New Age ERP in NHPC

End User Training Document

HR-040- REHS Reimbursement Process

Document Control Information

Document Information

Document Identification	HR-040
Document Name	End User Training Document – REHS Reimbursement Process
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Client	NHPC
Document Author	Narendra Chitragar
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Applicable Business Roles

Business Role ID	Business Role Description	Related Module/L2 Process
Employee Self Service	Employee Self Service	HR-040

Document History

Revision History			
Date	Document version	Document revision description	Author
20.02.2026			

Reviewed and approved by			
Name	Date	Title	Approved

TABLE OF CONTENTS:

1. DOCUMENT OVERVIEW

This training document provides step by step process for raising a Reimbursement request.

Process Name: Reimbursement Process

Prerequisites:

- Users must have an valid REHS Card to raise reimbursement requests.
- Users must have the appropriate system access and authorization to carry out tasks within these processes.

2. Process Description

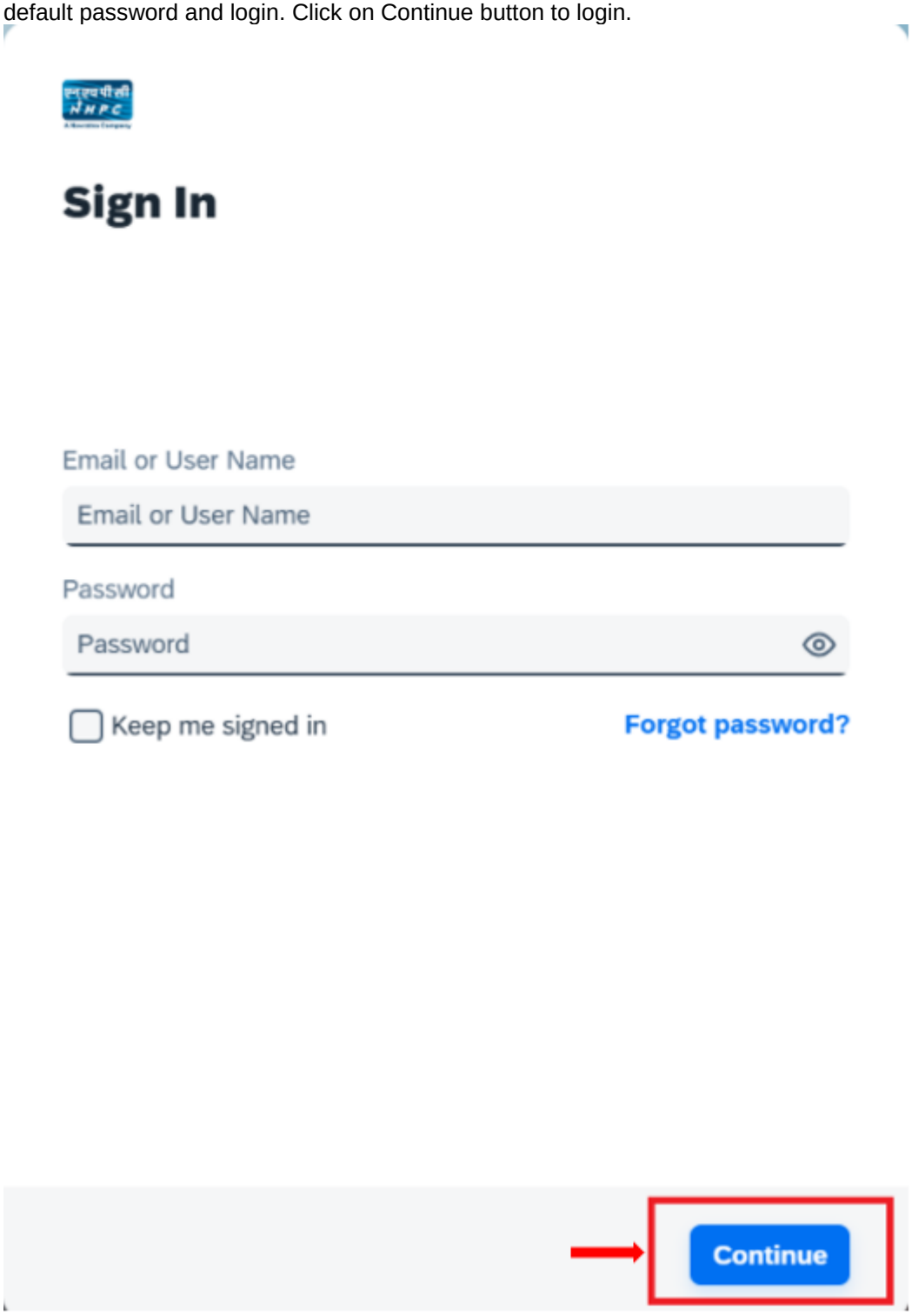
Employee can raise REHS reimbursement request for below options:

1. IPD
2. OPD
3. Special
4. Hearing Aid
5. Artificial Appliances

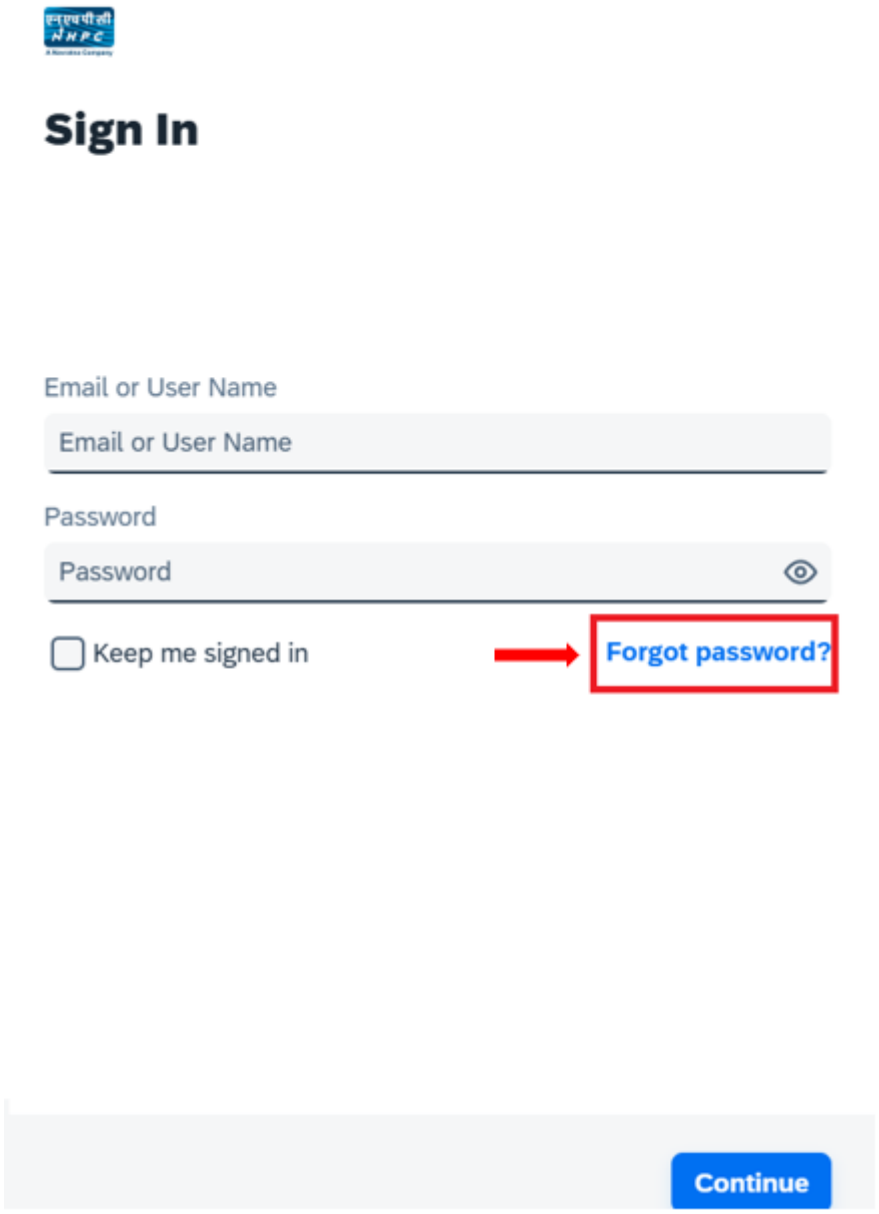
Please follow step by step instructions below.

2.1 Login process

Enter employee id and password. Default password will be shared with users. User needs to enter the default password and login. Click on Continue button to login.

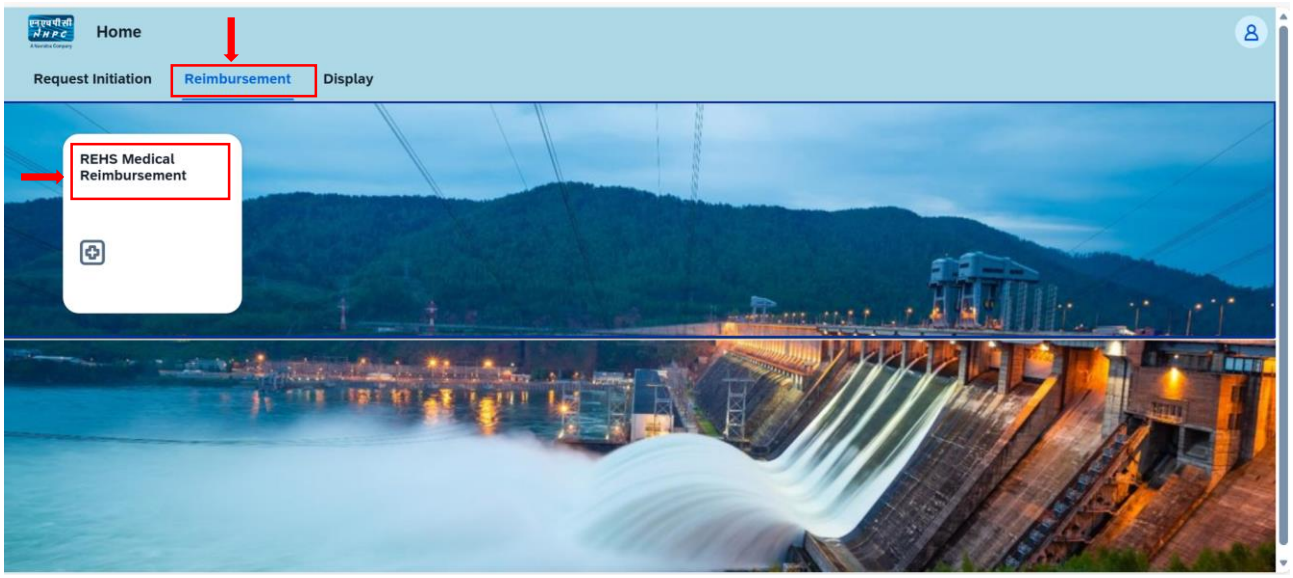


User can reset their password by clicking on **'Forgot Password'** button. They can check their email for further instructions to reset their password.

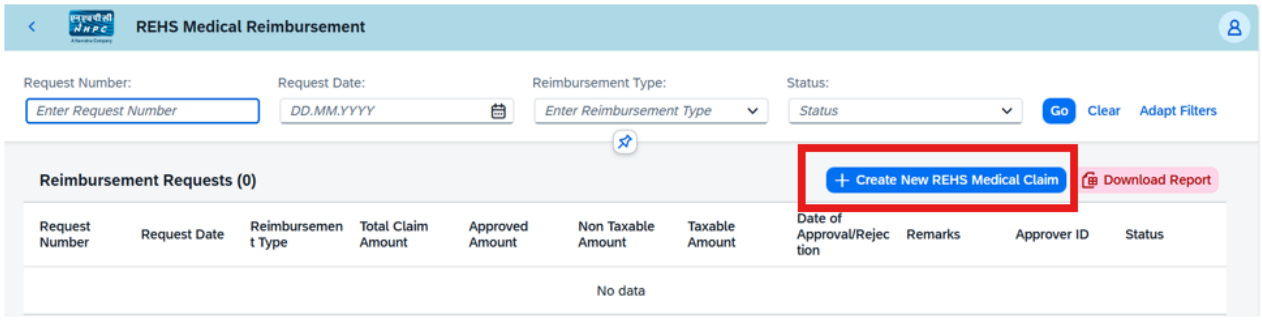


2.2 REHS – IPD

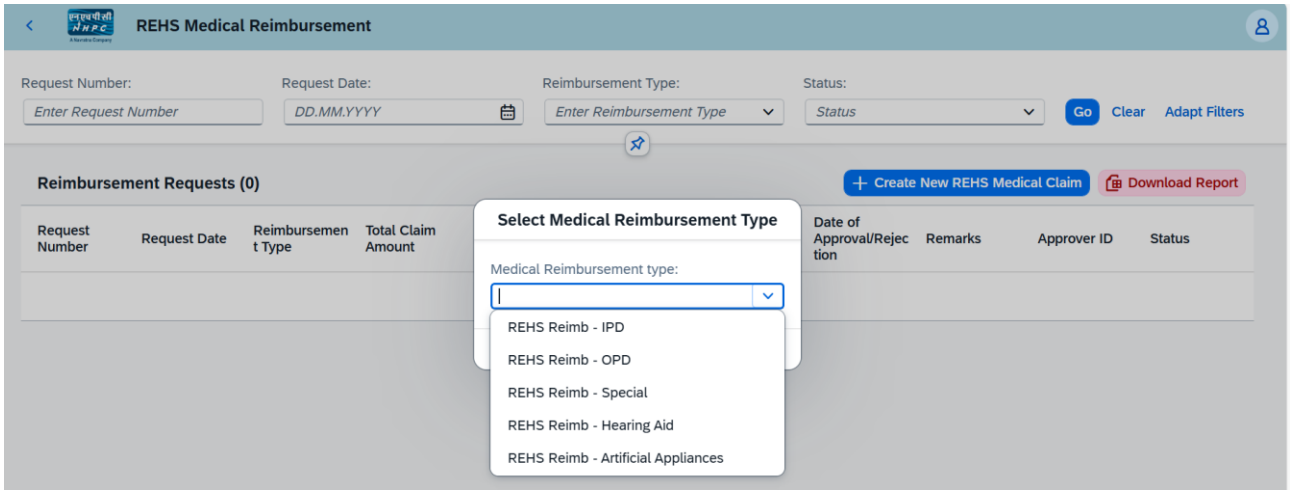
1. Select Reimbursement → REHS Medical Reimbursements.



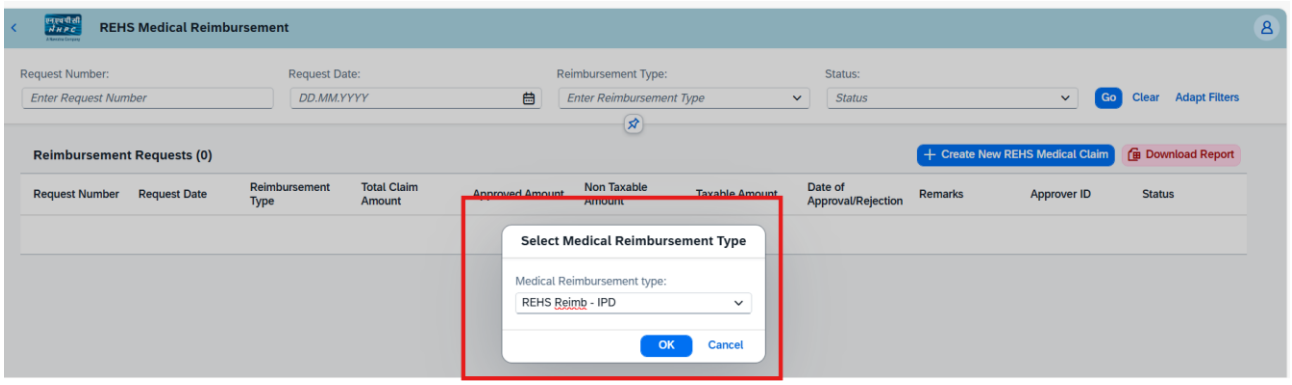
2. Click on ‘Create New REHS Medical Claim’



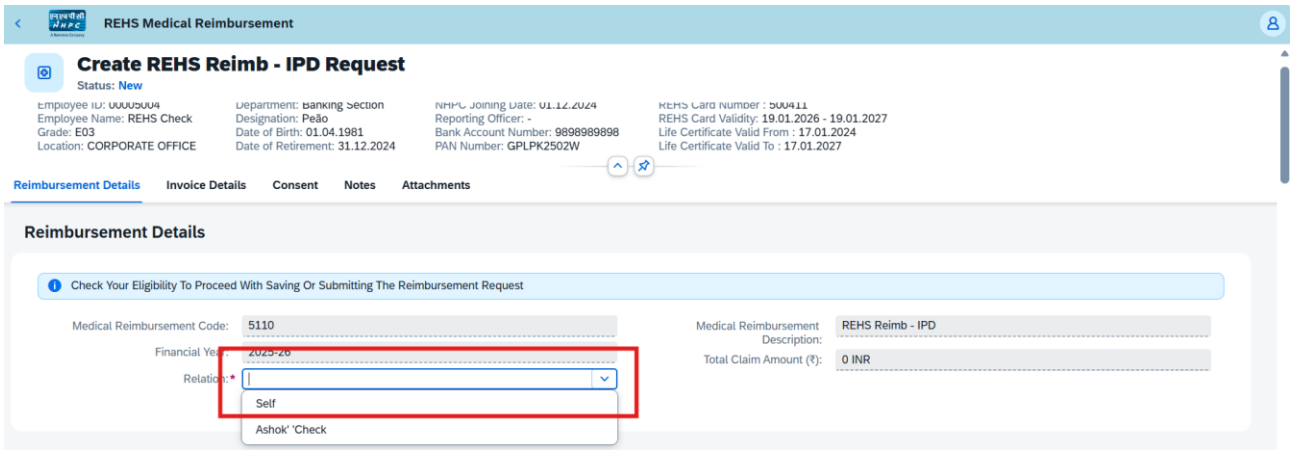
3. Select ‘REHS Medical Reimb – IPD’from drop down as shown below:



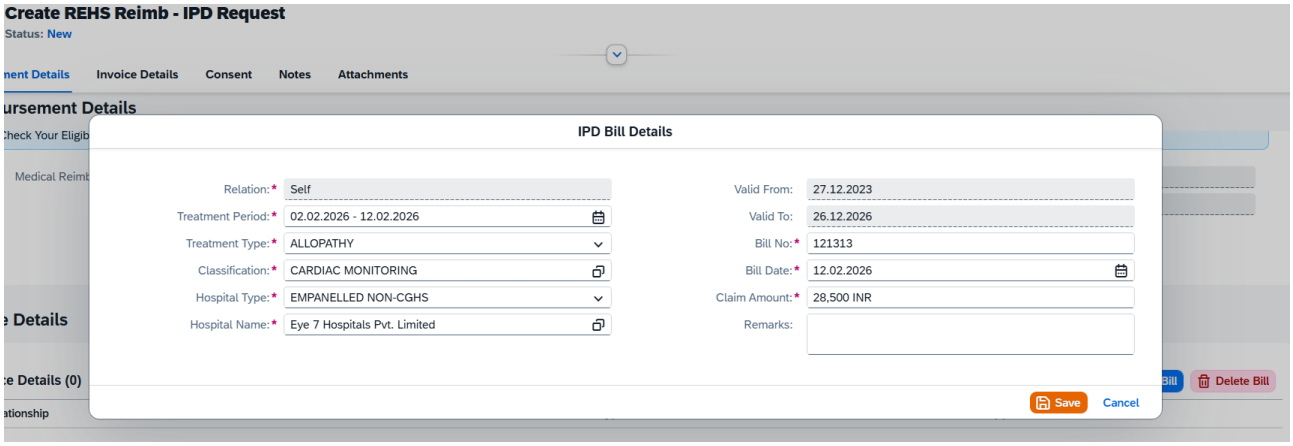
Selected for Reimbursement - IPD



4. Click on 'Relation' and enter details

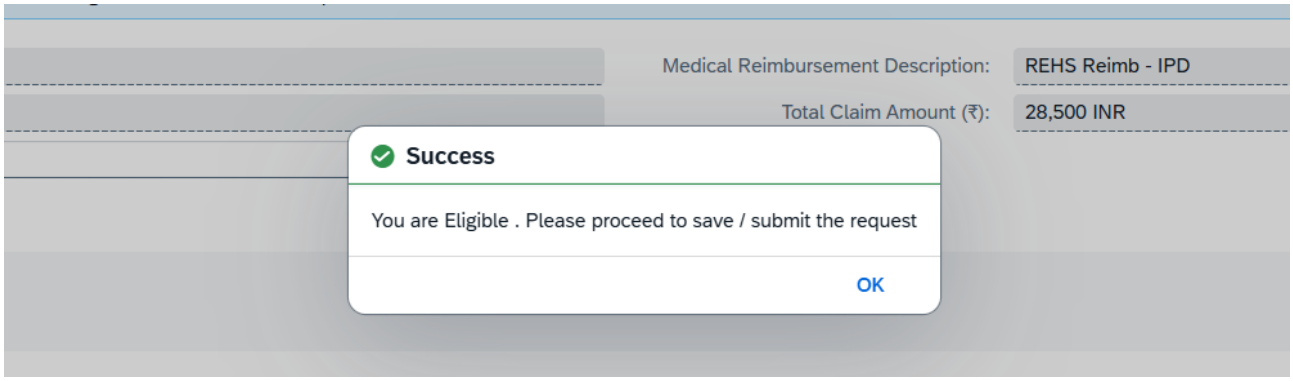


5. Provide Bill Details

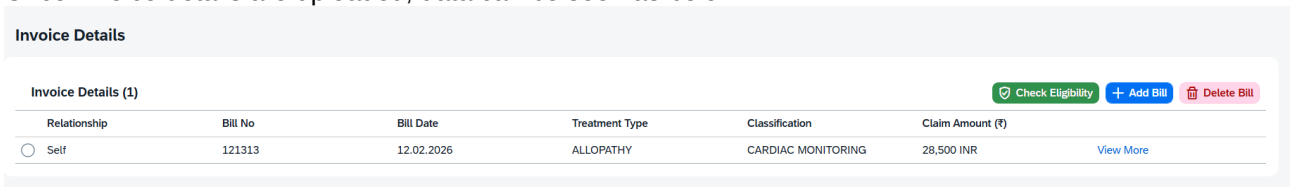


6. Check the eligibility by clicking on 

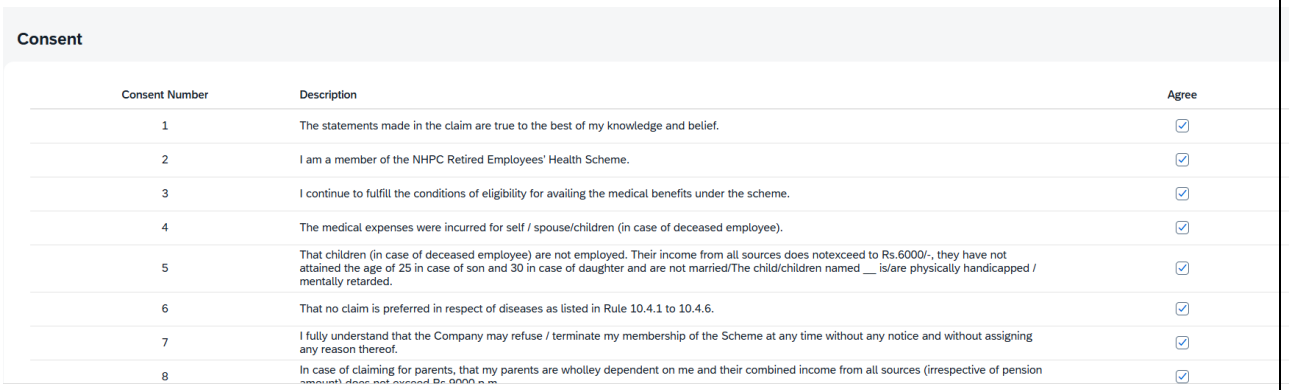
button

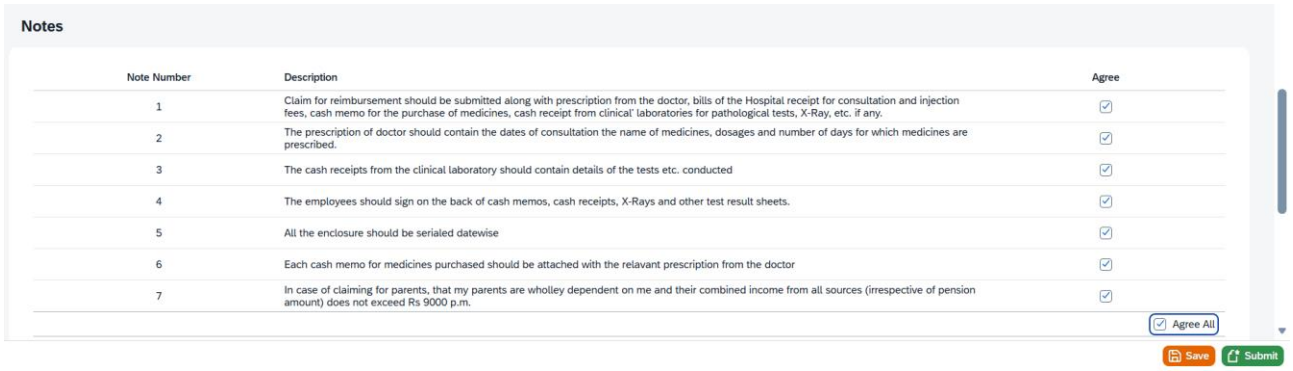


Once invoice details are uploaded, data can be seen as below

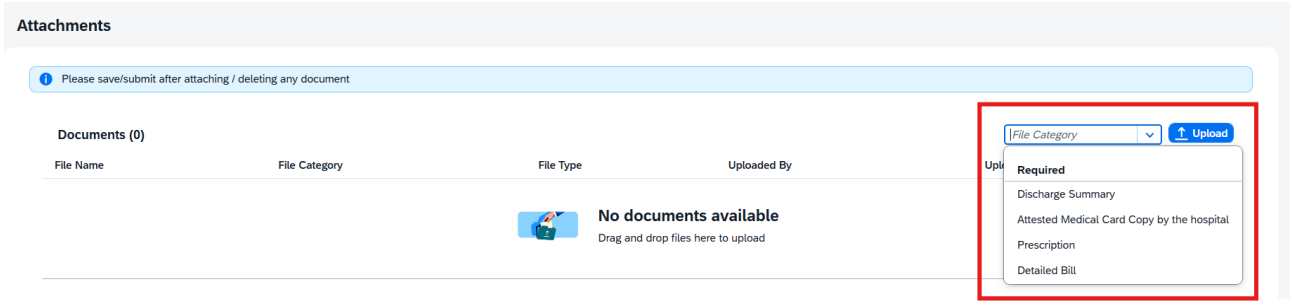


7. User needs to agree with all the consent and notes

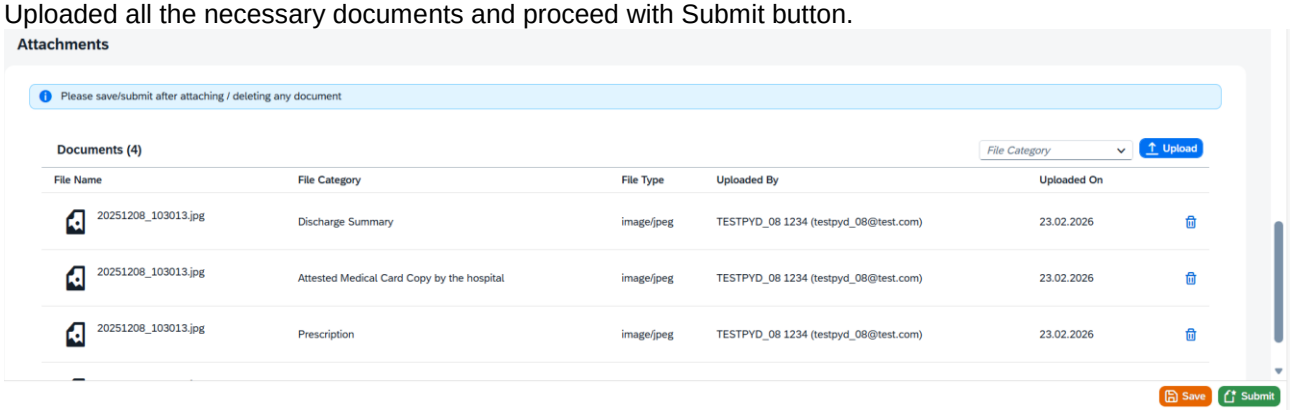




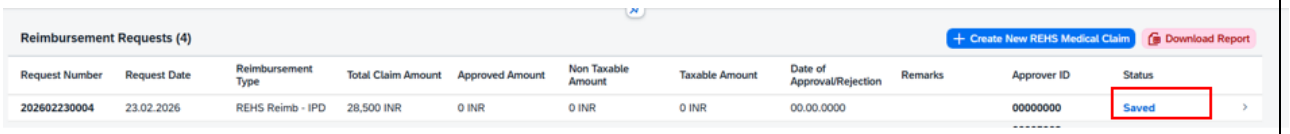
8. Need to upload the below attachents.



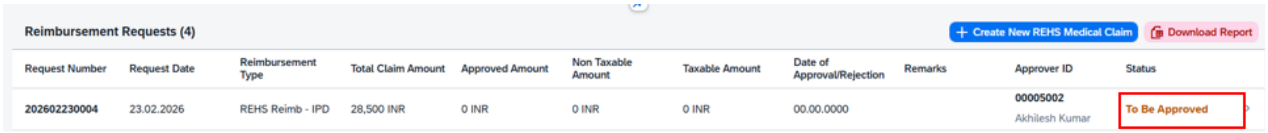
Uploaded all the necessary documents and proceed with Submit button.



9. If user clicks on Save button, in dashboard it will show as ‘Saved’ as below

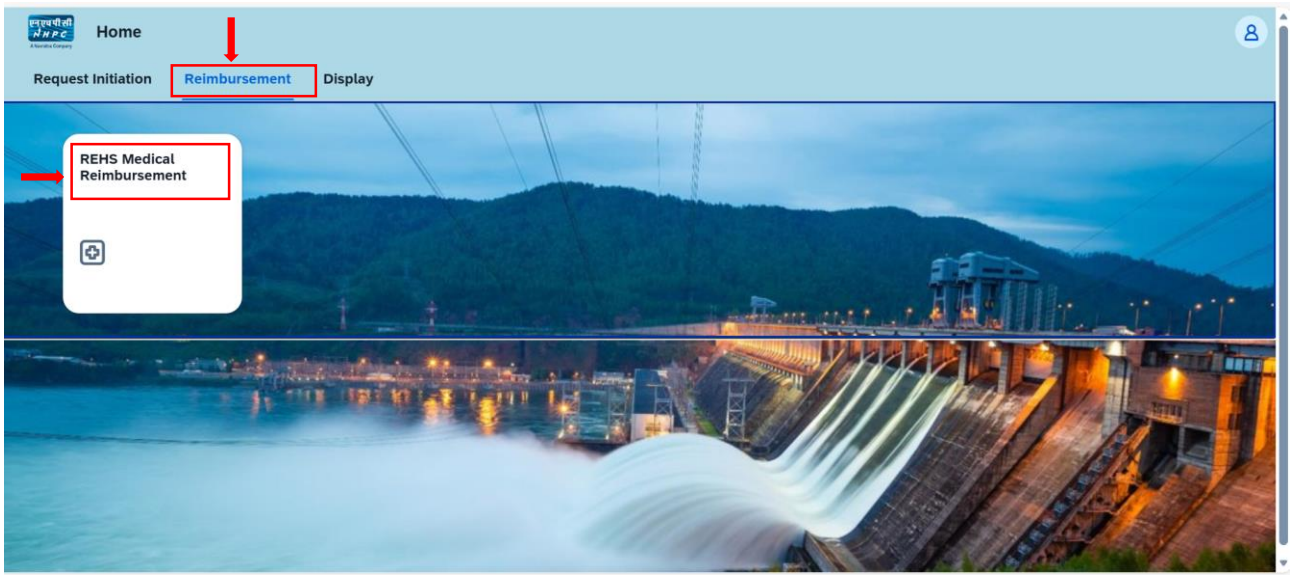


10. If user clicks on Submit button, in Dashboard it will show ‘To be Approved’.

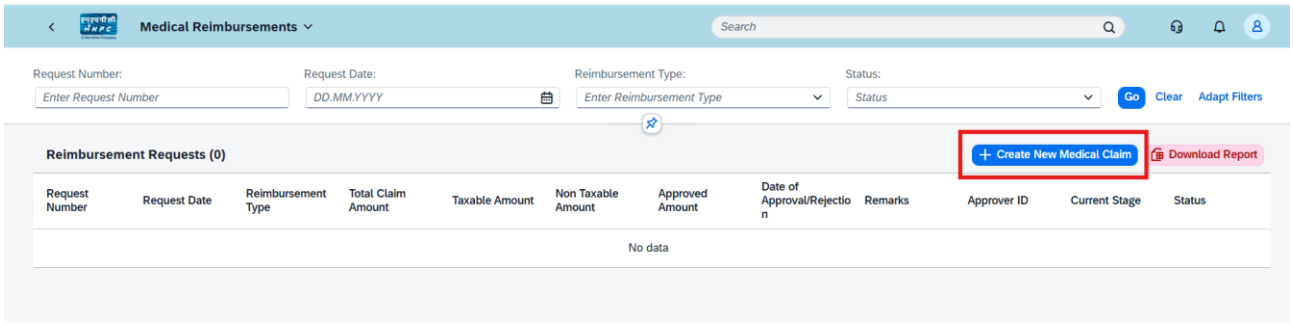


2.3 REHS Reimbursement – OPD

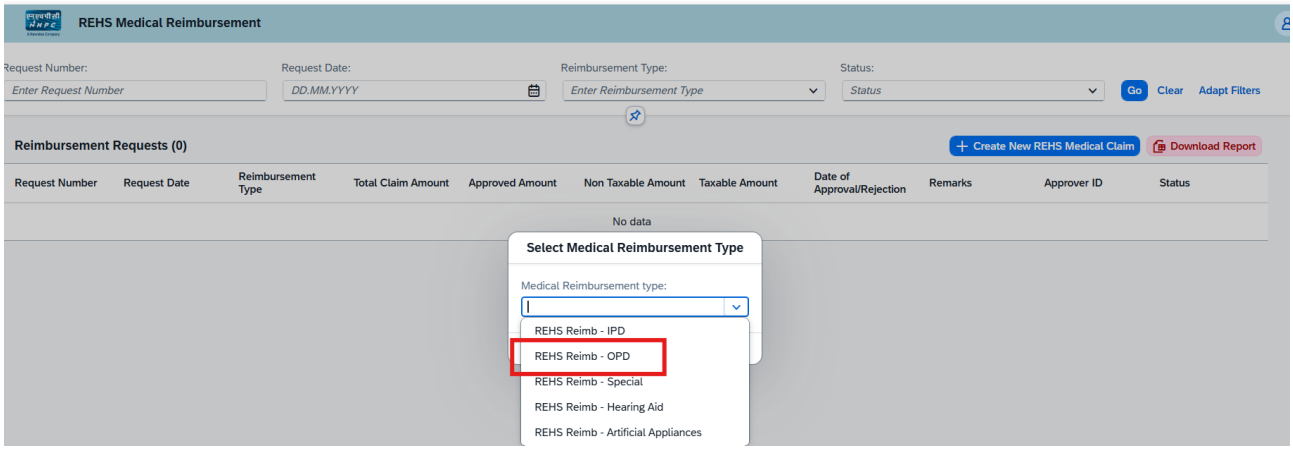
1. Select Reimbursement → REHS Medical Reimbursements.



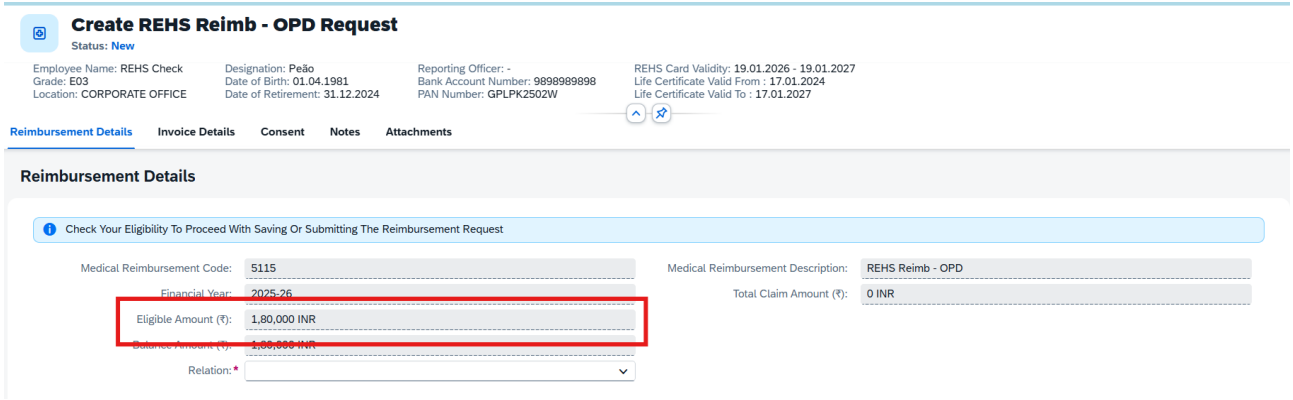
2. Click on ‘Create New Medical Claim’



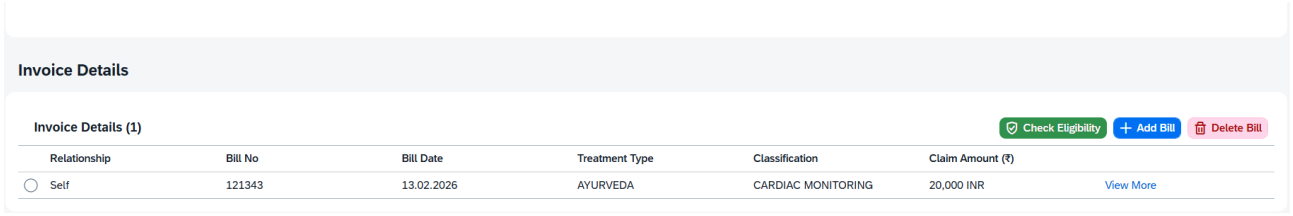
3. Select ‘Medical Reimb – OPD’ as shown below:



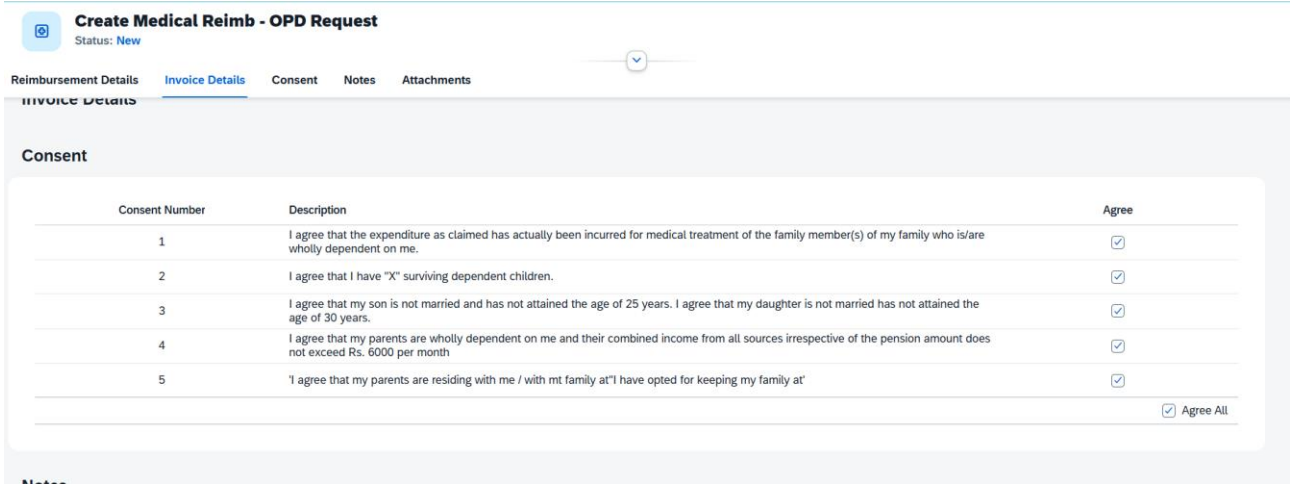
OPD limit can be seen on header as per employee grade



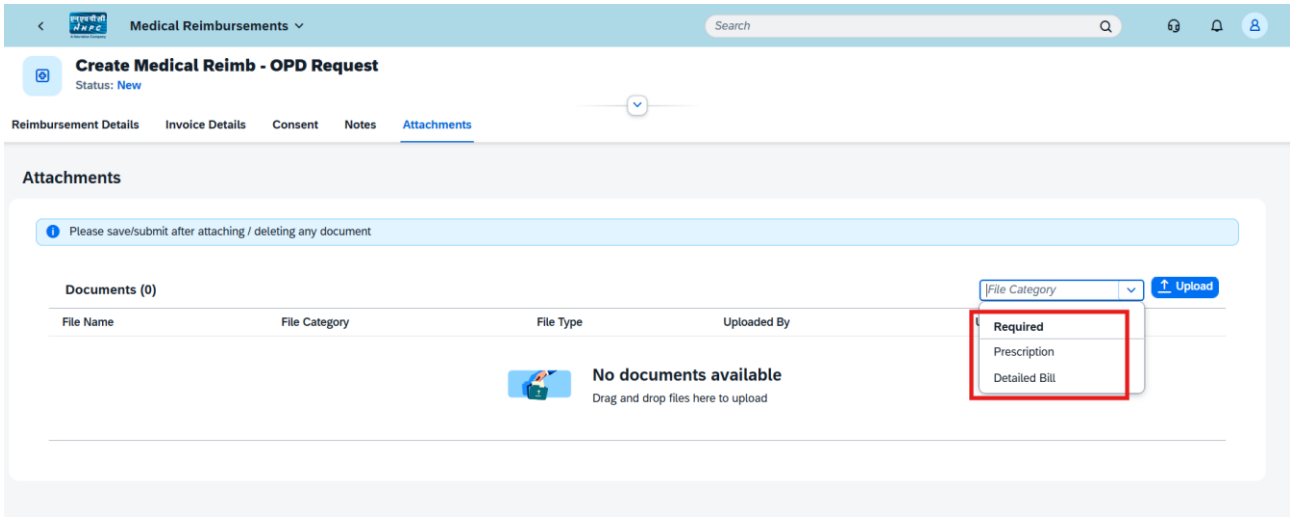
4. Click on ‘Add bill’ and enter details



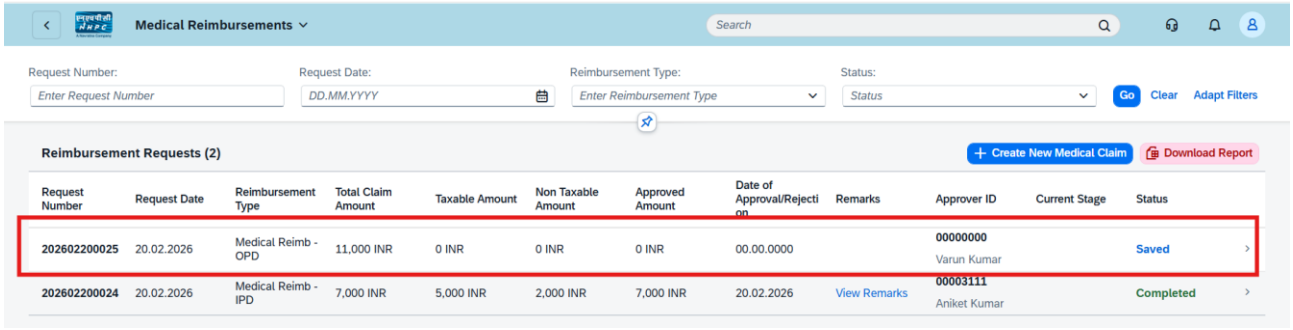
5. Click on Agree All for consent



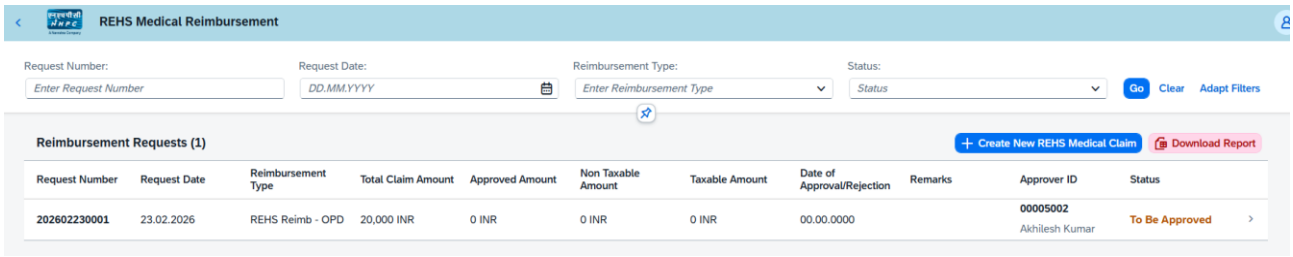
6. Please upload required attachments for OPD as below.



7. In dashboard it will show as saved as below.

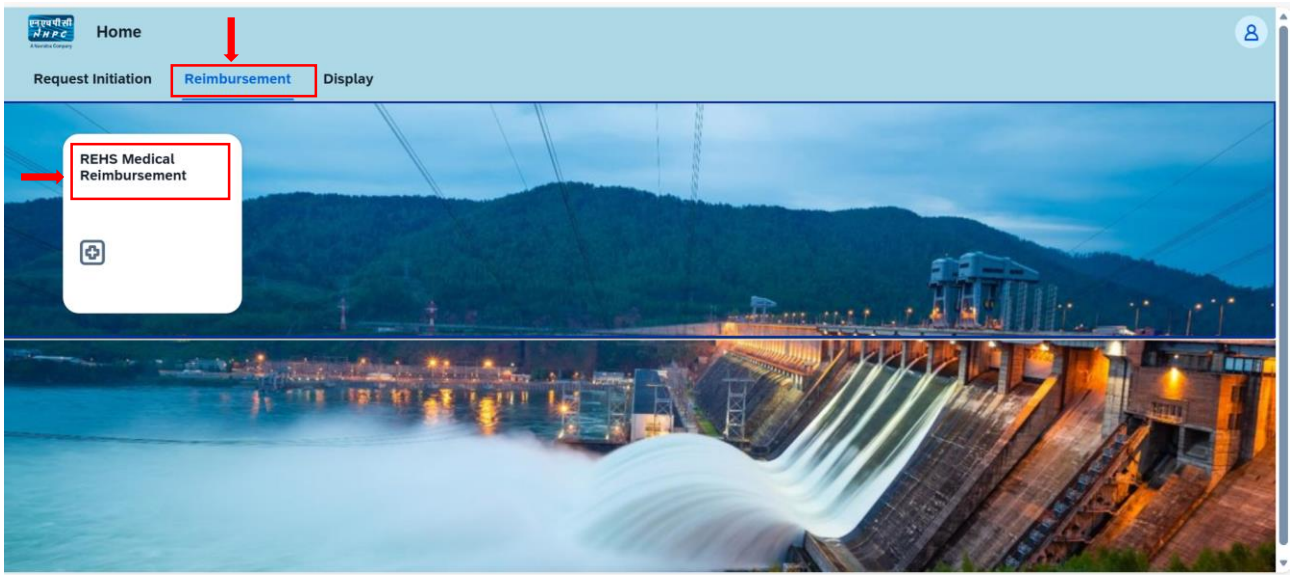


8. In Dashboard it will show like below post submission.

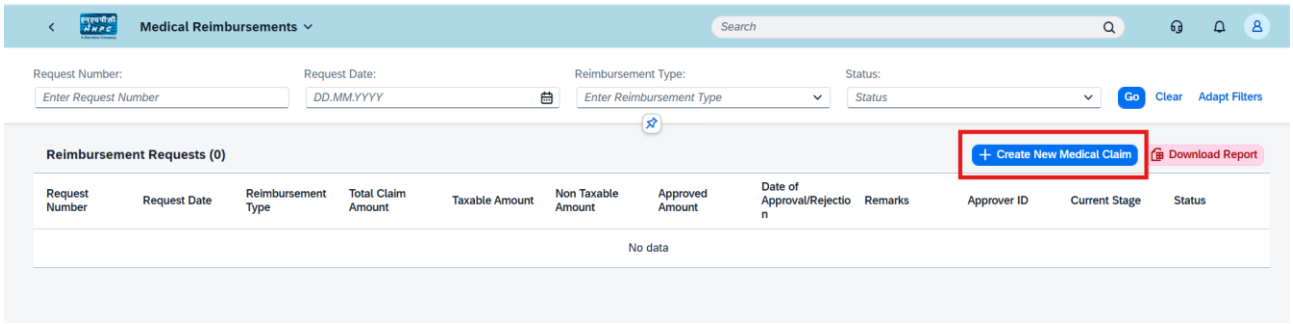


2.4 REHS Reimbursement – Special

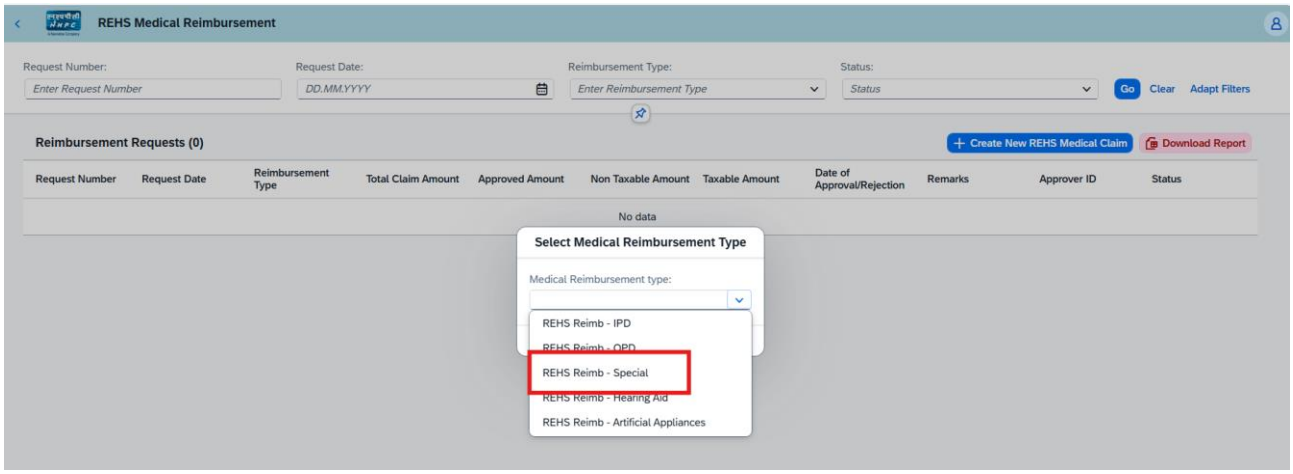
1. Select Reimbursement → REHS Medical Reimbursements.



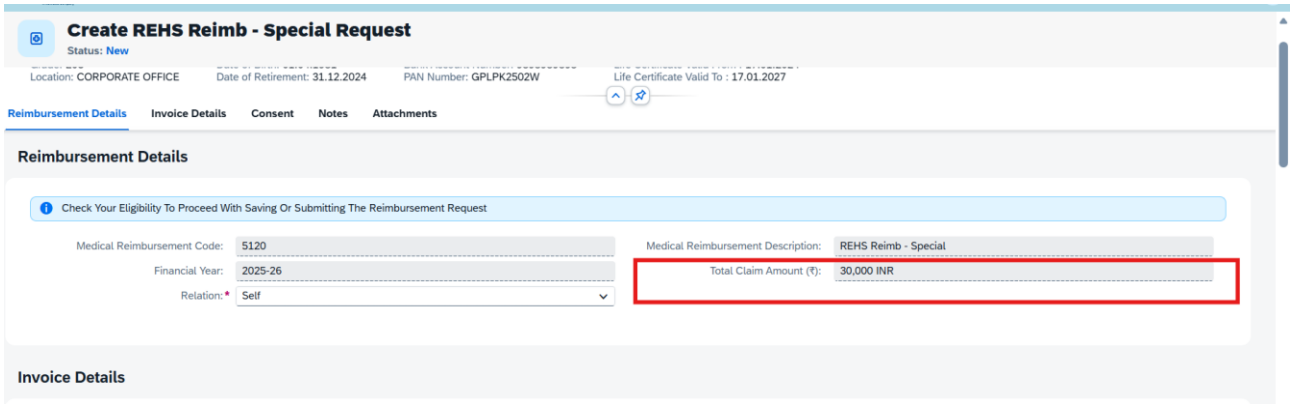
2. Click on ‘Create New Medical Claim’



3. Select ‘Medical Reimb – Special’ as shown below:

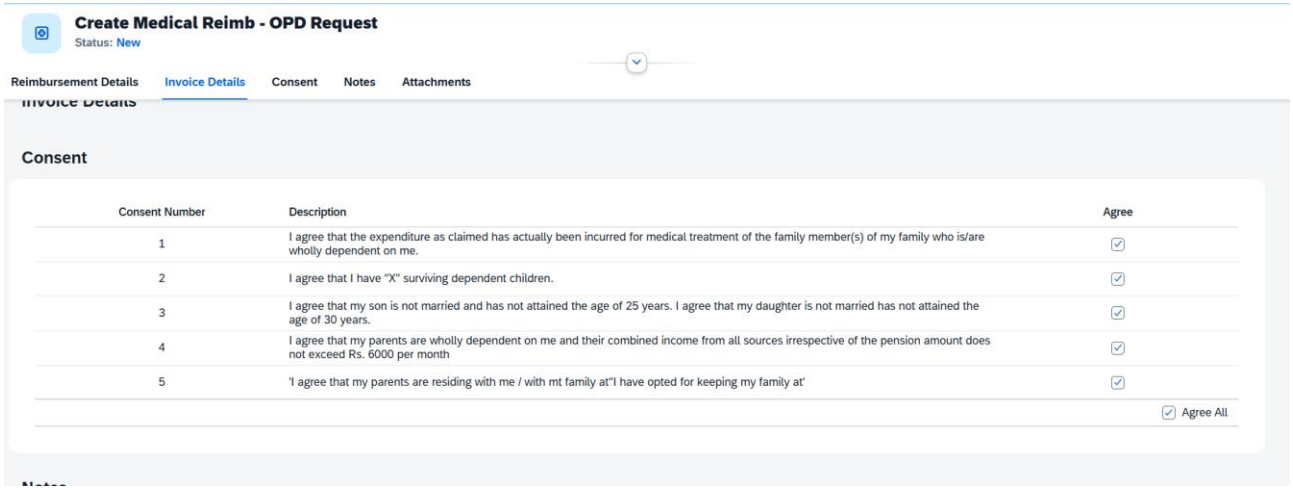


limit can be seen on header as per employee grade

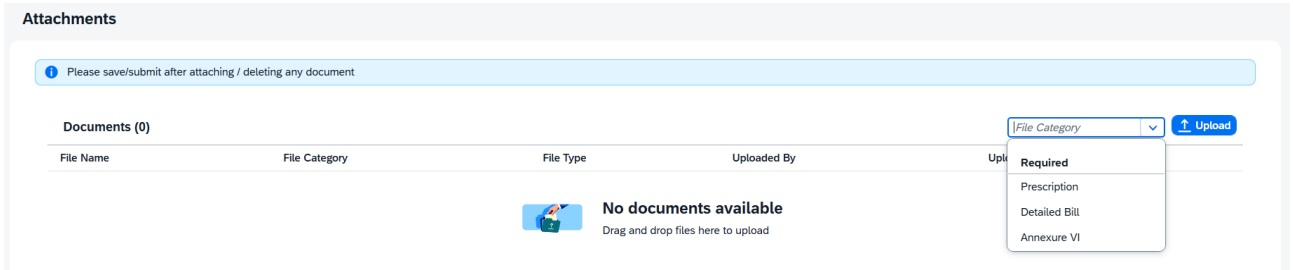


4. Click on 'Add bill' and enter details

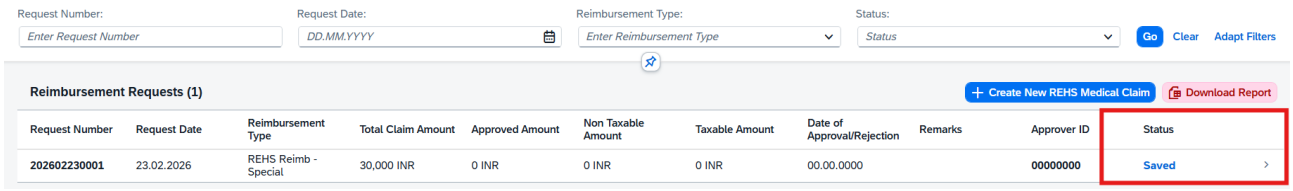
5. Click on Agree All for consent



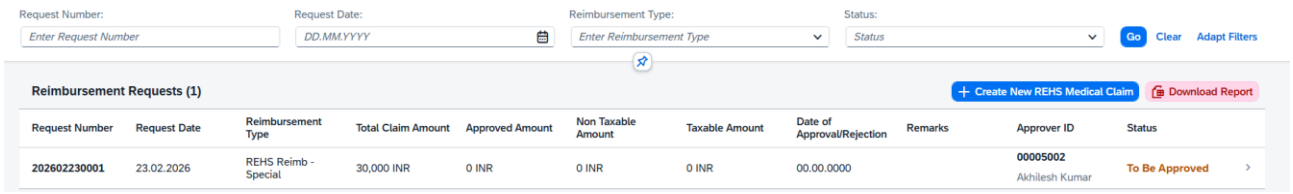
6. Please upload required attachments for OPD as below.



7. In dashboard it will show as saved as below.

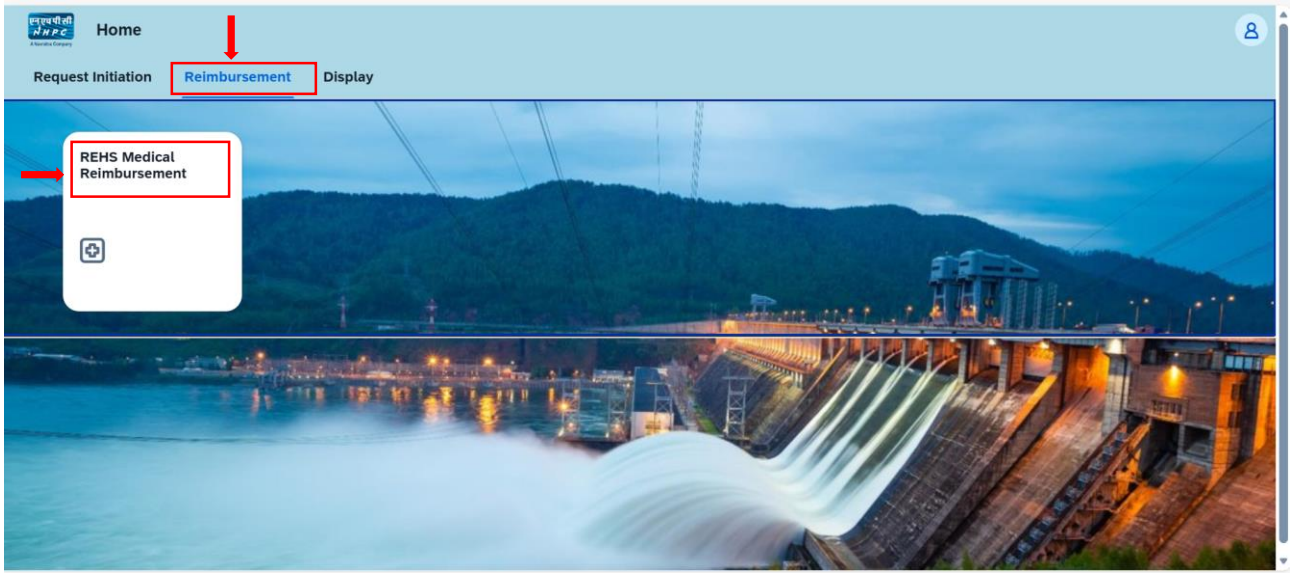


8. In Dashboard it will show like below post submission.

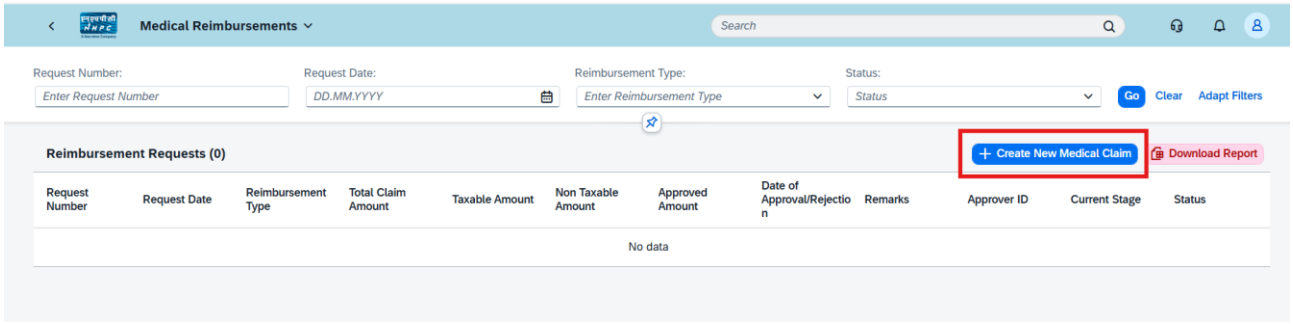


2.5 REHS Reimbursement – Hearing AID

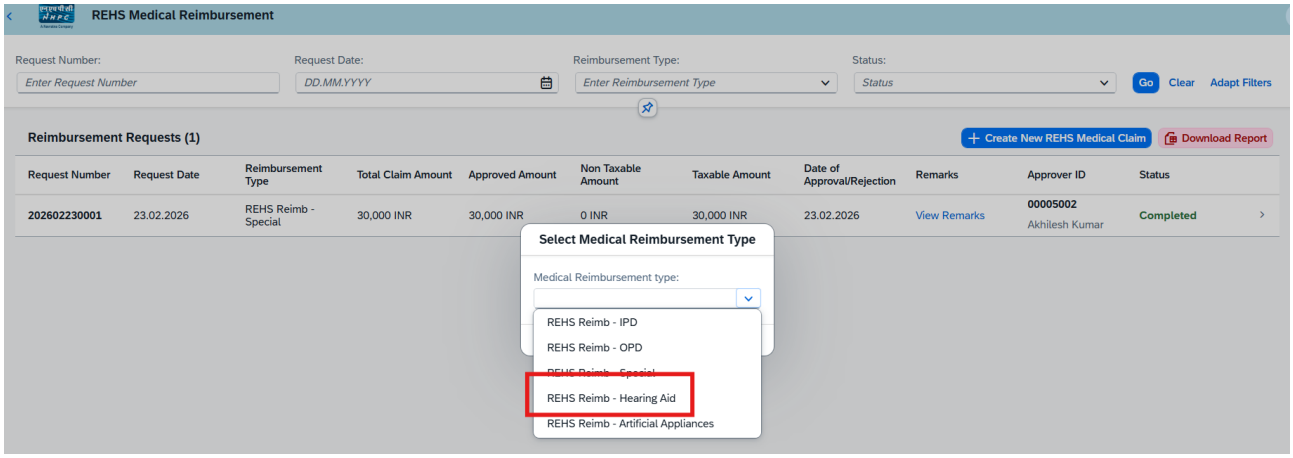
1. Select Reimbursement → REHS Medical Reimbursements.



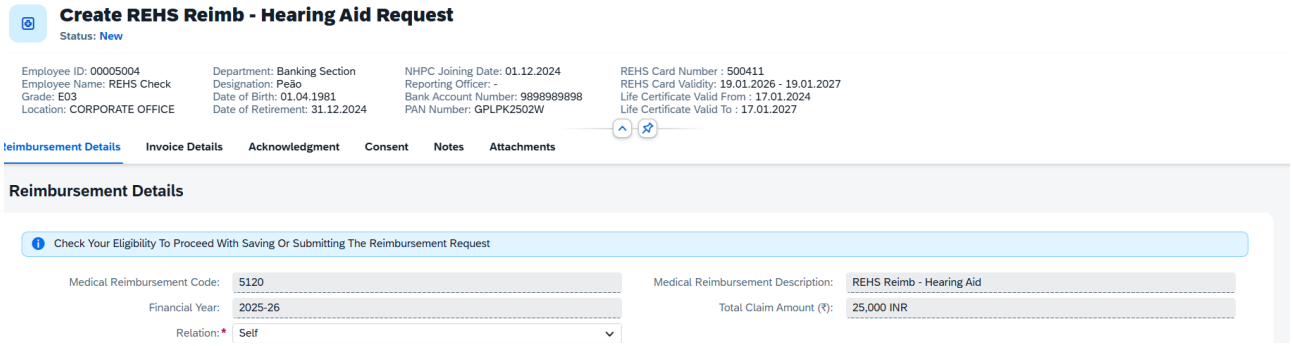
2. Click on ‘Create New Medical Claim’



3. Select ‘Medical Reimb – Hearing Aid’ as shown below:

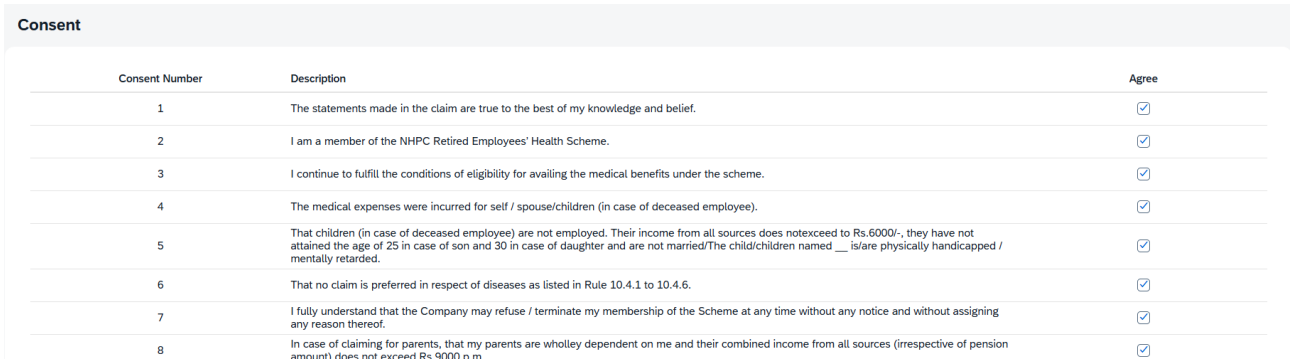


limit can be seen on header as per employee grade

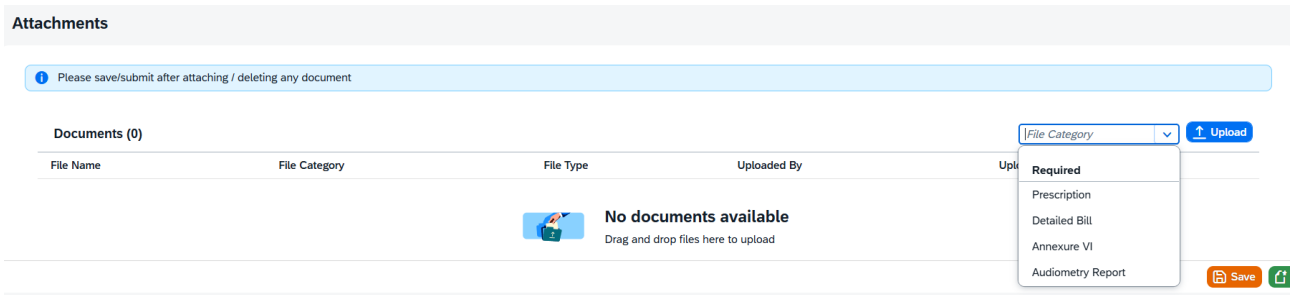


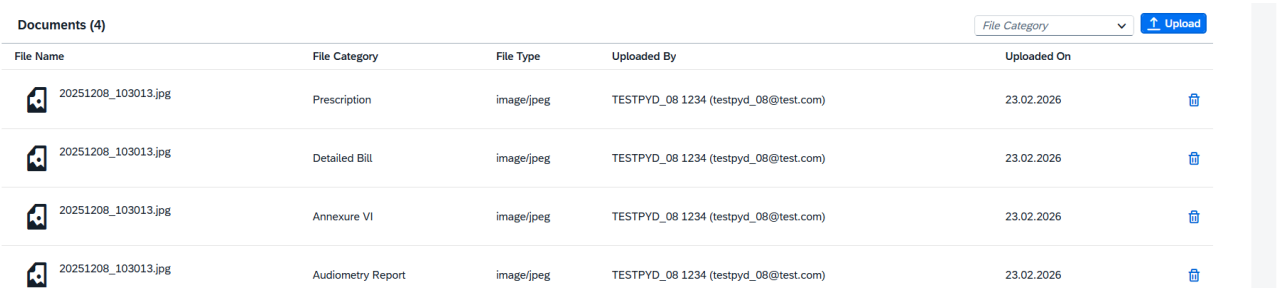
4. Click on ‘Add bill’ and enter details

5. Click on Agree All for consent

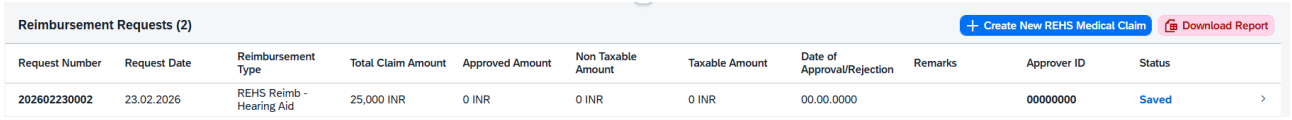


6. Please upload required attachments for as below.

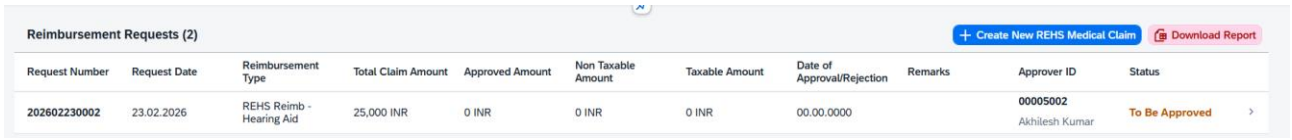




7. In dashboard it will show as saved as below.

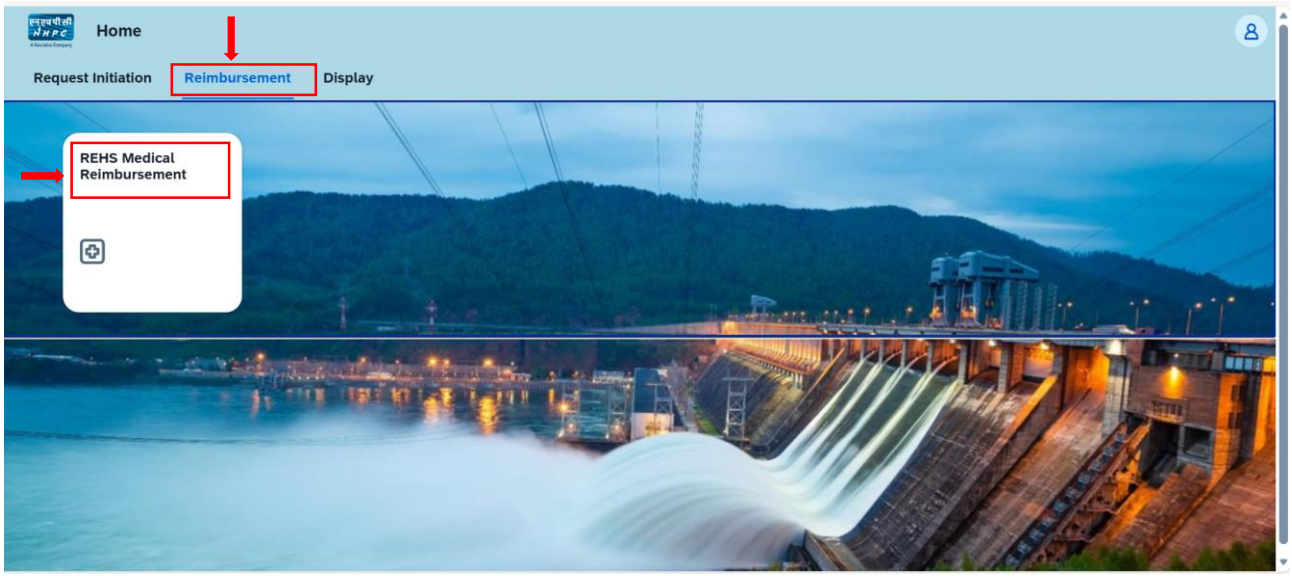


8. In Dashboard it will show like below post submission.

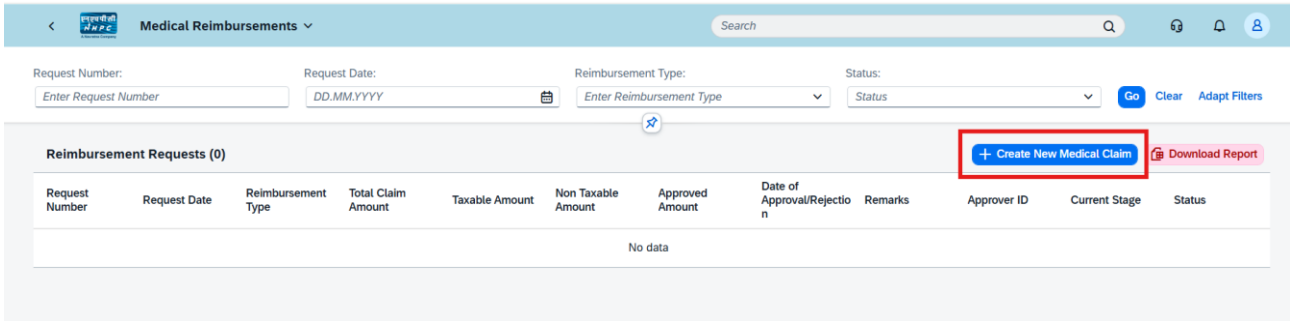


2.6 REHS Reimbursement – Artificial Applances

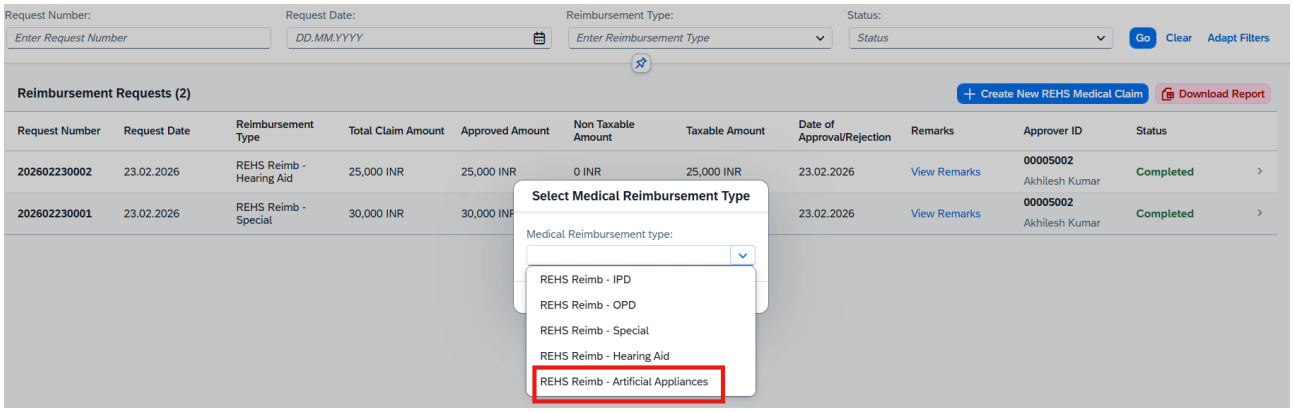
1. Select Reimbursement → REHS Medical Reimbursements.



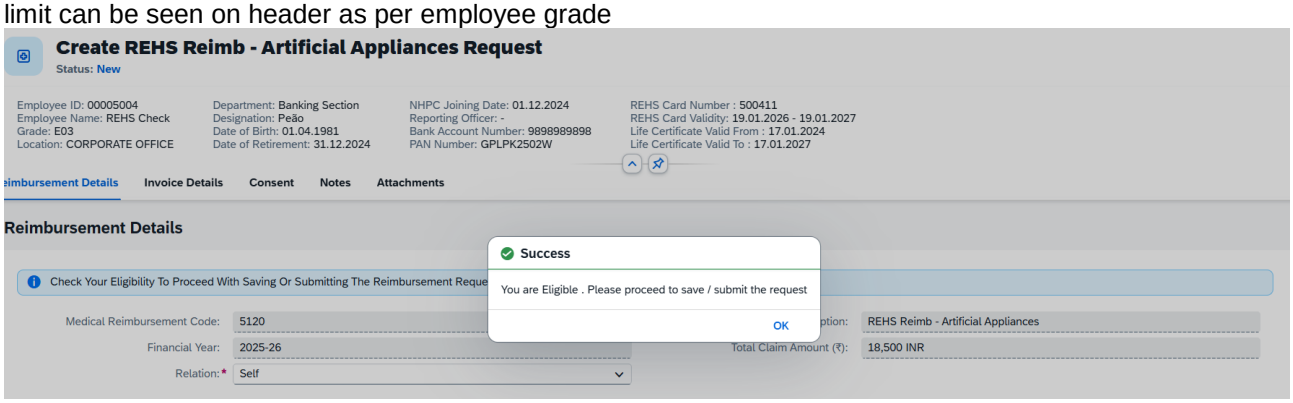
2. Click on 'Create New Medical Claim'



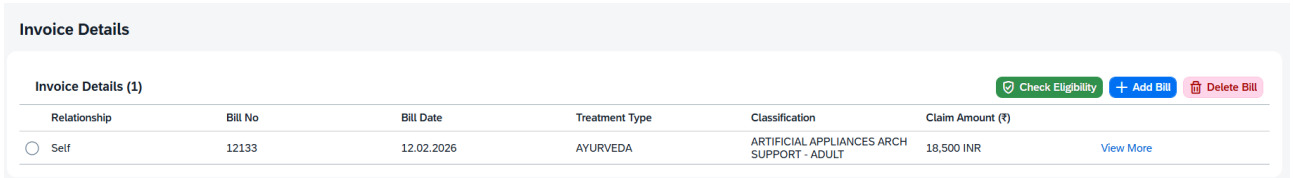
3. Select 'Medical Reimb – Hearing Aid' as shown below:



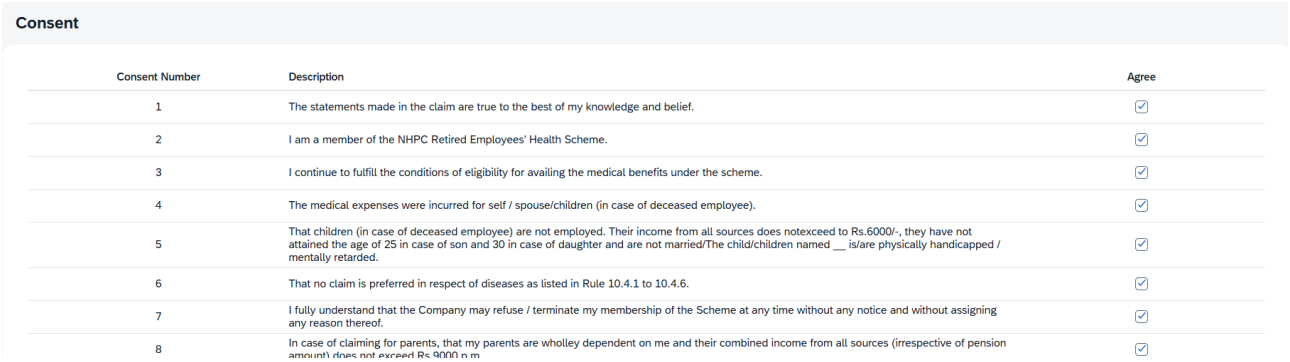
limit can be seen on header as per employee grade



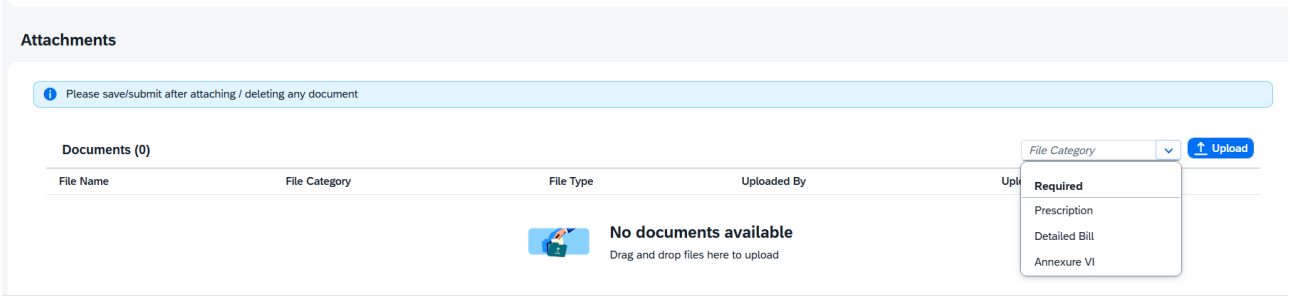
4. Click on ‘Add bill’ and enter details

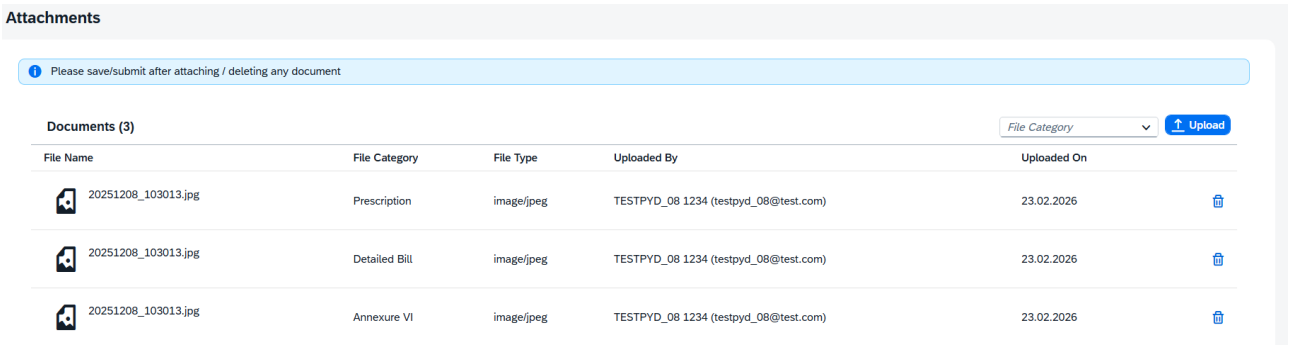


5. Click on Agree All for consent

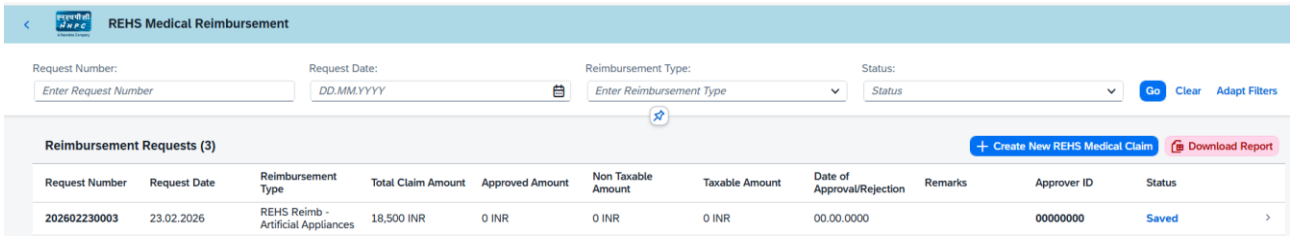


6. Please upload required attachments for as below.

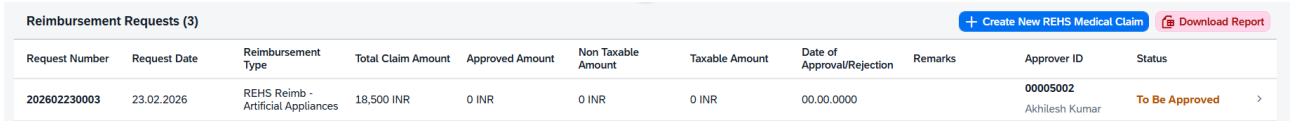




7. In dashboard it will show as saved as below.



8. In Dashboard it will show like below post submission.



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