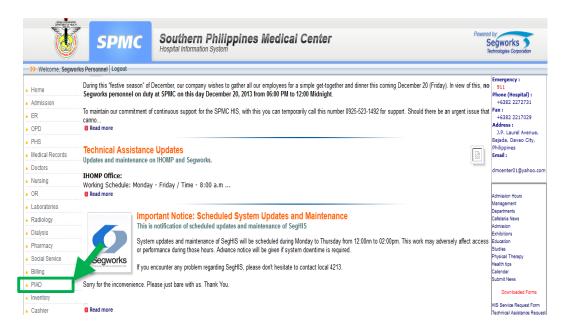
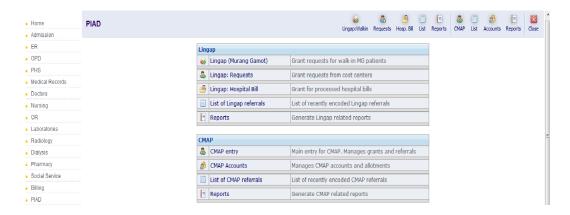
PIAD MODULE

This section describes the processes and transactions under the PIAD (Public Insurance Assistance Desk) Module. It is assumed that you already log-in in the system and currently at HOME page Screen.

1. Click PIAD



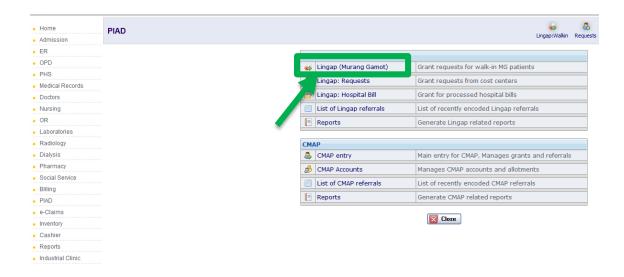
PIAD MODULE UI (User Interface).



It shows the PIAD module UI (User Interface)

PIAD STAFF CREATE LINGAP WALK-IN ENTRY REQUEST

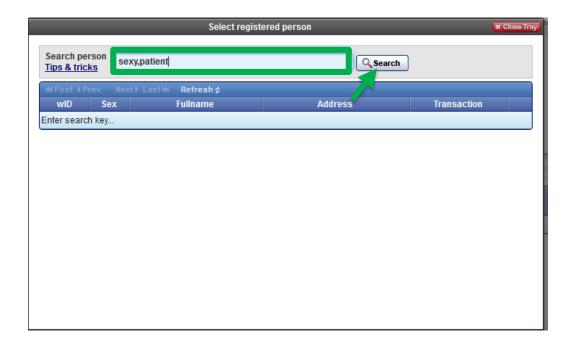
1. Click *Lingap*(*Murang Gamot*)



2. Click *Select button* to search the patient



- 3. Input Patient (with the format patient last name, first name).
- 4. Click Search button or hit ENTER.



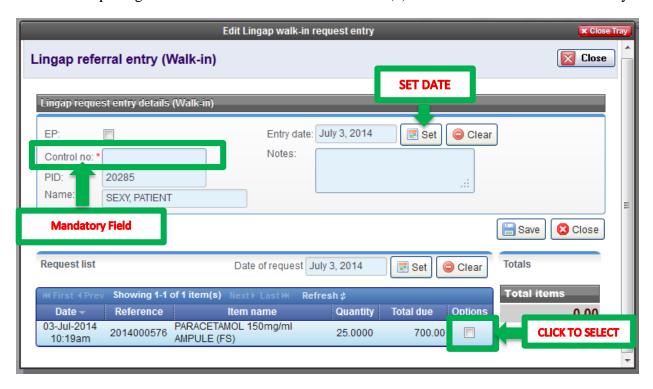
5. Click *Select* button or hit *ENTER* to choose the transaction of the patient.



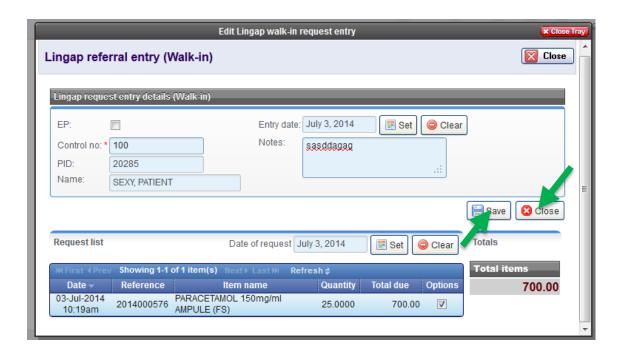
6. The Information details of the patient selected should display in the Walk-in Information UI (User Interface).



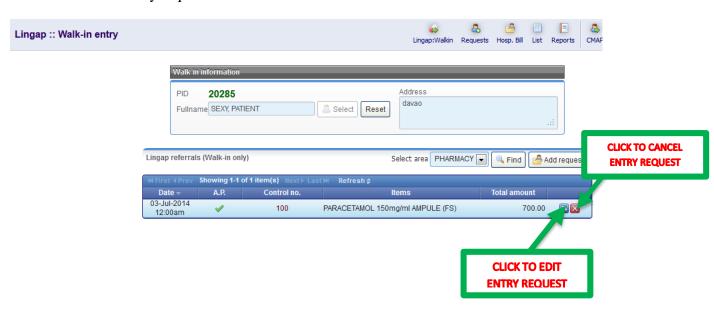
- 7. To add Request Entry click *Add request button*.
- 8. Fill-up the given fields. Field with the red asterisk (*) and selected item/s are mandatory.



- 9. Click Save button to save request.
- 10. Click *Close Tray* at upper right to cancel.

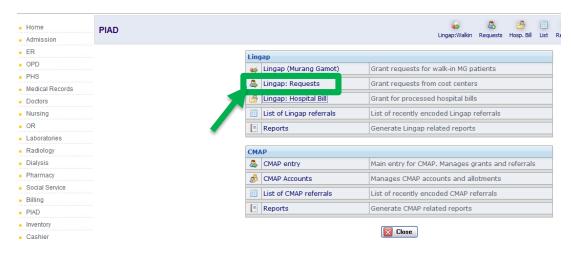


- 11. If data entered is incorrect or you want to edit the request entry click the *blue icon with round logo* for edit entry.
- 12. To cancel entry request click the *X red icon*.

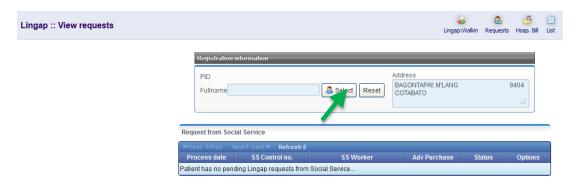


PIAD STAFF VIEW AND PROCESS LINGAP REQUEST

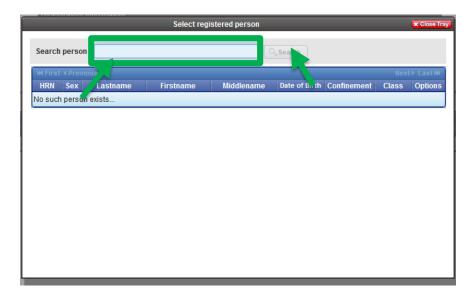
1. Click Lingap: Request



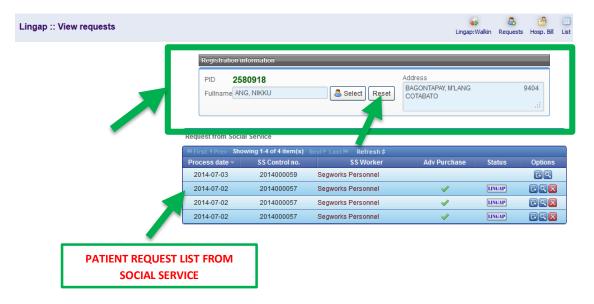
2. Click Select button.



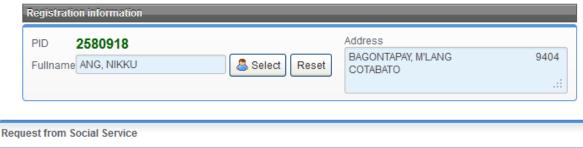
- 3. Input patient (patient last name, first name) or HRN.
- 4. Click **Search button** or hit **ENTER**.

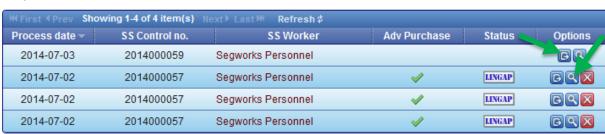


- 5. If the patient record exist the Patient Registration Information will be displayed in the Registration Information UI (User Interface).
- 6. If the patient selected is wrong click **Reset button** to select another patient.

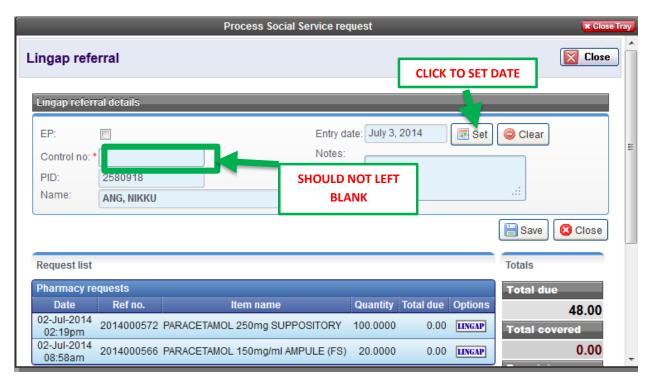


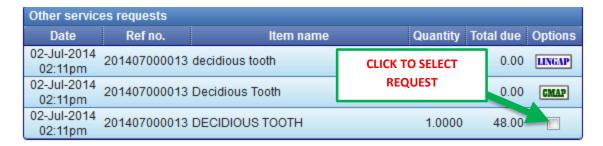
- 7. If you want to delete Lingap Referral click *X button*.
- 8. Click *Button* to process request.



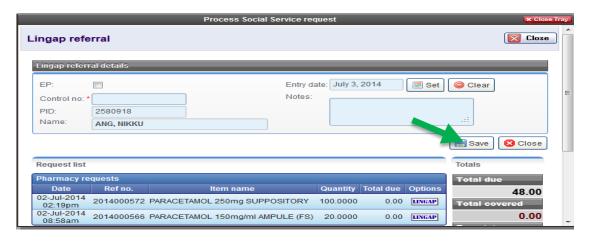


- 9. Fill-up the fields. Field with red asterisk (*) is mandatory.
- 10. Click **Set button** to set date.
- 11. Click *checkbox* to select requests.



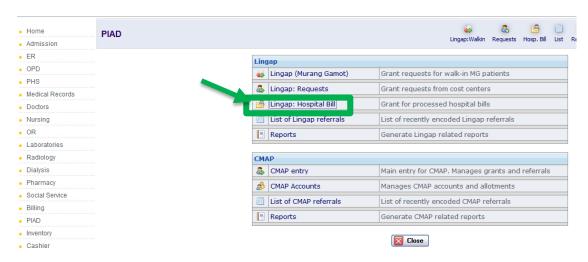


12. Click *Save button* to save Request.

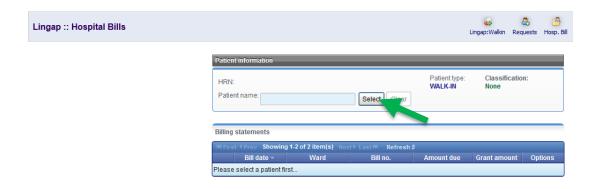


PIAD STAFF GRANT FOR PROCESSED HOSPITAL BILLS

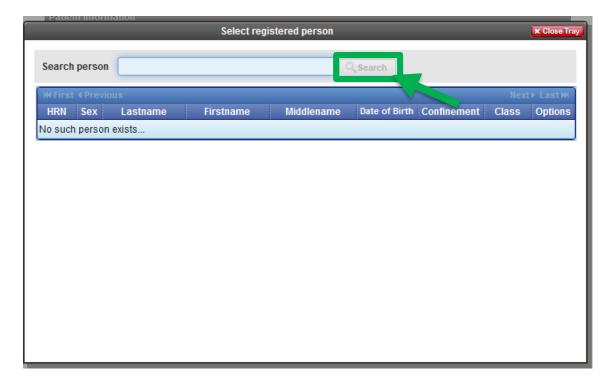
1. Click Lingap: Hospital Bills.



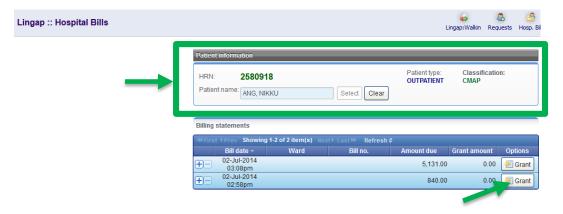
2. Click Select button.



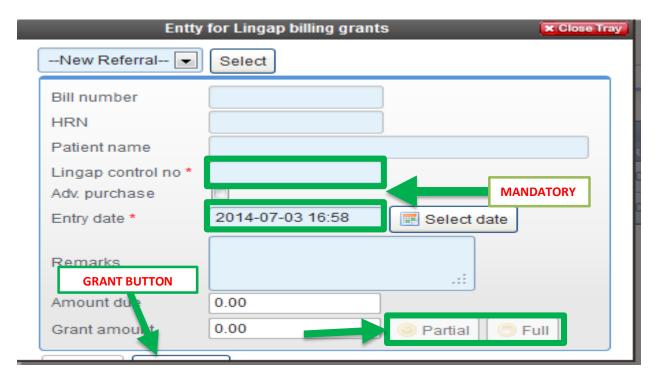
- 3. Input patient (patient last name, first name) or HRN.
- 4. Click Search Button or hit ENTER.



- 5. Patient Information details will be displayed in Patient Information UI (User Interface)
- 6. All the list of the bills of the patient be displayed.
- 7. Click Grant button.

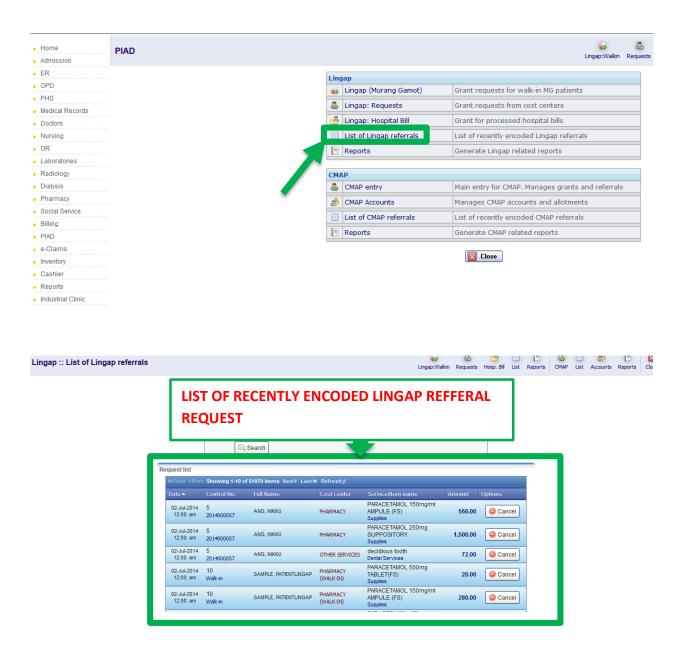


- 8. Choose parameter and fill-up the given fields. Fields with red asterisk (*) are mandatory.
- 9. Click *Partial or Full button* to set amount.
- 10. Click Grant button.



PIAD STAFF CANCEL AND VIEW LINGAP LIST OF REFFERALS

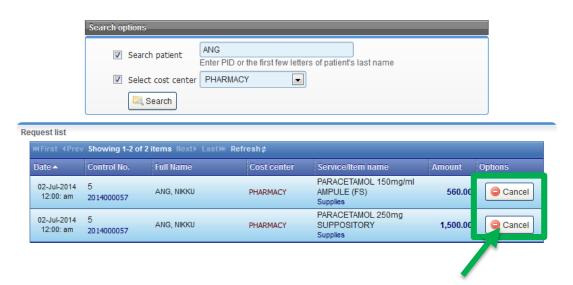
1. Click List of Lingap Referrals.



- 2. Check boxes are mandatory to be check. Search patient using name or HRN.
- 3. Click *drop box* and click the cost center to select.
- 4. Click *Search button* to populate the Request of the patient.

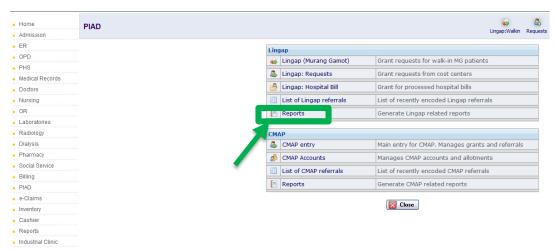


5. Click *Cancel button* to cancel referral.



PIAD STAFF GENERATES LINGAP REPORTS

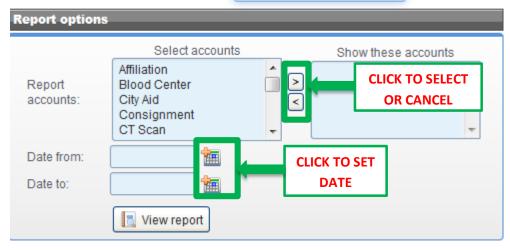
1. Click Reports.



- 2. Select Report Type.
- 3. Choose parameters and dates.

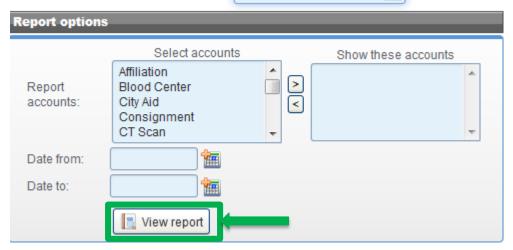


Select Report Type Lingap Summary Report 🔻



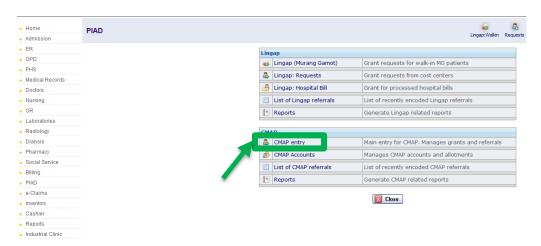
4. Click Report button.

Select Report Type Lingap Summary Report 🖃

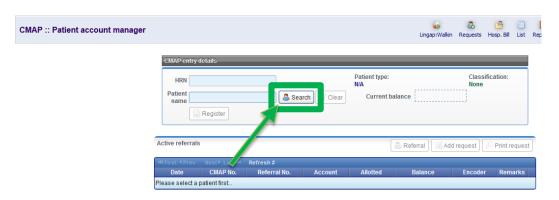


PIAD STAFF ADD CMAP REFFERAL AND GRANT REQUEST.

1. Click CMAP Entry.



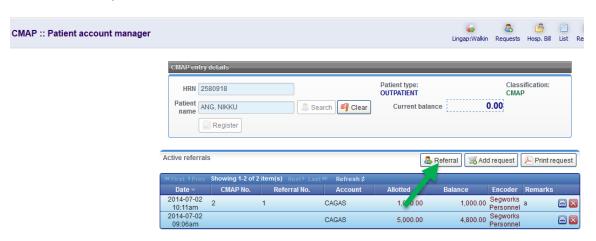
2. Click Search button.



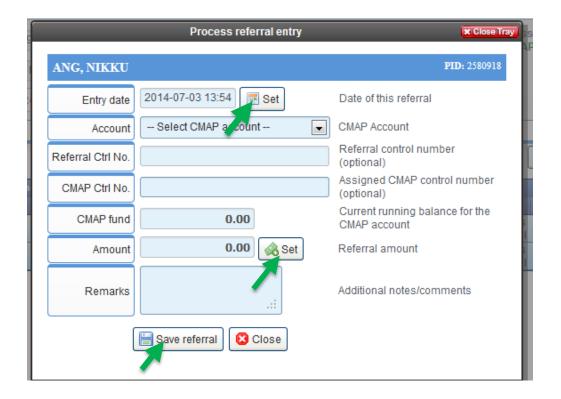
- 3. Input patient (patient last name, first name or patient HRN).
- 4. Click *Search button* or hit *ENTER*.



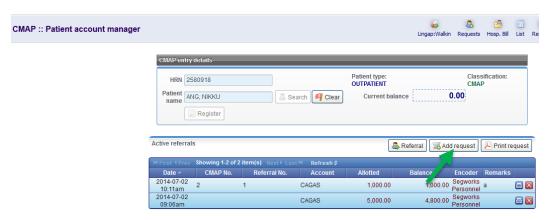
5. Click *Referral button* to add referral.



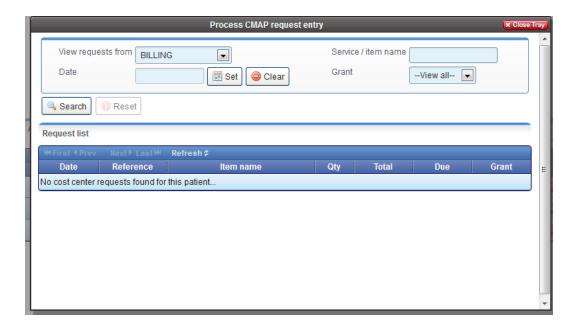
- 1. Set Entry date.
- 2. Choose parameter and fill-up the fields.
- 3. Set amount
- 4. Click *Save referral button* to save referral.



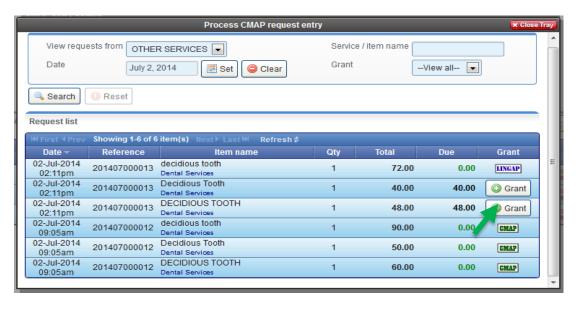
6. Click Add request button to grant CMAP request.



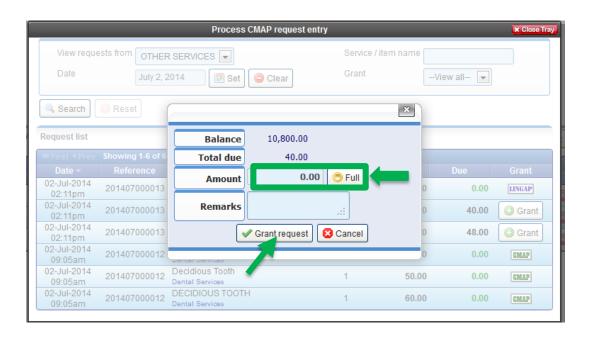
- 1. Choose parameters and fill-up the given field.
- 2. Click *search button* to populate request.



- 3. Select request to grant.
- 4. Click *Grant button*.



- 5. Set amount.
- 6. Click grant request button.



PIAD STAFF MANAGE CMAP ACCOUNT AND ALLOTMENT

1. Choose CMAP account.



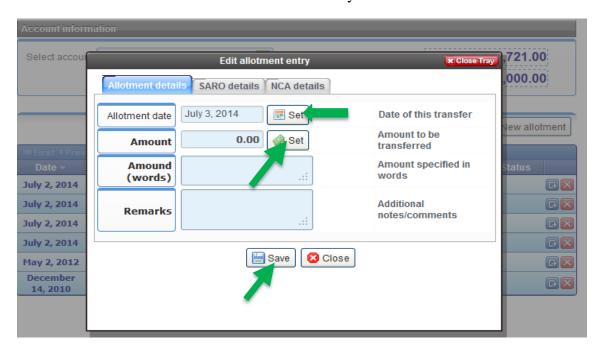
- 2. Click *Blue button* to update allotment entry.
- 3. Click *X button* to delete allotment entry.



4. Click *new allotment button* to add allotment entry.



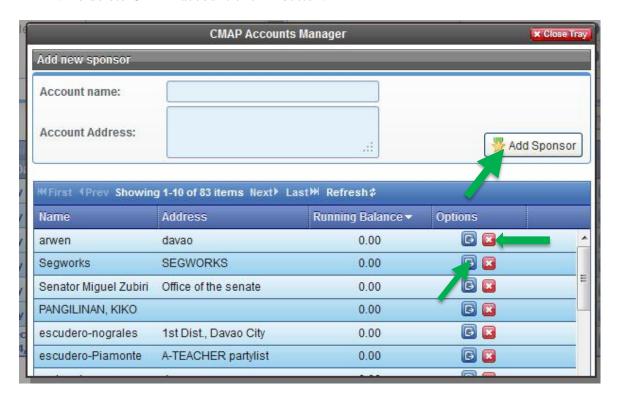
- 5. Fill-up the fields.
- 6. Click *set button* to set date and amount.
- 7. Click *Save button* to save the allotment entry.



8. If you want to add account click *Accounts button*.

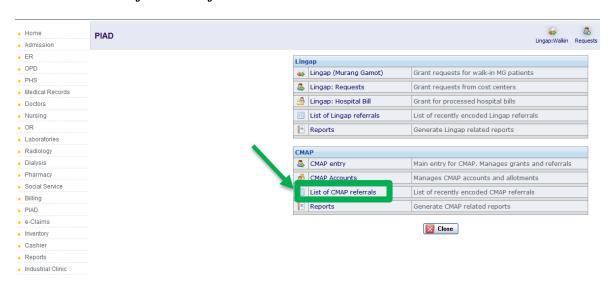


- 9. Fill-up the fields.
- 10. Click Add sponsor button.
- 11. To update CMAP account click blue button.
- 12. To delete CMAP account click x button.

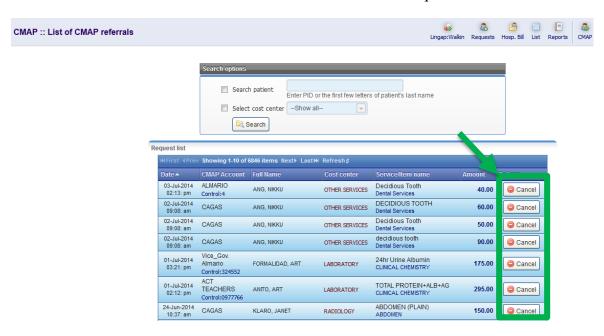


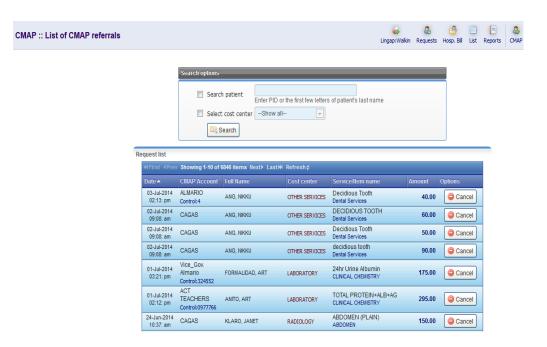
PIAD STAFF VIEW AND CANCEL CMAP REFFERAL LIST

1. Click List of CMAP referrals.



2. Click cancel button to delete or cancel CMAP referral request.



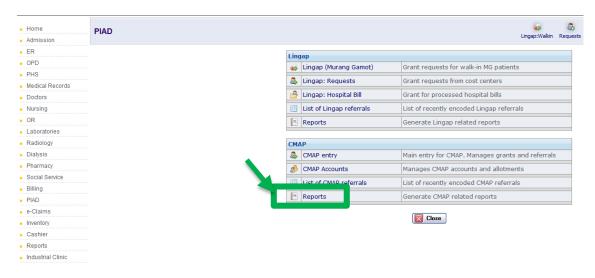


- 3. Search patient by name or HRN.
- 4. Click *Drop box* and click the cost center to select.
- 5. Click *Search button* to populate the Request of the patient.

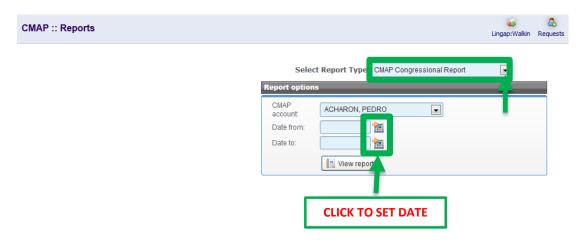


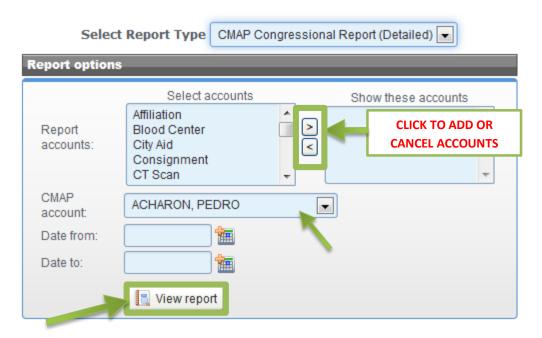
PIAD STAFF GENERATES CMAP REPORTS

1. Click Report.



- 2. Select Report Type.
- 3. Choose parameter and dates.





4. Click *View report button* to generate report.