



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

User Manual Inventory (Internal Indent)

Version	: 8th EDITION
Document ID	: U.MANUAL_INV_INTERNAL INDENT



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1.0 Introduction

1.1 Overview of PhIS

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

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

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

1.2 Purpose and Objectives

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

User will understand the following activities in detail:

- Create a new Indent Intra Facility
- Create a new Indent Inter Facility
- Indent Approval

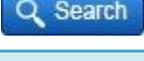
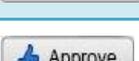
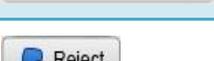
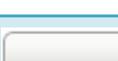
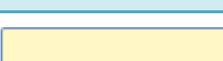
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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



Module Legend

 Generate RIL	Recommended Indent List	 Send for Approval	Send for HOD approval
--	-------------------------	---	-----------------------

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
Indent Date in Indent Listing screen is based on Indent Approved Date	6 & 8
To create new Indent Intra Facility transaction, when adding new item, can add in the same screen	10
User not allowed to add more than Max Storage. System will calculate based on the formula and validation below: a. Formula for Indent Quantity: Indent Quantity = Max Storage – (Stock Available + Pending to Receive + Back Order) b. If Stock Available + Pending to receive >= Max Storage, system not allow user to Generate in RIL and add item manually by Add Item button c. If drug still have Pending to Receive in system but the Indent Qty is more than 0, when Generate RIL or add item manually by Add Item button, system will prompt message 'Still have pending item which not be received' d. Indent Quantity also calculated based on Conversion Factor of Item Preferred. If indent quantity suggested is not same as packaging, the calculation based on round up the value based on the packaging	10
In Indent Approver screen, Issuer Unit name is display as 'Send Indent To'	16
Add new reject function in indent approver screen. If approver want to reject the selected item that added by indenter, approver can just tick on 'Reject' checkbox	16 & 17

3.0 Internal Indent

Overview

Indent in the PhIS consist of indenting from within the facility or outside from the facility. Within the facility the indenting process begins at the sub-store level where the personnel indent drugs and non-drugs routinely via Recommended Indent List (RIL) or at ad-hoc situation via supplementary where there is a sudden need to require the items.

User Group

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

Functional Diagram

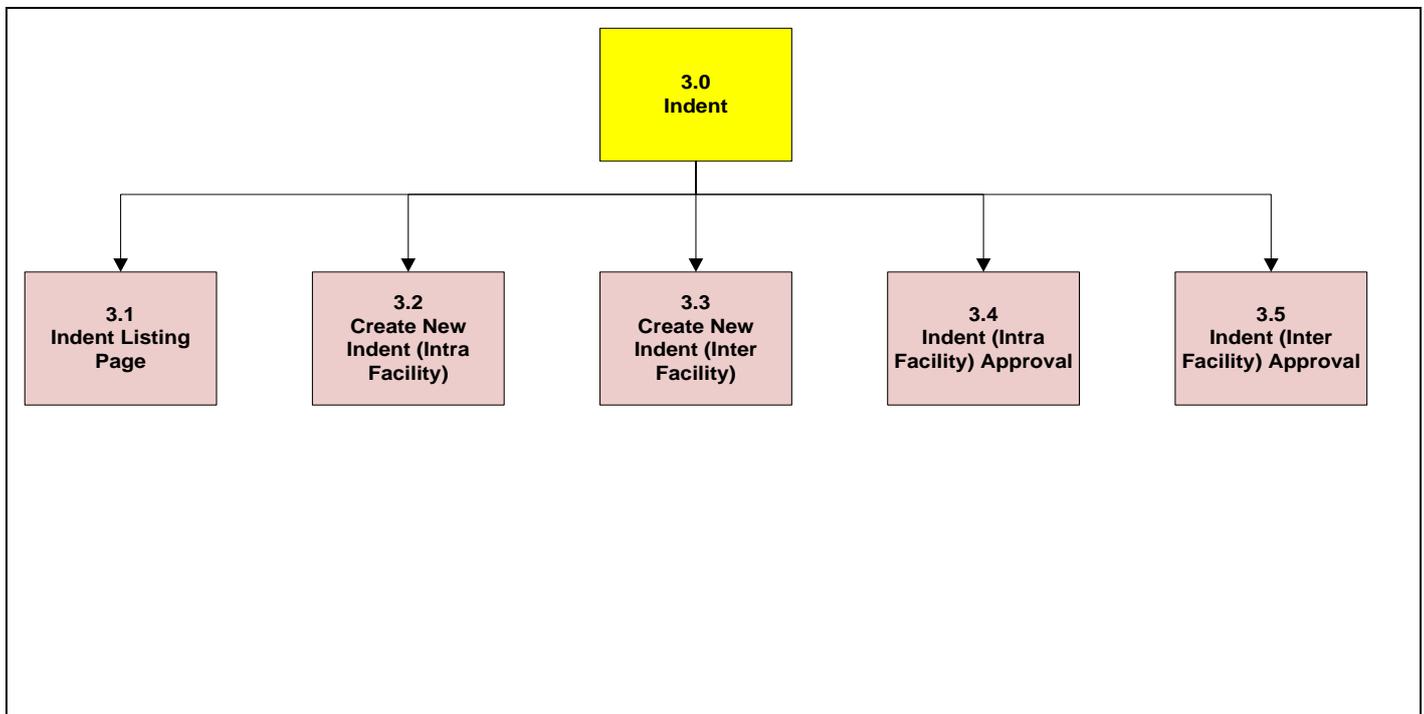


Figure 3-0-1

Functional Description

Indent comprises of three (3) main functions:

- **Indent (Intra)**

Indent (Intra) is the indenting within facility

This function allows user to view all existing transaction and create a new transaction

- **Indent (Inter)**

Indent (Inter) is the indenting to externally facility

This function allows user to view all existing transaction and create a new transaction

- **Indent Approval**

This function is used for HOD to either approve or reject any indent transaction

3.1 Internal Indent

Requesting Unit will indent Drug/Non-drug items from the Supplying unit. In the indent process, the system will generate a list of items to indent where the quantity available of that item in store is less than the buffer level quantity as set in the Unit Catalogue of that unit.

3.1.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's Requester Unit.

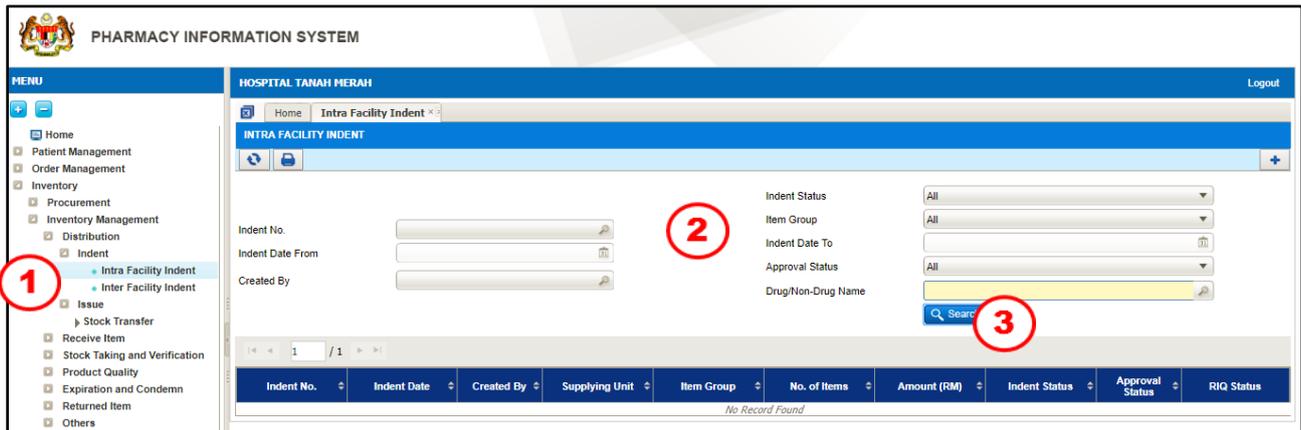


Figure 3.1.1-1 Indent listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', click Distribution, click Indent' and then click Intra Facility Indent'.

STEP 2

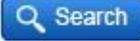
To search for existing Indent record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Indent Status	Search by: -All -Cancel -Close -Open	Able to filter and search record(s)
b	Indent No	Indent Number	Display all existing Indent No. belongs to the ward/unit
c	Item Group	Search by: -All -Drug -Non-Drug	Able to filter and search record(s)
d	Indent Date From	Start date for the indent transaction	Format field (dd/mm/yy)
e	Indent Date To	Start date for the indent transaction	Format field (dd/mm/yy)
f	External Indent No	External Indent from other facility	
g	Approval Status	Search by: - All - Approved - Open - Pending for Approval - Rejected	Able to filter and search record(s)

i	Drug/Non-Drug Name	-	-
---	--------------------	---	---

Table 3.1.1-1

STEP 3

Click on the  button after input of criteria

STEP 4

Double-click on the selected record details listed as per Figure 3.1.1-1

Note

- *Red coloured Indent line indicates that there is an urgent item inside the indent.*
- *The screen will display the indent details.*

3.2 New Indent (Intra Facility)

To create a new record for Indent, perform steps below:

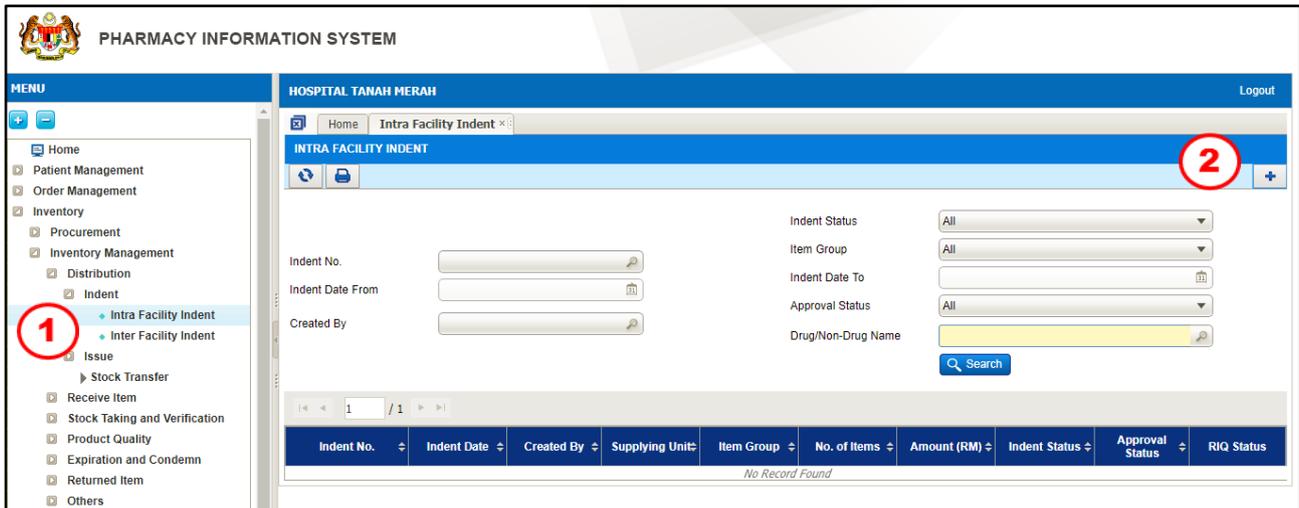


Figure 3.2-1 Indent Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', click Distribution, click Indent' and then click Intra Facility Indent'

STEP 2

Click on the  button to create a new record

Note

- Indent screen will be displayed as shown in Figure 3.2-2.

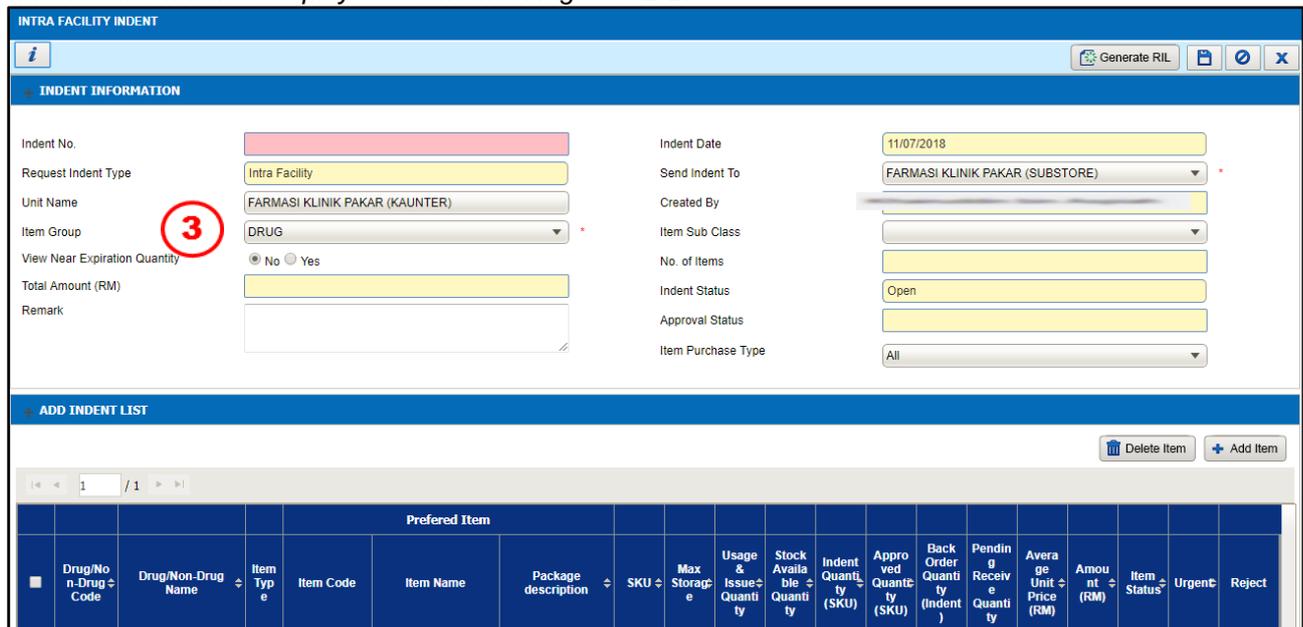


Figure 3.2-2 Create New Indent Information

- New created Indent Record **Status** is defaulted as 'Open'.
- **Unit Name** is defaulted based on user's login ID.

- **Indent Date** is defaulted to the system date and time.

STEP 3

Select **Item Group** from dropdown box:

- Drug
- Non-Drug

Note

- User can only choose either Drug or Non-Drug for the **Item Group** in one Indent transaction.
- **Item Sub Class** is an optional field.
- **View Near Expiration Quantity** is defaulted to 'NO'.
- If 'YES' radio button is selected for 'View Near Expiration Quantity', the 'Number of Days' field will be enabled and is mandatory for the user to enter.
- The system will display the quantity of drugs that will expire prior to the number of days entered.

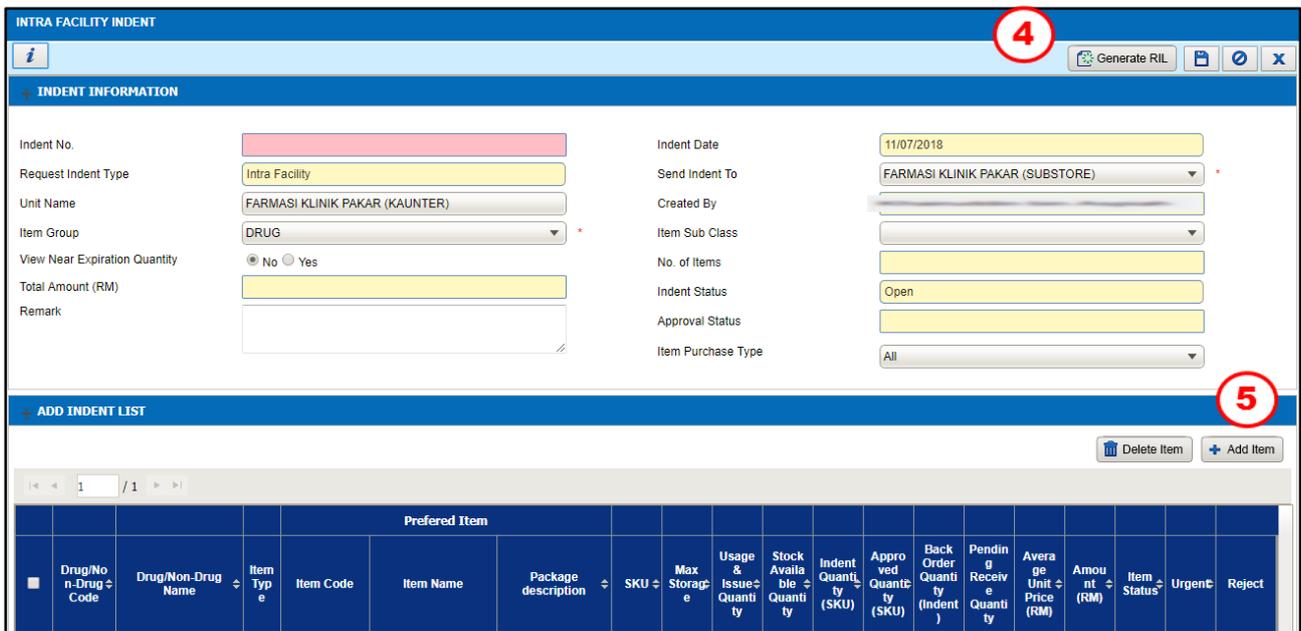


Figure 3.2-3 Recommended Indent List

STEP 4

Click on the  button

Note

- The system will generate the Recommended Indent List (RIL) based on the drug/non-drug buffer level in the Unit Catalogue.
- Only item that has available quantity below buffer level will be displayed.
- User not allowed to add more than Max Storage. System will calculate based on the formula and validation (**Generate RIL & Add Item**) below:
 - a. Formula for Indent Quantity: **Indent Quantity = Max Storage – (Stock Available + Pending To Receive + Back Order)**

- b. If **Stock Available + Pending to receive >= Max Storage**, system not allow user to Generate in RIL and add item manually by Add Item button.
- c. If drug still have **Pending to Receive in system but the Indent Qty is more than 0**, when Generate RIL or add item manually by Add Item button, system will prompt message 'Still have pending item which not be received'
- d. Indent Quantity also calculated based on Conversion Factor of Item Preferred. If indent quantity suggested is not same as packaging, the calculation based on round up the value based on the packaging
- e. System will prompt error message if the indent quantity is more than '**Stock Available**' + '**Pending to receive**' quantity.

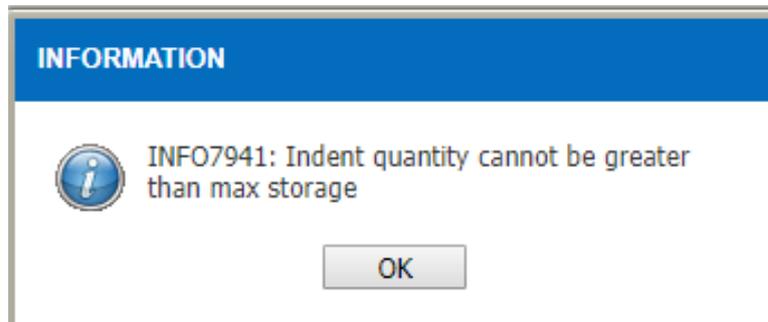
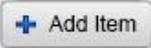
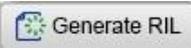


Figure 3.2-4 Information Messages

STEP 5

Click on the  button to add an item to indent if the item is not listed from the  button

Note

To create new Indent Intra Facility transaction, when adding new item, can be add in the same screen.

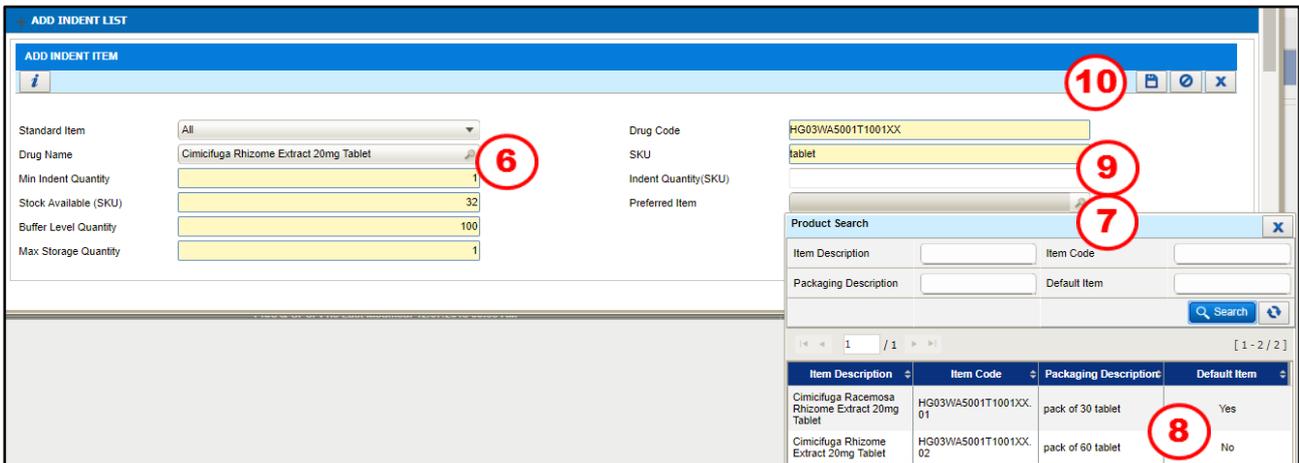


Figure 3.2-5 Add Indent Item

STEP 6

Click on the  to search for **Non-Drug Name**

Note

List of **Drug Name** will be displayed as shown in Figure 3.2-6.

Search Drug/Non-Drug Name	
Drug/Non-Drug Name	<input type="text"/>
Drug/Non-Drug Code	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="text" value="1"/> / 1 [1 - 7 / 7]	
Drug/Non-Drug Name	Drug/Non-Drug Code
Cimicifuga Rhizome Extract 20mg Tablet	HG03WA5001T1001XX
Digoxin 62.5 mcg Tablet	C01AA05000T1002XX
Granisetron HCl 1 mg Tablet	A04AA02110T1001XX
Lidocaine 25mg, Prilocaine 25mg Cream	N01BB52974G1001XX
Olopatadine HCl 0.2% Ophthalmic Solution	S01GX09110D2002XX
Sildenafil Citrate 100 mg Tablet	G04BE03136T1003
Zidovudine 100 mg Capsule	J05AF01000C1001XX

Figure 3.2-6 Drug Name List

STEP 7

Enter the **preferred item** to be indent

Note

Preferred Item listing is displayed together with:

- Item Description,
- Item Code,
- Packaging Description, and
- Item Status (Default: Y/N).

STEP 8

Double click on the **preferred item**.

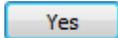
STEP 9

Enter the **Indent Quantity(SKU)**

STEP 10

Click on the  button to save the Add Indent Item

Note

- After clicking save, an alert message will be displayed as per Figure 3.2-6, click on the  button to confirm saving of the record.

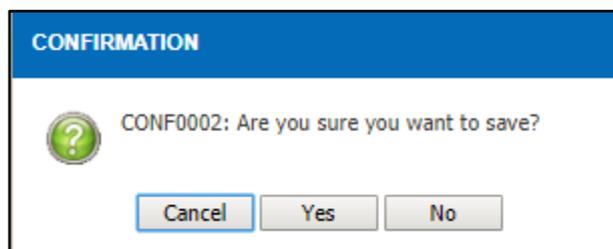


Figure 3.2-6 Save Record Alert Message

- User will be redirected to the Indent Information screen as shown in Figure 3.2.7.

INTRAFACILITY INDENT

Generate RIL

INDENT INFORMATION

Indent No.
 Request Indent Type
 Unit Name
 Item Group
 View Near Expiration Quantity No Yes
 Total Amount (RM)
 Remark

Indent Date
 Send Indent To
 Created By
 Item Sub Class
 No. of Items
 Indent Status
 Approval Status
 Item Purchase Type

ADD INDENT LIST

Delete Item + Add Item

1 / 1

Preferred Item																		
Drug/Non-Drug Code	Drug/Non-Drug Name	Item Type	Item Name	Item Code	Package description	SKU	Max storage	Usage & Issue Quantity	Stock Available Quantity	Indent Quantity (SKU)	Approved Quantity (SKU)	Back Order Quantity (Indent)	Pending Receive Quantity	Average Unit Price (RM)	Amount (RM)	Item Status	Urgent	Reject
<input type="checkbox"/> ND4AA0111 OT1001XX	Benzhexol 2 mg Tablet	APPL	42.0203.02	Benzhexol HCl 2r	Pack of 1000 tabs (Blister)	tablet	13	0	0	4	4	30	0	0.0101	0.04	Open	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.2-7 Indent List

STEP 11

Change the quantity to indent in the **Indent Qty** field if required

Note

If the drugs are urgently required, select on the **Urgent** checkbox.

STEP 12

Click on the  button to save the Indent transaction

Note

After clicking save, an alert message will be displayed as per Figure 3.2-8 and Figure 3.2-9.

Figure 3.2-8 Save Record Alert Message

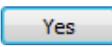
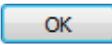
- Click on the  button.

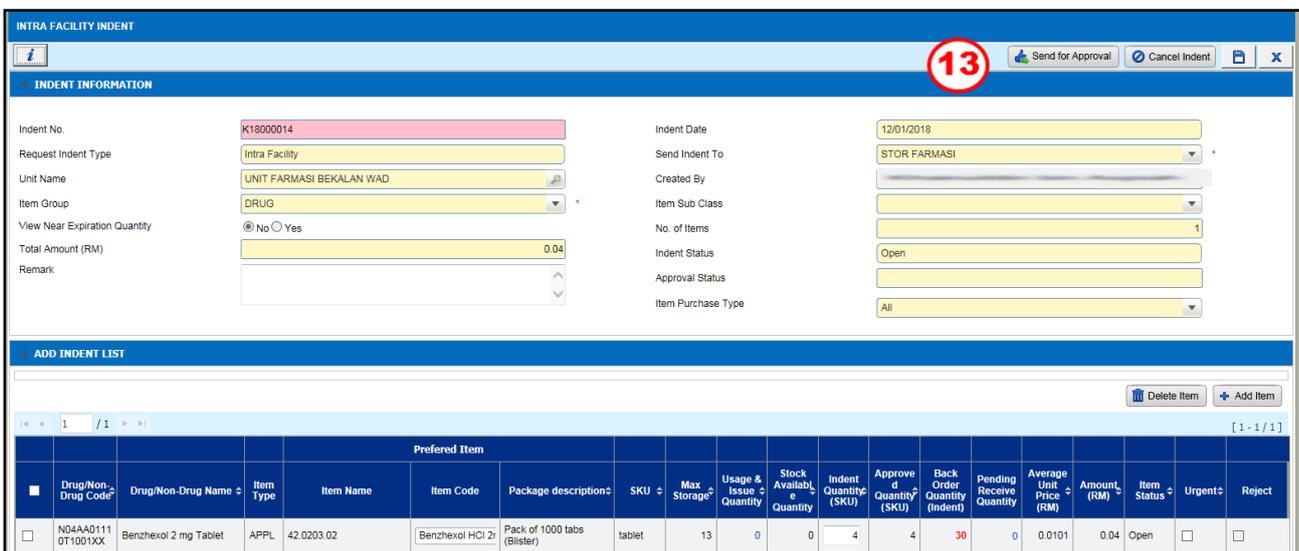
Figure 3.2-9 Save Record Alert Message

- Click on the  button.

- **Indent No.** will be automatically generated by the system for future reference and the  button and  button will be enabled.

Character	Description	Value
1-2	Indent No	'K'
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



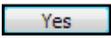
The screenshot shows the 'INTRA FACILITY INDENT' form. At the top right, there are two buttons: 'Send for Approval' and 'Cancel Indent'. A red circle with the number '13' is drawn around the 'Send for Approval' button. Below the buttons is the 'INDENT INFORMATION' section, which contains various input fields for details like Indent No., Request Indent Type, Unit Name, Item Group, View Near Expiration Quantity, Total Amount (RM), Remark, Indent Date, Send Indent To, Created By, Item Sub Class, No. of Items, Indent Status, Approval Status, and Item Purchase Type. Below this is the 'ADD INDENT LIST' section, which contains a table with columns for Drug/Non-Drug Code, Drug/Non-Drug Name, Item Type, Item Name, Item Code, Package description, SKU, Max Storage, Usage & Issue Quantity, Stock Availability, Indent Quantity (SKU), Approved Quantity (SKU), Back Order Quantity (Indent), Pending Receive Quantity, Average Unit Price (RM), Amount (RM), Item Status, Urgent, and Reject. The table contains one row of data for Benzhexol 2 mg Tablet.

Figure 3.2-10 Send for Approval

STEP 13

Click on the  button to send the Indent transaction to HOD for approval or click on the  to cancel the request

Note

- Click on the  button to send the record for Approval. An alert message will be displayed, and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for

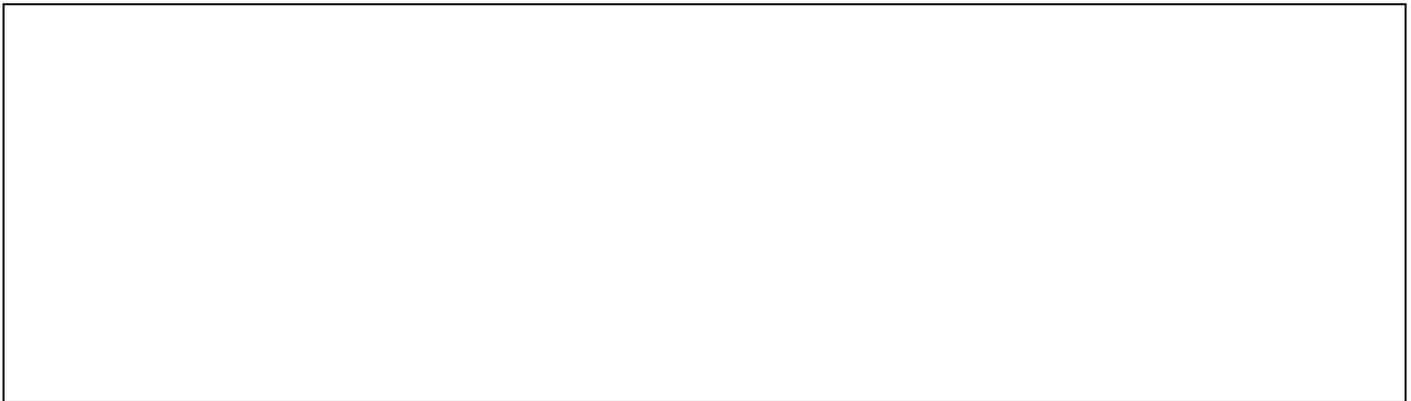
approval process.

- If user clicks on the button or button, there will be no changes applied and the screen will return to the Indent screen.

Figure 3.2-11 Send for Approval Record Alert Message

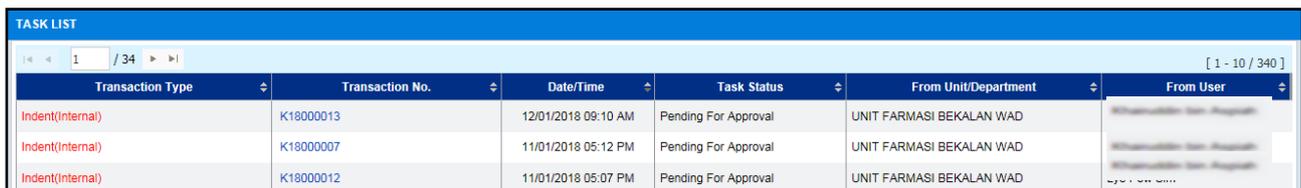
- Click on the button to confirm the request to be sent for approval.

Figure 3.2-12 Alert Message



3.3 Indent (Intra Facility) Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Indent transaction in the Task List.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Indent(Internal)	K18000013	12/01/2018 09:10 AM	Pending For Approval	UNIT FARMASI BEKALAN WAD	[User Name]
Indent(Internal)	K18000007	11/01/2018 05:12 PM	Pending For Approval	UNIT FARMASI BEKALAN WAD	[User Name]
Indent(Internal)	K18000012	11/01/2018 05:07 PM	Pending For Approval	UNIT FARMASI BEKALAN WAD	[User Name]

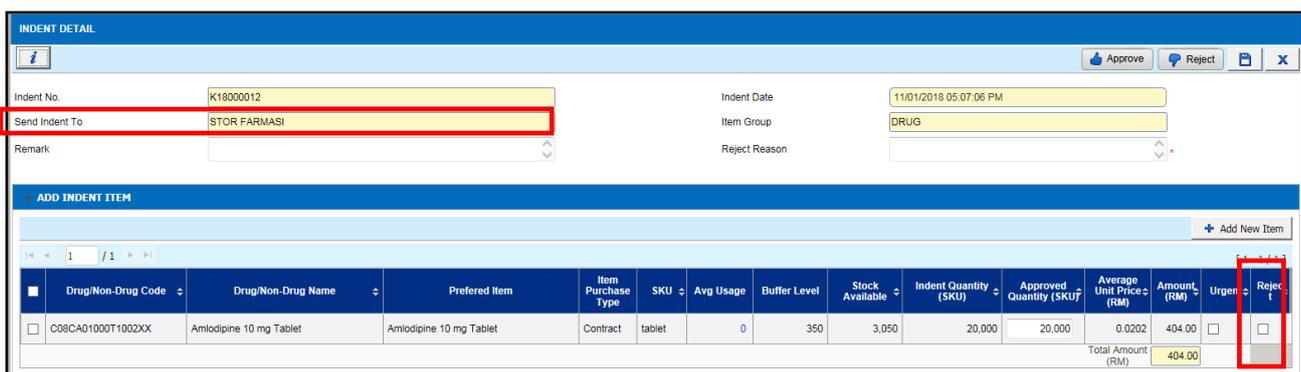
Figure 3.3-1 Task List

STEP 1

Click on the Transaction No. hyperlink and the Indent screen will be displayed as shown in Figure 3.3-1

Note

User may also refer to section [3.1 Indent Listing Page](#) to search for the 'Pending for Approval' Indent records.



INDENT DETAIL

Indent No. K18000012 Indent Date 11/01/2018 05:07:06 PM

Send Indent To STOR FARMASI Item Group DRUG

Remark Reject Reason

ADD INDENT ITEM

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgen	Reject
C08C-A01000T1002XX	Amlodipine 10 mg Tablet	Amlodipine 10 mg Tablet	Contract	tablet	0	350	3,050	20,000	20,000	0.0202	404.00	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)											404.00		

Figure 3.3-2 Indent Approval

STEP 2

Change the Indent **Approved Quantity** if necessary

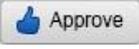
Note

- Approved Quantity** will default to indent quantity but Head of Department (HOD) is allowed to change the quantity.

- Users allowed to perform the following:

a) Add new indent item by clicking on the  button

STEP 3

Click on the  button to approve the Indent record and the **Status** will be 'Approved'

Note

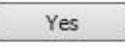
- Click on the  button in Figure 3.3-3 followed by the  button in Figure 3.3-4.  button will be enabled for the user to proceed with disseminate process.

Figure 3.3-3 Approve Record Alert Message

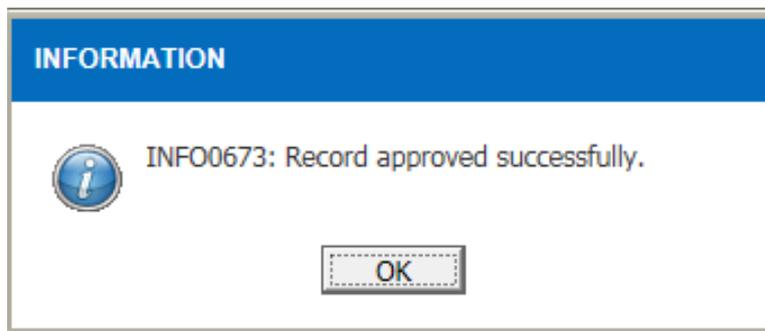
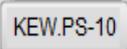


Figure 3.3-4 Approve Record Alert Message

- If user clicks on the  button, there will be no changes applied and the screen will return to the Indent screen.
- Click on the  button to reject the Indent record and the status will be 'Rejected'. If approver want to reject the selected item that added by indenter, approver can just tick on 'Reject' checkbox as Figure 3.3-2
- **Reject Reason** is mandatory to be entered to reject the Indent transaction
- After the indent transaction is approved,  button will be enabled.
- If the indent is done at the main store,  button will be enabled.
- Approved Indent will flow to the supplying unit to proceed with the issuing process.
- If the Indent is rejected, indent **Status** will be 'Close'.

INDENT DETAIL KEW.PS-10 X

Indent No. : K18000012 Indent Date : 11/01/2018 05:07:06 PM
 Send Indent To : STOR FARMASI Item Group : DRUG
 Remark : Reject Reason :

ADD INDENT ITEM

Drug/Non-Drug Code	Drug/Non-Drug Name	Preferred Item	Item Purchase Type	SKU	Avg Usage	Buffer Level	Stock Available	Indent Quantity (SKU)	Approved Quantity (SKU)	Average Unit Price (RM)	Amount (RM)	Urgent	Reject
<input type="checkbox"/> C08CA01000T1002XX	Amlodipine 10 mg Tablet	Amlodipine 10 mg Tablet	Contract	tablet	0	350	3,050	20,000	20,000	0.0202	404.00	<input type="checkbox"/>	<input type="checkbox"/>
Total Amount (RM)											404.00		

Figure 3.3-5 KEW.PS-10 Button

STEP 4

Click on the  button to generate the report as shown in Figure 3.3-5

Note

The report will be in PDF format. The user is allowed to view/save/print the report.

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

KEW.PS-10

Pemesan : UNIT FARMASI BEKALAN WAD				Pengeluar : STOR FARMASI										
Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar										
No. Pesanan : K18000012		Tarikh Pesanan : 11/01/2018		No. Pengeluaran :		Tarikh Pengeluaran :								
Tarikh Bekalan Dikehendaki :				BAHAGIAN BEKALAN KAWALAN DAN AKAUN										
				BAHAGIAN SIMPANAN										
No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Asal	SKU	No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Diluluskan (SKU)	Deskripel Bungkusan	Harga (RM)		Kuantiti Dikeluarkan (PKU)	No. Kelompok	Tarikh Luput	Catatan
									Seunit (SKU)	Jumlah				
C08CA01000T1002XX	Amlodipine 10 mg Tablet	20,000	tablet											

Dilengkapkan Oleh Stor Pemesan				Dilengkapkan Oleh Stor Pengeluar			
Pegawai Pemesan :		Pegawai Penerima :		Telah Diluluskan dan Direkodkan oleh :		Dikeluarkan dan Direkod oleh :	
Nama : 		Nama : _____		Nama : _____		Nama : _____	
Jawatan : Pharmacy		Jawatan : _____		Jawatan : _____		Jawatan : _____	
Unit : UNIT FARMASI BEKALAN WAD		Unit : _____		Unit : _____		Unit : _____	
Jabatan : Pharmacy		Jabatan : _____		Jabatan : _____		Jabatan : _____	
Tarikh : 11/01/2018		Tarikh : _____		Tarikh : _____		Tarikh : _____	
		(Dilengkapkan setelah stok diterima)					

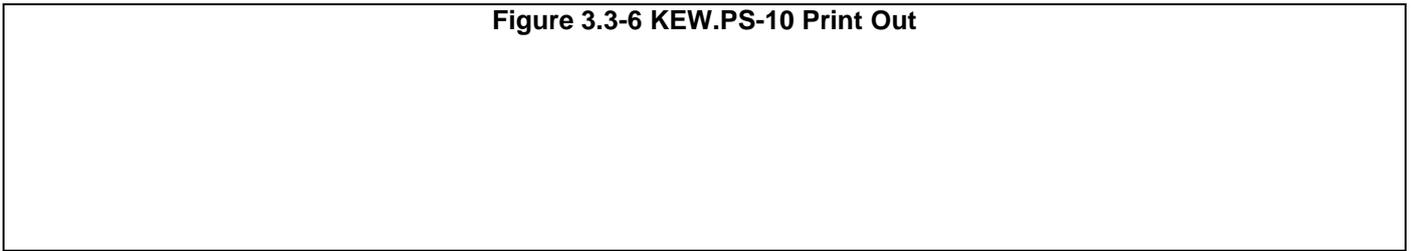
BAHAGIAN BUNGKUSAN DAN PENGHANTARAN					
Butir-butir Bungkusan		Butir-butir Penghantaran		Telah dibungkus dan dihantar oleh :	
				Nama : _____	
				Jawatan : _____	
				Jabatan : _____	
				Tarikh : _____	

Remarks:

Printed Date : 12/01/2018 Printed By :  Unit Name : UNIT FARMASI BEKALAN WAD Source : PHIS

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Figure 3.3-6 KEW.PS-10 Print Out



4.0 Acronyms

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

5.0 Links To Inventory Modules

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