

Quick User Guide for Budget Estimate Program

As of November 09, 2016

How to Access

Method 1: Within hospital premises - via Clinical Management System – Outpatient (CMS-OP)

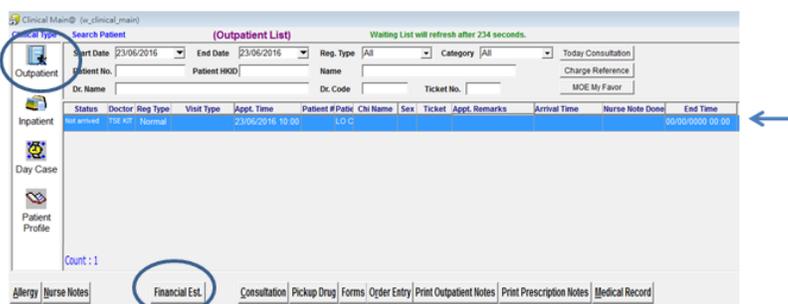
Method 2: Outside hospital premises - via Hospital Website

Method 3: Outside hospital premises - via Hospital Intranet Portal

Method 1: Within hospital premises - via Clinical Management System – Outpatient (CMS-OP)

(1) Login CMS-OP and select “Outpatient” Section

(2) Highlight the patient record and hit <Financial Est.>



Method 2: Outside hospital premises - via Hospital Website

(1) Use Google Chrome or Internet Explorer 9.0+ and type the following link:

For **HKAH-TW**, please type **www.twah.org.hk**

For **HKAH-SR**, please type **www.hkah.org.hk**

(2) Click “Hong Kong Adventist Hospital – Stubbs Road”



(3) Click “Doctor’s Corner” in the right hand upper corner



(4) Click “Budget Estimate” icon



(5) Click “Login to Budget Estimate Program” and login by entering User ID and Password:

Budget Estimate

[↗ Budget Estimate – Estimated Doctor's Fees \(For Reference Only\) Form A and B >>](#)

[↗ User Guide for Budget Estimate Program >>](#)

[↗ Login to Budget Estimate Program \(for outside hospital premises\) >>](#)

User ID: Medical Council's general registration number

Password: HKID # first 3 characters + Birth month + Day of birth (e.g.A00MMDD)

Method 3: Outside hospital premises - via Hospital Intranet Portal

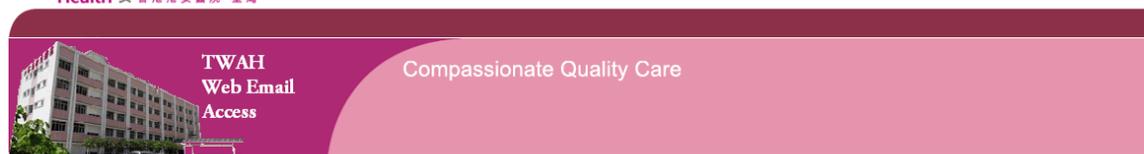
(1) Use Google Chrome or Internet Explorer 9.0+ and type the following link:

For **HKAH-TW**, please type **mail.twah.org.hk**

For **HKAH-SR**, please type **mail.hkah.org.hk**

(2) Click Intranet Portal and login by entering User ID and Password:

Adventist 港 Hong Kong Adventist Hospital · Tsuen Wan
Health 安 香港港安醫院·荃灣



<< Hospital Web Mail



Microsoft® Outlook Web App

安全性 (顯示說明)

- 這是公用或共用電腦
- 這是私人電腦
- 使用 Outlook Web App Light

使用者名稱:

密碼:

已連接到 Microsoft Exchange
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Hospital Intranet or Budget Estimation >>

Intranet Portal



Login Screen
Hong Kong Adventist Hospital - Tsuen Wan

Login ID

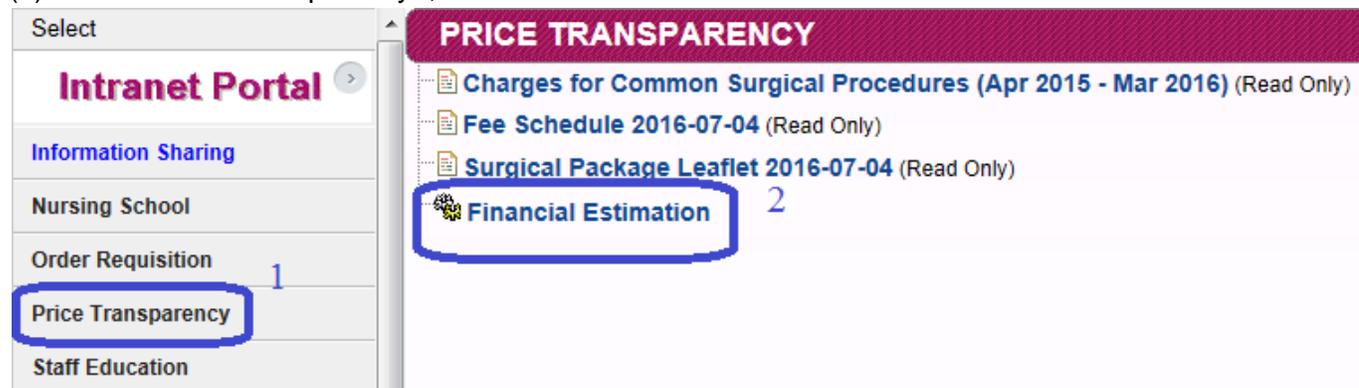
Password

Language: English

User ID: Medical Council's general registration number

Password: HKID # first 3 characters + Birth month + Day of birth (e.g.A00MMDD)

(3) Select <Price Transparency>, select <Financial Estimation>.



How to use the program

- (1) Enter either the “Patient No” or “Patient name” (if not pre-filled from CIS)
- (2) Select <Procedure>
- (3) Enter <Diagnosis>
- (4) Select <Ward Class>, select <Estimated Length of Stay>.
- (5) Click <Reference> and the hospital charges will be displayed accordingly.

(6)
“Attending Doctor”
The figures, listed under “Attending Doctor”, are derived from statistics of attending doctor’s historical discharge bills.

Click <Historical Report> to view the attending doctor’s historical discharge bills.

“Package”
The figures, listed under “Package”, are fees of hospital’s service packages.
Click <Leaflet> to view the patient’s leaflet.

Note. Package is developed basing on agreed care plan, agreed drug usage and specified length of stay.

“All Doctor”
The figures, listed under “All Doctor”, are hospital’s proposed range of fees derived from all doctors’ discharge bills.

Note. Figures listed will be reviewed and improved annually

(7) Input estimated fee into “Quotation” section

- a. Click <Select> to copy the preferred ‘range of fees’ from either “Attending Doctor”, “Package” or “All Doctor” column.
- b. You may make further changes to the range of fees copied onto “Quotation” column.
- c. If doctor prefers to quote by range, please fill in the range of fees (i.e. two values).
- d. If doctor prefers to quote a fixed price, please fill in one value (i.e. an amount on the left box).

(8) Please refer to “Historical Report” for the attending doctor fees history.

(9) Please refer to “Leaflet” for the package leaflet

(10) Click <Financial Estimation> to generate Forms A and B in PDF.

Click “Open” to open the Form A and Form B file (in PDF format).

Click “Save” to save the PDF on local computer and in the PDF file click “Print” to print out Forms A & B.

Within hospital campus. One set of signed Form A and B is to be filed onto the patient chart, while the other set of signed Form A and B is for patient to present to hospital’s Patient Business Office (PBO) during admission.

Outside hospital campus. One set of signed Form A and B is to be faxed (2275-6015) to the hospital, while the other set of signed Form A and B is for patient to present to hospital’s Patient Business Office (PBO) during admission.

For support, please call hotline (852) 2275-6010.
Please remember to fax ((852) 2275-6015) Form A and Form B to hospital.

Financial Estimation Form for Hospital Admission and Procedure / Surgery

Patient No.: Patient Name: Chinese Name: ID/Passport No.: **STEP 1**

主診醫生 Attending Doctor **STEP 2**

醫療程序/手術類型 Procedure/Surgical Operation **STEP 3**

初步診斷 Provisional Diagnosis **STEP 4**

病房類別 Class of Ward **STEP 5**

預計住院時數 Estimated Length of Stay Day(s) **STEP 6**

醫生參考費用 Doctor Reference Range				
	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>	
預計醫生費用 Estimated Doctor's Fees	Attending Doctor	Package(2)	All Doctors	Quotation(5)
每日醫生巡房費 Daily Doctor's Round Fee	1 day(s) x	\$ ~	\$ ~	\$ ~
手術費 Surgical Fee	\$ ~	\$ ~	\$ ~	\$ ~
麻醉科醫生費 Anaesthetist's Fee	\$ ~	\$ ~	\$ ~	\$ ~
其他專科醫生診症費用 Other Specialists' Consultation Fee	\$ ~	\$ ~	\$ ~	\$ ~
其他項目及收費 Other Items and Charges	\$ ~	\$ ~	\$ ~	\$ ~

醫院參考費用 Hospital Reference Range				
	<input type="button" value="Select"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>	
預計醫院費用 Estimated Hospital Charges	Attending Doctor Historical Report (1)	Package(2) Leaflet (3)	All Doctors(4)	Quotation(5)
住宿 Room	1 day(s) x	\$ ~	\$ ~	\$ ~
手術室及相關物料費用 Operating Theatre and Associated Materials Charges	\$ ~	\$ ~	\$ ~	\$ ~
其他醫院收費 Other Hospital Charges	\$ ~	\$ ~	\$ ~	\$ ~
總計 Total:	\$ ~	\$ ~	\$ ~	\$ ~

Show Today Date **STEP 7**

STEP 8

STEP 9

STEP 10

11) Browser will pop up a saving dialog box.

