40	0 capsule	0
L18068C	30/09/2023	695	0 capsule	0

Total Available Qty: 5431      Total Allocated Qty: 20

Figure 3.3.2-2 Item Batch Details

**STEP 2**

Change the value of **Supply Duration** or the **UOM Qty**

**ITEM BATCH DETAILS**

3
[ Save ] [ Refresh ] [ Close ]

Drug Code: <input type="text" value="A05AA02000C1001XX"/>	Default SKU: <input type="text" value="capsule"/>
Drug Name: <input type="text" value="Ursodeoxycholic Acid 250 mg Capsule"/>	Dispense UOM: <input type="text" value="capsule"/>
Order Detail: <input type="text" value="130 mg, BD (twice daily), 12 Months, 20/05/2019 - 14/05/2020"/>	Supply Duration: <input type="text" value="19 days"/> Date From: <input type="text" value="20/05/2019"/> to: <input type="text" value="08/06/2019"/>

**BATCH DETAIL**

[ < ] [ > ] [ / 1 ]
[ 1 - 5 / 5 ]

Batch No	Expiry Date	Available Qty	UOM Qty	Allocated Qty
17F22649L	30/06/2021	2321	<input type="text" value="20"/> capsule	<input type="text" value="20"/>
17K27769L	30/11/2021	1910	<input type="text" value="0"/> capsule	<input type="text" value="0"/>
L18951A	31/05/2022	465	<input type="text" value="0"/> capsule	<input type="text" value="0"/>
L18951A	31/05/2022	40	<input type="text" value="0"/> capsule	<input type="text" value="0"/>
L18068C	30/09/2023	695	<input type="text" value="0"/> capsule	<input type="text" value="0"/>
Total Available Qty		<input type="text" value="5431"/>	Total Allocated Qty	
			<input type="text" value="20"/>	

**Figure 3.3.2-3 Item Batch Details**

**Note**

Item Batch Details window consist of 2(two) sections:

**a. Item Batch Details**

Description	Remarks
Drug Code	The value will be defaulted to the drug code selected from the prescription list, auto display.
Default SKU	The value will be defaulted to the SKU selected from the prescription list, auto display.
Drug Name	The value will be defaulted to the drug name selected from the prescription list, auto display.
Dispense UOM	auto from generate from the drug master.
Order Detail	The value will be defaulted to the duration selected from the prescription list. Will include duration, order start and end date, auto display.
Supply Duration	The value will be defaulted to the duration selected from the prescription list, auto display. User is allowing to change this value.

**b. Batch Details** - will list down all item batches which are related to the selected drug where expiry date is less than 30 days from the current date.

Description	Remarks
Batch Number	Available batch no
Expiry Date	Batch expiry date
Available Quantity	Quantity available for the selected batch
UOM Qty	Quantity available by UOM
Allocated Qty	Reserved quantity from the selected batch. Allocated quantity cannot be more than the available quantity and order quantity.

**Table 3.3.2-1**

**STEP 3**

Click on the  button to save record

**Note**

User may click on the  button to automatically allocate the reserve quantity

### 3.3.3 Drug Label and Balance Medication Sheet (BMS)

This function allow user to edit and print drug label and balance medication sheet after allocate the reserve quantity.

Figure 3.3.3-1 Preparation

#### STEP 1

Click on the button to print drug label

#### Note

- Repeat step 1 and 3 as per [section 3.3.1 Prepare](#) before performs Drug Label steps.
- All the button with the icon is for **direct printing** such as , and .
- All the button without the icon is for **preview, edit then print** process such as , , and .

Figure 3.3.3-2 Drug Label

## STEP 2

Click on the  button to preview **Drug Label**

### Note

- User able to click drug label to automatically print all medication labels.
- User able to click checkbox to print selected drug only.
- Untick on Print in Local Language check box to print label in English (default is in Malay).
- Enter No of Label to Print.
- Able to edit Administration Instruction, Indication, Cautionary, Special Instruction, and Price.
- Enhancement on drug label
  - To put 'dose' and 'frequency' in one line.
  - 'Route' to move in 2nd line.
  - Line to reduce (make it more thin/grey color)
  - Apply both to IP and OP. IP Label - remove the split boxes in dose and frequency and increase font for dose and frequency.
  - Remain background color as white for all information for all labels.
  - Combine Special Instruction and Cautionary into 1 column



<b>HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)</b>		
[REDACTED]		
00215710	FARMASI NUTRISI	[REDACTED]
<b>Ursodeoxycholic Acid Suspension 50mg/mL</b>		
<b>Ambil 2.6 ML 2 kali sehari</b>		
-		
Sila ambil ubat SELEPAS makan		
Ambil dos ubat mengikut arahan ahli farmasi anda. Jangan kunyah/ hancurkan ubat.		
		EXP:18/08/2019
20/05/19-08/06/19 [19 hari]	<b>100 ml</b>	<b>RM67.40</b>
<b>UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK</b>		<b>16/10/2019 09:49 AM</b>

3

Figure 3.3.3-3 Print Drug Label

## STEP 3

Click on the  button to print the label

Drug label will display:

- a) Facility name
- b) Patient name
- c) MRN no
- d) Identification Number
- e) Visit Location
- f) Date and Time
- g) Indication
- h) Administration Instruction
- i) Cautionary advice
- j) Special instruction
- k) Name of drug

- l) Dose
- m) Dosage Form
- n) Frequency
- o) Duration
- p) Batch No - from the selected batch information
- q) Price - from the selected drug price, however user is allowed to change the value
- r) Expiry date

**Balance Medication Sheet**

Encounter No: 0850 Actual Visit Date: 20/05/2019 Attending Practitioner: Visit Location: FARMASI NUTRISI PARENTERAL Rx No: TPN0001802812 Order By: Pharmacist PN 1

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: Arrival Time: Waiting Time: Collector Name: Relationship: Patient

Clinic TCA: No. of Days: 0 Current Collection Mode: Normal Collection Dispense At: Pharmacy Counter  
 Next Collection Date: 04/11/2019 Total Patient: 0 Next Collection Mode: Normal Collection Next Dispense At: Pharmacy Counter  
 Supply Duration: 19 Days Next Collection Location: FARMASI KLINIK PAKAR  SPUB SPUB R1 Form  
 Adherence Score: MPR:

**PRESCRIPTION**

Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescrib Name
Ursodeoxycholic Acid 250 mg Capsule	130 mg, BID, Oral, 12 Months 20/05/2019 10:13 AM - 14/05/2020 10:13 AM	375 capsule	0 capsule	20 <input type="checkbox"/> PO/MS 0 capsule	20 capsule	355 capsule (212 day(s))	Remarks	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail	

Figure 3.3.3-4 Print Balance Medication Sheet

**STEP 1**

Click on the button to preview the Balance Medication Sheet as per Figure 3.3.3-5

**BALANCE MEDICATION SHEET (BMS)**

balMedicationSheet\_Report.pdf 1 / 1

KEMENTERIAN KESIHATAN MALAYSIA  
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR  
BALANCE MEDICATION SHEET

No Preskripsi : TPN0001802812 (TPN) Tarikh Preskripsi : 20/05/2019  
 Nama : No K/P :  
 Umur : 04 Years 09 Months 10 Days 06/01/2015 MRN : HPSF00215710  
 Lokasi : FARMASI NUTRISI PARENTERAL  
 Alahan : Amoxicillin+, clavulanate Berat : 13.00 kg  
 BMI/BSA : 18.9 / 0.55  
 Diagnosis : Dipreskrib oleh :  
 Temujanji Klinik :

Bil	Maklumat Preskripsi			Maklumat Pendispensan													
	Nama Ubat	Maklumat Dos	Kuantiti Ubat	Tarikh: Kuantiti	Baki	TCA	04/11/2019	Tarikh: Kuantiti	Baki	TCA	F	D	Tarikh: Kuantiti	Baki	TCA	F	D
1	Ursodeoxycholic Acid 250 mg Capsule	130 mg, BD (twice daily) , 12 Months, Oral	375 capsule	20	355												

Figure 3.3.3-5 Print Balance Medication Sheet

**STEP 2**

Click on the button to print the sheet

### 3.3.4 Extemporaneous – By Patient

This function allow user to generate worksheet and print Ingredient label prepared by patient based on drugs setup.

Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMS Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescrib Name
Ursodeoxycholic Acid 250 mg Capsule	130 mg, BID, Oral, 12 Months 20/05/2019 10:13 AM - 14/05/2020 10:13 AM	375 capsule	0 capsule	20 <input type="checkbox"/> POMS	0 capsule	20 capsule	355 capsule (212 day(s))	Remarks	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail	

Figure 3.3.4-1 Preparation

**Note**

Repeat step 1 and 3 as section 3.3.1 Prepare and performs Extemporaneous as below.

**STEP 1**

Click on the  **Extemporaneous** checkbox and system will display extemporaneous screen as Figure 3.3.4-2

**EXTEMPORANEOUS**

Preparation Done By:  Pharmacist  Patient

Preparation Name: Ursodeoxycholic Acid Suspension 50mg/r

Concentration: 50 mg/ml

Dosage: 2.6 ml

Item	Item Name	Quantity	UOM	Batch No	Expiry Date
Active Ingredient	Ursodeoxycholic Acid 250 mg Capsule	20 capsule		17F22649L	18/08/2019
Vehicle	X-Temp	100	ml	1234	30/10/2019

Storage Condition and Procedures in Local Language

Storage Condition: Refrigerate, Expiry: 90 Days

References: Extemporaneous Formulation, MOH 2015

Procedures(Preparation by Patient):  
 1. Ambil 1 biji Ursodeoxycholic Acid 250 mg Capsule.  
 2. Hancurkan Ursodeoxycholic Acid 250 mg Capsule.  
 3. Tambah 5 ml X-Temp.

Figure 3.3.4-2 Freshly Prepared

**STEP 2**

Click on 'Patient' radio button

**Note**

Freshly prepare screen will be displayed:

- a) Active Ingredient
- b) Vehicle
- c) Quantity
- d) UOM
- e) Storage Condition
- f) Expiry day
- g) Reference
- h) Procedures (Preparation by Pharmacist)
- i) Procedures (Preparation by Patient)
- j) Formulation Remarks
- k) Preparation Remarks
- l) All information will be auto capture from the selected drug information

### STEP 3

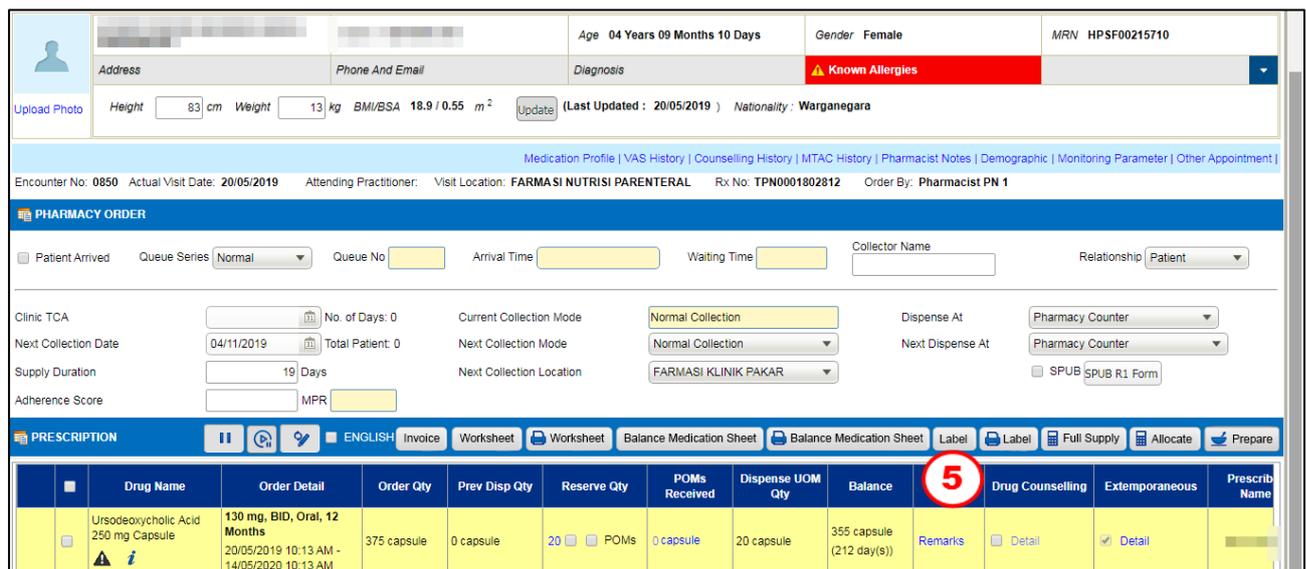
Select **Preparation Name** from drop down box

#### Note

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Able to change Vehicle UOM if applicable.
- Able to change Expiry duration.
- Procedures/Preparation by Pharmacist is editable.
- If there is Additional item, enter the value appropriately (may refer to Procedures)

### STEP 4

Click on the  button to save record. Screen will return back to the Preparation screen



The screenshot displays a patient's profile and pharmacy order details. The patient information includes name, address, phone, email, age (04 Years 09 Months 10 Days), gender (Female), and MRN (HPSF00215710). Physical attributes like height (83 cm) and weight (13 kg) are also shown. The pharmacy order section includes fields for patient arrival, queue series, arrival time, and waiting time. Prescription details for Ursodeoxycholic Acid 250 mg Capsule are visible, with a red circle highlighting the number '5' in the 'Drug Counselling' column.

Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	5	Drug Counselling	Extemporaneous	Prescrib Name
Ursodeoxycholic Acid 250 mg Capsule	130 mg, BID, Oral, 12 Months 20/05/2019 10:13 AM - 14/05/2020 10:13 AM	375 capsule	0 capsule	20 <input type="checkbox"/> POMs	0 capsule	20 capsule	355 capsule (212 day(s))	Remarks	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail	

Figure 3.3.4-3 Preparation

### STEP 5

Click on the  button to print label

DRUG LABEL

Preview

Select All Drugs

**6**

Drug Name: Ursodeoxycholic Acid Suspension 50mg/mL

Dose: 2.6 ML

Dosage Form: Oral Capsule

Frequency: 2 times a day

Duration: 19 Days

Administration Instruction:

Indication:

Cautionary:

Special Instruction:

Expire Date:

Batch No.:

Supply Start Date:

Supply End Date:

Print In Local Language:

2 kali sehari

19 Hari

Price:

No of Label To Print:

Figure 3.3.4-4 Label to be printed

**STEP 6**

Click on the button to preview the label

**HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)**

00215710
FARMASI NUTRISI

**Ursodeoxycholic Acid Suspension 50mg/mL**

**Ambil 2.6 ML 2 kali sehari**

Sila ambil ubat SELEPAS makan

Ambil dos ubat mengikut arahan ahli farmasi anda. Jangan kunyah/ hancurkan ubat.

20/05/19-08/06/19 [19 hari]

EXP:18/08/2019

5700 ml **RM67.40**

**UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK**

16/10/2019 09:57 AM

**HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (Tel: 069521901)**

**Cara Penyediaan:**

1. Ambil 1 biji Ursodeoxycholic Acid 250 mg Capsule.
2. Hancurkan Ursodeoxycholic Acid 250 mg Capsule.
3. Tambah 5 ml X-Temp.
4. Larutkan supaya sekata.
5. Sukat dan minum 2.6 ML.
6. Buat bancuhan baru setiap pengambilan ubat.

**UBAT TERKAWAL JAUHI DARIPADA KANAK-KANAK**

16/10/2019 09:57 AM

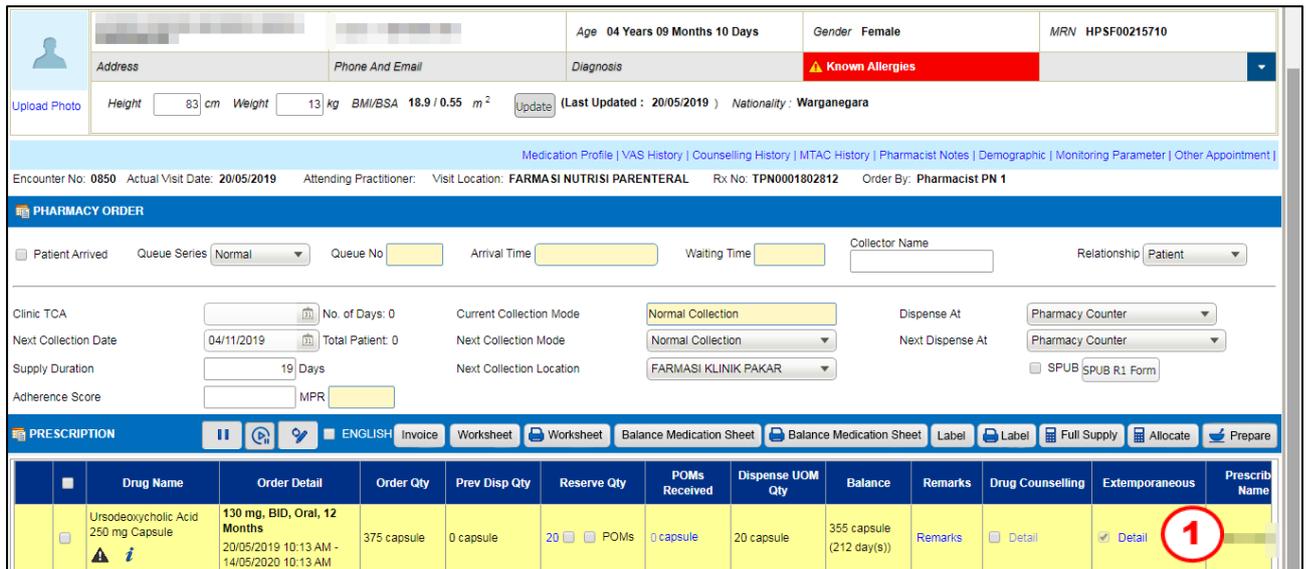
Figure 3.3.4-5 Label

**STEP 7**

Click the button to print the label

### 3.3.5 Extemporaneous – By Pharmacist

Preparation screen allow user to generate Extemporaneous Worksheet done by pharmacist.



Encounter No: 0850 Actual Visit Date: 20/05/2019 Attending Practitioner: Visit Location: FARMASI NUTRISI PARENTERAL Rx No: TPN0001802812 Order By: Pharmacist PN 1

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: Arrival Time: Waiting Time: Collector Name: Relationship: Patient

Clinic TCA: No. of Days: 0 Current Collection Mode: Normal Collection Dispense At: Pharmacy Counter  
 Next Collection Date: 04/11/2019 Total Patient: 0 Next Collection Mode: Normal Collection Next Dispense At: Pharmacy Counter  
 Supply Duration: 19 Days Next Collection Location: FARMASI KLINIK PAKAR  SPUB SPUB R1 Form  
 Adherence Score: MPR

**PRESCRIPTION**

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneous	Prescrib Name
<input type="checkbox"/>	Ursodeoxycholic Acid 250 mg Capsule	130 mg, BiD, Oral, 12 Months 20/05/2019 10:13 AM - 14/05/2020 10:13 AM	375 capsule	0 capsule	20 <input type="checkbox"/> POMs	0 capsule	20 capsule	355 capsule (212 day(s))	Remarks	<input type="checkbox"/> Detail	<input checked="" type="checkbox"/> Detail	

Figure 3.3.5-1 Preparation screen

**Note**

Repeat step 1 and 3 as per [section 3.3.1 Prepare](#) and performs Extemporaneous by Pharmacist steps.

**STEP 1**

Click on the  **Extemporaneous** checkbox or the [Detail](#) link and system will display extemporaneous screen as Figure 3.3.5-2

**Note**

If extemporaneous is based on previous patient's extemporaneous, then there is an edit button. If this is a new extemporaneous, then there is no edit button

EXTEMPORANEOUS						
<input type="checkbox"/> Information		<input type="button" value="Print Ingredient Label"/> <input type="button" value="Generate Worksheet"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/>				
Preparation Done By		<input checked="" type="radio"/> Pharmacist <input type="radio"/> Patient		Worksheet ID <input type="text" value=""/>		
Preparation Name		<input type="text" value="Ursodeoxycholic Acid Suspension 50mg/r"/>		Concentration <input type="text" value="50"/> mg/ml Dosage <input type="text" value="2.6"/> ml		
Item	Item Name	Quantity	UOM	Batch No	Expiry Date	
Active Ingredient	Ursodeoxycholic Acid 250 mg Capsule	1140	capsule	17F22649L	18/08/2019	
Vehicle	X-Temp	<input type="text" value="5700"/>	<input type="text" value="ml"/>	<input type="text" value="1234"/>	<input type="text" value="30/10/2019"/>	
<input type="checkbox"/> Storage Condition and Procedures in Local Language						
Storage Condition		<input type="text" value="Refrigerate"/>		Expiry <input type="text" value="90"/> Days		
References		<input type="text" value="Extemporaneous Formulation, MOH 2015"/>		Formulation Remarks <input type="text" value=""/>		
Procedures(Preparation by Pharmacist)		1. Crush tablets in a mortar to a fine powder. 2. Levigate the powder with vehicle until a smooth paste is formed. 3. Add more vehicle to the paste until a liquid is formed and transfer the liquid into the container.				
Procedures(Preparation by Patient)		<input type="text" value=""/>				
Preparation Remarks		<input type="text" value=""/>				

Figure 3.3.5-2 Extemporaneous screen

**Note**

Freshly prepare screen will be displayed:

- a) Active Ingredient
- b) Vehicle
- c) Quantity
- d) UOM
- e) Storage Condition
- f) Expiry day
- g) Reference
- h) Procedures (Preparation by Pharmacist)
- i) Procedures (Preparation by Patient)
- j) Formulation Remarks
- k) Preparation Remarks
- l) All information will be auto capture from the selected drug information

**STEP 2**

Click on 'Pharmacist' radio button

**STEP 3**

Select **Preparation Name** from drop down box

**Note**

- Concentration, dosage, Quantity, Storage Condition, Vehicle, Expiry Date, Formulation Remarks and Procedures/Preparation by Patient and Reference will be retrieve from Master Setup.
- Able to select Storage Condition and Procedures in Local Language.
- Allow to change Vehicle UOM if applicable.

**STEP 4**

Click on the  button to save record

**Note**

If the screen returned to Preparation screen, click again the [Details](#) link

**EXTEMPORANEOUS**

Print Ingredient Label
Generate Worksheet

Preparation Done By  Pharmacist  Patient

Preparation Name  \*

Worksheet ID 5

Concentration  mg /ml

Dosage  ml

Item	Item Name	Quantity	UOM	Batch No	Expiry Date
Active Ingredient	Ursodeoxycholic Acid 250 mg Capsule	20	capsule	17F22649L	18/08/2019
Vehicle	X-Temp	<input type="text" value="100"/>	<input type="text" value="ml"/>	<input type="text" value="1234"/>	<input type="text" value="30/10/2019"/>

Storage Condition and Procedures in Local Language

Storage Condition

Expiry  Days

References

Formulation Remarks

Procedures(Preparation by Pharmacist)

- Crush tablets in a mortar to a fine powder.
- Levigate the powder with vehicle until a smooth paste is formed.
- Add more vehicle to the paste until a liquid is formed and transfer the liquid into the container.

Procedures(Preparation by Patient)

Preparation Remarks

Figure 3.3.5-3 Extemporaneous screen

**STEP 5**

Click on the  button to view the extemporaneous worksheet

**Note**

*will only be enabled when the record has been saved*



**EXTEMPORANEOUS WORKSHEET (PARTIAL)**

MINISTRY OF HEALTH

Hospital Pakar Sultanah Fatimah, Muar

Date of preparation : 16/10/2019

MRN HPSF00215710

ID No

Order Location FARMASI NUTRISI PARENTERAL

Order Date 20/05/2019

Worksheet Id: 19-10-0001

Name

Rx. No. TPN0001802812

Ordered By

6

No	ROA	Preparation Name	Dose	Total Dose	Material Used				Storage
					Item Name	Volume/Qty Required	Batch No	Expiry Date	
1.	Oral	Ursodeoxycholic Acid Suspension 50mg/mL (x-temp) Expiry Date : 18/08/2019	130mg (2.6ML)	5000mg (100 ml)	Ursodeoxycholic Acid 250 mg Capsule	20 capsule	17F22649 L	30/06/2021	Refrigerate
					X-Temp	100 ml	1234	30/10/2019	

Remarks:

Instruction:

- Crush tablets in a mortar to a fine powder.
- Levigate the powder with vehicle until a smooth paste is formed.
- Add more vehicle to the paste until a liquid is formed and transfer the liquid into the container.
- Use additional vehicle to rinse the remaining drug from the mortar and pour into the container.
- Make up to final volume with vehicle. Shake well and label.

Date: 16/10/2019

Date:

Date:

Date: 16/10/2019

Figure 3.3.5-4 Extemporaneous Worksheet

## STEP 6

Click on the  button to print the worksheet

### Note

- Refer Figure 3.3.5-4 for the Extemporaneous Worksheet by Pharmacist sample.
- Able to print Worksheet to prepare drug for patient.
- Extemporaneous Worksheet will be displayed:
  - a) Worksheet name
  - b) Ministry of Health
  - c) Hospital name
  - d) Date of preparation – auto display current date
  - e) Worksheet ID – auto generated by the system
  - f) MRN – auto display patient medical record number
  - g) Name – auto display from patient details
  - h) ID No – auto display from patient details
  - i) Rx No – auto display from order details
  - j) Order Location – auto capture from order details
  - k) Ordered by – auto capture from order details
  - l) Order Date – auto capture from order details
  - m) Duration – auto capture from order details
  - n) ROA – route of administration code of the drug
  - o) Drug Name – auto capture from order details
  - p) Dose required - auto-capture from order details
  - q) Volume required – allocated quantity of materials
  - r) Batch no, expiry date & manufacturer – auto capture from allocated batch of materials
  - s) Instruction – based on defined instruction in Drug Master for compounding
  - t) Storage – as defined in Drug Master
  - u) No. of preparation – as determined in preparation screen
  - v) Reference – from drug master
  - w) Worksheet generated by – auto capture form login name of person who generates the worksheet
  - x) Worksheet & label checked by
  - y) Prepared by
  - z) Final Product Checked by
- User has option to print Labels and Worksheet by clicking on the Printer button.
- Once the status is updated to Prepared, the worksheet may no longer be edited.

### 3.4 Dispensing

This function will allow the user to dispense medication to the patient after it was prepared.

#### 3.4.1 Dispense

This function is used to dispense the drug(s) to the patient.

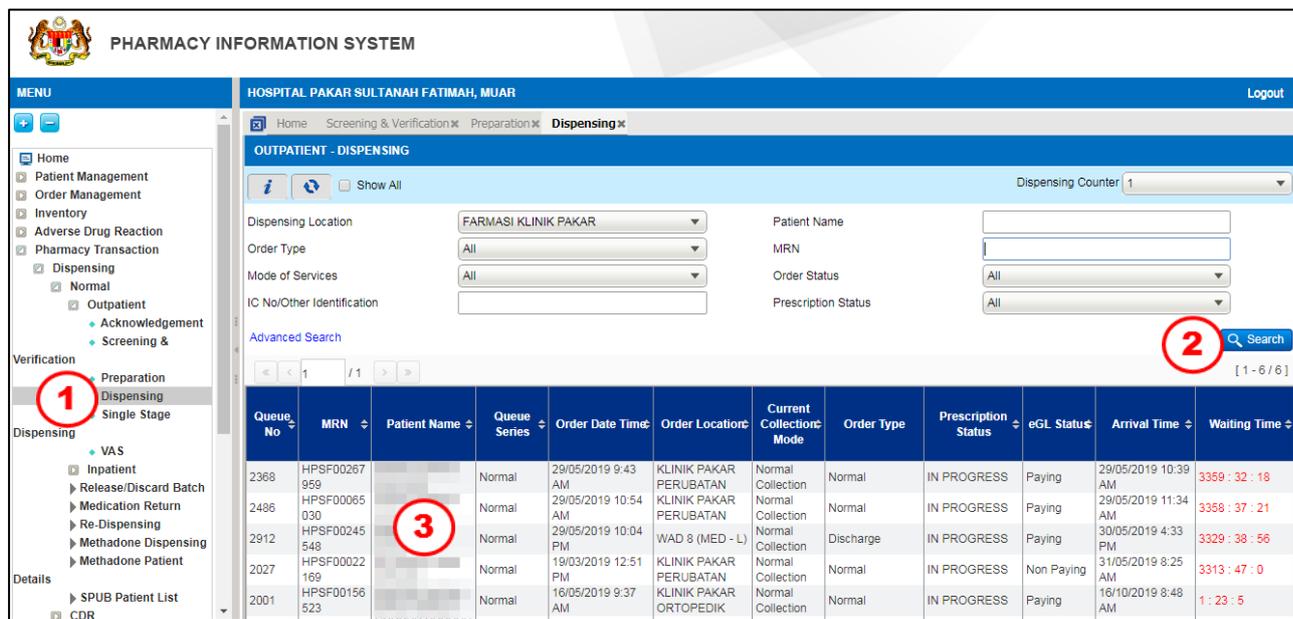


Figure 3.4.1-1 Dispensing Landing Screen

#### STEP 1

Click on 'Dispensing' sub menu

**Note**

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services

g	Order Status	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
<b>Advanced Search</b>			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no
h	Recorded by		Search patient by recorded by name

**Table 3.4.1-1**

**STEP 2**

Click on the  button to search the patient

**Note**

Search result of current order patient list will be displayed:

- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Planned Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient and patient detail information will be shown as per Figure 3.4.1-1

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name
<input type="checkbox"/>	Prednisolone 5 mg Tablet	5 mg, OD, Oral, 90 Days 01/08/2021 11:53 PM - 30/10/2021 11:53 PM	90 tablet	0 tablet	10 <input type="checkbox"/> POMs	0 tablet	10 tablet	80 tablet (9 day(s))	Remarks	<input type="checkbox"/> Detail	<input type="checkbox"/> Detail	Doctor 1
<input type="checkbox"/>	Amlodipine 5 mg Tablet	5 mg, OM, Oral, 90 Days 01/08/2021 11:53 PM - 30/10/2021 11:53 PM	90 tablet	0 tablet	0 <input type="checkbox"/> POMs	0 tablet	0 tablet	50 tablet (9 day(s))	Remarks	<input type="checkbox"/> Detail		Doctor 1

Figure 3.4.1-2 Dispensing

**Note**

Call patient button used if patient did not come and collect the medication. Status drug changed to uncollected. Step 4 is not required if patient wants to dispensed drug to patient.

**STEP 4**

Click on the button

**STEP 5**

Click on the button to dispense

Figure 3.4.1-3 Confirmation Alert Message

**STEP 6**

Click on the button to confirm

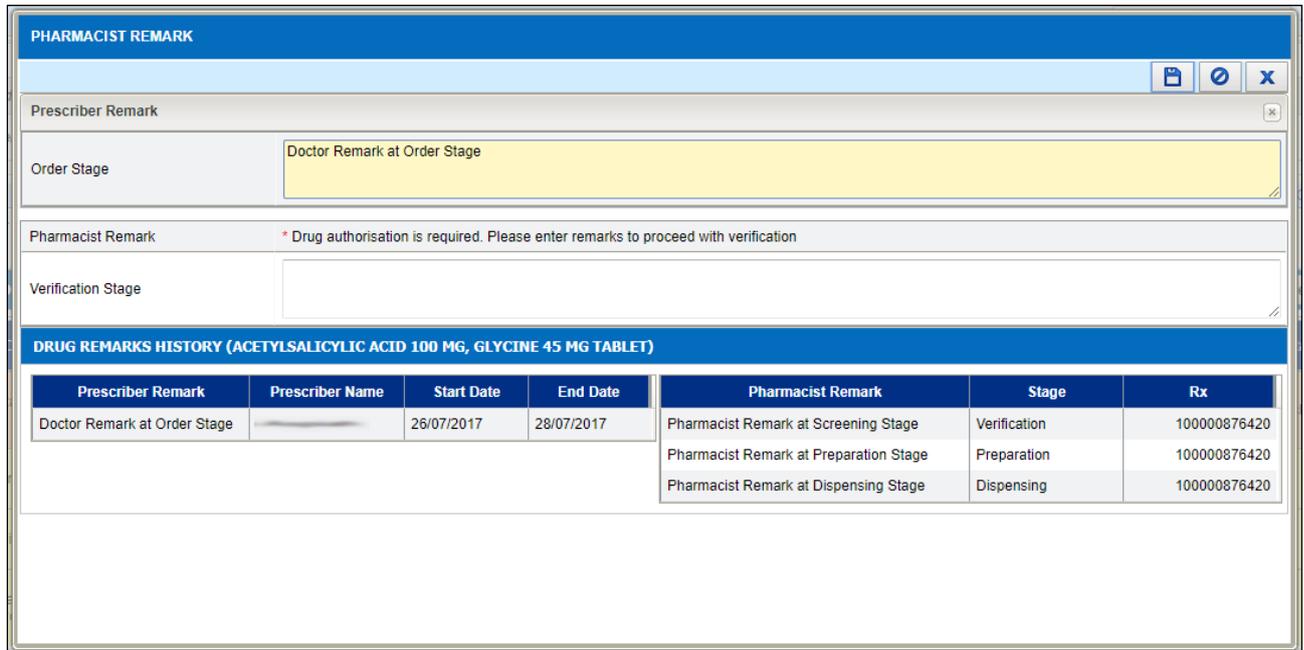
**Note**

- Once the button is clicked, waiting time will automatically stop and the Patient Called checkbox is ticked.  Patient Called

- To close/complete medication, select the checkbox then click on the button. The selected

drug is considered as full supply.

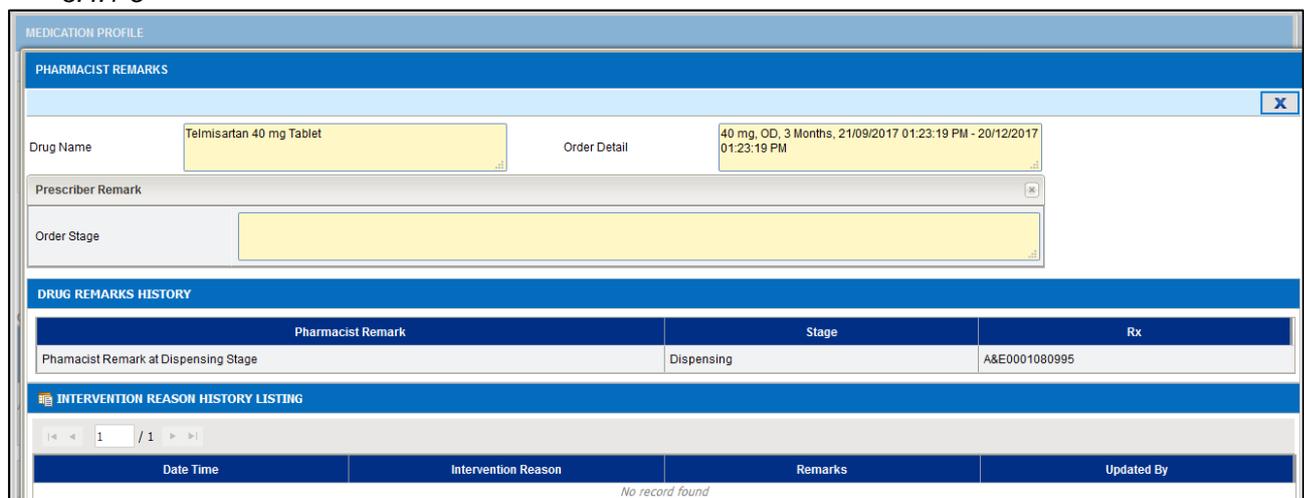
- **Medication Counselling** button added at Dispensing screen and Single Stage screen as per Figure 3.4.1-2. Once click on the button, Medication Counselling Order screen will appear.
- **MTAC Order** button added at Dispensing screen and Single Stage screen as per Figure 3.4.1-2. Once click on the button, MTAC Order screen will appear.
- A notification icon **Remarks** in the Remarks column is display if there are past Remarks in all dispensing screens. User will be able to view past Remarks (with timestamp & name of person making remark), including the doctor's remark as per Figure 3.4.1-4



Prescriber Remark	Prescriber Name	Start Date	End Date	Pharmacist Remark	Stage	Rx
Doctor Remark at Order Stage		26/07/2017	28/07/2017	Pharmacist Remark at Screening Stage	Verification	100000876420
				Pharmacist Remark at Preparation Stage	Preparation	100000876420
				Pharmacist Remark at Dispensing Stage	Dispensing	100000876420

Figure 3.4.1-4 Pharmacist Remark Screen

- Previous Pharmacist Remarks inside Additional Info links at Medication Profile is displayed as per Figure 3.4.1-5



Pharmacist Remark	Stage	Rx
Pharmacist Remark at Dispensing Stage	Dispensing	A&E0001080995

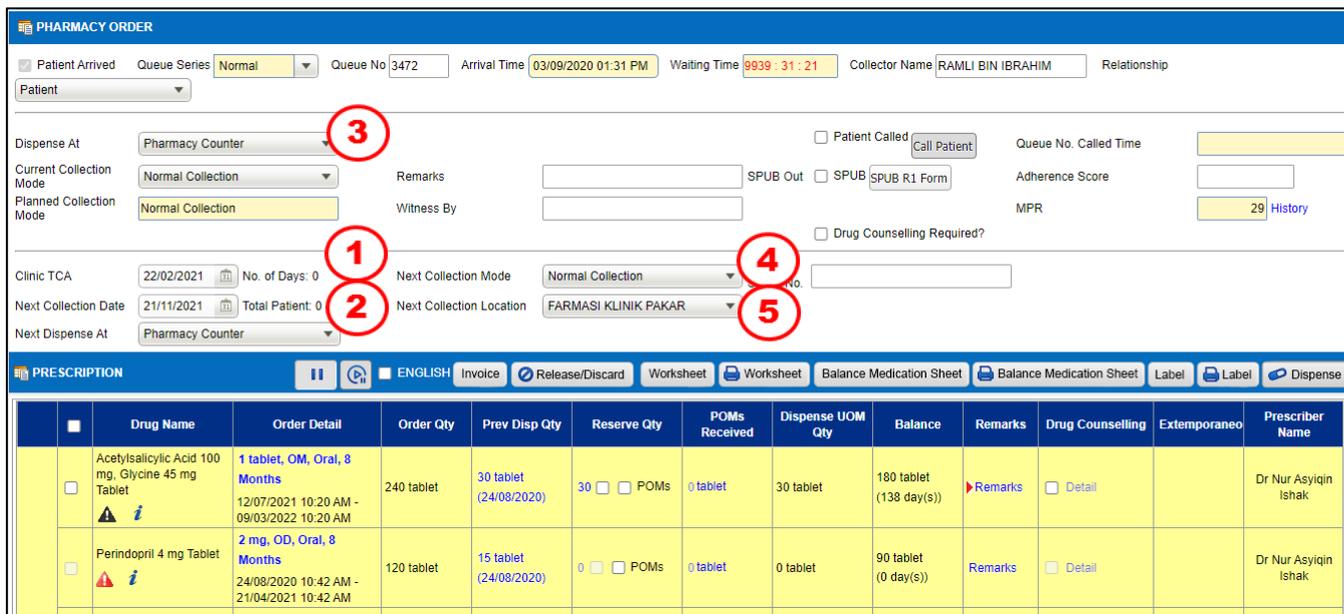
INTERVENTION REASON HISTORY LISTING

Date Time	Intervention Reason	Remarks	Updated By
No record found			

Figure 3.4.1-5 Previous Pharmacist Remark Screen

### 3.4.2 Next Collection Record for Partial Supply

This function will allow user to set the next collection record before dispensing.



**PHARMACY ORDER**

Patient Arrived  Queue Series: Normal Queue No: 3472 Arrival Time: 03/09/2020 01:31 PM Waiting Time: 9939 : 31 : 21 Collector Name: RAMLI BIN IBRAHIM Relationship: Patient

Dispense At: Pharmacy Counter **3**  Patient Called  Queue No. Called Time:

Current Collection Mode: Normal Collection Remarks:  SPUB Out  SPUB  Adherence Score:

Planned Collection Mode: Normal Collection Witness By:  MPR: 29

Drug Counselling Required?

Clinic TCA: 22/02/2021 No. of Days: 0 **1** Next Collection Mode: Normal Collection **4**

Next Collection Date: 21/11/2021 Total Patient: 0 **2** Next Collection Location: FARMASI KLINIK PAKAR **5**

Next Dispense At: Pharmacy Counter

**PRESCRIPTION**

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name
<input type="checkbox"/>	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	1 tablet, OM, Oral, 8 Months 12/07/2021 10:20 AM - 09/03/2022 10:20 AM	240 tablet	30 tablet (24/08/2020)	30 <input type="checkbox"/> <input type="checkbox"/> POMs	0 tablet	30 tablet	180 tablet (138 day(s))	<input type="button" value="Remarks"/>	<input type="button" value="Detail"/>		Dr Nur Asyiqin Ishak
<input type="checkbox"/>	Perindopril 4 mg Tablet	2 mg, OD, Oral, 8 Months 24/08/2020 10:42 AM - 21/04/2021 10:42 AM	120 tablet	15 tablet (24/08/2020)	0 <input type="checkbox"/> <input type="checkbox"/> POMs	0 tablet	0 tablet	90 tablet (0 day(s))	<input type="button" value="Remarks"/>	<input type="button" value="Detail"/>		Dr Nur Asyiqin Ishak

Figure 3.4.2-1 Dispensing

**Note**

Repeat step 1 and 3 as [Section 3.4.1 Patient Called](#) before performs dispense and next collection record steps.

**STEP 1**

Select date from the **Clinic TCA** calendar

**STEP 2**

Select date from the **Next Collection Date** calendar

**Note**

This date will be retrieved from the third party appointment to visit clinic. However, user is allowed to select other date. This date will be reflected into 'Next Collection Date'. No. of Days will be automatically display.

**STEP 3**

Select the **Dispense at** from the drop down:

- Pharmacy Counter
- Drive Through Counter
- Bedside
- PPUSS

**Note**

- The **Next Collection Date** will be retrieved from balance medication record for patient to collect medication at dispensing counter. However, user is allowed to select other dates by selecting it manually.
- Changes on the **Next Collection Date** will not affect the **Clinic TCA** date. **Total patient** is the number of patients scheduled to come on the selected date.

**STEP 4**

Select the **Next Collection Mode (Value Added Services)** from the drop down:

- SMS and Take
- Fax and Take
- Email and Take
- Appointment Card
- UMP
- Telephone and Take



- Others
- Normal Collection

**STEP 5**

Select the **Next Collection Location** from the drop down

**Note**

- *SPUB check box is for user to refer the prescription to other facility. If SPUB is checked, next collection mode is not required to be filled in.*
- *Balance Days is shown at the Balance column. Eg. 83 tablets (9 days)*

### 3.4.3 Hold / Resume

This function allows user to record any error during counter check at dispensing stage.

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: 2001 Arrival Time: 16/10/2019 08:48 AM Waiting Time: 1:25:12 Collector Name: Relationship:

Clinic TCA: 09/01/2020 No. of Days: 85 Current Collection Mode: Normal Collection SPUB SPUB R1 Form

Next Collection Date: 14/11/2019 Total Patient: 3 Next Collection Mode: Normal Collection Next Collection Location: FARMASI KLINIK PAKAR

Next Dispense At: Pharmacy Counter

Dispense At: Pharmacy Counter Remarks: Queue No. Called Time: Patient Called  Call Patient

Dispense Method: Normal Collection Adherence Score: MPR: 20

Witness By:   Drug Counselling Required?

**PRESCRIPTION** 1

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name
<input type="checkbox"/>	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	720 tablet	90 tablet (21/05/2019)	90 <input type="checkbox"/> POMs	0 tablet	90 tablet	540 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Diclofenac 1% Emulgel	1 app, PRN, LA, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	160 g	20 g (21/05/2019)	20 <input type="checkbox"/> POMs	0 g	20 gram	120 g (87 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Calcium Lactate 300mg Tablet	300 mg, OD, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	240 tablet	30 tablet (21/05/2019)	30 <input type="checkbox"/> POMs	0 tablet	30 tablet	180 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.4.3-1 Dispensing screen

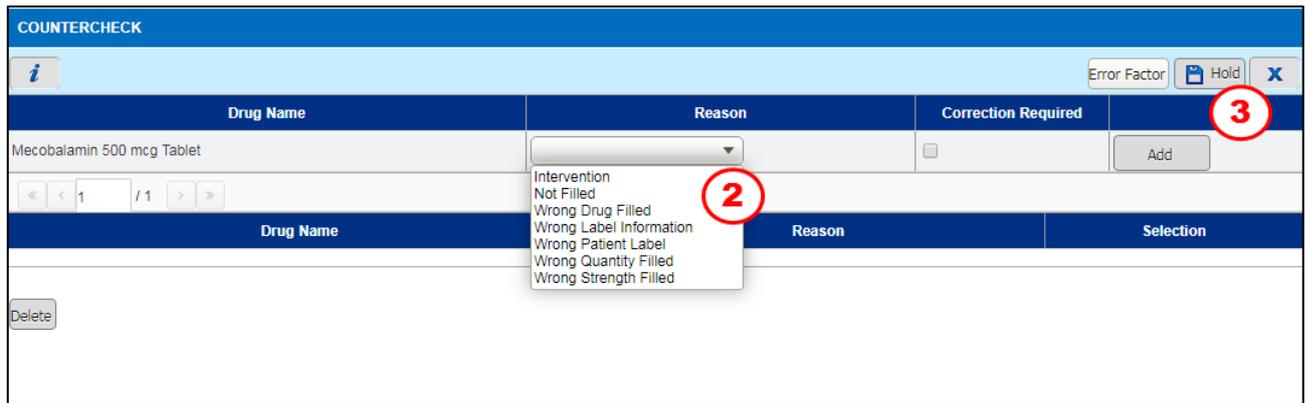
**Note**

Repeat step 1 and 3 as in [Section 3.4.1 Patient Called as per Figure 3.4.1-1](#) before performs Hold / Resume steps.

**Hold**

**STEP 1**

Select the drug  and click on the  button as per Figure 3.4.3-1



Drug Name	Reason	Correction Required
Mecobalamin 500 mcg Tablet	<div style="border: 1px solid gray; padding: 2px;">                     Intervention                      Not Filled                      Wrong Drug Filled                      Wrong Label Information                      Wrong Patient Label                      Wrong Quantity Filled                      Wrong Strength Filled                 </div>	<input type="checkbox"/>

Figure 3.4.3-2 Hold Order – Countercheck

**STEP 2**

Select from the **Hold Reason** drop down:

- Intervention
- Not Filled
- Wrong Drug Filled
- Wrong Label Information
- Wrong Patient Label
- Wrong Quantity Filled
- Wrong Strength Filled

**STEP 3**

Click on the  button to proceed Hold

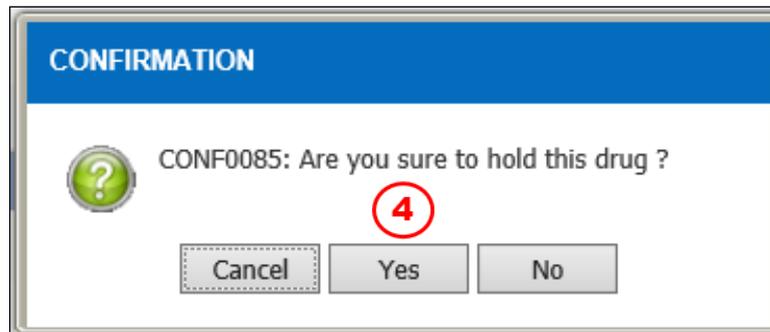
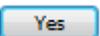


Figure 3.4.3-3 Confirmation Alert Message

**STEP 4**

Click on the  button to Hold the drug and confirmation pop up message will close automatically

**Note**

*Drug status will change to Prepared/Hold (Dispensing screen).*

**Resume**

**PHARMACY ORDER**

Patient Arrived    Queue Series: **Normal**    Queue No: **2001**    Arrival Time: **16/10/2019 08:48 AM**    Waiting Time: **1:32:32**    Collector Name:     Relationship: **Patient**

Clinic TCA: **09/01/2020**    No. of Days: **85**    Current Collection Mode: **Normal Collection**     SPUB (SPUB R1 Form)

Next Collection Date: **14/11/2019**    Total Patient: **3**    Next Collection Mode: **Normal Collection**    Next Collection Location: **FARMASI KLINIK PAKAR**

Next Dispense At: **Pharmacy Counter**

Dispense At: **Pharmacy Counter**    Remarks:     Queue No. Called Time:

Dispense Method: **Normal Collection**     Patient Called    Call Patient

Witness By:      Drug Counselling Required?    Adherence Score:     MPR: **20**

---

**PRESCRIPTION**

Drug Name	Order Detail	Order Qty	5 My	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name	Status	Co
<input type="checkbox"/> Diclofenac 1% Emulgel	1 app, PRN, LA, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	160 g	20 g (21/05/2019)	20 <input type="checkbox"/> POMs	0 g	20 gram	120 g (87 day(s))	Remarks	<input type="checkbox"/> Detail			Prepared	<input type="checkbox"/>
<input type="checkbox"/> Calcium Lactate 300mg Tablet	300 mg, OD, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	240 tablet	30 tablet (21/05/2019)	30 <input type="checkbox"/> POMs	0 tablet	30 tablet	180 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail			Prepared	<input type="checkbox"/>
<input type="checkbox"/> Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	720 tablet	90 tablet (21/05/2019)	90 <input type="checkbox"/> POMs	0 tablet	90 tablet	540 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail			Prepared/Hold	<input type="checkbox"/>
<input type="checkbox"/> Tramadol HCl 50 mg Capsule/ Tablet	50 mg, PRN, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	160 capsule	20 capsule (21/05/2019)	0 <input type="checkbox"/> POMs	0 capsule	0 capsule	140 capsule (87 day(s))	Remarks	<input type="checkbox"/> Detail	<input type="checkbox"/> Detail		Stop	<input type="checkbox"/>

**Figure 3.4.3-4 Dispensing screen**

**STEP 5**

Select the drug  and click on the button to Resume as per Figure 3.4.3-4

**COUNTERCHECK**

Error Factor       

/ 1   

Drug Name	Reason	Selection
Mecobalamin 500 mcg Tablet	Intervention	<input checked="" type="checkbox"/>

**Figure 3.4.3-5 Resume Order Screen**

**STEP 6**

Click on the button

**CONFIRMATION**

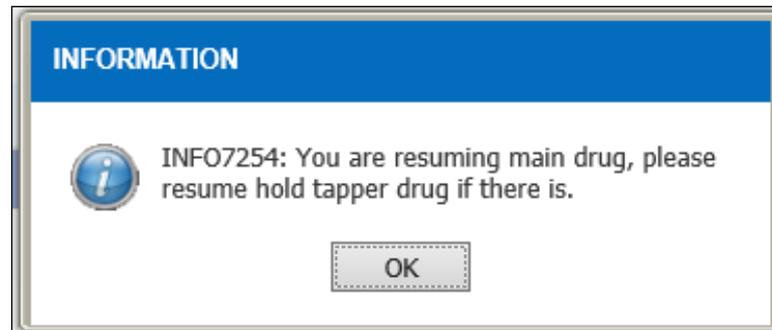
CONF0086: Are you sure to release this drug ?

**Figure 3.4.3-6 Confirmation Alert Message**

**STEP 7**

Click on the  button to release drug from hold state



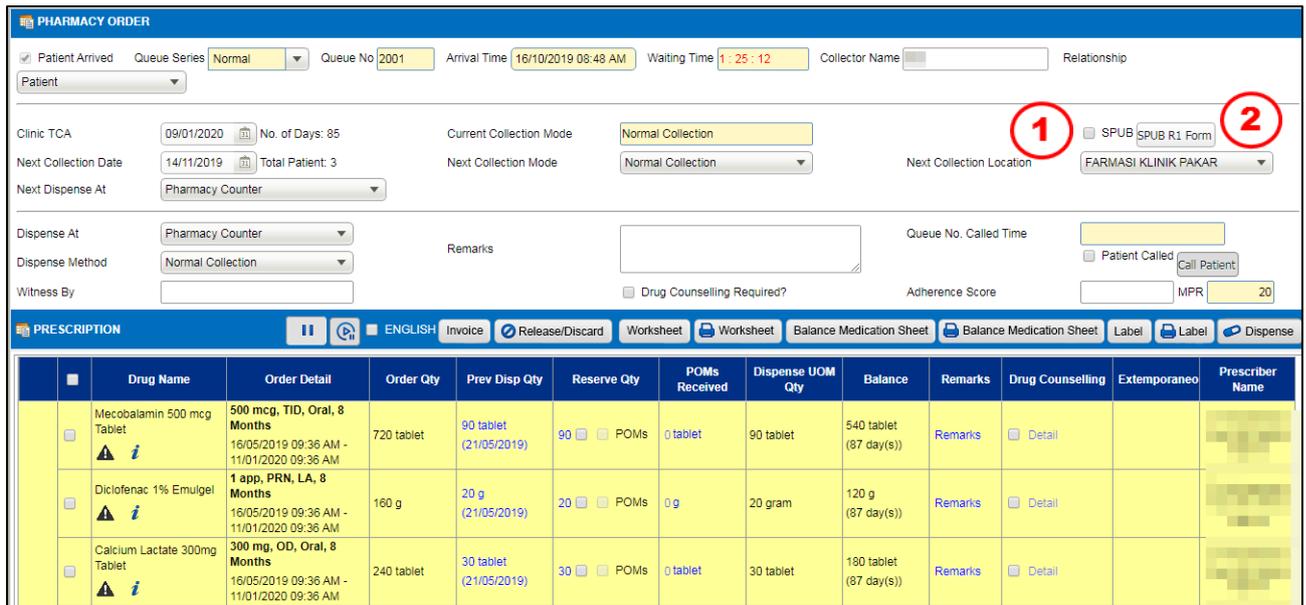
**Figure 3.4.3-7 Information Alert Message**

**Note**

- Click on the  button as in **Figure 3.4.3-7** to resume.
- User can delete the Hold record by selecting intervention reason check box  and click the  button.

### 3.4.4 Send SPUB

This function allow user to generate and send SPUB information to other facilities.



**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: 2001 Arrival Time: 16/10/2019 08:48 AM Waiting Time: 1:25:12 Collector Name: Relationship:

Clinic TCA: 09/01/2020 No. of Days: 85 Current Collection Mode: Normal Collection **1**  SPUB SPUB R1 Form **2**

Next Collection Date: 14/11/2019 Total Patient: 3 Next Collection Mode: Normal Collection Next Collection Location: FARMASI KLINIK PAKAR

Next Dispense At: Pharmacy Counter

Dispense At: Pharmacy Counter Remarks: Queue No. Called Time:

Dispense Method: Normal Collection  Patient Called

Witness By:   Drug Counselling Required? Adherence Score:  MPR: 20

**PRESCRIPTION** [English] [Invoice] [Release/Discard] [Worksheet] [Worksheet] [Balance Medication Sheet] [Balance Medication Sheet] [Label] [Label] [Dispense]

	Drug Name	Order Detail	Order Qty	Prev Disp Qty	Reserve Qty	POMs Received	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Extemporaneo	Prescriber Name
<input type="checkbox"/>	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	720 tablet	90 tablet (21/05/2019)	90 <input type="checkbox"/> POMs	0 tablet	90 tablet	540 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Diclofenac 1% Emulgel	1 app, PRN, LA, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	160 g	20 g (21/05/2019)	20 <input type="checkbox"/> POMs	0 g	20 gram	120 g (87 day(s))	Remarks	<input type="checkbox"/> Detail		
<input type="checkbox"/>	Calcium Lactate 300mg Tablet	300 mg, OD, Oral, 8 Months 16/05/2019 09:36 AM - 11/01/2020 09:36 AM	240 tablet	30 tablet (21/05/2019)	30 <input type="checkbox"/> POMs	0 tablet	30 tablet	180 tablet (87 day(s))	Remarks	<input type="checkbox"/> Detail		

Figure 3.4.4-1 Dispensing

#### Note

- Repeat step 1 and 3 as in [Section 3.4.1 Patient Called as per Figure 3.4.1-1](#) before performs send SPUB steps.
- User able to request SPUB R1 form at dispensing screen.
- Enter Next collection detail as per partial dispense and next collection record.

#### STEP 1

Click on check box  at SPUB

#### STEP 2

Click on the  button and Figure 3.4.4-3 will be display

**SPUB FORM**

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIRI00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

**PHARMACY ORDER**

SPUB No: HMIRISPUB\_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 11/10/2017  Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Figure 3.4.4-3 SPUB R1 form

**SPUB FORM**

Age: 75 Years 05 Months 19 Days Gender: Female MRN: HPSF00156523

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

**PHARMACY ORDER**

SPUB No: [Redacted]

Referred From: Hospital Pakar Sultanah Fatimah, Muar (4) Referred To: [Redacted] (5)

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: 069521901 Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 14/11/2019  Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

✓	Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
✓	ORTC0001799121	21/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, 8 Months	720 tablet	90 tablet	90 tablet	540 tablet	Remark
✓	ORTC0001799121	21/05/2019	Diclofenac 1% Emulgel	1 app, PRN, 8 Months	160 g	20 g	20 g	120 g	Remark
✓	ORTC0001799121	21/05/2019	Calcium Lactate 300mg Tablet	300 mg, OD, 8 Months	240 tablet	30 tablet	30 tablet	180 tablet	Remark

Figure 3.4.4-4 SPUB R1 form Edit

**STEP 3**

Click on the button

**STEP 4**

Enter Pharmacy Order details:  
Referring Facility

- SPUB No – will be auto display
- Referred From - will be auto defaulted to requester hospital's name
- Contact Person / Office – will be auto defaulted to the person in charge, however user is allowed to change this value
- Contact No / Ext No - will be auto defaulted to the person in charge, however user is allowed to change this value
- Fax No – will auto defaulted to the person in charge, however user is allowed to change this value
- Next Collection Date – This value is auto defaulted to 'Next Collection Date' in the dispensing screen

g) Remarks – enter remarks regarding the patient

### STEP 5

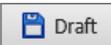
#### Referred Facility

- Referred to – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- Contact Person / Office - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Contact No / Ext No (Referring hospital) - will be auto defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Fax No - will be auto defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- Counselling needed – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.

#### Note

- Prescription and Dispense details will contain a list of drugs to be dispensed in the referring hospital.
- This list will only display the drugs with balance quantity to be dispensed.
- Details of the drug will be displayed as below:
  - Rx No - Prescription No.
  - Rx Date - Prescription date (order date).
  - Drug Name - Name of drug ordered by the prescriber.
  - Order Quantity – Quantity of drug ordered by the prescriber.
  - Disp quantity – Quantity of drug to be dispensed at requester hospital.
  - Prev Disp Qty – Balance quantity to be dispensed at referring hospital.
  - Remarks – Remarks by pharmacist.

### STEP 6

Click on the  button to save and send SPUB form

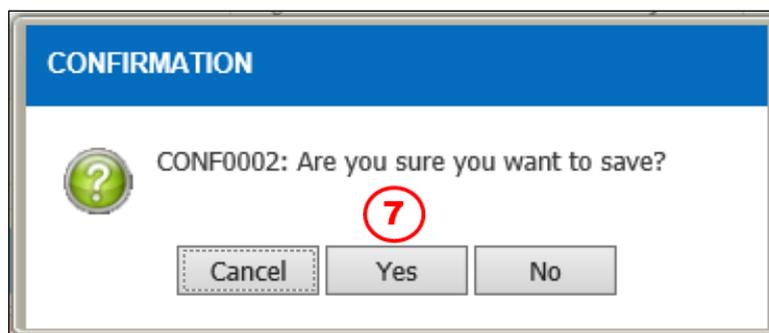
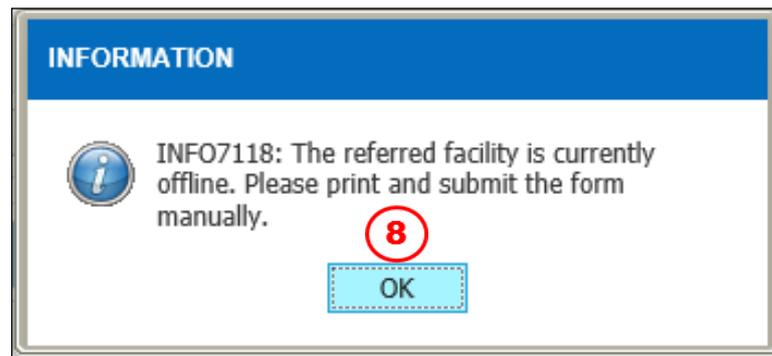


Figure 3.4.4-5 Confirmation Alert Message

### STEP 7

Click on the  button to confirm



**Figure 3.4.4-6 Confirmation Alert Message**

**STEP 8**

Click on the  button as in Figure 3.4.4-6 and proceed to print the SPUB form

**Note**

- Click on the  button to print SPUB form as per *Figure 3.4.4-4*.
- *A pop up message as per Figure 3.4.4-6 will appear if the referred facility is offline.*
- *User able to print SPUB R1 form as per Figure 3.4.4-7 and send it manually to the offline referred facility (without PhIS).*



SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

*(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)*

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> :	Johor	<b>Negeri</b> :	Melaka	
<b>Hospital</b> :	Hospital Pakar Sultanah Fatimah, Muar	<b>Hospital</b> :	Hospital Alor Gajah	
<b>Nombor SPUB</b> :	HPSFSPUB_00044277			
<b>Daerah/Bandar</b> :		<b>Daerah/Bandar</b> :		
<b>No. Tel</b> :	069521901	<b>No. Tel</b> :		
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

**Nama** : \_\_\_\_\_  
**Umur** : 75 Years 5 Months 19 Days      **Jantina** : Perempuan  
**No. Kad Pengenalan** : \_\_\_\_\_      **No. Telefon** : 123456789

**B. Maklumat Preskripsi :**

**No. Preskripsi** : ORTC0001799121      **Tarikh Preskripsi** : 16/05/2019  
**No. Siri Preskripsi** : \_\_\_\_\_      **Tarikh Akan Datang** : 14/11/2019  
**Catatan:** \_\_\_\_\_

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

(Jika Ya, sila lampirkan rekod kaunselina)

Jawatan : Pegawai Perubatan Pakar

Untuk diisi oleh Fasiliti yang menerima rujukan :

Jumlah keseluruhan					

Figure 3.4.4-7 SPUB R1 Form Preview

### 3.5 Single Stage Dispensing

This function allow user to record and dispense medication in faster way. Normally it will be use if all the process was handle by one user. User able to allocate quantity of drug by batch, generate and print drug label, extemporaneous worksheet, ingredient label and record next medication collection detail.

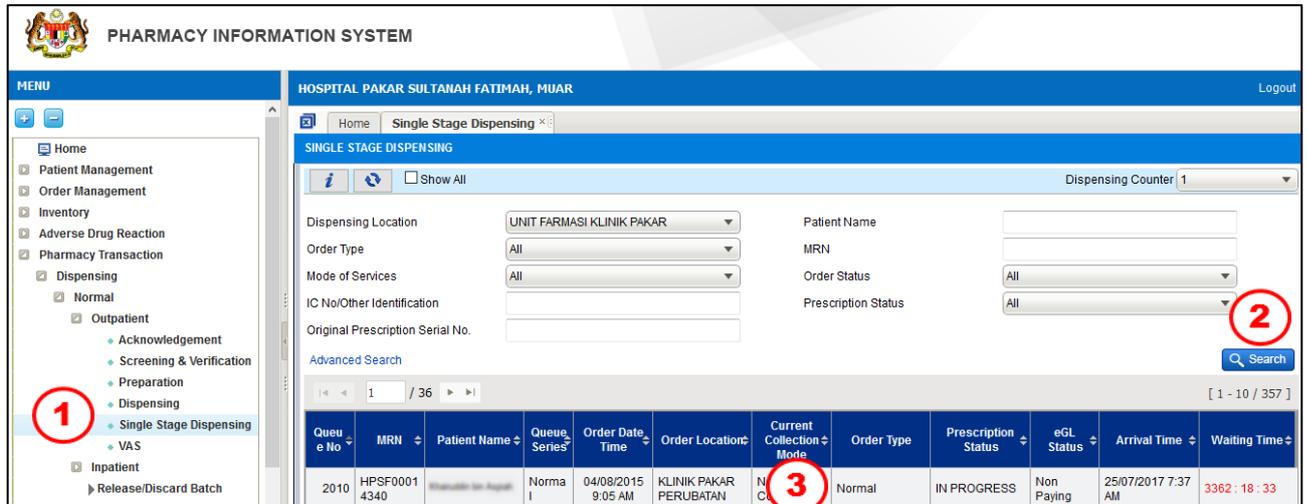


Figure 3.5-1 Single Stage Dispensing Landing Screen

#### STEP 1

Click on ‘Single Stage Dispensing’ sub menu

#### Note

- To perform Single Stage Dispensing, patient prescription must go through Acknowledgement process. Refer [Section 3.0 Acknowledgement](#) for acknowledgement steps
- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient’s record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient’s name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient’s record by order type
e	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>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient’s record by mode of services
g	Order Status	-All	All -Type of search from range Normal,

		-Normal -SPUB -Discharge -Referred Patient	SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
j	Original Prescription Serial No	Original Prescription Serial Number	Able to search by Original Prescription Serial Number
<b>Advanced Search</b>			
i	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
j	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
k	Order Date from	Order Date from	Able to filter and search patient's record by order date from
l	Order Date To	Order Date To	Able to filter and search patient's record by order date to
m	Queue Date	Queue Date	Able to filter and search patient's record by queue date
n	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by queue series
o	Queue No	Queue No	Able to filter and search patient's record by queue no
p	Recorded by		Search patient by recorded by name

**Table 3.5-1**

**STEP 2**

Click on the  button to search the patient

**Note**

Search result of current order patient list will be displayed:

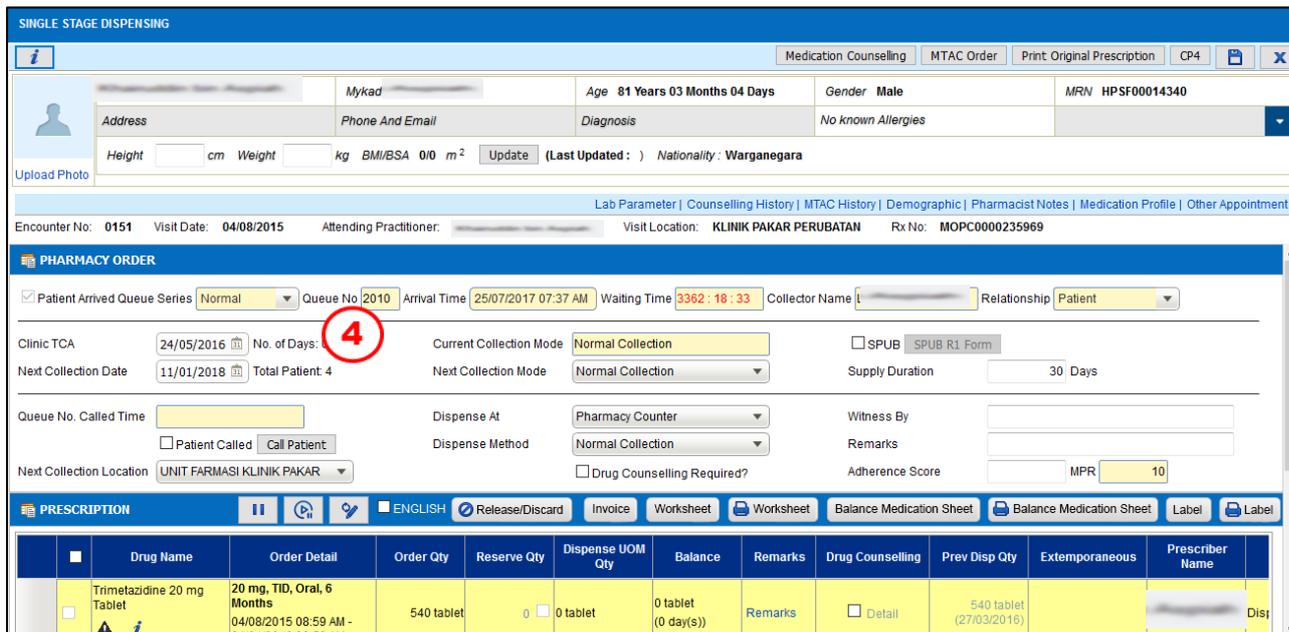
- Queue No
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient and patient information will be shown as per Figure 3.5-2

**STEP 4**

Enter the clinic TCA and next collection date if applicable



The screenshot displays the 'SINGLE STAGE DISPENSING' window. At the top, there are navigation buttons: Medication Counselling, MTAC Order, Print Original Prescription, and CP4. Below this is a patient information form with fields for Mykad, Age (81 Years 03 Months 04 Days), Gender (Male), MRN (HPSF00014340), Address, Phone And Email, Diagnosis, No known Allergies, Height, Weight, BMI/BSA (0.0 m<sup>2</sup>), and Nationality (Warganegara). A 'PHARMACY ORDER' section contains fields for Patient Arrived Queue Series (Normal), Queue No (2010), Arrival Time (25/07/2017 07:37 AM), Waiting Time (3362:18:33), Collector Name, and Relationship (Patient). The 'Clinic TCA' field is set to 24/05/2016, and the 'No. of Days' field is highlighted with a red circle containing the number '4'. Other fields include Current Collection Mode (Normal Collection), Next Collection Date (11/01/2018), Total Patient (4), Next Collection Mode (Normal Collection), Supply Duration (30 Days), Dispense At (Pharmacy Counter), Dispense Method (Normal Collection), and Adherence Score (MPR 10). A 'PRESCRIPTION' table is visible at the bottom with columns for Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, and Prescriber Name. The first row shows Trimetazidine 20 mg Tablet with an order of 540 tablets and a balance of 0 tablets.

Figure 3.5-2 Single Stage Dispensing

**Note**

- **Alternate Drug**  
User to select different drug with the same active ingredient and same administration route.
- **Hold and Resume**  
Hold' function in dispensing is different from hold function in screening and preparation. This hold function is to record error before dispensing.
- **Intervention**  
This function allows user to modify drugs details frequency, duration and dose only.
- **Edit Label**  
User able to edit and print drug label.
- **Next Medication Collection record**  
User able to record Date and Collection Location for partial medication.
- **TCA**  
User able to record Date of next appointment to visit doctor / prescriber.
- **SPUB R1 Form**  
 button will allow pharmacist to send SPUB request to referred facility. (Only for partial supply drug). Pharmacist will fill in SPUB information in SPUB R1 Form and has option to print SPUB R1 form.

**SINGLE STAGE DISPENSING**

Medication Counselling | MTAC Order | Print Original Prescription | CP4

---

Mykad: [REDACTED] Age: 81 Years 03 Months 04 Days Gender: Male MRN: HPSF00014340

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] No known Allergies

Height: [REDACTED] cm Weight: [REDACTED] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

---

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0151 Visit Date: 04/08/2015 Attending Practitioner: Dr. [REDACTED] Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000235969

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: 2010 Arrival Time: 25/07/2017 07:37 AM Waiting Time: 3362 : 18 : 33 Collector Name: [REDACTED] Relationship: Patient

Clinic TCA: 24/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection  SPUB SPUB R1 Form

Next Collection Date: 11/01/2018 Total Patient: 4 Next Collection Mode: Normal Collection Supply Duration: 30 Days

Queue No. Called Time: [REDACTED] Dispense At: Pharmacy Counter Witness By: [REDACTED]

Patient Called  Call Patient Dispense Method: Normal Collection Remarks: [REDACTED]

Next Collection Location: UNIT FARMASI KLINIK PAKAR 5  Drug Counselling Required? Adherence Score: MPR 10

**PRESCRIPTION** [Pause] [Refresh] [Print] ENGLISH [Release/Discard] [Invoice] [Worksheet] [Worksheet] [Balance Medication Sheet] [Balance Medication Sheet] [Label] [Label]

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Trimetazidine 20 mg Tablet	20 mg, TID, Oral, 6 Months 04/08/2015 08:59 AM - 31/03/2016 09:59 AM	540 tablet	0 0 tablet	0 tablet (0 day(s))	0 tablet (0 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (27/03/2016)		[REDACTED]

**Figure 3.5-3 Single Stage Dispensing**

**Note**

Details process for each process of **Intervention**, **Alternate Drug** and **Hold** are as followed:

- **Intervention** : Refer to [Section 3.2.2 Intervention](#).
- **Alternate Drug** : Refer to [Section 3.2.3 Alternate](#).
- **Hold** : Refer to [Section 3.2.5 Hold](#).

**STEP 5**

Click on the icon to do any of these functions such as Intervention, Alternate/Combination Drug and Hold.

**Note**

Reserve Quantity will calculate automatically once button is click. However, user can manually change the quantity by clicking on the hyperlink number in **Reserve Qty** column.

**SINGLE STAGE DISPENSING**

Medication Counselling | MTAC Order | Print Original Prescription | CP4

---

Mykad: 360908015317 Age: 81 Years 03 Months 04 Days Gender: Male MRN: HPSF00014340

Address: [REDACTED] Phone And Email: [REDACTED] Diagnosis: [REDACTED] No known Allergies

Height: [REDACTED] cm Weight: [REDACTED] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

---

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0151 Visit Date: 04/08/2015 Attending Practitioner: Dr. Shamsiah bt Md. Jazam Visit Location: KLINIK PAKAR PERUBATAN Rx No: MOPC0000235969

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: 2010 Arrival Time: 25/07/2017 07:37 AM Waiting Time: 3362 : 18 : 33 Collector Name: LEE CHENG CHIT Relationship: Patient

Clinic TCA: 24/05/2016 No. of Days: 0 Current Collection Mode: Normal Collection  SPUB SPUB R1 Form

Next Collection Date: 11/01/2018 Total Patient: 4 Next Collection Mode: Normal Collection Supply Duration: 30 Days

Queue No. Called Time: [REDACTED] Dispense At: Pharmacy Counter Witness By: [REDACTED]

Patient Called  Call Patient Dispense Method: Normal Collection Remarks: [REDACTED]

Next Collection Location: UNIT FARMASI KLINIK PAKAR 7  Drug Counselling Required? Adherence Score: MPR 10 6

**PRESCRIPTION** [Pause] [Refresh] [Print] ENGLISH [Release/Discard] [Invoice] [Worksheet] [Worksheet] [Balance Medication Sheet] [Balance Medication Sheet] [Label] [Label]

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name
Trimetazidine 20 mg Tablet	20 mg, TID, Oral, 6 Months 04/08/2015 08:59 AM - 31/03/2016 09:59 AM	540 tablet	0 0 tablet	0 tablet (0 day(s))	0 tablet (0 day(s))	Remarks	<input type="checkbox"/> Detail	540 tablet (27/03/2016)		[REDACTED] <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">8</span>

**Figure 3.5-4 Single Stage Dispensing**

**STEP 6**

Click on the  or  button to print

**Note**

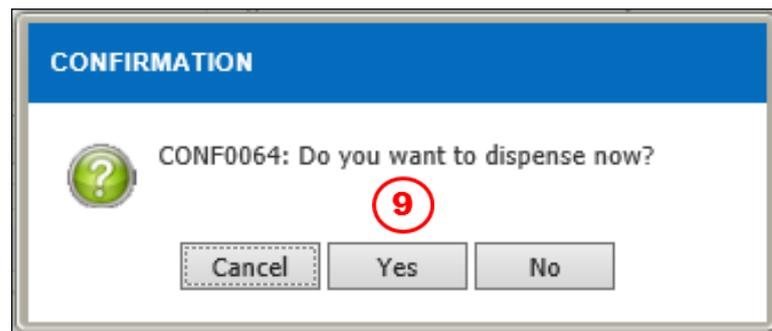
Refer to [Section 3.3.3 for Drug Label](#) printing detail process.

**STEP 7**

Click at the  button to stop the waiting time

**STEP 8**

Click on the  button to dispense the drug



**Figure 3.5-5 Confirmation Alert Message**

**STEP 9**

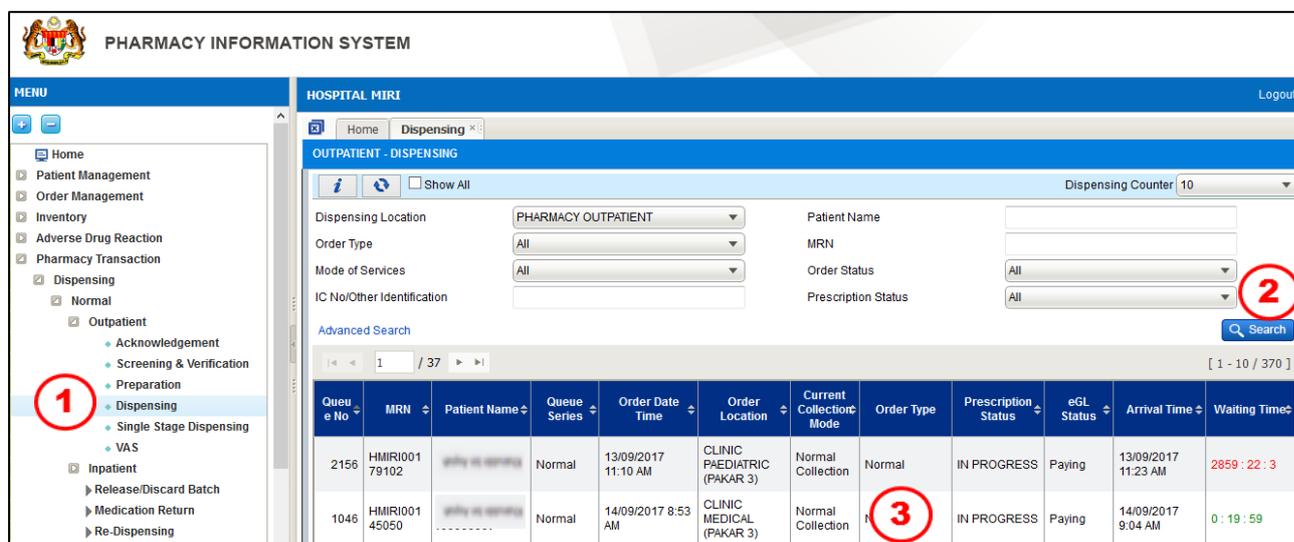
Click on the  button to confirm

### 3.6 SPUB

#### 3.6.1 SPUB Out Online – (Both facility using PhIS)

##### 3.6.1.1 SPUB Out Online (Before Dispense)

SPUB Out Online (referring facility) enable user to send SPUB information to referred facility that is using PhIS during dispensing process



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL MIRI'. The main area is titled 'OUTPATIENT - DISPENSING'. On the left is a 'MENU' with 'Dispensing' highlighted (1). The top right has a 'Logout' button. Below the title bar are search filters: 'Dispensing Location' (PHARMACY OUTPATIENT), 'Order Type' (All), 'Mode of Services' (All), 'IC No/Other Identification', 'Patient Name', 'MRN', 'Order Status' (All), and 'Prescription Status' (All) (2). A 'Search' button is next to the filters. Below the filters is an 'Advanced Search' section with a search button. A table below shows patient records with columns: Queue No, MRN, Patient Name, Queue Series, Order Date Time, Order Location, Current Collection Mode, Order Type, Prescription Status, eGL Status, Arrival Time, and Waiting Time. The second row has a '3' in the 'Order Type' column.

Queue No	MRN	Patient Name	Queue Series	Order Date Time	Order Location	Current Collection Mode	Order Type	Prescription Status	eGL Status	Arrival Time	Waiting Time
2156	HMIRI00179102	[blurred]	Normal	13/09/2017 11:10 AM	CLINIC PAEDIATRIC (PAKAR 3)	Normal Collection	Normal	IN PROGRESS	Paying	13/09/2017 11:23 AM	2859 : 22 : 3
1046	HMIRI00145050	[blurred]	Normal	14/09/2017 8:53 AM	CLINIC MEDICAL (PAKAR 3)	Normal Collection	3	IN PROGRESS	Paying	14/09/2017 9:04 AM	0 : 19 : 59

Figure 3.6.1.1-1 SPUB R1 – Patient Listing

**Note**

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).
- User will send SPUB R1 form by online to referred facility which also use PhIS.

**STEP 1**

Click on 'Dispensing' sub menu

**Note**

- Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
j	Show All		Able to view all patient record
k	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
l	Patient Name	Name of patient	Able to filter and search by patient's name
m	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
n	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>
o	Mode of Services	All -Appointment Card -Email and Take	Able to filter and search patient's record by mode of services

		-Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	
p	Order Status	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
q	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
r	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
<b>Advanced Search</b>			
q	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
r	Order Location Type	- All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient's record by order location type
s	Order Date from	Order Date from	Able to filter and search patient's record by order date from
t	Order Date To	Order Date To	Able to filter and search patient's record by order date to
u	Queue Date	Queue Date	Able to filter and search patient's record by queue date
v	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search p patient's record by queue series
w	Queue No	Queue No	Able to filter and search patient's record by queue no
x	Recorded by		Search patient by recorded by name

**Table 3.6.1.1-1**

**STEP 2**

Click on the  button to search the patient

**Note**

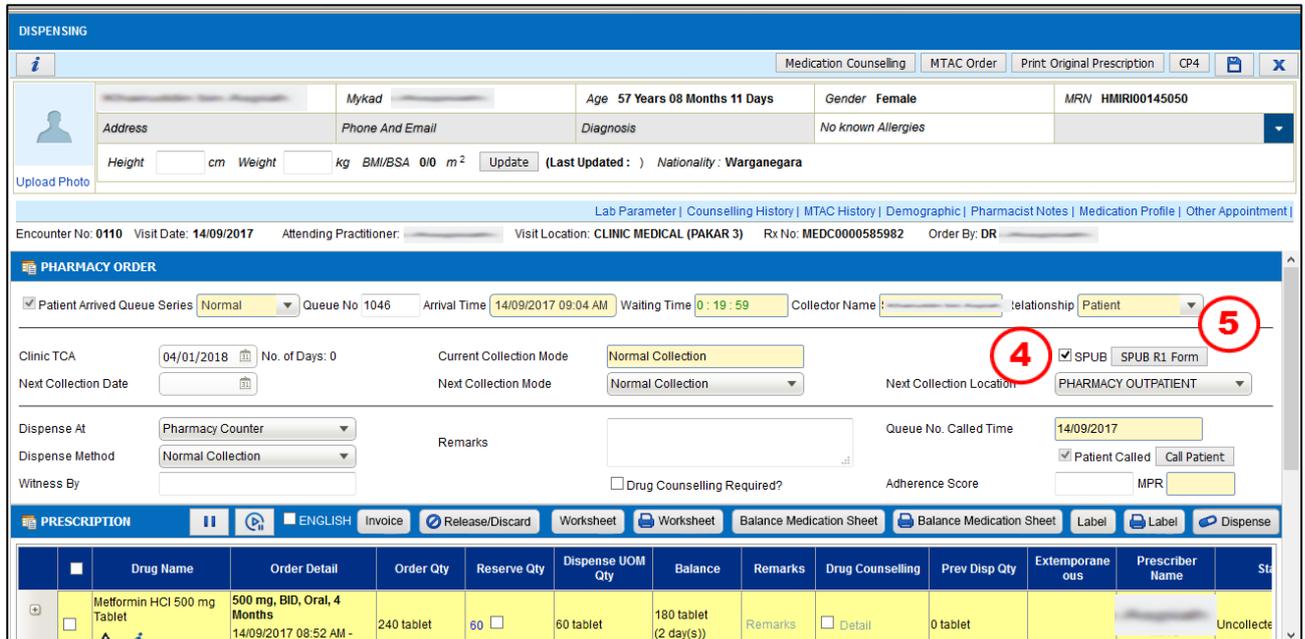
Search result of current order patient list will be displayed:

- Queue NO
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode

- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient listed and patient detail information will be shown as per Figure 3.6.1.1-1



**DISPENSING**

Medication Counselling | MTAC Order | Print Original Prescription | CP4

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIR00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Lab Parameter | Counselling History | MTAC History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

Encounter No: 0110 Visit Date: 14/09/2017 Attending Practitioner: [Redacted] Visit Location: CLINIC MEDICAL (PAKAR 3) Rx No: MEDC0000585982 Order By: DR [Redacted]

**PHARMACY ORDER**

Patient Arrived Queue Series: Normal Queue No: 1046 Arrival Time: 14/09/2017 09:04 AM Waiting Time: 0:19:59 Collector Name: [Redacted] Relationship: Patient **5**

Clinic TCA: 04/01/2018 No. of Days: 0 Current Collection Mode: Normal Collection **4**  SPUB SPUB R1 Form

Next Collection Date: [Redacted] Next Collection Mode: Normal Collection Next Collection Location: PHARMACY OUTPATIENT

Dispense At: Pharmacy Counter Remarks: [Redacted] Queue No. Called Time: 14/09/2017

Dispense Method: Normal Collection  Patient Called Call Patient

Witness By: [Redacted]  Drug Counselling Required? Adherence Score: [Redacted] MPR: [Redacted]

**PRESCRIPTION** | ENGLISH | Invoice | Release/Discard | Worksheet | Balance Medication Sheet | Label | Dispense

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Mefformin HCl 500 mg Tablet	500 mg, BID, Oral, 4 Months 14/09/2017 08:52 AM -	240 tablet	60	60 tablet	180 tablet (2 day(s))	Remarks	<input type="checkbox"/> Detail	0 tablet		[Redacted]	Uncollecte

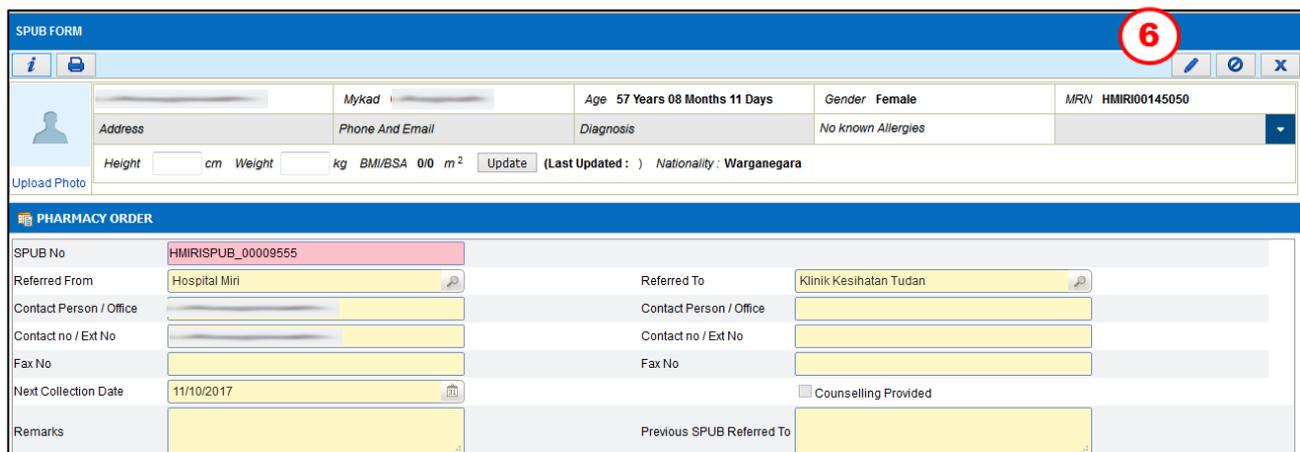
Figure 3.6.1.1-2 SPUB R1 Form

**STEP 4**

Click on the  SPUB SPUB R1 Form checkbox when patient request for SPUB

**STEP 5**

Click on the SPUB R1 Form button



**SPUB FORM**

Mykad: [Redacted] Age: 57 Years 08 Months 11 Days Gender: Female MRN: HMIR00145050

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

**PHARMACY ORDER**

SPUB No: HMIRISPUB\_00009555

Referred From: Hospital Miri Referred To: Klinik Kesihatan Tudan

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

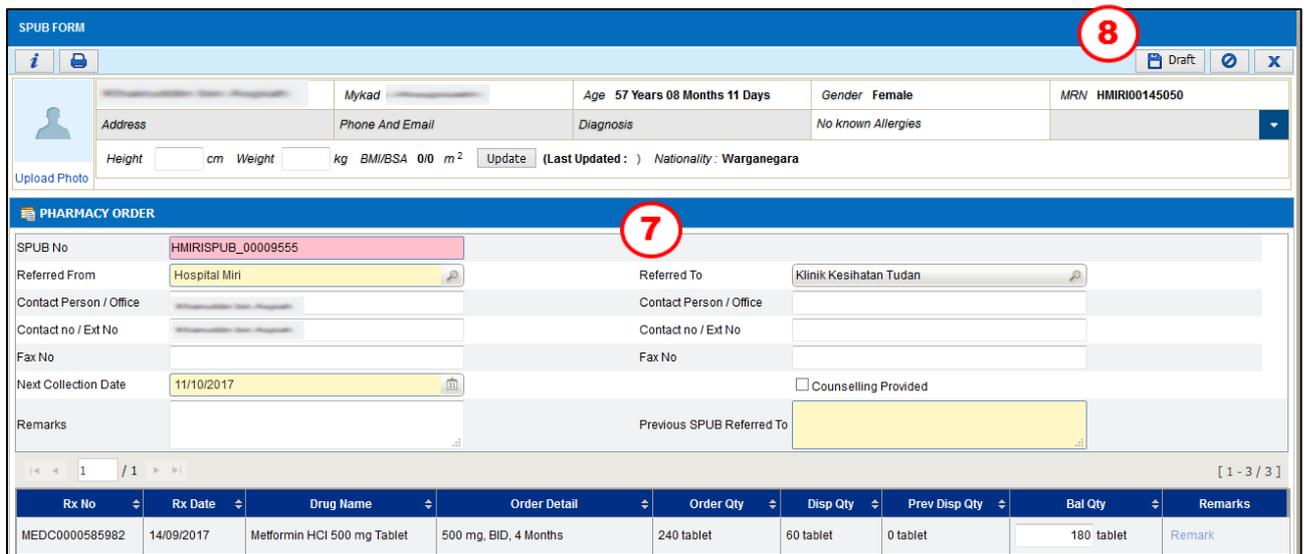
Next Collection Date: 11/10/2017  Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Figure 3.6.1.1-3 SPUB Form

**STEP 6**

Click on the  button



Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MEDC0000585982	14/09/2017	Metformin HCl 500 mg Tablet	500 mg, BID, 4 Months	240 tablet	60 tablet	0 tablet	180 tablet	Remark

**Figure 3.6.1.1-3 SPUB Form**

**STEP 7**

Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office
- Contact No/Ext No
- Fax No
- Next Collection Date
- Remarks
- Counselling Needed

Referring Facility

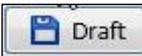
- SPUB No** – will be auto generated
- Referred From** - will be defaulted to requester hospital's name
- Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- Contact No / Ext No** - will be defaulted to the person in charge, however user is allowed to change this value
- Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- Next Collection Date** – This value is defaulted to 'Next Collection Date' in the dispensing screen
- Remarks** – enter remarks regarding the patient

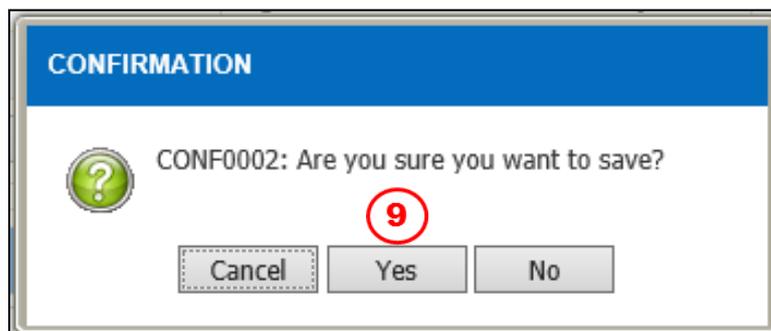
Referred Facility

- Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.

- c) **Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) **Counselling needed** – Click on the check box if counselling is required for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.
- f) **Previous SPUB Referred To** –To enter patients previous SPUB referred history

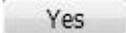
**STEP 8**

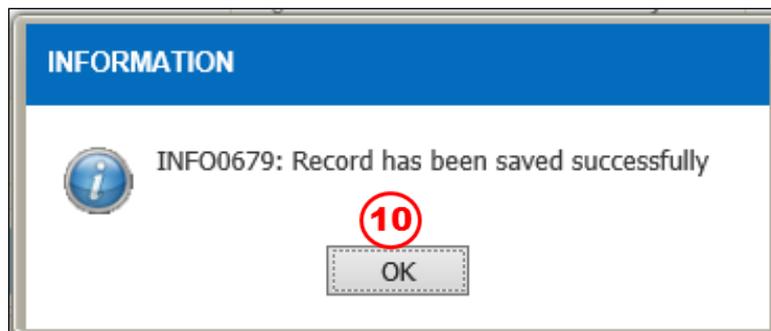
Click on the  button to save the SPUB form and SPUB No will be generated



**Figure 3.6.1.1-4 Confirmation Alert Message**

**STEP 8**

Click on the  button to save the SPUB Form



**Figure 3.6.1.1-5 Information Alert Message**

**STEP 9**

Click on the  button to acknowledge the saved SPUB

**STEP 10**

Click on the  button to print SPUB R1 Form if required as per Figure 3.6.1.1-6

**SPUB FORM**

	Mykad	Age 52 Years 11 Months 14 Days	Gender Female	MRN HMIRI00102366
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm Weight <input type="text"/> kg BMI/BSA 0/0 m <sup>2</sup> <input type="button" value="Update"/> (Last Updated : ) Nationality : Warganegara				

Upload Photo

**PHARMACY ORDER**

SPUB No	HMIRIS PUB_00004043		
Referred From	Hospital Miri	Referred To	Hospital Alor Gajah
Contact Person / Office		Contact Person / Office	
Contact no / Ext No		Contact no / Ext No	
Fax No		Fax No	
Next Collection Date	09/03/2017	<input type="checkbox"/> Counselling Provided	
Remarks	Previous SPUB Referred To		

[ 1 - 1 / 1 ]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
EVEC0000150126	31/03/2016	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, PRN4, 12 Months	12 bott	2 bott	2 bott	8 bott	Remark

Figure 3.6.1.1-6 SPUB Form screen

SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> :	Johor	<b>Negeri</b> :	Melaka	
<b>Hospital</b> :	Hospital Pakar Sultanah Fatimah, Muar	<b>Hospital</b> :	Hospital Alor Gajah	
<b>Nombor SPUB</b> :	HPSFSPUB_00044277			
<b>Daerah/Bandar</b> :		<b>Daerah/Bandar</b> :		
<b>No. Tel</b> :	069521901	<b>No. Tel</b> :		
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

<b>Nama</b> :	[REDACTED]		
<b>Umur</b> :	75 Years 5 Months 19 Days	<b>Jantina</b> :	Perempuan
<b>No. Kad Pengenalan</b> :	[REDACTED]	<b>No. Telefon</b> :	123456789

**B. Maklumat Preskripsi :**

<b>No. Preskripsi</b> :	ORTC0001799121	<b>Tarikh Preskripsi</b> :	16/05/2019
<b>No. Siri Preskripsi</b> :		<b>Tarikh Akan Datang</b> :	14/11/2019
<b>Catatan:</b>			

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

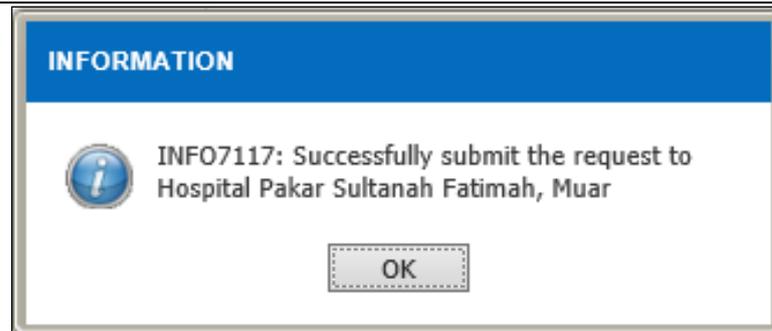
(Jika Ya, sila lampirkan rekod kaunselino)

Jawatan : Pegawai Perubatan Pakar

Untuk diisi oleh Fasiliti yang menerima rujukan :

Jumlah keseluruhan						

Figure 3.6.1.1-7 SPUB R1 Form



**Figure 3.6.1.1-8 Information Alert Message**

**Note**

Upon clicking Yes at dispensing, alert message of successfully submit SPUB request will appear as per Figure 3.6.1.1-8. Click the  button to close the alert.

### 3.6.1.2 SPUB Out Online (After Dispense)

SPUB Out Online (referring facility) enable user to request for SPUB after dispense.

Figure 3.6.1.2-1 SPUB Patient List

#### STEP 1

Click on the 'SPUB Patient List' submenu

#### Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense). Refer to [Section 3.6.1.1 SPUB Out Online \(Before Dispense\)](#).
- User will send SPUB R1 form by online to referred facility which also use PhIS.
- User can filter the SPUB status by selecting from the drop down box:
  - Successful
  - Failed

#### STEP 2

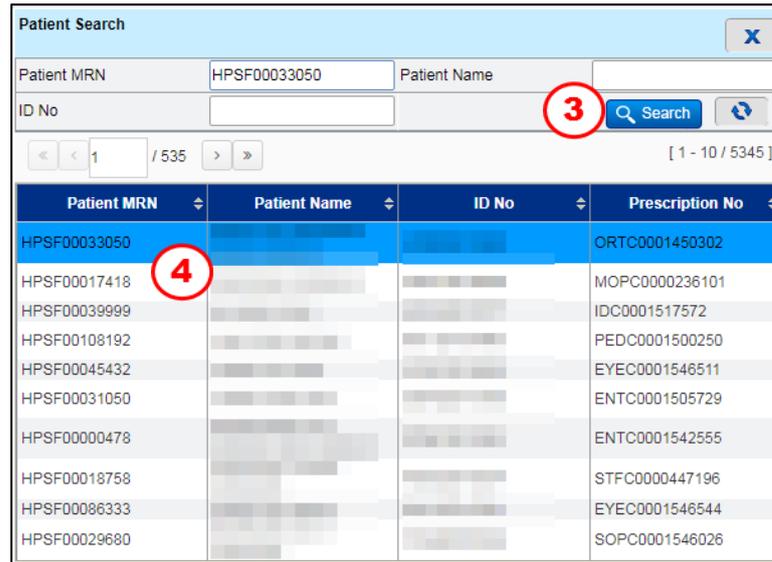
Click on the to search for the patient

#### Note

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: <i>Example: HPSF00001234 or "1234"</i></li> </ul>
b	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: <i>Example: MOPC0000001234 or "1234"</i>
c	Patient Name	Name of patient	Allow to filter and search by patient name
d	ID Number	IC or passport number of patient	Allow to filter by the number <i>Example: 81111111234 or "1234"</i>

Table 3.6.1.2-1



Patient MRN	Patient Name	ID No	Prescription No
HPSF00033050			ORTC0001450302
HPSF00017418			MOPC0000236101
HPSF00039999			IDC0001517572
HPSF00108192			PEDC0001500250
HPSF00045432			EYEC0001546511
HPSF00031050			ENTC0001505729
HPSF00000478			ENTC0001542555
HPSF00018758			STFC0000447196
HPSF00086333			EYEC0001546544
HPSF00029680			SOPC0001546026

Figure 3.6.1.2-2 SPUB Patient List Search

**STEP 3**

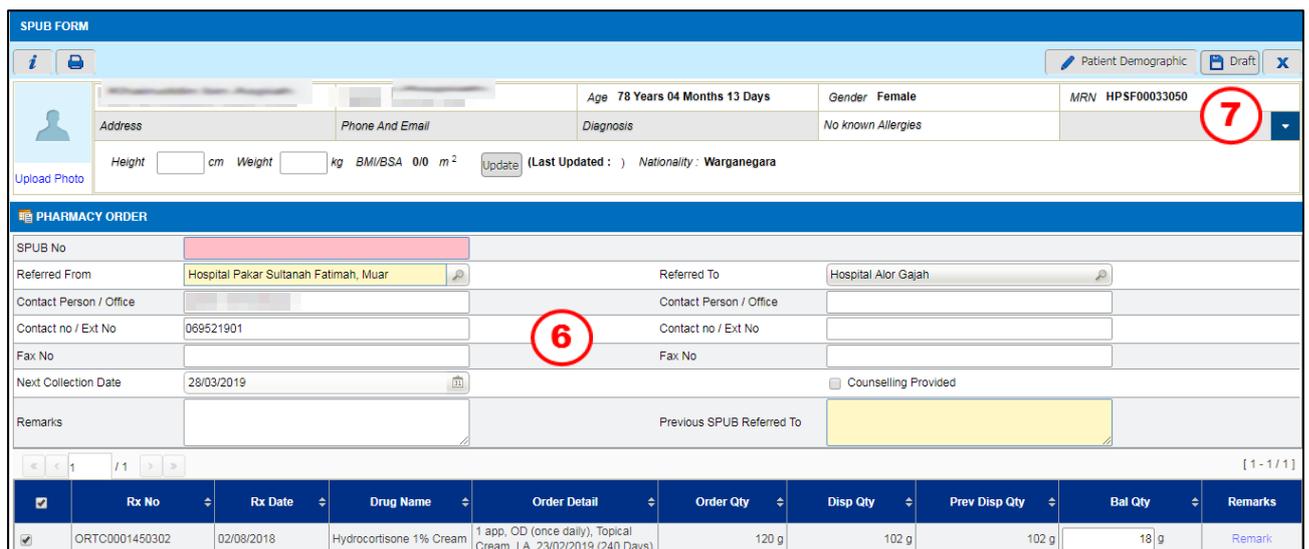
Click on the  button to search the patient

**STEP 4**

Double click on the patient details

**STEP 5**

Click on the  button as in **Figure 3.6.1.2-1**



**SPUB FORM**

Patient Demographic | Draft | X

Age 78 Years 04 Months 13 Days | Gender Female | MRN HPSF00033050

Address | Phone And Email | Diagnosis | No known Allergies

Height [ ] cm | Weight [ ] kg | BMI/BSA 0/0 m<sup>2</sup> | Update (Last Updated : ) | Nationality : Warganegara

**PHARMACY ORDER**

SPUB No [ ]

Referred From Hospital Pakar Sultanah Fatimah, Muar | Referred To Hospital Alor Gajah

Contact Person / Office [ ] | Contact Person / Office [ ]

Contact no / Ext No 069521901 | Contact no / Ext No [ ]

Fax No [ ] | Fax No [ ]

Next Collection Date 28/03/2019 |  Counselling Provided

Remarks [ ] | Previous SPUB Referred To [ ]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORTC0001450302	02/08/2018	Hydrocortisone 1% Cream	1 app, OD (once daily), Topical Cream, LA, 23/02/2019 (240 Days)	120 g	102 g	102 g	18 g	Remark

Figure 3.6.1.2-3 SPUB Form screen

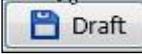
**STEP 6**

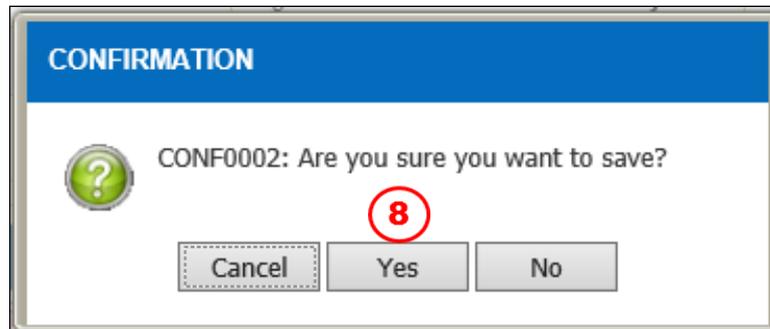
Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office
- Contact No/Ext No
- Fax No
- Next Collection Date
- Remarks

- h) Counselling Needed
- i) Previous SPUB Referred To

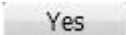
**STEP 7**

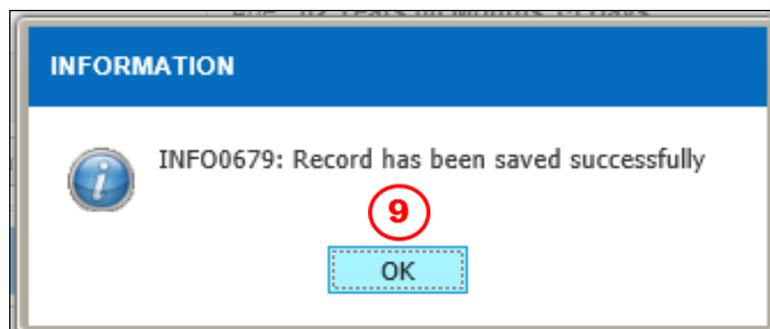
Click on the  button to save the SPUB form and SPUB No will be generated



**Figure 3.6.1.2-4 Confirmation Alert Message**

**STEP 8**

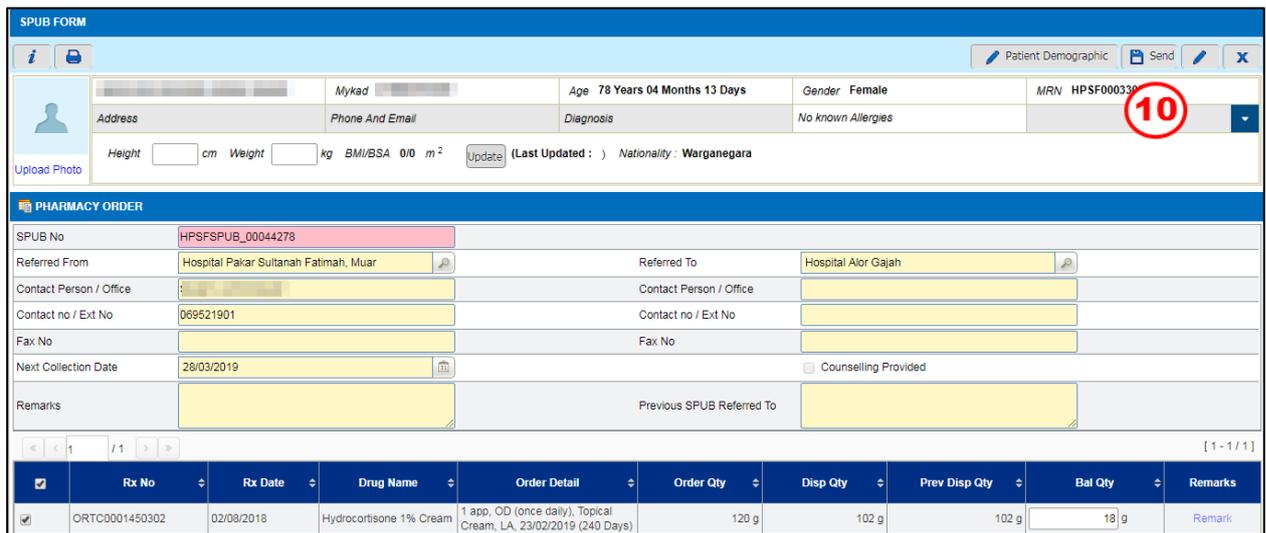
Click on the  button to save the SPUB Form



**Figure 3.6.1.2-5 Information Alert Message**

**STEP 9**

Click on the  to acknowledge the saved SPUB



**SPUB FORM**

Patient Demographic Send X

Mykad [REDACTED] Age 78 Years 04 Months 13 Days Gender Female MRN HPSF00033

Address [REDACTED] Phone And Email [REDACTED] Diagnosis [REDACTED] No known Allergies

Height [REDACTED] cm Weight [REDACTED] kg BMI/BSA 0/0 m<sup>2</sup> Update (Last Updated : ) Nationality: Warganegara

**PHARMACY ORDER**

SPUB No: HPSFSPUB\_00044278

Referred From: Hospital Pakar Sultanah Fatimah, Muar Referred To: Hospital Alor Gajah

Contact Person / Office: [REDACTED] Contact Person / Office: [REDACTED]

Contact no / Ext No: 069521901 Contact no / Ext No: [REDACTED]

Fax No: [REDACTED] Fax No: [REDACTED]

Next Collection Date: 28/03/2019  Counselling Provided

Remarks: [REDACTED] Previous SPUB Referred To: [REDACTED]

<input checked="" type="checkbox"/>	Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
<input checked="" type="checkbox"/>	ORTC0001450302	02/08/2018	Hydrocortisone 1% Cream	1 app, OD (once daily), Topical Cream, LA, 23/02/2019 (240 Days)	120 g	102 g	102 g	18 g	Remark

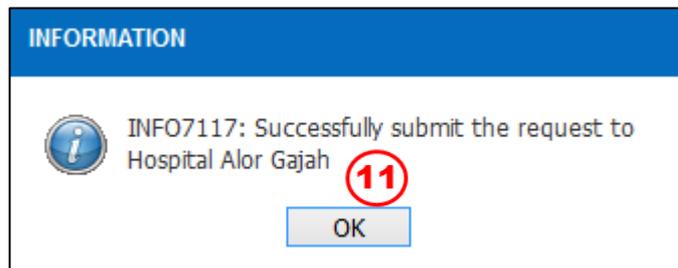
Figure 3.6. 1.2-6 SPUB Form

**STEP 10**

Click on the  button to submit the request

**Note**

Before submitting the request, user can still edit the form by clicking on the  button



**INFORMATION**

 INFO7117: Successfully submit the request to Hospital Alor Gajah

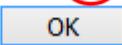


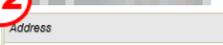
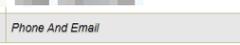
Figure 3.6.1.2-7 Information Alert Message

**STEP 11**

Click on the  to acknowledge the SPUB submission

**SPUB FORM**

 Patient Demographic 

**12**    Age 78 Years 04 Months 13 Days Gender Female MRN HPSF00033050

 Height  cm Weight  kg BMI/BSA 0/0 m<sup>2</sup>  (Last Updated : ) Nationality : Warganegara

**PHARMACY ORDER**

SPUB No

Referred From  Referred To

Contact Person / Office  Contact Person / Office

Contact no / Ext No  Contact no / Ext No

Fax No  Fax No

Next Collection Date   Counselling Provided

Remarks  Previous SPUB Referred To

[ 1 - 1 / 1 ]

<input checked="" type="checkbox"/>	Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
<input checked="" type="checkbox"/>	ORTC0001450302	02/08/2018	Hydrocortisone 1% Cream	1 app, OD (once daily), Topical Cream, L.A. 23/02/2019 (240 Days)	120 g	102 g	102 g	18 g	Remark

Figure 3.6.1.2-8 SPUB Form screen

**STEP 12**

Click on the  button to print SPUB R1 Form

**Note**

- Click on the  button to print the form and give it to the patient or fax to the referred facility
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply drug).



SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

*(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)*

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> :	Johor	<b>Negeri</b> :	Melaka	
<b>Hospital</b> :	Hospital Pakar Sultanah Fatimah, Muar	<b>Hospital</b> :	Hospital Alor Gajah	
<b>Nombor SPUB</b> :	HPSFSPUB_00044277			
<b>Daerah/Bandar</b> :		<b>Daerah/Bandar</b> :		
<b>No. Tel</b> :	069521901	<b>No. Tel</b> :		
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

**Nama** : \_\_\_\_\_

**Umur** : 75 Years 5 Months 19 Days      **Jantina** : Perempuan

**No. Kad Pengenalan** : \_\_\_\_\_      **No. Telefon** : 123456789

**B. Maklumat Preskripsi :**

**No. Preskripsi** : ORTC0001799121      **Tarikh Preskripsi** : 16/05/2019

**No. Siri Preskripsi** : \_\_\_\_\_      **Tarikh Akan Datang** : 14/11/2019

**Catatan:**

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

(Jika Ya, sila lampirkan rekod kaunselino)

Jawatan : Pegawai Perubatan Pakar

Untuk diisi oleh Fasiliti yang menerima rujukan :

	Jumlah keseluruhan					

Figure 3.6.1.2-9 SPUB R1 Form

### 3.6.2 SPUB Out from Online facility to Offline facility

This (referring facility using PhIS) enable user to send SPUB request to (referred facility which is not using PhIS)

#### 3.6.2.1 SPUB Out from Online facility to Offline facility (Before Dispense)

The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL MIRI'. The main area is titled 'OUTPATIENT - DISPENSING'. It features search filters for Dispensing Location (PHARMACY OUTPATIENT), Order Type (All), Mode of Services (All), Patient Name, MRN, Order Status (All), and Prescription Status (All). A search button is circled in red (2). Below the filters is a table of patient records with columns: Queue No, MRN, Patient Name, Queue Series, Order Date Time, Order Location, Current Collection Mode, Order Type, Prescription Status, eGL Status, Arrival Time, and Waiting Time. Two records are visible. The second record is circled in red (3). The left menu has 'Dispensing' highlighted, also circled in red (1).

Figure 3.6.2.1-1 SPUB R1 – Patient Listing

**Note**

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB R1 menu (after dispense).

**STEP 1**

Click on 'Dispensing' sub menu

**Note**

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient's record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient's name
d	Order Type	-All -Normal -SPUB -Discharge	Able to filter and search patient's record by order type
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take	Able to filter and search patient's record by mode of services

		-UMP -Others	
g	Order Status	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
<b>Advanced Search</b>			
a	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
b	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
c	Order Date from	Order Date from	Able to filter and search patient's record by order date from
d	Order Date To	Order Date To	Able to filter and search patient's record by order date to
e	Queue Date	Queue Date	Able to filter and search patient's record by queue date
f	Queue Series	- All - Normal - Express - Special - Others	Able to filter and search patient's record by queue series
g	Queue No	Queue No	Able to filter and search patient's record by queue no
h	Recorded by		Search patient by recorded by name

**Table 3.6.2.1-1**

**STEP 2**

Click on the  button to search the patient

**Note**

Search result of current order patient list will be displayed:

- Queue NO
- MRN
- Patient Name
- Queue Series
- Order Date Time
- Order Location
- Current Collection Mode
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient listed and patient detail information will be shown as per **Figure 3.6.2.1-1**

**Figure 3.6.2.1-2 SPUB R1 Form**

**STEP 4**

Click on the  SPUB **SPUB R1 Form** checkbox when patient request for SPUB

**Note**

SPUB **SPUB R1 Form** is not checked and the button is disabled initially. After clicking the checkbox, then the button will be enabled

**STEP 5**

Click on the **SPUB R1 Form** button

**Figure 3.6.2.1-3 SPUB Form**

**STEP 6**

Fill the details of SPUB R1 form are as below:

- a) Referred From
- b) Referred To
- c) Contact Person / Office
- d) Contact No/Ext No
- e) Fax No
- f) Next Collection Date
- g) Remarks
- h) Counselling Provided
- i) Previous SPUB Referred To

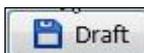
#### Referring Facility

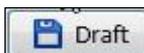
- a) **SPUB No** – will be auto generated
- b) **Referred From** - will be defaulted to requester hospital's name
- c) **Contact Person / Office** – will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Contact No / Ext No** - will be defaulted to the person in charge, however user is allowed to change this value
- e) **Fax No** – will be defaulted to the person in charge, however user is allowed to change this value
- f) **Next Collection Date** – This value is defaulted to 'Next Collection Date' in the dispensing screen
- g) **Remarks** – enter remarks regarding the patient

#### Referred Facility

- a) **Referred to** – Select referring hospital or clinic from list. This list will contain a list of active facilities as configured in 'External Facility' master table.
- b) **Contact Person / Office** - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- c) **Contact No / Ext No** (Referring hospital) - will be defaulted to the Person in Charge for referring hospital configured in 'External Facility' master table. However, user is allowed to change this value.
- d) **Fax No** - will be defaulted to the 'Fax No.' found in the 'External Facility' master table. However, user is allowed to change this value.
- e) **Counselling provided** – Click on the check box if counselling is provided for this patient. This value is defaulted from the counselling indicator in the Dispensing screen.
- f) **Previous SPUB Referred To** –To enter patients previous SPUB referred history

#### **STEP 7**



Click on the  button to save the SPUB form and SPUB No will be generated

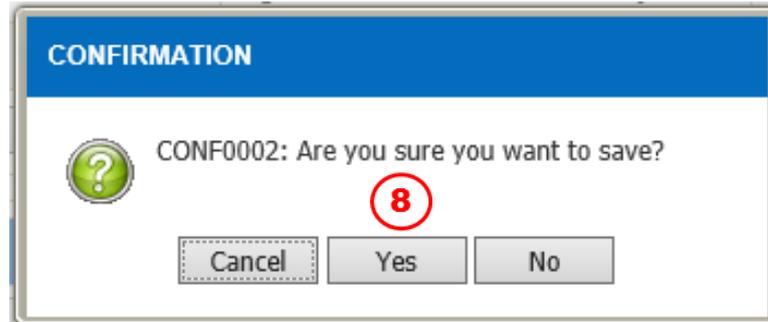
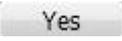


Figure 3.6.2.1-4 Confirmation Alert Message

**STEP 8**

Click on the  button to save the SPUB Form

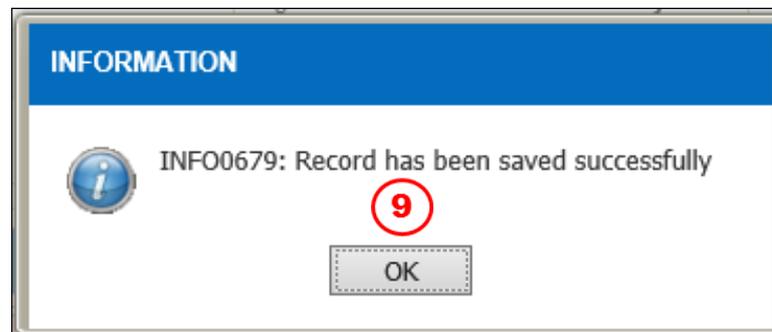
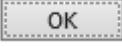


Figure 3.6.2.1-5 Information Alert Message

**STEP 9**

Click on the  button to acknowledge the saved SPUB

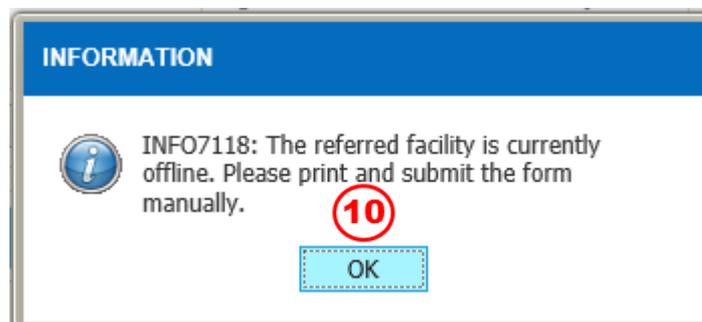


Figure 3.6.2.1-6 Information Alert Message

**STEP 10**

Click on the  button

**SPUB FORM**

**11** Patient Demographic

Age 78 Years 04 Months 13 Days Gender Female MRN HPSF00033050

Address Phone And Email Diagnosis No known Allergies

Height  cm Weight  kg BMI/BSA 0/0 m<sup>2</sup> (Last Updated : ) Nationality : Warganegara

**PHARMACY ORDER**

SPUB No HPSFSPUB\_00044278

Referred From Hospital Pakar Sultanah Fatimah, Muar Referred To Hospital Alor Gajah

Contact Person / Office Contact Person / Office

Contact no / Ext No 069521901 Contact no / Ext No

Fax No Fax No

Next Collection Date 28/03/2019  Counselling Provided

Remarks Previous SPUB Referred To

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORTC0001450302	02/08/2018	Hydrocortisone 1% Cream	1 app, OD (once daily), Topical Cream, LA, 23/02/2019 (240 Days)	120 g	102 g	102 g	18 g	Remark

Figure 3.6.2.1-7 SPUB Form

**STEP 11**

Click on the  button to print SPUB R1 Form

**Note**

- The information alert message as per Figure 3.6.2. 1-6 will appear if the SPUB request is referred to offline facility (without PhIS).
- User can print the SPUB R1 Form to submit manually to the referred facility.
- Click on the  button to print the form to fax to the referred facility as per Figure 3.6.2.1-8.



SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

*(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)*

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> : Johor	<b>Hospital</b> : Hospital Pakar Sultanah Fatimah, Muar	<b>Negeri</b> : Melaka	<b>Hospital</b> : Hospital Alor Gajah	
<b>Nombor SPUB</b> : HPSFSPUB_00044277				
<b>Daerah/Bandar</b> :	<b>No. Tel</b> : 069521901	<b>Daerah/Bandar</b> :	<b>No. Tel</b> :	
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

Nama : \_\_\_\_\_  
 Umur : 75 Years 5 Months 19 Days      Jantina : Perempuan  
 No. Kad Pengenalan : \_\_\_\_\_      No. Telefon : 123456789

**B. Maklumat Preskripsi :**

No. Preskripsi : ORTC0001799121      Tarikh Preskripsi : 16/05/2019  
 No. Siri Preskripsi : \_\_\_\_\_      Tarikh Akan Datang : 14/11/2019  
 Catatan:

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

(Jika Ya, sila lampirkan rekod kaunselino)

Jawatan : Pegawai Perubatan Pakar

Untuk diisi oleh Fasiliti yang menerima rujukan :

Jumlah keseluruhan						

Figure 3.6.2.1-8 SPUB R1 Form

### 3.6.2.2 SPUB Out from Online Facility to Offline Facility (After Dispense)

SPUB Out (referring facility) enable user to request for SPUB after dispense.

Figure 3.6.2.2-1 SPUB Patient List

#### STEP 1

Click on the 'SPUB Patient List' submenu

#### Note

SPUB can be send out through:

- User can send SPUB from screening and verification, preparation or dispensing screen (before dispense).
- SPUB menu (after dispense).

#### STEP 2

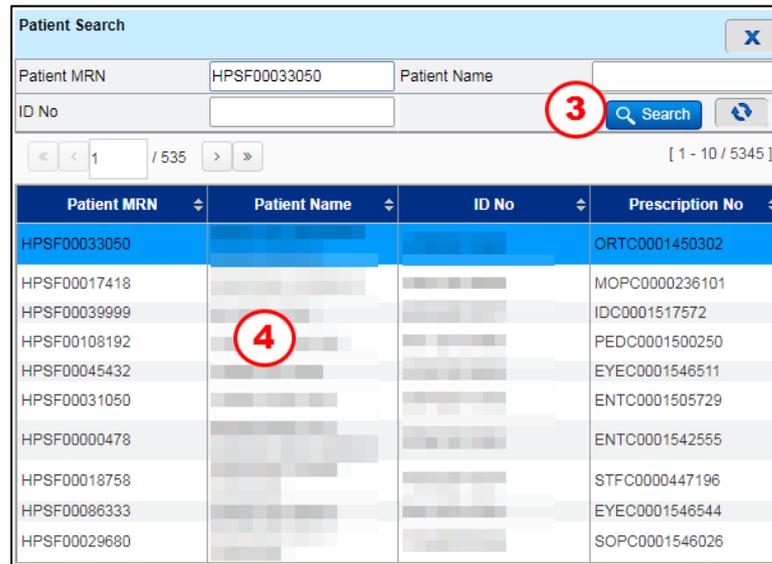
Click on the to search for the patient

#### Note

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:  <i>Example: HPSF00001234 or "1234"</i></li> </ul>
B	Prescription No	Prescription No generated by the system	Able to filter and search patient by prescription number: <i>Example: MOPC0000001234 or "1234"</i>
C	Patient Name	Name of patient	Allow to search by patient name

Table 3.6.2.2-1



Patient MRN	Patient Name	ID No	Prescription No
HPSF00033050	[Redacted]	[Redacted]	ORTC0001450302
HPSF00017418	[Redacted]	[Redacted]	MOPC0000236101
HPSF00039999	[Redacted]	[Redacted]	IDC0001517572
HPSF00108192	[Redacted]	[Redacted]	PEDC0001500250
HPSF00045432	[Redacted]	[Redacted]	EYEC0001546511
HPSF00031050	[Redacted]	[Redacted]	ENTC0001505729
HPSF00000478	[Redacted]	[Redacted]	ENTC0001542555
HPSF00018758	[Redacted]	[Redacted]	STFC0000447196
HPSF00086333	[Redacted]	[Redacted]	EYEC0001546544
HPSF00029680	[Redacted]	[Redacted]	SOPC0001546026

Figure 3.6.2.2-2 SPUB Patient Search

**STEP 3**

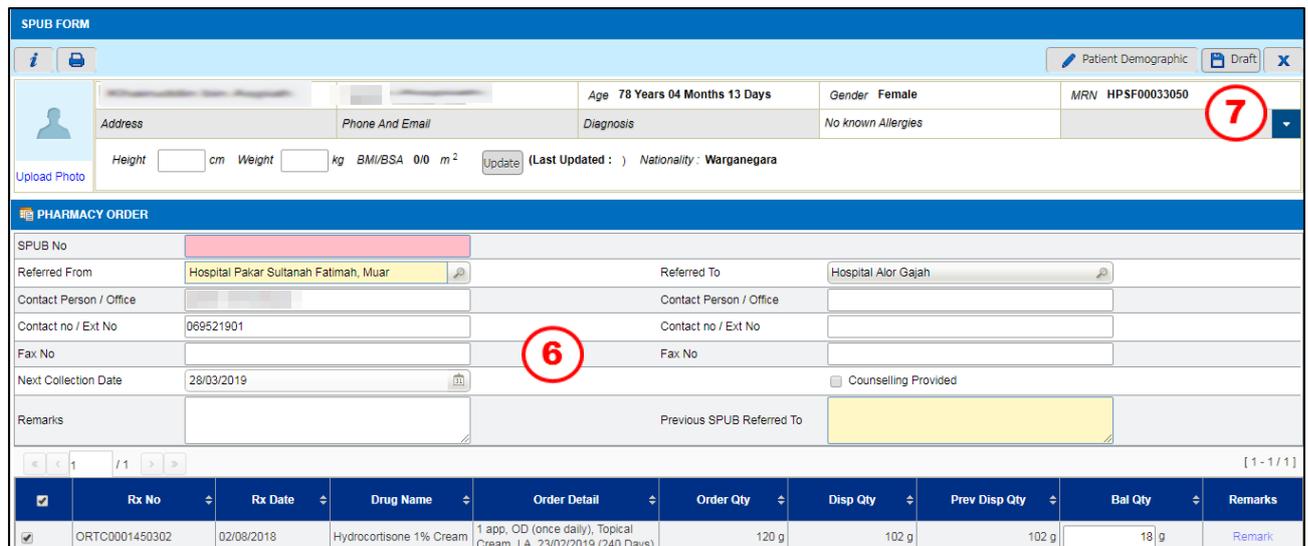
Click on the  button to search the patient

**STEP 4**

Double click on the patient details

**STEP 5**

Click on the  button as in Figure 3.6.2.2-1



**SPUB FORM**

Address: [Redacted] Phone And Email: [Redacted] Age: 78 Years 04 Months 13 Days Gender: Female MRN: HPSF00033050

Diagnosis: [Redacted] No known Allergies

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Nationality: Warganegara

**PHARMACY ORDER**

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
ORTC0001450302	02/09/2018	Hydrocortisone 1% Cream	1 app, OD (once daily), Topical Cream, LA, 23/02/2019 (240 Days)	120 g	102 g	102 g	18 g	Remark

Figure 3.6.2.2-3 SPUB Form screen

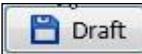
**STEP 6**

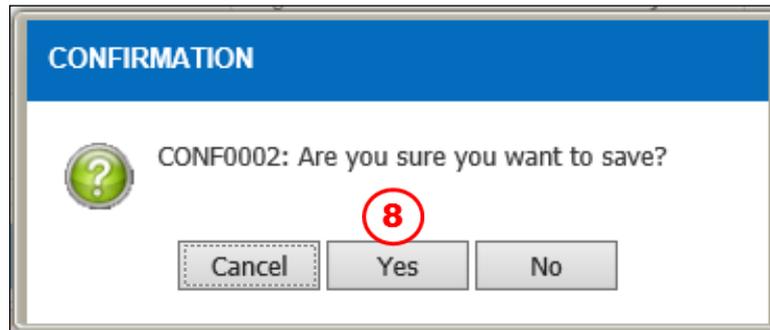
Fill the details of SPUB R1 form are as below:

- Referred From
- Referred To
- Contact Person / Office
- Contact No/Ext No
- Fax No

- f) Next Collection Date
- g) Remarks
- h) Counselling Provided
- i) Previous SPUB Referred To

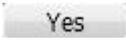
**STEP 7**

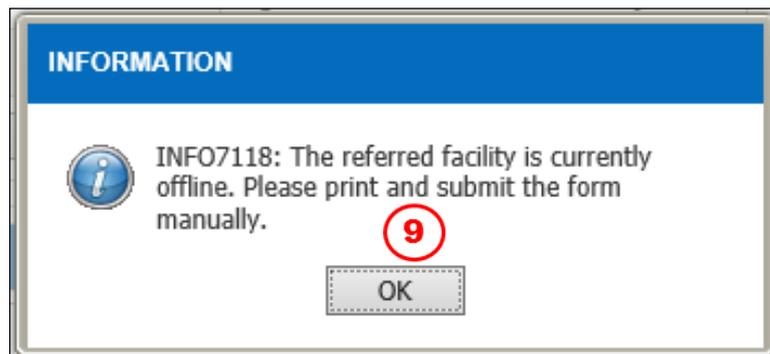
Click on the  button to save the SPUB form and SPUB No will be generated



**Figure 3.6.2.2-4 Confirmation Alert Message**

**STEP 8**

Click on the  button to save the SPUB Form



**Figure 3.6.2.2-5 Information Alert Message**

**STEP 9**

Click on the  to acknowledge the SPUB submission

SPUB FORM
10

	Mykad <input type="text"/>	Age 74 Years 10 Months 03 Days	Gender Male	MRN HMIRI00159368
Address <input type="text"/>	Phone And Email <input type="text"/>	Diagnosis <input type="text"/>	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m <sup>2</sup>	Update (Last Updated : ) Nationality: Warganegara	

PHARMACY ORDER

SPUB No <input type="text" value="HMIRISPUB_00012139"/>	
Referred From <input type="text" value="Hospital Miri"/>	Referred To <input type="text" value="Hospital Ampang"/>
Contact Person / Office <input type="text"/>	Contact Person / Office <input type="text"/>
Contact no / Ext No <input type="text"/>	Contact no / Ext No <input type="text"/>
Fax No <input type="text"/>	Fax No <input type="text"/>
Next Collection Date <input type="text" value="26/01/2018"/>	<input type="checkbox"/> Counselling Provided
Remarks <input type="text"/>	Previous SPUB Referred To <input type="text"/>

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
EYEC0000402472	09/02/2017	Hypromellose 0.3% Eye Drops (with preservative)	1 drop, QID (4 times a day), Ophthalmic Drop(s), Eye Both, 09/02/2017 (12 Months)	15 bott	8 bott	8 bott	7 bott	Remark

Figure 3.6.2.2-6 SPUB Form screen

**STEP 10**

Click on the  button to print SPUB R1 Form as per **Figure 3.6.2.2-6**

**Note**

- Give the printed form to the patient or fax to the referred facility.
- SPUB menu will allow pharmacist to request for SPUB after the dispensing process (only for partial supply).



SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

*(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)*

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> :	Johor	<b>Negeri</b> :	Melaka	
<b>Hospital</b> :	Hospital Pakar Sultanah Fatimah, Muar	<b>Hospital</b> :	Hospital Alor Gajah	
<b>Nombor SPUB</b> :	HPSFSPUB_00044277			
<b>Daerah/Bandar</b> :		<b>Daerah/Bandar</b> :		
<b>No. Tel</b> :	069521901	<b>No. Tel</b> :		
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

**Nama** : \_\_\_\_\_  
**Umur** : 75 Years 5 Months 19 Days      **Jantina** : Perempuan  
**No. Kad Pengenalan** : \_\_\_\_\_      **No. Telefon** : 123456789

**B. Maklumat Preskripsi :**

**No. Preskripsi** : ORTC0001799121      **Tarikh Preskripsi** : 16/05/2019  
**No. Siri Preskripsi** : \_\_\_\_\_      **Tarikh Akan Datang** : 14/11/2019  
**Catatan** :

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

(Jika Ya, sila lampirkan rekod kaunselina)

Jawatan : Pegawai Perubatan Pakar

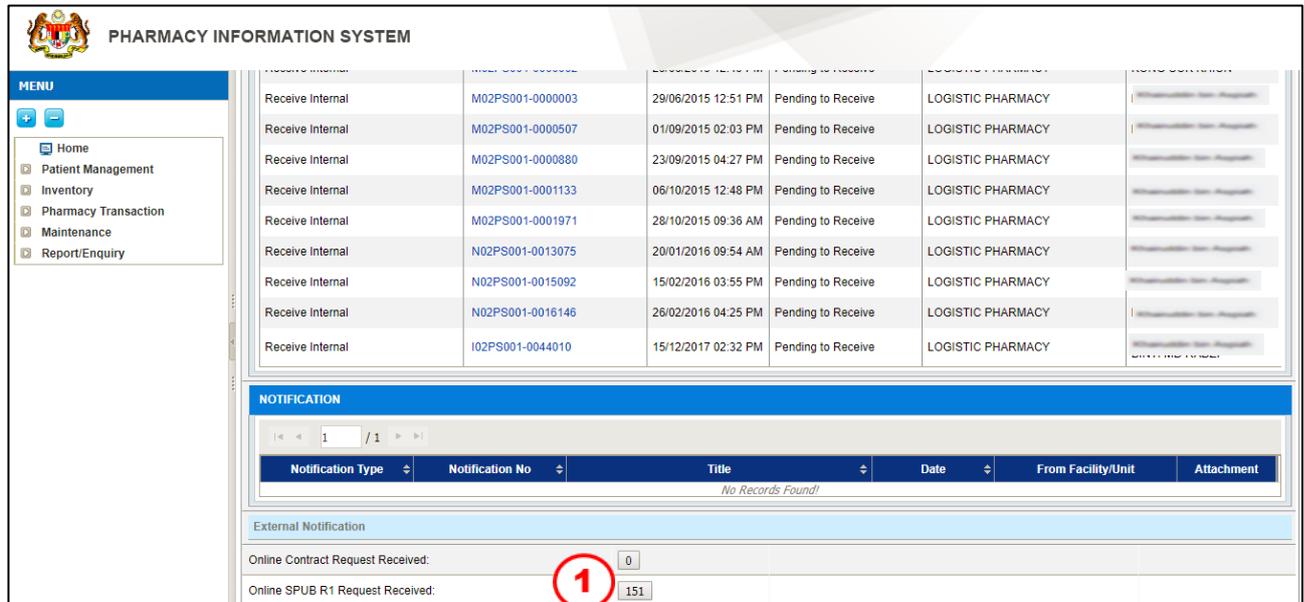
Untuk diisi oleh Fasiliti yang menerima rujukan :

Jumlah keseluruhan						

Figure 3.6.2.2-7 SPUB R1 Form

### 3.6.3 SPUB In Online – (Both facility using PhIS)

SPUB In Online (referred facility) enable user to received SPUB information from other facility that is using PhIS (referring facility).



**PHARMACY INFORMATION SYSTEM**

**MENU**

- Home
- Patient Management
- Inventory
- Pharmacy Transaction
- Maintenance
- Report/Enquiry

Receive Internal	Notification No	Date	Status	From Facility/Unit
Receive Internal	M02PS001-0000003	29/06/2015 12:51 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000507	01/09/2015 02:03 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0000880	23/09/2015 04:27 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001133	06/10/2015 12:48 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	M02PS001-0001971	28/10/2015 09:36 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0013075	20/01/2016 09:54 AM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0015092	15/02/2016 03:55 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	N02PS001-0016146	26/02/2016 04:25 PM	Pending to Receive	LOGISTIC PHARMACY
Receive Internal	I02PS001-0044010	15/12/2017 02:32 PM	Pending to Receive	LOGISTIC PHARMACY

**NOTIFICATION**

1 / 1

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

**External Notification**

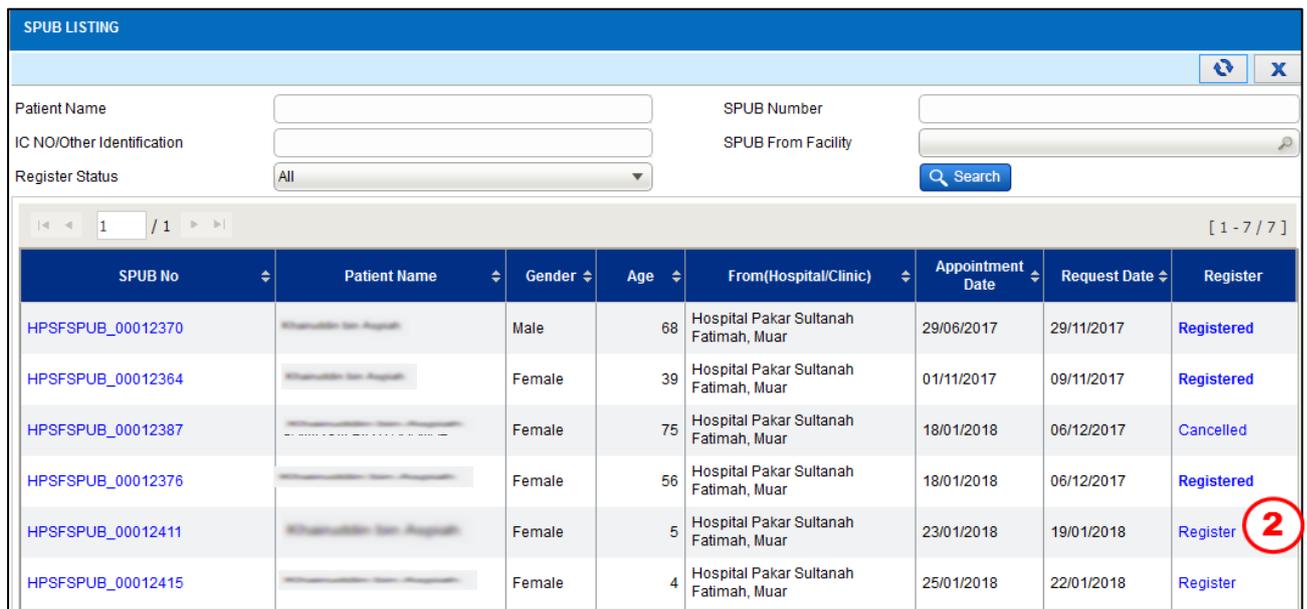
Online Contract Request Received: 0

Online SPUB R1 Request Received: **151** (1)

Figure 3.6.3-1 SPUB R1 External Notification

#### STEP 1

Click on the Online SPUB R1 Request Received from External Notification section on PhIS Home Page



**SPUB LISTING**

Patient Name:  SPUB Number:

IC NO/Other Identification:  SPUB From Facility:

Register Status: All

1 / 1 [ 1 - 7 / 7 ]

SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date	Register
HPSFSPUB_00012370		Male	68	Hospital Pakar Sultanah Fatimah, Muar	29/06/2017	29/11/2017	Registered
HPSFSPUB_00012364		Female	39	Hospital Pakar Sultanah Fatimah, Muar	01/11/2017	09/11/2017	Registered
HPSFSPUB_00012387		Female	75	Hospital Pakar Sultanah Fatimah, Muar	18/01/2018	06/12/2017	Cancelled
HPSFSPUB_00012376		Female	56	Hospital Pakar Sultanah Fatimah, Muar	18/01/2018	06/12/2017	Registered
HPSFSPUB_00012411		Female	5	Hospital Pakar Sultanah Fatimah, Muar	23/01/2018	19/01/2018	Register (2)
HPSFSPUB_00012415		Female	4	Hospital Pakar Sultanah Fatimah, Muar	25/01/2018	22/01/2018	Register

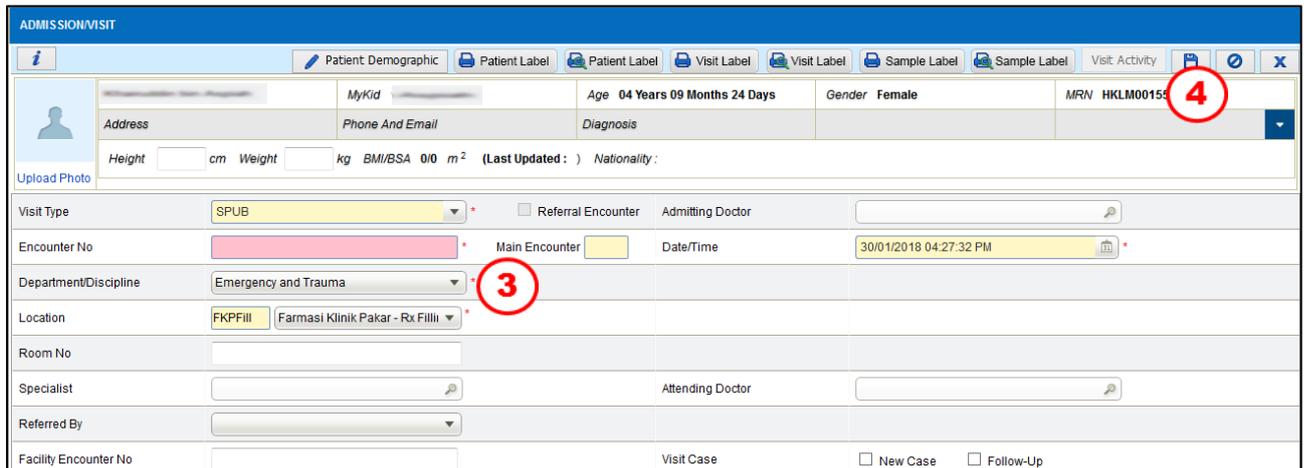
Figure 3.6.3-2 SPUB Listing Screen

#### STEP 2

Click on the Register hyperlink (not Registered hyperlink)

#### Note

Registered hyperlink will appear for existing patients; therefore, registration will be skipped.



ADMISSION/VISIT					
Patient Demographic		Patient Label		Visit Activity	
MyKid	Age 04 Years 09 Months 24 Days	Gender Female	MRN HKLM00155		
Address	Phone And Email	Diagnosis			
Height	cm	Weight	kg	BMI/BSA 0/0 m <sup>2</sup>	(Last Updated : ) Nationality :
Visit Type	SPUB	Referral Encounter	Admitting Doctor		
Encounter No		Main Encounter	Date/Time	30/01/2018 04:27:32 PM	
Department/Discipline	Emergency and Trauma				
Location	FKPFIII Farmasi Klinik Pakar - Rx Filli				
Room No					
Specialist	Attending Doctor				
Referred By					
Facility Encounter No	Visit Case		<input type="checkbox"/> New Case <input type="checkbox"/> Follow-Up		

Figure 3.6.3-3 SPUB Visit Management

**STEP 3**

Select location from drop down box

**Note**

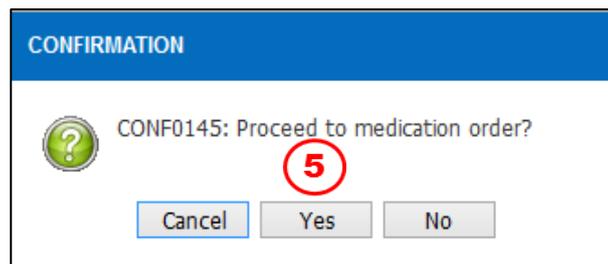
By default, visit type will be SPUB.

**STEP 4**

Click on the  button to save record

**Note**

Registered link is for patient which have record at hospital, user don't have to register continue with create visit.



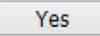
CONFIRMATION

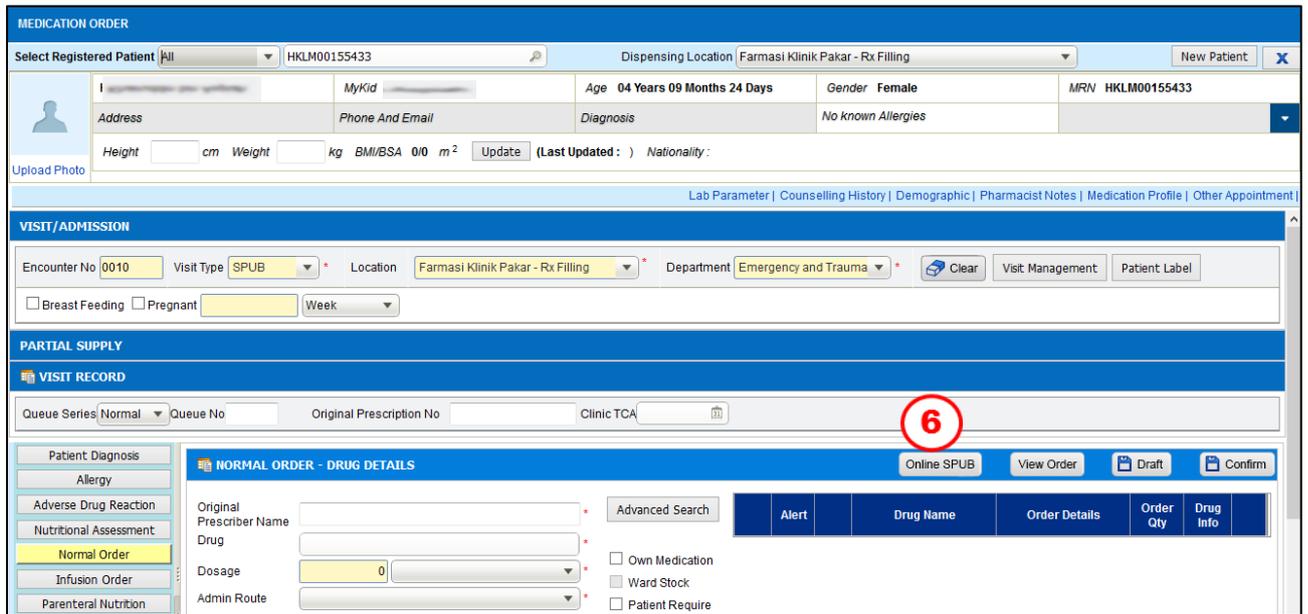
CONF0145: Proceed to medication order?

Cancel Yes No

Figure 3.6.3-4 Confirmation

**STEP 5**

Click on the  button to proceed to medication order



**MEDICATION ORDER**

Select Registered Patient: All | HKL00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient: X

MyKid: [Redacted] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [Redacted] | Phone And Email: [Redacted] | Diagnosis: [Redacted] | No known Allergies

Height: [Redacted] cm | Weight: [Redacted] kg | BMI/BSA: 0/0 m<sup>2</sup> | Update (Last Updated: ) | Nationality: [Redacted]

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

**VISIT/ADMISSION**

Encounter No: 0010 | Visit Type: SPUB | Location: Farmasi Klinik Pakar - Rx Filling | Department: Emergency and Trauma | Clear | Visit Management | Patient Label

Breast Feeding |  Pregnant | Week: [Redacted]

**PARTIAL SUPPLY**

**VITEST RECORD**

Queue Series: Normal | Queue No: [Redacted] | Original Prescription No: [Redacted] | Clinic TCA: [Redacted] | **6**

Patient Diagnosis | Allergy | Adverse Drug Reaction | Nutritional Assessment | Normal Order | Infusion Order | Parenteral Nutrition

**NORMAL ORDER - DRUG DETAILS** | Online SPUB | View Order | Draft | Confirm

Original Prescriber Name: [Redacted] | Advanced Search | Alert | Drug Name | Order Details | Order Qty | Drug Info

Drug: [Redacted] |  Own Medication |  Ward Stock |  Patient Require

Dosage: 0 | Admin Route: [Redacted]

Figure 3.6.3-5 SPUB Order Retrieve

**STEP 6**

Click on the **Online SPUB** button to retrieve the order



**SPUB LISTING**

1 / 1 | [ 1 - 1 / 1 ]

SPUB No	Patient Name	Gender	Age	From(Hospital/Clinic)	Appointment Date	Request Date
HPSFSPUB_00012415	[Redacted]	F	4	Hospital Pakar Sultanah Fatimah, Muar	25/01/2018	22/01/2018

**7**

Figure 3.6.3-6 SPUB Listing Dialog Box

**STEP 7**

Double click on the information from the SPUB Listing

**Note**

**Original Prescriber Name, Original Prescription No, Ordered Drug** will be updated automatically into the order details.

**MEDICATION ORDER**

Select Registered Patient: All | HKLM00155433 | Dispensing Location: Farmasi Klinik Pakar - Rx Filling | New Patient

MyKid: [ID] | Age: 04 Years 09 Months 24 Days | Gender: Female | MRN: HKLM00155433

Address: [Field] | Phone And Email: [Field] | Diagnosis: [Field] | No Known Allergies

Height: [Field] cm | Weight: [Field] kg | BMI/BSA: 0/0 m<sup>2</sup> | Update (Last Updated: ) | Nationality: [Field]

Lab Parameter | Counselling History | Demographic | Pharmacist Notes | Medication Profile | Other Appointment

---

**VISIT RECORD**

Queue Series: Normal | Queue No: [Field] | Original Prescription No: MOPC0000938484 | Clinic TCA: [Field]

8 9

**NORMAL ORDER - DRUG DETAILS** | SPUB Form | View Order | Draft | Confirm

Alert	Drug Name	Order Details	Order Qty	Drug Info
⚠	1. Enalapril 20 mg Tablet	20 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (19 Days)	19 tablet	i
⚠	2. Baclofen 10 mg Tablet	10 mg, TDS (3 times a day), Oral Tablet, Oral, 25/01/2018 (19 Days)	57 tablet	i
⚠	3. Ascorbic Acid 100 mg Tablet	100 mg, OD (once daily), Oral Tablet, Oral, 25/01/2018 (22 Days)	22 tablet	i

Figure 3.6.3-7 SPUB Listing Dialog Box

**STEP 8**

Click on the  button to save the order

**STEP 9**

Click on the  button and the order will flow for dispensing process

**Note**

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

### 3.6.4 SPUB In from Offline Facility to Online Facility

Referred facility able to receive SPUB manual prescription and enter into the system

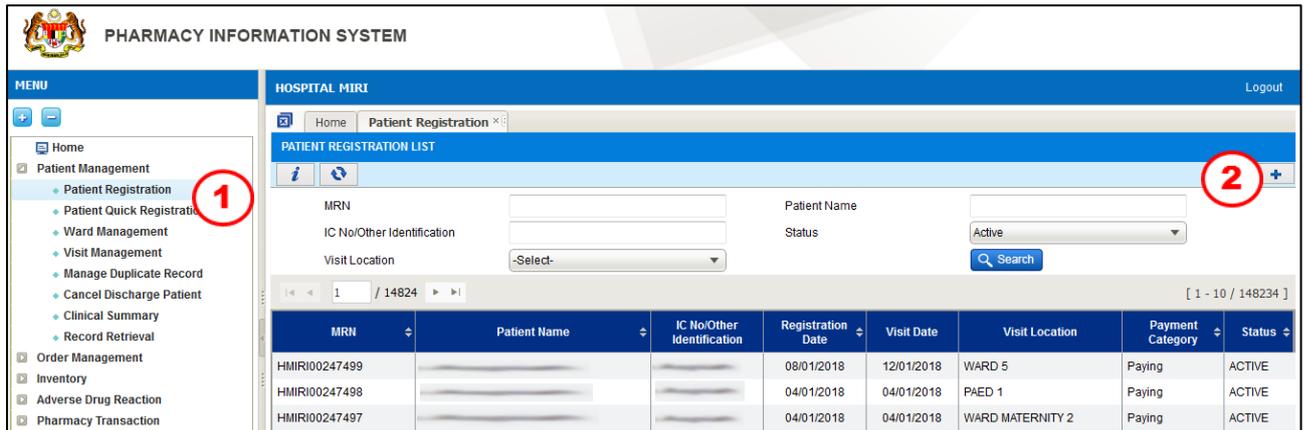


Figure 3.6.4-1 Patient Registration Screen

**STEP 1**

Click on the 'Patient Management' menu and select 'Patient Registration' sub menu

**STEP 2**

Click on the to register a new patient

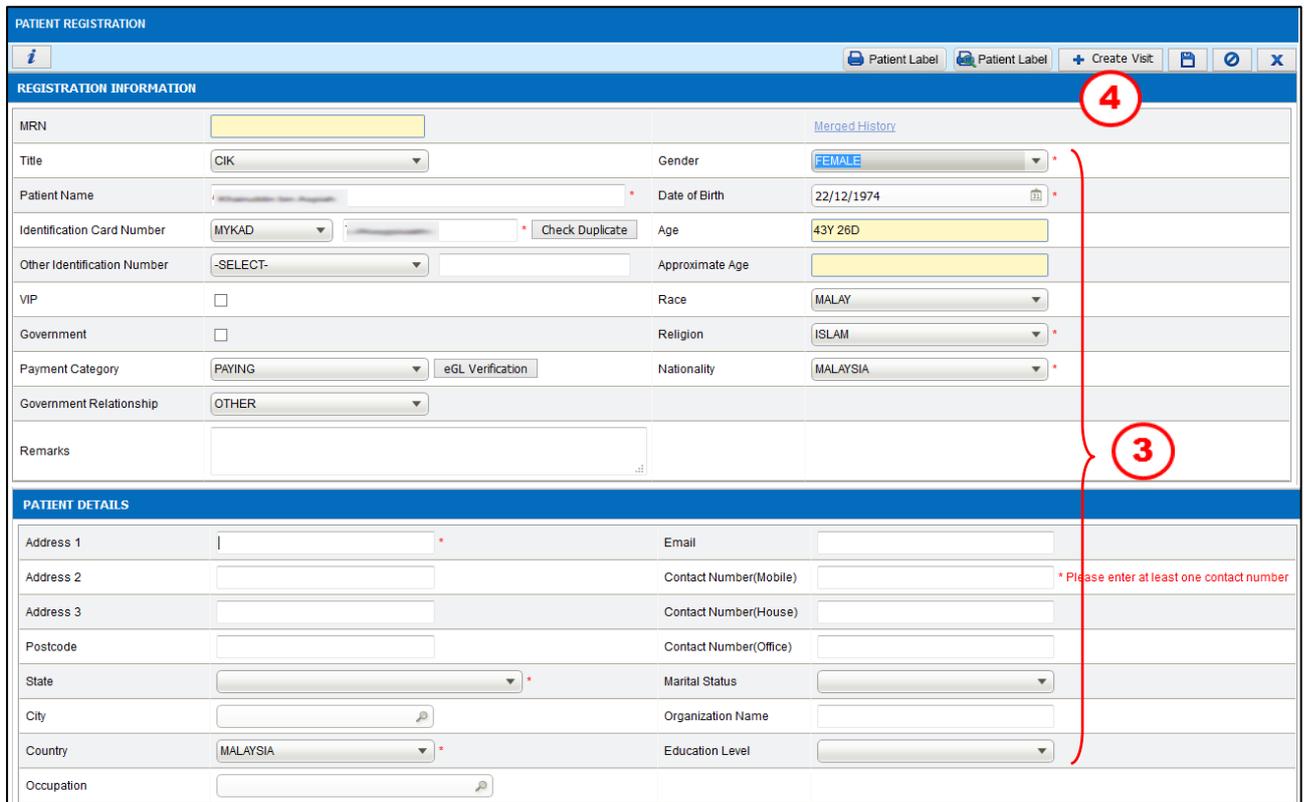


Figure 3.6.4-2 Patient Registration

**STEP 3**

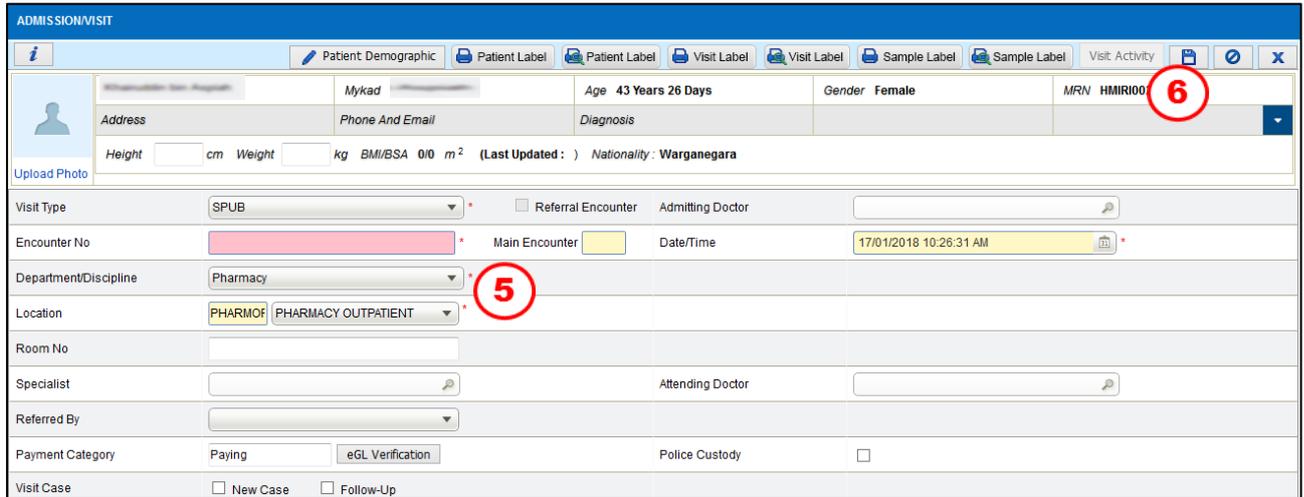
Fill all the mandatory information and the other field if necessary

**STEP 4**

Click on the button to create patient visit

**Note**

If the patient is registered to the facility, user can skip this step. User is encouraged to search the patient to avoid duplicate data.



**ADMISSION/VISIT**

Mykad:  Age: 43 Years 26 Days Gender: Female MRN: HMIRI00 **6**

Address:  Phone And Email:  Diagnosis:

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

Visit Type: SPUB  Referral Encounter Admitting Doctor:

Encounter No:  Main Encounter:  Date/Time: 17/01/2018 10:26:31 AM

Department/Discipline: Pharmacy **5**

Location: PHARMOF PHARMACY OUTPATIENT

Room No:  Specialist:  Attending Doctor:

Referred By:

Payment Category: Paying eGL Verification:  Police Custody:

Visit Case:  New Case  Follow-Up

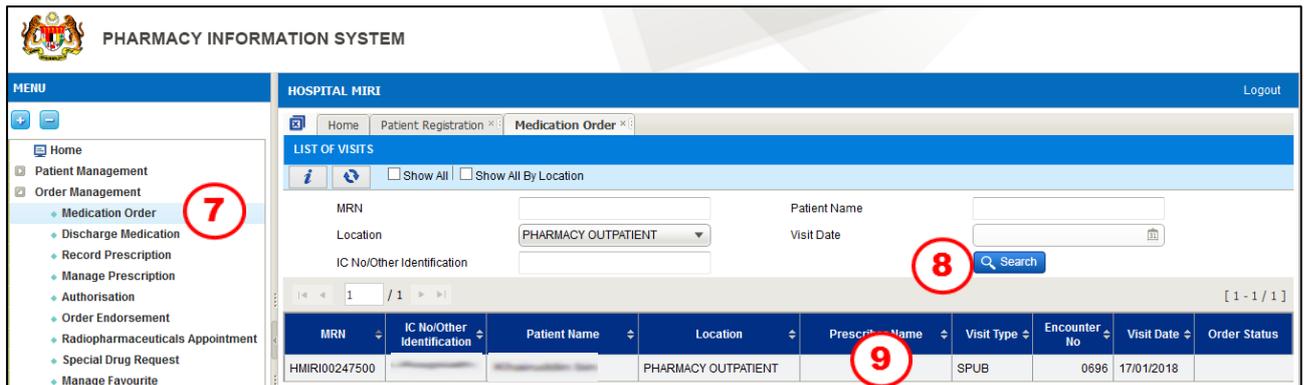
**Figure 3.6.4-3 SPUB Visit Management**

**STEP 5**

Select **Visit Type** as 'SPUB', **Department** and the **Location** respectively

**STEP 6**

Click on the  button to save record



**PHARMACY INFORMATION SYSTEM**

**MENU**

- Home
- Patient Management
- Order Management **7**
  - Medication Order
  - Discharge Medication
  - Record Prescription
  - Manage Prescription
  - Authorisation
  - Order Endorsement
  - Radiopharmaceuticals Appointment
  - Special Drug Request
  - Manage Favourite

**HOSPITAL MIRI** Logout

Home Patient Registration Medication Order

**LIST OF VISITS**

Show All  Show All By Location

MRN:  Patient Name:

Location: PHARMACY OUTPATIENT Visit Date:

IC No/Other Identification:   **8**

[ 1 - 1 / 1 ]

MRN	IC No/Other Identification	Patient Name	Location	Prescription Name	Visit Type	Encounter No	Visit Date	Order Status
HMIRI00247500			PHARMACY OUTPATIENT		SPUB	0696	17/01/2018	

**9**

**Figure 3.6.4-4 Medication Order**

**STEP 7**

Click on the 'Medication Order' sub menu

**STEP 8**

Click on the  button to search the patient

**Note**

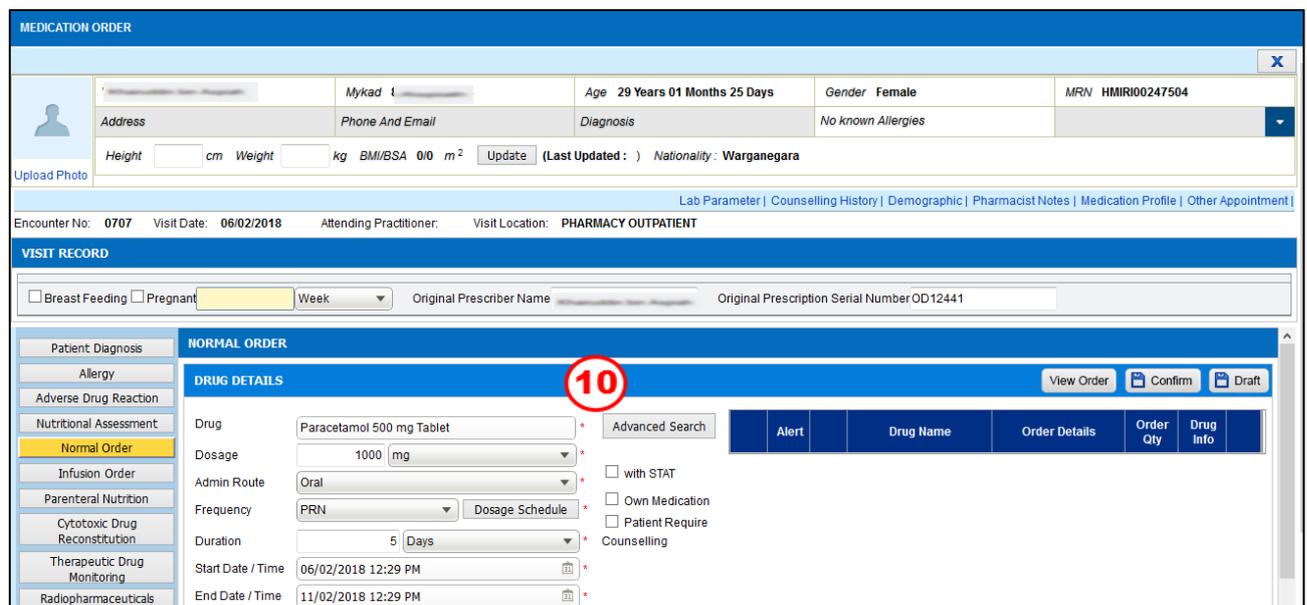
Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Location	Dispensing location. (It will list down all active location)	Able to filter and search patient record by dispensing location
c	Patient Name	Name of patient	Allow to search by patient name
d	Visit Date	<i>Example: 08/08/2016</i>	Allow to search by visit date

**Table 3.6.4-1**

**STEP 9**

Double click on the patient details



The screenshot displays the 'MEDICATION ORDER' interface. At the top, there is a patient summary section with fields for Mykad, Age (29 Years 01 Months 25 Days), Gender (Female), and MRN (HMIR00247504). Below this is a 'VISIT RECORD' section with checkboxes for Breast Feeding and Pregnant, and a dropdown for Week. The main section is 'NORMAL ORDER' with a 'DRUG DETAILS' sub-section. The drug is 'Paracetamol 500 mg Tablet' with a dosage of '1000 mg', Admin Route of 'Oral', and Frequency of 'PRN'. The duration is '5 Days'. The start date is '06/02/2018 12:29 PM' and the end date is '11/02/2018 12:29 PM'. A red circle with the number '10' is placed over the 'Drug' field. To the right of the drug details are buttons for 'View Order', 'Confirm', and 'Draft'. Below the drug details are checkboxes for 'with STAT', 'Own Medication', 'Patient Require', and 'Counselling'.

**Figure 3.6.4-5 SPUB Order**

**STEP 10**

Enter the **Original Prescriber Name, Original Prescription Serial Number**, and record the drug by referring to the manual prescription

**Note**

User should record the balance supply medication only (Example: Order duration 3 months, 1<sup>st</sup> month already supplied by referring facility. Therefore, user will only need to record the balance left which are 2 months).

**MEDICATION ORDER**

Mykad: [redacted] Age: 29 Years 01 Months 25 Days Gender: Female MRN: HMIRI00247504

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

Height: [redacted] cm Weight: [redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0707 Visit Date: 06/02/2018 Attending Practitioner: [redacted] Visit Location: PHARMACY OUTPATIENT

**VISIT RECORD**

Breast Feeding  Pregnant [redacted] Week: [redacted] Original Prescriber Name: [redacted] Original Prescription Serial Number OD12441

**NORMAL ORDER** 11

**DRUG DETAILS** SPUB Form View Order Confirm Draft

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	[i] [trash]

Options:  Own Medication  Patient Require Counselling

Figure 3.6.4-6 SPUB Draft Order

**STEP 11**

Click on the to save the medication

**MEDICATION ORDER**

Mykad: [redacted] Age: 29 Years 01 Months 25 Days Gender: Female MRN: HMIRI00247504

Address: [redacted] Phone And Email: [redacted] Diagnosis: [redacted] No known Allergies

Height: [redacted] cm Weight: [redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Encounter No: 0707 Visit Date: 06/02/2018 Attending Practitioner: [redacted] Visit Location: PHARMACY OUTPATIENT

**VISIT RECORD**

Breast Feeding  Pregnant [redacted] Week: [redacted] Original Prescriber Name: [redacted] Original Prescription Serial Number OD12441

**NORMAL ORDER** 12

**DRUG DETAILS** SPUB Form View Order Confirm Draft

Alert	Drug Name	Order Details	Order Qty	Drug Info
1.	Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	[i] [trash]

Options:  Own Medication  Patient Require Counselling

Figure 3.6.4-7 Medication Order

**STEP 12**

Click on the to fill the SPUB Form

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
PHARMOPD0000686742	06/02/2018	Paracetamol 500 mg Tablet	1000 mg, PRN, 5 Days	10 tablet	0 tablet	0 tablet	10 tablet	Remark

Figure 3.6.4-8 SPUB R1 Form

**STEP 13**

Enter the information in the selected field

**STEP 14**

Click on the Draft button to save the SPUB form

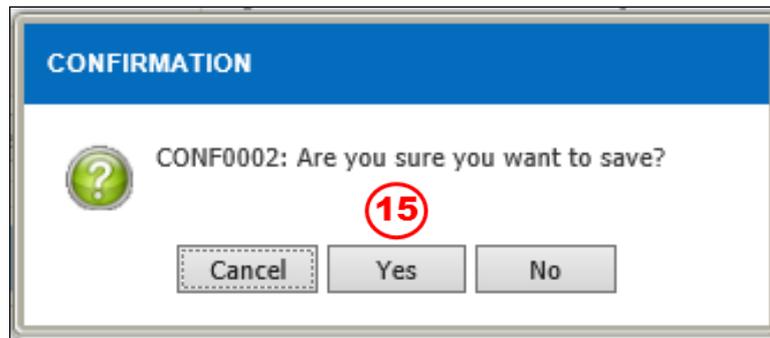


Figure 3.6.4-9 Confirmation Alert Message

**STEP 15**

Click on the Yes button to confirm

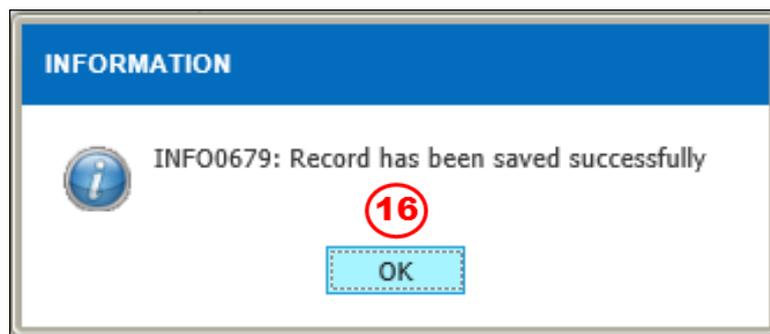


Figure 3.6.4-10 Information Alert Message

**STEP 16**

Click on the OK to acknowledge the saved SPUB

**MEDICATION ORDER**
X

---



Mykad : <input type="text"/>	Age 29 Years 01 Months 25 Days	Gender Female	MRN HMIRI00247504
Address <input type="text"/>	Phone And Email <input type="text"/>	Diagnosis <input type="text"/>	No known Allergies
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m <sup>2</sup>	<input type="button" value="Update"/> (Last Updated : )

Nationality : Warganegara

---

Encounter No: 0707    Visit Date: 06/02/2018    Attending Practitioner:    Visit Location: PHARMACY OUTPATIENT

---

**VISIT RECORD**

---

Breast Feeding     Pregnant  Week    Original Prescriber Name     Original Prescription Serial Number OD12441

---

- Patient Diagnosis
- Allergy
- Adverse Drug Reaction
- Nutritional Assessment
- Normal Order
- Infusion Order
- Parenteral Nutrition
- Cytotoxic Drug Reconstitution
- Therapeutic Drug Monitoring
- Radiopharmaceuticals

**NORMAL ORDER**
17

---

**DRUG DETAILS**
SPUB Form    View Order

---

Drug	<input type="text"/>	<input type="button" value="Advanced Search"/>					
Dosage	<input type="text" value="0"/>						
Admin Route	<input type="text"/>	<input type="checkbox"/> Own Medication					
Frequency	<input type="text"/>	<input type="checkbox"/> Patient Require Counselling					
Duration	<input type="text"/>	Days					
Start Date / Time	<input type="text" value="06/02/2018 12:32 PM"/>						
End Date / Time	<input type="text" value="06/02/2018 12:32 PM"/>						

Alert	Drug Name	Order Details	Order Qty	Drug Info
▼	1. Paracetamol 500 mg Tablet	1000 mg, PRN, Oral Tablet, Oral, 06/02/2018 (5 Days)	10 tablet	

Figure 3.6.4-11 Medication Order

**STEP 17**

Click on the button to confirm order

**Note**

To complete the process for SPUB prescription, continue as normal dispensing process which after order confirmation. The prescription will flow to screening and verification, preparation and dispensing.

### 3.6.5 Reprint SPUB Form

User able to reprint the saved SPUB form after dispensing process.

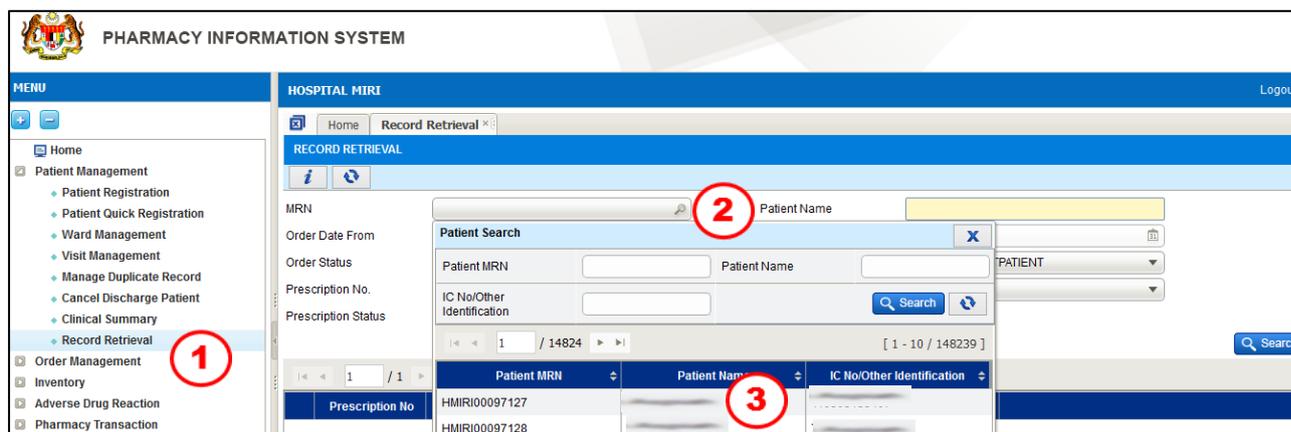


Figure 3.6.5-1 Record Retrieval Landing Screen

#### STEP 1

Click on 'Record Retrieval' sub menu

#### STEP 2

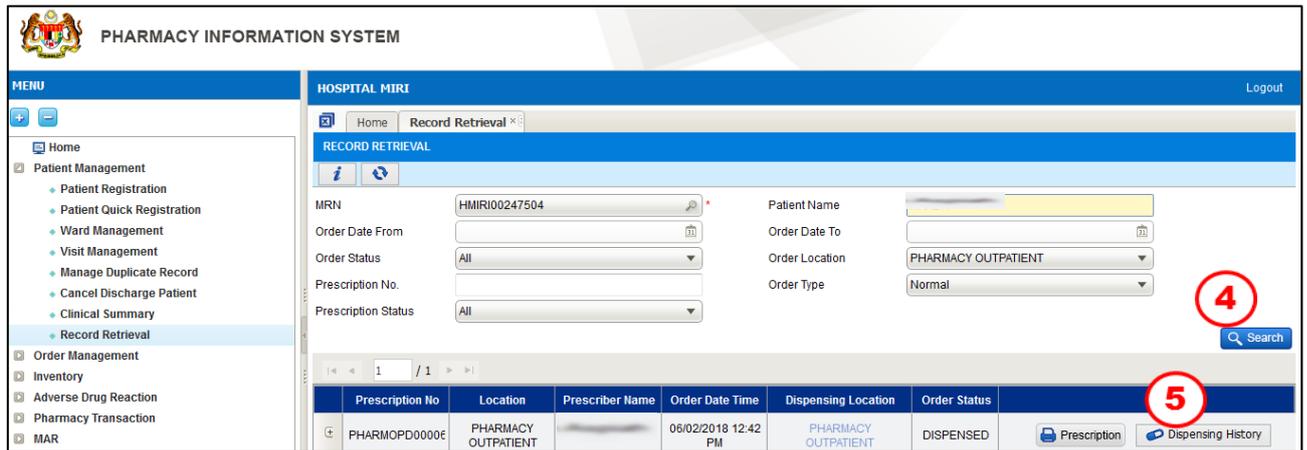
Search patient by clicking on the  button

#### Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Name of patient	Allow to search by patient name
c	Order Date From	Order Date From	Allow to search by order date from. <i>Example from 23/01/2018</i>
d	Order Date To	Order Date To	Allow to search by order date to. <i>Example to 30/01/2018</i>
e	Order Status	Order Status	Allow to search by order status <i>Example: All, New Order, Partial Supply</i>
f	Order Location	Order Location	Allow to search by order status. Usually automatically selected based on record
g	Prescription No	Prescription No	Allow to search by Prescription No
h	Order Type	Order Type	Allow to search by order type <i>Example: CDR, IV, Normal, PN, Radiopharmaceuticals</i>
i	Prescription Status	Prescription Status	Allow to search by Prescription Status. <i>Example: All, Active, Inactive</i>

Table 3.6.5-1



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Record Retrieval

**RECORD RETRIEVAL**

MRN: HMIRI00247504 Patient Name: [Redacted]  
Order Date From: [Redacted] Order Date To: [Redacted]  
Order Status: All Order Location: PHARMACY OUTPATIENT  
Prescription No.: [Redacted] Order Type: Normal  
Prescription Status: All

**4** Search

Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status	
PHARMOPD0000c	PHARMACY OUTPATIENT	[Redacted]	06/02/2018 12:42 PM	PHARMACY OUTPATIENT	DISPENSED	<b>5</b> Prescription Dispensing History

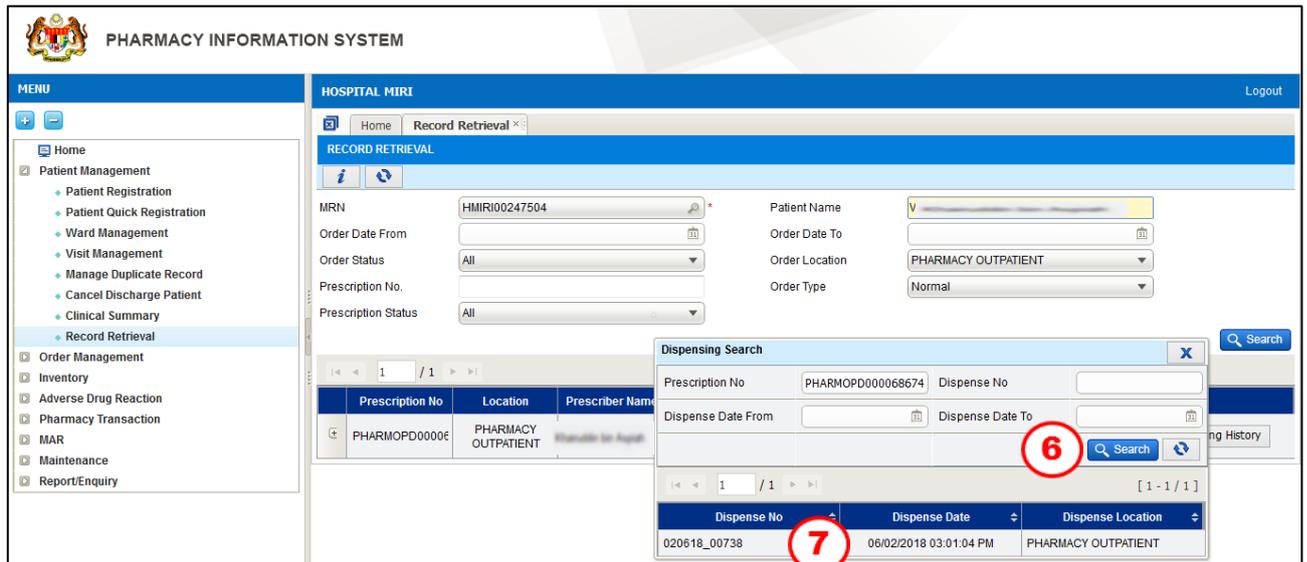
**Figure 3.6.5-2 Record Retrieval Screen**

**STEP 4**

Click on the  button to search the patient

**STEP 5**

Click on the  button



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home Record Retrieval

**RECORD RETRIEVAL**

MRN: HMIRI00247504 Patient Name: [Redacted]

Order Date From: [ ] Order Date To: [ ]

Order Status: All Order Location: PHARMACY OUTPATIENT

Prescription No: [ ] Order Type: Normal

Prescription Status: All

**Dispensing Search**

Prescription No: PHARMOPD000069674 Dispense No: [ ]

Dispense Date From: [ ] Dispense Date To: [ ]

Search

Prescription No	Location	Prescriber Name
PHARMOPD000069674	PHARMACY OUTPATIENT	[Redacted]

1 / 1

Dispense No	Dispense Date	Dispense Location
020618_00738	06/02/2018 03:01:04 PM	PHARMACY OUTPATIENT

Figure 3.6.5-3 Record Retrieval Screen

**STEP 6**

Click on the  button to search the dispensing history

**Note**

Various search criteria are provided as below:

No	Field	Description	Remark
a	Prescription No	Prescription number generated by the system	Allow to search by Prescription No: <i>Example: FKP0000123456 or "123456"</i>
b	Dispense No	Dispense number generated by the system	Allow to search by Dispense No: <i>Example: 071916_00074</i>
c	Dispense Date From	Dispense Date From	Allow to search by Dispense Date From. <i>Example: 22/08/2016</i>
d	Dispense Date To	Dispense Date To	Allow to search by Dispense Date To. <i>Example: 26/08/2016</i>

**STEP 7**

Double click on the dispensing details and the dispensing history screen will appear as per Figure 3.6.5-4

**DISPENSING HISTORY**

Mykad: [Redacted] Age: 29 Years 10 Months 17 Days Gender: Female MRN: HPSF00093832

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] **Known Allergies**

Height: [Redacted] cm Weight: [Redacted] kg BMI/BSA: 0/0 m<sup>2</sup> Update (Last Updated: ) Nationality: Warganegara

Dispensed Date: 03/08/2016 Dispensed No: 080316\_00179 Dispensed By: [Redacted] Prescription No: MOPC0000182158 Ordered By: Dr. [Redacted]

ENGLISH Invoice Worksheet Worksheet Balance Medication Sheet Balance Medication Sheet Label Label **SPUB Form**

Selection	Drug Name	Order Details	Order Qty	Supply Duration	Dispensed Qty.
<input type="checkbox"/>	Folic Acid 5 mg Tablet	5 mg, OD, 7 Days, Oral 25/07/2016 10:36 PM - 01/08/2016 10:36 PM	7 tablet	7 Days	0 tablet
<input type="checkbox"/>	Allopurinol 300 mg Tablet	300 mg, OD, 14 Days, Oral 25/07/2016 10:36 PM - 08/08/2016 10:36 PM	14 tablet	2 Days	2 tablet
<input type="checkbox"/>	Baclofen 10 mg Tablet	10 mg, TID, 7 Days, Oral 25/07/2016 10:37 PM - 01/08/2016 10:37 PM	21 tablet	7 Days	0 tablet

Figure 3.6.5-4 Dispensing History screen

**STEP 8**

Click on the **SPUB Form** button and the SPUB Form screen will appear as per Figure 3.6.5-5

**SPUB FORM**

Mykad: [Redacted] Age: 27 Years 01 Months 23 Days Gender: Male MRN: 100000000041

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] No known Allergies

Height: 160 cm Weight: 88 kg BMI/BSA: 34.4 / 2.04 m<sup>2</sup> Update (Last Updated: 02/03/2017 ) Nationality: Warganegara

**PHARMACY ORDER**

SPUB No: HMIRISPUB\_00004044

Referred From: Hospital Alor Gajah Referred To: Hospital Miri

Contact Person / Office: [Redacted] Contact Person / Office: [Redacted]

Contact no / Ext No: [Redacted] Contact no / Ext No: [Redacted]

Fax No: [Redacted] Fax No: [Redacted]

Next Collection Date: 10/03/2017  Counselling Provided

Remarks: [Redacted] Previous SPUB Referred To: [Redacted]

Rx No	Rx Date	Drug Name	Order Detail	Order Qty	Disp Qty	Prev Disp Qty	Bal Qty	Remarks
MALEMEDDC0000263616	02/03/2017	Simvastatin 20 mg Tablet	20 mg, ON, 2 Months	60 tablet	0 tablet	0 tablet	60 tablet	Remark
MALEMEDDC0000263616	02/03/2017	Paracetamol 500 mg Tablet	1000 mg, PRN, 2 Months	90 tablet	0 tablet	0 tablet	90 tablet	Remark

Figure 3.6.5-5 SPUB Form screen

**STEP 9**

Click on the button and the SPUB R1 Form screen will appear as per Figure 3.6.5-6



SPUB-R1 (Pindaan 3/2009)

**RUJUKAN PRESKRIPSI SPUB | KEMENTERIAN KESIHATAN MALAYSIA**

*(Borang ini hendaklah dikemukakan kepada fasiliti yang dirujuk melalui faks/ e-mail/ pos dalam masa 7 hari bekerja dari tarikh pesakit diberi bekalan pertama)*

<b>Fasiliti Yang Merujuk</b>		<b>Fasiliti dirujuk</b>		No. Rujukan (01304/10/2019)
<b>Negeri</b> : Johor	<b>Hospital</b> : Hospital Pakar Sultanah Fatimah, Muar	<b>Negeri</b> : Melaka	<b>Hospital</b> : Hospital Alor Gajah	
<b>Nombor SPUB</b> : HPSFSPUB_00044277		<b>Daerah/Bandar</b> :		
<b>Daerah/Bandar</b> :		<b>No. Tel</b> :		
<b>No. Tel</b> : 069521901		<b>No. Faks</b> :		
<b>No. Faks</b> :		<b>No. Faks</b> :		

**A. Maklumat Pesakit :**

**Nama** : \_\_\_\_\_  
**Umur** : 75 Years 5 Months 19 Days      **Jantina** : Perempuan  
**No. Kad Pengenalan** : \_\_\_\_\_      **No. Telefon** : 123456789

**B. Maklumat Preskripsi :**

**No. Preskripsi** : ORTC0001799121      **Tarikh Preskripsi** : 16/05/2019  
**No. Siri Preskripsi** : \_\_\_\_\_      **Tarikh Akan Datang** : 14/11/2019  
**Catatan:**

**C. Maklumat Bekalan :**

Tarikh	Nama Ubat	Maklumat Ubat	Baki Kuantiti	Tempoh Bekalan	Jumlah Penuh Kuantiti	Catatan Preskripsi
16/05/2019	Mecobalamin 500 mcg Tablet	500 mcg, TID, Oral, 8 Months	540 tablet	8 Months	720 tablet	

(Jika Ya, sila lampirkan rekod kaunselina)

Jawatan : Pegawai Perubatan Pakar

Untuk diisi oleh Fasiliti yang menerima rujukan :

Jumlah keseluruhan						

Figure 3.6.5-6 SPUB R1 Form

### 3.7 Release / Discard Batch

This function allow user to release the allocated quantity back into inventory upon non collection by the patient(s). Drug that is not reusable will be discarded.

#### 3.7.1 Release/Discard (Before Call Patient)

During counter check, user can amend the prescription if necessary, such as intervention, alternate and combination or extemporaneous after release/discard.

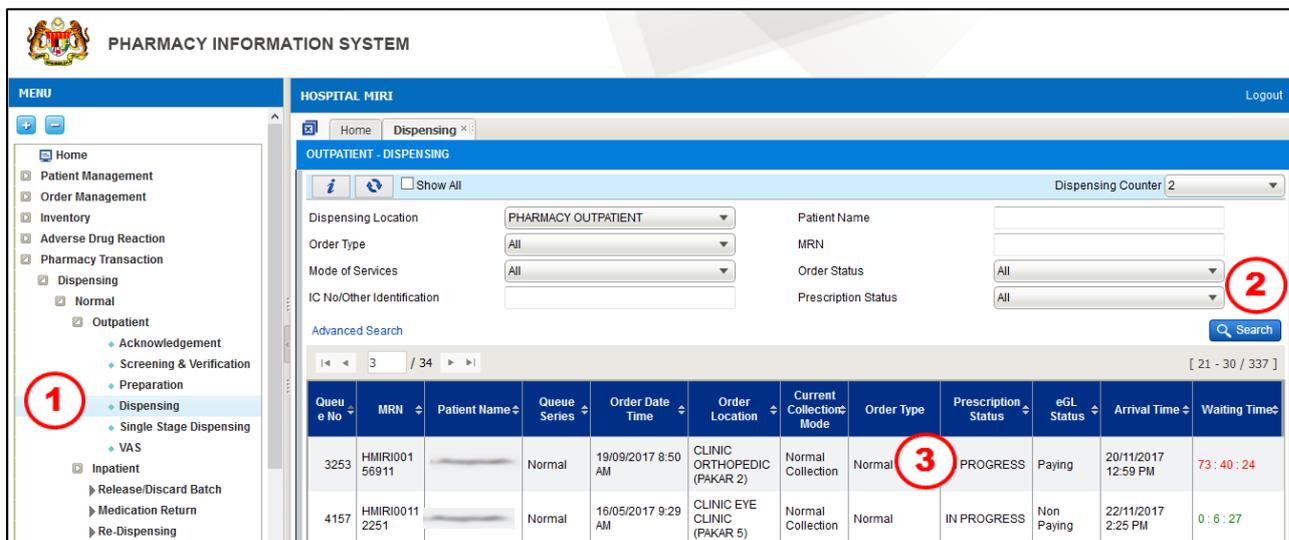


Figure 3.7.1-1 Dispensing screen

**Note**

- Release/Discard can be done from:
  - Dispensing screen
  - Batch management sub-menu
- Release/Discard can be done with condition that the status of prescription are Prepared/Uncollected
- By default, list of patients will be displayed according to pharmacist’s location access.

**STEP 1**

Click on ‘Dispensing’ sub menu

**STEP 2**

Click on the  button to search the patient

**Note**

Various search criteria are provided as below:

Basic Search			
No	Field	Description	Remark
a	Show All		Able to view all patient record
b	Dispensing Location	Dispensing location. (It will list down all active location)	Able to filter and search patient’s record by dispensing location
c	Patient Name	Name of patient	Able to filter and search by patient’s name
d	Order Type	-All -Normal -SPUB	Able to filter and search patient’s record by order type

		-Discharge	
e	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
f	Mode of Services	All -Appointment Card -Email and Take -Fax and Take -Normal Collection -SMS and Take -Telephone and Take -UMP -Others	Able to filter and search patient's record by mode of services
g	Order Status	-All -Normal -SPUB -Discharge -Referred Patient	All -Type of search from range Normal, SPUB, Discharge and Referred Patient Normal – Prescription from normal order SPUB - Prescription from SPUB order Discharge - Prescription from Discharge order Referred Patient – Prescription from referred patient
h	IC No/Other Identification	Identification Number	Allow to search by full or partial ID Number
i	Prescription Status	-All -Hold -Expired	Able to filter by prescription status
<b>Advanced Search</b>			
i	Order Location	Order location. (It will list down all active location)	Able to filter and search patient's record by order location
j	Order Location Type	-All -Clinic -Day Care -ER -Nursing Unit -Pharmacy	Able to filter and search patient's record by order location type
k	Order Date from	Order Date from	Able to filter and search patient's record by order date from
l	Order Date To	Order Date To	Able to filter and search patient's record by order date to
m	Queue Date	Queue Date	Able to filter and search patient's record by queue date
n	Queue Series	-All -Normal -Express -Special -Others	Able to filter and search p patient's record by queue series
o	Queue No	Queue No	Able to filter and search patient's record by queue no
p	Recorded by		Search patient by recorded by name

**Table 3.7.1-1**

**Note**

Search result of patient list will be displayed:

- Queue No
- MRN
- Patient Name

- Queue Series
- Order Date/Time
- Order Location
- Current Collection Mode
- Order Type
- Prescription Status
- eGL Status
- Arrival Time
- Waiting Time

**STEP 3**

Double click on the selected patient record and patient detail information will be display as per **Figure 3.7.1-2**

The screenshot shows the 'DISPENSING' interface. At the top, there are navigation buttons like 'Medication Counselling', 'MTAC Order', 'Print Original Prescription', and 'CP4'. Below this is a patient information section with fields for MyKid, Age (07 Years 03 Months 26 Days), Gender (Female), MRN (HMIRI00179102), Address, Phone And Email, Diagnosis, and No Known Allergies. There are also fields for Height, Weight, BMI/BSA, and Nationality (Warganegara). Below the patient info is a 'PHARMACY ORDER' section with a dropdown for 'Patient Arrived Queue Series' (Normal), 'Queue No' (2156), 'Arrival Time' (13/09/2017 11:23 AM), 'Waiting Time' (3144:40:35), 'Collector Name' (ALICESIANA URAI RA), and 'Relationship' (Patient). There are also fields for 'Clinic TCA', 'Next Collection Date' (08/02/2018), 'Total Patient' (42), 'Current Collection Mode' (Normal Collection), 'Next Collection Mode' (Normal Collection), and 'Next Collection Location' (PHARMACY OUTPATIENT). A 'Dispense At' dropdown is set to 'Pharmacy Counter'. A 'Remarks' field is highlighted with a red circle and the number '4'. Below this is a 'PRESCRIPTION' section with a table of drug orders.

Drug Name	Order Detail	Order Qty	Reserve Qty	Dispense UOM Qty	Balance	Remarks	Drug Counselling	Prev Disp Qty	Extemporaneous	Prescriber Name	Status
Sodium Valproate 200 mg/ 5 ml Syrup	140 mg, BID, Oral, 6 Months 13/09/2017 11:09 AM -	1260 ml	210	210 millilitre	1050 ml (19 day(s))	Remarks	<input type="checkbox"/> Detail	0 ml		Available for Request	Prepared

**Figure 3.7.1-2 Dispensing screen**

**Note**

- Patient is not called
- Reserve Qty has a value
- Status is Prepared

**STEP 4**

Click on button

The screenshot shows the 'RELEASE/DISCARD BATCH' interface. It has a search bar for 'IC No/Other Identification' and 'Drug Name'. Below the search bar is a table of 'New Record(s)'. The first record is highlighted with a red circle and the number '5'. The 'Reason for Release/Discard' dropdown menu is highlighted with a red circle and the number '6'. The 'Release/Discard' button at the top right is highlighted with a red circle and the number '7'.

MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
HMIRI00179102	Available for Request	PAEDC0000585202	Sodium Valproate 200 mg/5 ml Syrup	210 ml	22/01/2018	Prepared		

**Figure 3.7.1-3 Release/Discard screen**

**STEP 5**

Select check box of the selected drug for release batch

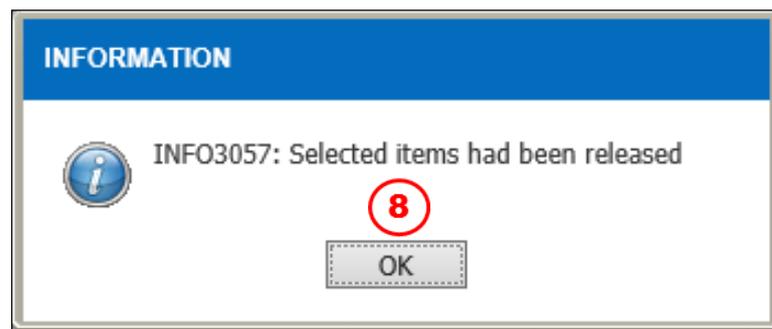
**STEP 6**

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

**STEP 7**

Click on the  button



**Figure 3.7.1-4 Information Alert Message**

**STEP 8**

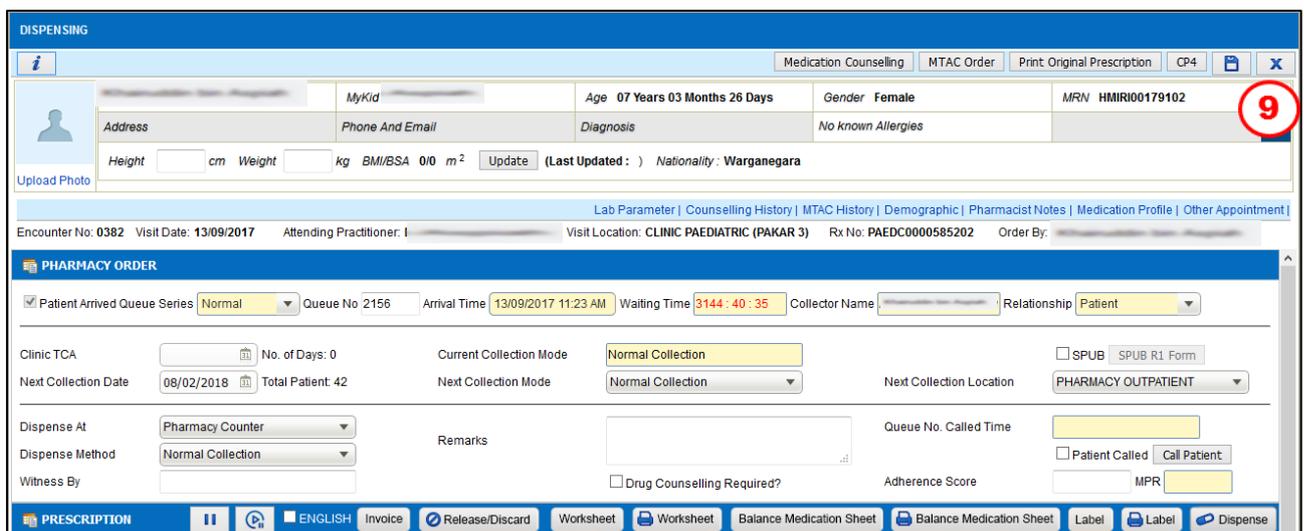
Click on the  button and system will return to dispensing screen automatically as per **Figure 3.7.1-5**

**Note**

After clicking the OK button above, it may also return to the main dispensing screen automatically as per Figure 3.7.1-1. If this happened, user can skip step 9

**Note**

The Reserve Quantity will be null [0] and the status will change from Prepared to Verified.



**Figure 3.7.1-5 Dispensing screen**

**STEP 9**

Click on the button to close the dispensing screen

**Note**

- As the prescription status changed to Verified, user will have to close the dispensing screen and go to the preparation screen to perform the intervention (for new order only). Refer [Section 3.2.2 Intervention](#)

**Figure 3.7.1-6 Preparation screen**

**Note**

Repeat step 1 and 3 as per [Section 3.3.1 Prepare](#)

**Figure 3.7.1-7 Preparation screen**

**Note**

- User may refer the intervention steps from [Section 3.2.2 Intervention](#).
- User can also do other functions such as [Alternate](#), [Alternate/combination](#), [Extemporaneous](#) or change the [Reserve Quantity](#).
- After intervention, proceed until dispense.

### 3.7.2 Release/Discard (After Call Patient)

This function can be use when patient does not come to collect the medication or patient refused the medication

The screenshot shows the 'DISPENSING' interface. At the top, there are navigation buttons: Medication Counselling, MTAC Order, Print Original Prescription, CP4, and a close button. Below this is a patient information section with fields for MyKid, Age (07 Years 03 Months 26 Days), Gender (Female), MRN (HMIRI00179102), Address, Phone And Email, Diagnosis, No known Allergies, Height, Weight, BMI/BSA, and Nationality (Warganegara). There are also links for Lab Parameter, Counselling History, MTAC History, Demographic, Pharmacist Notes, Medication Profile, and Other Appointment.

The 'PHARMACY ORDER' section includes: Patient Arrived Queue Series (Normal), Queue No (2156), Arrival Time (13/09/2017 11:23 AM), Waiting Time (3145 : 5 : 18), Collector Name, and Relationship (Patient). It also shows Clinic TCA, No. of Days (0), Current Collection Mode (Normal Collection), Next Collection Date (08/02/2018), Total Patient (42), Next Collection Mode (Normal Collection), Next Collection Location (PHARMACY OUTPATIENT), Dispense At (Pharmacy Counter), Dispense Method (Normal Collection), and Witness By. A 'Call Patient' button is circled in red with the number 5.

The 'PRESCRIPTION' section has buttons for Invoice, Release/Discard, Worksheet, Balance Medication Sheet, Label, and Dispense. Below is a table with columns: Drug Name, Order Detail, Order Qty, Reserve Qty, Dispense UOM Qty, Balance, Remarks, Drug Counselling, Prev Disp Qty, Extemporaneous, Prescriber Name, and Status. The first row shows Sodium Valproate 200 mg/ 5 ml Syrup with a status of 'Prepared' highlighted in a red box.

Figure 3.7.2-1 Preparation screen

**Note**

Repeat **step 1 to 3** as in [Section 3.7.1 Release/Discard \(Before call patient\)](#)

**STEP 5**

Click on the **Call Patient** button to call patient

**Note**

- The prescription status will change from prepared to uncollected once the **Call Patient** button is click.

This screenshot shows the same interface as Figure 3.7.2-1, but after the 'Call Patient' action. The 'Call Patient' button is now disabled. The status of the medication in the table has changed from 'Prepared' to 'Uncollected', which is highlighted in a red box. The 'Queue No. Called Time' is now 22/01/2018 12:33 PM.

- Repeat **step 4 to 8** as in [Section 3.7.1 Release/Discard \(Before Call Patient\)](#)
- Once click on the **OK** button as per Figure 3.7.1-4, system will return automatically to dispensing screen as per Figure 3.7.1-5 or to the main dispensing screen as per Figure 3.7.1-1
- The **Reserve Quantity** will be null [0] and the status will change from **Prepared** to **Ordered** (new order)
- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 3.2.5 Hold](#). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go through preparation)
- Click at the checkbox beside the reserve quantity to dispense '0'.

### 3.7.3 Release/Discard (Batch Management menu)

User can also do Release/Discard function from Release/Discard sub-menu.

Figure 3.7.3-1 Release/Discard Batch Landing Screen

#### STEP 1

Click on 'Release/Discard Batch' sub menu

#### Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
b	Patient Name	Patient name	Able to filter by patient name
c	IC No/Other Identification	Identification Card	Example: 57083104321
d	Drug Name	Drug Name	Example: <i>Tramadol</i> or " <i>Tram</i> "
e	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
f	Preparation Date From/To	The date of the drug being prepared	Example: 21/06/2017

Table 3.7.3-1

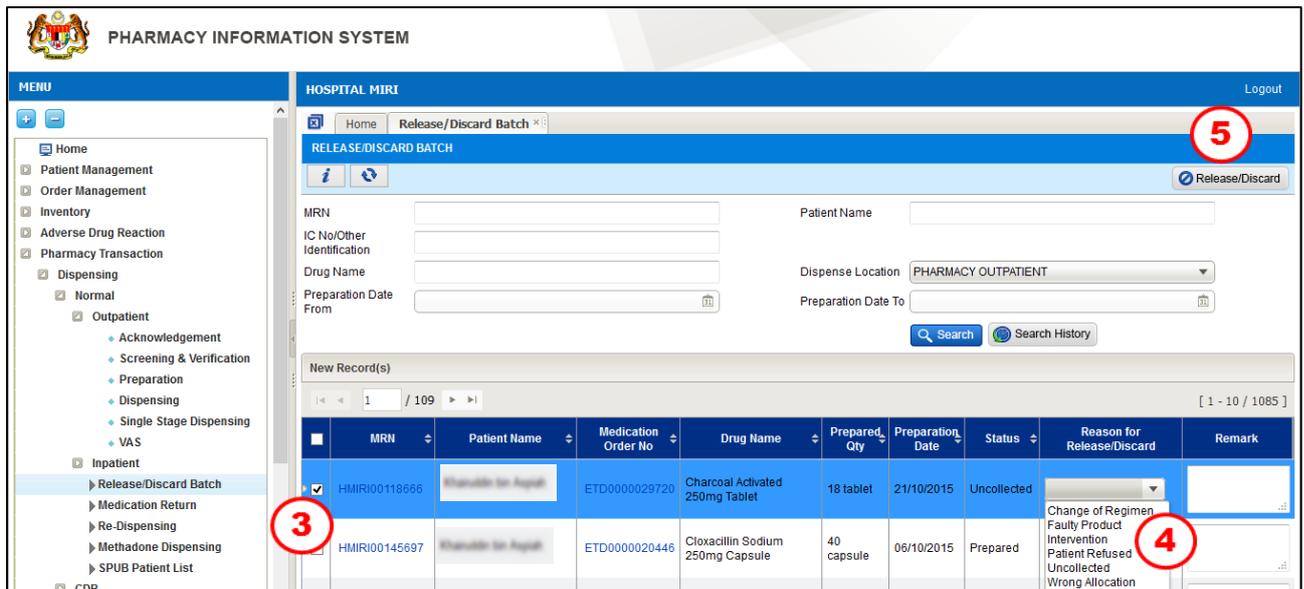
#### STEP 2

Click on the button to search the patient

#### Note

- Click on the button to view the history of previous transactions.
- Search result of current order patient list will display:
  - Select - checkbox
  - MRN
  - Patient Name
  - Drug Name
  - Medication Order No
  - Preparation Date
  - Preparation Quantity

- Status
- Dispense Location
- Reason for Release / Discard



**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI Logout

Home | Release/Discard Batch

**RELEASE/DISCARD BATCH** Release/Discard

MRN:  Patient Name:

IC No/Other Identification:  Dispense Location: PHARMACY OUTPATIENT

Drug Name:  Preparation Date From:  Preparation Date To:

New Record(s) [ 1 - 10 / 1085 ]

<input type="checkbox"/>	MRN	Patient Name	Medication Order No	Drug Name	Prepared Qty	Preparation Date	Status	Reason for Release/Discard	Remark
<input checked="" type="checkbox"/>	HMIRI00118666	Available for Input	ETD0000029720	Charcoal Activated 250mg Tablet	18 tablet	21/10/2015	Uncollected	<input type="text"/>	
<input type="checkbox"/>	HMIRI00145697	Available for Input	ETD0000020446	Cloxacillin Sodium 250mg Capsule	40 capsule	06/10/2015	Prepared	Change of Regimen Faulty Product Intervention Patient Refused Uncollected Wrong Allocation	

Figure 3.7.3-2 Release/Discard Batch Landing Screen

**STEP 3**

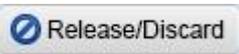
Select check box of the selected drug for release batch

**STEP 4**

Select **Reason for Release / Discard**

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

**STEP 5**

Click on the  button to proceed the release/discard process

**Note**

- If patient did not collect the medication, user can use Release/Discard function by selecting **Uncollected** as the reason. The order will be send to **Acknowledgement** screen until patients arrive the next time.
- If user use Release/Discard function to do **Intervention**, after intervention proceed as usual to verify, prepare and dispense.
- If user use Release/Discard function due to the patient's unwillingness to collect (**Patient Refused**) one of the medications, user will have to **Hold** the drug at **Screening & Verification** (Refer steps as in [Section 3.2.5 Hold](#). After hold, directly proceed at **Dispensing** screen to dispense the rest of the drug. (No need to go through preparation)

### 3.8 Medication Return

This function will allow user to record the returned medication from the patient or units into the system. This functionality enable user to track the transaction record and able to manage the stock in proper way.

#### 3.8.1 View Medication Return Record

This function will allow user to view medication return record.

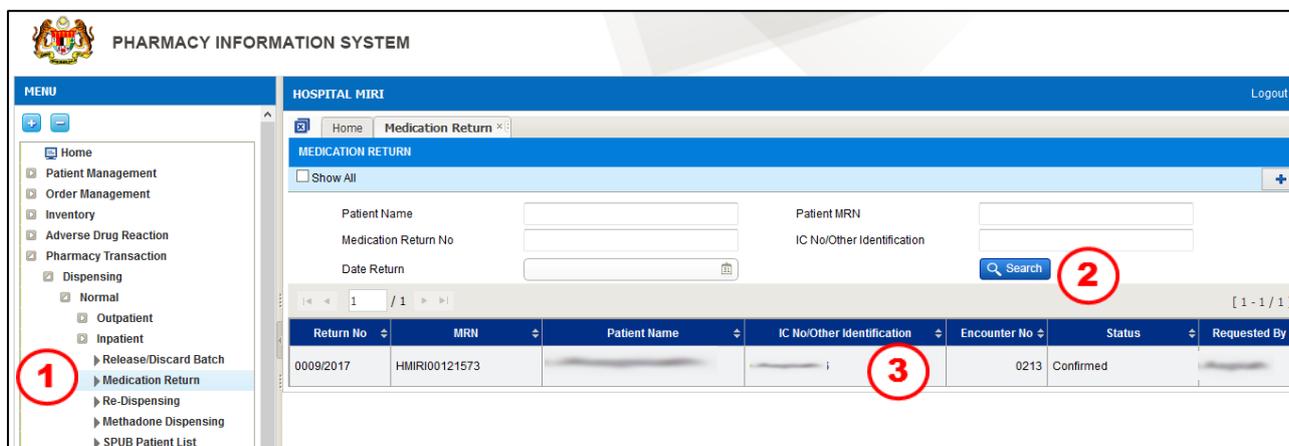


Figure 3.8.1-1 Medication Return Landing Screen

#### STEP 1

Click on 'Medication Return' sub menu

#### STEP 2

Click on the  button to search the patient

#### Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: Example: HPSF00001234 or "1234"
c	Medication Return No	Medication Return No	Return no: Example: 0010/2016
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 3.8.1-1

#### STEP 3

Double click on the selected patient details and the medication record will be display as per Figure 3.8.1-2

#### Note

Search result of current order patient list will be displayed:

- Return No
- MRN
- Patient Name
- ID Number
- Encounter No
- Status

- Requested By

**MEDICATION RETURN**

Submit Confirm
✎ 🗑️ 🔄 ✕

	Mykad <input type="text"/>	Age 10 Years 05 Months 29 Days	Gender Female	MRN HMIRI00121573
Address <input type="text"/>	Phone And Email <input type="text"/>	Diagnosis <input type="text"/>	No known Allergies	

Upload Photo Height  cm Weight  kg BMI/BSA  m<sup>2</sup> Update (Last Updated : 30/12/2016 ) Nationality : Warganegara

[Medication Profile](#)

Encounter No: 0213 Admission Date: 30/12/2016 Attending Practitioner:  Visit Location: PAED 1

Request No	<input type="text" value="0009/2017"/>	Patient MRN	<input type="text" value="HMIRI00121573"/>
Status	<input type="text" value="Confirmed"/>		
Remarks	<input type="text"/>		

**MEDICATION RETURN DRUGS**

+
[ 1 - 2 / 2 ]

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
010117_00142	Beclomethasone Dipropionate 200 mcg/dose Inhalation (Easyhaler)	1	1	1
010117_00142	Salbutamol 200 mcg/dose Inhalation (Easyhaler)	1	1	1

Figure 3.8.1-2 Medication Return Record

### 3.8.2 Add New Medication Return Record

User able to add new record of medication returns drugs.

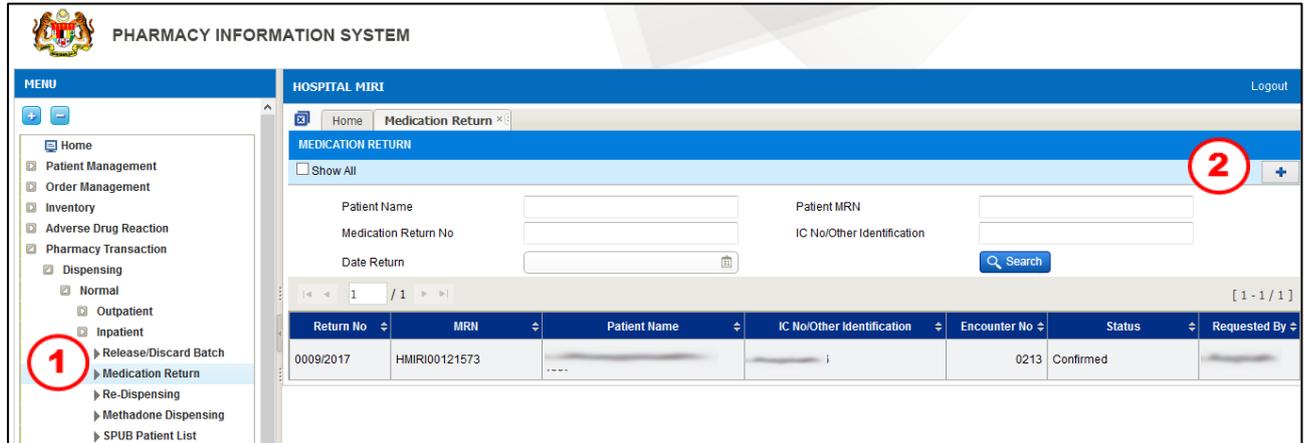


Figure 3.8.2-1 Medication Return Landing Screen

#### STEP 1

Click on 'Medication Return' sub menu

#### STEP 2

Click on the  button to add new patient record

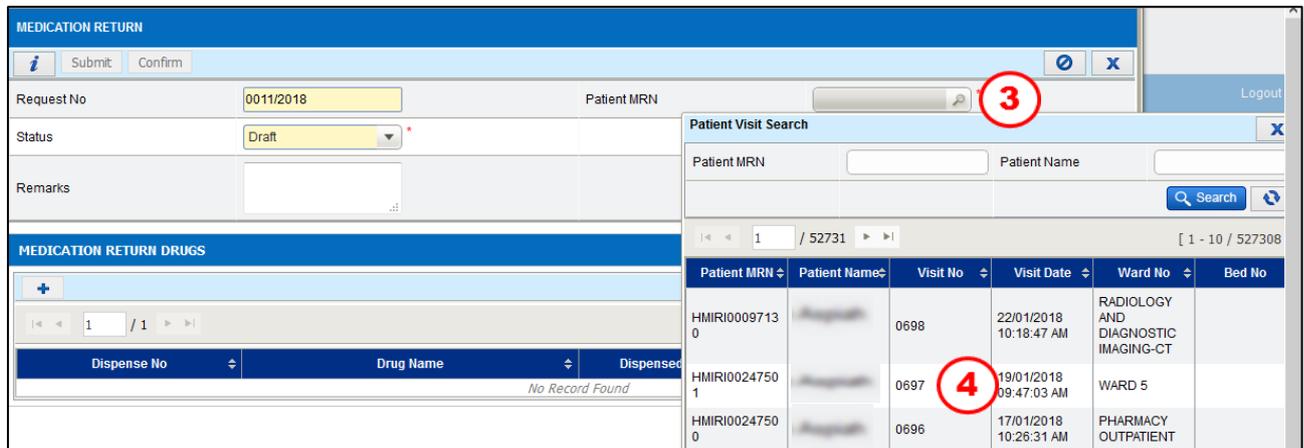


Figure 3.8.2-2 Medication Return

#### STEP 3

Click on the  button to search the patient

#### Note

Various search criteria are provided such as Patient MRN and Patient Name. Click  button to search

#### STEP 4

Double click on the selected patient's details

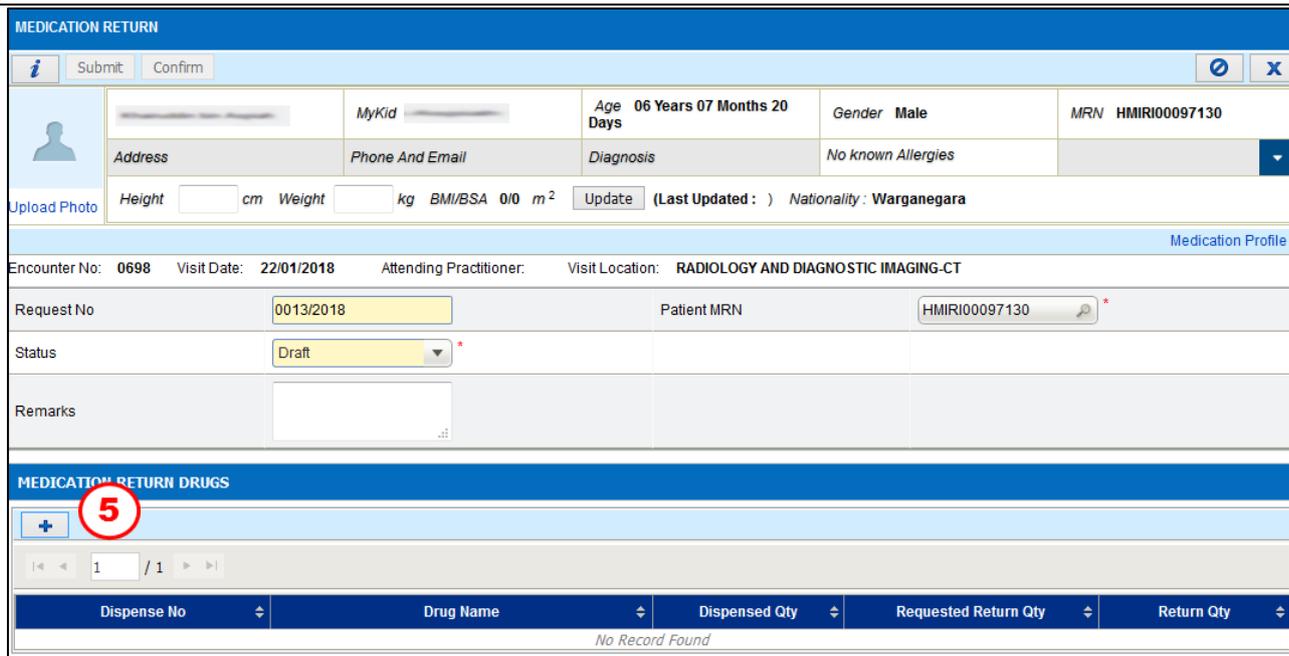


Figure 3.8.2-3 Medication Return

**STEP 5**

Click on the  button to add drug to medication return list

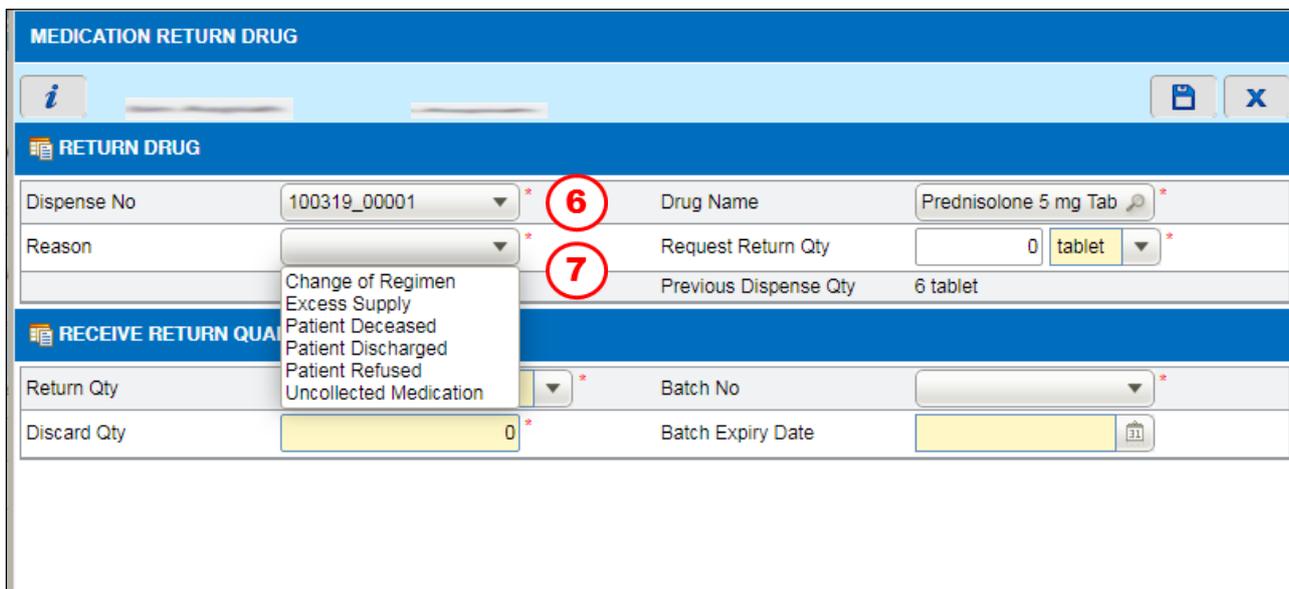


Figure 3.8.2-4 Medication Return Drug

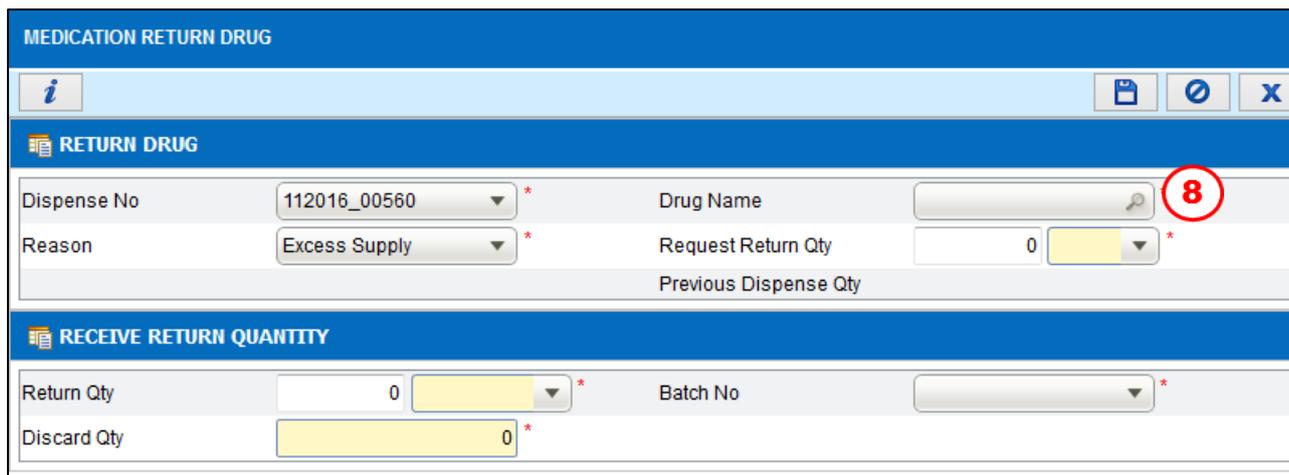
**STEP 6**

Select **Dispense No** from drop down box

**STEP 7**

Select **Reason** for return the drugs as below:

- Change of Regimen
- Excess Supply
- Patient Deceased
- Patient Discharged
- Patient Refused
- Uncollected Medication



**MEDICATION RETURN DRUG**

**RETURN DRUG**

Dispense No: 112016\_00560 \*      Drug Name:  8

Reason: Excess Supply \*      Request Return Qty: 0 \*      Previous Dispense Qty:

**RECEIVE RETURN QUANTITY**

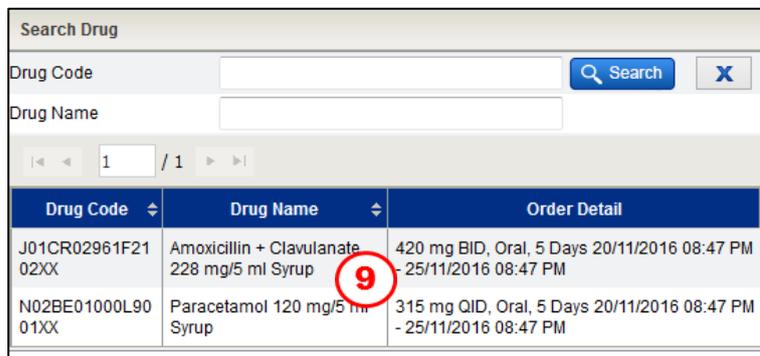
Return Qty: 0 \*      Batch No:  \*

Discard Qty:  0 \*

**Figure 3.8.2-5 Medication Return Drug**

**STEP 8**

Click on the  button to search drug as per Figure 3.8.2-5



Search Drug

Drug Code:       Search      X

Drug Name:

1 / 1

Drug Code	Drug Name	Order Detail
J01CR02961F2102XX	Amoxicillin + Clavulanate 228 mg/5 ml Syrup	420 mg BID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM
N02BE01000L9001XX	Paracetamol 120 mg/5 ml Syrup	315 mg QID, Oral, 5 Days 20/11/2016 08:47 PM - 25/11/2016 08:47 PM

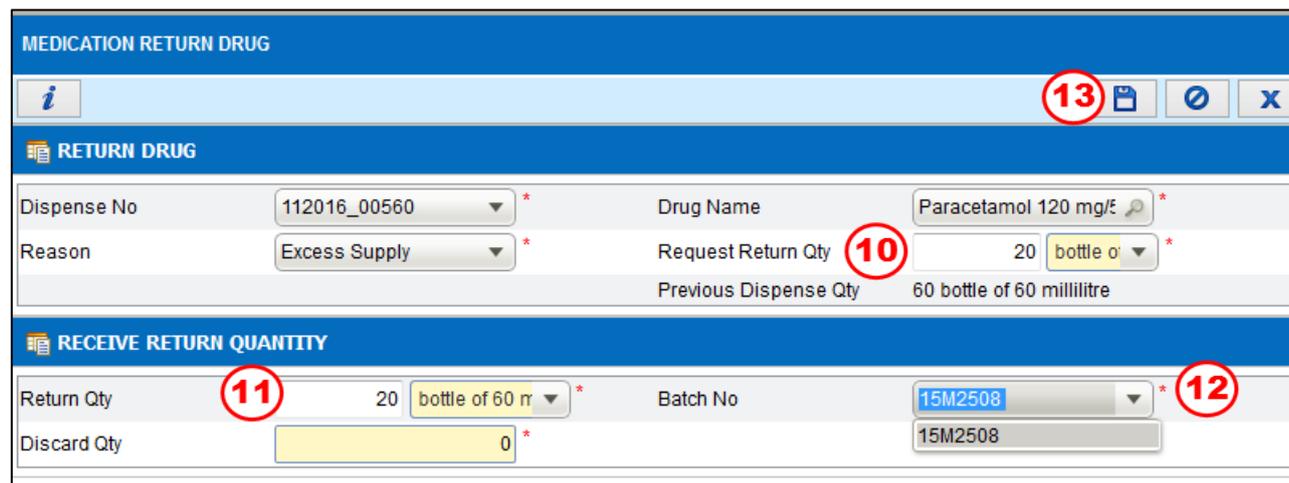
**Figure 3.8.2-6 Medication Return Drug**

**Note**

Various search criteria are provided such as Drug Code and Drug Name. Click  button to search

**STEP 9**

Double click on the selected drug



**MEDICATION RETURN DRUG**

**RETURN DRUG**

Dispense No: 112016\_00560 \*      Drug Name: Paracetamol 120 mg/5 ml \*      13

Reason: Excess Supply \*      Request Return Qty: 20 \*      Previous Dispense Qty: 60 bottle of 60 millilitre

**RECEIVE RETURN QUANTITY**

Return Qty: 20 \*      Batch No: 15M2508 \*      11      12

Discard Qty:  0 \*

**Figure 3.8.2-7 Medication Return Drug**

**STEP 10**

Enter **Request Return Qty**

**STEP 11**

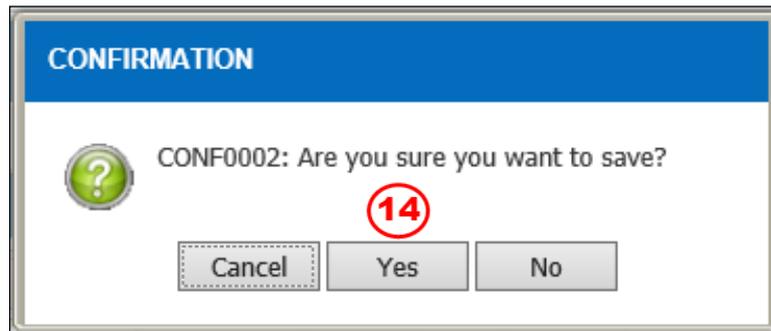
Enter **Return Qty**

**STEP 12**

Select **Batch No** from drop down box

**STEP 13**

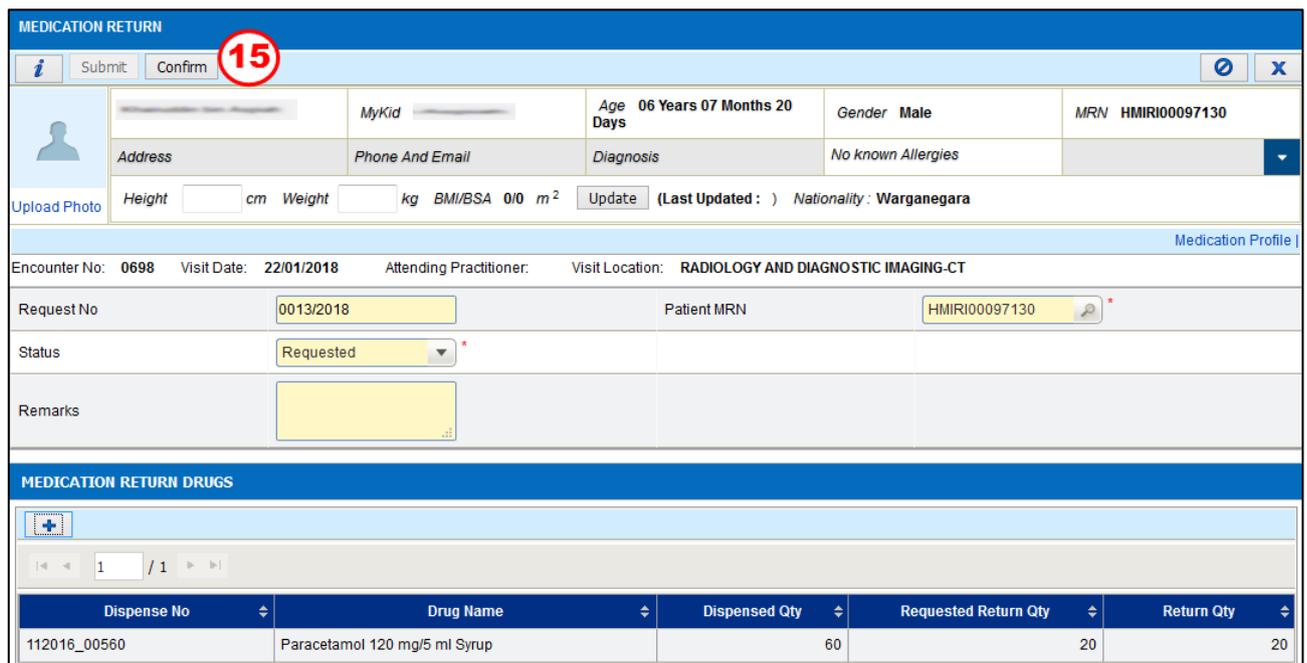
Click on the  button to save the transaction



**Figure 3.8.2-8 Confirmation Alert Message**

**STEP 14**

Click on the  button to save the record



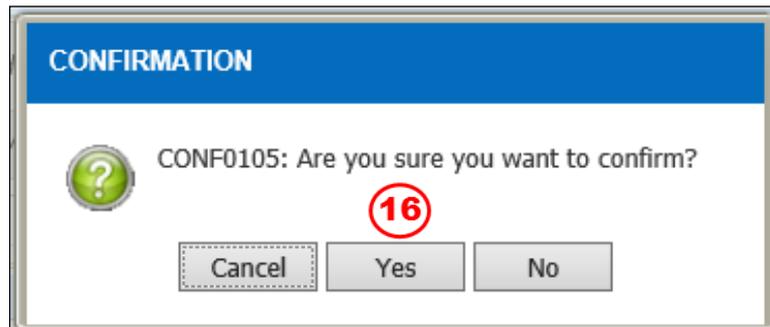
The image shows the "MEDICATION RETURN" screen. At the top, there are "Submit" and "Confirm" buttons, with a red circle and the number "15" overlaid on the "Confirm" button. The screen displays patient information including MyKid, Age (06 Years 07 Months 20 Days), Gender (Male), and MRN (HMIRI00097130). Below this is a section for "MEDICATION RETURN DRUGS" with a table listing drug details.

Dispense No	Drug Name	Dispensed Qty	Requested Return Qty	Return Qty
112016_00560	Paracetamol 120 mg/5 ml Syrup	60	20	20

**Figure 3.8.2-9 Medication Return Screen**

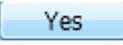
**STEP 15**

Click on the  button to return back the drugs

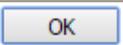


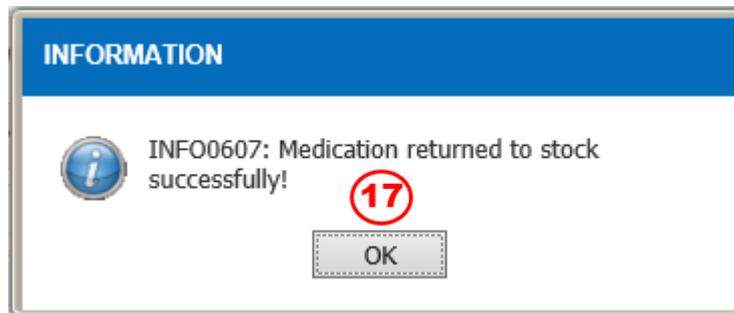
**Figure 3.8.2-10 Confirmation Alert Message**

**STEP 16**

Click on the  button to confirm the record

**STEP 17**

Click on the  to confirm the transaction



**Figure 3.8.2-11 Information Alert Message**

**Note**

*User can return any type of medication but only for the one that is dispensed by own facility.*

### 3.9 Re-Dispense

#### 3.9.1 View Re-dispense List

This function will allow user to view re-dispense medication record.

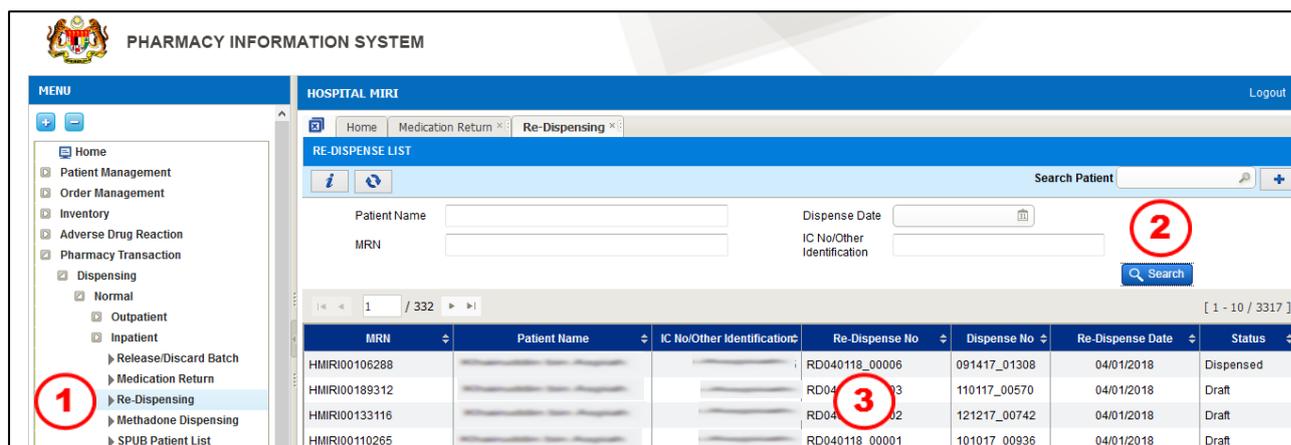


Figure 3.9.1-1 Re-Dispensing Landing Screen

#### STEP 1

Click on 'Re-Dispensing' sub menu

#### Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Patient Name	Patient Name	Able to filter by patient's name
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example: HPSF00001234 or "1234"</i>
c	Dispense Date	Re-Dispense Date	Able to trace back previous re-dispense record
d	ID Number	ID Number	Patient's IC No: xxxxxxxxxxxx

Table 3.9.1-1

#### Note

At the listing screen as per Figure 3.9.1-1, user able to see the list of Re-Dispensed

#### STEP 2

Click on the button to search the patient

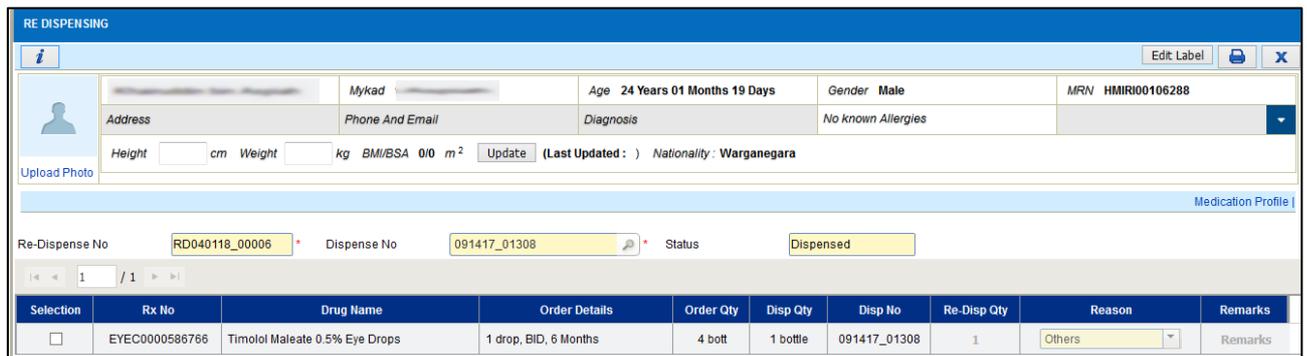
#### Note

Search result of current medication return list will be displayed:

- MRN
- Patient Name
- ID Number
- Re-Dispense No
- Dispense No
- Re-Dispense Date
- Status

#### STEP 3

Double click on the selected patient details and the record will appear as Figure 3.9.1-2



Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	EYEC0000588766	Timolol Maleate 0.5% Eye Drops	1 drop, BID, 6 Months	4 bott	1 bottle	091417_01308	1	Others	Remarks

Figure 3.9.1-2 Re-Dispensing Record

**Note**

Re-Dispensing screen will be displayed:

- a) Patient Banner
- b) Re-Dispense No – will show re-dispense number generated during re-dispense
- c) Dispense No –will show dispense medication number generated during dispensing.
- d) Status – will show status
- e) Drug prescription will be displayed:
  - RX No
  - Drug Name
  - Order Details
  - Order Qty
  - Disp Qty
  - Disp No
  - Re-Disp
  - Reason
  - Remarks



Figure 3.9.1-3 Re Dispensing

**Note**

- The hyperlink [Medication Profile](#) as per Figure 3.9.1-3 will display the **Current Medication and Previous Medication** of the patient. User can view the **Medication Profile** hyperlink for reference.

**MEDICATION PROFILE**

Administration Dispensing X

	Mykad	Age 24 Years 01 Months 19 Days	Gender Male	MRN HMRI00106288
Address	Phone And Email	Diagnosis	No known Allergies	
Height <input type="text"/> cm	Weight <input type="text"/> kg	BMI/BSA 0/0 m <sup>2</sup> (Last Updated : )	Nationality : Warganegara	

Upload Photo

Drug Name

Prescription Date From

Prescription Status

Order Type

Visit Type

Prescription Date To

Location

Search

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000586766	No	Timolol Maleate 0.5% Eye Drops	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:21 PM	13/03/2018 04:50:21 PM	FULLY DISP
EYEC0000586766	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	6 Months	14/09/2017 04:50:20 PM	13/03/2018 04:50:20 PM	PARTIAL DISPENS

Previous Medication

< < 1 / 3 > >
[ 1 - 10 / 21 ]

Rx No.	Discharge Medication	Drug Name	Dose	Route	Frequency	Duration	Start Date	End Date	Status
EYEC0000476358	No	Dorzolamide HCl 2% Ophthalmic Solution	1 drop	Eye Both	BD (twice daily)	4 Months	09/05/2017 03:11:32 PM	06/09/2017 03:11:32 PM	FULLY DISP

**Figure 3.9.1-4 Medication Profile Screen**

Medication Profile screen will be displayed:

a) Search criteria

- By drug name
- Prescription Date From
- Prescription Status
- Order Type
- Visit Type
- Prescription Date To
- Location

b) Current and Previous Medication

- Rx No
- Discharge Medicine
- Drug Name
- Dose
- Route
- Frequency
- Duration
- Start Date
- End Date
- Status
- Reason
- Prescribed Qty
- End Date of Supply
- Dispensed Qty



- *Re-dispensed Qty*
- *Pending Qty*
- *Administered*
- *Additional Info*
- *Order By*
- *Visit Information*

### 3.9.2 Add New Re-dispensing Record

This function will allow user to re-dispense medication due to spilled, broken, lost and other reason.

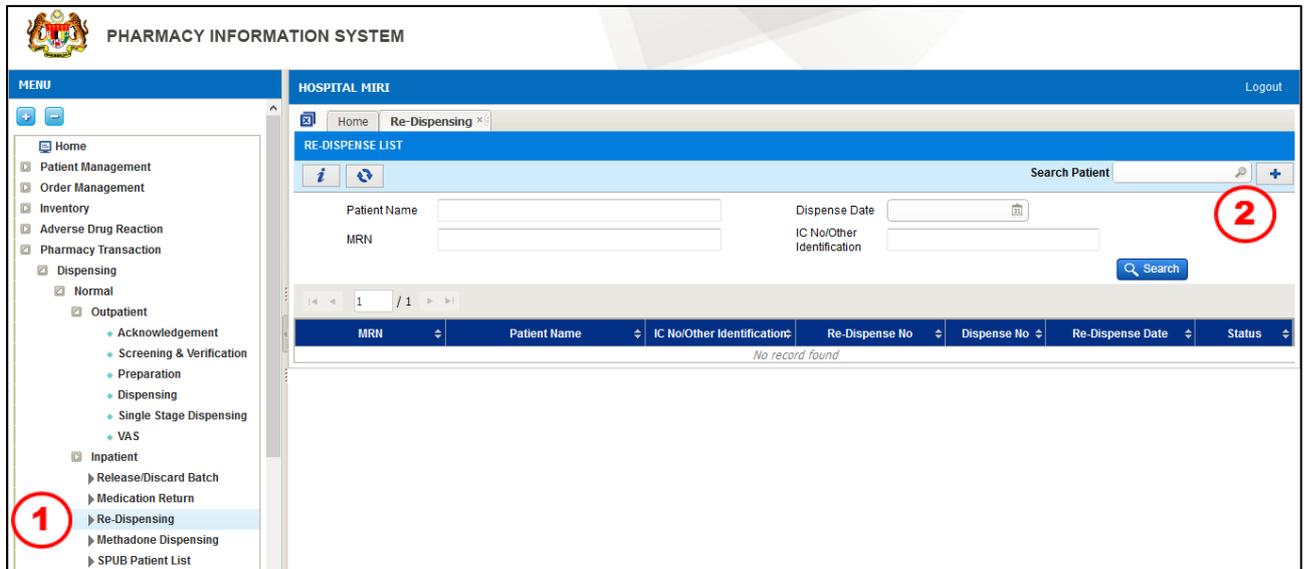


Figure 3.9.2-1 Re-Dispensing Landing Screen

#### STEP 1

Click on 'Re-Dispensing' sub menu

#### STEP 2

Click on the  button to search the patient

#### Note

- Search Patient screen will be display as per Figure 3.9.2-2.
- On this screen, user will be able to search existing patient record by:
  - a) Patient MRN
  - b) Patient Name
  - c) ID No

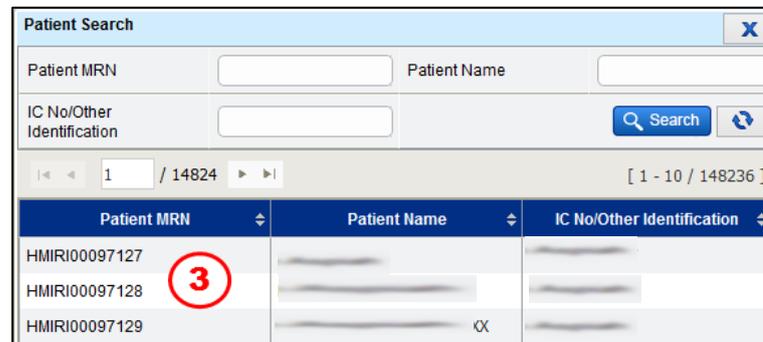


Figure 3.9.2-2 Search Patient Screen

#### STEP 3

Double click on the selected patient's details

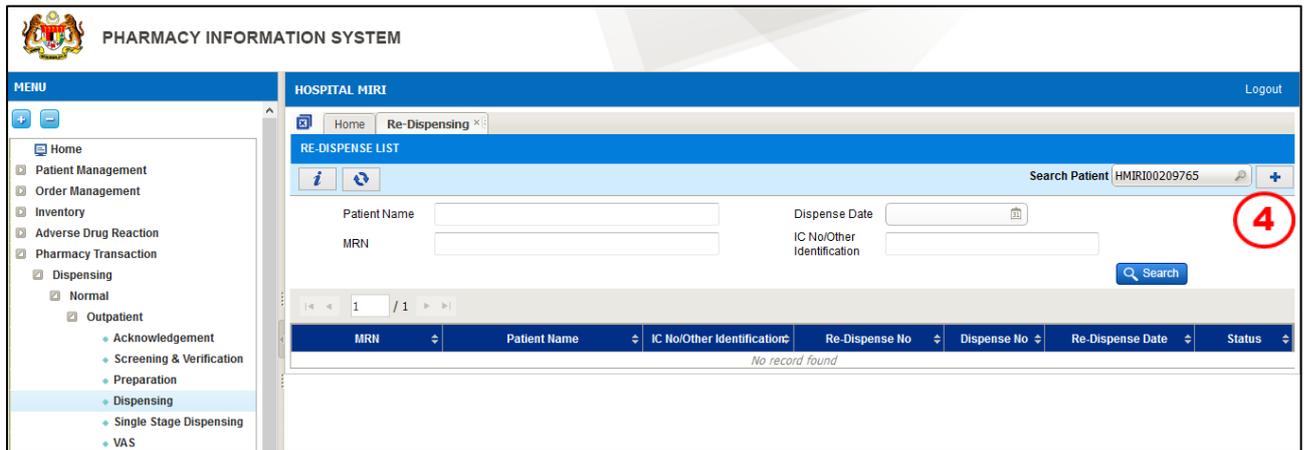


Figure 3.9.2-3 Re-Dispensing

STEP 4

Click on the  button to add new re-dispensing record as Figure 3.9.2-3

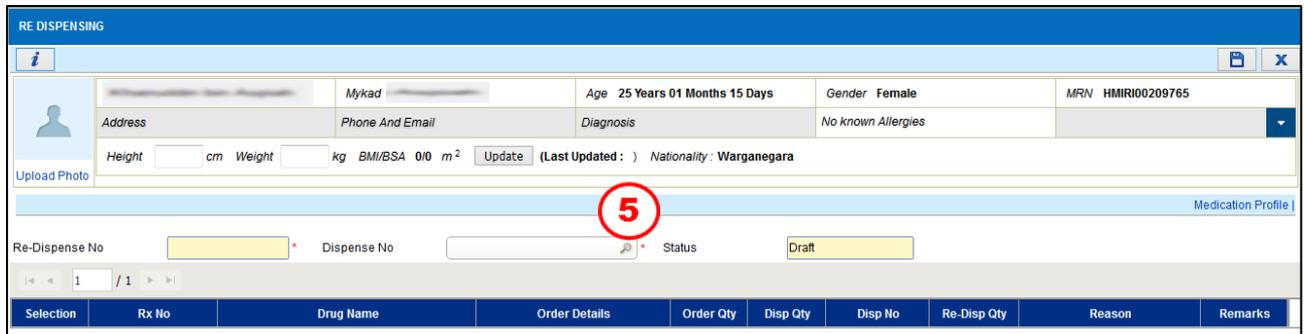


Figure 3.9.2-4 Re-Dispensing

STEP 5

Click on the **Dispense No**  button to search dispense record

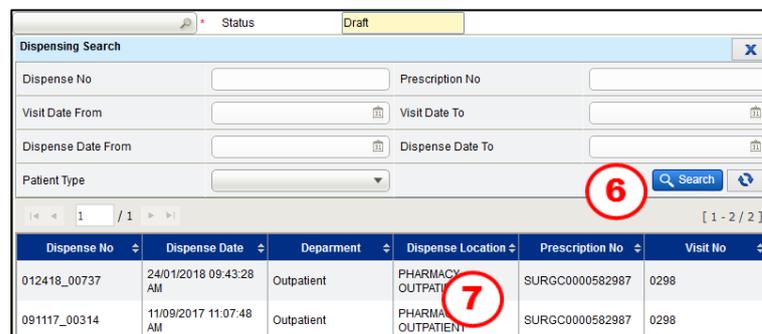


Figure 3.9.2-5 Re-Dispensing Screen

STEP 6

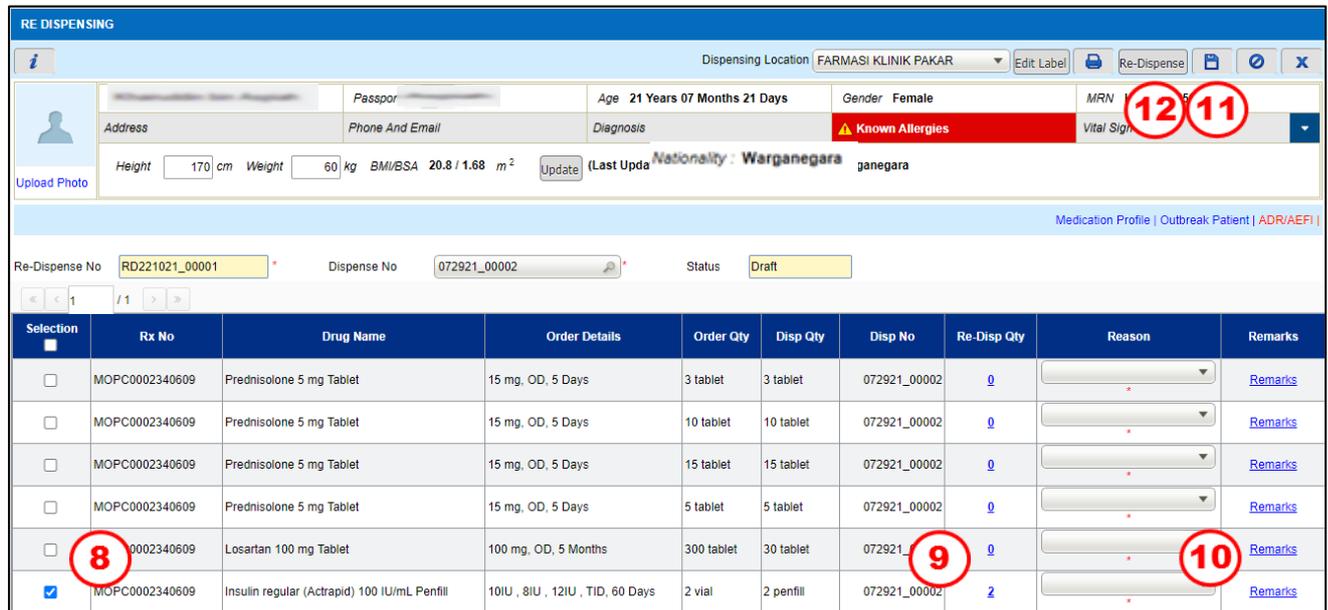
Search dispense record based on the criteria as below:

- a) Dispense No
- b) Visit Date From
- c) Dispense Date From
- d) Patient Type

- e) Prescription No
- f) Visit Date To
- g) Visit Date To
- h) Dispense Date To

**STEP 7**

Double click on the selected Dispensing record



**RE DISPENSING**

Dispensing Location: FARMASI KLINIK PAKAR

MRN: 12 11

Re-Dispense No: RD221021\_00001 | Dispense No: 072921\_00002 | Status: Draft

Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	MOPC0002340609	Prednisolone 5 mg Tablet	15 mg, OD, 5 Days	3 tablet	3 tablet	072921_00002	0		Remarks
<input type="checkbox"/>	MOPC0002340609	Prednisolone 5 mg Tablet	15 mg, OD, 5 Days	10 tablet	10 tablet	072921_00002	0		Remarks
<input type="checkbox"/>	MOPC0002340609	Prednisolone 5 mg Tablet	15 mg, OD, 5 Days	15 tablet	15 tablet	072921_00002	0		Remarks
<input type="checkbox"/>	MOPC0002340609	Prednisolone 5 mg Tablet	15 mg, OD, 5 Days	5 tablet	5 tablet	072921_00002	0		Remarks
<input type="checkbox"/>	0002340609	Losartan 100 mg Tablet	100 mg, OD, 5 Months	300 tablet	30 tablet	072921_00002	0		Remarks
<input checked="" type="checkbox"/>	MOPC0002340609	Insulin regular (Actrapid) 100 IU/mL Penfill	10IU , 8IU , 12IU , TID, 60 Days	2 vial	2 penfill	072921_00002	2		Remarks

**Figure 3.9.2-6 Re-Dispensing**

**STEP 8**

Check the selection checkbox  to choose the drug, if not selected in the first place. Uncheck the selection box those not applicable

**Note**

User able to select normal drug only but not psychotropic drug to re-dispense

**STEP 9**

Allocate the re-dispensed quantity by clicking on the hyperlink number

**STEP 10**

Select the reason

**Note**

- Remarks is mandatory to be entered in order to perform Re-Dispensing function
- Reason consist of:
  - a) Spilled
  - b) Broken
  - c) Lost
  - d) Others

**STEP 11**

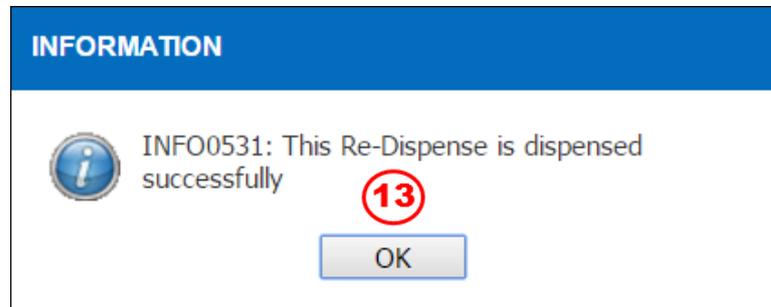
Click on the button to save record

**STEP 12**

Click on the  button to redispense

**STEP 13**

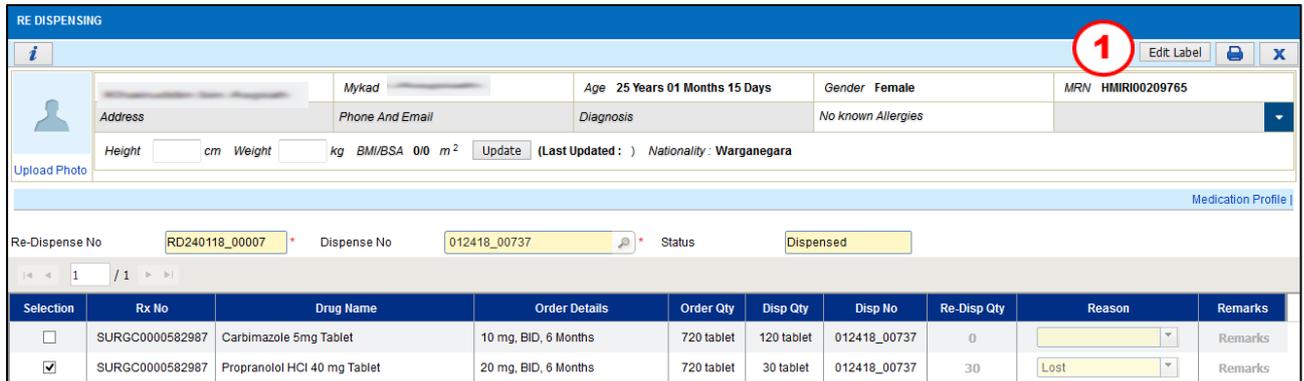
Click on the  to confirm the transaction



**Figure 3.9.2-7 Information Alert Message**

### 3.9.3 Re-dispensing Drug Label

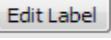
This function enable user to print the re-dispensing drug label.

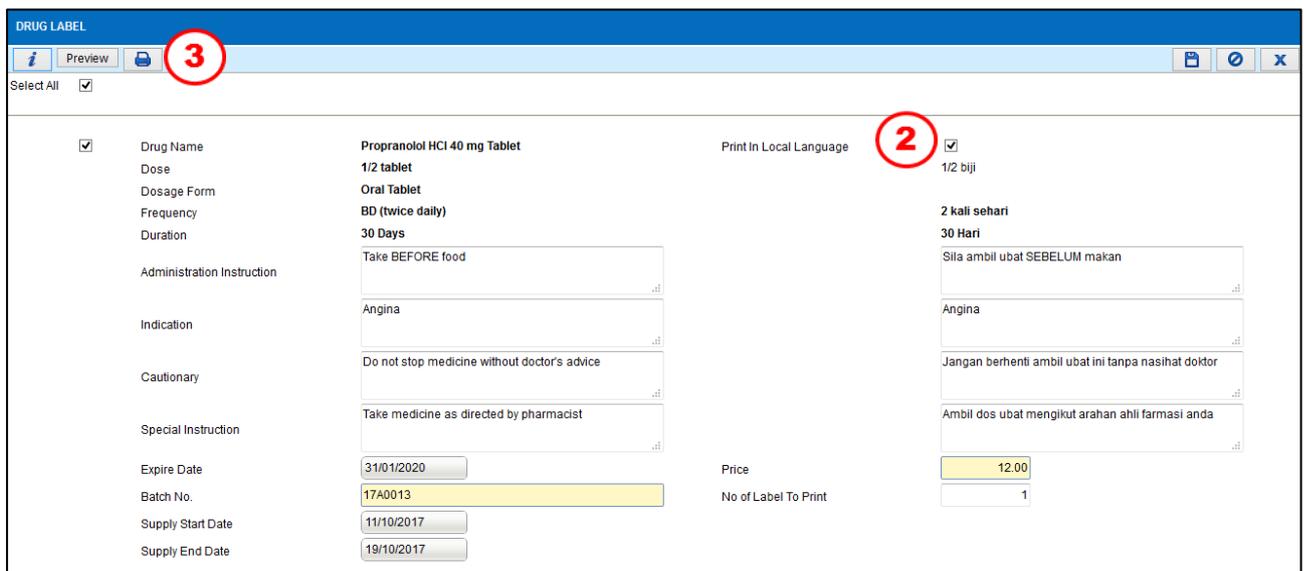


Selection	Rx No	Drug Name	Order Details	Order Qty	Disp Qty	Disp No	Re-Disp Qty	Reason	Remarks
<input type="checkbox"/>	SURGC0000582987	Carbimazole 5mg Tablet	10 mg, BID, 6 Months	720 tablet	120 tablet	012418_00737	0		Remarks
<input checked="" type="checkbox"/>	SURGC0000582987	Propranolol HCl 40 mg Tablet	20 mg, BID, 6 Months	720 tablet	30 tablet	012418_00737	30	Lost	Remarks

Figure 3.9.3-1 Re-Dispensing Screen

#### STEP 1

Click the  button



<input checked="" type="checkbox"/>	Drug Name	Propranolol HCl 40 mg Tablet	Print In Local Language	<input checked="" type="checkbox"/>
	Dose	1/2 tablet		1/2 biji
	Dosage Form	Oral Tablet		
	Frequency	BD (twice daily)		2 kali sehari
	Duration	30 Days		30 Hari
	Administration Instruction	Take BEFORE food		Sila ambil ubat SEBELUM makan
	Indication	Angina		Angina
	Cautionary	Do not stop medicine without doctor's advice		Jangan berhenti ambil ubat ini tanpa nasihat doktor
	Special Instruction	Take medicine as directed by pharmacist		Ambil dos ubat mengikut arahan ahli farmasi anda
	Expire Date	31/01/2020	Price	12.00
	Batch No.	17A0013	No of Label To Print	1
	Supply Start Date	11/10/2017		
	Supply End Date	19/10/2017		

Figure 3.9.3-2 Drug Label screen

#### Note

Drug label will display:

- Name of drug - Auto capture from the selected drug information.
- Dose - Auto capture from the selected drug information.
- Dosage Form - Auto capture from the selected drug information.
- Frequency - Auto capture from the selected drug information.
- Duration - Auto capture from the selected prescription.
- Administration Instruction - Auto capture from the selected drug information.
- Indication - Auto capture from the selected drug information. However, user is allowed to change the value. This field is free text with a capacity of 50 characters.
- Cautionary advice - Auto capture from the selected drug information. However, user is allowed to change the value.

- i) *Special instruction - Auto capture from the selected drug information. However, user is allowed to change the value.*
- j) *Expiry date – Auto capture from selected drug expiry date according by batch.*
- k) *Batch No - Auto capture from the selected batch information.*
- l) *Price - Auto capture from the selected drug price. However, user is allowed to change the value.*
- m) *No of Label – How many labels to be printed.*

**STEP 2**

Select checkbox  to Print in Local Language or untick checkbox  to print in English

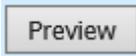
**STEP 3**

Click on the  button to print drug label

HOSPITAL TANAH MERAH (Tel: 099545000)						
h0000005(12)			FARMASI PESAKIT			
<b>Calcium Carbonate 500mg Tab</b>						
Telan 2 biji 3 kali sehari						
-						
Elakkan makanan yg mengandungi kandungan serat tinggi.						
19/07	20/07	21/07	22/07	23/07	24/07	25/07
3 biji RM1.00						
19/07/19 [1 hari]						
UBAT TERKAWAL NOR ASMAH BINTI MOHD NOOR				22/07/2019 03:43 PM		

**Figure 3.9.3-3 Drug Label**

**Note**

User can click on the  button and the label will be displayed as Figure 3.9.3-3

## 4.0 Acronyms

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

## 5.0 Links to Clinical Modules

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