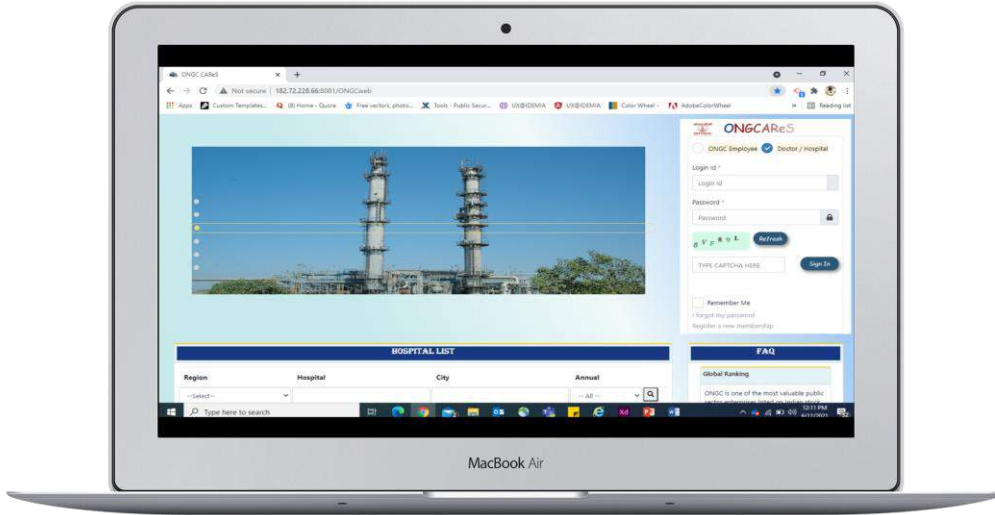# ONGCAReS

ONGC clinical Assistance and Referral e-System

USER GUIDE HOSPITAL WEB-APPLICATION EMPLOYEE PORTAL

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Employee Login

Employee Login
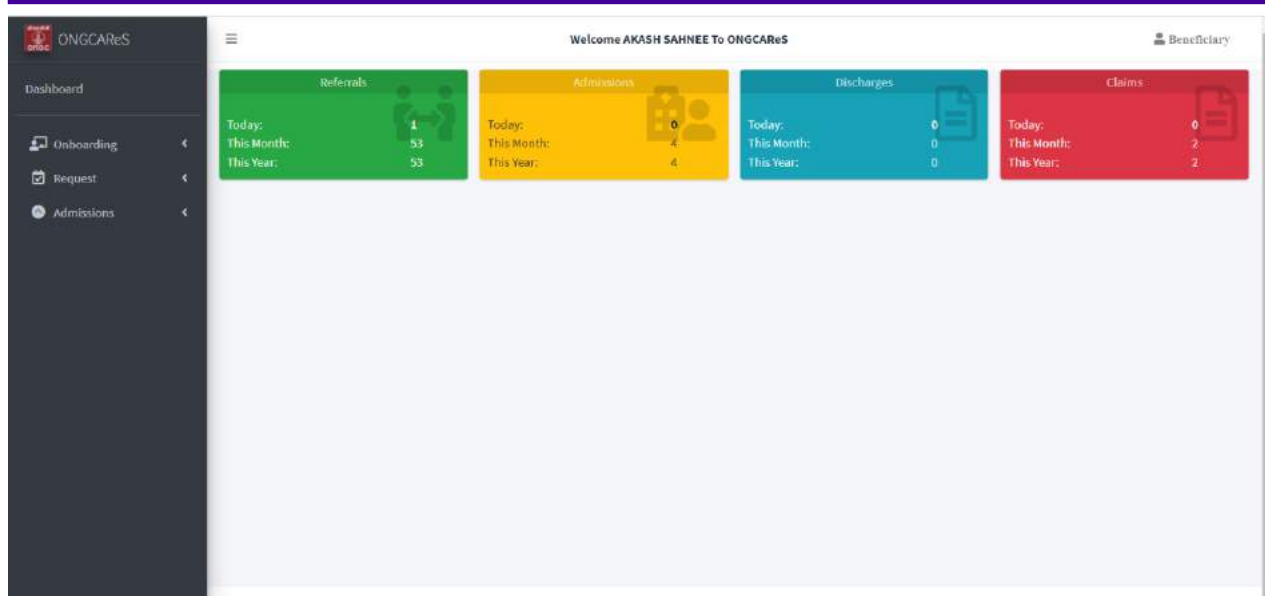
- Open the Web Portal and select Doctor/Hospital.
- Enter Login Id, Password and captcha and click on Sign In button.

Employee Login

- Dashboard will appear on the screen.
- Select Onboarding in left menu to start the onboarding process.

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On-boarding

Beneficiary On-boarding

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- Beneficiary list page will appear on the screen.
- Show button will available with the record if status is pending.
- Click on Show button to complete the on-boarding process.

Beneficiary On-boarding

- There are 3 steps to complete the onboarding process.
- In first step beneficiary enrollment form will appear, fill all the information required and click on "Next" button to proceed to the second step.
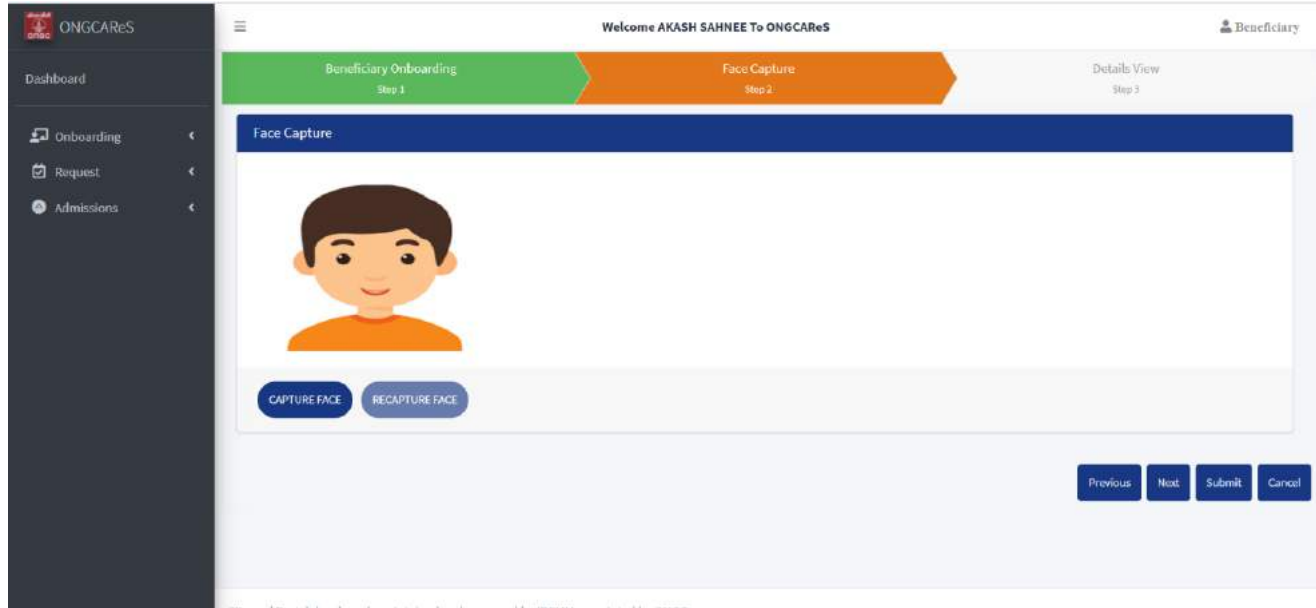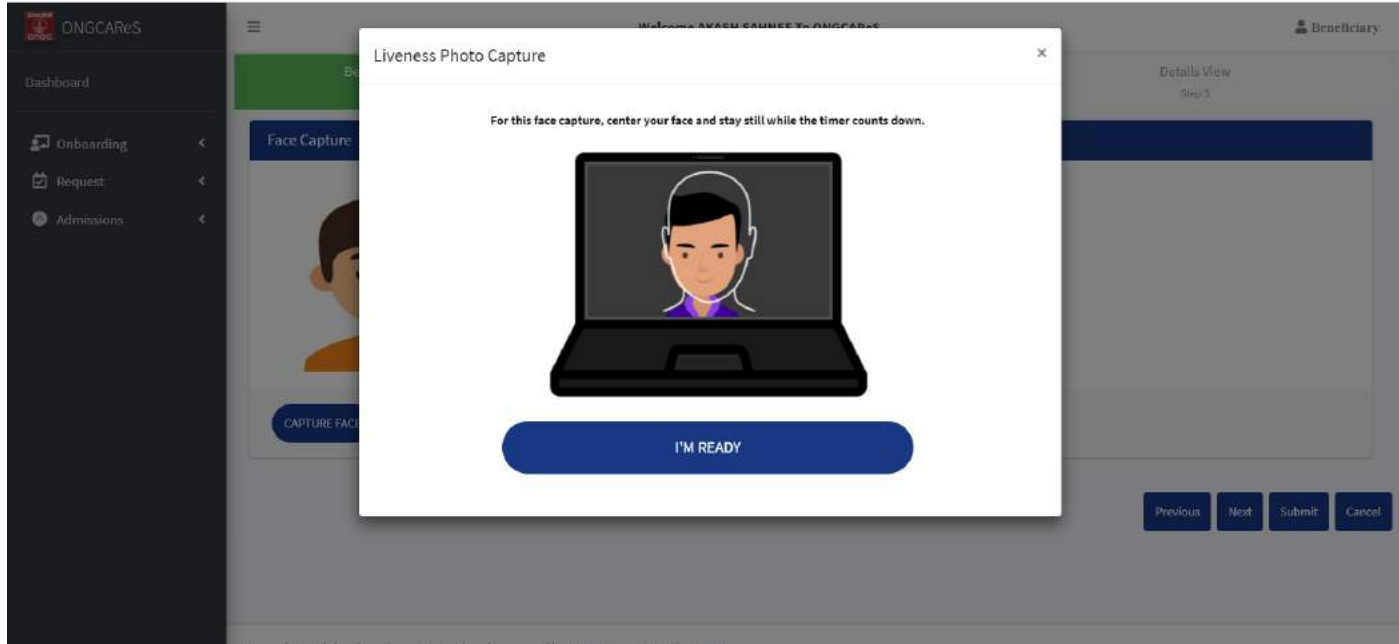
Beneficiary On-boarding

- In second step employee will capture his face.
- Face capture page appear on the screen.
- If face is capturing first time, click on "Capture Face" button. If old captured face data is available on the screen, Recapture Face button will be enable to re-capture the face.
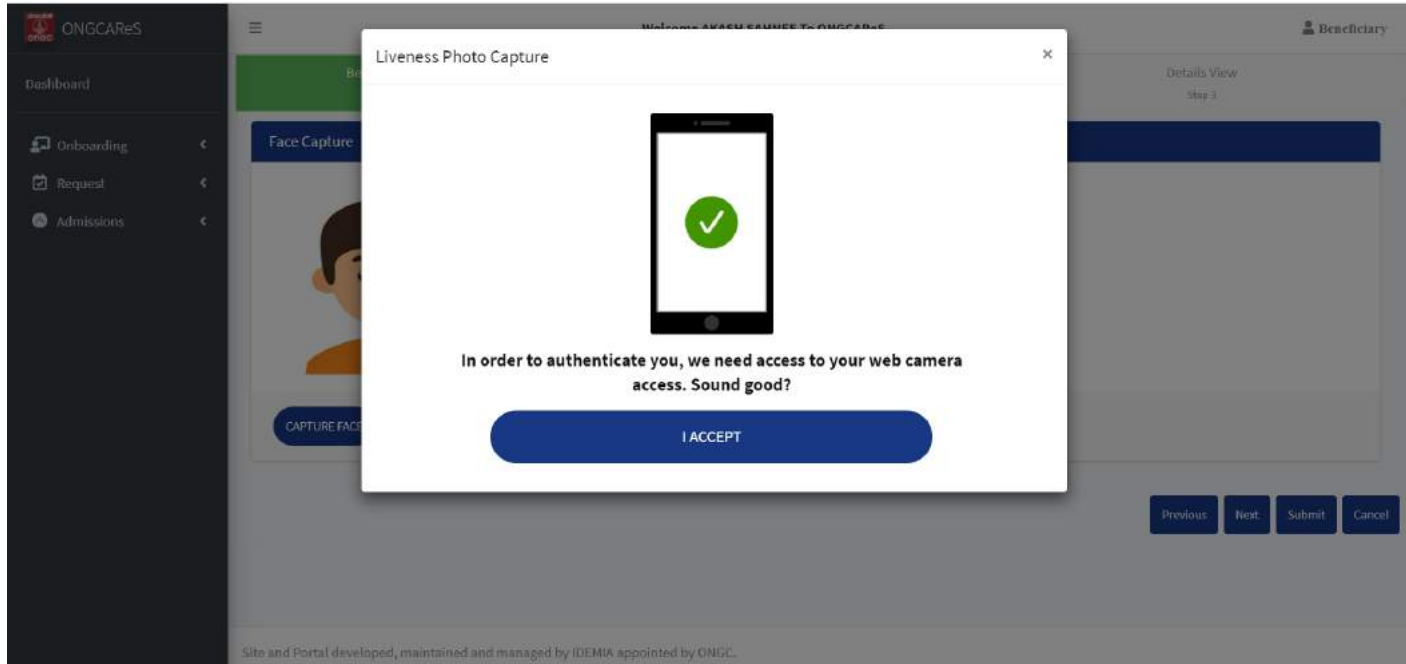
Beneficiary On-boarding

- Liveness photo capture popup appear on the screen. Click on "Start Capture" button.
- Face capture instruction will appear in the "Liveness photo capture" popup, read the instruction and Click on "I'M Ready" button.

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Beneficiary On-boarding

- Click on "I Accept" button to allow app to access your web camera.

Beneficiary On-boarding
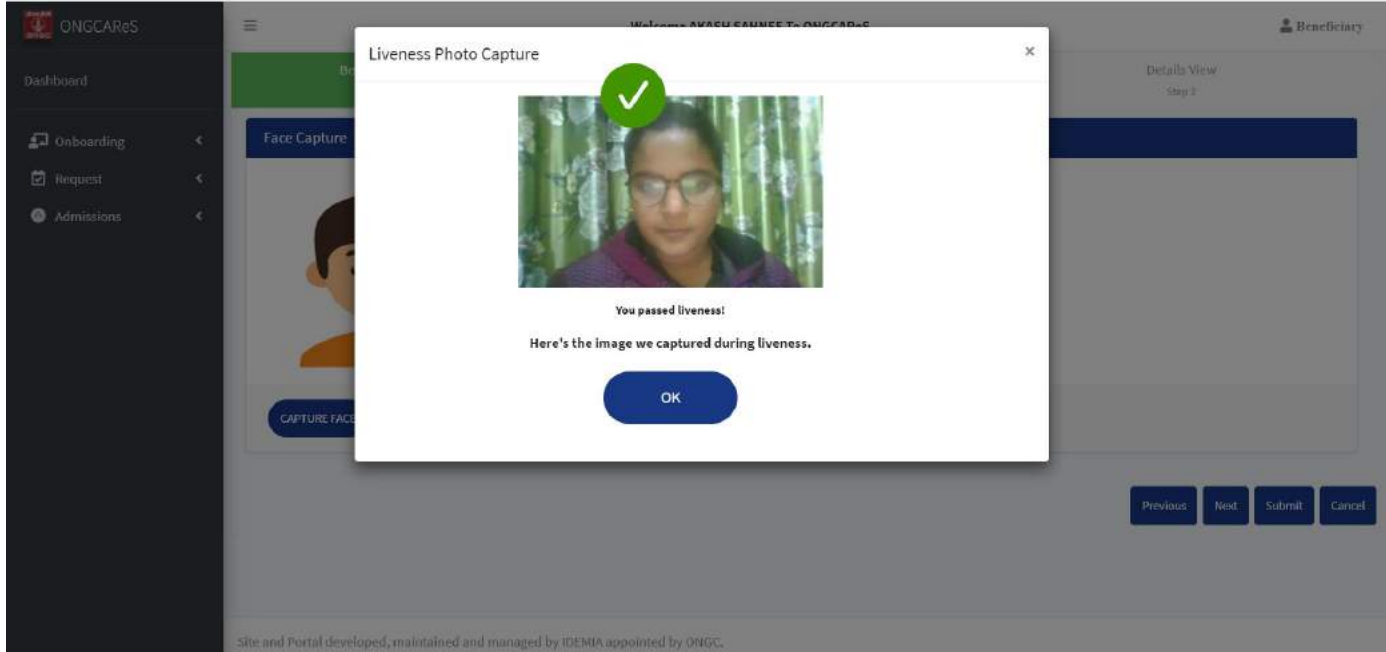
- Read the instruction and capture your face properly.
- Once face is captured properly, click on Ok button to

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Beneficiary On-boarding

- Employee will land on the face capture screen, Here employee can recapture the face again or click on submit button to proceed to the next step.

Beneficiary On-boarding

- In third step employee will view the details.
- Select the self acknowledgement check box.
- If all the details are correct, click on Submit button.

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Beneficiary On-boarding
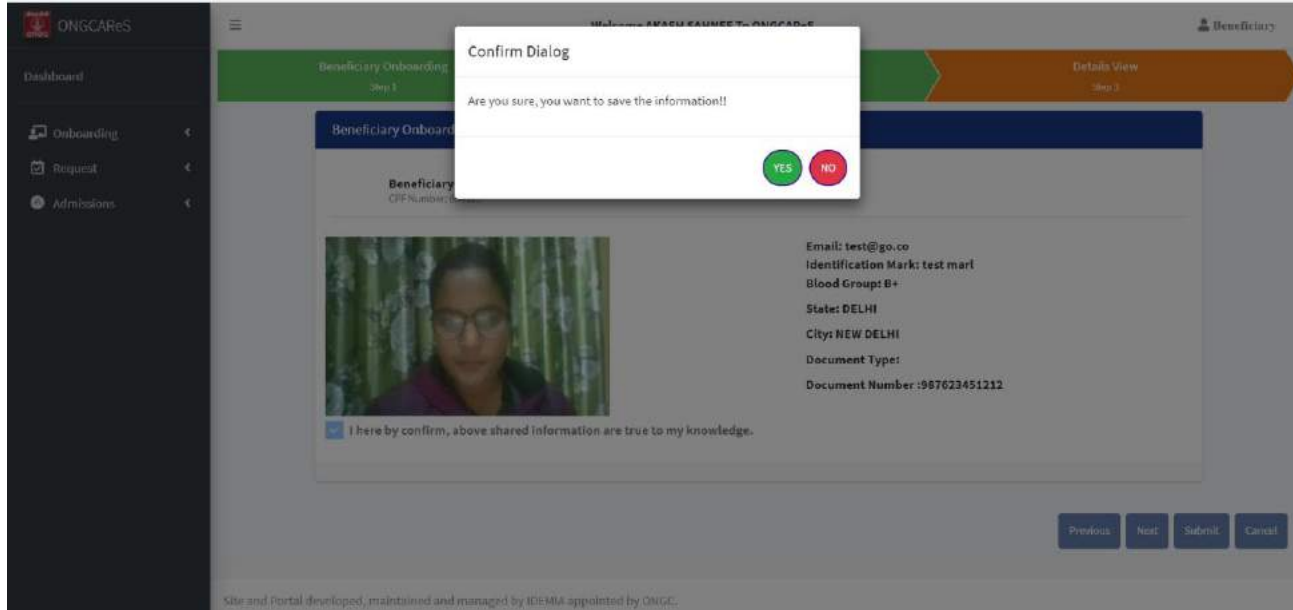
- A confirmation popup appears on the screen, click on Yes button to submit your details.

Beneficiary On-boarding

- Once details is submitted successfully, success popup appear on the screen with message "Beneficiary enrollment details send successfully"

Beneficiary On-boarding

- Employee land on the beneficiary onboarding page.
- Employee will see that particular record's status is changed to completed.
- Dependents will also do the onboarding by following the same process.

Update Biometrics – Demographic Update

- Select Update Biometrics in left menu.
- Beneficiary list will appear on the screen with the details of Medical Card Number, Beneficiary Name, Relation, Date of Birth, Onboarding Status and update options.
- Update options to update demographics and face will only available in the record with the onboarding status as completed.

Update Biometrics – Demographic Update

- On click of demographic(card) icon, demographic details page will appear on screen with the prefilled date.
- Update any of the information, select self acknowledgement and click on "Send to HR Approval" button.
- Once the request will approved by the HR, demographic details will be updated.
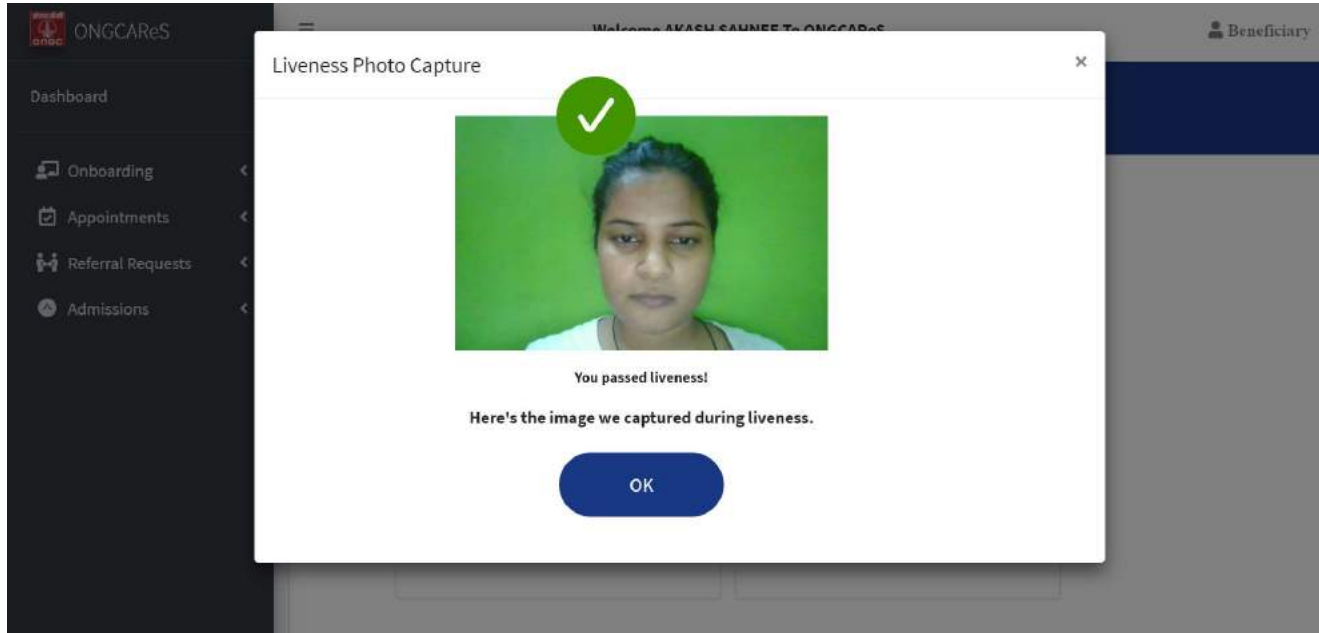
Update Biometrics – Face Update

- On click of face(user) icon, face capture details will appear on screen with the old face image.
- Click on "Recapture" button.

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Update Biometrics – Face Update

- Follow the same process to capture the face and once face is captured successfully. Click on ok button.

Update Biometrics – Face Update

- New captures face will available in page.

Update Biometrics – Face Update

- Check the self acknowledgement and click on submit button. face update request will sent to the HR approval.
- Once the request will approved by the HR, face details will be updated.

Request

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New Admission Request

- Select New Admission Request under Request option in left menu.
- Create admission form will appear on screen.
- Fill all the information required correctly and click on Submit button.
- New admission will be created.

View Admission Request

- Select View Admission Request under Request option in left menu.
- List of admission with some search options will show in this screen.
- Search the list by Date, Medical Card Number and Request Status.
- Click on Show button to check the admission request detail.

View Admission Request

- Admission Request Detail popup appear on the screen.
- Verify the details carefully.
- Click on Cancel button to close the popup.

Delete Admission Request

- Select Delete Admission Request under Request option in left menu.
- List of admission will show here.
- Delete button will only be available with "Pending" status.
- Click on Delete button to delete the admission.

Delete Admission Request

- Referral Request Detail popup will appear on the screen.

Delete Admission Request

- Confirmation popup appear on the screen.
- Click on Ok button to confirm your decision to delete the admission.

Delete Admission Request

- Once admission is deleted successfully, success popup appear on screen with message "Referral request has been deleted successfully".

Admissions

Extension Request Status

- Select "Extension Request Status" under Admission option in left menu.
- List of all extension will with the details of extension Id, Medical Card Number, Length of Stay, Request On, Status and Request/Action By will show here.
- Click on Show button to check the details of particular request.

Extension Request Status

- "Extension Request Details" popup appear on the screen.
- Check the detail carefully.
- Click on Cancel button to close the popup.

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