

2018

TPA USER GUIDE

All the TPA users will have the access to submit the TPA form online. User must select the below option from the menu to access the TPA form.

Note:

1. Only authorized users can submit the TPA form.
2. TPA user can submit the report for the last month only.
3. Only one report for a month is allowed i.e. users can't submit more than one report for a month.
4. Once submitted, report can't be edited.

Select below item from the menu to access the TPA form.



TPA form



دائرة الصحة
DEPARTMENT OF HEALTH

TPA Claim Search

Home | e-Insurance | My Profile | Sign Out
Welcome, [User Name]

Entity Name (TPA) :

Date of Report : 

Prepared by :

TPA HAAD Registration Number :

Report Month / Year:

Job Position :

Insurer :  Add Insurer

Table 1. Claims Processed During Month [Nbr Of Days From Claims Reception]

NO RECORDS FOUND

Total :

Note: This table shows the number of claims processed by the TPA for different insurance companies during the month. The count of claims processed during the calendar month will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days]. The aging of claims will be calculated from claims batch reception date to claims processed date by the TPA.

Table 2. Amount of Claims [in AEDs] Processed During Month [Nbr Of Days From Claims Reception]

NO RECORDS FOUND

Total :

Note: This table shows the total amount of claims processed by the TPA for different insurance companies. The amount of claims processed during a calendar month is equal to the final figure [in AEDs] that a payer will pay to the provider and will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days]. The claims aging will be calculated from claims batch received date to claims processed date by the TPA.

TPA user must select the insurer from the given drop down list and add to insert values. (Prepared by and job position is mandatory)

دائرة الصحة
 DEPARTMENT OF HEALTH

TPA Claim Search

Home | e-Insurance | My Profile | Sign Out | Welcome,

Entity Name (TPA): TPA HAAD Registration Number:

Date of Report: Report Month / Year:

Prepared by: Job Position:

Insurer:

Total:

Note: This table shows the number of The count of claims processed during The aging of claims will be calculated from

Table 2:

Total:

Note: This table shows the total amount The amount of claims processed during as per the claims age band [0-10, 11-2 The claims aging will be calculated from

Total:

Insurer:

- Abu Dhabi National Insurance Co. (A002)
- Abu Dhabi National Takaful Co. P.S.C (A008)
- Al Ain Ahlia Insurance Co. (A010)
- Al Buhaira National Insurance Co. - Abu Dhabi (A006)
- Al Dhafra Insurance Co. (A016)
- AL Fujairah National Insurance Company (A018)
- AL HILAL TAKAFUL - PSC (A031)
- Al Khazna Insurance Company (A005)
- AL Sagr National Insurance Co. - Abu Dhabi (A003)
- Al Wathba National Insurance Co. (P.J.S.C) (A004)
- Al-Ittihad Alwatani General Insurance Company (A036)
- Alliance Insurance - P.S.C - Abu Dhabi (A013)
- American Life Insurance Co. - American Insurance (A011)
- Arabia Insurance Company S.A.L (A019)
- Arabian Scandinavian Insurance Company (Plc) - Takaful -Ascana Insurance - Abu Dhabi (A015)
- AXA GREEN CRESCENT INSURANCE P.J.S.C. (A030)
- AXA INSURANCE - GULF - BSC- C- ABU DHABI (A026)
- Dar Al Takaful PJSC (A041)
- Dubai Insurance Company - Abu Dhabi Branch (A029)
- Dubai Islamic Insurance & Re Insurance - AMAN (A022)
- Dubai National Insurance and Reinsurance Co (A037)
- Emirates Insurance Co. (A007)
- INSURANCE HOUSE-PSC (A038)
- Islamic Arab Insurance Company - SALAMA (A020)
- Jordan Insurance Company Limited (A040)
- Methaq Takaful Insurance P S C (A032)
- National General Insurance Co. (P.S.C) (A025)
- National Health Insurance Co. - Daman - P.J.S.C. (A001)
- NATIONAL LIFE AND GENERAL INSURANCE CO SAOG (A042)

Total:

Related fields for all the table will appear on the TPA form once the insurer is added from the drop down list.

1. Default values would be entered as "0".
2. User must click on edit icon on each row to enter the values and save is individually.
3. All the insurer rows will be deleted if it is deleted from any on the table. E.g. if user will delete Al Ain insurer from table 1, then Al Ain insurer row will be deleted from all 5 tables.



دائرة الصحة
DEPARTMENT OF HEALTH

TPA Claim Search

[Home](#) | [e-Insurance](#) | [My Profile](#) | [Sign Out](#)

Welcome,

Entity Name (TPA) :

TPA HAAD Registration Number :

Date of Report :

Report Month / Year :

Prepared by :

Job Position :

Current Status :Draft

Insurer details added sucessfully

Insurer : All

Add Insurer

Click to Add Insurer

Click to edit

Click to Delete

Table 1. Claims Processed During Month [Nbr Of Days From Claims Reception]

Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit
Al Ain Ahlia Insurance Co.	0	0	0	0	0	0	
Total :	0	0	0	0	0	0	

Note: This table shows the number of claims processed by the TPA for different insurance companies during the month
The count of claims processed during the calendar month will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
The aging of claims will be calculated from claims batch reception date to claims processed date by the TPA.

Table 2. Amount of Claims [in AEDs] Processed During Month [Nbr Of Days From Claims Reception]

Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit
Al Ain Ahlia Insurance Co.	0	0	0	0	0	0	
Total :	0	0	0	0	0	0	

Note: This table shows the total amount of claims processed by the TPA for different insurance companies
The amount of claims processed during a calendar month is equal to the final figure [in AEDs] that a payer will pay to the provider and will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
The claims aging will be calculated from claims batch received date to claims processed date by the TPA.

Table 3. Claims Ready For Settlement [Nbr Of Days From Payment Order Received]

TPA user can add multiple insurer details to the same form and update the values.

Entity Name (TPA) : TPA HAAD Registration Number :

Date of Report : Report Month / Year:

Prepared by : Job Position :

Current Status : **Draft**

Insurer :

Click to
save record

Table 1. Claims Processed During Month [Nbr Of Days From Claims Reception]

Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit
Al Ain Ahlia Insurance Co.	<input type="text" value="12"/>	<input type="text" value="210"/>	<input type="text" value="21"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Edit"/>
Total :	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Note: This table shows the number of claims processed by the TPA for different insurance companies during the month
The count of claims processed during the calendar month will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
The aging of claims will be calculated from claims batch reception date to claims processed date by the TPA.

Table 2. Amount of Claims [in AEDs] Processed During Month [Nbr Of Days From Claims Reception]


Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit
Al Ain Ahlia Insurance Co.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Edit"/>
Total :	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Note: This table shows the total amount of claims processed by the TPA for different insurance companies
The amount of claims processed during a calendar month is equal to the final figure [in AEDs] that a payer will pay to the provider and will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
The claims aging will be calculated from claims batch received date to claims processed date by the TPA.

Table 3. Claims Ready For Settlement [Nbr Of Days From Payment Order Received]

Users can save the report as Draft and update later before submitting.

1. Attachment in the table 6 and 7 is mandatory.
2. TPA users can download the template to fill and attach as a mandatory information.

Al Ain Ahlia Insurance Co.	0	0	0	0	0	0		
Total :	0	0	0	0	0	0		

Note: This table shows insurers that are late in settling their dues to providers
 The count of claims ready for settlement during the calendar month will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
 The aging of claims will be calculated from the time the TPA issues a payment order (PO) to insurers.

Table 4. Claims Amount [in AEDs] Ready For Settlement [Nbr Of Days From Payment Order Received]								
Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit	
Al Ain Ahlia Insurance Co.	0	0	0	0	0	0		
Total :	0	0	0	0	0	0		

Note: This table shows the dues that insurers are late in paying to providers
 The amount of claims ready for settlement (but not settled yet) during a calendar month is equal to the sum of the final figures that a payer will pay to the provider and will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
 The claims aging will be calculated from payment order issued by the TPA.

Table 5. Claims Amount [in AEDs] settled by Insurer [Nbr Of Days From Payment Request Sent to Insurers]								
Insurer	0-10 Days	11-20 Days	21-30 Days	31-45 Days	Above 45 Days	Total	Edit	
Al Ain Ahlia Insurance Co.	0	0	0	0	0	0		
Total :	0	0	0	0	0	0		

Note: This table shows insurers that are late in settling/paying their dues to TPAs
 The amount of claims settled by insurer or TPA Receivables (in AEDs) settled by Insurer is equal to TPA amounts received from insurer against PO issued by the TPA and will be reflected as per the claims age band [0-10, 11-20, 21-30, 31-45, and > 45 days].
 The claims aging will be calculated from claims processed date to payment made to provider. The amounts should reflect the claims amounts settled during the calendar month.

Label 6. Accounts Receivable							
 Download Accounts Receivable Template	Upload Accounts Receivable Aging as per Books of Accounts [in AEDs] as of Cut off Date						

Label 7. Accounts Payable							
 Download Accounts Payable Template	Upload Accounts Payable Aging as per Books of Accounts [in AEDs] as of Cut off Date						

Save As Draft
Submit

Click to download template

Click to upload attachment

Click to save the report as DRAFT

Click to SUBMIT the report

TPA users can search and view all created reports.



دائرة الصحة
DEPARTMENT OF HEALTH

TPA Claim Search

[Home](#) | [e-Insurance](#) | [My Profile](#) | [Sign Out](#)
Welcome, 

Entity Name (TPA) :

Report Year :

Prepared by :

☐ Only Flagged ☐ Export to Excel

TPA HAAD Registration Number :

Report Month :

Job Position :

Search **Clear Search**

1 RECORDS FOUND

TPA	Reg. No.	Prepared By	Job Position	Status	Reported Date	Flagged
PENTA CARE MEDICAL SERVICES-LLC	TPA/1/2018	Mark	Officer	Draft	08-04-2018	False