

LOG Request

Requirement Document

**Version 1.2**

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| **References** | | |
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Contents

[2. Overview 4](#_Toc411953042)

[**a.** Module 4](#_Toc411953043)

[**b.** Development Type 4](#_Toc411953044)

[3. LOG 5](#_Toc411953045)

[2. LOG With Cancellation Clause for Previous LOG 7](#_Toc411953046)

[3. Rule 9](#_Toc411953047)

[4. Implementation 10](#_Toc411953048)

[4.1 Current Implementation 10](#_Toc411953049)

[4.2 Targeted Implementation 10](#_Toc411953050)

[5. Changes Required 11](#_Toc411953051)

[6. LOG Screen 11](#_Toc411953052)

[7. Requirements: 13](#_Toc411953053)

# Overview

|  |  |  |  |
| --- | --- | --- | --- |
| ☒ | New | ☐ | Change Request |

* 1. Module

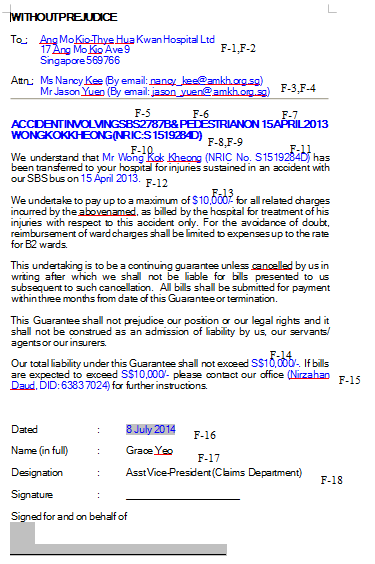
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ☐ | Diary | ☐ | System Admin Module | ☐ | Claim Registration |
| ☐ | Claim Payment | ☐ | Claim Recovery | ☐ | Claim Enquiry |
| ☐ | Upload | ☐ | Reports | ☒ | New |

* 1. Development Type

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ☒ | Functionality | ☒ | Integration | ☐ | Rule |
| ☐ | Report | ☒ | Field | ☒ | Screen |

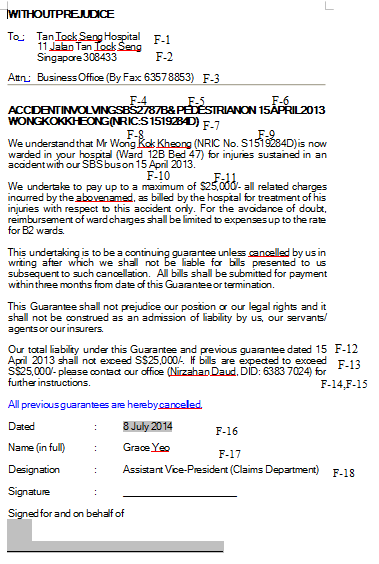
# LOG

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Form name** | LOG | | |  |  |  |
| Description |  | | | Fields are same as "LOG with cancellation clause for previous LOG" form | | |
| s.no. | Field number as per screen | Field names | screen Name | screen field name | EBIX Remarks | CDGI Remarks |
| 1 | F-1 |  | Unknown | Unknown | Hospital Name | Additional field or tab for user to select which hospital or clinic claimant has visited Drop down field for user to select which hospital or clinic? |
| 2 | F-2 |  | Unknown | Unknown | Hospital Address |
| 3 | F-3 |  | Unknown | Unknown | Name and Email Address of Hospital Representative | To change the template to "Attn: Business Officer" |
| 4 | F-4 |  | Unknown | Unknown | Name and Email Address of Hospital Representative |
| 5 | F-5 |  | Accident | Vehicle No. |  |  |
| 6 | F-6 |  |  |  | Pedestrian to be fixed? | Could be commuter too. To have a field to indicate the type of claimant, pedestrian or commuter. |
| 7 | F-7 |  | Accident | Accident Date |  |  |
| 8 | F-8 |  | Payment | Payee's Name | Claimant Name / Payee Name? | Additional field or tab for user to enter the 3rd party individual claimant's particulars, 3rd party workshops, lawyers, surveyors & insurers. The 3rd Party Reference No. will be entered by user in the 3rd party claimants, workshops, lawyers, surveyors & insurers. |
| 9 | F-9 |  | Payment |  | Claimant NRIC / Payee NRIC? |
| 10 | F-10 |  | Payment | Payee's Name | Claimant Name / Payee Name? |
| 11 | F-11 |  | Payment |  | Claimant NRIC / Payee NRIC? |
| 12 | F-12 |  | Accident | Accident Date |  |  |
| 13 | F-13 |  | Unknown | Unknown | Prefix or where to pull it? | The claims department may issue more than 1 LOG to seriously wounded claimants. We will need to track all the LOGs issued (if any) for each claim. An additional field or table to capture all the LOGs issued? i.e. in the LOG tracking table there are N LOGs issued. The previous LOG date should be date of the N-1 of LOG issued in the LOG tracking table, where N is the S/N of the latest LOG entered into the table. It is the amount of the latest LOG issued. |
| 14 | F-14 |  | Unknown | Unknown | Prefix or where to pull it? |
| 15 | F-15 |  | Unknown | Unknown | Prefix or where to pull it? |
| 16 | F-16 |  | Claims | Preview Document | Diary Assignment - Select User And DID Number or Pre-Fixed | Date which the doc was generated. |
| 17 | F-17 |  | User Admin | User | Prefix or User ID who generated this Document? | Based on the head of department's ID. |
| 18 | F-18 |  | User Admin | Group / Department | Group & Department |



# LOG With Cancellation Clause for Previous LOG

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Form name** | LOG with cancellation clause for previous LOG | | |  |  |  |
| s.no. | Field number as per screen | Field names | screen Name | screen field name | EBIX Remarks | CDGI Remarks |
| 1 | F-1 | Hospital name | Unknown | Unknown | Prefix or where to pull from? | Additional field or tab for user to select which hospital or clinic claimant has visited Drop down field for user to select which hospital or clinic? |
| 2 | F-2 | Hospital address | Unknown | Unknown | Prefix or where to pull from? |
| 3 | F-3 | Attention : |  |  | To Be Prefixed? | "Attn: Business Office" > can be prefixed but the fax number needs to be populated from the additional fields. |
| 4 | F-4 | 1st party involved in accident | Accident | Vehicle No |  |  |
| 5 | F-5 | 2nd party involved in accident |  |  | To Be Prefixed? | Could be commuter too. To have a field to indicate the type of claimant, pedestrian or commuter. |
| 6 | F-6 | Accident date | Accident | Accident Date |  |  |
| 7 | F-7 | Insured name | Payment |  | Payee's Name & NRIC or where to pull from? | Additional field or tab for user to enter the 3rd party individual claimant's particulars, 3rd party workshops, lawyers, surveyors & insurers. The 3rd Party Reference No. will be entered by user in the 3rd party claimants, workshops, lawyers, surveyors & insurers. |
| 8 | F-8 | Insured name | Payment |  | Payee's Name or where to pull from? |
| 9 | F-9 | Patient nric number | Payment |  | Payee's NRIC or where to pull from? |
| 10 | F-10 | accident date | Accident | Accident Date |  |  |
| 11 | F-11 | Settlement amount | Payment | Local Currency |  | No, it is not the settlement amount. It is total amount of all the LOGs issued. |
| 12 | F-12 | Guarantee date | Accident | Accident Date |  | No. Guarantee date is not accident date. The claims department may issue more than 1 LOG to seriously wounded claimants. We will need to track all the LOGs issued (if any) for each claim. An additional field or table to capture all the LOGs issued? i.e. in the LOG tracking table there are N LOGs issued. The previous LOG date should be date of the N-1 of LOG issued in the LOG tracking table, where N is the S/N of the latest LOG entered into the table |
| 13 | F-13 | sattlement amount | Payment | Local Currency | Or To Be Prefixed? | Not settlement amount. Please see S/N 12. It is the total amount of all the LOGs issued in the LOG tracking table |
| 14 | F-14 | Sattlement amount | Payment | Local Currency | Or To Be Prefixed? | Same as S/N 13. |
| 15 | F-15 | office address |  |  |  | Claims Officer's ID and DID |
| 16 | F-16 | Field not confirm | Claim | Preview Documents | Date that Doc is generated? | Yes date the doc was generated. |
| 17 | F-17 | AVP name | User Admin | User | Prefixed or based on User ID who generated this Doc? | No. Based on the head of department's ID. |
| 18 | F-18 | designation | User Admin | Group | Prefixed or based on User ID who generated this Doc? |



# Rule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IF** | **Then** | **Else** | **And** | **Or** |
|  |  |  |  |  |
|  |  |  |  |  |

# Implementation

## Current Implementation

## Targeted Implementation

# Changes Required

1. Remove Add New Log Request From Reserve Page

2. Create a New Menu Section under Claims Recovery – “LOG Request”

**Purpose Of LOG Request Section**

CDGI needs a centralized section to manage and generate documents for all LOG Request.

Management includes:

1. Creation of LOG Request to send to selected Hospital
2. Editing of LOG Request to change the selected Hospital
3. Voiding of current LOG Request and introduce a LOG Movement (Use Indicator: LOG-M) to offset the Approved Mandate.

Generation Of Documents:

1. There will be two documents that needs to be mapped.
2. Under the Print Functionality, user is able to select the Document Template and system will map the necessary information.

# LOG Screen

Search Functionality:

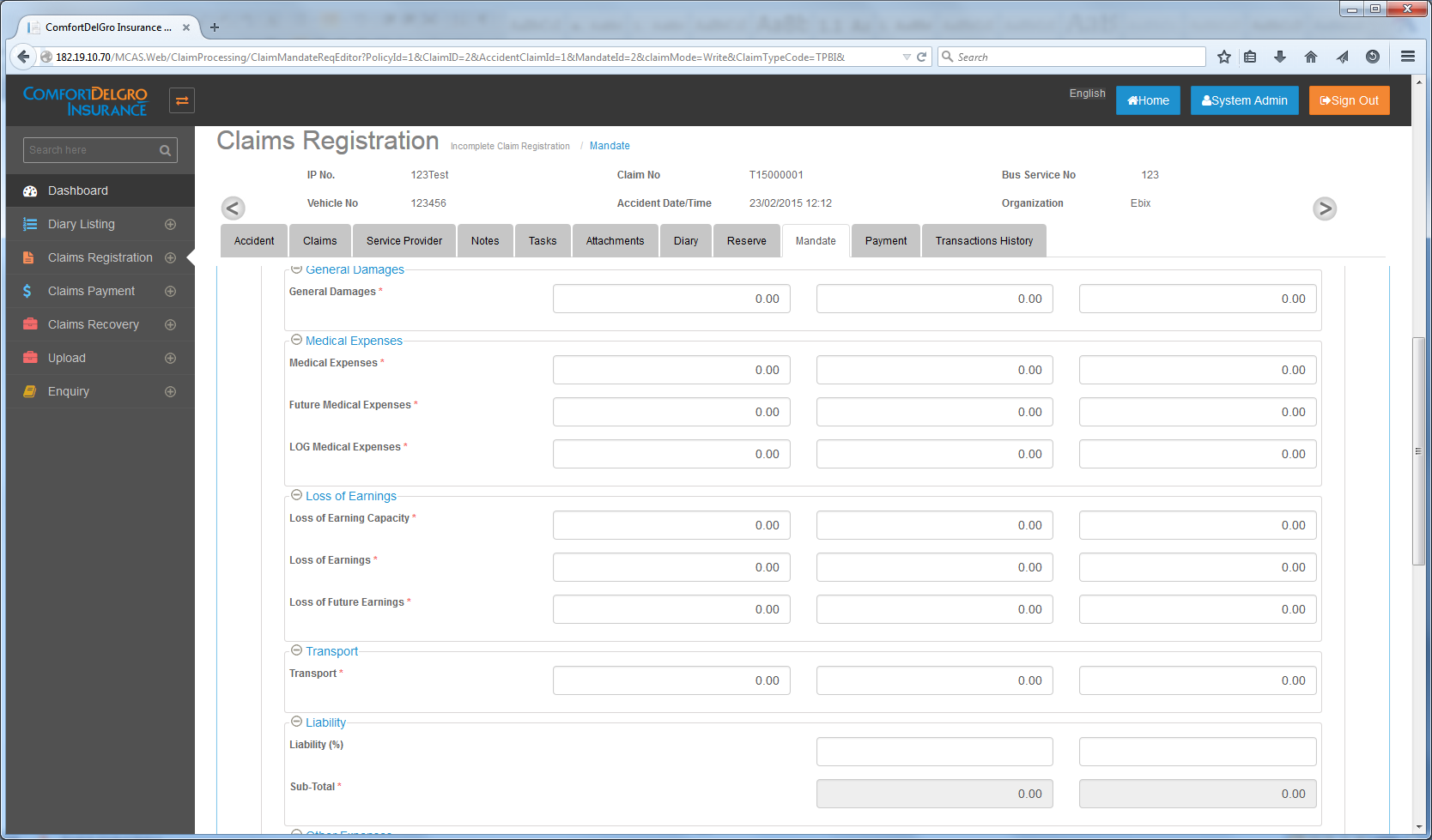
Fields Include:

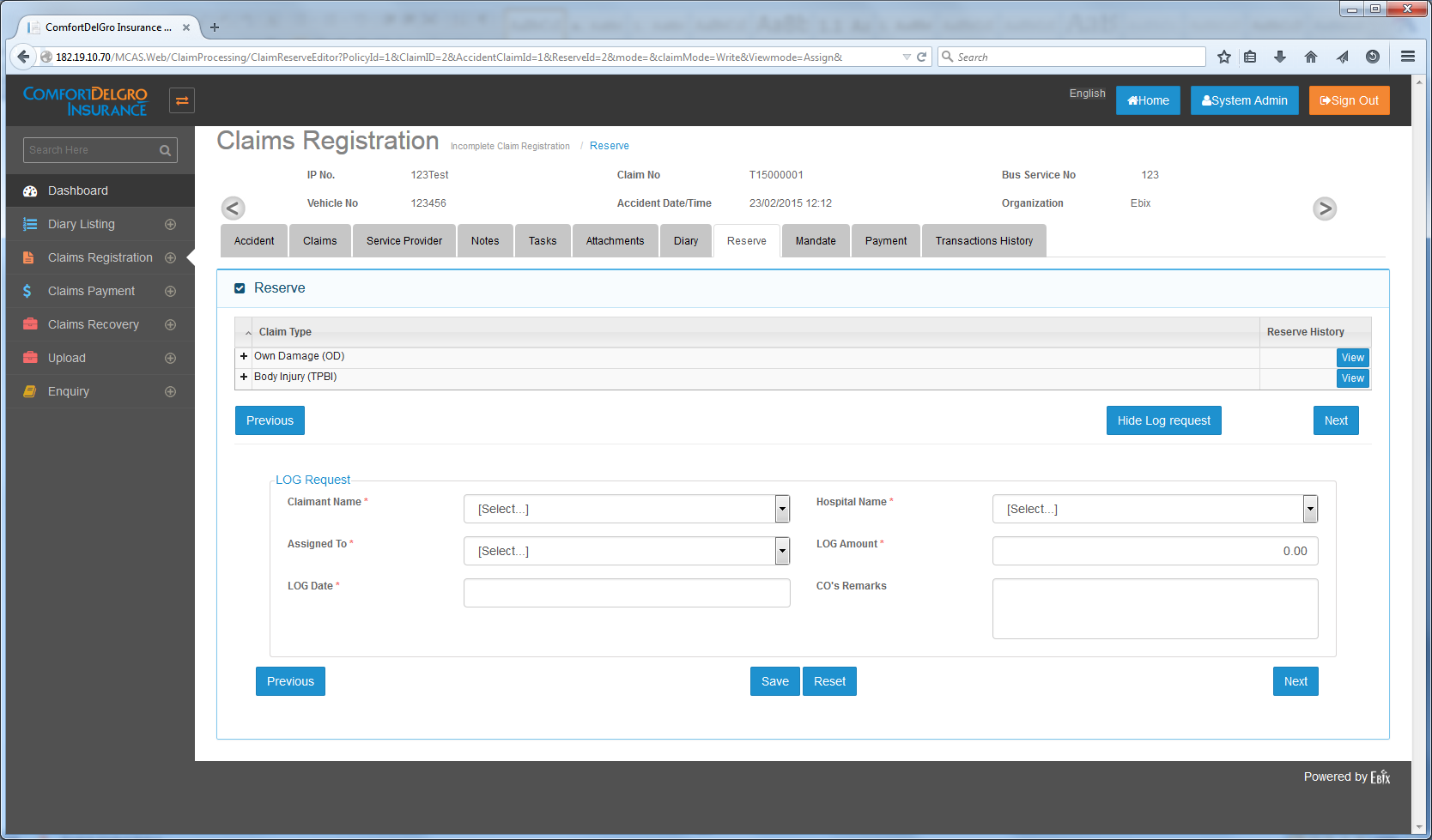
1. Claim Number
2. Sub Claim Number
3. Log Number
4. Hospital

Search Display Results:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Claim Number | Sub-Claim No. | LOG Ref No. | Hospital | Amount | Action |
| CLM/SG/BU/2015-1 | BI-1 | LOG-1 | Gleneagles | $5000 | Void / Edit |
| CLM/SG/BU/2015-2 | BI-1 | -- | -- | $6000 | Create |
|  |  |  |  |  |  |

LOG Request Screen





# Requirements:

1. Only when TPBI Claims is created and when there is Approved Mandate Amount for LOG Medical Expenses Field, then that Claim Number will flow to the LOG Request Screen for user to click on Create Link to create LOG Request.
2. Approved Mandate Amount for LOG Medical Expenses Field will populate the LOG Amount in the LOG Request Screen and will not be editable.
3. Claimant Name will populate the Name created with the TPBI Claim and not editable.
4. Once User clicks on Save, LOG Reference Number will be generated and the Search Display Results will populate the LOG Reference Number and the Hospital Name.
5. There will be a Print Button beside the SAVE Button. Clicking on the Print Button will bring up a Pop Up to show the two LOG Documents. Selecting one of the documents will populate the Document and allow Users to print out. Document Printed will flow to the Claim Documents Printed Section.
6. Clicking on the Editing Button allows user to change the Hospital Name. This change of Hospital Change is to be captured in the Audit LOG so that the Super Admin can view the list of changes.
7. Clicking on the VOID Button will prevent any more editing to this LOG Request and introduce a LOG Movement to balance out the Mandate. For example, Approved Mandate for LOG Medical Expenses is $5000 (this amount is initially subtracted off from the Reserve) and when User voids the LOG Request will show Indicator as LOG-M and a value of +$5000.
8. That initial approved Mandate amount will no longer be allowed to use for creating any more LOG Request so user has to go and create a new Mandate Request for LOG Medical Expenses and has it approved first before user can request for New LOG.