

# PHARMACIST USER GUIDE

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## CREATE PHARMACY REQUEST

1. To create pharmacy request, click **PHARMACY MODULE**.
2. Click **CREATE NEW PHARMACY**.

The screenshot shows the Pharmacy module interface. On the left sidebar, the 'Pharmacy' menu item is highlighted with a red box and a green arrow labeled '1'. In the main content area, the 'Create new request' button is highlighted with a red box and a green arrow labeled '2'. The interface includes a top navigation bar with icons for New Order, Orders, Serve, Wardstock, Recent, Return, Refund, Databank, Walk-in, Reports, and Close. The main content area is divided into three sections: Pharmacy Orders (Current Area: MURANG GAMOT PHARMACY), Ward Stocks, and Pharmacy Returns.

Pharmacy Orders (Current Area: MURANG GAMOT PHARMACY)	
Create new request	Create new pharmacy request
Manage requests	List of active pharmacy requests
Serve request	Record served pharmacy requests
Default area	Set/change default pharmacy area

Ward Stocks	
New ward stock	Create new pharmacy ward stock
Recent stocks	View ward stocks for this shift
Manage ward stocks	Manage pharmacy ward stocks
Wards list	Pharmacy wards list

Pharmacy Returns	
New return entry	Create new pharmacy return entry (without refund)
New refund entry	Create new pharmacy return entry (with refund)
Manage returns/refunds	Manage previous pharmacy return entries


3. To select pharmacy area click **Select area**.

The screenshot shows the 'Select area' dialog box. The title bar reads 'Pharmacy::Select area'. The dialog contains a table with a list of pharmacy areas and a 'Select' button for each. The 'ANIMAL BITE TREATMENT CENTER' area is highlighted with a red box and a green arrow labeled '3'.

All areas (Requires access privilege)	
2D ECHOsss	Select
2D ECHO	Select
Famed	Select
ANIMAL BITE TREATMENT CENTER	Select
AMBULATORY SURGERYSASASA	Select
ACCOUNTING SECTION	Select
BLOOD TRANSFUSION SERVICE	Select
CATH-LAB	Select
Emergency Room	Select
HI-Pharma-Cons-Retail	Select
HEART STATION & ECHO LAB.	Select
In-Pt-Pharma-Consignment	Select
In-Pt-Pharma-Cons-Retail	Select
ICU 1	Select
INTERNAL MEDICINE Annex	Select
IN-PATIENT PHARMACY	Select
IPBM PHARMACY	Select

4. To search patient's record, click the **SEARCH PATIENT ICON**.

Pharmacy area: MURANG GAMOT PHARMACY

Request Details	Reference No.	Request Date
Type: <input checked="" type="radio"/> Cash <input type="radio"/> Charge Name: <input type="text"/>  Clear Address: <input type="text"/> Patient type: WALK-IN HRN: Location: WALK-IN PHIC no: None Category:	2017000698 Reset	May 4, 2017 10:57am
Discounts		Request options
Classification: None <input type="checkbox"/> Senior citizen		Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes: <input type="text"/>
Add items Empty list Coverages		Submit Cancel

Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
Order list is currently empty...						

Sub-Total	0.00
Discount	(0.00)
Net Total	0.00


5. Input HRN Number, name or case number of the patient.


6. Click **SEARCH BUTTON**.

Pharmacy: Ne


Select a Person

Search Person

HRN / Name: Gal, che Case #: Case Number 

 5

Pid	Full Name	Case	Case Date	Confinement Type	Sex	options
No results found.						

 6

\*This will show the patient list.

Select a Person

Search Person

HRN / NameGal, che

Case #Case Number

Q Search

Pid

Full Name

Case #

Case Date

Confinement Type

Sex

options

2138362

GALAGAR, CHERRY L C.

Walk-in

Walk-in

2138362

1169303

GALAGAR, CHERYL G.

Walk-in

Walk-in

1169303

964855

GALAMITON, CHERRY LOUIS C.

Walk-in

Walk-in

964855

962096

GALAMITON, CHERRY LOUISE C.

Walk-in

Walk-in

962096

1275349

GALAMITON, CHERRY LOUISE C.

Walk-in

Walk-in

1275349

2062243

GALAMITON, CHESTER D.

Walk-in

Walk-in

2062243

1266123

GALANG, CHENNIE MAE R.


Walk-in

Walk-in

1266123

Displaying 1-10 of 43 results.

7. By adding the patient click the patient **CASE NUMBER**.

a. Click  to view all transaction of the patient.

8. If patient is walk-in , click the PID in the option column.

Pharmacy::Ne

Select a Person

Search Person

HRN / NameGal, chen

Case #Case Number

Q Search

Pid

Full Name

Case #

Case Date

Confinement Type

Sex

options

1266123

GALANG, CHENNIE MAE R.

Walk-in

Walk-in

1266123

1618779

GALENDEZ, CHENY ANN N.

Walk-in

Walk-in

1618779

3003107

GALUPO, CHEN

2017000619

May 2, 2017

INPATIENT (ER)

Displaying 1-3 of 3 results.

Net Total

0.00

Segworks Technologies Corporation | 4

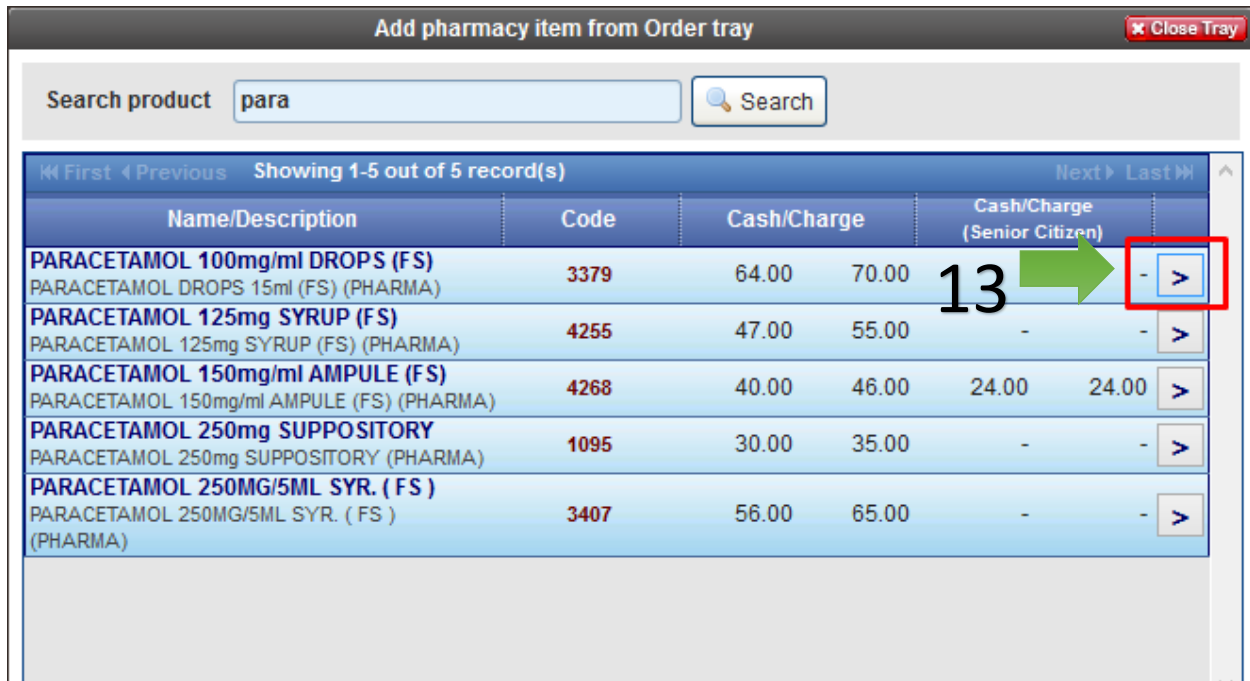
9. To add items, click the **ADD ITEMS** button.

Request Details		Reference No.	Request Date			
<p>Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge PHIC <input type="button" value="v"/></p> <p>Name: GALUPO, CHEN <input type="button" value="Clear"/></p> <p>Address: NOT PROVIDED, DAVAO CITY 8000</p> <p>Patient type: <b>INPATIENT (ER)</b> HRN: 3003107 Location: <b>FAMAN Rm #:1</b> PHIC no: 987654321123 Category: <b>INDIVIDUAL PAYING-SELF EMPLOYED</b></p>		<p>2017000699 <input type="button" value="Reset"/></p> <p>Discounts</p> <p>Classification: <b>None</b> <input type="checkbox"/> Senior citizen</p>	<p>May 4, 2017 12:01pm <input type="button" value="Calendar"/></p> <p>Request options</p> <p>Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes <input type="text"/></p>			
<p><input checked="" type="button" value="Add items"/> <input type="button" value="E-Coverages"/> PHIC Coverage: 3,150.00 <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/></p>						
Item NO.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
Order list is currently empty...						
Sub-Total						0.00
Discount						(0.00)
Net Total						0.00

10. Enter medicine name.
11. Click **SEARCH** button to view item details.
12. Successfully view the list of items searched.

Add pharmacy item from Order tray <input type="button" value="Close Tray"/>						
Search product para				<input type="button" value="Search"/>		
Showing 1-5 out of 5 record(s)						
Name/Description	Code	Cash/Charge	Cash/Charge (Senior Citizen)			
PARACETAMOL 100mg/ml DROPS (FS)	3379	64.00	70.00	-	-	>
PARACETAMOL 125mg SYRUP (FS)	4255	47.00	55.00	-	-	>
PARACETAMOL 150mg/ml AMPULE (FS)	4268	40.00	46.00	24.00	24.00	>
PARACETAMOL 250mg SUPPOSITORY	1095	30.00	35.00	-	-	>
PARACETAMOL 250MG/5ML SYR. (FS)	3407	56.00	65.00	-	-	>

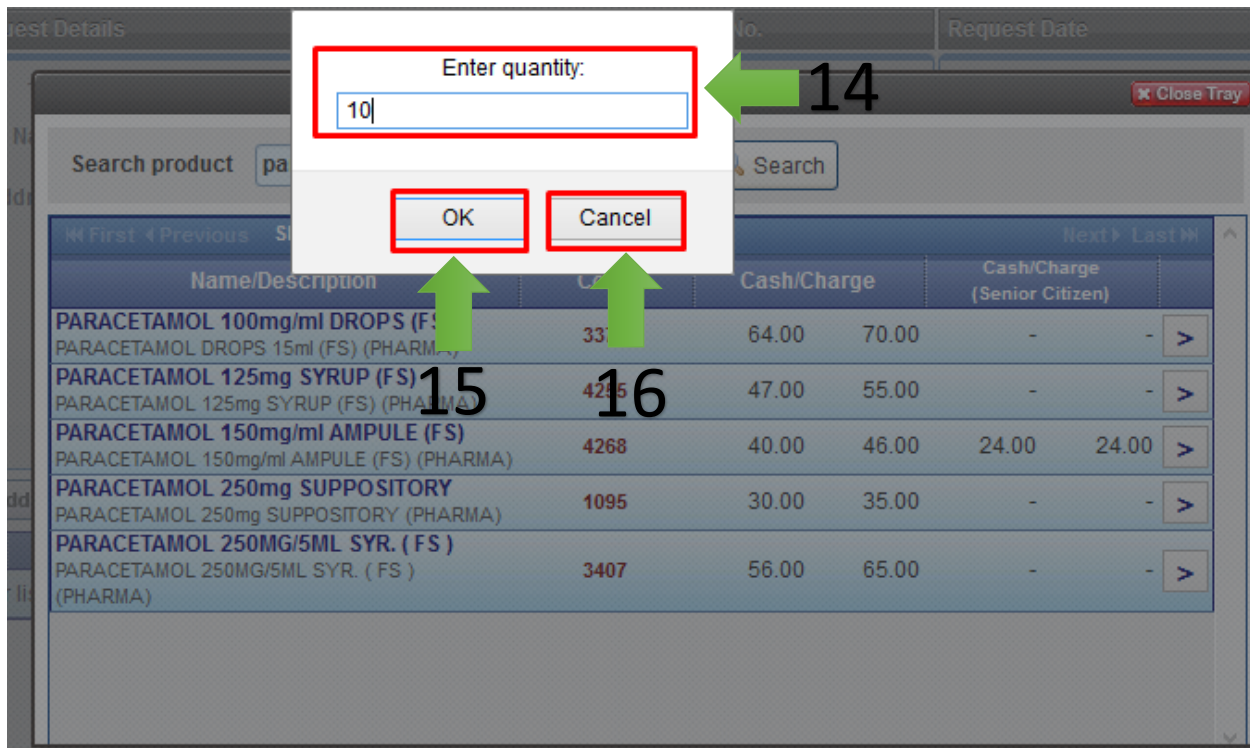
13. To add the specific item into the list of patients, click > button.



14. Input quantity of the item.

15. Click **OK** to proceed.

16. Click **CANCEL** to cancel item.



17. Click **SUBMIT** to submit pharmacy request.

Request Details		Reference No.	Request Date
Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge <input type="text" value="PHIC"/>		<input type="text" value="2017000699"/> <input type="button" value="Reset"/>	<input type="text" value="May 4, 2017 12:01pm"/>
Name: <input type="text" value="GALUPO, CHEN"/> <input type="button" value="Clear"/>		<div>Discounts</div> <div>Request options</div>	
Address: <input type="text" value="NOT PROVIDED, DAVAO CITY 8000"/>		Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes: <input type="text"/>	
Patient type: <b>INPATIENT (ER)</b> HRN: <b>3003107</b> Location: <b>FAMAN Rm # :1</b> PHIC no: <b>987654321123</b> Category: <b>INDIVIDUAL PAYING-SELF EMPLOYED</b>		<div>Classification: <b>None</b></div> <input type="checkbox"/> Senior citizen	
<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Coverages"/> PHIC Coverage: <b>500.00</b>		<div>17</div> <input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
<input checked="" type="checkbox"/> 3379	PARACETAMOL 100mg/ml DROPS (FS)	<input type="checkbox"/>	<input type="text" value="20"/>	70.00	70.00	1,400.00
<input checked="" type="checkbox"/> 1095	PARACETAMOL 250mg SUPPOSITORY	<input type="checkbox"/>	<input type="text" value="20"/>	35.00	35.00	700.00
<input checked="" type="checkbox"/> 4255	PARACETAMOL 125mg SYRUP (FS)	<input type="checkbox"/>	<input type="text" value="10"/>	55.00	55.00	550.00

Sub-Total	<b>2,650.00</b>
Discount	<b>(0.00)</b>
Net Total	<b>2,650.00</b>

18. Click **PRINT** to print pharmacy request details.

Pharmacy request successfully saved!

Pharmacy area: **MURANG GAMOT PHARMACY**  
 Reference no.: **2017000699**  
 Order date: **May 4, 2017 12:01pm**  
 Type: **Charge**  
 Name: **GALUPO, CHEN**  
 Address: **NOT PROVIDED, DAVAO CITY 8000**  
 Priority: **Stat**  
 Notes:


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Code	Particular/s	Price	Quantity	Total
<b>1095</b>	PARACETAMOL 250mg SUPPOSITORY	35.00	20	700.00
<b>3379</b>	PARACETAMOL 100mg/ml DROPS (FS)	70.00	20	1,400.00
<b>4255</b>	PARACETAMOL 125mg SYRUP (FS)	55.00	10	550.00

Request details

19. Show printable pharmacy request.

1 of 1 Automatic Zoom



Republic of the Philippines  
DAVAO MEDICAL CENTER  
JP Laurel Avenue, Davao City

**MURANG GAMOT PHARMACY  
PHARMACY ORDER REQUEST (CHARGE)**

**Reference No.** 2017000699  
**PID** 3003107  
**Order Date** May 4, 2017 12:01pm  
**Case No.** 2017000619  
**Location** FAMAN Rm # :1

**Name** GALUPO, CHEN  
**Address** NOT PROVIDED, DAVAO CITY 8000

**Item List**

Item No.	Description	Price	Qty	Amount
1095	PARACETAMOL 250mg SUPPOSITORY	35.00	20	700.00
3379	PARACETAMOL DROPS 15ml (FS)	70.00	20	1,400.00
4255	PARACETAMOL 125mg SYRUP (FS)	55.00	10	550.00
<b>Total</b>				2,650.00



## MANAGE REQUESTS

1. To view list of pharmacy request click **Manage Requests**.

Pharmacy Orders (Current Area: MURANG GAMOT PHARMACY)	
	Create new request
	Manage requests
	Serve request
	Default area

2. Select category to filter.

Pharmacy::Request list

Search options

☐ Select payor Payor Name

☐ Select date Today

☐ Select area 2D ECHOss

Order Search Result:

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm # :1	Charge/Normal	MURANG GAMOT PHARMACY	<a href="#">SERVED</a>
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUT(Packed Red Blood Cells Aliquot), SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # :966	Charge/Normal	BLOOD TRANSFUSION SERVICE	<a href="#">SERVED</a>
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50mlvial	C-FAMMED-GYNE Rm # :1019	Charge/Normal	MURANG GAMOT PHARMACY	<a href="#">SERVED</a>
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	<a href="#">SERVED</a>
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	<a href="#">SERVED</a>

3. For **SELECT PAYOR**, click dropdown to select.
4. Click **SEARCH**.

Search options

☒ Select payor Patient ID

☐ Select date Payor Name

☐ Select area Patient ID

Patient Records

Inpatient/ER/OPD

Case No.

5. Dropdown **SELECT DATE** to filter by date of order.
6. Click **SEARCH**.

**Search options**

☐ Select payor Patient ID

☒ Select date Today

☐ Select area

5

6

7. Dropdown **SELECT AREA** to filter by pharmacy area.
8. Click **SEARCH**.

**Search options**

☐ Select payor Patient ID

☐ Select date Today

☒ Select area 2D ECHOsss

7

8

Ref No.	
2017000699	GA
2017000698	PR
2017000696	GE
2017000695	AR
2017000694	SA

9. If the transaction type is **charge** the details will automatically be **SERVED**.
10. Otherwise, if the transaction type is **cash** you need to pay first in the **CASHIER** before **SERVING** the items.









**Search options**


☐ Select payor Payor Name










☒ Select date This week

☐ Select area 2D ECHOsss

Order Search Result:

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)		Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALiquot(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # :966	Charge/Normal	BLOOD TRANSFUSION SERVICE	
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50mlvial	C-FAMMED-GYNE Rm # :1019	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	EMERGENCY ROOM	Cash/Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm # :1	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	

11. For cash transaction that is not yet paid, you can still add items by clicking  button.

Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm # :1	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALiquot(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm # :966	Charge/Normal	BLOOD TRANSFUSION SERVICE	
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50mlvial	C-FAMMED-GYNE Rm # :1019	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VAÑESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	EMERGENCY ROOM	Cash/Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm # :1	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:34am	2017000690	SAAVEDRAS, VAÑESSAS G.	PARACETAMOL 150mg/ml AMPULE (FS)	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	

12. After clicking the edit button, it will show the **request window**.


**Pharmacy::Edit request**


Pharmacy area: MURANG GAMOT PHARMACY

<b>Request Details</b> Type: <input checked="" type="radio"/> Cash <input type="radio"/> Charge <input type="checkbox"/> To pay later Name: SAM, SAM Address: NOT PROVIDED, DAVAO CITY 8000 Patient type: <b>ER PATIENT</b> HRN: 3002783 Location: <b>EMERGENCY ROOM</b> PHIC no: Category:	<b>Reference No.</b> 2017000693 Reset	<b>Request Date</b> May 3, 2017 4:57pm
<b>Discounts</b> Classification: <b>None</b> <input type="checkbox"/> Senior citizen		<b>Request options</b> Priority: <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes

Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
1245	ORADEXON 500mcg Tablet	<input type="checkbox"/>	2	6.00	6.00	12.00

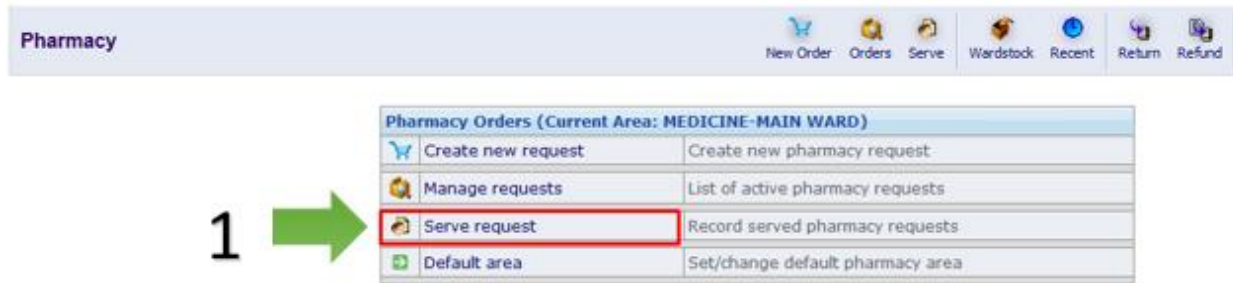
Sub-Total: 12.00  
 Discount: (0.00)  
 Net Total: 12.00

13. And for cash transaction that is not yet paid you can still delete the request by clicking  button.

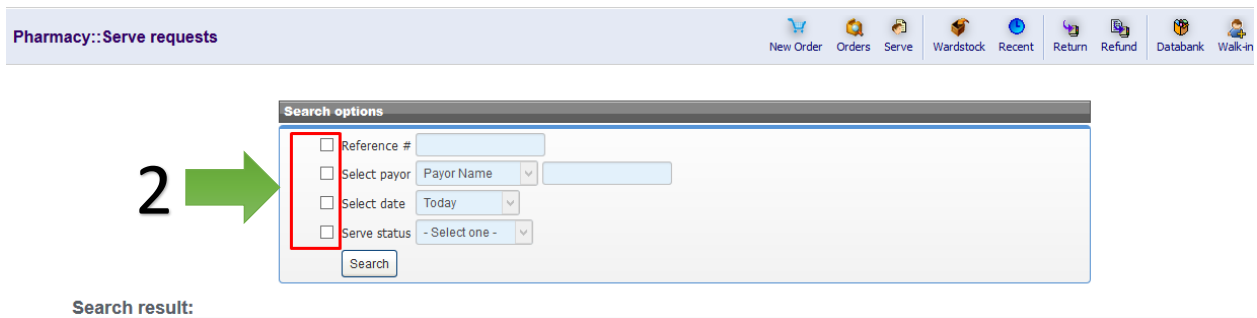
Showing 1-10 of 104 item(s)							
Date	Ref No.	Name	Items	Location	Priority	Area	Details
2017-05-04 12:01pm	2017000699	GALUPO, CHEN	PARACETAMOL 250mg SUPPOSITORY, PARACETAMOL 100mg/ml DROPS (FS), PARACETAMOL 125mg SYRUP (FS)	FAMAN Rm #:1	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-04 11:56am	2017000698	PRIMARY, 102 .	ALIQUOT(Packed Red Blood Cells Aliquot) , SUBCLAVIAN SHUNT MEDCOMP(FS) Double Lumen Cath	DMORVIEW Rm #:966	Charge/Normal	BLOOD TRANSFUSION SERVICE	
2017-05-04 10:16am	2017000696	GECALE, LEONORA A.	0.9% sodium chloride 50ml/vial	C-FAMMED-GYNE Rm #:1019	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 05:00pm	2017000695	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:59pm	2017000694	SAAVEDRAS, VANESSAS G.	ORADEXON 500mcg Tablet	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 04:57pm	2017000693	SAM, SAM	ORADEXON 500mcg Tablet	EMERGENCY ROOM	Cash/Normal	MURANG GAMOT PHARMACY	
2017-05-03 03:56pm	2017000692	GALUPO, CHEN	PARACETAMOL 100mg/ml DROPS (FS)	FAMAN Rm #:1	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:35am	2017000691	ARC, ARC	PARACETAMOL 150mg/ml AMPULE (FS)	EMERGENCY ROOM	Charge/Normal	MURANG GAMOT PHARMACY	
2017-05-03 10:34am	2017000690	SAAVEDRAS, VANESSAS G.	PARACETAMOL 150mg/ml AMPULE (FS)	WALK-IN	Charge/Normal	MURANG GAMOT PHARMACY	

## SERVE REQUEST

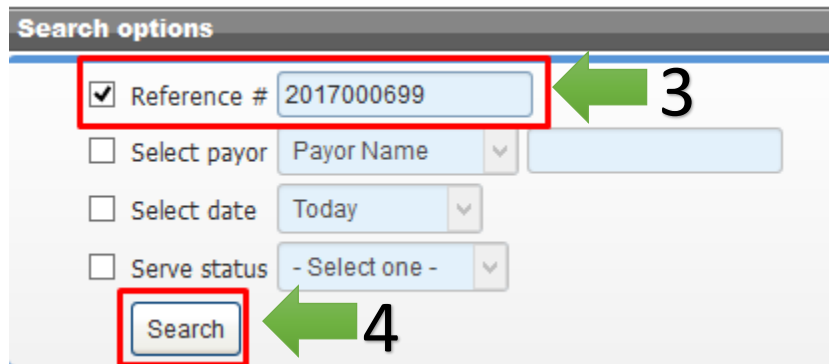
1. To update and view serve status of the pharmacy request click **SERVE REQUEST**.



2. Select category to filter.



3. For **REFERENCE NUMBER** input reference number of the request.
4. Click **SEARCH**.



5. Dropdown **SELECT PAYOR** to filter by payor type (Payor Name, Payor ID, Patient Records, Inpatient, Case no.)
6. Click **SEARCH**.

**Search options**

☐ Reference #

☒ Select payor **Payor Name**  **5**

☐ Select date

☐ Serve status

**6**

- Payor Name
- Payor Name
- Patient ID
- Patient Records
- Inpatient**
- Case No.

7. Dropdown **SELECT DATE** to filter by order date.
8. Click **SEARCH**.

**Search options**

☐ Reference #

☐ Select payor **Payor Name**

☒ Select date **Today**  **7**

☐ Serve status

**8**

- Today
- Today**
- This week
- This month
- Specific date
- Between

9. Dropdown **SELECT STATUS** to filter by status of request.
10. Click **SEARCH**.

☐ Select date **Today**

☒ Serve status **- Select one -**  **9**

**10**

- Select one -
- Select one -
- Not served
- Partially served**
- Served

## DEFAULT AREA

1. To set default pharmacy area, click **DEFAULT AREA**.

Pharmacy

New Order Orders Serve Wardstock Recent Return

**Pharmacy Orders (Current Area: MEDICINE-MAIN WARD)**

Create new request	Create new pharmacy request
Manage requests	List of active pharmacy requests
Serve request	Record served pharmacy requests
<b>Default area</b>	Set/change default pharmacy area

**Ward Stocks**

New ward stock	Create new pharmacy ward stock
Recent stocks	View ward stocks for this shift
Manage ward stocks	Manage pharmacy ward stocks
Wards list	Pharmacy wards list

**Pharmacy Returns**

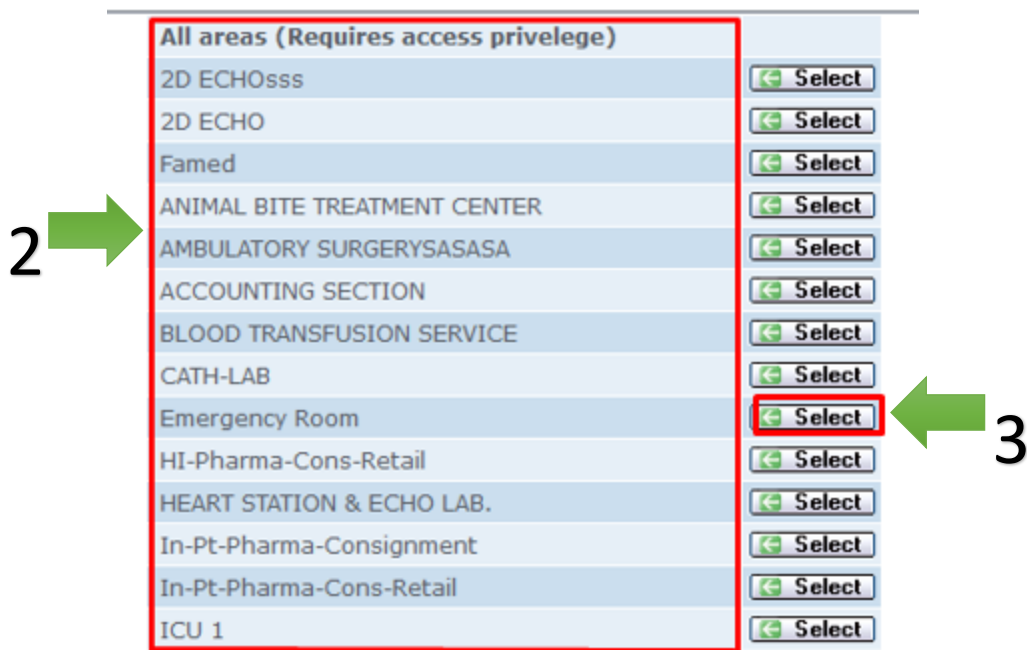
New return entrv	Create new pharmacy return entrv (without refund)
------------------	---



2. Shows all pharmacy area.
3. Click **SELECT** button to select default pharmacy area.

**All areas (Requires access privilege)**

2D ECHOsss	Select
2D ECHO	Select
Famed	Select
ANIMAL BITE TREATMENT CENTER	Select
AMBULATORY SURGERYSASASA	Select
ACCOUNTING SECTION	Select
BLOOD TRANSFUSION SERVICE	Select
CATH-LAB	Select
Emergency Room	Select
HI-Pharma-Cons-Retail	Select
HEART STATION & ECHO LAB.	Select
In-Pt-Pharma-Consignment	Select
In-Pt-Pharma-Cons-Retail	Select
ICU 1	Select



- The selected pharmacy area will consider as the default pharmacy area every time you create a request.

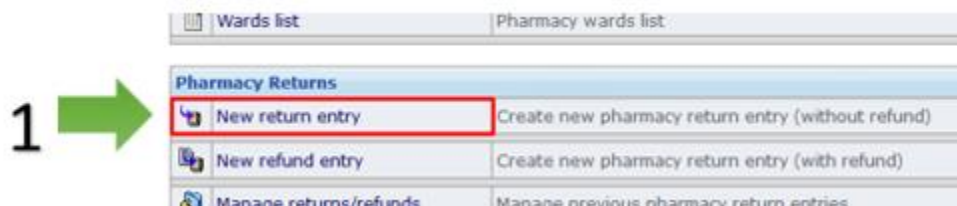


Request Details		Reference No.	Request Date			
Type: <input type="radio"/> Cash <input checked="" type="radio"/> Charge PHIC <input type="button" value="v"/> Name: GALUPO, CHEN <input type="button" value="Clear"/> Address: NOT PROVIDED, DAVAO CITY 8000 Patient type: INPATIENT (ER) HRN: 3003107 Location: FAMAN Rm # :1 PHIC no: 987654321123 Category: INDIVIDUAL PAYING-SELF EMPLOYED		2017000705 <input type="button" value="Reset"/>	May 5, 2017 3:12pm <input type="button" value="Calendar"/>			
		Discounts	Request options			
		<b>Classification: None</b> <input type="checkbox"/> Senior citizen	Priority <input checked="" type="radio"/> Routine <input type="radio"/> Stat Notes <input type="text"/>			
<input type="button" value="Add items"/> <input type="button" value="Empty list"/> <input type="button" value="Coverages"/> PHIC Coverage: 500.00		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				
Item No.	Item Description	Consigned	Quantity	Price(Orig)	Price(Adj)	Total
Order list is currently empty...						
Sub-Total						0.00
Discount						(0.00)
Net Total						0.00



## RETURN ENTRY

1. Click **NEW RETURN ENTRY** to return items with **charge** transaction.



2. Click **SEARCH** button to search patient.

Pharmacy area: IN-PATIENT PHARMACY

Return information: Control no. 2017000006, Name, Address, Reset, Select (highlighted with a red box and a green arrow labeled '2').

Return date: May 5, 2017 3:28pm, Select date.

Buttons: Select items, Empty list, Submit, Close.

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
Item list is currently empty...							

3. Input person full name or case number to search registered person.
4. Click **SEARCH** button.

Select registered person

Search person: galupo, chen, Case no: [ ], Search (highlighted with a red box and a green arrow labeled '4').

HRN	Sex	Lastname	First name (highlighted with a green arrow labeled '3')	Middlename	Date of Birth	Confinement	Classification	Options
No such person exists...								

- To select which items you want to return, click **SELECT ITEMS** button.

Pharmacy::New return entry

Pharmacy area: IN-PATIENT PHARMACY

Return information

Control no.: 2017000006 [Reset]

Name: Galupo, Chen [Select]

Address: NOT PROVIDED, DAVAO CITY 8000 DAVAO DEL SUR

Return date: May 5, 2017 3:28pm [Select date]

Notes:

[Select items] [Empty list] [Submit] [Close]

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
Item list is currently empty...							

- Input item name to filter by medicine name.
- Click **SEARCH**.
- Click **RETURN** button to return item.

Add return item [Close Tray]

Search options

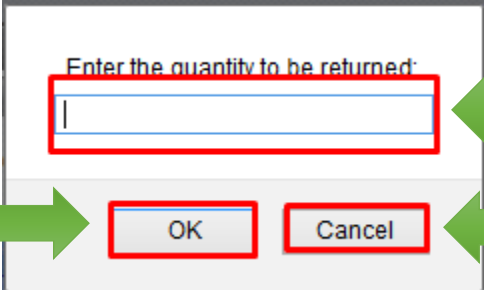
Filter item name: PARACETAMOL [Search]

Showing 3 of 3 items

Item Name	Served	Returns	Options
PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	40	8	[+ Return]
PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	10	0	[+ Return]
PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	20	0	[+ Return]

9. After clicking return button, input quantity item to return.

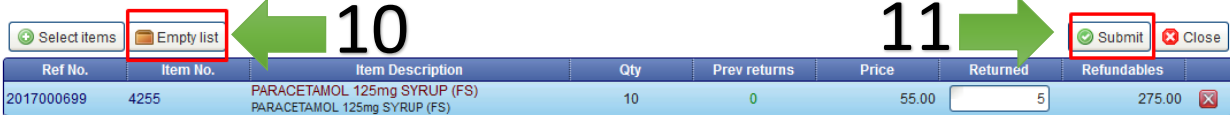
- a. Click **OK** to continue return item.
- b. Click **CANCEL** to cancel return item.



A modal dialog box titled "Enter the quantity to be returned:". It contains a text input field with a cursor inside. Below the input field are two buttons: "OK" and "Cancel". Green arrows point to the input field (labeled 9), the "OK" button (labeled a), and the "Cancel" button (labeled b).

10. To empty return items list, click **EMPTY LIST** button.

11. To return items successfully, click **SUBMIT** button.






The main application interface shows a table of return items. At the top, there are buttons: "Select items", "Empty list" (highlighted with a red box and arrow 10), "Submit" (highlighted with a red box and arrow 11), and "Close". The table has columns: Ref No., Item No., Item Description, Qty, Prev returns, Price, Returned, and Refundables. The first row shows a return for PARACETAMOL 125mg SYRUP (FS) with a quantity of 10 and a price of 55.00. The "Returned" column has a value of 5, and the "Refundables" column shows 275.00.

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
2017000699	4255	PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	10	0	55.00	5	275.00

## REFUND ENTRY




1. Click **NEW REFUND ENTRY** to return items with refund for **cash** transaction.

Pharmacy Returns	
 New return entry	Create new pharmacy return entry (without refund)
 New refund entry	Create new pharmacy return entry (with refund)
 Manage returns/refunds	Manage previous pharmacy return entries

2. Click **SEARCH** button to search registered person.

Pharmacy::New refund entry

Pharmacy area: IN-PATIENT PHARMACY

Return information	Return date
Control no.: 2017000007 	May 5, 2017 4:25pm 
Name: <input type="text"/> 	
Address: <input type="text"/>	

3. Input person full name or case number to search registered person.
4. Click **SEARCH** button

Select registered person 

Search person:  Case no:  

HRN	Sex	Lastname	Firstname	Middlename	Date of Birth	Confinement	Class	Options
No such person exists...								

5. To select which items you want to return, click **SELECT ITEMS** button.

Pharmacy::New refund entry

Pharmacy area: IN-PATIENT PHARMACY

Return information: Control no. 2017000007, Name Dahab, Irene, Address ACACIA, DAVAO CITY 8000 DAVAO DEL SUR

Return date: May 5, 2017 4:25pm

Notes:

Select items button highlighted with a green arrow and number 5.

Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
Item list is currently empty...							

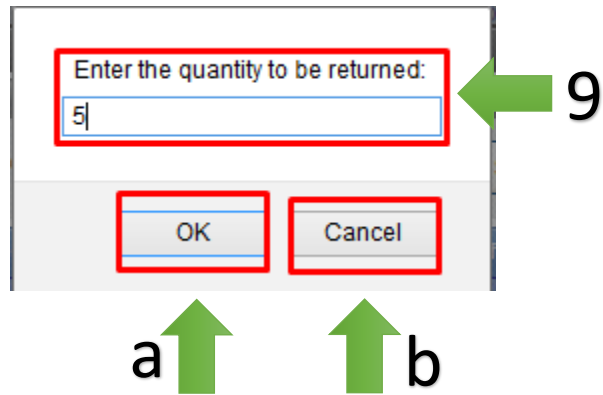
6. Input item name to filter product.
7. Click **SEARCH**.
8. Click **RETURN** button to refund item.

Add refund item

Search options: Filter item name para, Search button highlighted with a green arrow and number 7.

Item Name	Served	Returns	Options
nbs medicines (hepa1,paracetaol1) nbsmeds	1	0	+ Return
PARACETAMOL (BIOGESIC) 500mg Tablet (FS) PARACETAMOL 500mg Tablet (FS)	624	0	+ Return (highlighted with a green arrow and number 8)
PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	43	0	+ Return
PARACETAMOL 125mg SYRUP (FS) PARACETAMOL 125mg SYRUP (FS)	14	0	+ Return
PARACETAMOL 150mg/ml AMPULE (FS) PARACETAMOL 150mg/ml AMPULE (FS)	24	0	+ Return
PARACETAMOL 250mg SUPPOSITORY PARACETAMOL 250mg SUPPOSITORY	56	0	+ Return

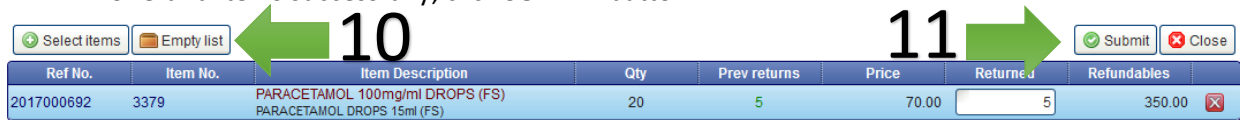
9. After clicking return button, input quantity item to refund.
  - a. Click **OK** to continue return item.
  - b. Click **CANCEL** to cancel return item.



A dialog box titled "Enter the quantity to be returned:" with a text input field containing the number "5". Below the input field are two buttons: "OK" and "Cancel". A green arrow labeled "9" points to the input field. A green arrow labeled "a" points to the "OK" button, and a green arrow labeled "b" points to the "Cancel" button.

10. To empty refund items list, click **EMPTY LIST** button.

11. To refund items successfully, click **SUBMIT** button.

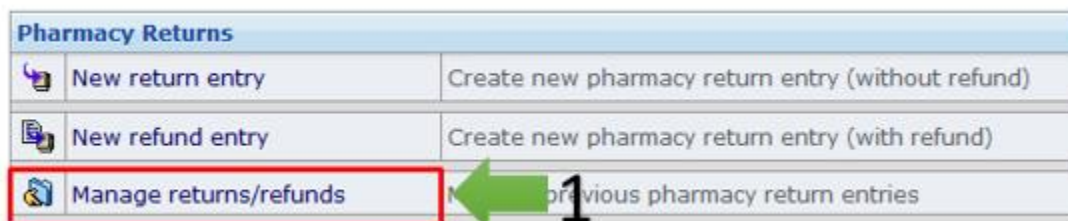


A screenshot of a software interface showing a table of refund items and a set of buttons above it. The buttons include "Select items", "Empty list", "Submit", and "Close". A green arrow labeled "10" points to the "Empty list" button, and a green arrow labeled "11" points to the "Submit" button.

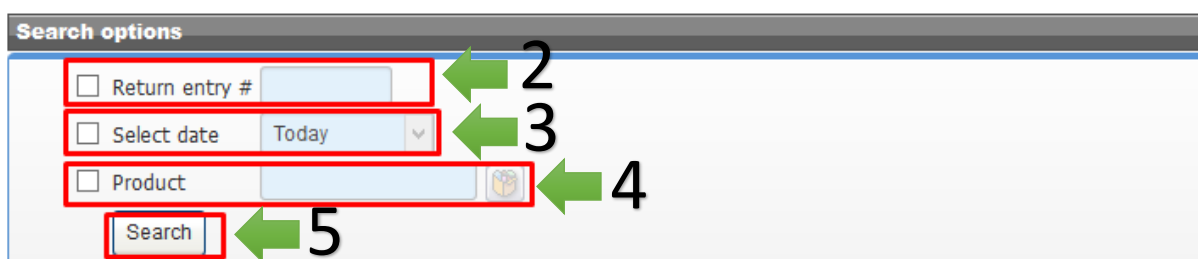
Ref No.	Item No.	Item Description	Qty	Prev returns	Price	Returned	Refundables
2017000692	3379	PARACETAMOL 100mg/ml DROPS (FS) PARACETAMOL DROPS 15ml (FS)	20	5	70.00	5	350.00

## MANAGE RETURNS/REFUNDS

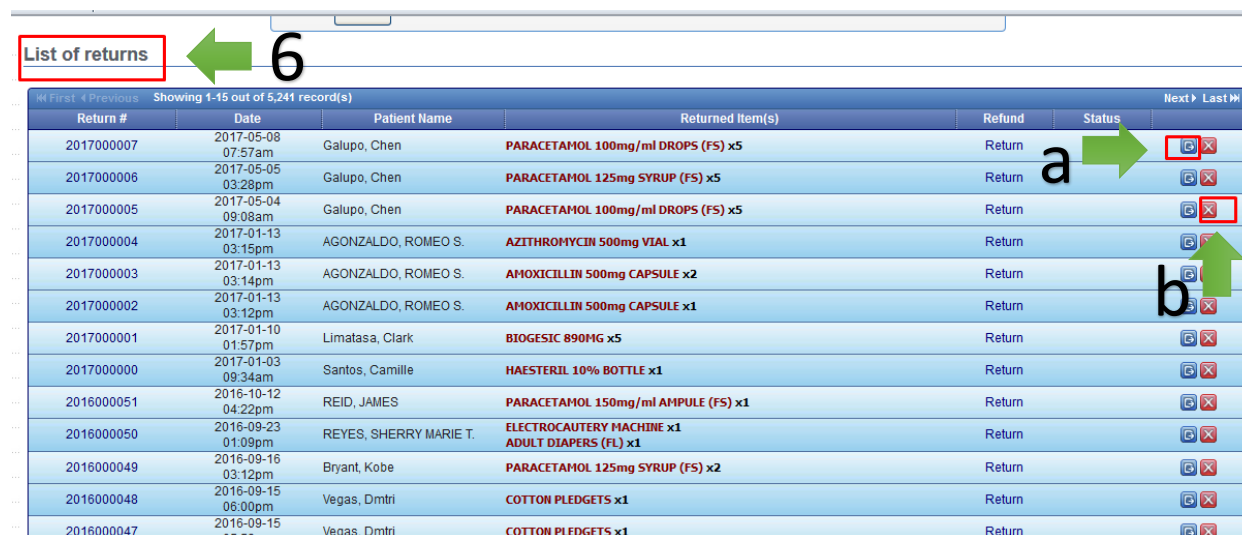
1. To view all return and refund items click **MANAGE RETURNS/REFUNDS**.



2. Check **RETURN ENTRY NUMBER** box and input return entry number.
3. Check **SELECT DATE** box and dropdown to choose date.
4. Check **PRODUCT** Box to search product.
5. Click **SEARCH** button to search successfully.







6. Show list of return/refund items.
  - a. **Edit** return/refund items by clicking button.
  - b. **Delete** return/refund items by clicking button.



## PRODUCT DATABANK

1. To add, edit and delete items click **PRODUCT DATABANK**.

Administration	
 <b>Product databank</b>	Manage products, product information and product prices
 <b>Reports</b>	Generate pharmacy reports
 <b>User Manual</b>	PDF Copy of User's Manual
 <b>Pharmacy Report Launcher</b>	Generate pharmacy reports

2. To search pharmacy product input by code or name.
  - a. Click **SEARCH**.

Search pharmacy product

<b>Code/Name</b> <input type="text"/>	← 2 Search products by code or name
<b>Generic name</b> <input type="text"/>	Search products by generic name
<b>Type</b> Any ▼	Search for medicines or supplies
<input type="button" value="Search"/>	← a

3. Input Search by generic name.
  - a. Click **SEARCH**.

Search pharmacy product



<b>Code/Name</b> <input type="text"/>	← 3 Search products by code or name
<b>Generic name</b> <input type="text"/>	Search products by generic name
<b>Type</b> Any ▼	Search for medicines or supplies
<input type="button" value="Search"/>	← a

4. Choose type for medicines or supplies.
  - a. Click **SEARCH**.

Search pharmacy product

<b>Code/Name</b> <input type="text"/>	Search products by code or name
<b>Generic name</b> <input type="text"/>	Search products by generic name
<b>Type</b> Any ▼	← 4 Search for medicines or supplies
<input type="button" value="Search"/>	← a






























5. Show items searched.
  - a. To edit click, edit  button.
  - b. To delete click, delete  button.

Search pharmacy product  
 Code/Name   
 Generic name   
 Type   


Search products by code or name  
 Search products by generic name  
 Search for medicines or supplies

5

Type	Item Code	Item name/Generic name	Sell Price	Senior	C1	C2	C3	
	5117	ALGESIA 37.5/325MG TAB TRAMADOL+PARACETAMOL	47.00	-	-	-	-	 
	5998	BIOGESIC PARACETAMOL	10.00	-	-	-	-	 
	5630	BIOGESIC 840MG PARACETAMOL 840MG	-	-	-	-	-	 
	5631	BIOGESIC 860MG PARACETAMOL 860MG	0.55	-	-	-	-	 
	5634	BIOGESIC 880MG PARACETAMOL 880MG	0.33	-	-	-	-	 
	5637	BIOGESIC 890MG PARACETAMOL 890MG	10.00	-	9.00	-	8.00	 
	5665	BIOGESIC 940MG PARACETAMOLS 940MG	16.50	-	-	-	-	 
	5847	BIOGESIC BIOFLU 1 PARACETAMOL	15.00	-	-	-	-	 
	5848	BIOGESIC FLU PARACETAMOL	20.00	-	-	-	-	 

a







b

6. To add new product, click **NEW PRODUCT** button.

Search pharmacy product  
 Code/Name   
 Generic name   
 Type   


Search products by code or name  
 Search products by generic name  
 Search for medicines or supplies

6

Type	Item Code	Item name/Generic name	Sell Price	Senior	C1	C2	C3	
	5117	ALGESIA 37.5/325MG TAB TRAMADOL+PARACETAMOL	47.00	-	-	-	-	 
	5998	BIOGESIC PARACETAMOL	10.00	-	-	-	-	 

7. Show item editor.
  - a. Input generic name.
  - b. Input product/brand name.
  - c. Check **Is SOCIALIZED** button if the product covered by charity/socialized discounts.

Close Tray

Item Editor

**Product Code** 5999

**Generic name**

**Product name**

**Is socialized** ☐

Unique product identification code

International Nonproprietary Name for the product

Trade name of the product

This product is covered by charity/socialized discounts

a

b

c

d. **AVAILABILITY**, it's where the product is available.

**Availability**  
[Check all](#)

- ☐ 2D ECHO ☐ 2D ECHOsss
- ☐ ACCOUNTING SECTION
- ☐ AMBULATORY SURGERY SASASA
- ☐ ANIMAL BITE TREATMENT CENTER
- ☐ CATH-LAB ☐ Emergency Room
- ☐ HEART INSTITUTE PHARMACY
- ☐ HEART STATION & ECHO LAB.
- ☐ HI-Pharma-Cons-Retail ☐ ICU 1
- ☐ IN-PATIENT PHARMACY
- ☐ In-Pt-Pharma-Cons-Retail
- ☐ In-Pt-Pharma-Consignment
- ☐ INTERNAL MEDICINE Annex
- ☐ MEDICINE-MAIN WARD
- ☐ MG-Pharma-Cons-Retail
- ☐ MG-Pharma-Consignment
- ☐ MG-PHARMA-CONSIGNMENTS

Product availability in selected hospital areas

e. Dropdown to choose **TYPE**.

f. Dropdown to choose product category.

g. Input product price for cash transaction.

h. Input product price for charge transaction.

**Type** Medicines ▼

**Product Category** Uncategorized ▼

**Cash price** 0.00

**Charge price** 0.00

--Select discount class-- ▼ Add price

Product type

Product Type Category

Default retail price (cash)

Default retail price (charged)

i. Dropdown to choose where the product is covered in discount.

j. Add price.

**Discounted prices**

Indigenous ▼ Add price

Discount type Price

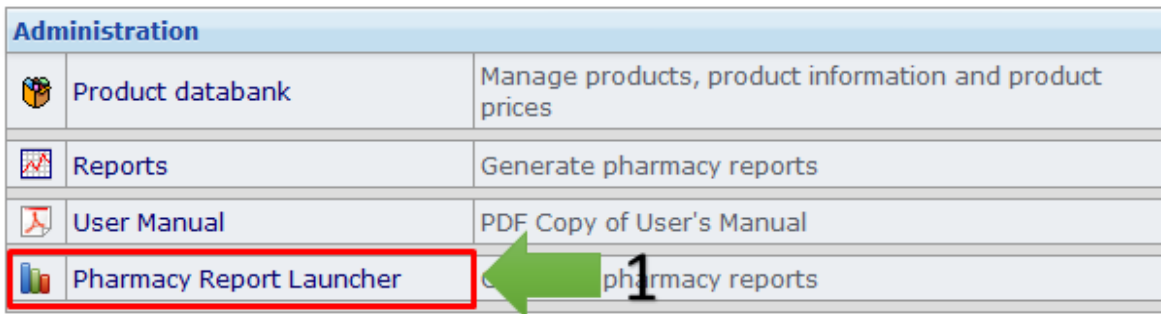
No discounts set...

- k. Input Remarks.
- l. Select **SUBMIT** button to add product.
- m. Select **CANCEL** button to cancel product.

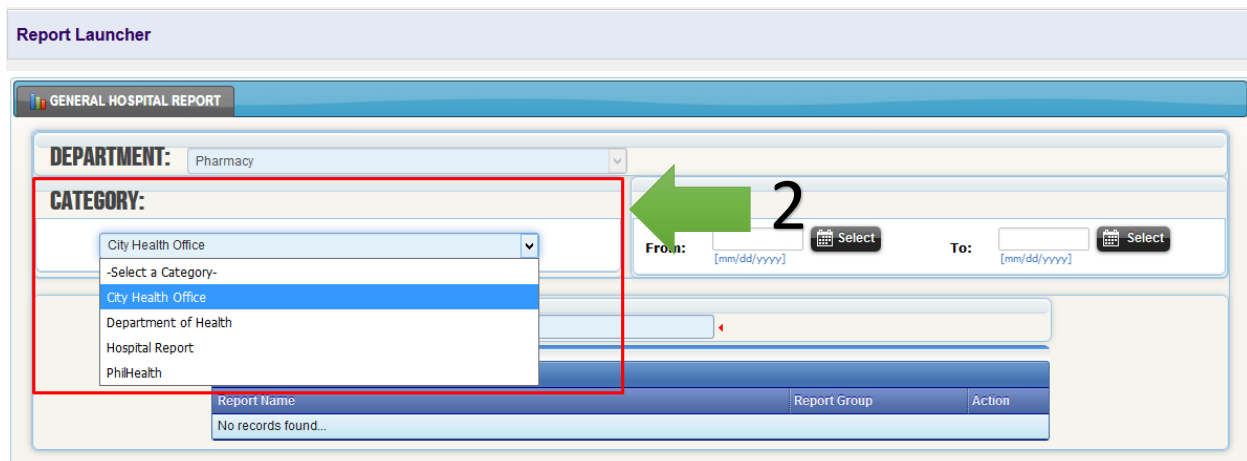
The screenshot shows a software interface with a 'Remarks' label and a large text input area. Below the input area are two buttons: 'Save' (with a floppy disk icon) and 'Close' (with a red 'X' icon). A green arrow labeled 'k' points to the text input area. A green arrow labeled 'm' points to the 'Close' button. A green arrow labeled 'l' points to the 'Save' button. The entire 'Remarks' section and the buttons are outlined with a red border.

## PHARMACY REPORT LAUNCHER

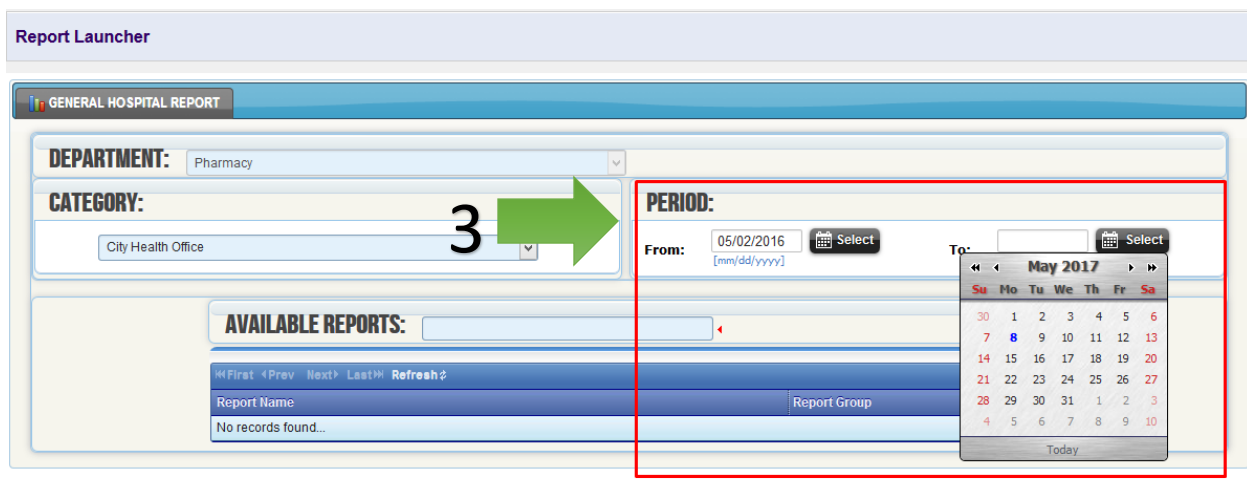
1. To generate pharmacy reports, click **PHARMACY REPORT LAUNCHER**.




2. Dropdown to view report by category.





3. Select period date to filter view report.







- a. To view report in PDF format, click  button.

**DEPARTMENT:** Pharmacy

**CATEGORY:** -Select a Category-

**PERIOD:**  
**From:** 05/01/2017 [mm/dd/yyyy]  **Select** **To:** 05/17/2017 [mm/dd/yyyy]  **Select**

**AVAILABLE REPORTS:**

Report Name	Report Group	Action
Medicine And Supply Endorsement Logbook	Hospital Operations	 
Pharmacy Daily Issuance Report	Hospital Operations	 

- Dropdown to select **PHARMACY AREAS**.
- Click **GENERATE** to generate report.
- Click **CANCEL** to cancel report.

**Additional Parameters**

**Pharmacy Areas**  
 -Select a Pharmacy Areas-

**GENERATE** **CANCEL**

- Show printable pharmacy report PDF FORMAT.

show\_report.php - Mozilla Firefox

localhost/hisspmc4devNew/modules/reports/show\_report.php?reportid=PH\_Meds\_Supp&repformat=pdf&from\_date=1493568000&to\_date=1

1 of 6

Automatic Zoom

Republic of the Philippines  
 Department of Health  
 SOUTHERN PHILIPPINES MEDICAL CENTER  
 MEDICINES AND SUPPLIES ENDORSEMENT LOGBOOK  
 All Areas & Department  
 From May 01, 2017 to May 19, 2017

No.	Date	Time	Patient Name	Medicine Name	Qty	Received From	Received in Wards	Location
1	05/19/2017	11:53:AM	Huetas, Lois .	dynastat powder inj 40mg	2			C-ENT-HNS Rm # :1012
2	05/19/2017	11:53:AM	Huetas, Lois .	dynastat powder inj 40mF	2			C-ENT-HNS Rm # :1012
3	05/19/2017	10:42:AM	BALURAP, ARACELY B.	EXTENSION TUBING 100cm	2			WALK-IN
4	05/18/2017	07:51:PM	RAMIREZ, SHAINA .	EXTENSION TUBING 100cm	7			P2PR3 Rm # :242
5	05/18/2017	07:51:PM	RAMIREZ, SHAINA .	MOUTHGUARD (EZ)	9			P2PR3 Rm # :242



b. To view report in **EXCEL** format, click  button.

**DEPARTMENT:** Pharmacy

**CATEGORY:** -Select a Category-

**PERIOD:**  
**From:** 05/01/2017 [mm/dd/yyyy] **To:** 05/17/2017 [mm/dd/yyyy]

**AVAILABLE REPORTS:**

Report Name	Report Group	Action
Medicine And Supply Endorsement Logbook	Hospital Operations	
Pharmacy Daily Issuance Report	Hospital Operations	

- Dropdown to select **PHARMACY AREAS**.
- Click **GENERATE** to generate report.
- Click **CANCEL** to cancel report.

**Additional Parameters**

**Pharmacy Areas**  
 -Select a Pharmacy Areas-

**GENERATE** **CANCEL**

- Show printable pharmacy report **EXCEL** FORMAT.

Department of Health SOUTHERN PHILIPPINES MEDICAL CENTER								
All Areas & Department From May 01, 2017 to May 17, 2017								
No.	Date	Time	Patient Name	Medicine Name	Qty	Received From	Received in Wards (Nurse)	Location
1	05/17/2017	12:28 PM	SAAVEDRAS, VANESSAS G.	NITRONAL 10mg AMPHILE	3			WALK-IN
2	05/17/2017	12:28 PM	SAAVEDRAS, VANESSAS G.	VAXGRIP ADULT 1.0ml VIAL (FS)	5			WALK-IN
3	05/17/2017	12:28 PM	SAAVEDRAS, VANESSAS G.	BICARBONATE CONCENTRATE CALLOM	50			WALK-IN
4	05/17/2017	09:16 AM	Kabaw, Miming	FACE MASK	15			DELIV RM WARD Rm # :65535
5	05/17/2017	09:16 AM	Kabaw, Miming	COTTONOIDS (5pcs. per pack)	15			DELIV RM WARD Rm # :65535
6	05/16/2017	07:55 PM	GARCIA, ADALGESA	ZUREDEL 20mg TABLET	7			OBANN Rm # :1