

MANUAL FOR CREATING OPD/IPD CLAIM

LOGIN

The image shows a mobile application login screen for employees. At the top, there is a person icon and the text "Employee Login". Below this, there are three input fields and a "Log In" button. The first input field contains the PAN number "AAAAAA6666", with a pink arrow pointing to it from a box labeled "PAN Number". The second input field contains masked characters "...." and a key icon, with a pink arrow pointing to it from a box labeled "Last 4-digt of Medical Card". The third input field contains the OTP "630108", with a pink arrow pointing to it from a box labeled "OTP". A "Send OTP" button is located to the right of the second input field. At the bottom, there is a large green "Log In" button.

Employee Login

PAN Number

AAAAAA6666

Last 4-digt of Medical Card

Send OTP

OTP

630108

Log In

CREATE NEW CLAIM-1

The screenshot displays the user interface of the COAL INDIA LIMITED Medical Services & Facilities portal. The top navigation bar includes a menu icon, the company logo, and a 'Log Out' link. The left sidebar contains a list of menu items: My Dashboard, My OPD Claims (with a dropdown arrow), My Admissions (with a dropdown arrow), Medical History, My Balance, and CPRMSE Statement. The 'My OPD Claims' dropdown menu is expanded, showing options: New OPD Claim, Pending OPD Claims, Approved OPD Claims, Rejected OPD Claims, New OPD Claims, New Opd Bills, and New OPD Claim-old. A pink callout box with an arrow points to the 'New OPD Claim' option, with the text 'Click on "New OPD Claim" Menu'. The main content area features a search bar, a 'Go' button, and an 'Actions' dropdown menu. A 'Create New Claim' button with a plus icon is located in the top right corner of the main content area. A pink callout box with an arrow points to this button, with the text 'Click on "Create New Claim" button'. Below the search bar is a red bar with a 'Select Claim ID' dropdown menu. At the bottom of the page, there is a grey box containing three red bullet points: 'Instead of individual bills, beneficiaries now have to fill FORM-B3 for each claim.', 'If you don't have any amount to claim in any category, please enter '0'.', and 'If you don't have any remark any category, please enter 'NA'.'

My Dashboard

My OPD Claims

New OPD Claim

Pending OPD Claims

Approved OPD Claims

Rejected OPD Claims

New OPD Claims

New Opd Bills

New OPD Claim-old

My Admissions

Medical History

My Balance

CPRMSE Statement

Go Actions

Search

Create New Claim +

Select Claim ID

- Instead of individual bills, beneficiaries now have to fill FORM-B3 for each claim.
- If you don't have any amount to claim in any category, please enter '0'.
- If you don't have any remark any category, please enter 'NA'.

CREATE NEW CLAIM-2

The image shows a web application window titled "Create New Claim-4" with a close button in the top right corner. The form contains the following fields and values:

- EIS Number: E55000013
- Card Number: 6666
- Vendor code: (empty)
- Benefit Claim Company: CIL
- Beneficiary: (dropdown menu)
- Claim Type: (dropdown menu)
- Hospital Name: (text input)
- Disease: (text input)
- Claim Description: (text area)

At the bottom of the form, there are two buttons: "Cancel" on the left and "Create" on the right. A pink callout box with a right-pointing arrow contains the text "Click on 'Create' button after entering data".

CLAIM – FORM-B3

The screenshot shows the 'CLAIM - FORM-B3' interface. At the top, there is a header with the Coal India Limited logo and 'MEDICAL Services & Facilities COAL INDIA LIMITED'. A 'Log Out' link is in the top right. A left sidebar contains navigation options: My Dashboard, My OPD Claims (with a dropdown), New OPD Claim, Pending OPD Claims, Approved OPD Claims, Rejected OPD Claims, New OPD Claims, New Opd Bills, New OPD Claim-old, My Admissions (with a dropdown), Medical History, My Balance, and CPRMSE Statement.

Below the header, there are three red instructional bullet points:

- Instead of individual bills, beneficiaries now have to fill FORM-B3 for each claim.
- If you don't have any amount to claim in any category, please enter '0'.
- If you don't have any remark any category, please enter 'NA'.

A pink callout box labeled 'Read Instructions' has an arrow pointing to these bullet points.

Below the instructions is a blue header for 'FORM B3'. Underneath is a search bar with 'Search: All Text Columns', a 'Go' button, an 'Actions' dropdown, an 'Edit' button, a green 'Save' button, and a 'Reset' button. A pink callout box labeled '"SAVE" form after entering data' has an arrow pointing to the 'Save' button.

The main content is a table with the following columns: Claim ID, Category, Beneficiary remarks, and Amount. The table contains four rows of data:

Claim ID	Category	Beneficiary remarks	Amount
271	Consultations Fees	-	-
271	Medicines Purchased	-	-
271	Investigation Charges	-	-
271	Others	-	-

A pink callout box labeled 'Double Click on Each column to enter data' has an arrow pointing to the 'Beneficiary remarks' column. At the bottom right of the table, there is a 'Total 4' label.

SUBMIT CLAIM

Final Submit Claim

Category	Amount	Beneficiary remarks
Consultations Fees	1000	TEST
Medicines Purchased	90	TEST
Investigation Charges	0	TEST
Others	0	NA

Claim ID 271

Claim Amount 1090

Submit Claim?

Cancel

Select "YES" from dropdown

Click "APPLY CHANGES" button to submit