



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

User Manual Pharmacy Inventory - Issue

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Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
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Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Jenny Heng Maxine Wong (QA)	Overall review
1.1	Jenny Heng Maxine Wong (QA)	Overall review
1.2	Michelle Foo (QA)	Overall review
1.3	Michelle Foo (QA)	Overall review
1.4	Michelle Foo (QA)	Change to the latest screen shot
1.5	Michelle Foo / Juraidah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, 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

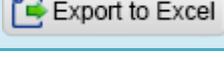
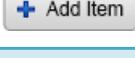
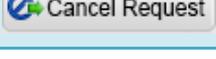
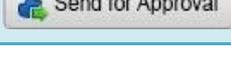
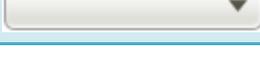
1.3 Organised Sections

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



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
3.2.1 Issue Listing Page	38

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

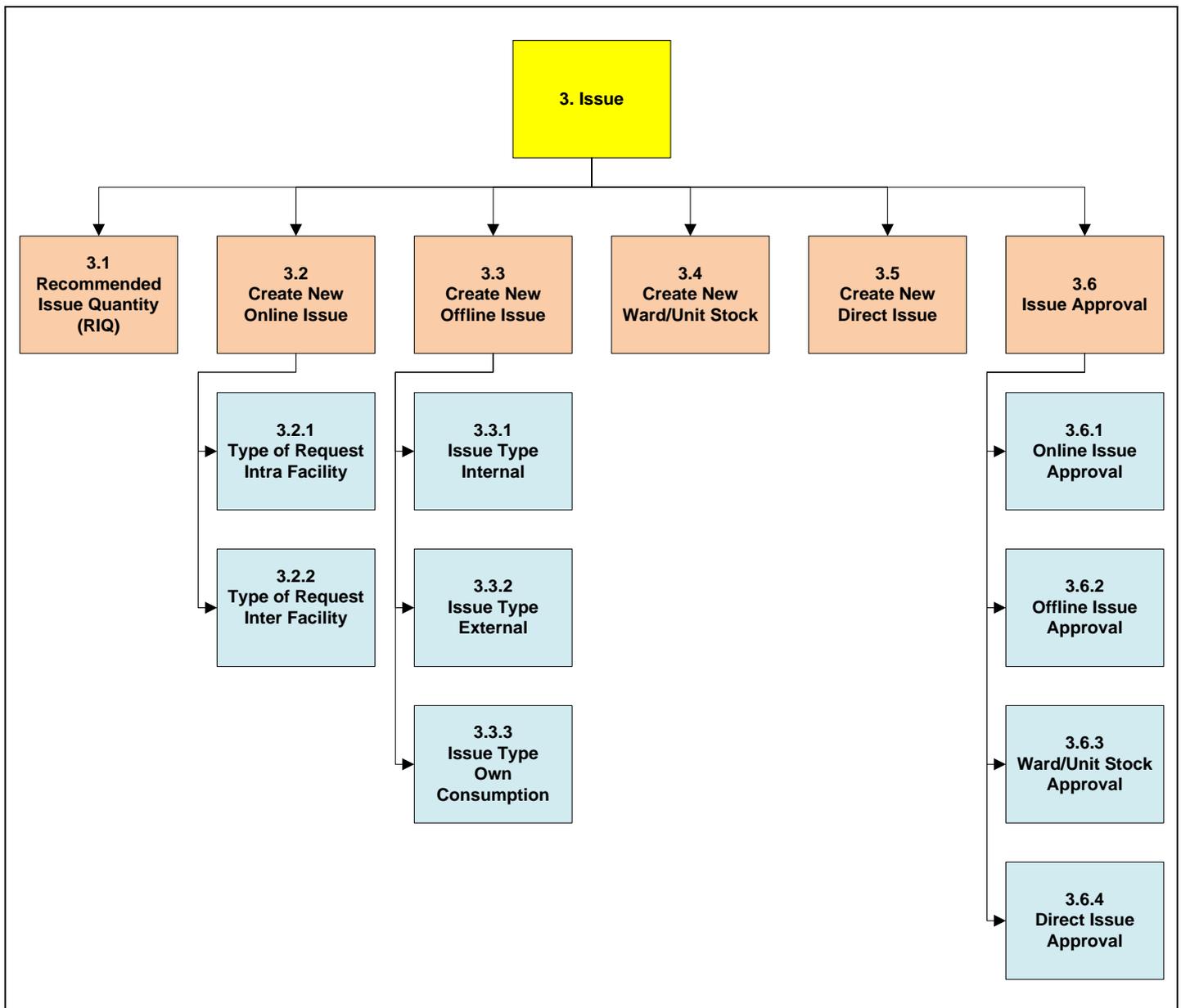


Figure 3-1



Functional Description

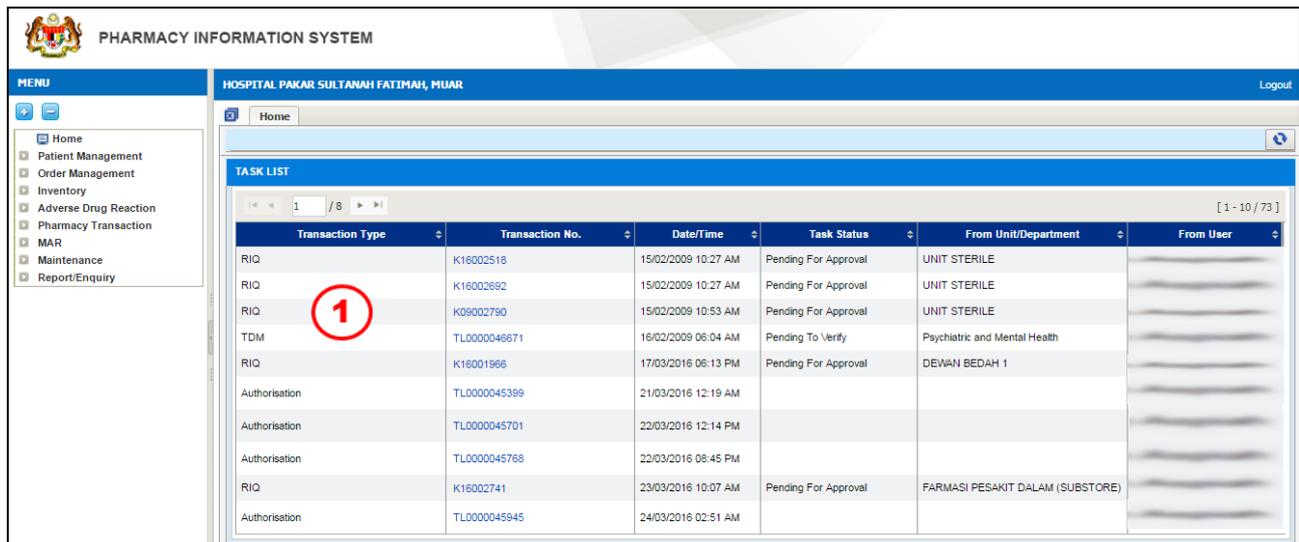
Finance sub-module comprises of six (6) main functions:

- **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:

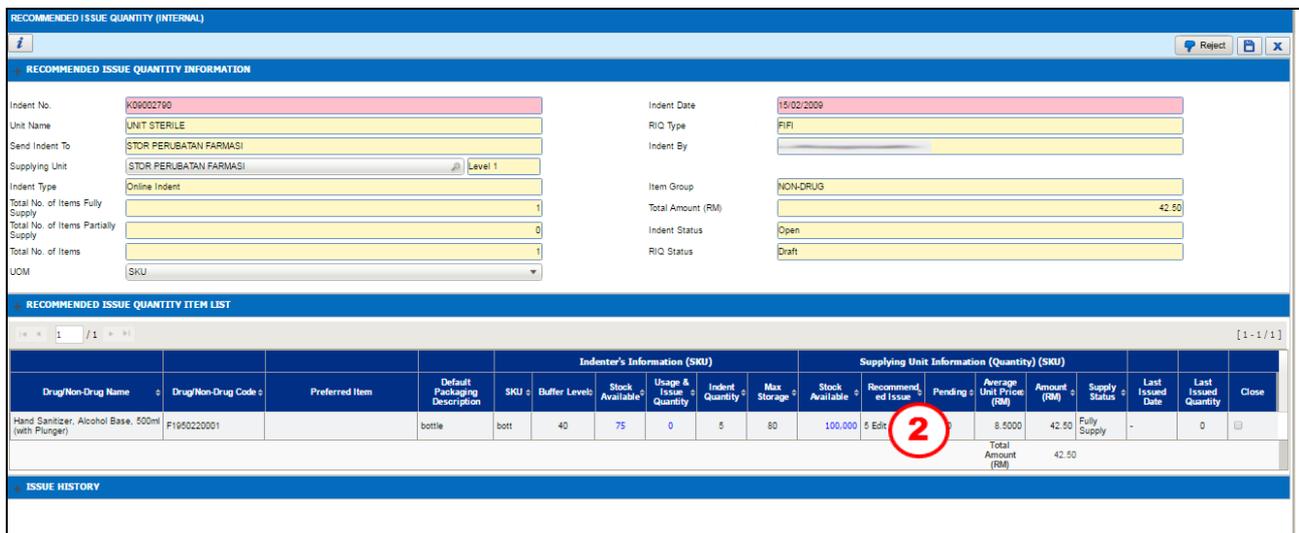


Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
RIQ	K16002518	15/02/2009 10:27 AM	Pending For Approval	UNIT STERILE	
RIQ	K16002692	15/02/2009 10:27 AM	Pending For Approval	UNIT STERILE	
RIQ	K09002790	15/02/2009 10:53 AM	Pending For Approval	UNIT STERILE	
TDM	TL0000046671	16/02/2009 06:04 AM	Pending To Verify	Psychiatric and Mental Health	
RIQ	K16001966	17/03/2016 06:13 PM	Pending For Approval	DEWAN BEDAH 1	
Authorisation	TL0000045399	21/03/2016 12:19 AM			
Authorisation	TL0000045701	22/03/2016 12:14 PM			
Authorisation	TL0000045768	22/03/2016 08:45 PM			
RIQ	K16002741	23/03/2016 10:07 AM	Pending For Approval	FARMASI PESAKIT DALAM (SUBSTORE)	
Authorisation	TL0000045945	24/03/2016 02:51 AM			

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.



Indenter's Information (SKU)		Supplying Unit Information (Quantity) (SKU)																
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Buffer Levels	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Hand Sanitizer, Alcohol Base, 500ml (with Pump)	F1650220001		bottle	bott	40	75	0	5	80	100,000	5 Edit		8.0000	42.50	Fully Supply	-	0	
													Total Amount (RM)	42.50				

Figure 3.1.1-2 Recommended Issue Quantity (Internal) Information

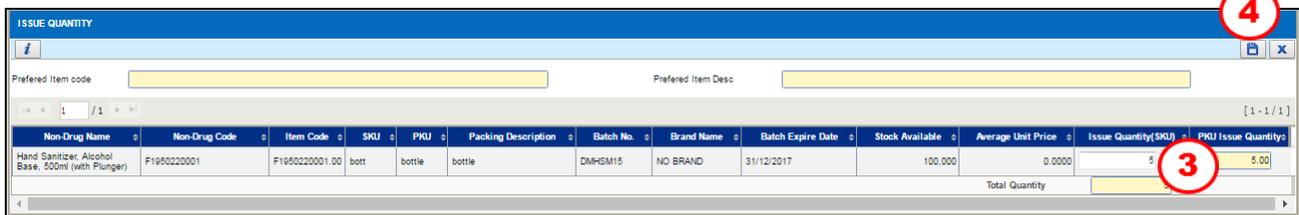
STEP 2

Click on the [Edit](#) hyperlink in the **Recommended Issue** column.

Note

- Recommended Issue Quantity type consists of 2 method: -
 - FIFO (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)

- [Edit](#) link will be disabled if the stock in supplying unit is nil (0).
- Issue Quantity (SKU) is defaulted to the quantity suggested from the RIQ process but it is editable.



Non-Drug Name	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
Hand Sanitizer, Alcohol Base, 500ml (with Plunger)	F1950220001	F1950220001.00	bott	bottle	bottle	DMHSM15	NO BRAND	31/12/2017	100,000	0.0000	5	5.00
Total Quantity												

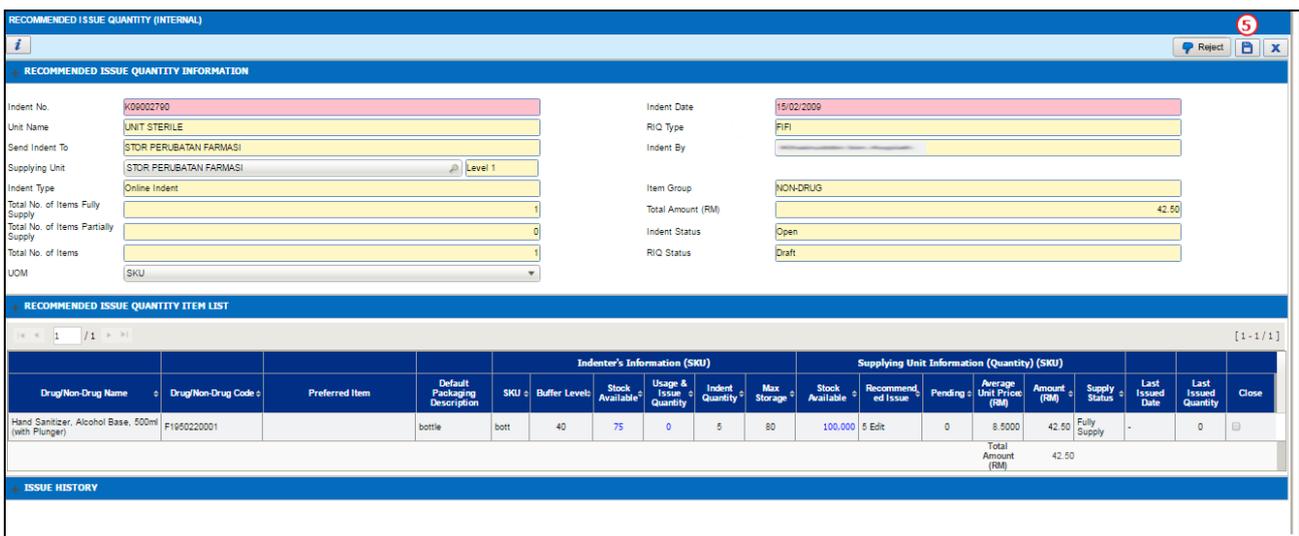
Figure 3.1.1-3 Issue Quantity (SKU)

STEP 3

Change the **Issue Quantity (SKU)** 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.



Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Buffer Levels	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Hand Sanitizer, Alcohol Base, 500ml (with Plunger)	F1950220001		bottle	bott	40	75	0	5	80	100,000	5 Edit	0	8.50000	42.50	Fully Supply	-	0	
Total Amount (RM)													42.50					

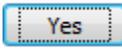
Figure 3.1.1-4 Save Record Alert Message

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  button.

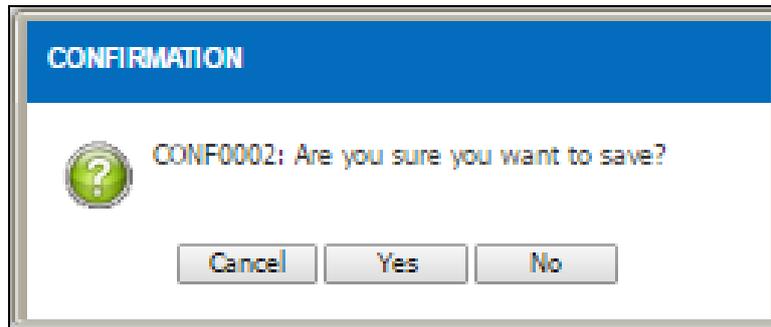


Figure 3.1.1-5 Save Record Alert Message

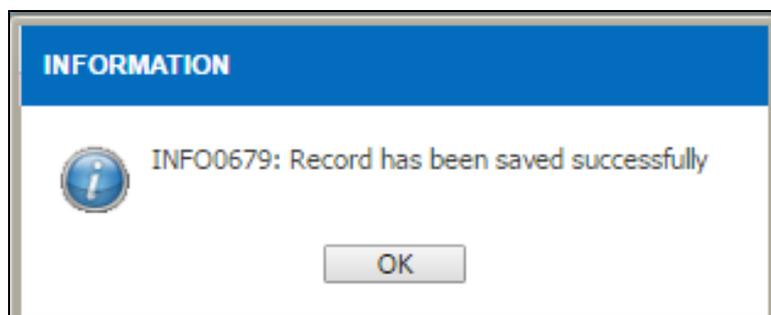
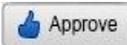
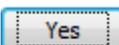


Figure 3.1.1-6 Save Record Alert Message

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.

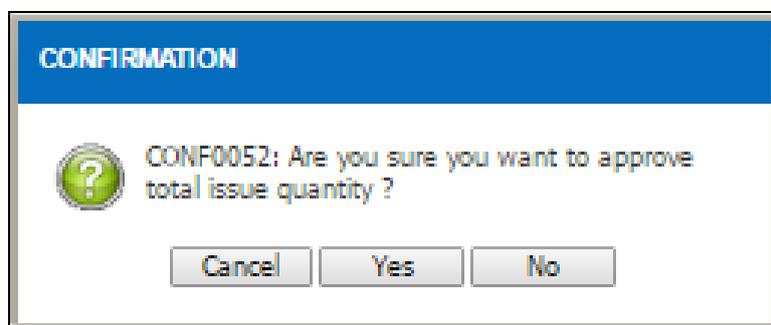


Figure 3.1.1-8 Save Record Alert Message

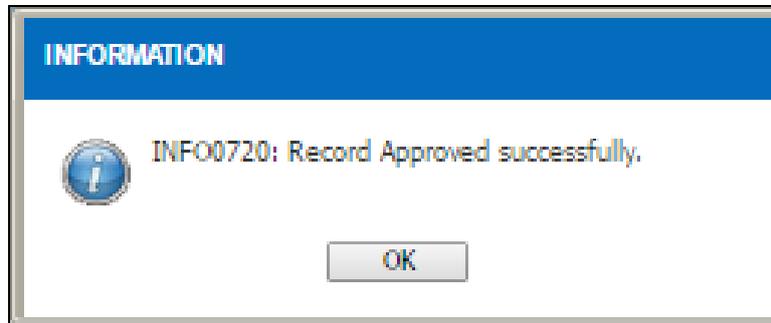
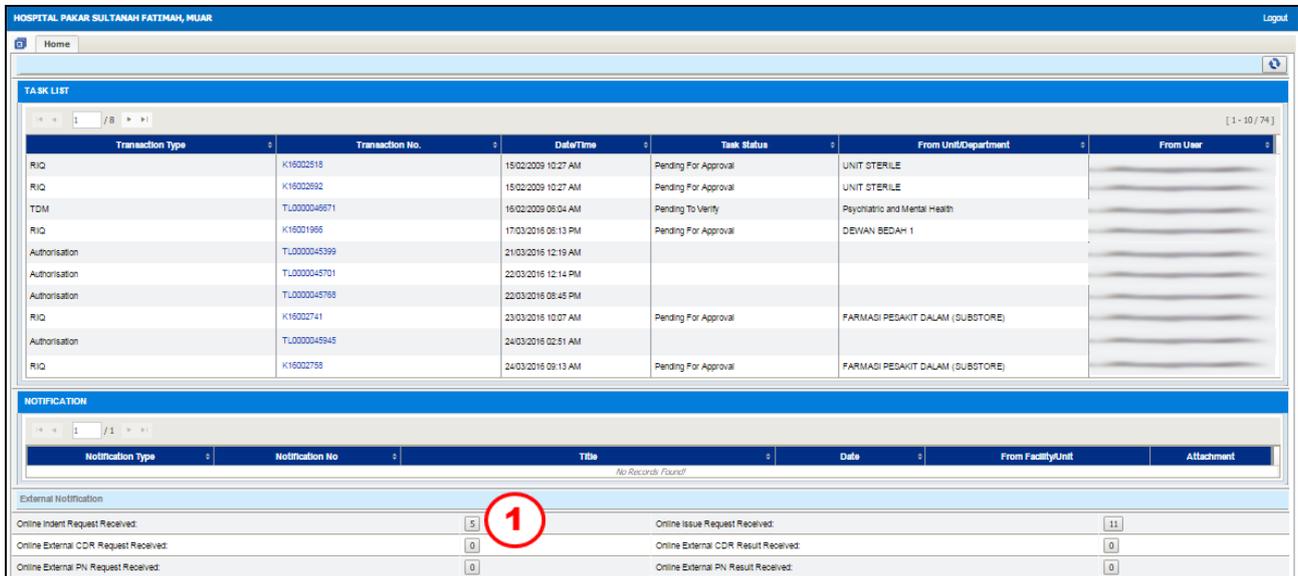


Figure 3.1.1-9 Save Record Alert Message

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:



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
RIQ	K16002518	15/02/2009 10:27 AM	Pending For Approval	UNIT STERILE	
RIQ	K16002592	15/02/2009 10:27 AM	Pending For Approval	UNIT STERILE	
TDM	TL000049671	16/02/2009 06:04 AM	Pending To Verify	Psychiatric and Mental Health	
RIQ	K16001966	17/03/2016 06:13 PM	Pending For Approval	DEWAN BEDAH 1	
Authorisation	TL000045399	21/03/2016 12:16 AM			
Authorisation	TL000045701	22/03/2016 12:14 PM			
Authorisation	TL000045798	22/03/2016 08:45 PM			
RIQ	K16002741	23/03/2016 10:07 AM	Pending For Approval	FARMASI PESAKIT DALAM (SUBSTORE)	
Authorisation	TL000045945	24/03/2016 02:51 AM			
RIQ	K16002758	24/03/2016 09:13 AM	Pending For Approval	FARMASI PESAKIT DALAM (SUBSTORE)	

Notification Type	Notification No.	Title	Date	From Facility/Unit	Attachment
No Records Found					

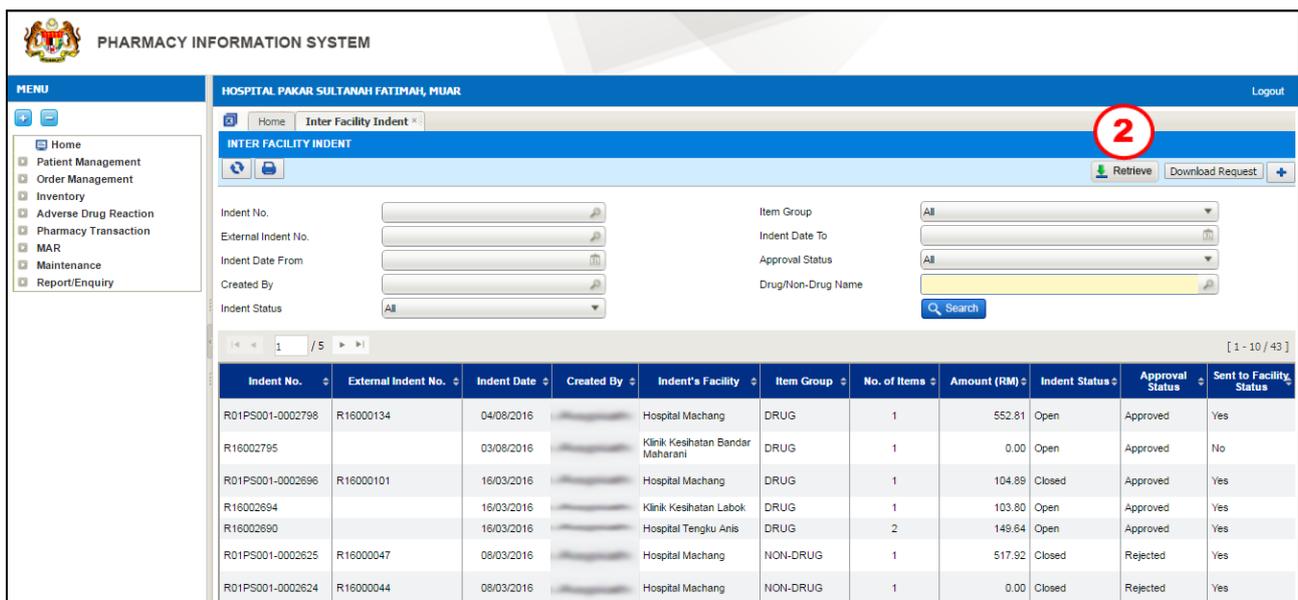
External Notification					
Online Indent Request Received:	5	Online Issue Request Received:	11		
Online External CDR Request Received:	0	Online External CDR Result Received:	0		
Online External PN Request Received:	0	Online External PN Result Received:	0		

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

STEP 1

Click on 'Online Indent Request Received' via External Notification.

The system will display the Online Indent Request Received / Inter Facility Indent as per Figure 3.1.2-2.



Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0002798	R16000134	04/08/2016		Hospital Machang	DRUG	1	552.81	Open	Approved	Yes
R16002795		03/08/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Open	Approved	No
R01PS001-0002696	R16000101	16/03/2016		Hospital Machang	DRUG	1	104.89	Closed	Approved	Yes
R16002694		16/03/2016		Klinik Kesihatan Labok	DRUG	1	103.80	Open	Approved	Yes
R16002690		16/03/2016		Hospital Tengku Anis	DRUG	2	149.64	Open	Approved	Yes
R01PS001-0002625	R16000047	08/03/2016		Hospital Machang	NON-DRUG	1	517.92	Closed	Rejected	Yes
R01PS001-0002624	R16000044	08/03/2016		Hospital Machang	NON-DRUG	1	0.00	Closed	Rejected	Yes

Figure 3.1.2-2 Inter Facility Indent

STEP 2

Select  Retrieve as per Figure 3.1.2-2.

EXTERNAL INDENT LIST				
Retrieve X				
[1 - 4 / 4]				
<input type="checkbox"/>	Facility Name	External Indent No.	External Indent Date	No. of Items
<input checked="" type="checkbox"/>	Klinik Kesihatan Lundang Paku	R16000125	22/02/2016 04:03:06 PM	1
<input type="checkbox"/>	Klinik Kesihatan Rantau Panjang (Pasir Mas)	R16000061	21/02/2016 02:39:13 PM	1
<input type="checkbox"/>	Hospital Pasir Mas	R16001394	14/02/2016 01:02:10 PM	1
<input type="checkbox"/>	Hospital Pasir Mas	R16001223	20/01/2016 03:45:27 PM	1

Figure 3.1.2-3 External Indent List

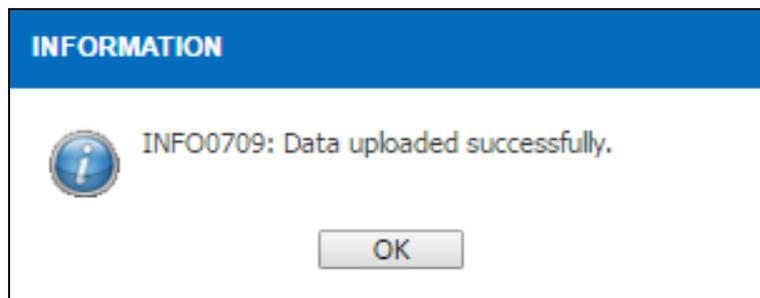


Figure 3.1.2-4 External Indent Data Uploaded

Note

- The system will display external indent list as per Figure 3.1.2-3.
- Select the 'External Indent No.' and click the  button.
- 'Data Uploaded successfully' information box pop-up once click the  button as per Figure 3.1.2-4.
- The selected external indent will be displayed in indent listing with Indent Status as 'Open' and Approval Status as 'Pending For Approval'.

PHARMACY INFORMATION SYSTEM										
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR										
Logout										
Inter Facility Indent X										
Retrieve Download Request +										
[1 - 10 / 191]										
Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0008665	R15000027	14/03/2016		Klinik Kesihatan Bandar Pasir Mas	DRUG	2	10,811.10	Open	Pending For Approval	Yes
R01PS001-0008664	R16000083	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Closed	Approved	Yes
R01PS001-0008663	R15011352	11/03/2016		Hospital Pakar Sultanah Fatimah, Muar	DRUG	1	473.50	Open	Pending For Approval	Yes
R01PS001-0008662	R16000066	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Open	Pending For Approval	Yes
R01PS001-0008661	R16000081	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Closed	Approved	Yes

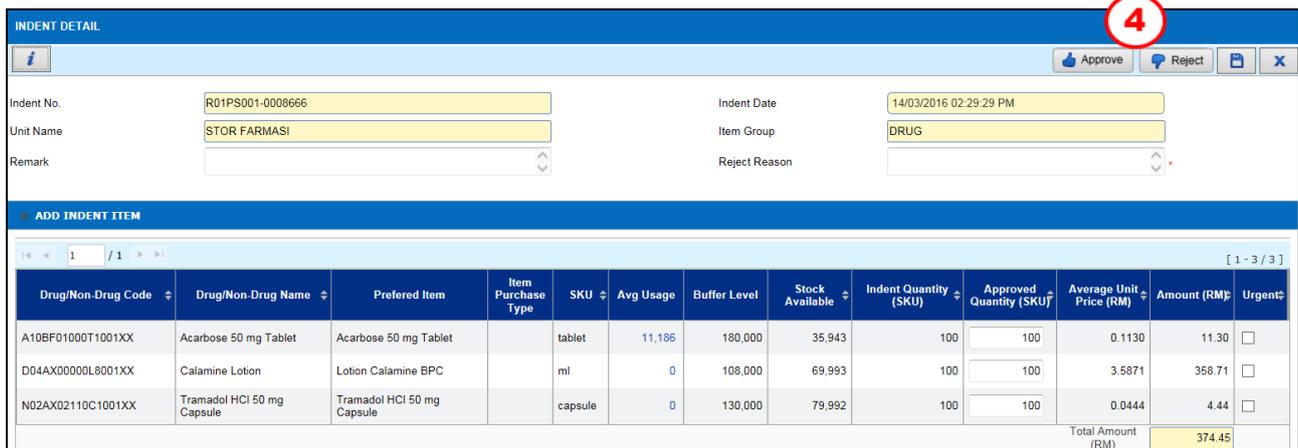
Figure 3.1.2-5 Indent Detail

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 3.1.2-6.
- The system will generate 'Indent No.' and the indent information will flow to Recommended Issue Quantity (External) once the transaction is approved.



Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet		tablet	11,186	180,000	35,943	100	100	0.1130	11.30	<input type="checkbox"/>
D04AX0000L8001XX	Calamine Lotion	Lotion Calamine BPC		ml	0	108,000	69,993	100	100	3.5871	358.71	<input type="checkbox"/>
N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	Tramadol HCl 50 mg Capsule		capsule	0	130,000	79,992	100	100	0.0444	4.44	<input type="checkbox"/>
Total Amount (RM)											374.45	

Figure 3.1.2-6 Indent Detail

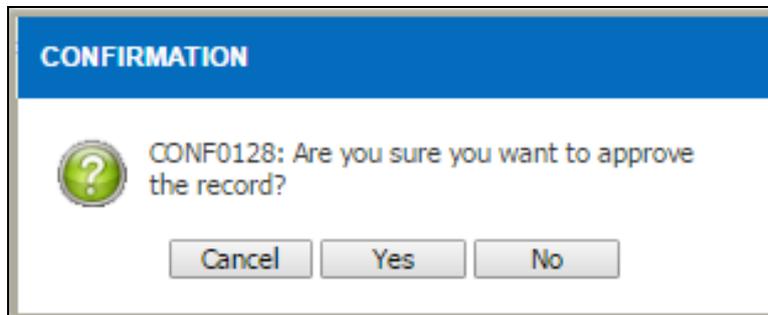


Figure 3.1.2-7 Confirmation Alert Message

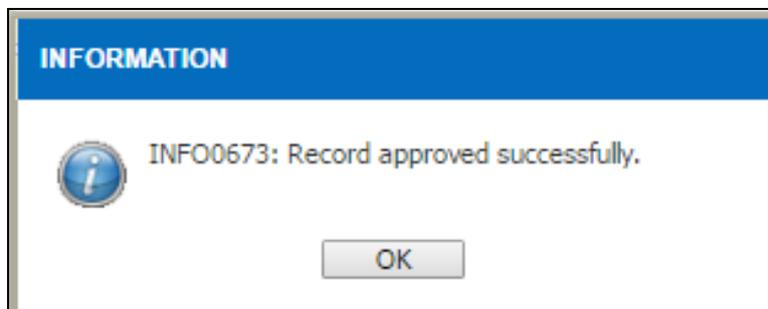


Figure 3.1.2-8 Information Alert Message

STEP 4

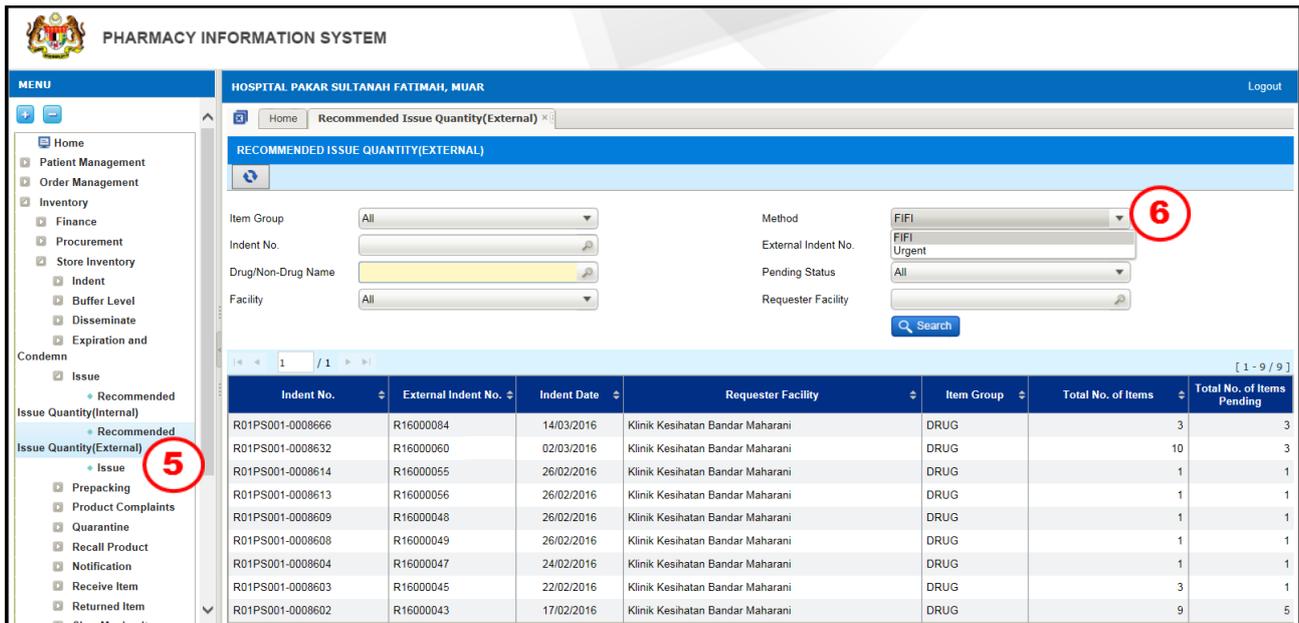
Click on the  button to Approve Indent Detail

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 3.1.2-7 after user clicked the  button.
- Click  as per Figure 3.1.2-8.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(External)

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

Item Group: All Method: **FIFO** (6)

Indent No. External Indent No. Method: FIFO, Urgent

Drug/Non-Drug Name Pending Status: All

Facility Requester Facility

Search

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-0008666	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.2-9 RIQ (External) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'

The system will display the RIQ (External) Listing Page as per Figure 3.1.2-9

Note

- Recommended Issue Quantity consists of 2 methods: -
- FIFO – 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 'FIFO' or 'Urgent/Priority'

Note

- The system will display all approved indent requests on the listing page as per Figure 3.1.2-9.
- Select on the 'FIFO' dropdown list in **Method** to display all the approved indent requests and will sort by First Indent as shown in Figure 3.1.2-9.
- 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 3.1.2-9. If all received indent requests are marked as urgent/priority, the issue quantity will be based on the received date.

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(External)

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

Item Group: All Method: FIFO
 Indent No.: External Indent No.: FIFO Urgent
 Drug/Non-Drug Name: Pending Status: All
 Facility: All Requester Facility:

Search

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-0008666	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.2-10 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 3.1.2-10.



RECOMMENDED ISSUE QUANTITY(EXTERNAL)

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. Indent Date
 External Facility Name RIQ Type
 Indent Type Item Group
 Total No. of Items Fully Supply Total Amount (RM)
 Total No. of Items Partially Supply Indent Status
 Total No. of Items RIQ Status
 UOM

RECOMMENDED ISSUE QUANTITY ITEM LIST

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Indenter's Information (SKU)			Supplying Information (Quantity) (SKU)					Last Issued Date	Last Issued Quantity	Close	
			Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)				Supply Status
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX0000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

ISSUE HISTORY

Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Default Packaging Description	Indent Quantity	Issue Quantity	Pending Quantity	Average Unit Price (RM)	Amount (RM)	Issue Note No.
No Records Found!									

Figure 3.1.2-11 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 3.1.2-11.
- 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.

ISSUE QUANTITY

Preferred Item code Preferred Item Desc

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
Total Quantity											100	

Figure 3.1.2-12 Issue Quantity

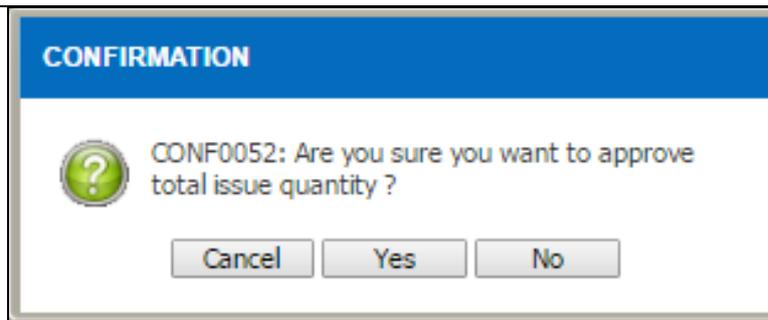


Figure 3.1.2-13 Confirmation Alert Message

STEP 9

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

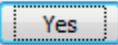
Note

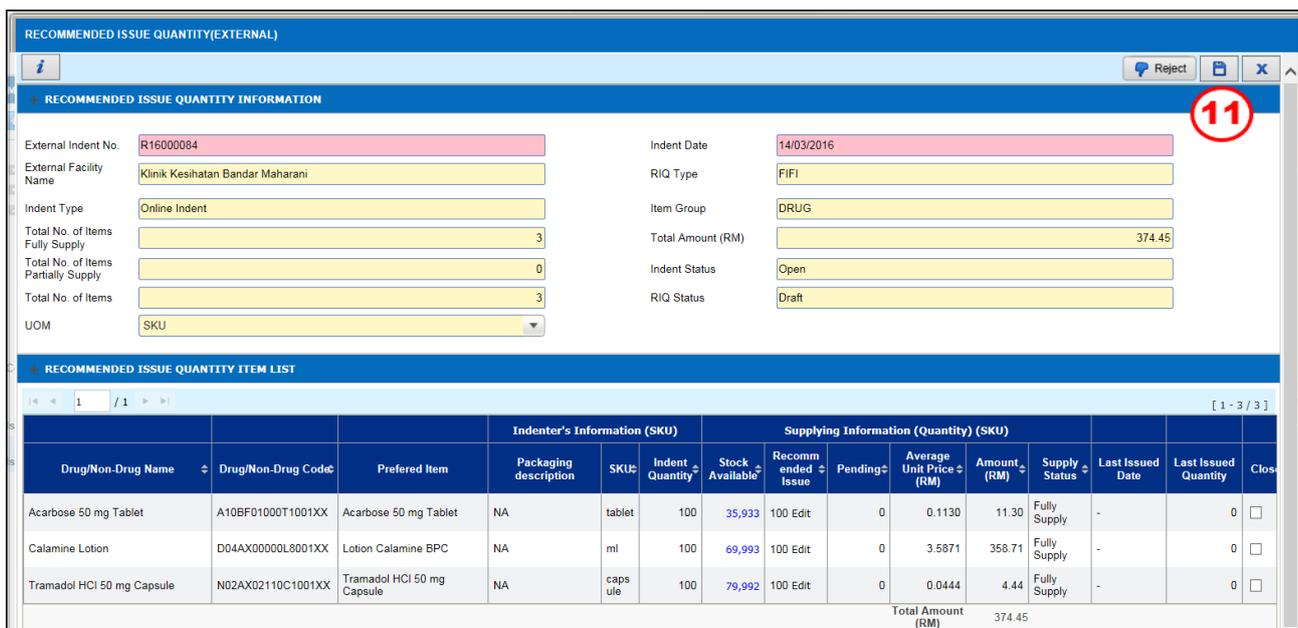
Issue Quantity (SKU) is defaulted to the quantity suggested from the RIQ process but it is editable.

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 3.1.2-13.
- Click on the  button.



The screenshot shows a software window titled 'RECOMMENDED ISSUE QUANTITY(EXTERNAL)'. It contains a form for 'RECOMMENDED ISSUE QUANTITY INFORMATION' and a table for 'RECOMMENDED ISSUE QUANTITY ITEM LIST'. A red circle with the number '11' is overlaid on the top right of the form area.

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. R16000084 Indent Date 14/03/2016
 External Facility Name Klinik Kesihatan Bandar Maharani RIQ Type FIFI
 Indent Type Online Indent Item Group DRUG
 Total No. of Items Fully Supply 3 Total Amount (RM) 374.45
 Total No. of Items Partially Supply 0 Indent Status Open
 Total No. of Items 3 RIQ Status Draft
 UOM SKU

RECOMMENDED ISSUE QUANTITY ITEM LIST

Indenter's Information (SKU)			Supplying Information (Quantity) (SKU)											
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX0000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

Figure 3.1.2-14 Recommended Issue Quantity Confirmation Page

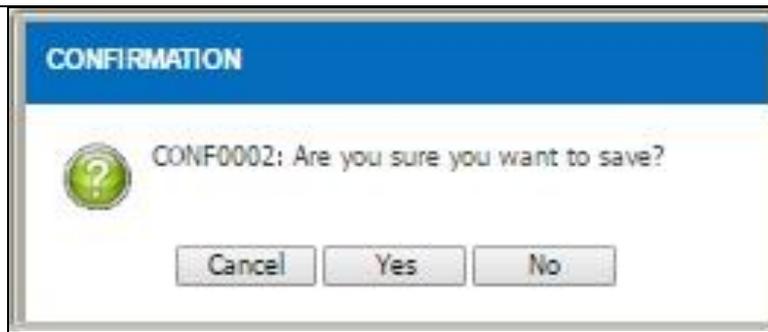


Figure 3.1.2-15 Confirmation Alert Message

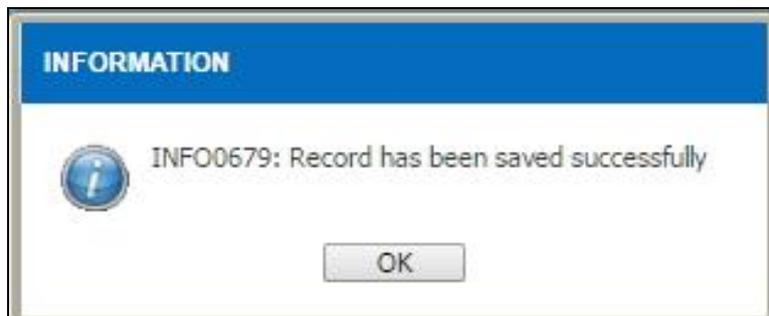


Figure 3.1.2-16 Confirmation Alert Message

STEP 11

Click on the  button to save record.

Note

- Confirmation alert message will appear as shown in Figure 3.1.2-15.
- Click  as shown in Figure 3.1.2-16.

12

RECOMMENDED ISSUE QUANTITY(EXTERNAL)







RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R16000084"/>	Indent Date <input type="text" value="14/03/2016"/>
External Facility Name <input type="text" value="Klinik Kesihatan Bandar Maharani"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Fully Supply <input type="text" value="3"/>	Total Amount (RM) <input type="text" value="374.45"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Indent Status <input type="text" value="Open"/>
Total No. of Items <input type="text" value="3"/>	RIQ Status <input type="text" value="Draft"/>
UOM <input type="text" value="SKU"/>	

RECOMMENDED ISSUE QUANTITY ITEM LIST

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Indenter's Information (SKU)			Supplying Information (Quantity) (SKU)								
			Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX00000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

Figure 3.1.2-17 Confirmation Alert Message

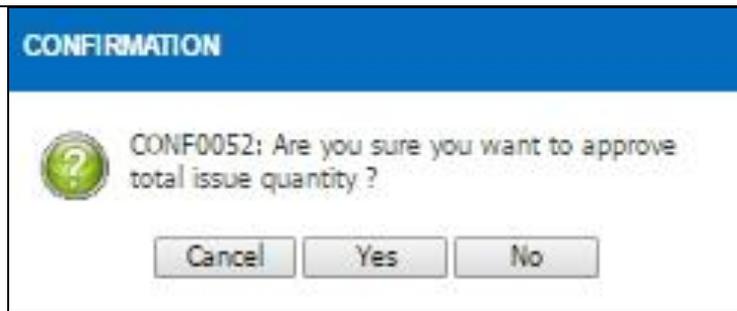


Figure 3.1.2-18 Confirmation Alert Message

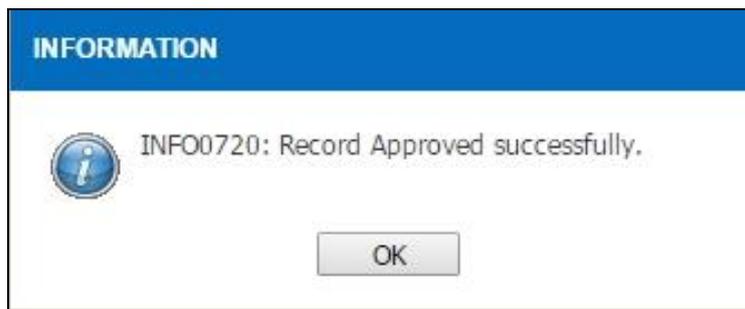
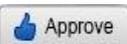


Figure 3.1.2-19 Confirmation Alert Message

STEP 12

Click on the  button to approve the RIQ transaction as shown in *Figure 3.1.2-17*.

Note

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

Click  as shown in *Figure 3.1.2-19*.

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:





TASK LIST						
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User	
Receive Internal	F02FIP-0005519	01/12/2014 04:30 PM	Pending to Receive	UNIT FARMASI KLINIK PAKAR		
Adjustment	SA15002497	11/01/2015 10:50 AM	Pending For Approval	FXP FILLING STATION		
Receive Internal	F02FBV-0010047	19/12/2015 05:54 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD		
Receive Internal	F02FBV-0010045	19/12/2015 06:07 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD		
Receive Internal	M02P0001-0016293	29/12/2015 05:18 PM	Pending to Receive	STOR FARMASI		
Receive Internal	M02P0001-0016295	05/01/2016 09:45 AM	Pending to Receive	STOR FARMASI		
Receive Internal	N02FIP-0017051	02/03/2016 03:54 PM	Pending to Receive	UNIT FARMASI KLINIK PAKAR		
TDM	TL0000100147	04/03/2016 11:49 AM	Pending To Verify	General Medicine		
TDM	TL0000100305	16/03/2016 12:36 PM	Pending To Verify	General Medicine		
TDM	TL0000100311	16/03/2016 11:17 PM	Pending To Verify	Pharmacy		

NOTIFICATION					
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
No Records Found					

External Notification			
Online External CDR Request Received:	34	Online External CDR Result Received:	0
Online External PN Request Received:	1	Online External PN Result Received:	1
External Radio Order Request Received:	1	External Radio Order Result Received:	0
External TDM Request Received:	11	External TDM Result Received:	0
Online Contract Request Received:	7		
Online SPUB R1 Request Received:	1		
Online Indent SPUB Received:	6		
Online Issue SPUB Request Received:	0		

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.

PHARMACY INFORMATION SYSTEM										
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR										Logout
Home Inter Facility Indent										
INTER FACILITY INDENT										
<input type="button" value="Retrieve"/> <input type="button" value="Download Request"/>										
Indent No.	<input type="text"/>	Item Group	All							
External Indent No.	<input type="text"/>	Indent Date To	<input type="text"/>							
Indent Date From	<input type="text"/>	Approval Status	All							
Created By	<input type="text"/>	Drug/Non-Drug Name	<input type="text"/>							
Indent Status	All	<input type="button" value="Search"/>								
[1 - 10 / 43]										
Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0002798	R16000134	04/08/2016		Hospital Machang	DRUG	1	552.81	Open	Approved	Yes
R16002795		03/08/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Open	Approved	No
R01PS001-0002696	R16000101	16/03/2016		Hospital Machang	DRUG	1	104.89	Closed	Approved	Yes
R16002694		16/03/2016		Klinik Kesihatan Labok	DRUG	1	103.80	Open	Approved	Yes
R16002690		16/03/2016		Hospital Tengku Anis	DRUG	2	149.64	Open	Approved	Yes
R01PS001-0002625	R16000047	08/03/2016		Hospital Machang	NON-DRUG	1	517.92	Closed	Rejected	Yes
R01PS001-0002624	R16000044	08/03/2016		Hospital Machang	NON-DRUG	1	0.00	Closed	Rejected	Yes

Figure 3.1.3-2 Inter Facility Indent

STEP 2

Select as per Figure 3.1.3-2.

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

Figure 3.1.3-3 External Indent List

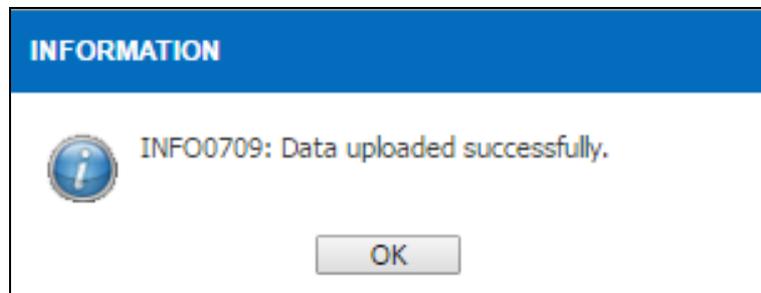
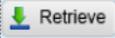
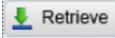


Figure 3.1.3-4 External Indent Data Uploaded

Note

- The system will display external indent list as per Figure 3.1.3-3.
- Select the 'External Indent No.' and click the  button.
- 'Data Uploaded successfully' information box pop-up once click the  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'.

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility Indent

INTER FACILITY INDENT

Retrieval and Download Request buttons

Search filters: Indent No., External Indent No., Indent Date From, Created By, Indent Status, Item Group, Indent Date To, Approval Status, Drug/Non-Drug Name

Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0008665	R15000027	14/03/2016		Klinik Kesihatan Bandar Pasir Mas	DRUG	2	10,811.10	Open	Pending For Approval	Yes
R01PS001-0008664	R16000083	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Closed	Approved	Yes
R01PS001-0008663	R15011352	11/03/2016		Hospital Pakar Sultanah Fatimah, Muar	DRUG	1	473.50	Open	Pending For Approval	Yes
R01PS001-0008662	R16000066	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Open	Pending For Approval	Yes
R01PS001-0008661	R16000081	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Closed	Approved	Yes

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.

INDENT DETAIL

Approve Reject buttons

Indent No.: R01PS001-0008666

Unit Name: FKP FILLING STATION

Remark: [Empty]

Indent Date: 14/03/2016 02:29:29 PM

Item Group: DRUG

Reject Reason: [Empty]

ADD INDENT ITEM

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet		tablet	11,186	180,000	35,943	100	100	0.1130	11.30	<input type="checkbox"/>
D04AX00000L8001XX	Calamine Lotion	Lotion Calamine BPC		ml	0	108,000	69,993	100	100	3.5871	358.71	<input type="checkbox"/>
N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	Tramadol HCl 50 mg Capsule		capsule	0	130,000	79,992	100	100	0.0444	4.44	<input type="checkbox"/>
Total Amount (RM)											374.45	

Figure 3.1.3-6 Indent Detail

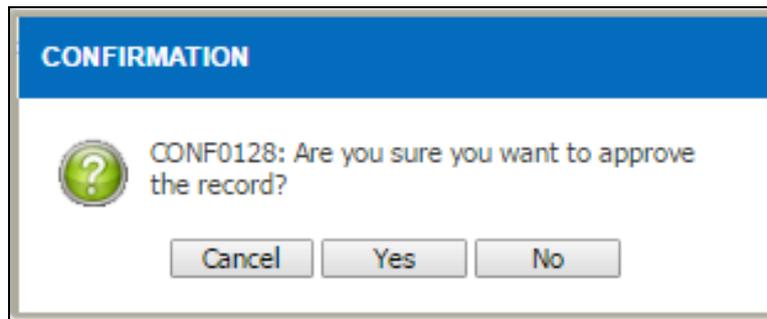


Figure 3.1.3-7 Confirmation Alert Message

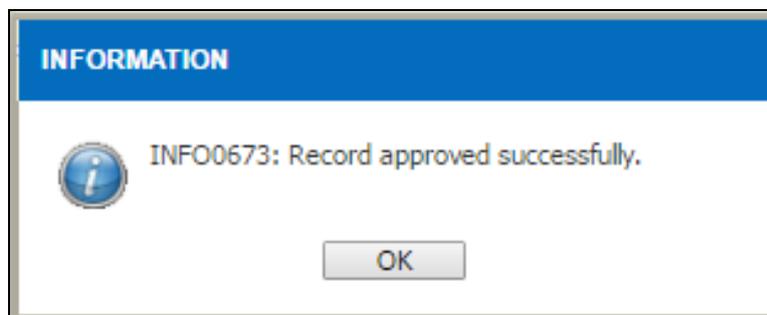


Figure 3.1.3-8 Information Alert Message

STEP 4

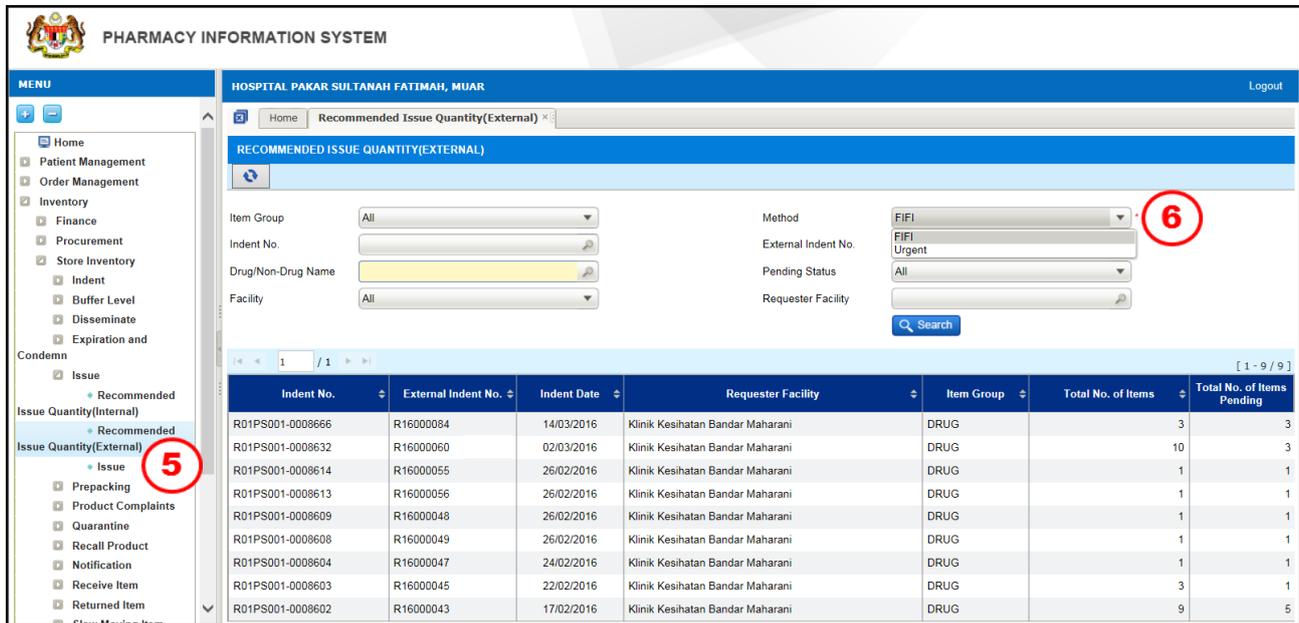
Click on the  button to Approve Indent Detail.

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.



Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-0008666	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.3-9 RIQ (External) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'.

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

Note

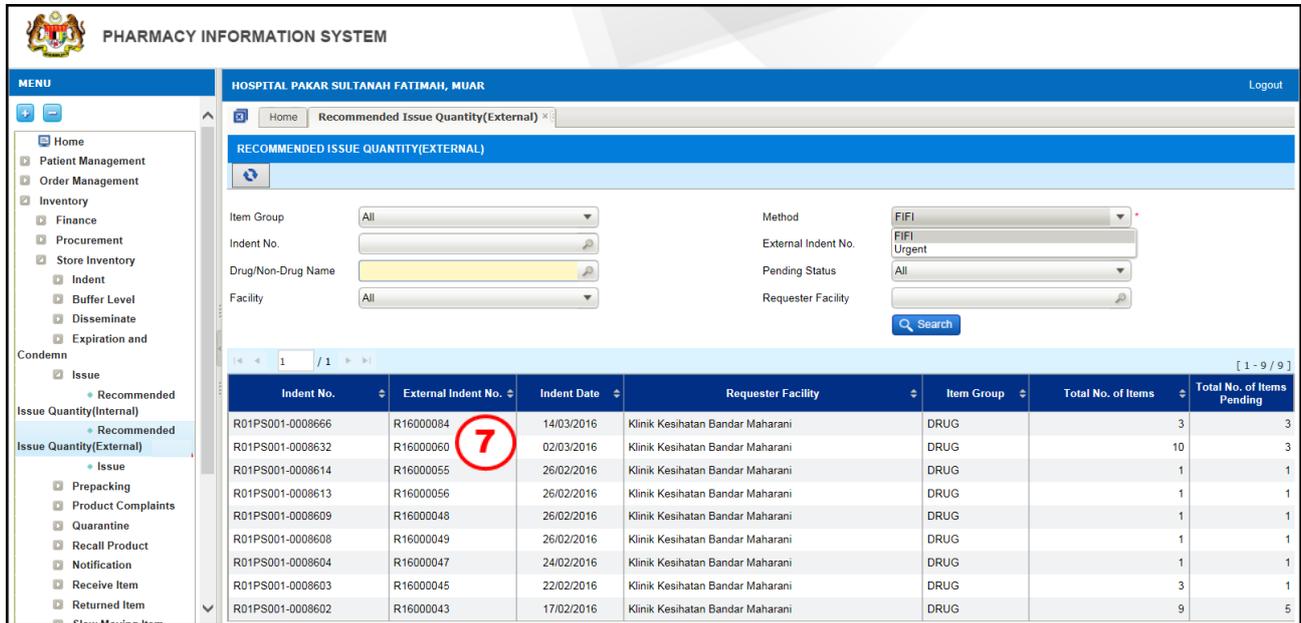
- Recommended Issue Quantity consists of 2 methods: -
 - FIFO
 - Urgent/Priority
- FIFO – the system will recommend the issue quantity based on the First Indent First Issue.
- Urgent/Priority – the system will recommend issue quantity by Indent that has urgent item inside.

STEP 6

Select on 'FIFO' 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 'FIFO' 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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(External)

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

Item Group: All Method: FIFO
 Indent No.: External Indent No.: FIFO Urgent
 Drug/Non-Drug Name: Pending Status: All
 Facility: All Requester Facility: Search

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-0008666	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.3-10 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 3.1.3-10.

RECOMMENDED ISSUE QUANTITY INFORMATION												
External Indent No.	R16000084				Indent Date	14/03/2016						
External Facility Name	Klinik Kesihatan Bandar Maharani				RIQ Type	FIF1						
Indent Type	Online Indent				Item Group	DRUG						
Total No. of Items Fully Supply	3				Total Amount (RM)	374.45						
Total No. of Items Partially Supply	0				Indent Status	Open						
Total No. of Items	3				RIQ Status	Draft						
UOM	SKU											

RECOMMENDED ISSUE QUANTITY ITEM LIST														
			Indenter's Information (SKU)				Supplying Information (Quantity) (SKU)							
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	8	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX0000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

ISSUE HISTORY									
Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Default Packaging Description	Indent Quantity	Issue Quantity	Pending Quantity	Average Unit Price (RM)	Amount (RM)	Issue Note No.
No Records Found!									

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.

ISSUE QUANTITY												
Preferred Item code		A10BF01000T1001XX.01										
Preferred Item Desc		Acarbose 50 mg Tablet										
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	9	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
Total Quantity											100	

Figure 3.1.3-12 Issue Quantity

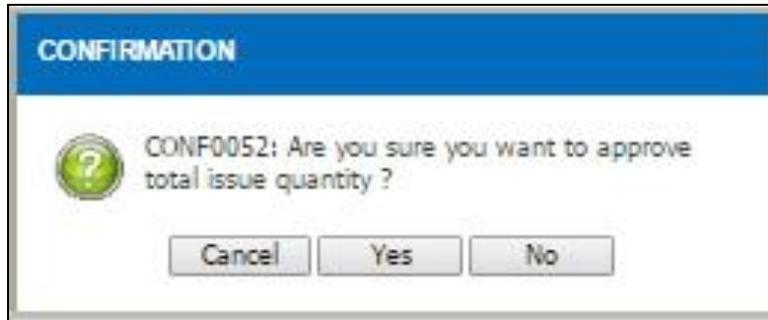


Figure 3.1.3-13 Confirmation Alert Message

STEP 9

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

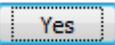
Note

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  button.

Confirmation Page

11

11

11

Approve Reject Save X

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No.	R16000084	Indent Date	14/03/2016
External Facility Name	Klinik Kesihatan Bandar Maharani	RIQ Type	FIFI
Indent Type	Online Indent	Item Group	DRUG
Total No. of Items Fully Supply	3	Total Amount (RM)	374.45
Total No. of Items Partially Supply	0	Indent Status	Open
Total No. of Items	3	RIQ Status	Draft
UOM	SKU		

RECOMMENDED ISSUE QUANTITY ITEM LIST

[1 - 3 / 3]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Indenter's Information (SKU)			Supplying Information (Quantity) (SKU)							Last Issued Date	Last Issued Quantity	Close
			Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status				
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>	
Calamine Lotion	D04AX00000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>	
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>	
Total Amount (RM)										374.45					

Figure 3.1.3-14 Recommended Issue Quantity

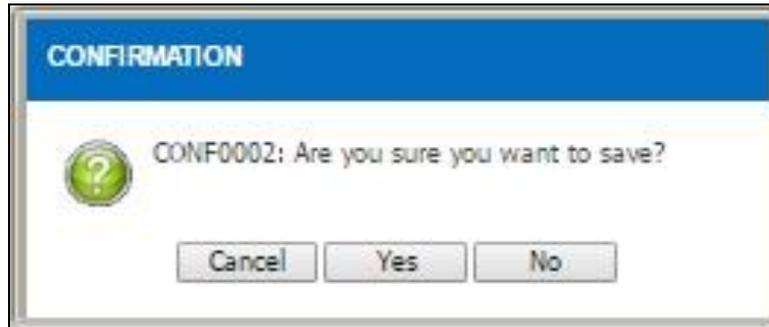


Figure 3.1.3-15 Confirmation Alert Message

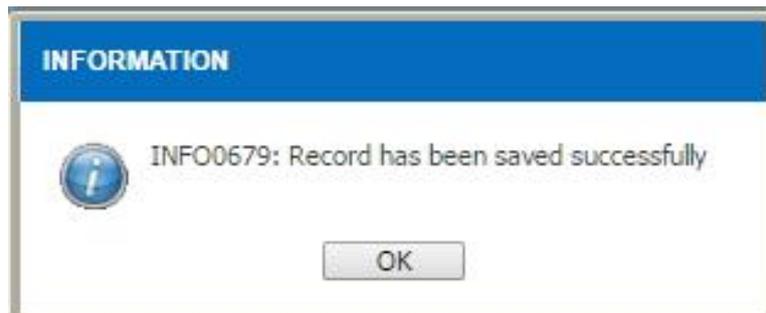


Figure 3.1.3-16 Confirmation Alert Message

STEP 11

Click on the  button to save record.

Note

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

12

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

Approve Reject Print Close

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No. <input type="text" value="R16000084"/>	Indent Date <input type="text" value="14/03/2016"/>
External Facility Name <input type="text" value="Klinik Kesihatan Bandar Maharani"/>	RIQ Type <input type="text" value="FIFO"/>
Indent Type <input type="text" value="Online Indent"/>	Item Group <input type="text" value="DRUG"/>
Total No. of Items Fully Supply <input type="text" value="3"/>	Total Amount (RM) <input type="text" value="374.45"/>
Total No. of Items Partially Supply <input type="text" value="0"/>	Indent Status <input type="text" value="Open"/>
Total No. of Items <input type="text" value="3"/>	RIQ Status <input type="text" value="Draft"/>
UOM <input type="text" value="SKU"/>	

RECOMMENDED ISSUE QUANTITY ITEM LIST

[1 - 3 / 3]

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Indenter's Information (SKU)				Supplying Information (Quantity) (SKU)						Last Issued Date	Last Issued Quantity	Close
			Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status				
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-		0	<input type="checkbox"/>
Calamine Lotion	D04AX00000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-		0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-		0	<input type="checkbox"/>
Total Amount (RM)										374.45					

Figure 3.1.3-17 Recommended Issue Quantity Confirmation Page

CONFIRMATION

CONF0052: Are you sure you want to approve total issue quantity ?

Figure 3.1.3-18 Confirmation Alert Message

INFORMATION

INFO0720: Record Approved successfully.

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:

TASK LIST						
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User	
Adjustment	SA15022151	20/03/2016 09:30 AM	Pending For Approval	FSW FILLING STATION		
Receive Internal	F02MANF-0009975	16/05/2015 09:04 PM	Pending to Receive	UNIT FARMASI PENGELUARAN FARMASEUTIKAL		
Receive Internal	N02P001-0016909	18/01/2016 08:14 PM	Pending to Receive	STOR FARMASI		
Receive Internal	N02P001-0016910	18/01/2016 08:16 PM	Pending to Receive	STOR FARMASI		
Receive Internal	N02P001-0016922	26/01/2016 12:40 PM	Pending to Receive	STOR FARMASI		
Receive Internal	N02P001-0016990	04/02/2016 12:29 PM	Pending to Receive	STOR FARMASI		
Receive Internal	F02CDR-0010051	05/02/2016 10:37 AM	Pending to Receive	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK		
TDM	TL0000100147	04/03/2016 11:49 AM	Pending To Verify	General Medicine		
Incident	K16009643	07/03/2016 02:17 PM	Pending For Approval	FSW FILLING STATION		
IV Endorsement	TL0000100206	09/03/2016 04:49 PM		Pharmacy		

NOTIFICATION						
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment	
No Records Found!						
External Notification						
Online External CDR Request Received:				Online External CDR Result Received:		14
Online External PN Request Received:				Online External PN Result Received:		1
External Radio Order Request Received:				External Radio Order Result Received:		1
External TDM Request Received:				External TDM Result Received:		11
Online Contract Request Received:						7
Online SPUB R1 Request Received:						1
Online Indent Manufacturing Received:						4
Online Issue Manufacturing Received:						0

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*.

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility Indent

INTER FACILITY INDENT

Retrieve Download Request

Indent No. External Indent No. Indent Date From Created By Indent Status

Item Group Indent Date To Approval Status Drug/Non-Drug Name

Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0002798	R16000134	04/08/2016		Hospital Machang	DRUG	1	552.81	Open	Approved	Yes
R16002795		03/08/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Open	Approved	No
R01PS001-0002696	R16000101	16/03/2016		Hospital Machang	DRUG	1	104.89	Closed	Approved	Yes
R16002694		16/03/2016		Klinik Kesihatan Labok	DRUG	1	103.80	Open	Approved	Yes
R16002690		16/03/2016		Hospital Tengku Anis	DRUG	2	148.64	Open	Approved	Yes
R01PS001-0002625	R16000047	08/03/2016		Hospital Machang	NON-DRUG	1	517.92	Closed	Rejected	Yes
R01PS001-0002624	R16000044	08/03/2016		Hospital Machang	NON-DRUG	1	0.00	Closed	Rejected	Yes

Figure 3.1.4-2 Inter Facility Indent

STEP 2

Select as per Figure 3.1.4-2.

EXTERNAL INDENT LIST

Retrieve

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

Figure 3.1.4-3 External Indent List

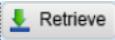
INFORMATION

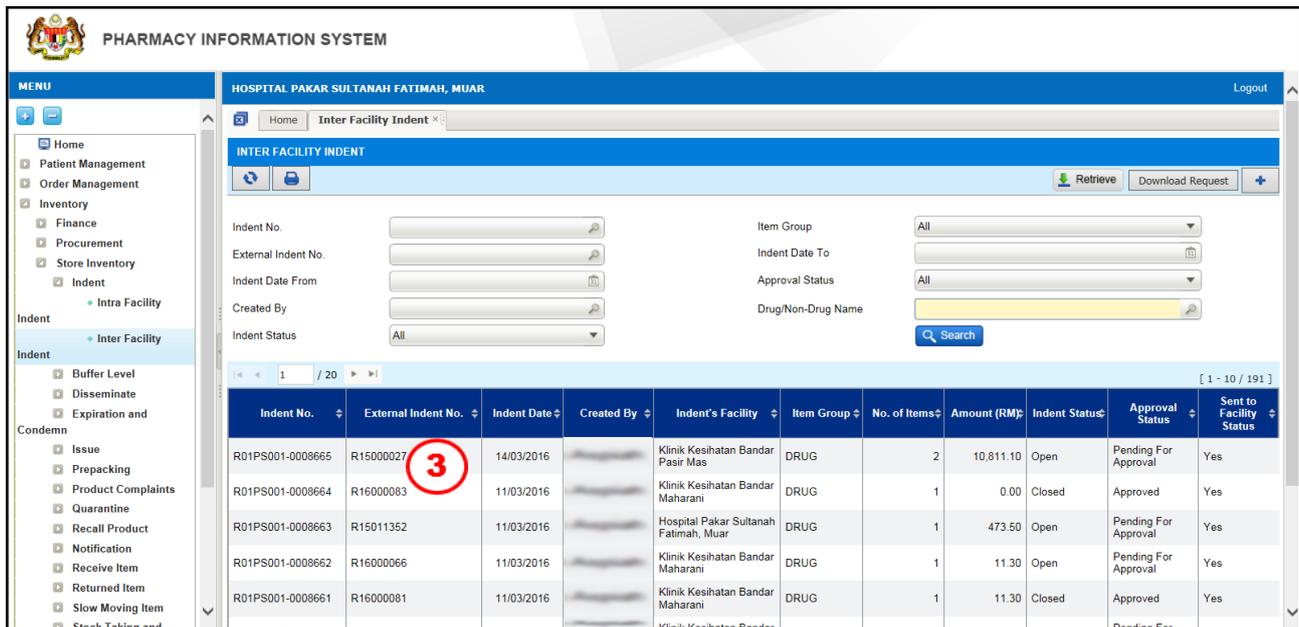
INFO0709: Data uploaded successfully.

OK

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  button.
- 'Data Uploaded successfully' information box pop-up once click the  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'.



Indent No.	External Indent No.	Indent Date	Created By	Indent's Facility	Item Group	No. of Items	Amount (RM)	Indent Status	Approval Status	Sent to Facility Status
R01PS001-0008665	R15000027	14/03/2016		Klinik Kesihatan Bandar Pasir Mas	DRUG	2	10,811.10	Open	Pending For Approval	Yes
R01PS001-0008664	R16000083	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	0.00	Closed	Approved	Yes
R01PS001-0008663	R15011352	11/03/2016		Hospital Pakar Sultanah Fatimah, Muar	DRUG	1	473.50	Open	Pending For Approval	Yes
R01PS001-0008662	R16000066	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Open	Pending For Approval	Yes
R01PS001-0008661	R16000081	11/03/2016		Klinik Kesihatan Bandar Maharani	DRUG	1	11.30	Closed	Approved	Yes

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.

INDENT DETAIL

4
Approve Reject Print Close

Indent No.	<input type="text" value="R01PS001-0008666"/>	Indent Date	<input type="text" value="14/03/2016 02:29:29 PM"/>
Unit Name	<input type="text" value="FBW FILLING STATION"/>	Item Group	<input type="text" value="DRUG"/>
Remark	<input type="text"/>	Reject Reason	<input type="text"/>

ADD INDENT ITEM

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent
A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet		tablet	11,186	180,000	35,943	100	<input type="text" value="100"/>	0.1130	11.30	<input type="checkbox"/>
D04AX00000L8001XX	Calamine Lotion	Lotion Calamine BPC		ml	0	108,000	69,993	100	<input type="text" value="100"/>	3.5871	358.71	<input type="checkbox"/>
N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	Tramadol HCl 50 mg Capsule		capsule	0	130,000	79,992	100	<input type="text" value="100"/>	0.0444	4.44	<input type="checkbox"/>
Total Amount (RM)											374.45	

Figure 3.1.4-6 Indent Detail

CONFIRMATION


CONF0128: Are you sure you want to approve the record?

Cancel
Yes
No

Figure 3.1.4-7 Confirmation Alert Message

INFORMATION


INFO0673: Record approved successfully.

OK

Figure 3.1.4-8 Information Alert Message

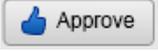
STEP 4

Click on the  button to Approve Indent Detail.

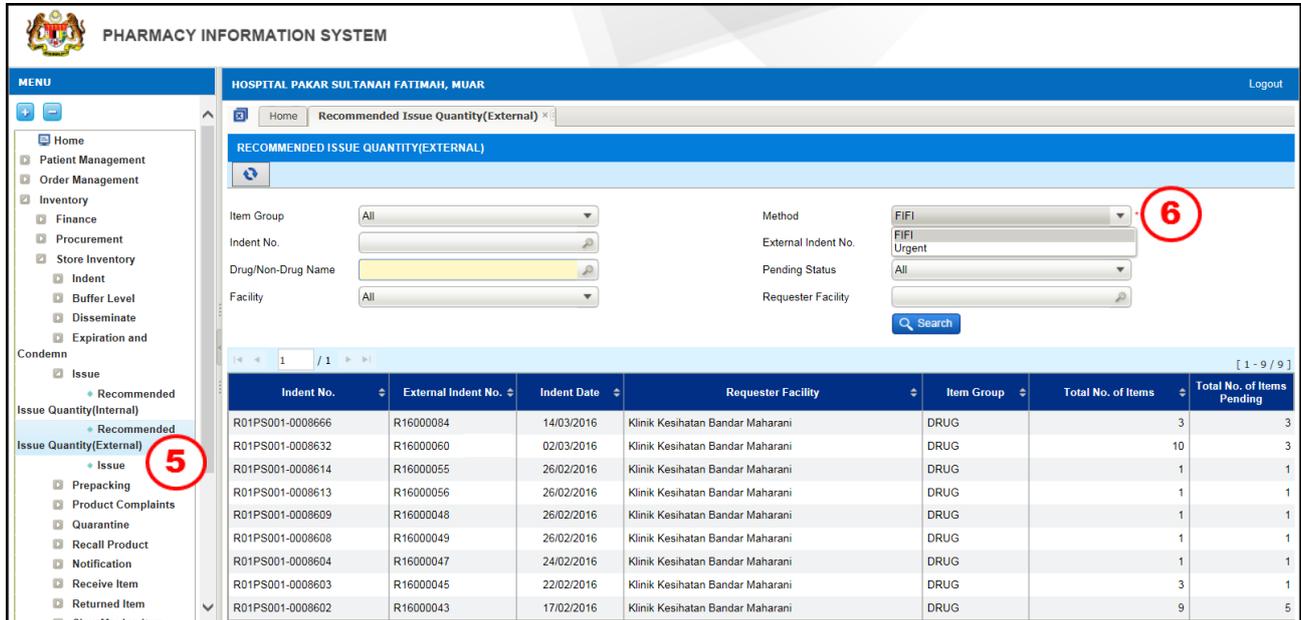
Or

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(External) * [Logout]

RECOMMENDED ISSUE QUANTITY(EXTERNAL)

Item Group: All Method: **FIFO** (6)

Indent No. External Indent No. Method: FIFO, Urgent

Drug/Non-Drug Name Pending Status: All

Facility: All Requester Facility

[Search]

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-0008666	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.4-9 RIQ (External) Listing Page

STEP 5

Click on 'Inventory' menu follow by 'Store Inventory' then 'Issue' and 'Recommended Issue Quantity (External)'.

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

Note

- Recommended Issue Quantity consists of 2 methods: -

- *FIFO*
- *Urgent/Priority*

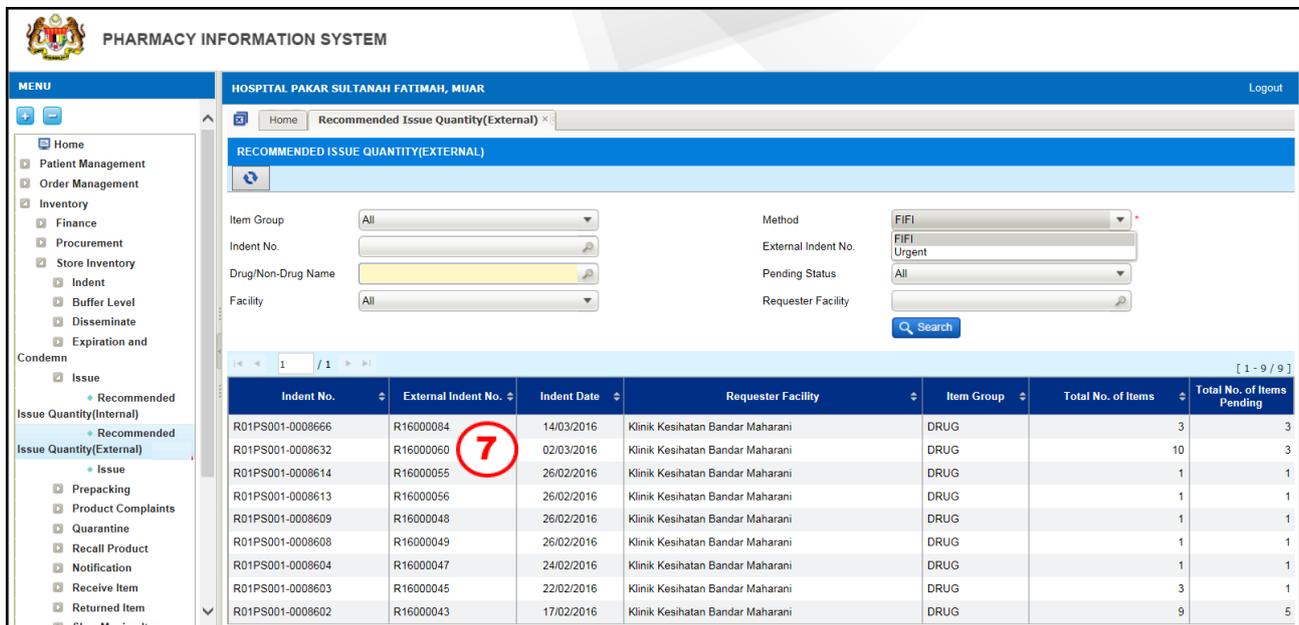
- *FIFO* – the system will recommend the issue quantity based on the First Indent First Issue.
- *Urgent/Priority* – the system will recommend issue quantity by Indent that has urgent item inside.

STEP 6

Select on 'FIFO' 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 'FIFO' 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.



Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01PS001-000866	R16000084	14/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0008632	R16000060	02/03/2016	Klinik Kesihatan Bandar Maharani	DRUG	10	3
R01PS001-0008614	R16000055	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008613	R16000056	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008609	R16000048	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008608	R16000049	26/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008604	R16000047	24/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	1	1
R01PS001-0008603	R16000045	22/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	3	1
R01PS001-0008602	R16000043	17/02/2016	Klinik Kesihatan Bandar Maharani	DRUG	9	5

Figure 3.1.4-10 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 3.1.4-10.

RECOMMENDED ISSUE QUANTITY INFORMATION													
External Indent No.	R16000084			Indent Date	14/03/2016								
External Facility Name	Klinik Kesihatan Bandar Maharani			RIQ Type	FIFI								
Indent Type	Online Indent			Item Group	DRUG								
Total No. of Items Fully Supply	3			Total Amount (RM)	374.45								
Total No. of Items Partially Supply	0			Indent Status	Open								
Total No. of Items	3			RIQ Status	Draft								
UOM	SKU												

RECOMMENDED ISSUE QUANTITY ITEM LIST														
Indenter's Information (SKU)				Supplying Information (Quantity) (SKU)										
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	8	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX0000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

ISSUE HISTORY										
Drug/Non-Drug Name	Drug/Non-Drug Code	SKU	Default Packaging Description	Indent Quantity	Issue Quantity	Pending Quantity	Average Unit Price (RM)	Amount (RM)	Issue Note No.	
No Records Found!										

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.

ISSUE QUANTITY													
Preferred Item code		A10BF01000T1001XX.01											
Preferred Item Desc		Acarbose 50 mg Tablet											
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	9	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	Y1009	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
Total Quantity											100		

Figure 3.1.4-12 Issue Quantity

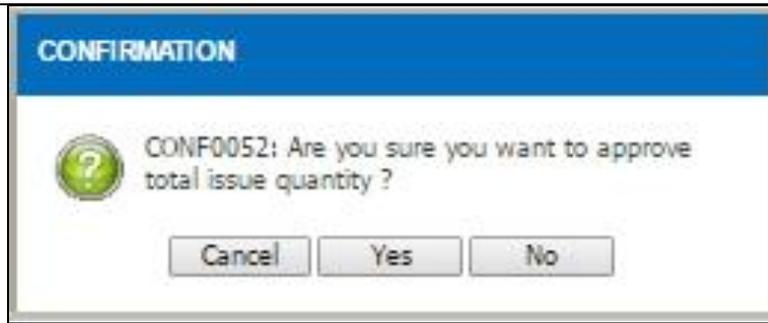


Figure 3.1.4-13 Confirmation Alert Message

STEP 9

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

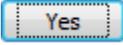
Note

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  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  button.

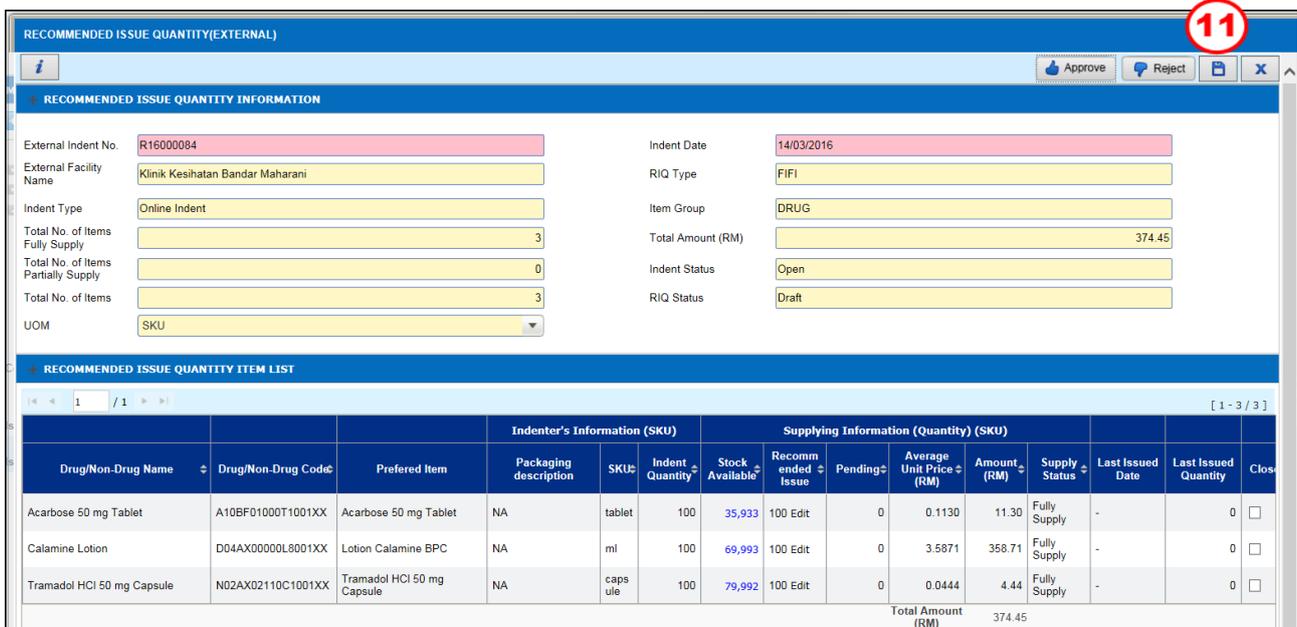


Figure 3.1.4-14 Recommended Issue Quantity Confirmation Page

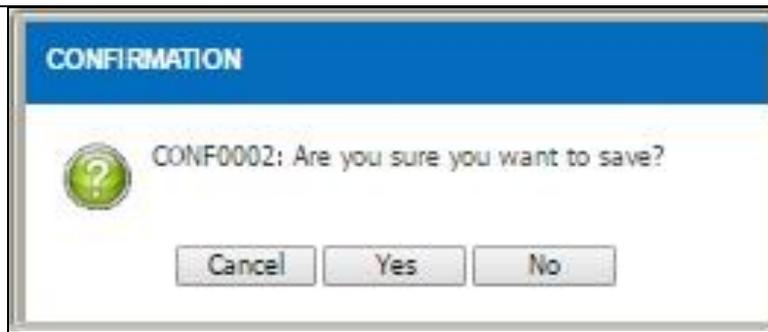


Figure 3.1.4-15 Confirmation Alert Message

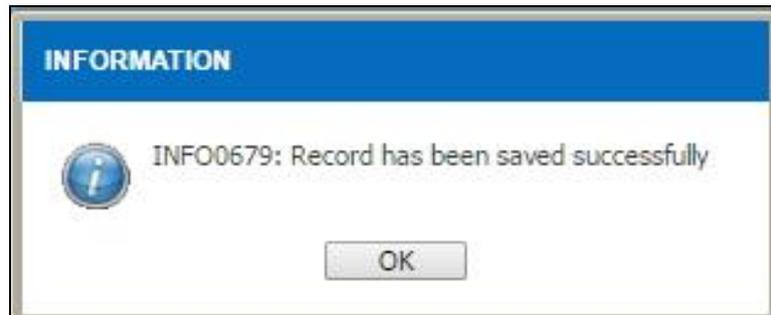


Figure 3.1.4-16 Confirmation Alert Message

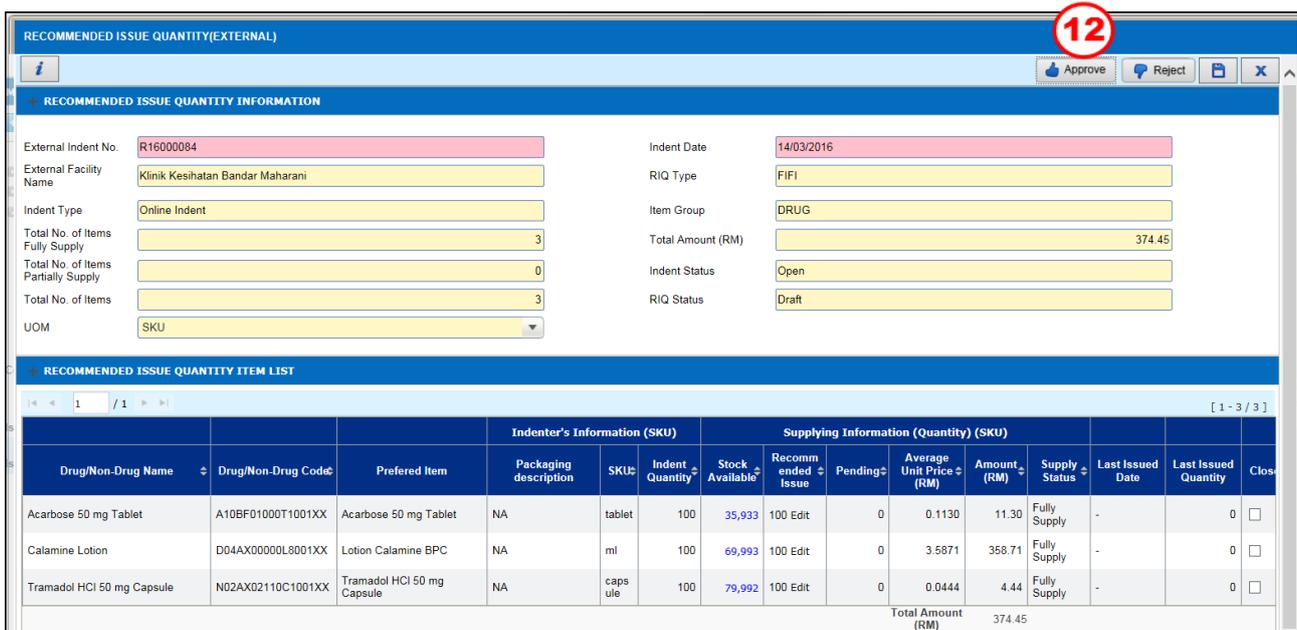
STEP 11

Click on the  button to save record.

Note

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

12



The screenshot shows a web application window titled "RECOMMENDED ISSUE QUANTITY(EXTERNAL)". It contains a form for "RECOMMENDED ISSUE QUANTITY INFORMATION" and a table for "RECOMMENDED ISSUE QUANTITY ITEM LIST".

RECOMMENDED ISSUE QUANTITY INFORMATION

External Indent No.	R16000084	Indent Date	14/03/2016
External Facility Name	Klinik Kesihatan Bandar Maharani	RIQ Type	FIFO
Indent Type	Online Indent	Item Group	DRUG
Total No. of Items Fully Supply	3	Total Amount (RM)	374.45
Total No. of Items Partially Supply	0	Indent Status	Open
Total No. of Items	3	RIQ Status	Draft
UOM	SKU		

RECOMMENDED ISSUE QUANTITY ITEM LIST

Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Indenter's Information (SKU)			Supplying Information (Quantity) (SKU)						Last Issued Date	Last Issued Quantity	Close
			Packaging description	SKU	Indent Quantity	Stock Available	Recommended Issue	Pending	Average Unit Price (RM)	Amount (RM)	Supply Status			
Acarbose 50 mg Tablet	A10BF01000T1001XX	Acarbose 50 mg Tablet	NA	tablet	100	35,933	100 Edit	0	0.1130	11.30	Fully Supply	-	0	<input type="checkbox"/>
Calamine Lotion	D04AX00000L8001XX	Lotion Calamine BPC	NA	ml	100	69,993	100 Edit	0	3.5871	358.71	Fully Supply	-	0	<input type="checkbox"/>
Tramadol HCl 50 mg Capsule	N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	NA	capsule	100	79,992	100 Edit	0	0.0444	4.44	Fully Supply	-	0	<input type="checkbox"/>
Total Amount (RM)										374.45				

Figure 3.1.4-17 Recommended Issue Quantity Confirmation Page

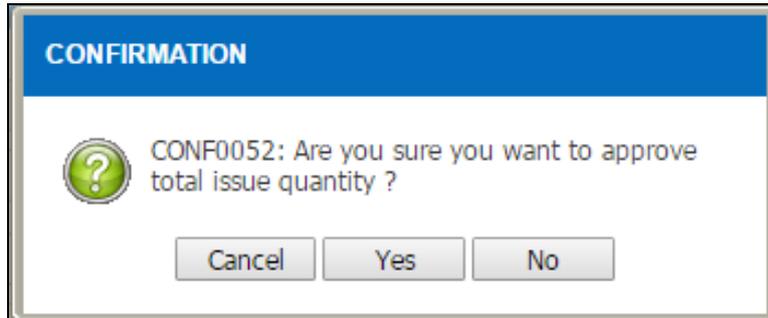


Figure 3.1.4-18 Confirmation Alert Message

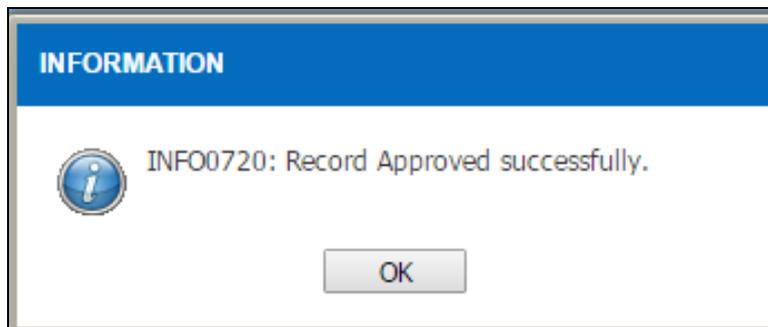


Figure 3.1.4-19 Information Alert Message

STEP 12

Click on the  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  as shown in *Figure 3.1.4-19*.



3.2 Issue

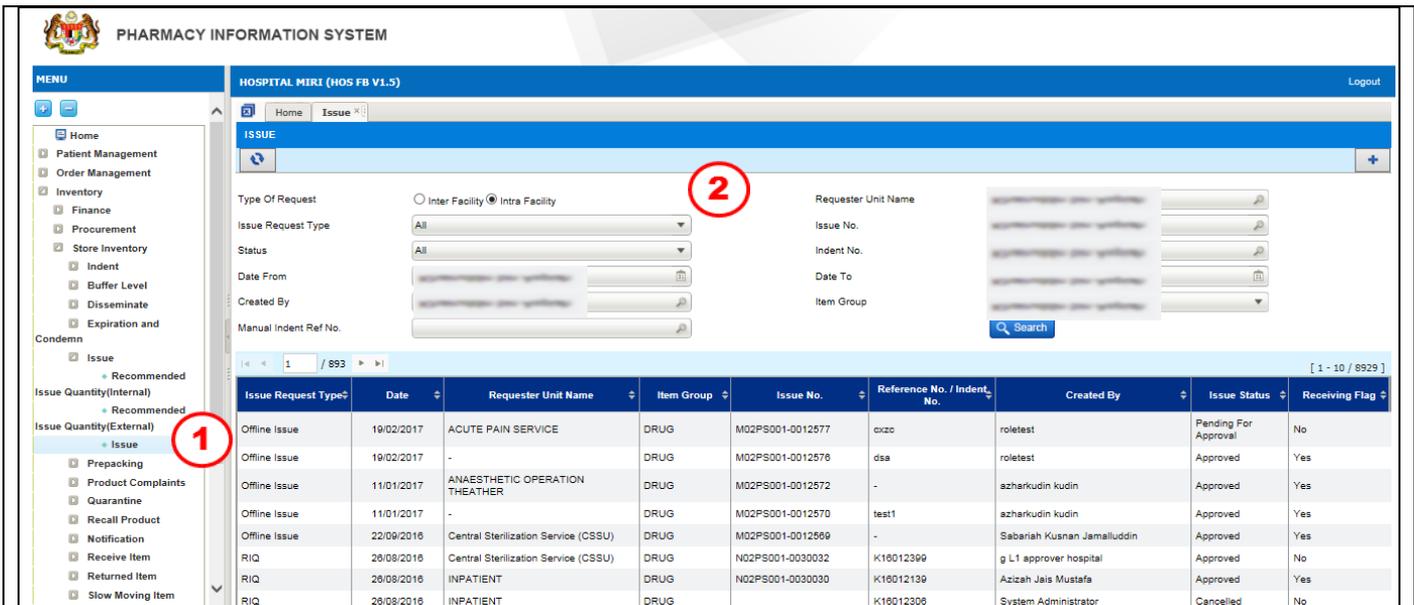
3.2.1 Issue Listing Page

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





Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Offline Issue	19/02/2017	ACUTE PAIN SERVICE	DRUG	M02PS001-0012577	cxzco	rolelest	Pending For Approval	No
Offline Issue	19/02/2017	-	DRUG	M02PS001-0012576	dsa	rolelest	Approved	Yes
Offline Issue	11/01/2017	ANAESTHETIC OPERATION THEATHER	DRUG	M02PS001-0012572	-	azharkudin kudin	Approved	Yes
Offline Issue	11/01/2017	-	DRUG	M02PS001-0012570	test1	azharkudin kudin	Approved	Yes
Offline Issue	22/09/2016	Central Sterilization Service (CSSU)	DRUG	M02PS001-0012569	-	Sabariah Kusnan Jamalluddin	Approved	Yes
RIQ	28/08/2016	Central Sterilization Service (CSSU)	DRUG	N02PS001-0030032	K18012399	g L1 approver hospital	Approved	No
RIQ	28/08/2016	INPATIENT	DRUG	N02PS001-0030030	K18012139	Azizah Jais Mustafa	Approved	Yes
RIQ	28/08/2016	INPATIENT	DRUG	K18012306	-	System Administrator	Cancelled	No

Figure 3.2.1-1 Issue Listing Page

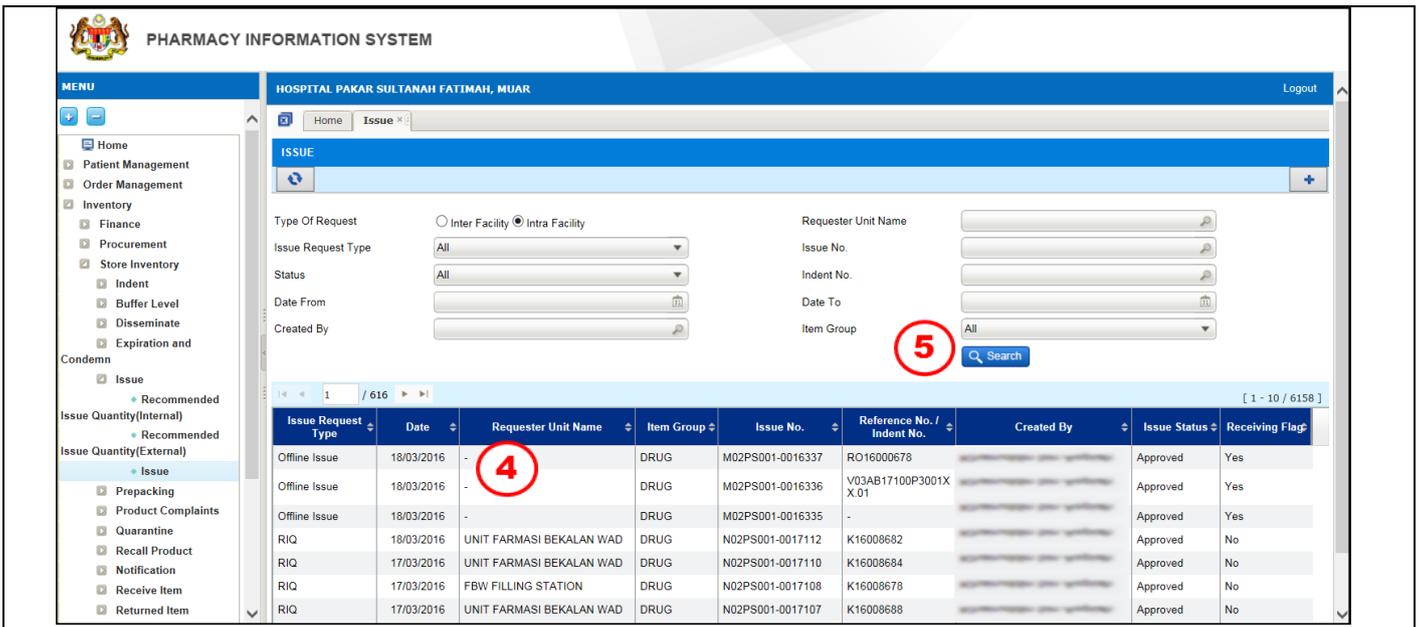
STEP 1

Click on 'Inventory' menu follow by 'Store Inventory', '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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Issue x: Search

ISSUE

Type Of Request: Inter Facility Intra Facility

Issue Request Type: All

Status: All

Date From: [Calendar Icon]

Date To: [Calendar Icon]

Created By: [Text Input]

Requester Unit Name: [Text Input]

Issue No.: [Text Input]

Indent No.: [Text Input]

Date To: [Calendar Icon]

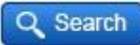
Item Group: All

Search

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Offline Issue	18/03/2016	-	DRUG	M02PS001-0016337	RO16000678	[User Name]	Approved	Yes
Offline Issue	18/03/2016	-	DRUG	M02PS001-0016336	V03AB17100P3001X X.01	[User Name]	Approved	Yes
Offline Issue	18/03/2016	-	DRUG	M02PS001-0016335	-	[User Name]	Approved	Yes
RIQ	18/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017112	K16008682	[User Name]	Approved	No
RIQ	17/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017110	K16008684	[User Name]	Approved	No
RIQ	17/03/2016	FBW FILLING STATION	DRUG	N02PS001-0017108	K16008678	[User Name]	Approved	No
RIQ	17/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017107	K16008688	[User Name]	Approved	No

Figure 3.2.1-2 Issue Listing Page

STEP 3

Click on the  button after input of criteria

Note

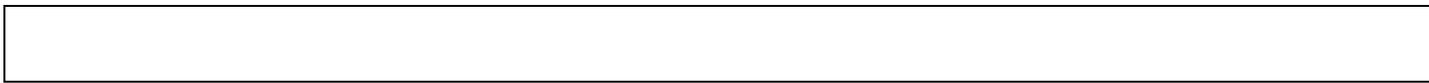
The results displayed will be based on the entered criteria as shown in Figure 3.2.1-2.

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:




PHARMACY INFORMATION SYSTEM
Logout

MENU

- Home
- Patient Management
- Order Management
- Inventory
 - Procurement
 - Store Inventory
 - Indent
 - Buffer Level
 - Expiration and Condemn
 - Issue
 - Recommended Issue Quantity (Internal)
 - Recommended Issue Quantity (External)
 - Issue 1
 - Prepacking
 - Product Complaints
 - Notification
 - Receive Item
 - Returned Item
 - Slow Moving Item
 - Stock Taking and Verification
 - Stock Transfer
 - Adverse Drug Reaction

HOSPITAL MERI (HOS FB V1.5)

Home Intra Facility Indent Issue

ISSUE

Type Of Request Inter Facility Intra Facility

Issue Request Type:

Status:

Date From:

Created By:

Manual Indent Ref No.:

Requester Unit Name:

Issue No.:

Indent No.:

Date To:

Item Group:

[1 - 10 / 691]

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Ward/Unit Stock	18/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009379	-	SYARINA BINTI YUSUP	Approved	No
RIQ	18/08/2016	EMERGENCY AND TRAUMA	DRUG	N02PHARMOPD-0029924	K16012298	LOI MEE HUA	Cancelled	No
Ward/Unit Stock	15/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0008347	-	SYARINA BINTI YUSUP	Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009313	-	LOI MEE HUA	Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009307	-	LOI MEE HUA	Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009303	-	SYARINA BINTI YUSUP	Approved	Yes
Ward/Unit Stock	11/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009275	-	LOI MEE HUA	Approved	Yes
Offline Issue	11/08/2016	-	NON-DRUG	M02PHARMOPD-0012394	-	YONG TZE TEEN	Approved	Yes
Ward/Unit Stock	11/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009255	-	SYARINA BINTI YUSUP	Approved	Yes

Figure 3.2.2-1 Issue Listing Page

STEP 1

Click on 'Inventory' menu follow by 'Store Inventory', '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

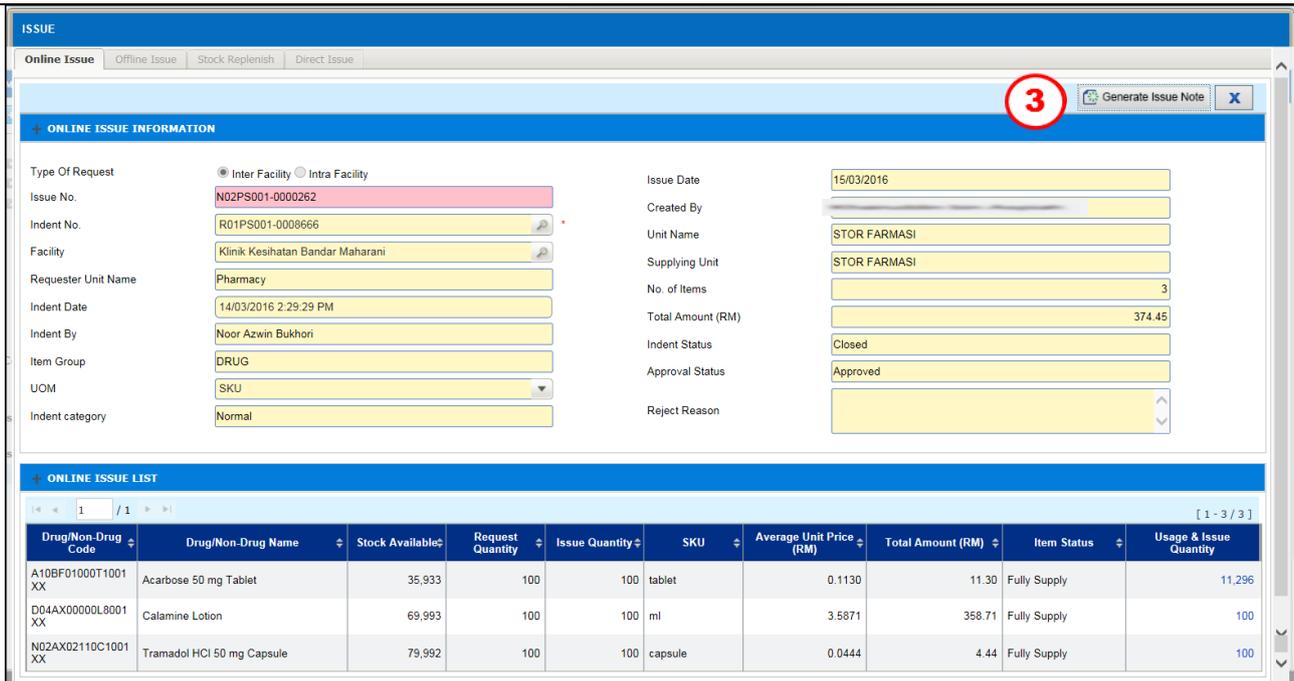
Online Issue Information screen will be displayed as shown in the Figure 3.2.2-2.

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.

U.MANUAL_INV_ISSUE-v1.5
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Page



ISSUE

Online Issue | Offline Issue | Stock Replenish | Direct Issue

3 Generate Issue Note X

ONLINE ISSUE INFORMATION

Type Of Request: Inter Facility Intra Facility

Issue No.: N02PS001-0000262

Indent No.: R01PS001-0008666

Facility: Klinik Kesihatan Bandar Maharani

Requester Unit Name: Pharmacy

Indent Date: 14/03/2016 2:29:29 PM

Indent By: Noor Azwin Bukhori

Item Group: DRUG

UOM: SKU

Indent category: Normal

Issue Date: 15/03/2016

Created By: [Redacted]

Unit Name: STOR FARMASI

Supplying Unit: STOR FARMASI

No. of Items: 3

Total Amount (RM): 374.45

Indent Status: Closed

Approval Status: Approved

Reject Reason: [Redacted]

ONLINE ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Name	Stock Available	Request Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Item Status	Usage & Issue Quantity
A10BF01000T1001XX	Acarbose 50 mg Tablet	35,933	100	100	tablet	0.1130	11.30	Fully Supply	11,296
D04AX00000L8001XX	Calamine Loton	69,993	100	100	ml	3.5871	358.71	Fully Supply	100
N02AX02110C1001XX	Tramadol HCl 50 mg Capsule	79,992	100	100	capsule	0.0444	4.44	Fully Supply	100

Figure 3.2.2-2 Online Issue Information

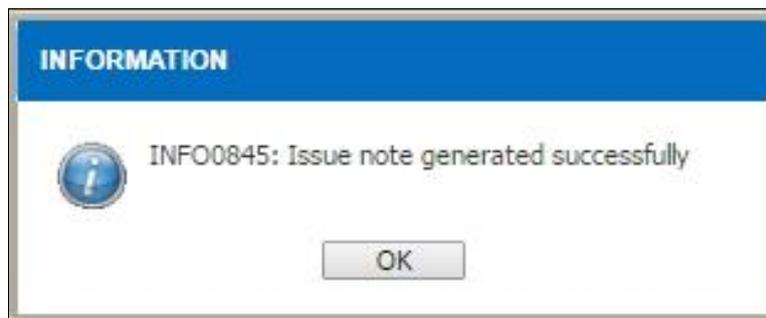
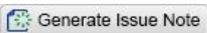
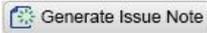


Figure 3.2.2-3 Information Alert Message

STEP 3

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

Note

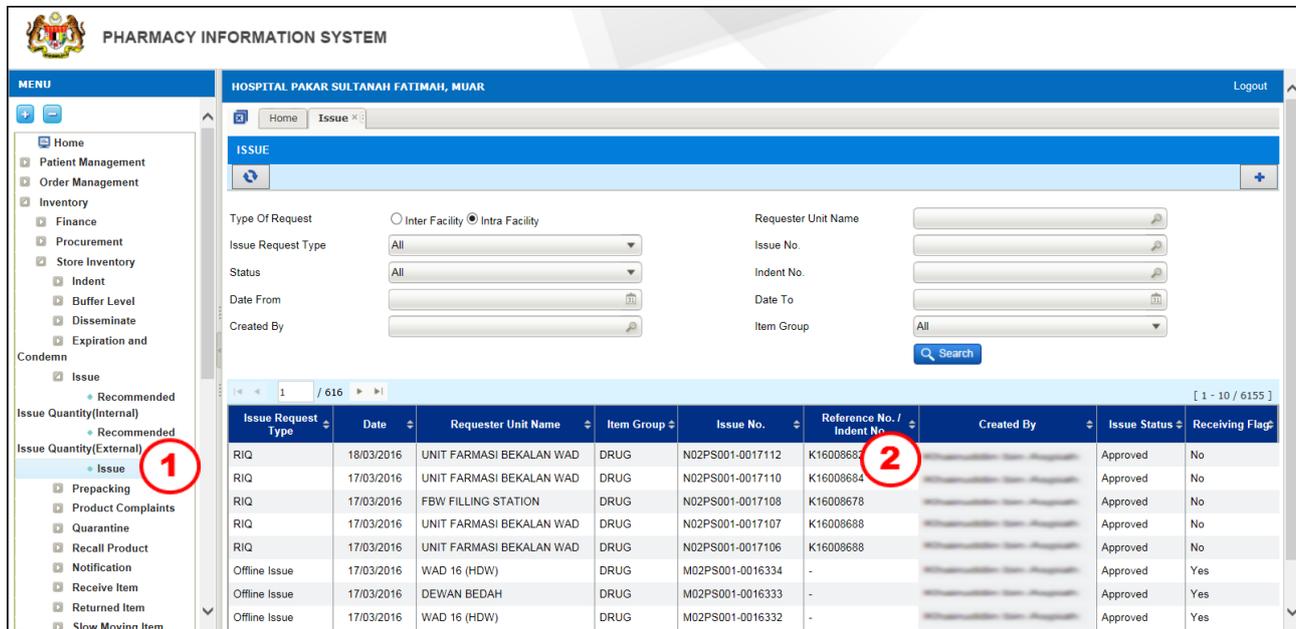
- Confirmation alert message and KEW.PS.10 will appear after user click on  as shown in Figure 3.2.2-3 and Figure 3.2.2-4

KEMENTERIAN KESIHATAN MALAYSIA												Salinan Stor			
Hospital Pakar Sultanah Fatimah, Muar (Training)												KEW.PS-10			
BORANG PESANAN DAN PENGELUARAN STOK															
(Tatacara Pengurusan Stok 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 Pemesanan: 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 Stok	Kuantiti Diluluskan (SKU)	SKU	Harga (RM)		Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan	
								Seunit (SKU)	Jumlah						
A10BFD1000T1001XX	Acarbose 50 mg Tablet	100	tablet	A10BFD1000T1001XX.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 : [Redacted]				Nama : [Redacted]				Nama : [Redacted]			
Jawatan : [Redacted]				Jawatan : [Redacted]				Jawatan : Pegawai Farmasi US2				Jawatan : [Redacted]			
Unit : [Redacted]				Unit : [Redacted]				Unit : STOR FARMASI				Unit : [Redacted]			
Jabatan : [Redacted]				Jabatan : [Redacted]				Jabatan : Pharmacy				Jabatan : [Redacted]			
Tarikh : 25/04/2016				Tarikh : [Redacted]				Tarikh : 25/04/2016				Tarikh : [Redacted]			
						BAHAGIAN BUNGKUSAN DAN PENGHANTARAN									
						Butir-butir Bungkusan		Butir-butir Penghantaran		Telah dibungkus dan diantar oleh:					
										Nama : [Redacted]					
										Jawatan : [Redacted]					
										Jabatan : [Redacted]					
										Tarikh : [Redacted]					
Ini adalah cetakan komputer, tandatangan tidak diperlukan															
Printed Date : 25/04/2016				Printed By : [Redacted]				Unit Name : STOR FARMASI				Source : PHIS			
Page 1 of 2															

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:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
RIQ	18/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017112	K16009688		Approved	No
RIQ	17/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017110	K16009684		Approved	No
RIQ	17/03/2016	FBW FILLING STATION	DRUG	N02PS001-0017108	K16009678		Approved	No
RIQ	17/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017107	K16009688		Approved	No
RIQ	17/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017106	K16009688		Approved	No
Offline Issue	17/03/2016	WAD 16 (HDW)	DRUG	M02PS001-0016334	-		Approved	Yes
Offline Issue	17/03/2016	DEWAN BEDAH	DRUG	M02PS001-0016333	-		Approved	Yes
Offline Issue	17/03/2016	WAD 16 (HDW)	DRUG	M02PS001-0016332	-		Approved	Yes

Figure 3.2.3-1 Issue Listing Page

STEP 1

Click on 'Inventory' menu follow by 'Store Inventory', '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.

ISSUE

Online Issue | Offline Issue | Stock Replenish | Direct Issue

3
Generate Issue Note

+ ONLINE ISSUE INFORMATION

Type Of Request	<input type="radio"/> Inter Facility <input checked="" type="radio"/> Intra Facility	Issue Date	<input type="text" value="18/03/2016"/>
Issue No.	<input type="text" value="N02PS001-0017112"/>	Created By	<input type="text"/>
Indent No.	<input type="text" value="K16008682"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
Facility	<input type="text"/>	Supplying Unit	<input type="text" value="STOR FARMASI"/>
Requester Unit Name	<input type="text" value="UNIT FARMASI BEKALAN WAD"/>	No. of Items	<input type="text" value="3"/>
Indent Date	<input type="text" value="17/03/2016 12:21:12 PM"/>	Total Amount (RM)	<input type="text" value="64.51"/>
Indent By	<input type="text" value="Soo Poey Chong"/>	Indent Status	<input type="text" value="Closed"/>
Item Group	<input type="text" value="DRUG"/>	Approval Status	<input type="text" value="Approved"/>
UOM	<input type="text" value="SKU"/>	Reject Reason	<input type="text"/>
Indent category	<input type="text"/>		

+ ONLINE ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Name	Stock Available	Request Quantity	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Item Status	Usage & Issue Quantity
G02CB01196T1001XX	Bromocriptine Mesilate 2.5mg Tablet	29,976	1	100	tablet	0.6167	61.67	Fully Supply	121
A11EA00901T1001XX	Vitamin B Complex Tablet	60,195	1	1	tablet	0.0560	0.06	Fully Supply	1
B02BA01000P3002XX	Vitamin K1 10 mg/ml Inj	51,742	1	1	amp	0.0000	0.00	Fully Supply	1,155

Figure 3.2.3-2 Online Issue Information

STEP 3

Click on the  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 Dipecan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipecan	Kuantiti Di bekal	SKU	Deskripsiel 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	GOTSYB003	28/01/2017	

(Tandatangan Pemohon)

Nama :

Jawatan : Pegawai Farmasi U48

Unit : UNIT FARMASI KLINIK PAKAR

Jabatan : Pharmacy

Tarikh : 04/04/2016

Kelulusan :

Permohon diluluskan/tidak diluluskan*

(Tandatangan Pegawai Pelulus)

Nama :

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

(Tandatangan Pegawai Stor)

Nama :

Jawatan :

Tarikh :

Perakuan Penerimaan :

Dizahirkan bahawa stok yang diluluskan telah diterima

(Tandatangan Pemohon)

Nama :

Jawatan :

Tarikh :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 29/04/2016

Printed By :

Unit Name : UNIT FARMASI BEKALAN WAD

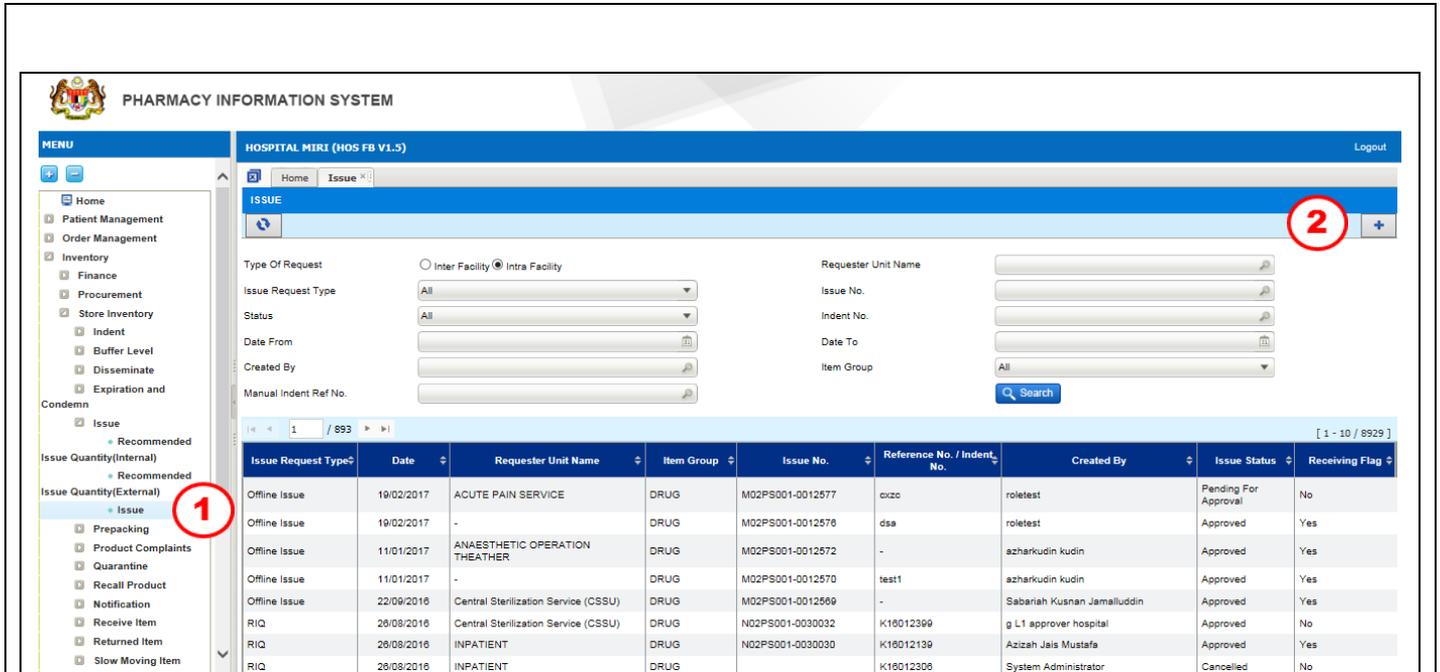
Source : PhIS

Page 2 of 2

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI (HOS FB V1.5) Logout

Home Issue x1

ISSUE

Type Of Request: Inter Facility Intra Facility

Requester Unit Name:

Issue Request Type:

Issue No.:

Status:

Indent No.:

Date From:

Date To:

Created By:

Item Group:

Manual Indent Ref No.:

[1 - 10 / 8929]

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Offline Issue	19/02/2017	ACUTE PAIN SERVICE	DRUG	M02PS001-0012577	oizco	roletest	Pending For Approval	No
Offline Issue	19/02/2017	-	DRUG	M02PS001-0012576	dsa	roletest	Approved	Yes
Offline Issue	11/01/2017	ANAESTHETIC OPERATION THEATHER	DRUG	M02PS001-0012572	-	azharkudin kudin	Approved	Yes
Offline Issue	11/01/2017	-	DRUG	M02PS001-0012570	test1	azharkudin kudin	Approved	Yes
Offline Issue	22/09/2016	Central Sterilization Service (CSSU)	DRUG	M02PS001-0012569	-	Sabariah Kusnan Jamalluddin	Approved	Yes
RIQ	28/08/2016	Central Sterilization Service (CSSU)	DRUG	N02PS001-0030032	K18012369	g L1 approver hospital	Approved	No
RIQ	28/08/2016	INPATIENT	DRUG	N02PS001-0030030	K18012139	Azizah Jais Mustafa	Approved	Yes
RIQ	28/08/2016	INPATIENT	DRUG	K18012306	K18012306	System Administrator	Cancelled	No

Figure 3.2.4-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click '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.

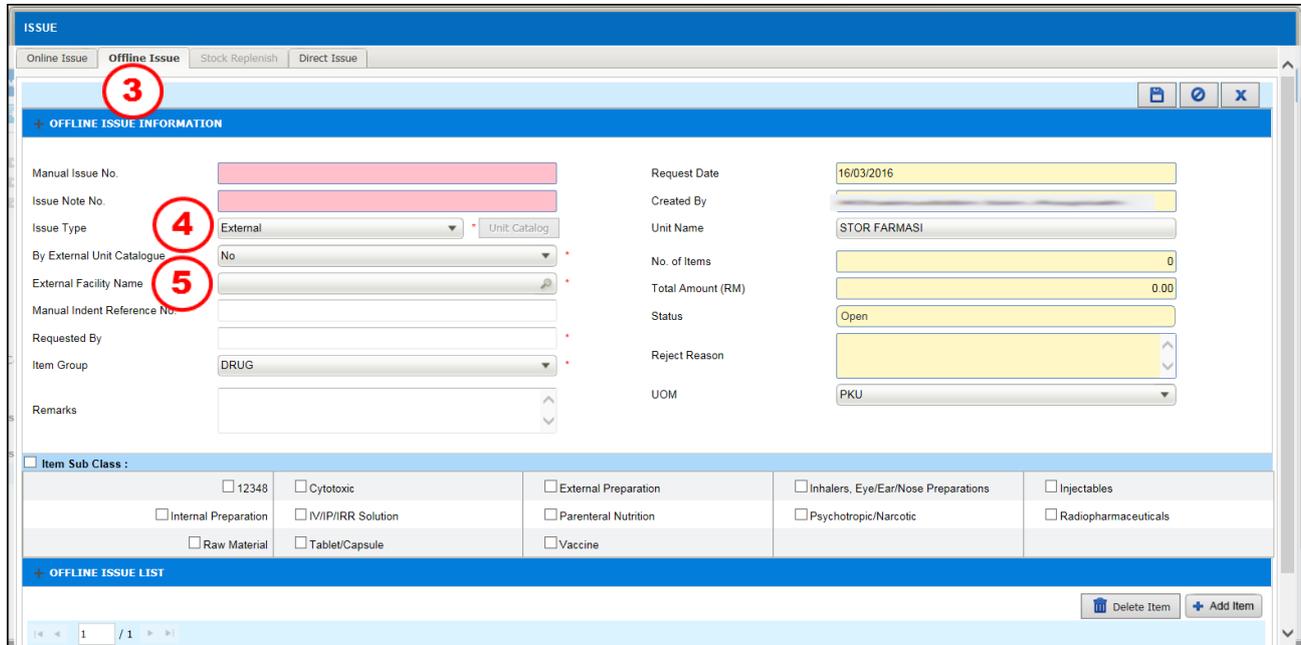


Figure 3.2.4-2 Offline Issue External

Search External Facility											
Facility Name	<input type="text"/>	Facility Code <input type="text"/>									
State	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Refresh"/>									
<p>1 / 1</p> <table border="1"> <thead> <tr> <th>Facility Name</th> <th>Facility Code</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>KK Greentown</td> <td>21-08050045</td> <td>Perak</td> </tr> <tr> <td>Klinik Kesihatan Ibu Dan Anak Greentown</td> <td>21-08050131</td> <td></td> </tr> </tbody> </table>		Facility Name	Facility Code	State	KK Greentown	21-08050045	Perak	Klinik Kesihatan Ibu Dan Anak Greentown	21-08050131		[1 - 2 / 2]
Facility Name	Facility Code	State									
KK Greentown	21-08050045	Perak									
Klinik Kesihatan Ibu Dan Anak Greentown	21-08050131										

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**.

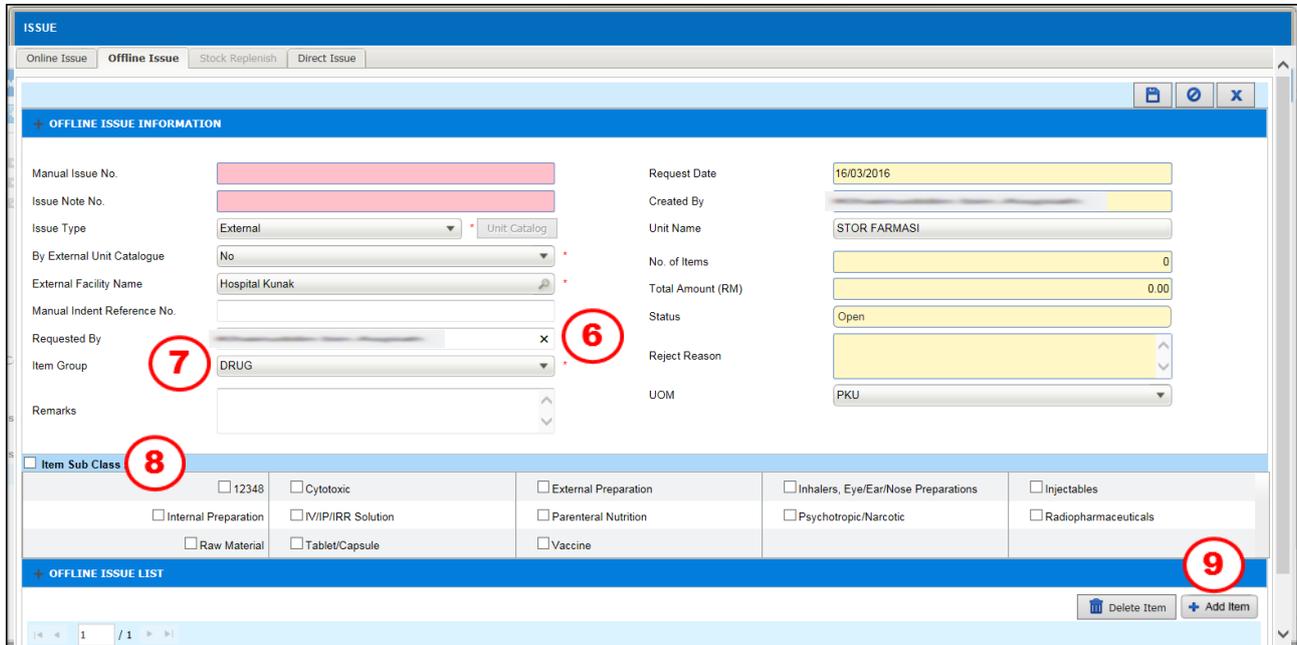


Figure 3.2.4-4 Add Item

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  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.

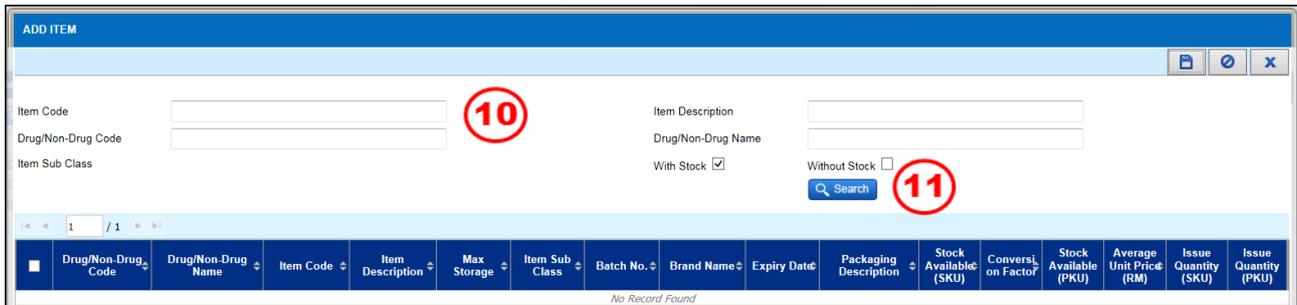


Figure 3.2.4-5 List of Drug/Non Drug Name

STEP 10

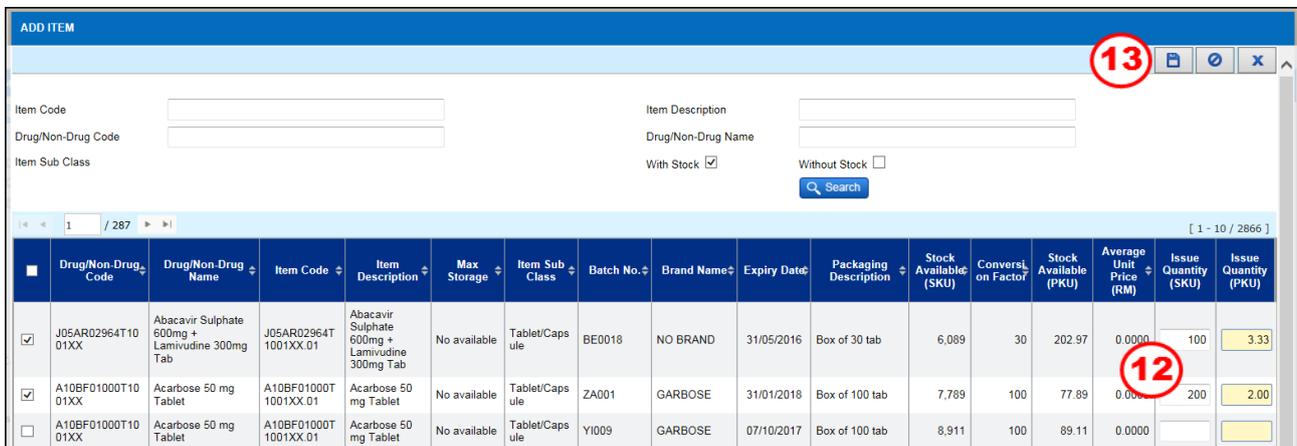
Enter either *Item Code*, *Item Description*, *Drug/Non Drug Code* or *Drug/Non Drug Name*

STEP 11

Click on  to search for desired item

Note

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



	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Code	Item Description	Max Storage	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)
<input checked="" type="checkbox"/>	J05AR02964T10 01XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	J05AR02964T 1001XX.D1	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	Tablet/Capsule	BE0018	NO BRAND	31/05/2016	Box of 30 tab	6,089	30	202.97	0.0000	100	3.33
<input checked="" type="checkbox"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.D1	Acarbose 50 mg Tablet	No available	Tablet/Capsule	ZA001	GARBOSE	31/01/2018	Box of 100 tab	7,789	100	77.89	0.0000	200	2.00
<input type="checkbox"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.D1	Acarbose 50 mg Tablet	No available	Tablet/Capsule	YI009	GARBOSE	07/10/2017	Box of 100 tab	8,911	100	89.11	0.0000		

Figure 3.2.4-6 List of Drug/Non Drug Name

STEP 12

Enter *Issue Quantity (SKU)*

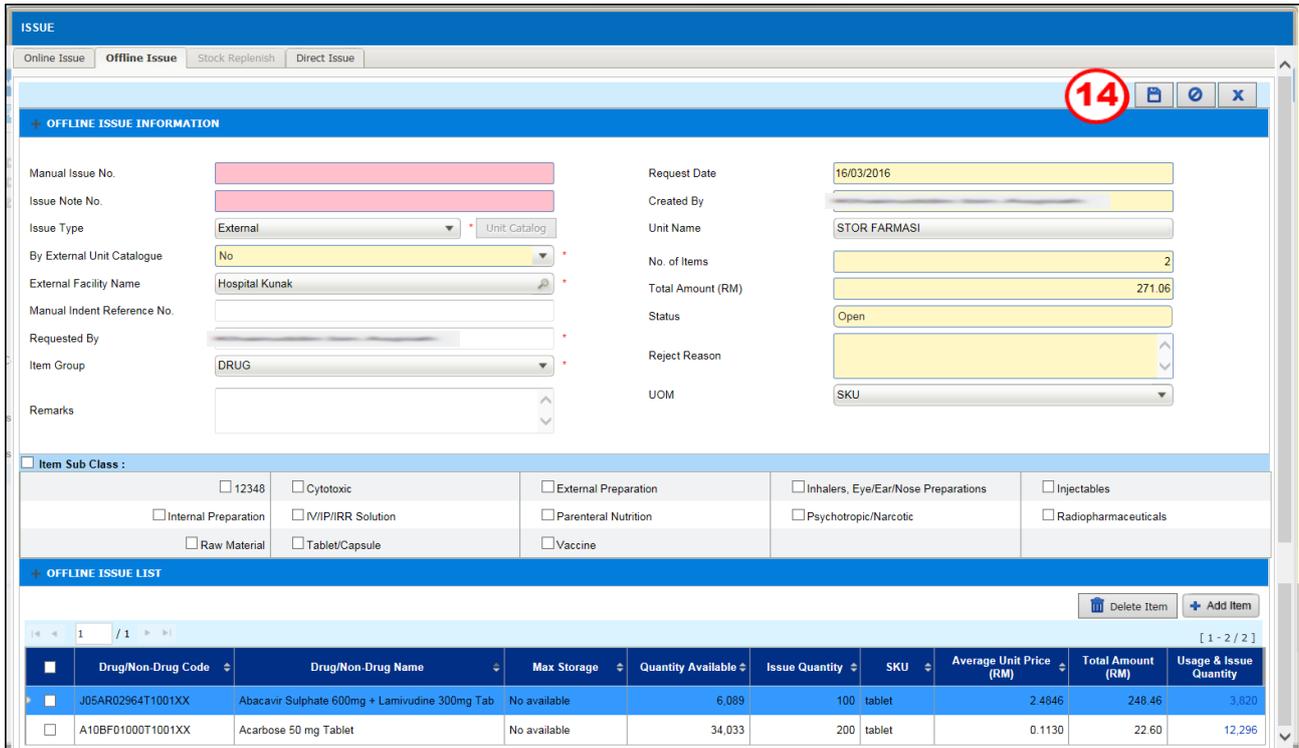
STEP 13

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.



ISSUE

Online Issue **Offline Issue** Stock Replenish Direct Issue

OFFLINE ISSUE INFORMATION

Manual Issue No. [] Request Date: 16/03/2016

Issue Note No. [] Created By: []

Issue Type: External [Unit Catalog] Unit Name: STOR FARMASI

By External Unit Catalogue: No [] No. of Items: 2

External Facility Name: Hospital Kunak [] Total Amount (RM): 271.06

Manual Indent Reference No. [] Status: Open

Requested By: [] Reject Reason: []

Item Group: DRUG [] UOM: SKU

Remarks: []

Item Sub Class :

12348 Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables

Internal Preparation IV/PIRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals

Raw Material Tablet/Capsule Vaccine

OFFLINE ISSUE LIST

Delete Item Add Item

	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
<input checked="" type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	6,089	100	tablet	2.4846	248.46	3,820
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	No available	34,033	200	tablet	0.1130	22.60	12,296

Figure 3.2.4-7 Offline Issue

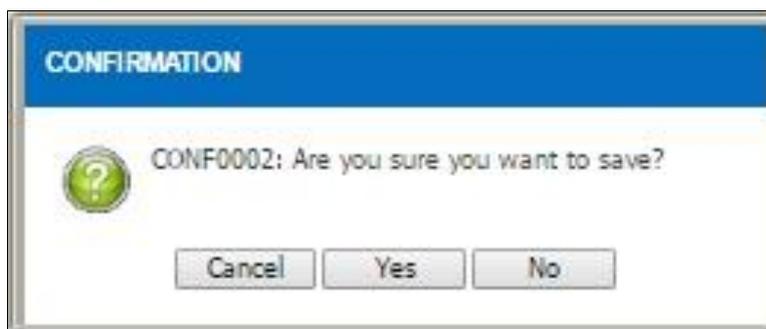


Figure 3.2.4-8 Confirmation Alert Message

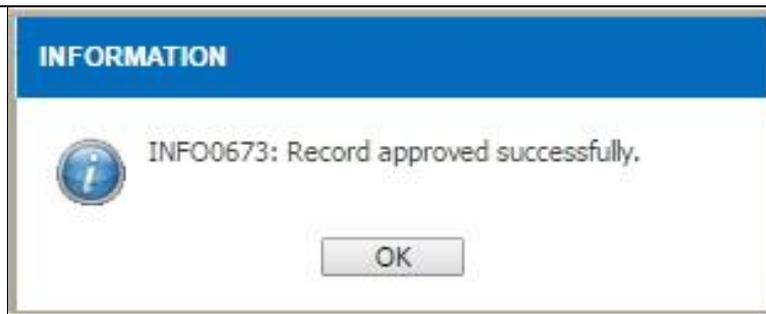
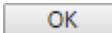


Figure 3.2.4-9 Information Alert Message

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  as shown in Figure 3.2.4-9.

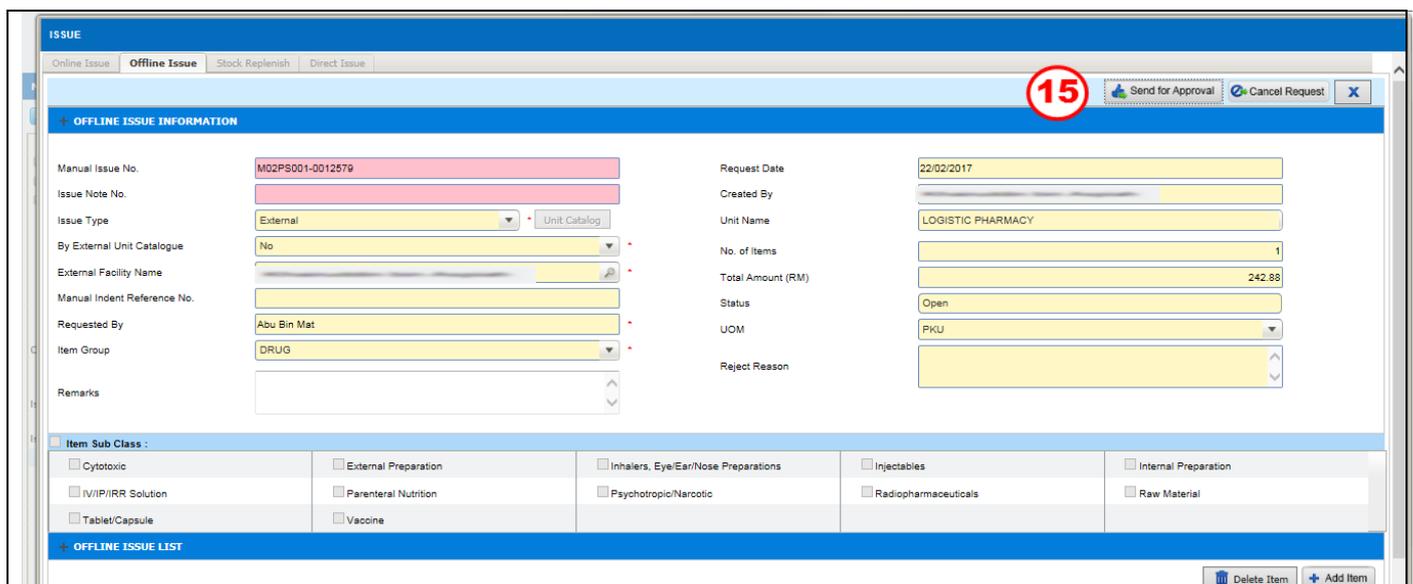


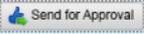
Figure 3.2.4-10 Offline Issue External

Note

- User is allowed to cancel the request by clicking on the  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 3.2.4-10.
- 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'.

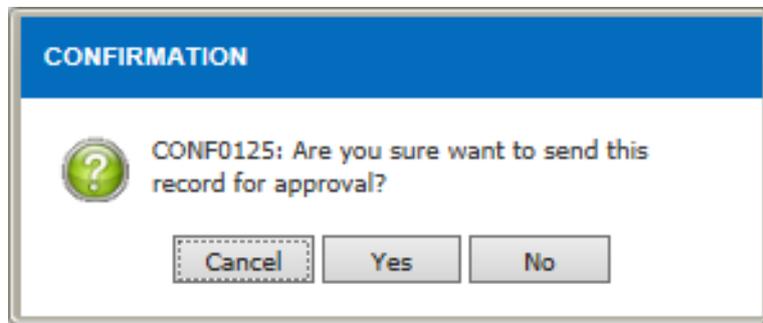


Figure 3.2.4-10 Alert Message

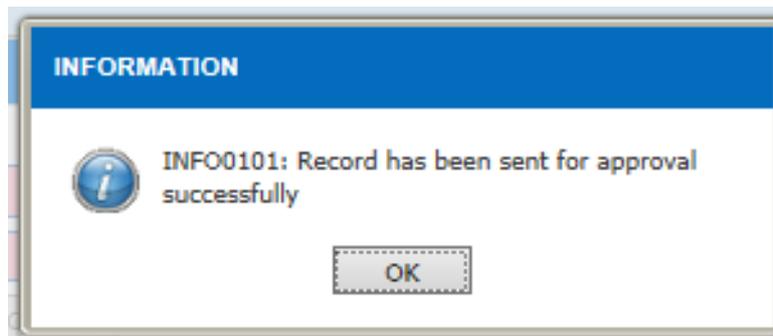
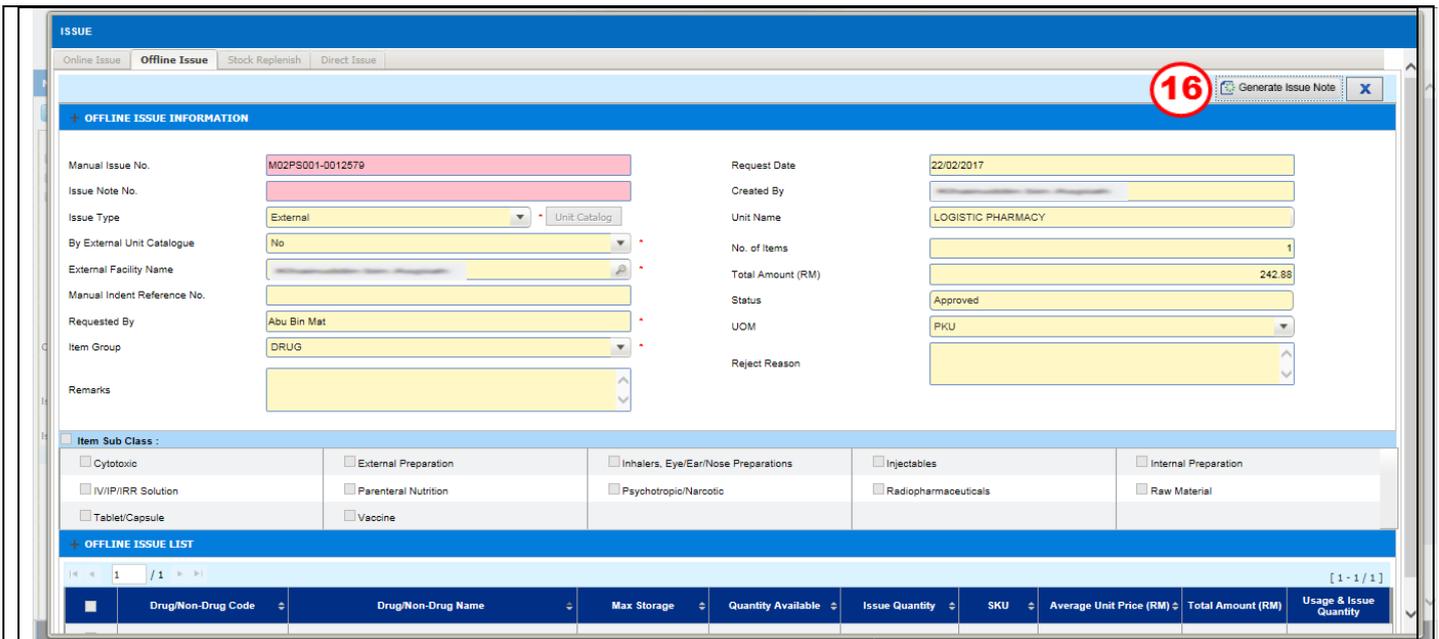


Figure 3.2.4.11 Alert Message



ISSUE

Online Issue Offline Issue Stock Replenish Direct Issue

16 Generate Issue Note

OFFLINE ISSUE INFORMATION

Manual Issue No. M02PS001-0012579 Request Date 22/02/2017

Issue Note No. Created By

Issue Type External Unit Catalog Unit Name LOGISTIC PHARMACY

By External Unit Catalogue No No. of Items 1

External Facility Name Total Amount (RM) 242.88

Manual Indent Reference No. Status Approved

Requested By Abu Bin Mat UOM PKU

Item Group DRUG Reject Reason

Remarks

Item Sub Class :

Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables Internal Preparation

IV/IP/IRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals Raw Material

Tablet/Capsule Vaccine

OFFLINE ISSUE LIST

1 / 1

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
--------------------	--------------------	-------------	--------------------	----------------	-----	-------------------------	-------------------	------------------------

Figure 3.2.4-12 Issue Information

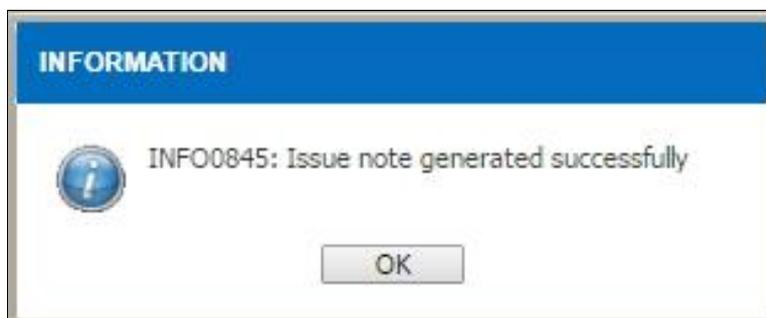


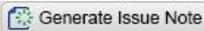
Figure 3.2.4-13 Information Alert Message

STEP 16

Click on the  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  as shown in Figure 3.2.4-12

- System will display an alert message as display in Figure 3.2.4-13
- 'Borang Pesanan dan Pengeluaran Stok' will display as in Figure 3.2.4-14





KEMENTERIAN KESIHATAN MALAYSIA
Hospital Miri
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stok 136)

Salinan Stor

KEW.PS-10

Pemesan : Pharmacy (Bahagian Perkhidmatan Farmasi, KHM)				Pengeluar : Pharmacy (Hospital Miri)														
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar														
No. Pemesanan:	Tarikh Pemesan: 22/02/2017	No. Pengeluaran: M02PS001-0012579		Offline Issue	Tarikh Pengeluaran: 22/02/2017													
Tarikh Bekalan Dikehendaki:				BAHAGIAN BEKALAN KAWALAN DAN AKAUN			BAHAGIAN SIMPANAN											
No Kod(Drug/Non Drug Code)	Perthal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM)		Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan				
								Seunit	Jumlah									
DOBAA0300L6001XX	Acriflavine 0.1% Lotion	9,600	ml	01.0016.04	80	209	bott	3.0360	242.88	80	bottle of 120 ml/litre	18541	30/11/2017					
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar														
Pegawai Pemesan :				Pegawai Penerima :				Telah Diluluskan dan Direkodkan oleh:				Dikeluarkan dan Direkodkan oleh:						
Nama : Abu Bin Mat				Nama :				Nama :				Nama :						
Jawatan : Bahagian Perkhidmatan Farmasi,				Jawatan :				Jawatan : Pegawai Farmasi U52				Jawatan :						
Unit : Bahagian Perkhidmatan Farmasi,				Unit :				Unit : LOGISTIC PHARMACY				Unit :						
Jabatan : Bahagian Perkhidmatan Farmasi,				Jabatan :				Jabatan : Pharmacy				Jabatan :						
Tarikh : 22/02/2017				Tarikh :				Tarikh : 22/02/2017				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 : 22/02/2017

Printed By :

Unit Name : LOGISTIC PHARMACY

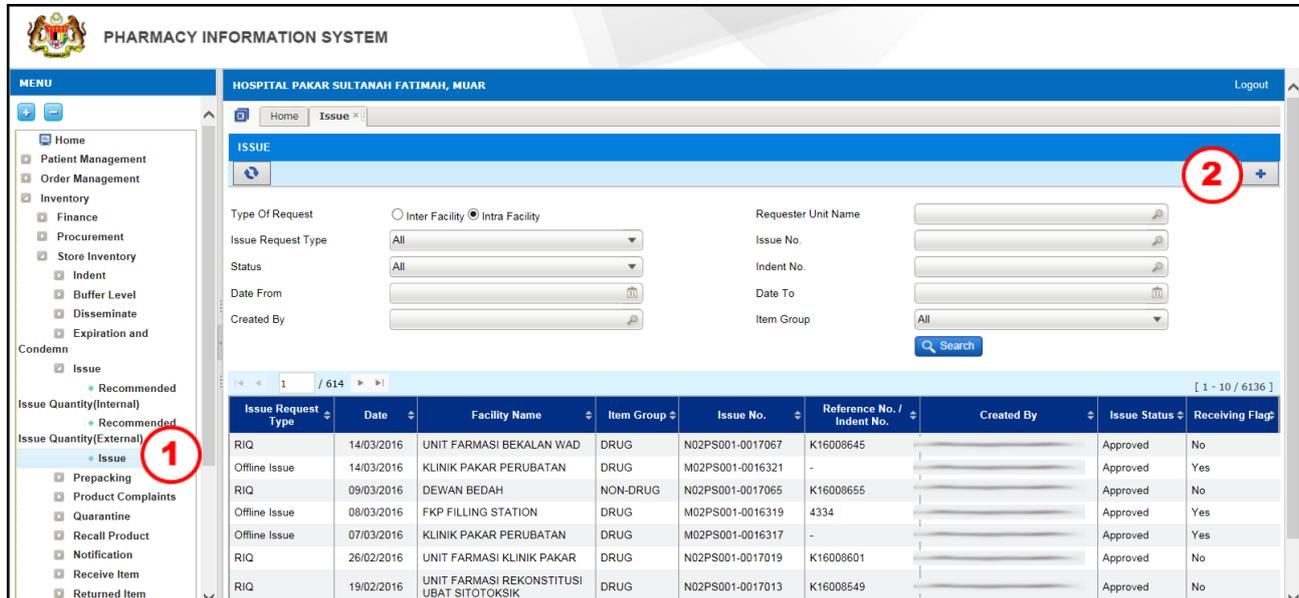
Source : PHIS

Page 1 of 2

Figure 3.2.4-14 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:



Issue Request Type	Date	Facility Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
RIQ	14/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017067	K16008645		Approved	No
Offline Issue	14/03/2016	KLINIK PAKAR PERUBATAN	DRUG	M02PS001-0016321	-		Approved	Yes
RIQ	09/03/2016	DEWAN BEDAH	NON-DRUG	N02PS001-0017065	K16008655		Approved	No
Offline Issue	08/03/2016	FKP FILLING STATION	DRUG	M02PS001-0016319	4334		Approved	Yes
Offline Issue	07/03/2016	KLINIK PAKAR PERUBATAN	DRUG	M02PS001-0016317	-		Approved	Yes
RIQ	26/02/2016	UNIT FARMASI KLINIK PAKAR	DRUG	N02PS001-0017019	K16008601		Approved	No
RIQ	19/02/2016	UNIT FARMASI REKONSTITUSI UBAT SITOKSIK	DRUG	N02PS001-0017013	K16008549		Approved	No

Figure 3.2.5-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click '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.

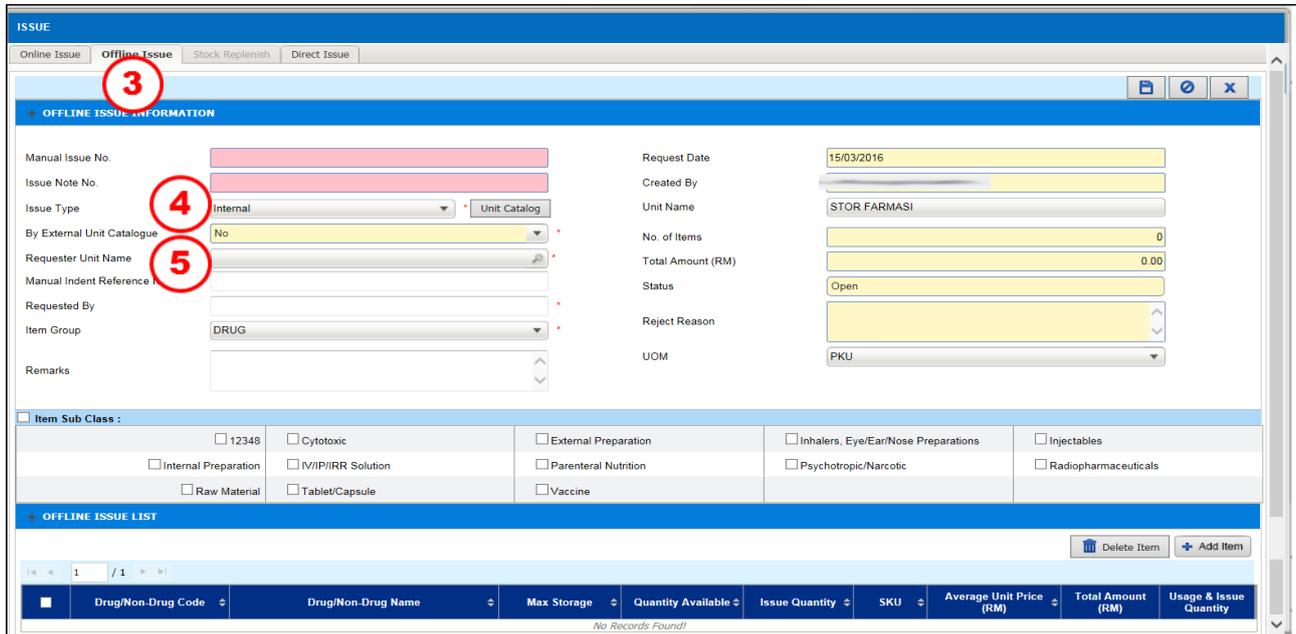


Figure 3.2.5-2 Offline Issue Internal

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**.

Requester Unit	
Requester Description	Requester Code
CENTRAL STERILIZATION SERVICE UNIT	CSSU
COMMUNITY PSYCHIATRIC UNIT	CPU
DEWAN BEDAH	OT
DEWAN BEDAH HARIAN	MINOR OT
DEWAN BERSALIN	LR
DEWAN BERSALIN HD	HD-LR
FBW FILLING STATION	FBW Fill
FKP FILLING STATION	FKP Fill
INFECTION CONTROL	INF
JABATAN BEDAH MULUT	DENTAL CL

Figure 3.2.5-3 List of Requester Unit Name

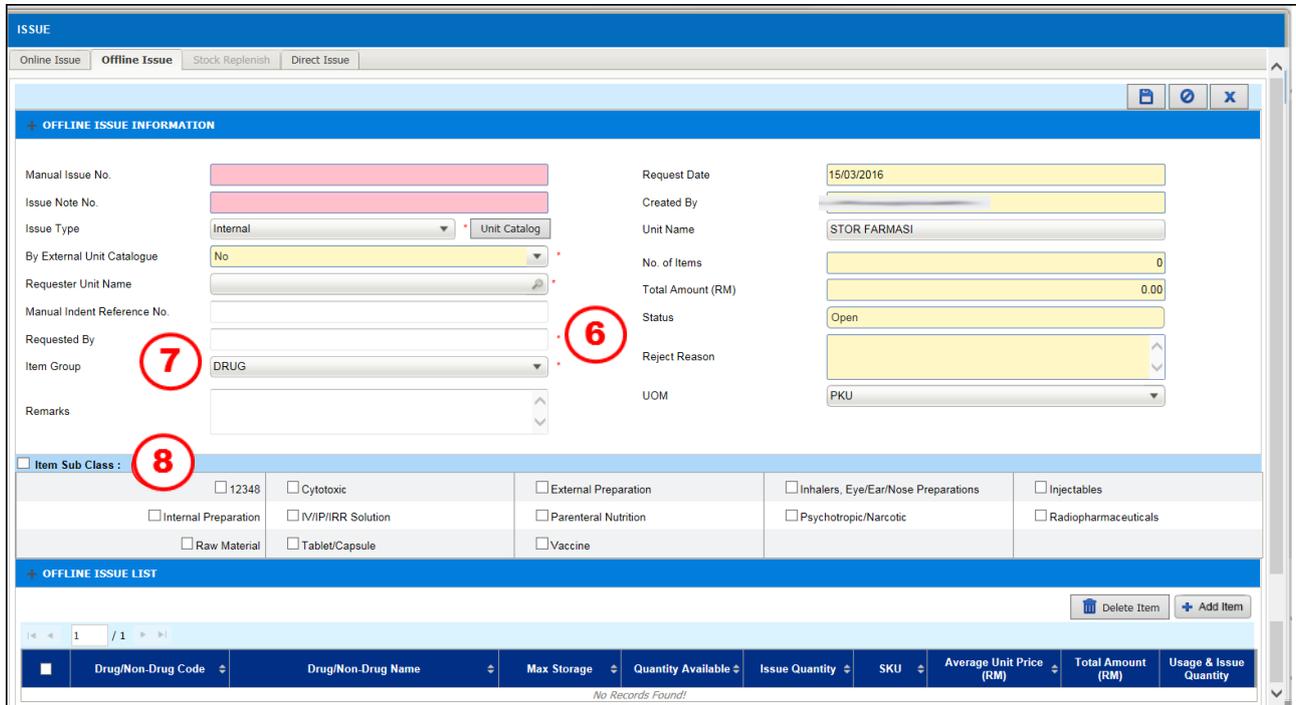


Figure 3.2.5-4 Offline Issue

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.

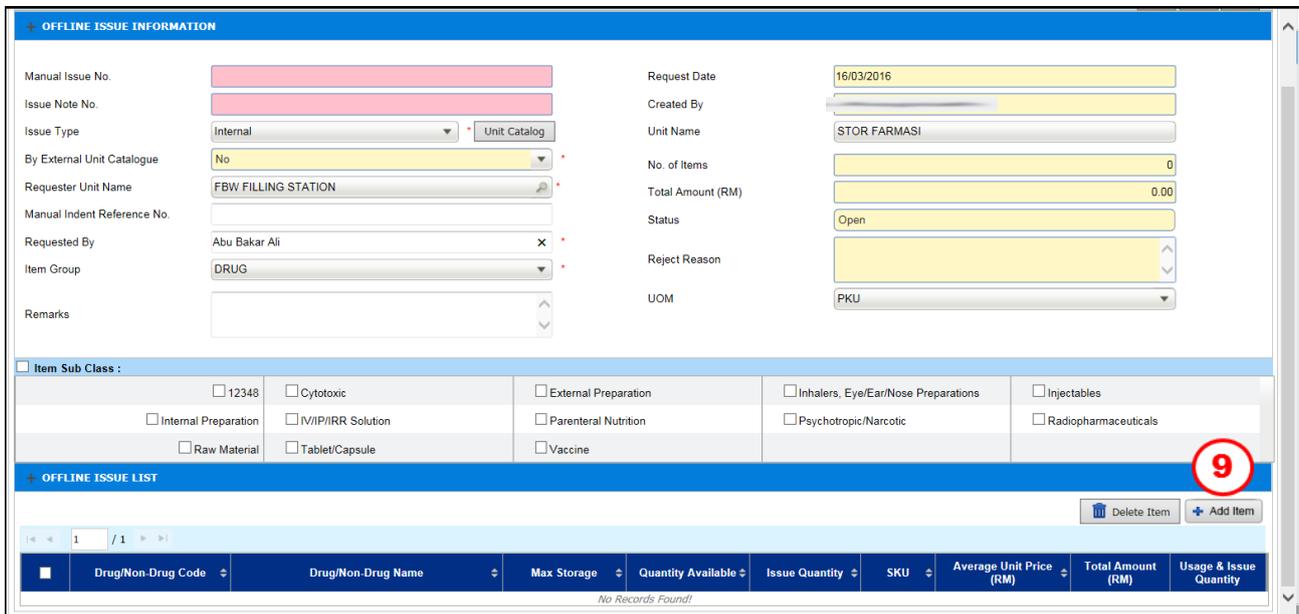


Figure 3.2.5-5 Add Item

STEP 9

Click on the  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.

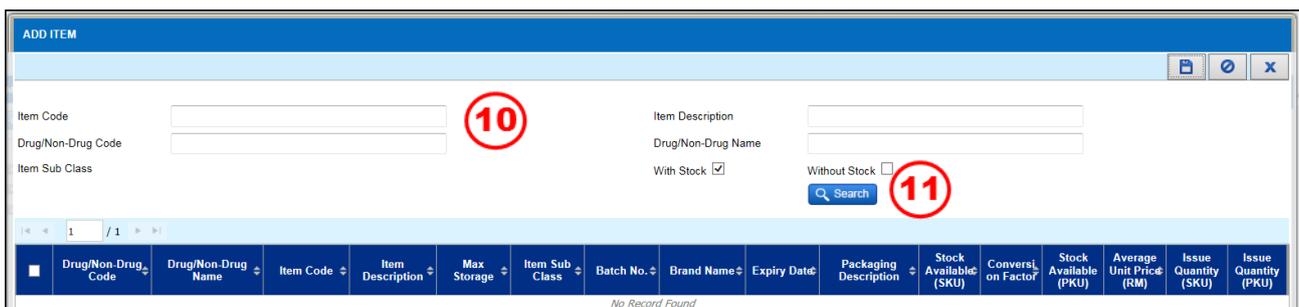


Figure 3.2.5-6 Add Item

STEP 10

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

STEP 11

Click on  to search for desired item

Note

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

ADD ITEM 13

Item Code: Item Description:
 Drug/Non-Drug Code: Drug/Non-Drug Name:
 Item Sub Class: With Stock: Without Stock:

1 / 287 [1 - 10 / 2865]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	Item Description	Max Storage	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)
<input checked="" type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	Tablet/Capsule	BE0018	NO BRAND	31/05/2016	Box of 30 tab	6,189	30	206.30	0.0000	100	3.33
<input checked="" type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	ZA001	GARBOSE	31/01/2018	Box of 100 tab	7,889	100	78.89	0.0000	100	1.00
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	Y1009	GARBOSE	07/10/2017	Box of 100 tab	8,911	100	89.11	0.0000		
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	YB004	GARBOSE	02/03/2017	Box of 100 tab	9,351	100	93.51	0.0000		
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	XT006	GLUCORID	31/10/2016	Box of 100 tab	7,982	100	79.82	0.0000		
<input checked="" type="checkbox"/>	S01EC01000T1001XX	Acetazolamide 250 mg Tablet	Acetazolamide 250mg Tab BP/USP	3,000	Tablet/Capsule	BE12703	ACETOMID	31/12/2017	Pack of 100 tabs	8,299	100	82.99	0.0000	100	1.00

12

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

ISSUE 14

Online Issue | **Offline Issue** | Stock Replenish | Direct Issue

OFFLINE ISSUE INFORMATION

Manual Issue No.:
 Issue Note No.:
 Issue Type: Internal
 By External Unit Catalogue: No
 Requester Unit Name: FBW FILLING STATION
 Manual Indent Reference No.:
 Requested By: Abu Bakar Ali
 Item Group: DRUG
 Remarks:

Request Date: 16/03/2016
 Created By:
 Unit Name: STOR FARMASI
 No. of Items: 3
 Total Amount (RM): 277.13
 Status:
 Reject Reason:
 UOM: SKU

Item Sub Class :

12348 Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables
 Internal Preparation IV/PIRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals
 Raw Material Tablet/Capsule Vaccine

OFFLINE ISSUE LIST

1 / 1 [1 - 3 / 3]

Item Code	Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	No available	6,189	100	tablet	2.4846	248.46	3.820
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	270,000	34,133	100	tablet	0.1130	11.30	12.296
<input type="checkbox"/>	S01EC01000T1001XX	Acetazolamide 250 mg Tablet	3,000	257,040	100	tablet	0.1737	17.37	4.750

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'.

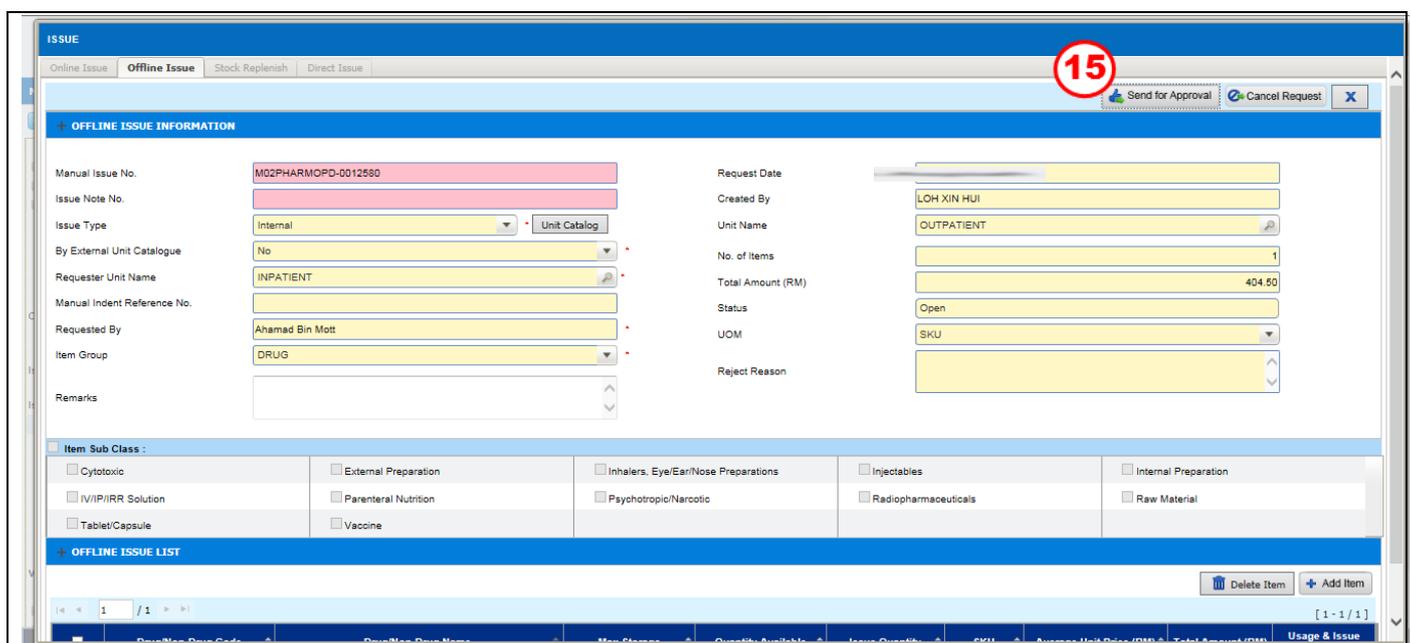
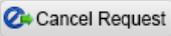


Figure 3.2.5-9 Offline Issue Internal

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'.

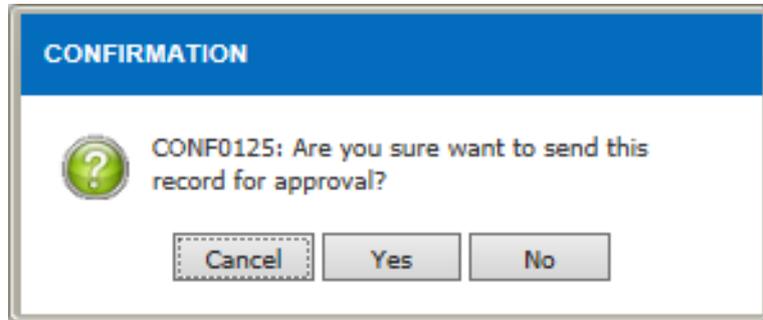


Figure 3.2.5-10 Alert Message

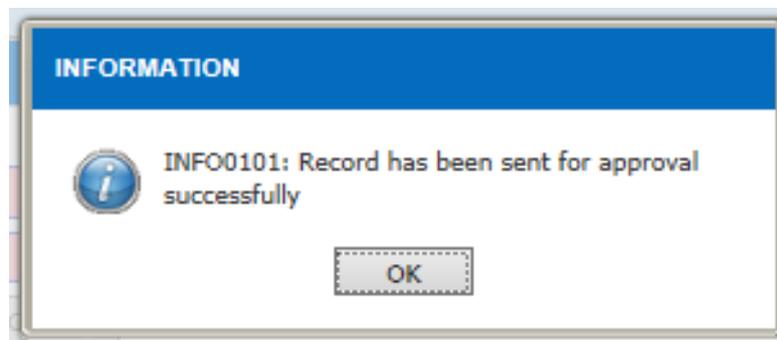
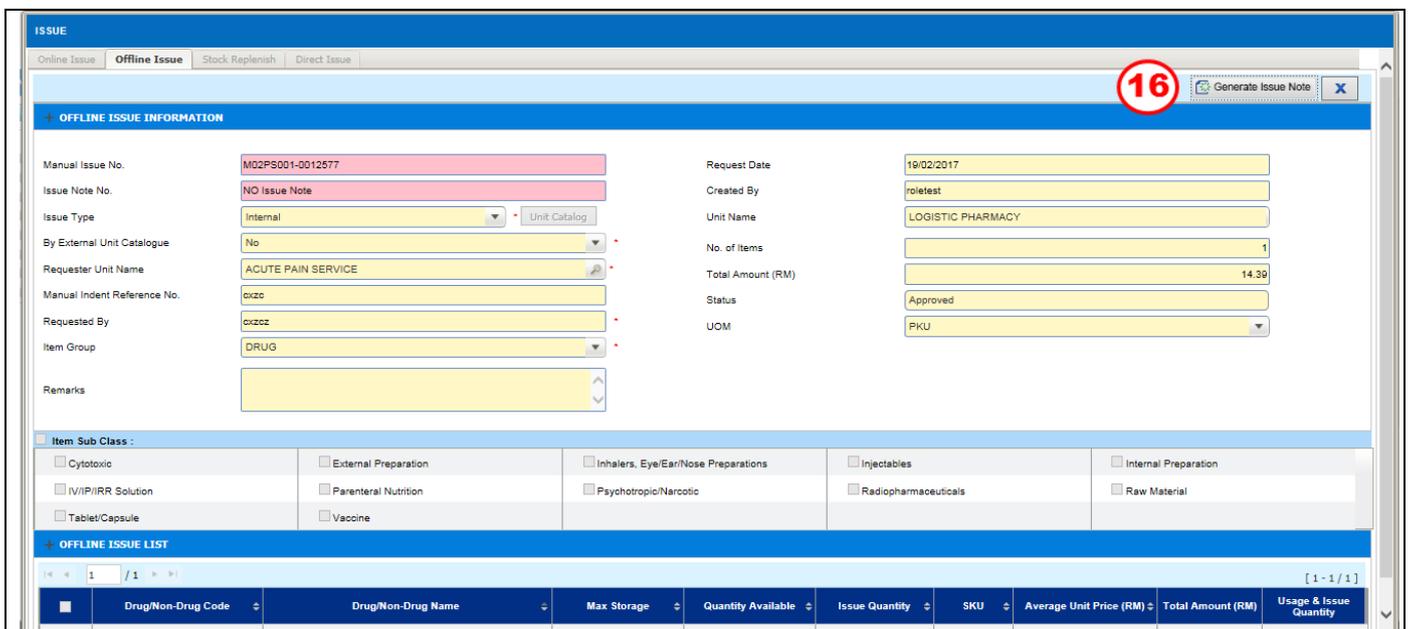


Figure 3.2.5-11 Alert Message



ISSUE

Online Issue | **Offline Issue** | Stock Replenish | Direct Issue

16 Generate Issue Note X

OFFLINE ISSUE INFORMATION

Manual Issue No. MQ2PS001-0012577 Request Date 19/02/2017

Issue Note No. NO Issue Note Created By roletest

Issue Type Internal Unit Catalog Unit Name LOGISTIC PHARMACY

By External Unit Catalogue No No. of Items 1

Requester Unit Name ACUTE PAIN SERVICE Total Amount (RM) 14.39

Manual Indent Reference No. orzoz Status Approved

Requested By orzoz UOM PKU

Item Group DRUG

Remarks

Item Sub Class :

Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables Internal Preparation

IV/PI/IRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals Raw Material

Tablet/Capsule Vaccine

OFFLINE ISSUE LIST

1 / 1

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
--------------------	--------------------	-------------	--------------------	----------------	-----	-------------------------	-------------------	------------------------

Figure 3.1.5-12 Issue Information

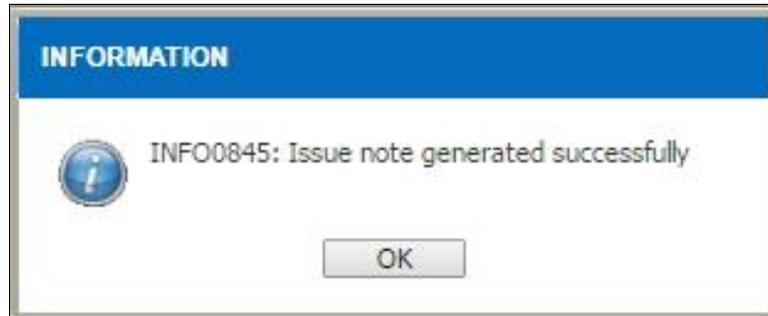


Figure 3.1.5-13 Information Alert Message

STEP 15

Click on the  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  as shown in Figure 3.1.5-12

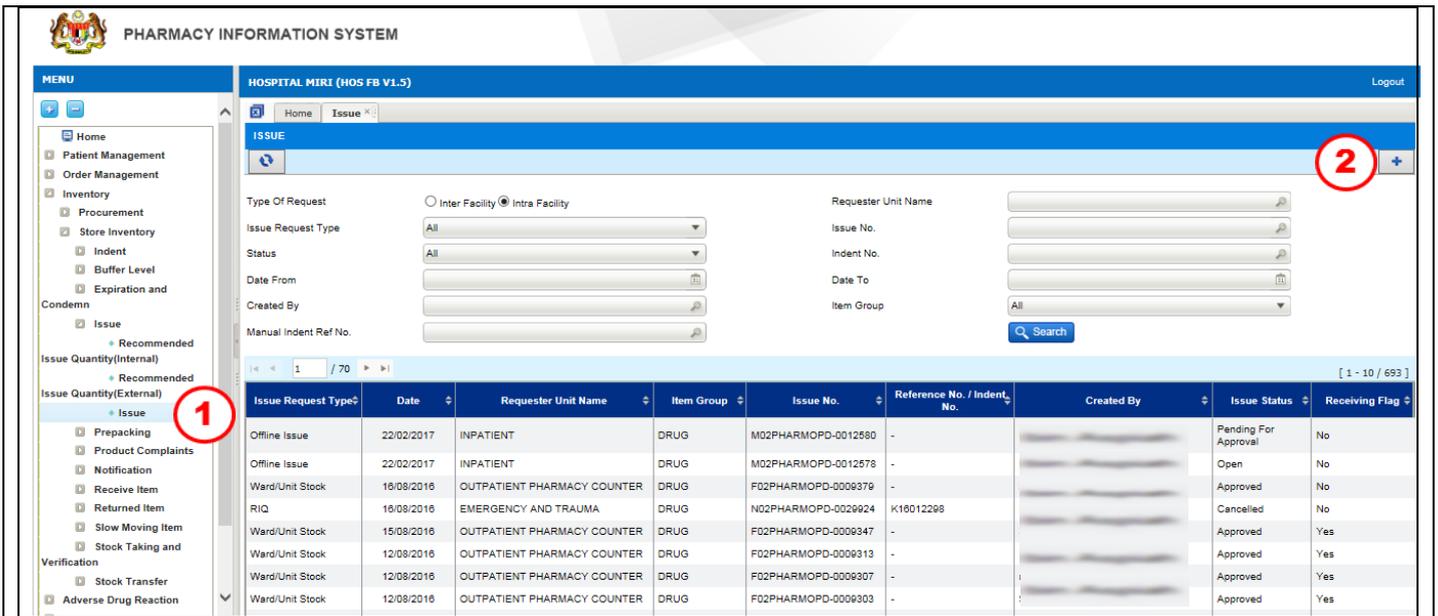
- System will display an alert message as display in Figure 3.1.5-13
- 'Borang Pesanan dan Pengeluaran Stok' will display as in Figure 3.1.5-14

		KEMENTERIAN KESIHATAN MALAYSIA										Salinan Stor			
		Hospital Miri													
		BORANG PESANAN DAN PENGELUARAN STOK										KEW.PS-10			
		(Tatacara Pengurusan Stok 136)													
Pemesan : Pharmacy (Bahagian Perkhidmatan Farmasi, KKM)				Pengeluar : Pharmacy (Hospital Miri)											
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar											
No. Pemesanan:		Tarikh Pemesanan: 22/02/2017		No. Pengeluaran: M02PS001-0012579				Offline Issue		Tarikh Pengeluaran: 22/02/2017					
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)		Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan	
								Seunit	Jumlah						
DOBAA03000L6001XX	Acriflavine 0.1% Lotion	9,600	ml	01.0016.04	80	209	bott	3.0360	242.88	80	bottle of 120 ml/100ml	18541	30/11/2017		
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar											
Pegawai Pemesan :				Pegawai Penerima :				Telah Diluluskan dan Direkodkan oleh:				Dikeluarkan dan Direkod oleh:			
Nama : Abu Bin Mat				Nama :				Nama : GOH CHIA LING				Nama :			
Jawatan :				Jawatan :				Jawatan : Pegawai Farmasi U52				Jawatan :			
Unit : Bahagian Perkhidmatan Farmasi,				Unit :				Unit : LOGISTIC PHARMACY				Unit :			
Jabatan :				Jabatan :				Jabatan : Pharmacy				Jabatan :			
Tarikh : 22/02/2017				Tarikh :				Tarikh : 22/02/2017				Tarikh :			
				(Dilengkapkan setelah stok diterima)				BAHAGIAN BUNGKUSAN DAN PENGHANTARAN							
Remark :				Butir-butir Bungkusan				Butir-butir Penghantaran				Telah dibungkus dan dihantar oleh:			
												Nama : Jawatan : Jabatan : Tarikh :			
Printed Date : 22/02/2017				Printed By : GOH CHIA LING				Unit Name : LOGISTIC PHARMACY				Source : PHIS			
												Page 1 of 2			

Figure 3.1.5-14 Borang Pesanan dan Pengeluaran Stok (KEW.PS-10)

3.2.6 Issue Type: Offline Issue (Own Consumption)

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



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI (HOS FB V1.5) Logout

Home Issue

ISSUE

Type Of Request: Inter Facility Intra Facility

Requester Unit Name:

Issue Request Type:

Issue No.:

Status:

Indent No.:

Date From:

Date To:

Created By:

Item Group:

Manual Indent Ref No.:

[1 - 10 / 693]

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Offline Issue	22/02/2017	INPATIENT	DRUG	M02PHARMOPD-0012580	-		Pending For Approval	No
Offline Issue	22/02/2017	INPATIENT	DRUG	M02PHARMOPD-0012578	-		Open	No
Ward/Unit Stock	16/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009379	-		Approved	No
RIQ	16/08/2016	EMERGENCY AND TRAUMA	DRUG	N02PHARMOPD-0029924	K16012298		Cancelled	No
Ward/Unit Stock	15/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009347	-		Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009313	-		Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009307	-		Approved	Yes
Ward/Unit Stock	12/08/2016	OUTPATIENT PHARMACY COUNTER	DRUG	F02PHARMOPD-0009303	-		Approved	Yes

Figure 3.2.6-1 Create New Issue

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and then click '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.

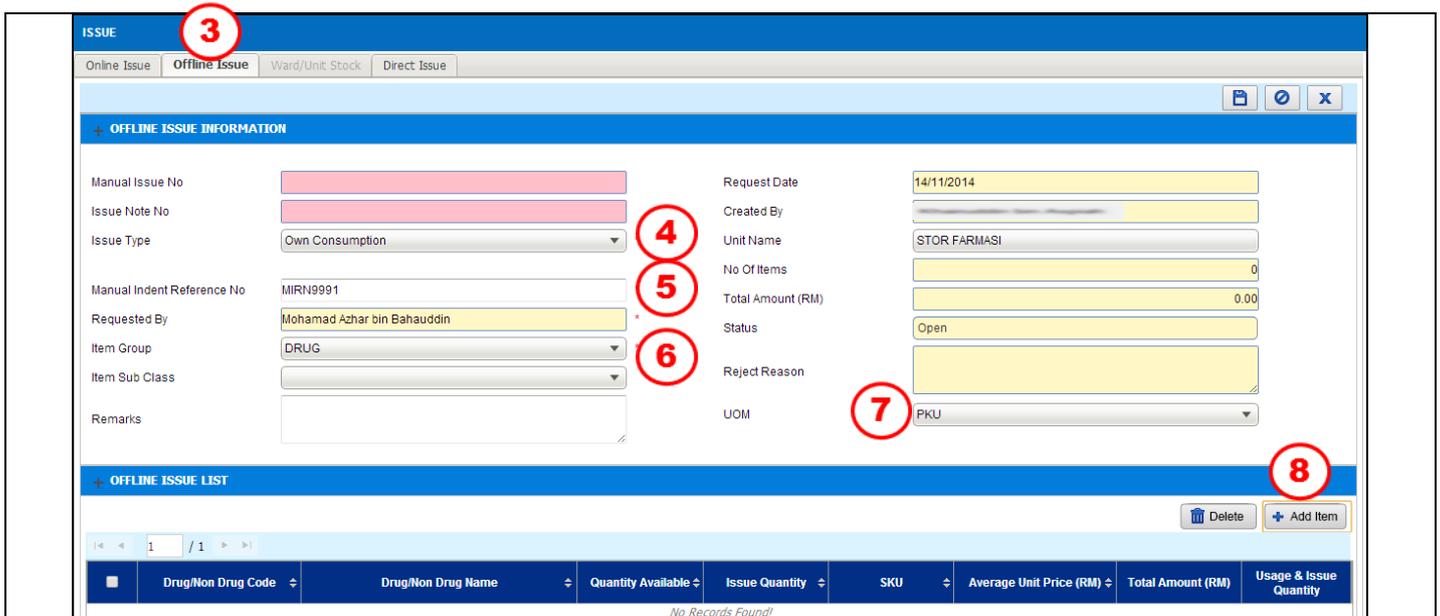


Figure 3.2.6-2 Offline Issue

STEP 3

Click on the Offline Issue tab

STEP 4

Select **Issue Type** as Own Consumption from the dropdown box

Note

Issue Type: Own Consumption is selected to deduct stock from the user's unit.

STEP 5

Enter the **Manual Indent Reference No**

STEP 6

Select the **Item Group** from the drop down:

- Drug
- Non Drug

STEP 7

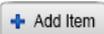
Select the **UOM** from the drop down:

- 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

ADD ITEM 11

Item Code: Item Description:

Drug/Non Drug Code: Drug/Non Drug Name:

Item Sub Class: 9

[1 - 10 / 24]

	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)
<input type="checkbox"/>	N05AF01135P2001XX	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	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	N05AF01135P2001XX	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	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	N05AF01135P2001XX	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	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	N05AF01135P2001XX	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	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	N05AB02135P3001XX	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	<input type="text"/>	<input type="text"/>

10

Figure 3.2.6-3 Add Item

STEP 9

Click on the 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.

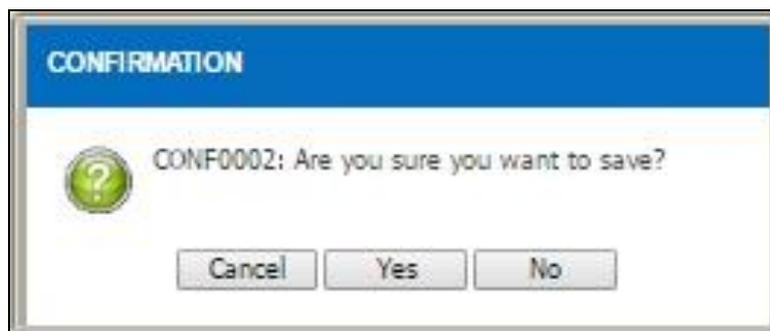


Figure 3.2.6-4 Save Alert Message

- Click on the button.

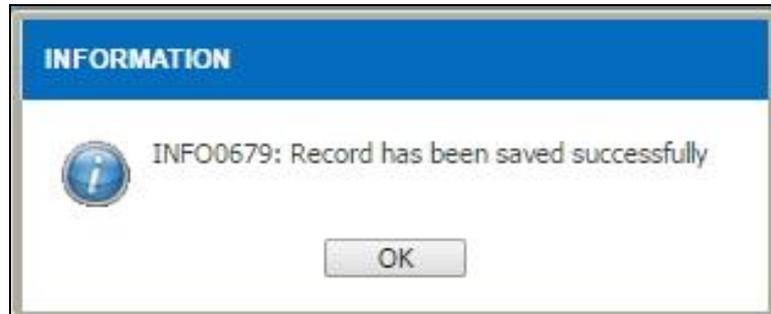
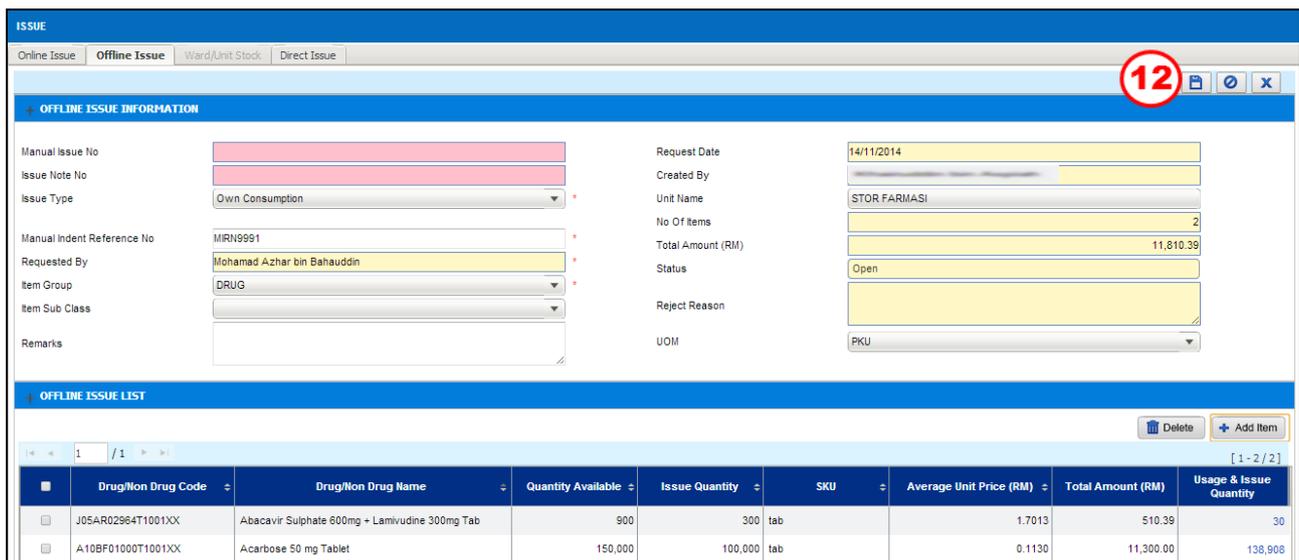


Figure 3.2.6-5 Record Saved Alert Message

- Click on the  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.



Drug/Non Drug Code	Drug/Non Drug Name	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	900	300	tab	1.7013	510.39	30
A10BF01000T1001XX	Acarbose 50 mg Tablet	150,000	100,000	tab	0.1130	11,300.00	138,908

Figure 3.2.6-6 Offline Issue

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.

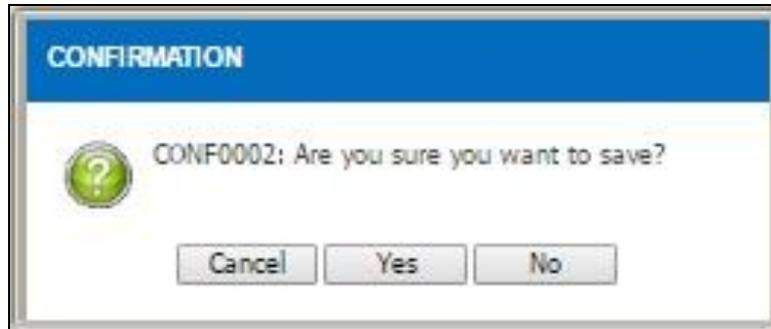
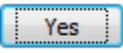


Figure 3.2.6-7 Save Alert Message

- Click on the  button.

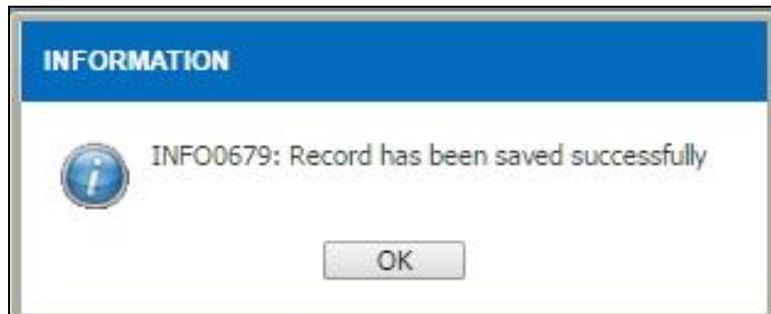
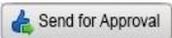


Figure 3.2.6-8 Record Saved Alert Message

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

ISSUE

Online Issue | **Offline Issue** | Ward/Unit Stock | Direct Issue

13
Send for Approval
Cancel Request

+ OFFLINE ISSUE INFORMATION

Manual Issue No	<input type="text" value="M02PS001-0008046"/>	Request Date	<input type="text" value="14/11/2014"/>
Issue Note No	<input type="text" value=""/>	Created By	<input type="text" value=""/>
Issue Type	<input type="text" value="Own Consumption"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
Manual Indent Reference No	<input type="text" value="MIRN9991"/>	No Of Items	<input type="text" value="2"/>
Requested By	<input type="text" value="Mohamad Azhar bin Bahauddin"/>	Total Amount (RM)	<input type="text" value="11,810.39"/>
Item Group	<input type="text" value="DRUG"/>	Status	<input type="text" value="Open"/>
Item Sub Class	<input type="text" value=""/>	Reject Reason	<input type="text" value=""/>
Remarks	<input type="text" value=""/>		
		UOM	<input type="text" value="PKU"/>

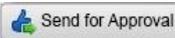
+ OFFLINE ISSUE LIST

Delete + Add Item

☐	Drug/Non Drug Code	Drug/Non Drug Name	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
<input type="checkbox"/>	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	900	300	tab	1.7013	510.39	
<input type="checkbox"/>	A10BF01000T1001XX	Acarbose 50 mg Tablet	150,000	100,000	tab	0.1130	11,300.00	138.90

Figure 3.2.6-9 Offline Issue Send For Approval

STEP 13

Click on the  button to request to HOD for approval

Note

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

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.

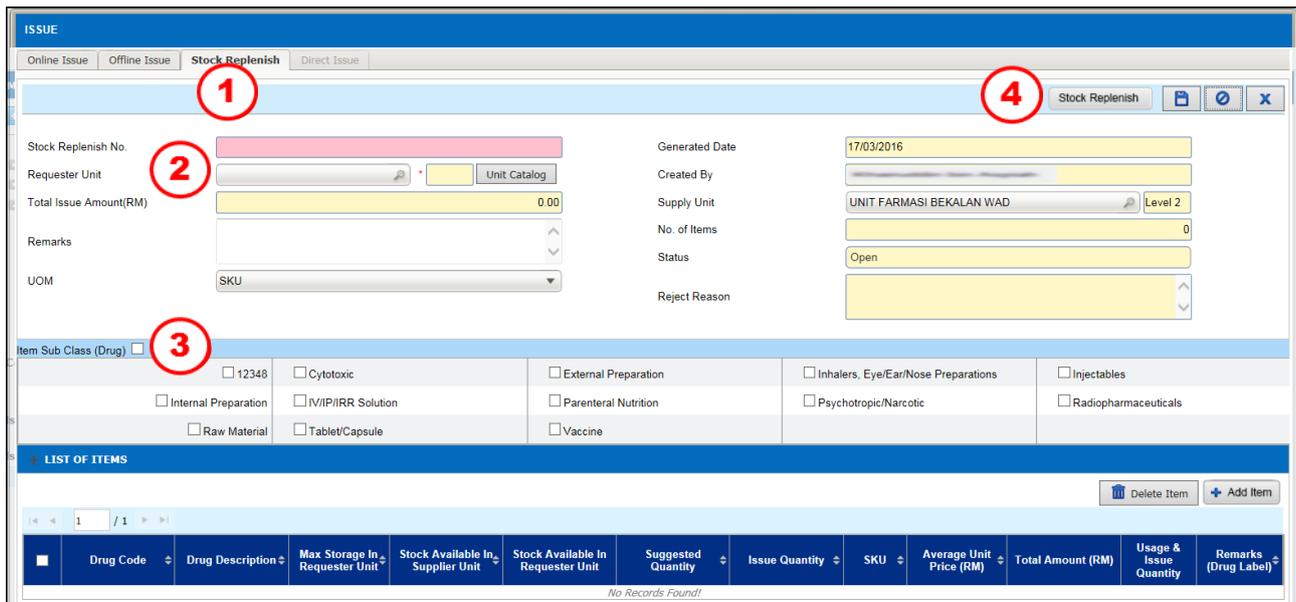


Figure 3.2.7-1 Stock Replenish

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 as per Figure 3.2.7-2.
- Double click to select the **Requester Unit Name**.

STEP 3

Click on the check box for Item Sub class

Note

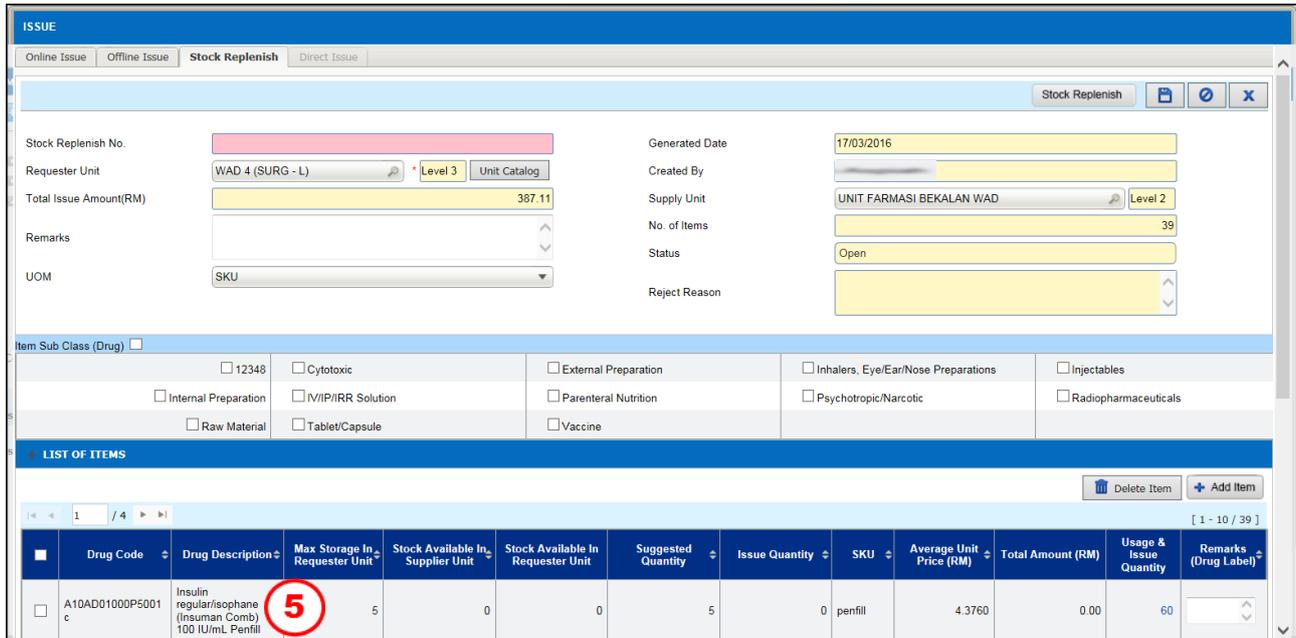
User is allowed to select more than one check box.

STEP 4

Click on the  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 3.2.7-3.
- The supplying Unit can be changed to level 3 from level 2 user.



ISSUE

Online Issue | Offline Issue | **Stock Replenish** | Direct Issue

Stock Replenish No. [] Generated Date: 17/03/2016

Requester Unit: WAD 4 (SURG - L) [Level 3] Unit Catalog Created By: []

Total Issue Amount(RM): 387.11 Supply Unit: UNIT FARMASI BEKALAN WAD [Level 2]

Remarks: [] No. of Items: 39

UOM: SKU Status: Open

Reject Reason: []

Item Sub Class (Drug) []

12348 Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables

Internal Preparation IV/IP/IRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals

Raw Material Tablet/Capsule Vaccine

LIST OF ITEMS

Delete Item + Add Item

Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)
A10AD01000P5001	Insulin regular/isophane (Insuman Comb) 100 IU/mL Penfil	5	0	0	5	0	penfil	4.3760	0.00	60	

Figure 3.2.7-3 Stock Replenish



Figure 3.2.7-4 Information Box

STEP 5

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

Note

- An Information Box as per Figure 3.2.7-4 will appear if there is no stock available at **Supplying Unit**.
- The system will display *Item Allocation* as per Figure 3.2.7-5 once double click on the item.

ITEM ALLOCATION													
Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
03.0609.05	Dopamine 40mg Inj	C01CA04110P3001XX	DOPamine 40mg/ml Inj	DOPAR	131753T	30/09/2016	Pack of 10 amps	9,999 (amp)	1	9,999.00 (amp)	0.0000	10	10.00
03.0609.06	Dopamine 40 mg / ml in 5 ml Injection	C01CA04110P3001XX	DOPamine 40mg/ml Inj	NO BRAND	131754T	30/09/2016	Pack of 10 amps	9,999 (amp)	10	999.90 (pck)	0.0000	0	0.00
Total Quantity												10	

Figure 3.2.7-5 Item Allocation Stock Replenish

STEP 6

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

STEP 7

Click on the button to save the changes.

ISSUE																																	
Online Issue		Offline Issue		Stock Replenish		Direct Issue																											
Stock Replenish No. <input type="text" value="F02FBW-0010055"/>					Generated Date <input type="text" value="17/03/2016"/>																												
Requester Unit <input type="text" value="WAD 4 (SURG - L) Level 3 Unit Catalog"/>					Created By <input type="text" value=""/>																												
Total Issue Amount(RM) <input type="text" value="39.77"/>					Supply Unit <input type="text" value="UNIT FARMASI BEKALAN WAD Level 2"/>																												
Remarks <input type="text" value=""/>					No. of Items <input type="text" value="10"/>																												
UOM <input type="text" value="SKU"/>					Status <input type="text" value="Pending For Approval"/>																												
Reject Reason <input type="text" value=""/>																																	
<p>Item Sub Class (Drug)</p> <input type="checkbox"/> 12348 <input type="checkbox"/> Cytotoxic <input type="checkbox"/> External Preparation <input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations <input type="checkbox"/> Injectables <input type="checkbox"/> Internal Preparation <input type="checkbox"/> IV/IP/IRR Solution <input type="checkbox"/> Parenteral Nutrition <input type="checkbox"/> Psychotropic/Narcotic <input type="checkbox"/> Radiopharmaceuticals <input type="checkbox"/> Raw Material <input type="checkbox"/> Tablet/Capsule <input type="checkbox"/> Vaccine																																	
<p>LIST OF ITEMS</p> <table border="1"> <thead> <tr> <th>Drug Code</th> <th>Drug Description</th> <th>Max Storage In Requester Unit</th> <th>Stock Available In Supplier Unit</th> <th>Stock Available In Requester Unit</th> <th>Suggested Quantity</th> <th>Issue Quantity</th> <th>SKU</th> <th>Average Unit Price (RM)</th> <th>Total Amount (RM)</th> <th>Usage & Issue Quantity</th> <th>Remarks (Drug Label)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> N02BA01000T4001XX</td> <td>Acetylsalicylic Acid 300 mg Soluble Tablet</td> <td>30</td> <td>9,999</td> <td>0</td> <td>30</td> <td>30</td> <td>box</td> <td>0.4170</td> <td>12.51</td> <td>0</td> <td></td> </tr> </tbody> </table>										Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)	<input type="checkbox"/> N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	30	9,999	0	30	30	box	0.4170	12.51	0	
Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)																						
<input type="checkbox"/> N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	30	9,999	0	30	30	box	0.4170	12.51	0																							

Figure 3.2.7-6 Approval Screen Stock Replenish

STEP 8

Click on the button to save the transaction

Note

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

STEP 9

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

ISSUE

Online Issue | Offline Issue | **Stock Replenish** | Direct Issue
10
Generate Issue Note | Label | X

Stock Replenish No.

Requester Unit

Total Issue Amount(RM)

Remarks

UOM

Generated Date

Created By

Supply Unit

No. of Items

Status

Reject Reason

Item Sub Class (Drug)

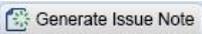
<input type="checkbox"/> 12348	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables
<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiopharmaceuticals
<input type="checkbox"/> Raw Material	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine		

LIST OF ITEMS

Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)
<input type="checkbox"/> N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	30	9,999	0	30	30	box	0.4170	12.51	30	<input type="text"/>
<input type="checkbox"/> C01CA04110P3001XX	DOPamine 40mg/ml Inj	10	19,998	0	10	10	amp	2.7260	27.26	10	<input type="text"/>

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 drug label as shown in Figure 3.2.7-9



		KEMENTERIAN KESIHATAN MALAYSIA						Salinan Stor					
		Hospital Pakar Sultanah Fatimah, Muar						KEW.PS-11					
		BORANG PERMOHONAN STOK											
		(Tatacara Pengurusan Stor 143)											
		(Untuk kegunaan di stor Unit-diisi dalam 2 salinan)											
No. Permohonan : :						No. Pengeluaran :		F02FBW-0010055					
Tarikh Pesanan :		17/03/2016				Tarikh Pengeluaran :		17/03/2016					
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 Bungkus	No. Kelompok	Tarikh Luput	
1	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	30 box		02.0003.05	30	0	30	box	Pack of 30 tabs (Blister)	V320	05/04/2016	
2	C01CA04110P3001XX	DOPamine 40mg/ml Inj	10 amp		03.0609.05	10	0	10	amp	Pack of 10 amps	131753T	30/09/2016	

<p>..... (Tandatangan Pemohon)</p> <p>Nama : Jawatan : Unit : WAD 4 (SURG - L) Jabatan : Tarikh :</p>	<p>Kelulusan : Permohon diluluskan/tidak diluluskan*</p> <p>..... (Tandatangan Pegawai Pelulus)</p> <p>Nama : Jawatan : Pegawai Farmasi U41 Unit : UNIT FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 17/03/2016</p>
---	--

* sila potong yang berkenaan

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

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 17/03/2016 Printed By : Unit Name : UNIT FARMASI BEKALAN WAD Source : PHIS

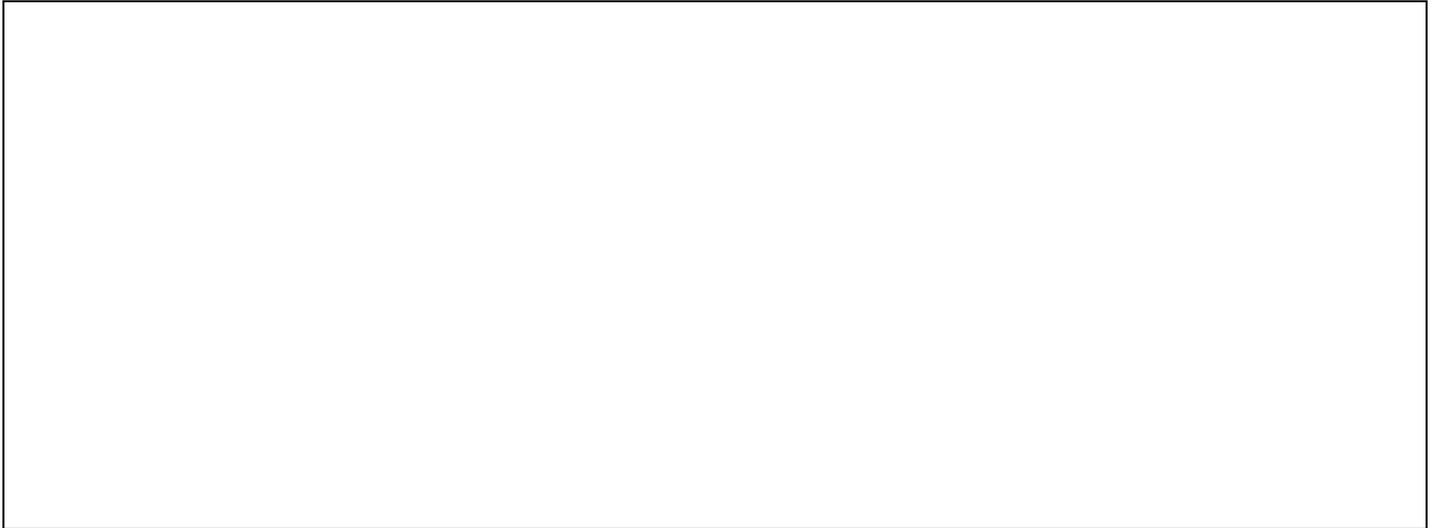
Page 1 of 2

Figure 3.2.7-8 Borang Permohonan Stok



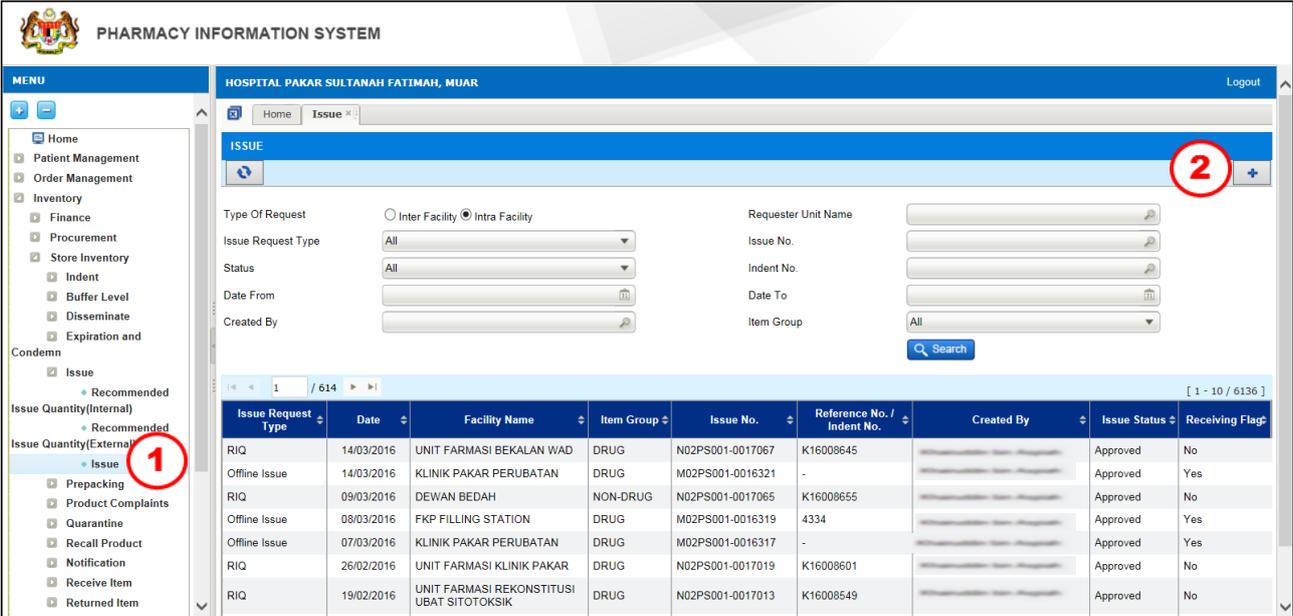
WAD 4 (SURG - L)			WAD 4 (SURG - L)		
Acetylsalicylic Acid 300 mg Soluble			Acetylsalicylic Acid 300 mg Soluble		
Qty : 30	SKU : box	Unit Price 0.4170	Qty : 30	SKU : box	Unit Price 0.4170
Batch No : V320		Exp Date : 2016-04-05	Batch No : V320		Exp Date : 2016-04-05
Remarks:			Remarks:		
WAD 4 (SURG - L)			WAD 4 (SURG - L)		
Acetylsalicylic Acid 300 mg Soluble			Acetylsalicylic Acid 300 mg Soluble		
Qty : 30	SKU : box	Unit Price 0.4170	Qty : 30	SKU : box	Unit Price 0.4170
Batch No : V320		Exp Date : 2016-04-05	Batch No : V320		Exp Date : 2016-04-05
Remarks:			Remarks:		

Figure 3.2.7-9 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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Issue ×

ISSUE

Type Of Request: Inter Facility Intra Facility

Issue Request Type: All

Status: All

Date From: [] Date To: []

Created By: []

Requester Unit Name: []

Issue No.: []

Indent No.: []

Date To: []

Item Group: All

Search

Issue Request Type	Date	Facility Name	Item Group	Issue No.	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
RIQ	14/03/2016	UNIT FARMASI BEKALAN WAD	DRUG	N02PS001-0017067	K16008645	[]	Approved	No
Offline Issue	14/03/2016	KLINIK PAKAR PERUBATAN	DRUG	M02PS001-0016321	-	[]	Approved	Yes
RIQ	09/03/2016	DEWAN BEDAH	NON-DRUG	N02PS001-0017065	K16008655	[]	Approved	No
Offline Issue	08/03/2016	FKP FILLING STATION	DRUG	M02PS001-0016319	4334	[]	Approved	Yes
Offline Issue	07/03/2016	KLINIK PAKAR PERUBATAN	DRUG	M02PS001-0016317	-	[]	Approved	Yes
RIQ	26/02/2016	UNIT FARMASI KLINIK PAKAR	DRUG	N02PS001-0017019	K16008601	[]	Approved	No
RIQ	19/02/2016	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	DRUG	N02PS001-0017013	K16008549	[]	Approved	No

Figure 3.2.8-1 Create New Issue

STEP 1
Click on 'Inventory' menu, followed by 'Store Inventory' and then click 'Issue'

STEP 2
Click on the  button

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

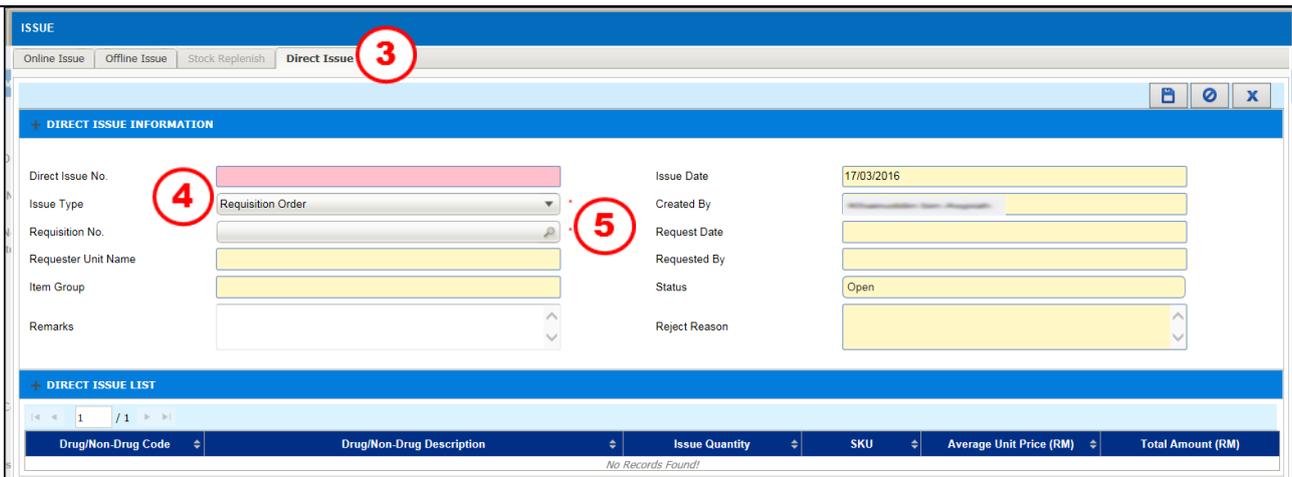
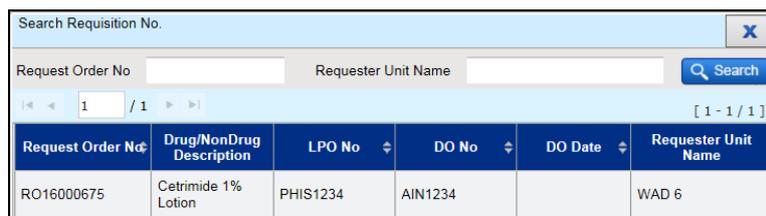


Figure 3.2.8-2 Create New Issue



Request Order No.	Drug/NonDrug Description	LPO No	DO No	DO Date	Requester Unit Name
RO16000675	Cetrimide 1% Lotion	PHIS1234	AIN1234		WAD 6

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

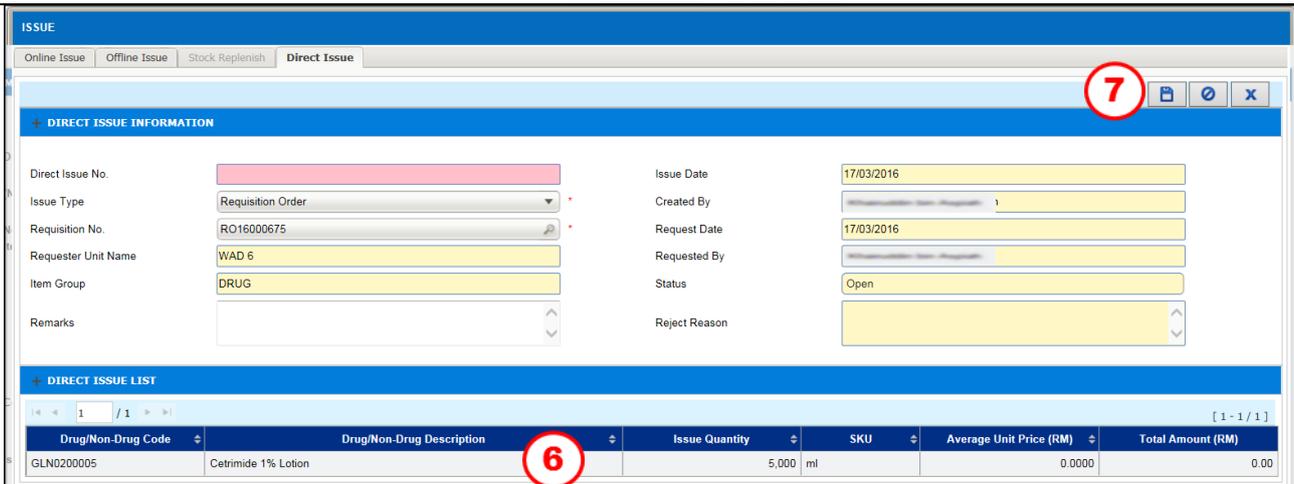
- A newly-created Issue record **Status** is defaulted as 'Open'.
- Issue Date** is defaulted to the system date and time.
- The system will display **Requisition No.** field.

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.



DIRECT ISSUE INFORMATION

Direct Issue No. [] Issue Date 17/03/2016

Issue Type Requisition Order * Created By []

Requisition No. RO16000675 * Request Date 17/03/2016

Requester Unit Name WAD 6 Requested By []

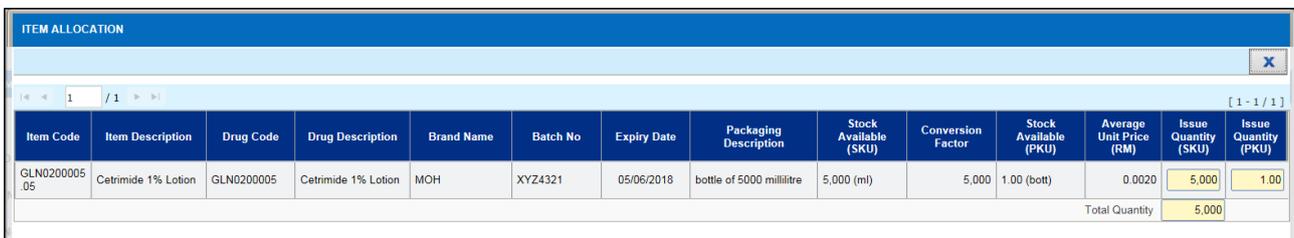
Item Group DRUG Status Open

Remarks [] Reject Reason []

DIRECT ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5,000 ml		0.0000	0.00

Figure 3.2.8-4 Direct Issue



ITEM ALLOCATION

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
GLN020000505	Cetrimide 1% Lotion	GLN0200005	Cetrimide 1% Lotion	MOH	XY24321	05/06/2018	bottle of 5000 millilitre	5,000 (ml)	5,000	1.00 (bott)	0.0020	5,000	1.00
Total Quantity												5,000	

Figure 3.2.8-5 Item Allocation

STEP 6

Double click on the item information to view the item details

Note

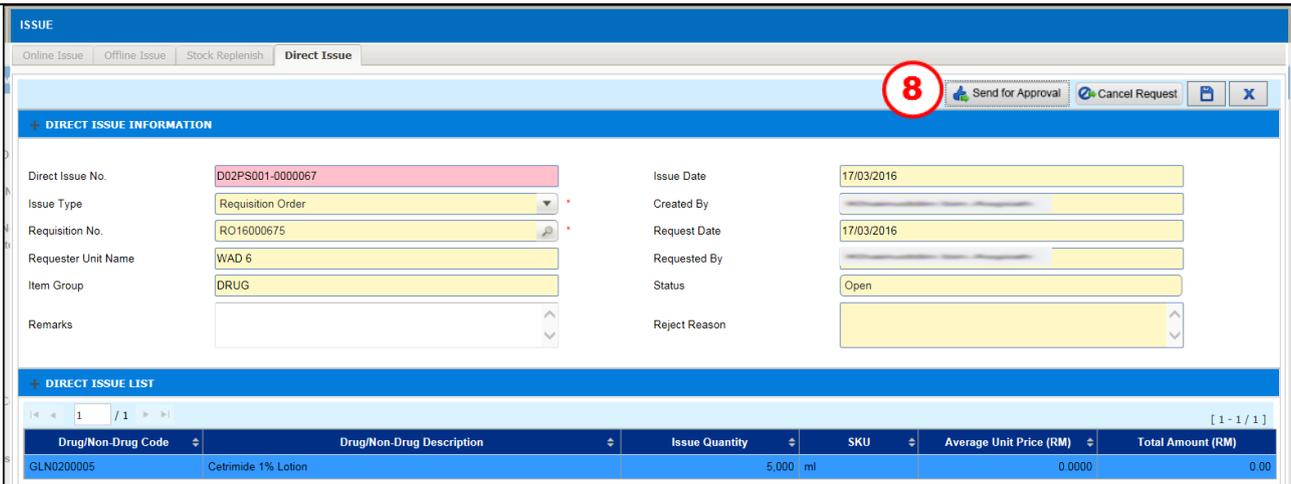
The 'Item Allocation' screen will be displayed.

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  button will be enabled.



ISSUE

Online Issue | Offline Issue | Stock Replenish | **Direct Issue**

8 Send for Approval Cancel Request

DIRECT ISSUE INFORMATION

Direct Issue No. D02PS001-0000067 Issue Date 17/03/2016
 Issue Type Requisition Order Created By
 Requisition No. RO16000675 Request Date 17/03/2016
 Requester Unit Name WAD 6 Requested By
 Item Group DRUG Status Open
 Remarks Reject Reason

DIRECT ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
GLN0200005	Cetrimide 1% Lotion	5,000 ml		0.0000	0.00

Figure 3.2.8-6 Direct Issue Send for Approval

STEP 8

Click on the  button to send request to HOD for approval

Note

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

3.3 Issue Approval

3.3.1 Offline Issue Approval

This function is used to perform Offline Issue Approval.

TASK LIST						
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User	
Issue	M02PS001-0008044 1	13/11/2014 07:53 PM	Pending For Approval	STOR FARMASI		
Issue	M02PS001-0008045	14/11/2014 12:54 PM	Pending For Approval	STOR FARMASI		
Issue	M02PS001-0008046	14/11/2014 01:30 PM	Pending For Approval	STOR FARMASI		
Issue	D02PS001-0000052	14/11/2014 01:46 PM	Pending For Approval	STOR FARMASI		
Received From External	P140001393	14/11/2014 02:27 PM	Pending For Approval	STOR FARMASI		

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.

ISSUE									
Offline Issue		Ward/Unit Stock		Direct Issue					
Approve Reject X									
OFFLINE ISSUE INFORMATION									
Manual Issue No	M02PS001-0008044	Request Date	13/11/2014						
Issue Note No	N02PS001-0000339	Created By							
Issue Type	Internal	Unit Name	STOR FARMASI						
Requester Unit Name	COMMUNITY PSYCHIATRIC UNIT	No Of Items	2						
Manual Indent Reference No	MIR0001	Total Amount (RM)	1,719.70						
Requested By		Status	Approved						
Item Group	DRUG	Reject Reason							
Item Sub Class		UOM	PKU						
Remarks									
OFFLINE ISSUE LIST									
[1 - 2 / 2]									
Drug/Non Drug Code	Drug/Non Drug Name	Quantity Available	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity		
N05AFD1135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	550	100	amp 2	16.2400	1,624.00	4,259		
N05AB02135P3001XX	Fluphenazine Decanoate 25mg/ml Inj	900	100	amp	0.9570	95.70	2,866		

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.

Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
03.1002.02	Flupenthixol Decanoate 20 mg / ml Injection	N05AF01135P 2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	FLUANXOL	2386502	28/02/2018	Pack of 10 amps	550 (amp)	10	55.00 (pck)	16.2400	100	100
Total Quantity												100	100

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

ISSUE

Online Issue **Offline Issue** Ward/Unit Stock Direct Issue

Approve Reject X

OFFLINE ISSUE INFORMATION

Manual Issue No	M02PS001-0008044	Request Date	13/11/2014
Issue Note No		Created By	
Issue Type	Internal	Unit Name	STOR FARMASI
Requester Unit Name	COMMUNITY PSYCHIATRIC UNIT	No Of Items	2
Manual Indent Reference No	MIR0001	Total Amount (RM)	1,719.70
Requested By	Samsiah Kadir	Status	Pending For Approval
Item Group	DRUG	Reject Reason	
Item Sub Class		UOM	PKU
Remarks			

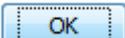
OFFLINE ISSUE LIST

Figure 3.3.1-4 Offline Issue Approval

STEP 5

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

Note

- Click on the  button in Figure 3.6.1-5 and the  will be displayed in Figure 3.3.1-6.

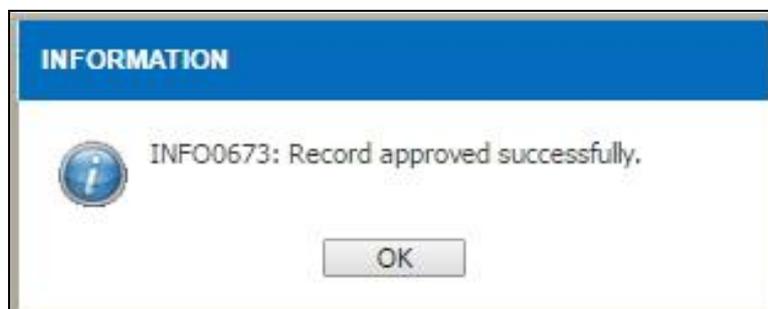
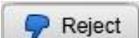
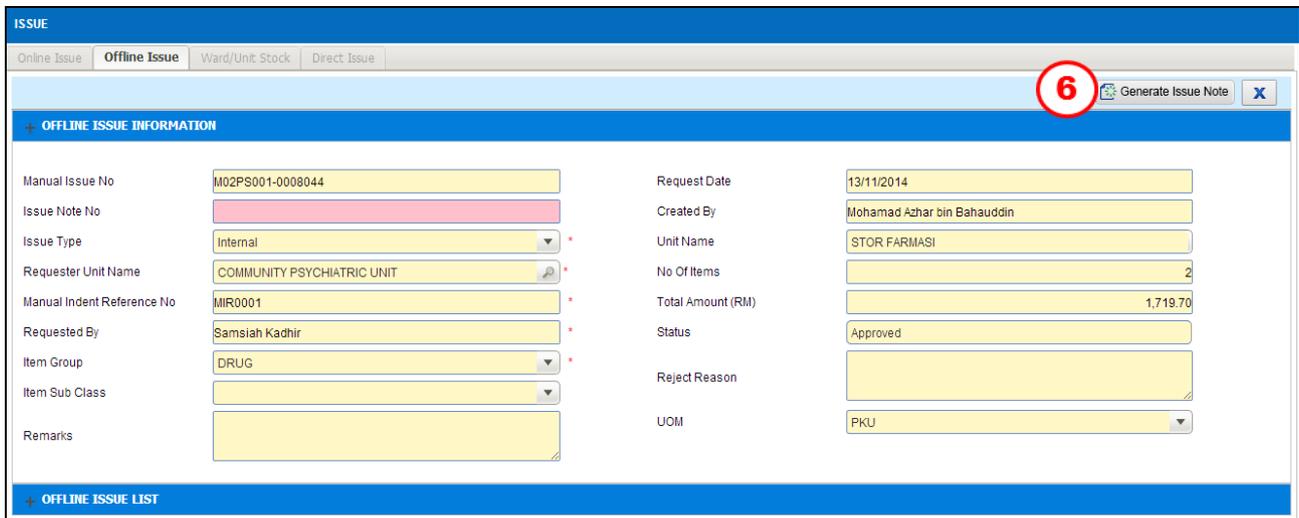


Figure 3.3.1-5 Approved Alert Message

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

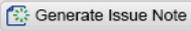
- **Reject Reason** is mandatory to be entered to reject the Offline Issue transaction.



ISSUE				
Online Issue		Offline Issue	Ward/Unit Stock	Direct Issue
6 Generate Issue Note X				
OFFLINE ISSUE INFORMATION				
Manual Issue No	M02PS001-0008044	Request Date	13/11/2014	
Issue Note No		Created By	Mohamad Azhar bin Bahauddin	
Issue Type	Internal	Unit Name	STOR FARMASI	
Requester Unit Name	COMMUNITY PSYCHIATRIC UNIT	No Of Items	2	
Manual Indent Reference No	MIR0001	Total Amount (RM)	1,719.70	
Requested By	Samsiah Kadir	Status	Approved	
Item Group	DRUG	Reject Reason		
Item Sub Class		UOM	PKU	
Remarks				
OFFLINE ISSUE LIST				

Figure 3.3.1-6 Offline Issue Generate Issue Note

STEP 6

Click on the  to print out the issue note

KEMENTERIAN KESIHATAN MALAYSIA													Salinan Stor	
Hospital Pakar Sultanah Fatimah, Muar													KEW.PS-10	
BORANG PESANAN DAN PENGLUARAN STOK													(Tatacara Pengurusan Stor 136)	
Kepada : UNIT PEMULIHAN KARAKTERJA						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 AKALIN						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)		Kuantiti Dikeluarkan (PKU)	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
								Seunit (SKU)	Jumlah					
P1950070001	Chlorhexidine 1-200 in Alcohol with Emollient (for hand disinfection)	10	botl	01.0413.02	261	10	botl	11.6000	116.00	10.00	bottle (Bottle of 0.5L)	AP3035	14/01/2017	
N1080070002	Bandage Crepe 10cm BPC	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	5C14400014.10		
P1660050001	Mask Surgical Disposable, 3ply, tie-on	6	pack	10.2401.01	1,354	6	pack	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 Direkodkan oleh:					
Nama :			Nama :			Nama :			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 :					
						BAHAGIAN BUNGKUSAN DAN PENGHANTARAN								
						Butir-butir Bungkusan		Butir-butir Penghantaran		Telah dibungkus dan dihantar oleh:				
												Nama :		
												Jawatan :		
												Jabatan :		
												Tarikh :		
<p style="text-align: center;">Ini adalah cetakan komputer, tandatangan tidak diperlukan</p> <p>Printed Date : 23/07/2015 Printed By : _____ Unit Name : STOR FARMASI Source : PHIS</p>														

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.

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	RCL Transaction type	RC14000003	11/03/2014 06:38 PM	Pending for Approval	UNIT FARMASI BEKALAN WAD	...
2	Indent	K14000007	12/03/2014 10:41 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
3	Indent	K14000008	12/03/2014 10:52 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
4	Issue	F02FBW-0000002	12/03/2014 11:35 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...
5	Issue	M02FBW-0000016	06/04/2014 05:10 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	...

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

ISSUE

Online Issue | Offline Issue | **Stock Replenish** | Direct Issue

Approve | Reject | X

Stock Replenish No. Generated Date

Requester Unit * Level 3 Unit Catalog Created By

Total Issue Amount(RM) Supply Unit Level 2

Remarks

No. of Items

Status

Reject Reason

Item Sub Class (Drug)

Cytotoxic External Preparation Inhalers, Eye/Ear/Nose Preparations Injectables Internal Preparation

IV/IP/IRR Solution Parenteral Nutrition Psychotropic/Narcotic Radiopharmaceuticals Raw Material

Tablet/Capsule Vaccine

+ LIST OF ITEMS

Delete Item

Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)
RAW00042	Sodium Bicarbonate	75	0	0	75	0	g	0.0056	0.00	0	

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.

ITEM ALLOCATION													
Item Code	Item Description	Drug Code	Drug Description	Brand Name	Batch No	Expiry Date	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Average Unit Price (RM)	Issue Quantity (SKU)	Issue Quantity (PKU)
03.1007.01	Glyceryl Trinitrate 25mg/5ml Inj	C01DA02221 P3001XX	Glyceryl Trinitrate 25mg/5ml Inj	DBL	131131T	30/06/2016	Pack of 5 amps	375 (amp)	1	375.00 (amp)	0.0	5	5.00
Total Quantity												5	

Figure 3.3.2-3 Add Issue Quantity

STEP 3

User is allowed to change the issue quantity if required

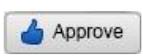
STEP 4

Click on the  button to save the transaction

ISSUE											
Online Issue Offline Issue Stock Replenish Direct Issue											
 Approve  Reject  X											
Stock Replenish No.	F02FBW-0008735				Generated Date	01/06/2015					
Requester Unit	WAD 8 (MED - L)  Unit Catalog				Created By						
Total Issue Amount(RM)	74.43				Supply Unit	UNIT FARMASI BEKALAN WAD 					
Remarks											
No. of Items	11										
Status	Pending For Approval										
Reject Reason											
Item Sub Class (Drug) <input type="checkbox"/>											
<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations		<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation						
<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Psychotropic/Narcotic		<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material						
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine										
+ LIST OF ITEMS 											
Drug Code	Drug Description	Max Storage In Requester Unit	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 (Drug Label)
<input type="checkbox"/> RAW00042	Sodium Bicarbonate Powder, 500mg	75	0	0	75	0	g	0.0056	0.00	0	

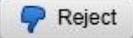
Figure 3.3.2-4 Ward/Unit Stock Approval

STEP 5

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

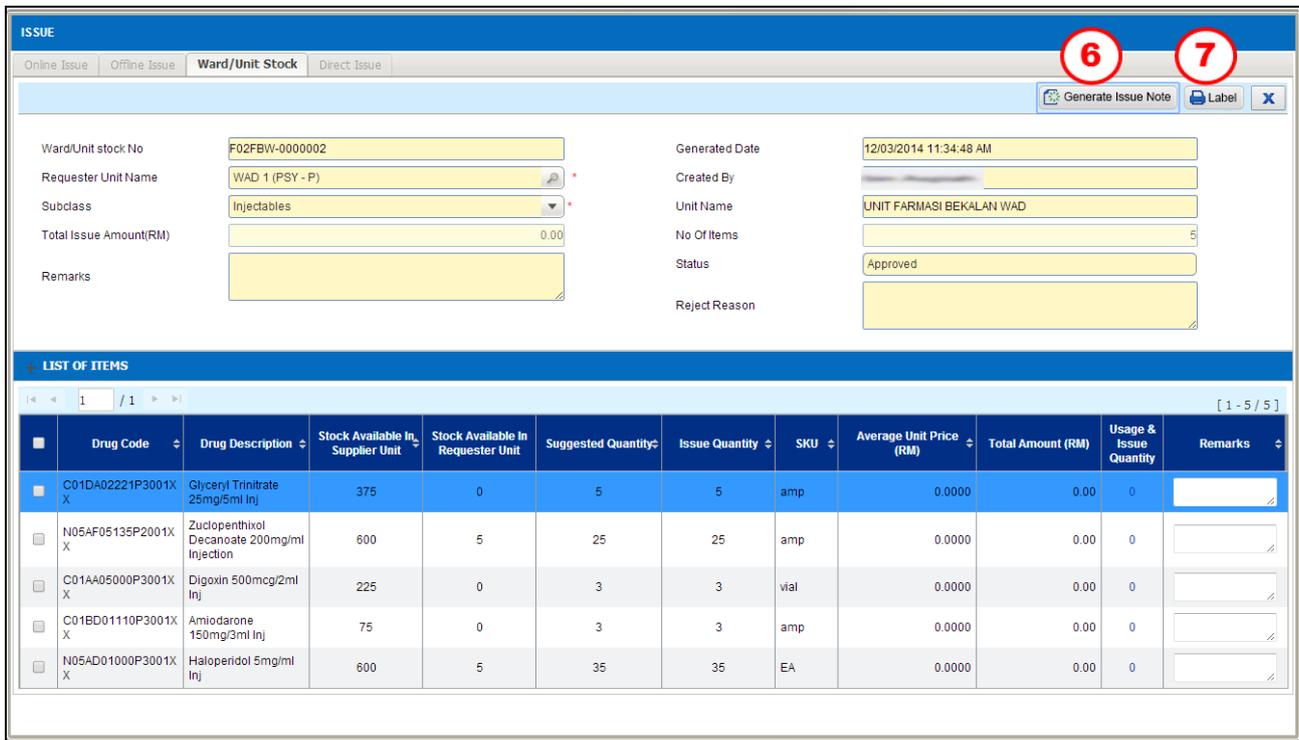
Note

The  button will be displayed as per Figure 3.3.2-5.

b) Click on the  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.



The screenshot shows the 'ISSUE' form with the 'Ward/Unit Stock' tab selected. The form contains the following fields:

- Ward/Unit stock No: F02FBW-0000002
- Requester Unit Name: WAD 1 (PSY - P)
- Subclass: Injectables
- Total Issue Amount(RM): 0.00
- Remarks: (Empty text area)
- Generated Date: 12/03/2014 11:34:48 AM
- Created By: (Empty field)
- Unit Name: UNIT FARMASI BEKALAN WAD
- No Of Items: 5
- Status: Approved
- Reject Reason: (Empty text area)

Below the form is a 'LIST OF ITEMS' table with the following data:

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
C01DA02221P3001X	Glyceril Trinitrate 25mg/5ml Inj	375	0	5	5	amp	0.0000	0.00	0	
N05AF05135P2001X	Zuclopenthixol Decanoate 200mg/ml Injection	600	5	25	25	amp	0.0000	0.00	0	
C01AA05000P3001X	Digoxin 500mcg/2ml Inj	225	0	3	3	vial	0.0000	0.00	0	
C01BD01110P3001X	Amiodarone 150mg/3ml Inj	75	0	3	3	amp	0.0000	0.00	0	
N05AD01000P3001X	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  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  as per Figure 3.3.2-5 to print out the label as per Figure 3.3.2-7

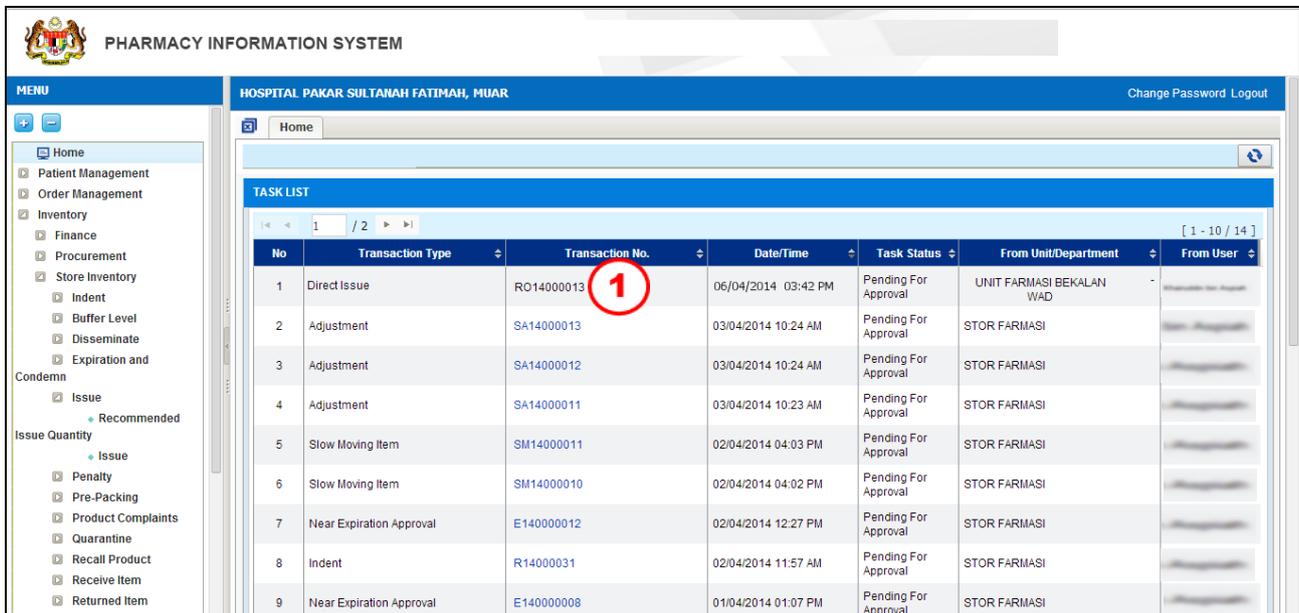
Figure 3.3.2-7 Label

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 3.3.2-1.

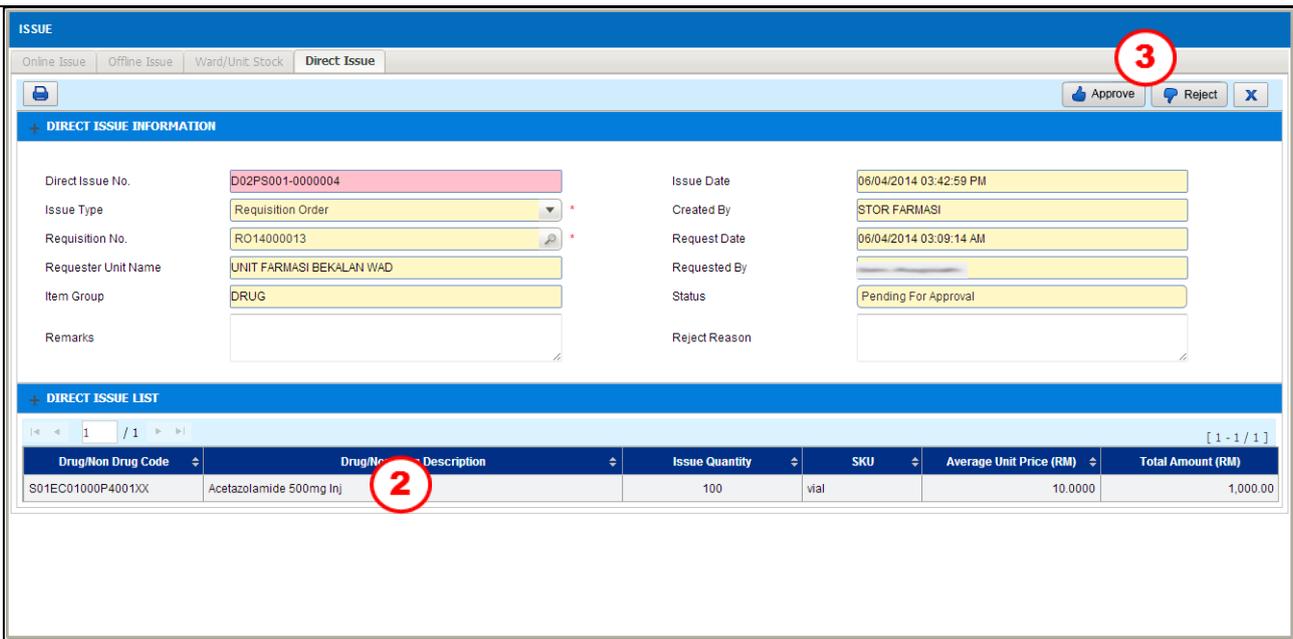


No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Direct Issue	RO14000013	06/04/2014 03:42 PM	Pending For Approval	UNIT FARMASI BEKALAN WAD	
2	Adjustment	SA14000013	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	
3	Adjustment	SA14000012	03/04/2014 10:24 AM	Pending For Approval	STOR FARMASI	
4	Adjustment	SA14000011	03/04/2014 10:23 AM	Pending For Approval	STOR FARMASI	
5	Slow Moving Item	SM14000011	02/04/2014 04:03 PM	Pending For Approval	STOR FARMASI	
6	Slow Moving Item	SM14000010	02/04/2014 04:02 PM	Pending For Approval	STOR FARMASI	
7	Near Expiration Approval	E140000012	02/04/2014 12:27 PM	Pending For Approval	STOR FARMASI	
8	Indent	R140000031	02/04/2014 11:57 AM	Pending For Approval	STOR FARMASI	
9	Near Expiration Approval	E140000008	01/04/2014 01:07 PM	Pending For Approval	STOR FARMASI	

Figure 3.3.2-1 Task List

STEP 1

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



Drug/Non Drug Code	Drug/Non Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
S01EC01000P4001XX	Acetazolamide 500mg Inj	100	vial	10.0000	1,000.00

Figure 3.3.2-2 Direct Issue

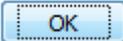
STEP 2

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

STEP 3

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

Note

Click on the  button in Figure 3.3.2-3 and the  will be displayed in Figure 3.3.2-4.

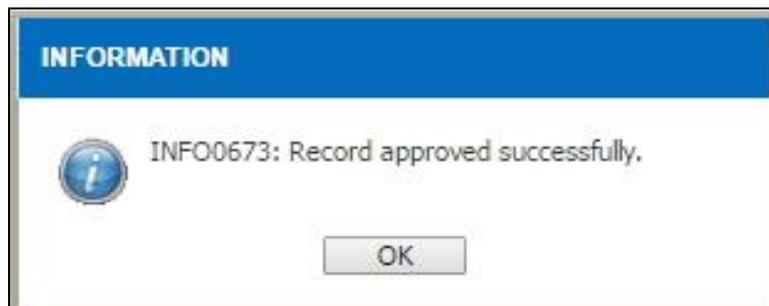
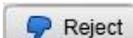
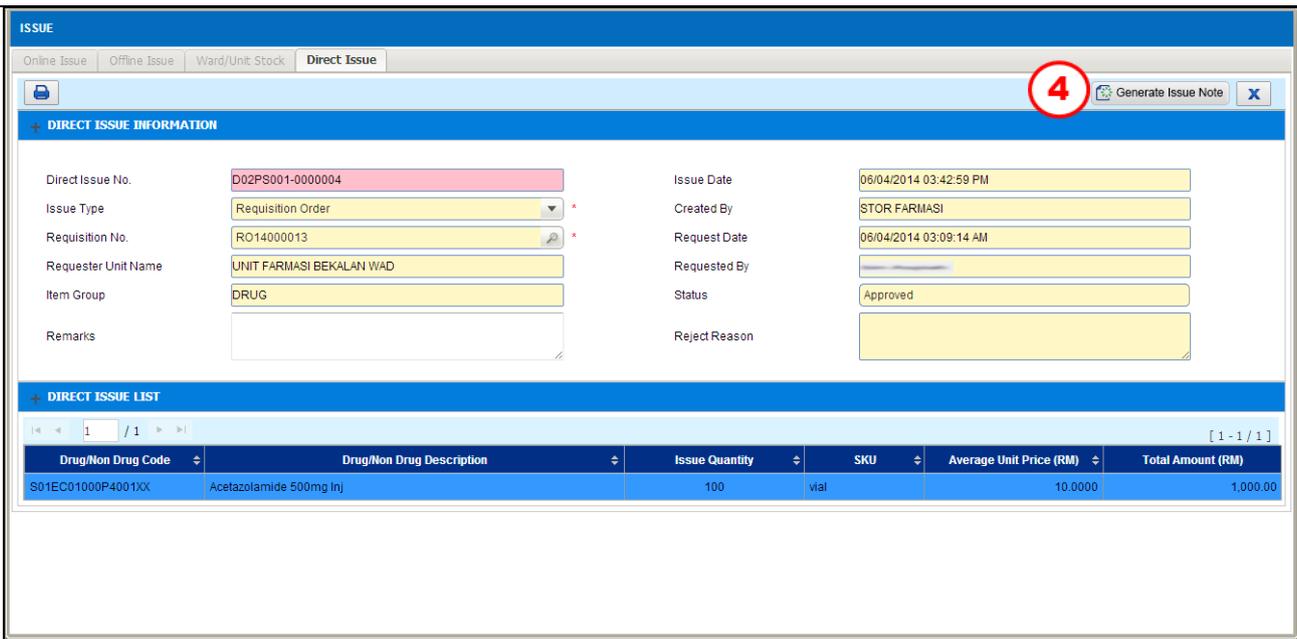


Figure 3.3.2-3 Approved Alert Message

- b) Click on the  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.



Drug/Non Drug Code	Drug/Non Drug Description	Issue Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)
S01EC01000P4001XX	Acetazolamide 500mg Inj	100	vial	10.0000	1,000.00

Figure 3.3.2-4 Direct Issue Generate Issue Note

STEP 4

Click on the  as per Figure 3.3.2-4 to print out the issue note as per Figure 3.3.2-5



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

KEW.PS-10

Daripada : UNIT FARMASI BEKALAN WAD				Kepada : STOR FARMASI										
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar										
No.Pesanan: RO1400013		Tarikh Pesanan: 06/04/2014		No. Pengeluaran: D02PS001-000004		Direct Issue		Tarikh Pengeluaran: 06/04/2014						
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 Stok	SKU	Kuantiti Diluluskan (SKU)	Deskripsi Bungkus	Harga (RM)		Kuantiti Dikeluarkan	No Kelompok	Tarikh Luput	Catatan
									Seunit (PKU)	Jumlah				
S01EC01000P4001XX	Acetazolamide 500mg Inj	100	vial	S01EC01000P4001XX.01	10,099	vial	100	vial	10.00	1,000.00	100	9201BN21	05/01/2015	

Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar			
Pegawai Pemesan :		Pegawai Penerima :		Telah Diluluskan dan Direkodkan oleh:		Dikeluarkan dan Direkod oleh:	
Nama :		Nama :		Nama :		Nama :	
Jawatan :		Jawatan :		Jawatan : Pegawai Farmasi Kanan		Jawatan :	
Unit :		Unit :		Unit : STOR FARMASI		Unit :	
Jabatan :		Jabatan :		Jabatan : Pharmacy		Jabatan :	
Tarikh :		Tarikh :		Tarikh : 06/04/2014		Tarikh :	
				BAHAGIAN BUNGGUSAN DAN PENGHANTARAN			
Butir-butir Bungkus		Butir-butir Penghantaran		Telah dibungkus dan dihantar oleh:			
				Nama :			
				Jawatan :			
				Jabatan :			
				Tarikh :			

Ini adalah cetakan komputer, tandatangan tidak diperlukan

Printed Date : 06/04/2014 Printed By : _____ Unit Name : STOR FARMASI Source : PHIS

Page 1 of 1

Figure 3.3.2-5 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	Internal Indent	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

Procurement standard LP
[Click Here](#)

16

Issue
[Click Here](#)

4

Procurement Standard Contract
[Click Here](#)

17

Receive From Supplier
[Click Here](#)

U.MANUAL_INV_ISSUE-v1.5
95

5

Procurement Standard Quotation
[Click Here](#)

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