



**Walailak University Regulation
On Medical Welfare Benefits
B.E. 2564**

Whereas it is expedient to revise Walailak University regulations on health and medical welfare benefits for the university staff in order to correspond to the current medical services and to efficiently develop the university's health and medical welfare system, together with the establishment of Walailak University Hospital where the university staff and their families shall receive health and medical care services, Walailak University deems that it is appropriate to determine proper benefits, expenses, and criteria for health and medical services to amply serve an increasing number of staff and reduce future medical expenses of the university.

By virtue of section 16 (2) and (10) of Walailak University Act B.E. 2535, Walailak University Council, by and with the consent and resolution of Personnel Management Committee Meeting No. 7/2020 dated 13 November 2020 and the Walailak University Council Meeting No. 1/2021 dated 13 February 2021, hereby enacts this regulation as follows:

1. This Regulation shall be called "Walailak University Regulation on Medical Welfare Benefits B.E. 2564"
2. This regulation shall come into force on and from the day following its announcement.
Any existing regulations, announcements, mandates, resolutions or any other relevant documents of the university which are in conflict with this regulation shall become void and be replaced with this present regulation.
3. With this regulation, the following regulations shall be repealed:
 - (1) Walailak University Regulation on Medical Welfare Benefits B.E. 2540
 - (2) Walailak University Regulation on Medical Welfare Benefits (second edition) B.E. 2541
4. The president of Walailak University is in charge of executing this official regulation and shall have authority to issue any announcements or ordinances to execute this regulation. In case of any conflicts, the president shall have authority to make a final decision.
5. In this regulation,

"University"	means	Walailak University
"Personnel Management Committee"	means	Personnel Management Committee of Walailak University
"President"	means	President of Walailak University
"Hospital"	means	Walailak University Hospital, Public and

		Private Hospitals
“University Hospital”	means	Walailak University Hospital or other hospital determined by the university
“Public Hospital”	means	Medical centers or hospitals in reference of Thai Public Administration and Law, including medical centers or hospitals under supervision of Bangkok Metropolitan, State Enterprise, Thai Red Cross Society, Teachers’ Council of Thailand, The Anti-Tuberculosis Association of Thailand, Department of Medical Sciences, The War Veterans Organization of Thailand, Banphaeo General Hospital, and other hospitals determined by Ministry of Finance
“Private Hospital”	means	Privately owned medical centers or hospitals operated and managed by the licensee in accordance with the conditions specified by the Health Facilities Act
“Physician”	means	Physicians or medical doctors who work for Walailak University Hospital or other public and private hospitals specified by the university
“Staff”	means	Permanent staff, permanent employees, and contract staff or university employees whose employment have been approved by Personnel Management Committee
“Permanent Staff”	means	(1) Academic staff who are under their probationary period and permanent staff who have been appointed under the Walailak University Regulations on Personnel Management B.E. 2535 and Staff Recruitment and Selection Procedures and Probation B.E. 2535 or its revised editions (2) Supportive and administrative staff who have been appointed under Walailak University Regulation on Staff Recruitment and Selection Procedures and Probation B.E. 2535 or its revised editions
“Permanent Employee”	means	University employees who perform routine works and have been employed under Walailak University Regulation on Employment B.E. 2535 or its revised editions
“Renewable Contract	means	Executive staff, supportive and academic staff

Staff”		on contract basis, non-Thai staff, and distinguished scholars
“Executive Staff”	means	Executive staff who have been appointed under Walailak University Regulation on Personnel Management B.E. 2561 or its revised editions
“Contract Staff”	means	University staff who have been appointed under Walailak University Regulation on Employment Criteria, Job Performance Appraisal for Employment Contract Renewal and Termination of Academic Staff B.E. 2561 or its revised editions and supportive staff whose employment conditions are on contract basis.
“Contract Academic Staff”	means	Academic staff who have been appointed under Walailak University Regulation on Contract Academic Staff Employment B.E. 2561 or its revised editions EXCEPT the individuals who have been appointed under Article 8 (1) of the aforementioned regulation.
“Non-Thai Staff”	means	Non-Thai staff who have been appointed under Walailak University Announcement on Non-Thai Personnel Management B.E. 2563 or Announcement on Criteria and Employment Procedures for Non-Thai Staff Holding Bachelor’s Degree B.E. 2563 or its revised editions and Non-Thai staff working under a contract basis
“Distinguished Scholar”	means	Individuals who have been appointed under Walailak University Regulation on Academic Specialists to be Employed as Distinguished Scholars B.E. 2561 or its revised editions
“Staff Family”	means	Families’ members of permanent staff and employees of the university, exclusive of families’ members of contract staff Staff families’ members refer to: (1) A lawful spouse (2) Biological and legitimate children aged under 20 years old and limited to 3 children (Adopted children are excluded.)
“Medical Treatment”	means	Medical cares and public health services provided to university staff and their families’ members for treatment, diagnosis, and rehabilitation considered essential for

		good health and well-being, including health checkup, health promotion and disease prevention and control for public health benefits (as specified by the university), however, a cosmetic surgery is excluded.
“Medical Expense”	means	Expenses and costs for medical treatment incurred in Thailand and as specified in this regulation
“Insurance”	means	Life or non-life insurance

Section 1

General Provision for Medical Benefits and Expenses

6. Medical benefits cover the following medical treatment expenses:

- (1) Room and meals for inpatients
- (2) Treatment
- (3) Surgical expenses
- (4) Medication, blood, blood component or blood substitutes, parenteral nutrition, oxygen, including other expenses for medical treatment
- (5) Artificial organs and medical supplies and equipment, including their maintenance costs
- (6) Hospital medical expenses, nursing service fees, diagnosis fee, illness analysis fees
- (7) Prenatal care and test, labor and delivery, postpartum care services
- (8) Fees for physician
- (9) Dental care and periodontal disease
- (10) Wound dressing and skin closure
- (11) X-ray and lab testing
- (12) Operating theatre and equipment, delivery room, emergency room
- (13) Diagnostic radiology and radiotherapy
- (14) Physiotherapy and occupational therapy
- (15) Fixators or other special devices used for bone fracture treatment to save patient lives
- (16) Cardiac pacemaker
- (17) Acupuncture treatment, applied Thai traditional medicine and alternative medicine treatments
- (18) Annual health checkup
- (19) Other vital expenses for medical treatments specified by the university

7 . The university advises that the staff and their families residing in Nakhon Si Thammarat shall receive medical treatments at the university hospital, EXCEPT in the following cases, the staff and their families are able to receive medical treatments at other public or private hospitals:

- (1) Some kind of illnesses of staff and their families that are unable to be treated by the university hospital.

- (2) The physician of university hospital agrees that an illness case of a patient need to be transferred for further treatment at a public or private hospital.
- (3) In the event that a member of staff and their families is involved in an accident or has an urgent need of medical care (otherwise, it can lead to a life threatening condition) or being an emergency patient defined by the Emergency Medical Act, and this situation cause the patient inconvenient to receive a medical treatment at the university hospital, then he/she is permitted to get medical attention at a public or private hospital until it is diagnosed by the attending doctor that the patient has recovered from life threatening crisis and can be transferred to the university hospital.
- (4) In the case of an immediate accident or illness of a member of staff while working outside Nakhon Si Thammarat province or a member of staff families traveling outside the province, it is advised to receive immediate medical care at a public or private hospital. At a later time, when it is diagnosed by the attending doctor that the patient has recovered from life threatening crisis, he/she can be transferred for further treatment to the university hospital.

The university staff and their families residing outside Nakhon Si Thammarat province shall receive medical treatments at public or private hospitals or the university hospital.

8 . The reimbursement procedures of medical benefits in this provision must be in consistence with the criteria and procedures stipulated by the university.

9 . The university shall provide medical benefits to its staff and their families who undergo treatment at the university hospital, public or private hospitals at the rates determined by the university.

10. In the case that a member of staff is entitled to receive medical benefits from other agencies or individuals, and has claimed back his/her medical expenses, if it turns out that the amount of those medical expenses previously claimed are lower than the university medical benefits provided in this regulation, the university shall merely provide a gap cover for medical expense shortfalls.

In the event that a member of staff families is entitled to receive medical benefits from other agencies or individuals, the university shall NOT, according to this regulation, provide medical expenses to him/her EXCEPT when the amount of medical expenses received are lower than the medical benefits provided in this regulation, the university shall merely provide a gap cover for medical expense shortfalls, but not exceed the rate determined by the university.

In the case that the spouse of a staff member is a sub-district headman, village headman, assistant sub-district headman, sub-district medical practitioner or holding any other positions entitled to a reduction of medical expenses; the university shall provide an actual amount of medical payment **after reduction** but not exceed the rate determined by the university.

In the case that a member of staff or staff families has an insurance covering medical expenses, nonetheless, such amount is lower than the actual expenses paid, the university shall merely provide, according to this regulation, a gap cover for medical expense shortfalls.

In the case that a member of staff or staff families has received a payment as compensation for the invasion of his/her physical damages, he/she is not entitled to receive medical benefits according to this regulation, unless such amount of payment is lower than the benefits he/she is entitled to, the university shall merely provide, according to this regulation, a gap cover for medical expense shortfalls.

In the case that the medical benefit has been paid by the university, at a later time, it turns out that a member of staff or staff families has received a payment as compensation for the invasion of his/her physical damages, he/she shall repay that compensatory amount back to the university. The payment shall be made in accordance with the criteria and procedures prescribed by the university.

To reimburse for the abovementioned medical shortfall cover, a claimer must submit photo copies of the receipt showing the amount of medical payment from a hospital in which an agency, an individual or an insurance company certifies how much money the claimer had received as a proof of payment for the gap cover reimbursement.

11. In the case that a lawful spouse of a staff member is employed by the university, the medical expenses or reimbursements for their children shall be solely claimed by either spouse. If the marriage is terminated, the one who is awarded child custody shall have rights to claim for medical welfare for his/her children.

12. The medical expenses reimbursement shall be made within 120 days from the date shown in the payment receipt unless there is further advice by the Walailak University president or authorized persons.

13. In the case that a member of staff or staff families admits to a hospital as an inpatient and wish the university to make a direct payment to hospital, he/she shall proceed the following steps:

(1) Submit a request form using the university template to the Division of Human Resources and Organization. The HRO will proceed an issuance of a medical benefit testimonial and propose to authorized persons for signing.

(2) Submit the medical benefit testimonial as specified in (1) to the hospital. However, the direct payment to any private hospital can be done only when the university and such private hospital have a mutual agreement.

14. In the case that a member of staff or staff families commits a self-treatment or is being treated by someone else without professional supervision, the university shall not provide any medical welfare and expenses to such staff EXCEPT in the event that a staff member has been assigned to work in the area most distance from the university hospital or other public and private hospitals.

15. In the event that a staff member is found to have committed any misconduct or attempting to commit fraud so as to acquire medical benefits from the university for his/her own or other's sake, it is deemed that such action is an offence of corruption and serious malfeasance in office. The university shall proceed disciplinary proceedings against such staff member and he/she shall be disqualified from medical benefits under this regulation without exception and can be brought to court in a civil case, criminal case or other existing cases.

16 . In the case that a staff member travelling overseas for studying, training, educational visiting or conducting research, he/she shall buy health insurance or personal accident insurance to cover his/her medical expenses abroad. In this case, the insurance expense **cannot** be reimbursed.

In the case that a staff member who has been assigned to travel overseas for temporary studying, training, educational visiting or conducting research, he/she shall buy health insurance or personal accident insurance to cover his/her medical expenses abroad. In this case, the university shall reimburse the insurance expense.

Section 2

Hospital General Benefits

17. According to this regulation, the university shall provide medical benefits to its staff as the following criteria and rates:

- (1) The university hospital shall provide medical benefits and expenses to the university staff on the rate prescribed by the university hospital.
- (2) The university shall provide medical expenses for its staff who receive medical care services as inpatient and outpatient at public and private hospitals in the followings items:
 - (2 . 1) The actual cost of room and meals but not exceed the maximum rate prescribed by the university
 - (2.2) The actual cost of medical treatment
 - (2.3) The actual of surgery
 - (2.4) The actual of artificial organs, medical supplies and equipment for treatment, but type of the medical supplies and rates must be congruent with the items and not exceed the maximum rates prescribed by the Ministry of Finance
 - (2.5) Fees for physicians but not exceed the maximum rate prescribed by the university
- (3) For receiving inpatient services at partner private hospitals, the university shall provide:
 - (3 . 1) The actual cost of room and meals but not exceed the maximum rate prescribed by the university
 - (3 . 2) The actual cost of medical treatment but not exceed the maximum rate prescribed by the university
 - (3.3) The actual cost of surgery, but not exceed the maximum rate prescribed by the Ministry of Finance
 - (3 . 4) The actual cost of artificial organs, medical supplies and equipment for treatment, but types of the medical supplies and rates must be prescribed by the Ministry of Finance and not exceed the maximum rates.
 - (3.5) Fee for physician but not exceed the maximum rate prescribed by the university
- (4) The university shall provide 5,000 THB per head per year to its staff who receive outpatient services at partner private hospitals.

18 . According to this regulation, the university shall provide medical benefits to university staff families in the following criteria and rates:

(1) The university hospital shall provide medical benefits and expenses to the families of university staff on the rate prescribed by the university hospital.

(2) The university shall provide medical expenses for staff families who receive medical care services as inpatient and outpatient at public hospitals in the followings items:

(2 . 1) The actual cost of room and meals but not exceed the maximum rate prescribed by the university

(2.2) The actual cost of medical treatment, such treatment must be prescribed by an attending doctor

(2.3) The actual cost of surgery

(2 . 4) The actual cost of artificial organs, medical supplies and equipment for treatment, but type of the medical supplies and rates must be congruent with the items and not exceed the maximum rates prescribed by the Ministry of Finance

(2.5) Fees for physicians but not exceed the maximum rate prescribed by the university

(3) The university shall provide 30,000 THB per head per year to staff families who receive inpatient services at partner private hospitals.

The university shall provide an announcement if there is any modification of the abovementioned amount of medical benefits.

19 . The university shall provide medical care for labor and delivery to staff or their lawful spouses at actual costs but on the rate prescribed by the university, with a maximum of three births.

20. In the case that a hospital does not have or is shortage of medication, blood, blood component, blood substitutes, parenteral nutrition, oxygen, artificial organs, medical supplies and equipment for treatment, or unable to provide medical lab test or x-ray services to a member of university staff or staff families, he/she is permitted, with an endorsement from an attending doctor/head of hospital, to purchase or receive such services at any other hospitals in Thailand with the university reimbursement according to the criteria and rates in this provision.

21. A member of staff or staff families who has an illness as a result of the followings conducts; the university **shall not** provide any medical benefits and expenses to him/her:

(1) Alcohol and substance use

(2) Suffering from venereal disease, HIV, alcoholism, drug addiction

(3) Any actions of willfully disobey the university rules, regulations, and lawful ordinances of supervisory commanders

(4) Any harms occurred as a result of offense or illegal actions, EXCEPT petty offences or offences committed by negligence

(5) Any cosmetic surgery or medical treatment for beauty or other treatments not specified by Personnel Management Committee

(6) Medically assisted reproduction, infertility therapy, artificial insemination, or assisted human reproduction

2 2 . The medical welfare benefits for staff families shall be terminated upon the following situations:

- (1) Dismissal or termination of employment
- (2) Permanent migration of staff families to other country
- (3) A child reaches the age of majority

23. The university shall not provide any medical welfare benefit to a member of staff or staff families who is treated by medical centers or hospitals rather than the university hospital, EXCEPT in the following events:

- (1) A member of staff or staff families travels to receive medical treatment at a public or private hospital located outside the university area with a referral letter from an attending doctor of the university hospital, in this case, the university shall provide reimbursement of the actual cost of accommodation and transportation to and from the university, but not exceed the rate prescribed by the university.
- (2) The university may require the staff who need to travel outside the university area for medical treatment to use a university hospital ambulance.
- (3) In the case that a member of staff families, needs an emergency care prescribed by an attending doctor of the university hospital and has to travel outside the university area for an urgent medical treatment, the university shall allow to mutatis mutandis use a university hospital ambulance. However, travelling in an ambulance comes at a cost to the patient.

Section 3

Dental and Gum Diseases

24. The university shall merely provide welfare benefits for the treatment of dental and gum diseases at the university hospital, public or private hospitals specified by the university.

25. The university shall provide the actual cost of welfare benefits for the treatment of dental and gum diseases at the maximum rate of 5,000 THB per year to the university staff and their families. The benefit is solely entitled to dental and gum care and treatment, not for beauty purpose.

The university shall provide an announcement if there is any modification of the abovementioned amount of dental and gum care benefits.

Section 4

Health Checkup and Health Promotion

26. The university staff is able to perform their annual health check at the university hospital once a year EXCEPT for those who work outside the university location. The annual health check for such staff can be performed at public or private hospitals prescribed by the university with the reimbursement of the actual expense, but not exceed the rate specified by the university.

2 7 . The university shall formulate policies and practices to promote staff health promotion and disease prevention for their optimum personal health in all aspects of physical,

emotional, social, and spiritual well-being, including creating a proper work environment for a better work life quality.

Section 5
Other Provisions of Medical Welfare Benefits

28. The university shall provide an announcement as an annex to this regulation in the case that future provisions of medical welfare benefits or other welfares may arise as a substitution, option or supplement to replace or alternate the existing medical welfare benefits in order that university staff or staff families may choose other provisions of welfare in lieu of medical welfare benefits. The announcement shall be approved by the Personnel Management Committee before its enforcement.

Transitory Provision

29. In the event that the criteria, conditions or medical expense rates have not yet been stipulated to act in accordance with this regulation, the university shall apply the existing regulations and its criteria, conditions or rates to this regulation or use the criteria prescribed by Ministry of Finance *mutatis mutandis*.

30. The university staff of staff families who have been undergoing medical treatment in public or private hospitals prior to the enforcement of this regulation, such staff shall resort to Walailak University Regulation on Medical Welfare Benefits B.E. 2540, Walailak University Regulation on Medical Welfare Benefits (2nd edition) B.E. 2541 and announcements issued following such regulations until the completion of medical treatment.

Announced on 25 February 2021

(Professor Dr. Wichit Srisa-an)
Chairman of Walailak University Council

