Process Design Document Care-ECHS OP

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1. Introduction

1.1 Summary

The Ex-Servicemen Contributory Health Scheme (ECHS) Out-Patient Automation process aims to streamline patient services for ex-servicemen and their dependents. This automation typically involves digitizing, Classifies, Extracts and automating various steps within the patient management workflow to enhance efficiency and reduce manual intervention.

1.2 Objective

The ECHS Outpatient Automation process is to streamline and enhance the efficiency of outpatient data management by leveraging UiPath's automation capabilities. This process aims to

- > Automate Data Extraction
- > Improve Data Accuracy
- ➤ Enable Seamless Portal Integration
- Reduce Processing Time
- Enhance Data Security and Compliance

This automation ultimately supports the ECHS system by optimizing data workflows, improving accuracy, and freeing up resources for higher-value tasks.

1.3 Scope

The ECHS Outpatient Automation process includes the following components:

- Document Understanding and Data Extraction
- Machine Learning Skill
- ➤ Web Portal Automation
- Data Upload and Validation
- Error Handling and Exception Management
- Security and Compliance
- Testing and Validation

All stages of the outpatient record management workflow, from data extraction in PDFs to secure data uploads to the ECHS portal, ensuring an accurate, compliant, and efficient automated process.

2. Process Description

2.1 Process overview

General information about the process selected for RPA implementation

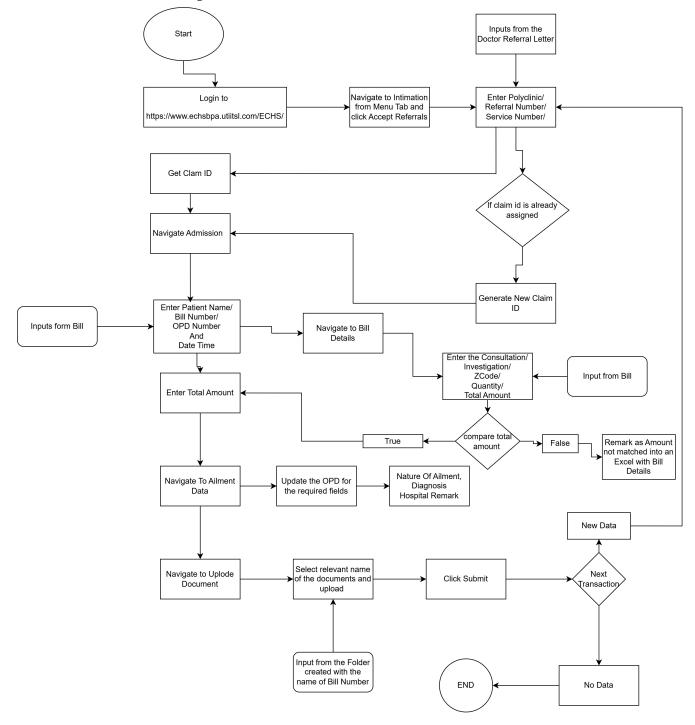
| ECHS Out Patient Details | | | |
|--------------------------|---|--|--|
| Process full name | Ex-Servicemen Contributory Health Scheme (ECHS) Out-Patient | | |
| Function | Document Uploading | | |
| Department | Insurance | | |
| Process description | Ex-Servicemen Contributory Health Scheme Out-Patient, automating the process of uploading the relevant documents to the ECHS Portal | | |
| Process Schedule | Daily | | |
| Input Data | Client Data | | |
| Output Data | Status of the Uploaded Pdf's. | | |

The ECHS Out Patient Automation process involves the following steps to streamline the out patient data management

- Document Collection and Preparation
- Data Extraction Using Document Understanding
- Data Validation and Correction
- Web Portal Login and Navigation
- Data Upload to ECHS Portal
- Error Handling and Exception Management
- Logging and Reporting

By automating these steps, the process significantly reduces manual effort, enhances data accuracy, and speeds up the handling of outpatient records for the ECHS system

2.2 Detailed Process Map



2.3 Detailed Process

The complete steps in the process, including Keystrokes and clicks are to be defined with screen shorts. If any data restrictions, mask the sensitive information.

| SN.No | Steps /Actions | Screenshot | Expected Result | Remark |
|-------|--|--|---|--|
| 1.1 | Open echsbpa.utii tsl portal | | Display of Web-page | Handle Exception is web app is not available |
| 1.2 | Login to the portal With the username, password and Captach | The Secretary Control Secretar | Access to the Dashboard | Handle exception if the credential s are incorrect |
| 1.3 | Click the check box for everytime and Navigate to the information menu and click on Accept Referrals | THE CANADA AND PROPERTY AND | Navigate to the Patient Referral Page | |
| 1.4 | Give all the corresponding inputs and click on search | Ex Service County Count | Navigated to Referral Conformation | |
| 1.5 | Click Yes radio button to conform the patient is belongs to own hospital and click on submit | DIJ (Alberts of Frances) The Search (Control of Frances) The Sea | Conformation Notice Window | |

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| | and enter | Patient Details Admission Bill Details Ailment Details Upload Documents Audit Trail Admission Details Admission Bill Details Ailment Details Upload Documents Audit Trail | Submission |
| 1.7 | the details | * Admission Type Referral * COHS Region Secunderabad * Polyclinic Secunderabad Main Cay Navanoshahr | for Out- |
| | of OP Date/ | * Admission(OPD Date 20/11/2024 ** Nr Hr * Min Mn * * * Expected Discharge Date N.A * Admission(OPD Number * * Approx. Treatment Cost N.A. * * * * * * * * * * * * * * * * * * | Patient |
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| | bill and | Referred Admission Bill Details Admission Bill Details Admission Bill Details Upload Documents Audit Trail | Claim |
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| | Continue | | |
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| | documment | | |

2.4 Exceptions Handling

| SN.No | Exception Name | Step where exception | Exception Handling |
|-------|-----------------------|------------------------|-------------------------------|
| | | encountered | |
| | | | If the login validation |
| | Incorrect Email or | If message for the | failed for the first time, it |
| 1 | Password | incorrect Username and | need 's to be tried for |
| | | Password and Captcha | only 2 times only and |
| | | | send a mail to the |
| | | | respective user |
| 2 | No new data | | Stop Process |