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

User Manual
Integrated Web Portal (IWP)

KPK Approval

Version	**: 1st Edition**
Document ID	**: HQ_U.MANUAL_IWP_KPK APPROVAL**

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Application reference: PhIS & CPS v1.4.1

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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 excellent care. 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 IWP (KPK Approval) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- KPK Drug Approval
- KPK Item Assign

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Maintenance (General)
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login		Change Password
Logout	Logout		Reset Login screen
	Expand Menu		Display Archived Task List
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window	*	Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
	Radio Button		Delete Record
	Context Menu		Print Document
	Checkbox		

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive STEP.*

3.0 KPK Approval

Overview

The module will provide a portal for configuration guide for the user which describe the basic and advance featured available on the system for KPK. This featured allow user to view, key in the relevant data and approve or reject the transaction.

User Group

This module is intended for BPF users (subject to user assigned by the BPF)

Functional Diagram

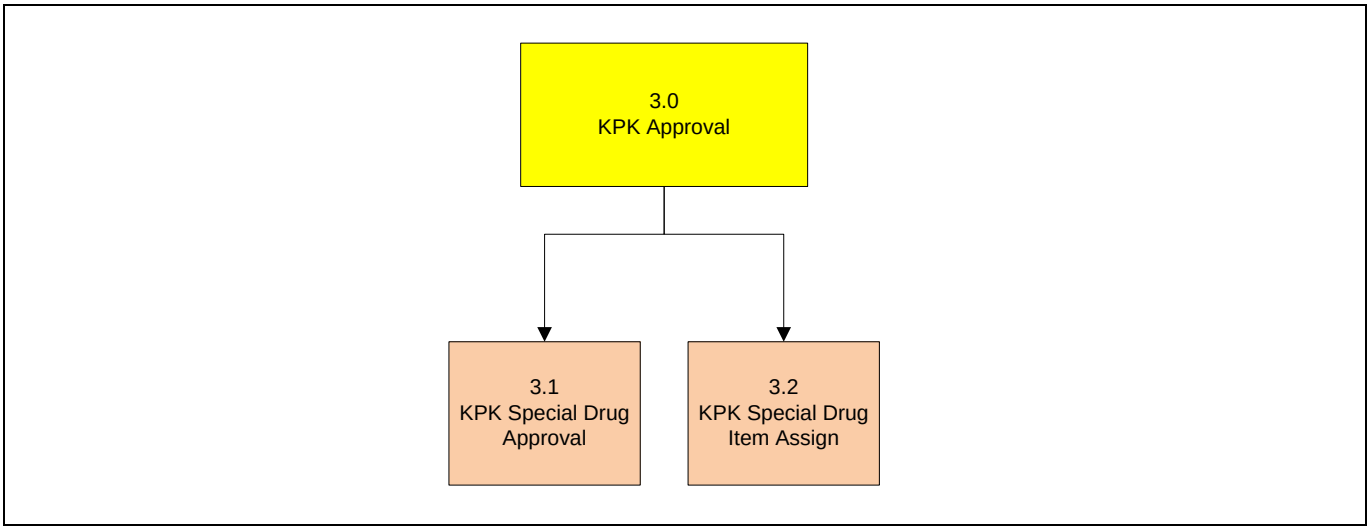

Figure 3.0

Functional Description

KPK Approval module comprises of two (2) main sub modules:

- **KPK Special Drug Approval**

  KPK Special Drug Approval screen allows user to approve and fill the approved quantity for KPK Drug Approval.

- **KPK Special Drug Item Assign**

  KPK Special Drug Item Assign screen allow user to choose the Item Code for KPK Drug that has been approved at KPK Special Drug Approval screen.

3.1 KPK Approval

This function is used to approve special drug request from the facility and recommend item code for the approved drug.

3.1.1 KPK Special Drug Approval

This function is used to approve special drug request from the facility

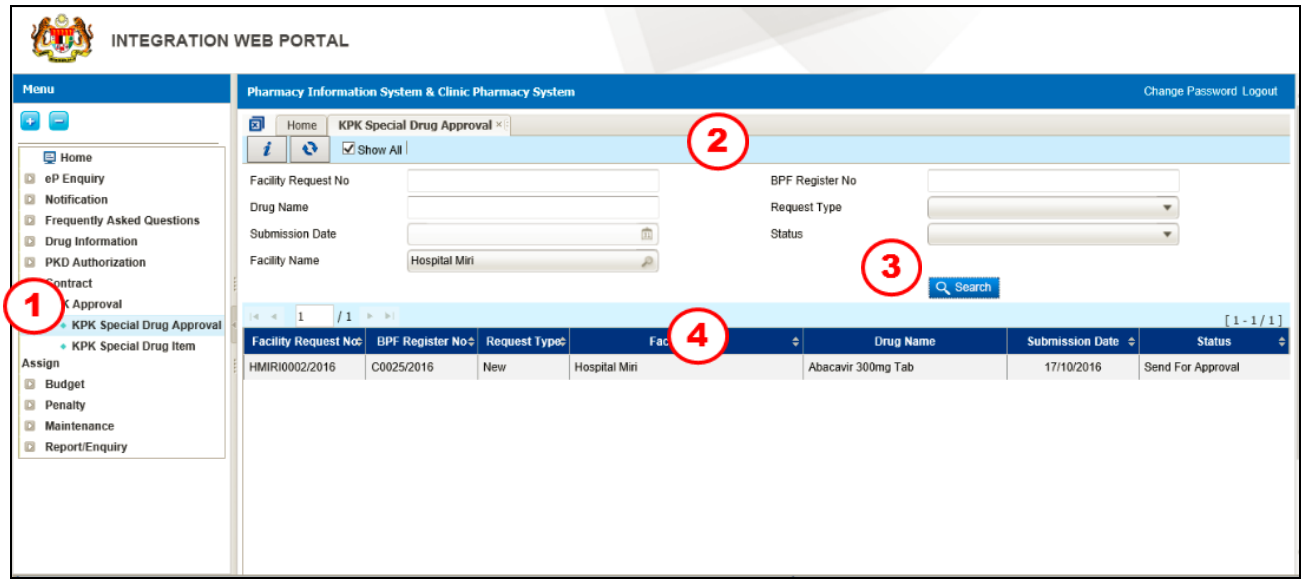

Figure 3.1.1-1 KPK Special Drug Approval List Page

STEP 1

Click on 'KPK Approval' followed by 'KPK Special Drug Approval'.

STEP 2

These search criteria can be used to search for existing KPK Special Drug Approval records:

a) ***Facility Request No***
b) ***BPF Register No***
c) ***Drug Name***
d) ***Request Type***
e) ***Submission Date***
f) ***Status***
g) ***Facility Name***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the KPK Special Drug Approval will be displayed as Figure 3.1.1-2.

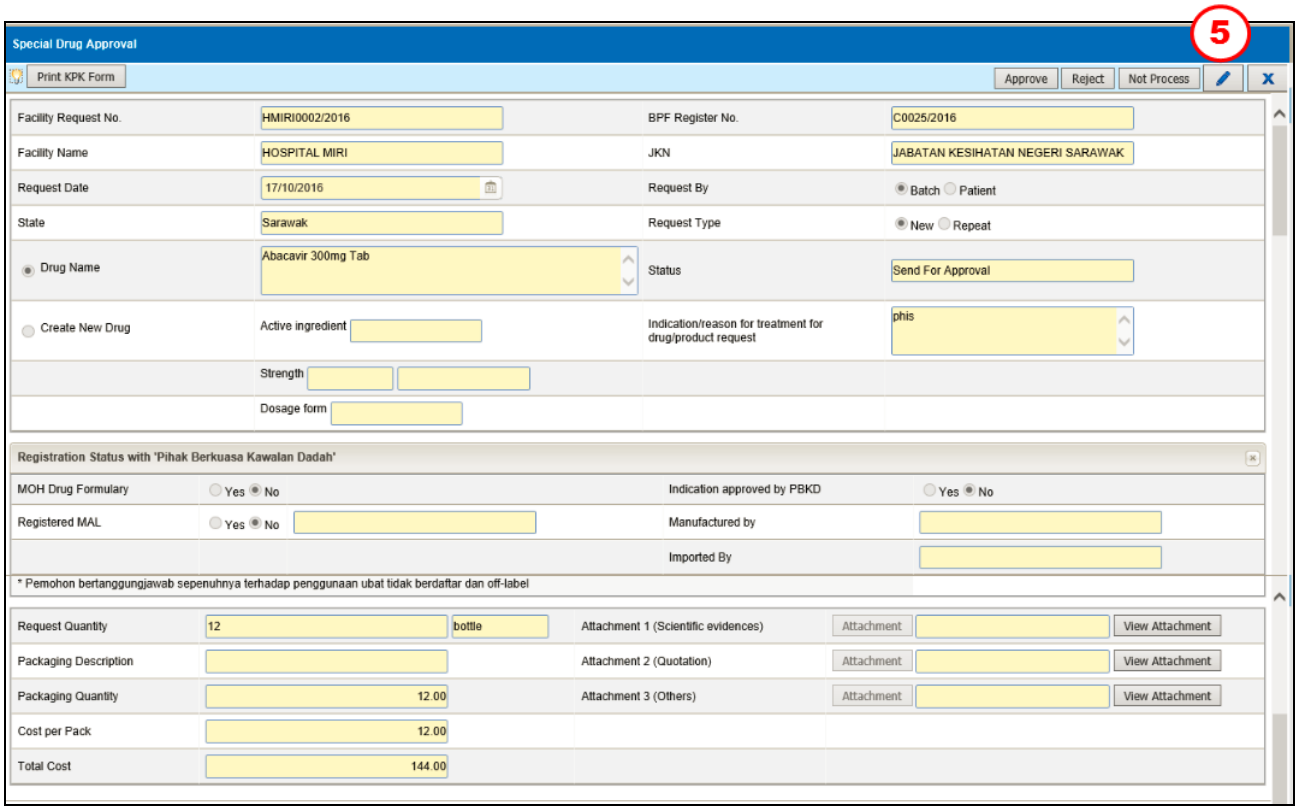

Figure 3.1.1-2 KPK Special Drug Approval Edit Page

STEP 5

Click on the button to edit the KPK Special Drug Approval screen and fill all the criteria with

Figure 3.1.1-3 KPK Special Drug Approval

STEP 6

Fill all the criteria with

- Fill the **Secretariat** section, **Remarks** and **Date**

Figure 3.1.1-4 KPK Special Drug Approval

STEP 7

Fill all the criteria with

- Fill the ***Pengarah Kanan Perkhidmatan Farmasi / Pengarah Amalan&Perkembangan/ Pengarah Penguatkuasa*** *section*, ***Remarks, Recommendation, Date*** *and* ***Recommended By.***

Figure 3.1.1-5 KPK Special Drug Approval

STEP 8

Fill all the criteria with *

- Fill the ***Ketua Pengarah Kesihatan Malaysia (KPK)/ Pengarah Kanan Perkhidmatan Farmasi (PKPF)*** *section*, ***Remarks, Approved Quantity, Date*** *and* ***Attachment.***

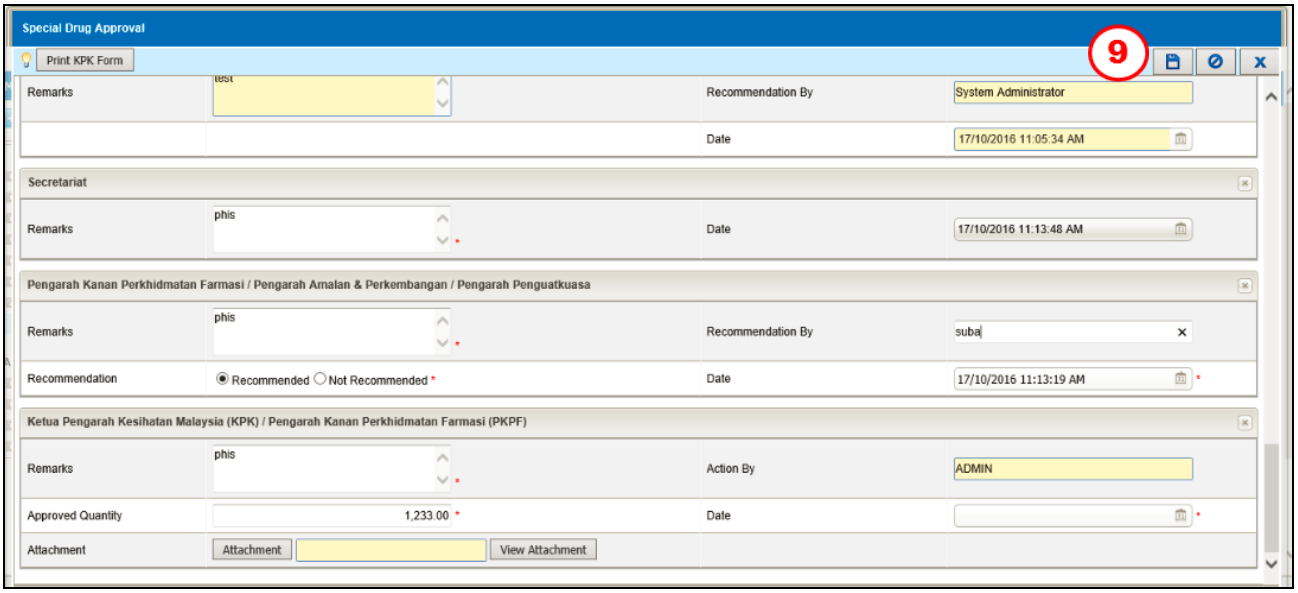

Figure 3.1.1-6 KPK Special Drug Approval

STEP 9

Click on the button to save the record for KPK Special Drug Approval

Note

- *Record will save when user click on the* OK *button as shown in Figure 3.1.1-7*

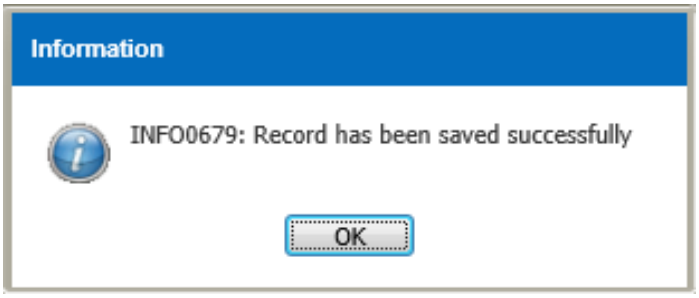

Figure 3.1.1-7 Information Message

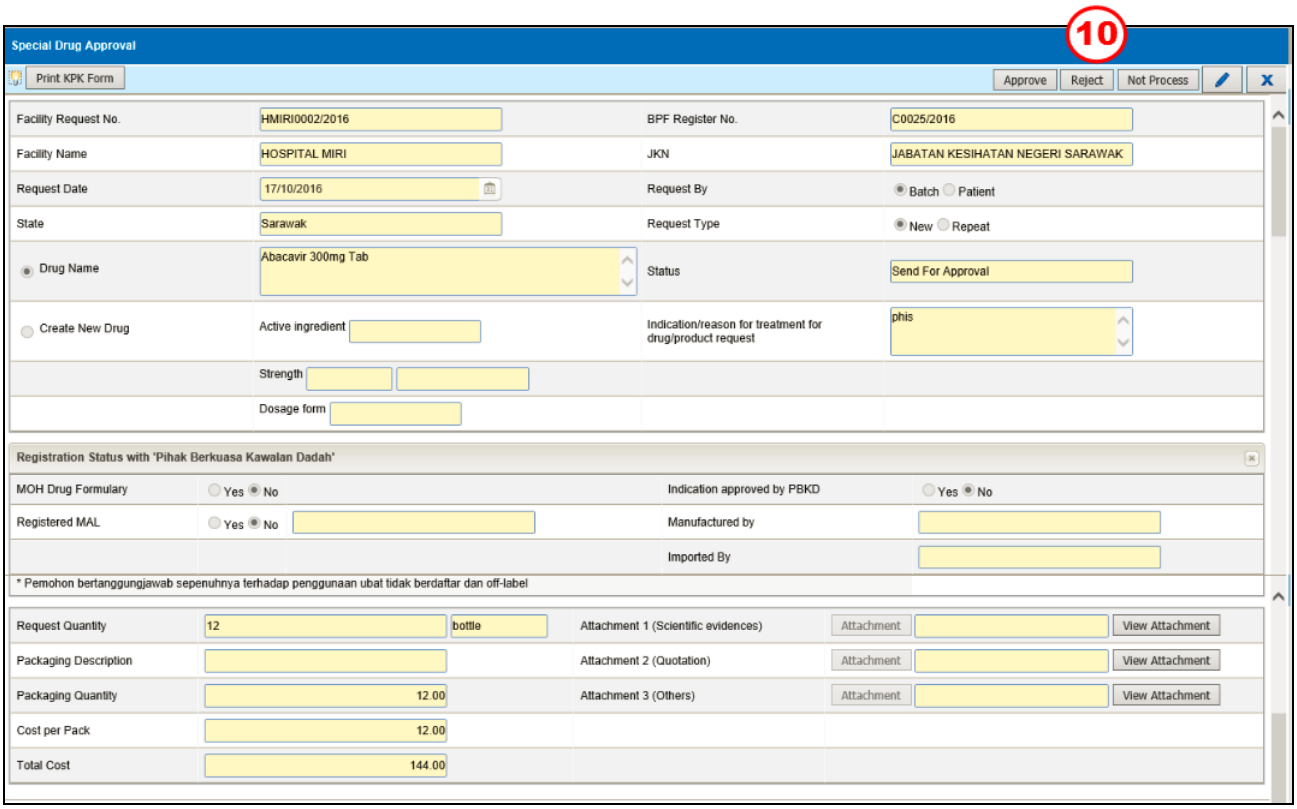

Figure 3.1.1-8 KPK Special Drug Approval

STEP 10

a) Click on the Approve button to approve the record.

Note

- *Record will approve when user click on the* OK *button as shown in Figure 3.1.1-9*

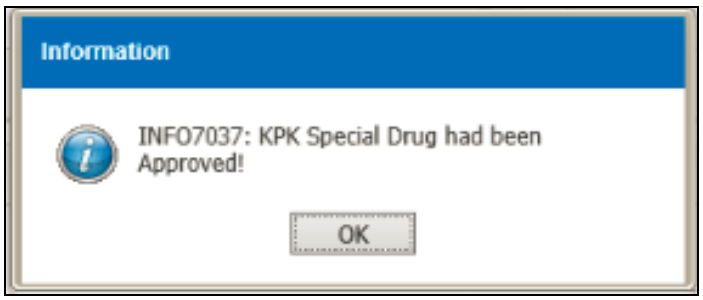

Figure 3.1.1-9 Information Message

- *Click on the* Print KPK Form *button to print out the KPK Form as shown in Figure 3.1.1-10 and 3.1.1 -11*

PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI

No. Siri
Fasiliti: HMIRI0002/2016
Bhg. Perkhidmatan Farmasi: C0025/2016

PERHATIAN: *Permohonan yang tidak lengkap* ***TIDAK*** *akan diproses.*

1	Hospital yang memohon:	5	Nama ubat / keluaran dimohon (nama generik): Abacavir 300mg Tab
2	Negeri: Sarawak	6	Status pendaftaran Pihak Berkuasa Kawalan Dadah (PBKD: http://portal.bpfk.gov.my/) Tidak berdaftar dan tiada dalam FUKKM* Nama Pengilang: Nama Pengimport: ** Pemohon bertanggungjawab sepenuhnya terhadap pengunaan ubat tidak berdaftar dan off-label*
3	Jenis permohonan: Baru		
4	Nama Pesakit:		
		7	Kuantiti dimohon (maksimum 6 bulan): 12 bottle Kos sebenar (sila sertakan sebut harga): RM144.00

A	**INDIKASI/TUJUAN RAWATAN BAGI UBAT/KELUARAN YANG DIMOHON**	
	phis	
B	**UBAT/KELUARAN ALTERNATIF SEDIA ADA DALAM FUKKM BAGI INDIKASI DIMOHON**	
C	**MAKLUMAT PAKAR YANG MEMOHON**	
	Ulasan: phis	Nama: Tarikh:
D	**KETUA JABATAN**	
	Ulasan:	Nama: Tarikh:
E	**KETUA PEGAWAI FARMASI**	
	Ulasan:	Peruntukan yang diperlukan: RM144.00 Peruntukan sedia ada: RM12.00
		Nama: Tarikh:
F	**PENGESAHAN PENGARAH HOSPITAL**	
	Ulasan:	Nama: Tarikh:
G	**PENGESAHAN PENGERUSI JKK UBAT-UBATAN KKM** **(untuk permohonan ubat tidak berdaftar (tiada dalam FUKKM) dan permohonan ubat diluar indikasi/off-label)**	
	Ulasan: ☐ SOKONG ☐ TIDAK DISOKONG	Tandatangan, nama & cop: Tarikh:

BPF/103-KPK01 (Pindaan 2) m/s 1

Figure 3.1.1-10 KPK Form

PERMOHONAN MEMPEROLEHI & MENGGUNAKAN UBAT YANG MEMERLUKAN KELULUSAN KHAS KETUA PENGARAH KESIHATAN MALAYSIA / PENGARAH KANAN PERKHIDMATAN FARMASI

Hospital		**No. Siri: C0025/2016**
Nama Ubat		
Kuantiti Ubat		**Kos Ubat: RM144.00**
Nama Pesakit		
Nama Pemohon Jawatan (Pakar)		

H	**URUSETIA**	
	Ulasan: phis	Tarikh: 17/10/2016
I	**PENGARAH KANAN PERKHIDMATAN FARMASI / PENGARAH AMALAN & PERKEMBANGAN / PENGARAH PENGUATKUASA**	
	Ulasan: phis ☑ SOKONG ☐ TIDAK DISOKONG	Tandatangan, nama & cop:suba Tarikh: 17/10/2016
J	**KEPUTUSAN KETUA PENGARAH KESIHATAN MALAYSIA (KPK) / PENGARAH KANAN PERKHIDMATAN FARMASI (PKPF)**	
	Sila maklum bahawa permohonan tuan/puan: ☑ LULUS ☐ TIDAK LULUS Ulasan: phis	Tandatangan, nama & cop: ADMIN Tarikh: 17/10/2016

Peringatan:

1. Urusan perolehan bagi setiap permohonan yang telah diluluskan hendaklah mengikut tatacara perolehan tertakluk kepada Arahan Perbendaharaan yang telah ditetapkan.

2. Peruntukan bagi proses perolehan hendaklah menggunakan peruntukan semasa yang telah diberikan dan bukan sebagai alasan untuk memohon peruntukan tambahan.

BPF/103-KPK01 (Pindaan 2) m/s 2

Figure 3.1.1-11 KPK Form

- *Click on the* Print Permit *button to print out the KPK Permit as shown in Figure 3.1.1-12*

KEMENTERIAN KESIHATAN MALAYSIA

AKTA JUALAN DADAH 1952
PERATURAN-PERATURAN KAWALAN DADAH & KOSMETIK 1984
(Peraturan 15(6))

PENGECUALIAN UNTUK MENGIMPORT KELUARAN TIDAK BERDAFTAR BAGI TUJUAN RAWATAN PENYAKIT YANG MENGANCAM NYAWA

C0025/2016

Pengecualian ini diberikan kepada:

Nama Pemohon :

Hospital/Institusi :

Nama Keluaran :

Kuantiti :

Indikasi :

Nama Pesakit :

Pengecualian ini tertakluk kepada syarat-syarat yang berikut:

(1) Pengimportan ini dikhaskan bagi kegunaan ke atas pesakit seperti dinyatakan dalam permohonan

(2) Rekod dan dokumen mengenai pembekalan keluaran ini kepada pesakit berkenaan hendaklah disimpan untuk tujuan audit.

(3) Kesan "adverse" akibat dari penggunaan keluaran tidak berdaftar ini adalah tanggungjawab pemohon sepenuhnya. Laporan kesan adverse hendaklah dikemukakan kepada Bahagian Perkhidmatan Farmasi dan Jabatan Kesihatan Negeri (Farmasi) negeri masing-masing.

(4) Doktor yang merawat pesakit hendaklah memberikan nasihat supaya pesakit boleh memilih ubatnya dan memberikan persetujuannya.

(5) Perundangan yang berkaitan dengan keluaran hendaklah dipatuhi khasnya mengenai pengimportan, penyimpanan, pembekalan dan kesan adverse.

(6) Dalam tempoh 10 hari dari tarikh pengimportan, pemohon hendaklah:

a. memulangkan semula pengecualian ini dan.

b. menghantar sesalinan borang import Kastam kepada Pengarah Kanan Perkhidmatan Farmasi, Kementerian Kesihatan Malaysia.

(7) Pengecualian ini sah untuk pengimportan dalam tempoh 6 bulan dari tarikh ia dikeluarkan.

Tarikh: **17/10/2016**

Pengarah Kanan Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia

Figure 3.1.1-12 KPK Permit

b) Click on the Reject button to reject the record.

Note
Status *will change to* ***Rejected By KPK/PKPF***

c) Click on the Not Process button to cancel process the record.

Note
Status *will change to* ***Not Processed***

3.1.2 KPK Special Drug Item Assign

This function is used to assign KPK Drug Item

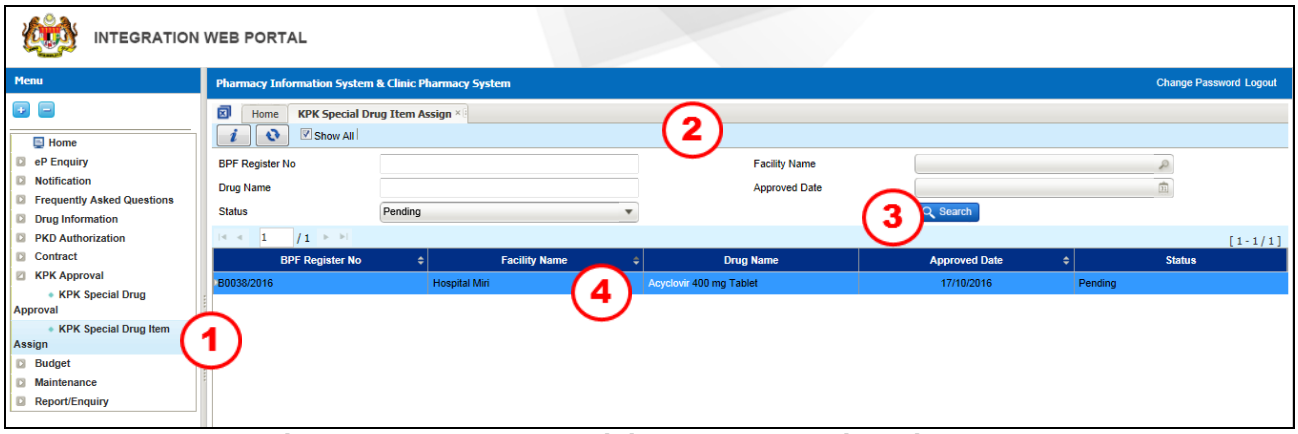

Figure 3.1.2-1 KPK Special Drug Item Assign List Page

STEP 1

Click on 'Maintenance' followed by 'KPK Special Drug Item Assign'.

STEP 2

These search criteria can be used to search for existing KPK Special Drug Item Assign:

a) ***BPF Register No***
b) ***Facility Name***
c) ***Drug Name***
d) ***Approve Date***
e) ***Status***

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the KPK Special Drug Item Assign will be displayed as Figure 3.1.2-2.

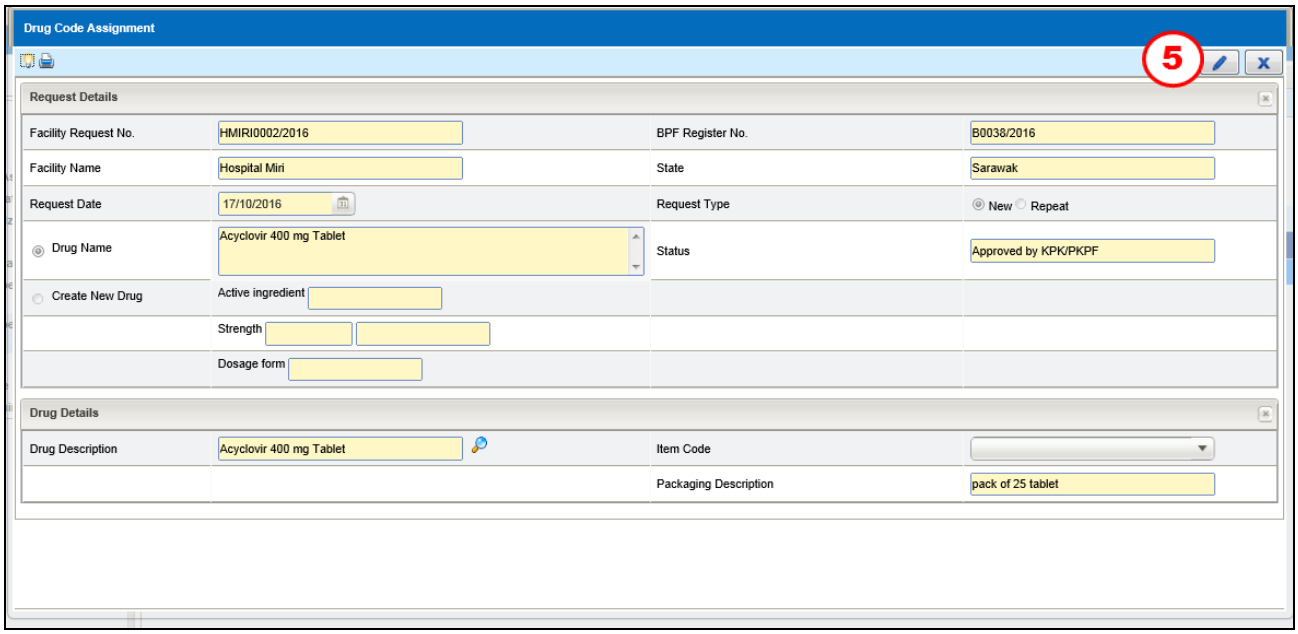

Figure 3.1.2-2 Drug Code Assignment

STEP 5

Click on the button to edit the KPK Special Drug Item Assign screen and fill the compulsory

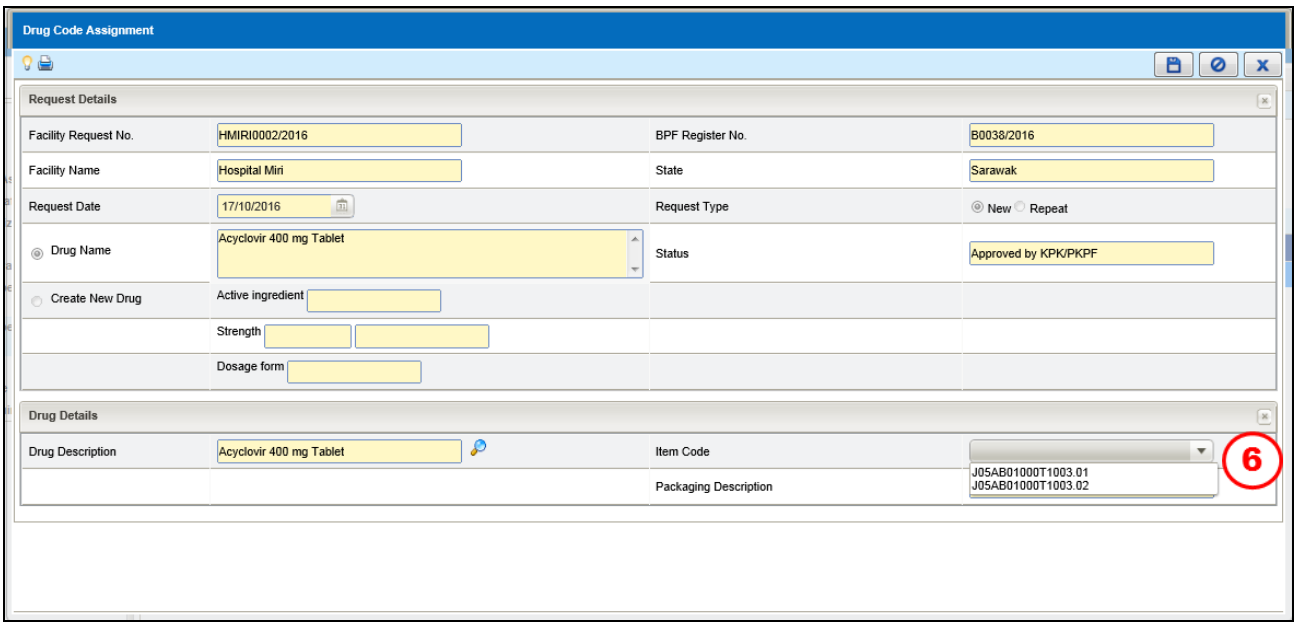

Figure 3.1.2-3 Drug Code Assignment

STEP 6

Click on the dropdown box to choose ***Item Code*** for Drug Description and click on the selected ***Item Code***.

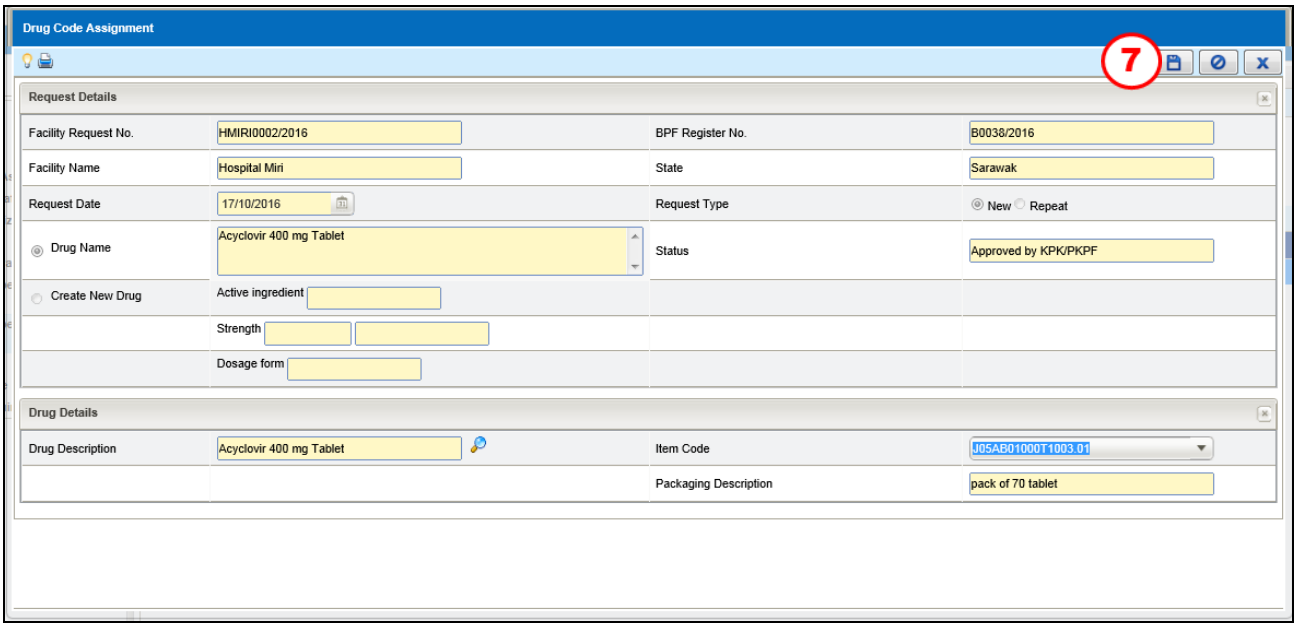

Figure 3.1.2-4 Drug Code Assignment

STEP 7

Click on the button to save the record for the KPK Special Drug Item Assign

Note

- *Record will save when user click on the* OK *button as shown in Figure 3.1.2-5*

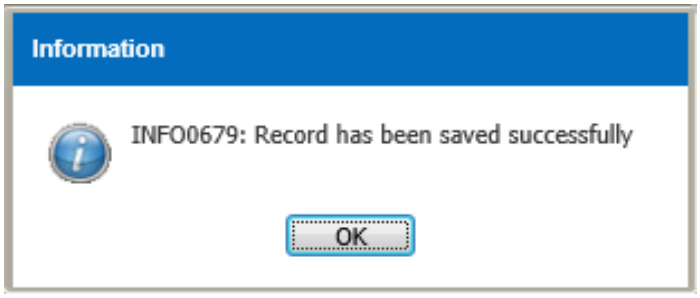

Figure 3.1.2-5 Information Message

- *Click on the* X *button to close the* KPK Special Drug Item Assign screen.

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
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5.0 Links to IWP Modules

No	*Module*	*PDF Links*
1	*Notification*	*Click Here*
2	*Frequency Asked Question*	*Click Here*
3	*Drug Information*	*Click Here*
4	*Contract*	*Click Here*
5	*KPK Approval*	*Click Here*
6	*Maintenance – Pharmacy*	*Click Here*
7	*Maintenance – Inventory*	*Click Here*
8	*Maintenance – General*	*Click Here*
9	*Maintenance – HQ Security*	*Click Here*