TATA CONSULTANCY SERVICES

User Manual for Medical
IGNOU

Medical

Navigation:
Portal → Launch HCM Application → Self Service → Medical Request

2. Medical Request

Navigation:
Launch HCM Application → Self Service → Medical Request

There are Two types of Medical request:-

    A. **IPD Medical request**
    B. **OPD Medical request**

Initially Medical request page with the following options looks as shown below:-

Options are as Follows:-

1. **View IPD Requests:** Shows the IPD request you have applied earlier.
2. **Create New IPD Requests**: For applying New IPD Medical request
3. **View OPD Requests:** Shows the IPD request you have applied earlier.
4. **Create New OPD Request**: For applying New IPD Medical request

IPD Medical Request:-

1. View IPD Request:-

Click on the View IPD request button, it shows all the IPD requests applied earlier

Click on the IPD Medical Request Number for details

2. Create New IPD Request

1. Click on the Create New IPD Request Button

After clicking on the Create IPD Request Button

Tab1: Find an Existing Value

Find an Existing Value: You can search the existing IPD Request by using the one of the following different searching criteria i.e.

1. **EmplID:** shows the employee id of logged in user.
2. **Relationship to Employee:** You can search the existing IPD Request by selection the relation from the drop down list.
3. **Patient Name:** You can also search the existing IPD request by choosing the Patient name by using the lookup button.
4. **Reimbursement Status:** You can also search the existing IPD request by selecting the reimbursement status i.e. Cancel, Create Expense Report, Ok& Forward, submit

Medical IPD Request

Tab2: Add a New Value

Click on the Add a New Value Tab

2. **Shows your employee id**
3. **Click on Add button**
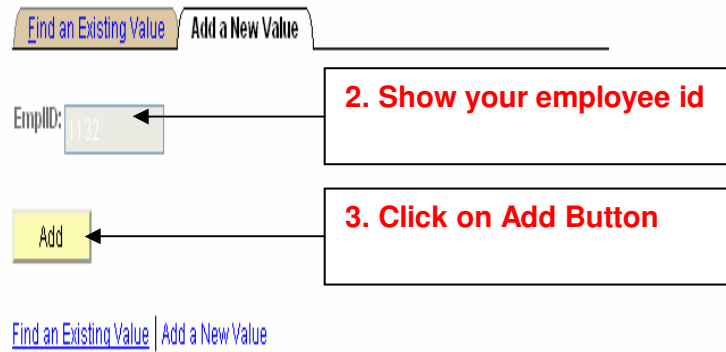
2. After Clicking the ADD button

Tab1: Request Details

4. **Click on Request Details Tab button**
5. **Enter the name of place where space works**

4. Click on Request details Tab Button

5. Enter the name of the place where spouse works

B. Contact details

6. **Enter Campus contact details**

6. Enter the campus contact details

C. Patient details

7. Select Relationship to employee by using the drop list
8. Enter the Patient sickness date
9. Choose the disease name by using the lookup button

Note: - If disease is not defined in the list. It can be defined in "Other Disease" text box as shown below

10. Enter the name of place where patient fell ill

7. Select the relationship to employee from drop down list

8. Enter the date of sickness of patient

9. Choose the Disease by using the lookup button

If disease is not mention in the list, disease name can be enter in other disease text box

Can go back on Main Page by clicking on Return to main Page button

10. Enter the name of place where patient fell ill

Tab3: IPD Advance

11. Click on the Advance Tab
12. Choose budget type i.e. Plan/Non Plan
13. Enter the remarks
14. Enter Anticipated cost of Treatment
15. Enter Anticipated date of admission
16. Enter the advance amount required
17. Choose the hospital by using lookup button

18. Click on the Submit advance request button as shown below

11. Click on the Advance Tab Button

Shows request number as '0' before submission of request

12. Choose budget type i.e. Plan/Non-Plan

13. Enter the remarks

14. Enter anticipated cost of treatment

15. Enter the anticipated date of admission

16. Enter the Advance amount required

17. Choose the empanelled hospital by using the lookup button

18. Click on the Submit Advance Request

After submitting the request

Menu

Search:

My Favorites
Self Service
▷ LTC Self Service
▷ Loans & Advances
▷ Leave Management
▷ Personal Information
▷ Payroll and Compensation
▷ Benefits
▷ Performance Management
− Book Car

New Window

Request Details | IPD Reimbursements | **Advance**

Request Medical Advance

After submission, request number is generated

Request Number: 24916   Employee ID: 1132   Advance Date: 16/12/2010

Budget Type: ○ Plan   ⦿ Non Plan

Chronic Disease: Cardiac

Advance Request Approval process

After submission of the IPD Advance request by the user, the request is submitted in the worklist of approver for the approval process as shown below.

1. Click on the on the worklist list link to open the request as shown below

1. Click on the worklist link

2. Click on the Detail View and Link
3. Choose IGNOU IPD Advance from the worklist filter

2. Click for the detail View and Link

3. Choose IGNOU IPD Advance from the worklist filter

4. Click on the Request number link accordingly as shown in below screen

After clicking on the IPD request number, it shows the details as follows

5. Enter the advance amount to be approved
6. Select the Approval status by using the drop down list i.e.

   a. **Cancel** – **For cancellation of request**
   b. **Create Expense Report** – **For creating the expense report**
   c. **Ok & Forward** – **Forwarding the request to next approver**
   d. **Submit** – **Submit the request**

7. Enter the remarks
8. Click on save button

5. Enter the Advance Amount Approved

6. Select the Approval status by using the drop down list

Request can be forward to next level of approval entering the next approver's id

Can go back on Main Page by clicking on Return to main Page button

7. Enter the remarks

8. Click on save button

After clicking on the save button a pop populates with the Message "**Please click on Goto Expense Sheet ID Link to view the expense Report Created**"

9. **Click on Ok button**

10. **Click on Goto Expense Sheet ID link to view the expense sheet**

Note:-After the Approval of IPD Advance Request, User apply for Reimbursement by selecting the IPD Medical Request number accordingly

Tab2: IPD Reimbursement

1. **Click on IPD Reimbursement Tab button**
2. **Select the budget type i.e. Plan/Non Plan**

Miscellaneous IPD Charges:

3.   **Enter the Miscellaneous charges for hospital-Advance taken**
4.   **Enter the miscellaneous IPD charges**

Navigation menu:
- Leave Management
- Personal Information
- Payroll and Compensation
- Benefits
- Performance Management
- Book Car
- Initiate Pension
- Medical Request
- Transport for Staff Children
- Employee House Requests
- House Applications
- Review Transactions
- Manager Self Service
- General Administration
- Housing
- Workforce Administration
- Loans & Advances
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- HRMS User Manual
- My Personalizations
- My System Profile
- My Dictionary

Miscellaneous IPD Charges for Hospital-Advance Taken

Field	Amount	Remarks
Accomodation Amount:	25000.00	Enter Remarks
Approved Accomodation Amount:		
Diet Amount:	10000.00	Enter Remarks
Approved Diet Amount:		
Nursing Amount:	15000.00	Enter Remarks
Approved Nursing Amount:		
Other Amount:	10000.00	Enter Remarks
Other Approved Amount:		

3. Enter the Miscellaneous IPD Charges for Hospital-Advance Taken

Miscellaneous IPD Charges

Field	Amount	Remarks
Accomodation Amount:		Enter Remarks
Approved Accomodation Amount:		
Diet Amount:	10000.00	Enter Remarks
Approved Diet Amount:		
Nursing Amount:		Enter Remarks
Approved Nursing Amount:		
Other Amount:		Enter Remarks
Other Approved Amount:		

4. Enter the Miscellaneous IPD Charges

Discount Details (If any):

5. **Select the discount head accordingly from the drop down list**
6. **Enter the discount amount**
7. **Enter the remarks**

Investigation Charges (If any):

Tab1: Investigation Charges

Note: - If Hospital/Diagnostic Center is not in the empanelled list then hospital/Diagnostic center name can be mentioned in "Non Empanelled Hospital/Diagnostic Center" text box as shown below

9. **select the Hospital Id by using the lookup button**
10. **Enter the date**
11. **Enter the amount paid**

Tab2: Details

12. **Enter the name of test in Detail tab**
13. **Enter the receipt number**
14. **Enter the remarks**

12. Enter the Name of Test

13. Enter the Receipt Number

14. Enter the remarks if any

Consultation Fees (If any):

Tab1: Consultation Fees

Note: - If doctor is not in empanelled list then name can be mention in "Non Empanelled doctor's Name" text box

15. **select the doctor name by using the lookup button**
16. **Enter the date**
17. **Enter the amount paid**

Enter the name of Doctor in case of Non-empanelled

15. In case of Empanelled Doctor, choose the Doctor by using lookup button

16. Enter the Date

17. Enter the amount paid

17

Tab2: Details

18. **Choose referred as Yes/No accordingly**
19. **Enter the remarks if any**

18. Choose referred as Yes/No accordingly

19. Enter the Remarks if any

Chemist Charges (If any):

Tab1: Chemist Charges

20. **Enter the name of Chemist shop in case of chemist charges**
21. **Enter the name of medicine**
22. **Enter the date**
23. **Enter the amount paid**

20. Enter the Name of Chemist shop

21. Enter the name of medicines

22. Enter the Date

23. Enter the amount paid

Tab2: Details

24. **Enter the remarks if any**
25. **Enter the receipt number**

24. Enter the remarks

25. Enter the receipt number

Charges for Dental/Procedure/Injection (If any):

26. **Enter the number of Dental/Injection/Procedure details if any**
27. **Enter Name of Dental/Injection/Procedure name**
28. **Enter the date**
29. **Enter the amount paid**

26. Enter the number of Dental/injection/Procedure

27. Enter the name of Dental/Procedure/Injection

28. Enter the Date

29. Enter the amount paid

30. Click on submit Request button for submission of IPD Reimbursement request

31. Click on Submit Request button

30. Select the Checkbox for adjustment of advance. Multiple advance can also b adjusted by selecting multiple request number checkbox

Can go back on Main Page by clicking on Return to main Page button

IPD Reimbursement Approval Process:-

After submission of the IPD request by the user, the request is submitted in the worklist of approver for the approval process as shown below.

1. Click on the on the worklist list link to open the request as shown below

1. Click on the Worklist Link
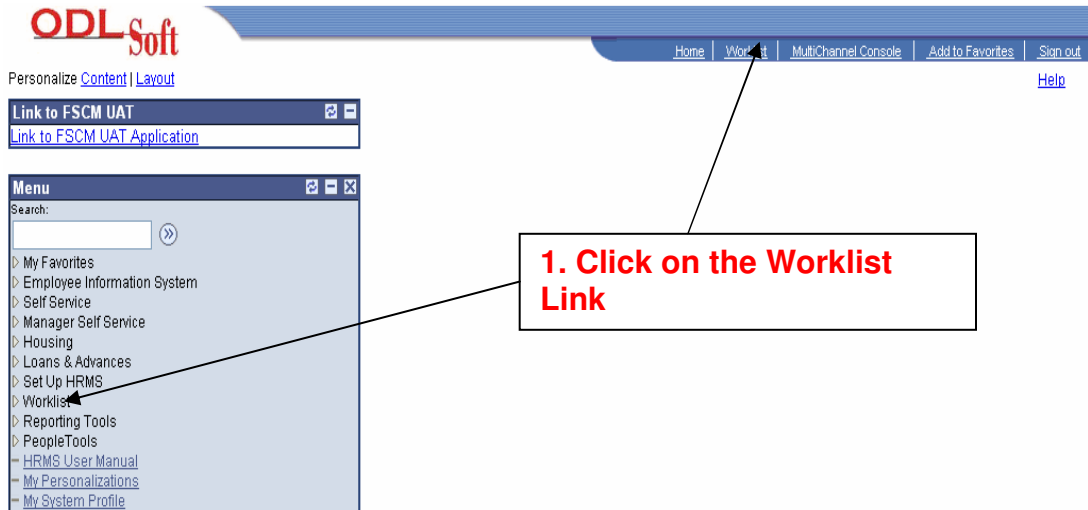
2. Click for the detail view and link as shown in below screen
3. To open the Loan request choose Submitted loan request from the worklist filter
4. Find the required request number and click on the link to open the request for approval

3. Select submitted IGNOU IPD Reimbursement from the Worklist filter

2. Click for the detail View and Link

4. Click on the Request link
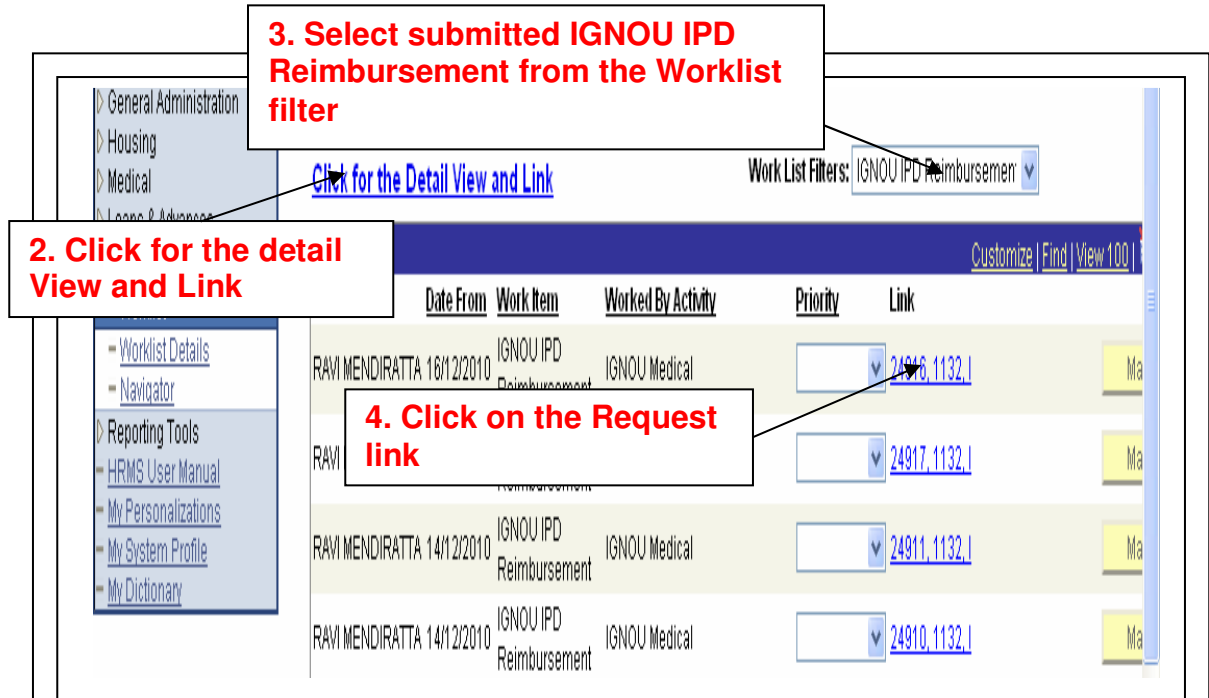
After clicking on the Request number link

5. Click on IPD Reimbursements Tab
6. Select the budget type as Plan/Non Plan

5. Click on IPD Reimbursements Tab

6. Select the budget type as Plan/Non Plan

Shows the Amount details

7. Enter the amount to be approved in Approved text box

7. Enter the amount to be approved

My Favorites
Self Service
General Administration
Housing
Medical
Loans & Advances
Worklist
 – Worklist
  – Worklist Details
  – Navigator
Reporting Tools
 · HRMS User Manual
 · My Personalizations

Discount Details   Customize | Find | 🎬   First ◀ 1 of 1 ▶ Last

'Discount Head	'Discount Amount	Remarks	Amount Approved
1 Chemist Charges	50.00	Chemist Discount	50.00

Investigation Charges   Customize | Find | 🎬   First ◀ 1 of 1 ▶ Last

Investigation Charges | Details | 🔲

Non Empanelled Hospital/ Diagnostic Center	Empanelled Hospital/ Diagnostic Center	Hospital ID	Date	Amount Paid	Amount Approved
1	JAIPUR GOLDEN HOSPITAL	0000002305	13/12/2010	5000.00	5000.00

Consultation Fees   Customize | Find | 🎬   First ◀ 1 of 1 ▶ Last

8. Enter the amount to be approved in Amount Approved textbox

...anelled Doctor's ...ne	Doctor ID	Date	Amount Paid	Amount Approved
1			0.00	0.00

Chemist Charges   Customize | Find | 🎬   First ◀ 1 of 1 ▶ Last

Chemist Charges | Details | 🔲

Name of Chemist Shop	Date	Amount Paid	Amount Approved
1 Sudhir Medicos	13/12/2010	200.00	200.00

Charges for Dental / Procedure / Injection   Customize | Find | 🎬   First ◀ 1 of 1 ▶ Last

Charges for Dental / Procedure / Injection | Details | 🔲

Number of Dental / Procedure / Injection	Date	Amount Paid	Amount Approved
1 5	13/12/2010	3000.00	3000

9. Select the Approved status from dropdown list accordingly
10. Enter the remarks
11. Click on save button

9. Select the Approved Status from drop down list accordingly

Request can be forwarded to next level of approval by selecting the approver Id from lookup button

10. Enter the remarks

Can go back on Main Page by clicking on Return to main Page button

11. Click on Save button

12. Click on OK button

Popup populates with the message"Please Click on Goto Sheet ID Link to view the Expense Report Create

12. Click on OK button

13. Click on "Goto Expense Sheet ID link to view the expense report"

13. Click on "Goto Expense Sheet ID link to view the expense report

OPD Medical Request:-

1. View OPD Request:-

**Click on the View OPD request button, it shows all the OPD requests applied earlier**

Medical Requests

My Favorites
LTC
Employee Information
ystem

Self Service
- LTC Self Service
- Loans & Advances
- Leave Management
- Personal Information
- Payroll and Compensation
- Benefits
- Performance Management
- Book Car
- Initiate Pension
- Medical Request
- Transport for Staff Children
- Employee House
  Requests
- Review Transactions

View IPD Requests

Create New IPD Request

View OPD Requests

Click on View OPD Request

Create New OPD Request

Medical Circular

Empanelled List Of Hospitals/Doctors

List of Medical Request

My Favorites
LTC
Employee Information
stem

Self Service
- LTC Self Service
- Loans & Advances
- Leave Management
- Personal Information
- Payroll and Compensation
- Benefits
- Performance Management
- Book Car
- Initiate Pension
- Medical Request

Click on the OPD Medical Request Number for details

List of Medical Requests

Request Number	Employee ID	Name	Designation	Department
1 17115	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
2 12654	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
3 12648	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
4 12644	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
5 11986	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION

2. Create New OPD Request

1. **Click on create New OPD Request Button**
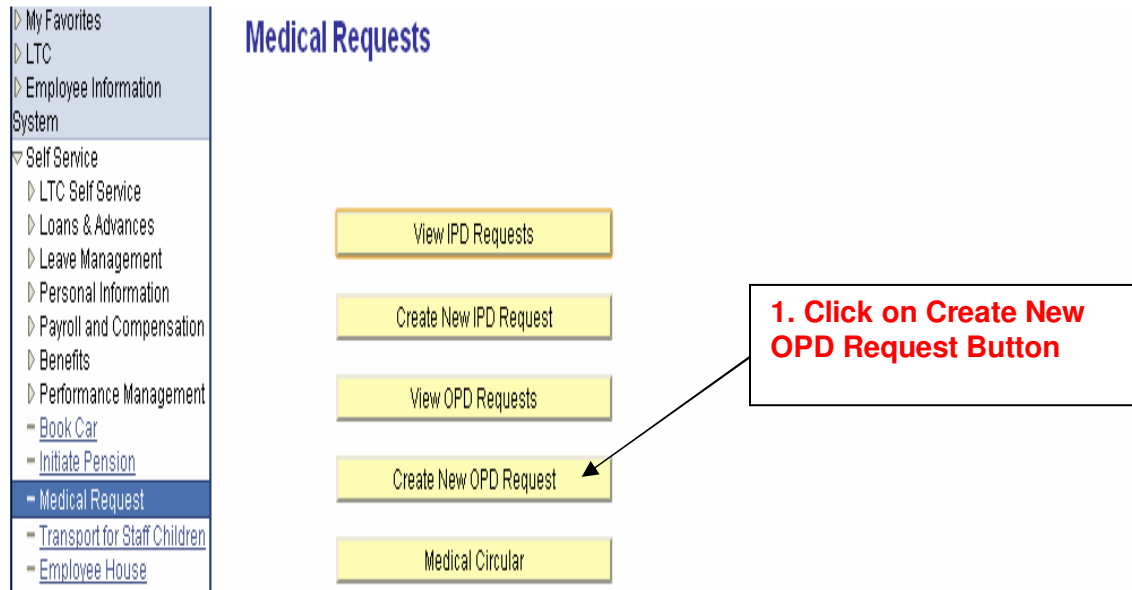
After clicking on the Create OPD Request Button

Tab1: Find an Existing Value

Find an Existing Value: You can search the existing OPD Request by using the one of the following different searching criteria i.e.

A. **EmplID:** shows the employee id of logged in user.
B. **Relationship to Employee:** You can search the existing OPD Request by selection the relation from the drop down list.
C. **Patient Name:** You can also search the existing OPD request by choosing the Patient name by using the lookup button.
D. **Reimbursement Status:** You can also search the existing OPD request by selecting the reimbursement status i.e. Cancel, Create Expense Report, Ok& Forward, submit

Medical OPD Request

Tab2: Add a New Value

Click on the Add a New Value Tab

1. Shows your employee id
2. Click on Add button

2. After Clicking the ADD button

Tab1: Request Details

3. **Click on request details tab button**
4. **Enter the name of the place where spouse works**

B. Contact details

5. **Enter the campus contact details**

C. Patient details

6. **Select the relationship to employee from dropdown list**
7. **Enter the date of sickness of patient**
8. **Choose the disease by using the lookup button**

Note: - If disease is not mention in the list, disease name can be enter in "Other Disease" text box

9. **Enter the name of place where patient fell ill**

OPD Reimbursement

Tab2: OPD Reimbursement

1. **Click on OPD Reimbursement Tab button**
2. **Select budget type i.e. Plan/Non Plan**

Discount Details (If any):

3. **Select the discount head accordingly from dropdown list**
4. **Enter the discount amount**
5. **Enter the remarks**

Investigation Charges (If any):

Tab1: Investigation Charges

Note: - If Hospital/Diagnostic Center is not in the empanelled list then hospital/Diagnostic center name can be mentioned in Non Empanelled Hospital/Diagnostic Center as shown below

7. **Select the Hospital Id by using the lookup button**
8. **Enter the date**
9. **Enter the amount paid**

6. Enter the name of hospital/Diagnostic center in case of Non-empanelled

7. In case of Empanelled Hospital/Diagnostic Center, choose the hospital by using lookup button

8. Enter the date

9. Enter the amount paid

Tab2: Details

10. **Enter the name of test in Detail tab**
11. **Enter the receipt number**
12. **Enter the remarks**

10. Enter the Name of Test

11. Enter the Receipt Number

12. Enter the remarks if any

Consultation Fees (If any):

Tab1: Consultation Fees

Note: - If doctor is not in empanelled list then name can be mention in Non Empanelled doctor's text box

13. **select the doctor name by using the lookup button**
14. **Enter the date**
15. **Enter the amount paid**

Enter the name of Doctor in case of Non-empanelled

13. In case of Empanelled Doctor, choose the Doctor by using lookup button

14. Enter the Date

15. Enter the amount paid

Tab2: Details

16. **Choose referred as Yes/No accordingly**
17. **Enter the remarks if any**

16. Choose referred as Yes/No accordingly

17. Enter the Remarks if any

Chemist Charges (If any):

Tab1: Chemist Charges

18. **Enter the name of Chemist shop in case of chemist charges**
19. **Enter the name of medicine**
20. **Enter the date**
21. **Enter the amount paid**

18. Enter the Name of Chemist shop

19. Enter the name of medicines

20. Enter the Date

21. Enter the amount

Tab2: Details

22. Enter the remarks if any
23. Enter the receipt number

22. Enter the remarks

23. Enter the receipt number

Charges for Dental/Procedure/Injection (If any):

24. Enter the number of Dental/Injection/Procedure details if any
25. Enter Name of Dental/Injection/Procedure name
26. Enter the date
27. Enter the amount paid

24. Enter the number of Dental/injection/Procedure

25. Enter the name of Dental/Procedure/Injection

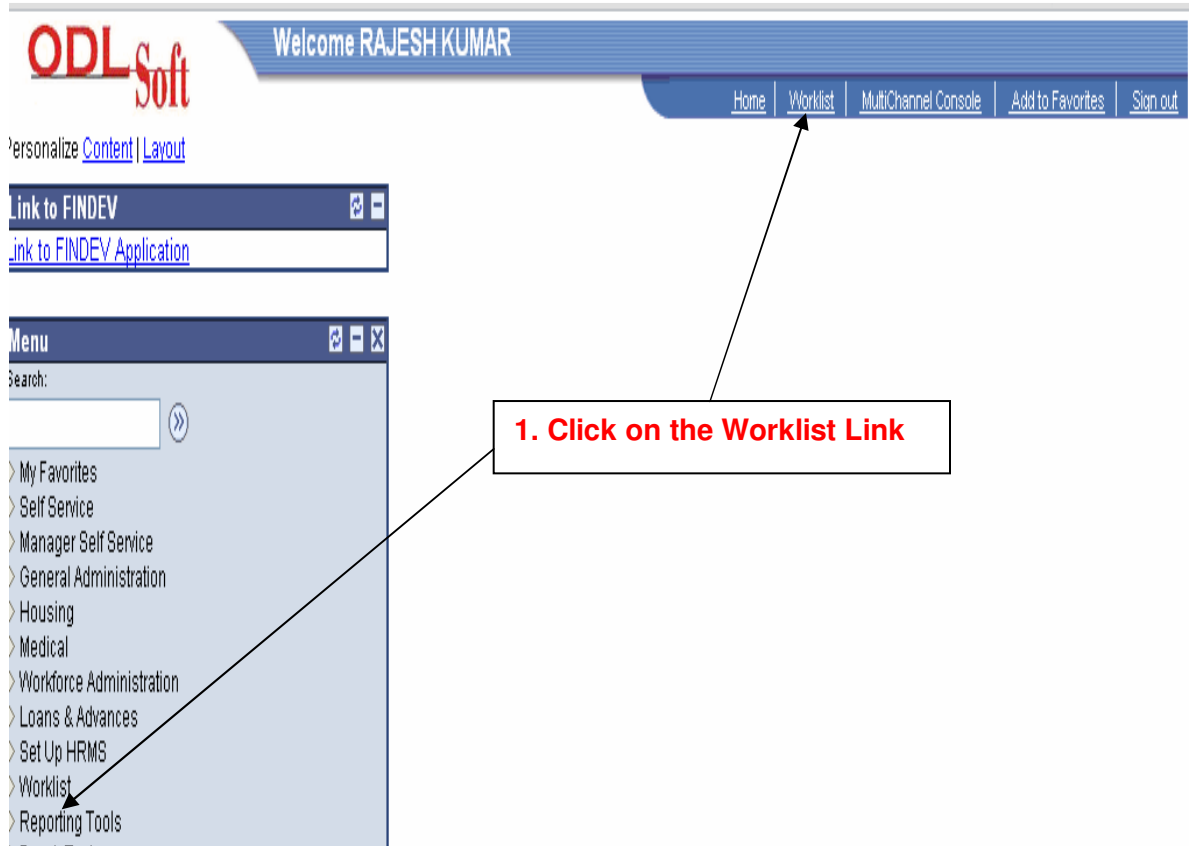**26. Enter the Date**

27. Enter the amount paid

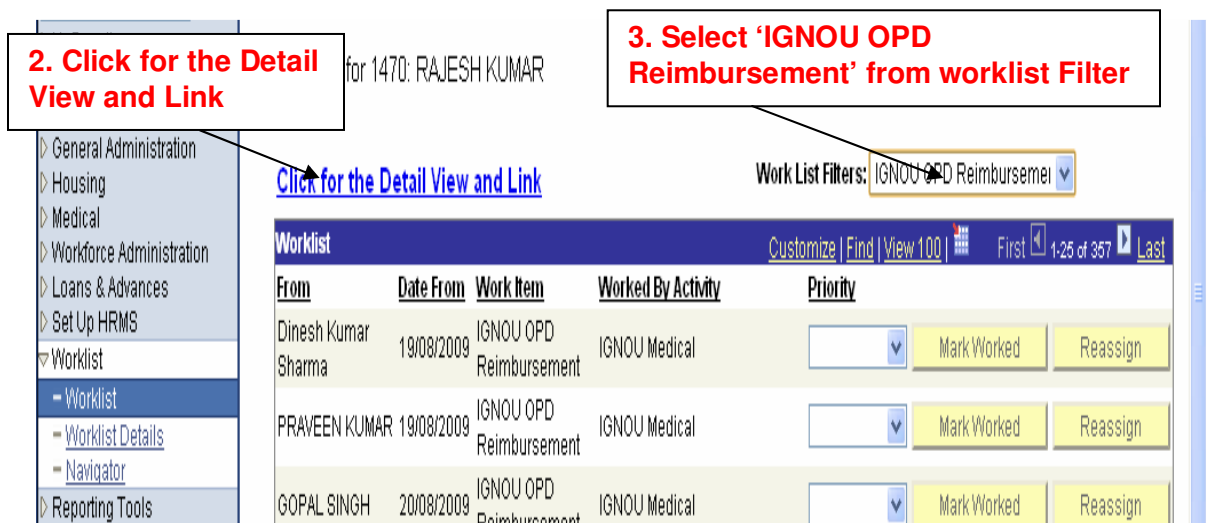**28. Click on the Submit Request button**

OPD Approval Process

After submission of the OPD request by the user, the request is submitted in the worklist of approver for the approval process as shown below.

1. Click on the on the worklist list link to open the request as shown below

1. Click on the Worklist Link

2. Click on the Detail View and Link
3. Choose IGNOU OPD Advance from the worklist filter

2. Click for the Detail View and Link

3. Select 'IGNOU OPD Reimbursement' from worklist Filter

4**. Click on OPD request Number link**

5. Click on OPD Reimbursements Tab
6. Select the budget type as Plan/Non Plan

7. Enter the amount to be approved

7. Enter the Amount Approved

8. Select the Approval status accordingly as shown in dropdown list

8. Select the Approval Status accordingly as shown in dropdown list

Can go back on Main Page by clicking on Return to main Page button

9. Enter the remarks
10. Click on Save button

9. Enter the remarks

Can go back on Main Page by clicking on Return to main Page button

10. Click on 'Save' button

11. Click on Goto Expense Sheet ID link to view Expense Sheet to view the expense report

Popup populates with message" Please click on Goto Expense Sheet ID Link to view the Expense Report Created

OPD Reimbursement

Goto Expense Sheet ID

s & Reimbursement Details -
Status

11. Click on Goto Expense Sheet ID link to view Expense Sheet

Medical
Workforce Administration
Loans & Advances
Set Up HRMS
Worklist
  Worklist
    Worklist Details
    Navigator
Reporting Tools
PeopleTools
HRMS User Manual
My Personalizations
My System Profile
My Dictionary

er: 24923   Employee ID: 1132   Claim Date: 21/12/2010

Name: MENDIRATTA,RAVI

Patient Name:

Budget Type:

The page at 172.17.0.8:8022 says:

Please Click on Goto Expense Sheet ID Link to view the Expense Report Created

OK

culate

Amount Details

Consultation Amou   0.00

Injection / Procedure Amount: 1000.00   Approved Injection Amount: 1000.00

Investigation Amount: 5000.00   Approved Investigation Amount: 5000.00

Pharmacy Amount: 450.00   Approved Pharmacy Amount: 450.00

***END**