



**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: January 2020	PAPER: Practical Paper
DURATION: 3 Hours	MARKS: 160

SECOND OPPORTUNITY/SUPPLEMENTARY 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 5 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.

Insert - M
Online picture



Make It Work for You!!

Heading 1 - Normal, Black, 16,
Set margins correct.

Heading 2 - Normal, Black, 13

AC

Another key to success in / workplace is teamwork. Do not only accept diversity in teams. Make it work for you! ← Insert Reference: Journal Article.

→ Insert Footnote

2. Create development opportunities. Make every opportunity work for you. If your workplace does not create development opportunities, do not sit back and complain,

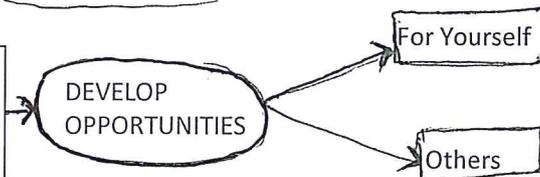
Heading:

but create them! 1. Teamwork. Take from diversity, the best from each person's personality and style and blend them together into one massive, unanimous symphony with you as the conductor. Play the "instrument" so that the sounds will excite the people around you. the presence of

Heading 1

4/4, Bold

Insert Shapes- Cloud
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 1pt
Text: Calibri Body 11, Bold



Insert Shapes- Oval
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 1 pt
Text: Calibri Body 11, Bold

Part of developing your job is to allow the skills and the tools you have, to work for you. Not only that, also continuously re-skill and re-equip yourself!

Cent, Bold
Italics.

and deal with

3. Accept the challenges. If you are easily intimidated, the work environment of today is not for you. Teach yourself to take risks by embracing challenging situations.

→ Heading 1

scared

That will enable you to confront the unknown by way of choice.

3.1 Be an agent of change. Do not be afraid of doing things differently

→ Heading 2

- in trying a different approach lies unexpected and wonderful opportunities.

3.2 Believe in yourself Believe in yourself and the influence you can make. Do not be afraid of criticism as this will only inhibit your creativity.

Healing 2

This means that you will be the one who will simultaneously use human resources and new applications of information technology and totally re-design the working environment.

De
Do

Do not be complacent and accept your role as the collector and distributor of information. Become part of the decision-making team. Remember, the above approach will require you to leave your comfort zone. → Insert Reference: Book

Sp.

INSTRUCTIONS

1. DC stands for Drop Caps – please type in 2 lines only.
2. Insert Footnote – “Make it work for you!” (Arial, 10, Bold, Italics)
3. Insert Watermark – “Accept the Challenge” (Diagonal, u/c, Arial, semi-transparent)

Please insert the following references:

1. Journal Article, Author is Susan M Heathfield, 2015, Title: 10 Tips for Better Teamwork. Journal Name: Work It Daily. Pages 92-99, URL: <https://www.thebalancecareers.com/tips-for-better-teamwork-1919225>
2. Book, Author: Mike Kappel, 2018, Title: How To Encourage Employee Involvement In Decision Making, City: Cape Town, Zebra Press
3. Insert a Table of Content (Automatic Table 2)
4. Insert a Reference List.

Question 2**TOTAL: 30**

Retrieve the Spreadsheet named “Luxuries Food Market” and adhere to the following instructions.

1. Insert a new sheet and copy the sheet of **Purchases Online for May** into it. Rename this new sheet to **Total Purchases**.
2. Delete all the columns except **Product** and add another column for **Total Purchases**.
3. Calculate the Total Sales for both April and May.
4. Format the table as follows:
 - 4.1 Change the font to Candara, Font size 12.
 - 4.2 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Candara
 - 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 Purchase sheet.
5. Copy the sheet **April Purchases** 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 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Candara.
 - 6.3 Insert All Borders (excluding the Main headings).
 - 6.4 Change the Row Height to 32 pixels and bold the column headings. Insert background colour – White Background 1, Darker 25%
 - 6.5 Add the currency N\$ to the total column, and two decimals.
 - 6.6 Copy the Original sheet to three new sheets and rename it as: **Quantity, Category, Shop** and **Price** and filter these sheets as follows:
 - 6.6.1 Quantity – Display only the quantities greater than 30 .
 - 6.6.2 Category – Display only Muti Portion .
 - 6.6.3 Shop – Display only Hartliefs, and Choc Factory .
 - 6.6.4 Price – Display only quantities between 220 and 320 .
 - 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 Minolta Namibia for the Marketing Department. Please use the Spring Event Flyer Template in MS Publisher 2016 to design the following flyer for the upcoming workshop. This flyer must be informative

Konica Minolta Namibia → Bodoni MT, 16, Bold, Cent

presents → Bodoni MT, 12

Best-ever Productivity Spring Workshop → Bodoni MT, 14, Bold, Cent

to introduce the latest multifunctional printers on offer including various products to assist you with seamless office automation systems. → Bodoni MT, 12, Bold, Cent

1 September 2019
Nampower Convention
Luther Street
Windhoek

Font: Bell MT, 16, Bold, Cent

Spring

What you get:

- 1. Colour office systems
- 2. Black and white office systems
- 3. Production printers
- 4. Cloud and mobile printing
- 5. Document capture and distribution
- 6. Marketplace
- 7. Print automation
- 8. Web to print

Please type content above in chronological order and change numbers to bullets, font Arial, 8, s/s, cent position.



N\$250-00

Please insert the image :
Rectangle Folder Corner
Text: Book Antiqua, 10,
Bold, Cent

Please send us an email to
confirm your attendance.
Ruth.nampower@gmail.com

Due date for payments
20 August 2019

Please insert the image :
Explosion 14 points
Text: Book Antiqua, 9, Bold



Insert Online picture from
Bing Research and
resize to fit
space.

Insert Online picture from
Bing Research and resize to
fit space.

Font: Book Antiqua, 8

Sponsored by:



KONICA MINOLTA

Don't Get Mad. Get Smart Get a Minolta

Font: Calibri, 6

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 Omaheke Private Clinic.

	A	B	C	D	E	F
1						
2	Provider	Discipline	HPCSA NR	Cellular	Dispensing	Dispensing Registration
3	Dr Willie Greenwood	General Practitioner	00656568	0812323561	Yes	4562461
4	Dr Sally Steyn	Paediatric Surgeon	00756569	0812323562	Yes	4572462
5	Dr Herman Hebach	Orthoptist	00856570	0812323563	Yes	4582463
6						

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

	A	B	C	D	E	F	G	H	I
1	Account						Medical AID		
2	Numbers	Surname	First name	ID Nrs	Postal Address	Town	Scheme	Provider	E-mails
3	JAN0001	Jantjies	Jacques	6401010010700	PO Box 144	WINDHOEK	NMC Ruby	Dr Willie Greenwood	jjantjies@gmail.com
4	MWA0001	Mwandi	Felicia	7018120010700	PO Box 911	SWAKOPMUND	NAMDEB	Dr Sally Steyn	fmwandi@iway.com.na
5	GER0001	Tjombe	Gerald	7816100010700	PO Box 755	OHANGWENA	NMC Diamond	Dr Herman Hebach	gtjombe@iafrica.com.na
6									

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

	A	B
1	Account	Medical Aid
2	Number	Number
3	JAN0001	700132
4	MWA0001	700134
5	GER0001	700136
6		

4. Insert the following Accounting groups to your Database:

- 4.1 Normal – White
- 4.2 Exceeding Benefits – Orange
- 4.3 Overdue Payment – Blue

5. Set up the following clinics:

- 5.1 Gobabis Clinic
- 5.2 Lady Pohamba Clinic
- 5.3 Omaheke Private Clinic

6. Please add the following reasons to the **Rejection** list and delete the others.
 - 6.1 Insufficient Funds
 - 6.2 Deceased
 - 6.3 Claim date expired
 - 6.4 Account in arrears

7. From your existing accounts add the following dependants on their accounts. Jason Mwandu (001), Date of Birth: 12 June 2009, Medical Aid nr: 700135, Allergies: Cetirizine and Rosy Gertze (011), DOB: 11 March 2011, Med Aid Nr: 700137, Allergies: Atenolol

8. Please create the following Macros:

Macro	Procedure	Your Code	Description
APEN (101)	Appendix	6216 0S68 7LUL7 P706	Abdomen Suture Vycryl Sut Abdominal Postop Tray Dressing
Preg (011)	Pregnancy	55104 0814 BB8V PA72	Ultrasound Aspen Tray Accessories Panado
Sur (104)	Foot Surgery	XP87 E354 YJ43 1J15	Injection Gloves Linen Saver Needle

9. Post the following Macro's to these patients:
 Jacques – APEN101
 Felicia – PREG011
 Gerald – SUR102

10. Settle the Payments
Receipt Numbers:
 Jacques – 0012
 Felicia – 0013
 Gerald – 0011

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



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1. Pen, pencil, ruler and eraser

THIS QUESTION PAPER CONSISTS OF ²¹~~19~~ PAGES (Including this front page)

8. Create the following Macro's:					
Macro	Procedure	Your Code	Description		
APEN (101)	Appendix	0101 5DQ8 7LUL7 P706	Consultation Suture Vycryl Sut Abdominal Postop Tray Dressing	4	
Preg (011)	Pregnancy	0101 8PH1 0202 0887	Consultation Aspen Cetriaxone Setting of Sterile Tray Limb Cast	4	
Foot (104)	Foot Surgery	0101 3627 XP87	Consultation Ultrasound Injection	3	
Cut (102)	Cut	0101 E354 YJ40 1J14	Consultation Gloves Linen Saver Needle	4	
9. Posting & Payments					
Jacques Jantjies – APEN101				3	
Felicia Mwandu – PREG011				3	
Gerald Gertze – CUT102				3	
11. Reports:				1	
Jacques Jantjies – APEN101				1	
Felicia Mwandu – PREG011				1	
Gerald Gertze – CUT102				1	

✓ Table of Contents

1. Teamwork.....2

2. Create development opportunities.....2

3. Accept the challenges.....2 ✓

3.1 Be an agent of change.....3

3.2 Believe in yourself3

2
/
2

ACCEPT THE CHALLENGE

$$\begin{matrix} D = 25 \\ A = 15 \end{matrix} \} 40$$



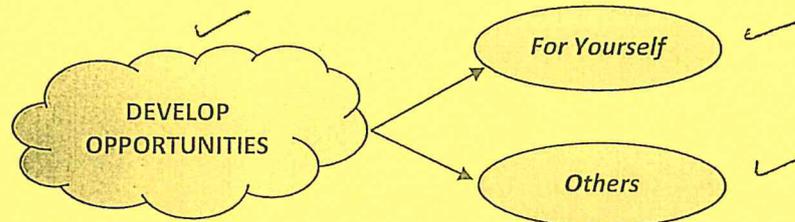
✓ **A**nother key to success in the workplace is teamwork¹. Do not only accept diversity in teams. Make it work for you! (Heathfield, 2019).

✓ 1. Teamwork

Take from the presence of diversity the best from each person's personality and style and blend them together into one enormous, unanimous symphony with **YOU** as the conductor. Play the "instrument" so that the sounds will excite the people around you.

✓ 2. Create development opportunities

Make every opportunity work for you. If your workplace does not create development opportunities, do not sit back and complain, but create them!



Text: Calibri, 11
Bold

✓ *Part of developing your job is to allow the skills and the tools you have, to work for you. Not only that, also continuously re-skill and re-tool yourself!*

✓ 3. Accept the challenges

If you are easily intimidated, the work environment of today is not for you. Teach yourself to take risks by embracing challenging situations. That will enable you to confront and deal with the unknown by way of choice.

✓ ¹ *Make it work for you!*

3.1 ✓ Be an agent of change

Do not be afraid of doing things differently – in trying a different approach lies unexpected and wonderful opportunities.

3.2 ✓ Believe in yourself

Believe in yourself and the contribution you can make. Do not be afraid of criticism as this will only inhibit your creativity.

✓ Do not be complacent and accept your role as the collector and distributor of information. Become part of the decision-making team. Remember, the above approach will require you to leave your comfort zone (Kappel, 2018).

ACCEPT THE CHALLENGE

Watermark: Diagonal ✓
Semi-transparent ✓
Arial, u/c ✓

Line spacing ✓

$\Delta = 20$

$A = 15$

✓ References

✓ Heathfield, S. M. (2019). *10 Tips for Better Teamwork*. From The Balance Careers:
<https://www.thebalancecareers.com/tips-for-better-teamwork-1919225>

✓ Kappel, M. (2018). *How To Encourage Employee Involvement In Decision Making*. Cape Town: Zebra Press.

WIN

ACCEPT THE CHALLENGE

TOTAL PURCHASES

Background

TOTAL PURCHASES

Merge + Centre, u/c, 16

u/c, Bold

PRODUCT	TOTAL
Cod Fillets	N\$420.00
Turkish Delight	N\$110.00
Burgers 40gr	N\$510.00
Salmon Fillets Skinless	N\$650.00
Turkey Twizzler	N\$450.00
Baked Cheese Cake	N\$120.00
Bacon Unsmoked Back	N\$80.00
Apple Blackberry	N\$120.00
Lamb Cutlet	N\$410.00
Lasagne Al Fredo	N\$60.00
Chicken Double Breast	N\$140.00
Prawns Cooked and Peeled	N\$250.00
Choc Fudge Sauce	N\$100.00
Cod Fillets	N\$420.00
Turkish Delight	N\$110.00
Burgers 40gr	N\$510.00
Salmon Fillets Skinless	N\$650.00
Turkey Twizzler	N\$450.00
Baked Cheese Cake	N\$120.00
Bacon Unsmoked Back	N\$80.00
Apple Blackberry	N\$120.00
Lamb Cutlet	N\$410.00
Lasagne Al Fredo	N\$60.00
Chicken Double Breast	N\$140.00
Prawns Cooked and Peeled	N\$250.00
Choc Fudge Sauce	N\$100.00
Cod Fillets	N\$420.00
Turkish Delight	N\$110.00

Font: Candara ✓
 Font: Calibri, 12 ✓
 Borders ✓
 Row Height - 32 ✓
 N\$ currency ✓
 Decimals 2 ✓
 Correct Totals =

10
10

ORIGINAL

LUXURIES FOOD MARKET
PURCHASES ONLINE FOR APRIL

PRODUCT	QUANTITY	CATEGORY	SHOP	PRICE
Cod Fillets	24	Fish	Seaworks	N\$200.00
Turkish Delight	20	Sweets & Desserts	Spar	N\$50.00
Burgers 40gr	40	Meat	Hartlief's	N\$250.00
Salmon Fillets Skinless	30	Fish	Pride	N\$320.00
Turkey Twizzler	40	Muti Portion	Shoprite	N\$220.00
Baked Cheese Cake	5	Sweets & Desserts	Homestyle Bakery	N\$55.00
Bacon Unsmoked Back	4	Meat	Pick n Pay	N\$35.00
Apple Blackberry	15	Sweets & Desserts	Woermann	N\$65.00
Lamb Cutlet	20	Meat	Windhoek Butchery	N\$200.00
Lasagne Al Fredo	30	Muti Portion	Checkers	N\$25.00
Chicken Double Breast	50	Meat	Marine World	N\$65.00
Prawns Cooked and Peeled	20	Fish	Sea Marine	N\$120.00
Choc Fudge Sauce	10	Sweets & Desserts	Choc Factory	N\$45.00
Cod Fillets	24	Fish	Seaworks	N\$200.00
Turkish Delight	20	Sweets & Desserts	Spar	N\$50.00
Burgers 40gr	40	Meat	Hartlief's	N\$250.00
Salmon Fillets Skinless	30	Fish	Pride	N\$320.00
Turkey Twizzler	40	Muti Portion	Shoprite	N\$220.00
Baked Cheese Cake	5	Sweets & Desserts	Homestyle Bakery	N\$55.00
Bacon Unsmoked Back	4	Meat	Pick n Pay	N\$35.00
Apple Blackberry	15	Sweets & Desserts	Woermann	N\$65.00
Lamb Cutlet	20	Meat	Windhoek Butchery	N\$200.00
Lasagne Al Fredo	30	Muti Portion	Checkers	N\$25.00
Chicken Double Breast	50	Meat	Marine World	N\$65.00
Prawns Cooked and Peeled	20	Fish	Sea Marine	N\$120.00
Choc Fudge Sauce	10	Sweets & Desserts	Choc Factory	N\$45.00
Cod Fillets	24	Fish	Seaworks	N\$200.00
Turkish Delight	20	Sweets & Desserts	Spar	N\$50.00

NO MARKS

QUANTITY

**LUXURIES FOOD MARKET
PURCHASES ONLINE FOR APRIL**

PRODUCT	QUANTITY	CATEGORY	SHOP	PRICE
Burgers 40gr	40 ✓	Meat	Hartlief's	N\$250
Turkey Twizzler	40 ✓	Muti Portion	Shoprite	N\$220
Chicken Double Breast	50 ✓	Meat	Marine World	N\$65
Burgers 40gr	40 ✓	Meat	Hartlief's	N\$250
Turkey Twizzler	40 ✓	Muti Portion	Shoprite	N\$220
Chicken Double Breast	50 ✓	Meat	Marine World	N\$65

Quantity - Greater than 30

6
/
6

CATEGORY

**LUXURIES FOOD MARKET
PURCHASES ONLINE FOR APRIL**

PRODUCT	QUANTITY	CATEGORY	SHOP	PRICE
Turkey Twizzler	40	Muti Portion ✓	Shoprite	N\$220
Lasagne Al Fredo	30	Muti Portion ✓	Checkers	N\$25
Turkey Twizzler	40	Muti Portion ✓	Shoprite	N\$220
Lasagne Al Fredo	30	Muti Portion ✓	Checkers	N\$25

Category -Muti Portion

4
-
4

SHOP

**LUXURIES FOOD MARKET
PURCHASES ONLINE FOR APRIL**

PRODUCT	QUANTITY	CATEGORY	SHOP	PRICE
Burgers 40gr	40	Meat	Hartliefs ✓	N\$250
Choc Fudge Sauce	10	Sweets & Desserts	Choc Factory ✓	N\$45
Burgers 40gr	40	Meat	Hartliefs ✓	N\$250
Choc Fudge Sauce	10	Sweets & Desserts	Choc Factory ✓	N\$45

Shop - Hartliefs and Choc Factory

4
-
4

PRICE

LUXURIES FOOD MARKET
PURCHASES ONLINE FOR APRIL

PRODUCT	QUANTITY	CATEGORY	SHOP	PRICE
Burgers 40gr	40	Meat	Hartliefs	N\$250 ✓
Salmon Fillets Skinless	30	Fish	Pride	N\$320 ✓
Turkey Twizzler	40	Muti Portion	Shoprite	N\$220 ✓
Burgers 40gr	40	Meat	Hartliefs	N\$250 ✓
Salmon Fillets Skinless	30	Fish	Pride	N\$320 ✓
Turkey Twizzler	40	Muti Portion	Shoprite	N\$220 ✓

Price -between 220 and 320

6
|
6

Konica Minolta Namibia ✓

presents ✓

Best-ever Productivity Spring Workshop ✓

to introduce the latest multifunctional printers on offer including various products to assist you with seamless office automation systems. ✓

1 September 2019 ✓
Nampower Convention
Luther Street,
Windhoek ✓

✓ Position

Spring

What you get:

- ◆ ✓ Colour office systems
- ◆ Black and white office systems
- ◆ Production printers
- ◆ Cloud and mobile printing
- ◆ Document capture and distribution
- ◆ Marketplace
- ◆ Print automation
- ◆ Web to print

} Centre Position ✓

✓ S/S

N\$250-00PP ✓



A = 20 } 30
A = 10 }

Background - cherry ✓
layout ✓

Sponsored by: ✓



KONICA MINOLTA ✓

Please send us an email to confirm your attendance.

Ruth.nampower@gmail.com ✓

Due date for payments

20 August 2019 ✓

ELIXIR- MEMORANDUM
 SECOND OPPORTUNITY (November 2018)

QUESTION 1 - PROVIDERS

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 WILLIE GREENWOOD	DR	W	WILLIE	GREENWOOD	GENERAL PRACTITIONER	4562461	CHRISTIAN	Y
DR SALLY STEYN	DR	S	SALLY	STEYN	PAEDIATRIC SURGEON	4572462	CHRISTIAN	Y
DR HERMAN HEBACH	DR	H	HERMAN	HEBACH	ORTHOPTIST	4582463	CHRISTIAN	Y

QUESTION 2 & 3- ACCOUNTS

Accounts Automation Clinical Financial Medical Practice Tariff

Elixir accounts

Actions Credit control notes Dependents Transactions Estimates Clinical (Ctrl-L) Dependent search (Ctrl+F3) Post (Ctrl+P) Credit (Ctrl+C) Statement E-mail SMS message

Query: All Locate:

Account	Title	Initial(s)	Name	Surname	Medical fund	Fund reference	National IDN
GER0001	MR	G	GERALD	GERTZE	NMC DIAMOND	700136	7816100010700
JAN0001	MR	J	JACQUES	JANTJIES	NMC RUBY	700132	6401010010700
MWA0001	MR	F	FELICIA	MWANDI	NAMDEB	700134	7018120010700

QUESTION 4 – ACCOUNT GROUPS

Account groups | Clinics | Colleagues | Laboratories | Medical fund groups

Account groups

Group name	Colour
A NORMAL ACCOUNT	
BENEFITS EXCEEDED	
OVERDUE PAYMENT	

QUESTION 5 - CLINICS

Account groups | Clinics | c

Clinics

- Clinic
- CONSULTING ROOMS
- GABABIS CLINIC
- LADY POHAMBIA CLINIC
- CITY PRIVATE CLIN

QUESTION 6 – REJECTION

Account groups | Clinics | Colleagues | Lak

Reasons used for rejections

- Reason
- AMOUNT IN ARREARS
- CLAIM DATE EXPIRED
- DECEASED
- INSUFFICIENT FUNDS

QUESTION 7 – DEPENDENTS

FELICIA MWANDI

Account

MVA0001 / MR.F.MWANDI [NAMDEB: 700134]

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

Dependents

File	Title	Initial(s)	First name	Surname	Indicators	Date of birth
	MR	F	FELICIA	MWANDI		12/18/1970
	MR	J	JASON	MWANDI		12/06/2009

Elixir dependent alerts

Dependant name

JASON MWANDI [MVA0001]

Alerts & medical conditions

Dated	Condition
07/10/2019	CETIRIZINE

ROSY GERTZE

GER0001 / MR.G.GERTZE [NMC DIAMOND: 700136]

Clinical Referrals Estimates Alerts Voice record Eligibility info Recalls

Dependents

File	Title	Initial(s)	First name	Surname	Indicators	Date of birth
	MR	G	GERALD	GERTZE		10/16/1978
	MISS	R	ROSY	GERTZE		11/03/2011

Dependant name

ROSY GERTZE [GER0001]

Alerts & medical conditions

Dated	Condition
07/10/2019	ATENOLOL

QUESTION 8 – MACROS

Master macro

APPENDIX

Macro components

Your code	Description
6216	Abdomen
0S68	SUTURE VICRYL SUT 3/0V442G
7LU7	ABDOMINAL POSTOP 3 PANEL BINDE C
P7O6	TRAY SUCTION DRESSING CSM LRGR,

Master macro

PREGNANCY

Macro components

Your code	Description
5104	Ultrasound in pregnancy, multiple gestat
O814	ASPEN ACYCLOVIR IV INF 250MG/10ML
BB8V	TRAY ACCESSORY STERILE PORT CSM F
PA72	PANADO CAP 500MG

Component

-
-
-
-
- Insert
- Delete
- Edit
- Done
- Diary

Master macro

FOOT SURGERY

Macro components

Your code	Description
XPB7	INJECTION MONOVISC IMP 2MG/ML
E354	GLOVES VASCO EXAM ALL SIZES CSM
YJ43	LINEN SAVER BED 510X380 4PLY CSM :
1J15	NEEDLE 16G BD NOKOR ADMIX PURP NI

QUESTION 9 & 10 -POSTING/PAYMENTS

Gerald Gertze

Payment details

Select: Additional
 Amount: \$2,107.69
 Date: 07/10/2019
 Type: P-CASH
 Document: 0011

Allocation

Allocated: \$0.00
 Remainder: \$2107.69

Due analysis

Patient due: \$0.00
 Medical due: \$2107.69

Analysis

Amount due: \$2107.69 Unallocated: \$0.00
 Current: \$2107.69
 30 days: \$0.00
 60 days: \$0.00
 90 and over: \$0.00

Transactions

Date	Your code	Units	Description	Medical table	Now payment	Patient table	Amount	Due	Prior
07/10/2019	0201	1	INJECTION MONOVISC IMP 2MG/ML	\$2,092.51	\$0.00	\$0.00	\$2,092.51	\$2,092.51	\$0
07/10/2019	0201	1	GLOVES VASCO EXAM ALL SIZES CSM ALL SIZES067:	\$1.85	\$0.00	\$0.00	\$1.85	\$1.85	\$0
07/10/2019	0201	1	LINEN SAVER BED 510X380 4PLY CSM 510X3800080	\$2.09	\$0.00	\$0.00	\$2.09	\$2.09	\$0
07/10/2019	0201	1	NEEDLE 16G BD NOKOR ADMIX PURP NDL VVN300760	\$11.24	\$0.00	\$0.00	\$11.24	\$11.24	\$0

Jacques Jantjies

Payment details

Select: Additional
 Amount: 7702.88
 Date: 07/10/2019
 Type: P-CASH
 Document: 0012

Allocation

Allocated: \$0.00
 Remainder: \$7702.88

Due analysis

Patient due: \$0.00
 Medical due: \$7702.88

Analysis

Amount due: \$7702.88 Unallocated: \$0.00
 Current: \$7702.88
 30 days: \$0.00
 60 days: \$0.00
 90 and over: \$0.00

Transactions

Date	Your code	Units	Description	Medical table	Now payment	Patient table	Amount	Due	Prior
07/10/2019	6216	1	Abdomen	\$6,316.00	\$0.00	\$0.00	\$6,316.00	\$6,316.00	\$0
07/10/2019	0201	1	SUTURE VICRYL SUT 3/0V442G	\$246.34	\$0.00	\$0.00	\$246.34	\$246.34	\$0
07/10/2019	0201	1	ABDOMINAL POSTOP 3 PANEL BINDE CSM LRG4003L	\$1,126.25	\$0.00	\$0.00	\$1,126.25	\$1,126.25	\$0
07/10/2019	0201	1	TRAY SUCTION DRESSING CSM LRGTRAYAN3000	\$14.29	\$0.00	\$0.00	\$14.29	\$14.29	\$0

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

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

TARIFF: ALL
MEDICAL FUND: ALL
LEDGER: ALL
REPORT NUMBER: 1

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SUMMARY OF ACTIVITIES BASED ON LEDGERS:

TURNOVER	AMOUNT	VAT	CREDIT P&C	CREDIT MEDICINE	CREDIT INTR
OPENING BALANCE:	\$0.00				
INCOME: MATERIAL USAGE	\$3,780.45	\$0.00			
INCOME: PROCEDURES/CONSULTATIONS	\$6,316.00	\$0.00			
SUBTOTAL: SERVICES RENDERED	\$10,096.45	\$0.00			
TOTAL: TURNOVER	\$10,096.45	\$0.00			

BANK

BANK ACCOUNT: PAYMENT PATIENT CASH	-\$10,096.45	\$0.00	-\$6,316.00	-\$3,780.45	
SUBTOTAL: PAYMENTS RECEIVED	-\$10,096.45	\$0.00			
TOTAL: PAYMENTS RECEIVED	-\$10,096.45	\$0.00			

VAT payable on invoices: \$0.00
(VAT = Services rendered minus credit journals minus bad debt written off plus bad debt recovered minus discount)

ADDITIONAL FINANCIAL INFORMATION

Unallocated payments: \$0.00
Unallocated credit journals: \$0.00

* VAT included where applicable at applicable rates

CLOSING BALANCE: \$0.00