

HEISCO MEDICAL SYSTEM

USER MANUAL

1. INTRODUCTION

The HEISCO Medical System is a multi-user, role-based application designed to manage and track medical visits for HEISCO/GD/HEISCO RESOURCES employees as well as temporary employees located in Kuwait. It features a modern, intuitive interface for recording both internal and external visits, uploading related documents, and viewing comprehensive medical histories. Users can also generate professional PDF reports for individual visits or overall analytics. With dynamic navigation, built-in validations, and secure role-based access, the system ensures streamlined and efficient medical record management.

2. SYSTEM REQUIREMENTS

- A computer connected to the organization's internal network
- Modern browser (Google Chrome, Microsoft Edge, etc.)
- Valid Windows login credentials (Active Directory)

3. USER WORKFLOW BY ROLE

Nurse:

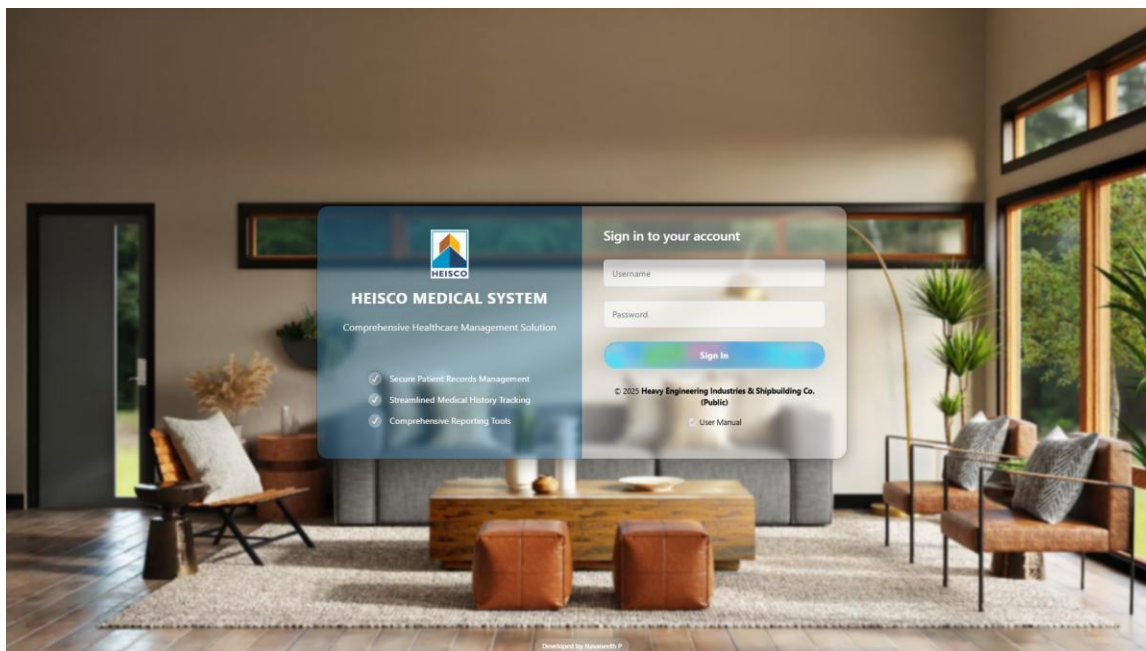
The nurse is responsible for creating a new employee record during the employee's initial medical visit. This includes entering personal details, contact information, and relevant past or family medical history. Once the record is created, the employee is registered in the system for future visit tracking.

The nurse also has access to the **Reports** module, which provides a system-wide overview of medical activity. By default, the report filters show data for the current day, but they can be adjusted by date range, cost center, visit type, or significance. Clicking the **Significant Cases** button displays a breakdown of all recorded significant cases within the selected timeframe. All reports can be exported as PDFs for printing and documentation purposes.

Doctor:

After an employee record exists, the doctor logs in to record any number of internal (in-clinic) or external (referred) medical visits. The doctor can retrieve the employee's complete medical history using the Employee ID and Company, view all past visits, and make necessary edits or deletions. Each visit can be individually reviewed and printed in PDF format.

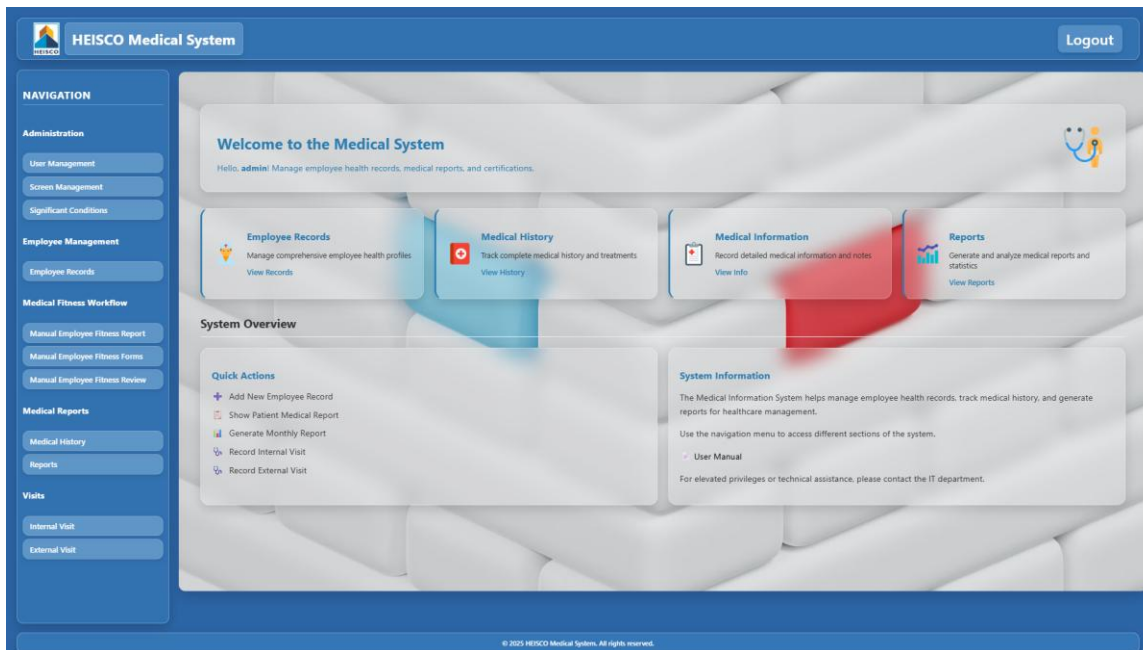
4. LOGGING IN



- The system uses Active Directory integration.
- Users can log in using their Windows PC login credentials.
- Upon successful login, users are redirected to the Medical System Home Page.

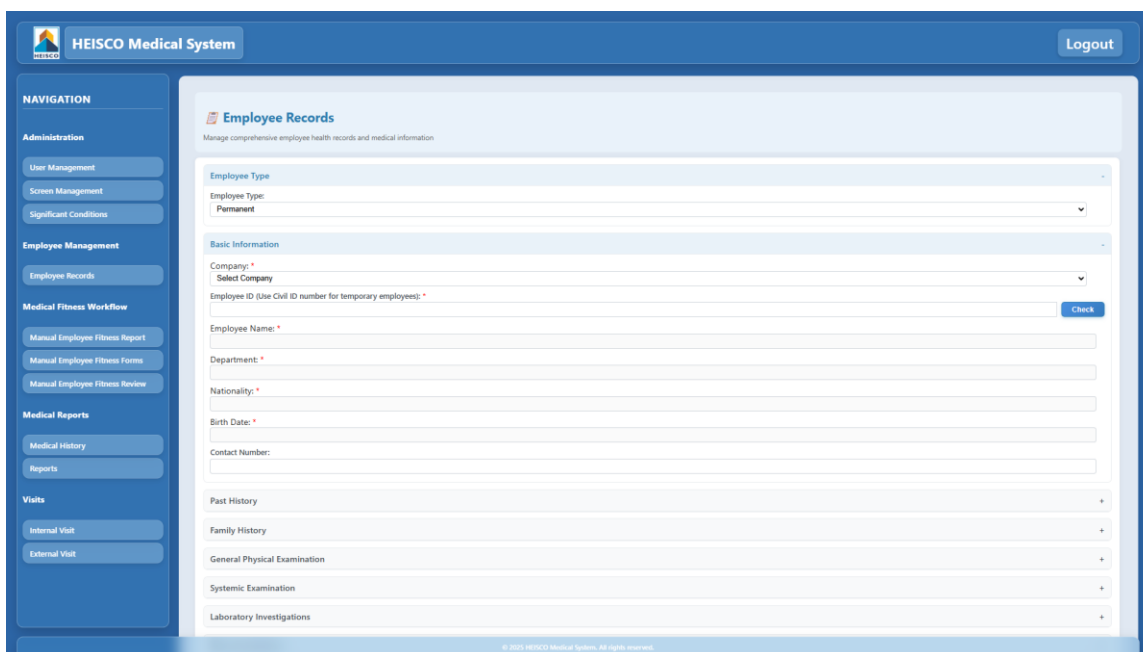
5. NAVIGATION OVERVIEW

- Left Sidebar: Navigation menu with access to screens like Employee Records, Internal Visit, External Visit, Medical History, Reports, Fitness Report, etc. Menus available to users will be based on the given Role.
- Top Right Corner: Logout button



6. MODULES & FEATURES

6.1 EMPLOYEE RECORD

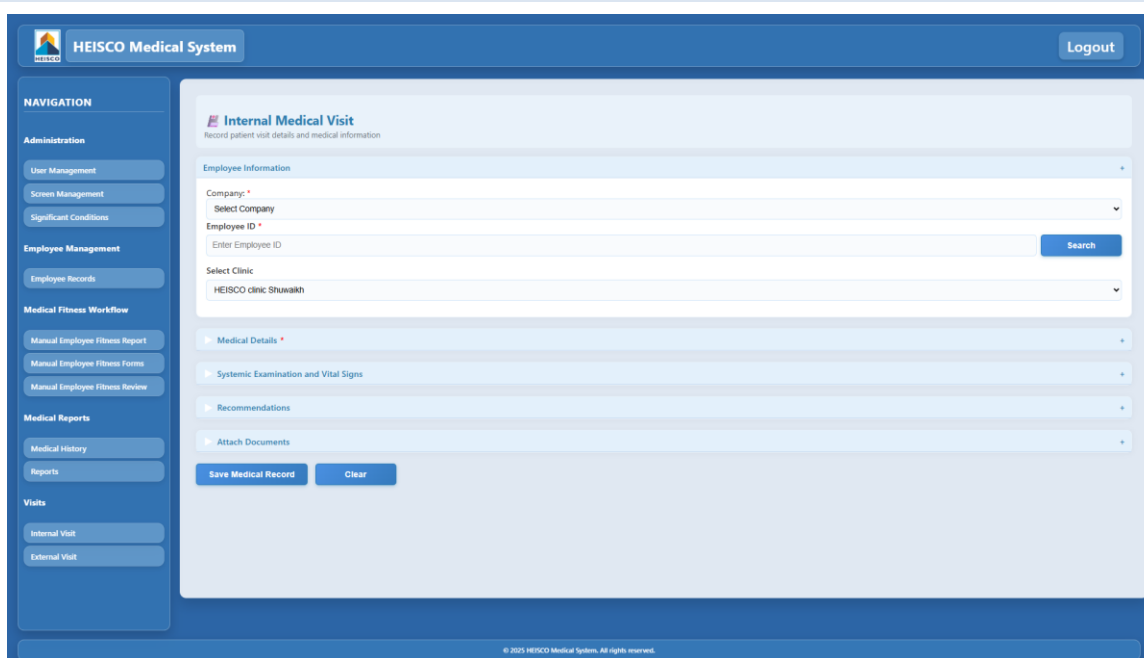


Before recording medical data, ensure the employee has a profile in the system.
- Select Permanent or Temporary:

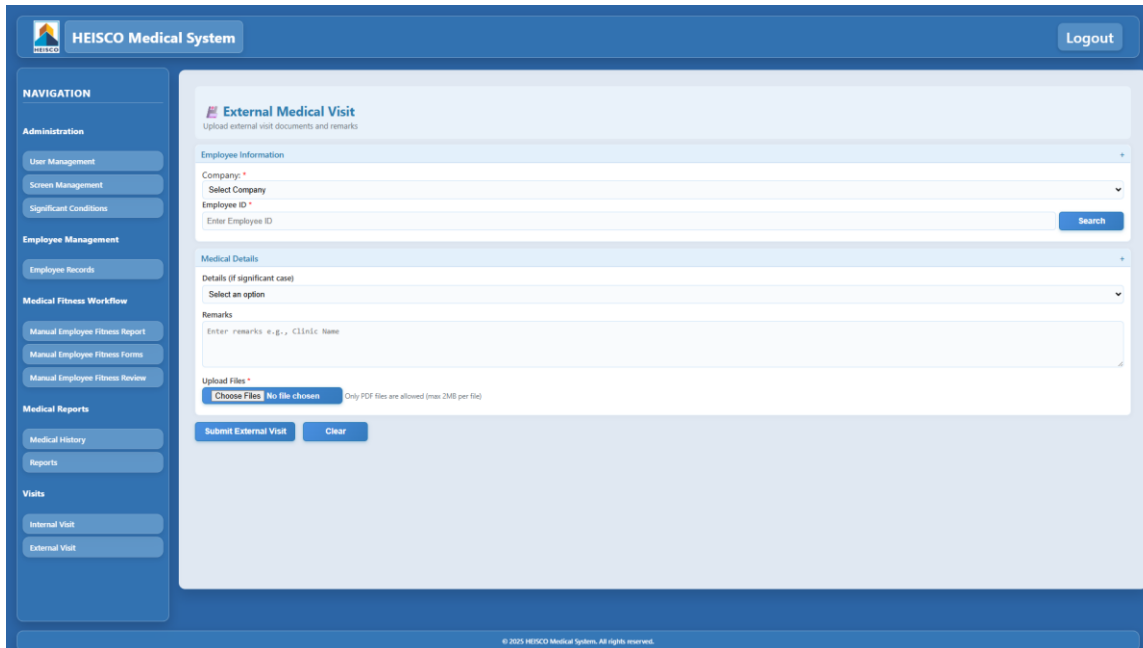
- Permanent: Select Company and enter Employee ID to auto-fetch details from MIS database.
- Temporary: Enter Civil ID and manually input essential data.
- Enter Contact Number.
- Other fields are optional and can be updated later.

If an employee record doesn't exist when entering internal/external visit forms, the user will be prompted to create it first.

6.2 INTERNAL VISIT / EXTERNAL VISIT



The screenshot displays the 'Internal Medical Visit' form within the HEISCO Medical System. The interface features a blue header with the system name and a 'Logout' button. A left-hand navigation menu categorizes functions into Administration, Employee Management, Medical Fitness Workflow, Medical Reports, and Visits. The main content area is titled 'Internal Medical Visit' and includes a subtitle 'Record patient visit details and medical information'. It contains several input fields: 'Company' (a dropdown menu), 'Employee ID' (a text field with a search button), and 'Select Clinic' (a dropdown menu). Below these are expandable sections for 'Medical Details', 'Systemic Examination and Vital Signs', 'Recommendations', and 'Attach Documents'. At the bottom of the form are 'Save Medical Record' and 'Clear' buttons. A copyright notice for 2021 HEISCO Medical System is visible at the very bottom.



After employee creation, any number of visits can be recorded under:

- Internal Visit (clinic-based care)
- External Visit (referred hospital/outside clinic visits)

Key Features:


- Lookup employee by Employee ID and Company
- Fill medical details
- Upload multiple PDF files (max 2MB each)
- Save visit records

Significant Cases:

- Mark a visit as a Significant Case by selecting from a dropdown
- If "Other" is selected, a custom description can be entered

6.3 MEDICAL HISTORY

- Retrieve the full medical history of any employee using Employee ID and company.
- View and manage all visit records.
- Edit or delete a record using the pen icon or delete icon beside it.
- Print detailed PDF of individual visit information.


HEISCO Medical System

Logout

NAVIGATION

Administration

- User Management
- Screen Management
- Significant Conditions

Employee Management

- Employee Records

Medical Fitness Workflow

- Manual Employee Fitness Report
- Manual Employee Fitness Forms
- Manual Employee Fitness Review

Medical Reports

- Medical History
- Reports

Visits

- Internal Visit
- External Visit

Medical History

Search and view comprehensive medical records by employee ID

Company: *
HEISCO
Employee ID
29820

Search Records

Employee record loaded successfully.

Medical History Report

Generated on July 28, 2025

External Visits

Internal Visits

Internal Visit #1 - July 12, 2025

Clinic:

Seen By:

Significant Case: False

Significant Details:

Problems: Body pain + headache + runny nose since 2 days

Diagnosis: URTI

Treatment: ADOL TAB HISTAN TAB


Doctor Notes:

Follow-up Date:

Rest Period:

Recommendations: Referred to Govt. Clinic

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HEISCO Medical System

Logout

NAVIGATION

Administration

- User Management
- Screen Management
- Significant Conditions

Employee Management

- Employee Records

Medical Fitness Workflow

- Manual Employee Fitness Report
- Manual Employee Fitness Forms
- Manual Employee Fitness Review

Medical Reports

- Medical History
- Reports

Visits

- Internal Visit
- External Visit

Medical History

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Company: *
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Search Records

Employee record loaded successfully.

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External Visits

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Significant Case: False

Significant Details:

Problems: Body pain + headache + runny nose since 2 days

Diagnosis: URTI

Treatment: ADOL TAB HISTAN TAB

Doctor Notes:

Follow-up Date:

Rest Period:

Recommendations: Referred to Govt. Clinic

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Edit Medical Visit

Visit Date

12/07/2025

Details (if significant case)

Select an option

Problems

Body pain + headache + runny nose since 2 days

Diagnosis

URT

Treatment

ADOL TAB HISTAN TAB

Doctor Notes

Follow-up Date

dd/mm/yyyy

Rest Period

Recommendations

Referred to Govt. Clinic

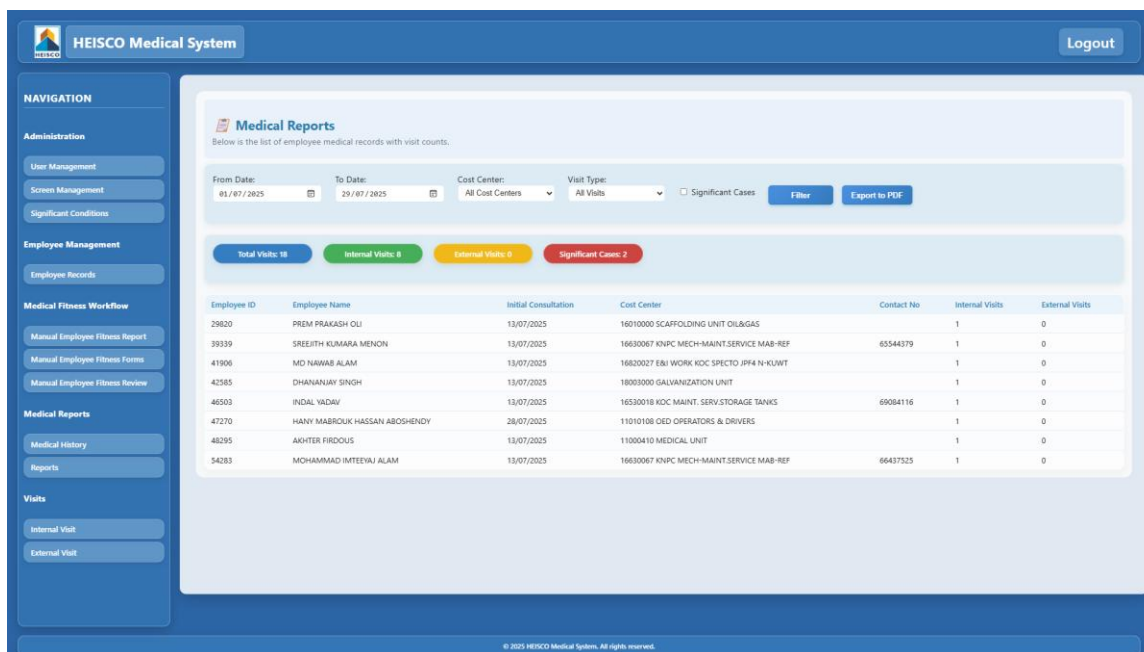
Vitals

Heart

Cancel

Save Changes

6.4 REPORTS

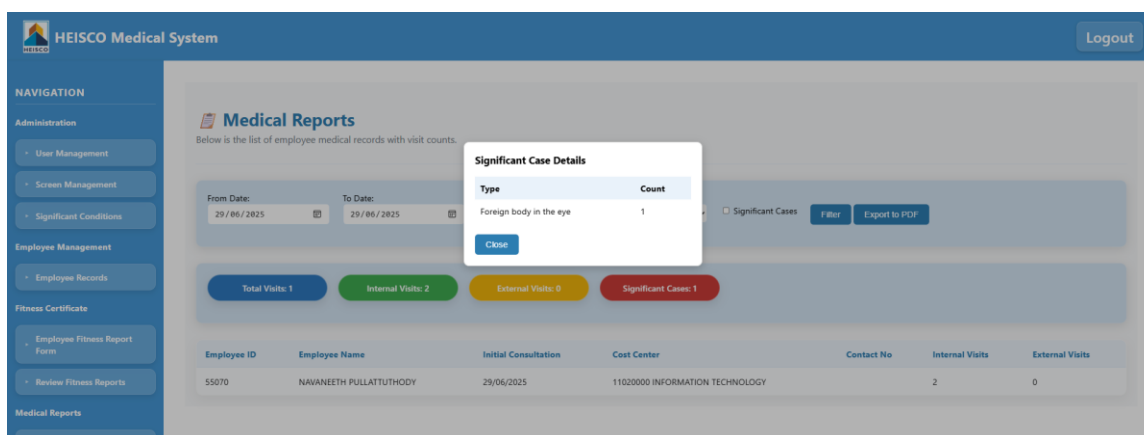


Employee ID	Employee Name	Initial Consultation	Cost Center	Contact No	Internal Visits	External Visits
29820	PREM PRAKASH OLI	13/07/2025	16010000 SCAFFOLDING UNIT OIL&GAS		1	0
39339	SREEJITH KUMARA MENON	13/07/2025	16630067 KNPC MECH-MAINT-SERVICE MAB-REF	65544379	1	0
41906	MO NAWAB ALAM	13/07/2025	16820027 E&I WORK KOC SPECTO JPF4 N-KUWT		1	0
42585	DHANANJAY SINGH	13/07/2025	18003000 GALVANIZATION UNIT		1	0
46503	INDAL VADAV	13/07/2025	16530018 KOC MAINT. SERV.STORAGE TANKS	69084116	1	0
47270	HANY MABROUK HASSAN ABOSHENDY	28/07/2025	11010108 OED OPERATORS & DRIVERS		1	0
48295	AKHTER FRODOUS	13/07/2025	11000410 MEDICAL UNIT		1	0
54283	MOHAMMAD IMTEYAJ ALAM	13/07/2025	16630067 KNPC MECH-MAINT-SERVICE MAB-REF	66437525	1	0

- Apply date, cost center, visit type and significant cases filters to generate reports.
- View summary metrics (e.g., total visits, significant cases).

Significant Cases Analysis:

- Click the “Significant Cases” button
- Displays counts and types of significant cases recorded during the selected time range.



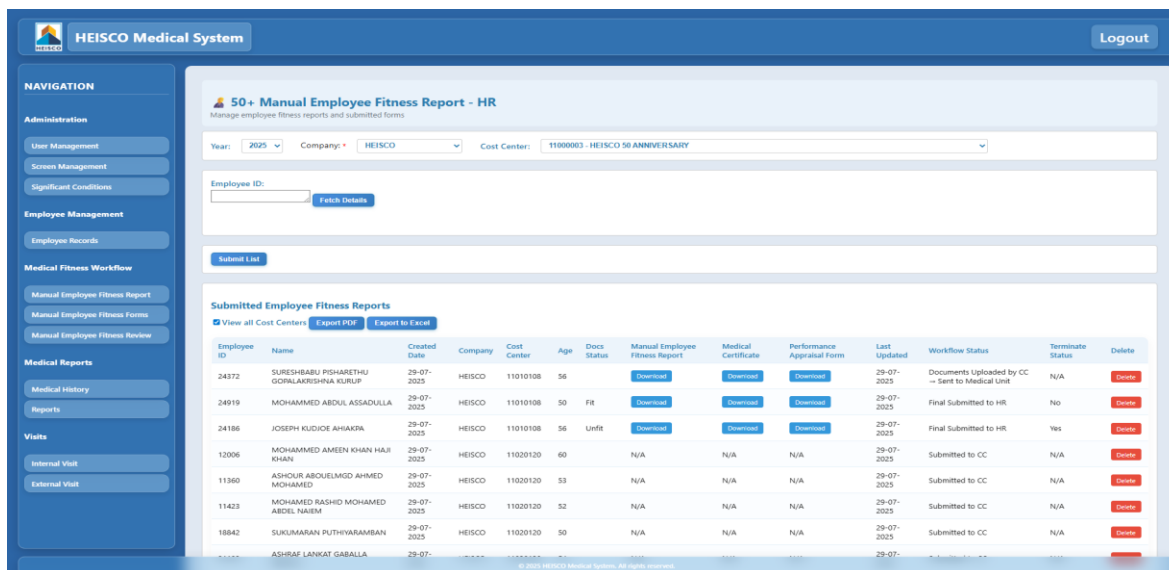
Employee ID	Employee Name	Initial Consultation	Cost Center	Contact No	Internal Visits	External Visits
55070	NAVANEETH PULLATTUTHODY	29/06/2025	11020000 INFORMATION TECHNOLOGY		2	0

6.5 50+ EMPLOYEES FITNESS REPORT PROCESS

This module supports fitness evaluation for manual employees aged 50+.

Step-by-Step Flow:s

1. HR Process Initiation:

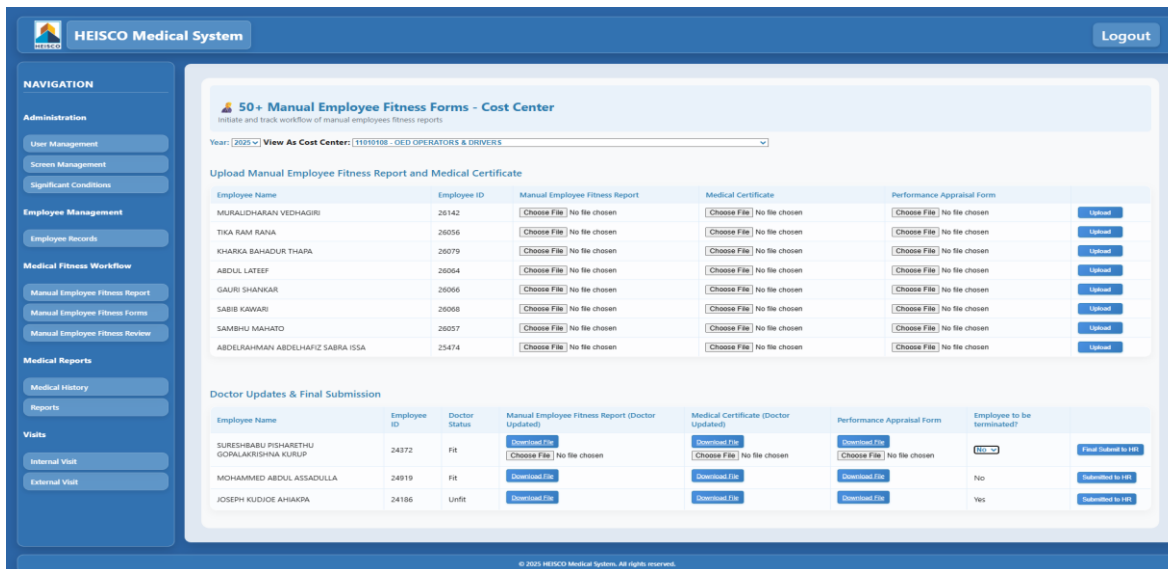


The screenshot displays the HEISCO Medical System interface. The top navigation bar includes the HEISCO logo, the system name, and a Logout button. The left sidebar contains a NAVIGATION menu with sections for Administration, Employee Management, Medical Fitness Workflow, Medical Reports, and Visits. The main content area is titled "50+ Manual Employee Fitness Report - HR" and includes a sub-header "Manage employee fitness reports and submitted forms". Below this, there are filters for Year (2025), Company (HEISCO), and Cost Center (1100003 - HEISCO 50 ANNIVERSARY). An Employee ID field with a "Fetch Details" button is present. A "Submit List" button is also visible. The bottom section, "Submitted Employee Fitness Reports", features a table with columns for Employee ID, Name, Created Date, Company, Cost Center, Age, Docs Status, Manual Employee Fitness Report, Medical Certificate, Performance Appraisal Form, Last Updated, Workflow Status, Terminate Status, and Delete. The table contains several rows of data, including employees like SURESHBABU PISHARETHU, MOHAMMED ABDUL ASSADULLA, JOSEPH KUDJOE AHAAKPA, MOHAMMED AMEEN KHAN HAJI KHAN, ASHOUR ABOUELMGD AHMED MOHAMED, MOHAMMED RASHID MOHAMED ABDEL NAEEM, SUKUMARAN PUTHIVARAMBAN, and ASHRAF LANKAT GABALLA.

- Select the Year, Company, Cost Center for initiating the process.
- Enter Employee IDs to fetch details.
- The system automatically filters employee IDs, also list can be edited manually.
- Submit the form and it gets forwarded to the CC.
- The status of submitted records can be tracked in the bottom section for selected filter.
- There is an option to view all CC, Export to PDF and Export to Excel.

2. CC Uploads forms and sends to Medical Unit for Review:

- Corresponding CCs receive their lists.
- CC uploads the needed forms and uploads them to submit to the medical unit.
- The records reviewed by the doctor will be shown in the bottom section.
- The CC must upload all 3 forms and decide whether to terminate the employee or not and final submit to HR.



50+ Manual Employee Fitness Forms - Cost Center
Initiate and track workflow of manual employee fitness reports

Year: [2025] View As Cost Center: [11010108 - OED OPERATORS & DRIVERS]

Upload Manual Employee Fitness Report and Medical Certificate

Employee Name	Employee ID	Manual Employee Fitness Report	Medical Certificate	Performance Appraisal Form	
MURALICHARAN VEDHAGIRI	26142	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
TIKA RAM RANA	26056	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
KHARKA BAHADUR THAPA	26079	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
ABDUL LATEEF	26064	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
GAURI SHANKAR	26066	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
SABIE KAWARI	26068	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
SAMBHU MAHATO	26057	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]
ABDELRHAMMAN ABDELHAFIZ SABRA ISSA	25474	[Choose File] No file chosen	[Choose File] No file chosen	[Choose File] No file chosen	[Upload]

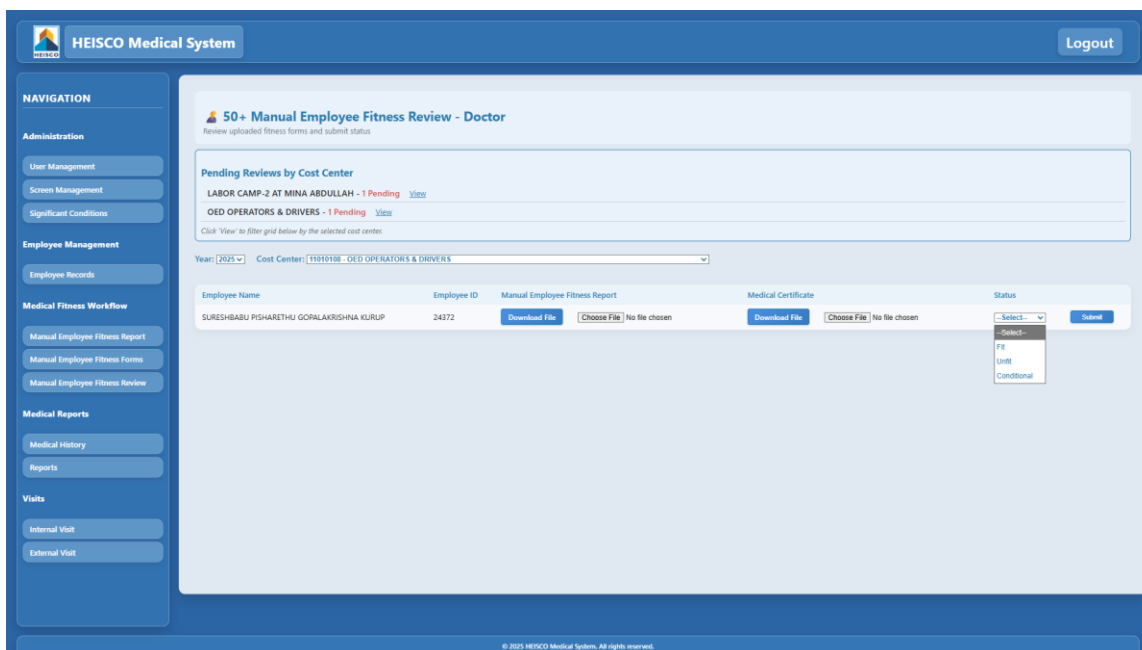
Doctor Updates & Final Submission

Employee Name	Employee ID	Doctor Status	Manual Employee Fitness Report (Doctor Updated)	Medical Certificate (Doctor Updated)	Performance Appraisal Form	Employee to be terminated?	
SURESHBABU PISHARETHU GOPALAKRISHNA KURLUP	24372	Fit	[Download File] [Choose File] No file chosen	[Download File] [Choose File] No file chosen	[Download File] [Choose File] No file chosen	No	[Final Submit to HSE]
MOHAMMED ABDUL ASSADULLA	24919	Fit	[Download File]	[Download File]	[Download File]	No	[Submitted to HSE]
JOSEPH KUDJOE AHIKRA	24186	Unfit	[Download File]	[Download File]	[Download File]	Yes	[Submitted to HSE]

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3. Doctor Review:

- The doctor has a summary dashboard that shows pending requests and gets notified for which cost center they are.
- Clicking on the view button directly shows the pending requests of that CC.
- Doctor can download the form uploaded by CC and reupload it with their remark.
- Once files are reuploaded and a status is selected (Fit, Unfit, Conditional) they can submit.



50+ Manual Employee Fitness Review - Doctor
Review uploaded fitness forms and submit status

Pending Reviews by Cost Center

LABOR CAMP-2 AT MINA ABDULLAH - 1 Pending [View](#)

OED OPERATORS & DRIVERS - 1 Pending [View](#)

Click 'View' to filter grid below by the selected cost center.

Year: [2025] Cost Center: [11010108 - OED OPERATORS & DRIVERS]

Employee Name	Employee ID	Manual Employee Fitness Report	Medical Certificate	Status
SURESHBABU PISHARETHU GOPALAKRISHNA KURLUP	24372	[Download File] [Choose File] No file chosen	[Download File] [Choose File] No file chosen	[Select] [Fit] [Unfit] [Conditional]

[Submit]

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7. COMMON NOTES

- PDFs only are accepted for uploads (max 2MB per file)
- Employee creation is mandatory before any medical or fitness record can be entered
- Remarks are mandatory during each approval stage in the fitness workflow
- Screens dynamically fetch employee details to reduce manual entry

8. TROUBLESHOOTING / FAQs

Q1. I can't enter a visit record — what should I check?

→ Make sure the employee has a record created first in the system under Employee Records.

Q2. The system won't accept my file upload.

→ Confirm the file is in PDF format and does not exceed 2MB.

Q3. I logged in but only see limited options.

→ Your access may be role-restricted. Contact ITD for role assignment.