Process Design Document
Care-ECHS OP

SN.No	Content	Page.No
1	**Introduction**	**1**
	1.1. Summary	1
	1.2 Objective	1
	1.3 Scope	1
2	**Process Description**	**1**
	2.1 Process Overview	1
	2.2 Detailed Process Map	2
	2.3 Detailed Process	3
	2.4 Exception Handling	5

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

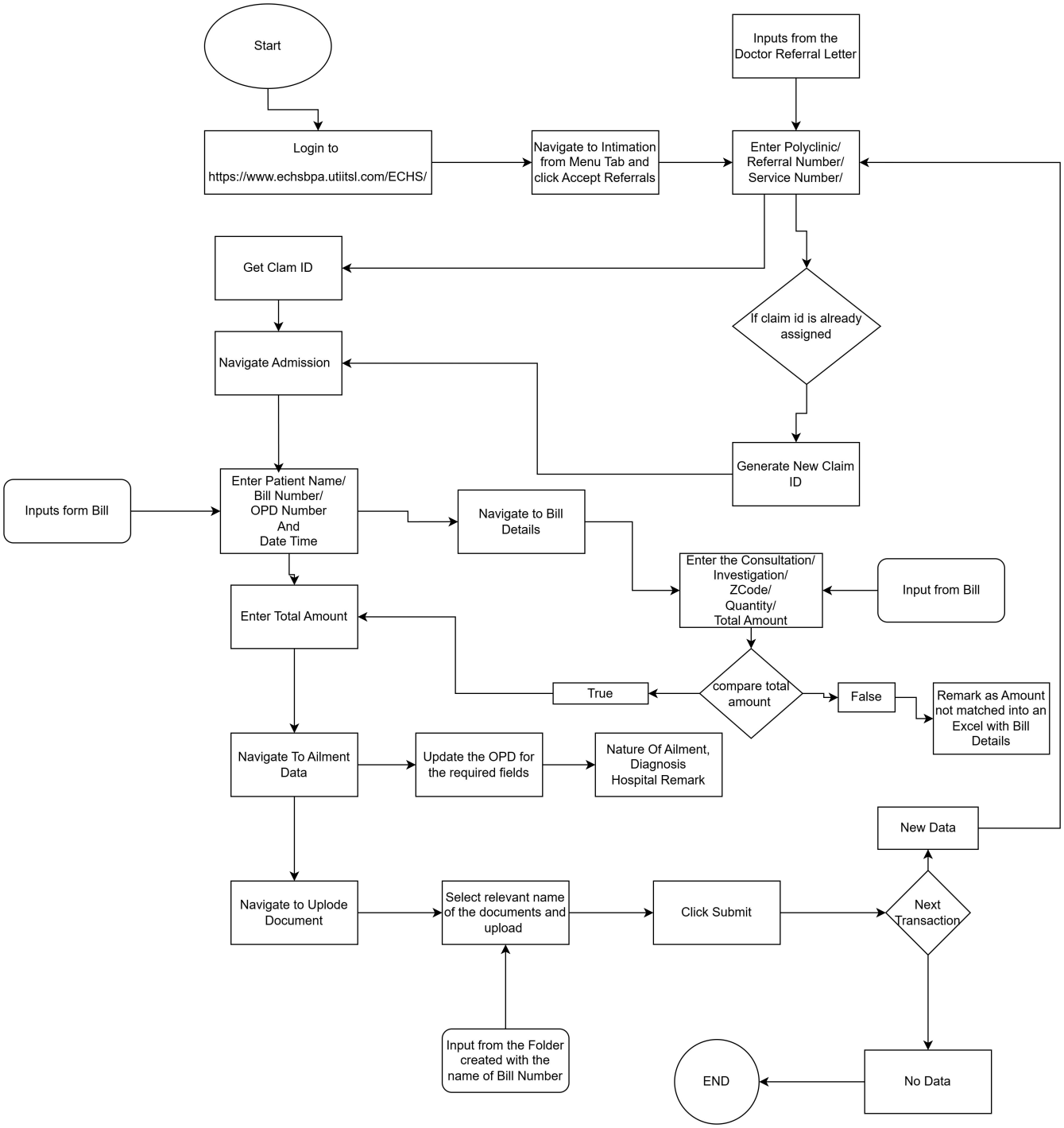
ECHS Out Patient Details	
Process full name	Ex-Servicemen Contributory Health Scheme (ECHS) Out-Patient
Function	Document Uploading
Department	Insurance
Process description	Ex-Servicemen Contributory Health Scheme Out-Patient, automating the process of uploading the relevant documents to the ECHS Portal
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

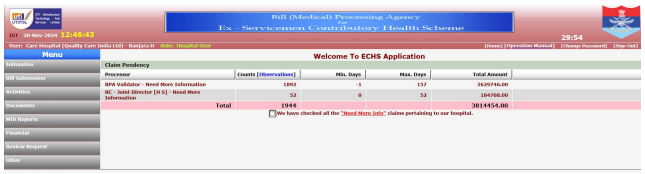
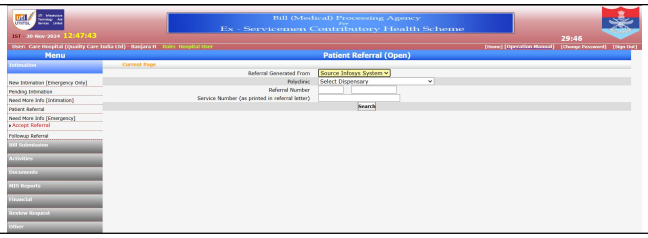
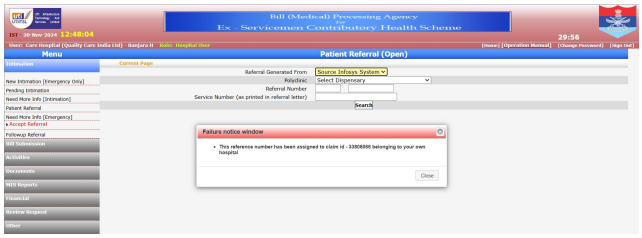
By automating these steps, the process significantly reduces manual effort, enhances data accuracy, and speeds up the handling of outpatient records for the ECHS system

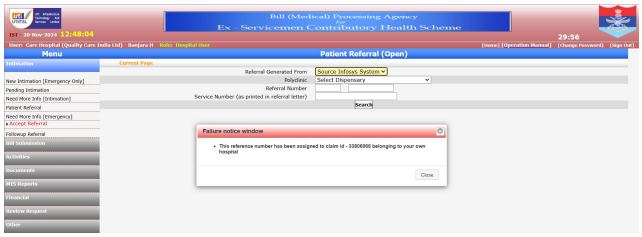
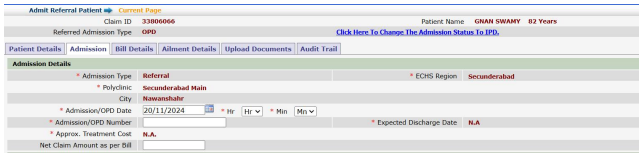
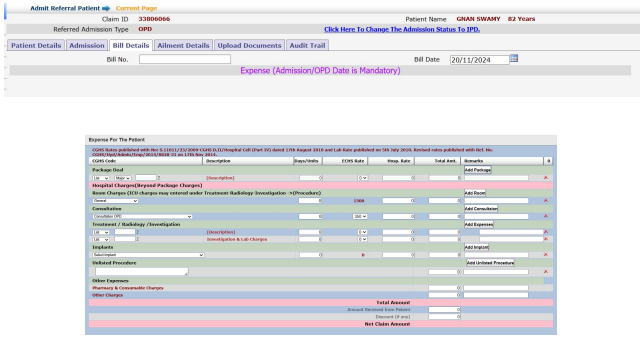
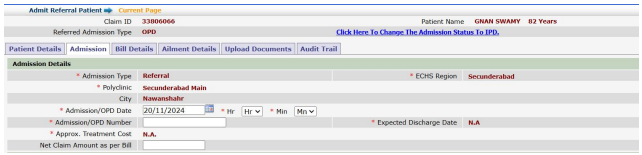
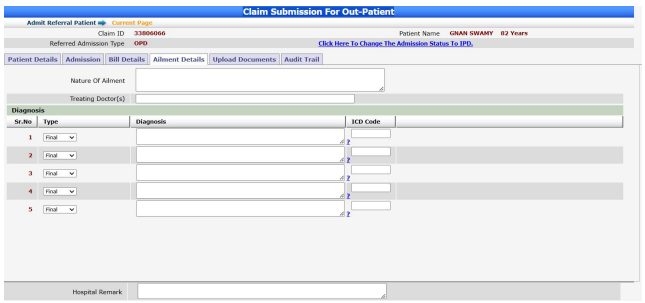
2.2 Detailed Process Map



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.utiitsl 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		Access to the Dashboard	Handle exception if the credentials are incorrect
1.3	Click the check box for everytime and Navigate to the information menu and click on Accept Referrals		Navigate to the Patient Referral Page	
1.4	Give all the corresponding inputs and click on search		Navigated to Referral Conformation	
1.5	Click Yes radio button to conform the patient is belongs to own hospital and click on submit		Conformation Notice Window	

1.6	Copy the clam ID which is shown in the Window and click on close		Popup Window closed	
1.7	Navigate to admission and enter the details of OP Date/ Time, OPD Number		Claim Submission for Out-Patient	
1.8	Navigate to Bills and enter the Bill number and Date and click on the Expenses and Add Consultation and Investigation		Pop-up Window to enter the Expenses for the patient	
1.9	Compare the total amount with the bill and enter the total amount in the Claim Amount Field		Claim Submission for Out-Patient	
1.10	Navigate to Ailment Details and enter the Nature of Ailment, Diagnosis and Hospital Remark as OPD		Claim Submission for Out-Patient	
1.11	Navigate to Uplode Documment's and		Upload Documents Claim Submission	

	select the file name and uplode the revelent document and submit form		for Out-Patient	
1.12	Continue with the next documment			

2.4 Exceptions Handling

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