

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

User Manual Order Management Special Approval Medicine

Version	: 13th Edition
Document ID	: FB_U. MANUAL_SPECIAL APPROVAL MEDICINE



PhIS & CPS Project
User Manual – Special Approval Medicine



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Reference ID : U. MANUAL_SPECIAL APPROVAL MEDICINE-13th 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 Special Approval Medicine 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

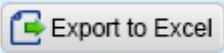
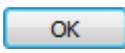
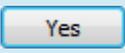
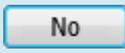
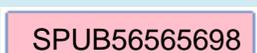
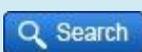
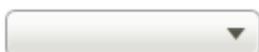
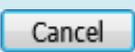
1.3 Organised Sections

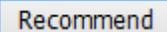
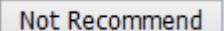
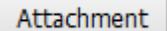
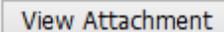
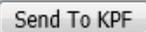
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Special Approval Medicine 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

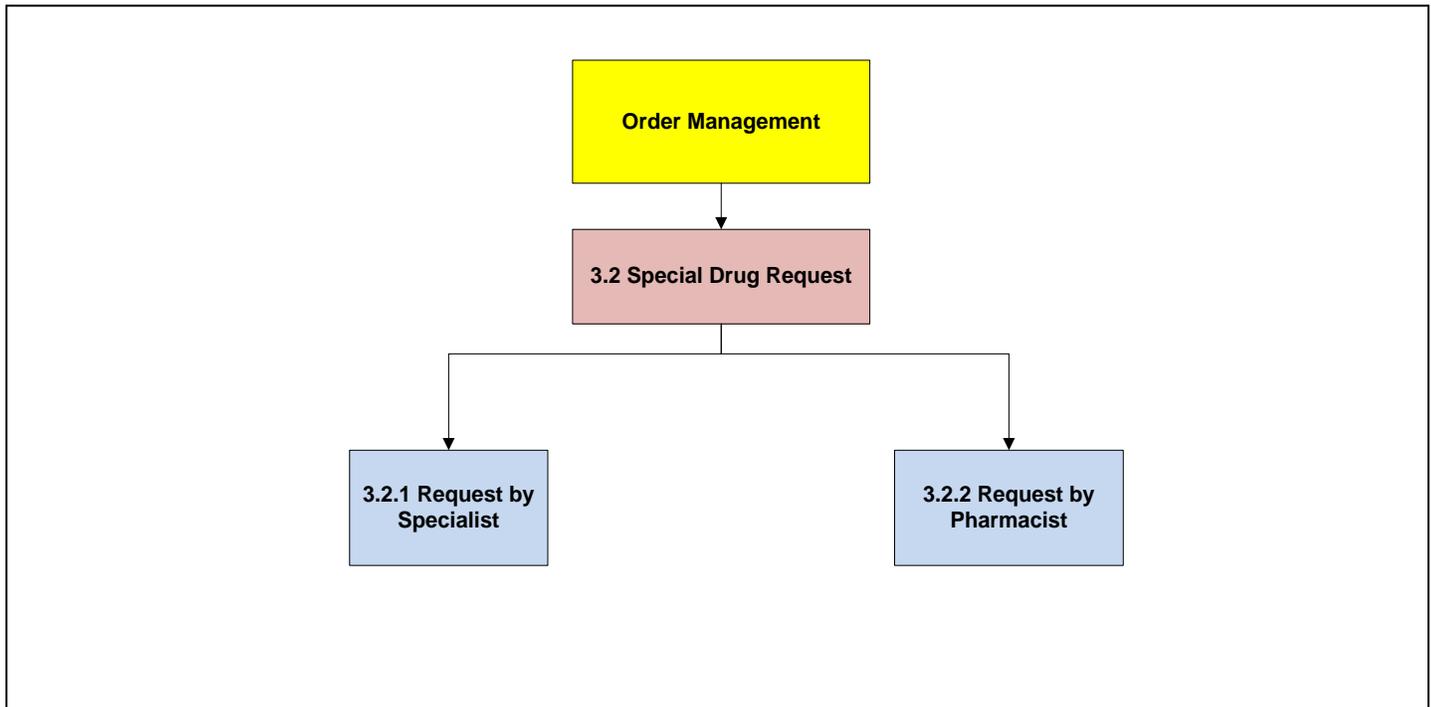


Figure 3.1

Functional Description

Order Management comprises of two (2) main functions:

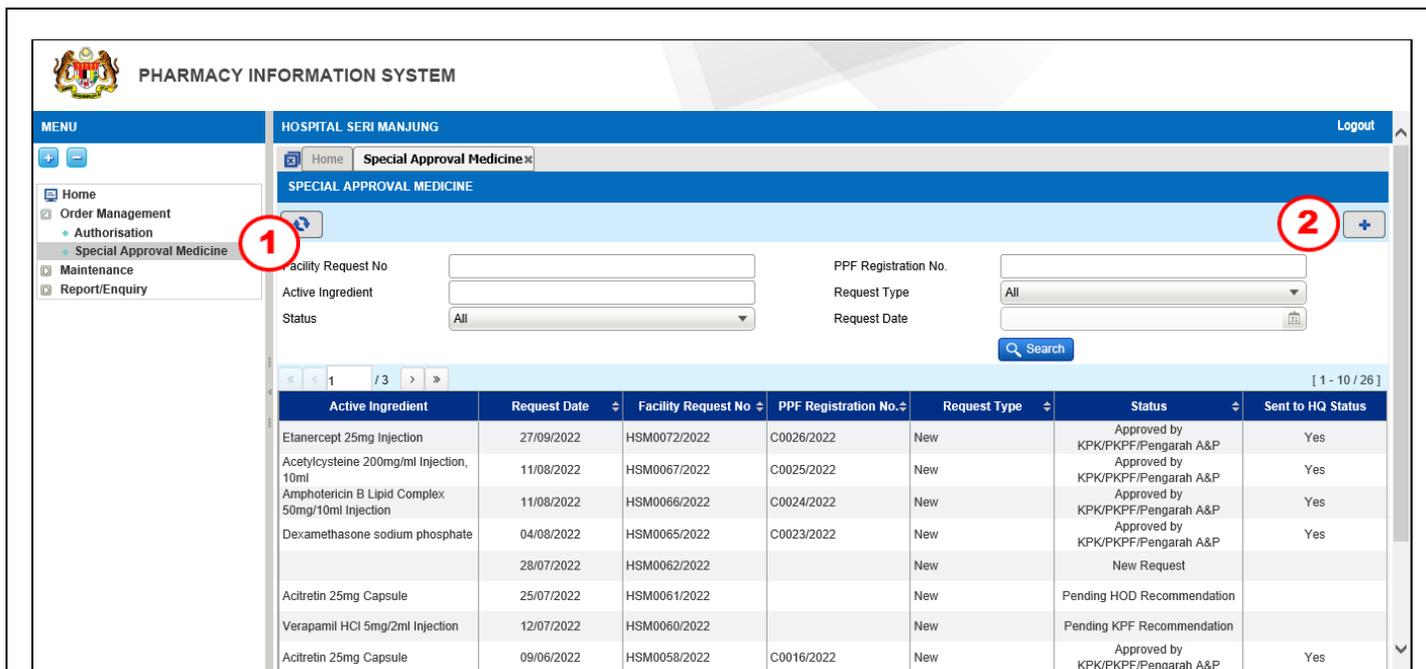
- **Request by Specialist**
Ordering done by specialist include patients
- **Request by Pharmacist**
To do bulk ordering by pharmacy

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Special Approval Medicine

1 Home Special Approval Medicine **2** +

Facility Request No. PPF Registration No.

Active Ingredient Request Type All

Status All Request Date

Search

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Etanercept 25mg Injection	27/09/2022	HSM0072/2022	C0026/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acetylcysteine 200mg/ml Injection, 10ml	11/08/2022	HSM0067/2022	C0025/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Amphotericin B Lipid Complex 50mg/10ml Injection	11/08/2022	HSM0066/2022	C0024/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Dexamethasone sodium phosphate	04/08/2022	HSM0065/2022	C0023/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
	28/07/2022	HSM0062/2022		New	New Request	
Acitretin 25mg Capsule	25/07/2022	HSM0061/2022		New	Pending HOD Recommendation	
Verapamil HCl 5mg/2ml Injection	12/07/2022	HSM0060/2022		New	Pending KPF Recommendation	
Acitretin 25mg Capsule	09/06/2022	HSM0058/2022	C0016/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes

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 - Not Recommended by HD 	Status eg: 'New Request'.

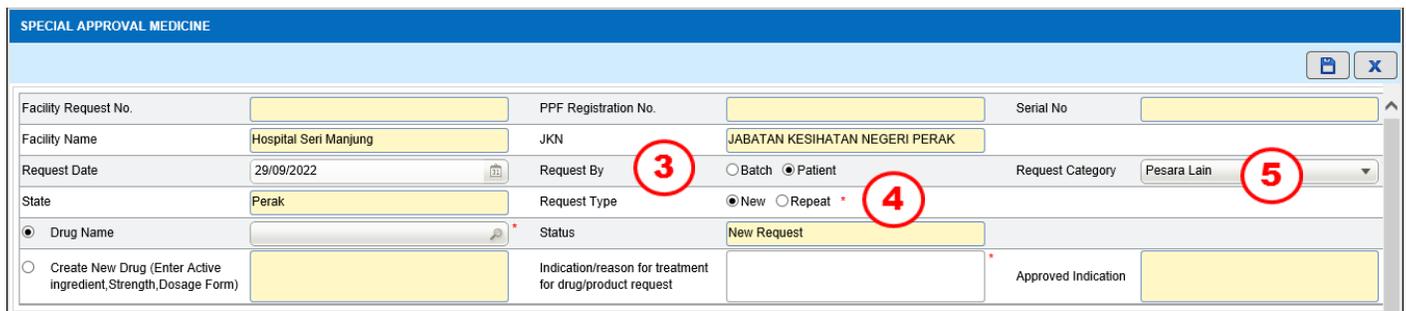
		<ul style="list-style-type: none"> - Not Recommended by HOD - Not Recommended by KPF - Pending Endorsement bt TP - Pending HOD Recommendation - Pending Hospital Director Recommendation - Pending KPF Recommendation - Pending KPK Approval - Pending Ketua Seksyen Recommendation - Pending PKPF Approval - Pending Pengarah A&P Approval - Pending Pharmacist's Review - Rejected by KPK/PKPF/Pengarah A&P - Send for Approval 	
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 Approval Medicine Date

Table 3.1.1-1

Note

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

- Active Ingredient
- Request Date
- Facility Request No
- PPF Register No
- Request Type
- Status
- Sent to HQ Status



The screenshot shows a web form titled "SPECIAL APPROVAL MEDICINE". It contains several input fields and dropdown menus. Three red circles are drawn around specific elements: circle 3 is around the "Request By" field, circle 4 is around the "Request Type" field (which has radio buttons for "New" and "Repeat"), and circle 5 is around the "Request Category" dropdown menu. Other visible fields include "Facility Request No.", "Facility Name" (Hospital Seri Manjung), "Request Date" (29/09/2022), "State" (Perak), "Drug Name", "Status" (New Request), and "Approved Indication".

Figure 3.1.1-2 Special Approved Medicine

STEP 3

Select **Request By**

- Batch
- Patient (Default)

STEP 4

Select **Request Type**

- New (Default)
- Repeat

Note

- If select Request Type as Repeat, New Repeat * field will be enable and mandatory to select.
- Click on the button  and system will display Search PPF Register No windows as Figure 3.1.1-3

PPF Register No	Drug Name	Patient Name	ID Number
C0565/2018	Pyrimethamine 25mg Tablet	LXX XX XXXX	741021085241
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
B0320/2017	Vasopressin 20units/ml Injection		
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
C0286/2017	Phenylephrine Hydrochloride 10mg/ml injection		
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
A0018/2022	Abemaciclib 100mg Tablet	TXX XXXX XXXX	700805085679
B0007/2022	Afatinib 40 mg Tablet		

Figure 3.1.1-3 Search PPF Register No

- Search PPF Register No and double click on the selected record. System will populate Drug Name details into the transaction
- User is allowed to enter PPF Register No manually in the field.

STEP 5

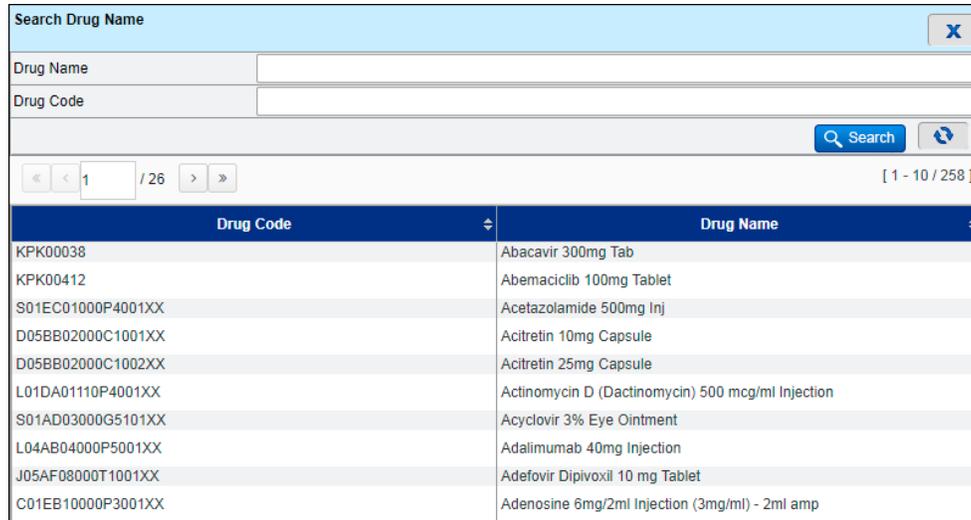
Enter **Request Category** Value from drop down option as below:

SPECIAL APPROVAL MEDICINE			
Facility Request No.	PPF Registration No.	Serial No	
Facility Name	JKN	JABATAN KESIHATAN NEGERI PERAK	
Request Date	Request By	Request Category	Pesara Lain
State	Request Type	<input checked="" type="radio"/> New <input type="radio"/> Repeat *	
<input checked="" type="radio"/> Drug Name 6 <input type="radio"/> Create New Drug (Enter Active ingredient, Strength, Dosage Form)	<input type="text" value="Levamisole 50mg Tablet"/>	Status	New Request
Indication/reason for treatment for drug/product request		<input type="text" value="anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes"/>	<input type="text" value="7"/> ved Indication

Figure 3.1.1-4 Special Approved Medicine

STEP 6

Click on the **Drug Name**  button and Search Drug Name windows will be displayed as Figure 3.1.1-5

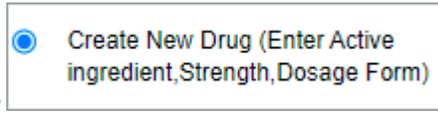


Drug Code	Drug Name
KPK00038	Abacavir 300mg Tab
KPK00412	Abemaciclib 100mg Tablet
S01EC01000P4001XX	Acetazolamide 500mg Inj
D05BB02000C1001XX	Acitretin 10mg Capsule
D05BB02000C1002XX	Acitretin 25mg Capsule
L01DA01110P4001XX	Actinomycin D (Dactinomycin) 500 mcg/ml Injection
S01AD03000G5101XX	Acyclovir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

Figure 3.1.1-5 Drug/Non-Drug Search Screen

Note

- Enter search criteria of **Drug Name** or/and **Drug Code** and click on the  button
- List will be display based on entered criteria and double click on the selected Drug Name.



- User is allowed to select the **Create New Drug (Enter Active ingredient, Strength, Dosage Form)** radio button and enter Active Ingredient, Strength and Dosage Form.

STEP 7

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



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

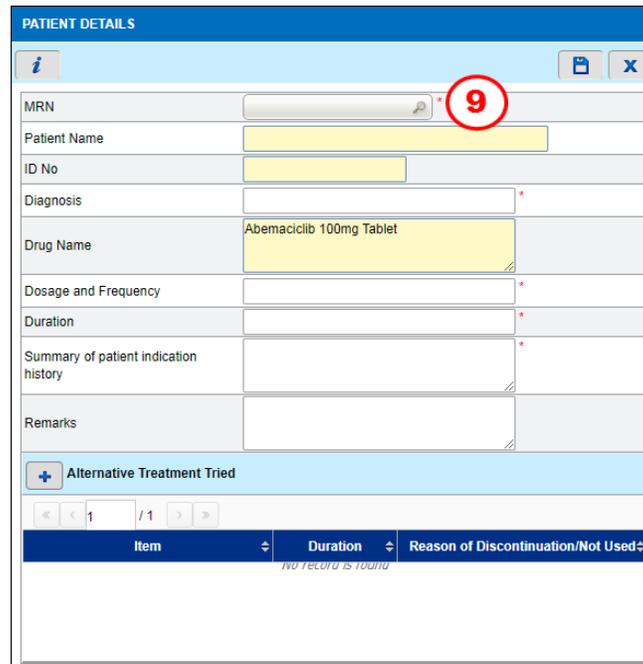
Figure 3.1.1-6 Add Patient

STEP 8

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

Note

Add new patient  button will only enable If Request By is selected as Patient at STEP 3



PATIENT DETAILS

MRN **9**

Patient Name

ID No

Diagnosis

Drug Name Abemaciclib 100mg Tablet

Dosage and Frequency

Duration

Summary of patient indication history

Remarks

+ Alternative Treatment Tried

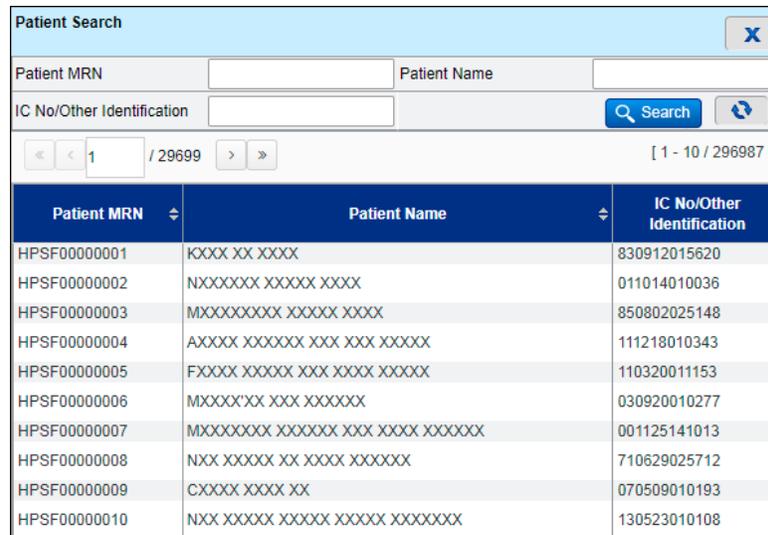
< < 1 / 1 > >

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

Figure 3.1.1-7 Patient Details

STEP 9

Click on the  button and list of MRN will be displayed as shown in Figure 3.1.1-8



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 3.1.1-8 List Of Patient

Note

By selected MRN Patient, patient name and ID number will be updated as shown in Figure 3.1.1-9

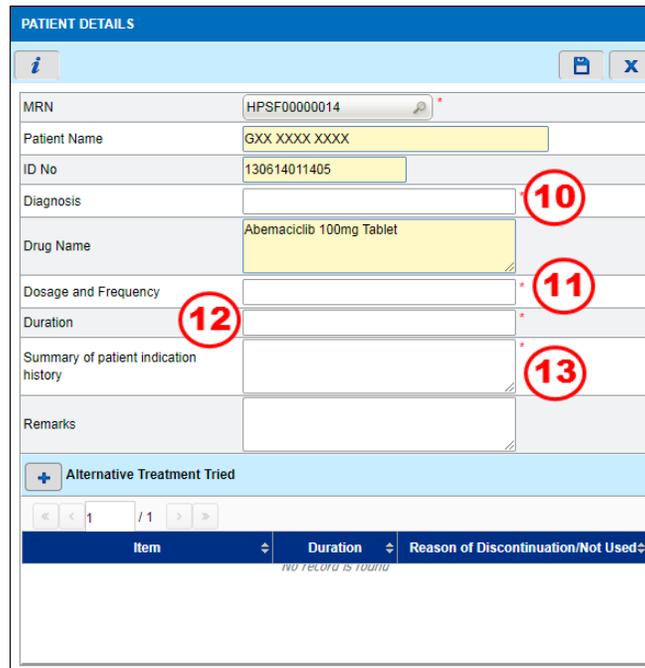


Figure 3.1.1-9 Patient Details

STEP 10

Enter **Diagnosis**

STEP 11

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

STEP 12

Enter **Duration**

STEP 13

Enter **Summary of Patient Indication History**

Note

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

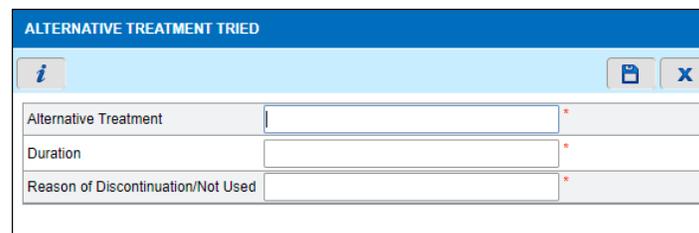


Figure 3.1.1-10 Alternative Treatment Tried

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 3.1.1-11

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

Figure 3.1.1-11 Add Alternative Treatment

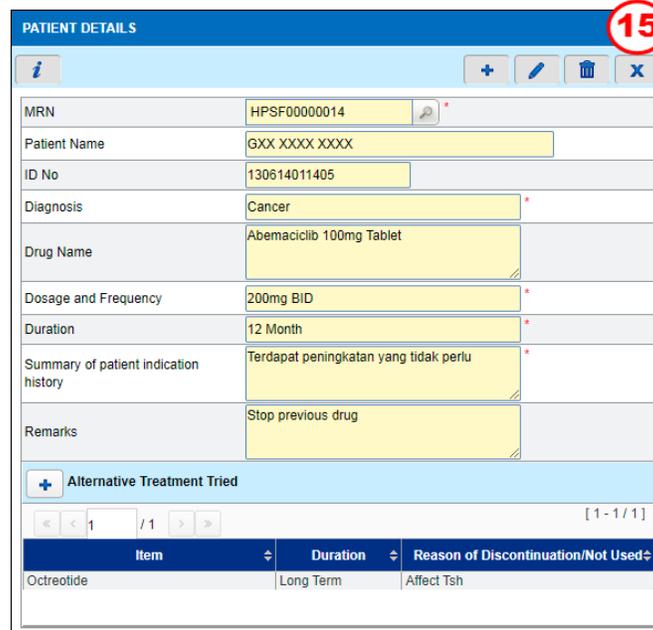
- To add more than one alternative treatment, click  button
- User must enter atleast one alternative treatment information for one patient.
- To edit record, click  button.
- To delete record, click  button.

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;">  Alternative Treatment Tried </div>							
<table border="1"> <thead> <tr> <th>Item</th> <th>Duration</th> <th>Reason of Discontinuation/Not Used</th> </tr> </thead> <tbody> <tr> <td>Octreotide</td> <td>Long Term</td> <td>Affect Tsh</td> </tr> </tbody> </table>		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 3.1.1-12 Patient Details

STEP 15

Click on the  button to save the record



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	
+ Alternative Treatment Tried		
[1 - 1 / 1]		
Item	Duration	Reason of Discontinuation/Not Used
Octreotide	Long Term	Affect Tsh

Figure 3.1.1-13 Patient Details

STEP 15

Click on the  button to return to Special Approval Medicine screen.

Note

- To add another patient information, click on the  as per Figure 3.1.1-6 and repeat STEP 8 to STEP 14.
- To edit the record, click on the  button as per Figure 3.1.1-13 and system will allow user to edit **Diagnosis, Dosage, Frequency, Duration** and **summary of patient indication history** and **remarks** field.

SPECIAL APPROVAL MEDICINE

18  

Facility Request No. PPF Registration No. Serial No.

Facility Name JKN

Request Date Request By Batch Patient Request Category

State Request Type New Repeat

Drug Name Status

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

Patient



/ 1

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSF00000014	130614011405	GXX XXXX XXXX	Cancer	200mg BID	12 Month	Stop previous drug	Octreotide

[1 - 1]

Specialist

Remarks **16** Requested By

Attachment  Designation

Request Date **17** Discipline

Figure 3.1.1-14 Saving Special Approval Medicine

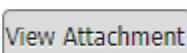
STEP 16

Enter **Remarks**

STEP 17

Select the **Request Date**

Note

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

STEP 18

Click on the  button to save the record

Note

- **Facility Request No** will auto generated after successfully saved
- **Status** will updated as **New Request**

SPECIAL APPROVAL MEDICINE

19 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

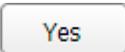
MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HPSF0000014	130614011405	GXX XXXX XXXX	Cancer	200mg BID	12 Month	Stop previous drug	Octreotide

Specialist

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

Figure 3.1.1-15 Special Approval Medicine

STEP 19

Click on the  button to confirm and click on the  button from displayed alert message as per figure 3.1.1-16.

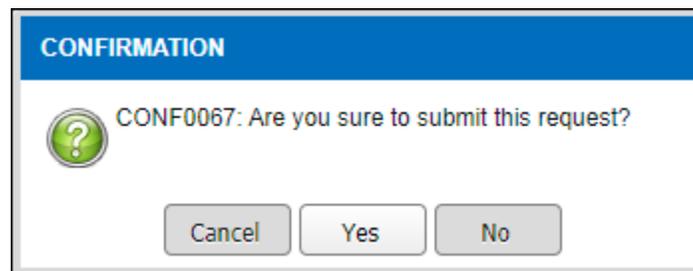


Figure 3.1.1-16 Confirmation Alert Message

Note

- Once click on the  button, the request order **Status** will be **'Pending HOD Recommendation'**.
- Click on  button to print KPK Form.
- Once Specialist confirm the request, task list will be displayed for Head of Department as per figure 3.1.1-17.
- 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.

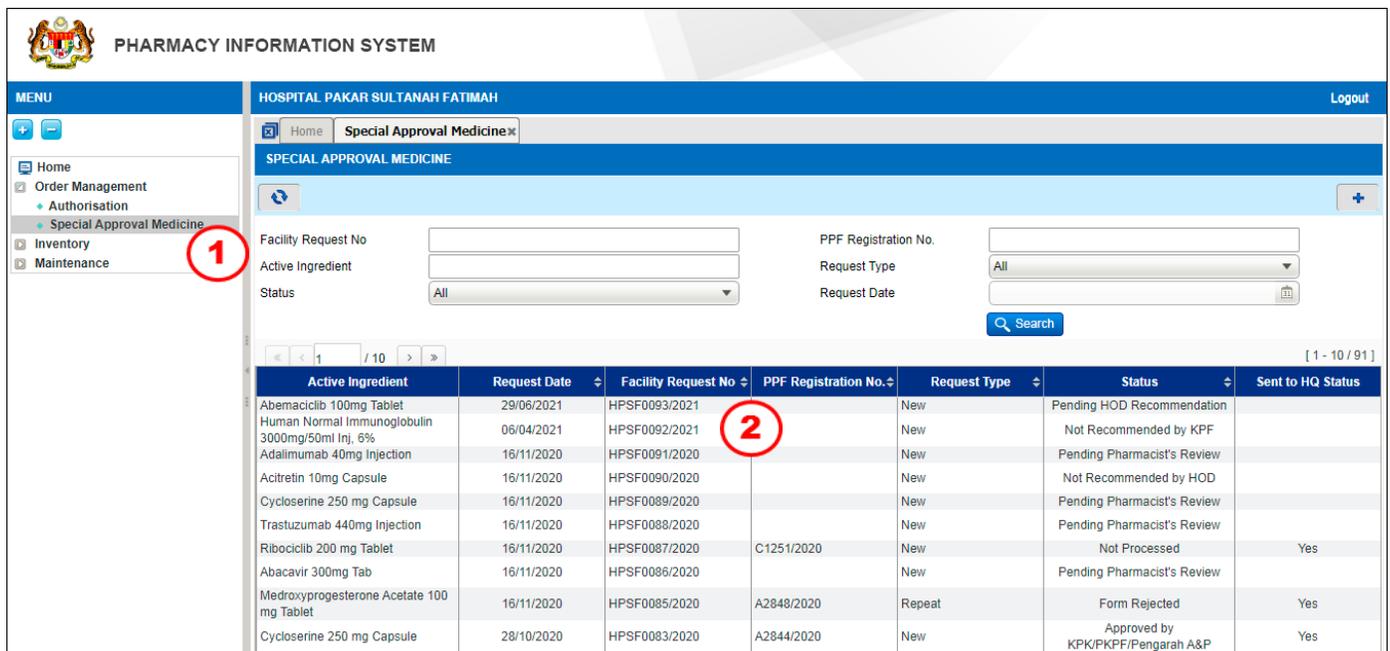
Recommendation by HOD

TASK LIST						
Transaction Type: Special Approval Medicine <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	HSM0073/2022		29/09/2022 11:56 AM	Pending HOD Recommendation		Specialist KPK

Figure 3.1.1-17 Task List

Note

User have option to Click on the Transaction No hyperlink and the Special Approval Medicine screen will be displayed as shown in the Figure 3.1.1-19 to proceed HOD task.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Special Approval Medicinex

SPECIAL APPROVAL MEDICINE

Facility Request No.

Active Ingredient

Status

PPF Registration No.

Request Type

Request Date

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Abermactilb 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 3.1.1-18 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

SPECIAL APPROVAL MEDICINE

Facility Request No. HSM0073/2022 PPF Registration No. Serial No.
 Facility Name Hospital Seri Manjung JKN JABATAN KESIHATAN NEGERI PERAK
 Request Date 29/09/2022 Request By Batch Patient Request Category Pesara Lain
 State Perak Request Type New Repeat PPFXXXXX
 Drug Name Levamisole 50mg Tablet Status Pending HOD Recommendation
 Create New Drug (Enter Active ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes Approved Indication

Patient

MRN	IC No/Other Identification	Patient Name	Diagnosis	Dosage & Frequency	Duration	Remarks	Alternative Treatment
HSM0000050	800501075330	NXXXXXX XX XXXX XXXXXX	Diagnosis	150mg TDS	5 days		Alternative Treatment
HSM0000027	130822080712	TXXXXX XXXXXX XXXXXXXXXXXX XXXXX XXXXXX XXXX	Diagnosis	100mg BID	5days		Alternative Treatment
HSM0000003	510202085525	KXXXXXX X XXXXXXXX	Diagnosis	50mg BID	5 days		Alternative Treatment

Specialist

Remarks: treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer

Requested By: Specialist KPK

Attachment: Attachment View Attachment

Designation: Pegawai Perubatan Pakar

Request Date: 26/09/2022 Discipline: General Medicine

Recommendation by Head of Department

Remarks: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer

Recommendation By: HOD KPK

Designation: Pegawai Perubatan/Pakar/Perunding (Ketua J

Date: 27/09/2022 12:03:27 PM

Figure 3.1.1-19 Special Approval Medicine

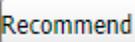
STEP 3

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

STEP 4

Enter **Date**

STEP 5

Click on the  button

Note

Once click on recommend button confirmation alert message will be displayed as shown in Figure 3.1.1-20

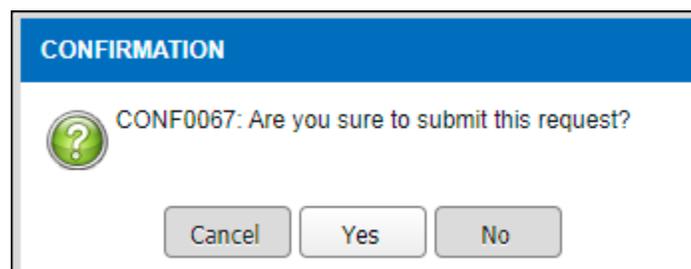


Figure 3.1.1-20 Confirmation Alert Message

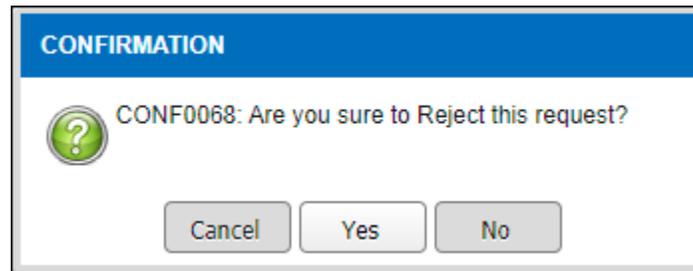
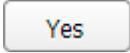


Figure 3.1.1-21 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-21, click on the  button
- Special Approval Medicine 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 Approval Medicine 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 - 1 / 1]
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Special Approval Medicine	HSM0073/2022		29/09/2022 12:07 PM	Pending Pharmacist's Review		HOD KPK

Figure 3.1.1-22 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-22 and the Special Approval Medicine screen will be displayed as shown in the Figure 3.1.1-24 to proceed with pharmacist task.

MENU		HOSPITAL PAKAR SULTANAH FATIMAH					Logout
<ul style="list-style-type: none"> Home Order Management Special Approval Medicine <ul style="list-style-type: none"> ADRI/AEFI Pharmacy Transaction Maintenance 		Home Special Approval Medicine x					
		SPECIAL APPROVAL MEDICINE					
		Facility Request No	<input type="text"/>	PPF Registration No.	<input type="text"/>		
		Active Ingredient	<input type="text"/>	Request Type	<input type="text" value="All"/>		
		Status	<input type="text" value="All"/>	Request Date	<input type="text"/>		
		<input type="button" value="Search"/>					
						[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 3.1.1-23 Special Approval Medicine

STEP 1

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

STEP 2

Double click on the record with the Status 'Pending Review by Pharmacist' as per Figure 3.1.1-24

SPECIAL APPROVAL MEDICINE

Send To KPF Special Approval Medicine

Facility Request No. HSM0073/2022 PPF Registration No. Serial No.

Facility Name Hospital Seri Manjung JKN JABATAN KESIHATAN NEGERI PERAK

Request Date 29/09/2022 Request By Batch Patient Request Category Pesara Lain

State Perak Request Type New Repeat PPFXXXXX

Drug Name Levamisole 50mg Tablet Status Pending Pharmacist's Review

Indication/reason for treatment anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes

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 Imported By

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

Request Quantity (SKU) Attachment1 Justification Report / Patient Monitoring Attachment View Attachment

Packaging Description (PKU) Attachment 2 (Scientific evidences) Attachment View Attachment

Packaging Quantity (PKU) 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 (SKU) **Maximum size allowed = 2MB per attachment

Figure 3.1.1-24 Special Approval Medicine

STEP 3

Click on the button to enter information as per Figure 3.1.1-25

SPECIAL APPROVAL MEDICINE

Send To KPF Special Approval Medicine

Request Date 29/09/2022 Request By Batch Patient Request Category Pesara Lain

State Perak Request Type New Repeat PPFXXXXX

Drug Name Levamisole 50mg Tablet Status Pending Pharmacist's Review

Indication/reason for treatment anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes

Approved Indication

Registration Status with 'Pihak Berkuasa Kawalan Dadah'

Registered MAL **4** Yes No Indication approved by PBKD Yes No

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

Manufactured by **5** Pharmaniaga Imported By Pharmaniaga Logistics

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

Request Quantity (SKU) 1000 tablet Attachment1 Justification Report / Patient Monitoring Attachment Special Medicine.png View Attachment

Packaging Description **5** Pack of 100 Tablet Attachment 2 (Scientific evidences) Attachment View Attachment

Packaging Quantity **5** 10 Attachment 3 (Quotation) Attachment Special Medicine.png View Attachment

Cost per Pack 56.79 Attachment 4 (Others) Attachment View Attachment

Total Cost 567.90 Attachment 5 (Others) Attachment View Attachment

Approved Quantity (SKU) **Maximum size allowed = 2MB per attachment

Approved Cost Additional reference

Figure 3.1.1-25 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** is mandatory to fill

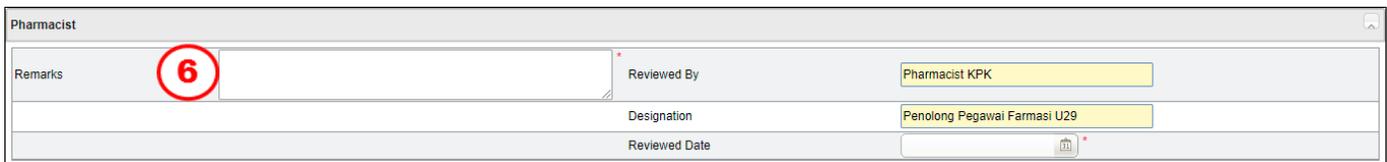
STEP 5

Enter all mandatory field that consist of:

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

Note

- Maximum size allowed is = 2MB per attachment
- Additional information will be display on mouse over of  button.



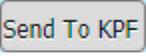
The screenshot shows a form titled 'Pharmacist' with the following fields: 'Remarks' (with a red circle around the number '6'), 'Reviewed By' (with the value 'Pharmacist KPK'), 'Designation' (with the value 'Penolong Pegawai Farmasi U29'), and 'Reviewed Date' (with a calendar icon). There is a red asterisk next to the 'Reviewed Date' field.

Figure 3.1.1-26 Pharmacist Review Details

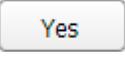
STEP 6

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

STEP 7

Click on the  button as per Figure 3.1.1-25

Note

- An alert message will be displayed as Figure 3.1.1-27, click on the  button.
- Task list for KPF will be displayed once pharmacist review the request and send to KPF.
- *Special Approval Medicine status will be changed to 'Pending KPF Recommendation'.*

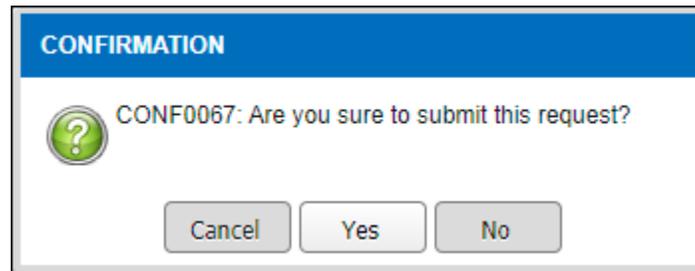


Figure 3.1.1-27 Confirmation Alert Message

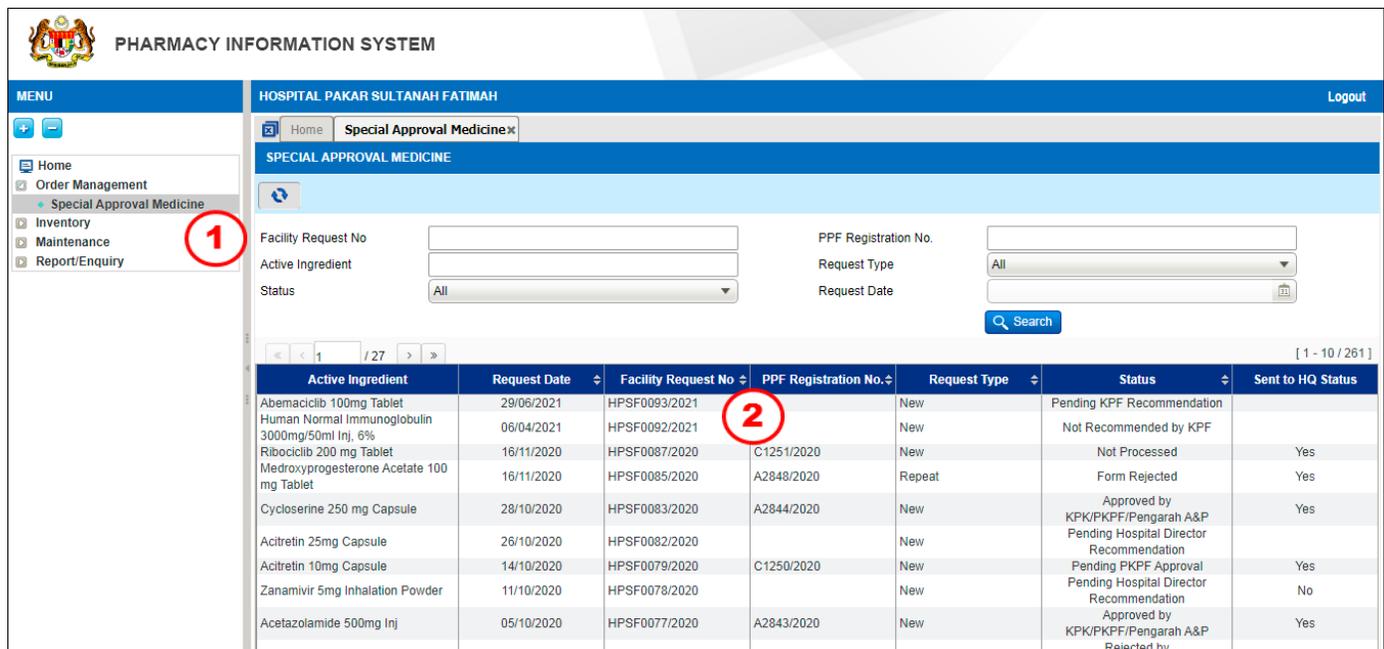
Recommendation by Head of Pharmacy Department

TASK LIST						
Transaction Type: <input type="text" value="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	HSM0073/2022		29/09/2022 12:27 PM	Pending KPF Recommendation	Outpatient Pharmacy	Pharmacist KPK

Figure 3.1.1-28 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-28 and the Special Approval Medicine screen will be displayed as shown in the Figure 3.1.1-30 to proceed with Head of Pharmacy Department 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

Status

Request Date

[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 3.1.1-29 Special Approval Medicine

STEP 1

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

STEP 2

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

SPECIAL APPROVAL MEDICINE 4

Not Recommend Special Approval Medicine

Recommendation by Head of Department

Remarks: treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer

Recommendation By: HOD KPK
 Designation: Pegawai Perubatan/Pakar/Perunding (Ketua J)
 Date: 27/09/2022 12:03:27 PM

Pharmacist

Remarks: treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer

Reviewed By: Pharmacist KPK
 Designation: Pegawai Farmasi UF48
 Reviewed Date: 27/09/2022

Recommendation By Head of Pharmacy Department

Remarks: treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer 3

Allocation Required: 567.90
 Existing Allocation: 1,000.00

Recommendation By: Chief Pharmacist KPK
 Date: 28/09/2022 12:30:42 PM

Figure 3.1.1-30 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 5

Recommend Not Recommend Special Approval Medicine

Facility Request No. HSM0073/2022 PPF Registration No. Serial No.
 Facility Name Hospital Seri Manjung JKN JABATAN KESIHATAN NEGERI PERAK
 Request Date 29/09/2022 Request By Batch Patient Request Category Pesara Lain
 State Perak Request Type New Repeat PPFXXXXX
 Drug Name Levamisole 50mg Tablet Status Pending KPF Recommendation
 Create New Drug (Enter Active ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer 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 Logistics
 * Pemohon bertanggungjawab sepenuhnya terhadap penggunaan ubat tidak berdaftar dan off-label

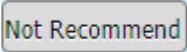
Request Quantity (SKU) 1000 tablet Attachment1 Justification Report / Patient Monitoring Attachment Special Medicine.png View Attachment
 Packaging Description (PKU) Pack of 100 Tablet Attachment 2 (Scientific evidences) Attachment View Attachment
 Packaging Quantity (PKU) 10 Attachment 3 (Quotation) Attachment Special Medicine.png View Attachment
 Cost per Pack 56.79 Attachment 4 (Others) Attachment View Attachment
 Total Cost 567.90 Attachment 5 (Others) Attachment View Attachment

Figure 3.1.1-31 Special Approval Medicine

STEP 5

Click on the  button

Note

- 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'.
- Once click on recommend button confirmation alert message will be displayed as shown in Figure 3.1.1-32

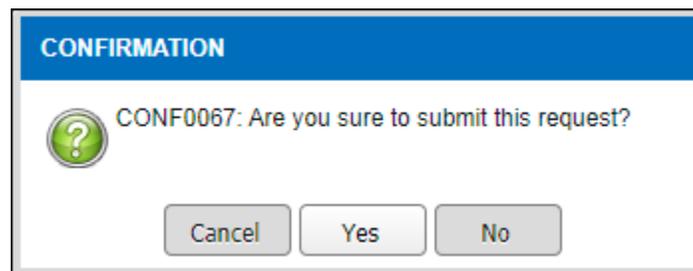
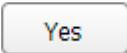


Figure 3.1.1-32 Confirmation Alert Message

Note

- Click on the  button and request status will be change to 'Pending Hospital Director Recommendation'.
- HOD may click on the  button to print KPK form.

Recommendation by Hospital Director

TASK LIST						
Transaction Type: <input type="text" value="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	HSM0073/2022		29/09/2022 12:41 PM	Pending Hospital Director Recommendation	Ward Supply Pharmacy	Chief Pharmacist KPK

Figure 3.1.1-33 Task List

Note

User have option to Click on the Transaction No hyperlink displayed as shown in the Figure 3.1.1-33 and the Special Approval Medicine screen will be displayed as shown in the Figure 3.1.1-35 to proceed with Hospital Director task.



PHARMACY INFORMATION SYSTEM

MENU

- Home
- Order Management
- Special Approval Medicine
- Maintenance

Logout

Home Special Approval Medicine

SPECIAL APPROVAL MEDICINE

Facility Request No

Active Ingredient

Status

PPF Registration No.

Request Type

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	2	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

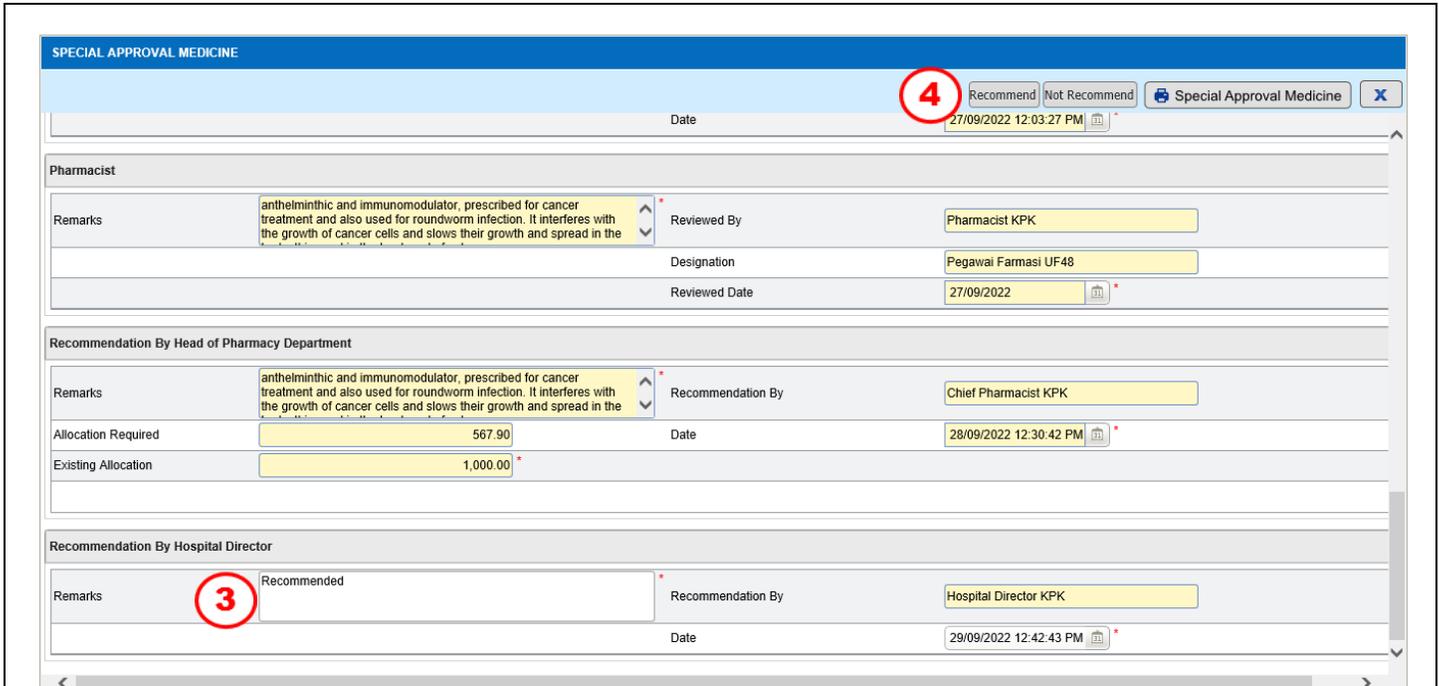
Figure 3.1.1-34 Special Approval Medicine

STEP 1

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

STEP 2

Double click on the record with 'Pending Hospital Director Recommendation' order request status



SPECIAL APPROVAL MEDICINE

Date: 27/09/2022 12:03:27 PM

Buttons: Recommend, Not Recommend, Special Approval Medicine

Pharmacist

Remarks: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the

Reviewed By: Pharmacist KPK

Designation: Pegawai Farmasi UF48

Reviewed Date: 27/09/2022

Recommendation By Head of Pharmacy Department

Remarks: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the

Recommendation By: Chief Pharmacist KPK

Allocation Required: 567.90

Date: 28/09/2022 12:30:42 PM

Existing Allocation: 1,000.00

Recommendation By Hospital Director

Remarks: Recommended

Recommendation By: Hospital Director KPK

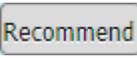
Date: 29/09/2022 12:42:43 PM

Figure 3.1.1-35 Special Approval Medicine

STEP 3

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

STEP 4

Click on the  button to save the record

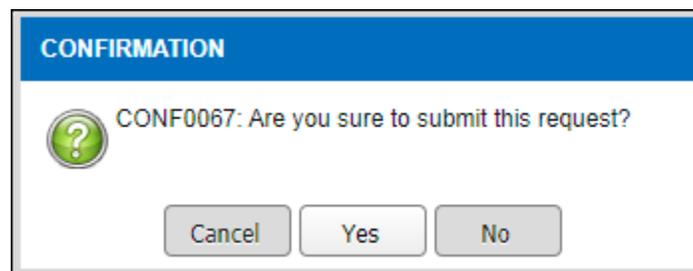
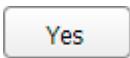
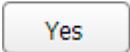
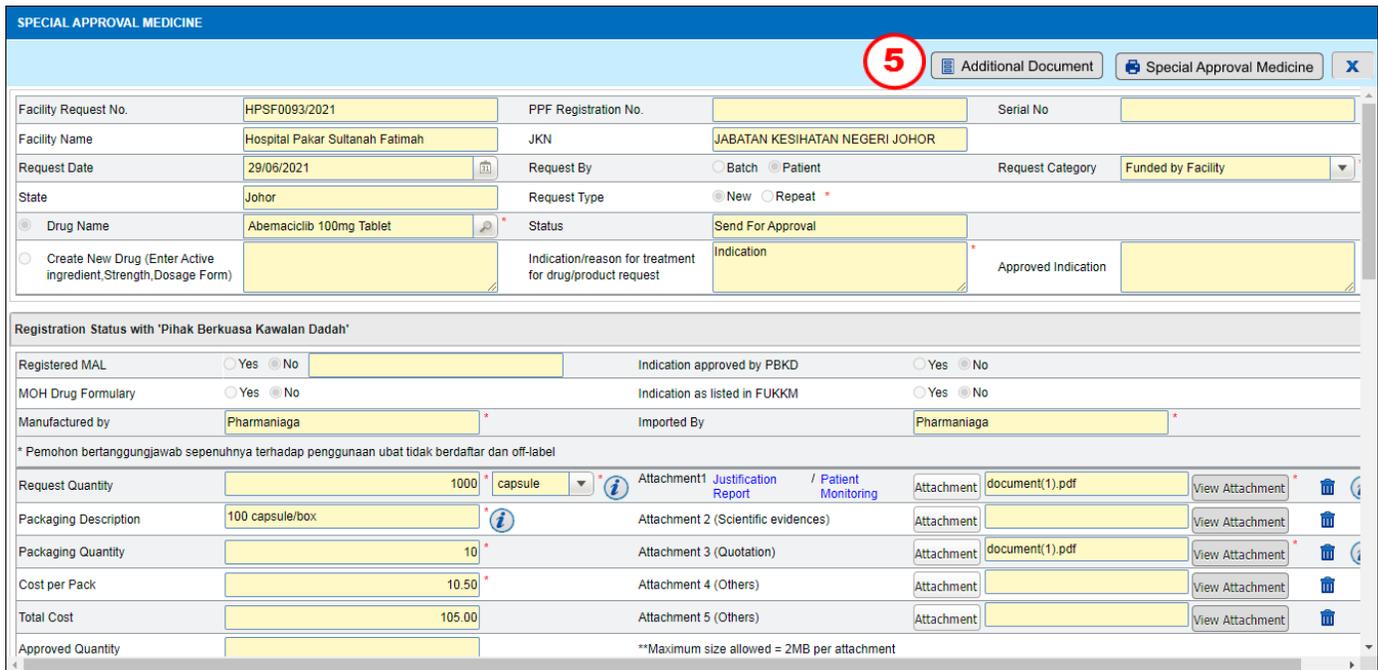


Figure 3.1.1-36 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-36, click on the  button.
- The request **status** will be change to 'Send for Approval'.
- User may also click  if decided not to recommend. Alert message will displayed for not recommend transaction.
- Once click on  button, special approval medicine record will be update as shown in Figure 3.1.1-37



SPECIAL APPROVAL MEDICINE

Additional Document Special Approval Medicine X

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'

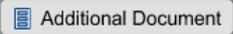
Registered MAL Yes No Indication approved by PBKD Yes No
 MOH Drug Formulary Yes No Indication as listed in FUKKM Yes No
 Manufactured by Pharmaniaga * Imported By Pharmaniaga *

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

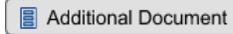
Request Quantity	1000	capsule	Attachment 1 Justification Report / Patient Monitoring	Attachment document(1).pdf	View Attachment
Packaging Description	100 capsule/box		Attachment 2 (Scientific evidences)	Attachment	View Attachment
Packaging Quantity	10		Attachment 3 (Quotation)	Attachment document(1).pdf	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 3.1.1-37 Special Approval Medicine

Note

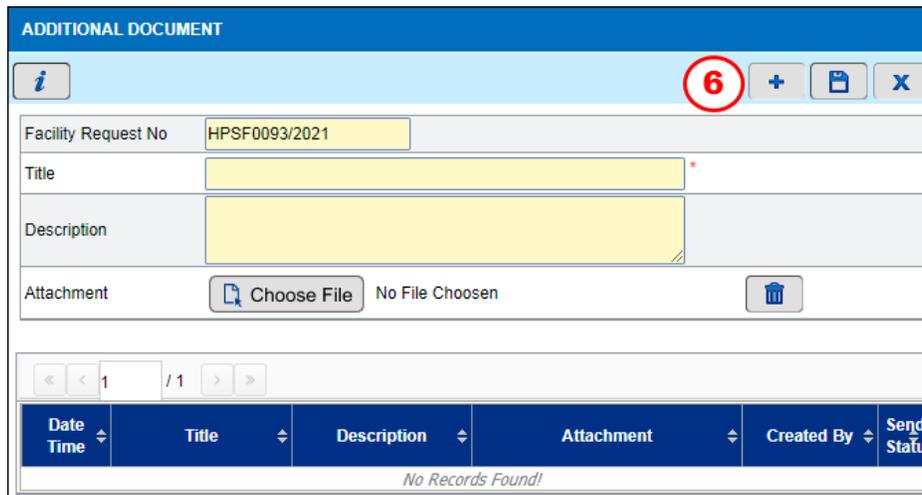
- User allow to add new attachment once request is submitted to HQ
-  button will be displayed once request is submitted to HQ for approval

STEP 5

Click on  button

Note

Once click on the button Figure 3.1.1-38 will be displayed



ADDITIONAL DOCUMENT

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 3.1.1-38 Additional Document

Note

Screen will displayed the following field:

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

STEP 6

Click on  button to create new record

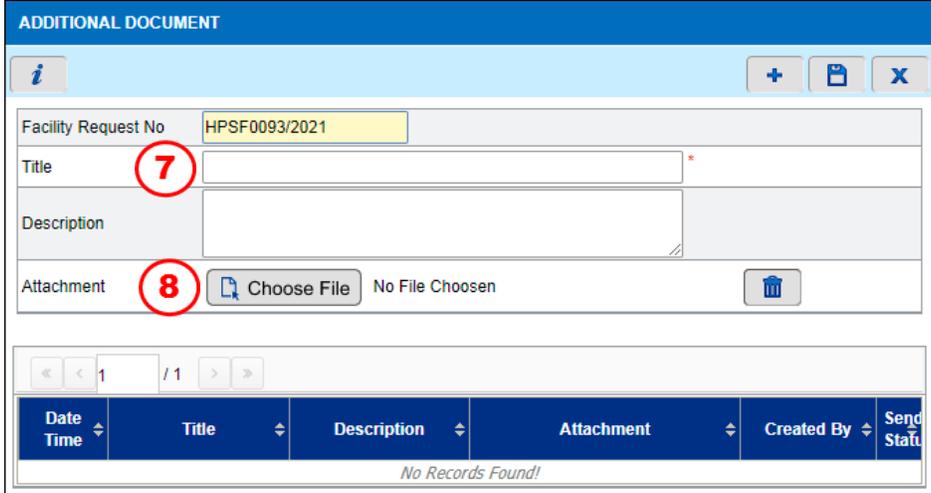


Figure 3.1.1-39 Additional Document

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 3.1.1-40

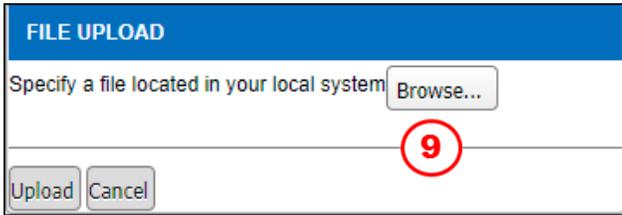
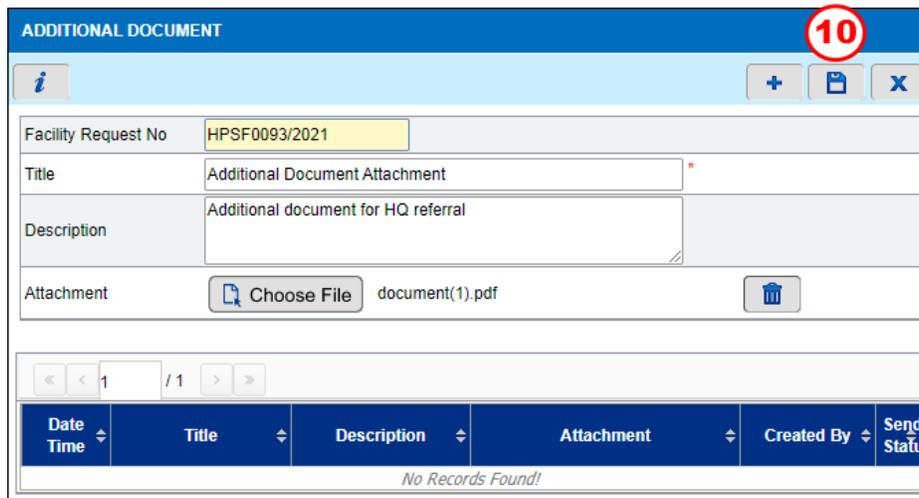


Figure 3.1.1-40 File Upload

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

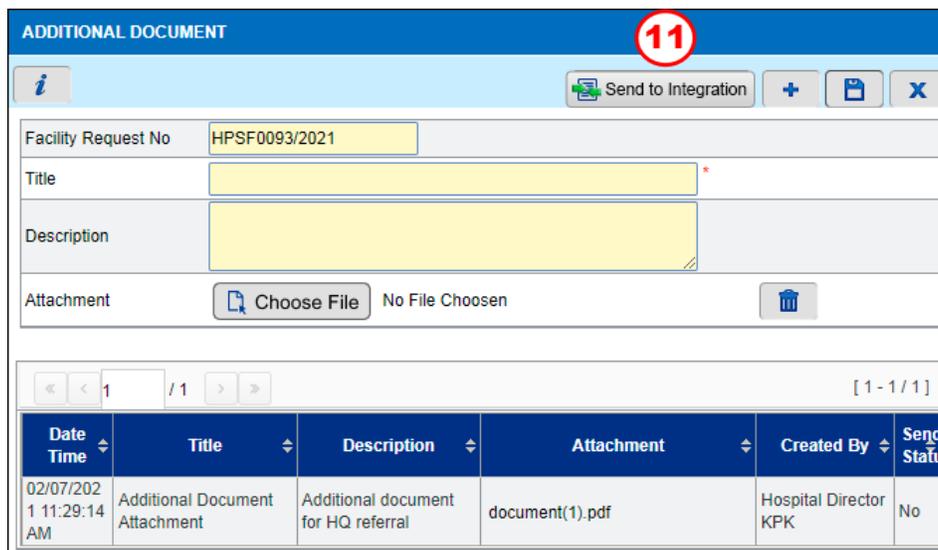
1 / 1

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

Figure 3.1.1-41 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 3.1.1-42 Additional Document

STEP 11

Click on  button to submit the form to HQ

Note

- Add another document if required by click on  button

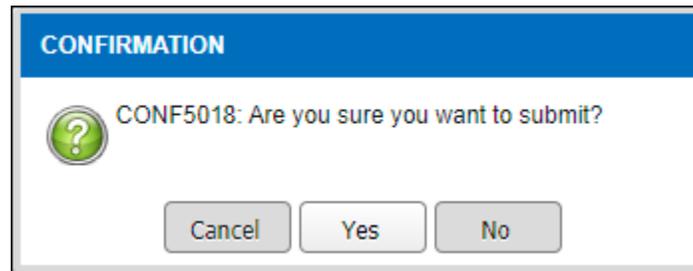
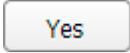


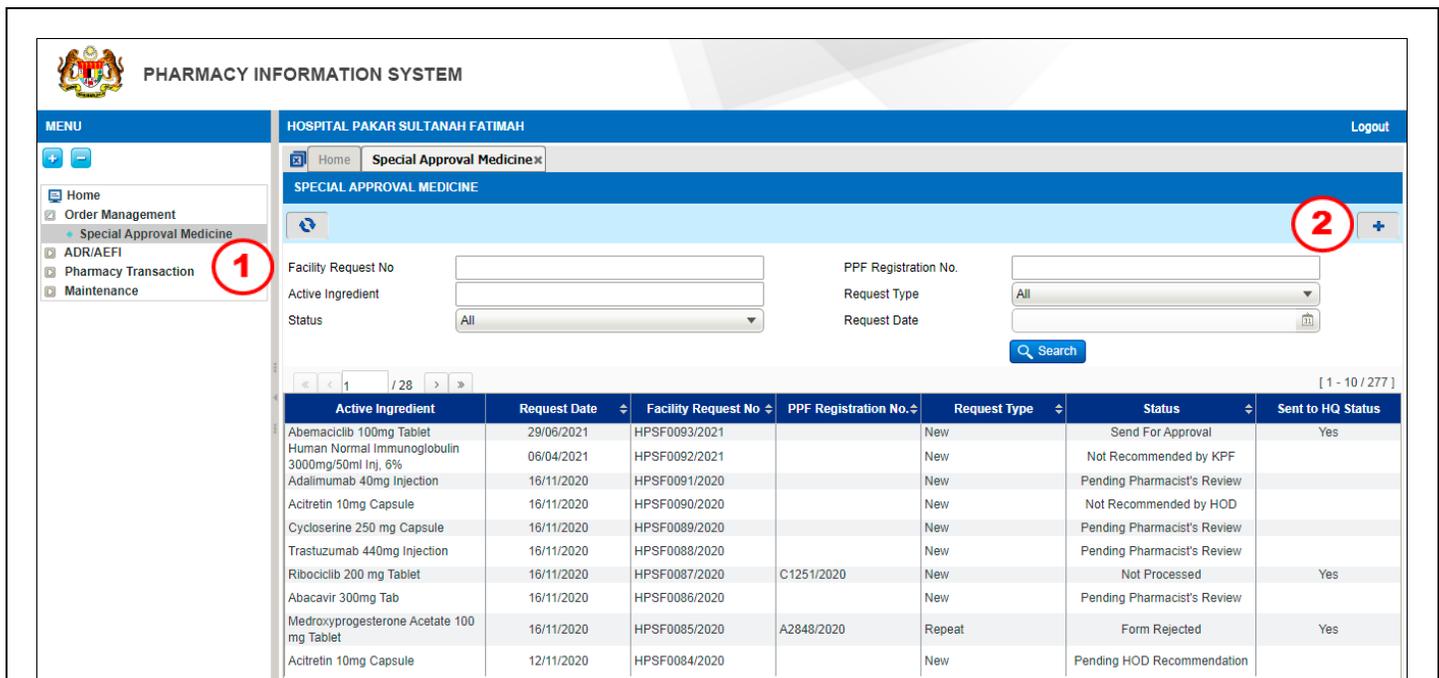
Figure 3.1.1-43 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.1-43, 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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Home Special Approval Medicine

SPECIAL APPROVAL MEDICINE

Facility Request No. PPF Registration No.

Active Ingredient Request Type

Status Request Date

Search

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 Approval Medicine' 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</p> <p>eg: 'New Request'.</p>

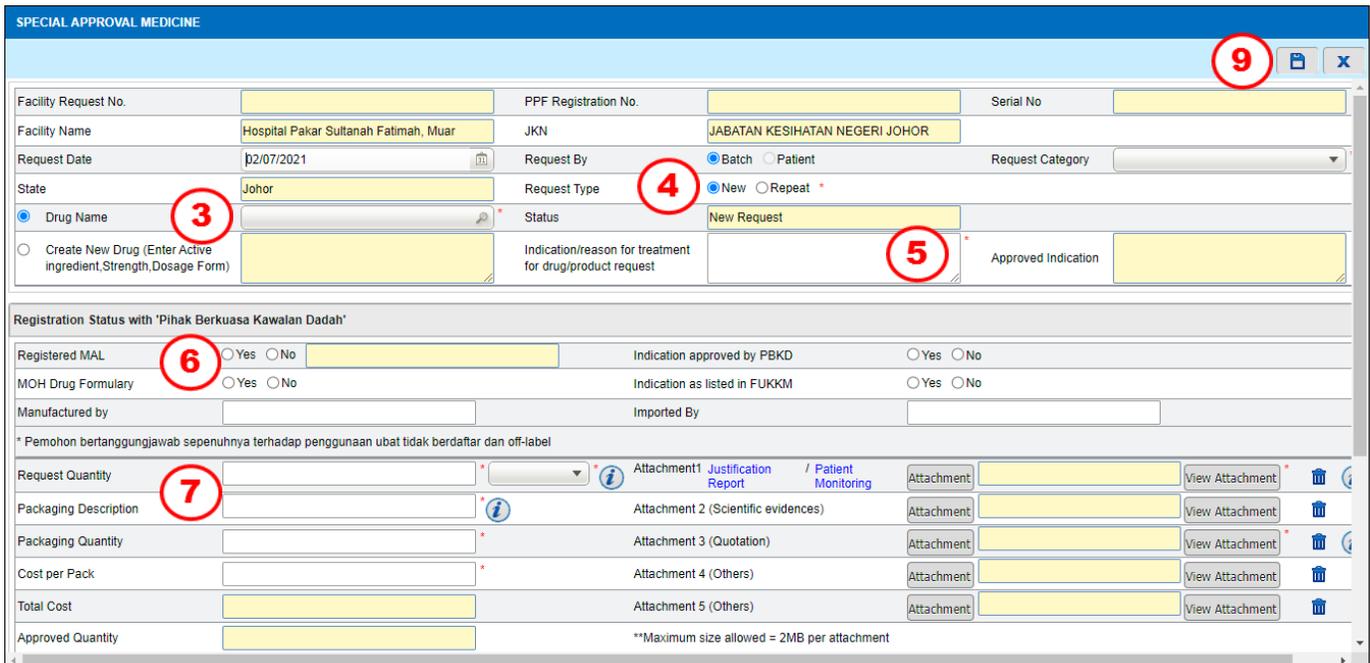
		- Pending KPF Recommendation	
d	PPF Registration No	Program Perkhidmatan Farmasi Request No	Register number upon sending the request
e	Request Type	The request type will be displayed in the drop down box: - All - New - Repeat	All, New or Repeated request
f	Request Date	Request Date	Special Approval Medicine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



The screenshot shows the 'SPECIAL APPROVAL MEDICINE' form. Key elements are highlighted with red circles and numbers:

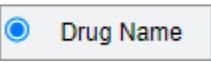
- 3**: Drug Name field.
- 4**: Request Type field (New/Repeat).
- 5**: Indication/reason for treatment for drug/product request field.
- 6**: Registered MAL field.
- 7**: Request Quantity field.
- 9**: Search button (magnifying glass icon).

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 be 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

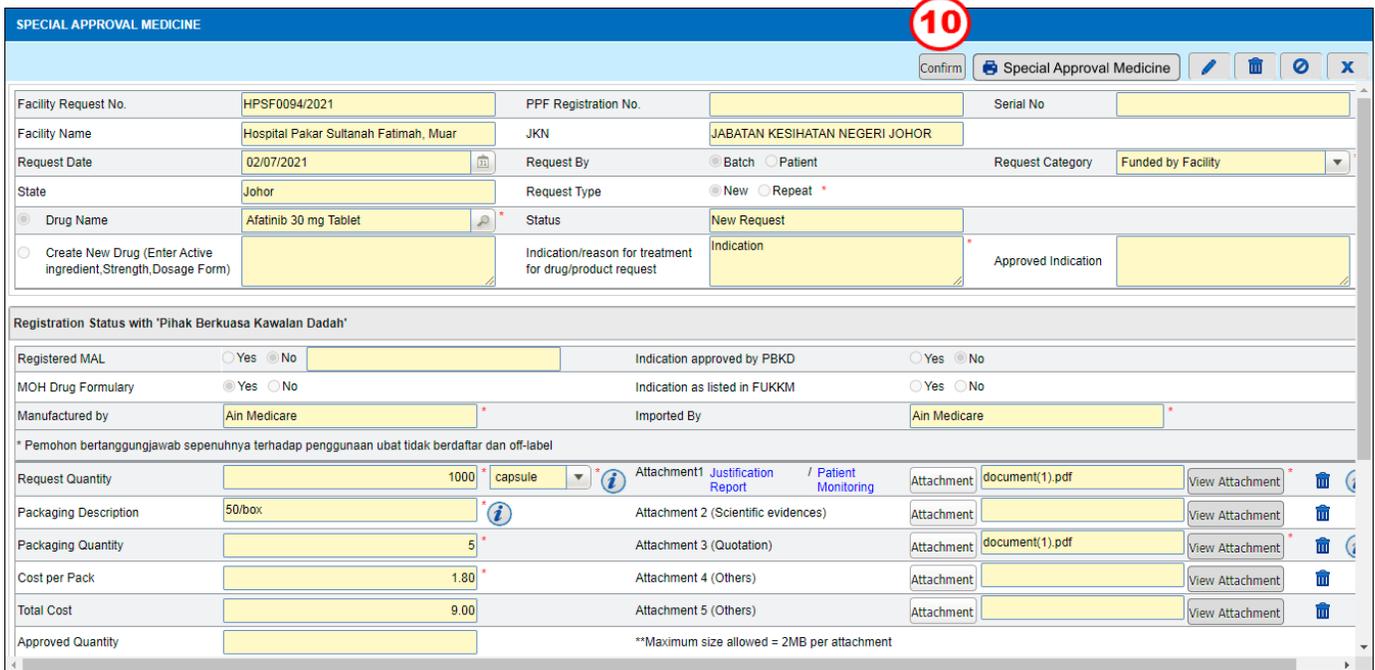
Figure 3.1.2-3 Pharmacist Special Approval Medicine

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

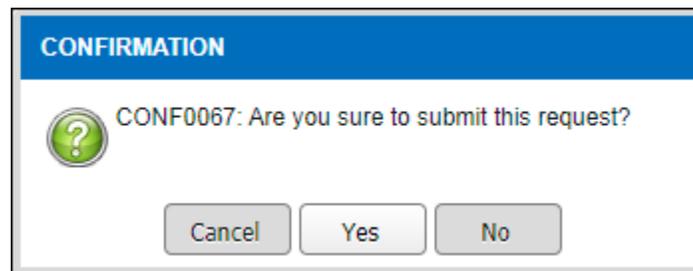
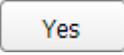
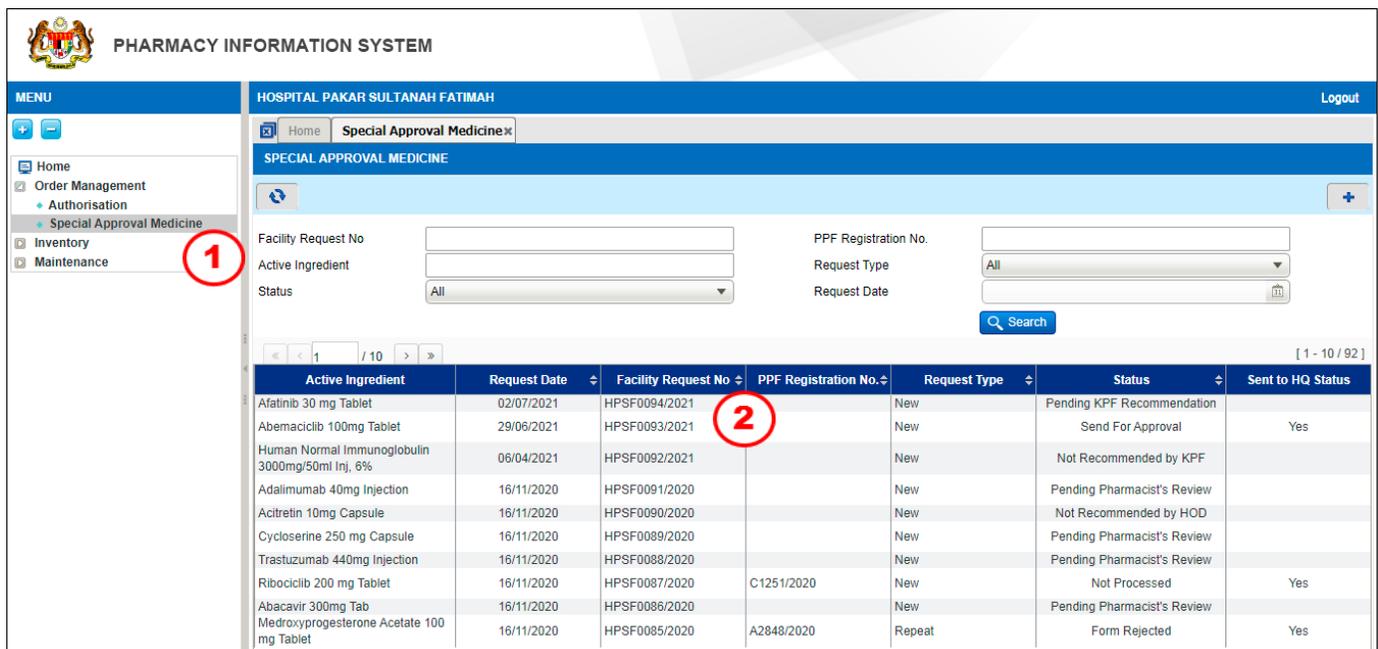


Figure 3.1.2-4 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-4, click on the  button.
- Special Approval Medicine 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

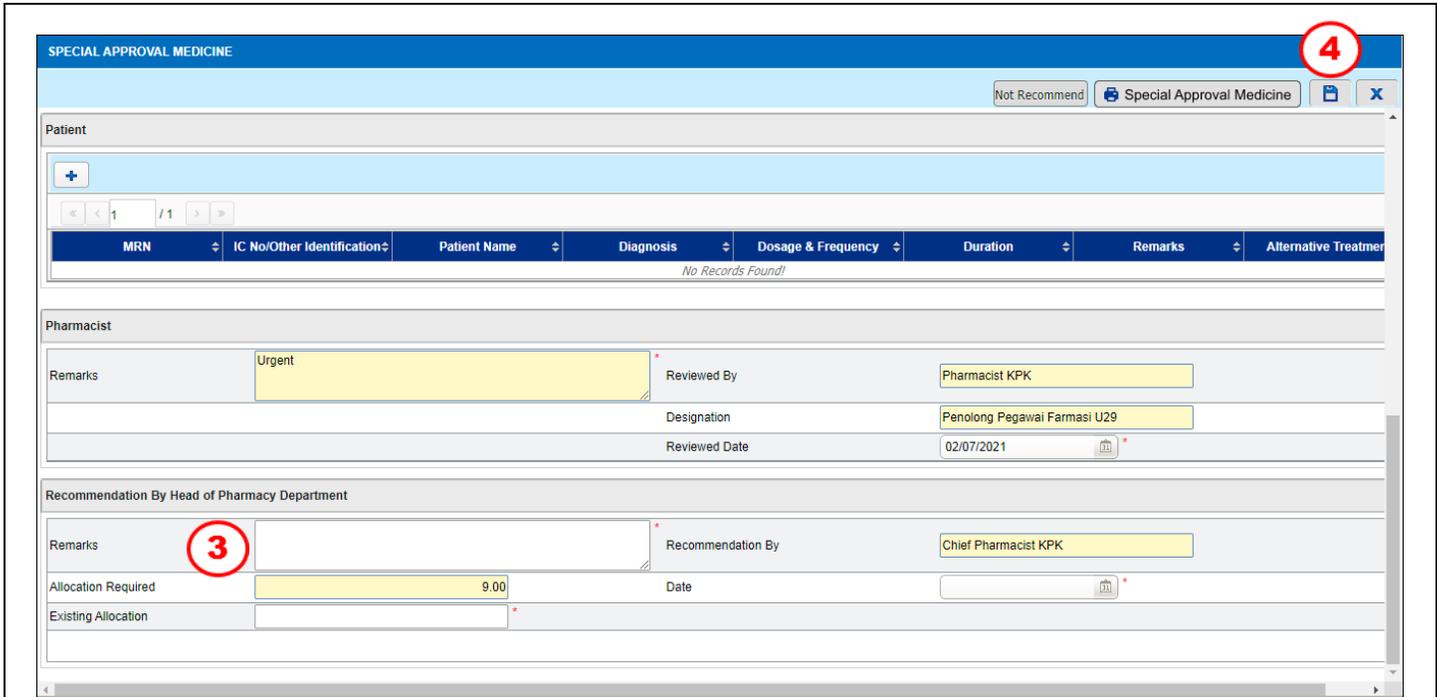
Note

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



SPECIAL APPROVAL MEDICINE

Not Recommend Special Approval Medicine

Patient

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

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

Recommendation By Chief Pharmacist KPK

Allocation Required 9.00

Date

Existing Allocation

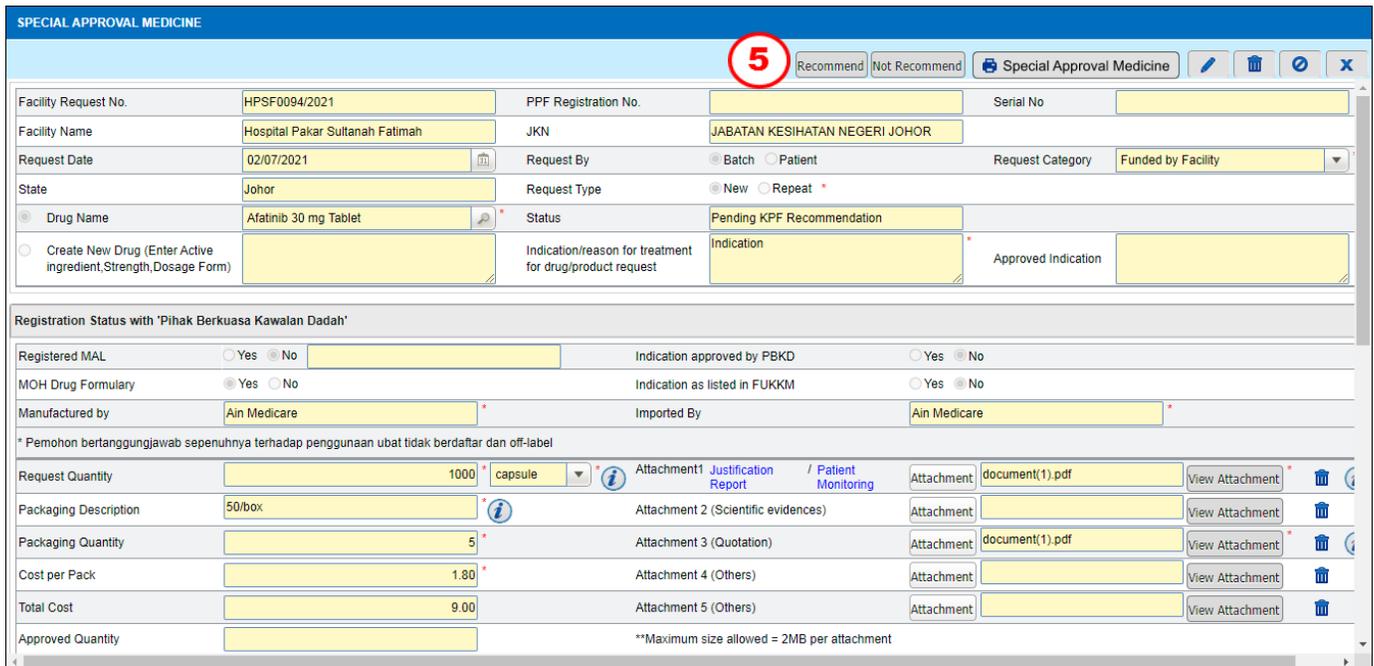
Figure 3.1.2-6 Recommendation by KPF

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	<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	Pending KPF Recommendation		
<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'

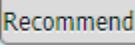
Registered MAL	<input type="radio"/> Yes <input checked="" type="radio"/> No	Indication approved by PBKD	<input type="radio"/> Yes <input checked="" type="radio"/> No
MOH Drug Formulary	<input checked="" type="radio"/> Yes <input type="radio"/> No	Indication as listed in FUKKM	<input type="radio"/> Yes <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 3.1.2-7 Recommendation by KPF

STEP 5

Click on the  button as per Figure 3.1.2-7

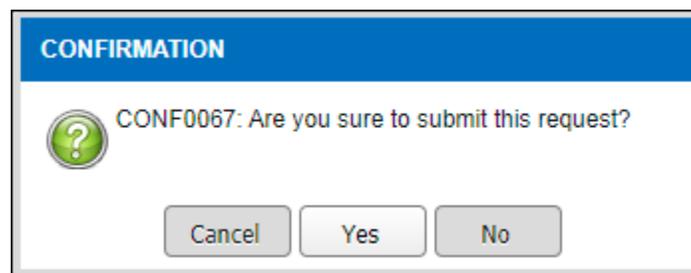
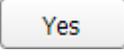
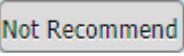
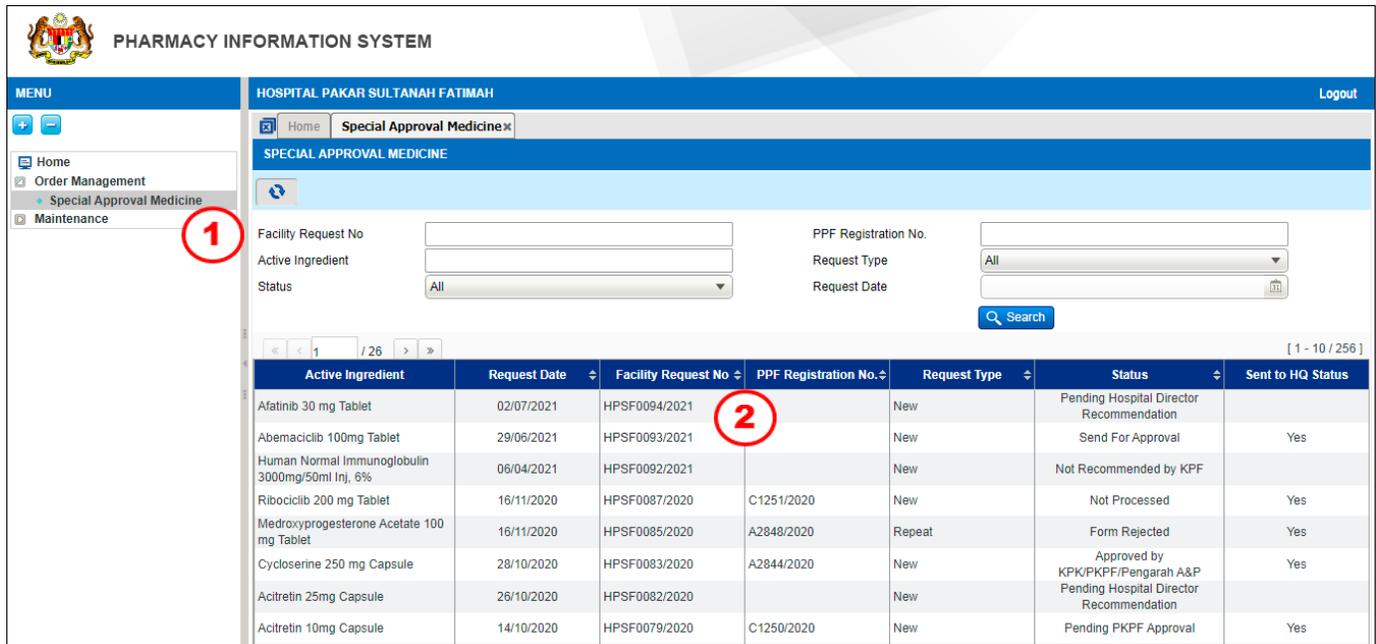


Figure 3.1.2-8 Confirmation Alert Message

Note

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

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
Atafatinib 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 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 Hospital Director Recommendation' order request status as per Figure 3.1.2-9

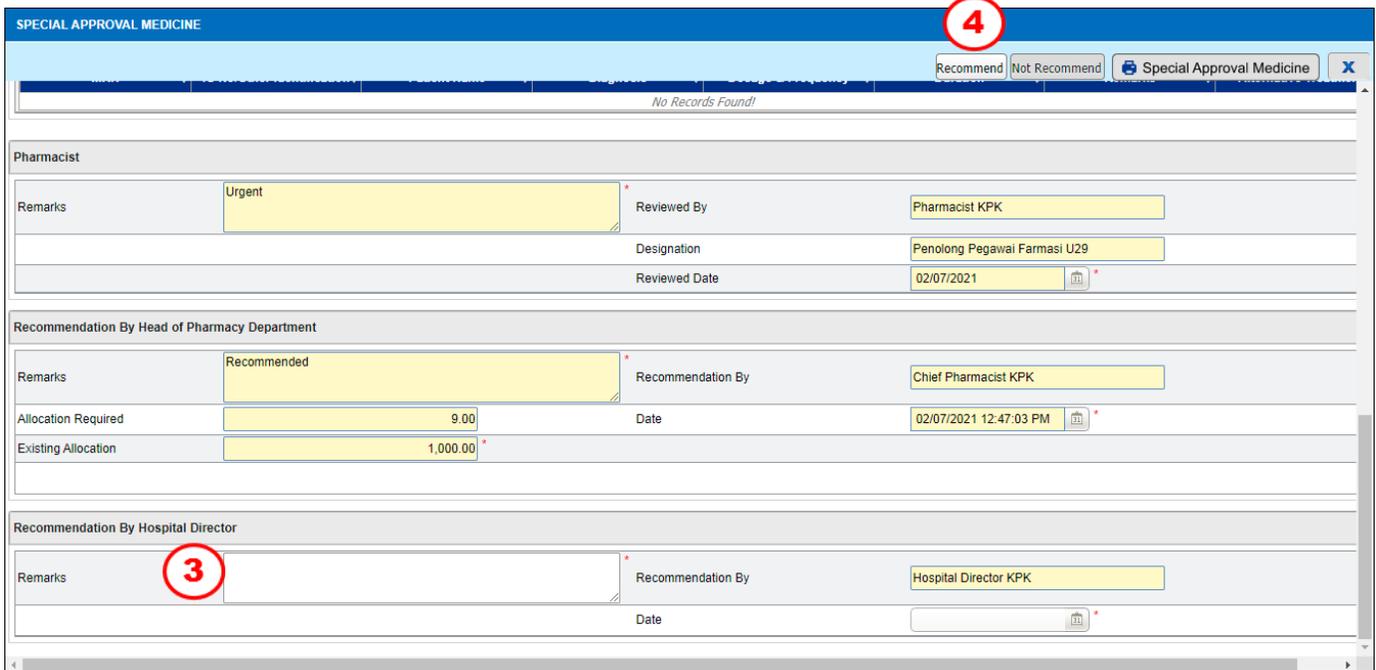
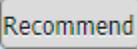


Figure 3.1.2-10 Recommendation by Hospital Director

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  button to save the record

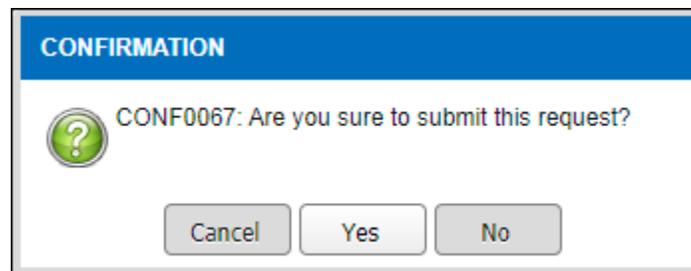
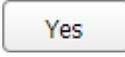


Figure 3.1.2-11 Confirmation Alert Message

Note

- An alert message will be displayed as Figure 3.1.2-11, click on the  button.
- The request **status** will be change to 'Send For Approval'.
- User may also click  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

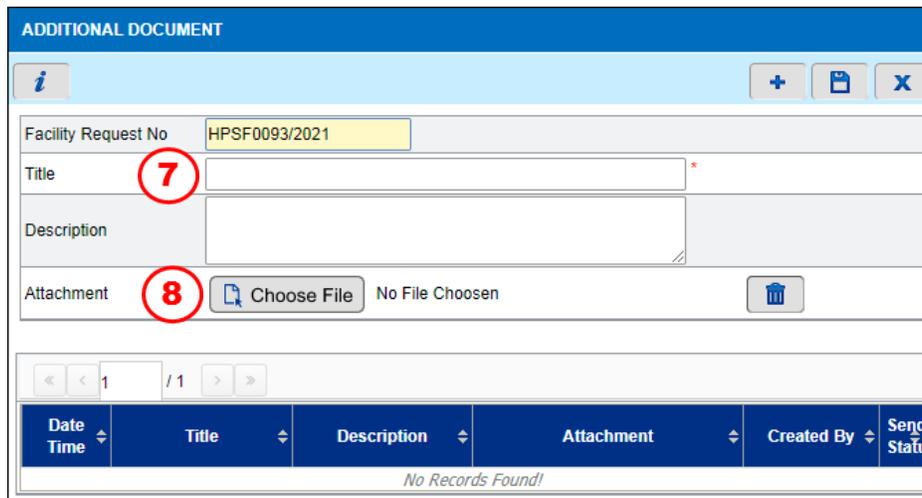


Figure 3.1.2-14 Additional Document

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

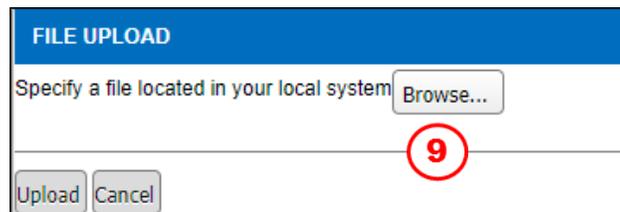
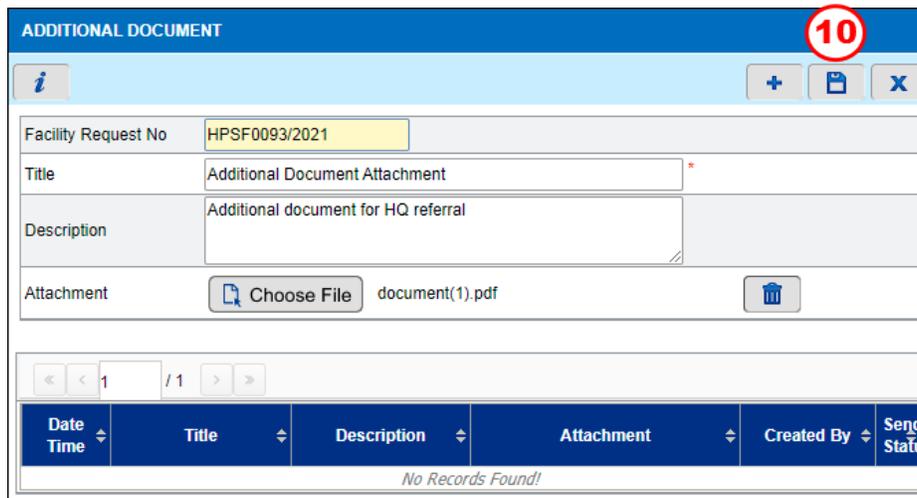


Figure 3.1.2-15 File Upload

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

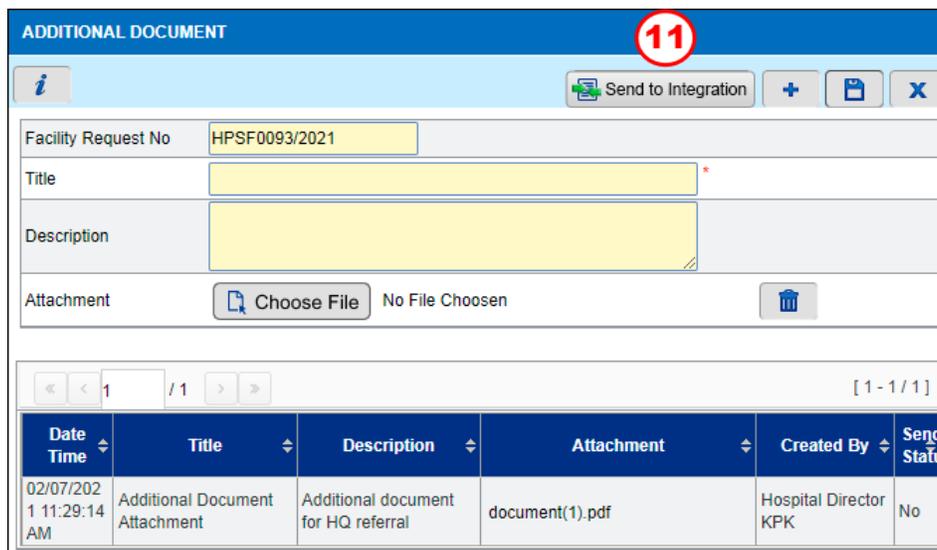
Attachment: document(1).pdf

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

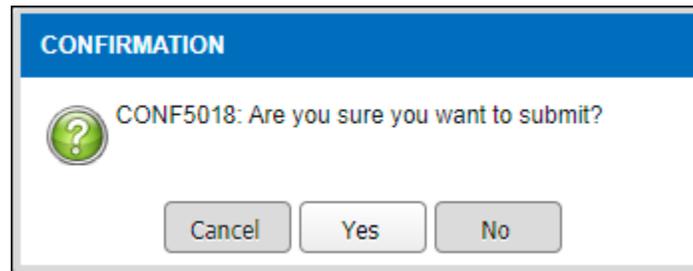
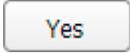


Figure 3.1.2-18 Confirmation Alert Message

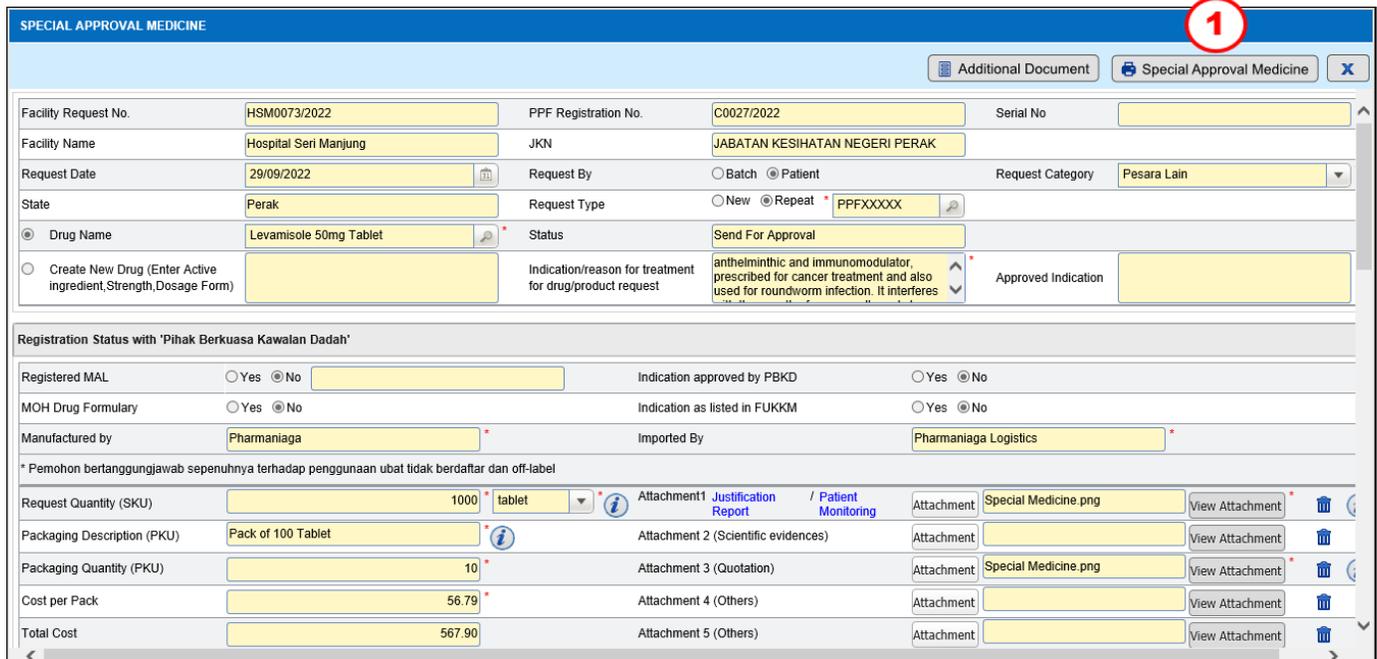
Note

- 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

3.1.3 Special Approval Medicine Report Form

This function is used for pharmacist to request special drug.

Special Approval Medicine Form



SPECIAL APPROVAL MEDICINE

Additional Document Special Approval Medicine X

Facility Request No. HSM0073/2022 PPF Registration No. C0027/2022 Serial No.

Facility Name Hospital Seri Manjung JKN JABATAN KESIHATAN NEGERI PERAK

Request Date 29/09/2022 Request By Batch Patient Request Category Pesara Lain

State Perak Request Type New Repeat PPFXXXXX

Drug Name Levamisole 50mg Tablet Status Send For Approval

Create New Drug (Enter Active ingredient, Strength, Dosage Form) Indication/reason for treatment for drug/product request anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes 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 Logistics

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

Request Quantity (SKU) 1000 tablet Attachment 1 Justification Report / Patient Monitoring Attachment Special Medicine.png View Attachment

Packaging Description (PKU) Pack of 100 Tablet Attachment 2 (Scientific evidences) Attachment View Attachment

Packaging Quantity (PKU) 10 Attachment 3 (Quotation) Attachment Special Medicine.png View Attachment

Cost per Pack 56.79 Attachment 4 (Others) Attachment View Attachment

Total Cost 567.90 Attachment 5 (Others) Attachment View Attachment

Figure 3.1.3-1 Special Approval Medicine

STEP 1

Click on the  button



PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI / PENGARAH AMALAN & PERKEMBANGAN FARMASI

No. Siri
Fasiliti: HSM0073/2022
Prog. Perkhidmatan Farmasi: C0027/2022

PERHATIAN: Permohonan yang tidak lengkap TIDAK akan diproses.

1	Hospital yang memohon: Hospital Seri Manjung	5	Nama ubat / keluaran dimohon (nama generik): Levamisole 50mg Tablet
2	Negeri: Perak	6	Status pendaftaran Pihak Berkuasa Kawalan Dadah (PBKD: Rujuk NPRA Product Search) Tidak berdaftar dan tiada dalam FUKKM*
3	Jenis permohonan: Ulangan (No. Siri Kelulusan PPFXXXXX)	7	Kuantiti dimohon (maksimum 12 bulan): 1000 tablet Saiz Bungkus: Pack of 100 Tablet Kos/Pek: RM56.79 Kos Sebenar: Sumber Pembiayaan: Pesara Lain
4	Nama Pesakit: 1 Nama: NXXXXXX XX XXXX XXXXXX No KP: 80 No Pendaftaran: HSM Diagnosis: Diagnosis Dosis: 150mg TDS Jangkamasa Rawatan: 5 days Ringkasan sejarah rawatan pesakit: Summary of patient indication history 2 Nama: TXXXXX XXXXXX XXXXXXXXXXXX XXXXX XXXXXX XXXX No KP: 13 No Pendaftaran: HSM Diagnosis: Diagnosis Dosis: 100mg BID Jangkamasa Rawatan: 5days Ringkasan sejarah rawatan pesakit: Summary of patient indication history 3 Nama: KXXXXX X XXXXXXXX No KP: 51 No Pendaftaran: HSM Diagnosis: Diagnosis Dosis: 50mg BID Jangkamasa Rawatan: 5 days Ringkasan sejarah rawatan pesakit: Summary of patient indication history		
A INDIKASI/TUJUAN RAWATAN BAGI UBAT/KELUARAN YANG DIMOHON			
anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer			
B UBAT/KELUARAN ALTERNATIF SEDIA ADA DALAM FUKKM BAGI INDIKASI DIMOHON			
	UBAT/KELUARAN	TEMPOH PENGGUNAAN	SEBAB-SEBAB TIDAK DAPAT DIGUNAKAN
1	Alternative Treatment	Duration	Reason of Discontinuation/Not Used
2	Alternative Treatment	Duration	Reason of Discontinuation/Not Used

BPF/103-KPK01 (Pindaan 4)

m/s 1

Figure 3.1.3-2 Report

3	Alternative Treatment	Duration	Reason of Discontinuation/Not Used
C MAKLUMAT PAKAR YANG MEMOHON			
	Ulasan: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer	Nama: Specialist KPK Jawatan: Pegawai Perubatan Pakar Disiplin: General Medicine Tarikh: 26/09/2022	
D KETUA JABATAN			
	Ulasan: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer	Nama: HOD KPK Tarikh: 27/09/2022	
E KETUA PEGAWAI FARMASI			
	Ulasan: anthelmintic and immunomodulator, prescribed for cancer treatment and also used for roundworm infection. It interferes with the growth of cancer cells and slows their growth and spread in the body. It is used in the treatment of colon cancer	Peruntukan yang diperlukan: RM567.90 Peruntukan sedia ada: RM1,000.00	
		Nama: Chief Pharmacist KPK Tarikh: 28/09/2022	
F PENGESAHAN PENGARAH HOSPITAL			
	Ulasan: Recommended	Nama: Hospital Director KPK Tarikh: 29/09/2022	
G PENGESAHAN PENERUSI JKK UBAT-UBATAN KKM (untuk permohonan ubat tidak berdaftar (tiada dalam FUKKM) dan permohonan ubat diluar indikasi/off-label)			
	Ulasan:	Tandatangan, nama & cop:	
	<input type="checkbox"/> SOKONG <input type="checkbox"/> TIDAK DISOKONG	Tarikh:	

Figure 3.1.3-3 Report



PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS
KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI /
PENGARAH AMALAN & PERKEMBANGAN FARMASI

Hospital	Hospital Seri Manjung	No. Siri:
Nama Ubat	Levamisole 50mg Tablet	No. Pen. PPF: C0027/2022
Indikasi		
Kuantiti Ubat	0	Kos Ubat: Sumber Pembiayaan: Pesara Lain
Nama Pesakit	NXXXXXX XX XXXX XXXXXX, TXXXXX XXXXXX XXXXXXXXXXXX XXXXX XXXXXX XXXX, XXXXXX X XXXXXXXXX	
Nama Pemohon Jawatan (Pakar)	Specialist KPK , Pegawai Perubatan Pakar	
H	SECRETARIAT	
Ulasan:		
Nama:		
Tarikh:		
I	KEPUTUSAN KETUA PENGARAH KESIHATAN MALAYSIA (KPK) / PENGARAH KANAN PERKHIDMATAN FARMASI (PKPF) / PENGARAH AMALAN & PERKEMBANGAN FARMASI	
Sila maklum bahawa permohonan tuan/puan:		Tandatangan, nama & cop:
<input type="checkbox"/> LULUS <input type="checkbox"/> TIDAK LULUS Ulasan:		Nama:
		Jawatan:
		Tarikh:

* Ini adalah cetakan komputer,tandatangan tidak diperlukan *

Peringatan:

1. Urusan perolehan bagi setiap permohonan yang telah diluluskan hendaklah mengikut tatacara perolehan tertakluk kepada Arahan Perbendaharaan yang telah ditetapkan.
2. Peruntukan bagi proses perolehan hendaklah menggunakan peruntukan semasa yang telah diberikan dan bukan sebagai alasan untuk memohon peruntukan tambahan.

Figure 3.1.3-4 Report

Note

- 'Nama Pesakit' will display as 'Pesakit-pesakit institusi' if 'Request by' is selected as 'Batch'
- 'Nama Pesakit' will display as 'Rujuk Lampiran' if patient list is more than 10. Separate attachment will be display as figure 3.1.3-5

 PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS					
Hospital		HOSPITAL KUALA LUMPUR		No. Siri:	
Nama Ubat		Adalimumab 40mg Injection		No. Pen. PPF:	
Indikasi					
Kuantiti Ubat				Kos Ubat: Sumber Pembiayaan: Pesara Lain	
0					
Nama Pesakit					
No	MRN	Nama	IC & Other Identification No	Dosage & Frequency	Duration
1	HKL0000009	LXXX XXXX XXX	750904065206	13 mg	7 days
2	HKL0000008	LXX XXX XXXX	950815105049	3 mg	7 days
3	HKL0000014	DXXXXXXXXXX	140815102425	9 mg	3 months
4	HKL0000005	NX XXX XXX	970107146665	5 mg	7 days
5	HKL0000012	DXXX XXXXXXX XXX	6658995	8 vial	1 month
6	HKL0000001	LXX XX XXXX	510130105493	3 mg	7 days
7	HKL0000026	NX XXXX-X	800121075419	2 per day	120 days
8	HKL0000007	TXXXXXXXX	141002141026	5 mg	7 days
9	HKL0000016	YXX XXX XXXX	550920015210	3 mg	7 days
10	HKL0000002	B/XXXXX XXX XXXX		13 mg	7 days
11	HKL0000015	SXXXXXXXX X/X XXXXXXXX	660804086449	10 pack	90 days

Figure 3.1.3-5 Report

Permit Form

PHARMACY INFORMATION SYSTEM

HOSPITAL SERI MANJUNG

Home Special Approval Medicine

SPECIAL APPROVAL MEDICINE

Facility Request No. [] PPF Registration No. []
 Active Ingredient [] Request Type [All]
 Status [Approved by KPK/PKPF/Pengarah A&P] Request Date []

[Search]

Active Ingredient	Request Date	Facility Request No	PPF Registration No.	Request Type	Status	Sent to HQ Status
Elanercept 25mg Injection	27/09/2022	HSM0072/2022	C0026/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acetylcysteine 200mg/ml Injection, 10ml	11/08/2022	HSM0067/2022	C0025/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Amphotericin B Lipid Complex 50mg/10ml Injection	11/08/2022	HSM0066/2022	C0024/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Dexamethasone sodium phosphate	04/08/2022	HSM0065/2022	C0023/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Acitretin 25mg Capsule	09/06/2022	HSM0058/2022	C0016/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
test	09/06/2022	HSM0057/2022	C0015/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
Abemaciclib 100mg Tablet	21/05/2022	HSM0051/2022	A0018/2022	New	Approved by KPK/PKPF/Pengarah A&P	Yes
ereree	30/12/2020	HSM0044/2020	A3690/2020	New	Approved by KPK/PKPF/Pengarah A&P	Yes

Figure 3.1.3-6 Special Approval Medicine

STEP 1

Double click on the record with status 'Approved by KPK/PKPF/Pengarah A&P'

SPECIAL APPROVAL MEDICINE

Additional Document Special Approval Medicine Print Permit

Facility Request No. HSM0072/2022 PPF Registration No. C0026/2022 Serial No. []
 Facility Name Hospital Seri Manjung JKN JABATAN KESIHATAN NEGERI PERAK
 Request Date 27/09/2022 Request By [] Batch [] Patient Request Category Pesara Lain
 State Perak Request Type [] Status Approved by KPK/PKPF/Pengarah A&P
 Drug Name Etanercept 25mg Injection
 Create New Drug (Enter Active ingredient, Strength, Dosage Form)
 Indication/reason for treatment for drug/product request Sample Indication/reason for treatment for drug/product request 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 ABC Imported By XYZ

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

Request Quantity (SKU)	Packaging Description (PKU)	Packaging Quantity (PKU)	Cost per Pack	Total Cost	Attachment
10	5 prefilled syringe	5	500.00	2,500.00	Attachment 1 Justification Report / Patient Monitoring
					Attachment 2 (Scientific evidences)
					Attachment 3 (Quotation)
					Attachment 4 (Others)
					Attachment 5 (Others)

Figure 3.1.3-7 Special Approval Medicine

STEP 2

Click on the button and Print Permit window will be displayed as Figure 3.1.3-8

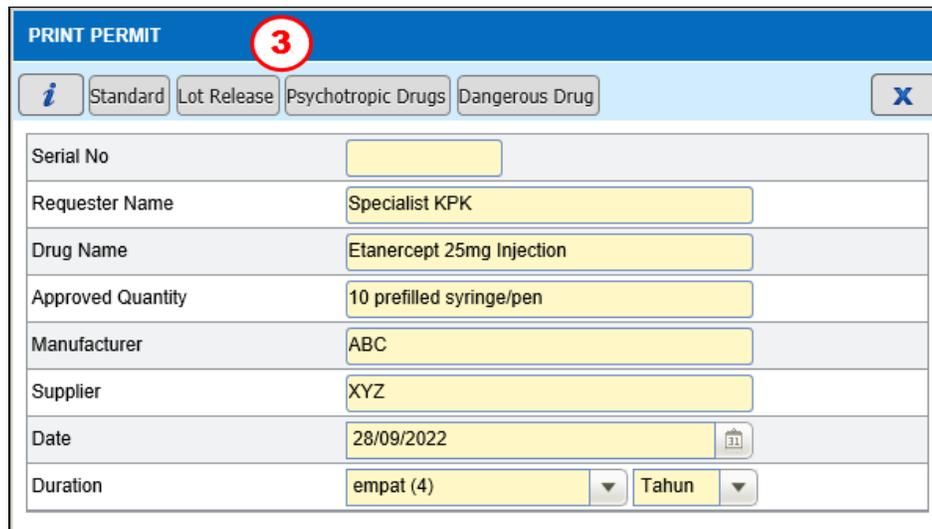


Figure 3.1.3-8 Print Permit

Note

- There are 4 type of Print Permit report:
 - Standard
 - Lot Release
 - Psychotropic Drugs
 - Dangerous Drug
- Information Message will be display as Figure 3.1.3-9 if permit information still hasn't completed by HQ user

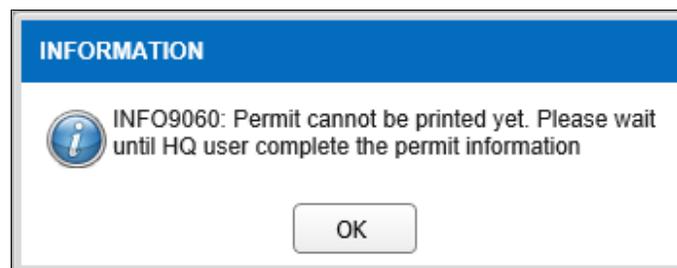


Figure 3.1.3-9 Information Message

STEP 3

Click on the or or or button and report will be displayed based on the selected report

Permit – Standard



AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

**PENGECUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI TUJUAN RAWATAN
PENYAKIT YANG MENGANCAM NYAWA (No.Siri :A0023/2022)**

KKM-600-34/4/
Pengecualian ini diberikan kepada:

Nama Pemohon : [REDACTED]
Hospital/Institusi : **HOSPITAL KUALA LUMPUR**
Nama Produk : **Atazanavir 300mg Capsule**
Kuantiti : **1110 capsule**

Pengecualian ini tertakluk kepada syarat-syarat yang berikut :

- (1) Pengimportan ini dikhaskan bagi kegunaan pemohon ke atas pesakit seperti dinyatakan dalam permohonan sahaja.
- (2) Adalah menjadi tanggungjawab syarikat yang mengimport untuk memastikan produk tersebut tidak melanggar mana-mana hak milik paten atau/ dan *data exclusivity*.
- (3) Tatacara yang berkaitan dengan pengimportan, penyimpanan serta pembekalan hendaklah dipatuhi. Segala rekod dan dokumen hendaklah disimpan bagi tujuan audit.
- (4) Aduan produk dan kesan advers akibat dari penggunaan produk tidak berdaftar tersebut adalah dibawah tanggungjawab pemohon sepenuhnya. Laporan aduan produk dan kesan advers hendaklah dikemukakan kepada Bahagian Regulatori Farmasi Negara (NPRA).
- (5) Dalam tempoh 30 hari dari tarikh pengimportan, pemohon hendaklah;
 - a) memulangkan semula permit import ini; dan
 - b) menghantar sesalinan borang import Kastam.
kepada Pengarah Kanan Perkhidmatan Farmasi, Kementerian Kesihatan Malaysia.
- (6) Pengecualian ini sah untuk pengimportan dalam **tempoh sebelas (11) bulan** dari tarikh ia dikeluarkan. Walau bagaimanapun, permit import ini **terbatal apabila produk yang berdaftar telah berada di pasaran.**
- (7) **Dokumen ini merupakan hak kerajaan Malaysia. Kehilangan dokumen ini perlu dilaporkan kepada pihak polis.**

Tarikh: **26/07/2022**


Pengarah Kanan Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia

Figure 3.1.3-10 Standard Report

Permit - Lot Release



AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

**PENGECCUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI TUJUAN RAWATAN
PENYAKIT YANG MENGANCAM NYAWA (No.Siri :A0023/2022)**

KKM-600-34/4/
Pengecualian ini diberikan kepada:

Nama Pemohon : I [REDACTED] IK
Hospital/Institusi : HOSPITAL KUALA LUMPUR
Nama Keluaran : Atazanavir 300mg Capsule
Kuantiti : 1110 capsule
Nama Pembekal : 212
Nama Pengilang : fg

Pengecualian ini tertakluk kepada syarat-syarat yang berikut :

- (1) Syarat-syarat khusus untuk produk **vaksin dan plasma**:
 - a. Keluaran-keluaran tersebut hanya dibenarkan untuk diimport melalui Lapangan Terbang Antarabangsa Kuala Lumpur (KLIA), Sepang, Selangor dan Lapangan Terbang Antarabangsa Pulau Pinang, Pulau Pinang, Lapangan Terbang Antarabangsa Kota Kinabalu, Sabah dan Lapangan Terbang Antarabangsa Kuching, Sarawak sahaja.
 - b. Pengimportan keluaran-keluaran tersebut hendaklah dilakukan oleh pengimport yang mempunyai Lesen Racun Jenis A yang sah di bawah Akta Racun 1952 (Akta 366) iaitu (perlu tambah).
 - c. Pengimportan keluaran-keluaran tersebut adalah tertakluk kepada **penilaian dokumentasi** dan **pemeriksaan rangkaian sejuk** oleh pihak Bahagian Regulatori Farmasi Negara.
- (2) Pengimportan ini dikhaskan bagi kegunaan pemohon ke atas pesakit seperti dinyatakan dalam permohonan sahaja.
- (3) Adalah menjadi tanggungjawab syarikat yang mengimport untuk memastikan produk tersebut tidak melanggar mana-mana hak milik paten atau/dan *data exclusivity*.

No.Siri :A0023/2022 Page 1 of 1

Figure 3.1.3-11 Lot Release Report

Permit - Psychotropic Drugs


AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

**PENGECUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI TUJUAN RAWATAN
PENYAKIT YANG MENGANCAM NYAWA (No.Siri :A0023/2022)**

KKM-600-34/4/
Pengecualian ini diberikan kepada:

Nama Pemohon : **UNIVERSITI SAINS MALAYSIA**
Hospital/Institusi : **HOSPITAL KUALA LUMPUR**
Nama Produk : **Atazanavir 300mg Capsule**
Kuantiti : **1110 capsule**

Pengecualian ini tertakluk kepada syarat-syarat yang berikut :

- (1) Pengimportan ini dikehendaki bagi kegunaan pemohon ke atas pesakit seperti dinyatakan dalam permohonan sahaja.
- (2) **Pengimport perlu memohon kebenaran import BAHAN PSIKOTROPIK kerana bahan ini dikawal di bawah Akta Racun 1952.**
- (3) Adalah menjadi tanggungjawab syarikat yang mengimport untuk memastikan produk tersebut tidak melanggar mana-mana hak milik paten atau/dan *data exclusivity*.
- (4) Tatacara yang berkaitan dengan pengimportan, penyimpanan serta pembekalan hendaklah dipatuhi. Segala rekod dan dokumen hendaklah disimpan bagi tujuan audit.
- (5) Aduan produk dan kesan advers akibat dari penggunaan produk tidak berdaftar tersebut adalah dibawah tanggungjawab pemohon sepenuhnya. Laporan aduan produk dan kesan advers hendaklah dikemukakan kepada Bahagian Regulatori Farmasi Negara (NPRA).
- (6) Dalam tempoh 30 hari dari tarikh pengimportan, pemohon hendaklah:
 - a) memulangkan semula permit import ini; dan
 - b) menghantar sesalinan borang import Kastam.kepada Pengarah Kanan Perkhidmatan Farmasi, Kementerian Kesihatan Malaysia.
- (7) Pengecualian ini sah untuk pengimportan dalam tempoh **sebelas (11) bulan** dari tarikh ia dikeluarkan. Walaubagaimanapun, permit import ini **terbatal apabila produk yang berdaftar telah berada di pasaran.**
- (8) **Dokumen ini merupakan hak kerajaan Malaysia. Kehilangan dokumen ini perlu dilaporkan kepada pihak polis.**

Tarikh: **26/07/2022** 
Pengarah Kanan Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia

Figure 3.1.3-12 Psychotropic Drugs Report

Permit – Dangerous Drug



AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

PENGECCUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI TUJUAN RAWATAN PENYAKIT YANG MENGANCAM NYAWA (No.Siri :A0023/2022)

KKM-600-34/4/
Pengeccualian ini diberikan kepada:

Nama Pemohon :
Hospital/Institusi : **HOSPITAL KUALA LUMPUR**
Nama Produk : **Atazanavir 300mg Capsule**
Kuantiti : **1110 capsule**

Pengeccualian ini tertakluk kepada syarat-syarat yang berikut :

- (1) Pengimportan ini dikehendaki bagi kegunaan pemohon ke atas pesakit seperti dinyatakan dalam permohonan sahaja.
- (2) **Pengimport perlu memohon kebenaran import DADAH BERBAHAYA kerana bahan ini dikawal di bawah Akta Dadah Berbahaya 1952**
- (3) Adalah menjadi tanggungjawab syarikat yang mengimport untuk memastikan produk tersebut tidak melanggar mana-mana hak milik paten atau/dan *data exclusivity*.
- (4) Tatacara yang berkaitan dengan pengimportan, penyimpanan serta pembekalan hendaklah dipatuhi. Segala rekod dan dokumen hendaklah disimpan bagi tujuan audit.
- (5) Aduan produk dan kesan advers akibat dari penggunaan produk tidak berdaftar tersebut adalah dibawah tanggungjawab pemohon sepenuhnya. Laporan aduan produk dan kesan advers hendaklah dikemukakan kepada Bahagian Regulatori Farmasi Negara (NPRA).
- (6) Dalam tempoh 30 hari dari tarikh pengimportan, pemohon hendaklah;
 - a) memulangkan semula permit import ini; dan
 - b) menghantar salinan borang import Kastam. kepada Pengarah Kanan Perkhidmatan Farmasi, Kementerian Kesihatan Malaysia.
- (7) Pengeccualian ini sah untuk pengimportan dalam tempoh **sebelas (11) bulan** dari tarikh ia dikeluarkan. Walaubagaimanapun, permit import ini **terbatal apabila produk yang berdaftar telah berada di pasaran.**
- (8) Dokumen ini merupakan hak kerajaan Malaysia. Kehilangan dokumen ini perlu dilaporkan kepada pihak polis.


Pengarah Kanan Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia

Tarikh: **26/07/2022**

Figure 3.1.3-13 Dangerous Drug Report

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 Approval Medicine</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		