



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

User Manual Pharmacy Inventory – Buffer Level (Recalculate Buffer Level)

Version	: 6th Edition
Document ID	: U.MANUAL_INV_REBUFFERLVL



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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 twelve (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 (CDR), Parenteral Nutrition (PN), IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (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 (Recalculate Buffer Level) 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 details:

- Recalculate Buffer Level record
- Overwrite Recalculate Buffer Level record

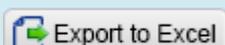
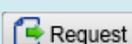
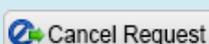
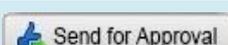
1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Recalculate Buffer Level
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules

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

<input type="button" value="Calculate"/>	Recalculate buffer level	<input type="button" value="Overwrite"/>	Overwrite previous buffer level
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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 Recalculate Buffer Level

Overview

This function is used to recalculate the buffer level for Standard Item(s) listed in the Unit Catalogue.

User Group

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

Functional Diagram

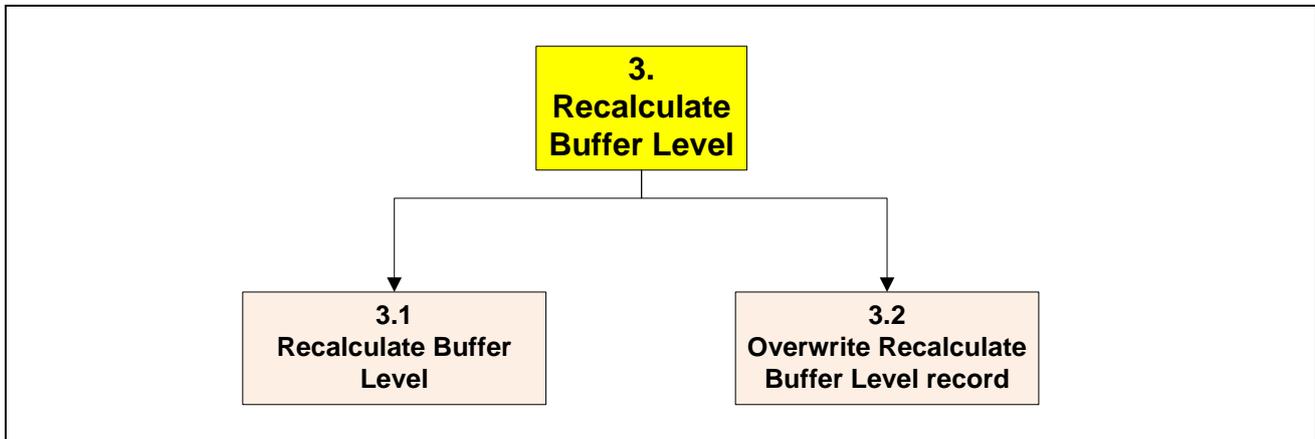


Figure 3.0-1

Functional Description

Recalculate Buffer Level comprises of two (2) main functions:

- **Recalculate Buffer Level**
The function is to run the recalculate buffer level for the requester units in the facility.
- **Overwrite Recalculate Buffer Level**
The function is used to recalculate the buffer level for any unit after a certain period of time. The previous buffer level quantity can be overwritten.

3.1. Recalculate Buffer Level

To perform the recalculate buffer level for any requester unit, perform the steps below:

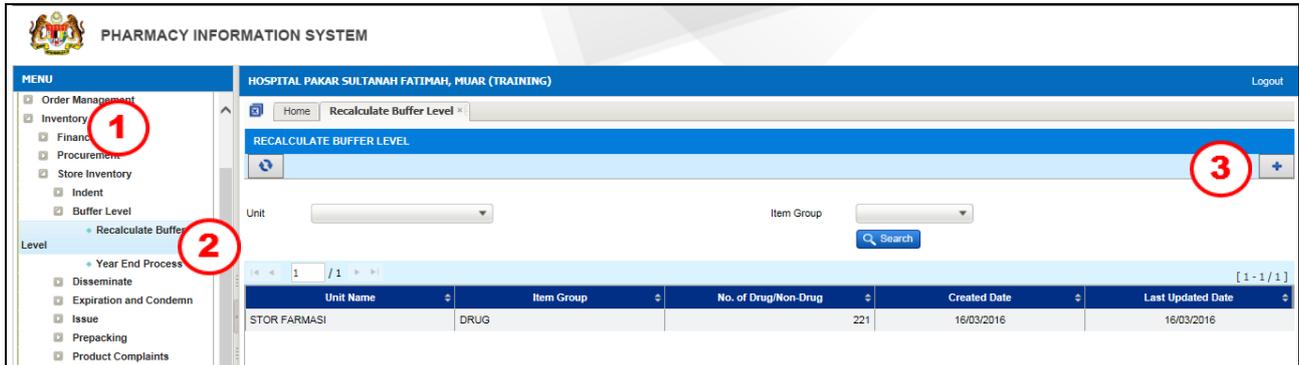


Figure 3.1-1 Recalculate Buffer Level

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and click on 'Buffer Level'

STEP 2

Click on '**Recalculate Buffer Level**'

STEP 3

Click on the  button to create a new Recalculate Buffer Level record and the Recalculate Buffer Level screen will be displayed as shown in the Figure 3.1-2

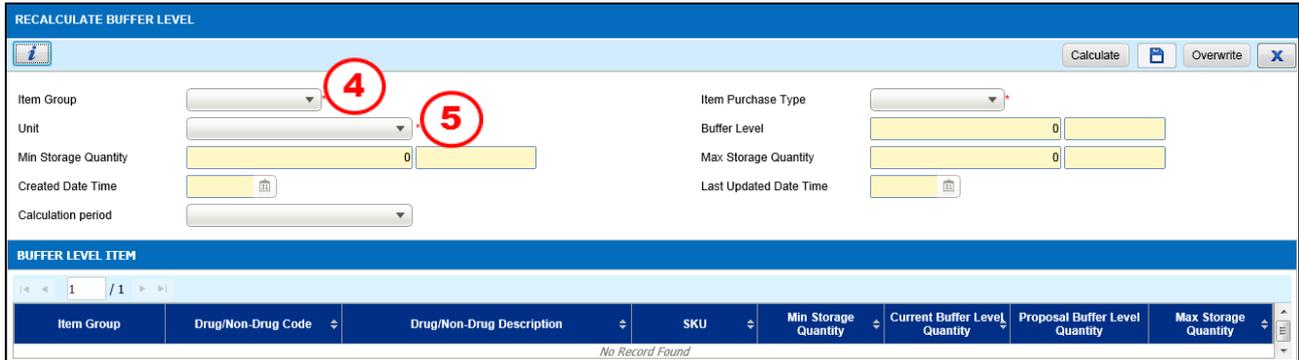


Figure 3.1-2 Recalculate Buffer Level screen

STEP 4

Select **Item Group** from the drop down box

- Drug
- Non Drug

STEP 5

Select **Unit** and **Item Purchase Type** from the drop down box

Note

- System will display an alert message as shown in Figure 3.1-3 if the Recalculation of the Buffer Level for the Unit has been done.
- List of the Unit displayed will be based on the user's Login ID.
- **Buffer Level, Min Storage Quantity and Max Storage Quantity** will be displayed automatically based on the Unit selected. The values are pulled from the Requester Unit Master file.

Item Group	Drug/Non-Drug Code	Drug/Non-Drug Description	SKU	Min Storage Quantity	Current Buffer Level Quantity	Proposal Buffer Level Quantity	Max Storage Quantity
DRUG	S01EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	1,000	2,000	2,000	3,000
DRUG	N02BA01000T4001XX	Acetylsalicylic Acid 300 mg Soluble Tablet	tab	45,000	90,000	711	135,000
DRUG	D08AA03000L6001XX	Acriflavine 0.1% Lotion	bott	8	16	16	23
DRUG	J05AB01000T1001XX	Acyclovir 200 mg Tablet	tab	375	750	750	1,125
DRUG	J05AB01000P4001XX	Acyclovir 250mg/10ml Inj	vial	400	800	800	1,200
DRUG	C01CA24123P3001XX	Adrenaline Acid Tartrate 1mg/ml Inj	amp	1,200	2,000	2,000	3,600
DRUG	P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	100	200	200	300

Figure 3.1-3 Recalculate Buffer Level screen

STEP 6

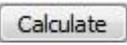
Change **Calculation Period** from the drop down box (If applicable)

Note

Calculation Period:

- If Buffer level period set in the Requester Unit is in Month, the values in the drop down box are:
 - 3 months
 - 6 months
- If Buffer level period set in the Requester Unit is in Weeks, the values in the drop down box are:
 - 12 weeks
 - 24 weeks
- If Buffer level period set in the Requester Unit is in Days, the values in the drop down box are:
 - 90 days
 - 180 days

STEP 7

Click on the  button to recalculate the buffer level

Note

- List of items will be displayed under the Buffer Level Item section.
- Items displayed are the standard item listed in the selected unit's Unit Catalogue List.
- System will suggest the **Proposal Buffer Level Quantity** but the value is editable.
- **Created Date Time** and the **Last Updated Time** will be auto displayed by the system.

STEP 8

Change the quantity for Proposal Buffer Level Quantity if applicable and click on the  button to save the transaction

Note

- Information record will be displayed as shown in Figure 3.1-5.

- Click on the button to return to the Recalculate Buffer Level screen.
- Saved transaction will be displayed at the Recalculate Buffer Level Listing Page as shown in Figure 3.1-6.

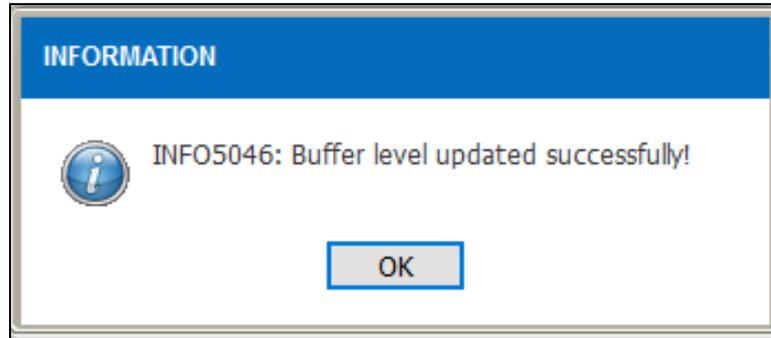
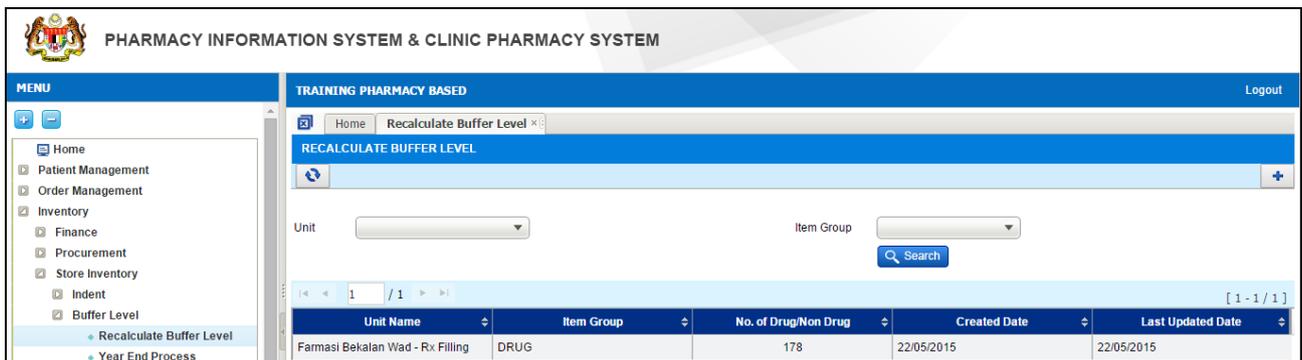


Figure 3.1-4 Save Recalculate Buffer Level transaction



PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

TRAINING PHARMACY BASED Logout

Home Recalculate Buffer Level x

RECALCULATE BUFFER LEVEL

Unit Item Group

1 / 1 [1 - 1 / 1]

Unit Name	Item Group	No. of Drug/Non Drug	Created Date	Last Updated Date
Farmasi Bekalan Wad - Rx Filling	DRUG	178	22/05/2015	22/05/2015

Figure 3.1-5 Recalculate Buffer Level Listing Page

3.2. Overwrite Recalculate Buffer Level record

To overwrite recalculate buffer level record, perform the steps below:

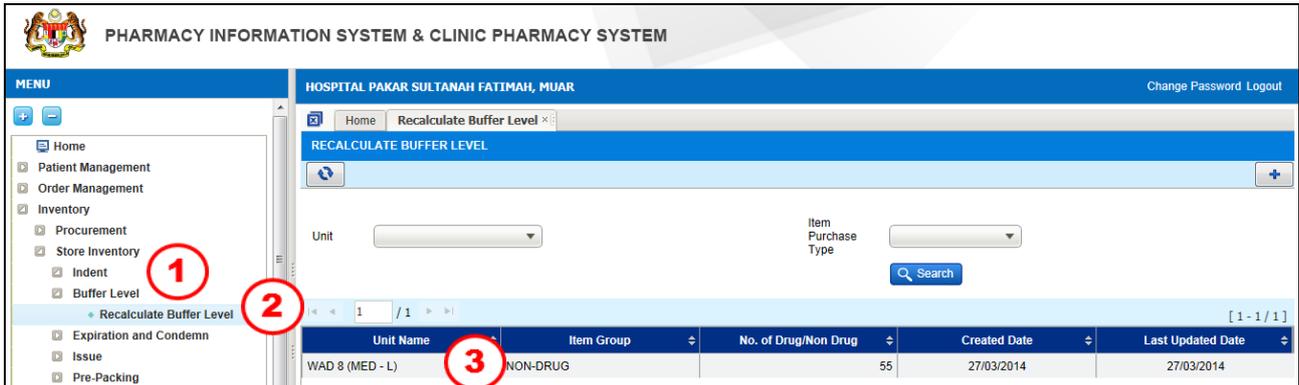


Figure 3.2-1 Existing Recalculate Buffer Level record(s)

STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and click on 'Buffer Level'

STEP 2

Click on 'Recalculate Buffer Level'

STEP 3

Double click on the selected Unit Name

Note

The Recalculate Buffer Level screen will be displayed as shown in the Figure 3.2-2.

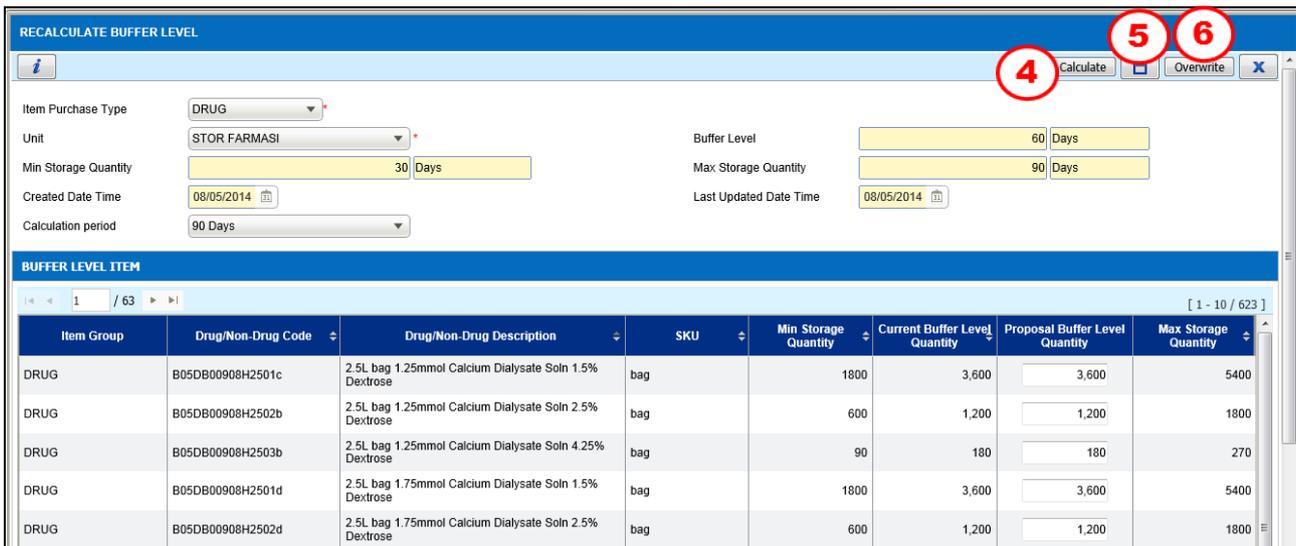
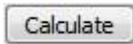


Figure 3.2-2 Overwrite Recalculate Buffer Level

STEP 4

Click on the  button to recalculate the buffer level

Note

- List of items will be displayed under the Buffer Level Item section.
- Items displayed are the Standard Item listed in the selected unit's Unit Catalogue List.
- System will suggest the **Proposal Buffer Level Quantity** but the value is editable.
- **Created Date Time** and the **Last Updated Time** will be displayed automatically by the system.

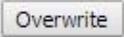
STEP 5

Click on the  button to save the transaction

Note

- Information record will be displayed as shown in Figure 3.2-3.
- Click on the  button to return to the Recalculate Buffer Level screen.

STEP 6

Click on the  button to overwrite the previously recalculated buffer level record

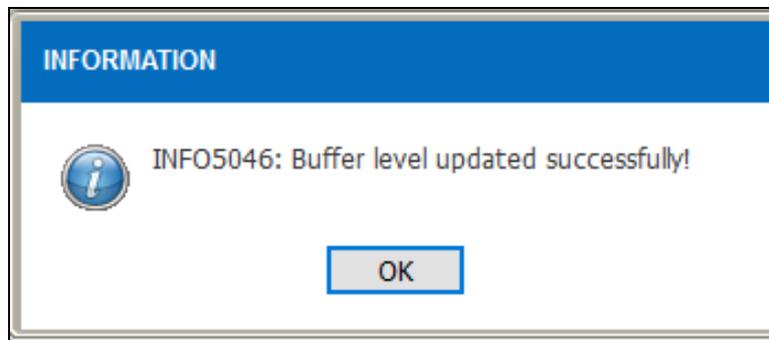


Figure 3.2-3 Save Record



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 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