MINISTRY OF HEALTH

# User Guide

## Pharmacy Management and Dispensing module

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This document is about how to use the ***OpenMRS*** *module* that manages the Drugs from the main store of the Health Facility to the internal Pharmacy, explaining the usage of it, different report that are made from the main store to the supplier and from the pharmacy to the Internal store.

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# Pharmacy Management and Dispensing
## User Guide

## Introduction
The HIV Data Entry Module is for pharmacist and the ones in charge of the main drug store for their better management of drugs, by reporting on drug consumption and dispensing, and by keeping the inventory history of the main store or the internal pharmacy.

## Overview
*This is module to help in management of drugs in health facilities. Every health facility has a stock of drugs that helps in drugs distribution to patients that visit the Health facility seeking treatment.*

*The Rwanda Drug, Consumables and Equipments Central Procurement Agency (CAMERWA) is a non-profit entity to act as the central procurement body for drugs, consumables and equipment in the country.*

*In order to keep the better management of drugs the health facility need an harmonized way of managing the drugs in itself and the channels that it goes through from Request to CAMERWA to health facility and its pharmacies by knowing the received quantity from CAMERWA , distributed quantity and so on.*

## Module features

### 1) Login page
This is the first page you see on the very first use of OpenMRS, and this is where you have to enter the system by specifying correctly your privileges (username and password).

**Figure 1. Login page**

## 2) Username and password

This is the security page, and once you enters the wrong username or password, you will have to correct it before you can log in, otherwise, you will have to check on the system administrator in order to get help.

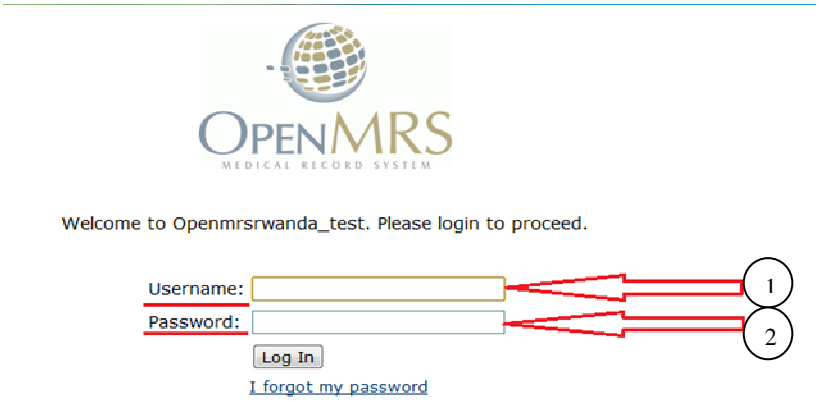
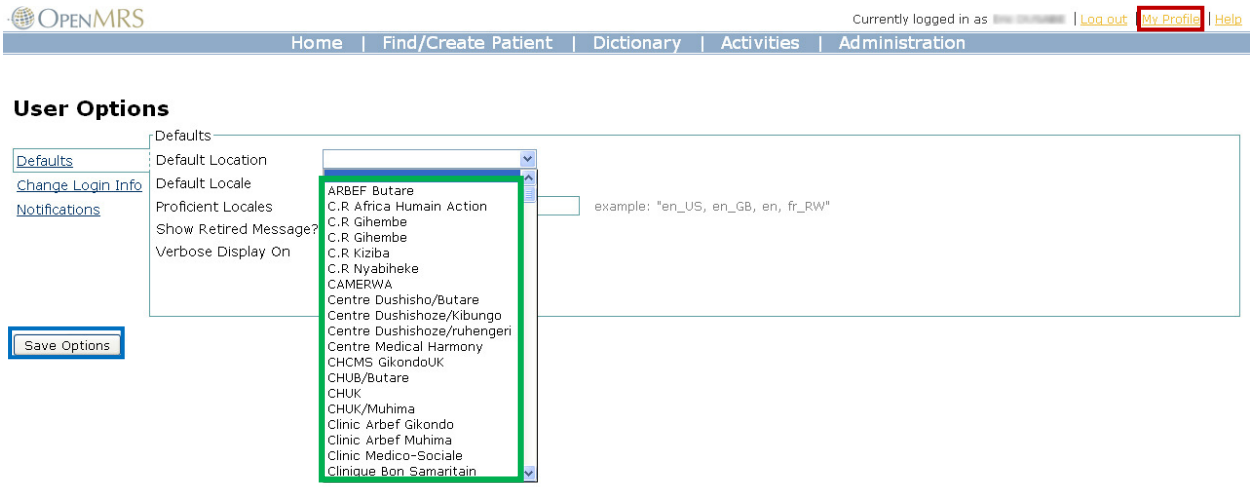



**Figure 2. Login page with Username and Password**

1) Where we enter the ***username***
2) Where we enter the ***password***

## 3) My Profile

On ***My profile*** page squared by a red rectangle, you need to set your ***location*** from the green rectangle first, for the Drug Store Management and Dispensing module to work properly and save using the blue squared button.




## 4) Activities page

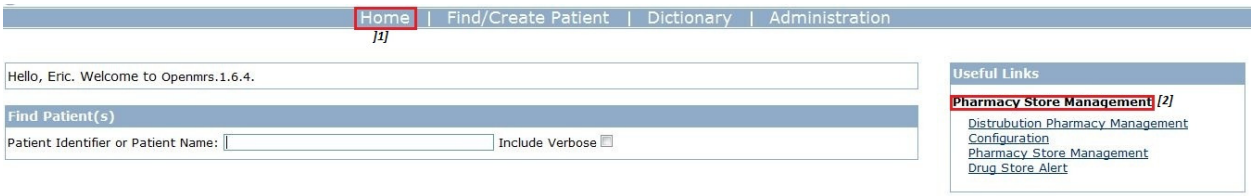



**Figure 3. Activities page**

On this ***Home [1]*** link, you will find in a listing of different modules a tree namely ***Pharmacy Management Store [2]***, you will see that it has four links {(1) Distribution pharmacy Management, (2) Configuration, (3) Pharmacy Store Management, (4) Drug Store Alert}.

### a) Drug Store Management Page

On this page you see 3 different Links:

- Drug Requisition (Store)
- Find the order
- Return Form

### b) Drug Store Alert Page

On this page you see 2 different Links:

- Store Alert
- Expiration Drug Alert

### c) Pharmacy Management Page

On this page you see 6 different Links:

- Requisition Form (Pharmacy)
- Find Pharmacy Order
- Pharmacy Report
- Drug Dispensing
- Order List

- Consumable Dispensing

- Pharmacy Location Management

On this page you see 2 different Links:

- View Pharmacy
- Add Pharmacy

## 5) Drug Store Management page

The page corresponding to the link ***Requisition Form (Store) [1]*** is a form used by the staff in charge of the Health Facility Main Store to request for drugs to CAMERWA or borrowing from another Health Facility where the first field ***Fosa Name [2]*** is for location, that you set on the page ***My Profile*** previously, second field ***Destination [3]*** is where you are going to make your request for the drugs order, ***Supporting Program [4]*** it is not optional, ***Month [5]*** is for the day you made your request(optional), ***Designation [6]*** to choose the drugs you want to request, and again it possible to choose from this ***Consumable Products [8]*** tab as many consumable as you will need in your Health Facility ***Quantity Requested [7]*** the quantity in bottles.

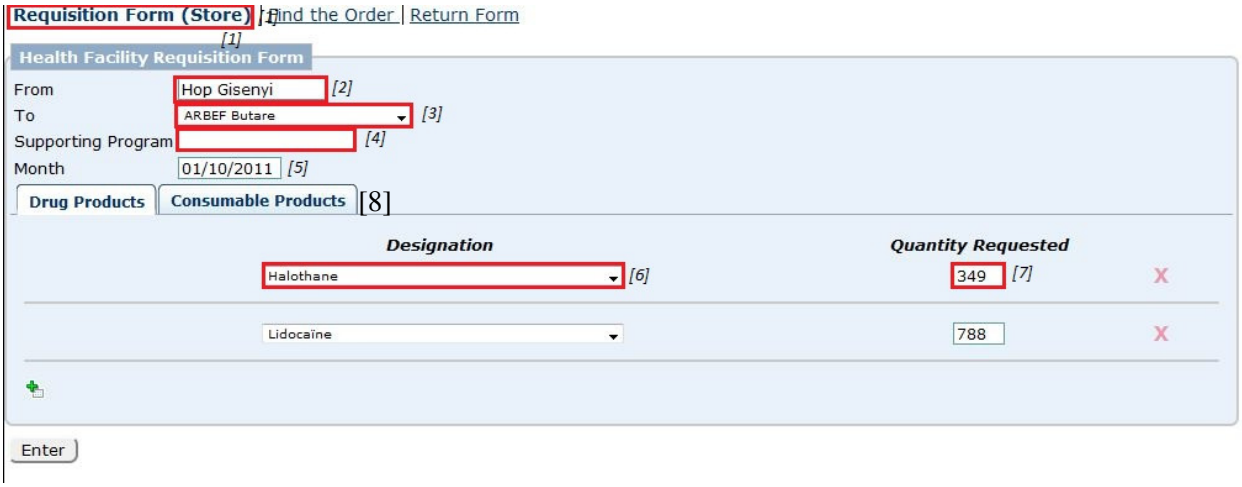



**Figure 4. Drug Store Management page**

### 6) Find Command Drug page

This page ***Find Command Drug [1]*** will help to search for orders you have made, using those three criteria, ***Fosa Name [2], Supporting Program [3]*** and, or ***Month [4].*** Then you click on ***Find [5].***

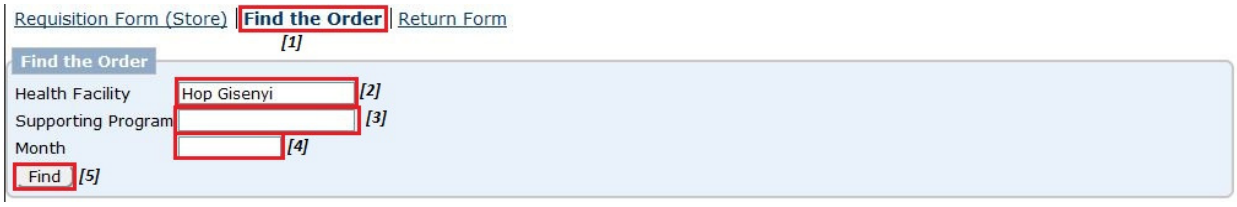
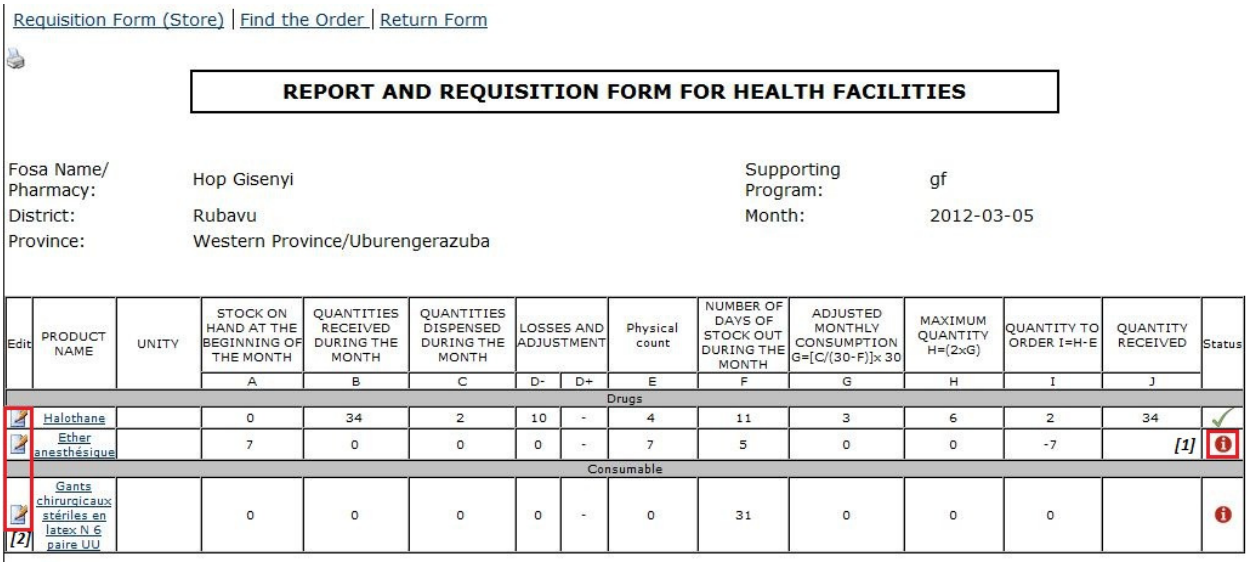



**Figure 5. Find Command Drug page**

When clicked on the find button above, you will find all the orders you have made, depending on your search criteria, under ***Status [1]*** column you will see the status of the order, you will see completed if the order has already been completed, else it will be incomplete. To see the order you will have to click on the link ***[2]***

**Figure 6. found page**

After clicking on the link you will be taken to a page which has this kind of table, to complete according to what you get from the order you made; you click on the button ***Incomplete [1], Edit[2]*** to edit in case there is an error.



Requisition Form (Store) | Find the Order | Return Form

**REPORT AND REQUISITION FORM FOR HEALTH FACILITIES**

Fosa Name/ Pharmacy: Hop Gisenyi
Supporting Program: gf
District: Rubavu
Month: 2012-03-05
Province: Western Province/Uburengerazuba

| Edit | PRODUCT NAME | UNITY | STOCK ON HAND AT THE BEGINNING OF THE MONTH | QUANTITIES RECEIVED DURING THE MONTH | QUANTITIES DISPENSED DURING THE MONTH | LOSSES AND ADJUSTMENT | | Physical count | NUMBER OF DAYS OF STOCK OUT DURING THE MONTH | ADJUSTED MONTHLY CONSUMPTION G=[C/(30-F)]x 30 | MAXIMUM QUANTITY H=(2xG) | QUANTITY TO ORDER I=H-E | QUANTITY RECEIVED | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | A | B | C | D- | D+ | E | F | G | H | I | J | |
| Drugs | | | | | | | | | | | | | | |
| | Halothane | | 0 | 34 | 2 | 10 | - | 4 | 11 | 3 | 6 | 2 | 34 | |
| | Ether anesthésique | | 7 | 0 | 0 | 0 | - | 7 | 5 | 0 | 0 | -7 | *[1]* | |
| Consumable | | | | | | | | | | | | | | |
| *[2]* | Gants chirurgicaux stériles en latex N 6 paire UU | | 0 | 0 | 0 | 0 | - | 0 | 31 | 0 | 0 | 0 | | |

**Figure 7. Report and Requisition Form**

After clicking on the incomplete button you will be prompted a window where you will have to fill those three fields ***Given Quantity [1]***, the quantity you have been given, ***lot Number [2]*** and last the ***Expiration Date [3].*** After completing all those three fields, click on the button ***Update.***

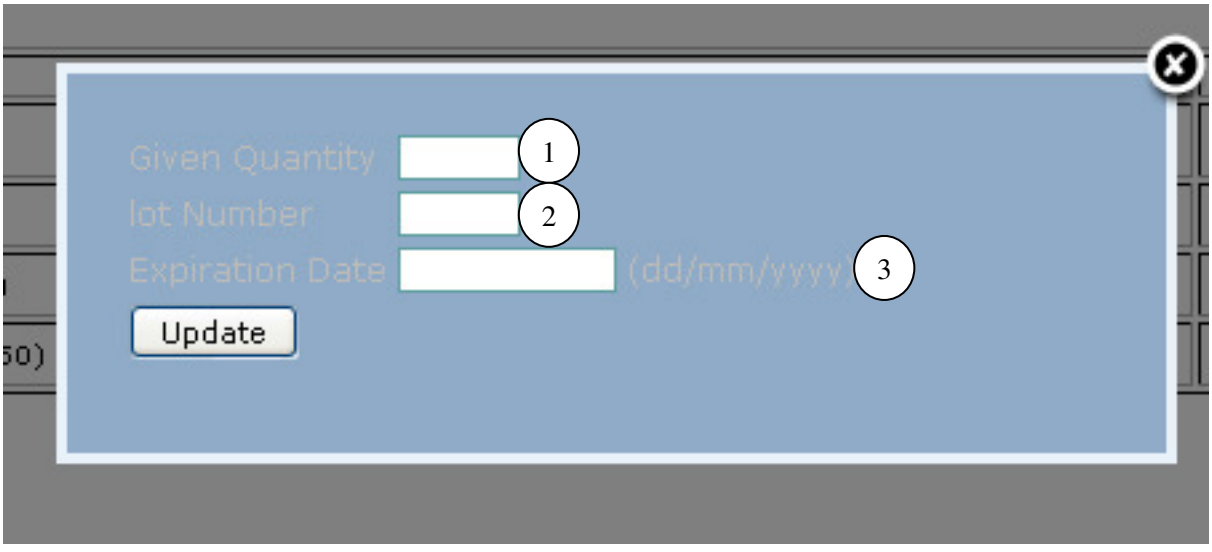



**Figure 8. Order completion pop up**

After updating you will find the page updated.

### 7) Weekly Report page

***Store Run out [1]*** and ***Expiration Date Alert [2]*** page

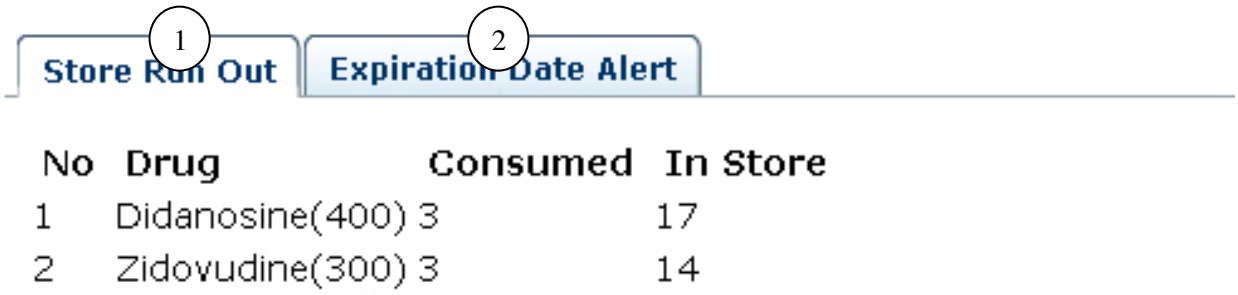



**Figure 9. Store run out and Expiration Date alert**

### 8) View Pharmacy

The view pharmacy page is where you see the available pharmacy, you can click on the name of the pharmacy ***[1]*** to modify the name if you wish, and you can delete if you made a mistake by using the red cross ***[2].***

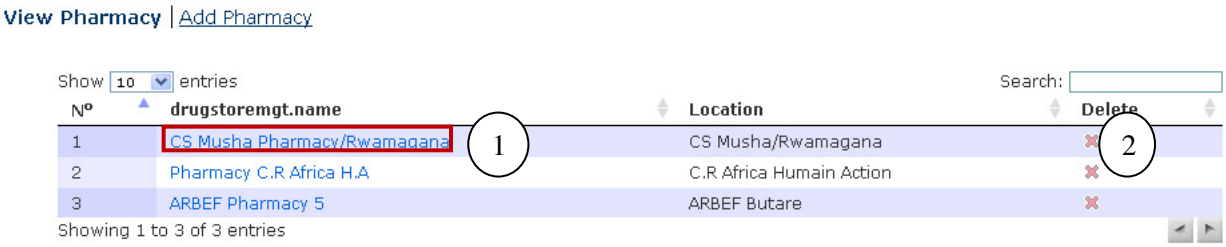



**Figure 10. View Pharmacy Page**

## 9) Add Pharmacy

***Add Pharmacy [1]*** page, helps you create a pharmacy if you haven't created one for your Health Facility, and this point is need whenever you will need to make a drug requisition from the internal Pharmacy to the Internal Store (Internal Requisition). You will need the first field ***pharmacy [2]*** is filled by default depending on what you put on your profile, and the second one is ***Location [3]*** where for your Health Facility. And last is the button ***Submit [4]*** where you have to click to create your Pharmacy

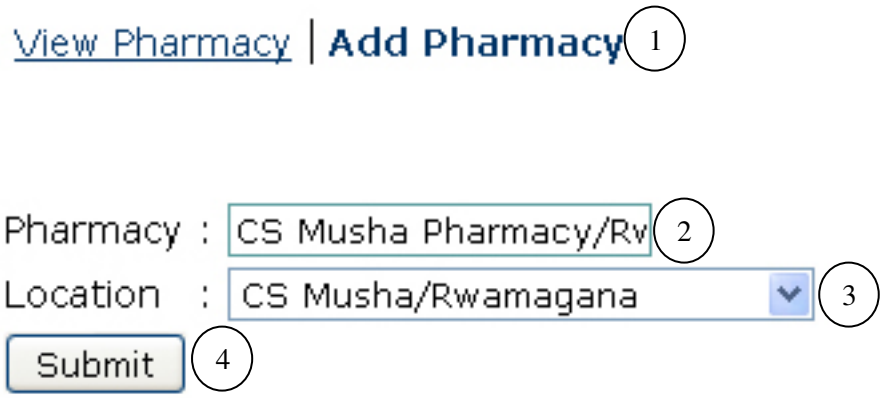



**Figure 11. Add Pharmacy page**

For the pharmacy Management you will make same move you made while making Drug requisition for the Store.

## 10) Pharmacy Management

Under Pharmacy Management you will see different functionalities that will help a pharmacist to better manage the drugs, under pharmacy management we have five pages in which the first ***Drug Requisition (Pharmacy) [2]*** is for Internal Requisition, the second ***Find Pharmacy Order [3]*** will help you to see which one of your order is completed or not, the third ***Weekly Report [4]*** page will help in generating report on how the drugs have been consumed, the fourth ***Drug Adherence[5]*** is page for Drugs dispensing to patients and the last ***Order List [6]*** is a display of Dispenses that has been made.

**Figure 12. Pharmacy Management Left Side Menu**

## a) Drug Requisition (Pharmacy) Page

This page is for internal requisition from the pharmacy to the internal store, it is completed the same way as we did on ***5) Drug Requisition (Store)***, sometime the ***From [2]*** is empty, due to the reason that you didn't create a pharmacy, and to create it you have to do the steps you made on while adding on ***10) Add Pharmacy***, then coming back to this page you will see that the ***From [2]*** field has been completed by the pharmacy you just created, the field ***Supporting Program [3]*** is not optional, but the field ***Month [4]*** must be field or it will not accept to save the form. Again you will have to expand the ***consumable products [5]*** part using this ***add button[6]***, to add as many ***designation [7]*** and ***Quantity Requested [8]*** as you want to request from your store or you can ***cancel [9]*** some may be you added mistakenly.

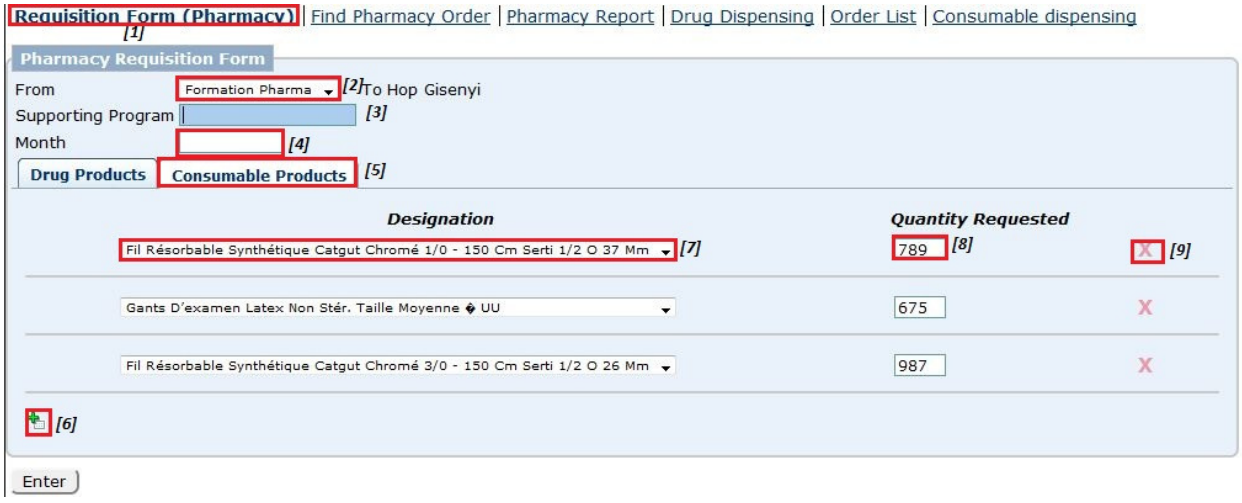



**Figure 13. Drug Requisition (pharmacy)**

## b) Find Pharmacy Order Page

This page ***Find Pharmacy Order [1]*** is to see if you order has been completed, in the first field ***Fosa Name [2],*** you have to choose you pharmacy, the field ***Supporting Program [3]*** is optional and the last field ***Month [4]***, this one is required, for the date you made your order.

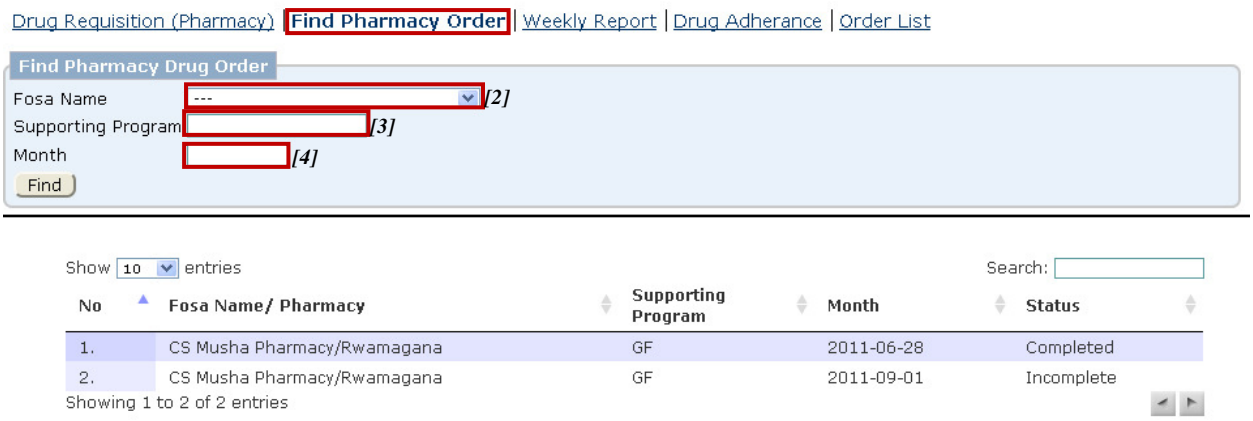



**Figure 14. Find Pharmacy Order page**

### c) Distribution Pharmacy Report Page

This page ***Pharmacy Report [1]*** is for a report on a period between ***From [3]*** and ***To [4]*** fields but in a ***Pharmacy[2]***.

**Figure 15. Weekly Report page**

### d) Drug Adherence Page

This page ***Drug Adherence [1]*** is a page you will use if you want to dispense some drugs to a patient, but first you have to use the button ***Select [2]*** to find a patient you want to dispense, if that patient has no regimen you will see a similar message in red saying that "You need to give a regimen first, to the patient or there no such drugs in the pharmacy!!" to the image on the **Figure 17** then you will have to proceed on steps on the **Figure 19,** else you will be prompted regimens that a patient has been prescribed like on the image **Figure 18.** If you don't see any regimen like on the **Figure 17,** you will need to use **Drug Order[2]** under patient dashboard, but first you will have to find the patient when clicked on the link **Find/Create Patient[1]** on the **Figure 19** to give regimen first to the patient and then click on the button **create[3]**, you will be prompted a popup window to fill in the order, you will see that now he can have some regimen prescribed to the patient.

**Figure 16. Drug Adherence empty page**

**Figure 17. Drug Adherence page (patient with no regimen)**

The field ***Pharmacy [3]***, is a select field where you have to choose your pharmacy name, the field ***Visit Date [4]*** is the date on which a patient visited the pharmacy, field ***Weight [5]***, is the current weight of the patient, ***Number of Drug Remaining (ARV/ Bactrim) [6]*** is the number of drugs remaining, ***Next Visit Date [7]*** is the date on which, the patient is appointed to come back on the pharmacy visit, last field is the ***Quantity Requested [8]*** which is the quantity in bottles that the pharmacist will give the patient.

Drug Requisition (Pharmacy) | Find Pharmacy Order | Weekly Report | **Drug Adherance** | Order List

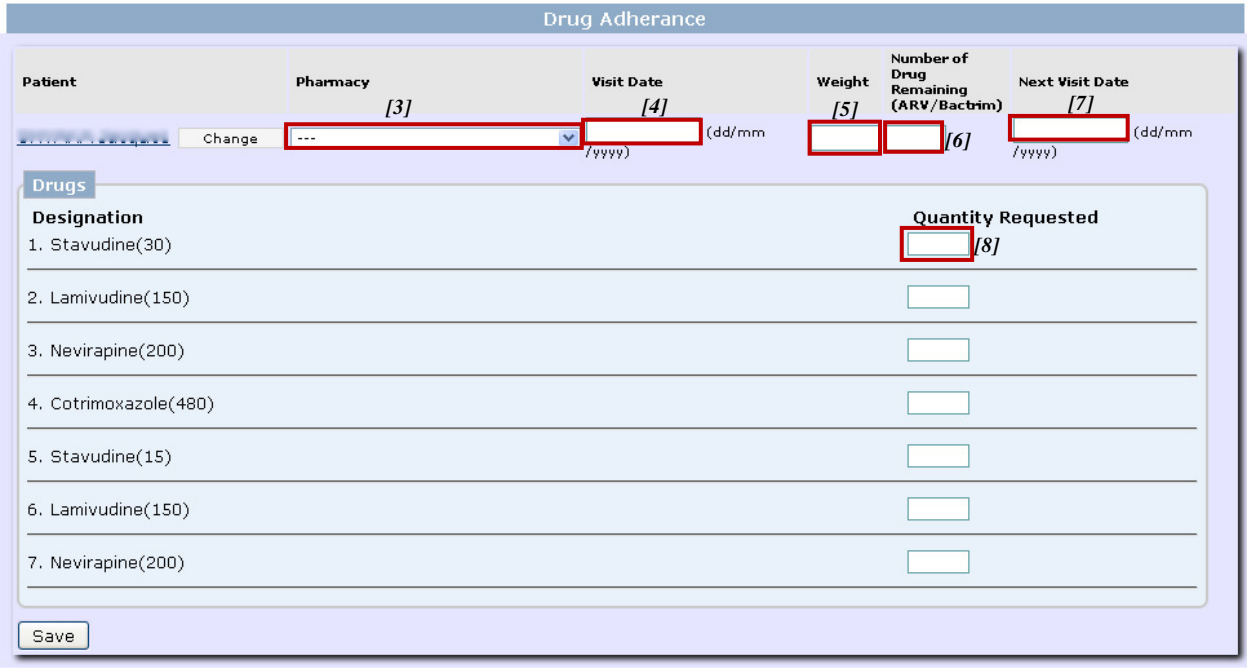



**Figure 18. Drug Adherence page (Patient with regimens)**

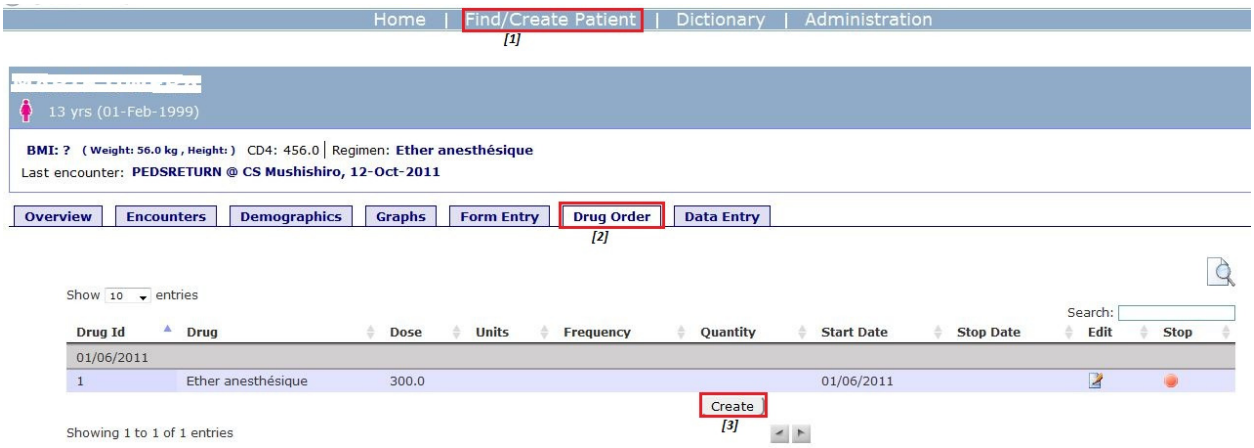



**Figure 19, Drug Order tab**

### e) Order List Page

This page is to display all patients that have been prescribed drugs.

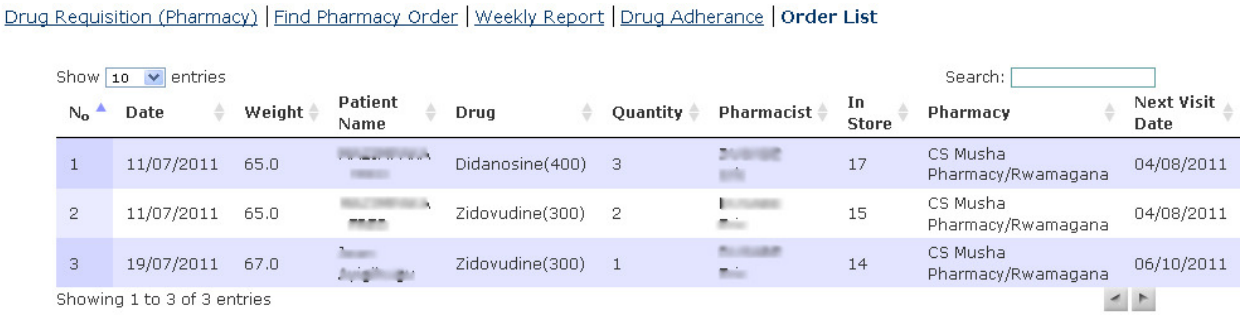



**Figure 20. Order List page**

### d) Consumable Dispensing Page

This form is to dispense consumable to provider. On the first field ***[1],*** the date on which the dispensing occurs, ***[2]***, the product to dispense; ***[3]***the quantity to dispense; ***[4]*** the service in which the provider is working; ***[5]*** the provider who came to pick consumable.

**Figure 21, Consumable Dispense page**

### e) Drug Order Page

## 11) Conclusion

Drug Store Management and Dispensing is to help the Pharmacist or Drug Store keeper in the workflow from the requisition to the dispensing of drugs by providing a user a flexible Graphical User interface and a better management.