	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman:1/4
	<b>PEJABAT PENDAFTAR</b>	No. Semakan: <del>02</del> <u>03</u>
	<b>Kod Dokumen: UPM/OPR/PEND/P015</b>	No. Isu: 02
	<b>PROSEDUR TUNTUTAN DAN PERMOHONAN PEMBIAYAAN PERUBATAN</b>	Tarikh: <del>19/06/2020</del> <u>14/08/2020</u>

## 1.0 SKOP

Prosedur ini merangkumi semua proses tuntutan dan permohonan pembiayaan rawatan perubatan yang dilaksanakan di Universiti Putra Malaysia (UPM).

## 2.0 TANGGUNGJAWAB


Naib Canselor, Wakil Pengurusan dan Timbalan Wakil Pengurusan bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.

## 3.0 DOKUMEN RUJUKAN

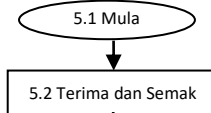
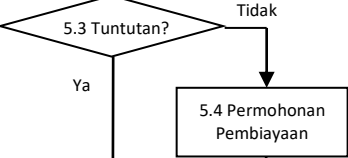
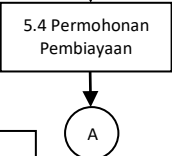
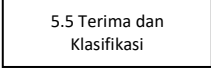
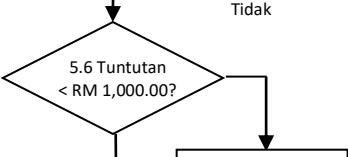
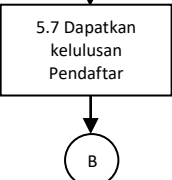
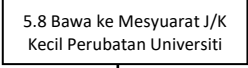
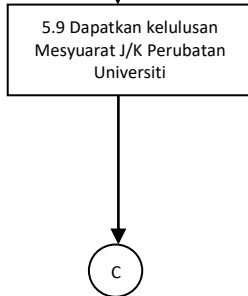
Kod Dokumen	Tajuk Dokumen
UPM/SOK/KEW-BYR/P008	Prosedur Pembayaran Tuntutan <del>Staf</del> <u>Pekerja</u>
-	Surat Pekeliling Bendahari Bil. 5 Tahun 2003 Garis Panduan Had Kelulusan Bayaran Bagi Kemudahan Rawatan Perubatan di Hospital/ Klinik Swasta Pekeliling Perkhidmatan Bil. 21 Tahun 2009


## 4.0 TERMINOLOGI DAN SINGKATAN

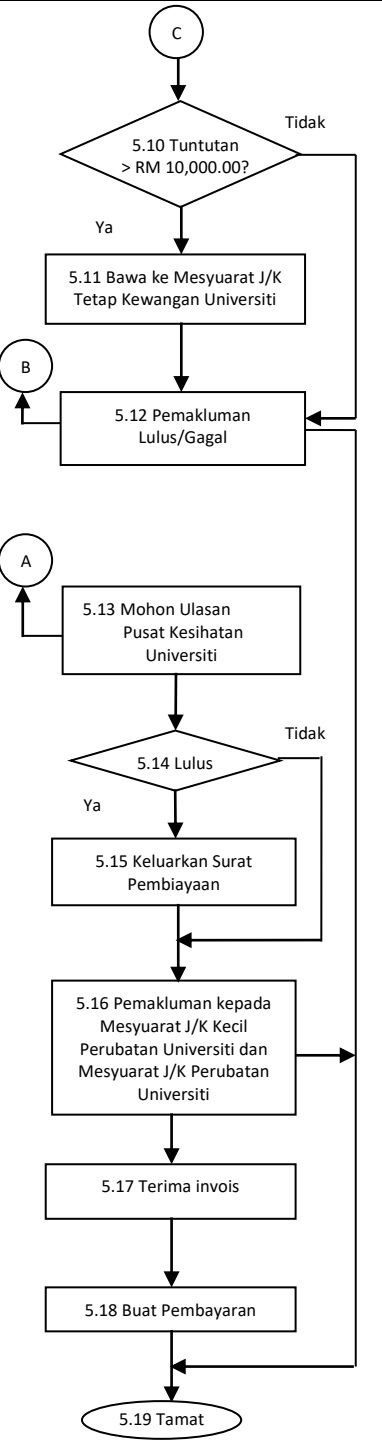
e-IHRAMS	: <i>Integrated Human Resource Management Systems</i>
JKTK	: Jawatankuasa Tetap Kewangan
JKP	: Jawatankuasa Perubatan
JKKP	: Jawatankuasa Kecil Perubatan
KB	: Ketua Bahagian
KS	: Ketua Seksyen
PT(P/O) PKU	: Pembantu Tadbir (Perkeranian/Operasi) Pusat Kesihatan Universiti
UPM	: Universiti Putra Malaysia


	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman:2/4
	<b>PEJABAT PENDAFTAR</b>	No. Semakan: <del>02</del> -03
	<b>Kod Dokumen: UPM/OPR/PEND/P015</b>	No. Isu: 02
	<b>PROSEDUR TUNTUTAN DAN PERMOHONAN PEMBIAYAAN PERUBATAN</b>	Tarikh: 19/06/2020 <u>14/08/2020</u>

## 5.0 PROSES TERPERINCI

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
PT(P/O)		5.2 Terima dan semak permohonan pekerja	
PT(P/O)		5.3 (a) Jika ya , ikut langkah 5.5. (b) Jika tidak, ikut langkah 5.4.	
PT(P/O)		5.4 (a) Terima surat permohonan pembiayaan rawatan perubatan berserta dokumen berkaitan. (b) Ikut langkah 5.13.	
PT(P/O)		5.5 (a) Terima Borang Tuntutan Perbelanjaan RawatanPerubatan. (OPR/PEND/BR02/PERUBATAN 05) atau Borang Perubatan JPA berserta dokumen berkaitan. (b) Klasifikasikan tuntutan sama ada di bawah (c) RM 1,000.00 atau 1,000.00 dan ke atas.	Borang Tuntutan Perbelanjaan Rawatan Perubatan (OPR/PEND/BR02/PERUBATAN 05)
PT(P/O)		5.6 (a) Jika ya , ikut langkah 5.8. (b) Jika tidak, ikut langkah 5.7.	Borang Perubatan JPA
PT(P/O)		5.7 (a) Dapatkan kelulusan Pendaftar atau pegawai yang diwakil kuasakan untuk kelulusan tuntutan tersebut dalam tempoh 10 hari bekerja dari tarikh penerimaan borang yang lengkap. (b) <del>Masukkan data permohonan dan keputusan ke dalam Sistem Log Medik (<a href="http://www.reg-upm.edu.my/medik">http://www.reg-upm.edu.my/medik</a>).</del> (c) Failkan salinan permohonan ke dalam fail UPM/500-7/3/1 bagi tuntutan perubatan dan tuntutan pemeriksaan kesihatan. (d) Ikut langkah 5.12.	Sistem Log Medik ( <a href="http://www.reg-upm.edu.my/medik">http://www.reg-upm.edu.my/medik</a> )
KS		<del>6.8</del> Sediakan kertas kerja ke Mesyuarat Jawatankuasa <u>5.8</u> Kecil Perubatan Universiti.	
KS		5.9 (a) Sediakan kertas kerja berserta syor dari Jawatankuasa Kecil Perubatan Universiti ke Mesyuarat Jawatankuasa Perubatan Universiti. (b) (b) Klasifikasikan permohonan yang melebihi RM 10,000.00 berdasarkan Pekeliling Bendahari Bil. 5 Tahun 2003 (Garis Panduan Had Kelulusan Bayaran Bagi Kemudahan Rawatan Perubatan di Hospital/Klinik Swasta).	Pekeliling Bendahari Bil. 5 Tahun 2003 (Garis Panduan Had Kelulusan Bayaran Bagi Kemudahan Rawatan Perubatan di Hospital/Klinik Swasta)


	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman:3/4
	<b>PEJABAT PENDAFTAR</b>	No. Semakan: <del>02</del> 03
	<b>Kod Dokumen: UPM/OPR/PEND/P015</b>	No. Isu: 02
	<b>PROSEDUR TUNTUTAN DAN PERMOHONAN PEMBIAYAAN PERUBATAN</b>	Tarikh: 19/06/2020 <u>14/08/2020</u>

Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
		<p>5.10 (a) Jika ya , ikut langkah 5.11. (b) Jika tidak, ikut langkah 5.12</p> <p>5.11 Sediakan kertas kerja berserta syor dari Jawatankuasa Perubatan Universiti ke Mesyuarat Jawatankuasa Tetap Kewangan Universiti.</p> <p>5.12 (a) Jika pekerja PTJ lain, pulangkan dokumen kepada pemohon berserta surat pemakluman lulus/gagal untuk proses pembayaran. (b) Jika pekerja Pejabat Pendaftar atau pesara, buat proses pembayaran kepada Bursar. (c) Proses tamat.</p> <p>5.13 Bagi permohonan pembiayaan rawatan perubatan untuk kes kecemasan, dapatkan ulasan Pusat Kesihatan Universiti berdasarkan pekeliling yang berkuatkuasa.</p> <p>5.14 (a) Jika ya , ikut langkah 5.15 (b) Jika tidak, ikut langkah 5.16</p> <p>5.15 (a) Keluarkan surat kelulusan pembiayaan kepada pembekal/doktor yang merawat/pemohon. (b) Masukkan salinan di dalam Fail Kelulusan Peruntukan Kewangan (UPM/500-7/3/4).</p> <p>5.16 (a) Buat kertas pemakluman kepada Mesyuarat Jawatankuasa Kecil Perubatan Universiti dan Mesyuarat Jawatankuasa Perubatan Universiti untuk tujuan kelulusan pembayaran. (b) Bagi permohonan yang gagal, proses tamat.</p> <p>5.17 Terima invoice daripada pembekal/hospital di atas rawatan yang telah dijalankan.</p> <p>5.18 Buat pembayaran berdasarkan kelulusan daripada Mesyuarat Jawatankuasa Perubatan Universiti.</p>	<p>Fail Kelulusan Peruntukan Kewangan (UPM/500-7/3/4)</p>
KS			
KS PT(P/O)			
PT(P/O)			
PT(P/O)			
KS			
PT(P/O)			
PT(P/O)			

	<b>OPERASI PERKHIDMATAN SOKONGAN</b>	Halaman:4/4
	<b>PEJABAT PENDAFTAR</b>	No. Semakan: <del>02</del> <u>03</u>
	<b>Kod Dokumen: UPM/OPR/PEND/P015</b>	No. Isu: 02
	<b>PROSEDUR TUNTUTAN DAN PERMOHONAN PEMBIAYAAN PERUBATAN</b>	Tarikh: <del>19/06/2020</del> <u>14/08/2020</u>

## 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	UPM/500-7/3/7 <b>Mesyuarat Jawatankuasa Perubatan</b> <ul style="list-style-type: none"><li>Kertas Kerja, Minit Mesyuarat dan Surat Kelulusan</li></ul>	PT (P/O)	Pegawai rekod Jabatan PTJ dan Pembantu Tadbir Rekod Jabatan PTJ	Seksyen Perubatan dan Perhubungan Pekerja  3 tahun	Ketua Pengarah Arkib Negara Malaysia
2.	UPM/500 -7/3/6 <b>Mesyuarat Jawatankuasa Kecil Perubatan</b> <ul style="list-style-type: none"><li>Kertas Kerja dan salinan Minit Mesyuarat.</li></ul>	PT (P/O)	Pegawai rekod Jabatan PTJ dan Pembantu Tadbir Rekod Jabatan PTJ	Seksyen Perubatan dan Perhubungan Pekerja  3 tahun	Ketua Pengarah Arkib Negara Malaysia
3.	UPM/500-7/3/1 <b>Tuntutan Bayaran Balik Rawatan Perubatan/Pemeriksaan Kesihatan</b> <ul style="list-style-type: none"><li>Salinan Borang Tuntutan Perbelanjaan Rawatan Perubatan (OPR/PEND/BR02/PERUBATAN 05) yang telah dilengkapkan.</li></ul>	PT (P/O)	Pegawai rekod Jabatan PTJ dan Pembantu Tadbir Rekod Jabatan PTJ	Seksyen Perubatan dan Perhubungan Pekerja  3 tahun	Ketua Pengarah Arkib Negara Malaysia
4.	UPM/500-7/3/4 <b>Kelulusan Peruntukan Kewangan</b> <ul style="list-style-type: none"><li>Salinan surat kelulusan peruntukan kewangan untuk pembiayaan perubatan.</li></ul>	PT (P/O)	Pegawai rekod Jabatan PTJ dan Pembantu Tadbir Rekod Jabatan PTJ	Seksyen Perubatan dan Perhubungan Pekerja  3 tahun	Ketua Pengarah Arkib Negara Malaysia

	<b>SUPPORT SERVICE OPERATION</b>	Pages: 1/4
	<b>REGISTRAR OFFICE</b>	Review No. : <del>02</del> -03
	<b>Document Code: UPM/OPR/PEND/P015</b>	Issue No. : 02
	<b>MEDICAL FINANCING APPLICATION AND CLAIM PROCEDURE</b>	Date: <del>19/06/2020</del> <a href="#">14/08/2020</a>

## 1.0 SCOPE

This procedure includes all process of claiming and applying for medical treatment cost/funding implemented by University Putra Malaysia (UPM).

## 2.0 RESPONSIBILITY


Vice Chancellor, Management Representative and Deputy Management Representative are responsible to ensure that this procedure is implemented. Those who are involved need to follow this procedure.

## 3.0 REFERENCE DOCUMENT

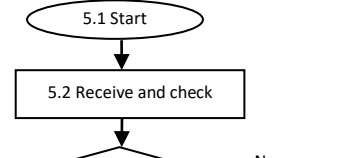
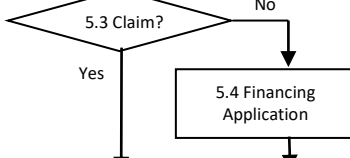
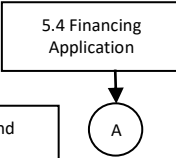
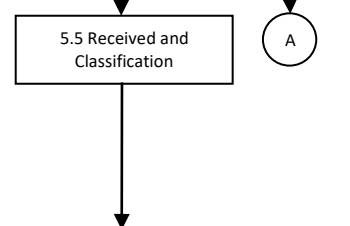
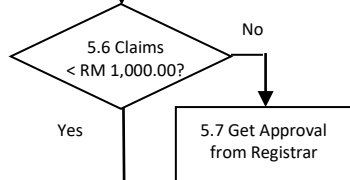
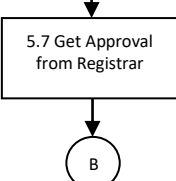

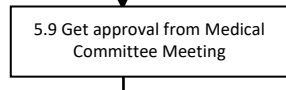
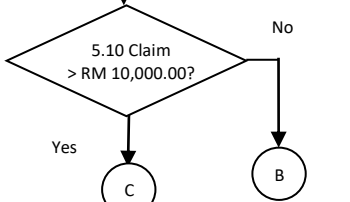
Document Code	Title of Document
UPM/SOK/KEW-BYR/P008	Procedure for <del>Payment of Staff Claims</del> <a href="#">Disbursement/Reimbursement of Staff Claim</a>
-	Treasurer's Circular Letter No. 5 in 2003 Guidelines for Payment Approval for Medical Care Facilities at Private Hospitals / Clinics Service Circular No. 21, Year 2009


## 4.0 TERMINOLOGY AND ACRONYM

e-IHRAMS	: Integrated Human Resource Management Systems
JKTK	: Financial Standing Committee
JKP	: Medical Committee
JKKP	: Medical Subcommittee
KB	: Head of Department
KS	: Head of Section
PT(P/O) PKU	: Administrative Assistant (clerical/operation) of UPM Medical Centre
UPM	: Universiti Putra Malaysia


	<b>SUPPORT SERVICE OPERATION</b>	Pages: 2/4
	<b>REGISTRAR OFFICE</b>	Review No. : <del>02-03</del>
	<b>Document Code: UPM/OPR/PEND/P015</b>	Issue No. : 02
	<b>MEDICAL FINANCING APPLICATION AND CLAIM PROCEDURE</b>	Date: <del>19/06/2020</del> <u>14/08/2020</u>

## 5.0 DETAILED PROCESSES

Responsibility	Flow chart	Details	Record/ Reference documents
PT(P/O)		5.2 Receive and check staff application	
PT(P/O)		5.3 (a) If yes, follow step 5.5 (b) If no, follow step 5.4	
PT(P/O)		5.4 (a) Received letter of medical financing application with relevant documents. (b) Follow step 5.13	
PT(P/O)		5.5 (a) Received Copy of Medical treatment Expenses Claim Form (OPR/PEND/BR02/PERUBATAN 05) or JPA Medical Form with relevant documents. (b) Claim has to be classified to below RM1,000.00 or RM1,000 and above.	Medical treatment Expenses Claim Form (OPR/PEND/BR02/PERUBATAN 05) JPA Medical Form
PT(P/O)		5.6 (a) If yes, follow step 5.8 (b) If no, follow step 5.7	
PT(P/O)		5.7 (a) Get approval from Registrar or Authorized Officer for the approval of claim within 10 working days from the date of receiving completed form. (b) <del>Key in application data and the result to medic log system</del> <del>(http://www.reg-upm.edu.my/medik)</del> (c) Filed application form to UPM/500-7/3/1 for medical claim and check-up claim (d) Follow step 5.12	<del>Medic Log System</del> <del>(http://www.reg-upm.edu.my/medik)</del>
KS		5.8 Prepare paperwork to University Medical Subcommittee Meeting	
KS		5.9 (a) Prepare paperwork with recommendation from University Medical Subcommittee to University Medical Committee Meeting. (b) Classified application that exceed RM10,000.00 based on Treasurer Circular Bill. 5 Year 2003 (Payment Approval Limit Guidelines for Medical Care Facilities at Private Hospitals / Clinics).	Treasurer Circular Bill. 5 Year 2003 (Payment Approval Limit Guidelines for Medical Care Facilities at Private Hospitals / Clinics).
		5.10 (a) If yes, follow step 5.11 (b) If no, follow step 5.12	

	<b>SUPPORT SERVICE OPERATION</b>	Pages: 3/4
	<b>REGISTRAR OFFICE</b>	Review No. : <del>02-03</del>
	<b>Document Code: UPM/OPR/PEND/P015</b>	Issue No. : 02
	<b>MEDICAL FINANCING APPLICATION AND CLAIM PROCEDURE</b>	Date: <del>19/06/2020</del> <u>14/08/2020</u>

Responsibility	Flow chart	Details	Record/ Reference documents
KS	<pre> graph TD     C((C)) --&gt; 5.11[5.11 Bring to Medical Standing Committee Meeting]     5.11 --&gt; 5.12[5.12 Announcement Approve/Fail]     5.12 --&gt; B((B))     B --&gt; 5.11     5.12 --&gt; 5.13[5.13 Get Comment from Universiti Medical Centre]     5.13 --&gt; A((A))     A --&gt; 5.13     5.13 --&gt; 5.14{5.14 Approve}     5.14 -- No --&gt; 5.16[5.16 Announcement to University Medical Subcommittee Meeting to Medical Committee Meeting]     5.14 -- Yes --&gt; 5.15[5.15 Send out Financing Letter]     5.15 --&gt; 5.16     5.16 --&gt; 5.17[5.17 Received invoice]     5.17 --&gt; 5.18[5.18 Make payment]     5.18 --&gt; 5.19((5.19 End))     5.16 --&gt; 5.19 </pre>	5.11 Prepare paperwork with recommendation from University Medical Committee to University Financial Standing Committee Meeting	
KS PT(P/O)		5.12 (a) If staff is from different PTJ, return the document to the applicant with letter (b) indicate approved/fail for payment process. (c) If staff is from Registrar Office or pensioner, payment should be process to Bursary. (d) Process ends.	
PT(P/O)		5.13 For medical claim application for emergency cases, get PKU's review based on circular that is in force.	
PT(P/O)		5.14 (a) If yes, follow step 5.15 (b) If no, follow step 5.16	
PT(P/O)		5.15 (a) Send out financing funding letter to supplier / doctor that provide treatment / applicant. (b) Filed a copy of the letter in Financial Budget Approval File (UPM/500-7/3/4).	Financial Budget Approval File (UPM/500-7/3/4)
KS		5.16 (a) Prepare paperwork on the announcement to University Medical Subcommittee Meeting and University Medical Committee Meeting for approval of payment. (b) For failed application, process ends.	
PT(P/O)		5.17 Receive invoice from supplier / hospital in regards to treatment given.	
PT(P/O)		5.18 Make payment based on authorization given by University Medical Committee Meeting	

	<b>SUPPORT SERVICE OPERATION</b>	Pages: 4/4
	<b>REGISTRAR OFFICE</b>	Review No. : <del>02-03</del>
	<b>Document Code: UPM/OPR/PEND/P015</b>	Issue No. : 02
	<b>MEDICAL FINANCING APPLICATION AND CLAIM PROCEDURE</b>	Date: <del>19/06/2020</del> <u>14/08/2020</u>

## 6.0 RECORD

No	Code of File, Title of File dan Record Checklist	Responsibility to Collate and File	Responsibility to Maintain/Organise	Place and Duration of Record Keeping	Authority to Dispose
1.	UPM/500-7/3/7  <b>Medical Committee Meeting</b> <ul style="list-style-type: none"> <li>Paperwork, Minutes of meeting and Letter of Approval</li> </ul>	Administrative Assistant (clerical/operation)	Administrative Officer of Record Department and Administrative Assistant of Record Department	Medical and Staff Relation Section  3 years	Head Director of National Archives of Malaysia
2.	UPM/500 -7/3/6  <b>Medical Subcommittee Meeting</b> <ul style="list-style-type: none"> <li>Paperwork and copy of Minutes of Meeting</li> </ul>	Administrative Assistant (clerical/operation)	Administrative Officer of Record Department and Administrative Assistant of Record Department	Medical and Staff Relation Section  3 years	Head Director of National Archives of Malaysia
3.	UPM/500-7/3/1  <b>Medical Treatment Reimbursement Claim</b> <ul style="list-style-type: none"> <li>Copy of completed Medical treatment Expenses Claim Form (OPR/PEND/BRO2/PERUBATAN 05)</li> </ul>	Administrative Assistant (clerical/operation)	Administrative Officer of Record Department and Administrative Assistant of Record Department	Medical and Staff Relation Section  3 years	Head Director of National Archives of Malaysia
4.	UPM/500-7/3/4  <b>Approval of Financial Allocation</b> <ul style="list-style-type: none"> <li>Copy of approval letter of financial allocation for medical funding</li> </ul>	Administrative Assistant (clerical/operation)	Administrative Officer of Record Department and Administrative Assistant of Record Department	Medical and Staff Relation Section  3 years	Head Director of National Archives of Malaysia