

# User Guide

## Claim Processing



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## 1 PROCESSING SCREEN

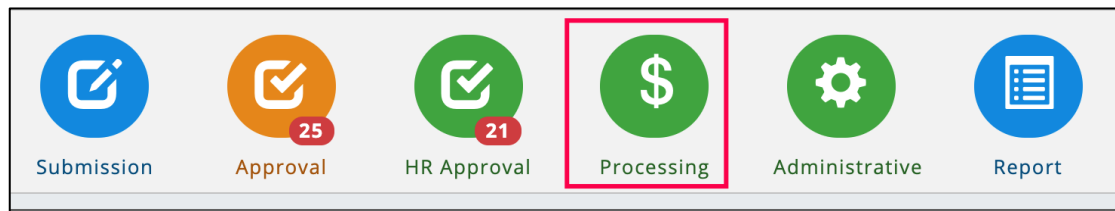


Figure 1.1

To process claim, please follow the steps below or follow as what has shown in Figure 1.1

Claim -> Processing

The screenshot shows the '\$ Processing' interface. On the left is a sidebar with 'Claim' selected, and sub-options 'Cash Advance', 'External', and 'Internal'. The main area contains several form fields: 'Claim ID' (dropdown with 'Select options'), 'Employee' (dropdown with '-'), 'Claim Types' (dropdown with 'Select options'), 'Approve Start Date' (calendar icon), 'Approve End Date' (calendar icon), 'Status' (dropdown with 'Pending by Processor'), and 'Processor Action'. Below these are 'Processor Comment' (dropdown with 'Paid') and 'Payable Date' (calendar icon). At the bottom, there are 'Select All' and 'Expand All' buttons. A table at the bottom displays a single item with details: Claim ID: 19788, Employee: EMP001 - DAVID TAN, Title: Mobile, Created Date: 2021-07-08, and Status: 1A|0R|0C|0P|0I|1PP|0PF. Three blue numbered callouts are present: '1' points to the 'Claim ID' dropdown, '2' points to the 'Payable Date' field, and '3' points to the table row.

Figure 1.2

1 Filter options

3 Process Item

2 Process action

## 2 PROCESSING

### 2.1 Process claim

Processor Comment \* : Paid Payable Date \* :

☐ Select All ☒ Expand All

Claim ID: 19788	Employee: EMP001 - DAVID TAN	Title: Mobile	Created Date: 2021-07-08	Status: 1A 0R 0C 0P 0I 1PP 0PF	
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1

Figure 2.1



Figure 2.2



Figure 2.3

Processor Comment \* : Paid Payable Date \* :

☐ Select All ☒ Expand All

Submit Selected

Figure 2.4

Follow the steps to process a claim:

1. Select whichever item to approve by ticking the which shown in Figure 2.2 it will become as shown in Figure 2.3
2. Key in the "Payable Date" which located at the top-left corner as shown in Figure 2.4 and click as shown in Figure 2.4 to process the ticked claim(s)
3. (Optional) Processor can expand the item to tick only certain items within the claim group to process

## 2.2 Reject claim

Processor Comment ▼ : Paid Payable Date ▼ :

☐ Select All ☒ Expand All ⓘ

▶ <input type="checkbox"/> Claim ID: 19788	Employee: EMP001 - DAVID TAN	Title: Mobile	Created Date: 2021-07-08	Status: 1A 0R 0C 0P 0I 1PP 0PF	⋮
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1

Figure 2.5



Figure 2.6



Figure 2.7

Processor Comment ▼ : Paid Payable Date ▼ :

☐ Select All ☒ Expand All ⓘ

Figure 2.8

Follow the steps to reject a claim:

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.6 it will become as shown in Figure 2.7
2. Select "Reject" from Finance Comment as shown in Figure 2.8 and click  as shown in Figure 2.8 to reject the ticked claim(s)
3. (Optional) Processor can expand the item to tick only certain items within the claim group to reject

## 2.3 Mark claim as incomplete

Processor Comment \* : Paid Payable Date \* :

☐ Select All ☒ Expand All

Claim ID: 19788	Employee: EMP001 - DAVID TAN	Title: Mobile	Created Date: 2021-07-08	Status: 1 A   0 R   0 C   0 P   0 I   1 PP   0 PF
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1

Figure 2.9



Figure 2.10



Figure 2.11

Processor Comment \* : Paid Payable Date \* :

☐ Select All ☒ Expand All

Submit Selected

Figure 2.12

Follow the steps to mark a claim incomplete:

1. Select whichever item to mark as incomplete by ticking the which shown in Figure 2.10 it will become as shown in Figure 2.11
2. Select "Incomplete" from Finance Comment as shown in Figure 2.12 and click Submit Selected as shown in Figure 2.12 to mark as incomplete on the ticked claim(s)
3. (Optional) Processor can expand the item to tick only certain items within the claim group to mark claim as incomplete