

Reference No. : CUCMS/HR/12-1 / (1)

**CYBERJAYA UNIVERSITY
COLLEGE of MEDICAL SCIENCES**

Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

**ADMINISTRATIVE & SERVICE CIRCULAR NUMBER 1
2010**

Revision of Staff Medical Benefit

Registrar Office March, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

CUCMS/HR/12-1 / (1) , 2010

30 MARCH, 2010

ADMINISTRATIVE & SERVICE CIRCULAR NO. 1/2010

Deans of Faculty,
Directors of Center,
Heads of Department.

REVISION OF STAFF MEDICAL BENEFITS

1.0 OBJECTIVE

- 1.1 This Circular seeks to inform all staff of the Cyberjaya University College of Medical Sciences on the decision regarding new and revised staff medical benefits. The objective of this revision is to enhance staff medical benefits.

2.0 BACKGROUND

- 2.1 Since the establishment of the University, the staff medical benefits only cover out-patient (RM2,000.00 / RM2,500.00 per year), maternity (RM1,500.00) and dental (RM200.00 per year).
- 2.2 As the University is showing an increasing progress throughout the years, the Management is looking forward to ensure staff (human capital) benefits are enhanced from time to time.
- 2.3 Due to that matter, increasing employee benefit is vital.
- 2.4 The University has agreed to revise the existing benefits and to include some additions for all staff.

3.0 DEFINITION

- 3.1 Out-Patient
 - All types of medical payment that does not incorporate ward charges. Payment includes medicine, treatment and consultations.
- 3.2 Maternity
 - All types of medical payment due to maternity, e.g. Delivery (Normal/Caesarian), ward, medicine, treatment and consultations.
- 3.3 Dental
 - All types of claims pertaining to dental treatment excluding cosmetic surgery, e.g. braces.

- 3.4 Group Insurance (Personal Accident) - All types of accident in the duration of performing office duty.
- 3.5 Hospitalization - Warded due to all illnesses excluding maternity. Claims will include ward charges, medicine, treatment and consultations during hospital stay.

4.0 BENEFITS

4.1 The new and revised medical benefits that have been approved by the University are as follows:

No	Medical Benefit	Amount (RM) // Annual	
		Current	New Entitlement
Revised			
1.	Medical Claim (Out-Patient)	2,000.00 / 2,500.00	3,000.00
2.	Maternity	1,500.00	2,500.00
3.	Dental	200.00	1,000.00
New Benefits			
1.	Group Insurance (PA)	Nil	Starting April, 2010
2.	Hospitalization	Nil	5,000.00

- 4.2 All the above benefits are via claim reimbursement, which will be paid in the monthly salary.
- 4.3 All claims must include the original receipt(s). Any alterations on the original receipt(s) need to be certified by the respective hospital or clinic.
- 4.4 All claims need to be submitted to Human Resource Department with the University claim form.

This Circular is effective **1 April, 2010**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours truly,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar