



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

User Manual Pharmacy Inventory – Expiration

Version	: 8th EDITION
Document ID	: U. MANUAL_INV_EXPIRATION



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



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Reference ID : U. MANUAL_ INV_EXPIRATION-8th EDITION

Application reference: PhIS & CPS v1.8.1

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1.0 Introduction

1.1 Overview of PhIS

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

There are 12 modules to assist services delivery by the health care sector which comprises of:

- i. Order Management
- ii. Inpatient Pharmacy\Outpatient Pharmacy
- iii. Medication Counselling
- iv. Ward Pharmacy
- v. Pharmacy Inventory
- vi. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition,
- vii. IV Admixture & Eye drop,
- viii. Radiopharmaceuticals and Extemporaneous
- ix. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
- x. Clinical Pharmacokinetics Services (TDM)
- xi. Drug Information & Consumer Education (DICE)
- xii. Medication Therapy Adherence Clinic (MTAC)
- xiii. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Expiration & Condemn) sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Near Expiration Item
- New Near Expiration Item List
- Near Expiration Item Approval
- Disseminate

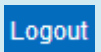
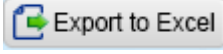
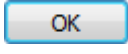
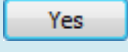
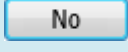
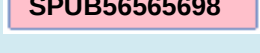
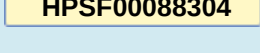
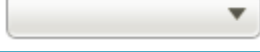
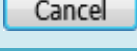
1.3 Organized Sections

These are the sections within this document:

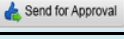
- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Expiration
- Section 4 : Disseminate
- Section 5 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon		Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Inventory Module Legend

	Generate Request Purchase List		Add Vote Code
	Verify record		Add Drug/Non Drug
	Send for Approval		Approve record
	Reject record		

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Expiration

Overview

The stock will be updated in KEW.PS-9 six (6) months before the expiry to record the remaining stock stored in store. For example: stocks that expired on July 2015 to be updated in the first week of January 2015.

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

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

User Group

This module is intended for inventory personnel at the Pharmacy Store, Sub Store and Unit/Ward level (subject to user assigned by the facility).

Functional Diagram

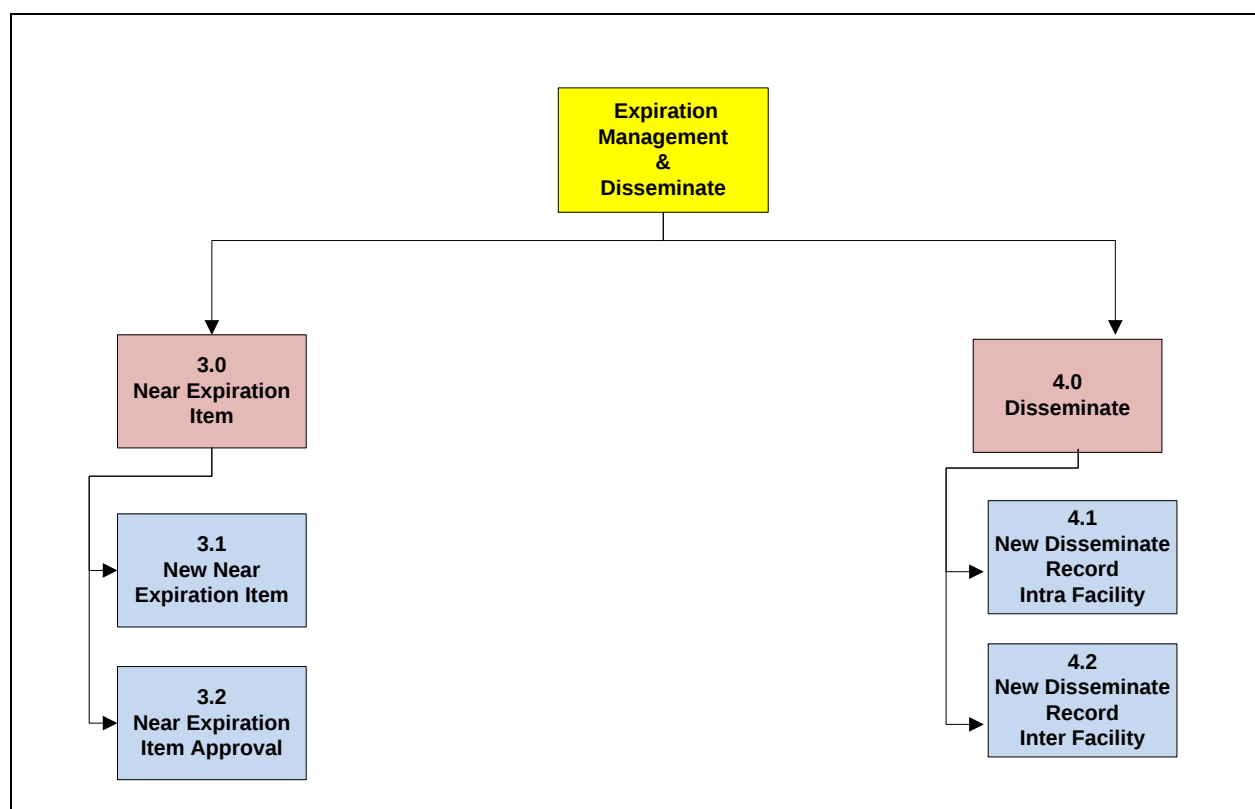


Figure 3.0-1

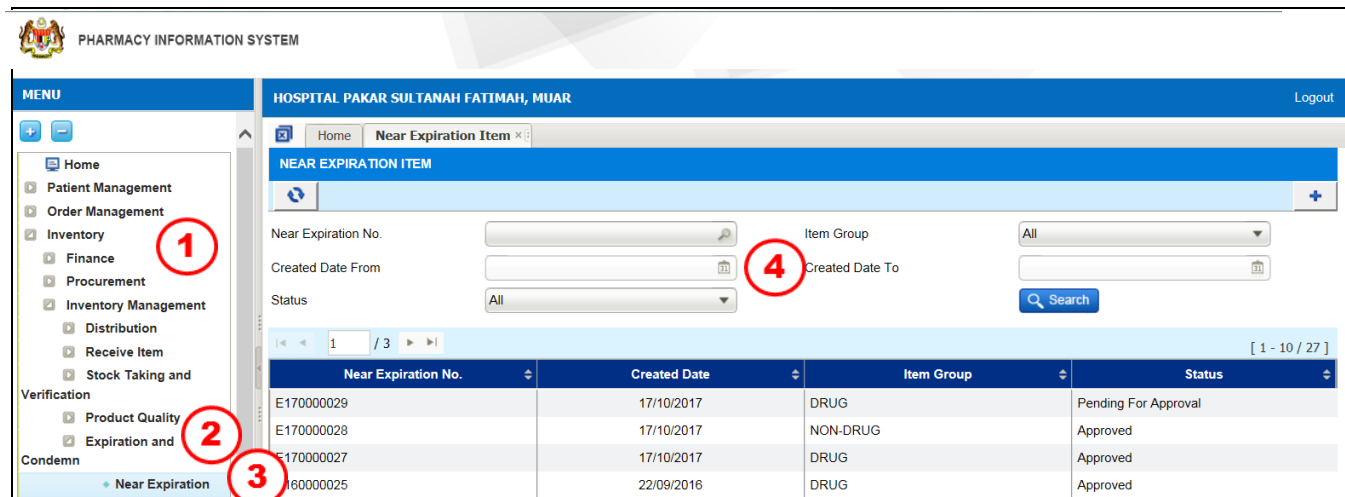
Functional Description

Expiration & Disseminate comprises of two (2) main functions:

- Near Expiration Item**
 Allow Store/ Sub Store/ Unit manage items that are near to expire. To generate a list of near expiration items stored in a unit/location. User can generate for own inventory record or to disseminate the near expiration item to other units for better stock management.
- Disseminate**
 This function allows user to disseminate the near expiration item within the facility (Intra Facility). Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)

3.1 Near Expiration Item

Allow Store/ Sub Store/ Unit to view and manage their own stock in store that is near to expire.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

NEAR EXPIRATION ITEM

Search filters:

- Near Expiration No. [Text Input]
- Item Group [Dropdown: All]
- Created Date From [Text Input]
- Created Date To [Text Input]
- Status [Dropdown: All]
- [Search Button]

Table:

Near Expiration No.	Created Date	Item Group	Status
E17000029	17/10/2017	DRUG	Pending For Approval
E17000028	17/10/2017	NON-DRUG	Approved
E17000027	17/10/2017	DRUG	Approved
60000025	22/09/2016	DRUG	Approved

Figure 3.1-1 Near Expiration Item Page

Note

This page will display all the existing Near Expiration Item transaction(s).

STEP 1

Click on 'Inventory Menu' and click on 'Inventory Management' sub-menu

STEP 2

Click on 'Expiration and Condemn'

STEP 3

Click on 'Near Expiration Item'

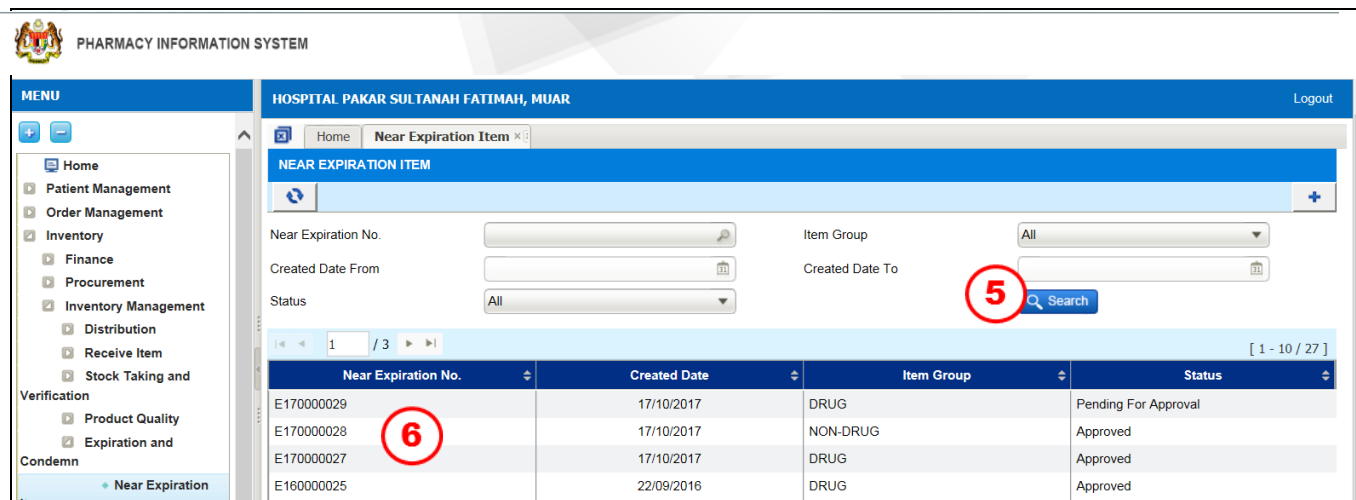
STEP 4

To search for existing Near Expiration Item transaction, user may search by criteria as follow:

No	Field	Description	Remark
a	Near Expiration No.	Transaction Number	Filter and search existing records based on Near Expiration No.
b	Item Group	Search by: All Drug Non Drug	Filter and search existing records based on Item Group
c	Create Date From	Select date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 01/01/2013
d	Create	Select date from the calendar	Filter and search existing records based on date.

	Date To		The date format will be 'DD/MM/YYYY'. i.e. 31/12/2013
e	Status	Search by: All Approved Open Cancelled Pending for Approval Rejected	Filter and search existing records based on Status

Table 3.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. Item Group All

Created Date From Created Date To

Status All

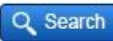
Search

1 / 3 [1 - 10 / 27]

Near Expiration No.	Created Date	Item Group	Status
E170000029	17/10/2017	DRUG	Pending For Approval
E170000028	17/10/2017	NON-DRUG	Approved
E170000027	17/10/2017	DRUG	Approved
E160000025	22/09/2016	DRUG	Approved

Figure 3.1-2 Near Expiration Item Listing Page

STEP 5

Click on the  button

Note

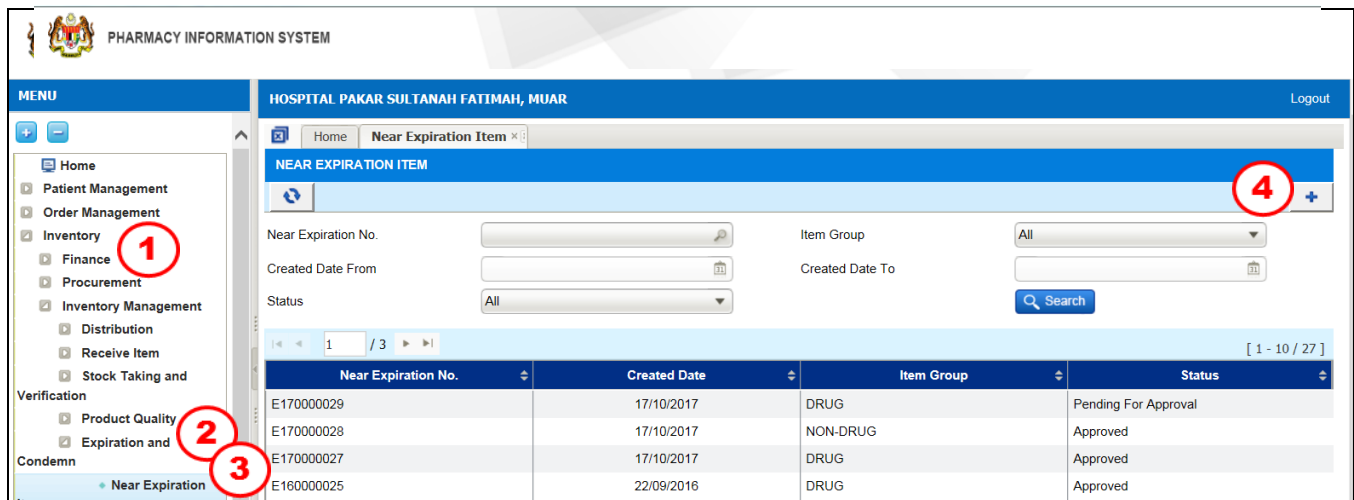
The results displayed will be based on the entered criteria as shown in Figure 3.1-2.

STEP 6

Double click on the selected record and the details will be displayed in Figure 3.1-3

3.2 New Near Expiration Item List

To create a new Near Expiration Item List record, perform the steps below:



Near Expiration No.	Created Date	Item Group	Status
E170000029	17/10/2017	DRUG	Pending For Approval
E170000028	17/10/2017	NON-DRUG	Approved
E170000027	17/10/2017	DRUG	Approved
E160000025	22/09/2016	DRUG	Approved

Figure 3.2-1 Create new Near Expiration Item record

All locations / units are allowed to manage near expiration item stock by using this function.

STEP 1

Click on 'Inventory Menu' and click on 'Inventory Management' sub-menu

STEP 2

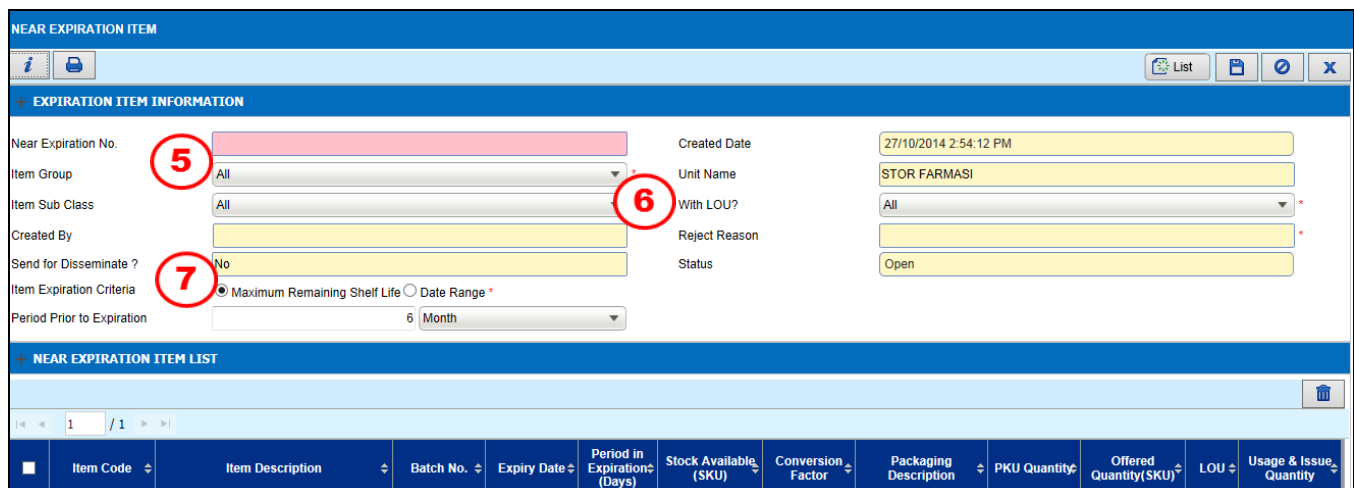
Click on 'Expiration and Condemn'

STEP 3

Click on 'Near Expiration Item'

STEP 4

Click on the  button and screen will be displayed as shown in Figure 3.2-2



Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity

Figure 3.2-2 Near Expiration Item Listing Page

STEP 5

Select **Item Group** from the dropdown box:

- All (default value)
- Drug
- Non Drug

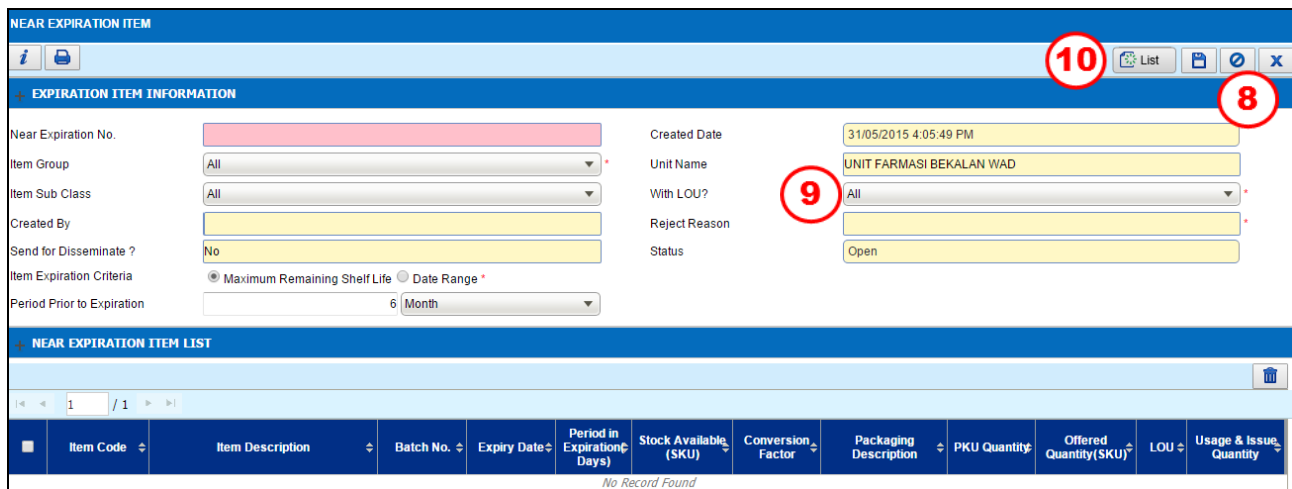
STEP 6

Select **Item Sub Class** (optional)

STEP 7

Select **Item Expiration Criteria** from the available radio buttons:

- Maximum Remaining Shelf Life (Default Value)
- Date Range



NEAR EXPIRATION ITEM

EXPIRATION ITEM INFORMATION

Near Expiration No.

Item Group

Item Sub Class

Created By

Send for Disseminate?

Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range

Period Prior to Expiration

Created Date

Unit Name

With LOU?

Reject Reason

Status

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
No Record Found											

Figure 3.2-3 Generate Near Expiration Item List

STEP 8

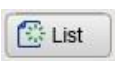
Click on the  button to cancel the transaction

STEP 9

Select **With LOU?** from the dropdown box:

- All (default value)
- No
- Yes

STEP 10

Click on the  button to generate Near Expiration item

Note

- List of item(s) that is near to expiration will be listed in the Near Expiration Item List section as shown in Figure 3.2-4
- The Period Prior to Expiration (Days) will be displayed for each of the line of items generated.

NEAR EXPIRATION ITEM
13

EXPIRATION ITEM INFORMATION
List

Near Expiration No.

Item Group

Item Sub Group

Item Expiration Criteria
☒ Maximum Remaining Shelf Life ☐ Date Range *

Period Prior to Expiration

Send for Disseminate?

Created By

Created Date

Unit Name

Item Status

With LOU?

Status

Reject Reason

NEAR EXPIRATION ITEM LIST
1 / 5
[1 - 10 / 46]

	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
☐	V03AB23520P3 001XX.01	Acetylcysteine 200mg/ml Inj	326085	30/09/2014	179	120 (vial)	1	Vial	120.00 (vial)	0	NO	0
☒	1CR01961F2 1XX.01	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	23915702	01/09/2014	150	1,050 (ml)	30	Bottle of 30 ml	35.00 (bott)	0	NO	0
☒	07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	100	NO	0

Figure 3.2-4 Near Expiration Item List

STEP 11

Check the selected item checkbox under Near Expiration Item List section if user need to disseminate the item(s)

STEP 12

Enter **Offered Quantity(SKU)**

Note

Offered Quantity cannot be more than **Available Quantity**.

STEP 13

Click on the  button to save the record

CONFIRMATION



CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 3.2-5 Alert Message

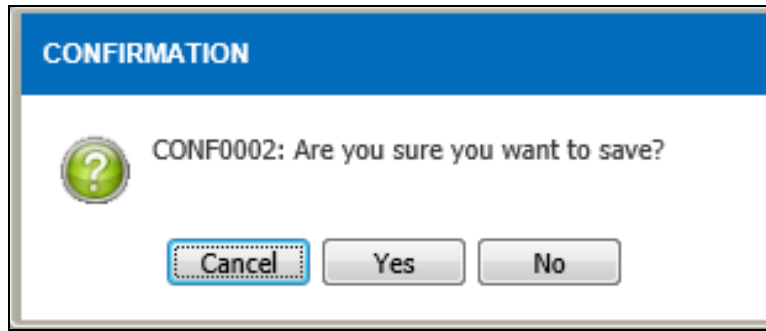


Figure 3.2-6 Alert Message

Note

- The system will display an alert message as displayed in Figure 3.2-5.
- Message Information as per Figure 3.2-6 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-5.
- Items that are unchecked will be removed from the Near Expiration Item List.
- **Near Expiration No.** will be automatically generated for future reference.

CHARACTER	DESCRIPTION	VALUE
1-2	Near Expiration	'E'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1

Note

User is allowed to:

- Change Offered Quantity(SKU)
- Cancel Request

Change Offered Quantity(SKU)

To modify the **Offered Quantity(SKU)**, the following steps are required:

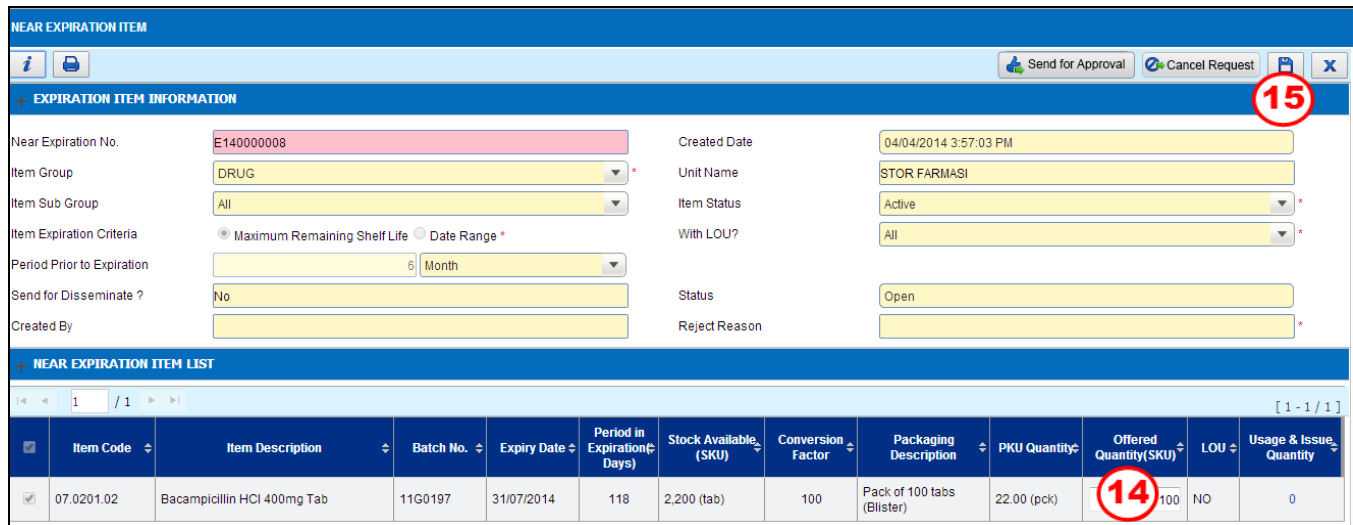


Figure 3.2-7 Near Expiration Item

STEP 14

Enter a new value for **Offered Quantity(SKU)**

STEP 15

Click on the  button to save the modified record

Note

The system will display an alert message as shown in Figure 3.2-8.

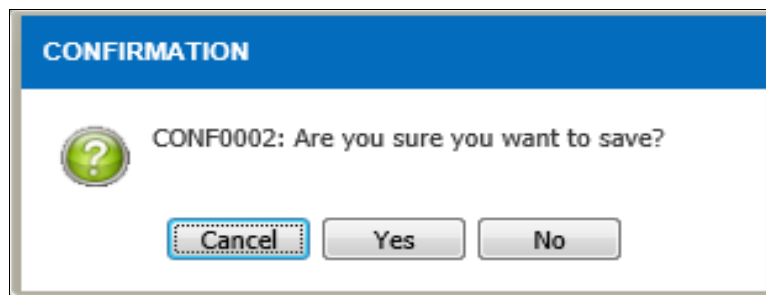


Figure 3.2-8 Alert Message

- Message Information as per Figure 3.2-9 will be displayed once the user clicks on the 'Yes' button in Figure 3.2-8.

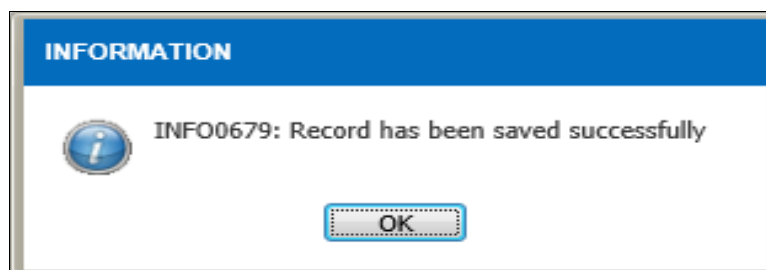


Figure 3.2-9 Alert Message

- Click on the 'OK' button to save the modified record

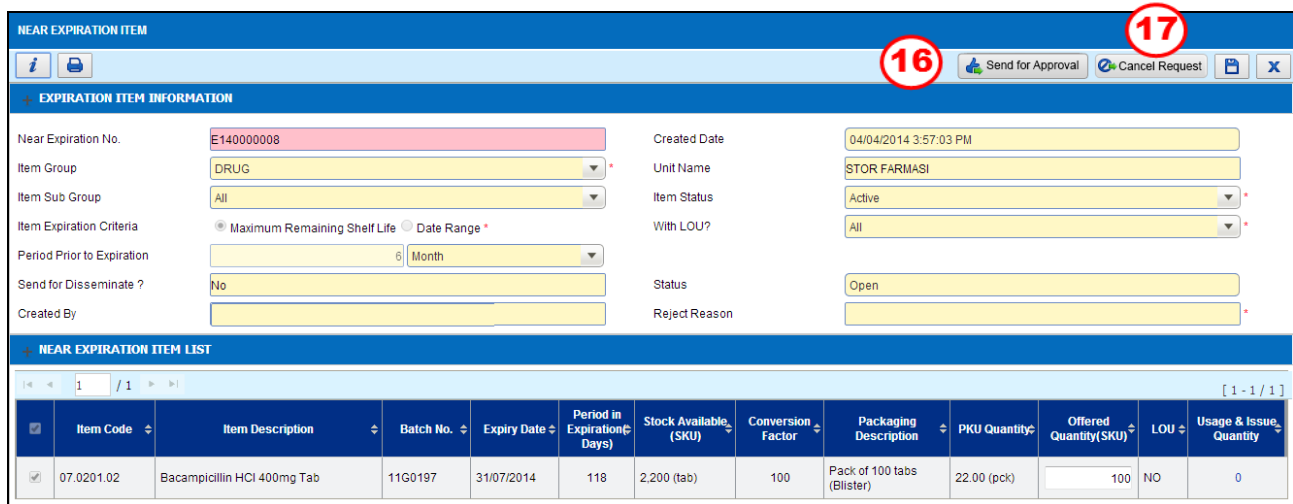
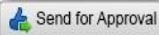


Figure 3.2-10 Send for Approval

STEP 16

Click on the  to send the transaction to immediate superior for approval

Note

- Alert message will be displayed as per Figure 3.2-11 & Figure 3.2-12.

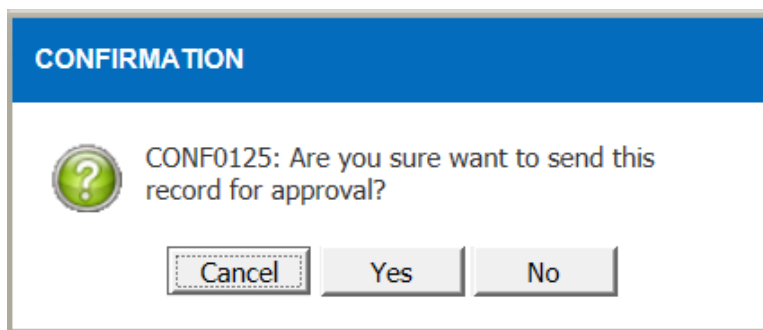
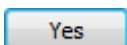


Figure 3.2-11 Alert Message

- Click on the  button.

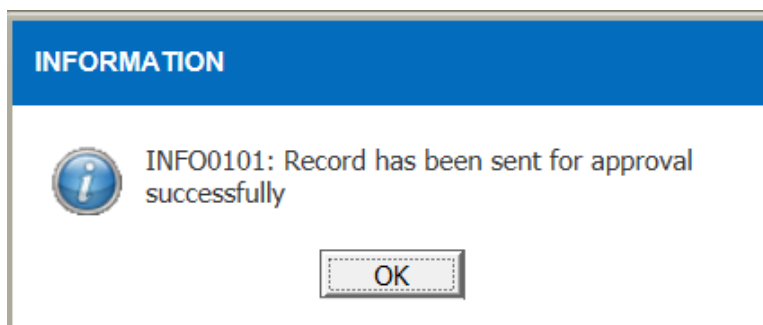
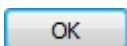
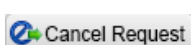


Figure 3.2-12 Alert Message

- Click on the  button.
- The Status will change to 'Pending for Approval'.

STEP 17

Click on the  button to cancel the transaction and the Status will be changed to 'Cancelled'.

NEAR EXPIRATION ITEM

EXPIRATION ITEM INFORMATION

Near Expiration No. Created Date

Item Group Unit Name

Item Sub Group Item Status

Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range

Period Prior to Expiration Month With LOU?

Send for Disseminate? Status

Created By Reject Reason

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	100	NO	0

Figure 3.2-13 Print Record

STEP 18

Click on the  button to view/print report

Note

The report will be displayed as shown in Figure 3.2-14.

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Item Group : Drug
Item Subgroup : All

Period Prior To : 6 Month
With LOU : All
Unit Name : STOR FARMASI

No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration(Days)	LOU
1	Zudopenthixol Acetate 50 mg/ml Injection	N05AF05122P3001X.X.02	amp	2502066	28/02/2018	75 (amp)	10	134	No
2	Propranolol HCl 1mg/ml Injection	C07AA05110P3001X.X.02	amp	IPPLA1501	28/02/2018	20 (amp)	5	134	No
3	Silver Sulphadiazine 1% Cream	01.3500.03	g	09-15001	01/12/2017	500 (g)	500	45	No

DISEDIAKAN OLEH :

Nama :	Nama :
Jawatan : Penolong Pegawai Farmasi U40	Jawatan :
Unit : STOR FARMASI	Unit :
Jabatan : Pharmacy	Jabatan :
Tarikh : 17/10/2017	Tarikh :

Printed : 13/12/2017 Printed By : Unit Name : STOR FARMASI Source : PhIS

Page 1 of 1

Figure 3.2-14 Near Expiration Item Report

3.3 Near Expiration Item Approval

To approve or reject a Near Expiration Item record, perform the steps below:

TASK LIST						
1 / 2 [1 - 10 / 13]						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	RCL Transaction type	RC14000005	04/04/2014 03:08 PM	Pending for Approval	STOR FARMASI	
2	Near Expiration Approval	E140000007 1	04/04/2014 01:14 PM	Pending For Approval	STOR FARMASI	
3	Receive Internal	RT14000008	12/03/2014 03:40 PM	Pending to Receive	WAD 1 (PSY - P)	
4	Product Complaint	PC14000004	11/03/2014 09:22 PM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
5	Receive Internal	RT14000002	11/03/2014 09:13 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
6	Product Complaint	PC14000003	11/03/2014 09:08 PM	Investigation - Pending	STOR FARMASI	
7	Product Complaint	PC14000002	11/03/2014 07:05 PM	Investigation - Pending	STOR FARMASI	
8	Quarantine	QT14000006	11/03/2014 05:54 PM	Pending For Approval	STOR FARMASI	
9	Quarantine	QT14000005	11/03/2014 05:51 PM	Pending For Approval	STOR FARMASI	
10	RCL Transaction type	RC14000002	11/03/2014 03:55 PM	Pending for Approval	STOR FARMASI	

Figure 3.3-1 Task List

The HOD/Pharmacist will receive the 'Pending for Approval' Near Expiration Item record in the Task List.

STEP 1

Click on the Transaction No. hyperlink and the Near Expiration Item screen will be displayed as shown in Figure 3.3-2

Note

The HOD / Pharmacist may also refer to section [3.1 Near Expiration Item Listing Page](#) to search for the 'Pending for Approval' Near Expiration Item.

NEAR EXPIRATION ITEM

3

Approve

Reject

X

EXPIRATION ITEM INFORMATION

Near Expiration No.

E140000006

Created Date

04/04/2014 12:55:49 PM

Item Group

DRUG

Unit Name

STOR FARMASI

Item Sub Group

All

Item Status

Active

Item Expiration Criteria

☒ Maximum Remaining Shelf Life
 ☐ Date Range

With LOU?

All

Period Prior to Expiration

6 Month

Status

Pending For Approval

Send for Disseminate ?

No

Reject Reason

Created By

NEAR EXPIRATION ITEM LIST

1

/ 1

1 - 2 / 2

☒	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration(Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity(SKU)	LOU	Usage & Issue Quantity
☒	07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	200	NO	0
☒	J01CR01961F2 101XX.01	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	23915702	01/09/2014	150	1,050 (ml)	30	Bottle of 30 ml	35.00 (bott)	90	NO	0

Figure 3.3-2 Near Expiration Item Approval

STEP 2

Change the **Offered Quantity** if applicable

STEP 3

Click on the  button to approve the Near Expiration Item record

Click on the  button to reject the Near Expiration Item record

Note

Approve:

- If the user clicks on  button, the system will display an alert message as displayed in Figure 3.3-3.

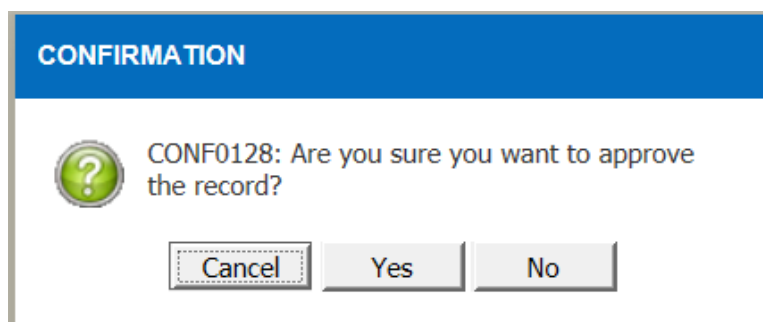


Figure 3.3-3 Alert Message

- Message Information as per Figure 3.3-4 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-3.

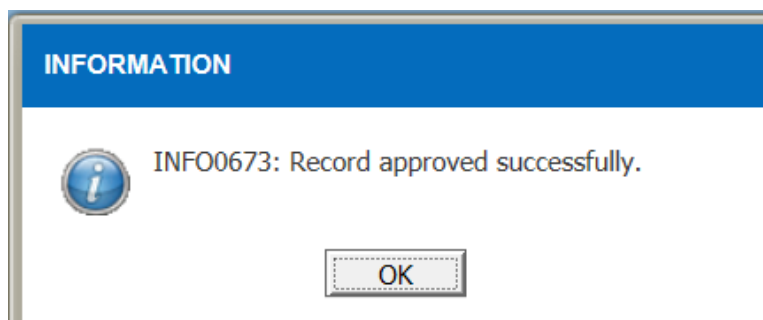


Figure 3.3-4 Alert Message

- The status will change to 'Approved'.
-  button will be displayed after the record is approved as shown in Figure 3.3-5

Reject:

- If the user clicks on  button, the user needs to enter Reject Reason.
- The Status will change to 'Rejected'.

NEAR EXPIRATION ITEM

4 Disseminate X

EXPIRATION ITEM INFORMATION

Near Expiration No. Created Date

Item Group Unit Name

Item Sub Group Item Status

Item Expiration Criteria ☒ Maximum Remaining Shelf Life ☐ Date Range Month

Period Prior to Expiration Month

Send for Disseminate? Status

Created By Reject Reason

NEAR EXPIRATION ITEM LIST

☒	Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
☒	07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	200	NO	0
☒	J01CR01961F2 101XX.01	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	23915702	01/09/2014	150	1,050 (ml)	30	Bottle of 30 ml	35.00 (bott)	90	NO	0

Figure 3.3-5 Disseminate Near Expiration Item record

STEP 4

Click on the button to disseminate approved Near Expiration Item record

Note

- The system will display an alert message as displayed in Figure 3.3-6.

CONFIRMATION

 CONF0053: Are you sure to disseminate?

Figure 3.3-6 Alert Message

- Message Information as per Figure 3.3-7 will be displayed once the user clicks on the 'Yes' button in Figure 3.3-6.

INFORMATION

 INFO00163: Record has been successfully disseminated

Figure 3.3-7 Alert Message

- The Send for Disseminate? field value will change to 'Yes'.

NEAR EXPIRATION ITEM

EXPIRATION ITEM INFORMATION

Near Expiration No. Created Date

Item Group Unit Name

Item Sub Group Item Status

Item Expiration Criteria ☐ Maximum Remaining Shelf Life ☐ Date Range Month

Period Prior to Expiration Month

Send for Disseminate? Status

Created By Reject Reason

NEAR EXPIRATION ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Period in Expiration (Days)	Stock Available (SKU)	Conversion Factor	Packaging Description	PKU Quantity	Offered Quantity (SKU)	LOU	Usage & Issue Quantity
07.0201.02	Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	200	NO	0
J01CR01961F2 101XX.01	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	23915702	01/09/2014	150	1,050 (ml)	30	Bottle of 30 ml	35.00 (bott)	90	NO	0

Figure 3.3-8 Print Report

STEP 5

Click on the  button to view/print report

Note

- The report will be displayed as shown in Figure 3.3-9

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar

NEAR EXPIRATION ITEM REPORT

Item Group : Drug
Item Subgroup : All

Period Prior To : 6 Month
With LOU : All
Unit Name : STOR FARMASI

No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration(Days)	LOU
1	Acetylcysteine 200mg/ml Inj, 10ml Vial	V03AB23520P3001X.X.02	vial	644064	28/02/2018	110 (vial)	10	84	No

DISEDIAKAN OLEH :

Nama :

Jawatan : Ketua Pegawai Farmasi

Unit : STOR FARMASI

Jabatan : Anaesthesia and Intensive Care

Tarikh : 06/12/2017

(DILULUSKAN)*

Nama :

Jawatan : Ketua Pegawai Farmasi

Unit : STOR FARMASI

Jabatan : Anaesthesia and Intensive Care

Tarikh : 06/12/2017

Printed : 13/12/2017 Printed By : Unit Name : STOR FARMASI Source : PhIS

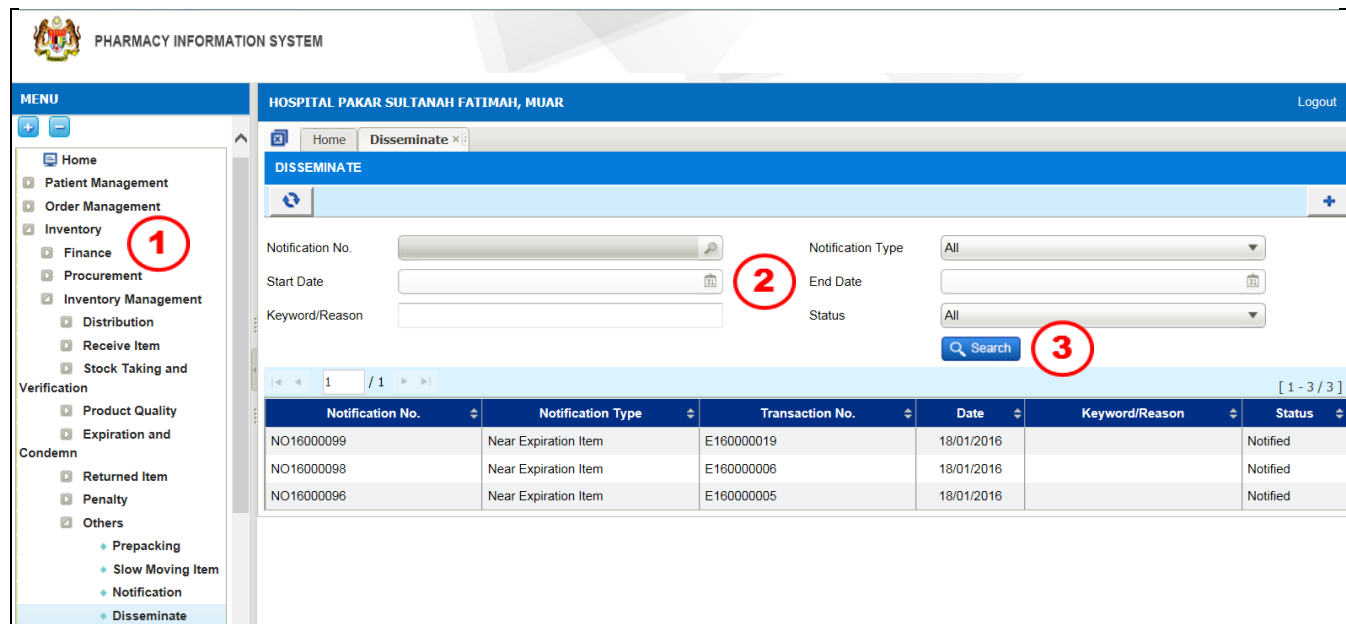
Page 1 of 1

Figure 3.3-9 Near Expiration Item report

4.0 Disseminate

Overview

This function allows user to disseminate the near expiration item within the facility (Intra Facility).
Only pharmacy store users are allowed to disseminate to other facilities (Inter Facilities)



PHARMACY INFORMATION SYSTEM
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

MENU

- Home
- Patient Management
- Order Management
- Inventory** (1)
- Finance
- Procurement
- Inventory Management
 - Distribution
 - Receive Item
 - Stock Taking and
- Verification
 - Product Quality
 - Expiration and
- Condemn
 - Returned Item
 - Penalty
 - Others
 - Prepacking
 - Slow Moving Item
 - Notification
 - Disseminate

DISSEMINATE

Notification No. Notification Type

Start Date End Date

Keyword/Reason Status

(3)

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO16000099	Near Expiration Item	E160000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

Figure 4.0-1 Disseminate Listing Page

This page will display all existing disseminate transaction(s)

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu, then click 'Others' then click 'Disseminate'

STEP 2

To search for existing disseminate record(s), you may search by criteria as follows:

- Notification No.
- Notification Type
 - All
 - Near Expiration Item
 - Slow Moving Item
- Start Date
- End Date
- Keyword/Reason
- Status
 - All
 - Cancel Request
 - Notified
 - Open

STEP 3

Click on the button to search the existing transactions

Note

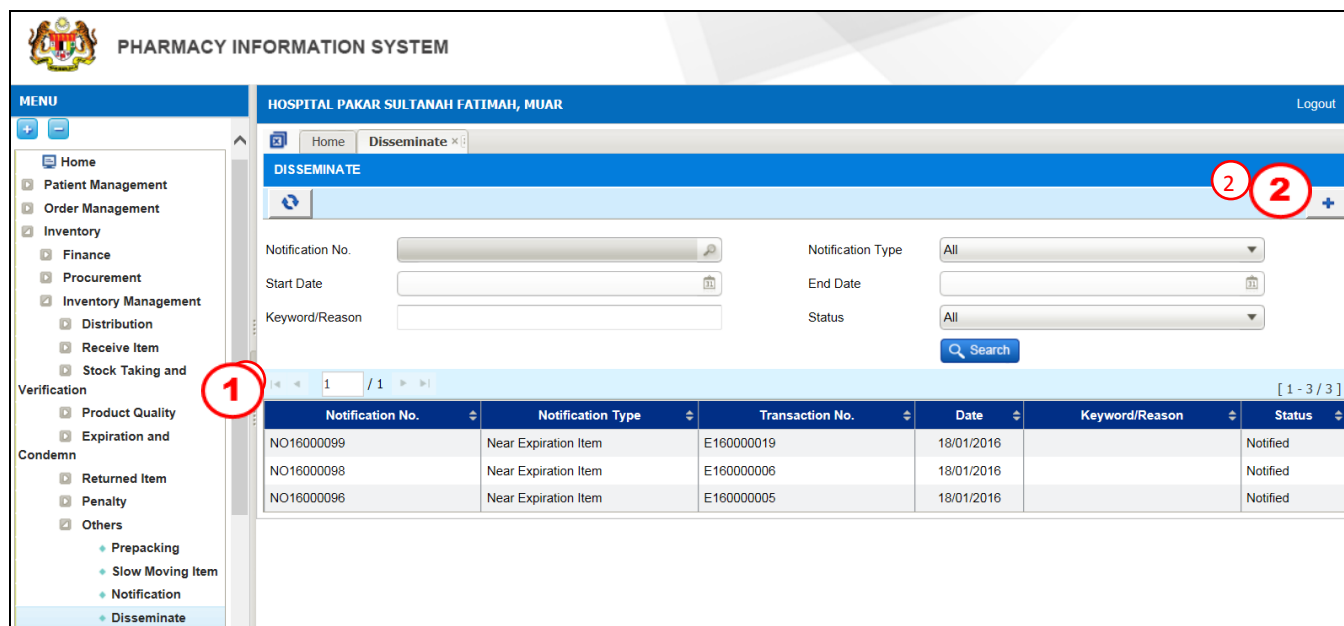
The results displayed will be based on the entered criteria as shown in Figure 4.0-1.

No	Field	Description	Remarks
a	Notification No	Notification Number	Display all existing Notification No.
b	Notification Type	Search by : - All - Near Expiration Item - Slow Moving Item	Able to filter and search record(s)
c	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Reason of the dissemination	Able to filter by keyword/reason
f	Status	Search by: - All - Cancelled - Notified - Open	Able to filter and search record(s)

Table 4.0-1

4.1 New Disseminate Record: Intra Facility

To create a new, disseminate record for Intra facility, perform the steps below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Disseminate

DISSEMINATE

Notification No. [] Notification Type [All]

Start Date [] End Date []

Keyword/Reason [] Status [All]

[Search]

[1 - 3 / 3]

Notification No.	Notification Type	Transaction No.	Date	Keyword/Reason	Status
NO16000099	Near Expiration Item	E160000019	18/01/2016		Notified
NO16000098	Near Expiration Item	E160000006	18/01/2016		Notified
NO16000096	Near Expiration Item	E160000005	18/01/2016		Notified

Figure 4.1-1 Disseminate

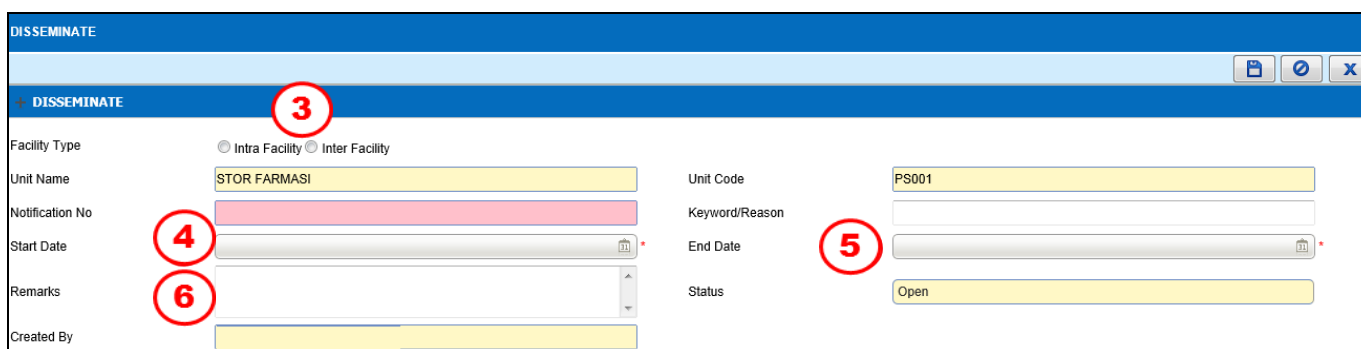
This function allows users to notify near expiration item that are offered within the same facility.

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu, then click 'Others' then click 'Disseminate'

STEP 2

Click on  button to create a new transaction



DISSEMINATE

Facility Type ☒ Intra Facility ☐ Inter Facility

Unit Name Unit Code

Notification No.

Start Date End Date

Remarks

Status

Created By

Figure 4.1-2 Disseminate

STEP 3

Select **Intra Facility** radio button

Note

- A newly-created Disseminate record **Status** is defaulted as 'Open'.
- Unit Name** and **Unit Code** are defaulted to the user's login ID.

STEP 4

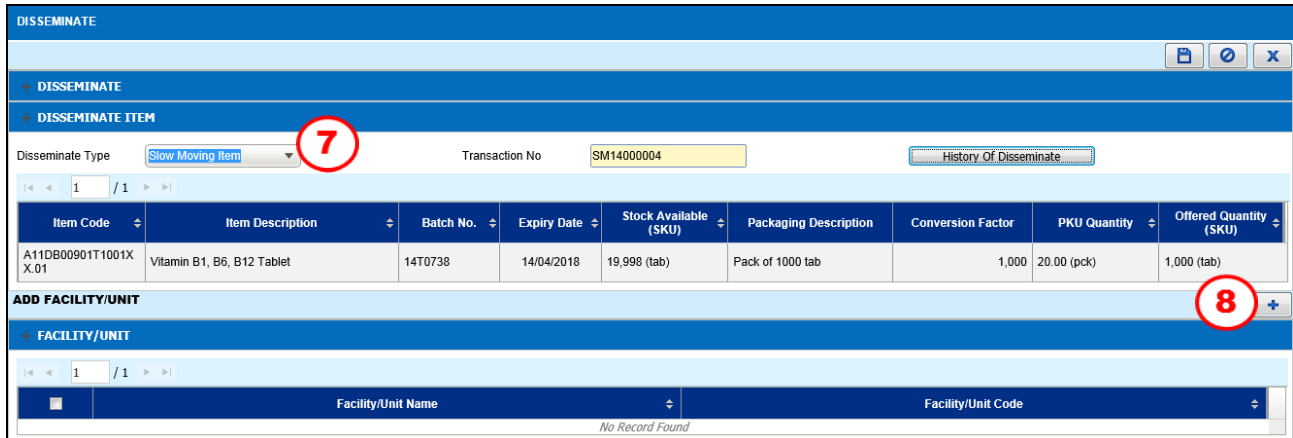
Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
A11DB00901T1001X X.01	Vitamin B1, B6, B12 Tablet	14T0738	14/04/2018	19,998 (tab)	Pack of 1000 tab	1,000	20.00 (pck)	1,000 (tab)

Facility/Unit Name	Facility/Unit Code
No Record Found	

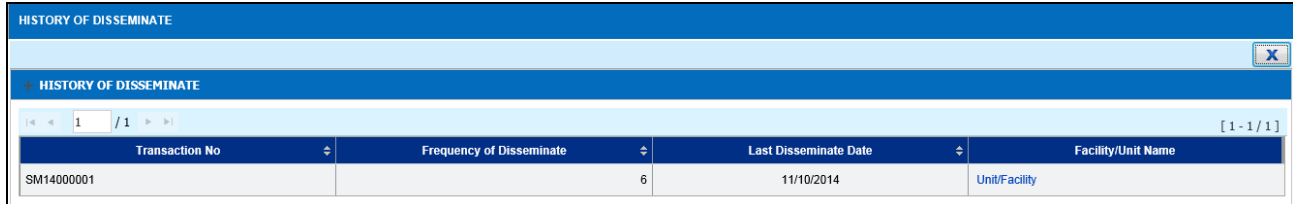
Figure 4.1-3 Disseminate Item

STEP 7

Select 'Near Expiration Item' from the *Disseminate Type* dropdown box and system will automatically take the latest Expiration transaction record

Note

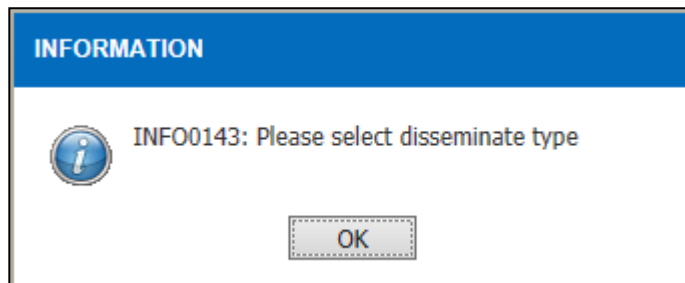
- Click on **History Of Disseminate** after selecting the *Disseminate Type* to view list of dissemination as per Figure 4.1-4 (If there is any)



Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM14000001	6	11/10/2014	Unit/Facility

Figure 4.1-4 History of Disseminate

- Alert message will be prompt as per Figure 4.1-5 if user click on the **History Of Disseminate** without selecting the disseminate type



INFORMATION

INFO0143: Please select disseminate type

OK

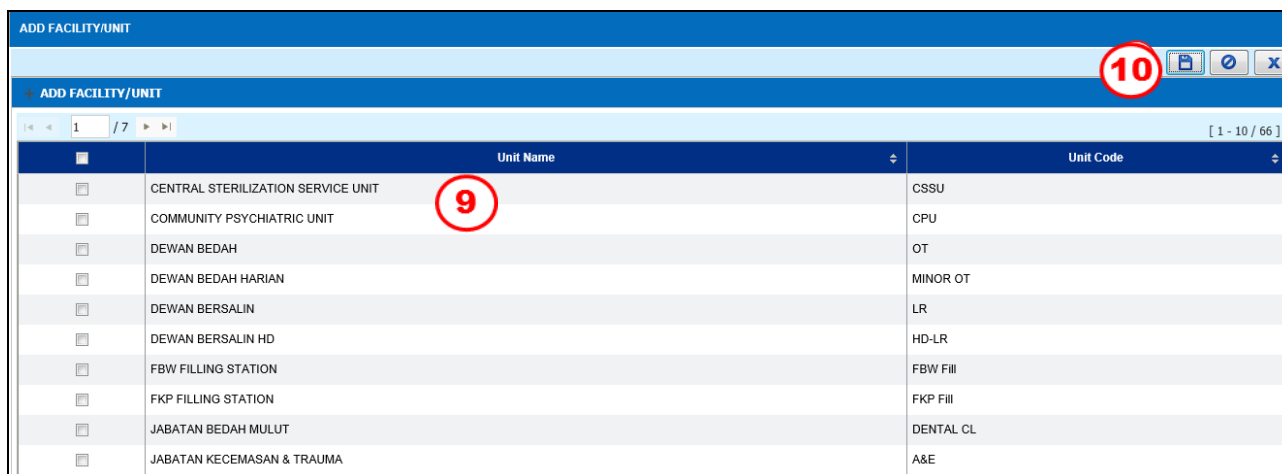
Figure 4.1-5 Alert Message

STEP 8

Click on the  button to add the facility/unit

Note

The list of Facility/Unit Name will be displayed as per Figure 4.1-6.



Unit Name	Unit 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 FIII
FKP FILLING STATION	FKP FIII
JABATAN BEDAH MULUT	DENTAL CL
JABATAN KECEMASAN & TRAUMA	A&E

Figure 4.1-6 Add Facility/Unit

STEP 9

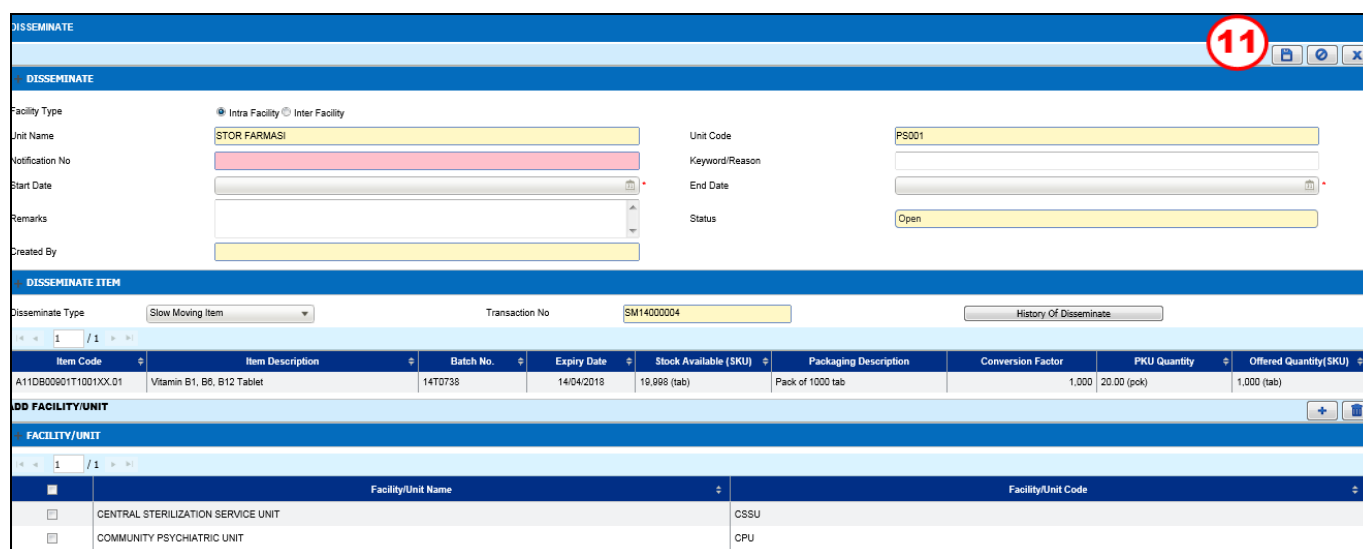
Select the ☐ check box to add the Facility/Unit Name based on the selection for *Facility Type*

Note

User is allowed to select more than 1 check box.

STEP 10

Click on the  button to add the selected *Facility/Unit Name* into the 'Add Facility/Unit Name' section.



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
A11DB00001T1001XX.D1	Vitamin B1, B6, B12 Tablet	14T0738	14/04/2018	19,999 (tab)	Pack of 1000 tab	1,000	20.00 (pok)	1,000 (tab)

Figure 4.1-7 Disseminate

STEP 11

Click on the  button to save the disseminate record

Note

- After saving the record, alert messages will be displayed as per Figure 4.1-8 and Figure 4.1-9.

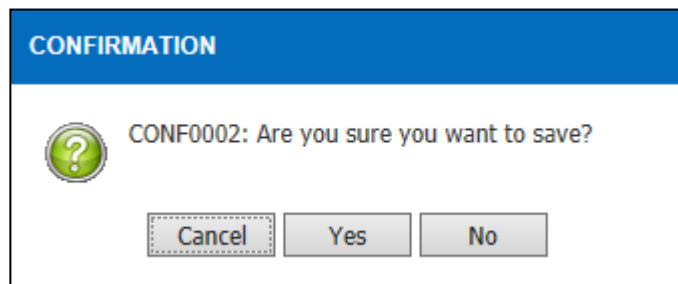
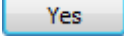


Figure 4.1-8 Save Record Alert Message

- Click on the  button.

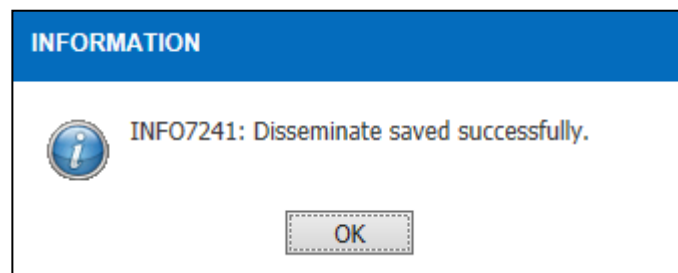
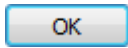


Figure 4.1-9 Save Record Alert Message

Click on the  button.

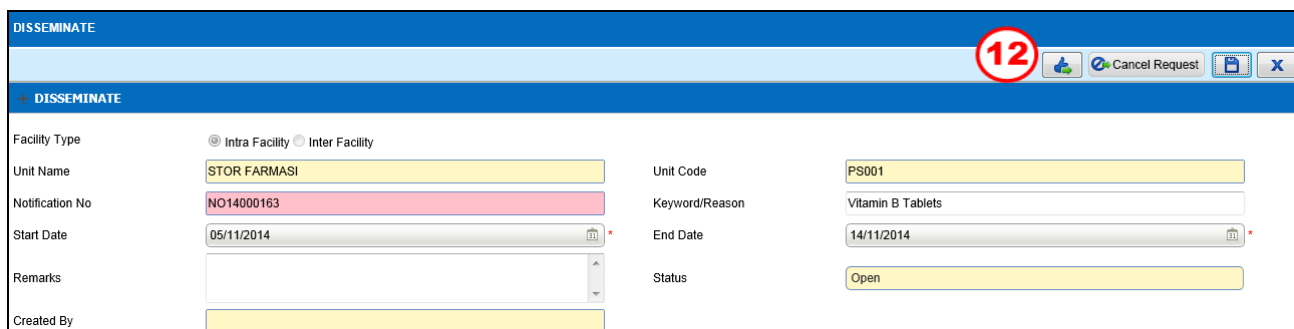


Figure 4.1-10 Disseminate Send Notification

STEP 12

Click on the  button to send the notification to the selected facility/unit

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000163

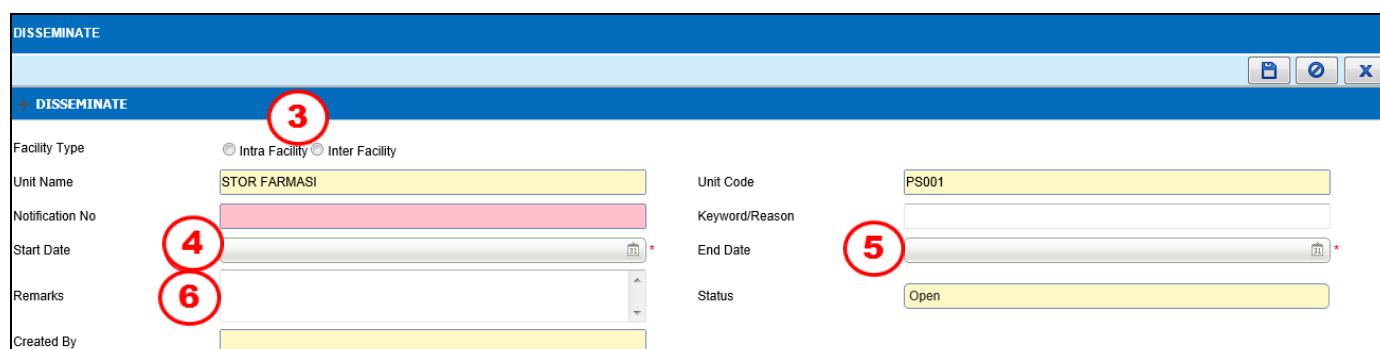
Character	Description	Value
1-2	Notification	'N'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 4.1-1

4.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:

This function allows users to notify of near expiration item that are offered between facilities.



The screenshot shows the 'DISSEMINATE' form with the following fields and annotations:

- Facility Type:** Radio buttons for 'Intra Facility' and 'Inter Facility'. The 'Inter Facility' option is selected and highlighted with a red circle 3.
- Unit Name:** Text field containing 'STOR FARMASI'.
- Unit Code:** Text field containing 'PS001'.
- Notification No:** Empty text field.
- Keyword/Reason:** Empty text field.
- Start Date:** Date picker field highlighted with a red circle 4.
- End Date:** Date picker field highlighted with a red circle 5.
- Remarks:** Text area highlighted with a red circle 6.
- Status:** Dropdown menu with 'Open' selected.
- Created By:** Empty text field.

Figure 4.2-1 Disseminate

Note

Repeat STEP 1 and STEP 2 from Section 4.1 New Disseminate Record: Intra Facility to create a new transaction and the Disseminate screen will be displayed as per Figure 4.2-1.

STEP 3

Select **Inter Facility** button for **Facility Type**

Note

- A newly-created Disseminate record **Status** is defaulted as 'Open'.
- Unit Name** and **Unit Code** is defaulted to the user's login ID.

STEP 4

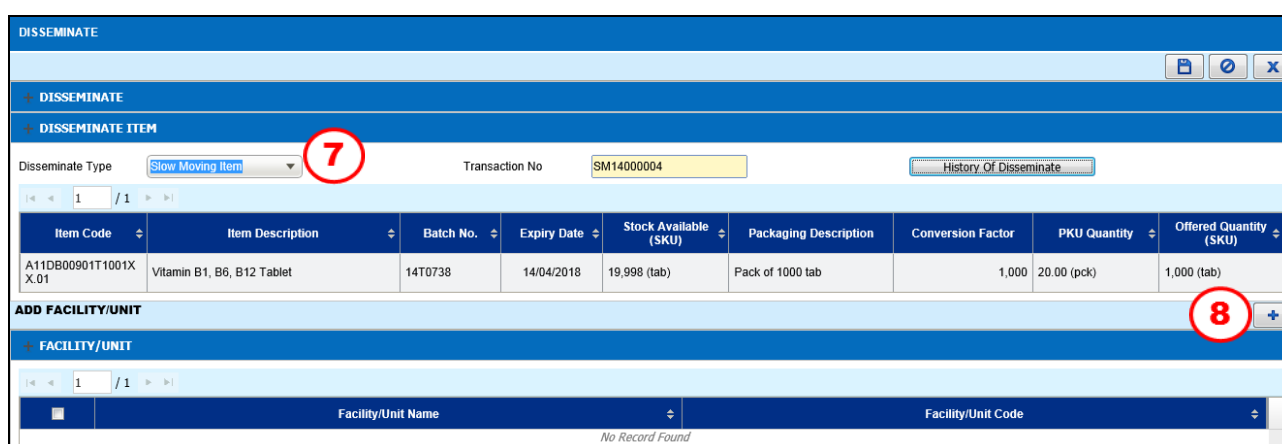
Select the **Start Date** for the item dissemination

STEP 5

Select the **End Date** for the item dissemination

STEP 6

Enter **Remarks** if applicable



The screenshot shows the 'DISSEMINATE ITEM' screen with the following elements:

- Disseminate Type:** Dropdown menu with 'Slow Moving Item' selected, highlighted with a red circle 7.
- Transaction No:** Text field containing 'SM14000004'.
- History Of Disseminate:** Button.
- Table:** A table with 9 columns: Item Code, Item Description, Batch No., Expiry Date, Stock Available (SKU), Packaging Description, Conversion Factor, PKU Quantity, and Offered Quantity (SKU). The first row contains data for 'Vitamin B1, B6, B12 Tablet'.
- ADD FACILITY/UNIT:** Button highlighted with a red circle 8.
- FACILITY/UNIT:** Table with 2 columns: Facility/Unit Name and Facility/Unit Code. It shows 'No Record Found'.

Figure 4.2-2 Disseminate Item

STEP 7

Select 'Near Expiration Item' from the **Disseminate Type** dropdown box

Note

- Click on **History Of Disseminate** after selecting the **Disseminate Type** to view list of dissemination as per Figure 4.1-3 (If there is any).

HISTORY OF DISSEMINATE				
+ HISTORY OF DISSEMINATE				
[1 / 1]				
Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name	
SM14000004	1	05/11/2014	Unit/Facility	
SM14000001	6	11/10/2014	Unit/Facility	

Figure 4.2-3 History of Disseminate

- Alert message will be prompt as per Figure 4.1-4 if user click on the **History Of Disseminate** without selecting the disseminate type

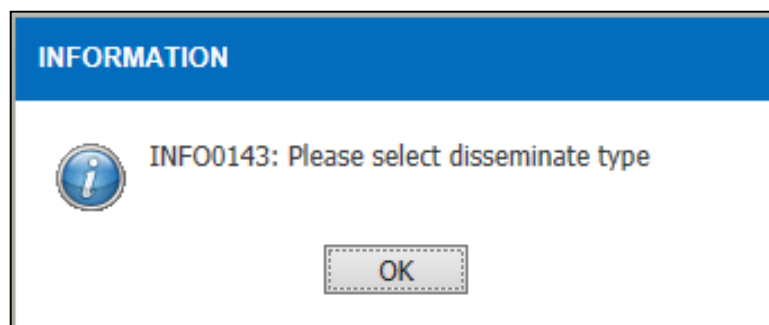
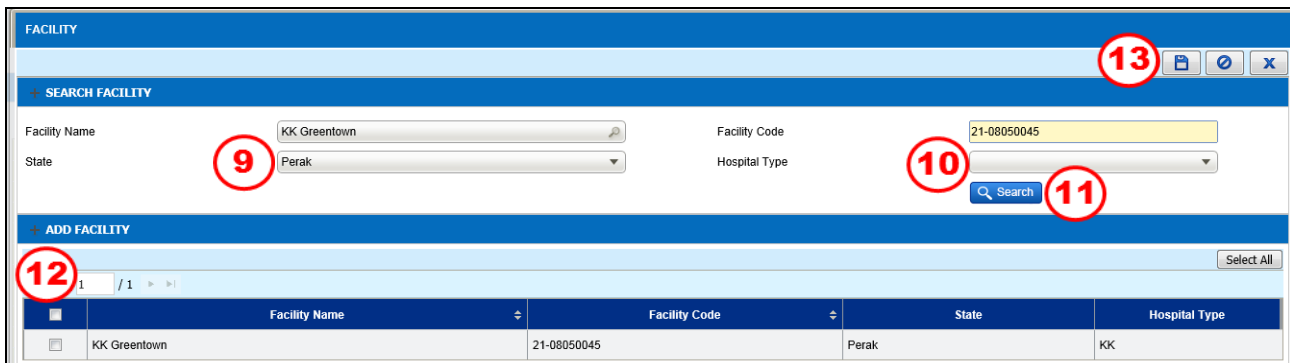


Figure 4.2-4 Alert Message

STEP 8

Click on the  button and the 'Facility' screen will be displayed as shown in Figure 4.2-2



Facility Name	Facility Code	State	Hospital Type
KK Greentown	21-08050045	Perak	KK

Figure 4.2-5 Alert Message

STEP 9

Select **State** from the drop down box

STEP 10

Select **Hospital Type** from the drop down box

- HQ
- Hospital
- KB1M
- KD
- KK
- KK1M
- KKIA
- MUSN/PBFN
- PKD

STEP 11

Click on the  button

STEP 12

Check on the **Facility Name** checkbox to select facility(s) to disseminate

STEP 13

Click on the  button to add the selected **Facility Name** into the 'Add Facility/Unit Name' section

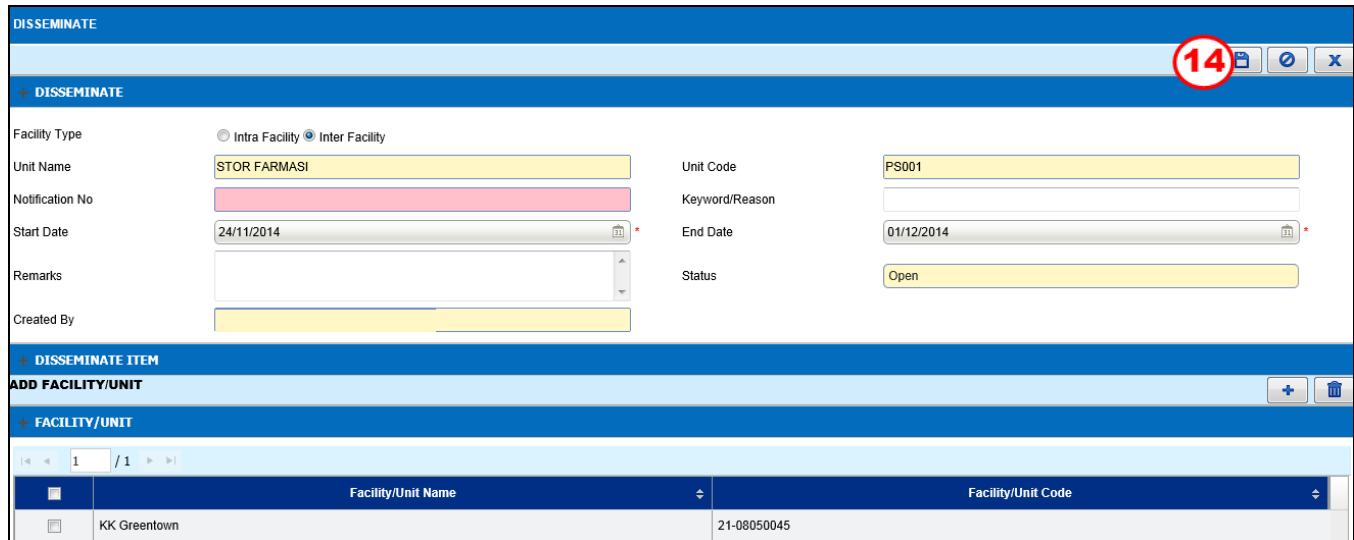


Figure 4.2-6 Disseminate

STEP 14

Click on the  button to save the disseminate record

Note

- An alert message will be, displayed as per Figure 4.2-7 and Figure 4.2-8.

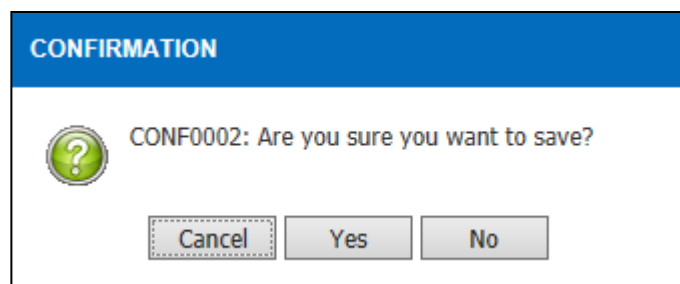
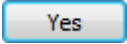


Figure 4.2-7 Save Record Alert Message

- Click on the  button.

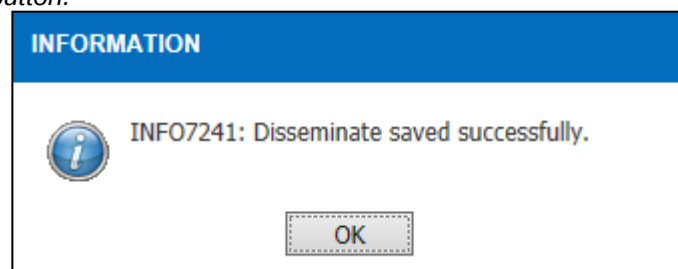
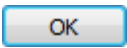


Figure 4.2-8 Save Record Alert Message

- Click on the  button.

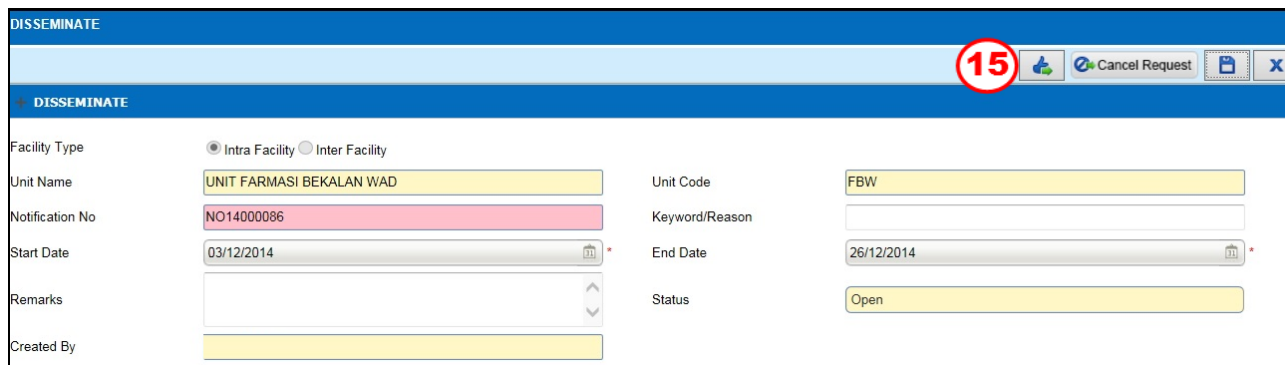


Figure 4.2-9 Send Notification

STEP 15

Click on the  button to send the notification to the selected facility

Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed in the Notification section at home page of the selected facility/unit as shown in Figure 4.2-10.

Character	Description	Value
1-2	Notification	'N'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

5.0 Acronyms

ABBREVIATION	DEFINITION
PHIS	Pharmacy information system
CPS	Clinical pharmacy system
MOH	Ministry of health
HQ	Headquarters
UOM	Unit of measure
SKU	Store keeping unit
PKU	Packaging keeping unit

6.0 Links to Inventory Modules

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