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

User Manual
Pharmacy Inventory (Quarantine)

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_INV_QUARANTINE**

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Reference ID : U.MANUAL_INV_QUARANTINE-9th EDITION

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Table of Contents

1.0 Introduction 1
1.1. Overview of PhIS 1
1.2. Purpose and Objectives 1
1.3. Organised Sections 1
2.0 Application Standard Features 2
2.1. PhIS Legend 2
2.2 Latest Enhancement and Updates 3
3.0 Quarantine 4
Overview 4
User Group 4
Functional Diagram 4
Figure 3.1 4
Functional Description 5
3.1. Quarantine 6
3.1.1 Create New Quarantine (Quarantine Reason: Manual) 8
3.1.2 Create New Quarantine (Quarantine Reason: Product Complaints) 14
3.1.3. Create New Quarantine (Quarantine Reason: Recall Product) 18
3.2 Release from Quarantine 22
3.3 Quarantine Approval 24
4.0 Acronyms 26
5.0 Inventory Modules 26

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 healthcare sector.

There are 12 modules to assist service delivery by the healthcare sector which comprises:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services – Therapeutic Drug Monitoring (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 (Quarantine) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing the PhIS application process.

User will understand the following activities in details:

- Create New Quarantine Record
- Quarantine Approval
- Release from Quarantine

1.3. Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1. PhIS Legend

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

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 Quarantine

Overview

The function of this sub module is to quarantine Drug or Non-Drug items. Quarantine items shall not be issued to any unit and will be blocked for dispensing.

User Group

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

Functional Diagram

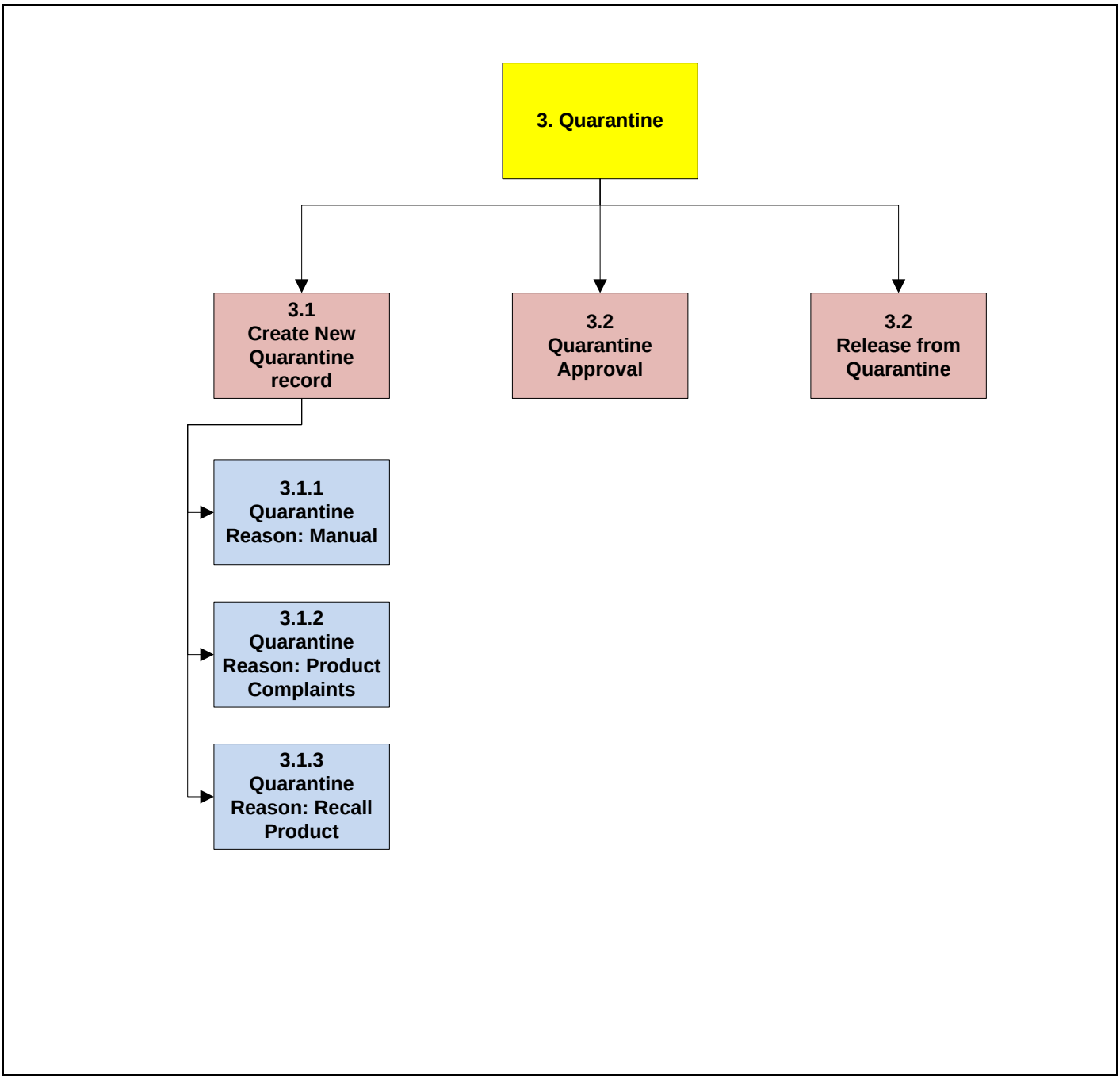


Figure 3.1

Functional Description

Quarantine comprises three (3) main functions:

- **Create New Quarantine Record**
  To create a new Quarantine record based on 'Quarantine Reason' provided in the system.
  Good Stock Quantity of affected batch will be decreased and the 'Quarantine Quantity' of the batch will be increased. Quarantined item will not be available to be issued out to other units and cannot be dispensed to patients

- **Quarantine Approval**
  For the Pharmacist/Head of Unit/Department to approve the 'Pending for Approval' Quarantine record. The quarantine quantity will be affected in system once the transaction is approved

- **Release from Quarantine**
  To unblock quarantined item so that the item can be issued to other units or be dispensed to patients

3.1. Quarantine

The function of this sub module is to block/quarantine Drug or Non-Drug items from being issued to any unit or to be dispensed to patients

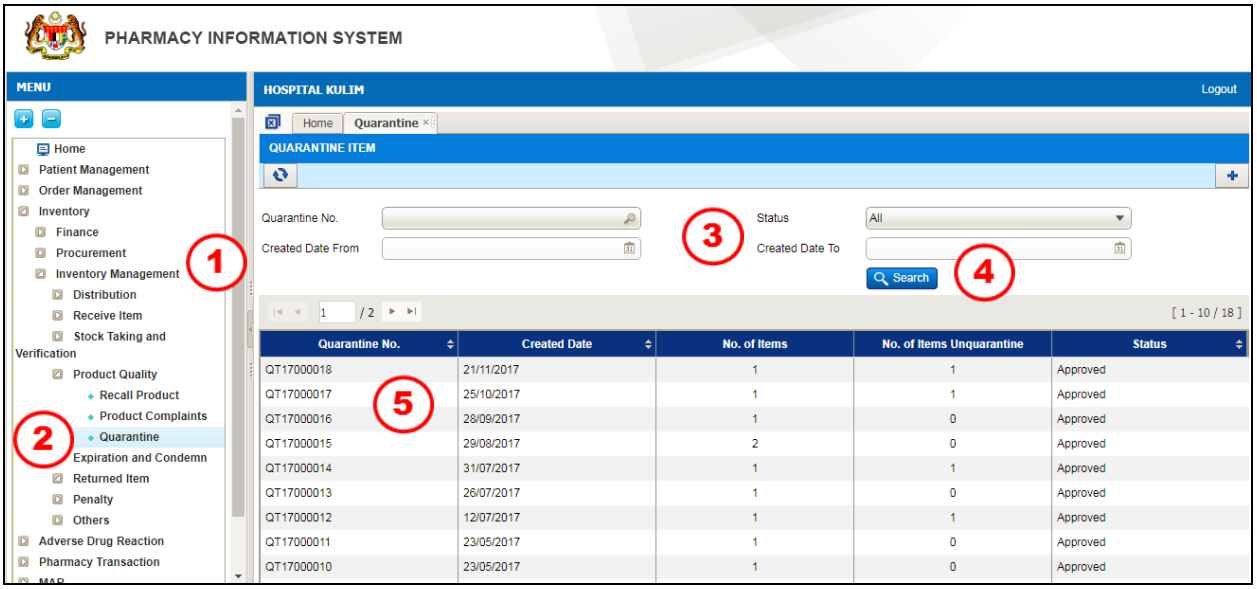


Figure 3.1-1 Quarantine Listing Page

Note
This page will display all the existing Quarantine transaction(s).

STEP 1
Click on 'Inventory' menu, followed by 'Inventory Management' then 'Product Quantity'

STEP 2
Click on the '*Quarantine*' submenu

STEP 3
To search for existing Quarantine record(s), user may search by the following criteria:

No	Field	Description	Remark
a	Quarantine No.	Transaction No. generated after saving the transaction	Running number generated by the system once user saves the transaction
b	Status	Search transaction by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on the 'Status'
c	Create Date From	Select start date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 01/01/2015
d	Create Date To	Select end date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 31/12/2015

Table 3.1-1

STEP 4

Click on the Search button after input of criteria

STEP 5

Double-click on the selected record and the details of the Quarantine transaction will be displayed as shown in Figure 3.1-2

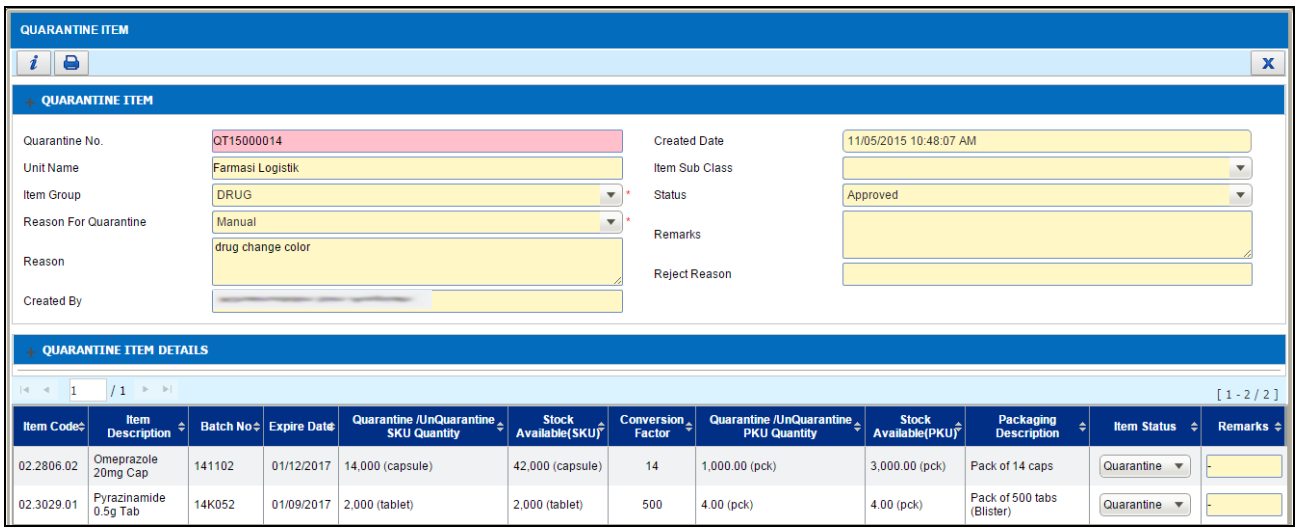


Figure 3.1-2 Quarantine Item

3.1.1 Create New Quarantine (Quarantine Reason: Manual)

'Reason for Quarantine' available to be selected in the system are Manual, Product Complaints, and Recall Product. To create a new Quarantine record with Reason for Quarantine as 'Manual', perform the steps below:

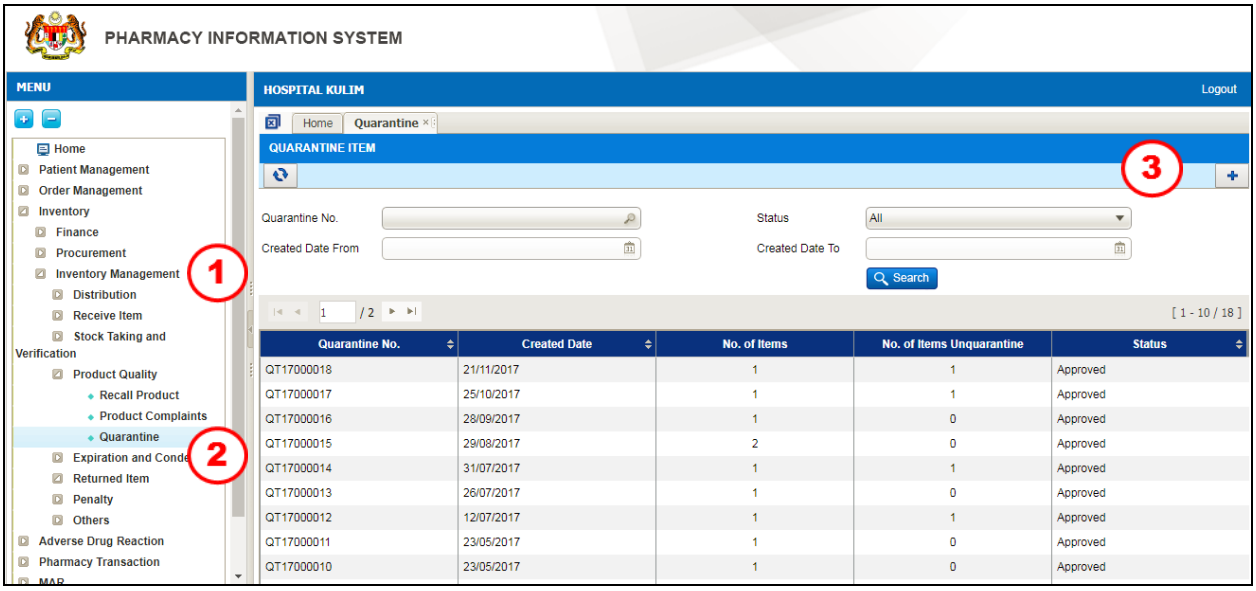


Figure 3.1.1-1 Create New Quarantine – Manual

Note

Quarantine transaction can be done at any level in the facility for any reason for quarantine.

*For the **Reason for Quarantine** except Product Complaints and Recall Product, user can choose to Quarantine item as Reason for Quarantine: Manual.*

STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quantity'

STEP 2

Click on the '*Quarantine*' sub menu

STEP 3

Click on the button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.1-2

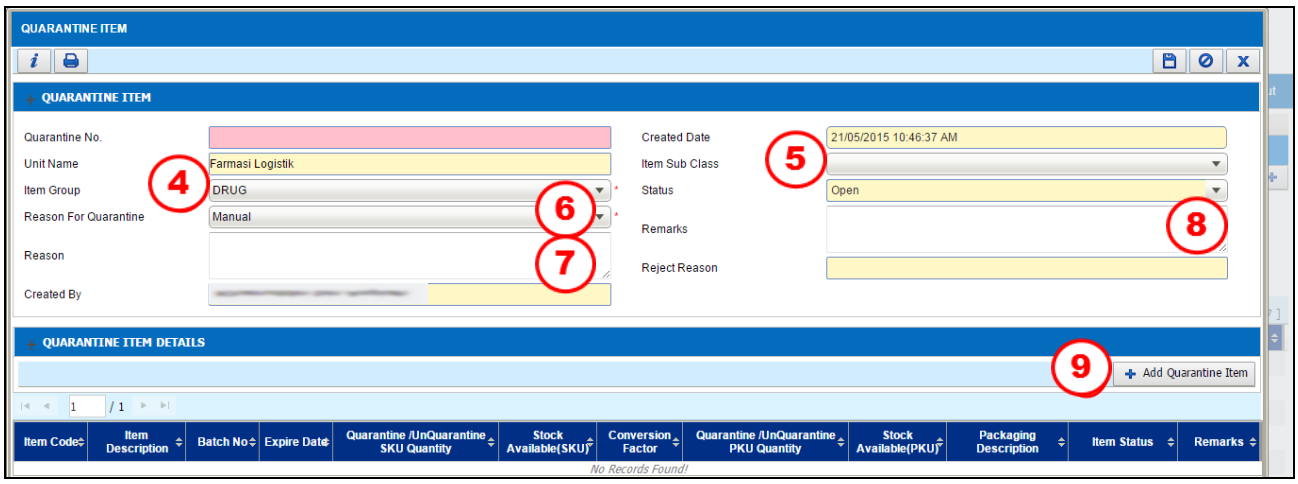


Figure 3.1.1-2 New Quarantine – Manual

Note

- *A new Quarantine transaction **Status** will default to 'Open'.*
- ***Unit Name** will be based on the user's Login ID.*

STEP 4
Select ***Item Group*** from the drop down box
- Drug
- Non Drug

STEP 5
Select ***Item Sub Class*** if applicable

STEP 6
Select ***Reason for Quarantine*** as Manual

Note
*If the user selects the Reason for Quarantine as Manual, **Reason** field will be displayed.*

STEP 7
Enter the ***Reason*** field if applicable

STEP 8
Enter ***Remarks*** if applicable

STEP 9
Click on the [Add Quarantine Item] button to add item to be quarantined

Note
***Add Quarantine Item** window will be displayed as shown in Figure 3.1.1-3.*

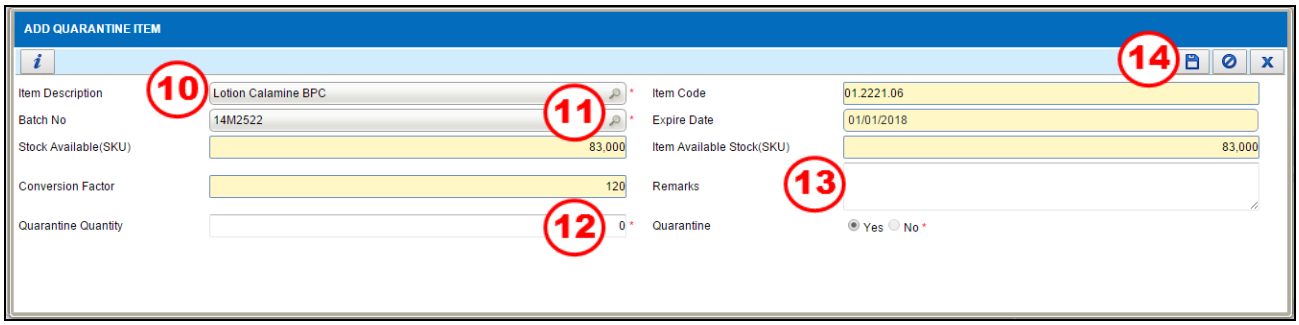
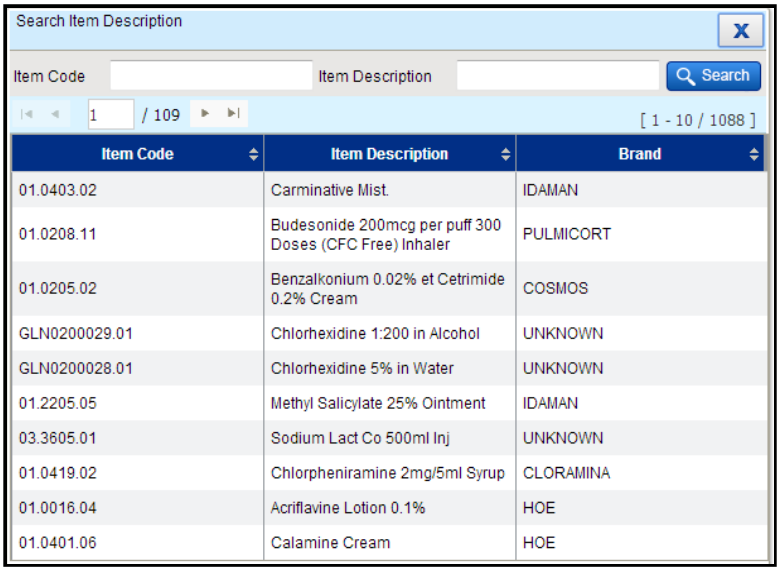


Figure 3.1.1-3 Add Quarantine Item

STEP 10
Select ***Item Description*** and the 'Search Item Description' window as shown in Figure 3.1.1-4 will be displayed



Item Code	Item Description	Brand
01.0403.02	Carminative Mist.	IDAMAN
01.0208.11	Budesonide 200mcg per puff 300 Doses (CFC Free) Inhaler	PULMICORT
01.0205.02	Benzalkonium 0.02% et Cetrimide 0.2% Cream	COSMOS
GLN0200029.01	Chlorhexidine 1:200 in Alcohol	UNKNOWN
GLN0200028.01	Chlorhexidine 5% in Water	UNKNOWN
01.2205.05	Methyl Salicylate 25% Ointment	IDAMAN
03.3605.01	Sodium Lact Co 500ml Inj	UNKNOWN
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	CLORAMINA
01.0016.04	Acriflavine Lotion 0.1%	HOE
01.0401.06	Calamine Cream	HOE

Figure 3.1.1-4 Search Item Description

Note

- *The 'Search Item Description' text box allows the user to enter partial or full criteria for 'Item Description' and/or 'Item Code' and click the* Search *button. Double-click to select an item.*
- *Item Code and Item Available Stock (SKU) will be displayed automatically once item is selected*

STEP 11
Select for ***Batch No.***

Note

- *System will display the 'Search Batch No.' window as shown in Figure 3.1.1-5.*

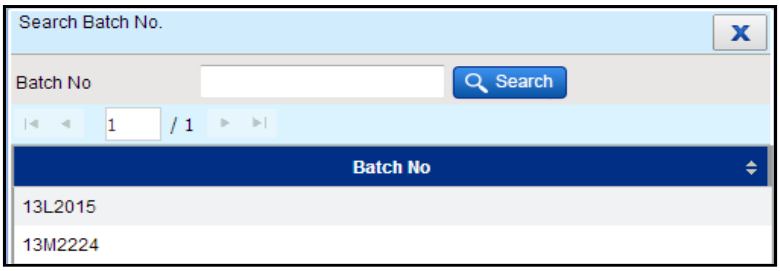


Figure 3.1.1-5 Search Batch No

- *System will display all available batches for the item in the user's unit.*
- ***Stock Available (SKU), Expire Date,*** *and* ***Conversion Factor*** *will be displayed in the 'Add Quarantine Item' window based on the Batch No selected.*

STEP 12
Enter ***Quarantine Quantity***

Note
The ***Quarantine Quantity*** *is in SKU.*

STEP 13
Enter ***Remarks*** if required

STEP 14

Click on the button to add the item into the ***Quarantine Item Data*** section

Note

Click on the

button in Figure 3.1.1-6 to confirm save.

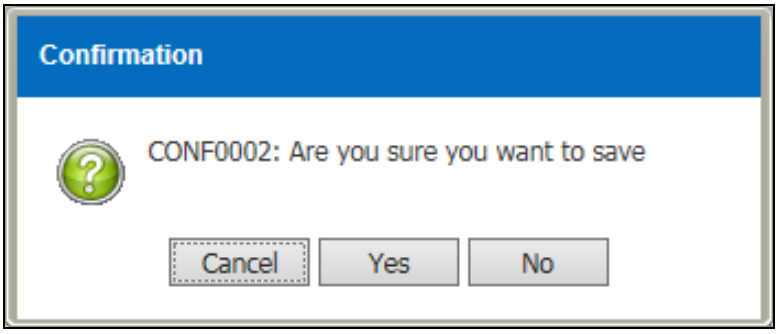


Figure 3.1.1-6 Confirmation message

Note
*Repeat **STEP 9** to **STEP 14** to add in more items to be quarantined.*

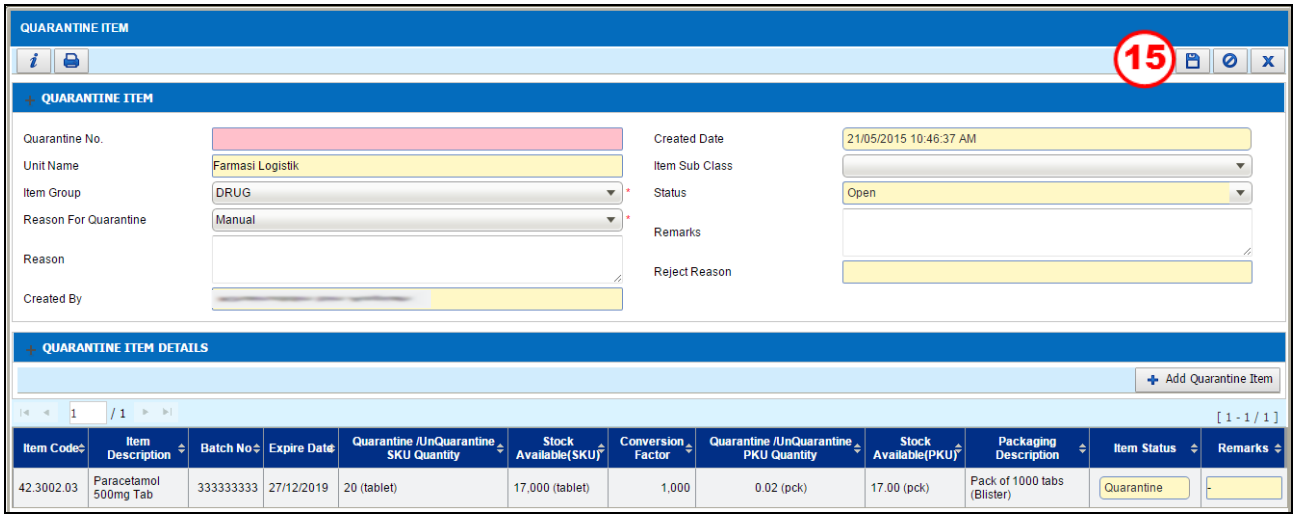


Figure 3.1.1-7 Save Quarantine Item transaction

STEP 15

Click on the button as shown in Figure 3.1.1-8 to save the Quarantine Item transaction

Note

- ***Quarantine No.*** *will be generated for future reference. E.g. QT15000021*

Character	Description	Value
1-2	Referring to Quarantine	Letter 'QT'
3-4	Current year in YY format	15 refers to 2015
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

Table 3.1.1-1

- *Click on the* Yes *button in Figure 3.1.1-8.*

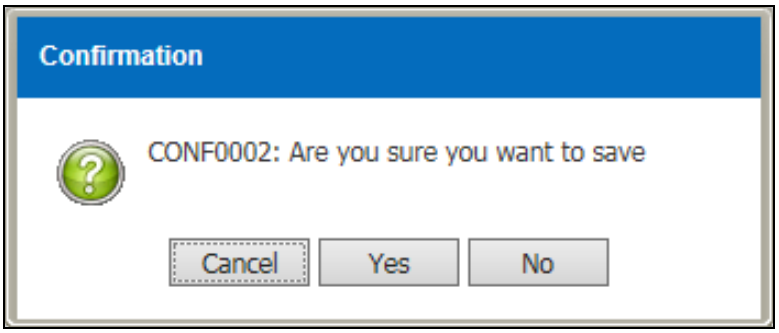


Figure 3.1.1-8 Save record

- *Click on the* OK *button in Figure 3.1.1-9.*

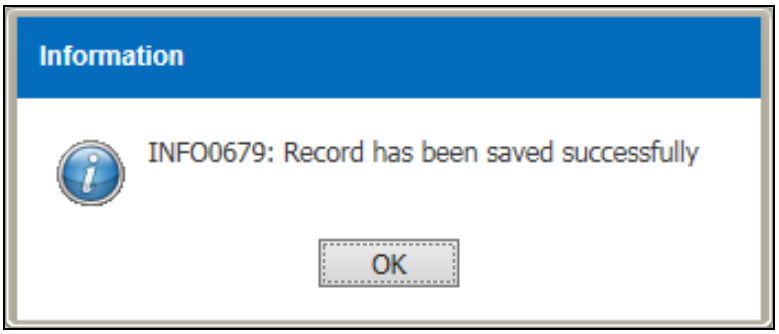


Figure 3.1.1-9 Record successfully saved

- Send for Approval *button will be enabled.*
- Cancel Request *button will be enabled. Click on the button to cancel the transaction and the* ***Status*** *will change to 'Cancelled'.*

STEP 16

Click on the Send for Approval button to send the Quarantine record to the Pharmacist/HOD for approval

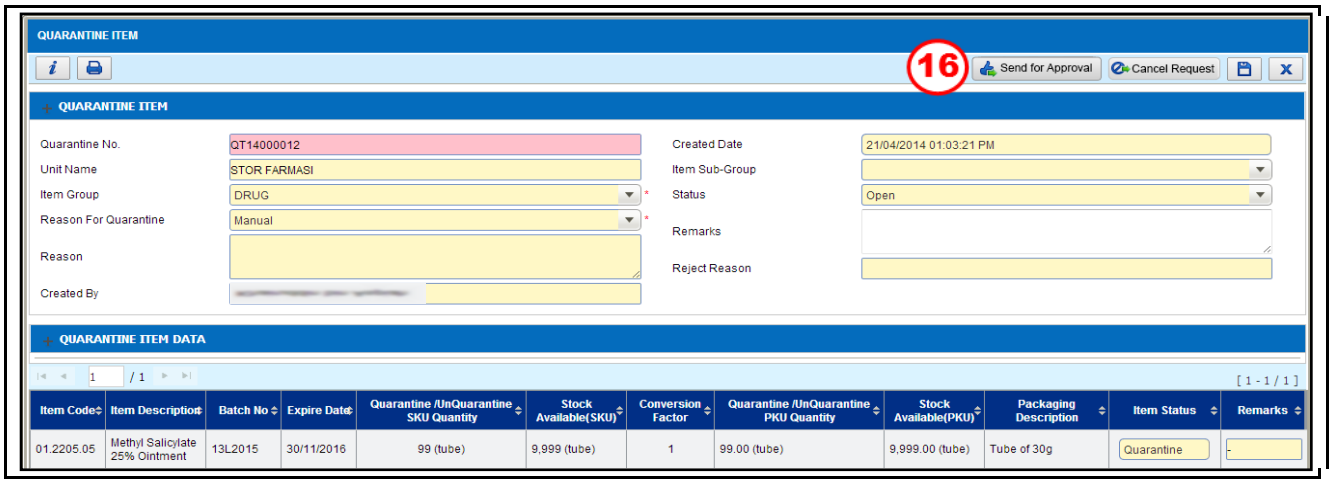


Figure 3.1.1-10 Send for Approval

Note

- *Click on the* Yes *button in Figure 3.1.1-11.*

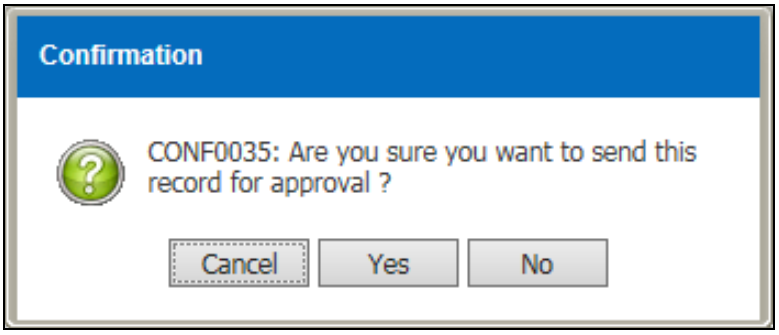


Figure 3.1.1-11 Alert Message Send for Approval

- *Click on the* OK *button in Figure 3.1.1-12.*

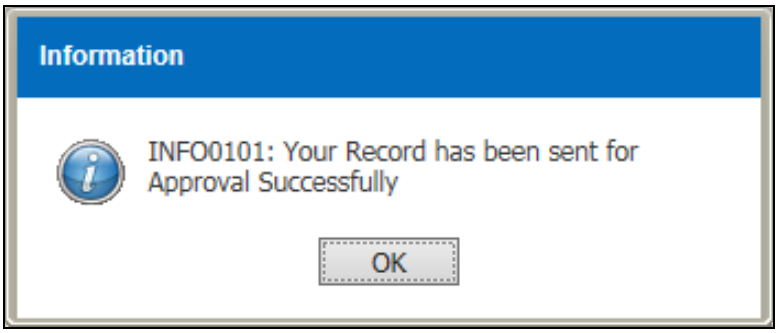


Figure 3.1.1-12 Successfully sent for Approval

- *The **Status** will change automatically to 'Pending for Approval'.*
- *The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.*

3.1.2 Create New Quarantine (Quarantine Reason: Product Complaints)

To create a new Quarantine record with Quarantine Reason as 'Product Complaints', perform the steps below:

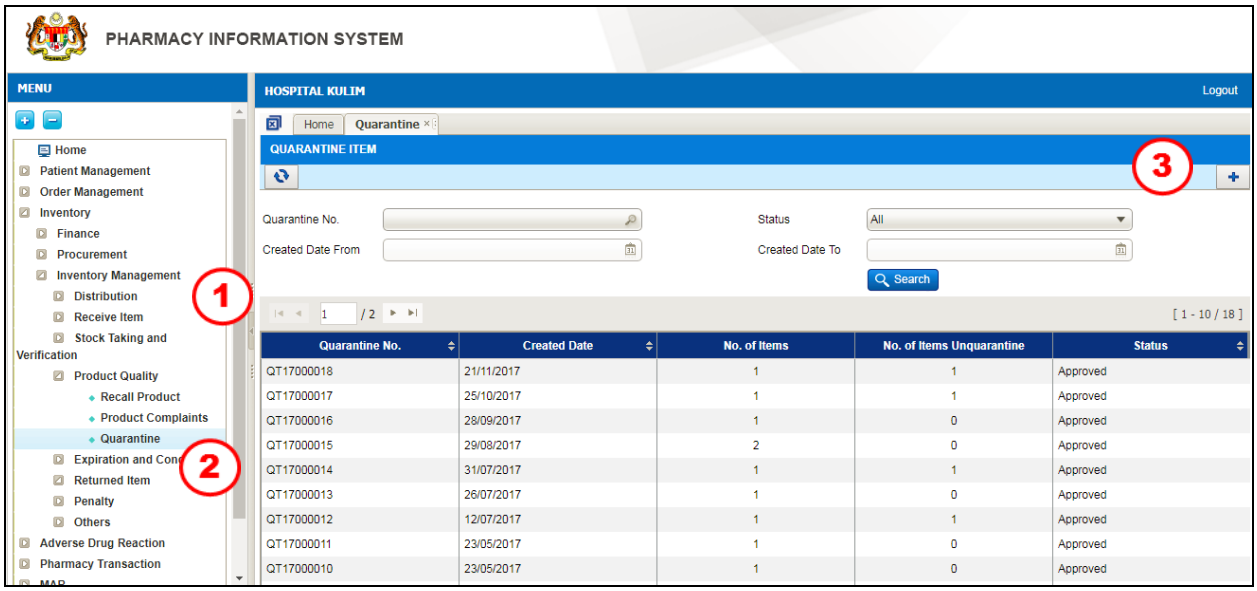


Figure 3.1.2-1 Create New Quarantine – Product Complaints

Note

Quarantine Reason: Product Complaints are available to users at the Pharmacy Store level and to the unit that submitted the 'Investigated – Valid' Product Complaints record.

STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quantity' sub menu

STEP 2

Click on '*Quarantine*' sub menu

STEP 3

Click on the button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.2-2

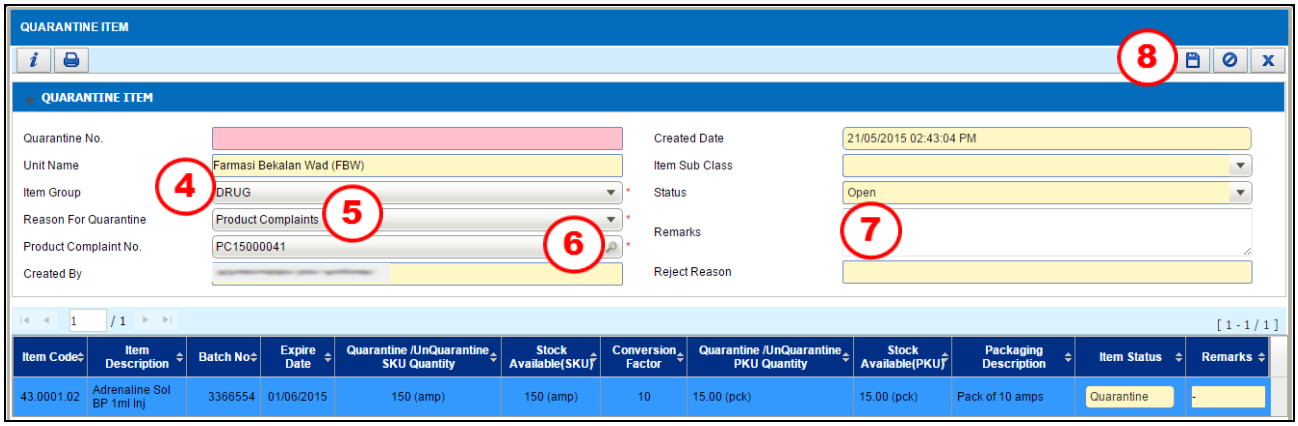


Figure 3.1.2-2 Quarantine Item

Note

- *A new Quarantine transaction **Status** will be default to 'Open'.*

- ***Unit Name*** *is defaulted to the user's login ID.*

STEP 4
Select ***Item Group*** from the drop down box
- Drug
- Non Drug

STEP 5
Select ***Reason for Quarantine*** as 'Product Complaints'

Note
If the user selects the 'Reason for Quarantine' as 'Product Complaints', ***Product Complaint No.*** *field will be displayed.*

STEP 6
Search for ***Product Complaint No.***

Note
- *System will display the Search Product Complaint No. window as shown in Figure 3.1.2-3.*

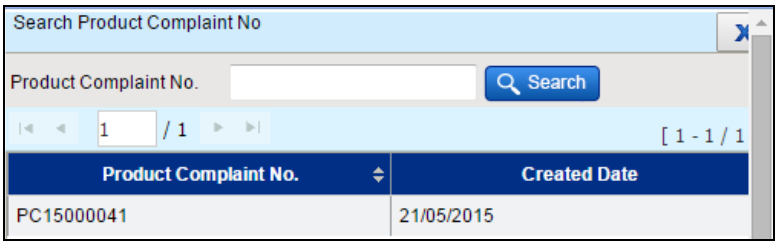


Figure 3.1.2-3 Search Product Complaint No.

- *This field allows the user to enter partial or full criteria for Product Complaints No. and click on the* Search *button. Double-click to select a Product Complaint No. and the details of the item(s) will be displayed as shown in Figure 3.1.2-2.*

STEP 7
Enter ***Remarks*** if applicable

STEP 8
Click on the button to save the Quarantine Item transaction

Note
- ***Quarantine No.*** *will be generated for future reference. E.g. QT15000032*

Character	Description	Value
1-2	Refers to 'Quarantine'	Letter 'QT'
3-4	Current year in YY format	15
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

Table 3.1.2-1

- *Click on the* Yes *button in Figure 3.1.2-4.*

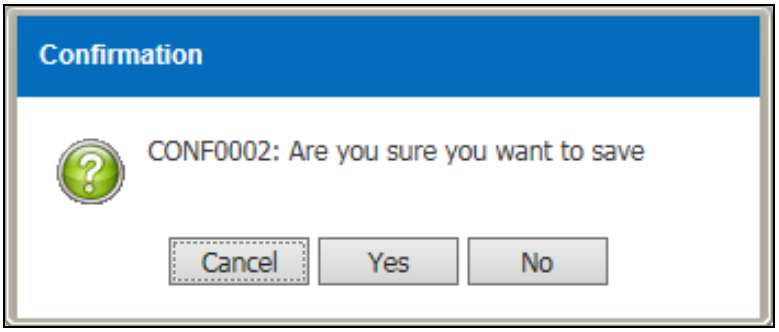


Figure 3.1.2-4 Save record

- *Click on the* OK *button in Figure 3.1.2-5.*

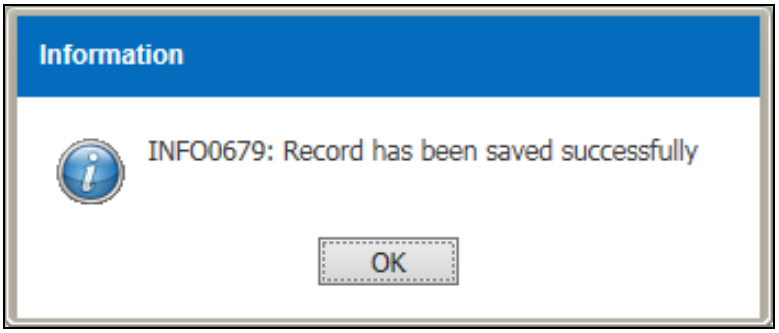


Figure 3.1.2-5 Record successfully saved

- Send for Approval *button will be enabled.*
- Cancel Request *button will be enabled. Click on the button to cancel the transaction and the* ***Status*** *will change to 'Cancelled'.*

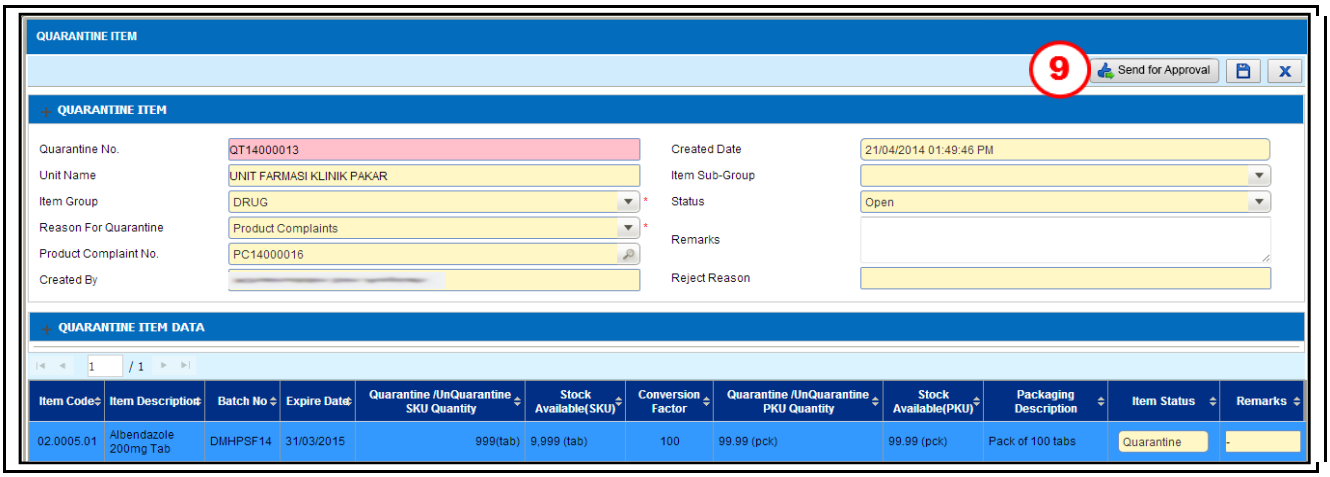


Figure 3.1.2-6 Send for Approval

STEP 9

Click on the Send for Approval button to send the Quarantine record to the Pharmacist/HOD for approval

Note

- *Click on the* Yes *button in Figure 3.1.2-7.*

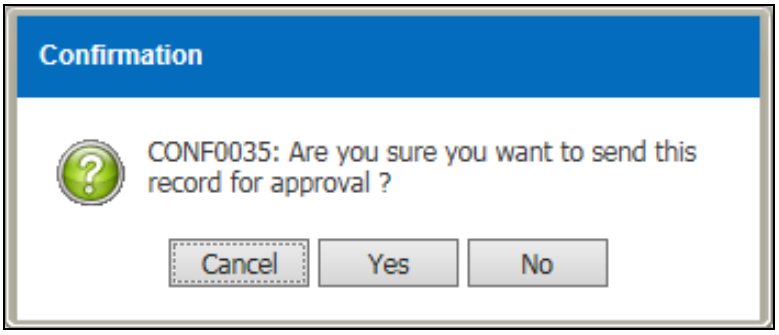


Figure 3.1.2-7 Alert Message Send for Approval

- *Click on the* OK *button in Figure 3.1.2-8.*

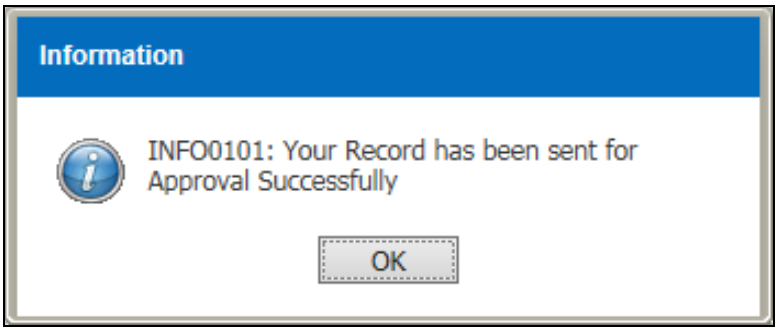


Figure 3.1.2-8 Confirmation message

- *The **Status** will change automatically to 'Pending for Approval'.*
- *The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.*

3.1.3. Create New Quarantine (Quarantine Reason: Recall Product)

To create a new Quarantine record with Quarantine Reason as 'Recall Product', perform the steps below:

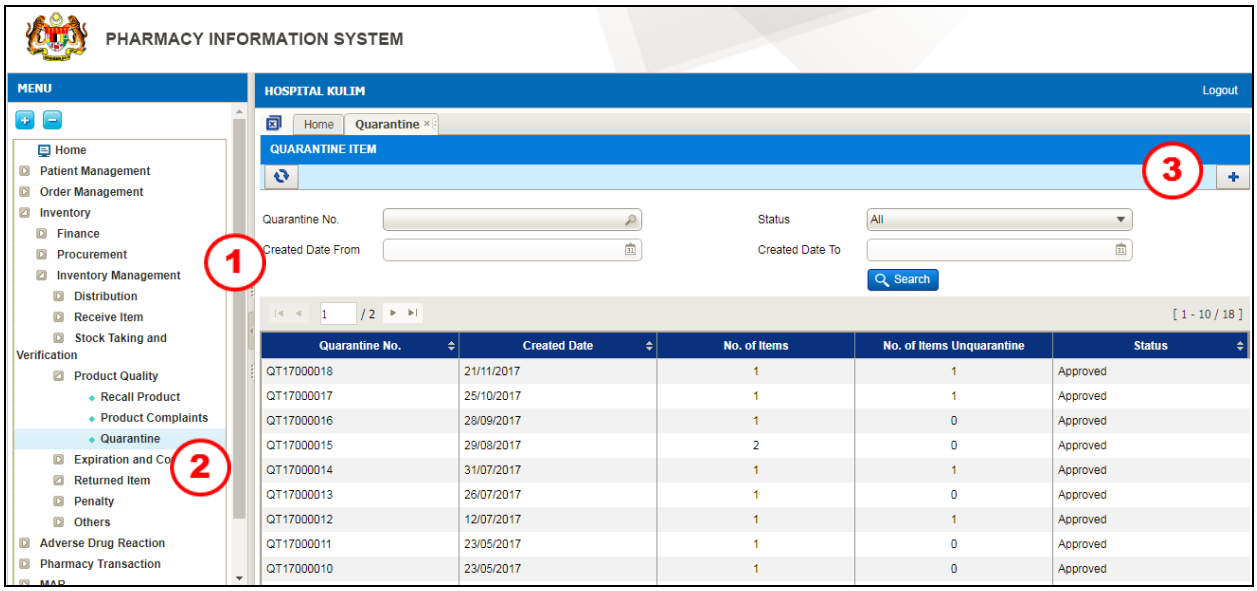


Figure 3.1.3-1 Quarantine Item

Note

Quarantine Reason: Recall Product is available at all levels in the facility for the user to Quarantine the affected Product Recall item as notified by the Pharmacy Store.

STEP 1

Click on 'Inventory' menu, followed by 'Inventory Management' and click on the 'Product Quantity' sub menu

STEP 2

Click on '*Quarantine*' sub menu

STEP 3

Click on the button and the Quarantine Item screen will be displayed as shown in Figure 3.1.3-2

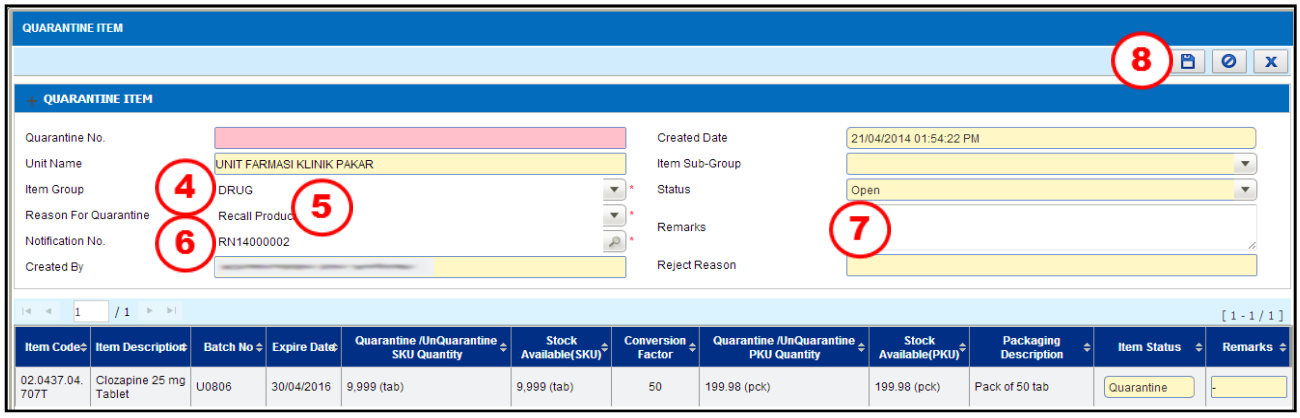


Figure 3.1.3-2 New Quarantine

Note

- *A new Quarantine transaction **Status** will be default to 'Open'.*
- ***Unit Name** is defaulted to the user's Login ID.*

STEP 4
Select ***Item Group*** from the drop down box
- Drug
- Non Drug

STEP 5
Select ***Reason for Quarantine*** as Recall Product

Note
If the user selects the Reason for Quarantine as Recall Product, ***Notification No.*** *field will be displayed.*

STEP 6
Search for ***Notification No.***

Note
- *System will display the Search Notification No. window as shown in Figure 3.1.3-3*

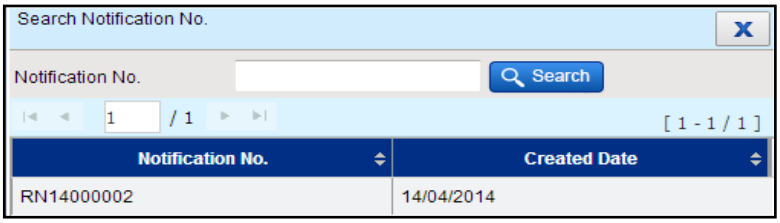


Figure 3.1.3-3 Search Notification No

- *The Search Notification No. field allows the user to enter partial or full criteria for* ***Notification No.*** *and click on the* Search *button. Double-click to select a Notification No. and the details of the item(s) will be displayed as shown in Figure 3.1.3-3.*

STEP 7
Enter ***Remarks*** if applicable

STEP 8
Click on the button to save the transaction

Note
- ***Quarantine No.*** *will be generated for future reference. E.g. QT15000021*

Character	Description	Value
1-2	Refers to Quarantine	Letter 'QT'
3-4	Current year in YY format	13
5-10	Running No	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

Table 3.1.3-1

- *Click on the* Yes *button in Figure 3.1.3-4.*

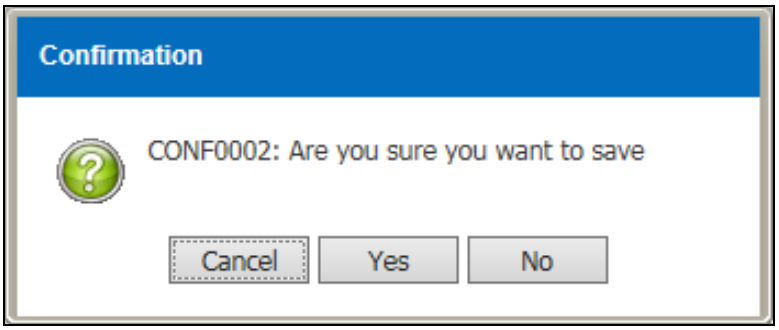


Figure 3.1.3-4 Save record

- *Click on the* OK *button in Figure 3.1.3-5.*

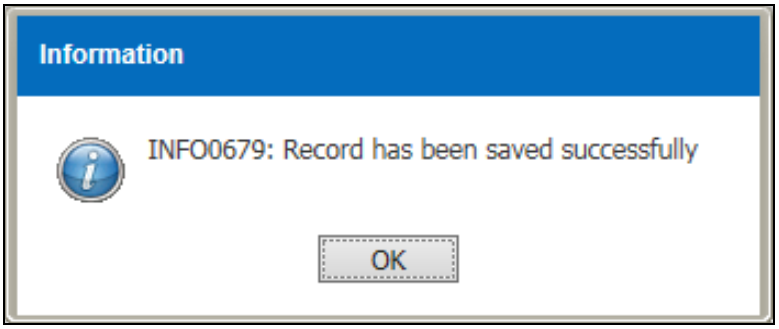


Figure 3.1.3-5 Message Information

- Send for Approval *button will be enabled.*
- Cancel Request *button will be enabled. Click on the button to cancel the transaction and the* ***Status*** *will change to 'Cancelled'.*

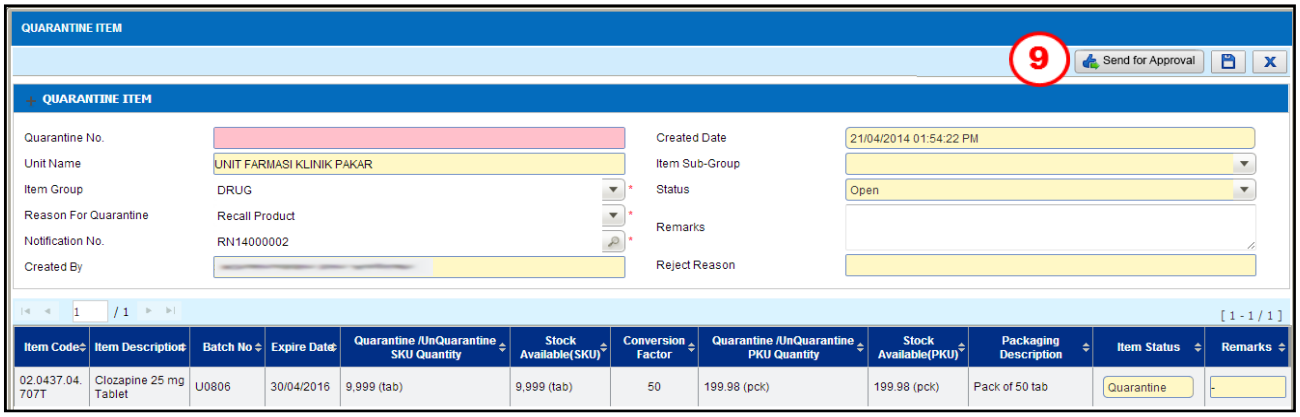


Figure 3.1.3-6 Quarantine Item

STEP 9

Click on the Send for Approval button to send the Quarantine record to the Pharmacist/HOD for approval

Note

- *Click on the* Yes *button in Figure 3.1.3-7.*

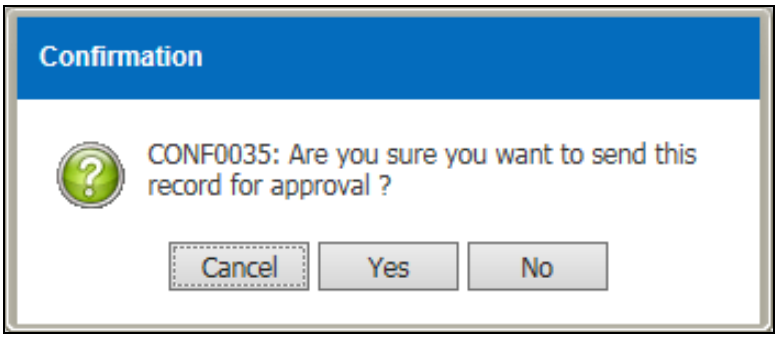


Figure 3.1.3-7 Message Information

- *Click on the* OK *button in Figure 3.1.3-8.*

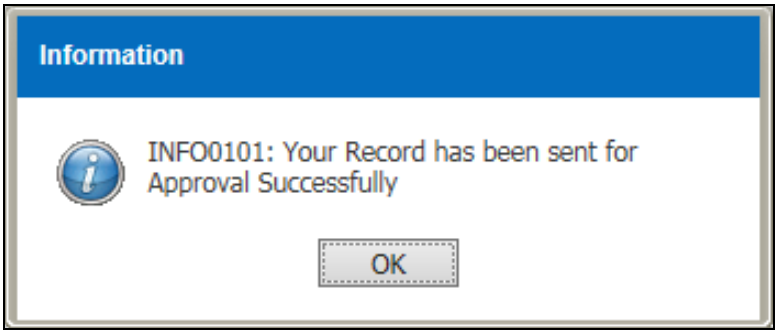


Figure 3.1.3-8 Save Record

- *The **Status** will change automatically to 'Pending for Approval'.*
- *The Pharmacist/HOD will receive a Pending for Approval Quarantine record in the Task List*

3.2 Release from Quarantine

To unquarantine item, perform the steps below:

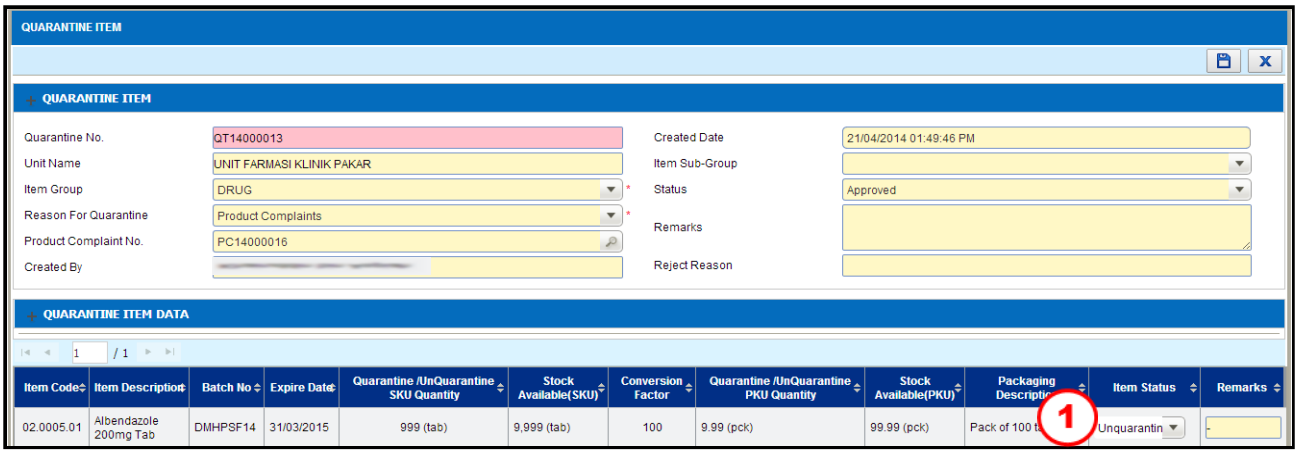


Figure 3.3-1 Release Quarantined Item

Note

Quarantined stock cannot be used/issued unless the product is released from quarantine.

If the quarantined item(s) is confirmed safe to be used, user can proceed to unblock the item from quarantine.

STEP 1

Change the ***Item Status*** from 'Quarantine' to 'Unquarantine' from the ***Item Status*** drop down menu

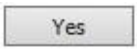
Note

button will be enabled.

STEP 2

Click on the button to confirm unblock the item from quarantine

Note

- *Click on the* 

button in Figure 3.3-2.

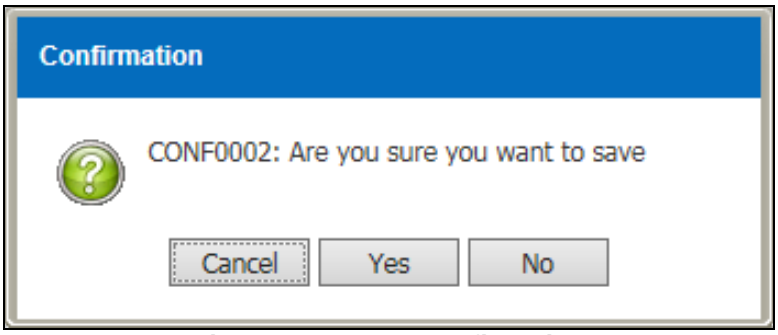


Figure 3.3-2 Save Confirmation

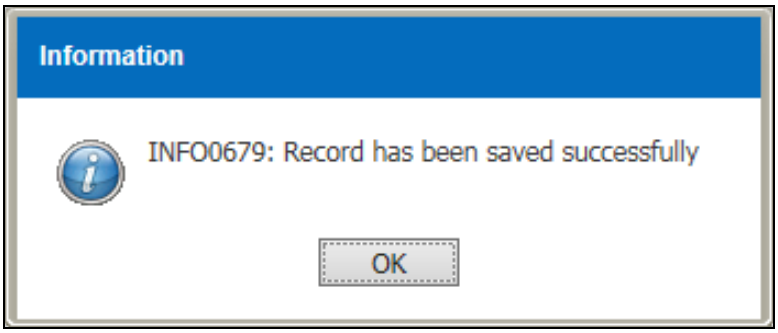


Figure 3.3-3 Message Information

- *Click on the* OK *button in Figure 3.3-3.*
- *No further editing can be done on the Quarantine transaction.*
- *The **Status** of the transaction will remain as 'Approved'*

3.3 Quarantine Approval

The HOD/Pharmacist will receive notification for Pending for Approval Quarantine records for Manual, Product Complaint and Recall Product.

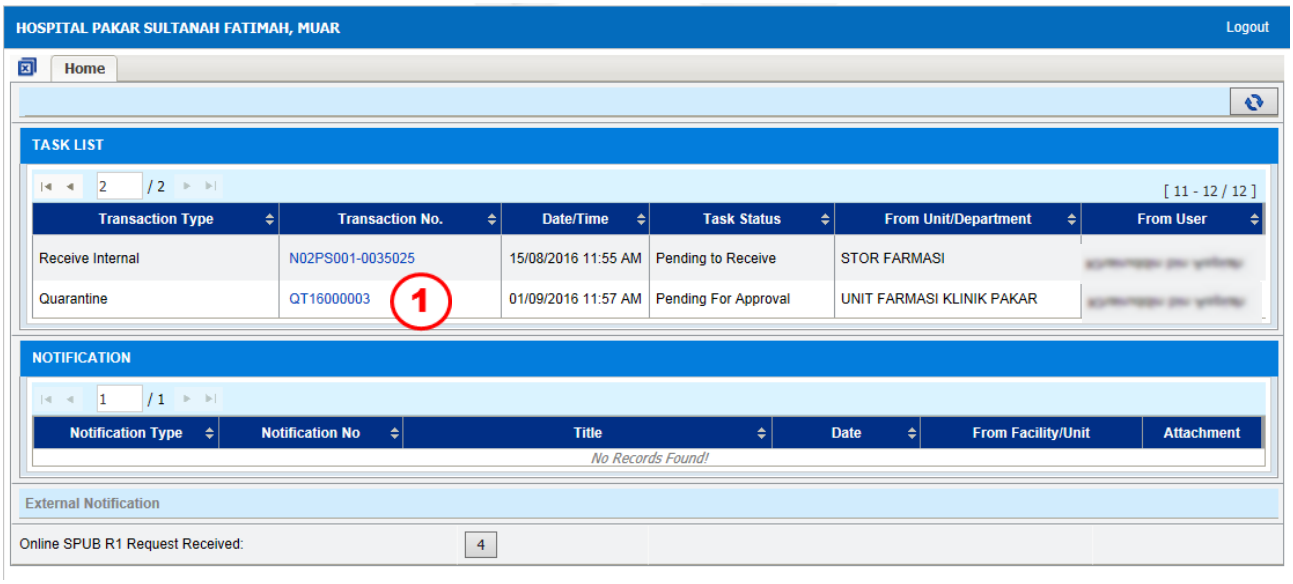


Figure 3.3-1 Task List Quarantine

STEP 1

Click on the Transaction No. hyperlink as per Figure 3.3-1.

Note

A new screen will be displayed as shown in Figure 3.3-2.

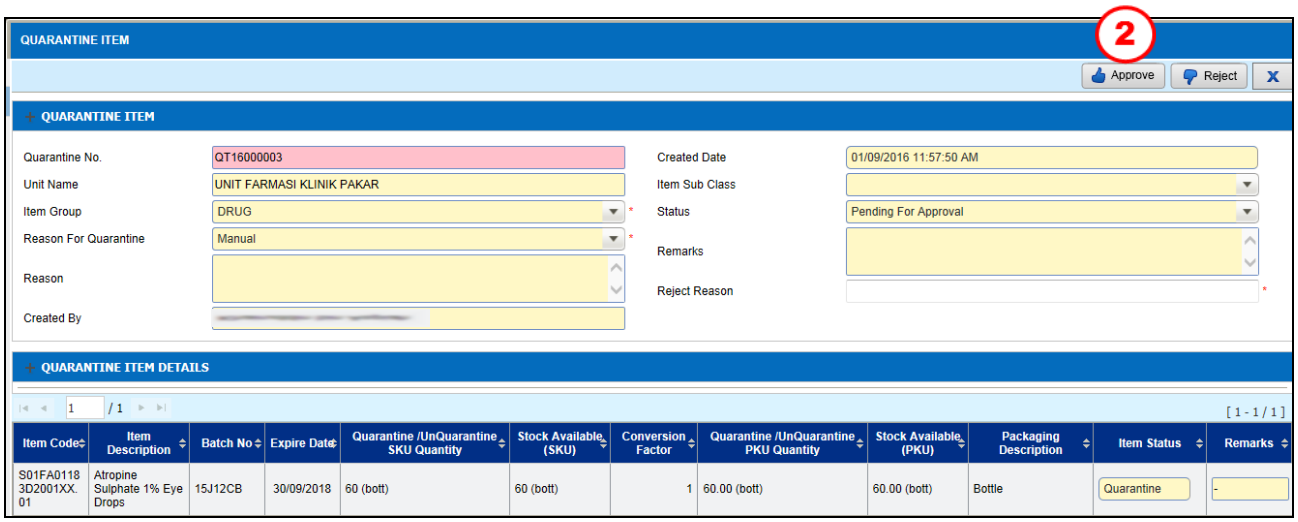


Figure 3.3-2 Quarantine Approval

STEP 2

a) Click on the button to approve the Quarantine transaction and the ***Status*** will automatically change to Approved as shown in Figure **3.3-5.**

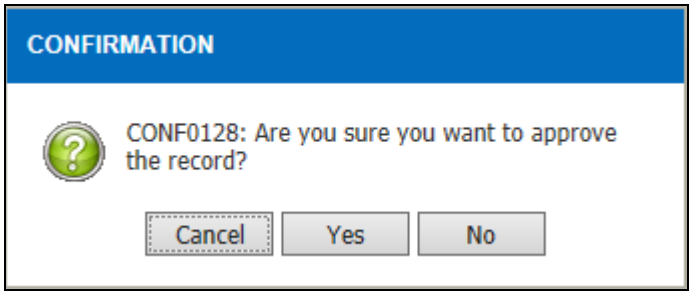


Figure 3.3-3 Confirmation Alert Message

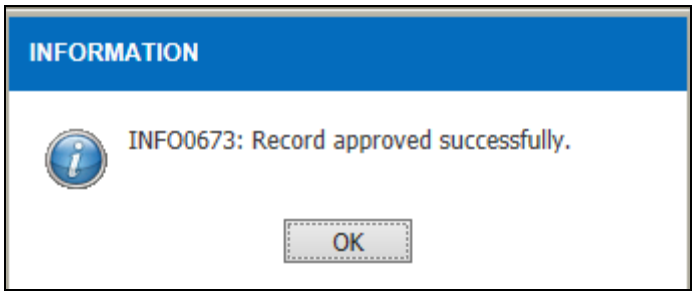


Figure 3.3-4 Information Alert Message

Note

- *Click on the* Yes *button in Figure 3.3-3 and click* OK *as shown in Figure 3.3-4.*

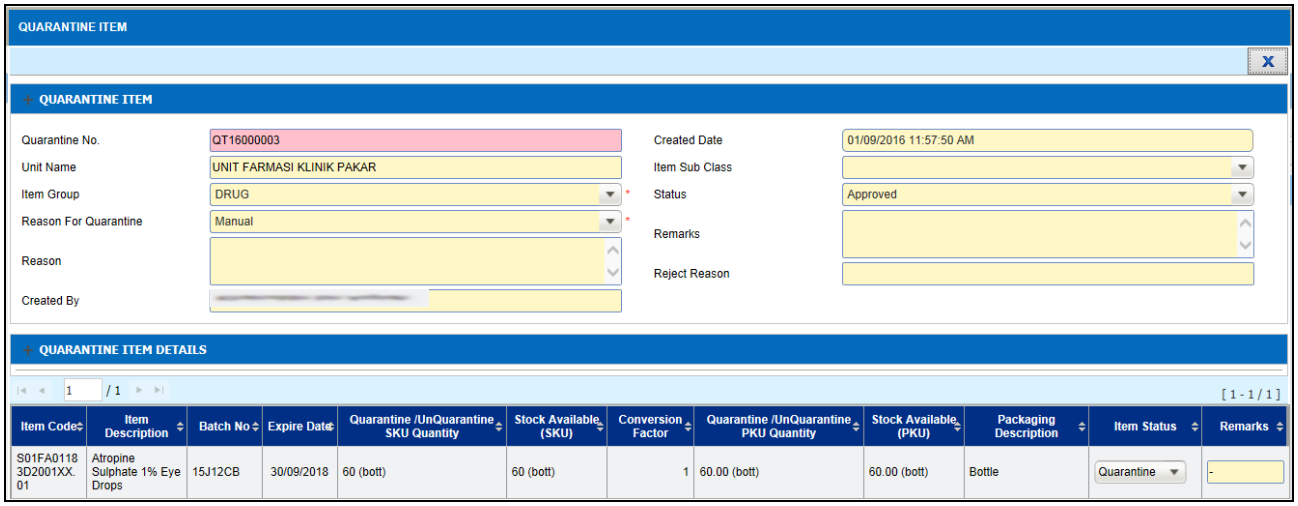


Figure 3.3-5 Approved Quarantine Transaction

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit

5.0 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