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

User Manual
Pharmacy Inventory
Receive Item (Inter Facility)

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Application reference: PhIS & CPS v1.8.1

Table of Contents

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
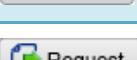- Receiving (Inter Facility) Approval

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	Login to PhIS	**Logout**	Logout from PhIS
Change Password	Change Login Password	**C**	Reset Login Screen
+	Expand Menu	**−**	Collapse Menu
Home	Display Home Tab	**▶**	Expand Module
◢	Collapse Module	**▣**	Close All Open Tabs
↻	Refresh Screen	**Q Search**	Search Record
+	Add/Create New Record	**i**	Show Help
🖶	Print	*****	Mandatory Field
📅	Calendar Icon	**🔍**	Search Icon
X	Close Window	**◯**	Radio Button
☐	Checkbox	**✏**	Edit Record
⊘	Cancel	**🗑**	Delete Record
💾	Save	**Export to Excel**	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	**🗑 Delete**	Delete Item from the list
Request	Request for Approval	**Cancel Request**	Cancel the Request
Approve	Approve Transaction	**Reject**	Reject Transaction
Send for Approval	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
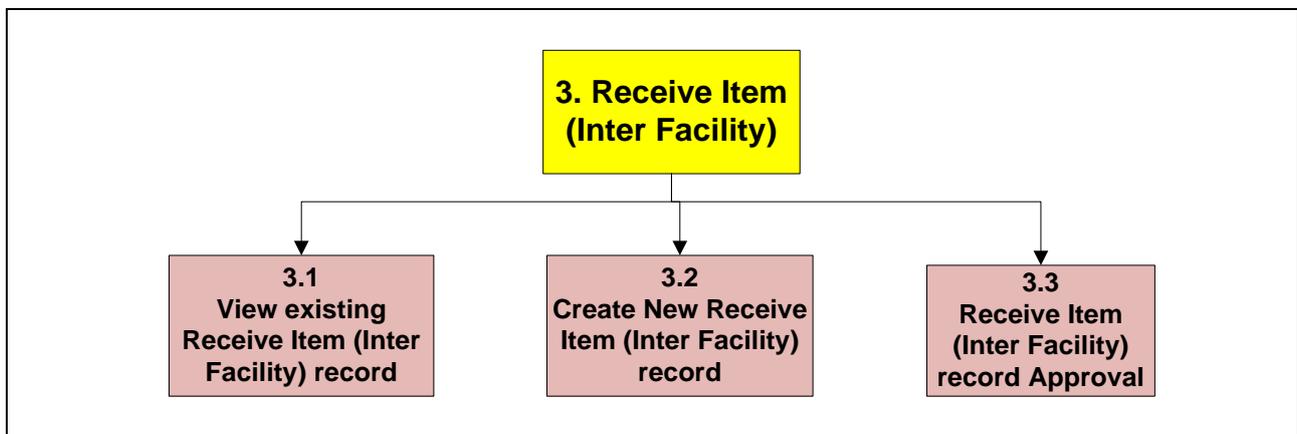
Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

To view existing Receiving Item (Inter Facility) record, perform the steps below:
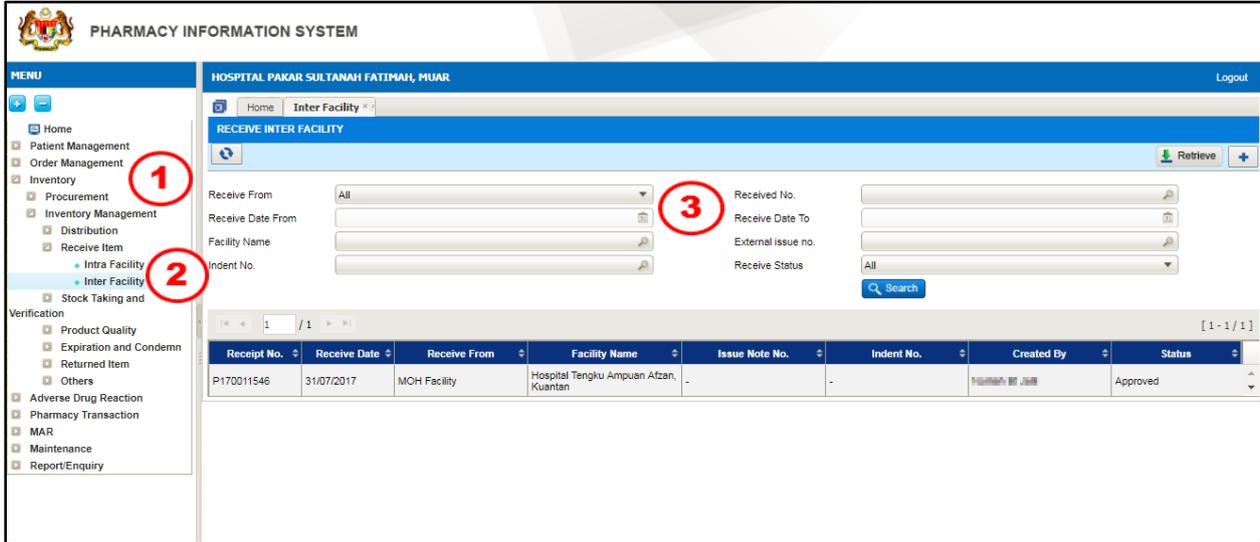
Figure 3.1-1 Inter Facility Listing Page

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: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status

Table 3.1-1

Figure 3.1-2 Inter Facility Listing Page

STEP 4
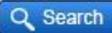
Click on the [Search] button after input the criteria.

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

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:

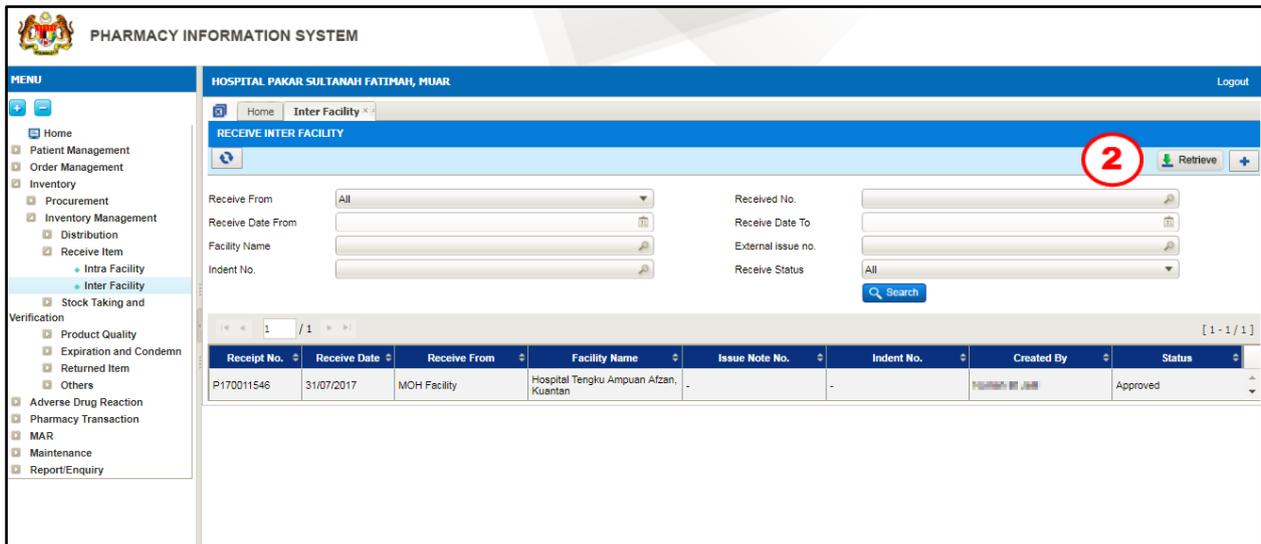**Figure 3.2-1 Notification Online Issue Request Received**

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.

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.

Figure 3.2-3 External Issue List

STEP 3
Click on the selected 'External Issue List' check box

STEP 4
Click on the [Retrieve] 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.

Figure 3.2-4Newly retrievedReceiving 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.

Figure 3.2-5 Inter Facility

STEP 6

Click on the [save] button to save the transaction.
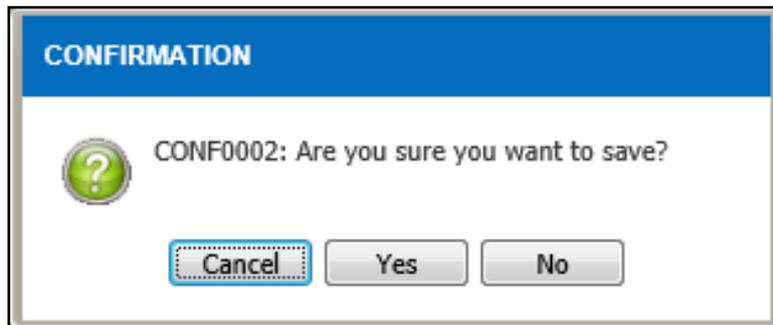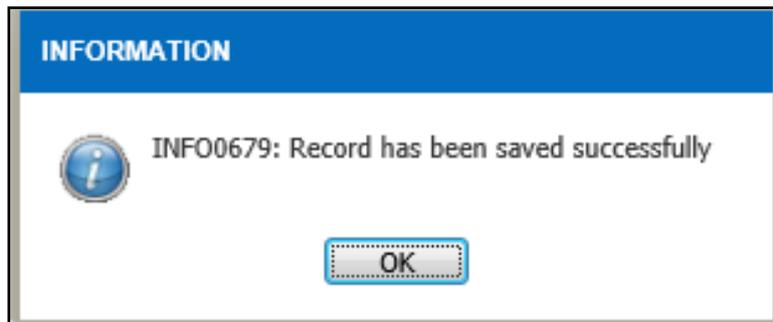

Figure 3.2-6 Alert Message

Figure 3.2-7 Alert Message

<u>*Note*</u>

- *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

- [Send for Approval] *and* [Cancel Request] *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* [Cancel Request] *button.*

- **Status** *will change to Cancelled.*
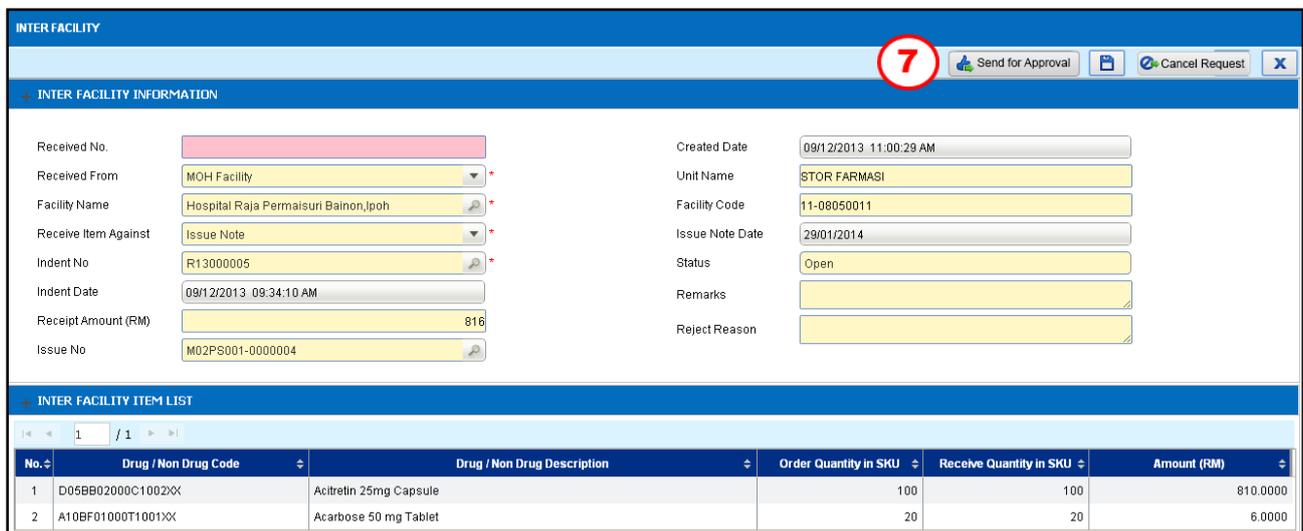
Figure 3.2-8 Inter Facility Send For Approval

STEP 7

Click on the [Send for Approval] 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.*
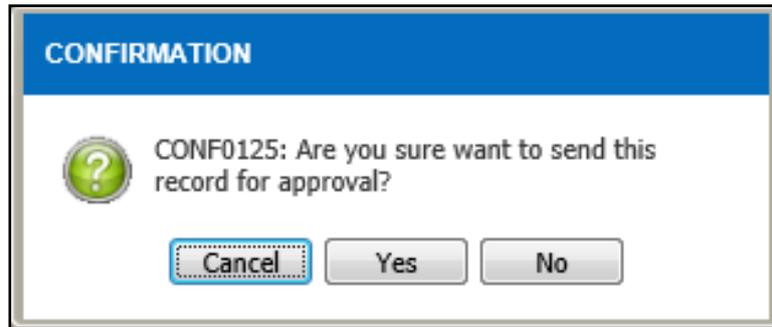
CONFIRMATION

CONF0125: Are you sure want to send this record for approval?

Cancel   Yes   No

Figure 3.2-9 Alert Message

INFORMATION

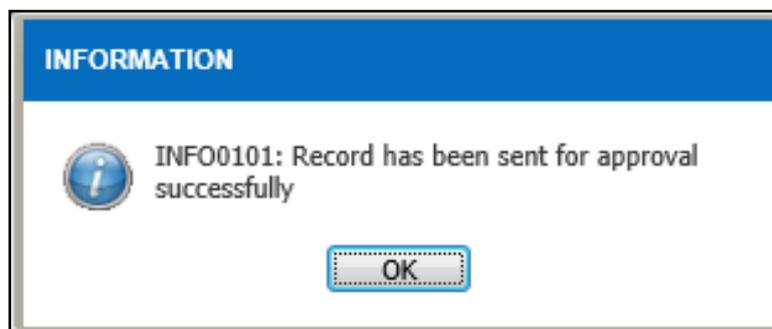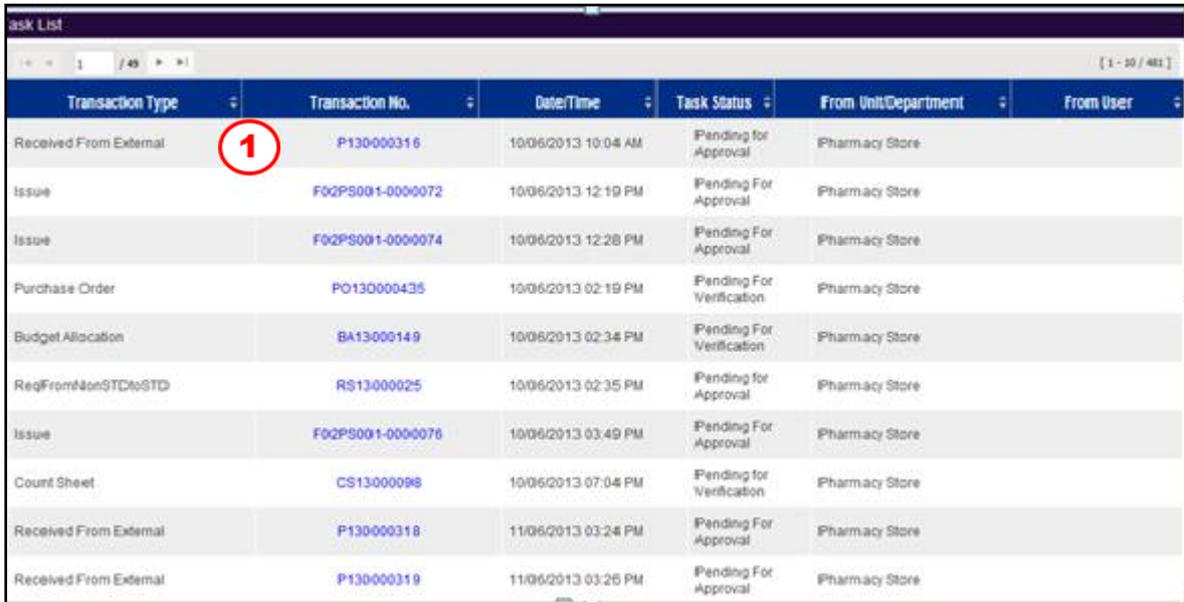INFO0101: Record has been sent for approval successfully

OK

Figure 3.2-10 Alert Message

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

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.

Figure 3.3-2 Inter Facility Approval

STEP 2

Click on the [Approve] button to approve the transaction *and **Status** will change to **Approved**.*
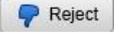
Click on the [Reject] button to reject the transaction *and **Status** will change to **Rejected**.*

Note
- *Click on the [Approve] button and **Status** will change to **Approved**.*
- *Click on the [Reject] 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

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