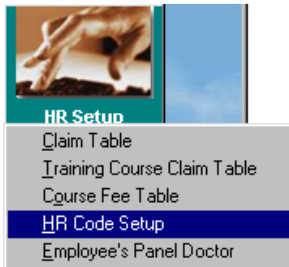


## HR Setup

### Claim Code, Diagnosis Code, Hosp./Clinic Code

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

#### STEPS:



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

Code	DESCRIPTION
DENTAL	JOB LEVEL CODE
ENTER	JOB OCCUPATION CODE
HOSP	LEAVE SCHEME CODE
HPHONE	MEDICAL CODE
MEDICAL	ORGANISATION 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.

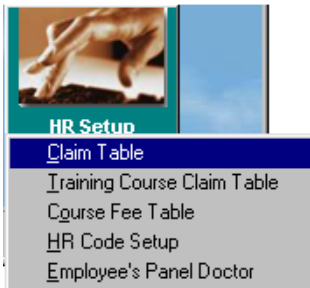


Code	Description	Allow Code
DENTAL	DENTAL CLAIM	
ENTER	ENTERTAINMENT CLAIM	

<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 **HR 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
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- 7) Select the scheme code.

Scheme Code	BENEFIT				
Claim Code	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BENEFIT</td> <td>BENEFIT</td> </tr> </tbody> </table>	Code	Description	BENEFIT	BENEFIT
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											
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>COURSE</td> <td></td> </tr> <tr> <td>DENTAL</td> <td>DENTAL CLAIM</td> </tr> <tr> <td>HOSP</td> <td>HOSPITALISATION</td> </tr> <tr> <td>MEDICAL</td> <td>MEDICAL CLAIM</td> </tr> </tbody> </table>	Code	Description	COURSE		DENTAL	DENTAL CLAIM	HOSP	HOSPITALISATION	MEDICAL	MEDICAL CLAIM
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 sub-sections:
  - Out-patient Co-payment percentage:** 0 (spinner)
  - In-patient Co-payment percentage:** 0 (spinner)
- Dependants Paid %:** A section with two sub-sections:
  - Out-patient Co-payment percentage:** 0 (spinner)
  - In-patient Co-payment percentage:** 0 (spinner)
- Limit Per visit for Private Doctor:** 0 (spinner)
- 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 Dependents (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 spinner)

**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