

## Claim Record

The **Claim Record** function facilitates record keeping of employees' medical/dental/hospitalisation claims.

**For Example: Enter a medical record**

### STEPS:

- 1) Click the **Claim Record** icon.
- 2) Select **Claim Record**.
- 3) Choose an employee by code/name.
- 4) Click the **New** button.
- 5) Select a **Claim Code**.
- 6) Key in the relevant details for the employee.



Select the desired Claim Code under the Claim Info      Change the date for Claim Taken      Max Claim Entitlement per month

Claim Info			
Claim Code	<input type="text"/>	Claim Date	<input type="text"/>
Sub Claim	<input type="text"/>	Visit Date	<input type="text"/>
Claim Amount	<input type="text"/>	Sub Claim Limit	<input type="text"/>
		Job Grade	ALL
		Category	SENI
		Benefit Scheme	NONE
		Max. Claim	<input type="text"/>
		YTD Claim	<input type="text"/>
		Balance	<input type="text"/>

Total Amount claimable      Remaining Claim Entitlement      Year to date Claim

Choose a Clinic      Type in the Doctor's name

Clinic & Doctor Info	
Hosp./Clinic	<input type="text"/>
Diagnosis	<input type="text"/>
Pre illness Indicator	<input checked="" type="checkbox"/>
Doctor's Name	<input type="text"/>
Insurance No.	<input type="text"/>
Dep ID	<input type="text"/>

Type of Medical Treatment      Type in Insurance No.

Employer reimbursement in percentage/dollar      Employee reimbursement in percentage/dollar

Co-Payment & Transferring To Payroll			
Co-payment ?	<input checked="" type="checkbox"/>	Employee Payable\$	7.00
Transferred to payroll ?	<input type="checkbox"/>	Reimburse% By Employer	93.00
Reimbursement ?	<input checked="" type="checkbox"/>	Reimburse\$ By Employer	250.00
Approved ?	<input checked="" type="checkbox"/>	Allow/Dedu Code	MED
		Transfer period	200508

- Co-payment?** - Tick this if payment of medical bill is made by both the employer and the employee.
- Transferred to payroll?** - Tick means payment has been transfer to payroll.
- Reimbursement?** - Tick indicate reimbursement by employer applies

**Allw/Dedu Code**

- Select the desired type of medical allowance/deduction.

**Transfer period**

- Enter the month for the medical claims to be transfer to the payroll.

**Cycle**

- Enter the cycle either E( end month), M(Mid Month), S(Special)for the medical claims to be transfer to the payroll.

**When ticked: The employer will reimburse claims**

to employees.

Reimbursement ? ☒

When unticked: The employer will deduct the amount from the employee if it is a co-payment.

Medical	Date	Diagnosis	Sector Code	Claim Amount	Approved	Clinic	Allowance
▶ DENTAL	28/09/1998	DENTAL	Public Sector	5.00	Yes	CLINIC	DENT

- 7) Click the **Save** button.

Save

## Claim Reports

Medical reports can be easily generated in **TIMES PAY**.



Claim Record

Claim Record

Claim Report

Claim Report - Landscape

Claim Costing Report

### STEPS:

- 1) Click the **Claim Reports** icon.
- 2) Choose **Medical Report**.
- 3) Choose the printing range and printing method.

**Claim Report dialog**

MAIN | EMPLOYEE | CLAIM | DEPARTMENT | COST CENTRE

Printing Range From: To Claim Code

From Claim Code: COURSE A To Claim Code: MEDICAL

Empcode: 001 Empcode: 001

Department: JUNIOR Department: SUPP

Date: 01/05/2004 Date: 31/05/2004

Period: 200405

Report Format: Details

Print By: ALL RECORD

Group by:

1st Group by: BY EMPLOYEE CODE

New Page for each Employee ? ☒

Preview Close

**Sort By:**

- By Employee Code
- By Employee Name

**Printing Range By:**

- Medical code
- Employee code
- Department Code
- Date

Report Format	Details
Print By	ALL RECORD
New Page for	YTD PERIOD
Included term	DATE RANGE
Print Annual and Sick leave only ?	<input type="checkbox"/>

Date	01/01/1998	31/01/1998
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**Print By:**

- All Record: Print all medical records in range.
- Last Record: Print the last medical records for all employees in range.
- Current Record: Print all current month medical records in range.
- YTD Period: Print all medical records for all employees in range.
- Date Range: Print all medical records dictated by the date range.

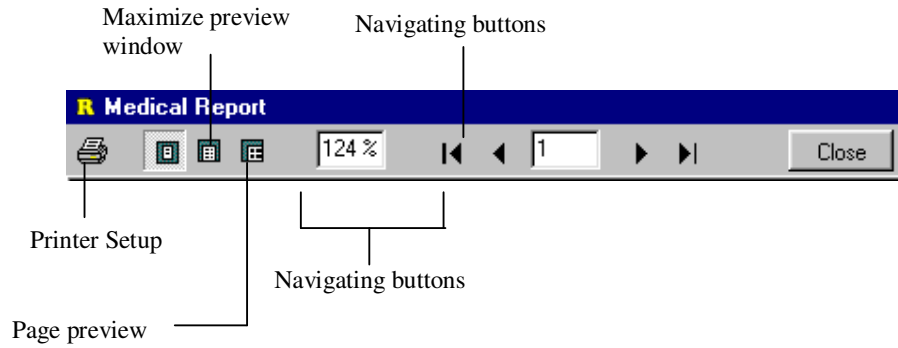
New Page for each Employee ?	<input checked="" type="checkbox"/>
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← Tick this option if an employee's medical record overflows onto another page.

4) Click the **Process** button.

**TIMES PAY** generates a preview of the report as shown below:

<b>TIMES SOFTWARE PTE LTD</b>						Page :1
<b>Medical Details Report</b>						Date : 03/11/1998
Medical Code : From DENTAL To MEDICAL						USERID : MASTER
Sorted By : Employee Code						
Query : ALL						
Medical Code		Date	Allow/Dedu Code	Transfer Period	Diagnosis	Claim Amount
<b>Employee No : 001 AMELIA BENSON</b>						
DENTAL	DENTAL CLAIM	Maximum Claim	500.00	YTD Claim	5.00	Balance 495.00
		28/09/1998	DENT			DENTAL 5.00
						Sub Total 5.00
<b>Employee No : 001 AMELIA BENSON</b>						
HOSP	HOSPITALISATION PER DAY	Maximum Claim	350.00	YTD Claim	10.00	Balance 340.00
		01/09/1998	MED	199809	E	FLU 5.00
		08/09/1998				FLU 5.00
						Sub Total 10.00
<b>Employee No : 002 BENSON LEE</b>						
HOSP	HOSPITALISATION PER DAY	Maximum Claim	100.00	YTD Claim	25.00	Balance 75.00
		27/01/1998	MED/REIM	199801	E	FLU 25.00
						Sub Total 25.00
<b>Employee No : 003 CHARLIE PANG</b>						
MEDICAL	MEDICAL CLAIM	Maximum Claim	500.00	YTD Claim	420.00	Balance 80.00
		10/02/1998	MED	199802	E	FLU 20.00
		18/07/1998	MED	199807	E	FILL 400.00
						Sub Total 420.00
						Grand Total 490.00

**NOTE:**

Click the **CLOSE** button to cancel the report.

## Claim Reports-Landscape

You may generate a landscape Medical reports.

- **Select Type of claim code at Setup**

Medical Report			
Setup   Print Dialog			
Select	Code	Description	
<input checked="" type="checkbox"/>	DENTAL	DENTAL CLAIM	
<input checked="" type="checkbox"/>	HOSP	HOSPITALISATION	
<input checked="" type="checkbox"/>	MEDICAL	MEDICAL CLAIM	
<input checked="" type="checkbox"/>	TRANS	TRANSPORT CLAIM	
<input type="checkbox"/>	ACT	ACTIVATION	
<input type="checkbox"/>	OVERTIME	OVERTIME	

Claim Record
Claim Report
<b>Claim Report - Landscape</b>
Claim Costing Report
Import Claim

- **Select print landscape claim report dialog**

Medical Report	
Setup   Print Dialog	
From Employee#	1 To ZZZ
From Claim Date	01/07/2005 To 31/07/2005
Print Period	200507
Print by	Pay Period
Sort by	Record No/BatchNo
Report Type	Max 5 Claim code
Show Batch No?	<input type="checkbox"/>
Status	Approved
<div>Preview</div> <div> Close</div>	

## Claim Costing Report

You may generate a Claim Costing reports.

- **Select Type of claim code at Setup**

Medical Report			
Setup		Print Dialog	
Select	Code	Description	
<input checked="" type="checkbox"/>	DENTAL	DENTAL CLAIM	
<input checked="" type="checkbox"/>	HOSP	HOSPITALISATION	
<input checked="" type="checkbox"/>	MEDICAL	MEDICAL CLAIM	
<input checked="" type="checkbox"/>	TRANS	TRANSPORT CLAIM	
<input type="checkbox"/>	ACT	ACTIVATION	
<input type="checkbox"/>	OVERTIME	OVERTIME	

Claim Record
Claim Report
Claim Report - Landscape
<b>Claim Costing Report</b>
Import Claim

- **Select print Period to preview a Claim Costing report**

Medical Report	
Setup	Print Dialog
From Employee#	1 To ZZZ
From Claim Date	01/07/2005 To 31/07/2005
Print Period	200507
Print by	Pay Period
Option	All
Print in Detailed Format <input checked="" type="checkbox"/>	
<div>Preview</div> <div>Close</div>	

TIMES SOFTWARE PTE LTD					
CLIAM REPORT FOR THE PERIOD OF 200507					
				Date :	24/07/2005
				Page :	1.00
ITEM	EMPLOYEE NAME	VIST DATE	EMPLOYEE\$	EMPLOYER\$	TOTAL
NONE (NONE )					
MED (MEDICAL REIMBURSEMENT )					
1.)	Alan	24/07/2005	30.00	70.00	100.00
2.)	zzz	12/07/2005	0.00	100.00	100.00
MED (MEDICAL REIMBURSEMENT ) SUBTOTAL			30.00	170.00	200.00
NONE (NONE ) SUBTOTAL			30.00	170.00	200.00
SUBTOTAL			30.00	170.00	200.00
NONE					
COST1 (COST CENTER 1 )					
MED (MEDICAL REIMBURSEMENT )					
3.)	Linda	30/12/1899	0.00	66.00	66.00
MED (MEDICAL REIMBURSEMENT ) SUBTOTAL			0.00	66.00	66.00
COST1 (COST CENTER 1 ) SUBTOTAL			0.00	66.00	66.00

## Import Claim

You may import Claim from MS Excel worksheet.

Steps to import claim:

1. Enter Claim information at MS Excel worksheet. For example:

Column A: Employee Code

Column B: Medical Code

Column C: Medical Date

Column D: Claim Amount

Column E: Claim Approve (True or False)

Column F: Sector Code (Pub or Gov)

Column G: Co-Payment (True or False)

Column H: Employer Amount

	A	B	C	D	E	F	G	H
1	EMPCODE	MEDICAL_CODE	MEDICAL_DATE	CLAIM_AMOUNT	CLAIM_APPROVE	SECTOR_CODE	CO_PAYMENT	EMPLOYER_AMOUNT
2	1	DENTAL	22/07/2005	80.00	TRUE	Pub	TRUE	80.00
3	10	MEDICAL	25/07/2005	88.00	TRUE	PUB	TRUE	88.00
4								

2. Select <Claim report> <Import Claim>

- Click Setup to enter claim Template
- Enter Column No, Field Code based on the sequence from the Excel worksheet
- Browse for excel file
- Enter Batch No.
- Click **IMPORT**

Browse for the Excel file which store the claim information

Enter batch no