

Standard Operating Procedures GHCD

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TITLE

Medical Benefit (In-Patient)

PAGE: 1/2

1.0 **Abbreviation**

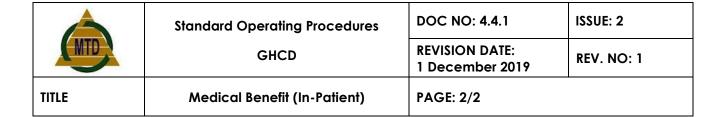
	1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/ Executive Director
ſ	1.2	GM	General Manager
	1.3	GL	Guarantee Letter

2.0 Medical Benefit (In-Patient)

2.1 The in-patient medical entitlement shall be as follows:

Job Grade	Position	Hospitalization Entitlement	
Job Glade	rosilion	Plan	Room & Board
TM1 & TM2	CEO/COO/ED/CFO	RM40,000.00	RM350.00
SM1	Senior GM	RM40,000.00	RM350.00
SM2 - SM3	GM	RM30,000.00	RM250.00
1 NM4 X MM1 - MM4	Assistant GM, Senior Manager, Manager	RM30,000.00	RM250.00
MM5 & EX1 – EX5	Asst. Manager, Executive	RM25,000.00	RM200.00
NT1/TL1 – NT4/TL4	Senior Supervisor, Supervisor	RM20,000.00	RM150.00
NT5/TL5 – NT6/TL6	Others	RM15,000.00	RM120.00

- Based on the recommendation of a specialist, if the staff or family member has to be 2.2 admitted to a government hospital for in-patient treatment, the staff must first contact GHCD for confirmation of benefits covered. GL will be issued by GHCD upon submission of an admission note from the hospital.
- 2.3 In cases where the staff or family member has to be admitted to a private hospital, the staff must first contact GHCD for confirmation of benefits covered. However, staff needs to pay the medical costs and claim for reimbursement from the Company.
- 2.4 For verification and reimbursement purposes, staff need to submit to GHCD, the following:
 - Hospitalization Claim Form
 - Discharge Summary Report/Medical Report from the hospital
 - Original bills and receipts



- 2.5 However, for emergency cases after working hours, on weekends or Public Holidays, staff are advised to register their admission to government hospitals under MTD Capital Bhd/MTD ACPI Engineering Berhad and the **GL** will be issued on the next working day.
- 2.6 Should the staff opt for Room and Board at a rate which is higher than their eligibility; the Company will charge a **co-payment (deduction) of 20%** out of the total cost incurred.

Example:

Description	Amount (RM)
Total hospitalization cost incurred by staff	10,000.00
20% of the total cost shall be borne by the staff (20% x RM10,000.00)	2,000.00
80% of the total cost shall be borne by the Company (80% x RM10,000.00)	8,000.00

- 2.7 Should the annual limit be exhausted, any additional bills incurred thereon will be borne by the staff.
- 2.8 Approval of expenses claim for overseas hospitalisation/medical treatment in excess of the limit, will be at the sole discretion of the Company.

3.0 Appendix

No.	Title Form	Appendix
3.1	Hospitalization Claim Form	Appendix 1