

MANUAL PENGGUNA SISTEM ePRIVILEGE VERSI 1.0

UNIT TEKNOLOGI MAKLUMAT



Perubahan Dokumen :

Versi	Tarikh	Disediakan Oleh	Keterengan
1.0	16/04/2025		

Semakan Dokumen :

Nama	Jawatan	Tandatangan	Tarikh



GLOSARI AKRONIM

Akronim	Keterangan		
HOSHAS	Hospital Sultan Haji Ahmad Shah		



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1.0 PENGENALAN

1.1 TUJUAN

Dokumen manual pengguna ini disediakan sebagai panduan kepada pemohon (Anggota) berkaitan proses kerja dan tatacara penggunaan sistem HoSHAS e-Privilege. Ia juga menerangkan dengan terperinci bagaimana sistem ini berfungsi.

1.2 SISTEM HOSHAS e-Privilege

Sistem e-Privilege merupakan sistem yang telah dibangunkan oleh Unit Teknologi Maklumat, Hospital Sultan Haji Ahmad Shah. Sistem ini telah diambil, diubahsuai dan ditambah baik oleh Unit Teknologi Maklumat, Hospital Sultan Haji Ahmad Shah mengikut keperluan pengguna di sini. Sistem ini bertujuan untuk keperluan pengurusan dan pemantauan privileging kakitangan Hospital Sultan Haji Ahmad Shah secara atas talian (*online*). Sistem ini menggunakan web-based architecture dan hanya boleh dicapai oleh pengguna yang mempunyai id pengguna yang didaftarkan..

2.0 KEPERLUAN MINIMA

Spesifikasi minimum komputer yang digunakan untuk mengakses sistem HoSHAS e-Privilege adalah seperti berikut.

- Random Access Memory (RAM) : 2GB.
- Sistem Pengoperasian : **XP dan ke atas.**
- Pelayar Web : Mozilla Firefox 35 ke atas dan Google Chrome.
- Capaian Internet.



3.0 SKOP KANDUNGAN

Manual pengguna ini menunjukkan langkah-langkah menggunakan sistem HoSHAS e-Privilege dengan terperinci. Ia merangkumi tatacara :

- I. Login ke dalam Sistem HoSHAS e-Privilege.
- II. Papar Data Peribadi.
- III. Kemaskini Data Peribadi.
- IV. Semak privilege.
- V. Borang Permohonan Privilege.
- VI. Semak Status Permohonan Privilege.
- VII. Log keluar sistem.

4.0 LOGIN KE DALAM SISTEM HOSHAS e-Privilege

- a. Terdapat 3 kaedah untuk mengakses ke Sistem e-Privilege HoSHAS :
 - 1. Buka Fisicien dan klik pada Reference >> klik WEB >> klik Sistem e-Privilege HoSHAS.
 - 2. Buka portal https://jknpahang.moh.gov.my/hoshas/ dan klik pada WARGA >> klik Sistem Aplikasi >> klik Sistem e-Privilege HoSHAS.
 - 3. Buka browser (Mozilla Firefox atau Google Chrome) dan masukkan url : http://appshoshas.moh.gov.my/eprivhoshas.





b. Skrin login sistem HoSHAS e-Privilege akan dipaparkan.

Sistem e-Privilege HOSHAS				
LOG MASUK SISTEM	PENGUMUMAN			
ID Pengguna : ID Pentadbir / No Kad Pengenalan Kata Laluan : Kata Laluan Login Set Semula Semak Privileging	Sistem e-Privlege telah dibangunkan dan dilancarkan bagi keperluan pengurusan dan pemantauan privleging kakitangan Hospital Sutan Haji Akmad Shah. Sebarang pertanyaan boleh diajukan kepada Urus Setia Jawatankuasa Privleging.			
	QUICK GUIDE PENGGUNA & DOKUMEN Ketua Jabatan/Inti : Guick Guide Waki Jabatan/Inti : Guick Guide Perchon : Guide Dokumen : Senaral Senark Percohonan Phileping / Reappraisal by HOD for Reneval of Clinical Philege			
© 2023 HOSHAS e-Privilege. Paparan terbaik dengan menggunakan pelayar Firefox/Chrome terkini. Hakcipta Asal : Team Evo4, Hospital Selayang, Modifikasi Oleh : Unit IT, Hospital Futrajaya, Diperluaskan ke HOSHAS, Temerloh, Pahang.				



c. Masukkan **ID Pengguna** dan **Kata Laluan** dan kemudian klik login.

PENGUMUMAN Sistem e-Privilege telah dibangunkan dan dilancarkan bagi keperluan pengurusan dan pernantauan privileging
Sistem e-Privilege telah dibangunkan dan dilancarkan bagi keperluan pengurusan dan pemantauan privileging
kakitangan Hospital Suitan Haji Ahmad Shah. Sebarang pertanyaan boleh diajukan kepada Urus Setia Jawatankuasa Privileging.
TAKWIM MESYUARAT JAWATANKUASA PRIVILEGING HOSHAS
Ketus Jabotan/Unit : Quick Guide Wakil Jabotan/Unit : Quick Guide Perrohon : Quick Guide Dokuma: Exercit Servak Perrohonan Privileging / Responaisal by HOD for Renewal of Clinical Privilege

d. Sekiranya maklumat yang dimasukkan adalah betul, muka utama akan dipaparkan.

Sistem e-Privilege HOSHAS			
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© 2022 HOSHAS s Philesge. Paparan terbaik dengan menggunakan pelayar Firefux/Cerome terkini. Hakipta Asal : Ram Evok Hospital Setayang. Modifikasi Oleh : Unit II, Hospital Partajaya, Dipertuaskan ke HOSHAS, Femerich, Pahang.			

e. Sekiranya maklumat yang dimasukkan adalah salah, mesej ralat akan dipaparkan.





5.0 PAPAR DATA PERIBADI

a. Klik Menu Pemohon >> Papar Data Peribadi.

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Papar Data Peribadi				
Kemaskini Data Peribadi	1			
Semak Privilege				
Borang Permohonan Privilege	ł			
Semak Status Permohonan Privilege				

b. Skrin paparan rekod peribadi dipaparkan.

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	PAPARAN REKOD PERIDADI				
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	Status e-Printege :	NCT#			
		BUTIR - BUTIR PERIOHOMATAN			
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	Kumpulan :	PENGURUSAN DAN PROFESIONAL			
	Gred :	UD43			
	Jabatan :	PATOLOGI DAN TABUNG DARAH			
	Lokasi :	PATOLOGI DAN TABUNG DARAH			
	© 2023 HO SHAS 9 «Printleger, Pagasan terbask dengen mengganakan perkepat Fardwal/Derone terbini. Hakcipta.Anal : Tears Evol, Hospital Selayang, Modifikasi Oleh : Unit IT, Hospital Putnjaya. Diperkuaskan ke HO'SHAS, Temerkok, Pahang.				



6.0 KEMASKINI DATA PERIBADI

a. Klik Menu Pemohon >> Kemaskini Data Peribadi.

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ſ	Kemaskini Data Peribadi	
	Semak Privilege	
	Borang Permohonan Privilege	ł
	Semak Status Permohonan Privilege	

b. Skrin kemaskini rekod peribadi dipaparkan.

Sistem e-Privilege HOSHAS				
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Lokesi	PATOLOGI DAN TABUNG DARAH v			
	Konsakiri Paled Balai Konsakid			

- c. Kemaskini maklumat yang diperlukan dan klik butang **Kemaskini Rekod.** Nota :
 - □ Medan bertanda(*) adalah medan yang wajib diisi.
 - 🗌 Hanya Nama dan Email yang dibenarkan untuk pemohon kemaskini.
 - Sekiranya kesalahan pada maklumat lain maklumkan kepada urus setia Jawatankuasa Privileging HoSHAS.



- d. Sistem akan memaparkan mesej berikut sekiranya :
 - I. Berjaya dikemaskini.



II. Tiada perubahan.



7.0 SEMAK PRIVILEGE

a. Klik Menu Pemohon >> Semak Privilege.



b. Skrin maklumat privilege dipaparkan.

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Core Procedures (Separtment)					
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C 2 - (2173)	Reporting Full Bood Picture				
E 3-(2178)	Reporting Chemical Pathology result				
E 4-(2177)	Probation				
Specialized Procedures	(Department)				
No specialized privilege s	ariected				
Advanced Procedures (Department)				
No advanced privilege se	lected				
Maklumat Privilege					
Jangkamasa Sah Privilege :	13-05-2124 hingga 13-11-2024 (Expired)				
Jenis Privilege	Probationary Privilege				
Tarikh Menyuarat :	05-06-2924				
Catatan:					
NAME SUR PRIME	14 J				



8.0 BORANG PERMOHONAN PRIVILEGE

a. Klik Menu Pemohon >> Borang Permohonan Privilege.

👤 Menu Pemohon 👻
Papar Data Peribadi
Kemaskini Data Peribadi
Semak Privilege
Borang Permohonan Privilege
Semak Status Permohonan Privilege

b. Skrin borang permohonan privilege dipaparkan.

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E. PRACTICET INFORMATION				
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Grade :	6040			
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8.1 APPLICANT INFORMATION

8.1.1 PERSONAL DETAILS

a. Klik pada Personal Details. Skrin borang personal details dipaparkan.

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- b. Masukkan maklumat yang diperlukan dan klik butang Save.
 - Nota :
 - □ Medan (*) adalah medan yang wajib diisi.
 - ☐ Maklumat Nama, IC No, Position dan Gred diambil dari maklumat sedia ada semasa pendaftaran pengguna baru.
 - □ Klik butang **Save** untuk mewujudkan rekod permohonan privilege.



8.1.2 PROFESSIONAL QUALIFICATION

a. Klik pada **Professional Qualification** atau butang **Next** di skrin borang personal details. Skrin senarai professional qualification dipaparkan.

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b. Klik pada Add Qualification dan skrin add new qualification dipaparkan.

Add New Qualification:	
Qualification * :	Example: Postbasic/Diploma/Advanced Diploma/Degree/Master/Others
Institution * :	
Year Of Qualification * :	Example: 2018
	SAVE CANCEL

c. Masukkan maklumat diperlukan dan klik butang Save. Nota :

☐ Medan bertanda (*) adalah medan yang wajib diisi.

- d. Klik butang Cancel untuk kembali ke skrin sebelumnya.
- e. Klik hyperlink [Update] di kolum Action untuk kemaskini rekod.

Qualification	Institution	Year Of Qualification	Action
SARJANA MUDA KEJURURAWATAN	UNIVERSITI PUTRA MALAYSIA	2009	[Update] Delete]



Record UPDATED Successfully

f. Skrin kemaskini qualification dipaparkan.

Update Qualification:		
Qualification * :	SARJANA MUDA KEJURURAWATAN	Example: Postbasic/Diploma/Advanced Diploma/Degree/Master/Others
Institution * :	UNIVERSITI PUTRA MALAYSIA]
Year of Qualification * :	2009 Example: 2018	

- g. Kemaskini maklumat dan klik butang Update Qualification. Sistem akan memaparkan mesej berikut.
- h. Klik hyperlink [Delete] di kolum Action untuk hapus rekod.

Qualification	Institution	Year Of Qualification	Action
SARJANA MUDA KEJURURAWIATAN	UNIVERSITI PUTRA MALAYSIA	2009	Update Delete

i. Skrin hapus rekod dipaparkan.

Confirm To Delete This Qualification Record?:	
Qualification:	SARJANA MUDA KEJURURAWATAN
Institution:	UNIVERSITI PUTRA MALAYSIA
Year of Qualification:	2009
	YESI DELETE THIS QUALIFICATION CANCEL

j. Klik butang **Yes! Delete This Qualification.** Sistem akan memaparkan mesej berikut :

Record DELETED Successfully



8.1.3 PROFESSIONAL REGISTRATION

a. Klik pada **Professional Registration** atau butang **Next** di skrin professional qualification.

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- Masukkan maklumat yang diperlukan dan klik butang Save. Nota :
 - □ Medan bertanda (*) adalah medan yang wajib diisi.
 - □ Klik butang **Save** pada setiap bahagian untuk menyimpan rekod.
- c. Sistem akan memaparkan mesej berikut :

Record UPDATED Successfully.



8.2 PRACTICES INFORMATION

8.2.1 PREVIOUS APPOINTMENT

a. Klik pada **Working Experience** atau butang **Next** di skrin professional registration. Skrin senarai previous appointment dipaparkan.

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E PRACTICIT INFORMATION				
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Mangdal Parlianting Hangdal Tarlian (Estimate Data) Hangdal Kajang	Sublacia, Sensitivent	3529		
Hospital Pathology Hospital Solar Spotter Hospital Kojang	SURGER, SENATIMENT	30		
Regularization magnetic Solarrig Animal Stati magnetic Keyry	suldica, aswerkes/	202		
Kespilalinakkan Regila Inder Quined (sal) Regila Kipeg	sutocu, peneltuten	-		ADD OF THE A

b. Klik Add Details dan skrin add new appointment dipaparkan.

Add New Appointme	nt:
Hospital/Institution * :	Please Select
Department * :	
Year (From) * :	Example: 2018
Year (Until) * :	Example: 2018
	SAVE CANCEL



- c. Masukkan maklumat yang diperlukan dan klik butang **Save**. Nota :
 - 1. Medan bertanda (*) adalah medan yang wajib diisi.
 - 2. Hospital / Institusi boleh dicari dengan menaip perkataan.

Please Select	F0 08
putrajaya	F0 02
Hospital <u>Putrajaya</u>	^
Jabatan Kesihatan WP Kuala Lumpur & <u>Putrajaya</u>	
Klinik Kesihatan <u>Putrajaya</u> Presint 11	ł
Klinik Kesihatan <u>Putrajaya</u> Presint 14	
Klinik Kesihatan <u>Putrajaya</u> Presint	~

d. Sistem akan memaparkan mesej berikut :



- e. Klik butang Cancel untuk kembali ke skrin sebelumnya.
- f. Klik hyperlink [Update] di kolum Task untuk kemaskinin rekod.

HospitaliInstitution	Department	Year (From)	Year (Until)	Task
Hospital Tengku Ampuan Rahimah	SURGICAL + BURN UNIT	1997	1999	[Update] Delete]



g. Skrin kemaskini appointment dipaparkan.

Update Appointment	Update Appointment:				
Hospital/Institution * :	vital/Institution * : Hospital Tengku Ampuan Rahimah 🔲 If Others, please specify :				
Department * :	SURGICAL + BURN UN				
Year (From) * :	1997 Example: 2018				
Year (Until) * :	1999 Example: 2018				
	UPDATE APPOINTMENT CANCEL				

h. Kemaskini maklumat dan klik butang **Update Appointment.** Sistem akan memaparkan mesej berikut :

i. Klik hyperlink [Delete] di kolum Task untuk hapus rekod.

Hospital/Institution	Department	Year (From)	Year (Until)	Task
Hospital Tengku Ampuan Rahimah	SURGICAL + BURN UNIT	1997	1999	(Update Delete)

j. Skrin hapus rekod dipaparkan. (gambar)

Confirm To Delete This Appointment Record?		
Hospital/Institution:	Hospital Tengku Ampuz If Others :	
Department:	SURGICAL + BURN UN	
Year (From):	1997	
Year (Until):	1999	
	YES! DELETE THIS APPOINTMENT CANCEL	

k. Klik butang **Yes! Delete This Appointment.** Sistem akan memaparkan mesej berikut: (gambar)

UNIT TEKNOLOGI MAKLUMAT | HOSHAS

Record DELETED Successfully.



8.3 APPLICANT AUTHENTICATION

8.3.1 APPLICATION FOR PRIVILEGING

a. Klik pada **Application For Privileging** atau butang **Next** di skrin previous appointment. Skrin application for privileging dipaparkan.

	PRIVILEGING APPLICATIO	N-FORM	
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- b. Pilih dan tandakan 🗹 pada prosedur yang ingin dimohon.
- c. Klik butang Save. Sistem akan memaparkan mesej berikut: (gambar)

Record UPDATED Successfully.



8.3.2 REVIEW APPLICATION AND SUBMISSION

a. Klik pada **Review Application And Submission** atau butang **Next** di skrin application for privileging. Skrin review application and submission dipaparkan.

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	UNIVERSITY OF CYBERJAVA		2017	
ISIONAL REGISTRATION have Full Registration Number?	C ves			
please complete section I, R, III and In)				
ration Body :	Malaysian Medical Council			
	If Others, please specify :			
epistration Number :	87877			
of Registration :	2029			
o have Annual Practice Certificate Number for current year?	YES			
lease select the reason below)				
nber :	37380/2024			
	Plaza Select			
	If Others, please specify :			
TIALING DETAILS (If applicable - only for those who received credentialing certif	Jate From MCH)			
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MANUAL PENGGUNA | SISTEM ePRIVILEGE

PRIVILEGING DETAILS				
Please TICK the procedures that you wish to perform.				
Core Procedures on PATOLOGI DAN TABUNG DARAH				
Core Procedures (Department)				
Fine Needle Aspiration Procedure				
Reporting Full Blood Picture				
Reporting Chemical Pathology result				
Transfusion reaction report				
Specialized Procedures on PATOLOGI DAN TABUNG DARAH				
Specialized Procedures (Department)				
No specialized privilege selected				
Advanced Procedures on PATOLOGI DAN TABUNG DARAH				
Advanced Procedures (Department)				
No specialized privilege selected	is special projection of projection of the second se			
DECLARATION				
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Tauthorize Hospital Suitan Haji Ahmad Shah Privleging Committee to consult with all persons or places of employment	or education that may have information bearing on professional qualifications and complemence to carry out the proleges These requested. I release from Tability all those who provide information in good faith and without maloe in response to such inquiries.			
Digitally signed on	Peace to the factor to the digitary company)			
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	© 2023 NO SIAS & «Printing». Paparan tertinak dengan manggunakan pelayar Pretex Okonam terkini. Kakapta Azal : Team Eunik, Niseplat Behryang ModiRawi Oke): Umi El Kenglat Petrogram Operlanskan te HO SIAA. Teamrinh, Pahang			

- b. Semak semua maklumat dan tandakan 🗹 pada pengakuan.
- c. Klik pada butang **Submit Form** untuk menghantar permohonan.



9.0 SEMAK STATUS PERMOHONAN PRIVILEGE

a. Klik pada Menu Pemohon >> Semak Status Permohonan Privilege.



b. Skrin semak status permohonan privilege dipaparkan.

		Sistem e-Privlege HOSHAS		
a	riters 1 theory	Nambat +	1 testen cana	Displayer
	Tatus Permiting	Semak Status Permohonan	_	
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Nota :

- Received
- Rejected/Query
- Processing
- Ready For Next Board Meeting
- Waiting For Result
- Privileging Assigned And Completed
- c. Klik pada hyperlink [Papar Borang Dihantar].

Warga Hospital	A Moka Ukan	na 👗 Vienu Pierrohon -	🏦 Takar Kata Laluan	O-Log Keluar
		Semak Status Permohonan		
	Status Permot	sonan Privilege begi No KP:		
	1 1	kabeninsion 10 : 24 dihartar pada 15-18-2019 Status : Paceined I. Paper Bioseng Dihartar I		



d. Borang permohonan dipaparkan.

PRIVILEGING APPLICATION FORM (e-PRIVILEGE SUBMISSION ID: 24)

A. APPLICANT INFORMATION	
Personal Details	
Name :	
IC No :	
Home Address :	
Office Telephone :	
Resident Telephone :	
Mobile Telephone :	
Position : MATRON	
Grade : U44	
Professional Qualification	
List of 1 qualification record:	
Qualification : SARJANA MUDA KEJURURAWATAN	
Institution : UNIVERSITI PUTRA MALAYSIA	
Year of Qualification : 2009	
Professional Registration	
Do you have Full Registration Number:	YES
Registration Body :	Malaysian Nursing Board
Full Registration Number :	31759

1997

Do You Have Annual Practice Certificate Number For Current Year: YES

Registration Year



VERSI 1.0

10.0 TUKAR KATA LALUAN

a. Klik pada Tukar Kata Laluan.

Warga Hospital	#Mola Utama	& Mana Periodon -	🌡 Tukar Kata Laluan	G Log Keluar

b. Skrin tukar kata laluan dipaparkan.

	FUNGSI MENUKAR KATA LALUAN					
Tukar Kata Laluan (No KP : 700214055304)						
Kata Laluan Lama :						
Kata Laluan Baru :						
Pengesahan Kata Laluan Baru :						
Tukar Kata Laluan Set Semula						

- Received
- Rejected/Query
- Processing
- Ready For Next Board Meeting
- Waiting For Result
- Privileging Assigned And Completed
- c. Lengkapkan maklumat yang diperlukan dan klik Tukar Kata Laluan.
- d. Untuk set semula klik Set Semula.

11.0 LOG KELUAR

a. Klik pada Log Keluar untuk keluar dari sistem.

Warga Hospital 🔺 Muta Utama 🌡 Hera Peredon - 🔒 Dutar Kata Lakam 🕞 Log Kata