



**PHARMACY INFORMATION SYSTEM (PHIS)
HOSPITAL SERI MANJUNG, PERAK.**

HSM-ICT-Brg.04 (Pindaan-02)



USER ID REQUEST FORM

A. USER INFORMATION

Type of Request:	<input type="checkbox"/> New <input type="checkbox"/> Re-activation <input type="checkbox"/> De-activation <input type="checkbox"/> Reset password <input type="checkbox"/> Change Department/Location/Discipline
Name:	
IC No:	
Designation:	
Category :	<input type="checkbox"/> Permanent <input type="checkbox"/> Houseman/Student <input type="checkbox"/> Temporary
Department:	Current Department : New Department : Effective Date :
Wad(Nurses Only):	
Contact No:	
Email Address:	

*** For Consultant/Specialist Medical Officer / Houseman / Pharmacist**

Prescriber Type:	<input type="checkbox"/> Resident <input type="checkbox"/> Visiting <input type="checkbox"/> Part-time
Discipline:	
Prescriber Category:	<input type="checkbox"/> Consultant/Specialist <input type="checkbox"/> Medical Officer/HO <input type="checkbox"/> Pharmacist
Registration No:	
Qualification:	
Joint Date:	
Validity (for contract & houseman)	

B. HEAD OF DEPARTMENT ENDORSEMENT

Name :	
Designation & Signature :	
Date:	

C. USER ACKNOWLEDGEMENT

I hereby understand and agree to the term set forth in Pharmacy Information System (PHIS) Guideline and I shall not share my user ID. If I were found to misuse the user ID, disciplinary action shall be taken on me.	
Name :	
Designation & Signature :	Date:

D. ADMINISTRATOR

Created/Updated by :	Designation & Signature :
	Date :

Fill in by Unit Pengurusan Maklumat/Jabatan Farmasi

Give back to user after registration/update User ID PHIS

Name	
IC No	
Department /Unit	
Username	
Password	

***Please Change your password after first time login to system.**



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E. USER ROLE ASSIGNMENT (MO /HO /MA / NURSES/ IT ADMIN / CLERK)

Tick by User	Role Name	Description	Approve By Admin
All User			
/	Change Password	User can change password	
Nurse/Medical Assistant			
	Nurse Med Return	All Nurses	
	Nursing Personnel	Mandatory role for all Nurses / Medical Assistants	
Inventory			
	Inventory User	All user involve in inventory management	
Approval/verification access rights in Inventory Module (SISTER / PENYELIA / MATRON)			
	Head of Nursing Unit/Clinic	Sister/Matron/Medical Assistant in-charge of unit/ward	
	Inventory User (Head of Unit)	Head of unit supervising the inventory management (Approver)	
	Tasklist Request Non Standard to Standard Verification	Rights to verify Request to change Non Standard item to Standard Item. (Pharmacy sub-store & other requester unit)	
	Tasklist Indent Approval	Rights to approve Indent (Pharmacy sub-store & other requester unit)	
	Tasklist Stock Transfer Approval	Rights to approve Stock Transfer (Pharmacy sub-store & other requester unit)	
	Tasklist Return to Sub-Store/Pharmacy Store Approval	Rights to approve Return to Sub-store/Pharmacy Store (Pharmacy sub-store & other requester unit)	
	Tasklist Issuing Approval - Offline/Direct/ Ward Stock	Rights to approve Issue (Offline/Direct/Ward Stock) (All unit)	
	Tasklist Count Sheet Approval	Rights to approve Count Sheet (All unit)	
	Tasklist Stock Adjustment Approval	Rights to approve Stock Adjustment (All unit)	
	Tasklist Slow Moving Item Approval	Rights to approve Slow Moving Item (All unit)	
	Tasklist Near Expiration	Rights to approve Near Expiration (All unit)	
	Tasklist Product Complaints Approval	Rights to approve Product Complaint (All unit)	
Registration Clerk			
	Registration Personnel	Registration clerks	
Facility Administrator (IT Admin)			
	Facility Admin General	System administrator for managing User Profile & Other General information at facility	
Doctors (HO/MO/ *Specialist/**Head Of Department/**Hospital Director)			
	Prescriber Hospital	Prescriber medication to patient – Mandatory role to all doctors	
	*Special Drug (Request Order) Approval	Rights to approve drug	
	*Specialist that can edit KPK screen (Inactive)	Rights to edit KPK	
	*Consultant/Specialist	All Specialist	
	**Head of Department (Clinical)	For view report	
	**Head of Department that can edit KPK screen (Inactive)	For view report	
	***Hospital Director	For view report	
	***Hospital Director that can edit KPK screen (Inactive)	Right to edit KPK	