# Tiered Admin Fee Format

## Functional Specifications

Version 1.0

## for

**Alliance Healthcare Group Pte Ltd**

| | |
|---|---|

## DOCUMENT CONTROL

**Document Title:**

**Functional Specifications for Tiered Admin Fee Format**

**Prepared By:**

| Prepared By: | Reviewed By: | Accepted by: |
|---|---|---|
| _____ | _____ | _____<br>Kent Tan |

**Release:**

| Version | Date Released | Author | Change Details |
|---|---|---|---|
| 1.0 | 5 July 2015 | | New Document |
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**Distribution List:**

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## 1. INTRODUCTION

Enhance current system to cater to a fixed admin fee charged for Outpatient and Inpatient claims.

## 2. REQUIREMENTS

This requirement is to cater to a tiered admin fee charged for Outpatient and Inpatient claims. Below are affected modules:

a) ALL screens impacted by admin fee

b) ALL reports impacted by admin fee

c) ALL batching reports and invoices impacted by admin fee

d) ALL claims calculation impacted by admin fee

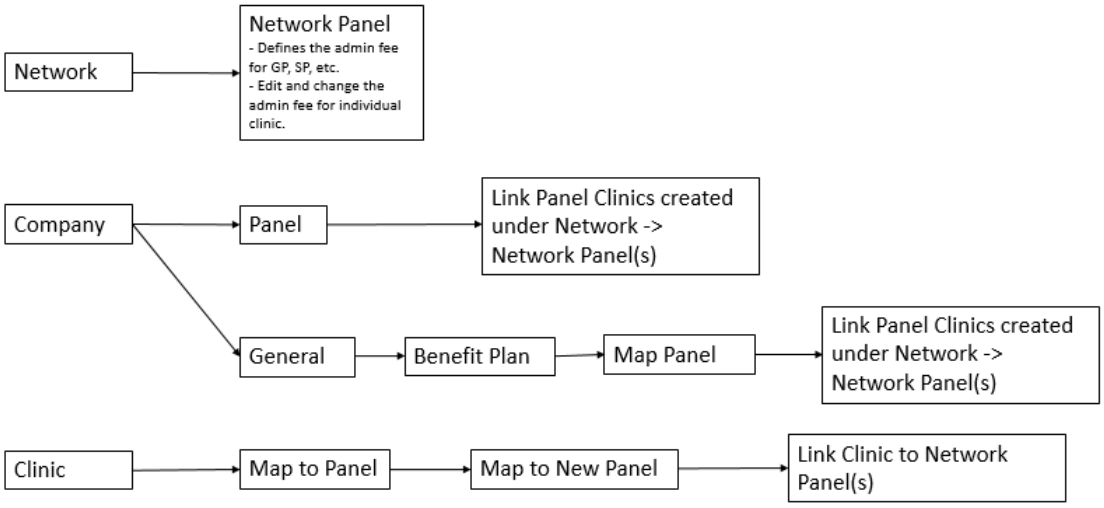
e) Any other functions impacted by admin fee

For Outpatient Claims, the admin fee will be based on a range of the Medical Bill amount for General Practitioner (GP) and Specialist (SP). For X-ray, Lab, etc, it will still follow the current way of defining the admin fee.

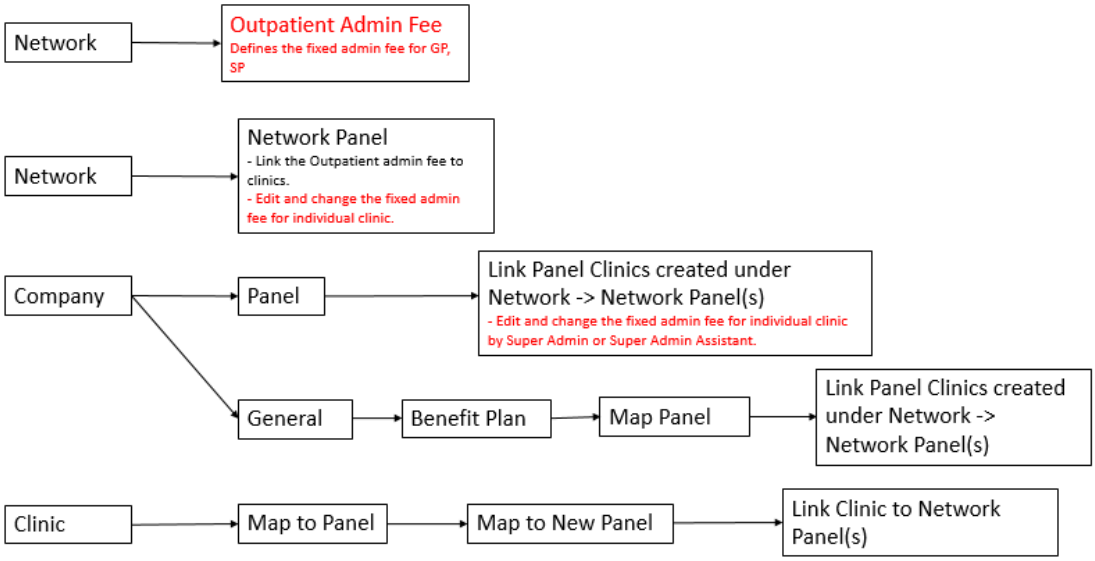
The requirement is for ALL Outpatient (AHC,AXA,GE,NTUC,PRU,TMLS) and Inpatient (GE,PRU,TMLS,AVIVA) systems.

For Inpatient Claims, the admin fee is based on the Inpatient Consultation and TOSP.

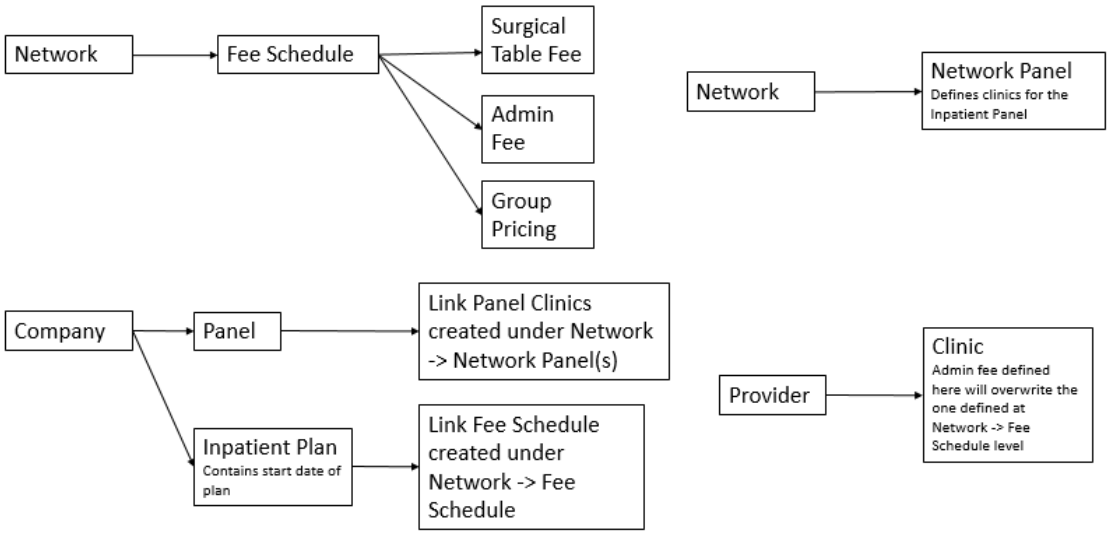
Current Outpatient Admin Fee



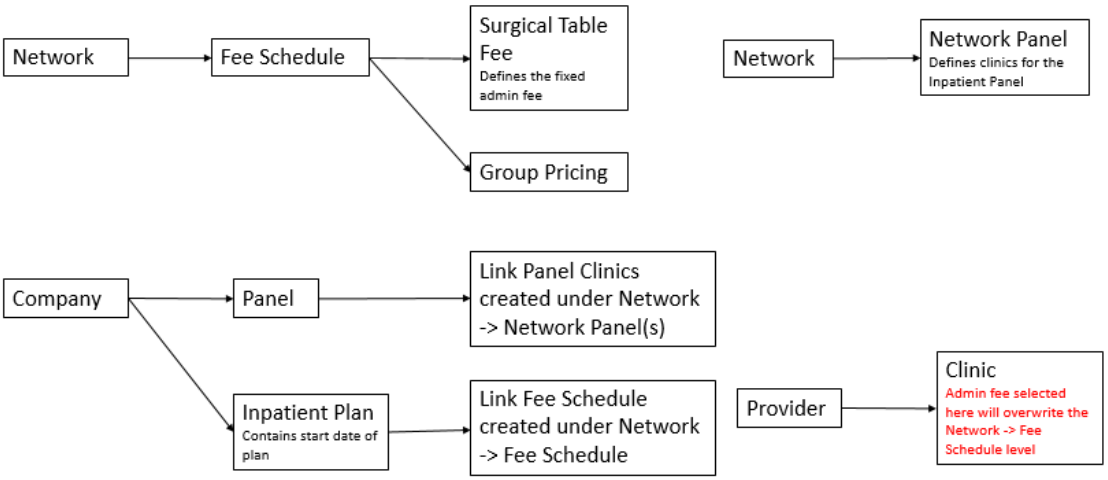

New Outpatient Admin Fee



Current Inpatient Admin Fee




New Inpatient Admin Fee



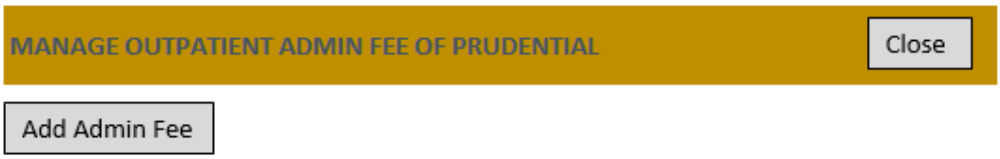
# 3. FUNCTIONAL SPECIFICATION

## 3.1. SETUP OUTPATIENT ADMIN FEE AT NETWORK LEVEL.

a) At Network level, new function “Outpatient Admin Fee” will be added.

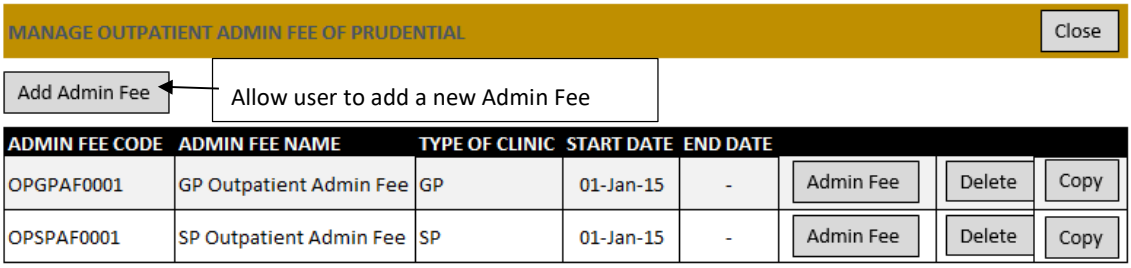
b) To add Outpatient Admin Fee

i) Click on Add Admin Fee.




ii) The screen to allow entry of Admin Fee description will appear. Enter GP Outpatient Admin Fee as an example and click on Save button.

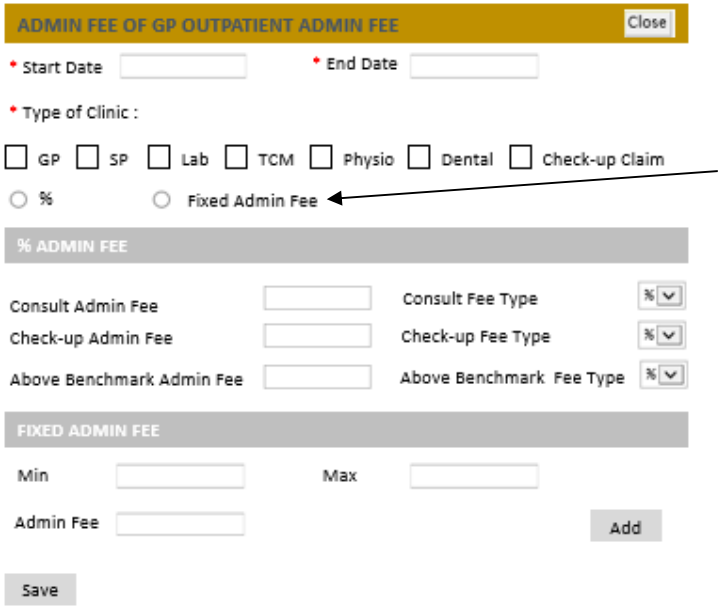
iii) User will be brought back to the Manage Outpatient Admin Fee screen.



iv) Click on Admin Fee button and the screen below will appear for entry of the Outpatient Admin Fee.

For Fixed Admin Fee, system will validate that range is not overlapping. Sorted by Min and Max.

Add Admin Fee screen




1. If % radio button is selected; Fixed Admin Fee section will be greyed out.

2. If Fixed Admin Fee radio button is selected, % Admin Fee section will be greyed out.

| Field | Description |
|---|---|
| Start Date | Calendar picker. This is the effective start date of Admin Fee. Format is dd-mon-yy. |
| End Date | Calendar picker. This is the effective start date of Admin Fee. Format is dd-mon-yy.<br>If blank this means that the admin fee is effective from the start date onwards. |
| GP, SP, Lab, TCM, Physio, Dental, Check-up Claim | Check box. Type of clinic the outpatient claim is used for. |
| Consult Admin Fee | Numeric, 2 decimal point |
| Check-up Admin Fee | Numeric, 2 decimal point |
| Above Benchmark Admin Fee | Numeric, 2 decimal point |
| Consult Fee Type | Drop-down list. Values are % and $ |
| Check-up Fee Type | Drop-down list. Values are % and $ |
| Above Benchmark Admin Fee Type | Drop-down list. Values are % and $ |
| Min | Numeric, 2 decimal point |
| Max | Numeric, 2 decimal point |
| Admin Fee | Numeric, 2 decimal point |

Sample screen of adding Fixed Admin Fee

ADMIN FEE OF GP OUTPATIENT ADMIN FEE Close

* Start Date * End Date

* Type of Clinic :

☒ GP ☐ SP ☐ Lab ☐ TCM ☐ Physio ☐ Dental ☐ Check-up Claim

○ % ● Fixed Admin Fee

% ADMIN FEE

Consult Admin Fee Consult Fee Type %

Check-up Admin Fee Check-up Fee Type %

Above Benchmark Admin Fee Above Benchmark Fee Type %

FIXED ADMIN FEE

Min Max

Admin Fee Add

| Medical Bill Payable to Provider ($) | | Final Fixed Admin Fee ($) | | |
|---|---|---|---|---|
| Min | Max | | | |
| 0 | 4.99 | 0.00 | Edit | Remove |
| 5 | 10.99 | 0.00 | Edit | Remove |
| 11 | 20.99 | 2.50 | Edit | Remove |
| 21 | 30.99 | 3.80 | Edit | Remove |
| 32 | 50.99 | 6.20 | Edit | Remove |
| 51 | 100.99 | 11.50 | Edit | Remove |
| 101 | 150.99 | 20.00 | Edit | Remove |

Save

Sample screen of Add % Admin Fee

ADMIN FEE OF GP OUTPATIENT ADMIN FEE [Close]

* Start Date 01-Jan-2015 * End Date

* Type of Clinic :

[X] GP [ ] SP [ ] Lab [ ] TCM [ ] Physio [ ] Dental [ ] Check-up Claim

(●) % ( ) Fixed Admin Fee

% ADMIN FEE

| | | | |
|---|---|---|---|
| Consult Admin Fee | 13 | Consult Fee Type | % |
| Check-up Admin Fee | 5 | Check-up Fee Type | $ |
| Above Benchmark Admin Fee | 13 | Above Benchmark Fee Type | % |

FIXED ADMIN FEE

Min Max

Admin Fee [Add]

[Save]

v) Admin Fee button allows user to Edit or Add the Admin Fee. If Current Date > Start Date, user can only view the details. If Current Date < Start Date, user is allowed to edit the details.

Delete button allows user to Delete the Admin Fee. This button should be greyed out if Current Date > Start Date.

Copy button will allow user to copy the Admin Fee but blank out the Start Date, End Date and Type of Clinic fields.

The list will be sorted by Type of Clinic, Start Date followed by Admin Fee Name.

MANAGE OUTPATIENT ADMIN FEE OF PRUDENTIAL [Close]

[Add Admin Fee]

| ADMIN FEE CODE | ADMIN FEE NAME | TYPE OF CLINIC | START DATE | END DATE | | | |
|---|---|---|---|---|---|---|---|
| OPGPAF0001 | GP Outpatient Admin Fee | GP | 01-Jan-15 | - | Admin Fee | Delete | Copy |
| OPSPAF0001 | SP Outpatient Admin Fee | SP | 01-Jan-15 | - | Admin Fee | Delete | Copy |

Edit Admin Fee screen

ADMIN FEE OF GP OUTPATIENT ADMIN FEE

Close

* Start Date 01-Jan-2015 * End Date

* Type of Clinic :

[X] GP [ ] SP [ ] Lab [ ] TCM [ ] Physio [ ] Dental [ ] Check-up Claim

( ) % (•) Fixed Admin Fee

% ADMIN FEE

Consult Admin Fee Consult Fee Type %

Check-up Admin Fee Check-up Fee Type %

Above Benchmark Admin Fee Above Benchmark Fee Type %

FIXED ADMIN FEE

Min Max

Admin Fee Add

| Medical Bill Payable to Provider ($) | | Final Fixed Admin Fee ($) | | |
|---|---|---|---|---|
| Min | Max | | | |
| 0 | 4.99 | 0.00 | Edit | Remove |
| 5 | 10.99 | 0.00 | Edit | Remove |
| 11 | 20.99 | 2.50 | Edit | Remove |
| 21 | 30.99 | 3.80 | Edit | Remove |
| 32 | 50.99 | 6.20 | Edit | Remove |
| 51 | 100.99 | 11.50 | Edit | Remove |
| 101 | 150.99 | 20.00 | Edit | Remove |

Save

Screen when Copy button is clicked

## ADMIN FEE OF GP OUTPATIENT ADMIN FEE

Close

* Start Date
* End Date

* Type of Clinic :

☐ GP ☐ SP ☐ Lab ☐ TCM ☐ Physio ☐ Dental ☐ Check-up Claim

○ % ● Fixed Admin Fee

### % ADMIN FEE

Consult Admin Fee
Consult Fee Type %

Check-up Admin Fee
Check-up Fee Type %

Above Benchmark Admin Fee
Above Benchmark Fee Type %

### FIXED ADMIN FEE

Min
Max

Admin Fee

Add

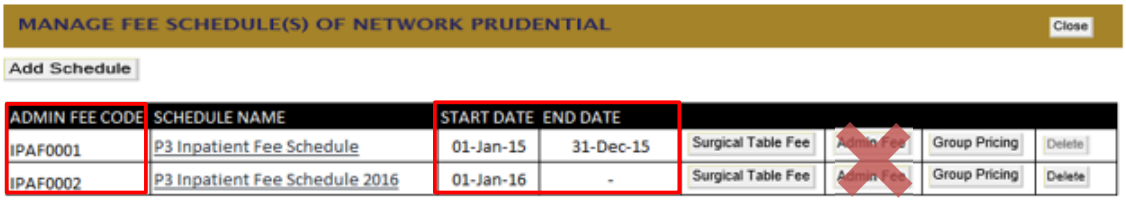
| Medical Bill Payable to Provider ($) | | Final Fixed Admin Fee ($) | | |
|---|---|---|---|---|
| Min | Max | | | |
| 0 | 4.99 | 0.00 | Edit | Remove |
| 5 | 10.99 | 0.00 | Edit | Remove |
| 11 | 20.99 | 2.50 | Edit | Remove |
| 21 | 30.99 | 3.80 | Edit | Remove |
| 32 | 50.99 | 6.20 | Edit | Remove |
| 51 | 100.99 | 11.50 | Edit | Remove |
| 101 | 150.99 | 20.00 | Edit | Remove |

Save

## 3.2. SETUP OF INPATIENT ADMIN FEE AT NETWORK LEVEL.

a) Setup of the Inpatient Admin Fee at network level will be done through Network -> Fee Schedule -> Surgical Table Fee. With this, "Admin Fee" function will be removed.

Admin Fee Code, Start Date and End Date will be added to the display of Schedules. Format of Start and End Date is dd-mon-yy.



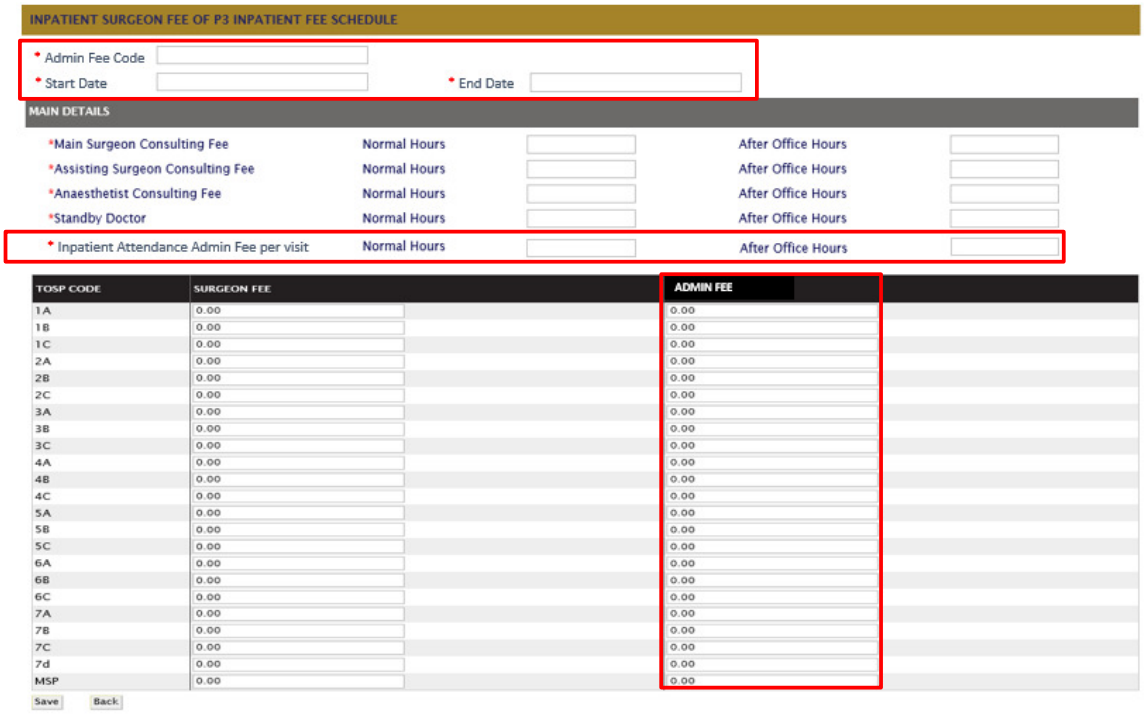

<u>Add Admin Fee</u>

i) Admin Fee Code – this is used for Upload of Clinics (new field)

ii) Start Date and End Date fields (new field)

iii) Inpatient Attendance Admin Fee for Normal Hours and After Office Hours. The amount defined is the per visit admin fee. (new field)

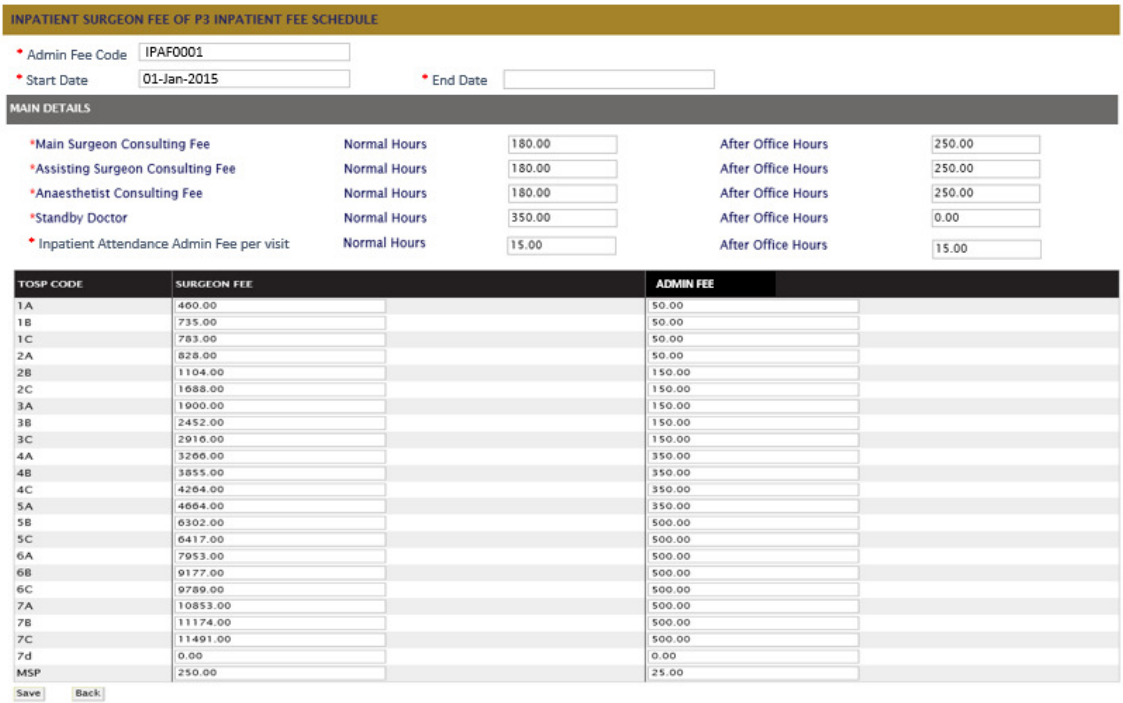
iv) Anaesthetist Fee will be hided and replaced with Admin Fee.




| Field | Description |
|---|---|
| Admin Fee Code | Alphanumeric. This is used for Upload of Clinics. |

| | |
|---|---|
| Start Date | Calendar picker. This is the effective start date of Admin Fee & Surgeon Fee. Format is dd-mon-yy. |
| End Date | Calendar picker. This is the effective start date of Admin Fee & Surgeon Fee. Format is dd-mon-yy.<br>If blank this means that the admin fee & Surgeon Fee is effective from the start date onwards. |
| Inpatient Attendance Admin Fee per visit, Normal Hours | Numeric, 2 decimal point |
| Inpatient Attendance Admin Fee per visit, After Office Hours | Numeric, 2 decimal point |
| Admin Fee | Numeric, 2 decimal point |

<u>Sample screen of adding Inpatient Admin Fee</u>



INPATIENT SURGEON FEE OF P3 INPATIENT FEE SCHEDULE

* Admin Fee Code: IPAF0001
* Start Date: 01-Jan-2015
* End Date:

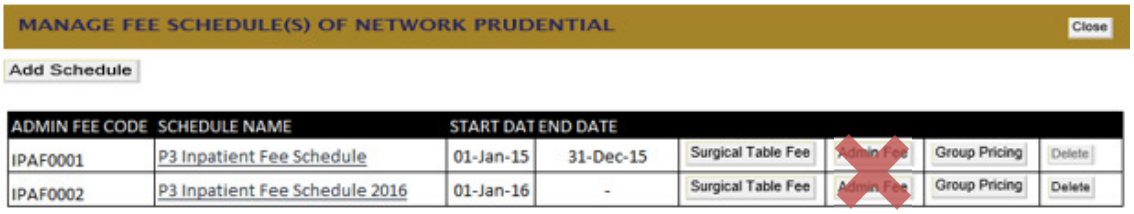
MAIN DETAILS

| | | | | |
|---|---|---|---|---|
| *Main Surgeon Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Assisting Surgeon Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Anaesthetist Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Standby Doctor | Normal Hours | 350.00 | After Office Hours | 0.00 |
| * Inpatient Attendance Admin Fee per visit | Normal Hours | 15.00 | After Office Hours | 15.00 |

| TOSP CODE | SURGEON FEE | ADMIN FEE |
|---|---|---|
| 1A | 460.00 | 50.00 |
| 1B | 735.00 | 50.00 |
| 1C | 783.00 | 50.00 |
| 2A | 828.00 | 50.00 |
| 2B | 1104.00 | 150.00 |
| 2C | 1688.00 | 150.00 |
| 3A | 1900.00 | 150.00 |
| 3B | 2452.00 | 150.00 |
| 3C | 2916.00 | 150.00 |
| 4A | 3266.00 | 350.00 |
| 4B | 3855.00 | 350.00 |
| 4C | 4264.00 | 350.00 |
| 5A | 4664.00 | 350.00 |
| 5B | 6302.00 | 500.00 |
| 5C | 6417.00 | 500.00 |
| 6A | 7953.00 | 500.00 |
| 6B | 9177.00 | 500.00 |
| 6C | 9789.00 | 500.00 |
| 7A | 10853.00 | 500.00 |
| 7B | 11174.00 | 500.00 |
| 7C | 11491.00 | 500.00 |
| 7d | 0.00 | 0.00 |
| MSP | 250.00 | 25.00 |

Save Back

b) Edit of Inpatient Admin Fee. This is done through Network -> Fee Schedule -> Surgical Table Fee.



MANAGE FEE SCHEDULE(S) OF NETWORK PRUDENTIAL

Close

Add Schedule

| ADMIN FEE CODE | SCHEDULE NAME | START DAT | END DATE | | | | |
|---|---|---|---|---|---|---|---|
| IPAF0001 | P3 Inpatient Fee Schedule | 01-Jan-15 | 31-Dec-15 | Surgical Table Fee | Admin Fee | Group Pricing | Delete |
| IPAF0002 | P3 Inpatient Fee Schedule 2016 | 01-Jan-16 | - | Surgical Table Fee | Admin Fee | Group Pricing | Delete |

Edit Inpatient Admin Fee is allowed if the Current Date is < Start Date.

If Current Date > Start Date, user will be allowed to view the details of the Inpatient Admin Fee but modification is not allowed.

INPATIENT SURGEON FEE OF P3 INPATIENT FEE SCHEDULE

* Admin Fee Code: IPAF0001
* Start Date: 01-Jan-2015
* End Date:

MAIN DETAILS

| | | | | |
|---|---|---|---|---|
| *Main Surgeon Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Assisting Surgeon Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Anaesthetist Consulting Fee | Normal Hours | 180.00 | After Office Hours | 250.00 |
| *Standby Doctor | Normal Hours | 350.00 | After Office Hours | 0.00 |
| * Inpatient Attendance Admin Fee per visit | Normal Hours | 15.00 | After Office Hours | 15.00 |

| TOSP CODE | SURGEON FEE | ADMIN FEE |
|---|---|---|
| 1A | 460.00 | 50.00 |
| 1B | 735.00 | 50.00 |
| 1C | 783.00 | 50.00 |
| 2A | 828.00 | 50.00 |
| 2B | 1104.00 | 150.00 |
| 2C | 1688.00 | 150.00 |
| 3A | 1900.00 | 150.00 |
| 3B | 2452.00 | 150.00 |
| 3C | 2916.00 | 150.00 |
| 4A | 3266.00 | 350.00 |
| 4B | 3855.00 | 350.00 |
| 4C | 4264.00 | 350.00 |
| 5A | 4664.00 | 350.00 |
| 5B | 6302.00 | 500.00 |
| 5C | 6417.00 | 500.00 |
| 6A | 7953.00 | 500.00 |
| 6B | 9177.00 | 500.00 |
| 6C | 9789.00 | 500.00 |
| 7A | 10853.00 | 500.00 |
| 7B | 11174.00 | 500.00 |
| 7C | 11491.00 | 500.00 |
| 7d | 0.00 | 0.00 |
| MSP | 250.00 | 25.00 |

Save Back

## 3.3. INPATIENT FEE SCHEDULE IS ACCESSED VIA NETWORK -> FEE SCHEDULE.

Admin Fee Code, Start Date and End Date to be added at the display of Schedules. Format of Start and End Date is dd-mon-yy.

MANAGE FEE SCHEDULE(S) OF NETWORK PRUDENTIAL Close

Add Schedule

| ADMIN FEE CODE | SCHEDULE NAME | START DAT | END DATE | | | | |
|---|---|---|---|---|---|---|---|
| IPAF0001 | P3 Inpatient Fee Schedule | 01-Jan-15 | 31-Dec-15 | Surgical Table Fee | ~~Admin Fee~~ | Group Pricing | Delete |
| IPAF0002 | P3 Inpatient Fee Schedule 2016 | 01-Jan-16 | - | Surgical Table Fee | ~~Admin Fee~~ | Group Pricing | Delete |

## 3.4. NETWORK PANEL

NETWORK

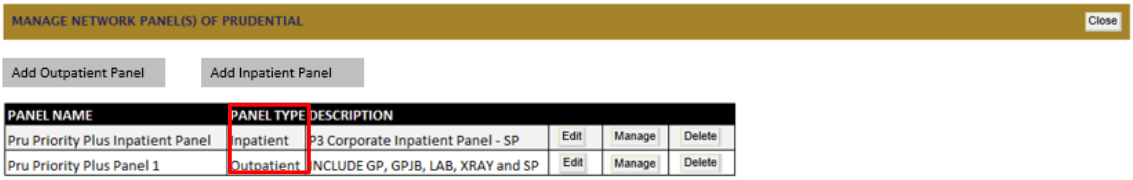
PRUDENTIAL | Companies | View Drug(s) | Users | Network Clinic(s) | Network Panel(s) | Lab Profile | Outpatient Admin Fee | Fee Schedule | Delete

This is done through Network -> Network Panel(s). After user click on Network Panels, the following screen will appear.

a) Add Panel button description will have changed to Add Outpatient Panel.

b) New button Add Inpatient Panel will be added

c) For the display of panels created, new column Panel Type will be added. Panel Type values is Inpatient for Inpatient Panels and Outpatient for Outpatient Panels created.




## 3.5. Add Outpatient Panel. Map outpatient admin fee, define drug above nett cost price and map clinics.

This is done through Network -> Network Panel(s) -> Add Outpatient Panel.

a) Following fields as shown in the screen below will be removed:

i) Consult Admin Fee

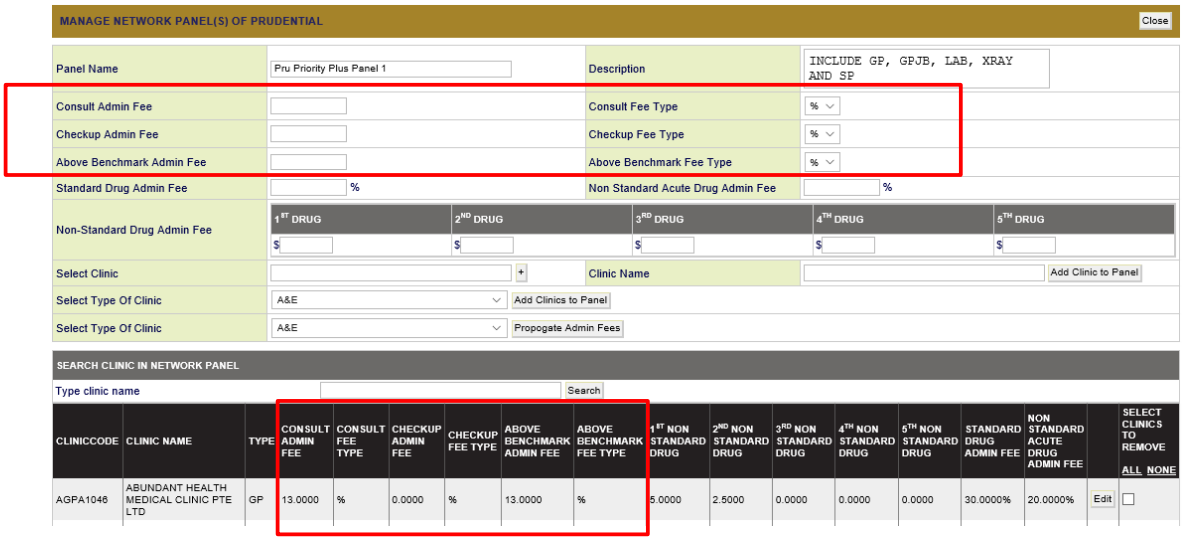
ii) Consult Fee Type

iii) Checkup Admin Fee

iv) Checkup Fee Type

v) Above Benchmark Admin Fee

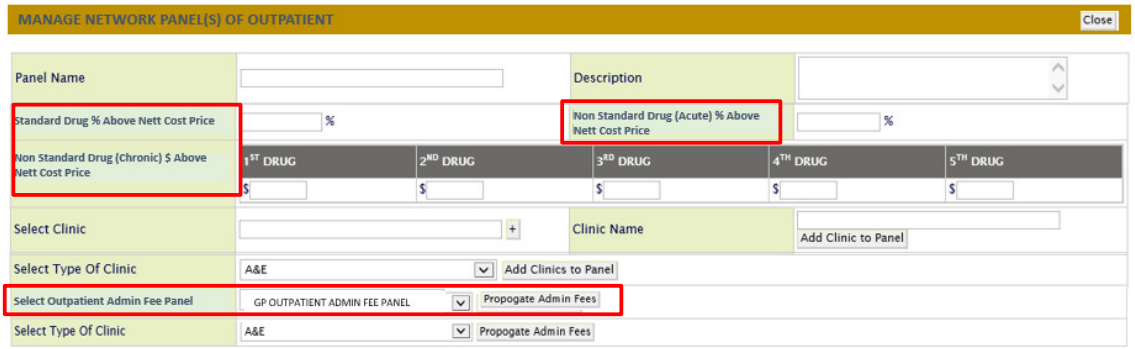
vi) Above Benchmark Fee Type



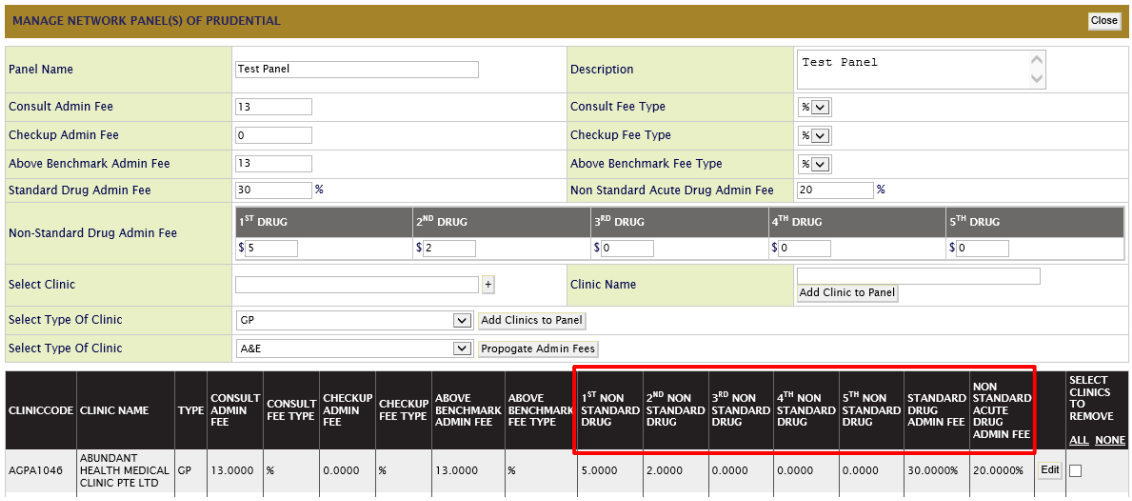

b) Changes to following description :

| Current Description | New Description |
|---|---|
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |
| Non-Standard Drug Admin Fee | Non Standard (Chronic) % Above Nett Cost Price |

c) New field Select Outpatient Admin Fee Panel will be added. The drop-down list will contain the active Outpatient Panel with Panel Type = 'Outpatient'.




d) Enter the needed details and click on Add Clinic to Panel button.




Following description as shown in the screen above will be changed as below:

| **Current Description** | **New Description** |
|---|---|
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |
| 1st Non Standard Drug | 1st Non Standard (Chronic) $ Above Nett Cost Price |
| 2nd Non Standard Drug | 2nd Non Standard (Chronic) $ Above Nett Cost Price |
| 3rd Non Standard Drug | 3rd Non Standard (Chronic) $ Above Nett Cost Price |
| 4th Non Standard Drug | 4th Non Standard (Chronic) $ Above Nett Cost Price |
| 5th Non Standard Drug | 5th Non Standard (Chronic) $ Above Nett Cost Price |

## 3.6. Edit Outpatient Panel.

This is done through Network -> Network Panel(s) -> click on Manage button to open the desired panel.

a) Following fields as shown in the screen below will be removed :

i) Consult Admin Fee

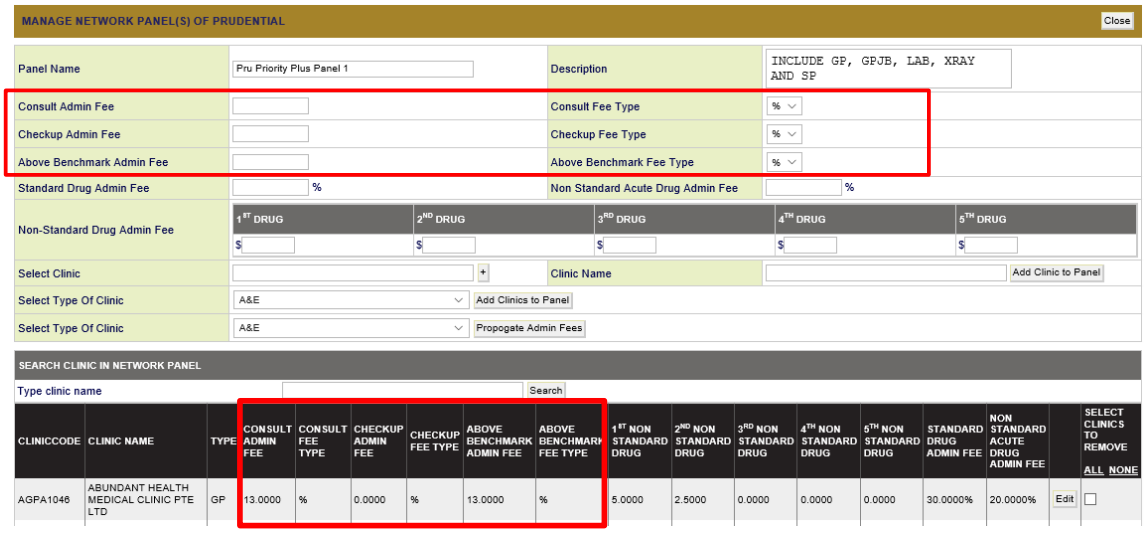
ii) Consult Fee Type

iii) Checkup Admin Fee

iv) Checkup Fee Type

v) Above Benchmark Admin Fee

vi) Above Benchmark Fee Type




b) Change to the following description :

| Current Description | New Description |
|---|---|
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |
| Non-Standard Drug Admin Fee | Non Standard (Chronic) % Above Nett Cost Price |

c) New field Select Outpatient Admin Fee Panel will be added. The drop-down list will contain the active Outpatient Panel with Panel Type = 'Outpatient'.

MANAGE NETWORK PANEL(S) OF OUTPATIENT

Close

| | | | |
|---|---|---|---|
| Panel Name | Pru Priority Plus Panel 1 | Description | INCLUDE GP, GPJB, LAB, XRAY AND SP |
| Standard Drug % Above Nett Cost Price | % | Non Standard Drug (Acute) % Above Nett Cost Price | % |
| Non Standard Drug (Chronic) $ Above Nett Cost Price | 1ST DRUG $ / 2ND DRUG $ / 3RD DRUG $ / 4TH DRUG $ / 5TH DRUG $ | | |
| Select Clinic | + | Clinic Name | Add Clinic to Panel |
| Select Type Of Clinic | A&E | Add Clinics to Panel | |
| Select Outpatient Admin Fee Panel | GP OUTPATIENT ADMIN FEE PANEL | Propogate Admin Fees | |
| Select Type Of Clinic | A&E | Propogate Admin Fees | |

SEARCH CLINIC IN NETWORK PANEL

Type clinic name Search

| CLINICCODE | CLINIC NAME | TYPE | CONSULT ADMIN FEE | CONSULT FEE TYPE | CHECKUP ADMIN FEE | CHECKUP FEE TYPE | ABOVE BENCHMARK ADMIN FEE | ABOVE BENCHMARK FEE TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ASP1311 | AFFINITY SURGERY CENTRE (MOUNT ALVERNIA) | SP | 0.0000 | % | 0.0000 | % | 0.0000 | % | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000% | 0.0000% | Edit | Edit | ☐ |
| ASP1310 | AFFINITY SURGERY CENTRE (MOUNT ELIZABETH NOVENA) | SP | 0.0000 | % | 0.0000 | % | 0.0000 | % | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000% | 0.0000% | Edit | Edit | ☐ |

d) Outpatient Admin Fee column will be added. This will allow the user to select the admin fee for the individual clinic.

Edit of admin fee for the individual clinic is available for users with role SUPER ADMIN and SUPER ADMIN ASSISTANT.

For users who does not have role SUPER ADMIN or SUPER ADMIN ASSISTANT, this column will not be visible.

MANAGE NETWORK PANEL(S) OF OUTPATIENT

Close

| | | | |
|---|---|---|---|
| Panel Name | Pru Priority Plus Panel 1 | Description | INCLUDE GP, GPJB, LAB, XRAY AND SP |
| Standard Drug % Above Nett Cost Price | % | Non Standard Drug (Acute) % Above Nett Cost Price | % |
| Non Standard Drug (Chronic) $ Above Nett Cost Price | 1ST DRUG $ / 2ND DRUG $ / 3RD DRUG $ / 4TH DRUG $ / 5TH DRUG $ | | |
| Select Clinic | + | Clinic Name | Add Clinic to Panel |
| Select Type Of Clinic | A&E | Add Clinics to Panel | |
| Select Outpatient Admin Fee Panel | GP OUTPATIENT ADMIN FEE PANEL | Propogate Admin Fees | |
| Select Type Of Clinic | A&E | Propogate Admin Fees | |

SEARCH CLINIC IN NETWORK PANEL

Type clinic name Search

| CLINICCODE | CLINIC NAME | TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AGPA1046 | ABUNDANT HEALTH MEDICAL CLINIC PTE LTD | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |
| AGPA1051 | ACCESS MEDICAL (CIRCUIT ROAD) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |

e) Following description as shown in the screen below will be changed:

SEARCH CLINIC IN NETWORK PANEL

Type clinic name | Search

| CLINICCODE | CLINIC NAME | TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AGPA1046 | ABUNDANT HEALTH MEDICAL CLINIC PTE LTD | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |
| AGPA1051 | ACCESS MEDICAL (CIRCUIT ROAD) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |

| Current Description | New Description |
|---|---|
| 1st Non Standard Drug | 1st Non Standard (Chronic) $ Above Nett Cost Price |
| 2nd Non Standard Drug | 2nd Non Standard (Chronic) $ Above Nett Cost Price |
| 3rd Non Standard Drug | 3rd Non Standard (Chronic) $ Above Nett Cost Price |
| 4th Non Standard Drug | 4th Non Standard (Chronic) $ Above Nett Cost Price |
| 5th Non Standard Drug | 5th Non Standard (Chronic) $ Above Nett Cost Price |
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |

f) Change Outpatient Admin Fee for a particular clinic.

This is done by searching for the particular clinic and click on Edit button under Outpatient Admin Fee column.

SEARCH CLINIC IN NETWORK PANEL

Type clinic name | 1 | my family | 2 | Search

| CLINICCODE | CLINIC NAME | TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AGPM1099 | MY FAMILY CLINIC (ANCHORVALE) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | 3 Edit | Edit | ☐ |
| AGPM1096 | MY FAMILY CLINIC (CLEMENTI) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |

When Edit button is clicked, a pop-up window containing the Admin fees is displayed for user to edit.

i) Display active Outpatient Admin Fees only.

ii) The display is sorted by Type of Clinic, Start Date and Admin Fee Name.

OUTPATIENT ADMIN FEE

Current Outpatient Admin Fee : GP Outpatient Admin Fee

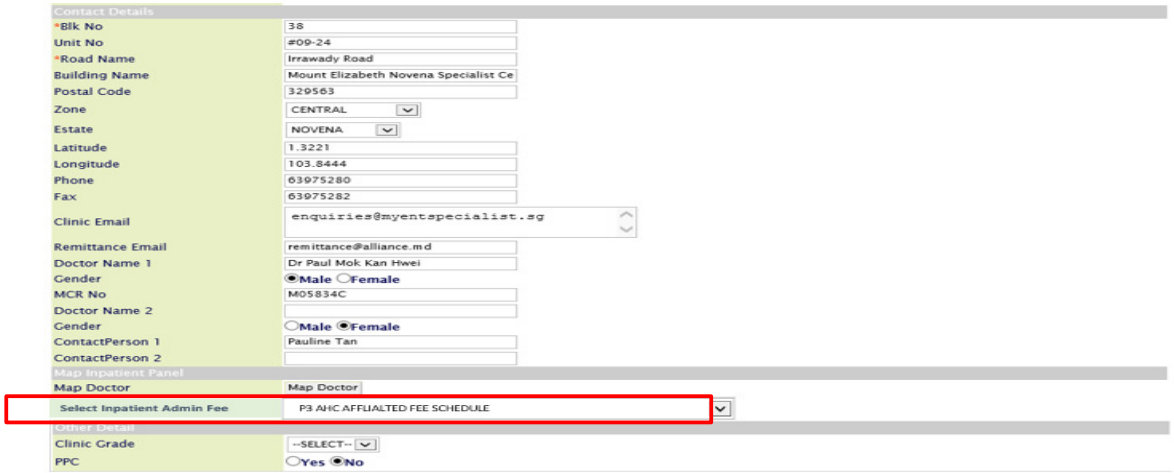
| ADMIN FEE CODE | ADMIN FEE NAME | TYPE OF CLINIC | START DATE | END DATE | |
|---|---|---|---|---|---|
| OPGPAF0001 | GP Outpatient Admin Fee | GP | 01-Jan-15 | - | Select |
| OPGPAF0002 | MFC Outpatient Admin Fee | GP | 01-Jan-15 | - | Select |
| OPSPAF0001 | SP Outpatient Admin Fee | SP | 01-Jan-15 | - | Select |

User clicks on Select button to select the desired Admin Fee.

## 3.7. Change Inpatient Admin Fee for a particular clinic

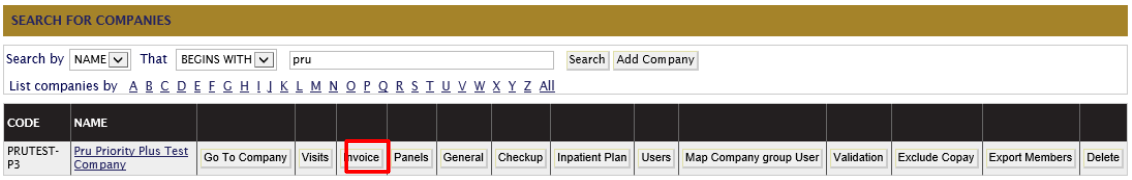
This is done via Provider -> Clinic.

Select Inpatient Admin Fee field will be added under Map Inpatient Panel section. This is a drop-down list which contains the active Inpatient Fee Schedule with Panel Type = Inpatient.




## 3.8. Map Company panel clinic with new admin fee structure.

This is done at Company -> Panels.




At Manage Panel(s) screen,

a) Following fields as shown in the screen below will be removed:

i) Consult Admin Fee

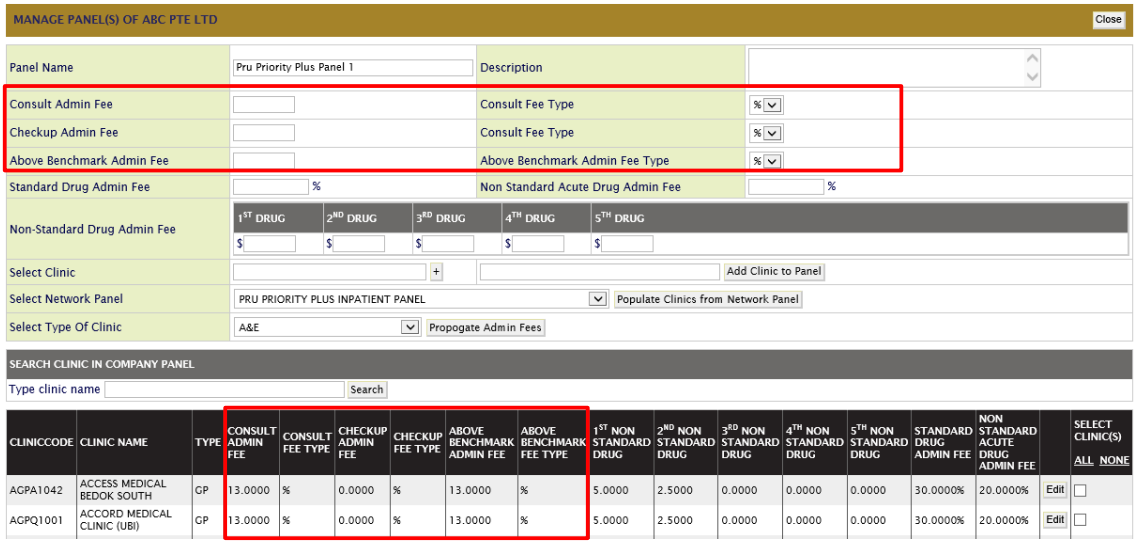
ii) Consult Fee Type

iii) Checkup Admin Fee

iv) Checkup Fee Type

v) Above Benchmark Admin Fee

vi) Above Benchmark Fee Type



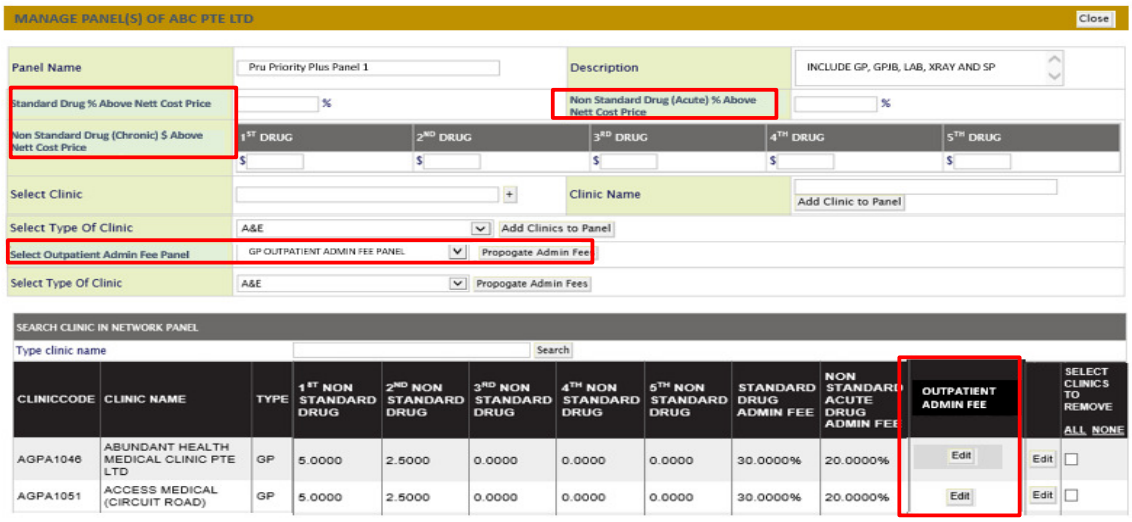

b) Change the following description :

| Current Description | New Description |
|---|---|
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |
| Non-Standard Drug Admin Fee | Non Standard (Chronic) % Above Nett Cost Price |

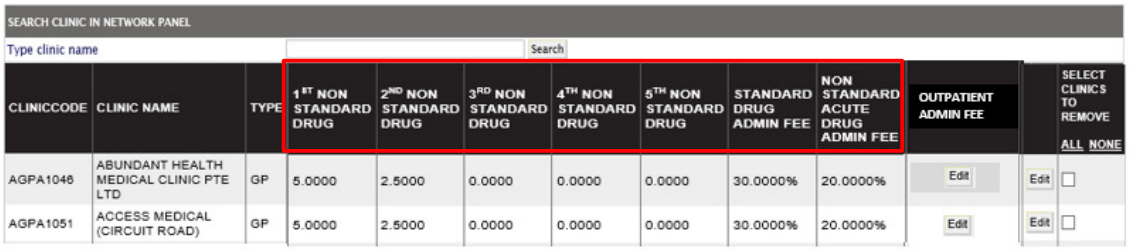
c) Select Outpatient Admin Fee Panel field will be added. The drop-down list will contain the active Outpatient Panel with Panel Type = 'Outpatient'.

Edit of admin fee for the individual clinic is available for users with role SUPER ADMIN and SUPER ADMIN ASSISTANT.

For users who does not have role SUPER ADMIN or SUPER ADMIN ASSISTANT, this column will not be visible.




e) Following description as shown in the screen below will be removed:




| Current Description | New Description |
|---|---|
| 1st Non Standard Drug | 1st Non Standard (Chronic) $ Above Nett Cost Price |
| 2nd Non Standard Drug | 2nd Non Standard (Chronic) $ Above Nett Cost Price |
| 3rd Non Standard Drug | 3rd Non Standard (Chronic) $ Above Nett Cost Price |
| 4th Non Standard Drug | 4th Non Standard (Chronic) $ Above Nett Cost Price |
| 5th Non Standard Drug | 5th Non Standard (Chronic) $ Above Nett Cost Price |
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |

f) Change Outpatient Admin Fee for a particular clinic.

This is done by searching for the particular clinic and click on Edit button under Outpatient Admin Fee column.

SEARCH CLINIC IN NETWORK PANEL

Type clinic name 1 my family 2 Search

| CLINICCODE | CLINIC NAME | TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AGPM1099 | MY FAMILY CLINIC (ANCHORVALE) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | 3 Edit | Edit | ☐ |
| AGPM1096 | MY FAMILY CLINIC (CLEMENTI) | GP | 5.0000 | 2.5000 | 0.0000 | 0.0000 | 0.0000 | 30.0000% | 20.0000% | Edit | Edit | ☐ |

When Edit button is clicked, a pop-up window containing the Admin fees is displayed for user to edit.

i) Display active Outpatient Admin Fees only.

ii) The display is sorted by Type of Clinic, Start Date and Admin Fee Name.

OUTPATIENT ADMIN FEE

Current Outpatient Admin Fee : GP Outpatient Admin Fee

| ADMIN FEE CODE | ADMIN FEE NAME | TYPE OF CLINIC | START DATE | END DATE | |
|---|---|---|---|---|---|
| OPGPAF0001 | GP Outpatient Admin Fee | GP | 01-Jan-15 | - | Select |
| OPGPAF0002 | MFC Outpatient Admin Fee | GP | 01-Jan-15 | - | Select |
| OPSPAF0001 | SP Outpatient Admin Fee | SP | 01-Jan-15 | - | Select |

User clicks on Select button to select the desired Admin Fee.

## 3.9. Map Clinic to Panel

To add clinic to Network Panel, this is done through Provider -> Clinic -> Map to Panels.

EDIT NETWORK PANEL CLINIC MAPPING FOR (NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY)) Back

| | |
|---|---|
| Clinic Name | NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) |
| Select Network | PRUDENTIAL |

Remove Selected item Map To New Panel

| NETWORK | PANEL NAME | CONSULT ADMIN FEE | CONSULT FEE TYPE | CHECKUP ADMIN FEE | CHECKUP FEE TYPE | ABOVE BENCHMARK ADMIN FEE | ABOVE BENCHMARK FEE TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRUDENTIAL | Pru Priority Plus Panel 1 | 13.00 | % | 0.00 | % | 13.00 | % | 5.00 | 2.50 | 0.00 | 0.00 | 0.00 | 30.00% | 20.00% | Edit | ☐ |
| PRUDENTIAL | Pru Priority Plus Panel 2 (SIM WITH GRH / NO PANEL SP) | 13.00 | % | 0.00 | % | 13.00 | % | 5.00 | 2.50 | 0.00 | 0.00 | 0.00 | 30.00% | 20.00% | Edit | ☐ |

a) Following fields as shown in the screen will be removed :

i) Consult Admin Fee

ii) Consult Fee Type

iii) Checkup Admin Fee

iv) Checkup Fee Type

v) Above Benchmark Admin Fee

vi) Above Benchmark Fee Type

b) Change the following description as shown in the screen below:

EDIT NETWORK PANEL CLINIC MAPPING FOR (NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY)) Back

Clinic Name: NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY)

Select Network: PRUDENTIAL

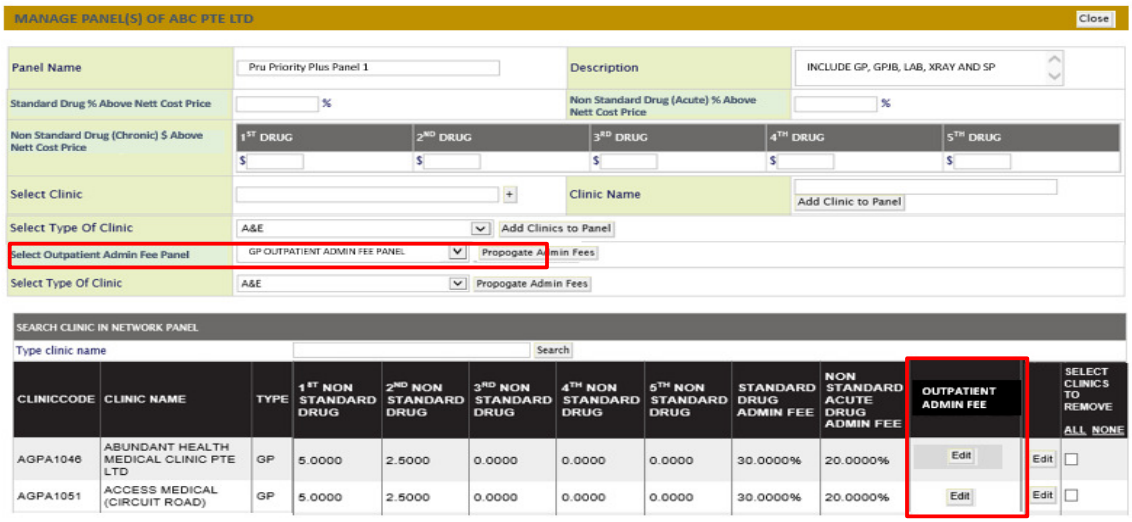
Remove Selected item | Map To New Panel

| NETWORK | PANEL NAME | CONSULT ADMIN FEE | CONSULT FEE TYPE | CHECKUP ADMIN FEE | CHECKUP FEE TYPE | ABOVE BENCHMARK ADMIN FEE | ABOVE BENCHMARK FEE TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | | SELECT CLINICS TO REMOVE ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRUDENTIAL | Pru Priority Plus Panel 1 | 13.00 | % | 0.00 | % | 13.00 | % | 5.00 | 2.50 | 0.00 | 0.00 | 0.00 | 30.00% | 20.00% | Edit | ☐ |
| PRUDENTIAL | Pru Priority Plus Panel 2 (SIM WITH GRH / NO PANEL SP) | 13.00 | % | 0.00 | % | 13.00 | % | 5.00 | 2.50 | 0.00 | 0.00 | 0.00 | 30.00% | 20.00% | Edit | ☐ |

| Current Description | New Description |
|---|---|
| 1st Non Standard Drug | 1st Non Standard (Chronic) $ Above Nett Cost Price |
| 2nd Non Standard Drug | 2nd Non Standard (Chronic) $ Above Nett Cost Price |
| 3rd Non Standard Drug | 3rd Non Standard (Chronic) $ Above Nett Cost Price |
| 4th Non Standard Drug | 4th Non Standard (Chronic) $ Above Nett Cost Price |
| 5th Non Standard Drug | 5th Non Standard (Chronic) $ Above Nett Cost Price |
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |

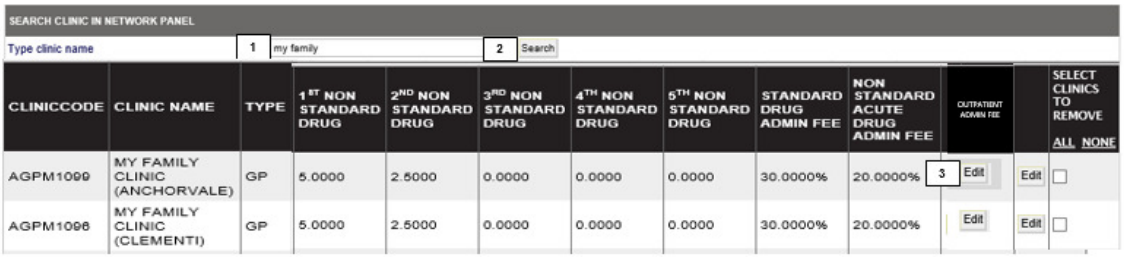
c) Select Outpatient Admin Fee Panel will be added. The drop-down list will contain the active Outpatient Panel with Panel Type = 'Outpatient'.

Edit of admin fee for the individual clinic is available for users with role SUPER ADMIN and SUPER ADMIN ASSISTANT. For users who does not have role SUPER ADMIN or SUPER ADMIN ASSISTANT, this column will not be visible.




d) Change outpatient admin fee.

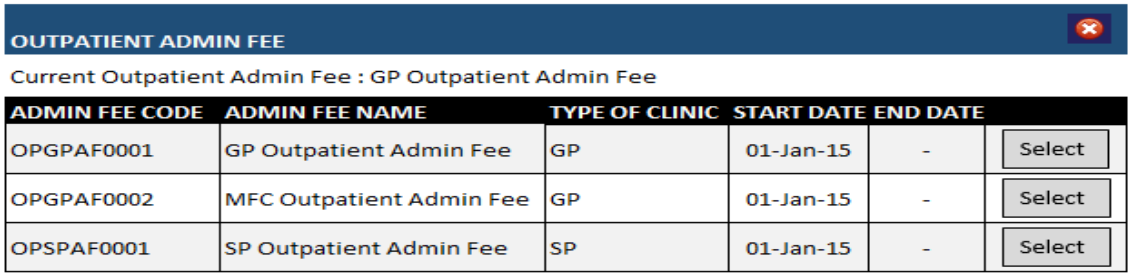
This is done by searching for the particular clinic and click on Edit button under Outpatient Admin Fee column.




When Edit button is clicked, a pop-up window containing the Admin fees is displayed for user to edit.

i) Display active Outpatient Admin Fees only.

ii) The display is sorted by Type of Clinic, Start Date and Admin Fee Name.




User clicks on Select button to select the desired Admin Fee.

## 3.10. Add Clinic to Network Panel.

Provider -> Clinic -> Map to Panels. User clicks on Map to New Panel.

EDIT NETWORK PANEL CLINIC MAPPING FOR (NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY)) Back

| | |
|---|---|
| Clinic Name | NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) |
| Select Network | PRUDENTIAL |

Remove Selected item | Map To New Panel

a) Following fields as shown in the screen below will be removed :

i) Consult Admin Fee

ii) Consult Fee Type

iii) Checkup Admin Fee

iv) Checkup Fee Type

v) Above Benchmark Admin Fee

vi) Above Benchmark Fee Type

b) Change the following description as shown in the screen below:

| Current Description | New Description |
|---|---|
| 1st Non Standard Drug | 1st Non Standard (Chronic) $ Above Nett Cost Price |
| 2nd Non Standard Drug | 2nd Non Standard (Chronic) $ Above Nett Cost Price |
| 3rd Non Standard Drug | 3rd Non Standard (Chronic) $ Above Nett Cost Price |
| 4th Non Standard Drug | 4th Non Standard (Chronic) $ Above Nett Cost Price |
| 5th Non Standard Drug | 5th Non Standard (Chronic) $ Above Nett Cost Price |
| Standard Drug Admin Fee | Standard Drug % Above Nett Cost Price |
| Non Standard Acute Drug Admin Fee | Non Standard (Acute) % Above Nett Cost Price |

MAP NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) CLINIC TO NEW NETWORK PANEL(S) Back

| | | | |
|---|---|---|---|
| Clinic Name | NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) | | |
| Select Network | PRUDENTIAL | | |
| Consult Admin Fee | | Consult Fee Type | % |
| Checkup Admin Fee | | Checkup Fee Type | % |
| Above Benchmark Admin Fee | | Above Benchmark Fee Type | % |
| Standard Drug Admin Fee | % | Non Standard Acute Drug Admin Fee | % |
| Non-Standard Drug Admin Fee | 1ST DRUG: $ | 2ND DRUG: $ | 3RD DRUG: $ |
| | 4TH DRUG: $ | 5TH DRUG: $ | |

Save To Panel | Propogate Fee

| NETWORK | PANEL | CONSULT ADMIN FEE | CONSULT FEE TYPE | CHECKUP ADMIN FEE | CHECKUP FEE TYPE | ABOVE BENCHMARK ADMIN FEE | ABOVE BENCHMARK FEE TYPE | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | SELECT PANELS TO ADD ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRUDENTIAL | Pru Priority Plus Inpatient Panel | | % | | % | | % | | | | | | | | ☐ |

c) Select Outpatient Admin Fee Panel and Outpatient Admin Fee column will be added as shown in the screen below.

The drop-down list will contain the active Outpatient Panel with Panel Type = 'Outpatient'.

MAP NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) CLINIC TO NEW NETWORK PANEL(S) Back

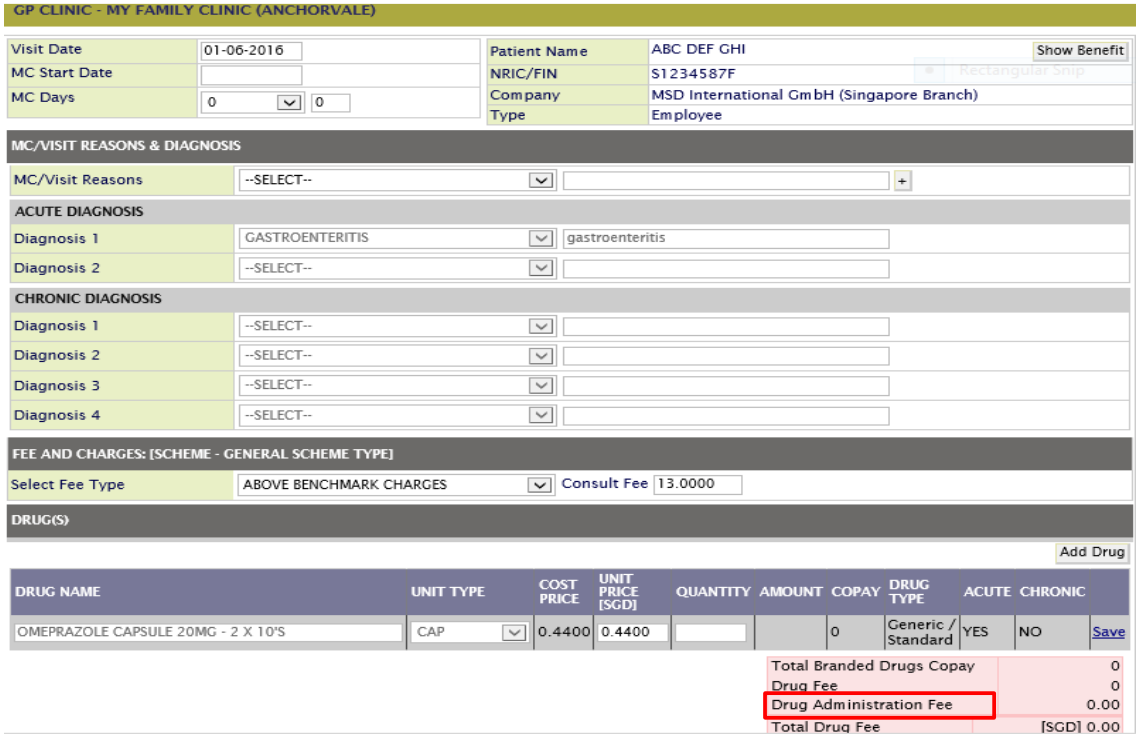
| | |
|---|---|
| Clinic Name | NORTHEAST MEDICAL GROUP (FORMERLY KNOWN AS 531 CLINIC & SURGERY) |
| Select Network | PRUDENTIAL |
| Standard Drug % Above Nett Cost Price | % |
| Non Standard Drug (Acute) % Above Nett Cost Price | % |
| Non Standard Drug (Chronic) $ Above Nett Cost Price | 1ST DRUG $ / 2ND DRUG $ / 3RD DRUG $ / 4TH DRUG $ / 5TH DRUG $ |
| Select Outpatient Admin Fee Panel | GP OUTPATIENT ADMIN FEE PANEL |

Save To Panel Propogate Fee

| NETWORK | PANEL | 1ST NON STANDARD DRUG | 2ND NON STANDARD DRUG | 3RD NON STANDARD DRUG | 4TH NON STANDARD DRUG | 5TH NON STANDARD DRUG | STANDARD DRUG ADMIN FEE | NON STANDARD ACUTE DRUG ADMIN FEE | OUTPATIENT ADMIN FEE | SELECT PANELS TO ADD ALL NONE |
|---|---|---|---|---|---|---|---|---|---|---|
| PRUDENTIAL | Pru Priority Plus Inpatient Panel | | | | | | | | | |

## 3.11. Outpatient Claim

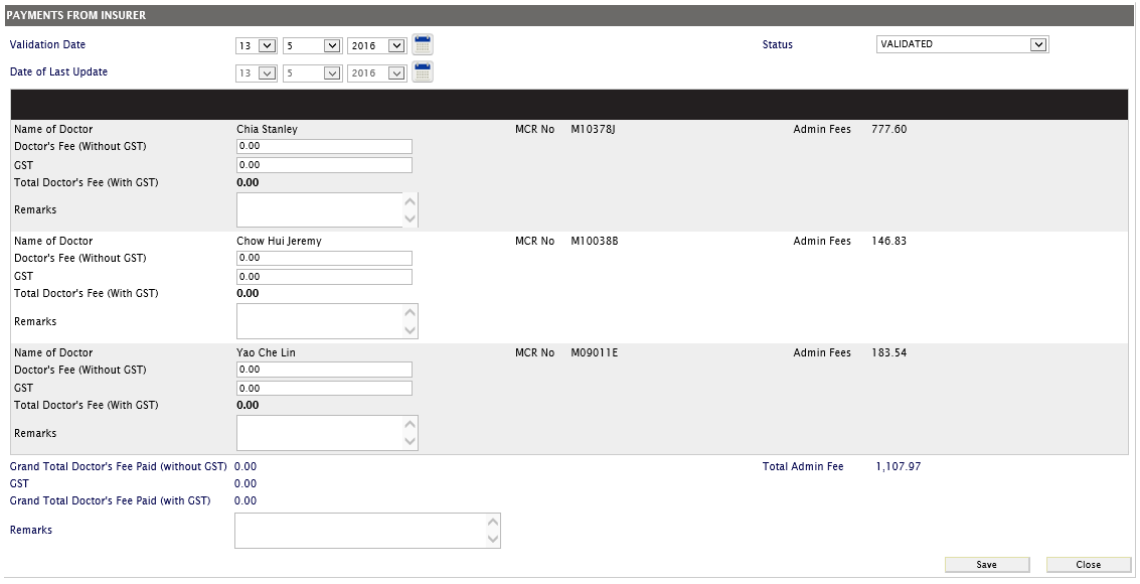
Clinic module, Add Claim. description of Drug Administration Fee will be changed to Chronic Drug ($ Above Nett Cost Price)




## 3.12. Inpatient Claim

Administrator module, Manage Specialist Claim.

The Admin Fee calculation in this screen will changed accordingly.



## 3.13. Inpatient and Outpatient Claim.

a) Logic for admin fee calculation for claims will be changed accordingly to include using the fixed fee amount for Inpatient and for outpatient is for GP & SP.

b) Check will be done as to which Inpatient or Outpatient Admin Fee is being used.

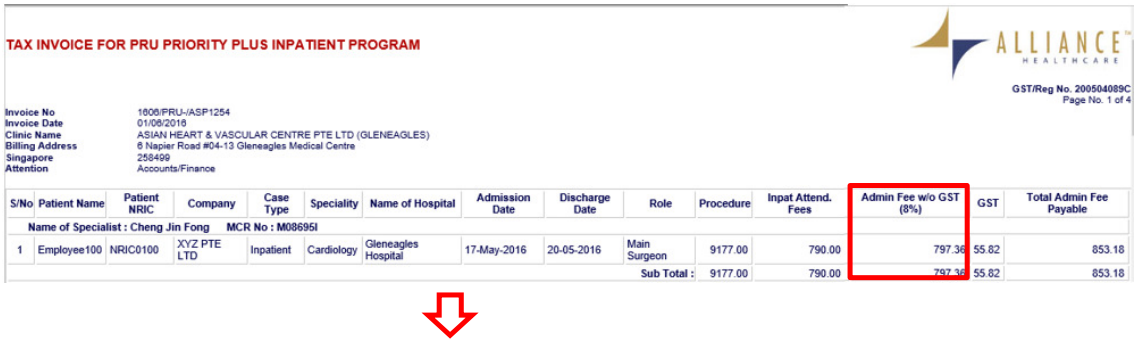
For Outpatient Claims, new formula of Outpatient Admin Fee will be used against the Claim Visit Date.

For Inpatient Claims, new formula of Inpatient Fee Schedule will be used against the Claim Admission Date.

## 3.14. Inpatient Invoice and Soft Copy generated through Provider -> Batch Inpatient Claims.

a) Admin fee in Invoice and Soft Copy will be changed to use the fixed fee amount.

b) Column **Admin Fee w/o GST (8%)** will be used to **Admin Fee w/o GST**



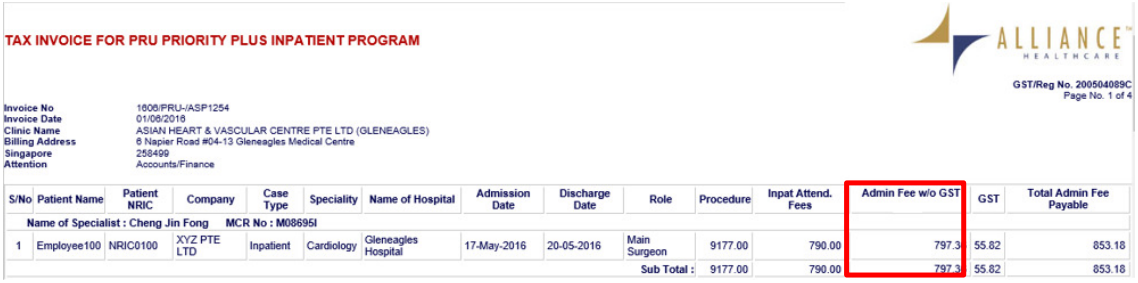
TAX INVOICE FOR PRU PRIORITY PLUS INPATIENT PROGRAM

ALLIANCE HEALTHCARE

GST/Reg No. 200504089C
Page No. 1 of 4

Invoice No 1606/PRU-/ASP1254
Invoice Date 01/08/2016
Clinic Name ASIAN HEART & VASCULAR CENTRE PTE LTD (GLENEAGLES)
Billing Address 6 Napier Road #04-13 Gleneagles Medical Centre
Singapore 258499
Attention Accounts/Finance

| S/No | Patient Name | Patient NRIC | Company | Case Type | Speciality | Name of Hospital | Admission Date | Discharge Date | Role | Procedure | Inpat Attend. Fees | Admin Fee w/o GST (8%) | GST | Total Admin Fee Payable |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Name of Specialist : Cheng Jin Fong MCR No : M08695I | | | | | | | | | | | | | | |
| 1 | Employee100 | NRIC0100 | XYZ PTE LTD | Inpatient | Cardiology | Gleneagles Hospital | 17-May-2016 | 20-05-2016 | Main Surgeon | 9177.00 | 790.00 | 797.36 | 55.82 | 853.18 |
| | | | | | | | | | Sub Total : | 9177.00 | 790.00 | 797.36 | 55.82 | 853.18 |



TAX INVOICE FOR PRU PRIORITY PLUS INPATIENT PROGRAM

ALLIANCE HEALTHCARE

GST/Reg No. 200504089C
Page No. 1 of 4

Invoice No 1606/PRU-/ASP1254
Invoice Date 01/08/2016
Clinic Name ASIAN HEART & VASCULAR CENTRE PTE LTD (GLENEAGLES)
Billing Address 6 Napier Road #04-13 Gleneagles Medical Centre
Singapore 258499
Attention Accounts/Finance

| S/No | Patient Name | Patient NRIC | Company | Case Type | Speciality | Name of Hospital | Admission Date | Discharge Date | Role | Procedure | Inpat Attend. Fees | Admin Fee w/o GST | GST | Total Admin Fee Payable |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Name of Specialist : Cheng Jin Fong MCR No : M08695I | | | | | | | | | | | | | | |
| 1 | Employee100 | NRIC0100 | XYZ PTE LTD | Inpatient | Cardiology | Gleneagles Hospital | 17-May-2016 | 20-05-2016 | Main Surgeon | 9177.00 | 790.00 | 797.36 | 55.82 | 853.18 |
| | | | | | | | | | Sub Total : | 9177.00 | 790.00 | 797.36 | 55.82 | 853.18 |

## 3.15. Invoice for Outpatient generated through Provider -> Batch Claims.

The admin fee in Payment Advice, Clinic Payment Details will use the fixed fee amount based on the admin fee defined for Clinics.

## 3.16. Provider -> Upload Clinics.

For Upload and Update Clinics excel sample format, Admin Fee will be changed to Inpatient Admin Fee Code.

### 3.17. Inpatient administrator -> Manage Specialist Claim.

Export to excel and Export to Excel (Client) admin fees will use the new formula of admin fees.

## 4. CHANGES ON EXISTING SYSTEM FUNCTIONALITY

### 4.1. ADMIN FEES

- A new Code Table will be created to stored configured Admin Fee based on provided admin fees at above section.

### 4.2. NEW / EXISTING FUNCTIONAITIES

- New and amendments on existing system functionalities will follow items described in above section (Functional Specification)

### 4.3. REPORTS

- Admin fees formula will changed for affected reports accordingly.