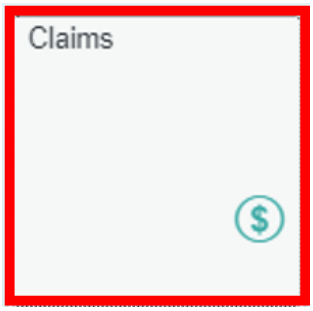
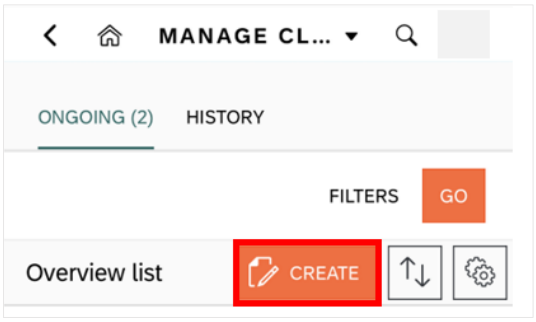
Fill in details and submit Medical claim/ Dental claim

1. Click on the 'Claims' Tile on your HRP HOME

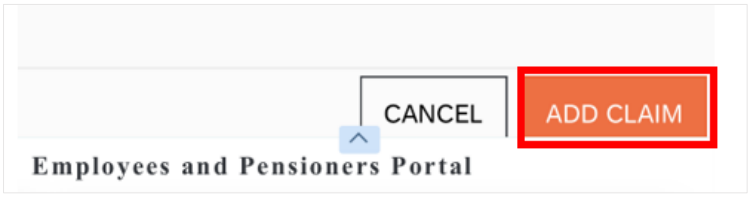


2. Manage Claims page will be displayed.
Click on "Create".



3. Select claim type (MEDICAL or DENTAL)
followed by "ADD CLAIM".





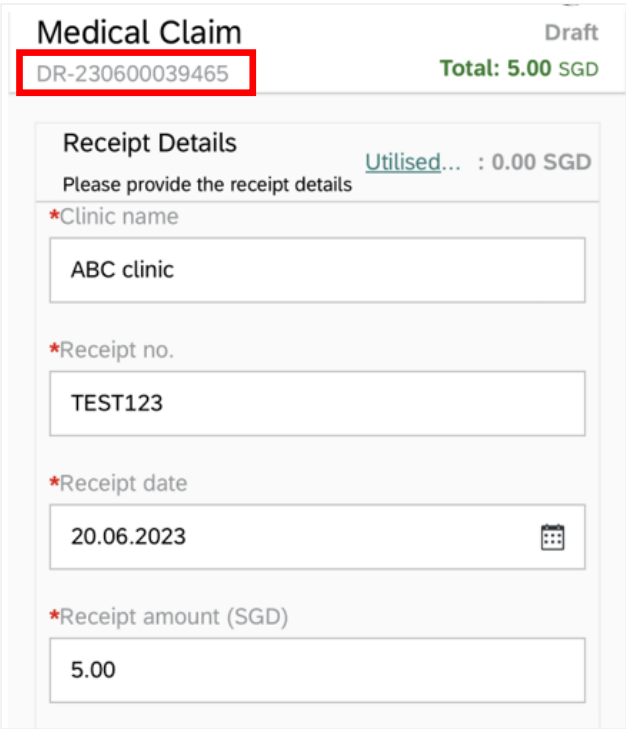
4. On the following page, the claim number will be generated. Fill in the required (*) fields

a. Click on Utilised amount to view more details about Utilised amount

b. **Clinic name/ Receipt no:** Enter the information

c. **Receipt date:** Click on the icon to search for date

d. **Receipt amount:** Enter the amount



e. **Patient name:** Select from the dropdown list (Note: This is required only for Medical claim)



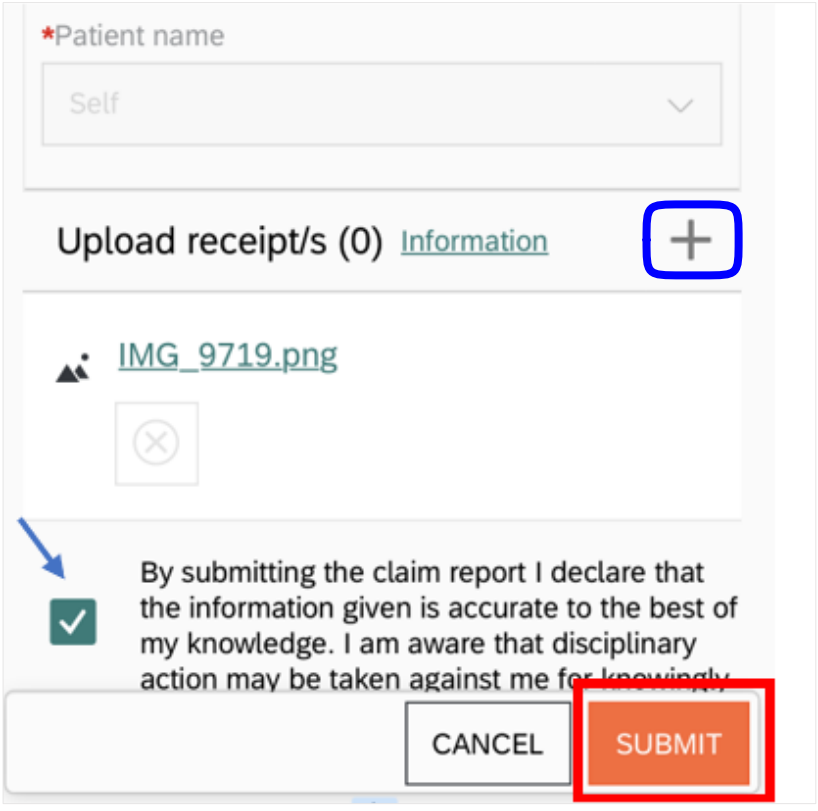
Upload the necessary files

f. To **view** details regarding the types of supporting documents required, click on Information

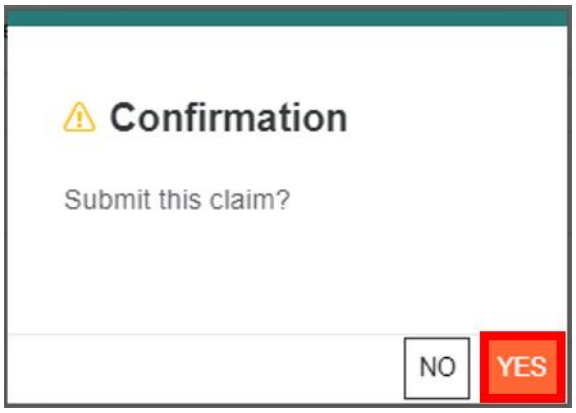
g. **Click** on the + icon to attach a receipt/document

5. Tick the Declaration checkbox and click on the 'SUBMIT' SUBMIT button

Note: There is slight variances in the form for Dental Claim

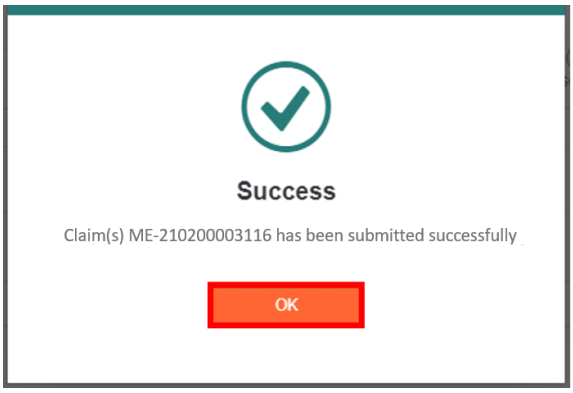


6. Click on the 'YES' YES button to confirm the submission



7. A pop up will appear showing that the claim has been submitted successfully. Click on the 'OK' OK button

Note: The claim number will differ for Dental claims



8. The claim you just submitted will appear with the status 'Pending Verification'

Note: The claims record will have slight variances for Dental Claims