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

User Manual
Pharmacy Inventory
Receive Item (Intra Facility)

Version	**: 9th EDITION**
Document ID	**: U.MANUAL_INV_RECEIVE ITEM_ INTRA FACILITY**

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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 (CDR), Parenteral Nutrition (PN), 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 (Recall Product) 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:

- Receiving Intra Facility
- Receive type: Issue Note
- Receive type: Manual
- Receive type: Return Item
- Receive type: Stock Transfer

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (APPL)
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

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 Receive Item Intra Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

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

Functional Diagram

Figure 3.0-1

3.1 Receive Item Intra Facility Listing Page

This function is used to view existing Receiving Intra Facility records.

Figure 3.1-1 Receive Intra Facility Listing Page

STEP 1
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2
Click on 'Receive Item' and follow by click on 'Intra Facility'

Note

- *Transaction will appear in Receive Intra Facility listing screen. By default, system will filter Receive Status = Open*
- *Receive Status = Open means the receiving transaction is not yet created*

STEP 3
To search for existing Receiving Intra Facility transaction, user may search by criteria as follows:

No	Field	Description	Remarks
a	Receipt No.	Search by Receipt No.	Display existing Receipt No
b	Receive From Unit	Search Receive from Unit -	Able to filter and search record(s) by Unit Name
c	Receive Type	Search by: - All - Issue Note - Manual - Return Item - Stock Transfer	Able to filter and search record(s)
d	Note No.	Search Note No.	Able to filter and search record(s)
e	Receive Date From	Select start date of receiving intra facility from the calendar	Format field (dd/mm/yy)
f	Receive Date To	Select of receiving intra facility end from the calendar	Format field (dd/mm/yy)

g	Created By	Name of the person who created the transaction	Display existing user name

Table 3.1.1

Figure 3.1-2 Receive Intra Facility Listing Page

STEP 4

Click on the button after input the criteria.

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2.

STEP 5

Double click on the selected record and the details will be appeared as per Figure 3.1-3.

Figure 3.1-3 Receive Items

Note

- *Item Details can be sorted, either by*
  - *Item Code*
  - *Item Description*
  - *Batch No*
  - *Expiry Date*
  - *Indent Quantity in SKU*
  - *Conversion factor*
  - *Packaging Description*
  - *Receive Quantity in SKU*
  - *Average Unit Price(RM)*

- *Pending List table shows all item which already indent but not issue out by issuer facility*
  - *Pending List is only displayed with Drug Status that is Partially Supply or Open*
  - *When all drug in the Indent is already supplied, Pending List table will not show anything*
  - *Only applicable when Receive Type = 'ISSUE NOTE'*

3.2 Create New Receive Item Intra Facility

To create new record for receiving Intra Facility, perform steps below:

Figure 3.2-1 Receiving Intra Facility

STEP 1
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2
Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3
Click on the button to create a new Receive Intra Facility

Note
Intra Facility screen will be displayed as figure 3.2-2

Figure3.2-2 Intra Facility Screen

Note

There are 4 types of receiving which are:

a) *Issue Note*
b) *Manual*
c) *Return Item*
d) *Stock Transfer*

3.2.1 Receive Item Inter Facility Type

3.2.1.1 Issue Note

To create new record receiving against Issue Note, perform steps below:

Figure 3.2.1.1-1 Intra Facility Receive Items - Issue Note

STEP 1
Click on 'Inventory' menu and click on 'Inventory Management' sub-menu

STEP 2
Click on 'Receive Item' and follow by click on 'Intra Facility'

STEP 3
Double click on the selected record and the details will be appeared as per Figure 3.1-3.

Figure 3.2.1.1-2 Intra Facility Receive Items – Issue Note

Note

- *Received item will show after **selecting Issue Note No.***
- ***Unit** is based on the Login ID.*
- ***Created by** will be defaulted according to Login ID.*
- ***Indent No.** will be displayed based on the selected **Issue Note No.***
- ***Receive From Unit Name** will display supplying unit name.*
- *The new **Status** will be 'open'*

STEP 4

Click on the button to save the transaction

Note

- *System will display an alert message as displayed in Figure 3.2.1.1-3.*
- *Message Information as Figure 3.2.1.1-4 will be displayed once user click on the Yes button in Figure 3.2.1.1-3.*

Figure 3.2.1.1-3 Alert Message

Figure 3.2.1.1-4 Alert Message

- ***Receipt No.*** *will be a generated automatically for future reference.*

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.1-1

Figure 3.2.1.1-5 Intra Facility Receive Items – Issue Note

Note

- *Once record has been saved successfully system will have displayed in Figure 3.2.1.1-5.*
- *Click on* *button to close the transaction*
- *The new **Status** will be 'close'*

STEP 5

Click on the to view/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. Pemesanan: K18002722	**Tarikh Pesanan:** 19/12/2018	**No. Pengeluaran:** I02PS001-0016638 Online Issue	**Tarikh Pengeluaran: 19/12/2018**
Tarikh Bekalan Dikehendaki:		**BAHAGIAN BEKALAN KAWALAN DAN AKAUN**	**BAHAGIAN SIMPANAN**

No. Kod(Drug/Non Drug Code)	Perihal Stok	Kuantiti Dipesan	SKU	No. Kod (Item Code)	Baki di Stor	Kuantiti Dikeluarkan	PKU	Harga (RM) Seunit	Harga (RM) Jumlah	Deskripsi Bungkusan	No. Kelompok	Tarikh Luput	Catatan
B01AB10520P5002b	Tinzaparin Na 14,000 anti-Xa IU (0.7ml) Injection (20,000 IU/ml)	300	PFSy	B01AB10520P5002b.01		15	pck	101.5800	1,523.70	pack of 2 prefilled syringe	A38523A	31/10/2019	
H02AB08351P3002XX	Triamcinolone Acetonide 40mg/ml Injection	100	EA	H02AB08351P3002XX.01		70	EA	2.3500	164.50	each	E7001	31/01/2019	
H02AB08351P3002XX	Triamcinolone Acetonide 40mg/ml Injection		EA	H02AB08351P3002XX.01		30	EA	2.3500	70.50	each	I002	31/01/2021	

Dilengkapkan Oleh Stor Pemesan		Dilengkapkan Oleh Stor Pengeluar	
Pegawai Pemesan :	**Pegawai Penerima :**	**Telah Diluluskan dan Direkodkan oleh:**	**Dikeluarkan dan Direkod oleh:**
Nama : [redacted]	**Nama** : [redacted]	**Nama** : [redacted]	**Nama** :
Jawatan : Pegawai Farmasi UF44	**Jawatan** : Pegawai Farmasi UF44	**Jawatan** : Pegawai Farmasi UF44	**Jawatan** :
Unit : FARMASI PESAKIT LUAR	**Unit** : FARMASI PESAKIT LUAR	**Unit** : FARMASI LOGISTIK	**Unit** :
Jabatan : Pharmacy	**Jabatan** : General Medicine	**Jabatan** : General Medicine	**Jabatan** :
Tarikh : 19/12/2018	**Tarikh** : 19/07/2019	**Tarikh** : 19/12/2018	**Tarikh** :
	(Dilengkapkan setelah stok diterima)	**BAHAGIAN BUNGKUSAN DAN PENGHANTARAN**	

Butir-butir Bungkusan	Butir-butir Penghantaran	Telah dibungkus dan dihantar oleh:
		Nama :
		Jawatan :
		Jabatan :
		Tarikh :

Remark :

Ini adalah cetakan komputer, tandatangan tidak diperlukan

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

Page 2 of 2

Figure 3.2.1.1-6 KEW.PS-10 Report

3.2.1.2 Manual

To create new record receiving against Manual, perform steps below:

Figure 3.2.1.2-1 Intra Facility Receive Items – Manual

STEP 1

Select ***Receive Type*** as Manual from dropdown box

- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 2

Enter ***Manual References No.***

STEP 3

Click on the ***Receive From Unit Name*** button and Search Receive From Unit Name window will be displayed as Figure 3.2.1.2-2

Figure 3.2.1.2-2 Search Receive From Unit Name

Note

- *User is allowed to enter a partial or full character for **Receive From Unit Name** and click on the* Search *button.*
- *Double click to select a Unit Name*

Figure 3.2.1.2-3 Add Item

STEP 4

Click on the Add Item button to add manually Drug/Non Drug

STEP 5

Select ***Item Description*** button

Note

- *This textbox allow user to enter a partial or full character for **Item Description** and/or **Item Code** and click the* Search *button.*
- *Item Description list will be based on **Item Group** selected in step 5.*
- *Double click to select the **Item Description.***

Figure 3.2.1.2-4 Search Item Description

STEP 6
Select ***Brand Name***

STEP 7
Enter ***Expiry Dates***.

STEP 8
Enter ***Batch No.***

STEP 9
Enter ***Receive Quantity***

Figure 3.2.1.2-5 Add Item

STEP 10
Click on the button to save the Add Item record

Note

- *Alert message will display after save the record as Figure 3.2.1.2-6.*
- *Click on the* Yes *button to save the added item and item will be updated on the Intra Facility screen as Figure 3.2.1.2-7.*
- *Click on the* No *button to cancel the added item.*

- *User is allowed to add item by repeating step 4 to 11.*

Figure 3.2.1.2-6 Alert Message

Figure 3.2.1.2-7 Intra Facility

STEP 11

Click on the button to save the transaction

Note

- *System will display an alert message as displayed in Figure 3.2.1.2-8.*

Figure 3.2.1.2-8 Alert Message

- *Message Information as Figure 3.2.1.2-9 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-8.*

Figure 3.2.1.2-9 Alert Message

- ***Receipt No*** *will be generated automatically.*

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.2-1

- ***Status*** *will change to close.*

Figure 3.2.1.2-10Send Approval

STEP 12

Click on the

button to send the approval

Note

- *System will display an alert message as displayed in Figure 3.2.1.2-11.*

Figure 3.2.1.2-11Alert Message

- *Message Information as Figure 3.2.1.2-12 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-11.*

Figure 3.2.1.2-12Alert Message

- ***Status*** *will change to pending approval.*

Figure 3.2.1.2-13Approve

STEP 12

Click on the button to approve the transaction

Note

- *System will display an alert message as displayed in Figure 3.2.1.2-14.*

Figure 3.2.1.2-14Alert Message

- *Message Information as Figure 3.2.1.2-15 will be displayed once user click on the 'Yes' button in Figure 3.2.1.2-14.*

Figure 3.2.1-15 Alert Message

- ***Status*** *will change to close.*

Figure 3.2.1.2-16 View/Print Report

STEP 14

Click on the

to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

GOODS RECEIVED NOTE

RECEIVING UNIT : Farmasi Bekalan Wad (FBW)

RECEIPT NO. : RI19050540 **RECEIVE TYPE** : Manual **DATE CREATED** : 17/01/2019

RECEIVE FROM UNIT NAME : Farmasi Logistik **ISSUE NOTE NO.** : 7876 **RECEIVE DATE** : 17/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	07.0017.04	Acyclovir 250 mg Injection	ABF2123	21/02/2020	10	vial	6.9600	69.60

TOTAL : 69.60

DISEDIAKAN OLEH :

.....

(Tandatangan Pegawal Stor)

Nama :

Jawatan : Pegawai Farmasi UF48

Jabatan : Pharmacy

Tarikh : 17/01/2019

Printed Date : 17/01/2019 **Printed By :** **Unit Name :** Farmasi Bekalan Wad (FBW) **Source : PhIS**

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Figure 3.2.1.2-17 Good Receive Note

3.2.1.3 Return Item

To create new record receiving against Return Item, perform steps below:

Figure 3.2.1.3-1 Intra Facility Receiving Item – Return Item

STEP 1

Select ***Receive Type*** as Return Item from dropdown box

- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 2

Click on ***Return No*** button and Search Return No window will be displayed as Figure 3.2.1.3-2

Note

- *User is allowed to enter a partial or full character for **Return No.** and click on the Search button.*
- *Double click to select the Return Note No.*

Figure 3.2.1.3-2 Search Return No

Figure 3.2.1.3-3 Intra Facility Receiving Item – Return Item

Note

- *Received item will be displayed on the list.*
- ***Unit** is based on the user Login ID.*
- ***Created by** is the name of the user Login ID.*
- ***Receive From Unit Name** will be displayed requesting unit name.*
- *The new **status** will be 'open'.*
- ***Return Reason** is retrieve from the return transaction.*
- ***Remarks** is from Return to Supplying Unit transaction*

STEP 3

Click on the button to save the transaction

Note

- *System will display an alert message as displayed in Figure 3.2.1.3-4.*
- *Message Information as Figure 3.2.1.3-5 will be displayed once user click on the Yes button in Figure 3.2.1.3-4.*

- ***Receipt No*** *will be generated automatically.*

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.3-1

Note

- ***Status*** *will be change to close*

Figure 3.2.1.3-4 Alert Message

Figure 3.2.1.3-5 Alert Message

Figure 3.2.1.3-6 View/Print Report

.

STEP 4

Click on the

to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

GOODS RECEIVED NOTE

RECEIVING UNIT : Farmasi Logistik

RECEIPT NO. : RI18050377 **RECEIVE TYPE** : Return Item **DATE CREATED** : 18/01/2019

RECEIVE FROM UNIT NAME : Farmasi Klinik Pakar (FKP) **ISSUE NOTE NO.** : RT18000058 **RECEIVE DATE** : 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	02.2207.05	Simvastatin 20mg Tab	1511021	30/11/2018	50	tablet	0.3290	16.45
2	02.2207.05	Simvastatin 20mg Tab	1511017	30/11/2018	600	tablet	0.3290	197.40
3	02.2207.05	Simvastatin 20mg Tab	1511019	30/11/2018	1,200	tablet	0.3290	394.80
							TOTAL :	608.65

DISEDIAKAN OLEH :

.....

(Tandatangan Pegawai Stor)

Nama :

Jawatan : Pegawai Farmasi UF44

Jabatan : Pharmacy

Tarikh : 18/01/2019

Printed Date : 18/01/2019 **Printed By :** **Unit Name :** Farmasi Logistik **Source : PhIS**

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Figure 3.2.1.3-7 Goods Received Note

3.2.1.4 Stock Transfer

To create new record receiving against Stock Transfer, perform steps below:

Figure 3.2.1.4-1 Intra Facility Receiving Item – Stock Transfer

STEP 1

Select ***Receive Type*** as Stock Transfer from dropdown menu

- Issue Note
- Manual
- Return Item
- Stock Transfer

STEP 2

Click on ***Transfer Note No*** button and Search Transfer Note No window will be displayed as Figure 3.2.1.4-2.

Note

- *User is allowed to enter a partial or full character for **Transfer Note No.** and click on the Search button.*
- *Double click to select the Transfer Note No.*

Figure 3.2.1.4-2 Search Transfer Note No.

Figure 3.2.1.4-3 Intra Facility Receiving Item – Stock Transfer

Note

- *Received item will be displayed on the list.*
- ***Unit** is based on the user Login ID.*
- ***Created by** will be defaulted according to Login ID*
- ***Receive From Unit Name** will be displayed requesting unit name.*
- *The new **status** will be 'open'.*

STEP 3

Click on the button to save the transaction

Note

- *System will display an alert message as displayed in Figure 3.2.1.4-4.*

Figure 3.2.1.4-4 Alert Message

- *Message Information as Figure 3.2.1.4-5 will be displayed once user click on the Yes button in Figure 3.2.1.4-4.*

Figure 3.2.1.4-5 Alert Message

- ***Receipt No*** *will be generated automatically.*

Character	Description	Value
1-2	Receipt	'RI'
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 3.2.1.4-1

- ***Status*** *will change to close.*

Figure 3.2.1.4-6 View/Print Report

STEP 4

Click on the Goods Receive Note to view/print the report

KEMENTERIAN KESIHATAN MALAYSIA

Hospital Kulim

GOODS RECEIVED NOTE

RECEIVING UNIT : Ward 4 - Medical (Male)

RECEIPT NO. : RI19050542 **RECEIVE TYPE** : Stock Transfer **DATE CREATED** : 18/01/2019

RECEIVE FROM UNIT NAME : Ward 5 - Ortho,Ophtal,ENT, Psy (M) **ISSUE NOTE NO.** : N01W4-0000020 **RECEIVE DATE** : 18/01/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	03.1406.05	Hyoscine Butylbromide 20mg/ml Inj	160396T	28/02/2019	1	amp	16.3364	16.34

TOTAL : 16.34

DISEDIAKAN OLEH :

.....

(Tandatangan Pegawal Stor)

Nama : [redacted]

Jawatan : Ketua Jururawat

Jabatan : Nursing Services

Tarikh : 18/01/2019

Printed Date : 18/01/2019 **Printed By :** [redacted] **Unit Name :** Ward 4 - Medical (Male) **Source : PhIS**

Page 1 of 1

Figure 3.2.1.4-7 Goods Received Note

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
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

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