HEALTH INSURANCE

NEW PROCESS HLEATH INSURANCE

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Process Summary:

- Create new process for Managing Health insurance.

- For Appointment New Visa - Insurance Stage already available need to redesign.

- For Appointment Naqal kafala new Process will be added between Naqal Kafala and issue/print iqama stage.

- Below picture shows that where insurance stage will be.

- In form I will show some common data of employee as like GOSI screen.

- Additional data as per Bupa site like I did for GOSI, MUDAD, and QIWA.

- At the top of form there will be check box for adding insurance data in our system. Check box will clicked Default.

- Check box will be checked and unchecked by HR Admin 110/110A.

- **Same will do in EOS Process for Removing Insurance as a last stage.**

Workflow:

1. HR - 110A/110 (Sub stage: HR review)
2. CTO - 600 - (Form Approval)
3. HR -> Auditor -> 600 (Sub stage: Payment)
4. HR (Sub stage: Upload Insurance)

- If check box unchecked by HR admin 110/110A Normal workflow will run & all action will perform.

- If check box checked means default which old insurance available for employee so in this case HR will store Old insurance in system.