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

User Manual
Pharmacy Inventory
Receive Item (Inter Facility)

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_INV_RECEIVE ITEM _INTER FACILITY**

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Reference ID : U.MANUAL_INV_RECEIVE ITEM_INTER FACILITY-9th EDITION

Application reference: PhIS & CPS v2.0.1

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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), lV 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		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	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 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.*

2.2Latest 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

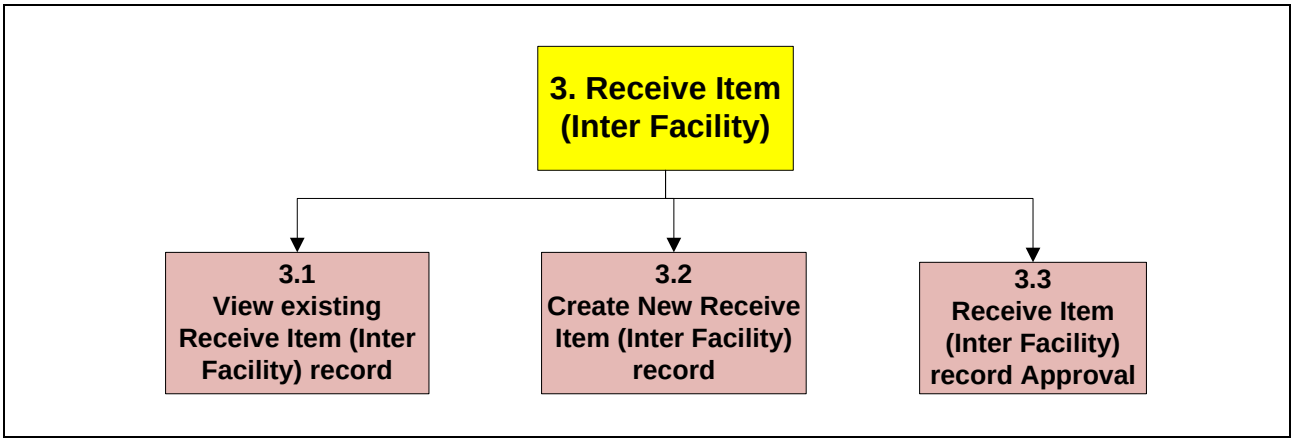

Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

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

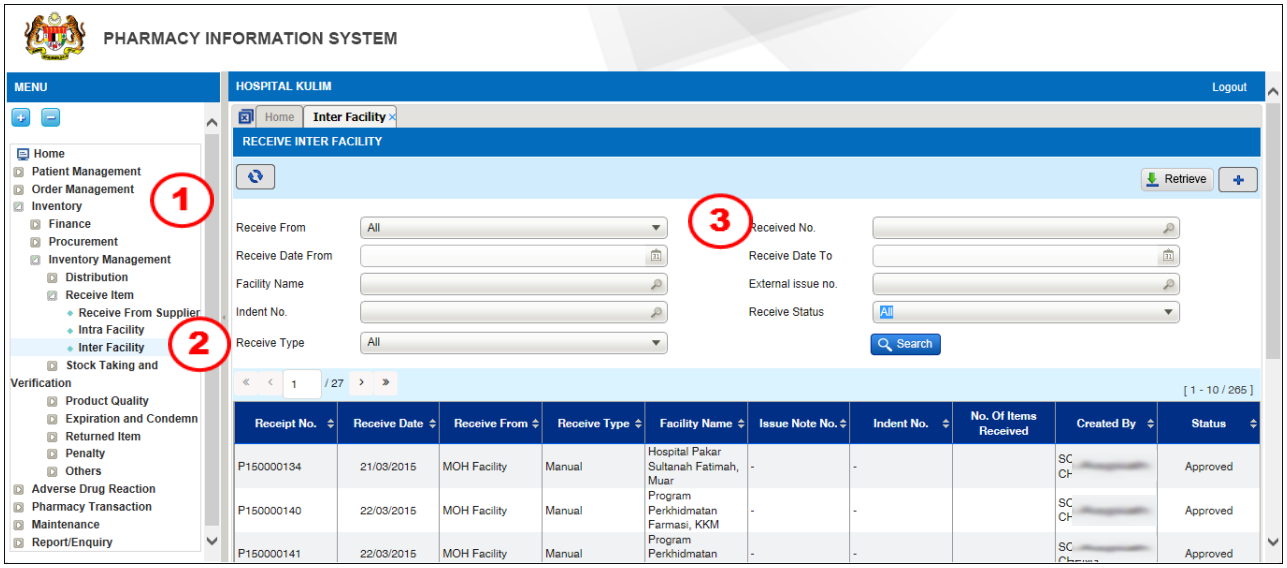

Figure 3.1-1 Inter Facility Listing Page

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

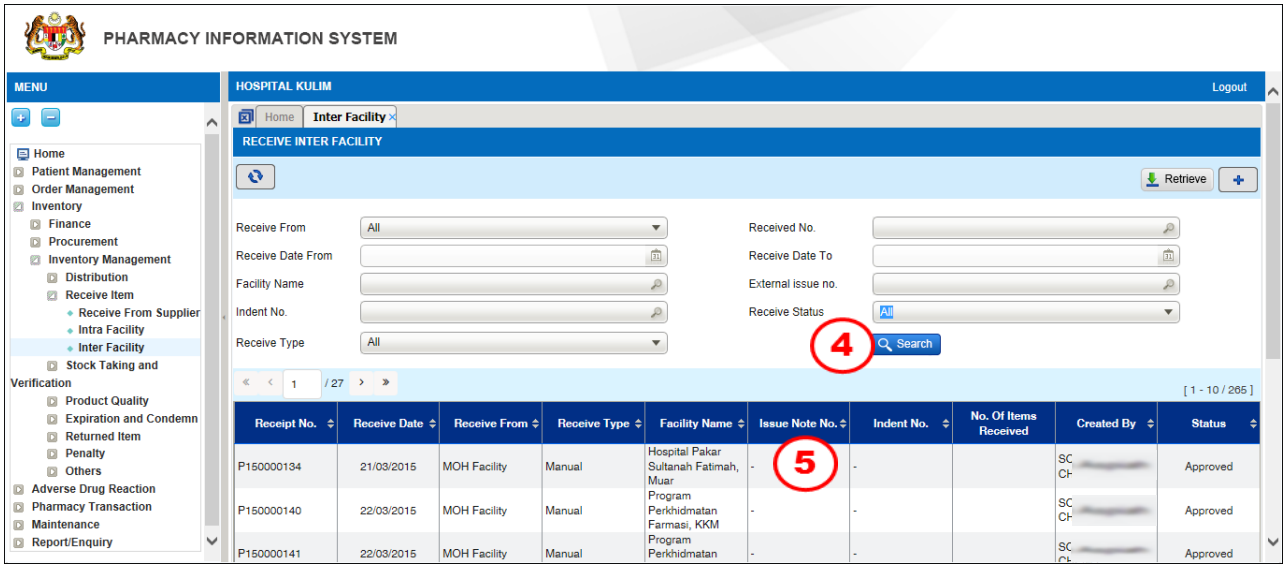

Figure 3.1-2 Inter Facility Listing Page

STEP 4

Click on the 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

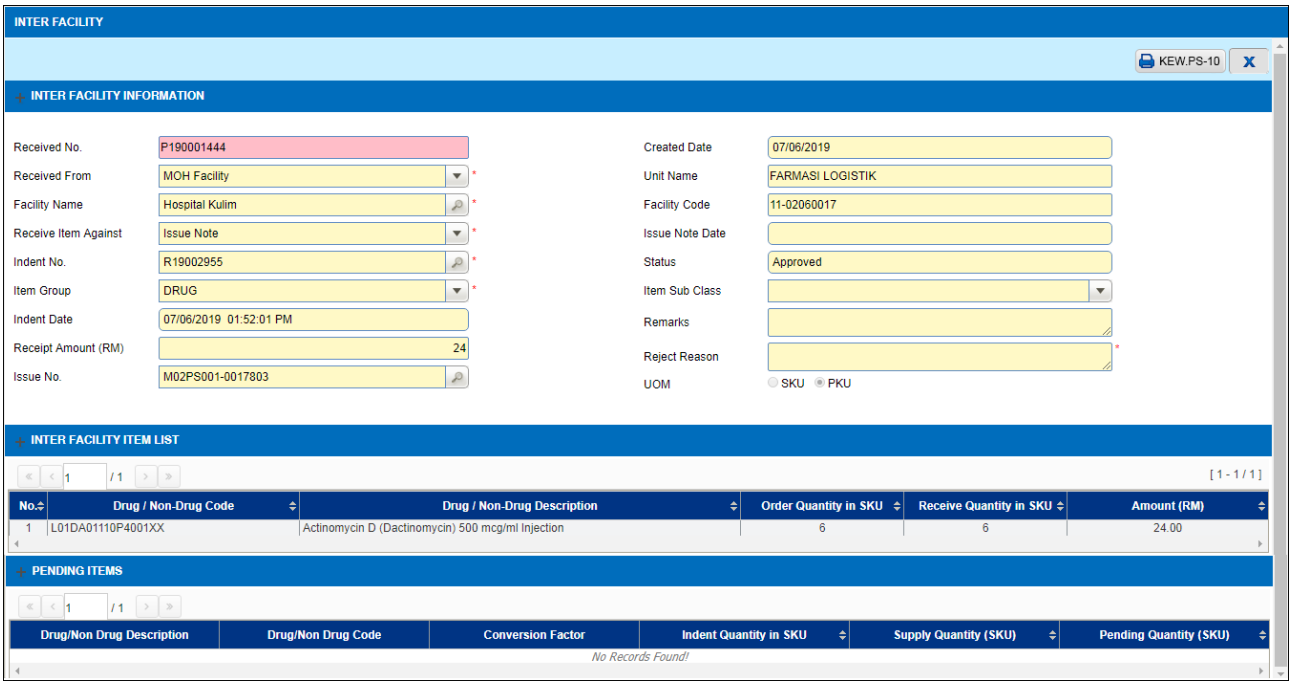

Figure 3.1-3 Inter Facility

3.2 Retrieve Receive Item (Inter Facility) record

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

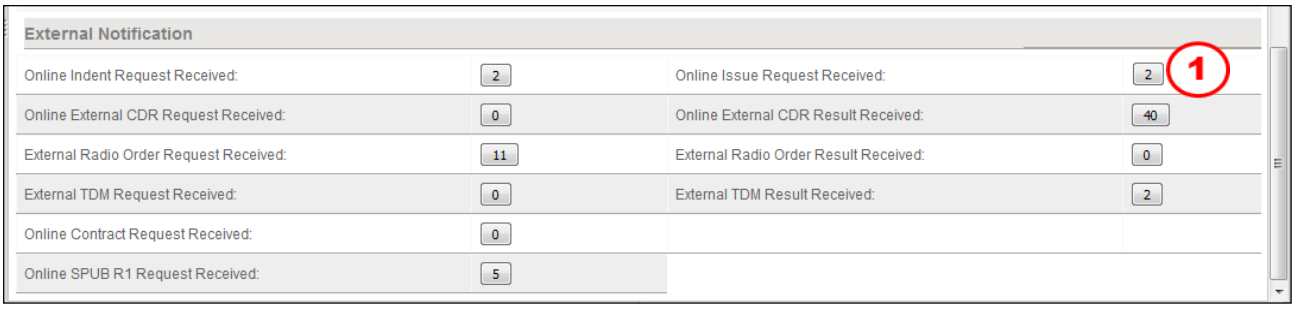

Figure 3.2-1 Notification Online Issue Request Received

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
Alert massage screen will be displayed as Figure 3.2-2.

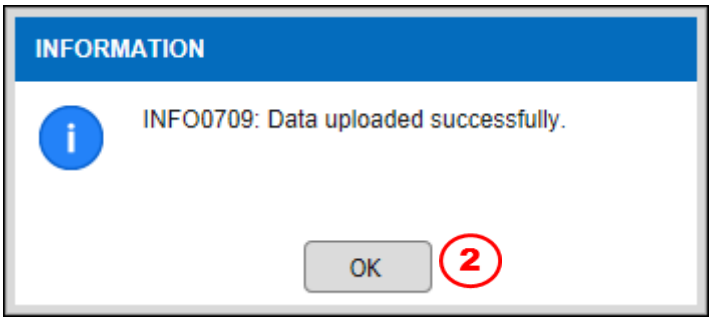

Figure 3.2-2 Alert Massage

STEP 2

Click on the [OK] button to close the alert massage

Note
External issue information will be uploaded into the Inter Facility Listing Page screen as Figure 3.2-3.

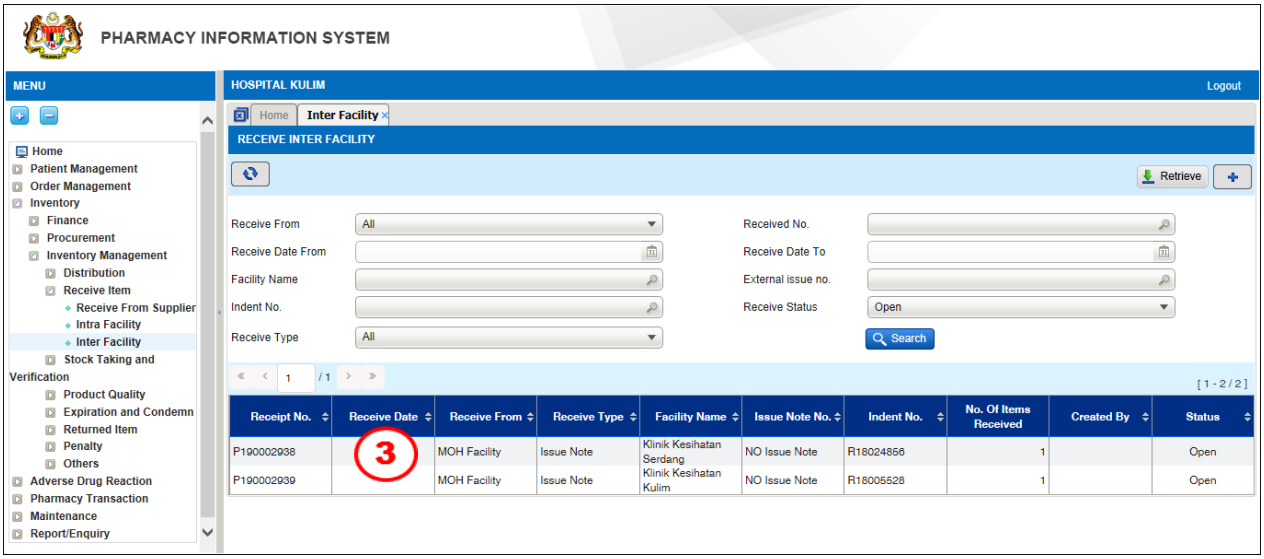

Figure 3.2-3 Newly Retrieved Receiving Inter Facility Record

STEP 3

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.

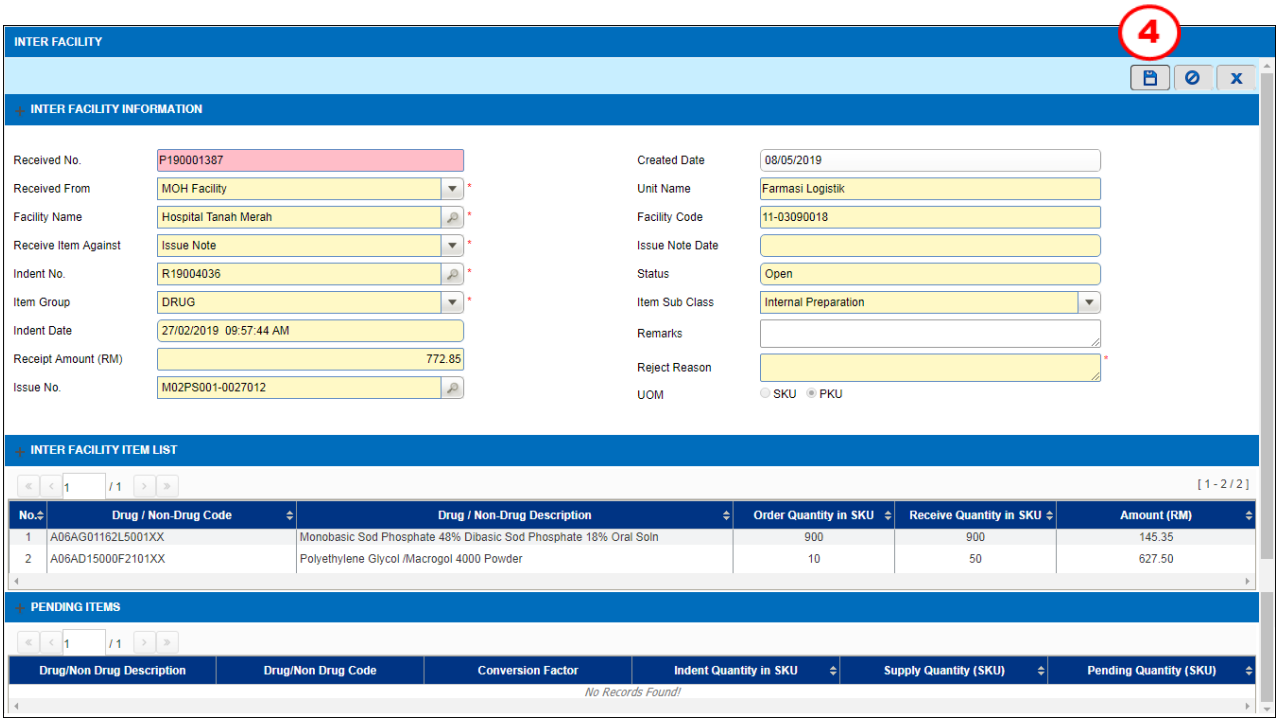

Figure 3.2-5 Inter Facility

STEP 4

Click on the button to save the transaction.

Note

- ***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

- *User is allowed to cancel the request by click on the button and user allowed to close the record by click on the button.*
- *System will display an alert message as displayed in Figure 3.2-6*
- *Message Information as displayed in Figure 3.2-7 will be displayed once user click on the 'Yes' button in Figure 3.2-6*

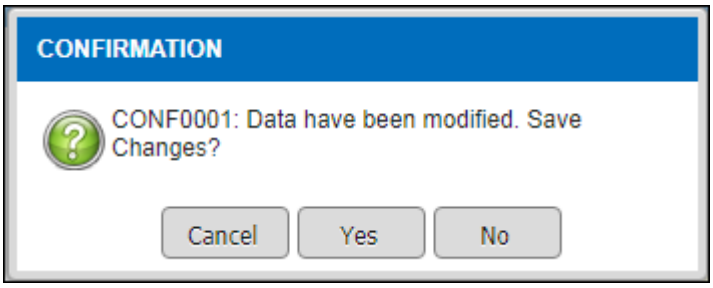

Figure 3.2-6 Alert Message

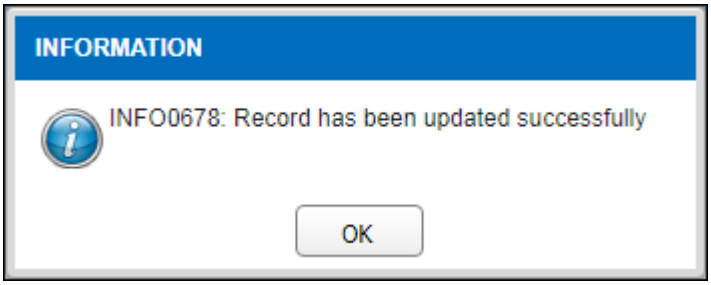

Figure 3.2-7 Alert Message

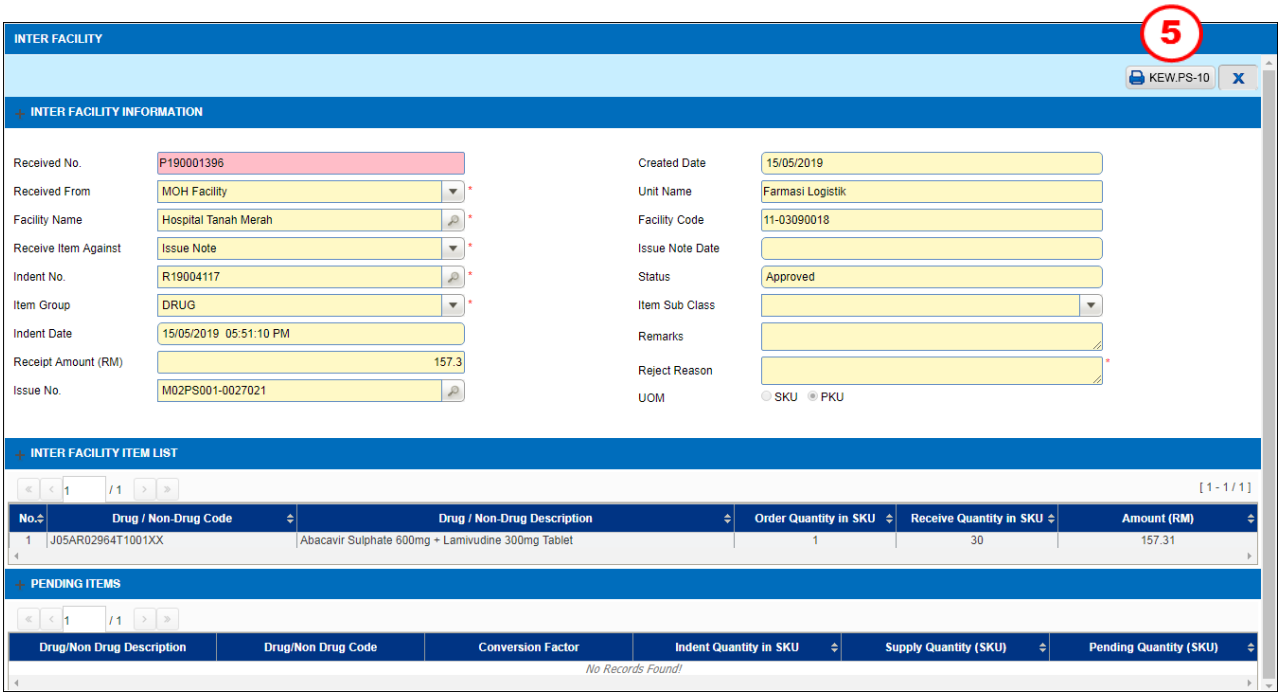

Figure 3.2-8 View/Print Report

STEP 5

Click on the KEW.PS-10 to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

KEW.PS-10

Pemesan : Pharmacy (Hospital Kulim)		**Pengeluar :** Pharmacy (Hospital Tanah Merah)	
Dilengkapkan Oleh Stor Pemesan		**Dilengkapkan Oleh Stor Pengeluar**	
No. Pemesanan: R19004117	**Tarikh Pesanan:** 15/05/2019	**No. Pengeluaran:** M02PS001-0027021 Online Issue	**Tarikh Pengeluaran: 15/05/2019**
Tarikh Bekalan Dikehendaki:		**BAHAGIAN BEKALAN KAWALAN DAN AKAUN**	**BAHAGIAN SIMPANAN**

No. Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	Kuantiti Dikeluarkan	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	1	tablet	J05AR02964T1001XX.01		1	pck	157.3050	157.31	pack of 30 tablet	5AR02	22/08/2020	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama :	**Nama :**	**Nama :**	**Nama :**
Jawatan : Pegawai Perubatan	**Jawatan :** Pegawai Perubatan	**Jawatan :** Pegawai Farmasi UF44	**Jawatan :**
Unit : Farmasi Logistik	**Unit :** Farmasi Logistik	**Unit :** FARMASI LOGISTIK	**Unit :**
Jabatan : Pharmacy	**Jabatan :** Pharmacy	**Jabatan :** General Medicine	**Jabatan :**
Tarikh :	**Tarikh :** 18/07/2019	**Tarikh :** 15/05/2019	**Tarikh :**
	(Dilengkapkan setelah stok diterima)		

BAHAGIAN BUNGKUSAN DAN PENGHANTARAN

Butir-butir Bungkusan	Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh:
		Nama :
		Jawatan :
		Jabatan :
		Tarikh :

Remark :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 18/07/2019 **Printed By** : **Unit Name** : Farmasi Logistik **Source** : PhIS

Page 1 of 1

Figure 3.2-9 KEW.PS-10 Report

3.3 Receive Inter Facility Approval

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

ask List

1 / 49 [1 - 10 / 481]

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	PO13000435	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.

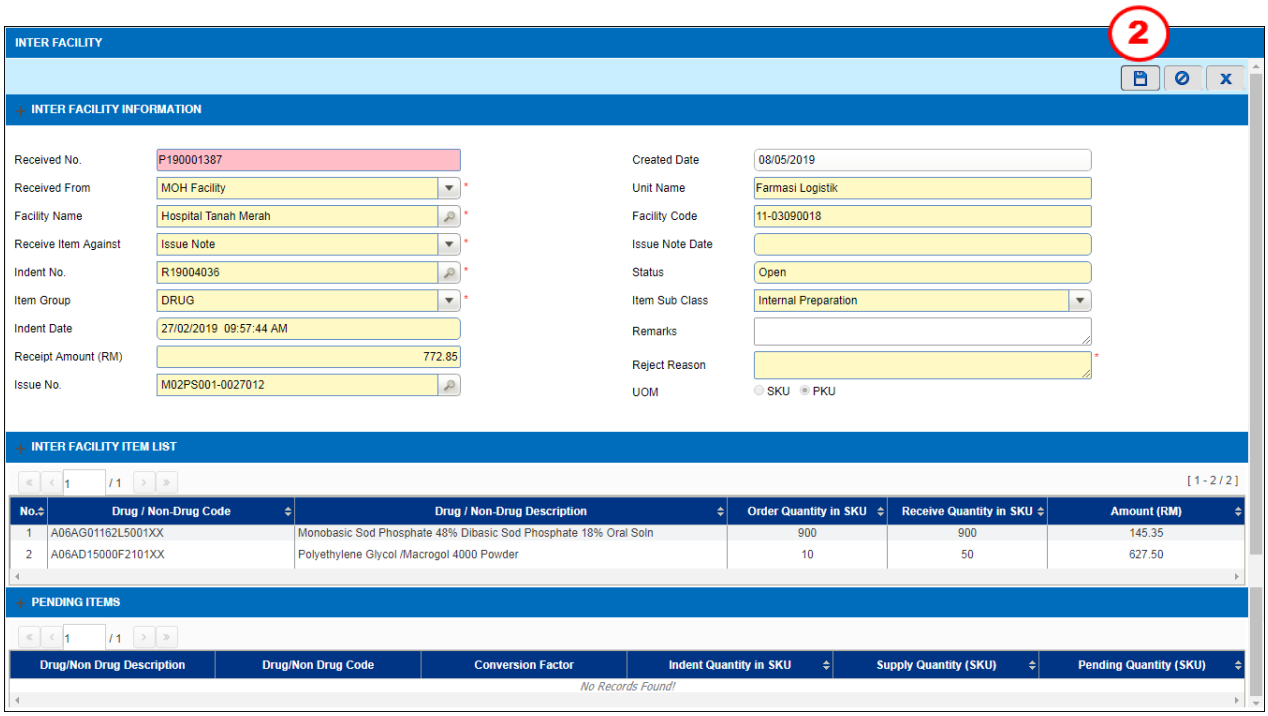

Figure 3.3-2 Inter Facility Approval

STEP 2

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

Note

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

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**