

GENESIS FLEX SDN BHD

CORPORATE WEB APP STEP BY STEP GUIDE SEPTEMBER 2023

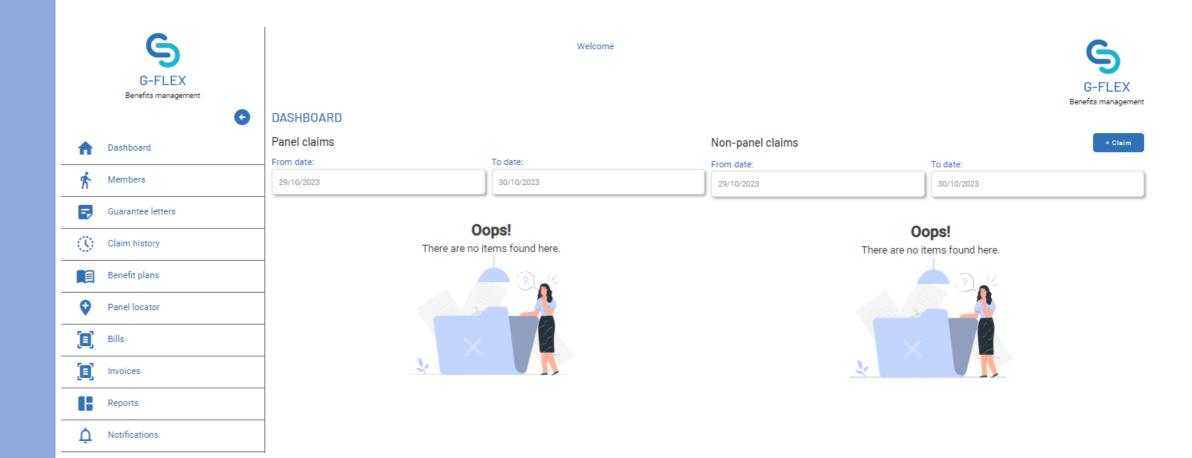
G-FLEX PORTAL

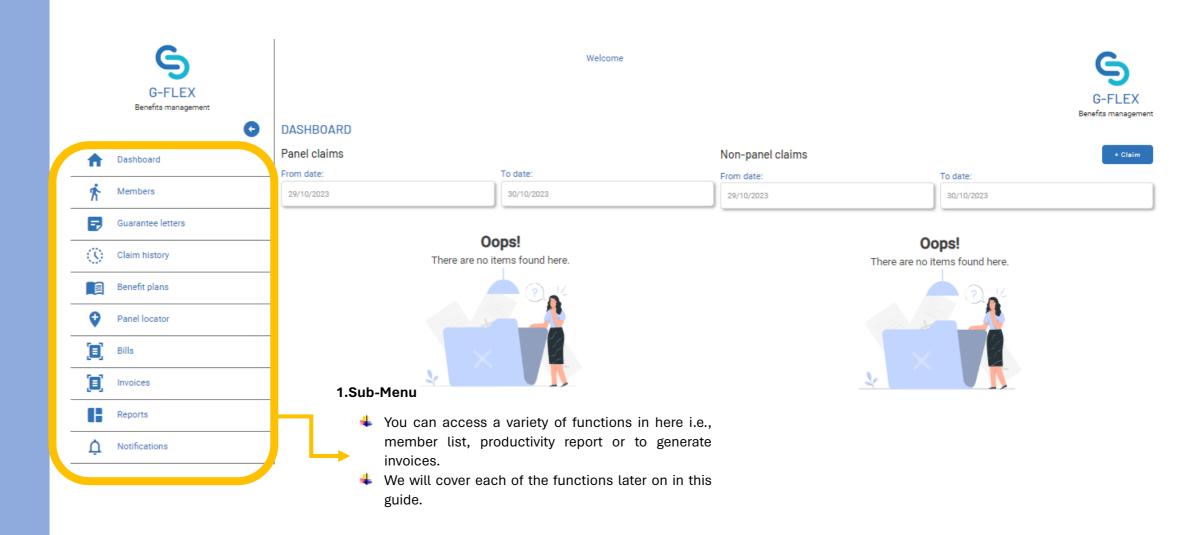
- 1. To go to the G-Flex portal, please click this link to access it app.gflex.com.my
- 2. Please make sure that you've received your login credentials through your registered email address.
- If you didn't receive a login ID through your email, please contact our customer service team via email <u>info@gflex.com.my</u> or through WhatsApp at 019-621 0457.

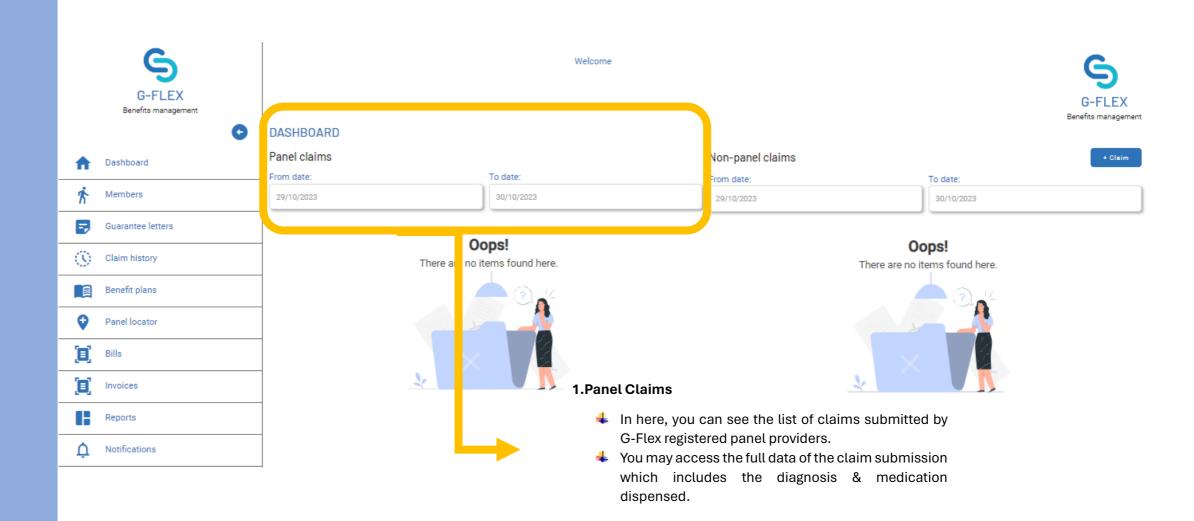
Once you've received your login credentials, you can key-in in the box provided and click Log In.

G -FLEX Benefits management
Select administrator:
G-FLEX ~
Username:
Insert username
Password:
Password
Z Remember me
LOG IN
Forgot your password? Reset it here
New to G-FLEX? Sign up here

This is the landing page for G-Flex medical benefit system. There are 3 sections you can access through the Dashboard.







	[×	1.+Claim			
		Full name: Select a member ID type ID type Benefit plan: Benefit plan	S Add claim Employee ID: Employee ID ID number: ID number: Merchant type: Merchant type:	 You will have the option to claim on behalf of your memb You may find the details requi by clicking the +claim button. 	er. red for the submissio		G-FLEX Benefits management
A	Di	Merchant name: Merchant name Receipt file upload: Select a file	Receipt number: 2310-1432 Claim date: 2010/02022		Non-panel claims		+ Claim
Ŕ	м	Pay to: Pay to Claim amount (RM): Claim amount	Encounter limit (RM): a.co MC dispensed?: No	o date: 30/10/2023	From date: 29/10/2023	To date: 30/10/20	123
5	GI	Remarks: Enter remarks here		Cops!		Oops! There are no items foun	id here.
	Be	Canc	d Susmit			2	
Ŷ	Pa	nel locator					
	Bil	ls	2.Non-Panel Claims	s X		\times	2
	Inv	roices	🔸 🛛 In here, you c	can see the list of claims submitted the		2	N
	Re	ports		the mobile app. • the option to view the details & to reject -			
¢	No	tifications		ne non-panel claim request.			

	G-FLEX Benefits management				Welcome						G-FLEX Benefits management
↑ ∱ □	Dashboard Members Guarantee letters Claim history	MEMBERS PRINCIPAL MEMBER Filter by member name or N Filter by member name or N Status: Active Total no. of active member pro	NRIC no.: RIC no.								
	Benefit plans	No. of member profiles with no		ID type	ID no.	Туре	Principals name	Employee ID no.	Status		+ Member Beck
•	Panel locator		AHMAD BIN ALI	NRIC	940908095669	Principal	AHMAD BIN ALI	KI		Active	Claim history
	Bills										
	Invoices	This is	the memb	er page, li	n here, vou ca	an access	the following	functions:			
	Reports						Hember Beek Principals name Employee ID no. Status				
Ţ	Notifications	- ↓ E ↓ C	dd new me dit existing laim history ssign benef	member /							

G-FLEX Benefits management		Welcome	G-FLEX Benefits management
Dashboard Dashboard Members Guarantee letters Claim history	MEMBERS PRINCIPAL MEMBERS Filter by member name or NRIC no.: Filter by member name or NRIC no. Status: Active Total no. of active member arghies:1.	using thei	sing this search box, you can search your existing member by their full name or NRIC. can also filter the list by their member status.
Benefit plans	No. of member profiles wi	9	e Principals name E ployee ID no. Status
Panel locator	- (N	Add member	cipal AHMAD BIN ALI P Active Claim history
📋 Bills	Corporate name: REDPLANET SOLUTIONS SON BHD	Member type Member type	
Invoices	Full name: Full name	Employee ID: Employee ID.	
Reports	ID type: ID: type	U number:	
A Notifications	Gender: Gender	D.0.B:	
	Department: Department: MC days limit: MC days limit: MC days limit Email address Email address Activation date: a0/10/2022 Bank name: Bank account type: Rank account type	Job title: Job title: Job title Mobile no.: Mobile no.: Expiry date: 20/10/2023 Bank account no. Bank account no. Status: Active	 3.To add new member, please click the +Member button and fill in all the necessary information. 4.Once all details are complete, you may proceed to assign the benefit plan to the new member.

Dashboard page.

MEMBERS PRINCIPAL MEMI	BERS			1.By clicking the 3 dots, you can access a further function to either add a non-panel claim, to issue Guarantee Letter or to delete existing member.				
Filter by member name Filter by member name Status: Active Total no. of active membe Io. of member profiles wi	or NRIC no. rr profiles:1.	~						+ Member Bec :
Corporate	Member name	ID type	ID no.	Туре	Principals name	Employee ID no.	Status	
	AHMAD BIN ALI	NRIC	940908095669	Principal	AHMAD BIN ALI	к	Active	Cleim history
								Add Claim
								View
Add Claim	_	2.View/Edit Me	mber	3.Issuing Guarante	eel etter	4.Delete Member		Issue GL
	it a non-panel	In here, you ca	Π	If your company h		This button is to member account.		Delete

Letter on behalf of your member.

permanent.

page to assign the benefit

plan.

1.To assign the benefit plan, click the **View** button to access the **Edit Member Page.**

2.You then proceed to the Assign Benefit Plan section.

3.You may choose what kind of plan to be assigned to according to its type:

i.Primary (compulsory)

This will be the main plan for the member where any claims will be deducted from this plan according to coverage set.

ii.Sub Plan (optional)

This benefit will be placed under the main plan but will have a different coverage than the primary plan.

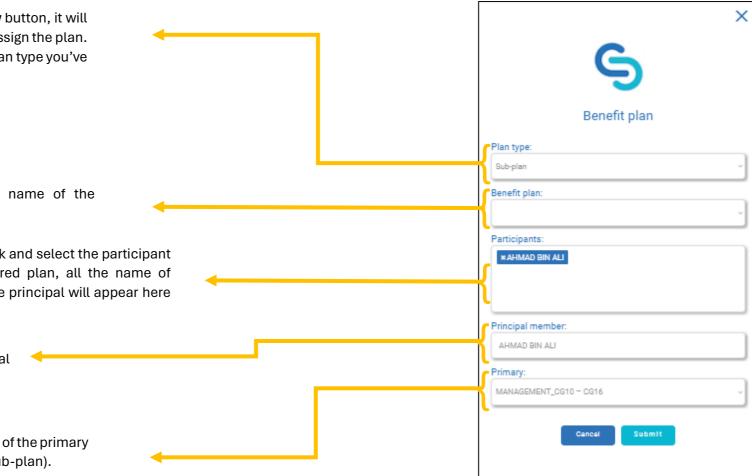
4.Once you've selected the plan, click the 3 dots, click **View** and select the member to be assigned to.

lan type:		Plan code:		
Primary		MANAGEMENT_CG10 - CG16		
				Add
Assigned benefit plans:	-	• *		
Plan code:	Туре	Primary	Participants	
MANAGEMENT_CG10 -	Sub-plan	MANAGEMENT_CG10 - CG16	AHMAD BIN ALI	:
CG16_DENTAL				
CG16_DENTAL MANAGEMENT_CG10 - CG16	Primary	N/A	AHMA	" :

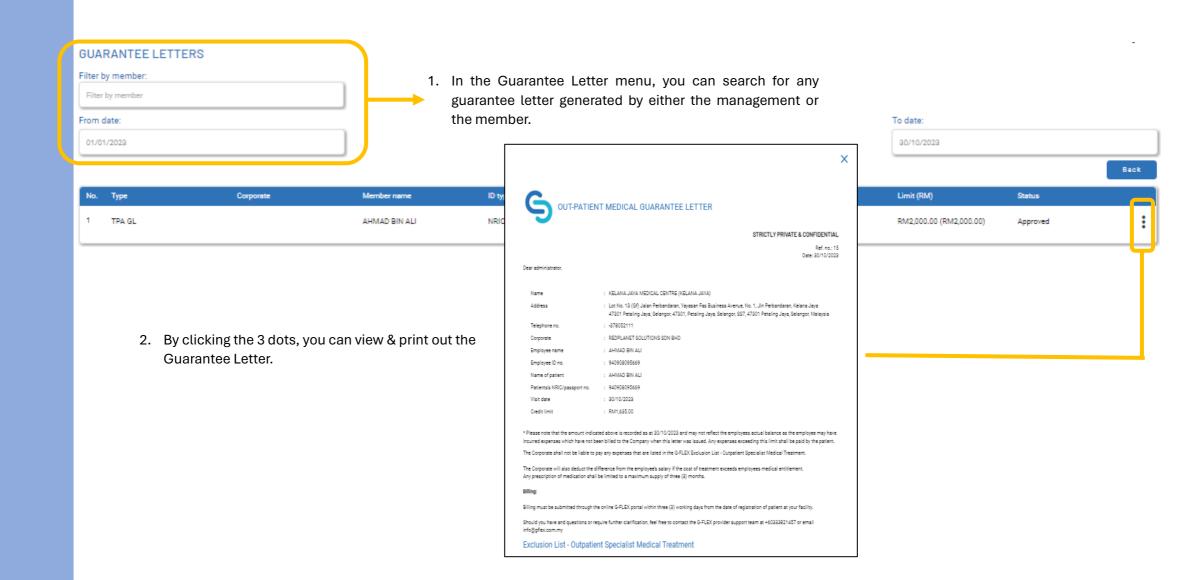
	9		
	Member Biodata		
Corporate name:	Member type		
REDPLANET SOLUTIONS SDN BHD	Principal	~	
Full name:	Employee ID:		+ Member Ba
AHMAD BIN ALI	K1		
ID type:	ID number:		
NRIC	- 940908095669	ive	Cleim history
Gender:	D.O.B:		Add Claim
Male	- 08/09/1994		View
Department:	Job title:		
Choose an option	~ Type here		Issue GL
MC days limit:			Delete
14			
Email address:	Mobile no.:		
Type here	Mobile no.	1	
Assign benefit plans:			
Plan type:	Plan code:		

 Once you've clicked the View button, it will prompt to open this page to assign the plan. This section is showing the plan type you've selected.

- 2. This section is showing the name of the benefit plan.
- 3. In this section, you need to click and select the participant to be assigned to. If it a shared plan, all the name of participant registered under the principal will appear here and need to be selected.
- 4. This will show the principal name.
- 5. This section will show the name of the primary plan (if the plan selected is a sub-plan).



GUARANTEE LETTER



CLAIM HISTORY

	se this search box to a	search for the member	utilization			2.You can select which plan assigned to the member to check utilization (if employee is having more than 1 benefit plan)			
history. Claims history						1	Back		
Filter by member:						Filter by assigned plan code:			
AHMAD BIN ALI						MANAGEMENT_CG10 - CG16	~		
	Annual limit (RM):	Monti	hly limit (RM)	Enco	unter limit (RM)	MC Entitle	ement		
	Total		Total		Total	14			
	RM2,000.00		/2,000.00		RM2,000.00				
	Available RM1,635.00		wailable /1,635.00		Available RM1,635.00				
							2		
om date:						To date:			
01/01/2023						31/10/2023			
RINCIPALS UTILIZA	ATION HISTORY:								
Patient's name	Patient type	ID no.	Date	Claim type	Invoice no	Amount	Status		
AHMAD BIN ALI	Principal	940908095669	17/10/2023	Panel	GFLEX0017-KDC-10-17-36	RM145.00	Un-paid		
		2 This soat	ion will show all the p	anel & non panel clain	ns submitted				
			anel providers.	and a non pariet stam	no oubrilleu				

by G-Flex panel providers.

CLAIM HISTORY

CLAIMS HISTORY

Filter by member:						ter by assigned plan code: MANAGEMENT_CG10 - CG16	v
	Annual limit (RM):	Mo	nthly limit (RM)	Enco	punter limit (RM)	MC	Entitlement
	Total RM2,000.00 Available RM1,635.00		Total RM2,000.00 Available RM1,635.00		Total RM2,000.00 Available RM1,635.00		14
From date: 01/01/2023 PRINCIPALS UTILIZA	ATION HISTORY:					date: 31/10/2023	
Patient's name	Patient type	ID no.	Date	Claim type	Invoice no	Amount	Status
AHMAD BIN ALI	Principal	940908095669	17/10/2023	Panel	GFLEX0017-KDC-10-17-36	RM145.00	Un-paid

1. This section you will show you the annual, monthly & encounter limit of the member, depending on the benefit plan assigned. All the available balance is updated in real time.

BENEFIT PLANS

BENEFIT PLANS

Plan code Annual (RM) Encounter (RM) Corp approval? Exceeding (RM) Status No. Corporate Categories GP clinic, Specialist clinic, Medical MANAGEMENT_CG10 - CG16 RM2.000.00 RM2,000.00 No Not applicable Active 1 centre, Hospital MANAGEMENT_CG10 -RM500.00 RM500.00 2 Dental clinic No Not applicable ----CG16_DENTAL A Uiew only Benefit Plan Plan code: Corporate name: REDPLANET SOLUTIONS SDN BHD MANAGEMENT_CG10 - CG16 Annual limit (RM): Benefit categories: *GP clinic *Specialist clinic *Medical centre *Hospital 2,000.00 1. In the Benefit Plan page, you can see all the plan that has Monthly limit (RM): Per visit limit (RM): been created under your company. 2,000.00 2,000.00 Pro-rate entitlement? O No 2. You can edit the benefit plan by simply clicking the 3 dots. Enable corporate approval: Disabled 3. In the edit page, you can change the type of panel provider Enable G-Flex admin approval: O Not required covered under the plan, to change the limit or to make the General disclaimer: GP disclaimer Type here. Type here.. plan to be pro-rated. Status: Active

Back

PANEL LOCATOR

PANEL LOCATOR

	G-FLEX a	lows you build and manage your own network of	RED MERCHANT INTO THE G-FLEX NETWOR prefferred merchants. Tailer-make the selecti hat is not on this list? <u>Click here</u> to submit a re	ion of merchants here to suit your needs.		
Filter by merchant: Filter by merchant					by location: r by merchant	
Filter by merchant type: Select all GP clinic	🖉 C ental clínic	Specialist clinic	Optometrist	Medical centre	Hospital	
No. Type	Narr <mark>:</mark>	Address	Phone	Email	PIC	
1 GP clinic	ACC (EVESUITE (ARA DAMANSARA)	A-1, 01, Jalan PJU 1A/41, Ara Damansa	ra,	acc-eve@acc-evesuite.my		Remove
2 GP clinic	AKTI /CARE CLINIC (KLANG LAMA)	50A, Jalan Desa Bakti, Taman Desa, 59	100	aktivcareclinic@gmail.com		Remove
3 GP clinic	ALIA MEDICAL CLINIC (PORT KLANG)	No. 3038, 3040G, Persiaran Raja Muda	Mus	poliklinik.alia@gmail.com		Remove
4 GP clinic	ALI KUNIK			aliklinik@yahoo.com		Remove
5 GP clinic	ALI <mark>F</mark> LINIK (BATU GAJAH)	No. 61, Jalan Besar, Perak, Kampung Su	upp 05-366 3343	aliklinik@yahoo.com	DR. ABU BAKAR	Remove
6 GP clinic	ANA IA CLINIC (DENAI ALAM)	Jin Elektron U16/G, Denai Alam, 47000	Sh	anadiaclinichr@gmail.com		Remove
7 GP clinic	ANA IA CLINIC (SRI MANJA)	Square Two, 11-1, Jalan PJS 6/63, Tama	an .	anadiaclinicpj@gmail.com		Remove
8 GP clinic	ANA IDA KLINIK (KUANTAN)	A5, Jalan Stadium, Stadium Darul Makn	nur,	akkt@qualitas.com.my	Dr Raj Kumar David	Remove
9 GP clinic	A PLIS MEDICAL CLINIC (PETALING J	YA) 69, Jalan SS 22/11, Damansara Jaya, 4	740	aone.medclinic@gmail.com	Dr. Andrew Ang Zhi Zhong	Remove
10 GP clinic	APPUCLINIC JLN HJ MUHAMMAD	Jalan Menteri, Pekan Sabak Bernam, 45	200	drsappu77@gmail.com		Remove
	fir	<u>n < 1</u> 2 3	4 5 6 7 8	9 10 🗲 last	ivate Windows • Settings to activate W	/indows.

1. You can search through the list of G-Flex panel providers by using this search box.

2. You can also filter the panel selection by location i.e., by state.

PANEL LOCATOR

PANEL LOCATOR

-								
			G-FLEX allows yo		ERCHANT INTO THE G-FLEX NETWORK rred merchants. Tailor-make the selection of merc	hants here to suit your needs.		
				Want to add a merchant that is n	tot on this list? <u>Click here</u> to submit a request?			
Filter	by merchant:						Filter by location:	
Filte	r by merchant						Filter by merchant	
	by merchant type:	Oental clinic		Specialist clinic	Optometrist	Medical centre	🔗 Hospital	
No.	Туре	Name		Address	Phone	Email	PIC	
1	GP clinic	ACC@EVESUITE (ARA DAN	MANSARA)	A-1, 01, Jalan RJU 1A/41, Ara Damansara,		acc-eve@acc-evesuite.my		Remove
2	GP clinic	AKTIVCARE CLINIC (KLAN	NG LAMA)	50A, Jalan Desa Bakti, Taman Desa, 58100	·	aktivcareclinic@gmail.com		Remove
а	GP clinic	ALIA MEDICAL CLINIC	3. You can	use this filter to select	which provider you wo	uld like to		Remove
4	GP clinic		view					Remove
5	GP clinic	ALI KLINIK (BATU GA					DR. ABU BAKAR	Remove
6	GP clinic	ANADIA CLINIC (DENAI AL	LAM)	Jin Elektron U16/G, Denai Alam, 47000 Sh		anadiaclinichr@gmail.com		Remove
7	GP clinic	ANADIA CLINIC (SRI MANJ	(ALI	Square Two, 11-1, Jalan PJS 6/63, Taman		anadiaclinicpj@gmail.com		Remove
8	GP clinic	ANANDA KLINIK (KUANTA	AN)	A5, Jalan Stadium, Stadium Darul Makmur,		akkt@qualitas.com.my	Dr Raj Kumar David	Remove
9	GP clinic	A PLUS MEDICAL CLINIC ((PETALING JAYA)	69, Jalan SS 22/11, Damansara Jaya, 4740		aone.medclinic@gmail.com	Dr. Andrew Ang Zhi Zhong	Remove
10	GP clinic	APPU CLINIC JLN HJ MUH	HAMMAD	Jalan Menteri, Pekan Sabak Bernam, 45200		drsappu77@gmail.com	Activate Windows	Remove

first < 1 2 3 4 5 6 7 8 9 10 > last

Go to Settings to activate Windows.

Back

PANEL LOCATOR

PANEL LOCATOR

		G-FLEX al	lows you build and manage your own network of pre	MERCHANT INTO THE G-FLEX NI fferred merchants. Tailor-make the is not on this list? <u>Click here</u> to sub	selection of merchants here to suit your needs.			
er by merchant						Filter by location: Filter by merchant		
GP clinic	- select all	Oental clinic	Specialist clinic	Optometrist	Medical centre	Hospital		
. Туре		Name	Address	Phone				
GP clinic		ACC@EVESUITE (ARA DAMANSARA)	A-1, 01, Jalan RJU 1A/41, Ara Damansara,			G		
GP clinic	1	If you wish to request	a new panel provider th	pat is not		9		
	1.				Ad	d Merchant Request		
GP clinic			st of registered panel cli		Submit an application to have your p	referred merchant or service provider added to our network.		
GP clinic		the message above to re	equest a new panel merc	nant.	Merchant name:	Merchant type:		
GP clinic	2.	Please be informed	that no additional cha	arges for	Merchant name	Merchant type		
		requesting a new panel m	requesting a new panel merchant.	merchant.		Address:		
GP clinic					Insert address here			
GP clinic		ANADIA CLINIC (SRI MANJA)	Square Two, 11-1, Jalan PJS 6/63, Taman		Name of person-in-charge:	Email address:		
					Phone no.:			
GP clinic		ANANDA KLINIK (KUANTAN)	A5, Jalan Stadium, Stadium Darul Makmur,		Phone no.:	Remarks:		
GP clinic		A PLUS MEDICAL CLINIC (PETALING JA	(VA) 69, Jalan SS 22/11, Damansara Jaya, 4740					
GP clinic		APPU CLINIC JLN HJ MUHAMMAD	Jalan Menteri, Pekan Sabak Bernam, 45200					

Go to Settings to activate windows.

BILLS

BILLS										
Filter by corporate:						Filter by men	nber's name:			
						Filter by men	Filter by member name			
From date:						To date:				
31/10/2023						31/10/2023				
Claim type:						Payment sta	Payment status:			
All claims ~						Payment status				
Submitted by:										
Choose an option			~							
								Downlo	Baak	
Name	ID no.	Date	Time	Invoice no.	Merchant	Туре	Amount (RM)	Status		
AHMAD BIN ALI	940908095669	17/10/2023	12:36 pm	GFLEXD0001-SE-10-17-1	MENARA DENTAL SURGERY (PETALING JAYA)	Panel	RM220.00	Un-paid	:	
AHMAD BIN ALI	940908095669	17/10/2023	12:25 pm	GFLEX0017-KDC-10-17-36	POLIKLINIK DR HALIMAH (KUALA KETIL 2)	Panel	RM145.00	Un-paid	:	

- 1. For Bills page, you are able to search through all types of claims submitted by our panel providers.
- 2. By using this filter, you may view or download the submitted claims.
- 3. You may also sort the claims into panel claims or non-panel claims.

BILLS

BILLS									
Filter by corporate:						Filter by me	mber's name:		
1						Filter by me	mber name		
From date:						To date:			
31/10/2023						31/10/2022	3		
Claim type:						Payment st	atus:		
All claims			~]			Payment sta	tus		~
Submitted by:									
Choose an option			~						
								Downi	oed Beck
* Name	ID no.	Date	Time	Invoice no.	Merchant	Туре	Amount (RM)	Status	
AHMAD BIN ALI	940908095669	17/10/2023	12:36 pm	GFLEXD0001-SE-10-17-1	MENARA DENTAL SURGERY (PETALING JAYA)	Panel	RM220.00	Un-paid	:
AHMAD BIN ALI	940908095669	17/10/2023	12:25 pm	GFLEX0017-KDC-10-17-36	POLIKLINIK DR HALIMAH (KUALA KETIL 2)	Panel	RM145.00	Un-paid	:
		4. This is	where you can viev	w all the claims once yo	ou've set up				

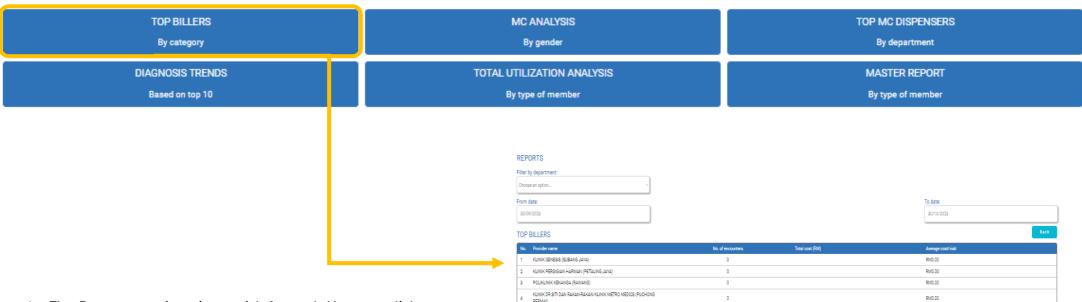
- the filter option.
- 5. For more detailed information, you may click the 3 dots and click View. You will be able to view the full submission of said claim.

INVOICES

CONSOLIDATED INVOICES							
Filter by corporate:		Filter by invoice no.					
		Ŭ.			Search by invoice no.		Ŭ
Filter by year:					Filter by month:		
Filter by year		ĭ			Filter by month		·
							Beck
No. Corporate	Ref. no.	Month	Year	Transactions	Amount	Status	
1	2310-11	October	2023	2	RM365.00	N/A	:
	2. Onc the PDF 3. Plea	btion provided. The you've selected the f bottom of the page. Cl of the consolidated inv use be informed that the 4 th of every month d	ed invoices, you may use t filter, the invoices will appo lick the 3 dots to downloa voices. e invoices will be available ue to the 30-days submi	ear at Id the e after			

REPORT

REPORTS



MEDIBEE CLINIC (CYBERJAYA)

FOCUS POINT (PETALING JAYA)

KLINIK KK VITA

KLINIK PERGIGIAN DAMAI (PUCHONG)

POLIKLINIK DR HALIMAH (KUALA KETIL 2)

KELANA JAYA MEDICAL CENTRE (KELANA JAYA)

- 1. The Report page is quite straightforward. You can click either of 6 options here for analysis & it will bring you to the filter page where you can generate the report by the category provided.
- 2. You then would be able to generate the report through PDF or Excel spreadsheet.
- 3. The report template is customizable, so if you have any specific request for type of report, please reach out to our team for further assistance.

<u>first</u> **<** <u>1</u> 2 3 4 5 6 7 8 9 10 **>** <u>last</u>

RM145.00

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x A

RM0.00

RM0.00

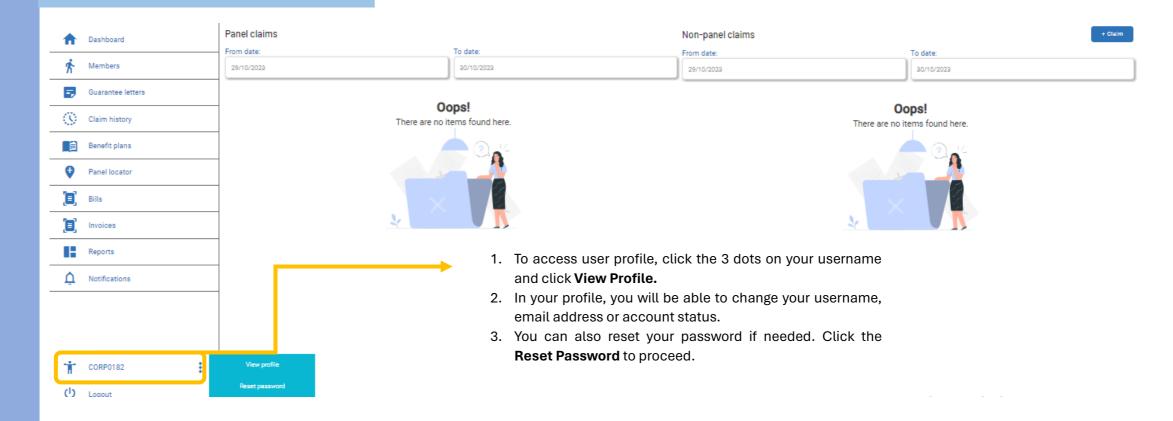
RM72.50

RM0.00

RM0.00

RM0.00

USER PROFILE





- 1. Please be informed this user guide is exhaustive and subject to change from time to time due to system upgrade.
- 2. The new user guide will be provided once the system has been fully operated.
- If you have any further questions or concerns about our system, please feel free to contact us via email at info@gflex.com.my or our contact center at 03-3382 1457.