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

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

Version	**: 1.5**
Document ID	**: U.MANUAL_INV_REBUFFERLVL**

Revision History

Version No	Date of Release	Prepared By	Reviewed / Verified by	List of changes from previous Version
1.0	09/01/2014	Nabilah binti Hanafi	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	First submission to MOH
1.1	29/04/2-14	Nabilah binti Hanafi	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	Update to the latest screen shots based on the later application version
1.2	05/01/2-14	Nabilah binti Hanafi	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	Update to the latest screen shots based on the later application version
1.3	22/05/2015	Nabilah binti Hanafi	Shamsul-'Ariza/ Kee Tuan Hwa (SA)	Update to v1.3 based on PhIS & CPS v1.3
1.4	6/4/2016	Dang Faakhira Binti Abd Samad	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.4.1
1.5	6/01/2017	Subhatra Guru		Change to latest screenshot and functions for version 1.5.1

Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
Muazzam bin Zulzalalin	Team Lead	Pharmaniaga Logistics Sdn. Bhd.	

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

Peer Review

Version No	Reviewed / Verified By	List of changes from Previous Version
1.0	Jenny Heng Maxine Wong (QA)	First submission to MOH
1.1	Michelle Foo (QA) Juridah Ayob (QA)	Update to the latest screen shots based on the later application version
1.2	Michelle Foo (QA) Juridah Ayob (QA)	Update to the latest screen shots based on the later application version
1.3	Juridah Ayob (QA) Michelle Foo (QA)	Update to v1.3 based on PhIS & CPS v1.3
1.4	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.4.1
1.5	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1

© 2011-2017 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only

Reference ID : U.MANUAL_INV_REBUFFERLVL- v1.5

Application reference: PhIS & CPS v1.5.1

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 Recalculate Buffer Level 4
Overview 4
User Group 4
Functional Diagram 4
Functional Description 4
3.1. Recalculate Buffer Level 5
3.2. Overwrite Recalculate Buffer Level record 8
4.0 Acronyms 10
5.0 Links to Inventory Modules 10

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	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			
Calculate	Recalculate buffer level	Overwrite	Overwrite previous buffer level

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

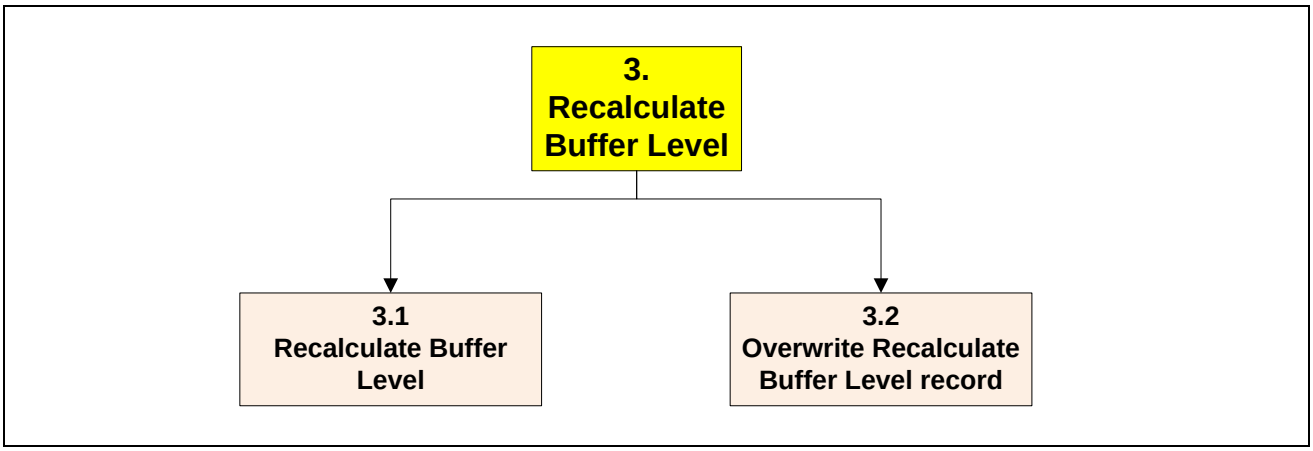

Figure 3.0-1

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 overwrited.

3.1. Recalculate Buffer Level

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

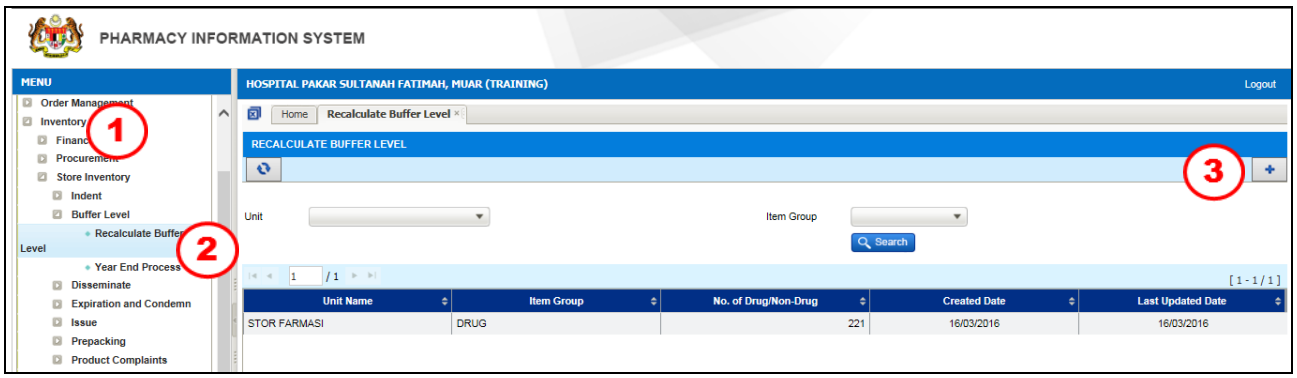

Figure 3.1-1 Recalculate Buffer Level

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

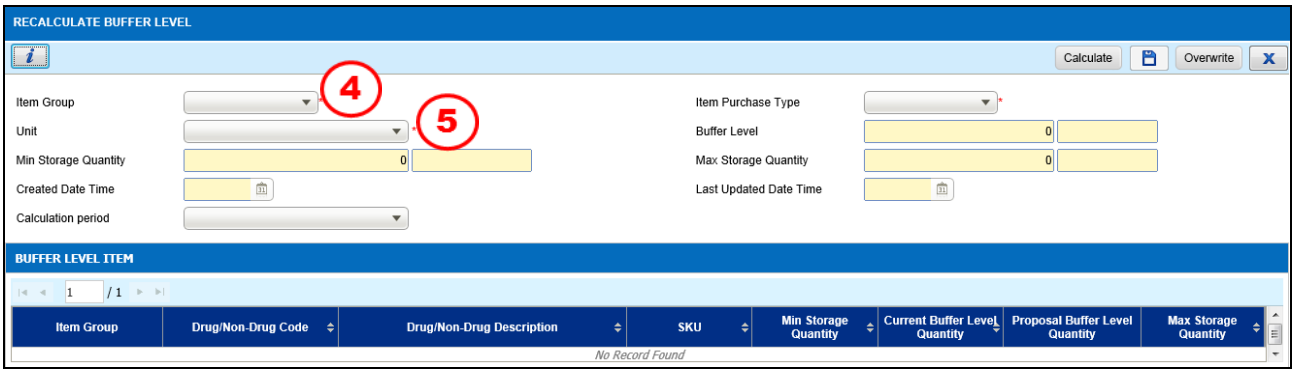

Figure 3.1-2 Recalculate Buffer Level screen

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.*

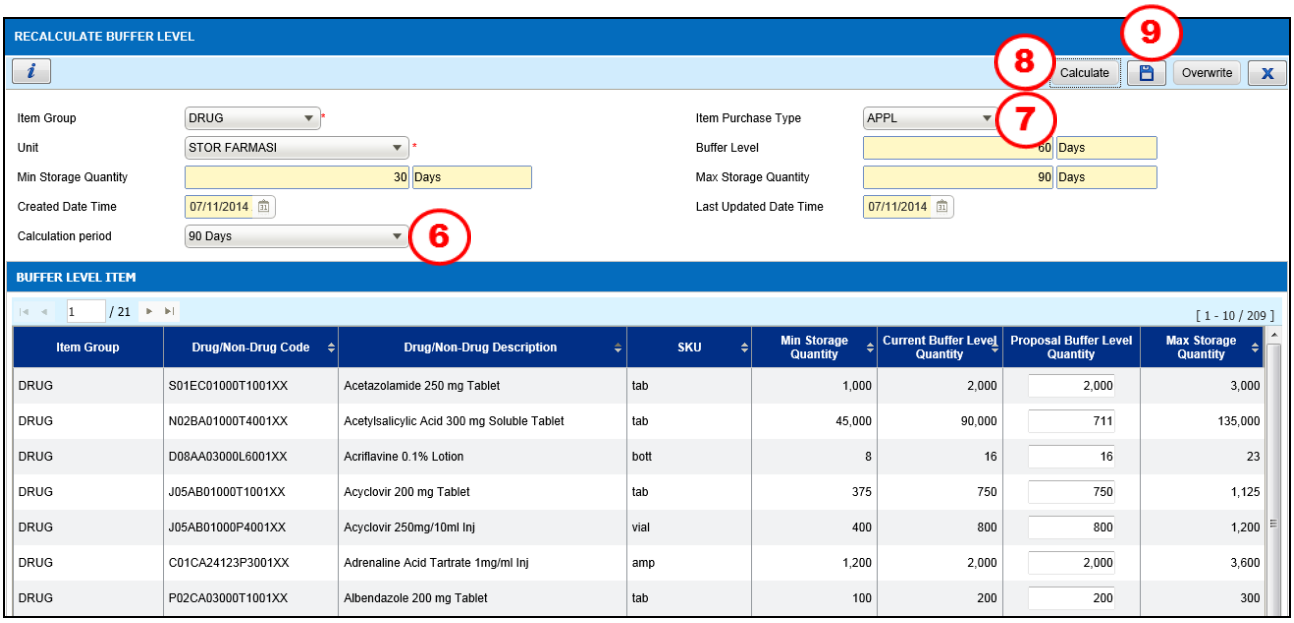

Figure 3.1-3 Recalculate Buffer Level screen

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 Calculate 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 auito 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* OK *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.*

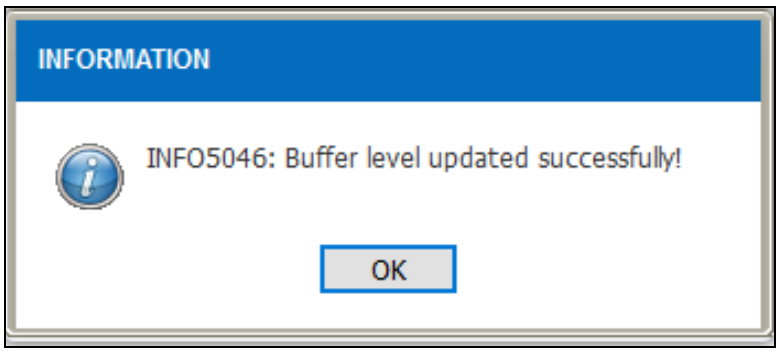

Figure 3.1-4Save Recalculate Buffer Level transaction

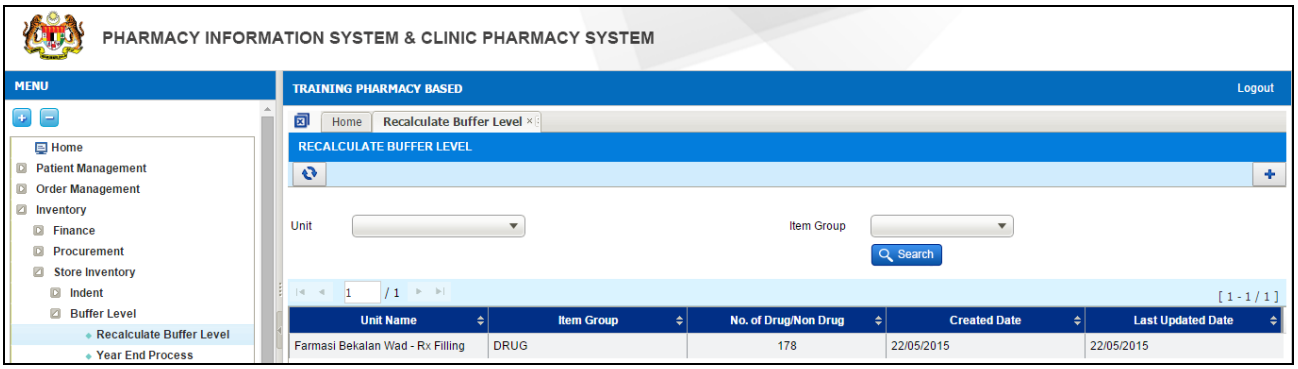

Figure 3.1-5 Recalculate Buffer Level Listing Page

3.2. Overwrite Recalculate Buffer Level record

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

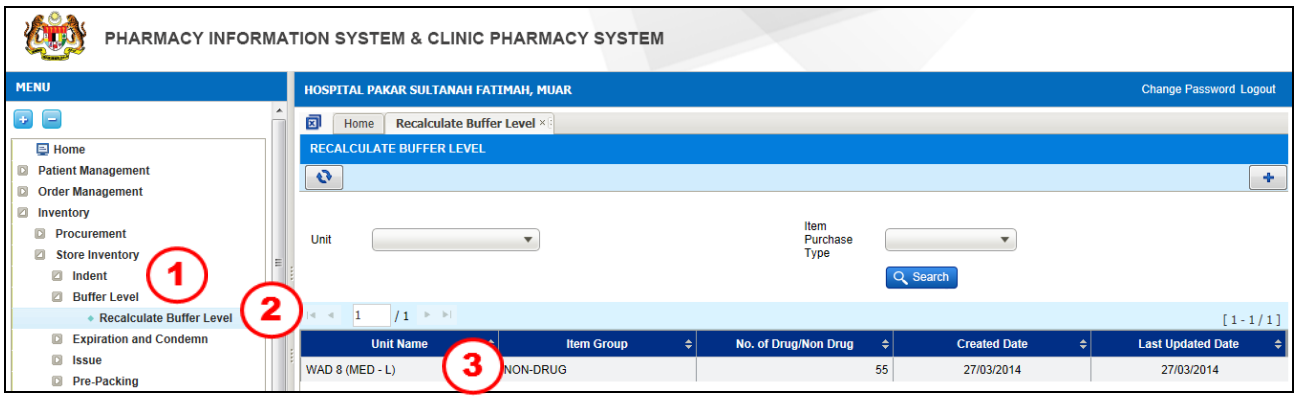

Figure 3.2-1 Existing Recalculate Buffer Level record(s)

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.

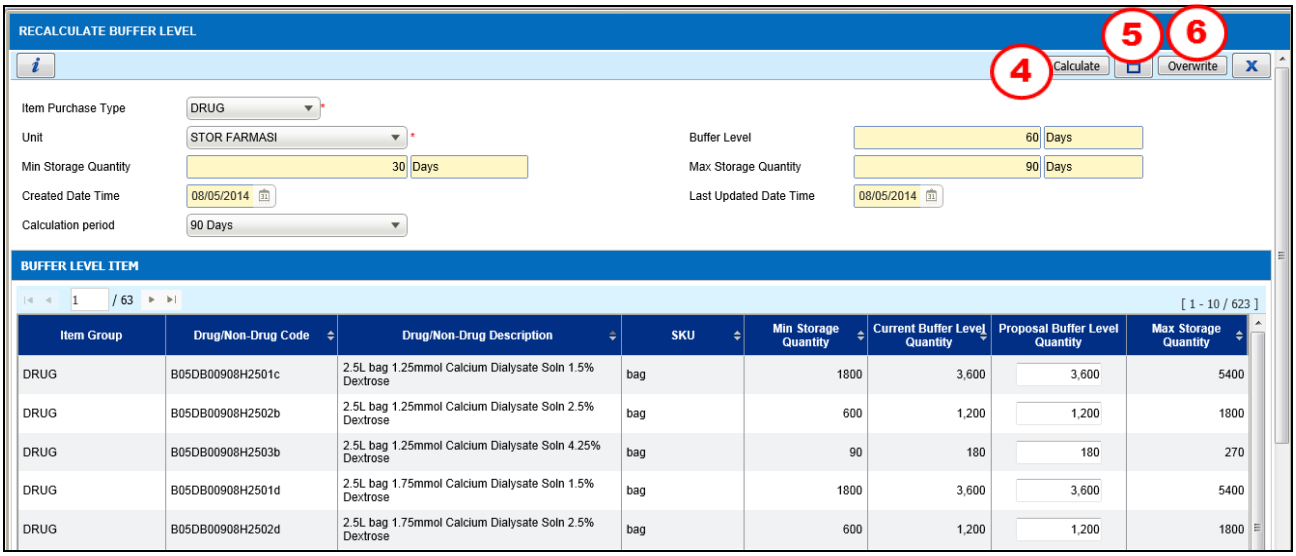

Figure 3.2-2 Overwrite Recalculate Buffer Level

STEP 4
Click on the Calculate 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 OK button to return to the Recalculate Buffer Level screen.*

STEP 6

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

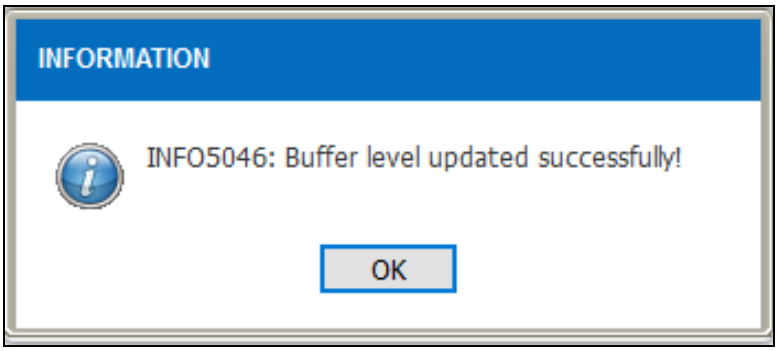

Figure 3.2-3 Save Record

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