ФУНКЦИОНАЛЬНАЯ ВОЗМОЖНОСТЬ "Ведение договоров и спецификаций"

Функциональное назначение:

Инструкция:

Скачать инструкцию в формате PDF

Создание договоров

Создание договоров доступно пользователю с профилем «Экономическая деятельность». Сведения по договорам синхронизируются в МИС «ИМЦ: Поликлиника» в автоматическом режиме. Договор является основной единицей осуществления работы с юридическими лицами, содержит информацию о сроках и характере предоставляемых услуг для контрагента.

Ведение договоров подразумевает под собой создание новых договоров и актуализацию имеющихся в системе.

Для создания нового договора следует перейти в раздел «Взаиморасчеты с юридическими лицами» или «Рабочее место экономиста», выбрать на панели навигации вкладку «Договоры» и нажать «Создать».

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Рисунок 30 Создание нового договора

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Рисунок 31 Карточка нового договора

Номер договора – вводится по желанию пользователем, принимаются как числовые так и буквенные значения;

Дата договора - указать дату создания договора, по умолчанию встает текущая дата;

Тип договора- по умолчания присваивается значение «Договор с организацией», если это договор на оказание услуг по ДМС следует выбрать значение «Договор ДМС»;

Заказчик - выбрать значение из справочника «Контрагенты»

Потребитель – выбрать значение из справочника «Контрагенты», по умолчанию значение совпадает со значением в поле «Потребитель».

Предмет договора - текстовое поле, указывается предмет договора, например, медицинские услуги.

Дата начала действия, дата окончания действия договора- числовые поля.

Пролонгация – ставится признак, если по данному договору будет продление. Данная настройка исключает необходимость создания дубля договора по истечению его срока.

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Рисунок 32 Внесение данных в договор

Далее следует определить каким образом будут выставляться счета по данному договору. Если по факту оказания услуг, то необходимо установить галочку «Счета выставляются по факту оказания услуг». Если счет будет выставлен полностью или частично (не дожидаясь фактов прохождения услуг пациентами), то галочку необходимо снять.

Следующим этапом создания договора является выбор состава услуг, которые будут оказываться этой организации. Для этого следует выбрать прейскурант, по которому будет идти оказание услуг данной организации. Прейскурант может быть любой из списка (как проведенный, так и «непроведенный»):

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Рисунок 33 Выбор прейскуранта

Указанный прейскурант «подтянет» услуги и цены в спецификацию, которая будет создана на основании этого договора.

Важно! Если поле «Используемый прейскурант» не заполнено, то на следующем шаге при создании спецификации будет использован последний актуальный прейскурант.

Выбрать категорию цен - если в выбранном прейскуранте заполнены цены для льготников, для обычных пациентов, для сотрудников, то необходимо выбрать категорию цен, по которым будут оказывать услуги организации.

Если в какой-то услуге не заполнено значение «для льготников», или «для сотрудников», а выбрана категория цен «для льготников» - то в спецификацию будет «подгружено» значение из колонки «для обычных пациентов».

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Рисунок 34 Выбор категории цен

Если в прейскуранте нет градации по категориям цен, следует оставить незаполненным. Если категория цен не выбрана, то в созданную на основании договора спецификацию будет подгружена колонка «для обычных пациентов».

Коэффициент снижения прейскурантной цены - поле используется если необходимо по всему разделу услуг спецификации установить цены меньше или больше на определенный коэффициент. Например, по договоренности с организацией необходимо во всех услугах снизить цены на 50%. Тогда в поле коэффициент снижения прейскурантной цены следует поставить 0,5. При создании спецификации цены на услуги «пересчитаются» с учетом скидки.

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Рисунок 35 Применение коэффициента

Создание спецификаций к договору

К каждому договору создается спецификация (прейскурант), определяющая объем и стоимость услуг для контрагента. Спецификация может быть создана как на весь срок действия договора, так и на определенный период. Также к договору может быть несколько спецификаций. Спецификации к договорам синхронизируются с МИС «ИМЦ: Поликлиника» в автоматическом режиме.

Для создания спецификации к договору следует выполнить команду «Создать на основании»-«Спецификация договора». Last update: 2018/04/01 2018/04/01 18:28

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Рисунок 36 Создание спецификации к договору

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Рисунок 37 Форма спецификации

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Состав спецификации можно редактировать: добавлять услуги, удалять услуги, изменять цены, изменять количество (при строгой спецификации).

Для добавления услуги в спецификацию следует нажать кнопку «Подбор услуг-обычный».

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Рисунок 38 Подбор услуг

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Рисунок 39 Добавление услуги в спецификацию

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Рисунок 40 Удаление услуги из спецификации

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Рисунок 41 Удаление раздела из спецификации

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Objectment Horisoni Logings 100.10 Name 104.01 Name 100.01 Name 201.01	Diptament nationhors manual	7.8	1.0000			
Natural 12/00 Xanual 132/01 13000 Namenrusque d'extrip 192/01 13000 Temerrusque d'extrip 29/15 13000 Temerrusque d'extrip 29/15 13000 Service d'extrip 29/15 13000 Bannese doctement 89/15 13000 Cannese doctement 89/15 13000	Digital mean increased increase	104, N	1,3000			. 10
Kear 152,01 7,000 Personing-and Harring 241:5 1.000 Type Inscription 221:95 1.000 Manggaresular on columnic TW etchansular 221:95 1.000 Extreme encoderation 101:05 1.000	Fahuart	104.88	1,000			0
Personal service 2415 1.000 Term Reprised 271.91 1.000 Management on obtaining RV with Instaul 561.05 1.000 Extreme encogenation 107.05 1.000	Fand	192,08	1,0000			/16
Team Acaphane 2018 L000 Manggeeuper-active onbinest RN et Testual 50.05 1.000 Extreme decomprise 107,25 1.000	Preventing and electric	249.55	1,5000			24
Meggeegeer-is obtaini RV et Instea \$1.05 1.000 Extoreas Booperaa 170,25 1.000	(princeptar	221.96	£.0000			22
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	Extense socraras	178.25	1.000			9
Hamilet excents U.N. 1999	Charlester excession		1, 1999			

Рисунок 42 Редактирование цены услуги

В спецификации можно **установить коэффициент** скидки как к одной услуге, так и ко всем в разделе. Для этого в поле коэффициент следует установить необходимое значение, цена «пересчитается» с учетом коэффициента. Если коэффициент необходимо применить ко всему разделу, следует нажать правой клавишей мыши на ячейку с коэффициентом и выбрать пункт «Применить коэффициент к подчиненным разделам».

and a second sec	COLUMN OF ALL AND PROPERTY POR	9.05.18	all the second	and the second		Sector Manager
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Disease processing		74.75	1,0000			
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Organization C-pearted-pro	waxa	11.00	1.000			
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Ander mention to Repaire 1	and the second	05.25	1.5000			
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Organization E - Amongoriaus		40.25	1.0000			
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Maniferentiation of contenter PD	and Personality	90.05	1 2000			
Entrana Bullerinia	2007 C	675.25	1 5000			
		14.78	1 1000			

Рисунок 43 Применение коэффициента цен к разделам

Для строгой (количественной) спецификации есть возможность установления определенного лимита. Для этого следует установить значение в поле «Лимит».

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and the second second second second		1.000	440.00		4.00
The second	473.00	1,0000	40.00		4 70
The states of the state of the states of the states	40.00	1,000	447.70	1	4.60
discondent contraction of the second products	478.00	1,000	475.00		2.50
The state of the second state	204.00	1,0000	204.02	- 2	6.000
The optimized optimized in the local day	aut 00	1,0000	445.00		1.52
The state of the s	10.00	1,0000	100.00	100	62.00
	A00.00	1,0000	100.00		11.300
and the second	631.00	1.000	414.10	100	147
Participation home and a company with a second second	176.00	1,000	131.00		7.52
Contraction of the second s	397.00	1,0000	287.00	27	8.7%
And the second second second second second restances and 2 memory	818.00	1,0000	818.00	20	10.30
Bin the second se	100 00	1 (1999)	- 185.00		1.10
Num /uroch 160.009.00					

Рисунок 44 Установка лимита

Далее следует выполнить команду «Редактирование цен-Скорректировать сумму до лимита».

Cheupsdawaup		L. The Charleshaneer			Q: 1	DOD A HORE & CAL
	a or 02.10.2017 13:16:52 *					
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Party and the other	and independent Party of	63.00	1,0000	475.02	20	3 100.00
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		401.00	1.0000	421.20	2	8420.00
Parryan page 100	Laboral colores & crimination and markets	176.00	1 0000	13.05		7 525-52
Factor party and party	w white	987.00	1.0000	367.00	22	8 734 00
Part are passed to ac	select epicity/dor's crosses hatdowneeping 2 hoodsuper	5/8.00	1,0000	\$18.00	20	10 262 00
Comparison and an in-	municipana PCW "Accilic"	194.00	1,0006	150.00	28	1.500.50

Рисунок 45 Корректировка до лимита

Цены «пересчитаются» с учетом установленного лимита.

B () Deutoman er 65 16 3017 (5 16 16	Millio Yan tolahala pine * //C fanggamati			61.5	H H H H A X
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Pauro autorizatione non-service cucrates	204.50	TEN	JANE .		9.000.40
Pairman partners control 2 montant	45.0	DALLA .	417.14		8 342 49
Ferman particular science in the second	10 N	1979	29422	201	40.3528-
Parma-myseuro to approving up property	190.0E	LEA	19557		1030340
Permanent permanent and see	40.00	1274	46.0		8 080.40
Permittenen für ein siche sichen sich	23.0	1378	32.4		7.045.20
Permanantalisti sachi voca	37.92	120%	12.9	22	8:107.00
Ректанография полоника кресписають этцялия п	100.00 Statement Communication	1279	40.57	20	\$ 711.42
Deservations carbon percentaria PDK "Aprils"	2000 2000 AGE	CEN .	1000	28	201226
Сумма (итог): 149.992,7	3				

Рисунок 46 Перерасчет цен с учетом лимита

После отбора услуг и редактирования цен спецификацию следует сохранить в системе.

Congenturing and experiment of 20.00.2017 (2.46.08.16	MU Yerringman (OS/	Fallinning)			Q: LTCC: M.M. Mr. M. C.
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Right template	(12)	0.5000			44
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Thanket technikartigeneil distanciliar	108.2	0.000			543
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Diamet sortinarite	10.4	0.5000			34
Register spectrosente o Sandachurol appropriatione	101.2	0 1000			54
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Distances information	11.2	0 1000			
Organization (Tortha strike	37.4	0.500			43
Drowwww.exc.dor.top	34.7	0.500			
Organization of come failed	55.2	0.500			17
Organization forspident to Degraphy	7.2	0.500			28
Organization constants to Techney	75.4	0.500			N N
Disasterio estatente	10.0	0.500			54
Danagement C-peachments failed	17.00	0.000			
Oncommon cauge incoming the second	713	0.000			34
Disastered tracestation (MUIT and RCAT)	100.0	0.5000			
Distances and there	3.2	0.8000			
Pacific Newsmann	50.00	0 1000			
Contention	27.0	6 1000			
And a manager to Reserve (and tend	8.2	6 5000			0
Philipping of the texture	sin	0.000			24
Disease 8 avoid that	41.2	0.1000			20
Organization installation's future and	71.0	0.1000			11.
Organization and and and the second	108.1	0.5000			54
Female	104.5	0.5000			(P)
Kanal	192.0	0.500			N.
Preventing and electric	243.5	0.500			04
Tormutrar	221.9	0.500			110
Managing elements and contracted TW and instituted	90.0	0.500			10
Enterent socialitata	13.2	0.500			10

Рисунок 47 Проведение документа

Список изменений в релизах:

1. Релиз № 1.0.0.47 от 26 января 2016 г.

Реализован функционал различных коэффициентов в документе «Спецификация договора»

