

User Guide G-Flex Corporate Web App



June 2020



Step by Step Guide - Login



For Healthcare Providers



Medical Records



Automated Invoicing



Inventory Management

One complete solution

- › A complete clinic/practice management system
- › Integrated to patient app on iOS and android
- › Streamlines and automates billing and claims processing
- › All this is done seamlessly through our web-based system

Username:
refer to your **Registered Username**

Password: Enter your **chosen password**

Note:
Please use the username and password you have
chosen during registration.

The screenshot shows a web interface with a dark blue header and footer. At the top right is the G-Flex logo. Below the header, there are two input fields: 'Email' and 'Password', both with a sun-like icon on the right. A 'Sign In' button is positioned to the right of the password field. Below this is a section titled 'New User? JOIN US NOW' in blue. Underneath, there is an 'Email Address*' field with a placeholder 'Email'. Below that are two side-by-side fields for 'First Name' (placeholder 'First name') and 'Last Name' (placeholder 'Last name'). Below these is a 'User Role' dropdown menu with a downward arrow. At the bottom of this section is a 'Register' button.



G-Flex
Employee Benefits Made Easy

Step by Step Guide - Registration



For Healthcare Providers



Medical Records



Automated Invoicing



Inventory Management



Reports

One complete solution

- › A complete clinic/practice management system
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Email Password

New User? JOIN US NOW

Email Address*

First Name Last Name

First name Last name

User Role

New user?

Enter a valid email address, name and define user role before clicking on **"Register"**



G-Flex
Employee Booking System

Step by Step Guide - Dashboard



The screenshot shows the dashboard interface for ALLIANCE STEEL (M) SDN BHD. The main navigation menu on the left includes Dashboard, Corporate Maintenance, Member, Invoice Listing, and Monthly Invoice List. The dashboard features three key metrics: Total Claims Received (RM0.00 this month, YTD: RM41,777.06), Annual Budget Remaining (RM 3,600,000.00 / 3,600,000.00), and Bills Due Now (RM 200,113.60). Callout boxes provide detailed descriptions for each metric.

Metric	Value
This month: Total Claims Received	RM0.00
YTD: Total Claims Received	RM41,777.06
Annual Budget Remaining	RM 3,600,000.00 / 3,600,000.00
Bills Due Now	RM 200,113.60

Total Claims Received
View total claims submitted this month and year-to-date(YTD).

Annual Budget Remaining
Shows total amount spent and annual budget remaining.

Bills Due Now
List of all bills that are outstanding.

Step by Step Guide - Dashboard



The dashboard displays financial metrics and an expense tracker table. The table lists claims with columns for Name, Email, Mobile, Date, Type, Merchant, Amount (RM), Status, and Action. The Action column contains green checkmark and orange reject icons.

Name	Email	Mobile	Date	Type	Merchant	Amount (RM)	Status	Action
asdfsdfdda	123@gmail.com	234234221	15-05-2020	type	Merchant	20	Booked	<input checked="" type="checkbox"/> <input type="checkbox"/>
		234234221	09-05-2020	type	Merchant	10	Booked	<input checked="" type="checkbox"/> <input type="checkbox"/>
		234234221	15-05-2020	type	Merchant	20	Booked	<input checked="" type="checkbox"/> <input type="checkbox"/>
		234234221	09-05-2020	type	Merchant	10	Booked	<input checked="" type="checkbox"/> <input type="checkbox"/>
		234234221	15-05-2020	type	Merchant	20	Booked	<input checked="" type="checkbox"/> <input type="checkbox"/>

Expense Tracker
View and approve/reject list of all claims submitted by your team

Approve/Reject Claims
Use these tabs to approve/reject claims submitted.

Step by Step Guide - Menu



The screenshot shows the GenesisFlex Admin System dashboard. The top navigation bar includes a hamburger menu icon, a refresh icon, and the user information 'ALLIANCE STEEL (M) SDN BHD User'. The main navigation sidebar on the left lists various modules: Dashboard, Corporate Maintenance, Membership, Invoices, Monthly, Invoice, Product, UI Settings, and COVID. A callout box with a yellow border and a pointer to the 'Dashboard' menu item contains the following text:

Menu Selection
Use the list of menu tabs to carry out specific tasks

The dashboard content area features a 'Dashboard Control panel' with several key metrics: 'Month: RM0.00', '777.06', 'RM 3,600,000.00 / 3,600,000.00' (Annual Budget Remaining), and 'Click here to Pay Now! - RM 200,113.60' (Bills Due Now). Below these metrics is a table with the following columns: Mobile, Date, Type, Merchant, Amount (RM), Status, and Action. A 'Show All' link is located at the bottom right of the table area. A vertical 'Display Help' button is positioned on the right side of the dashboard.

Step by Step Guide - Corporate Maintenance



Corporate Maintenance

Use this tab to manage corporate and benefits settings.

Functions available:

- Manage corporate name, address & contact information.
- Manage G-Flex system operators.
- Manage multiple operations/locations.
- Manage multiple employee benefit plans.
- Multiple category of employee benefits.
- Manage corporate documents.

Step by Step Guide - Corporate Maintenance



Annual Limit(RM)

Max No. of visits Annually

Dependants

Annual MC Entitlement

Pro Rate Entitlement

Benefit Plan Division

Location Type

Cost Center

Benefit Categories

General practitioner(GP) visits, Specialist clinic visits (outpatient), Dental Coverage, Optometry, Childcare benefits, Gym memberships, Wellness programs, Relocation assistance

<input checked="" type="checkbox"/> General practitioner(GP) visits	<input checked="" type="checkbox"/> Gym memberships
<input checked="" type="checkbox"/> Specialist clinic visits (outpatient)	<input checked="" type="checkbox"/> Wellness programs
<input checked="" type="checkbox"/> Dental Coverage	<input checked="" type="checkbox"/> Relocation assistance
<input checked="" type="checkbox"/> Optometry	<input type="checkbox"/> Commuting/travel assistance
<input type="checkbox"/> Mileage claims	<input type="checkbox"/> Telecommunication allowance
<input checked="" type="checkbox"/> Childcare benefits	<input type="checkbox"/> Meals/entertainment allowance

Pro Rate Entitlement

[Add More Plan](#)

Benefit Categories

Define benefit categories approved by your organization

Step by Step Guide - Corporate Maintenance



Encounter Limit (RM) 50

Annual Limit(RM) 600

Dependants

Annual MC Entitlement 14

Monthly limit (RM) 50

Max No. of visits Annually 1000

Pro Rate Entitlement No

Benefit Plan Division dependants

Location Type Headquarters

Benefit Categories General practitioner(GP) visits, Specialist clinic visits (outpatient), Dental Coverage, Optometry, Childcare benefits, Gym memberships, Wellness programs, Relocation assistance

Encounter Limit (RM)

Monthly limit (RM) 2

Max No. of visits Annually 20

Pro Rate Entitlement Yes

Submit

Add More Plan

✓ Success
Patient registration successful

Success Notification

Success notification to show changes done successfully.

Submit Changes

Click on "submit" button after you have made changes.

Step by Step Guide - Member Database Maintenance



MAIN NAVIGATION

- Dashboard
- Corporate Maintenance
- Member**
- Invoice Listing
- Monthly Invoice List

ALLIANCE STEEL (M) SDN BHD
User
Image

Member Database Maintenance Import / View
Total : 9

Download Member DB + Add New

Filter patients by name, I/C, passport number, or patient ID Submit

Corporate Name	Member name	Age	Member Passport / NRIC	Emp name	Gender	Relation	Status	Plan Status	Action
	alli test	0	1234567899	test member plan test	M	Self	Active	Active	View Edit Log
	asdfasfddda	35	12312312		M	Self	Active		View Edit Log
	bg test user	0	3232323232		M	Self			
	Guest User	0	1234567890123		M	Self			
	Guest User	0	1234567890123		M	Self			
	test dependent	0	43543246667	alli test	M	Depend			
	test member plan test	29	E46167389		M	Self			
8 ALLIANCE STEEL (M) SDN BHD	test user	19	12312312312	test member plan test	M	Dependant	Active	Active	View Edit Log
9 ALLIANCE STEEL (M) SDN BHD	tester	0	1111111111		M	Self	Active	Inactive	View Edit Log

Member Maintenance
Maintain database of all members (principals & dependants).

View/Edit Profile
Use these tab selections to view/edit member profiles

Step by Step Guide - Member Profile



MAIN NAVIGATION

- Dashboard
- Corporate Maintenance
- Member
- Invoice Listing
- Monthly Invoice List
- Invoice Summary Listing
- Productivity Reports
- UI Settings
- COVID-19 Screening

Member Profile

all test Image Back

1233 56@gmail.com

Add Claim

Details

Name	alli test		
Gender	♂ M		
NRIC / Passport No	1234567899		
Job Title	test		
Department	test		
Mobile	1234		
Telephone / Extension	/		
Email	56@gmail.com		
Member Type	Self		

Weight(Kg)	12 Kg		
Height(cm)	2 cm		
Nationality	India		
DOB / Age	23-06-2020 / 0		

kk
Tamil Nadu
Madippakkam
121

Payor Association

G-Flex **Self**

Payor Type	G-Flex		
Payor name	ALLIANCE STEEL (M) SDN BHD		
Bank Name	Hong Leong Bank Berhad		
Account Type	Current account		
Account No.	20600022794	Swift Code	HLBBMYKL
Address	MCKIP, Kawasan Industri Malaysia-China Kuantan, Jalan Gebeng By Pass		
State		Postal Code	26080
Cont. Person(HR)	Leong Hui Xuan	Cont. Person(Fin)	26080
Mobile	0109021957	Mobile	0109021957
Telephone	095855898	Telephone	095855898
Ext	NA	Ext	NA
Email	alliancesteelsb.lhx@gmail.com	Email	alliancesteelsb.lhx@gmail.com

Benefit Plan

Start Date	23-06-2020	End Date	30-06-2020
Annual Limit	600	Remaining	598.12
Monthly Limit	50	Remaining	50
Encounter Limit	50	Remaining	50

Member Profile

Use this page to view/edit member profile(s).

Display Help

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Step by Step Guide - Add Claim



MAIN NAVIGATION

- Dashboard
- Corporate Maintenance
- Member
- Invoice Listing
- Monthly Invoice List
- Invoice Summary List
- Productivity Reports
- UI Settings
- COVID-19 Screening

all test
1233 56@gmail.com

Image Back

Add Claim

Details

Name: alli test

Add Claim

User is able to submit a claim on behalf of one of its members. Claims submitted here will be queued for payment.

Nationality: India

DOB / Age: 23-06-2020 / 0

Allegies

Address: kk

State: Tamil Nadu

City: Madippakkam

Postal Code: 121

Payor Association G-Flex Self

Payor Type: G-Flex

Payor name: ALLIANCE STEEL (M) SDN BHD

Bank Name: Hong Leong Bank Berhad

Account Type: Current account

Account No.: 20600022794 Swift Code: HLBBMYKL

Address: MCKIP, Kawasan Industri Malaysia-China Kuantan, Jalan Gebeng By Pass

State: Postal Code: 26080

Cont. Person(HR): Leong Hui Xuan Cont. Person(Fin): 26080

Mobile: 0109021957 Mobile: 0109021957

Telephone: 095855898 Telephone: 095855898

Ext: NA Ext: NA

Email: alliancesteelsb.lhx@gmail.com Email: alliancesteelsb.lhx@gmail.com

Benefit Plan

Start Date: 23-06-2020 End Date: 30-06-2020

Annual Limit: 600 Remaining: 598.12

Monthly Limit: 50 Remaining: 50

Encounter Limit: 50 Remaining: 50

Display Help

Step by Step Guide - Add Claim



The screenshot displays the 'Add Claims' form for a member named 'alli test'. The form includes the following fields:

- Merchant Name:** Poliklinik Kenanga
- Receipt No:** (Empty text input)
- Receipt File:** Choose File (No file chosen)
- Date:** (Empty date input)
- Amount (RM):** (Empty text input)
- Category:** GEN
- Paid To:** Employee
- Description:** (Empty text input)

A green 'Submit' button is located at the bottom of the form. The background shows the member's profile details and a table with columns for '23-06-2020', 'End Date', and '30-06-2020'.

Add Claim

User is able to submit a claim on behalf of it's member by using this add claim form. Claims submitted through this form can be queued to be paid to the member or the merchant who provided the service.

Step by Step Guide - Invoices



Search Filters
User can use the search filters here to locate any invoice.

Invoice List
This page lists down all invoices submitted for settlement.

Step by Step Guide - Invoices



Invoice List

This page lists down all invoices submitted for settlement.

Invoice Summary

Toggle between "invoice" and invoice summary list here.

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Step by Step Guide - Invoice Summary



MAIN NAVIGATION

- Dashboard
- Corporate Maintenance
- Member
- Invoices**
- Invoice Summary Listing
- Productivity Reports
- UI Settings
- COVID-19 Screening

ALLIANCE STEEL (M) SDN BHD
User

Invoice

Invoice | Invoice Summary

Search Filter :

Define Period :

Total Data - 9

Invoice Summary Number	Invoice amount (RM)	Period	Invoice Generation Date	Payment Status	Receipt	Action
GFLEX_CORP_PRO-0001	21111.65	June	2019-07-05 18:07:42	Paid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
GFLEX_CORP_PRO-0002	16960.81	July	2019-08-06 15:18:49	Paid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
GFLEX_CORP_PRO-0003	18843.5	August	2019-09-03 13:58:05	Paid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
GFLEX_CORP_PRO-0004	29773.62	September	2019-10-10 12:05:04	Paid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
GFLEX_CORP_PRO-0005	24903.15	October	2019-11-01 01:00:03	Unpaid	Download Payment	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/> <input type="button" value="Upload Payment"/>
	2779.02	November	2019-12-01 01:00:02	Unpaid	Download Payment	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/> <input type="button" value="Upload Payment"/>
	1137.4	December	2020-01-01 01:00:03	Unpaid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
	1407.04	January	2020-02-01 01:00:02	Unpaid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>
	145.38	February	2020-03-01 01:00:03	Unpaid		<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Print"/>

Display Help

Invoice Summary

Invoice summary is generated at the end of billing cycle.

Upload Payment

Once payment has been made, user will upload advice here.

Step by Step Guide - Productivity Reports



- MAIN NAVIGATION
- Dashboard
- Corporate Maintenance
- Member
- Invoices
- Invoice Summary Listing
- Productivity Reports**
- UI Settings
- COVID-19 Screening

Productivity Reports Reports

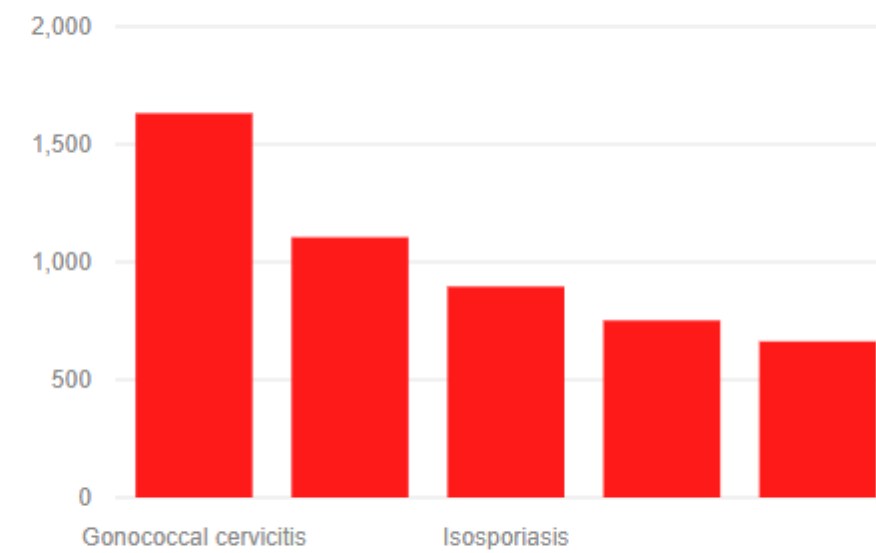
From To

Productivity Reports

User is able to view snapshots of benefits programmes here. This section allows user to download these reports into an excel doc.

Claims Analysis By Provider

Top Diagnosis Trends



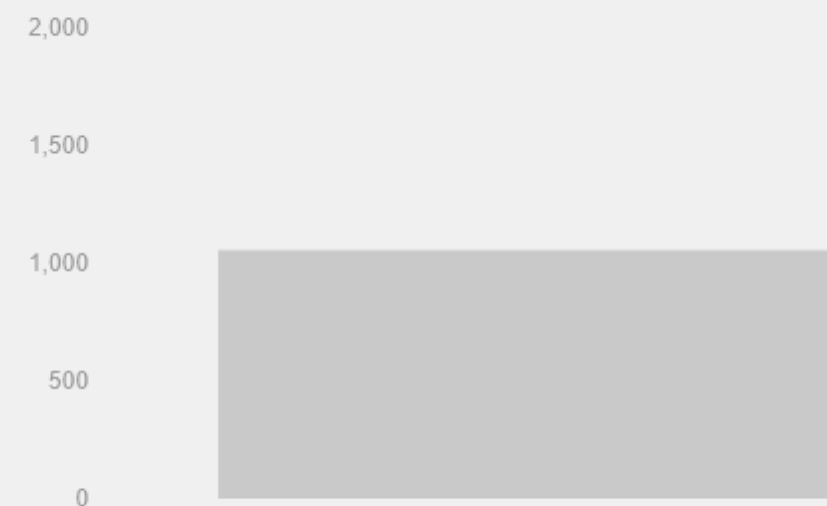
Medical Certificate Trends



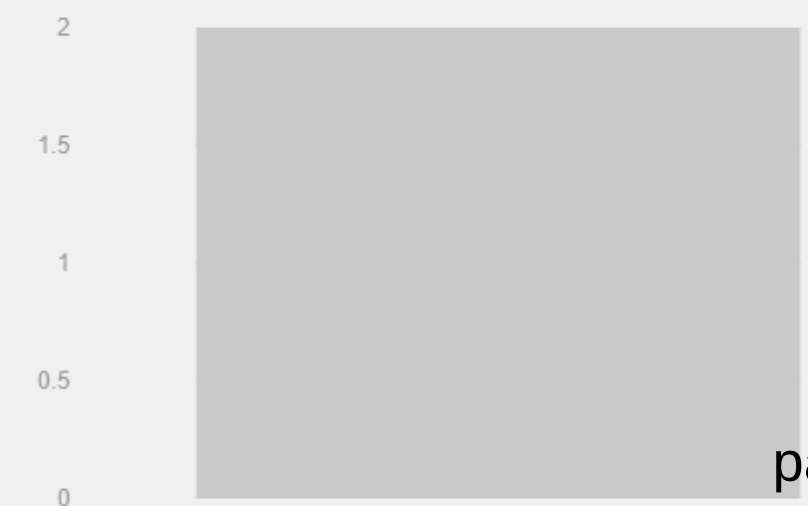
Actual Healthcare Cost Against Budgeted



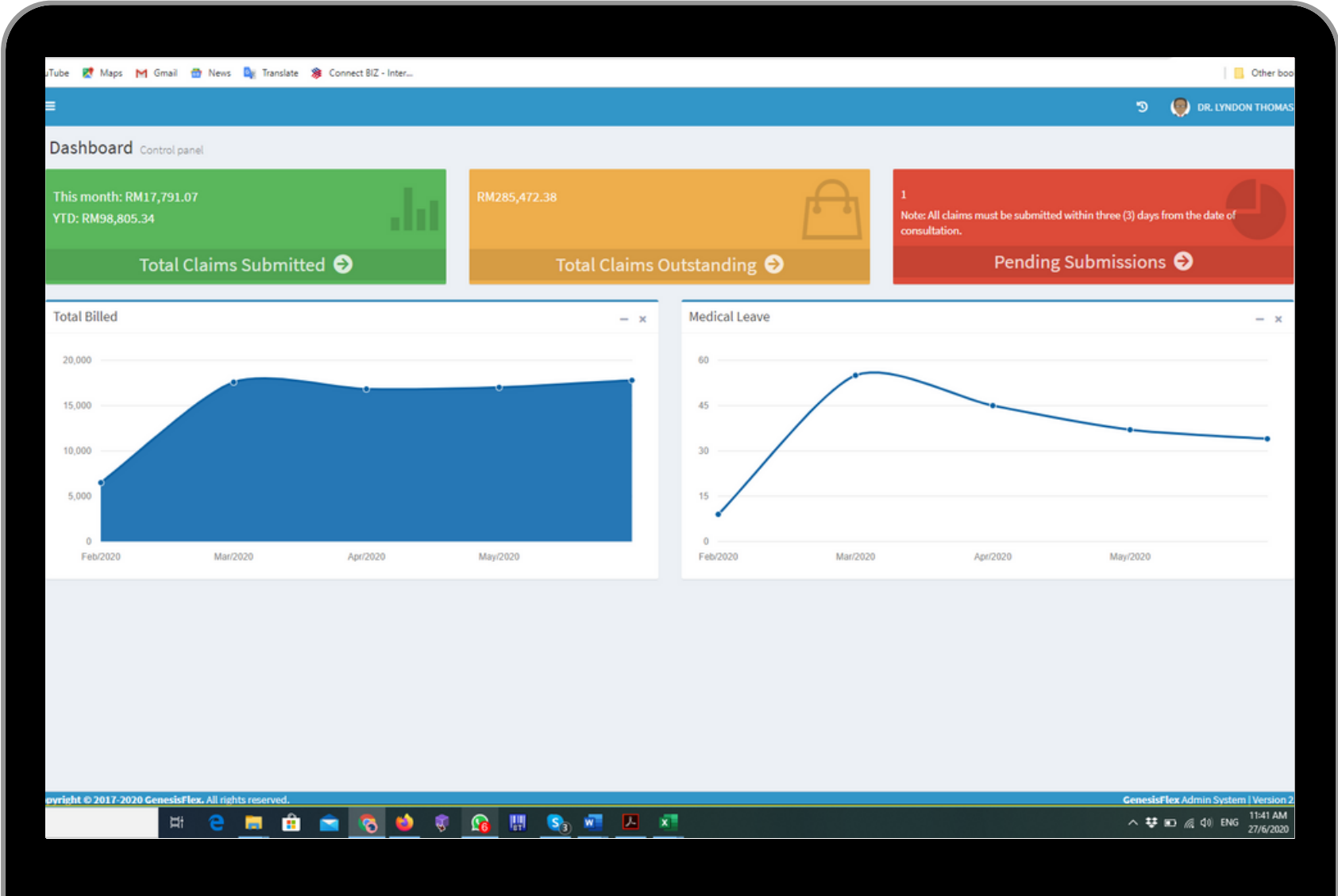
MC by Division



Claims By Division



G-Flex Merchant Web App - The End



Employee Benefits Administration
Made Easy

www.gflex.com.my