

**Excel Systems, Your **1** stop HR solution Center**

## Medical Module



An additional features to WinCom Payroll 7



Provides you with the ability to keep track of each employee's medical entitlement, medical expenses and health history.



It can be linked to leave management module.



Not only medical leave, you can utilized the leave management module to keep track of the employee's annual leave, no pay leave & much more... (user-definable leave type).

Human Resource Management Series

## WinCom Medical

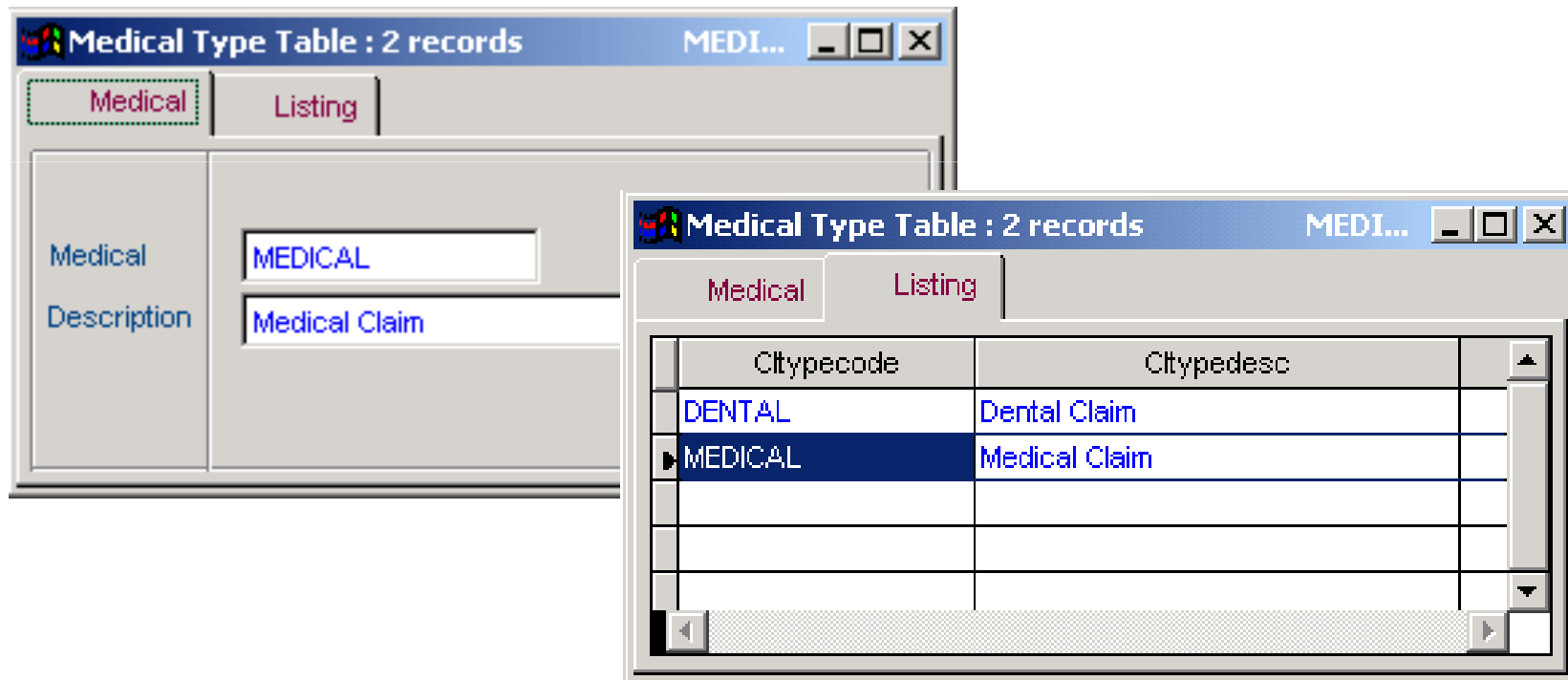
for Windows

An additional module in WinCom Payroll

It provides you with the ability to keep track of each employee's medical entitlement, medical expenses and health history. It's also track the total medical expenses incurred and medical chits given by each clinic for accurate cross reference.

## MEDICAL TYPE

- Unlimited user-definable medical types.



## MEDICAL SCHEME

- Unlimited user-definable medical scheme
- Allows you to define the medical entitlement & cost entitles for personal and dependants (family member's).
- Option to carriage forward the untaken personal or dependants claims to next period entitlement.

The screenshot shows a software window titled "Medical Scheme : 2 records" with a sub-header "CONTRT". It has three tabs: "Basic", "Medical Type", and "Listing". The "Medical Type" tab is active. The form contains the following fields and sections:

- Medical Scheme:** CONTRT, Contractor
- Entitlement Cut-Off Month:** 12
- Next entitlement Date:** 31-12-2004
- Medical Type:** MEDICAL (dropdown menu)
- Update to Payroll:-**
  - 1. None:** Year Of Completed Service: 99, Medical Cost Personal: 500.00, Entitlement per Year Dependents: (empty)
  - 2. Allowance:** MEDREM (dropdown), Medical Reimbursement (button)
  - 3. Deduction:** MEDDED (dropdown), Medical Deduction (button)

|              | Year Of Completed Service |         | Medical Cost Entitlement per Year |            |
|--------------|---------------------------|---------|-----------------------------------|------------|
|              |                           |         | Personal                          | Dependents |
| 1. None      | <input type="checkbox"/>  | to < 99 | 500.00                            |            |
| 2. Allowance | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |
|              | <input type="checkbox"/>  | to <    |                                   |            |

## PANEL DOCTOR

- Unlimited records for panel doctor.



Panel Doctor : 6 records      A0000001 : Ahmad Clinic

**Particular**    Listing

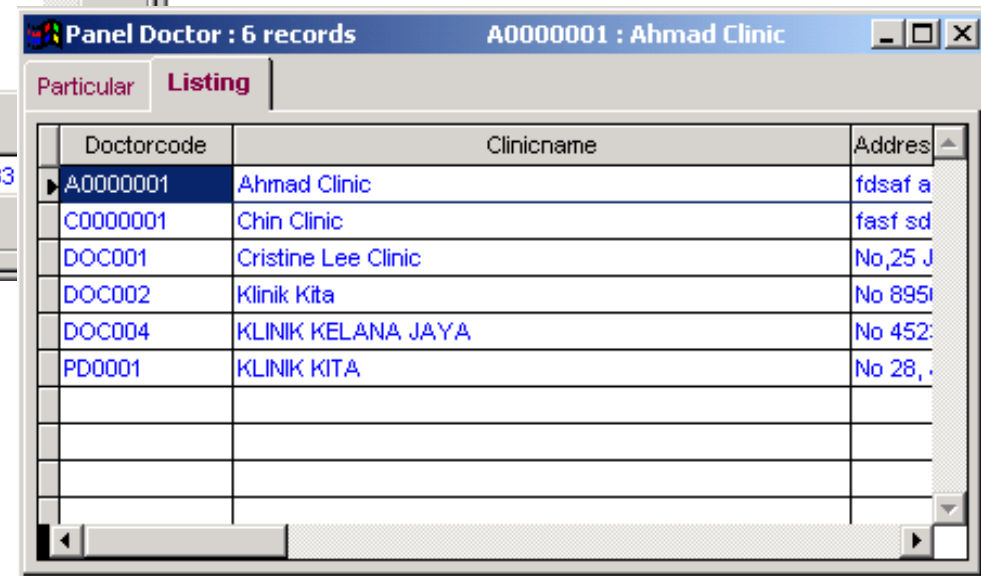
Doctor Code: A0000001

Clinic Name: Ahmad Clinic

Address: fdsaf asdf  
sfasf  
asdfsa dfssdf  
sa fsafdsf

Post Code:

Contact No: 03-4416563      Facscimile: 03-42166333



Panel Doctor : 6 records      A0000001 : Ahmad Clinic

Particular    **Listing**

| Doctorcode | Clinicname          | Address  |
|------------|---------------------|----------|
| A0000001   | Ahmad Clinic        | fdsaf a  |
| C0000001   | Chin Clinic         | fasf sd  |
| DOC001     | Cristine Lee Clinic | No,25 J  |
| DOC002     | Klinik Kita         | No 895I  |
| DOC004     | KLINIK KELANA JAYA  | No 452:  |
| PD0001     | KLINIK KITA         | No 28, . |
|            |                     |          |
|            |                     |          |
|            |                     |          |
|            |                     |          |

# FEATURES

## ADMIN

- Keep track of employee details information.
- Medical Management, allows you to keep track of personal and dependants medical history records.
- Leave Management, allows you to keep track of leave entitlement & taken.

The screenshot displays two overlapping windows from the 'Medical Management' software. Both windows are titled 'Medical Management : 53 records' and 'TEST02 : KOH CHOON SHYAN'. The top window shows the 'Personal' tab selected, with a table of medical records:

| Date       | Medical Type | Receipt No.  | Doctor Code |
|------------|--------------|--------------|-------------|
| 01-04-2004 | MEDICAL      | 1000001      |             |
| 01-07-2004 | MEDICAL      | 123456789012 | DOC001      |

The bottom window shows the 'Balance' tab selected, displaying two tables: 'Personal' and 'Dependents'. Both tables have columns for Medical Type, LY C/F, Entitle, Taken, and Balance.

| Medical Type | LY C/F | Entitle  | Taken  | Balance  |
|--------------|--------|----------|--------|----------|
| DENTAL       |        | 9,999.99 |        | 9,999.99 |
| MEDICAL      |        | 9,999.99 | 150.00 | 9,849.99 |

| Medical Type | LY C/F | Entitle  | Taken  | Balance  |
|--------------|--------|----------|--------|----------|
| DENTAL       |        |          |        |          |
| MEDICAL      |        | 9,999.99 | 100.00 | 9,899.99 |

# REPORTS

- Employee Personal Medical Claim List
- Employee Personal Medical Balance List
- Negative Dependants Medical Balance Summary
- Employee Dependants Medical Claim List
- Employee Dependants Medical Balance List
- Negative Personal Medical Balance Summary
- Medical Cost Statement
- Monthly Medical Claim List
- Annual Leave Entitlement Control Report
- Leave Taken List



# Employee Personal Medical Claim List

WinCom [182806-W]

Date : 08-07-2005

Sort By : Employee No.

Employee Personal Medical Claim List From - - To 08-07-2005

Time : 04:30 PM

| No. | Employee No. | Name                          |              |             |                     | Department | Position |
|-----|--------------|-------------------------------|--------------|-------------|---------------------|------------|----------|
| 1   | TEST01       | MOHAMAD BIN MOHAMAD ZAINUDDIN |              |             |                     | MGMT       | MD       |
|     | No.          | Date                          | Medical Type | Doctor Code | Clinic Name         | Cost       |          |
|     | 1            | 08-05-2000                    | MEDICAL      | DOC001      | Cristine Lee Clinic | 87.00      |          |
|     | 2            | 01-03-2002                    | MEDICAL      |             | 1                   | 100.00     |          |
|     |              |                               |              |             |                     | 187.00     |          |
| 2   | TEST02       | KOH CHOON SHYAN               |              |             |                     | ACCT       | ACCLK    |
|     | No.          | Date                          | Medical Type | Doctor Code | Clinic Name         | Cost       |          |
|     | 1            | 01-04-2004                    | MEDICAL      |             | ahmad clinic        | 100.00     |          |
|     | 2            | 01-07-2004                    | MEDICAL      | DOC001      | Cristine Lee Clinic | 50.00      |          |
|     |              |                               |              |             |                     | 150.00     |          |
| 3   | TEST03       | KHAIRUL RIZAL BIN AZMI        |              |             |                     | ADMIN      | GENCLK   |



# Employee Personal Medical Balance List

WinCom [182806-W]

Date : 08-07-2005

Sort By: Employee No.

Employee Personal Medical Balance Summary

Time : 04:40 PM

| No. | Employee No. | Name                          |      |         | Department | Position |
|-----|--------------|-------------------------------|------|---------|------------|----------|
| 1   | TEST01       | MOHAMAD BIN MOHAMAD ZAINUDDIN |      |         | MGMT       | MD       |
|     | No.          | Medical Type                  | C/F  | Entitle | Taken      | Balance  |
|     | 1            | MEDICAL                       | 0.00 | 9999.99 | 0.00       | 9999.99  |
|     | 2            | DENTAL                        | 0.00 | 9999.99 | 0.00       | 9999.99  |
| 2   | TEST02       | KOH CHOON SHYAN               |      |         | ACCT       | ACCLK    |
|     | No.          | Medical Type                  | C/F  | Entitle | Taken      | Balance  |
|     | 1            | DENTAL                        | 0.00 | 9999.99 | 0.00       | 9999.99  |
|     | 2            | MEDICAL                       | 0.00 | 9999.99 | 150.00     | 9849.99  |
| 3   | TEST03       | KHAIRUL RIZAL BIN AZMI        |      |         | ADMIN      | GENCLK   |

# Employee Dependants Medical Claim List

WinCom [182806-W]

Date : 08-07-2005

Sort By : Employee No.

Employee Dependent Medical Claim List From - - To 08-07-2005

Time : 04:43 PM

| No. | Employee No.   | Name               | Department         | Position     |             |                     |        |
|-----|----------------|--------------------|--------------------|--------------|-------------|---------------------|--------|
| 1   | TEST02         | KOH CHOON SHYAN    | ACCT               | ACCLK        |             |                     |        |
|     | No. Date       | Medical Type       | Dependent Name     | Relationship | Doctor Code | Clinic Name         | Cost   |
|     | 1 07-05-2000   | MEDICAL            | KOH AH CHAI        | Father       | DOC004      | KLINIK KELANA JAYA  | 66.00  |
|     | 2 28-06-2000   | DENTAL             | LEE MEI MEI        | Wife         | DOC001      | Cristine Lee Clinic | 32.00  |
|     | 3 01-07-2004   | MEDICAL            | LEE MEI MEI        | Wife         | DOC001      | Cristine Lee Clinic | 100.00 |
|     |                |                    |                    |              |             |                     | 198.00 |
| 2   | TEST11         | JUMIYAH BINTI SAID | PROD               | NORM         |             |                     |        |
|     | No. Date       | Medical Type       | Dependent Name     | Relationship | Doctor Code | Clinic Name         | Cost   |
|     | 1 03-05-2000   | MEDICAL            | SARIFAH BINTI MOHD | Child        | DOC001      | Cristine Lee Clinic | 57.00  |
|     |                |                    |                    |              |             |                     | 57.00  |
| 2   | Report Total : |                    |                    |              |             |                     | 255.00 |

# Employee Dependants Medical Balance List

WinCom [182806-W]

Date : 08-07-2005

Sort By: Employee No.

Employee Dependent Medical Balance Summary

Time : 04:46 PM

| No. | Employee No. | Name                          |       |         |        | Department | Position |
|-----|--------------|-------------------------------|-------|---------|--------|------------|----------|
| 1   | TEST01       | MOHAMAD BIN MOHAMAD ZAINUDDIN |       |         |        | MGMT       | MD       |
|     | No.          | Medical Type                  | C/F   | Entitle | Taken  | Balance    |          |
|     | 1            | MEDICAL                       | 0.00  | 9999.99 | 0.00   | 9999.99    |          |
|     | 2            | DENTAL                        | 0.00  | 0.00    | 0.00   | 0.00       |          |
| 2   | TEST02       | KOH CHOON SHYAN               |       |         |        | ACCT       | ACCLK    |
|     | No.          | Medical Type                  | C/F   | Entitle | Taken  | Balance    |          |
|     | 1            | DENTAL                        | 0.00  | 0.00    | 0.00   | 0.00       |          |
|     | 2            | MEDICAL                       | 0.00  | 9999.99 | 100.00 | 9899.99    |          |
| 3   | TEST03       | KHAIRUL RIZAL BIN AZMI        |       |         |        | ADMIN      | GENCLK   |
|     | No.          | Medical Type                  | C/F   | Entitle | Taken  | Balance    |          |
|     | 1            | DENTAL                        | 50.00 | 200.00  | 0.00   | 150.00     |          |

# Medical Cost Statement

WinCom [182806-W]

Date : 08-07-2005

Sort By: Employee No.

Medical Cost Statement From - - To 08-07-2005

Time : 04:51 PM

| No. | Employee No. | Name                          |              |          |             | Department          | Position     |
|-----|--------------|-------------------------------|--------------|----------|-------------|---------------------|--------------|
| 1   | TEST01       | MOHAMAD BIN MOHAMAD ZAINUDDIN |              |          |             | MGMT                | MD           |
|     | No.          | Date                          | Medical Type | By       | Doctor Code | Clinic Name         | Medical Cost |
|     | 1            | 08-05-2000                    | MEDICAL      | Personal | DOC001      | Cristine Lee Clinic | 87.00        |
|     | 2            | 01-03-2002                    | MEDICAL      | Personal |             | 1                   | 100.00       |
|     |              |                               |              |          |             |                     | 187.00       |
| 2   | TEST02       | KOH CHOON SHYAN               |              |          |             | ACCT                | ACCLK        |
|     | No.          | Date                          | Medical Type | By       | Doctor Code | Clinic Name         | Medical Cost |
|     | 1            | 07-05-2000                    | MEDICAL      | Father   | DOC004      | KLINIK KELANA JAYA  | 66.00        |
|     | 2            | 28-06-2000                    | DENTAL       | Wife     | DOC001      | Cristine Lee Clinic | 32.00        |
|     | 3            | 01-04-2004                    | MEDICAL      | Personal |             | ahmad clinic        | 100.00       |
|     | 4            | 01-07-2004                    | MEDICAL      | Personal | DOC001      | Cristine Lee Clinic | 50.00        |
|     | 5            | 01-07-2004                    | MEDICAL      | Wife     | DOC001      | Cristine Lee Clinic | 100.00       |
|     |              |                               |              |          |             |                     | 348.00       |
| 3   | TEST03       | KHAIRUL RIZAL BIN AZMI        |              |          |             | ADMIN               | GENCLK       |



THANK YOU

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