

Integrated Management System (IMS) Education



IMS HR & Administration **Staff Medical** Functions for Users USER GUIDE MANUAL

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Staff Medical

The Staff Medical Module manages claim and payment processes related to medical and dental treatment for staff. The system allows key user to setup the list of UPSI's panel clinics and all the staff will be able to choose panel clinics as his/her panel. The system shall provide facility for staff to claim for treatment made not at his panel clinic and for the panel clinic to claim for treatment of staff at the clinic. Human Resource Officers shall check the claims against the actual receipt and approve the claims for payment processing by Finance.

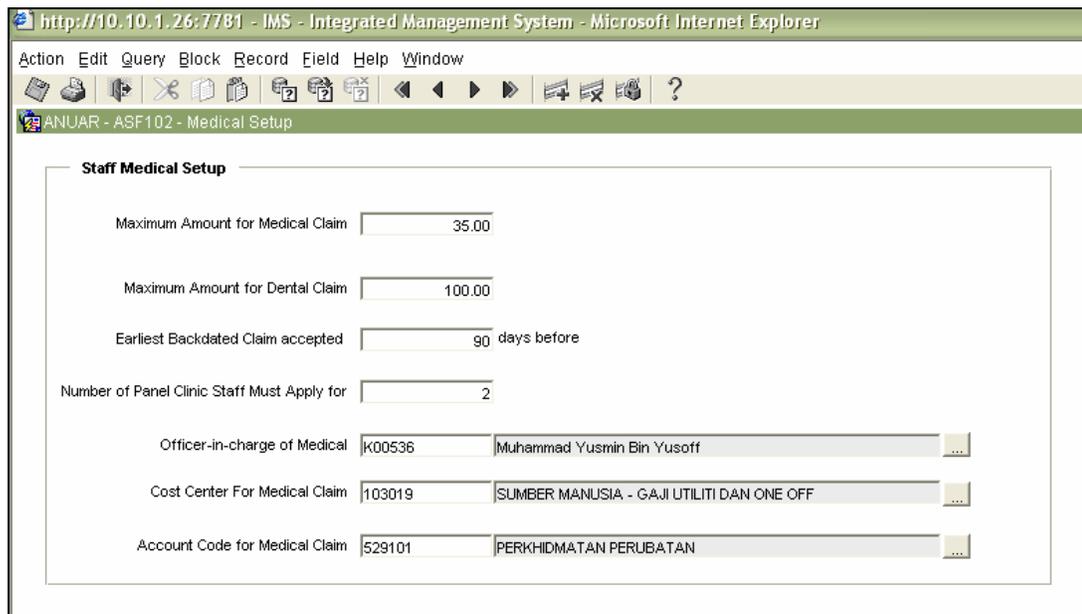
The system shall also provide facility for staff to request for guarantee letter and also application for special medicines or medical treatment.

Medical Setup

This function maintains setup for staff medical, clinic information and medical ward setup. The details describe as below.

Staff Medical Setup

This function allow user to do setup for medical application. The function describe as follow.



Staff Medical Setup	
Maximum Amount for Medical Claim	35.00
Maximum Amount for Dental Claim	100.00
Earliest Backdated Claim accepted	90 days before
Number of Panel Clinic Staff Must Apply for	2
Officer-in-charge of Medical	K00536 Muhammad Yusmin Bin Yusoff
Cost Center For Medical Claim	103019 SUMBER MANUSIA - GAJI UTILITI DAN ONE OFF
Account Code for Medical Claim	529101 PERKHIDMATAN PERUBATAN

Figure 1.1 Staff Medical Setup screen

Opening Staff Medical Setup Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Staff Medical Setup** function

Viewing Staff Medical Setup Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records

Adding Staff Medical Setup

1. Place cursor in **Staff Medical Setup** frame.
2. Click **Insert Record** button to add new record.
3. Fill in the information needed setup case category:
 - i. **Maximum Amount for Medical Claim:** Type in maximum amount for medical claim.
 - ii. **Maximum Amount for Dental Claim:** Type in maximum amount for dental claim.
 - iii. **Earliest Backdated Claim Accepted:** Type in earliest back date accepted for claim.
 - iv. **Number of Panel Clinic Staff Must Apply for:** Type in number of panel clinic staff must apply for.
 - v. **Officer-in-charge of Medical:** Select officer in charge for medical application from the list of value by click “...” button.
 - vi. **Cost Center For Medical Claim:** Select cost center for medical claim from list of value by click “...” button.
 - vii. **Account Code For Medical Claim:** Select account code for medical claim from list of value by click “...” button.
4. Click **Save Record** button to save the changes.

Editing Staff Medical Setup

1. Select record to edit and make changes on it.
2. Click **Save Record** button to save the changes.

Clinic Information

This function allow user to do setup for clinic information and contact information. The function describe as follow.

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

ANUAR - AMF001 - Clinic Main

Clinic Information

Clinic ID: VN00001366 Clinic Status: Active

Clinic Name: KLINIK AMAN

Short Description: K_AMAN

Register Date: 26-07-2003 End Date:

MMA Registration No: MMA Expiry Date:

Contact Information

Address: NO. 5, JALAN LOKE YEW TANJONG MALIMPERAK

Postcode: City:

State: Country:

Telephone No: 05-4585610 Fax:

Email Address: Website:

Contact Person: Handphone No:

Figure 1.2 Clinic information screen

Opening Clinic Information Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Staff Medical Setup** function

Viewing Clinic Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records

Adding new Clinic Information

1. Place cursor in **Clinic Information** frame.
2. Click **Insert Record** button to add new record.
3. Fill in the information needed clinic information:
 - i. **Clinic Name:** Select Clinic ID form the list of value by click "...” button.

- ii. **Clinic Status:** elect clinic status from the drop down list.
 - iii. **Short Description:** Type in short description for the clinic.
 - iv. **Register Date:** Type in register date for the clinic.
 - v. **End Date:** Type in end date for the clinic.
 - vi. **MMA Registration Number:** Type in MMA registration number for the clinic.
 - vii. **MMA Expiry Date:** Type in MMA Expiry date.
4. Fill in the information needed for contact information
 - i. **Address:** Type in clinic address.
 - ii. **Postcode:** Type in clinic post code.
 - iii. **City:** Type in clinic city.
 - iv. **State:** Select clinic state from the list of value by click “...” button.
 - v. **Country:** Select country from the list of value by click “...” button.
 - vi. **Telephone No:** Type in clinic telephone number.
 - vii. **Fax:** Type in clinic fax number.
 - viii. **Email Address:** Type in clinic email address.
 - ix. **Website:** Type in clinic website.
 - x. **Contact Person:** Type in clinic contact person.
 - xi. **Hand phone No:** Type in clinic hand phone number.
 5. Click **Save Record** button to save the changes.

Editing Clinic Information

1. Select record to edit and make changes on it.
2. Click **Save Record** button to save the changes.

Deleting Clinic Information

1. Select record to delete and click **Remove Record** button.
2. Click **Save Record** button to save the changes.

Medical Ward Setup

This function allow user to do setup for ward entitlement for staff. The function describe as follow.

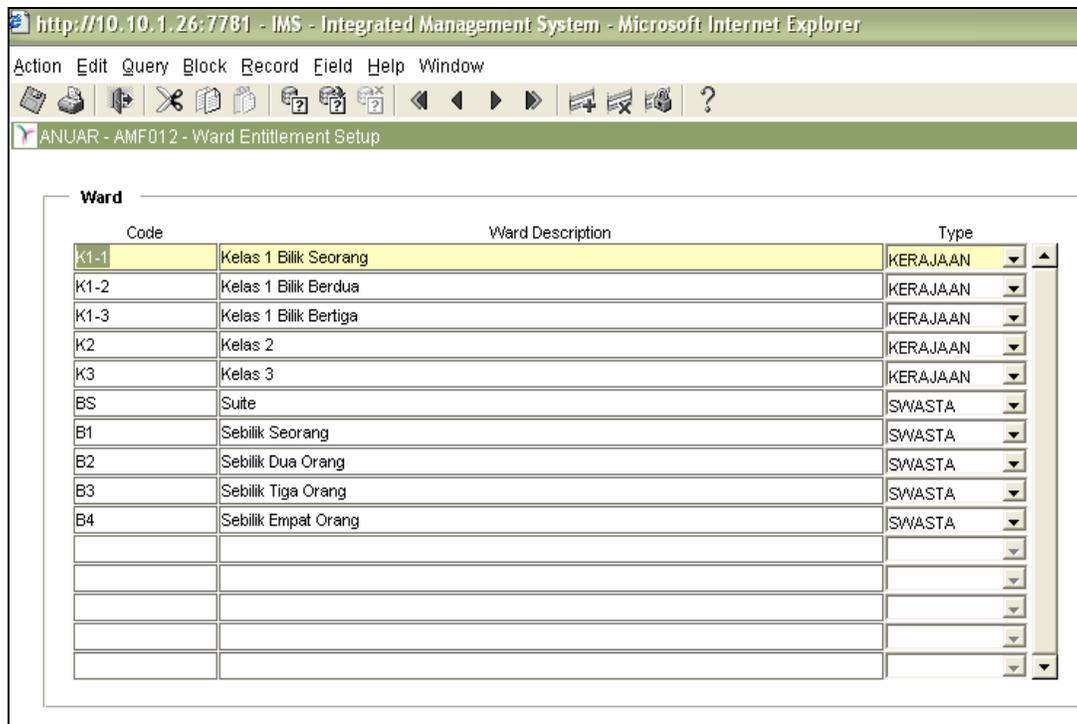


Figure 1.3 Medical Ward Setup screen

Opening Medical Ward Setup

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Ward Setup**

Viewing Medical Ward Setup Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records

Adding new Medical Ward Setup

1. Place cursor in **Ward** frame.
2. Click **Insert Record** button to add new record.
3. Fill in the information needed clinic information:
 - i. **Code:** Type in code for ward.
 - ii. **Ward Description:** Type in description for ward.
 - iii. **Type:** Select type from the drop down list.
4. Click **Save** button to save the record.

Editing Medical Ward Setup

1. Select record to edit and make changes on it.

2. Click **Save Record** button to save the changes.

Deleting Medical Ward Setup

1. Select record to delete and click **Remove Record** button.
2. Click **Save Record** button to save the changes.

Medical Claim

This function used by panel clinic vendor to add information for their clinic claim, medical claim entry and medical claim application. The details describe as below.

Panel Clinic Claim

Vendor Login Application provides function for vendor to apply for staff medical claim.

Enter to the Vendor Login page will bring up to the Vendor Login Main Interface. See **Figure 1.4**



Today : 10-03-2005

Universiti Pendidikan Sultan Idris

Welcome to UPSI's Vendor Comm.

To continue, please enter Username and Password details in the areas provided below.

Username

Password

Login

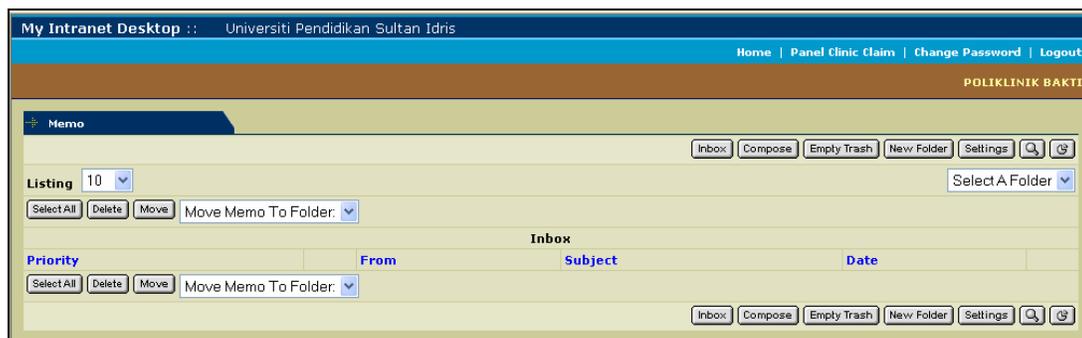
This is a secure website area restricted to authorized users only.
All user activity in this area is monitored and unauthorized access attempts will be prosecuted.

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Figure 1.4 – Vendor Login Main Interface

Entering Vendor Login Page

1. Fill in username and password then click **Login button**. It will bring up to the clinic that enters to the system (E.g.: Poliklinik Bakti). See **Figure 11.5**



My Intranet Desktop :: Universiti Pendidikan Sultan Idris

Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Memo

Inbox Compose Empty Trash New Folder Settings

Listing 10 Select A Folder

Select All Delete Move Move Memo To Folder

Inbox

Priority From Subject Date

Select All Delete Move Move Memo To Folder

Inbox Compose Empty Trash New Folder Settings

Figure 1.5 – Poliklinik Bakti Main Interface

Viewing Panel Clinic Claim

1. Click **Panel Clinic Claim Hyperlink** on the top right screen. It will bring up to the **Claim Status Interface**. See **Figure 11.6**

The screenshot shows a web interface titled "My Intranet Desktop :: Universiti Pendidikan Sultan Idris". The navigation bar includes "Home", "Panel Clinic Claim", "Change Password", and "Logout". The main content area is titled "POLIKLINIK BAKTI" and "Clinic Claim". It features a "Claim Status" section with a table of claim entries. The table has columns for "#", "Submit Date", "Batch ID", "Amount (RM)", and "Status". There are also filters for "Month" (set to "All") and "Year" (set to "2005"). Buttons for "Claim", "Submit Claim", and "Status" are visible in the top right of the interface.

#	Submit Date	Batch ID	Amount (RM)	Status
1	17-02-2005	CB05-00056	55.00	SUBMIT
2	16-02-2005	CB05-00046	49.00	ENTRY
3	16-02-2005	CB05-00045	10.00	ENTRY
4	16-02-2005	CB05-00055	25.00	SUBMIT
5	15-02-2005	CB05-00021	0	APPROVE
6	15-02-2005	CB05-00044	21.00	ENTRY
7	15-02-2005	CB05-00043	25.00	ENTRY
8	14-02-2005	CB05-00041	55.00	ENTRY
9	09-02-2005	CB05-00022	135.00	APPROVE

Figure 1.6 – Claim Status Interface

2. **Claim Status Interface** shows the list of batch claim that submit to the panel clinic.

Panel Clinic Claim

1. Click **Claim button** on the top right screen to apply for panel clinic claim. It will bring up to the **Panel Clinic Claim Form**. See **Figure11.7**

My Intranet Desktop :: Universiti Pendidikan Sultan Idris

Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Clinic Claim

Panel Clinic Claim Form

Staff Id

Staff Name

Receipt No

Receipt Date

Ailment / Remarks

Clinic Name POLIKLINIK BAKTI

Clinic Address LOT 243, JALAN DOUGLAS, NNN35900, Perak, Malaysia

Amount (RM)

MC Yes No

Figure 1.7 – Panel Clinic Claim Form

3. Fill in the information for add panel clinic claim
 - i. **Staff Id:** Type in staff ID then click Verify button.
 - ii. **Staff Name:** System will auto generate for the staff name after verify staff id process.
 - iii. **Patient Name:** Select patient name from the drop down list.
 - iv. **Receipt No.:** Type in receipt number for the claim.
 - v. **Receipt Date:** Select receipt date from the date picker. See **Figure 11.8.**

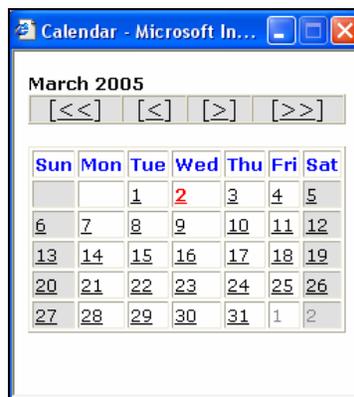


Figure 1.8 – Date Picker Interface

- vi. **Ailment/Remarks:** Type in remarks for the claim.
 - vii. **Amount:** Type in amount for the claim.
 - viii. **MC:** Thick on the button whether the treatment got MC or not.
4. Click **Save button** to submit the claim. It will display confirmation message for submit the claim. See **Figure 11.9**.



Figure 1.9 – Confirmation Message for Submit Claim.

5. Click **OK button** to confirm. It will bring up to the List of Claim to Submit Interface. See **Figure 11.10**.

Submit Panel Clinic Claim

1. Click **Submit Claim button**. It will bring up to the List of Claim to Submit Interface. See **Figure 1.10**.

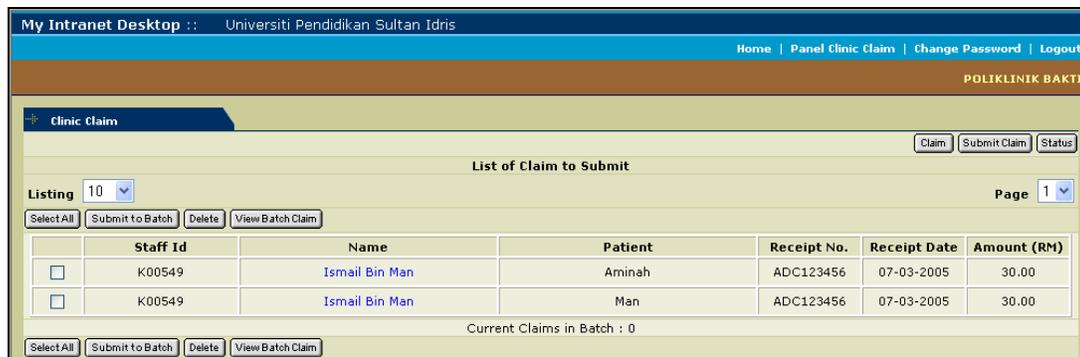


Figure 1.10– List of Claim to Submit Interface

2. Click on the **Name Hyperlink** to view detail of staff claim. It will bring up to the **Panel Clinic Claim Form**. See **Figure 1.11**.

My Intranet Desktop :: Universiti Pendidikan Sultan Idris

Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Clinic Claim

Panel Clinic Claim Form

Staff Id K00820
 Staff Name Rahayu Bt Mangsor
 Patient Name Fatihah
 Receipt No K125345
 Receipt Date 02-03-2005
 Ailment / Remarks Demam campak
 Clinic Name POLIKLINIK BAKTI
 Clinic Address LOT 2&3, JALAN DOUGLAS, NNN
 Amount (RM) 21.00
 MC Yes

Claim Submit Claim Status

Edit Back

Figure 1.11 – Panel Clinic Claim Form

- Panel Claim form still can be edit before submit. Click **Edit button** to edit claim. It will bring up to the **Panel Clinic Edit Claim Form**. See **Figure 1.12**.

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Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Clinic Claim

Panel Clinic Edit Claim Form

Staff Id K00820
 Staff/Family Name Fatihah
 Receipt No K125345
 Receipt Date 02/03/2005
 Ailment / Remarks Demam campak
 Clinic Name POLIKLINIK BAKTI
 Clinic Address
 Amount (RM) 21.00
 MC Yes No

Claim Submit Claim Status

Save

Figure 1.12 – Panel Clinic Edit Claim Form Interface

- Make changes for the desired information then click **Save button**. It will bring up to the confirmation message for update claim. See **Figure 1.13**.



Figure 1.13 – Confirmation Message for Update Claim

5. Click **OK button** to confirm update the changes. It will bring back to the **List of Claim to Submit Interface**. See **Figure 1.10**.

Submit Panel Clinic Claim in Batch

All the claims apply then will be submit to UPSI in batch.

1. Select claims to submit by click on the **Check Box** or simplify selection by click **Select All button**.
2. Click **Submit to Batch button**. It will display message that need user to view Batch Claim. See **Figure 1.14**.

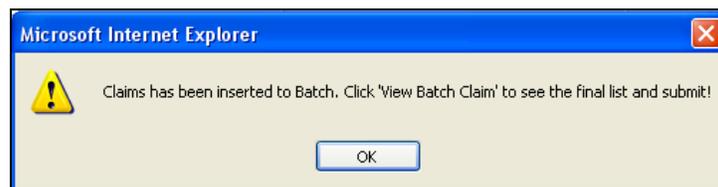


Figure 1.14 – Message for View Batch Claim

3. Click **View Batch Claim button**. It will bring up to the Batch Claim to Submit Interface. See **Figure 1.15**.

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Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Clinic Claim

Claim Submit Claim Status

Batch Claim to Submit

Submit Batch

Reference Number

Invoice No

	Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
1	K00549	Ismail Bin Man	Aminah	214554411	01-03-2005	12.00
2	K00549	Ismail Bin Man	Aminah	214554411	01-03-2005	12.00
3	K00549	Ismail Bin Man	Aminah	123546	03-03-2005	15.00
4	K00549	Ismail Bin Man	Aminah	123546	03-03-2005	15.00
5	K00820	Rahayu Bt Mangsor	FAIZAL BIN SHARIFFUDDIN	4521411	04-03-2005	18.00
6	K00549	Ismail Bin Man	Aminah	214554411	01-03-2005	12.00
7	K00549	Ismail Bin Man	Aminah	214554411	01-03-2005	12.00
8	K00549	Ismail Bin Man	Aminah	123546	03-03-2005	15.00
9	K00549	Ismail Bin Man	Aminah	123546	03-03-2005	15.00
10	K00820	Rahayu Bt Mangsor	FAIZAL BIN SHARIFFUDDIN	4521411	04-03-2005	18.00
Total						144.00

Submit Batch

Figure 1.15 – Batch Claim to Submit Interface

4. Fill in the information needed:
 - i. **Reference Number:** Type in Reference number for the batch to submit.
 - ii. **Invoice Number:** Type in invoice number for the batch to submit.
5. Click **Submit Batch** button. It will display confirmation message to submit claim. See **Figure 1.16**.



Figure 1.16 – Confirmation Message to Submit the Claim.

6. Click **OK** button to confirm. It will bring up to the Claim Status Interface. See **Figure 1.16**.

Viewing panel Clinic Claim Status

1. Click **Status** button. It will bring up to the **Claim Status Interface**. See **Figure 1.17**.

#	Submit Date	Batch ID	Amount (RM)	Status
1	10-03-2005	CB05-00062	144.00	SUBMIT
2	10-03-2005	CB05-00061	51.00	SUBMIT
3	17-02-2005	CB05-00056	55.00	SUBMIT
4	16-02-2005	CB05-00046	49.00	ENTRY
5	16-02-2005	CB05-00055	25.00	SUBMIT
6	16-02-2005	CB05-00045	10.00	ENTRY
7	15-02-2005	CB05-00021	0	APPROVE
8	15-02-2005	CB05-00044	21.00	ENTRY
9	15-02-2005	CB05-00043	25.00	ENTRY
10	14-02-2005	CB05-00041	55.00	ENTRY
11	09-02-2005	CB05-00022	135.00	APPROVE

Figure 1.17– Claim Status Interface

2. Claim status can be view by month and year. Select **month** and **year** from the drop down list. System will show the claim status for the selected month and year.
3. To view the detail information of batch claim click **Submit Date Hyperlink**. It will bring up to the **Batch Claim List Interface**. See **Figure 1.18**.

Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
1	Puteri Khairul Syafida Bt Megat Khas	Puteri Khairul Syafida Bt Megat Khas	346346346	05-01-2005	30.00
2	Rahayu Bt Mangsor	Fatihah	6777212	10-01-2005	25.00
Total					55.00

Figure 1.18 – Batch Claim List Interface

4. **Batch Claim List Interface** shows the list of staff that submits their claim to the clinic. To view the detail information of staff claim click on the **Name Hyperlink**. It will bring up to the **Panel Clinic Claim Form Interface**. See **Figure 11.19**.

My Intranet Desktop :: Universiti Pendidikan Sultan Idris

Home | Panel Clinic Claim | Change Password | Logout

POLIKLINIK BAKTI

Clinic Claim

Panel Clinic Claim Form

Staff Id K00675
 Staff Name Puteri Khairul Syafida Bt Megat Khas
 Patient Name Puteri Khairul Syafida Bt Megat Khas
 Receipt No 346346346
 Receipt Date 05-01-2005
 Ailment / Remarks Test1
 Clinic Name POLIKLINIK BAKTI
 Clinic Address LOT 2&3, JALAN DOUGLAS, NNN
 Amount (RM) 30.00
 MC Yes

Claim Submit Claim Status

Back

Figure 1.19 – Panel Clinic Claim Form Interface

5. **Panel Clinic Claim Form** views the information of staff panel clinic. Click **Back** button will bring back to the **Batch Claim List Interface**. See **Figure 11.18**.

Medical Claim (Clinic) Entry

This function allow user to add information of panel clinic entry. The function describe as below.

Panel Clinic Claim - Batch Information

Batch ID: CB05-00025 Clinic Reference No: _____
Clinic: _____
Invoice No: _____ Claim Date: 12-01-2005
Total Amount: 25.00

Batch Detail

No.	Receipt No	Staff Id	Patient	Treatment	Relationship	Amount	Receipt Date (dd-mm-yyyy)
1	ddddd	K00234	Ibrahim Bin Che Rose		Sendiri	10.00	12-01-2005
1		K00345	Saiful Lizan Bin Mohd Lajis		Sendiri	15.00	12-01-2005

No of Receipts: 2 Total Amount: 25.00

Submit

Figure 1.20 – Medical Claim (Clinic) Entry Interface

Opening Medical Claim (Clinic) Entry Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Setup** function

Viewing Medical Claim (Clinic) Entry Information

1. Place cursor in the **Panel Clinic Claim – Batch Information** frame.
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
3. Use scroll bar to navigate through the records

Adding Panel Clinic Batch Information

1. Place cursor in **Panel Clinic Claim Batch Information** frame.
2. Click **Insert Record** button to add new record.
3. Place cursor on the **Clinic Information** frame.
4. Fill in the information needed clinic information:
 - i. **Clinic Reference No:** Type in clinic reference number.
 - ii. **Clinic Name:** Select clinic name from the list of value by click “...” button.
 - iii. **Invoice Number:** Type in invoice number for the claim.
 - iv. **Claim Date:** Type in claim date.
 - v. **Total Amount:** Type in total amount for the claim.
5. Click **Save** button to save the record added.

Adding Batch Detail Information

1. Place cursor in **Batch Detail** frame.
2. Click **Insert Record** button to add new record.
3. Place cursor on the **Contact Information** frame.
4. Fill in the information needed contact information:
 - i. **Receipt Number:** Type in receipt number for the claim.
 - ii. **Receipt date:** Type in receipt date fro the claim.
 - iii. **Staff ID:** Select staff for the claim from the list of value by click “...” button.
 - iv. **Patient:** Select patient for the claim from the list of value by click “...” button. It will display the relation of patient and staff.
 - v. **Treatment:** Type in treatment given.
 - vi. **Amount:** Type in claim amount.
6. Click **Save** button to the record added.

Editing Medical Claim (Clinic) Entry Setup

1. Select record to edit and make changes on it.
2. Click **Save Record** button to save the changes.

Deleting Medical Claim (Clinic) Entry Setup

1. Select record to delete and click **Remove Record** button.
2. Click **Save Record** button to save the changes.

Submit Clinic Claim in batch

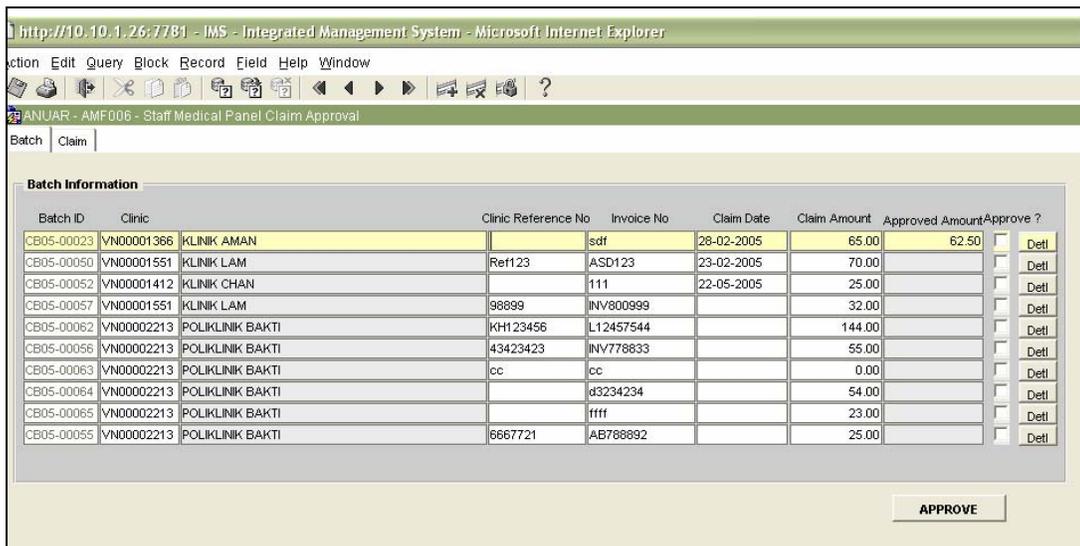
1. Click **Execute Query** button to view all records.
2. Click **Submit** button to submit the claim for the clinic. The claim for the batch has been submit and the record will not appear on the screen.

Medical Claim (Clinic) Approval

This function allow user to approve for clinic medical claim application. The function discuss as follow.

Batch Tab

This screen allow user to view and approve for panel clinic claim in batch. The details describe as below.



Batch ID	Clinic	Clinic Reference No	Invoice No	Claim Date	Claim Amount	Approved Amount	Approve ?
CB05-00023	VN00001366	KLINIK AMAN	sdf	28-02-2005	65.00	62.50	<input type="checkbox"/> Dett
CB05-00050	VN00001551	KLINIK LAM	Ref123	23-02-2005	70.00		<input type="checkbox"/> Dett
CB05-00052	VN00001412	KLINIK CHAN	111	22-05-2005	25.00		<input type="checkbox"/> Dett
CB05-00057	VN00001551	KLINIK LAM	98899	INV800999	32.00		<input type="checkbox"/> Dett
CB05-00062	VN00002213	POLIKLINIK BAKTI	KH1 23456	L12457544	144.00		<input type="checkbox"/> Dett
CB05-00056	VN00002213	POLIKLINIK BAKTI	43423423	INV778833	55.00		<input type="checkbox"/> Dett
CB05-00063	VN00002213	POLIKLINIK BAKTI	cc	cc	0.00		<input type="checkbox"/> Dett
CB05-00064	VN00002213	POLIKLINIK BAKTI		d3234234	54.00		<input type="checkbox"/> Dett
CB05-00065	VN00002213	POLIKLINIK BAKTI		ffff	23.00		<input type="checkbox"/> Dett
CB05-00055	VN00002213	POLIKLINIK BAKTI	6667721	AB788892	25.00		<input type="checkbox"/> Dett

Figure 1.21 – Medical Claim (Clinic) Approval: Batch tab screen

Opening Medical Claim (Clinic) Approval Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Claim (Clinic) Approval** function
3. Select on the desired tab to view for the information:

Viewing Batch Claim Detail Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.

Medical Claim

Reference ID	<input type="text" value="C05-0000023"/>	Type of Claim	<input type="text" value="Claim By Panel Clinic"/>
Staff Id	<input type="text" value="K00675"/>	<input type="text" value="Puteri Khairul Syafida Bt Megat Khas"/>	
Patient	<input type="text" value="Muhd Hakimi B Muhd Suhaim(Suami)"/>		
Treatment	<input type="text" value="Demam"/>		
Clinic	<input type="text" value="POLIKLINIK BAKTI"/>		
Address	<input type="text"/>		
Reason if NonPanel	<input type="text"/>		
Receipt No	<input type="text" value="ABX123"/>	Claim Amount	<input type="text" value="56.00"/>
Receipt Date	<input type="text" value="09-02-2005"/>	Recommend Amount	<input type="text" value="56.00"/>
Status	<input type="text" value="APPROVE"/>	Approved Amount	<input type="text" value="34.00"/>
Panel Claim Batch Id	<input type="text" value="CB05-00021"/>	Voucher No	<input type="text"/>
Notes	<input type="text" value="The clinic is not Staff's panel clinic on the receipt date"/>		
Enter By	<input type="text" value="K00536"/>	<input type="text" value="Muhammad Yusmin Bin Yusoff"/>	Date <input type="text" value="08-02-2005"/>
Last Update By	<input type="text" value="16-FEB-05"/>		Date <input type="text"/>
Recommended By	<input type="text"/>		Date <input type="text"/>
Approved By	<input type="text"/>		Date <input type="text"/>

Figure 1.23 – Staff Medical Claim Query Interface

4. Click **Exit** button on the top of screen to exit the screen
5. It will bring back to the **Medical Claim (Clinic) Approval Interface: Claim tab**.

Approve Medical Claim (Clinic) Approval

1. Select **Batch** tab to do for approval process.
2. Select one record listed on the screen by click on it.
3. Click **Approve? Checkbox** to select record for approval.
4. Click on the **APPROVE** button on the right side of the screen.

Online Medical Application

This function allow staff to apply for panel clinic, guarantee letter, medical claim for panel, non panel and dental, renew panel clinic, recommend and approve for renew panel clinic. The details describe as below.

Online Application

Online Medical Application facilitates staff to apply their medical activities for Panel Clinic, Guarantee Letter, Claim and Sara Ubat.

Opening Online Panel Clinic Form

The application is under **Human Resource function**. The link located on the left screen. See **Figure 1.24**.

A rectangular button with a dark olive green background and a thin black border. The text "Human Resource" is centered in white, sans-serif font.

Figure 1.24 – Human Resource Entry Hyperlink

1. Click on **Human Resource Link**. It will list down the all the modules cover under Human Resource function.
2. Select for **Medical** link to view the information and function provided. The Medical link is located on the left of your screen. See **Figure 11.25**.



Figure 1.25 – Online Medical Link

3. The link will bring up to the **Medical Status Interface**. See **Figure 1.26**.

+
Medical

Month All ▼ Year 2005 ▼

Medical Claim Status

#	Apply Date	Name	Receipt No	Amount (RM)	Status	Notes
1	16/02/2005	Nurul Anuar Bin Jamasan @ Kasban		35.00	REJECT	View Notes
2	16/02/2005	Nurul Anuar Bin Jamasan @ Kasban	rec123	23.00	ENTRY	
3	16/02/2005	Ahmad Zidane bin Ramli	asd	34.00	ENTRY	

Panel Clinic Status

#	Apply Date	Status	Type	Reason	Approve Start Date
1	16/02/2005	APPROVE	CHG CLINIC	dekat dengan rumah ..dokter lama garang	16/02/2005
2	16/02/2005	APPROVE	NEW		16/02/2005
3	16/02/2005	APPROVE	RENEW BOOK	dah habis muka surat	16/02/2005
4	15/02/2005	APPROVE	CHG CLINIC	lebih dekat	15/02/2005
5	15/02/2005	APPROVE	NEW		15/02/2005
6	15/02/2005	APPROVE	RENEW BOOK	tambah anak	15/02/2005
7	14/02/2005	APPROVE	NEW		14/02/2005

Sara Ubat Status

#	Apply Date	Name	Reference No.	Code	GL Reference No.	Status
1	15/02/2005	Ahmad Zidane bin Ramli	SU05-0000023	SU-RLN		REJECT
2	15/02/2005	Abdul Razak	SU05-0000021	SU-PPK		ENTRY
3	15/02/2005	Ahmad Zidane bin Ramli	SU05-0000025	SU-AM	GL-1234	REJECT

Guarantee Letter

#	Apply Date	Name	Reference No.	Status
1	16/02/2005	Salmiah Hassan	GL05-0000066	APPROVE

Figure 1.26 – Medical Application Status Interface

4. The interface shows the all medical status for **Claim, Panel Clinic Sara Ubat and Guarantee Letter** that applied by the staff.

Apply for Staff Medical

Staff can select four types for the medical application. The function is described as below. To apply for medical need staff to select the medical type from the list.

1. Staff needs to click **Apply button** on the top right screen. It will bring up the page for select medical type. See **Figure 1.27**.



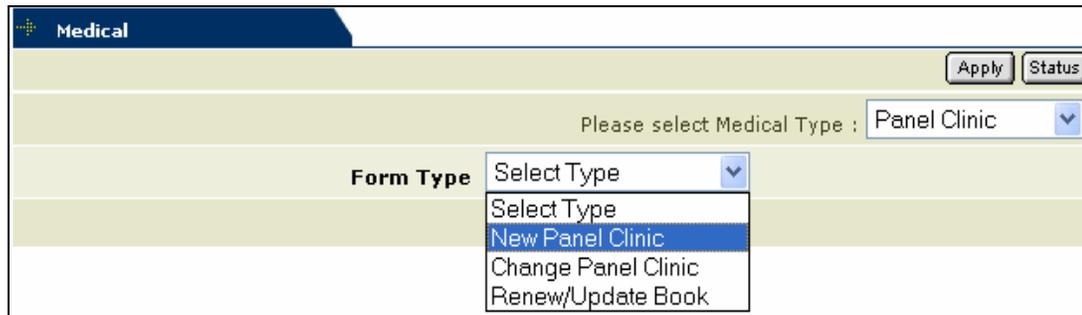
Figure 1.27 – Select Medical Type Interface

2. The lists allow staff to apply for **Panel Clinic, Guarantee Letter, Claim and Sara Ubat**. The steps for staff to apply the medical types will discuss one by one as follows:

Panel Clinic Online Application

This function allows staff to apply for Panel clinic.

1. Select **Panel Clinic types** for apply for the panel clinic from the **Medical Type** drop down list. It will list down the **Form Type Interface** that needs to choose by the staff. See **Figure 1.28**.



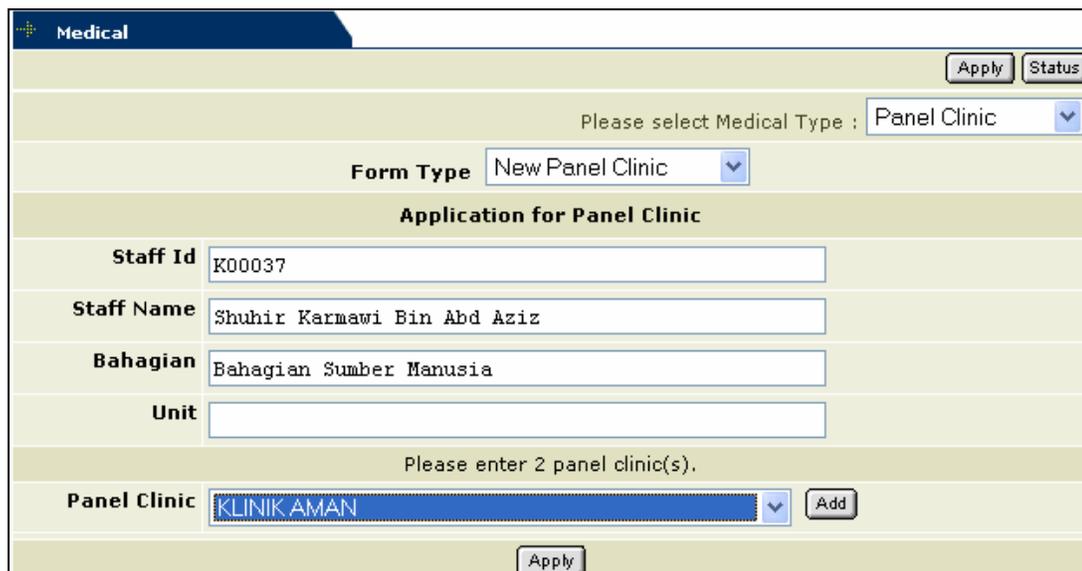
The screenshot shows a web application interface for the 'Medical' section. At the top right, there are 'Apply' and 'Status' buttons. Below them, a label 'Please select Medical Type :' is followed by a dropdown menu currently set to 'Panel Clinic'. Underneath, the 'Form Type' label is next to another dropdown menu. This menu is open, showing four options: 'Select Type', 'New Panel Clinic' (which is highlighted in blue), 'Change Panel Clinic', and 'Renew/Update Book'.

Figure 1.28 – Select Form Type Interface

2. Panel Clinic application process allows staff to apply for **New Panel Clinic**, **Change Panel Clinic** and **Renew/Update Book**. The process for panel will discuss as follow:

Apply for New Panel Clinic

1. Select **New panel Clinic** from the list of form type. It will bring up to the **Application for Panel Clinic Interface**. See **Figure 1.29**.



The screenshot shows the 'Application for Panel Clinic' form. At the top right, there are 'Apply' and 'Status' buttons. Below them, a label 'Please select Medical Type :' is followed by a dropdown menu set to 'Panel Clinic'. The 'Form Type' dropdown menu is set to 'New Panel Clinic'. The form title is 'Application for Panel Clinic'. It contains several input fields: 'Staff Id' with the value 'K00037', 'Staff Name' with 'Shuhir Karmawi Bin Abd Aziz', 'Bahagian' with 'Bahagian Sumber Manusia', and an empty 'Unit' field. Below these fields, a label 'Please enter 2 panel clinic(s).' is followed by a dropdown menu set to 'KLINIK AMAN' and an 'Add' button. At the bottom center, there is an 'Apply' button.

Figure 1.29– Application for Panel Clinic Interface

3. Staff needs to apply two panel clinics at the same time. Fill in the information needed for apply new panel clinic.
 - i. **Panel Clinic:** Select Panel clinic from the drop down list.
4. Click **Add** button and re enter the information needed for the second panel clinic. The system show the list for the clinic selected. See **Figure 1.30**.

Medical

Apply Status

Please select Medical Type : Panel Clinic

Form Type New Panel Clinic

Application for Panel Clinic

Staff Id K00037

Staff Name Shuhir Karmawi Bin Abd Aziz

Bahagian Bahagian Sumber Manusia

Unit

Please enter 2 panel clinic(s).

Panel Clinic KLINIK CHAN Add

#	Clinic	Address	Delete ?
1	KLINIK AMAN	NO. 5, JALAN LOKE YEW TANJONG MALIMPERAK	<input type="checkbox"/>
2	KLINIK CHAN	11, JLN CHONG AH PENG TANJONG MALIMPERAK	<input type="checkbox"/>

Delete

Apply

Figure 1.30 – List of Panel Clinic Selected Interface

5. Staff still can delete the panel clinic selected and change with other panel clinic. Select the panel clinic to remove and click **Delete button**.
6. To add new panel repeat the step above. Click **Apply button** to submit the application. It will pop up message for confirm the application. See **Figure 11.31**.



Figure 1.31 – Confirmation for Medical Application Interface

7. Click **OK** button to confirm. It will bring up to the Medical Application Status Interface. See **Figure 1.26**.

Change Panel Clinicview screen yg ada current panel clinic******

1. Select **Change Panel Clinic** from the list of form type. It will bring up to the **Change Panel Clinic** Interface. See **Figure 1.31**.

Medical Apply Status

Please select Medical Type : Panel Clinic

Form Type Change Panel Clinic

Change Panel Clinic

Staff Id

Staff Name

Bahagian

Unit

Current panel clinic(s).

#	Clinic Name
1	POLIKLINIK BAKTI
2	KUMP. PERUBATAN POLYKLINIK SYIFA SDN BHD

Please enter 2 panel clinic(s).

Panel Clinic Add

Reason for Change

Apply

Figure 1.31 – Change Panel Clinic Interface

2. Select panel clinic from the drop down list then click **Add button**. Staffs need to insert 2 panel clinics. Selected Panel Clinic will show in the list. See **Figure 1.32**.

Medical

Apply Status

Please select Medical Type : Panel Clinic

Form Type Change Panel Clinic

Change Panel Clinic

Staff Id K00037

Staff Name Shuhir Karmawi Bin Abd Aziz

Bahagian Bahagian Sumber Manusia

Unit

Current panel clinic(s).

#	Clinic Name
1	KLINIK AMAN
2	ABATA VISION SDN. BHD

Please enter 2 panel clinic(s).

Panel Clinic ABATA VISION SDN. BHD Add

#	Clinic	Address	Delete ?
1	KLINIK AMAN	NO. 5, JALAN LOKE YEW TANJONG MALIMPERAK	<input type="checkbox"/>
2	ABATA VISION SDN. BHD	279 SG. PELONG47000 SUNGAI BULUH	<input type="checkbox"/>

Delete

Reason for Change

Apply

Figure 1.32 – List of Panel Clinic Change Interface

3. Staff still can change their panel clinic selected before submit the application. Click on the **Checkbox** to remove the panel clinic then click **Delete button**.
4. The panel clinic was removed and staff can add with other panel clinic.
5. To submit the application staff need to type in the reason for change the panel clinic then click **Apply button**. It will display a message box for confirmation. See **Figure 1.33**.



Figure 1.33 – Message Box for Change Panel Clinic Confirmation

6. Click **OK button** to confirm. It will bring up to the **Medical Application Status** Interface. See **Figure 1.26**.

Renew/Update Book

1. Select **Renew/Update Book** from the list of form type. It will bring up to the Application for Panel Clinic Interface. See **Figure 1.34**.

Figure 1.34 – Renew/Update Book Interface

2. Staff need to fill in the reason for change/renew the update book. Click **Apply** button to submit the application. It will display a message box for confirmation. See **Figure 1.35**.



Figure 1.35 – Message Box for Confirmation Interface

3. Click **OK button** to confirm. It will bring up to the **Medical Application Status** Interface. See **Figure 1.26**.

Apply for Guarantee Letter

Staff can apply for **Guarantee Letter** for the medical. The application describe as follow:

1. Select **Guarantee Letter** types for apply for the guarantee letter. It will bring up to the **Surat Pengesahan Diri dan Pengakuan Pegawai Interface**. See **Figure 1.36**.

The screenshot shows a web interface for applying for a Guarantee Letter. At the top, there is a 'Medical' header and two buttons: 'Apply' and 'Status'. Below this, a dropdown menu is set to 'Guarantee Letter'. The main title of the form is 'SURAT PENGESAHAN DIRI DAN PENGAKUAN PEGAWAI'. The first section is for the medical professional, with a label 'PENGARAH / PENGUASA PERUBATAN / PEGAWAI PERUBATAN YANG PENJAGA HOSPITAL / KLINIK' and an empty text box. Below this is a salutation 'Tuan,' and a paragraph of text: 'Dengan ini disahkan bahawa penama di bawah adalah seorang pegawai kerajaan di Universiti Pendidikan Sultan Idris.' The form then contains several input fields: 'Nama Pegawai' (Shuhir Karmawi Bin Abd Aziz), 'No. K/P' (700525085965), 'Jawatan' (Pen Pendaftar), 'Gaji Pokok' (2286.54), 'Gred Gaji' (N41), and 'Kelayakan Kelas Wad' (empty). Below these is a label 'Butir-butir Pegawai / Isteri / Suami / Ibu / Bapa / Anak yang memerlukan rawatan berkenaan.' followed by a 'Staff/Family Name' dropdown menu (showing '...') and a 'Perhubungan Keluarga' text box. At the bottom right, there is an 'Apply' button.

Figure 1.36 – Surat Pengakuan Diri dan Pengesahan Pegawai Interface

2. Type in name of person that will receive for the guarantee letter. Select family name from the drop down list.
3. Click **Apply button** to submit the application. It will display a message box for confirmation. See **Figure 1.37**.



Figure 1.38 – Message Box for Confirmation Interface

4. Click **OK button** to confirm. It will bring up to the **Medical Application Status** Interface. See **Figure 11.26**.

Apply for Claim

Staff can apply for medical claim for the non panel clinic. The application describe as follow:

1. Select Claim types for apply for the panel clinic. It will list down the Form Type Interface that needs to choose by the staff. See **Figure 11.39**.

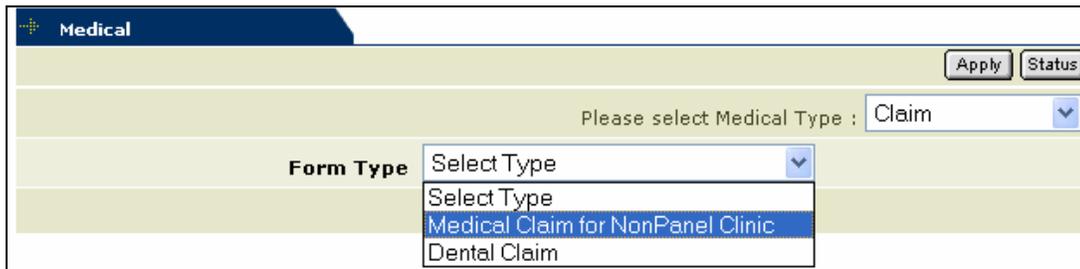


Figure 1.39– Select Form Type Interface

2. Claim application process allows staff to apply for **Medical Claim for Non Panel Clinic and Dental Claim**. The process for claim will discuss as follow:

Apply for Medical Claim for Non Panel Clinic

1. Select **Medical Claim for Non Panel Clinic** from the list of form type. It will bring up to the **Non Panel Clinic Claim Form** Interface. See **Figure 11.40**.

The screenshot shows a web-based form interface for applying for a medical claim. The form is titled "Medical" and has a header bar with "Apply" and "Status" buttons. Below the header, there is a dropdown menu for "Please select Medical Type" set to "Claim". The "Form Type" is set to "Medical Claim for NonPanel Clinic". The form is titled "Non Panel Clinic Claim Form" and contains the following fields:

- Staff/Family Name:** A dropdown menu with "Shuhir Karmawi Bin Abd Aziz" selected.
- Receipt No:** A text input field.
- Receipt Date:** A date picker with a calendar icon.
- Treatment:** A text area with scrollbars.
- Clinic Name:** A text input field.
- Clinic Address:** A text area with scrollbars.
- Reason for Treatment in Non-Panel Clinic:** A text area with scrollbars.
- Amount (RM):** A text input field.
- MC:** Radio buttons for "Yes" (selected) and "No".

An "Apply" button is located at the bottom of the form.

Figure 1.40 – Non Panel Clinic Claim Form Interface

2. Fill in the information needed for non panel clinic application:
 - i. **Staff/Family Name:** Select person for the treatment given.
 - ii. **Receipt No:** Type in receipt number.
 - iii. **Receipt Date:** Select receipt date from the date picker. See **Figure 1.41**.

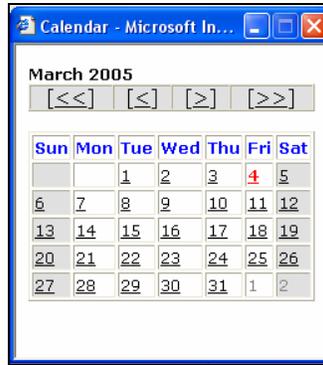


Figure 1.41 – Date Picker Interface

- iv. **Treatment:** Type in treatment given
 - v. **Clinic Name:** Type in clinic name.
 - vi. **Clinic Address:** Type in clinic address
 - vii. **Reason for Treatment in Non-Panel Clinic:** Type in reason for the treatment.
 - viii. **Amount (RM):** Type in amount.
 - ix. **MC:** Thick on the button whether got MC or not.
3. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.42**.



Figure 1.42 – Message Box for Confirmation Interface

4. Click **OK button** to confirm. It will bring up to the **Medical Application Status Interface**. See **Figure 1.26**.

Apply for Dental Claim

1. Select **Dental Claim** from the list of form type. It will bring up to the **Dental Claim Form** Interface. See **Figure 1.43**.

The screenshot shows a web-based form titled "Medical" with a sub-header "Dental Claim Form". At the top right, there are "Apply" and "Status" buttons. Below the header, there is a prompt "Please select Medical Type : Claim" with a dropdown menu. The "Form Type" is set to "Dental Claim". The form fields are as follows:

- Staff/Family Name:** A dropdown menu showing "Shuhir Karmawi Bin Abd Aziz".
- Receipt No:** A text input field.
- Receipt Date:** A date picker with a calendar icon.
- Treatment:** A large text area with scrollbars.
- Clinic Name:** A text input field.
- Clinic Address:** A large text area with scrollbars.
- Reason for Treatment:** A large text area with scrollbars.
- Amount (RM):** A text input field.
- MC:** Radio buttons for "Yes" (selected) and "No".

An "Apply" button is located at the bottom center of the form.

Figure 1.43 – Dental Claim Form Interface

2. Fill in the information needed for the dental claim:
 - i. **Staff/Family Name:** Select person for the treatment given.
 - ii. **Receipt No:** Type in receipt number.
 - iii. **Receipt Date:** Select receipt date from the date picker. See **Figure 1.44**.

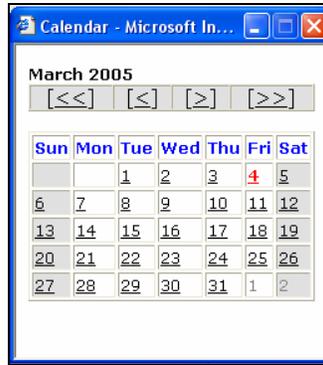


Figure 1.44 – Date Picker Interface

- iv. **Treatment:** Type in treatment given
 - v. **Clinic Name:** Type in clinic name.
 - vi. **Clinic Address:** Type in clinic address
 - vii. **Reason for Treatment:** Type in reason for the treatment.
 - viii. **Amount (RM):** Type in amount.
 - ix. **MC:** Tick on the button whether got MC or not.
3. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.45**.

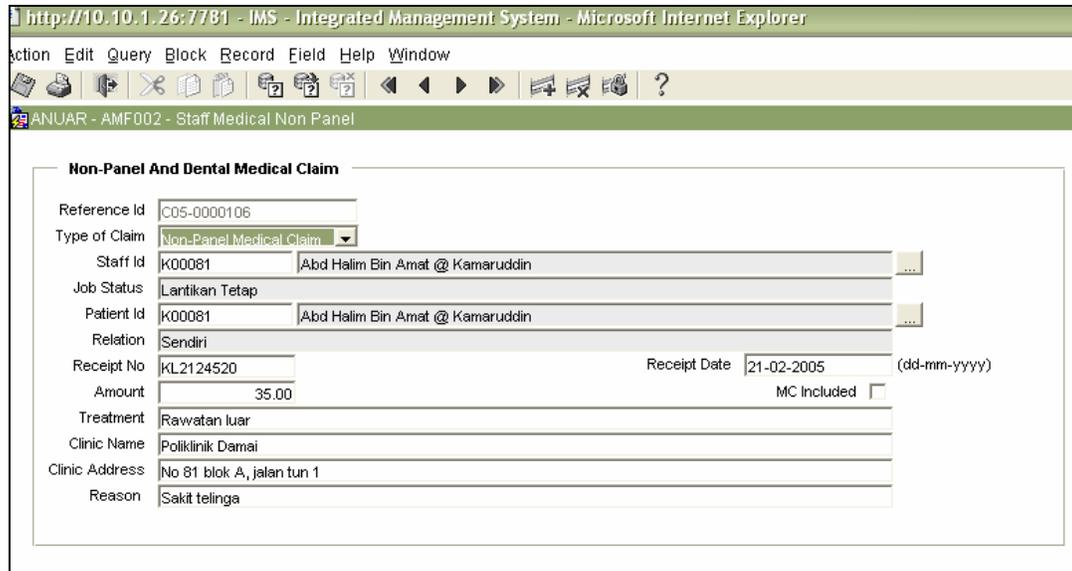


Figure 1.45 – Message Box for Confirmation Interface

4. Click **OK button** to confirm. It will bring up to the **Medical Application Status** Interface. See **Figure 1.26**.

Medical Claim (Staff) Entry

This function allow user to add information for non panel medical claim. The function describe as follow.



Non-Panel And Dental Medical Claim	
Reference Id	C05-0000106
Type of Claim	Non-Panel Medical Claim
Staff Id	K00081 Abd Halim Bin Amat @ Kamaruddin
Job Status	Lantikan Tetap
Patient Id	K00081 Abd Halim Bin Amat @ Kamaruddin
Relation	Sendiri
Receipt No	KL2124520
Receipt Date	21-02-2005 (dd-mm-yyyy)
Amount	35.00
MC Included	<input type="checkbox"/>
Treatment	Rawatan luar
Clinic Name	Poliklinik Damai
Clinic Address	No 81 blok A, jalan tun 1
Reason	Sakit telinga

Figure 1.46 – Medical Claim (Staff) Entry screen

Opening Medical Claim (Staff) Entry Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Claim (Staff Entry)** function

Viewing Medical Claim (Staff) Entry Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records

Adding Non Panel and Dental Medical Claim Information

1. Place cursor in **Non Panel and Dental Medical Claim** frame.
2. Click **Insert Record** button to add new record.
3. Place cursor on the **Contact Information** frame.
4. Fill in the information needed for non-panel and dental medical claim:
 - i. **Type of Claim:** Select type of claim from the drop down list.

- ii. **Staff Id:** Select staff from the list of value by click “...” button.
System will display job status for the selected staff.
 - iii. **Patient Id:** Select patient from the list of value by click “...” button.
System will display relation between staff and patient.
 - iv. **Receipt No:** Type in receipt number for the claim.
 - v. **Receipt Date:** Type in receipt date for the claim.
 - vi. **Amount:** Type in amount for the claim.
 - vii. **MC Included:** Thick whether the treatment include MC or not.
 - viii. **Treatment:** Type in treatment given.
 - ix. **Clinic Name:** Type in clinic name.
 - x. **Clinic Address:** Type in clinic address.
 - xi. **Reason:** Type in reason for the treatment at non panel clinic.
7. Click **Save** button to the record added.

Editing Non Panel and Dental Medical Setup

1. Select record to edit and make changes on it.
2. Click **Save Record** button to save the changes.

Deleting Non Panel and Dental Medical Setup

1. Select record to delete and click **Remove Record** button.
2. Click **Save Record** button to save the changes.

Medical Claim (Non Panel) Recommendation

This function allow user to recommend for non panel clinic medical claim. The application describe as below.

Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Patient	Select	Reject Reason / Remarks
C05-0000094	K00037	Shuhir Karmawi Bin Abd Aziz	JH#K125463	01-03-2005		Sendiri	Detl <input type="checkbox"/>	
C05-0000069	K00213	Razali Bin Ahmad	abc123	16-02-2005	35.00	Sendiri	Detl <input type="checkbox"/>	
C05-0000107	K00401	Zulkifley Bin Mohamed	54532	13-03-2005		Sendiri	Detl <input type="checkbox"/>	
C05-0000047	K00536	Muhammad Yusmin Bin Yusoff	SM8569754	14-02-2005	30.00	Sendiri	Detl <input type="checkbox"/>	
C05-0000075	K00811	Nazatul Azuwam Bin Mohd Nazari	ASD	12-02-2005	35.00	Sendiri	Detl <input type="checkbox"/>	
C05-0000091	K00825	Firdaus Et Ahmad Rapani	12345	11-02-2005		Sendiri	Detl <input type="checkbox"/>	
C05-0000068	K00956	Suhaimi Bin Sharif	12313	08-02-2005	35.00	Sendiri	Detl <input type="checkbox"/>	
C05-0000105							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	

Figure 1.47 – Medical Claim (Non Panel) Recommendation Interface

Opening Medical Claim (Non Panel) Recommendation Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Claim (Non panel)** function

Viewing Medical Claim (Non Panel) Recommendation Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records
3. Click **Detl** button to view detail information for the non panel medical claim information. It will bring up to the **Staff Medical Claim Query** Interface. See **Figure 1.48**.

Medical Claim

Reference ID	C05-0000094	Type of Claim	Non Panel Medical Claim
Staff Id	K00037	Shuhir Karmawi Bin Abd Aziz	
Patient	Shuhir Karmawi Bin Abd Aziz (Sendiri)		
Treatment	Scan		
Clinic	Hopital Aman		
Address	Kelana Jaya		
Reason if NonPanel	Family Clinic		
Receipt No	J777486	Claim Amount	35.00
Receipt Date	01-03-2005	Recommend Amount	35.00
Status	ENTRY	Approved Amount	35.00
Panel Claim Batch Id		Voucher No	
Notes			
Enter By	K00037	Shuhir Karmawi Bin Abd Aziz	Date 04-03-2005
Last Update By	K00517	Nurul Anuar Bin Jamasan @ Kasban	Date 30-MAR-2005
Recommended By			Date
Approved By			Date

Figure 1.48 – Staff Medical Claim Query Interface

4. Click **Exit** button on the top of screen to close the screen. It will bring back to the **Medical Claim (Non Panel) Recommendation** Interface.

Recommend Medical Claim (Non Panel) Recommendation

1. Select one record displayed under the **Non-Panel Medical Claim** frame to approve record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click **Check All** button to select all record. Click **Uncheck All** button to cancel all the selection.
3. Click on the **Recommend** button to recommend the selected record.

Reject Medical Claim (Non Panel) Recommendation

1. Select one record displayed under the **Non-Panel Medical Claim** frame to reject record.
2. Tick on the **Select Checkbox** for to select or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.

3. Fill in reject reason/remark for reject the record.
4. Click on the **Reject** button to reject the selected record.

3. Click on the **Approve** button to approve the selected record.

Reject Medical Claim (Non Panel) Recommendation

1. Select one record displayed under the **Non-Panel Medical Claim** frame to reject record.
2. Tick on the **Select Checkbox** for to select or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in **reject reason/remark** for reject the record.
4. Click on the **Reject** button to reject the selected record.

Medical Claim (Dental) Recommendation

This function allow user to recommend for dental medical claim application. The function describe as follow.

Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Approved & Recommend Claim	Select	Reject Reason
C05-0000095	K00037	Shuhir Karmawi Bin Abd Aziz	FD0123456	01-03-2005	35.00	0.00	Detl <input checked="" type="checkbox"/>	
C05-0000048	K00536	Muhammad Yusmin Bin Yusoff	FG021554	11-02-2005	35.00	0.00	Detl <input checked="" type="checkbox"/>	
C05-0000076	K00811	Nazatul Azuwam Bin Mohd Nazari	ASD	12-02-2005	45.00	0.00	Detl <input checked="" type="checkbox"/>	
C05-0000093	K00825	Firdaus Et Ahamad Rapani	00002	18-02-2005	80.00	0.00	Detl <input checked="" type="checkbox"/>	
C05-0000092	K00825	Firdaus Et Ahamad Rapani	00001	22-02-2005	46.00	0.00	Detl <input checked="" type="checkbox"/>	
C05-0000032	K00956	Suhaimi Bin Sharif	123	12-02-2005	100.00	100.00	Detl <input checked="" type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	
							Detl <input type="checkbox"/>	

Figure 1.50 – Medical Claim (Dental) Recommendation Interface

Opening Medical Claim (Dental) Recommendation

1. Click **Medical** on the *Menu Bar*
2. Click on **Medical Claim (Dental) Recommendation**

Viewing Medical Claim (Dental) Recommendation

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records
3. Click **Detl** button to view the detail information of claim. It will bring up to the Staff Medical Query Interface. See **Figure 1.48**.

Recommend Medical Claim (Dental) Recommendation

1. Select one record displayed under the **Dental Claim** frame to approve record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Click on the **Recommend** button to recommend the selected record.

Reject Medical Claim (Dental) Recommendation

1. Select one record displayed under the **Dental Claim** frame to reject record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in **reject reason/remark** for reject the record.
4. Click on the **Reject** button to reject the selected record.

Recommend Medical Claim (Dental) Recommendation

1. Select one record displayed under the **Dental Claim** frame to approve record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Click on the **Recommend** button to approve the selected record.

Reject Medical Claim (Dental) Recommendation

1. Select one record displayed under the **Dental Claim** frame to reject record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in **reject reason/remark** for reject the record.
4. Click on the **Reject** button to reject the selected record.

2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in reject reason/remark for reject the record.
4. Click on the **Reject** button to reject the selected record.

Change Panel Recommendation

This function allow user to recommend for change panel clinic application. The function describe as below.

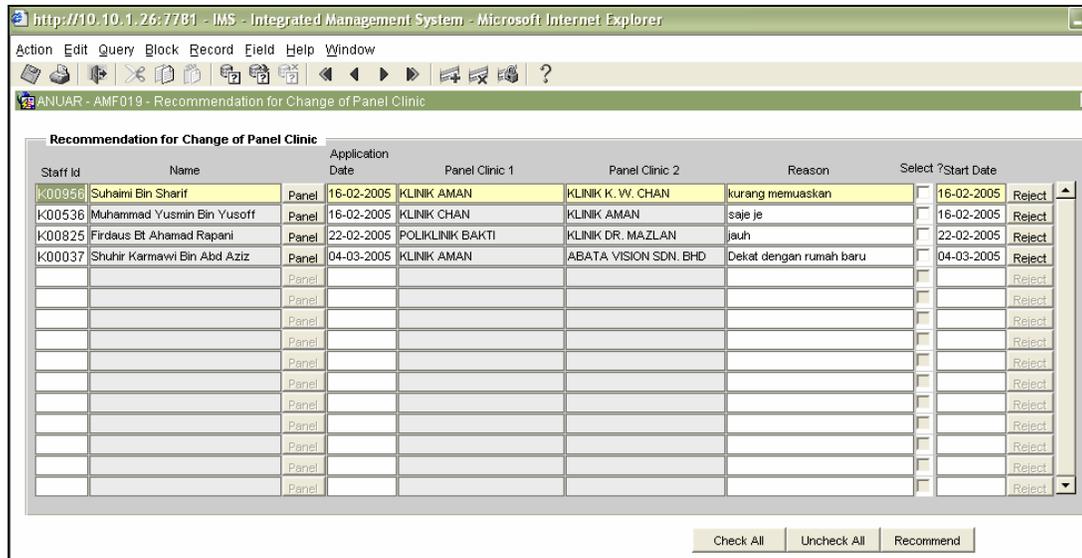


Figure 1.53 – Change Panel Recommendation Interface

Opening Change Panel Recommendation Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Change Panel Recommendation**

Viewing Change Panel Recommendation

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records
3. Click **Panel** button to view for current panel clinic for staff. It will display Current Panel Window. See **Figure 1.54**.

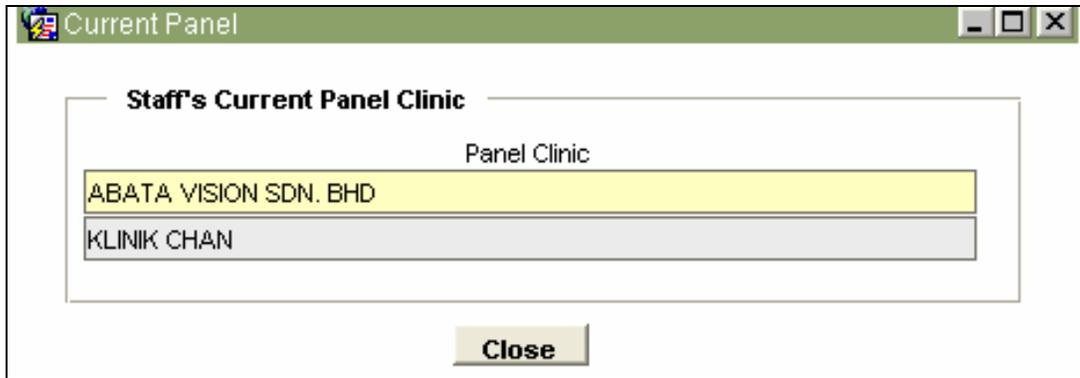


Figure 1.54 – Staff's Current Panel Clinic Window

4. Click **Close** button to exit from the window. It will bring back to the Change Panel Recommendation Interface. See **Figure 1.53**.

Recommend Change Panel Recommendation

1. Select one record displayed under the **Recommend for Change of Panel Clinic** frame to approve record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Click on the **Recommend** button to recommend the selected record.

Reject Change Panel Recommendation

1. Select one record displayed under the **Recommend for Change of Panel Clinic** frame to reject record.
2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in **reject reason/remark** for reject the record.
4. Click on the **Reject** button to reject the selected record.

2. Tick on the **Select Checkbox** to select the record or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Click on the **Approve** button to approve the selected record.

Reject Change Panel Clinic

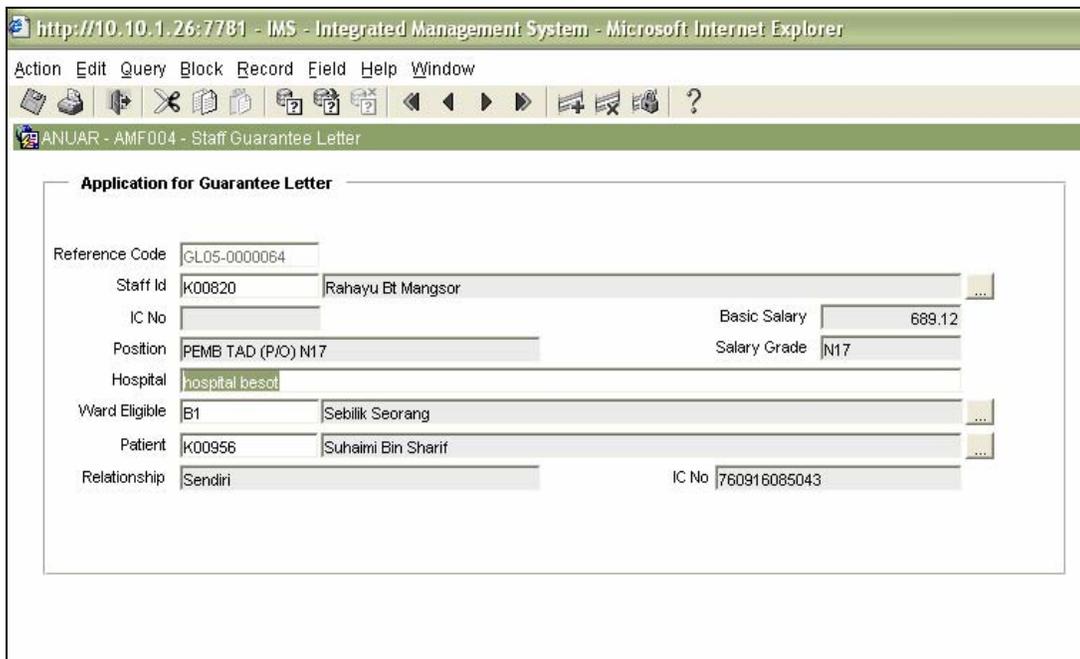
1. Select one record displayed under the **Approval for Change of Panel Clinic** frame to reject record.
2. Tick on the **Select Checkbox** to the record select or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in **reject reason/remark** for reject the record.
4. Click on the **Reject** button to reject the selected record.

Guarantee Letter

This function allows staff to apply for guarantee and the approver will approve for the staff application. The details describe as below.

Guarantee Letter Application

This application allow user to add information for guarantee letter application. The function describe as below.



The screenshot shows a web browser window titled "http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a form titled "Application for Guarantee Letter". The form contains the following fields and values:

Reference Code	GL05-0000064		
Staff Id	k00820	Rahayu Bt Mangsor	
IC No		Basic Salary	689.12
Position	PEMB TAD (P/O) N17	Salary Grade	N17
Hospital	hospital besot		
Ward Eligible	B1	Sebilik Seorang	
Patient	k00956	Suhaimi Bin Sharif	
Relationship	Sendiri	IC No	760916085043

Figure 1.56 – Guarantee Letter Application screen

Opening Guarantee Letter Application Form

1. Click **Medical** on the Menu Bar
2. Click on **Guarantee Letter Application** function

Viewing Guarantee Letter Application Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records

Adding Staff Guarantee Letter Information

1. Place cursor in **Application for Guarantee Letter** frame.

2. Click **Insert Record** button to add new record.
3. Fill in the information needed for apply staff guarantee letter:
 - i. **Staff Id:** Select staff from the list of value by click “...” button.
System will display staff ic number, basic salary, salary grade and position information.
 - ii. **Hospital:** Type in hospital name.
 - iii. **Ward Eligible:** Select ward eligible from the list of value by click “...” button.
 - iv. **Patient Id:** Select patient from the list of value by click “...” button.
System will display relation between staff and patient and patient ic number.
4. Click **Save** button to save the record added.

Editing Guarantee Letter Application

1. Select record to edit and make changes on it.
2. Click **Save Record** button to save the changes.

Deleting Guarantee Letter Application

1. Select record to delete and click **Remove Record** button.
2. Click **Save Record** button to save the changes.

Guarantee Letter Approval

This function allow user to approve staff guarantee letter application. The function describe as below.

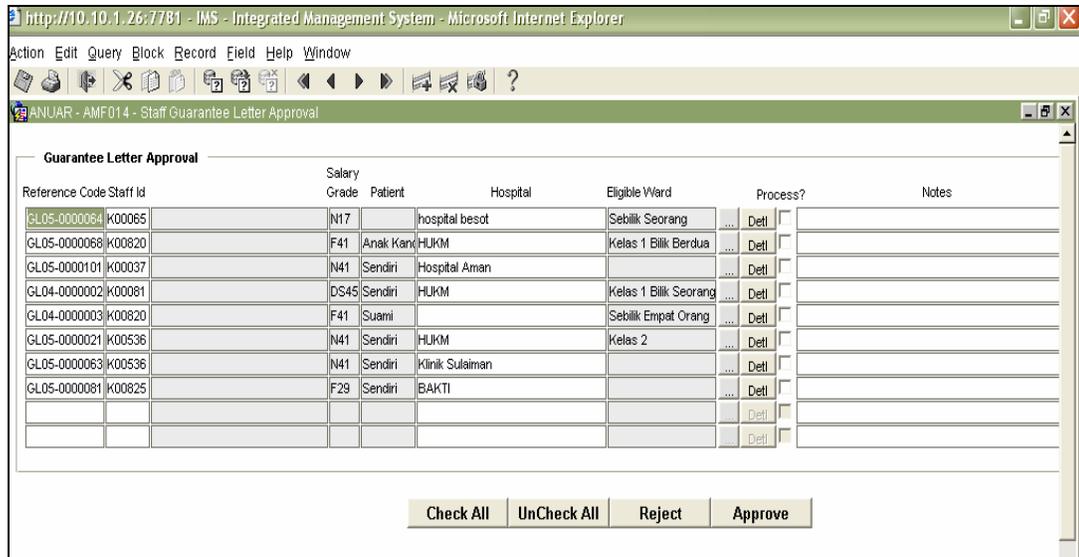


Figure 1.57 – Guarantee Letter Approval screen

Opening Guarantee Letter Approval Form

1. Click **Medical** on the Menu Bar
2. Click on **Guarantee Letter Approval** function

Viewing Guarantee Letter Application Information

1. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
2. Use scroll bar to navigate through the records
3. Click **Detail** button to view the detail information of guarantee letter apply. It will bring up to the Guarantee Letter Application Screen. See **Figure 1.56**.

Approve Guarantee Letter Application

1. Select one record displayed under the **Approval for Change of Panel Clinic** frame to approve record.

2. Tick on the **Select Checkbox** for to select or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Click on the **Approve** button to approve the selected record.

Reject Guarantee Letter Application

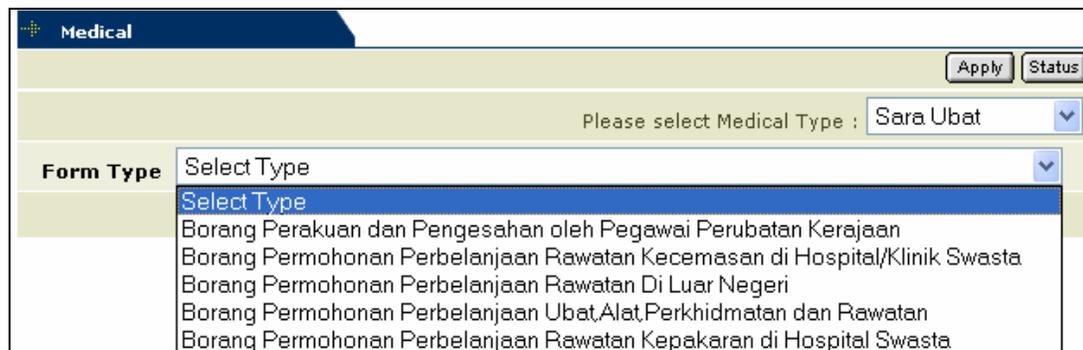
1. Select one record displayed under the **Approval for Change of Panel Clinic** frame to reject record.
2. Tick on the **Select Checkbox** for to select or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record. Click **Uncheck All** button to cancel selection.
3. Fill in reject reason/remark for reject the record.
4. Click on the **Reject** button to reject the selected record.

SARAUBAT Application

This function allows staff to apply for SARAUBAT and view their application status. The details describe as below.

Apply for Sara Ubat

Select **Sara Ubat** types for apply for the panel clinic from the **Medical Type** drop down list. It will list down the **Form Type** Interface that needs to choose by the staff. See **Figure 1.58**.



The screenshot shows a web interface for the SARAUBAT application. At the top, there is a blue header with the word "Medical" and a search icon. Below the header, there are two buttons: "Apply" and "Status". A label "Please select Medical Type :" is followed by a dropdown menu currently showing "Sara Ubat". Below this, there is a section labeled "Form Type" with a dropdown menu currently showing "Select Type". The dropdown menu is open, displaying a list of form types:

- Select Type
- Borang Perakuan dan Pengesahan oleh Pegawai Perubatan Kerajaan
- Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta
- Borang Permohonan Perbelanjaan Rawatan Di Luar Negeri
- Borang Permohonan Perbelanjaan Ubat,Alat,Perkhidmatan dan Rawatan
- Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta

Figure 1.58 – Select Form Type for Sara Ubat Interface

Sara Ubat application allows user to apply for **SARAUBAT JPA(PPK)**, **SARAUBAT JPA(RCS)**, **SARAUBAT JPA(RLN)**, **SARAUBAT JPA(AM)** and **SARAUBAT JPA(RPS)**. The process for sara ubat will discuss as follow:

Apply for Sara Ubat JPA(PPK)

1. Select **Borang Perakuan dan Pengesahan oleh Pegawai Perubatan Kerajaan** from the list of form type. It will bring up to the Panduan Am Borang SARAUBAT JPA (PPK) Interface. See **Figure 1.59**.

Medical

Apply Status

Please select Medical Type : Sara Ubat

Form Type Borang Perakuan dan Pengesahan oleh Pegawai Perubatan Kerajaan

PANDUAN AM

BORANG SARAUBAT JPA (PPK)

1. KEGUNAAN BORANG
 Borang ini adalah untuk kegunaan Pegawai Perubatan hospital/klinik Kerajaan (termasuk hospital-hospital universiti) bagi tujuan memperaku dan mengesahkan keperluan ubat, alat ortopedik dan anggota palsu, perkhidmatan perubatan (MRI/CT Scan) dan rawatan penyakit buah pinggang (Homodialisis/CAPD) yang tidak dapat dibekal atau disediakan oleh klinik/hospital Kerajaan termasuk hospital-hospital universiti.

2. PEMOHON YANG LAYAK
 2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,
 2.2 Keluarga Anggota/Pesara-
 i) Suami/Isteri
 ii) Anak-anak-
 a) di bawah 18 tahun jika ditanggung sepenuhnya;
 b) di bawah 21 tahun jika masih belajar;
 c) tiada had umur bagi anak yang daif
 2.3 Ibu bapa yang sah kepada anggota yang memilih Sistem Saraan Baru (SSB) dan masih berkhidmat (melainkan alat ortopedik dan anggota palsu).

3. PRINSIP PERTIMBANGAN PERBELANJAAN
 3.1 Pemohon mendapat rawatan di hospital/klinik Kerajaan; dan
 3.2 Kemudahan yang diperlukan tidak dapat dibekal atau disediakan oleh hospital/klinik Kerajaan; dan
 3.3 Pegawai Perubatan Kerajaan memperakukan keperluan dan mengesahkan kemudahan perubatan tidak dapat disedia atau dibekal oleh hospital/klinik atas sebab-sebab tertentu; dan
 3.4 Ubat yang dipertimbangkan adalah ubat yang terdapat dalam senarai ubat-ubatan Kementerian Kesihatan Malaysia (KKM) dan hospital universiti berkenaan. Ubat yang tiada dalam senarai berkenaan hanya dipertimbangkan setelah mendapat kelulusan penggunaan ubat daripada Bahagian Perkembangan Perubatan, KKM (bagi rawatan yang diperolehi di klinik/hospital di bawah KKM) atau Pengarah hospital universiti berkenaan (bagi rawatan yang diperolehi di hospital-hospital universiti); dan
 3.5 Permohonan diluluskan oleh Ketua Jabatan
 3.6 Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001

4. KELULUSAN DAN BAYARAN
 4.1 Permohonan anggota Perkhidmatan Awam Persekutuan dilulus dan dibayar oleh Jabatan masing-masing dan bagi pesara Perkhidmatan Awam Persekutuan yang menerima pencen, kelulusan dan bayaran dibuat oleh Jabatan Perkhidmatan Awam (Bahagian Pencen).

Continue

Figure 1.59 – Panduan Am Borang SARAUBAT JPA (PPK) Interface.

2. Click **Continue** button to proceed with the next process. It will bring up to the Borang Perakuan dan Pengesahan Oleh Pegawai Perubatan Kerajaan* Interface. See **Figure 1.60**.

Medical Apply Status

Please select Medical Type : Sara Ubat

Form Type Borang Perakuan dan Pengesahan oleh Pegawai Perubatan Kerajaan

BORANG PERAKUAN DAN PENGESAHAN OLEH PEGAWAI PERUBATAN KERAJAAN*

1. Nama Pesakit

2. No. Kad Pengenalan

3. Ubat/Alat/Perkhidmatan/Rawatan di butiran 4 dan/atau 5 di bawah, diperlukan oleh pesakit tetapi tidak dapat dibekalkan/disediakan oleh hospital atas sebab berikut:-

Kehabisan stok Kemudahan rosak
 Kemudahan tiada di hospital Lain-lain (nyatakan sebab di ruang di bawah)

Sebab

4. Nama Ubat yang diperakukan Add Delete

Bil.	Nama Ubat	Nyatakan samaada ubat ada/tiada dalam senarai KKM/hospital universiti
1	<input type="text"/>	Ada <input type="radio"/> Tiada <input type="radio"/>

5. Nama Alat / Perkhidmatan / Rawatan Add Delete

Bil.	Jenis	Nama Alat / Perkhidmatan / Rawatan
1	<input type="text"/>	<input type="text"/>

Apply

Figure 1.60 – Borang Perakuan dan Pengesahan Oleh Pegawai Perubatan Kerajaan* Interface.

2. Fill in the information needed to apply for SARAUBAT JPA (PPK):
 - ii. **Nama Pesakit:** Select patient name from the drop down list.
 - iii. **Ubat yang tidak dapat disediakan:** Type in medicine that are not supplied.
 - iv. **Nama Ubat yang diperakukan:** Type in medicine name. Tick whether the medicine supplied or not then click **Add button** to add

medicine into the list. Staff still can delete the medicine by click on the **Delete button**.

- v. **Nama Alat/ Perkhidmatan/ Rawatan:** Select medicine, service or treatment given. Type in the name of the type given. Click **Add button** to insert the type into list. Staff still can delete the type by click on the **Delete button**.
3. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.61**.



Figure 1.61 – Message Box for Confirmation Interface

4. Click **OK button** to confirm. It will bring up to the Medical Application Status Interface.

Apply for Sara Ubat JPA (RCS)

1. Select **Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta** from the list of form type. It will bring up to the Panduan Am Borang SARAUBAT JPA (RCS) Interface. See **Figure 1.62**.

Medical	
Apply Status	
Please select Medical Type : Sara Ubat	
Form Type	Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta
PANDUAN AM	
BORANG SARAUBAT JPA (RCS)	
1. KEGUNAAN BORANG	Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubatan rawatan kecemasan yang diperolehi di hospital/kllinik swasta berhampiran dengan tempat kejadian kecemasan
2. PEMOHON YANG LAYAK	
2.1	Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,
2.2	Keluarga Anggota/Pesara- <ul style="list-style-type: none"> i) Suami/Isteri ii) Anak-anak- <ul style="list-style-type: none"> a) di bawah 18 tahun jika ditanggung sepenuhnya; b) di bawah 21 tahun jika masih belajar; c) tiada had umur bagi anak yang daif
2.3	Ibu bapa yang sah kepada anggota yang memilih Sistem Saraan Baru (SSB) dan masih berkhidmat.
3. SYARAT PERMOHONAN	
3.1	Mendapat rawatan di hospital/kllinik swasta berdekatan dengan tempat kejadian kecemasan kerana tiada hospital/kllinik Kerajaan yang berhampiran; dan
3.2	Memerlukan rawatan serta merta yang tidak boleh dilengahkan bagi menyelamatkan nyawa pesakit; dan
3.3	Pesakit dalam keadaan kritikal/tenat semasa dibawa ke hospital/kllinik swasta; dan
3.4	Status kecemasan disahkan oleh Pakar Perubatan hospital swasta yang merawat; dan
3.5	Permohonan diluluskan oleh Ketua Jabatan
3.6	Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001
3.6	Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001
4. CARA MEMOHON	
4.1	Permohonan anggota Perkhidmatan Awam Persekutuan hendaklah menggunakan borang SARAUBAT JPA (RCS) dan dikemukakan berserta dengan dokumen sokongan yang lengkap kepada Ketua Jabatan masing-masing.
4.2	Permohonan pesara Perkhidmatan Awam Persekutuan yang menerima pencen hendaklah menggunakan borang SARAUBAT JPA (RCS) dan dikemukakan berserta dengan dokumen sokongan yang lengkap ke Jabatan Awam (Bahagian Pencen)
Continue	

Figure 1.62 – Panduan Am Borang SARAUBAT JPA (RCS)

2. Click **Continue button** to proceed with the next process. It will bring up to the Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta Interface. See **Figure 1.63**.

Medical	
<input type="button" value="Apply"/> <input type="button" value="Status"/>	
Please select Medical Type :	
<div style="border: 1px solid black; padding: 2px;">Sara Ubat</div>	
Form Type	<div style="border: 1px solid black; padding: 2px;">Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta</div>
BORANG PERMOHONAN PERBELANJAAN RAWATAN KECEMASAN DI HOSPITAL/KLINIK SWASTA*	
1. Butir Diri Anggota / Pesara / Pesakit	
Nama Penuh Anggota/Pesara	<div style="border: 1px solid black; padding: 2px;">Shuhir Karmawi Bin Abd Aziz</div>
No. Kad Pengenalan	Baru <div style="border: 1px solid black; padding: 2px;">700525085965</div>
	Lama <div style="border: 1px solid black; padding: 2px;">A1562374</div>
Nama Penuh Pesakit (Jika bukan Anggota / Pesara)	<div style="border: 1px solid black; padding: 2px;">...</div>
No. Kad Pengenalan Pesakit	<div style="border: 1px solid black; padding: 2px;"></div>
Hubungan Pesakit Dengan Anggota / Pesara	
Suami <input type="radio"/> Isteri <input type="radio"/> Anak <input type="radio"/> Ibu <input type="radio"/> Bapa <input type="radio"/>	
2. Kelayakan Wad di Hospital Kerajaan	
<div style="border: 1px solid black; padding: 2px;">...</div>	

Figure 1.63(i) – Borang Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta

3. Fill in the information needed:
 - i. **Nama Penuh Pesakit (Jika bukan Anggota /Pesara):** select patient name from the drop down list.
 - ii. **No Kad Pengenalan pesakit:** IC number is auto generated by the system.
 - iii. **Hubungan Pesakit Dengan Anggota/Pesara:** Select relationship between patient and staff by click on the radio button.
 - iv. **Kelayakan Wad di Hospital:** Select ‘kelayakan wad di hospital’ from the drop down list.

3. Butir-butir Rawatan Kecemasan	
Nama Hospital/Klinik Swasta	<input type="text"/>
Alamat Hospital/Klinik Swasta	<input type="text"/>
Jenis Rawatan/Kecederaan	<input type="text"/>
Kos Yang Dituntut (Sila hantarkan bil terperinci/resit)	
Rawatan	RM <input type="text"/>
Wad	RM <input type="text"/>
Lain-lain	RM <input type="text"/>
Jumlah dituntut	RM <input type="text"/>
Kelas wad semasa rawatan	<input type="text"/>
Tarikh dan Masa Dimasukkan ke Hospital	<input type="text"/>  Masa <input type="text"/> Ex: 09:30 AM
Tarikh dan Masa Pembedahan/Rawatan Kecemasan	<input type="text"/>  Masa <input type="text"/> Ex: 09:30 AM
Tempoh Rawatan Pemulihan (Selepas ICU/Wad Biasa)	Dari <input type="text"/>  Hingga <input type="text"/> 
Tarikh dan Masa Keluar Hospital	<input type="text"/>  Masa <input type="text"/> Ex: 09:30 AM

Figure 1.63 (ii) – Borang Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta

4. Fill in the information needed for the emergency treatment:
 - i. **Nama Hospital/Klinik Swasta:** Type in hospital/clinic name.
 - ii. **Alamat Hospital/Klinik Swasta:** Type in hospital/clinic address.
 - iii. **Jenis Rawatan Kecelakaan:** Type in type of medical check up given.
 - iv. **Rawatan:** Type in the treatment cost.
 - v. **Wad:** Type in wad cost.
 - vi. **Lain-lain:** Type in other cost.
 - vii. **Jumlah Dituntut:** Type in amount of cost claim.
 - viii. **Kelas wad semasa rawatan:** Type in wad class.
 - ix. **Tarikh dan Masa Dimasukkan ke Hospital:** Select date from the data picker (see **Figure 11.64**) and type in the time.

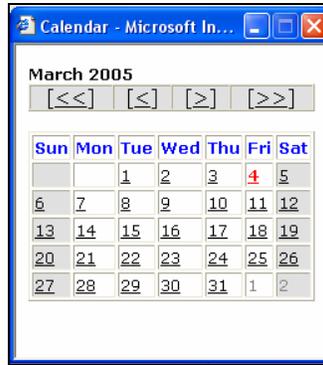


Figure 1.64 – Data Picker Interface

- x. **Tarikh dan Masa Pembedahan/Rawatan Kecemasan:** Select date from the data picker (see **Figure 9.29**) and type in the time.
- xi. **Tempoh Rawatan Pemulihan:** Type in duration for the treatment.
- xii. **Tarikh dan Masa Keluar Hospital:** Select date from the data picker (see **Figure 11.64**) and type in the time.

4. Kejadian Kecemasan	
Tarikh dan Masa	<input type="text"/>  Masa <input type="text"/> Ex: 09:30 AM
Alamat Semasa Berlaku Kecemasan	<input type="text"/>
Jarak Dengan Hospital Kerajaan Yang Terdekat	<input type="text"/> Kilometer
Jarak Dengan Hospital Swasta Yang Diperolehi Rawatan	<input type="text"/> Kilometer
Orang Yang Membawa Pesakit Ke Hospital dan Hubungan dengan Pesakit	
Nama	<input type="text"/>
Hubungan dengan Pesakit	<input type="text"/>
Keadaan Pesakit semasa dibawa ke Hospital (pengsan dsb)	
	<input type="text"/>
Keadaan persekitaran semasa kejadian (trafik dsb)	
	<input type="text"/>

Figure 1.63 (iii) – Borang Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta

5. Fill in the information needed for the emergency case information:
 - i. **Tarikh dan Masa:** Select date from the data picker (see **Figure 9.29**) and type in the time.
 - ii. **Alamat Semasa Berlaku Kecemasan:** Type in address at the emergency case situation.
 - iii. **Jarak Dengan Hospital Kerajaan Yang Terdekat:** Type in the distance of with Government Hospital.
 - iv. **Jarak Dengan Hospital Swasta yang Diperolehi Rawatan:** Type in distance for the Private Hospital that get the treatment.
 - v. **Nama:** Type in name of person that bring patient to the hospital.
 - vi. **Hubungan dengan Pesakit:** Type in relationship between patient and the person.
 - vii. **Keadaan Peakit semasa dibawa ke Hospital:** Type in the situation of patient before brings to the hospital.
 - viii. **Keadaan persekitaran semasa kejadian:** Type in the environment while the case happens.

5. Justifikasi Permohonan										
Sebab Kenapa Tidak Dibawa Pesakit Terus Ke Hospital Kerajaan Yang Terdekat										
<input type="text"/>										
Alasan Kenapa Anggota/Pesara Tidak Sepatutnya Menanggung Sendiri Perbelanjaan di Klinik/Hospital Swasta selaras dengan Perintah Am 4, Bab F										
<input type="text"/>										
6. Kronologi Kes (Urutan Peristiwa Berlaku Kecemasan Sehingga Pesakit Keluar Daripada Hospital Swasta)										
<input type="button" value="Add"/>										
<table border="1"> <thead> <tr> <th>Bil.</th> <th>Tarikh/Masa</th> <th>Tempat</th> <th>Peristiwa</th> <th>Delete?</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Bil.	Tarikh/Masa	Tempat	Peristiwa	Delete?					
Bil.	Tarikh/Masa	Tempat	Peristiwa	Delete?						
7. Pengesahan Anggota/Pesara										
Saya mengesahkan bahawa butir permohonan di atas adalah benar. Saya memohon perbelanjaan perubatan sebanyak RM <input type="text"/> untuk rawatan di atas.										
8. Guarantee Letter Reference No. <input type="text"/>										
<input type="button" value="Apply"/>										

Figure 1.63 (iv) – Borang Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta

6. Fill in the information needed:
 - i. **Justifikasi Permohonan:** Type in the information of the case justification.
 - ii. **Kronologi Kes:** Click **Add** button to add for the case chronology. It will pop up chronology window. See **1.65**.

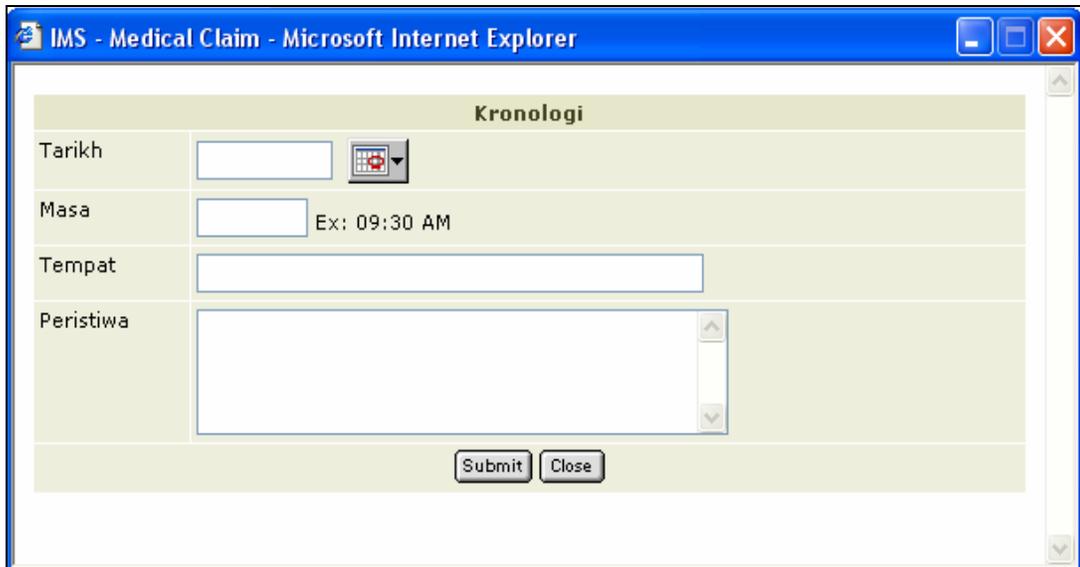


Figure 1.65 – Add Chronology Interface

- iii. Fill in the information needed then click **Submit button** to add the information. It will bring back to the previous page.
 - iv. Staff can cancel add the chronology by click **Close button**. The information has been added into the chronology list.
 - v. The list still can delete since the form has not been submitted by click on the **Delete button** under the chronology list. See **Figure 11.66**.

6. Kronologi Kes (Urutan Peristiwa Berlaku Kecemasan Sehingga Pesakit Keluar Daripada Hospital Swasta)				
<input type="button" value="Add"/>				
Bil.	Tarikh/Masa	Tempat	Peristiwa	Delete?
1	02/03/2005-09:00 AM	UPSI	Jatuh pengan	<input type="checkbox"/>
<input type="button" value="Delete"/>				

Figure 1.66 – Delete the Chronology List Interface

- vi. Staff can add for other information of chronology by click add button then fill in the information needed.
 - vii. **Pengesahan Anggota Pesara:** Type in the amount request by the staff for the sarauat emergency case.
 - viii. **Guarantee Letter Reference Number:** Type in guarantee letter number given.
6. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.67**.



Figure 1.67 – Message Box for Confirmation Interface

7. Click **OK button** to confirm. It will bring up to the Medical Application Status Interface.

Apply for Sara Ubat JPA (RLN)

1. Select Borang Permohonan Perbelanjaan Rawatan di Luar Negeri from the list of form type. It will bring up to the Panduan Am Borang SARAUBAT JPA (RLN) Interface. See **Figure 1.68**.

Medical [Apply] [Status]

Please select Medical Type : Sara Ubat

Form Type Borang Permohonan Perbelanjaan Rawatan Di Luar Negeri

PANDUAN AM

BORANG SARAUBAT JPA (RLN)

1. KEGUNAAN BORANG
Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubatan rawatan khas yang tidak diperolehi di klinik/hospital Kerajaan termasuk hospital-hospital swasta dalam negeri seperti yang diperuntukkan dalam Perintah Am 7 Bab F.

2. PEMOHON YANG LAYAK

2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,
2.2 Keluarga Anggota/Pesara-

i) Suami/Isteri
ii) Anak-anak-

a) di bawah 18 tahun jika ditanggung sepenuhnya;
b) di bawah 21 tahun jika masih belajar;
c) tiada had umur bagi anak yang daif

3. SYARAT PERMOHONAN

3.1 Mendapat rawatan di hospital/klinik Kerajaan; **dan**
3.2 Pesakit diperiksa dan disahkan oleh sebuah Lembaga Perubatan memerlukan rawatan khas yang tidak diperolehi dalam negeri; **dan**
3.3 Ketua Pengarah Kesihatan memperakukan bahawa rawatan sedemikian tidak terdapat di hospital Kerajaan; **dan**
3.4 Permohonan diluluskan oleh Jemaah Pegawai Bagi Rawatan di Luar Negeri.
3.5 Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001
3.5 Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001

4. CARA MEMOHON:

4.1 Permohonan anggota Perkhidmatan Awam Persekutuan hendaklah menggunakan borang SARAUBAT JPA (RLN) dan dikemukakan melalui Ketua Jabatan berserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Saraan);
4.2 Permohonan pesara Perkhidmatan Awam Persekutuan yang menerima pencen hendaklah menggunakan borang SARAUBAT JPA (RLN) dan dikemukakan melalui Jabatan Perkhidmatan Awam (Bahagian Pencen) berserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Saraan).

[Continue]

Figure 1.68 – Panduan Am Borang SARAUBAT JPA (RLN)

2. Click **Continue** button to proceed with the next process. It will bring up to the Borang Permohonan Perbelanjaan Rawatan di Luar Negeri Interface. See **Figure 1.69**.

Medical	
Apply Status	
Please select Medical Type : Sara Ubat	
Form Type	Borang Permohonan Perbelanjaan Rawatan Di Luar Negeri
BORANG PERMOHONAN PERBELANJAAN RAWATAN DI LUAR NEGERI*	
1. Butir Diri Anggota / Pesara / Pesakit	
Nama Penuh Anggota/Pesara	Shuhir Karmawi Bin Abd Aziz
No. Kad Pengenalan	Baru 700525085965 Lama A1562374
Nama Penuh Pesakit (Jika bukan Anggota / Pesara)	...
No. Kad Pengenalan Pesakit	
Hubungan Pesakit Dengan Anggota / Pesara	Suami <input type="radio"/> Isteri <input type="radio"/> Anak <input type="radio"/>
2. Butir Perbelanjaan Rawatan di Luar Negeri	
Jenis Rawatan Yang Diperlukan	
Kos Rawatan di Hospital (Anggaran)	RM
Tempat Rawatan (Nama)	
Tempat Rawatan (Alamat Hospital)	
Kos lain (nyatakan jenis kos, jika ada)	Kos RM
Tarikh Rawatan Dijangka	Dari Hingga
Nama Pengiring	
Hubungan Pengiring dengan Pesakit	
Tambang Kapal Terbang Pergi dan Balik	
Kos Makan Sehari Seorang	
Kos Penginapan Sehari Seorang	
3. Pengesahan Anggota/Pesara	
Saya mengesahkan bahawa butir permohonan di atas adalah benar. Saya memohon perbelanjaan perubatan sebanyak RM untuk rawatan di atas.	
4. Guarantee Letter Reference No.	
Apply	

Figure 1.69 – Borang Permohonan Perbelanjaan Rawatan di Luar Negeri Interface.

3. Fill in the information needed:
 - i. **Nama Penuh Pesakit:** Select patient name from the drop down list.
 - ii. **No Kad Pengenalan Pesakit:** The IC number is auto generated by the system.

- iii. **Hubungan Pesakit dengan Anggota/Pesara:** Select relationship between patient and staff.
 - iv. **Jenis Rawatan yang Diperlukan:** Type in treatment needed.
 - v. **Kos Rawatan di Hospital (Anggaran):** Type in the cost of the treatment.
 - vi. **Tempat Rawatan (Nama):** Type in the hospital name.
 - vii. **Tempat Rawatan (Alamat Hospital):** Type in the Hospital address.
 - viii. **Kos lain (nyatakan kos lain, jika ada):** Type in the other cost.
 - ix. **Nama Pengiring:** Type in person name that will follow for the patient treatment.
 - x. **Hubungan Pegiring dengan Pesakit:** Type in relationship between patient and person that follow.
 - xi. **Tambang Kapal Terbang Pergi dan Balik:** Type in the air fare for the treatment.
 - xii. **Kos Makan Sehari Seorang:** Typer in daily food cost for a person.
 - xiii. **Kos Penginapan Sehari Seorang:** Type in daily place cost for a person.
 - xiv. **Pengesahan anggota pesara:** Type in the amount request by the staff for the saraubat emergency case.
 - xv. **Guarantee Letter Reference Number:** Type in guarantee letter number given.
4. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.70**.



Figure 1.70 – Message Box for Confirmation Interface

5. Click **OK button** to confirm. It will bring up to the Medical Application Status Interface.

Apply for Sara Ubat JPA (AM)

1. Select **Borang Permohonan Perbelanjaan Ubat, Alat, Perkhidmatan dan Rawatan** from the list of form type. It will bring up to the **Panduan Am Borang SARAUBAT JPA (AM)** Interface. See **Figure 1.71**.

Medical Apply Status

Please select Medical Type : **Sara Ubat**

Form Type **Borang Permohonan Perbelanjaan Ubat,Alat,Perkhidmatan dan Rawatan**

PANDUAN AM

BORANG SARAUBAT JPA (AM)

1. KEGUNAAN BORANG

Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubatan {ubat, alat ortopedik dan anggota palsu, perkhidmatan perubatan (MRI/CT Scan), rawatan penyakit buah pinggang (Hemodialisis/CAPD) dan rawatan kemandulan di Lembaga Penduduk dan Pembangunan Keluarga Negara (LPPKN)} yang tidak dapat dibekal atau disediakan oleh klinik/hospital Kerajaan termasuk hospital-hospital universiti

2. PEMOHON YANG LAYAK

2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,

2.2 Keluarga Anggota/Pesara-

i) Suami/Isteri
ii) Anak-anak-

a) di bawah 18 tahun jika ditanggung sepenuhnya;
b) di bawah 21 tahun jika masih belajar;
c) tiada had umur bagi anak yang daif

3. SYARAT PERMOHONAN

3.1 Mendapat rawatan di hospital/klinik Kerajaan; **dan**

3.2 Kemudahan yang diperlukan tidak dapat dibekal atau disediakan oleh hospital/klinik Kerajaan;**dan**

3.3 Pegawai perubatan Kerajaan memperakukan keperluan kemudahan dan mengesahkan kemudahan tidak dapat disedia atau dibekal oleh hospital/klinik atas sebab-sebab tertentu;**atau**

3.4 Bagi perbelanjaan rawatan kemandulan di LPPKN, Pakar Perubatan LPPKN memperakukan keperluan kemudahan dan mengesahkan rawatan 'primary infertility'

3.5 Permohonan diluluskan oleh Ketua Jabatan

3.6 Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001

4. CARA MEMOHON:

4.1 Permohonan anggota Perkhidmatan Awam Persekutuan hendaklah menggunakan borang SARAUBAT JPA (AM) dan dikemukakan beserta dengan dokumen sokongan yang lengkap kepada Ketua Jabatan masing-masing.

4.2 Permohonan pesara Perkhidmatan Awam Persekutuan yang menerima pencen hendaklah menggunakan borang SARAUBAT JPA (AM) dan dikemukakan beserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Pencen).

Continue

Figure 1.71 – Panduan Am Borang Panduan Sara Ubat JPA (AM) Interface

2. Click **Continue** button to proceed with the next process. It will bring up to the **Borang Permohonan Perbelanjaan Ubat, Alat, Perkhidmatan dan Rawatan** Interface. See **Figure 1.72**.

Medical

Please select Medical Type : Sara Ubat ▼

Form Type Borang Permohonan Perbelanjaan Ubat,Alat,Perkhidmatan dan Rawatan ▼

BORANG PERMOHONAN PERBELANJAAN UBAT, ALAT, PERKHIDMATAN DAN RAWATAN*

1. Butir Diri Anggota / Pesara / Pesakit

Nama Penuh Anggota/Pesara Shuhir Karmawi Bin Abd Aziz

No. Kad Pengenalan Baru 700525085965

Lama A1562374

Nama Penuh Pesakit (Jika bukan Anggota / Pesara) ... ▼

No. Kad Pengenalan Pesakit

Hubungan Pesakit Dengan Anggota / Pesara

Suami Isteri Anak Ibu Bapa

2. Butir Rawatan dan Keperluan Perbelanjaan

Nama hospital / klinik Kerajaan tempat mendapat rawatan

Tarikh Mendapat Rawatan

BUTIRAN PERBELANJAAN

Jenis Perbelanjaan ▼

Diskripsi

No. Resit / Inbois / Sebutharga

Amaun RM

Butir Perbelanjaan Perubatan

Bil.	Nama Ubat / Alat / Perkhidmatan / Rawatan	No. Resit / Inbois / Sebutharga	(RM)	Delete?

3. Pengesahan Anggota/Pesara

Saya mengesahkan bahawa butir permohonan di atas adalah benar. Saya memohon perbelanjaan perubatan sebanyak RM untuk rawatan di atas.

4. Guarantee Letter Reference No.

Figure 1.72 – Borang Permohonan Perbelanjaan Ubat, Alat, Perkhidamatan dan Rawatan Interface.

3. Fill in the information needed:
 - i. **Nama Penuh Pesakit:** Select patient name from the drop down list.
 - ii. **No Kad Pengenalan Pesakit:** The IC number is auto generated by the system.
 - iii. **Hubungan Pesakit dengan Anggota/Pesara:** Select relationship between patient and staff.
 - iv. **Nama Hospital / klinik Kerajaan tempat mendapat rawatan:** Type in hospital/ Government Clinic name for the treatment.
 - v. **Butir Perbelanjaan Perubatan:** Type in the information needed for the expenses then click **Add button**. The expenses information has been added into the list. Staff still can add the information by repeat the process and delete the information by click **Delete button** since the form has not been submitted. See **Figure 11.73**.

BUTIRAN PERBELANJAAN				
Jenis Perbelanjaan	Ubat <input type="button" value="v"/>			
Diskripsi Ubat	Buscopan			
No. Resit / Inbois / Sebutharga	ART452154			
Amaun	RM 25.00			
<input type="button" value="Add"/>				
Butir Perbelanjaan Perubatan				
Bil.	Nama Ubat / Alat / Perkhidamatan / Rawatan	No. Resit / Inbois / Sebutharga	(RM)	Delete?
1	Buscopan	ART452154	25.00	<input type="checkbox"/>
		Jumlah	25.00	
<input type="button" value="Delete"/>				

Figure 1.73 – Add New Information/ Delete the Information Interface

- vi. **Pengesahan anggota pesara:** Type in the amount request by the staff for the saraubat emergency case.
- vii. **Guarantee Letter Reference Number:** Type in guarantee letter number given.

4. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.74**.



Figure 1.74 – Message Box for Confirmation Interface

5. Click **OK button** to confirm. It will bring up to the Medical Application Status Interface.

Apply for Sara Ubat JPA (RPS)

1. Select Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta from the list of form type. It will bring up to the Panduan Am Borang SARAUBAT JPA (RPS) Interface. See **Figure 1.75**.

Medical Apply Status

Please select Medical Type : **Sara Ubat**

Form Type **Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta**

PANDUAN AM

BORANG SARAUBAT JPA (RPS)

1. KEGUNAAN BORANG

Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubatan rawatan kepakaran yang tidak diperolehi di klinik/hospital Kerajaan termasuk hospital-hospital universiti tetapi boleh diperolehi di hospital swasta dalam negeri.

2. PEMOHON YANG LAYAK

2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,

2.2 Keluarga Anggota/Pesara-

- i) Suami/Isteri
- ii) Anak-anak-
 - a) di bawah 18 tahun jika ditanggung sepenuhnya;
 - b) di bawah 21 tahun jika masih belajar;
 - c) tiada had umur bagi anak yang daif

3. SYARAT PERMOHONAN

3.1 Mendapat rawatan di hospital/klinik Kerajaan; **dan**

3.2 Pesakit disahkan oleh Pakar Perubatan Kerajaan memerlukan rawatan kepakaran yang boleh diperolehi di hospital swasta dalam negeri; **dan**

3.3 Ketua Pengarah Kesihatan memperakukan bahawa rawatan sedemikian tidak terdapat di hospital Kerajaan; **dan**

3.4 Permohonan diluluskan oleh Jabatan Perkhidmatan Awam, Bahagian Saraan.

3.5 Pertimbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan dalam Pekeliling Perkhidmatan Bilangan 4 Tahun 2001

4. CARA MEMOHON:

4.1 Permohonan anggota Perkhidmatan Awam Persekutuan hendaklah menggunakan borang SARAUBAT JPA (RPS) dan dikemukakan melalui Ketua Jabatan berserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Saraan);

4.2 Permohonan pesara Perkhidmatan Awam Persekutuan yang menerima pencen hendaklah menggunakan borang SARAUBAT JPA (RPS) dan dikemukakan melalui Jabatan Perkhidmatan Awam (Bahagian Pencen) berserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Saraan).

Continue

Figure 1.75 – Panduan Am Borang Sara Ubat JPA (RCS)

2. Click **Continue button** to proceed with the next process. It will bring up to the Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta Interface. See **Figure 1.76**.

The screenshot shows a web-based form titled "Medical" with a header bar. The form is for a "Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta". It includes fields for patient details, medical type, form type, and treatment information. The form is divided into four main sections: 1. Butir Diri Anggota / Pesara / Pesakit, 2. Butir Rawatan di Hospital Swasta, 3. Pengesahan Anggota/Pesara, and 4. Guarantee Letter Reference No.

Medical [Apply] [Status]

Please select Medical Type :

Form Type

BORANG PERMOHONAN PERBELANJAAN RAWATAN KEPAKARAN DI HOSPITAL SWASTA

1. Butir Diri Anggota / Pesara / Pesakit

Nama Penuh Anggota/Pesara

No. Kad Pengenalan Baru
Lama

Nama Penuh Pesakit (Jika bukan Anggota / Pesara)

No. Kad Pengenalan Pesakit

Hubungan Pesakit Dengan Anggota / Pesara
Suami Isteri Anak Ibu Bapa

2. Butir Rawatan di Hospital Swasta

Jenis Rawatan Yang Diperlukan

Kos Rawatan di Hospital RM

Tempat Rawatan (Nama)

Tempat Rawatan (Alamat Hospital)

Tarikh Rawatan Dijangka Dari Hingga

Kelas Wad

Kadar Caj Wad Sehari RM

3. Pengesahan Anggota/Pesara

Saya mengesahkan bahawa butir permohonan di atas adalah benar. Saya memohon perbelanjaan perubatan sebanyak RM untuk rawatan di atas.

4. Guarantee Letter Reference No.

[Apply]

Figure 1.76 – Borang Permohonan Perbelanjaan Rawatan Kepakaran di Hospital Swasta Interface

3. Fill in the information needed:
 - i. **Nama Penuh Pesakit:** Select patient name from the drop down list.
 - ii. **No Kad Pengenalan Pesakit:** The IC number is auto generated by the system.
 - iii. **Hubungan Pesakit dengan Anggota/Pesara:** Select relationship between patient and staff.
 - iv. **Jenis Rawatan yang Diperlukan:** Type in treatment needed.
 - v. **Kos Rawatan di Hospital:** Type in the cost of the treatment.
 - vi. **Tempat Rawatan (Nama):** Type in the Hospital name.
 - vii. **Tempat Rawatan (Alamat Hospital):** Type in the Hospital address.
 - viii. **Tarikh Rawatan Dijangka:** Select date of the treatment from the date picker..
 - ix. **Kelas Wad:** Type in wad class.
 - x. **Kadar Caj Wad Sehari:** Type in daily charge amount for the wad.
 - xi. **Pengesahan anggota pesara:** Type in the amount request by the staff for the saraubat emergency case.
 - xii. **Guarantee Letter Reference Number:** Type in guarantee letter number given.
4. Click **Apply button** to submit the application. It will display message for confirmation. See **Figure 1.77**.



Figure 1.77 – Message Box for Confirmation Interface

5. Click **OK button** to confirm. It will bring up to the Medical Application Status Interface.

Staff Medical Status

This function allows staff to view for their staff medical application status. Click on the **Status** button at the top right screen and it will view all the medical application status. See **Figure 1.78**. The function describe as below.

Medical

Month All ▼ Year 2005 ▼

Medical Claim Status

#	Apply Date	Name	Receipt No	Amount (RM)	Status	Notes
1	16/02/2005	Nurul Anuar Bin Jamasan @ Kasban		35.00	REJECT	View Notes
2	16/02/2005	Nurul Anuar Bin Jamasan @ Kasban	rec123	23.00	ENTRY	
3	16/02/2005	Ahmad Zidane bin Ramli	asd	34.00	ENTRY	

Panel Clinic Status

#	Apply Date	Status	Type	Reason	Approve Start Date
1	16/02/2005	APPROVE	CHG CLINIC	dekat dengan rumah ..dokter lama garang	16/02/2005
2	16/02/2005	APPROVE	NEW		16/02/2005
3	16/02/2005	APPROVE	RENEW BOOK	dah habis muka surat	16/02/2005
4	15/02/2005	APPROVE	CHG CLINIC	lebih dekat	15/02/2005
5	15/02/2005	APPROVE	NEW		15/02/2005
6	15/02/2005	APPROVE	RENEW BOOK	tambah anak	15/02/2005
7	14/02/2005	APPROVE	NEW		14/02/2005

Sara Ubat Status

#	Apply Date	Name	Reference No.	Code	GL Reference No.	Status
1	15/02/2005	Ahmad Zidane bin Ramli	SU05-0000023	SU-RLN		REJECT
2	15/02/2005	Abdul Razak	SU05-0000021	SU-PPK		ENTRY
3	15/02/2005	Ahmad Zidane bin Ramli	SU05-0000025	SU-AM	GL-1234	REJECT

Guarantee Letter

#	Apply Date	Name	Reference No.	Status
1	16/02/2005	Salmiah Hassan	GL05-0000066	APPROVE

Figure 1.78 – Medical Status Interface

Viewing Medical Claim Status

1. Medical Claim Status allows staff to view for their claim information.

2. Click on the **Apply Date Hyperlink** to view the details information for the claim. It will bring up to the claim details information. See **Figure 1.79**.

Dental Claim Form	
Staff/Family Name	Ahmad Zidane bin Ramli
Receipt No	asd
Receipt Date	09/02/2005
Treatment	cabut gigi
Clinic Name	Klinik gigi suresh
Clinic Address	tg malim
Reason for Treatment	
Amount (RM)	34.00
MC	No

Figure 1.79 – Claim Detail Information Interface

3. Click **Back button** to go to the previous page. It will bring back to the Medical Application Status Interface.
4. Click **View Notes Hyperlink** to view the notes given to the rejected application. It will pop up the windows that view the notes given. See **Figure 1.80**.

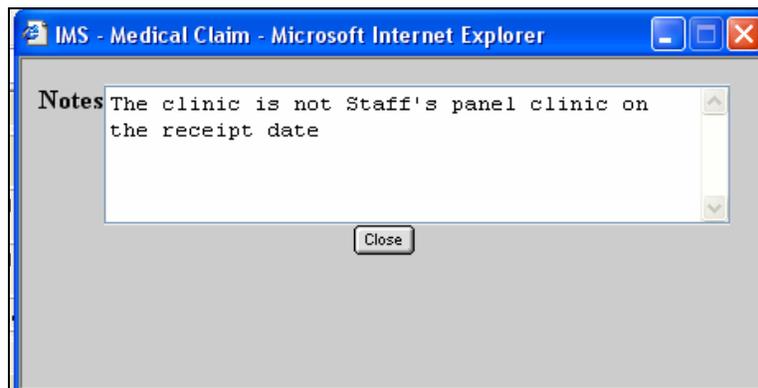


Figure 1.80 – View Notes Interface

5. Click **Close button** to go to the previous page. It will bring back to the Medical Application Status Interface. See **Figure 1.78**.

Viewing Panel Clinic Status

1. Panel Clinic Status allow staff to view the information of Panel Clinic apply.

2. Click on the **Apply Date Hyperlink** to view the details information for the panel clinic. It will bring up to the details information of the selected panel clinic. See **Figure 1.81**.

The screenshot shows a web interface titled "Medical" with a sub-header "Application for Panel Clinic". It contains several input fields and a table. The "Apply" and "Status" buttons are in the top right. The "Back" button is at the bottom center.

Staff Id	K00517	
Staff Name	Murul Anuar Bin Jamasan @ Kasban	
Bahagian	Bahagian Sumber Manusia	
Unit		
Panel Clinic	#	Clinic Name
	1	KLINIK AMAN
	2	POLIKLINIK BAKTI

Figure 1.81 – Selected Panel Clinic Detail Information Interface

3. Click **Back button** to go to the previous page. It will bring back to the Medical Application Status Interface. See **Figure 1.78**.

Viewing Sara Ubat Status

1. Sara **Ubat Status** allows staff to view detail information for sara ubat apply.
2. Click on the **Apply Date Hyperlink** to view the details information for the sara ubat. It will bring up to the details information of the selected sara ubat. See **Figure 1.82**.

Medical Apply Status

BORANG PERAKUAN DAN PENGESAHAN OLEH PEGAWAI PERUBATAN KERAJAAN*



1. Nama Pesakit Abdul Razak

2. No. Kad Pengenalan 56637744

3. Ubat/Alat/Perkhidmatan/Rawatan di butiran 4 dan/atau 5 di bawah, diperlukan oleh pesakit tetapi tidak dapat dibekalkan/disediakan oleh hospital atas sebab berikut:-

Kehabisan stok Kemudahan rosak
 Kemudahan tiada di hospital Lain-lain (nyatakan sebab di ruang di bawah)

Sebab

4. Nama Ubat yang diperakukan

Bil.	Nama Ubat	Nyatakan samaada ubat ada/tiada dalam senarai KKM/hospital universiti
1	paracetamol	Ada
2	penicilin	Ada

5. Nama Alat / Perkhidmatan / Rawatan

Bil.	Jenis	Nama Alat / Perkhidmatan / Rawatan
1	Perkhidmatan	dialisys

Figure 1.82 – Selected Sara Ubat Detail Information Interface

3. Click on the **Printer button** to view for the form. It will pop up window for view the form in PDF format. Staff can print the form from this window. Close the window to exit.
4. Click **Back button** on the detail information interface to go to the previous page. It will bring back to the Medical Application Status Interface. See **Figure 1.78**.

Viewing Guarantee Letter Information

1. Guarantee Letter allow staff to view guarantee letter apply.
2. Click on the **Apply Date Hyperlink** to view the details information for the guarantee letter. It will bring up to the details information of the selected guarantee letter. See **Figure 1.83**.

Medical	
<input type="button" value="Apply"/> <input type="button" value="Status"/>	
SURAT PENGESAHAN DIRI DAN PENGAKUAN PEGAWAI	
PENGARAH / PENGUASA PERUBATAN / PEGAWAI PERUBATAN YANG PENJAGA HOSPITAL / KLINIK Hospital UKM	
Tuan,	
Dengan ini disahkan bahawa penama di bawah adalah seorang pegawai kerajaan di Universiti Pendidikan Sultan Idris.	
Nama Pegawai	Nurul Anuar Bin Jamasan @ Kasban
No. K/P	7707181054852
Jawatan	Pen Pendaftaran
Gaji Pokok	1873.63
Gred Gaji	N41
Kelayakan Kelas Wad	
Butir-butir Pegawai / Isteri / Suami / Ibu / Bapa / Anak yang memerlukan rawatan berkenaan.	
Staff/Family Name	Salmiah Hassan
Perhubungan Keluarga	Ibu
<input type="button" value="Back"/>	

Figure 1.83– Selected Guarantee Letter Detail Information Interface

3. Click **Back button** on the detail information interface to go to the previous page. It will bring back to the **Medical Application Status** Interface. See 1.78.

Sara Ubat Approval

The *Saraubat Approval* screen will allow user to approve the saraubat application. The first screen should display as shown below:

Reference Id	SARAUBAT Type	Staff Id	Name	Patient Relationship	Treatment	Amount	Approved/Approve?
SU05-0000084	SARAUBAT JPA(RCS)	K00037	Shuhir Karmawi Bin Abd Aziz	Sendiri	Pembedahan	Detl 1,500.00	Reject
SU05-0000085	SARAUBAT JPA(PPK)	K00037	Shuhir Karmawi Bin Abd Aziz	Sendiri		Detl	Reject
SU05-0000086	SARAUBAT JPA(RCS)	K00037	Shuhir Karmawi Bin Abd Aziz	Sendiri	Pembedahan	Detl 3,500.00	Reject
SU05-0000073	SARAUBAT JPA(RPS)	K00213	Razali Bin Ahmad	Isteri	Bersalin	Detl 5,000.00	Reject
SU05-0000061	SARAUBAT JPA(AM)	K00213	Razali Bin Ahmad	Sendiri		Detl 100.00	Reject
SU05-0000068	SARAUBAT JPA(RCS)	K00213	Razali Bin Ahmad	Sendiri	Sakit Belakang	Detl 10,500.00	Reject
SU05-0000063	SARAUBAT JPA(PPK)	K00213	Razali Bin Ahmad	Sendiri		Detl	Reject
SU05-0000076	SARAUBAT JPA(PPK)	K00331	Megat Azrin Bin Ahmad	Sendiri		Detl	Reject
SU05-0000074	SARAUBAT JPA(AM)	K00331	Megat Azrin Bin Ahmad	Anak Kandun		Detl 1.00	Reject
SU05-0000071	SARAUBAT JPA(AM)	K00331	Megat Azrin Bin Ahmad	Anak Kandun		Detl 3,000.00	Reject

Check All Uncheck All Approve

Figure 1.84 – Saraubat Approval screen

Opening Saraubat Approval

1. Click **Medical** on the *Menu Bar*
2. Click on **Saraubat Approval**

Viewing Saraubat Approval

1. Place cursor on the **Application for SARAUBAT** screen.
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
3. Use scroll bar to navigate through the records
4. Click **Detl** button to view the detail information of claim. It will bring up to the Staff Medical Query Interface. See **Figure 1.85**.

http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

ANUAR - AMF026 - SARAUBAT RCS

Maklumat Staff/Pesakit | Kejadian Kecemasan | Kronologi | Maklumat Permohonan

Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta (SARAUBAT JPA(RCS))

Butir Diri Anggota / Pesakit

Nama Penuh Anggota: K00037 Shuhir Karmawi Bin Abd Aziz
 No Kad Pengenalan Baru: 700525085965 Lama: A1562374
 Nama Penuh Pesakit: K00037 Shuhir Karmawi Bin Abd Aziz
 No Kad Pengenalan Baru: 700525085965 Lama:
 Hubungan Dengan Anggota: Sendiri
 Jika Anak: Umur:
 Jika Ibu Bapa, taraf:
 Kelayakan Wad di Hospital Kerajaan: Kelas 1 Bilik Seorang

Butir-butir Rawatan Kecemasan

Nama Hospital/Klinik Swasta: Subang Jaya Medical Center
 Alamat Hospital/Klinik Swasta: Subang Jaya
 Jenis Rawatan/Kecederaan: Pembedahan
 Kelas Wad semasa Rawatan: Sebilik Seorang
 Tarikh & Masa Dimasukkan ke Hospital: 01-03-2005 12:00 PM
 Tarikh & Masa pembedahan/ Rawatan Kecemasan: 01-03-2005 02:00 PM
 Tarikh & Masa Keluar Hospital: 02-03-2005 04:00 PM
 Tarikh Rawatan Pemulihan (Selepas ICU/Wad Biasa): Daripada 02-03-2005 12:00 AM Hingga 01-03-2005 12:00 AM

Kos Yang Dituntut

Rawatan	1,500.00
Wad	0.00
Lain-lain	0.00
Jumlah Dituntut	1,500.00

Generate Application Form

Figure 1.85 – Staff Medical Query Interface: Maklumat Staf/ Pesakit Tab

5. Screen should display the first screen under the **Maklumat Staf/ Pesakit** tab screen and display the *Butir Diri Anggota/Pesakit* and *Butir-butir Rawatan Kecemasan* frame. All record is for user view only and protected against updated.
6. Click on the **Generate Application Form** button at the bottom side of the screen to generate the *Borang Permohonan Perbelanjaan Rawatan Kecemasan Di Hospital/Klinik Swasta* report.
7. Click on the next tab button for **Kejadian Kecemasan** and the screen should display as shown below:

Kejadian Kecemasan

Tarikh & Masa: 01-03-2005 09:00 PM

Alamat Semasa Berlaku Kecemasan: UPSI

Jarak Dengan Hospital Kerajaan Yang Terdekat (KM): 7

Jarak Dengan Hospital Swasta Yang Diperolehi Rawatan (KM): 87

Orang Yang Membawa Pesakit ke Hospital: Salman

Hubungan Pengiring dengan Pesakit: Rakan

Keadaan Pesakit semasa dibawa ke Hospital (pengsan dsb): Pengsan

Keadaan persekitaran semasa kejadian (trafik dsb): Biasa

Justifikasi Permohonan

Sebab Kenapa Tidak Dibawa Pesakit Terus ke Hospital Kerajaan Yang Terdekat: Pembedahan segera dan tiada pakar

Alasan Kenapa Anggota Tidak Sepatutnya Menanggung Sendiri Perbelanjaan di Klinik / Hospital Swasta selaras dengan Perintah AM 4, Bab F.: Berlaku di waktu bekerja

Figure 1.86 – Staff Medical Query Interface: Kejadian Kecemasan tab screen

8. Click on the Kejadian Kecemasan tab to view the information. Screen should display 2 frames for *Kejadian Kecemasan* dan *Justifikasi Permohonan* with all the details for the selected staff. All record is for user view only and protected against updates.

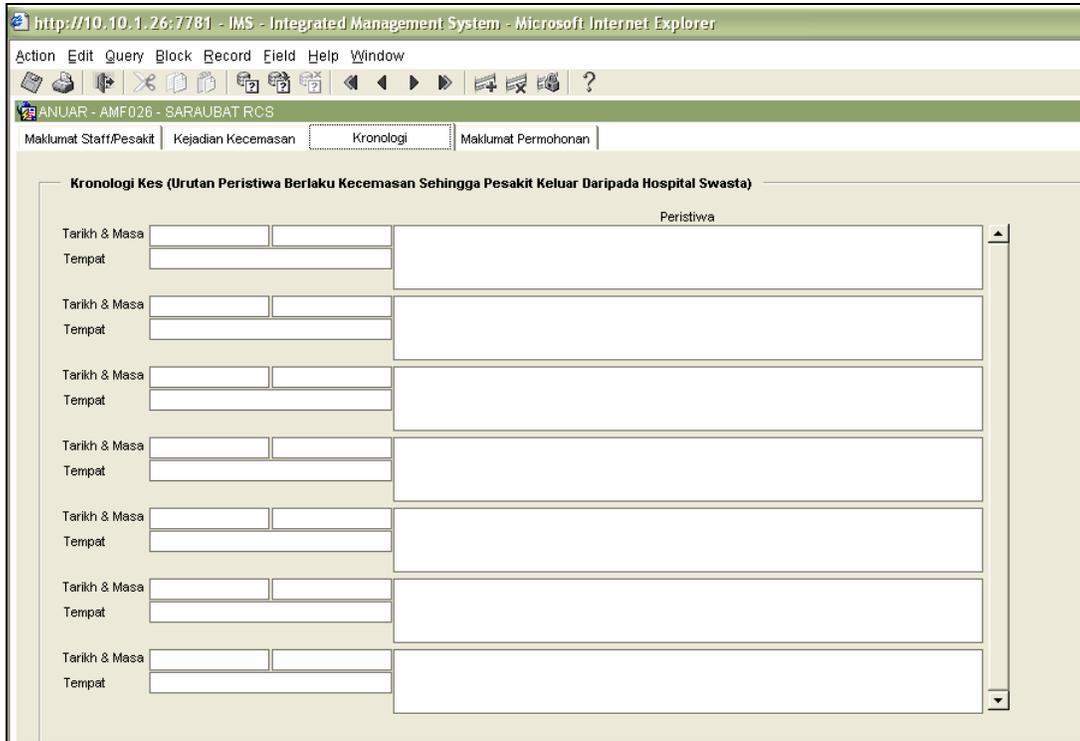


Figure 1.87 – Staff Medical Query Interface: Kronologi Tab

9. Screen should display 1 frame for *Kronologi Kes* with all the details for the selected staff. All record is for user view only and protected against updates.

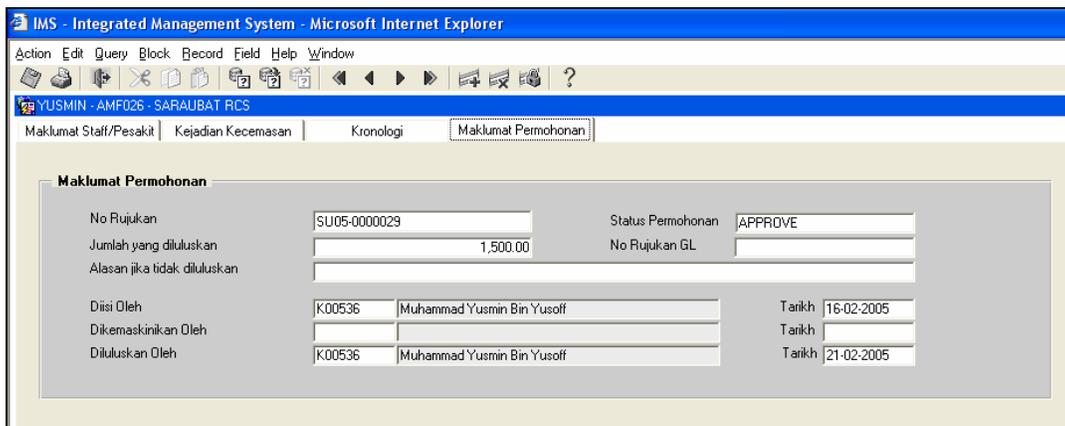


Figure 1.88 –Staff Medical Query Interface: Maklumat Permohonan Tab

10. Screen should display 1 frame for *Maklumat Permohonan* with all the details for the selected staff. All record is for user view only and protected against updates.

11. Click on the **Exit** button to go back to the *Saraubat Approval (AMF027)* screen.

Approve Saraubat Approval

1. Select one record displayed under *Application for Saraubat* frame to approve
2. Click on the **Detl** button to view details saraubat information (if required)
3. Tick on the **Approve? Checkbox** to select record to approve, or simplify selection by click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record.
4. Click on the **Approve** button to approve the selected.
5. The message box for approve confirmation should display and click ok to continue the approval process.

Reject Saraubat Approval

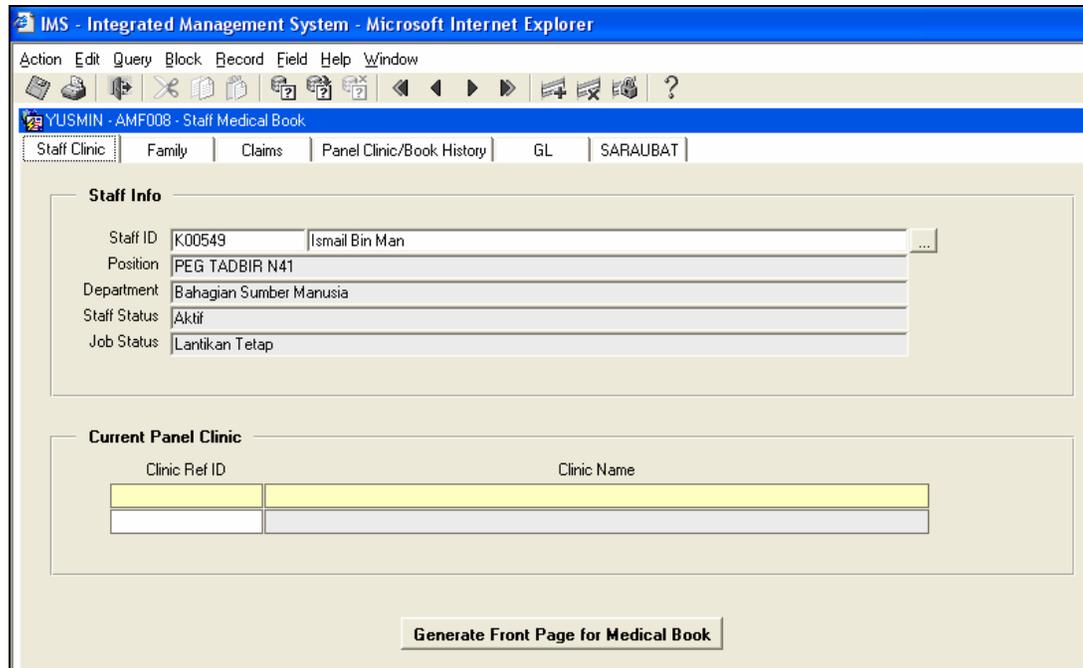
1. Select one record displayed under the *Application for Saraubat* frame to reject
2. Tick on the *Select* checkbox for one selected record to reject, or click the **Check All** button to check all record or **Uncheck All** to uncheck all the display record.
3. Click on the **Reject** button to reject the selected record.
4. The message box for reject confirmation should display and click ok to continue the rejection process.

Query

This function allow user to view information of Staff Medical History, Clinic Claim, Staff Claim and Guarantee Letter. The function describe as below.

Staff Medical History

This function allow user to view for staff medical history. The detail describe as below.



The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar displays "YUSMIN - AMF008 - Staff Medical Book". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The toolbar contains various navigation and utility icons. Below the browser window, the application interface is visible, featuring a navigation menu with tabs: "Staff Clinic", "Family", "Claims", "Panel Clinic/Book History", "GL", and "SARAUBAT". The "Staff Clinic" tab is selected. The main content area is divided into two sections: "Staff Info" and "Current Panel Clinic".

Staff Info

Staff ID	K00549	Ismail Bin Man
Position	PEG TADBIR N41	
Department	Bahagian Sumber Manusia	
Staff Status	Aktif	
Job Status	Lantikan Tetap	

Current Panel Clinic

Clinic Ref ID	Clinic Name

Generate Front Page for Medical Book

Figure 1.89 – Staff Medical History Interface: Staff Clinic Tab

Opening Staff Medical History

1. Click **Medical** on the *Menu Bar*
2. Click on **Query Function**
3. Select **Staff Medical History**
4. Select the desired tab to view
 - i. **Staff Clinic Tab:** To view staff's current panel clinic.
 - ii. **Family Tab:** To view staff family information.
 - iii. **Claims Tab:** To view staff claims information
 - iv. **Panel Clinic /Book History Tab:** To view history for staff's panel clinic and book history.
 - v. **GL Tab:** To view staff's guarantee letter application
 - vi. **SARAUBAT Tab:** To view staff's SARAUBAT application

Viewing Staff Medical History Information

1. Place cursor on the **Staff Info** screen.
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
3. Use scroll bar to navigate through the records
4. Click **Generate Front Page for Medical Book** to view for the staff Medical Book.
5. Select the **Family tab** to view for staff family information. See **Figure 1.91**.

The screenshot shows the 'Family' tab for staff member K00549, Ismail Bin Man. The interface includes a menu bar (Action, Edit, Query, Block, Record, Field, Help, Window) and a toolbar. The main content area is divided into three sections:

Spouse

Name	IC No	Marriage Date	Status	Divorce Date
Aminah	700204056788	01-12-1995	MARRIED	
ani	678900	01-12-2004	MARRIED	

Children

Name	IC No / Birth Certificate	Date of Birth	Relationship	Covered ?
Razak	52463521	05-01-2005	Anak Kandung	<input checked="" type="checkbox"/>
Serina	5874254			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Parents / Other Dependents

Name	IC No	Relationship	Type	Covered?
Man	2342342	04 Bapa	KANDUNG	<input checked="" type="checkbox"/>
Mariam bt Muhammad	34521654	03 Ibu	KANDUNG	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Figure 1.90 – Staff Medical History Interface: Family Tab

6. The screen shows the information of staff family.
7. Click **Claims tab** to view the information of staff claim. See **Figure 1.91**.

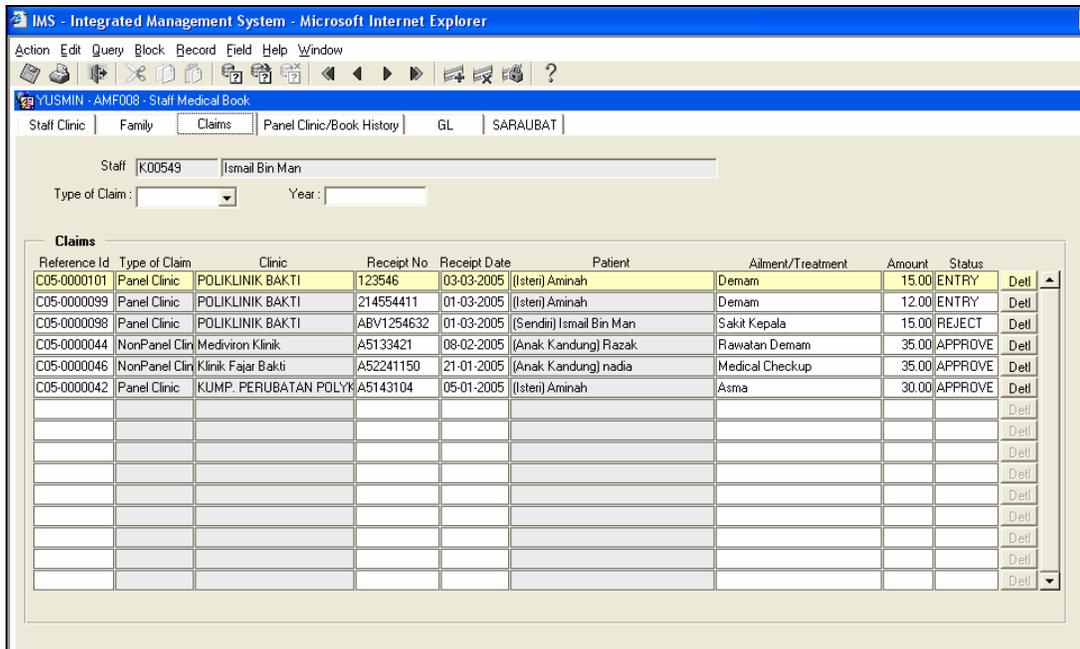


Figure 1.91 – Staff Medical History Interface: Claims Tab

8. The screen shows the information of claims applied by staff.
9. Select **Type of Claim** and **Month** to view for the selected claim.
10. Click **Del** button to view the detail information of the claim. It will bring up to the **Staff Medical Claim Query** Interface.
11. Click on the **Panel Clinic/Book History** tab to view for staff panel clinic and book history detail information. See **Figure 1.92**.

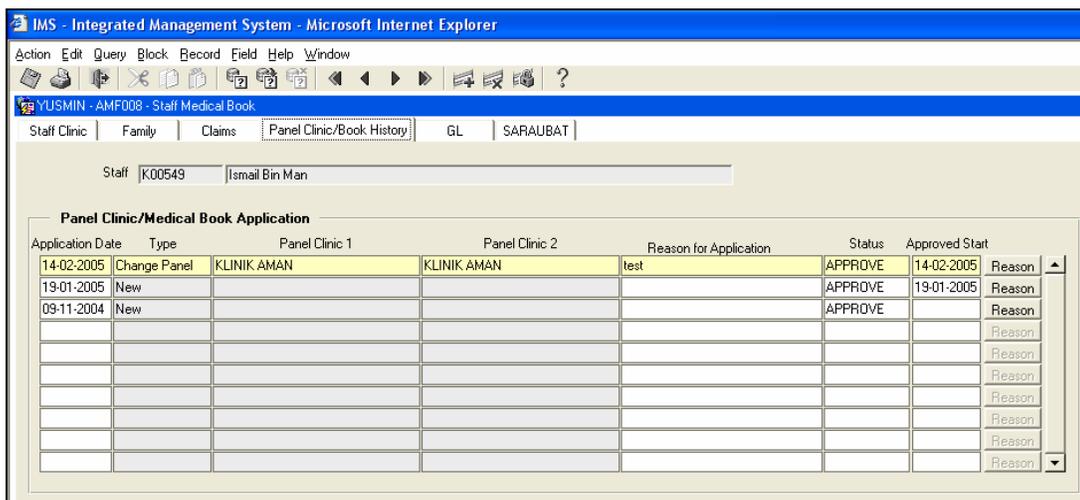


Figure 1.92 – Staff Medical History Interface: Panel Clinic/Book History Tab

12. The screen shows the detail information of Guarantee Letter applied by staff.
13. Click **Reason** button to view the reason of applying the guarantee letter. It will display a window for Reason of Rejection. See **Figure 1.93**.

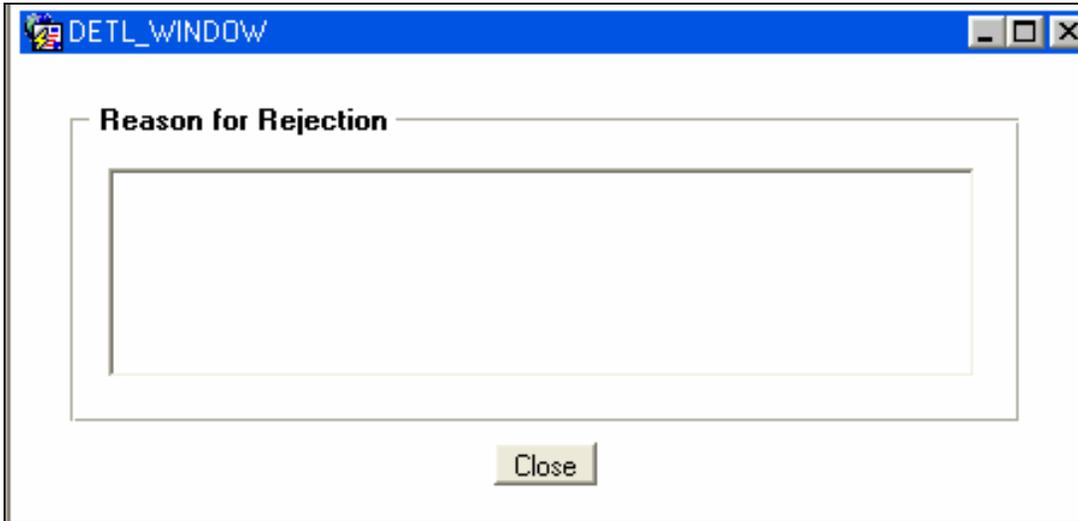


Figure 1.93 – Reason of Rejection Window

14. Click **Close** button to exit form the window. It will bring back to the **Panel Clinic/Book History** tab.
15. Click **GL** Tab to view for **Guarantee Letter** information applied by staff. Se **Figure 1.94**.

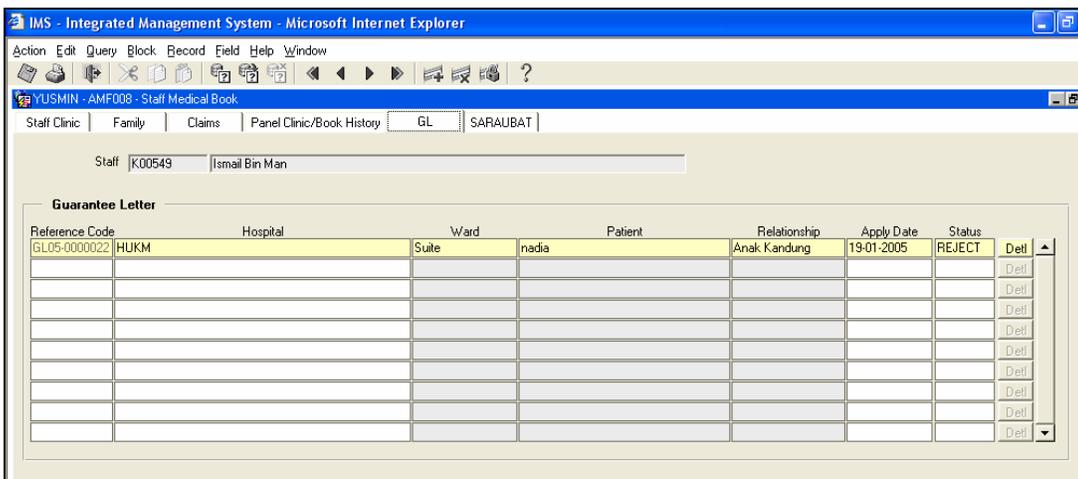


Figure 1.94 – Staff Medical History Interface: GL Tab

16. The screen shows the information of **Guarantee Letter** applied by staff.

17. Click **Detl** button to view for detail information of the guarantee letter. It will bring up to the **Guarantee Letter Query** Interface.
18. Click on the **SARAUBAT** Tab to view for sara ubat information applied by staff. See **Figure 1.95**.

IMS - Integrated Management System - Microsoft Internet Explorer

YUSMIN - AMF008 - Staff Medical Book

Staff Clinic | Family | Claims | Panel Clinic/Book History | GL | SARAUBAT

Staff: K00549 | Ismail Bin Man

SARAUBAT Applications

Reference Id	SARAUBAT Type	Patient	Relationship	Treatment	Amount	Status	Apply Date	Detl
SU05-000059	SARAUBAT JPA(AM)	Aminah	Isteri		100.00	ENTRY	01-03-2005	Detl
SU05-000057	SARAUBAT JPA(PPK)	Aminah	Isteri			ENTRY	01-03-2005	Detl
SU05-000046	SARAUBAT JPA(RPS)	ani	Isteri	Pembedahan	12,000.00	APPROVE	21-02-2005	Detl
SU05-000044	SARAUBAT JPA(RLN)	ani	Isteri	Pembedahan Lanjutan	6,000.00	ENTRY	21-02-2005	Detl
SU05-000042	SARAUBAT JPA(RCS)	ani	Isteri	Pembedahan	12,000.00	ENTRY	21-02-2005	Detl
SU05-000045	SARAUBAT JPA(AM)	ani	Isteri		650.00	ENTRY	21-02-2005	Detl
SU05-000041	SARAUBAT JPA(PPK)	Ismail Bin Man	Sendiri			ENTRY	21-02-2005	Detl
SU05-000043	SARAUBAT JPA(RCS)	ani	Isteri	Pembedahan	12,000.00	ENTRY	21-02-2005	Detl
								Detl
								Detl

Figure 1.95 – Staff Medical History Interface: SARAUBAT Tab

19. The screen shows the information of SARAUBAT applied by staff.
20. Click **Detl** button to view for detail information of the SARAUBAT Type applied. It will bring up to the detail information of the saraubat application.

Clinic Claim Query

This function allow user to view for staff clinic claim information. The details describe as below.

IMS - Integrated Management System - Microsoft Internet Explorer

YUSMIN - AMF010 - Panel Clinic Claim Query

Batch | Batch Details | Claim

Batch Information

Batch ID	Clinic	Invoice No	Claim Date	Claim Amount	Approved Amount	Status	Voucher No	Detl
CB05-00022	VN00002213 POLIKLINIK BAKTI				135.00	135.00	APPROVE	Detl
CB05-00021	VN00002213 POLIKLINIK BAKTI				135.00	135.00	APPROVE	BR050200016 Detl
CB05-00023	VN00001368 KLINIK AMAN	sdf	28-02-2005	65.00	135.00	SUBMIT		Detl
CB05-00024	VN00002754 KUMP. PERUBATAN POLYKLINIK SYIFA	asda	10-02-2005	10.00	135.00	APPROVE	BR050200013	Detl
CB05-00025			12-01-2005	25.00	135.00	SUBMIT		Detl
CB05-00042	VN00002754 KUMP. PERUBATAN POLYKLINIK SYIFA	GKJ2130154	13-01-2005	53.00	135.00	APPROVE	BR050200015	Detl
CB05-00050	VN00001551 KLINIK LAM	ASD123	23-02-2005	70.00	135.00	SUBMIT		Detl
CB05-00051	VN00001486 KLINIK DR. MAZLAN	abc123	16-02-2005		135.00	ENTRY		Detl
CB05-00052	VN00001412 KLINIK CHAN	111	22-05-2005	25.00	135.00	SUBMIT		Detl
CB05-00057	VN00001551 KLINIK LAM	INV800999		32.00	135.00	SUBMIT		Detl

Generate List of Claim by Clinic

Figure 1.96 – Clinic Claim Query: Batch Tab

Opening Clinic Claim

1. Click **Medical** on the *Menu Bar*
2. Click on **Query** function
3. Select **Clinic Claim Query** sub menu
4. Select the desired tab to view
 - i. **Batch Tab:** To view for staff claim in batch
 - ii. **Batch Details Tab:** To view for detail claim for the batch
 - iii. **Claim Tab:** To view claim detail information.

Viewing Clinic Claim Information

1. Select **Batch** tab
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
3. Click **Detl** button to view the detail information of the claim.
4. Click **Batch Details** tab to view the detail information of the batch. See **Figure 1.97**.

The screenshot displays the 'Batch Details' tab in the IMS application. The 'Batch Information' section contains the following data:

Batch Id	CB05-00050	Claim Date	23-02-2005
Clinic Ref	Ref123	Claim Amount	70.00
Invoice No	ASD123	Recommend Amount	
Voucher No		Approve Amount	
Status	SUBMIT		
Enter By	K00536 Muhammad Yusmin Bin Yusoff	Date	16-02-2005
Submit By	K00536 Muhammad Yusmin Bin Yusoff	Date	16-02-2005
Recommend By		Date	
Approve By		Date	

Figure 1.97 – Clinic Claim Query: Batch Details Tab

5. The screen shows the details information of the selected batch.
6. Click **Claim** button to view the detail information of the claim. See **Figure 1.98**.

Staff Medical Claim

This function allow user to view detail information for staff medical claim. The detail describe as below.

The screenshot displays a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "YUSMIN - AMF009 - Staff Medical Claim Query". The main content area is titled "Medical Claim" and contains a form with the following fields and values:

Reference ID	C05-0000023	Type of Claim	Claim By Panel Clinic
Staff Id	K00675	Puteri Khairul Syafida Bt Megat Khas	
Patient	Muhd Hakimi B Muhd Suhaimi(Suami)		
Treatment	Demam		
Clinic	POLIKLINIK BAKTI		
Address			
Reason if NonPanel			
Receipt No	ABX123	Claim Amount	56.00
Receipt Date	09-02-2005	Recommend Amount	56.00
Status	APPROVE	Approved Amount	34.00
Panel Claim Batch Id	CB05-00021	Voucher No	
Notes	The clinic is not Staff's panel clinic on the receipt date		
Enter By	K00536 Muhammad Yusmin Bin Yusoff	Date	08-02-2005
Last Update By	16-FEB-05	Date	
Recommended By		Date	
Approved By		Date	

Figure 1.99 – Staff Claim Query

Opening Staff Claim Query

1. Click **Medical** on the *Menu Bar*
2. Click on **Query** function
3. Select **Staff Claim Query** sub menu

Viewing Staff Claim Information

1. Place cursor on the Medical Claim screen
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.

IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

YUSMIN - AMF015 - Staff Guarantee Letter Query

Staff Guarantee Letter

Reference Code: GL05-0000069

Staff Id: K00675 Puteri Khairul Syafida Bt Megat Khas

IC No: 790106086690 Basic Salary: 1,901.58

Position: PEG SISTEM MAKLUMAT F41 Salary Grade: F41

Hospital: Klinik Ku

Ward Eligible: B1 Sebilik Seorang

Patient: SS04-00041 Muhd Hakimi B Muhd Suhaimi

Relationship: Suami IC No: 1

Status: APPROVE

Notes:

Enter By: K00675 Puteri Khairul Syafida Bt Megat Khas Enter Date: 16-02-2005

Update By: K00675 Puteri Khairul Syafida Bt Megat Khas Update Date: 16-02-2005

Recommend By: Recommend Date:

Approve By: K00675 Puteri Khairul Syafida Bt Megat Khas Approve Date: 16-02-2005

Generate GL

Figure 1.100 – Guarantee Letter Query

Opening Guarantee Letter Query

1. Click **Medical** on the *Menu Bar*
2. Click on **Query** function
3. Select **Guarantee Letter Query** sub menu

Viewing Clinic Claim Information

1. Place cursor on the Staff Guarantee Letter screen
2. Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.
3. Click **Generate GL** button to view for guarantee letter applied. System generate report name *Surat Pengesahan Diri dan Pengakuan Pegawai* for the staff.

Staff Medical Report

This function allow user to view for medical report. The application describe as follow.

IMS - Integrated Management System - Microsoft Internet Explorer

YUSMIN - AMF016 - Staff Medical Reports

Reports

Report Output Format PDF

AMR001 : Laporan Bulanan Tuntutan Perubatan Klinik Bukan Panel mengikut Staf (yang telah diluluskan)

Month*

AMR002 : Laporan Tahunan Tuntutan Pergigian mengikut Staf (yang telah diluluskan)

Year*

AMR009 : Laporan Tuntutan Klinik Panel (yang telah diluluskan)

Month

Clinic

AMR010 : Mukasurat Perihal Kakitangan untuk Buku Rawatan

Staff ID

NOTE* : Compulsory

Figure 1.101 – Guarantee Letter Query

Opening Staff Medical Report

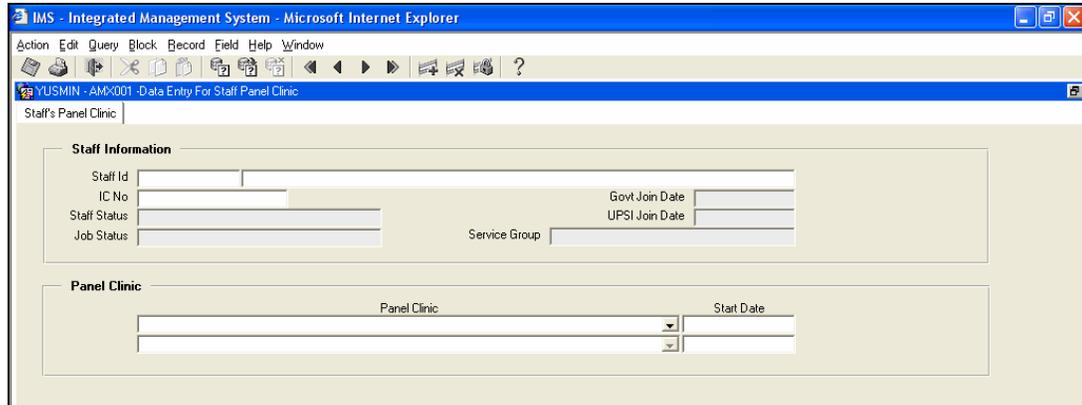
1. Click **Medical** on the *Menu Bar*
2. Click on **Staff Medical Report** function

Viewing Staff Medical Report

1. Select **Report Output Format** to view from the drop down list.
2. Select report to view by fill in the information required then click **Generate Report** button. System will generate the selected report based on the selected report output.

Data Entry

This function allow user to enter information for staff panel clinic. The function describe as below.



The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "YUSMIN - AMX001 - Data Entry For Staff Panel Clinic". The page content is titled "Staff's Panel Clinic" and contains two main sections:

- Staff Information:** A form with the following fields:
 - Staff Id:
 - IC No:
 - Staff Status:
 - Job Status:
 - Govt Join Date:
 - UPSI Join Date:
 - Service Group:
- Panel Clinic:** A form with the following fields:
 - Panel Clinic:
 - Start Date:

Figure 1.102 – Data Entry Interface

Opening Data Entry Form

1. Click **Medical** on the *Menu Bar*
2. Click on **Data Entry** function
3. Select **Staff Panel Clinic** sub menu

Viewing Data Entry Information

1. Place cursor at the **Staff Information** screen.
2. Click **Execute Query** button to view for all staff. Click **Enter Query** button and key in search criteria and then click **Execute Query** button to view particular records.

Adding Data Entry Information

1. Place cursor at the **Panel Clinic** screen.
2. Select **Panel Clinic** from the drop down list.
3. Place cursor on the start date. The date will be auto inserted into the field.
4. Click **Save** button to save the record.