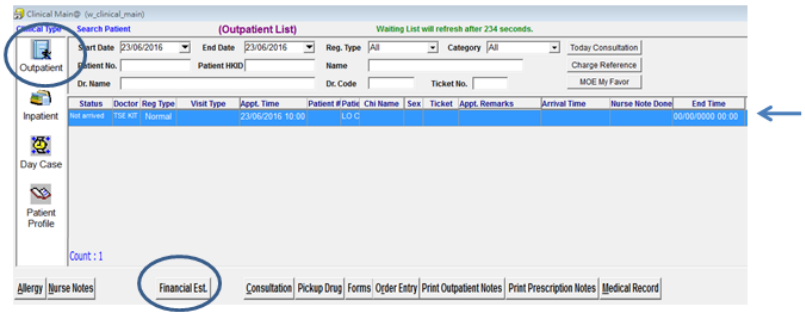
Quick User Guide for Budget Estimate Program

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

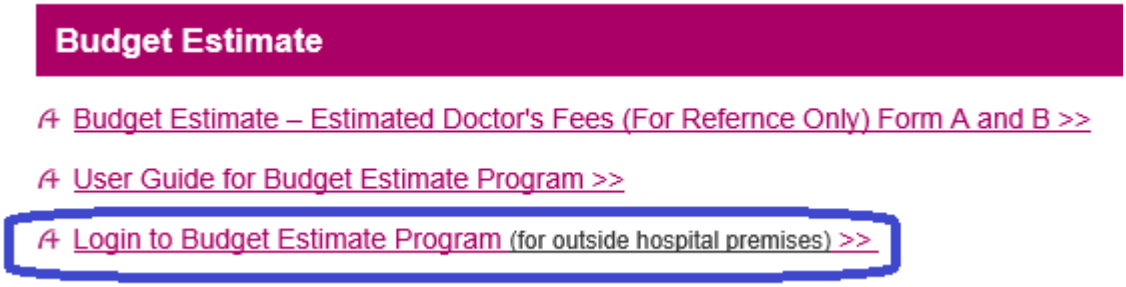
(1) Use Google Chrome or Internet Explorer 9.0+ and type the following link:
For **HKAH-TW**, please type **www.twah.org.hk**
For **HKAH-SR**, please type **www.hkah.org.hk**

(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:

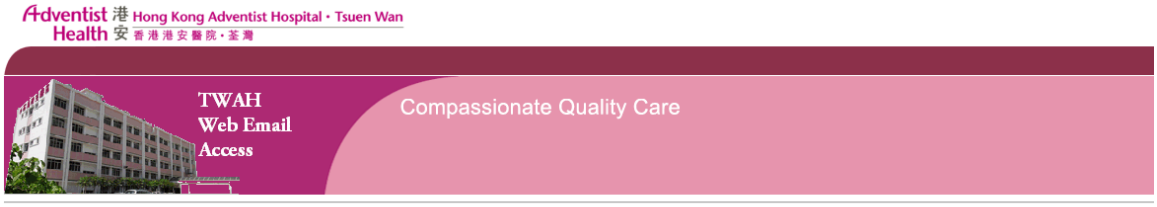


User ID: Medical Council's general registration number
Password: HKID # first 3 characters + Birth month + Day of birth (e.g.A00MMDD)

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:



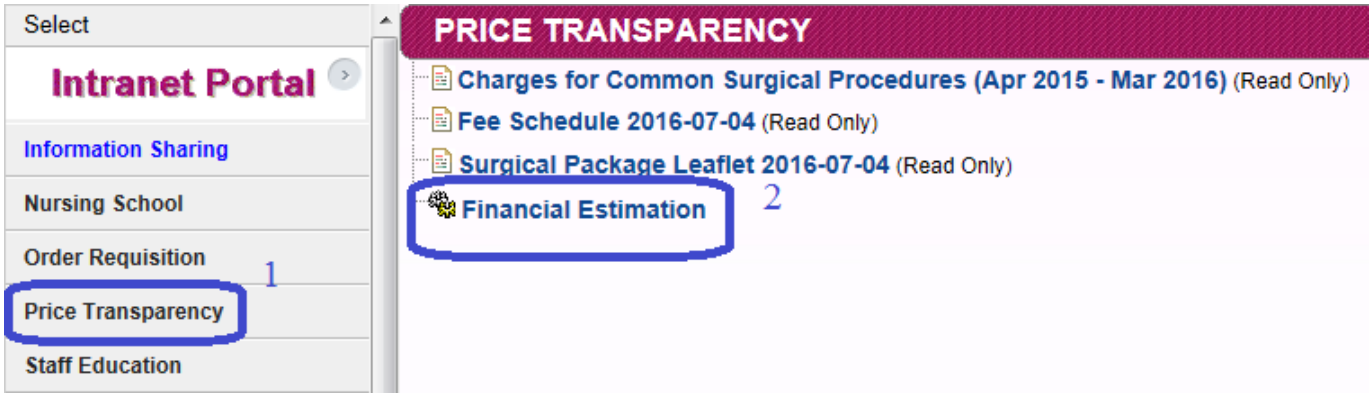
<< Hospital Web Mail

Hospital Intranet or Budget Estimation >>

Intranet Portal

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).

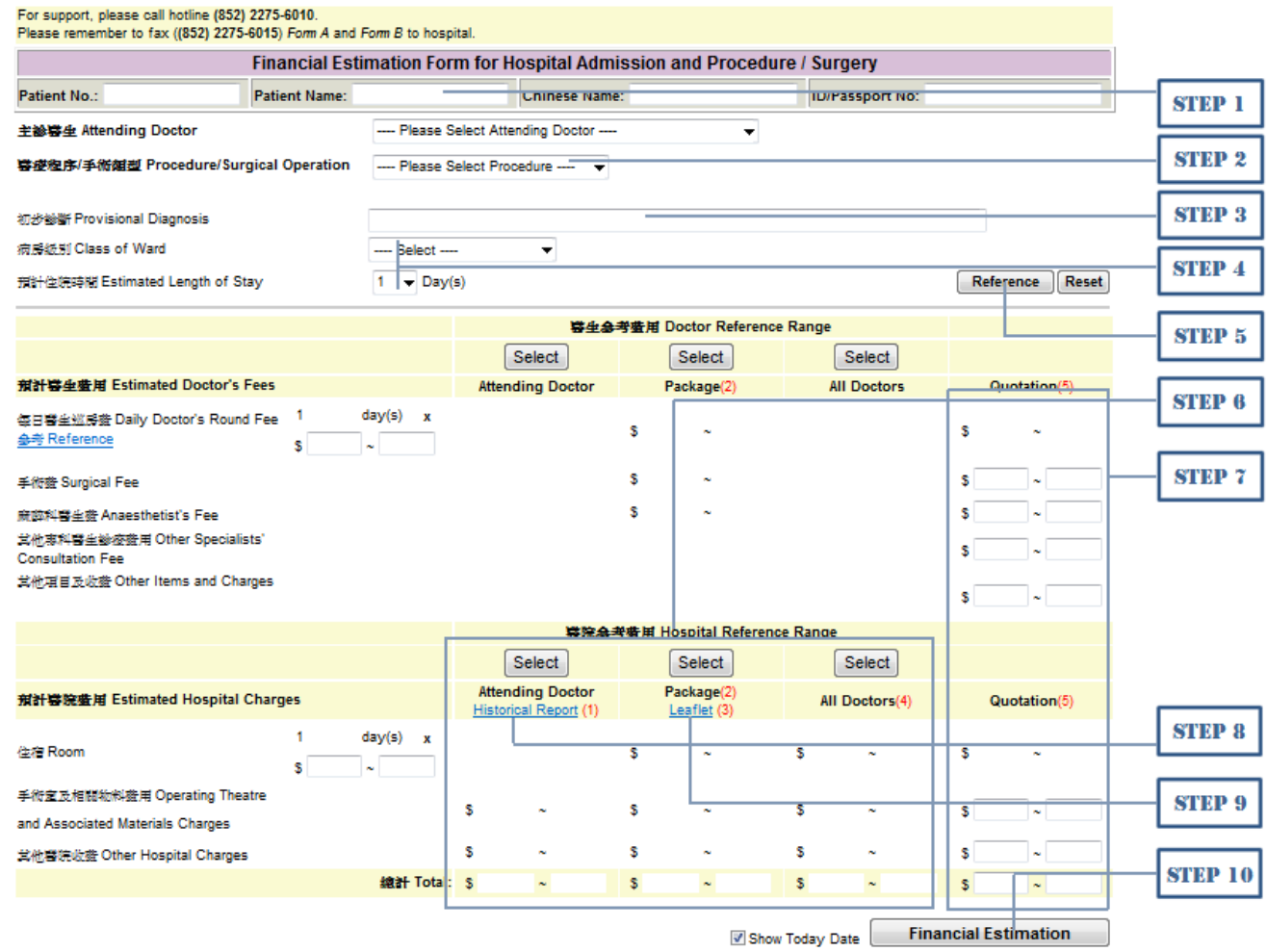
(8) Please refer to “Historical Report” for the attending doctor fees history.

(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.



11) Browser will pop up a saving dialog box.