User Manual for
Medical Reimbursement - Claims

Prepared by

APOnline

Internal Approval

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1. INTRODUCTION

Department of school education portal www.cse.ap.gov.in was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

Various measures are being taken to enhance the performance of the students. One such measure is Continuous Comprehensive Evaluation. Hence it is desired to develop an application to capture performance of the students in four formative tests and three summative exams. To capture data an application was developed.

2. OBJECTIVE

To claim Medical Reimbursement for employees of Department of School Education an online application is put in place to cut down on turn-around-time and to make it a transparent process.

3. SCOPE

The scope of this document is to explain the process of claiming medical reimbursement for both In-service and retired employees.

4. ABBREVIATIONS

Table 1: List of Abbreviations

Abbreviation	Expansion
MR	Medical Reimbursement

5. SOFTWARE AND TECHNOLOGIES

Table 2: Software and Technologies

S.No.	Software	Version
1	JDK	1.6
2	J2EE	NA
3	Struts	1.0
2	SQLServer	2012
3	JBOSS	6.0

6. PROCESS – Medical Reimbursement Claim for In-service and retired employees

The process to apply for medical reimbursement claims online, and various steps involved in this process are defined below.

1. Navigate to portal www.cse.ap.gov.in.

Figure 1: Home Page

2. On the home page click **Medical Reimbursement from E Office tab** as shown in Figure 1. The login screen appears. As shown in figure below.

Figure 2: E-Office Tab Page

3. The following screen appears. Enter **Username** and **Password** and click **Submit**.
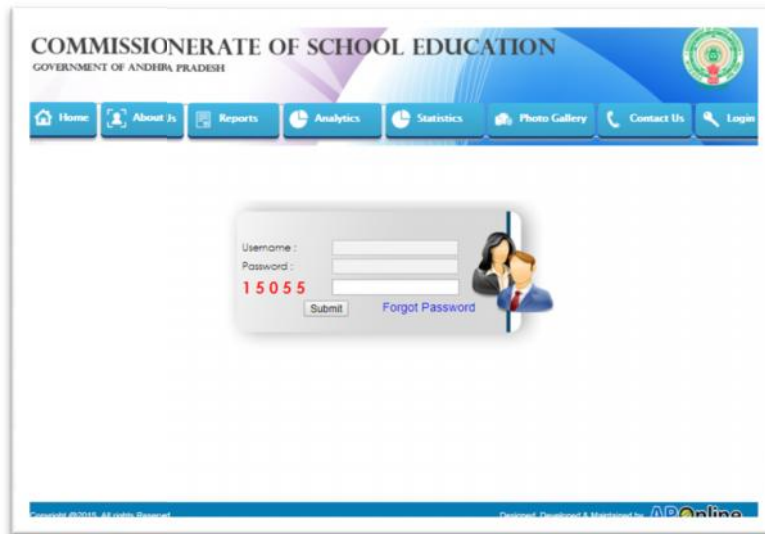
Figure 3: Login Page

4. The following screen is displayed. Click on Medical Reimbursement tab and select from drop down menu as shown below

Figure 4: Select from Dropdown Menu Page

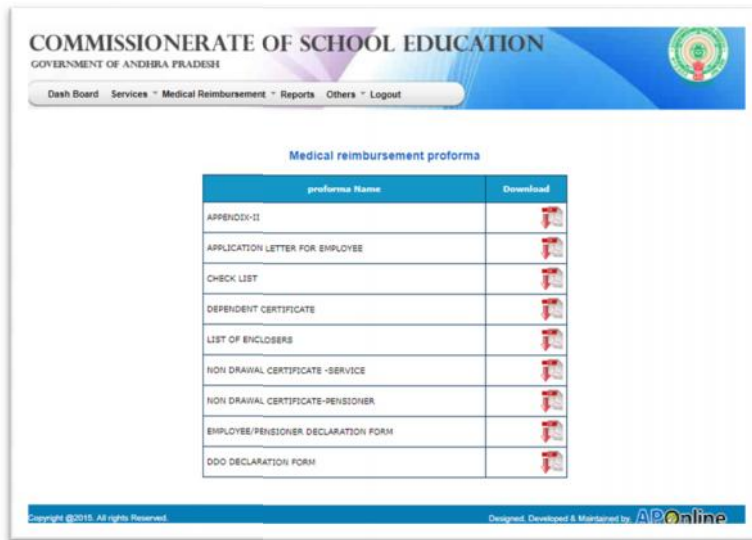5. From the below screen click on the PDF image to download relevant document.

Figure 5: Select PDF Page

6. Select **Medical Employees Claim Form For In-service** option in the **Medical Reimbursement Menu**.
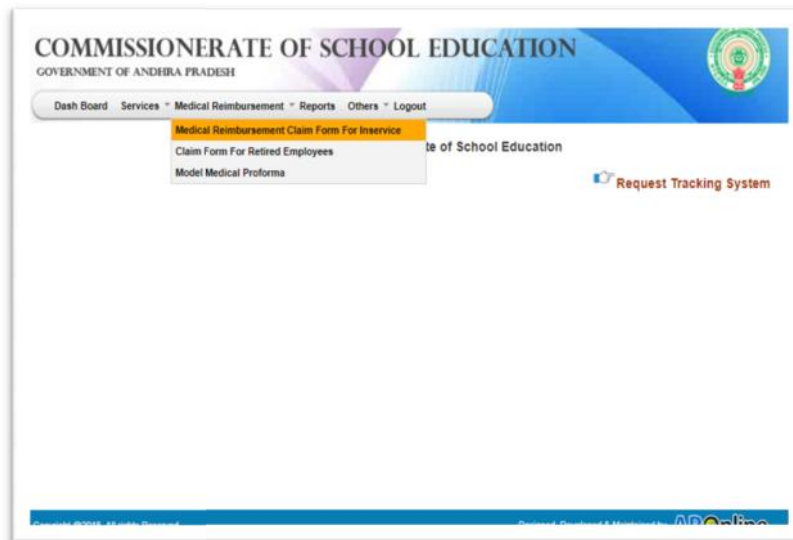
Figure 6: Select Type of Claim Page

7. From the below screen Select your name from the list of Employees working in that school
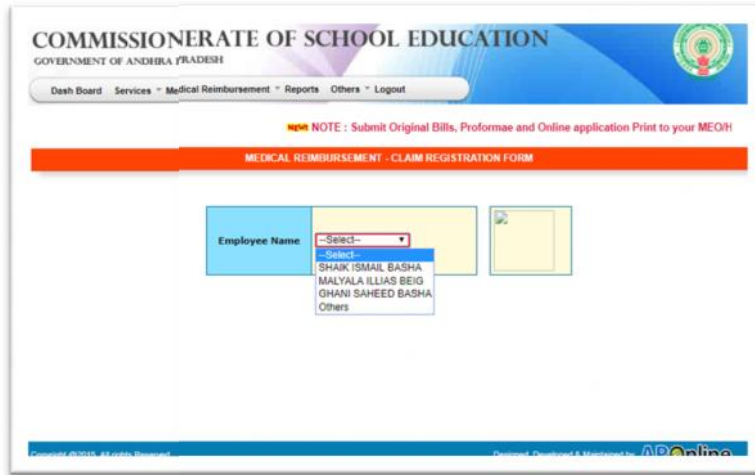
Figure 7: Employee Name

8. In the form which is displayed below fill all fields and upload appropriate documents then click on submit button.

Figure 8: Claim Form

9. On Successful submission of the claim application, a unique claim id will be generated as shown below and you will receive an SMS to the registered mobile number. Click on the Print button to get the printed copy of your claim application.

Figure 9: Unique ID

10. Make sure printer connected to the system and Click **on Print button** to get the hard copy of your claim application

Figure 10: Print Page

Process 2: Applying Claim procedure for Retired Employees.

11. Step 1: Select **Claim Form** f**or Retired Employees** option in the Medical Reimbursement Menu.

Figure 11: Claim Selection Page

12. On selection of menu a form is displayed as shown below. Fill all fields and upload appropriate documents then click on **submit** button.

Figure 12: Claim Form Page

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13. On Successful submission of the claim application, a unique claim id will be generated as shown below and you will receive an SMS to the registered mobile number. Click on the Print button to get the printed copy of your claim application.
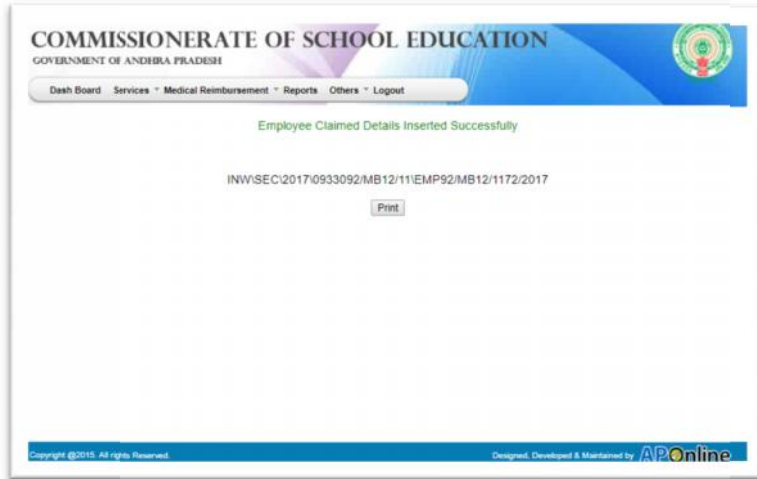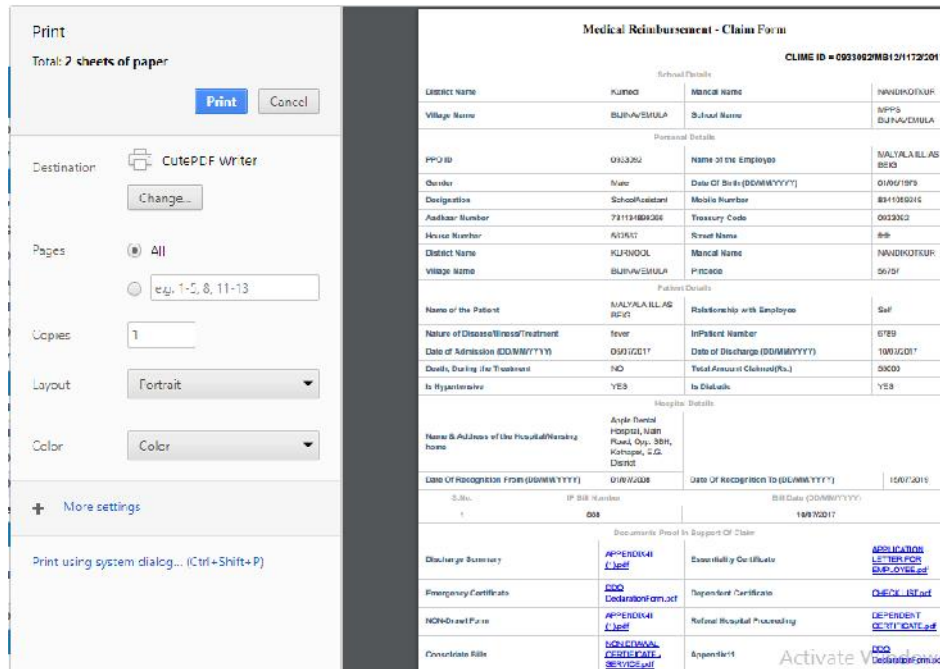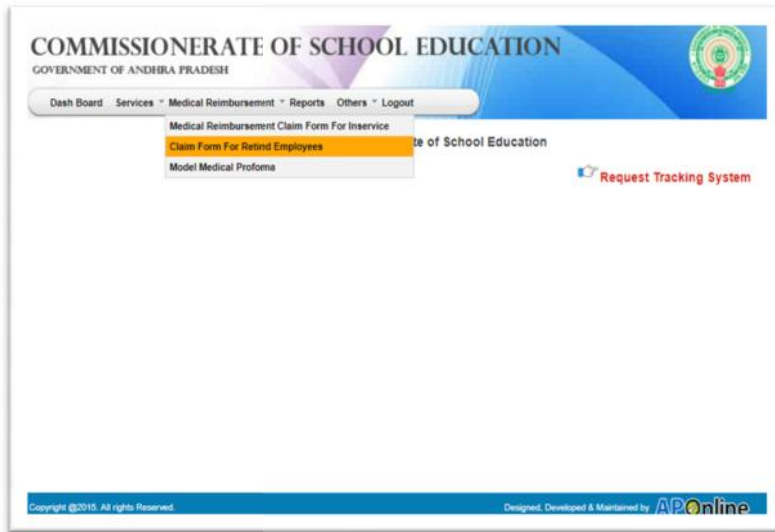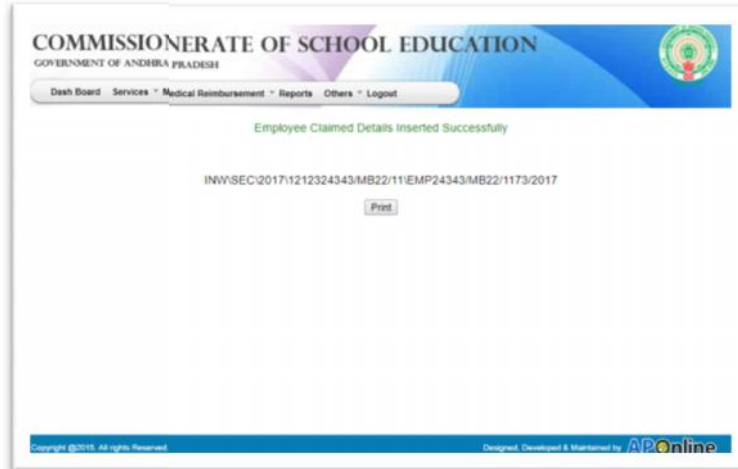

Figure 13: Unique ID

14. Make sure the printer is connected to the system and Click on Print button to get the hard copy of your claim application.
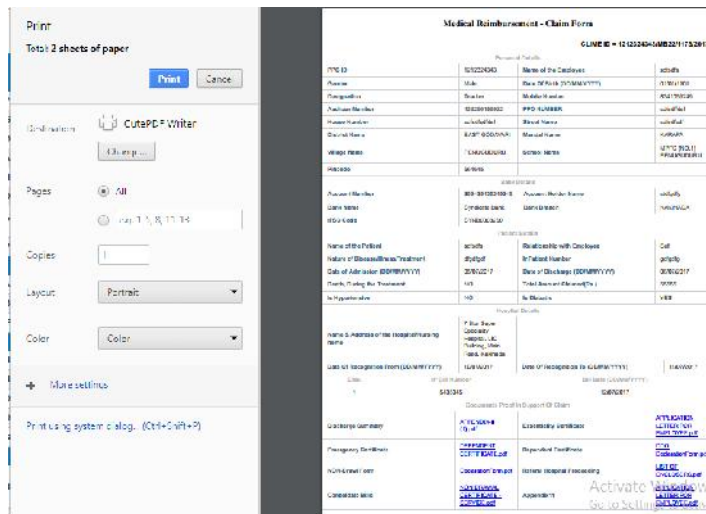

Figure 14: Print Page

7. Change Management procedures

This document is meant for usage by the Department of School Education team and shall be the basis for preparing the test case, incident, log and the final report. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

8. Approvals

Table 3: Approvals

Inspected By	Date	Signature
Ramasrinu D	24.07.2017	
Approved By	**Date**	**Signature**
B.Bala Kishore	24.07.2017	