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

User Manual
Pharmacy Inventory - Issue

Version	**: 9th EDITION**
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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, Parenteral Nutrition, 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 (Issue) 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:

- Recommended Issue Quantity (RIQ)
- Issue Approval

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Issue
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard 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

Module Legend			
Send for Approval	Send for HOD approval	Generate Issue Note	Generate Issue Note

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

2.2 Latest Enhancement and Updates

Latest Functions	Page
Rejected Issue List	79
Change of screenshot for Issue's listing page	39-64

3.0 Issue

Overview

This module will be used by Pharmacist at Pharmacy Store/Pharmacy Sub-Stores/Units to supply drug/non drug to requested unit.

User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store, Pharmacist and Assistant Pharmacist at the Sub Store; Sister and Nurse at the unit/ward. (Subject to user assign by the facility)

Functional Diagram

Figure 3-1

Functional Description

Finance sub-module comprises of six (6) main functions:

- **Recommended Issue Quantity (RIQ)**
  This function allows user to view all existing transaction and create a new transaction

- **Online Issue (Inter)**
  This function allows user to view all existing transaction and create a new transaction

- **Offline Issue (Inter)**
  This function allows user to view all existing transaction and create a new transaction

- **Ward/Unit Stock (Stock Replenish)**
  This function allows user to view all existing transaction and create a new transaction

- **Direct Issue**
  This function allows level 1 user only to view all existing transaction and create a new transaction

- **Issue Approval**
  This function is used for HOD to either approve or reject any issue transaction

3.1 Recommended Issue Quantity (RIQ)

3.1.1 Internal

The supplying unit will receive indent request transaction from requester unit as RIQ for the system to suggest recommended quantity to be issued out. To process RIQ record, perform steps below:

Figure 3.1.1-1 RIQ (Internal) Listing Page

STEP 1
Click on the *Transaction No*. hyperlink and the RIQ screen will be displayed as shown in the Figure 3.1.1-2.

Figure 3.1.1-2 Recommended Issue Quantity (Internal) Information

STEP 2
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- Recommended Issue Quantity type consists of 2 methods: -
  a) FIFI (*the system will recommend the issue quantity based on the First Indent First Issue)*
  b) Urgent/Priority (*the system will recommend issue quantity by Indent that has urgent item inside)*

- *Edit link will be disabled if the stock in supplying unit is nil (0).*

- *Issue Quantity (PKU) is defaulted to the quantity suggested from the RIQ process but it is editable.*

Figure 3.1.1-3 Issue Quantity (SKU)

STEP 3

Change the ***Issue Quantity (PKU)*** if required as shown in *Figure 3.1.1-3.*

STEP 4

Click on the button to save ***Issue Quantity (SKU)*** and to close the window.

Figure 3.1.1-4 Save Record Alert Message

STEP 5

Click on the button again to save record as shown in *Figure 3.1.1-4.*

Note

- *After saving the record, an alert message will be displayed as shown in Figure 3.1.1-5.*

- *Click on the* Yes *button.*

Figure 3.1.1-5 Save Record Alert Message

Figure 3.1.1-6 Save Record Alert Message

STEP 6

Click on the

button to approve the RIQ transaction.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *After record has been approved, an alert message will be displayed as shown in Figure 3.1.1.8.*
- *Click on the*

button.

Figure 3.1.1-8 Save Record Alert Message

Figure 3.1.1-9 Save Record Alert Message

3.1.2 External – Normal Indent

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

Figure 3.1.2-1 Online Indent Request Received / Inter Facility Indent

This function is used for online indent 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 [1] notification button for ***Online Indent Request Received*** via ***External Notification***.

Note

Alert massage screen will be displayed as Figure 3.1.2-2.

Figure 3.1.2-2 Alert Massage

STEP 2

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

Note

The system will display the Online Indent Request Received / Inter Facility Indent as per Figure 3.1.2-3.

Figure 3.1.2-3 Inter Facility Indent

STEP 2

Select Received List as per Figure 3.1.2-3.

Figure 3.1.2-4 External Indent List

STEP 3

Click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display external indent list as per Figure 3.1.2-4.*
- *User able to view indent list for new indent quantity and 'pending issue quantity' (balance supply) by click on* Download Pending Supply *button.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

Figure 3.1.2-5 Indent Detail

Figure 3.1.2-6 Confirmation Alert Message

Figure 3.1.2-7 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail

Or

Click on the

button to reject the transaction and the status will be changed to Rejected

Note

- *The system will display confirmation alert message as per Figure 3.1.2-6 after user clicked the*

button.
- *Click*

as per Figure 3.1.2-7.

Figure 3.1.2-8 RIQ (Inter Facility) Listing Page

STEP 5

Click on 'Inventory' menu then 'Inventory Management' then 'Distribution' then follow by 'Issue' and 'Recommended Issue Quantity (Inter Facility)'

The system will display the RIQ (Inter Facility) Listing Page as per Figure 3.1.2-8

Note

- *Recommended Issue Quantity consists of 2 methods: -*
- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*
- *User able to search by 'All' method*
- *Record with urgent item will be highlighted in light red color.*

STEP 6

Select on 'ALL', 'FIFI', or 'Urgent'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.2-8.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.2-8.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with light red color as shown in Figure 3.1.2-8. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date*
- *Urgent item will appear on the top of the list in alphabetical order followed by non-urgent items.*

Figure 3.1.2-9 RIQ (External) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note

- *The system will display the RIQ information as per Figure 3.1.2-9.*
- *New field added to display Indenter Remarks.*
- *Urgent item will be highlighted in pink color.*

Figure 3.1.2-10 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note
- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.2-10.*
- *The system will suggest to issue based on batch that will expire first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity(SKU)	PKU Issue Quantity
Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	R01AD08139A4101XX	R01AD08139A4101XX.01	canister	canister	canister	C810094	AVAMYS	31/05/2020	30	30	25.7018	30	30
Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	R01AD08139A4101XX	R01AD08139A4101XX.01	canister	canister	canister	C814600	AVAMYS	30/06/2020	145	145	25.7018	9	9

Figure 3.1.2-11 Issue Quantity

Figure 3.1.2-12 Confirmation Alert Message

STEP 9
Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and x to close the window.

Note
- *After saving the record, an alert message will be displayed as per Figure 3.1.2-12.*
- *Click on the Yes button.*

Figure 3.1.2-13 Recommended Issue Quantity Confirmation Page

Figure 3.1.2-14 Confirmation Alert Message

Figure 3.1.2-15 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.2-14.*
- *Click* OK *as shown in Figure 3.1.2-15.*
- *Once RIQ is saved, UOM still can change from SKU to PKU*

Figure 3.1.2-16 Recommended Issue Quantity

Figure 3.1.2-17 Confirmation Alert Message

Figure 3.1.2-18 Confirmation Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.2-16*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.2-17.*
  Click OK *as shown in Figure 3.1.2-18.*

Figure 3.1.2-19 Recommended Issue Quantity

STEP 13

Click on the Generate Issue Note button to generate issue note

Note

Alert massage screen will be displayed as Figure 3.1.2-20.

Figure 3.1.2-20 Alert Message

STEP 14

Click on the OK button to close the alert massage

Note

KEW.PS-10 form will be displayed as Figure 3.1.2-21.

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

BORANG PESANAN DAN PENGELUARAN STOK

(Tatacara Pengurusan Stor 136)

Salinan Stor

KEW.PS-10

Pemesan :	Pharmacy (Klinik Kesihatan Greentown)	**Pengeluar :**	Pharmacy (Hospital Kulim)
Dilengkapkan Oleh Stor Pemesan		**Dilengkapkan Oleh Stor Pengeluar**	
No. Pemesanan: R19000634	**Tarikh Pesanan:** 01/07/2019	**No. Pengeluaran:** E02PS001-0000145 Online Issue	**Tarikh Pengeluaran: 18/07/2019**
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)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
V03AE01999F2101XX	Calcium Polystyrene Sulphonate Powder, 5g/sachet	230	sachet	V03AE01999F2101XX.01	1	1	pck	110.7036	110.70	1	pack of 126 sachet	IN8K	31/01/2023	
J01EE01961L8001XX	Trimethoprim 40mg/5ml Susp +Sulphamethoxazole(dose in TMP only)	7,600	ml	J01EE01961L8001XX.02	1	95	bott	4.6860	4.69	1	Bottle of 60 ml	BH11037	31/10/2020	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama :**	**Nama :** [redacted]	**Nama :**
Jawatan : Penolong Pegawai Farmasi UF32	**Jawatan :**	**Jawatan :** Pegawai Perubatan	**Jawatan :**
Unit : PHARMACY	**Unit :**	**Unit :** Farmasi Logistik	**Unit :**
Jabatan : Pharmacy	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 01/07/2019	**Tarikh :**	**Tarikh :** 18/07/2019	**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 :

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

Page 1 of 2

Figure 3.1.2-21 KEW.PS 10

3.1.3 External - SPUB

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

Figure 3.1.3-1 Online Indent SPUB Received / Inter Facility Indent

STEP 1
Click on 'Online Indent SPUB Received' via External Notification.

The system will display the Inter Facility Indent as per Figure 3.1.3-2.

Figure 3.1.3-2 Inter Facility Indent

STEP 2
Select Retrieve as per Figure 3.1.3-2.

Facility Name	External Indent No.	External Indent Date	No. of Items
Klinik Kesihatan Bandar Maharani	R16000084	14/03/2016 02:06:14 PM	3
Klinik Kesihatan Kuala Berang	R15000009	19/08/2015 04:18:47 PM	1
Hospital Miri	R15000501	17/08/2015 09:37:14 AM	1
Klinik Kesihatan Salak	R15000002	11/08/2015 03:42:17 PM	6
Hospital Miri	R15000382	11/08/2015 11:25:16 AM	1
Hospital Miri	R15000366	11/08/2015 07:49:57 AM	1
Hospital Miri	R15000360	10/08/2015 04:01:57 PM	1
Hospital Miri	R15000289	07/08/2015 11:07:45 AM	2
Hospital Miri	R15000220	05/08/2015 02:19:21 PM	2
Klinik Kesihatan Cheras	R15000032	31/07/2015 11:47:38 AM	1

Figure 3.1.3-3 External Indent List

Figure 3.1.3-4 External Indent Data Uploaded

Note

- *The system will display external indent list as per Figure 3.1.3-3.*
- *Select the 'External Indent No.' and click the* Retrieve *button.*
- *'Data Uploaded successfully' information box pop-up once click the* Retrieve *button as per Figure 3.1.3-4.*
- *The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.*

Figure 3.1.3-5 Indent Detail

STEP 3
Double-click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display the Indent details as per Figure 3.1.3-6.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

Figure 3.1.3-6 Indent Detail

Figure 3.1.3-7 Confirmation Alert Message

Figure 3.1.3-8 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail.

Or

Click on the

button to reject the transaction and the status will be changed to Rejected.

Note

- *The system will display confirmation alert message as per Figure 3.1.3-7 as user clicked on*

button.
- *Click*

as per Figure 3.1.3-8.

Figure 3.1.3-9 RIQ (Inter Facility) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity (Inter Facility)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.3-9.

Note

- *Recommended Issue Quantity consists of 2 methods: -*
  - *FIFI*
  - *Urgent/Priority*
- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*

STEP 6

Select on 'FIFI' or 'Urgent/Priority'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.3-9.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.3-9.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.3-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.*

Figure 3.1.3-10 RIQ (Inter Facility) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note
The system will display the RIQ information as per Figure 3.1.3-10.

Figure 3.1.3-11 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.3-11.*
- *The system will suggest to issue based on batch that will expired first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

Figure 3.1.3-12 Issue Quantity

Figure 3.1.3-13 Confirmation Alert Message

STEP 9

Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and to close the window.

Note
- *After saving the record, an alert message will be displayed as per Figure 3.1.3-13.*
- *Click on the* Yes *button.*

Confirmation Page

Figure 3.1.3-14 Recommended Issue Quantity

Figure 3.1.3-15 Confirmation Alert Message

Figure 3.1.3-16 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.3-15.*
- *Click* OK *as shown in Figure 3.1.3-16.*

Figure 3.1.3-17 Recommended Issue Quantity Confirmation Page

Figure 3.1.3-18 Confirmation Alert Message

Figure 3.1.3-19 Information Alert Message

STEP 12

Click on the

button to approve the RIQ transaction as shown in *Figure 3.1.3-17*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.3-18.*
- *Click*

as shown in Figure 3.1.3-19.

3.1.4 Recommended Issue Quantity (Manufacturing)

The supplying unit will receive indent transaction from requester unit through External Notification column. To create a new RIQ record, perform the steps below:

Figure 3.1.4-1 Online Indent Manufacturing Received / Inter Facility Indent

STEP 1
Click on 'Online Indent Manufacturing Received' via External Notification.

The system will be displayed the Inter Facility Indent as per Figure 3.1.4-2.

Figure 3.1.4-2 Inter Facility Indent

STEP 2

Select Retrieve as per Figure 3.1.4-2.

Facility Name	External Indent No.	External Indent Date	No. of Items
Klinik Kesihatan Bandar Maharani	R16000084	14/03/2016 02:06:14 PM	3
Klinik Kesihatan Kuala Berang	R15000009	19/08/2015 04:18:47 PM	1
Hospital Miri	R15000501	17/08/2015 09:37:14 AM	1
Klinik Kesihatan Salak	R15000002	11/08/2015 03:42:17 PM	6
Hospital Miri	R15000382	11/08/2015 11:25:16 AM	1
Hospital Miri	R15000366	11/08/2015 07:49:57 AM	1
Hospital Miri	R15000360	10/08/2015 04:01:57 PM	1
Hospital Miri	R15000289	07/08/2015 11:07:45 AM	2
Hospital Miri	R15000220	05/08/2015 02:19:21 PM	2
Klinik Kesihatan Cheras	R15000032	31/07/2015 11:47:38 AM	1

Figure 3.1.4-3 External Indent List

Figure 3.1.4-4 External Indent Data Uploaded

Note

- *The system will display external indent list as per Figure 3.1.4-3.*
- *Select the 'External Indent No.' and click the* Retrieve *button.*
- *'Data Uploaded successfully' information box pop-up once click the* Retrieve *button as per Figure 3.1.4-4.*
- *The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.*

Figure 3.1.4-5 Indent Detail

STEP 3
Double-click on the ***External Indent No*** to view the Indent details.

Note

- *The system will display the Indent details as per Figure 3.1.4-6.*
- *The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.*

Figure 3.1.4-6 Indent Detail

Figure 3.1.4-7 Confirmation Alert Message

Figure 3.1.4-8 Information Alert Message

STEP 4

Click on the

button to Approve Indent Detail.

Or

Click on the

button to reject the transaction and the status will be changed to Rejected.

Note

- *The system will display confirmation alert message as per Figure 3.1.4-7 as user clicked on*

button.
- *Click*

as per Figure 3.1.4-8.

Figure 3.1.4-9 RIQ (Inter Facility) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' and 'Recommended Issue Quantity (Inter Facility)'.

The system will display the RIQ (External) Listing Page as per Figure 3.1.4-9.

Note

- *Recommended Issue Quantity consists of 2 methods: -*
  - *FIFI*
  - *Urgent/Priority*
- *FIFI – the system will recommend the issue quantity based on the First Indent First Issue.*
- *Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.*

STEP 6

Select on 'FIFI' or 'Urgent/Priority'

Note

- *The system will display all approved indent requests on the listing page as per Figure 3.1.4-9.*
- *Select on the' FIFI' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.4-9.*
- *Select on the 'Urgent' dropdown list in **Method** to display the indent that have drug/non drug that is selected as an 'Urgent' item. The indent will be highlighted with red color as shown in Figure 3.1.4-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.*

Figure 3.1.4-10 RIQ (Inter Facility) Listing Page

STEP 7
Double-click on the ***Indent No*** to view the Issue details.

Note
The system will display the RIQ information as per Figure 3.1.4-10.

Figure 3.1.4-11 RIQ Information

STEP 8
Click on the *Edit* hyperlink in the ***Recommended Issue*** column.

Note

- *The system will display the **Issue Quantity (SKU)** as per Figure 3.1.4-11.*
- *The system will suggest to issue based on batch that will expired first.*
- *The Edit link will be disabled if the stock in supplying unit is NIL.*

Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF01000T1001XX.01	tablet	box	Box of 100 tab	XT006	GLUCORID	31/10/2016	8,582	0.1130	100	1.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF01000T1001XX.01	tablet	box	Box of 100 tab	YB004	GARBOSE	02/03/2017	9,751	0.1130	0	0.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF01000T1001XX.01	tablet	box	Box of 100 tab	YI009	GARBOSE	07/10/2017	9,311	0.1130	0	0.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF01000T1001XX.01	tablet	box	Box of 100 tab	ZA001	GARBOSE	31/01/2018	8,289	0.1130	0	0.00

Figure 3.1.4-12 Issue Quantity

Figure 3.1.4-13 Confirmation Alert Message

STEP 9
Edit the ***Issue Quantity (SKU)*** if required.

Note
Issue Quantity (SKU) *is defaulted to the quantity suggested from the RIQ process but it is editable.*

STEP 10
Click on the button to save the record and x to close the window.

Note

- *After saving the record, an alert message will be displayed as per Figure 3.1.4-13.*
- *Click on the Yes button.*

Figure 3.1.4-14 Recommended Issue Quantity Confirmation Page

Figure 3.1.4-15 Confirmation Alert Message

Figure 3.1.4-16 Confirmation Alert Message

STEP 11

Click on the button to save record.

Note

- *Confirmation alert message will appear as shown in Figure 3.1.4-15.*
- *Click* OK *as shown in Figure 3.1.4-16.*

Figure 3.1.4-17 Recommended Issue Quantity Confirmation Page

Figure 3.1.4-18 Confirmation Alert Message

Figure 3.1.4-19 Information Alert Message

STEP 12

Click on the Approve button to approve the RIQ transaction as shown in *Figure 3.1.4-17*.

Note

- *Stock at the Supplying Unit will be deducted after RIQ is approved.*
- *Confirmation alert message will appear as shown in Figure 3.1.4-18.*
- *Click* OK *as shown in Figure 3.1.4-19.*

3.2 Issue

3.2.1 Issue Listing Page

This function allows users as a supplying unit to issue the item to the requester unit.
There are 4 types of issue:
- Online
- Offline
- Stock Replenish
- Direct Issue

Figure 3.2.1-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2
To search for existing Issue record(s), User may search by criteria as follows:

a) Type of Request
   - Inter Facility
   - Intra Facility
b) Issue Request Type
   - All
   - Direct Issue
   - Offline Issue
   - Online Issue
   - RIQ
c) Issue No.
d) Status
   - All
   - Approved
   - Cancelled
   - Open
   - Pending for Approval
   - Rejected

e) Indent No
f) Date From
g) Date To
h) Created by
i) Item Group – Drug or Non Drug
j) Requestor Unit Name
k) Manual Indent Ref No
l) Report Print Status
   - Printed
   - Not Printed

Figure 3.2.1-2 Issue Listing Page

STEP 3

Click on the

button after input of criteria

Note

The results displayed will be based on the entered criteria as shown in Figure 3.2.1-2.

STEP 4

Double-click on the details of selected record

3.2.2 Issue Type: Online Issue (Inter Facility)

To issue out approved indent item received from external facility, perform the steps below:

Figure 3.2.2-1 Issue Listing Page

STEP 1
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

Note
Choose 'Inter Facility' radio button and the inter facility transaction will appear on the listing page.

STEP 2
Double click on the record of the Issue Listing Page

Note
Online Issue Information screen will be displayed as shown in the Figure 3.2.2-2.

Note

- *List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.*
- *Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (External) screen.*

Figure 3.2.2-2 Online Issue Information

Figure 3.2.2-3 Information Alert Message

STEP 3

Click on the Generate Issue Note button to generate the 'Borang Pesanan dan Pengeluaran Stok'.

Note

- *Confirmation alert message and KEW.PS.10 will appear after user click on* Generate Issue Note *as shown in Figure 3.2.2-3 and Figure 3.2.2-4*

Salinan Stor

KEW.PS-10

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar (Training)
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Kepada : Pharmacy (Klinik Kesihatan Bandar Maharani)	**Daripada :** Pharmacy (Hospital Pakar Sultanah Fatimah, Muar (Training))
Dilengkapkan Oleh Stor Pemesan	**Dilengkapkan Oleh Stor Pengeluar**
No. Pemesanan: R16000168 **Tarikh Pesanan:** 25/04/2016	**No. Pengeluaran:** N02PS001-0000390 Online Issue **Tarikh Pengeluaran: 26/04/2016**
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 Diluluskan (SKU)	SKU	Harga (RM) Seunit (SKU)	Harga (RM) Jumlah	Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
A10BF01000T1001XX	Acarbose 50 mg Tablet	100	tablet	A10BF01000T1001XX.01	10,000	100	tablet	0.0000	0.00	1.00	Box of 100 tab	100	26/04/2016	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama [redacted]	**Nama :**	**Nama** [redacted]	**Nama :**
Jawatan :	**Jawatan :**	**Jawatan :** Pegawai Farmasi US2	**Jawatan :**
Unit :	**Unit :**	**Unit :** STOR FARMASI	**Unit :**
Jabatan :	**Jabatan :**	**Jabatan :** Pharmacy	**Jabatan :**
Tarikh : 25/04/2016	**Tarikh :**	**Tarikh :** 25/04/2016	**Tarikh :**
	(Dilengkapkan setelah stok diterima)	**BAHAGIAN BUNGKUSAN DAN PENGHANTARAN**	

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

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 26/04/2016 **Printed By** [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

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Figure 3.2.2-4 Borang Pesanan Dan Pengeluaran Stok (KEW.PS-10)

3.2.3 Issue Type: Online Issue (Intra Facility)

To supply stock for Offline Indent within facility perform the steps below:

Figure 3.2.3-1 Issue Listing Page

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

Note

Choose 'Intra Facility' radio button and the intra facility transaction will appear on the listing page.

STEP 2

Double click on the Reference No./Indent No on the Issue Listing Page

Note

- *Online Issue Information screen will be displayed as shown in the Figure 3.2.3-2.*
- *List of item(s) to be issued will be automatically displayed once the Reference No./Indent No. is selected.*
- *Indent Status is deemed as 'Closed' if the issue is 'Fully Supply' or if the check box 'Closed' is ticked in RIQ (Internal) screen.*

Figure 3.2.3-2 Online Issue Information

STEP 3

Click on the Generate Issue Note button to generate the 'Borang Permohonan Stok'.

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar (Training)
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Pemesan
KEW.PS-11

No. Permohonan : K16008766
Tarikh Pesanan : 12/04/2016

No. Pengeluaran : N02FBW-0017227
Tarikh Pengeluaran : 12/04/2016

Bil.	Permohonan				Pegawai Pelulus								Catatan
	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	
1	A10BF01000T1001XX	Acarbose 50 mg Tablet	34,921	tablet	A10BF01000T1001XX.01	22	31,841	22	tablet	Box of 100 tab	GOT5YB003	28/01/2017	

	Kelulusan : Permohon diluluskan/tidak diluluskan*
..... (Tandatangan Pemohon) **Nama** : [redacted] **Jawatan** : Pegawai Farmasi U48 **Unit** : UNIT FARMASI KLINIK PAKAR **Jabatan** : Pharmacy **Tarikh** : 04/04/2016	..... (Tandatangan Pegawai Peluluss) **Nama** : [redacted] **Jawatan** : Pegawai Farmasi U52 **Unit** : STOR FARMASI (UNIT FARMASI BEKALAN WAD) **Jabatan** : Pharmacy **Tarikh** : 12/04/2016

* sila potong yang berkenaan

Kemaskini Rekod : Stok telah dikeluarkan dan direkod di Kad Petak No	**Perakuan Penerimaan :** Disahkan bahawa stok yang diluluskan telah diterima
..... (Tandatangan Pegawai Stor) **Nama** : **Jawatan** : **Tarikh** :	..... (Tandatangan Pemohon) **Nama** : **Jawatan** : **Tarikh** :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 20/04/2016 Printed By : [redacted] Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS

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Figure 3.2.3-3 Borang Permohonan Stok (KEW.PS-11)

3.2.4 Issue Type: Offline Issue (Inter Facility)

To issue out approved indent item, perform the steps below:

Figure 3.2.4-1 Create New Issue

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2

Click on the button

Note

- *A newly-created Issue record **Status** is defaulted to 'Open'.*
- *Issue screen will be displayed as shown in Figure 3.2.4-2.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Request Date** is defaulted to the system date.*

Figure 3.2.4-2 Offline Issue External

Figure 3.2.4-3 List of External Facility Name

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as External from the dropdown box

STEP 5
Click on the to search for the ***External Facility Name***

Note

- *A list of **External Facility Name** will be displayed as per Figure 3.2.4-3.*
- *Double click to select an **External Facility Name**.*

Figure 3.2.4-4 Add Item

STEP 6
Enter ***Requested By***

STEP 7
Select ***Item Group***
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

STEP 9
Click on the [+ Add Item] button to select item(s) to be issued

Note
- *'Add Item' screen will appear as shown in Figure 3.2.4-5.*
- *'With Stock' check box will be selected by default and system will show any items with stock.*

Figure 3.2.4-5 List of Drug/Non Drug Name

STEP 10
Enter either ***Item Code, Item Description, Drug/Non Drug Code*** or ***Drug/Non Drug Name***

STEP 11
Click on to search for desired item

Note
A list of items will be displayed if none of the 4 column entered.

Figure 3.2.4-6 List of Drug/Non Drug Name

STEP 12
Enter ***Issue Quantity (SKU)***

STEP 13
Click on the button to add the item selected to the 'Add Issue Item' section

Note

- *After saving the record, the item will be displayed under 'Offline Issue List' section.*
- *Total Amount (RM) will be displayed base on the total Amount of the item added.*
- *Repeat **STEP 10** to **STEP 13** to add new items to be issued.*

Figure 3.2.4-7 Offline Issue

Figure 3.2.4-8 Confirmation Alert Message

Figure 3.2.4-9 Information Alert Message

STEP 14

Click on the button to save the transaction

Note

- ***Manual Issue No****. will be automatically generated by the system for future reference.*
- *The **Status** will be changed to 'Approved.*
- *Confirmation alert message will appear as shown in Figure 3.2.4-8.*
- *Click* OK *as shown in Figure 3.2.4-9.*

Figure 3.2.4-10 Offline Issue External

Note

- *User is allowed to cancel the request by clicking on the* Cancel Request *button.*
- *The **Status** will be automatically changed to 'Cancelled'.*

STEP 15

Click on the Send for Approval button to send the transaction for approval

Note

- *System will display an alert message for confirmation as displayed in Figure 3.2.4-10.*
- *Message Information will be displayed once user select the 'Yes' button as per Figure 3.2.4-11.*
- *The **Status** will be change automatically to 'Pending for Approval'.*

Figure 3.2.4-11 Alert Message

Figure 3.2.4.12 Alert Message

Figure 3.2.4-13 Issue Information

Figure 3.2.4-14 Information Alert Message

STEP 16

Click on the Generate Issue Note button to generate the 'Borang Pesanan dan Pengeluaran Stok'.

Note

- *Issue Note No. will be auto generated for future reference.*

  Confirmation alert message will appear after user click on Generate Issue Note *as shown in Figure 3.2.4-13*

- *System will display an alert message as display in Figure 3.2.4-14*
- *'Borang Pesanan dan Pengeluran Stok' will display as in Figure 3.2.4-15*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Salinan Stor
KEW.PS-10

Pemesan : Pharmacy (Klinik Kesihatan Greentown)	Pengeluar : Pharmacy (Hospital Pakar Sultanah Fatimah, Muar)
Dilengkapkan Oleh Stor Pemesan	Dilengkapkan Oleh Stor Pengeluar
No. Pemesanan: / Tarikh Pesanan: 14/12/2017	No. Pengeluaran: M02PS001-0057240 Offline Issue / Tarikh Pengeluaran: 14/12/2017
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)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
A10BF01000T1001XX	Acarbose 50 mg Tablet	100	tablet	A10BF01000T1001XX.01	1	1,049	box	10.9000	10.90	1	Box of 100 tab	2853697	31/01/2020	
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	60	tablet	B01AC06259T1001XX.01	2	5,089	box	2.2110	4.42	2	box of 30 tablet	1704312	30/04/2019	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama : ahmad albab	Nama :	Nama : [redacted]	Nama : [redacted]
Jawatan :	Jawatan :	Jawatan : Pegawai Farmasi U54	Jawatan : Pegawai Farmasi U54
Unit : Klinik Kesihatan Greentown	Unit :	Unit : STOR FARMASI	Unit : STOR FARMASI
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan : Pharmacy
Tarikh : 14/12/2017	Tarikh :	Tarikh : 14/12/2017	Tarikh : 14/12/2017
	(Dilengkapkan setelah stok diterima)	BAHAGIAN BUNGKUSAN DAN PENGHANTARAN	

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

Remark :

Printed Date : 14/12/2017 Printed By : Norzini Binti Sazri Unit Name : STOR FARMASI Source : PhIS

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Figure 3.2.4-15 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

3.2.5 Issue Type: Offline Issue (Intra Facility)

To perform offline issue, perform the steps below:

Figure 3.2.5-1 Create New Issue

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2

Click on the button

Note

- *A newly-created Issue record **Status** is defaulted to 'Open'.*
- *Issue screen will be displayed as shown in Figure 3.2.5-2.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Request Date** is defaulted to the system date.*

Figure 3.2.5-2 Offline Issue Internal

STEP 3
Click on the 'Offline Issue' tab

STEP 4
Select ***Issue Type*** as 'Internal' from the dropdown box

STEP 5
Click on the to search for the ***Requester Unit Name***

Note

- *A list of **Requester Unit Name** will be displayed as per Figure 3.2.5-3.*
- *Double-click to select the **Requester Unit Name.***

Figure 3.2.5-3 List of Requester Unit Name

Figure 3.2.5-4 Offline Issue

STEP 6
Enter ***Requested By***

STEP 7
Select **Item Group**
- Drug
- Non Drug

STEP 8
Select the ***Item Sub Class*** checkbox

Note
User is allowed to select more than one check box.

Figure 3.2.5-5 Add Item

STEP 9

Click on the Add Item button to add item(s) to be issued

Note

'Add Item' screen will appear as shown in Figure 3.2.5-6. 'With Stock' check box will be selected by default and system will show any items with stock.

Figure 3.2.5-6 Add Item

STEP 10

Enter ***Item Code, Item Description, Drug/Non Drug Code*** or ***Drug/Non Drug Name***.

STEP 11

Click on Search to search for desired item

Note

A list of items will be displayed if none or the 4 columns entered.

.

Figure 3.2.5-7 List of Drug/Non Drug Name

STEP 12
Enter ***Issue Quantity (SKU)***

STEP 13
Click on the button to add the item selected into the 'Online Issue List' section

Figure 3.2.5-8 Offline Issue

STEP 14
Click on the button

Note

- *Manual Issue No. will be auto generated for future reference.*
- *The **Status** will be changed to 'Approved.*

Figure 3.2.5-9 Offline Issue Internal

Note

- *User is allowed to cancel the request by clicking on the*

button.
- *The **Status** will be automatically changed to 'Cancelled'.*

STEP 15

Click on the

button to send the transaction for approval

Note

- *System will display an alert message for confirmation as displayed in Figure 3.2.5-10.*
- *Message Information will be displayed once user select the 'Yes' button as per Figure 3.2.4-11.*
- *The **Status** will be change automatically to 'Pending for Approval'.*

Figure 3.2.5-10 Alert Message

Figure 3.2.5-11 Alert Message

Figure 3.1.5-12 Issue Information

Figure 3.1.5-13 Information Alert Message

STEP 15

Click on the Generate Issue Note button to generate the 'Borang Pemohonan Stok'

Note

- *Issue Note No. will be auto generated for future reference.*

Confirmation alert message will appear after user click on Generate Issue Note *as shown in Figure 3.1.5-12*

- *System will display an alert message as display in Figure 3.1.5-13*
- *'Borang Pesanan dan Pengeluran Stok' will display as in Figure 3.1.5-14 & Figure 3.1.5-15*

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Stor
KEW.PS-11

No. Permohonan : :
Tarikh Pesanan : 15/12/2017

No. Pengeluaran : M02FBW-0057241
Tarikh Pengeluaran : 15/12/2017

Bil.	Permohonan				Pegawai Peluluc								Catatan
	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	
1	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	10	amp	43.0001.02	10	0	10	amp	Pack of 10 amps	170626T	31/03/2019	
2	C01BD01110P3001XX	Amiodarone 150mg/3ml Injection	10	amp	C01BD01110P3001XX.03	10	0	10	amp	pack of 5 ampoule	MA009	30/06/2019	
3	J01CR02981P4002XX	Amoxicillin 1g + Clavulanate 200mg Injection	10	vial	J01CR02981P4002XX.02	10	0	10	vial	Vial	7150343	31/05/2019	

Printed Date : 15/12/2017 Printed By : Jasmine Sia Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS
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Figure 3.1.5-14 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Stor
KEW.PS-11

No. Permohonan : :
Tarikh Pesanan : 15/12/2017

No. Pengeluaran : M02FBW-0057241
Tarikh Pengeluaran : 15/12/2017

Remarks :

	Kelulusan : Permohon diluluskan/tidak diluluskan*
..... (Tandatangan Pemohon) Nama : Abu Jawatan : Unit : JABATAN KECEMASAN & TRAUMA Jabatan : Tarikh :	..... (Tandatangan Pegawai Pelulus) Nama : [redacted] Jawatan : Pegawai Farmasi U48 Unit : UNIT FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 15/12/2017

* sila potong yang berkenaan

Kemaskini Rekod : Stok telah dikeluarkan dan direkod di Kad Petak No	Perakuan Penerimaan : Disahkan bahawa stok yang diluluskan telah diterima
..... (Tandatangan Pegawai Stor) Nama : Jawatan : Tarikh :	..... (Tandatangan Pemohon) Nama : Jawatan : Tarikh :

Printed Date : 15/12/2017 Printed By : Jasmine Sia Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS

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Figure 3.1.5-15 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

3.2.6 Issue Type: Consumption

This function is used to create an offline issue for own consumption.

Figure 3.2.6-1 Create New Issue

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2

Click on the button to add new record.

Note

- *Issue screen will be displayed as shown in Figure 3.2.6-1.*
- *A newly-created Indent record **Status** is defaulted as 'Open'.*
- ***Unit Name** is defaulted to the user's login ID.*
- ***Issue Date** is defaulted to the system date and time.*

Figure 3.2.6-2 Consumption

STEP 3
Click on the Consumption tab

STEP 4
Enter the ***Request By***

Note
Own Consumption is selected to deduct stock from the user's unit.

STEP 5
Select the ***Item Group*** from the drop down:
- Drug
- Non Drug

Note
Character for remarks section up to 200 words.

STEP 6
Select the ***Item Sub Class*** checkbox

STEP 7
Select the ***UOM*** from the checkbox:
- PKU
- SKU

Note
Only main store user is allow to choose the UOM and sub store user is default to SKU

STEP 8
Click on the

to add the item to issue

Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Item Description	Item Sub Class	Batch No.	Brand Name	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
N05AF01135P2 001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.01	Flupenthixol Decanoate 20mg/ml Inj	Injectables	2363670	FLUANXOL	30/06/2017	Pack of 10 amps	0	1	0.00	16.2400		
N05AF01135P2 001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	2386502	FLUANXOL	28/02/2018	Pack of 10 amps	550	10	55.00	16.2400		
N05AF01135P2 001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	2380714	FLUANXOL	30/11/2017	Pack of 10 amps	0	10	0.00	16.2400		
N05AF01135P2 001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	Injectables	DUMMY	NO BRAND	30/09/2015	Pack of 10 amps	0	10	0.00	16.2400		
N05AB02135P3 001XX	Fluphenazine Decanoate 25mg/ml Inj	03.1003.04	Fluphenazine Decanoate 25 mg / ml Injection	Injectables	140829T	NO BRAND	31/03/2017	Pack of 10 amps	500	10	50.00	0.9570		

Figure 3.2.6-3 Add Item

STEP 9

Click on the Search button and system will display all the item as per Figure 3.2.6-3

STEP 10

Enter the requested ***Issue Quantity***

STEP 11

Click on the button to add the item selected to the ***Add Issue Item*** section

Note

- *An alert message will be displayed as per Figure 3.2.6-4 and Figure 3.2.6-5.*

Figure 3.2.6-4 Save Alert Message

- *Click on the* Yes *button.*

Figure 3.2.6-5 Record Saved Alert Message

- *Click on the* OK *button.*
- *Issue item will be displayed under Offline Issue List as shown in Figure 3.2.6-6.*
- *Total Amount (RM) will be displayed based on the total Amount of the item added.*

Figure 3.2.6-6 Consumption

STEP 12

Click on the button to save the transaction

Note

- *After saving the record, an alert message will be displayed as per Figure 3.2.6-7 and Figure 3.2.6-8.*

Figure 3.2.6-7 Save Alert Message

- *Click on the* Yes *button.*

Figure 3.2.6-8 Record Saved Alert Message

- *Click on the* OK *button.*
- ***Manual Issue No**. will be automatically generated by the system for future reference and the* Send for Approval *button will be enabled.*

Character	Description	Value
1-2	Manual	'M'
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 3.2.6-1

Figure 3.2.6-9 Consumption Confirm/Save

STEP 13

Click on the button

Note

*The **Status** will be changed to 'Draft'. User allow to save as 'Draft' and 'Confirm'*

STEP 14

Click on the Confirm button to approve the transaction

Note

*The **Status** will be changed to 'Approved'.*

3.2.7 Issue Type: Stock Replenish (Ward/ Unit Stock)

This function is used to replenishment of stock from Inpatient sub-store to the level 3 ward/unit.

Figure 3.2.7-1 Stock Replenish

STEP 1
Click on the 'Stock Replenish' tab

STEP 2
Click on the to search for the ***Requester Unit Name***

Note
- *A list of **Requester Unit Name** will be displayed*
- *Double click to select the **Requester Unit Name.***

STEP 3
Click on the check box for Item Sub class

Note
User is allowed to select more than one check box.

STEP 4
Click on the Stock Replenish button.

Note
- *The system will generate a list of items that has been set up in the Unit Catalogue List master where the Stock Available is less than the Buffer Level Quantity and the Ward/Unit Stock status is 'Yes'.*
- *The system will suggest the quantity depends on Max Storage in the Requester Unit as per Figure 3.2.7-2.*
- *The supplying Unit can be changed to level 3 from level 2 user.*

Figure 3.2.7-2 Stock Replenish

Figure 3.2.7-3 Information Box

STEP 5
Double-click on the item in the 'List of Items'.

Note

- *An Information Box as per Figure 3.2.7-3 will appear if there is no stock available at* ***Supplying Unit****.*
- The system will display *Item Allocation* as per Figure 3.2.7-4 once double click on the item.

Figure 3.2.7-4 Item Allocation Stock Replenish

Figure 3.2.7-5 Information box

STEP 6
Enter or change the quantity under ***Issue Quantity (SKU)*** if required

STEP 7
Click on the button to save the changes.

Note

- *An Information Box as per Figure 3.2.7-5 will appear after click .*
- *User able to confirm the transaction by clicking Yes button. If user want to go back to previous screen click on No button and click on Cancel button to cancel the transaction.*

Figure 3.2.7-6 Approval Screen Stock Replenish

Note
Stock Replenish No. *will be automatically generated by the system for future reference.*

STEP 8
Click on the Approve button to approve the Stock Replenish transaction as shown in Figure 3.2.7-6 and the status will change to Approved

Click on the Reject button to reject the transaction and the status will be changed to Rejected

STEP 9
Click on the button to close the transaction

Figure 3.2.7-7 Stock Replenish

STEP 10

Click on the

button to view/save or print the 'Borang Permohonan Stok' (KEW.PS-11) as shown in Figure 3.2.7-8 and Figure 3.2.7-9 and drug label as shown in Figure 3.2.7-10

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Stor
KEW.PS-11

No. Permohonan : :
Tarikh Pesanan : 15/01/2018

No. Pengeluaran : F02FBW-0031081
Tarikh Pengeluaran : 15/01/2018

Bil.	Permohonan				Pegawai Peluluc								Catatan
	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	
1	A03BA01183P3001XX	Atropine Sulphate 1mg/ml Injection	20	amp	43.0006.02	20	0	20	amp	Pack of 10 amps	151199T	30/06/2018	
2	R06AB04253P3001XX	Chlorpheniramine 10mg/ml Injection	10	amp	03.0405.03	1	0	1	amp	ampoule	150395T	28/02/2018	
3	N07CA02000T1001XX	Cinnarizine 25 mg Tablet	20	tablet	02.0416.05	20	0	20	tablet	Pack of 100 tabs (Blister)	15C89	31/03/2018	
4	N05BA01000P3001XX	Diazepam 10 mg/2 ml Injection	8	amp	03.0606.01	8	0	8	amp	ampoule	525072	16/06/2018	
5	C01CA07110P3001XX	Dobutamine 12.5mg/ml in 20ml Injection (250mg/20ml)	14	vial	03.0610.04	14	0	14	vial	vial	170246T	28/02/2019	
6	C01DA02221T1001XX	Glyceryl Trinitrate 0.5 mg Tablet	20	tablet	02.1202.02	20	0	20	tablet	Pack of 30 tabs	M46539	28/02/2019	
7	N05AD01000P3001XX	Haloperidol 5 mg/ml Injection	20	amp	N05AD01000P3001XX.01	20	0	20	amp	pack of 10 ampoule	150461L	28/02/2018	
8	A03BB01320T1001XX	Hyoscine N-Butylbromide 10 mg Tablet	500	tablet	02.1403.02	500	0	500	tablet	Pack of 500 tabs	15J1723	30/09/2018	
9	N01BB02110G4001XX	Lignocaine 2% Jelly	2	tube	01.2203.05	2	0	2	tube	tube	B1703020	31/03/2019	
10	A02AA10912T1001XX	Magnesium Trisilicate Tablet	200	tablet	02.2303.02	200	0	200	tablet	Pack of 30 tabs (Blister)	17C0271	31/03/2020	

Printed Date : 15/01/2018 Printed By : [illegible] Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS

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Figure 3.2.7-8 Borang Permohonan Stok

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PERMOHONAN STOK
(Tatacara Pengurusan Stor 143)
(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Salinan Stor
KEW.PS-11

No. Permohonan : :
Tarikh Pesanan : 15/01/2018

No. Pengeluaran : F02FBW-0031081
Tarikh Pengeluaran : 15/01/2018

Remarks :	
(Tandatangan Pemohon) Nama : Jawatan : Unit : WAD 7 (MED - L) Jabatan : Tarikh :	Kelulusan : Permohon diluluskan/tidak diluluskan* (Tandatangan Pegawai Pelulus) Nama [redacted] Jawatan : Pegawai Farmasi U48 Unit : UNIT FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 15/01/2018

* sila potong yang berkenaan

Kemaskini Rekod : Stok telah dikeluarkan dan direkod di Kad Petak No ..... (Tandatangan Pegawai Stor) Nama : Jawatan : Tarikh :	Perakuan Penerimaan : Disahkan bahawa stok yang diluluskan telah diterima (Tandatangan Pemohon) Nama : Jawatan : Tarikh :

Printed Date : 15/01/2018 Printed By : [redacted] Unit Name : UNIT FARMASI BEKALAN WAD Source : PhIS

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Figure 3.2.7-9 Borang Permohonan Stok

WAD 7 (MED - L)			**WAD 7 (MED - L)**		
Lignocaine 2% Jelly			**Lignocaine 2% Jelly**		
Qty : 2	SKU : tube	Unit Price 6.8400	Qty : 2	SKU : tube	Unit Price 6.8400
Batch No : B1703020		Exp Date : 2019-03-31	Batch No : B1703020		Exp Date : 2019-03-31
Remarks:			Remarks:		
WAD 7 (MED - L)			**WAD 7 (MED - L)**		
Lignocaine 2% Jelly			**Lignocaine 2% Jelly**		
Qty : 2	SKU : tube	Unit Price 6.8400	Qty : 2	SKU : tube	Unit Price 6.8400
Batch No : B1703020		Exp Date : 2019-03-31	Batch No : B1703020		Exp Date : 2019-03-31
Remarks:			Remarks:		

Figure 3.2.7-8 Label

3.2.8 Issue Type: Direct Issue

This function is used to issue an Approved Special Drug item or Requisition Order item requested by unit or specialist.

Figure 3.2.8-1 Create New Issue

STEP 1

Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2

Click on the button

Note

Issue screen will be displayed as shown in Figure 3.2.8-2.

Figure 3.2.8-2 Create New Issue

Figure 3.2.8-3 Requisition Order List

STEP 3
Click on the 'Direct Issue' tab

STEP 4
Select ***Issue Type*** as Requisition Order
Note
a) *A newly-created Issue record **Status** is defaulted as 'Open'.*
b) ***Issue Date** is defaulted to the system date and time.*
c) *The system will display **Requisition No.** field.*

STEP 5
Click on the button to search for the ***Requisition No.***

Note
- *The list of **Requisition Order No**. will be displayed as per Figure 3.2.8-3.*
- *Double-click to select the **Requisition Order No**.*
- *The system allowed entering **the Requisition Order No** partially or fully at the searching criteria.*

Figure 3.2.8-4 Direct Issue

Figure 3.2.8-5 Item Allocation

STEP 6
Double click on the item information to view the item details

Note
The 'Item Allocation' screen will be displayed.

STEP 7
Click on the button to save the transaction

Note
Direct Issue No. *will be automatically generated by the system for future reference and the* Send for Approval *button will be enabled.*

Figure 3.2.8-6 Direct Issue Send for Approval

STEP 8
Click on the Send for Approval button to send request to HOD for approval

Note
*The **Status** will be changed to 'Pending for Approval'.*

3.2.9 Rejected Issue List

This function is used to display rejected issue transaction once the RIQ is reject.

Figure 3.2.9-1 Rejected Issue List

STEP 1
Click on 'Inventory' menu, followed by 'Inventory Management', followed by 'Distribution', followed by 'Issue' and then click 'Rejected Issue'

STEP 2
Click on the Transaction No. and the rejected issue screen will be displayed as per Figure 3.2.9-1

Note
A new screen will be displayed as shown in Figure 3.2.9-2

Figure 3.2.9-2 Rejected Issue Information

3.3 Issue Approval

3.3.1 Offline Issue Approval

This function is used to perform Offline Issue Approval.

Figure 3.3.1-1 Task List

STEP 1
Click on the Transaction No. hyperlink and the Offline Issue screen will be displayed as per Figure 3.3.1-1

Note
A new screen will be displayed as shown in Figure 3.3.1-2.

Figure 3.3.1-2 Offline Issue Approval

STEP 2
Double click on the **Item information** under Add Issue Items

Note
A new screen will be displayed as shown in Figure 3.3.1-3.

Figure 3.3.1-3 Add Issue Quantity

STEP 3
User is allowed to change the quantity if required

STEP 4
Click on the button to save the transaction

Figure 3.3.1-4 Offline Issue Approval

STEP 5

a) Click on the Approve button to approve the Offline Issue transaction and the ***Status*** will automatically change to Approved

Note

- *Click on the* OK *button in Figure 3.6.1-5 and the* Generate Issue Note *will be displayed in Figure 3.3.1-6.*

Figure 3.3.1-5 Approved Alert Message

b) Click on the Reject button to reject the Offline Issue transaction and the ***Status*** will be changed to 'Rejected'.

- ***Reject Reason*** *is mandatory to be entered to reject the Offline Issue transaction.*

Figure 3.3.1-6 Offline Issue Generate Issue Note

STEP 6

Click on the Generate Issue Note to print out the issue note

Salinan Stor

KEW.PS-10

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

Kepada : UNIT PEMULIHAN CARAKERJA | **Daripada :** STOR FARMASI

Dilengkapkan Oleh Stor Pemesan | **Dilengkapkan Oleh Stor Pengeluar**

No. Pemesanan: 06/2015 | **Tarikh Pesanan:** 08/06/2015 | **No. Pengeluaran:** M02PS001-0017314 Offline Issue | **Tarikh Pengeluaran: 08/06/2015**

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 Diluluskan (SKU)	SKU	Harga (RM) Seunit (SKU)	Harga (RM) Jumlah	Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
F1950070001	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)	10	bott	01.0413.02	281	10	bott	11.6000	116.00	10.00	bottle (Bottle of 0.5L)	AF5035	14/01/2017	
N1080070002	Bandage Crepe 10cm 8PC	432	roll	09.0201.06	1,452	432	roll	3.1320	1,353.02	36.00	Pack of 12 roll	505.1011014		
N1080580011	Bandage Triangular 130cm x 90cm x 90cm	200	pc	09.0205.02	300	200	pc	2.3200	464.00	20.00	pack of 10 pieces	SC14400014, 10		
P1660550001	Mask Surgical Disposable, 3ply, tie-on	6	pck	10.2401.01	1,354	6	pck	19.1400	114.84	6.00	pack of 50 pieces	501.130313	30/04/2018	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama :	Nama :	Nama : [redacted]	Nama :
Jawatan :	Jawatan :	Jawatan : Pembantu Tadbir (Perkeranian	Jawatan :
Unit :	Unit :	Unit : STOR FARMASI	Unit :
Jabatan :	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh :	Tarikh :	Tarikh : 08/06/2015	Tarikh :
	(Dilengkapkan selelah stok diterima)		

BAHAGIAN BUNGKUSAN DAN PENGHANTARAN

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

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 23/07/2015 **Printed By** : [redacted] **Unit Name** : STOR FARMASI **Source** : PhIS

Figure 3.3.1-7 Borang Pesanan Dan Pengeluaran Stok

Note

- *For all types of Offline Issue, the approval steps are the same.*

3.3.2 Stock Replenish Approval

This function is used to perform Stock Replenish approval.

Note

HOD will receive the 'Pending for Approval' for Stock Replenish transactions in the Task List as shown in Figure 3.6.2-1.

Figure 3.3.2-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Stock Replenish screen will be displayed as per Figure 3.3.2-2

Figure 3.3.2-2 Ward/Unit Stock Approval

STEP 2

Double-click on the **Item information** under List of Items

Note

A new screen will be displayed as shown in Figure 3.3.2-3.

Figure 3.3.2-3 Add Issue Quantity

STEP 3
User is allowed to change the issue quantity if required

STEP 4
Click on the button to save the transaction

Figure 3.3.2-4 Ward/Unit Stock Approval

STEP 5

a) Click on the Approve button to approve the Ward/Unit Stock transaction and the ***Status*** will be automatically changed to Approved

Note
The Generate Issue Note *button will be displayed as per Figure 3.3.2-5.*

b) Click on the Reject button to reject the Ward/Unit Stock transaction and the ***Status*** will be changed to 'Rejected'

Note
Reject Reason *is mandatory to be entered to reject the Ward/Unit Stock transaction.*

Drug Code	Drug Description	Stock Available In Supplier Unit	Stock Available In Requester Unit	Suggested Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity	Remarks
C01DA02221P3001XX	Glyceryl Trinitrate 25mg/5ml Inj	375	0	5	5	amp	0.0000	0.00	0	
N05AF05135P2001XX	Zuclopenthixol Decanoate 200mg/ml Injection	600	5	25	25	amp	0.0000	0.00	0	
C01AA05000P3001XX	Digoxin 500mcg/2ml Inj	225	0	3	3	vial	0.0000	0.00	0	
C01BD01110P3001XX	Amiodarone 150mg/3ml Inj	75	0	3	3	amp	0.0000	0.00	0	
N05AD01000P3001XX	Haloperidol 5mg/ml Inj	600	5	35	35	EA	0.0000	0.00	0	

Figure 3.3.2-5 Ward/Unit Stock Issue Generate Issue Note and Label

STEP 6

Click on the Generate Issue Note as per Figure 3.3.2-5 to print out the issue note as per Figure 3.3.2-6

STEP 7

Click on the Label as per Figure 3.3.2-5 to print out the label as per Figure 3.3.2-7

KEMENTERIAN KESIHATAN MALAYSIA

KEW.PS-11

Hospital Pakar Sultanah Fatimah, Muar

BORANG PERMOHONAN STOK

(Tatacara Pengurusan Stor 143)

(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)

Unit Name : WAD 1 (PSY - P)

Tarikh Pesanan : 12/03/2014

No Pengeluaran : F02FBW-0000002

Tarikh Pengeluaran : 12/03/2014

Bil.	Permohonan				Pegawai Pelulus								Catatan
	No Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	
1	C01DA02221P3001XX	Glyceryl Trinitrate 25mg/5ml Inj	5	amp	03.1007.01	5	0	5	amp	Pack of 5 amps	131131T	30/06/2016	
2	N05AF05135P2001XX	Zuclopenthixol Decanoate 200mg/ml Injection	25	amp	N05AF05135P2001XX.02	25	0	25	amp	Pack of 10 amp	DMHPSF14	31/03/2015	
3	C01AA05000P3001XX	Digoxin 500mcg/2ml Inj	3	vial	C01AA05000P3001XX.02	3	0	3	vial	Box of 5 vial	DMHPSF14	31/03/2015	
4	C01BD01110P3001XX	Amiodarone 150mg/3ml Inj	3	amp	C01BD01110P3001XX.01	3	0	3	amp	Pack of 6 amp	3A085	31/08/2015	
5	N05AD01000P3001XX	Haloperidol 5mg/ml Inj	35	EA	N05AD01000P3001XX.01	35	0	35	EA	Pack of 10 vial	130342L	28/02/2015	

Printed Date : 06/04/2014

Printed By : [illegible]

Unit Name : UNIT FARMASI BEKALAN WAD

Source : PhIS

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Figure 3.3.2-6 Borang Permohonan Stok

Figure 3.3.2-7 Label

3.3.3 Direct Issue Approval

This function is used to approve a Direct Issue.

Note

Head of Department (HOD) will receive the 'Pending for Approval' for Direct Issue transactions in the Task List as shown in Figure 3.3.3-1.

Figure 3.3.3-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Direct Issue screen will be displayed as per Figure 3.3.3-2

Figure 3.3.3-2 Direct Issue

STEP 2

Double-click on the ***Item information*** under Direct Issue

STEP 3

a) Click on the Approve button to approve the Direct Issue transaction and the ***Status*** will be automatically changed to Approved

Note

Click on the OK *button in Figure 3.3.3-3 and the* Generate Issue Note *will be displayed in Figure 3.3.3-4.*

Figure 3.3.3-3 Approved Alert Message

b) Click on the Reject button to reject the Direct Issue transaction and the ***Status*** will be changed to 'Rejected'

Note

Reject Reason *is mandatory to be entered to reject the Direct Issue transaction.*

Figure 3.3.3-4 Direct Issue Generate Issue Note

STEP 4

Click on the Generate Issue Note as per Figure 3.3.3-4 to print out the issue note as per Figure 3.3.3-5

Salinan Stor

KEW.PS-10

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

BORANG PESANAN DAN PENGELUARAN STOK

(Tatacara Pengurusan Stor 136)

Pemesan : WAD 15 (PEAD)		Pengeluar : STOR FARMASI	
Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
No. Pemesanan: RO18000012	Tarikh Pesanan: 23/01/2018	No. Pengeluaran: D02PS001-0000623 Direct Issue	Tarikh Pengeluaran: 23/01/2018
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)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan
GLN0200005	Cetrimide 1% Lotion	5,000	ml	GLN0200005.05	1	0	bott	2.5000	2.50	1	bottle of 5000 mililitre	AB01	31/12/2019	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	Pegawai Penerima :	Telah Diluluskan dan Direkodkan oleh:	Dikeluarkan dan Direkod oleh:
Nama : [redacted]	Nama :	Nama : [redacted]	Nama :
Jawatan : Ketua Jururawat	Jawatan :	Jawatan : Pegawai Farmasi U44	Jawatan :
Unit : WAD 15 (PEAD)	Unit :	Unit : STOR FARMASI	Unit :
Jabatan : Paediatric Medicine	Jabatan :	Jabatan : Pharmacy	Jabatan :
Tarikh : 23/01/2018	Tarikh :	Tarikh : 23/01/2018	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 :

Printed Date : 23/01/2018 Printed By : [redacted] Unit Name : STOR FARMASI Source : PhIS

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Figure 3.3.3-5 Borang Pesanan dan Pengeluaran Stok

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
RIQ	Recommended Issue Quantity

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