



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

User Manual Pharmacy Inventory - Issue

Version	: 8th EDITION
Document ID	: U.MANUAL_INV_ISSUE



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Application reference: PhIS & CPS v1.8.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS.....	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features	2
2.1	PhIS Legend.....	2
2.2	Latest Enhancement and Updates	3
3.0	Issue.....	4
	Overview.....	4
	User Group	4
	Functional Diagram	4
	Functional Description	5
3.1	Recommended Issue Quantity (RIQ).....	6
3.1.1	Internal.....	6
3.1.2	External – Normal Indent.....	10
3.1.3	External - SPUB	18
3.1.4	Recommended Issue Quantity (Manufacturing)	28
3.2	Issue	38
3.2.1	Issue Listing Page	38
3.2.2	Issue Type: Online Issue (Inter Facility)	40
3.2.3	Issue Type: Online Issue (Intra Facility)	43
3.2.4	Issue Type: Offline Issue (Inter Facility)	46
3.2.5	Issue Type: Offline Issue (Intra Facility)	55
3.2.6	Issue Type: Consumption.....	64
3.2.7	Issue Type: Stock Replenish (Ward/ Unit Stock)	70
3.2.8	Issue Type: Direct Issue	77
3.2.9	Rejected Issue List	80
3.3	Issue Approval.....	81
3.3.1	Offline Issue Approval	81
3.3.2	Stock Replenish Approval	85
3.3.3	Direct Issue Approval This function is used to approve a Direct Issue.....	89
4.0	Acronyms	92
5.0	Links To Inventory Modules	92

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

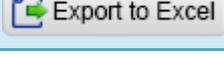
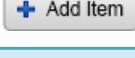
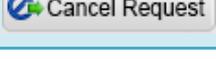
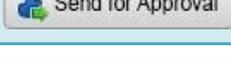
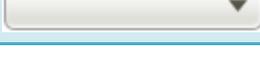
1.3 Organised Sections

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
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Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

2.2 Latest Enhancement and Updates

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

3.0 Issue

Overview

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

User Group

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

Functional Diagram

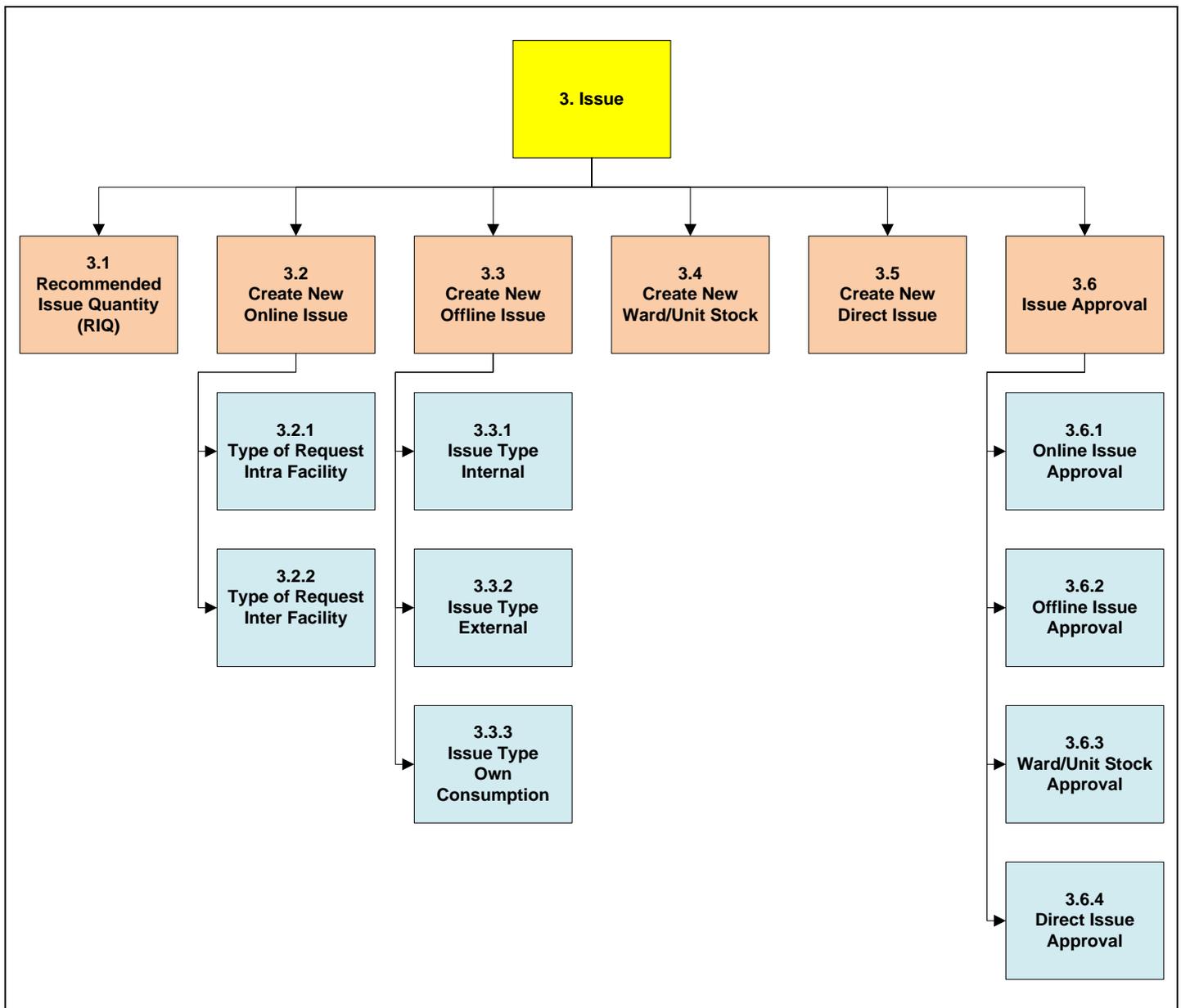


Figure 3-1



Functional Description

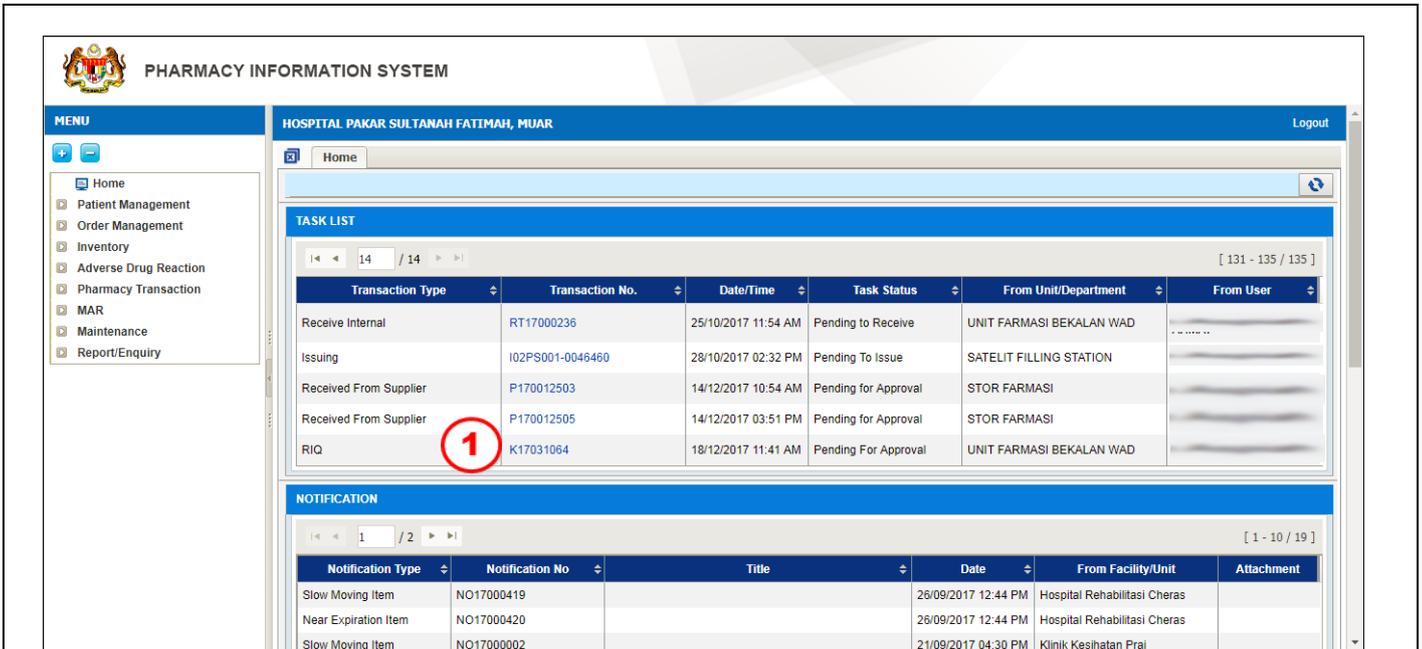
Finance sub-module comprises of six (6) main functions:

- **Recommended Issue Quantity (RIQ)**
This function allows user to view all existing transaction and create a new transaction
- **Online Issue (Inter)**
This function allows user to view all existing transaction and create a new transaction
- **Offline Issue (Inter)**
This function allows user to view all existing transaction and create a new transaction
- **Ward/Unit Stock (Stock Replenish)**
This function allows user to view all existing transaction and create a new transaction
- **Direct Issue**
This function allows level 1 user only to view all existing transaction and create a new transaction
- **Issue Approval**
This function is used for HOD to either approve or reject any issue transaction

3.1 Recommended Issue Quantity (RIQ)

3.1.1 Internal

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

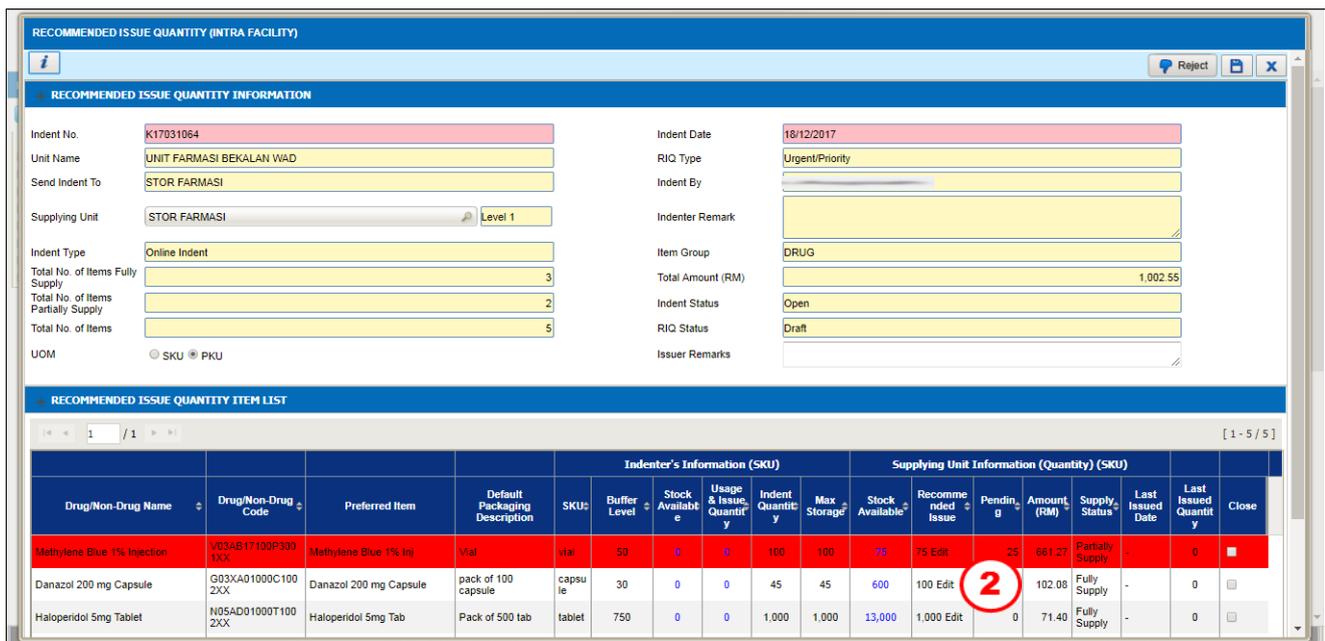


Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	RT17000236	25/10/2017 11:54 AM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
Issuing	I02PS001-0046460	28/10/2017 02:32 PM	Pending To Issue	SATELIT FILLING STATION	
Received From Supplier	P170012503	14/12/2017 10:54 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	P170012505	14/12/2017 03:51 PM	Pending for Approval	STOR FARMASI	
RIQ	K17031064	18/12/2017 11:41 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	

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.



RECOMMENDED ISSUE QUANTITY (INTRA FACILITY)																	
RECOMMENDED ISSUE QUANTITY INFORMATION																	
Indent No.	K17031064			Indent Date	18/12/2017												
Unit Name	UNIT FARMASI BEKALAN WAD			RIQ Type	Urgent/Priority												
Send Indent To	STOR FARMASI			Indent By													
Supplying Unit	STOR FARMASI Level 1			Indenter Remark													
Indent Type	Online Indent			Item Group	DRUG												
Total No. of Items Fully Supply	3			Total Amount (RM)	1,002.55												
Total No. of Items Partially Supply	2			Indent Status	Open												
Total No. of Items	5			RIQ Status	Draft												
UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU			Issuer Remarks													
RECOMMENDED ISSUE QUANTITY ITEM LIST																	
[1 - 5 / 5]																	
				Indenter's Information (SKU)					Supplying Unit Information (Quantity) (SKU)								
Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Methylens Blue 1% Injection	V03AB17100P3001XX	Methylens Blue 1% Inj	vial	vial	50	0	0	100	100	75	75 Edit	25	661.27	Partially Supply	-	0	
Danazol 200 mg Capsule	G03XA01000C1002XX	Danazol 200 mg Capsule	pack of 100 capsule	capsule	30	0	0	45	45	600	100 Edit		102.08	Fully Supply	-	0	
Haloperidol 5mg Tablet	N05AD01000T1002XX	Haloperidol 5mg Tab	Pack of 500 tab	tablet	750	0	0	1,000	1,000	13,000	1,000 Edit	0	71.40	Fully Supply	-	0	

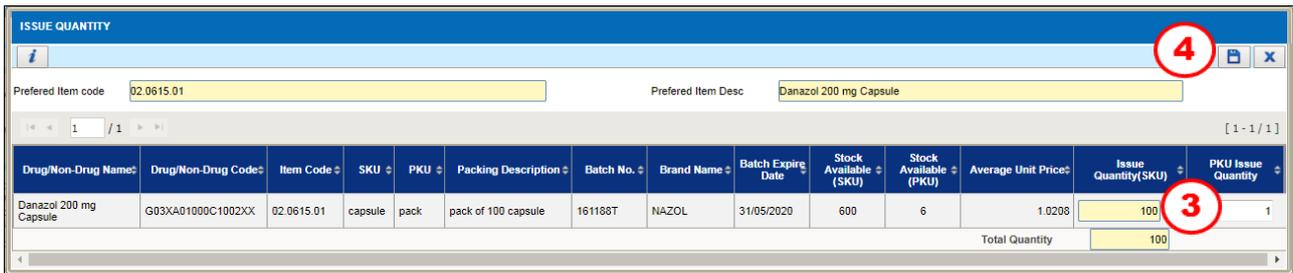
Figure 3.1.1-2 Recommended Issue Quantity (Internal) Information

STEP 2

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

Note

- Recommended Issue Quantity type consists of 2 methods: -
 - 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 (PKU) is defaulted to the quantity suggested from the RIQ process but it is editable.



Drug/Non-Drug Names	Drug/Non-Drug Codes	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available (SKU)	Stock Available (PKU)	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity
Danzol 200 mg Capsule	G03XA01000C1002XX	02.0615.01	capsule	pack	pack of 100 capsule	161188T	NAZOL	31/05/2020	600	6	1.0208	100	1
Total Quantity												100	

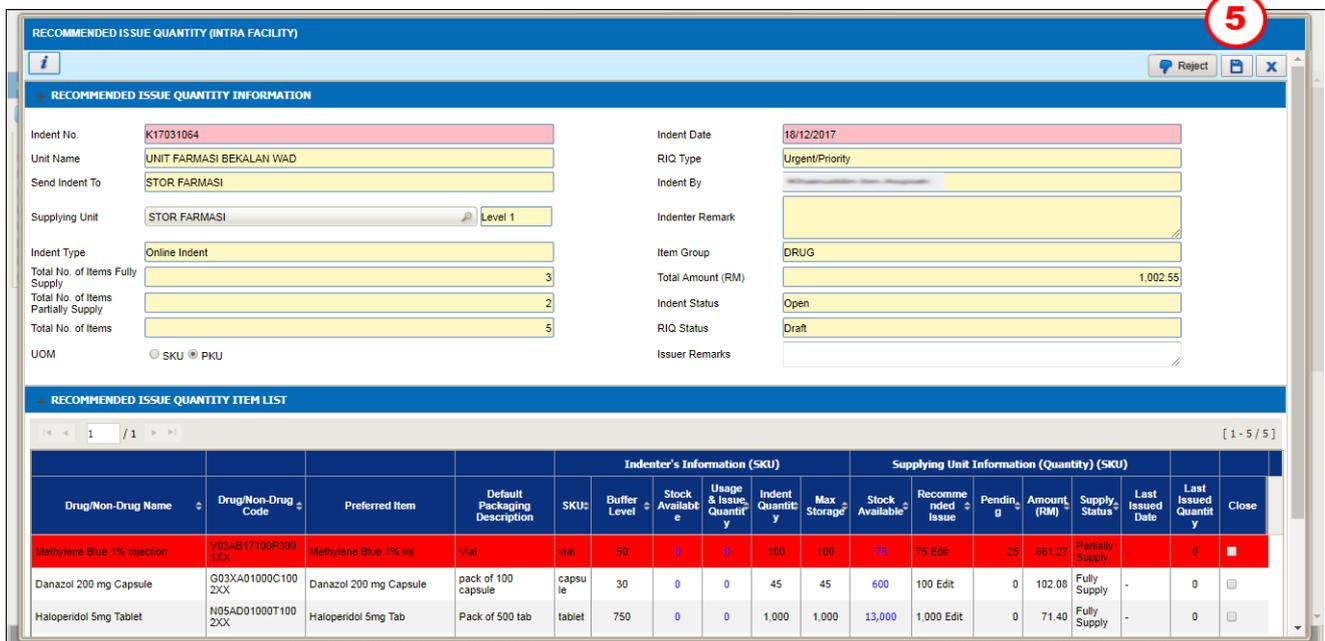
Figure 3.1.1-3 Issue Quantity (SKU)

STEP 3

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

STEP 4

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



Drug/Non-Drug Name	Drug/Non-Drug Code	Preferred Item	Default Packaging Description	SKU	Buffer Level	Stock Available	Usage & Issue Quantity	Indent Quantity	Max Storage	Stock Available	Recommended Issue	Pending	Amount (RM)	Supply Status	Last Issued Date	Last Issued Quantity	Close
Methylene Blue 1% Injection	N03AB17100P3001XX	Methylene Blue 1% Inj	Vial	vial	50	0	0	100	100	75	75 Edit	25	661.27	Partially Supply	-	0	
Danzol 200 mg Capsule	G03XA01000C1002XX	Danzol 200 mg Capsule	pack of 100 capsule	capsule	30	0	0	45	45	600	100 Edit	0	102.08	Fully Supply	-	0	
Haloperidol 5mg Tablet	N05AD01000T1002XX	Haloperidol 5mg Tab	Pack of 500 tab	tablet	750	0	0	1,000	1,000	13,000	1,000 Edit	0	71.40	Fully Supply	-	0	

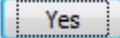
Figure 3.1.1-4 Save Record Alert Message

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.

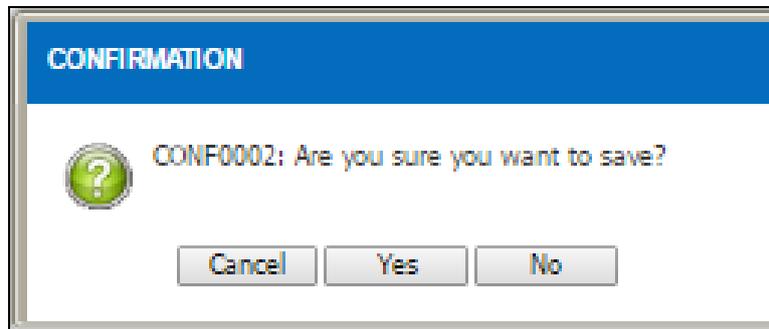


Figure 3.1.1-5 Save Record Alert Message

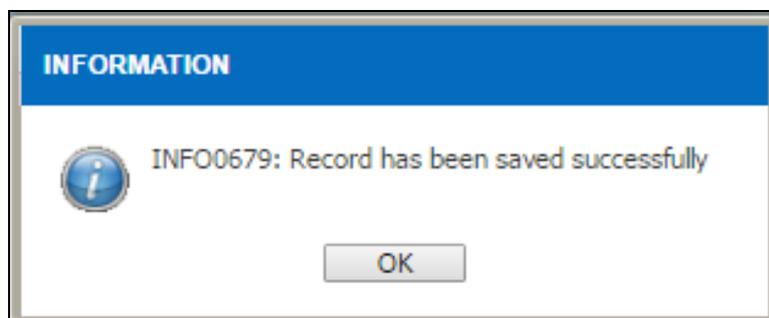
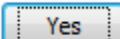


Figure 3.1.1-6 Save Record Alert Message

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.

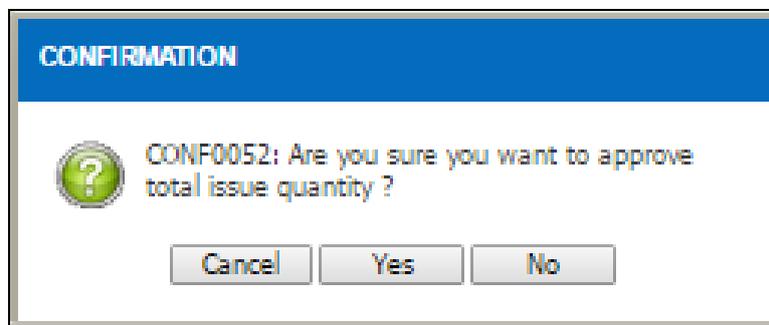


Figure 3.1.1-8 Save Record Alert Message

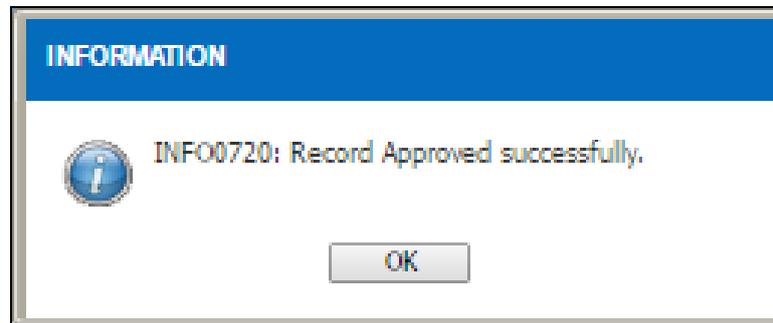
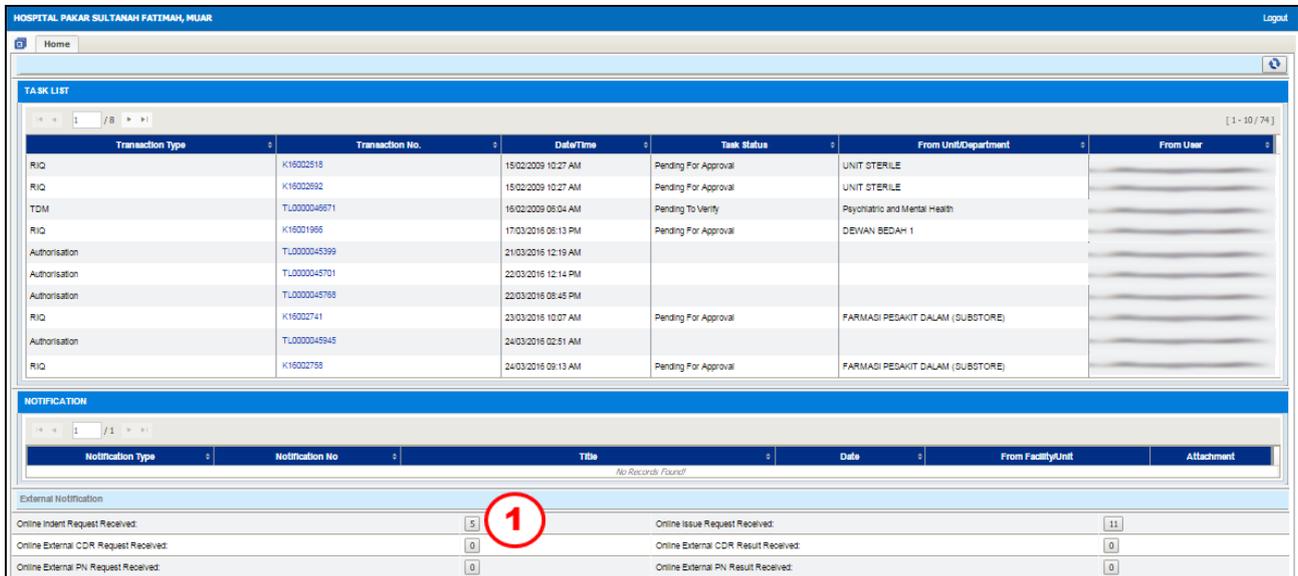


Figure 3.1.1-9 Save Record Alert Message

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	TL0000049671	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 12:16 AM			
Authorisation	TL0000045701	22/03/2016 12:14 PM			
Authorisation	TL0000045798	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			
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					

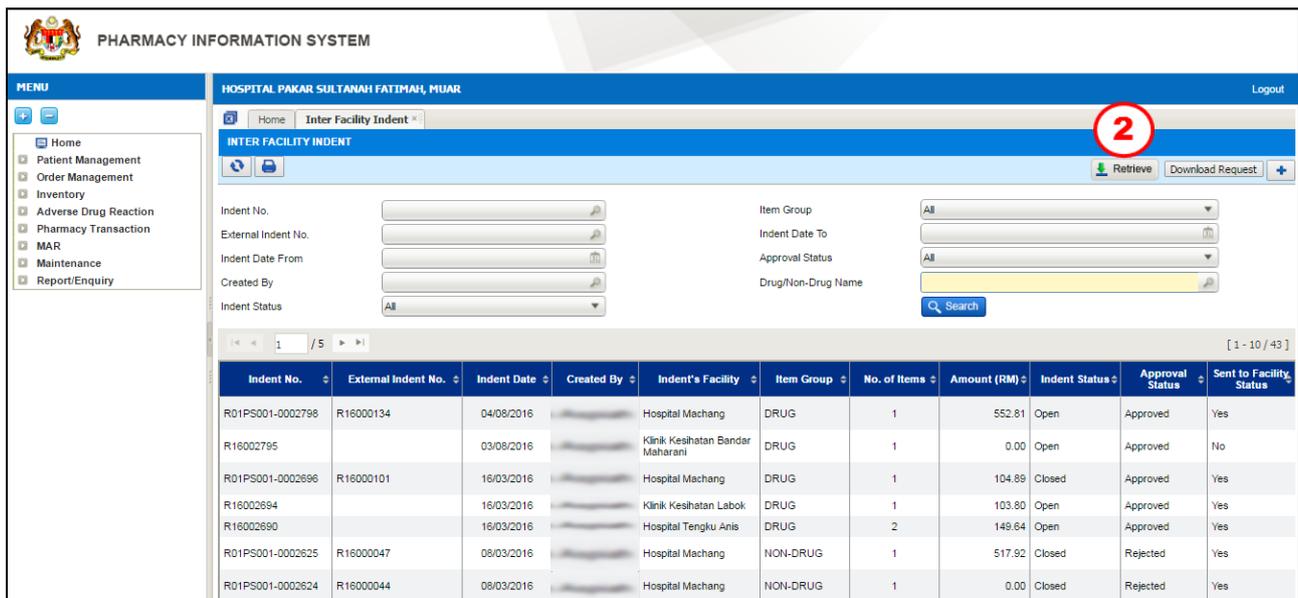
External Notification					
Online Indent Request Received	5	Online Issue Request Received	11		
Online External CDR Request Received	0	Online External CDR Result Received	0		
Online External PN Request Received	0	Online External PN Result Received	0		

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

STEP 1

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

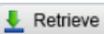
The system will display the Online Indent Request Received / Inter Facility Indent as per Figure 3.1.2-2.



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  as per Figure 3.1.2-2.

EXTERNAL INDENT LIST				
	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

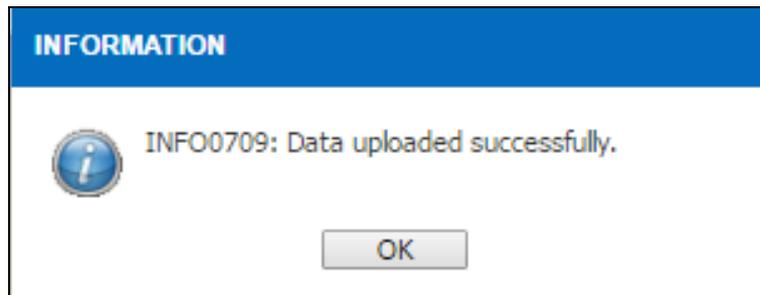
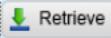
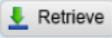


Figure 3.1.2-4 External Indent Data Uploaded

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											
INTER FACILITY INDENT											
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	

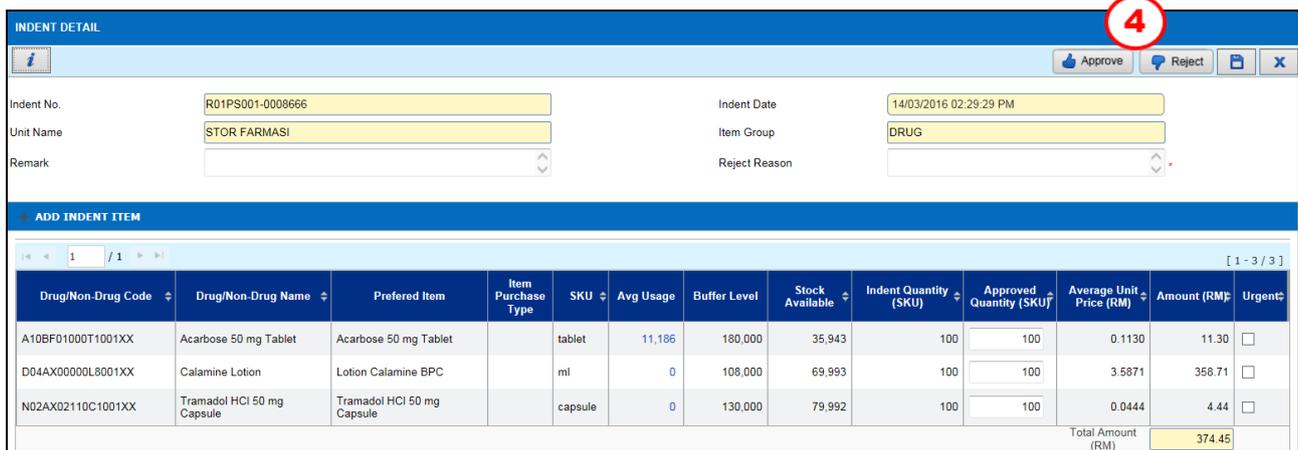
Figure 3.1.2-5 Indent Detail

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

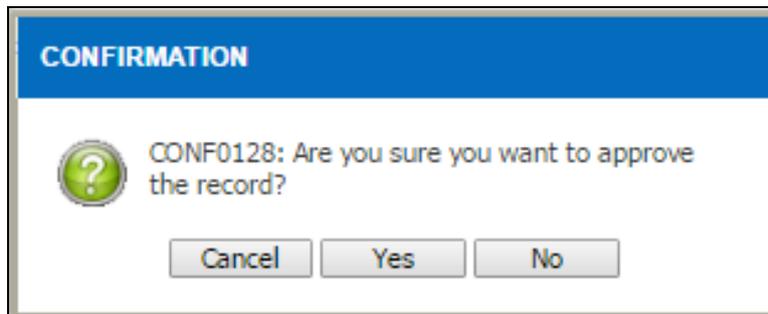


Figure 3.1.2-7 Confirmation Alert Message

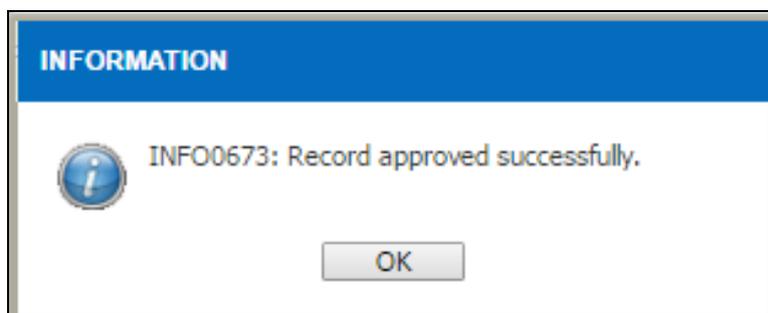


Figure 3.1.2-8 Information Alert Message

STEP 4

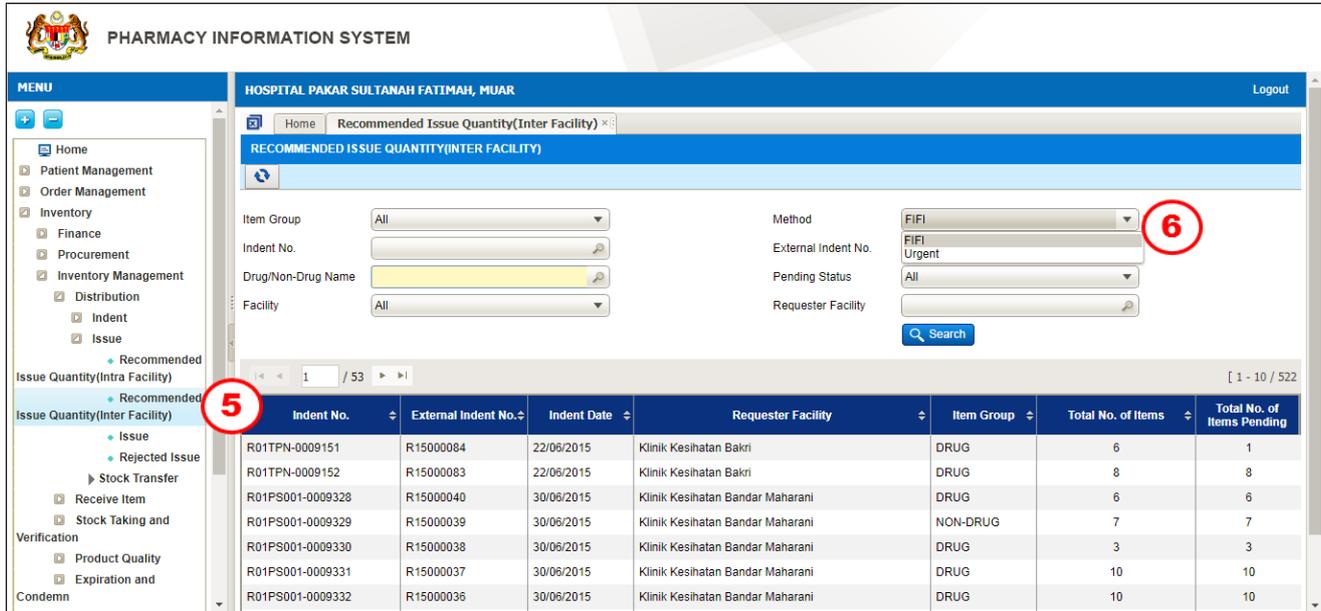
Click on the  button to Approve Indent Detail

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(Inter Facility)

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

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

Indent No. External Indent No. Method: FIFO Urgent

Drug/Non-Drug Name Pending Status: All

Facility Requester Facility

1 / 53 [1 - 10 / 522]

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.2-9 RIQ (Inter Facility) Listing Page

STEP 5

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

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

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.

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

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.

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	D04AX0000DL8001XX	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				

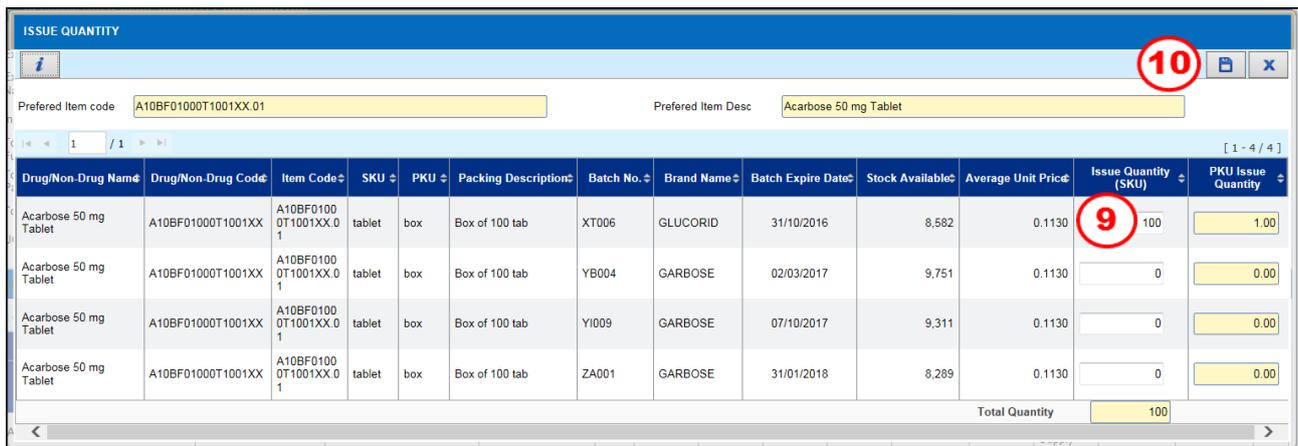
Figure 3.1.2-11 RIQ Information

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.



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

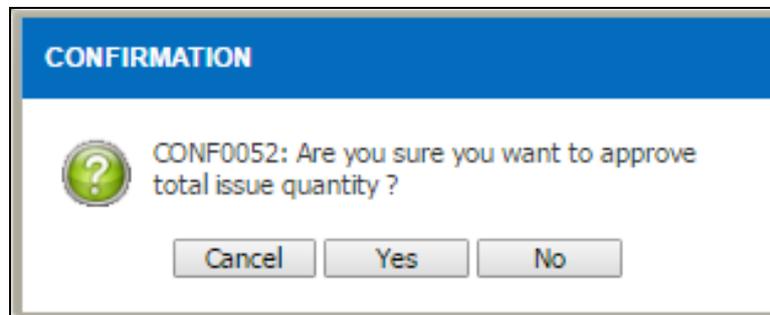


Figure 3.1.2-13 Confirmation Alert Message

STEP 9

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

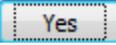
Note

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.

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 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	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

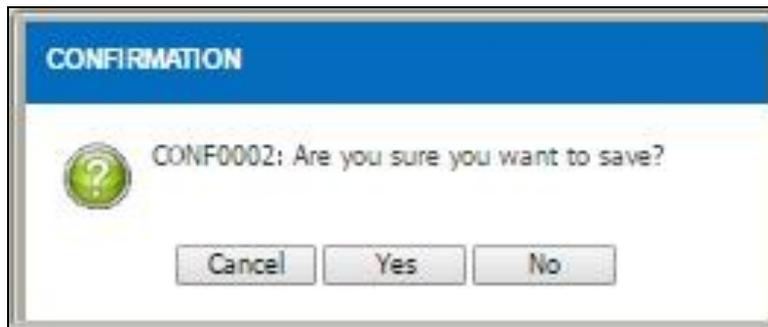


Figure 3.1.2-15 Confirmation Alert Message

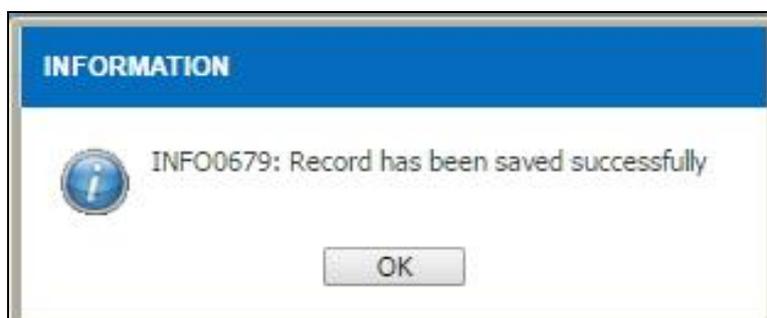


Figure 3.1.2-16 Confirmation Alert Message

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="R16000094"/>	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="FIF1"/>
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)							Last Issued Date	Last Issued Quantity	Close
			Packaging description	SKU	Indent Quantity	Stock Available	Recomm ended 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 3.1.2-17 Confirmation Alert Message

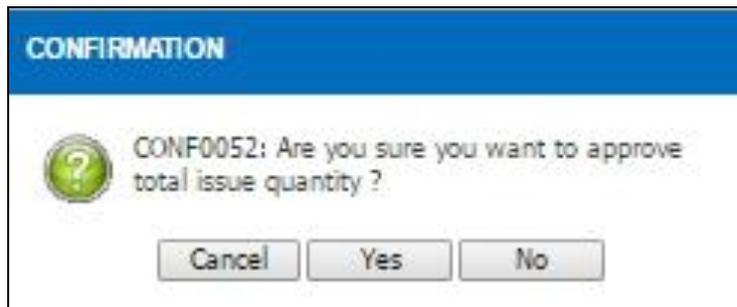


Figure 3.1.2-18 Confirmation Alert Message

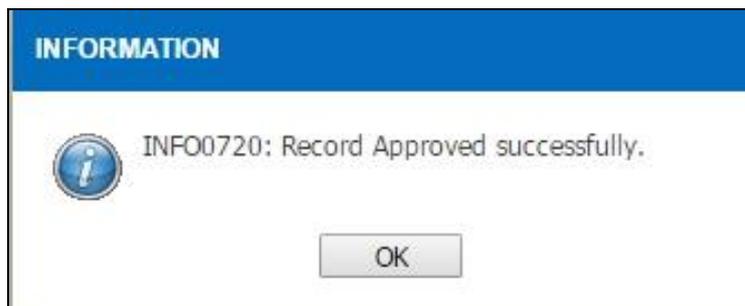


Figure 3.1.2-19 Confirmation Alert Message

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	F02F/PP-0005519	01/12/2014 04:30 PM	Pending to Receive	UNIT FARMASI KLINIK PAKAR		
Adjustment	SA15002497	11/01/2016 10:50 AM	Pending For Approval	FXP FILLING STATION		
Receive Internal	F02F/BV-0010047	19/12/2015 05:54 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD		
Receive Internal	F02F/SV-0010045	19/12/2015 06:07 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD		
Receive Internal	M02P/001-0016293	29/12/2015 05:18 PM	Pending to Receive	STOR FARMASI		
Receive Internal	M02P/001-0016295	09/01/2016 09:48 AM	Pending to Receive	STOR FARMASI		
Receive Internal	N02F/PP-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:				Online External CDR Result Received:		34 / 0
Online External PN Request Received:				Online External PN Result Received:		1 / 1
External Radio Order Request Received:				External Radio Order Result Received:		1 / 0
External TDM Request Received:				External TDM Result Received:		11 / 0
Online Contract Request Received:						2 /
Online SPUB R1 Request Received:						1 /
Online Indent SPUB Received:						6 / 1
Online Issue SPUB Request Received:						0 /

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

STEP 1

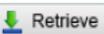
Click on 'Online Indent SPUB Received' via External Notification.

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

PHARMACY INFORMATION SYSTEM										
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR										
INTER FACILITY INDENT										Logout
<div style="display: flex; justify-content: space-between;"> Home Inter Facility Indent Retrieve Download Request </div>										
Indent No.					Item Group	All				
External Indent No.					Indent Date To					
Indent Date From					Approval Status	All				
Created By					Drug/Non-Drug Name					
Indent Status	All				Search					
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

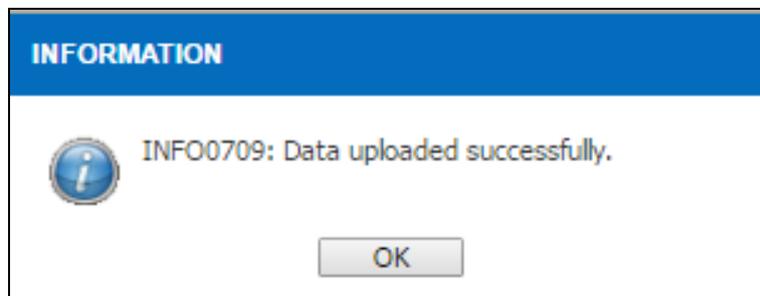
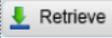


Figure 3.1.3-4 External Indent Data Uploaded

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

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

Search

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
R18031066		10/01/2018		Klinik Kesihatan Bandar Maharani	DRUG	1	4,176.00	Open	Approved	Yes
R18031065		10/01/2018		Klinik Kesihatan Abuan	DRUG	6	19,872.35	Open	Approved	Yes
R01PS001-0031053	R17008627	16/11/2017		Hospital Tanah Merah	DRUG	10	10,092.45	Open	Approved	Yes
R01PS001-0031052	R17008628	16/11/2017		Hospital Tanah Merah	DRUG	1	396.62	Closed	Rejected	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

Indent No. R01PS001-0008666 Indent Date 14/03/2016 02:29:29 PM

Unit Name FKP FILLING STATION Item Group DRUG

Remark Reject Reason

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

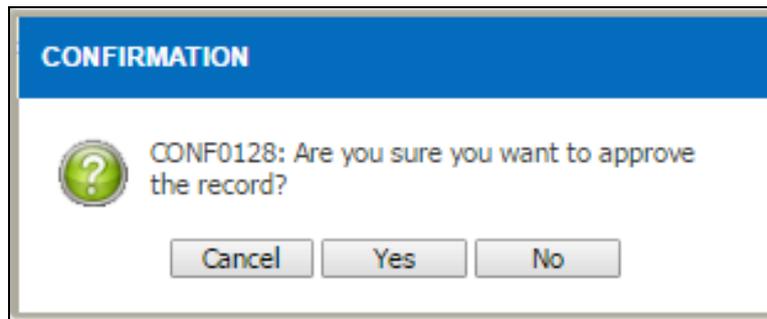


Figure 3.1.3-7 Confirmation Alert Message

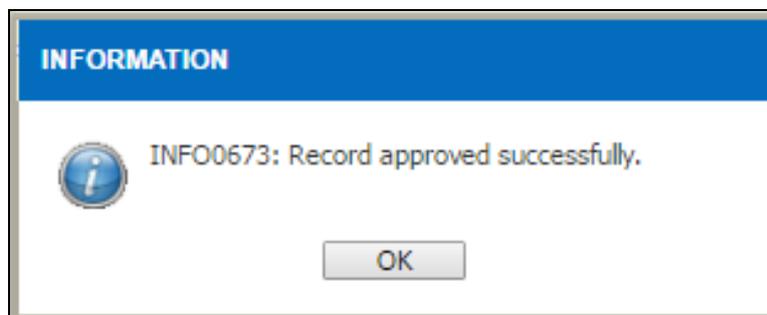


Figure 3.1.3-8 Information Alert Message

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.


PHARMACY INFORMATION SYSTEM
Logout

MENU

- Home
- Patient Management
- Order Management
- Inventory
- Finance
- Procurement
- Inventory Management
- Distribution
 - Indent
 - Issue
 - Recommended Issue Quantity (Intra Facility)
 - Recommended Issue Quantity (Inter Facility) 5
 - Issue
 - Rejected Issue
- Stock Transfer
- Receive Item
- Stock Taking and Verification
 - Product Quality
 - Expiration and Condemn

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Issue Quantity(Inter Facility)

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

Item Group:

Indent No.:

Drug/Non-Drug Name:

Facility:

Method: 6

External Indent No.:

Pending Status:

Requester Facility:

[1 - 10 / 522]

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.3-9 RIQ (Inter Facility) Listing Page

STEP 5

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

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

Note

- Recommended Issue Quantity consists of 2 methods: -
 - 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.

U.MANUAL_INV_ISSUE-8thE

Page 22

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Recommended Issue Quantity(Inter Facility)

RECOMMENDED ISSUE QUANTITY(INTER FACILITY)

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

[1 - 10 / 522]

Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.3-10 RIQ (Inter Facility) Listing Page

STEP 7

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

Note

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

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 3.1.3-11 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	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	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	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	0.00		
Total Quantity											100				

Figure 3.1.3-12 Issue Quantity

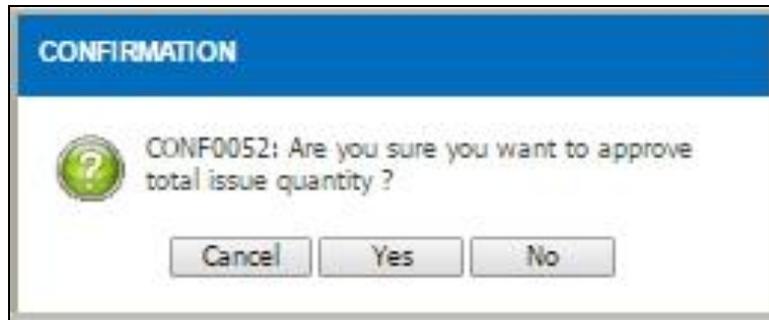


Figure 3.1.3-13 Confirmation Alert Message

STEP 9

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

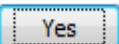
Note

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

RECOMMENDED ISSUE QUANTITY(EXTERNAL) Approve Reject Save X

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="FIFI"/>
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

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 3.1.3-14 Recommended Issue Quantity

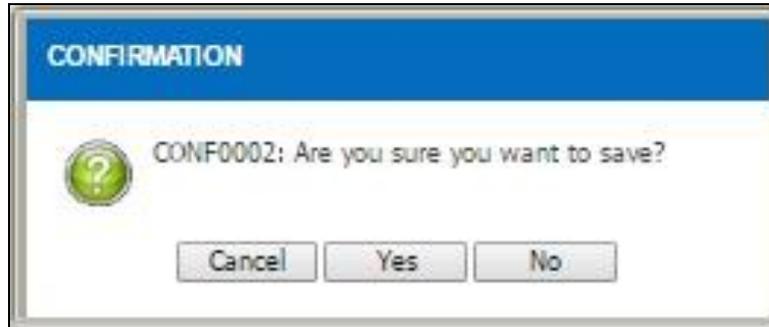


Figure 3.1.3-15 Confirmation Alert Message



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)

Info Approve Reject

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	Recomm ended 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

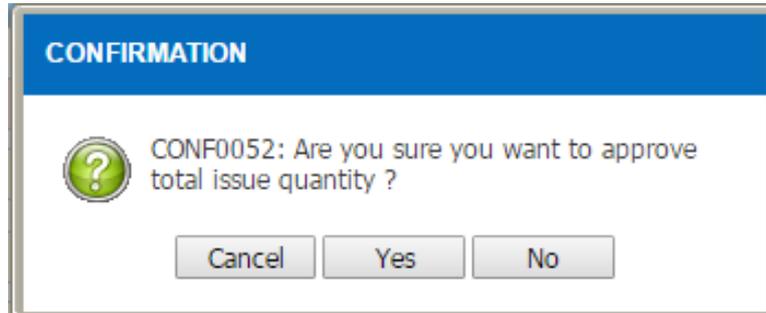


Figure 3.1.3-18 Confirmation Alert Message

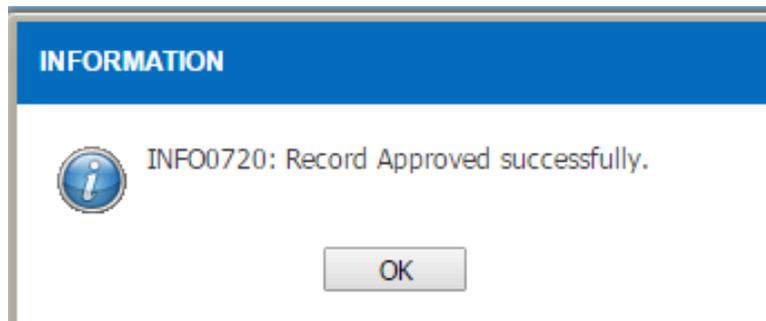


Figure 3.1.3-19 Information Alert Message

STEP 12

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

Note

- Stock at the Supplying Unit will be deducted after RIQ is approved.
- Confirmation alert message will appear as shown in *Figure 3.1.3-18*.
- Click  as shown in *Figure 3.1.3-19*.

3.1.4 Recommended Issue Quantity (Manufacturing)

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

TASK LIST						
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User	
Adjustment	SA15023181	20/03/2015 09:30 AM	Pending For Approval	FBW FILLING STATION		
Receive Internal	F02MANF-0009775	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-0010261	05/02/2016 10:37 AM	Pending to Receive	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK		
TDM	TL000100147	04/03/2016 11:49 AM	Pending To Verify	General Medicine		
Indent	K16009643	07/03/2016 02:17 PM	Pending For Approval	FBW FILLING STATION		
IV Endorsement	TL000100206	08/03/2016 04:49 PM		Pharmacy		

NOTIFICATION						
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment	
External Notification						
Online External CDR Request Received:						24
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 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.

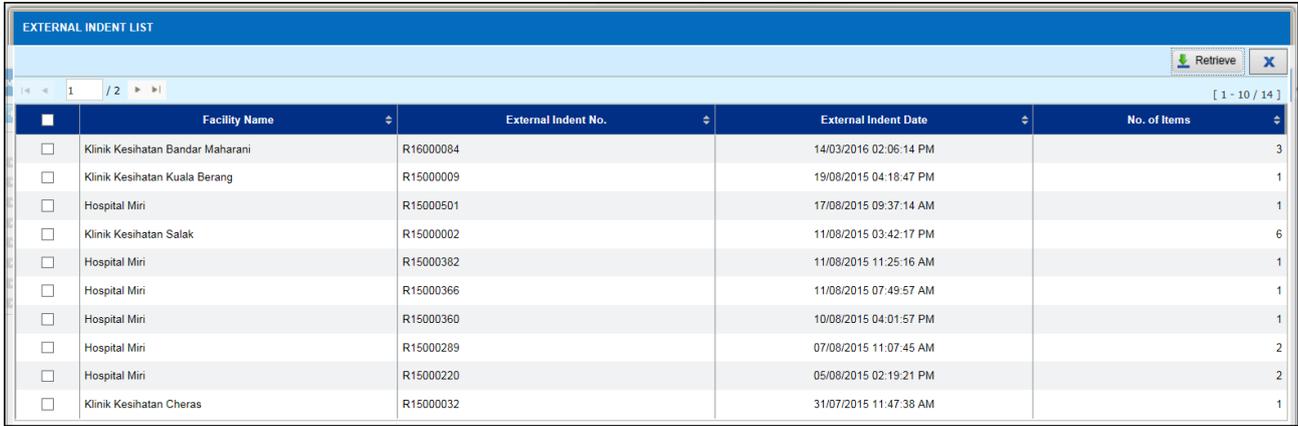
The system will be displayed the Inter Facility Indent as per Figure 3.1.4-2.

PHARMACY INFORMATION SYSTEM										
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR										
INTER FACILITY INDENT										Logout
Indent No.	Item Group	External Indent No.	Indent Date To	Approval Status	Drug/Non-Drug Name					
Indent Date From	Created By	Indent Status								
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 3.1.4-2 Inter Facility Indent

STEP 2

Select  as per Figure 3.1.4-2.



	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

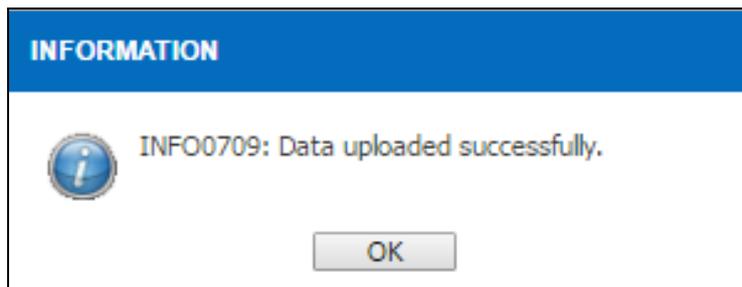


Figure 3.1.4-4 External Indent Data Uploaded

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'.

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Inter Facility Indent

INTER FACILITY INDENT

Retrieve Download Request

Indent No. Item Group

External Indent No. Indent Date To

Indent Date From Approval Status

Created By Drug/Non-Drug Name

Indent Status

1 / 234 [1 - 10 / 2339]

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
R18031066		10/01/2018		Klinik Kesihatan Bandar Maharani	DRUG	1	4,176.00	Open	Approved	Yes
R18031066		10/01/2018		Klinik Kesihatan Abuan	DRUG	6	19,872.35	Open	Approved	Yes
R01PS001-0031053	R17008627	16/11/2017		Hospital Tanah Merah	DRUG	10	10,092.45	Open	Approved	Yes
R01PS001-0031052	R17008628	16/11/2017		Hospital Tanah Merah	DRUG	1	396.62	Closed	Rejected	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

Approve Reject

Indent No. Indent Date

Unit Name Item Group

Remark Reject Reason

ADD INDENT ITEM

1 / 1 [1 - 3 / 3]

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 3.1.4-6 Indent Detail

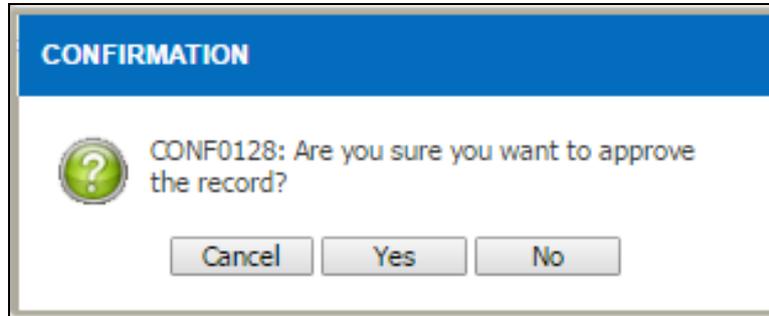


Figure 3.1.4-7 Confirmation Alert Message

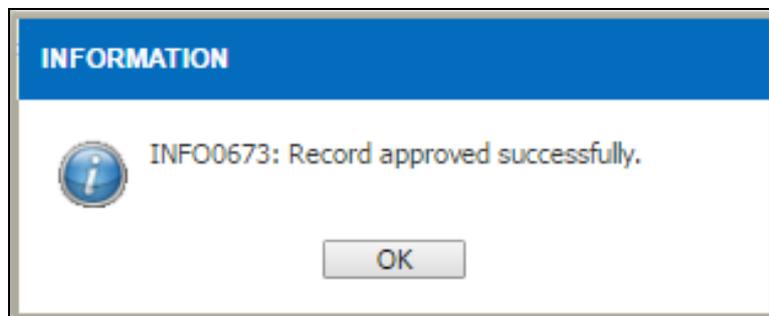


Figure 3.1.4-8 Information Alert Message

STEP 4

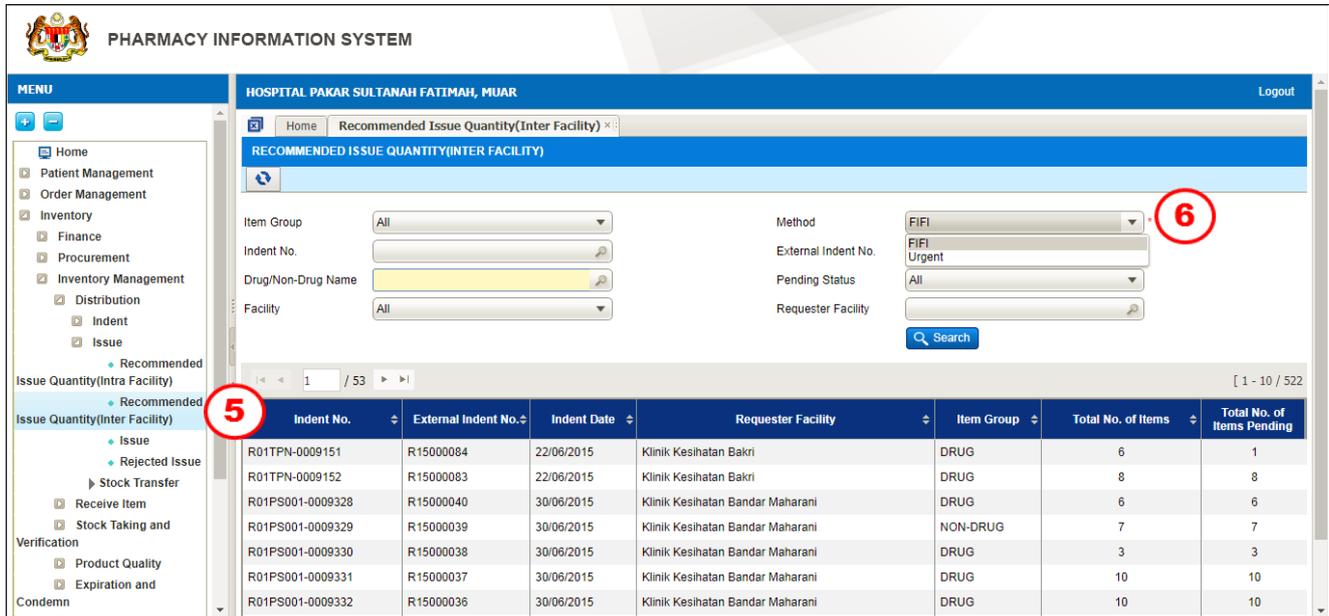
Click on the  button to Approve Indent Detail.

Or

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

Note

- The system will display confirmation alert message as per Figure 3.1.4-7 as user clicked on  button.
- Click  as per Figure 3.1.4-8.



Indent No.	External Indent No.	Indent Date	Requester Facility	Item Group	Total No. of Items	Total No. of Items Pending
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.4-9 RIQ (Inter Facility) Listing Page

STEP 5

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

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

Note

- Recommended Issue Quantity consists of 2 methods: -
 - 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
R01TPN-0009151	R15000084	22/06/2015	Klinik Kesihatan Bakri	DRUG	6	1
R01TPN-0009152	R15000083	22/06/2015	Klinik Kesihatan Bakri	DRUG	8	8
R01PS001-0009328	R15000040	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	6	6
R01PS001-0009329	R15000039	30/06/2015	Klinik Kesihatan Bandar Maharani	NON-DRUG	7	7
R01PS001-0009330	R15000038	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	3	3
R01PS001-0009331	R15000037	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10
R01PS001-0009332	R15000036	30/06/2015	Klinik Kesihatan Bandar Maharani	DRUG	10	10

Figure 3.1.4-10 RIQ (Inter Facility) Listing Page

STEP 7

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

Note

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

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	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				

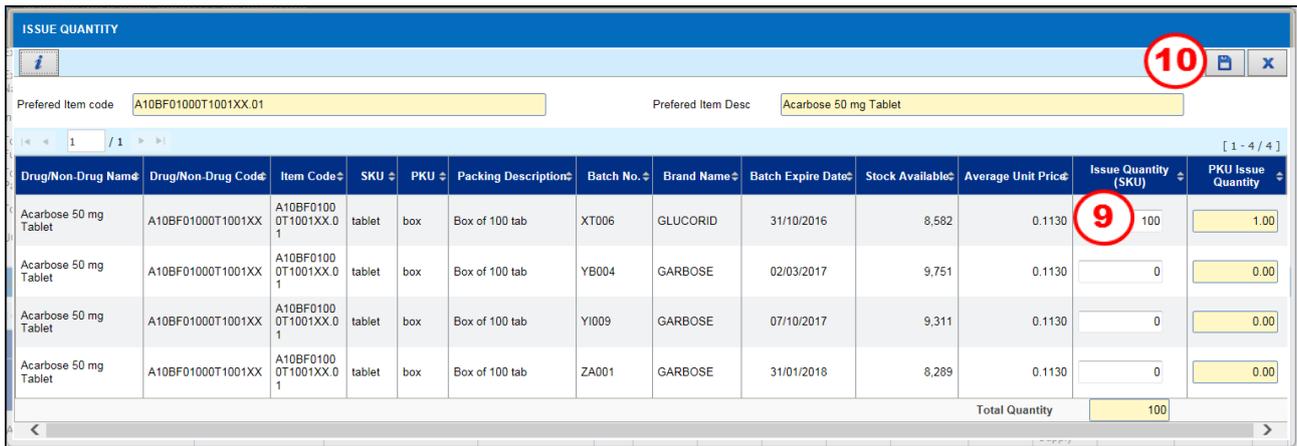
Figure 3.1.4-11 RIQ Information

STEP 8

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

Note

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



Drug/Non-Drug Name	Drug/Non-Drug Code	Item Code	SKU	PKU	Packing Description	Batch No.	Brand Name	Batch Expire Date	Stock Available	Average Unit Price	Issue Quantity (SKU)	PKU Issue Quantity
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF0100DT1001XX.01	tablet	box	Box of 100 tab	XT006	GLUCORID	31/10/2016	8,582	0.1130	100	1.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF0100DT1001XX.01	tablet	box	Box of 100 tab	YB004	GARBOSE	02/03/2017	9,751	0.1130	0	0.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF0100DT1001XX.01	tablet	box	Box of 100 tab	Y1009	GARBOSE	07/10/2017	9,311	0.1130	0	0.00
Acarbose 50 mg Tablet	A10BF01000T1001XX	A10BF0100DT1001XX.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

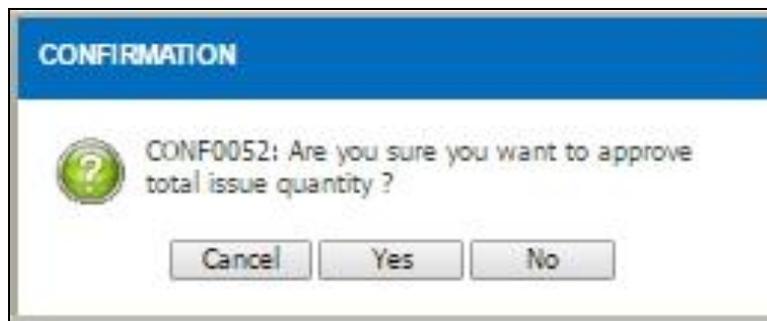


Figure 3.1.4-13 Confirmation Alert Message

STEP 9

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

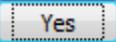
Note

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.

11

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	Recomm ended 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 3.1.4-14 Recommended Issue Quantity Confirmation Page

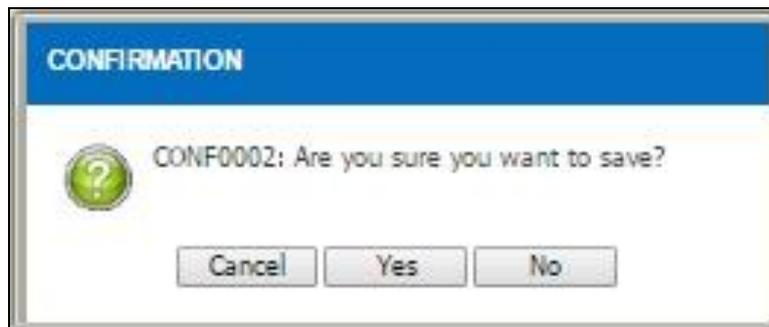


Figure 3.1.4-15 Confirmation Alert Message

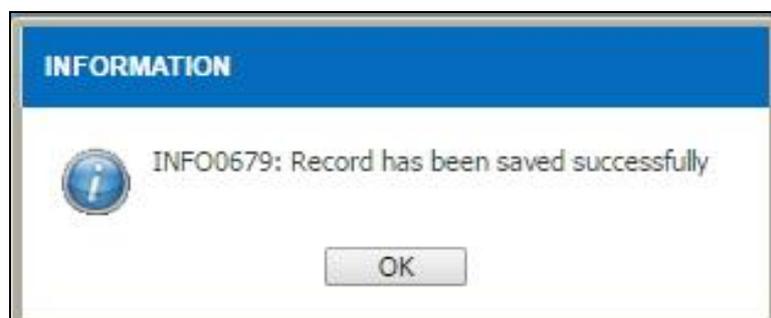


Figure 3.1.4-16 Confirmation Alert Message

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
i

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

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					

Figure 3.1.4-17 Recommended Issue Quantity Confirmation Page

CONFIRMATION


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

Cancel
Yes
No

Figure 3.1.4-18 Confirmation Alert Message

INFORMATION


INFO0720: Record Approved successfully.

OK

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*.

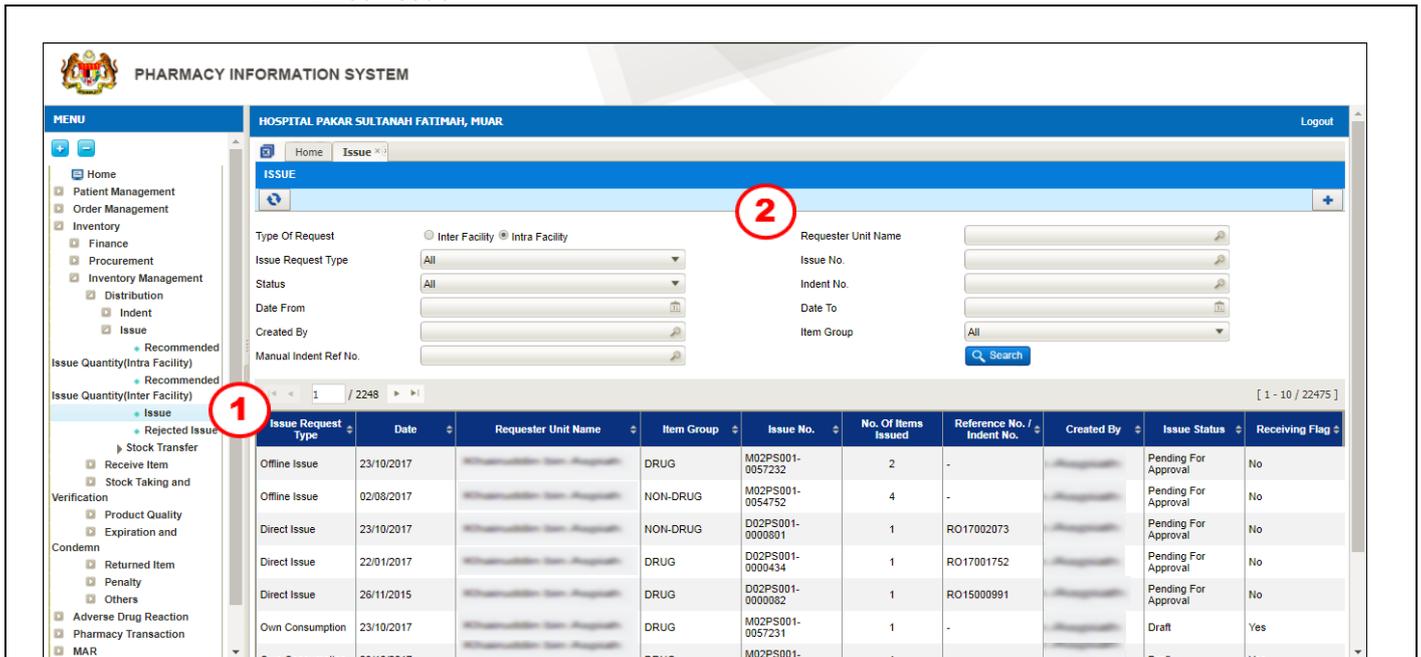
3.2 Issue

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.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag
Offline Issue	23/10/2017	[Redacted]	DRUG	M02PS001-0057232	2	-	[Redacted]	Pending For Approval	No
Offline Issue	02/08/2017	[Redacted]	NON-DRUG	M02PS001-0054752	4	-	[Redacted]	Pending For Approval	No
Direct Issue	23/10/2017	[Redacted]	NON-DRUG	D02PS001-0000901	1	RO17002073	[Redacted]	Pending For Approval	No
Direct Issue	22/01/2017	[Redacted]	DRUG	D02PS001-0009434	1	RO17001752	[Redacted]	Pending For Approval	No
Direct Issue	26/11/2015	[Redacted]	DRUG	D02PS001-0000082	1	RO15000991	[Redacted]	Pending For Approval	No
Own Consumption	23/10/2017	[Redacted]	DRUG	M02PS001-0057231	1	-	[Redacted]	Draft	Yes
Own Consumption	23/10/2017	[Redacted]	DRUG	M02PS001-	1	-	[Redacted]	Draft	Yes

Figure 3.2.1-1 Issue Listing Page

STEP 1

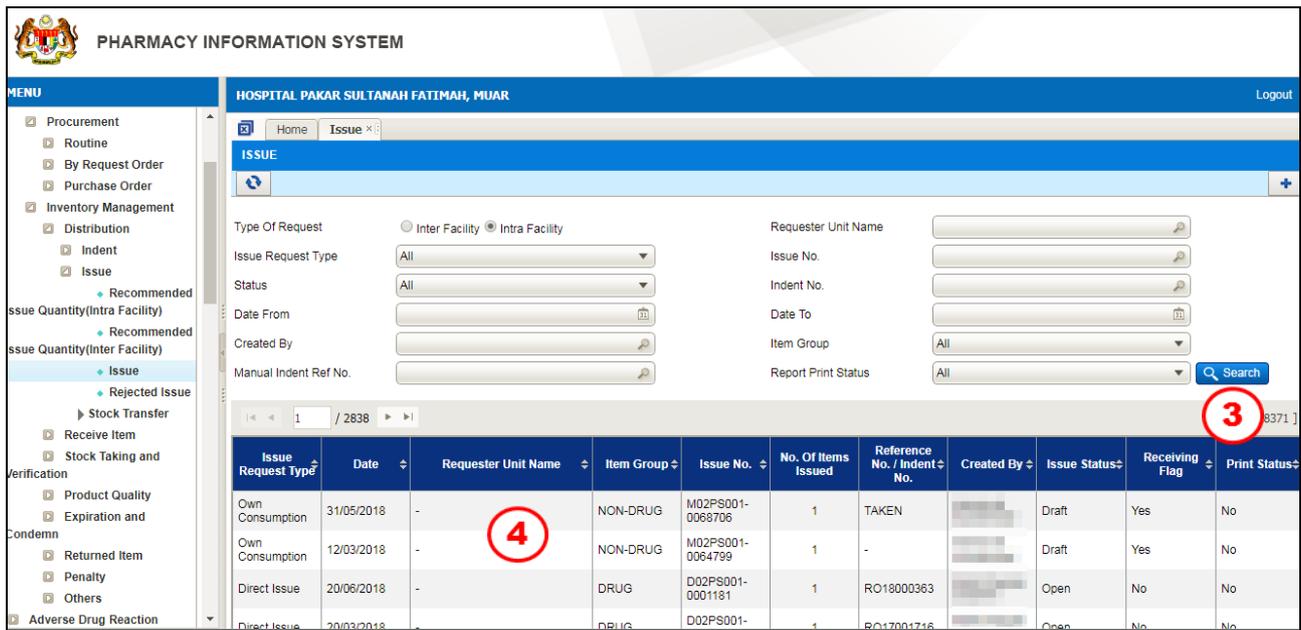
Click on 'Inventory' menu follow by 'Inventory Management' then 'Distribution' then 'Issue' then click on 'Issue'

STEP 2

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

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

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Issue

ISSUE

Type Of Request: Inter Facility Intra Facility

Requester Unit Name:

Issue Request Type:

Status:

Date From:

Date To:

Created By:

Manual Indent Ref No.:

Issue No.:

Indent No.:

Item Group:

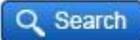
Report Print Status:

1 / 2838

Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17001746		Open	No	No

Figure 3.2.1-2 Issue Listing Page

STEP 3

Click on the  button after input of criteria

Note

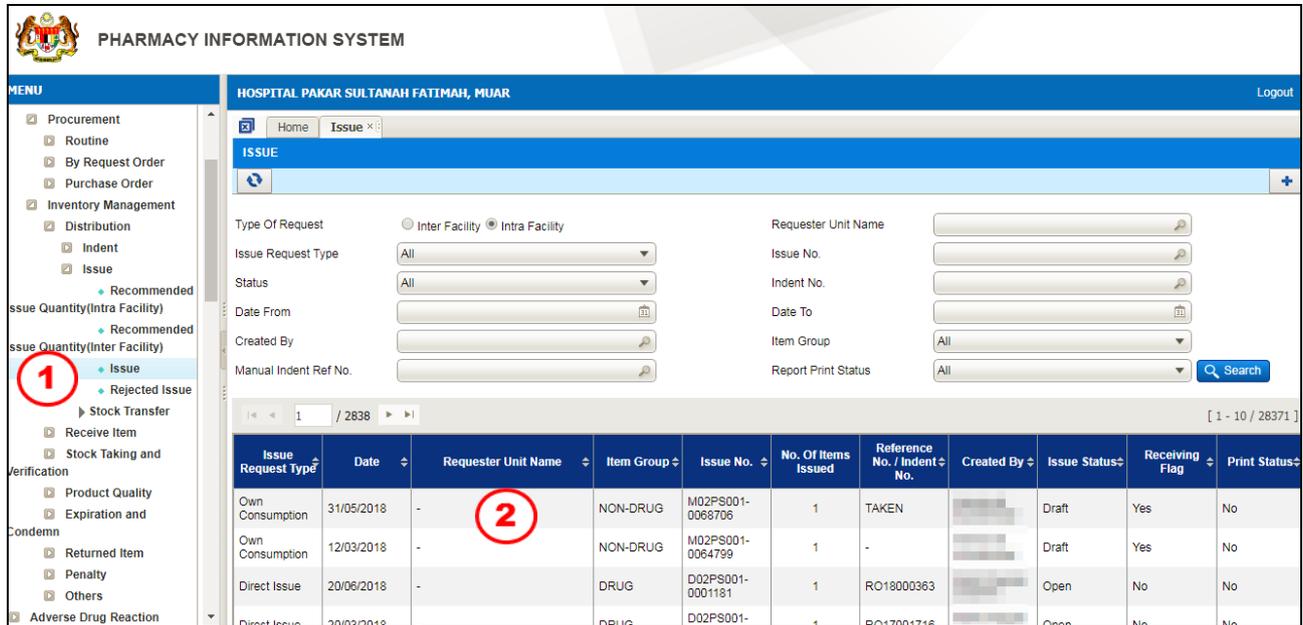
The results displayed will be based on the entered criteria as shown in Figure 3.2.1-2.

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:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17001716		Open	No	No

Figure 3.2.2-1 Issue Listing Page

STEP 1

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

Note

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

STEP 2

Double click on the record of the Issue Listing Page

Note

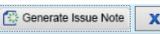
Online Issue Information screen will be displayed as shown in the Figure 3.2.2-2.

Note

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

ISSUE

Online Issue Offline Issue Stock Replenish Direct Issue

3 

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

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

ONLINE ISSUE LIST

1 / 1 [1 - 3 / 3]

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 Lotion	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

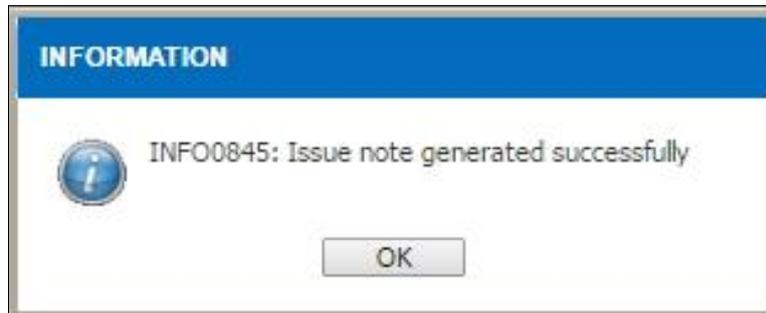
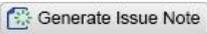


Figure 3.2.2-3 Information Alert Message

STEP 3

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

Note

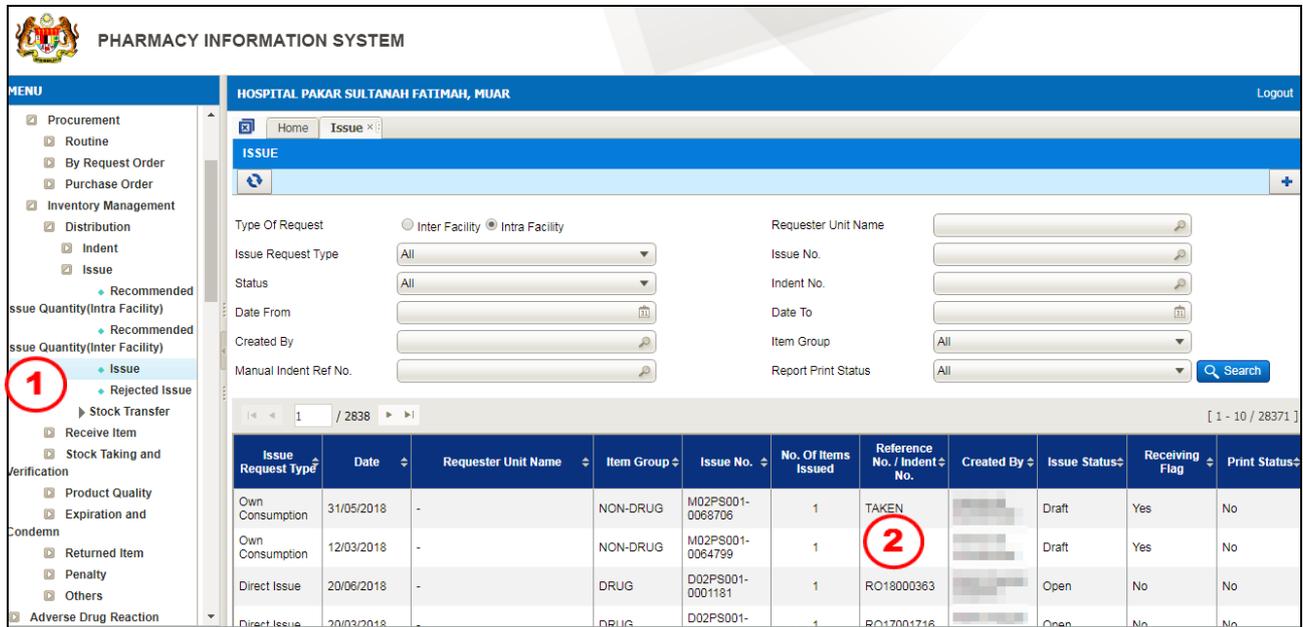
- Confirmation alert message and KEW.PS.10 will appear after user click on  as shown in Figure 3.2.2-3 and Figure 3.2.2-4

KEMENTERIAN KESIHATAN MALAYSIA													Salinan Stok		
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 Stok Pemesan						Dilengkapkan Oleh Stok 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 Bungkus	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	25/04/2016		
Dilengkapkan Oleh Stok Pemesan						Dilengkapkan Oleh Stok 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]			
				(Dilengkapkan setelah stok diterima)											
BAHAGIAN BUNGKUSAN DAN PENGHANTARAN															
Butir-butir Bungkus						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.	No. Of Items Issued	Reference No./Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1			Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17001746		Open	No	No

Figure 3.2.3-1 Issue Listing Page

STEP 1

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

Note

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

STEP 2

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

Note

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

ISSUE

Online Issue
Offline Issue
Stock Replenish
Direct Issue

3
Generate Issue Note

+ ONLINE ISSUE INFORMATION

Type Of Request: Inter Facility Intra Facility

Issue No.: N02PS001-0017112

Indent No.: K16008682

Facility: [Empty]

Requester Unit Name: UNIT FARMASI BEKALAN WAD

Indent Date: 17/03/2016 12:21:12 PM

Indent By: Soo Poey Chong

Item Group: DRUG

UOM: SKU

Indent category: [Empty]

Issue Date: 18/03/2016

Created By: [Empty]

Unit Name: STOR FARMASI

Supplying Unit: STOR FARMASI

No. of Items: 3

Total Amount (RM): 64.51

Indent Status: Closed

Approval Status: Approved

Reject Reason: [Empty]

+ ONLINE ISSUE LIST

[1 - 3 / 3]

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'.

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	Deskripsi Bungkusan	No. Kelompok	
1	A10BF01000T1001XX	Acarbose 50 mg Tablet	34,521	tablet	A10BF01000T1001XX.01	22	31,841	22	tablet	Box of 100 tab	GOT5YB003	28/01/2017	

<p>(Tandatangan Pemohon)</p> <p>Nama : <input type="text"/></p> <p>Jawatan : Pegawai Farmasi U48</p> <p>Unit : UNIT FARMASI KLINIK PAKAR</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 04/04/2016</p>	<p>Kelulusan :</p> <p>Permohon diluluskan/tidak diluluskan*</p> <p>(Tandatangan Pegawai Pelulus)</p> <p>Nama : <input type="text"/></p> <p>Jawatan : Pegawai Farmasi U52</p> <p>Unit : STOR FARMASI (UNIT FARMASI BEKALAN WAD)</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 12/04/2016</p>
---	---

* sila potong yang berkenaan

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

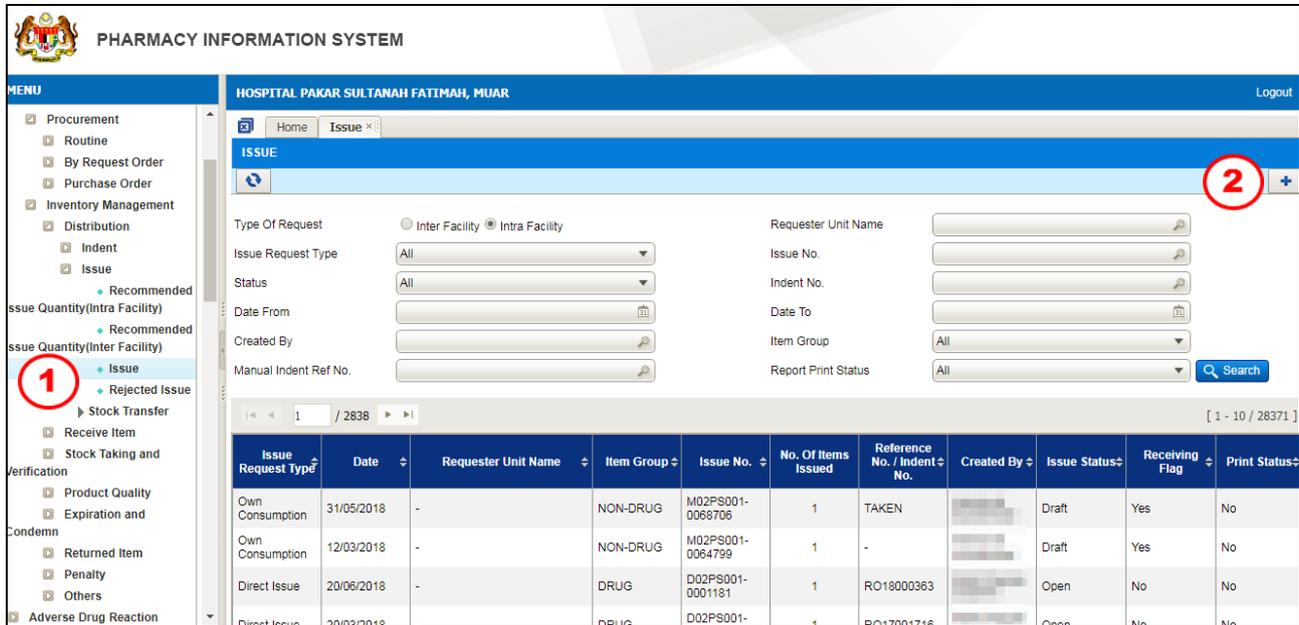
Ini adalah cetakan komputer, tandatangan tidak diperlukan

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:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17004746		Open	No	No

Figure 3.2.4-1 Create New Issue

STEP 1

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

STEP 2

Click on the  button

Note

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

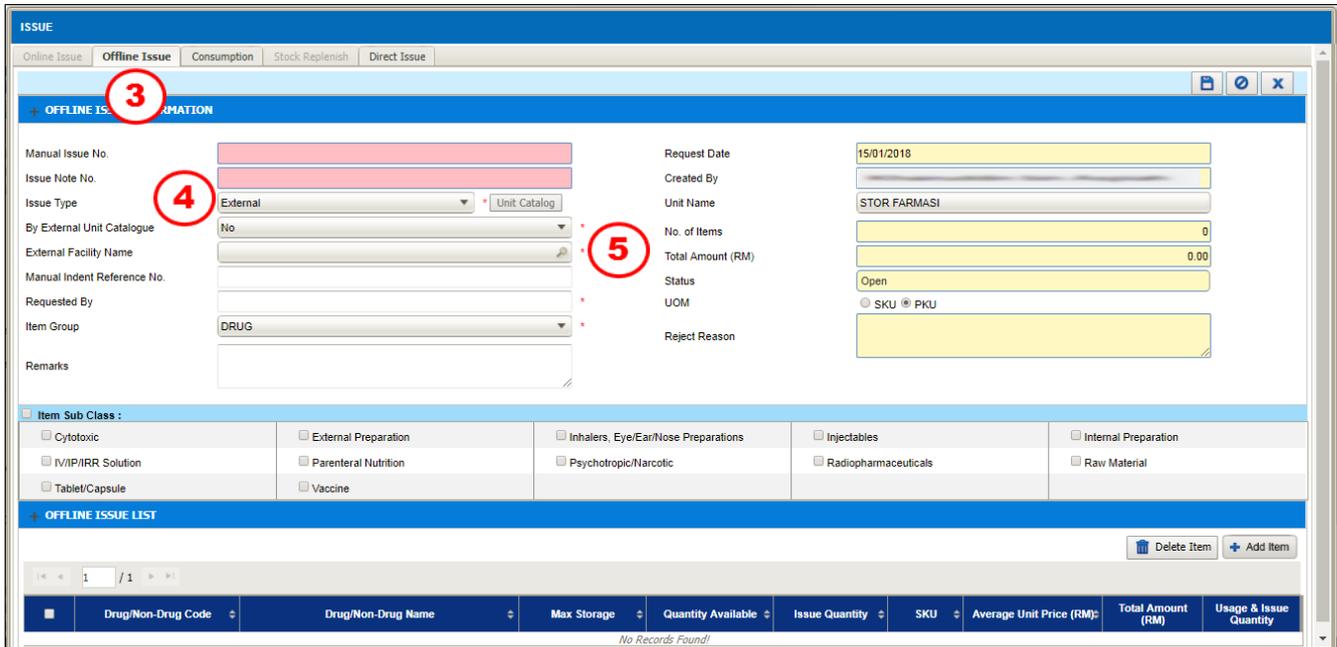


Figure 3.2.4-2 Offline Issue External

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 [1 - 2 / 2]</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	
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**.

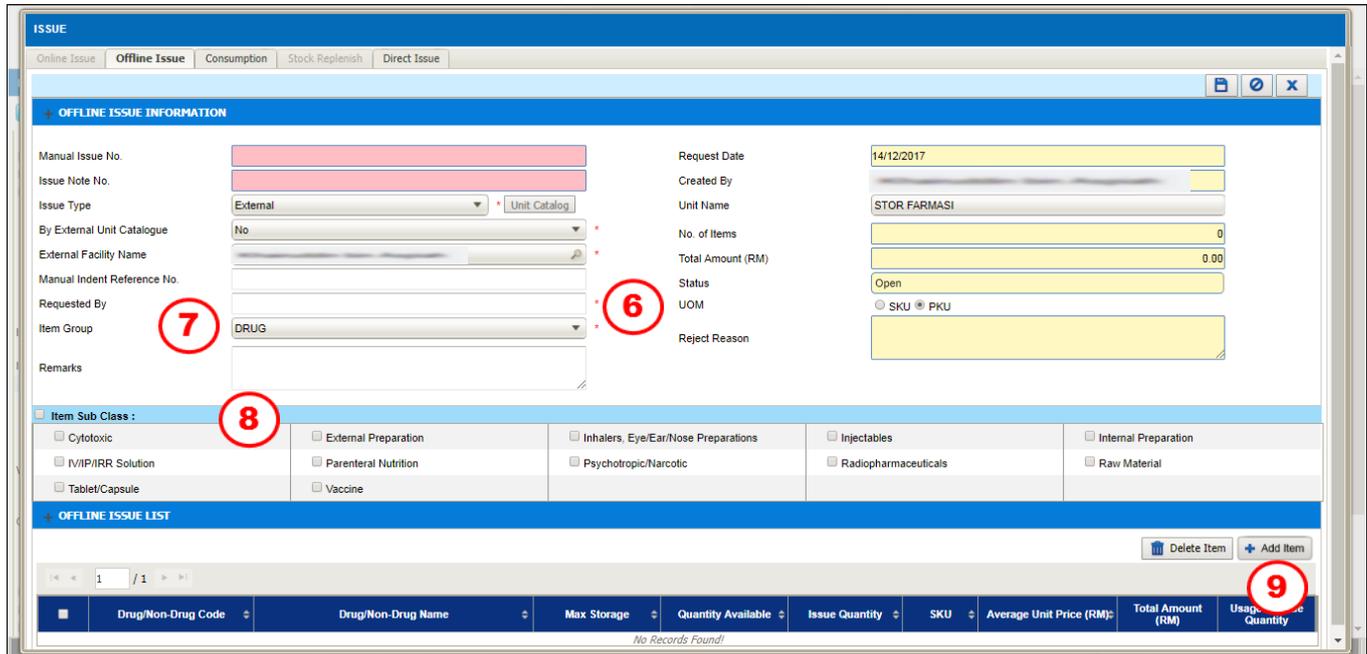


Figure 3.2.4-4 Add Item

STEP 6

Enter **Requested By**

STEP 7

Select **Item Group**

- Drug
- Non Drug

STEP 8

Select the **Item Sub Class** checkbox

Note

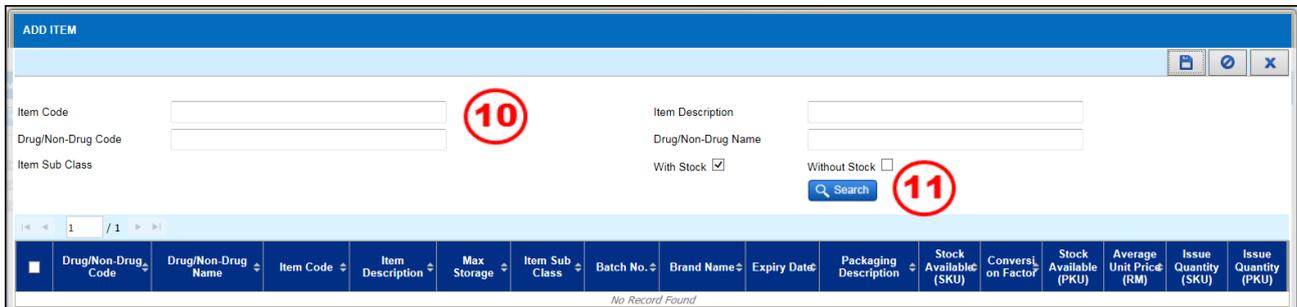
User is allowed to select more than one check box.

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.



ADD ITEM

Item Code: (10)

Drug/Non-Drug Code:

Item Sub Class:

Item Description:

Drug/Non-Drug Name:

With Stock Without Stock

(11)

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)
No Record Found															

Figure 3.2.4-5 List of Drug/Non Drug Name

STEP 10

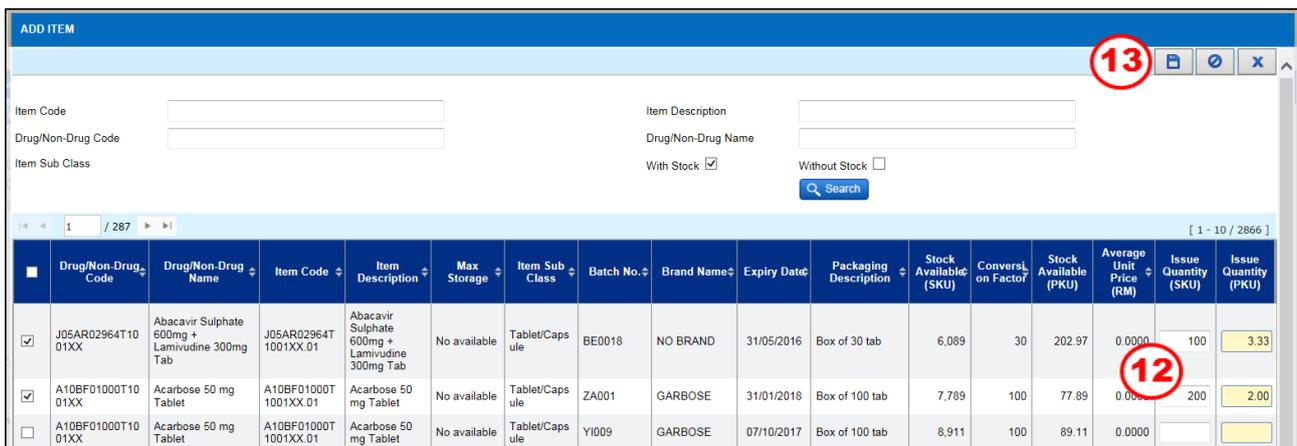
Enter either *Item Code*, *Item Description*, *Drug/Non Drug Code* or *Drug/Non Drug Name*

STEP 11

Click on  to search for desired item

Note

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



ADD ITEM

Item Code:

Drug/Non-Drug Code:

Item Sub Class:

Item Description:

Drug/Non-Drug Name:

With Stock Without Stock

(13)

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.01	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	100	3.33
<input checked="" type="checkbox"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	No available	Tablet/Capsule	ZA001	GARBOSE	31/01/2018	Box of 100 tab	7,789	100	77.89	200	2.00
<input type="checkbox"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	No available	Tablet/Capsule	Y1009	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.

OFFLINE ISSUE INFORMATION

Manual Issue No. [Redacted]
 Issue Note No. [Redacted]
 Issue Type: External [Unit Catalog]
 By External Unit Catalogue: No
 External Facility Name [Redacted]
 Manual Indent Reference No. [Redacted]
 Requested By [Redacted]
 Item Group: DRUG
 Remarks [Redacted]

Request Date: 14/12/2017
 Created By [Redacted]
 Unit Name: STOR FARMASI
 No. of Items: 2
 Total Amount (RM): 15.37
 Status: Open
 UDM: SKU PKU
 Reject Reason [Redacted]

Item Sub Class:

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

OFFLINE ISSUE LIST

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
A10BF01000T1001XX	Acarbose 50 mg Tablet	0	105,080	100	tablet	0.1090	10.90	13,520
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	178,490	60	tablet	0.0745	4.47	31,050

Figure 3.2.4-7 Offline Issue

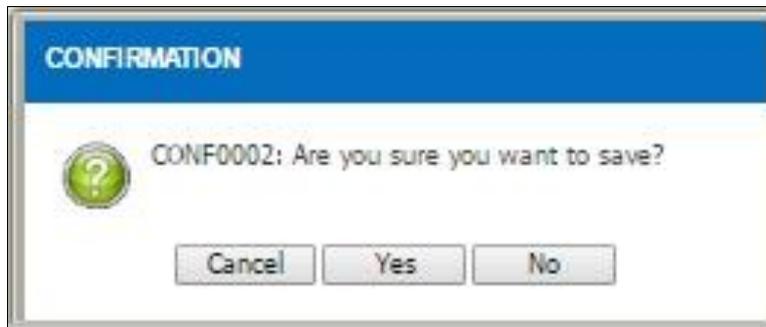


Figure 3.2.4-8 Confirmation Alert Message

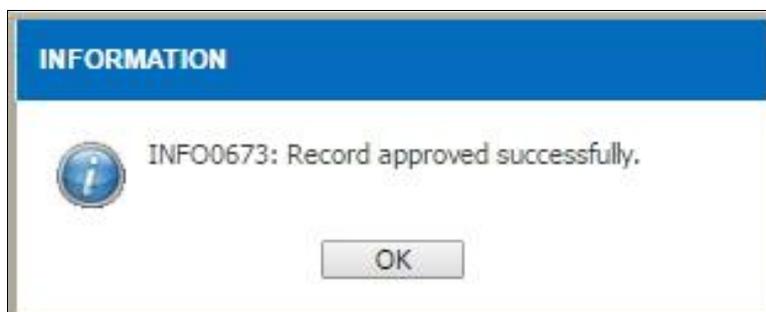


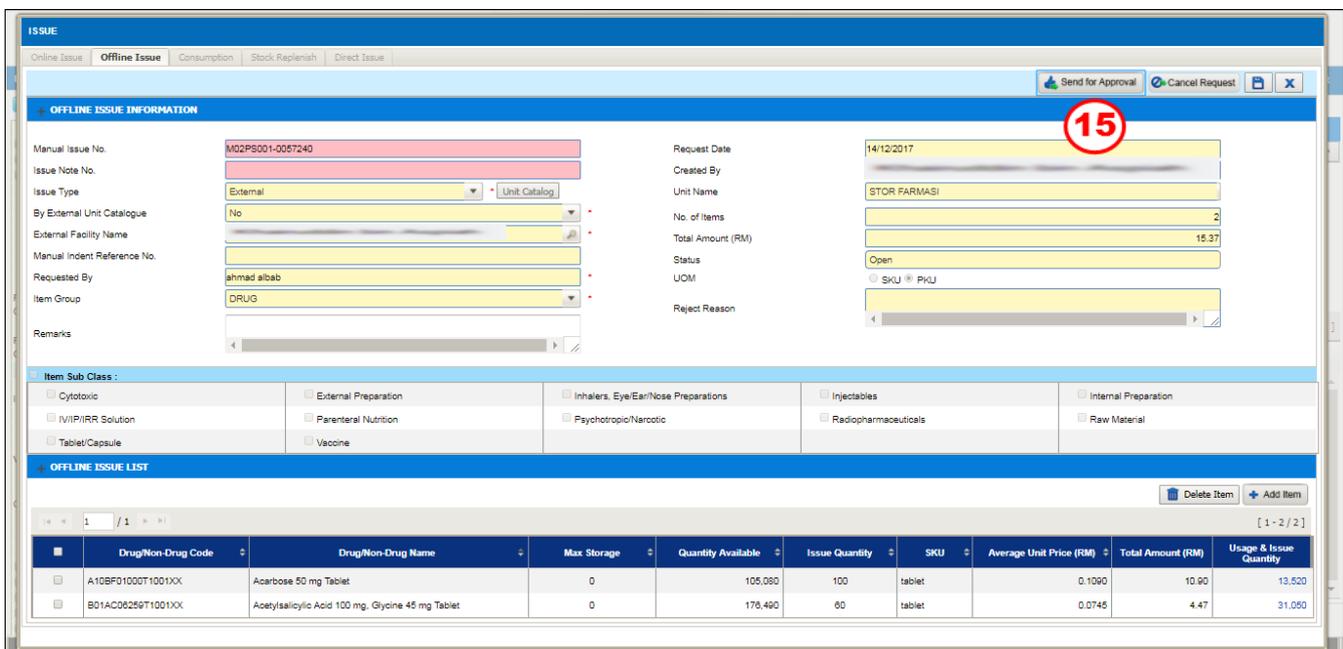
Figure 3.2.4-9 Information Alert Message

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.



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
A10BFD1000T1001XX	Acarbose 50 mg Tablet	0	105,080	100	tablet	0.1090	10.90	13.520
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	0	178,490	60	tablet	0.0745	4.47	31.050

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'.

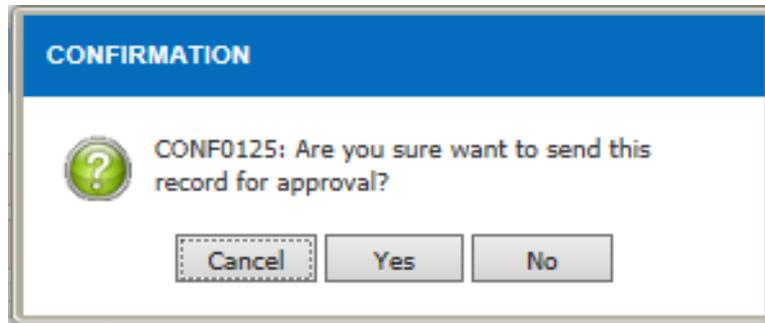


Figure 3.2.4-11 Alert Message

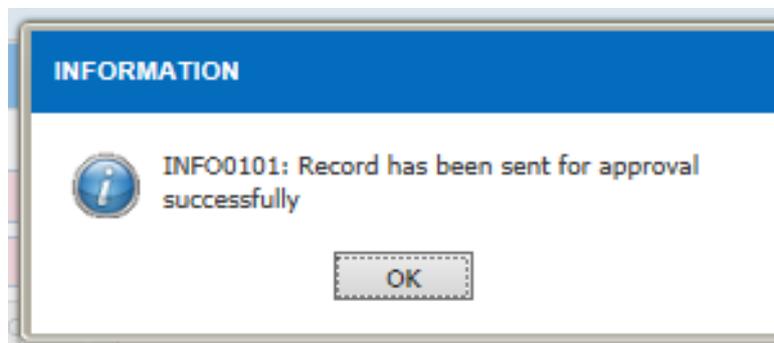


Figure 3.2.4-12 Alert Message

ISSUE

Online Issue **Offline Issue** Consumption Stock Replenish Direct Issue
16

Generate Issue Note X

OFFLINE ISSUE INFORMATION

Manual Issue No.

Issue Note No.

Issue Type Unit Catalog

By External Unit Catalogue

External Facility Name

Manual Indent Reference No.

Requested By

Item Group

Remarks

Request Date

Created By

Unit Name

No. of Items

Total Amount (RM)

Status

UOM SKU PKU

Item Sub Class :

<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/PI/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			

OFFLINE ISSUE LIST

[1 - 2 / 2]

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
A10BF01000T1001XX	Acarbose 50 mg Tablet	0	105,080	100	tablet	0.1090	10.90	13.620
B01AC06E00T1001XX	Acetylsalicylic Acid 100 mg, Chlorine / 5 mm Tablet	0	176,400	50	tablet	0.0746	4.47	24.440

Figure 3.2.4-13 Issue Information

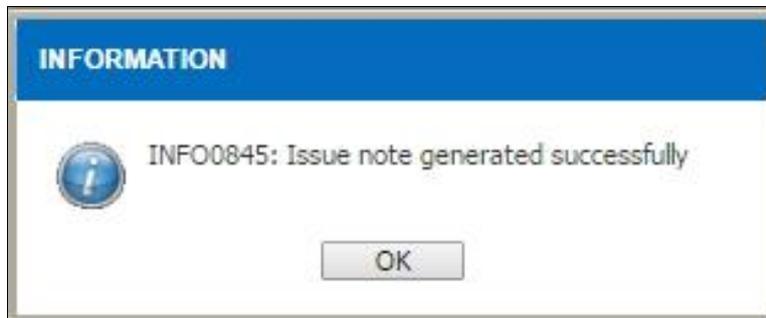


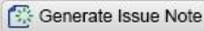
Figure 3.2.4-14 Information Alert Message

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 3.2.4-13

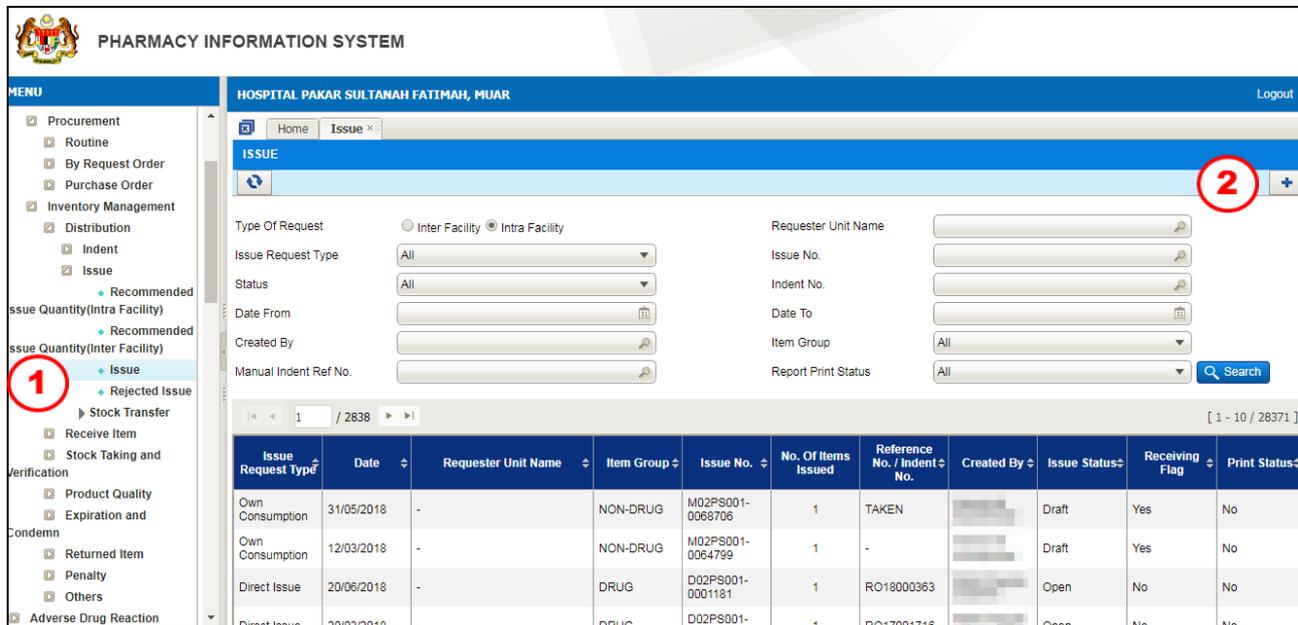
- *System will display an alert message as display in Figure 3.2.4-14*
- *'Borang Pesanan dan Pengeluaran Stok' will display as in Figure 3.2.4-15*

KEMENTERIAN KESIHATAN MALAYSIA												Salinan Stor			
Hospital Pakar Sultanah Fatimah, Muar												KEW.PS-10			
BORANG PESANAN DAN PENGLUARAN STOK															
(Tatacara Pengurusan Stor 136)															
Pemesan : Pharmaoy (Klinik Kesihatan Greentown)						Pengeluar : Pharmaoy (Hospital Pakar Sultanah Fatimah, Muar)									
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar									
No. Pemesanan:			Tarikh Pemesanan: 14/12/2017			No. Pengeluaran: M02PS001-0057240				Offline Issue		Tarikh Pengeluaran: 14/12/2017			
Tarikh Bekalan Dikehendaki:						BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN			
No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM)		Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan	
								Seunit	Jumlah						
A10BF01000T1001XX	Acarbose 50 mg Tablet	100	tablet	A10BF01000T1001XX.01	1	1,049	box	10.9000	10.90	1	Box of 100 tab	2853887	31/01/2020		
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	60	tablet	B01AC06259T1001XX.01	2	5,089	box	2.2110	4.42	2	box of 30 tablet	1704312	30/04/2019		
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar									
Pegawai Pemesan :			Pegawai Penerima :			Telah Diluluskan dan Direkodkan oleh:				Dikeluarkan dan Direkodkan oleh:					
Nama : ahmad albab			Nama :			Nama :				Nama :					
Jawatan :			Jawatan :			Jawatan : Pegawai Farmasi U54				Jawatan : Pegawai Farmasi U54					
Unit : Klinik Kesihatan Greentown			Unit :			Unit : STOR FARMASI				Unit : STOR FARMASI					
Jabatan :			Jabatan :			Jabatan : Pharmaoy				Jabatan : Pharmaoy					
Tarikh : 14/12/2017			Tarikh :			Tarikh : 14/12/2017				Tarikh : 14/12/2017					
						(Dilengkapkan setelah stok diterima)									
Remark :						BAHAGIAN BUNGKUSAN DAN PENGHANTARAN									
						Butir-butir Bungkusan		Butir-butir Penghantaran		Telah dibungkus dan dihantar oleh:					
										Nama : _____					
										Jawatan : _____					
										Jabatan : _____					
										Tarikh : _____					
Printed Date : 14/12/2017						Printed By : Noraini Binti Saari						Unit Name : STOR FARMASI		Source : PhIS	
Page 1 of 2															

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

3.2.5 Issue Type: Offline Issue (Intra Facility)

To perform offline issue, perform the steps below:



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17001716		Open	No	No

Figure 3.2.5-1 Create New Issue

STEP 1

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

STEP 2

Click on the  button

Note

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

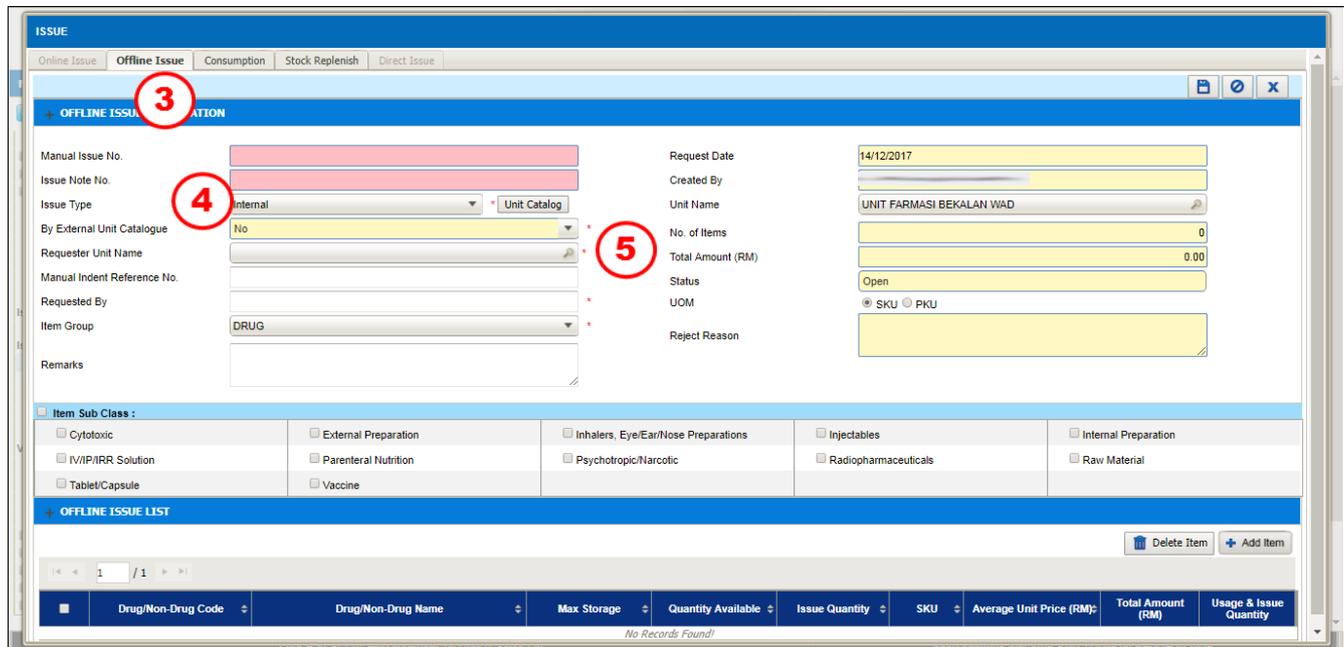


Figure 3.2.5-2 Offline Issue Internal

STEP 3

Click on the 'Offline Issue' tab

STEP 4

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

STEP 5

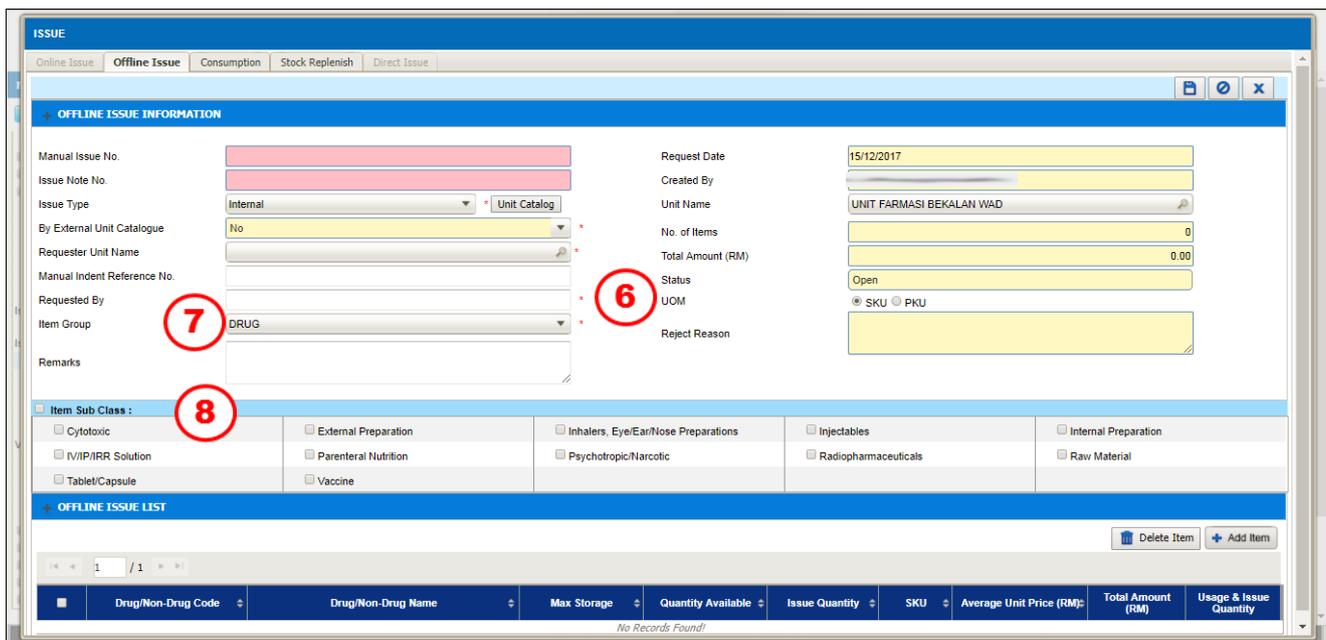
Click on the  to search for the **Requester Unit Name**

Note

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

Requester Unit	
Requester Description	Requester Code
<input type="button" value="Search"/>	
[1 - 10 / 70]	
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



OFFLINE ISSUE INFORMATION

Manual Issue No. []
 Issue Note No. []
 Issue Type: Internal [] Unit Catalog []
 By External Unit Catalogue: No []
 Requester Unit Name: []
 Manual Indent Reference No. []
 Requested By: []
 Item Group: DRUG []
 Remarks: []

Request Date: 15/12/2017
 Created By: []
 Unit Name: UNIT FARMASI BEKALAN WAD []
 No. of Items: 0
 Total Amount (RM): 0.00
 Status: Open
 UOM: SKU PKU
 Reject Reason: []

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
No Records Found								

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.

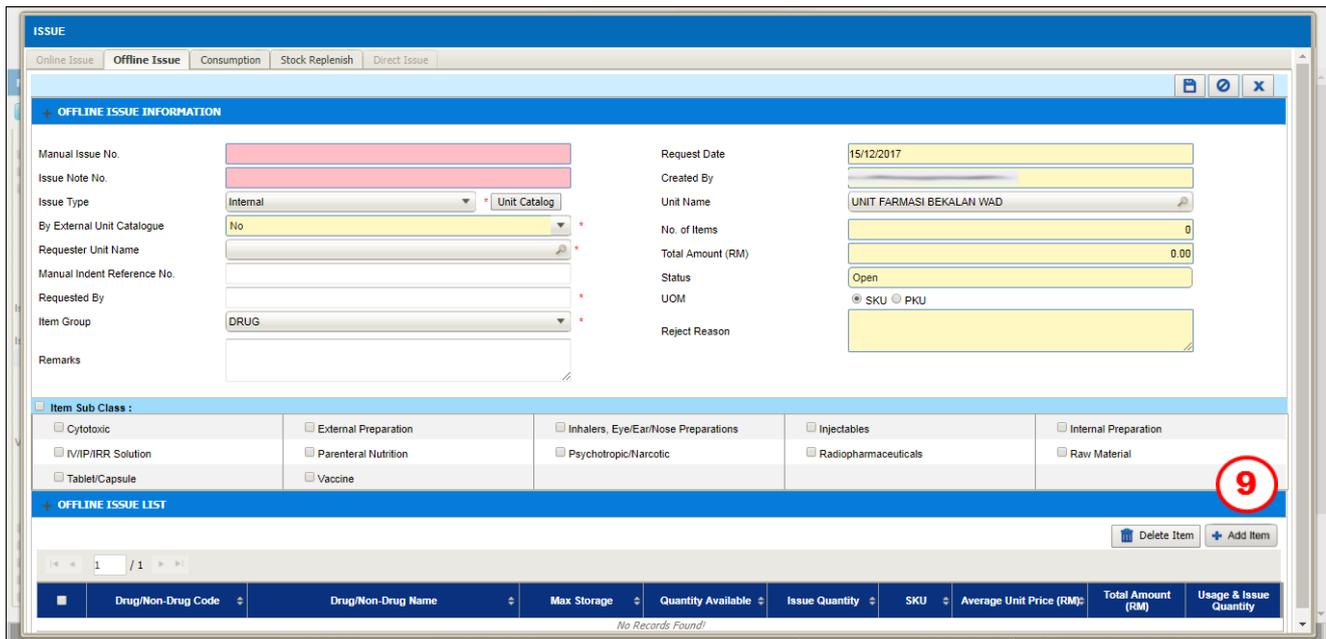


Figure 3.2.5-5 Add Item

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.

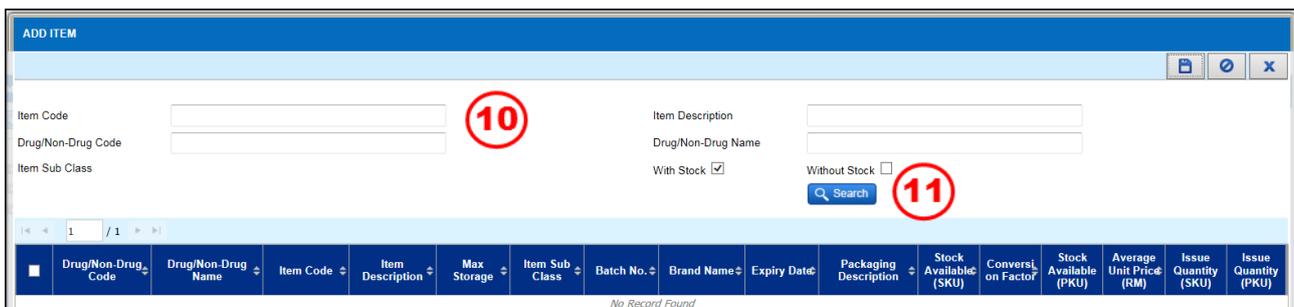


Figure 3.2.5-6 Add Item

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

Search

[1 - 10 / 2865]

	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.01	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"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	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"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	Acarbose 50 mg Tablet	270,000	Tablet/Capsule	YI009	GARBOSE	07/10/2017	Box of 100 tab	8,911	100	89.11	0.0000		
<input type="checkbox"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	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"/>	A10BF01000T10 01XX	Acarbose 50 mg Tablet	A10BF01000T 1001XX.01	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"/>	S01EC01000T10 01XX	Acetazolamide 250 mg Tablet	02.0001.02	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** | Consumption | Stock Replenish | Direct Issue

OFFLINE ISSUE INFORMATION

Manual Issue No.:
 Issue Note No.:
 Issue Type: Internal Unit Catalog
 By External Unit Catalog: No
 Requester Unit Name: JABATAN KECEMASAN & TRAUMA
 Manual Indent Reference No.:
 Requested By: Abu
 Item Group: DRUG
 Remarks:

Request Date: 15/12/2017
 Created By: Ja
 Unit Name: UNIT FARMASI BEKALAN WAD
 No. of Items: 3
 Total Amount (RM): 108.70
 Status: Open
 UOM: SKU PKU
 Reject Reason:

Item Sub Class:

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

[1 - 3 / 3]

	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"/>	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	90	2,994	10	amp	2,0167	20.17	1,401
<input type="checkbox"/>	C01BD01110P3001XX	Amiodarone 150mg/3ml Injection	35	119	10	amp	6,4030	64.03	14
<input type="checkbox"/>	J01CR02001P4002XX	Amoxicillin 1g + Clavulanate 200mg Injection	5	4,700	10	vial	2,2498	22.50	1,202

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'.

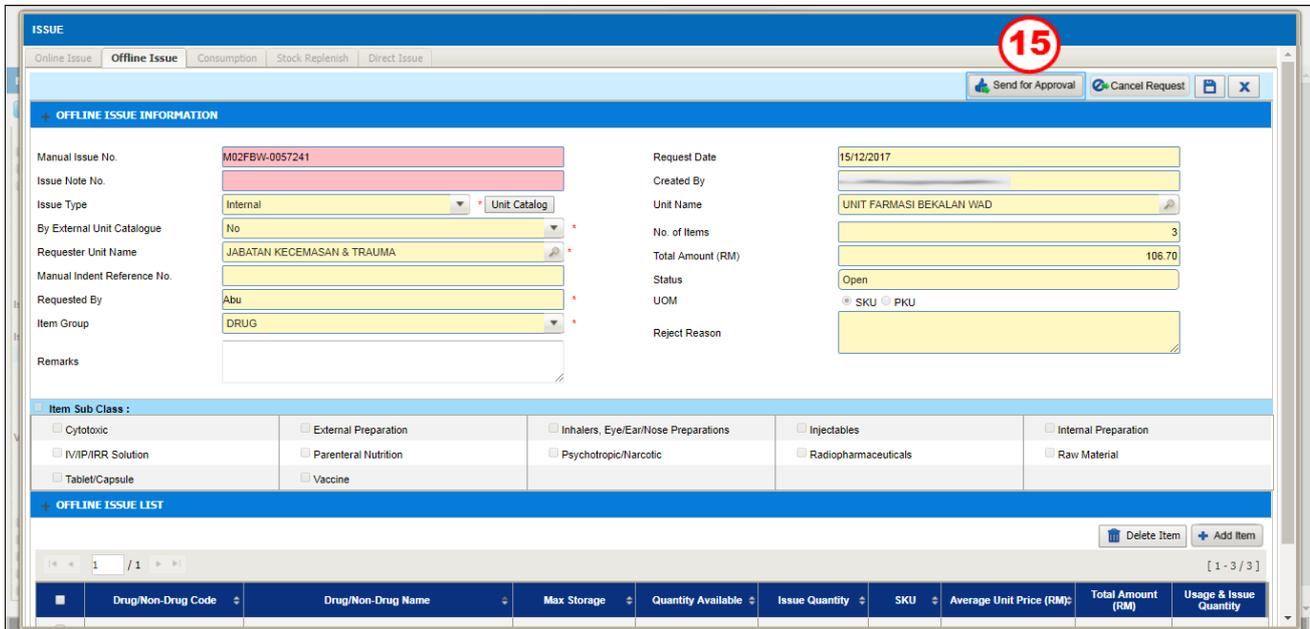
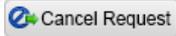


Figure 3.2.5-9 Offline Issue Internal

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'.

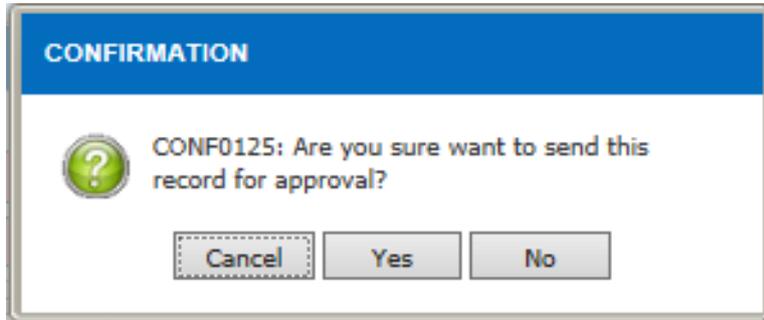


Figure 3.2.5-10 Alert Message

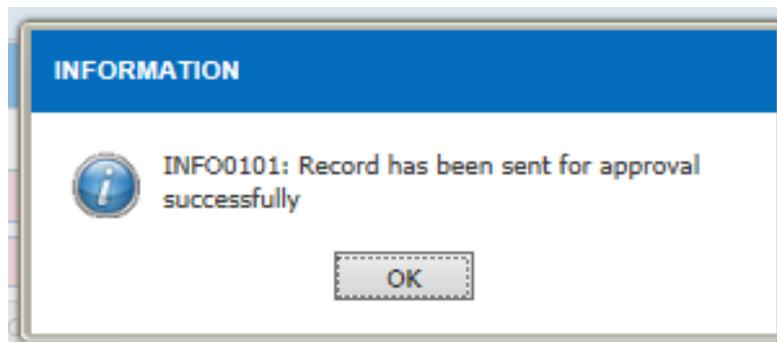


Figure 3.2.5-11 Alert Message

16

ISSUE

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

Generate Issue Note X

OFFLINE ISSUE INFORMATION

Manual Issue No. M02FBV-0057241	Request Date 15/12/2017
Issue Note No. NO Issue Note	Created By
Issue Type Internal [Unit Catalog]	Unit Name UNIT FARMASI BEKALAN WAD
By External Unit Catalogue No	No. of Items 3
Requester Unit Name JABATAN KECEMASAN & TRAUMA	Total Amount (RM) 106.70
Manual Indent Reference No.	Status Approved
Requested By Abu	UOM <input checked="" type="radio"/> SKU <input type="radio"/> PKU
Item Group DRUG	
Remarks	

Item Sub Class :

<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			

OFFLINE ISSUE LIST

[1 - 3 / 3]

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
C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	90	2,994	10	amp	2.0167	20.17	1.411

Figure 3.1.5-12 Issue Information

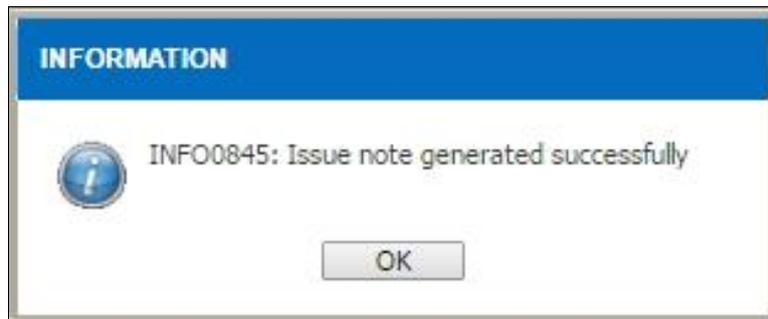


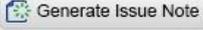
Figure 3.1.5-13 Information Alert Message

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 & Figure 3.1.5-15

 <p style="text-align: center;">KEMENTERIAN KESIHATAN MALAYSIA Hospital Pakar Sultanah Fatimah, Muar BORANG PERMOHONAN STOK (Tatacara Pengurusan Stok 143) (Untuk kegunaan di stor Unit-diisi dalam 2 salinan)</p> <p style="text-align: right;">Salinan Stor KEW.PS-11</p>													
Permohonan				Pegawai Pelulus									
Bil.	No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki Kuantiti Dipesan	Kuantiti Di bekal	SKU	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
1	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Injection	10	amp	43.0001.02	10	0	10	amp	Paok of 10 amps	170626T	31/03/2019	
2	C01BD01110P3001XX	Amiodarone 150mg/3ml Injection	10	amp	C01BD01110P3001XX.03	10	0	10	amp	paok of 5 ampoule	MA009	30/08/2019	
3	J01CR02961F4002XX	Amoxiillin 1g + Clavulanate 200mg Injection	10	vial	J01CR02961F4002XX.02	10	0	10	vial	Vial	7150343	31/05/2019	

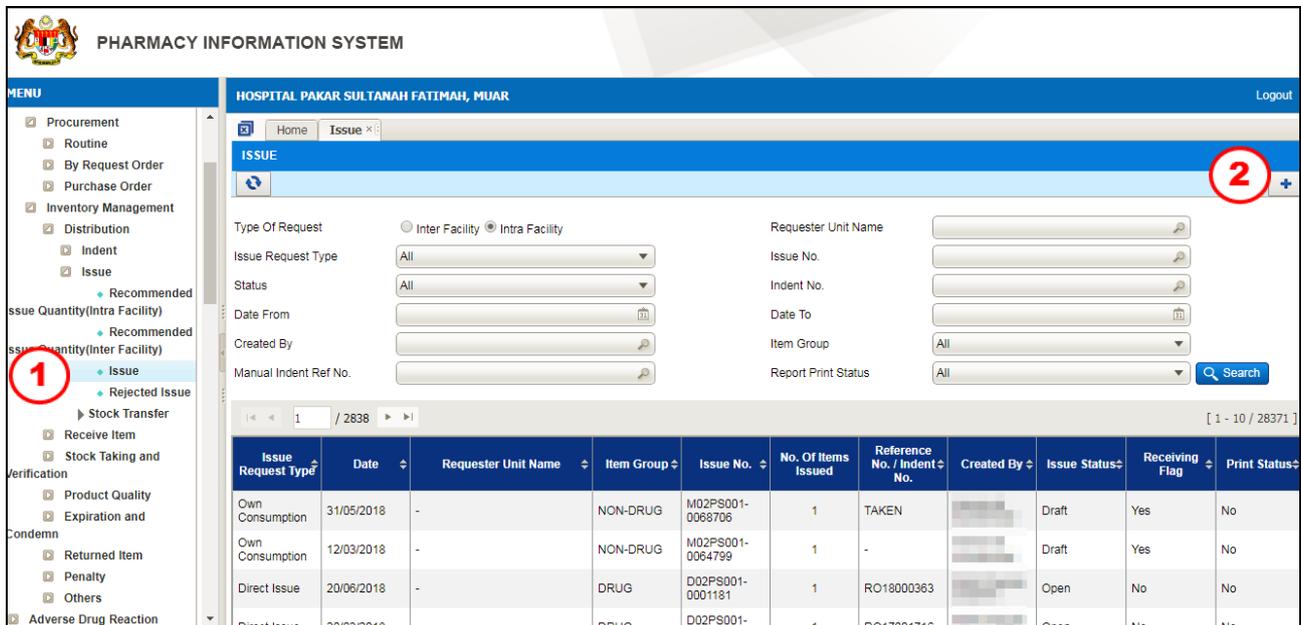
No. Permohonan : :
 Tarikh Pesanan : 15/12/2017
 No. Pengeluaran : M02FBW-0057241
 Tarikh Pengeluaran : 15/12/2017

Printed Date : 15/12/2017
 Printed By : Jazmin Sii
 Unit Name : UNIT FARMASI BERAHAN WAD
 Source : PhIS
 Page 1 of 4

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

3.2.6 Issue Type: Consumption

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



Issue Request Type	Date	Requester Unit Name	Item Group	Issue No.	No. Of Items Issued	Reference No. / Indent No.	Created By	Issue Status	Receiving Flag	Print Status
Own Consumption	31/05/2018	-	NON-DRUG	M02PS001-0068706	1	TAKEN		Draft	Yes	No
Own Consumption	12/03/2018	-	NON-DRUG	M02PS001-0064799	1	-		Draft	Yes	No
Direct Issue	20/06/2018	-	DRUG	D02PS001-0001181	1	RO18000363		Open	No	No
Direct Issue	20/03/2018	-	DRUG	D02PS001-	1	RO17001716		Open	No	No

Figure 3.2.6-1 Create New Issue

STEP 1

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

STEP 2

Click on the  button to add new record.

Note

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

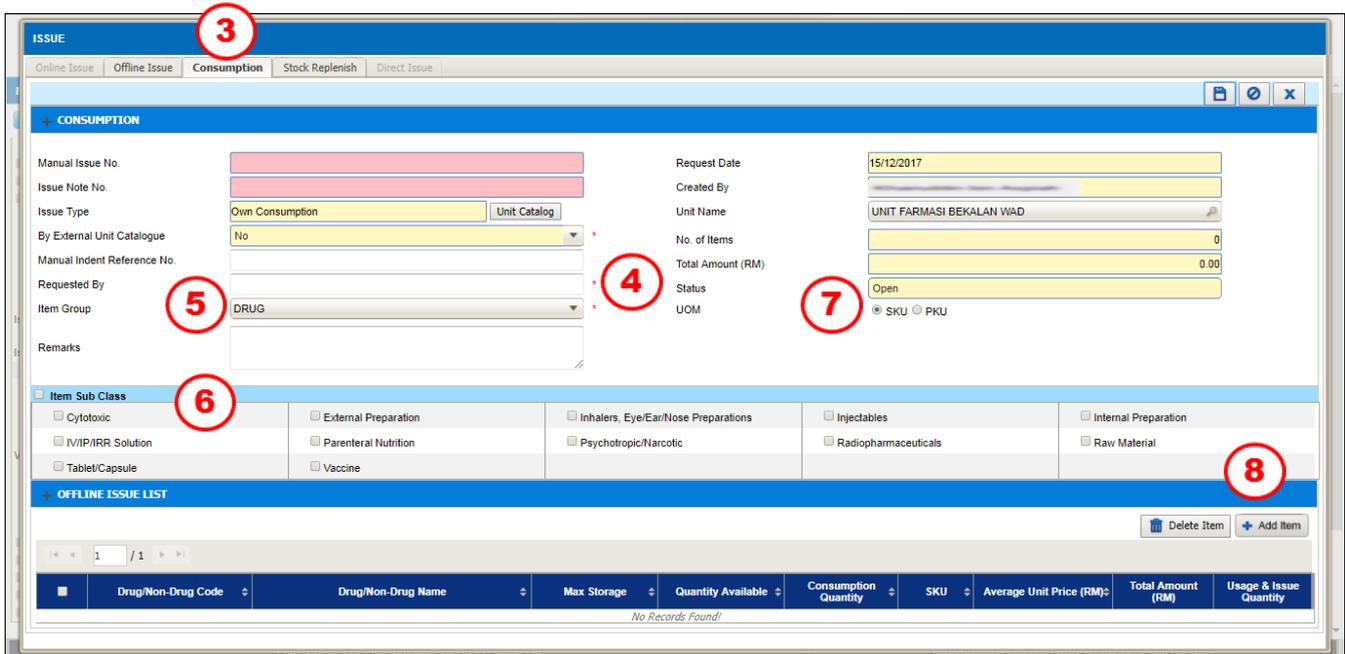


Figure 3.2.6-2 Consumption

STEP 3

Click on the Consumption tab

STEP 4

Enter the **Request By**

Note

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

STEP 5

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

- Drug
- Non Drug

Note

Character for remarks section up to 200 words.

STEP 6

Select the **Item Sub Class** checkbox

STEP 7

Select the **UOM** from the checkbox:

- PKU
- SKU

Note

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

STEP 8

Click on the  to add the item to issue

ADD ITEM

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"/>

11

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.

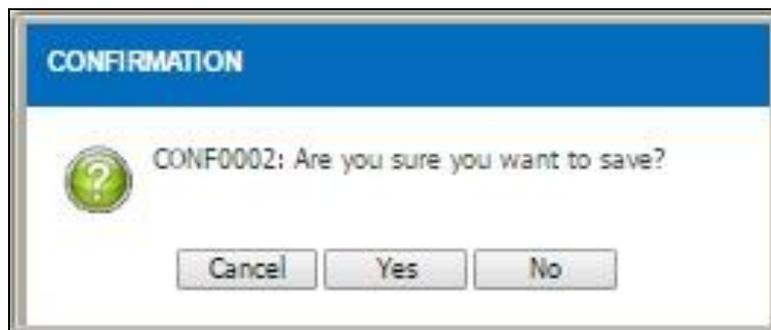


Figure 3.2.6-4 Save Alert Message

- Click on the button.

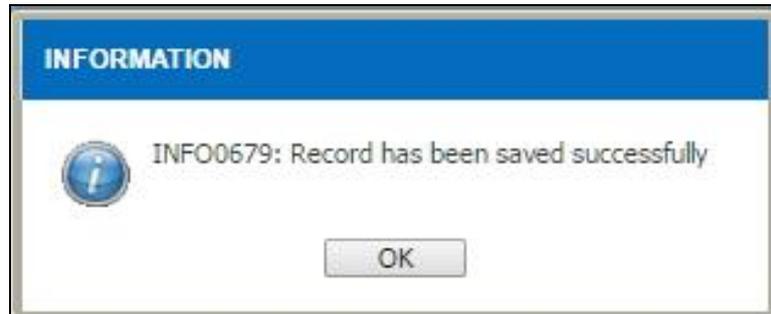
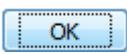


Figure 3.2.6-5 Record Saved Alert Message

- 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.

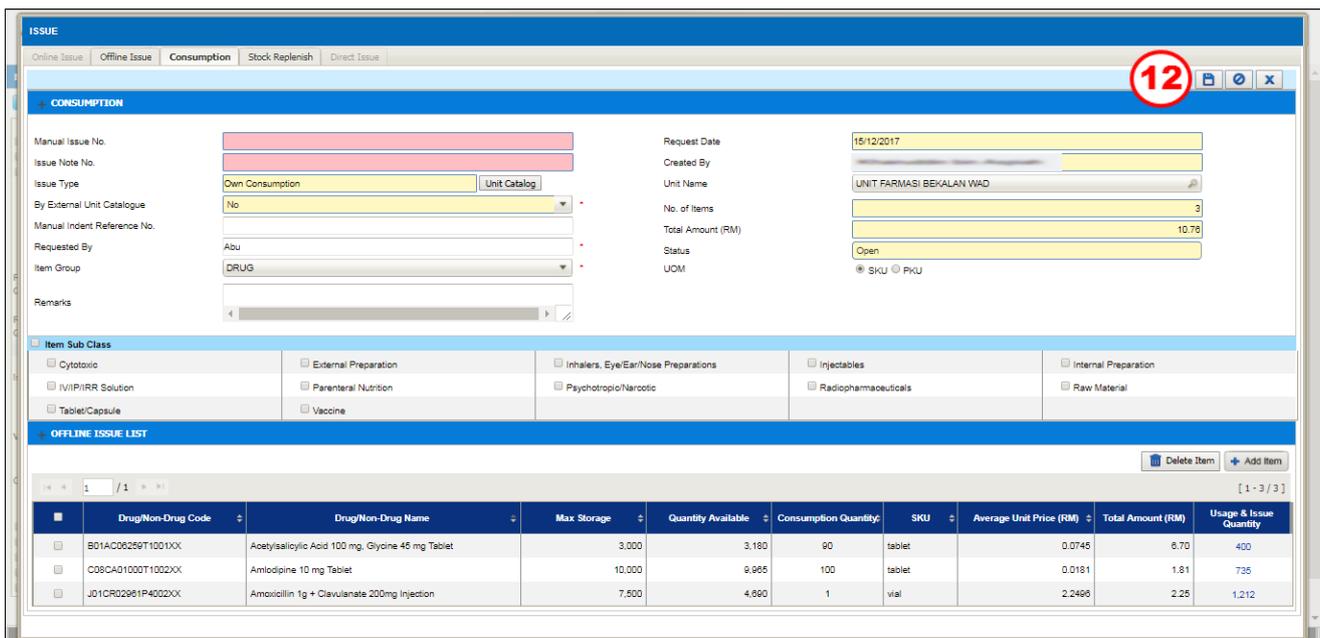


Figure 3.2.6-6 Consumption

STEP 12

Click on the  button to save the transaction

Note

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

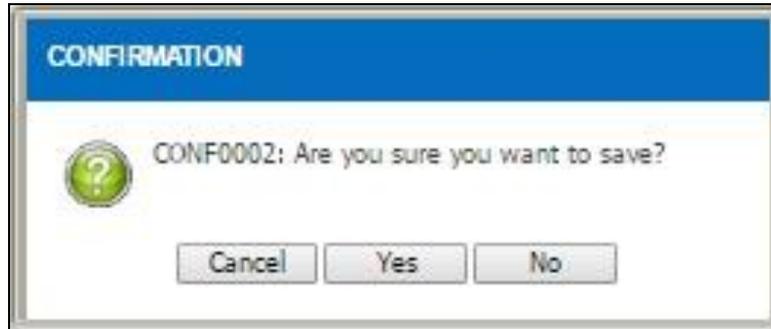
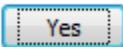


Figure 3.2.6-7 Save Alert Message

- Click on the  button.

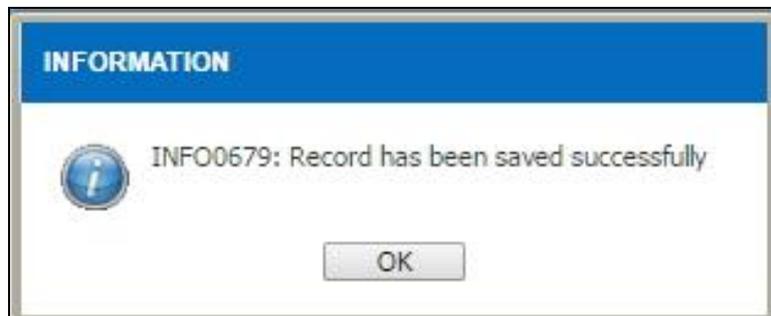
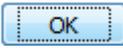
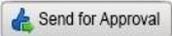
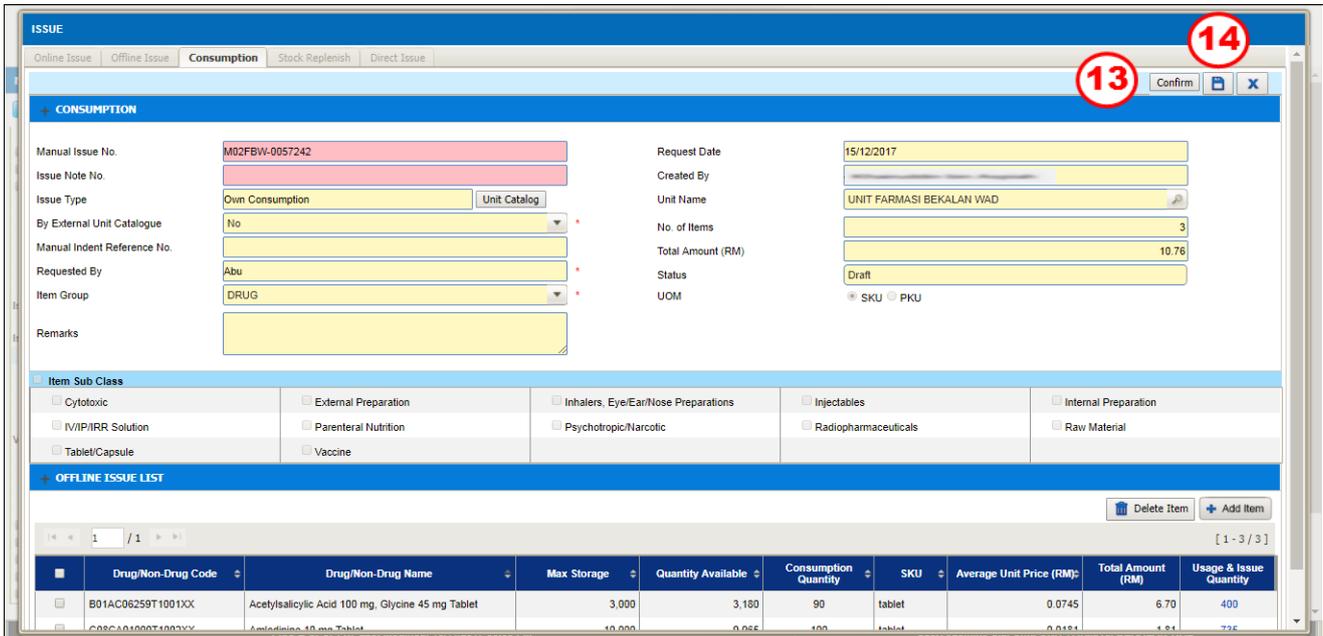


Figure 3.2.6-8 Record Saved Alert Message

- 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 | **Consumption** | Stock Replenish | Direct Issue

CONSUMPTION

Manual Issue No. M02FBW-0057242
 Issue Note No. [Redacted]
 Issue Type Ovm Consumption Unit Catalog
 By External Unit Catalogue No
 Manual Indent Reference No. [Redacted]
 Requested By Abu
 Item Group DRUG
 Remarks [Redacted]

Request Date 15/12/2017
 Created By [Redacted]
 Unit Name UNIT FARMASI BEKALAN WAD
 No. of Items 3
 Total Amount (RM) 10.76
 Status Draft
 UOM SKU PKU

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

Drug/Non-Drug Code	Drug/Non-Drug Name	Max Storage	Quantity Available	Consumption Quantity	SKU	Average Unit Price (RM)	Total Amount (RM)	Usage & Issue Quantity
B01AC06259T1001XX	Acetylsalicylic Acid 100 mg, Glycine 45 mg Tablet	3,000	3,180	90	tablet	0.0745	6.70	400
C08CA01000T1003XX	Amoxicillin 40 mg Tablet	10,000	0.000	100	tablet	0.0100	1.00	770

Figure 3.2.6-9 Consumption Confirm/Save

STEP 13

Click on the  button

Note

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

STEP 14

Click on the  button to approve the transaction

Note

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

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

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

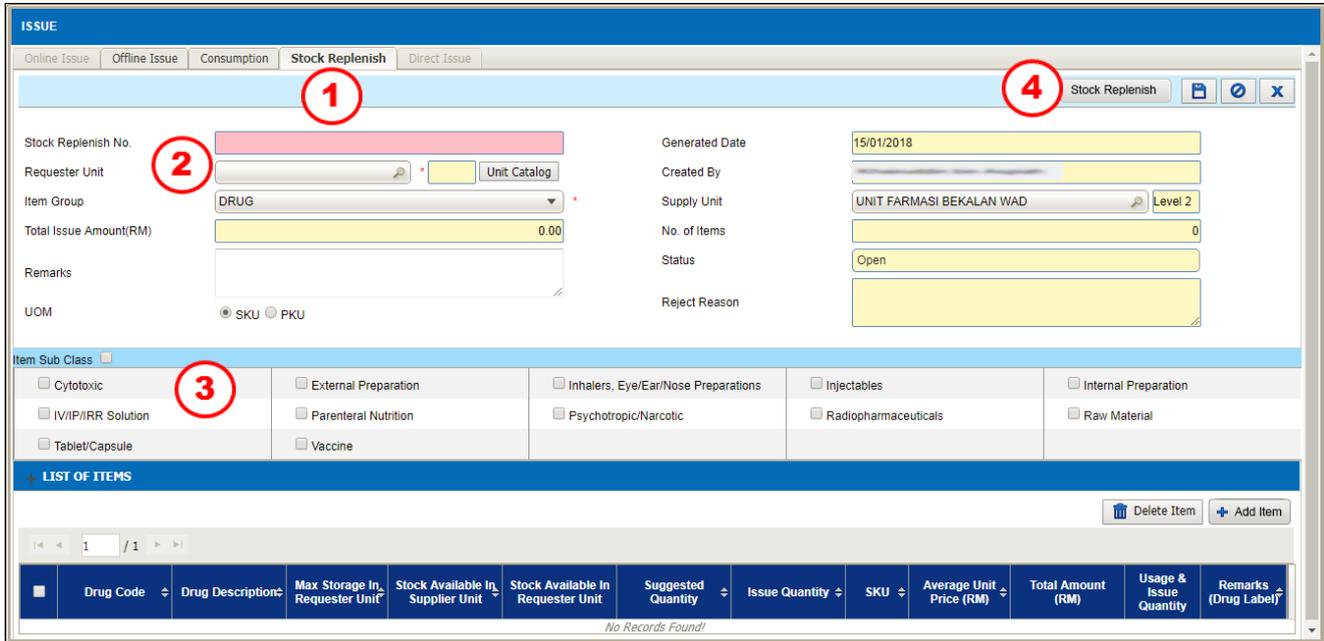


Figure 3.2.7-1 Stock Replenish

STEP 1

Click on the 'Stock Replenish' tab

STEP 2

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

Note

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

STEP 3

Click on the check box for Item Sub class

Note

User is allowed to select more than one check box.

STEP 4

Click on the  button.

Note

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

ISSUE

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

Stock Replenish No. [] Generated Date: 15/01/2018

Requester Unit: WAD 7 (MED - L) * Level 3 Unit Catalog Created By: []

Item Group: DRUG Supply Unit: UNIT FARMASI BEKALAN WAD Level 2

Total Issue Amount(RM): 315.88 No. of Items: 52

Remarks: [] Status: Open

UOM: SKU PKU Reject Reason: []

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

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)
RAW00042	Sodium Bicarbonate Powder BP/USP	5	0	0	0	0	g	0.0033	0.00	0	
C01EB10000P3001X	Adenosine 6mg/2ml Injection (3mg/ml) - 2ml amp	10	0	5	0	0	amp	31.4693	0.00	0	
N05BA06000T1001X	Lorazepam 1 mg Tablet	10	0	9	0	0	tablet	0.3447	0.00	0	

Figure 3.2.7-2 Stock Replenish

INFORMATION

INFO5072: No stock available for RAW00042 in UNIT FARMASI BEKALAN WAD

OK

Figure 3.2.7-3 Information Box

STEP 5

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

Note

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

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)
02.1403.02	Hyoscine Butylbromide 10mg Tab	A03BB01320T10 01XX	Hyoscine N-Butylbromide 10 mg Tablet	IDAMAN	15J1723	30/09/2018	Pack of 500 tabs	740 (tablet)	500	1.48 (pck)	0.00	500	1.00
02.1403.02	Hyoscine Butylbromide 10mg Tab	A03BB01320T10 01XX	Hyoscine N-Butylbromide 10 mg Tablet	IDAMAN	16H1923	31/08/2019	Pack of 500 tabs	500 (tablet)	500	1.00 (pck)	0.00	0	0.00
Total Quantity											500		

Figure 3.2.7-4 Item Allocation Stock Replenish

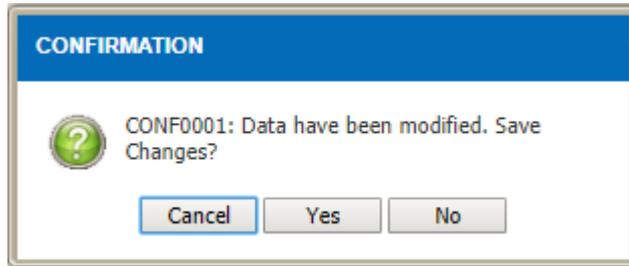


Figure 3.2.7-5 Information box

STEP 6

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

STEP 7

Click on the button to save the changes.

Note

- An Information Box as per Figure 3.2.7-5 will appear after click .
- User able to confirm the transaction by clicking button. If user want to go back to previous screen click on button and click on button to cancel the transaction.

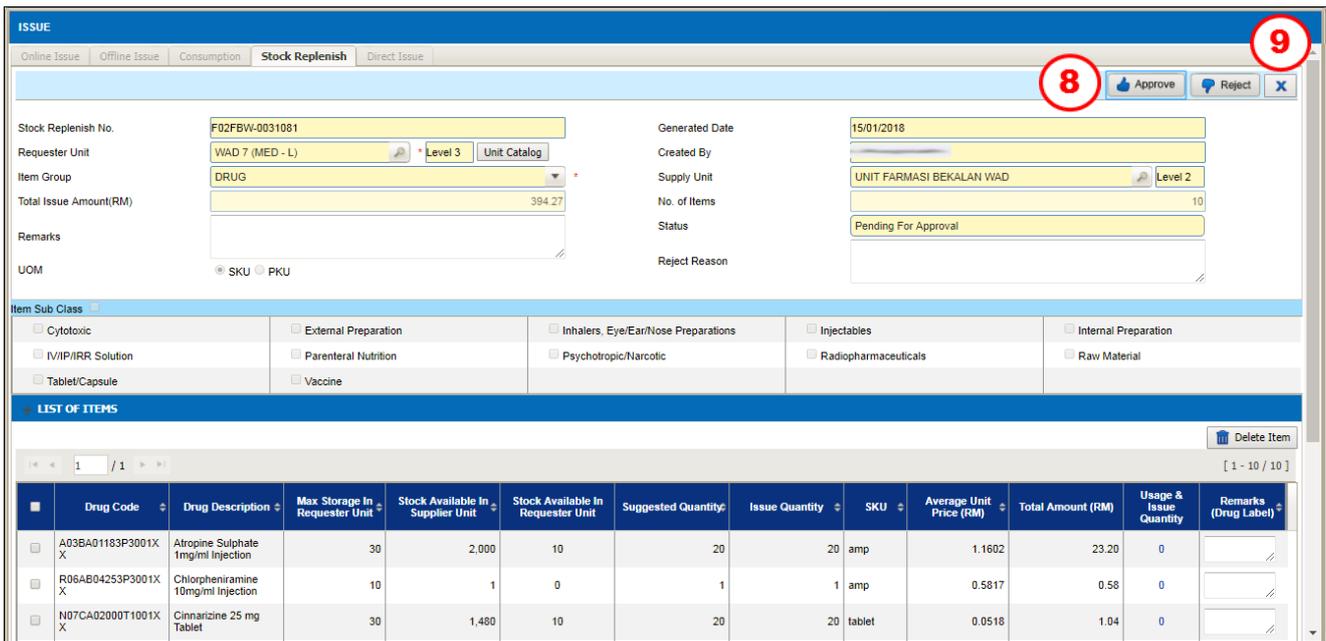


Figure 3.2.7-6 Approval Screen Stock Replenish

Note

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

STEP 8

Click on the 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

STEP 9

Click on the button to close the transaction

ISSUE

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

Stock Replenish No.

Requester Unit

Item Group

Total Issue Amount(RM)

Remarks

UOM SKU PKU

Generated Date

Created By

Supply Unit

No. of Items

Status

Reject Reason

Item Sub Class

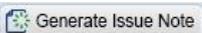
<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> External Preparation	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Internal Preparation
<input type="checkbox"/> I/IV/IRR Solution	<input type="checkbox"/> Parenteral 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)
A03BA01183P3001X	Atropine Sulphate 1mg/ml Injection	30	2,000	10	20	20	amp	1.1602	23.20	20	
R06AB04253P3001X	Chlorpheniramine 10mg/ml Injection	10	1	0	1	1	amp	0.5817	0.58	1	
N07CA02000T1001X	Cinnarizine 25 mg Tablet	30	1,480	10	20	20	tablet	0.0518	1.04	20	
N05BA01000P3001X	Diazepam 10 mg/2 ml Injection	10	22	2	8	8	amp	1.4710	11.77	8	

Figure 3.2.7-7 Stock Replenish

STEP 10

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

	KEMENTERIAN KESIHATAN MALAYSIA Hospital Pakar Sultanah Fatimah, Muar BORANG PERMOHONAN STOK (Tatacara Pengurusan Stok 143) (Untuk kegunaan di stor Unit-diisi dalam 2 salinan)	Salinan Stor KEW.PS-11
No. Permohonan : : Tarikh Pesanan : 15/01/2018		No. Pengeluaran : F02FBW-0031081 Tarikh Pengeluaran : 15/01/2018
Remarks :		
(Tandatangan Pemohon) Nama : Jawatan : Unit : WAD 7 (MED - L) Jabatan : Tarikh :	Kelulusan : Permohon diluluskan/tidak diluluskan* (Tandatangan Pegawai Pelulus) Nama : Jawatan : Pegawai Farmasi U46 Unit : UNIT FARMASI BEKALAN WAD Jabatan : Pharmacy Tarikh : 15/01/2018	
* sila potong yang berkenaan		
Kemaskini Rekod : Stok telah dikeluarkan dan direkod di Kad Petak No _____ (Tandatangan Pegawai Stor) Nama : Jawatan : Tarikh :	Perakuan Penerimaan : Disahkan bahawa stok yang diluluskan telah diterima (Tandatangan Pemohon) Nama : Jawatan : Tarikh :	
Printed Date : 15/01/2018	Printed By : _____	Unit Name : UNIT FARMASI BEKALAN WAD
		Source : PhIS Page 2 of 4

Figure 3.2.7-9 Borang Permohonan Stok



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

Figure 3.2.7-8 Label

3.2.8 Issue Type: Direct Issue

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

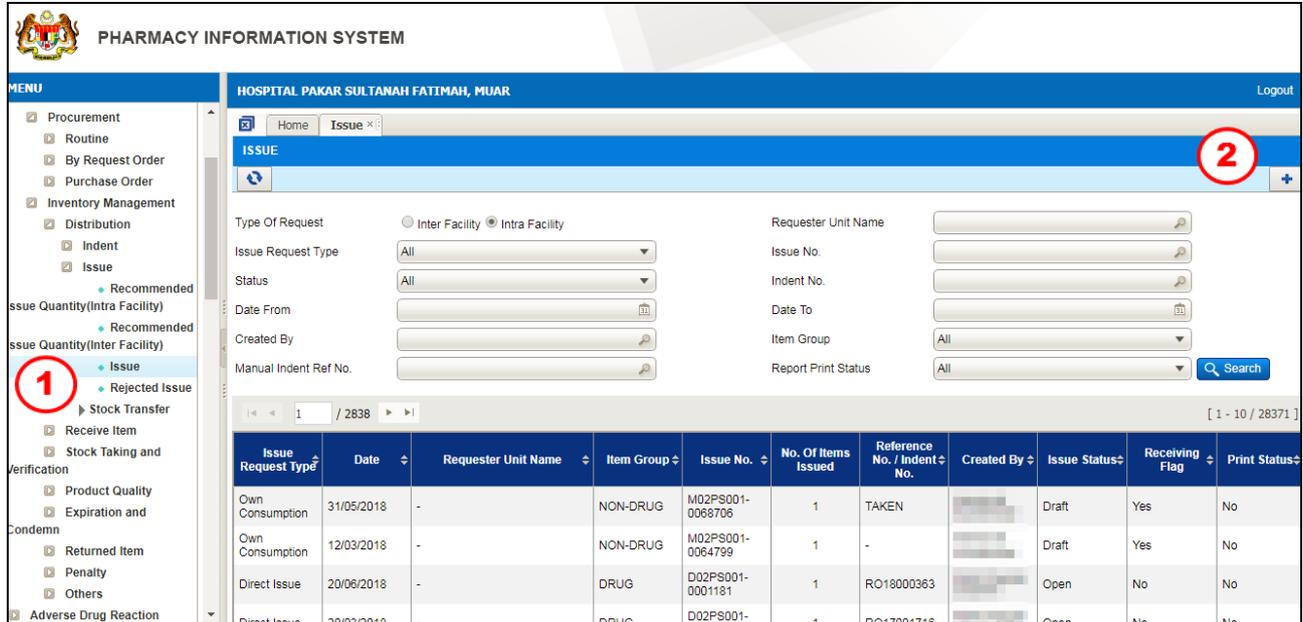


Figure 3.2.8-1 Create New Issue

STEP 1

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

STEP 2

Click on the  button

Note

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

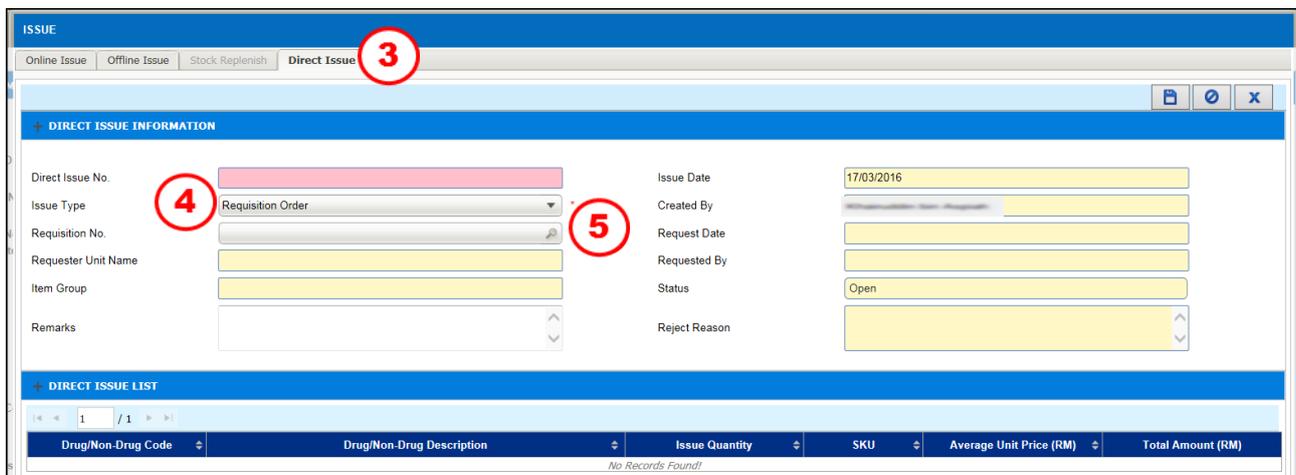


Figure 3.2.8-2 Create New Issue

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

STEP 5

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

Note

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

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

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 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	XYZ4321	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

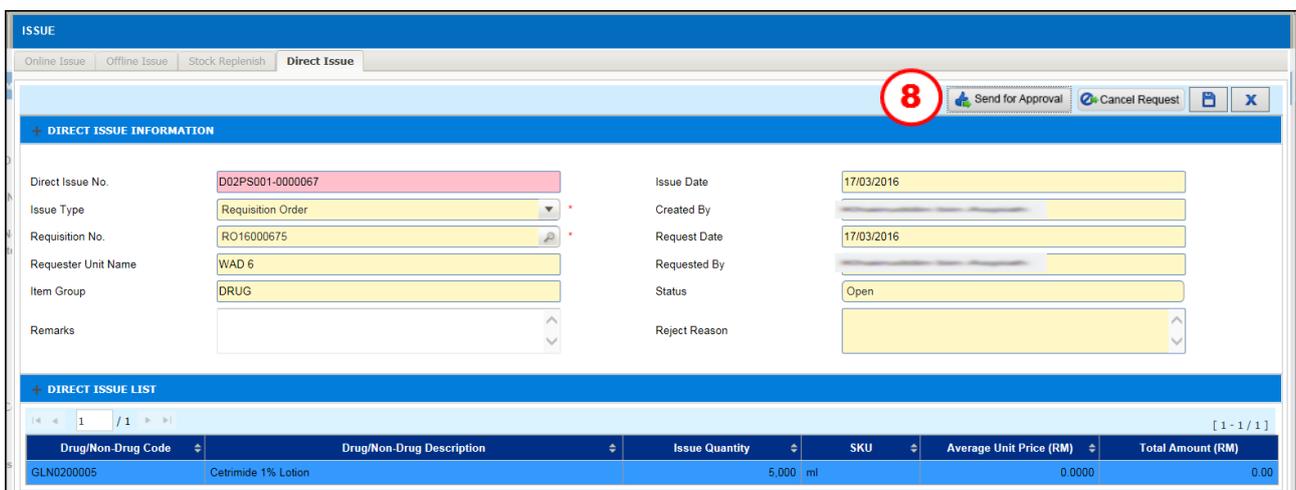
The 'Item Allocation' screen will be displayed.

STEP 7

Click on the  button to save the transaction

Note

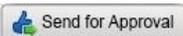
Direct Issue No. will be automatically generated by the system for future reference and the  button will be enabled.



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'.

3.2.9 Rejected Issue List

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

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Rejected Issue

REJECTED ISSUE

Type Of Request: Inter Facility Intra Facility

Requester Unit Name:

Issue Request Type:

Rejected No.:

Rejected By:

Indent No.:

Date From:

Date To:

Manual Indent Ref No.:

Item Group:

Issue Request Type	Date	Requester Unit Name	Item Group	Rejected No.	Reference No. / Indent No.	Rejected By	Issue Status
RIQ	27/09/2017	WAD 16 (CCU/CRW)	DRUG	2	K17030884		Close
RIQ	27/09/2017	WAD 11	DRUG		K17030906		Close
RIQ	27/09/2017	WAD 9 (MED - P)	DRUG		K17030887		Close
RIQ	26/09/2017	UNIT HEMODIALISIS	DRUG		K17030852		Close
Offline Issue	25/09/2017	KLINIK PAKAR O&G	NON-DRUG	M02FS001-0057061	-		Rejected

Figure 3.2.9-1 Rejected Issue List

STEP 1

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

STEP 2

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

Note

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

ISSUE

Online Issue Offline Issue Consumption Stock Replenish Direct Issue

ONLINE ISSUE INFORMATION

Type Of Request: Inter Facility Intra Facility

Rejected No.:

Indent No.:

Facility:

Requester Unit Name:

Indent Date:

Indent By:

Item Group:

UOM:

Indent category:

Rejected Date:

Rejected By:

Unit Name:

Supplying Unit:

No. of Items:

Total Amount (RM):

Indent Status:

Approval Status:

Reject Reason:

ONLINE ISSUE LIST

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Packaging description	SKU	Average Unit Price (RM)	Total Amount (RM)	Item Status	Usage & Issue Quantity
B05BA03000P6002X	Dextrose 10% 500mL IV soln	Dextrose 10% in 500 ml injection	Pack of 20 bottles	bott	2.4114	14.47	Fully Supply	0

Figure 3.2.9-2 Rejected Issue Information

3.3 Issue Approval

3.3.1 Offline Issue Approval

This function is used to perform Offline Issue Approval.

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							
Online Issue		Offline Issue		Ward/Unit Stock		Direct Issue	
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>							
OFFLINE ISSUE INFORMATION							
Manual Issue No	M02PS001-0008044	Request Date	13/11/2014	Created By		No Of Items	2
Issue Note No	N02PS001-0000339	Unit Name	STOR FARMASI	Total Amount (RM)	1,719.70	Status	Approved
Issue Type	Internal	Reject Reason		UOM	PKU		
Requester Unit Name	COMMUNITY PSYCHIATRIC UNIT						
Manual Indent Reference No	MIR0001						
Requested By							
Item Group	DRUG						
Item Sub Class							
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
<input type="checkbox"/> N05AF01135P2001XX	Flupenthixol Decanoate Depot 20mg/ml Inj	550	100	amp 2	16.2400	1,624.00	4,259
<input type="checkbox"/> 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 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)
03.1002.02	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	

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.

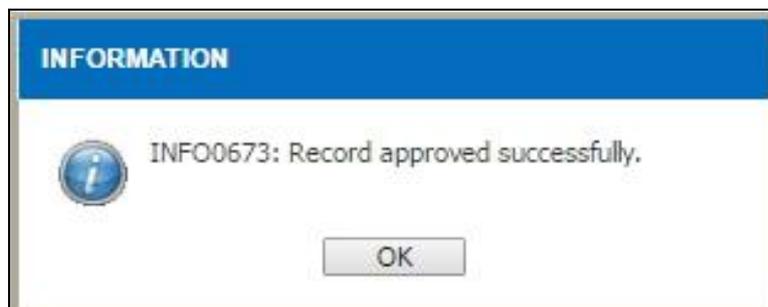
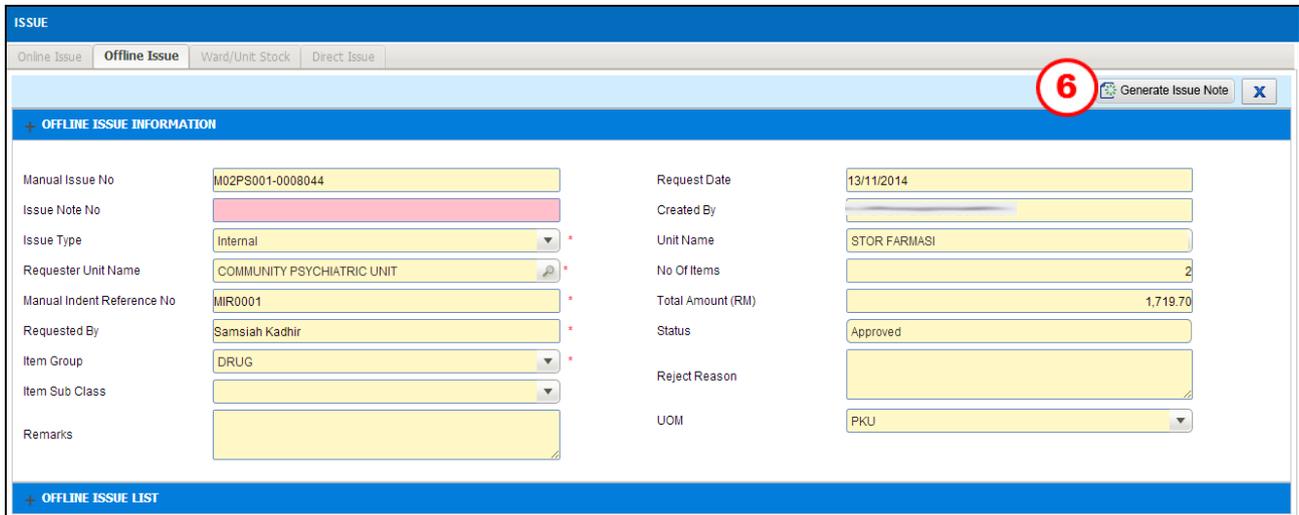


Figure 3.3.1-5 Approved Alert Message

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.

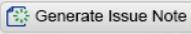


The screenshot shows the 'ISSUE' form with the following fields:

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

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 Stok 136)		
Kepada : UNIT PEMULIHAN KARAKTERJA						Daripada : STOR FARMASI									
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar									
No. Pemesanan: 06/2015		Tarikh Pesanan: 06/06/2015		No. Pengeluaran: M02PS001-0017314		Offline Issue		Tarikh Pengeluaran: 06/06/2015							
Tarikh Bekalan Dikehendaki:						BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN			
No. Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	Kuantiti Difulaskan (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	bofl	01.0413.02	281	10	bofl	11.6000	116.00	10.00	bottle (Bottle of 0.5L)	AP2035	14/01/2017		
N1080070002	Bandage Crepe 10cm BDC	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			
P1660550001	Mask Surgical Disposable, 3ply, tie-on	6	pc	10.2401.01	1,354	6	pc	19.1400	114.84	6.00	pack of 50 pieces	501.130013	30/04/2016		
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar									
Pegawai Pemesan :			Pegawai Penerima :			Telah Difulaskan 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 : 06/06/2015			Tarikh :						
						BAHAGIAN BUNGKUSAN DAN PENGHANTARAN									
						Buli-buli Bungkusan		Buli-buli Penghantaran		Telah dibungkus dan dihantar oleh:					
												Nama :			
												Jawatan :			
												Jabatan :			
												Tarikh :			
Printed Date : 23/07/2015						Printed By : _____						Unit Name : STOR FARMASI		Source : PHIS	
Ini adalah cetakan komputer, tandatangan tidak diperlukan															

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

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 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	Glyceril Trinitrate 25mg/5ml Inj	C01DA02221 P3001XX	Glyceril 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

Stock Replenish No. Generated Date

Requester Unit Created By

Total Issue Amount(RM) Supply Unit

Remarks

No. of Items

Status

Reject Reason

Item Sub Class (Drug)

<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	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.

ISSUE

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

6
7

Generate Issue Note
Label
X

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

LIST OF ITEMS

☐	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	Glyceryl 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	Amlodarone 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  Generate Issue Note as per Figure 3.3.2-5 to print out the issue note as per Figure 3.3.2-6

STEP 7

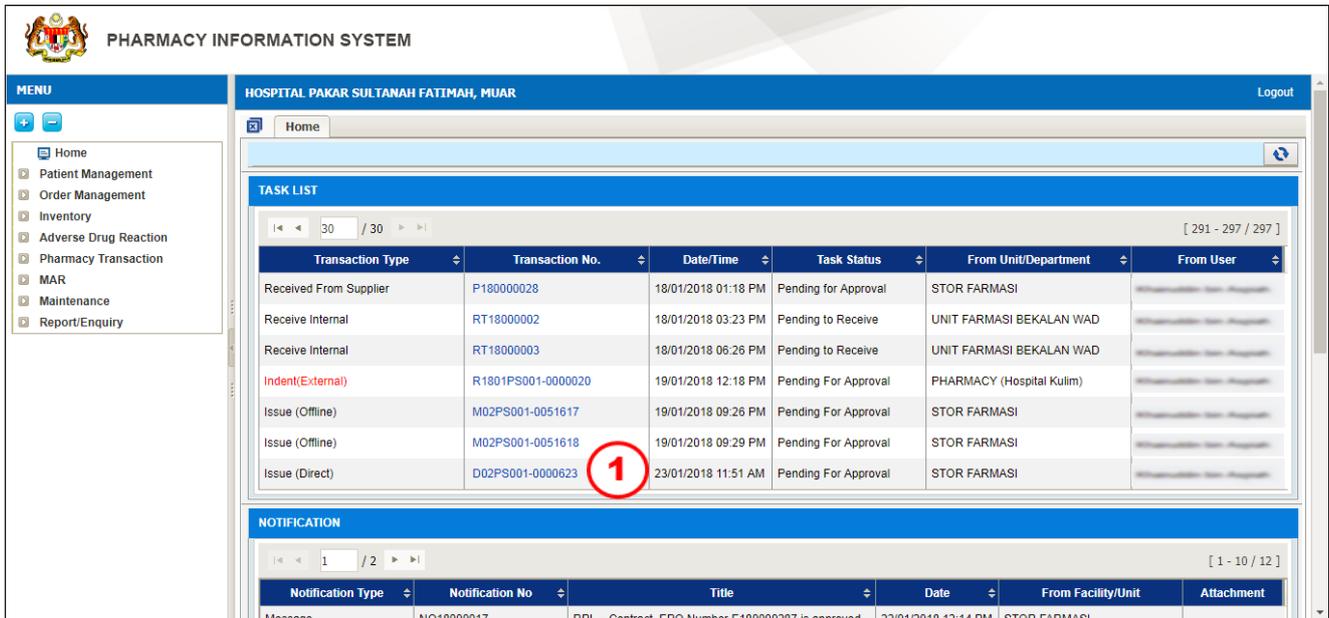
Click on the  Label as per Figure 3.3.2-5 to print out the label as per Figure 3.3.2-7

3.3.3 Direct Issue Approval

This function is used to approve a Direct Issue.

Note

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

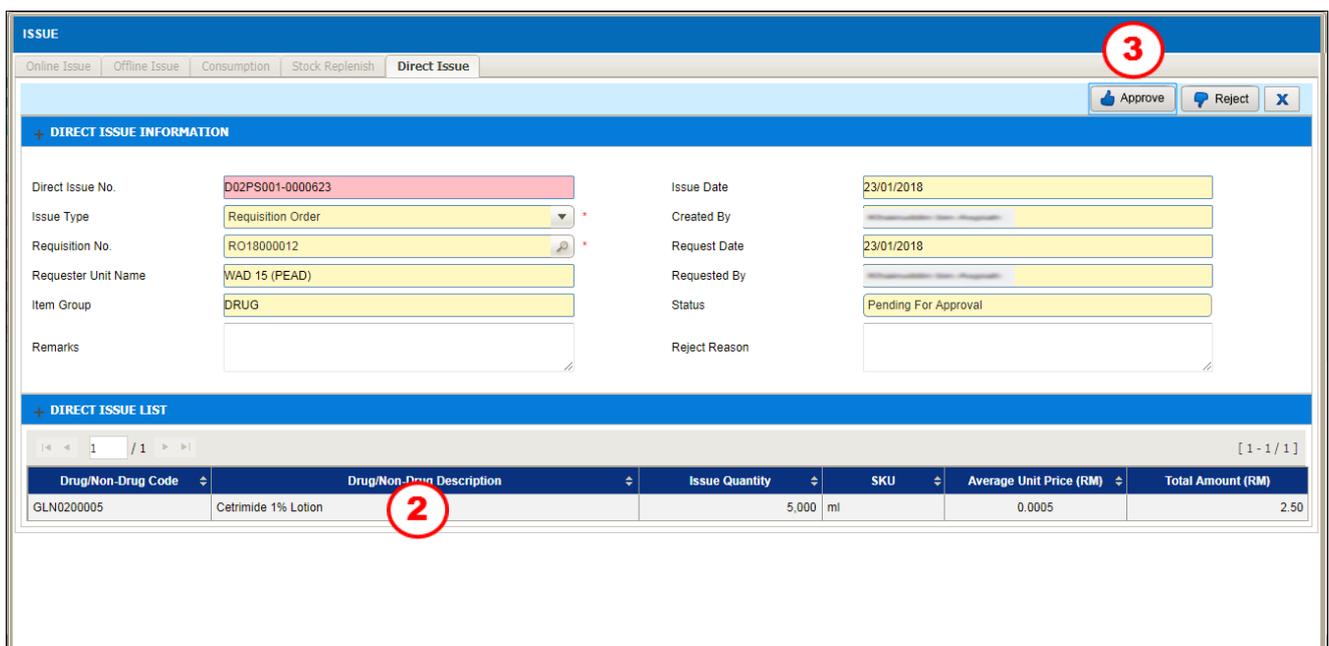


Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Received From Supplier	P180000028	18/01/2018 01:18 PM	Pending for Approval	STOR FARMASI	
Receive Internal	RT18000002	18/01/2018 03:23 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
Receive Internal	RT18000003	18/01/2018 06:26 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
Indent(External)	R1801PS001-0000020	19/01/2018 12:18 PM	Pending For Approval	PHARMACY (Hospital Kulim)	
Issue (Offline)	M02PS001-0051617	19/01/2018 09:26 PM	Pending For Approval	STOR FARMASI	
Issue (Offline)	M02PS001-0051618	19/01/2018 09:29 PM	Pending For Approval	STOR FARMASI	
Issue (Direct)	D02PS001-0000623	23/01/2018 11:51 AM	Pending For Approval	STOR FARMASI	

Figure 3.3.3-1 Task List

STEP 1

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



DIRECT ISSUE INFORMATION

Direct Issue No. **D02PS001-0000623** Issue Date **23/01/2018**

Issue Type **Requisition Order** Created By

Requisition No. **RO18000012** Request Date **23/01/2018**

Requester Unit Name **WAD 15 (PEAD)** Requested By

Item Group **DRUG** Status **Pending For Approval**

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	0.0005	2.50

Figure 3.3.3-2 Direct Issue

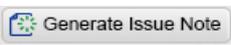
STEP 2

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 3.3.3-3 and the  will be displayed in Figure 3.3.3-4.

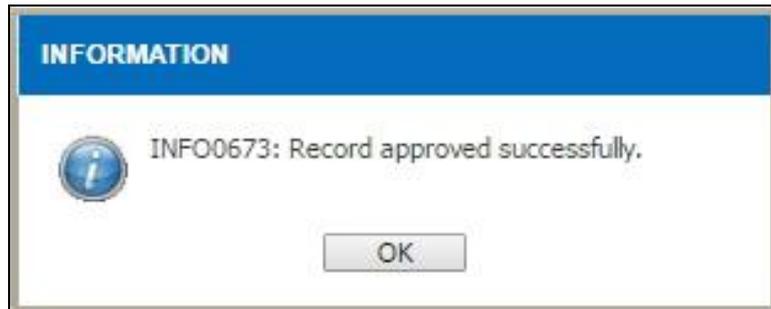


Figure 3.3.3-3 Approved Alert Message

- 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.

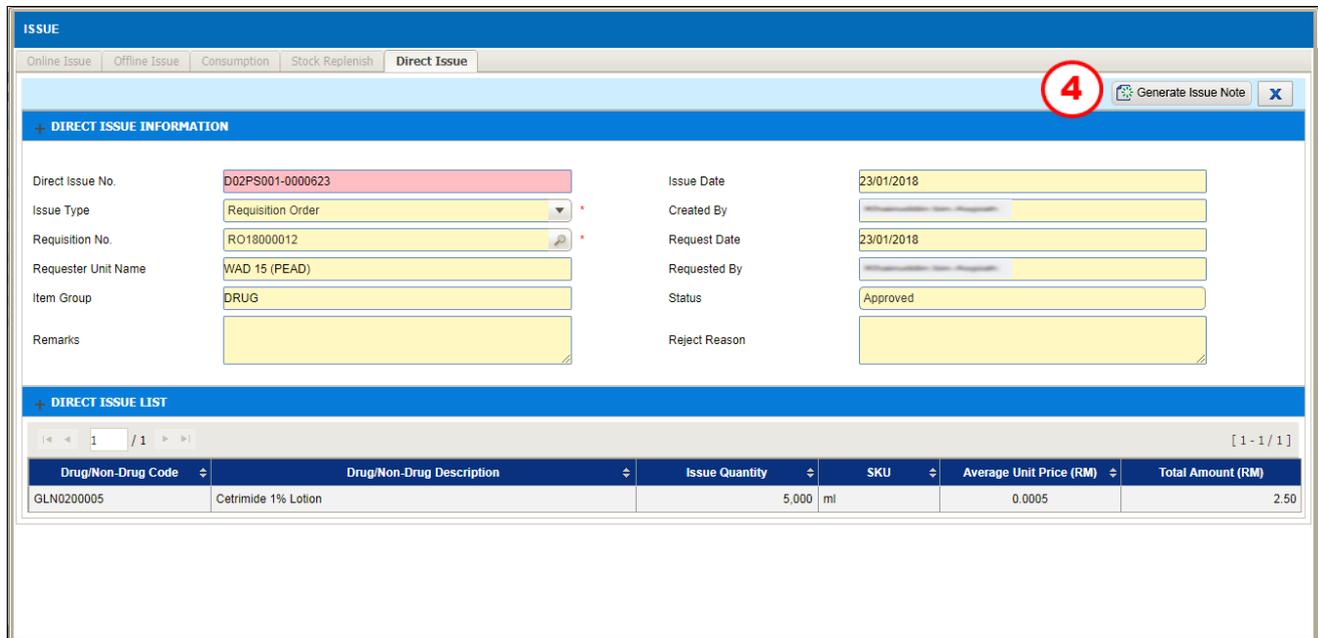
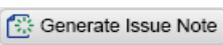


Figure 3.3.3-4 Direct Issue Generate Issue Note

STEP 4

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

KEMENTERIAN KESIHATAN MALAYSIA												Salinan Stor			
Hospital Pakar Sultanah Fatimah, Muar												KEW.PS-10			
BORANG PESANAN DAN PENGELUARAN STOK												(Tatacara Pengurusan Stor 136)			
Pemesan : WAD 15 (PEAD)				Pengeluar : STOR FARMASI											
Dilengkapkan Oleh Stor Pemesan						Dilengkapkan Oleh Stor Pengeluar									
No. Pemesanan: RO18000012		Tarikh Pemesanan: 23/01/2018		No. Pengeluaran: D02PS001-0000823		Direct Issue		Tarikh Pengeluaran: 23/01/2018							
Tarikh Bekalan Dikehendaki:				BAHAGIAN BEKALAN KAWALAN DAN AKAUN						BAHAGIAN SIMPANAN					
No Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Kuantiti Diluluskan	Baki di Stor	PKU	Harga (RM)		Kuantiti Dikeluarkan	Deskripsi Bungkusan	No Kelompok	Tarikh Luput	Catatan	
								Seunit	Jumlah						
GLN0200005	Cetrimide 1% Lotion	5,000	ml	GLN0200005.05	1	0	bott	2.5000	2.50	1	bottle of 5000 millilitre	AB01	31/12/2019		
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 : Ketua Jururawat			Jawatan : _____			Jawatan : Pegawai Farmasi U44			Jawatan : _____						
Unit : WAD 15 (PEAD)			Unit : _____			Unit : STOR FARMASI			Unit : _____						
Jabatan : Paediatric Medicine			Jabatan : _____			Jabatan : Pharmacy			Jabatan : _____						
Tarikh : 23/01/2018			Tarikh : _____			Tarikh : 23/01/2018			Tarikh : _____						
			(Dilengkapkan setelah stok diterima)												
Remark :						BAHAGIAN BUNGKUSAN DAN PENGHANTARAN									
						Butir-butir Bungkusan		Butir-butir Penghantaran		Telah dibungkus dan dihantar oleh:					
										Nama : _____					
										Jawatan : _____					
										Jabatan : _____					
										Tarikh : _____					
Printed Date : 23/01/2018				Printed By : _____				Unit Name : STOR FARMASI				Source : PhIS			
Page 1 of 2															

Figure 3.3.3-5 Borang Pesanan dan Pengeluaran Stok



4.0 Acronyms

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

5.0 Links To Inventory Modules

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

Procurement standard LP
[Click Here](#)

16

Issue
[Click Here](#)

4

Procurement Standard Contract
[Click Here](#)

17

Receive From Supplier
[Click Here](#)

5

U.MANUAL_INV_ISSUE-8thE
Procurement Standard Quotation
[Click Here](#)

18