



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

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## **Full Based User Manual Patient Management**

<b>Version</b>	<b>: 13<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U. MANUAL_PATIENT MANAGEMENT</b>



PhIS & CPS Project  
User Manual – Patient Management



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*Reference ID : U. MANUAL\_ PATIENT MANAGEMENT-13<sup>th</sup> E*

*Application reference: PhIS & CPS v2.6.1*



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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 Patient Management sub-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 detail:

- Patient Registration
- Patient Quick Registration
- Visit Management
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary
- Record Retrieval

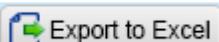
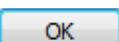
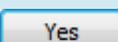
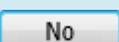
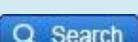
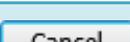
### 1.3 Organised Sections

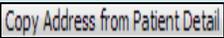
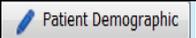
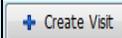
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Patient Management
- 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
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Patient Management Module Legend			
	Electronic Government Guarantee Letter (eGL) Verification		Merge Patient's Record
	Print Patient Label		Renew Visit
	Copy Patient Address		View Visit List
	Print Patient Sample Label		New Patient Transfer
	Edit Patient Demographic		Create Visit

**Note**

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

### 3.0 Patient Management

#### Overview

The Patient Management module handles all the administrative events pertaining to patients comprises outpatient registration, inpatient admission, transfer and discharge. This module processes quick access to patient demographics and clinical summary. It also supports merge duplicate patient records.

#### User Group

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

#### Functional Diagram

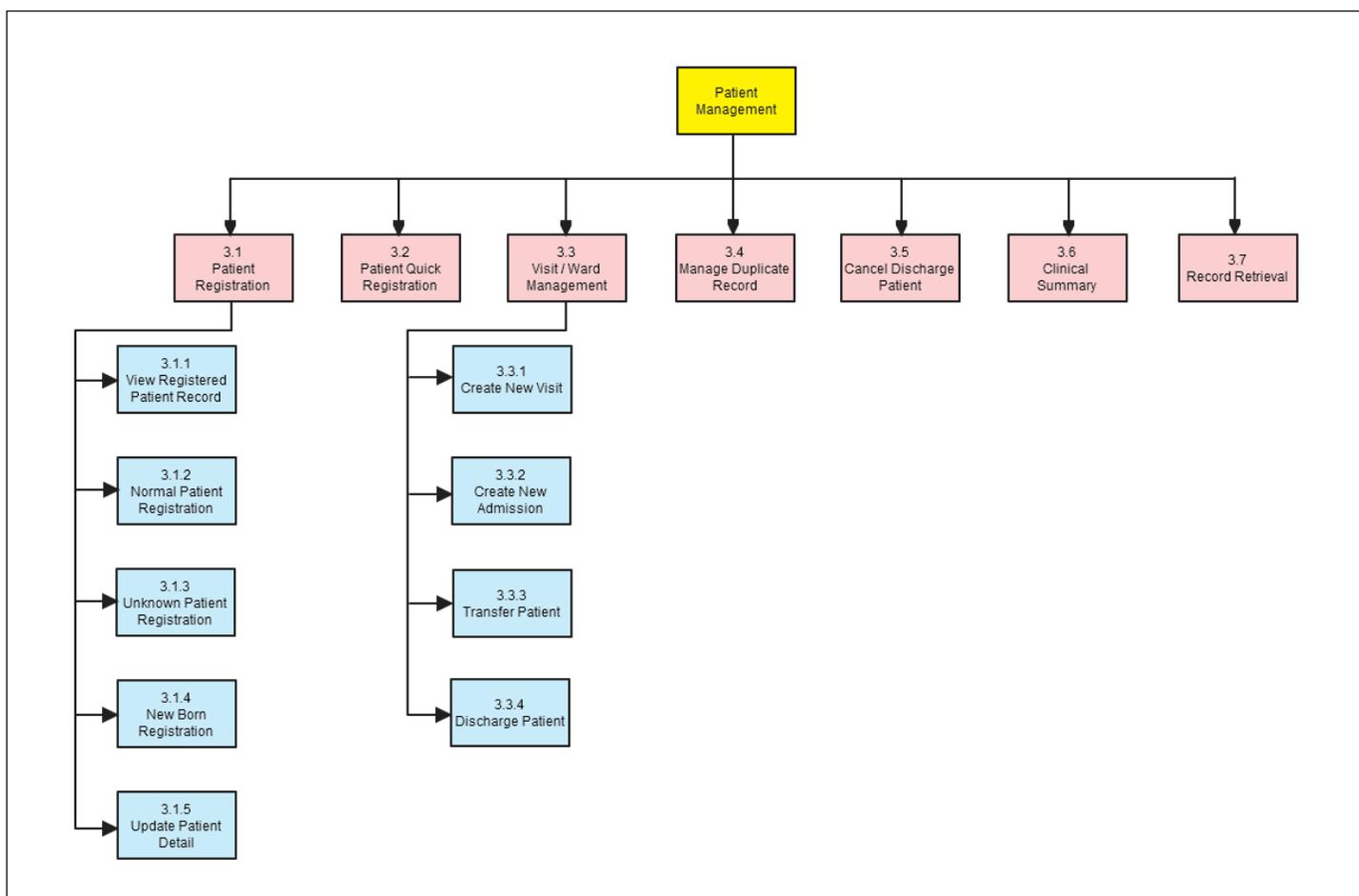


Table 3.0-1

## Functional Description

Patient management comprises of seven (7) main functions:

- **Patient Registration**

This function allows user to record and update patient personal information and contact information, allows in handling all the administrative events pertaining to patients comprises outpatient, registration and inpatient admission.

- **Patient Quick Registration**

This function allows user to perform quick registration for new patient and acknowledge patient.

- **Visit / Ward Management**

This function allows user to create visit, transfer and discharge. It also supports printing of patient label and visit label. Patients can be transferred within the ward or inter-ward. For other types of patient, new visit needs to be created.

- **Manage Duplicate Record**

This function provides user the capability to combine/merge information related to the same patient who currently captured under different patient records e.g. duplicate MRN, Patient Name and ID Number.

- **Cancel Discharge Patient**

To cancel the discharged process

- **Clinical Summary**

Clinical summary will show summary of patient visit and medical information for the selected patient. It also contains patient diagnosis and allergy information

- **Record Retrieval**

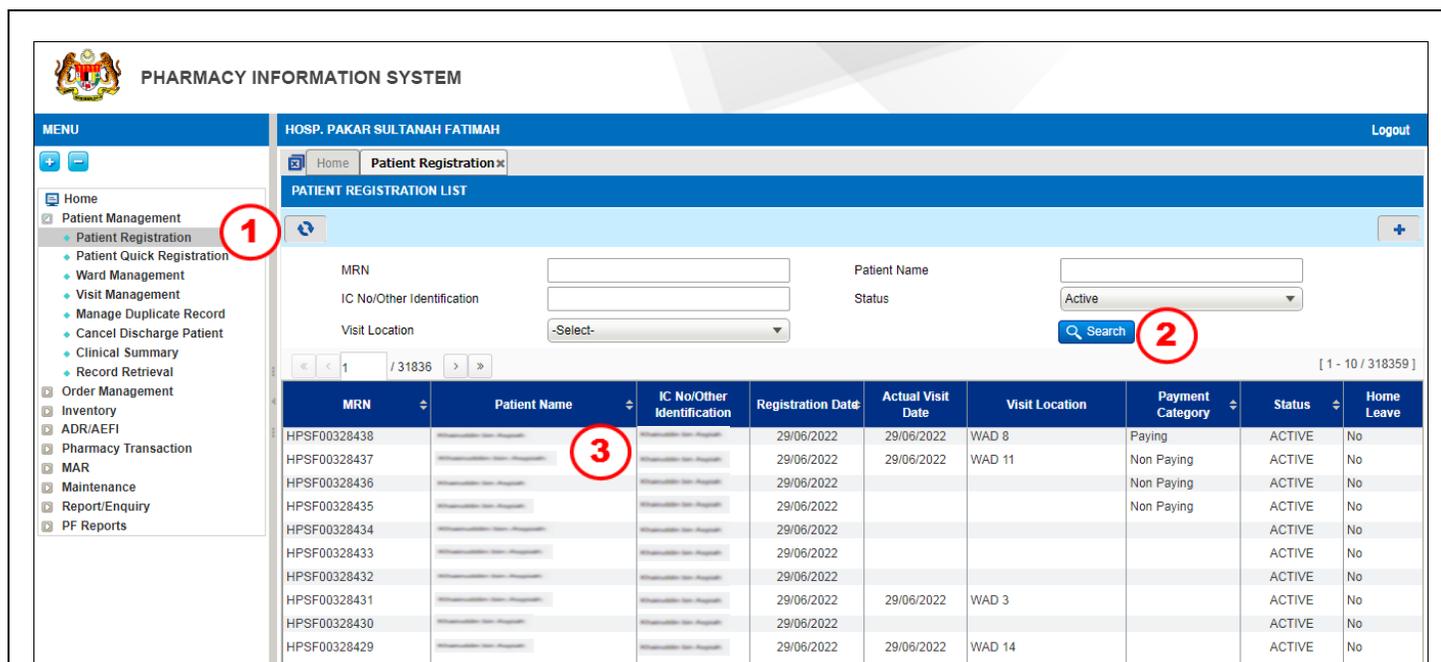
This function provides user to retrieve back the record of dispensing and print the prescription, balance medication sheet, drug label and worksheet.

### 3.1 Patient Registration

Patient registration is used to create new patient records in facility with Medical Record Number (MRN). It enable user to register for three (3) basic types of patient; i.e. normal patient, unknown patient and newborn.

#### 3.1.1 View Registered Patient Record

This function is used to retrieve and view patient registration details



MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status	Home Leave
HPSF00328438	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 8	Paying	ACTIVE	No
HPSF00328437	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 11	Non Paying	ACTIVE	No
HPSF00328436	[Redacted]	[Redacted]	29/06/2022			Non Paying	ACTIVE	No
HPSF00328435	[Redacted]	[Redacted]	29/06/2022			Non Paying	ACTIVE	No
HPSF00328434	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328433	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328432	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328431	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 3		ACTIVE	No
HPSF00328430	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328429	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 14		ACTIVE	No

Figure 3.1.1-1 Patient Registration Listing Page

#### STEP 1

Click on 'Patient Management' and 'Patient Registration' sub-menu

#### Note

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>Type the MRN either full or partial:  <i>Example : HPSF00001234 or "1234"</i> </li> </ul>
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Visit Location	Visit Location	Allow to search by facility location e.g:

No	Field	Description	Remark
			<ul style="list-style-type: none"> <li>• Community Psychiatric Unit</li> <li>• Daycare Wad 5,7,8,9,10,11,15</li> <li>• Dewan Bedah/Dewan Bedah Harian</li> <li>• Dewan Bersalin/Dewan Bersalin HD</li> <li>• Jabatan Bedah Mulut</li> <li>• Jabatan Kecemasan &amp; Trauma</li> <li>• Klinik :               <ul style="list-style-type: none"> <li>- Berhenti Merokok</li> <li>- Dada</li> <li>- Nefrologi</li> <li>- Pakar ENT</li> <li>- Pakar Kanak-kanak]</li> <li>- Pakar Kulit</li> <li>- Pakar O&amp;G</li> <li>- Pakar Ortopedik</li> <li>- Pakar Pembedahan</li> <li>- Pakar Perubatan</li> </ul> </li> <li>• MTAC Clinic</li> <li>• Wad-wad 1-18</li> <li>• Wad ISO</li> </ul>
d	Patient Name	Patient Name	Allow to search by patient full name or partial
e	Status	Status of patient at the hospital	Allow to search by status either Active or Inactive

**Table 3.1.1-1**

**STEP 2**

Click on  button to search the patient

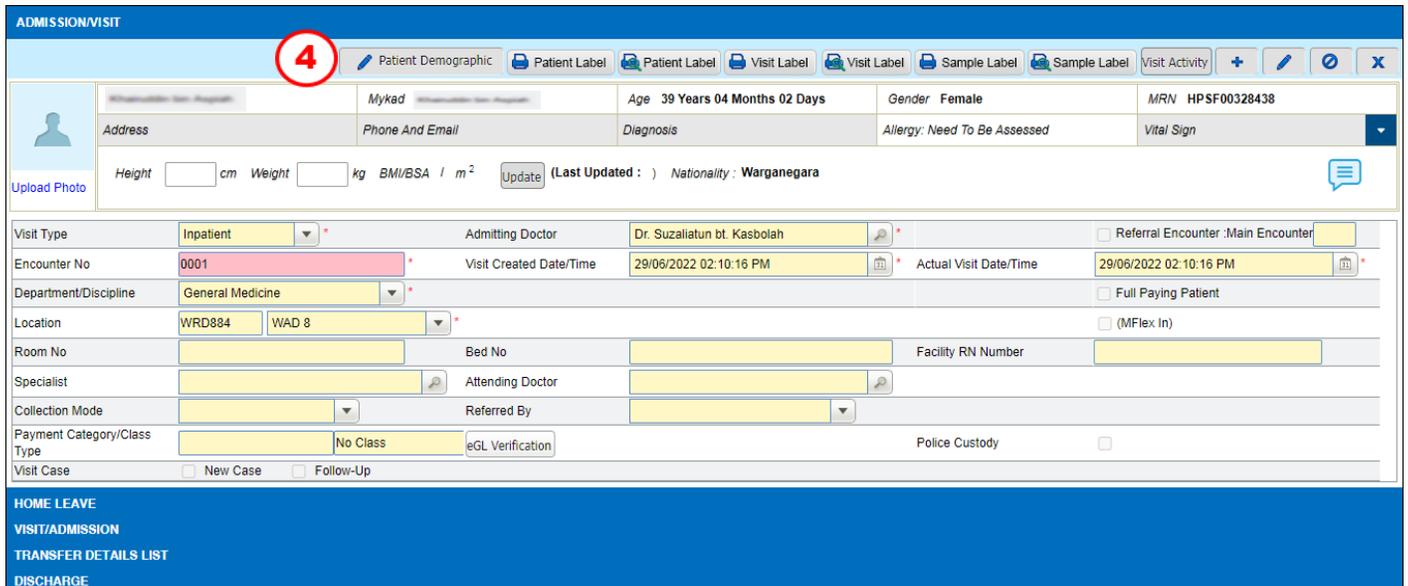
**Note**

Search result of current registered patient list will be displayed:

- **MRN**
- **Patient Name**
- **IC Number / Other Identification**
- **Registration Date**
- **Actual Visit Date**
- **Visit Location**
- **Payment Category**
- **Status**
- **Home Leave**

**STEP 3**

Double click on the selected patient as shown in Figure 3.1.1-1, new screen will display as shown in Figure 3.1.1-2



**ADMISSION/VISIT**

4 Patient Demographic Patient Label Patient Label Visit Label Visit Label Sample Label Sample Label Visit Activity + [edit] [refresh] [close]

Mykad: [Mykad] Age: 39 Years 04 Months 02 Days Gender: Female MRN: HPSF00328438

Address: [Address] Phone And Email: [Phone And Email] Diagnosis: [Diagnosis] Allergy: Need To Be Assessed Vital Sign: [Vital Sign]

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

Visit Type: Inpatient \* Admitting Doctor: Dr. Suzaliatun bt. Kasbolah \* Referral Encounter: Main Encounter [ ]

Encounter No: 0001 \* Visit Created Date/Time: 29/06/2022 02:10:16 PM \* Actual Visit Date/Time: 29/06/2022 02:10:16 PM \*

Department/Discipline: General Medicine \* Full Paying Patient [ ]

Location: WRD884 WAD 8 \* (MFlex In) [ ]

Room No: [ ] Bed No: [ ] Facility RN Number: [ ]

Specialist: [ ] Attending Doctor: [ ]

Collection Mode: [ ] Referred By: [ ]

Payment Category/Class: [ ] No Class eGL Verification [ ] Police Custody [ ]

Visit Case:  New Case  Follow-Up

HOME LEAVE  
VISIT/ADMISSION  
TRANSFER DETAILS LIST  
DISCHARGE

**Figure 3.1.1-2 Admission/Visit**

**Note**

- In patient banner screen user able to insert patient Diagnosis , Declare Allergy and Add Vital Sign by click on button and the screen will be shown in Figure 3.1.1-3



**ADMISSION/VISIT**

Patient Demographic Patient Label Patient Label Visit Label Visit Label Sample Label Sample Label Visit Activity + [edit] [refresh] [close]

Mykad: [Mykad] Age: 39 Years 04 Months 02 Days Gender: Female MRN: HPSF00328438

Address: JOVI Phone And Email: 0158882252 Diagnosis: yes Allergy: Declare allergy Vital Sign: Add vital sign

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

**Figure 3.1.1-3 Patient Banner**

- User able to insert patient height and weight by fill up Height [ ] cm Weight [ ] kg box and mandatory to click Update button to save the record. Once update the record, system automatically will be calculate patient BMI/BSA and Last Updated will be update on the date user fill up the record.
- In patient banner screen, user allow to enter remarks by click on [ ] button. Once click the button remarks screen will shown in Figure 3.1.1-4. By default if icon in the blue color there are no record for remarks.

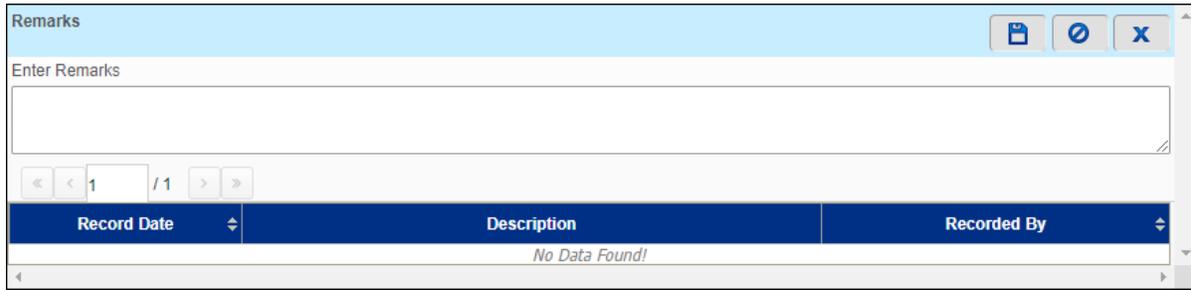
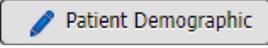


Figure 3.1.1-4 Remarks

- If icon in the red color  there are existing record insert and user allowed to view only and not permissionable to edit or delete previous remarks record

**STEP 4**

Click on the  button to view patient detail information as shown in Figure 3.1.1-5

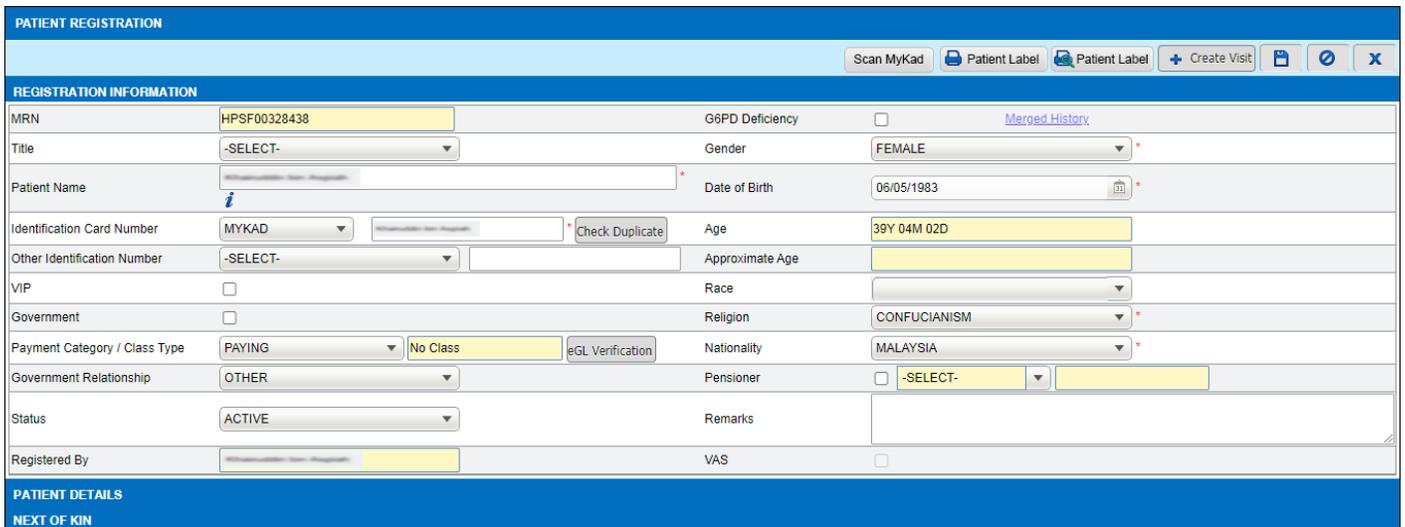


Figure 3.1.1-5 Patient Registration

**Note**

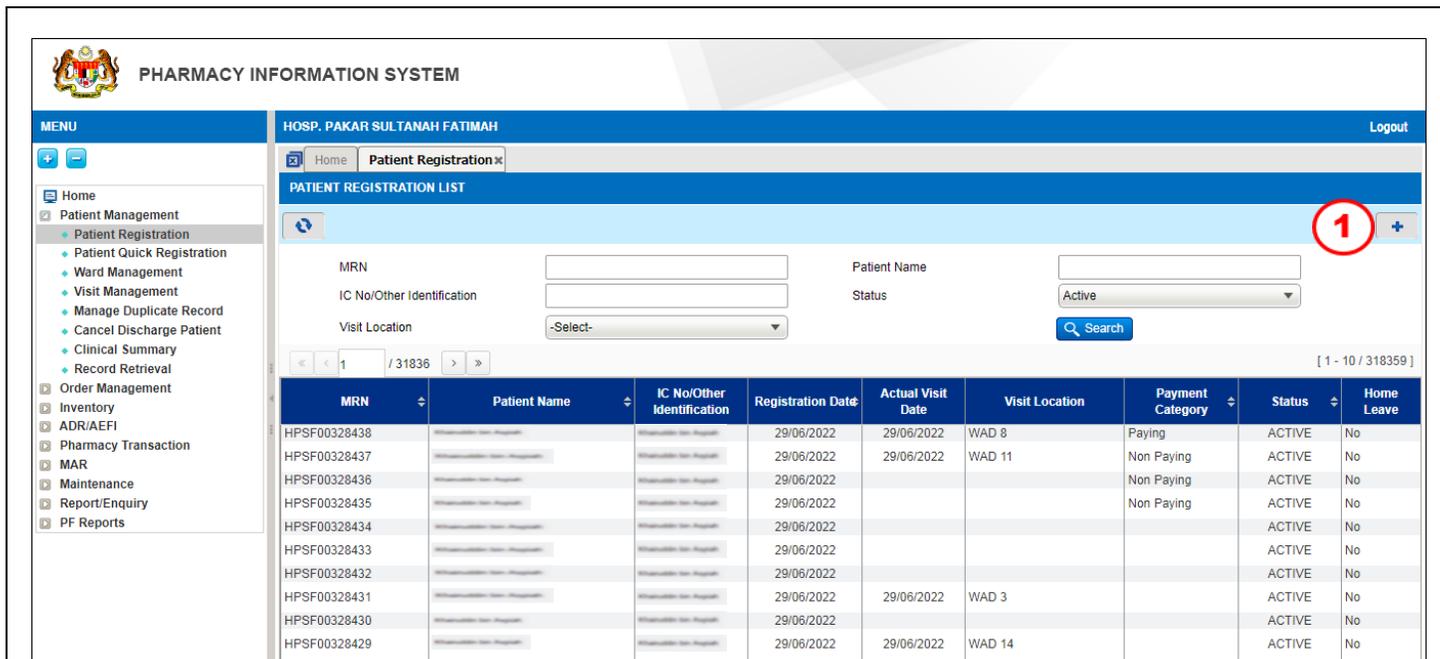
- Nationality 'Bukan Warganegara' is highlighted in yellow box. Refer Figure 3.1.1-6.
- This Nationality can also be view in Pharmacy transaction screen.
- For  icon is for display details as below:  
- You are only allowed to use following characters a-z A-Z 0-9 / @ ~ ! \* \$ ^ & \* ( ) - + { } | : - ' < > ? , ; . [ ] = \

ADMISSION/VISIT					
<div style="text-align: right;"> <span>✎ Patient Demographic</span> <span>🖨 Patient Label</span> <span>🖨 Patient Label</span> <span>🖨 Visit Label</span> <span>🖨 Visit Label</span> <span>🖨 Sample Label</span> <span>🖨 Sample Label</span> <span>📄 Visit Activity</span> </div>					
 Upload Photo	Identification Card / Passport Passport Identification Card / Passport	Age 36 Years 10 Months 18 Days	Gender Male	MRN HPSF00328310	
	Address	Phone And Email	Diagnosis	Allergy: No Known Allergies	
	Height <input type="text"/> cm Weight <input type="text"/> kg BMI/BSA 0/0 m <sup>2</sup> (Last Updated : )	Nationality <b>Bukan Warganegara</b>			
Visit Type <b>Outpatient</b> *	Admitting Doctor		<input type="checkbox"/> Referral Encounter :Main Encounter		
Encounter No	Visit Created Date/Time 09/09/2022 11:57:01 AM	Actual Visit Date/Time 09/09/2022 11:57:01 AM			
Department/Discipline			<input type="checkbox"/> Full Paying Patient		
Location			<input type="checkbox"/> (MFlex In)		
Room No			Facility RN Number		
Specialist	Attending Doctor				
Collection Mode	Referred By				
Payment Category/Class Type <b>Paying</b> No Class	<input type="checkbox"/> eGL Verification		<input type="checkbox"/> Police Custody		
Visit Case <input type="checkbox"/> New Case <input type="checkbox"/> Follow-Up					
VISIT/ADMISSION					
TRANSFER DETAILS LIST					
DISCHARGE					

Figure 3.1.1-6 Nationality 'Bukan Warganegara'

### 3.1.2 Normal Patient Registration

To register a new patient record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Patient Registration x

**PATIENT REGISTRATION LIST**

MRN  Patient Name

IC No/Other Identification  Status

Visit Location

<< 1 / 31836 >> [ 1 - 10 / 318359 ]

MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status	Home Leave
HPSF00328438	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 8	Paying	ACTIVE	No
HPSF00328437	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 11	Non Paying	ACTIVE	No
HPSF00328436	[Redacted]	[Redacted]	29/06/2022			Non Paying	ACTIVE	No
HPSF00328435	[Redacted]	[Redacted]	29/06/2022			Non Paying	ACTIVE	No
HPSF00328434	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328433	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328432	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328431	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 3		ACTIVE	No
HPSF00328430	[Redacted]	[Redacted]	29/06/2022				ACTIVE	No
HPSF00328429	[Redacted]	[Redacted]	29/06/2022	29/06/2022	WAD 14		ACTIVE	No

Figure 3.1.2-1 Patient Registration Listing Page

**Note**

On this listing page, to search for existing patient records please refer to Table 3.1.2-1.

**STEP 1**

Click on the Create New Record  button for patient registration, three (3) sections will be displayed:

- Registration Information as shown in Figure 3.1.2-2
- Patient Details as shown in Figure 3.1.2-2
- Next Of Kin as shown in Figure 3.1.2-2

PATIENT REGISTRATION			
<input type="button" value="Scan MyKad"/> <input type="button" value="Patient Label"/> <input type="button" value="Patient Label"/> <input type="button" value="+ Create Visit"/>			
REGISTRATION INFORMATION			
MRN	<input type="text"/>	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	<input type="text"/>	Gender	<input type="text" value="-SELECT-"/>
Patient Name	<input type="text"/>	Date of Birth	<input type="text"/>
Identification Card Number	<input type="text" value="MYKAD"/> <input type="text"/> <input type="button" value="Check Duplicate"/>	Age	<input type="text"/>
Other Identification Number	<input type="text" value="-SELECT-"/>	Approximate Age	<input type="text"/>
VIP	<input type="checkbox"/>	Race	<input type="text"/>
Government	<input type="checkbox"/>	Religion	<input type="text"/>
Payment Category / Class Type	<input type="text"/> <input type="text" value="No Class"/> <input type="button" value="eGL Verification"/>	Nationality	<input type="text" value="MALAYSIA"/>
Government Relationship	<input type="text"/>	Pensioner	<input type="checkbox"/> <input type="text"/>
Registered By	<input type="text"/>	Remarks	<input type="text"/>
		VAS	<input type="checkbox"/>
NEXT OF KIN			
<input type="button" value="Copy Address from Patient Details"/>			
Name	<input type="text"/>	Occupation	<input type="text"/>
ID Number	<input type="text"/>	Organization Name	<input type="text"/>
Relationship	<input type="text"/>	Gender	<input type="text"/>
Date of Birth	<input type="text"/>	Age	<input type="text"/>
Address 1	<input type="text"/>	Email	<input type="text"/>
Address 2	<input type="text"/>	Contact Number(Mobile)	<input type="text"/>
Address 3	<input type="text"/>	Contact Number(House)	<input type="text"/>
Postcode	<input type="text"/>	Contact Number(Office)	<input type="text"/>
State	<input type="text"/>		
City	<input type="text"/>		
Country	<input type="text"/>		

Figure 3.1.2-2 Patient Registration

PATIENT REGISTRATION			
<input type="button" value="Scan MyKad"/> <input type="button" value="Patient Label"/> <input type="button" value="Patient Label"/> <input type="button" value="+ Create Visit"/>			
REGISTRATION INFORMATION			
MRN	<input type="text"/>	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	<input type="text"/>	Gender	<input type="text" value="-SELECT-"/>
Patient Name	<input type="text"/>	Date of Birth	<input type="text"/>
Identification Card Number	<input type="text" value="MYKAD"/> <input type="text"/> <input type="button" value="Check Duplicate"/>	Age	<input type="text"/>
Other Identification Number	<input type="text" value="-SELECT-"/>	Approximate Age	<input type="text"/>
VIP	<input type="checkbox"/>	Race	<input type="text"/>
Government	<input type="checkbox"/>	Religion	<input type="text"/>
Payment Category / Class Type	<input type="text"/> <input type="text" value="No Class"/> <input type="button" value="eGL Verification"/>	Nationality	<input type="text" value="MALAYSIA"/>
Government Relationship	<input type="text"/>	Pensioner	<input type="checkbox"/> <input type="text"/>
Registered By	<input type="text"/>	Remarks	<input type="text"/>
		VAS	<input type="checkbox"/>

Figure 3.1.2-3 Patient Registration Information

## STEP 2

Enter the **Patient Name** and select the **Title** from the drop down box:

- Cik
- Tuan
- Encik
- Puan
- Haji
- Hajjah

## STEP 3

Select and enter patient's identification number from the **Identification Card Number** drop down box with below criteria:

- Mykad - for adult
- Mykid - for children below 12 years old

### Note

Once **Identification Card Number** is entered, the below information will be auto-generated and displayed

- **Date of Birth** in dd/mm/yyyy format (e.g. 21/07/1991).
- **Age** in by year, month and day format based on current date (e.g. 22Y 10M 21D).
- For **Gender**, if the ID ends with even number, it represents Female. If the ID ends with odd number, it represents Male.

If Mykad or Mykid is not available, user will require to select from **Other Identification Number** drop down box and enter the necessary details according to their selection:

- Birth Certificate
- Driving license
- Father IC
- Military Card Number
- Mother IC
- MYKAS
- MYPR
- Old IC
- Others
- Passport
- Pension Card
- Police Card Number
- UNHCR
- Unknown Patient
- Work Permit

## STEP 4

Select the **Payment Category** from drop down box:

- Paying
- Non-paying

## STEP 5

Select the **Government Relationship** from drop down box:

- Child
- Father
- Foster Child
- Grandchild
- Handicapped Dependent
- Mother
- Natural Child
- Other
- Parent

- Self
- Spouse
- Stepchild

**Note**

- **Government Relationship** is a mandatory field if **Payment Category** = 'NON PAYING'.
- This value will be verified online with HRMIS on patient eGL status.

**STEP 6**

Select the **Gender** from drop down box:

- Female
- Male
- Unknown

**STEP 7**

Select the **Religion** from drop down box:

- Animism
- Atheist
- Bahaim
- Buddhist
- Christian
- Confucianism
- Taoism
- Undisclosed
- Hinduism
- Islam
- No information
- Others
- Sikhism
- Taoism
- Undisclosed

**Note**

- The  button allows user to check patients records to determine if new patient has been registered in the facility.
- **Nationality** will be defaulted to Malaysia. Change to other country if patient is not Malaysian resident.
- Click on  hyperlink to view patient merging history.
- Click on  button to allows eGL Verification

**OPTIONAL FIELDS – Registration Information Section**

Below fields are optional. Please fill in accordingly where it is necessary.

- **VIP** – To classify as VIP patient
- **Government** – To classify as Government employee
- **Remarks**
- **Race** – select from drop down box:
  - Badang
  - Bajau
  - Baketan
  - Balau
  - Batang Ai
  - [Other List]
- **G6PD Deficiency** – Deficiency enzyme of Glukosa-6-Fostat Dehidrogenase
- **Pensioner** – tick on checkbox and need to select drop down box:
  - AB – Pesara Badan Berkanun
  - AK – Pesara Kerajaan Tempatan

- AN – Pesara Negeri
  - AP – Pesara Persekutuan
  - AS – Pesara Polis
  - AT – Pesara Tentera
  - AW – Pesara Kesihatan Kerajaan Tempatan
  - AX – Pesara Kesihatan Persekutuan
  - AY – Pesara Kesihatan Berkanun
  - AZ – Pesara Kesihatan Tentera
  - BB – Balu/Duda Badan Berkanun
  - BK – Balu/Duda Kerajaan Tempatan
  - BN – Balu/Duda Negeri
  - BP – Balu/Duda Persekutuan / Kesihatan Persekutuan
  - BS – Balu/Duda Polis
  - BT – Balu/Duda Tentera
- **VAS** – VAS checkbox will be ticked if patient has been dispensed with VAS (Value Added Service)

**Status** – By default, patient status will be ACTIVE, user is allowed to change it to INACTIVE. Inactive patient's information contains history records for reference purposes. User is not allowed to create any transaction for this patient.

PATIENT DETAILS				
Address 1	<input type="text"/>	*	Email	<input type="text"/>
Address 2	<input type="text"/>		Contact Number(Mobile)	<input type="text"/> * Please enter at least one contact number
Address 3	<input type="text"/>		Contact Number(House)	<input type="text"/>
Postcode	<input type="text"/>		Contact Number(Office)	<input type="text"/>
State	<input type="text"/>	*	Marital Status	<input type="text"/>
City	<input type="text"/>		Organization Name	<input type="text"/>
Country	<input type="text" value="MALAYSIA"/>	*	Education Level	<input type="text"/>
Occupation	<input type="text"/>			

Figure 3.1.2-4 Patient Details

### STEP 8

Enter **Patient Details** section:

- **Address 1,2,3**
- **Postcode**
- **State**
- **City**
- **Country**
- **Occupation**
- **Email**
- **Contact Number (Mobile, House, Office)**
- **Marital Status**
- **Organization Name**
- **Education Level**

### Note

- **Address 1, 2, 3** – To enter Address
- **Postcode** - To enter Postcode
- **State** - Select from drop down box:
  - Johor
  - Kedah
  - Kelantan
  - Luar Negeri
  - Melaka
  - Negeri Sembilan
  - Pahang
  - Perak

- Perlis
- Pulau Pinang
- Sabah
- Sarawak
- Selangor
- Terengganu
- Wilayah Persekutuan Kuala Lumpur
- Wilayah Persekutuan Labuan
- Wilayah Persekutuan Putrajaya
  
- **City** - To enter City name
- **Country** - Select from drop down box:
  - Malaysia
  - Maldives
  - Mali
  - [Other list]
- **Occupation** - Select from drop down box:
  - Ahli Agama Am
  - Ahli Agama Lain Yg. Tak Dikelaskan
  - Ahli Agronomi Am
  - [Other list]
- **Contact Number (Mobile)** Enter at least one contact number
- **Contact Number (House)**
- **Contact Number (Office)**
- **Marital Status** - Select from drop down box:
  - Divorced
  - Married
  - Separated
  - Single
  - Widowed
- **Education Level** – Select from drop down box:
  - Nil
  - Primary
  - Secondary
  - Tertiary
- **Organization Name** – To enter organization name

#### **OPTIONAL FIELDS – Patient Details Section**

Below are the optional fields:

- **Address**
- **Postcode**
- **City**
- **Occupation**
- **Email**
- **Marital Status**
- **Organization Name**
- **Education Level**

NEXT OF KIN			
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">9</span> <input type="button" value="Copy Address from Patient Details"/>			
Name	<input type="text"/>	Occupation	<input type="text"/>
ID Number	<input type="text"/>	Organization Name	<input type="text"/>
Relationship	<input type="text"/>	Gender	<input type="text"/>
Date of Birth	<input type="text"/>	Age	<input type="text"/>
Address 1	<input type="text"/>	Email	<input type="text"/>
Address 2	<input type="text"/>	Contact Number(Mobile)	<input type="text"/>
Address 3	<input type="text"/>	Contact Number(House)	<input type="text"/>
Postcode	<input type="text"/>	Contact Number(Office)	<input type="text"/>
State	<input type="text"/>		
City	<input type="text"/>		
Country	<input type="text"/>		

Figure 3.1.2-5 Next Of Kin

### STEP 9

Enter **Next of Kin** details:

Click on the  button if Next of Kin uses the same address as patient

Enter the rest of the fields:

- **Occupation**
- **Organization Name**
- **Gender**
- **Age**
- **Email**
- **Contact Number (Mobile, House, Office)**

#### Note

Enter **Next Of Kin** details:

- **Name** – To enter next of kin name
- **ID Number** - Select either one of these ID Number drop down box:
  - Driving License
  - Military Card Number
  - MyKad
  - Old IC
  - Passport
  - Pension Card
  - Police Card Number
  - UNHCR
- **Government Relationship** - Select from the drop down box:
  - Child
  - Extended Family
  - Father
  - Foster Child
  - Friend
  - Grand Parent
  - Guardian
  - Mother
  - Others
  - Patient
  - Sibling
  - Spouse
  - Step Child
  - Unknown

- **Date of Birth** – Will be auto-generated when enters patient ID Number. The user will need to enter Date of Birth value if patient ID is not Mykad or Mykid.
- **City** - To enter City name
- **Country** - Select from drop down box:
  - Malaysia
  - Maldives
  - Mali
  - [Other list]
- **Occupation** - Select from drop down box:
  - Manufacturing
  - Medical and Health
  - Mining
  - [Other list]
- **Organization Name** – To enter organization or company name
- **Gender** - Select from drop down box:
  - Female
  - Male
  - Unknown
- **Age** – To enter age
- **Email** – To enter email
- **Contact Number** – To enter contact number

10

PATIENT REGISTRATION			
Scan MyKad  Patient Label  Patient Label  Create Visit  			
REGISTRATION INFORMATION			
MRN	<input type="text"/>	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	ENCIK	Gender	MALE
Patient Name	<input type="text"/>	Date of Birth	11/01/1979
Identification Card Number	MYKAD <input type="text"/> <input type="button" value="Check Duplicate"/>	Age	43Y 07M 29D
Other Identification Number	-SELECT- <input type="text"/>	Approximate Age	<input type="text"/>
VIP	<input type="checkbox"/>	Race	MALAY
Government	<input type="checkbox"/>	Religion	ISLAM
Payment Category / Class Type	PAYING <input type="text"/> No Class <input type="button" value="eGL Verification"/>	Nationality	MALAYSIA
Government Relationship	OTHER	Pensioner	<input type="checkbox"/> <input type="text"/>
Registered By		Remarks	
<input type="text"/>		<input type="text"/>	
Registered By		VAS <input type="checkbox"/>	
<input type="text"/>		<input type="checkbox"/>	

Figure 3.1.2-6 Patient Registration

**STEP 10**

Click on the  button to save record

**Note**

- Once click on save button alert message will be display as shown in Figure 3.1.2-7

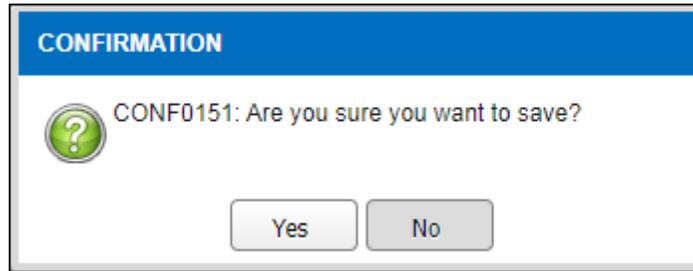
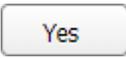


Figure 3.1.2-7 Alert Message

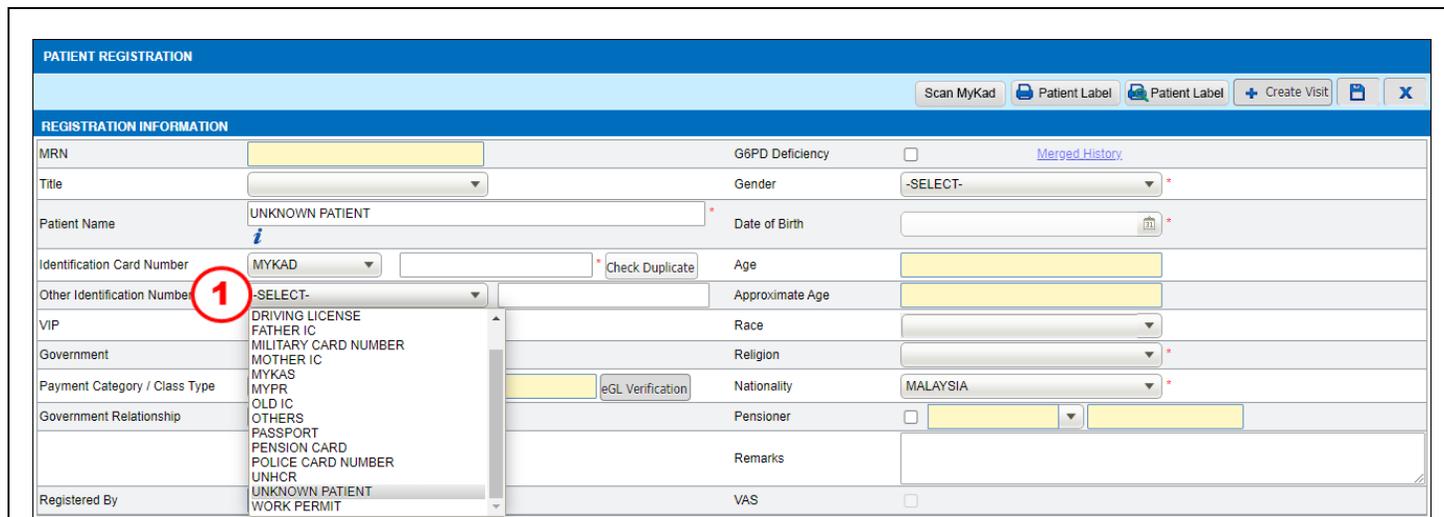
- Click on  button to save the record
- If want to cancel click on  button
- **MRN** will be automatically generated by system when the patient record is saved. Refer Figure 3.1.2-8.
- **MRN** will be unique for each facility and will be based on facility code.

PATIENT REGISTRATION			
Scan MyKad  Patient Label  Patient Label  +			
REGISTRATION INFORMATION			
MRN	HPSF00328439	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	ENCIK	Gender	MALE
Patient Name	<input type="text"/>	Date of Birth	11/01/1979
Identification Card Number	MYKAD <input type="text"/> <input type="text"/> * <input type="button" value="Check Duplicate"/>	Age	43Y 07M 29D
Other Identification Number	-SELECT- <input type="text"/>	Approximate Age	<input type="text"/>
VIP	<input type="checkbox"/>	Race	MALAY
Government	<input type="checkbox"/>	Religion	ISLAM
Payment Category / Class Type	PAYING <input type="text"/> No Class <input type="text"/> <input type="button" value="eGL Verification"/>	Nationality	MALAYSIA
Government Relationship	OTHER	Pensioner	<input type="checkbox"/> <input type="text"/>
Status	ACTIVE	Remarks	<input type="text"/>
Registered By	<input type="text"/>	VAS	<input type="checkbox"/>

Figure 3.1.2-7 Complete Patient Registration

### 3.1.3 Unknown Patient Registration

To register the unconscious or unidentified patient, perform the steps below.



The screenshot shows the 'PATIENT REGISTRATION' form. The 'Other Identification Number' dropdown is highlighted with a red circle containing the number '1'. The dropdown menu is open, showing a list of identification types: DRIVING LICENSE, FATHER IC, MILITARY CARD NUMBER, MOTHER IC, MYKAS, MYPR, OLD IC, OTHERS, PASSPORT, PENSION CARD, POLICE CARD NUMBER, UNHCR, UNKNOWN PATIENT, and WORK PERMIT. The 'UNKNOWN PATIENT' option is selected. Other fields in the form include MRN, Title, Patient Name (UNKNOWN PATIENT), Identification Card Number (MYKAD), Age, Date of Birth, Gender, G6PD Deficiency, Merged History, Approximate Age, Race, Religion, Nationality (MALAYSIA), Pensioner, and VAS.

Figure 3.1.3-1 Patient Registration

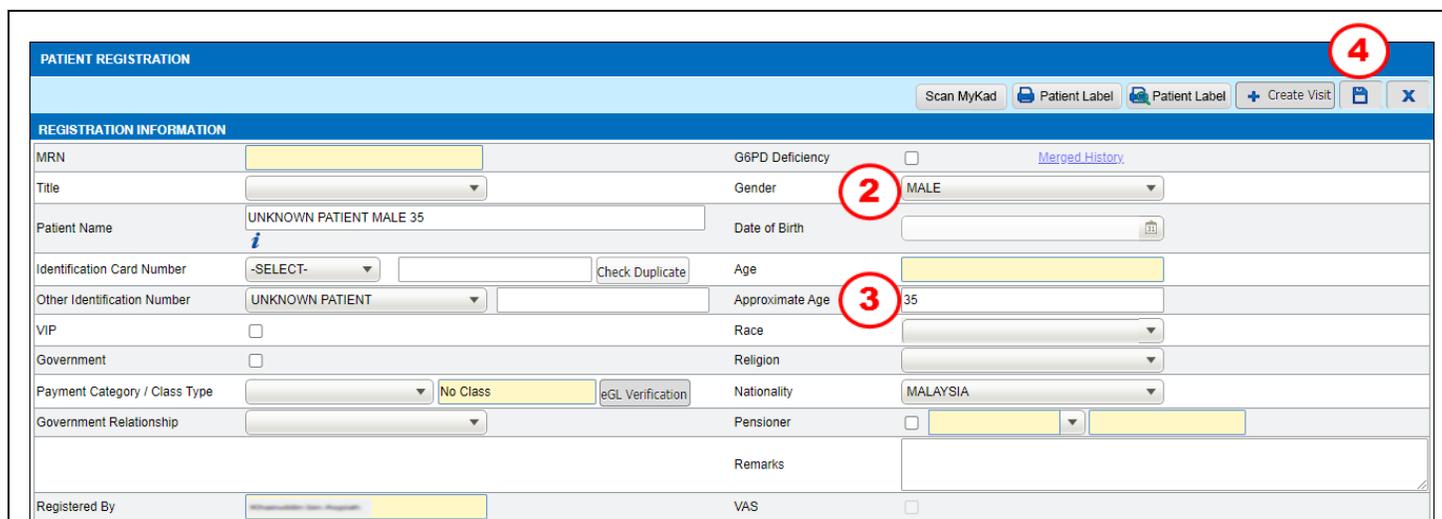
#### Note

- **Repeat Step 1** as in normal patient registration (Section 3.1.2) before performs Unknown Patient registration steps.
- If Unknown Patient is selected, all mandatory fields for Normal registration will be disabled.
- Enter other optional fields if information is available.

#### STEP 1

Select Unknown Patient from **Other Identification Number** drop down box

- Birth Certificate
- Driving license
- Father IC
- Military Card Number
- Mother IC
- MYKAS
- MYPR
- Old IC
- Others
- Passport
- Pension Card
- Police Card Number
- UNHCR
- Unknown Patient
- Work Permit



The screenshot shows the 'PATIENT REGISTRATION' form. At the top right, there is a red circle with the number '4' around a 'Create Visit' button. In the 'REGISTRATION INFORMATION' section, the 'Gender' dropdown menu is set to 'MALE' and is circled with a red '2'. The 'Approximate Age' field contains the value '35' and is circled with a red '3'. The 'Patient Name' field contains 'UNKNOWN PATIENT MALE 35'. Other fields include MRN, Title, Identification Card Number, Other Identification Number, VIP, Government, Payment Category / Class Type (set to 'No Class'), Government Relationship, G6PD Deficiency, Date of Birth, Race, Religion, Nationality (set to 'MALAYSIA'), Pensioner, Remarks, Registered By, and VAS.

Figure 3.1.3-2 Patient Registration

### STEP 2

Select and enter from **Gender** drop down box:

- Female
- Male
- Unknown

### STEP 3

Enter **Approximate Age**

### STEP 4

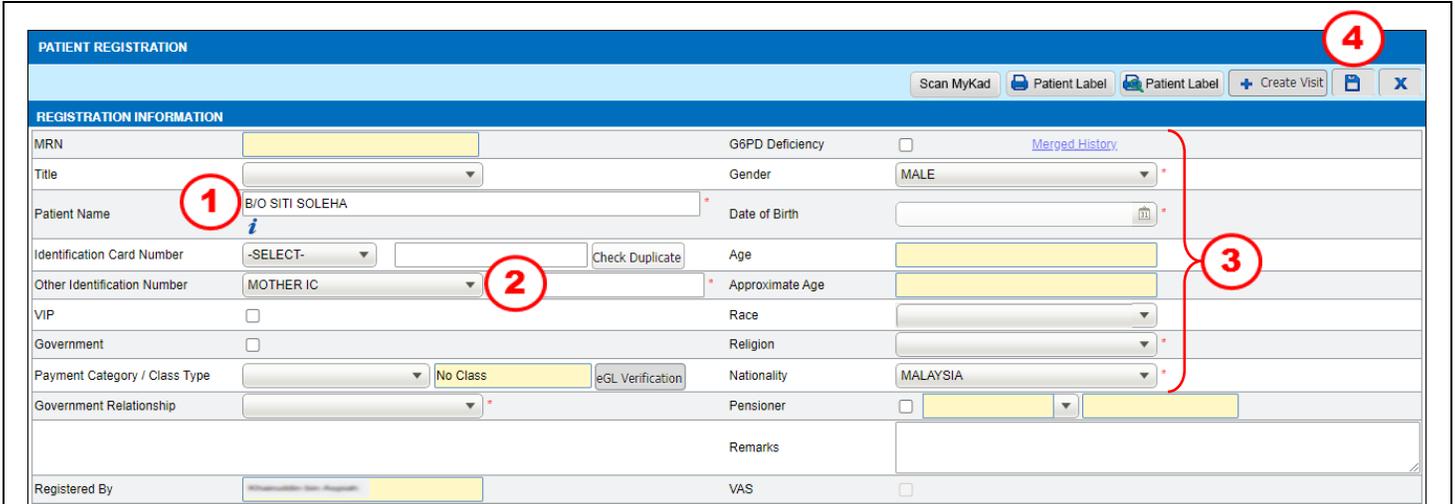
Click on the  button to save record

### Note

- Upon unknown selection all mandatory field which use for normal registration section will be disable.
- Once **Other Identification Number** selected as Unknown, **Patient Name** will be automatically changed to UNKNOWN PATIENT MALE.35

### 3.1.4 New Born Registration

New Born registration flow is the same as normal patient registration flow except ID number will be changed to Mother IC / Father IC Number.



The screenshot shows the 'PATIENT REGISTRATION' form. Key fields and their values are as follows:

- MRN:** [Empty]
- Title:** [Empty]
- Patient Name:** B/O SITI SOLEHA (marked with 1)
- Identification Card Number:** -SELECT- (marked with 2)
- Other Identification Number:** MOTHER IC (marked with 2)
- Age:** [Empty]
- Approximate Age:** [Empty]
- Gender:** MALE
- Date of Birth:** [Empty]
- Nationality:** MALAYSIA
- Government Relationship:** [Empty]
- Registered By:** [Empty]
- VAS:** [Empty]

Buttons at the top right include 'Scan MyKad', 'Patient Label', 'Patient Label', 'Create Visit', and 'X'. A red circle (4) highlights this area.

Figure 3.1.4-1 Patient Registration

**Note**

- Repeat Step 1 as in normal patient registration before performs New Born Patient registration steps.
- If Mother IC or Father IC Number is selected, mandatory field for MYKad will be disabled.
- Enter other optional fields if information is available.

**STEP 1**

Enter Baby of (mother's/father's name) at **Patient Name** field

**STEP 2**

Select **Other Identification Number** as Mother IC/Father IC and enter the identification number

**Note**

Repeat the same process as **Normal Registration** from **Patient Details** section until **Next Of Kin** section.

**STEP 3**

Select and enter mandatory field as below:

- **Gender**
- **Date of birth**
- **Religion**
- **Nationality**

**STEP 4**

Click on the save  button to save record

**Note**

**Age** normally will be automatically generated as **New Born** upon selection of the **Date of Birth** as current date.

**Note**

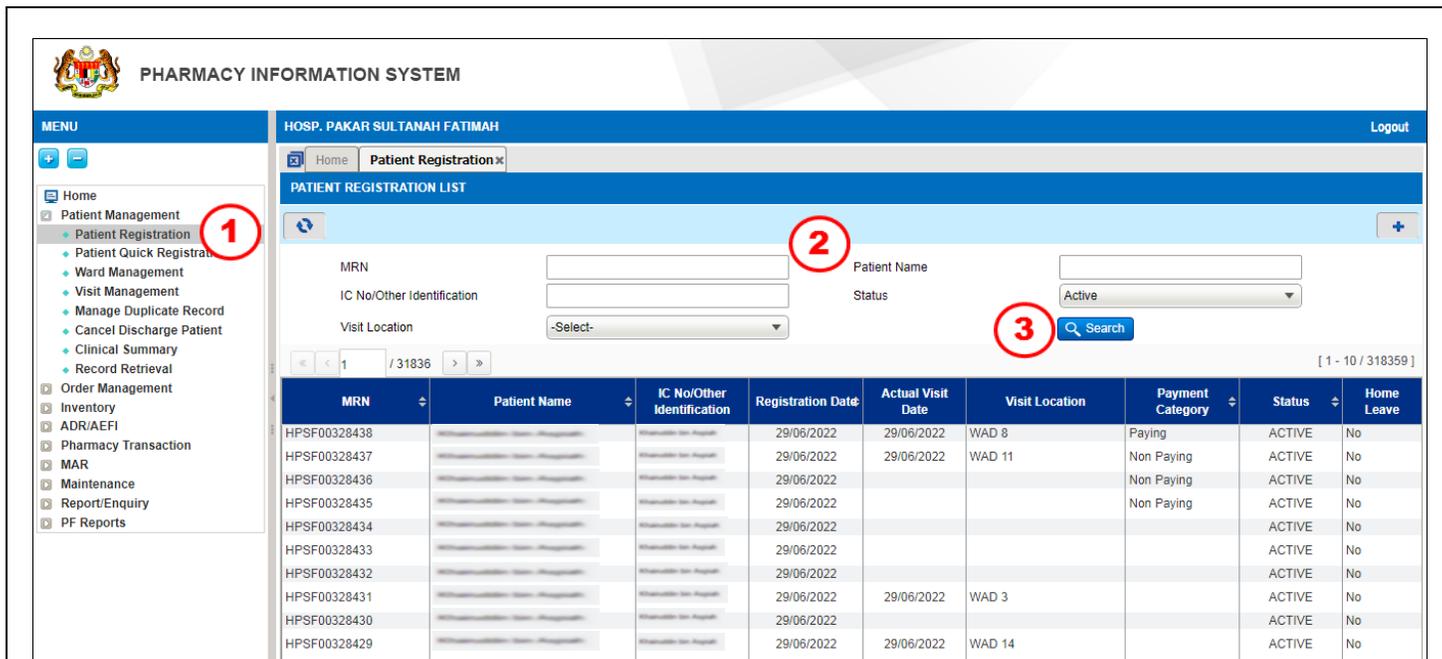
**OPTIONAL FIELDS – Registration Information Section**

*Below fields are optional. Please fill in accordingly where it is necessary.*

- **VIP** – To classify as VIP patient
- **Government** – To classify as Government employee
- **Remarks**
- **Race** – select from drop down box:
  - Bajau
  - Bidayuh
  - Bumiputra Sabah
  - Bumiputra Sabah Lain
  - Bumiputra Sarawak
  - Bumiputra Sarawak Lain
  - Chinese
  - Dusun
  - Iban
  - Indian
  - Kadazan
  - Kebayan
  - Malay
  - Melanau
  - Melayu Sarawak
  - Murut
  - No Information
  - Orang Asli Semenanjung
  - Others

### 3.1.5 Update Patient Details

This function is used to edit and update existing patient records.



MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status	Home Leave
HPSF00328438			29/06/2022	29/06/2022	WAD 8	Paying	ACTIVE	No
HPSF00328437			29/06/2022	29/06/2022	WAD 11	Non Paying	ACTIVE	No
HPSF00328436			29/06/2022			Non Paying	ACTIVE	No
HPSF00328435			29/06/2022			Non Paying	ACTIVE	No
HPSF00328434			29/06/2022				ACTIVE	No
HPSF00328433			29/06/2022				ACTIVE	No
HPSF00328432			29/06/2022				ACTIVE	No
HPSF00328431			29/06/2022	29/06/2022	WAD 3		ACTIVE	No
HPSF00328430			29/06/2022				ACTIVE	No
HPSF00328429			29/06/2022	29/06/2022	WAD 14		ACTIVE	No

Figure 3.1.5-1 Patient Registration

#### STEP 1

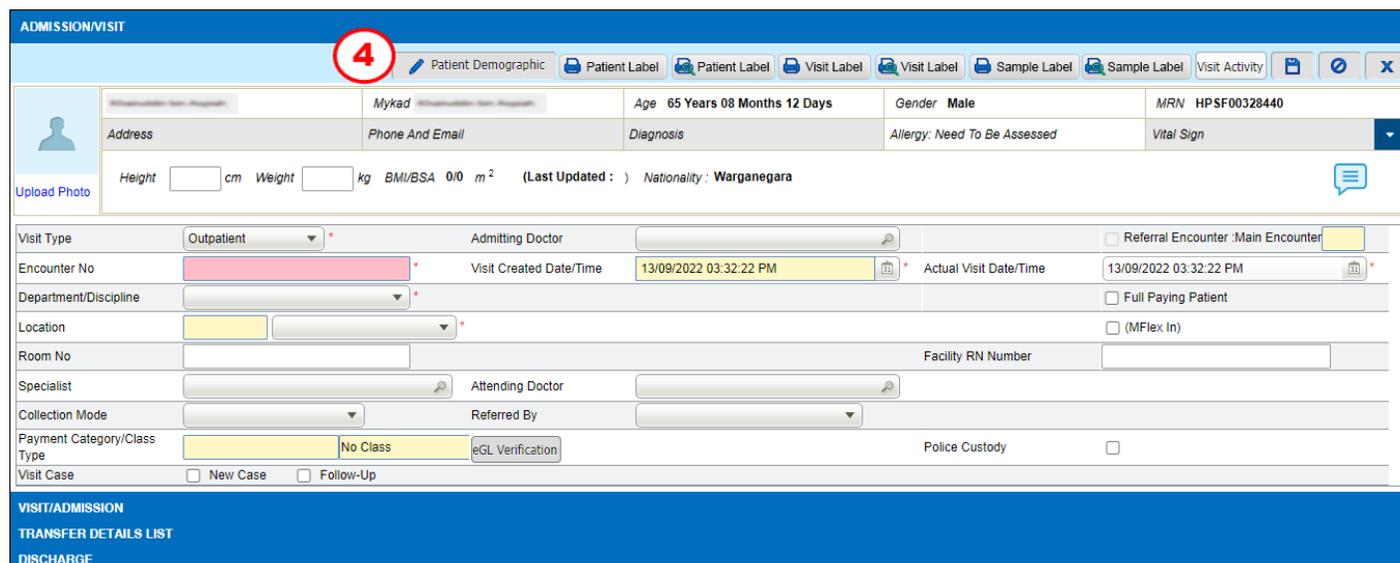
Click on 'Patient Management' and 'Patient Registration' sub-menu

#### STEP 2

Enter the search criteria field to search patient as per Table 3.1.1-1 (Page 11 - Page 12)

#### STEP 3

Click on  button to search the patient and double click on selected patient record to open as per Figure 3.1.5-2



**ADMISSION/VISIT**

4 Patient Demographic Patient Label Patient Label Visit Label Visit Label Sample Label Sample Label Visit Activity

Mykad Mykad Age 65 Years 08 Months 12 Days Gender Male MRN HPSF00328440

Address Phone And Email Diagnosis Allergy: Need To Be Assessed Vital Sign

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

Visit Type Outpatient Admitting Doctor Referral Encounter :Main Encounter

Encounter No Visit Created Date/Time 13/09/2022 03:32:22 PM Actual Visit Date/Time 13/09/2022 03:32:22 PM

Department/Discipline Full Paying Patient

Location (MFlex In)

Room No Facility RN Number

Specialist Attending Doctor

Collection Mode Referred By

Payment Category/Class No Class eGL Verification Police Custody

Visit Case  New Case  Follow-Up

VISIT/ADMISSION  
TRANSFER DETAILS LIST  
DISCHARGE

Figure 3.1.5-2 Admission/ Visit

**STEP 4**

Click on the  **Patient Demographic** button to edit record and Patient Registration screen will be appeared as per Figure 3.1.5-3

PATIENT REGISTRATION			
<span>Scan MyKad</span> <span>Print Patient Label</span> <span>Print Patient Label</span> <span>+ Create Visit</span> <span>Save</span> <span>Refresh</span> <span>Close</span>			
REGISTRATION INFORMATION			
MRN	HPSF00328440	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title		Gender	MALE *
Patient Name	<input type="text"/>	Date of Birth	01/01/1957 *
Identification Card Number	MYKAD <input type="text"/> * <span>Check Duplicate</span>	Age	65Y 08M 12D
Other Identification Number	-SELECT- <input type="text"/>	Approximate Age	<input type="text"/>
VIP	<input type="checkbox"/>	Race	<input type="text"/>
Government	<input type="checkbox"/>	Religion	-SELECT- *
Payment Category / Class Type	<input type="text"/> No Class <span>eGL Verification</span>	Nationality	MALAYSIA *
Government Relationship	<input type="text"/> *	Pensioner	<input type="checkbox"/> -SELECT- <input type="text"/>
Status	ACTIVE	Remarks	<input type="text"/>
Registered By	<input type="text"/>	VAS	<input type="checkbox"/>
PATIENT DETAILS			
Address 1	<input type="text"/> *	Email	<input type="text"/>
Address 2	<input type="text"/>	Contact Number(Mobile)	<input type="text"/> * Please enter at least one contact number
Address 3	<input type="text"/>	Contact Number(House)	<input type="text"/>
Postcode	<input type="text"/>	Contact Number(Office)	<input type="text"/>
State	-SELECT- *	Marital Status	<input type="text"/>
City	<input type="text"/>	Organization Name	<input type="text"/>
Country	MALAYSIA *	Education Level	<input type="text"/>
Occupation	<input type="text"/>		
NEXT OF KIN			
<input type="button" value="Copy Address from Patient Details"/>			
Name	<input type="text"/>	Occupation	<input type="text"/>
ID Number	-SELECT- <input type="text"/>	Organization Name	<input type="text"/>
Relationship	-SELECT- <input type="text"/>	Gender	-SELECT- <input type="text"/>
Date of Birth	<input type="text"/>	Age	<input type="text"/>
Address 1	<input type="text"/>	Email	<input type="text"/>
Address 2	<input type="text"/>	Contact Number(Mobile)	<input type="text"/>
Address 3	<input type="text"/>	Contact Number(House)	<input type="text"/>
Postcode	<input type="text"/>	Contact Number(Office)	<input type="text"/>
State	-SELECT- <input type="text"/>		
City	<input type="text"/>		
Country	-SELECT- <input type="text"/>		

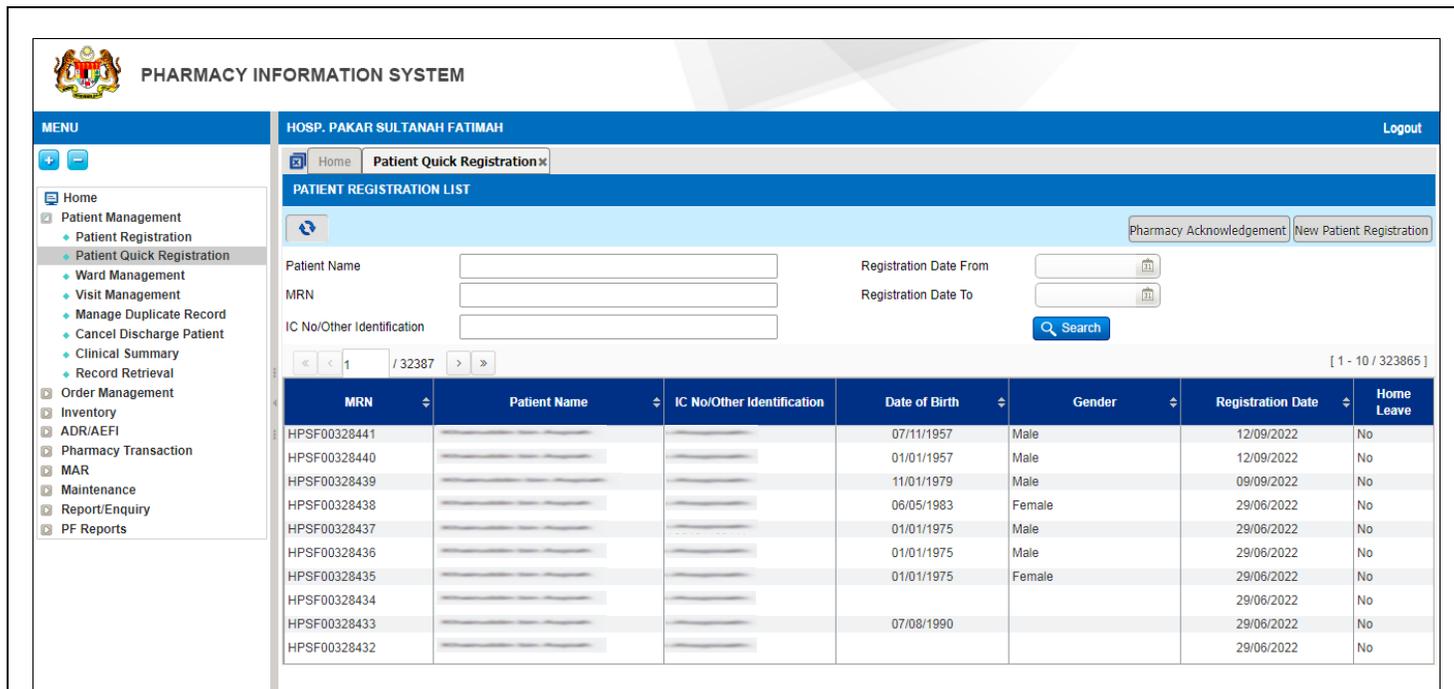
**Figure 3.1.5-3 Patient Registration**

**Note**

Update Registration Information section, Patient Details section and Next of Kin section as required. Click on the  button to save record.

### 3.2 Patient Quick Registration

This function allows user to perform quick registration for new patient and acknowledge patient.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSP. PAKAR SULTANAH FATIMAH'. The main area is titled 'PATIENT REGISTRATION LIST'. It includes search filters for Patient Name, MRN, and IC No/Other Identification, along with date range filters for Registration Date From and To. There are buttons for 'Pharmacy Acknowledgement' and 'New Patient Registration'. A table below displays the registration list with columns for MRN, Patient Name, IC No/Other Identification, Date of Birth, Gender, Registration Date, and Home Leave.

MRN	Patient Name	IC No/Other Identification	Date of Birth	Gender	Registration Date	Home Leave
HPSF00328441			07/11/1957	Male	12/09/2022	No
HPSF00328440			01/01/1957	Male	12/09/2022	No
HPSF00328439			11/01/1979	Male	09/09/2022	No
HPSF00328438			06/05/1983	Female	29/06/2022	No
HPSF00328437			01/01/1975	Male	29/06/2022	No
HPSF00328436			01/01/1975	Male	29/06/2022	No
HPSF00328435			01/01/1975	Female	29/06/2022	No
HPSF00328434					29/06/2022	No
HPSF00328433			07/08/1990		29/06/2022	No
HPSF00328432					29/06/2022	No

Figure 3.2-1 Patient Registration List

**Note**

Refer to Figure 3.2.1, there are **Pharmacy Acknowledgement** and **New Patient Registration** buttons.

### 3.2.1 Register for new patient

**PHARMACY INFORMATION SYSTEM**

HOSP. PAKAR SULTANAH FATIMAH Logout

Home Patient Quick Registration

**PATIENT REGISTRATION LIST** 1

Pharmacy Acknowledgement New Patient Registration

Patient Name  Registration Date From

MRN  Registration Date To

IC No/Other Identification

[ 1 - 10 / 32385 ]

MRN	Patient Name	IC No/Other Identification	Date of Birth	Gender	Registration Date	Home Leave
HPSF00328441			07/11/1957	Male	12/09/2022	No
HPSF00328440			01/01/1957	Male	12/09/2022	No
HPSF00328439			11/01/1979	Male	09/09/2022	No
HPSF00328438			06/05/1983	Female	29/06/2022	No
HPSF00328437			01/01/1975	Male	29/06/2022	No
HPSF00328436			01/01/1975	Male	29/06/2022	No
HPSF00328435			01/01/1975	Female	29/06/2022	No
HPSF00328434					29/06/2022	No
HPSF00328433			07/08/1990		29/06/2022	No
HPSF00328432					29/06/2022	No

Figure 3.2.1-1 Patient Registration List

#### STEP 1

Click on **New Patient Registration** button.

**PATIENT REGISTRATION** Full Registration

**REGISTRATION INFORMATION**

MRN  Date of Birth  8 9

Patient Name  2 Age  4

Identification Card Number  3 Gender

Other Identification Number  Contact Number(Mobile)

Pensioner

**PATIENT DETAILS**

**VISIT/ADMISSION** Click to Open Full Visit Screen Visit Management

Visit Type  5 Department  6

Encounter No  7 Location

Collection Mode

Full Paying Patient

Facility RN Number   (MFlex In)

[ 1 / 1 ]

Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Medication Order	Renew Visit
No Records Found!						

Figure 3.2.1-2 New Patient Registration

#### STEP 2

Insert the **Patient Name**

#### STEP 3

Insert the MYKAD at field **Identification Card Number**

#### STEP 4

Insert the **Date of Birth**

#### Note

*Date of birth, Age and Gender are auto default after insert the Identification Card Number.*

#### STEP 5

Select the **Visit Type** any of this drop-down menu below:

- Daycare
- Emergency
- Inpatient
- Outpatient
- Outsource
- PAC
- SPUB
- Walk-in

#### STEP 6

Select the **Department**

#### STEP 7

Select the **Location**

#### STEP 8

Click at the button  to save the record

#### STEP 9

Click at the button  to close the existing screen

#### Note

*User able to set collection mode from drop down box:*

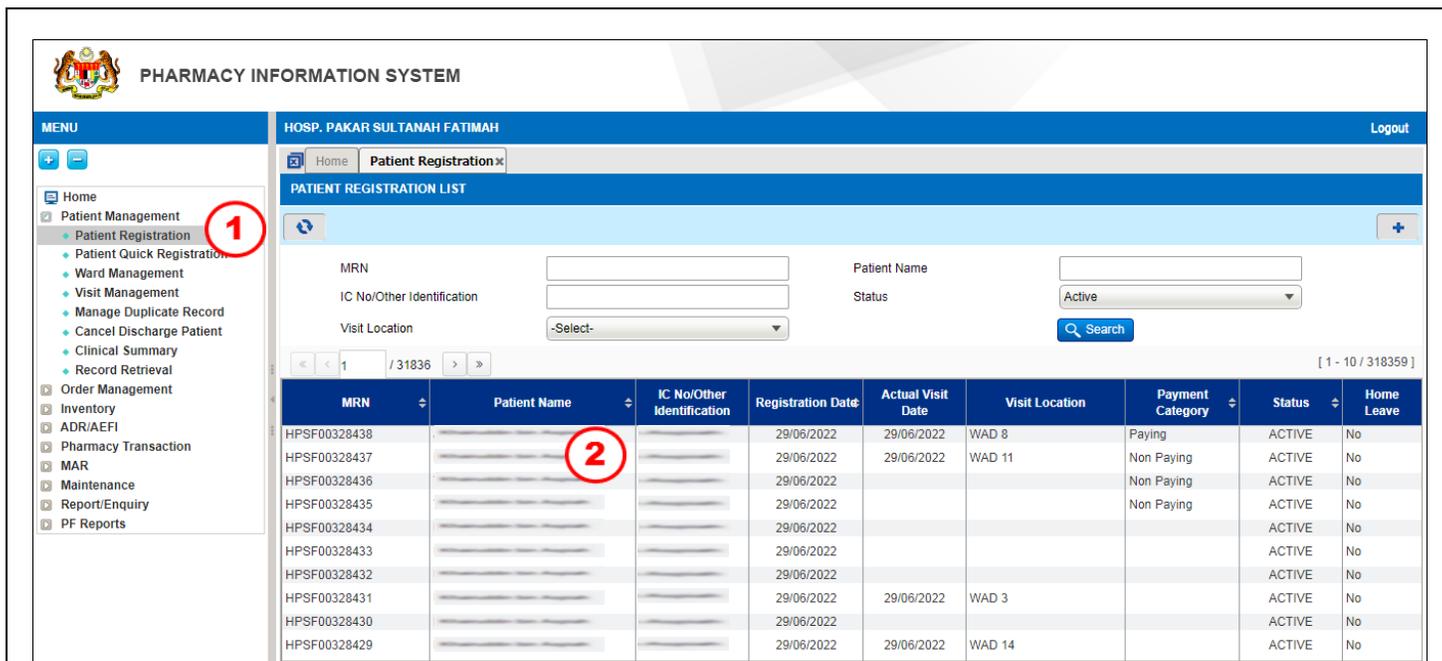
- Appointment Card
- Email and Take
- Fax and Take
- Normal Collection
- Others
- SMS and Take
- Telephone and take
- UMP
- Home Visit
- Leave and Collect

### 3.3 Visit Management

This function allows managing patient visits for both Outpatient and Inpatient such as patient admission, referred visit, discharge and transfer.

#### 3.3.1 Create Visit for Outpatient

For all patients registered earlier, user will need to create visit to be assigned to respective clinics



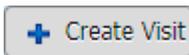
MRN	Patient Name	IC No/Other Identification	Registration Date	Actual Visit Date	Visit Location	Payment Category	Status	Home Leave
HPSF00328438			29/06/2022	29/06/2022	WAD 8	Paying	ACTIVE	No
HPSF00328437			29/06/2022	29/06/2022	WAD 11	Non Paying	ACTIVE	No
HPSF00328436			29/06/2022			Non Paying	ACTIVE	No
HPSF00328435			29/06/2022			Non Paying	ACTIVE	No
HPSF00328434			29/06/2022				ACTIVE	No
HPSF00328433			29/06/2022				ACTIVE	No
HPSF00328432			29/06/2022				ACTIVE	No
HPSF00328431			29/06/2022	29/06/2022	WAD 3		ACTIVE	No
HPSF00328430			29/06/2022				ACTIVE	No
HPSF00328429			29/06/2022	29/06/2022	WAD 14		ACTIVE	No

Figure 3.3.1-1 Patient Registration Listing Page

#### STEP 1

Click on 'Patient management' menu and followed by 'Patient Registration' sub-menu to create new visit for Inpatient

#### Note

- User can also have the option to create visit by click on the  button in the 'Patient Registration' sub-menu after entering all mandatory fields.
- Visit location depends on location setup for that facility. Different facility may have different visit location.
- Visit location will be setup in facility and drop-down box will be based on the facility data.
- On this listing page, user is allowing to random search with search criteria for existing Patient provided as below:
- Visit Management listing page for Pharmacy Based has checkbox to discharge patient.

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>• Scan the MRN using barcode scanner.</li> <li>• Type the MRN either full or partial:  <i>Example : HPSF00001234 or "1234"</i> </li> </ul>
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Visit Location	<ul style="list-style-type: none"> <li>- Outpatient Pharmacy</li> <li>- Inpatient Pharmacy</li> <li>- General Medicine Clinic</li> <li>- Male Orthopedic Ward</li> <li>- Emergency and Trauma</li> <li>- Obstetrics and Gynecology (O&amp;G) Ward</li> </ul>	Able to filter by visit type
d	Patient Name	Patient Name	Allow to search by patient name
e	Status	Status of patient at the hospital	Allow to search by status either Active or Inactive

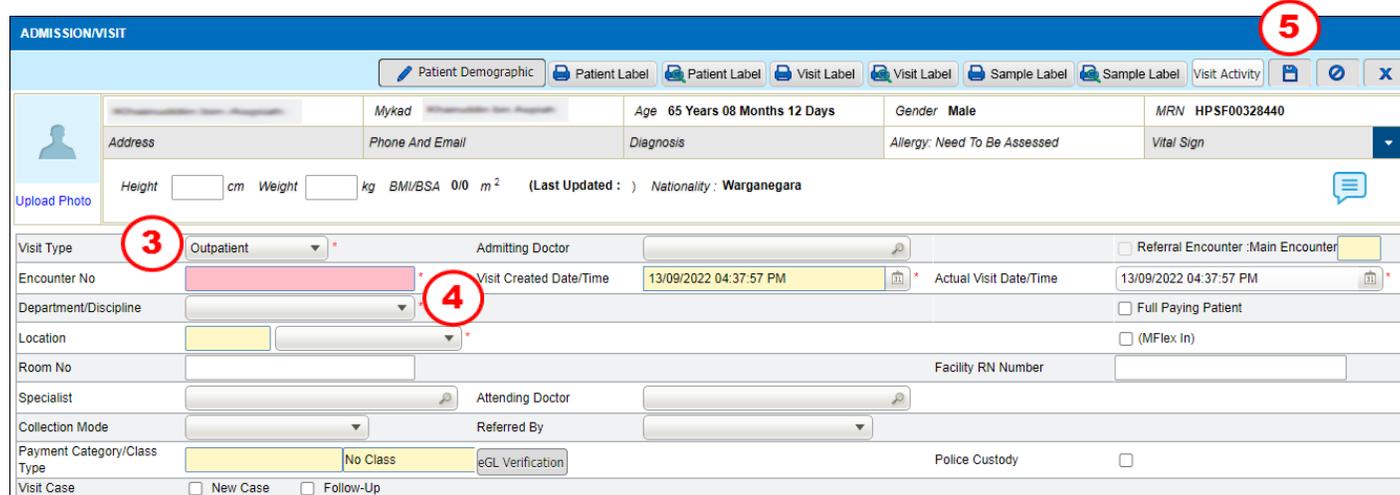
Table 3.3.1-1

**STEP 2**

Double click on selected patient

**Note**

- User can enter patient name to narrow down the search. All patient names containing the key word typed will be listed as per Figure 3.3.1-1.
- Multiple visits are allowed for all patient type except for inpatient. Inpatient type of visit needs to be discharged before new visit can be created.



The screenshot shows the 'ADMISSION/VISIT' form. At the top right, a red circle with the number '5' highlights the 'Patient Demographic' tab. Below the patient information section, a red circle with the number '3' highlights the 'Visit Type' dropdown menu, which is currently set to 'Outpatient'. Another red circle with the number '4' highlights the 'Department/Discipline' dropdown menu. The form includes fields for patient name, age, gender, MRN, address, phone, email, diagnosis, allergy, vital signs, height, weight, BMI/BSA, nationality, and visit details like visit type, admitting doctor, encounter number, dates, location, room number, specialist, collection mode, payment category, and visit case type.

Figure 3.3.1-2 Admission/Visit

### STEP 3

System will default to Outpatient in **Visit Type**, but user may change to other **Visit Type** from any of these drop down menu:

- Daycare
- Emergency
- Inpatient
- Outpatient
- Outsource
- PAC
- SPUB
- Walk-in

#### Note

- Daycare – for patient to stay at day care ward.
- Emergency – for patient to register at emergency department.
- Inpatient – for patient admitted to the ward.
- Outpatient – for patient visit at outpatient clinic.
- Outsource – patient from other facility, come and use services at other hospital.
- PAC – used for a pregnant patient that need screening and it does not consider weeks of pregnancy.
- SPUB – for patient to collect SPUB medication at dispensing counter.
- Walk-in – for patient walk-in to take medication from other hospital.

#### Note

- User able to use  (MFlex In) checkbox. (MFlex In) is not necessary used to create new visit for Methadone patient but it's used to indicate that this patient as a Methadone patient. This flag will reflect to report PF 5.7.
- Searching field to add external facility will appear when ticked on MFlex in button

### STEP 4

Select **Department** and **Location** from drop down menu

### STEP 5

Click on the save  button to save record

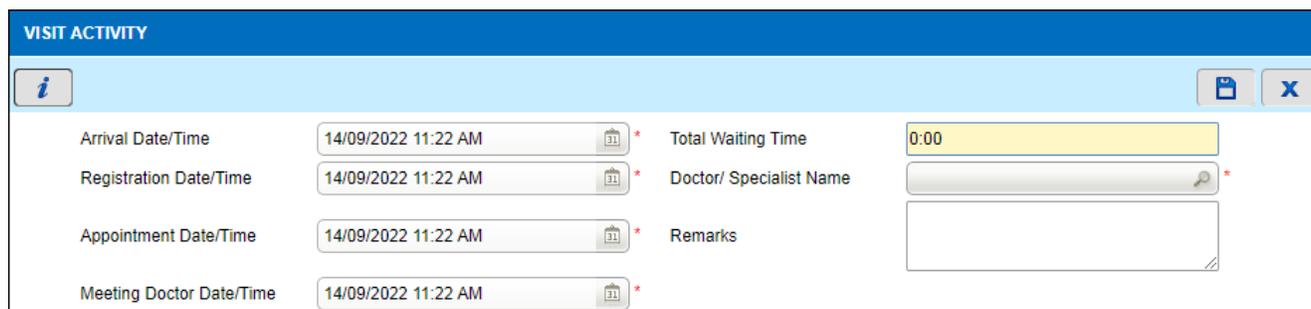


Figure 3.3.1-3 Visit Activity

#### Note

- **Date/Time** will be defaulted to system date.
- **Encounter No** will be auto generated by system.
- **Room No** and **Bed No** will be entered manually if applicable.
- Other fields such as **Specialist**, **Referred By**, and **Attending Doctor** is optional.

- User still can edit patient's data entered previously by click on the  **Patient Demographic** button.
- User can click  button as shown in Figure 3.3.1-2 to view and enter total waiting time.
- Click  button to enter :
  - **Arrival Date/ Time**
  - **Registration Date/ Time**
  - **Appointment Date/Time**
  - **Meeting Doctor Date/Time**
  - **Total Waiting Time**
  - **Doctor/Specialist Name**
  - **Remarks**
- Upon click  button, system will be default to 'Visit Activity' window as shown in the figure 3.2.1-3.

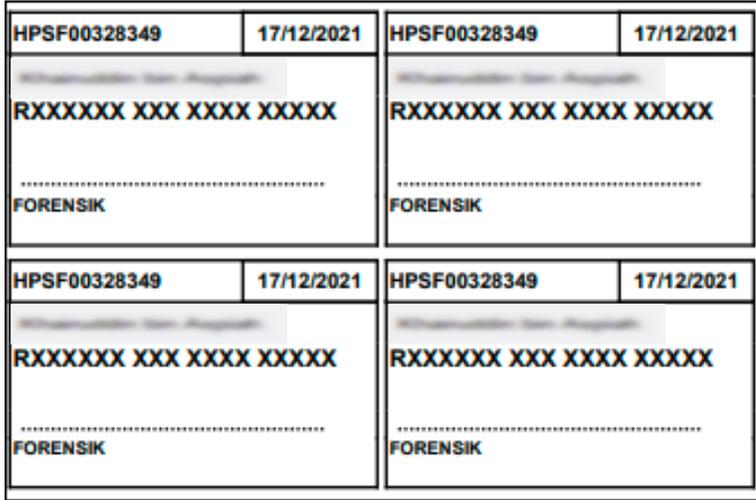
VISIT/ADMISSION					
Encounter No	Visit/Admission Date	Visit Type	Visit Location	Discharge Date	Renew Visit
0001	29/08/2019	Outpatient	CLINIC MEDICAL (PAKAR 3)		<a href="#">Renew Visit</a>

Figure 3.3.1-4 Renew Visit System

**Note**

- Renew visit can be done by entering
  - MRN
  - Patient Name
  - ID Number
- User also can enter patient name to narrow down the search. All patient names containing the key word typed will be listed as per Figure 3.3.1-1.
- After double click on selected patient, hyperlink for 'Renew Visit' will be appeared as Figure 3.3.1-4.
- Upon click on the hyperlink 'Renew Visit', system will be default to 'Admission/Visit' window.
- For inpatient, user allow to create multiple visit as a referred visit.
- Outpatient visit will be active until 12am, except for day care and inpatient. For emergency visit, it will be active for 24hours from the date and time emergency visit is created.
- Upon click on the save  button Patient Label, Visit Label and Sample Label button will be enabled to allow printing from this screen.

a. Patient Label	Label details
 <p style="text-align: center;"><b>Figure 3.3.1-5 Patient Label</b></p>	<ul style="list-style-type: none"> <li>- Facility name</li> <li>- Patient Name</li> <li>- MRN</li> <li>- Patient ID</li> <li>- Address</li> <li>- Contact number</li> <li>- Age</li> <li>- Date of birth</li> <li>- Gender</li> <li>- Nationality</li> </ul>

b. Sample Label	Label details
 <p style="text-align: center;"><b>Figure 3.3.1-6 Sample Label</b></p>	<ul style="list-style-type: none"> <li>- MRN</li> <li>- Visit Date</li> <li>- Patient ID</li> <li>- Patient Name</li> <li>- Location</li> </ul>

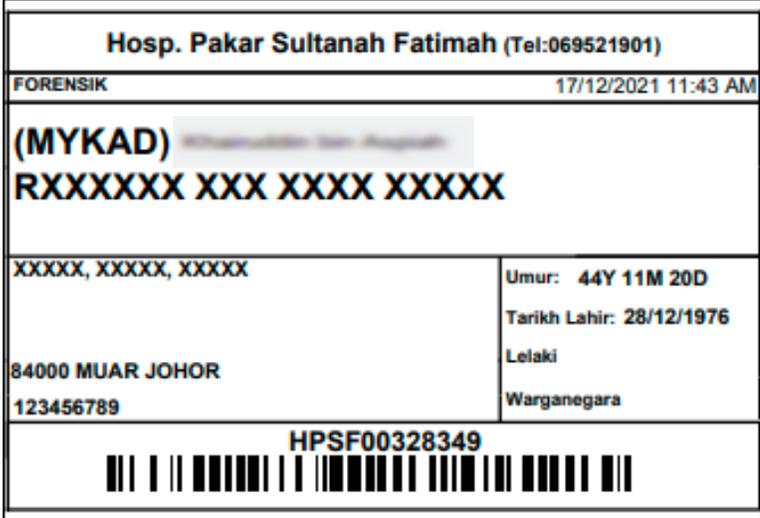
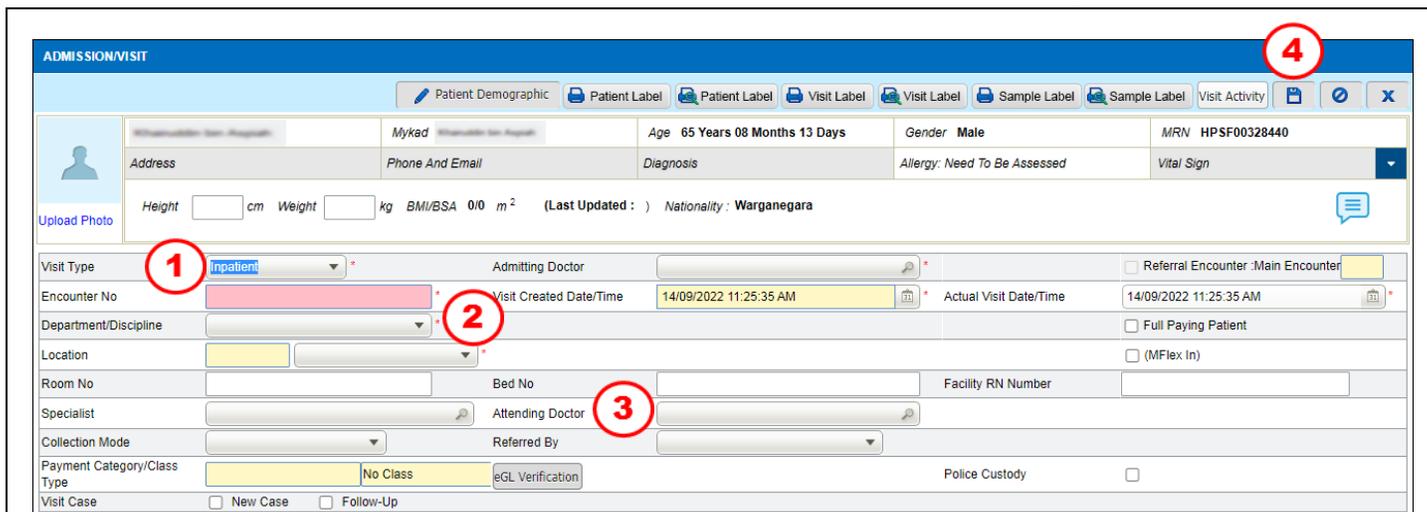
c. Visit Label	Label details
 <p style="text-align: center;"><b>Figure 3.3.1-7 Visit Label</b></p>	<ul style="list-style-type: none"> <li>- Facility name</li> <li>- Patient Name</li> <li>- MRN</li> <li>- Patient ID</li> <li>- Address</li> <li>- Contact number</li> <li>- Age</li> <li>- Date of birth</li> <li>- Gender</li> <li>- Nationality</li> <li>- Location</li> <li>- Date/Time</li> </ul>

Table 3.3.1-2

### 3.3.2 Create New Visit for Inpatient

This function is for create new visit for inpatient or in ward



The screenshot shows the 'ADMISSION/VISIT' form. At the top right, there is a blue bar with a save icon (4). Below it are tabs for Patient Demographic, Patient Label, Visit Label, and Sample Label. The form contains several sections: Patient Demographic (Mykad, Age, Gender, MRN), Address, Phone And Email, Diagnosis, Allergy, and Vital Sign. There are input fields for Height, Weight, BMI/BSA, and Nationality. The main form area includes: Visit Type (1) set to 'inpatient', Admitting Doctor, Referral Encounter, Encounter No, Visit Created Date/Time (14/09/2022 11:25:35 AM), Actual Visit Date/Time, Department/Discipline (2), Location, Room No, Bed No, Facility RN Number, Specialist, Attending Doctor (3), Collection Mode, Referred By, Payment Category/Class, and Visit Case (New Case, Follow-Up). There is also an 'eGL Verification' button and a 'Police Custody' checkbox.

Figure 3.3.2-1 Admission/Visit

**Note**

Repeat **Step 1** until **Step 2** as Create Visit for Outpatient.

**STEP 1**

Select **Visit Type** as Inpatient from drop down menu

**Note**

- User able to use  (MFlex In) checkbox. (MFlex In) is not necessary used to create new visit for Methadone patient but it's used to indicate that this patient as a Methadone patient. This flag will reflect to report PF 5.7.
- Searching field to add external facility will appear when ticked on MFlex in button

**STEP 2**

Select **Department/Discipline** and **Location** from drop down menu

**STEP 3**

Select **Admitting Doctor** from drop down menu

**STEP 4**

Click on the save  button to save record

**Note**

- **Visit Created Date/Time** will be defaulted to system date.
- **Referral Encounter : Main Encounter No** will be auto generated.
- **Room No** and **Bed No** will be entered manually if applicable.
- Other fields such as **Specialist, Referred By, Payment Category, Policy Custody, Visit Case** and **Attending Doctor** are optional.
- Patient visit is active until 12am except for inpatient and emergency patient.
- System will control that the editing of **Actual Created Date/Time** only valid on the same day of patient visit creation. It will be disable on the next day or after 12:00 midnight.
- When user create patient visit, the actual visit date will be defaulted to the current date and time.

### 3.3.3 Transfer Patient

This function is for transferring Inpatient from one Nursing Unit/Bed to another available location/ward/bed.

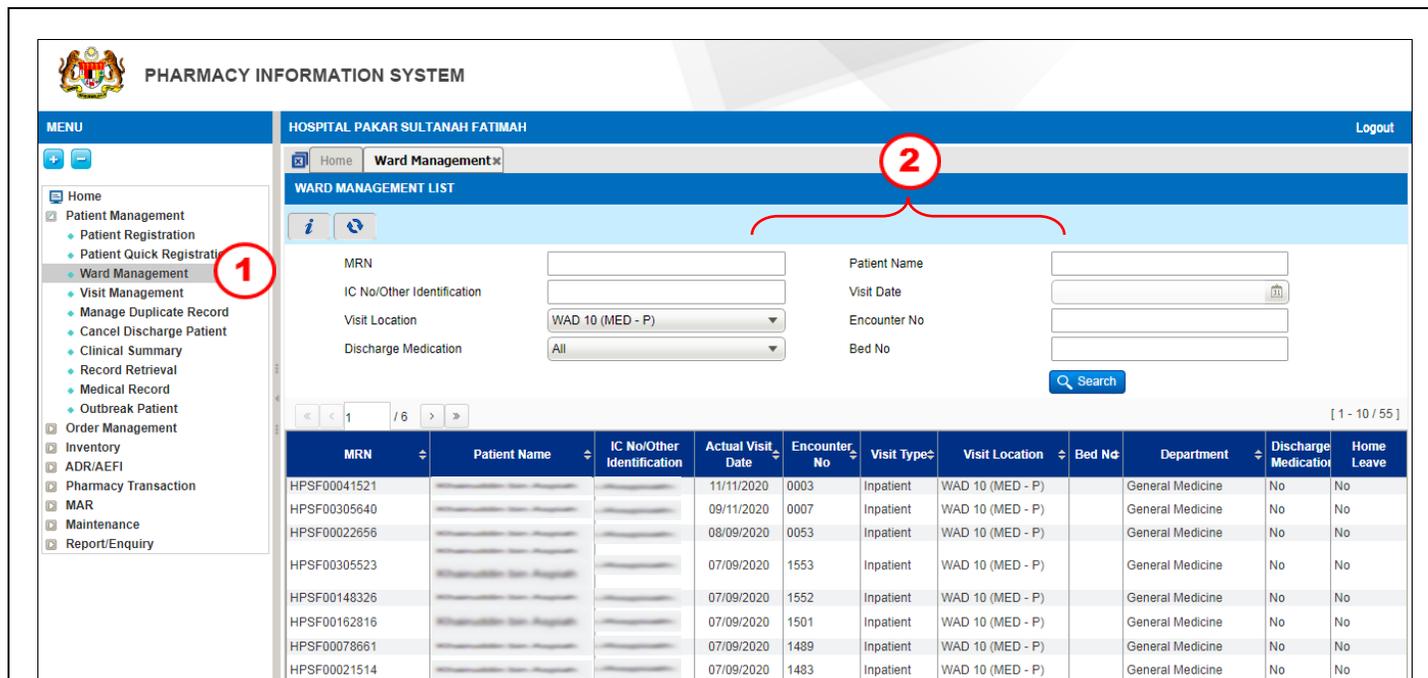


Figure 3.3.3-1 Ward Management

#### STEP 1

Click on 'Patient Management' menu and followed by 'Ward Management' sub - menu

#### STEP 2

Search patient record based on :

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>Scan the MRN using barcode scanner.</li> <li>Type the MRN either full or partial:  <i>Example: HPSF00001234 or "1234"</i> </li> </ul>
b	Patient Name	Patient Name	Allow to search by patient name
c	IC Number / Other Identification	Identification Number	Allow to search by full or partial ID Number
d	Visit Date	Visit Date	Allow to search by visit date
e	Visit Location	<ul style="list-style-type: none"> <li>Outpatient Pharmacy</li> <li>Inpatient Pharmacy</li> <li>General Medicine Clinic</li> <li>Male Orthopedic Ward</li> <li>Emergency and Trauma</li> <li>Obstetrics and Gynecology (O&amp;G) Ward</li> </ul>	Able to filter by visit location
f	Encounter No	Encounter No	Allow to search by encounter number

g	Discharge Medication	Discharge Medication	Allow to search by Discharge Medication status. Searching option as below: <ul style="list-style-type: none"> <li>All</li> <li>No</li> <li>Yes</li> </ul>
h	Bed No	Bed Number	Allow to search by patient bed number

Table 3.3.3-1

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Ward Management

WARD MANAGEMENT LIST

MRN:  Patient Name:

IC No/Other Identification:  Visit Date:

Visit Location: WAD 10 (MED - P) Encounter No:

Discharge Medication: All Bed No:

Search

[ 1 - 10 / 55 ]

MRN	Patient Name	IC No/Other Identification	Actual Visit Date	Encounter No	Visit Type	Visit Location	Bed No	Department	Discharge Medication	Home Leave
HPSF00041521			11/11/2020	0003	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00305640			09/11/2020	0007	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00022656			08/09/2020	0053	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00305523			07/09/2020	1553	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00148326			07/09/2020	1552	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00162816			07/09/2020	1501	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00078661			07/09/2020	1489	Inpatient	WAD 10 (MED - P)		General Medicine	No	No
HPSF00021514			07/09/2020	1483	Inpatient	WAD 10 (MED - P)		General Medicine	No	No

Figure 3.3.3-2 Ward Management Listing Page

**STEP 3**

Once patient details are listed down as per figure 3.3.3-2 double click on the patient name row

WARD MANAGEMENT

4

Patient Demographic Patient Label Visit Label Sample Label Visit List Visit Activity

Mykad Age 54 Years 07 Months 14 Days Gender Female MRN HPSF00233455

Address Phone And Email Diagnosis Allergy: Need To Be Assessed Vital Sign

Height 158 cm Weight 121 kg BMI/BSA 48.5 / 2.3 m<sup>2</sup> Update (Last Updated : 16/06/2022 ) Nationality : Warganegara

Visit Type Inpatient Admitting Doctor Referral Encounter :Main Encounter

Encounter No 0001 Visit Created Date/Time 16/06/2022 10:22:52 AM Actual Visit Date/Time 16/06/2022 10:22:50 AM

Department/Discipline General Medicine Full Paying Patient

Location WRD871 WAD 10 (MED - P) (Mflex In)

Room No Bed No Facility RN Number

Specialist Attending Doctor

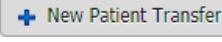
Collection Mode Referred By

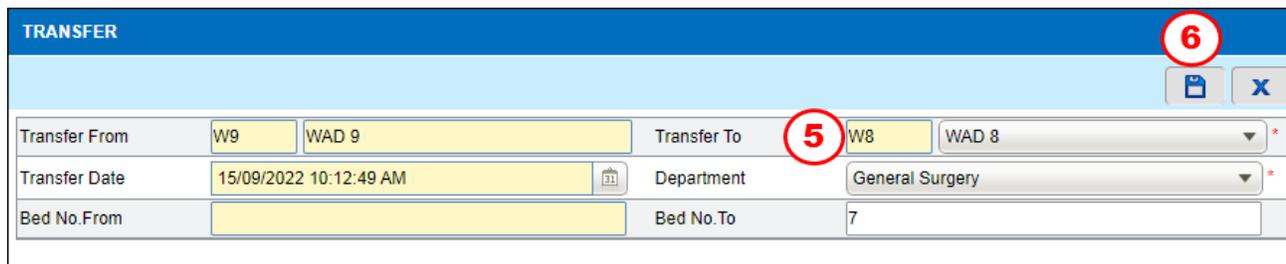
Payment Category/Class No Class eGL Verification Police Custody

Visit Case New Case Follow-Up

Figure 3.3.3-3 Transfer Details List Screen

#### STEP 4

Click on the edit  button therefore  button will be enabled, then click on the  button



The screenshot shows a 'TRANSFER' form with the following fields and annotations:

TRANSFER			
Transfer From	W9	WAD 9	Transfer To
Transfer Date	15/09/2022 10:12:49 AM		W8
Bed No.From		Bed No.To	7

Annotations: A red circle '6' is around the top right corner of the form. A red circle '5' is around the 'Transfer To' field.

Figure 3.3.3-4 Transfer Details Screen

#### STEP 5

Select Transfer To from search  and enter bed number to be transferred

#### Note

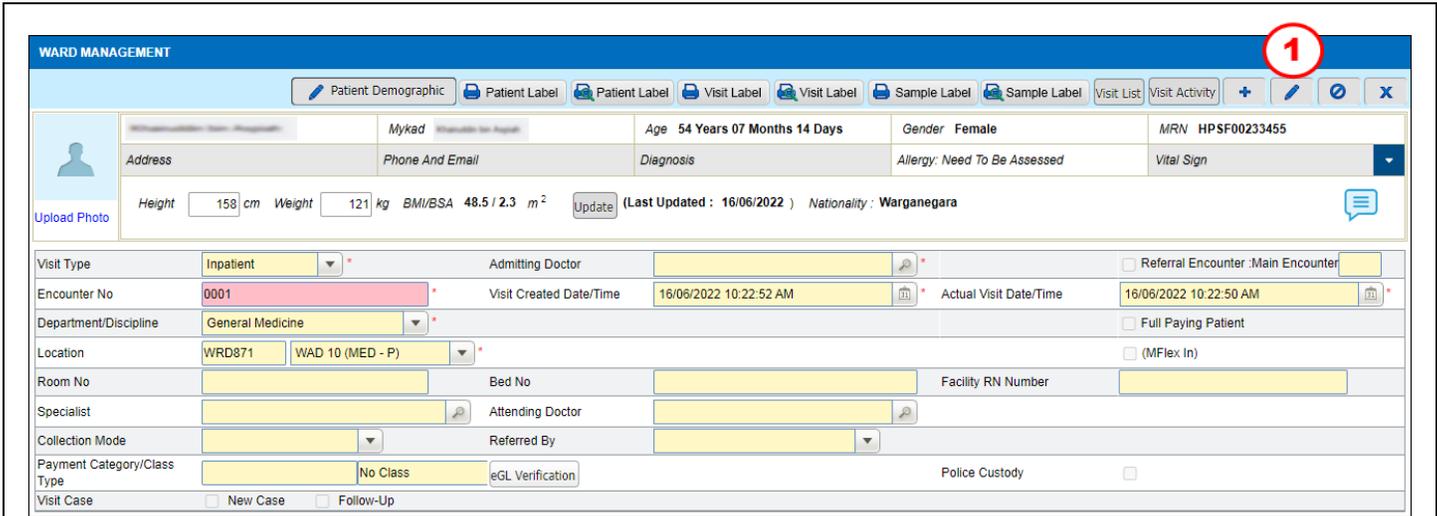
- When transfer the patient, system will check if there are existing referral visit exist. If exist, then alert the user to close the referral visit first before proceeding to transfer.
- Transfer date will be defaulted to current date and time.

#### STEP 6

Click on the save  button and click on close  button to close existing screen

### 3.3.4 Discharge Patient

To discharge patient from the ward, perform the steps below.



**WARD MANAGEMENT**

Buttons: Patient Demographic, Patient Label, Patient Label, Visit Label, Visit Label, Sample Label, Sample Label, Visit List, Visit Activity, +, -, X

Mykad:  Mykad  Mykad  Mykad  
 Age: 54 Years 07 Months 14 Days | Gender: Female | MRN: HPSF00233455

Address:  | Phone And Email:  | Diagnosis:  | Allergy: Need To Be Assessed | Vital Sign:

Height:  158 cm | Weight:  121 kg | BMI/BSA: 48.5 / 2.3 m<sup>2</sup> | Update (Last Updated : 16/06/2022 ) | Nationality : Warganegara

Visit Type:  Inpatient | Admitting Doctor:  | Referral Encounter : Main Encounter:

Encounter No:  0001 | Visit Created Date/Time: 16/06/2022 10:22:52 AM | Actual Visit Date/Time: 16/06/2022 10:22:50 AM

Department/Discipline:  General Medicine | Full Paying Patient:

Location:  WRD871 | WAD 10 (MED - P) | MFlex In:

Room No:  | Bed No:  | Facility RN Number:

Specialist:  | Attending Doctor:

Collection Mode:  | Referred By:

Payment Category/Class:  No Class | eGL Verification:  | Police Custody:

Visit Case:  New Case |  Follow-Up

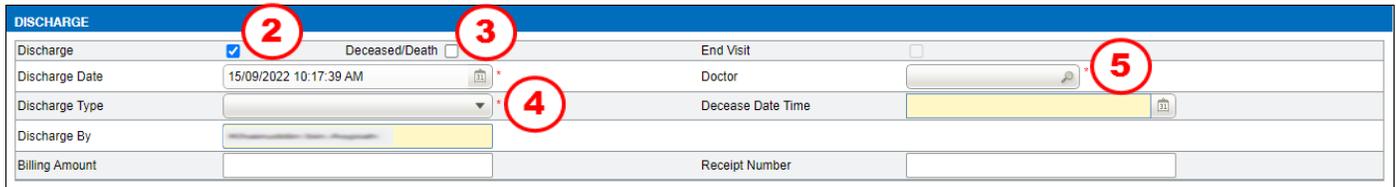
Figure 3.3.4-1 Discharge Patient Screen

**Note**

Repeat step 1 until 3 as per Transfer Patient section (Page 40-41)

**STEP 1**

Click on the  to button and scroll down for Discharge section



**DISCHARGE**

Discharge:  (2) | Deceased/Death:  (3) | End Visit:

Discharge Date: 15/09/2022 10:17:39 AM | Doctor:  (5)

Discharge Type:  (4) | Decease Date Time:

Discharge By:

Billing Amount:  | Receipt Number:

Figure 3.3.4-2 Discharge Screen

**STEP 2**

Select the **Discharge** check box

**STEP 3**

Select the **Deceased/Death** check box

**Note**

This function is not a sequence after click on Discharge checkbox. After tick on Discharge, user can choose either discharge as deceased or discharge normal (select from drop down Discharge Type). If patient is discharge as deceased, no need to select on Discharge Type. Rephrase back the sequence flows.

**STEP 4**

Select either one of the these from **Discharge Type's** drop down menu:

- Absconded
- Discharged Home
- At Own Risk
- Referral
- Discharged to ward



**STEP 5**

Select **Doctor** from drop down menu

**Note**

*Only inpatient and emergency patient need to be discharged to stop patient visit.*

### 3.4 Manage Duplicate Record

Those records need to merge into one record due to redundant record; user may use merging to merge patient record into one patient record.

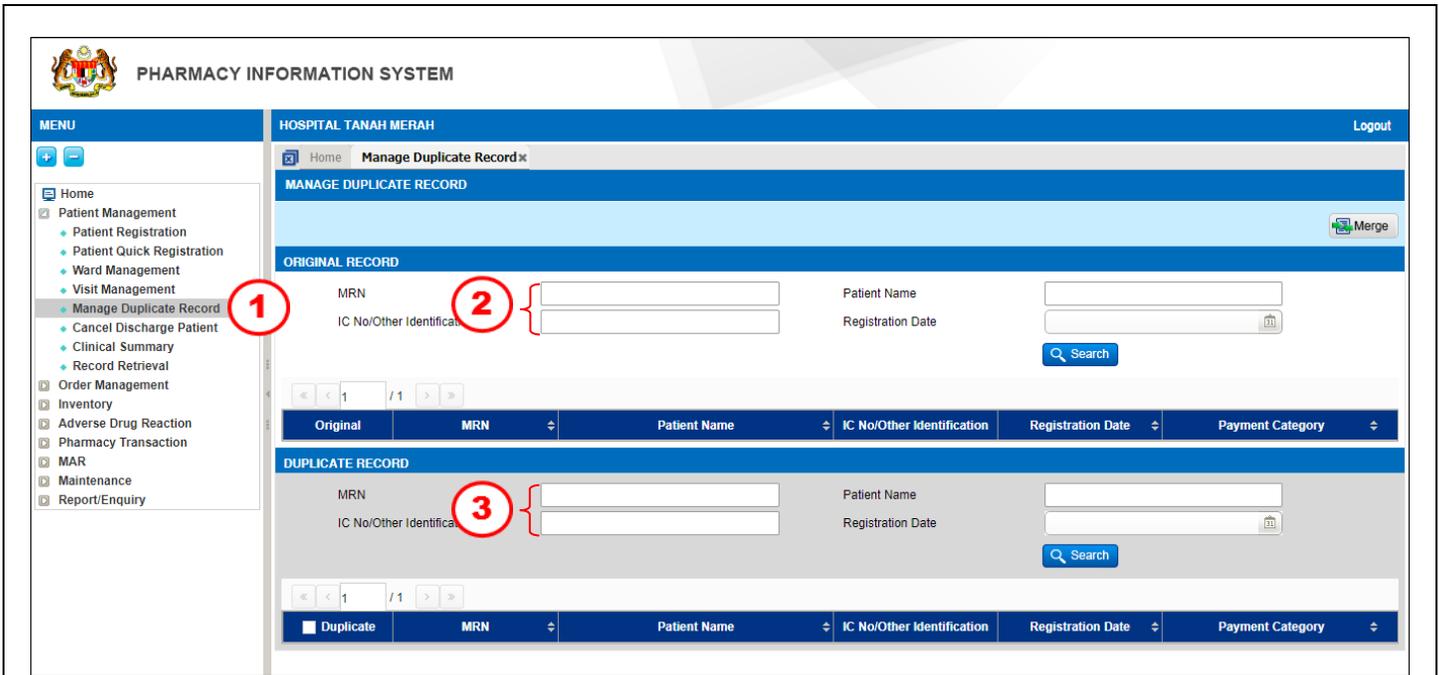


Figure 3.4-1 Merging Record Screen

**STEP 1**

Click on ‘Patient Management’ menu and followed by ‘Manage Duplicate Records’ sub-menu

**STEP 2**

Search on Original patient section

**Note**

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>Type the MRN either full or partial:  <i>Example : HPSF00001234 or "1234"</i> </li> </ul>
b	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient’s name	Allow to search by patient full name or partial
d	Registration Date	Date of registration	Allow to search by registration date

Table 3.4-1

**STEP 3**

Search on Duplicate patient section; Refer Table 3.4-1

**PHARMACY INFORMATION SYSTEM**

HOSPITAL SERI MANJUNG
Logout

**MENU**

- Home
- 2 Patient Management
  - Patient Registration
  - Patient Quick Registration
  - Ward Management
  - Visit Management
  - Manage Duplicate Record
  - Cancel Discharge Patient
  - Clinical Summary
  - Record Retrieval
- Order Management
- Inventory
- ADR/AEFI
- Pharmacy Transaction
- MAR
- Maintenance
- Report/Enquiry
- PF Reports

Home
Manage Duplicate Record

6

**ORIGINAL RECORD**

MRN:  Patient Name:

IC No/Other Identification:  Registration Date:

Original	MRN	Patient Name	IC No/Other Identification	Registration Date	Payment Category
<input type="radio"/>	HSM0241355	BX XXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241356	RXXXXXXXX XXXX XXXXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241357	HXX XXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241358	XXXXXXXXXXXXXXXX XXXX XXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241359	SXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241360	MXXXXXXXX XXXX XXX XXX XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241361	KXXXXX X/X XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="radio"/>	HSM0241362	MXXXXXXXXXXXXXXXX XXXX XXXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying
<input type="radio"/>	HSM0241363	KXXX XXX XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying
<input type="radio"/>	HSM0241364	IXXXX XXXXXXXX XX XXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying

**DUPLICATE RECORD**

MRN:  Patient Name:

IC No/Other Identification:  Registration Date:

Duplicate	MRN	Patient Name	IC No/Other Identification	Registration Date	Payment Category
<input type="checkbox"/>	HSM0241355	BX XXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241356	RXXXXXXXX XXXX XXXXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241357	HXX XXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241358	XXXXXXXXXXXXXXXX XXXX XXX XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241359	SXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241360	MXXXXXXXX XXXX XXX XXX XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241361	KXXXXX X/X XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	04/06/2020	Paying
<input type="checkbox"/>	HSM0241362	MXXXXXXXXXXXXXXXX XXXX XXXX XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying
<input type="checkbox"/>	HSM0241363	KXXX XXX XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying
<input type="checkbox"/>	HSM0241364	IXXXX XXXXXXXX XX XXX XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	05/06/2020	Paying

**Figure 3.4-2 Merging Record Screen**

**STEP 4**

Select the Original MRN radio button as per Figure 3.4-2

**STEP 5**

Select the Duplicate MRN check box as per figure 3.4-2

**STEP 6**

Click on button and alert message will be displayed as per figure 3.4-3

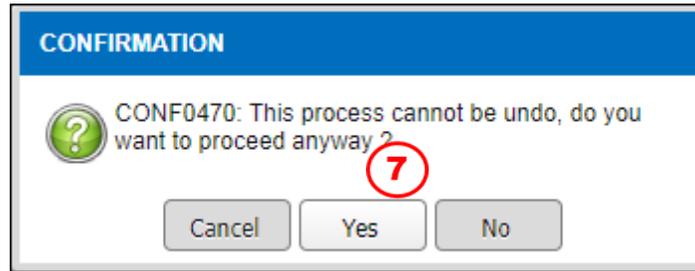
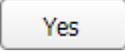


Figure 3.4-3 Merging Record Alert Message

**STEP 7**

Click on the  button to confirm the merging

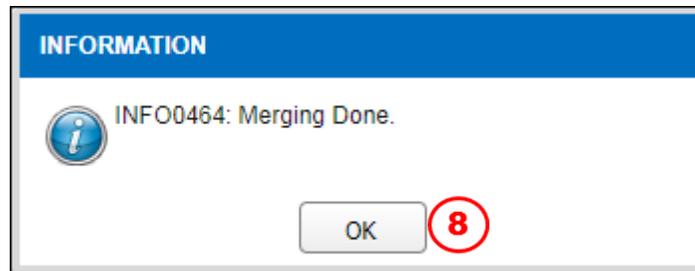
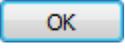
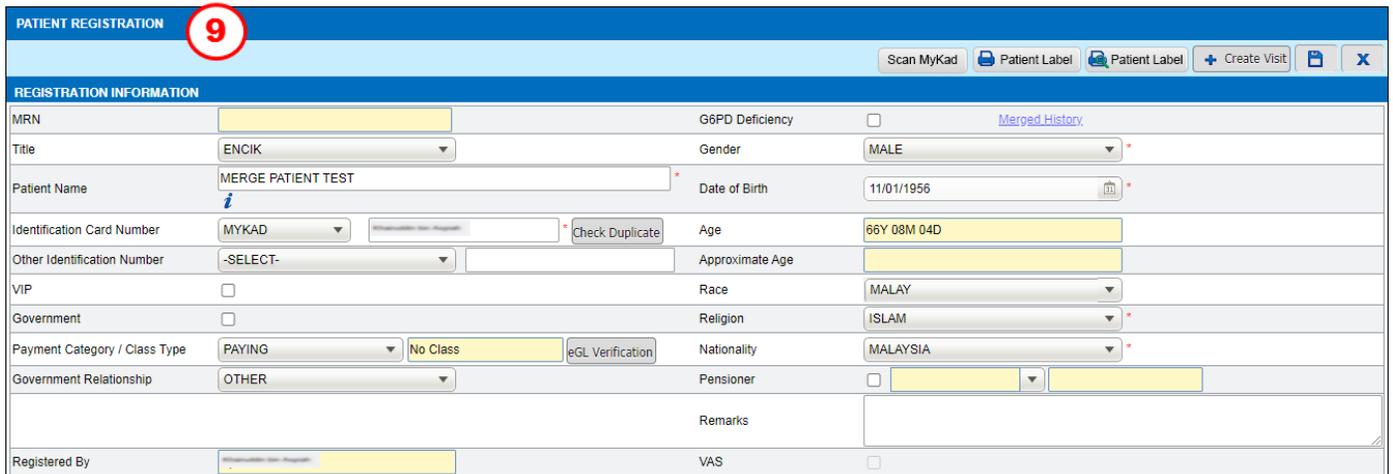


Figure 3.4-4 Merging Record Alert Message

**STEP 8**

Click on the  button to complete the merging



PATIENT REGISTRATION			
<a href="#">Scan MyKad</a> <a href="#">Patient Label</a> <a href="#">Patient Label</a> <a href="#">+ Create Visit</a>			
REGISTRATION INFORMATION			
MRN		G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	ENCIK	Gender	MALE
Patient Name	MERGE PATIENT TEST	Date of Birth	11/01/1956
Identification Card Number	MYKAD	Age	66Y 08M 04D
Other Identification Number	-SELECT-	Approximate Age	
VIP	<input type="checkbox"/>	Race	MALAY
Government	<input type="checkbox"/>	Religion	ISLAM
Payment Category / Class Type	PAYING / No Class	Nationality	MALAYSIA
Government Relationship	OTHER	Pensioner	<input type="checkbox"/>
Registered By		Remarks	
		VAS	<input type="checkbox"/>

Figure 3.4-5 Patient Information

**STEP 9**

Go to Patient Management screen and create using the existing merge duplicate ID as per Figure 3.4-5

**Note**

System allowed to create using existing duplicate merging ID

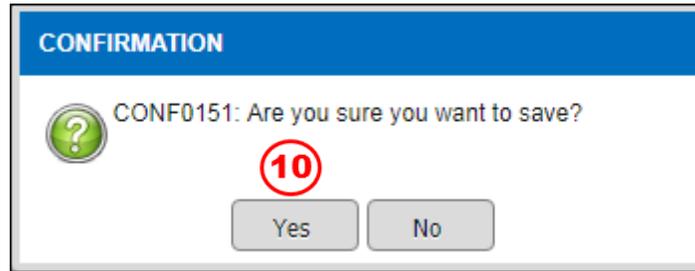
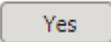


Figure 3.4-6 Confirmation Alert Message

**STEP 10**

Click on  button to confirm the transaction

PATIENT REGISTRATION			
<a href="#">Scan MyKad</a> <a href="#">Patient Label</a> <a href="#">Patient Label</a> <a href="#">+ Create Visit</a> <a href="#">+</a> <a href="#">✎</a> <a href="#">🗑</a> <a href="#">✕</a>			
REGISTRATION INFORMATION			
MRN	HSM00241751	G6PD Deficiency	<input type="checkbox"/> <a href="#">Merged History</a>
Title	ENCIK	Gender	MALE
Patient Name	MERGE PATIENT TEST	Date of Birth	11/01/1956
Identification Card Number	MYKAD	Age	66Y 08M 04D
Other Identification Number	-SELECT-	Approximate Age	
VIP	<input type="checkbox"/>	Race	MALAY
Government	<input type="checkbox"/>	Religion	ISLAM
Payment Category / Class Type	PAYING	Nationality	MALAYSIA
Government Relationship	OTHER	Pensioner	<input type="checkbox"/>
Status	ACTIVE	Remarks	
Registered By		VAS	<input type="checkbox"/>

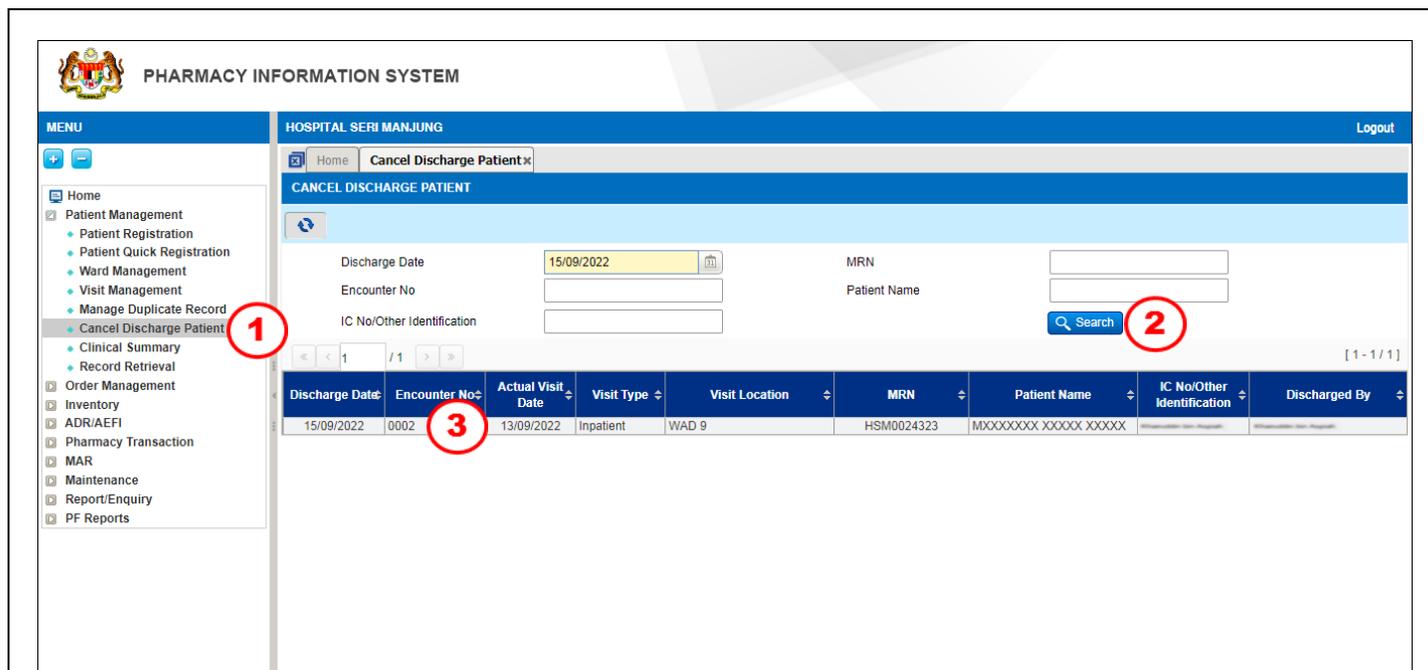
Figure 3.4-7 Patient Information

**Note**

Once click confirm record will be save as new record as per Figure 3.4-7

### 3.5 Cancel Discharge Patient

This function used to cancel discharge/checkout of a patient



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL SERI MANJUNG'. The left menu has 'Cancel Discharge Patient' highlighted with a red circle (1). The main area has search filters for Discharge Date (15/09/2022), MRN, Encounter No, Patient Name, and IC No/Other Identification, with a search button (2). Below is a table with one row where 'Encounter No' is 0002, highlighted with a red circle (3).

Discharge Date	Encounter No	Actual Visit Date	Visit Type	Visit Location	MRN	Patient Name	IC No/Other Identification	Discharged By
15/09/2022	0002	13/09/2022	Inpatient	WAD 9	HSM0024323	MXXXXXXXX XXXXX XXXXX		

Figure 3.5-1 Cancel/Discharge-out Patient Record Screen

#### STEP 1

Click on 'Patient Management' menu and followed by 'Cancel Discharge/Check-out Patient Records' sub-menu

#### Note

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	Discharge Date	Checkout Date	To search by discharge date
b	MRN	Patient Medical Record Number	Search option: • Type the MRN either full or partial: <i>Example : HPSF00001234 or "1234"</i>
c	Encounter Number	Visit Number	To search by visit number
d	Patient Name	Patient Name	Allow to search by patient full name or partial
e	IC Number / Other Identification	Identification Number	Allow to search by full or partial ID Number

Table 3.5-1

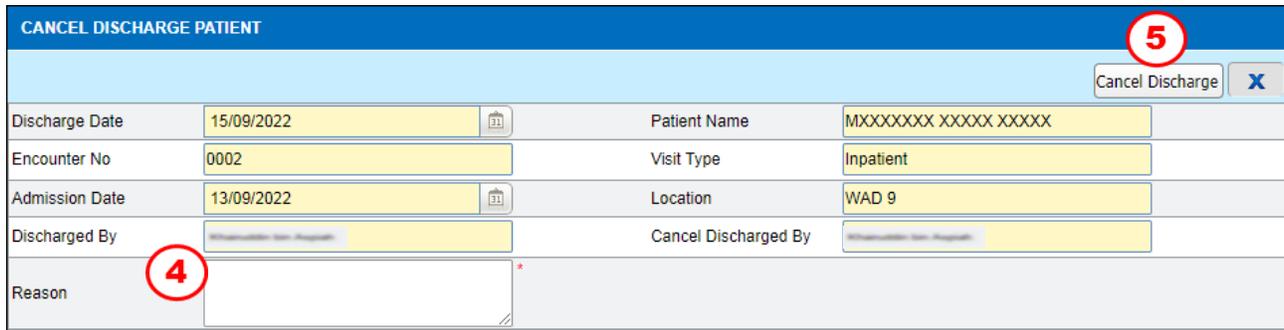
*This process valid for patient discharge within same day only.*

#### STEP 2

Click on  button to search the patient

**STEP 3**

Double click on the selected patient record



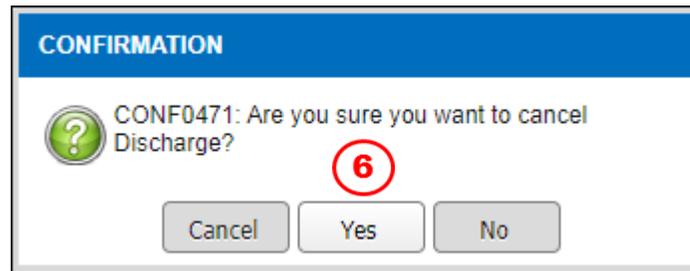
**Figure 3.5-2 Cancel/Discharge-out Patient Record Screen**

**STEP 4**

Enter reason for cancel discharge patient

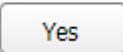
**STEP 5**

Click on  button to cancel discharge



**Figure 3.5-3 Cancel Discharge Alert Message**

**STEP 6**

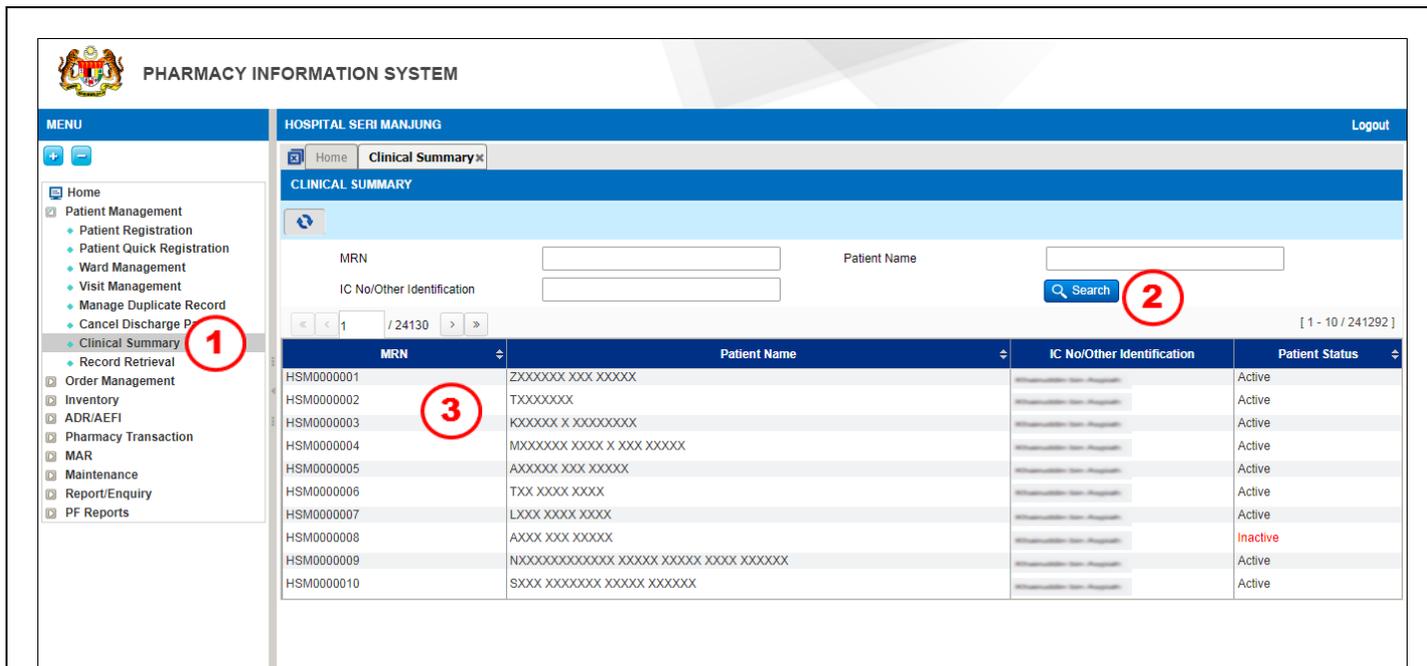
Click  button to confirm cancel Discharge

**Note**

User able to cancel the discharge patient within the same day of discharge date only.

### 3.6 Clinical Summary

This function allows viewing existing patient visit records and medication profile.



MRN	Patient Name	IC No/Other Identification	Patient Status
HSM0000001	ZXXXXXXXX XXX XXXXX		Active
HSM0000002	TXXXXXXXX		Active
HSM0000003	KXXXXX X XXXXXXXXX		Active
HSM0000004	MXXXXX XXXX X XXX XXXX		Active
HSM0000005	AXXXXX XXX XXXXX		Active
HSM0000006	TXX XXXX XXXX		Active
HSM0000007	LXXX XXXX XXXX		Active
HSM0000008	AXXX XXX XXXXX		Inactive
HSM0000009	NXXXXXXXXXXXX XXXXX XXXXX XXXXX XXXXXXX		Active
HSM0000010	SXXX XXXXXXX XXXXX XXXXXXX		Active

Figure 3.6-1 Clinical Summary Listing Page

**STEP 1**

Click on 'Patient Management' menu and followed by 'Clinical Summary' sub-menu

**Note**

Various search criteria for existing Patient is 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	ID Number	Identification Number	Allow to search by full or partial ID Number
c	Patient Name	Patient Name	Allow to search by patient full name or partial

Table 3.6-1

**STEP 2**

Click on  button to search the patient

**STEP 3**

Double click on the selected patient details listed down as per Figure 3.6-2

**CLINICAL SUMMARY**



Upload Photo

Mykad: XXXXXXXXXX

Address: XXXXXXXXXX

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

Age: 66 Years 08 Months 04 Days

Phone And Email: XXXXXXXXXX

Gender: Male

Diagnosis: XXXXXXXXXX

MRN: HSM00241751

Allergy: Need To Be Assessed

Vital Sign: XXXXXXXXXX

**MEDICATION PROFILE**

Medication Profile

All Medication

<< 1 / 1 >>

Rx No	Drug Name	Dose	Route	Frequency	Duration	Prescribed Qty	Start Date	End Date	Status	Order By
MED0001121996	Vitamin B1, B6, B12 Tablet	1 tablet	Oral	OD (once daily)	2 Days	2 tablet	15/09/2022 01:12:10 PM	17/09/2022 01:12:10 PM	PREPARED	<span style="border: 1px solid #ccc; padding: 2px;">XXXXXXXXXX</span>
MED0001121996	Thiamine Mononitrate 10 mg Tablet	10 mg	Oral	OD (once daily)	2 Days	2 tablet	15/09/2022 01:08:10 PM	17/09/2022 01:08:10 PM	PREPARED	<span style="border: 1px solid #ccc; padding: 2px;">XXXXXXXXXX</span>
MED0001121996	Paracetamol 500 mg Tablet	1000 mg	Oral	TDS PRN	2 Days	10 tablet	15/09/2022 01:05:19 PM	17/09/2022 01:05:19 PM	PREPARED	<span style="border: 1px solid #ccc; padding: 2px;">XXXXXXXXXX</span>

Patient Diagnosis

Allergy

Pharmacist Note

CP1, CP2 and CP4

Counselling History

TDM History

MTAC History

Nutritional Assessment

Visit List

Vital Sign

MyMAAT

Methadone Dose Checking

**Figure 3.6-2 Clinical Summary**

**Note**

- **Clinical summary** user able to view MAR link from Visit button- this MAR link will enable user to print the MAR chart and review back the View MAR for patient that has been discharged.
- **Clinical summary** screen will show patient banner with the follow information:
  - Function to Upload Photo
  - Name
  - MyKad
  - Age
  - Gender
  - MRN
  - Address
  - Phone and Email
  - Diagnosis
  - Allergic
  - Height
  - Weight
- At the left side, there is several options button:
  - Medication Profile
  - Patient Diagnosis
  - Allergy
  - Pharmacist Note
  - CP1, CP2, and CP4
  - Counselling History
  - TDM History
  - MTAC History
  - Nutritional Assessment
  - Visit List
  - Vital Sign
  - MyMAAT



*- Methadone Dose Checking*

### 3.7 Record Retrieval

This function provides user to retrieve back the record of dispensing and print the prescription, balance medication sheet, drug label and worksheet.

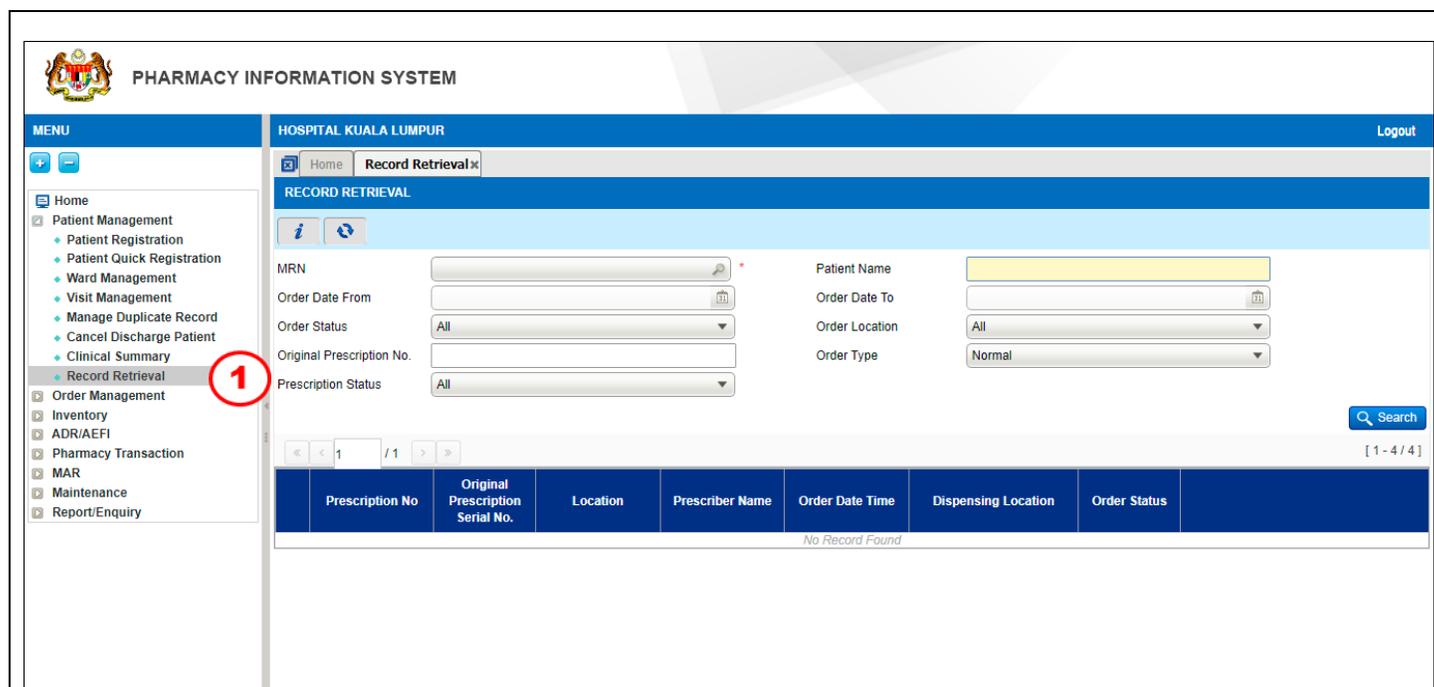


Figure 3.7-1 Record Retrieval

#### STEP 1

Click on 'Patient Management' menu and followed by 'Record Retrieval' sub-menu

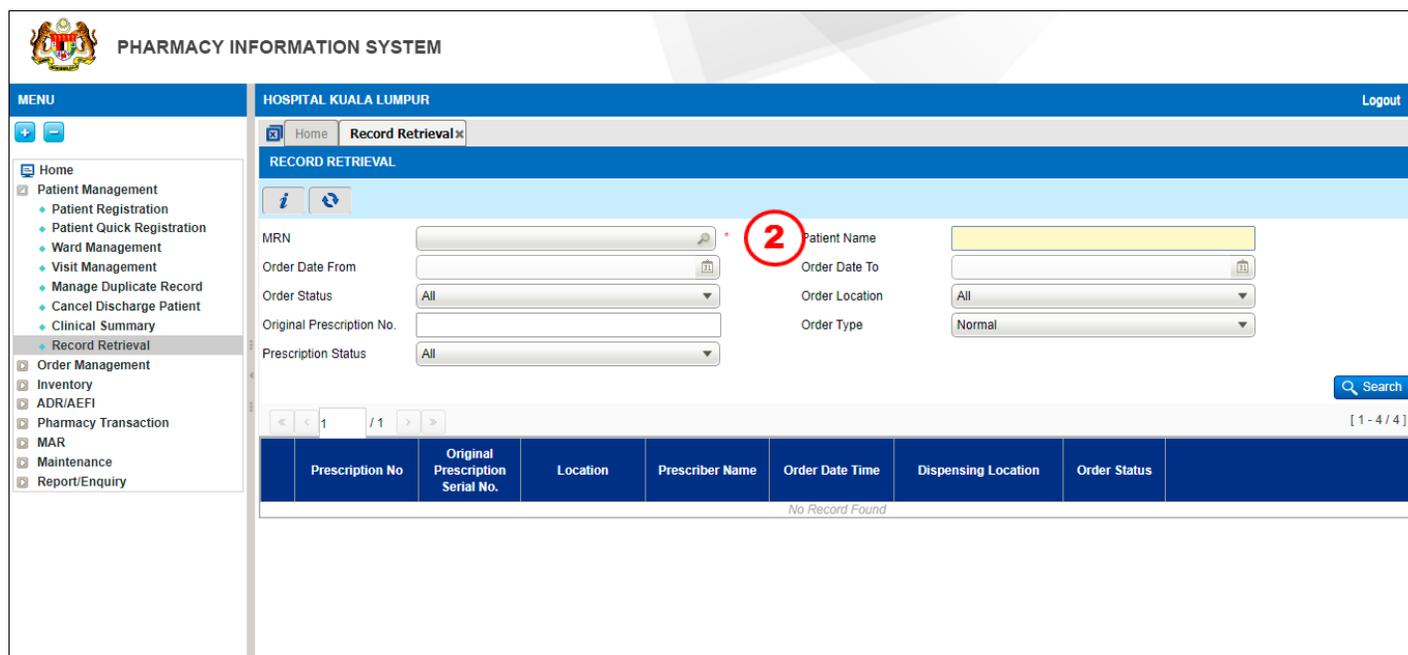
#### Note

Various search criteria for existing Patient is provided as below:

No	Field	Description	Remark
a	MRN	Patient Medical Record Number	Search option: <ul style="list-style-type: none"> <li>Type the MRN either full or partial: Example : HPSF00001234 or "1234"</li> </ul>
b	Patient Name	Patient Name	Allow to search by patient full name or partial
c	Order Date From	Order date from	Allow to filter based on order date from
d	Order Date To	Order date to	Allow to filter based on order date to
e	Order Status	Order status	Search option by order status: <ul style="list-style-type: none"> <li>All</li> <li>New Order</li> <li>Partially Supply</li> </ul>
f	Order Location	Order location	Allow to search by order location
g	Original Prescription No	Original prescription number	Allow to filter based on original prescription number

h	Order Type	Order type	Search option by order type: <ul style="list-style-type: none"> <li>• CDR</li> <li>• IV</li> <li>• Normal</li> <li>• PN</li> <li>• Radiopharmaceuticals</li> </ul>
i	Prescription Status	Prescription status	Status Option by prescription status: <ul style="list-style-type: none"> <li>• All</li> <li>• Active</li> <li>• Inactive</li> </ul>

Table 3.7-1

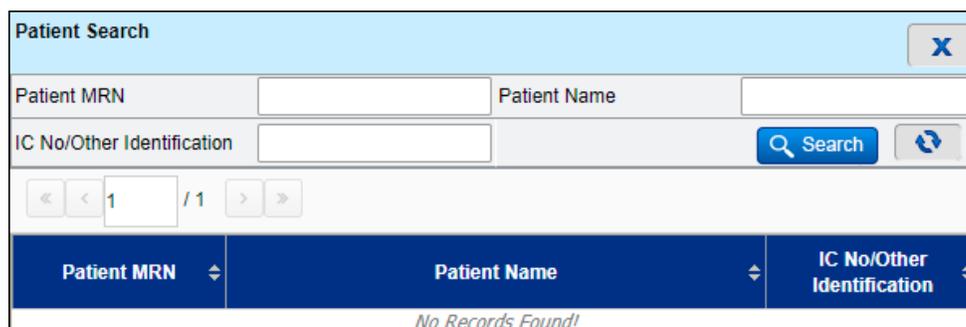


The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL KUALA LUMPUR'. The 'RECORD RETRIEVAL' section contains several search filters: MRN, Order Date From, Order Status, Original Prescription No., Prescription Status, Patient Name, Order Date To, Order Location, and Order Type. A red circle with the number '2' is placed over the MRN input field. Below the filters is a search button and a table header with columns: Prescription No, Original Prescription Serial No., Location, Prescriber Name, Order Date Time, Dispensing Location, and Order Status. The table currently displays 'No Record Found'.

Figure 3.7-2 Record Retrieval – MRN

**STEP 2**

Click on  \* at **MRN** field and *Patient Search* screen showed as below:



The 'Patient Search' dialog box contains three input fields: 'Patient MRN', 'Patient Name', and 'IC No/Other Identification'. There is a search button and a refresh button. Below the fields is a pagination control showing '1 / 1'. At the bottom, there is a table header with columns: Patient MRN, Patient Name, and IC No/Other Identification. The table currently displays 'No Records Found!'.

Figure 3.7-3 Record Retrieval – Patient Search

**PHARMACY INFORMATION SYSTEM**
Logout

**MENU**

- Home
- ▣ Patient Management
  - ▣ Patient Registration
  - ▣ Patient Quick Registration
  - ▣ Ward Management
  - ▣ Visit Management
    - ▣ Manage Duplicate Record
    - ▣ Cancel Discharge Patient
    - ▣ Clinical Summary
    - ▣ Record Retrieval
  - ▣ Order Management
- ▣ Inventory
- ▣ ADR/AEFI
- ▣ Pharmacy Transaction
- ▣ MAR
- ▣ Maintenance
- ▣ Report/Enquiry

HOSPITAL KUALA LUMPUR
Record Retrieval

Home Record Retrieval

RECORD RETRIEVAL

MRN:

Order Date From:

Order Status:

Original Prescription No.:

Prescription Status:

Patient Name:

Order Date To:

Order Location:

Order Type:

3

[ 1 - 4 / 4 ]

Prescription No	Original Prescription Serial No.	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status
No Record Found						

**Figure 3.7-4 Record Retrieval – Search record**

**STEP 3**

Click on  button to search the Prescription No based on patient name/MRN and list showed as below:

RECORD RETRIEVAL

MRN:

Order Date From:

Order Status:

Prescription No.:

Prescription Status:

Patient Name:

Order Date To:

Order Location:

Order Type:

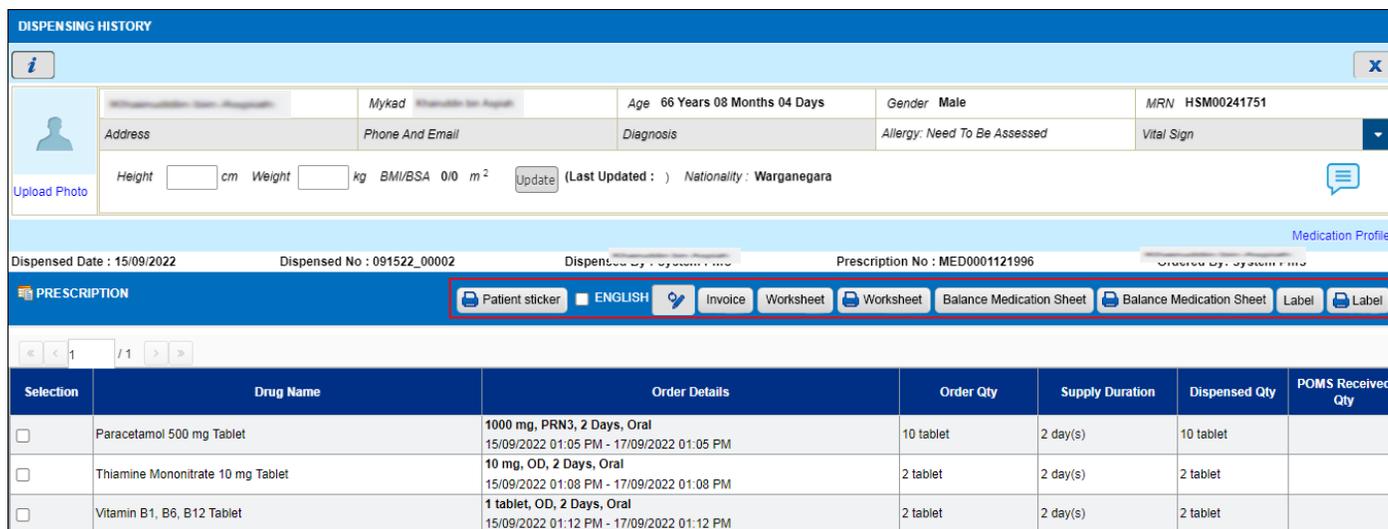
[ 1 - 7 / 7 ]

Prescription No	Location	Prescriber Name	Order Date Time	Dispensing Location	Order Status
12000114267	WAD 12 (O&G)	Hafizuddin bin. Puzosah	21/10/2017 09:00 AM	FARMASI KLINIK PAKAR	DISPENSED
120001113105	WAD 12 (O&G)	Hafizuddin bin. Puzosah	19/10/2017 04:18 PM	FARMASI SATELIT	ORDER WAS DISCONTINUED
120001112078	WAD 12 (O&G)	Hafizuddin bin. Puzosah	18/10/2017 10:05 PM	FARMASI SATELIT	
120001112074	WAD 12 (O&G)	Hafizuddin bin. Puzosah	18/10/2017 10:02 PM	FARMASI SATELIT	DISPENSED
120001111901	WAD 12 (O&G)	Hafizuddin bin. Puzosah	18/10/2017 05:41 PM	FARMASI SATELIT	
140001106080	WAD 14 (O&G)	Hafizuddin bin. Puzosah	13/10/2017 10:25 AM	FARMASI KLINIK PAKAR	DISPENSED
MOPC0000968390	KLINIK PAKAR PERUBATAN	Hafizuddin bin. Puzosah	14/06/2017 12:03 PM	FARMASI KLINIK PAKAR	PARTIALLY DISPENSED

**Figure 3.7-5 Record Retrieval – Listing of record**

**Note**

- Record Retrieval viewed by:
  - Prescription No
  - Original Prescription Serial No.
  - Location
  - Prescriber Name
  - Order Date Time
  - Dispensing Location
  - Order Status
- Click on  button to re-print.
- Click on  button to re-print intervened prescription
- Click on  button to view the **Dispensing History** and function to re-print will be display as Figure 3.7-6
  - Patient Sticker
  - Intervention
  - Invoice
  - Worksheet
  - Balance Medication sheet
  - Drug Label



**DISPENSING HISTORY**

Mykad: [Redacted] Age: 66 Years 08 Months 04 Days Gender: Male MRN: HSM00241751

Address: [Redacted] Phone And Email: [Redacted] Diagnosis: [Redacted] Allergy: Need To Be Assessed Vital Sign: [Redacted]

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

Dispensed Date: 15/09/2022 Dispensed No: 091522\_00002 Prescription No: MED0001121996

**PRESCRIPTION**

Selection	Drug Name	Order Details	Order Qty	Supply Duration	Dispensed Qty	POMS Received Qty
<input type="checkbox"/>	Paracetamol 500 mg Tablet	1000 mg, PRN3, 2 Days, Oral 15/09/2022 01:05 PM - 17/09/2022 01:05 PM	10 tablet	2 day(s)	10 tablet	
<input type="checkbox"/>	Thiamine Mononitrate 10 mg Tablet	10 mg, OD, 2 Days, Oral 15/09/2022 01:08 PM - 17/09/2022 01:08 PM	2 tablet	2 day(s)	2 tablet	
<input type="checkbox"/>	Vitamin B1, B6, B12 Tablet	1 tablet, OD, 2 Days, Oral 15/09/2022 01:12 PM - 17/09/2022 01:12 PM	2 tablet	2 day(s)	2 tablet	

**Figure 3.7-6 Dispensing History**

## 4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management Informasi System
MRN	Medical Record Number
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		