Homecare Allocation Automation Guide

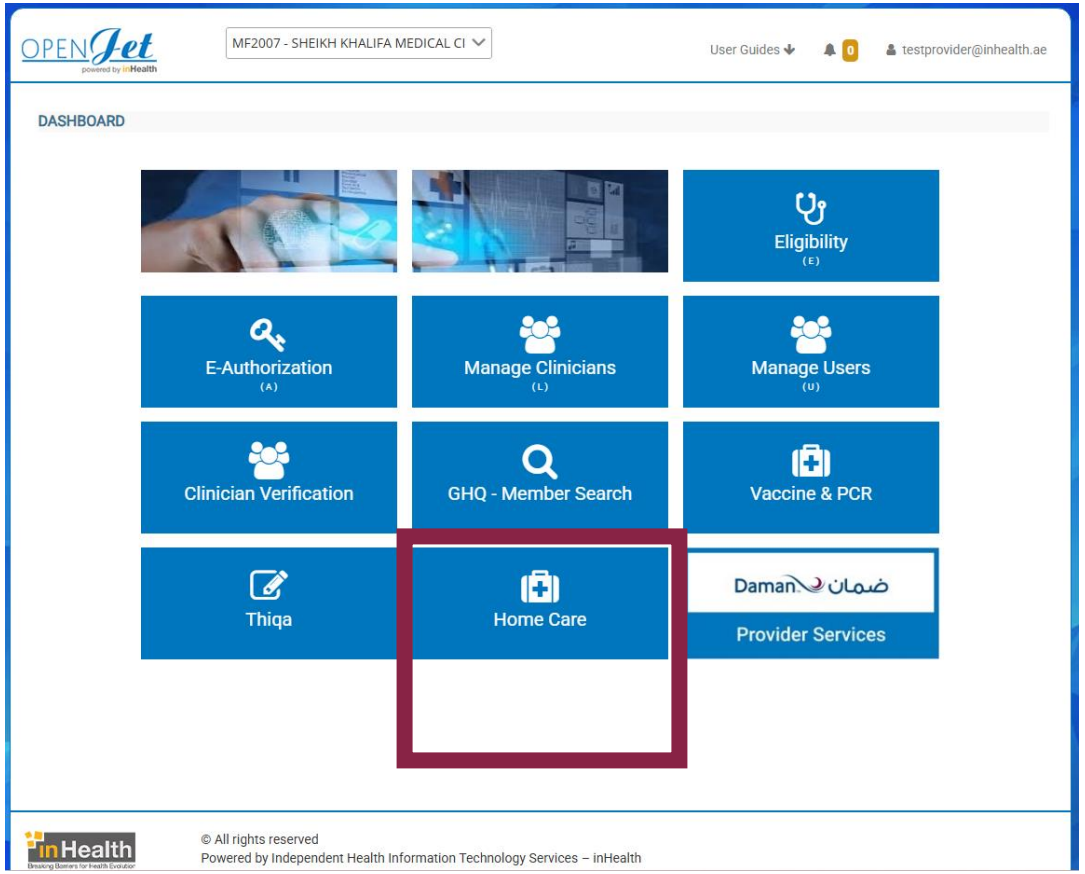
Jan 2025

Homecare Allocation Automation Guide

Step - 1

All providers will now, initiate request from Openjet for Homecare allocation. This guide explains how to raise a homecare allocation request from Openjet.

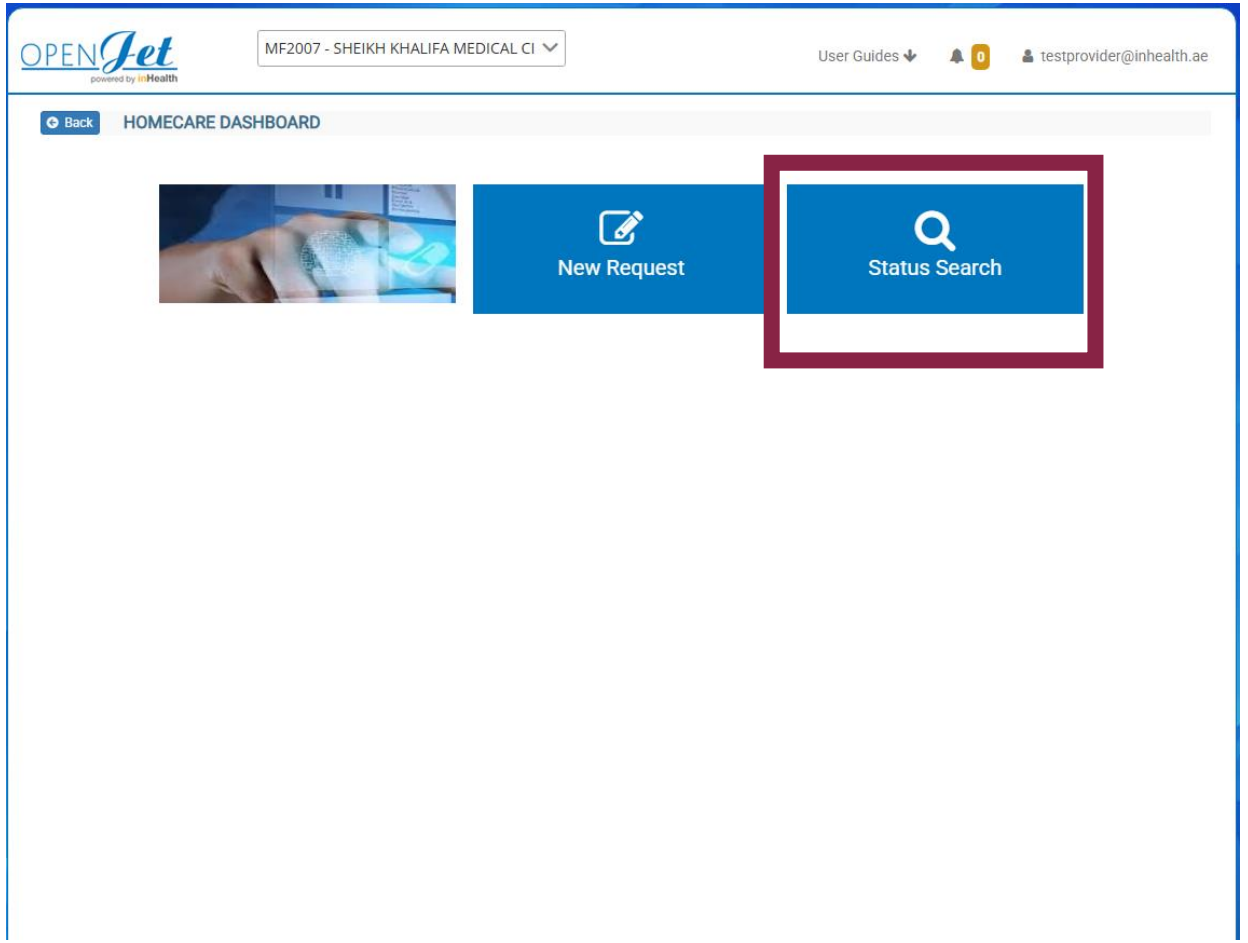
From your Openjet home page, click on “Home care” Icon



Homecare Allocation Automation Guide

Step - 2

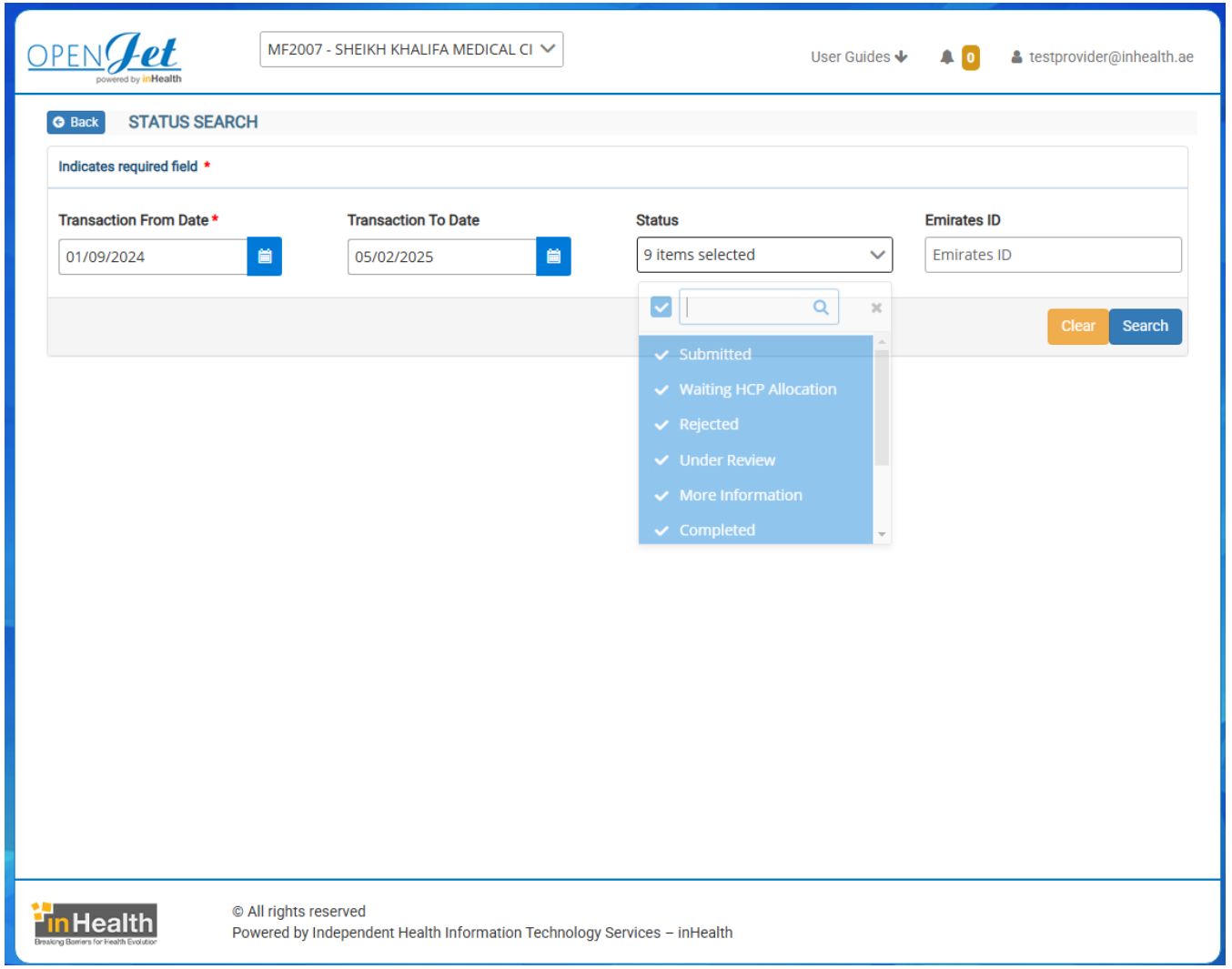
In the current screen you can raise a new request or search for existing homecare allocation request status. You can click on status search to see the status of your current raised homecare allocation requests



Homecare Allocation Automation Guide

Step – 2.1

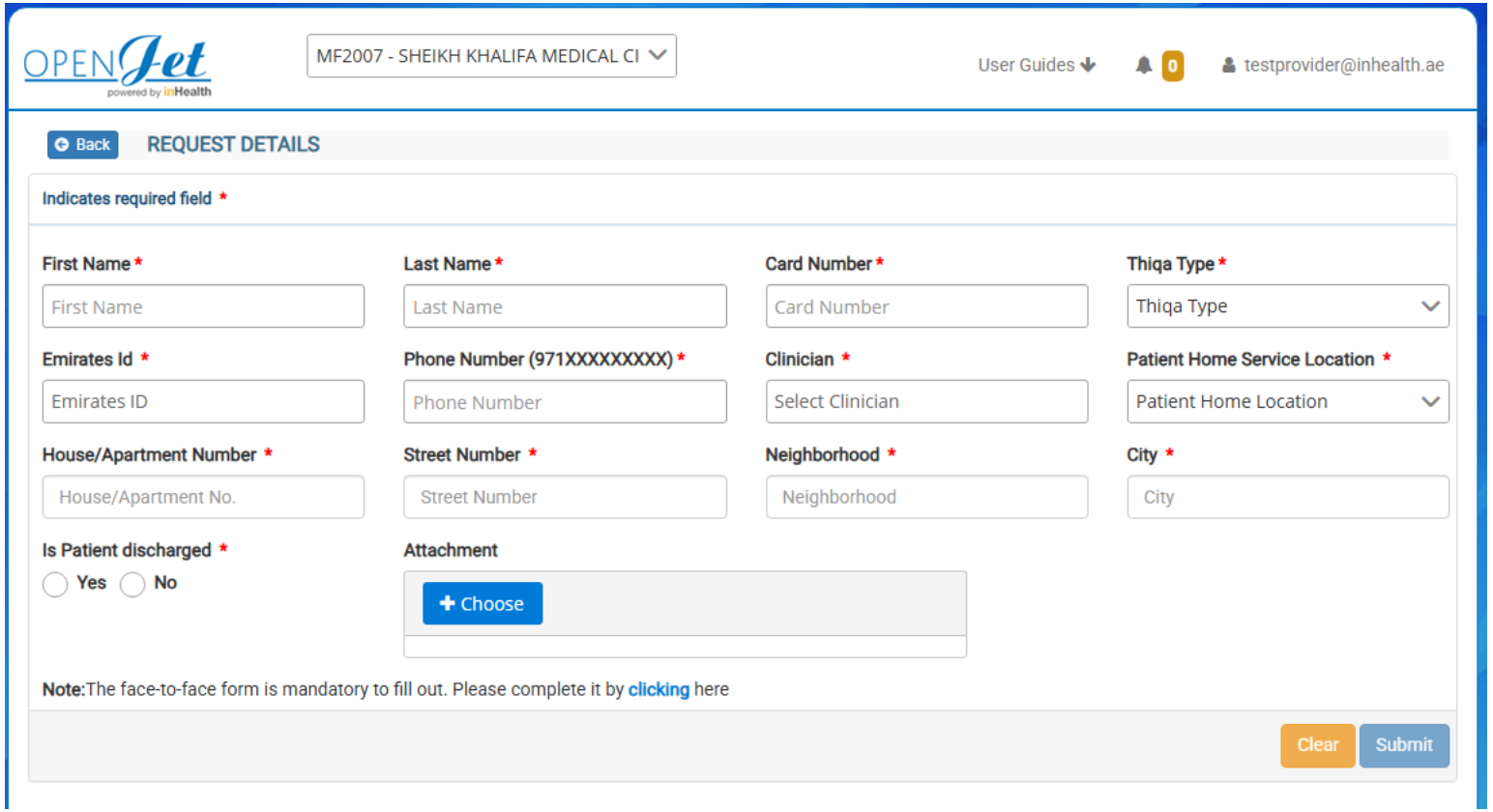
You can now search for your existing requests by date, EID, status etc.



Homecare Allocation Automation Guide

Step – 2.2

You can raise a new request from clicking on “new request” from step 2. and fill in the details.

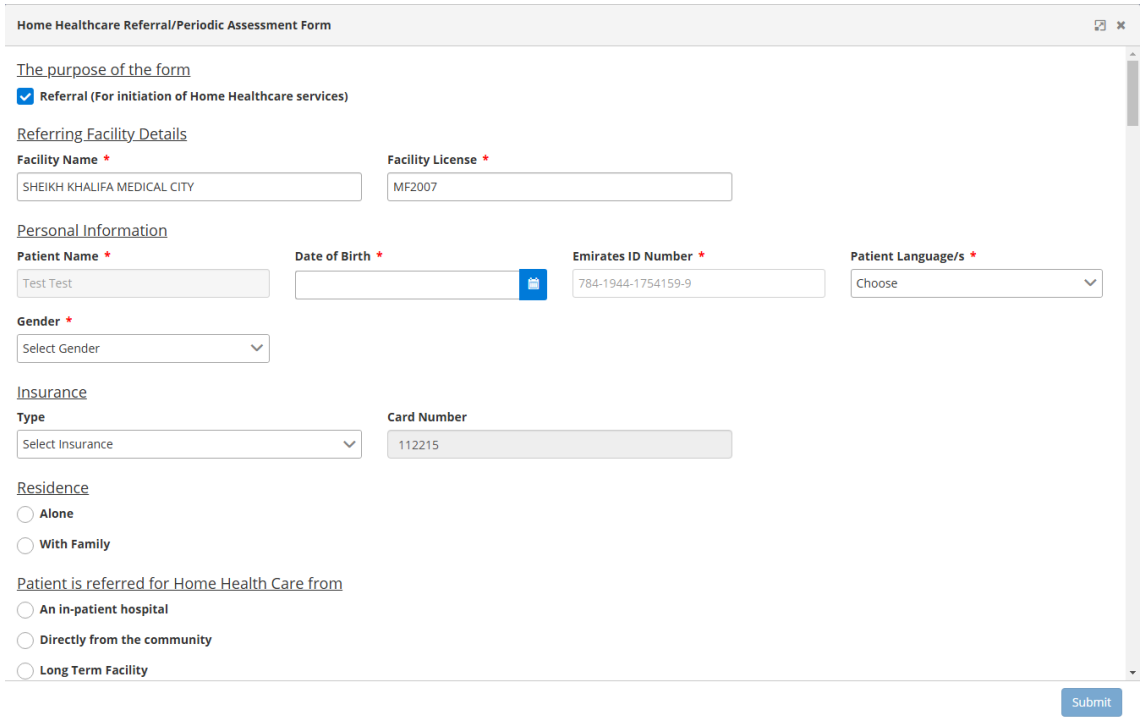


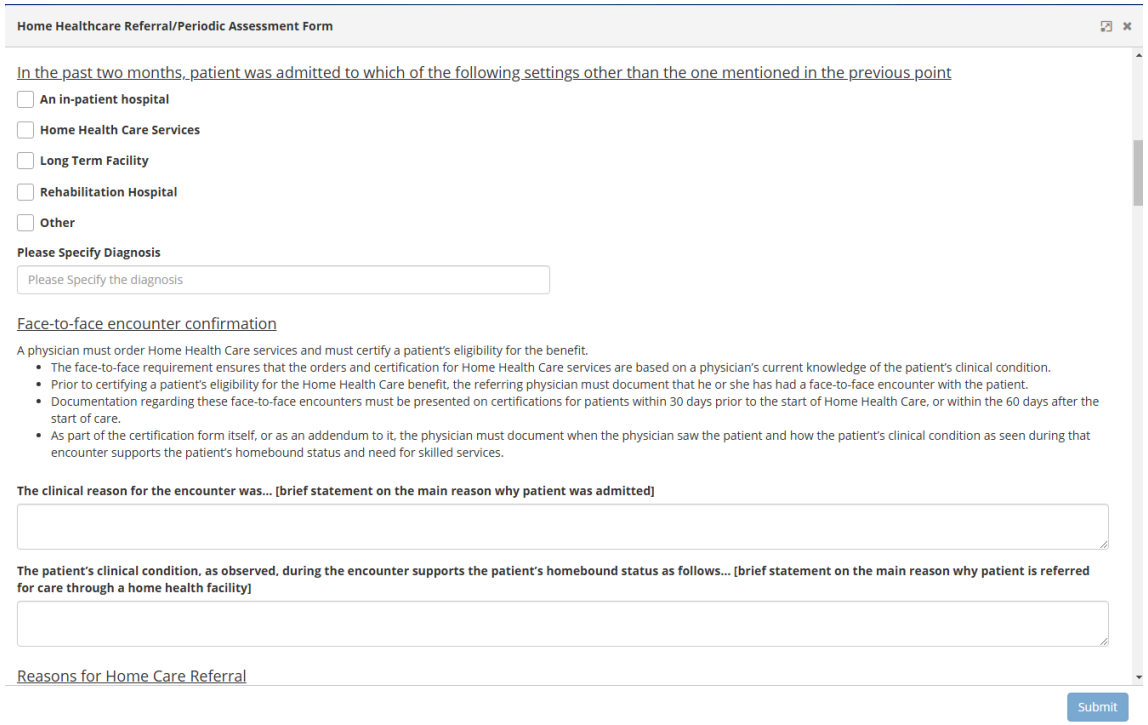
1) Input all the mandatory fields.
2) Fill in the face-to-face form by clicking the link.

Homecare Allocation Automation Guide

Step – 2.2.1

Fill in all the details in the face-to-face form.

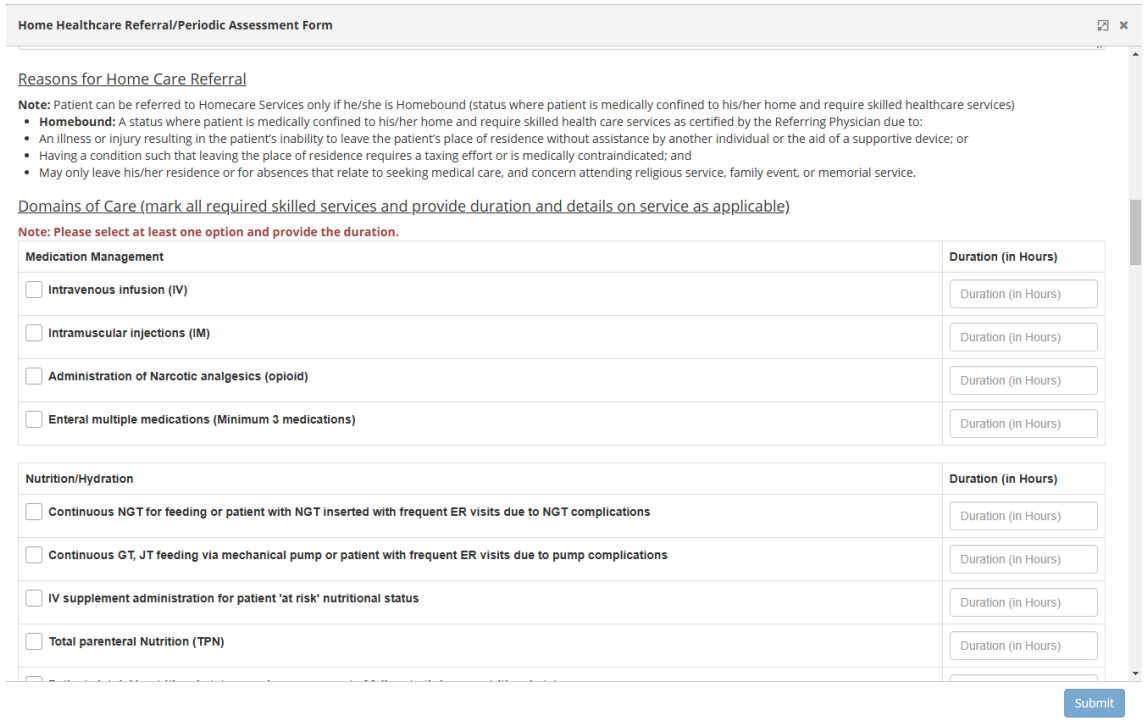


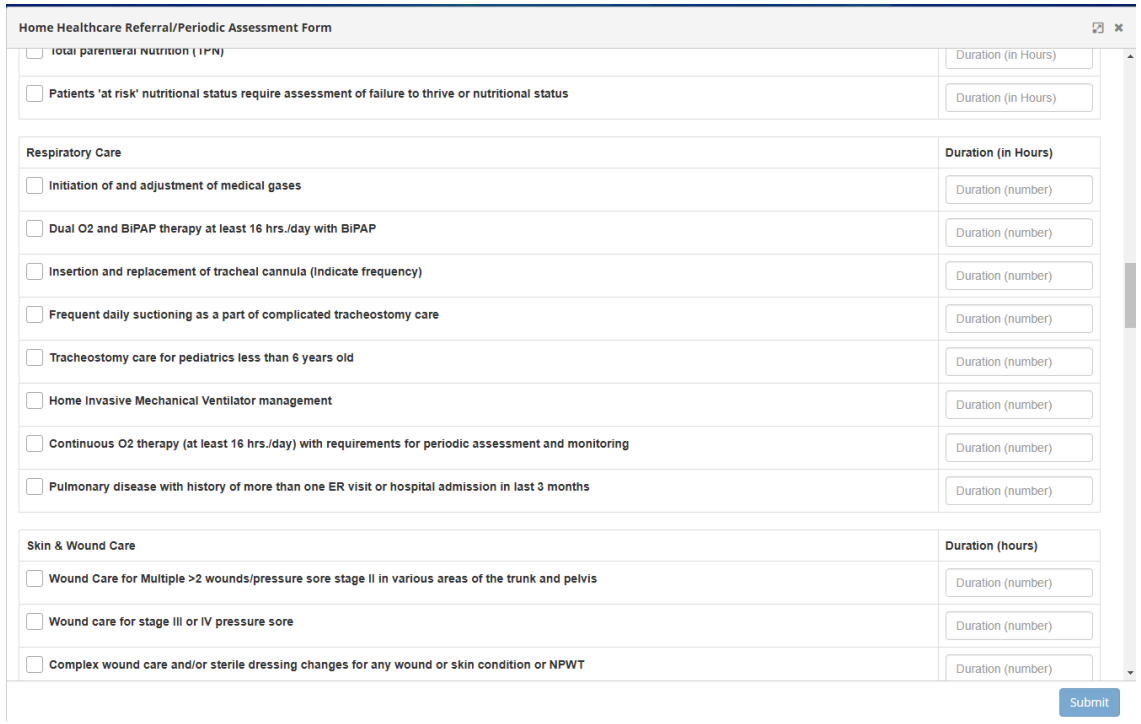


Homecare Allocation Automation Guide

Step – 2.2.2

Fill in all the details in the face-to-face form.

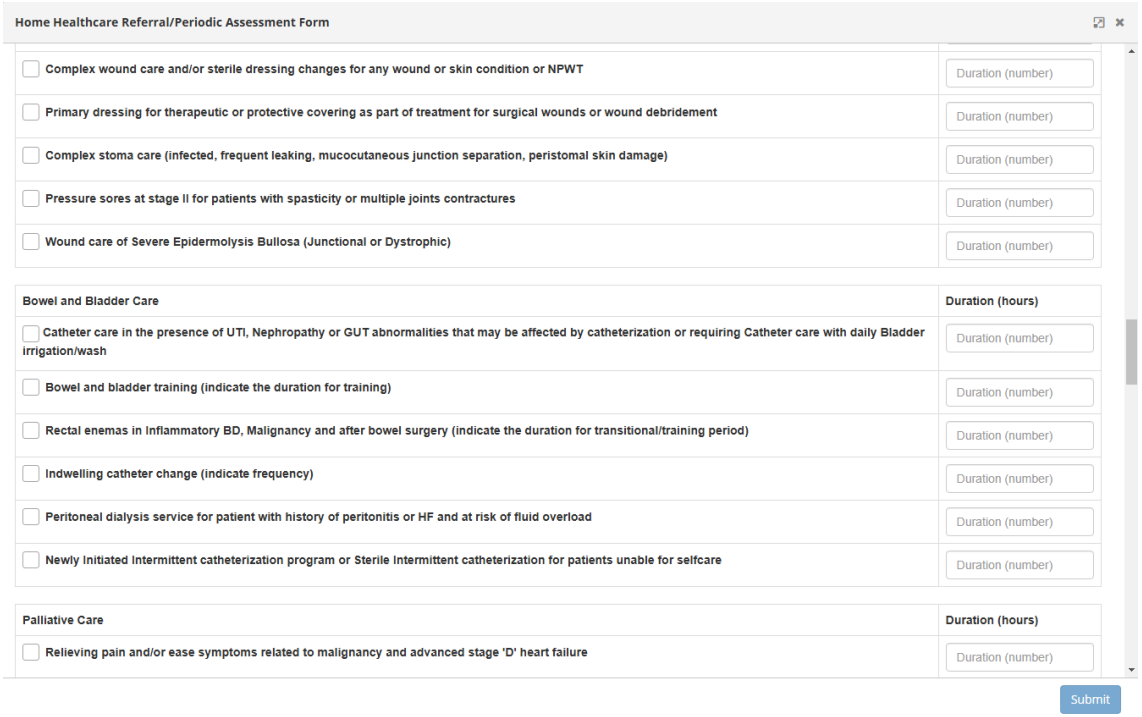


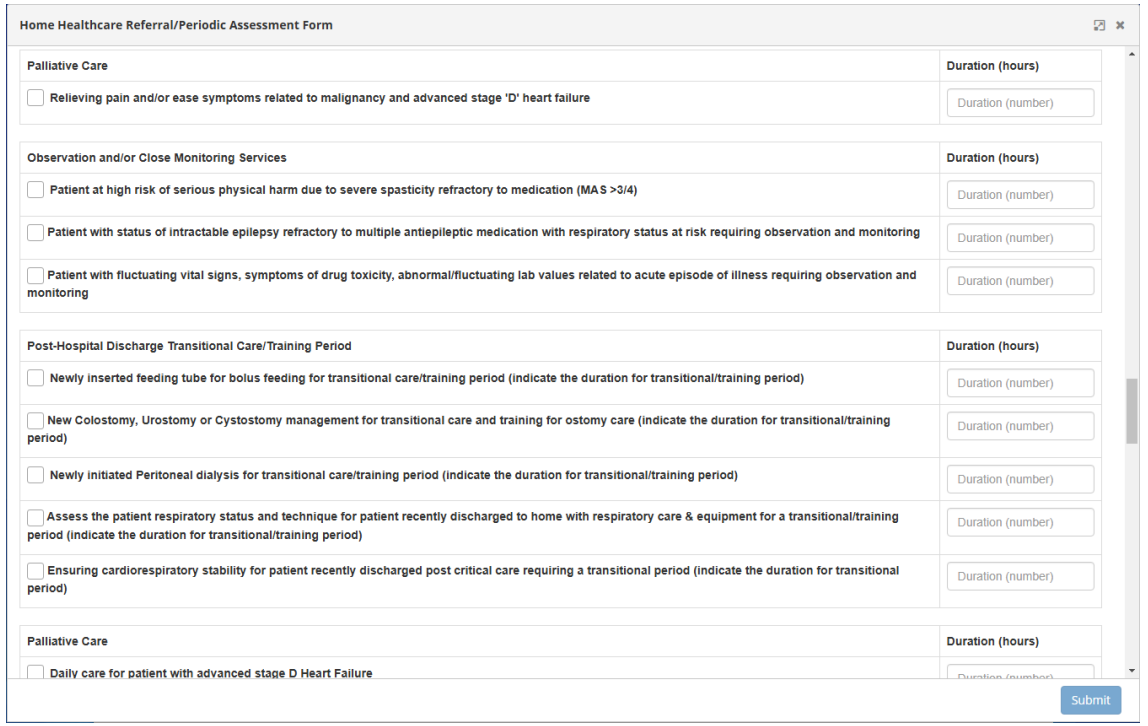


Homecare Allocation Automation Guide

Step – 2.2.3

Fill in all the details in the face-to-face form.

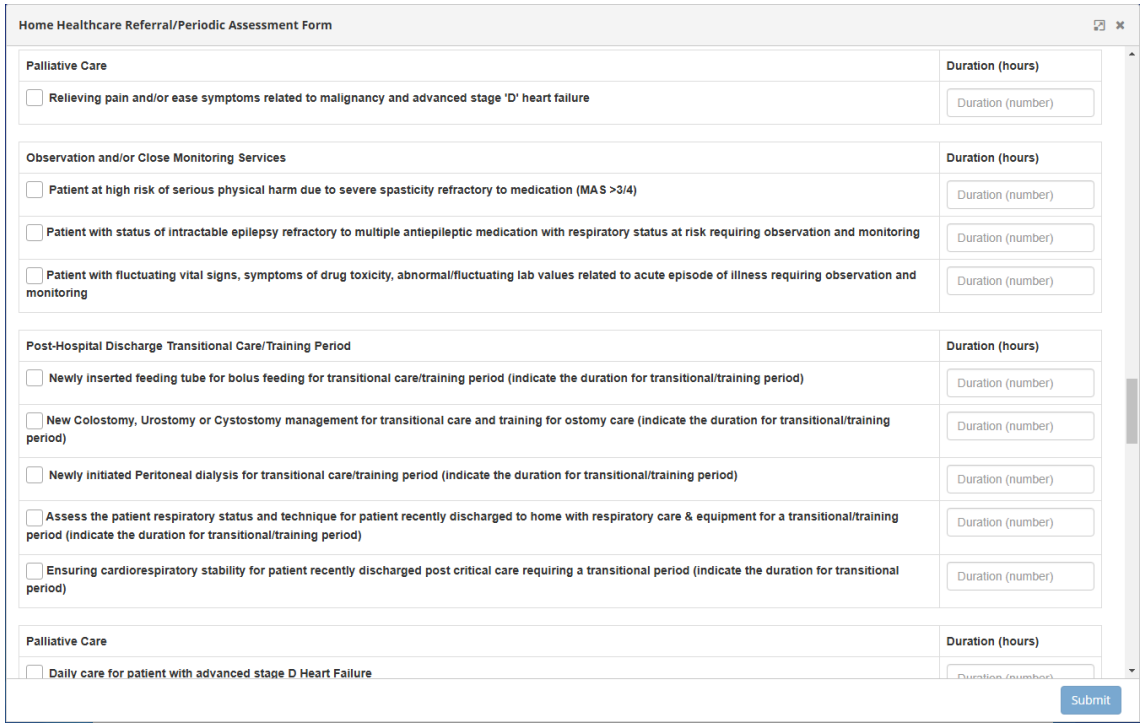


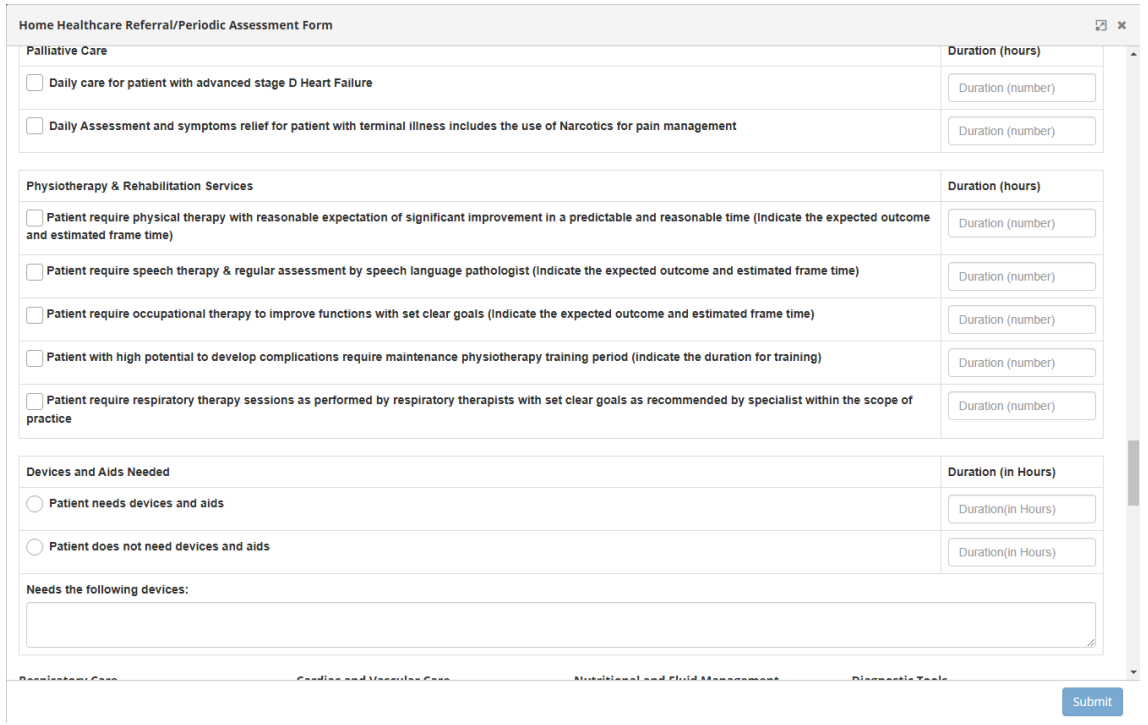


Homecare Allocation Automation Guide

Step – 2.2.4

Fill in all the details in the face-to-face form.

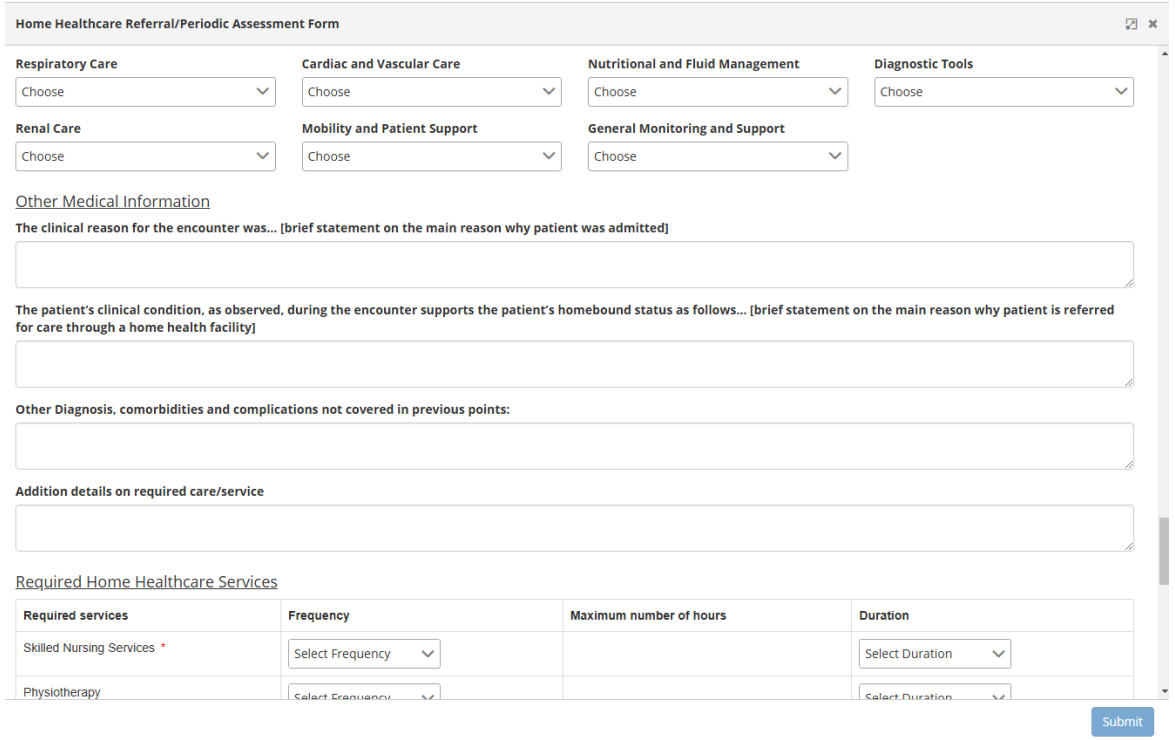


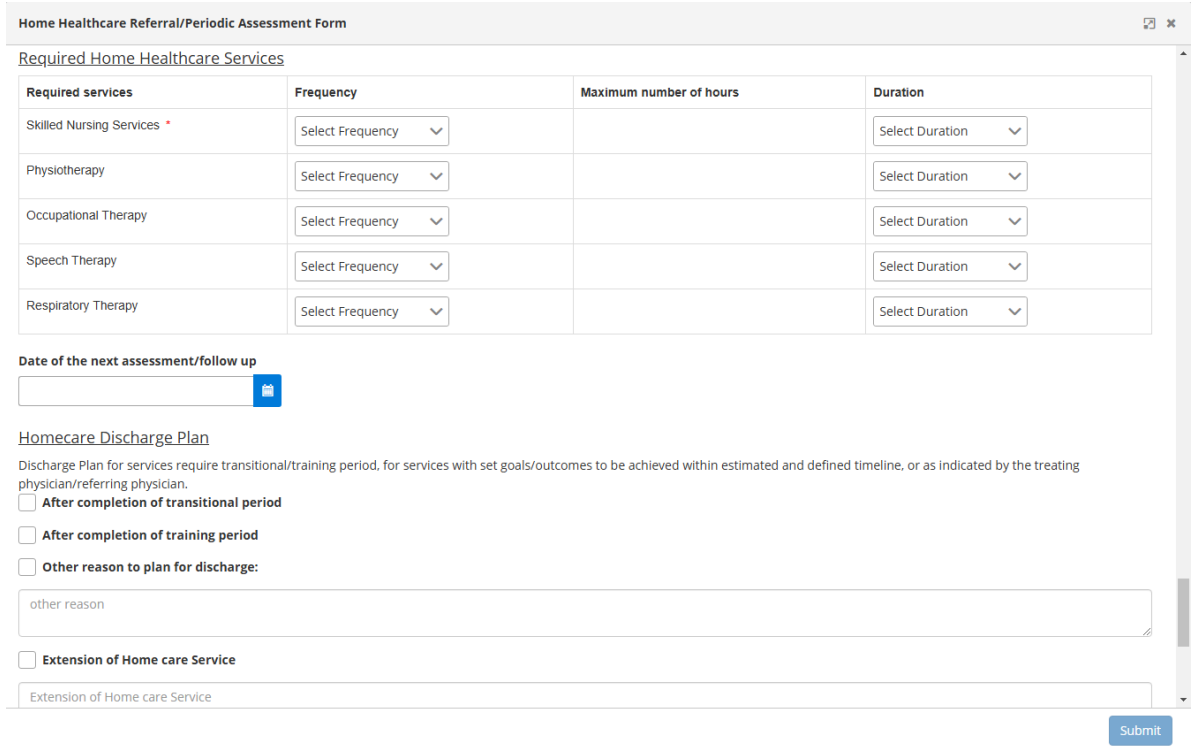


Homecare Allocation Automation Guide

Step – 2.2.5

Fill in all the details in the face-to-face form.

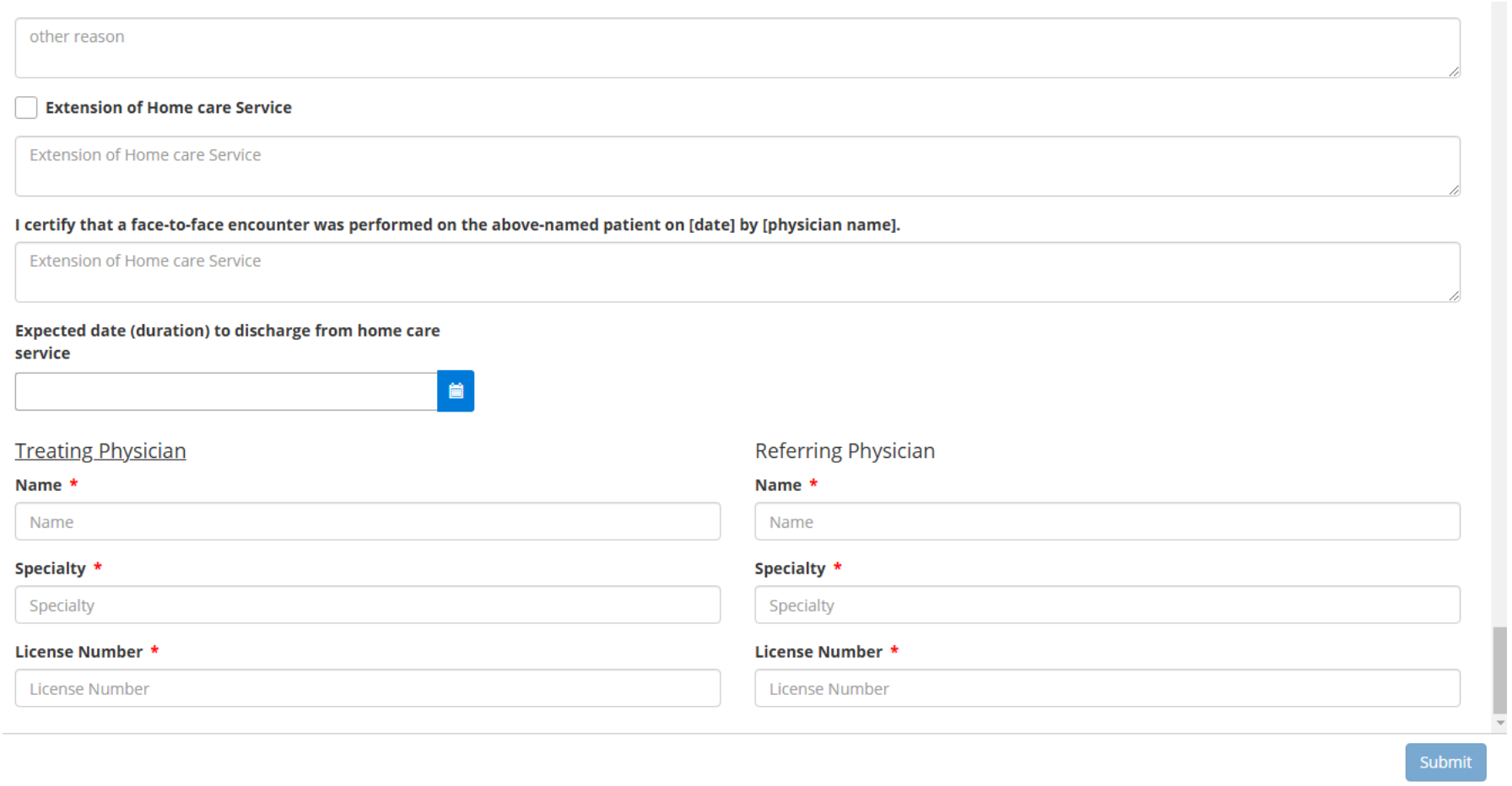




Homecare Allocation Automation Guide

Step – 2.2.6

Fill in all the details in the face-to-face form.

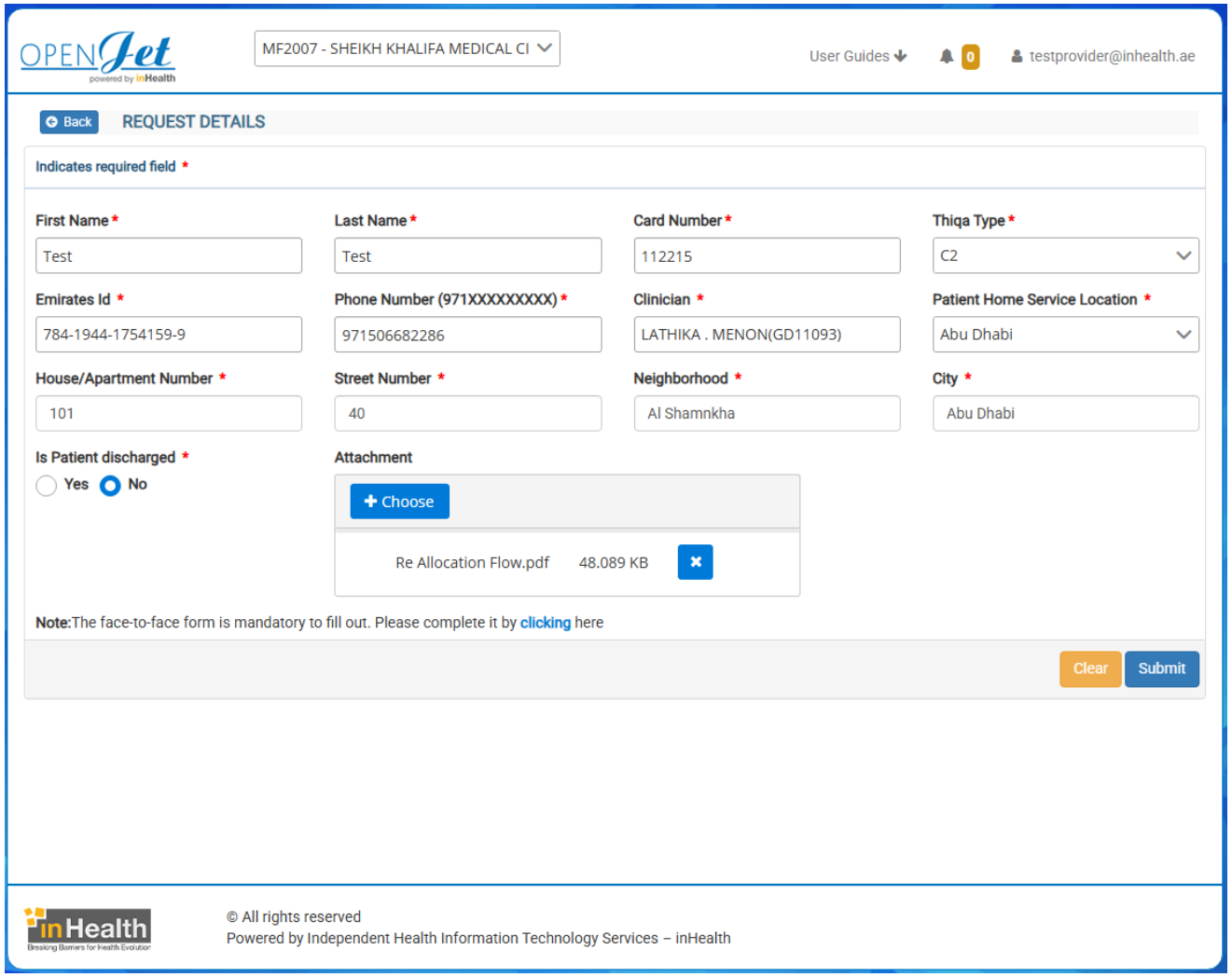


Note :- Without filling in all the details in face-to-face form, you cannot proceed with submission of the request.

Homecare Allocation Automation Guide

Step – 2.3

Once all the details have been filled in correctly , the submit button will become active



Note :- Each allocation request should be accompanied by the following documents :-

1) Updated Periodic assessment form
2) Updated Medical report.

Homecare Allocation Automation Guide

Step – 3

Important to note

1) Only one active request can be submitted for a patient.

2) A request become closed if it has been rejected or a homecare provider has been allocated.

3) For re-allocation of ongoing homecare allocation cases, the provider should reach out to Daman contact center.

4) Any requests without the above-mentioned attachments will be rejected automatically.

Thank you