



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF MANAGEMENT

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE CODE: MOA621S	COURSE NAME: Medical Office Applications 2B
SESSION: November 2019	PAPER: Practical Paper
DURATION: 3 Hours	MARKS: 160

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Lindie Beukes
MODERATOR:	Deoni Olivier

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read questions carefully before answering.3. Make sure your name, surname, question number and the date appear in the Header and Footer.4. Give special attention to the manuscript instructions.5. Print and save all the questions in the folder on your desktop.

PERMISSIBLE MATERIALS

1. Pen, pencil, ruler and eraser

THIS QUESTION PAPER CONSISTS OF 8 PAGES (Including this front page)

Question 1

Marks: 40

Type the following document neatly on A4-Portrait paper. Ensure that you execute all the instructions and that you don't leave out paragraphs.

Use normal margins and the font Arial, font size 12.

PROFESSIONALS

Insert Word Art:
Fill: Black, Text Color 1, Outline White, Background Color 1, Hard Shadow Blue, Accent color 5, Centre

1. Become / Boss without becoming bossy. Any administrative task your boss gets involved in is usually a mess - after all, that's why they're a boss and you're an administrator.

Heading 1

Today's Office Administrators ^{have} opportunity to move up to world class by mastering some simple strategies.

DC

creative

2. Create space and freedom for them to think. Managers need space to plan their next moves and a certain amount of "free time" to think

Heading 1

Don't allow the diary to become so clogged with engagements that become a mechanical robot, hesitant from meeting to meeting without a sense of positive constructive progress.

Cent Bold Italics

Insert Footnote

strategically

3. Empower Yourself 3.1 Apologies afterwards instead of asking permission first. 3.2 Take over the controls of / office. Rather assume he/she wants you

Heading 1

Heading 2

~~to get involved and get it done than sit back waiting for a call to action.~~

Heading 1

4. Behave like a Business Imagine you are an outside consulting firm providing secretarial and administrative assistance on an emergency project basis to your boss.

Bold

List the services you would sell to your boss and then provide them anyway and you will become one.

Insert 1st Reference Website

Modify Headings:
Heading 1 - Normal Calibri, 16 Hanging - 0.5" Spacing Before = 12pt
Heading 2 - Normal, Calibri, 13, 0.5"

Start here on page 2

5. Recognize the Global Technological Tidal Wave and Ride it!

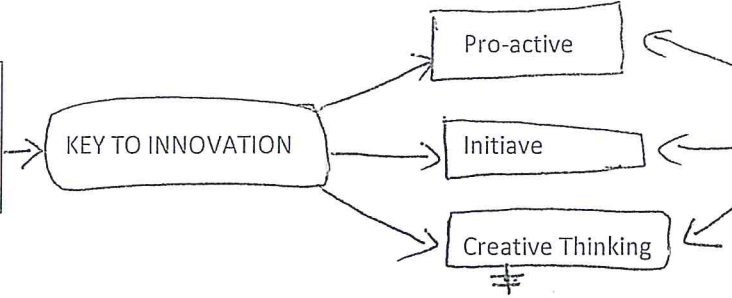
Heading NP 1

DC

As technology replaces human functions in our jobs, we are faced with a serious choice - become the master of technology or it will master you! Learn to integrate cellular, e-mail, network and database solutions. The transition to the 21st Century should be seen as challenging and motivating at the same time.

Insert 2nd Reference Journal Article

Insert Shapes- Oval
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 2 1/4 pt



Insert Shapes- Rectangle
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 2 1/4 pt
Text: Bold, Cent

INSTRUCTIONS

1. DC stands for Drop Caps – please type in 2 lines only.
2. Insert Footnote – “Time is the new currency” (Bold, Italics, 10)
3. Insert Watermark – “Innovation” (Diagonal, u/c, Arial, semi-transparent)

Please insert the following references:

1. Website, Author is Andy Robinson, 2015, Title: Act Like A Business Owner To Advance Your Career. Page: Work It Daily. URL: <https://www.workitdaily.com/business-owner-advance-career>
2. Journal Article, Authors: Bourgeois, D & Bourgeois, D.T. 2015, Title: Networking and Communication, Journal name: Press Books
3. Insert a Table of Content (Automatic Table 2)
4. Insert a Reference List.

Question 2**TOTAL: 30**

Retrieve the Spreadsheet named "Total Revenue" and adhere to the following instructions.

1. Insert a new sheet and copy the sheet of **Namibian Regions**. Rename this new sheet to **Total Revenue**.
2. Delete all the columns except **Region** and add another column for **Total**.
3. Calculate the Total Revenue for both Namibia and South African Regions.
4. Format the table as follows:
 - 4.1 Change the font to Calibri, Font size 12.
 - 4.2 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Calibri.
 - 4.3 Insert All Borders (excluding the Main heading)
 - 4.4 Change the Row Height to 32 pixels.
 - 4.5 Please bold the column headings, insert background colour – White Background 1, Darker 25%.
 - 4.6 Add the currency N\$ to the total column, and two decimals.
 - 4.7 Print only the Total Sales sheet.
5. Copy the sheet **Namibian Regions** to a new sheet and rename it as **Original**.
6. Format the sheet **Original** as follows:
 - 6.1 Change the font to Candara, Font size 12.
 - 6.2 Insert All Borders.
 - 6.3 Change the Row Height to 32 pixels and bold the column headings.
 - 6.4 Add the currency N\$ to the total column, and two decimals.
 - 6.5 Copy the Original sheet to four new sheets and rename it as: **Region**, **Products**, **Revenue**, and **Unit Price** and filter these sheets as follows:
 - 6.5.1 Region – Display only the Erongo Region.
 - 6.5.2 Products - Display only Electronic and Metal.
 - 6.5.3 Revenue – Display all the figures Greater than N\$890.00.
 - 6.5.4 Unit Price – Display only unit price between 55 and 60.
 - 6.7 Make sure you insert the header for each sheet correctly (should be the same as the sheet name with your name in brackets).
 - 6.8 Print all filtered sheets.

Question 3 Marks: 30
 You are the Office Administrator at NUST for the Marketing Department. Please use the Event Marker Template in MS Publisher 2016 to design the following flyer for the upcoming workshop. Use the Tuscony scheme color for the background. This flyer must be informative and attractive with tear-offs.



← Insert NUST Logo in centered position

▶ One day seminar

Font: Copper Black, 10, Black

NUST
Business School

Use word Art: Gradient Fill—Red, Outline, White. Type underneath the Logo

Font: Bodoni MT, 20, Black, Centered

“THE WILL TO WIN.
THE DESIRE TO SUCCEED,
THE URGE TO REACH YOUR FULL POTENTIAL...

THESE ARE THE KEYS THAT WILL UNLOCK THE DOOR TO PERSONAL EXCELLENCE.

Presents ▶ Font: Calibri, 10, Bold, Italics, cent

The X Factor of Excellence } Font: Britannic, Bold, 20, u/c, Black, Move underneath Presents

In this highly rated workshop you will learn:

1. The value of working together with respect for each other’s abilities and responsibilities.
2. How to establish current secretarial capabilities, determine skills levels and development needs.
3. How to determine delegation limits and embark on planned responsibility development.
4. What it means to share a vision for joint success.

Insert Image Centre position: Scroll Vertical big enough for content to fit.

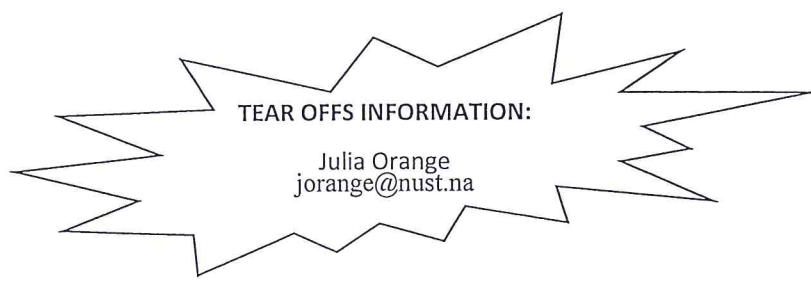
Use bullets and type text in Calibri, 12 . D/S between bullets.

Date: 16 November 2019, Time : 09: 00—13:00,
Venue: Auditorium 1

Typist:
Type information in a text box with no lines in a centered position. Font: Calibri, 10, s/s

Send an email to the detail below to book your seat and confirm your attendance.

Insert on top of the tear offs.



QUESTION 4

MARKS: 60

Start Elixir and log into the General Practice option.

Medical Office Administrators have a very important role to play at any practise. Part of her duties are to keep the patients happy, schedule appointments and work with the accounts. Before scheduling an appointment, the Office Administrator must make sure that the patient is registered on the system. Please register the following patients, do the necessary posting of procedures and medication as well as the payments. Start by setting up the database for the providers.

1. Create the following Service Providers for Otjiwarongo Medical Care.

	A	B	C	D	E	F
1						
2	Provider	Discipline	HPCSA NR	Cellular	Dispensing	Dispensing Registration
3	Dr Selma Geingos	Neurologist	00656568	0812323660	Yes	3692461
4	Dr Kenneth Rooi	Dermatologist	00756569	0812323661	Yes	3602462
5	Dr Xavier Blignaut	Medical Oncologist	00856570	0812323662	Yes	3612463
6						
7						

2. Add the following accounts, resize the columns and remove all the unnecessary headings.

	A	B	C	D	E	F	G	H
1						Medical AID		
2	Surname	First name	ID NR	Postal Address	Town	Scheme	Provider	Email Address
3	Groenewaldt	Meryl	8412120010700	PO Box 288	WINDHOEK	NAMDEB	Dr Selma Geingos	mgroenewaldt@gmail.com.na
4	Jacobs	Jolene	8204280010090	PO Box 144	WINDHOEK	NHP GOLD	Dr Kenneth Rooi	jjacobs@mweb.na
5	Sakaria	Hiskia	7910190010300	Private Bag 21212	WINDHOEK	NMC RUBY	Dr Xavier Blignaut	hsakaria@nust.na
6	Josephs	Titus	7506060010100	PO Box 3636	WINDHOEK	PROSPERITY	Dr Selma Geingos	tjosephs@yahoo.com
7								

3. Add the following medical aid numbers (references) to the existing accounts.

	A	B
1	Account	Medical Aid
2	Number	Number
3	001	500600
4	002	500601
5	003	500603
6	004	500605
7		

4. Insert the following Accounting groups to your Database:
- 4.1 Normal – White
 - 4.2 Deceased - Grey
 - 4.3 Benefits Exceeded – Light Blue
 - 4.4 Handed over – Pink

5. Set up the following **clinics**:
- 5.1 Olympia Clinic
 - 5.2 Kleine Kuppe Clinic
 - 5.3 WHK Private Clinic
6. Please add the following reasons to the **Rejection** list and delete the others.
- 6.1 Insufficient Funds
 - 6.2 Limits Exceeded
 - 6.3 Claim date expired
 - 6.4 Account in arrears
7. From your existing accounts, please add the following dependants on their accounts. Janene Jacobs (001), Date of Birth: 10 October 2010, Medical Aid nr: 500602, Allergies: Cetirizine and Julian Hiskia (011), DOB: 23 July 2008, Med Aid Nr: 500604, Allergies: Atenolol.
8. Please create the following Macros:

Macro	Procedure	Your Code	Description
PAP (101)	Papsmear	0010 Y44G Q5J5 P706	Tarif: Local Anaesthetic Syringe Gloves sterile Tray Dressing
TON (011)	Tonsillectomy	V26V BB8V H312	Voltaren Tray Accessories Tonsilla Tab
Preg (104)	Pregnancy	5104 Y58S BB8U XPB7	Tarif: Ultrasound Gloves Tray Accessories Injection
IMP (102)	Implanon	AD E354 YJ40 1J14	Admin Fee Gloves Linen Saver Needle

9. Post the following Macro's to these patients:
Meryl – PAP101
Jolene – KNEE104
Hiskia – IMP102
Titus – TON011
10. Please create a new practice template called Missed Appointment and type the following details on it.
- 10.1 Use the Mail Merge function and Merge the account of Jolene Jacobs with this letter. Type your student number and name in brackets at the end of the letter and print a copy.

<PATIENTTITLE> <PATIENTFIRSTNAME> <PATIENTSURNAME>
<ADDRESSA>
<ADDRESSB>

Dear <PATIENTTITLE> <PATIENTSURNAME>

Our records indicate that you missed your appointment. Please call our office and we will be happy to schedule another appointment for you. Any time you are unable to keep your appointment, we would appreciate a call in advance from you so that we may cancel your appointment and use the appointment time for another patient.

We are interested in your health care and hope to hear from you soon. If you have any questions, please contact the office at 061-211456.

Yours faithfully

Dr G Stramis

(Student nr and full name)

11. Settle the Payments

Receipt Numbers:

Groenewaldt Meryl - 011

Jacobs Jolene - 012

Sakaria Hiskia - 013

JosephsTitus - 014

12. Print the Daily Transaction Report to verify all the transactions for the day.



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FIRST OPPORTUNITY EXAMINATION MEMORANDUM	
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8. Create the following Macro's:					
Macro	Procedure	Your Code	Description		
PAP (101)	Papsmear	0010 Y44G Q5J5 P706	Tarif: Local Anaesthetic Syringe Gloves sterile Tray Dressing	4	
TON (011)	Tonsillectomy	V26V BB8V H312	Voltaren Tray Accessories Tonsilla Tab	3	
Preg (104)	Pregnancy	5104 Y58S BB8U XPB7	Tarif: Ultrasound Gloves Tray Accessories Injection	4	
IMP (102)	Implanon	AD E354 YJ40 1J14	Admin Fee Gloves Linen Saver Needle	4	
9. Posting, Posting & Payment					
Meryl Groenewaldt – PAP101				1	
Jolene Jacobs – KNEE 104				1	
Titus Josephs – TON011				1	
Hiskia Sakaria – IMP102				1	
10. Merge Letter – Jolene Jacobs				5	

✓ Table of Contents

- 1. Become the Boss without becoming bossy.....2
- 2. Create space and freedom for them to think.....2
- 3. Empower Yourself2
 - 3.1 Apologies afterwards instead of asking permission first.2 ✓
 - 3.2 Take over the controls of the office.2
- 4. Behave like a Business and you will become one.2
- 5. Recognise the Global Technological.....3

2/2
INNOVATION

PROFESSIONALS ✓

✓ Today's Office Administrators have the opportunity to move up to world class by mastering some simple strategies .

1. ✓ Become the Boss without becoming bossy.

Any administrative task your boss gets involved in is usually a mess - after all, that's why they're a boss and you're an administrator.

2. ✓ Create space and freedom for them to think.

Managers need creative space to strategically plan their next moves and a certain amount of "free time" to think¹.

✓ *Don't allow the diary to become so clogged with engagements that become a mechanical robot, stumbling from meeting to meeting without a sense of positive constructive progress.*

3. ✓ Empower Yourself

3.1 ✓ 0.5" Apologies afterwards instead of asking permission first.

3.2 Take over the controls of the office.

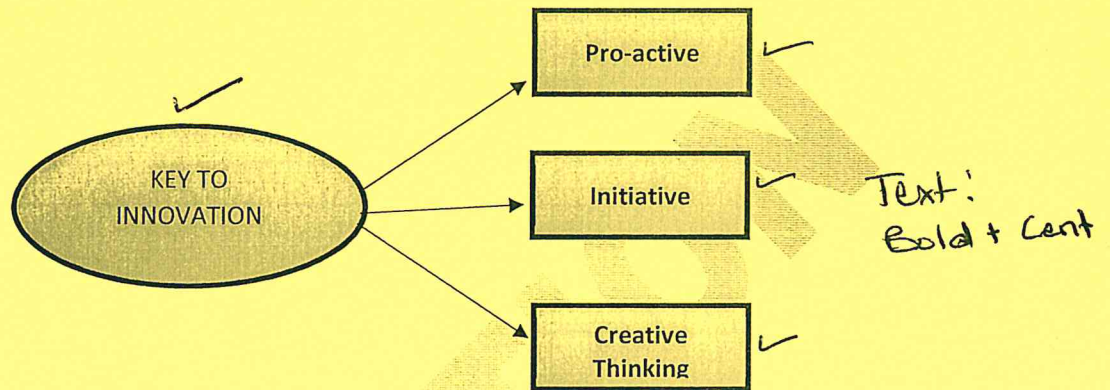
- ✓ 4. Behave like a Business and you will become one.

Imagine you are an outside consulting firm providing secretarial and administrative assistance on an emergency project basis to your boss. List the *services* you would sell to your boss and then provide them anyway (Robinson, 2015).

✓ ¹ Time is the new currency

✓ 5. Recognise the Global Technological

Tidal Wave and Ride it! Learn to integrate cellular, e-mail, network and database solutions (Bourgeois, 2015). The transition to the 21st Century should be seen as challenging and motivating at the same time.



✓ **A**s technology replaces human functions in our jobs, we are faced with a serious choice - become the master of technology or it will master you!

Watermark: ~~Diagonal~~ ✓
 Semi-Transparent ✓
 4/4, Arial ✓

$$\left. \begin{array}{l} D = 25 \\ A = 15 \end{array} \right\} 40$$

✓ References

- ✓ Bourgeois, D. (2015). Networking and Communication. *Press Books*, 82-92.
- ✓ Robinson, A. (2015). Act Like A Business Owner To Advance Your Career. *Work It Daily*. From <https://www.workitdaily.com/business-owner-advance-career>

W
|
W

INNOVATION

TOTAL REVENUE

TOTAL REVENUE

Merge + Centre, 4/c, 16

REGION	TOTAL
Khomas	N\$268.00
Erongo	N\$811.00
Kunene	N\$1,439.00
Omaheke	N\$541.00
Karas	N\$1,204.00
Khomas	N\$1,187.00
Erongo	N\$881.00
Kunene	N\$1,224.00
Omaheke	N\$1,227.00
Karas	N\$562.00
Khomas	N\$343.00
Erongo	N\$668.00
Kunene	N\$777.00
Omaheke	N\$1,106.00
Karas	N\$1,327.00
Khomas	N\$1,006.00
Erongo	N\$1,119.00
Kunene	N\$1,871.00
Omaheke	N\$246.00
Karas	N\$690.00
Khomas	N\$1,356.00
Erongo	N\$1,820.00
Kunene	N\$642.00
Erongo	N\$690.00
Karas	N\$1,332.00

✓ Bold
Background

Font: Calibri, 12 ✓
 Borders ✓
 Row Height - 32 ✓
 N\$ ✓
 Decimals ✓
 Correct Totals ✓

10
10

ORIGINAL

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Khomas	Windhoek	Fruit	N\$123.00	25
Erongo	Swakop	Vegetables	N\$456.00	23
Kunene	Opuwo	Electronics	N\$789.00	60
Omaheke	Gobabis	Wooden	N\$321.00	65
Karas	Keetmanshoop	Iron	N\$654.00	45
Khomas	Windhoek	Fruit	N\$987.00	25
Erongo	Walvisbay	Diamonds	N\$231.00	80
Kunene	Opuwo	Electronics	N\$564.00	60
Omaheke	Gobabis	Wooden	N\$897.00	65
Karas	Karasburg	Iron	N\$112.00	45
Khomas	Windhoek	Fruit	N\$223.00	25
Erongo	Swakopmund	Vegetables	N\$334.00	23
Kunene	Otjo	Metal	N\$445.00	55
Omaheke	Gobabis	Wooden	N\$556.00	65
Karas	Keetmanshoop	Iron	N\$667.00	45
Khomas	Windhoek	Fruit	N\$778.00	25
Erongo	Swakopmund	Vegetables	N\$889.00	23
Kunene	Otjo	Metal	N\$991.00	55
Omaheke	Gobabis	Wooden	N\$123.00	65
Karas	Karasburg	Iron	N\$345.00	45
Khomas	Windhoek	Fruit	N\$678.00	25
Erongo	Walvisbay	Diamonds	N\$910.00	80
Kunene	Opuwo	Metal	N\$321.00	55
Erongo	Swakopmund	Vegetables	N\$345.00	23
Karas	Keetmanshoop	Iron	N\$876.00	45

NO MARKS

REGION

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Erongo ✓	Swakop	Vegetables	N\$456	23
Erongo ✓	Walvisbay	Diamonds	N\$231	80
Erongo ✓	Swakopmund	Vegetables	N\$334	23
Erongo ✓	Swakopmund	Vegetables	N\$889	23
Erongo ✓	Walvisbay	Diamonds	N\$910	80
Erongo ✓	Swakopmund	Vegetables	N\$345	23

Region: Erongo

6
—
6

PRODUCTS

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Kunene	Opuwo	Electronics ✓	N\$789	60
Kunene	Opuwo	Electronics ✓	N\$564	60
Kunene	Otjo	Metal ✓	N\$445	55
Kunene	Otjo	Metal ✓	N\$991	55
Kunene	Opuwo	Metal ✓	N\$321	55

Electronic & Metal

515

REVENUE

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Khomas	Windhoek	Fruit	N\$987.00 ✓	25
Omaheke	Gobabis	Wooden	N\$897.00 ✓	65
Kunene	Otjo	Metal	N\$991.00 ✓	55
Erongo	Walvisbay	Diamonds	N\$910.00 ✓	80

Greater than N\$890.00

4
—
4

UNIT PRICE

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Kunene	Opuwo	Electronics	789	60 ✓
Kunene	Opuwo	Electronics	564	60 ✓
Kunene	Otjo	Metal	445	55 ✓
Kunene	Otjo	Metal	991	55 ✓
Kunene	Opuwo	Metal	321	55 ✓

Between 55 and 60

513



▶ ONE DAY SEMINAR

✓ cent
✓ size

NUST BUSINESS SCHOOL

✓ position

✓ WA

PRESENTS

THE X FACTOR OF EXCELLENCE

✓ position

✓ Font, size 20

In this highly rated workshop you will learn:

- The value of working together with respect for each other's abilities and responsibilities.
- How to establish current secretarial capabilities, determine skills levels and development needs.
- How to determine delegation limits and embark on planned responsibility development.
- What it means to share a vision for joint success.

✓ scroll

✓ A/S

✓ bullets

“THE WILL TO WIN,
THE DESIRE TO SUCCEED,
THE URGE TO REACH YOUR FULL POTENTIAL...”

✓ Background color
TUSCOM

THESE ARE THE KEYS THAT WILL UNLOCK THE DOOR TO PERSONAL EXCELLENCE

✓ Font 20
cent

Layout ✓

✓ Date: 16 November 2019

Time : 09:00—13:00

Venue: Auditorium 1

D = 20 } 30
A = 10

✓ Send an email to the detail below to book your seat and confirm your attendance.

Julia Orange
jorange@nust.na

Julia Orange
jorange@nust.na

Julia Orange
jorange@nust.na

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✓ Tear off ✓

ELIXIR- MEMORANDUM

FIRST OPPORTUNITY (November 2019)

Question 1

Account groups | Clinics | Colleagues | Laboratories | Medical fund groups | NUSQL mapping | Postal codes | Providers | Rejection | Suspension | Templates | Supplier | Network Groups

Service providers in practice

System name	Title	Initials	First name	Surname	Discipline	Dispensing	Religion	Dispenses
DR SELMA GEINGOS	DR	S	SELMA	GEINGOS	NEUROLOGIST	3692461	CHRISTIAN	Y
DR KENNETH ROOI	DR	K	KENNETH	ROOI	DERMATOLOGIST	3602462	CHRISTIAN	Y
DR XAVIER BLIGNAUT	DR	X	XAVIER	BLIGNAUT	MEDICAL ONCOLOGIST	3612463	CHRISTIAN	Y

Question 2 & 3

Elixir accounts

Actions | Credit control notes | Dependents | Transactions | Estimates | Clinical (Ctrl-L) | Dependent search (Ctrl+F3) | Post (Ct

Query: All | Locate:

Account	Title	Initial(s)	Name	Surname	Medical fund	Fund reference	National IDN
GRO0001	MR	M	MERYL	GROENEWALDT	NAMDEB	500600	8412120010700
JAC0001	MR	J	JOLENE	JACOBS	NHP GOLD	500601	8204280010090
JOS0001	MR	T	TITUS	JOSEPHS	PROSPERITY	500605	7506060010100
SAK0001	MR	H	HISKIA	SAKARIA	NMC RUBY	500603	7910190010300

Question 4 – Account Groups

Elixir practice properties

Account groups | Clinics | Colleagues | Laboratories | Medical fun

Account groups

Group name	Colour
A NORMAL ACCOUNT	
BENEFITS EXCEEDED	
DECEASED	
HANDED OVER	

Question 5 - Clinics

Account groups | Clinics | c

Clinics

Clinic
CONSULTING ROOMS
OLYMPIA CLINIC
KLEINE KUPPE CLINIC
WHK PRIVATE CLINIC

Question 6 – Rejections

Account groups | Clinics | Colleagues | Labr

Reasons used for rejections

Reason
ACCOUNT IN ARREARS
CLAIM DATE EXPIRED
INSUFFICIENT FUNDS
LIMITS EXCEEDED

Question 7 – Dependents

Account

JAC0001 / MR.J.JACOBS [NHP GOLD: 500601]

Clinical | Referrals | Estimates | Alerts | Voice record | Eligibility info | Recalls

Dependents

File	Title	Initial(s)	First name	Surname	Indicators	Date of birth
	MR	J	JOLENE	JACOBS	♂	28/04/1982
	MISS	J	JANENE	JACOBS	♀	10/10/2010

Dependant name

JANENE JACOBS [JAC0001]

Alerts & medical conditions

Dated	Condition
07/10/2019	CETIRIZINE

Account
SAK0001 / MR.H.SAKARIA [NMC RUBY: 500603]

Clinical Referrals Estimates Alerts Voice record Eligibility info Recalls

Dependents

File	Title	Initial(s)	First name	Surname	Indicators	Date of birth
	MR	H	HISKIA	SAKARIA	♂	19/10/1979
	MR	J	JULIAN	SAKARIA	♂	23/07/2008

Dependant name
JULIAN SAKARIA [SAK0001]

Alerts & medical conditions

Dated	Condition
07/10/2019	AMOXICILLIN

Question 8 – Macros

PAPSMEAR – PAP101

TONSILLECTOMY – TON011

Master macro
PAPSMEAR

Macro components

Your code	Description
Y44G	SYRINGE WITHOUT NEEDLE SNG 5MLVA
Q5J5	GLOVES EXAMINATION NON STERILE C:
P706	TRAY SUCTION DRESSING CSM LRGTR:
0010	A fee for a local anaesthetic administere

Master macro
TONSELLECTOMY

Macro components

Your code	Description
V26V	VOLTAREN ACTI-GO SOFT GEL CAP 25
BB8V	TRAY ACCESSORY STERILE PORT CSM F
H312	TONSILLA TAB

PREGNANCY – PREG104

IMPANON – IMP102

Master macro
PREGNANCY

Macro components

Your code	Description
5104	Ultrasound in pregnancy, multiple gestat
Y58S	GLOVES ALL SIZES SURGICAL P/F CSM
BB8U	TRAY ACCESSORY STERILE CSM PORT
XPB7	INJECTION MONOVISC IMP 2MG/ML

Master macro
IMPLANON

Macro components

Your code	Description
AD	ADMIN FEE
E354	GLOVES VASCO EXAM ALL SIZES CSM
YJ40	LINEN SAVER BED 740X380 4PLY CSM
1J14	NEEDLE 18G BD NOKOR ADMIX PINK ND

Question 9 – Posting

Meryl –

Account name: MR.M.GROENEWALDT / GRO0001

Medical scheme: NAMDEB

Default pay. arr: None (NHRPL)

Total: 16.07
 Payment arrangement: NHRPL (INTERNAL)
 A NORMAL ACCOUNT
 +A% Rounding Tax rate
 0.00 0.01 VAT 0%

Procedural entries

Dated	Your code	Units	Description	Dependent	Provider	Amount	Value	Patient due
07/10/2019	0201	1	SYRINGE WITHOUT NEEDLE SNG SMLYN00503	MERYL: 12/12/19...	DR KENNETH ROOI	\$0.37	\$0.37	\$0.00
07/10/2019	0201	1	GLOVES EXAMINATION NON STERILE CSM GM030...	MERYL: 12/12/19...	DR KENNETH ROOI	\$1.41	\$1.41	\$0.00
07/10/2019	0201	1	TRAY SUCTION DRESSING CSM LRGTRAYAN3000	MERYL: 12/12/19...	DR KENNETH ROOI	\$14.29	\$14.29	\$0.00
07/10/2019	0010	1	A fee for a local anaesthetic administered by th	MERYL: 12/12/19...	DR KENNETH ROOI	\$0.00	\$0.00	\$0.00

Jolene

Account name: MR.J.JACOBS / JAC0001

Medical scheme: NHP GOLD

Default pay. arr: None (NHRPL)

Total: 2150.64
 Payment arrangement: NHRPL (INTERNAL)
 A NORMAL ACCOUNT
 +A% Rounding Tax rate
 0.00 0.01 VAT 0%

Procedural entries

Dated	Your code	Units	Description	Dependent	Provider	Amount	Value	Patient due
07/10/2019	5104	1	Ultrasound in pregnancy, multiple gestation, af	JANENE: 10/10/2...	DR KENNETH ROOI	\$0.00	\$0.00	\$0.00
07/10/2019	0201	1	GLOVES ALL SIZES SURGICAL PF CSM SATNSPF60	JANENE: 10/10/2...	DR KENNETH ROOI	\$32.40	\$32.40	\$0.00
07/10/2019	0201	1	TRAY ACCESSORY STERILE CSM PORTRAY1	JANENE: 10/10/2...	DR KENNETH ROOI	\$25.73	\$25.73	\$0.00
07/10/2019	0201	1	INJECTION MONOVISC IMP 2MGML	JANENE: 10/10/2...	DR KENNETH ROOI	\$2,092.51	\$2,092.51	\$0.00

Titus

Account name: MR.T.JOSEPHS / JOS0001

Medical scheme: PROSPERITY

Default pay. arr: None (NHRPL)

Total: 59.62
 Payment arrangement: NHRPL (INTERNAL)
 A NORMAL ACCOUNT
 +A% Rounding Tax rate
 0.00 0.01 VAT 0%

Procedural entries

Dated	Your code	Units	Description	Dependent	Provider	Amount	Value	Patient due
07/10/2019	0201	1	VOLTAREN ACTI-GO SOFT GEL CAP 25MG	TITUS: 06/06/1975	DR KENNETH ROOI	\$2.72	\$2.72	\$0.00
07/10/2019	0201	1	TRAY ACCESSORY STERILE PORT CSM PORTRAY2	TITUS: 06/06/1975	DR KENNETH ROOI	\$55.94	\$55.94	\$0.00
07/10/2019	0201	1	TONSILLA TAB	TITUS: 06/06/1975	DR KENNETH ROOI	\$0.96	\$0.96	\$0.00

Hiskia

Account name: MR.H.SAKARIA / SAK0001

Medical scheme: NMC RUBY

Default pay. arr: None (NHRPL)

Total

42.63

Payment arrangement

NHRPL (INTERNAL)

A NORMAL ACCOUNT

+%

Rounding

Tax rate

0.00

0.01

VAT 0%

Procedural entries

Dated	Your code	Units	Description	Dependent	Provider	Amount	Value	Patient due
07/10/2019	AD	1	ADMIN FEE	HISKIA: 19/10/1979	DR XAVIER BLIGNA...	\$30.00	\$30.00	\$30.00
07/10/2019	0201	1	GLOVES VASCO EXAM ALL SIZES CSM ALL SIZES...	HISKIA: 19/10/1979	DR XAVIER BLIGNA...	\$1.85	\$1.85	\$0.00
07/10/2019	0201	1	LINEN SAVER BED 740X380 4PLY CSM CO31503	HISKIA: 19/10/1979	DR XAVIER BLIGNA...	\$2.68	\$2.68	\$0.00
07/10/2019	0201	1	NEEDLE 18G BD NOKOR ADMIX PINK NDL VVN300779	HISKIA: 19/10/1979	DR XAVIER BLIGNA...	\$8.10	\$8.10	\$0.00

Question 10 – Mail Merge Letter

✓ MISS JANENE JACOBS
PO BOX 144
WINDHOEK

✓ Dear MISS JACOBS

✓ Our records indicate that you missed your appointment. Please call our office and we will be happy to schedule another appointment for you. Any time you are unable to keep your appointment, we would appreciate a call in advance from you so that we may cancel your appointment and use the appointment time for another patient.

✓ We are interested in your health care and hope to hear from you soon. If you have any questions, please contact the office at 061-211456.

✓ Yours faithfully

✱

✓ Dr G Stramis

(Student nr and full name)

D = 6 7 10
A = 4 5

Question 11 - Payments

Payment details		Allocation		Analysis	
Select:	Additional	Allocated:	\$2150.64	Amount due:	\$2150.64
Amount:	\$2,150.64	Remainder:	\$0.00	Unallocated:	\$0.00
Date:	07/10/2019	Due analysis		Current:	\$2150.64
Type:	P-CASH	Patient due:	\$0.00	30 days:	\$0.00
Document:	012	Medical due:	\$2150.64	60 days:	\$0.00
				90 end over:	\$0.00

Date	Your code	Units	Description	Medical liable	Now payment	Patient liable	Amount	Due	Prior
07/10/2019	0201	1	GLOVES ALL SIZES SURGICAL P/F CSM SATNSPF60	\$32.40	\$32.40	\$0.00	\$32.40	\$32.40	\$0
07/10/2019	0201	1	TRAY ACCESSORY STERILE CSM PORTRAY1	\$25.73	\$25.73	\$0.00	\$25.73	\$25.73	\$0
07/10/2019	0201	1	INJECTION MONOVISC IMP 2MG/ML	\$2,092.51	\$2,092.51	\$0.00	\$2,092.51	\$2,092.51	\$0

Payment details		Allocation		Analysis	
Select:	Additional	Allocated:	\$0.00	Amount due:	\$59.62
Amount:	\$59.62	Remainder:	\$59.62	Unallocated:	\$0.00
Date:	07/10/2019	Due analysis		Current:	\$59.62
Type:	P-CASH	Patient due:	\$0.00	30 days:	\$0.00
Document:	014	Medical due:	\$59.62	60 days:	\$0.00
				90 and over:	\$0.00

Date	Your code	Units	Description	Medical liable	Now payment	Patient liable	Amount	Due	Prior
07/10/2019	0201	1	VOLTAREN ACTI-GO SOFT GEL CAP 25MG	\$2.72	\$0.00	\$0.00	\$2.72	\$2.72	\$0
07/10/2019	0201	1	TRAY ACCESSORY STERILE PORT CSM PORTRAY2	\$55.94	\$0.00	\$0.00	\$55.94	\$55.94	\$0
07/10/2019	0201	1	TONSILLA TAB	\$0.96	\$0.00	\$0.00	\$0.96	\$0.96	\$0

Elixir credit entry for account: SAK0001 / MR.H.SAKARIA [Medical: NMC RUBY / 500603]

Payment details		Allocation		Analysis	
Select:	Additional	Allocated:	\$0.00	Amount due:	\$42.63
Amount:	\$42.63	Remainder:	\$42.63	Unallocated:	\$0.00
Date:	07/10/2019	Due analysis		Current:	\$42.63
Type:	P-CASH	Patient due:	\$30.00	30 days:	\$0.00
Document:	013	Medical due:	\$12.63	60 days:	\$0.00
				90 and over:	\$0.00

Date	Your code	Units	Description	Medical liable	Now payment	Patient liable	Amount	Due	Prior
07/10/2019	AD	1	ADMIN FEE	\$0.00	\$0.00	\$30.00	\$30.00	\$30.00	\$0
07/10/2019	0201	1	GLOVES VASCO EXAM ALL SIZES CSM ALL SIZES6067:	\$1.85	\$0.00	\$0.00	\$1.85	\$1.85	\$0
07/10/2019	0201	1	LINEN SAVER BED 740X380 4PLY CSM CO31503	\$2.68	\$0.00	\$0.00	\$2.68	\$2.68	\$0
07/10/2019	0201	1	NEEDLE 18G BD NOKOR ADMIX PINK NDL WN300779	\$8.10	\$0.00	\$0.00	\$8.10	\$8.10	\$0

QUESTION 12 – Reports

**NUST MEDICAL PRACTICE - DR A NEW DOCTOR
DAILY TRANSACTION AUDIT REPORT**

DATASET: NUST	TARIFF: ALL
PROVIDER: EVERYONE	MEDICAL FUND: ALL
CLINIC: ALL	LEDGER: ALL
DATE PRINTED: 07/10/2019	REPORT NUMBER: 1

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DATE	DETAILS	DEPENDENT/RECEIPT	ACCOUNT	YOUR CODE	DEBITS	CREDITS	UNITS
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PROVIDER: DR KENNETH ROOI

<i>Action date:</i>							
07/10/2019	GROENEWALDT,M MR	MERYL: 12/12/1984	GRO0001	0201 TRAY SUCTION DRESSING CSM LF	\$14.29	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	GROENEWALDT,M MR	MERYL: 12/12/1984	GRO0001	0010	\$0.00	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	GROENEWALDT,M MR	MERYL: 12/12/1984	GRO0001	0201 GLOVES EXAMINATION NON STERI	\$1.41	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	GROENEWALDT,M MR	011	GRO0001	P-CASH	\$0.00	-\$16.07	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	GROENEWALDT,M MR	MERYL: 12/12/1984	GRO0001	0201 SYRINGE WITHOUT NEEDLE SNG	\$0.37	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
	<i>PATIENT TOTAL:</i>				\$16.07		
07/10/2019	JACOBS,J MR	JANENE: 10/10/2010	JAC0001	0201 TRAY ACCESSORY STERILE CSM f	\$25.73	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JACOBS,J MR	012	JAC0001	P-CASH	\$0.00	-\$2,150.84	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JACOBS,J MR	JANENE: 10/10/2010	JAC0001	0201 INJECTION MONOVISC IMP 2MG/ML	\$2,092.51	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JACOBS,J MR	JANENE: 10/10/2010	JAC0001	0201 GLOVES ALL SIZES SURGICAL P/F	\$32.40	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JACOBS,J MR	JANENE: 10/10/2010	JAC0001	5104	\$0.00	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
	<i>PATIENT TOTAL:</i>				\$2,150.64		
07/10/2019	JOSEPHS,T MR	TITUS: 06/06/1975	JOS0001	0201 TONSILLATAB	\$0.96	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JOSEPHS,T MR	014	JOS0001	P-CASH	\$0.00	-\$59.62	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JOSEPHS,T MR	TITUS: 06/06/1975	JOS0001	0201 TRAY ACCESSORY STERILE PORT C	\$55.94	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
07/10/2019	JOSEPHS,T MR	TITUS: 06/06/1975	JOS0001	0201 VOLTAREN ACTI-GO SOFT GEL CAF	\$2.72	\$0.00	1
	EDI Date: , EDI Status: Clear, EDI reference:						
	<i>PATIENT TOTAL:</i>				\$59.62		
	<i>DAY TOTAL:</i>				\$2,226.33	-\$2,226.33	
	<i>DAY TOTAL:</i>				\$2,226.33	-\$2,226.33	
	<i>PROVIDER TOTAL:</i>				\$2,226.33	-\$2,226.33	

**NUST MEDICAL PRACTICE - DR A NEW DOCTOR
DAILY TRANSACTION AUDIT REPORT**

DATASET: NUST
PROVIDER: EVERYONE
CLINIC: ALL
DATE PRINTED: 07/10/2019

TARIFF: ALL
MEDICAL FUND: ALL
LEDGER: ALL
REPORT NUMBER : 2

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DATE	DETAILS	DEPENDENT/RECEIPT	ACCOUNT	YOUR CODE	DEBITS	CREDITS	UNITS
PROVIDER:	DR XAVIER BLIGNAUT						

Action date:

07/10/2019	SAKARIA, H MR EDI Date: , EDI Status: Clear, EDI reference:	013	SAK0001	P-CASH	\$0.00	-\$42.63	1
07/10/2019	SAKARIA, H MR EDI Date: , EDI Status: Clear, EDI reference:	HISKIA: 19/10/1979	SAK0001	0201 LINEN SAVER BED 740X380 4PLY CSM	\$2.68	\$0.00	1
07/10/2019	SAKARIA, H MR EDI Date: , EDI Status: Clear, EDI reference:	HISKIA: 19/10/1979	SAK0001	0201 NEEDLE 18G BD NOKOR ADMIX PINK NT	\$8.10	\$0.00	1
07/10/2019	SAKARIA, H MR EDI Date: , EDI Status: Clear, EDI reference:	HISKIA: 19/10/1979	SAK0001	0201 GLOVES VASCO EXAM ALL SIZES CSI	\$1.85	\$0.00	1
07/10/2019	SAKARIA, H MR EDI Date: , EDI Status: Clear, EDI reference:	HISKIA: 19/10/1979	SAK0001	AD	\$30.00	\$0.00	1

PATIENT TOTAL: \$42.63
DAY TOTAL: \$42.63
DAY TOTAL: \$42.63
PROVIDER TOTAL: \$42.63