



Mednefits Pte Ltd
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Step-By-Step Guide for Health Partners (Dental Care)



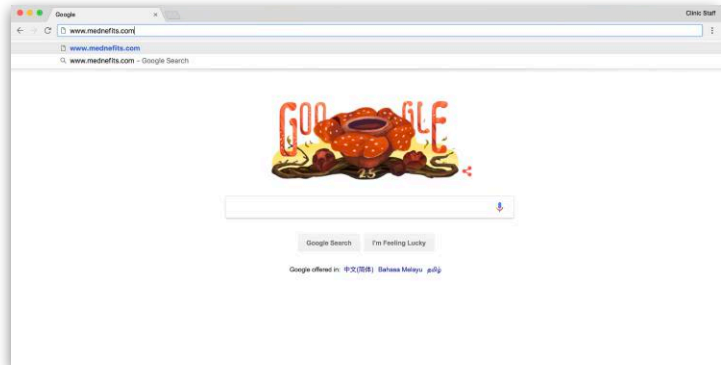
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Step 1: Login to Mednefits Health Partner platform

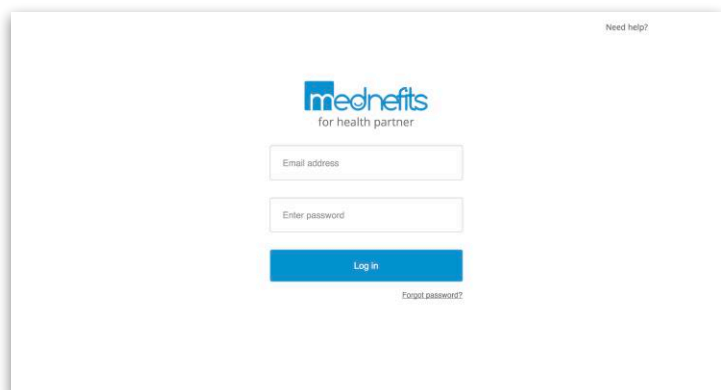
1. Key in www.mednefits.com on your web browser
(Recommended browser: Chrome).



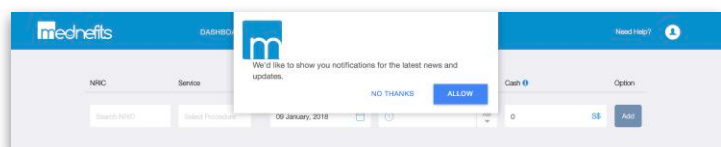
2. Click on Health Partner's Login at the top right hand corner.



3. Login using given Mednefits email and password.



4. Allow notifications from Mednefits to receive real-time notification of transactions.





Step 2: Verify Mednefits member

1. Check the member's E-Card on the Mednefits app and Identification Card (IC).



2. Key in NRIC of member (if he/she is Mednefits member, NRIC would appear).

Claim Report Page

DASHBOARD CLAIM CALENDAR

NRIC: S8200 Service: Select Procedure Date of Visit: 09 January, 2018 Time of Visit: 0 Cash: 0 Option: Add

Calvin Lee
calvin.lee@mednefits.com
S8200882H
Corporate User

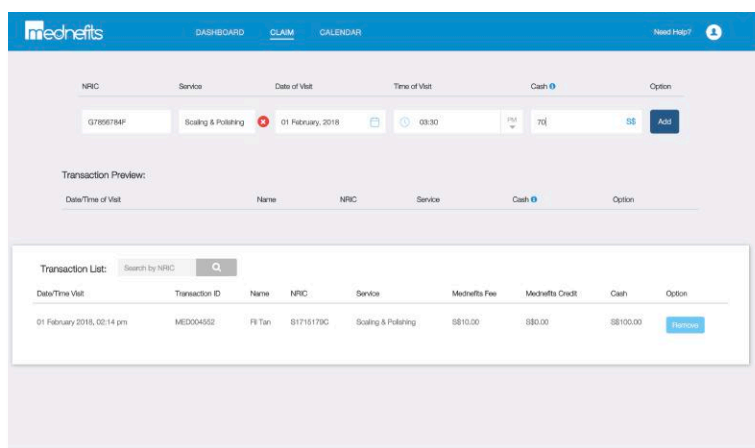
Date/Time of Visit	Name	NRIC	Service	Cash	Option
09 January 2018, 11:51am	Calvin Lee - Corporate User	S8200882H	General Consultation	0.00	Submit Remove

Transaction List:

Date/Time Visit	Name	NRIC	Service	Mednefits Fee	Mednefits Credit	Cash	Option
09 January 2018, 12:09 pm	Calvin Lee	S8200882H	General Consultation	S\$13.91	S\$30.00	S\$0	Refund
09 January 2018, 12:07 pm	Calvin Lee	S8200882H	General Consultation	S\$13.91	S\$30.00	S\$0	Refund

Step 3: Claim after visit

- Key in the claim details: 1. NRIC, 2. Service, 3. Date of Visit, 4. Time of Visit, 5. Cash. Under the field 'Cash', enter the \$ amount member paid to you **(\$ amount after Mednefits/Corporate discount)**. i.e. **Total Bill (-) 30%**. Next click the 'Add' button.



The screenshot shows the 'CLAIM' form in the Mednefits system. The form fields are filled with the following data:

NRIC	Service	Date of Visit	Time of Visit	Cash	Option
G7656784F	Scaling & Polishing	01 February, 2018	09:30	70	Submit

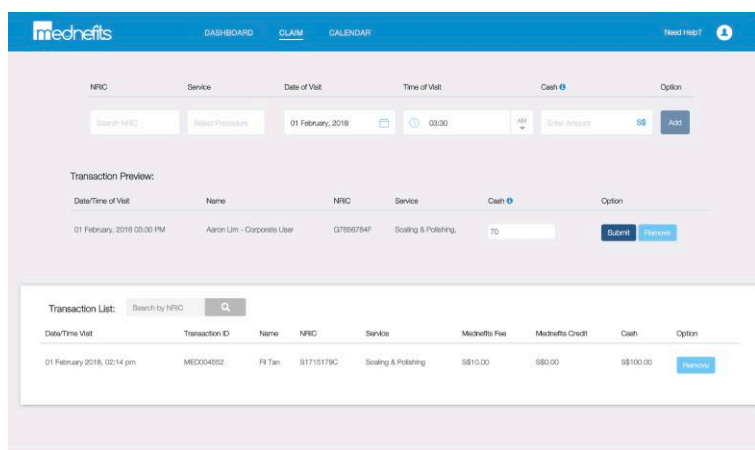
Below the form is a 'Transaction Preview' section with the following data:

Date/Time of Visit	Name	NRIC	Service	Cash	Option
01 February 2018, 02:14 pm	FR Tan	S1715179C	Scaling & Polishing	70	Submit

At the bottom is a 'Transaction List' table with the following data:

Date/Time of Visit	Transaction ID	Name	NRIC	Service	Mednefits Fee	Mednefits Credit	Cash	Option
01 February 2018, 02:14 pm	MED004052	FR Tan	S1715179C	Scaling & Polishing	\$810.00	\$80.00	\$8100.00	Remove

- Once you add the claim transaction, it will appear in the 'Transaction Preview' section. Click 'Submit' once all details are correct.



The screenshot shows the 'CLAIM' form in the Mednefits system. The form fields are filled with the following data:

NRIC	Service	Date of Visit	Time of Visit	Cash	Option
G7656784F	Scaling & Polishing	01 February, 2018	09:30	70	Submit

Below the form is a 'Transaction Preview' section with the following data:

Date/Time of Visit	Name	NRIC	Service	Cash	Option
01 February, 2018 02:00 PM	Aaron Lim - Corporate User	G7656784F	Scaling & Polishing	70	Submit

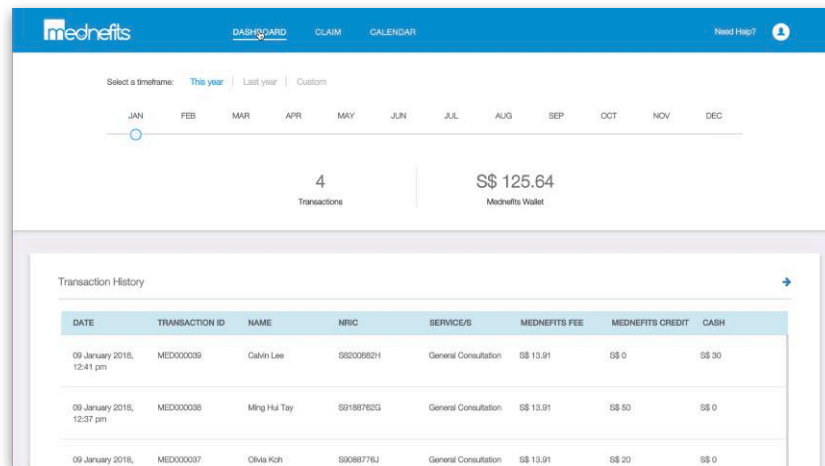
At the bottom is a 'Transaction List' table with the following data:

Date/Time of Visit	Transaction ID	Name	NRIC	Service	Mednefits Fee	Mednefits Credit	Cash	Option
01 February 2018, 02:14 pm	MED004052	FR Tan	S1715179C	Scaling & Polishing	\$810.00	\$80.00	\$8100.00	Remove

- Claim transaction will be recorded and send to us. You may view it in the 'Transaction List'. Items in the 'Transaction List' are claims that have been submitted.



Step 4: View summary of successful transactions on Dashboard



Step 5: Scroll to bottom of page to view Invoice

The screenshot shows the 'Transaction History' table. At the bottom of the table, there is a 'View Invoice' button.

DATE	TRANSACTION ID	NAME	NRIC	SERVICE/S	MEDNEFITS FEE	MEDNEFITS CREDIT	CASH
09 January 2018, 12:41 pm	MED000039	Calvin Lee	S200082H	General Consultation	S\$ 13.91	S\$ 0	S\$ 30
09 January 2018, 12:37 pm	MED000038	Ming Hui Tay	S918876G	General Consultation	S\$ 13.91	S\$ 50	S\$ 0
09 January 2018, 12:36 pm	MED000037	Olivia Koh	S9098776J	General Consultation	S\$ 13.91	S\$ 20	S\$ 0
09 January 2018, 12:36 pm	MED000036	Emma Low	S889870G	Health Screening	S\$ 13.91	S\$ 0	S\$ 60

The screenshot shows the 'View Invoice' page. It includes a sidebar with navigation options: ACCOUNT, STAFF, SERVICES, PROFILE, and TRANSACTIONS. The main content area displays the invoice details, including the Mednefits logo, invoice number, date, and amount. Below this, there is a table showing the breakdown of charges.

Item	Mednefits Fee	Mednefits Credit	Total Amount
Health Screening	\$13.91	\$0.00	\$13.91
Member: Emma Low			
NRIC: S889870G			



Frequently Asked Questions (FAQs)

1. What is the corporate tie up scheme with Mednefits?

Total 30% discount is given to Mednefits Member.

Breakdown:

First 20% is subsidised by Health Partner (Dental Clinic)

Next 10% is subsidised by Mednefits

2. What is Mednefits Wallet?

What is due from Mednefits to the health partner.

Mednefits Wallet = Mednefits Fee + Mednefits Credit

3. What is Mednefits Fee?

Corporate rate scheme between Mednefits and health partner.

Without GST = 10% of the total bill (before discount),

With GST = 10% of the total bill (before discount) + 7%

4. What is Cash payment?

This is the amount Mednefits member paid either in Cash/Nets/Credit Card.

5. What if member does not have Mednefits app?

If member does not have the Mednefits app, clinic staff should manually claim (under "Claim" tab). Key in these details:

(i) NRIC

(ii) type of service utilised,

(iii) date and time of visit,

(iv) medication and treatment amount (excluding consultation fee)



6. What if there is an error in the transaction?

If the payment is by Cash,

Under the transaction list, there is an option to REMOVE the transaction.

Transaction List:

Date/Time Visit	Name	NRIC	Service	Mednefits Fee	Mednefits Credit	Cash	Option
09 January 2018, 12:41 pm	Calvin Lee	S8200882H	General Consultation	S\$13.91	S\$0	S\$30	Remove
09 January 2018, 12:37 pm	Ming Hui Tay	S9188762G	General Consultation	S\$13.91	S\$50.00	S\$0	Refund
09 January 2018, 12:36 pm	Olivia Koh	S9088776J	General Consultation	S\$13.91	S\$20.00	S\$0	Refund
09 January 2018, 12:35 pm	Emma Low	S8899702G	Health Screening	S\$13.91	S\$0	S\$60	Remove



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Need Help?
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Ring us at +65 6254 7889
or drop us a note at
happiness@mednefits.com