Integrated Management System (IMS)



HUMAN RESOURCE & & ADMINISRATION SYSTEM PANEL CLINIC CLAIM

Functions for Administration USER GUIDE MANUAL

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1 LOGIN

1.1. To access the Vendor@UPSI Portal, type the following URL :-

https://myupsi.upsi.edu.my/vendorLogin.jsp

1.2. On the next screen, enter your **Username** and **Password**. Click the **Login** button.

	Today : 02-07-2013
UNIVERSITI PENDIDIKAN Vendor@UPSI Porta	il
Welcome to Vendor@UPSI Portal	
To continue, please enter Username and Password details in the areas provided below. Username @ [Password @ Login Hew Vendor? [Click here to register.]	
This is a secure webste area restricted to authorized users only. All user activity in this area is monitored and unauthorized access attempts will be prosecuted.	
© 2011 Universiti Pendidikan Sultan Idris, 35900 Tanjong Malim, Perak	

Figure 1.1 – Login

1.3. The following figure will be displayed.

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris									
			Home Panel Clinic Claim Update P	rofile Tender Payment Status	Change Password Logout					
	KUHP, PERUBATAN POLYKLINIK SYIFA SON BHD									
🖷 Memo				(http://www.com						
				(Index) (Compose) (Empty masin) (Ne	W Folder Settings (C) (C)					
Listing 10 🔻					Select A Folder 👻					
Select All Delete Move Mo	ve Memo To Folder: 💌									
		Inbox								
Priority	From	Subject	Date							
	Suhana Sdn Bhd	sebutharga	27 Nov 2008, 04:19:02 PM		Read					
	Suhana Sdn Bhd	sebutharga	27 Nov 2008, 04:19:01 PM		Read					
	Suhana Sdn Bhd	sebutharga	27 Nov 2008, 04:19:01 PM		Unread					
	Suhana Sdn Bhd	sebutharga	27 Nov 2008, 04:18:12 PM		Unread					
	Suhana Sdn Bhd	sebutharga	27 Nov 2008, 04:18:10 PM		Unread					
Select All Delete Move Mo	ve Memo To Folder: 💌									
	indox) Compose) Empty Trash (New Folder) (Settings (Q.) (g)									

Figure 1.2 – Main Page

1.4. Click on the **Panel Clinic Claim** link located on the upper-right side of the current page.



Figure 1.3 – User Menu

1.5. Main page for Panel Clinic Claim will be displayed.

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris			
		Home Panel Clinic Claim	Update Profile Tender Payment Status	Change Password Logout
			KUMP. PERUBATAI	N POLYKLINIK SYIFA SDN BHD
🕂 Clinic Claim				
			Registratio	on Claim Submit Claim Status
		Claim Status		
			Month	All 🔻 Year 2013 🔻
				Arint Claim Report
#	Submit Date	Batch ID	Amount (RM)	Status
1	20-06-2013	CB13-00103	12.00	SUBMIT
2	20-06-2013	CB13-00105	34.21	SUBMIT
3	20-06-2013	CB13-00104	32.60	SUBMIT
4	19-06-2013	CB13-00102	32.55	SUBMIT
5	18-06-2013	CB13-00101	42.30	SUBMIT
6	12-06-2013	CB13-00081	49.00	SUBMIT
7	09-05-2013	CB13-00062	19.00	SUBMIT
8	07-05-2013	CB13-00061	28.00	SUBMIT
9	22-04-2013	CB13-00043	3.00	SUBMIT
10	22-04-2013	CB13-00045	97.00	SUBMIT
11	22-04-2013	CB13-00044	50.00	SUBMIT
12	18-04-2013	CB13-00041	21.00	SUBMIT
13	18-04-2013	CB13-00042	25.00	SUBMIT
14	08-03-2013	CB13-00021	25.00	SUBMIT

Figure 1.4 – Main Page for Panel Clinic Claim

2 PATIENT REGISTRATION

2.1. Patient Registration

2.1.1. Click on the **Registration** Registration button located on the upper-right side of the current page. Figure 2.1.1 below will be displayed.

My Intranet	Desktop ::	Universiti Pendidikan Sultan Idris							
						Home Panel Clinic Claim Update Profile Tender P	ayment Status Change Password Logout		
						КИМ	IP. PERUBATAN POLYKLINIK SYIFA SDN BHD		
-> Clinic Claim	n								
							Registration Claim Submit Claim Status		
				Panel Cli	nic Registration				
		Staff ID		Verify					
		Staff Name							
					Register				
				List of Register	ed Staff (02/07/2	2013)			
No.	Staff Name			Staff ID	Patient Name	•	Time of Registration		
	No Registration found.								

Figure 2.1.1 – Patient Registration Screen

2.1.2. Enter the relevant registration information on the following areas :

- i. Staff ID : Enter Staff ID who have registered under the panel clinic.
- ii. **Verify Button** : Click on the **Verify** button to verify whether staff had been registered with the panel clinic.
- iii. **Staff Name :** If staff have already registered with the panel clinic, staff name will automatically appear in this area.
- 2.1.3. Click on the **Register** button located on the bottom of the current page to save the information. Figure 2.1.2 will be displayed.

Registration successful.
ОК

Figure 2.1.2 – Message of registration successful

2.1.4. Click on the **OK** button. Figure 2.1.3 below will be displayed.

My Intranet	t Desktop ::	Universiti Pendidikan Sultan Idris							
Home Panel Clinic Claim Update Profile Tender Payment Status Change Passwor									
KUMP. PERUBATAN POLYKLINIK SY									
± Chric Claim									
						Registration Claim Submit Claim Status			
			Panel Cli	ic Registration					
		Staff ID	Verify						
		Staff Name							
				Register					
			List of Registere	d Staff (02/07/2	2013)				
No.	Staff Name		Staff ID	Patient Name	l .	Time of Registration			
1	Norlia binti Mat	Norwani	K00200	Norlia binti Mat	Norwani	11:30:28 AM			

Figure 2.1.3 – List of registered staff on the current date

2.2. Viewing List of Registered Patient

- 2.2.1. Click on the **Registration** Begistration button located on the upper-right side of the current page.
- 2.2.2. The list of registered patient for current date will be displayed as shown on the Figure 2.1.3 above.

3 PANEL CLINIC CLAIM APPICATION

3.1. Panel Clinic Claim Application

3.1.1. Click the **Claim** button located on the upper-right side of the current page. Figure 3.1.1 below will be displayed.

+ Clinic Claim								
			Registration Claim Submit Claim Status					
Treatment Date	Treatment Date							
Staff Name / ID	Please Select 👻							
	Verify							
Staff Name								
Department								
Clinic Name	POLYKLINIK SYIFA & SURGERY							
Clinic Address	No. 4 Jalan Happy 1, Taman Happy,35900, Perak, Malaysia							
Treatment / Remarks								
Medications		Amount (RM) 0						
Other		Amount (RM)						
Total Amount (RM)	RM 0							
МС	O Yes							
	® No							
	Save							
<u>NOTA / NOTE</u> : Tuntutan Panel Klinik hanya boleh dilakukan sehingga minggu Panel Clinic Claim can only be done until the first week of th	ı pertama bulan berikutnya. e following month							

Figure 3.1.1 – Panel Clinic Claim Form: Registered Record

3.1.2. Registered Record

Fill in the information needed for the panel clinic claim on the following areas:

- i. **Treatment Date :** Enter treatment date.
- ii. **Retrieve registered staff Ink** : Click on *Retrieve registered staff* link to retrieve a list of staff name who have registered for treatment on the selected treatment date.
- iii. Staff Name / ID : A list of staff name / ID who have registered for treatment on the selected treatment date will appear automatically in 3-6

this area. Select one from the list to continue the application process.

- iv. **Verify Button** : Click on the **Verify** button to display further information.
- v. **Staff Name :** Staff name will appear automatically after click on **Verify** button.
- vi. **Department :** Department will appear automatically after click on **Verify** button.
- vii. **Patient Name :** Select one from the list to continue the application process.
- viii. **Relationship :** Relationship will appear automatically after make a selection from Patient Name.
- ix. **Clinic Name :** Clinic name is automatically displayed based on the username logged into the system.
- x. **Clinic Address :** Clinic address is automatically displayed based on the username logged into the system.
- xi. **Treatment / Remarks :** Enter the type of treatment or remarks that has been made in the clinic.
- xii. Medications : Enter the type of medication given by the clinic.
- xiii. **Amount (RM) :** Enter the amount in Ringgit Malaysia of the medication given.
- xiv. **Other :** Enter any other things that have been given by the clinic.
- xv. Amount (RM) : Enter the amount in Ringgit Malaysia.
- xvi. **Total Amount (RM) :** Total amount will automatically displayed based on calculation from the Amount(RM).
- xvii. MC : Check one box whether the clinic is giving MC to the staff.
- 3.1.3. Click on the **Save Save** button located at the bottom of the current page to save the information. Figure 3.1.2 will be displayed.



Figure 3.1.2 – Message claim form has been saved

3.1.4. Click on the **OK** button to proceed the next claim application.

3.1.5. Unregistered Record

For records that have not registered for some reason that cannot be avoided, click on the **Unregistered Record** [*Unregistered Record*] link. Figure 3.1.3 will be displayed.

			KUMP. PERUBATAN POLYKLINIK SYIFA SON BHD
** Clinic Claim			
			Registration Claim Submit Claim Status
	Panel Clinic Claim Form		
	[Registered Record] [Unregistered	Record]	
Staff ID	Verify		
Staff Name			
Receipt No			
Treatment Date			
Clinic Name	POLYKLINIK SYIFA & SURGERY		
Clinic Address	No. 4 Jalan Happy 1, Taman Happy,35900, Perak, Malaysia		
Treatment / Remarks		-	
Medications		Amount (RM) 0	
Other		Amount (RM) 0	
Total Amount (RM)	RM 0		
MC	⊙ Yes ● No		
NOTA / NOTE:	Save		

Rajah 3.1.3 – Panel Clinic Claim Form – Unregistered Record

- 3.1.6. Fill in the information needed for the panel clinic claim on the following areas :
 - i. Staff ID : Enter Staff Id.
 - ii. **Verify Button** : Click on the **Verify** button to display further information.
 - iii. **Staff Name :** Staff name will appear automatically after click on **Verify** button.
 - iv. **Department :** Department will appear automatically after click on **Verify** button.
 - v. **Patient Name :** Select one from the list to continue the application process.
 - vi. **Relationship :** Relationship will appear automatically after make a selection from Patient Name.
 - vii. Receipt No : Enter Receipt Number.
 - viii. Treatment Date : Enter treatment date.
 - ix. **Clinic Name :** Clinic name is automatically displayed based on the username logged into the system.
 - x. **Clinic Address :** Clinic address is automatically displayed based on the username logged into the system.
 - xi. **Treatment / Remarks :** Enter the type of treatment or remarks that has been made in the clinic.
 - xii. Medications : Enter the type of medication given by the clinic.
 - xiii. **Amount (RM) :** Enter the amount in Ringgit Malaysia of the medication given.
 - xiv. **Other :** Enter any other things that have been given by the clinic.
 - xv. Amount (RM) : Enter the amount in Ringgit Malaysia.
 - xvi. **Total Amount (RM) :** Total amount will automatically displayed based on calculation from the Amount(RM).
 - xvii. MC : Check one box whether the clinic is giving MC to the staff.

3.1.7. Click on the **Save** button located at the bottom of the current page to save the information. Figure 3.1.4 will be displayed.



Figure 3.1.4 – Message claim form has been saved

3.1.8. Click on the **OK** button to proceed the next claim application.

4 PANEL CLINIC CLAIM SUBMISSION

4.1. Updating Panel Clinic's Claim Information

4.1.1. Click on **Name** link as in Figure 4.1.1 below to see the details of each record and Figure 4.1.2 will be displayed.

M	ly Intrane	t Desktop :: Universiti Pen	didika	an Sultan Idris						
						Home Panel Clinic Claim	Update Profile T	ender Payment Status (Change Password Logout	
	KUMP. PERUBATAN POLYKLINIK SYIFA SON BHO									
	+ Chric Claim									
Ľ								Registration	Claim Submit Claim Status	
					L	ist of Claim to Submit				
1	Listing 10	•							Page 1 🔻	
C	Select All Sul	bmit to Batch Delete View Batch Claim								
		Staff Id		Name		Patient	Receipt No	o. Receipt Date	Amount (RM)	
		K00023		Hazizee Khazoona binti Harun		Hazizee Khazoona binti Harun	C13-000608	18-06-2013	35.00	
		K00004		Rusley bin Taib		Rusley bin Taib	C13-000608	19-06-2013	33.00	
		K00200		Norlia binti Mat Norwani		Norlia binti Mat Norwani	C13-000608	9 01-07-2013	12.00	
		K00200		Norlia binti Mat Norwani		Norlia binti Mat Norwani	C13-000608	8 02-07-2013	13.00	
	Current Claims in Batch : 0									
	SelectAI) Submitto Batch Delete View Batch Claim									

Figure 4.1.1 – Main page for Panel Clinic Submission

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris						
				Home Panel Clinic Claim	Update Profile	Tender Payment Status	Change Password Logout
						KUMP. PERUBATAN	POLYKLINIK SYIFA SDN BHD
🕂 Clinic Claim							
						Registration	Claim Submit Claim Status
			Panel Clinic Claim Form				
	1	Treatment Date 19-0	6-2013				
	5	Staff Name / ID Rush	ey bin Taib - K00004				
		Department Peja	bat Pendaftar				
		Patient Name Rusi	ey bin Taib				
		Relationship Send	liri				
		Clinic Name POLY	KLINIK SYIFA & SURGERY				
		Clinic Address No. 4	1 Jalan Happy 1, Taman Happy,	5900, Perak, Malaysia			
	Treatn	nent / Remarks Saki	t sendi				
		Medications ubat	sendi	Amount (RM)	21		
		Other lain		Amount (RM)	12		
	Tot	al Amount (RM) 33.0	0				
		MC No					
			Edit Cancel Claim Back				

Figure 4.1.2 – Page to update record before submission

4.1.2. Click on **Edit** button to update record. Figure 4.1.3 below will be displayed.

Clinic Claim									
				Registration Claim Submit Claim Status					
Panel Clinic Edit Claim Form									
Treatment Date	19-06-2013								
Staff Name / ID	Rusley bin Taib - K00004								
Department	Pejabat Pendaftar	abat Pendaftar							
Patient Name	Rusley bin Taib 👻								
Relationship	Sendiri								
Clinic Name	POLYKLINIK SYIFA & SURGERY								
Clinic Address	No. 4 Jalan Happy 1, Taman Happy,35900, Perak, Malaysia								
Treatment / Remarks	Sakit sendi								
Medications	ubat sendi	Amount (RM)	21						
Other	lain	Amount (RM)	12						
Total Amount (RM)	33.00								
МС	O Yes								
	Save Save								

Figure 4.1.3 – Page to update each field before submission

- 4.1.3. Only these areas can be updated :
 - i. **Treatment / Remarks :** Enter the type of treatment or remarks that needs to be updated.
 - ii. **Medications :** Enter the type of medication given by the clinic that needs to be updated.
 - iii. **Amount (RM) :** Enter the amount in Ringgit Malaysia of the medication given that needs to be updated.
 - iv. **Other :** Enter any other things that have been given by the clinic that needs to be updated.
 - v. Amount (RM) : Enter the amount in Ringgit Malaysia.
 - vi. **Total Amount (RM) :** Total amount will automatically displayed based on calculation from the Amount(RM).
 - vii. MC : Check one box whether the clinic is giving MC to the staff.

4.1.4. Click on the **Save** button located at the bottom of the current page to save the information. Figure 4.1.4 will be displayed.

Claim Form has been upo	lated.
•	К





4.2 Panel Clinic Claim Submission

4.2.1. Click on the **Submit Claim** Submit Claim button located on the upper-right side of the current page. Figure 4.2.1 below will be displayed.

M	y Intrane	t Desktop :: Universiti Pen	ididikan Sultan Idris				
				Home Panel Clinic Claim U	pdate Profile Tender	Payment Status Ch	ange Password Logout
						KUMP. PERUBATAN POL	YKLINIK SYIFA SDN BHD
	Clinic Clai	im					
						Registration	laim Submit Claim Status
-			L	ist of Claim to Submit			
I	isting 10	•					Page 1 🔻
C	elect All Su	bmit to Batch Delete View Batch Claim					
		Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
		K00257	Rozilah binti Abdullah	Rozilah binti Abdullah	C13-0006075	18-06-2013	22.31
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006076	18-06-2013	35.00
		K00023	Hazizee Khazoona binti Harun	Hazizee Khazoona binti Harun	C13-0006081	18-06-2013	35.00
		K00004	Rusley bin Taib	Rusley bin Taib	C13-0006082	19-06-2013	33.00
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006089	01-07-2013	12.00
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006088	02-07-2013	13.00
			a	urrent Claims in Batch : 0			
C	elect All Su	bmit to Batch Delete View Batch Claim					

Figure 4.2.1 – Main page for Panel Clinic Submission

- 4.2.2. Tick the check box for the selected records or click **Select All Select All button to select all records in the list to be submitted.**
- 4.2.3. Click on Submit to Batch Submit to Batch button for submission. Figure 4.2.2 below will be displayed.



Figure 4.2.2 – Message claims has been inserted to batch.

4.2.4. Click on the **OK** button to proceed the process of claim application. Figure 4.2.3 below will be displayed.

My Intran	et Desktop :: Universiti Per	ndidikan Sultan Idris				
			Home Panel Clinic Claim U	pdate Profile Tender	Payment Status Cl	hange Password Logout
					KUMP. PERUBATAN POL	YKLINIK SYIFA SDN BHD.
-+ Clinic Cla	im					
					Registration	Claim Submit Claim Status
		L	ist of Claim to Submit			
Listing 10	•					Page 1 🔻
Select All S	ubmit to Batch Delete View Batch Claim)				
	Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
	K00257	Rozilah binti Abdullah	Rozilah binti Abdullah	C13-0006075	18-06-2013	22.31
	K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006076	18-06-2013	35.00
	K00023	Hazizee Khazoona binti Harun	Hazizee Khazoona binti Harun	C13-0006081	18-06-2013	35.00
	K00004	Rusley bin Taib	Rusley bin Taib	C13-0006082	19-06-2013	33.00
	K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006089	01-07-2013	12.00
	K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006088	02-07-2013	13.00
		C	urrent Claims in Batch : 0			
Select All S	ubmit to Batch Delete View Batch Claim)				

Figure 4.2.3 – Main page for Panel Clinic Submission

4.2.5 Click on the **View Batch Claim** View Batch Claim button. Figure 4.2.4 below will be displayed.

My Intr	anet Desktop ::	Universiti Per	ndidikan Sultan Idris						
						Home Panel Clinic Claim	Update Profile	Tender Payment State	ıs Change Password Logou
								KUMP. PERUBAT/	NN POLYKLINIK SYIFA SDN BH
⁾ €Clinie	: Claim								
								Registra	ion Claim Submit Claim Status
				E	Batch Claim to Submit				
SubmitB	atch Clear Batch								
				Reference Number					
				Invoice No					
	Staf	i Id		Name	Pat	ient	Receipt No.	Receipt Date	Amount (RM)
1	K002	257	Rozilah	binti Abdullah	Rozilah bin	ti Abdullah	C13-0006075	18-06-2013	22.31
2	K002	200	Norlia bir	nti Mat Norwani	Norlia binti I	4at Norwani	C13-0006076	18-06-2013	35.00
								Tot	al 57.31
SubmitB	atch Clear Batch								

Figure 4.2.4 – Page for batch claim to submit

4.2.6 Click on **Name** link as in Figure 4.2.5 below to see the details of each record and Figure 4.2.6 will be displayed.

My Intran	et Desktop ::	Universiti Pendidik	an Sultan Idris						
						Home Panel Clinic Claim	Update Profile 1	Tender Payment Status	Change Password Logout
								KUMP. PERUBATAN P	OLYKLINIK SYIFA SDN BHD
ettere ett									
 Chine eta 	lim							Registration	Claim Submit Claim Status
					Batch Claim to Submit				
Submit Batch	Clear Batch								
1				Reference Numbe	ər				
				Invoice N	0				
	Staff	Id	Name	,	Pai	tient	Receipt No.	Receipt Date	Amount (RM)
1	K002	.57	Rozilah binti A	4bdullah	Rozilah bir	iti Abdullah	C13-0006075	18-06-2013	22.31
2	K002	100	Norlia binti Mat	Norwani	Norlia binti	Mat Norwani	C13-0006076	18-06-2013	35.00
								Total	57.31
Submit Batch	Clear Batch								

Figure 4.2.5 – Page for batch claim to submit

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris						
			Hom	e Panel Clinic Claim	Update Profile	Tender Payment Status	Change Password Logout
						KUMP. PERUBATAN I	POLYKLINIK SYIFA SDN BHD
** Clinic Claim							
						Registration	Claim Submit Claim Status
		Panel Clin	nic Claim Form				
		Treatment Date 18-06-2013					
		Staff Name / ID Rozilah binti Abdullah	h - K00257				
		Department Canselori					
		Patient Name Rozilah binti Abdullah	h				
		Relationship Sendiri					
		Clinic Name POLYKLINIK SYIFA &	SURGERY				
		Clinic Address No. 4 Jalan Happy 1,	Taman Happy,35900,	Perak, Malaysia			
	Trea	tment / Remarks tumit pecah					
		Medications Mopiko		Amount (RM)	22.31		
		Other		Amount (RM)	0		
	1	otal Amount (RM) 22.31					
		MC No					
		(Back				

Figure 4.2.6 – Details of each record for submission

- 4.2.7 Click on **Back** Back button to go to previous page.
- 4.2.8 Click on **Clear Batch** Clear Batch button to clear the list of record on the page.
- 4.2.9 Enter the relevant information on the following areas :
 - i. **Reference No :** Enter reference number for batch claim.
 - ii. **Invoive No :** Enter invoice number for batch claim.
- 4.2.10 Click on **Submit Batch** Submit Batch button and Figure 4.2.7 below will be displayed.

Claim has been subr	nitted to UPSI.
	ОК



4.2.11 Click on **OK** button and Figure 4.2.8 below will be displayed.

y Intranet Desktop ::	Universiti Pendidikan Sultan Idris			
		Home Panel Clinic Claim	Update Profile Tender Payment Sta	tus Change Password Logo
				AN DOLYKITNIK SYTEA SON B
			KONFIFERODA	
Clinic Claim				
			Registi	ation Claim Submit Claim Statu
		Claim Status		
			Mor	ith All - Year 2013
				<u>a</u>
				Print Claim Report
#	Submit Date	Batch ID	Amount (RM)	Status
1	03-07-2013	CB13-00121	57.31	SUBMIT
2	20-06-2013	CB13-00104	32.60	SUBMIT
3	20-06-2013	CB13-00103	12.00	SUBMIT
4	20-06-2013	CB13-00105	34.21	SUBMIT
5	19-06-2013	CB13-00102	32.55	SUBMIT
6	18-06-2013	CB13-00101	42.30	SUBMIT
7	12-06-2013	CB13-00081	49.00	SUBMIT
8	09-05-2013	CB13-00062	19.00	SUBMIT
9	07-05-2013	CB13-00061	28.00	SUBMIT
10	22-04-2013	CB13-00043	3.00	SUBMIT
11	22-04-2013	CB13-00045	97.00	SUBMIT
12	22-04-2013	CB13-00044	50.00	SUBMIT
13	18-04-2013	CB13-00042	25.00	SUBMIT
14	18-04-2013	CB13-00041	21.00	SUBMIT
		CB12 00021	25.00	SUBMIT

Figure 4.2.8 – Status page for the claims that have been submitted

4.3. Panel Clinic Claim Deletion

4.3.1. Click on the **Submit Claim** Submit Claim button located on the upper-right side of the current page. Figure 4.3.1 below will be displayed.

M	y Intrane	t Desktop :: Universiti Per	ndidikan Sultan Idris				
				Home Panel Clinic Claim U	pdate Profile Tender	Payment Status Cl	hange Password Logout
						KUMP. PERUBATAN POL	YKLINIK SYIFA SDN BHD
	Clinic Clair	im				Registration	laim Submit Claim Status
			L	ist of Claim to Submit			
	isting 10	•					Page 1 -
ſ	Select All Su	bmit to Batch Delete View Batch Claim	ו				
		Staff Id	Name	Patient	Receipt No.	Receipt Date	Amount (RM)
		K00257	Rozilah binti Abdullah	Rozilah binti Abdullah	C13-0006075	18-06-2013	22.31
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006076	18-06-2013	35.00
		K00023	Hazizee Khazoona binti Harun	Hazizee Khazoona binti Harun	C13-0006081	18-06-2013	35.00
		K00004	Rusley bin Taib	Rusley bin Taib	C13-0006082	19-06-2013	33.00
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006089	01-07-2013	12.00
		K00200	Norlia binti Mat Norwani	Norlia binti Mat Norwani	C13-0006088	02-07-2013	13.00
			C	urrent Claims in Batch : 0			
	Select All Su	bmit to Batch Delete View Batch Claim)				

Figure 4.3.1 – Main page for Panel Clinic Submission

- 4.3.2. Tick the check box for the selected records or click **Select All** Select **All** button to select all records in the list to be deleted.
- 4.3.3. Click on **Delete** Delete button to delete the selected records.

4.4. Panel Clinic Claim Cancellation

4.4.1. Click on **Name** link as in Figure 4.4.1 below to see the details of each record and Figure 4.4.2 will be displayed.

N	ly Intrane	t Desktop :: Universiti Pendidi	kan Sultan Idris					
					Home Panel Clinic Claim U	pdate Profile Tender	Payment Status Ch	ange Password Logout
							KUMP. PERUBATAN POL	YKLINIK SYIFA SDN BHD
	h							
ŀ	Clinic Clai	m					Registration	laim Submit Claim Status
				L	ist of Claim to Submit			
	Listing 10	•						Page 1 🔻
C	Select All Sul	bmit to Batch Delete View Batch Claim						
		Staff Id	Name		Patient	Receipt No.	Receipt Date	Amount (RM)
		K00023	Hazizee Khazoona binti Harun		Hazizee Khazoona binti Harun	C13-0006081	18-06-2013	35.00
		K00004	Rusley bin Taib		Rusley bin Taib	C13-0006082	19-06-2013	33.00
		K00200	Norlia binti Mat Norwani		Norlia binti Mat Norwani	C13-0006089	01-07-2013	12.00
		K00200	Norlia binti Mat Norwani		Norlia binti Mat Norwani	C13-0006088	02-07-2013	13.00
				Ci	urrent Claims in Batch : 0			
	Select All	bmit to Batch Delete View Batch Claim						

Figure 4.4.1 – Main page for Panel Clinic Submission

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris				
			Home Panel Clinic Claim	Update Profile Tender	Payment Status Change Password Logout
				H	UMP. PERUBATAN POLYKLINIK SYIFA SDN BHD
-+ Clinic Claim					
					Registration Claim Submit Claim Status
		Panel Clinic Claim F	orm		
		Treatment Date 19-06-2013			
		Staff Name / ID Rusley bin Taib - K00004			
		Department Pejabat Pendaftar			
		Patient Name Rusley bin Taib			
		Relationship Sendiri			
		Clinic Name POLYKLINIK SYIFA & SURGERY			
		Clinic Address No. 4 Jalan Happy 1, Taman Ha	ppy,35900, Perak, Malaysia		
	Tre	atment / Remarks Sakit sendi			
		Medications ubat sendi	Amount (RM)	21	
		Other lain	Amount (RM)	12	
		Fotal Amount (RM) 33.00			
		MC No			
		Edit Cancel Claim	9adk		

Figure 4.4.2 – Page to cancel record before submission

4.4.2. Click on **Cancel Claim** Cancel Claim button to cancel record. Figure 4.4.3 below will be displayed.

Treatment Date 18-06-2 Staff Name / ID Hazizee Department Bendaha Patient Name Hazizee Relationsity Sendition Clinic Name FOLYKLI Clinic Address No. 4 Perak, Treatment / Remarks	Panel Clinic Cancel Claim For -2013 mari se Khazoona binti Harun - K00023 mari se Khazoona binti Harun - ti LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, , Malaysia	
Treatment Date 18-06-2 Staff Name / ID Batizee Department Bendaha Patient Name Hazizee Clinic Name FOLYKLI Clinic Address Mo. 4 Perek, Treatment / Remarks	-2013 me Khazoona binti Harun - K00023 hari e Khazoona binti Harun - ri LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, r, Malaysia	
Staff Name / ID Harizee Department Bendaha Patient Name Haizee Relationship Gendiri Clinic Address FOLKTUL No. 4 Perak, Treatment / Remarks Pakit 1	ee Kharoona binti Harun - K00023 nari ee Khazoona binti Harun - ti LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, r, Malaysia	
Department Bendaha Patient Name Relationship Clinic Name Diric Address Treatment / Remarks Bakit I	nari se Khazoona bimli Harun 👻 ri LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, , Malaysia	
Patient Name Relationship Clinic Name Clinic Address Treatment / Remarks	ee Khazoona bini Hauun 👻 ri LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, , Malaysia	
Relationship Sendiri Clinic Name OUYKLI Clinic Address No. 4 Ferak, Ferak, Treatment / Remarks	ri LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, , Malaysia	
Clinic Name POLYKLI Clinic Address No. 4 Perak, Treatment / Remarks gakit	LINIK SYIFA & SURGERY Jalan Happy 1, Taman Happy,35900, , Malaysia	
Clinic Address _{No. 4} Ferak, Treatment / Remarks _{Bakit}	Jalan Happy 1, Taman Happy,35900, , Malaysia	
Treatment / Remarks _{Sakit}		
	; hidung	
Medications cecair	r	Amount (RM) 23
Other lain		Amount (RM) 12
Total Amount (RM) 35.00		
MC 💿 Yes		
Reason	Save	

Figure 4.4.3 – Page to cancel record before submission

- 4.4.3. Enter the cancellation reason in the **Reason** area to cancel the claim.
- 4.4.4. Click on the **Save** Save button located on the bottom of the current page to save the information. Figure 4.4.4 will be displayed.

Cancel claim successful.			
ОК			

Figure 4.4.4 – Message cancel claim successful

4.4.5.	Click on OK	ОК	button to continue.
7.7.0.			button to continue.

5 VIEWING PANEL CLINIC CLAIM STATUS

5.1 Click on the **Status** button on the main page. Figure 5.1 below will be displayed.

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris					
		Home Panel Clinic Claim	Update Profile Tender Payment Statu	s Change Password Logout		
KUMP. DERURATAN POLYKI TNIK SYTEA SON BHIT						
🕂 Clinic Claim						
			Registrati	on Claim Submit Claim Status		
		Claim Status				
			Monti	h All 🔻 Year 2013 🕶		
				Print Claim Penort		
#	Submit Date	Batch ID	Amount (RM)	Status		
1	03-07-2013	CB13-00121	57.31	SUBMIT		
2	20-06-2013	CB13-00104	32.60	SUBMIT		
3	20-06-2013	CB13-00103	12.00	SUBMIT		
4	20-06-2013	CB13-00105	34.21	SUBMIT		
5	19-06-2013	CB13-00102	32.55	SUBMIT		
6	18-06-2013	CB13-00101	42.30	SUBMIT		
7	12-06-2013	CB13-00081	49.00	SUBMIT		
8	09-05-2013	CB13-00062	19.00	SUBMIT		
9	07-05-2013	CB13-00061	28.00	SUBMIT		
10	22-04-2013	CB13-00043	3.00	SUBMIT		
11	22-04-2013	CB13-00045	97.00	SUBMIT		
12	22-04-2013	CB13-00044	50.00	SUBMIT		
13	18-04-2013	CB13-00042	25.00	SUBMIT		
14	18-04-2013	CB13-00041	21.00	SUBMIT		
15	08-03-2013	CB13-00021	25.00	SUBMIT		

Figure 5.1 – Page claim status that have been submitted

5.2 Select month and year to list the panel clinic claims that were recorded as shown in Figure 5.2 below.

Month	All	-
	All	
	All	
	Jan	
	Feb	
	Mar	E
	And	- 1
	Apr	
	May	
	Jun	
	Jul	
	Aug	H
	Car	
	Sep	
——	Oct	
	Nov	
	Dec	
	000	_
		S

Figure 5.2 – Selection by Month and Year

5.3 Figure 5.3 below will be displayed.

My Intranet Desktop ::	Universiti Pendidikan Sultan Idris							
		Home Panel Clinic Claim	Update Profile Tender Payment Statu	s Change Password Logout				
			KUMP. PERUBATA	N POLYKLINIK SYIFA SDN BHD				
-+ Clinic Claim								
	Registution (Cuim (Submit Cuim) Status							
	Claim Status							
	Month May 🔻 Year 2013 🖛							
Print Claim Report								
#	Submit Date	Batch ID	Amount (RM)	Status				
1	09-05-2013	CB13-00062	19.00	SUBMIT				
2	07-05-2013	CB13-00061	28.00	SUBMIT				

Figure 5.3 – Claim status list by choice of Month and Year

5.4 Click on **Print Claim Report** Print Claim Report link to print claim report from the selection of month and year. Panel clinic has to verify the claim report in PDF format and send it to the Administration Unit, Division of Human Resource, UPSI before the 10th day of the following month.

6 LOGOUT

6.1 To **Logout**, click on the **Logout** link located on the upper-right side of the current page.



Figure 6.1 – Logout menu