



Employer User Guide

UMEHLUKO REPORTING

Electronic Reporting Of Work Related Accidents and Diseases via
Umehluko

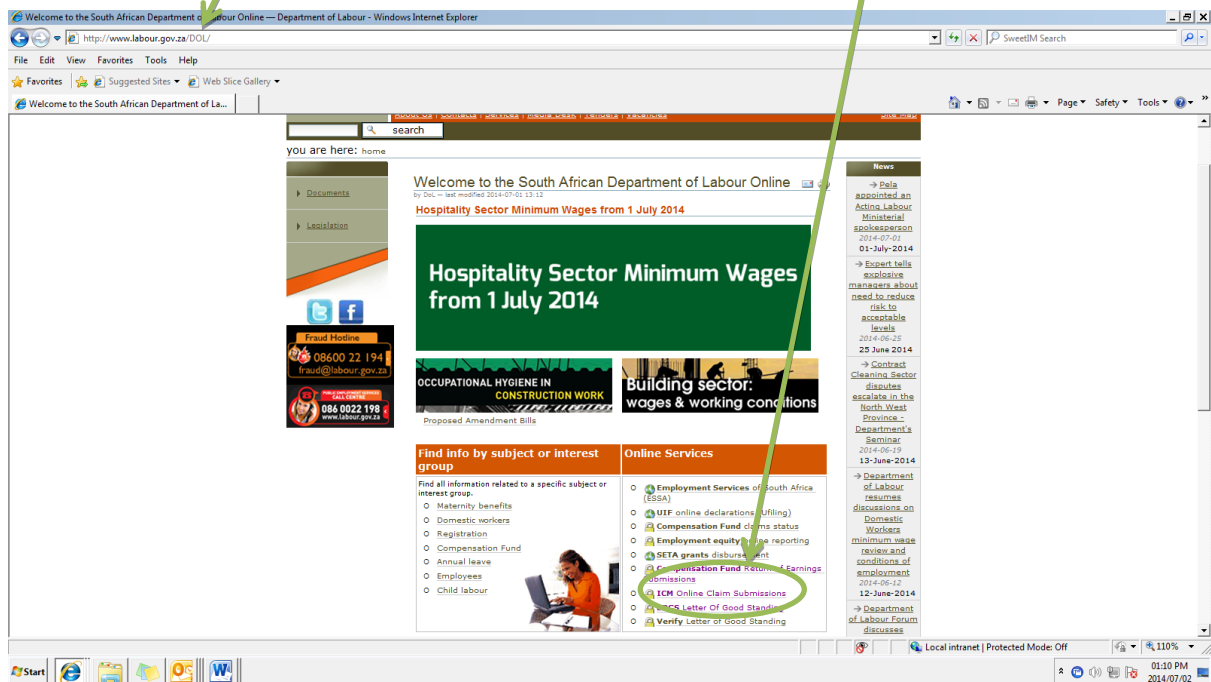


Umehluko:

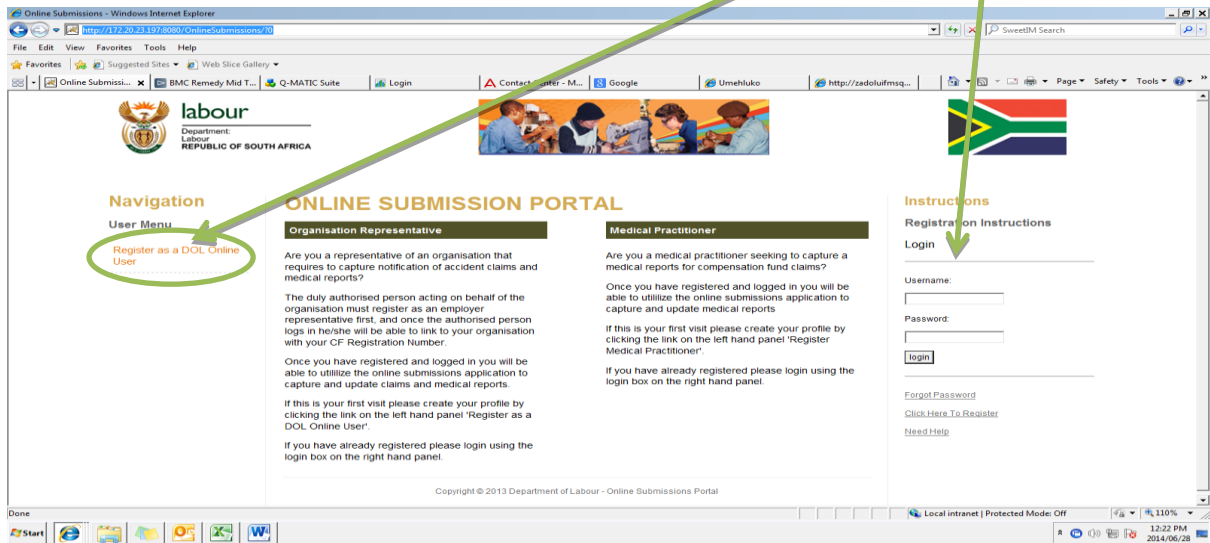
Employer Guide – Claims Submission

To access the Umehluko system, one first needs to get a DoL username and password,

This can be done at <http://www.labour.gov.za/DOL/> and selecting the Online Claims Submissions link. See below

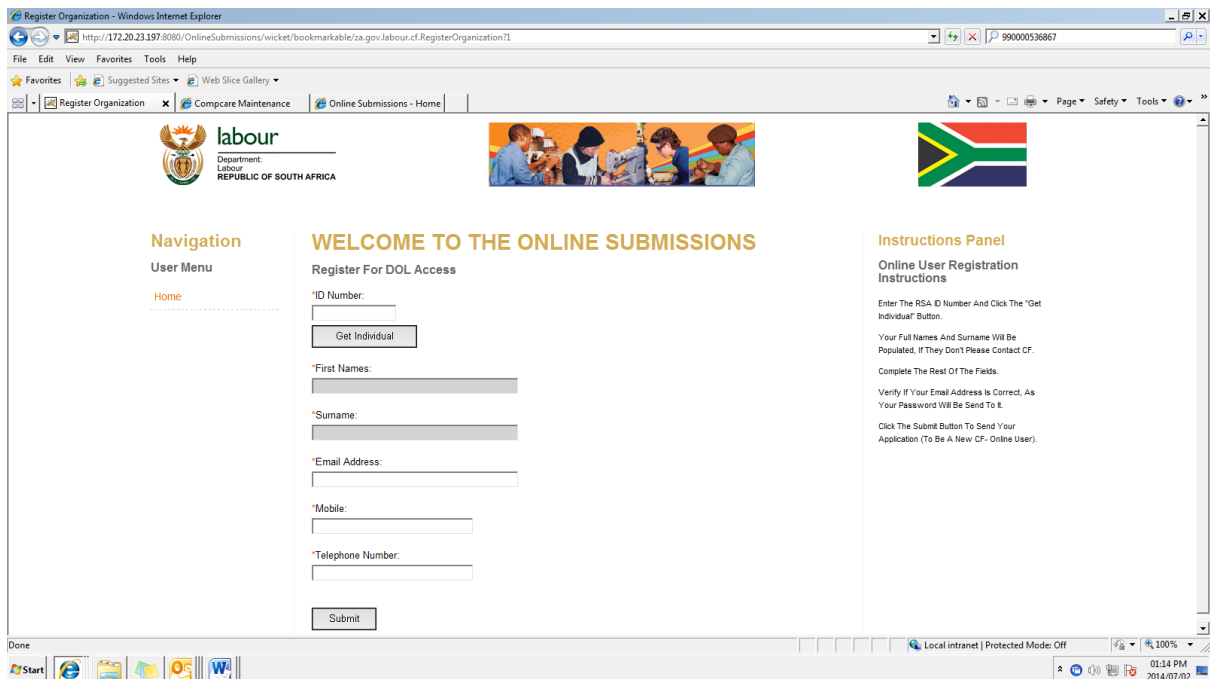


You will then see the Online Submission Portal, where you register or log in



Lets look at “How To Register” – This is to be done only if you do not already have an online account, if you already do, please enter your log n details.

Fill in the required information on the registration form, upon completion click submit, thereafter and email will be sent to you containing your **username and password and authentication key**



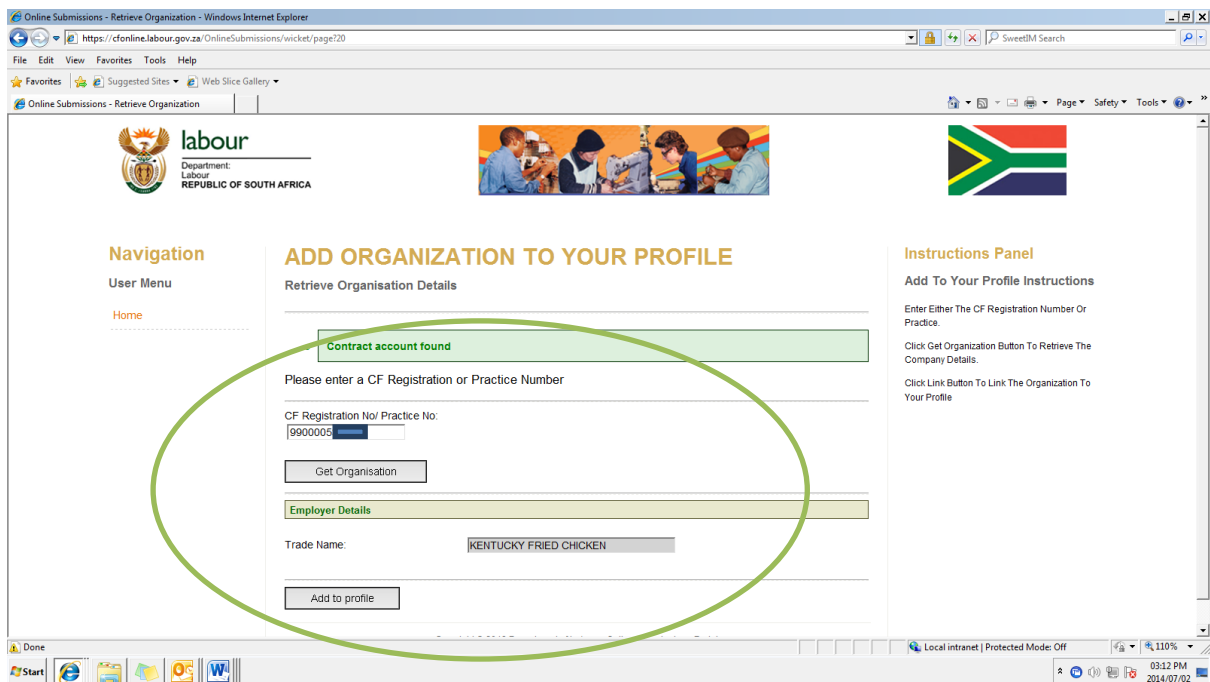
Once you receive your username and password go back to the website and fill in you log in credentials

The screenshot shows the 'ONLINE SUBMISSION PORTAL' login page. The page has a header with the Department of Labour logo and the South African flag. The main content area is divided into three columns: 'Navigation', 'ONLINE SUBMISSION PORTAL', and 'Instructions'. The 'ONLINE SUBMISSION PORTAL' column has two sub-sections: 'Organisation Representative' and 'Medical Practitioner'. The 'Instructions' column contains a 'Login' form with fields for 'Username' (containing '7408...') and 'Password' (masked with dots), and a 'login' button. A green circle highlights the login form. The page footer includes 'Copyright © 2013 Department of Labour - Online Submissions Portal'.

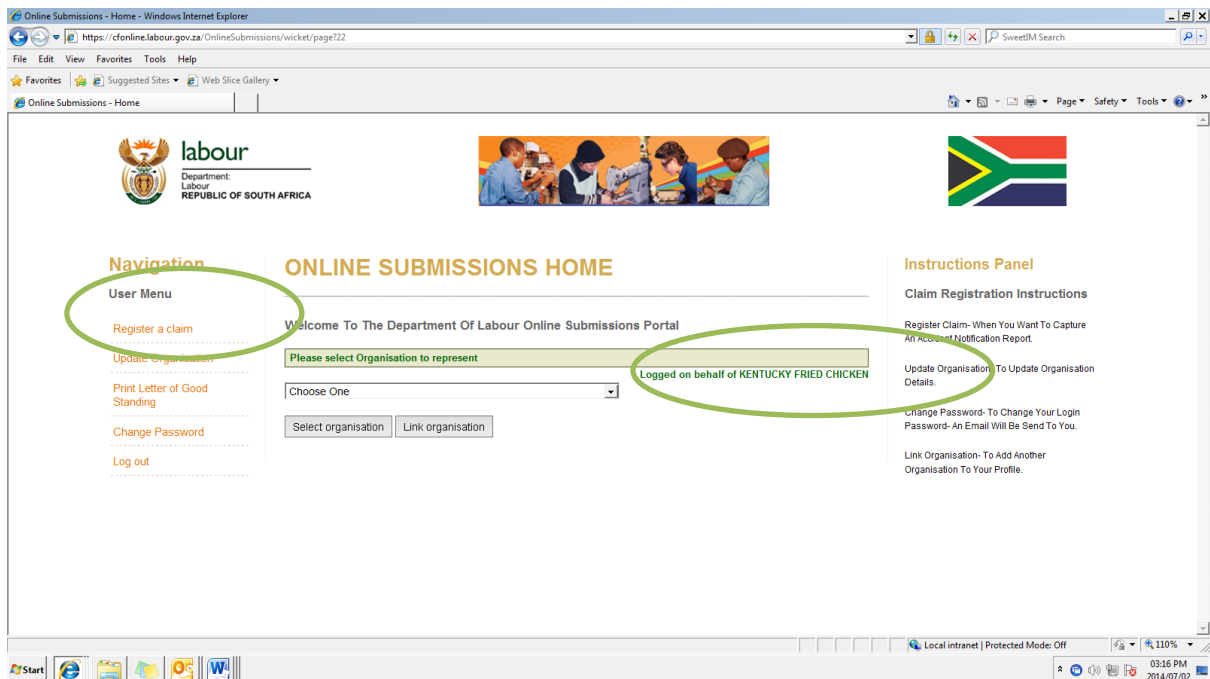
You will then see the page below, where you can link an organization to your profile or select an organization that has already been linked

The screenshot shows the 'ONLINE SUBMISSIONS HOME' page. The page has a header with the Department of Labour logo and the South African flag. The main content area is divided into three columns: 'Navigation', 'ONLINE SUBMISSIONS HOME', and 'Instructions Panel'. The 'ONLINE SUBMISSIONS HOME' column contains a welcome message and a form with a dropdown menu labeled 'Please select Organisation to represent' and a 'Choose One' button. Below the dropdown are 'Select Organisation' and 'Link Organisation' buttons. The 'Instructions Panel' column contains 'Registration Instructions' and a 'Click Add Organisation To Link To An Organisation' button. The page footer includes 'Done' and system information.

You can link the organisation you wish to act on behalf of by entering the practice number and then clicking 'get organisation' and then 'add to profile'



You can then select the linked organization and register a claim, by clicking submit medical report you will be redirected to the Umehluko log on page where you enter you log on details



This is the Umehluko Log On page where you are required to log in and register a claim for the Organisation you have linked/selected to act on behalf of


http://umehluko.labour.gov.za/login.aspx?ReturnUrl=/%2F - Windows Internet Explorer

http://umehluko.labour.gov.za/login.aspx?ReturnUrl=/%2F

Edit View Tools

Favorites desktop

Page Safety Tools



Compensation Fund UMEHLUKO

Umehluko Login - Live

User Name:

Password:

Log In

[Forgot Password](#)

© Copyright 2014 RMA Co.Ltd. Live - 3.0.135.3130 - 04 June 2014

Done Local intranet | Protected Mode: Off 100%

Start 12:39 PM 2014/06/04

The Umehluko Logon screen will displays: (The user must then fill in the “User Name” and “Password” credentials to be able to access the system. Once the user completed the login credentials the user will click on “Log In”).

This is the Home Screen

Submitted By	Description	Date Sent	Priority	Claim No.	Event No.	Application Status	Redirect URL
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 May 2014 07:56:44	P4	88621	CompCare	Open	
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 May 2014 07:48:26	P4	88621	CompCare	Open	
Compdiv Simulator	Event Data Capture is Incomplete (CompDiv)	28 May 2014 07:48:26	P4	88621	CompCare	Open	
Compdiv Simulator	Notification of Authorisation Required on Medical Report Days Off	03 Mar 2014 08:23:17	P2	87626	CompCare	Open	
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	03 Mar 2014 08:20:05	P4	87626	CompCare	Open	
Compdiv Simulator	Medical Reports - Final	03 Mar 2014 08:23:17	P5	87626	CompCare	Open	
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 Feb 2014 10:57:47	P4	87605	CompCare	Open	
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 Feb 2014 10:56:06	P4	87605	CompCare	Open	
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 Feb 2014 09:58:43	P4	87600	CompCare	Open	
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 Feb 2014 09:57:10	P4	87600	CompCare	Open	

The user must select either the Accident Notification for an Accident or the Disease Notification for an occupational disease.

Umehluko - Windows Internet Explorer
 https://umehluko.labour.gov.za/Pages/CompDiv/CaptureAccidentNotification.aspx?FromMenu=1&NotFirstAccReq=1

Compensation Fund
 WORKING FOR YOU

ClientCare | **CompCare** | PensCare | MediCare | Admin | FinCare

Search | Capture | Workflow | Reports

Add Accident Notification

How was RMA Notified? * Captured via the CompDiv System
 Search Member Number? 000170895
 Member Location 000170895 - CELL COMMUNICATIONS WEST RAND
 Member Site CELL COMMUNICATIONS WEST RAND
 Date of Accident 01 Jun 2014
 Description Employee fell off a ladder

Member Contact Reporting Claim * Compdiv Sim
 Location Category * At workplace - Above Ground
 Time (HH:MM) * 12:00

Industry No. EMP036
 Title Mr
 Date of Birth 07 Mar 1979
 Train/Learn/App? * No

ID Number *
 First Name Jonathan
 Gender Male
 skilled? No

Passport No * 852963
 Initials J
 Employee Number EMP036
 Paterson Grading B3(Cat7)

Nationality Angola
 Surname Smith

Occupation * --Enter Code or Description to populate Data--

Insurance Type IOD - Injury On Duty
 Date RMA Notified 06 Jun 2014
 Claim Type * IOD
 Member Ref #
 Likely Bucket * Days > 14

Did Accident Lead to Death of Person? * No
 Was this an Assault? * No
 Did the employees spectacles break during the accident? * No
 Were the employee's dentures damaged during the accident? * No

Road Accident? No

Brief Description of Injury(ies) * Injury to Left ankle
 Primary Injury Diagnostic Group * DRG16 - Injuries to the Ankle and Foot

Entries marked with * are required values.
 Submit Reset

© Copyright 2014 RMA Co.Ltd. Live - 3.0.135.3130 - 06 June 2014

Local intranet | Protected Mode Off | 10:31 AM 2014/06/06

This is serves the function of a WcL.2 Form

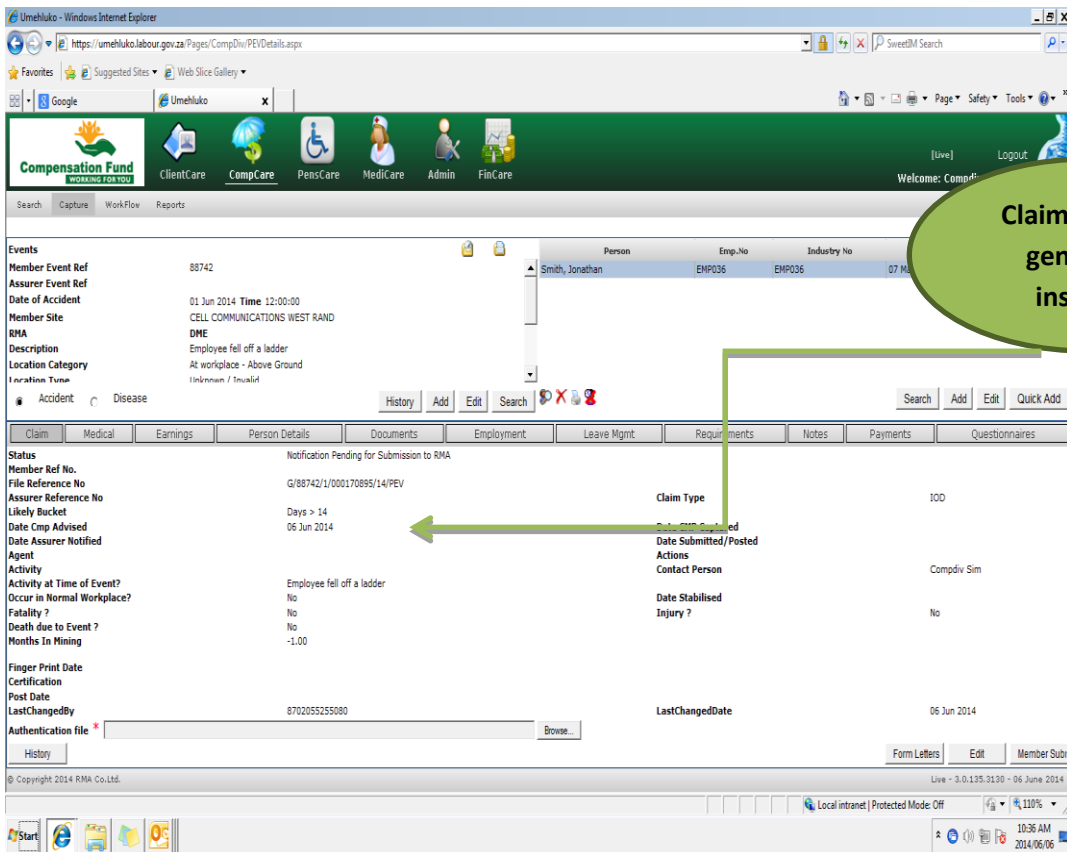
The employer will capture all the necessary information. The red asterisk represent that the field are mandatory. The drop down fields makes submission faster.

The screenshot shows a web application window titled "AddRequirementSet - Webpage Dialog". The main content area displays a table of requirement sets with columns for "Set Name" and "Description". The table lists various medical conditions and their corresponding descriptions, such as "All RMA Accident Claims - RMD & 1st Medical" and "Accident - Spinal Cord Injury". At the bottom of the table, there are two buttons: "Close" and "Add Require". The "Close" button is highlighted in green in the original image.

On the left side, there is a sidebar with a search bar and a list of events. The "Member Event Ref" is 88742. Below this, there are fields for "Date of Accident" (01 Jun 20), "Member Site" (CELU CON), "DME" (Employee), and "Description" (At work/In Min). There are also tabs for "Claim", "Medical", and "Earnings".

On the right side, there is a sidebar with a "Welcome: Compdiv Simulator" message and a "Payments" section. The "Payments" section shows a table with columns for "Event" and "Payments". The "Event" column has values "07 Mar 1979" and "06 Jun 2014". The "Payments" column has values "100", "Compdiv Sim", and "No".

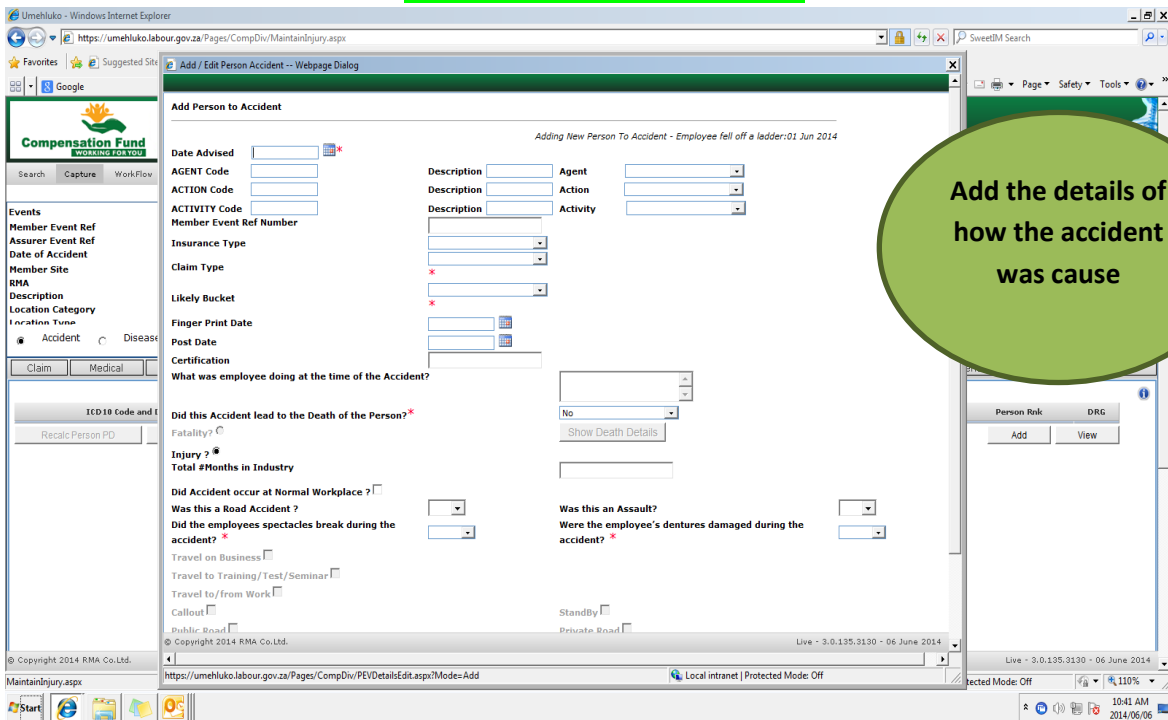
Then select the "Close" button



The system will automatically supply the notification with a File Reference number/ claim number instantly; however, the notification process is not yet complete.

Select the Claim details then **"Edit"** button to proceed.

The following screen will appear: **"Update Accident Person Details"**



The user will return to the menu bar and select the "Earnings" button then add earnings and submit.

The screenshot shows a web browser window displaying the Compensation Fund application. The page is titled "Adding New Earnings to Person: Jonathan, Smith, Event Date". The "Earnings" tab is selected in the navigation bar. The form includes the following sections:

- General:** Earnings Type: Accident
- Basic Earnings:** Monthly Basic Earnings R: 4000
- Non Variable Earnings:** Monthly Non Variable Earnings R: 0
- Variable Earnings:** Monthly Variable Earnings R: 0

At the bottom, there is a "Declaration by Employer" section. The browser's address bar shows the URL: https://umehuko.abour.gov.za/Payer/Comp/Dtl/MaintainEarningDetails.aspx?Val=Add. The system status bar at the bottom indicates "Live - 3.0.1.15.12.00 - 06 June 2014" and the time is 10:44 AM on 2014/06/06.

Be sure to capture correct earnings for the employee!


The user will return to the menu bar and click on Medical and select Injuries /diagnosis then add injuries also selecting the correct ICD codes and submit

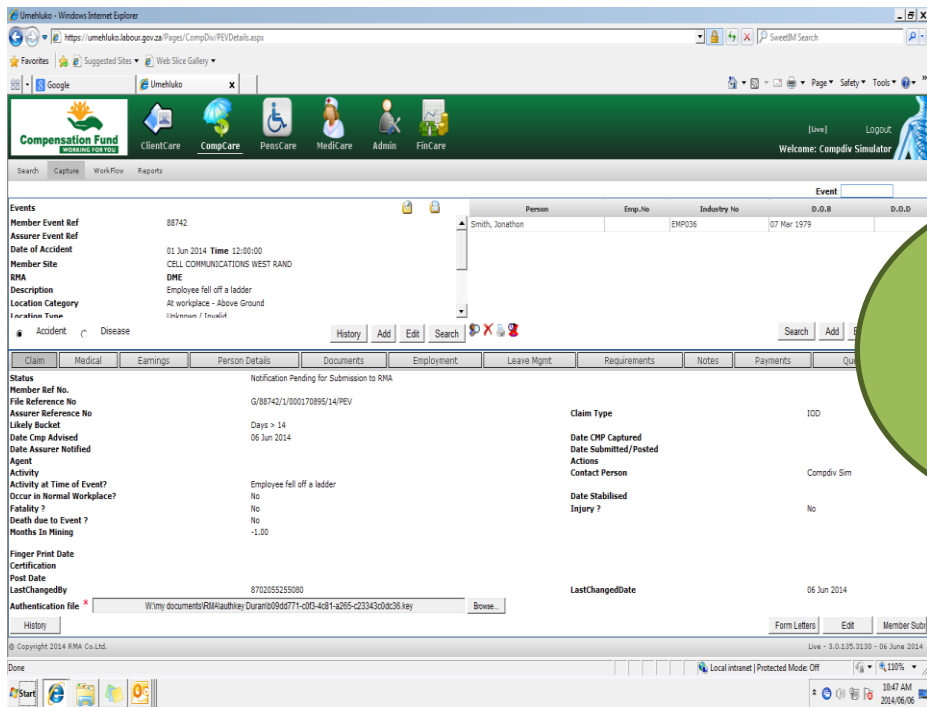
The screenshot shows a web application interface for the Compensation Fund. The main content area is titled 'Add New Injury' and contains several form fields. A green arrow points to the 'ICD10 Sub-Category' dropdown menu. The form also includes fields for 'Description of All Injuries', 'Primary Injury Diagnostic Group', 'ICD10 Category', 'ICD10 Code', 'Severity', 'Body Side', and 'Status'. The application is running in a Windows Internet Explorer browser window.

Give us an indication of what type of injury the employee sustained

Drop down fields have a variety of injury types to select from

Click on menu bar Employment and click on Set Event Employment

Claim	Medical	Earnings	Person Details	Employment	Leave Mgmt	Requirements	Notes	Payments	RMA Questionnaires
				Skilled?	No				
				Training/Learner/Apprentice?	No				
				Paterson Grading Code	A1(Cat1)				
				Normal Occupation of Person	Assistant driller (ocean)				
				Event Occupation Code	Assistant driller (ocean)				
				Length of service in occupation	0.000				
				Length of service with employer					
				Captured By	Rene1 				
				Date Captured	15 Mar 2013				
<input type="button" value="Add Employ"/> <input type="button" value="Edit Employ"/> <input type="button" value="SetEventEmployment"/> <input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Form Letters"/> <input type="button" value="Add Exposure"/>									



Authentication is a security control measure, keep your unique key confidential

The user will return to Claim and select PEV details. Browse and insert the Authentication key then Member Submit.

The screenshot shows the Compensation Fund website interface. The main content area displays details for a claim registration. A green arrow points to the 'Documents' tab, which shows a notification: 'Notification Accepted on CompCare side'. Other tabs include 'Claim', 'Medical', 'Earnings', 'Person Details', 'Employment', 'Leave Mgmt', 'Requirements', 'N285', 'Payments', and 'QUESTIONS'. The 'Status' section shows 'Member Ref No.' as 88742 and 'Assurer Event Ref' as 88742. The 'Date of Accident' is 01 Jun 2014 at 12:00:00. The 'Description' is 'Employee fell off a ladder'. The 'Location Category' is 'At workplace - Above Ground'. The 'Date CMP Captured' is 06 Jun 2014. The 'Date Submitted/Posted' is 06 Jun 2014. The 'Contact Person' is 'CompSim'. The 'Date Stabilised' is 06 Jun 2014. The 'LastChangedBy' is 670205525080. The 'LastChangedDate' is 06 Jun 2014.

Claim is now registered and sent for adjudication by CF Staff

Notification sent to CompCare.

YOU HAVE SUCCESSFULLY COMPLETED SUBMITTING A CALIM.

PLEASE REMEMBER TO LOG OUT

For more information contact us on:

Call

- 086 999 0090

Or email

- ccms@labour.gov.

The Compensation Fund, working for you!!