Chapter 3
Service Provider Functionality

Certain functionality has been provided in the system to allow a medical service provider to capture specific information into the system. After logging into the system as per the defined process and successfully searched and found a patient’s record; the medical service provider can capture/edit practise information, capture medical reports and view the status of invoices submitted by him/herself. Any information changed or captured into the system only becomes valid with Compensation Fund’s approval.

Lesson 1: Capturing Medical Reports

To capture a medical report the user hovers the mouse pointer on the Medical Reports tab and clicks on it to open the screen.
The following screen appears, select medical, then medical reports

The following screen will appear and the user then captures the appropriate information using the drop down menus where applicable and ensuring that all mandatory fields are completed enters the Authentication Key and then clicks on the next button to capture the information into the system.
The following screen will display indicating that the medical report has been captured and is awaiting Compensation Fund’s acceptance.
Lesson 2: Capturing MSP Details

To capture a medical Practise's information, when an MSP has a claim screen open the user hovers the mouse pointer on the MSP Details Form tab and clicks on it to open the screen.

The following screen will display and the user enters all applicable information taking care to enter all compulsory information.

Once all the fields have been completed, the user clicks on the submit button and the information is captured and is awaiting acceptance by Compensation Fund.
Lesson 3: Viewing Medical Invoices

To view a medical invoice, the user hovers the mouse pointer on the Medical Invoices tab and clicks on it to open the screen.

The following screen will display and the user is able to view the invoices that have been captured and paid by Compensation Fund.

By clicking on view the user is able to see more detail of the invoice.
The user can close the above screen by clicking on the close button.