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1. INTRODUCTION TO AGD'S MEDICAL BILLING SYSTEM

The General Practitioner (GP) Medical Billing System allows registered GPs (non-government linked health care providers) to perform online enquiry on medical entitlement of civil servants / pensioners and their dependents.

It also tracks the capping for patients under MSO scheme and informs GPs the amount of the government portion they can be reimbursed for each medical bill. GPs can then submit the medical bill via the Medical Billing System.

A summary and overview of the functions available in the Medical Billing System is as follows:

(a) When the patient comes to the clinic...

- Patient will register at the clinic and identify himself / herself as a civil servant, pensioner or dependant.
- After consultation with the doctor, medical fee is determined.
- Now, access the Medical Billing system to assess patient's eligibility and amount to be collected from the patient.

(b) Access the Medical Billing System

- Login to the AGD Medical Billing System.
For detailed illustration and step-by-step guide, please refer to **Section 2 LOGIN TO AGD'S MEDICAL BILLING SYSTEM** on **page 6**.
- After login, you will see the Medical Billing System Main Menu.
- From the main menu, you will be able to check patient's eligibility.
For detailed illustration and step-by-step guide, please refer to **Section 3 MEDICAL BILLING SYSTEM – MAIN MENU** on **page 13**.

(c) Check patient's eligibility and submit medical bill

- Check patient's eligibility using the patient's NRIC / FIN, enter receipt date and full receipt amount.
- System displays the amount that is to be collected from the patient.
- To submit medical bill record to AGD, simply complete the Receipt No.

For detailed illustration and step-by-step guide, please refer to **Section 4 CHECK ELIGIBILITY/ SUBMIT MEDICAL BILL** on page 14.

(d) Inquire on medical bills submitted

- The system provides an inquiry function that displays a list of medical bills submitted for a certain period.
- You can inquire by
 - **Receipt Date (which is the medical bill date); or**
 - **Payment Date**

This date is only meaningful to those medical bills that have been paid to you by AGD.

By specifying the relevant payment date range, you can inquire / view these paid medical bills.
- The inquiry can be further refined to segregate the bills by status, namely, submitted
 - **Bills submitted**

These are medical bills submitted to AGD, but not yet sent for payment processing.
 - **Bills pending payment**

These are medical bills submitted to AGD, and sent for payment processing, pending AGD's payment.
 - **Bills paid**

These are medical bills where AGD has made payment to you.

For detailed illustration and step-by-step guide, please refer to **Section 5 INQUIRE MEDICAL BILLS** on page 22.

(e) Update / View medical bills submitted

- **Update medical bill**
 - You can update medical bills that are submitted, **except** for those which are pending payment and paid.
 - First, perform an inquiry to list all the relevant bills which are submitted.
 - From the results list, select the bill which you would like to update, and the medical bill details will be retrieved and displayed for your update.

For detailed illustration and step-by-step guide, please refer to **Section 6 UPDATE MEDICAL BILLING DETAILS** on page 26.

➤ **View medical bill**

- Medical bills which are pending payment and paid can be retrieved for viewing, but update is not allowed.
- First, perform an inquiry to list all the relevant bills which are pending payment or paid.
- From the results list, select the bill which you would like to view, and the medical bill details will be retrieved and displayed for your viewing.

For detailed illustration and step-by-step guide, please refer to **Section 7 VIEW MEDICAL BILLING DETAILS** on **page 29**.

(f) Inquire on Payment Details

- This function allows you to enquire on payments that have been made to you by AGD. The submitted medical bills are batched together and consolidated into one payment voucher. For e.g.:

Period	Details
Monday – Sunday (7 – 13 Aug 06)	You have 20 medical bills submitted to AGD
Monday (14 Aug 06)	The 20 medical bills are sent for payment processing
Thursday (17 Aug 06)	AGD makes payment made to you for the 20 medical bills. Thus, Payment Date = 17 Aug 2006

- You can invoke the Payment Inquiry by Payment Date. For the above example, the Payment Date is 17 Aug 06.
- The Medical Bills Inquiry function detailed in **Section 1(d)** also allows you to inquire medical bills by Payment Date.

Using the Medical Bill Inquiry, you can list the medical bills paid for a certain period, and correlate it with the amount paid to you at Payment Enquiry function for the same period.

To do this, invoke both the Medical Bill Inquiry and Payment Inquiry functions with the same Payment Date.

For detailed illustration and step-by-step guide to the Payment Enquiry function, please refer to **Section 8 ENQUIRE PAYMENT DETAILS** on **page 31**.

2. LOGIN TO AGD's MEDICAL BILLING SYSTEM

To login, access the homepage via this URL, **<http://www.mbs.gov.sg>**.

The login is segregated into **2 options**, as follows:

- **If you are using SingPass to login**
 - Go to **Login Option 1 – Using SingPass** on **page** Error! Bookmark not defined.

- **If you are using AGD Password to login**
 - Go to **Login Option 2 – Using AGD Password** on **page** Error! Bookmark not defined.

(a) Login Option 1 – Using SingPass

Step 1:

Before you login, get ready the following information:

- your identification no. (NRIC/FIN);
- your SingPass.

Step 2:

When you are ready click the 'SingPass' button at the login page, as shown in Figure 1.



Figure 1: Login Option 1

Step 3:

System brings you to the SingPass webpage (See Figure 2).

- Enter your SingPass ID (NRIC/FIN); and
- Click 'Submit' button



Figure 2: SingPass Login screen

Step 4:

You will then be prompted to enter your SingPass (See Figure 3).

- Enter your SingPass; and
- Click 'Login' button to proceed

Singapore Personal Access
SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#)

IMPORTANT NOTE
If you do not have a valid SingPass, please visit the nearest [SingPass Counter Locations](#) with the required identification documents to get it on the spot.
Alternatively, you can request to have your SingPass posted to you by submitting a [SingPass Online Request](#).

SingPass

(This is your password) Tick here to change your SingPass

(Click here for tips on [Online Security](#))

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Figure 3: SingPass Password screen

Step 5:

The system proceeds to authenticate SingPass ID and SingPass.

Upon successful SingPass authentication, you will see the following redirection message (as per Figure 4).

NOTE: There is nothing you need to do...

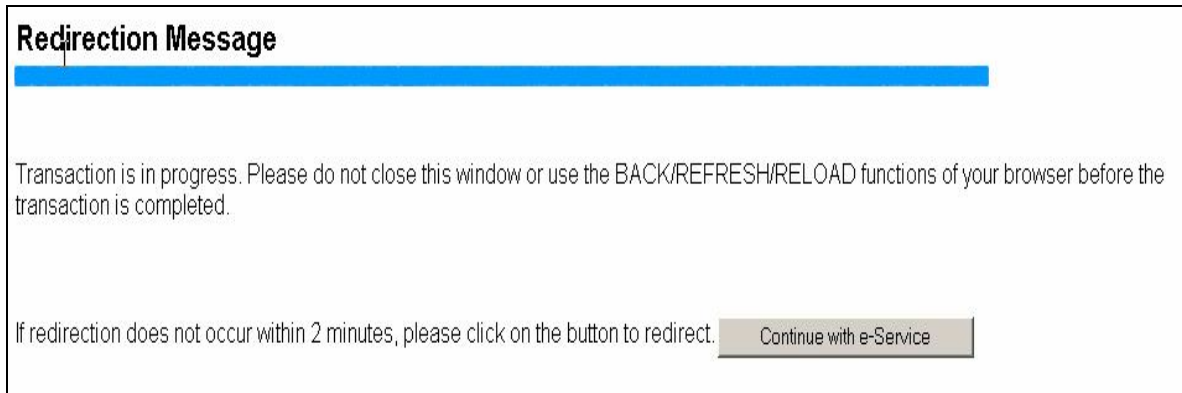


Figure 4: SingPass Redirection Message screen

Step 6:

You will next see the Medical Billing System main menu screen (see Figure 7).

(b) Login Option 2 – Using AGD Password

Step 1:

Before you login, get ready the following information:

- your login ID (as assigned by AGD); and
- your password (as assigned by AGD)

Step 2:

When you are ready, click the 'AGD Password' button at the login page, as shown in Figure 5.

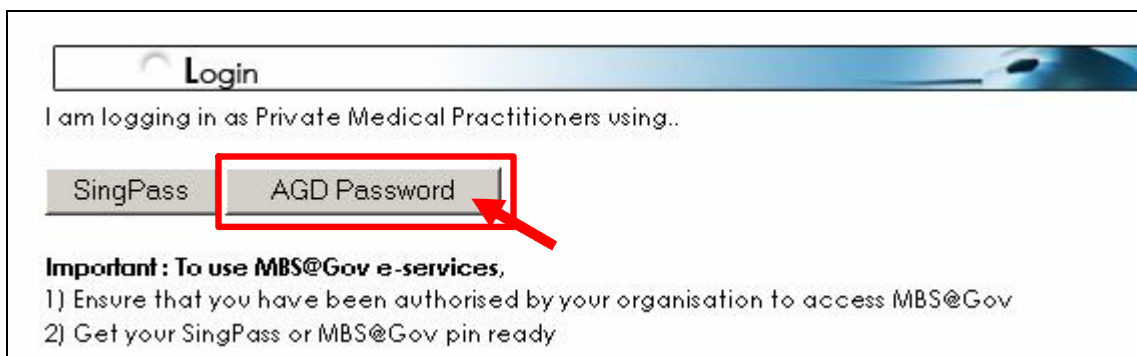


Figure 5: Login Option 3

Step 3:

You will then be prompted to enter your vendor ID and password (see Figure 6).

- Enter your AGD assigned vendor ID and password.
- Click 'Submit' button to proceed

Login

● ● ● ● ● ● ● ●

Please enter your **Vendor ID** and **Password**. Thank you.

Login

Vendor ID

Password

Password should be 8 characters in length and contain only alpha and/or numeric characters.

Figure 6: AGD Password Login screen

Step 4:

You will next see the Medical Billing System main menu screen (see Figure 7).

3. MEDICAL BILLING SYSTEM – MAIN MENU

CONGRATULATIONS! You've successfully login to the system.

You will be able to access the e-services displayed at the Main Menu screen as per Figure.

Click on 'Medical Billing' hyperlink to access the Medical Billing System. You will see the 'Check Eligibility / Submit Medical Bill' screen (see Figure 8).

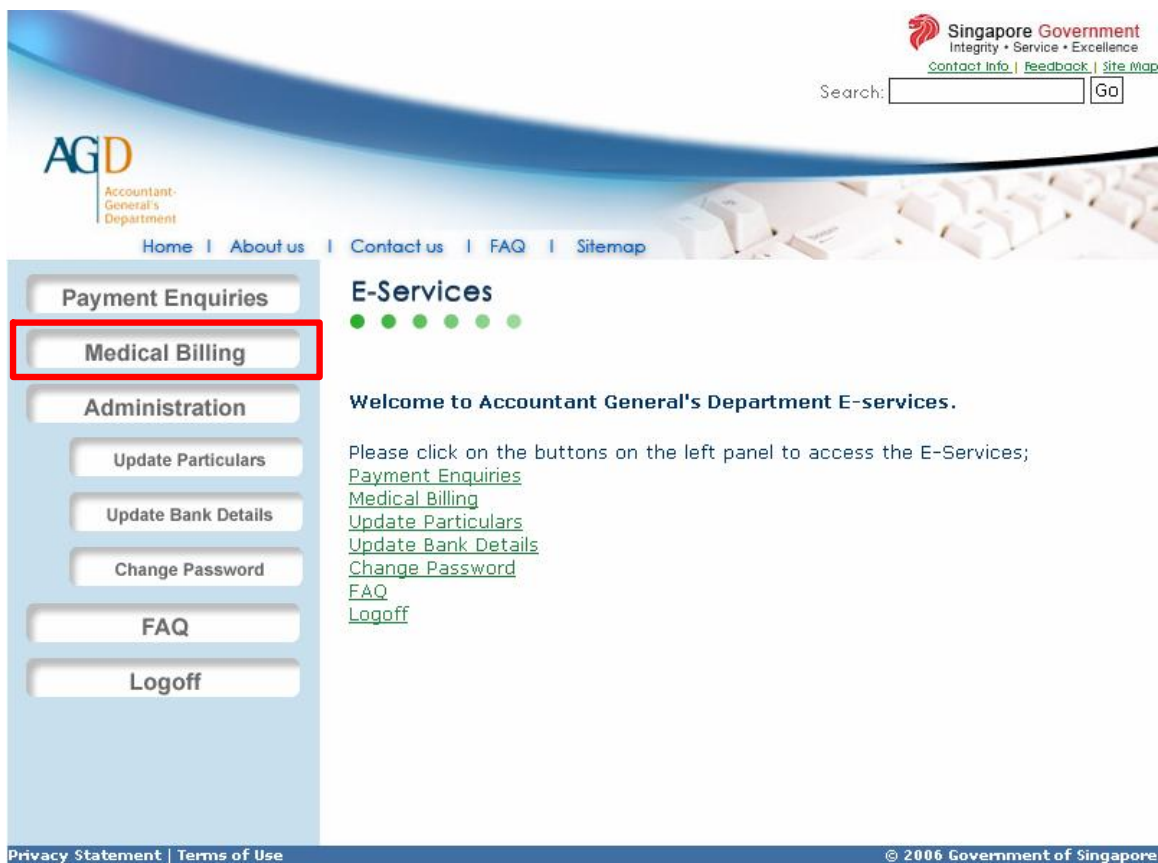


Figure 7: Main Menu screen


4. CHECK ELIGIBILITY/ SUBMIT MEDICAL BILL

The sample 'Check Eligibility / Submit Medical Bill' screen is as per Figure 8. It is displayed when you click on the Medical Billing hyperlink.

The following information is displayed at the top of the screen:

- **If you are an individual GP**
 - Your Vendor ID assigned by AGD,
 - Your Name, and
 - Valid Licence No. belonging to the clinic which you are registered with.
 - Your Clinic Name

- **If you are logging in for your medical group**
 - Your Medical Group's Vendor ID assigned by AGD,
 - Your Medical Group's Name, and
 - Valid Licence No. belonging to your Medical Group.
 - Your Medical Group's Clinic Name

1. All other mandatory fields at this screen are denoted with an '*'.
2. For data entry of date, you can click on the calendar  and select the date that you want (as per Figure 9).
3. If clinic's assistant works at 2 different clinics, you do not have to log in with different IDs and passwords to verify the patient's details.

You can simply select from the list as shown below and submit for the specific clinic (as per Figure 8).

Medical Bill Eligibility/Submission

Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload | Bill Inquiry

Medical Bill Eligibility / Submission

Vendor ID :200500099X
Vendor Name :TAN ANG HUA
*Licence No. :94/946686/2005
Clinic Name
Bill Status

Check Eligibility

* Patient ID No (NRIC/FIN) :
Patient Name :
* Receipt Amount (\$) :
* Receipt Date (dd/mm/yyyy) :

Bill Details

* Receipt No. :

Figure 8: Medical Bill – Check Eligibility / Submission screen

Medical Bill Eligibility/Submission

Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload | Bill Inquiry

Medical Bill Eligibility / Submission

Vendor ID :200500099X

Vendor <http://app-stg1.agd.gov.sg - Calenda...>

*Licenc

Clinic N

Bill Stat

Check

* Patie

Patie

* Recei

* Recei

* Recei

Bill De

* Recei

Internet

Check Eligibility

Submit

Cancel

Figure 9: Medical Bill – Calendar

This screen allows you to do 2 functions:

- Check patient's eligibility
- Submit medical bill

(a) Check Eligibility

Step 1:

To check on a patient's eligibility, enter the following fields:

- Patient ID No.
- Receipt amount
- Receipt date (this is defaulted to current date)
- Click 'Check Eligibility' button (as per Figure 10).

Step 2:

System computes and displays patient's co-payment amount at the top of the screen (see Figure 11).

Note:

If the patient is not eligible for government subsidy, an error message will be displayed instead.

Medical Bill Eligibility/Submission



Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload | Bill Inquiry

Medical Bill Eligibility / Submission	
Vendor ID	:200500099X
Vendor Name	:TAN ANG HUA
*Licence No.	:94/946686/2005
Clinic Name	Tan 's T&T Clinic & Surgery
Bill Status	:Pending Submission
Check Eligibility	
* Patient ID No (NRIC/FIN)	:S0049576Z
Patient Name	:
* Receipt Amount (\$)	:25
* Receipt Date (dd/mm/yyyy)	:22/02/2007
	<input type="button" value="Check Eligibility"/>
Bill Details	
* Receipt No.	: <input type="text"/> <input type="button" value="Submit"/>

Figure 10: Medical Bill – Check Eligibility screen

Medical Bill Eligibility/Submission

Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload | Bill Inquiry

Amount to be paid by patient = \$15.00

This amount is displayed when the 'Check Eligibility' button is clicked on.

Medical Bill Eligibility / Submission

Vendor ID	:200500099X
Vendor Name	:TAN ANG HUA
*Licence No.	:94/946686/2005
Clinic Name	Tan 's T&T Clinic & Surgery
Bill Status	:Pending Submission

Check Eligibility

* Patient ID No (NRIC/FIN)	:S0049576Z
Patient Name	:BOON PHECK HIAN
* Receipt Amount (\$)	:25
* Receipt Date (dd/mm/yyyy)	:22/02/2007

Check Eligibility

Bill Details

* Receipt No.	:RECEIPT-1234
---------------	---------------

Submit

Cancel

To submit the medical bill, enter Receipt No. and click 'Submit' button.

Figure 11: Medical Bill – Submission screen

(b) Submit Medical Bill

Step 1:

To submit a medical bill, enter the following fields:

- Patient ID No.
- Receipt amount
- Receipt date
- Receipt No. (must be unique)

Step 2:

Click 'Submit' button (as per Figure 12).

System will prompt you for confirmation (as per Figure 12).

(c) Submit Medical Bill Confirmation

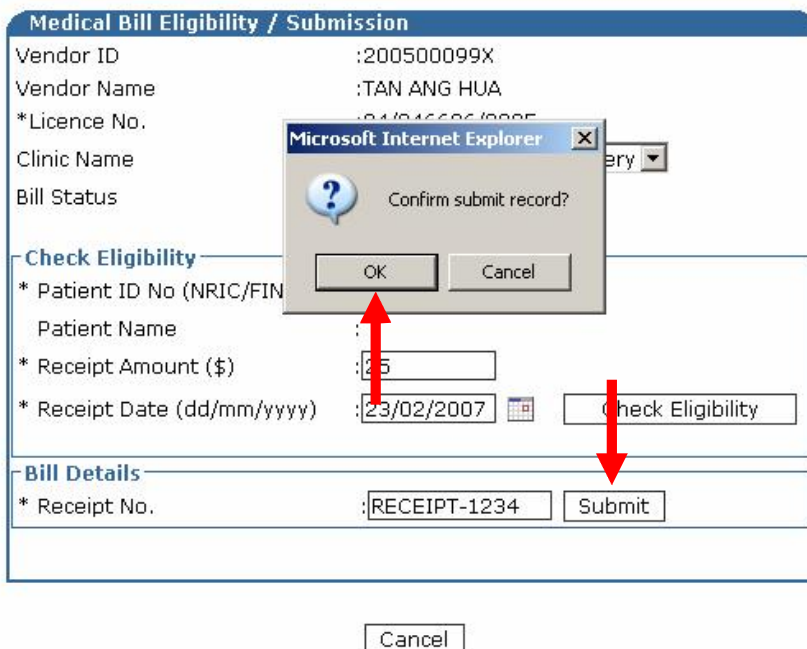
The system will prompt you to confirm the medical bill submission (see Figure 12).

To proceed with the submission, click 'OK' button.

Medical Bill Eligibility/Submission

Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload | Bill Inquiry



The screenshot shows a web application window titled "Medical Bill Eligibility / Submission". It contains several input fields and buttons. A "Microsoft Internet Explorer" dialog box is overlaid on top, asking "Confirm submit record?" with "OK" and "Cancel" buttons. Red arrows point from the "OK" button in the dialog to the "OK" button in the main application, and from the "Submit" button in the main application to the "Check Eligibility" button.

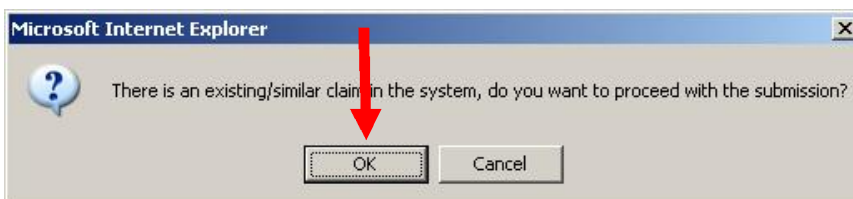
Vendor ID	:200500099X
Vendor Name	:TAN ANG HUA
*Licence No.	:04/046606/0005
Clinic Name	: [dropdown menu]
Bill Status	: [dropdown menu]
Check Eligibility	
* Patient ID No (NRIC/FIN)	: [input field]
Patient Name	: [input field]
* Receipt Amount (\$)	: [input field]
* Receipt Date (dd/mm/yyyy)	: [input field] [calendar icon]
[Check Eligibility]	
Bill Details	
* Receipt No.	: [input field]
[Submit]	

[Cancel]

Figure 12: Medical Bill – Submission Confirmation screen

If the system encounters existing medical bill for the same officer, with similar receipt no. or same receipt date from the same clinic, it will prompt you to confirm the medical bill submission (see Figure 13).

To proceed with the submission, click 'OK' button.



The screenshot shows a "Microsoft Internet Explorer" dialog box with a question mark icon. The text inside reads: "There is an existing/similar claim in the system, do you want to proceed with the submission?". Below the text are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

Figure 13: Medical Bill – Duplicate Submission Confirmation screen

(d) Submit Medical Bill Acknowledgement

Step 1:

When the medical bill is submitted successfully, an acknowledgement page will be displayed (see Figure 14).

Step 2:

Acknowledgement page contains a summary of the medical billing details

A unique Reference No. is generated for each successful submission.

Step 3:

Click 'OK' to exit this screen. You will return to the 'Check Eligibility / Submit Medical Bill' screen.

Medical Bill Submission



Medical Bill record is submitted successfully

Your Reference No. is **20070222002581**

Vendor ID	:	200500099X
Licence No.	:	94/946686/2005
Patient ID	:	S0049576Z
Receipt Date	:	22/02/2007
Receipt No.	:	RECEIPT-1234
Receipt Amount	:	25.00
Patient Co-Payment Portion	:	15.00
Government Co-Payment Portion	:	10.00

Unique Reference No. is generated for each successful submission.



Figure 14: Medical Bill - Submission Acknowledgement screen

5. INQUIRE MEDICAL BILLS

This Inquiry Medical Bills function is as per described in **Section 1(d)** on **page 4**. To make an inquiry, follow the step-by-step guide below.

Step 1:

To inquire on medical billing records submitted, click on 'Bill Inquiry' hyperlink that is available at the 'Medical Bill Eligibility / Submission' screen (see Figure).

Step 2:

Thereafter, the 'Medical Bill Inquiry Search' screen will be displayed. Go to Figure.

Medical Bill Eligibility/Submission



Create a new medical bill using the screen below. To submit your medical bill record, click the [Submit] button

File Upload **Bill Inquiry**

Medical Bill Eligibility / Submission

Vendor ID :200500099X
Vendor Name :TAN ANG HUA
*Licence No. :94/946686/2005
Clinic Name
Bill Status :Pending Submission

Check Eligibility

* Patient ID No (NRIC/FIN) :
Patient Name :
* Receipt Amount (\$) :
* Receipt Date (dd/mm/yyyy) :

Bill Details

* Receipt No. :

Figure 15: Medical Bill – Go to Bill Inquiry

(a) Medical Bill Inquiry Search screen

The sample search screen is displayed in Figure.

Step 1:

You can do a search by

- Receipt date, or
- Payment date or
- Reference No.

When searching by Receipt Date or Payment Date, specify the Date From and To range in 'dd/mm/yyyy' format.

Step 2:

Select the appropriate billing status, i.e.

- Submitted, or
- Pending payment or
- Paid

Step 3:

Click 'Search' button. Your medical billing records that match the search criteria specified will be displayed (see Figure).

Medical Bill Inquiry

Use the screen below to make inquiry on medical bills submitted

Medical Bill Inquiry

Search By	: Receipt Date
From (dd/mm/yyyy)	: 01/07/2006
To (dd/mm/yyyy)	: 28/07/2006
Status	: Submitted

Figure 16: Medical Bill Inquiry – Bill Search screen

(b) Medical Bill Inquiry List screen

The sample Medical Bill Inquiry List screen is displayed in Figure 17.

Step 1:

Scroll horizontally left-right to have a full summary of all the records retrieved.
To access the medical billing details, click 'Patient ID' at the results list screen to go to the medical billing details.

Note:

- If the status = 'Submitted', you can make amendments to the medical bill details and re-submit the record for processing.
- If the status = 'Paid' or 'Pending Payment', you can only view the medical bill details.

Step 2:

To view the medical bills details with print-friendly feature, click on 'Printable View' hyperlink to go to print-friendly page.

To print out the medical bills details in hardcopies, click on 'Print' button (see Figure 18).

Step 3:

To exit this screen, click 'Back to Medical Bill Inquiry' button. You can then specify other search criteria.

Medical Billing Inquiry List

[Payment Enquiries](#) | [Medical Billing](#) | [Update Particulars](#) | [Change Password](#)

The following shows a list of records satisfying your search criteria. Please note that records older than 2 months are house-kept from this system.

To download your claim records information, please click [here](#).

[>>Printable View](#)

Patient ID	Patient Name	Licence No	Receipt No	Receipt Date	Receipt Amt(\$)	Patient Co-Payment Amt(\$)
S0049576Z	BOON PHECK HIAN	94/946686/2005	RECEIPT-1234	22/02/2007	25.00	15.00
Sub Total For Bills Submitted					25.00	15.00
<input type="button" value="Back to Medical Bill Inquiry"/>						

Click this hyperlink to return to the 'Medical Bill Eligibility / Submission' screen.

Click the 'here' hyperlink to download the list of claim records into an Excel spreadsheet for your viewing.

Click the 'Printable View' hyperlink to view or print the list of claim records.

Click the respective patient ID hyperlink to access the full medical billing details.



Figure 17: Medical Bill Inquiry – List Results screen

Patient	Licence No	Receipt No	Receipt Date	Receipt Amount (\$)	Patient Co-payment (\$)	Govt Co-payment (\$)	Reference
S0049576Z	94/946686/2005	RC0049576	22/02/2007	20.00	10.00	10.00	20070222002584
BOON PHECK HIAN			Status: Submitted				
Submitted By: 200500099X		Payment Date: -					
Sub Total For Bills Submitted				20.00	10.00	10.00	

Figure 18: Medical Bill Inquiry – Printable View screen

6. UPDATE MEDICAL BILLING DETAILS

This Update Medical Bill function is as per described in **Section 1(e)** on **page 4**. To update a medical bill record, follow the step-by-step guide below.

(a) Update Medical Bill

Step 1:

To update a medical bill record, select the record from the inquiry list results screen. The system will display the medical bill details for update, as per Figure .

Step 2:

Make your amendment and click 'Submit' button (as per Figure 19). System will prompt you for a confirmation (as per Figure 20).

Medical Bill Submission (Update)

Update medical a bill using the screen below. To update your medical bill record, click the [Submit] button.

Vendor ID	:200500099X
Vendor Name	:TAN ANG HUA
Licence No.	:94/946686/2005
Clinic Name	Tan 's T&T Clinic & Surgery
Bill Status	:Submitted

Check Eligibility

* Patient ID No (NRIC/FIN)	:S0049576Z
Patient Name	: BOON PHECK HIAN
* Receipt Amount (\$)	:25
* Receipt Date (dd/mm/yyyy)	:22/02/2007

Check Eligibility

Bill Details

* Receipt No.	:RC0049576
---------------	------------

Submit

Cancel

Figure 19: Medical Bill – Update Bill Details screen

(b) Update Medical Bill Confirmation

The system will prompt you to confirm the submission (see Figure 20).

To proceed with the submission, click 'OK' button.

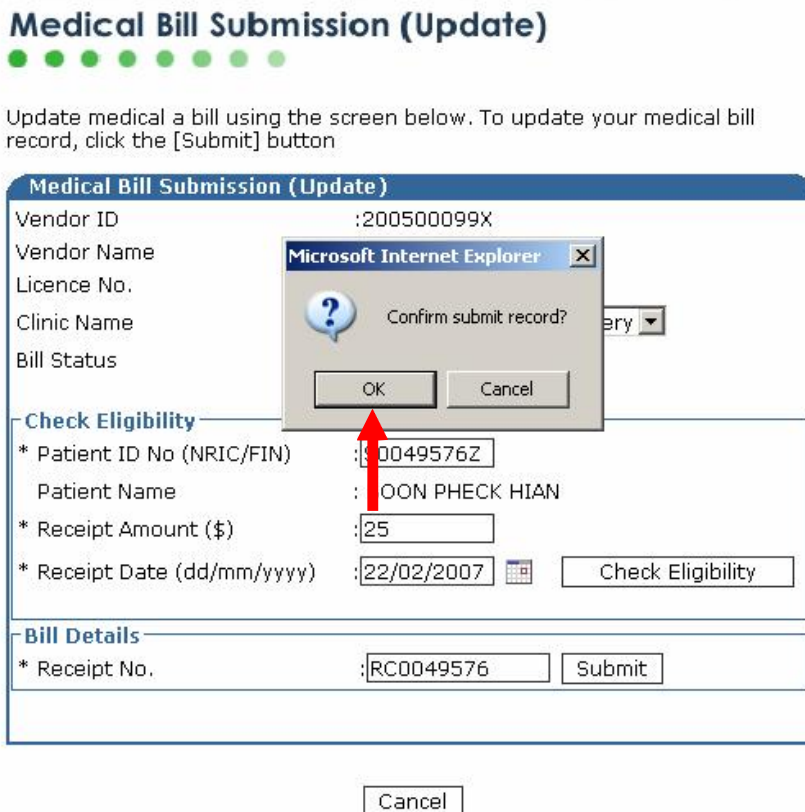


Figure 20: Medical Bill – Update Bill Details Confirmation screen

If the system encounters existing medical bill for the same officer, with similar receipt no. or same receipt date from the same clinic, it will prompt you to confirm the medical bill submission (see Figure 21).

To proceed with the submission, click 'OK' button.

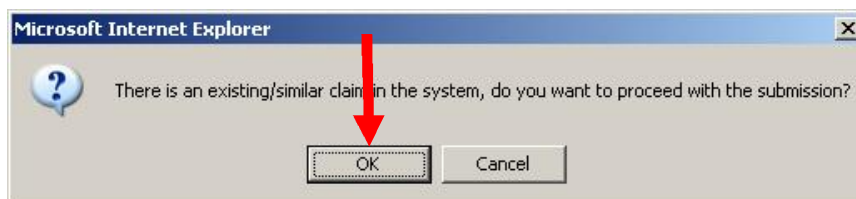


Figure 21: Medical Bill – Duplicate Submission Confirmation screen

(c) Update Medical Bill Acknowledgement

Step 1:

When the updated medical bill is submitted successfully, an acknowledgement page is displayed (as per Figure).

Step 2:

Acknowledgement page contains a summary of the medical billing details.

The unique Reference No. remains as per the very first submission.

Step 3:

Click 'OK' button to exit this screen. You will return to the 'Check Eligibility / Submit Medical Bill' screen.

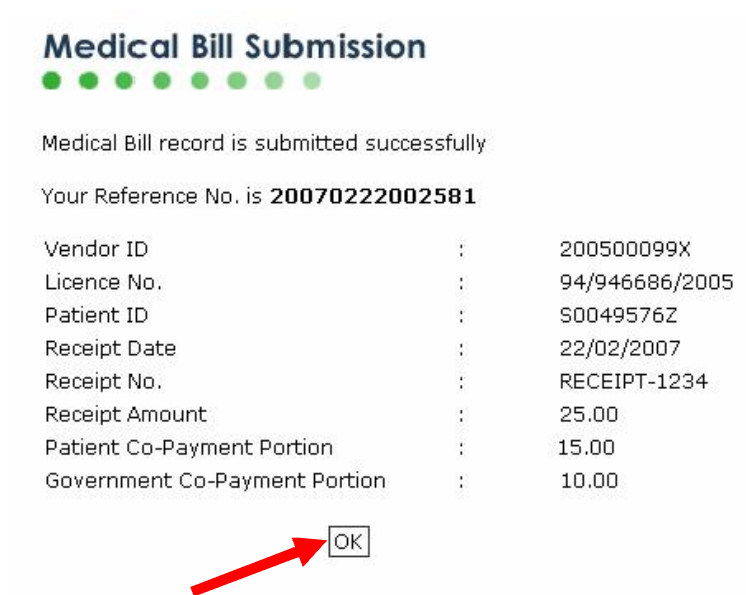


Figure 22: Medical Bill – Update Bill Acknowledgement screen

7. VIEW MEDICAL BILLING DETAILS

This View Medical Bill function is as per described in **Section 1(e)** on **page 4**. To view a medical bill record, follow the step-by-step guide below.

(a) View Medical Bill

Medical bills that are pending payment or paid can be retrieved for viewing. To do so, make an inquiry from the Medical Billing Inquiry Search screen.

Step 1:

At Figure16, select status = 'Pending Payment' or 'Paid'.
Click 'Search' button.
The medical billing inquiry list screen (see

Medical Bill Details (View)



Medical Bill Details (View)	
Vendor ID	: 200500099X
Vendor Name	: TAN ANG HUA TAN ANG HUA
Licence No.	: 94/946686/2005
Bill Status	: Pending Payment
Check Eligibility	
Patient ID No. (NRIC/FIN)	: S0049576Z
Patient Name	: BOON PHECK HIAN
Receipt No.	: RC0049576
Receipt Date (dd/mm/yyyy)	: 22/02/2007
Receipt Amount(\$)	: \$ 25.00
Patient Co-payment Amount(\$)	: \$ 15.00
Govt Co-payment Amount(\$)	: \$ 10.00

Figure 53: Medical Bill – View Bill Details screen

17) will be displayed with the list of record(s) satisfying your search criteria.

Step 2:

At the results list screen, click on the respectively 'Patient ID' hyperlink to view the medical bill details in non-editable mode (as per Figure 5).

Medical Bill Details (View)



Medical Bill Details (View)	
Vendor ID	: 200500099X
Vendor Name	: TAN ANG HUA TAN ANG HUA
Licence No.	: 94/946686/2005
Bill Status	: Pending Payment
Check Eligibility	
Patient ID No. (NRIC/FIN)	: S0049576Z
Patient Name	: BOON PHECK HIAN
Receipt No.	: RC0049576
Receipt Date (dd/mm/yyyy)	: 22/02/2007
Receipt Amount(\$)	: \$ 25.00
Patient Co-payment Amount(\$)	: \$ 15.00
Govt Co-payment Amount(\$)	: \$ 10.00

Back

Figure 53: Medical Bill – View Bill Details screen

Step 3:

Upon completion of viewing, click 'Back' button at the 'Medical Bill Details (View)' screen.

System will bring you to 'Medical Billing Inquiry' list page (as per

Medical Bill Details (View)



Medical Bill Details (View)	
Vendor ID	: 200500099X
Vendor Name	: TAN ANG HUA TAN ANG HUA
Licence No.	: 94/946686/2005
Bill Status	: Pending Payment
Check Eligibility	
Patient ID No. (NRIC/FIN)	: S0049576Z
Patient Name	: BOON PHECK HIAN
Receipt No.	: RC0049576
Receipt Date (dd/mm/yyyy)	: 22/02/2007
Receipt Amount(\$)	: \$ 25.00
Patient Co-payment Amount(\$)	: \$ 15.00
Govt Co-payment Amount(\$)	: \$ 10.00

[Back](#)

Figure 53: Medical Bill – View Bill Details screen

17).

8. ENQUIRE PAYMENT DETAILS

The Payment Enquiries function allows the user to enquire on payments made to him/her or company/business or organization.

A simple example on how to relate paid medical bills to this Payment Enquiries function is illustrated in Section **1(f) Inquire on Payment Details** on **page 5**.

To use the Payment Enquiries function, follow the step-by-step guide below.

Step 1:

To access the Payment Enquiries function, click on 'Payment Enquiries' hyperlink at the Main Menu (see Figure).

The 'Payment Enquiry Search' screen will be displayed. Go to Figure .

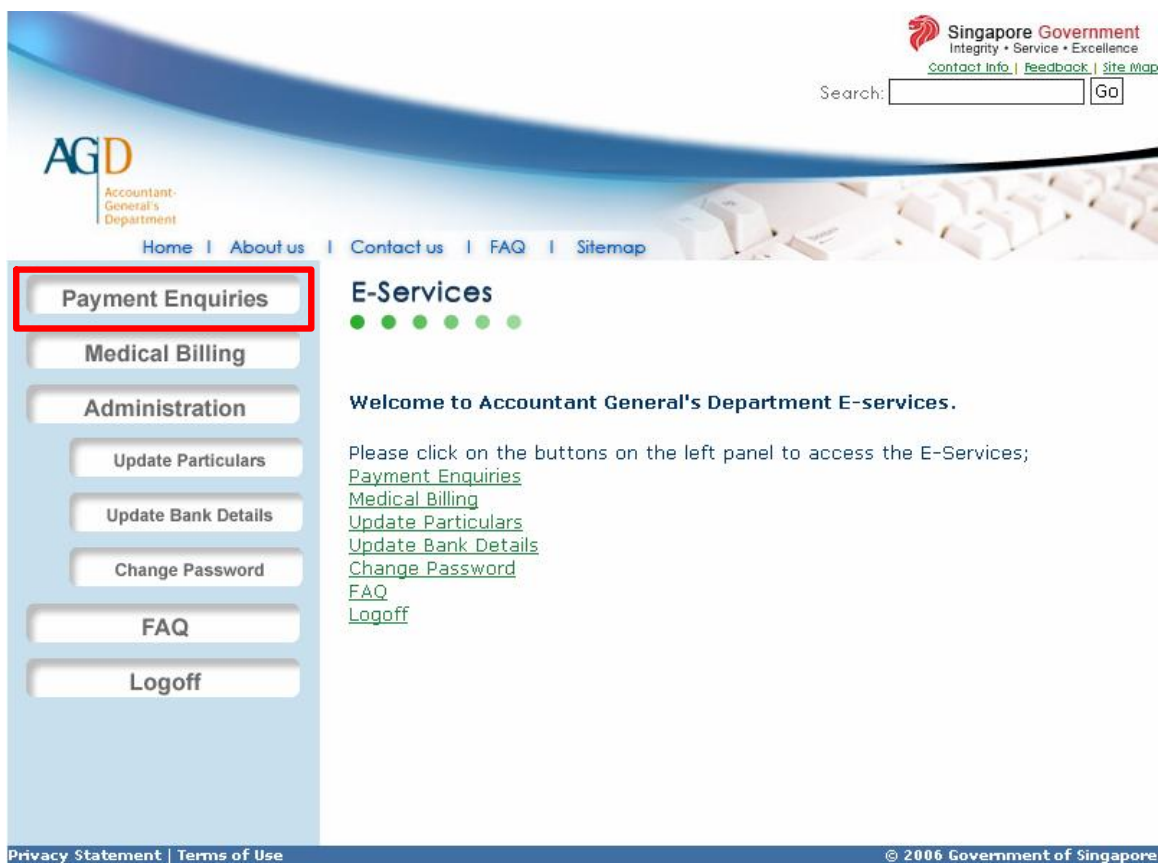


Figure 24: Main Menu screen

(a) Payment Enquiry Search screen

The sample search screen is displayed in Figure .

Step 1:

You can do a search by

- Receipt Date, or
- Payment Date

Enter the Date From and To range in 'dd/mm/yyyy' format.

Note: For medical billing payment, is it more relevant to search by Payment Date, as detailed in Section **1(f) Inquire on Payment Details** on **page 5**.

Step 2:

You can sort the enquiry result by

- Invoice number, or
- Invoice date, or
- Payment date, or
- Payment reference

Click 'Submit' button. Your payment detail records that match the search criteria will be displayed (see Figure).

The screenshot shows a web interface titled "Payment Enquiries" with a progress indicator of seven green dots. Below the title is a search form. It includes a dropdown menu currently set to "Payment Date", followed by "From" and "To" date input fields. The "From" field contains "31/07/2006" and the "To" field contains "17/08/2006". Below these is a "Sort by" dropdown menu also set to "Payment Date". At the bottom of the form are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

Figure 25: Payment Enquiry – Payment Search screen

(b) Payment Enquiry List screen

The sample 'Payment Enquiry List' screen is displayed as per Figure.

The Payment Enquiry List screen shows all the details pertaining to the payments made to you. The records are hyperlinked to show details of bills as per Figure 27.

The screenshot shows the 'Payment Enquiry List' screen. At the top, there are navigation links: [Payment Enquiries](#) | [Medical Billing](#) | [Update Particulars](#) | [Change Password](#) | [FAQ](#) | [Logoff](#). Below this, the 'Vendor Name' is listed as 'HEALTHCARE CLINIC PTE LTD'. A paragraph of text explains that the following shows payment statuses of invoices processed in the last 2 years and advises contacting the Finance Officer for more details. A link labeled 'here' is provided to download payment history information. A table lists payment records with columns for Invoice No./Date, Net Amount/Currency/Total Amount, Contact Dept./Tel. No., Voucher No./Payment Status, Payment Date/Type/Bank/Reference No., and Payee Bank/Account No. A callout points to the 'Invoice No.' column, stating it links to the 'Details of Bills' screen. Another callout points to the 'here' link, stating it links to an Excel spreadsheet. A third callout points to the 'Medical Billing' link, stating it links to the 'Medical Billing Eligibility / Submission' screen. A fourth callout points to the 'Payment Enquiries' link, stating it links to the 'Payment Enquiries Search' screen.

Invoice No. / Invoice Date / Receipt Date	Net Amount / Currency / Total Amount	Contact Dept. / Tel. No.	Voucher No. / Payment Status	Payment Date / Type / Bank / Reference No.	Payee Bank / Account No.
384200500099X 7 Sep 2006 (Thu) 22 Feb 2007 (Thu) - 22 Feb 2007 (Thu)	10 SGD 10	MOD02 63320101	G0313002 Paid	31 Jul 2006 (Mon) GIRO / 5001094381	7171 1234567890

Figure 26: Payment Inquiry – List Results screen

Details of Bills

Vendor ID : 200500099X **Vendor Name :** HEALTHCARE CLINIC PTE LTD
Licence No: 94/946686/2005

Medical Bill Summary

Patient ID	Patient Name	Receipt No.	Receipt Date	Receipt Amt (\$)	Patient Co-Payment Amt(\$)	Govt Co-Payment Amt(\$)
S0049576Z	BOON PHECK HIAN	RECEIPT-1234	22/02/2007	25.00	15.00	10.00

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Figure 27: Payment Inquiry – Details of Bills screen