*Work scope of Accountant*

-Process Billing (inpatient & outpatient)

* Use excel spreadsheet for calculating bill and keep
* Determine Payment type
  + Cash
  + Cheque
  + Credit card
* make sure that customer to fill up financial detail form

-Reports include for each clinic & wards are:

* EOD report
* Weekly report
* Monthly report
* Revenue report

-Bill History

* Responsible for Hardcopy & put in the GL and keep 5 years

**Bill** includes

* Special Treatment such as X-ray, Ultrasound, operation, …
* Service Charges
* Cost of drugs
* GST

**Pain points**

Billing System

* Difficulties to read doctor handwriting (eg. Wrong medicine in wrong quantities can be wrongly prescribed)
* Wrong type or modify of amount in spreadsheet

Payment System

* Delay or inconvenience in validation of bank card/ cheque or the Payee Name on cheque can be misspelled by customer
* Time consuming for traditional payment

Report System

* Collect the records end of the day and tally the bills
* Uses spreadsheet to do reporting

Billing record

* Search manually for 5 years recorded billing history

**Solution** for pain point

Billing System

* Auto billing system help the accountant to generate the accurate bill

Payment System

* Need e-payment system to save time consuming and make more convenience with all modern payment type

Report System

* Auto generated report system will help the accountant in reducing stress & get the daily accurate report

Billing Record

* Billing Record Database able to see the whole record of the patient with ease rather than flipping through pages of physical papers and record