

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

User Manual Order Management Special Approval Medicine

Version	: 12th Edition
Document ID	: FB_U. MANUAL_SPECIAL APPROVAL MEDICINE



PhIS & CPS Project
User Manual – Special Approval Medicine



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

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

Reference ID : U. MANUAL_SPECIAL APPROVAL MEDICINE-12TH E

Application reference: PhIS & CPS v2.5.1



Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives	1
1.3	Organised Sections.....	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Order Management	4
	Overview	4
	User Group	4
	Functional Diagram.....	4
	Functional Description	4
3.1	Special Approval Medicine	5
3.1.1	Request by Specialist.....	5
3.1.2	Request By Pharmacist.....	31
4.0	Acronyms	44
5.0	Links to Clinical Modules.....	44

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 Special Drug Request 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 details:

- Request by Specialist
- Request by Pharmacist

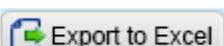
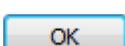
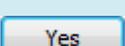
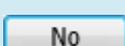
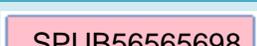
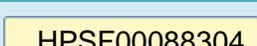
1.3 Organised Sections

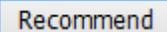
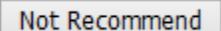
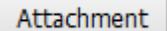
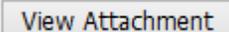
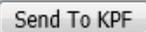
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Special Drug Request
- 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		

KPK Module Legend			
	Update Records		Delete record
	Search Patient		Clear field
	Print Prescription		Cancel Order
	Add Drug		Save Prescription
	Confirm Order		Recommend
	Not Recommend		Attachment
	View Attachment		Send to KPF

Note

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

3.0 Order Management

Overview

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

User Group

This module is intended for specialist and pharmacist. (Subject to the user assigned by the facility)

Functional Diagram

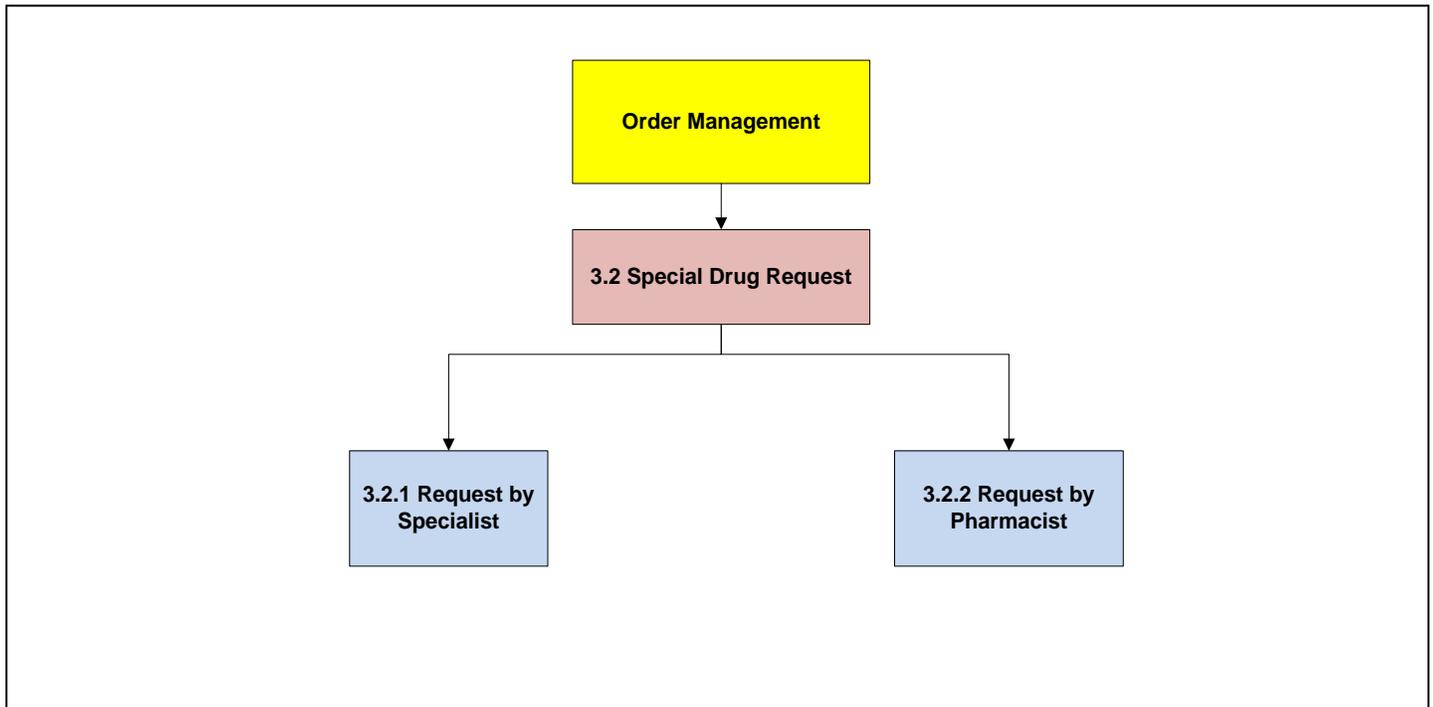


Figure 3.1

Functional Description

Order Management comprises of two (2) main functions:

- **Request by Specialist**
Ordering done by specialist include patients
- **Request by Pharmacist**
To do bulk ordering by pharmacy

3.1 Special Approval Medicine

Medication order is used to prescribe medicine for Inpatient and Outpatient, Emergency and Day Care departments applicable to selected facility setup.

3.1.1 Request by Specialist

This function is used by Specialist to request special drug/KPK Item.

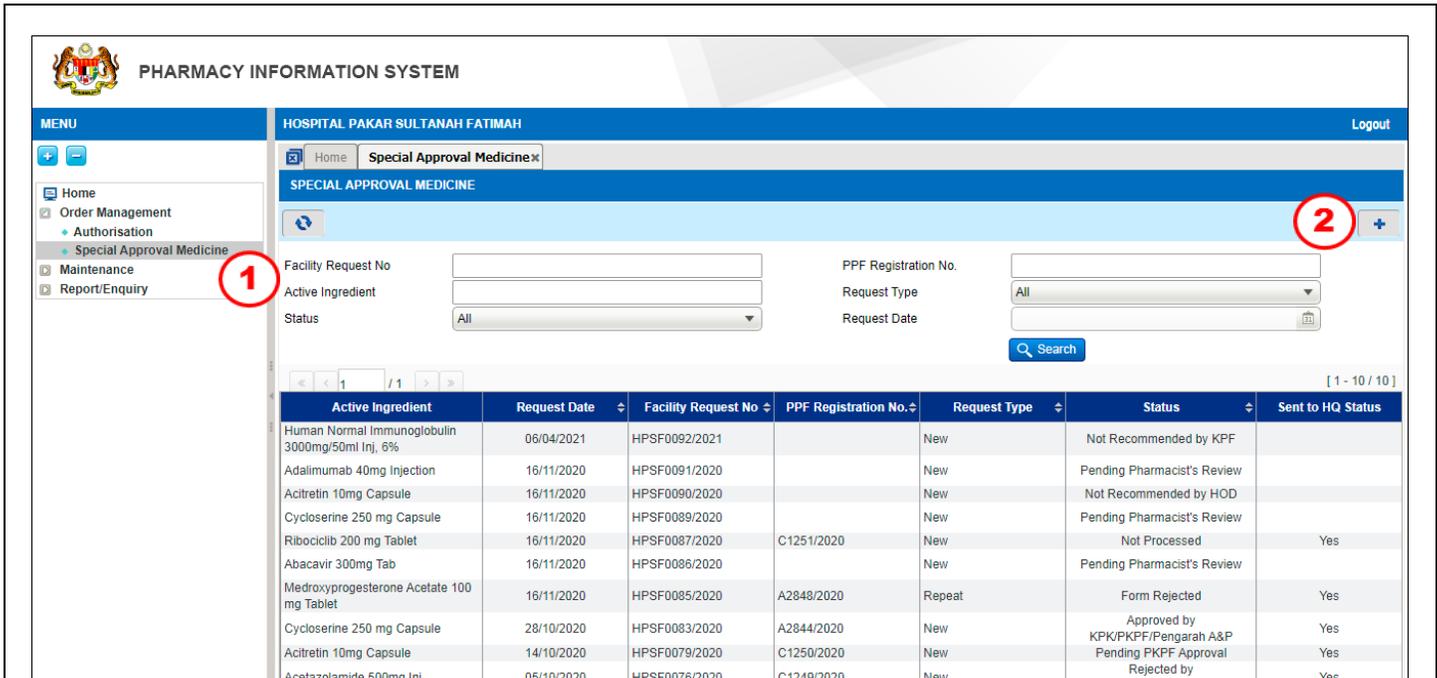


Figure 3.1.1-1 Special Approval Medicine Listing Screen

STEP 1

Click on 'Order Management' and follow by 'Special Approval Medicine' sub-menu

STEP 2

Click on the  button to add new request

Note

Various search criteria are provided as below:

No	Field	Description	Remark
a	Facility Request No	Facility Request No	Individual request number will be auto generated for each request
b	Active Ingredient	Active Ingredient	Active Ingredient of the request
c	Status	The status will be displayed in the drop down box: <ul style="list-style-type: none"> - All - Approved By HD - Approved by KPK/PKPF/Pengarah A&P - Form Rejected - Incomplete Form - New Request - Not Processed 	Status eg: 'New Request'.

		<ul style="list-style-type: none"> - Not Recommended by HD - Not Recommended by HOD - Not Recommended by KPF - Pending Endorsement bt TP - Pending HOD Recommendation - Pending Hospital Director Recommendation - Pending KPF Recommendation 	
d	PPF Registration No	Program Perkhidmatan Farmasi Request No	Register number upon sending the request
e	Request Type	The request type will be displayed in the drop down box: <ul style="list-style-type: none"> - All - New - Repeat 	All, New or Repeated request
f	Request Date	Request Date	Special Drug Request Date

Table 3.1.1-1

Note

Search result of existing Special Drug Request record list will be displayed:

- Active Ingredient
- Request Date
- Facility Request No
- PPF Register No
- Request Type
- Status

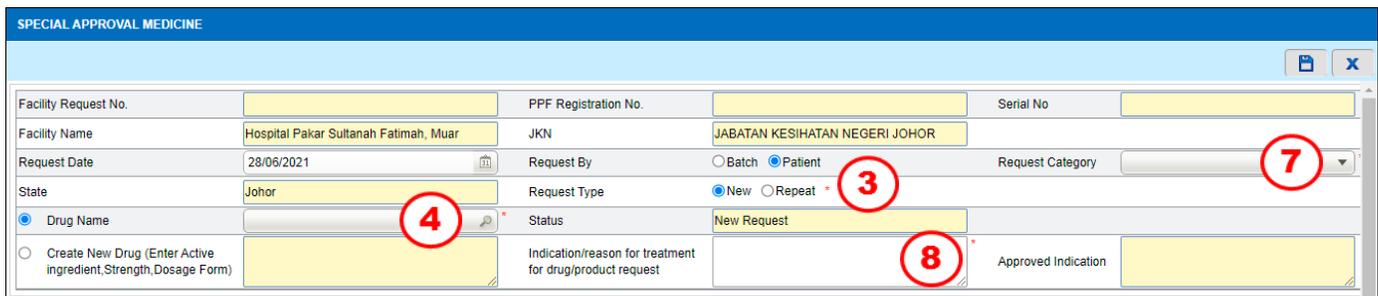
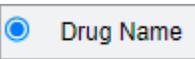
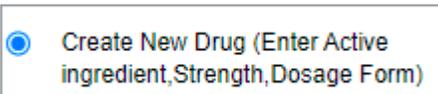


Figure 3.1.1-2 Create New Request

Note

-  radio button will be default for existing special drugs.
- If user request for new special drug, select the  radio button and enter

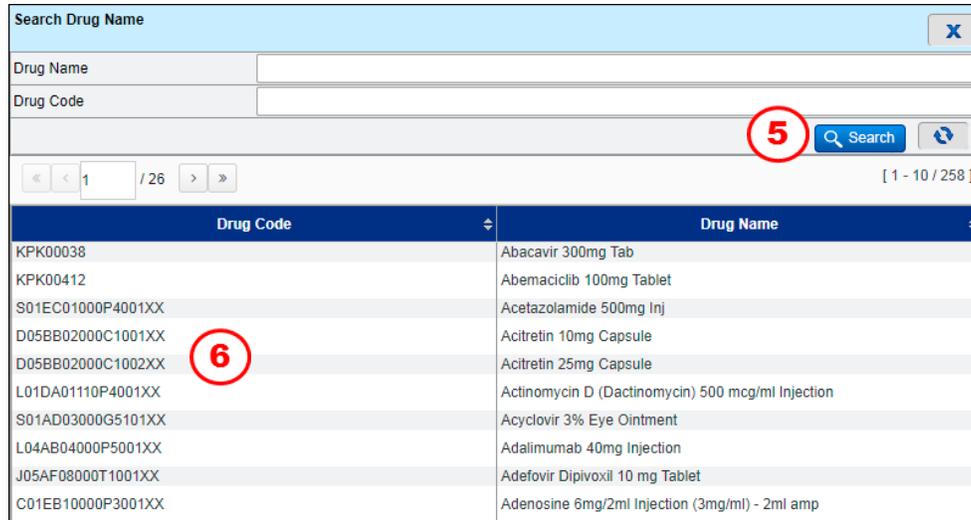
STEP 3

Select Request Type

- New
- Repeat

STEP 4

Click on the  button to select drug as per Figure 3.1.1-2



Drug Code	Drug Name
KPK00038	Abacavir 300mg Tab
KPK00412	Abemaciclib 100mg Tablet
S01EC01000P4001XX	Acetazolamide 500mg Inj
D05BB02000C1001XX	Acitretin 10mg Capsule
D05BB02000C1002XX	Acitretin 25mg Capsule
L01DA01110P4001XX	Actinomycin D (Dactinomycin) 500 mcg/ml Injection
S01AD03000G5101XX	Acyclovir 3% Eye Ointment
L04AB04000P5001XX	Adalimumab 40mg Injection
J05AF08000T1001XX	Adefovir Dipivoxil 10 mg Tablet
C01EB10000P3001XX	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp

Figure 3.1.1-3 Drug/Non-Drug Search Screen

STEP 5

Enter key word in **Drug Name** window and click on  button as Figure 3.1.1-3

STEP 6

Double click on the selected drug

STEP 7

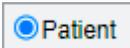
Enter **Request Category** Value from drop down option as below:

- *Funded by Facility*
- *'Sample/Compassionate Program (For Fully Funded Only)*
- *Pesara Persekutuan*
- *Pesara Lain*
- *Others – 'Please Specify' field will be displayed. Free text with maximum 100 characters.*

STEP 8

Enter **Indication/reason for treatment for drug/product request** as in Figure 3.1.1-2

Note

- **Request By** will be defaulted to  radio button but still allow to change request by Batch.
- User need to select Request type as below:
- **Request Type – New**
- Click on the  radio button for new patient
- **Request Type – Repeat**
- Click on the  radio button and enter the no of repeat in the box for existing patient.
Click search button to get previous record as in figure 3.1.1-4
- System will populate previous request details when user enter the request no.

User is allowed to manually enter the number if it is not in the list. No previous transaction record will be displayed if number is entered manually.

Search PPF Register No			
PPF Register No	<input type="text"/>	Drug Name	<input type="text"/>
Patient Name	<input type="text"/>	ID Number	<input type="text"/>
			<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 5"/> <input type="button" value=">"/>			[1 - 10 / 46]
PPF Register No	Drug Name	Patient Name	ID Number
B0333/2017	Procyclidine HCl 10 mg/2 ml Injection		
B1346/2019	Medroxyprogesterone Acetate 100 mg Tablet		
A2545/2018	Bevacizumab 400mg/16ml Infusion	KXXX XXX XXXX	XXXXXXXXXXXX
B0344/2017	Cyclophosphamide 50 mg Tablet		
C1313/2018	White Head Varnish Liquid (Iodoform Compound)		
C0999/2018	Urokinase 10,000 IU powder for Injection		
C1358/2018	Darunavir 600mg Film-coated Tablet	KXXXXXXXX XXXXX XXXXX	XXXXXXXXXXXX
A2693/2018	Mycophenolate Mofetil 500 mg tablet (CELLCEPT)	NXXX XXXXXX XXX XXXXX	XXXXXXXXXXXX
B1175/2019	Fludrocortisone Acetate 0.1 mg Tablet		
A2843/2020	Acetazolamide 500mg Inj		

Figure 3.1.1-4 BPF Register No Screen

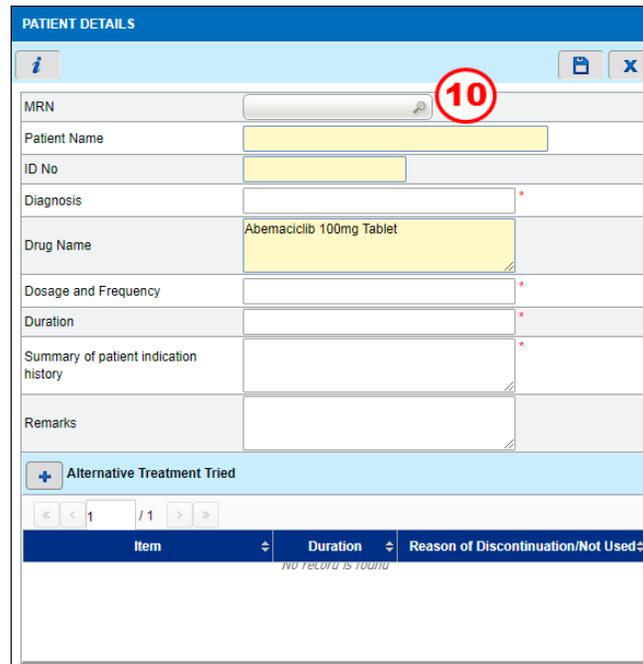
- User able to enter manually BPF Register number if its not in the list.

Patient							
MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
No Records Found!							

Figure 3.1.1-5 Add Patient

STEP 9

Click on the  button to add new patient, list of patient will be displayed as Figure 3.1.1-6



PATIENT DETAILS

MRN **10**

Patient Name

ID No

Diagnosis

Drug Name

Dosage and Frequency

Duration

Summary of patient indication history

Remarks

+ Alternative Treatment Tried

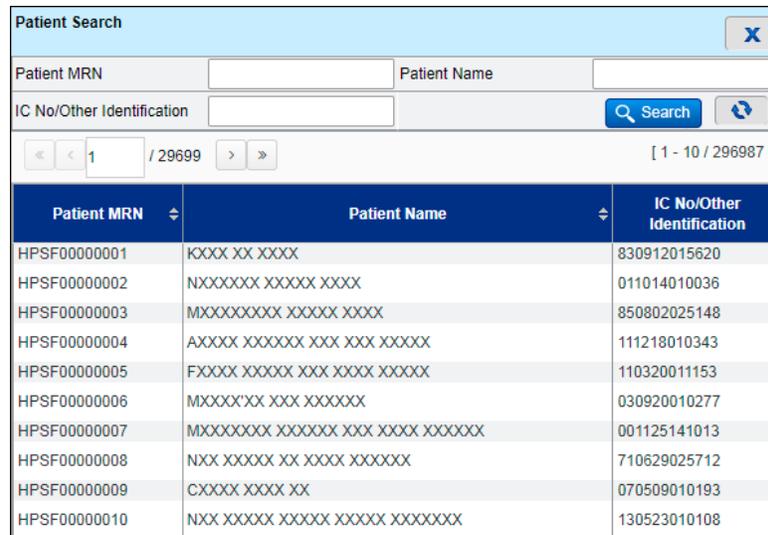
<< < 1 / 1 > >>

Item	Duration	Reason of Discontinuation/Not Used
no record is found		

Figure 3.1.1-6 Patient Details

STEP 10

Click on the  button and list of MRN will be displayed as shown in Figure 3.1.1-7



Patient Search

Patient MRN Patient Name

IC No/Other Identification

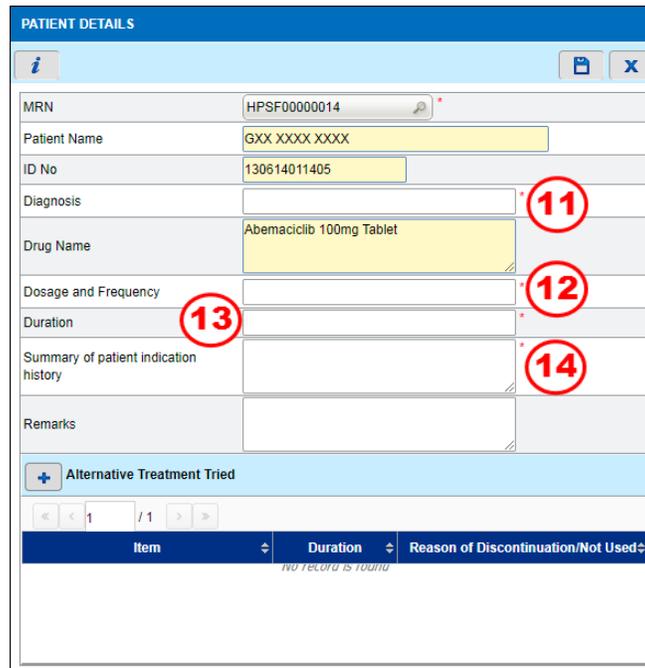
<< < 1 / 29699 > >> [1 - 10 / 296987]

Patient MRN	Patient Name	IC No/Other Identification
HPSF00000001	KXXX XX XXXX	830912015620
HPSF00000002	NXXXXXX XXXXX XXXX	011014010036
HPSF00000003	MXXXXXXXX XXXXX XXXX	850802025148
HPSF00000004	AXXXX XXXXXX XXX XXX XXXXX	111218010343
HPSF00000005	FXXXX XXXXX XXX XXX XXXXX	110320011153
HPSF00000006	MXXXX'XX XXX XXXXXX	030920010277
HPSF00000007	MXXXXXXXX XXXXXX XXX XXX XXXXXX	001125141013
HPSF00000008	NXX XXXXX XX XXXX XXXXXX	710629025712
HPSF00000009	CXXXX XXXX XX	070509010193
HPSF00000010	NXX XXXXX XXXXX XXXXX XXXXXX	130523010108

Figure 3.1.1-7 List Of Patient

Note

By selected MRN Patient, patient name and ID number will be updated as shown in Figure 3.1.1-8



PATIENT DETAILS

MRN: HPSF00000014

Patient Name: GXX XXXX XXXX

ID No: 130614011405

Diagnosis: 11

Drug Name: Abemaciclib 100mg Tablet

Dosage and Frequency: 12

Duration: 13

Summary of patient indication history: 14

Remarks:

+ Alternative Treatment Tried

Item	Duration	Reason of Discontinuation/Not Used
<i>no records found</i>		

Figure 3.1.1-8 Patient Details

STEP 11

Enter **Diagnosis**

STEP 12

Enter **Dosage** and **Frequency**

STEP 13

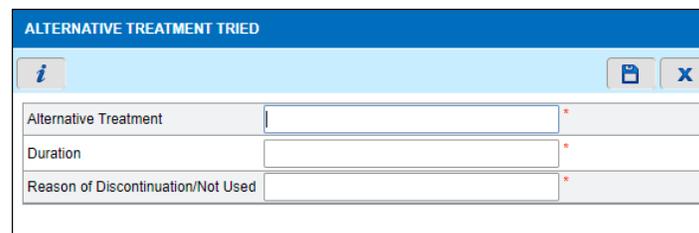
Enter **Duration**

STEP 14

Enter **Summary of Patient Indication History**

Note

Remarks is field for user to enter order details for taper and split dose



ALTERNATIVE TREATMENT TRIED

Alternative Treatment: *

Duration: *

Reason of Discontinuation/Not Used: *

Figure 3.1.1-9 Alternative Treatment Tried

Note

- Update **Alternative Treatment Tried**, by click on the  button and enter the **Alternative Treatment**, **Duration** and **Reason of Discontinuation/Not Used** mandatory field as per Figure 3.1.1-10

ALTERNATIVE TREATMENT TRIED	
Alternative Treatment	Octreotide *
Duration	Long Term *
Reason of Discontinuation/Not Used	Affect Tsh *

Figure 3.1.1-10 Add Alternative Treatment

- To add more than one alternative treatment, click  button
- User must enter atleast one alternative treatment information for one patient.
- To edit record, click  button.
- To delete record, click  button.

PATIENT DETAILS							
MRN	HPSF00000014 *						
Patient Name	GXX XXXX XXXX						
ID No	130614011405						
Diagnosis	Cancer *						
Drug Name	Abemaciclib 100mg Tablet						
Dosage and Frequency	200mg BID *						
Duration	12 Month *						
Summary of patient indication history	Terdapat peningkatan yang tidak perlu *						
Remarks	Stop previous drug						
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;">  Alternative Treatment Tried [1 - 1 / 1] </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Item</th> <th style="width: 20%;">Duration</th> <th style="width: 40%;">Reason of Discontinuation/Not Used</th> </tr> </thead> <tbody> <tr> <td>Octreotide</td> <td>Long Term</td> <td>Affect Tsh</td> </tr> </tbody> </table> </div>		Item	Duration	Reason of Discontinuation/Not Used	Octreotide	Long Term	Affect Tsh
Item	Duration	Reason of Discontinuation/Not Used					
Octreotide	Long Term	Affect Tsh					

Figure 3.1.1-11 Patient Details

STEP 15

Click on the  button to save the record and record will be update as Figure 3.1.1-12

PATIENT DETAILS
16

i
+ ✎ 🗑️ ✕

MRN	HPSF00000014
Patient Name	GXX XXXX XXXX
ID No	130614011405
Diagnosis	Cancer
Drug Name	Abemaciclib 100mg Tablet
Dosage and Frequency	200mg BID
Duration	12 Month
Summary of patient indication history	Terdapat peningkatan yang tidak perlu
Remarks	Stop previous drug

+ Alternative Treatment Tried

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

Item	Duration	Reason of Discontinuation/Not Used
Octreotide	Long Term	Affect Tsh

Figure 3.1.1-12 Patient Details

STEP 16

Click on the  button to return to Special Drug Request screen.

Note

- To add another drug, click on the  as per Figure 3.1.1-12 and repeat STEP 9 to STEP 15.
- To edit the record, click on the button as per Figure 3.1.1-12 and system will allow user to edit **Diagnosis**, **Dosage**, **Frequency**, **Duration** and **summary of patient indication history** and **remarks** field.

SPECIAL APPROVAL MEDICINE 19

Facility Request No.		PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	29/06/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Abemaciclib 100mg Tablet	Status	New Request		
<input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Patient

+ [1 - 1]

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSPF0000014	130614011405	GXX XXXX XXXX	Cancer	200mg BID	12 Month	Stop previous drug	Octreotide

Specialist

Remarks 17 Requested By Specialist KPK

Attachment Attachment View Attachment  Designation Pegawai Perubatan Pakar

Request Date 18 Discipline General Medicine

Figure 3.1.1-13 Saving Special Drug Request

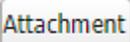
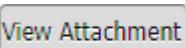
STEP 17

Enter **Remarks** and

STEP 18

Select the **Request Date**

Note

- Add attachment  button to attach document.
- Click  button to view attachment and  button to delete the attachment file.

STEP 19

Click on the  button to save the special drug request

SPECIAL APPROVAL MEDICINE

20 Confirm Special Approval Medicine

Facility Request No.	HPSF0093/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	29/06/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Abemaciclib 100mg Tablet	Status	New Request		
<input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Patient

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSF0000014	130614011405	GXX XXXX XXXX	Cancer	200mg BID	12 Month	Stop previous drug	Octreotide

Specialist

Remarks	Urgent	Requested By	Specialist KPK
Attachment	Attachment	View Attachment	Designation
Request Date	29/06/2021	Discipline	General Medicine

Figure 3.1.1-14 Special Drug Request

STEP 20

Click on the **Confirm** button to confirm and click on the **Yes** button from displayed alert message as per figure 3.1.1-15.

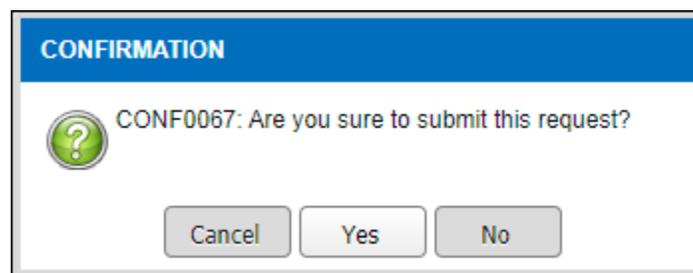


Figure 3.1.1-15 Confirmation Alert Message

Note

- Once click on the **Confirm** button, the request order **Status** will be **'Pending HOD Recommendation'**.
- Click on **Special Approval Medicine** button to print KPK Form.
- Once Specialist confirm the request, task list will be displayed for Head of Department as per figure 3.1.1-16.
- For those request already save but haven't click on the **Confirm** button yet, the **Status** will be **'New Request'**.
- Pharmacist able to view all request including request still in draft by specialist. Pharmacist only can view those request. No amendment can be done by pharmacist.

Recommendation by HOD

TASK LIST						
Transaction Type: All		<input type="text" value="Search"/>				
						[1 - 1 / 1]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Approval Medicine	HPSF0093/2021		30/06/2021 11:04 AM	Pending HOD Recommendation	WAD 18 (KELAS 1)	Specialist KPK

Figure 3.1.1-16 Task List

Note

User have option to Click on the Transaction No hyperlink and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-18 to proceed HOD task.

PHARMACY INFORMATION SYSTEM		HOSPITAL PAKAR SULTANAH FATIMAH					Logout
MENU Home Order Management Authorisation Special Approval Medicine Inventory Maintenance		SPECIAL APPROVAL MEDICINE Facility Request No: <input type="text"/> Active Ingredient: <input type="text"/> Status: All PPF Registration No: <input type="text"/> Request Type: All Request Date: <input type="text"/> <input type="text" value="Search"/>					
							[1 - 10 / 91]
Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status	
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Pending HOD Recommendation		
Human Normal Immunoglobulin 3000mg/50ml Inj. 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF		
Adalimumab 40mg Injection	16/11/2020	HPSF0091/2020		New	Pending Pharmacist's Review		
Acitretin 10mg Capsule	16/11/2020	HPSF0090/2020		New	Not Recommended by HOD		
Cycloserine 250 mg Capsule	16/11/2020	HPSF0089/2020		New	Pending Pharmacist's Review		
Trastuzumab 440mg Injection	16/11/2020	HPSF0088/2020		New	Pending Pharmacist's Review		
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes	
Abacavir 300mg Tab	16/11/2020	HPSF0086/2020		New	Pending Pharmacist's Review		
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes	
Cycloserine 250 mg Capsule	28/10/2020	HPSF0083/2020	A2844/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes	

Figure 3.1.1-17 Special Approval Medicine

STEP 1

Click on 'Order Management' and follow by 'Special Approval Medicine' sub -menu

STEP 2

Double click on the 'Pending HOD Recommendation' status order request

Note

User have option to search request records based on below search criteria:-

- Facility Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

SPECIAL APPROVAL MEDICINE

Facility Request No.	HPSF0093/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	29/06/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Abemaciclib 100mg Tablet	Status	Pending HOD Recommendation		
<input type="radio"/> Create New Drug (Enter Active Ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Patient

[1 - 1]

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSF0000014	130614011405	GXX XXXX XXXX	Cancer	200mg BID	12 Month	Stop previous drug	Octreotide

Specialist

Remarks	Urgent	Requested By	Specialist KPK
Attachment	Attachment	Designation	Pegawai Perubatan Pakar
Request Date	29/06/2021	Discipline	General Medicine

Recommendation by Head of Department

Remarks		Recommendation By	Head of Department KPK
		Designation	Pegawai Perubatan/Pakar/Perunding (Ketua J
		Date	

Figure 3.1.1-18 Special Approval Medicine

STEP 3

Enter **Remarks** under the 'Recommended by Head of Department'

STEP 4

Click on the  button

Note

Once click on recommend button confirmation alert message will be displayed as shown in Figure 3.1.1-19

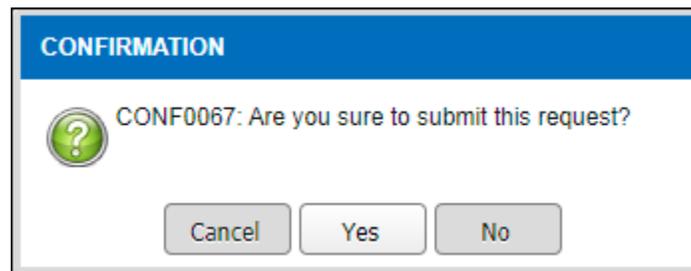


Figure 3.1.1-19 Confirmation Alert Message

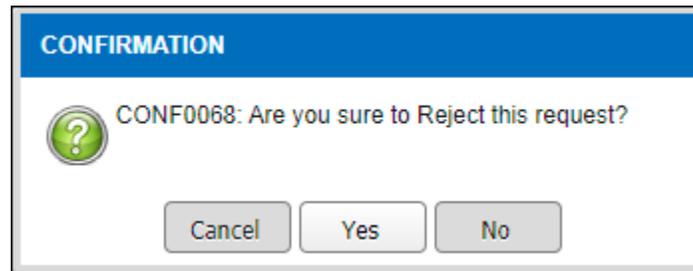
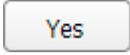


Figure 3.1.1-20 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-19, click on the  button
- Special drug request status will be changed to 'Pending Pharmacist Review' after the transaction is recommended by HOD.
- Once HOD recommend the request, task list will be displayed for pharmacist. Click on the transaction number to proceed pharmacist task.
- If HOD decides not to recommend the request, HOD may click on the  button. Alert message will be displayed. Special Drug Request status will be changed to 'Not Recommended by HOD'.
- HOD may click on the  button to print KPK form.

Review by Pharmacist

TASK LIST						
Transaction Type: <input type="text" value="All"/> <input type="button" value="Search"/>						
						[1 - 7 / 7]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Approval Medicine	HPSF0093/2021		30/06/2021 01:00 PM	Pending Pharmacist's Review	WAD 18 (KELAS 1)	Head of Department KPK

Figure 3.1.1-21 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-21 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-23 to proceed with pharmacist task.

PHARMACY INFORMATION SYSTEM		HOSPITAL PAKAR SULTANAH FATIMAH					Logout
MENU Home Order Management Special Approval Medicine ADRIA/EFI Pharmacy Transaction Maintenance		Home Special Approval Medicinex SPECIAL APPROVAL MEDICINE					
<input type="text" value="Facility Request No"/> <input type="text" value="Active Ingredient"/> <input type="text" value="Status"/>		<input type="text" value="PPF Registration No."/> <input type="text" value="Request Type"/> All <input type="text" value="Request Date"/>					
		<input type="button" value="Search"/>					
		<input type="text" value="1"/> / 28					[1 - 10 / 277]
Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status	
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Pending Pharmacist's Review		
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF		
Adalimumab 40mg Injection	16/11/2020	HPSF0091/2020		New	Pending Pharmacist's Review		
Acitretin 10mg Capsule	16/11/2020	HPSF0090/2020		New	Not Recommended by HOD		
Cycloserine 250 mg Capsule	16/11/2020	HPSF0089/2020		New	Pending Pharmacist's Review		
Trastuzumab 440mg Injection	16/11/2020	HPSF0088/2020		New	Pending Pharmacist's Review		
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes	
Abacavir 300mg Tab	16/11/2020	HPSF0086/2020		New	Pending Pharmacist's Review		
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes	
Acitretin 10mg Capsule	12/11/2020	HPSF0084/2020		New	Pending HOD Recommendation		

Figure 3.1.1-22 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Approval Medicine' sub -menu

Note

User have option to Search request records based on below search criteria:

- Facility Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with the Status 'Pending Review by Pharmacist' as per Figure 3.1.1-22

SPECIAL APPROVAL MEDICINE 3

Send To KPF Special Approval Medicine

Facility Request No.	HPSF0093/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	29/06/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Abemaciclib 100mg Tablet	Status	Pending Pharmacist's Review		
<input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufactured by		Imported By	

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity		Attachment 1 Justification Report / Patient Monitoring	Attachment	View Attachment
Packaging Description		Attachment 2 (Scientific evidences)	Attachment	View Attachment
Packaging Quantity		Attachment 3 (Quotation)	Attachment	View Attachment
Cost per Pack		Attachment 4 (Others)	Attachment	View Attachment
Total Cost		Attachment 5 (Others)	Attachment	View Attachment
Approved Quantity		***Maximum size allowed = 2MB per attachment		

Figure 3.1.1-23 Special Approval Medicine

STEP 3

Click on the  button to enter information as per Figure 3.1.1-23

SPECIAL APPROVAL MEDICINE 7

Send To KPF Special Approval Medicine

Facility Request No.	HPSF0093/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	29/06/2021	Request By	<input type="radio"/> Batch <input checked="" type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Abemaciclib 100mg Tablet	Status	Pending Pharmacist's Review		
<input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL	<input checked="" type="radio"/> Yes <input type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufactured by		Imported By	

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity		Attachment 1 Justification Report / Patient Monitoring	Attachment	View Attachment
Packaging Description		Attachment 2 (Scientific evidences)	Attachment	View Attachment
Packaging Quantity		Attachment 3 (Quotation)	Attachment	View Attachment
Cost per Pack		Attachment 4 (Others)	Attachment	View Attachment
Total Cost		Attachment 5 (Others)	Attachment	View Attachment
Approved Quantity		***Maximum size allowed = 2MB per attachment		
Approved Cost		Additional reference		

Figure 3.1.1-24 Special Approval Medicine

STEP 4

Select 'Yes' or 'No' radio button for:

- Registered MAL
- MOH Drug Formulary
- Indication approved by PBKD
- Indication as listed in FUKKM

Note

- For Drug category A (Registered but not available in FUKKM), 'Registered MAL' will be defaulted to 'Yes' and no default value for 'MOH Drug Formulary'
- If Registered MAL selected as 'No', 'Indication Approved by PBKD' will be defaulted as 'No'.
- For Drug category C (Not Registered and not available in FUKKM), 'MOH Drug Formulary', 'Registered MAL' and 'Indication Approved by PBKD' will be defaulted to 'No'
- If Indication approved by PBKD is set to No, Manufactured by and Imported by must be entered

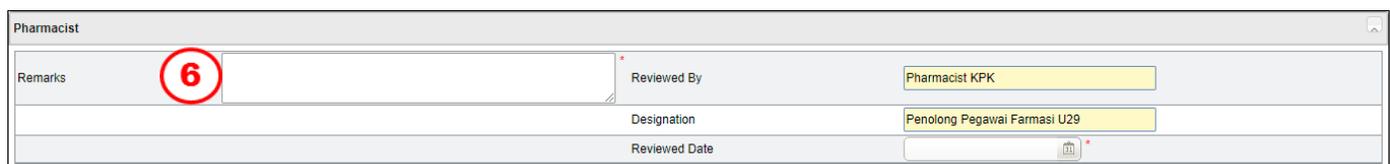
STEP 5

Enter all mandatory field that consist of:

- Manufactured by
- Imported By
- Request Quantity
- Packaging Description
- Packaging Quantity
- Cost per Pack
- Attachment 1
- Attachment 3

Note

- Additional information will be display on mouse over of  button.



The screenshot shows a form titled "Pharmacist" with a "Remarks" field containing the number "6" circled in red. Other fields include "Reviewed By" (Pharmacist KPF), "Designation" (Penolong Pegawai Farmasi U29), and "Reviewed Date".

Figure 3.1.1-25 Pharmacist Review Details

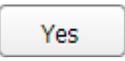
STEP 6

Enter **Remarks** and **Reviewed Date** accordingly

STEP 7

Click on the  button as per Figure 3.1.1-24

Note

- An alert message will be displayed as Figure 3.1.1-26, click on the  button.
- Task list for KPF will be displayed once pharmacist review the request and send to KPF.
- Special drug request status will be changed to 'Pending KPF Recommendation'.

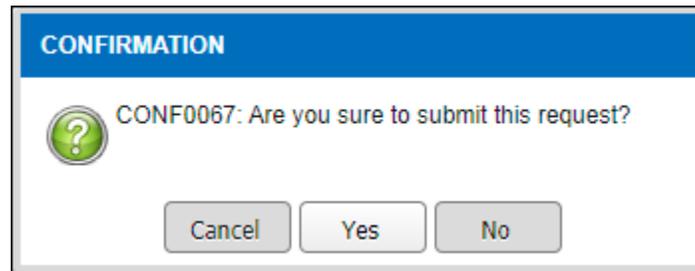


Figure 3.1.1-26 Confirmation Alert Message

Recommendation by Head of Pharmacy Department

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
[1 - 1 / 1]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Approval Medicine	HPSF0093/2021		30/06/2021 02:26 PM	Pending KPF Recommendation	WAD 18 (KELAS 1)	Pharmacist KPK

Figure 3.1.1-27 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-27 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-29 to proceed with Head of Pharmacy Department task.

PHARMACY INFORMATION SYSTEM		HOSPITAL PAKAR SULTANAH FATIMAH		Logout		
<div style="display: flex; justify-content: space-between;"> Home Special Approval Medicinex </div>						
SPECIAL APPROVAL MEDICINE						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Facility Request No <input type="text"/></p> <p>Active Ingredient <input type="text"/></p> <p>Status <input type="text" value="All"/></p> </div> <div style="width: 45%;"> <p>PPF Registration No. <input type="text"/></p> <p>Request Type <input type="text" value="All"/></p> <p>Request Date <input type="text"/></p> </div> </div>						
[1 - 10 / 261]						
Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Pending KPF Recommendation	
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF	
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes
Cycloserine 250 mg Capsule	28/10/2020	HPSF0083/2020	A2844/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acitretin 25mg Capsule	26/10/2020	HPSF0082/2020		New	Pending Hospital Director Recommendation	
Acitretin 10mg Capsule	14/10/2020	HPSF0079/2020	C1250/2020	New	Pending PKPF Approval	Yes
Zanamivir 5mg Inhalation Powder	11/10/2020	HPSF0078/2020		New	Pending Hospital Director Recommendation	No
Acetazolamide 500mg Inj	05/10/2020	HPSF0077/2020	A2843/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes
					Rejected by	

Figure 3.1.1-28 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub- menu

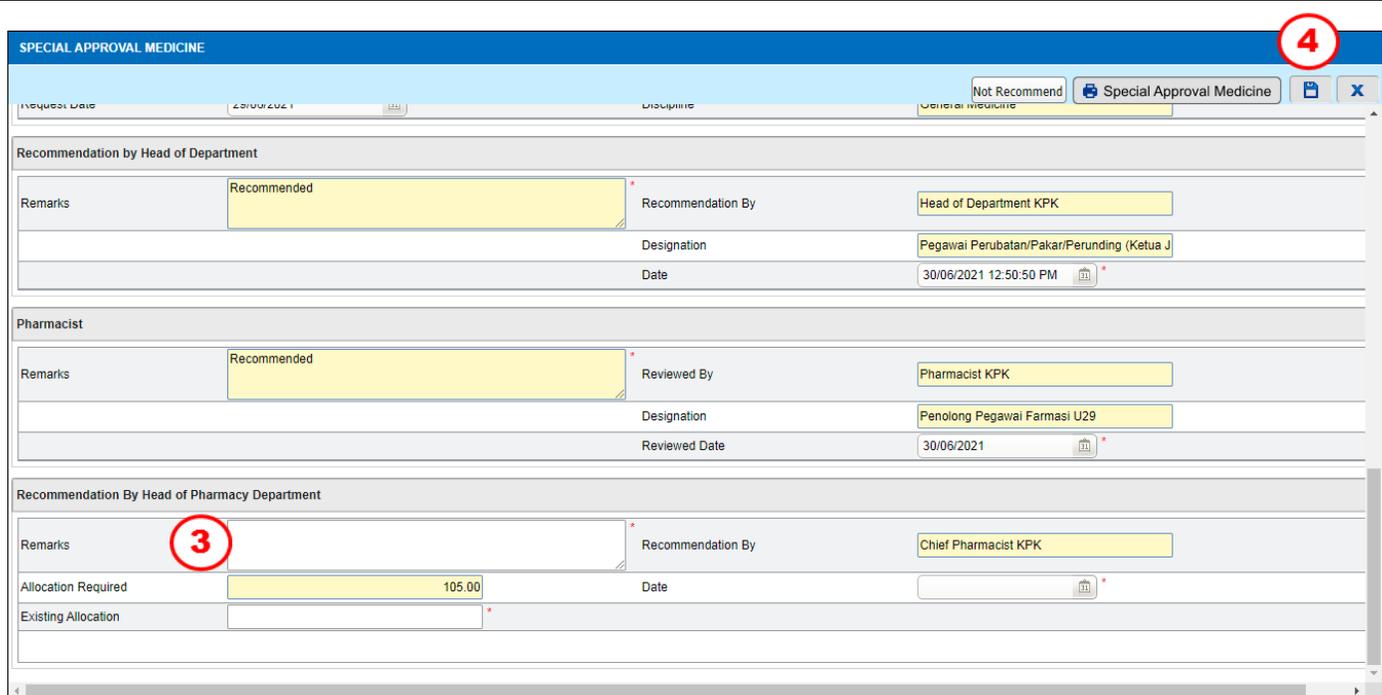
Note

User have option to search request records based on below search criteria:-

- Facility Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending KPF Recommendation' order request status as per Figure 3.1.1-28



SPECIAL APPROVAL MEDICINE

Request Date: 29/06/2021 | Disapprove | Special Approval Medicine

Recommendation by Head of Department

Remarks: Recommended | Recommendation By: Head of Department KPK
 Designation: Pegawai Perubatan/Pakar/Perunding (Ketua J) | Date: 30/06/2021 12:50:50 PM

Pharmacist

Remarks: Recommended | Reviewed By: Pharmacist KPK
 Designation: Penolong Pegawai Farmasi U29 | Reviewed Date: 30/06/2021

Recommendation By Head of Pharmacy Department

Remarks: (3) | Recommendation By: Chief Pharmacist KPK
 Allocation Required: 105.00 | Existing Allocation: | Date:

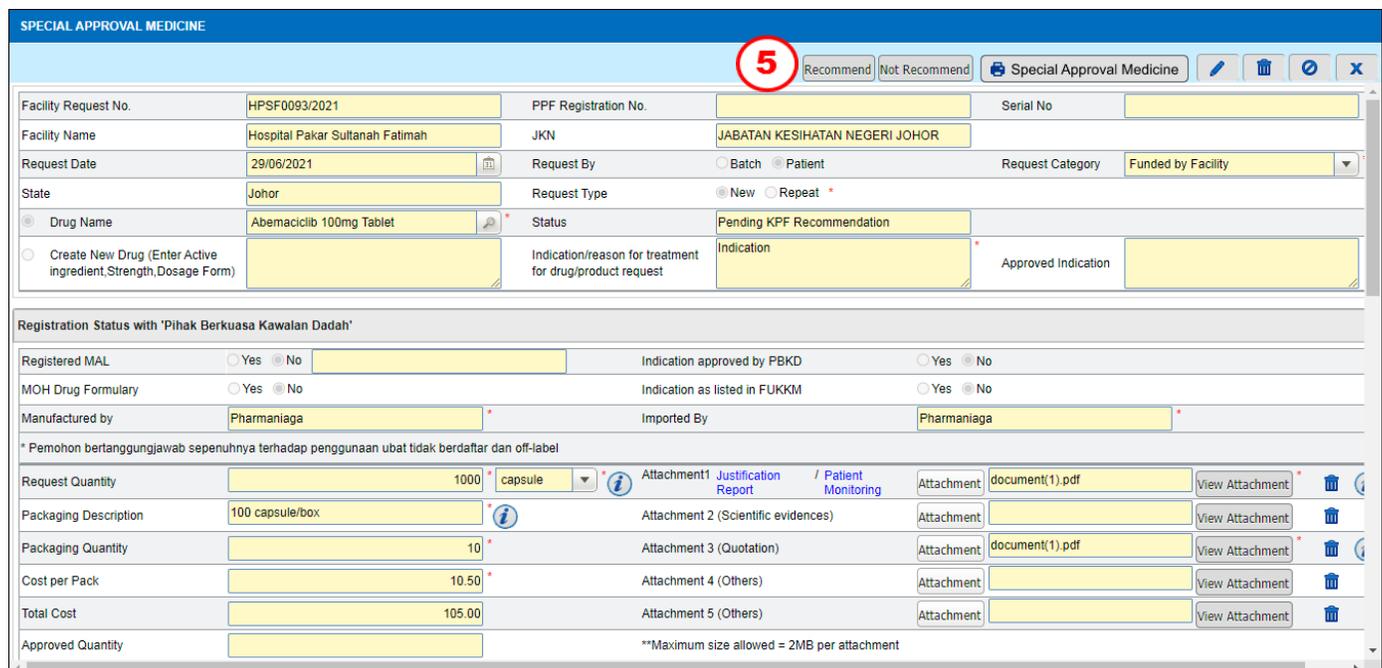
Figure 3.1.1-29 Special Approval Medicine

STEP 3

Scroll down and look for 'Recommendation By Head Pharmacy' section , enter **Remarks, Existing Allocation** and **Date**.

STEP 4

Click on the  button to save the record



SPECIAL APPROVAL MEDICINE

Facility Request No. HPSF0093/2021 | PPF Registration No. | Serial No. |
 Facility Name: Hospital Pakar Sultanah Fatimah | JKN: JABATAN KESIHATAN NEGERI JOHOR |
 Request Date: 29/06/2021 | Request By: Patient | Request Category: Funded by Facility |
 State: Johor | Request Type: New |
 Drug Name: Abemaciclib 100mg Tablet | Status: Pending KPF Recommendation |
 Indication/reason for treatment for drug/product request: Indication | Approved Indication: |

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL: No | Indication approved by PBKD: No
 MOH Drug Formulary: No | Indication as listed in FUKKM: No
 Manufactured by: Pharmaniaga | Imported By: Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity: 1000 capsule | Attachment 1: Justification Report / Patient Monitoring (document(1).pdf)
 Packaging Description: 100 capsule/box | Attachment 2: Scientific evidences
 Packaging Quantity: 10 | Attachment 3: Quotation (document(1).pdf)
 Cost per Pack: 10.50 | Attachment 4: (Others)
 Total Cost: 105.00 | Attachment 5: (Others)
 Approved Quantity: | **Maximum size allowed = 2MB per attachment

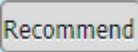
Figure 3.1.1-30 Special Approval Medicine

STEP 5

Click on the  button

Note

Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the  button.

Not Recommend

- Once KPF process the request, task list will be displayed for hospital director. Click on transaction no to proceed with hospital director task.
- User may also click on the  if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not Recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Pending Hospital Director Recommendation'.

Note

- Once click on recommend button confirmation alert message will be displayed as shown in Figure 3.1.1-31

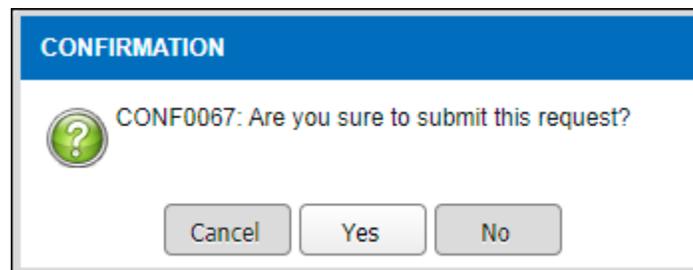
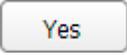


Figure 3.1.1-31 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-31, click on the  button.
- HOD may click on the  button to print KPK form.

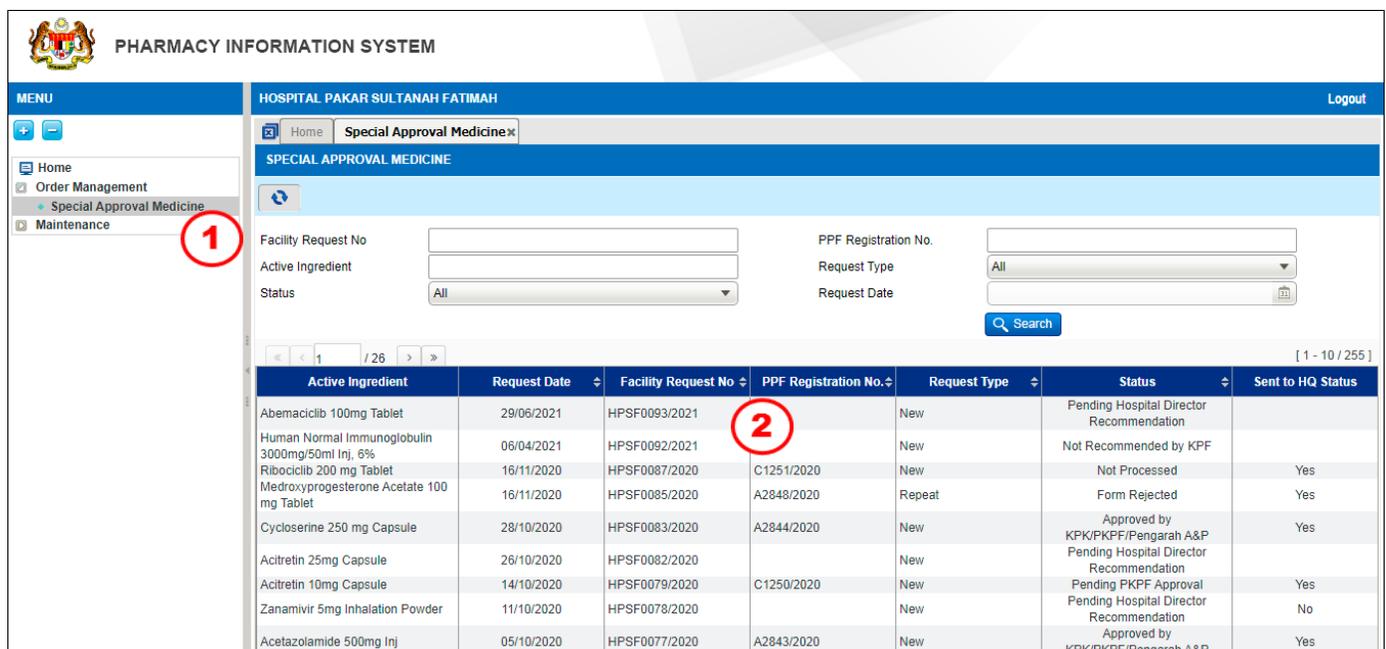
Recommendation by Hospital Director

TASK LIST						
Transaction Type: All <input type="button" value="Search"/>						
[1 - 2 / 2]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Approval Medicine	HPSF0082/2020		30/06/2021 03:27 PM	Pending Hospital Director Recommendation	WAD 18 (KELAS 1)	Chief Pharmacist KPK

Figure 3.1.1-32 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-32 and the Special Drug Request screen will be displayed as shown in the Figure 3.1.1-34 to proceed with Hospital Director task.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Special Approval Medicine

SPECIAL APPROVAL MEDICINE

Facility Request No: PPF Registration No:

Active Ingredient: Request Type: All

Status: All Request Date:

[1 - 10 / 255]

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Pending Hospital Director Recommendation	
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF	
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes
Cycloserine 250 mg Capsule	28/10/2020	HPSF0083/2020	A2844/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acitretin 25mg Capsule	26/10/2020	HPSF0082/2020		New	Pending Hospital Director Recommendation	
Acitretin 10mg Capsule	14/10/2020	HPSF0079/2020	C1250/2020	New	Pending PKPF Approval	Yes
Zanamivir 5mg Inhalation Powder	11/10/2020	HPSF0078/2020		New	Pending Hospital Director Recommendation	No
Acetazolamide 500mg Inj	05/10/2020	HPSF0077/2020	A2843/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes

Figure 3.1.1-33 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

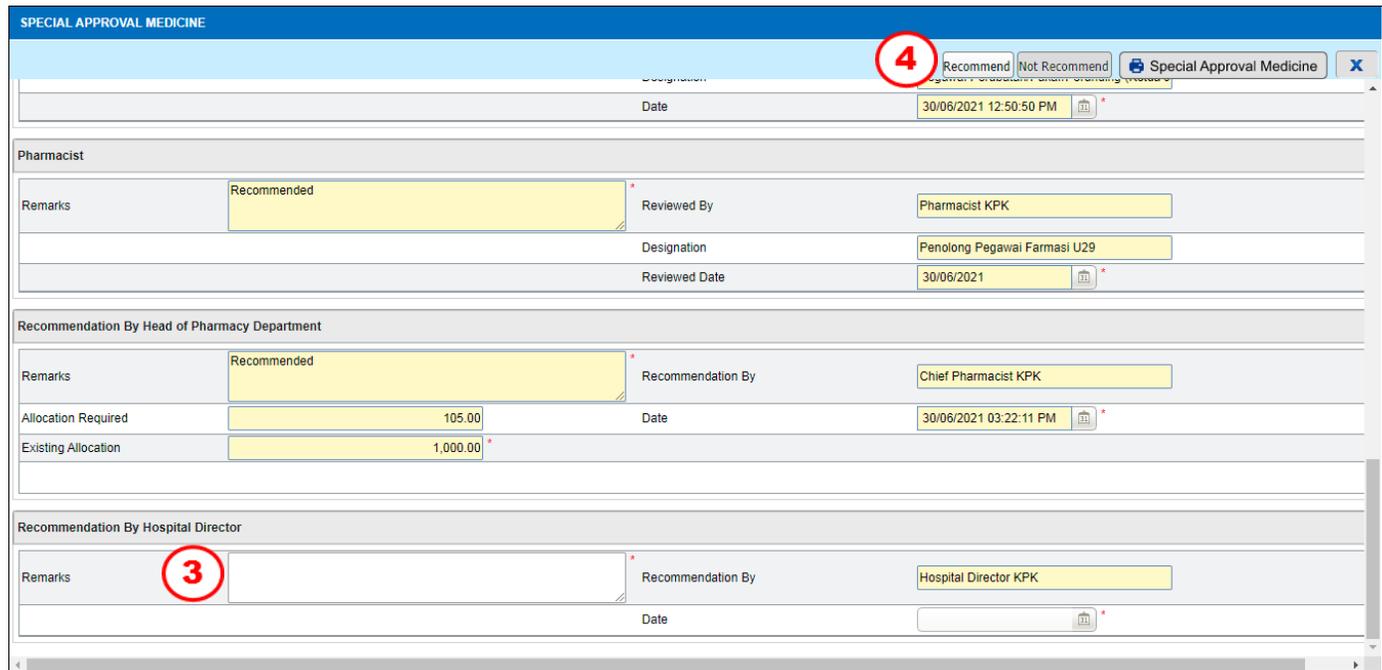
Note

User have option to Search request records based on below search criteria:

- Facility Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending Hospital Director Recommendation' order request status as per Figure 3.1.1-33



SPECIAL APPROVAL MEDICINE

Date: 30/06/2021 12:50:50 PM

Buttons: Recommend, Not Recommend, Special Approval Medicine

Pharmacist

Remarks: Recommended

Reviewed By: Pharmacist KPK

Designation: Penolong Pegawai Farmasi U29

Reviewed Date: 30/06/2021

Recommendation By Head of Pharmacy Department

Remarks: Recommended

Recommendation By: Chief Pharmacist KPK

Allocation Required: 105.00

Existing Allocation: 1,000.00

Date: 30/06/2021 03:22:11 PM

Recommendation By Hospital Director

Remarks: (Circled with '3')

Recommendation By: Hospital Director KPK

Date: (Empty)

Figure 3.1.1-34 Special Approval Medicine

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section, enter **Remarks** and **Date**.

STEP 4

Click on the **Recommend** button to save the record as per Figure 3.1.1-34

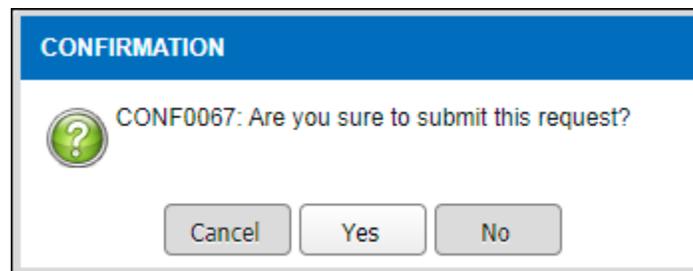


Figure 3.1.1-35 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-35, click on the **Yes** button.
- The request **status** will be change to 'Send for Approval'.
- User may also click **Not Recommend** if decided not to recommend. Alert message will displayed for not recommend transaction.
- Once click on **Yes** button, special approval medicine record will be update as shown in Figure 3.1.1-26

SPECIAL APPROVAL MEDICINE

Additional Document Special Approval Medicine X

5

Facility Request No. HPSF0093/2021 PPF Registration No. Serial No.
 Facility Name Hospital Pakar Sultanah Fatimah JKN JABATAN KESIHATAN NEGERI JOHOR
 Request Date 29/06/2021 Request By Batch Patient Request Category Funded by Facility
 State Johor Request Type New Repeat
 Drug Name Abemaciclib 100mg Tablet Status Send For Approval
 Create New Drug (Enter Active ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request Indication Approved Indication

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL Yes No Indication approved by PBKD Yes No
 MOH Drug Formulary Yes No Indication as listed in FUKKM Yes No
 Manufactured by Pharmaniaga Imported By Pharmaniaga

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity 1000 capsule Attachment 1 Justification Report / Patient Monitoring Attachment document(1).pdf View Attachment
 Packaging Description 100 capsule/box Attachment 2 (Scientific evidences) Attachment View Attachment
 Packaging Quantity 10 Attachment 3 (Quotation) Attachment document(1).pdf View Attachment
 Cost per Pack 10.50 Attachment 4 (Others) Attachment View Attachment
 Total Cost 105.00 Attachment 5 (Others) Attachment View Attachment
 Approved Quantity **Maximum size allowed = 2MB per attachment

Figure 3.1.1-36 Special Approval Medicine

Note

- User allow to add new attachment once request is submitted to HQ
- Additional Document button will be displayed once request is submitted to HQ for approval

STEP 5

Click on Additional Document button

Note

Once click on the button Figure 3.1.1-37 will be displayed

ADDITIONAL DOCUMENT

Additional Document X

6

Facility Request No HPSF0093/2021
 Title
 Description
 Attachment Choose File No File Chosen

< 1 / 1 >

Date Time	Title	Description	Attachment	Created By	Send Statu
No Records Found!					

Figure 3.1.1-37 Additional Document

Note

Screen will displayed the following field:

- **Facility Request No**
- **Title**
- **Description**
- **Attachment**

STEP 6

Click on  button to create new record

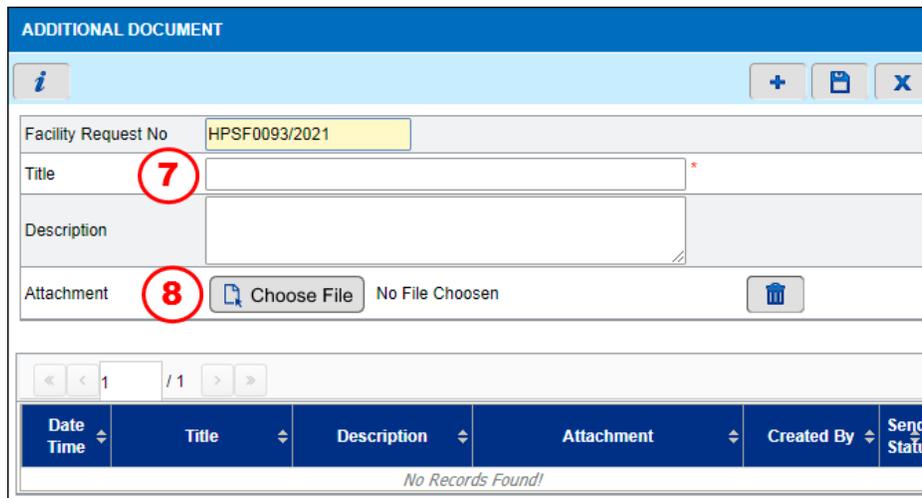


Figure 3.1.1-38 Additional Document

STEP 7

Enter **Title**

STEP 8

Click on  button to upload document

Note

- **Description** field is optional to fill
- Once click on choose file, file upload screen will be display as shown in Figure 3.1.1-39

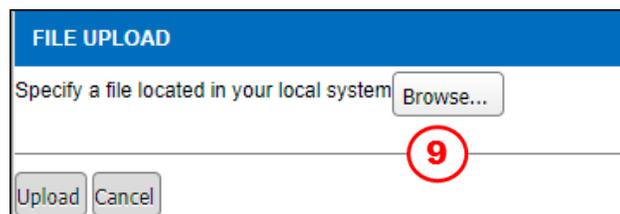
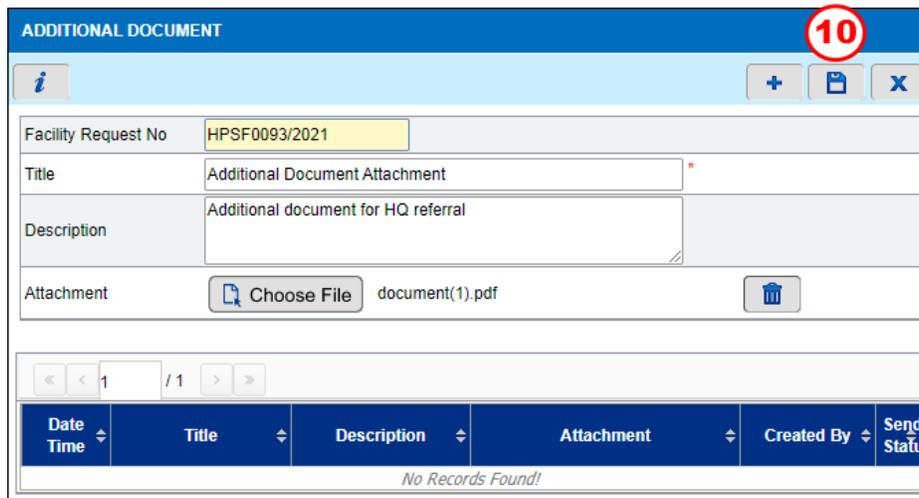


Figure 3.1.1-39 File Upload

STEP 9

Click on  button to search the file and then click on  button to upload the document



ADDITIONAL DOCUMENT 10

Facility Request No: HPSF0093/2021

Title: Additional Document Attachment *

Description: Additional document for HQ referral

Attachment: document(1).pdf

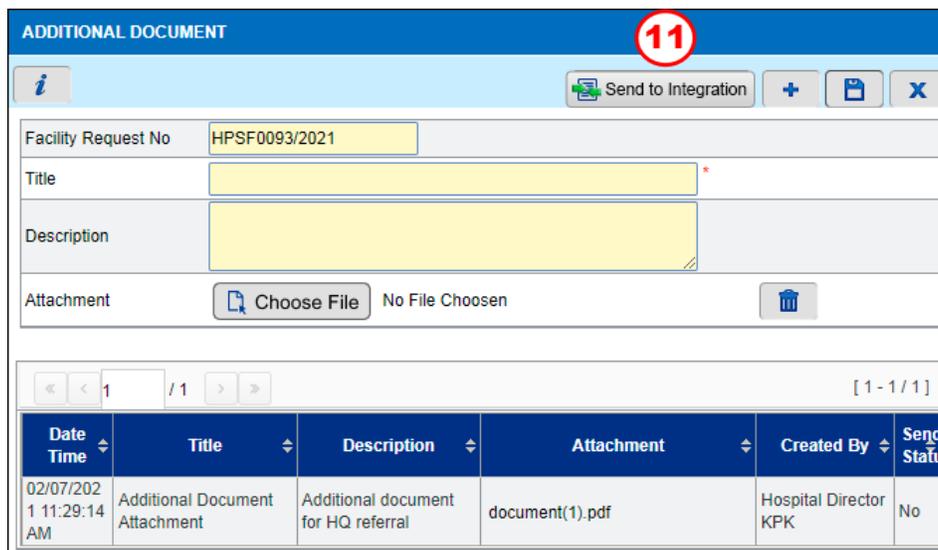
1 / 1

Date Time	Title	Description	Attachment	Created By	Send Status
No Records Found!					

Figure 3.1.1-40 Additional Document

STEP 10

Click on  button to save



ADDITIONAL DOCUMENT 11

Facility Request No: HPSF0093/2021

Title: *

Description:

Attachment: No File Chosen

1 / 1 [1 - 1 / 1]

Date Time	Title	Description	Attachment	Created By	Send Status
02/07/2021 11:29:14 AM	Additional Document Attachment	Additional document for HQ referral	document(1).pdf	Hospital Director KPK	No

Figure 3.1.1-41 Additional Document

STEP 11

Click on  button to submit the form to HQ

Note

- Add another document if required by click on  button

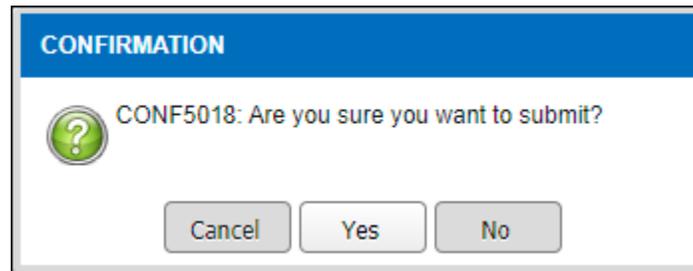
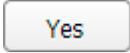


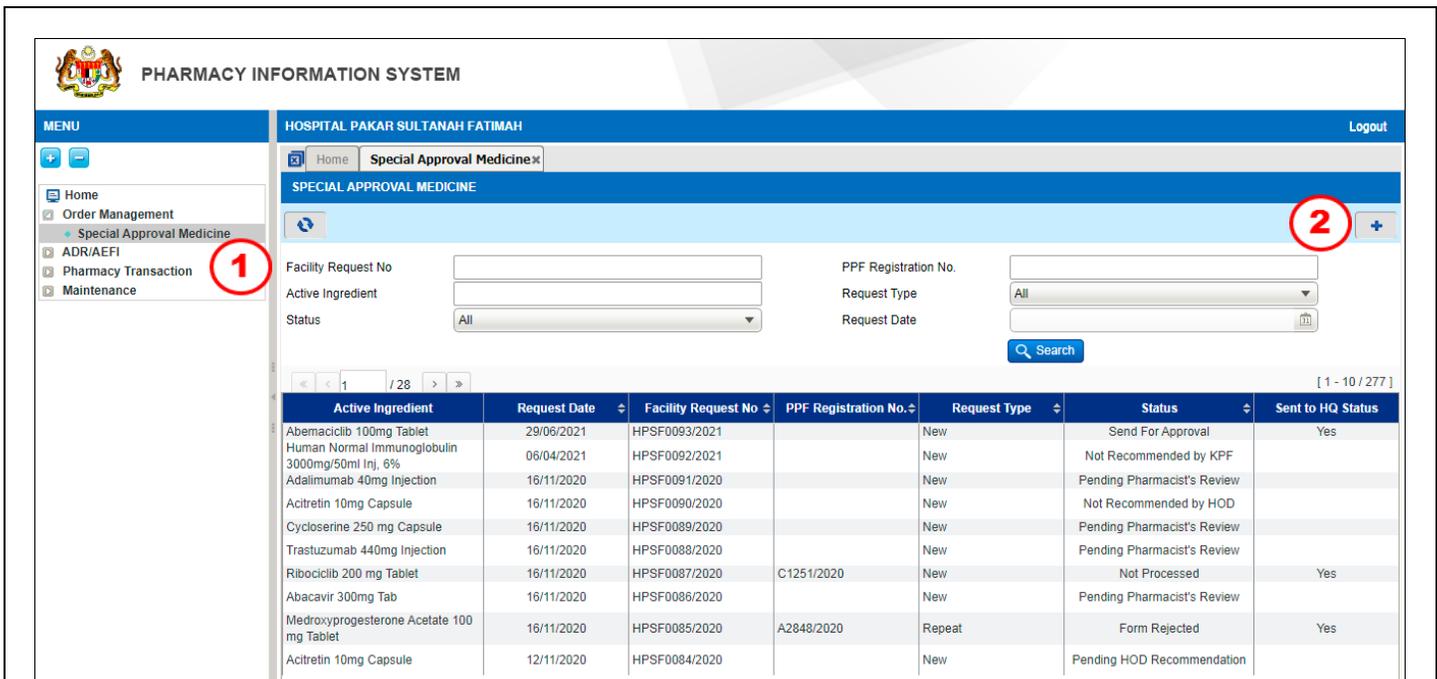
Figure 3.1.1-42 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-42, click on the  button
- Once submitted, Send Status will be displayed as Yes
- User still can add or amend attachment until request is approved or reject by HQ

3.1.2 Request By Pharmacist

This function is used for pharmacist to request special drug.



Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Send For Approval	Yes
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF	
Adalimumab 40mg Injection	16/11/2020	HPSF0091/2020		New	Pending Pharmacist's Review	
Acitretin 10mg Capsule	16/11/2020	HPSF0090/2020		New	Not Recommended by HOD	
Cycloserine 250 mg Capsule	16/11/2020	HPSF0089/2020		New	Pending Pharmacist's Review	
Trastuzumab 440mg Injection	16/11/2020	HPSF0088/2020		New	Pending Pharmacist's Review	
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes
Abacavir 300mg Tab	16/11/2020	HPSF0086/2020		New	Pending Pharmacist's Review	
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes
Acitretin 10mg Capsule	12/11/2020	HPSF0084/2020		New	Pending HOD Recommendation	

Figure 3.1.2-1 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

STEP 2

Click on the  button to add a new request

No	Field	Description	Remark
a	Facility Request No	Facility Request No	Individual request number will be auto generated for each request
b	Active Ingredient	Active Ingredient	Active Ingredient of the request
c	Status	<p>The status will be displayed in the drop down box:</p> <ul style="list-style-type: none"> - All - Approved By HD - Approved by KPK/PKPF/Pengarah A&P - Form Rejected - Incomplete Form - New Request - Not Processed - Not Recommended by HD - Not Recommended by HOD - Not Recommended by KPF - Pending Endorsement bt TP - Pending HOD Recommendation - Pending Hospital Director Recommendation 	<p>Status eg: 'New Request'.</p>

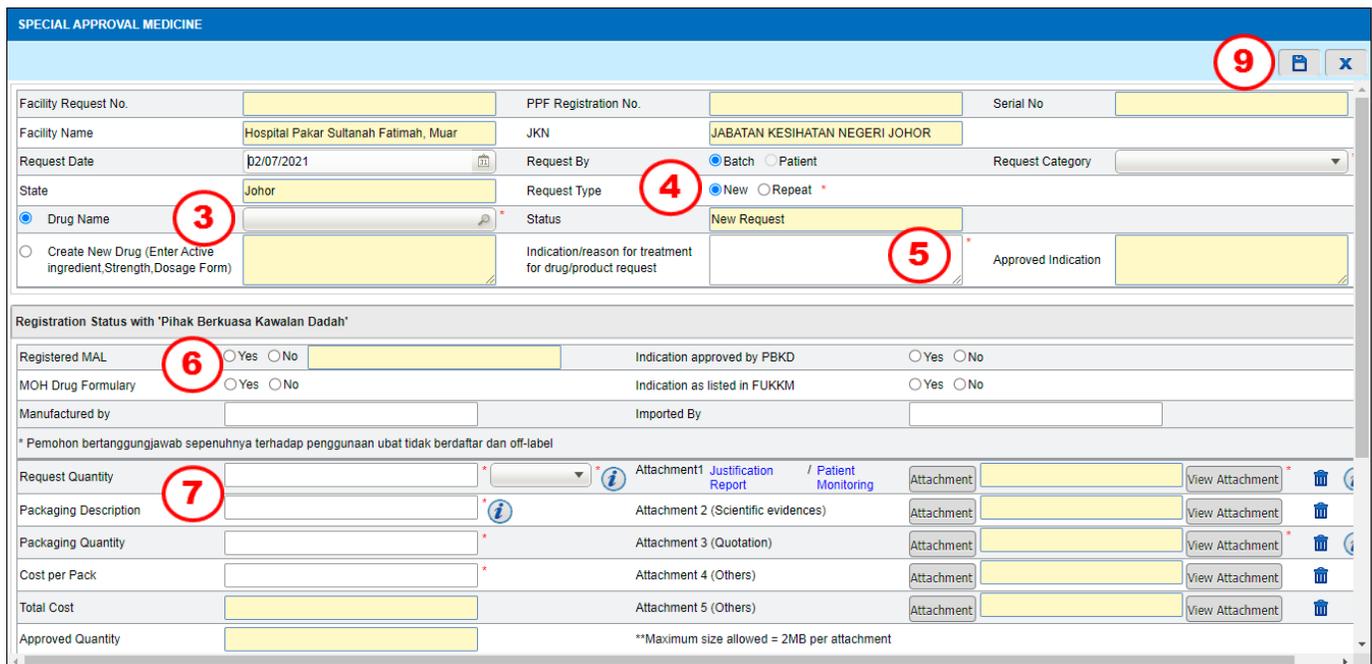
		- Pending KPF Recommendation	
d	PPF Registration No	Program Perkhidmatan Farmasi Request No	Register number upon sending the request
e	Request Type	The request type will be displayed in the drop down box: - All - New - Repeat	All, New or Repeated request
f	Request Date	Request Date	Special Drug Request Date

Table 3.1.2-1 Search Criteria

Note

Search result of existing KPK record list will be displayed:

- Active Ingredient
- Request Date
- Facility Request No
- PPF Register No
- Request Type
- Status



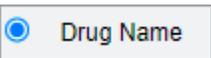
The screenshot shows the 'SPECIAL APPROVAL MEDICINE' web application interface. It features a search form with various fields and options. Red circles with numbers 3 through 9 highlight specific elements: 3 points to the 'Drug Name' radio button, 4 points to the 'Request Type' dropdown menu, 5 points to the 'Status' dropdown menu, 6 points to the 'Registered MAL' radio button, 7 points to the 'Request Quantity' dropdown menu, and 9 points to the window title bar. The form includes fields for Facility Request No., PPF Registration No., Serial No., Facility Name, JKN, Request Date, Request By, Request Category, State, Request Type, Status, Indication/reason for treatment, and Approved Indication. It also has sections for registration status with 'Pihak Berkuasa Kawalan Dadah' and attachment uploads for Justification Report, Patient Monitoring, Scientific evidences, Quotation, and Others.

Figure 3.1.2-2 Special Approval Medicine

STEP 3

Click on the search button and double click on selected drug

Note

-  radio button will selected by default for existing drug request.

Create New Drug (Enter Active ingredient, Strength, Dosage Form)

- If user request for new drug, select on the *Ingredient, Strength and Dosage Form.* radio button and enter Active

STEP 4

Select Request Type

- New
- Repeat

STEP 5

Enter **Indication/reason for treatment for drug/product request**

STEP 6

Select 'Yes' or 'No' radio button for:

- MOH Drug Formulary**
- Registered MAL**
- Indication approved by PBKD**
- Indication as listed in FUKKM**

Note

- For Drug category A (Registered but not available in FUKKM), 'Registered MAL' will be defaulted to 'Yes' and no default value for 'MOH Drug Formulary'
- If Registered MAL selected as 'No', 'Indication Approved by PBKD' will be defaulted as 'No'.
- For Drug category C (Not Registered and not available in FUKKM), 'MOH Drug Formulary', 'Registered MAL' and 'Indication Approved by PBKD' will be defaulted to 'No'

STEP 7

Enter all mandatory field that consist of:

- Request Quantity**
- Packaging Description**
- Packaging Quantity**
- Cost per Pack**
- Attachment 1**
- Attachment 3**

Pharmacist	
Remarks	Reviewed By
8	Pharmacist KPK
	Designation
	Penolong Pegawai Farmasi U29
	Reviewed Date

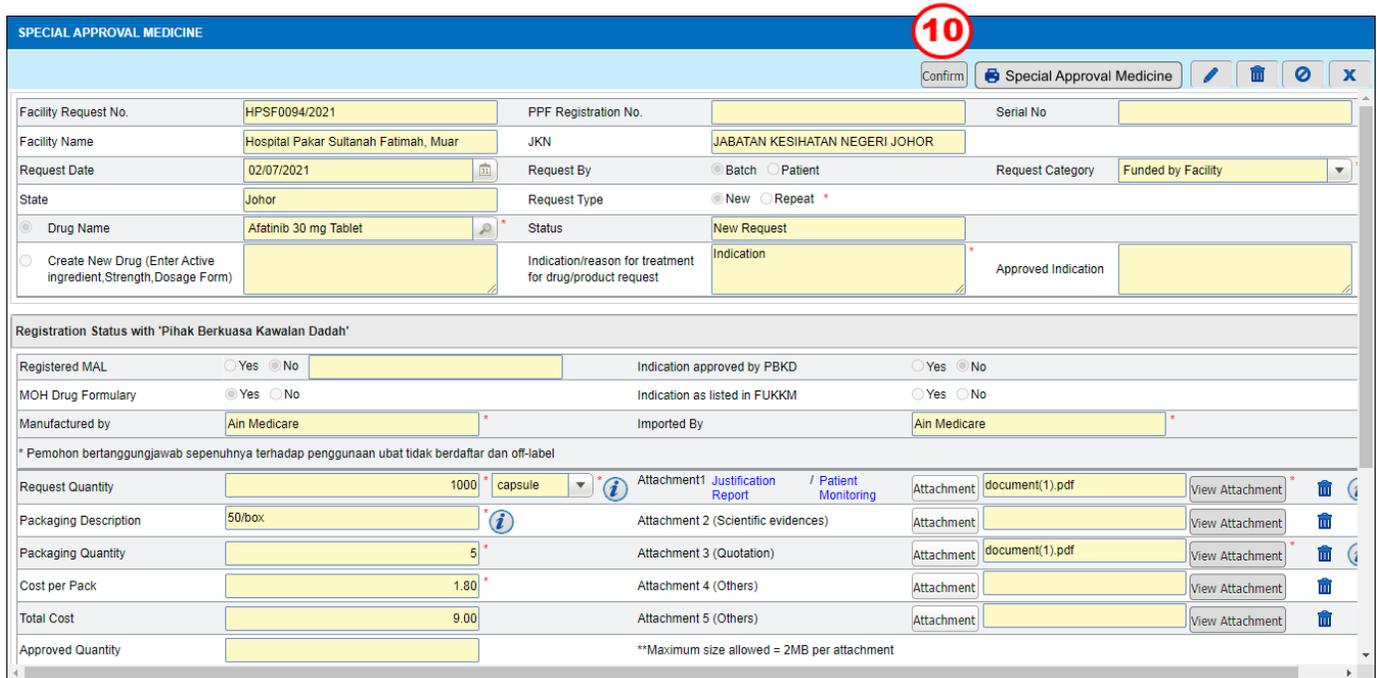
Figure 3.1.2-3 Pharmacist Special Approval Medicine

STEP 8

Enter **Remarks** and **Reviewed Date** in Pharmacist section

STEP 9

Click on the  button as per Figure 3.1.2-2



SPECIAL APPROVAL MEDICINE 10

Confirm Special Approval Medicine

Facility Request No.	HPSF0094/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah, Muar	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	02/07/2021	Request By	<input checked="" type="radio"/> Batch <input type="radio"/> Patient	Request Category	Funded by Facility
State	Johor	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat		
<input checked="" type="radio"/> Drug Name	Afatinib 30 mg Tablet	Status	New Request		
<input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input checked="" type="radio"/> Yes <input type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <input checked="" type="radio"/> No
Manufactured by	Ain Medicare	Imported By	Ain Medicare

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity	1000	capsule	Attachment 1 Justification Report / Patient Monitoring	Attachment	document(1).pdf	View Attachment
Packaging Description	50/box		Attachment 2 (Scientific evidences)	Attachment		View Attachment
Packaging Quantity	5		Attachment 3 (Quotation)	Attachment	document(1).pdf	View Attachment
Cost per Pack	1.80		Attachment 4 (Others)	Attachment		View Attachment
Total Cost	9.00		Attachment 5 (Others)	Attachment		View Attachment
Approved Quantity			**Maximum size allowed = 2MB per attachment			

Figure 3.1.2-3 Special Approval Medicine

STEP 10

Click on the  button as per Figure 3.1.2-3

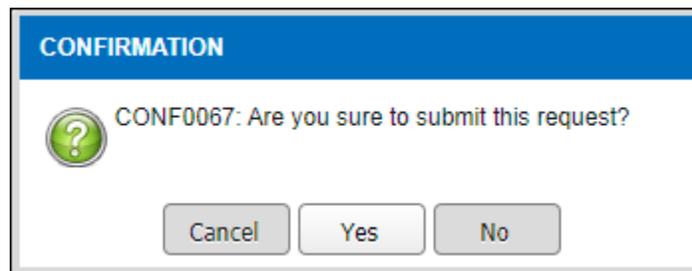
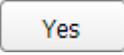
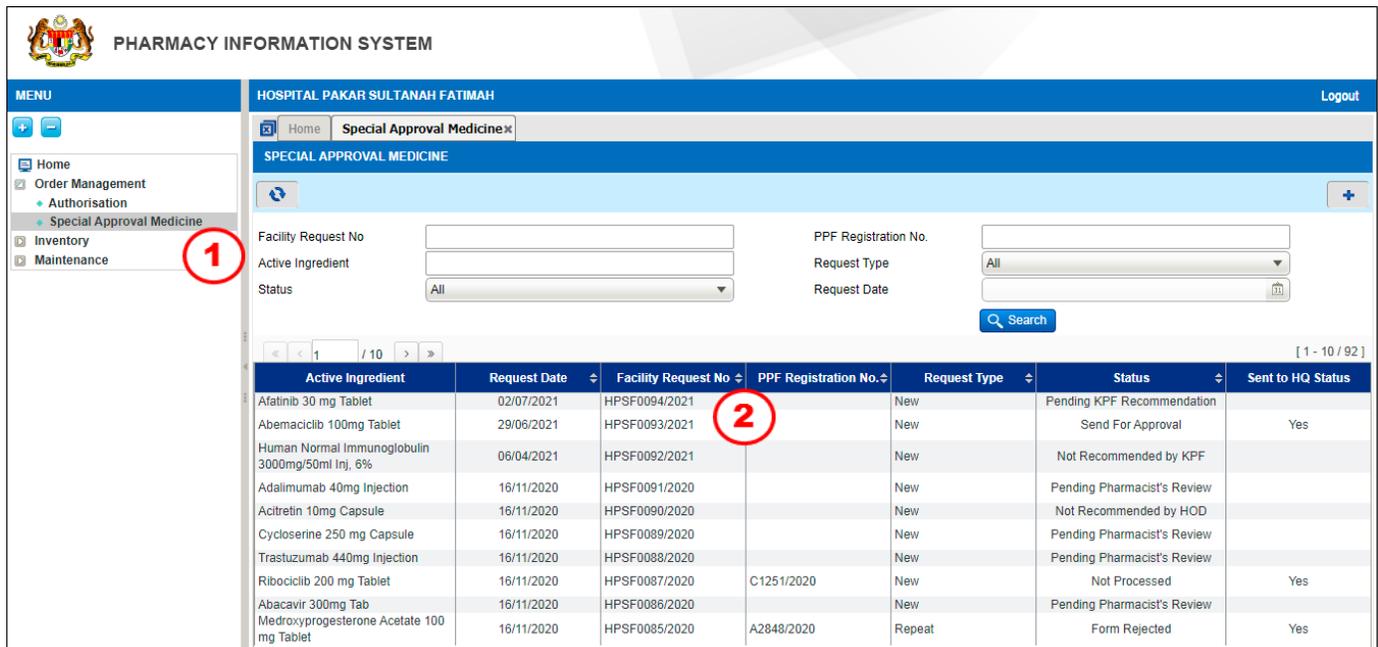


Figure 3.1.2-4 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-4, click on the  button.
- Special drug request status will be changed to 'Pending KPF Recommendation'.
- For those request already save but haven't click on the  button yet, the **Status** will be 'New Request'.

Recommendation by Head of Pharmacy Department



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Special Approval Medicine

SPECIAL APPROVAL MEDICINE

Facility Request No. PPF Registration No.

Active Ingredient Request Type

Status Request Date

Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Afatinib 30 mg Tablet	02/07/2021	HPSF0094/2021		New	Pending KPF Recommendation	
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Send For Approval	Yes
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF	
Adalimumab 40mg Injection	16/11/2020	HPSF0091/2020		New	Pending Pharmacist's Review	
Acitretin 10mg Capsule	16/11/2020	HPSF0090/2020		New	Not Recommended by HOD	
Cycloserine 250 mg Capsule	16/11/2020	HPSF0089/2020		New	Pending Pharmacist's Review	
Trastuzumab 440mg Injection	16/11/2020	HPSF0088/2020		New	Pending Pharmacist's Review	
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes
Abacavir 300mg Tab	16/11/2020	HPSF0086/2020		New	Pending Pharmacist's Review	
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes

Figure 3.1.2-5 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Approval Medicine' sub- menu

Note

User have option to search request records based on below search criteria:-

- Facility Request No
- Active Ingredient
- Status
- PPF Request No
- Request Type
- Request Date

STEP 2

Double click on the record with 'Pending KPF Recommendation' status

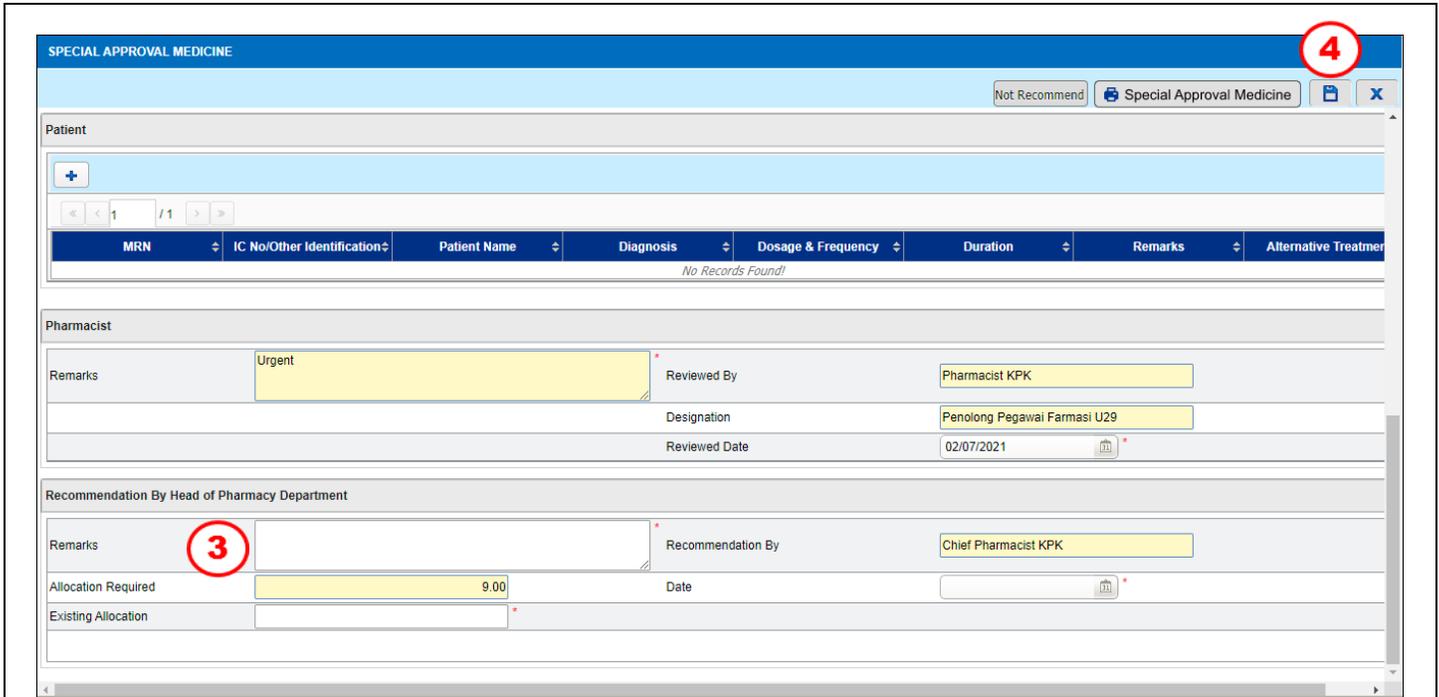


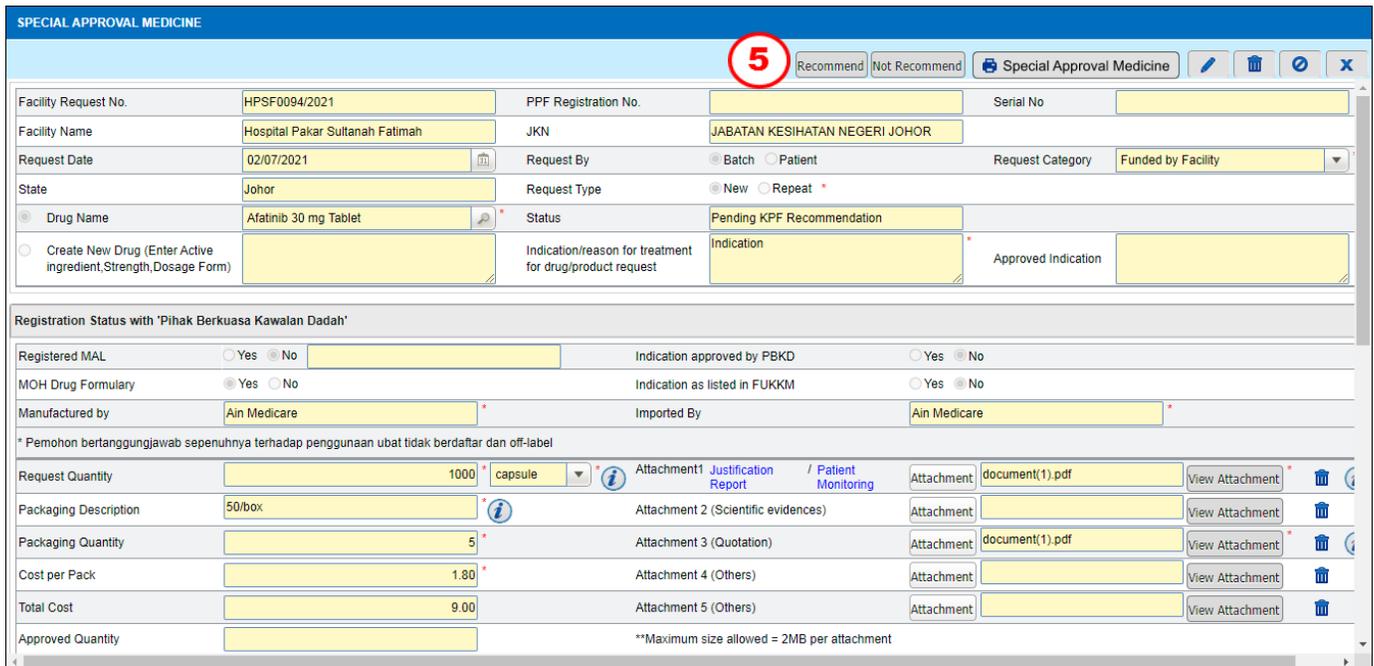
Figure 3.1.2-6 Recommendation by KPF

STEP 3

Scroll down and look for 'Recommendation By Head of Pharmacy Department' section, enter **Remarks**, **Existing Allocation** and **Date**

STEP 4

Click on the  button as per Figure 3.1.2-7



SPECIAL APPROVAL MEDICINE

5 Recommend Not Recommend Special Approval Medicine

Facility Request No.	HPSF0094/2021	PPF Registration No.		Serial No.	
Facility Name	Hospital Pakar Sultanah Fatimah	JKN	JABATAN KESIHATAN NEGERI JOHOR		
Request Date	02/07/2021	Request By	Batch Patient	Request Category	Funded by Facility
State	Johor	Request Type	New Repeat		
Drug Name	Afatinib 30 mg Tablet	Status	Pending KPF Recommendation		
Create New Drug (Enter Active ingredient, Strength, Dosage Form)		Indication/reason for treatment for drug/product request	Indication	Approved Indication	

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

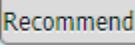
Registered MAL	Yes No	Indication approved by PBKD	Yes No
MOH Drug Formulary	Yes No	Indication as listed in FUKKM	Yes No
Manufactured by	Ain Medicare	Imported By	Ain Medicare

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity	1000	capsule	Attachment 1 Justification Report / Patient Monitoring	Attachment	document(1).pdf	View Attachment
Packaging Description	50/box		Attachment 2 (Scientific evidences)	Attachment		View Attachment
Packaging Quantity	5		Attachment 3 (Quotation)	Attachment	document(1).pdf	View Attachment
Cost per Pack	1.80		Attachment 4 (Others)	Attachment		View Attachment
Total Cost	9.00		Attachment 5 (Others)	Attachment		View Attachment
Approved Quantity			**Maximum size allowed = 2MB per attachment			

Figure 3.1.2-7 Recommendation by KPF

STEP 5

Click on the  button as per Figure 3.1.2-7

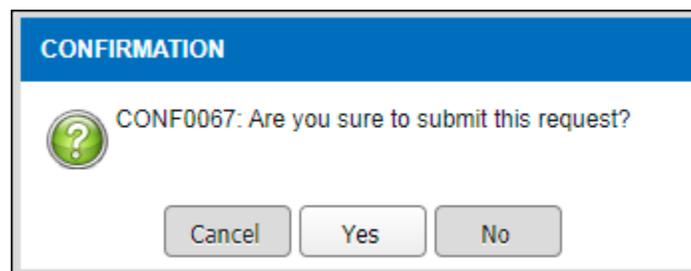
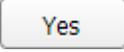


Figure 3.1.2-8 Confirmation Alert Message

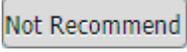
Note

- An alert message will be displayed as Figure 3.1.2-8, click on the  button

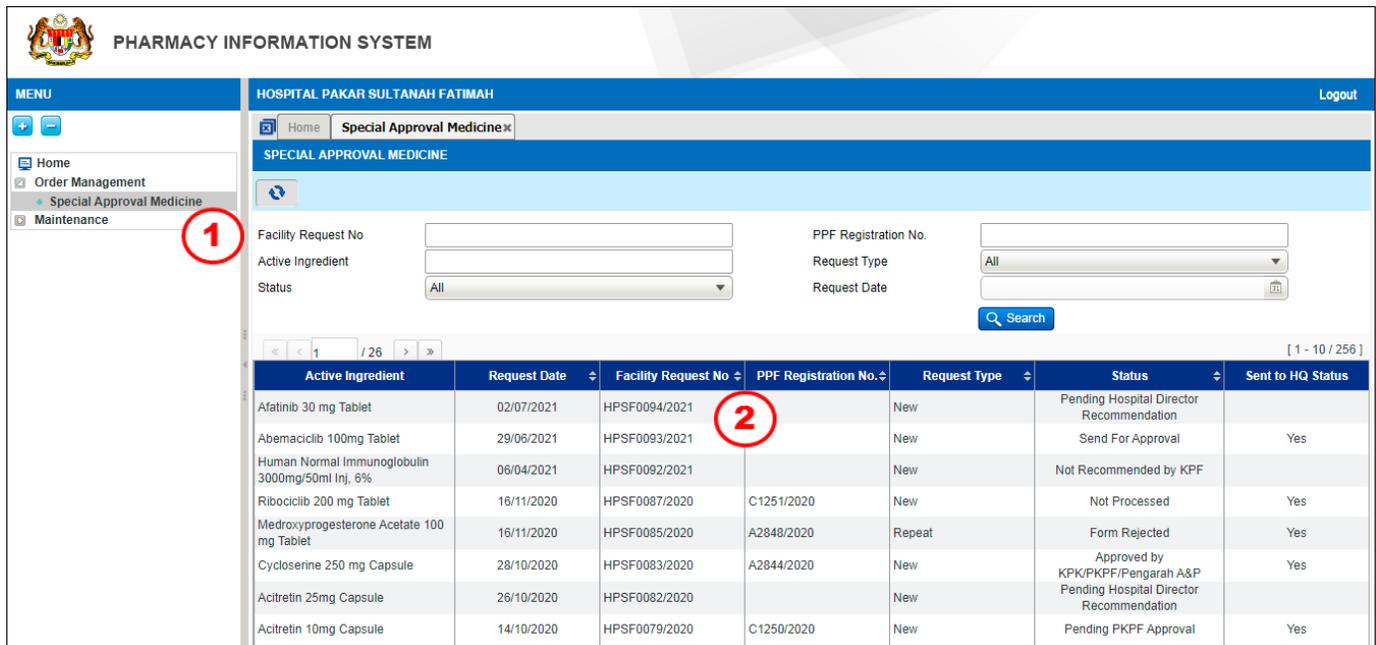
Recommend

- After enter **Remarks** and **Existing Allocation** user may save request and exit window.
- Saved request can be search back from listing page and click on the  button.

Not recommend

- User may also click on the  if decided to not recommend the request.
- For request not recommend, Request status will be changed to 'Not recommended by KPF'.
- For those orders which already recommended by KPF, request status will be change to 'Pending Hospital Director Recommendation'.

Recommendation by Hospital Director



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Special Approval Medicine x

SPECIAL APPROVAL MEDICINE

Facility Request No. PPF Registration No.

Active Ingredient Request Type

Status Request Date

[1 - 10 / 256]

Active Ingredient	Request Date	Facility Request No.	PPF Registration No.	Request Type	Status	Sent to HQ Status
Afatinib 30 mg Tablet	02/07/2021	HPSF0094/2021		New	Pending Hospital Director Recommendation	
Abemaciclib 100mg Tablet	29/06/2021	HPSF0093/2021		New	Send For Approval	Yes
Human Normal Immunoglobulin 3000mg/50ml Inj, 6%	06/04/2021	HPSF0092/2021		New	Not Recommended by KPF	
Ribociclib 200 mg Tablet	16/11/2020	HPSF0087/2020	C1251/2020	New	Not Processed	Yes
Medroxyprogesterone Acetate 100 mg Tablet	16/11/2020	HPSF0085/2020	A2848/2020	Repeat	Form Rejected	Yes
Cycloserine 250 mg Capsule	28/10/2020	HPSF0083/2020	A2844/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acitretin 25mg Capsule	26/10/2020	HPSF0082/2020		New	Pending Hospital Director Recommendation	
Acitretin 10mg Capsule	14/10/2020	HPSF0079/2020	C1250/2020	New	Pending PKPF Approval	Yes

Figure 3.1.2-9 Special Approval Medicine

STEP 1

Click on 'Order Management' and click on the 'Special Drug Request' sub-menu

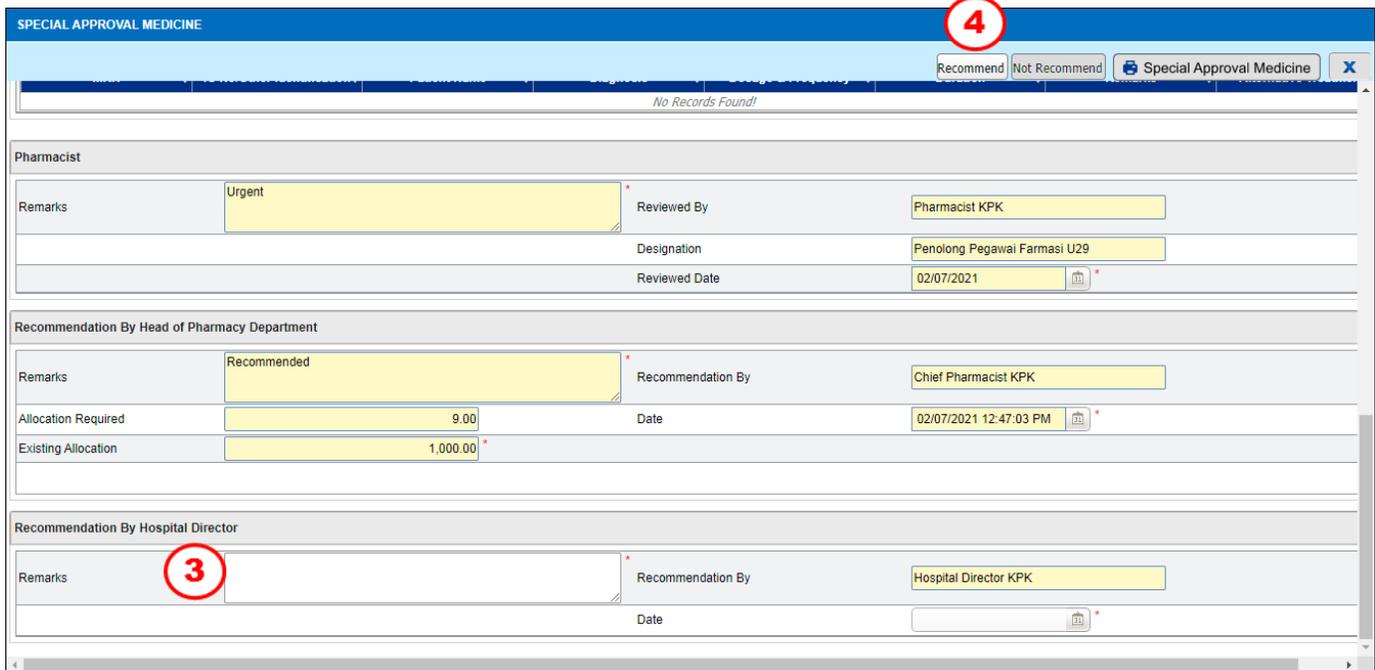
Note

User have option to Search request records based on below search criteria:

- a) Facility Request No
- b) Active Ingredient
- c) Status
- d) PPF Request No
- e) Request Type
- f) Request Date

STEP 2

Double click on the record with 'Pending Hospital Director Recommendation' order request status as per Figure 3.1.2-9



SPECIAL APPROVAL MEDICINE 4

Recommend Not Recommend Special Approval Medicine X

No Records Found!

Pharmacist

Remarks: Urgent

Reviewed By: Pharmacist KPK

Designation: Penolong Pegawai Farmasi U29

Reviewed Date: 02/07/2021

Recommendation By Head of Pharmacy Department

Remarks: Recommended

Recommendation By: Chief Pharmacist KPK

Allocation Required: 9.00

Existing Allocation: 1,000.00

Date: 02/07/2021 12:47:03 PM

Recommendation By Hospital Director

Remarks: 3

Recommendation By: Hospital Director KPK

Date:

Figure 3.1.2-10 Recommendation by Hospital Director

STEP 3

Scroll down and look for 'Recommendation By Hospital Director' section , enter **Remarks** and **Date** as per Figure 3.1.2-10

STEP 4

Click on the **Recommend** button to save the record

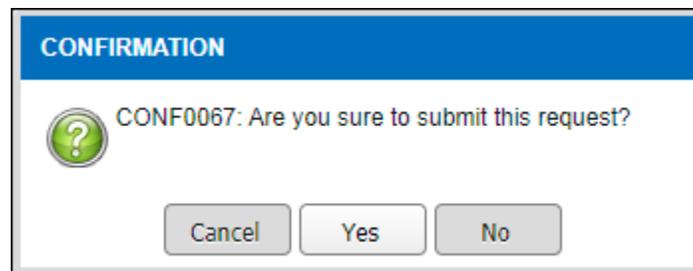
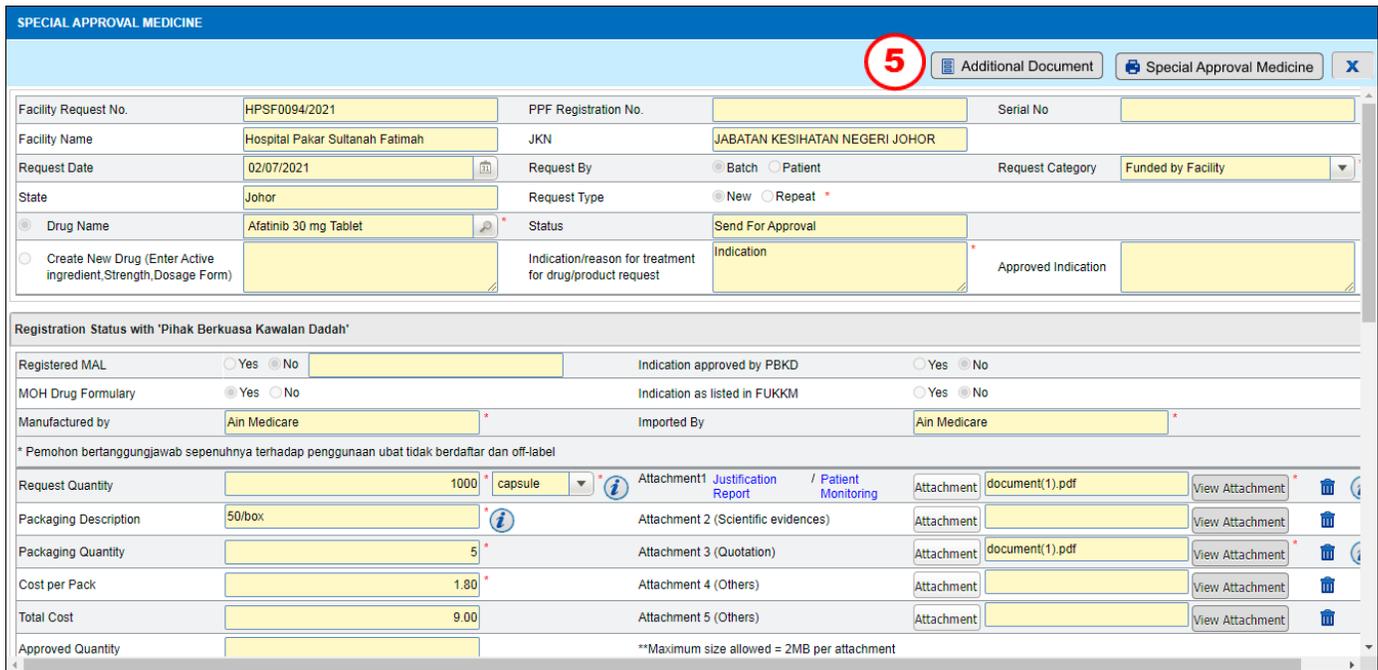


Figure 3.1.2-11 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-11, click on the **Yes** button.
- The request **status** will be change to 'Send For Approval'.
- User may also click **Not Recommend** if decided not to recommend. Alert message will displayed for not recommend transaction.



SPECIAL APPROVAL MEDICINE

Additional Document Special Approval Medicine X

5

Facility Request No. HPSF0094/2021 PPF Registration No. Serial No.

Facility Name Hospital Pakar Sultanah Fatimah JKN JABATAN KESIHATAN NEGERI JOHOR

Request Date 02/07/2021 Request By Batch Patient Request Category Funded by Facility

State Johor Request Type New Repeat *

Drug Name Afatinib 30 mg Tablet Status Send For Approval

Create New Drug (Enter Active ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request Indication Approved Indication

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL Yes No Indication approved by PBKD Yes No

MOH Drug Formulary Yes No Indication as listed in FUKKM Yes No

Manufactured by Ain Medicare Imported By Ain Medicare *

* Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

Request Quantity 1000 capsule Attachment 1 Justification Report / Patient Monitoring Attachment document(1).pdf View Attachment

Packaging Description 50/box Attachment 2 (Scientific evidences) Attachment View Attachment

Packaging Quantity 5 Attachment 3 (Quotation) Attachment document(1).pdf View Attachment

Cost per Pack 1.80 Attachment 4 (Others) Attachment View Attachment

Total Cost 9.00 Attachment 5 (Others) Attachment View Attachment

Approved Quantity **Maximum size allowed = 2MB per attachment

Figure 3.1.2-12 Special Approval Medicine

Note

- User allow to add new attachment once request is submitted to HQ

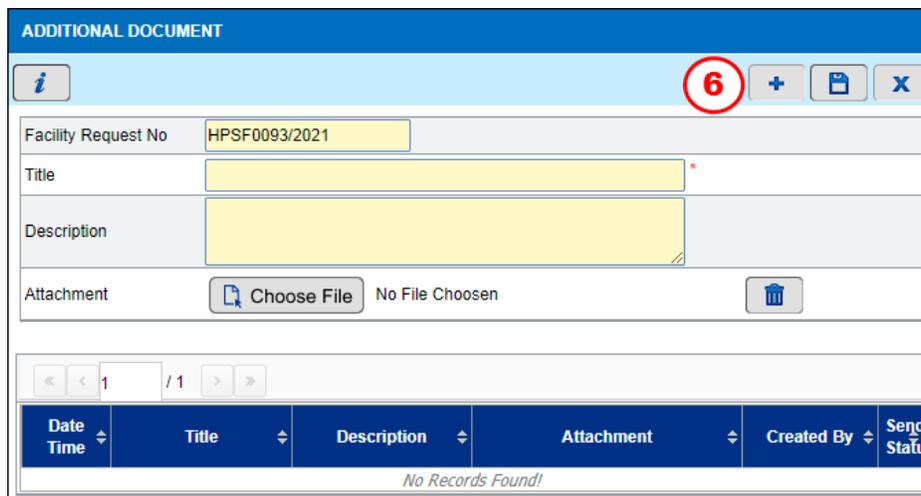
- Additional Document button will be displayed once request is submitted to HQ for approval

STEP 5

Click on Additional Document button

Note

Once click on the button Figure 3.1.2-13 will be displayed



ADDITIONAL DOCUMENT

i 6 + [Save] X

Facility Request No HPSF0093/2021

Title *

Description

Attachment Choose File No File Chosen [Delete]

< 1 / 1 >

Date Time	Title	Description	Attachment	Created By	Send Statu
No Records Found!					

Figure 3.1.2-13 Additional Document

Note

Screen will displayed the following field:

- **Facility Request No**
- **Title**
- **Description**
- **Attachment**

STEP 6

Click on  button to create new record

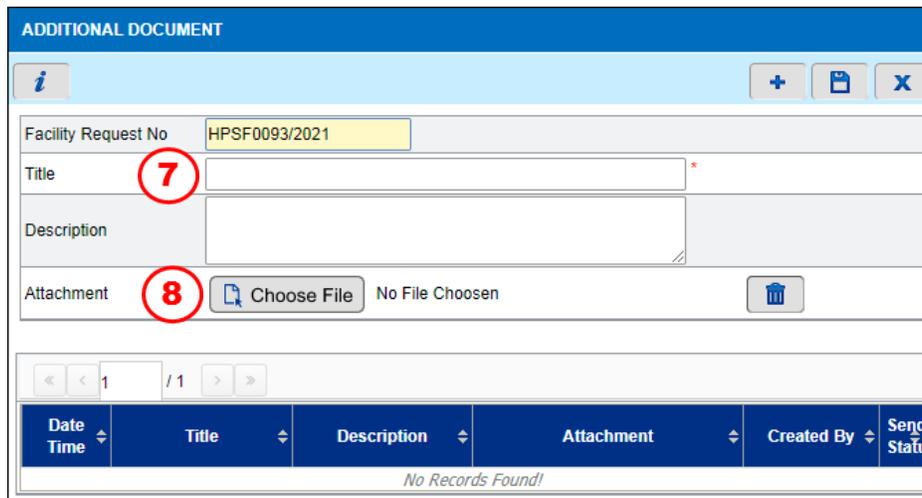


Figure 3.1.2-14 Additional Document

STEP 7

Enter **Title**

STEP 8

Click on  button to upload document

Note

- **Description** field is optional to fill
- Once click on choose file, file upload screen will be display as shown in Figure 3.1.2-15

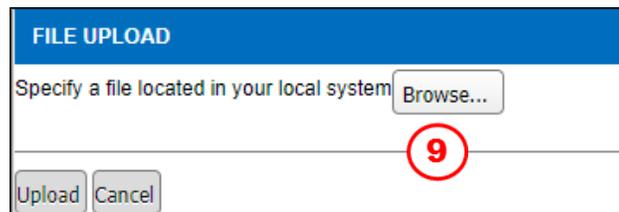
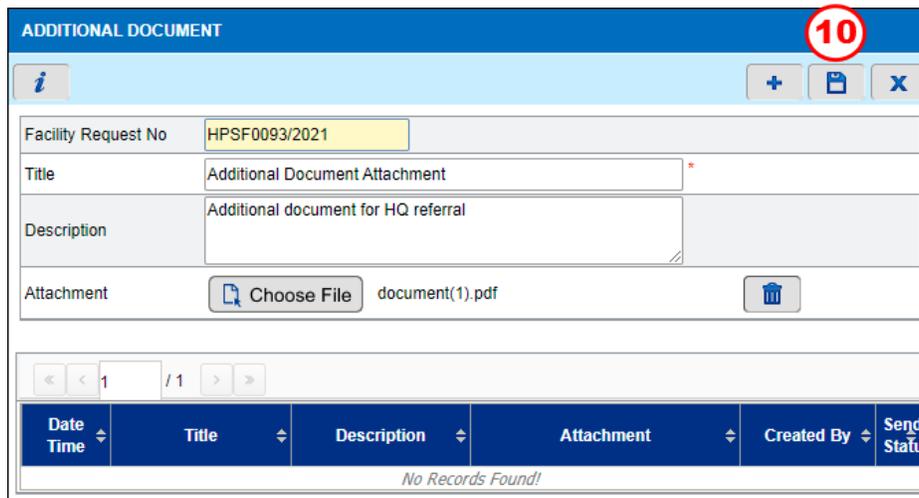


Figure 3.1.2-15 File Upload

STEP 9

Click on  button to search the file and then click on  button to upload the document



ADDITIONAL DOCUMENT 10

Facility Request No: HPSF0093/2021

Title: Additional Document Attachment *

Description: Additional document for HQ referral

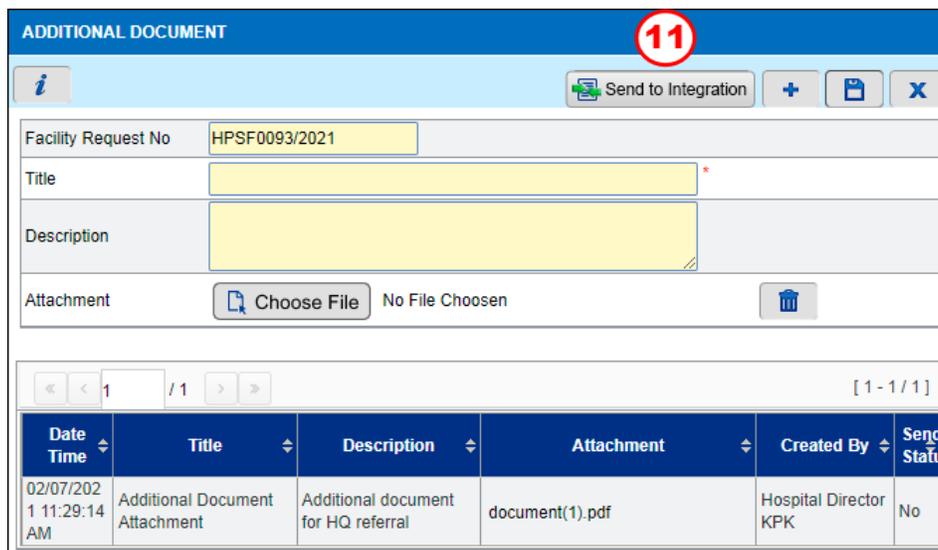
Attachment: document(1).pdf

Date Time	Title	Description	Attachment	Created By	Send Status
No Records Found!					

Figure 3.1.2-16 Additional Document

STEP 10

Click on  button to save



ADDITIONAL DOCUMENT 11

Facility Request No: HPSF0093/2021

Title: *

Description:

Attachment: No File Chosen

[1 - 1 / 1]

Date Time	Title	Description	Attachment	Created By	Send Status
02/07/2021 11:29:14 AM	Additional Document Attachment	Additional document for HQ referral	document(1).pdf	Hospital Director KPK	No

Figure 3.1.2-17 Additional Document

STEP 11

Click on  button to submit the form to HQ

Note

- Add another document if required by click on  button

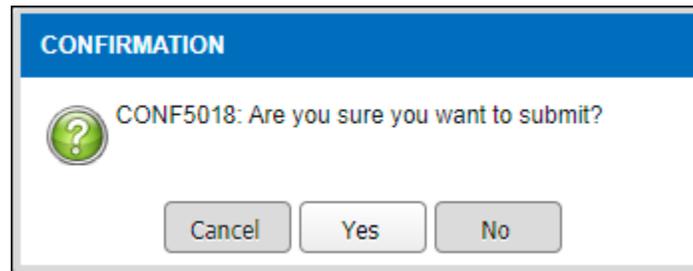
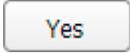


Figure 3.1.2-18 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-18, click on the  button
- Once submitted, Send Status will be displayed as Yes
- User still can add or amend attachment until request is approved or reject by HQ

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MRN	Medical Record Number
MOH	Ministry Of Health
KPK	Ketua Pengarah Kesihatan

5.0 Links to Clinical Modules

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