

## « Health » module

The [Health] module is used to:

- track the health path of the family members
- manage the costs reimbursed by the health insurance
- manage the other health-related costs

The information entered in the [Health] module will progressively constitute a health history including interventions, diseases and accidents. In some cases, they may be very useful to the attending physician.

This module also makes it possible to know the cost of health per family member at any time. It displays the amounts subject to health insurance, the deductibles used, etc.

Invoices can be entered directly in the [Health] module or entered and paid from the [Payments] module.

Invoices paid in the [Payments] module are automatically showing in the [Health] module after validation.

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# Summary of the module tabs

[Passport]	Health passport and emergency contact of the family member
[Documents]	Non-financial documents linked to the health of the family member
[Addresses]	Addresses of the family practitioners
[Insurance-Invoices]	Invoices submitted to the health insurance
[Insurance-Summary]	Annual overview of health-related healthcare costs, including deductibles,
	refunds, etc.
[Cashflow]	Health-related cash flows, not subject to health insurance
[Illnesses/Accidents]	Diseases contracted and accidents
[Procedures]	Interventions related to diseases and accidents
[Medication]	Detail of medicines, linked to diseases and accidents
[Schedule]	List of appointments
[Measures]	Monitoring of values such as weight, blood pressure, etc.
[Vaccination]	List of vaccines received with expiry date
[Allergies]	Allergies that family members may suffer from
[Organ donation]	Personal donation wishes
[Notepad]	Area reserved for various notes about the current module
[Reports]	Printing of the information from the various tabs



# [Passport]



#### Special features of this tab :

The family members are created in the [Family] module. They appear automatically in the [Health] module.

The dates entered in the [Last blood donation] and [Next blood donation] fields are visible in the Events calendar.

### [Documents] - Summary

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Passport Documents	(G) Addresses	(G) Addresses Insurance-Invoices Insurance-Summary Caddhov Illnesses / Accidents Procedures Medication							
in Gradin	(II) OW	Type	Description	Folder		7			
- t Fail		Test	tyrsight.						
fank		Radiography	X-rays right arm	CIUSARD	al Ocsselin/Documents/Audicali,2017/2				
A Jensiler		Certificate	Vaccination						
¥•									

This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title.

A summary of documents related to the health of the family member allows a quick view of the documents available.

To add a new document, click on the icon  $\checkmark$ The screen below opens:



## [Documents] - Detail



Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] -Summary. The [Notepad] field is for adding additional information.

Once these fields are filled, click on the icon

 ${\cal D}$  to start scanning documents.

For scanning and document integration, please refer to the "Document Management" user manual.

### [Addresses] - Summary



Summary of the family members' health practitioners.

This tab is global and shows the same addresses for all the family members.

To view and / or edit the detail of a record, click on the [...] field on its left.



## [Addresses] - Detail

			MyPrivate 52.102						0 ×
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A Darkete	Dentist		<b>W</b>	Cabinet Darender					
fask	Medical office			Name of the medical pract					
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	Last name	First care		Street				Ferdinand Derender	
	079 282 65 86			01 2 1112	Macar	к			
	Private mobile			County Postal code	City			01.02.74	
				058 272 65 64		059 272 45 45			
						Company fax			
				info@december.ch					
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#### Special features of this tab :

This tab allows you to add the addresses and telephone numbers of health-related people (doctor, dentist, pharmacy, etc.).

This tab is [Global], which means it is the same for all family members and shows the same information for all passports.

The addresses entered in this tab are automatically visible in the [Addresses] module where additional fields can be entered if desired.

### [Insurance - Invoices] - Summary



This view displays a summary of the invoices sent to the health insurance.

To view and / or edit the detail of a record, click on the [...] field on its left.

### [Insurance - Invoices] - Detail

			MyPev	ata 5.2.1021					- 0 >
Passport Documents	(G) #ddresses	Insurance Involces	Insuran	ce-Summary	Cashflow	filresses / Accidents	Procedures	Medication	5 *
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				tetunded amount					
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Special features of this tab :

The fields [Insured Amount] and [Deductible] will be filled after validation of the amounts by the health insurance.

The [Status] dropdown menu is used to track the status of the invoice sent to the health insurance for reimbursement. The possibilities are: [Received], [Submitted] and [Processed].

When the status is set to [Received] or [Submitted], the refunded amount and the denied amount are 0.

When the status is [Processed]:

- the value of the amount [Refused] = [Invoiced] minus [Insured]
- the value of the amount [Refunded] = [Insured] minus [Deductible]

The [Refunded amount] and [Refused amount] fields are calculated and displayed automatically, depending on the [Status] drop-down menu.

The drop-down menu [Bank account] allows you to choose which bank account the refund is made to. The transaction will be visible in the selected account of the [Bank Accounts] module, [Transactions] tab.



## [Insurance-Summary] - Summary

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Passport Documents	10	Addresses	insurance-involces	Hourance-Su	remary	Cashflow	Illnesses / Accidents	Procedures	Medication		5 * *
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1 Faul		2018	7400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A Charlette		2017	1400.00	505.00	0.00	385.00	385.00	61.00	\$24.00	0.00	
A lemiter		2016	1200.00	375.00	0.00	375.00	375.00	60.00	315.00	0.00	
		2015	1200.00	370-00	6.00	370-00	370.00	58.50	310.50	6.00	
		2014		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
$\nabla$											

#### Special features of this tab :

The annual amount of the deductible is entered manually in the [Deductible] column.

The amounts displayed in the other columns come from the [Insurance - Invoices] tab. They are calculated and displayed automatically.

## [Insurance-Summary] - Detail

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5 Jennifer		1'400.00		61.00		1329.00				
	Dedutible		Used deductible		Deductible balance					
		385.00		0.00		385.00				
			Submitted		Processed					
		205.00		324.00		0.00				
			Februard							
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$\rightarrow$										

The information displayed in the various fields come from the [Insurance - Invoices] tab. They are calculated and displayed automatically and cannot be edited in this tab.

This field [Notepad] is intended to add comments.

#### [Cashflow] - Summary



This view shows a summary of cash flows related to health, but not subject to health insurance (not covered by the health insurance).

To view and / or edit the detail of a record, click on the [...] field on its left.

#### [Cashflow] - Detail

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Passport Documents	(G) Addresses Insurance Involces	insurance-Summary Cadillow	filnesses / Accidents Procedures	Medication 5 * 1
t fast	Detail	Cashflow	Notepad	
- A Charlette	02 avr. 2017		845.00 CHP	
- 1 Fack	Date	Outpoing cash		
A Jemile	Spa		CHE	
	Description			
	welness	2		
	Type			
Y _				
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#### Special features of this tab :

These cash flows will not appear in the [Insurance - Invoices] tab, but will be visible in the [Financial Statements] module> [Cashflow} tab> [Health] module.

#### [Illnesses / Accidents] - Summary





This view shows a summary of illnesses and accidents.

To view and / or edit the detail of a record, click on the [...] field on its left.

### [Illnesses / Accidents] - Detail



# [Procedures] - Summary



This view shows a summary of interventions.

To view and / or edit the detail of a record, click on the [...] field on its left.

## [Procedures] - Detail



Special features of this tab :

The [Illness or Accident] drop-down menu allows you to choose an event previously created in the [Illnesses / Accidents] tab.

#### [Medication] - Summary



This view shows a summary of medication intake.

To view and / or edit the detail of a record, click on the [...] field on its left.

#### [Medication] - Detail

			M <sub>2</sub> Pv	ate 5.2.1021					D
Passport Documents	(G) #ddresses	Insurance-Involces	Insuran	ce-Summary	Cadiflov	finesses / Accidents	Procedures	Medication	\$
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- 1 Fack	Description			Muning		Select the compa	ry or could a new add	hers beiner	
A Jamile	Car accident		U.	200mg		Cabinet Lauran	e+-6:0		
	Wheth / Autobert			10.0-day		Company			
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						Address			
						OH	1012	Lauranne	
						Country	Fordal code	City	
						021 732 36 25		021 732 36 26	
						Plane		Fax	
						info@cabineta	unneet.ch	www.cabinetlasumment.ch	
						15.541			
¥.									
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Special features of this tab :

The [Illness / Accident] drop-down menu allows you to choose an event already entered in the [Illnesses / Accidents] tab.



# [Schedule] - Summary



This view displays a summary of appointments with physicians and health care providers.

To view and / or edit the detail of a record, click on the [...] field on its left.

Appointment dates automatically appear in the calendar.

## [Schedule] - Detail



### [Measures] - Summary



This view displays a summary of measures and dates.

The columns [Blood] and [Eyesight] give a quick indication, whether measures have been entered in the detail view. To view and / or edit the detail of a record, click on the [...] field on its left.

[Measures] - Detail

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¥•										

Special features of this tab:

This tab makes it possible to note the evolution of certain measures, in the context of a followup.

### [<u>BMI</u>]

Body mass index (calculated).

[Blood pressure]

Systolic: maximum blood pressure Diastolic: minimum blood pressure

### [Pulse Rate]

The heart rate can be measured by the pulse rate.

The cardiac rhythm is the number of heart beats per minute.

[Glycaemia]

Sugar or glucose levels in the blood.

[Cholesterol]

LDL - Low density lipoproteins HDL - High density lipoproteins

## [Triglycerides]

Triglycerides are a variety of lipids, i.e. fatty substances, also called glycerides.



### [Eyesight]

[Oculus dexter] (RE) / [Oculus sinister] (LE)

The values indicated by the optometrists are the following:

## [Sphere] (SPH)

This indicates the amount of lens power, measured in dioptres (D), prescribed to correct near-sightedness or farsightedness.

## [Cylinder] (CYL)

This indicates the amount of lens power for astigmatism.

### [<u>Axis]</u>

This describes the lens meridian that contains no cylinder power to correct astigmatism.

## [<u>Add</u>]

This is the added magnifying power applied to the bottom part of multifocal lenses to correct presbyopia

### [<u>Prism</u>]

This is the amount of prismatic power, measured in prism diopters ("p.d." or a superscript triangle when written freehand), prescribed to compensate for eye alignment problems.

# [Vaccination] - Summary



This view displays a summary of the vaccines made and their expiration date.

To view and / or edit the detail of a record, click on the [...] field on its left.

[Vaccination] - Detail



### Special features of this tab :

The expiration date appears in the event calendar.

## [Allergies] - Summary



This view shows a summary of allergies and intolerances.

To view and / or edit the detail of a record, click on the [...] field on its left.

### [Allergies] - Detail





# [Organ donation]



This tab allows you to enter personal wishes for organ donation.

## [Notepad]



This tab allows you to enter general notes related to health.



## [Report]

P			MyPrivate 5.2.1021					-	- 0	×
Procedures Medication	Schedule	Measures	Vaccination	Allergies	Organ donation	Notepad	[0	G] Report		• •
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— 🚊 Charlotte	Gosselin	Paul		Passport		-	$\checkmark$			
— 🧕 Frank	Gosselin	Charlotte		Addresses						
🗕 🚊 Jennifer	Gosselin	Frank		Insurance-Invoices						
	Gosselin	Jennifer		Insurance-Summary			-			
				Cashflow		~	$\checkmark$			
				Illnesses / Accidents						
				Procedures						
				Medication						
				Schedule						
				Measures						
				Vaccination						
				Allergies						
				Organ donation						
				Notepad						
			<< 2014 >> -	<< 2018 >>						$\bigcirc$

Select / deselect the data to be printed by clicking on the corresponding line (s) and column (s).

The choices are based on

- Passports
- Tabs Summary and detail

Selected passports and tabs are marked with the  $[\checkmark]$  sign.

For some tabs it is possible to print the summary and / or the detail. When a print option is not available, it is indicated by the [•] sign.

Once the information to be printed has been chosen, click on the button and choose the [Generate report] option.

MyPrivate prepares a PDF file that will be ready for printing.