



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

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## **User Manual Pharmacy Inventory - Condemn**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_CONDEMN</b>



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*Reference ID : U.MANUAL\_INV\_CONDEMN-6<sup>th</sup> Edition*

*Application reference: PhIS & CPS v1.6.1*



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## 1 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 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, 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 Pharmacy Inventory (Expiration & Condemn) 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:

- Near Expiration Item
- Recommended Condemn List (RCL)
- Recommended Condemn List (RCL) Approval
- Condemn

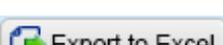
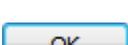
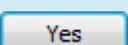
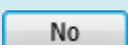
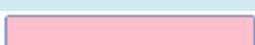
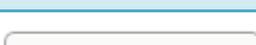
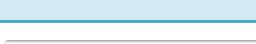
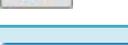
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Expiration & Condemn
- Section 4 : Acronyms

## 2 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		



Module Legend					
List	Generate Expiration List	Request	Send Request	Cancel Request	Cancel Request
Disseminate	Disseminate	RCL	Generate RCL	Quarantine Item	Add Quarantine Item
RCL Report	RCL Report	KEW.PS-19	KEW.PS-19	Condemn	Condemn
KEW.PA-18	KEW.PA-18	KEW.PA-19	KEW.PA-19		

**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 Condemn

#### Overview

The stock will be updated in KEW.PS-9 six (6) months before the expiry to record the remaining stock stored in store. For example: Stocks that expired on July 2013 to be updated in the first week of January 2013.

If the stock cannot be issued/dispensed in six (6) months before their expiry dates, the following actions should be taken:-

- a) Submit a near expiration list to other store/unit that might need the item; or
- b) Set aside for the purpose of training or development; or
- c) Return the item to the supplier/vendor subject to the conditions and agreement
- d) Dispose the items according to the disposal regulations once the items are expired

#### User Group

This module is intended for inventory personnel at the Pharmacy Main Store level.

#### Functional Diagram

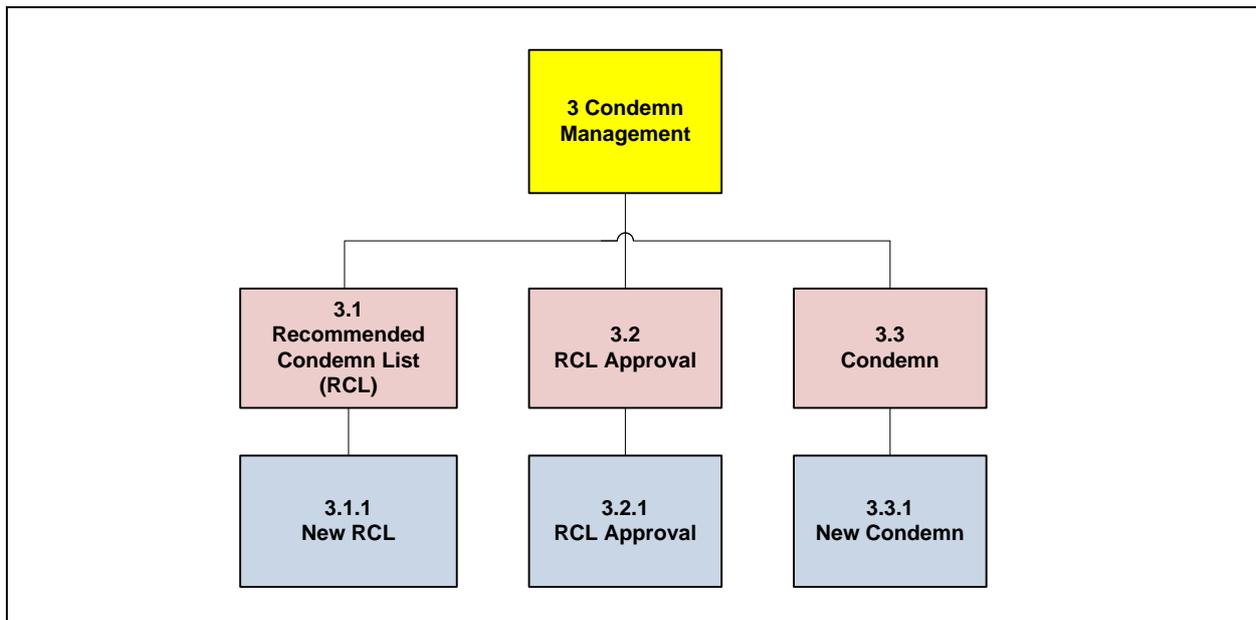


Figure 3-1

#### Functional Description

Condemn comprises of three (3) main functions:

- **Recommended Condemn List (RCL)**  
To generate a list of expired items stored in store and to add item(s) to be condemned manually for other reason other than expired.
- **RCL Approval**  
For the Head of Department/ Head of Unit or the Pharmacist to approve the RCL and proceed with condemn process.
- **Condemn**  
To condemn the approved RCL so that the bad stock quantity of the item can be deducted in the system.

### 3.1 Recommended Condemn List (RCL)

Based on the expiry date of the items stored in store, users will be able to generate a list of items that are expired. Other than the items recommended to be condemned by the system, the user is allowed to add in additional items to be condemned.

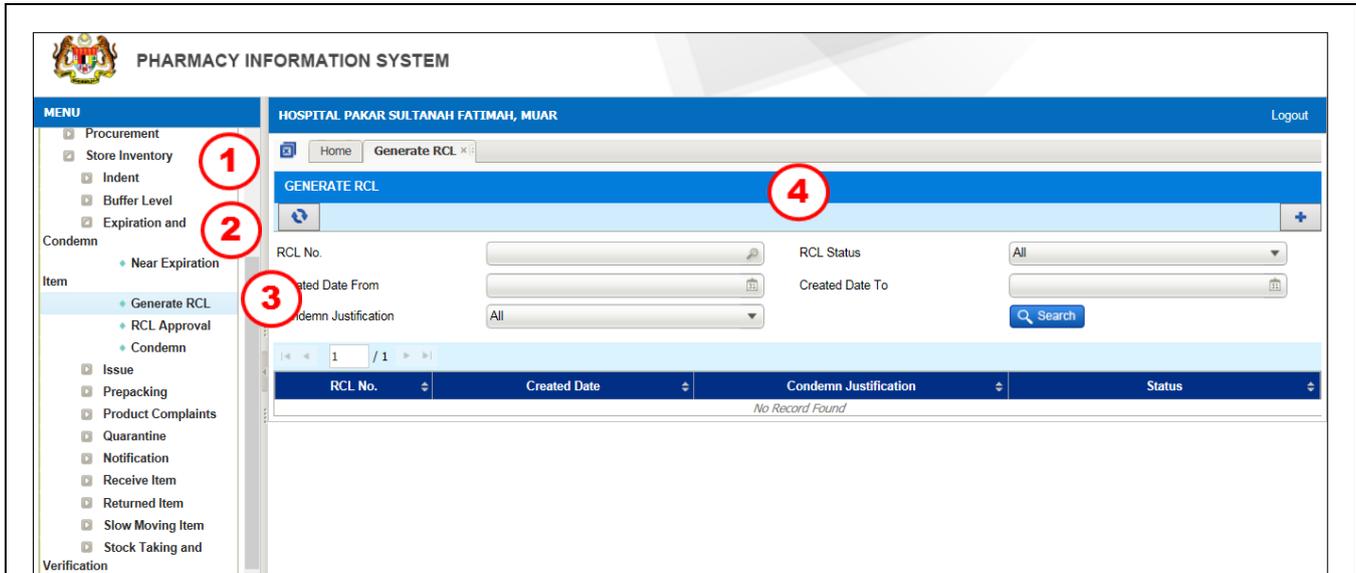


Figure 3.1-1 RCL Listing Page

#### **Note**

*This page will display all the existing Recommended Condemn List (RCL) transaction(s).*

#### **STEP 1**

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu

#### **STEP 2**

Click on 'Expiration and Condemn'

#### **STEP 3**

Click on the 'Generate RCL'

#### **STEP 4**

To search for existing Near Expiration Item transactions, user may search by criteria as follows:

- a) RCL No.
- b) RCL Status
  - All
  - Approved
  - Open
  - Pending for Approval
  - Rejected
- c) Condemn Date From
- d) Condemn Date To
- e) Condemn Justification
  - All
  - Disposal
  - Write Off

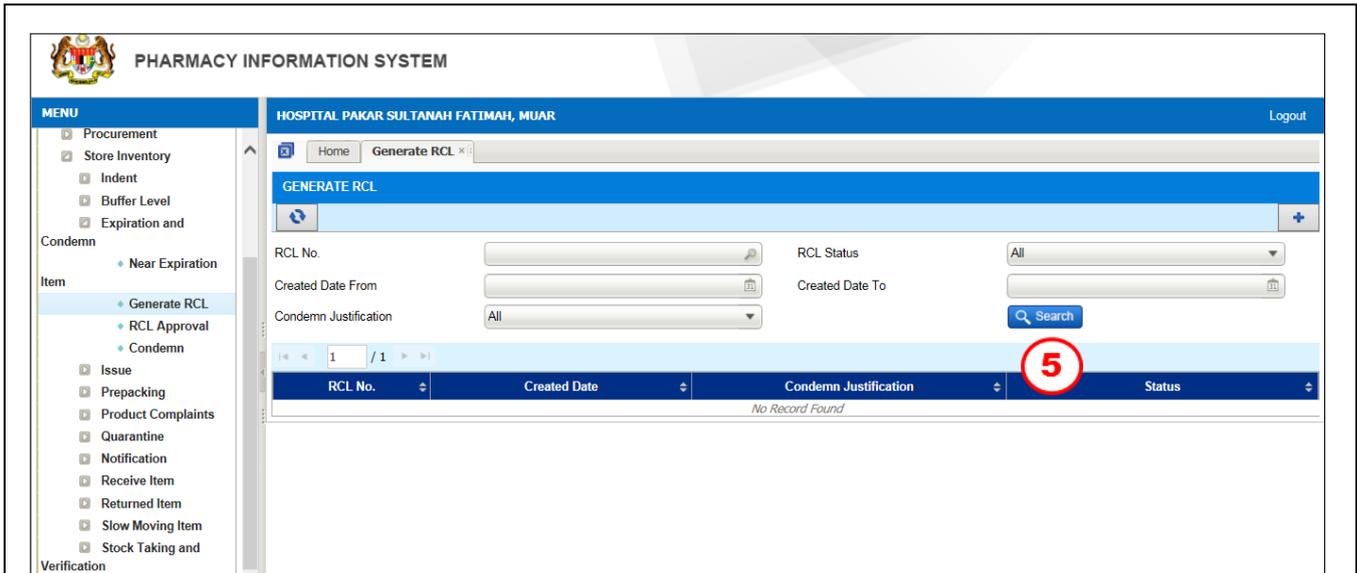
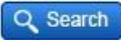


Figure 3.1-2 RCL Listing Page

**STEP 5**

Click on the  button

**Note**

The results displayed will be based on the entered criteria as shown in Figure 3.1-2.

**STEP 6**

Double-click on the selected record and the details will be displayed

### 3.1.1 New Recommended Condemn List (RCL)

To create a new RCL record, perform the steps below:

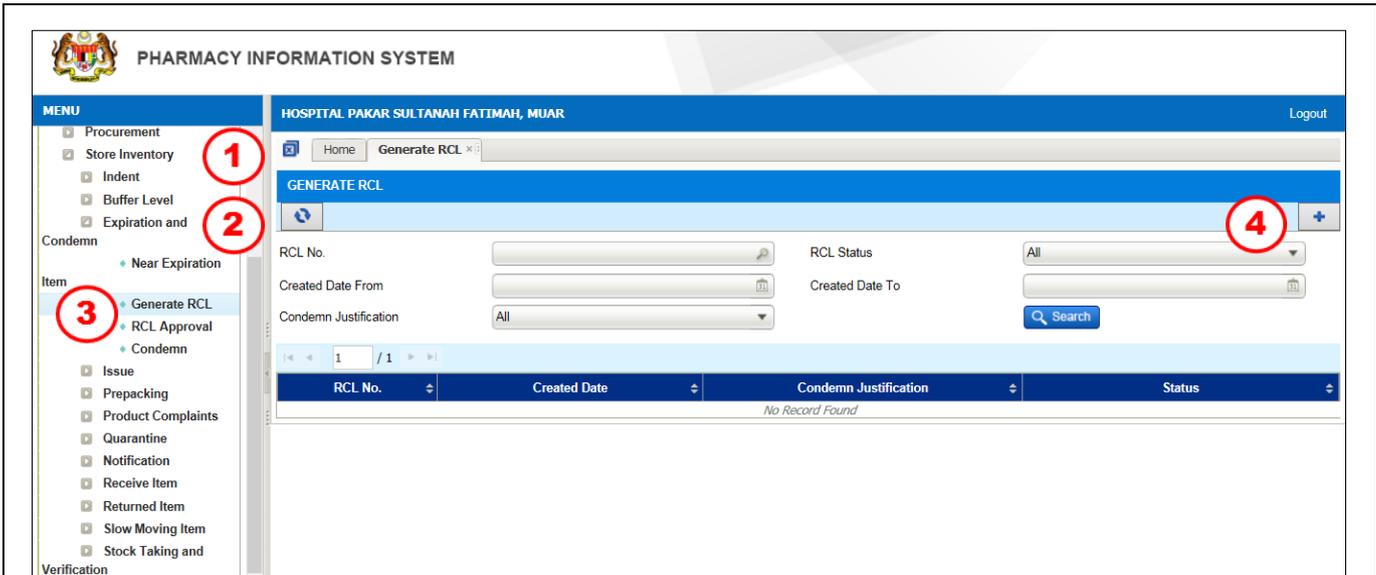


Figure 3.1.1-1 New RCL

#### **Note**

The expired item should be condemned to reduce the bad stock quantity in the system.

User is allowed to add in items that are not generated from the Generate RCL function by adding manually into the list.

#### **STEP 1**

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu

#### **STEP 2**

Click on 'Expiration and Condemn'

#### **STEP 3**

Click on the 'Generate RCL'

#### **STEP 4**

Click on the  button and the Generate RCL screen will be displayed as shown in Figure 3.1.1-1

#### **Note**

- A newly-created **RCL Status** is defaulted to 'Open'.
- **Unit Name** displayed defaults to the User's unit name.
- **Created Date** displayed is defaulted to the system date and time.

#### **STEP 5**

Select **Item Group** from dropdown box

- All (Default value)
- Drug
- Non Drug

#### **STEP 6**

Select **Condemn Justification** from dropdown box

- Disposal
- Write Off

Figure 3.1.1-2 Generate RCL

**STEP 7**

Click on the button to generate an expired item list

Figure 3.1.1-3 Add Additional Item

**Note**

- List of expired item(s) will be displayed at the RCL Item List section.
- User is allowed to:
  - Add Additional Item
  - Add Quarantine Item

**Add Other Item**

**STEP 8**

Click on the button to add additional item.

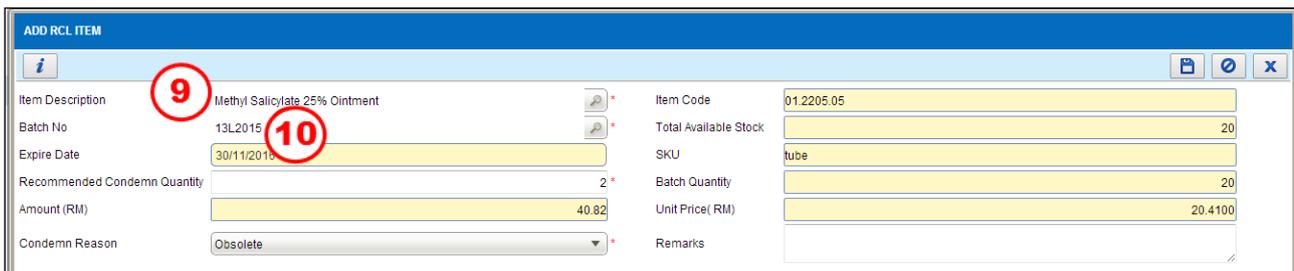


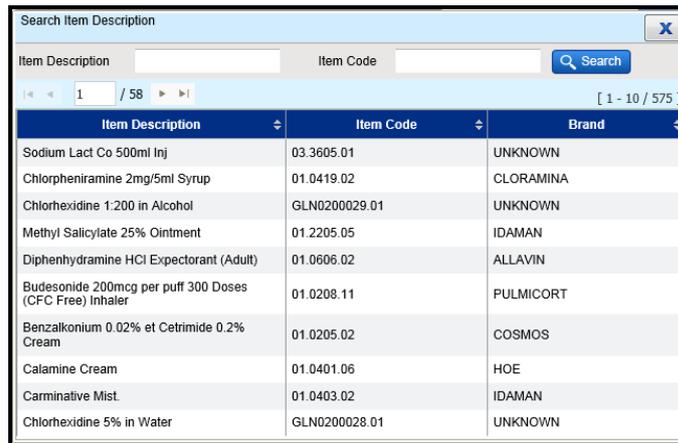
Figure 3.1.1-4 Add RCL Item

**STEP 9**

Select **Item Description**

**Note**

**Item Code** will be displayed based on the **Item Description** selected.



Item Description	Item Code	Brand
Sodium Lact Co 500ml Inj	03.3605.01	UNKNOWN
Chlorpheniramine 2mg/5ml Syrup	01.0419.02	CLORAMINA
Chlorhexidine 1:200 in Alcohol	GLN0200029.01	UNKNOWN
Methyl Salicylate 25% Ointment	01.2205.05	IDAMAN
Diphenhydramine HCl Expectorant (Adult)	01.0606.02	ALLAVIN
Budesonide 200mcg per puff 300 Doses (CFC Free) Inhaler	01.0208.11	PULMICORT
Benzalkonium 0.02% et Cetrimide 0.2% Cream	01.0205.02	COSMOS
Calamine Cream	01.0401.06	HOE
Carminative Mist.	01.0403.02	IDAMAN
Chlorhexidine 5% in Water	GLN0200028.01	UNKNOWN

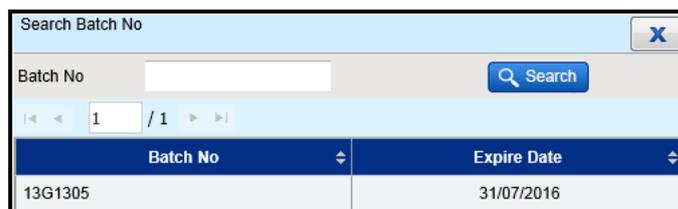
Figure 3.1.1-5 Search Item Description

**STEP 10**

Select **Batch No**

**Note**

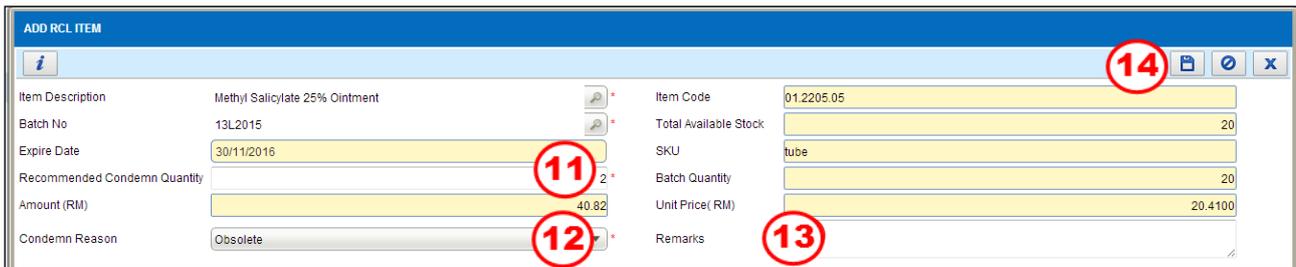
- The system will display available batch(s) in the Unit for the **Item Description** selected.



Batch No	Expire Date
13G1305	31/07/2016

Figure 3.1.1-6 Search Batch No.

- Batch Quantity, Expiry Date, SKU, Total Available Stock and Unit Price (RM)** will be automatically displayed based on the **Batch No.** selected.



Item Description	Methyl Salicylate 25% Ointment	*	Item Code	01.2205.05
Batch No	13L2015	*	Total Available Stock	20
Expire Date	30/11/2016		SKU	tube
Recommended Condemn Quantity	2	*	Batch Quantity	20
Amount (RM)	40.82		Unit Price (RM)	20.4100
Condemn Reason	Obsolete	*	Remarks	

**Figure 3.1.1-7 Add RCL Item**

**STEP 11**

Enter Recommended **Condemn Quantity**

**Note**

- **Amount (RM)** will be automatically calculated.
- $Amount (RM) = Recommended\ Condemn\ Quantity * Unit\ Price (RM)$ .

**STEP 12**

Select **Condemn Reason** from dropdown box:

- Damaged (Physically Available)
- Obsolete

**STEP 13**

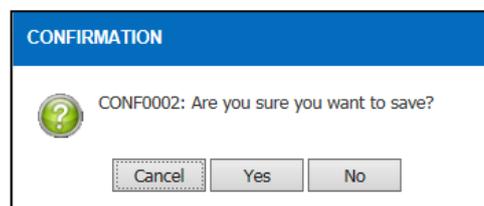
Enter **Remarks** if required

**STEP 14**

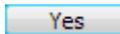
Click on the  button to save the transaction.

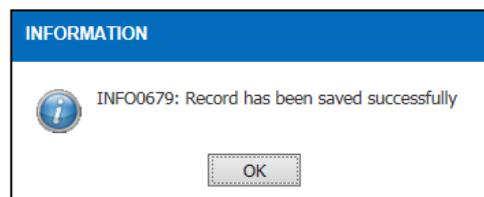
**Note**

- The system will display an alert message as displayed in Figure 3.1.1-8.



**Figure 3.1.1-8 Alert Message**

- Message Information will be displayed as per Figure 3.1.1-9 once the user clicks on the  button in Figure 3.1.1-8.



**Figure 3.1.1-9 Alert Message**

**i. To Add Quarantine Item**

**Figure 3.1.1-10 Add Quarantine Item**

**STEP 15**

Click on the button and the **Add RCL Item** window will be displayed as in 3.1.1-11

**Figure 3.1.1-11 Add Quarantine item**

**STEP 16**

Click on the **Item Description** button and the **Search Item Description** window will be displayed as shown in Figure 3.1.1-12

Item Description	Item Code	Brand
Sodium Lact Co 500ml Inj	03.3605.01	UNKNOWN
Chlorpheniramine 2mg/5ml Syrup	01.0419.02	CLORAMINA
Chlorhexidine 1:200 in Alcohol	GLN0200029.01	UNKNOWN
Methyl Salicylate 25% Ointment	01.2205.05	IDAMAN
Diphenhydramine HCl Expectorant (Adult)	01.0606.02	ALLAVIN
Budesonide 200mcg per puff 300 Doses (CFC Free) Inhaler	01.0208.11	PULMOCORT
Benzalkonium 0.02% et Cetrimide 0.2% Cream	01.0205.02	COSMOS
Calamine Cream	01.0401.06	HOE
Carminative Mist	01.0403.02	IDAMAN
Chlorhexidine 5% in Water	GLN0200028.01	UNKNOWN

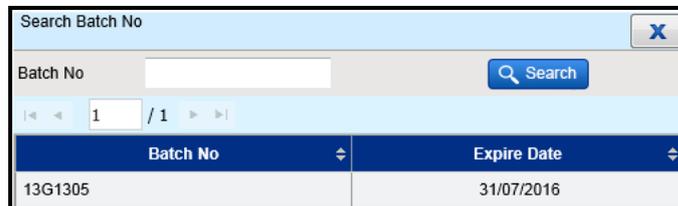
**Figure 3.1.1-12 Search Item Description**

**Note**

- Only quarantined item in the unit will be displayed. Double click to select an item.
- **Item Code** will be auto displayed based on selected Item Description.

**STEP 17**

Click on the **Batch No.**  button and Search Batch No. window will be displayed as in 3.1.1-13



The screenshot shows a window titled "Search Batch No." with a search bar containing "13G1305" and a "Search" button. Below the search bar is a table with two columns: "Batch No" and "Expire Date". The table contains one row with the values "13G1305" and "31/07/2016".

Batch No	Expire Date
13G1305	31/07/2016

**Figure 3.1.1-13 Search Batch No.**

**Note**

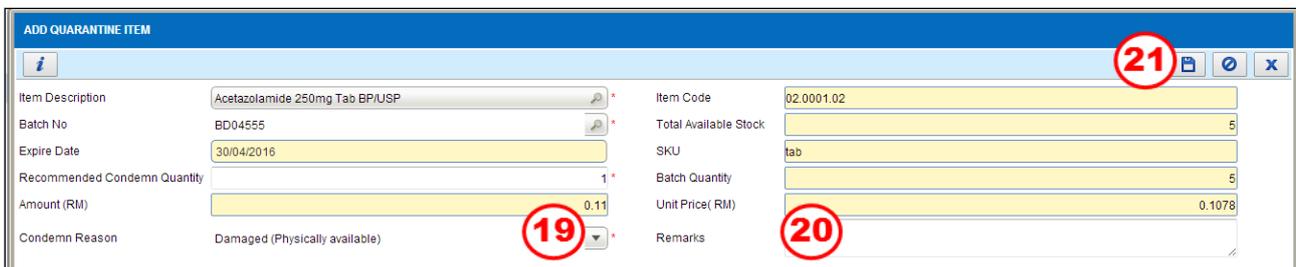
- System will display available batch(s) in the Unit for the Item Description selected.
- Double click to select a **Batch No.**
- **Batch Quantity, Expiry Date, SKU, Total Available Stock and Unit Price (RM)** will be auto displayed based on the **Batch No** selected.

**STEP 18**

Enter Recommended **Condemn Quantity**

**Note**

- **Amount (RM)** will be auto calculated the system and is non-editable.
- $Amount (RM) = Recommended Condemn Quantity * Unit Price (RM)$ .



The screenshot shows the "ADD QUARANTINE ITEM" window. It contains several fields: Item Description (Acetazolamide 250mg Tab BP/USP), Batch No (BD04555), Expire Date (30/04/2016), Recommended Condemn Quantity (1), Amount (RM) (0.11), Condemn Reason (Damaged (Physically available)), Item Code (02.0001.02), Total Available Stock (5), SKU (tab), Batch Quantity (5), Unit Price (RM) (0.1078), and Remarks. Red circles with numbers 19, 20, and 21 highlight the Condemn Reason dropdown, the Remarks field, and the window title bar respectively.

**Figure 3.1.1-14 Add RCL Item**

**STEP 19**

Select **Condemn Reason** from dropdown box

- Damaged (Physically Available)
- Obsolete

**STEP 20**

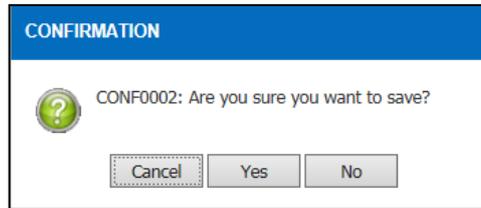
Enter **Remarks** if applicable

**STEP 21**

Click on the  button to save the transaction.

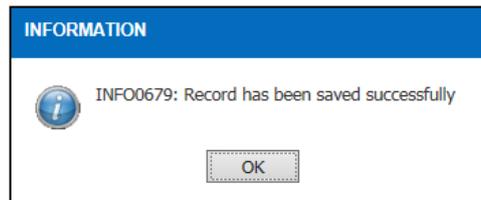
**Note**

- The system will display an alert message as displayed in Figure 3.1.1-15.



**Figure 3.1.1-15 Alert Message**

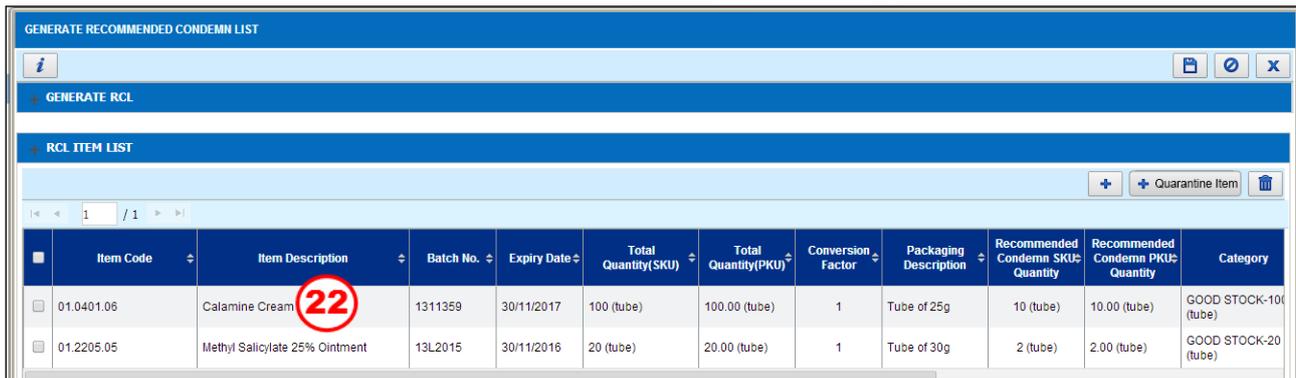
- Message Information will be displayed as per Figure 3.1.1-16 once the user clicks on the **Yes** button in Figure 3.1.1-15.



**Figure 3.1.1-16 Alert Message**

- User is allowed to:
  - Edit Item in the RCL Item List – Repeat from STEP 22 to STEP 23
  - Delete Item from the RCL Item List – Repeat from STEP 24 to STEP 25

**(i) Edit RCL Item List**



Item Code	Item Description	Batch No.	Expiry Date	Total Quantity(SKU)	Total Quantity(PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.0401.06	Calamine Cream	1311359	30/11/2017	100 (tube)	100.00 (tube)	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK-10 (tube)
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	20 (tube)	20.00 (tube)	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK-20 (tube)

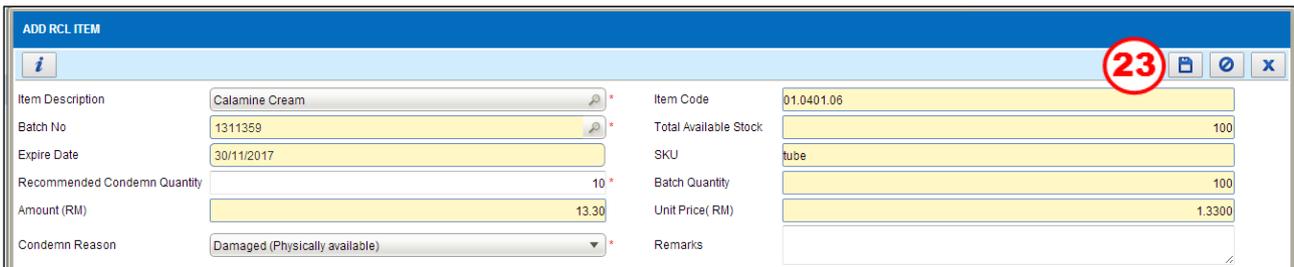
**Figure 3.1.1-17 Edit RCL Item List**

**STEP 22**

Double click on the field under RCL Item List

**Note**

- Add RCL Item screen will be displayed as Figure 3.1.1-18.
- Below is the information that can be edited:
  - Item Description
  - Batch No
  - Recommended Condemn Quantity
  - Condemn Reason
  - Remarks



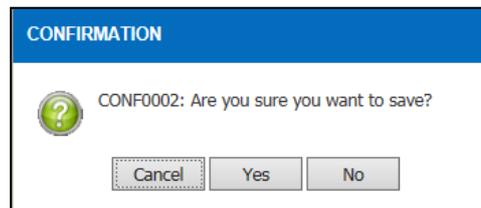
**Figure 3.1.1-18 Add RCL Item**

**STEP 23**

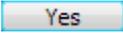
Click on the  button to save the changes done

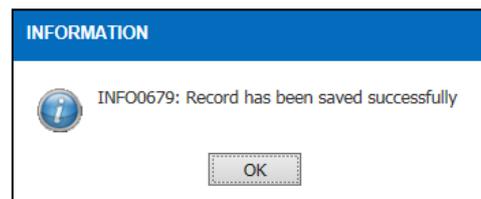
**Note**

- The system will display an alert message as displayed in Figure 3.1.1-19.



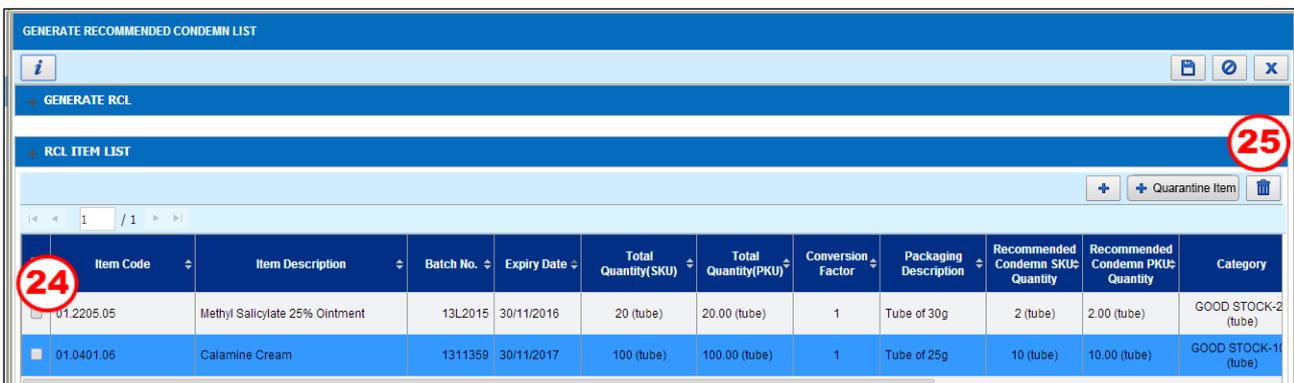
**Figure 3.1.1-19 Alert Message**

- Message Information will be displayed as per Figure 3.1.1-20 once the user clicks on the  button in Figure 3.1.1-19.



**Figure 3.1.1-20 Alert Message**

**(ii) To delete Item from the RCL Item List**



Item Code	Item Description	Batch No.	Expiry Date	Total Quantity(SKU)	Total Quantity(PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	20 (tube)	20.00 (tube)	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK-2 (tube)
01.0401.06	Calamine Cream	1311359	30/11/2017	100 (tube)	100.00 (tube)	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK-1 (tube)

**Figure 3.1.1-21 Delete RCL Item List**

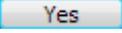
**STEP 24**

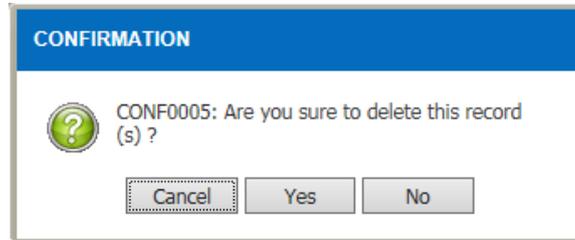
Select on the checkbox next to the **Item Code** for unwanted items

**STEP 25**

Click on the  button to confirm delete the item

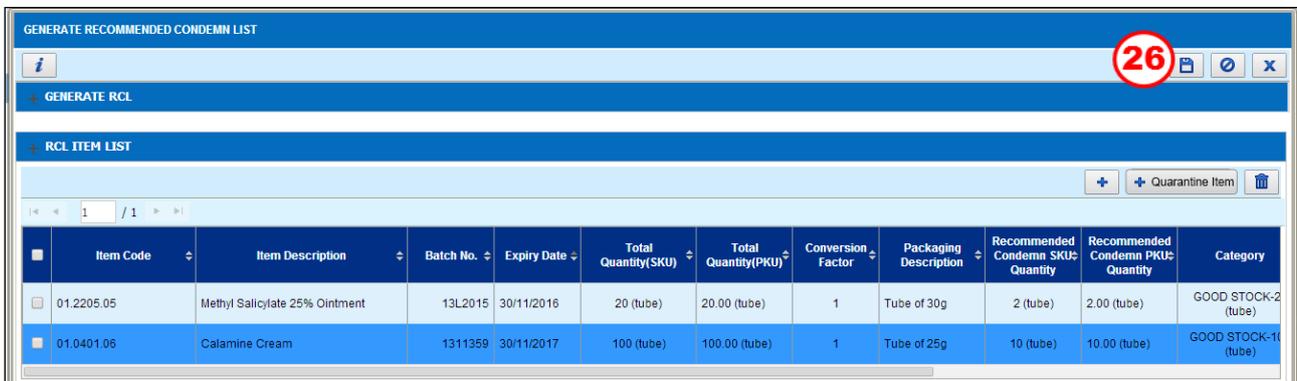
**Note**

- Click on the  button to confirm delete the item.



**Figure 3.1.1-22 Alert Message**

- Deleted item will be removed from the RCL Item List.



Item Code	Item Description	Batch No.	Expiry Date	Total Quantity(SKU)	Total Quantity(PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	20 (tube)	20.00 (tube)	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK-2 (tube)
01.0401.06	Calamine Cream	1311359	30/11/2017	100 (tube)	100.00 (tube)	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK-1 (tube)

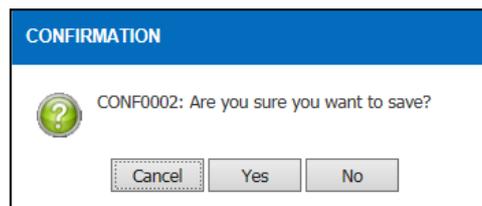
**Figure 3.1.1-23 Save RCL record**

**STEP 26**

Click on the  button to save the RCL record

**Note**

- System will display an alert message as displayed in Figure 3.1.1-24.



**Figure 3.1.1-24 Alert Message**

- Message Information as displayed in Figure 3.1.1-25 will be displayed once user click on the Yes button in Figure 3.1.1-24.

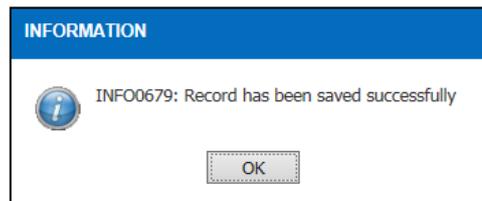
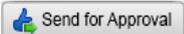
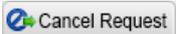


Figure 3.1.1-25 Alert Message

- **RCL No** will be auto generated for future reference.
-  and  button will be displayed after the transaction is saved.
- User is allowed to :
  - Cancel Request
  - Send RCL for Approval

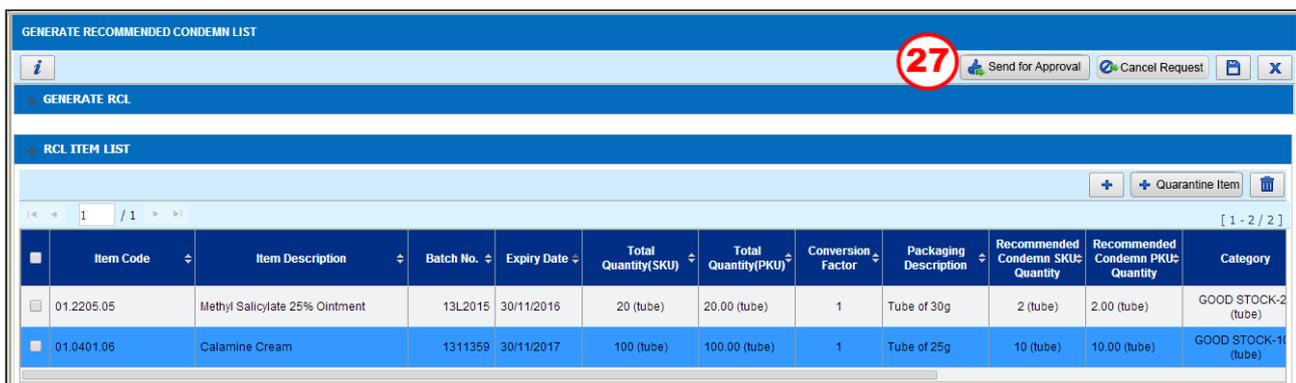
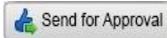


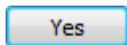
Figure 3.1.1-26 Send for Approval

**STEP 27**

Click on the  to send the transaction to HOD for approval

**Note**

- Alert message will be displayed as per Figure 3.1.1-27 & Figure 3.1.1-28.

- Click on the  button.

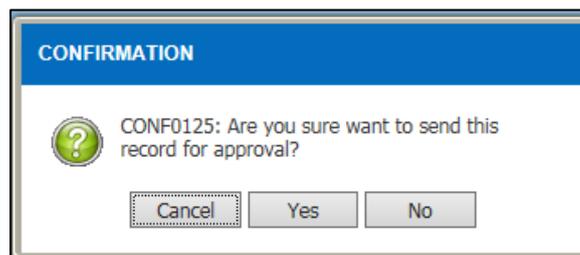


Figure 3.1.1-27 Alert Message

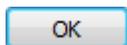
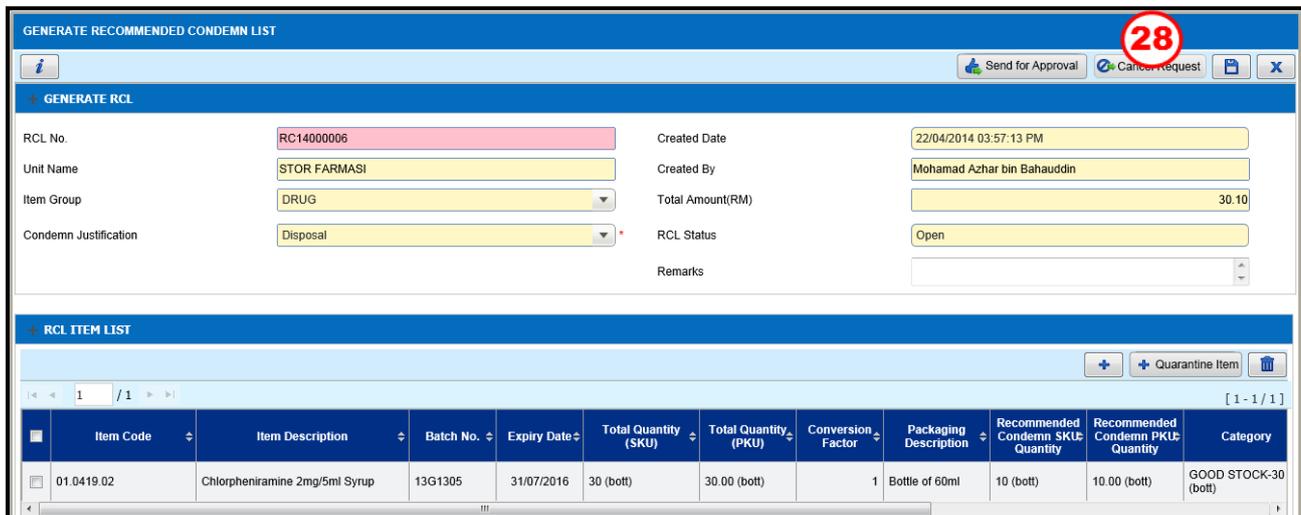
- Click on the  button.



Figure 3.1.1-28 Alert Message

- The status will change to Pending for Approval.
- Click on the  button to cancel the transaction and the **Status** will be changed to 'Cancelled'.

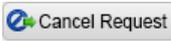
(i) To Cancel Request



Item Code	Item Description	Batch No.	Expiry Date	Total Quantity (SKU)	Total Quantity (PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	13G1305	31/07/2016	30 (bott)	30.00 (bott)	1	Bottle of 60ml	10 (bott)	10.00 (bott)	GOOD STOCK-30 (bott)

Figure 3.1.1-29 Cancel Request RCL

**STEP 28**

Click on the  button to cancel the transaction

**Note**

The **Status** will change to **Cancelled**.

(ii) **Send the request for approval**

Item Code	Item Description	Batch No.	Expiry Date	Total Quantity (SKU)	Total Quantity (PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	13G1305	31/07/2016	30 (bott)	30.00 (bott)	1	Bottle of 60ml	10 (bott)	10.00 (bott)	GOOD STOCK-30 (bott)

Figure 3.1.1-30 RCL Send for Approval

**STEP 29**

Click on the button to send the transaction to the Head of Department/ Head of Unit/ Pharmacist for approval

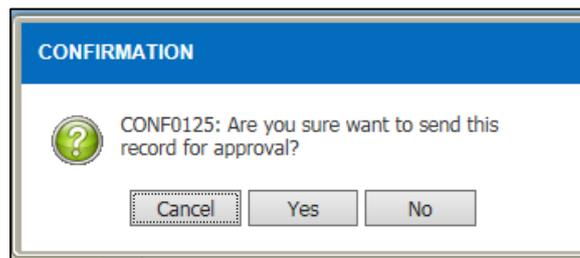


Figure 3.1.1-31 Alert Message

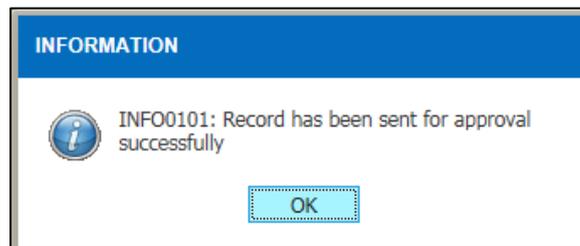


Figure 3.1.1-32 Alert Message

**Note**

- Click on the button followed by the button.
- The **Status** will be changed to **Pending for Approval**. Record will be sent to the Head of Department/ Head of Unit/ Pharmacist for approval.
- The button will be enabled.

**GENERATE RECOMMENDED CONDEMN LIST**

**30** RCL Report

**GENERATE RCL**

RCL No. RC14000006 Created Date 22/04/2014 03:57:13 PM  
 Unit Name STOR FARMASI Created By Mohamad Azhar bin Bahaudin  
 Item Group DRUG Total Amount(RM) 30.10  
 Condemn Justification Disposal RCL Status Pending for Approval  
 Remarks

**RCL ITEM LIST**

Item Code	Item Description	Batch No.	Expiry Date	Total Quantity (SKU)	Total Quantity (PKU)	Conversion Factor	Packaging Description	Recommended Condemn SKUs Quantity	Recommended Condemn PKUs Quantity	Category
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	13G1305	31/07/2016	30 (bott)	30.00 (bott)	1	Bottle of 60ml	10 (bott)	10.00 (bott)	GOOD STOCK-30 (bott)

Figure 3.1.1-33 View/Print RCL Report

**STEP 30**

Click on the  to view/print the report



**KEMENTERIAN KESIHATAN MALAYSIA**  
**Hospital Pakar Sultanah Fatimah, Muar**  
**RECOMMENDED CONDEMN ITEM LIST**

RCL No. : RC14000005 Status : Pending for Approval  
 Item Group : DRUG

NO.	ITEM CODE	ITEM DESCRIPTION	SKU	BATCH NO.	EXPIRY DATE	RECOMMENDED CONDEMN QTY	CONDEMN REASON	UNIT PRICE (RM)	AMOUNT (RM)
1	01.2205.05	Methyl Salicylate 25% Ointment	tube	13L2015	30/11/2016	2	Obsolete	20.4100	40.82
2	01.0401.06	Calamine Cream	tube	1311359	30/11/2017	10	Damaged (Physically available)	1.3300	13.30

<b>Disediakan oleh:</b> Nama : Aslinda bt Muhammad Jawatan : Pembantu Tadbir (Perkeranian & Unit : STOR FARMASI Jabatan : Pharmacy Tarikh : 04/04/2014	<b>Diluluskan oleh:</b> Nama : Jawatan : Unit : Jabatan : Tarikh :
---	---

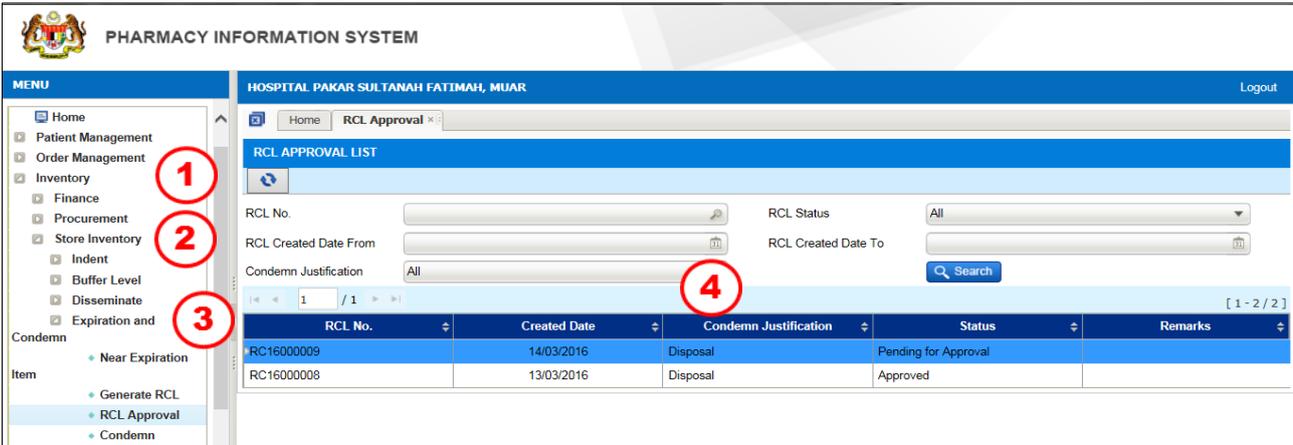
Printed Date : 04/04/2014  
 Printed By : Aslinda bt Muhammad  
 Source : PHIS  
 Unit Name : STOR FARMASI

Page 1 of 1

Figure 3.1.1-34 RCL Report

### 3.2 Recommended Condemn List (RCL) Approval

Head of Department/ Head of Unit/ Pharmacist will receive the 'Pending for Approval' Recommended Condemn List record here.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

RCL APPROVAL LIST

RCL No.  RCL Status

RCL Created Date From  RCL Created Date To

Condemn Justification

RCL No.	Created Date	Condemn Justification	Status	Remarks
RC16000009	14/03/2016	Disposal	Pending for Approval	
RC16000008	13/03/2016	Disposal	Approved	

Figure 3.2-1 Recommended Condemn List Approval Listing Page

#### Note

This page will display all the Recommended condemn List (RCL) Approval List transaction(s).

#### STEP 1

Click on 'Inventory' menu

#### STEP 2

Click on 'Store Inventory' sub-menu

#### STEP 3

Click on 'Expiration and Condemn' and click on 'RCL Approval'

#### STEP 4

To search for existing RCL transactions, user may search by criteria as follows:

- a) RCL No.
- b) RCL Status
  - All
  - Approved
  - Pending for Approval
  - Rejected
- c) RCL Created Date From
- d) RCL Created Date To
- e) Condemn Justification
  - All
  - Disposal
  - Write Off

**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home RCL Approval

**RCL APPROVAL LIST**

RCL No. [ ] RCL Status: All

RCL Created Date From [ ] RCL Created Date To [ ]

Condemn Justification: All [ Search ]

RCL No.	Created Date	Condemn Justification	Status	Remarks
RC1600009	14/03/2016	Disposal	Pending for Approval	
RC1600008	13/03/2016	Disposal	Approved	

**Figure 3.2-2 Recommended Condemn List Approval Listing Page**

**STEP 5**

Click on the button after the input criteria.

**Note**

The result display will be based on the entered criteria as shown in Figure 3.2-2

**STEP 6**

Double click on the selected record and the details will be displayed as shown in Figure 3.2-3

**RCL APPROVAL**

Approve Reject

**RCL APPROVAL**

RCL No: RC14000006 Created Date: 22/04/2014 03:57:13 PM

Unit Name: STOR FARMASI Unit Code: PS001

Item Group: DRUG Status: Pending for Approval

Condemn Justification: Disposal Created By: Mohamad Azhar bin Bahaudin

Total Amount(RM): 30.1 Reason For Not Approved: [ ]

Remarks: [ ]

**RCL ITEM LIST**

Item Code	Item Description	Batch No.	Expiry Date	Total Quantity (SKU)	Total Quantity (PKU)	Conversion Factor	Package Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	13G1305	31/07/2016	30 (bott)	30.00 (bott)	1	Bottle of 60ml	10 (bott)	10.00 (bott)	GOOD STOCK-30 (bott)

Write Off Amount(RM): 0 Disposal Amount(RM): 30.1

**Figure 3.2-3 Recommended Condemn List record**

### 3.2.1 Recommended Condemn List (RCL) Approval

To approve or reject the 'Pending for Approval' RCL record, perform the steps below:

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	RCL Transaction type	RC14000005 <b>1</b>	04/04/2014 03:08 PM	Pending for Approval	STOR FARMASI	Aslinda bt Muhammad
2	Near Expiration Approval	E140000007	04/04/2014 01:14 PM	Pending For Approval	STOR FARMASI	Ahmad Arshad b Turot
3	Receive Internal	RT14000008	12/03/2014 03:40 PM	Pending to Receive	WAD 1 (PSY - P)	Nurse ward1
4	Product Complaint	PC14000004	11/03/2014 09:22 PM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	Basabah bin Ibrahim
5	Receive Internal	RT14000002	11/03/2014 09:13 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	Noraini bt Saari
6	Product Complaint	PC14000003	11/03/2014 09:08 PM	Investigation - Pending	STOR FARMASI	Suseela a/p Gopal
7	Product Complaint	PC14000002	11/03/2014 07:05 PM	Investigation - Pending	STOR FARMASI	Khairuddin bin Aspiah
8	Quarantine	QT14000006	11/03/2014 05:54 PM	Pending For Approval	STOR FARMASI	Mohamad Azhar bin Bahauddin
9	Quarantine	QT14000005	11/03/2014 05:51 PM	Pending For Approval	STOR FARMASI	Mohamad Azhar bin Bahauddin
10	RCL Transaction type	RC14000002	11/03/2014 03:55 PM	Pending for Approval	STOR FARMASI	Mohamad Azhar bin Bahauddin

Figure 3.2.1-1 Task List

**Note**

The Head of Department/ Head of Unit/ Pharmacist will receive the 'Pending for Approval' Recommended Condemn List record in the Task List.

Total Qty(SKU)	Total Quantity(PKU)	Conversion Factor	Package Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category	Approved Quantity(SKU)	Average Price, SKU(RM)	Amount(RM)	Condemn Reason	Remarks
100.00 (tube)	100.00 (tube)	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK-100 (tube)	<b>2</b> 10	1.3300	13.30	Damaged (Physically available)	<b>3</b>
20.00 (tube)	20.00 (tube)	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK-20 (tube)	2	20.4100	40.82	Obsolete	

Write Off Amount(RM) 0 Disposal Amount(RM) 54.12

Figure 3.2.1-2 RCL Approval

**STEP 1**

Click on the Transaction No. hyperlink and the RCL Approval screen will be displayed as shown in the Figure 3.2.1-2

**Note**

The HOD / Pharmacist may also refer to section [3.2.1 RCL Approval Listing Page](#) to search for 'Pending for Approval' Recommended Condemn List (RCL) records.

**STEP 2**

Change the **Approved Quantity (SKU)** if necessary

**Note**

The Disposal/Write Off **Amount (RM)** will be displayed based on the **Approved Quantity (SKU)** entered.

**STEP 3**

Enter **Remarks** if applicable

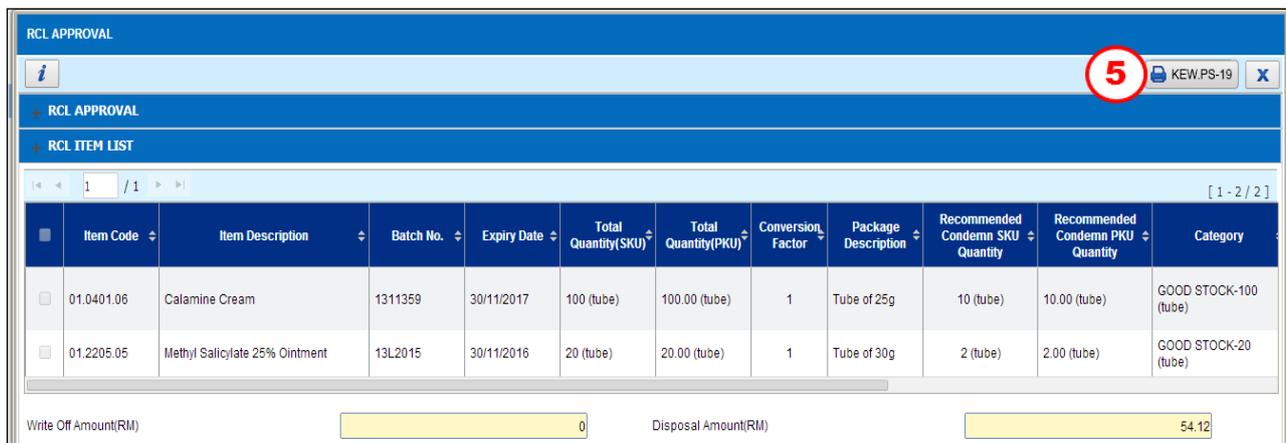
#### STEP 4

Click on the  button to approve the Recommended Condemn List (RCL) and the status will change to Approved

Click on the  button to reject the Recommended Condemn List (RCL) transaction and the status will change to Rejected

#### Note

- a) Enter **Reason for Not Approved** to reject the transaction.
- b) Once approved, the report will be enabled depending on the Total Amount (RM) of the RCL.
- c) **KEW.PS-19** (LAPORAN PELUPUSAN STOK BERNILAI RENDAH) is for disposal condemn value that is less than RM 10,000.
- a) **KEW.PA-17** (LAPORAN LEMBAGA PEMERIKSA ASET ALIH KERAJAAN) is for disposal condemn value that is more than RM 10,000.
- b) **KEW.PS-21** (LAPORAN HAPUS KIRA KEKURANGAN STOK BERNILAI RENDAH) is for write-off condemn.



The screenshot shows the 'RCL APPROVAL' window. At the top right, there is a red circle with the number '5' next to a 'KEW.PS-19' button. Below the window title, there are expandable sections for 'RCL APPROVAL' and 'RCL ITEM LIST'. The 'RCL ITEM LIST' section contains a table with the following data:

Item Code	Item Description	Batch No.	Expiry Date	Total Quantity(SKU)	Total Quantity(PKU)	Conversion Factor	Package Description	Recommended Condemn SKU Quantity	Recommended Condemn PKU Quantity	Category
01.0401.06	Calamine Cream	1311359	30/11/2017	100 (tube)	100.00 (tube)	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK-100 (tube)
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	20 (tube)	20.00 (tube)	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK-20 (tube)

At the bottom of the window, there are two summary fields: 'Write Off Amount(RM)' with a value of 0, and 'Disposal Amount(RM)' with a value of 54.12.

Figure 3.2.1-3 KEW.PS-19

#### STEP 5

Click on the  button to view/print the report

#### Note

- User is required to print out the forms and fill in the 'Syor Kaedah Pelupusan' manually.
- The 'Syor Kaedah Pelupusan' suggested will be transcribed later in the Condemn Module.



PhIS & CPS Project  
User Manual – Pharmacy Inventory (Condemn)



KEMENTERIAN KESIHATAN MALAYSIA

KEW.PS-19

LAPORAN PELUPUSAN STOK BERNILAI RENDAH  
(Tatacara Pengurusan Stor 225)

Kementerian/Jabatan : STOR FARMASI

Kategori Stor : Pusat/Utama/Sub Store/Unit

Bil.	No. Kad	Perihal Stok	Tarikh Terima	Tempoh Simpanan (Days)	Kuantiti	Nilai Perolehan (RM)		Justifikasi Pelupusan	Syor Kaedah Pelupusan
						Seunit	Jumlah		
1	01.0401.06	Calamine Cream		0	10	1.3300	13.30	DISPOSAL	
2	01.2205.05	Methyl Salicylate 25% Ointment		0	2	20.4100	40.82	DISPOSAL	

**JUMLAH :** 12 21.7400 54.12

Pegawai Pemeriksa 1 :	Pegawai Pemeriksa 2 :	Keputusan Kuasa Melulus :
<b>Nama :</b> <b>Jawatan :</b> <b>Unit :</b> <b>Jabatan :</b> <b>Tarikh :</b>	<b>Nama :</b> <b>Jawatan :</b> <b>Unit :</b> <b>Jabatan :</b> <b>Tarikh :</b>	<b>Tandatangan :</b> <b>Nama</b> <b>Jawatan :</b> <b>Unit :</b> <b>Tarikh :</b> <b>Cop Jabatan :</b>

Printed Date : 04/04/2014

Printed By : Mohamad Azhar bin Bahauddin

Unit Name : STOR FARMASI

Source : PhIS

Page 1 of 1

Figure 3.2.1-4 RCL Approval Report

### 3.3 Condemn

This function is used to condemn the expired item and reduce the bad stock quantity of items in the store.

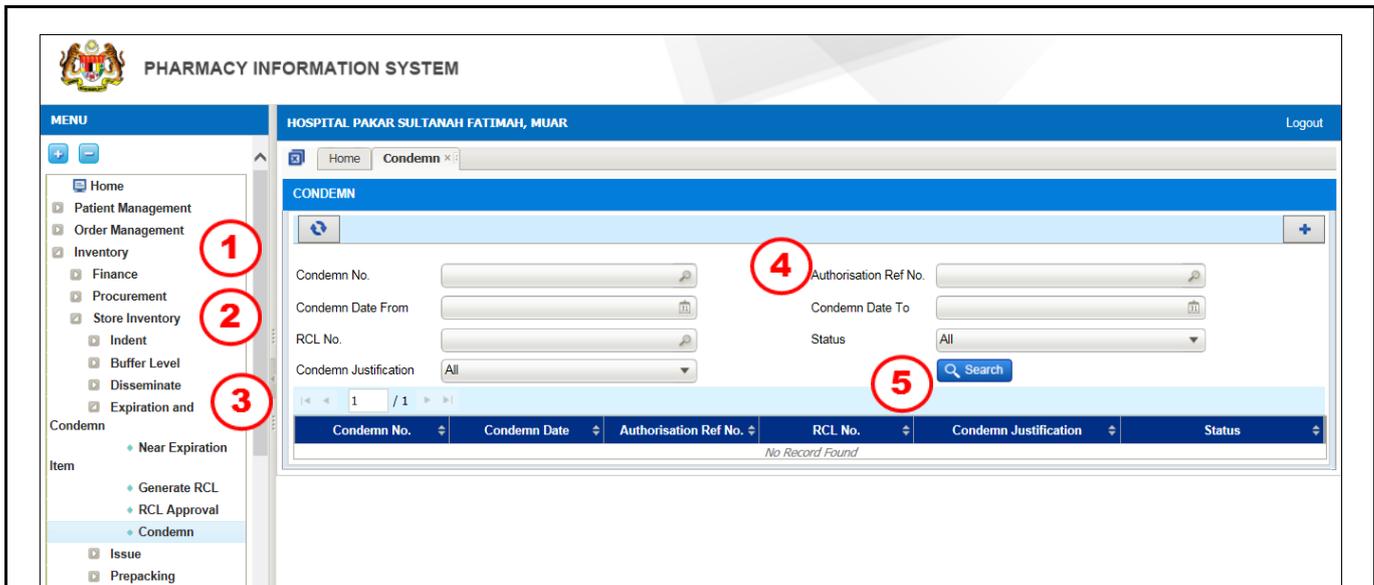


Figure 3.3-1 Condemn Listing Page

#### STEP 1

Click on 'Inventory' menu

#### STEP 2

Click on 'Store Inventory' sub-menu

#### STEP 3

Click on 'Expiration and Condemn' and click on 'Condemn'

#### STEP 4

To search for existing Condemn transactions, user may search by criteria as follows:

- a) Condemn No.
- b) Authorization Reference No.
- c) Condemn Date From
- d) Condemn Date To
- e) RCL No.
- f) Status
  - All
  - Condemn
  - Open
- g) Condemn Justification
  - All
  - Disposal
  - Write Off

#### STEP 5

Click on the  button after input criteria

#### Note

The result displayed will be based on the entered criteria as shown in Figure 3.3-1. Double click on the selected record and the details will be displayed as shown in the figure below

CONDEMN
KEW.PA-18 KEW.PA-19 X

+ CONDEMN

Condemn No	<input type="text" value="C14000002"/>	Condemn Date	<input type="text" value="26/03/2014 09:49:14 AM"/>
RCL No.	<input type="text" value="RC14000002"/>	Approved By	<input type="text" value="Mohamad Azhar bin Bahauddin"/>
Authorisation Ref No.	<input type="text" value="ref23"/>	RCL Approval Date	<input type="text" value="26/03/2014"/>
Condemn Justification	<input type="text" value="Disposal"/>	Created By	<input type="text" value="Mohamad Azhar bin Bahauddin"/>
Total Amount (RM)	<input type="text" value="0"/>	Status	<input type="text" value="Condemn"/>
		Remarks	<input type="text"/>

+ CONDEMN ITEM LIST

1 / 1 [ 1 - 1 / 1 ]

Item Code	Item Description	Batch No	Expiry Date	Total Quantity (\$ KU)	Total Quantity (R KU)	Conversion Factor	Package Description	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Approved Quantity SKU
13.0803.15	Endotracheal Tube With Cuff 6.0mm	607618R001	01/03/2016	40(pc)	4.00(pck)	10	Pack of 10 pc	2(pc)	0.20 (pck)	GOOD STOCK4(pc)	2 (pc)

Figure 3.3-2 View existing Condemn record

### 3.3.1 New Condemn

To create a new Condemn record, perform the steps below:

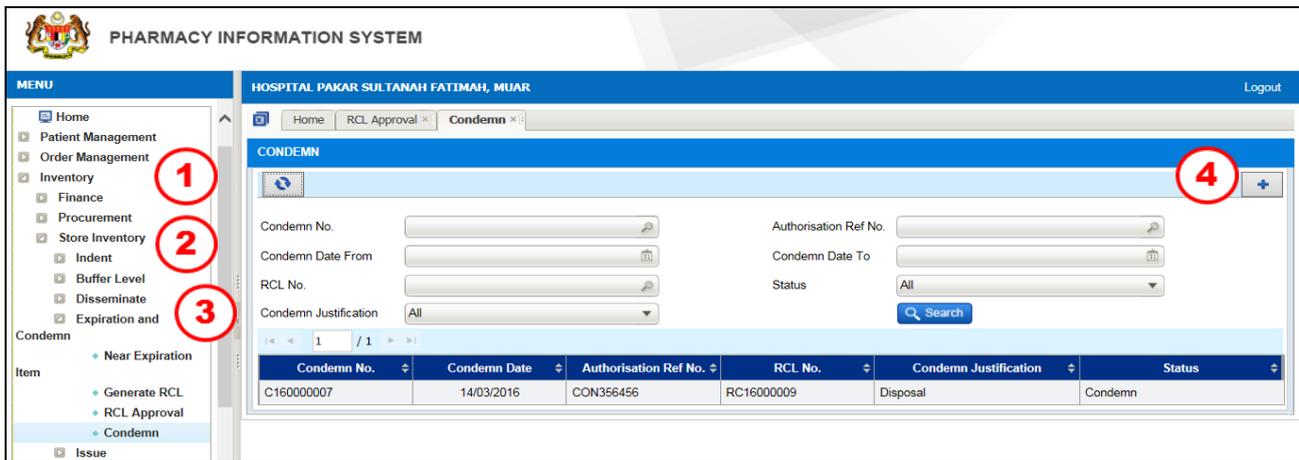


Figure 3.3.1-1 Create New Condemn record

#### STEP 1

Click on 'Inventory' menu

#### STEP 2

Click on 'Store Inventory' sub-menu

#### STEP 3

Click on 'Expiration and Condemn' and click on 'Condemn'

#### STEP 4

Click on the  button to create new transaction

#### Note

Condemn screen will be displayed as shown in Figure 3.3.1-2.

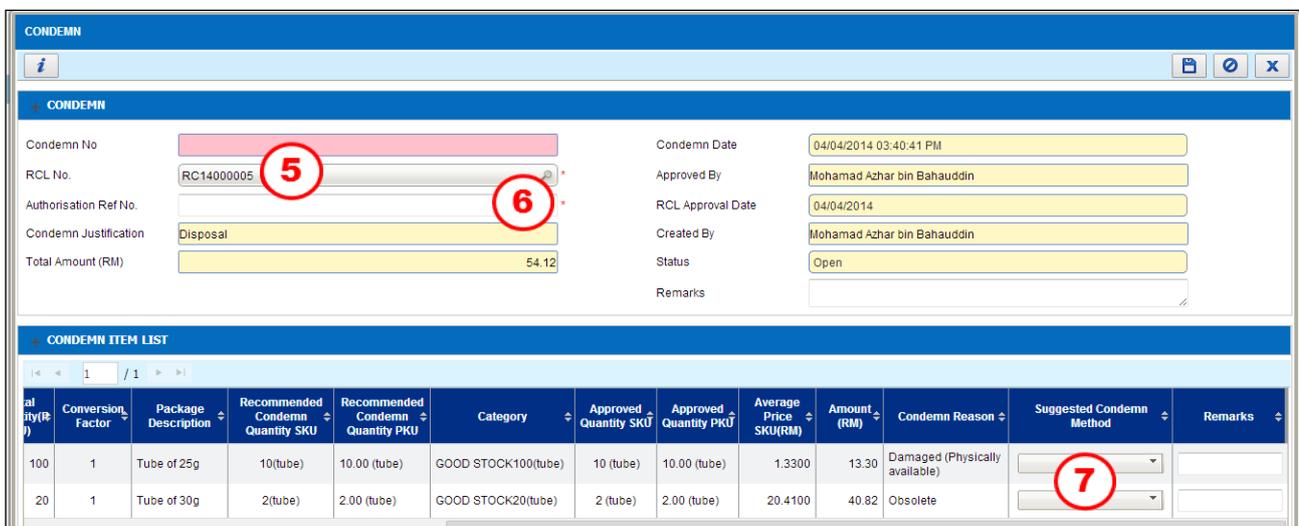


Figure 3.3.1-2 New Condemn record

**Note**

- Newly create Condemn record **Status** is defaulted to 'Open'.
- **Condemn Date** will default to system date and time.
- **Approved By** will display based on the User's Login ID.
- **RCL Approval Date** will base on the selected **RCL No**.

**STEP 5**

Search for **RCL No**.

**Note**

Only **Approved RCL** will flow to this screen

**STEP 6**

Enter the **Authorization Reference No**.

**Note**

Item(s) from the **Approved RCL** transaction will be listed under the **Condemn Item List** section.

**STEP 7**

Scroll to the right. Select the **Suggested Condemn Method** from the dropdown box

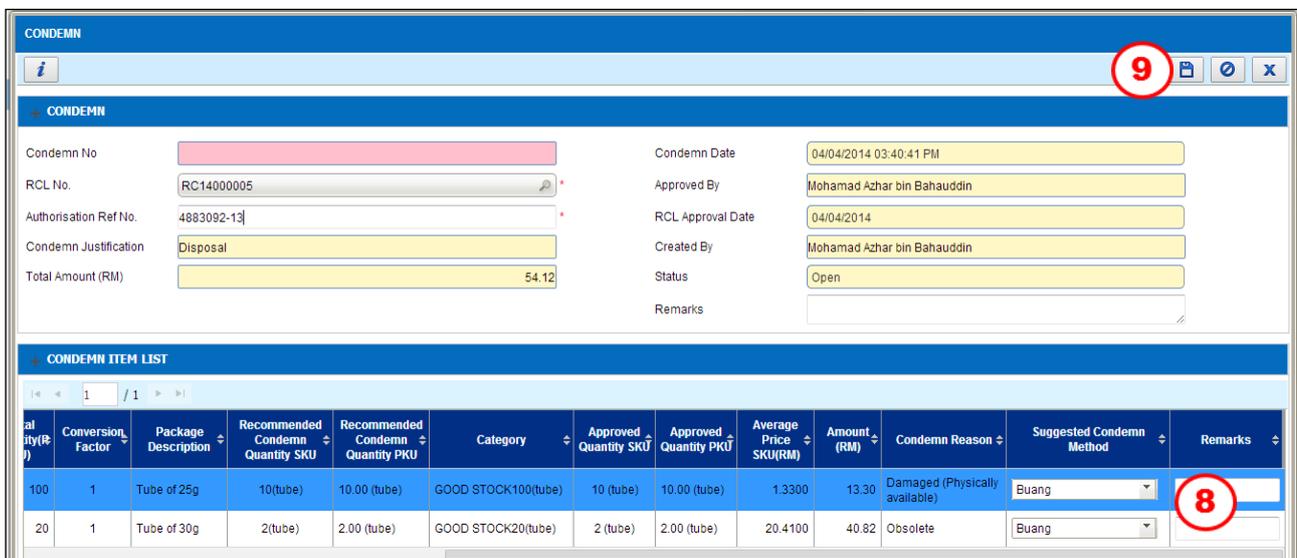
- Bakar
- Buang
- Tanam
- Tenggelam
- Hadiah
- Jualan

**Note**

Enter **Remarks** for each line of item if necessary.

**STEP 8**

Enter **Remarks** for the whole record if applicable



**CONDEMN**

Condemn No: [Redacted]  
 RCL No: RC14000005  
 Authorisation Ref No: 4883092-13  
 Condemn Justification: Disposal  
 Total Amount (RM): 54.12

Condemn Date: 04/04/2014 03:40:41 PM  
 Approved By: Mohamad Azhar bin Bahaudin  
 RCL Approval Date: 04/04/2014  
 Created By: Mohamad Azhar bin Bahaudin  
 Status: Open  
 Remarks: [Empty]

**CONDEMN ITEM LIST**

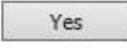
Conversion Factor	Package Description	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Approved Quantity SKU	Approved Quantity PKU	Average Price SKU(RM)	Amount (RM)	Condemn Reason	Suggested Condemn Method	Remarks
100	Tube of 25g	10(tube)	10.00 (tube)	GOOD STOCK100(tube)	10 (tube)	10.00 (tube)	1.3300	13.30	Damaged (Physically available)	Buang	
20	Tube of 30g	2(tube)	2.00 (tube)	GOOD STOCK20(tube)	2 (tube)	2.00 (tube)	20.4100	40.82	Obsolete	Buang	

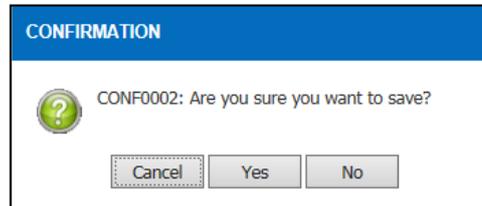
Figure 3.3.1-3 Save Condemn record

**STEP 9**

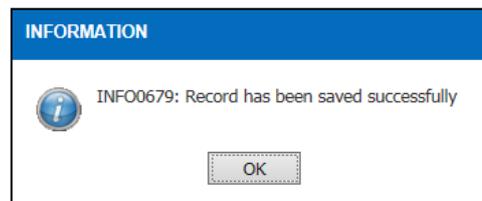
Click on the  button to save the record

**Note**

- Click on the  button followed by the  button.

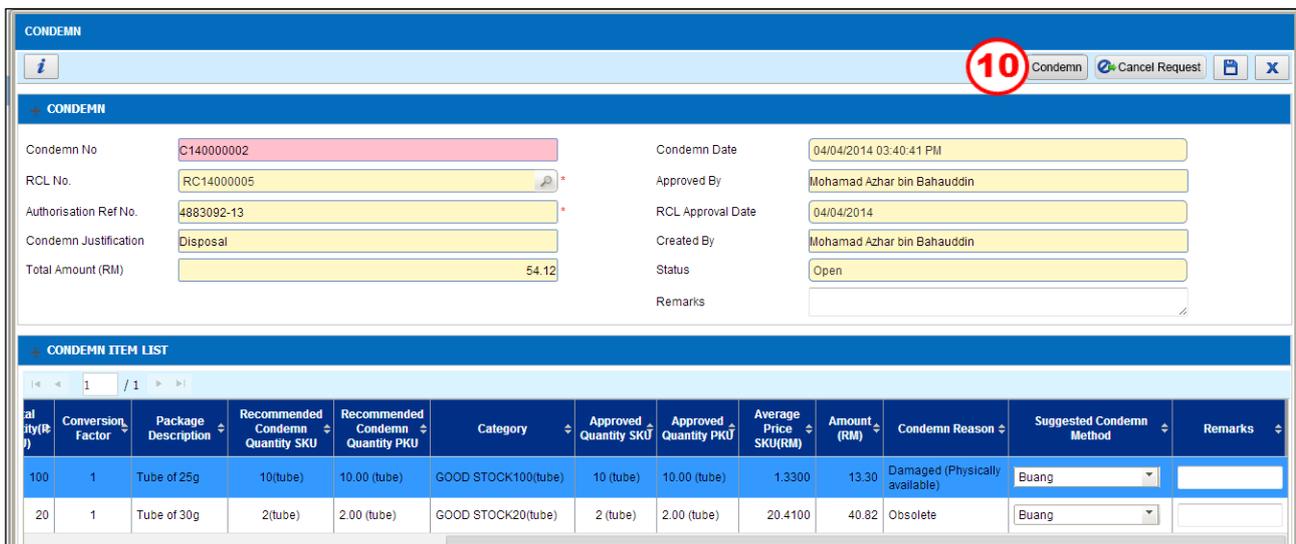


**Figure 3.3.1-4 Alert Message**



**Figure 3.3.1-5 Alert Message**

- Condemn No** will be auto generated for future reference.
-  and  button will be enabled after the transaction is saved.
- Click on the  button to cancel the transaction and the **Status** will change to **Cancelled**.



**CONDEMN**

Condemn No: C140000002 | Condemn Date: 04/04/2014 03:40:41 PM

RCL No: RC14000005 | Approved By: Mohamad Azhar bin Bahauddin

Authorisation Ref No: 4883092-13 | RCL Approval Date: 04/04/2014

Condemn Justification: Disposal | Created By: Mohamad Azhar bin Bahauddin

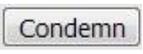
Total Amount (RM): 54.12 | Status: Open

Remarks:

Quantity (PKU)	Conversion Factor	Package Description	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Approved Quantity SKU	Approved Quantity PKU	Average Price SKU (RM)	Amount (RM)	Condemn Reason	Suggested Condemn Method	Remarks
100	1	Tube of 25g	10 (tube)	10.00 (tube)	GOOD STOCK100 (tube)	10 (tube)	10.00 (tube)	1.3300	13.30	Damaged (Physically available)	Buang	
20	1	Tube of 30g	2 (tube)	2.00 (tube)	GOOD STOCK20 (tube)	2 (tube)	2.00 (tube)	20.4100	40.82	Obsolete	Buang	

**Figure 3.3.1-6 Cancel Request Condemn**

**STEP 10**

Click on the  button to perform condemn

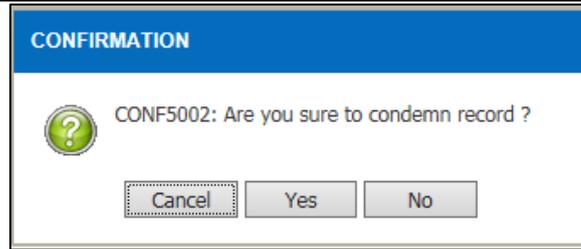


Figure 3.3.1-7 Alert Message

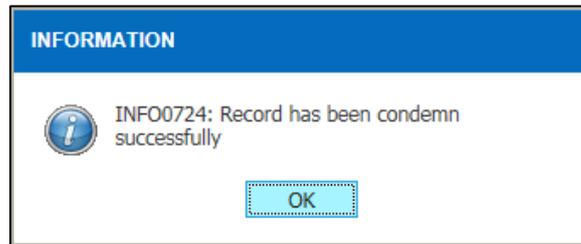
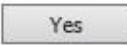
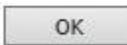


Figure 3.3.1-8 Alert Message

**Note**

- Click on the  button followed by the  button.
-  and  will be displayed after the condemn transaction is successful.
- The **Status** will change to **Condemn**.
- Bad stock quantity or the quarantine quantity will be decreased.

CONDEMN


KEW.PA-18 KEW.PA-19 X

+ CONDEMN

Condemn No: <input type="text" value="C14000002"/>	Condemn Date: <input type="text" value="04/04/2014 03:40:41 PM"/>
RCL No: <input type="text" value="RC14000005"/>	Approved By: <input type="text" value="Mohamad Azhar bin Bahauddin"/>
Authorisation Ref No: <input type="text" value="4883092-13"/>	RCL Approval Date: <input type="text" value="04/04/2014"/>
Condemn Justification: <input type="text" value="Disposal"/>	Created By: <input type="text" value="Mohamad Azhar bin Bahauddin"/>
Total Amount (RM): <input type="text" value="54.12"/>	Status: <input type="text" value="Condemn"/>
	Remarks: <input type="text"/>

+ CONDEMN ITEM LIST

Item Code	Item Description	Batch No	Expiry Date	Total Quantity(\$ KU)	Total Quantity(R KU)	Conversion Factor	Package Description	Recommended Condemn Quantity SKU	Recommended Condemn Quantity PKU	Category	Approved Quantity SKU
01.0401.06	Calamine Cream	1311359	30/11/2017	100(tube)	100.00(tube)	1	Tube of 25g	10(tube)	10.00 (tube)	GOOD STOCK100(tube)	10 (tube)
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	20(tube)	20.00(tube)	1	Tube of 30g	2(tube)	2.00 (tube)	GOOD STOCK20(tube)	2 (tube)

Figure 3.3.1-9 View/Print Report

**STEP 11**

Click on the  button to view/print the 'Sijil Penyaksian Pemusnahan Aset Alih Kerajaan' report as shown in Figure 3.3.1-10

**STEP 12**

Click on the  button to view/print the 'Sijil Pelupusan Aset Alih Kerajaan' report as shown in Figure 3.3.1-11



KEMENTERIAN KESIHATAN MALAYSIA

KEW.PA-18

Hospital Pakar Sultanah Fatimah, Muar

**SIJIL PENYAKSIAN PEMUSNAHAN ASET ALIH KERAJAAN**

Disahkan aset seperti maklumat berikut telah dimusnahkan.

Jenis Aset	Kuantiti	Secara (Tanam/Bakar/ Buang/Tenggelam)	Tarikh	Tempat
01.0401.06 Calamine Cream	10	Buang		
01.2205.05 Methyl Salicylate 25% Ointment	2	Buang		

.....  
Tandatangan

.....  
Tandatangan

Nama :

Nama :

Jawatan :

Jawatan :

Unit :

Unit :

Jabatan :

Jabatan :

Cop :

Cop :

\* Pilih mana yang berkenaan

**Printed Date** : 04/04/2014

**Printed By** : Mohamad Azhar bin Bahauddin

**Unit Name** : STOR FARMASI

**Source** : PhIS

Page 1 of 1

**Figure 3.3.1-10 KEW.PA-8**

 **KEMENTERIAN KE SIHATAN MALAYSIA** KEW.PA-19  
**Hospital Pakar Sultanah Fatimah, Muar (Training)**  
**SIJIL PELUPUSAN ASET ALIH KERAJAAAN**

Merujuk surat kelulusan No. Rujukan \_\_\_\_\_ bertarikh \_\_\_\_\_, saya mengesahkan tindakan pelupusan telah dilaksanakan seperti berikut:-

1. Aset berikut telah dilupuskan secara pindaan/hadiah.  
\_\_\_\_\_ dipindahkan/hadiah kepada \_\_\_\_\_
2. Aset Berikut telah dilupuskan secara dijual.  
(Bilinan resit disertakan)
3. Aset Berikut telah dilupuskan secara musnah.  
Cara dimusnahkan: \_\_\_\_\_
4. Aset berikut telah dilupuskan melalui kaedah-kaedah lain.  
Bilangan Item: \_\_\_\_\_ Kaedah pelupusan \_\_\_\_\_  
\_\_\_\_\_  
(Dokumen berkaitan disertakan)
5. Aset Berikut telah dimasukkan ke dalam stok.  
(Bilinan Kad Kawalan Stok Disertakan)

Tandatangan Ketua : \_\_\_\_\_  
Nama : \_\_\_\_\_  
Jawatan : \_\_\_\_\_  
Tarikh : \_\_\_\_\_  
Cop Jabatan/Bahagian : \_\_\_\_\_

Revisi/Revisi : 12/01/2014      Revisi/Revisi : System Semakan      Unit Nama : STOK FARMASI      Revisi : 1/12

Figure 3.3.1-11 KEW.PA-19



#### 4. Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
RCL	Recommended Condemn List
SKU	Store Keeping Unit

#### 5. Links to Inventory Modules

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