# TPA USER GUIDE



All the TPA users will have the access to submit the TPA form online. User must select the below option from the menu to access the TPA form.

#### Note:

- 1. Only authorized users can submit the TPA form.
- 2. TPA user can submit the report for the last month only.
- 3. Only one report for a month is allowed i.e. users can't submit more than one report for a month.
- 4. Once submitted, report can't be edited.

#### Select below item from the menu to access the TPA form.





#### TPA form



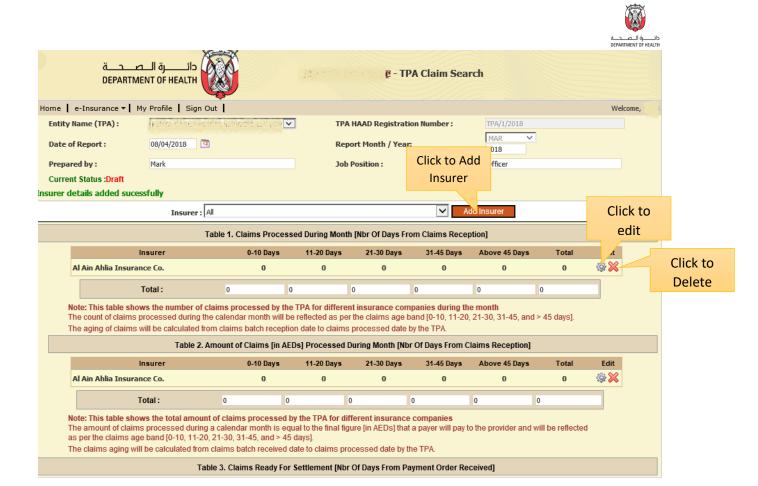


TPA user must select the insurer from the given drop down list and add to insert values. (Prepared by and job position is mandatory)



Related fields for all the table will appear on the TPA form once the insurer is added from the drop down list.

- 1. Default values would be entered as "0".
- 2. User must click on edit icon on each row to enter the values and save is individually.
- 3. All the insurer rows will be deleted if it is deleted from any on the table. E.g. <u>if user will delete Al Ain insurer from table 1, then Al Ain insurer row will be deleted from all 5 tables.</u>



TPA user can add multiple insurer details to the same form and update the values.







### Users can save the report as Draft and update later before submitting.

- 1. Attachment in the table 6 and 7 is mandatory.
- 2. TPA users can download the template to fill and attach as a mandatory information.





## TPA users can search and view all created reports.

