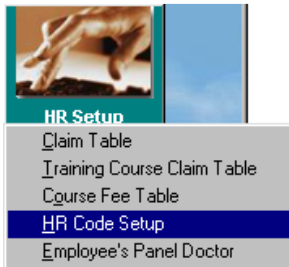


H.R. Setup

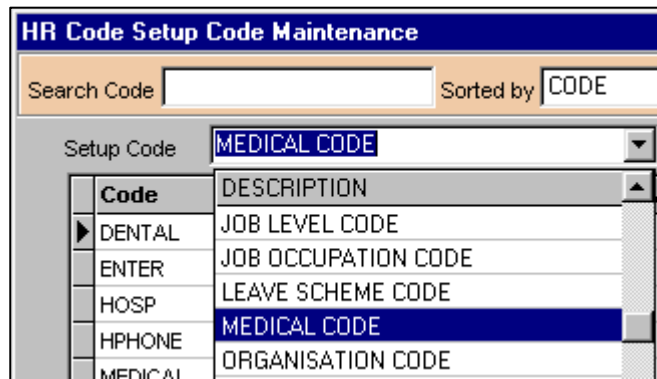
Claim Code, Diagnosis Code, Hosp./Clinic Code

Changing the Medical Code, Diagnosis Code, Hosp./Clinic Code

STEPS:

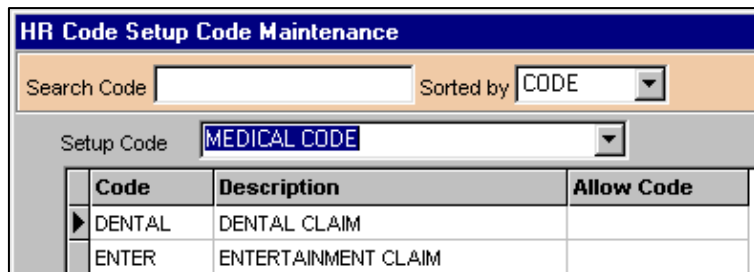


- 1) Click **H.R. Setup** icon.
- 2) Choose **HR Code Setup**.
- 3) Select **Medical Code**.



- 4) Double click on the empty space below the last medical code or press the Insert key to add new entry.

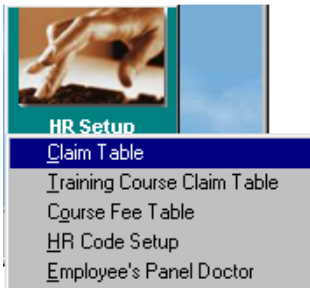
- 5) Click the **Close** button and save changes made.



<F4>-Delete code <Insert> - Add Code

NOTE: The above applies to Diagnosis Code and Hosp./Clinic Code

Claim Table



You may set different limits to medical claims for different category of employees.

STEPS:

- 1) Click **H.R.Setup** icon.
- 2) Choose **Claim Table**.
- 3) Click on New Button
- 4) Select **Claim Type**: Claim or Sub claim
- 5) **Claim Prorate**: By Service year(service month) or Calendar day
- 6) **Overwrite Exceeded Claim**: To be able to save although claim amount exceeded claim entitlement

Claim Type	Claim	Claim Prorate by		Overwrite Exceeded Claim	No
------------	-------	------------------	--	--------------------------	----

- 7) Select the scheme code.

Scheme Code	BENEFIT	
Claim Code	Code	Description
	BENEFIT	BENEFIT

Note: -To create Scheme code- **Payroll Setup, Others code table, Benefit Scheme.**

-To identify employee for each scheme, **Update Employee, Employee Record, Benefit**

- 8) Select the claim code.

Claim Code	
	Code Description
	COURSE
	DENTAL DENTAL CLAIM
	HOSP HOSPITALISATION
	MEDICAL MEDICAL CLAIM

- 9) The user may key in the maximum claim amount for each claim code.

Claim Type	Claim	Claim Prorate by	
Setup	Max Claim Allocation	GST	Claim Entitlement Adjustment
	Max Claim\$	From Service Year	To Service Year
	300	0	99

10) Other settings at claim setup.

The screenshot shows a form titled 'Other settings at claim setup'. It contains the following fields and callouts:

- Scheme Code:** BEN1 (dropdown)
- Claim Code:** DENTAL (dropdown)
- Employee Paid %:** A section with two rows:
 - Out-patient Co-payment percentage:** 0 (spin box)
 - In-patient Co-payment percentage:** 0 (spin box)
- Dependants Paid %:** A section with two rows:
 - Out-patient Co-payment percentage:** 0 (spin box)
 - In-patient Co-payment percentage:** 0 (spin box)
- Limit Per visit for Private Doctor:** 0 (spin box)
- Apply Pre illness Claim Override Co-payment:** ☐
- Medical Claim Indicator link to Medical Profile:** ☐

Callouts (pointing to fields):

- Enter percentage paid by Employee (points to Employee Paid % section)
- Enter percentage paid by Dependants (points to Dependants Paid % section)
- Claim for Pre illness will be reimburse in full (points to Apply Pre illness Claim Override Co-payment checkbox)
- Set Limit per visit for Private Doctor (points to Limit Per visit for Private Doctor spin box)

Important Note:

A maximum claim amount must be entered into the system so that a particular claim may be recorded in the system.

Claim Entitlement Adjustment

Some employee may have difference entitlement in some of the year.

The setting in this table will overwrite the original claim entitle.

Steps:

1. Press Insert from key board
2. Choose employee
3. Choose claim code
4. Enter claim amount entitle

Claim Entitlement Adjustment			
	Employee#	Claim Code	Entitlement\$
▶	1	MEDICAL	900
	15	DENTAL	450

EMPLOYEE'S PANEL DOCTOR

To record employee panel doctor

The screenshot shows a form titled 'Panel's Doctor'. It contains the following fields and a table:

- Employee #:** 001 (dropdown)
- Name:** PETER LEE
- Hospital List Table:**

Code	Description
* CH	CHANGI HOSPITAL
MEH	MOUNT ELIZABETH HOSPITAL