

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

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## **User Manual Pharmacy Inventory – Expiration**

<b>Version</b>	<b>: 1.5</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_EXPIRATION</b>

## Revision History

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous Version
1.0	3/07/2014	Hasneeta Mohd Hashim	Shamsul-'Ariza/ Kee Tuan HWa (SA)	Referring to doc <b>KK_T.MANUAL_INV_EXPIRATION_CONDEMN-1.2 (2<sup>nd</sup> Edition)</b> Change to latest screen shot, change to latest Legend and remove 'Change Password' link from the home page screen.
1.1	10/03/2015	Cenysia Joimur	Shamsul-'Ariza/ Kee Tuan HWa (SA)	- Update to V0.2 BASED ON Phis & CPS V1.3 - Update to the latest screen shots - Add additional steps in manual as fields are newly added
1.2	15/05/2015	Nur Atikah Binti Mohd Rani	Shamsul-'Ariza/ Kee Tuan HWa (SA)	-Report KEW PA-18 for condemn for Jenis Aset, include SKU description
1.3	28/04/2015	Norfatihah Ibrahim	Shamsul-'Ariza/ Kee Tuan HWa (SA)	Update to v1.3 based on PhIS & CPS v1.3
1.4	07/01/2016	Nor Hafiz Bin Kamal Baharin	Shamsul-'Ariza/ Kee Tuan HWa (SA)	Change to latest screenshot and add additional features
1.5	13/1/2017	Muhamad Hilmi Bin Mokhtar	Shamsul-'Ariza (SA)	Change to latest screenshot and functions for version 1.5.1

## Verified and Acknowledged By:

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Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	



## Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Maxine Wong (QA) Juridah Ayub (QA)	First submission to MOH
1.1	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.2	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.3	Maxine Wong (QA) Juridah Ayub (QA)	Update to Version 1.3
1.4	Maxine Wong (QA) Juridah Ayub (QA)	Change to latest screenshot and add additional features
1.5	Maxine Wong (QA) Juridah Ayub (QA)	Change to latest screenshot and functions for version 1.5.1



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



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*Reference ID : U.MANUAL\_ INV\_EXPIRATION-v1.5*

*Application reference: PhIS & CPS v1.5.1*



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## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. 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:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Patient Management 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:

- Patient Registration
- Visit Management
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary

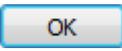
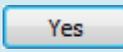
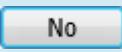
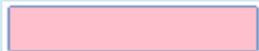
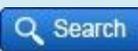
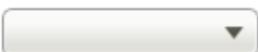
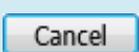
### 1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Expiration
- Section 4 : 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	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

### Inventory Module Legend

 Generate RPL	Generate Request Purchase List	 + Vote Code	Add Vote Code
 Verify	Verify record	 + Add Item	Add Drug/Non Drug
 Send for Approval	Send for Approval	 Approve	Approve record
 Reject	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:-

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

#### User Group

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

#### Functional Diagram

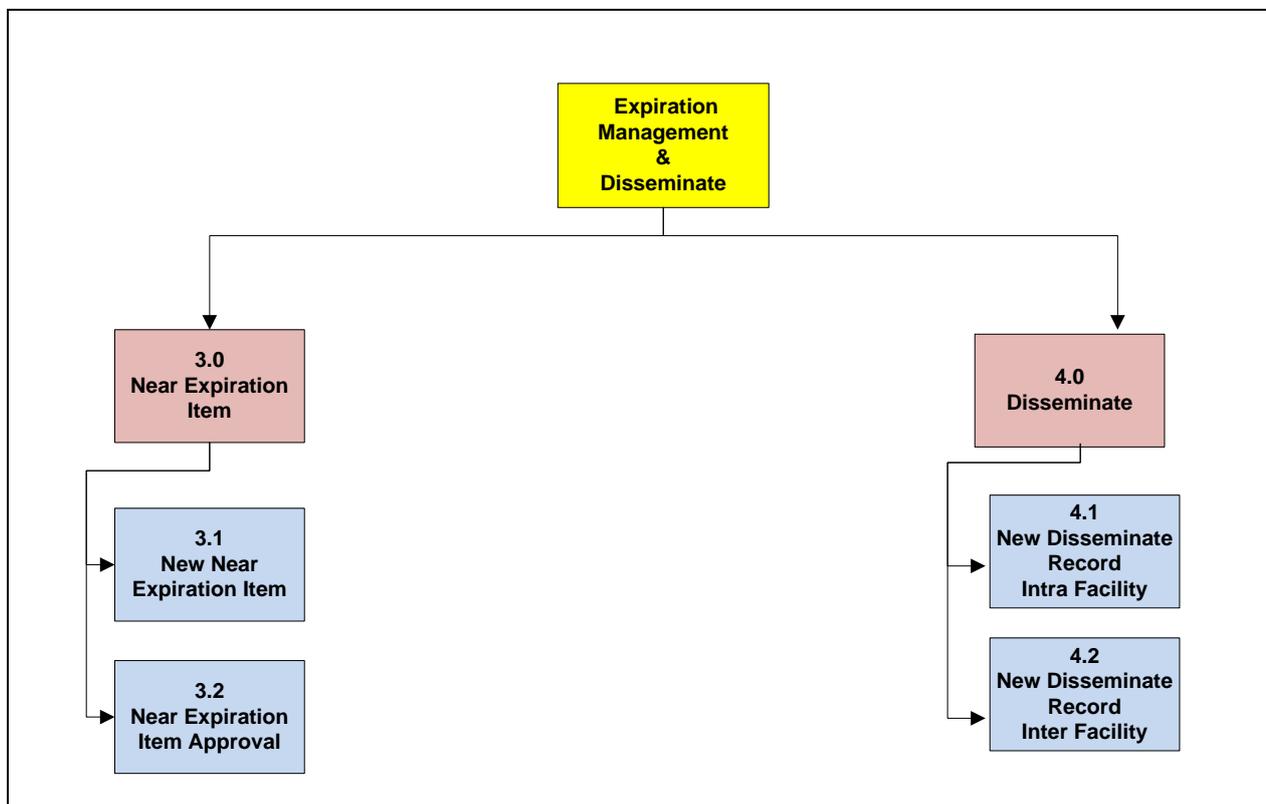


Figure 3.0-1

#### 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.

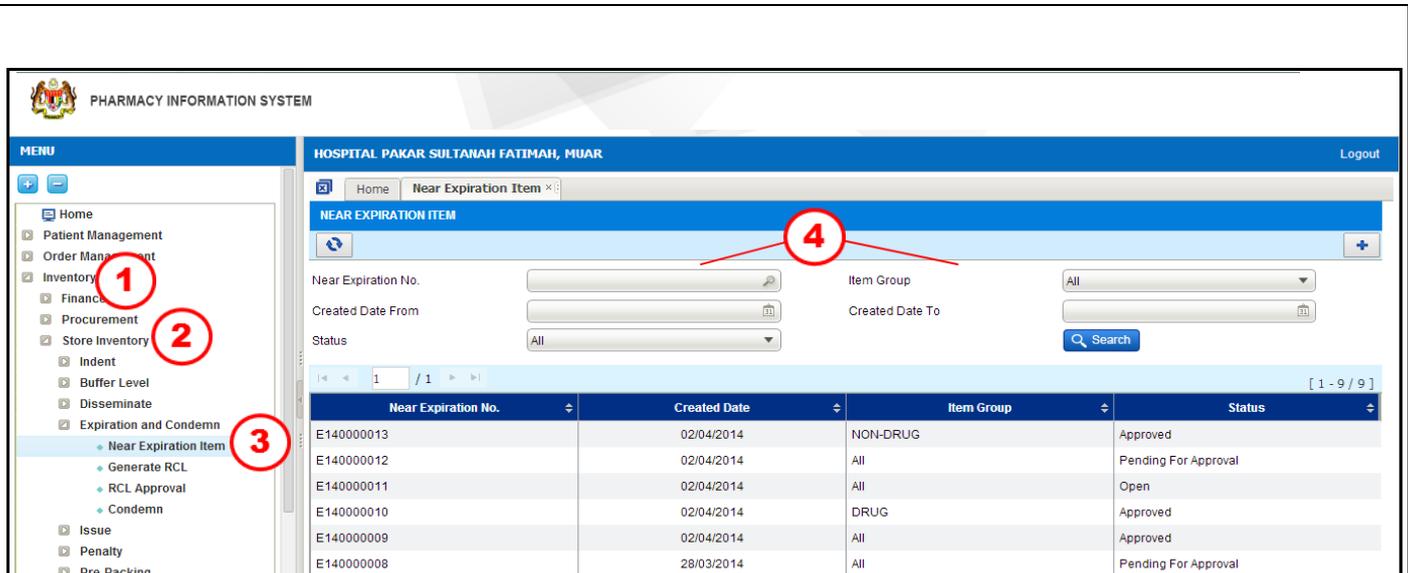


Figure 3.1-1 Near Expiration Item Page

**Note**

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

**STEP 1**

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

**STEP 2**

Click on 'Expiration and Condemn'

**STEP 3**

Click on 'Near Expiration Item'

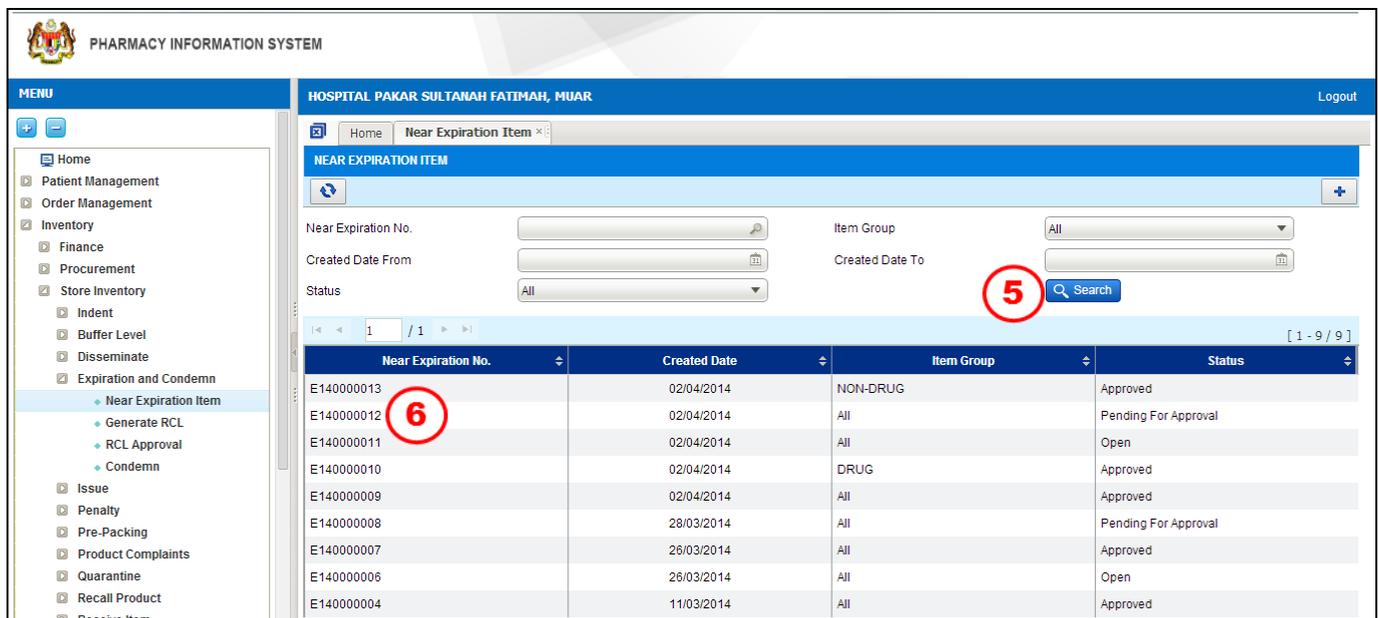
**STEP 4**

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 Date To	Select date from the calendar	Filter and search existing records based on date. 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

Home Near Expiration Item

NEAR EXPIRATION ITEM

Near Expiration No. [ ] Item Group [ All ]

Created Date From [ ] Created Date To [ ]

Status [ All ] [ Search ]

Near Expiration No.	Created Date	Item Group	Status
E140000013	02/04/2014	NON-DRUG	Approved
E140000012	02/04/2014	All	Pending For Approval
E140000011	02/04/2014	All	Open
E140000010	02/04/2014	DRUG	Approved
E140000009	02/04/2014	All	Approved
E140000008	28/03/2014	All	Pending For Approval
E140000007	26/03/2014	All	Approved
E140000006	26/03/2014	All	Open
E140000004	11/03/2014	All	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

i
x

+ EXPIRATION ITEM INFORMATION

Near Expiration No. <input style="width: 90%;" type="text" value="E160000001"/>	Created Date <input style="width: 90%;" type="text" value="08/01/2016 3:20:08 PM"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Unit Name <input style="width: 90%;" type="text" value="Farmasi Dekalan Wad (FBW)"/>
Item Sub Class <input style="width: 90%;" type="text" value="All"/>	With LOU? <input style="width: 90%;" type="text" value="All"/>
Created By <input style="width: 90%;" type="text" value="YEW BENG POH"/>	Reject Reason <input style="width: 90%;" type="text"/>
Send for Disseminate? <input style="width: 90%;" type="text" value="Yes"/>	Status <input style="width: 90%;" type="text" value="Approved"/>
Item Expiration Criteria <input type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range	
Period Prior to Expiration <input style="width: 40px;" type="text" value="6"/> <input style="width: 40px;" type="text" value="Month"/>	

+ NEAR EXPIRATION ITEM LIST

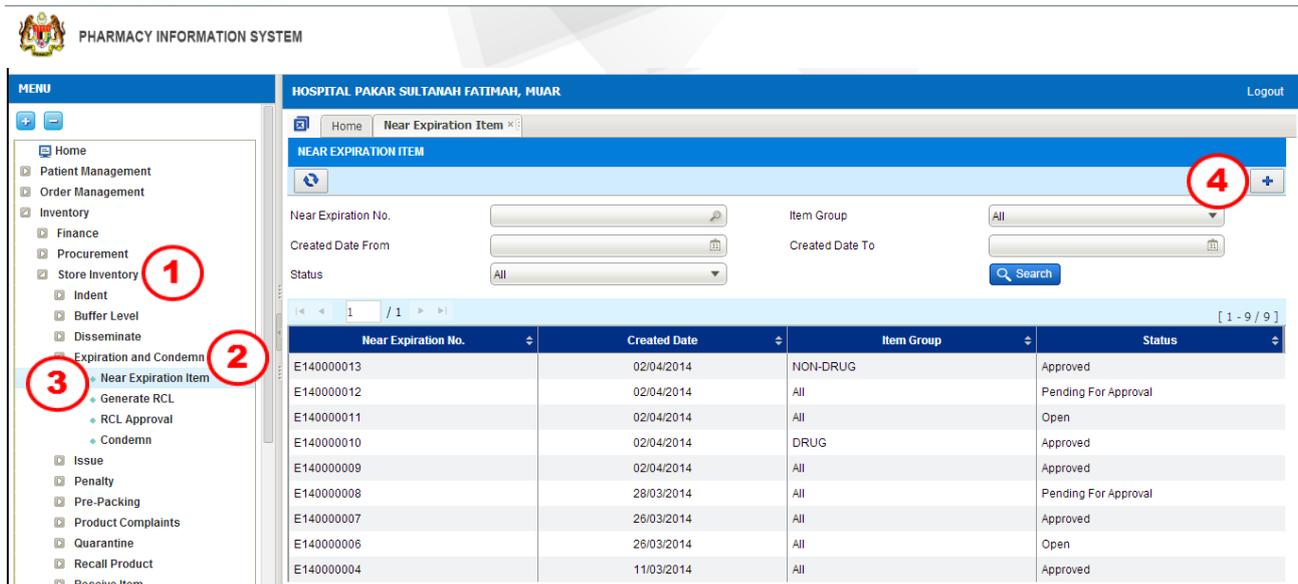
<< 1 / 1 >>
[ 1 - 3 / 3 ]

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	43.0001.02	Adrenaline Sol BP 1ml Inj	0023697	01/02/2016	24	20 (amp)	10	Pack of 10 amps	2.00 (pck)	<input style="width: 40px;" type="text" value="20"/>	NO	2,790
<input checked="" type="checkbox"/>	V03AB23520 P3001XX.01	Acetylcysteine 200mg/ml Inj	443081	01/02/2016	24	20 (vial)	1	Vial	20.00 (vial)	<input style="width: 40px;" type="text" value="20"/>	NO	28
<input checked="" type="checkbox"/>	S01EC01000 P4001XX.01	Acetazolamide 500mg Inj	999	14/01/2016	6	10 (vial)	1	Vial	10.00 (vial)	<input style="width: 40px;" type="text" value="10"/>	NO	31

**Figure 3.1-3 Near Expiration Item**

### 3.2 New Near Expiration Item List

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



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

Near Expiration No.	Created Date	Item Group	Status
E140000013	02/04/2014	NON-DRUG	Approved
E140000012	02/04/2014	All	Pending For Approval
E140000011	02/04/2014	All	Open
E140000010	02/04/2014	DRUG	Approved
E140000009	02/04/2014	All	Approved
E140000008	28/03/2014	All	Pending For Approval
E140000007	26/03/2014	All	Approved
E140000006	26/03/2014	All	Open
E140000004	11/03/2014	All	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 'Store Inventory' sub-menu

#### STEP 2

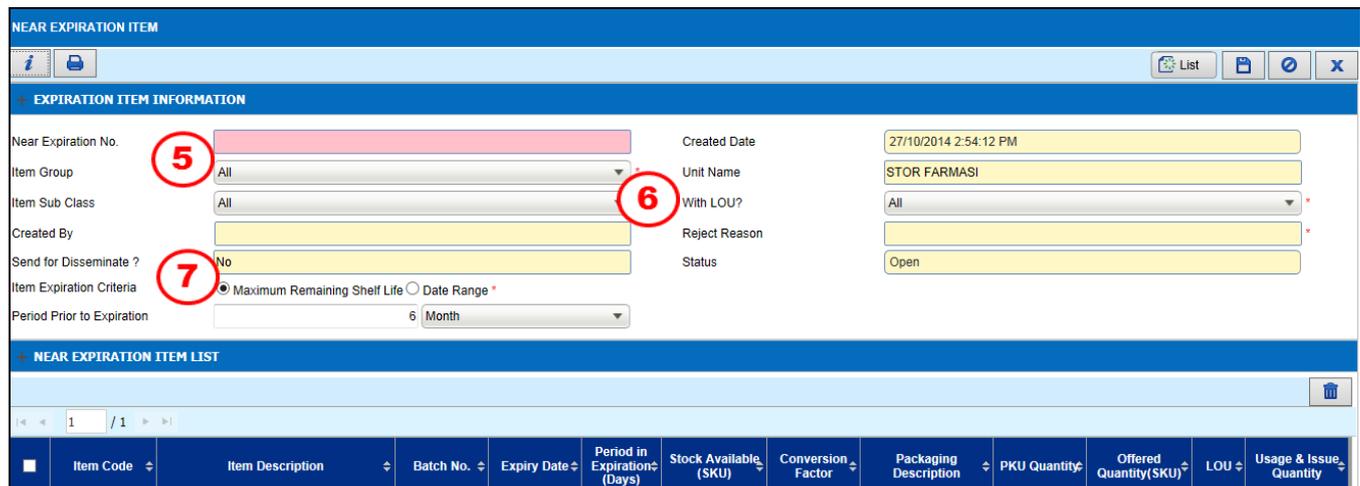
Click on 'Expiration and Condemn'

#### 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



NEAR EXPIRATION ITEM

EXPIRATION ITEM INFORMATION

Near Expiration No. Created Date 27/10/2014 2:54:12 PM

Item Group All Unit Name STOR FARMASI

Item Sub Class All With LOU? All

Created By Reject Reason

Send for Disseminate? No Status Open

Item Expiration Criteria  Maximum Remaining Shelf Life  Date Range \*

Period Prior to Expiration 6 Month

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
-----------	------------------	-----------	-------------	-----------------------------	-----------------------	-------------------	-----------------------	--------------	------------------------	-----	------------------------

Figure 3.2-2 Near Expiration Item Listing Page

**STEP 5**

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

- All (default value)
- Drug
- Non Drug

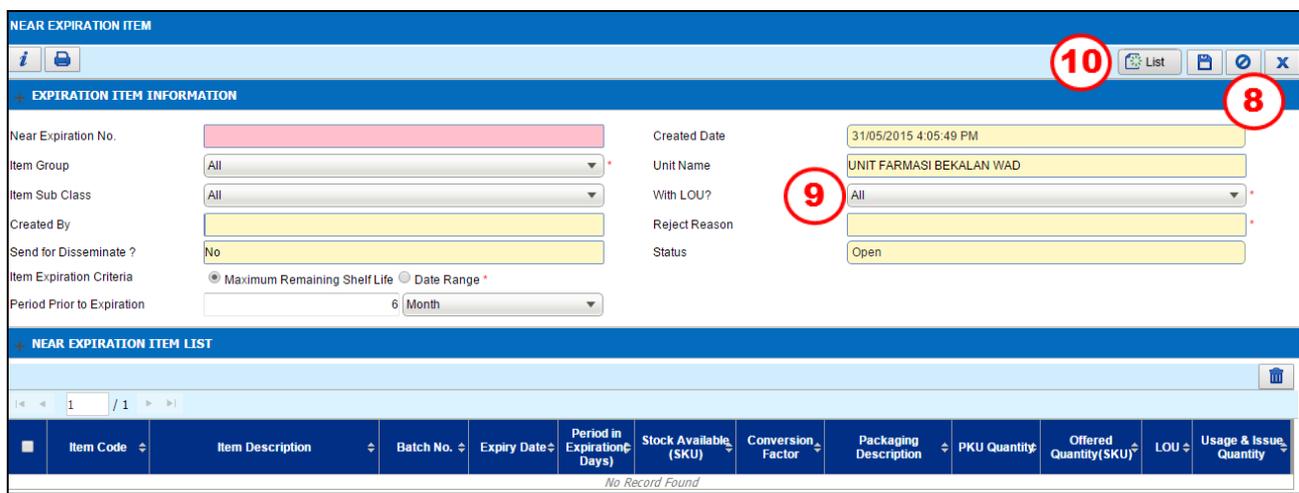
**STEP 6**

Select **Item Sub Class** (optional)

**STEP 7**

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

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



**Figure 3.2-3 Generate Near Expiration Item List**

**STEP 8**

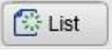
Click on the  button to cancel the transaction

**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

i
List

**EXPIRATION ITEM INFORMATION**

Near Expiration No. <input style="width: 90%;" type="text"/>	Created Date <input style="width: 90%;" type="text" value="04/04/2014 3:55:14 PM"/>
Item Group <input style="width: 90%;" type="text" value="DRUG"/>	Unit Name <input style="width: 90%;" type="text" value="STOR FARMASI"/>
Item Sub Group <input style="width: 90%;" type="text" value="All"/>	Item Status <input style="width: 90%;" type="text" value="Active"/>
Item Expiration Criteria <input checked="" type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range *	With LOU? <input style="width: 90%;" type="text" value="All"/>
Period Prior to Expiration <input style="width: 40%;" type="text" value="6"/> <input style="width: 10%;" type="text" value="Month"/>	Status <input style="width: 90%;" type="text" value="Open"/>
Send for Disseminate? <input style="width: 90%;" type="text" value="No"/>	Reject Reason <input style="width: 90%;" type="text"/>
Created By <input style="width: 90%;" type="text"/>	

**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
<input type="checkbox"/>	V03AB23520P3 001XX.01 Acetylcysteine 200mg/ml Inj	326085	30/09/2014	179	120 (vial)	1	Vial	120.00 (vial)	<input style="width: 40px;" type="text" value="0"/>	NO	0
<input checked="" type="checkbox"/>	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)	<input style="width: 40px;" type="text" value="0"/>	NO	0
<input checked="" type="checkbox"/>	07.0201.02 Bacampicillin HCl 400mg Tab	11G0197	31/07/2014	118	2,200 (tab)	100	Pack of 100 tabs (Blister)	22.00 (pck)	<input style="width: 40px;" type="text" value="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

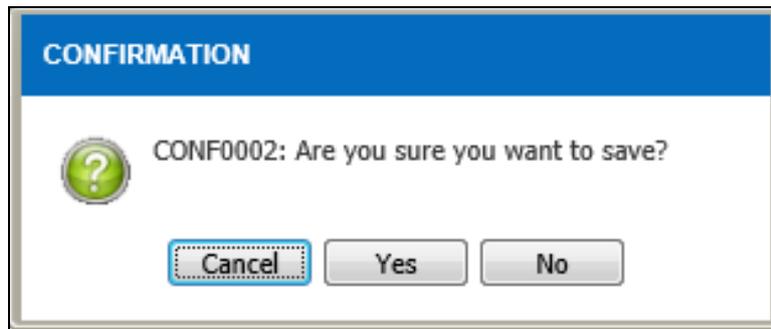


Figure 3.2-5 Alert Message

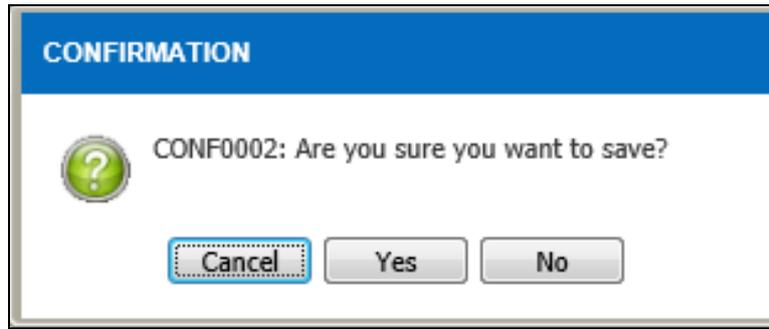


Figure 3.2-6 Alert Message

**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:

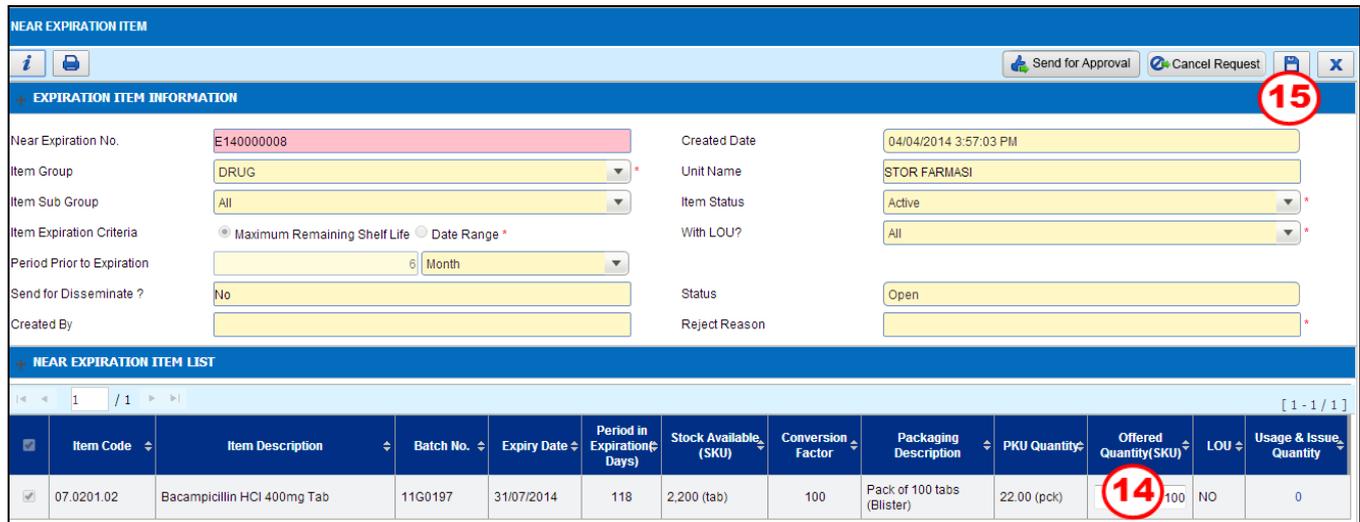


Figure 3.2-7 Near Expiration Item

#### 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.

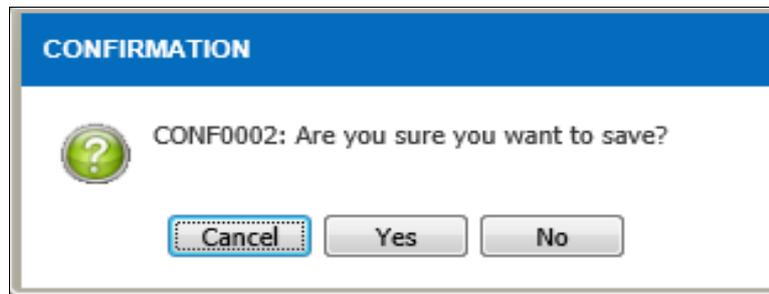


Figure 3.2-8 Alert Message

- 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

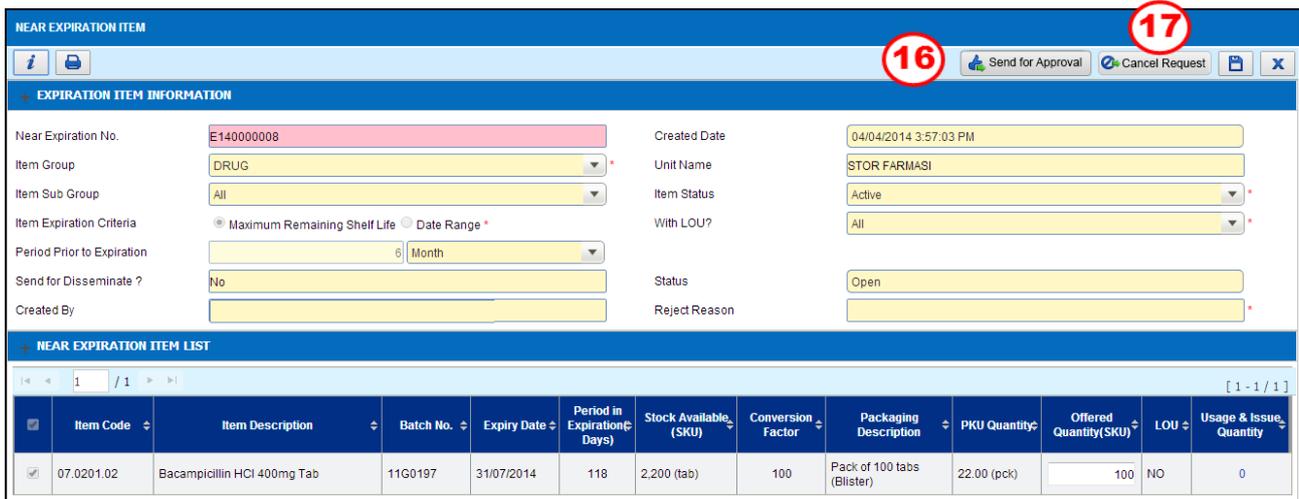


Figure 3.2-10 Send for Approval

**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.

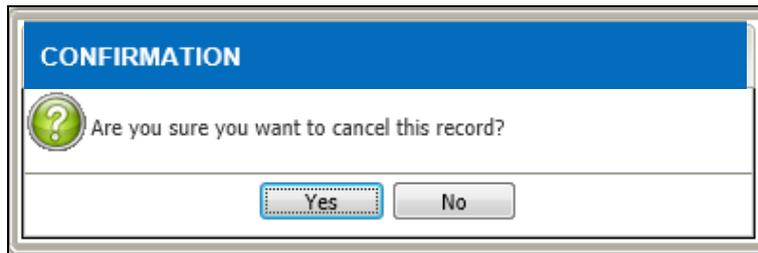
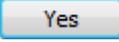


Figure 3.2-11 Alert Message

- Click on the  button.

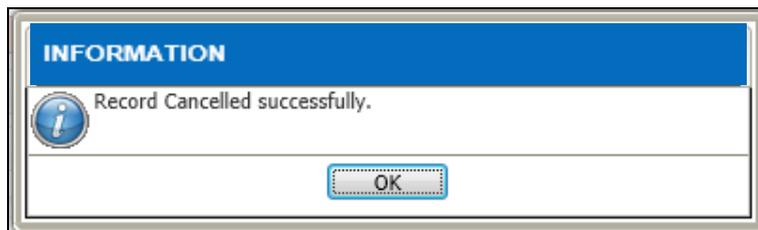
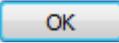
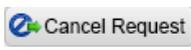


Figure 3.2-12 Alert Message

- 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.	E14000008	Created Date	04/04/2014 3:57:03 PM
Item Group	DRUG	Unit Name	STOR FARMASI
Item Sub Group	All	Item Status	Active
Item Expiration Criteria	Maximum Remaining Shelf Life	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

No	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
1	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**

<b>Near Expiration No</b>	: E130000111	<b>Item Group</b>	: Drug
<b>Period Prior To</b>	: 6 MONTH	<b>Item Subgroup</b>	: Raw Material
<b>Expiry Date</b>	: From 13/11/2013 To 13/05/2014	<b>Status</b>	: Pending For Approval

No	Item Description	Item Code	SKU	Batch No	Expiration Date	Quantity Available (SKU)	Offered Quantity	Period Prior To Expiration	Monthly Usage
1	Tincture Iodine	DL000927	ml	BN 7	03/01/2014	50,000 (ml)	20,000	51	0

<b>Disediakan oleh:</b>  <b>Nama :</b> <b>Jawatan :</b> <b>Unit :</b> <b>Jabatan :</b> <b>Tarikh :</b>	<b>(DILULUSKAN/ TIDAK DILULUSKAN)*</b>  <b>Nama :</b> <b>Jawatan :</b> <b>Unit :</b> <b>Jabatan :</b> <b>Tarikh :</b>
--	---

**Printed Date:**  
**Printed By :**  
**Source :**

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						
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 <b>1</b>	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.

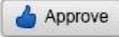
NEAR EXPIRATION ITEM													
Near Expiration No. <input type="text" value="E140000006"/>												Created Date <input type="text" value="04/04/2014 12:55:49 PM"/>	
Item Group <input type="text" value="DRUG"/>				Unit Name <input type="text" value="STOR FARMASI"/>									
Item Sub Group <input type="text" value="All"/>				Item Status <input type="text" value="Active"/>									
Item Expiration Criteria <input type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range				With LOU? <input type="text" value="All"/>									
Period Prior to Expiration <input type="text" value="6"/> Month				Status <input type="text" value="Pending For Approval"/>									
Send for Disseminate? <input type="text" value="No"/>				Reject Reason <input type="text"/>									
Created By <input type="text"/>													
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 3.3-2 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.

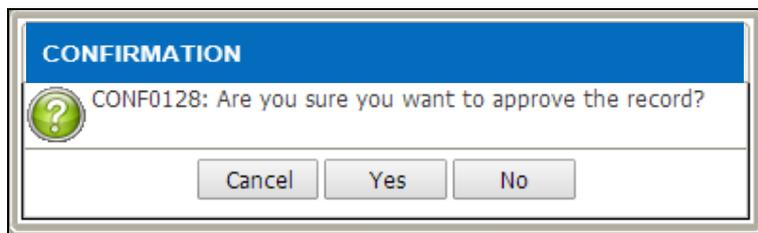


Figure 3.3-3 Alert Message

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

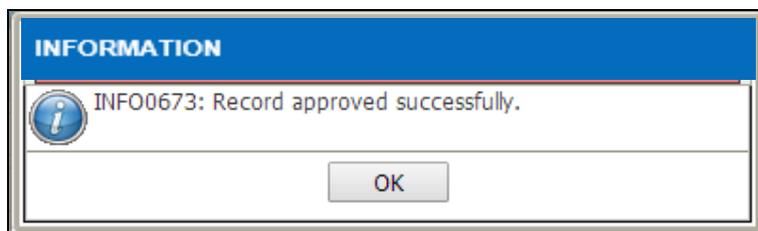
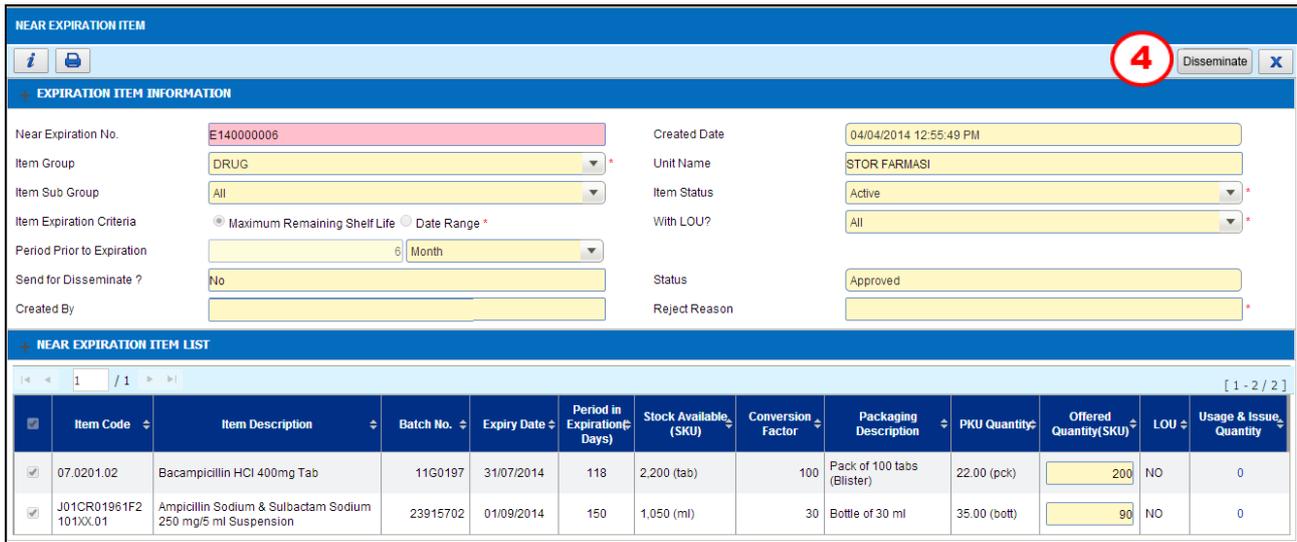


Figure 3.3-4 Alert Message

- 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**

**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 \*

With LOU?

Period Prior to Expiration

Send for Disseminate?  Status

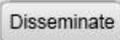
Created By  Reject Reason

**NEAR EXPIRATION ITEM LIST**

<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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

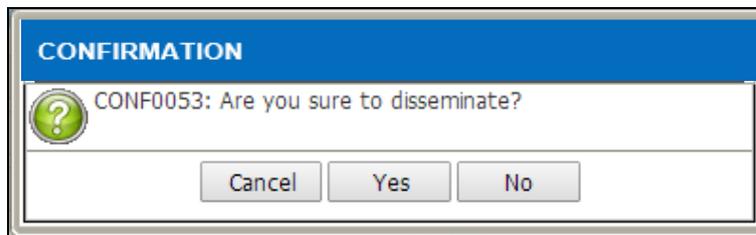
**Figure 3.3-5 Disseminate Near Expiration Item record**

**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.

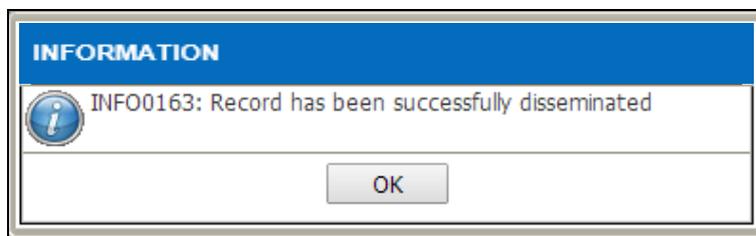


**CONFIRMATION**

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**

INFO0163: 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. <input type="text" value="E140000006"/>	Created Date <input type="text" value="04/04/2014 12:55:49 PM"/>
Item Group <input type="text" value="DRUG"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Item Sub Group <input type="text" value="All"/>	Item Status <input type="text" value="Active"/>
Item Expiration Criteria <input type="radio"/> Maximum Remaining Shelf Life <input type="radio"/> Date Range *	With LOU? <input type="text" value="All"/>
Period Prior to Expiration <input type="text" value="6"/> <input type="text" value="Month"/>	Status <input type="text" value="Approved"/>
Send for Disseminate? <input type="text" value="Yes"/>	Reject Reason <input type="text"/>
Created By <input type="text"/>	

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)	<input type="text" value="200"/>	NO	0
☑	J01CR01961F2101XX.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)	<input type="text" value="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**

Near Expiration No : E140000006	Item Group : Drug
Period Prior To : 6Month	Item Subgroup : All
Expiry Date : From 04/04/2014 To 04/10/2014	Status : Approved

No.	Item Description	Item Code	SKU	Batch No	Expiration Date	Stock Available (SKU)	Offered Quantity (SKU)	Period Prior To Expiration (Days)	Usage And Issue Quantity
1	Bacampicillin HCl 400mg Tab	07.0201.02	tab	11G0197	31/07/2014	2,200 (tab)	200	118	0
2	Ampicillin Sodium & Sulbactam Sodium 250 mg/5 ml Suspension	J01CR01961F2101XX.01	ml	23915702	01/09/2014	1,050 (ml)	90	150	0

**DISE DIAKAN OLEH :**

Nama : \_\_\_\_\_

Jawatan : \_\_\_\_\_

Unit : \_\_\_\_\_

Jabatan : \_\_\_\_\_

Tarikh : \_\_\_\_\_

**(DILULUSKAN) :**

Nama : \_\_\_\_\_

Jawatan : \_\_\_\_\_

Unit : \_\_\_\_\_

Jabatan : \_\_\_\_\_

Tarikh : \_\_\_\_\_

Printed Date : \_\_\_\_\_

Printed By : \_\_\_\_\_

Unit Name : \_\_\_\_\_

Source : \_\_\_\_\_

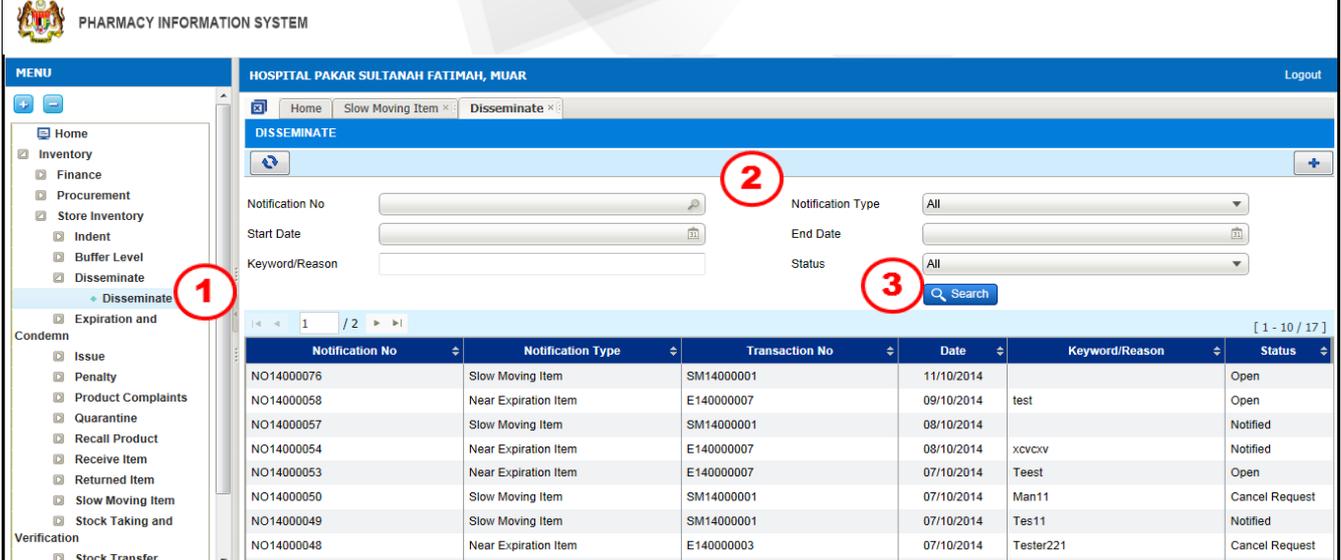
Page 1 of 1

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

Home Slow Moving Item Disseminate

**DISSEMINATE**

Notification No:  Notification Type: All

Start Date:  End Date:

Keyword/Reason:  Status: All

Notification No	Notification Type	Transaction No	Date	Keyword/Reason	Status
NO14000076	Slow Moving Item	SM14000001	11/10/2014		Open
NO14000058	Near Expiration Item	E140000007	09/10/2014	test	Open
NO14000057	Slow Moving Item	SM14000001	08/10/2014		Notified
NO14000054	Near Expiration Item	E140000007	08/10/2014	xcvxcv	Notified
NO14000053	Near Expiration Item	E140000007	07/10/2014	Teest	Open
NO14000050	Slow Moving Item	SM14000001	07/10/2014	Man11	Cancel Request
NO14000049	Slow Moving Item	SM14000001	07/10/2014	Tes11	Notified
NO14000048	Near Expiration Item	E140000003	07/10/2014	Tester221	Cancel Request

**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 'Store Inventory' sub-menu, 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:

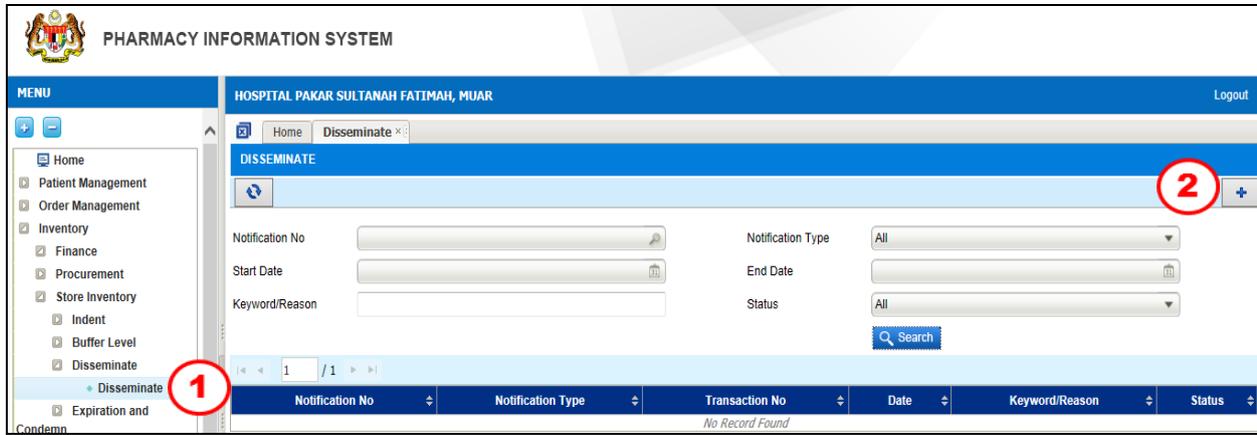


Figure 4.1-1 Disseminate

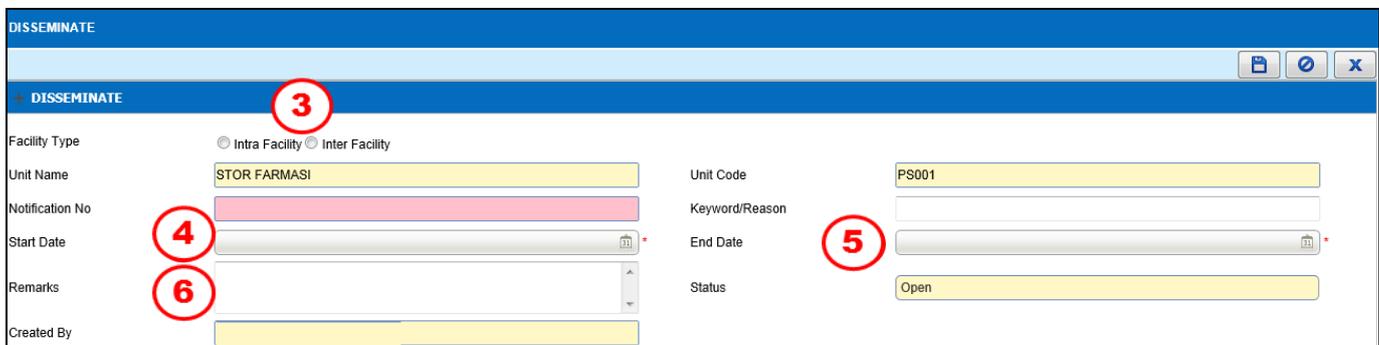
This function allows users to notify near expiration item that are offered within the same facility.

### STEP 1

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

### STEP 2

Click on  button to create a new transaction



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

- Facility Type:  Intra Facility  Inter Facility (highlighted with red circle '3')
- Unit Name: STOR FARMASI
- Unit Code: PS001
- Notification No: (highlighted with red circle '4')
- Keyword/Reason: (highlighted with red circle '5')
- Start Date: (highlighted with red circle '4')
- End Date: (highlighted with red circle '5')
- Remarks: (highlighted with red circle '6')
- Status: Open
- Created By: (empty field)

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

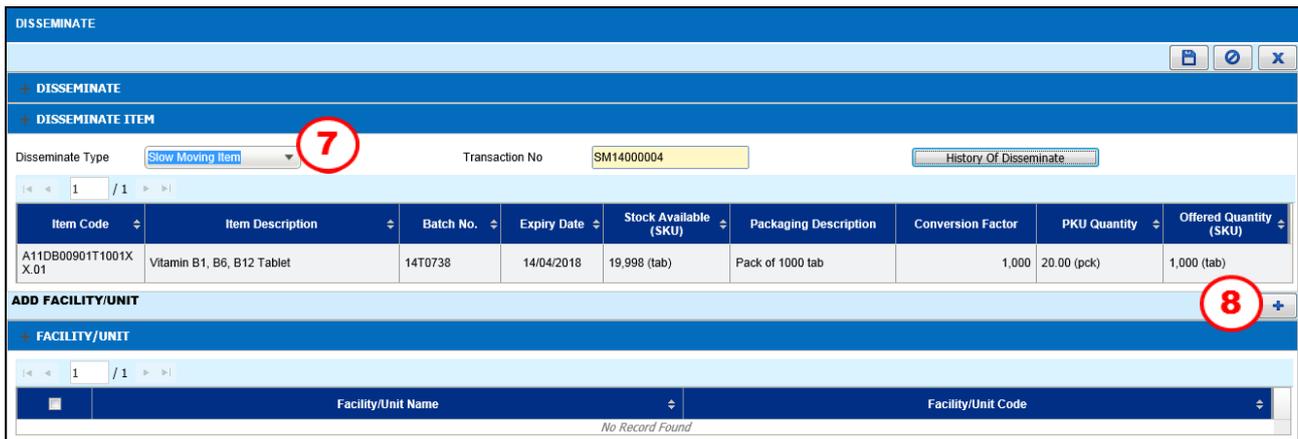
Select the **Start Date** for the item dissemination

### STEP 5

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

### STEP 6

Enter **Remarks** if applicable



DISSEMINATE

DISSEMINATE

DISSEMINATE ITEM

Disseminate Type: **Slow Moving Item** (7) Transaction No: SM14000004 History Of Disseminate

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
A11DB00901T1001X.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)

ADD FACILITY/UNIT (8)

FACILITY/UNIT

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)



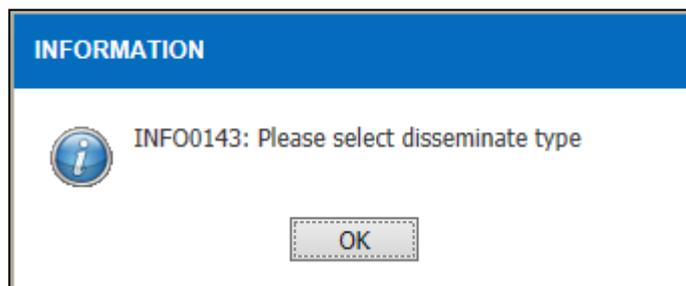
HISTORY OF DISSEMINATE

HISTORY OF DISSEMINATE

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.

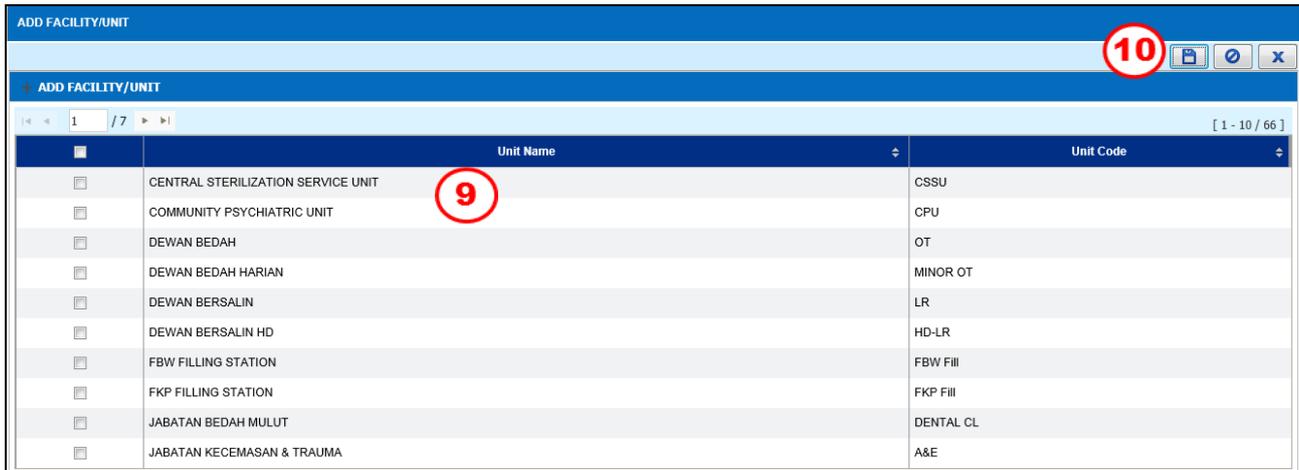


Figure 4.1-6 Add Facility/Unit

**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.

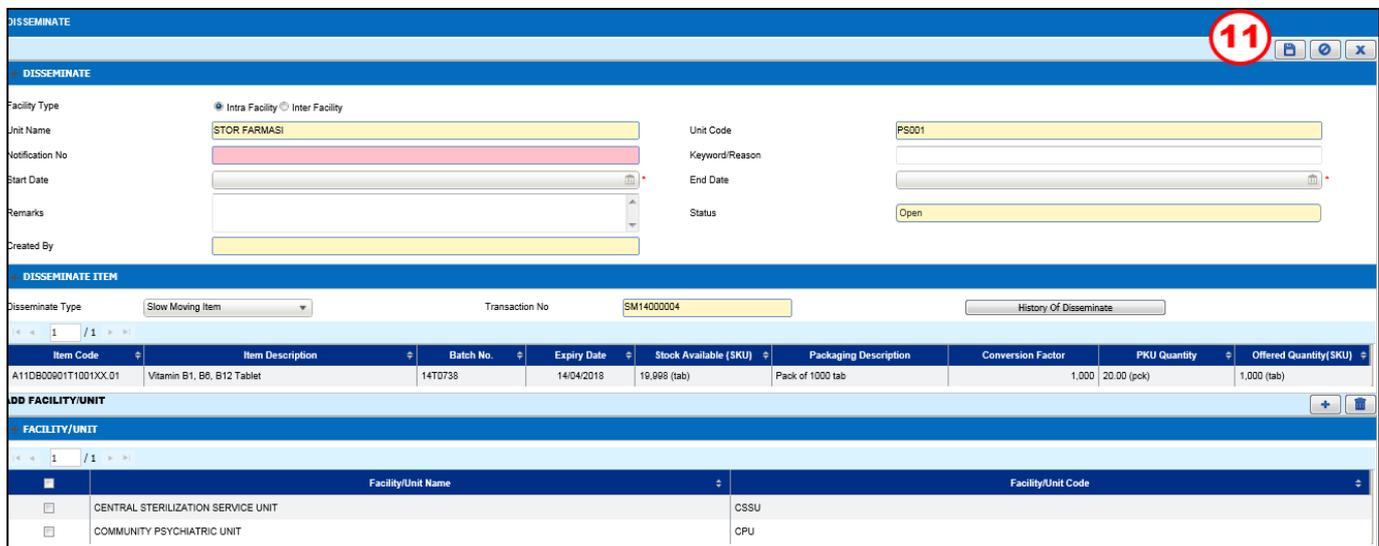


Figure 4.1-7 Disseminate

**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.

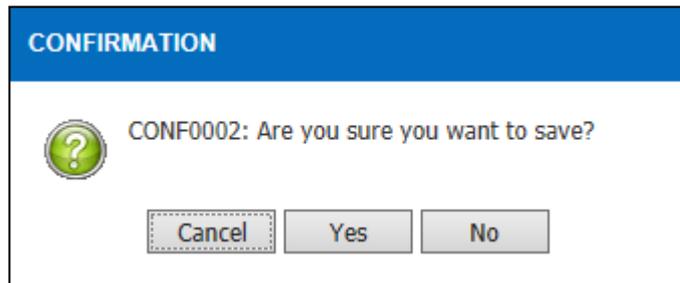
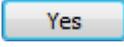


Figure 4.1-8 Save Record Alert Message

- Click on the  button.

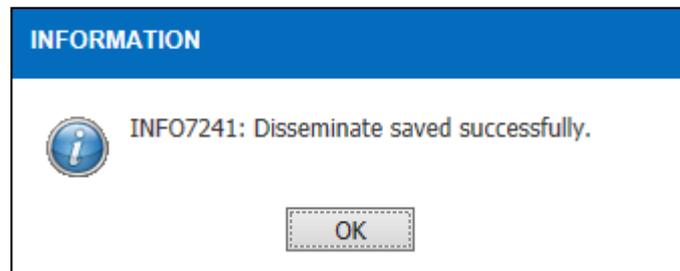
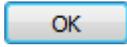


Figure 4.1-9 Save Record Alert Message

Click on the  button.

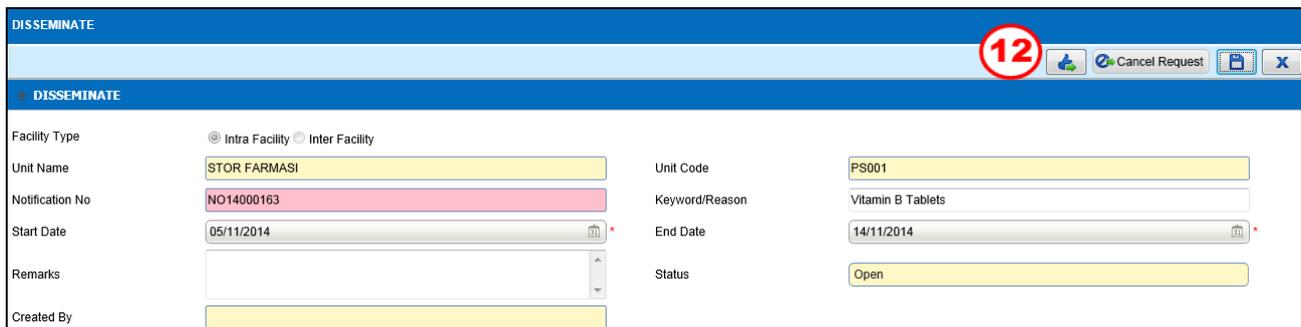


Figure 4.1-10 Disseminate Send Notification

## 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

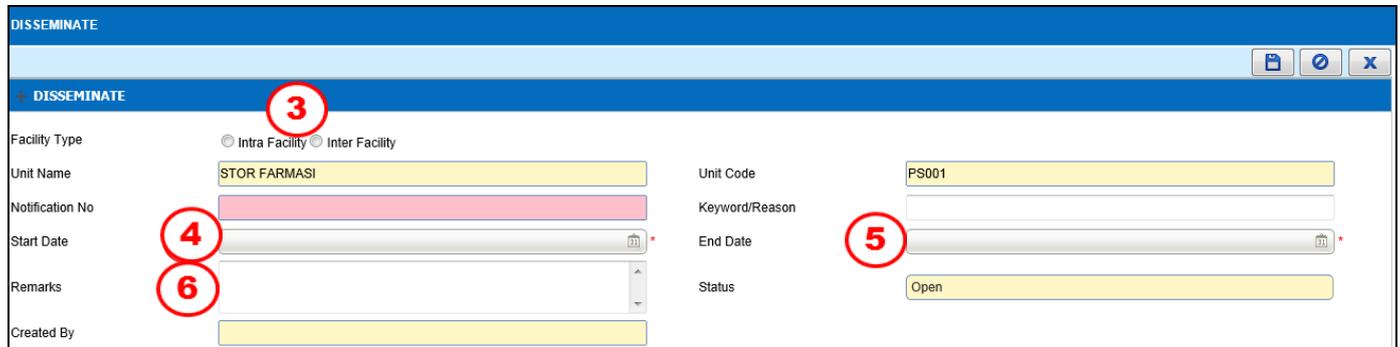
Character	Description	Value
1-2	Notification	'N'
3-4	Current year in 'YY' format	14
5-10	Running No.	Starting from 000001. This running number will be restarted to 000001 of every new financial year

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 callouts:

- 3**: Facility Type (Inter Facility selected)
- 4**: Start Date
- 5**: End Date
- 6**: Remarks

Other visible fields include: Unit Name (STOR FARMASI), Unit Code (PS001), Notification No, Keyword/Reason, Status (Open), and Created By.

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

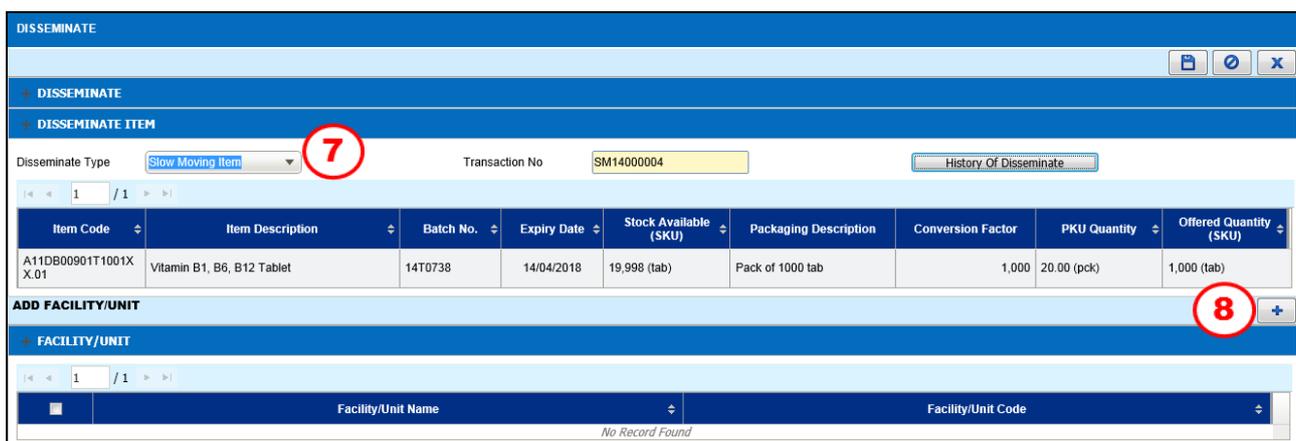
Select the **Start Date** for the item dissemination

### STEP 5

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

### STEP 6

Enter **Remarks** if applicable



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

- 7**: Disseminate Type (Slow Moving Item)
- 8**: ADD FACILITY/UNIT button

Other visible fields include: Transaction No (SM14000004), History Of Disseminate button, and a table of items.

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)

Below the table is a section for 'FACILITY/UNIT' with a 'No Record Found' message.

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				
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

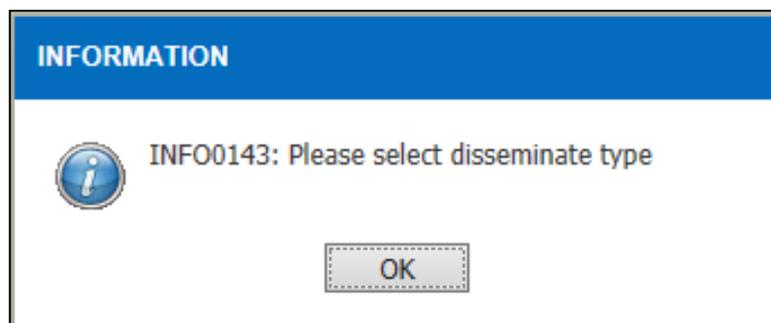
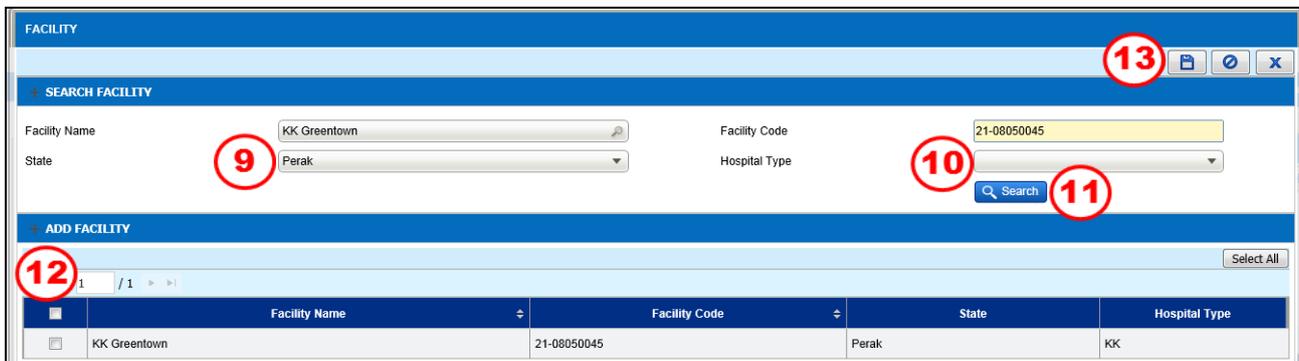


Figure 4.2-4 Alert Message

**STEP 8**

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



The image shows the 'FACILITY' search screen. It includes a search bar at the top right (13), a search button (11), and several input fields: Facility Name (KK Greentown), State (Perak, circled 9), Facility Code (21-08050045), and Hospital Type (circled 10). Below the search fields is an 'ADD FACILITY' section with a table listing facilities. The table has columns for Facility Name, Facility Code, State, and Hospital Type. One entry is visible: KK Greentown, 21-08050045, Perak, KK (circled 12).

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**

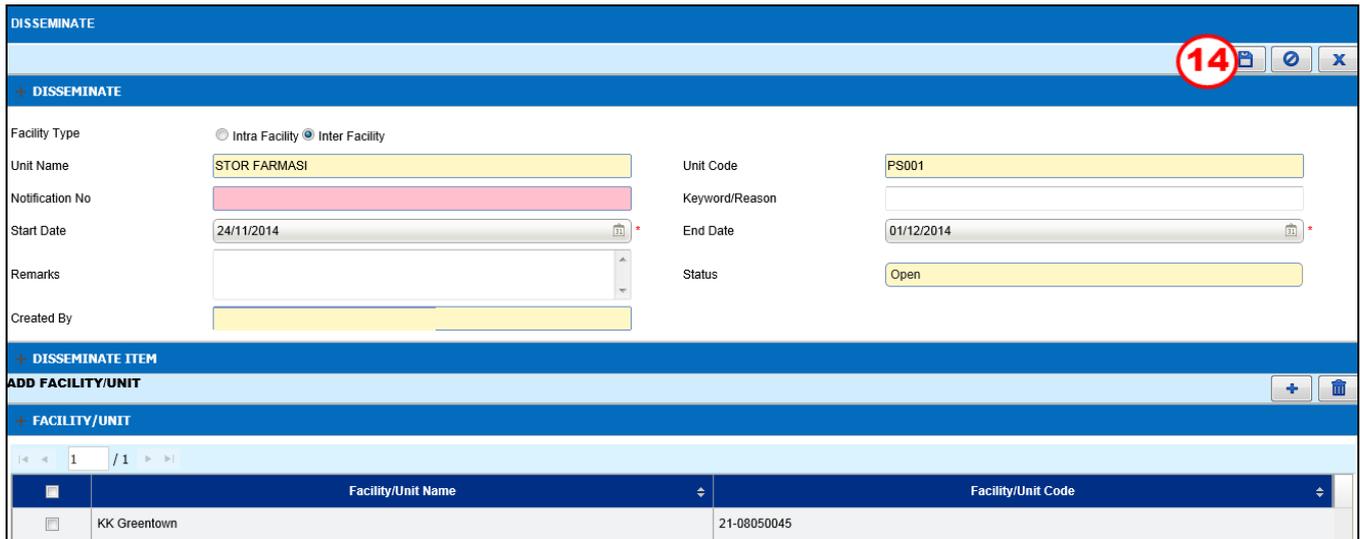
Click on the  button

**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



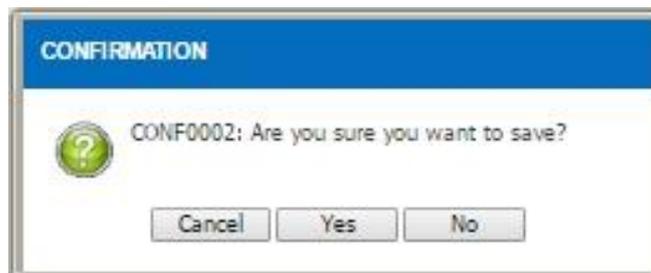
**Figure 4.2-6 Disseminate**

**STEP 14**

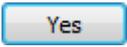
Click on the  button to save the disseminate record

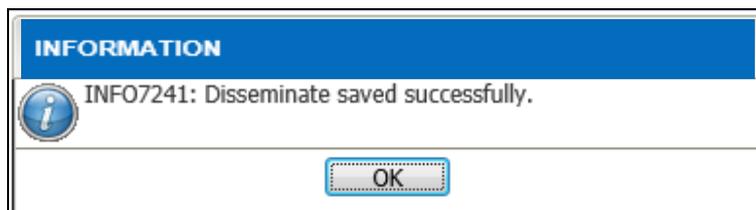
**Note**

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

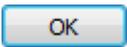


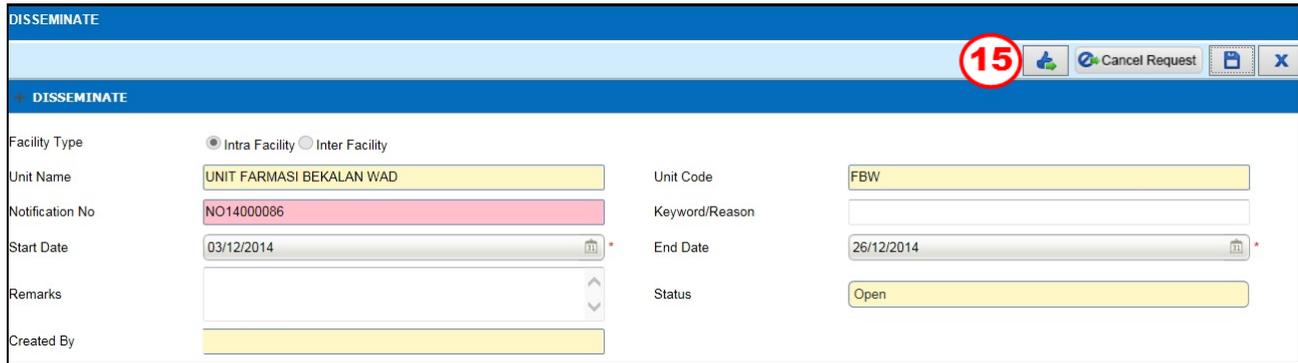
**Figure 4.2-7 Save Record Alert Message**

- 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	<i>Finance</i>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>