

# HEALTH INSURANCE PREMIUM



User Guide (for Applicants)



This service is managed by:

Mauritius Network Services

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#### Health Insurance Premium



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# Introduction

The **Health Insurance Premium Online Application System** is a web-based application designed to implement a simplified and convenient processing of applications to authorise the **Ministry Of Social Security, National Solidarity and Reform Institutions** to pay the Health Insurance Premium amount representing the monthly premium of a health insurance Policy No. to the concerned Insurance Company for a period of time as provided in Section 5F of the National Savings Fund Act of Mauritius for the Insurance Policy Holder.

This system maintains confidentiality of all the information provided by the end users and will allow access to authorized end users only.

The Insurance Company registered with MNS or the applicants who will be using the system to secure applications from the Ministry Of Social Security, National Solidarity and Reform Institutions are referred in this manual as "You".

#### **1.1 The Document Manual**

This manual contains the necessary guidelines and process in using the "Ministry Of Social Security, National Solidarity and Reform Institutions Health Insurance Premium Application". Screen shots were included in this manual to provide better understanding and actual picture of the system design.

#### **1.2 Conventions used in this book**

This manual uses certain conventions to distinguish different types of information easily.

Buttons	The buttons mentioned in this document are enclosed within "angle bracket".
	For example: <new></new>
Fields	There are various types of data entry fields found in this system. These include normal text fields, date fields, check boxes, etc.
Images	Various screen shots of the system's main screens, alert window are available in this manual.



Are you sure you	u wa⊓t tos	ave the record?
	ок	Cancel

**Icons** Icons are some of the GUI (Graphical User Interface) tools available in this online application system. Their functions are to reinforce information and perform specific task. Icons are documented in this manual as small graphic symbols.



Menu and Option To access most of the [Screens] in the system, the user will need to navigate through the menu panel, select the corresponding menu group and option or function.



# **Getting Started**

This chapter provides you information about the various requirements and steps to access the Ministry Of Social Security, National Solidarity and Reform Institutions Health Insurance Premium Application.

### **2.1 System Requirements**

Before using the Ministry Of Social Security, National Solidarity and Reform Institutions Health Insurance Premium Application, you must ensure that your computer meets the following requirements:

- ✓ Internet connection, preferably a broadband connection.
- $\checkmark$  Any of the following Web browsers:

Microsoft Internet Explorer 6 or higher

- Mozilla Firefox 3 or higherGoogle Chrome
- Apple Inc Safari 3.2 (Windows) or higher

**NOTE:** The hardware requirements depend on the web browser that you are using. You must refer to your web browser's manuals to verify this information.

### **2.2 User Requirements**

To access the system, you must have an account with Mauritius Network Services.

Registered

users are provided with valid USERID (Mailbox ID) and Password.

**NOTE:** Please contact the representatives from MNS for further details in setting an account.



### 2.3 System Tools

The system composed of various tools and screens that will provide you the convenience of using this online application service.

This section provides information about the system tools and screens that you will be using. Tools and screens available for each user may vary depending on their assigned user role and access rights. The system tools includes: command buttons, icons, hyperlinks, menus and field types.

#### 2.3.1 Command buttons

Command buttons are user interface elements that provide a simple way to execute actions or commands. They appear as small rectangular boxes labeled with the task they perform. Various types of command buttons are available in the system. Some of them are those that we usually encounter while using the basic computer or web (internet) applications such as:

#### LIST OF THE BASIC COMMAND BUTTONS IN THE SYSTEM:

<Delete> This button allows you to completely delete or remove a document when you confirm deletion.

Are you sure you want to delete the record?
OK Cancel

If the deletion process is successful, a confirmation will appear as shown below.

	Ministry of S	Social Securi Healtl	ty, Nati i Insut	onal Soli <b>gers</b> an rance Premiun
IP Home	Health Insurance Premium	Communication	Report	Logout TESTCOUSR1
A	opplication (H12081400261)	Delete MNSTESTCO) wa	s successfu	ully deleted.



<exit></exit>	Click this button if you want to navigate away from the current application or screen.
	<i>NOTE : Before clicking <exit>, ensure that you have properly saved the document first (if necessary).</exit></i>
<new></new>	You must click this button if you want to generate a new form or create a new field for some document details (if necessary).
<0k>	Click this button to confirm your agreement on certain conditions stated in the relevant screens or sub-applications.
<print></print>	This command control button which is available in the [Import/ Export Permit] allows you to print a copy of the application form in PDF (Portable Document Format).
<save></save>	This button allows you to save the updates or documents that you created. Once the system successfully completes the process, the [Record Save] will appear (see figure below).
	Health Insurance Premium Communication Report
	Record Save
	Application (H12080800241MNSTESTCO) was successfully saved.
	ок

### 2.3.2 List of customized command buttons in the system:

- <Clear> This button allows you to clear all the information that are currently available in the application form. This button is also available in all View List screens such as [New Form], [Retrieve Form], and others. When clicked, this button clears the list of records currently displayed.
- <CSV> This button is available only in applications under the {Report} menu. You may click this button to view the report in CSV (Comma Seperated Values) or Excel format.

7



**<PDF>** This button displays the report in PDF (Portable Document Format).

- <Search> This button allows you to retrieve the list of records available in the system. It is available in all View List screens. such as [New Form], [Retrieve Form].
- Send> This button allows you to send the accomplished application form to Ministry Of Social Security, National Solidarity and Reform Institution. If the submission process is successful, a confirmation message will be displayed indicating the reference number of your application.



NOTE: This button will only appear if you saved the application form as complete.

#### 2.3.3 Hyperlinks

Hyperlinks are active texts, numbers, or fields that when clicked, leads you to the reference application or page. Hyperlinks can be easily distinguished as they appear in underlined blue colored text such as the page numbers.

#### **2.3.4 Icons**

Icons are small, on-screen, graphic elements that represent applications, files or tasks. Clicking on the icon, selects the item that the icon references. Icons were also used in various ways:

Just like any other Graphical User Interface tools, some icons in the system execute the relevant tasks when clicked.



And some icons will reinforce relevant information from a source file. These icons require your interaction to complete or process a task. Just like the Search icon which is represented by a magnifying glass.

#### LIST OF ICONS IN THE SYSTEM:

۲	This icon's task is to display the relevant application form. This icon is available in the search results section of View List Screens.
0	This icon allows you to logout from the system. This is available at the extreme right of the menu together with the Logout hyperlink.
	This icon activates the popup calendar when clicked. When the calendar is inactive it appear as a small icon embedded beside the date fields.
	<ul> <li>1 Select Date,</li> <li>192.</li> <li>112.</li> <li>12.</li> <li>14.</li> <li>15.</li> <li>16.</li> <li>17.</li> <li>18.</li> <li>19.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>11.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>11.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>11.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>11.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>11.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>30.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>20.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>20.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>20.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.</li> <li>24.</li> <li>25.</li> <li>25.</li> <li>26.</li> <li>27.</li> <li>28.</li> <li>29.</li> <li>20.</li> <li>21.</li> <li>21.</li> <li>21.</li> <li>22.</li> <li>23.<!--</th--></li></ul>
	To browse through previous months, you may click  or for succeeding months.  To browse through previous years, you may click or for succeeding  i or i i .  years.  To select date, simply click on the relevant option in the calendar.  The pop up calendar reverts to its inactive state once you clicked on a specific date.



×	When clicked this icon will close the relevant window.
*	This icon represents the "delete task". When clicked, the system deletes the entire row of the relevant record.

### 2.3.5 Data entry field types

Data entry fields or data fields are spaces allocated for specific information required in the system. The length of information that you can enter in each field varies depending on the form.

NOTE: Some fields are mandatory, you can easily distinguish these data fields as they are

\*

marked with asterisk as shown.

#### LIST OF DATA FIELD TYPES USED AVAILABLE IN THE SYSTEM:

- **Text** Allows you to enter letters, combination of letters and numbers (alphanumeric) that do not require calculations such as Codes, Importer/Exporter's name, Address name and other relevant entries.
- Numeric This field accepts numeric (numbers) values only such as premium amount.
- Date There are two ways of entering the value in this field. First is by manually entering the information using the format: DD/MM/YYYY and the other method is by activating the calendar icon
- Grids Some details in the Import/ Export permit application forms and screens are presented in table format.



	Job No	Application Date	Insurance Holder Name	Policy Number	Send Date	Period	Comp Status	Doc Status
۲	H12080800241MNSTESTCO	08/08/2012	tt	TR	13/08/2012	2012/10 To 2012/11	Complete	Sent
۲	H12071300209MNSTESTCO	13/07/2012	ashee rai	POLICY 530	13/07/2012	2013/01 To 2014/12	Complete	Acknowledged
۲	H12071300207MNSTESTCO	13/07/2012	test dfd	45	13/07/2012	2120/12 To 2121/01	Complete	Acknowledged
۲	H%12071300206MNSTESTCO	13/07/2012	tst name tst name	POLICY 245		2012/09 To 2012/12	Entry in Progress	Created
۲	2012071200198MNSTESTCO	12/07/2012	Ahana Kapoor	POLICY 7890	13/07/2012	2012/09 To 2014/12	Complete	Acknowledged

Radio ButtonsFor radio buttons , the system will only allow you to click or select one<br/>option for each criterion specified as shown below.

Gender	🔿 Male 💿 Female ★
Marital Status	⊙ Single ◯ Married ★

#### 2.3.6 The Screens

Most of the system's screens where you can access the application forms and reports compose of: the Search Criteria Section and the Search Results Section.

Where:

The Search Criteria Section contains:

(1) Various data fields wherein you can indicate your preferences in filtering the search results.

(2) The command control button **<Search>** which executes the search process when clicked.

(3) The command control button **<Clear>** which deletes the list of search results in the display area when clicked.

Figure below shows the search criteria for the Health Insurance Premium System.



	List	of Health	Insura	nce Prem	nium Forms	
Application Date From Document Status	All			Applicat Job No	ion Date To	
			Search	Clear		

The entries in some of the search criteria are case insensitive (For example JOBNO name: abc. If end user enters A b c in the input box, the system will still display the record a b c as it still match the search criteria).

The criteria will be matched against any part of the field (beginning, middle and end). Considering the example in the first Note, the system will return all the records with a b c, like for example 1 A b c, ABC3A.

NOTE: Fields available in the search criteria of every screen vary depending on the menu options that you selected, in the same way that the fields in the Results section vary depending on the screen or application. The most common search criteria available is the period covered (Date From / To).

And the Search Results Section contains the following details:

- (1) List of records that fully and partially matches the entries in the search criteria.
- (2) "Total number of applications found" which are available at the upper and bottom left of the Search Results table.
- (3) The page numbers which appear at the upper and bottom right of the Search Results table.
- (4) The Scroll bar which is only available when the list of records to be displayed in a page is more than the capacity of your screen's display area. You may drag the scroll bar up or down to view the list of all the records in the page.

The Search Results section can only display maximum of Fifty (50) records.

51 record(s) found. \*Select a record to view details



If the system retrieves more than Fifty (50) search results, the following hyperlinks will appear: Page Numbers, Next, Previous and Last. The active page number appears in black font and without underline.



#### 2.3.7 The Menu Bar

In the Ministry Of Social Security, National Solidarity and Reform Institutions Health Insurance Premium Application, the menu bar is a horizontal bar fixed at the top of the screen under the governing body and the system's name.

The system's menu bar includes the following details:

- Menus composed of a group of options or functions that are relevant in the application process. It includes {TradeNet home}, {Health Insurance Premium}, {Communication} and {Report}.
- (2) Menu pane refers to the list of options or functions displayed when you select a system menu. These functions or menu options represents various User Interface Screens wherein you can process the required tasks.
- (3) Log out button and hyperlink which allows you to properly close the application system.



To view the functions:

- Step 1: Click on the relevant Menu for example {Health Insurance Premium}. The menu pane will appear with the functions available.
- Step 2: Simply click on the most relevant function to select.



Step 3: The corresponding user interface screen will appear. Below are the lists of menus and the functions available in the system.

#### LIST OF MENUS AND FUNCTIONS IN THE HIP SYSTEM:

{CNP Home}When selected, this menu will display the [CNP Homepage].{Health Insurance Premium}This menu consists of the functions relevant in creating,<br/>updating and monitoring the application. The options included<br/>in this group are:

[New Form] This option allows you to generate a new application form.

[Retrieve form]This option allows you to view the complete lists of application forms that you created. You may also view the application's complete detail if required. Simply click



and the relevant application form will be displayed.

{Communication} This menu group consists of functions that allow you to retrieve and verify some details in the application forms that you sent to Ministry Of Social Security (MSS). This menu also provides you the option to view the summary notifications and messages that you received from MSS. The options included in this group are:

- [Retrieve Messages]This applications serves as your mailbox, you may view the<br/>summary of your incoming messages and notifications here.[Reset Send Status]This option allows you to reset the value in the Application<br/>Status of the form from Sent to Reset so that the system will<br/>allow you to resubmit it to MSS.
- {Report} You may generate report in CSV or PDF or you may simply view it in HTML (web).The option included in this group is:
  - [Audit Log] This option allows you to generate a report of the actions or processes performed on the application form.



### Accessing the Health Insurance Premium Application (HIP)

This chapter provides the necessary information on how to access the "HIP Application System". Detailed information is available including images of the actual screens.

### 3.1 Accessing the CNP web page

The CNP Portal is your only gateway to access the CNP Homepage.

Step 1: You need to enter the CNP's URL in your web browser's address bar and press enter on your keyboard or click , which is located at the extreme right of the web address bar.

 Web Browser's address bar is the box located at the top of your web browser's window which displays the entire URL or web address.

### 3.2 Login / Authentication Process

The Authentication screen of the [CNP Homepage] serves as the security control of the system. This is where you need to provide your *USER ID* and *PASSWORD* for the identification and authentication process or most commonly referred as Login process.

To begin with the login process you need to:

- (1) Enter your User ID.
- (2) Enter your Password.
- (3) Click OK.

*NOTE: The screens, menus and functions that you can access in this system depend on your assigned user role and access rights.* 



Mauritius Network Services Ibuards an information age
Ibwards an information age
Copyright© Mauritius Network Services Ltd. All rights are Reserved.
Release 4.0 (May 2008)
Important NOTICE     ID     Login Problems       2     Password     OK     Clear

### 3.3 Accessing the [Ministry of Social Security, National Solidarity and Reform Institutions HIP Application] Main page

Step 1: Upon successful login, you will be greeted by the CNP HomePage's [License Message Screen]. You need to indicate your acceptance on the Terms and Conditions stipulated under the MNS (Mauritius Network Services) agreement.

- (1) Clicking <**Ok**> indicates your acceptance and compliance to the following terms and conditions:
  - "The use of this system and all its accompanying materials is governed by the terms and conditions stipulated under the <u>MNS Network Services Agreement</u>.

By proceeding beyond this panel, you indicate your acceptance of such terms and conditions. In the event that you do not agree to these terms and conditions,



you shall promptly contact MNS."

CNP Contributions Network Project
License Message
WELCOME
The use of this system and all its accompanying materials is governed by the terms and conditions stipulated under the <u>MNS Network Services Agreement</u> .
By proceeding beyond this panel, you indicate your acceptance of such terms and conditions. In the event that you do not agree to these terms and conditions, you shall promptly contact MNS.
OK

Step 2: You will be directed to the [CNP Homepage] after clicking **<Ok>**.



# CNP Contributions Network Project

Messaging Communication	Utilities	Code Maintenance	Report	Password Manag
APS Return				
CTX Return				
Memo Text				
NPF Return				
Passenger Fee				
PAYE Return				
TDS Interest Monthly				
TDS Monthly Return				
TDS Yearly Return				
VAT Return				
Betting Tax Return				
Gaming Tax Return				
Racing Tax Return				
Health Insurance Premium				
Exit				

Step 3: Click:

- (1) {Messaging}
- (2) Health Insurance Premium [CNP Homepage] menu bar as shown below.

ľ	Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
	Health Insurance Premium					

Step 4: The [Ministry Of Social Security, National Solidarity and Reform Institutions HIP Application] main page will appear. You may access the relevant menus and functions as explain earlier in this manual through this screen.



	Š.	Min National So Health	nistry of Social Security lidarity and Reform Institutions Insurance Premium
CNP Home	Health Insurance Premium	Communication	Report
	New Form		
	Retrieve Form		

## **3.4 Log Out Process**

You may click on:

Logout

(1) or the

(2) Logout (hyperlink) at the right side of the menu bar to log out from the system.

*NOTE:* For security purposes the system will automatically log out if left idle within a specified period. An error message will appear once you try to access the system

	ERR_SESS_0004
Token Number	None
Message	Session Invalid. Session has timeout or not valid. Please log in again.
Detail <u>(Click Here)</u>	

### **3.5 Accessing the Health Insurance Premium Menu**

The {Health Insurance Premium} composed of two functions which when clicked opens the relevant screen.



Health Insurance	Premium
New Form	
Retrieve Form	

The {Retrieve Form} of the functions in the {Health Insurance Premium} were designed using List formats which provide you with the convenience to retrieve the relevant application forms using the search process. As mentioned in the previously the screens are divided into two sections, the Search Criteria and the Search Results.

### 3.5.1 New application

Step 1: Click the New Form function from the HIP menu pane, the [New Health Insurance Premium Form] will appear.

The [New Health Insurance Premium Form] composed of a new application form with empty data fields. Most of the entries required in these data fields are required from you and some are system generated which will only appear once you save the application. You can easily identify the data fields that require entries from the users or applicants. These data fields appear active (with white background) or editable and some may appear non-editable but the search icon appears beside the data fields which implies that the entry in the relevant field can be retrieved from the system's database.

Step 2: Enter all the required details of each data field in the [New Health Insurance Premium Form] and click <Save>.





	2 	Minis National Solid <b>Health Ir</b>	try of Soci arity and F ISUFAN	al Security Reform Institution Ce Premiu	ons m
CNP Home	Health Insurance Premium	Communication Re	eport	G La	ogout TES
	New Heal	th Insurance F	Premium	Form	
Job No.		Sent D	)ate		
Doc Status	Created	Comp	Comp Status Incom		
Date Created	13/08/2012	Create	ed By	TESTCOUSR1	
Last Modified On		Last U	lpdated By		
Insurance Com	pany Details				
Insurance Company Name	INSURANCE COMPANY LTE	0			
Address	ROYAL ROAD	Tel No.	4253625		
	TERRE ROUGE	Email	ins@hotm:	ail.com	
	PORT LOUIS				
Bank Details for	r transfer of contributions				
Name of Bank	BANK OF MAURITIUS	Account N	10 4545452		





**Insurance Policy Holder Details** 

First Name Last Name Address Tel No.	* * * 			Title National Identity Card Number Gender Marital Status Date of Birth Email	O Miss O Male O Single	OMr OM OFemale e OMarrie	∕lrs ★ ★ d ★ ★ ■	<b>*</b>
Insurance	Policy Det	ails						
	_			Start Dat	e of			*
Insurance Policy	*				M)			
Number				End Date	e of			*
NSF Amount		*		Policy (YYYYM	M)			
Frequency of Paymen	⊙ <b>*</b> Moi it	nthly		` 	, 			
Employer I	Details ★ 🗧							
								New
60		Employer Name *		Employ	/er Regist	ration No. 🕇	4	
*								
								New
			Sava	Evit				
			Save	EXIL				
		Copyright	© 2012 <u>Maurit</u>	ius Network Servic	es Ltd			
		All rights are	e Reserved   <u>N</u>	ietwork Service Aq	reement			





The only active command control buttons in the newly generated application forms

are: (1) <Save>

(2) <Exit>

### **3.5.1.1 Header Section**

All entries in this section are system generated. Data Entry fields appear as "Read only" or noneditable.

#### LIST OF DATA ENTRY FIELDS IN THE HEADER SECTION:

- Job No. Refers to the unique identification number generated by the system for each application created.
- **Created By** A system generated information base on the USERID that was used to create the application form.
- **Date Created** Refers to the date when the application form was created.
- Last Updated Refers to the date when you processed the latest update to the application form.
- Last Updated by Refers to the USERID when you last processed the latest update to the application form.

**Doc Status** Refers to the application or document status.

Status values:

- 1. Created
- 2. Sent
- 3. Sent Failed
- 4. Reset
- 5. Acknowledged
- Comp StatusThe system will only generate a "Complete" status value once you have<br/>already complied on all the requirements indicated by MSS.<br/>Status values:



- 1. Complete
- 2. Incomplete
- 3. Lock For Entry

**Sent Date** Date when the application form was sent to MSS.

#### 3.5.1.2 Insurance Company Details

The Insurance Company Details data field entries in this section are system generated and user provided information. All entries in this section are system generated based on the Authentication details that you used during the login process. Entries in this section are set as "Read only" or non-editable.

#### LIST OF DATA ENTRY FIELDS IN THE INSURANCE COMPANY DETAILS SECTION:

Insurance Company Name Name of Insurance Company

Address	Address of Insurance Company
Tel No.	Telephone number of Insurance Company
Email	Email address of Insurance Company

#### **Bank Details for transfer of contributions**

The Bank Details for transfer of contributions data field entries in this section are system generated and user provided information for transfer of premium amount to the Insurance Company.

#### LIST OF DATA ENTRY FIELDS IN THIS SECTION:

Name of Bank	Name of Bank for the transfer of contributions
Account No	Bank account number for the transfer of contributions



### **3.5.1.3 Insurance Policy Holder Details**

Insurance Policy Holder Details section allows you to enter information such for the intended Policy Holder such as name and address and other details.

# LIST OF DATA ENTRY FIELDS IN THE INSURANCE POLICY HOLDER DETAILS SECTION:

First Name	You need to e	enter the First name of Health Insurance Holder name in this		
	field. You may enter up to a maximum of (30) alphanumeric characters			
	including spa	ces and special characters. Entry in this field is mandatory.		
Last Name	You need to e	enter the Last name of Health Insurance Holder name in this		
	field. You ma	ay enter up to a maximum of (30) alphanumeric characters		
	including spa	ces and special characters. Entry in this field is mandatory.		
Address	You need to e You may ente spaces and sp	enter the Address of Health Insurance Holder name in this field. er up to a maximum of (50) alphanumeric characters including becial characters. Entry in this field is mandatory.		
T-1 N-	V	enter des Tel Nes Gendes Lessenses Deliese Helden in deis Geld		
I el INO.	You may ento Spaces and sp	er up to a maximum of (25) alphanumeric characters including becial characters.		
Title	You need to choose the Title of the Insurance Policy Holder in this field Entry in this field is mandatory.			
National Identity C	ard Number	This data entry field refers to the National Identity Number (for citizens) or Passport Number (for foreigners) of the applicant. Entry in this field is mandatory.		
Gender	You need to o	choose the Gender of Health Insurance Holder in this field.		



Marital Statu	You need to choose the Marital Status of Health Insurance Holder. Field is mandatory.
Date of Birth	You need to enter the Date of Birth for the Insurance Policy Holder in this
	field. You may enter the shipment date by:
	1. directly entering the relevant date in the data entry field using the format DD/MM/YYYY, or
	2. by activating the calendar icon which is embedded at the right side of the
	Date of Birth data field. Entry in this field is mandatory.
Email	You need to enter the Email Address of Health Insurance Holder name in this field.

You may enter up to a maximum of (35) alphanumeric characters including spaces and special characters.

### **3.5.1.4 Insurance Policy Details**

All the details regarding premium amount payments are available in this section. Insurance Policy Details section allows you to enter information such for the Insurance Policy such as policy number, premium amount and time period.

#### LIST OF DATA ENTRY FIELDS IN THE INSURANCE POLICY DETAILS SECTION:

<b>Insurance Policy Number</b>	You need to enter the valid Insurance Policy No. in this
	field. You may enter up to a maximum of (15) alphanumeric
	characters including spaces and special characters.
NSF Amount	Refers to the amount of payment that will be transferred to the
	Insurance Company Bank Account in Mauritius Rupee. Value must
	be between 1 and 2,147,483,647. Entry in this field is mandatory.
Frequency of Payment	Refers to the frequency of payment to be effected to the Insurance
	Company Bank Account. By default the field is set to Monthly and is
	non-editable. Field is mandatory.



Start Date of Policy (YYYYMM)	Refers to the starting period of payment to be effected to the
	Insurance Company Bank Account. You are required to input
	the date in the YYYYMM format only. Field is mandatory.
End Date of Policy (YYYYMM)	Refers to the Ending period of payment to be effected to the
	Insurance Company Bank Account. You are required to input
	the date in the YYYYMM format only. Field is mandatory

### **3.5.1.5 Employer Details**

This section contains the Employer Details for the Insurance Policy Holder.

Step 1: To create new Item entries, you need to click:

- (1) <NEW> to create an empty row will appear. Ensure that you provide all the required entries in the data fields marked with red asterisk \*.
- (2) You may click to delete the entire row of Employer details if necessary.

Emplo	oyer Details ★ 🗧				
				1	New
2		Employer Name 🛠	Employer Registration N	o. <del>*</del>	
*					
					New

#### LIST OF DATA ENTRY FIELDS IN EMPLOYER DETAILS SECTION:

- Employer NameThis field refers to the description of Employer Details where the<br/>Insurance Policy holder is employed. You may enter up to(105) alpha<br/>numeric characters. Entry in this field is mandatory.
- Employer Registration No. This field refers to the Employer Registration number of the Employer of the Insurance Policy holder. You can enter up to a maximum of Fifteen (7) numeric characters in this field. Entry in this field is mandatory.





### **3.5.1.6 Communication Buttons**

This section is available at the bottom of the application form just below the Employer details Section only when MSS has received the form and has sent an acknowledgment like below.

Employer Details *	
Employer Name 🛪	Employer Registration No. *
Mauritius Network Services Limited	4016809
Mauritius Commercial Bank Ltd	5689361
Acknowledgement	
Print Exit	

You can view the acknowledgment messages or information from MSS on clicking on the acknowledgment button.

Acknowledgement	×
Acknowledgement	
2012070400115MNSTESTCO	
Form received at MSS on 04/07/2012 14:00:54	
	ОК



ž		Mi National So Health	nistry of S lidarity an <b>Insura</b>	Social Security nd Reform Institution Ance Premium
CNP Home	e Health Insurance Premium	Communication	Report	Logout TESTCOUSR1
	New Health I	nsurance P	remium	Form
<b>Job No.</b> Doc Status Date Create Last Modifie On	H12081400261MNSTESTCO Created d 14/08/2012 d 14/08/2012 15:58:48	Sent D Comp S Created Last Up	ate Status I By odated By	Locked For Entry TESTCOUSR1 TESTCOUSR1
Insurance (	<u>Company Details</u>			
Insurance Company Name	INSURANCE COMPANY LTD	Table	105000	-
Address	ROYAL ROAD TERRE ROUGE PORT LOUIS	Email	425362 ins@ho	otmail.com
Bank Detai	ls for transfer of contributions	Account	No 454546	30
Name of Bank	BANK OF MAURITIUS		404040	
Insurance	Policy Holder Details			
First Name	Ashee *	Title	⊙ Mis al B0411	s OMr OMrs *
Last Name Address	Rai * 9th mile	Identit Card Numb	y er	
Autess	* Triolet	Gende Marita Status	er OMal I ⊙Sin s	le
Tel No.	Mauritius 4016800	Date o Birth	of 04/11/	<b>*</b>
		Email	ashee	@mns.intnet.mu



Payment

\*

\*

201209

201211

of Policy

Insurance	Policy Details		
Insurance	POLICY 458		
Policy Number	*		Insurance Policy Number
NSF Amount		500 *	of Policy
Frequency of	★Monthly		End Date 20

		(ΥΥΥΥΜ	M)		
Employer Details ★ 🎽					
					New
	Employer Name *		Employer Regist	tration No. <del>*</del>	
🗱 Mauritius Network S	Services Ltd			51	
					New
	Save Clear Delete	Send	Print Exit		
	Copyright © 2012 <u>Mauritius I</u> All rights are Reserved   <u>Netw</u>	<u>Network Servic</u> ork Service Aq	<u>reement</u>		

The saved copy of the application form is exactly the same as the newly generated form except that

- ✓ Your entries and the system generated entries are already available in the relevant data fields.
- $\checkmark$  There are more active command control buttons which include
  - (1) < Save >
  - (2)<Clear>
  - (3) < Delete>
  - (4) < Send >
  - (5) < Print >
  - (6) <Exit>



#### 3.5.1.7 Retrieve Form

This function allows you to display the [List Application] wherein you can view the list of all the application forms created under your User ID. A is available at the extreme left of each record in the list. You may click on this icon to retrieve the [Import/ Export Permit].

Step 1: To access the [List of Health Insurance Premium Forms] you need to click {Health Insurance Premium -> Retrieve Form}.

The screen is divided into two sections:

- (1) the search criteria and
- (2) search results section.

CNP Home	Health Insura	ance Premium	Communication	Report		Logout	TESTUSER5
	List o	of Health In	nsurance P	remium	Forms	;	
Applio Date I Docui Status	ration From ment All	II	Applica Date To Job No	ition			1
*Select a rec	ord to view details	S	earch Clear				
Job No	Application Date	Insurance Ho Name	lder Policy Number	Send Date	Period	Comp Status	Doc Status
		No	) Records Found	ł			
							2

The search criteria composed of the following data fields:

- 1. Application Date From
- 2. Application Date To
- 3. Document Status
- 4. Job no.

While the search results composed of the following categories:

- 1. Job No.
- 2. Application Date
- 3. Insurance Holder Name



- 4. Policy
- 5. Send Date
- 6. Comp Status
- 7. Doc Status

		Natio Hea	Ministry of Social onal Solidarity and Re alth Insurance	Security form Institutions e Premium				Transfe Ar Information Age.
CNF	P Home Health Insurance Premi	um Commu	unication Report				🥥 Log	out TESTCOUSR1
		List	of Health Insuran	ce Premium Fo	rms			
	Application Date From Document Status	~	в	Application Date T Job No	•			
52 rec *Select	cord(s) found. t a record to view details		Search	Clear				1 <u>2 Next Last</u>
	Job No	Application Date	Insurance Holder Name	Policy Number	Send Date	Period	Comp Status	Doc Status
۲	H12081400261MNSTESTCO	14/08/2012	sdf trr1	POLICY 452		2012/12 To 2013/07	Incomplete	Created
۲	H12080800241MNSTESTCO	08/08/2012	tt	TR	13/08/2012	2012/10 To 2012/11	Complete	Sent
۲	H12071300209MNSTESTCO	13/07/2012	ashee rai	POLICY 530	13/07/2012	2013/01 To 2014/12	Complete	Acknowledged

Step 2: To view the list of forms that you created:

- (1) Click <Search>right away (without specifying any search criteria). This will prompt the system to generate the list of all the forms that you created.
- (2) Specify the required entries in the relevant search criteria and then click <Search> to execute the task. This process will refine the search results.

Step 3: To retrieve a form and view its complete details you must click corresponding to the record.



Application forms with the following application status will be displayed as non-editable or "read only":

- 1. Acknowledged
- 2. Sent



#### 3.Reset

Other document status not mentioned above will still appear in "Edit mode".

Step 4: You may access and update pending application forms through this function. Simply

retrieve the application form, update the relevant details, click **<Save>** and then

**<Send>** if you want to submit to MSS.



### **3.6 The Communication Menu**

This menu group allows you to view the set of chronological records processed in the system. You can access the functions in this menu when you click {Communication}.

	₹		Min National So Health	nistry of So lidarity an Insura
CNP Home	Health Insurance Pren	nium	Communication	Report
			Retrieve Message Reset Send Status	alth
			Print Forms	
Appli	cation Date From	All	Send Forms	
Appli Docu	cation Date From ment Status	All	Print Forms	

### 3.6.1 Retrieve Messages

This serves as your mailbox for all the notifications and messages that you received from MSS. This function allows you to display the Log of messages and notifications from your MNS inbox.

Step 1: To access this function, you must click {Communications -> Retrieve Messages}. The [Messages and Notifications Retrieval] will appear as shown in the following figure.













	<b>S</b>		Min National So <b>Health</b>	histry of So lidarity and <b>Insura</b>	ocial Securit 1 Reform In <b>NCE Pre</b>	istit emium
CNP Home	Health Insurance Pro	emium	Communication	Report	9 L	.ogout TESTCOUSR1
Message	es and Notificat	tions i	retrieval cor	nnleted w	rith follow	ina results.
Message Number of no Mail ID	es and Notificat otifications received: 0 Mail Type	tions I	ent ID	Subject	/ith follow Error C	ving results.
Message Number of no Mail ID No Records	es and Notificat otifications received: 0 Mail Type Found	Cont	ent ID	Npleted W	rith follow Error C	ving results.
Message Number of no Mail ID No Records I Number of ma	es and Notificat otifications received: 0 Mail Type Found essages received and	Cont Success	ent ID	Subject	rith follow Error C	ving results.
Message Number of no Mail ID No Records I Number of ma Mail ID	es and Notificat otifications received: 0 Mail Type Found essages received and	Cont Success	ent ID fully processed: "	Subject	rith follow Error C	ode Subject
Message Number of no Mail ID No Records I Number of mo Mail ID SAGE128DF	es and Notificat otifications received: 0 Mail Type Found essages received and 011E2F	Cont Cont Success Cont H1208	ent ID fully processed: 1 ent ID 30800241MNSTE	Subject	rith follow Error C	ving results.
Message Number of no Mail ID No Records I Number of mo SAGE128DF Number of mo	es and Notifications received: 0 Mail Type Found essages received and 011E2F essages received but	Cont Cont Success Cont H1200 failed to	ent ID fully processed: ent ID 30800241MNSTE process: 0	Subject	rith follow	/ing results.
Message Number of no Mail ID No Records I Number of mo SAGE128DF Number of mo Mail ID	es and Notificat otifications received: 0 Mail Type Found essages received and 011E2F essages received but Content ID	Cont Cont Success Cont H1208 failed to	retrieval cor ent ID fully processed: ent ID 30800241MNSTE process: 0 Subject	Subject	rith follow Error C	/ing results.

#### LIST OF DETAILS AVAILABLE IN [MESSAGES AND NOTIFICATIONS RETRIEVAL]

- Mail IDRefers to the unique identification number generated by the system for each<br/>message and notifications received. The first few characters in the Mail ID<br/>refers to the sender's User ID.
- Mail Type Refers to the system generated assigned mail type code.
- **Content ID** Refers to the system generated the unique identification number assigned to the email content.
- **Subject** Refers to the subject of the message.

**Error Code** Refers to the system generated error code due to failed message process.

Step 2: To navigate away from this page, you may select another menu or click Logout if you do not need to process another tasks.



### 3.6.2 Reset Send Status

If MSS did not receive the application form that you submitted through the system, you can still re-send it through this function. But first, you need to reset the send status of the application form so that the system will allow you to re-send it.

Step 1: Click {Communications -> Reset Send Status} to display the [List Application to Reset Send Status].

CNP Home	Health Insur	ance Premium	Communication	Report		Logout 1	restcousr1		
Reset Send Status									
Job No									
Please choos	se the records to re	set	un cieai i	Reset					
Job No	Application Date	Insurance Ho Name	lder Policy Numbe	Send r Date	Period	Comp Status	Doc Status		
	No Records Found								

Step 2: The [List Application to Reset Send Status] allows you to retrieve the list of all the application forms that you sent to MSS for approval.

You can retrieve the list of the applications by:

(1) Clicking **<Search>** right away (without specifying the search criteria). This will prompt the system to display the list of all the application forms submitted to MSS. The screen shot below shows the list of all application forms without any search criteria.



	Ministry	y of Socia I	l Security Tealth	y, Nationa Insuran	al Solidai 1ce Prei	ity ana mium	Touch An information	<b>Ans</b>		
CN	IP Home Health Insurance Prer	nium Comi	nunication	Report		Ø L	ogout TESTC	OUSR1		
20	Search     Clear     Reset									
23 re Pleas	cord(s) found. e choose the records to reset		•							
	Job No	Application Date	Insurance Holder Name	Policy Number	Send Date	Period	Comp Status	Doc Statu		
	2012070400112MNSTESTCO	04/07/2012	Marie Christine Guillaume	P9243-0929	04/07/2012	2012/08 To 2013/07	Complete	Sent		
	2012062900072MNSTESTCO	29/06/2012	ashee rai	POLICY 420	29/06/2012	2012/07 To 2013/07	Complete	Sent		
	2012062900068MNSTESTCO	29/06/2012	ASHEE RAI	POL	29/06/2012	2012/06 To 2012/06	Complete	Sent		
	2012062900065MNSTESTCO	29/06/2012	qwerf qwr	RTGRE	29/06/2012	2012/06 To	Complete	Sent		

(2) Specifying your search criteria in the relevant data fields to refine the search results. You need to click **<Search>** to execute the task. The screen has Job No as search criteria.

**JOB NO.** This refers to the system generated Job number indicated in the confirmation message when you saved the application form.

The list of application forms with the same job number as specified in this field will be displayed in the search results section of the [Reset Send Status].

The Search Results section in the [Reset Send Status] contains the following details:

- 1. Job No.
- 2. Application Date
- 3. Insurance Holder Name
- 4. Policy Number
- 5. Send Date
- 6. Period
- 7. Comp Status
- 8. Doc Status



#### Health Insurance Premium

CN	IP Home	Health Insurance Pren	nium Comi	munication	Report		Ø L	ogout TESTC	OUSR1		
			Res	set Send	l Status						
	Job No 2012070400112MNSTESTCC Search Clear Reset										
1 rec Pleas	ord(s) found e choose the	d. records to reset									
		Job No	Application Date	Insurance Holder Name	Policy Number	Send Date	Period	Comp Status	Doc Status		
	201207040	D0112MNSTESTCO	04/07/2012	Marie Christine Guillaume	P9243-0929	04/07/2012	2012/08 To 2013/07	Complete	Sent		
1 rec	ord(s) found	d.									

Only the following three command buttons are available in the [Reset Send Status Screen]

- <Search> Allows you to search an application or simply search all application forms if no search criteria has been specified.
- **<Clear>** Clears the search criteria if any and the list of records in the result section.
- <Reset> Reset allows you to reset the send status of your selected application form(s). You will notice that the value in the data field Doc Status changes from Sent to Complete.

Step 3: Click <Reset>. The system will prompt you to confirm if you want to reset the send status of your application as shown in the following screen shot.



	P Home Health Ins	M <b>inistry</b> suran	y of Socia ] you sure to reset	<b>l Securit</b> Tealth send status of	y, Nation Insurat the selected record	al Solidai nce Pre:	rity and mium	A Received a state	OUSR1
	Job No	2012070400	0112MNSTES		Cancel				
1 rec Pleas	ord(s) found. e choose the records to	reset	Sear	ch Clear	Reset				
	Job No		Application Date	Insurance Holder Name	Policy Number	Send Date	Period	Comp Status	Doc Status
	2012070400112MN	STESTCO	04/07/2012	Marie Christine Guillaume	P9243-0929	04/07/2012	2012/08 To 2013/07	Complete	Sent
1 rec	ord(s) found.								

Step 4: Click <OK>.

- (1) <OK> prompts the system to proceed in resetting the send status of the application
- (2) <Cancel> prompts the system to disregard the task which is to reset the send status of the application.

Step 5: The [Record Reset] will appear confirming that the relevant application was successfully reset.





Step 6: (1) <OK> prompts the system that you acknowledged the confirmation. The system will close the [Record Reset] .

Step 7: You must access the [Retrieve Forms] if you need to update the relevant application form before sending to MSS.

CNP	Home	Health Insurance	Premium	Communication	Report			Logout TESTC	OUSR1		
	List of Health Insurance Premium Forms										
, F	Application From	Date		Ξ	Application I To	Date					
1	Document	Status All	*		Job No	201207	'0400112MN	NSTESTO			
1 reco *Select	1 record(s) found.										
		Job No	Applic: Dat	ation Insuran Holde: Name	ce Policy <sup>r</sup> Number	Send Date	Period	Comp Status	Doc Status		
۲	20120704	00112MNSTES	тсо 04/07/	2012 Marie Christin Guillaun	e P9243-0929 ne	04/07/2012	2012/08 To 2013/07	Complete	Reset		
1 reco	rd(s) found.										

Simply access the form. It will be in read-only format. You will notice the change in status for the form(Please refer to screen shot below.)

	Ministry of S	Social Security Health	y, Nation Insura	al Solidarity a nce Premium
CNP Home	Health Insurance Premium	Communication	Report	Logout TES
	New Healt	h Insurance F	Premium	Form
Job No.	2012070400112MNSTEST	CO Sent [	)ate	04/07/2012 00:00:00
Doc Status	Reset	Comp	Status	Complete
Date Created	04/07/2012	Create	ed By	MNSTESTUSR2
Last Modified On	04/07/2012 00:00:00	Last U	lpdated By	MNSTESTUSR2



The only activated command buttons for the reset form are

<Send> Allows you to send the form to MSS.

<Exit> Allows you to exit from the form.

(Please refer to the screen shot below.)

Employer Details *		
E	mployer Name <del>*</del>	Employer Registration No. *
Mauritius Network Serv	ices Ltd	7000123
	Send	Exit
	Copyright © 2012 <u>Mau</u> All rights are Reserved	itius Network Services Ltd Network Service Agreement

Step 8:After clicking on <Send>, You need to click <Ok> when the system prompts you to confirm the task.

<OK> prompts the system to send the application form to MSS.

The [Message Submission] will appear confirming that the application form was successfully submitted.



### **3.6.3 Print Forms**

This function allows you to print multiple completed application forms in batch.

Step 1: Click {Communications -> Print Forms} to display the [List of Completed Health Insurance Premium Forms] as shown below.

CNP Home	Health Insurance Pr	emium (	Communication	Report	i i i i	ogout TEST	COUSR1
List	of Complete	d Health	n Insurance	e Premi	um F	orms	
Application Date From Job No			Applicatio Date To Policy No	n			
*Select a record to	) view details	Search	Clear Print				
📃 Job No 🖌	Application Date	Insurance	e Holder Name	Policy N	lumber	Status	Period
		No Red	ords Found				

Step 2: The [List of Completed Health Insurance Premium Forms] allows you to retrieve the list of all completed application forms.

You can retrieve the list of the applications by:

(1) Clicking **<Search>** right away (without specifying the search criteria). This will prompt the system to display the list of all completed application forms. The screen shot below shows the list of all application forms without any search criteria.



CNP H	lome	Health Insurance Premi	um Comm	unication F	Report	🥥 Logout T	ESTCOUSRI				
	List of Completed Health Insurance Premium Forms										
2 Dat Joi	plication te From o No			Application Date To Policy No			2				
1 reco *Select	rd(s) found a record to v	d. /iew details	arch Clear	r Print							
		Job No	Application Date	Insurance Holder Name	Policy Number	Status	Period				
	H121010	00421MNSTESTCO	10/10/2012	Mishti Kapoor	POLICY 420	Completed	2012/12 To 2013/12				
1 reco	rd(s) found	d.									

2) Specifying your search criteria in the relevant data fields to refine the search results. You need to click **<Search>** to execute the task. The screen has the followings as search criteria:

- > Application Date From
- Application Date To
- Job No
- Policy No

The Search Results section in the [List of Completed Health Insurance Premium Forms] contains the following details:

- 1. Job No.
- 2. Application Date
- 3. Insurance Holder Name
- 4. Policy Number
- 5. Send Date
- 6. Period

Only the following three command buttons are available in the [List of Completed Health Insurance Premium Forms]



- Search> Allows you to search an application or simply search all completed application forms if no search criteria has been specified.
  Clear> Clears the search criteria if any and the list of records in the result section.
- **<Print>** Print allows you to print the selected application form(s).

Step 3: Once you retrieved the list, select the application forms to be printed. Click <Print>. The system will prompt you to confirm if you want to print the selected records as shown in the following screen shot. Please note that you can only view the summary of application forms in this screen.

	CNP H	lome Health Ins	urance Premiu	m Communi	cation Report			Logout TESTCOUS	
		List	of Comp	leted Hea	Ith Insurance		Forms		
	1	From Job No			To Policy No				
	2 record(s) found.								
1		Job No	<b>&gt;</b>	Application Date	Insurance Holder Name	Policy Number	Status	Period	
	-	H12101000421M	NSTESTCO	10/10/2012	Mishti Kapoor	POLICY 420	Completed	2012/12 To 2013/12	
2	L	H12100100403M	NSTESTCO	01/10/2012	33	3	Completed	2012/12 To 2013/12	
	2 reco	rd(s) found.							

#### **NOTE:**

(1) To select all the application forms in the List, tick the checkbox at the left side of the Job Number.

- (2) To print specific application forms, you must tick the checkboxes corresponding to the relevant application forms only.
- (3) <Print> prompts the system to print the relevant application forms.

Step 4: After selecting all the relevant application forms to be printed, click < Print>



Step 5: You need to click <Ok> when the system prompts you to confirm the task.

(1) <OK> prompts the system to proceed with the printing of the application forms.

Are you sure to print the selected record(s)?
OK Cancel

(2) <Cancel> prompts the system to disregard the task.



#### 3.6.4 Send Forms

This function allows you to submit multiple application forms to MSS simultaneously.

Step 1: Click {Communications -> Send Message} to display the [Batch Send-List of Health Insurance Premium Forms] to be sent.

		Ministry National Solidar Health Ins	y of Social Security ity and Reform Ins <b>Urance Pre</b>	stitut mium					
CNP Home	Health Insurance Premi	um Communication Repo	rt 🥥	Logout TESTCOUSR1					
Batch Send-List of Health Insurance Premium Forms									
Date Fro	m	Date To	lon						
Job No		Policy No	o						
*Select a record t	o view details	Search Clear Send							
🔲 Job No	Application Date	Insurance Holder Name	Policy Number	Status Period					
		No Records Found							

Step 2: You may retrieve the list of all the forms with Status values "Complete" and "Reset".

You can retrieve the list of the applications to be sent by:

(1) Clicking **<Search>** right away (without specifying the search criteria). This will prompt the system to display the list of all the application forms to be submitted to MSS.

(2) Specifying your preferred search criteria in the allocated data fields to refine the search results.



CNP H	lome Health	Insurance Premi	um Commu	nication Report		🥥 Logo	out TESTCOUSR1
Batch Send-List of Health Insurance Premium Forms							
3 reco *Select	rd(s) found. a record to view de	tails	Search				
	doL	No	Application Date	Insurance Holder Name	Policy Number	Status	Period
	H12101000421	MNSTESTCO	10/10/2012	Mishti Kapoor	POLICY 420	Completed	2012/12 To 2013/12
	H12100100403	MNSTESTCO	01/10/2012	33	3	Completed	2012/12 To 2013/12
	H12100100401	MNSTESTCO	01/10/2012	33	3213213	Reset	2012/12 To 2013/12
3 reco	rd(s) found.						

The screen has the followings as search criteria:

- Application Date From
- Application Date To
- Job No
- Policy No

The Search Results section in the [Batch Send-List of Health Insurance Premium Forms] contains the following details:

- 1. Job No.
- 2. Application Date
- 3. Insurance Holder Name
- 4. Policy Number
- 5. Status
- 6. Period

Only the following three command buttons are available in the [Batch Send-List of Health Insurance Premium Forms]

<Search> Allows you to search an application or simply search all completed application forms if no search criteria has been specified.



**<Clear>** Clears the search criteria if any and the list of records in the result section.

**<Send>** Prompts the system to submit the relevant application forms to MSS for approval..

Step 3: Once you retrieved the list, select the application forms to be submitted. Please note that you can only view the summary of application forms in this screen.

CNP H	lome I	lealth Insurance Premi	um Commu	nication Report		🖉 Loga	out TESTCOUSR1
Application 01/10/2012 Application 15/10/2012							
D J	ate From ob No			Date To Policy No	10,10,		
			Search	Clear Send	3		
3 recol *Select	rd(s) found a record to vi	iew details	oodron				
☑ 1		Job No	Application Date	Insurance Holder Name	Policy Number	Status	Period
<b>V</b>	H1210100	0421MNSTESTCO	10/10/2012	Mishti Kapoor	POLICY 420	Completed	2012/12 To 2013/12
⊻	2 H1∠iouiC	0403MNSTESTCO	01/10/2012	33	3	Completed	2012/12 To 2013/12
<b>_</b>	H1210010	0401MNSTESTCO	01/10/2012	33	3213213	Reset	2012/12 To 2013/12
3 reco	rd(s) found						

#### NOTE:

(1) To select all the application forms in the List, tick the checkbox at the left side of the Job Number.

- (2) To print specific application forms, you must tick the checkboxes corresponding to the relevant application forms only.
- (3) <Send> prompts the system to print the relevant application forms.
- Step 4: After selecting all the relevant application forms to be submitted, click <Send>
- Step 5: You need to click <Ok> when the system prompts you to confirm the task.

(1) <OK> prompts the system to proceed with the sending of the application forms.



Are you sure	to send the selected record(s)?
1	OK Cancel

(2) <Cancel> prompts the system to disregard the task.

Step 6: The [Message Submission] will appear confirming that the application forms were successfully submitted to MSS.

		Mi National So <b>Health</b>	nistry o Ilidarity <b>Insu</b>	of Social Section and Reference France Premi
CNP Home	Health Insurance Premium	Communication	Report	Logout TESTCOUSR1
	<b>Messag</b> Message (H12101000421M Message (H12100100403M	e Submissic INSTESTCO) was INSTESTCO) was	<b>&gt;n</b> sent suc	cessfully. cessfully.
		ОК		

(1) <OK> prompts the system that you are acknowledging the confirmation message. The system will close the [Message Submission] and redirect you to the [Batch Send-List of Health Insurance Premium Forms]

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### **3.7 Reports**

You access the report by simply selecting the Report Sub-Menu [Audit Log] option as shown in the following screen shot.

CNP Home	Health Insurance Premium	Communication	Report	
			Audit Log	

You can generate reports in CSV, PDF or HTML, simply click the appropriate command control button to execute the task.

		Nat He	Mini ional Soli <b>Palth I</b>	istry of S darity ar <b>NSUFA</b>	ocial Security nd Reform Institution Ince Premiu	m
CNP Home H	ealth Insurance P	remium Comn	nunication	Report	Logaut TES	TCOUSR1
		Auc	lit Log			
						1
DATE: FROM	1		то			
USER ID			AUDI	TEVENT	-SELECT-	
		CSV PDF	Preview	Clear		
EVENT	USER ID	DAT	E AND TIM	E	AUDIT DETAIL	2
		No Rec	ords Found	1		

Reports View List Screen has Two (2) main parts:

- > Search Criteria
- > The results section

(please refer to above screen shot for a sample of the report screen).

The Search criteria section composed of the following:

Search Criteria data fields This refers to the allocated data fields wherein you can enter a detail of the record that will serve as the system's reference in generating the search results.



- <CSV> This command control button allows you to generate a report in Comma Separated Values or mostly known as Excel or Spreadsheet formats.
- **PDF**> This command control button allows you to generate a report in Portable Document Format.

**<Preview>** This command button allows you to generate a report in HTML Format and displays it in the relevant function's screen right away.

**Clear>** This command button will clear any search criteria entered by you and the result list section.

The Search Results section appears in table format. It composed of various categories which are derived from the data fields of the HIP application form.

Ž			Ministry o National Solidarity Health Insu	f Social Security and Reform In France Premium
CNP Ho	me Health I	Insurance Premium C	ommunication Report	Logout TESTUSER5
		A	udit Log	
DA	TE: FROM		то	
US	ER ID	,	AUDIT EVENT	-SELECT-
11 recor	d(s) found.	CSV PDF	Preview Clear	
EVENT	USER ID	DATE AND TIME	AU	DIT DETAIL
SEND	TESTUSER5	2012-07-13 12:01:02	Send Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 12:00:41	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:58:30	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:57:14	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:56:30	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:55:32	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:55:06	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:54:24	Save Application No H	112071300002MNSTESTCO
SAVE	TESTUSER5	2012-07-13 11:51:54	Save Application No 2	012071300001MNSTESTCO

#### Generating a report in your preferred format

Step 1: Enter your preferred Search Criteria in the data fields allocated to refine the search results.



Or, click the relevant command button right away without specifying any search criteria to generate a report of all the records available in the system.

Step 2: Click the relevant button representing your preferred format.

### **Opening a report in CSV and PDF**

Step 1: Once you clicked on either of the **<CSV>** and **<PDF>** buttons, the [File Download] will appear.

Opening report.csv
You have chosen to open
📋 report.csv
which is a: csv File
rrom: http://192.168.10.56
What should Firefox do with this file?
O Open with Browse
Save File     Save Fi
Do this <u>a</u> utomatically for files like this from now on.
OK Cancel

Step 2: Click < Open>.

(1) <Open> prompts the system to download and display the report in your preferred format. The system will automatically generate the report in a new screen.

### Saving the report in your preferred format

Step 1: Click the <Save> button in the [File Download]. The system will download the report in either of the following: CSV or PDF (depending on the command control button that you clicked in Step 2 of Generating A Report In Your Preferred Format).

Step 2: The [Save As] dialogue box will appear. You need to select the location where you want to save the report generated, you can browse through the:

- (1) File Directory Path
- (2) Folders Navigation Panel



(3) Files and Folders display area

After selecting the target location, you need to assign a file name and document type in the:

- (4) Filename text box
- (5) Save as type text box

After providing all the required details, click <Save>.

- (6) <Save> prompts the system to save the report generated in your specified location.
- (7) <Cancel> prompts the system to disregard the task of saving the report.

#### 3.7.1 Audit Log

The Audit Log in the {Report} allows you to track the series of events performed in the system.

#### LIST OF SEARCH CRITERIA IN THE [AUDIT LOG]:

TIME STAMP FROM	This refers to the start date and time of the audit logs that will be
	displayed as a search result.
TIME STAMP TO	This refers to the end date and time of the audit logs that will be
	displayed as a search result.
USER ID	This refers to the User ID of the end user who processed the task.
AUDIT EVENT	This refers to the specific task performed.

#### LIST OF SEARCH RESULT DETAILS IN THE [AUDIT LOG]:

EVENT	This column refers to the task performed by the end user on the specified time stamp.
USER ID	This column holds the list of User IDs used by the end users who processed the tasks as specified in the Audit Log.
TIME STAMP	This column holds the relevant date and time when the task was performed.
AUDIT DETAIL	Format: DD/MM/YYYY HH:MIN:SEC This column holds the event and the reference number of the relevant application form.

For example:



EVENT	USER ID	DATE AND TIME	AUDIT DETAIL
RESET	TESTCOUSR1	2012-08-16 11:31:29.0	Reset Send Status of Job No 2012070400112MNSTESTCO

### 4. Reset Return Status

Reset Return Status is a functionality provided solely to the admin user where he/she can reset the return status for Health premium form.



Only an admin user can reset the return status of a locked record. After going through the login process(explained earlier in this manual), the admin user can access the functionality of "Reset Return Status" found under the utility menu.

<b>CNP</b> Contributio	ons Network Pi	roject	Res 21	1 (A)	
Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
		User Mainte	nance		
		Reset Retur	n Entry		

#### Accessing the Reset Return Status functionality

Step 1: Click {Utilities -> Reset Return Entry} to display the [Reset Return Status For] screen.

CNP Contributio	ons Network Pr	oject	A MAR	- Car		
Messaging	Communication	Utilities	Code Maintenance	Report	Password Management	
Exit NPF/PAYE/VAT, Annual Return CTX Payment Gaming/Bettin Health Insurar	ICTXIPASSENGER F of Employees/TDS q Returns nce Premium	EE/APS	Reset Ret	urn Status	: For	

Step 2: Select "Health Insurance Premium" option as shown in the above screen shot. You will be directed to the following screen.



	J	N	I	
		Ľ	I	
-				

ontributio	ons Network Pi	roject		121				
Messaging	Communication	Utilities	Code Maintenance	Report	Password M	lanagement		
			Reset Return	Status				
Searc	h By			Policy No	O Job No.	Search	2	
	Insurance Hol	der Name		Job Number		Period	P	olicy No
			Exit	]				

The screen is divided into two sections:

- $\succ$  the search criteria and
- $\triangleright$  search results section

The search criteria section consist of two search criterias namely:

- 1. Policy No
- 2. Job No

You must input specify at least one of the search criteria to proceed with the reset return status. If you try to search without any criteria then you will be alerted with the following alert message.

Please enter the search string.	
ОК	

The search result section displays a summarized version of the records that match the search criteria. The search result section is composed of the details as :



- 1. Insurance Holder Name
- 2. Job Number
- 3. Period
- 4. Policy Number

Step 3: Input any search criteria value and click on the <Search> button. Please refer to the screen shot below.

Mess	aging	Communication	Utilities	Code Maintenance	Report	Password Management	
				Reset Return S	Status		
	Searc	h By	1	POLICY 456	Policy No	O Job No. 2 Search	
3	Ins	surance Holder Nan	ne	Job Number		Period	Policy No
		Dev Malhotra		H12101100422MNST	ESTCO	2012/12 To 2013/10	POLICY 456
		4	) Please checl	<pre>&lt; that user is not currer</pre>	ntly logged Exit 6	in before resetting.	

Step 4: For example we have specified the search criteria for policy number.

(1.) Input policy No.

(2.) Click on search button

After matching the search criteria, only one record is found and displayed in the search result section.

(3.) To proceed further you need to check the checkbox on the left as shown in the screen shot above (3).

Please note that you must be sure there's no user login currently in the system at time when you are resetting the return status for the Health premium record. You will notice the message as shown below:

 Dev Malhotra H12101100422MNSTESTCO 2012/12 To 2013/10 POLICY 456 (\*) Please check that user is not currently logged in before resetting.



Step 5: Click on the <Reset> button (5) to continue with the reset task.

Click on the <Exit> button to exit from the form.

Once the record has been processed, you will be notified with the message that the record status has been successfully updated. Please refer to the screen shot below:

Records status successfully updated Reset Return Status						
Search By	POLICY 4	Policy No O Job 456	No.	1		
Insurance Holder Name		Job Number	Period	Policy No		
Exit 1						

Click on the <Exit> button to exit from the reset status functionality.



#### **APPENDIX A: Glossary of terms**

**Command buttons -** Import/ Export Permit Online Application is a web-based system that uses GUI buttons as a form of executing a command or process.

**Dialogue Box/ Message Box -** It is a window that pops up on the screen with options that the user can select.

Data field or Data entry field - A space allocated for a particular item of information.

**Hyperlink** - A clickable link in text or graphics on a web page that takes you to another place on the same page, another page or another website.

Menu - List of options available for the end user to access.

**Options** - a menu of options that appears below the item when the end user clicks on it. This terminology has been used to specify the list of information available in the system which requires end users to select.

**Search Criteria** – A search that implies sequential scanning of content or indexes in order to find the results rather than a direct lookup.

Web browser – This is a computer program which enables the end users to access the Internet.



### **APPENDIX B: Doc Status, Comp Status, and Job No. format**

On screen	Comp Status	Description
Complete	С	All mandatory data has been entered.
Incomplete	Ι	Some mandatory data are missing.
Lock for entry	L	Form in process

On screen	Description	Editing allowed
Created	All new document when created.	Yes
Sent	Indicates that the document has been sent.	No
Send Failed	Indicates that the sending of the form has failed.	No
Reset	The document has been reset by the end user to be sent again.	No
Acknowledge	Acknowledge the receive of the Form sent at MSS.	No

Data	Format	Remarks
Н	Н	Refers to Health Insurance Premium Form
Date	YYMMDD	Document Creation Date.
Sequence Number	NNNNN	These series of numbers appears right after the Document Creation Date.
Company ID	CCCCCCCC	The assigned Company ID is included in the Job Number of the from. And these characters appear right after the Sequence Number.



#### ANNEX A: Sample print outs of the documents generated

#### Ministry of Social Security, National Solidarity and Reform Institutions

Payment of Premium to Health Insurance Scheme

#### Part A (Insurance Company Details)

This is to certify that Miss Ahana Kapoor holder of National Identity Number: B041184040198A has subscribed a health Insurance Policy at INSURANCE COMPANY LTD as per Policy Number POLICY 7890. The monthly premium is Rs 5200 payable as from 2012/09 to 2014/12.

Bank Details for transfer of Contibutions

Name of Bank: BANK OF MAURITIUS		{Seal of company}
Account No. 4545452		
Tel No: 4253825		
Email: ins@hotmail.com	Nama	TESTCOLISE1
Address: ROYAL ROAD	name.	TESTOODSKI
TERRE ROUGE	Signature:	
PORT LOUIS	Date:	

#### Part B (Applicant Details)

I, Miss Ahana Kapoor working at / with

2. mcb ltd, registered with the NSF under registration number 589

1. mns ltd, registered with the NSF under registration number 5862

hereby authorise the Ministry Of Social Security, National Solidarity and Reform Institutions to pay the amount of Rs 5200, representing the monthly premium of health insurance Policy No. POLICY 7890 to the above Insurance Company as from the month 2012/09 to 2014/12 as provided in Section 5F of the National Savings Fund Act. I undertake to inform the Ministry at least two months in advance in case I decide not to renew the policy.

Tel No:	4016800			
Address:	Mumbai		Signature:	
	India		Date:	
For Offi	cial Use			
Date Re	gistered:			
Applica	tion Number:	2012071200198MNSTESTCO		
Registe	red by:		(Name of	Officer)