



NATIONAL HEALTH INSURANCE FUND

User Manual - Service Portal

June 1, 2019

Version 3.2

Document Revisions

Date	Version Number	Document Changes
01/04/2017	1.0	First Version
02/07/2017	2.0	<ul style="list-style-type: none">• Modification on the verification module – Visitor Type has been added• Additional Module has been added namely; Issuing of Form 2E, Patient investigation, Patient Admission, Patient Discharge, Call center, Acknowledge Payments, Other Payment(Retiree Top up & Tender Fees)
26/09/2017	2.1	<ul style="list-style-type: none">• Modifications on the employer contributions module to include automatic duplication of contribution based on the selected start month• Addition of Referral form• Addition of Inpatient module
01/11/2018	3.0	<ul style="list-style-type: none">• Addition of online student registration
01/12/2018	3.1	<ul style="list-style-type: none">• Introduction of <i>Product Name</i> field and <i>View Excluded Services</i> Link to the Member Verification Page
20/05/2019	3.2	<ul style="list-style-type: none">• Introduction of the use of control number from GePG for payments instead of NHIF Ref. No.• Changes in the look and feel of the whole application• Introduction of Electronic fund transfer form for payments• Enhancement of Payment notes form to include Control number and other details

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1 General Information

This section explains in general terms the system and the purpose for which it is intended.

1.1 System Overview

Service Portal is a web based application system established by the Fund for the purpose of delivering various online services to its customers and stakeholders. These online services include but not limited to verification of NHIF members before accessing service, issuing of pharmaceutical services, issuing of approval for special benefits, and remittance of contribution.

1.2 Document Purpose

This document provides guidance to users of the NHIF Service Portal when undertaking any of the function mentioned above. Assumption is being made that consumer is familiar to and have access to the internet service.

2 System Summary

This section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access and permission.

2.1 System Configuration

Service Portal requires connection to the Internet in order to operate. Being a web based application, the system is platform independent and accessible through any internet connecting device such as computer, mobile and tablet.

2.2 User Access and Permission

Service Portal can be accessed only with valid *username* and *password*. Employers and members can obtain their login credentials after undergo online self-registration process via the system but others must submit official request to the Fund before granted the required login credential.

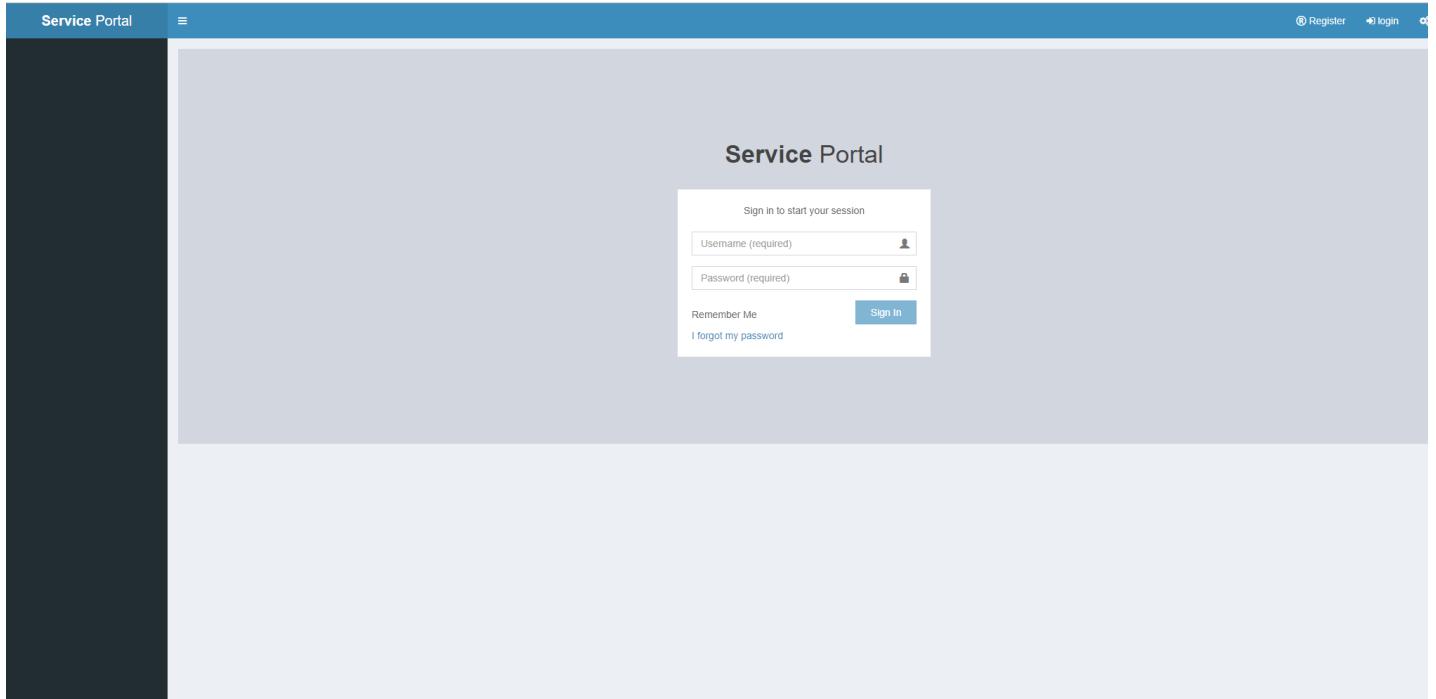
3 Getting Started

This section explains step by step procedures on how to get access and use the Service Portal for different categories of users.

3.1 Employer

3.1.1 Viewing Published Invoices

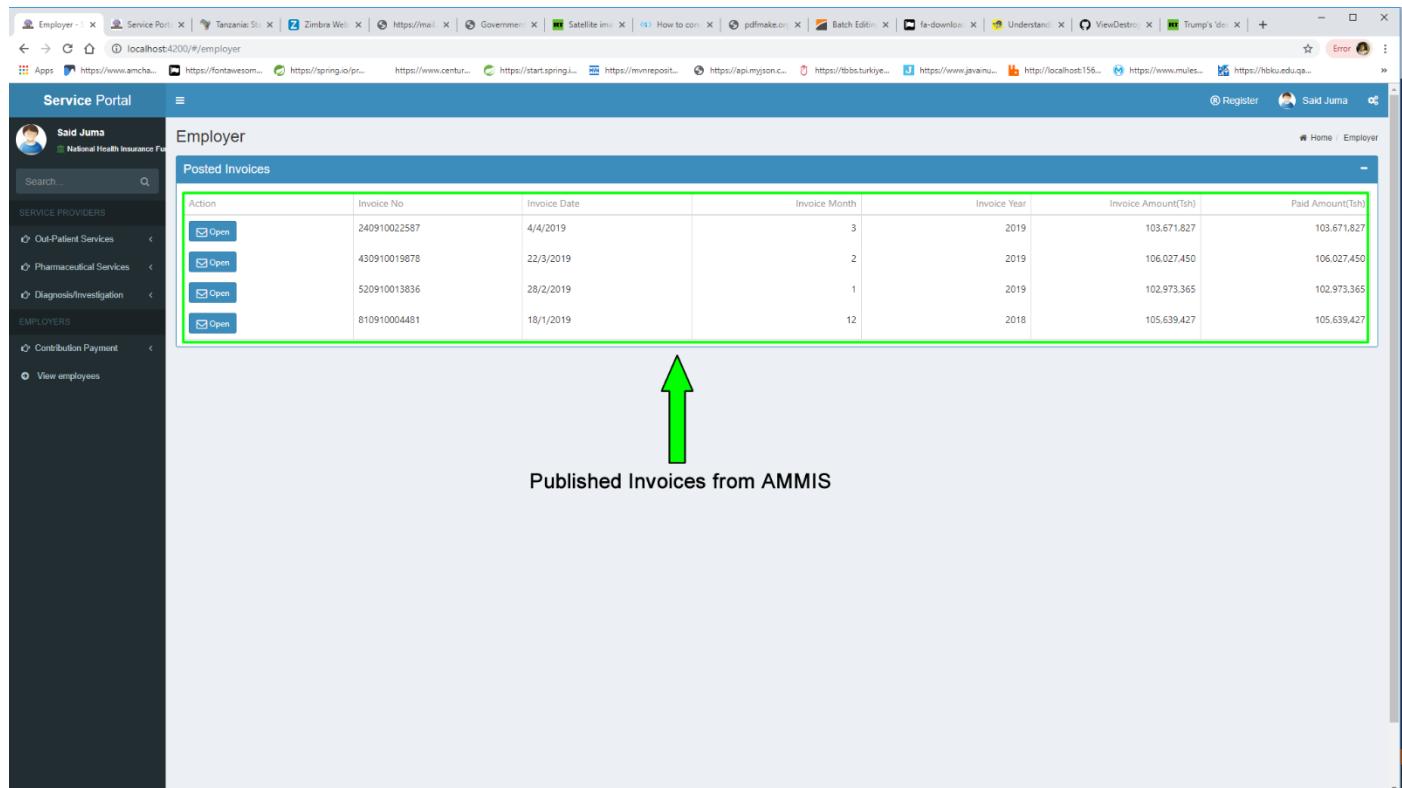
- Log in to the portal as 'Employer' using the credentials provided



- On the left pane menu, expand the menu '**Contribution Payments**' and select the submenu '**Published Invoice**'

A screenshot of the Service Portal interface. The left sidebar shows a navigation menu with 'Said Juma' and 'National Health Insurance Fund' at the top, followed by 'Search...' and 'SERVICE PROVIDERS' with three collapsed categories: 'Out-Patient Services', 'Pharmaceutical Services', and 'Diagnosis/Investigation'. Under 'EMPLOYERS', there is a 'Contribution Payment' section with three items: 'Published Invoices' (which is highlighted with a green border), 'Payment Notes', and 'View employees'. The main content area is titled 'Payment Notes' and 'Payment Note'. It displays a table of payment notes with columns: Action, GePG Control Number, Invoice No, Invoice Date, Expiry Date, Names, Telephone No, Month, Year, Year, Pending Balance(£), and Narration. Three rows are listed, each with an 'Open' button in the Action column. The first row's details are: GePG Control Number 7005430910019878, Invoice No 430910019878, Invoice Date 22/3/2019, Expiry Date 10/6/2019, Names National Health Insurance Fund, Telephone No 255769232385, Month 2, Year 2019, Year 2019, Pending Balance(£) 106,027.450, and Narration Contributions from National Health Insurance Fund (7000885) for February 2019. The second row has similar values but a different narration: Contributions from National Health Insurance Fund (7000885) for March 2019. The third row has similar values but a different narration: Contributions from National Health Insurance Fund (7000885) for April 2019. The top right of the main area shows 'Home', 'Employer', and 'Payment Notes'. The bottom of the page includes copyright information 'Copyright © 2019 National Health Insurance Fund. All rights reserved.' and 'localhost:4200/employer/paymentnotes'.

- You shall be presented with a page that shows a list of all published invoices from NHIF. See figure below



The screenshot shows the 'Service Portal' interface for an employer named 'Said Juma'. On the left, there's a sidebar with navigation links for 'SERVICE PROVIDERS' (Out-Patient Services, Pharmaceutical Services, Diagnosis/Investigation) and 'EMPLOYERS' (Contribution Payment, View employees). The main content area is titled 'Employer' and shows a table titled 'Posted Invoices'. The table has columns: Action, Invoice No., Invoice Date, Invoice Month, Invoice Year, Invoice Amount(Tsh), and Paid Amount(Tsh). There are four rows of data, each with an 'Open' button in the 'Action' column. A green arrow points to the first 'Open' button. Below the table, the text 'Published Invoices from AMMIS' is visible.

Action	Invoice No.	Invoice Date	Invoice Month	Invoice Year	Invoice Amount(Tsh)	Paid Amount(Tsh)
Open	240910022587	4/4/2019	3	2019	103,671,827	103,671,827
Open	430910019878	22/3/2019	2	2019	106,027,450	106,027,450
Open	520910013836	28/2/2019	1	2019	102,973,365	102,973,365
Open	810910004481	18/1/2019	12	2018	105,639,427	105,639,427

Published Invoices from AMMIS

3.1.2 Opening published Invoice

- A published invoice can be opened to view its details, i.e. individual contributions that have been published under that particular invoice.
- To open a published invoice, click on the '**Open**' button found on the left of the published invoice as shown below

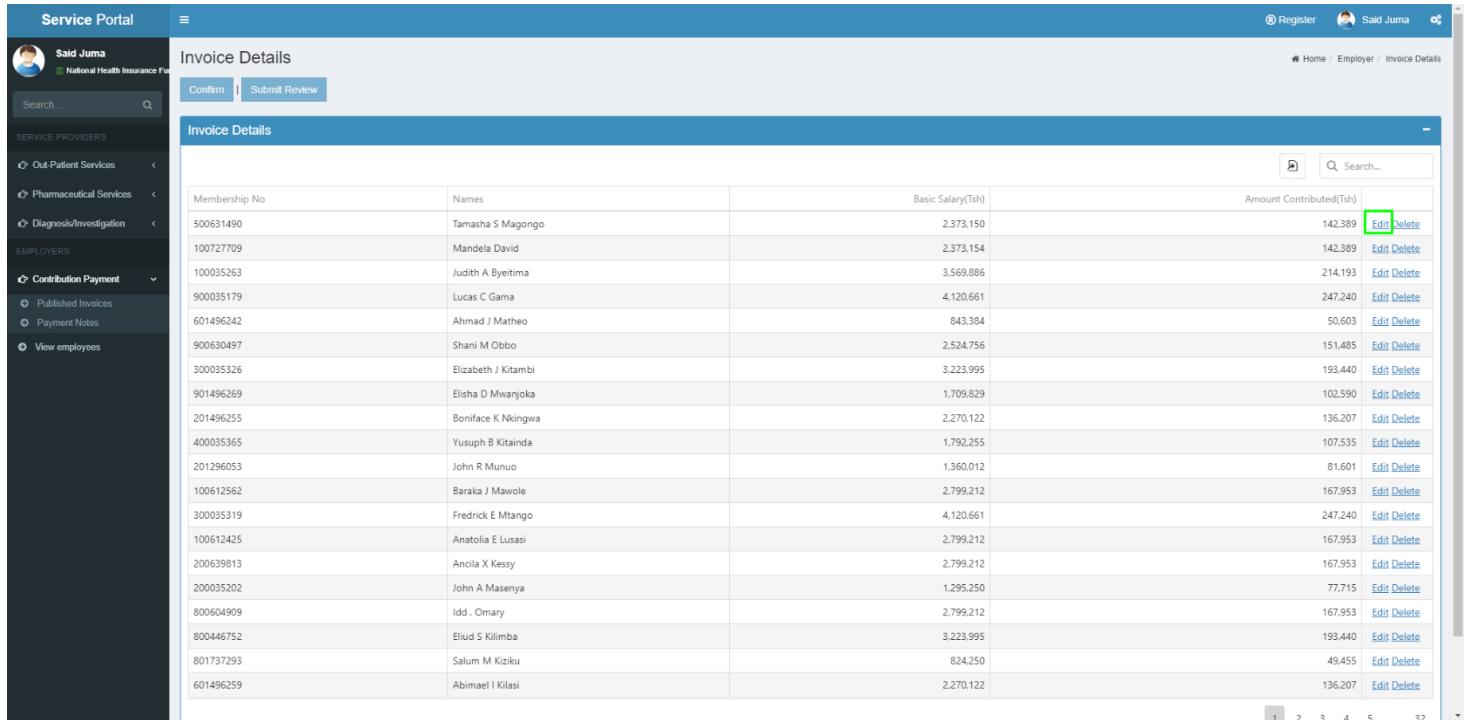
Action	Invoice No	Invoice Date	Invoice Month	Invoice Year	Invoice Amount(Tsh)	Paid Amount(Tsh)
Open	240910022587	4/4/2019	3	2019	103,671,827	103,671,827
Open	430910019878	22/3/2019	2	2019	106,027,450	106,027,450
Open	520910013836	28/2/2019	1	2019	102,973,365	102,973,365
Open	81091004481	18/1/2019	12	2018	105,639,427	105,639,427

- When open button is clicked, an invoice details form shall be displayed showing the details of the individual contributions under that particular invoice. See figure below

Membership No	Names	Basic Salary(Tsh)	Amount Contributed(Tsh)
500631490	Tamasha S Magongo	2,373,150	142,389
100727709	Mandela David	2,373,154	142,389
100035263	Judith A Byeitima	3,569,886	214,193
900035179	Lucas C Gama	4,120,661	247,240
601496242	Ahmad J Matheo	843,384	50,603
900630497	Shani M Olbo	2,524,756	151,485
300035326	Elizabeth J Kitambi	3,223,995	193,440
901496269	Elisha D Mwangoka	1,709,829	102,590
201496255	Boniface K Nkingwa	2,270,122	136,207
400035365	Yusuph B Kitainda	1,792,255	107,535
201296053	John R Munuo	1,360,012	81,601
100612562	Baraka J Mawole	2,799,212	167,953
300035319	Fredrick E Mtango	4,120,661	247,240
100612425	Anatolia E Lusasi	2,799,212	167,953
200639813	Ancila X Kessy	2,799,212	167,953
200035202	John A Masenya	1,295,250	77,715
800604909	Idd . Omary	2,799,212	167,953
800446752	Eluud S Kilimba	3,223,995	193,440
801737293	Salum M Kiziku	824,250	49,455
601496259	Abimael I Kilasi	2,270,122	136,207

3.1.3 Editing/preview of the published Invoice

- The published invoice may be reviewed by employers depending on a number of reasons such as changes in salary of some employees, drop out of some of the employees due to termination, death, retirement etc. This process can only be done by the employer.
- To edit/modify the basic salary of the employee, the employer shall click on the **edit button** found on the far right of the employee contribution data row. See figure below.



Membership No	Names	Basic Salary(Tsh)	Amount Contributed(Tsh)	
500631490	Tamasha S Magongo	2,373,150	142,389	Edit Delete
100727709	Mandela David	2,373,154	142,389	Edit Delete
100035263	Judith A Byeitima	3,569,886	214,193	Edit Delete
900035179	Lucas C Gama	4,120,661	247,240	Edit Delete
601496242	Ahmad J Matheo	843,384	50,603	Edit Delete
900630497	Shani M Obbo	2,524,756	151,485	Edit Delete
300035326	Elizabeth J Kitambi	3,223,995	193,440	Edit Delete
901496269	Elisha D Mwanjoka	1,709,829	102,590	Edit Delete
201496255	Boniface K Nkingwa	2,270,122	136,207	Edit Delete
400035365	Yusuph B Kitainda	1,792,255	107,535	Edit Delete
201296053	John R Munuo	1,360,012	81,601	Edit Delete
100612562	Baraka J Mawole	2,799,212	167,953	Edit Delete
300035319	Fredrick E Mtango	4,120,661	247,240	Edit Delete
100612425	Anatolia E Lusasi	2,799,212	167,953	Edit Delete
200639813	Ancila X Kessy	2,799,212	167,953	Edit Delete
200035202	John A Masenya	1,295,550	77,715	Edit Delete
800604909	Idd . Omary	2,799,212	167,953	Edit Delete
800446752	Eliud S Klimba	3,223,995	193,440	Edit Delete
801737293	Salum M Kiziku	824,250	49,455	Edit Delete
601496259	Abimael I Kilasi	2,270,122	136,207	Edit Delete

- The employer shall edit the desired Employee basic salary by clicking on the Cell containing basic salary and write the correct amount and click the **save button** found on the right hand side. See figure below.

The screenshot shows the Service Portal's 'Invoice Details' page. At the top, there are buttons for 'Confirm' and 'Submit Review'. Below this is a table titled 'Invoice Details' with columns for 'Membership No', 'Names', 'Basic Salary(Tsh)', and 'Amount Contributed(Tsh)'. A large green arrow points downwards from the top of the table towards the 'Basic Salary(Tsh)' column.

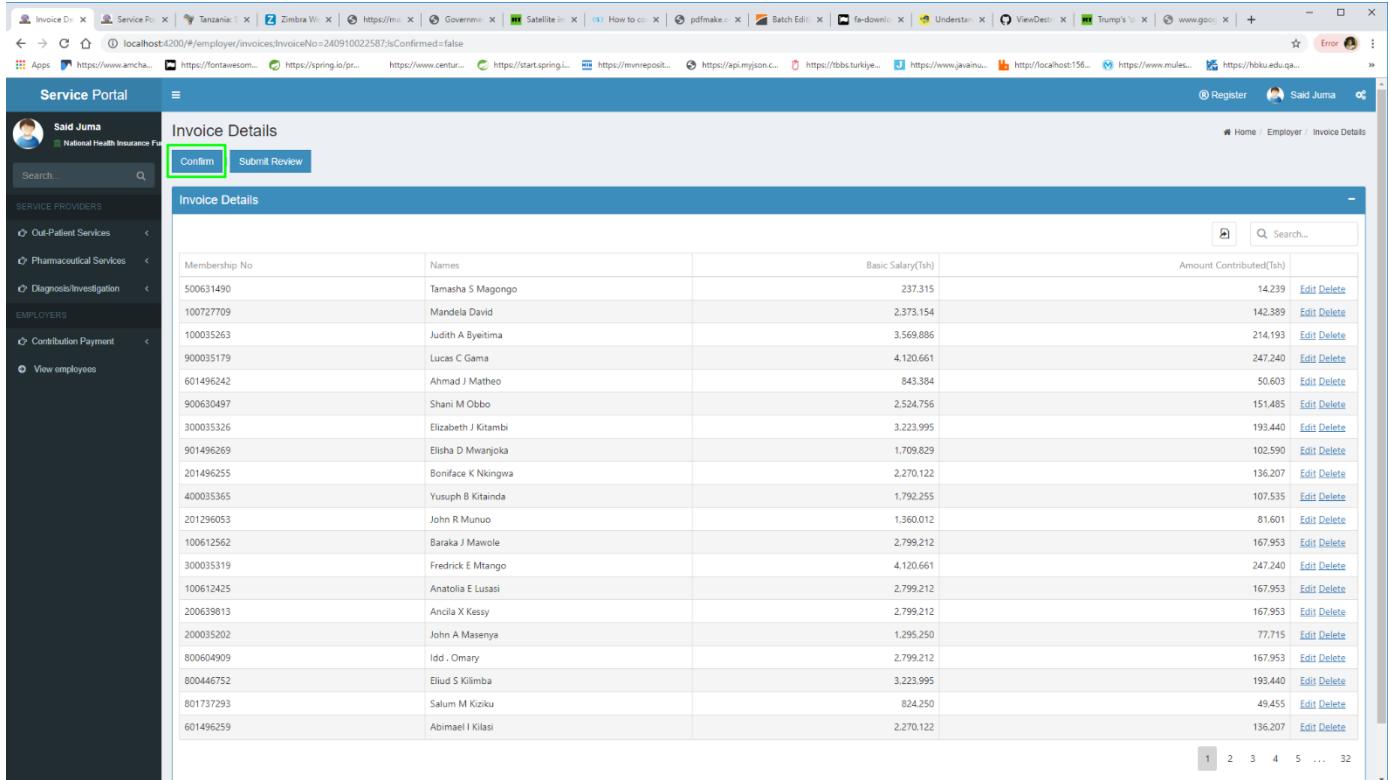
Membership No	Names	Basic Salary(Tsh)	Amount Contributed(Tsh)
500631490	Tamasha S Magongo	237315	142389
100727709	Mandela David	2,373.154	142,389
100035263	Judith A Byeitima	3,569.886	214,193
900035179	Lucas C Gama	4,120.661	247,240
601496242	Ahmad J Matheo	843.384	50,603
900630497	Shani M Obbo	2,524.756	151,485
300035326	Elizabeth J Kitambi	3,223.995	193,440
901496269	Elisha D Mwanjoka	1,709.829	102,590
201496255	Boniface K Nkingwa	2,270.122	136,207
400035365	Yusuph B Kitainda	1,792.255	107,535
201296053	John R Munuo	1,360.012	81,601
100612562	Baraka J Mawole	2,799.212	167,953
300035319	Fredrick E Mtango	4,120.661	247,240
100612425	Anatolia E Lusasi	2,799.212	167,953
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200035202	John A Masenya	1,295.250	77,715
800604909	Idd . Ommary	2,799.212	167,953
800446752	Elid S Kilimba	3,223.995	193,440
801737293	Salum M Kiziku	824.250	49,455
601496259	Abimael I Kilasi	2,270.122	136,207

- To submit the reviewed changes Click on the **Submit Review** button found at the top of the Invoice details page. The system shall automatically submit the reviewed changes to AMMIS and shall be resent back to the portal upon confirmed by AMMIS and shall appear in the published invoices list page.

This screenshot is identical to the one above, showing the 'Invoice Details' page. The 'Submit Review' button at the top of the page is highlighted with a green box.

3.1.4 Confirm Invoice

- Invoice can be confirmed by employers and it has to be a published invoice From AMMIS. Employer can confirm Invoice by going to **Contribution payments** menu and expand it to select **Published invoice** menu.
- On the Invoice list that appear on the right pane, click on the **Confirm button** found at the top of the page to confirm an Invoice.



The screenshot shows the Service Portal interface. The left sidebar includes sections for Service Providers (Out-Patient Services, Pharmaceutical Services, Diagnosis/Investigation), Employers (Contribution Payment, View employees), and a search bar. The main content area is titled 'Invoice Details' and displays a table of invoices. At the top of this table, there are two buttons: 'Confirm' (highlighted with a green box) and 'Submit Review'. The table columns are Membership No, Names, Basic Salary(Tsh), and Amount Contributed(Tsh). Each row contains a list of names with their basic salaries and total amounts contributed. There are also 'Edit' and 'Delete' links for each row. The bottom right of the table shows page navigation buttons (1, 2, 3, 4, 5, ..., 32).

Membership No	Names	Basic Salary(Tsh)	Amount Contributed(Tsh)
509631490	Tamasha S Magongo	237,315	14,239
100727709	Mandela David	2,373,154	142,389
100035263	Judith A Byeitima	3,569,886	214,193
900035179	Lucas C Gama	4,120,661	247,240
601496242	Ahmad J Matheo	843,384	50,603
900630497	Shani M Obbo	2,524,756	151,485
300035326	Elizabeth J Kitambi	3,223,995	193,440
901496269	Elisha D Mwanjoka	1,709,829	102,590
201496255	Boniface K Nkingwa	2,270,122	136,207
400035365	Yusuph B Kitainda	1,792,255	107,535
201296053	John R Munuo	1,360,012	81,601
100612562	Baraka J Mawole	2,799,212	167,953
300035319	Frederick E Mtango	4,120,661	247,240
100612425	Anatolia E Lusasi	2,799,212	167,953
200639813	Ancilia X Kesy	2,799,212	167,953
200035202	John A Masenya	1,295,250	77,715
800604909	Idd , Omary	2,799,212	167,953
800446752	Eliud S Kilimba	3,223,995	193,440
801737293	Salum M Kizuku	824,250	49,455
601496259	Abimael I Kilasi	2,270,122	136,207

3.1.5 View Payment Notes

- Under the Contribution payments menu, found on the left pane menu, expand it to select the submenu '**Payment Notes**'
- A list of available payment notes shall appear on the right pane as shown in a figure below.

Action	GePG Control Number	Invoice No	Invoice Date	Expiry Date	Names	Telephone No	Month	Year	Year	Pending Balance(Tsh)	Narration
Open	7005430910019878	430910019878	22/3/2019	10/6/2019	National Health Insurance Fund	255769232385	2	2019	2019	106,027,450	Contributions from National Health Insurance Fund (7000885) for February 2019
Open	700520910013836	520910013836	28/2/2019	10/6/2019	National Health Insurance Fund	255769232385	1	2019	2019	102,973,365	
Open	700240910022587	240910022587	4/4/2019	10/6/2019	National Health Insurance Fund	255769232385	3	2019	2019	103,671,827	

- To open a payment note, one should click on the **Open button** found on the left side of a particular payment note. (See figure below)

Action	GePG Control Number	Invoice No	Invoice Date	Expiry Date	Names	Telephone No	Month	Year	Year	Pending Balance(Tsh)	Narration
Open	7005430910019878	430910019878	22/3/2019	10/6/2019	National Health Insurance Fund	255769232385	2	2019	2019	106,027,450	Contributions from National Health Insurance Fund (7000885) for February 2019
Open	700520910013836	520910013836	28/2/2019	10/6/2019	National Health Insurance Fund	255769232385	1	2019	2019	102,973,365	
Open	700240910022587	240910022587	4/4/2019	10/6/2019	National Health Insurance Fund	255769232385	3	2019	2019	103,671,827	

3.1.6 Payment of Payment Notes

- To pay for a pending payment note, one should first open the desired payment note (See 3.1.5 on how to open a payment note)

- On the right pane, you shall be presented with a payment note summary page, where you are to select the '**Payment method**' as shown in the figure below.

The screenshot shows the 'Service Portal' interface. On the left is a sidebar with navigation links: 'Search...', 'SERVICE PROVIDERS' (with 'Out-Patient Services', 'Pharmaceutical Services', 'Diagnos/Investigation'), 'EMPLOYERS' (with 'Contribution Payment' expanded, showing 'Published Invoices', 'Payment Notes', and 'View employees'), and 'National Health Insurance Fund'. The main content area is titled 'Payment Note' and 'Payment Note Summary'. It shows a table with the following data:

Select payment method	
Cash Deposit	
Electronic Funds Transfer	
Control Number	7005430910019878
Invoice Number	430910019878
Payer Code	7000885
Payer Name	National Health Insurance Fund
Payer Phone	255769232385
Bill Description	Contributions from National Health Insurance Fund (7000885) for February 2019 (Both Components)
Bill Amount	TZS 106,027,449.54
Billed Item	Contributions
Expiry Date	Oct 6, 2019

At the bottom of the page, it says 'Copyright © 2019 National Health Insurance Fund. All rights reserved.' and 'Version 5.0'.

- Basically there are 2 payment methods to choose from, **CASH DEPOSIT** and **ELECTRONIC FUNDS TRANSFER (TISS)**
- Cash Deposit** shall be used/selected when one wants to pay by cash, WHILE, **ELECTRONIC FUNDS TRANSFER (TISS)** shall be selected when one wants to pay by transfer of funds from one bank account to desired collecting bank account.
- When **Cash Deposit** is selected, employer shall be presented with **Print Button** and **Download Button**. These buttons shall allow user to print or download the payment notes.

Service Portal

Said Juma
National Health Insurance Fund

Search...

SERVICE PROVIDERS
Out-Patient Services
Pharmaceutical Services
Diagnosis/Investigation

EMPLOYERS
Contribution Payment
Published Invoices
Payment Notes
View employees

Payment Note

Payment Note Summary

Control Number	7005430910019878
Invoice Number	430910019878
Payer Code	7000885
Payer Name	National Health Insurance Fund
Payer Phone	255769232385
Bill Description	Contributions from National Health Insurance Fund (7000885) for February 2019 (Both Components)
Bill Amount	TZS 106,027,449.54
Billed Item	Contributions
Expiry Date	Oct 6, 2019

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Version 5.0

- When the print button or download button is clicked, a printable payment note in pdf form shall be displayed for further actions. See figure below.

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NATIONAL HEALTH INSURANCE FUND
Dedicated to providing quality health care

PAYMENT NOTE

Control Number	: 991420000521
Invoice Number	: 450910001170
Payer Code	: 7000885
Payer Name	: National Health Insurance Fund
Payer Phone	: 0686155255
Narration	: Contribution Invoice for National Health Insurance Fund for January 2019
Billed Item	: Employer Contributions
Bill Amount	: 98256360 (TZS)
Amount in Words	: ninety eight million two hundred and fifty six thousand three hundred and sixty Tanzanian Shillings
Expiry Date	:
Printed On	: 25/05/2019
Signature	:

Jinsi ya Kulipa

- Kupitia Benki: Fika tawi lolote au wakala wa benki ya CRDB, NMB na NBC. Namba ya kumbukumbu: 991280104097.
- Kupitia Mitandao ya Simu:
 - Ingia kwenye menu ya mtandao husika
 - Chagua 4 (Lipa Bili)
 - Chagua 5 (Malipo ya Serikali)
 - Ingiza 991280104097 kama namba ya kumbukumbu

How to Pay

- Via Bank: Visit any branch or bank agent of CRDB, NMB and NBC. Reference Number: 991280104097.
- Via Mobile Network Operators (MNO)
 - Enter to the respective USSD Menu of MNO
 - Select 4 (Make Payments)
 - Select 5 (Government Payments)
 - Enter 991280104097 as reference number


Scan & Pay by Mpesa or Tigo Pesa Apps

- When Electronic Funds Transfer is selected, employer shall be presented with 3 bank options to choose from, namely CRDB, NMB or NBC. The selection depends on which bank the employer wishes to pay through.

Payment Note Summary

Control Number	70 National Bank of Commerce(NBC)
Invoice Number	430910019878
Payer Code	7000885
Payer Name	National Health Insurance Fund
Payer Phone	255769232385
Bill Description	Contributions from National Health Insurance Fund (7000885) for February 2019 (Both Components)
Bill Amount	TZS 106,027,449.54
Billed Item	Contribution
Expiry Date	Oct 6, 2019

- When the print button or download button is clicked, a printable payment note in pdf form shall be displayed for further action. See figure below



NATIONAL HEALTH INSURANCE FUND

Order Form for Electronic Funds Transfer to NMB Bank

(a). Remitter Details :-

Name of Account Holder(s) :
 Name of Commercial Bank :
 Bank Account Number :

(b). Beneficiary Details :-

Account Number	: 20101100115
Account Name	: GePG NHIF Account
Bank Name	: NMB Bank
SWIFT Code	: NMIBTZTZ
Control Number	: 991420000521
Billed Item	: Employer Contributions
Bill Description	: Contribution Invoice for National Health Insurance Fund for January 2019
Bill Amount	: 98256360 (Tzs)
Amount in Words	: ninety eight million two hundred and fifty six thousand three hundred and sixty Tanzanian Shillings
Expiry Date	:
Printed On	: 25/05/2019
Signature	:



Note to Commercial Bank

1. Please capture the above information correctly. Do not change or add any text, symbols or digits on the information provided
2. Field 59 of MT103 is an "Account Number" with value:/20101100115. Must be captured correctly.
3. Field 70 of MT103 is a "Control Number" with value: /ROC/991420000521. Must be captured correctly.

3.2 Member

3.3 Service Provider

This menu enables a service provider to perform various services that are related to Outpatient Service, In Patient services, Pharmaceutical Services and Diagnostic and Investigation Services.

Pre-requisite:

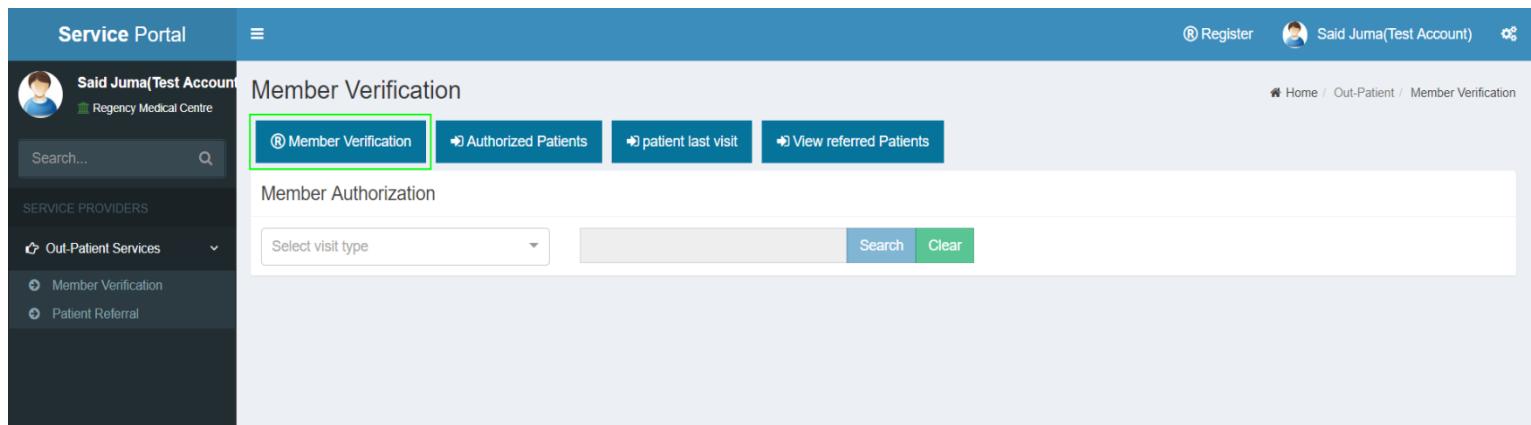
You must have login credentials that shall enable you get access into the system as a Service Provider User

3.3.1 Out-Patient Services

3.3.1.1 Member Verification

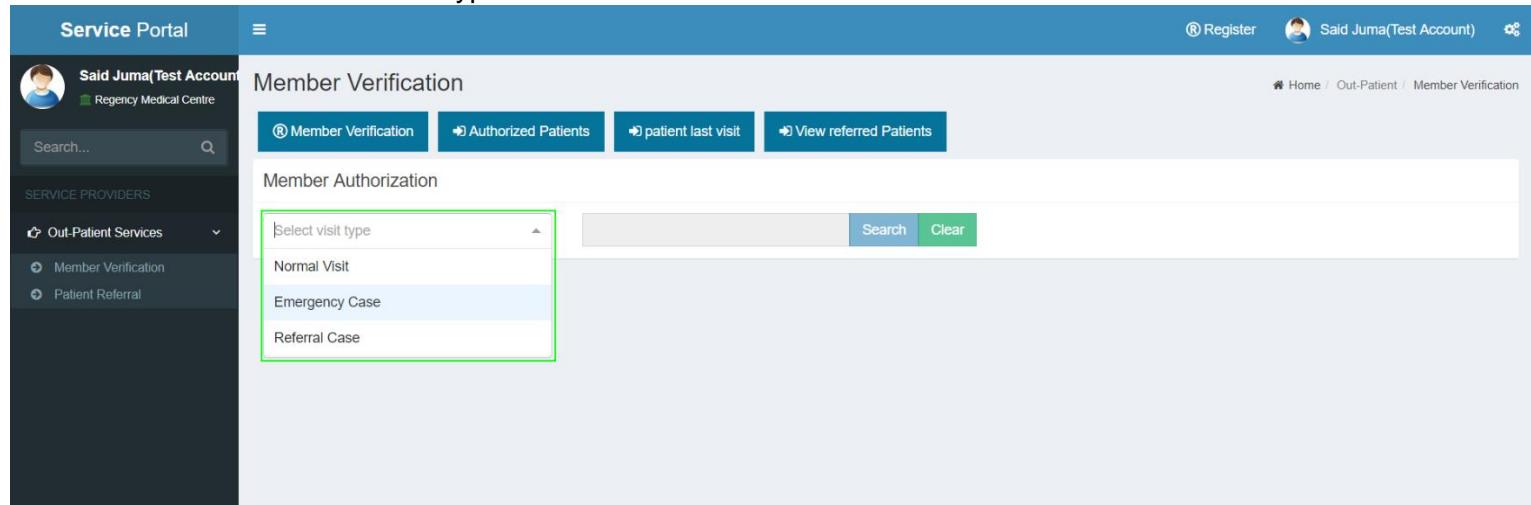
This is used for verifying a member before issuing a service.

- Click on the **Member Verification** Button to open member verification form



The screenshot shows the Service Portal interface. On the left, there's a sidebar with a user profile for 'Said Juma(Test Account)' and 'Regency Medical Centre'. Below it are sections for 'SERVICE PROVIDERS' and 'Out-Patient Services', with 'Member Verification' and 'Patient Referral' listed under the latter. The main content area is titled 'Member Verification' and contains four buttons: 'Member Verification' (highlighted with a green box), 'Authorized Patients', 'patient last visit', and 'View referred Patients'. Below these buttons is a section titled 'Member Authorization' with a dropdown menu labeled 'Select visit type' containing options: 'Normal Visit', 'Emergency Case', and 'Referral Case'. At the bottom right of the main area are 'Search' and 'Clear' buttons.

- Select Visit Type from the menu selection



This screenshot is similar to the previous one, showing the 'Member Verification' page. The 'Select visit type' dropdown menu is now open, displaying three options: 'Normal Visit', 'Emergency Case', and 'Referral Case'. The 'Normal Visit' option is highlighted with a green box. The rest of the interface, including the top navigation bar and the sidebar, remains the same.

- For the case of **Normal Visit or Emergency Case**, a member's **card Number** MUST be supplied, and for the case of **Referral**, a **Referral Number** MUST be supplied.
- Click the **Search button** to fetch the member records, and then click **Authorize** to verify a member as shown below.

The screenshot shows the Service Portal's Member Verification interface. At the top, there's a navigation bar with a user profile for 'Said Juma (Test Account)' and a 'Regency Medical Centre'. Below the navigation is a search bar and a sidebar with service provider links for Out-Patient Services, Member Verification, and Patient Referral.

The main content area is titled 'Member Verification' and contains several tabs: 'Member Verification' (selected), 'Authorized Patients' (highlighted with a green border), 'Patient Last Visit', and 'View referred Patients'. A 'Member Authorization' section includes a dropdown for 'Normal Visit' and a search bar with a placeholder '_____'. Buttons for 'Search', 'Authorize', and 'Clear' are also present.

The 'Member Details' section features a circular profile picture of a man. To its right, the 'Authorization Status' is listed as 'N/A', 'Authorization No.' as 'N/A', and 'Remarks' as 'N/A'.

Below this, the 'Member's Details' section shows 'MembershipNo: _____', 'FullName: Donald F Malunda', 'Gender: Male', and 'Date Of Birth: _____'.

The 'Card Status' section indicates 'IsValidCard: No' and 'IsActive: No'.

The 'Last Visited Facilities' section lists 'AGA KHAN POLYCLINIC-KIGAMBONI' visited on April 24, 2019, and 'AGA KHAN POLYCLINIC-KIGAMBONI' visited on March 28, 2019.

3.3.1.2 Viewing Authorized patient

This menu is used to view a list of members who have been authorized on a particular health facility in a given certain date range.

- Click on **Authorized Patients** Menu to open the Authorized patient form
- Enter the Date Range by clicking on the **Select date range** text box and pick dates from the two date picker that are displayed as shown below

The screenshot shows the Service Portal's Authorized Patients page. The top navigation and sidebar are identical to the Member Verification page. The main content area has tabs for 'Member Verification', 'Authorized Patients' (selected and highlighted with a green border), 'Patient Last Visit', and 'View Referred Patients'.

A 'Select Date Range:' label is followed by a 'datepicker' input field and an 'Apply' button.

The results grid displays columns for 'Visit No.', 'Authorization Date', and 'Visit Type Name'. A search bar is located at the top right of the grid area.

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- Click on the **Apply** button to fetch the records

- System shall display a list of Patients/Members who have been authorized on a particular health facility based on the authorization date in a descending order as shown below.

Member Verification

Authorized Patients

Full Name	Card No	Authorization No	Authorization Date	Visit Type Name
Eliwaza M Japhet	107200208132	150917526098	13/5/2019	Normal Visit
Sofia O Khama	3094000360849	150917371779	8/5/2019	Normal Visit
Mwanidi S Karoli	02-9192928	150917802368	20/5/2019	Normal Visit
Kwame A Daftari	101701402183	840916798556	20/4/2019	Normal Visit
Hamisi S Mtalea	415700556436	840916328478	6/4/2019	Normal Visit
Shaban Sansa	305400624460	640916561334	13/4/2019	Normal Visit
Asluh Mohamed Suleiman	05-9508347	950917240008	3/5/2019	Normal Visit
Alois L Mbuya	103501408985	850917282470	5/5/2019	Normal Visit
Cyril Chami	209400408862	550917264224	4/5/2019	Normal Visit
Baltazar C Mshanga	402101672732	150917812124	21/5/2019	Normal Visit

Page 1 of 3029 (30281 items) 1 2 3 4 5 ... 3029

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3.3.1.3 Viewing Patient Last Visits

This form is used to view the recent patients visit to health facilities. These visits shall be listed in descending order of the visit date/Authorization Date.

- Click the **Patient Last Visit** button
- Enter the Patient **Card No.** and click the **Search** Button

Member Verification

Patient last visit

Authorization No	Facility Name	Authorization Status	Authorization Date	Authorized By
940916933394	AGA KHAN POLYCLINIC-KIGAMBONI	ACCEPTED	24/4/2019	auwesu
630916017585	AGA KHAN POLYCLINIC-KIGAMBONI	ACCEPTED	28/3/2019	auwesu
210913905706	Shree Hindu Mandai Hospital	ACCEPTED	28/1/2019	hindumandalone

3.3.1.4 Viewing Referred Patient

Each service provider can view a list of NHIF members who have visited the facility and were authorized in that particular facility. Service Portal shall display Authorization number, Authorization status, who authorized and the date when the member was authorized. The list shall

be displayed in descending order of authorization date. The following steps can be followed to view patient last visits.

- Click on **Patient last visit** button to open the form
- Enter the **Card Number** of the member and click the **Search button**

Authorization No	Facility Name	Authorization Status	Authorization Date	Authorized By
940916933394	AGA KHAN POLYCLINIC-KIGAMBONI	ACCEPTED	24/4/2019	auwesu
630916017585	AGA KHAN POLYCLINIC-KIGAMBONI	ACCEPTED	28/3/2019	auwesu
210913905706	Shree Hindu Mandal Hospital	ACCEPTED	28/1/2019	hindumandalone

3.3.1.5 Issuing Form 2C

This is where a service provider will issue a Form 2C to a member to go and collect medicines from another Service provider (Pharmacy).

- Under **Service provider** menu, click on **Form 2 C** sub-menu found on the left pane navigation bar
- Then click on the Form 2 C menu found at the top of the page

Authorization No	Facility Name	Authorization Status	Authorization Date	Authorized By
AuthorizationNo				

- Enter an **Authorization Number** and click the **Search button**

Service Portal

Test User
Regency Medical Centre

Search...

SERVICE PROVIDERS

- Out-Patient Services
- Member Verification
- Form 2C
- Service Approval
- Patient Referral
- Pharmaceutical Services

Form 2C

Form 2C Form

Authorization No:
950918014163

Member's Details

MembershipNo: 101644914
FullName: Stephen Kimaro
Gender: Male
Date Of Birth: Jan 3, 1960

Medicines out of Stock

Prescription Details

- On the form that appears next, fill in all the required information

Out-Patient Services

- Member Verification
- Form 2C
- Service Approval
- Patient Referral
- Pharmaceutical Services

Authorization No:
950918014163

Member's Details

MembershipNo: 101644914
FullName: Stephen Kimaro
Gender: Male
Date Of Birth: Jan 3, 1960

Medicines out of Stock

2A&B Serial No: (*) 12345678	2C Serial Number: (*) 23456789
Name of Prescriber: (*) Joseph Michael	Prescriber Qualification: (*) Medical Officer(MD)/Dental Surgeon(DDS)
Practitioner Licence No: 112355	Patient Type: Out-patient
Patient MobileNo: (*) 0786545342	Patient FileNo: (*) 135790
Disease Codes 	

2A&B Serial No: (*) 12345748	2C Serial Number: (*) 23458075					
Name of Prescriber: (*) Joseph Michael	Prescriber Qualification: (*) Medical Officer(MD)/Dental Surgeon(DDS)					
Practitioner Licence No: 112355	Patient Type: Out-patient					
Patient MobileNo: (*) 0786545342	Patient FileNo: (*) 135790					
Disease Codes <input type="button" value="x"/> 002 <input type="button" value="x"/> 005						
Prescription Details						
Service Type: Medicine and Consumables						
Item Name Select Item Details	Duration(days) 1	Quantity 1	Add			
ItemName Acetazolamide 250 mg Tablets(200... Acyclovir Solid oral dosage form: 20...	Quantity 1 1	Unit Price(Tsh) 200 250	Duration(days) 1 1	Amount (Tsh) 200 N/A 250 N/A	Letter Ref No	<input type="button" value="Delete"/>
<input type="button" value="Submit"/>						

- Then click **Submit button** found at the bottom of the page

3.3.1.6 Update O/S

Update O/S is a form that can be used by the service provider to make modification/amendments to the previously posted O/S that has not been issued yet. Service Provider can add or remove medicines and/or consumable, or edit Item name, duration, quantity, Service types, disease codes etc.

- Under **Form 2 C** sub menu, click on the **Update O/S** sub menu found at the top of the form
- Enter Authorization No.** and click the **Search Button**

Search... <input type="button" value="Search"/>	<input type="button" value="Form 2C"/> <input type="button" value="Update O/S"/> <input type="button" value="View O/S"/>					
Edit/Update Form2C						
AuthorizationNo <input type="text" value="950918014163"/> <input type="button" value="Search"/>						
NO PHOTO						
Member's Details CardNo: 402101644914 FullName: Stephen Kimaro Gender: Male Date Of Birth: Jan 3, 1960						
Disease Code(s) <input type="text" value="G58"/>						
Prescription Details						
Service Type: Select item type						
Item Name Select Item Details	Duration(days) 1	Quantity 1	Add			
Item Name Cytidine+ uridine (Nucleo CMP Forte)	Quantity 60	Unit Price 1,200	Duration 30	Amount (Tzs) 72,000	Letter Ref No N/A	<input type="button" value="Delete"/>

- Make the necessary changes as desired and they shall be reflected when issuing at the pharmacy.

3.3.1.7 View O/S

This form is can be used by the service provider to view Medicine out of Stock that has been issued by the service provider for a certain period. The service provider can specify the month and year in order to view the desired list.

- Under Form 2 C sub menu found on the left navigation pane, Click **View OS** found at the top of the page.
- Select a desired **Month and Year** and click the **Search Button** to fetch the records.

Item Name	Total Quantity	Unit Price	Amount (TzS)
Azclofene 100mg Tablets	3	320	960
Ketofen/Retofen parco 1mg Capsule/tablet	60	260	15,600
Betamethasone Sodium Inj/Diprofex 4mg/mL Vial	19	11,000	209,000
Adrenaline Inj 1mg in 1ml Vial	1	1,040	1,040
Alprazolam/Restyl 0.5 MG Tablet	16	250	4,000
Clonazepam/Rivotril 0.5mg Tablets	75	320	24,000
Albendazole/Zentel/alzentel/Nemcozole/Alzo/Tramazol/Alb/Finazol 200mg Tablets	7	500	3,500
Cefuroxime/Zinat/Kefstar/Auroxell/Kefrova/Cefty/Triaxone/Zinactin/Proximexa/Ceurox/Spizef/Ceroxim/Zonef/Kefstar/Nipogalin/Cefast/Cefuxime 125mg/5mL Bottle	1	15,600	15,600
Cyclosporine/Neoral 100mg Tablet/Capsule	60	5,300	318,000
Tamsulosin hydrochloride/0.4mg Capsules	90	585	52,650
Phenytoin 100 mg. Tabs/caps	90	320	28,800
Sodium Valproate/Epileum Chrono, etc 500mg Tablets	30	1,680	50,400
Sodium Valproate/Epileum, etc 200mg Bottle	8	42,880	343,040
Sodium Valproate/Valparin Alkaloids, etc 200mg Tablets	315	200	63,000
Disodium Hydrogen citrate/Cital, etc 100ml Bottle	8	3,250	26,000
Vitamin B complex B1 to B12 Tablets	30	19	570
Chloramphenicol + Beclomethasone + Lidocaine + Clotrimazole EAR DROP Combination Bottle	3	8,100	24,300
Clotrimazole Ear Drops Solution 1% Bottle	3	4,000	12,000

3.1.1.1 Issuing Form 2E

This is where a service provider will issue an Investigation form (Form 2E) to a member in order to access the service (Investigation) to another facility

- Under Out-patient Services menu found on the left navigation pane, click on **Form 2E** sub menu to open the form
- On the page that appears click **Form 2E** menu found at the top of the Page
- **Enter an Authorization Number** of a member and click the **Search Button**

- On the form that appears next, fill in all the required information and then click **Submit button**

- On success the following message shall be displayed

3.1.1.2 Update Form 2E

This form is used by the Service provider to make modification to the previously requested Form 2E provided that the service has not been issued yet.

- Under Out-patient Services menu found on the left navigation pane, click on **Form 2E** sub menu to open the form
- On the form that appears, click on **Update Form 2E** found at the top of the page
- Enter Authorization No. and click the **Search Button**
- On the form that appears one can make the necessary modification

The screenshot shows the Service Portal interface. On the left, there's a sidebar with 'Service Portal' at the top, followed by 'Test User' and 'NHIF Test Facility'. Below this are sections for 'SERVICE PROVIDERS' (Out-Patient Services, Member Verification, Form 2C, Form 2E, Service Approval, Patient Referral), 'PHARMACEUTICAL SERVICES', 'DIAGNOSIS/INVESTIGATION', and 'EMPLOYERS'. A 'Contribution Payment' section is also present. The main content area is titled 'Update/Edit Form 2E' with two buttons: 'Edit Form 2E' and 'Update Form 2E' (which is highlighted with a green box). There's a search bar and a 'Member's Details' section showing CardNo: 403500965472, FullName: Nunu Assey, Gender: Female, and Patient Mobile No: 765139881. Below this is a 'Prescription Details' section with a 'Service Type' dropdown set to 'Select...' and a table for adding items. The table has columns for Item Name, Quantity, Unit Price, Duration, Amount (Tzs), Letter Ref No, and Delete. One row is shown: Barium Meal, Quantity 1, Unit Price 70.000, Duration, Amount 70.000, Letter Ref No N/A, and a 'Delete' link.

3.1.1.3 Service Approval

This form is used by the service provider to issue approval to some of the services that require prior approval before accessing of the service.

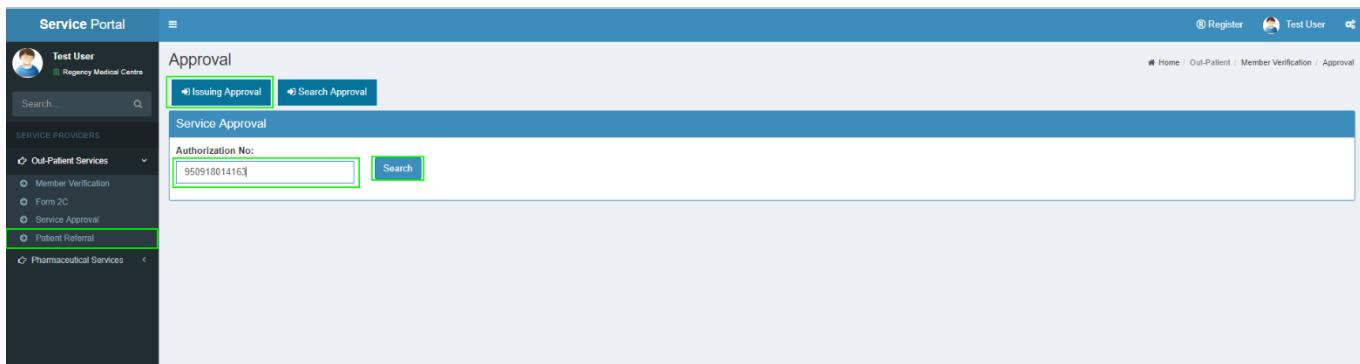
Prerequisite:

The below table summaries a list of prerequisites that are required before issuing of some of the services. These

Prerequisite		Service
1.	File Number	<ul style="list-style-type: none">DialysisAnt-CancerImmunosuppressantImmunostimulants
2.	Cycles	<ul style="list-style-type: none">Ant-CancerImmunosuppressantImmunostimulants
3.	Sessions	<ul style="list-style-type: none">Dialysis

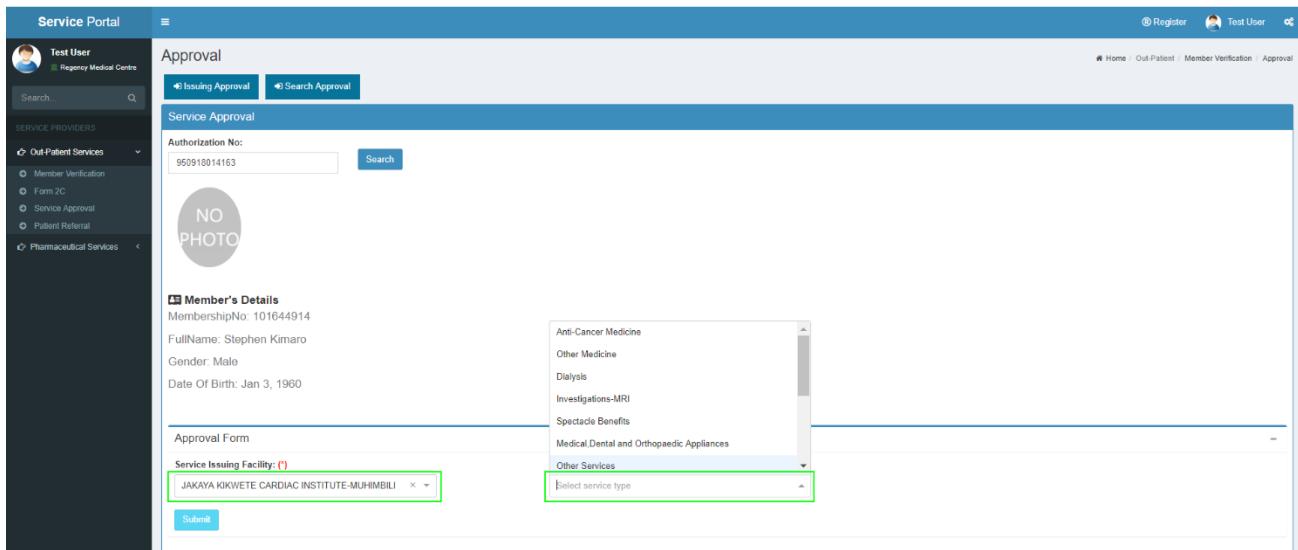
3.1.1.3.1 Issuing Approval

- Under **Out patient service** menu found on the left pane navigation menu, click **Service Approval** sub menu
- Click on **Issuing Approval** sub menu found at the top of the form
- Enter **Authorization No.** and click the **Search Button**



The screenshot shows the Service Portal interface. On the left, there's a sidebar with a user profile for 'Test User' and 'Regency Medical Centre'. Below the profile are sections for 'SERVICE PROVIDERS' (Out-Patient Services, Member Verification, Form 2C, Service Approval, Patient Referral) and 'Pharmaceutical Services'. At the top right, there are links for 'Register', 'Test User', and a search icon. The main content area has a blue header 'Approval' with two buttons: 'Issuing Approval' (highlighted with a green box) and 'Search Approval'. Below the header is a section titled 'Service Approval' with a sub-section 'Authorization No.' containing a text input field with the value '950918014163' and a 'Search' button. The URL in the browser bar is 'Home / Out-Patient / Member Verification / Approval'.

- Enter **Service Issuing facility** and the **Service type**



This screenshot shows the 'Service Approval' form. It includes a 'Member's Details' section with a placeholder 'NO PHOTO'. Below it is an 'Approval Form' section. In the 'Service Issuing Facility' dropdown, 'JAKAYA KIKWETE CARDIAC INSTITUTE-MUHIMBILI' is selected. To the right of the dropdown is a 'Selected service type' dropdown menu with several options: Anti-Cancer Medicine, Other Medicine, Dialysis, Investigations-MRI, Spectacle Benefits, Medical Dental and Orthopaedic Appliances, and Other Services. The URL in the browser bar is 'Home / Out-Patient / Member Verification / Approval'.

- Fill in all the required information in the form that appears next and click the **Submit button** found at the bottom of the page.

Approval Form

Service Issuing Facility: (*)	JAKAYA KIKWETE CARDIAC INSTITUTE-MUHIMBILI	Service Type: (*)	Investigations-MRI
Attendance Date:	28/05/2019	Service Date	28/05/2019
Hospital Patient FileNo	1235363432	Patient MobileNo	07654124435
Prescriber Name:	Mathias John	Prescriber qualification	Specialist
Disease Codes	x 002	Source/Referring Facility	Tumaini Comprehensive Infirmary

Service Details

Item Details	Description (Optional)				
MRI Abdomen(300,000.00/=)					
Quantity	<input type="text" value="1"/> Add				
ItemName	Description	Quantity	Unit Price (T...)	Amount (Tsh)	Delete
MRI Knee (300,000.00/=)		1	300,000	300,000	Delete
Submit					

- A page containing all the filled in details for the approval shall appear as shown below

Service Portal

Approval

[Issuing Approval](#) [Search Approval](#)

Approval Summary Form

Print	Download
CardNo	402101644914
AuthorizationNo	950918014163
ReferenceNo	NHIF/HQ/82509102/0319
Patient Name	Stephen Kimaro
Gender	Male
Patient MobileNo	120947021
Disease Code(s)	[299.2]
Source/Referring Facility	Magomeni
Service Issuing Facility	Regency Medical Centre
Attendance Date	28/05/2019
ServiceDate	28/05/2019
Expiry Date	27/06/2019

Approved Items And Services

#	ItemName	Quantity	Unit Price	Amount Claimed
1	MRI ABDOMEN+CHEST(300,000.00/=)	1	300000	300000

- To print out the approval form, Click on the **Print** or **Download** Button as shown below

Service Portal

Test User
Regency Medical Centre

Search...

SERVICE PROVIDERS

- Out-Patient Services
 - Member Verification
 - Form 2C
 - Service Approval
 - Patient Referral
- Pharmaceutical Services

Approval

Approval Summary Form

CardNo	402101644914
AuthorizationNo	950918014163
ReferenceNo	NHIF/HQ/82509102/0319
Patient Name	Stephen Kimaro
Gender	Male
Patient MobileNo	120947021
Disease Code(s)	[Z99.2]
Source/Referring Facility	Magomeni
Service Issuing Facility	Regency Medical Centre
Attendance Date	28/05/2019
ServiceDate	28/05/2019
Expiry Date	27/06/2019

Approved Items And Services

#	ItemName	Quantity	Unit Price	Amount Claimed
1	MRI ABDOMEN+CHEST(300.000 00/=)	1	300000	300000

- A printable approval form shall appear as shown below


NATIONAL HEALTH INSURANCE FUND
 Dedicated to providing Quality Health care to its beneficiaries
 Telephone +255 022 2133964, +255 022 2133696, +255 022 2133972
 All letters should be addressed to the Director General
 Email: info@nhif.or.tz
 P.O.Box 11360, Dar Es Salaam
 In Reply please quote :NHIF/HQ/82509102/0319

INVESTIGATIONS-MRI APPROVAL FORM

CardNo	:402101644914
AuthorizationNo	:950918014163
NhifFileNo	:950918014163
Patient Name	:Stephen Kimaro
Gender	:Male
PatientTelephone	:120947021
Disease Code	:[Z99.2]
Source/Referring Facility	:Magomeni
Service Issuing Facility	:Regency Medical Centre
Attendance Date	:28/05/2019
ServiceDate	:28/05/2019
Expiry Date	:27/06/2019

Approved items and services

ItemName	Description	Quantity	Unit Price	Total Price
MRI ABDOMEN+CHEST(300,000.00/=)		1	300000	300000

Issued By: Test User Requested/ Prescribed By: Joe Kisanga

Signature
Official Stamp

Patient Signature:



3.1.1.3.2 Search Approval

This form is used to search for a list previous approvals that has been issued for a particular member. The approval list can be search by either Card No. or the Authorization/Attendance Date.

- Under Service Approval menu, found on the left navigation pane, click on the **Search Approval** menu found at the top of the form
- Enter the select search criteria, either Card No. or Authorization/Attendance Date

The screenshot shows the Service Portal interface. On the left, there's a sidebar with a user profile for 'Test User' and 'Regency Medical Centre'. Under 'SERVICE PROVIDERS', 'Out-Patient Services' is expanded, showing 'Member Verification', 'Form 2C', 'Service Approval' (which is selected and highlighted in blue), and 'Patient Referral'. The main content area has a title 'Search Approval' with two tabs: 'Issuing Approval' (selected) and 'Search Approval'. A dropdown menu under 'Search Approval' shows 'By CardNo' selected. Below is a table with columns: By Date, ReferralNo, Card No, Authorization No, Full Name, Gender, Telephone No, Attendance Date, Issuing Facility, Issued By, Prescribed By, and Qualification. The table body contains the message 'No data'.

- Click on the **Search button** to fetch the list.
- A list containing details of the previously issued approval shall appear as shown below. (One may click on the column headings to sort the list based on a particular column)

The screenshot shows the same Service Portal interface as above, but after a search. The 'Search Approval' tab is selected. The table now contains a list of approvals. Each row includes an 'Action' column with a blue 'Open' button. The columns are: Action, Service Type Name, ReferralNo, Card No, Authorization No, Full Name, Gender, Telephone No, Attendance Date, Issuing Facility, Issued By, Prescribed By, and Qualification. The table includes a search bar at the top and a footer with pagination links (1, 2, 3, 4, 5, ..., 97).

Action	Service Type Name	ReferralNo	Card No	Authorization No	Full Name	Gender	Telephone No	Attendance Date	Issuing Facility	Issued By	Prescribed By	Qualification
[Open]	Immunosuppressants	NHIF/HQ/42509102/0503	202201730106	150917951996	Godson Koshuma	Male	0784448443	24-05-2019	MDEE PHARMACY	MR. Jitendra Verma	DR. SUDA	Specialist
[Open]	Immunosuppressants	NHIF/HQ/42509102/0474	202201730106	250917859962	Godson Koshuma	Male	0784448443	24-05-2019	MDEE PHARMACY	MR. Lucas Chongeni	dr suda	Specialist
[Open]	Other Medicine	NHIF/HQ/02509102/0425	204501457723	150917790370	Julletha Majua	Female	0674866986	20-05-2019	MDEE PHARMACY	MR. Lucas Chongeni	dr regina	Medical Officer(MD)
[Open]	Investigations-MRI	NHIF/HQ/70509102/0563	103701433390	140916916110	Iqram Mfaume	Male	0718462346	07-05-2019	Hitech Sai Healthcare centre	MR. Jitendra Verma	DR. HERMAN WELLA	Super Specialist
[Open]	Investigations-MRI	NHIF/HQ/51509102/0558	403201560055	250917832123	Habiba Hussein	Female	0784312455	15-05-2019	Hitech Sai Healthcare centre	MR. Lucas Chongeni	dr kauhan	Specialist
[Open]	Investigations-CT Scans	NHIF/HQ/70509102/0214	103701433390	140916916110	Iqram Mfaume	Male	0718462346	07-05-2019	Hitech Sai Healthcare centre	MR. Jitendra Verma	DR HERMAN WELLA	Specialist
[Open]	Other Medicine	NHIF/HQ/90509102/0666	406801253144	850917438495	Amiri Mahela	Male	0719787889	09-05-2019	JD PHARMACY (SAMORA)	MR. Jitendra Verma	DR. NADIA	Medical Officer(MD)
[Open]	Investigations-MRI	NHIF/HQ/12509102/0647	103501567170	850917836660	Tunu Kayombo	Female	655232345	21-05-2019	ABDALLAH MZEE HOSPITAL	Said Juma(Test Account)	Dr Jafari Jumbe	Specialist
[Open]	Investigations-CT Scans	NHIF/HQ/02509102/0417	06-9337989	350917781899	Leonne Mgweno	Male	-	20-05-2019	Reliable Diagnostics Center	MR. Lucas Chongeni	dr mohammed atef	Specialist
[Open]	Investigations-MRI	NHIF/HQ/41509102/0671	203200594990	550917577429	David Musiba	Male	0655953999	14-05-2019	Reliable Diagnostics Center	MR. Lucas Chongeni	dr maganga	Specialist

3.1.1.4 Patient Referral

This form is used to refer a patient/member to another service provider for more services that are not available or are beyond the capacity of the current facility.

- Click on **Patient Referral** menu found on the Left navigation pane

- Enter the Authorization No. of the Patient/members and click the Search Button

Service Portal

Referral

Member Verification | Authorized Patients | Patient Last Visit | View Referred Patients

Patient Referral Form

Authorization No: 950918014163

Search

- Fill in the required information on the form that appears and click the **Submit button** found at the bottom on the page

Referral

Member Verification | Authorized Patients | Patient Last Visit | View Referred Patients

Patient Referral Form

Authorization No: 950918014163

Search

NO PHOTO

Member's Details

MembershipNo: 101644914
CardNo: 402101644914
FullName: Stephen Kimaro
Gender: Male
Date Of Birth: Jan 3, 1960

Referring Physician Name: (*)
Dr. Joseph

Physician Qualification: (*)
Medical Officer(MD)/Dental Surgeon(DDS)

Physician MobileNo: (*)
0765123456

Referring Date: (*)
28/05/2019

Referred/Service Issuing Facility: (*)
REGENCY SPECIALIZED CLINIC

[*093]
Referring Diagnosis: (*)
093

Reasons for referral: (*)
Referral

Submit

- Referral no shall be generated and displayed as shown as follows

3.3.2 Diagnostic/Investigation

3.3.2.1 Patient Investigation

This form is used by a Service Provider (Issuing Facility) to issue an investigation request to a Patient, which has been requested from another Service Provider.

- On the left Navigation menu click on the **Patient Investigation**
- On the form that appears next, **click on Diagnosis** sub menu found at the top of the form
- Enter the **Source facility** (A facility which has launched the request) and **Authorization Number** and click the **Search button**

- On the form that appears **Check the option** next to statement “**Perform all Medical investigation(s) specified above**”
- Enter all other required information and click **Submit button**

3.3.2.2 View Folios

This menu enables the service provider to view all the investigations it has issued to members under the specified period

- Under Diagnostic/Investigation, **click on Folios sub menu**
- On the form that appears next, **Click on Folios** sub menu found at the top of the form
- On the form that appears, **select Month and Year** under which you want to view folio
- Click the **Search button**

Folio No	Card No	Full Name	Gender	Age	Authorization No	Source Facility	Amount (Tzs)	Prescriber Name	Dispensing Date	Dispenser Name
1	103600035503	Safis Mbena			110913030905	NHIF Test Facility	20,000	DR.GANDYE		
2	102901580043	Mary Ntejo			910913050948	NHIF Test Facility	300,000	DR MAUCKY		

3.3.3 Pharmaceutical Services

3.3.3.1 Dispense Drugs

This Module is used by Service Providers (Pharmacy) to dispense Medicines.

- On the left navigation pane, **click on Drug Dispensing** sub menu
- On the form that appears, **Select Source Facility name** that issued Form 2C.
- **Enter Authorization number** obtained during the verification process earlier and **click Search button**.

Source Referring Facility
Select Source Facility Name
Access Medical & Dialysis Center
ADRIKALO MEDICAL POLYCLINIC
AEROMEDA SUPER SPECIALIZED POLYCLINIC
Afy Dispensary
AFYA TIME SPECIALIZED CLINIC
AGA KHAN SPECIALIZED POLYCLINIC-UKONGA
AGA KHAN DISPENSARY MBAGALA

- On the form that appears next, **select Medicines** to dispense by **ticking the check box** as illustrated below and fill in all the required information
- Click **Submit button** to dispense medicines.

Member's Details

CardNo: 03-8892151
FullName: Joan James
Gender: Female
Date Of Birth: May 13, 1995

Disease Code(s)
[110]

Prescribed Medicines

Item Name	Quantity	Unit Price	Duration	Amount (TZS)	Letter Ref No
Clotrimazole + Gentamycin/Neomycin + Betamethasone	2	3,500	14	7,000	N/A

Select all prescribed items:

Dispensed Medicines

Item Name	Quantity	Unit Price	Duration	Amount (TZS)	Letter Ref No	Delete
Clotrimazole + Gentamycin/Neomycin + Betamethasone	2	3,500	14	7,000	N/A	Delete

Name of dispenser Dispenser Qualification:
Dispenser Name (required) Pharmacist
Please enter dispenser name.
Dispenser Licence No: 1454363| Dispensing Date: 30/05/2019

Submit

3.3.3.2 Reports

3.3.3.2.1 Detailed claims report

This form enables the service provider to view all the Medicines dispensed under the specified period.

- Under Pharmaceutical Services, **Click on the Reports** sub menu
- On the form that appears **click on Detailed claims report** menu found at the top of the page
- Enter Month and Year** and then **Click the search button**

Service Portal

Test User NHIF Test Facility

Search...

SERVICE PROVIDERS

- Out-Patient Services
- Pharmaceutical Services
 - Drugs dispensing
 - Reports**
- Diagnosis/Investigation

EMPLOYERS

- Contribution Payment
- View employees

Reports

Detailed claims report **Summary report**

Detailed Claims Report

May 2019

Drag a column header here to group by that column

Card No	Full Name	Gender	Patient MobileNo	Authorization No	Source Facility	Amount (TZS)	Prescriber Name	Dispensing Date	Dispenser Name
101501607241	Luhanya Luhigo	Male	0752996199	550917952754	ILOLANGULU - GEITA	1,440	testing	24/5/2019	DISOENSER

Sum: 1,440.00

- A detailed list of claims report shall be displayed as illustrated above.

3.3.3.2.2 Summary Report

This form can be used to view a summary report of the medicines dispensed at given facility for a specified period

- Under Pharmaceutical Services, **Click on the Reports** sub menu
- On the form that appears **click on Summary report** menu found at the top of the page
- **Enter Month and Year** and then **Click the search button**

Item Name	Total Quantity	Unit Price	Amount (TSh)
Aceclofenac 100mg Tablets	4	350	1,400
Acetylsalicylic Acid 300mg Tablets	4	10	40
			Sum: 1,440.00

3.4 Student

Service portal offers a the self-service feature that shall facilitate a student from a higher learning institution accredited by the fund, to apply for a NHIF card online without the necessity to physically visit one of our NHIF offices. Below are the quick steps guide that shall enable one to go through.

- Click on **student** Menu found at the top of the page

The Service Portal is designed, developed and hosted by [National Health Insurance Fund\(NHIF\)](#). The Portal's main objective is to enable a one stop center interface for health care services delivery in a transparent, easy and cost effective manner from various Accredited Health Facilities for the benefit of its beneficiaries.

- You shall be redirected to the Online student Registration portal

Service Portal

Student Verification

AdmissionNo	Form IV IndexNo	Existing Nhif Card
UDSM/01/CS/2018/19	S0172/0031/2015	<input checked="" type="checkbox"/> 01-NHIF999

Search

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Version 5.0

- **Enter the Admission Number, Form IV Index Number and Existing NHIF Card Number** (optional, If the students possess the card through parent, guarding etc)

Service Portal

Student Verification

AdmissionNo	Form IV IndexNo	Existing Nhif Card
UDSM/01/CS/2018/19	S0172/0031/2015	<input checked="" type="checkbox"/> 01-NHIF999

Search

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Version 5.0

- Click the **Search Button** after filling in Admission Number, Form IV Index Number and optional Existing NHIF Card Number. The portal shall display the basic information of the student whereby the student shall be required to fill in the rest of the information.

Service Portal

Student Verification

AdmissionNo	Form IV IndexNo	Existing Nhif Card
UDSM/01/CS/2018/19	S0172/0031/2015	<input type="checkbox"/>

Member's Details

FirstName: LIVING	UniversityName: UNIVERSITY OF DAR ES SALAAM
MiddleName: HENRY	ProgramOfStudy: DOCTOR OF MEDICINE(MD)
Surname: MOREWA	ProgramDuration: 5 Years
Gender: MALE	MobileNo: 087654321
DateOfBirth: Jun 27, 1998	IsVerified: false

College Name

Select...

Email

Email (required)

Browse... No file selected.

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Version 5.0

- Fill in the *College Name, Mobile Number, Email address and upload a Passport sized photograph by **clicking the browse button** and select the desired photo.*
- Click the **Submit** button to complete the process.