



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

The screenshot shows the ODL Soft application interface. At the top left is the ODL Soft logo. A navigation menu is visible on the left side, with 'Medical Request' highlighted. The main content area is titled 'Medical Requests' and contains four yellow buttons: 'View IPD Requests', 'Create New IPD Request', 'View OPD Requests', and 'Create New OPD Request'. Four callout boxes with red text and arrows point to these buttons, providing instructions: 1. Click to View IPD Requests applied earlier (points to View IPD Requests), 2. Click to create New IPD Request (points to Create New IPD Request), 3. Click to view OPD Requests applied earlier (points to View OPD Requests), and 4. Click to Create New OPD Request (points to Create New OPD Request). The top right of the page has a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A 'New Window' link is also present in the top right corner.

IPD Medical Request:-

1. View IPD Request:-

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

List of Medical Request

Click on the IPD Medical Request Number for details

Request Number	Employee ID	Name	Designation	Department
1 24915	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
2 24914	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
3 24912	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
4 24911	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
5 24910	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
6 24909	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
7 24908	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
8 24907	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
9 24906	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
10 24905	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION
11 24904	1132	MENDIRATTA,RAVI	SENIOR SOFTWARE ENGINEER	COMPUTER DIVISION

Navigation Menu:

- My Favorites
- 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
 - House Applications
 - Review Transactions
- Manager Self Service
- General Administration
- Housing
- Workforce Administration

2. Create New IPD Request

Medical Requests

1. Click on the Create New IPD Request Button

View IPD Requests

Create New IPD Request

View OPD Requests

Create New OPD Request

Navigation Menu:

- My Favorites
- Self Service
 - LTC Self Service
 - Loans & Advances
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 - Book Car
 - Initiate Pension
 - Medical Request**
 - Transport for Staff Children
 - Employee House Requests

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. **EmpIID:** 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 Claim of IPD
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

EmpIID: begins with 1132

Relationship to Employee: =

Patient Name: begins with

Reimbursement Status: =

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#)

[Find an Existing Value](#) [Add a New Value](#)

Brother
Daughter
Father
Grand Parent
Grandchild
Husband
Mother
Other Relative
Parent In-Law
Parent In-law
Self
Sister
Son
Wife

Medical IPD Request

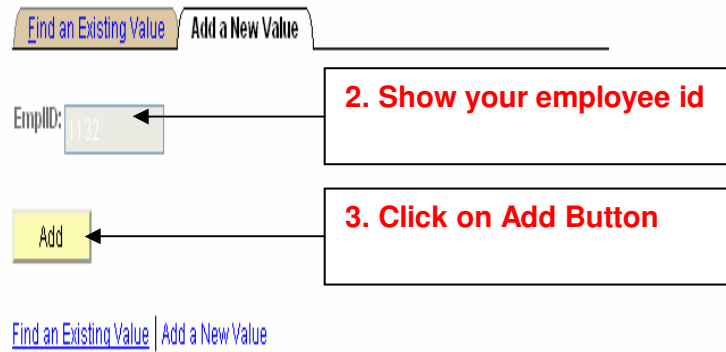
Tab2: Add a New Value

Click on the **Add a New Value Tab**

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



Medical Claim of IPD



[New Window](#)

2. After Clicking the ADD button

Tab1: Request Details

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

ODL Soft

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window

Request Details | IPD Reimbursements | Advance

Medical Reimbursement Request

Request Number: _____ Employee ID: 1132

Employee Name: MENDIRATTA,RAVI

Designation: SENIOR SOFTWARE ENGINEER

Division/School: COMPUTER DIVISION

Marital Status: Married Place Where Spouse Works: Delhi

Basic Pay: 48920.000000

B. Contact details

6. Enter Campus contact details

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
- House Applications
- Review Transactions

Basic Pay: 48920.000000

Contact Details

Telephone: 9810905660

Address Line 1: A-2, KAUVERY

Address Line 2: IGNOU RESIDENTIAL CAMPUS

Address Line 3: MAIDAN GARHI

City: NEW DELHI

State: DL Postal Code: 110068 Country: IND

Campus Contact Details: IGNOU

Email ID: odlssofthelpdesk@ignou.ac.in

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

The screenshot shows the 'Patient Details' form with the following fields and annotations:

- Request Date:** 16/12/2010
- OPD/IPD?** IPD
- Patient Age:** Yrs 48 Months 9
- 'Relationship to Employee:':** Self (dropdown menu)
- 'Patient Name:':** MENDIRATTA,RAVI
- 'Date of Sickness:':** 13/12/2010
- Chronic Disease:** Cardiac (lookup button)
- Other Disease:** (text box)
- Place where patient fell ill:** Delhi

Annotations and callouts:

- 7. Select the relationship to employee from drop down list** (points to 'Relationship to Employee' dropdown)
- 8. Enter the date of sickness of patient** (points to 'Date of Sickness' date field)
- 9. Choose the Disease by using the lookup button** (points to 'Chronic Disease' lookup button)
- If disease is not mention in the list, disease name can be enter in other disease text box** (points to 'Other Disease' text box)
- 10. Enter the name of place where patient fell ill** (points to 'Place where patient fell ill' text box)
- Can go back on Main Page by clicking on Return to main Page button** (points to 'Return to Main Page' button)

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display

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

The screenshot shows the 'Request Medical Advance' form in the ODL Soft application. The form is titled 'Request Medical Advance' and has a navigation bar with 'Request Details', 'IPD Reimbursements', and 'Advance' tabs. The 'Advance' tab is selected. The form contains the following fields and controls:

- Request Number:** 0 (Callout 11: Click on the Advance Tab Button)
- Employee ID:** 1132
- Advance Date:** (empty)
- Budget Type:** Radio buttons for 'Plan' and 'Non Plan' (Callout 12: Choose budget type i.e. Plan/Non-Plan)
- Chronic Disease:** Cardiac
- Other Disease:** (empty)
- Employee Remarks:** (text area) (Callout 13: Enter the remarks)
- Anticipated Cost of Treatment:** 50000.00 (Callout 14: Enter anticipated cost of treatment)
- Anticipated Date of Admission:** 13/12/2010 (Callout 15: Enter the anticipated date of admission)
- Amount of Advance Required:** 50000.00 (Callout 16: Enter the Advance amount required)
- Advance Request Date:** (empty)
- Pay To:** Radio buttons for 'Employee' and 'Hospital' (selected)
- Hospital ID:** 0000002305 (Callout 17: Choose the empanelled hospital by using the lookup button)
- Name:** JAIPUR GOLDEN HOSPITAL
- Description:** HOSPITAL
- Buttons:** 'Submit Advance Request' and 'Cancel Advance Request' (Callout 18: Click on the Submit Advance Request)

The ODL Soft logo is in the top left. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. A 'New Window' button is in the top right. A 'Menu' sidebar is on the left with categories like 'My Favorites', 'Self Service', 'Manager Self Service', etc. The 'Medical Request' category is expanded.

After submitting the request

The screenshot shows a web application interface. On the left is a navigation menu with the following items: Search, My Favorites, Self Service, LTC Self Service, Loans & Advances, Leave Management, Personal Information, Payroll and Compensation, Benefits, Performance Management, and Book Car. The main content area has three tabs: Request Details (selected), IPD Reimbursements, and Advance. The title of the page is 'Request Medical Advance'. Below the title, the following information is displayed: Request Number: 24916, Employee ID: 1132, and Advance Date: 16/12/2010. The Budget Type is set to Non Plan. Below this, the Chronic Disease is listed as Cardiac. A callout box with a red border and text points to the Request Number: 24916.

Menu

Search:

My Favorites

- Self Service
- ▶ LTC Self Service
- ▶ Loans & Advances
- ▶ Leave Management
- ▶ Personal Information
- ▶ Payroll and Compensation
- ▶ Benefits
- ▶ Performance Management
- [Book Car](#)

Request Details IPD Reimbursements Advance

Request Medical Advance

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

Budget Type: Plan Non Plan

Chronic Disease: Cardiac

New Window

After submission, request number is generated

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

The screenshot shows the ODL Soft application interface. At the top, there is a blue header with the text "Welcome GIRDHAR SINGH" and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the header, there is a "Personalize Content | Layout" link. A "Link to FINDEV" box contains a link to "Link to FINDEV Application". A "Menu" box contains a search field and a list of menu items: My Favorites, Self Service, General Administration, Housing, Medical, Loans & Advances, Worklist, Reporting Tools, and HRMS User Manual. The "Worklist" item is highlighted with a red box and an arrow pointing to it, with the text "1. Click on the worklist link".

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

The screenshot shows the ODL Soft application interface with the Worklist table. The "Work List Filters" dropdown menu is set to "IGNOU IPD Advance". The "Worklist" table has the following data:

From	Date From	Work Item	Worked By Activity	Priority		
GIRDHAR SINGH	11/09/2009	IGNOU IPD Advance	IGNOU IPD Medical Advance	<input type="text"/>	Mark Worked	Reassign
DINESH KUMAR VERMA	14/10/2009	IGNOU IPD Advance	IGNOU IPD Medical Advance	<input type="text"/>	Mark Worked	Reassign
KALPANA RANI	21/10/2009	IGNOU IPD Advance	IGNOU IPD Medical Advance	<input type="text"/>	Mark Worked	Reassign

The "Worklist" table has a "Click for the Detail View and Link" link above it. The "Work List Filters" dropdown menu is set to "IGNOU IPD Advance". A red box highlights the "IGNOU IPD Advance" filter with the text "3. Choose IGNOU IPD Advance from the worklist filter". Another red box highlights the "Click for the Detail View and Link" link with the text "2. Click for the detail View and Link".

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

Worklist for 1612: GIRDHAR SINGH

Summary View

Work List Filters: IGNOU IPD Advance

From	Date From	Work Item	Priority	Worked By Activity	Business Process Name	Link
RAVI MENDIRATTA	16/12/2010 2:23:03PM	IGNOU IPD Advance		IGNOU IPD Medical Advance	IGN_MEDADV	24916, 1132, 1
GURUPADA SAREEN	12/04/2010 2:38:32PM	IGNOU IPD Advance		IGNOU IPD Medical Advance	IGN_MEDADV	16550, 2334, 1
BIJENDER KUMAR	05/04/2010 12:36:37PM	IGNOU IPD Advance		IGNOU IPD Medical Advance	IGN_MEDADV	16290, 1140, 1
Pappu Shah Gond	19/03/2010 10:06:48AM	IGNOU IPD Advance		IGNOU IPD Medical Advance	IGN_MEDADV	15832, 1955, 1

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

ODL Soft

Home | Worklist | Add to Favorites | Sign out

Request Details | IPD Reimbursements | Advance

Request Medical Advance

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

Budget Type: Plan Non Plan

Chronic Disease: Cardiac

Other Disease:

Employee Remarks: ok

Anticipated Cost of Treatment: 50000.00

Anticipated Date of Admission: 16/12/2010

Amount of Advance Required: 50000.00

Advance Request Date: 16/12/2010

Pay To: Employee Hospital

Hospital ID: 000002309

Name: JAIPUR GOLDEN HOSPITAL

Description: HOSPITAL

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

7. Enter the remarks

8. Click on save button

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

Approval Status	Approver Details	Employee ID	Approver Name	Approval Status	Approver Remarks	Date	Time
Submit	MENDIRATTA,RAVI			Request put by staff.	16/12/10	2:23:02PM	
	GIRDHAR SINGH						

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

The screenshot shows the 'Request Medical Advance' page with a modal dialog box. The dialog box has a title bar that reads 'The page at 172.17.0.8:8022 says:'. The main content of the dialog box says 'Please Click on Goto Expense Sheet ID Link to view the Expense Report Created'. There is an 'OK' button at the bottom right of the dialog box. A red callout box with the text '9. Click on OK button' has an arrow pointing to the 'OK' button.

Request Medical Advance

[Goto Expense Sheet ID](#)
Status

Request Number: 24916 Employee ID: 1132 Advance Date: 16/12/2010
Budget Type: Plan Non Plan

Chronic Disease: Other Disease: Employee Remarks: Anticipated Cost of T Anticipated Date of Admission: 13/12/2010

Amount of Advance Required: 50000.00
Advance Request Date: 16/12/2010

9. Click on OK button

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

The screenshot shows the 'Request Medical Advance' page. A red callout box with the text '10. Click on Goto Expense Sheet ID link to view the Expense Report Sheet' has an arrow pointing to the 'Goto Expense Sheet ID' link in the 'Status' field.

Request Medical Advance

[Goto Expense Sheet ID](#)
Status

Request Number: 24916 Employee ID: 1132 Advance Date: 16/12/2010
Budget Type: Plan Non Plan

Chronic Disease: Cardiac

10. Click on Goto Expense Sheet ID link to view the Expense Report 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

The screenshot shows a web application interface for IPD Reimbursement. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', and 'Medical Request'. The main content area has three tabs: 'Request Details', 'IPD Reimbursements', and 'Advance'. The 'IPD Reimbursements' tab is active. Below the tabs, the title 'Medical Bills & Reimbursement Details - IPD' is displayed. A form contains fields for 'Request Number: 24916', 'Employee ID: 1132', 'Claim Date', 'Name: MENDIRATTA,RAVI', 'Claim Number', 'Patient Name: MENDIRATTA,RAVI', 'Relationship to Employee: Self', and 'Budget Type' with radio buttons for 'Plan' and 'Non Plan'. Below the form is a table titled 'Amount Details' with columns for various medical services and their amounts. Callout boxes provide instructions: '1. Click on IPD Reimbursement Tab Button' points to the 'IPD Reimbursements' tab; '2. Select the Budget Type i.e. Plan/Non Plan' points to the 'Non Plan' radio button; and 'Shows the Advance Amount Paid' points to the 'Advance Amount Paid' row in the table.

1. Click on IPD Reimbursement Tab Button

2. Select the Budget Type i.e. Plan/Non Plan

Amount Details			
Consultation Amount:	0.00	Approved Consultation Amount:	0.00
Injection / Procedure Amount:	0.00	Approved Injection Amount:	0.00
Investigation Amount:	0.00	Approved Investigation Amount:	0.00
Pharmacy Amount:	0.00	Approved Pharmacy Amount:	0.00
Total Claimed Amount:	0.00	Total Approved Amount:	0.00
Advance Amount Paid:	50000.00	Final Paid Amount:	0.00

Shows the Advance Amount Paid

Miscellaneous IPD Charges:

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

The screenshot displays two forms in the HRMS system. The left sidebar contains a navigation menu with the following items: Leave Management, Personal Information, Payroll and Compensation, Benefits, Performance Management, Book Car, Initiate Pension, Medical Request (highlighted), 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, and My Dictionary.

The top form is titled "Miscellaneous IPD Charges for Hospital-Advance Taken" and contains the following fields:

Accommodation Amount:	25000.00	Enter Remarks
Approved Accommodation 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:		

The bottom form is titled "Miscellaneous IPD Charges" and contains the following fields:

Accommodation Amount:		Enter Remarks
Approved Accommodation Amount:		
Diet Amount:	10000.00	Enter Remarks
Approved Diet Amount:		
Nursing Amount:		Enter Remarks
Approved Nursing Amount:		
Other Amount:		Enter Remarks
Other Approved Amount:		

Two callout boxes with red text provide instructions:

- Box 3: "3. Enter the Miscellaneous IPD Charges for Hospital-Advance Taken" with arrows pointing to the Accommodation, Diet, and Nursing fields in the top form.
- Box 4: "4. Enter the Miscellaneous IPD Charges" with arrows pointing to the Diet and Other fields in the bottom form.

Discount Details (If any):

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

The screenshot shows the 'Discount Details' form. On the left is a navigation menu with 'Medical Request' selected. The main form has a table with columns: 'Discount Head', 'Discount Amount', 'Remarks', and 'Amount Approved'. A callout box labeled '5. Select the discount head accordingly from drop down list' points to the 'Discount Head' dropdown menu. Another callout labeled '6. Enter the discount Amount' points to the 'Discount Amount' input field. A third callout labeled '7. Enter the Remarks' points to the 'Remarks' text area. Below the table, there are fields for 'Empanelled Hospital/Diagnostic Center', 'Hospital ID', 'Date', 'Amount Paid', and 'Amount Approved'.

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

The screenshot shows the 'Investigation Charges' form. On the left is a navigation menu with 'Medical Request' selected. The main form has a table with columns: 'Non Empanelled Hospital/Diagnostic Center', 'Empanelled Hospital/Diagnostic Center', 'Hospital ID', 'Date', 'Amount Paid', and 'Amount Approved'. A callout box labeled '8. Enter the name of hospital/Diagnostic center in case of Non-empanelled' points to the 'Non Empanelled Hospital/Diagnostic Center' input field. Another callout labeled '9. In case of Empanelled Hospital/Diagnostic Center, choose the hospital by using lookup button' points to the 'Hospital ID' lookup field. A third callout labeled '10. Enter the date' points to the 'Date' input field. A fourth callout labeled '11. Enter the amount paid' points to the 'Amount Paid' input field. The table shows an entry with 'JAIPUR GOLDEN HOSPITAL' in the 'Empanelled Hospital/Diagnostic Center' column, '0000002305' in the 'Hospital ID' column, '13/12/2010' in the 'Date' column, '5000.00' in the 'Amount Paid' column, and '0.00' in the 'Amount Approved' column.

Tab2: Details

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

The screenshot shows the 'Investigation Charges' details tab. The table has columns for Hospital, Name of Test, Receipt Number, Referred or Not, and Remarks. A callout box labeled '12. Enter the Name of Test' points to the 'Name of Test' field containing 'XYZ'. Another callout box labeled '13. Enter the Receipt Number' points to the 'Receipt Number' field containing '7869879'. A third callout box labeled '14. Enter the remarks if any' points to the 'Remarks' field.

Hospital	Name of Test	Receipt Number	Referred or Not	Remarks
1 Hospital	XYZ	7869879	No	

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

The screenshot shows the 'Consultation Fees' table. The table has columns for Non Empanelled Doctor's Name, Empanelled Doctor's Name, Doctor ID, Date, Amount Paid, and Amount Approved. A callout box labeled '15. In case of Empanelled Doctor, choose the Doctor by using lookup button' points to the 'Doctor ID' field containing '000000024'. Another callout box labeled '16. Enter the Date' points to the 'Date' field containing '14/12/2010'. A third callout box labeled '17. Enter the amount paid' points to the 'Amount Paid' field containing '200'. A fourth callout box labeled 'Enter the name of Doctor in case of Non-empanelled' points to the 'Non Empanelled Doctor's Name' field.

Non Empanelled Doctor's Name	Empanelled Doctor's Name	Doctor ID	Date	Amount Paid	Amount Approved
	AJAY AGRAWAL	000000024	14/12/2010	200	0.00

Tab2: Details

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

The screenshot shows the 'Consultation Fees' details form. The table has the following columns: Doctor's Registration Number, Doctor's Highest Qualification, Referred or Not, and Remarks. A callout box labeled '18. Choose referred as Yes/No accordingly' points to a dropdown menu in the 'Referred or Not' column. Another callout box labeled '19. Enter the Remarks if any' points to the 'Remarks' column. The table contains one row with the registration number '1' and qualification 'M.D.'.

Doctor's Registration Number	Doctor's Highest Qualification	Referred or Not	Remarks
1	M.D.	<input type="text"/>	<input type="text"/>

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

The screenshot shows the 'Chemist Charges' details form. The table has the following columns: Name of Chemist Shop, Medicine Name, Date, Amount Paid, and Amount Approved. Callout boxes point to the input fields for each of these columns. The table contains one row with the following data: Name of Chemist Shop: 'Sudhir Medicos', Medicine Name: 'cbwvc', Date: '13/12/2010', Amount Paid: '200', and Amount Approved: '0.00'.

Name of Chemist Shop	Medicine Name	Date	Amount Paid	Amount Approved
1 Sudhir Medicos	cbwvc	13/12/2010	200	0.00

Tab2: Details

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

24. Enter the remarks

25. Enter the receipt number

Remarks	Receipt Number
1 Remarks	788989

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

Number of Dental / Procedure / Injection	Dental / Procedure / Injection Name	Date	Amount Paid	Amount Approved
1	vhggf	16/12/2010	3000	0.00

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 be adjusted by selecting multiple request number checkbox

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

Submit Request

Claim Request Date:

Approval Status:

Next Approver Employee ID:

Approver Remarks:

Additional Remarks:

Approval History

Approval Status	Approver Details	
Approver Employee ID	Approver Name	Approval Status
1		

List Of Advances

Request Number	Patient Name	Reimbursement Status	Advance Status	Amount	Date
<input checked="" type="checkbox"/> 1 24924	MENDIRATTA,RAVI	Approved		40000.00	21/12/2010
<input checked="" type="checkbox"/> 2 24881	MENDIRATTA,RAVI	Approved		50000.00	01/12/2010
<input type="checkbox"/> 3 24876	MENDIRATTA,RAVI	Approved		1212.00	26/11/2010

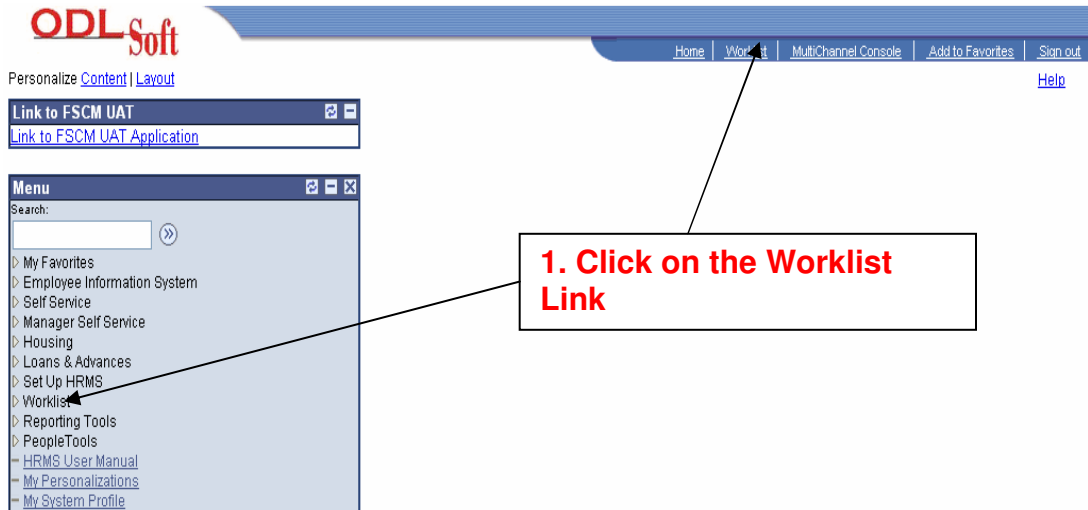
Return to Main Page View IPD Requests View OPD Requests

Save Notify Refresh

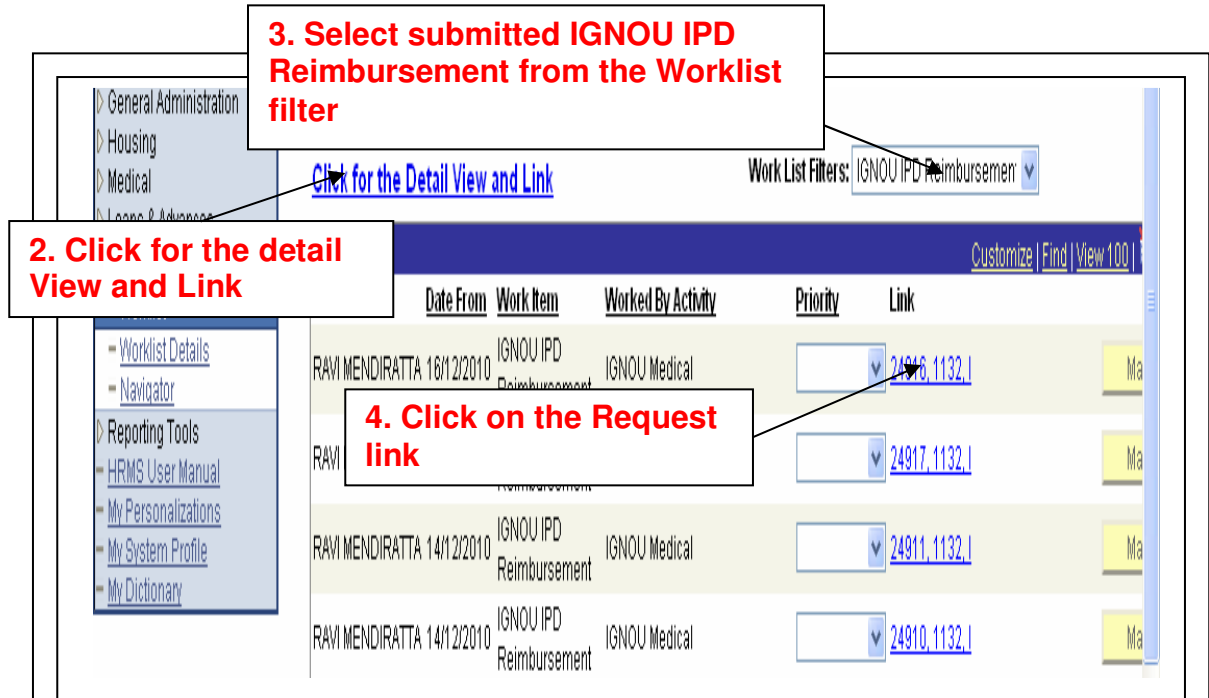
IPD Reimbursement Approval Process:-

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



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



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

Amount Details	
Consultation Amount:	0.00
Injection / Procedure Amount:	3000.00
Investigation Amount:	5000.00
Pharmacy Amount:	150.00
Total Claimed Amount:	78150.00
Advance Amount Paid:	60000.00
Approved Consultation Amount:	0.00
Approved Injection Amount:	0.00
Approved Investigation Amount:	0.00
Approved Pharmacy Amount:	0.00
Total Approved Amount:	0.00
Final Paid Amount:	0.00

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

Empanelled Doctor's Name	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

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

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

My Personalizations
My System Profile
My Dictionary

Claim Request Date: 16/12/2010

Approval Status: Create Expense Report

Next Approver Employee ID:

Approver Remarks: ok

Additional Remarks: ok

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 look up button

10. Enter the remarks

Approver Employee ID	Approver Name	Approval Status	Approver Remarks	Last update Date: Time
1 1132	RAVI MENDIRATTA	Submit	Request put by staff.	16/12/10 5:10:46PM
2 1612	GIRDHAR SINGH			

11. Click on Save button

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

Return to Main Page | View IPD Requests | View OPD Requests

Save | View Worklist | Previous in Worklist | Next in Worklist | Notify | Refresh

12. Click on OK button

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The main content area has tabs for 'Request Details', 'IPD Reimbursements', and 'Advance'. Below the tabs, there is a title 'Medical Bills & Reimbursement Details - IPD' and a link 'Goto Expense Sheet ID'. A 'Status' label is also present. A 'Calculate' button is visible. A popup message is displayed in the center, with the text: 'Please Click on Goto Sheet ID Link to view the Expense Report Created'. An arrow points from the popup to the 'Goto Expense Sheet ID' link. Below the popup, a table titled 'Amount Details' is visible, showing various medical bill amounts. A 'Calculate' button is also present below the table.

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

Amount Details	Amount	Approved Consultation Amount	Amount
Consultation Amount:	0.00	Approved Consultation Amount:	0.00
Injection / Procedure	3000.00		
Investigation Amount:	5000.00		
Pharmacy Amount:	150.00		
Total Claimed Amount:	8150.00		
Advance Amount Paid:	0.00		

12. Click on OK button

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

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The main content area has tabs for 'Request Details', 'IPD Reimbursements', and 'Advance'. Below the tabs, there is a title 'Medical Bills & Reimbursement Details - IPD' and a link 'Goto Expense Sheet ID'. A 'Status' label is also present. Below the link, there is a form with fields for 'Request Number', 'Employee ID', 'Claim Date', 'Name', 'Patient Name', 'Budget Type', 'Claim Number', 'Relationship to Employee', and 'Settled Advances'. A 'Calculate' button is visible. An arrow points from the 'Goto Expense Sheet ID' link to the 'Status' label.

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

Request Number: 24916 Employee ID: 1132 Claim Date: 16/12/2010
Name: MENDIRATTA,RAVI Claim Number: 24916
Patient Name: MENDIRATTA,RAVI Relationship to Employee: Self
Budget Type: Plan Non Plan Settled Advances: 24919,24916; Calculate

OPD Medical Request:-

1. View OPD Request:-

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

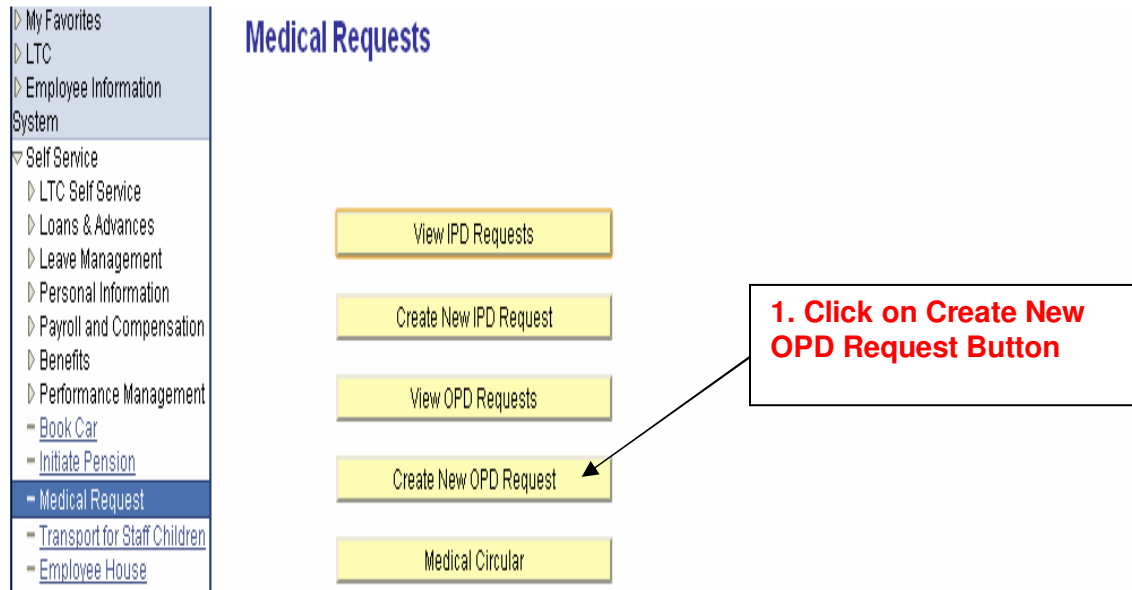
The screenshot shows a navigation menu on the left with 'Medical Request' highlighted. The main content area is titled 'Medical Requests' and contains several buttons: 'View IPD Requests', 'Create New IPD Request', 'View OPD Requests', 'Create New OPD Request', and 'Medical Circular'. A callout box with an arrow points to the 'View OPD Requests' button, containing the text 'Click on View OPD Request'. Below the buttons is a link: 'Empanelled List Of Hospitals/Doctors'.

The screenshot shows the 'List of Medical Request' table. A callout box with an arrow points to the first row's request number, containing the text 'Click on the OPD Medical Request Number for details'.

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. **EmpIID:** 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 Claim of IPD

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

EmpID: (dropdown: begins with)

Relationship to Employee: (dropdown: =)

Patient Name: (dropdown: begins with)

Reimbursement Status: (dropdown: =)

Include History Correct History

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Brother
- Daughter
- Father
- Grand Parent
- Grandchild
- Husband
- Mother
- Other Relative
- Parent In-Law
- Parent In-law
- Self
- Sister
- Son
- Wife

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

Medical Claim of OPD

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

[Find an Existing Value](#) | [Add a New Value](#)

2. Show your employee id

3. 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

The screenshot shows the 'Request Details' tab selected in the 'Medical Reimbursement Request' form. The left sidebar contains a navigation menu with 'Self Service' expanded. The form fields are as follows:

Request Number:		Employee ID:	1132
Employee Name:	MENDIRATTA,RAVI		
Designation:	SENIOR SOFTWARE ENGINEER		
Division/School:	COMPUTER DIVISION		
Marital Status:	Married	Place Where Spouse Works:	DELHI
Basic Pay:	48970 000000		

Callout 3: Click on Request details Tab Button (points to the 'Request Details' tab).

Callout 4: Enter the name of the place where spouse works (points to the 'Place Where Spouse Works' field).

B. Contact details

5. Enter the campus contact details

The screenshot shows the 'Contact Details' form. The left sidebar contains a navigation menu with 'Self Service' expanded. The form fields are as follows:

Telephone:	9810905660		
Address Line 1:	A-2, KAUVERY		
Address Line 2:	IGNOU RESIDENTIAL CAMPUS		
Address Line 3:	MAIDAN GARHI		
City:	NEW DELHI		
State:	DL	Postal Code:	110068
		Country:	IND
Campus Contact Details:	As per record		
Email ID:	odlsofthelpdesk@ignou.ac.in		

Callout 5: Enter the campus contact details (points to the 'Campus Contact Details' field).

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

The screenshot shows the 'Patient Details' form in a web application. On the left is a navigation menu with items like 'Initiate Pension', 'Medical Request', 'Transport for Staff Children', 'Employee House Requests', 'Review Transactions', 'Manager Self Service', 'General Administration', 'Housing', 'Workforce Administration', 'Global Payroll & Absence Agmt', 'Loans & Advances', 'Set Up HRMS', 'Worklist', 'Reporting Tools', 'PeopleTools', 'HRMS User Manual', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The main form contains the following fields and controls:

- Request Date:** 20/12/2010
- OPD/IPD?:** OPD
- Patient Age:** Yrs 48 Months 0
- 'Relationship to Employee:':** Self (dropdown menu)
- 'Patient Name:':** MENDIRATTA RAVI
- 'Date of Sickness:':** 13/12/2010 (calendar icon)
- Chronic Disease:':** Spine (lookup button)
- Other Disease:':** (empty text box)
- Place where patient fell ill:':** New Delhi

At the bottom of the form are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. Five red callout boxes with arrows point to specific fields, providing instructions:

6. Select the relationship to employee from drop down list
7. Enter the date of sickness of patient
8. 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
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

The screenshot shows the 'Request Details' tab for 'OPD Reimbursement'. The left sidebar contains a navigation menu with 'Medical Request' selected. The main form area displays the following information:

- Request Number: Employee ID: 1132 Claim Date:
- Name: MENDIRATTA,RAVI
- Patient Name: MENDIRATTA,RAVI Relationship to Employee: Gen
- Budget Type: Plan Non Plan

Below this is an 'Amount Details' table:

Amount Details			
Consultation Amount:	0.00	Approved Consultation Amount:	0.00
Injection / Procedure Amount:	0.00	Approved Injection Amount:	0.00
Investigation Amount:	0.00	Approved Investigation Amount:	0.00
Pharmacy Amount:	0.00	Approved Pharmacy Amount:	0.00
Total Claimed Amount:	0.00	Total Approved Amount:	0.00

Two callout boxes provide instructions: '1. Click on OPD Reimbursement Tab Button' points to the 'OPD Reimbursement' tab, and '2. Select the Budget Type i.e. Plan/Non Plan' points to the 'Non Plan' radio button.

Discount Details (If any):

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

The screenshot shows a table for 'Discount Details' with the following columns: 'Discount Head', 'Discount Amount', 'Remarks', and 'Amount Approved'. A single row is visible:

Discount Head	Discount Amount	Remarks	Amount Approved
1 Chemist Charges	50	Chemist Discount	0.00

Three callout boxes provide instructions: '3. Select the discount head accordingly from drop down list' points to the 'Chemist Charges' dropdown; '4. Enter the discount Amount' points to the '50' value; and '5. Enter the Remarks' points to the 'Chemist Discount' text field.

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

Non Empanelled Hospital/Diagnostic Center	Empanelled Hospital/Diagnostic Center	Hospital ID	Date	Amount Paid	Amount Approved
<input type="text"/>	JAIPUR GOLDEN HOSPITAL	0000002305	13/12/2010	5000.00	0.00

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

Hospital/Diagnostic Center	Name of Test	Receipt Number	Referred or Not	Remarks
1 Hospital	XYZ	7869879	No	

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

The screenshot shows a table with the following columns: Non Empanelled Doctor's Name, Empanelled Doctor's Name, Doctor ID, Date, Amount Paid, and Amount Approved. A callout box labeled '13. In case of Empanelled Doctor, choose the Doctor by using lookup button' points to a search icon next to the Doctor ID field. Another callout labeled '14. Enter the Date' points to the Date field, which contains '14/12/2010'. A third callout labeled '15. Enter the amount paid' points to the Amount Paid field, which contains '200'. A fourth callout labeled 'Enter the name of Doctor in case of Non-empanelled' points to the Non Empanelled Doctor's Name field.

Tab2: Details

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

The screenshot shows a table with the following columns: Doctor's Registration Number, Doctor's Highest Qualification, Referred or Not, and Remarks. A callout box labeled '16. Choose referred as Yes/No accordingly' points to a dropdown menu in the Referred or Not field. Another callout labeled '17. Enter the Remarks if any' points to the Remarks field.

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

Name of Chemist Shop	Medicine Name	Date	Amount Paid	Amount Approved
1 Sudhir Medicos	cbwc	13/12/2010	200	0.00

Tab2: Details

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

22. Enter the remarks

23. Enter the receipt number

Remarks	Receipt Number
1 Remarks	788989

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

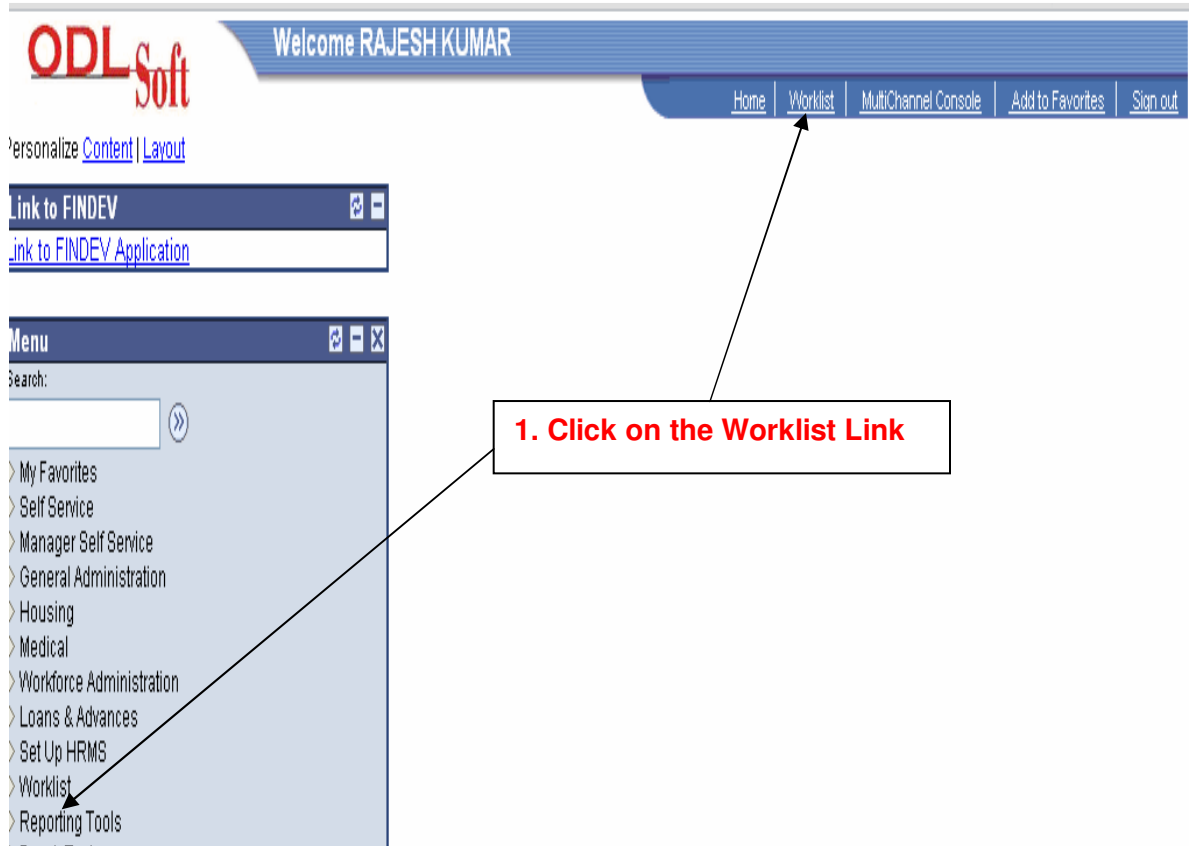
28. Click on the Submit Request button

Number of Dental / Procedure / Injection	Dental / Procedure / Injection Name	Date	Amount Paid	Amount Approved
1 5	vhggf	16/12/2010	3000	0.00

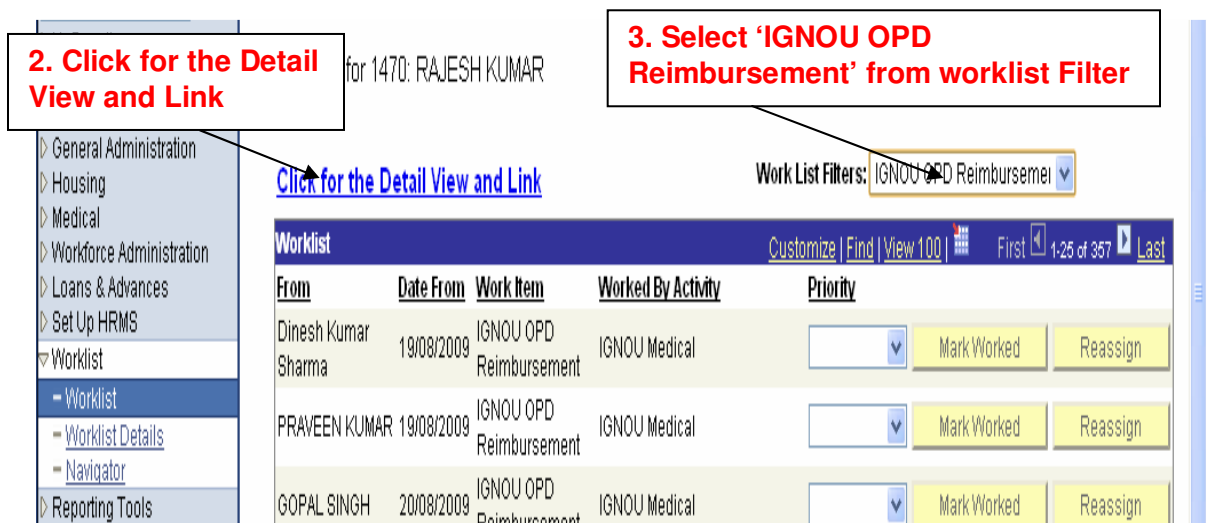
OPD Approval Process

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



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



4. Click on OPD request Number link

ODL Soft

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- General Administration
- Housing
- Medical
- Workforce Administration
- Loans & Advances
- Set Up HRMS
- Worklist
- Worklist
- Worklist Details
- Navigator
- Reporting Tools
- PeopleTools

Worklist for 1470: RAJESH KUMAR

Summary View

Work List Filters: IGNOU OPD Reimbursem

From	Date From	Work Item	Priority	Worked By Activity	Business Process Name	Link
RAVI MENDIRATTA	21/12/2010 11:33:47AM	IGNOU OPD Reimbursement		IGNOU Medical	IGN_MED	24923.1132.0
RAVI MENDIRATTA	14/12/2010 6:16:07PM	IGNOU OPD Reimbursement		IGNOU Medical	IGN_MED	24913.1132.0
SANGADI VENKATA	22/11/2010	IGNOU OPD		IGNOU Medical	IGN_MED	24875.1279.0
SATYA PRASANT	5:24:36PM	Reimbursement				

- Click on OPD Reimbursements Tab
- Select the budget type as Plan/Non Plan

Request Details | **OPD Reimbursement**

Medical Bills & Reimbursement Details

OPD

Request Number: 24923 Employee ID: 1132 Claim Date: 21/12

Name: MENDIRATTA,RAVI

Patient Name: MENDIRATTA,RAVI Relationship to Employee: Self

Budget Type: Plan Non Plan Calculate

Amount Details	
Consultation Amount:	0.00 Approved Consultation Amount: 0.00
Injection / Procedure Amount:	1000.00 Approved Injection Amount: 0.00
Investigation Amount:	5000.00 Approved Investigation Amount: 0.00
Pharmacy Amount:	450.00 Approved Pharmacy Amount: 0.00
Total Claimed Amount:	6450.00 Total Approved Amount: 0.00

7. Enter the amount to be approved

7. Enter the Amount Approved

The screenshot displays a software interface with a sidebar menu on the left and five data entry tables on the right. A callout box with the text "7. Enter the Amount Approved" has arrows pointing to the "Amount Approved" input fields in each table.

Discount Details

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

Investigation Charges

Non Empanelled	Empanelled Hospital/ Diagnostic Center	Hospital ID	Date	Amount Paid	Amount Approved
1	JAIPUR GOLDEN HOSPITAL	0000002305	14/12/2010	5000.00	5000.00

Consultation Fees

Non Empanelled Doctor's Name	Empanelled Doctor's Name	Doctor ID	Date	Amount Paid	Amount Approved
1				0.00	0.00

Chemist Charges

Name of Chemist Shop	Medicine Name	Date	Amount Paid	Amount Approved
1 Sudhir Medicos	fgvnbv	14/12/2010	500.00	500.00

Charges for Dental / Procedure / Injection

Number of Dental / Procedure / Injection	Dental / Procedure / Injection Name	Date	Amount Paid	Amount Approved
1 5	ctgfg	14/12/2010	1000.00	1000

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

My System Profile
My Dictionary

Claim Request Date: 21/12/2010

Approval Status: Create Expense Report

Next Approver Employee ID: [Search]

Approver Remarks: [Text Area]

Additional Remarks: [Text Area]

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

Approval History

Employee ID	Approver Name	Approval Status	Approver Remarks	Last Update Date:Time
RAVI MENDIRATTA		Submit	Request put by staff.	21/12/10 11:33:44AM
RAJESH KUMAR				

Return to Main Page | View IPD Requests | View OPD Requests

Save | View Worklist | Previous in Worklist | Next in Worklist | Notify | Refresh

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

9. Enter the remarks
10. Click on Save button

My System Profile
My Dictionary

Claim Request Date: 21/12/2010

Approval Status: Create Expense Report

Next Approver Employee ID: [Search]

Approver Remarks: ok

Additional Remarks: ok

9. Enter the remarks

Approval History

Employee ID	Approver Name	Approval Status	Approver Remarks	Last Update Date:Time
RAVI MENDIRATTA		Submit	Request put by staff.	21/12/10 11:33:44AM
RAJESH KUMAR				

Return to Main Page | View IPD Requests | View OPD Requests

Save | View Worklist | Previous in Worklist | Next in Worklist | Notify | Refresh

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

The screenshot shows the 'OPD Reimbursement' section of a system. A sidebar on the left contains a navigation menu with items like 'Medical', 'Workforce Administration', 'Loans & Advances', 'Set Up HRMS', 'Worklist', 'Reporting Tools', and 'PeopleTools'. The main content area displays 'Reimbursement Details' for a claim with ID 24923, Employee ID 1132, and Claim Date 21/12/2010. The patient name is MENDIRATTA,RAVI. A 'Goto Expense Sheet ID' link is visible, with a callout box pointing to it that says '11. Click on Goto Expense Sheet ID link to view Expense Sheet'. A popup window titled 'The page at 172.17.0.8:8022 says:' contains the message 'Please Click on Goto Expense Sheet ID Link to view the Expense Report Created' and an 'OK' button. Another callout box on the left says 'Popup populates with message" Please click on Goto Expense Sheet ID Link to view the Expense Report Created'.

*******END*******