MINISTRY OF HEALTH
PHARMACY INFORMATION SYSTEM (PhIS) AND
CLINIC PHARMACY SYSTEM (CPS)

USER ID REQUEST FORM

A. USER INFORMATION

Type of Request:	□ New □ Reset Password □ Re-activation □ Change Department	
Name:		IC No:
Designation:		HP No:
Job Status: □ Permanent □ Temporary □ Contract		Email:
Department / Ward:		Joint Date:
Granted Location Inpatient : □ Wad 1 □ Wad 2 □ Wad 3 □ Wad 4 □ Wad 5 □ A&E □ ICU/NICU □ HDU (Haemodialysis) □ Others _____	Granted Location for Specialist Clinic : □ O&G □ PEAD □ Ortho □ SURGICAL □ Medical & Respiratory □ Psychiatrist □ Visiting □ Others _____	

[For Prescriber Only]

Designation/Job Function: □ Specialist □ Medical Officer □ Housemen Officer	Prescriber Speciality:
Prescriber Type: □ Resident □ Part Time □ Visiting	MPM No:
Discipline: □ O&G □ PEAD □ Ortho □ SURGICAL □ Medical □ Others :_____	

B. HEAD OF DEPARTMENT ENDORSEMENT

Name:	
Designation:	
Date:	…… (Signature & Chop)

C. USER ACKNOWLEDGEMENT

I hereby understand and agree to the term forth in PhIS-CPS 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:	……
Date:	(Signature & Chop)

D. FOR ADMINISTRATOR

Created/Updated by:	
Name:	
Designation:	……
Date:	(Signature & Chop)

Noted :

	Role Name	Description
Prescriber		
*	Prescriber_Hospitals	Mandatory role for all Prescriber in hospital - Specialist/Consultant/Medical Officer/House Officer
	Head of Department (Clinical)	Head of department (Clinical only) specific task (KPK Endorsement)
	Head of Department (Clinical) Can Edit KPK (inactive)	
	Consultant/Specialist	Specialist / Consultant in hospital and health clinic
	Specialist can edit KPK screen (Inactive)	Rights to request KPK Drug
	Special Drug Request Approval	Rights to approve Drug
	Hospital Director	Hospital Director/Asst Hospital Director specific task (Access to KPK endorsement submenu)

	Role Name	Description
Nurse/Medical Assistant		
	Head of Nursing Unit/Clinic	Sister/Matron/Medical Assistant in-charge of unit/ward
	Nursing Personnel	Mandatory role for all Nurses / Medical Assistants
Inventory		
	Inventory Indent Intra/Inter Facility	
	Inventory User	All user involve in inventory management
	Inventory User (Head of Unit)	Head of unit supervising the inventory management (Approver)
Approval/verification access rights in Inventory Module		
	Nurse Med Return	
	Tasklist Count Sheet Approval	Rights to approve Count Sheet *(All unit)*
	Tasklist Indent Approval	Rights to approve Indent *(Pharmacy sub-store & other requester unit)*
	Tasklist Issuing Approval - Offline/ Direct/ Ward Stock	Rights to approve Issue (Offline/Direct/Ward Stock) *(All unit)*
	Tasklist Near Expiration	Rights to approve Near Expiration *(All unit)*
	Tasklist Product Complaints Approval	Rights to approve Product Complaint *(All unit)*
	Tasklist Receiving Infra Facility	Rights to Receiving Infra Facility *(All 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 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 Slow Moving Item Approval	Rights to approve Slow Moving Item *(All unit)*
	Tasklist Stock Adjustment Approval	Rights to approve Stock Adjustment *(All unit)*
	Tasklist Stock Transfer Approval	Rights to approve Stock Transfer *(Pharmacy sub-store & other requester unit)*
Registration Clerk		
	Registration Personnel	Registration clerks
	Find and Merge Duplicate Patient	Right to Find and Merge Duplicate Patient
Facility Administrator		
	FacilityAdmin_General	System administrator for managing User Profile & Other General information at facility