



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

User Manual Pharmacy Inventory Receive Item (Inter Facility)

Version	: 8th EDITION
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PhIS & CPS Project
User Manual - Pharmacy Inventory
Receive Item (Inter Facility)



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Application reference: PhIS & CPS v1.8.1



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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 that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service 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 (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (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 Pharmacy Inventory – Receiving (External) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- New Receiving (Inter Facility) transaction
- Receiving (Inter Facility) Approval

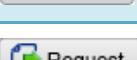
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Receive Item(Inter Facility)
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.



2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Receiving Inter Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

This module is intended for Storekeeper and Pharmacists at the Pharmacy Store(subject to user assigned by the facility).

Functional Diagram

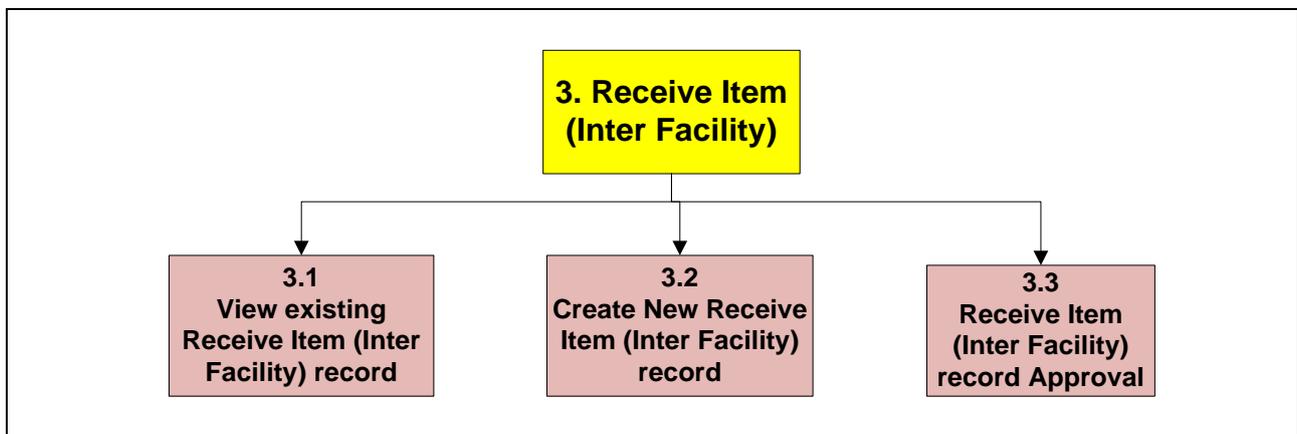


Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

To view existing Receiving Item (Inter Facility) record, perform the steps below:

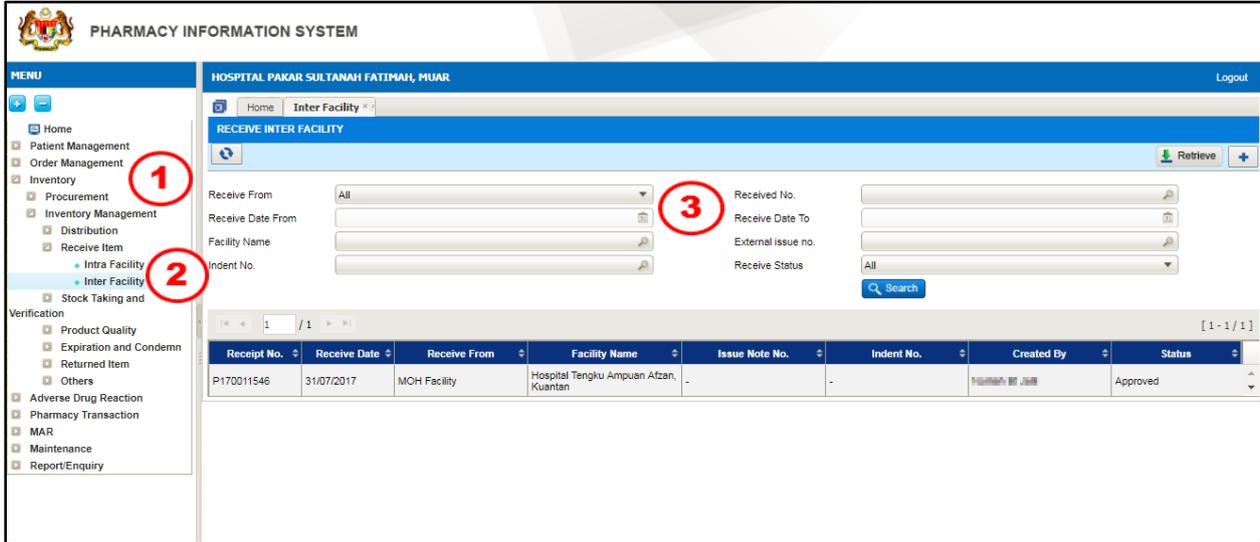


Figure 3.1-1 Inter Facility Listing Page

This screen will display all the existing receive inter facility transaction(s).

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub menu

STEP 2

Click on 'Receive Item' and follow by 'Inter Facility'

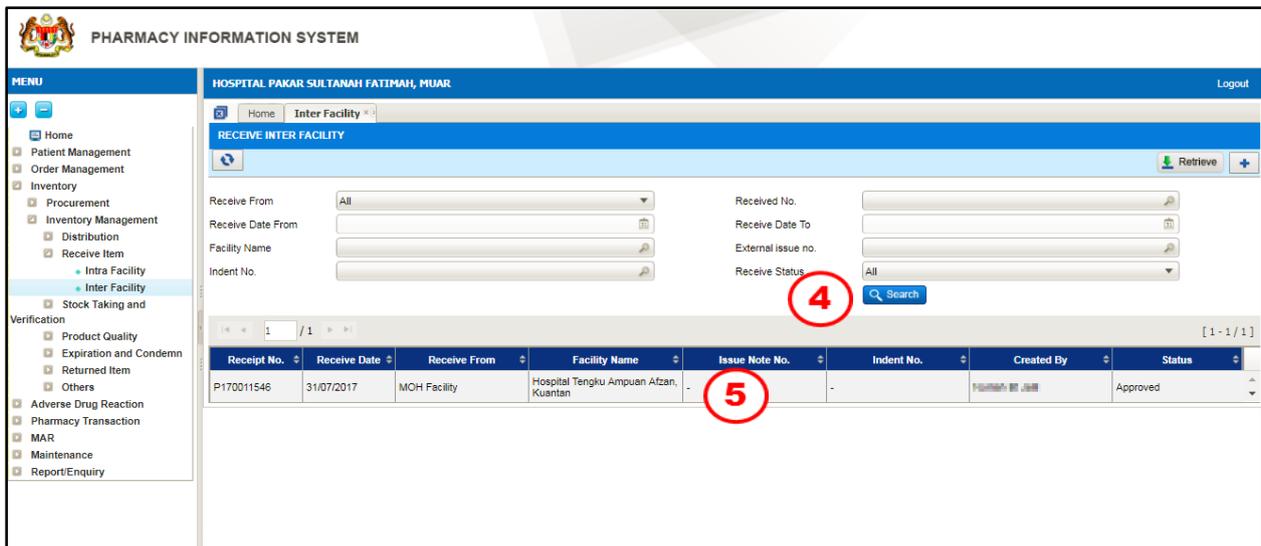
STEP 3

To search for existing Receiving Inter Facility transaction, user may search by criteria as follow:

No Field	Description	Remark
a	Receive From To select receiving from which type of facility: - All - MOH Facility - Non MOH Public Facility	Filter and search existing records based on the Receive From
b	Receipt No Search for Receipt No.	Display existing Receipt No. based on the previous receiving record
c	Receive Date From Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013
d	Receive Date To Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013
e	Facility Name Filter and search for facility by enter Facility Name or/and State	Filter and search existing records based on the Facility Name
f	External Issue No. Search External Issue No.	Filter and search existing records based on External Issue No.

g	Indent No.	Search for Indent No.	Filter and search existing records based on Indent No.
h	Receive Status	Select Status from the drop down menu: <ul style="list-style-type: none"> - All - Approved - Cancelled - Open - Pending for Approval - Rejected 	Filter and search existing records based on Status

Table 3.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility

RECEIVE INTER FACILITY

Retrieve

Receive From: All
 Receive Date From:
 Facility Name:
 Indent No.:

Received No.
 Receive Date To:
 External issue no.
 Receive Status: All

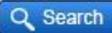
Search

1 / 1

Receipt No.	Receive Date	Receive From	Facility Name	Issue Note No.	Indent No.	Created By	Status
P170011546	31/07/2017	MOH Facility	Hospital Tengku Ampuan Afzan, Kuantan	-	-	HOSPITAL PAKAR SULTANAH FATIMAH, MUAR	Approved

Figure 3.1-2 Inter Facility Listing Page

STEP 4

Click on the  button after input the criteria.

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2

STEP 5

After double click on the selected record and the details will be displayed as shown in Figure 3.1-3



PhIS & CPS Project User Manual - Pharmacy Inventory Receive Item (Inter Facility)



X
INTER FACILITY

INTER FACILITY INFORMATION

Received No. <input type="text" value="P170011546"/>	Created Date <input type="text" value="31/07/2017"/>
Received From <input type="text" value="MOH Facility"/>	Unit Name <input type="text" value="UNIT FARMASI BEKALAN WAD"/>
Facility Name <input type="text" value="Hospital Tengku Ampuan Afzan, Kuantan"/>	Facility Code <input type="text" value="11-06050013"/>
Receive Item Against <input type="text" value="Manual"/>	Issue Note Date <input type="text"/>
Indent No. <input type="text"/>	Status <input type="text" value="Approved"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text"/>
Indent Date <input type="text"/>	Remarks <input type="text"/>
Receipt Amount (RM) <input type="text" value="0"/>	Reject Reason <input type="text"/>
Issue No. <input type="text"/>	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

[1 - 1 / 1]

#	Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
☐	B05XA06170 P3001XX.01	Potassium Dihydrogen Phosphate Injection	Pack of 10 amp	300 (amp)	30 (pack)	300	DBL	619066	30/11/2017	0.0000	0.00

Figure 3.1-3 Inter Facility

3.2 Retrieve Receive Item (Inter Facility) record

To retrieve new, Receive Item (Inter Facility) record, perform step below:

External Notification			
Online Indent Request Received:	2	Online Issue Request Received:	2
Online External CDR Request Received:	0	Online External CDR Result Received:	40
External Radio Order Request Received:	11	External Radio Order Result Received:	0
External TDM Request Received:	0	External TDM Result Received:	2
Online Contract Request Received:	0		
Online SPUB R1 Request Received:	5		

Figure 3.2-1 Notification Online Issue Request Received

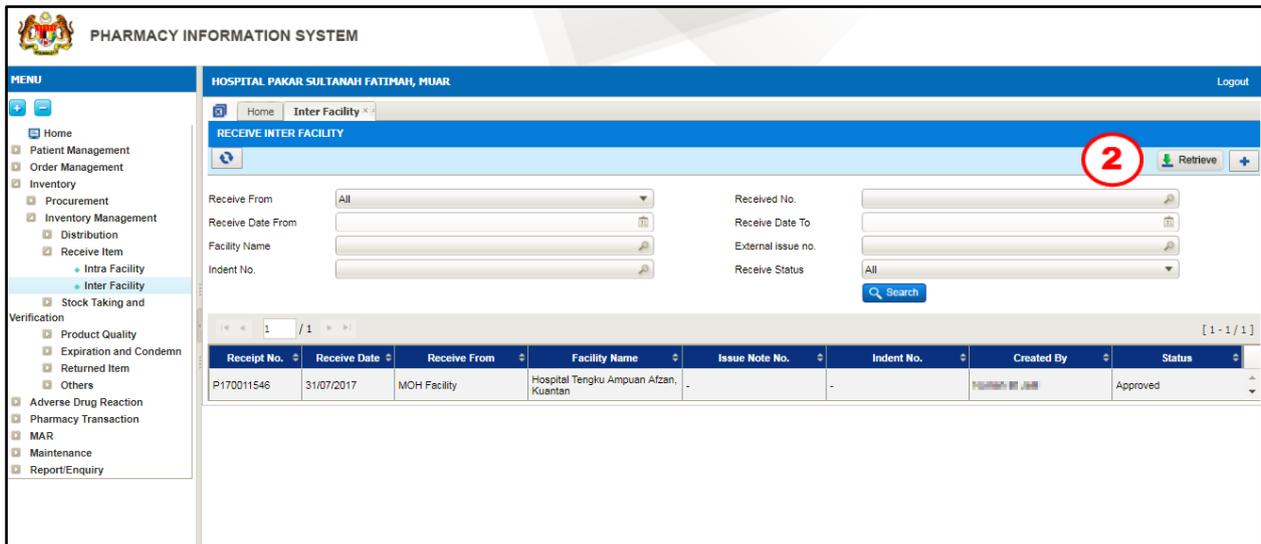
This function is used for receiving an item that had been requested via External Indent by requester and done at the main store between facilities that using PhIS.

STEP 1

Click on the 2 notification button for **Online Issue Request Received**

Note

The Inter Facility screen will be displayed as Figure 3.2-2.



Receipt No.	Receive Date	Receive From	Facility Name	Issue Note No.	Indent No.	Created By	Status
P170011546	31/07/2017	MOH Facility	Hospital Tengku Ampuan Afzan, Kuantan	-	-	...	Approved

Figure 3.2-2 New Inter Facility

STEP 2

Click on the Retrieve button to retrieve a new external issue received

Note

The External Issue List window will be displayed as Figure 3.2-3.

EXTERNAL ISSUE LIST				
Facility Name	External Indent No.	External Indent Date	No. of Items	
Hospital Sultanah Aminah, Johor Bahru	R17030766	19/09/2017 00:25:28 PM	2	
Hospital Sultanah Aminah, Johor Bahru	R17030762	19/09/2017 00:06:15 PM	1	
Hospital Segamat	R17030773	19/09/2017 11:39:51 AM	1	
Hospital Tangkak Ledang	R17030496	11/09/2017 09:38:09 AM	1	
Pejabat Kesihatan Daerah Johor Bahru	R17030508	11/09/2017 08:57:23 AM	1	
Hospital Sultanah Aminah, Johor Bahru	R17030409	06/09/2017 11:50:49 AM	1	
Hospital Sultanah Nora Ismail	R17030354	06/09/2017 10:33:50 AM	1	
Pejabat Kesihatan Daerah Johor Bahru	R17030078	23/08/2017 02:48:35 PM	1	
Hospital Sultan Ismail	R17029439	31/07/2017 07:58:52 AM	1	
Hospital Kuala Lumpur	R17026810	26/04/2017 09:47:41 AM	1	

Figure 3.2-3 External Issue List

STEP 3

Click on the selected 'External Issue List' check box

STEP 4

Click on the button to retrieve a new external issue received

Note

External issue information will be uploaded into the Inter Facility Listing Page screen as Figure 3.2-4.

PHARMACY INFORMATION SYSTEM							
HOSPITAL KULIM							
RECEIVE INTER FACILITY							
Receipt No.	Receive Date	Receive From	Facility Name	Issue Note No.	Indent No.	Created By	Status
P180008169	08/01/2018	MOH Facility	Klinik Kesihatan Taman Selasih	-	-	NUR HUSNA MD SHAMSHURI	Approved
P180008168	04/01/2018	MOH Facility	Hospital Sultanah Bahiyah, Alor Setar	-	-	NORLAM SHYAMSUL LAM RASOL	Approved
P170008162	27/12/2017	MOH Facility	Klinik Kesihatan Kulim	-	-	NORLAM SHYAMSUL LAM RASOL	Approved
P170008161	27/12/2017	MOH Facility	Hospital Pulau Pinang	NO Issue Note	R17024241	NORLAM SHYAMSUL LAM RASOL	Approved

Figure 3.2-4 Newly retrieved Receiving Inter Facility record

STEP 5

Double click on the information and Receiving Details screen will be displayed as Figure 3.2-5

Note

Data will automatically appear for the transaction that comes from issuing transaction made by the requesting unit from the other facility.

INTER FACILITY

6

INTER FACILITY INFORMATION

Received No. <input style="width: 80%;" type="text"/>	Created Date <input style="width: 80%;" type="text" value="09/12/2013 11:00:29 AM"/>
Received From <input style="width: 80%;" type="text" value="MOH Facility"/>	Unit Name <input style="width: 80%;" type="text" value="STOR FARMASI"/>
Facility Name <input style="width: 80%;" type="text" value="Hospital Raja Permaisuri Bainon, Ipoh"/>	Facility Code <input style="width: 80%;" type="text" value="11-08050011"/>
Receive Item Against <input style="width: 80%;" type="text" value="Issue Note"/>	Issue Note Date <input style="width: 80%;" type="text" value="29/01/2014"/>
Indent No. <input style="width: 80%;" type="text" value="R13000005"/>	Status <input style="width: 80%;" type="text" value="Open"/>
Indent Date <input style="width: 80%;" type="text" value="09/12/2013 09:34:10 AM"/>	Remarks <input style="width: 80%;" type="text"/>
Receipt Amount (RM) <input style="width: 80%;" type="text" value="816"/>	Reject Reason <input style="width: 80%;" type="text"/>
Issue No. <input style="width: 80%;" type="text" value="M02PS001-0000004"/>	

INTER FACILITY ITEM LIST

No.	Drug / Non Drug Code	Drug / Non Drug Description	Order Quantity in SKU	Receive Quantity in SKU	Amount (RM)
1	D05BB02000C1002XX	Acitretin 25mg Capsule	100	100	810.0000
2	A10BF01000T1001XX	Acarbose 50 mg Tablet	20	20	6.0000

Figure 3.2-5 Inter Facility

STEP 6

Click on the button to save the transaction.

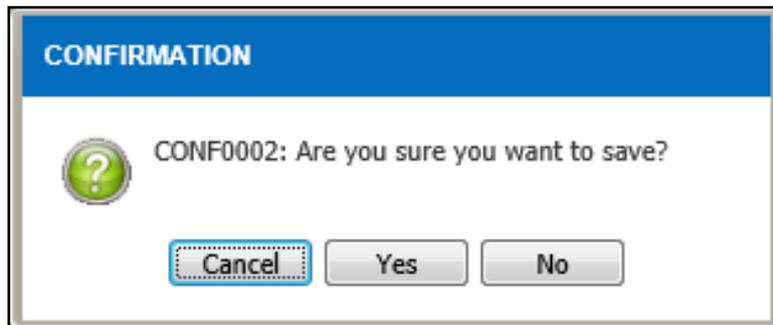


Figure 3.2-6 Alert Message

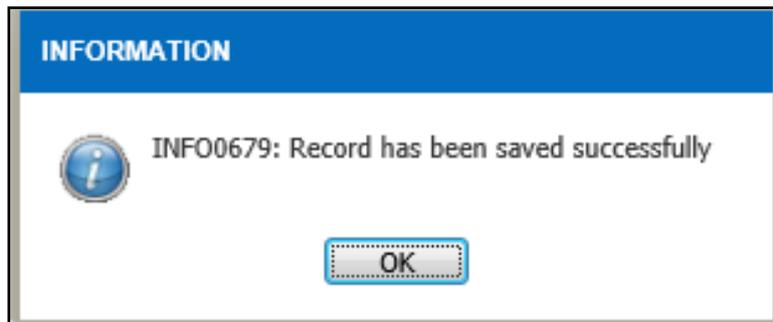


Figure 3.2-7 Alert Message

Note

- System will display an alert message as displayed in Figure 3.2-6.
- Message Information as Figure 3.2-7 will be displayed once user click on the Yes button in Figure 3.2-6.
- **Received No.** will be generated automatically for future reference. E.g.: P140000359

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1

-  and  will be displayed after the transaction is successfully saved as Figure 3.2-8.
- User is allowed to cancel the request by click on the  button.
- **Status** will change to *Cancelled*.

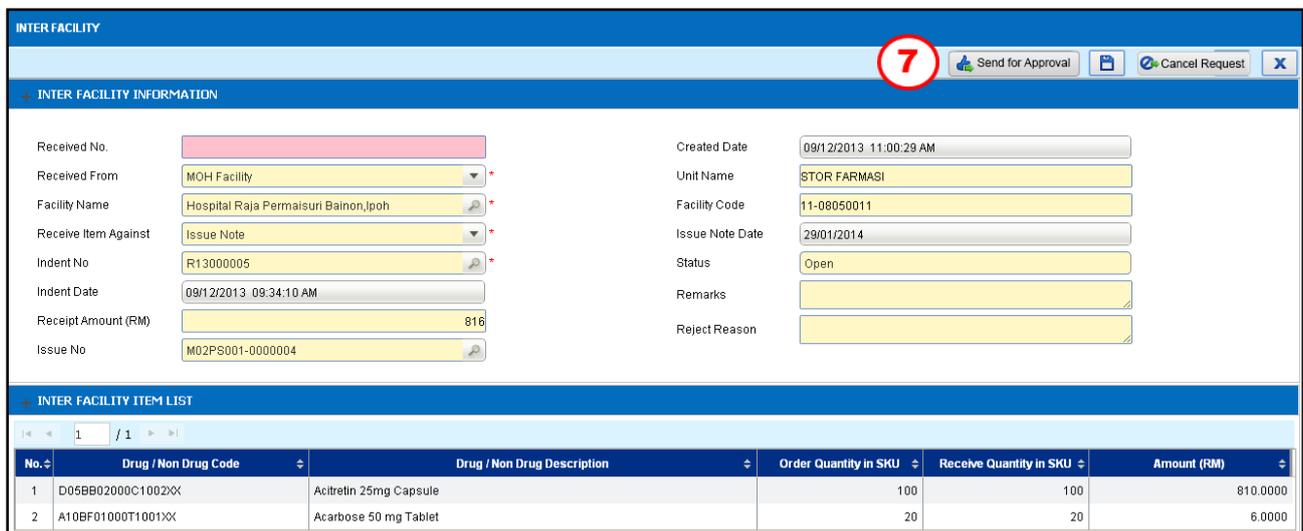


Figure 3.2-8 Inter Facility Send For Approval

STEP 7

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 3.2-9.
- Message Information as displayed in Figure 3.2-10 will be displayed once user click on the 'Yes' button in Figure 3.2-9.

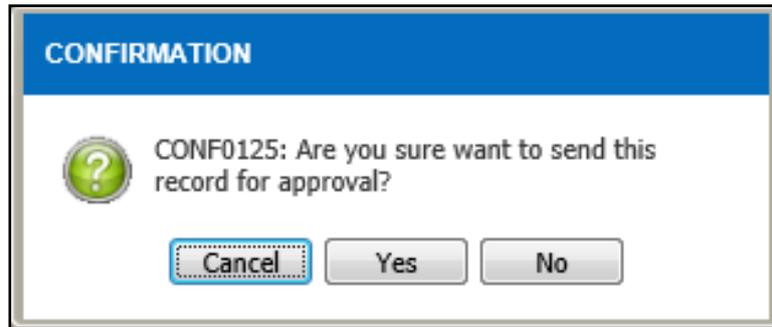


Figure 3.2-9 Alert Message

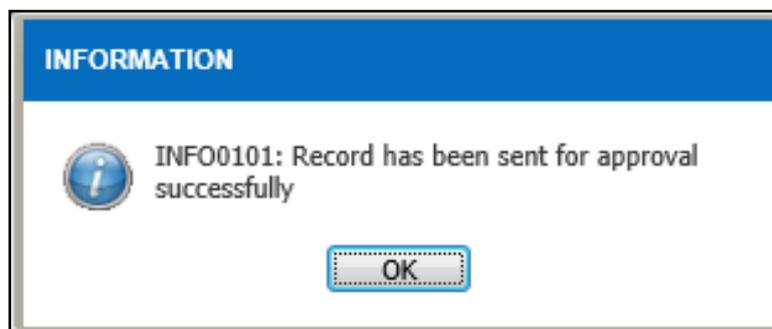
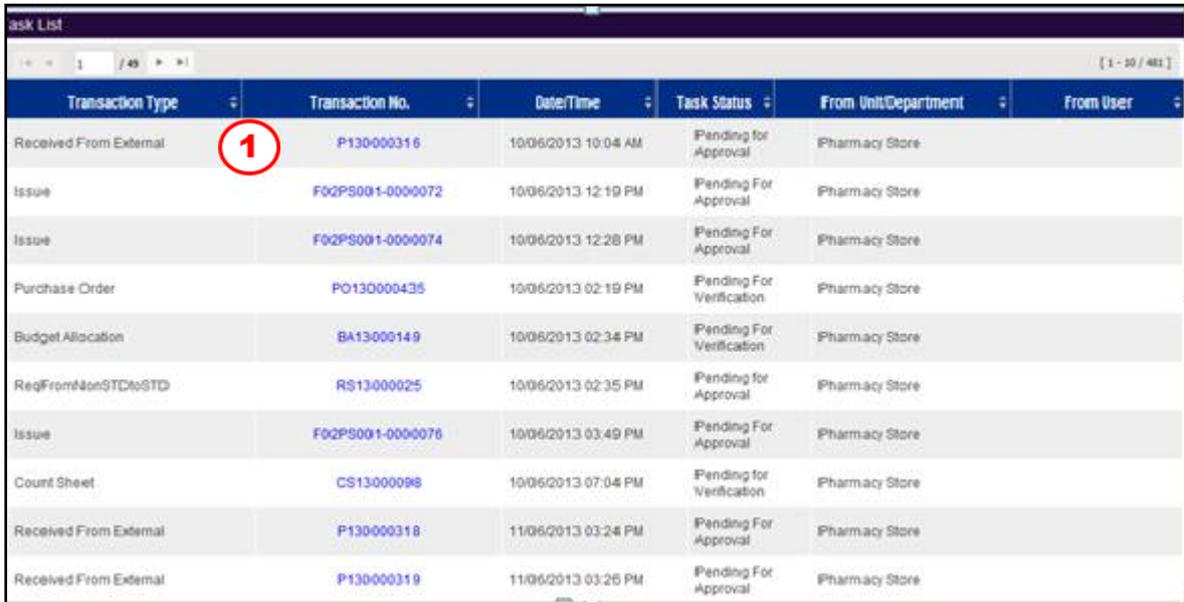


Figure 3.2-10 Alert Message

3.3 Receive Inter Facility Approval

To approve or reject the Receive (Inter Facility) record, perform steps below:



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Received From External	P130000316	10/06/2013 10:04 AM	Pending for Approval	Pharmacy Store	
Issue	F02PS001-0000072	10/06/2013 12:19 PM	Pending For Approval	Pharmacy Store	
Issue	F02PS001-0000074	10/06/2013 12:28 PM	Pending For Approval	Pharmacy Store	
Purchase Order	PO130000435	10/06/2013 02:19 PM	Pending For Verification	Pharmacy Store	
Budget Allocation	BA13000149	10/06/2013 02:34 PM	Pending For Verification	Pharmacy Store	
ReqFromNonSTDtoSTD	RS13000025	10/06/2013 02:35 PM	Pending for Approval	Pharmacy Store	
Issue	F02PS001-0000076	10/06/2013 03:49 PM	Pending For Approval	Pharmacy Store	
Count Sheet	CS13000098	10/06/2013 07:04 PM	Pending for Verification	Pharmacy Store	
Received From External	P130000318	11/06/2013 03:24 PM	Pending For Approval	Pharmacy Store	
Received From External	P130000319	11/06/2013 03:26 PM	Pending For Approval	Pharmacy Store	

Figure 3.3-1 Task List

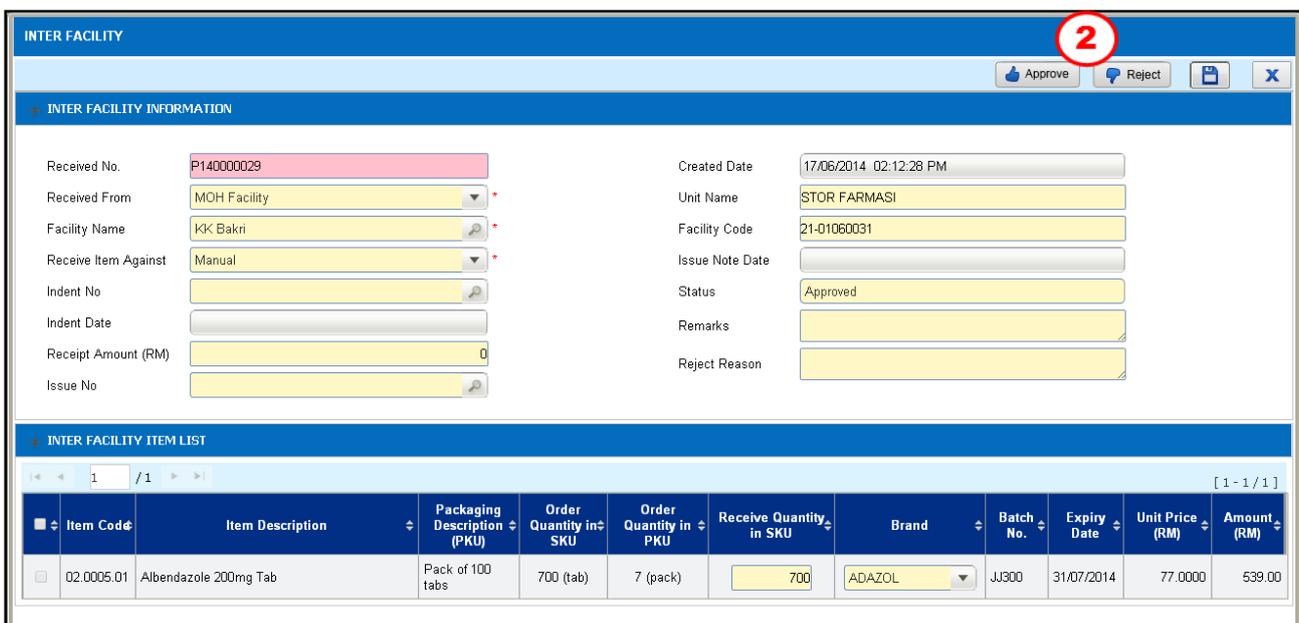
Pharmacist will receive the 'Pending for Approval' for Receive (Inter Facility) record in the Task List as shown in Figure 3.3-1

STEP 1

Click on the Transaction No. hyperlink and the Inter Facility screen will be displayed as shown in the Figure 3.3-2

Note

Pharmacist also able to refer to section [3.1 View Existing Receive Item \(Inter Facility\) Record](#) to search for the 'Pending for Approval' receiving record.



INTER FACILITY

INTER FACILITY INFORMATION

Received No. <input type="text" value="P140000029"/>	Created Date <input type="text" value="17/06/2014 02:12:28 PM"/>
Received From <input type="text" value="MOH Facility"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Facility Name <input type="text" value="KJK Bakri"/>	Facility Code <input type="text" value="21-01060031"/>
Receive Item Against <input type="text" value="Manual"/>	Issue Note Date <input type="text"/>
Indent No <input type="text"/>	Status <input type="text" value="Approved"/>
Indent Date <input type="text"/>	Remarks <input type="text"/>
Receipt Amount (RM) <input type="text" value="0"/>	Reject Reason <input type="text"/>
Issue No <input type="text"/>	

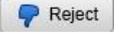
INTER FACILITY ITEM LIST

Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
02.0005.01	Albendazole 200mg Tab	Pack of 100 tabs	700 (tab)	7 (pack)	700	ADAZOL	JJ300	31/07/2014	77.0000	539.00

Figure 3.3-2 Inter Facility Approval

STEP 2

Click on the  button to approve the transaction and **Status** will change to **Approved**.

Click on the  button to reject the transaction and **Status** will change to **Rejected**.

Note

- Click on the  button and **Status** will change to **Approved**.
- Click on the  button and **Status** will change to **Rejected**.



4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
UOM	Unit Of Measurement
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit



5.0 Links to Inventory Modules

<i>No</i>	<i>Module</i>	<i>PDF Links</i>	<i>No</i>	<i>Module</i>	<i>PDF Links</i>
1	<i>Finance</i>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here