

How to claim Annual health check-up reimbursement

Contents

- How to raise claims on Excelity Portal
- How to raise claims under OPD on Mediassist Portal
- Guidelines for claims





How to raise claim on Excelity Portal

Login to Excelity (VPN required): <https://ess.excelityglobal.com/ACS>

Click on 'My Transaction > Claim Reimbursements

The screenshot displays the ESS interface. At the top, there is a blue header with a 'Payroll' tab. Below the header is a navigation menu on the left with the following items: My Personal Details, My Transactions (highlighted with a blue box), Investment Declaration, Claim Reimbursements (highlighted with a blue box), Voluntary Provident Fund, Planner, NPS Declaration, My Reports, Downloads, Password, Year End, Image Upload, E-File My ITR, Retirals, and Retirals Downloads. The main content area on the right contains a welcome message: 'Welcome to ESS - your personal space of Payroll details!! We hope you will find the information useful and navigation simple. As always, yo'. Below this is a red text snippet: 'empt to keep you engaged and progress your business to stay productive, we have worked on yet another value-add'. There is a blue button labeled 'What would you like to do today?' with a sub-button 'View FY2024-2025 IT Computation Statement'. At the bottom, there is a 'Message Center' section with a blue background and white text: 'All payroll-related clarifications must be raised through SERVICE NOW. Please refrain from sending emails to info@ceridian.com, as they will Utilizing the SERVICE NOW is essential for monitoring and understanding query types, aiding in process improvement.' The footer contains the text 'a Dayforce eSolution', '© 2024 Dayforce', and 'Privacy Statement'.

Employee ID [redacted] Employee Name [redacted] Date Of Joining [redacted]

Edit	Pay Components	Annual Plan-(A)	YTD Eligibility-(B)	LOP Amount-(C)	YTD Claimed-(D)	Unpaid Amount (payable)-(E)	Claims Under Process-(F)	Available Till Date-(G=A-C-D-E-F-H)	Enter Current Claims(H)	
<input type="checkbox"/>	Near Residence Creche Reimb	240000.00	100000.00	0.00	0.00	0.00	0.00	240000.00	0.00	Details
<input type="checkbox"/>	Fitness Reimbursement	24999.96	24999.96	0.00	25000.00	0.00	0.00	-0.04	0.00	
<input type="checkbox"/>	Annual Health Checkup	3750.00	3750.00	0.00	0.00	0.00	0.00	3750.00	0.00	

1

2

4

Generate Voucher

Save

View Generated Vouchers

No Of Supporting Documents :

3

[Help : Guidelines to submit Reimbursements](#)

Small bills? Keep them intact, paste them on a A4 sheet, as shown below.



Step 1: Check and select the Annual Health Checkup reimbursement.

Step 2: Fill in the claim amount. (you can choose to claim multiple times or in one go)

Step 3: Update the number of supporting documents. (Check the documents [here](#) > How to submit)

Step 4: Click on generate voucher > Voucher number will be generated. (Check the guidelines to submit reimbursements if needed) > Click save. (You can view the generated vouchers by clicking on 'view generated vouchers')

Payroll

Employee ID [Redacted] Employee Name Smita Ghosh

Image Upload - Reimbursement Claims

Voucher ID * - Select any one - 6

Upload File * Choose File No file chosen 7

Save 8

Fields marked with (*) are mandatory.

Reimbursement Scan Image Upload will be enabled from 01/09/2024 to 02/10/2024

Note:-

My Personal Details

My Transactions

My Reports

Downloads

Password

Year End

Image Upload

Upload Reimbursement Image 5

Upload Multi Reimbursement I

Upload Multiple IPSF Proof Im

Step 5: Click on Image Upload > Upload Reimbursement Image

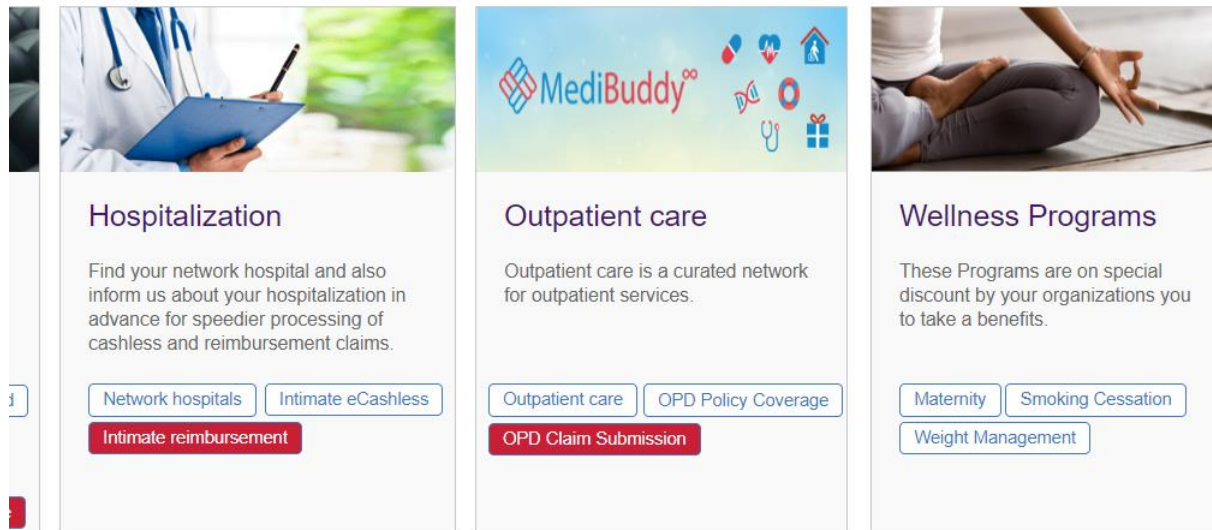
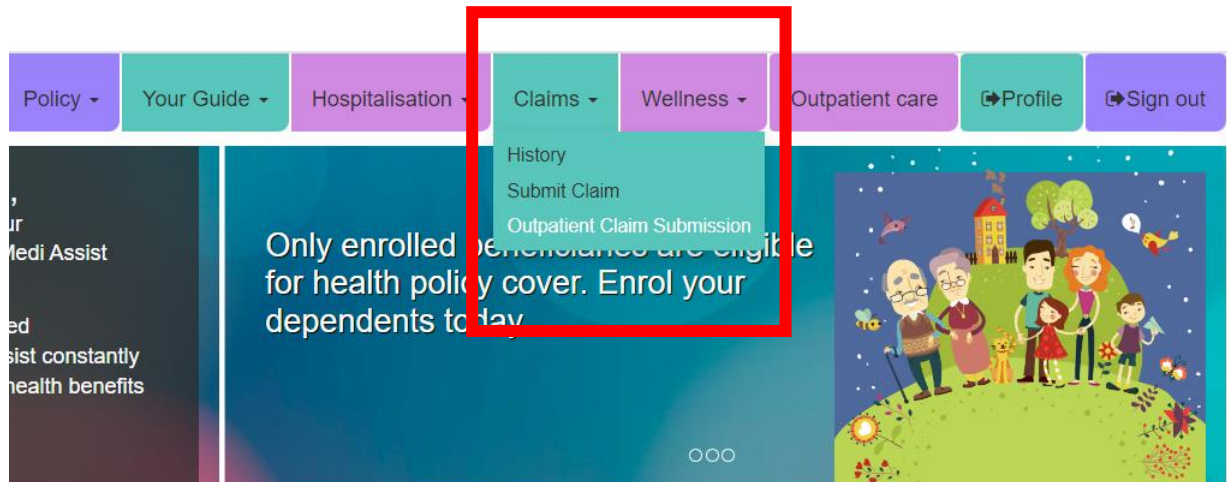
Step 6: Select the voucher ID > Select the one generated at 'step 4'

Step 7: Click on choose file and upload the documents from your computer . (Please note all documents need to be PDF and in a zip folder in case there are multiple bills)


Step 8: Click on 'Save'



How to raise claim on Medi Assist portal



- 1) Login to <https://portal.mediassist.in/IndexWalmart.aspx>
- 2) Go to claims> Outpatient claim submission

Walmart  Home Menu Sign out


OPD claim submission

Claim Guidelines User and hospitalization details Declaration and claim submission

Employee ID

1. Please retain a copy of all documents submitted to us for further reference.
2. Please retain POD copy of the courier for tracking your consignment in case of any delay etc.
3. Physical Documents submission is mandatory for claim processing. Kindly contact your HR or Helpdesk for submission
4. Physical Documents submission is mandatory for claim processing.
5. Please note that online submission of claim documents only registers the claim in the system and is the first step in the claims process. However, as per the mandate from IRDA and insurance company original documents/hard copies are required for complete processing of the claims. Would request you to forward the original documents as soon as possible for the completion of claims process.
6. Print out of the claim form has to be signed & submitted.
7. All financial documents like hospital main bill, main bill-break up, receipts/ advance paid receipts and any other bills are required in **original hard copy** to be submitted at the nearest help desk or to be couriered to [Nearest Medi Assist office](#) within 3-4 working days for the final settlement of the claim. Photocopy or duplicate copy of the financial documents will not be considered for processing.
8. Insert page numbers on all the document and Update total number on the first sheet. Documents should be numbered from last page to first page on top right hand side of document.

OK, I have read the guidelines [Continue](#)

Walmart  Home Menu Sign out

OPD claim submission

Claim Guidelines User and hospitalization details Declaration and claim submission

Select Beneficiary

Employee ID

Always provide valid mobile number and email id

Bank details are required to send your reimbursed amount. Please provide correct bank details to reduce delays.

Contact Details All communications will be triggered to below given contact details

E-Mail Mobile Number

Bank Details

HDFC BANK MANYATA TECH PARK

IFSC Code Account Holder Name

Account Number Bank Details

Note: Ensure that your bank account is valid and active for transactions.
 I declare that the above bank account is held in my name and the details are correct for the payment to be processed. I agree to take responsibility if payment is made to a wrong account or there is a delay in payment due to incorrect details provided by me.

Claim Details

Treatment details

Clinic Name Clinic Pincode

apollo 560083

Name Of Treating Doctor Nature Of Illness/Disease/Accident

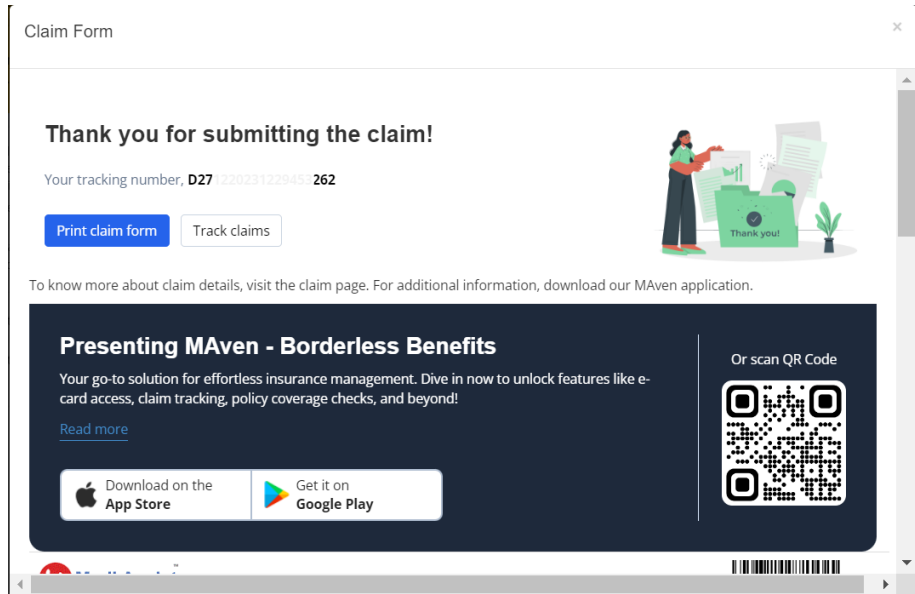
Dr sasi Health check up

Treatment Start Date Treatment End Date

10/03/2024 10/03/2024

[Previous](#) [Continue](#)

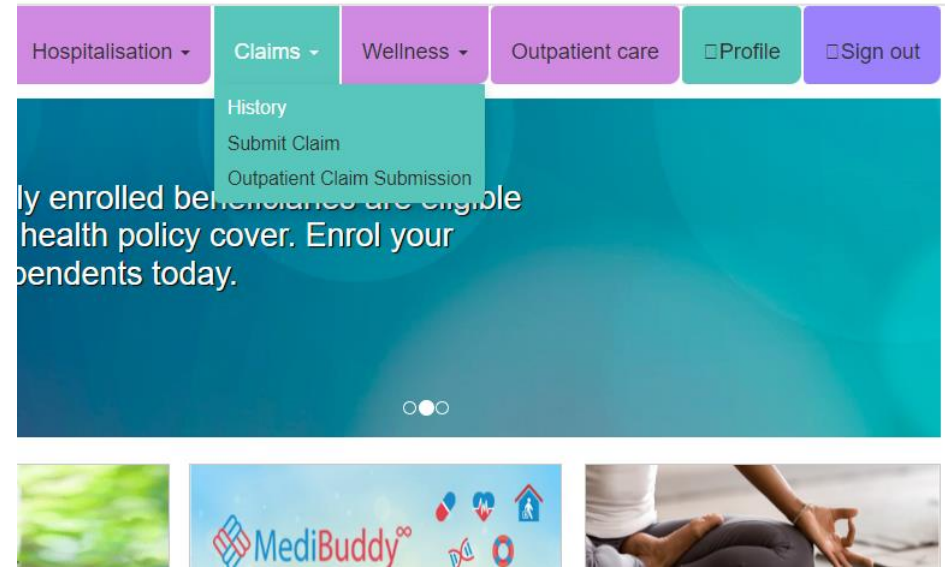
- 3) Click on 'Continue'
- 4) Select the dependent you are claiming for – Yourself , Spouse/partner, children
- 5) Fill in the treatment details (Follow the snapshot)
- 6) Click on continue



13) You will receive a claim submission confirmation and a tracking number . It takes 24-48hrs for the tracking number to convert to claim number.

14) To track your claim got to Home > Claims > History
You will be able to see all your claims.

15) Click on the 'Tracking No./Claim No. to see details of the claim



Claim type	Tracking number	Claim number	Claim registered on	Patient details	Claim details
Domiciliary	D27	262	03-10-2024 21:44		Claim Document Generated Claimed: 3,000 (INR)

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Guidelines for Claims

- All expenses related Walmart Associates towards an annual health check-up can be reimbursed under the policy, up to a limit of ₹3,750 for individuals under 35 years old and ₹4,750 for those aged 35 and above.
- The claims can be made on excelity portal(<http://wmlink/excelity>) for the same . Any expenses incurred over and above the said amount can be claimed under Outpatient Care.

eg: Total expense of Annual health check is 7000 , you can claim 3750 if below 35 yrs and 4750 if 35 years and above under excelity and the balance amount under OPD on mediassist. (7000-3750 = 3250 can be claimed under OPD)

- All expenses related health check-up for dependent spouses/partners and children can be reimbursed under the outpatient policy only, up to a limit of ₹3,750 for individuals under 35 years old and ₹4,750 for those aged 35 and above.
- Any expenses incurred for parents or any other dependent will be completely borne by the associate.