To Automate the Monthly Clearing of P12 **Clinical Trial and Research Patients' Bills** (P12 AR) from OAS to SAP FI

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BACKGROUND

The manual process is very tedious and time consuming...

1) BO cleared the individual patient's bill in OAS, tagged it to General Ledger (GL) 14140460 with the related internal order (IO). These GL transactions will be interfaced daily from OAS to SAP FI without utilization of budget in SAP GM.

BENEFITS

Increased Staff Efficiency

2) Finance Staff select GL 14140460 month balance transactions in SAP, filtered by Doc type ZB (without utilization of budget) to extract data & export it to excel.

3) Sort excel data according to IOs by HR & HT type & fill in the missing IOs by referencing to OAS listing provided by BO

5) Prepare separate group of journal entries by HR & HT type with IOs using Doc type "GA" to enable the utilization of research & Clinical budget and to include GST Tax code "ON" for HR's claims, while GST Tax code "07" for HT's GST claims from IRAS. Then post the journal entries into SAP FI.

6) Send the Research and Clinical trial by IOs listing to research coordinators for monitoring of project milestone , budget, recruitment of patients and sponsorships' claims purposes.

4) Reverse the GL

transactions from

research and clinical

trial budget) in SAP.

OAS (without

utilization of

14140460

BO need not clear and print the individual P12 AR patients' bills and listings for Finance and Clinical trial & Research teams.

Better Integrity/Greater Transparency

- **Finance need not reverse the original GL** transactions and re-post the GL transactions with separate GST posting.
- Process automated and tracked by system

Greater Accuracy & Efficiency in Claims Accuracy in posting of transactions with related IOs and timely utilization of clinical & research budget to efficiency in budget control lead and sponsorships' claims.



To the automate clearing Of individual P12 AR Patients' bills in OAS & interface to SAP FI.

METHODOLOGY

Clearing of individual P12 AR Patients' bills in OAS can be automated by first tagging the individual bill with IO. Interface the bill transactions with IOs from OAS to SAP FI for utilization of SAP GM budget by IO and posting of (GL) transactions.

NEW PROCESS

IOs and the related **3rd party payers** were created in OAS

Automated program will extract the individual P12 Patients' bills from OAS P12 AR

Tag each individual bill with IO

New

Post the whole amount of the bill to GL 14140460 with GST Code (ON)

NO **IO description with an** asterisk "*" as pre-set

in system

Higher Staff Satisfaction

Automation led to greater efficiency and job satisfaction. Staff no longer need to do tedious and repetitive manual clearing of patient bills, re-post journal entries and can perform their job more efficiently.



The transactions report with the IOs, Party payers, bill numbers, 3rd amount and GST, will actual facilitate both Finance and Clinical **Trial & Research Coordinators in** to monitor the project order milestone, budget, recruitment of and for Sponsorships' patients claims purposes.

The interfaced GL 14140460 transactions with document type GX in SAP FI will verify the balance in SAP GM budget in order to utilize the budget before posting of the **GL** transactions.

100% Principal amount

Split total bill amount posted using GST Code (07) between 7% GST and

7% GST and principal amount to be

CONCLUSION

This solution could be used by all OAS

users across the SingHealth group of companies. The total savings will be

very significant.