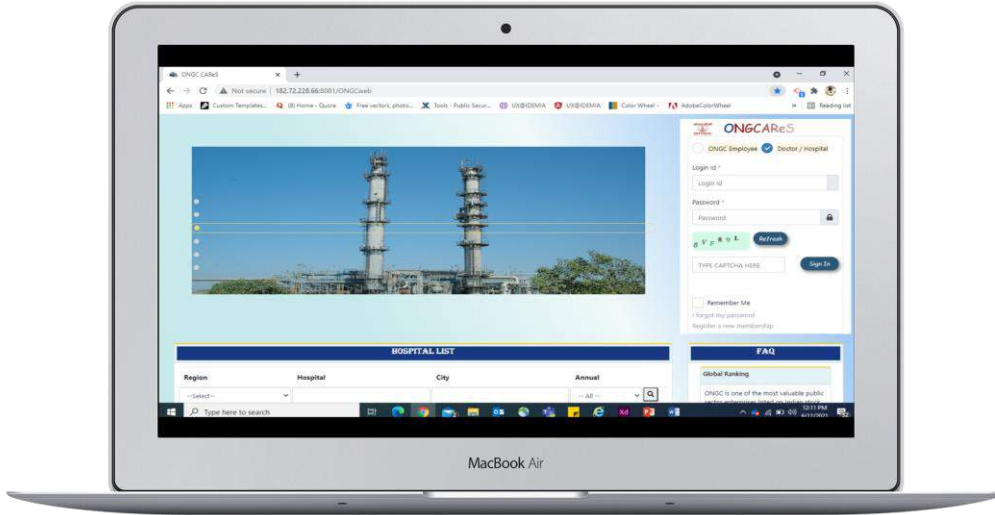




# ONGCAREs

ONGC clinical Assistance and Referral e-System

# USER GUIDE HOSPITAL WEB- APPLICATION EMPLOYEE PORTAL





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Presentation or part title

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# Employee Login

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# Employee Login

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**ONGCAREs**

ONGC Employee     Doctor / Hospital

CPF Number \*

121259

Password \*

.....

Z 6 B I Y T    Refresh

Z6BIYT    Sign In

• Invalid login attempt.

**FAQ**

What is ONGCAREs?

What features & functionalities will be available in the mobile application of ONGCAREs?

What if beneficiary is in some hospital for admission and Medical Card system is temporarily not working? Will he/she get Admission in such situations?

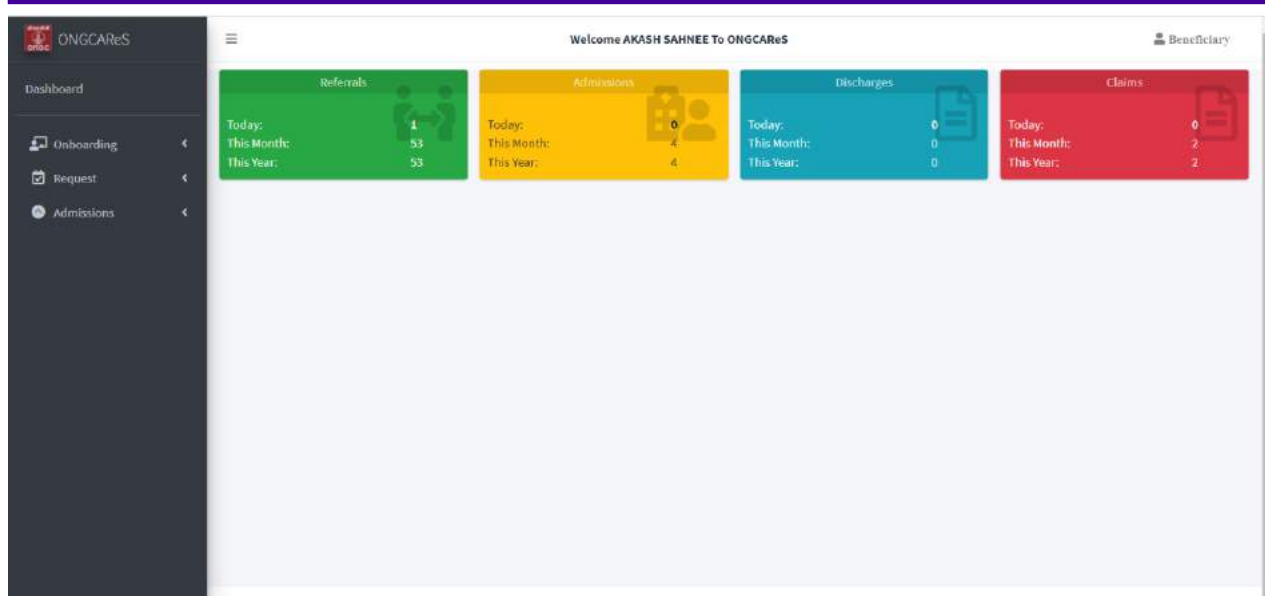
24/01/2022

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



# Employee Login

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



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# On-boarding

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# Beneficiary On-boarding

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Presentation or part title

Welcome AKASH SAHNEE To ONGCAREs

Beneficiary

### Beneficiaries List

Medical Card Number	Beneficiary Name	Relation	Date Of Birth	Onboarding Status	Actions
E6543211	AKASH SAHNEE	SELF	11/12/1987	Pending	Show
E6543212	MRS AKASH SAHNEE	SPOUSE	11/12/1987	Completed	

Showing 1 to 2 of 2 entries. Previous 1 Next

- 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.

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# Beneficiary On-boarding

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ONGCARE S

Welcome AKASH SAHNEE To ONGCARE S

Beneficiary

Beneficiary Onboarding Step 1

Face Capture Step 2

Details View Step 3

Beneficiary Enrollment

AKASH SAHNEE  
E9043211  
8839570629

Type: Employee

Email Id \*  
test@go.co

Identification Mark \*  
test marl

Blood Group \*  
B+

State \*  
DELHI

City \*  
NEW DELHI

Select Id Proof \*  
AADHAAR

Enter Id number of uploaded document \*  
987623451212

Upload ID Proof \*  
Choose File 0b45c0fc-et5a-4a9b-a9c8-ede71c19772f.jpg  
.JPEG, .PNG, .JPG format, size less than 5 MB

Previous Next Submit Cancel

- 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.

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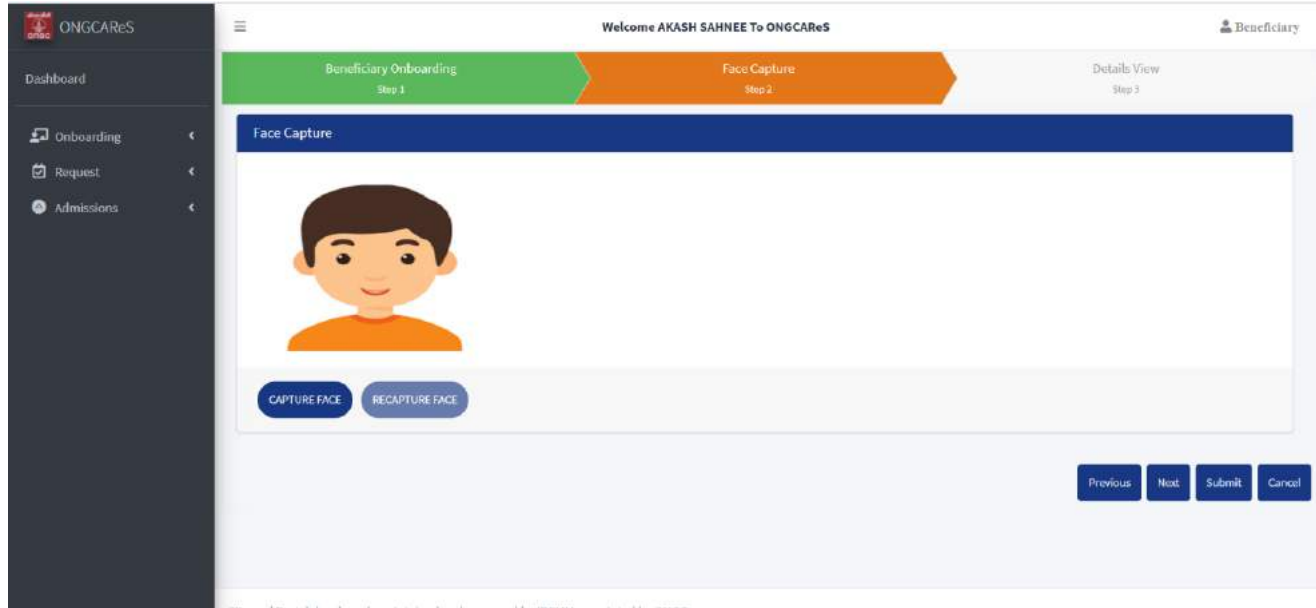


# Beneficiary On-boarding

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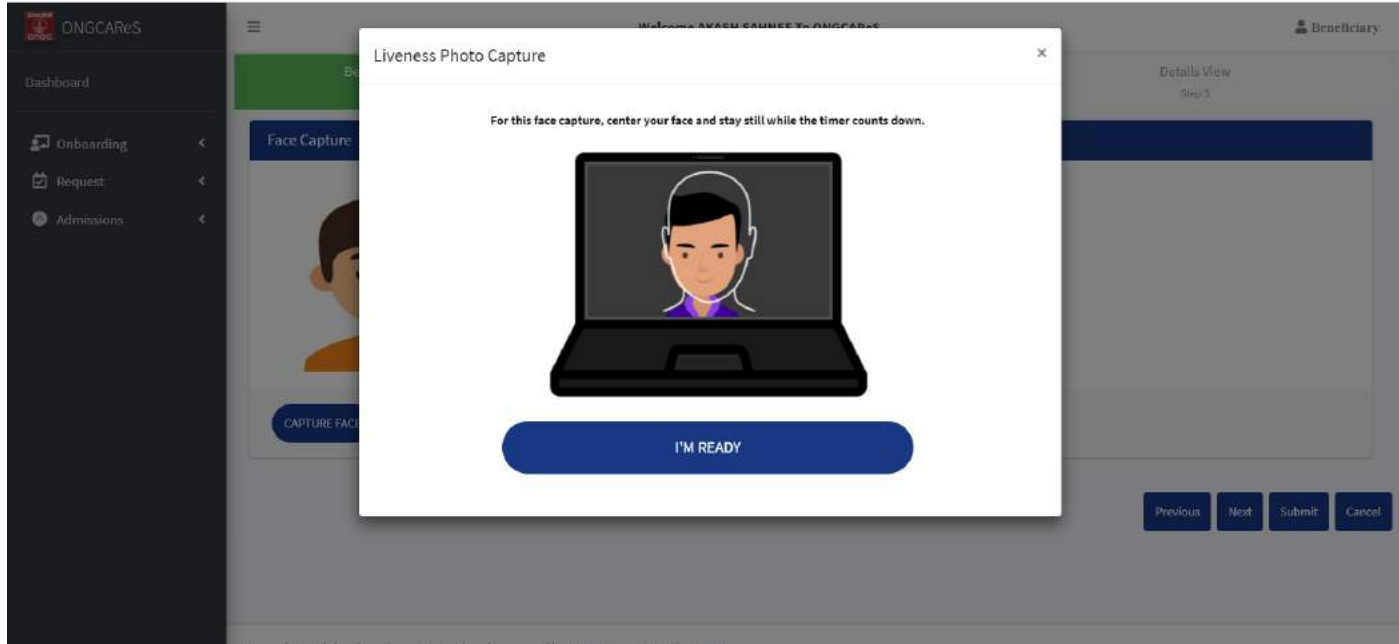
- In second step employee will capture his face.
- Face capture page appear on the screen.
- If face is capturing first time, click on “Capture Face” button. If old captured face data is available on the screen, Recapture Face button will be enable to re-capture the face.



# Beneficiary On-boarding

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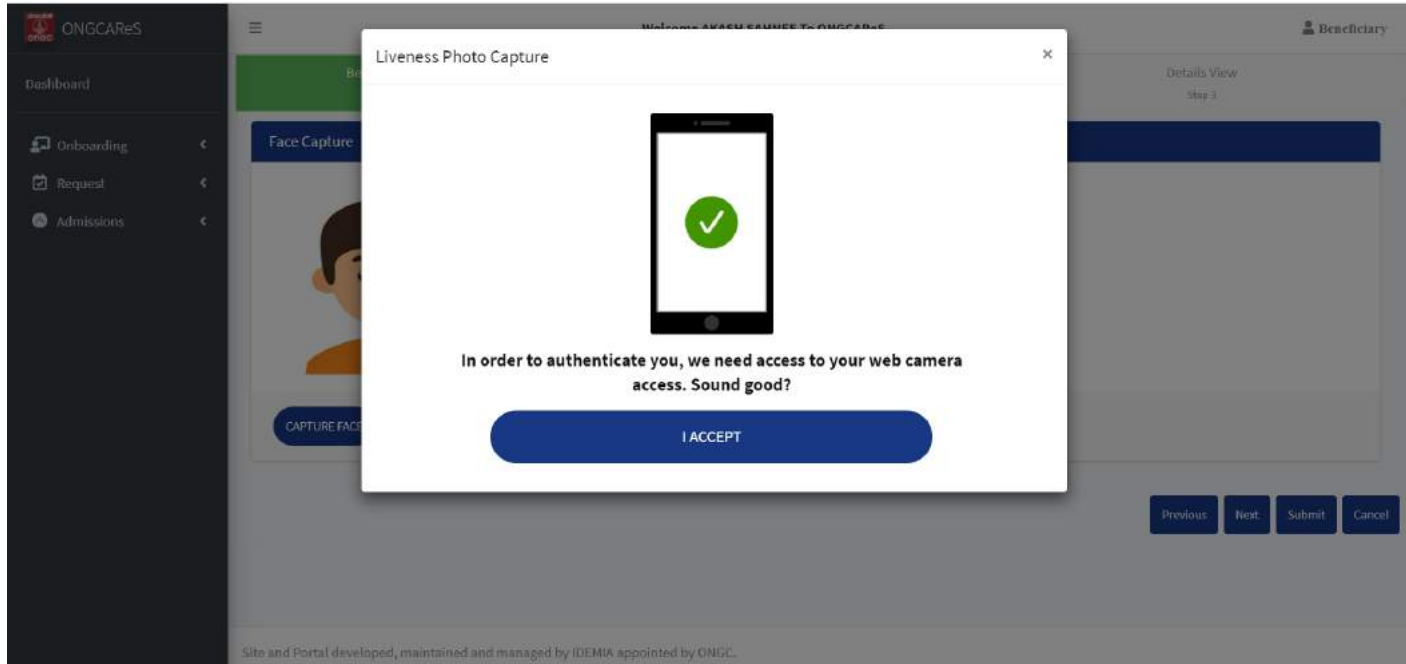
- Liveness photo capture popup appear on the screen. Click on “Start Capture” button.
- Face capture instruction will appear in the “Liveness photo capture” popup, read the instruction and Click on “I’M Ready” button.



# Beneficiary On-boarding

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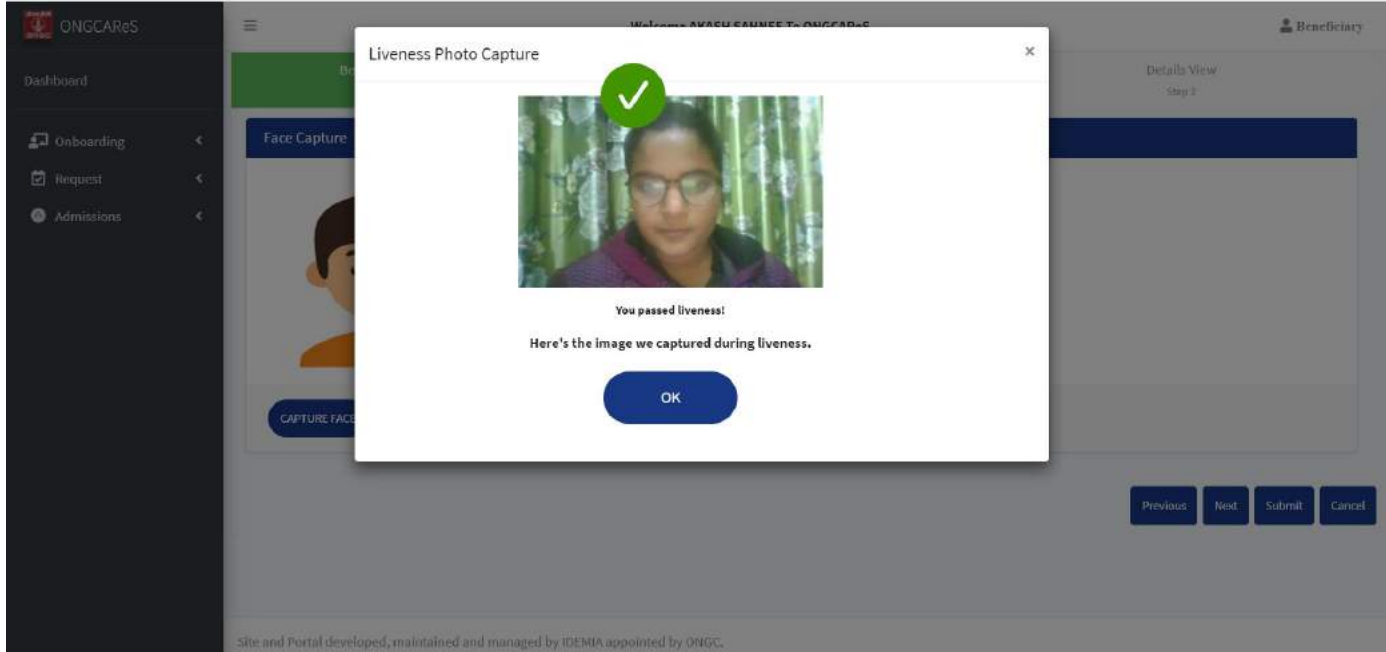
- Click on "I Accept" button to allow app to access your web camera.



# Beneficiary On-boarding

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



# Beneficiary On-boarding

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Presentation or part title



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ONGCARS

Welcome AKASH SAHNEE To ONGCARS

Beneficiary

Beneficiary Onboarding Step 1

Face Capture Step 2

Details View Step 3

Face Capture

RECAPTURE FACE

Previous Next Submit Cancel

Site and Portal developed, maintained and managed by IDEMIA appointed by ONGC.

- 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

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Welcome AKASH SAHNEE To ONGCARS

Beneficiary

Beneficiary Onboarding (Step 1) | Face Capture (Step 2) | Details View (Step 3)

**Beneficiary Onboarding**

**Beneficiary Name: AKASH SAHNEE**  
CPF Number: 654321



Email: test@go.co  
Identification Mark: test marl  
Blood Group: B+  
State: DELHI  
City: NEW DELHI  
Document Type:  
Document Number :987623451212

I here by confirm, above shared information are true to my knowledge.

Previous Next Submit Cancel

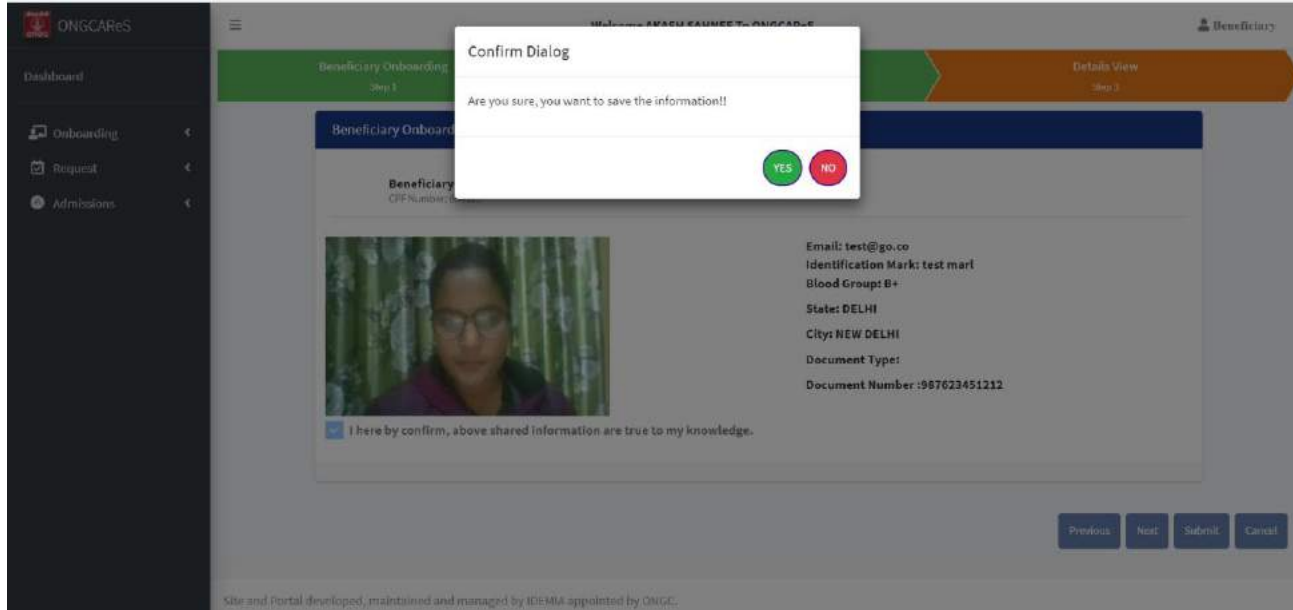
Site and Portal developed, maintained and managed by IDEMIA appointed by ONGC.

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



# Beneficiary On-boarding

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

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# Beneficiary On-boarding

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Presentation or part title



24/01/2022




Welcome AKASH SAHNEE To ONGCAREs

Success! Beneficiary Enrollment Details Saved Successfully!!

Beneficiary Onboarding

Beneficiary Name: AKASH SAHNEE  
CPF Number: 654321



Email: test@go.co  
Identification Mark: test marl  
Blood Group: B+  
State: DELHI  
City: NEW DELHI  
Document Type:  
Document Number :987623451212

I here by confirm, above shared information are true to my knowledge.

Previous Next Submit Cancel

Site and Portal developed, maintained and managed by IDEMIA appointed by ONGC.

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





# Beneficiary On-boarding

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Welcome AKASH SAHNEE To ONGCAREs

Beneficiary

### Beneficiaries List

Medical Card Number	Beneficiary Name	Relation	Date Of Birth	Onboarding Status	Actions
E6543211	AKASH SAHNEE	SELF	11/12/1987	Completed	
E6543212	MRS AKASH SAHNEE	SPOUSE	11/12/1987	Completed	

Showing 1 to 2 of 2 entries

Previous 1 Next

Site and Portal developed, maintained and managed by IDFMIA appointed by ONGC.

- 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

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ONGCAREs

Dashboard

Onboarding

Beneficiary Onboarding

Update Biometrics

Request

Admissions

Welcome AKASH SAHNEE To ONGCAREs

Beneficiary

Beneficiaries List

Medical Card Number	Beneficiary Name	Relation	Date Of Birth	Onboarding Status	Update
E6543211	AKASH SAHNEE	SELF	11/12/1987	Completed	[Update] [Person]
E6543212	MRS AKASH SAHNEE	SPOUSE	11/12/1987	Completed	[Update] [Person]

Showing 1 to 2 of 2 entries

Previous 1 Next

Site and Portal developed, maintained and managed by IDFMIA associated by ONGC.

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- 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 be available in the record with the onboarding status as completed.



# Update Biometrics – Demographic Update

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The screenshot shows the 'Beneficiary Onboarding' page for AKASH SAHNEE. The form contains the following fields and options:

- Email Id \***: test@go.co
- Identification Mark \***: test.mar1
- Blood Group \***: B+
- State \***: DELHI
- City \***: NEW DELHI
- Select ID Proof \***: AADHAAR
- Enter ID number of uploaded document \***: 987623451212
- Upload ID Proof \***: Choose File (No file chosen). Below the button, it says: ".JPEG, .PNG, .JPG format, size less than 5 MB".
- Existing ID Proof**: View Document

At the bottom of the form, there is a checkbox labeled "I here by confirm, above shared information are true to my knowledge." and three buttons: "Send For HR Approval", "Reset", and "Back".

Site and Portal developed, maintained and managed by IDEMIA appointed by ONGC.

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- 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

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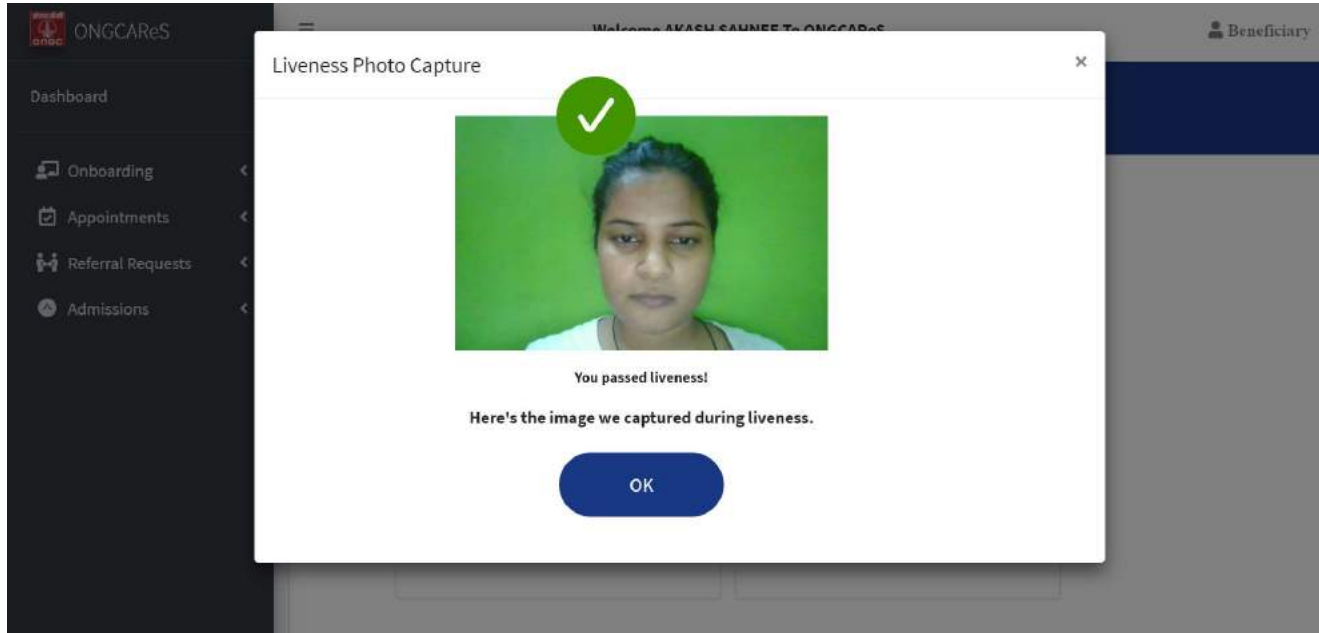
- On click of face(user) icon, face capture details will appear on screen with the old face image.
- Click on “Recapture” button.



# Update Biometrics – Face Update

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



# Update Biometrics – Face Update

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Onboarding <

Appointments <

Referral Requests <

Admissions <

Old Face Image

New Face Capture

RECAPTURE

I here by confirm, above shared information are true to my knowledge.

SUBMIT BACK

24/01/2022

- New captures face will available in page.



# Update Biometrics – Face Update

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24/01/2022



Onboarding <

Appointments <

Referral Requests <

Admissions <

Old Face Image

New Face Capture

Success!  
Beneficiary Face Capture Details Saved  
Successfully!!

RECAPTURE

I here by confirm, above shared information are true to my knowledge.

SUBMIT BACK

- 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.



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# Request

24/01/2022





# New Admission Request

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ONGCAREs

Welcome AKASH SAHNEE To ONGCAREs

Beneficiary

## Create Admission Request

Admission Request / Create

### CREATE ADMISSION REQUEST

**Admission Request Creating For\*** **State\***

MRS AKASH SAHNEE GUJRAT

**City\*** **Select Empanelled Hospital\***

BARDDA Sterling Hospital

**Select Admission Type\*** **Proposed Admission Date\***

IPD 24/01/2022

**Name of Treating Doctor\*** **Length of Stay\***

Dr. Rajendra Prashad 7

**Advice from treating doctor\*** **Upload Medical Prescription\***

Testing Choose File lab\_results.pdf  
PDF format file size less than 5 MB

Submit Back

- 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.

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# View Admission Request

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Welcome AKASH SAHNEE To ONGCAREs

Search

From Date To Date Medical Card Number Request Status

Referral Requests Status

S.No.	Referral Id	Medical Card Number	CPF	Beneficiary Name	Request Date	Case	Status	View Request
1	1981	E6543211	654321	AKASH SAHNEE	24/01/2022	Planned	Approved	Show
2	1964	E6543211	654321	AKASH SAHNEE	21/01/2022	Emergency	Rejected	Show
3	1963	E6543212	654321	MRS AKASH SAHNEE	21/01/2022	Planned	Delete	Show
4	1962	E6543211	654321	AKASH SAHNEE	21/01/2022	Planned	Admission	Show
5	1947	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show
6	1946	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show
7	1945	E6543212	654321	MRS AKASH SAHNEE	18/01/2022	Planned	Pending	Show
8	1944	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show

- 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.

24/01/2022



# View Admission Request

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24/01/2022

**Referral Request Detail**

Portal Referral Id: 1981    HIS Reference ID: NA    Request Status : **Approved**

---

**Employee Details**

Name :	AKASH SAHNEE	Group :	Active employee	Mobile Number :	8839570629
CPF Number :	654321	Grade :	A1		

---

**Beneficiary Details**

Card Number :	E6543211	Name :	AKASH SAHNEE	Date Of Birth :	11/12/1987
Relationship :	SELF	Card Start Date :	01/03/2021	Card End Date :	31/03/2121
City :	NEW DELHI	State :	DELHI	Gender :	Male

[Cancel](#)

**Background Table:**

Sr	Referral ID	HIS Reference ID	Employee Name	Card Start Date	Card End Date	Request Status	Action
5	1947	E6543211	AKASH SAHNEE	18/01/2022	Planned	Pending	Show
6	1946	E6543211	AKASH SAHNEE	18/01/2022	Planned	Pending	Show
7	1945	E6543212	MRS AKASH SAHNEE	18/01/2022	Planned	Pending	Show
8	1944	E6543211	AKASH SAHNEE	18/01/2022	Planned	Pending	Show

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



# Delete Admission Request

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Presentation or part title

Welcome AKASH SAHNEE To ONGCAREs

Beneficiary

Search

From Date To Date Medical Card Number Request Status

Medical Card Number --Select Status-- Search Reset

Referral Requests Status

S.No.	Referral Id	Medical Card Number	CPF	Beneficiary Name	Request Date	Case	Status	View Request	Action
1	1947	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
2	1946	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
3	1945	E6543212	654321	MRS AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
4	1944	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

- 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

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24/01/2022

**Referral Request Detail**

Portal Referral id: 1947    HIS Reference ID: NA    Request Status: Pending

---

**Employee Details**

Name :	AKASH SAHNEE	Group :	Active employee	Mobile Number :	8839570629
CPF Number :	654321	Grade:	A1		

---

**Beneficiary Details**

Card Number :	E6543211	Name :	AKASH SAHNEE	Date Of Birth :	11/12/1987
Relationship :	SELF	Card Start Date :	01/03/2021	Card End Date :	31/03/2121
City :	NEW DELHI	State :	DELHI	Gender :	Male

Showing 1 to 4 of 4 entries

Previous 1 Next

Cancel

- Referral Request Detail popup will appear on the screen.



# Delete Admission Request

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Presentation or part title



24/01/2022

ONGCAREs

182.72.228.66 says  
Are you sure you want to delete this record!!

OK Cancel

Search

From Date To

Medical Card Number --Select Status-- Search Reset

### Referral Requests Status

S.No.	Referral Id	Medical Card Number	CPF	Beneficiary Name	Request Date	Case	Status	View Request	Action
1	1947	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
2	1946	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
3	1945	E6543212	654321	MIRSAKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
4	1944	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

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



# Delete Admission Request

Confidential / Restricted / Public  
Presentation or part title

Welcome AKASH SAHNEE To ONGCAREs

Success  
Referral Request have been deleted successfully!!

Search

From Date To Date Medical Card Number Request Status

Medical Card Number --Select Status-- Search Reset

### Referral Requests Status

S.No.	Referral Id	Medical Card Number	CPF	Beneficiary Name	Request Date	Case	Status	View Request	Action
1	1947	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
2	1946	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
3	1945	E6543212	654321	MRS AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete
4	1944	E6543211	654321	AKASH SAHNEE	18/01/2022	Planned	Pending	Show	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

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

24/01/2022



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Presentation or part title

# Admissions

24/01/2022





# Extension Request Status

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Presentation or part title

Welcome AKASH SAHNEE To ONGCAREs

Search

From Date To Date Medical Card Number Action By Extension Status

View All Extension Request List

Sno	Extension Id	Medical Card Number	Length of Stay	Request On	Status	Request / Action By	Action
1	541	E6543212	5	20/01/2022	Pending	Sterling Hospital	Show
2	521	E6543212	10	18/01/2022	Approved	Moumita Barman	Show
3	505	E6543211	1	13/01/2022	Pending	Sterling Hospital	Show
4	504	E6543211	1	13/01/2022	Approved	Moumita Barman	Show
5	502	E6543211	10	13/01/2022	Pending	Sterling Hospital	Show
6	481	E6543211	8	20/12/2021	Approved	Moumita Barman	Show
7	466	E6543211	10	07/12/2021	Approved	Moumita Barman	Show
8	465	E6543211	10	07/12/2021	Approved	Moumita Barman	Show

- 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.

24/01/2022



# Extension Request Status

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Presentation or part title

ID	Extension ID	Referral ID	Extension Status	Request Date	Hospital	Action
5	502	E6543211	Pending	15/01/2022	Sterling Hospital	Show
6	481	E6543211	Approved	20/12/2021	Moonita Barman	Show
7	466	E6543211	Approved	07/12/2021	Moonita Barman	Show
8	465	E6543211	Approved	07/12/2021	Moonita Barman	Show

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

24/01/2022