	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.4.1	ISSUE: 2
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## 1.0 Abbreviation

1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/ Executive Director
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	
		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
SM4 & 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

2.2 Based on the recommendation of a specialist, if the staff or family member has to be 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

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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