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.

🖹 http://10.10.1.26:7781 - IMS - Integr	rated Managemer	nt System - Microsoft Internet Explorer	
Action Edit Query Block Record Field	Help Window		
🖉 🌢 📭 🗶 🗇 🎁 💆 👘			
🙀 ANUAR - ASF102 - Medical Setup			
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	
I			

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 form 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 Mana	gement System - Microsoft Iı	nternet Explorer	
Action Edit Query Block E	}ecord Eield <u>H</u> elp <u>W</u> indow		
🍳 🌢 📭 🗶 Ď	🍈 🛱 🔁 🔁 📢 🖣		
🙀 ANUAR - AMF001 - Clinic M	1ain		
Clinic Information			
Clinic ID	VN00001366	Clinic Status 🗛 🖵	
Clinic Name	KLINIK AMAN		
Short Description	K_AMAN	End Data	1
MMA Registration No	26-07-2003	MMA Expire Date	
	1		
Contact Informat	tion		
Address	NO. 5, JALAN LOKE YEW TANJON	NG MALIMPERAK	
Postcode	City		
State			
Country			
Telephone No	05-4585610	Fax	_
Email Address			
Website			
Contact Person			
Handphone No			
I			

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.

🗋 hitip	;//10.10.1.26;	7781 - IMS - Integrated Management System - Microsoft Internet Explorer		
Action	Edit Query Blo	ock Record Eield Help Window		
) 📭 🔀 🕯	〕〕		
🍸 ANU	JAR - AMF012 - W	/ard Entitlement Setup		
	Ward			
	Code	Ward Description	Туре	
	K1-1	Kelas 1 Bilik Seorang	KERAJAAN	<u> </u>
	K1-2	Kelas 1 Bilik Berdua	KERAJAAN	-
	K1-3	Kelas 1 Bilik Bertiga	KERAJAAN	•
	K2	Kelas 2	KERAJAAN	•
	КЗ	Kelas 3	KERAJAAN	-
	BS	Suite	SWASTA	-
	B1	Sebilik Seorang	SWASTA	-
	B2	Sebilik Dua Orang	SWASTA	•
	B3	Sebilik Tiga Orang	SWASTA	-
	B4	Sebilik Empat Orang	SWASTA	-
				-
				-
				-
			ī	-
			ī	
			r	

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 : 10-03-200
اونىزرسىتى ۋىدىدىقى سلطان ادرىس Universiti Pendidikan Sultan Idris
Welcome to UPSI's Vendor Comm.
To continue, please enter Username and Password details in the areas provided below.
Username U
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.
© 2005 Universiti Pendidikan Sultan Idris, 35900 Tanjong Malim, Perak

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 Pendidik	an Sultan Idris		
			Home Panel Clinic Claim Change Password Logou
			POLIKLINIK BAKI
-# Memo			
		(Inbox Compose Empty Trash New Folder Settings Q 3
Listing 10 💌			Select A Folder 💌
Select All Delete Move Move Memo To Folder:	•		
	Inb	ох	
Priority	From	Subject	Date
Select All Delete Move Move Memo To Folder: 💌	•		
		(Inbox Compose Empty Trash New Folder Settings Q (3



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**

My Intranet Deskt	op :: Universiti Pendidikan Sulf	tan Idris		
			Home Panel Clinic Claim Char	nge Password Logou
				POLIKLINIK BAKT
Clinic Claim				
			Clai	m Submit Claim Status
		Claim Status		
			Month All	Year 2005 ⊻
#	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
0	00.02.2005	CB05-00022	125.00	ADDDOVE

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

 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 Pendid	kan Sultan Idris	
		Home Panel Clinic Claim Change Password Logout
		POLIKLINIK BAKTI
- Clinic Claim		
		Claim Submit Claim Status
	Panel Clinic Claim Form	
Staff Id	Verify	
Staff Name		
Receipt No		
Receipt Date		
Ailment / Remarks		
		<u>~</u>
Clinic Name	POLIKLINIK BAKTI	
Clinic Address	LOT 263, JALAN DOUGLAS, NNN35900, Perak, Malaysia,	
Amount (RM)		
MC	• Yes	
	∪ No Save	
	Cane	

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.

🕘 Cale	🗿 Calendar - Microsoft In 🔳 🗖 🔀					
March 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<u>1</u>	2	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	7	<u>8</u>	9	<u>10</u>	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2

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**.

Microso	Microsoft Internet Explorer 🛛				
⚠	Claim Form has been saved.				
ОК					

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**.

My Intranet Desktop :: Universiti Pendidikan Sultan Idris						
	Home Panel Clnic Claim Change Password Logout					
						POLIKLINIK BAKTI
+ Clinic	Claim					
					Claim	Submit Claim Status
		List	of Claim to Submit			
Listing	10 💌					Page 1 💌
Select All	Submit to Batch Delete	View Batch Claim				
	Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
	K00549	Ismail Bin Man	Aminah	ADC123456	07-03-2005	30.00
	K00549	Ismail Bin Man	Man	ADC123456	07-03-2005	30.00
	Current Claims in Batch : 0					
Select All	SelectAll Submit to Batch Delete View Batch Claim					

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 :: University	siti Pendidikan Sultan Idris	
		Home Panel Clinic Claim Change Password Logout
		POLIKLINIK BAKTI
🕂 Clinic Claim		
		Claim Submit Claim Status
	Panel Clinic Claim Form	
	Staff Id K00820	
s	taff Name Rahayu Bt Mangsor	
Pati	ent Name Fatihah	
a	teceipt No K125345	
Re	ceipt Date 02-03-2005	
Ailment /	Remarks Demam campak	
CI	inic Name POLIKLINIK BAKTI	
Clini	c Address LOT 2&3, JALAN DOUGLAS, NNN	
Am	ount (RM) 21.00	
	MC Yes	
	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.

My Intranet Desktop :: Universiti Pendid	ikan Sultan Idris	
		Home Panel Clinic Claim Change Password Logout
		POLIKLINIK BAKTI
		Claim Submit Claim Status
	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 Namo		M
	POLIKLINIK BAKTI	
Clinic Address		
	v	
Amount (RM)	21.00	
MC	• Yes	
	O No	
	Save	

Figure 1.12 – Panel Clinic Edit Claim Form Interface

4. 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**.



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

N	iy Intr	anet Desktop ::	Universiti Pendidikan Sultan Idris				
					Home Par	nel Clinic Claim	Change Password Logout
							POLIKLINIK BAKTI
	i clini	e Claim					
		c orann					Claim Submit Claim Status
				Batch Claim to Submit			
	SubmitE	atch					
		_	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
	SubmitE	atch					

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.

My Intranet Des	sktop :: Universiti Pendidikan	Sultan Idris			
		н	ome Panel Clinic Claim Cha	nge Password Logout	
				POLIKLINIK BAKT	
🕂 Clinic Claim					
			Clai	m Submit Claim Status	
		Claim Status			
			Month All	Year 2005 💙	
#	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	



- 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**.

My	Intranet Desk	top :: Uni	versiti Pendidikan Sulta	n Idris				
					Hon	ne Panel Clinic Claim	Change Password	Logout
							POLIKLINI	К ВАКТІ
	Clinic Claim							
							Claim Submit Claim	Status
				Batch Claim List				
								8
Ba	tch ID		CB05-00056					
Re	ference Numbe	r :	43423423					
In	voice No		: INV778833					
	Staff Id		Name	Patient	Receipt No.	Receipt Date	Amount (RM)	
	1 K00675	Puteri Khair	rul Syafida Bt Megat Khas	Puteri Khairul Syafida Bt Megat Khas	346346346	05-01-2005		30.00
	2 K00820	Ra	hayu Bt Mangsor	Fatihah	6777212	10-01-2005		25.00
						Total	5	5.00

Figure 1.18 – Batch Claim List Interface

 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 Pendia	dikan Sultan Idris
	Home Panel Clinic Claim Change Password Logout
	POLIKLINIK BAKTI
🕂 Clinic Claim	
	Claim Submit Claim Status
	Panel Clinic Claim Form
Staff Ic	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	s Test1
Clinic Name	POLIKLINIK BAKTI
Clinic Address	s LOT 2&3, JALAN DOUGLAS, NNN
Amount (RM)	30.00
MC	Yes
	Back

Figure 1.19 – Panel Clinic Claim Form Interface

 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.

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Action Edit Que	ny <u>B</u> lock	Record Fiel	d <u>H</u> elp <u>V</u>	Vindow							
la 🖓 🍪 📭	\gg 10	õ 🖣 🖗	i 📆 🛛 🔇					6	?		
ANUAR - AMFO	003 - Staff	Medical Pane	Entry			1.1.3					
Papel	Clinic Clai	im Batch Info	rmation -								
- Turici			mation						_		
Batch	n ID (CB05	-00025				Clinic	Refere	nce No			
, a	inic			_							
Invoice										Claim Date 12-01-2005	
Total Amo	unt	25.00									
Batch	Detail —										
No.										(dd-mm-yyyy)	
1 F	Receipt No	ddddd							F	Receipt Date 12-01-2005	
	Staff Id	K00234	lbrahim B	in Che Ros	e						
	Patient	K00234	lbrahim B	in Che Ros	e					Relationship Sendiri	
	Treatment									Amount 10.00	
1 F	Receipt No								F	Receipt Date 12-01-2005	
	Staff Id	K00345	Saiful Liz	an Bin Moh	nd Lajis	\$					
	Patient	K00345	Saiful Liz	an Bin Moł	nd Lajis	5				Relationship Sendiri	
	Treatment									Amount 15.00	
	Pagaint No.		_							Received Date	
	Staff Id								- '		
	Patient									Relationship	
	Treatment									Amount	
				No	of Rec	eipts 🛛			2	Total Amount 25.00	
										Submit	
										Jumint	

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.

10001 X - 010	1F006 - Staff N	ledical Panel Claim Approval	ex ea 3						
h Claim									
atab Infor	mation								
Batch ID	Clinic		Clinic Reference I	lo Invoice No	Claim Date	Claim Amount	Approved Amount [,]	Appro	ve ?
305-00023	VN00001366	KLINIK AMAN	1	sdf	28-02-2005	65.00	62.50	Г	Det
305-00050	VN00001551	KLINIK LAM	Ref123	ASD123	23-02-2005	70.00	1	Г	Det
05-00052	VN00001412	KLINIK CHAN		111	22-05-2005	25.00		Г	Det
805-00057	VN00001551	KLINIK LAM	98899	INV800999		32.00		Г	Det
805-00062	VN00002213	POLIKLINIK BAKTI	KH123456	L12457544		144.00		Г	Det
805-00056	VN00002213	POLIKLINIK BAKTI	43423423	INV778833		55.00		Г	Det
805-00063	VN00002213	POLIKLINIK BAKTI	cc	cc		0.00		Г	Det
305-00064	VN00002213	POLIKLINIK BAKTI		d3234234		54.00		Г	Det
305-00065	VN00002213	POLIKLINIK BAKTI		ffff		23.00		Г	Det
			0007704	AB788892		25.00			Det

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. 2. Click **Detl** button to view the detail information for the clinic claim submitted. It will bring up to the Claim tab page. See **Figure 1.22**.

Claim Tab

This screen allows user to view list of claim for the selected batch. The details describe as below.

IMS - Integrat	ted Man	agement System - Microsoft Intern	et Explorer								_ 7	×
sction Edit Query	Block	<u> R</u> ecord Eield <u>H</u> elp <u>W</u> indow										
la 🖉 🖉	X 🗇	🍈 🔁 🔁 📆 🕷 🔹 🕨 🛛		?								
🙀 ANUAR - AMFO	06 - Staff I	Medical Panel Claim Approval									_ 8	×
Batch Claim												
Clinic 🚺	KLINIK AM	IAN			-							
- Datail Inform	ation											
			5					Decisi	on .			
Reference Id	Staff Id	Name Dahawa Pt Managari	Heceipt No	Receipt Date	Amount 17 E0 Ca	Patient	A	pprove	Rejec	t Reject Reason	-	
C05.0000034	K00620	Puteri Khairul Suafida Bt. Megat Khas	12,02,2005	12.02.2005	30.00 Se	andiri	Det	e	0	The clinic is not Staff's panel clinic	-	
C05-0000036	K00811	Nazatul Azuwam Bin Mohd Nazari	K12152125A	14-02-2005	15.00 Se	endiri	Det	G	0	The clinic is not Staff's panel clinic		
		I					Deti	0	0			
				i i	i		Deti	0	0			
							Detl	0	0			
							Detl	0	0			
		0					Detl	0	0			
							Detl	0	0			
			_				Detl					
		l	_				Dett					
			-				Det	C	0			
							Det	0	C			
							Detl	0	C		-	
		<i>n</i> .	Total Approved Am	nount	62.50							
												_

Figure 1.22 – Medical Claim (Clinic) Approval Interface: Claim Tab

- 1. Screen display detail information of claim batch submits for the clinic.
- 2. Select **staff** by click on their staff name.
- 3. Click **Detl** button to view the detail information of the staff claim. It will display **Staff Medical Claim Query** screen. See **Figure 1.23**.

🖄 IMS - Integrated Mana	agement System - Microsoft Internet Explorer							
Action Edit Query Block F	Becord Eield Help <u>W</u> indow							
a ANUAR - AMF009 - Staff Medical Claim Query								
M - 11 - 1 Cl - 1-								
Medical Claim								
Reference ID	C05-0000023 Type of 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 1.23 – 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**.



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**.



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

									A	pphy St	
						Mont	h All	~	Year	2005	
		м	ledical Cl	aim St	atus						
#	Apply Date	Nar	ne		Receipt	No	(RM)	Stat	tus	Notes	
1	16/02/2005	Nurul Anuar Bi Kast	n @			35.00	REJE	ст	View Notes		
2	16/02/2005	Nurul Anuar Bi Kast	in Jamasar Dan	n @	rec123	}	23.00	ENT	RY		
3	16/02/2005	Ahmad Zidan	ie bin Ram	ıli	asd		34.00	ENT	RY		
		1	Panel Clir	nic Sta	itus						
#	Apply Date	Status	Туре	•		Reason			Approve Start Date		
1	16/02/2005	APPROVE	CHG CLI	NIC	dekat der la	jengan rumahdoktor lama garang			16/02/2005		
2	16/02/2005	APPROVE	NEW							16/02/2005	
3	16/02/2005	APPROVE	RENEW B	оок	dah habis muka surat				16/02/2005		
4	15/02/2005	APPROVE	CHG CLI	NIC	I	lebih dekat				15/02/2005	
5	15/02/2005	APPROVE	NEW						15/02/2005		
6	15/02/2005	APPROVE	RENEW B	оок	tambah anak				15/02/2005		
7	14/02/2005	APPROVE	NEW						14/	02/200	
			Sara Uba	at Stat	tus						
#	Apply Date	Name	,	Refe	erence No.	Code	e Re	GL feren No.	ice	Statu	
1	15/02/2005	Ahmad Zidane	bin Ramli	SU05-	0000023	SU-RL	_N			REJEC	
2	15/02/2005	Abdul Ra:	zak	SU05-	0000021	SU-PF	РК			ENTR	
3	15/02/2005	Ahmad Zidane	bin Ramli	SU05-	0000025	SU-A	M G	L-1234	4	REJEC	
			Guarante	ee Let	ter						
#	Apply Date	١	Name		Re	ferenc	e No.		Sta	itus	
1	16/02/2005	Salmi	iah Hassar	ı	G	L05-000	00066		APP	ROVE	

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

 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.

 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.

 Medical	
	(Apply) Status
	Please select Medical Type : Panel Clinic 💌
Form Ty	rpe Select Type 💌
	Select Type
	New Panel Clinic
	Change Panel Clinic
	Renew/Update Book

Figure 1.28 – Select Form Type Interface

 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.

🖷 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 AMAN Add
	Apply

- 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**.

∲ Me	dical						
						Apply Status	
			Please s	elect Medical Typ	e : Panel	Clinic 🛛 🔽	
	Form Type New Panel Clinic 💙						
		Applica	tion for Panel Cl	inic			
	Staff Id	K00037					
s	taff Name	Shuhir Karmawi Bin Abd	Aziz				
	Bahagian	Bahagian Sumber Manusi	a				
	Unit						
		Please e	enter 2 panel clinic	(s).			
Panel Clinic KLINIK CHAN		KLINIK CHAN		~ (A	dd		
#	Clinic			Address		Delete ?	
1	1 KLINIK AMAN			NO. 5, JALAN LC TANJONG MALIM	IVE YEW		
2	2 KLINIK CHAN			11, JLN CHONG TANJONG MALIM	AH PENG IPERAK		
						Delete	
			Apply				



- 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**.
- 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 Clinic***view 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						
	Please select Medical Type : Panel Clinic 🗸						
	Form Type Change Panel Clinic 💌						
	Change Panel Clinic						
Staff Id	K00549						
Staff Name	Ismail Bin Man						
Bahagian	Bahagian Sumber Manusia						
Unit							
	Current panel clinic(s).						
# Clinic Name							
1 POLIKLINIK BAKTI	1 POLIKLINIK BAKTI						
2 KUMP, PERUBATAN P	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

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 s	elect Medical Type : P	°anel Clinic 🛛 🔽
		Form Type Change Panel C	linic 🔽	
		Change Panel Clinic		
	Staff Id	K00037		
	Staff Name	Shuhir Karmawi Bin Abd Aziz		
	Bahagian	Bahagian Sumber Manusia		
	Unit			
		Current panel clinic(s).		
	# Clinic M	Name		
		Please enter 2 panel clinic	(s).	
	Panel Clinic	ABATA VISION SDN. BHD		dd
	# Clinic		Address	Delete ?
	1 KLINIK AMAN		NO. 5, JALAN LOKE YE TANJONG MALIMPERA	K 🗆
	2 ABATA VISION	SDN. BHD	279 SG. PELONG4700 SUNGAI BULUH	0
				Delete
F	Reason for Change			
		Apply		



- 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.
- 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**.

 Medical				
			Apply Status	
		Please select Medical Ty	pe : Panel Clinic 🛛 🔽	
	Form Type	Renew/Update Book 🔽		
	Rene	w / Update Book		
Staff Id	K00037			
Staff Name	Shuhir Karmawi Bin Abd Aziz			
Bahagian	Bahagian Sumber Manusia			
Unit				
Reason			<u>^</u>	
			\checkmark	
		Apply		

Figure 1.34 – Renew/Update Book Interface

 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.



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.

+ Medical	
	Apply
	Please select Medical Type : Guarantee Letter 🛩
	SURAT PENGESAHAN DIRI DAN PENGAKUAN PEGAWAI
DENGADAH / DEN	CUASA DEDUBATAN / DEGAWAI DEDUBATAN YANG DENIAGA HOSDITAL / KLINIK
Tuan,	
Dengan ini disahkan b Sultan Idris.	ahawa penama di bawah adalah seorang pegawai kerajaan di Universiti Pendidikan
Nama Pegawai	Shuhir Karmawi Bin Abd Aziz
No. K/P	700525085965
Jawatan	Pen Pendaftar
Gaji Pokok	2286.54
Gred Gaji	N41
Kelayakan Kelas Wad	
Butir-butir Pegawai / I	steri / Suami / Ibu / Bapa / Anak yang memerlukan rawatan berkenaan.
Staff/Family Name	
Perhubungan Keluarga	
	Apply
E !	24 Gunut David and Dividen David and David and Let

- 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.

👾 Medical				
				Apply Status
		Please select Medical Ty	pe : Claim	*
Form Typ	e Select Type	~		
	Select Type			
	Medical Claim	for NonPanel Clinic		
	Dental Claim			

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

 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.

🕂 Medical	
	(Apply) Status
	Please select Medical Type : Claim 💌
Form	Type Medical Claim for NonPanel Clinic 💌
	Non Panel Clinic Claim Form
Staff/Family Name	Shuhir Karmawi Bin Abd Aziz 💌
Receipt No	
Receipt Date	
Treatment	
Clinic Name	
Clinic Address	
Reason for Treatment in Non-Panel Clinic	
Amount (RM)	
MC	⊙ Yes ◯ No
	Apply

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.

🗿 Calendar - Microsoft In 🔲 🗆 🗙 March 2005						
<u>[<</u>	<]	$[\leq]$	[2	<u>>]</u>	[>	≥]
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2

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**.

🔲 Medical	
	(Apply) (Status
	Please select Medical Type : Claim 💌
Forn	Type Dental Claim
	Dental Claim Form
Staff/Family Name	Shuhir Karmawi Bin Abd Aziz 🛩
Receipt No	
Receipt Date	
Treatment	
Clinic Name	
Clinic Address	
Reason for Treatment	
Amount (RM)	
MC	 O Yes ○ No
	Аррђу

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.
| 🗿 Calendar - Microsoft In 🔳 🗖 🗙 | | | | | | | | | | | | |
|---------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|--|--|
| Marc | h 200 |)5
[/] | <u>۲</u> | 1 | [> | <u>\1</u> | | | | | | |
| | | | | | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | |
| | | 1 | 2 | 3 | <u>4</u> | <u>5</u> | | | | | | |
| <u>6</u> | 7 | <u>8</u> | <u>9</u> | <u>10</u> | <u>11</u> | <u>12</u> | | | | | | |
| <u>13</u> | <u>14</u> | <u>15</u> | <u>16</u> | <u>17</u> | <u>18</u> | <u>19</u> | | | | | | |
| <u>20</u> | <u>21</u> | 22 | <u>23</u> | <u>24</u> | <u>25</u> | <u>26</u> | | | | | | |
| <u>27</u> | <u>28</u> | <u>29</u> | <u>30</u> | <u>31</u> | 1 | 2 | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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: 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 1.45**.



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.

http://10.10.1.	.26:7781 - IMS -	Integrated Management System - Microsoft Internet Explorer	
ction Edit Query	Block Record B	ield Help Window	
la 🖉 🖉	6 🗊 🎁 👘	13 13 < ↓ ▶ ▶	
anuar - Amfoo:	2 - Staff Medical No	n Panel	
Non-Panel 4	and Dental Medical	Claim	
Reference Id	C05-0000106		
Type of Claim	Non-Panel Medical C		
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	
Treatment	Rawatan luar		
Clinic Name	Poliklinik Damai		
Clinic Address	No 81 blok A, jalan ti	un 1	
Reason	Sakit telinga		
I			

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.

] http://10.10	0.1.26:7	7781 - IMS - Integrated Managemen	t System - Micros	oft Interne	t Explor	e1					
ction Edit Qu	ery <u>B</u> lo	ck Record Eield Help Window									
	XI) 🖒 🔓 📸 🕷 🔺 🕨		?							
ANUAR - AMF	-007 - St	aff NonPanel Medical Claim Recommer	ndation								
- Non-Panel I	Medical (Claim									
Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Patient	9	Select	Reject Reason	/Remarks	
C05-0000094	K00037	Shuhir Karmawi Bin Abd Aziz	JHK125463	01-03-2005		Sendiri	Detl	F [i.		-
C05-0000069	K00213	Razali Bin Ahmad	abc123	16-02-2005	35.00	Sendiri	Detl	F [
C05-0000107	K00401	Zulkifley Bin Mohamed	54532	13-03-2005		Sendiri	Detl	Γ [
C05-0000047	K00536	Muhammad Yusmin Bin Yusoff	SM8569754	14-02-2005	30.00	Sendiri	Detl	Γ [
C05-0000075	K00811	Nazatul Azuwam Bin Mohd Nazari	ASD	12-02-2005	35.00	Sendiri	Detl	Γ [
C05-0000091	K00825	Firdaus Bt Ahamad Rapani	12345	11-02-2005		Sendiri	Deti				
C05-0000068	K00956	Suhaimi Bin Sharif	12313	08-02-2005	35.00	Sendiri	Detl	Г [
C05-0000105							Detl	F [
							Detl				
							Detl				
							Detl				
							Deti				
							Detl				
							Deti				
							Deti				-
				Check A	.11	Uncheck .	All	Reco	mmend	Reject	
			1				-				

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
- 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.

IMS - Integrated Mana	i <mark>gement System - M</mark> Becord Field Help W	icrosoft Internet Explore	r		
			266 ?		
CANUAR - AMF009 - Staff M	ledical Claim Query				
Medical Claim —					
Reference ID	C05-0000094		Type of Claim Non Panel I	Medical Claim 📃 👤	
Staff Id	K00037	Shuhir Karmawi Bin Abd Aziz			
Patient	Shuhir Karmawi Bin Ab	d Aziz (Sendiri)			
Treatment	Scan				
Clinic	Hopital Aman				
Address	Kelana Jaya				
Reason if NonPanel	Family Clinic				
Receipt No	J777486		Claim Amoun	t 35.00	
Receipt Date	01-03-2005		Recommend Amoun	35.00	
Status	ENTRY		Approved Amoun	35.00	
Panel Claim Batch Id			Voucher No		
Notes					
Enter By	K00037 Shuhir Ka	rmawi Bin Abd Aziz	Dat	e 04-03-2005	
Last Update By	K00517 Nurul Anu	ıar Bin Jamasan @ Kasban	Dat	e 30-MAR-2005	
Recommended By			Dat	e	
Approved By			Dat	e	

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.
- 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 (Non Panel) Approval

This application allow user to approve for approve recommended non panel clinic application.

The function describe as below.

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	Non-Panel	Medical (Claim									
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	neterence la	KOODEE	Name Subsimi Pin Chovif	Receipt No	Receipt Date	Amount 25.00	Patient	ارب م		Reject Reas	on / Remarks	•
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Figure 1.49 – Medical Claim (Non Panel) Approval Interface

Opening Medical Claim (Non Panel) Approval

- 1. Click Medical on the Menu Bar
- 2. Click on Medical Claim (Non Panel) Approval

Viewing Medical Claim (Non Panel) Approval

- 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 11.48**.

Approve Medical Claim (Non Panel) Recommendation

- 1. Select one record displayed under the **Non-Panel Medical Claim** frame to approve record.
- 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 Medical Claim (Non Panel) Recommendation

- 1. Select one record displayed under the **Non-Panel Medical Claim** frame to reject record.
- 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.

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C	ANUAR - AMI	F017 - St	aff Dental Claim Recommendation	11111	1.							
	– Dental Clair	m —										
	Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Approved & Recommond Claim		Select	Reject R	eason	
	C05-0000095	K00037	Shuhir Karmawi Bin Abd Aziz	FD0123456	01-03-2005	35.00	0.00	Deti				
	C05-0000048	K00536	Muhammad Yusmin Bin Yusoff	FG021554	11-02-2005	35.00	0.00	Detl				
	C05-0000076	K00811	Nazatul Azuwam Bin Mohd Nazari	ASD	12-02-2005	45.00	0.00	Deti				
	C05-0000093	K00825	Firdaus Bt Ahamad Rapani	00002	18-02-2005	80.00	0.00	Detl				
	C05-0000092	K00825	Firdaus Bt Ahamad Rapani	00001	22-02-2005	46.00	0.00	Detl				
	C05-0000032	K00956	Suhaimi Bin Sharif	123	12-02-2005	100.00	100.00	Detl				
		<u> </u>						Detl				
		I						Deti	i- F			
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					Check A	11	Uncheck Al	I	Reco	ommend	Reject	

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.
- 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.

Medical Claim (Dental) Approval

This application allow user to approve for approve recommended non dental application. The function describe as below.

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Ac	tion Edit Qu	ierv Blo	ck Record Field Help Window			-						
6	> 👌 🚯		``_ ````		?							
	ANUAR - AM	F013 - St	aff Dental Claim Approval	The PA PA								
	— Dental Clai	m —										
	Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Annroved Claim	D	ecisior	Reject Reason		
	C05-0000074	K00213	Razali Bin Ahmad	cde123	15-02-2005	60.00	0.00	Detl		,		
	C05-0000078	K00536	Muhammad Yusmin Bin Yusoff	2222	12-12-2004	50.00	0.00	Detl				j
	C05-0000085	K00856	Wan Norasparizan Bt Wan Nordin	12121	01-01-2005	23.00	24.00	Detl] 피			
	C05-0000073	K00956	Suhaimi Bin Sharif	1111	23-02-2005	100.00	0.00	Detl				
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Figure 1.51 – Medical Claim (Dental) Approval Interface

Opening Medical Claim (Dental) Approval

- 1. Click Medical on the Menu Bar
- 2. Click on Medical Claim (Dental) Approval

Viewing Medical Claim (Dental) Approval

- 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.
- 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.

New Panel Clinic/Renew Book Approval

This application allow user to approve for approve new panel clinic and renew book application. The function describe as below.

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ų,	ANUAR	- AMF011 - Approval for Panel	Clinic \ Ren	ew Book Api	plication						- 6
ſ	Appro	oval for Panel Clinic /Renew Bo	ok Applicati Application	on							
	Staff Id	Name	Date	Apply Type	Panel Clinic 1	Panel Clinic 2	Reason	Sele	ct?Start Date		
	K00820	Rahayu Bt Mangsor	16-02-2005	NEW	K_AMAN	K_MAZLAN			16-02-2005	Reject	
	K00675	Puteri Khairul Syafida Bt Megat Kl	16-02-2005	RENEW BOC			perlu penambahan		16-02-2005	Reject	
	K00956	Suhaimi Bin Sharif	16-02-2005	NEVV	K_WCHAN	K_LAM			16-02-2005	Reject	
	K00037	Shuhir Karmawi Bin Abd Aziz	03-03-2005	NEVV	K_CHAN	SYIFA			03-03-2005	Reject	
	K00037	Shuhir Karmawi Bin Abd Aziz	04-03-2005	RENEW BOC			Tukar gambar baru.		04-03-2005	Reject	
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										Reject	•
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Figure 1.52 – New Panel Clinic/Renew Book Approval Interface

Opening New Panel Clinic/Renew Book Approval Form

- 1. Click Medical on the Menu Bar
- 2. Click on New Panel Clinic/Renew Book Approval

Viewing New Panel Clinic/Renew Book Approval

- 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

Approve New Panel Clinic/Renew Book

- 1. Select one record displayed under the **Dental Claim** frame to approve record.
- 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 New Panel Clinic/Renew Book Approval

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.

Change Panel Recommendation

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

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123	ANOAR	- AMPOTS - Recommendation for	ronang	e of Faller (
	Recon	nmendation for Change of Panel	Clinic								
		Maura		Application	Devial Official 4	Devel Clinic D	Desser	Salact	201-14-0-1-		
	Staff Id	Name Outraini Die Obseif		Date	Panel Clinic 1	Pariel Clinic 2	Reason		Start Date		
	K00956	Sunami Bin Sharit	Panel	16-02-2005		KLINIK K. W. CHAN	kurang memuaskan		16-02-2005	Reject	-
	KUU0350	Findeus Bt Abamad Renani	Panel	22-02-2005	REINIK CHAN		saje je		22-02-2005	Reject	
	K00825	Shuhir Karmawi Bin Ahd Aziz	Panel	04-03-2005	KUNIK AMAN	ABATA VISION SDN BHD	Dekat dengan rumah haru		04-03-2005	Reject	
	K00037	Shanii Hamam Bir Aba Aziz	Panel	04-03-2003			Deitat derigari raman bara		04-03-2003	Reject	
			Panel							Reject	
			Panel							Reject	
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						(Check All Uncheck All	Recom	mend		

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**.

🙀 Current Panel	_ 🗆 X
Staff's Current Panel Clinic	
Panel Clinic	
ABATA VISION SDN. BHD	
KLINIK CHAN	
Close	

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.

Change Panel Approval

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

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ction Edit	Query Block Record Field	Help	Window							
3		\$?					
ANILIAR -	AMED20 - Approval for Change	of Pan	al Clinic							
	Annozo Approvanior origingo	orr an								
Аррго	val for Change of Panel Clinic									
Staff Id	Name		Application Date	Panel Clinic 1	Panel Clinic 2	Reason	Select	? Start Date		
K00213	Razali Bin Ahmad	Panel	16-02-2005	KLINIK AMAN	POLIKLINIK BAKTI	Dr. kurang menarik	1	16-02-2005	Reject	
		Panel							Reject	Г
		Panel					Г		Reject	1
		Panel							Reject	
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					1	Check All Uncheck All	Appro	ove		

Figure 1.55 – Change Panel Approval screen

Opening Change Panel Approval

- 1. Click Medical on the Menu Bar
- 2. Click on Change Panel Approval

Viewing Change Panel Approval

- 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**.

Approve Change Panel Clinic

1. Select one record displayed under the **Approval 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 **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.

n Edit Query	Block Record	Eield Help Window			
NUAR - AMFOO4	1 - Staff Guarante	e Letter			
- Application	for Guarantee Le	atter			
Application		autor			
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 76091608504	3	

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:
 - 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.

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🙀 ANUAR - AMF014 - Staff Guarantee Letter Approval									
Guarantee Letter Approval	Salary								
Reference Code Staff Id	Grade	Patient	Ho	spital	Eligible Ward		Pro	cess	? Notes
GL05-0000064 K00065	N17		hospital besot		Sebilik Seorang		Detl		
GL05-0000068 K00820	F41	Anak Kan	никм		Kelas 1 Bilik Berdua		Detl		
GL05-0000101 K00037	N41	Sendiri	Hospital Aman				Detl	\Box	
GL04-0000002 K00081	DS45	Sendiri	никм		Kelas 1 Bilik Seorang		Detl	$ \Box $	
GL04-0000003 K00820	F41	Suami			Sebilik Empat Orang		Detl	$ \Box $	
GL05-0000021 K00536	N41	Sendiri	HUKM		Kelas 2		Detl	□ [
GL05-0000063 K00536	N41	Sendiri	Klinik Sulaiman				Detl	□[
GL05-0000081 K00825	F29	Sendiri	BAKTI				Deti		
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<u> </u>									
			Check All	UnCheck All	Reject		Appro	ve	
		-							_

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 **Detll** 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.

- 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**.

🕂 Medical		
	Apply Sta	atus
	Please select Medical Type : Sara Ubat	۷
Form Type	Select Type	
	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)

 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.

Please select Medical Type : Sara Ubat Please select Medical Type : Sara Ubat Porm Type Borang Perakuan dan Pengesahan oleh Pegawai Perubatan Kerajaan PANDUAN AM BORANG SARAUBAT JPA (PPK) KEGUNAAN BORANG Borang ini adalah untuk kegunaan Pegawai Perubatan hospital/klinik Kerajaan (termasuk hospital-hospital universit) bagi tujuan memperaku dan mengesahkan keperluan ubat, alat ortopedik dan anggota palsu, perkhidmatan perubatan (MRI/CT Scan) dan rawatan penyakit buah pinggang (Homodialisi/CAPD) yang tidak dapta dibekal atau disediakan oleh klinik/hospital Kerajaan termasuk hospital-hospital universiti. PEMOHON YANG LAYAK 2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen, 2.2 Keluarga Anggota/Pesara- i) Suami/Isteri i) Anak-anak- a) di bawah 18 tahun jika ditanggung sepenuhnya; b) di bawah 21 tahun jika maish 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 diselia atau dibekal oleh hospital/klinik Karajaan; dan 3.4 Ubat yang dipertimbangkan adalah ubat yang terdapat dalam senarai ubat-ubatan Kementerian Kesihatan Malaysia (KKM) dan hospital universiti berkenaan. Ubat yang tigedadalam senarai berkenaan hanya dipertimbangkan adalah ubat yang terdapat dalam senarai ubat-ubatan Kementerian Kesihatan Malaysia (KKM) dan hospital universiti berkenaan. Ubat yang diperolehi di klinik/hospital di bawah KKM) ata Pengarah hospital universiti berkenaan. Ubat yang diperolehi di klinik/hospital di bawah KKM) dan hospital universiti berkenaan. Ubat yang diperolehi di klinik/hospital di bawah KKM) dan Pengarah hospital universiti berkenaan. Ubat yang diperolehi di klinik/hospi		Medical	
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 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 Perkehidmatan Awam (Babanian Pencen). 	з.	PRINSI	P PERTIMBANGAN PERBELANJAAN
 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 Awam Persekutuan dilulus dan dibayar oleh Jabatan masing-masing dan bagi pesara Perkhidmatan Awam Persekutuan yang menerima pencen, kelulusan dan bayaran dibatan Perken pencen). 		3.1 Pem	ohon mendapat rawatan di 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 Perkeliling 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 Perkelutan Perkelutan Pencen). 		3.2 Kem	udahan yang diperlukan tidak dapat dibekal atau disediakan oleh hospital/klinik Kerajaan; 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 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 (Babanjan Pencen). 		3.3 Pega tidal	awai Perubatan Kerajaan memperakukan keperluan dan mengesahkan kemudahan perubatan : dapat disedia atau dibekal oleh hospital/klinik atas sebab-sebab tertentu; 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 (Babanian Pencen). 		3.4 Ubat Kesi berk Bah≀ KKM hosp	: yang dipertimbangkan adalah ubat yang terdapat dalam senarai ubat-ubatan Kementerian hatan Malaysia (KKM) dan hospital universiti berkenaan. Ubat yang tiada dalam senarai enaan hanya dipertimbangkan setelah mendapat kelulusan penggunaan ubat daripada agian Perkembangan Perubatan, KKM (bagi rawatan yang diperolehi di klinik/hospital di bawah) atau Pengarah hospital universiti berkenaan (bagi rawatan yang diperolehi di hospital- ital universiti); dan
 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 (Babagian Pencen). 		3.5 Pern	nohonan diluluskan oleh Ketua Jabatan
 KELULUSAN DAN BAYARAN 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 (Babagian Pencen). 		3.6 Perti dala	mbangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan m Pekeliling Perkhidmatan Bilangan 4 Tahun 2001
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 (Babanian Pencen).	4.	KELULU	SAN DAN BAYARAN
		4.1 Pern mas baya	nohonan anggota Perkhidmatan Awam Persekutuan dilulus dan dibayar oleh Jabatan masing- ing dan bagi pesara Perkhidmatan Awam Persekutuan yang menerima pencen, kelulusan dan aran dibuat oleh Jabatan Perkhidmatan Awam (Bahagian Pencen).
Continue			Continue

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

 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 Medi	cal Type : Sara	Ubat 💌		
F	orm Type	Borang Perak	uan dan Pengesa	ahan oleh Pegawai Perub	atan Kerajaan	*		
	BORA	ANG PERAKUAN	DAN PENGESAH	AN OLEH PEGAWAI PER	UBATAN KERAJ	AAN*		
1.	Nama Pes	akit		~				
2.	No. Kad Pe	engenalan						
з.	Ubat/Alat/ dapat dibe	Perkhidmatan/R kalkan/disediak	awatan di butiran « an oleh hospital at	4 dan/atau 5 di bawah, dip as sebab berikut:-	perlukan oleh pes	akit tetapi tidak		
		Keha	bisan stok 🔘		Kemuda	ahan rosak 🔘		
	Ke	emudahan tiada	di hospital 🔘	Lain-lain (nyatak)	an sebab di ruang	g di bawah) 🔘		
	Sebab							
4.	Nama Uba	t yang diperaku	kan					
						Add Delete		
	Bil.		Nama Ubat	:	Nyatakan sa ada/tiada da KKM/hospita	imaada ubat alam senarai al universiti		
	1			S	Ada 🔾	Tiada 🔘		
5.	Nama Alat	/ Perkhidmatan	/ Rawatan			1		
	Add Delete							
	Bil.	Jenis	N	ama Alat / Perkhidmat	an / Rawatan			
	1	*						
				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 suuplied.
 - iv. Nama Ubat yang diperakukan: Type in medicine name. Thick 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**.

- 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)

 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.

÷	Med	lical						
			Apply Status					
			Please select Medical Type : Sara Ubat 💌					
F	orm	Туре	Borang Permohonan Perbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta 💌					
-			PANDIIAN AM					
			BURANG SARAUBAT JPA (RUS)					
1.	KEG	UNAAN	BORANG					
	Bora raw kece	ang ini a atan kec emasan	idalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubatan cemasan yang diperolehi di hospital/klinik swasta berhampiran dengan tempat kejadian					
2.	PEM	10H0N	YANG LAYAK					
	2.1	Anggota	a/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,					
	2.2	Keluarg	ja Anggota/Pesara-					
		i) Suami/Isteri i) Anak-anak-					
		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 bap berkhid	a yang sah kepada anggota yang memilih Sistem Saraan Baru (SSB) dan masih mat.					
з.	SYA	RAT PE	RMOHONAN					
	3.1	Mendap tiada ho	at rawatan di hospital/klinik swasta berdekatan dengan tempat kejadian kecemasan kerana ospital/klinik Kerajaan yang berhampiran; dan					
	3.2	Memerl dan	ukan rawatan serta merta yang tidak boleh dilengahkan bagi menyelamat nyawa pesakit;					
	3.3	Pesakit	dalam keadaan kritikal/tenat semasa dibawa ke hospital/klinik swasta; dan					
	3.4	Status I	kecemasan disahkan oleh Pakar Perubatan hospital swasta yang merawat; dan					
	3.5	Permoh	ionan diluluskan oleh Ketua Jabatan					
	3.6	Pertimb dalam R	aangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan Pekeliling Perkhidmatan Bilangan 4 Tahun 2001					
	3.6	Pertiml dalam	bangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan yang ditetapkan Pekeliling Perkhidmatan Bilangan 4 Tahun 2001					
4.	CA	RA MEM	IOHON					
	4.1	Permol SARAU kepada	honan anggota Perkhidmatan Awam Persekutuan hendaklah menggunakan borang IBAT JPA (RCS) dan dikemukakan berserta dengan dokumen sokongan yang lengkap a Ketua Jabatan masing-masing.					
	4.2	Permol mengg sokong	honan pesara Perkhidmatan Awam Persekutuan yang menerima pencen hendaklah unakan borang SARAUBAT JPA (RCS) dan dikemukakan berserta dengan dokumen jan yang lengkap ke Jabatan Awam (Bahagian Pencen)					
			Continue					

Figure 1.62 – Panduan Am Borang SARAUBAT JPA (RCS)

 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.

	1edical		
			Apply Status
			Please select Medical Type : Sara Ubat 🚩
Fo	rm Type	Borang Permohonan Pe	rbelanjaan Rawatan Kecemasan di Hospital/Klinik Swasta 💌
BO	RANG PER	MOHONAN PERBELANJA	AN RAWATAN KECEMASAN DI HOSPITAL/KLINIK SWASTA*
1.	Butir Dir	i Anggota / Pesara / Pe	esakit
	Nama Per	iuh Anggota/Pesara	Shuhir Karmawi Bin Abd Aziz
	No. Kad P	engenalan	Baru 700525085965 Lama A1562374
	Nama Per Anggota /	uh Pesakit (Jika bukan 'Pesara)	
	No. Kad P	engenalan Pesakit	
	Hubungan	Pesakit Dengan Anggota ,	/ Pesara
	Suami 🔘) Isteri 🔘 Anak 🔘 Ibi	J 🔿 Bapa 🔿
2.	Kelayaka	an Wad di Hospital Kera	jaan
		~	

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	
	Alamat Hospital/Klinik Swasta	
	Jenis Rawatan/Kecederaan	
	Kos Yang Dituntut (Sila hantarkan b	il terperinci/resit)
	Rawatan	RM
	Wad	RM
	Lain-lain	RM
	Jumlah dituntut	RM
	Kelas wad semasa rawatan	
	Tarikh dan Masa Dimasukkan ke Hospital	Masa Ex: 09:30 AM
	Tarikh dan Masa Pembedahan/Rawatan Kecemasan	Masa Ex: 09:30 AM
	Tempoh Rawatan Pemulihan (Selepas ICU/Wad Biasa)	Dari Hingga
	Tarikh dan Masa Keluar Hospital	Masa 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 Kecederaan: 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.

🗿 Calendar - Microsoft In 💶 🛛 🔀						
March 2005						≥]
Su	n Mon	Tue	Wed	Thu	Fri	Sat
		1	2	<u>3</u>	4	<u>5</u>
<u>6</u>	7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	1	2

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	Masa Ex: 09:30 AM				
	Alamat Semasa Berlaku Kecemasan					
	Jarak Dengan Hospital Kerajaan Yang Terdekat	Kilometer				
	Jarak Dengan Hospital Swasta Yang Diperolehi Rawatan	Kilometer				
	Orang Yang Membawa Pesakit Ke Hospital dan Hubungan dengan Pesakit					
	Nama					
	Hubungan dengan Pesakit					
	Keadaan Pesakit semasa dibawa ke	Hospital (pengsan dsb)				
	Keadaan persekitaran semasa kejadian (trafik dsb)					

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

- 5. Fill in the information needed for the emergency case information:
 - 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 Permohon	an						
	Sebab Kenapa Tidak Di	bawa Pesakit	Terus Ke Hospital Kerajaan Yang Terdekat					
	Alasan Kenapa Anggota/Pesara Tidak Sepatutnya Menanggung Sendiri Perbelanjaan di Klinik/Hospita Swasta selaras dengan Perintah Am 4, Bab F							
6.	Kronologi Kes (Uruta Hospital Swasta	n Peristiwa	Berlaku Kecemasan Sehingga Pesakit	Keluar Daripada				
			Add					
	Bil. Tarikh/Masa	Tempat	Peristiwa	Delete?				
7.	Pengesahan Anggota	/Pesara						
	Saya mengesahkan bah	nawa butir pel	rmohonan di atas adalah benar. Saya mem	ohon perbelanjaan				
	perubatan sebanyak RM	1	untuk rawatan di atas.					
8.	Guarantee Letter Reference No.							
			Apply					

- 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.

🕙 IMS - Medica	I Claim - Microsoft Internet Explorer	
		~
	Kronologi	
Tarikh		
Masa	Ex: 09:30 AM	
Tempat		
Peristiwa		
	Submit Close	
		>

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									
	Add									
	Bil.	Tarikh/Masa	Tempat	Peristiwa	Delete?					
	1	02/03/2005- 09:00 AM	UPSI	Jatuh pengsan						
	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 saraubat 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)

 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.

Apply (S 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 perubata rawatan khas yang tidak diperolehi di klinik/hospital Kerajaan termasuk hospital-hospital swasta da 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 i) 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					
Please select Medical Type : Sara Ubat Form Type Borang Permohonan Perbelanjaan Rawatan Di Luar Negeri PANDUAN AM BORANG SARAUBAT JPA (RLN) I. KEGUNAAN BORANG Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubata rawatan khas yang tidak diperolehi di klinik/hospital Kerajaan termasuk hospital-hospital swasta da 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 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 3.1 Mendapat rawatan di hospital/klinik Kerajaan; dan					
Form Type Borang Permohonan Perbelanjaan Rawatan Di Luar Negeri PANDUAN AM BORANG SARAUBAT JPA (RLN) I. KEGUNAAN BORANG Borang ini adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbelanjaan perubata rawatan khas yang tidak diperolehi di klinik/hospital Kerajaan termasuk hospital-hospital swasta da negeri seperti yang diperuntukkan dalam Perintah Am 7 Bab F. 2. PEHOHON YANG LAYAK 2.1 Anggota/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen, 2.2 2.2 Keluarga Anggota/Pesara- i) Suami/Isteri ii) Anak-anak- a) di bawah 18 tahun jika ditanggung sepenuhnya; b) di bawah 18 tahun jika masih belajar; c) tiada had umur bagi anak yang daif 3. SYARAT PERMOHONAN 3.1 Mendapat rawatan di hospital/klinik Kerajaan; dan					
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3.2 Pesakit diperiksa dan disahkan oleh sebuah Lembaga Perubatan memerlukan rawatan khas ya tidak diperolehi dalam negeri; dan					
3.3 Ketua Pengarah Kesihatan memperakukan bahawa rawatan sedemikian tidak terdapat di hospi 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) beserta dengan dokumen sokongan yang lengkap ke Jabatan Perkhidmatan Awam (Bahagian Saraan).					
Continue					

Figure 1.68 – Panduan Am Borang SARAUBAT JPA (RLN)

 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.

Please select Medical Type : Sara Ubet Please select Medical Type : Sara Ubet BORANG PERMOHONAN PERBELANJAAN RAWATAN DI LUAR NEGERI* BURANG PERMOHONAN PERBELANJAAN RAWATAN DI LUAR NEGERI* BUT Diri Anggota / Pesara / Pesakit Nama Penuh Anggota / Pesara / Pesakit Nama Penuh Anggota / Pesara / Pesakit No. Kad Pengenalan Baru 700525085965 Lama Liscord No. Kad Pengenalan Pesakit Hubungan Pesakit Dengan Anggota / Pesara Suami Isteri Anak C Butir Perbelanjaan Rawatan di Luar Negeri Jenis Rawatan (Ika pukan Anggota / Pesara Suami Isteri Anak C Butir Perbelanjaan Rawatan di Luar Negeri Jenis Rawatan (Ikamat Hospital) Tempat Rawatan (Alamat Hospital) Kos lain (nyatakan jenis kos, jika ada) Kos lain (nyatakan jenis kos, jika ada) Kos Makan Sehari Seorang Kos Penginagan Pesakit Tambang Kagal Terbang Pergi dan Balik Kos Makan Sehari Seorang Saya mengesahkan bahawa butir permohonan di atas adalah bener. Saya mermohon perbelanjaan Appt		Medical			
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Аррју	4.	Guarantee Let	ter Reference No.		
	Арріу				

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 (nytakan 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)

 Select Borang Permohonan Perbelanjaan Ubat, Alat, Perkhidamatan 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.

	Med	dical		
				Apply Status
			Please select Medical Type :	Sara Ubat 🛛 🔽
	Form	n Type	Borang Permohonan Perbelanjaan Ubat,Alat,Perkhidmatan dan Ra	watan 💌
			PANDUAN AM	
			BORANG SARAUBAT JPA (AM)	
1.	KEG	GUNAAN	N BORANG	
	Bor {ub bua Kelu tern	ang ini a at, alat o h pingga uarga Ne nasuk ho	adalah untuk kegunaan Anggota/Pesara bagi tujuan permohonan perbe ortopedik dan anggota palsu, perkhidmatan perubatan (MRI/CT Scan), ang (Hemodialisis/CAPD) dan rawatan kemandulan di Lembaga Pendud agara (LPPKN)} yang tidak dapat dibekal atau disediakan oleh klinik/ho ospital-hospital universiti	lanjaan perubatan rawatan penyakit uk dan Pembangunan spital Kerajaan
2.	PEN	MOHON Y	YANG LAYAK	
	2.1	Anggota	a/Pesara Perkhidmatan Awam Persekutuan yang menerima pencen,	
	2.2	Keluarg	ga Anggota/Pesara-	
		i	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	
з.	SYA	ARAT PE	RMOHONAN	
	3.1	Mendap	pat rawatan di hospital/klinik Kerajaan; dan	
	3.2	Kemuda	ahan yang diperlukan tidak dapat dibekal atau disediakan oleh hospital	/klinik Kerajaan; dan
	3.3	Pegawa kemuda	ai perubatan Kerajaan memperakukan keperluan kemudahan dan men ahan tidak dapat disedia atau dibekal oleh hospital/klinik atas sebab-se	gesahkan bab tertentu; atau
	3.4	Bagi pe keperlu	erbelanjaan rawatan kemandulan di LPPKN, Pakar Perubatan LPPKN me Jan kemudahan dan mengesahkan rawatan 'primary infertility'	mperakukan
	3.5	Permoh	nonan diluluskan oleh Ketua Jabatan	
	3.6	Pertimb dalam P	pangan perbelanjaan perubatan ini adalah tertakluk kepada peraturan y Pekeliling Perkhidmatan Bilangan 4 Tahun 2001	ang ditetapkan (
4.	CAR	RA MEMO	OHON:	
	4.1	Permoh SARAUE Ketua Ja	nonan anggota Perkhidmatan Awam Persekutuan hendaklah mengguna BAT JPA (AM) dan dikemukakan beserta dengan dokumen sokongan ya abatan masing-masing.	kan borang ang lengkap kepada
	4.2	Permoh menggu yang lei	nonan pesara Perkhidmatan Awam Persekutuan yang menerima pencer unakan borang SARAUBAT JPA (AM) dan dikemukakan beserta dengan Ingkap ke Jabatan Perkhidmatan Awam (Bahagian Pencen).	n hendaklah dokumen sokongan
			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, Perkhidamatan dan Rawatan

	Medical	
		(Apply) (State
		Please select Medical Type : Sara Ubat
Fo	orm Type Borang Permohonan Pe	rbelanjaan Ubat,Alat,Perkhidmatan dan Rawatan 🛛 🛛 💌
	BORANG PERMOHONAN PERBELA	ANJAAN UBAT, ALAT, PERKHIDMATAN DAN RAWATAN*
1.	Butir Diri Anggota / Pesara / Pe	esakit
	Nama Penun 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 🔿 Ib	u 🔿 Bapa 🔿
2.	Butir Rawatan dan Keperluan Pe	erbelanjaan
	Nama hospital / klinik Kerajaan tempat mendapat rawatan	
	Tarikh Mendapat Rawatan	
	В	UTIRAN PERBELANJAAN
	Jenis Perbelanjaan	💌
	Diskripsi	
	No. Resit / Inbois / Sebutharga	
	Amaun	RM
		Add
	Butir Perbelanjaan Perubatan	
	Bil. Nama Ubat / Alat / Perkhi Rawatan	idmatan / No. Resit / Inbois / (RM) Delete?
з.	Pengesahan Anggota/Pesara	
	Saya mengesahkan bahawa butir pe	ermohonan di atas adalah benar. Saya memohon perbelanjaan
	perubatan sebanyak RM	untuk rawatan di atas.
4.	Guarantee Letter Reference No.	
		Арріу

- 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 Penbelanjaan 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	*			
Diskri	psi Ubat	Buscopan				
No. Resit / Inbois / Sebutharga		ART452154				
Amaun		RM 25.00				
		Add				
Butir	Perbelanjaan Perubatan					
Bil.	Nama Ubat / Alat / Perkhi Rawatan	dmatan /	No. Resit / Inbois / Sebutharga	(RM)	Delete?	
1	Buscopan		ART452154	25.00		
			Jumlah	25.00		
					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)

 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.



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

 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.

	tedical		
	ieurcar		(Apply) Status
			Correlliet
			Please select Medical Type : Sara Obal
Fo	rm Type	Borang Permohonan Pe	rbelanjaan Rawatan Kepakaran di Hospital Swasta. 💌
	BORANG	PERMOHONAN PERBELA	ANJAAN RAWATAN KEPAKARAN DI HOSPITAL SWASTA
1.	Butir Diri	Anggota / Pesara / Pe	sakit
	Nama Penu	ih Anggota/Pesara	Shuhir Karmawi Bin Abd Aziz
	No. Kad Pengenalan		Baru 700525085965
			Lama A1562374
	Nama Penu Anggota / R	ih Pesakit (Jika bukan Pesara)	
	No. Kad Pe	ngenalan Pesakit	
	Hubungan I	Pesakit Dengan Anggota ,	/ Pesara
	Suami 🔘	Isteri 🔘 Anak 🔘 Ibu	J 🔿 Bapa 🔿
2	Dutin Daw		
2.	Jenis Raw	atan Gi Hospital Swas atan Yang Diperlukan	
	Kos Rawai	tan di Hospital	RM
	Tempat Ra	awatan (Nama)	
	Tempat Ra	awatan (Alamat Hospital)	
	Tarikh Rau	watan Dijangka	Dari Hingga
	Kelas Wac	l	
	Kadar Caj	Wad Sehari	RM
3.	Pengesal	han Anggota/Pesara	
	Saya men	gesahkan bahawa butir p	ermohonan di atas adalah benar. Saya memohon perbelanjaan
	perubatan	sebanyak RM	untuk rawatan di atas.
4.	Guarantee	ELETTER REFERENCE NO.	
			Apply

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

Fill in the information needed:

3.

- 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.

Medica	al									_		
										A	pply Sta	
						Mo	nth A	II [*	Year	2005	
		۲	tedical Cl	aim S	tatus							
#	Apply Date	Nai	me		Recei	ipt No	Amou (RM	int)	Stat	us	Notes	
1	16/02/2005	Nurul Anuar B Kasl	in Jamasaı ban	n @			35.00	D	REJE	ст	View Notes	
2	16/02/2005	Nurul Anuar B Kasl	in Jamasaı ban	n @	reci	123	23.00	D	ENTR	RY		
3	16/02/2005	Ahmad Zidar	ne bin Ram	ıli	as	;d	34.00)	ENTR	RΥ		
			Panel Cli	nic St	atus							
#	Apply Date	Status	Туре	•		Rea	ason			Ap Sta	Approve tart Date	
1	16/02/2005	APPROVE	CHG CLI	NIC	dekat	dengan Iama	rumah garang	dol	<tor< td=""><td colspan="2">16/02/2005</td></tor<>	16/02/2005		
2	16/02/2005	APPROVE	NEW							16/02/2005		
3	16/02/2005	APPROVE	RENEW B	оок	dal	dah habis muka surat				16/02/2005		
4	15/02/2005	APPROVE	CHG CLI	NIC		lebih dekat				15/02/2005		
5	15/02/2005	APPROVE	NEW							15/02/2005		
6	15/02/2005	APPROVE	RENEW B	оок		tambah anak				15/02/2005		
7	14/02/2005	APPROVE	NEW							14/	02/2005	
			Sara Uba	at Sta	itus							
#	Apply Date	Name	,	Ref	erence No.	e Co	ode	Ref	GL eren No.	ce	Statu	
1	15/02/2005	Ahmad Zidane	bin Ramli	SU05	-00000	23 SU	-RLN				REJEC	
2	15/02/2005	Abdul Ra	Abdul Razak S		-00000	021 SU-PPK					ENTR	
3	15/02/2005	Ahmad Zidane bin Ramli		SU05	-00000	025 SU-AM G		GL	-1234	1	REJEC	
			Guarante	ee Lei	tter							
#	Apply Date		Name			Refere	ence No).		Sta	tus	
	1.1.100.10005	O a las	_		01.05	0000077				OUE		

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**.

👾 Medical	
	(Apply) Status
	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
	Back

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.

 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.

 Medical						
		(Apply) Status				
		Application for Panel Clinic				
Staff Id	K00517					
Staff Name	Nurul An	Nurul Anuar Bin Jamasan @ Kasban				
Bahagian	Bahagian	Bahagian Sumber Manusia				
Unit						
Panel Clinic	#	Clinic Name				
	1	KLINIK AMAN				
	2	POLIKLINIK BAKTI				
		Back				

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**.

	Medio	al					
				Apply Status			
		BORANG PERAKUA	N DAN PENGESAHAN OLEH PEGA	WAI PERUBATAN KERAJAAN*			
				a			
1.	Nama	Pesakit	Abdul Razak				
2.	No. K	ad Pengenalan	56637744				
з.	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:-						
		Keha	abisan stok 🗹	Kemudahan rosak			
		Kemudahan tiada	di hospital 📃 🛛 Lain-lair	n (nyatakan sebab di ruang di bawah) 🗌			
	Sebal						
4.	Nama	Ubat yang diperaku	kan				
	Bil.		Nama Ubat	Nyatakan samaada ubat ada/tiada dalam senarai KKM/hospital universiti			
	1	paracetamol		Ada			
	2	penicilin		Ada			
5.	Nama	Alat / Perkhidmatan	ı / Rawatan				
	Bil.	Jenis	Nama Alat / Per	khidmatan / Rawatan			
	1	Perkhidmatan	dialisys				
			Back				

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.
- 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				
	(Apply) Status			
SURAT	PENGESAHAN DIRI DAN PENGAKUAN PEGAWAI			
PENGARAH / PENGUASA PE	RUBATAN / PEGAWAI PERUBATAN YANG PENJAGA HOSPITAL / KLINIK Hospital UKM			
Tuan,				
Dengan ini disahkan bahawa pe Sultan Idris.	nama di bawah adalah seorang pegawai kerajaan di Universiti Pendidikan			
Nama Pegawai	Nurul Anuar Bin Jamasan @ Kasban			
No. K/P	7707181054852			
Jawatan	Pen Pendaftar			
Gaji Pokok	1873.63			
Gred Gaji	N41			
Kelayakan Kelas Wad				
Butir-butir Pegawai / Isteri / Su	ami / Ibu / Bapa / Anak yang memerlukan rawatan berkenaan.			
Staff/Family Name	Salmiah Hassan			
Perhubungan Keluarga	Ibu			
	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:

٢	http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer							[
Act	ion Edit Que	erv Block Record	Field He	elp Window						
4	7 🍐 📭	* 🗇 🌔 🔁	6							
1	ANUAR - AMF	027 - Staff SARAUBA	T Approv	al						
	Application	for SARAUBAT								
					Patient			Amount		
	Reference Id	SARAUBAT Type	Staff Id	Name	Relationship	Treatment		ApprovedApp	ove?	
	SU05-0000084	SARAUBAT JPA(RCS)	K00037	Shuhir Karmawi Bin Abd Aziz	Sendiri	Pembedahan	Deti	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	i
	SU05-0000068	SARAUBAT JPA(RCS)	K00213	Razali Bin Ahmad	Sendiri	Sakit Belakang	Deti	10,500.00	Reject	
	SU05-0000063	SARAUBAT JPA(PPK)	K00213	Razali Bin Ahmad	Sendiri		Detl		Reject	i
	SU05-0000076	SARAUBAT JPA(PPK)	K00331	Megat Azrin Bin Ahmad	Sendiri		Deti		Reject	i
	SU05-0000074	SARAUBAT JPA(AM)	K00331	Megat Azrin Bin Ahmad	Anak Kandun		Detl	1.00	Reject	1
	SU05-0000071	SARAUBAT JPA(AM)	K00331	Megat Azrin Bin Ahmad	Anak Kandun		Deti	3,000.00	Reject	
						Check All U	Incheck Al	I Аррг	ove	

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 Eield Help Window							
A 2 IF X II I							
🕲 ANUAR - AMF026 - SARAUBAT RCS	RANUAR - AMF026 - SARAUBAT RCS						
Maklumat Staff/Pesakit Kejadian Kecemasan Kronologi Maklumat Permohonan							
Borang Permohonan Perbelaniaan 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 Kelas 1 Bilik Seorang							
Kerajaan							
Butir-butir Rawatan Kecemasan							
Nama Hospital/Klinik Swasta Subang Jaya Medical Center	Kos Yang Ditunt	ut					
Alamat Hospital/Klinik Swasta Subang Jaya	Rawatan	1,500.00					
	Wad	0.00					
Jenis Rawatan/Kecederaan Pembedahan	Lain-lain	0.00					
Kelas Wad semasa Rawatan Sebilik Seorang	Jumlah Dituntut	1,500.00					
Tarikh & Masa Dimasukkan 01-03-2005 12:00 PM Tarikh & Masa pembedahan/ 01-03-2005 02:00 PM							
Tarikh & Masa Keluar Hospital 02-03-2005 04:00 PM							
Tarikh Rawatan Pemulihan (Selepas ICI M/ad Biasa) Daripada 02-03-2005 12:00 AM Hingga 01-03-2005 12:00 AM							
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 KecemasanDi Hospital/Klinik Swasta* report.
- 7. Click on the next tab button for **Kejadian Kecemasan** and the screen should display as shown below:

🖹 IMS - Integrated Management Sy	IMS - Integrated Management System - Microsoft Internet Explorer					
Action Edit Query Block Becord Field	Help Window					
🖉 🌢 📭 🔀 🛈 Ď 🔁	10 10 ≤ ↓ ▶					
🙀 YUSMIN - AMF026 - SARAUBAT RCS 👘						
Maklumat Staff/Pesakit Kejadian Kecem	asan Kronologi Maklumat Permohonan					
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 Klimik / Hospital Swasta selaras dengan Perintah AM 4,Bab F.	Berlaku di waktu bekerja					
1						

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.

http://10.10.1.26:7781 - IMS - Integrated Management System - Microsoft Internet Explorer	
Action Edit Query Block Record Field Help Window	
Ranuar - AMF026 - SARAUBAT RCS	
Maklumat Staff/Pesakit Kejadian Kecemasan Kronologi Maklumat Permohonan	
— Kronologi Kee (Ilrutan Derietiwa Berlaku Keennaean Sehingga Deeakit Keluar Darinada Hoenital Swaeta).	
ki uluuuyi kes tulutan rensuwa benaku kecemasan semniyya resakit keluar banpada nuspitai swasta)	
Peristiwa	
Tempat	
Tarikh & Masa	
Tempat	
Tarikh & Masa	
Tempat	
Tarikh & Masa	
Tempat	
Tarikh & Masa	
Tempat	
Tarikh & Masa	
Tempa	
Tarikh & Masa	
Tempat	

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.

🗿 IMS - Integrated Management System -	Microsoft Internet Explorer			
Action Edit Query Block Record Field Help	₩indow			
🖉 🌢 🕸 🗶 🛈 Ď 🔁 🔁 🖻	∄ ◀ ◀ ▶ ▶ ♬ ॡ 16] ?			
in YUSMIN - AMF026 - SARAUBAT RCS				
Maklumat Staff/Pesakit Kejadian Kecemasan	Kronologi Maklumat Permohonan			
Maklumat Permohonan				
No Hujukan	SU05-0000029	Status Permohonan	APPROVE	
Jumlah yang diluluskan	1,500.00	No Rujukan GL		
Alasan jika tidak diluluskan				
Diisi Oleb	KODE2C Nutriened Structure Bin Struct		Tarikh 10.00.0005	
Dilamashinikan Olah	KUUSSE Muhammad Tusmin Bin Tusor		Tailer 16-02-2005	
Dikemaskinikan Olen				
Diluluskan Ülen	K00536 Muhammad Yusmin Bin Yusoff		Tarikh 21-02-2005	

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
- 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.

IMS - Integrated Management System - Microsoft Internet Explorer
Action Edit Query Block Record Field Help Window
1 YUSMIN - AMF008 - Staff Medical Book
Staff Clinic Family Claims Panel Clinic/Book History GL SARAUBAT
Staff Info
Staff ID K00549 Ismail Bin Man
Position PEG TADBIR N41
Staff Statue Aux
Job Status Lantikan Tetan
jeunikan rolap
Current Panel Clinic
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.

S - Integrated Mana	agement System - Microso	ft Internet Expl	orer							
n Edit Query Block	Becord Field Help Window			16	?					
USMIN - AMF008 - Staff	Medical Book									
ff Clinic Family	Claims Panel Clinic/Boo	k History GL	S.	ARAUE	BAT					
Staff K00549	Ismail Bin Man							-		
- Spouse	,									
	Name	IC	No		Marriage Date	Sta	atus	Divor	ce Date	
Aminah		700204056788	}		01-12-1995	MARRIED)			-
ani		678900			01-12-2004	MARRIED)			
										•
Children	Name	IC No / Birt	n Certific	ate	Date of Birth		Rela	tionship	Covered	1?
Razak		52463521			05-01-2005	Anak Kan	dung]		*
Serina		5874254								
										Ŧ
— Parents / Other [ependents									
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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.

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Type of Cla	im :	Year:						
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Claims -								
Reference Id	Type of Claim	Clinic	Receipt No	Receipt Date	e Patient	Ailment/Treatment	Amount Status	
C05-0000101	Panel Clinic	POLIKLINIK BAKTI	123546	03-03-2005	(Isteri) Aminah	Demam	15.00 ENTRY	Detl 🔺
C05-0000099	Panel Clinic	POLIKLINIK BAKTI	214554411	01-03-2005	(Isteri) Aminah	Demam	12.00 ENTRY	Detl
C05-0000098	Panel Clinic	POLIKLINIK BAKTI	ABV1254632	01-03-2005	(Sendiri) Ismail Bin Man	Sakit Kepala	15.00 REJECT	Detl
C05-0000044	NonPanel Clin	Mediviron Klinik	A5133421	08-02-2005	(Anak Kandung) Razak	Rawatan Demam	35.00 APPROVE	Detl
C05-0000046	NonPanel Clin	Klinik Fajar Bakti	A52241150	21-01-2005	(Anak Kandung) nadia	Medical Checkup	35.00 APPROVE	Detl
C05-0000042	Panel Clinic	KUMP. PERUBATAN POLYK	A5143104	05-01-2005	(Isteri) Aminah	Asma	30.00 APPROVE	Detl
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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 **Detl** 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**.

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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**.

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- Reason for Reject	tion	
	Close	

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.

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Staff K00549 Ismail Bir	n Man						
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Guarantee Letter							
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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**.

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SU05-0000059 SARAUBAT JPA(AM)	Aminah	Isteri	Tiedunent	100.00	ENTRY	01-03-2005	Detl	•	
SU05-0000057 SARAUBAT JPA(PPK)	Aminah	Isteri			ENTRY	01-03-2005	Detl		
SU05-0000046 SARAUBAT JPA(RPS)	ani	Isteri	Pembedahan	12,000.00	APPROVE	21-02-2005	Detl		
SU05-0000044 SARAUBAT JPA(RLN)	ani	Isteri	Pembedahan Lanjutan	6,000.00	ENTRY	21-02-2005	Detl		
SU05-0000042 SARAUBAT JPA(RCS)	ani	Isteri	Pembedahan	12,000.00	ENTRY	21-02-2005	Detl		
SU05-0000045 SARAUBAT JPA(AM)	ani	Isteri		650.00	ENTRY	21-02-2005	Detl		
SU05-0000041 SARAUBAT JPA(PPK)	Ismail Bin Man	Sendiri			ENTRY	21-02-2005	Detl		
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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.

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🙀 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	
CB05-00022 VN00002213 POLIKLINIK BAKTI			135.00	135.00	APPROVE		Det
CB05-00021 VN00002213 POLIKLINIK BAKTI				135.00	APPROVE	BR050200016	Detl
CB05-00023 VN00001366 KLINIK AMAN	sdf	28-02-2005	65.00	135.00	SUBMIT	1	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
			-1				
Ge	nerate List of Cla	im by Clinic					

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.**

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Clinic KLINIK								
Batch Informati	on							
Batch Id	CB05-00050							
Clinic Ref	Ref123				Claim Da	ate 23	3-02-2005	
Invoice No	ASD123				Claim Amou	unt 🔽	70.00	
Voucher No					Recommend Amou	unt 🔽		
Status	SUBMIT				Approve Amou	unt 🗌		
Enter By	K00536	Muhammad Yusmi	n Bin Yusoff		_		Date 16-02-2005	
Submit By	K00536	Muhammad Yusmi	n 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.
- Click Claim button to view the detail information of the claim. See Figure 1.98.

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	Batch Ba	atch Detai	ls Claim									
	Clinic II		м			-						
Γ	Detail Inform	ation				Claim	Approved					
	Reference Id	Staff Id	Name	Receipt No	Receipt Date	Amount	Amount	Patient		Reject Reason		
	C05-0000059	K00675	Puteri Khairul Syafida Bt Megat Khas		24-05-2004	35.00			Detl	The clinic is not Staff's panel clinic	<u> </u>	
2	C05-0000060	K00517	Nurul Anuar Bin Jamasan @ Kasban		23-02-2005	35.00			Detl	The clinic is not Staff's panel clinic		
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Figure 1.98 – Clinic Claim Query: Claim Tab

- 7. The screen show the details information of selected claim
- 8. Click **Detl** button. It will bring up to the **Staff Medical Claim Query** Interface. See **Figure 1.99**.

Staff Medical Claim

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

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Medical Claim -	Medical Llaim	i Query										
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Reference ID	C05-00000	C05-0000023 Type of Claim By Panel Clinic 👤										
Staff Id	K00675	K00675 Puteri Khairul Syafida Bt Megat Khas										
Patient	Muhd Haki	Muhd Hakimi B Muhd Suhaimi(Suami)										
Treatment	Demam	Demam										
Clinic	POLIKLINIK BAKTI											
Address												
Reason if NonPanel												
Receipt No	ABX123 Claim Amount 56.00											
Receipt Date	09-02-2005 Recommend Amount 5/					56.00						
Status	APPROVE							Approv	ed Amount		34.00	
Panel Claim Batch Id	CB05-0002	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	08-02-20)05					
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.

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— Staff Guara	ntee Letter					
Reference Code	GL05-0000069					
Staff Id	K00675	Puteri Khairul Syafida Bt Mega	t Khas			
IC No	790106086690			Basic Salary	1,901.58	ž
Position	PEG SISTEM MAK	LUMAT F41		Salary Grade	F41	1
Hospital	Klinik Ku					-
Ward Eligible	B1	Sebilik Seorang				
Patient	SS04-00041	Muhd Hakimi B Muhd Suhaimi				
Relationship	Suami		[IC No 1		
Status	ADDOVE	1				
Notes						1
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Enter By	K00675	Puteri Khairul Syafida Bt Mega	t Khas	Enter Date	16-02-2005	
Update By	K00675	Puteri Khairul Syafida Bt Mega	t Khas	Update Date	16-02-2005	
Recommend By				Recommend Date		
Approve By	K00675	Puteri Khairul Syafida Bt Mega	t Khas	Approve Date	16-02-2005	
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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
Action Edit Query Block Record Field Help Window
VUSMIN - AMF016 - Staff Medical Reports
Reports
Report Output Format PDF
AMR001 : Laporan Bulanan Tuntutan Perubatan Klinik Bukan Panel mengikut Staf (yang telah diluluskan)
Month* Generate Report
AMR002 : Laporan Tahunan Tuntutan Pergigian mengikut Staf (yang telah diluluskan)
Year* Generate Report
AMR009 : Laporan Tuntutan Klinik Panel (yang telah diluluskan)
Month Generate Report
AMR010 : Mukasurat Perihal Kakitangan untuk Buku Rawatan
Staff ID Generate Report
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.
- 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.

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3 YUSMIN - AMX001 -Data Entry For Staff Panel Clinic	8
Staff's Panel Clinic	
Staff Information	
Staff Id	
IC No Gov/Join Date	
Staff Status UPSI Join Date	
Job Status Service Group	
- Panel Clinic -	
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.