

1/27/2022

SOP

Hospital Application and Employee Relation

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Hospital Application and HRMS

1. First Admission Report

In this section, we will discuss step by step procedure for raising a FAR request in Hospital Application with an example.

For raising a FAR request in Hospital Application, User needs to follow the below steps.

1.1. Hospital Admin FAR Initiation (ADD/NEW REQUEST)

Step 1 – First of all Hospital Admin will login into the FCI Hospital Application (medical.hrmsfci.in) and Switch to FAR.

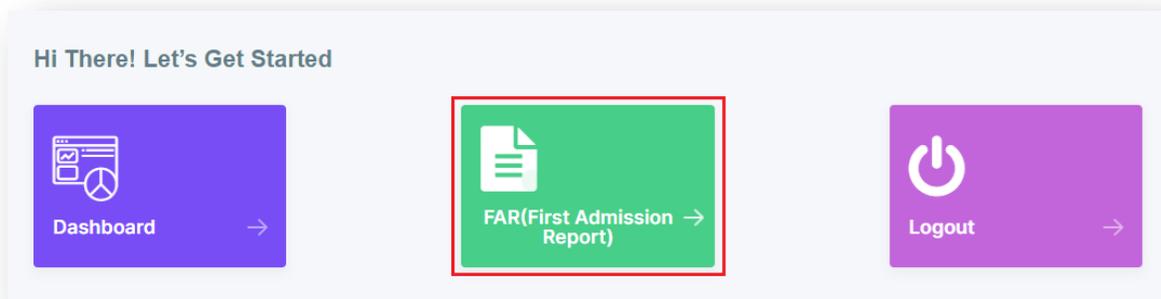
Step 2 – Hospital Admin needs to go to left Navigation:

FAR

OR can also click on **FAR (First Admission Report)** at Dashboard.

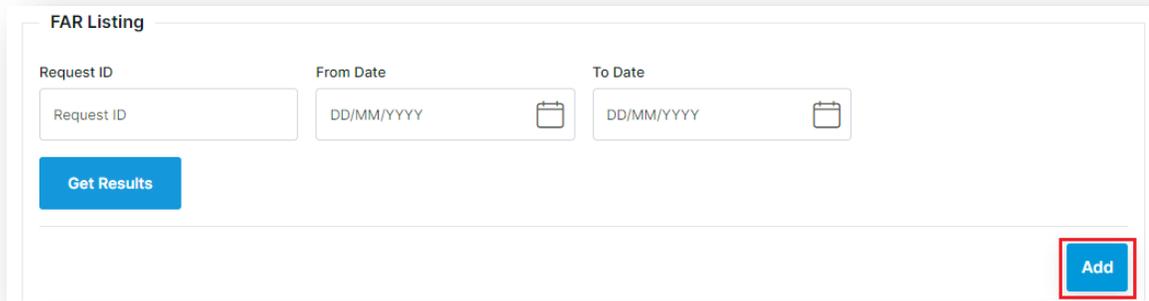


Step 3 – Click on tile.



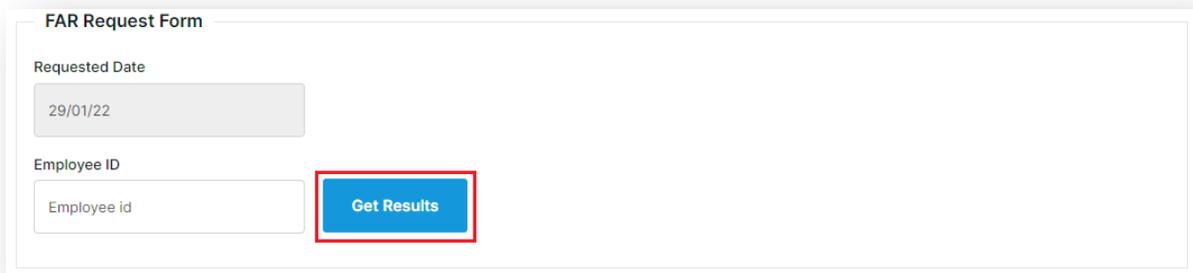
Step 4 – After Click on **FAR (First Admission Report)** below screen will be open.

Step 5 – Hospital Admin need to click on **Add** button.



The screenshot shows a form titled "FAR Listing". It contains three input fields: "Request ID" with a placeholder "Request ID", "From Date" with a placeholder "DD/MM/YYYY" and a calendar icon, and "To Date" with a placeholder "DD/MM/YYYY" and a calendar icon. Below these fields is a blue "Get Results" button. In the bottom right corner of the form, there is a blue "Add" button highlighted with a red border.

Step 6 – Hospital Admin needs to submit the Employee Number and Click on **Get Results** button.



The screenshot shows a form titled "FAR Request Form". It contains two input fields: "Requested Date" with a placeholder "29/01/22" and "Employee ID" with a placeholder "Employee id". To the right of the "Employee ID" field is a blue "Get Results" button highlighted with a red border.

Step 7– After click on Get Result, Hospital Admin will be able to access the employee basic information as below screen and Hospital Admin needs to click on Yes button.

FAR Request Form

Requested Date
29/01/22

Employee ID
290572

Employee Details

Employee Number 290572	Employee Name AMIT KUMAR	Designation Manager	Category CAT-II
Division Personnel	Basic Pay 52480	MIC No. MIC/290572/2	MIC Attachment Attachment

Do you want to fill FAR form
 Yes No

Step 8 – Hospital Admin needs to Input the required information and Click on button.



FAR Request Form

Requested Date
29/01/22

Employee ID
290572 Reset

Employee Details

Employee Number 290572	Employee Name AMIT KUMAR	Designation Manager	Category CAT-II
Division Personnel	Basic Pay 52480	MIC No. MIC/290572/2	MIC Attachment Attachment

Do you want to fill FAR form
 Yes No

FAR form

Whether entitled for medical facilities from FCI:
 Yes No

Name Of The Patient *
AMIT KUMAR

Relationship With Member
Self

Member Date Of Birth
04/04/1989

H/O Presenting Complaints With Duration *
Test Record

Past H/O Clinical Findings *
Test Record

1. Vitals

PR * 10	RR * 10	BP * 120	Temp * 98
------------	------------	-------------	--------------

2. General Examinations
Test Record

3. Systematic Examinations

P/A * Test Record	Resp * Test Record
CVS * Test Record	CNS * Test Record
Others * Test Record	

Investigation Report (Already Done) *
Test Record

Any Treatment Taken Already *
Test Record

Admission Diagonosis *
Test Record

Treatment Started, if Any *
Test Record

Plan Of Treatment *
Test Record

Duration of Stay
From Date *
29/01/2022

To Date *
01/02/2022

Treating Doctor Name *
Test Record

Speciality (Referred) *
Test Record

Upload Document *
Test PDF.pdf Upload

Submit Cancel

Step 9 – Request has been raised successfully and FAR form submitted to Empanelled FCI Office. Steps Completed.

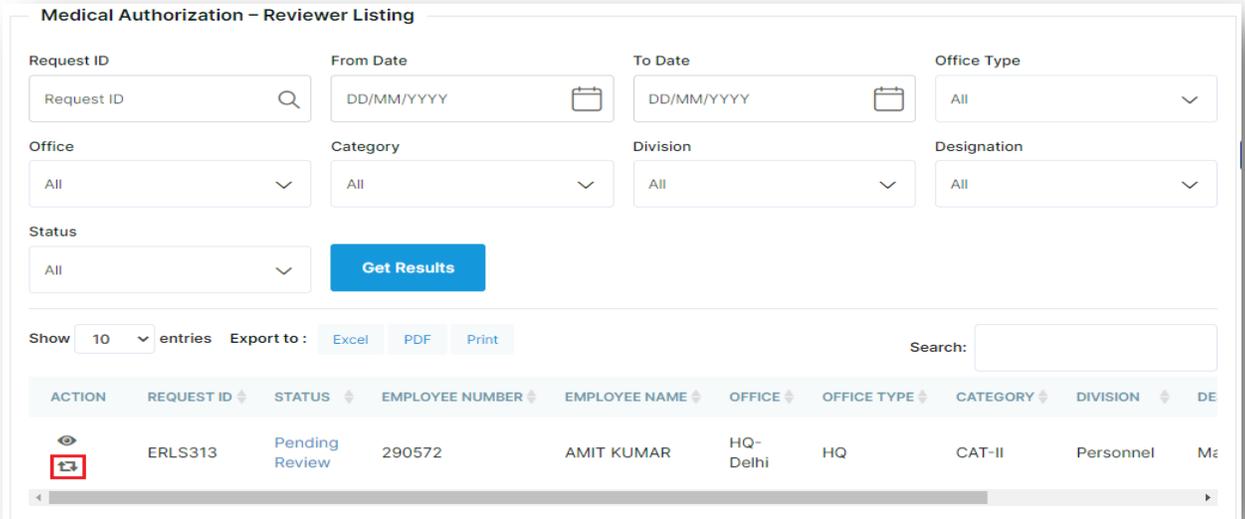
1.2. Manager Self Service (Reviewer/Approver Level)

1.2.1. Reviewer Level

Step 1 – First of all Reviewer will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Reviewer needs to go to left Navigation:
MSS >> Employee Relation >> Request >> Medical >> Medical Authorization for Serving Employee or Retired Employee
OR can also type **Medical Authorization Serving Employee or Medical Authorization Retired Employee.**

Step 3 – Click on  button.



Medical Authorization – Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: [Get Results](#)

Show entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DE
	ERLS313	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Me

Step 4 – Dispatcher needs to input the relevant details and can perform one of the following actions as mention below.

- Click on  button and forward the request for further processing.

Review

Request ID ERLS313	Name of the Patient AMIT KUMAR
Requested Date 29/01/2022	Relationship with Member Self
Employee Category CAT-II	Member Date of Birth 04/04/1989
Employee Division Personnel	Hospital Name Aakash Healthcare Super Speciality Hospital
Employee Designation Manager	Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report) Test Record
Employee Number 290572	Initiator Remarks remarks
Employee Name AMIT KUMAR	Attachment Attachment
Basic Pay of Employee 54060	Far Document Attachment
Whether entitled for medical facilities from FCI: Yes	
FCI Medical Health Identity Card No MIC/290572/2	

[View Action History](#)

Reviewer Remarks *
testing record

Document Name
Enter Document Name

Supportive Document
Upload Document [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Review Revert Cancel

Step 5 – After click of necessary action successful message will be displayed and Dispatcher will be redirected to Listing Screen.

Medical Authorization – Approver Listing
Request has been reviewed successfully.

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: **Get Results**

Show entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

Step 6 – Request has been reviewed successfully. Steps Completed.

1.2.2. Approval Level

Step 1 – First of all Reviewer will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Approver needs to go to left Navigation:
MSS >> Employee Relation >> Request >> Medical >> Medical Authorization for Serving Employee or Retired Employee
OR can also type **Medical Authorization Serving Employee or Medical Authorization Retired Employee**.

Step 3 – Click on  button.

Medical Authorization – Approver Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

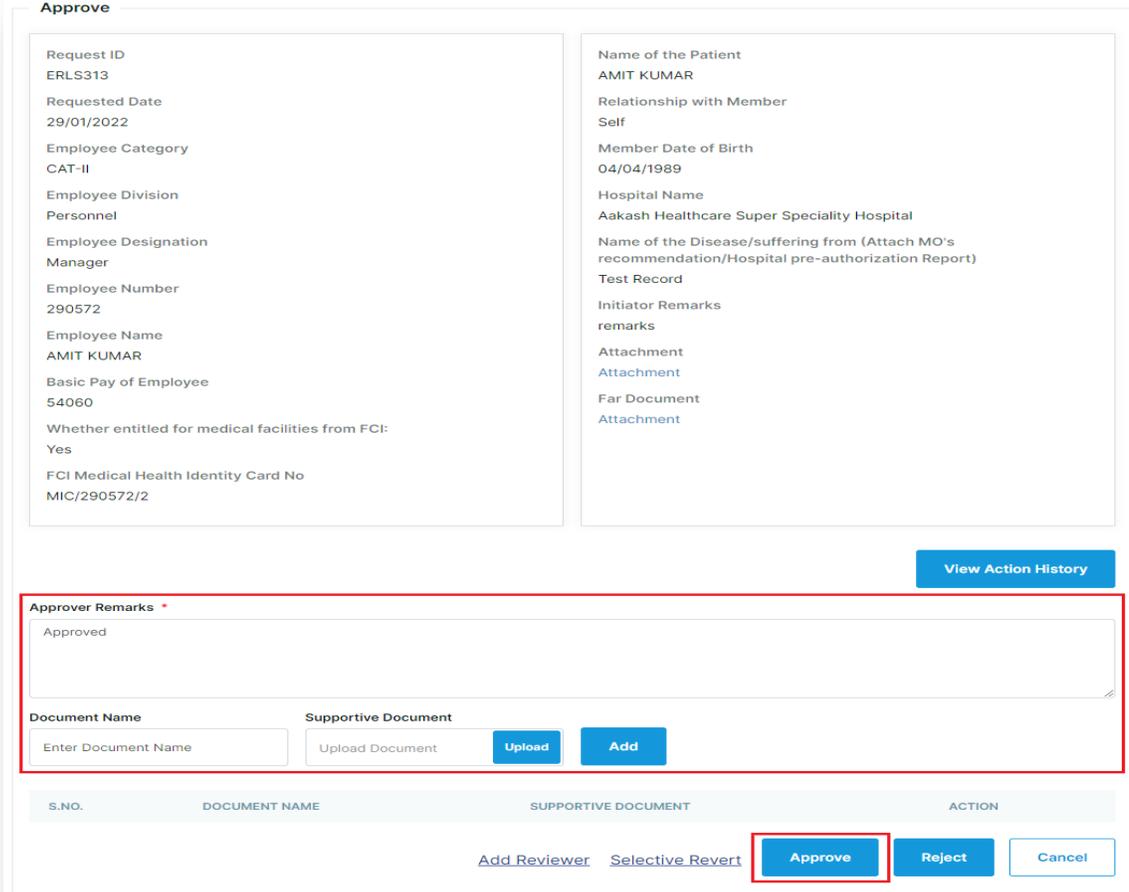
Status: **Get Results**

Show entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DI
	ERLS313	Pending Approval	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnet	M

Step 4 – Approver needs to input the relevant details and can perform one of the following actions as mention below.

- Click on  to give approval on the request.



Approve

Request ID
ERLS313

Requested Date
29/01/2022

Employee Category
CAT-II

Employee Division
Personnel

Employee Designation
Manager

Employee Number
290572

Employee Name
AMIT KUMAR

Basic Pay of Employee
54060

Whether entitled for medical facilities from FCI:
Yes

FCI Medical Health Identity Card No
MIC/290572/2

Name of the Patient
AMIT KUMAR

Relationship with Member
Self

Member Date of Birth
04/04/1989

Hospital Name
Aakash Healthcare Super Speciality Hospital

Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report)
Test Record

Initiator Remarks
remarks

Attachment
Attachment

Far Document
Attachment

Attachment

[View Action History](#)

Approver Remarks *
Approved

Document Name
Enter Document Name

Supportive Document
Upload Document [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
-------	---------------	---------------------	--------

[Add Reviewer](#) [Selective Revert](#) [Approve](#) [Reject](#) [Cancel](#)

Step 5 – After click of necessary action successful message will be displayed and Approver will be redirected to Listing Screen.

Medical Authorization – Approver Listing

Request has been approved successfully.

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: **Get Results**

Show 10 entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

Step 6 – Request has been approved successfully. Steps Completed.

1.3. Letter Generation

Step 1 – First of all Reviewer/Manager IR-S will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Reviewer needs to go to left Navigation:
MSS >> Letter >> Processes >> Serving Letter/Retired Letter
 OR can also type **Serving Letter/Retired Letter**.

Step 3 – Click on  button.

Medical Authorization - Letter Listing

Request ID: From Date: To Date: Office Type:

Office: Category: **Get Results**

Show 10 entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ACTION	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGN
	ERLS265	229711	DINESH KUMAR	RO PANCHKULA	RO	CAT-III	Engineering	Assist: Grade

प्रिंट

Step 4 – Manager IR-S need to submit the required information and Click on  button.

चिकित्सा प्राधिकरण पत्र - सेवा



प्राधिकार पत्र
भारतीय खाद्य निगम

आदेश संख्या:

तिथि:
अनुरोध आईडी:

चिकित्सा अधीक्षक / डॉक्टर *

विषय: आईपीडी उपचार के लिए प्राधिकरण पत्र

महोदय,

निगम के सूजीबद्ध हॉस्पिटल के सक्षम प्राधिकारी द्वारा पत्र दिनांक 31.12.2022 के माध्यम से की गयी सिफारिश (प्रति स्तंभ) के अनुसार नीचे उल्लिखित रोगी का "सीधी भर्ती प्रणाली" के अंतर्गत इंडोर मेडिकल ट्रीटमेंट करने की कृपा करें:-

(i) रोगी का नाम	PRAKASHI DEVI
(ii) रोग / पीड़ित का नाम (एमओ की सिफारिश संलग्न करें / अस्पताल पूर्व-प्राधिकरण रिपोर्ट)	Heart Disease
(iii) भा. खा. नि. कर्मचारी और कर्मचारी सदस्य का नाम	DINESH KUMAR
(iv) पद	Assistant Grade - I
(v) कार्यालय/प्रभाग का नाम और पता	Engineering
(vi) कर्मचारी का मूल वेतन	36070
(vii) रोगी के साथ कर्मचारी का संबंध	Mother
(viii) क्या वह भारतीय खाद्य निगम से चिकित्सा सुविधाएं पाने का हकदार है	Yes
(ix) भारतीय खाद्य निगम चिकित्सा स्वास्थ्य पहचान कार्ड संख्या (रूपरिक्त प्रीतिलिपि स्वीकृत करें)	531

2. रोगी अस्पताल में अर्धव्यवस्था / अर्ध-निजी / निजी एकल / डिलेक्स कक्ष श्रेणी में आवास का हकदार है
3। जांच रिपोर्ट की प्रतियों के साथ दावा बिल, प्रथम प्रवेश रिपोर्ट / पूर्व-प्राधिकरण पत्र, इस पत्र की प्रतिलिपि मूल नकद ज्ञापन, और निर्वहन सारांश रिपोर्ट एजीएम (बिल), एफसीआई, मुख्यालय / जेडओ / आरओ के अस्पताल द्वारा प्रस्तुत की जानी चाहिए। निर्धारित शर्तों और शर्तों के अनुसार निर्धारित अवधि के भीतर।
4. यह प्राधिकरण जारी करने की तारीख से चार दिनों के लिए वैध होगा/प्रवेश की तिथि

आपका विश्वासपात्र

Copy To :
स. म. प्र. (बिस्स), भा. खा. नि., मुख्यालय / जेडओ / आरओ, _____ (प्लेस) जानकारी और आवश्यक कार्यवाही के लिए।

वितरण *

1. Employee Concerned
2. Service Book
3. Personnel/IR-S Division
4. Bill Section

Signature Type *

Assistant General Manager *

Step 5 – Request has been generated successfully and letter copy has been attached in Hospital Application and employee service book. Steps Completed.

Note:

- For **Add reviewer, Selective Revert, Revert and Reject** we request you to please follow the Common Functionality Section 2.
- For any challenges related to Delegation of Power or Workflow queries, Please follow FAQ General Section 3.
- Star Mark (*) fields are mandatory. It is compulsory for employees to submit the Star mark field values.

1.4. Hospital Admin FAR Initiation (EXTENSION)

Step 1 – First of all Hospital Admin will login into the FCI Hospital Application and Switch to FAR.

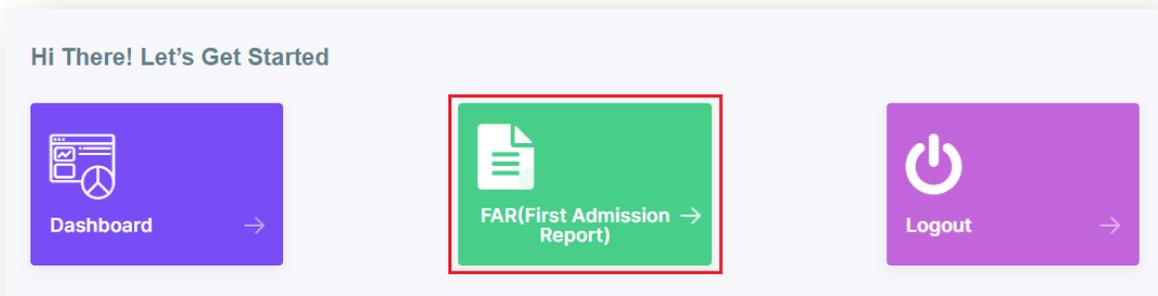
Step 2 – Hospital Admin needs to go to left Navigation:

FAR

OR can also click on **FAR (First Admission Report)** at Dashboard.

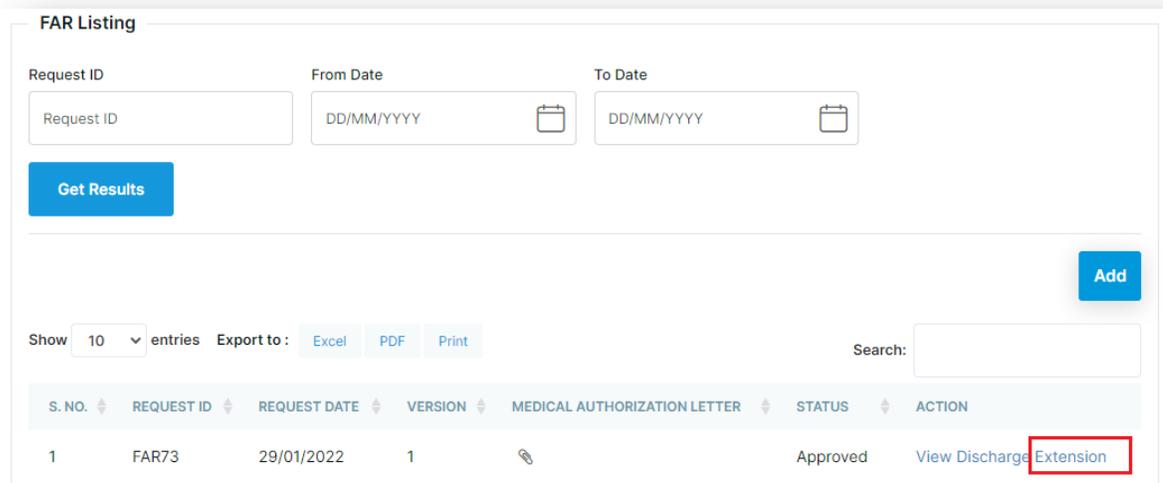


Step 3 – Click on the button tile.



Step 4 – After Click on **FAR (First Admission Report)** below screen will be open.

Step 5 – Hospital Admin need to click on **Extension** button.



Step 6 – Hospital Admin needs to submit the Extension Dates and Click on **Update** button.

FAR Request Extension

Request ID
FAR73

Extension Duration of Stay

From Date: 29/01/2022 To Date: 01/02/2022

Update **Cancel**

Employee Details

Employee Number: 290572	Employee Name: AMIT KUMAR	Designation: Manager	Category: CAT-II
Division: Personnel	Basic Pay: 52480	MIC No.: MIC/290572/2	

FAR form

Whether entitled for medical facilities from FCI:
 Yes No

Name Of The Patient: AMIT KUMAR Relationship With Member: Self Member Date Of Birth: 04/04/1989

H/O Presenting Complaints With Duration
Test Record

Past H/O Clinical Findings
Test Record

1. Vitals

PR: 10	RR: 10	BP: 120	Temp: 98
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2. General Examinations
Test Record

3. Systematic Examinations

P/A Test Record	Resp Test Record
CVS Test Record	CNS Test Record

Others
Test Record

Investigation Report (Already Done)
Test Record

Any Treatment Taken Already
Test Record

Admission Diagonosis
Test Record

Treatment Started, if Any
Test Record

Plan Of Treatment
Test Record

Treating Doctor Name: Test Record Speciality (Referred): Test Record Attachment

Step 7 – Extension Request has been raised successfully and FAR form submitted to Empanelled FCI Office. Steps Completed.

1.5. Manager Self Service (Reviewer/Approver Level)

1.5.1. Reviewer Level

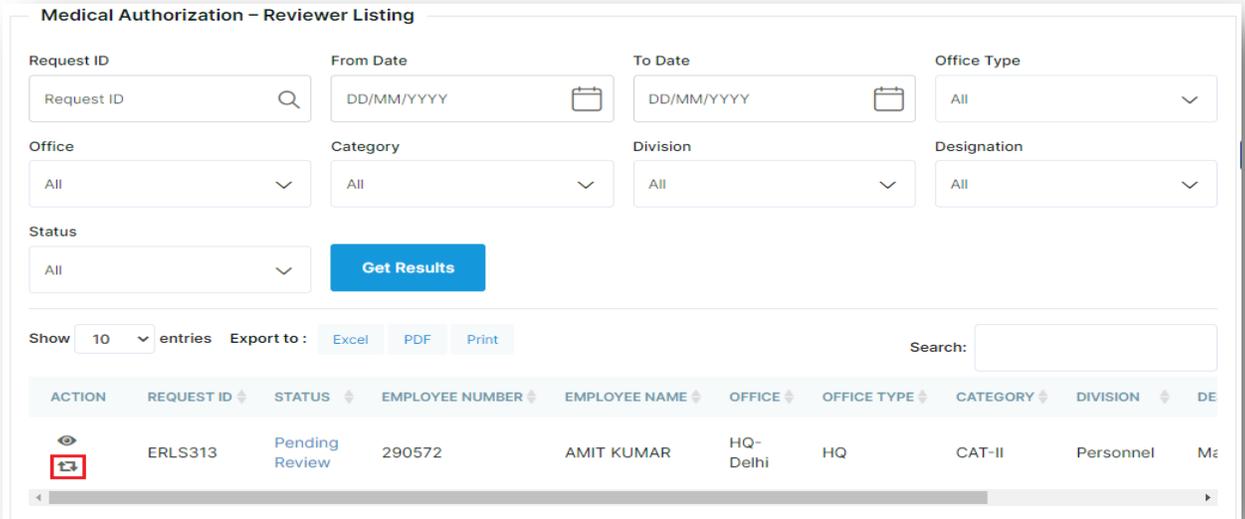
Step 1 – First of all Reviewer will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Reviewer needs to go to left Navigation:

MSS >> Employee Relation >> Request >> Medical >> Medical Authorization for Serving Employee or Retired Employee

OR can also type **Medical Authorization Serving Employee or Medical Authorization Retired Employee.**

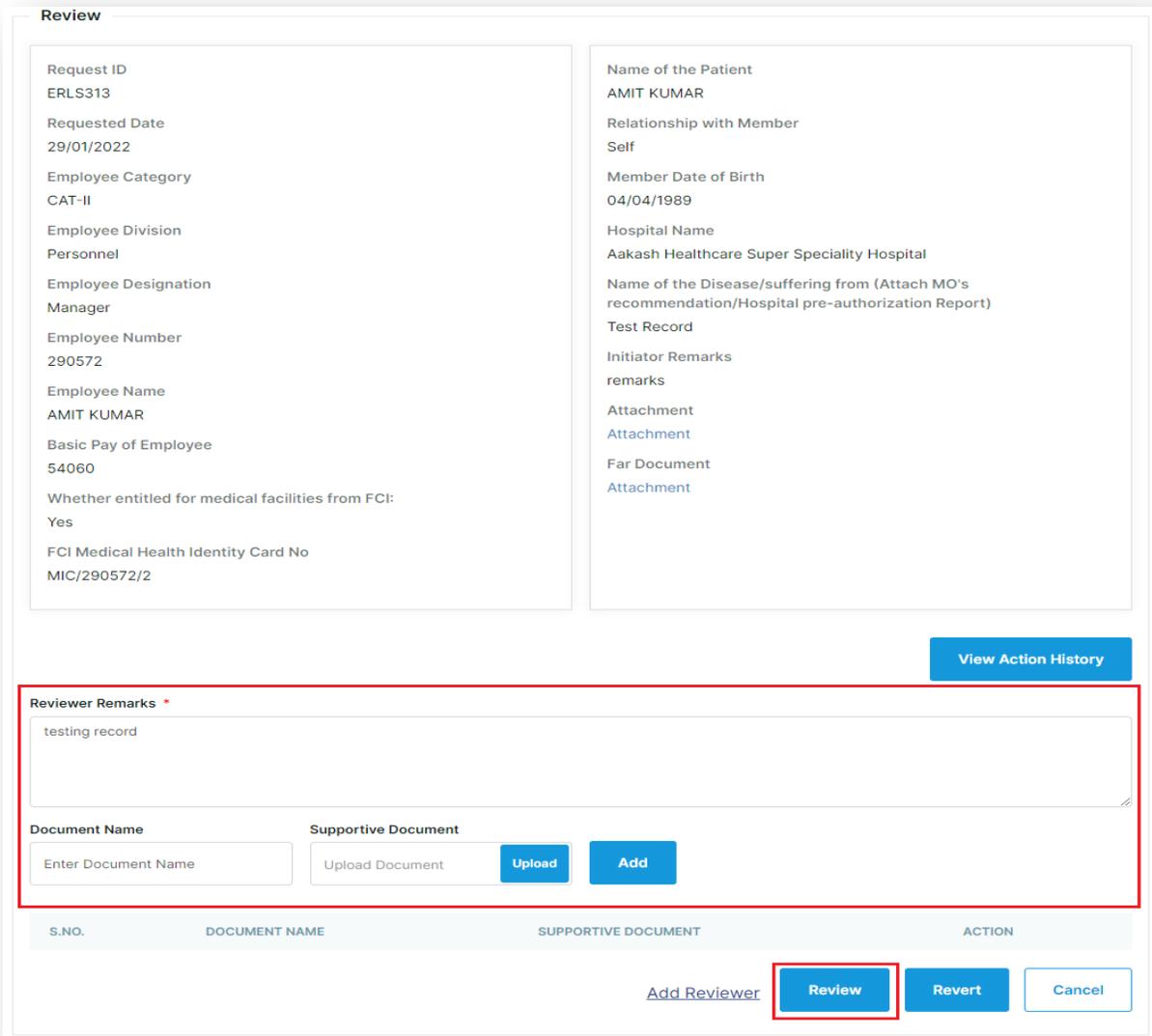
Step 3 – Click on  button.



ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DE
	ERLS313	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Me

Step 4 – Dispatcher needs to input the relevant details and can perform one of the following actions as mention below.

- Click on  button and forward the request for further processing.



Review

Request ID ERLS313	Name of the Patient AMIT KUMAR
Requested Date 29/01/2022	Relationship with Member Self
Employee Category CAT-II	Member Date of Birth 04/04/1989
Employee Division Personnel	Hospital Name Aakash Healthcare Super Speciality Hospital
Employee Designation Manager	Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report) Test Record
Employee Number 290572	Initiator Remarks remarks
Employee Name AMIT KUMAR	Attachment Attachment
Basic Pay of Employee 54060	Far Document Attachment
Whether entitled for medical facilities from FCI: Yes	
FCI Medical Health Identity Card No MIC/290572/2	

[View Action History](#)

Reviewer Remarks *
testing record

Document Name **Supportive Document**

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
-------	---------------	---------------------	--------

[Add Reviewer](#)

Step 5 – After click of necessary action successful message will be displayed and Dispatcher will be redirected to Listing Screen.

Medical Authorization – Approver Listing
Request has been reviewed successfully.

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: **Get Results**

Show entries Export to: Search:

Step 6 – Request has been reviewed successfully. Steps Completed.

1.5.2. Approval Level

Step 1 – First of all Reviewer will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Approver needs to go to left Navigation:
MSS >> Employee Relation >> Request >> Medical >> Medical Authorization for Serving Employee or Retired Employee
OR can also type **Medical Authorization Serving Employee or Medical Authorization Retired Employee.**

Step 3 – Click on  button.

Medical Authorization – Approver Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: **Get Results**

Show entries Export to: Search:

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DI
	ERLS313	Pending Approval	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	M

Step 4 – Approver needs to input the relevant details and can perform one of the following actions as mention below.

- Click on  to give approval on the request.

Approve

Request ID ERLS313	Name of the Patient AMIT KUMAR
Requested Date 29/01/2022	Relationship with Member Self
Employee Category CAT-II	Member Date of Birth 04/04/1989
Employee Division Personnel	Hospital Name Aakash Healthcare Super Speciality Hospital
Employee Designation Manager	Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report) Test Record
Employee Number 290572	Initiator Remarks remarks
Employee Name AMIT KUMAR	Attachment Attachment
Basic Pay of Employee 54060	Far Document Attachment
Whether entitled for medical facilities from FCI: Yes	
FCI Medical Health Identity Card No MIC/290572/2	

[View Action History](#)

Approver Remarks +
Approved

Document Name **Supportive Document** [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Approve Reject Cancel

Step 5 – After click of necessary action successful message will be displayed and Approver will be redirected to Listing Screen.

Medical Authorization – Approver Listing

Request has been approved successfully.

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: **Get Results**

Show entries Export to: Search:

Step 6 – Request has been approved successfully. Steps Completed.

1.6. Letter Generation

Step 1 – First of all Reviewer/Manager IR-S will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Reviewer needs to go to left Navigation:
MSS >> Letter >> Processes >> Serving Letter/Retired Letter
 OR can also type **Serving Letter/Retired Letter**.

Step 3 – Click on  button.

Medical Authorization - Letter Listing

Request ID: From Date: To Date: Office Type:

Office: Category: **Get Results**

Show entries Export to: Search:

ACTION	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGN
	ERLS265	229711	DINESH KUMAR	RO PANCHKULA	RO	CAT-III	Engineering	Assist: Grade



Step 4 – Manager IR-S need to submit the required information and Click on  button.

चिकित्सा प्राधिकरण पत्र - सेवा



प्राधिकार पत्र
भारतीय खाद्य निगम

आदेश संख्या:

तिथि:
अनुरोध आईडी:

चिकित्सा अधीक्षक / डॉक्टर *

विषय : आईपीडी उपचार के लिए प्राधिकरण पत्र

महोदय,

निगम के सूजीबद्ध हॉस्पिटल के सक्षम प्राधिकारी द्वारा पत्र दिनांक 31.12.2022 के माध्यम से की गयी सिफारिश (प्रति स्लंग) के अनुसार नीचे उल्लिखित रोगी का "सीधी भर्ती प्रणाली" के अंतर्गत इंडोर मेडिकल ट्रीटमेंट करने की कृपा करें:-

(i) रोगी का नाम	PRAKASHI DEVI
(ii) रोग / पीड़ित का नाम (एमओ की सिफारिश संलग्न करें / अस्पताल पूर्व-प्राधिकरण रिपोर्ट)	Heart Disease
(iii) भा. खा. नि. कर्मचारी और कर्मचारी सदस्य का नाम	DINESH KUMAR
(iv) पद	Assistant Grade - I
(v) कार्यालय/प्रभाग का नाम और पता	Engineering
(vi) कर्मचारी का मूल वेतन	36070
(vii) रोगी के साथ कर्मचारी का संबंध	Mother
(viii) क्या वह भारतीय खाद्य निगम से चिकित्सा सुविधाएं पाने का हकदार है	Yes
(ix) भारतीय खाद्य निगम चिकित्सा स्वास्थ्य पहचान कार्ड संख्या (स्थपित प्रीतिलिपि र्संगन करें)	531

2. रोगी अस्पताल में अर्धव्यवस्था / अर्ध-निजी / निजी एकल / डिलेक्स कक्ष श्रेणी में आवास का हकदार है
3। जांच रिपोर्ट की प्रतियों के साथ दावा बिल, प्रथम प्रवेश रिपोर्ट / पूर्व-प्राधिकरण पत्र, इस पत्र की प्रतिलिपि मूल नकद ज्ञापन, और निर्वहन सारांश रिपोर्ट एजीएम (बिल), एफसीआई, मुख्यालय / जेडओ / आरओ के अस्पताल द्वारा प्रस्तुत की जानी चाहिए। निर्धारित शर्तों और शर्तों के अनुसार निर्धारित अवधि के भीतर।
4. यह प्राधिकरण जारी करने की तारीख से चार दिनों के लिए वैध होगा/प्रवेश की तिथि

आपका विश्वासपात्र

Copy To :
स. म. प्र. (बिल्स), भा. खा. नि., मुख्यालय / जेडओ / आरओ, _____ (प्लेस) जानकारी और आवश्यक कार्यवाही के लिए।

वितरण *

1. Employee Concerned
2. Service Book
3. Personnel/IR-S Division
4. Bill Section

Signature Type *

Assistant General Manager *

Step 5 – Request has been generated successfully and letter copy has been attached in Hospital Application and employee service book. Steps Completed.

1.7. Hospital Admin FAR Initiation (DISCHARGE)

Step 1 – First of all Hospital Admin will login into the FCI Hospital Application and Switch to FAR.

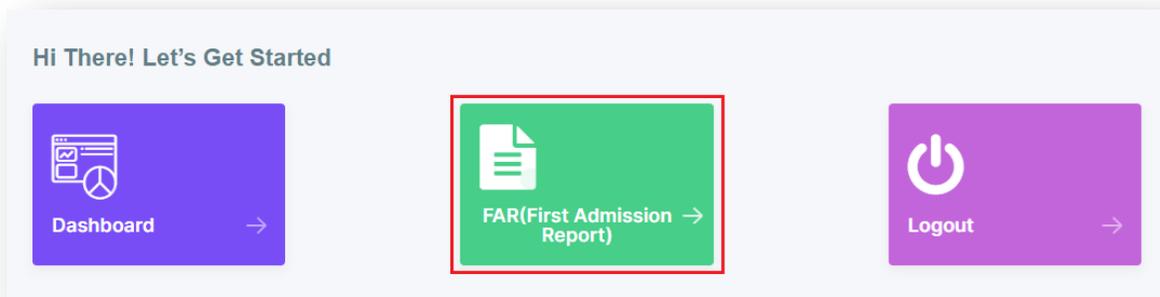
Step 2 – Hospital Admin needs to go to left Navigation:

FAR

OR can also click on **FAR (First Admission Report)** at Dashboard.

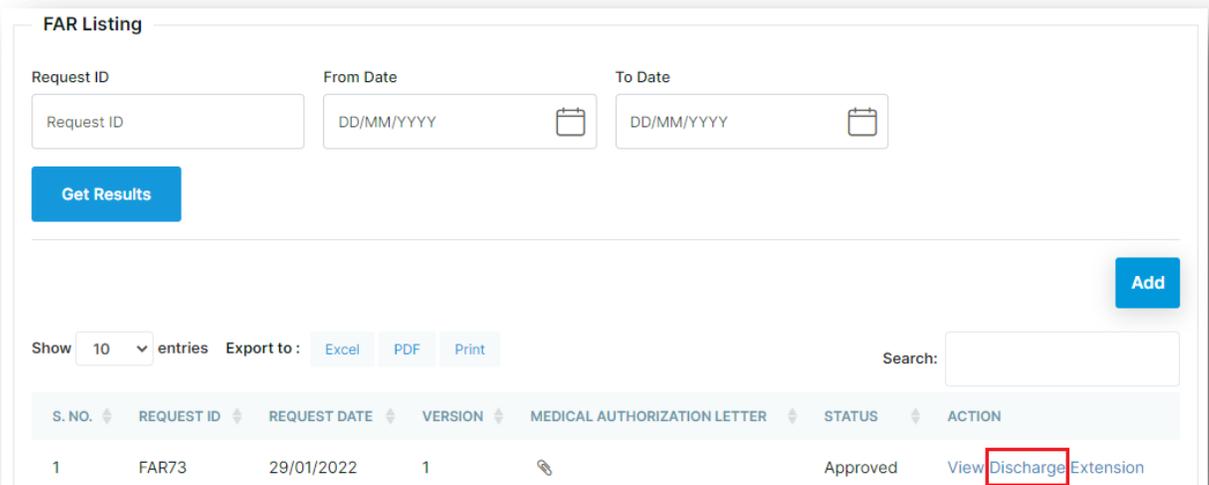


Step 3 – Click on the button.



Step 4 – After Click on **FAR (First Admission Report)** below screen will be open.

Step 5 – Hospital Admin need to click on **Discharge** button.



Step 6 – Hospital Admin needs to submit the Discharge Detail and Click on  button.

Discharge Form

Employee Details Request ID: FAR73

Employee Number	Employee Name	Designation	Category
290572	AMIT KUMAR	Manager	CAT-II
Division	Basic Pay	MIC No.	
Personnel	52480	MIC/290572/2	

FAR form

Whether entitled for medical facilities from FCI:
 Yes No

Name Of The Patient	Relationship With Member	Member Date Of Birth
AMIT KUMAR	Self	04/04/1989

Discharge Summary

Enter Discharge Summary

Discharge Date: DD/MM/YYYY  Treating Doctor Name: Test Record

Investigation Report

Document Name *	Attachment *
Enter Document Name	Upload Document  

S.NO.	DOCUMENT NAME	ATTACHMENT	ACTION
-------	---------------	------------	--------

Step 7 – Discharge has been done successfully and FAR form submitted to Empanelled FCI Office. Steps Completed.

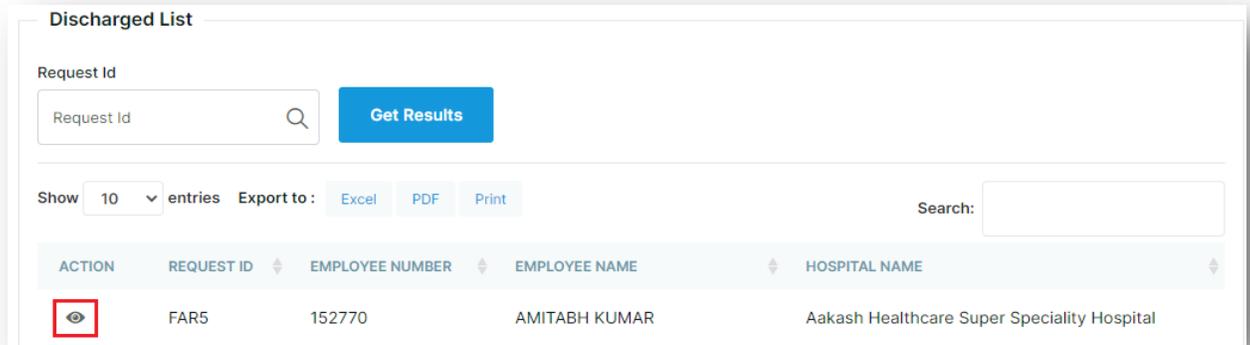
1.8. Manager Self Service (IR-S Admin)

Step 1 – First of all IR-S Admin will login into the FCI HRMS with his/her credential (like Employee Number: 123456, Password: Abcd@123) and Switch to MSS.

Step 2 – Reviewer needs to go to left Navigation:

MSS >> Employee Relation >> Master >> Hospital Discharge Employee
OR can also type **Hospital Discharge Employee**.

Step 3 – Click on  button.



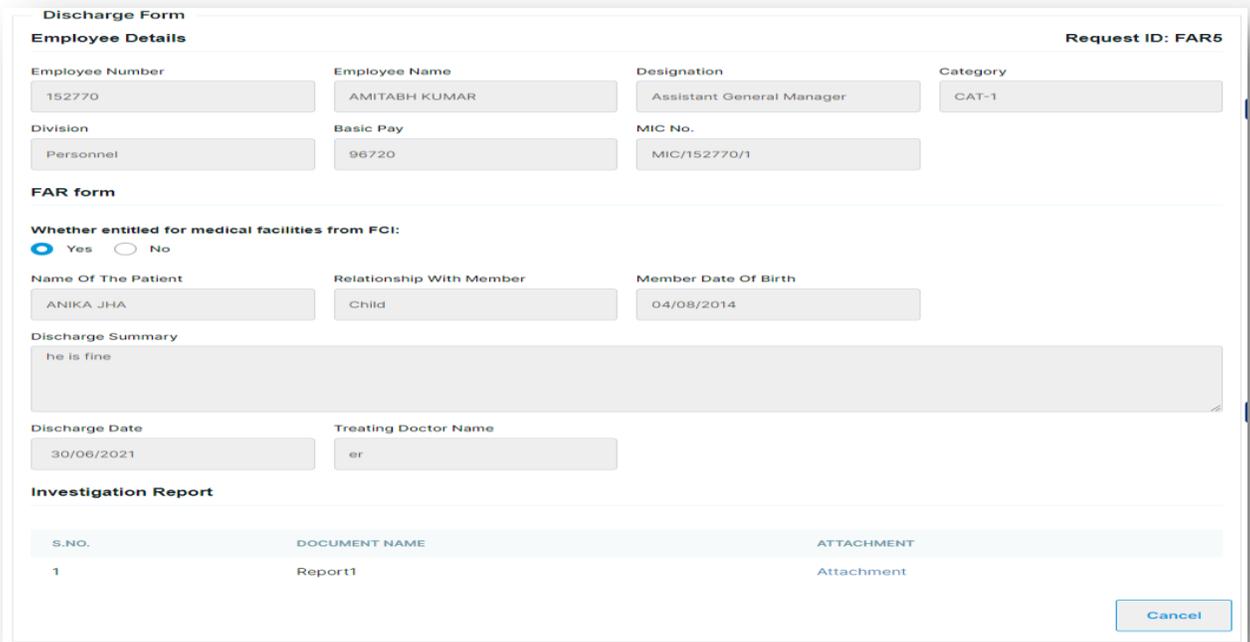
Discharged List

Request Id

Request Id

Show entries Export to: Search:

ACTION	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	HOSPITAL NAME
	FAR5	152770	AMITABH KUMAR	Aakash Healthcare Super Speciality Hospital



Discharge Form Request ID: FAR5

Employee Details

Employee Number: 152770 Employee Name: AMITABH KUMAR Designation: Assistant General Manager Category: CAT-1

Division: Personnel Basic Pay: 96720 MIC No.: MIC/152770/1

FAR form

Whether entitled for medical facilities from FCI: Yes No

Name Of The Patient: ANIKA JHA Relationship With Member: Child Member Date Of Birth: 04/08/2014

Discharge Summary: he is fine

Discharge Date: 30/06/2021 Treating Doctor Name: er

Investigation Report

S.NO.	DOCUMENT NAME	ATTACHMENT
1	Report1	Attachment

Step 5 – After click of necessary action successful message will be displayed and Dispatcher will be redirected to Listing Screen.

Note: After Discharge IR-S Division will process the billing manually.

2. Common Functionality

2.1. Add Reviewer

Add reviewer is the functionality by which MSS User can add an officer in case of there is a requirement of additional noting/clarification/confirmation from other divisions like (Vigilance or Account) while processing the requests.

To add an additional reviewer click on [Add Reviewer](#) link as shown below

Telephones_facility / Review

TELE ID TEL28 Request Date 2021-05-13 Sanction Type CUG Mobile Brand Model Number MRP	Employee Name AMIT KUMAR Employee Number 999999999 Division Personnel Designation Manager Remarks NA Supportive Document View Attachment
---	---

I want to request a telephone extension/CUG for official work purpose only.

I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.

I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.

I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.

[View Action History](#)

Reviewer Remarks

Document Name: Supportive Document: [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Review Revert Cancel

As the user clicks on Add Reviewer link, then the user will navigate to the add reviewer detail page.

Add Reviewer

ID TEL28

Show 10 entries Search:

S.NO.	DATE OF ACTION	VERSION	STATUS	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS
1	13/05/2021 8:13:46 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated
2	13/05/2021 8:16:15 PM	1	Dispatched	MEGHA SINGHAL	Dispatcher	Personnel	Reviewer	okay
3		1	Pending Review	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer	N/A

Showing 1 to 3 of 3 entries Previous 1 Next

OFFICE TYPE OFFICE EMPLOYEE LIST DIVISION SECTION DESIGNATION REASON

Enter the details of the concerned authority for clarification/recommendations and click on  button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message.

Device Sanction Review Listing

Reviewer has been added successfully. ✕

Office Type: Office: Type: Status:

Show 10 entries Export to: Search:

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Pending Review	TEL28	01/01/1970	CUG	HQ-Delhi	290572
	Withdrawn	TEL27	01/01/1970	CUG	HQ-Delhi	290572
	Reverted	TEL23	01/01/1970	Telephone	HQ-Delhi	152770
	Reverted	TEL24	01/01/1970	Data Card	HQ-Delhi	152770
	Approved	TEL25	01/01/1970	CUG	DO SAMASTIPUR	291585
	Pending Review	TEL26	01/01/1970	CUG	ZO (EAST) -KOLKATA	178847

2.2. Selective Revert

Selective revert is the functionality by which current MSS User can revert back (Revert) the request to a specific existing officer who has already taken an action and is a part of the request review and approval process as per DOP.

Telephones_facility / Review

TELE ID TEL28 Request Date 2021-05-13 Sanction Type CUG Mobile Brand Model Number MRP	Employee Name AMIT KUMAR Employee Number 9999999999 Division Personnel Designation Manager Remarks NA Supportive Document View Attachment
---	--

I want to request a telephone extension/CUG for official work purpose only.

I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.

I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.

I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.

[View Action History](#)

Reviewer Remarks *

Reviewer Remarks

Document Name

Supportive Document

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
-------	---------------	---------------------	--------

[Add Reviewer](#)

The reviewing or approving authority will select the concerned user to whom the request is to be reverted and provide the remarks to justify the selective revert and click.

Selective Revert

ID TEL28

SELECT	S.NO.	DATE OF ACTION	ACTION	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY
<input type="checkbox"/>	1	13/05/2021 8:13:46 PM	Initiated	AMIT KUMAR	Manager	Personnel	Initiator
<input type="checkbox"/>	2	13/05/2021 8:16:15 PM	Dispatched	MEGHA SINGHAL	Dispatcher	Personnel	Reviewer
<input checked="" type="checkbox"/>	3	13/05/2021 8:21:14 PM	Reviewed	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer
<input type="checkbox"/>	4	13/05/2021 8:22:50 PM	Reviewed	RAM RAJ MEENA	Assistant General Manager(EII)	Personnel	Reviewer
	5		Pending Review	RAJESH KUMAR	General Manager(EII)	Personnel	Reviewer

Reason *

Enter Reason

Revert Cancel

On Click of revert the reviewing or approving authority will navigate to the landing page along with a success message. Hence the application will be pending for review with the selected authority for further perusal which will also reflect in action history.

Request has been reverted.

Office Type: All | Office: All | Type: All | Status: All

Show 10 entries | Export to: Excel | PDF | Print | Search:

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Pending Review	TEL28	01/01/1970	CUG	HQ-Delhi	290572

2.3. Revert

Click on  button to send back the entire transaction directly back to the Initiated who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer click on revert.

2.4. Reject

Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates and status of the transaction changes from **Pending Approval** to **Rejected**.

2.5. Cancel

Click on  to navigate back.

3. FAQ General

3.1. Request not Visible or TO DO List Issue

- Drop an email to AGM HRMS or HQ HRMS Team with the Request ID.
- HQ Team will check and share the updates with AGM HRMS and take appropriate action as per AGM HRMS Instruction.

3.2. In case of Wrong Action taken by Competent Authority

- Drop an email to AGM HRMS or HQ HRMS Team with the Request ID.
- HQ Team will check and share the updates with AGM HRMS and take appropriate action as per AGM HRMS Instruction.

3.3. Request need to delete

- Drop an email to AGM HRMS or HQ HRMS Team with the Request ID.
- HQ Team will check and share the updates with AGM HRMS and take appropriate action as per AGM HRMS Instruction.