

All India Association of Coal Executives (AIACE)

Dear retired Coal Executives of CIL availing CPRMSE benefit from CIL HQs,

On regular follow up by our association, CIL mgt has developed a portal for facilitating easy medical claims for Executives availing the facility from CIL Hqs which may be extended further to subsidiary companies after resolving the issues coming up during implementation.

Some of the members of AIACE have complained that they are unable to understand the things and so they are scared to use it. They are also facing problems for operating the above portal.

In this connection, all members are informed that AIACE expert team has thoroughly visited the site/portal and is satisfied over its easy implementation. As it is a new thing, initially, there may be some problems in data updation. But later on all will agree it as user friendly.

We have developed a guideline for using the portal which is given below.

All are requested to go through it and act.

In case of any query, kindly contact the undersigned.

Regards



P K Singh Rathor
Convenor, AIACE



Simplified User Manual for CIL-CPRMSE Portal

Step - I

1. Visit <http://medcard.coalindia.in/#/home>
 - 1.1 At the Right Top Corner Click **Log-in**
 - 1.2 A New page opens. Click **Employee Log-in**
 - 1.3 A new Page opens. Click at the Top **Check your Registration.**
 - 1.4 A new page opens to show all your details as tabulated below:-

EIS Number	Medical Card Number	Name	Spouse name	Email	Mobile Number	Username
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2. Go back to previous page by clicking **Back** at the Left Top of page.
3. Next page opens which is called Login Page. Here create your Account by selecting,
 - a) In User Name, select your PAN Number. Below Password, a new pop-up will appear **send OTP**
 - b) Now in Password, select Your Medical Card Number's Last 4 digit.
 - c) Click **send OTP** to receive it on your Registered Mobile as shown in 1.4 above
 - d) Enter this OTP and click **Log in**

Step – II

1. After you Login, a new page called **Dashboard** appears which shows **My Data** under which relevant data and photos of CPRMSE beneficiaries is shown.

Dashboard has side-bar menus like,

My OPD Claims
My Admissions
Medical History
My Balance

2. For submitting your OPD claims, Click **My OPD Claims** after which a new sub-menu appears.
 - 2.1 Select **“New OPD Claim”** to create new claims
 - 2.2 Click on the Top Right Button **“Create New OPD Claim”** to create new claim
 - 2.3 Provide Necessary Information and click on **“Create”** button at Bottom to create claim
 - 2.4 A new page **Created Claims** opens.

On the left of this page, Note the Claim ID and Mention it on the physical copy of claim On the right of this page, Click on **“Add Bills ”** to enter bills included in the Claim
 - 2.5 Next page **Add Bills to Claim** appears to allow entry of next bill.

In this page,

 - (i) Use **“Save”** button to Save the added bills
 - (ii) Double Click on the row cell to enter details of bill.
 - (iii) Use **“Add Row”** to add more bills.
 - (iv) Once you have completed adding all bills, Click **SUBMIT** button.
 - 2.6 Next Page **Submit Claim** appears. Chose **“YES”** in Employee Submit section and Click on **“Apply Changes”** to submit the claim.
3. Once you become familiar with **My OPD Claims** menu, you will be able to gradually understand the other features embedded in other Menus like **My Admissions, Medical History, My Balance etc.** Other features which require intervention of CIL's Bill processing personnel have not been discussed here.

NOTE :- A Physical copy by mentioning Claim ID is required to be sent to CIL HQ for approval of claim.