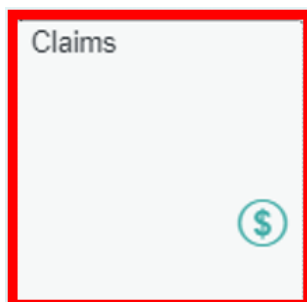
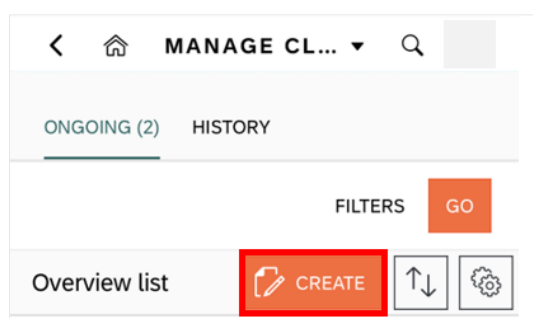


Fill in details and submit Medical claim/ Dental claim

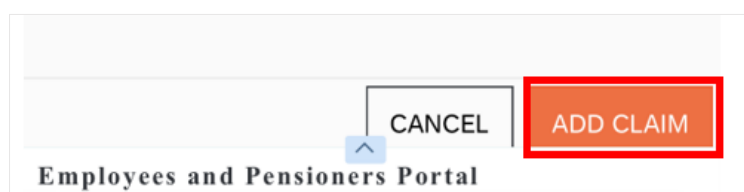
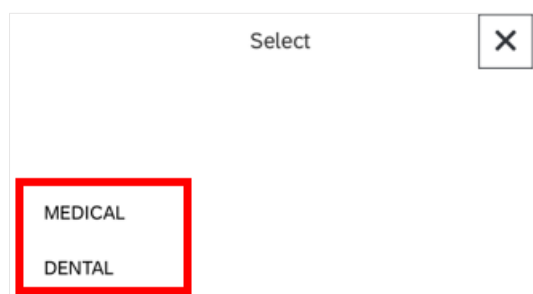
1. Click on the 'Claims' Tile on your HRP HOME




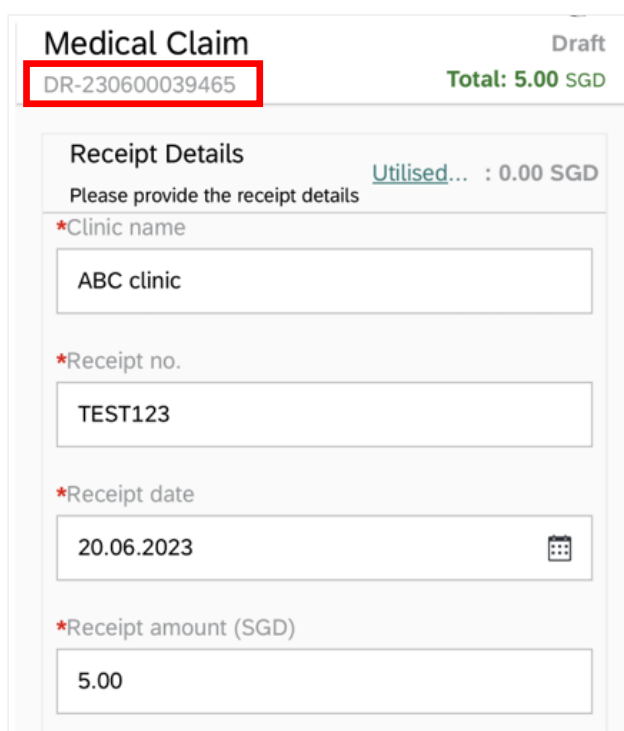
2. Manage Claims page will be displayed.
Click on "Create".



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

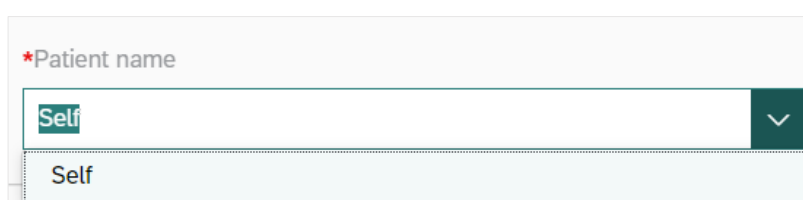


4. On the following page, the claim number will be generated. Fill in the required (*) fields
- a. Click on Utilised amount to view more details about Utilised amount
 - b. **Clinic name/ Receipt no:** Enter the information
 - c. **Receipt date:** Click on the  icon to search for date
 - d. **Receipt amount:** Enter the amount



The screenshot shows a 'Medical Claim' form with a 'Draft' status. The claim number 'DR-230600039465' is highlighted with a red box. The total amount is 'Total: 5.00 SGD'. The 'Receipt Details' section includes fields for 'Clinic name' (ABC clinic), 'Receipt no.' (TEST123), 'Receipt date' (20.06.2023), and 'Receipt amount (SGD)' (5.00). A 'Utilised...' field shows '0.00 SGD'.

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




The screenshot shows a dropdown menu for 'Patient name' with 'Self' selected and displayed in the input field.

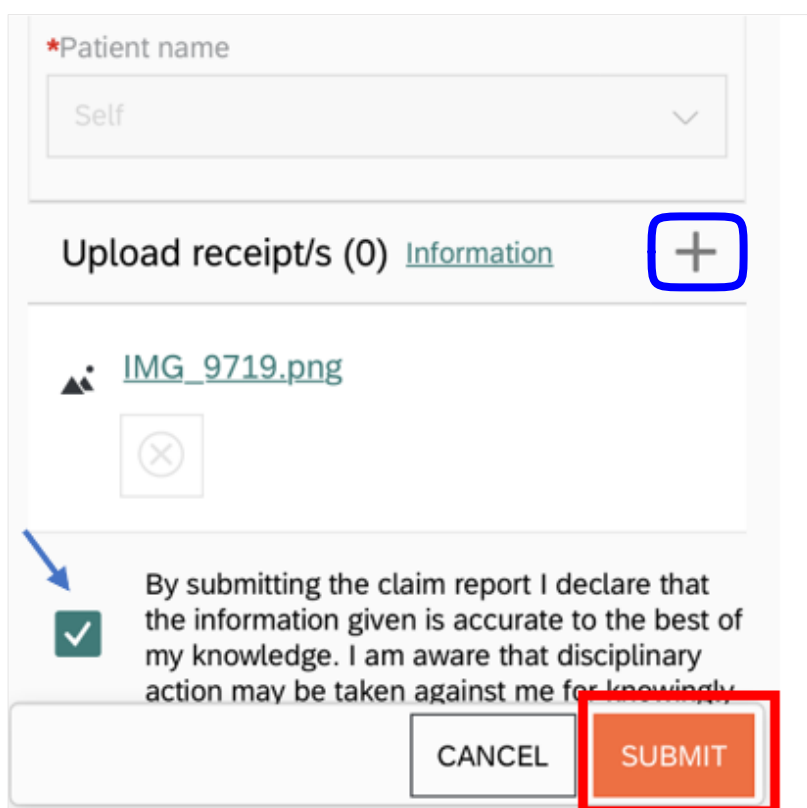
Upload the necessary files

f. To **view** details regarding the types of supporting documents required, click on [Information](#)

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

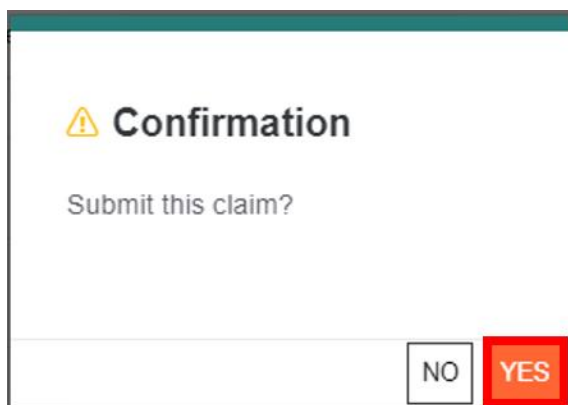
5. Tick the Declaration checkbox and click on the 'SUBMIT'  button


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



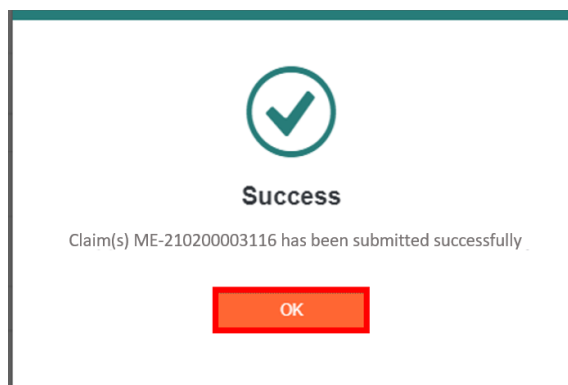
The screenshot shows a web form for submitting a claim. At the top, there is a dropdown menu for '*Patient name' with 'Self' selected. Below this is a section for 'Upload receipt/s (0)' with an 'Information' link and a blue-outlined '+' icon. A file named 'IMG_9719.png' is shown with a delete icon. A blue arrow points to a declaration checkbox, which is checked. The declaration text reads: 'By submitting the claim report I declare that the information given is accurate to the best of my knowledge. I am aware that disciplinary action may be taken against me for knowingly...'. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons, with the 'SUBMIT' button highlighted by a red rectangle.

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



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