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

User Manual
Inventory (Internal Indent)

Version	**: 9th EDITION**
Document ID	**: U. MANUAL_INV_INTERNAL INDENT**

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Reference ID: U. MANUAL_INV_INTERNAL INDENT-9th EDITION

Application reference: PhIS & CPS v2.0.1

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1.0 Introduction

1.1 Overview of PhIS

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

There are 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 (Internal Indent) 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	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save	Export to Excel	Export and Open Report in Excel Format
Add Item	Add Item to the list	Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
Approve	Approve Transaction	Reject	Reject Transaction
Send for Approval	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

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

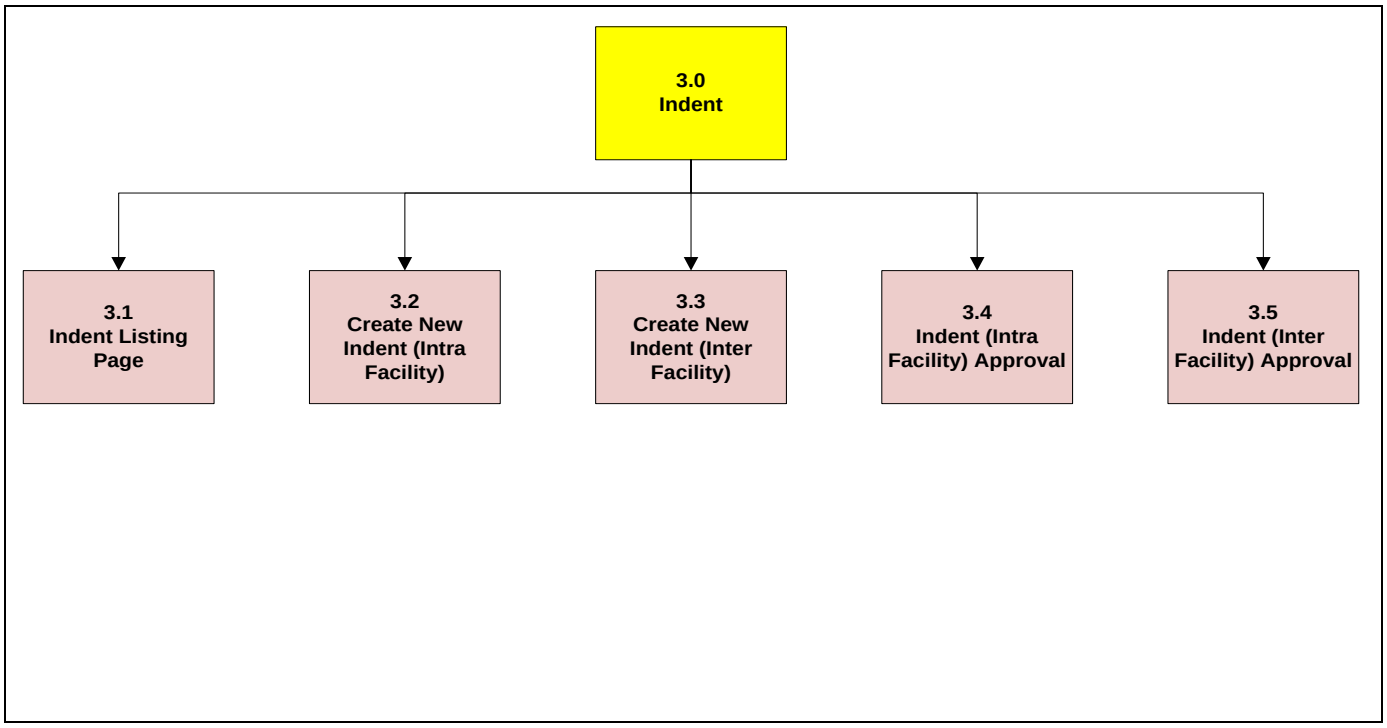

Figure 3-0-1

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.

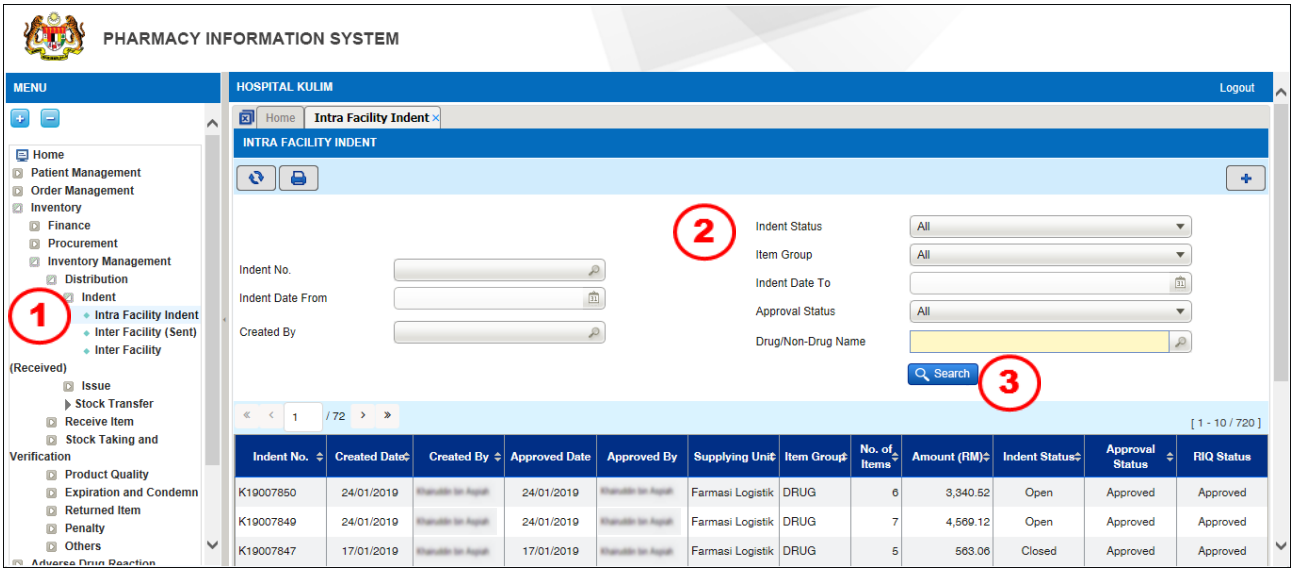

Figure 3.1.1-1 Indent listing Page

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:

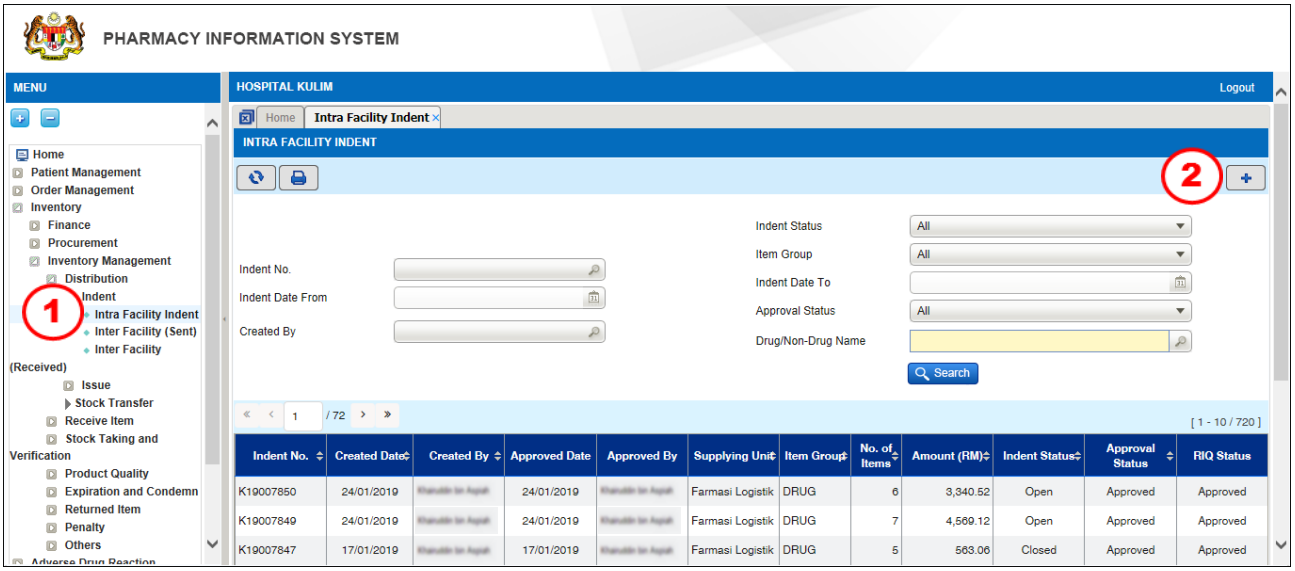

Figure 3.2-1 Indent Listing Page

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.*

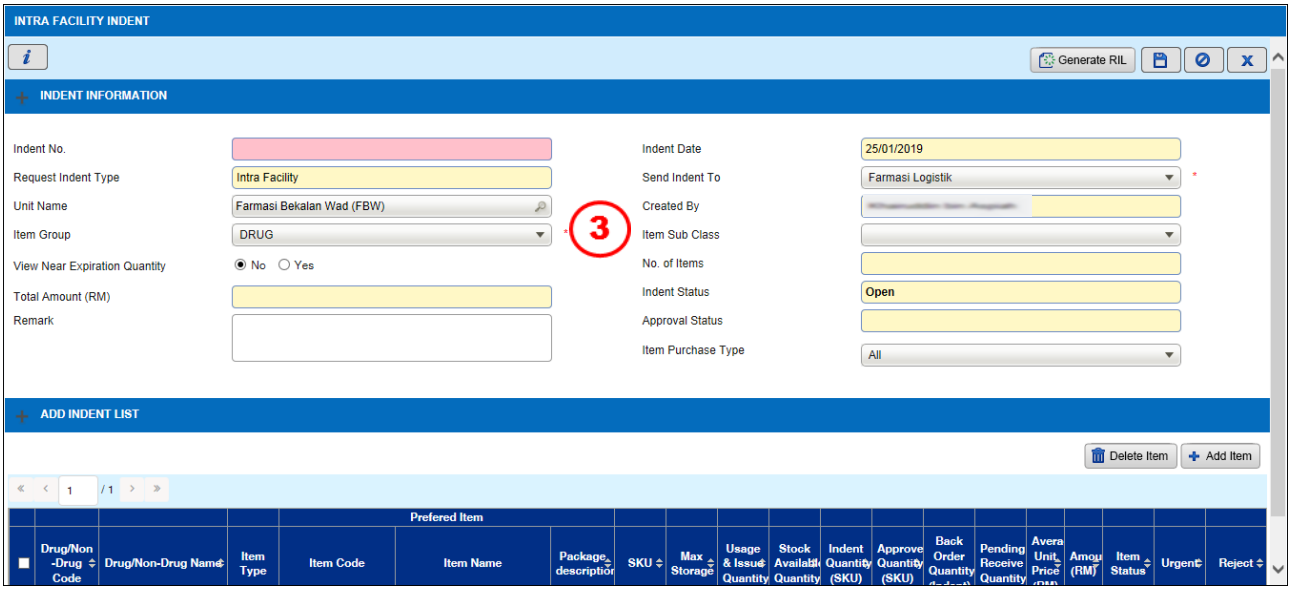

Figure 3.2-2 Create New Indent Information

- *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.*

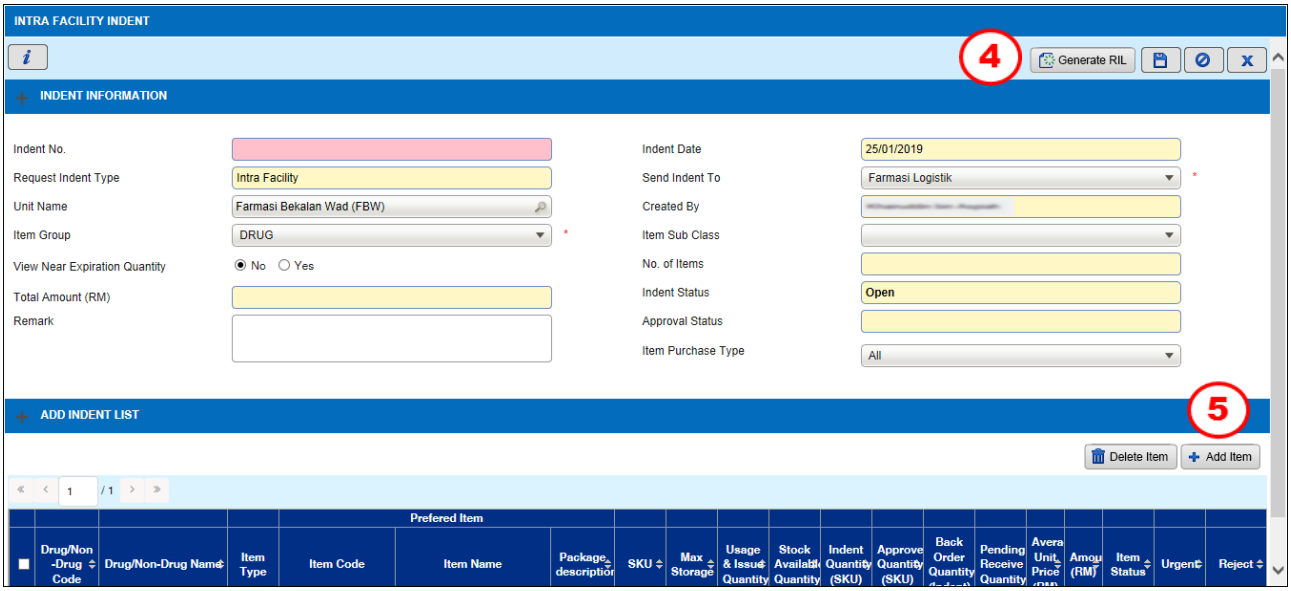

Figure 3.2-3 Recommended Indent List

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**.*

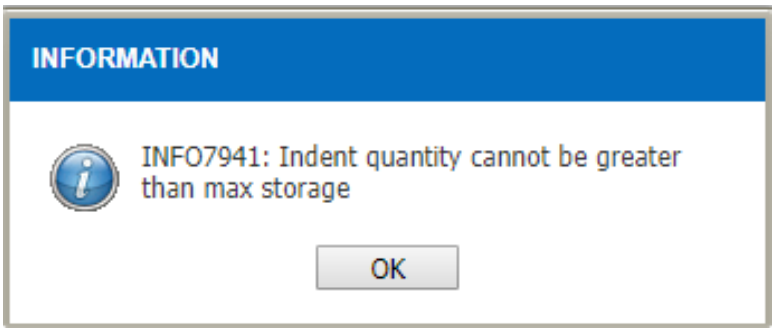

Figure 3.2-4 Information Messages

STEP 5

Click on the Add Item button to add an item to indent if the item is not listed from the Generate RIL button

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

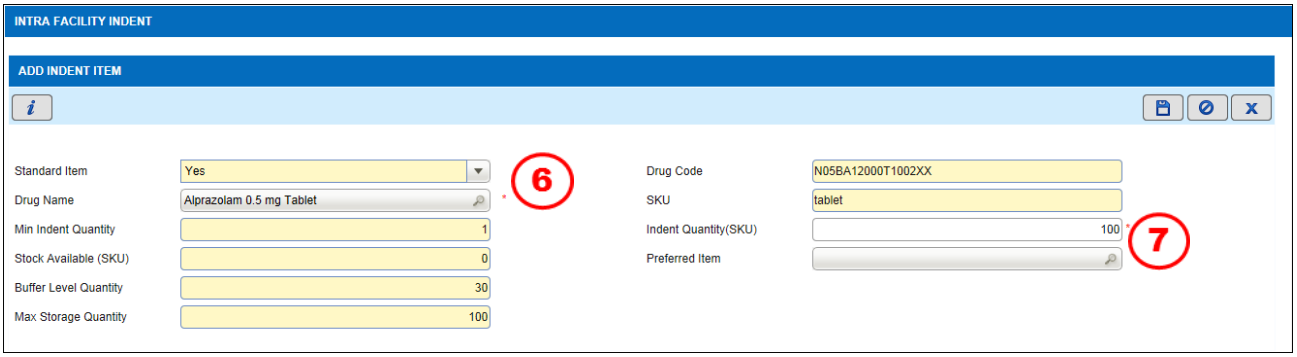

Figure 3.2-5 Add Indent Item

STEP 6

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

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

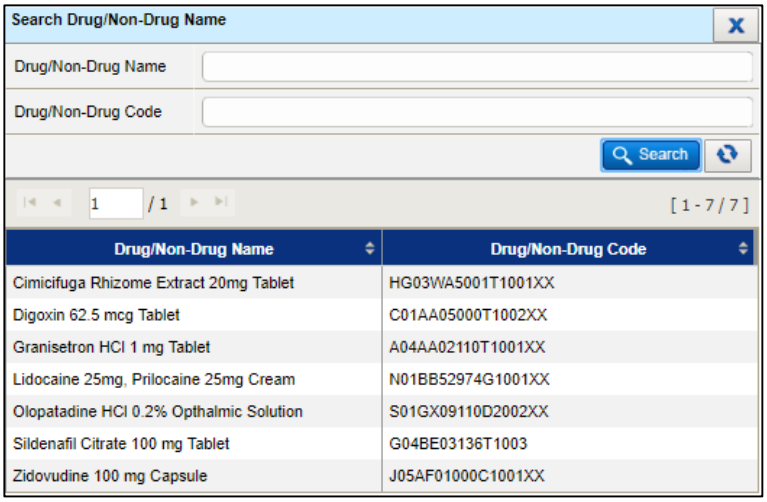

Figure 3.2-6 Drug Name List

STEP 7
Enter the ***preferred item*** to be indent

Note
*List of **Preferred Item** will be displayed as shown in Figure 3.2-7.*

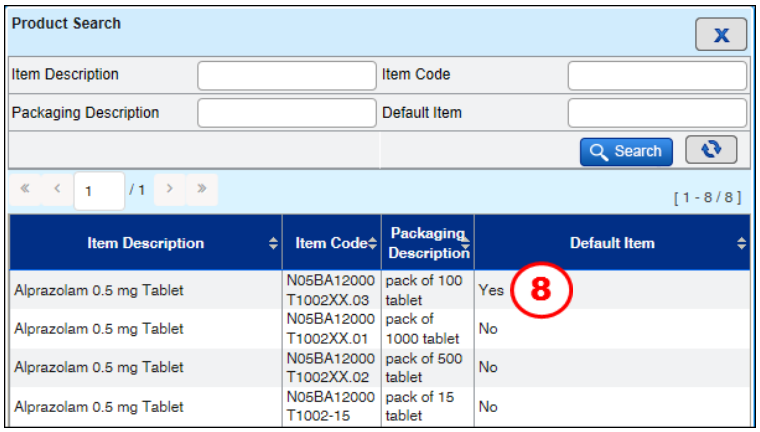

Figure 3.2-7 Preferred Item

Note

- *Preferred Item listing is displayed together with:*
  - *Item Description*
  - *Item Code*
  - *Packaging Description*
  - *Item Status (Default : Y/N)*
- *By defult if user not select the preferred item system will select default item*

STEP 8
Double click on the ***preferred item.***

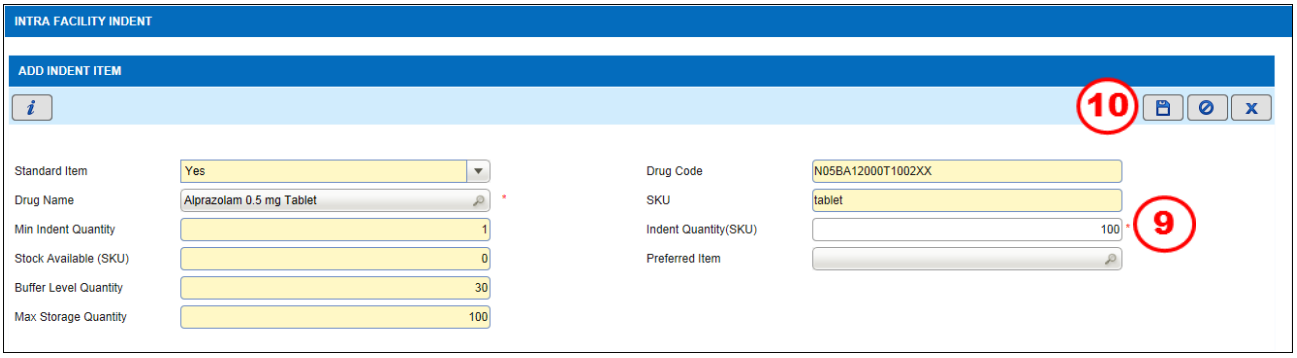

Figure 3.2-8 Add Indent Item

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 3.2-9, click on the* Yes *button to confirm saving of the record.*

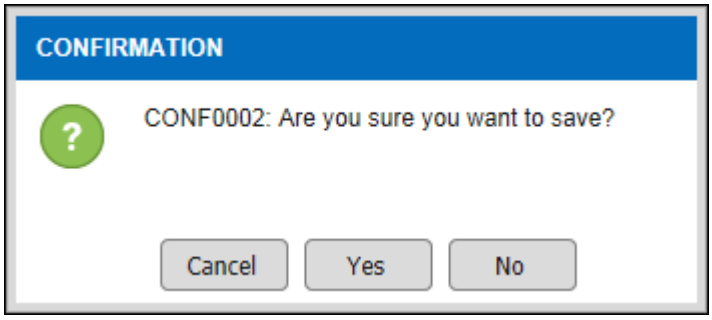

Figure 3.2-9 Save Record Alert Message

- *User will be redirected to the Indent Information screen as shown in Figure 3.2-10*

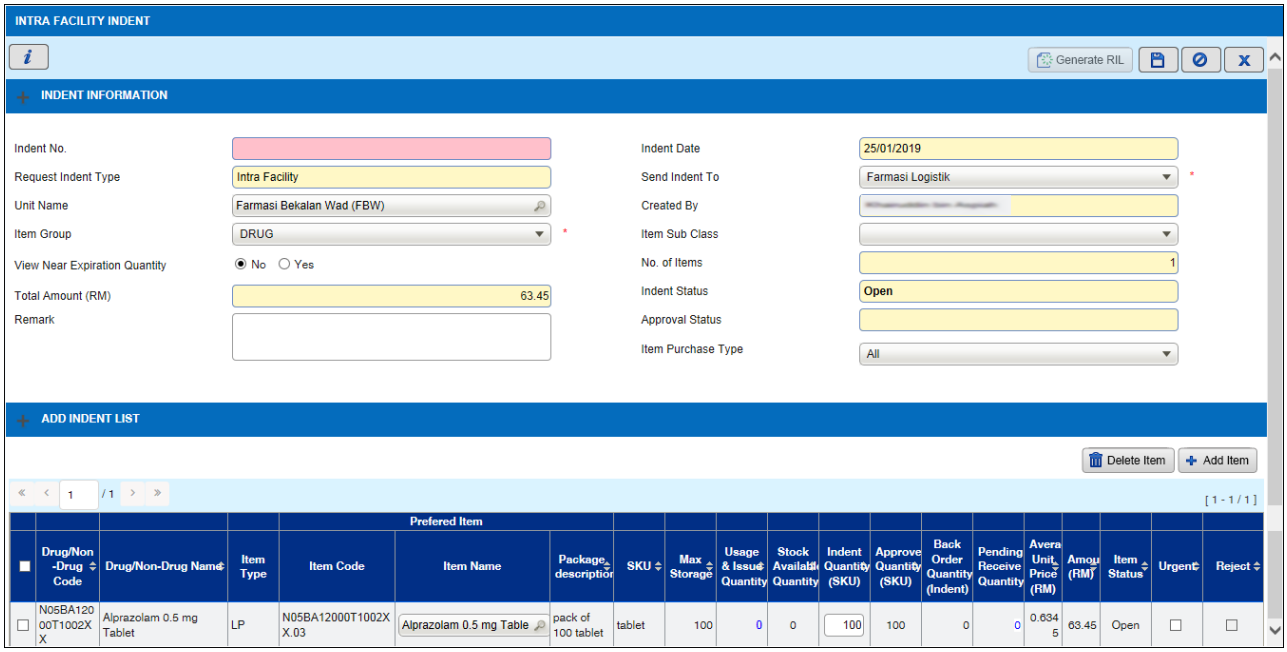

Figure 3.2-10 Indent List

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 3.2-11 and Figure 3.2-12.

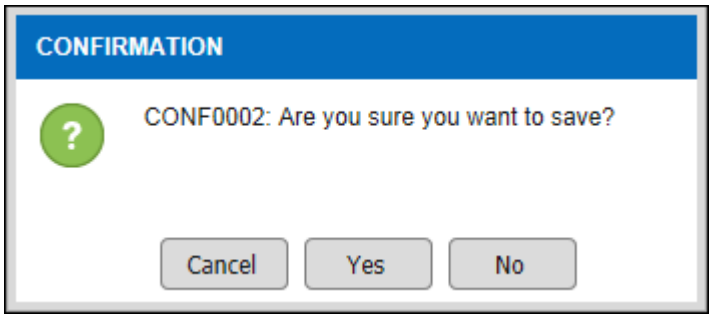

Figure 3.2-11 Save Record Alert Message

- *Click on the* Yes *button.*

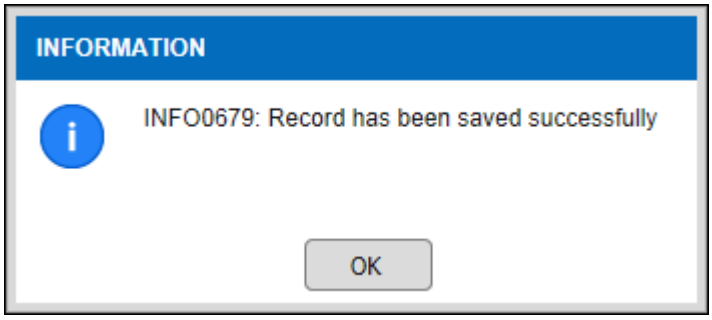

Figure 3.2-12 Save Record Alert Message

- *Click on the* OK *button.*
- ***Indent No.*** *will be automatically generated by the system for future reference and the* Send for Approval *button and* Cancel Request *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

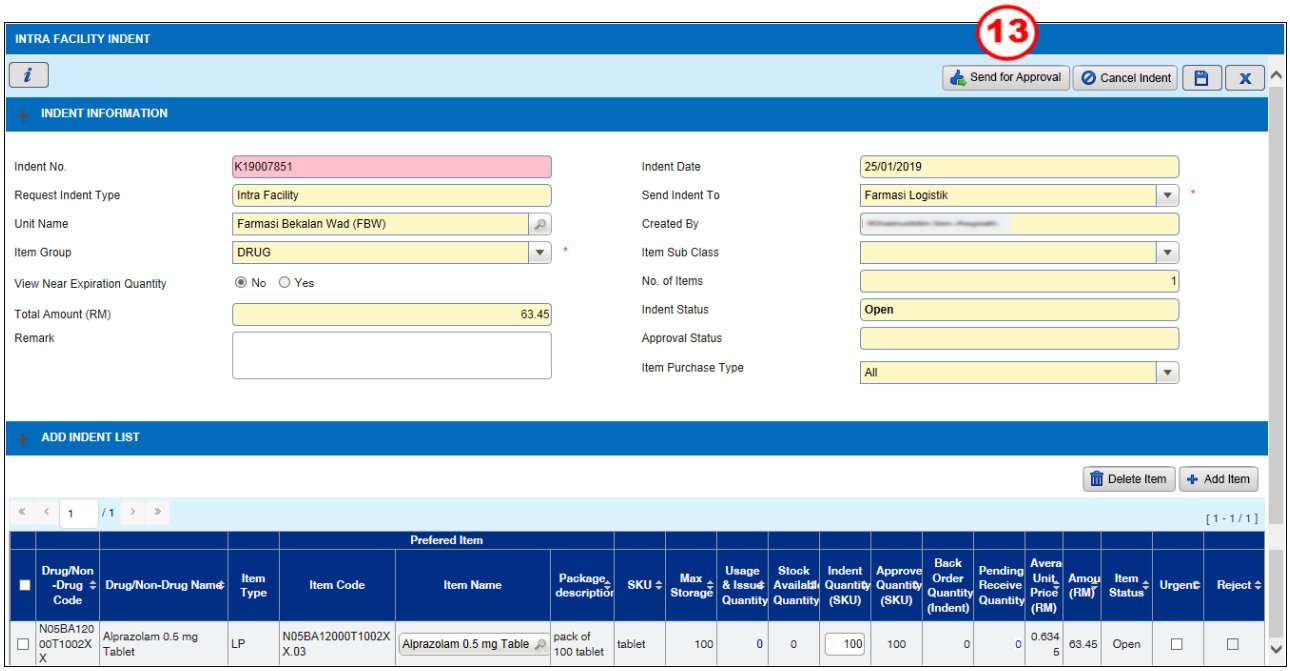

Figure 3.2-10 Send for Approval

STEP 13

Click on the Send for Approval button to send the Indent transaction to HOD for approval or click on the Cancel Request to cancel the request

Note

- *Click on the* Yes *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* No *button or* Cancel *button, there will be no changes applied and the screen will return to the Indent screen.*

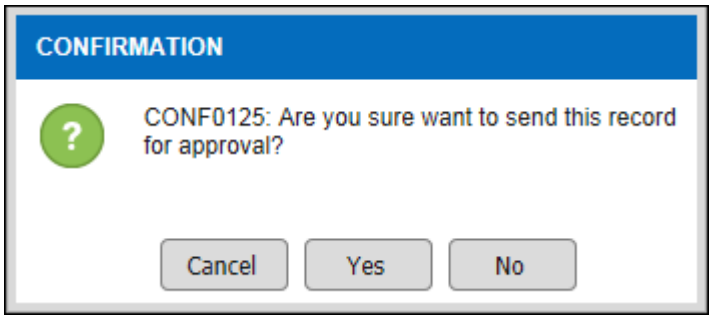

Figure 3.2-11 Send for Approval Record Alert Message

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

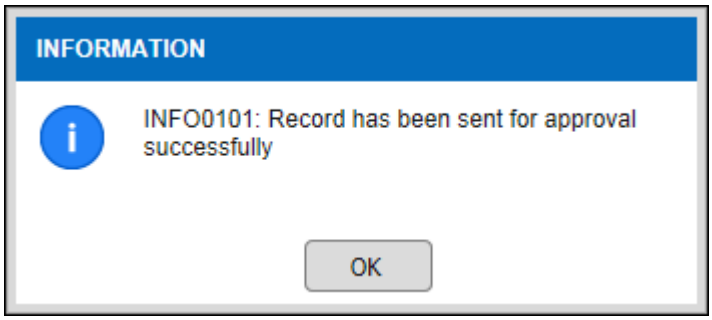

Figure 3.2-12 Alert Message

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.

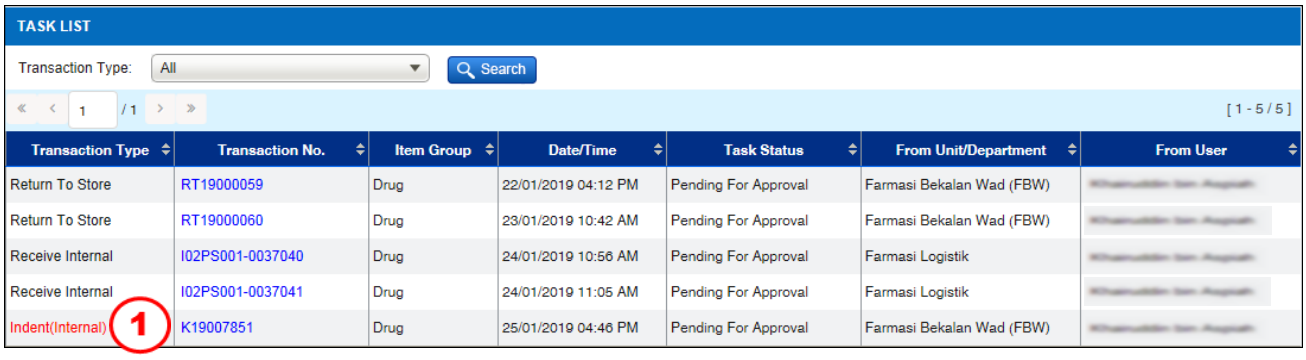

Figure 3.3-1 Task List

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.

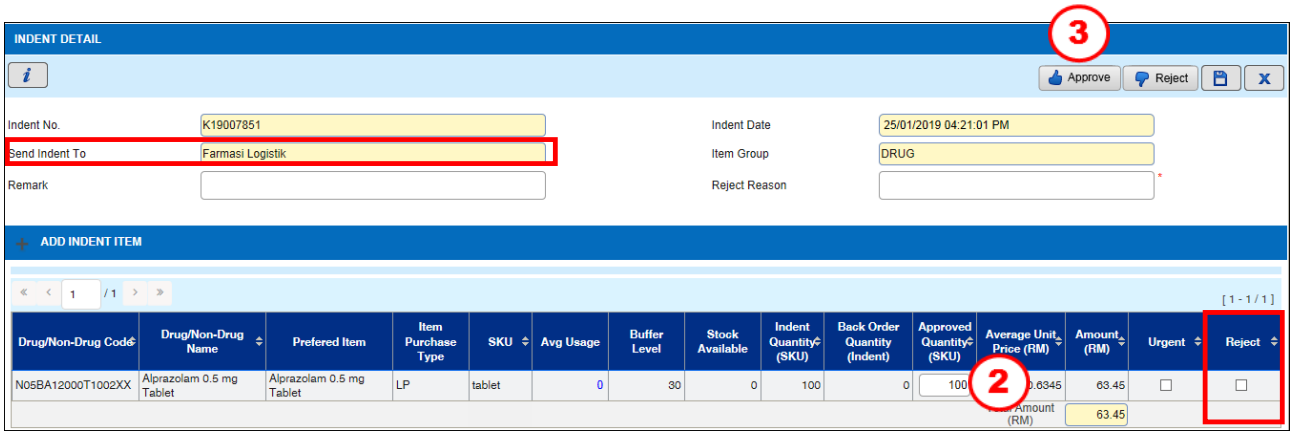

Figure 3.3-2 Indent Approval

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.*

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.*

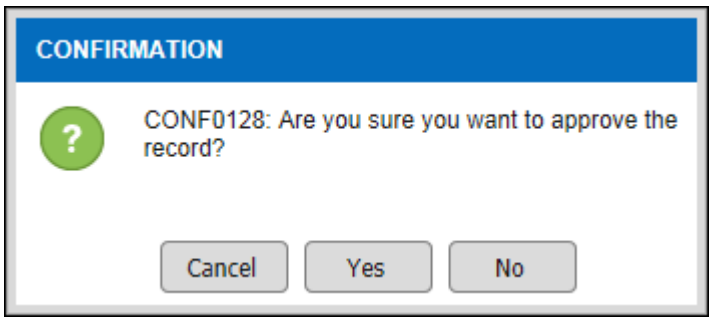

Figure 3.3-3 Approve Record Alert Message

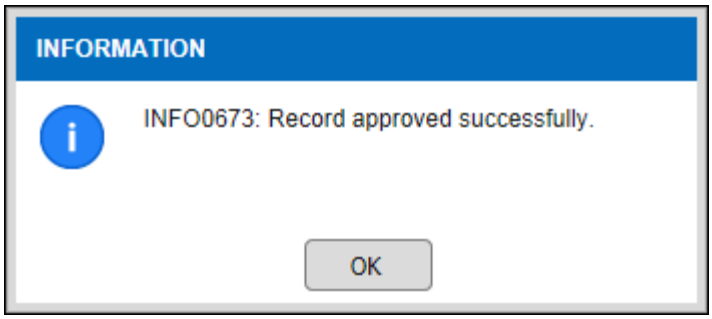

Figure 3.3-4 Approve Record Alert Message

- *If user clicks on the* No *button, there will be no changes applied and the screen will return to the Indent screen.*
- *Click on the* Reject *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,* KEW.PS-11 *button will be enabled.*
- *If the indent is done at the main store,* KEW.PS-10 *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'.*

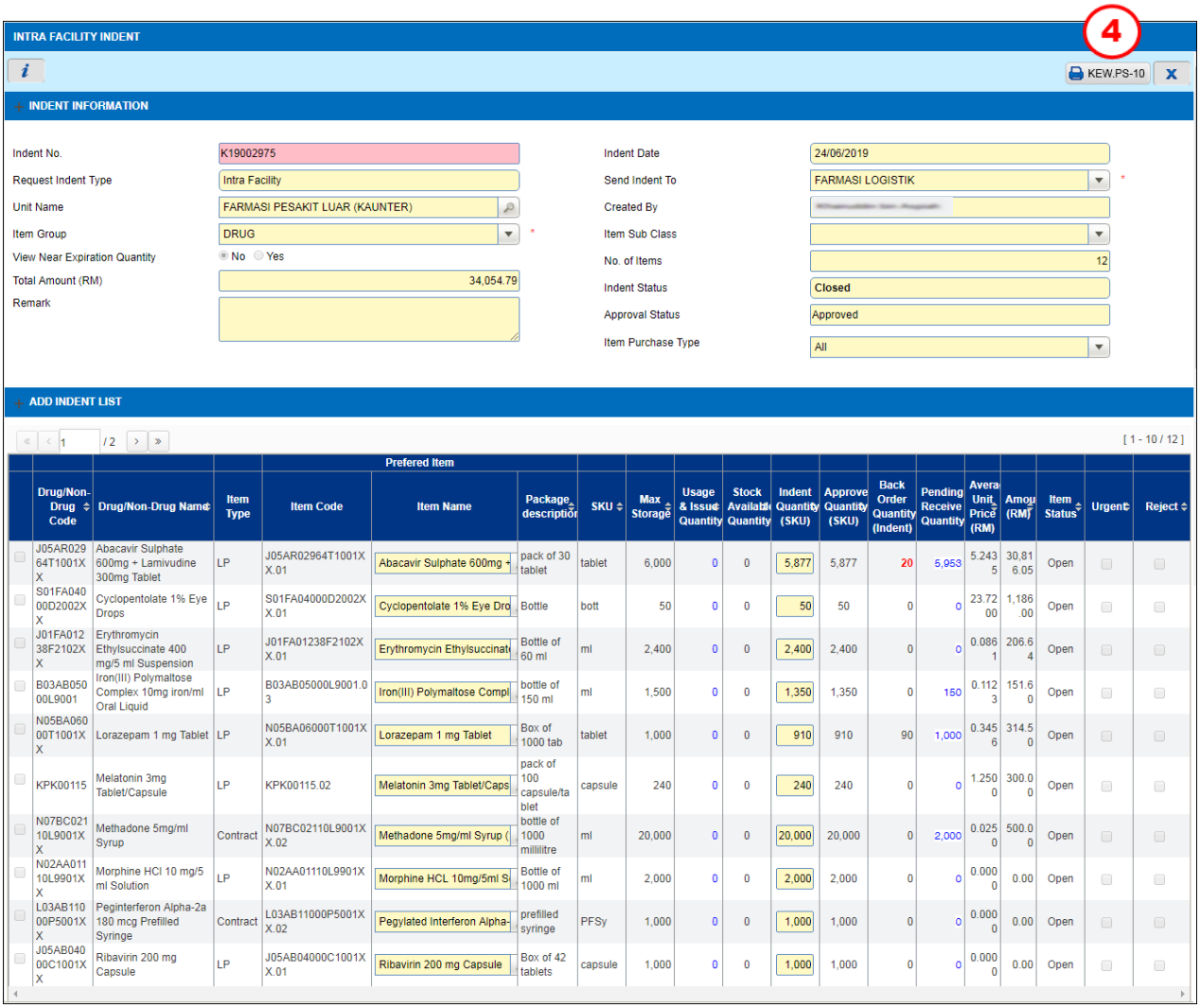

Figure 3.3-5 KEW.PS-10 Button

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 Tanah Merah
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

KEW.PS-10

Pemesan : FARMASI PESAKIT LUAR (KAUNTER) | **Pengeluar :** FARMASI LOGISTIK

Dilengkapkan Oleh Stor Pemesan | **Dilengkapkan Oleh Stor Pengeluar**

No. Pesanan : K19002975 **Tarikh Pesanan :** 24/06/2019 | **No. Pengeluaran :** I02PS001-0016685 **Tarikh Pengeluaran :**

Tarikh Bekalan Dikehendaki :

No. Kod (Drug/Non Drug Code)	Perihal Stok	Kuantiti Asal	SKU	BAHAGIAN BEKALAN KAWALAN DAN AKAUN: No. Kod (Item Code)	Baki di Stor	SKU	Kuantiti Diluluskan (SKU)	Deskripsi Bungkusan	Harga (RM): Seunit (SKU)	Harga (RM): Jumlah	BAHAGIAN SIMPANAN: Kuantiti Dikeluarkan (PKU)	No. Kelompok	Tarikh Luput	Catatan
J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tablet	5,877	tablet											
S01FA04000D2002XX	Cyclopentolate 1% Eye Drops	50	bott											
J01FA01238F2102XX	Erythromycin Ethylsuccinate 400 mg/5 ml Suspension	2,400	ml											
B03AB05000L9001	Iron(III) Polymaltose Complex 10mg iron/ml Oral Liquid	1,350	ml											
N05BA06000T1001XX	Lorazepam 1 mg Tablet	910	tablet											
KPK00115	Melatonin 3mg Tablet/Capsule	240	capsule											
N07BC02110L9001XX	Methadone 5mg/ml Syrup	20,000	ml											
N02AA01110L9901XX	Morphine HCl 10 mg/5 ml Solution	2,000	ml											
L03AB11000P5001XX	Peginterferon Alpha-2a 180 mcg Prefilled Syringe	1,000	PFSy											
J05AB04000C1001XX	Ribavirin 200 mg Capsule	1,000	capsule											
RAW00044	Syrup BP / Simple Syrup	13,690	ml											
N03AX11000C1001XX	Topiramate 15 mg Capsule Sprinkle	200	capsule											

Printed Date : 19/07/2019 **Printed By** : [redacted] **Unit Name** : FARMASI PESAKIT LUAR (KAUNTER) **Source** : PhIS

Page 1 of 2

Figure 3.3-6 KEW.PS-10 Print Out

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Tanah Merah
BORANG PESANAN DAN PENGELUARAN STOK
(Tatacara Pengurusan Stor 136)

KEW.PS-10

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh :**	**Dikeluarkan dan Direkod oleh :**
Nama : [redacted]	**Nama :**	**Nama :**	**Nama :**
Jawatan : Pegawai Farmasi UF44	**Jawatan :**	**Jawatan :**	**Jawatan :**
Unit : FARMASI PESAKIT LUAR	**Jabatan :**	**Unit :**	**Unit :**
Jabatan : Pharmacy	**Unit :**	**Jabatan :**	**Jabatan :**
Tarikh : 24/06/2019	**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 : 19/07/2019 **Printed By** : [redacted] **Unit Name** : FARMASI PESAKIT LUAR (KAUNTER) **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	*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