


Electronic Submission Of MCs

User Guide



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1. INTRODUCTION TO E-MC FUNCTION IN AGD MEDICAL BILLING SYSTEM

A new feature has been introduced in the General Practitioner (GP) Medical Billing System (MBS@Gov) to allow the submission of Medical Certificates (MC) electronically.

This electronic submission of Medical Certificate (e-MC) function would eliminate the need for GPs to issue hardcopy MCs.

2. STEP-BY-STEP GUIDE TO E-MC FUNCTION

2.1 ADD MEDICAL CERTIFICATE DETAILS

Upon checking the patient's eligibility, the system will display the amount to be paid by patient. Click on "Add Medical Certificate" to add MC details. (See Figure 1)

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](#) / [Amend](#)

Amount to be paid by patient = \$40.00

Medical Bill Eligibility / Submission	
Vendor ID	:GP0240
Vendor Name	:HME ACCOUNT 2
*Licence No.	:200001180K
Clinic Name	SINGAPORE FAMILY CLINIC & SURGERY
Bill Status	:Pending Submission
Check Eligibility	
* Patient ID No (NRIC/FIN)	:S0722654C
Patient Name	: JACOB ANG KIAN HOON
* Receipt Amount (\$)	:50
* Receipt Date (dd/mm/yyyy)	:14/09/2009
<input type="button" value="Check Eligibility"/>	
Bill Details	
* Receipt No.	:1298
<input type="button" value="Add Medical Certificate"/>	

Figure 1: Medical Bill Eligibility/Submission Page

Upon clicking on 'Add Medical Certificate', the MC section will be displayed for you to enter the patient's MC Number and the Start and End Date of MC. (See Figure 2)

- Enter the MC Number
- Enter the Start and End Date
- Click 'Submit' button to proceed
- Click 'Cancel Medicate Certificate' button if you wish to cancel the MC details entered

Amount to be paid by patient = \$40.00

The screenshot displays a web form titled "Medical Bill Eligibility / Submission". The form is divided into several sections:

- Vendor Information:** Vendor ID (GP0240), Vendor Name (HME ACCOUNT 2), *Licence No. (200001180K), Clinic Name (SINGAPORE FAMILY CLINIC & SURGERY), and Bill Status (Pending Submission).
- Check Eligibility:** * Patient ID No (NRIC/FIN) (S0722654C), Patient Name (JACOB ANG KIAN HOON), * Receipt Amount (\$) (50), and * Receipt Date (dd/mm/yyyy) (14/09/2009). A "Check Eligibility" button is present.
- Bill Details:** * Receipt No. (1298).
- Medical Certificate (highlighted with a red box):** Medical Certificate No. (MC01), Start Date (dd/mm/yyyy) (14/09/2009), and End Date (dd/mm/yyyy) (14/09/2009). A "Cancel Medical Certificate" button is located below this section.

At the bottom of the form, there are "Submit" and "Cancel" buttons. An arrow points from the "Cancel Medical Certificate" button to the "Submit" button.

Figure 2: Medical Certificate Section at Medical Bill Eligibility/Submission Page

After the medical bill record is submitted successfully, you can view the MC details on the Medical Bill Submission Summary Page. (See Figure 3)

Medical Bill Submission

Medical Bill record is submitted successfully

Your Reference No. is **20090914005723**

Vendor ID	:	GP0240
Licence No.	:	200001180K
Patient ID	:	S0722654C
Receipt Date	:	14/09/2009
Receipt No.	:	1298
Receipt Amount	:	50.00
Patient Co-Payment Portion	:	40.00
Government Co-Payment Portion	:	10.00
Medical Certificate No.	:	32422
Start Date	:	14/09/2009
End Date	:	14/09/2009

OK

Figure 3: Medical Bill Submission Summary Page

Note: System will disallow the submission of MC details under the following circumstances:

- (a) MC Start and End Date left blank when MC Number is entered
- (b) MC End Date earlier than Start Date
- (c) MC Start Date earlier than Receipt Date of Medical Bill

2.2 Inquire/View Medical Certificate Details

The system provides an inquiry function that displays a list of medical bills submitted for a period. To inquire the MC details of the medical billing records submitted, click on 'Bill Inquiry/Amend' tab at the top of the Medical Bill Eligibility/Submission screen. (See Figure 4)

File Upload | **Bill Inquiry / Amend**

Medical Bill Eligibility / Submission

Vendor ID : GP0240
Vendor Name : HME ACCOUNT 2
*Licence No. : 200001180K
Clinic Name : SINGAPORE FAMILY CLINIC & SURGERY
Bill Status : Pending Submission

Check Eligibility

* Patient ID No (NRIC/FIN) :
Patient Name :
* Receipt Amount (\$) :
* Receipt Date (dd/mm/yyyy) : 16/09/2009

Bill Details

* Receipt No. :

Figure 4: Medical Bill Eligibility/Submission Page – Go to Bill Inquiry

Upon clicking on 'Bill Inquiry/Amend', the search screen will be displayed. You can do a search by Receipt Date, Payment Date or Reference Date of the medical bill. Click on 'Search' button to proceed. (See Figure 5)

Medical Bill Inquiry

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Use the screen below to make inquiry on medical bills submitted

Medical Bill Inquiry

Search By : Receipt Date ▼

From : 14/09/2009 (dd/mm/yyyy)

To : 14/09/2009 (dd/mm/yyyy)

Status : Please Select ▼

Figure 5: Medical Bill Inquiry – Bill Search Screen

The medical billing records that match your search criteria specified will be displayed on the Medical Bill Inquiry Page. (See Figure 6)

Medical Bill Inquiry List

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[Payment Enquiries](#) | [Medical Billing](#) | [Update Particulars](#) | [Update Bank Details](#) | [Change Password](#) | [Create/Delete ID](#) | [FAQ](#) | [Logoff](#) |

Information of your bills are kept in MBS@Gov for up to two months. You should print or save a copy for your reference if necessary.

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

[>>Printable View](#)

Patient ID / Patient Name	Receipt No. / Receipt Date	Receipt Amt(\$)	Patient Co-Pay(\$)	Govt Co-Pay(\$)	Payment Date	Reference No.	Amend Bill?	Cancel Bill?
S0722654C JACOB ANG KIAN HOON	1298 14/09/2009	50.00	40.00	10.00	-	20090914005723	Amend	Cancel
Sub Total For Bills Submitted		50.00	40.00	10.00				

Figure 6: Medical Bill Inquiry – List of records that matched search criteria

When you are on the Medical Bill Inquiry Page, you can click on 'Printable View' to view or print the medical bill records with MC details (See Figure 7)

Medical Bill Inquiry List

[Payment Enquiries](#) | [Medical Billing](#) | [Update Particulars](#) | [Update Bank Details](#) | [Change Password](#) | [Create/Delete ID](#) | [FAQ](#) | [Logoff](#) |

Information of your bills are kept in MBS@Gov for up to two months. You should print or save a copy for your reference if necessary.

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

>>Printable View

Patient ID / Patient Name	Receipt No. / Receipt Date	Receipt Amt(\$)	Patient Co-Pay(\$)	Govt Co-Pay(\$)	Payment Date	Reference No.	Amend Bill?	Cancel Bill?
S0722654C JACOB ANG KIAN HOON	1298 14/09/2009	50.00	40.00	10.00	-	20090914005723	Amend	Cancel
Sub Total For Bills Submitted		50.00	40.00	10.00				

Back to Medical Bill Inquiry Print

Patient	Licence No	Receipt No	Receipt Date	Receipt Amount (\$)	Patient Co-payment (\$)	Govt Co-payment (\$)	Reference
S0722654C	200001180K	1298	14/09/2009	50.00	40.00	10.00	20090914005723
JACOB ANG KIAN HOON							Status: Submitted
MC: 32422 (14/09/2009 - 14/09/2009)							
Submitted By: GP0240		Payment Date: -					
Sub Total For Bills Submitted				50.00	40.00	10.00	

Figure 7: Printable View of Medical Claims Record with MC Details

You can also click on 'Patient ID' to view the medical bill and MC details submitted for each patient. (See Figure 8)

Medical Bill Details (View)



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

Medical Bill Details (View)

Vendor ID : GP0240
 Vendor Name : HME ACCOUNT 2
 Licence No. : 200001180K
 Bill Status : Submitted

Check Eligibility

Patient ID No. (NRIC/FIN) : S0722654C
 Patient Name : JACOB ANG KIAN HOON
 Receipt No. : Test011
 Receipt Date (dd/mm/yyyy) : 17/09/2009
 Receipt Amount(\$) : \$ 50.00
 Patient Co-payment Amount(\$) : \$ 40.00
 Govt Co-payment Amount(\$) : \$ 10.00

Medical Certificate

Medical Certificate No. : MCTest
 Start Date (dd/mm/yyyy) : 17/09/2009
 End Date (dd/mm/yyyy) : 19/09/2009

Figure 8: Medical Bill Details in View Format

2.3 Update Medical Certificate Details

The MC details can be updated to cater for scenarios when a patient wishes to extend his/her medical leave without consultation.

The system will allow the update of MC start and end date when the medical bill is under the status 'submitted'. To update the MC details, click on 'Amend' when you are on the Medical Bill Inquiry List Page. When you are on the Medical Bill Submission Page, you can amend the MC details. Click on 'Submit' to submit the amended MC details. (See Figure 9)

Medical Bill Inquiry List



[Payment Enquiries](#) | [Medical Billing](#) | [Update Particulars](#) | [Update Bank Details](#) | [Change Password](#) | [Create/Delete ID](#) | [FAQ](#) | [Logoff](#) |

Information of your bills are kept in MBS@Gov for up to two months. You should print or save a copy for your reference if necessary.

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

[>>Printable View](#)

Patient ID / Patient Name	Receipt No. / Receipt Date	Receipt Amt(\$)	Patient Co-Pay(\$)	Govt Co-Pay(\$)	Payment Date	Reference No.	Amend Bill?	Cancel Bill?
S0722654C JACOB ANG KIAN HOON	1298 14/09/2009	50.00	40.00	10.00	-	20090914005723	Amend	Cancel
Sub Total For Bills Submitted		50.00	40.00	10.00				

[Back to Medical Bill Inquiry](#)

Medical Bill Submission (Amend)

Vendor ID : GP0240
 Vendor Name : HME ACCOUNT 2
 Licence No. : 200001180K
 Clinic Name : SINGAPORE FAMILY CLINIC & SURGERY
 Bill Status : Submitted

Check Eligibility

* Patient ID No (NRIC/FIN) : S0722654C
 Patient Name : JACOB ANG KIAN HOON
 * Receipt Amount (\$) : 50
 * Receipt Date (dd/mm/yyyy) : 14/09/2009

Bill Details

* Receipt No. : 1298

Medical Certificate

Medical Certificate No. : 32422
 Start Date (dd/mm/yyyy) : 14/09/2009
 End Date (dd/mm/yyyy) : 16/09/2009

Figure 9: Medical Bill Submission Page – Amend Medical Claims Record and MC Details

After submission, you will be able to see the updated MC details on the Medical Bill Submission Summary Page (See Figure 10) and the medical bill record in printable view format. (See Figure 11)

Medical Bill Submission

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Medical Bill record is submitted successfully

Your Reference No. is **20090914005723**

Vendor ID	:	GP0240
Licence No.	:	200001180K
Patient ID	:	S0722654C
Receipt Date	:	14/09/2009
Receipt No.	:	1298
Receipt Amount	:	50.00
Patient Co-Payment Portion	:	40.00
Government Co-Payment Portion	:	10.00
Medical Certificate No.	:	32422
Start Date	:	14/09/2009
End Date	:	16/09/2009

Figure 10: Medical Bill Submission Summary Page – Updated MC Details

Patient	Licence No	Receipt No	Receipt Date	Receipt Amount (\$)	Patient Co-payment (\$)	Govt Co-payment (\$)	Reference
S0722654C	200001180K	1298	14/09/2009	50.00	40.00	10.00	20090914005723
JACOB ANG KIAN HOON							Status: Submitted
MC: 32422 (14/09/2009 - 16/09/2009)							
Submitted By: GP0240		Payment Date: -					
Sub Total For Bills Submitted				50.00	40.00	10.00	

Figure 11: Printable View of Medical Claims Record with Updated MC Details