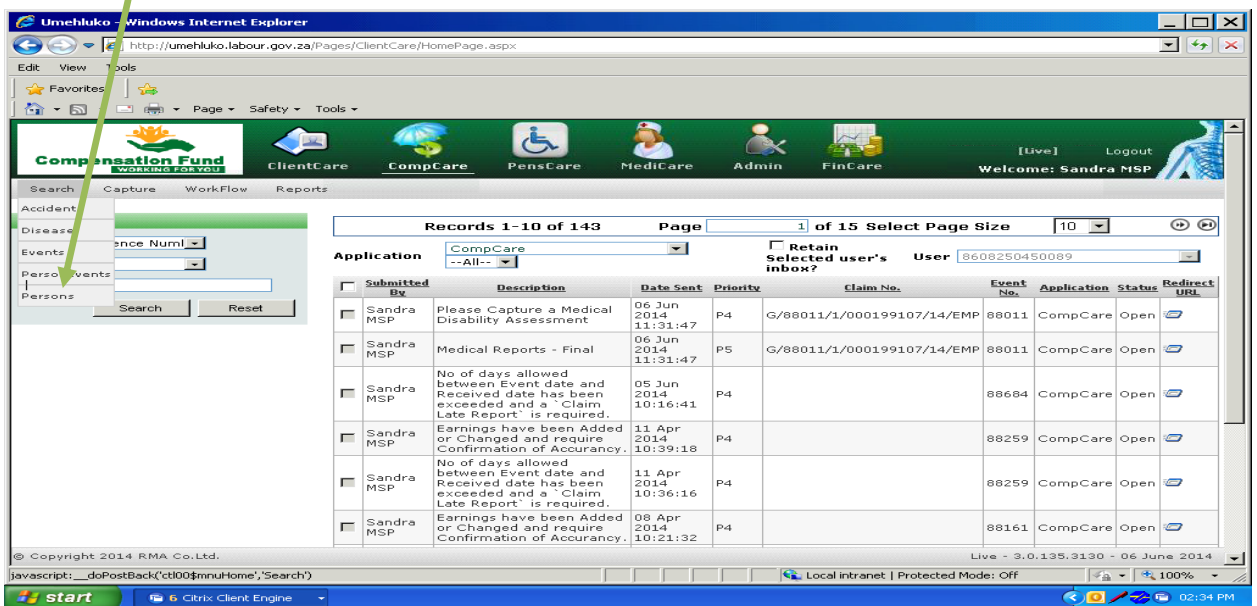


Chapter 2 Searching the System

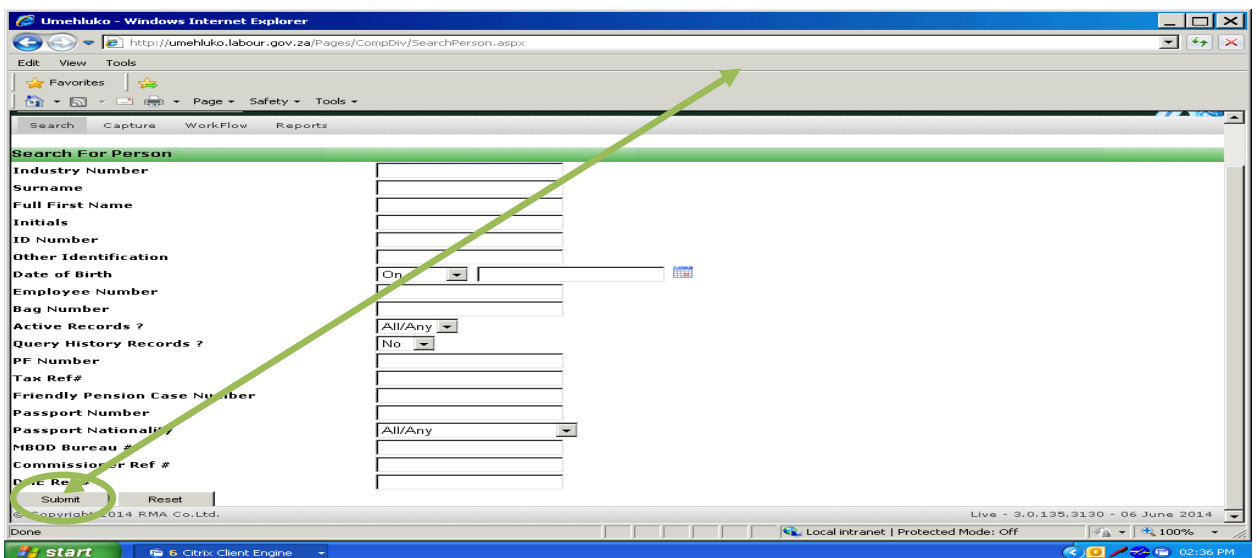
In this chapter the user will learn how to search for a person on the system. The user will search for an injured person using various different types of data. Once the injured person's records have been accessed, the user, depending on their role and permissions, may be able to view information on the injured person.

Lesson 1: Search for a Person

To search for an injured person's records, the user clicks on the search tab in the toolbar.



The following screen will display and the user must enter the search criteria that they want to use to find the accident, and then click the Submit button.



The most common criteria's used at this search point are Id no and Patient Name.

The following screen will present indicating that the search has been successful. In this case patient details was searched for.

The screenshot shows the Umehluko portal interface. The browser address bar displays the URL: <http://umehluko.labour.gov.za/Pages/CompDiv/PersonManagerClaims.aspx>. The page features a navigation menu with icons for ClientCare, CompCare, PensCare, MediCare, Admin, and FinCare. A search bar is located above the main content area. The main content area is divided into two sections: 'Person Full Details' and 'Person Events'. The 'Person Full Details' section displays the following information:

Full Name	MASANGO, MOSES (M)
Date of Birth	05 Oct 1987
Gender	Male
Population Group	
ID Number	8710055245084
Industry Number	031
Last Employee No	B0074881
Other Identification	
Passport Nationality	
Passport Number	

The 'Person Events' section displays a table with the following data:

Event Date	Place of Work	Main Claim Ref#	Category	Assurer	Cause	EventId	ClaimID
22 Apr 2010	MACRO DEVELOPMENT SOLUTIONS CC	B0074881	Accident	RMA	Unknown	84074	84074

The page footer includes the copyright notice: © Copyright 2014 RMA Co.Ltd. and the system status: Live - 3.0.135.3130 - 06 June 2014. The taskbar shows the Windows Start button, Citrix Client Engine, and the system clock: 02:38 PM.

The user can then access the individual's records by clicking on the individual's name and the following screen will display the records on the system as per the user's role and permissions.

This screenshot is identical to the previous one, showing the search results for 'Person Full Details'. A green arrow points from the text above to the 'Full Name' field in the 'Person Full Details' section, indicating that clicking on the name leads to the individual's records.

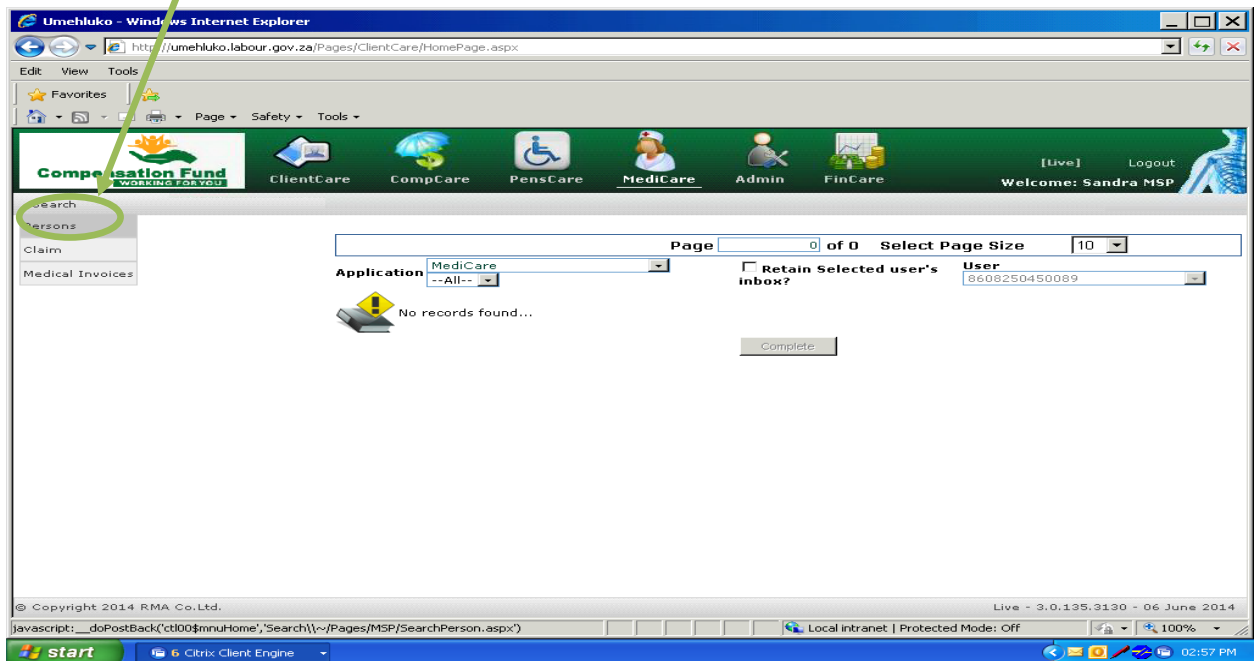
Within this screen, the user may access other relevant information by clicking on the claim information on the right hand side of the screen.

The user can return to the main search screen by clicking on the Search Tab.

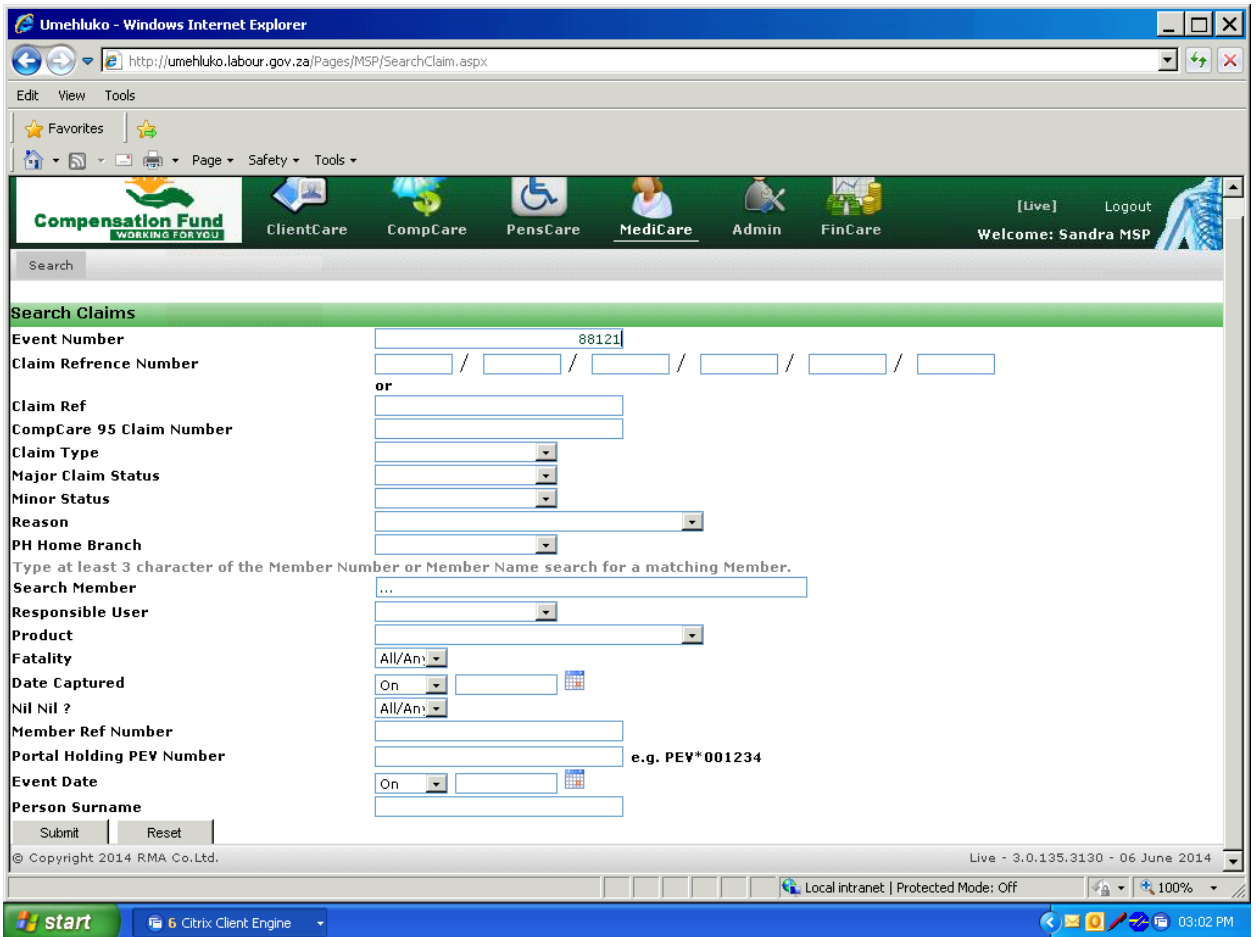
In the next lesson the user will search for a claim.

Lesson 2: Search for a Claim

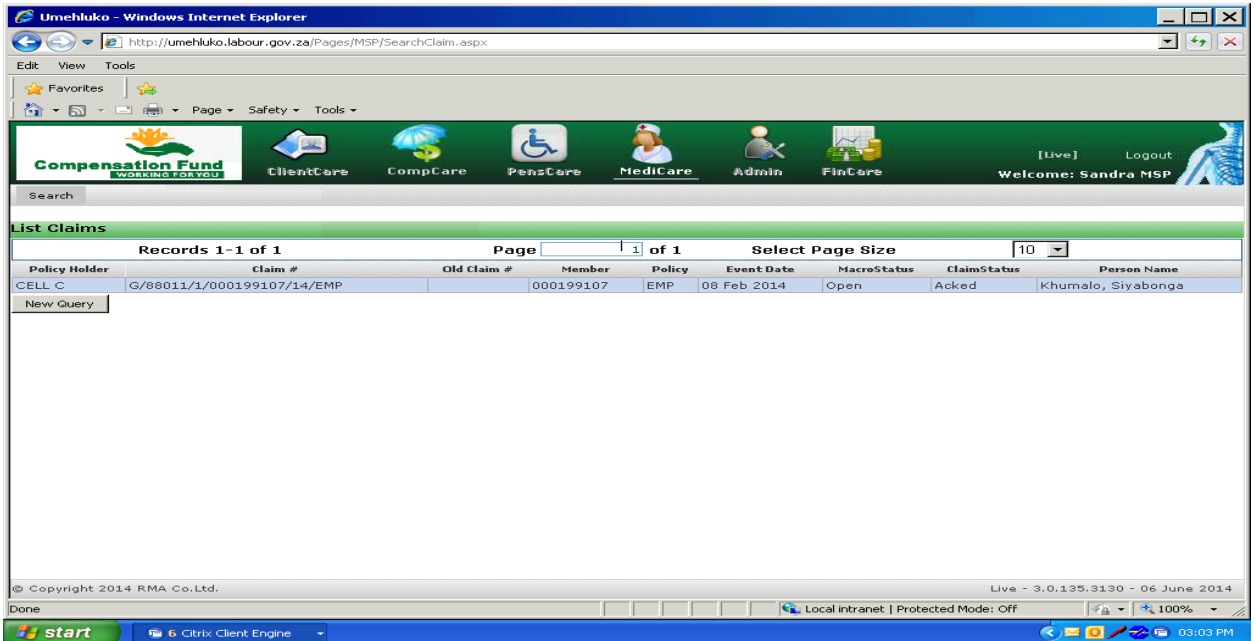
To search for a claim the user highlights the search tab in the toolbar and clicks on claim.



The following screen will display and the user must enter the search criteria that they want to use to find the claim, and then click the Submit button at the bottom of the screen.



The most common criteria's used at this search point are event No and Claim Number. The following screen will present indicating that the search has been successful. In this case an event number was searched for.



The user then clicks on the appropriate record to open it and the following screen will appear.

Umehluko - Windows Internet Explorer

http://umehluko.labour.gov.za/Pages/MSP/MedicalInvoiceList.aspx

Compensation Fund WORKING FOR YOU

ClientCare CompCare PensCare **MediCare** Admin FinCare

[Live] Logout Welcome: Sandra MSP

Search

Events

Full Name Mr Khumalo, Siyabonga (S)

Date of Birth 20 Sep 1984

Gender Male

ID Number

Industry Number

Other Identification

Passport Nationality 852346

State of Health Unknown

Record Active ? Yes

Last Channed User 15312526

Event Date	Policy Holder	Claim Ref# (main product)	Event Cat
08 Feb 2014	CELL C	G/88011/1/000199107/14/EMP	Accident

Medical Invoice Details Status Filter All

Page 0 of 0 Select Page Size 10

Status	MSP	Invoice No	Account No	Svc Date	Inv. Date	2S/Care	Treat. From	Treat. To	IsActive	Date Submitted	Date Received
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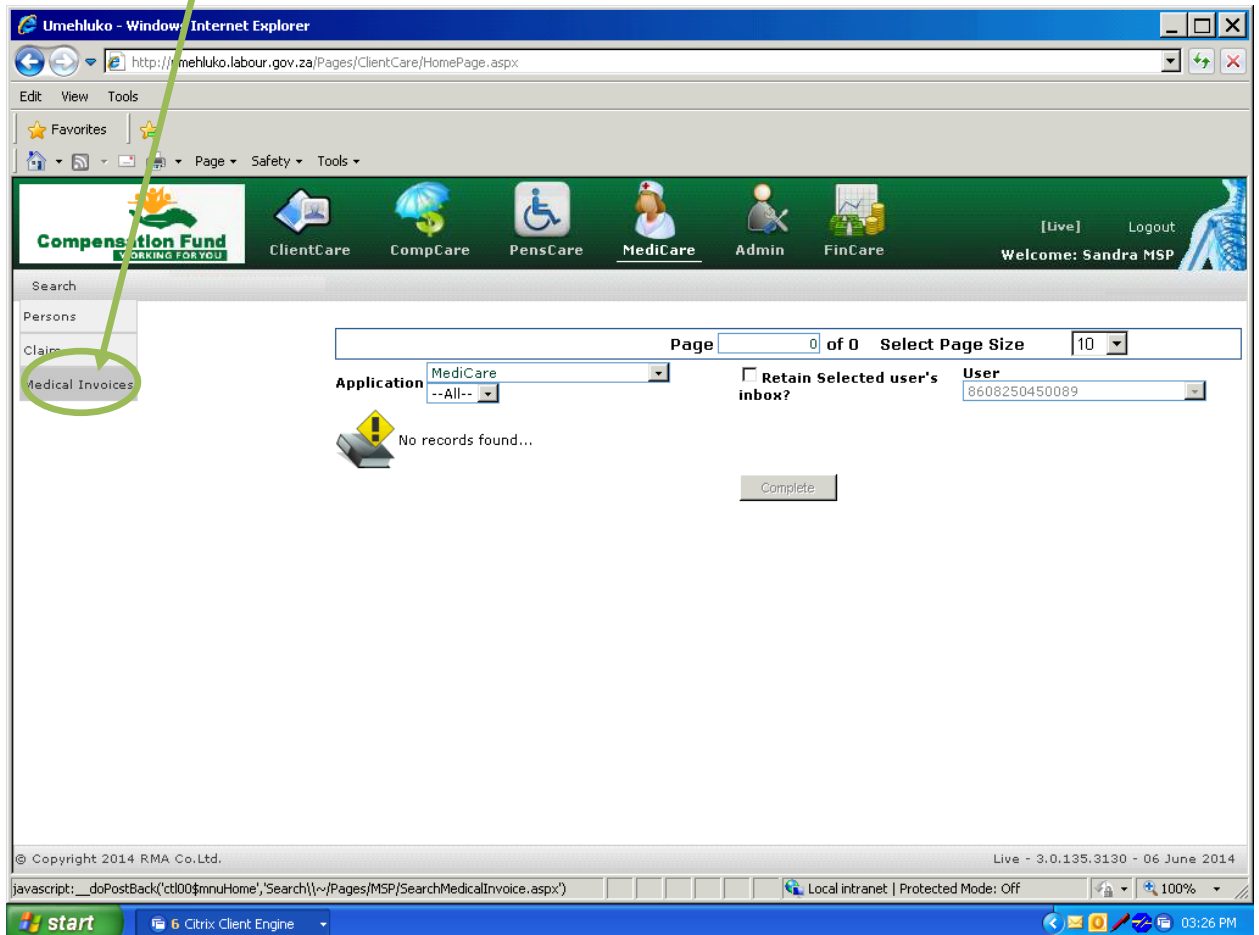
Done Local intranet | Protected Mode: Off 100%

start Citrix Client Engine 03:15 PM

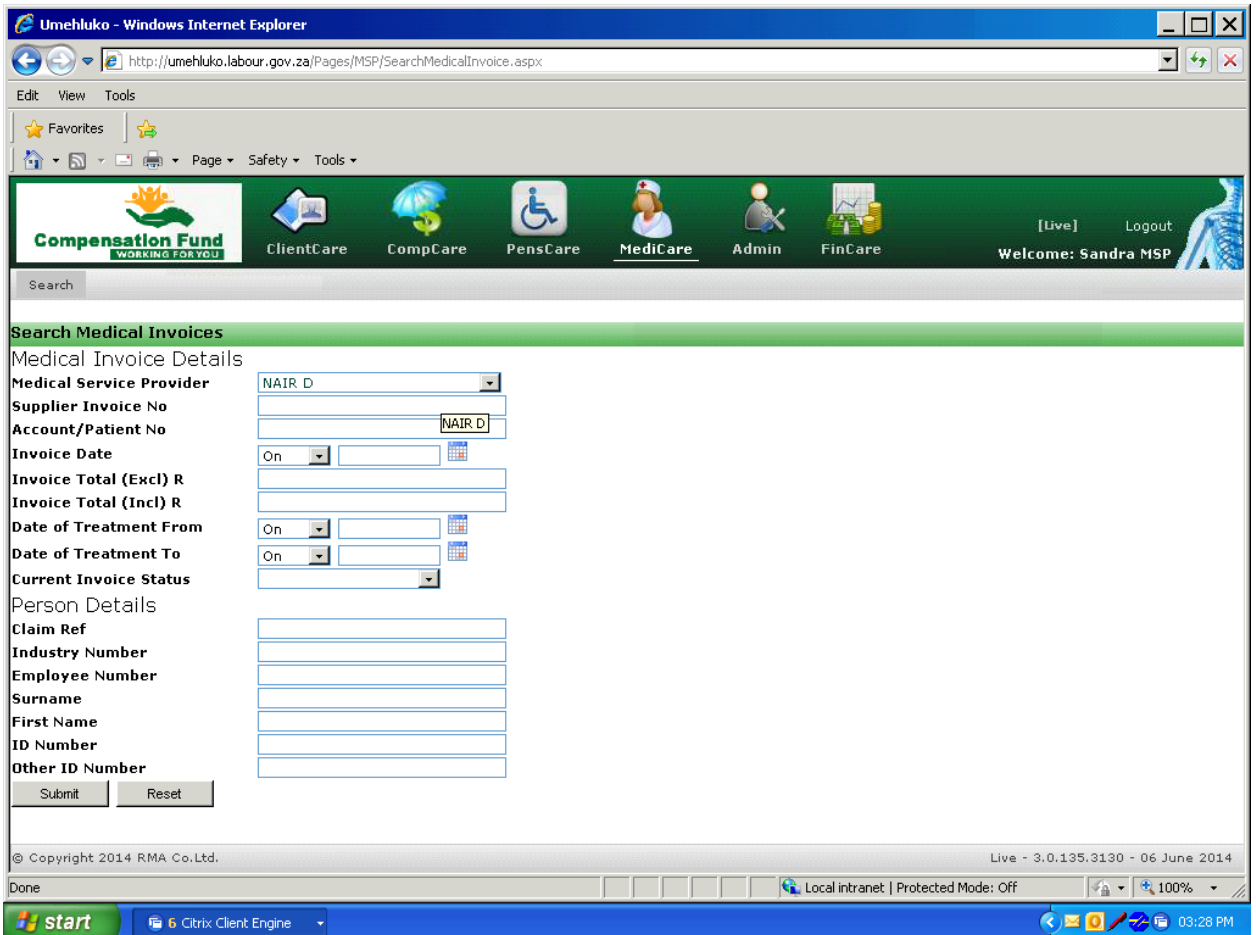
It must be noted that the tabs within the screen can be actioned by clicking on them, the use of these tabs will be explained in the next chapter.

Lesson 3: Search for a Medical Invoice.

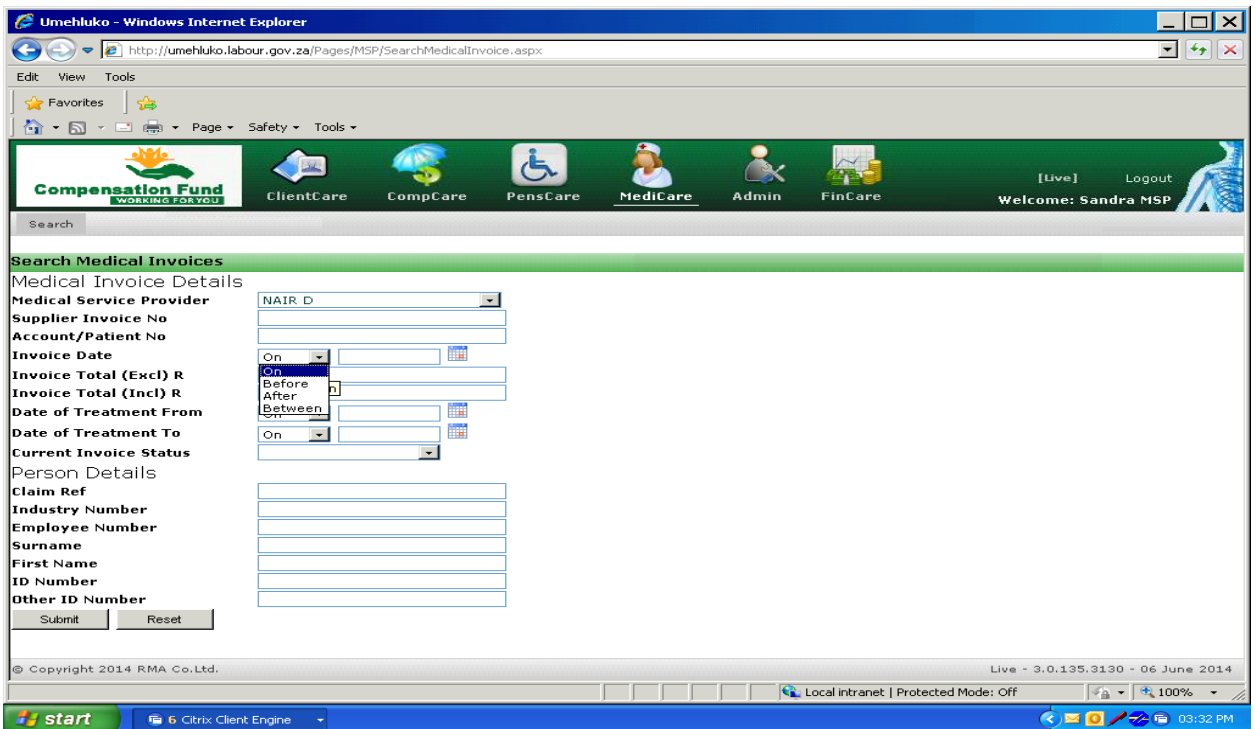
To search for a medical invoice, the user highlights the search tab in the toolbar and clicks on the medical invoice bar.



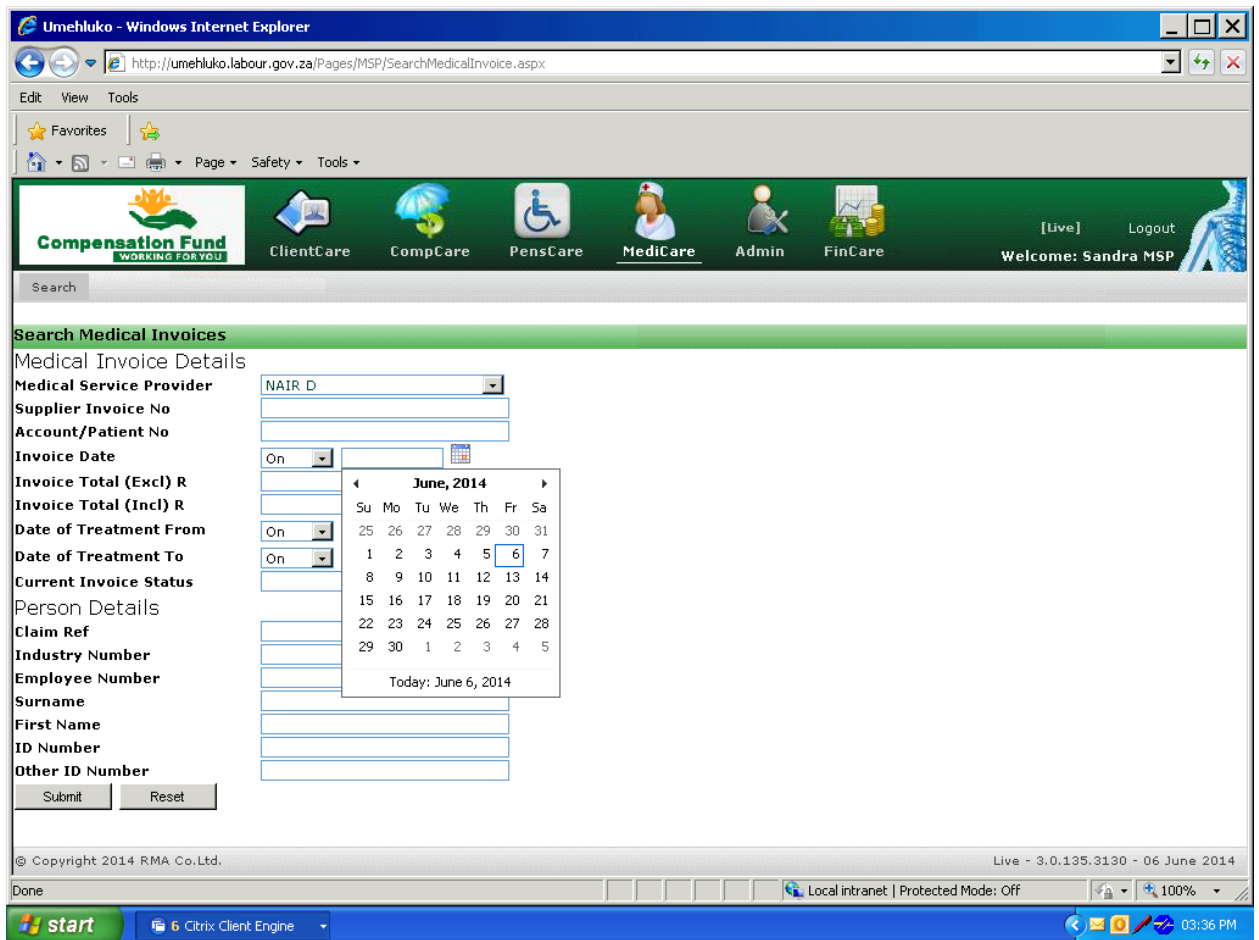
The following screen will display and the user must enter the search criteria that they want to use to find the invoice and then click the Submit button at the bottom of the screen.



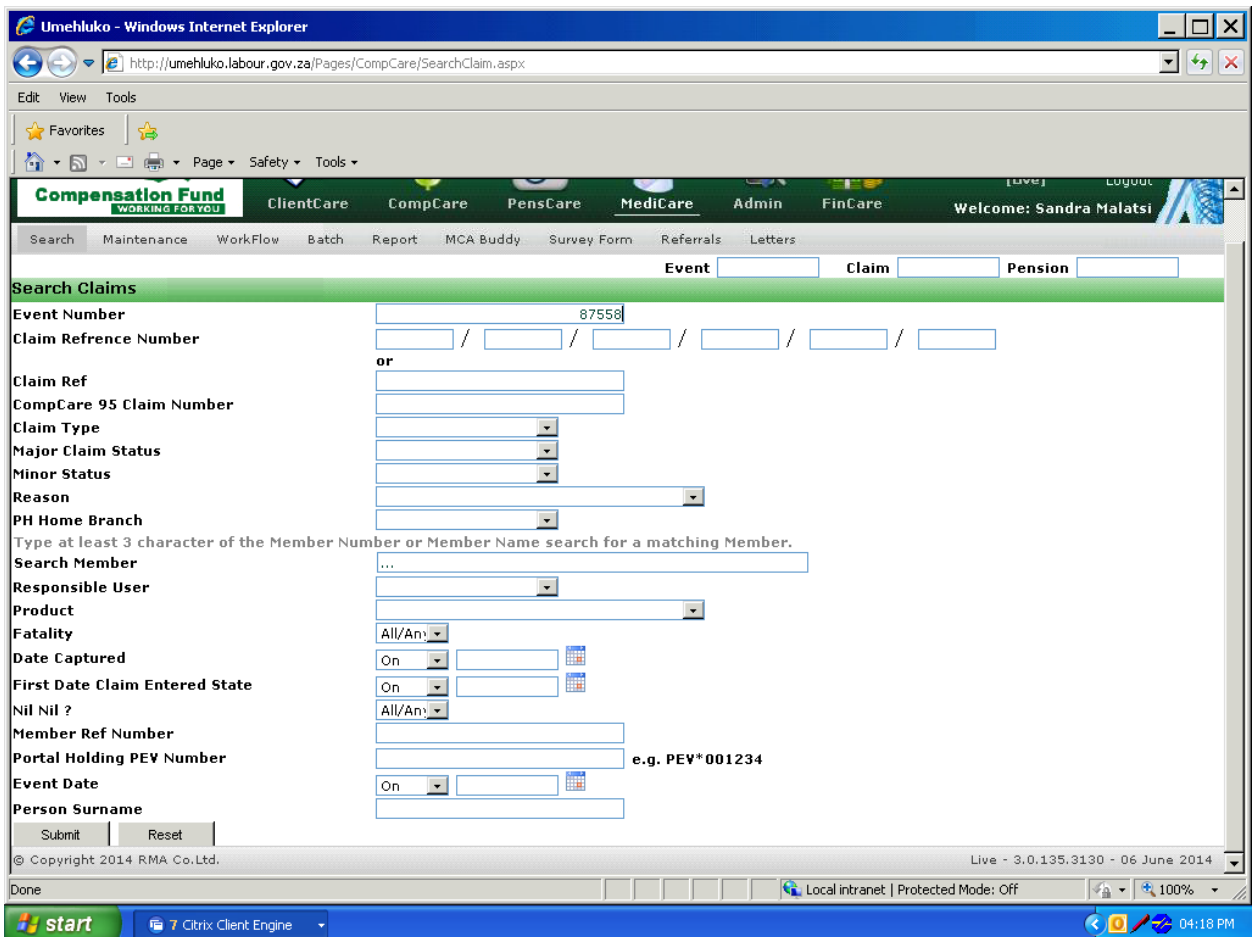
The most common criteria's used at this search point are Supplier Invoice No., Account/Patient No., Invoice Date or alternatively on Person Details using Claim Reference no as indicated below.



If the user selects the Invoice date option, they can use a specific date,



In the case below an employee's identity number has been used.



And the employee's record is displayed.

Umehluko - Windows Internet Explorer
 http://umehluko.labour.gov.za/Pages/CompCare/SearchClaim.aspx

Compensation Fund WORKING FOR YOU

ClientCare CompCare PensCare **MediCare** Admin FinCare

[Live] Logout
 Welcome: Sandra Malatsi

Search Maintenance Workflow Batch Report MCA Buddy Survey Form Referrals Letters

Event Claim Pension

List Claims

Records 1-1 of 1 Page 1 of 1 Select Page Size 10

<input type="checkbox"/>	Policy Holder	Claim #	Old Claim #	Member	Policy	Date Captured	MacroStatus	ClaimStatus	Person Name	Event Date	First Date Claim Entered
<input type="checkbox"/>	TRANSNET SOC LTD	G/87558/1/001056832/14/EMP		001056832	EMP	26 Feb 2014	Open	Acked	Thanjekwayo, Zama	07 Jan 2014	26 Feb 2014

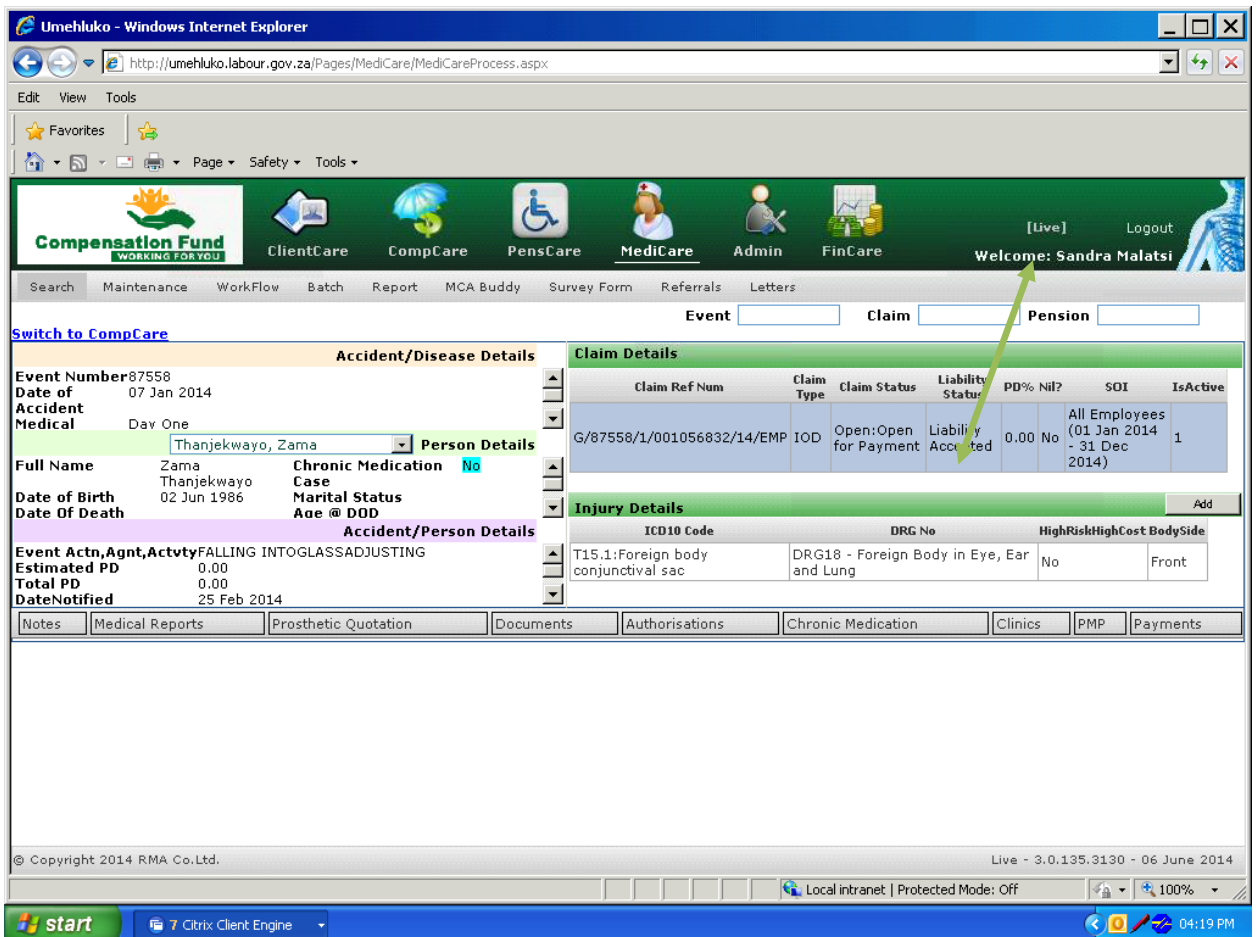
New Query Re-Assign Select All Unselect All

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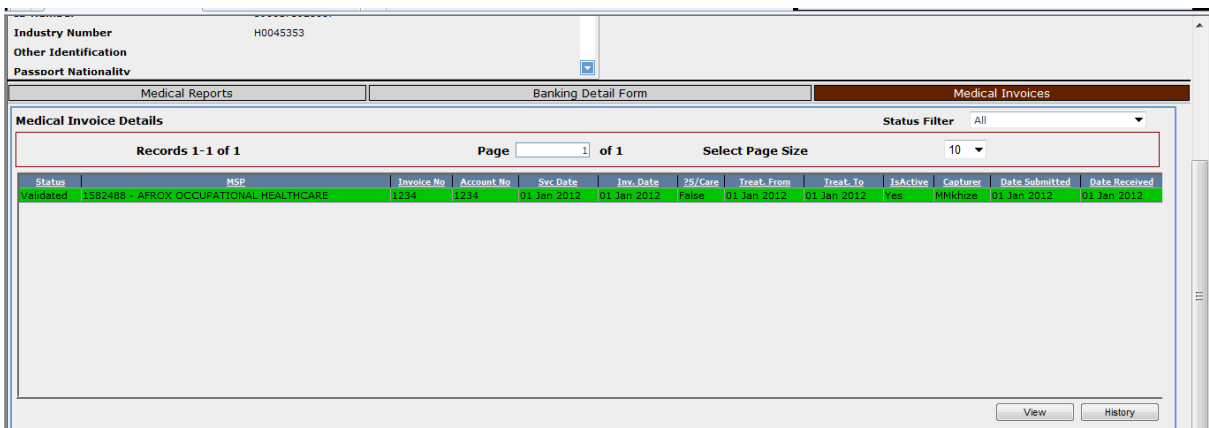
Local intranet | Protected Mode: Off 100%

start Citrix Client Engine 04:18 PM

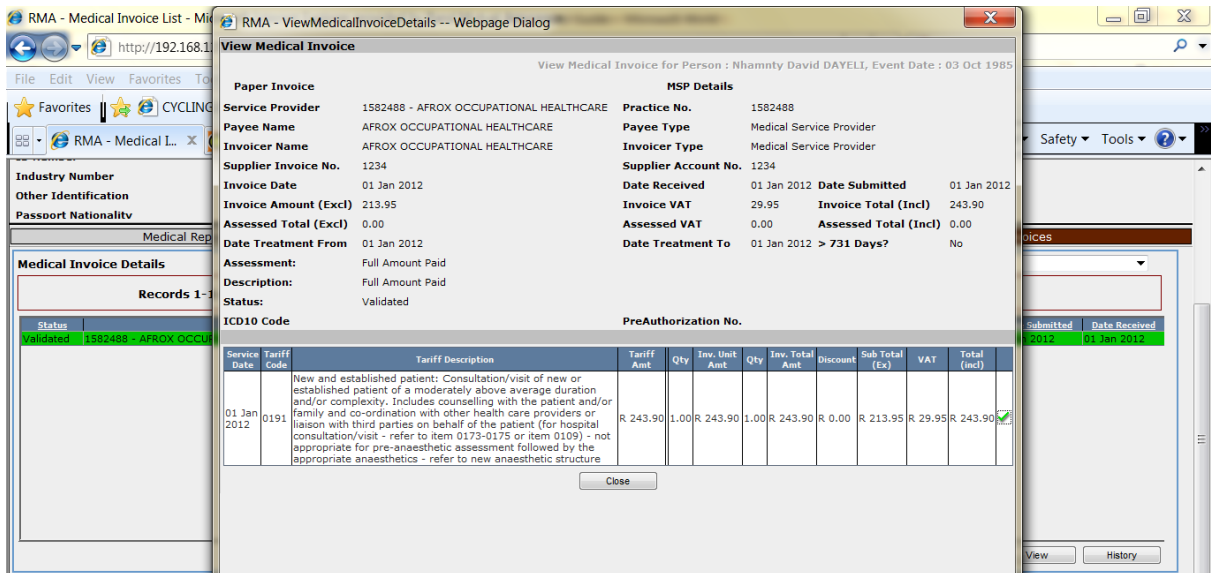
The user then clicks on the employee's record to open it and the following screen will display.



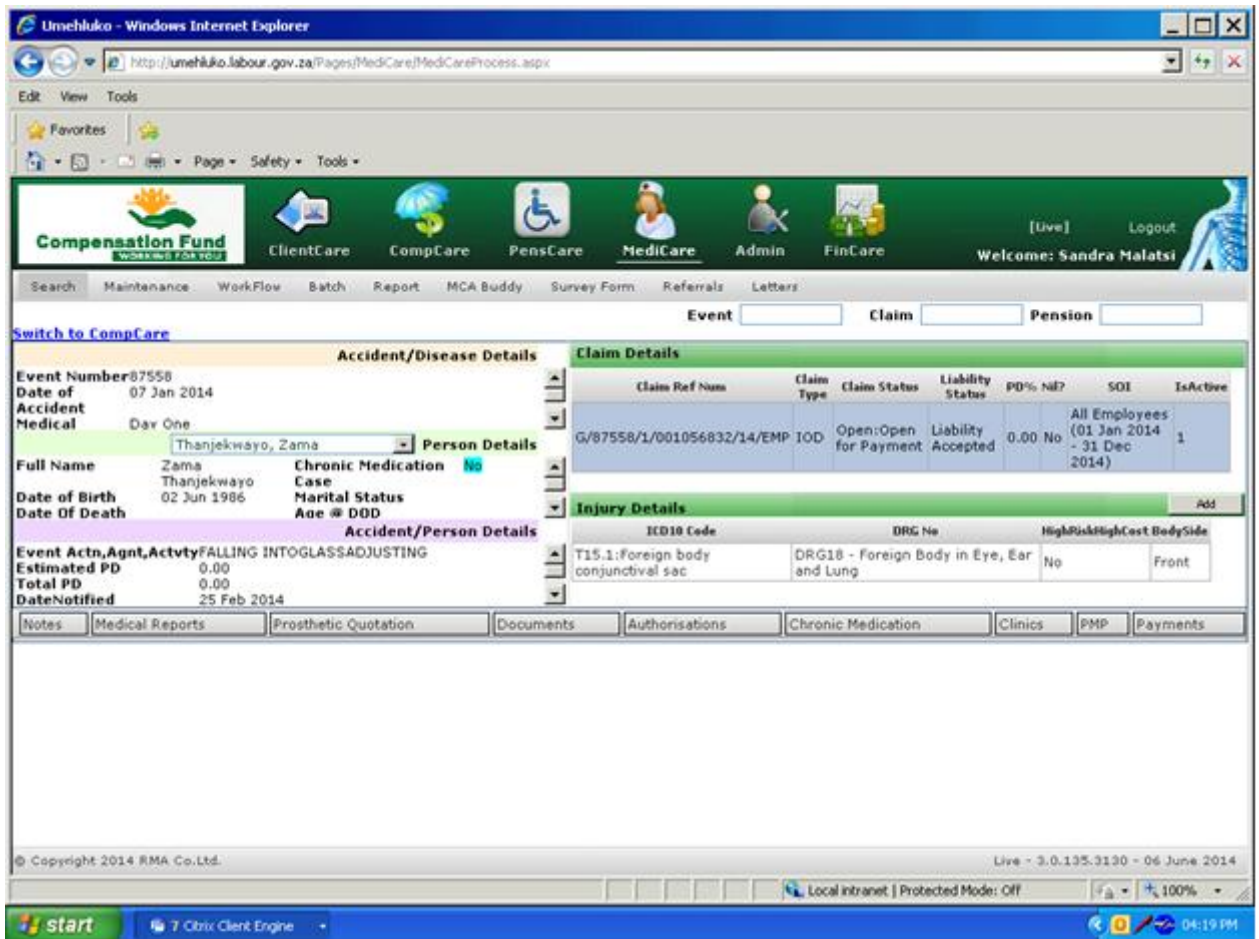
Once the record has opened the user can click on the Medical Invoices tab in the screen to view the invoices that pertain to the injured person as displayed below.



The next screen will display the required invoice detailing the status of the invoice within the RMA system.



The user can close the invoice detail screen by clicking on the close button and the following screen will appear.



For more information contact us on:

Call

- 086 999 0090

Or email

- [ccms @labour.gov](mailto:ccms@labour.gov).

The Compensation Fund, working for you!!