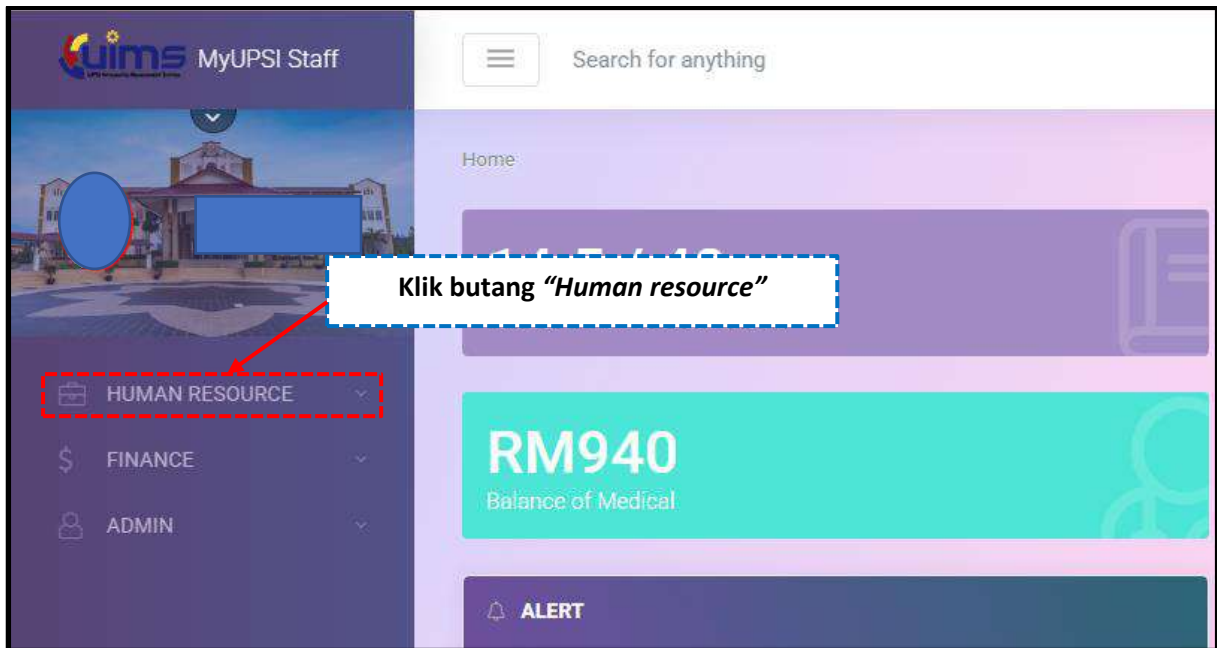
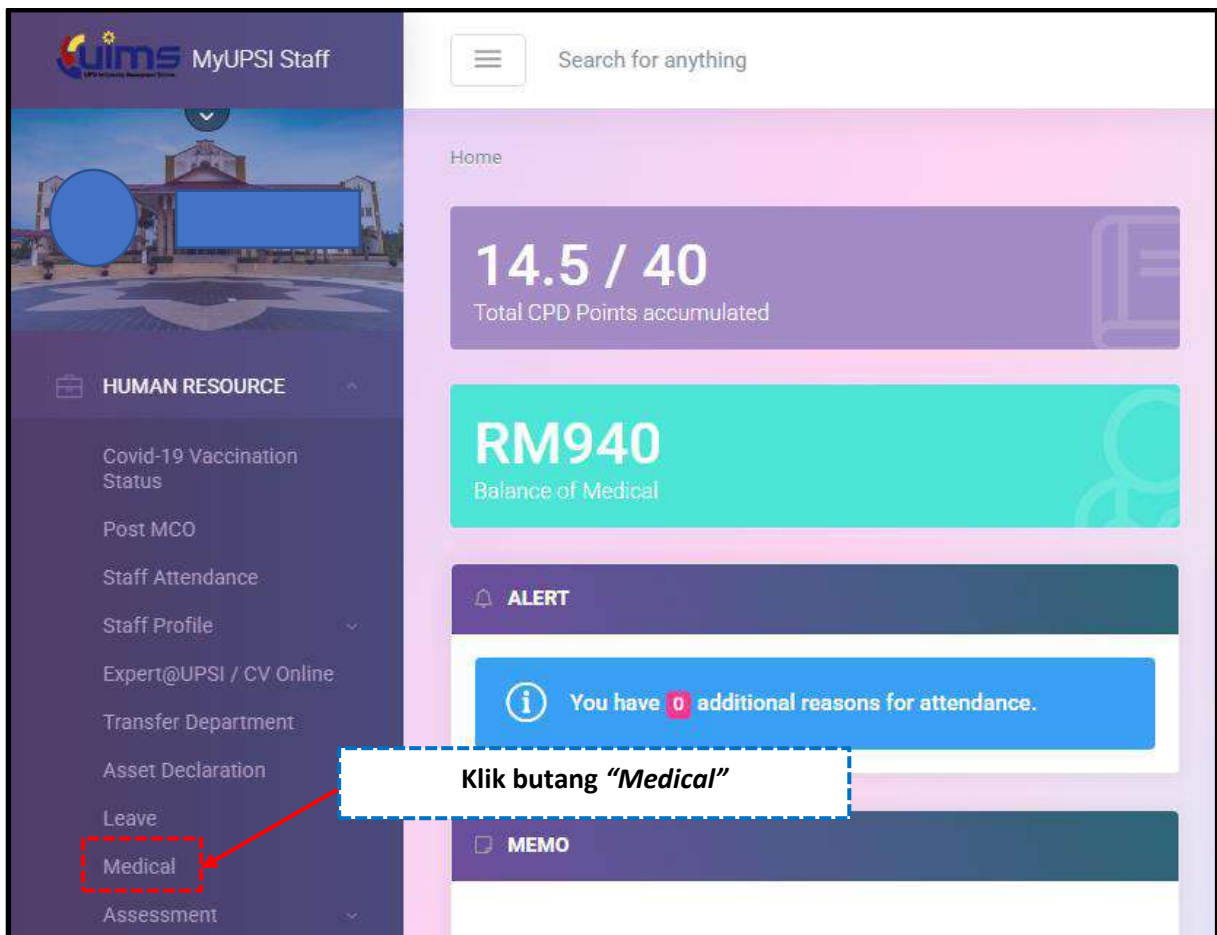


## Proses permohonan tuntutan Caj Rawatan (Government Outpatient Charges)

### 1. Proses 1 - Klik pada butang "Human Resource".



### 2. Proses 2 – Klik pada butang "Medical".



### 3. Proses 3 – Klik pada butang “Government Outpatient Charges”.

The screenshot shows the MyUPSI Staff portal interface. The left sidebar contains navigation options like 'HUMAN RESOURCE', 'Covid-19 Vaccination Status', 'Post MCO', 'Staff Attendance', 'Staff Profile', 'Expert@UPSI / CV Online', 'Transfer Department', 'Asset Declaration', 'Leave', and 'Medical'. The main content area is titled 'Staff Medical' and displays 'Panel Clinic and Non Panel Clinic Claim Status'. A yellow banner shows 'CURRENT BALANCE : RM 940.00'. Below this, there are notes and a table of claims. A red dashed box highlights the 'Gov Outpatient Charges' button in the top right corner of the main content area.

**Klik butang “Government outpatient Charges”**

#	Claim Type	Receipt No.	Apply Date	Patient Name	Amount (RM)	Status	Notes
1	Panel Clinic	C25-0069802	04/02/2025	MOHAMAD SHUIB BIN ISMAIL	60.00	APPLY	

### 4. Proses 4 – Isi maklumat lengkap dalam kotak yang disediakan.

The screenshot shows the 'GOVERNMENT OUTPATIENT CHARGES' form. The form contains several input fields: 'Staff Name', 'Batch ID', 'Patient Name', 'Receipt No.', 'Receipt Date', 'Government Hospital / Clinic Name', and 'Diagnosis'. A red dashed box highlights the 'Government Hospital / Clinic Name' field with the text 'Isi dan lengkapkan maklumat'. Below the form is a table titled 'List of Outpatient Claim' with columns for '#', 'Receipt No.', 'Receipt Date', 'Patient Name', 'Government Hospital / Clinic Name', 'Reason Treatment', and 'Total (RM)'. The table currently shows 'No record found.'.

**Isi dan lengkapkan maklumat**

#	Receipt No.	Receipt Date	Patient Name	Government Hospital / Clinic Name	Reason Treatment	Total (RM)
No record found.						

## 5. Proses 5 – Cetak borang tuntutan yang telah diisi maklumat lengkap.

**GOVERNMENT OUTPATIENT CHARGES** ✕

Tuntutan anda telah dihantar untuk pertimbangan Bahagian Sumber Manusia. Sila cetak Borang Tuntutan Caj Rawatan Pesakit Luar Kerajaan, dan lengkapkan permohonan dengan mendapatkan pengesahan dari Ketua Pusat Tanggungjawab dan melampirkan resit asal tuntutan. Sila hantar permohonan yang lengkap kepada Unit Kebajikan, Bahagian Sumber Manusia dalam tempoh 90 hari dari tarikh resit.

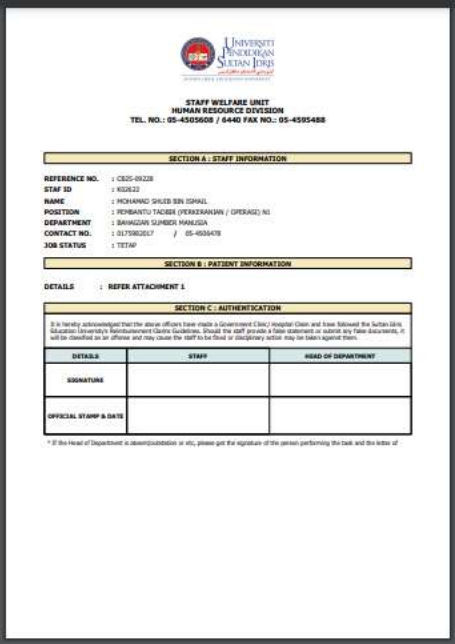
*Your claim has been submitted for consideration by the Human Resources Department. Please print the Government Outpatient Treatment Charge Claim Form, and complete the application by obtaining verification from the Head of the Responsibility Centre and attach original claim receipt. Please send the completed application to the Staff Welfare Unit, Human Resources Division within 90 days from the date of receipt.*

Cetak Borang Tuntutan Caj Rawatan Pesakit Luar

➔

Cetak borang tuntutan

## 6. Proses 6 – Cetak borang tuntutan dan dapatkan pengesahan ketua PTj.



**STAFF WELFARE UNIT  
HUMAN RESOURCE DIVISION**  
TEL. NO.: 05-4505608 / 6440 FAX NO.: 05-4595488

**SECTION A : STAFF INFORMATION**

REFERENCE NO. : CDS-0928  
 STAF ID : K0522  
 NAME : MOHAMAD SULEB BIN ISMAIL  
 POSITION : PEMANDU TAKSI OPERASIONAL / OPERASI NI  
 DEPARTMENT : BAHAGIAN SUMBER MANUSIA  
 CONTACT NO. : 0175902517 / 05-4504478  
 JOB STATUS : TETAP

**SECTION B : PATIENT INFORMATION**


DETAILS : REFER ATTACHMENT 1

**SECTION C : AUTHENTICATION**

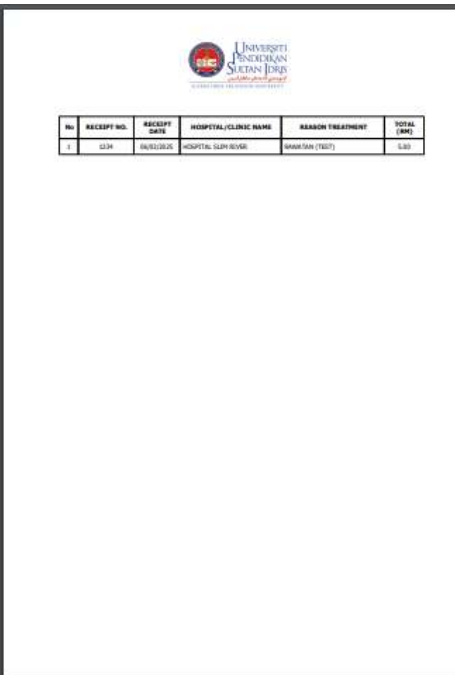
I hereby acknowledge that the above officers have made a Government (Civil) Hospital Claim and have obtained the Sultan Idris Education University's Reimbursement Claim Guidelines. Should the staff provide a false statement or submit any false documents, it will be classified as an offence and may cause the staff to be fined or disciplinary action may be taken against them.

DETAILS	STAFF	HEAD OF DEPARTMENT
SIGNATURE		
OFFICIAL STAMP & DATE		

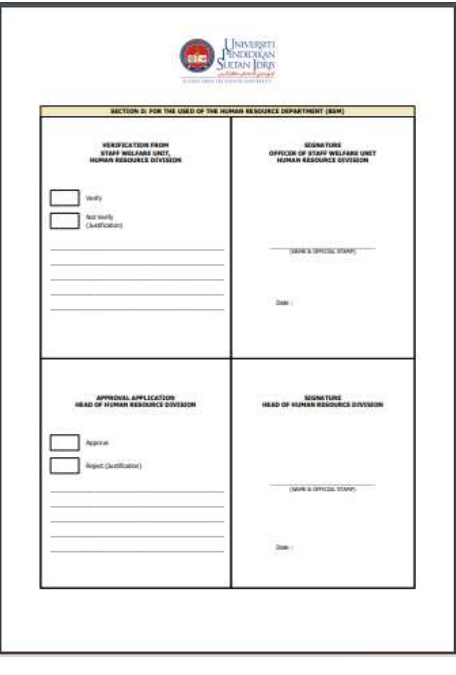
\* If the Head of Department is unavailable or etc, please get the signature of the person performing the task and the letter of



Please attach the original receipt treatment. Please use another attachment if the space not enough.



No	RECEIPT NO.	RECEIPT DATE	HOSPITAL/CLINIC NAME	REASON TREATMENT	TOTAL (RM)
11	0294	08/01/2016	HOSPITAL SULTAN ISMAIL	Stroke Iskemik (TIA)	0.00



**SECTION D: FOR THE USE OF THE HUMAN RESOURCE DEPARTMENT (HRM)**

<p><b>VERIFICATION FROM STAFF WELFARE UNIT HUMAN RESOURCE DIVISION</b></p> <p><input type="checkbox"/> Verify  <input type="checkbox"/> Not verify (Justification)</p> <p>_____  <small>(NAME &amp; OFFICIAL STAMP)</small></p> <p>Date: _____</p>	<p><b>SIGNATURE OFFICER OF STAFF WELFARE UNIT HUMAN RESOURCE DIVISION</b></p> <p>_____  <small>(NAME &amp; OFFICIAL STAMP)</small></p> <p>Date: _____</p>
<p><b>APPROVAL APPLICATION HEAD OF HUMAN RESOURCE DIVISION</b></p> <p><input type="checkbox"/> Approve  <input type="checkbox"/> Reject (Justification)</p> <p>_____  <small>(NAME &amp; OFFICIAL STAMP)</small></p> <p>Date: _____</p>	<p><b>SIGNATURE HEAD OF HUMAN RESOURCE DIVISION</b></p> <p>_____  <small>(NAME &amp; OFFICIAL STAMP)</small></p> <p>Date: _____</p>

## 7. Proses 7 – Semakan proses *status* tuntutan

Search for anything

Home / HUMAN RESOURCES / Medical

Thursday, 28th of March, 2025

Staff Medical

Panel Clinic and Non Panel Clinic Claim Status

Dental Claim Status (Dental UPSE and Private Dental)

Registered Panel Clinic

Government Letter Status

Sara Ulas Status

Government Hospital Bill

National Heart Institute Bill

Gov Department Charges

Tarj LRM:0.00

#	Apply Date	Reference No.	Claim Amount	Approve Amount	Status
1	06/03/2025	CE25-69228	5.00	0.00	SUBMIT

STATUS DESCRIPTION

APPLY Staf telah mengisi lengkap permohonan

POD VERIFY Ketua PT/ Tuhh membolehkan permohonan staff

HR RECOMMEND Bahagian Sumber Manusia telah menyahong permohonan yang mematuhi kriteria

HR REJECT Permohonan telah ditolak oleh Bahagian Sumber Manusia

APPROVE Ketua BSM / Pendaftar telah melakukan permohonan

CANCEL Permohonan dibatalkan

Semak *status* tuntutan