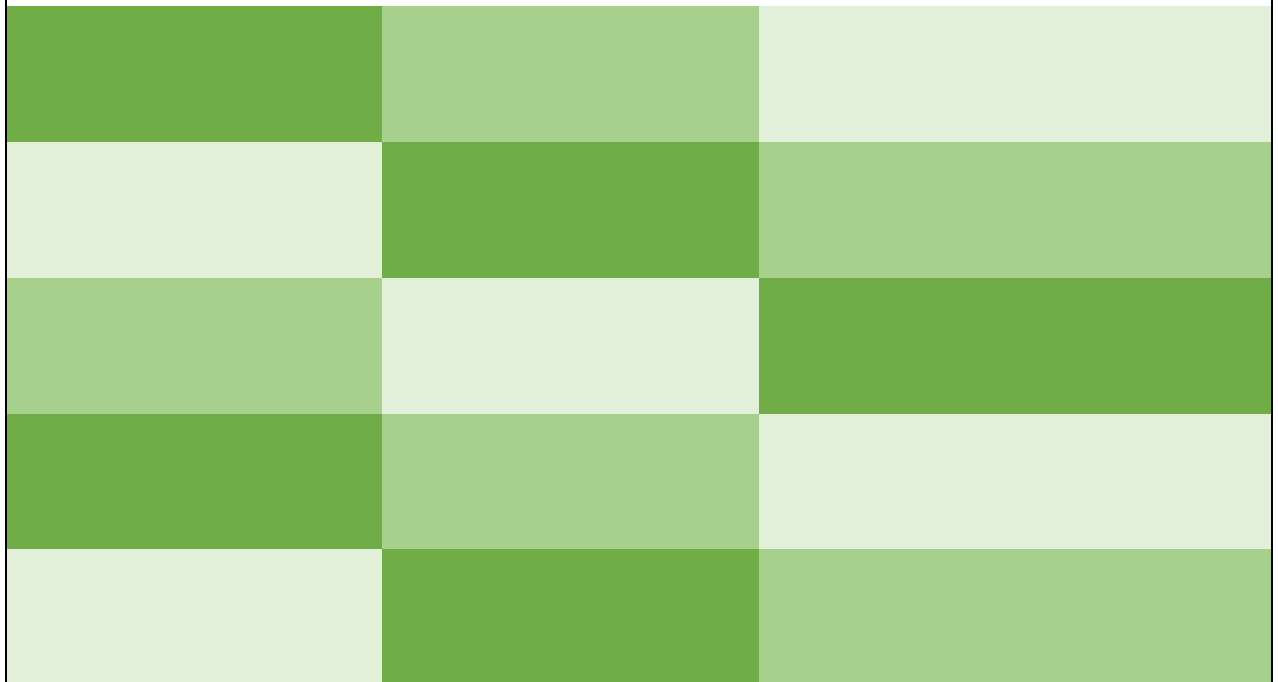




Employer User Guide

UMEHLUKO REPORTING

Electronic Reporting Of Work Related Accidents and Diseases via
Umehluko



Umehluko:

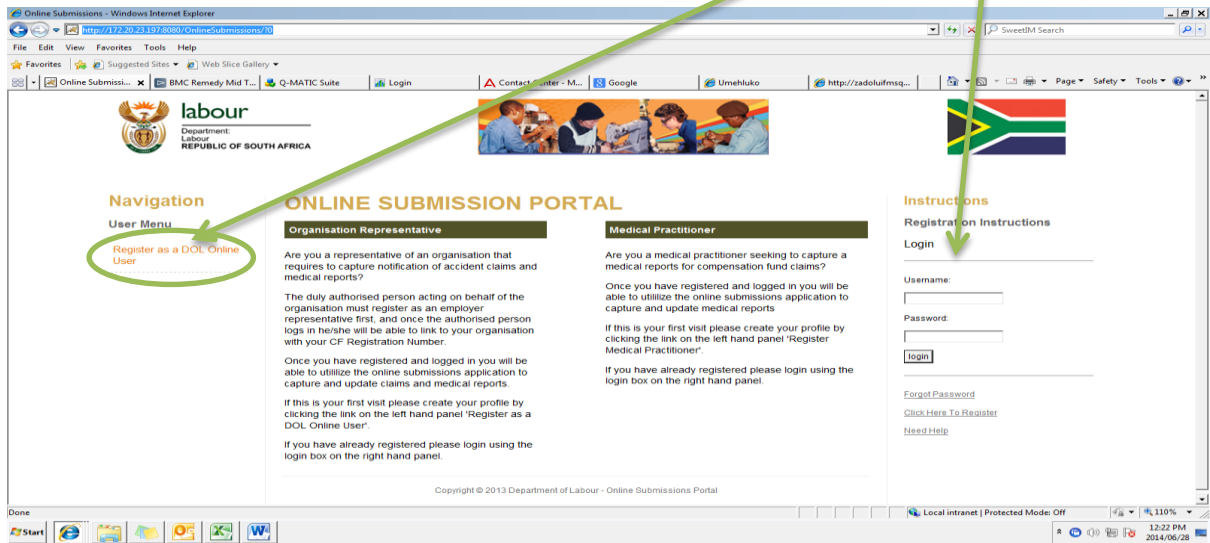
Employer Guide – Claims Submission

To access the Umehluko system, one first needs to get a DoL username and password,

This can be done at <http://www.labour.gov.za/DOL/> and selecting the Online Claims Submissions link. See below

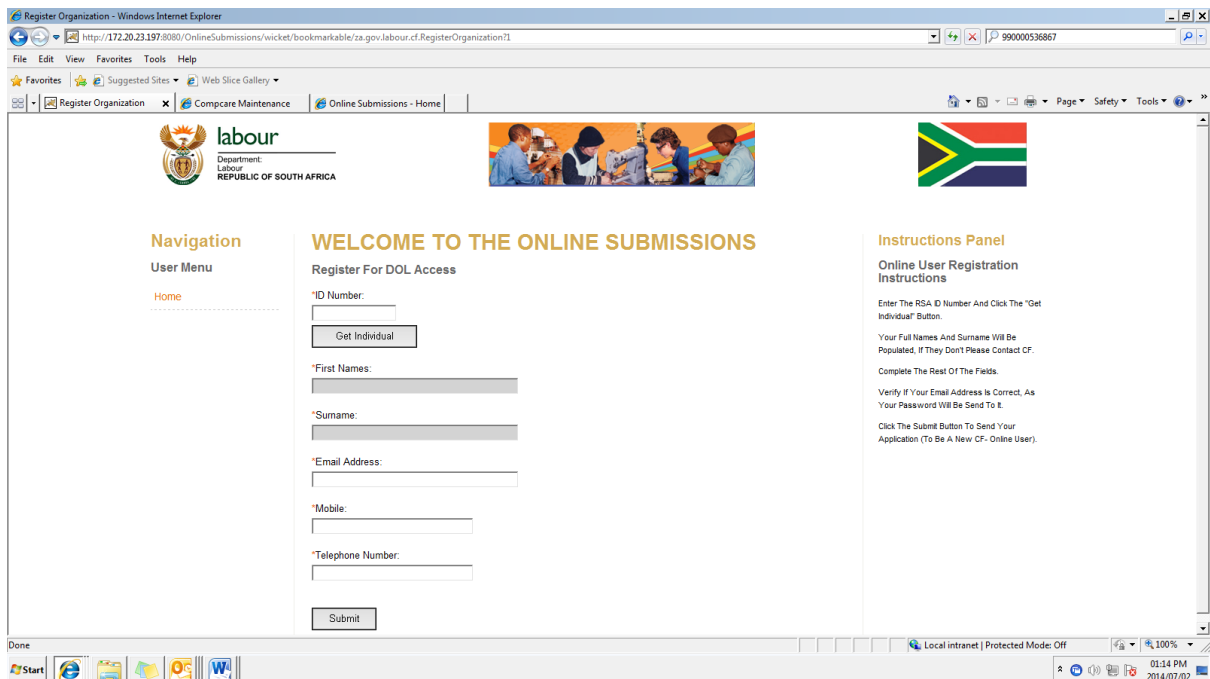


You will then see the Online Submission Portal, where you register or log in



Lets look at “How To Register” – This is to be done only if you do not already have an online account, if you already do, please enter your log n details.

Fill in the required information on the registration form, upon completion click submit, thereafter and email will be sent to you containing your **username and password and authentication key**



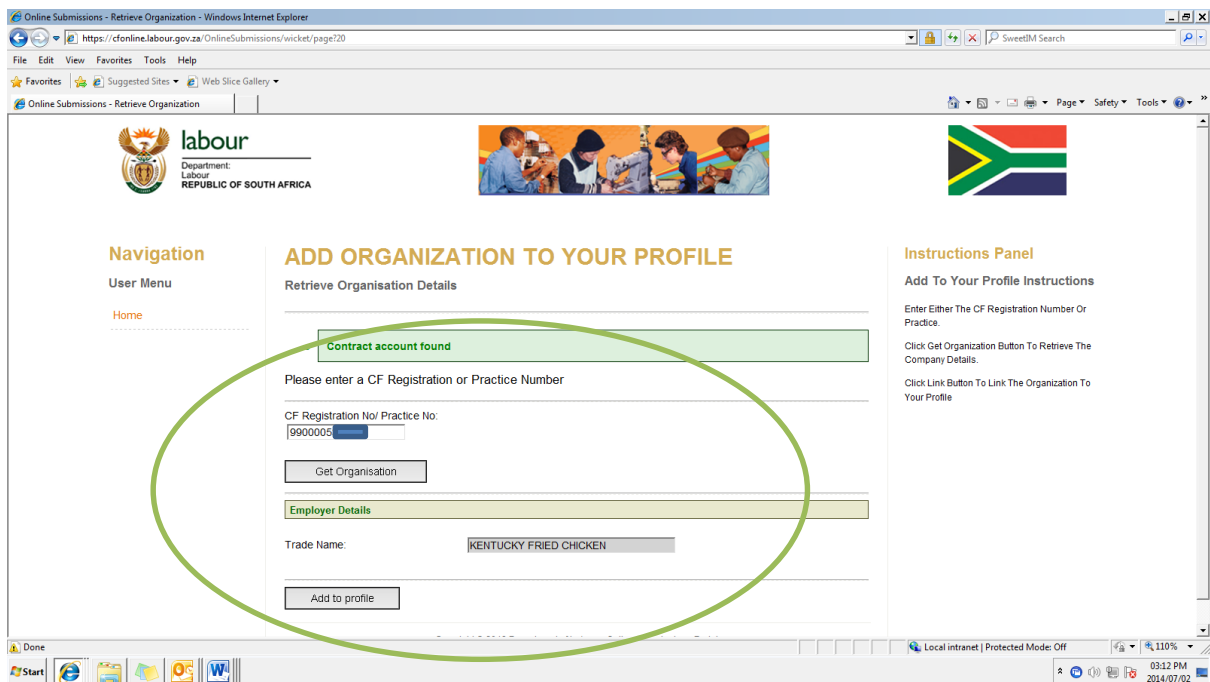
Once you receive your username and password go back to the website and fill in you log in credentials

The screenshot shows the 'Online Submissions - Windows Internet Explorer' browser window. The address bar displays 'http://172.20.23.197:8080/OnlineSubmissions/70'. The page features the Department of Labour logo and the South African flag. The main content area is titled 'ONLINE SUBMISSION PORTAL' and is divided into three columns: 'Navigation', 'Organisation Representative', and 'Medical Practitioner'. The 'Organisation Representative' and 'Medical Practitioner' sections provide instructions for users. The 'Instructions' section on the right contains a 'Login' form with fields for 'Username' (containing '7408...') and 'Password' (masked with dots), and a 'login' button. A green circle highlights the login form. The footer of the page reads 'Copyright © 2013 Department of Labour - Online Submissions Portal'.

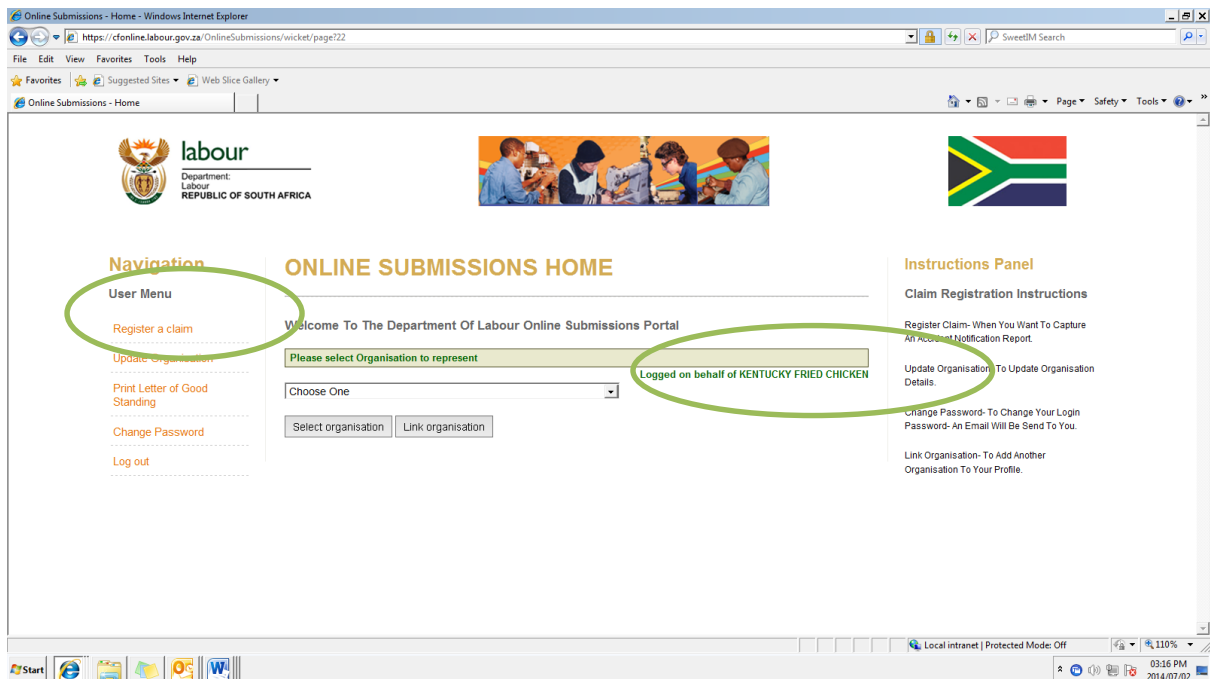
You will then see the page below, where you can link an organization to your profile or select an organization that has already been linked

The screenshot shows the 'Online Submissions - Home - Windows Internet Explorer' browser window. The address bar displays 'https://c/online.labour.gov.za/OnlineSubmissions/wicket/page713'. The page features the Department of Labour logo and the South African flag. The main content area is titled 'ONLINE SUBMISSIONS HOME' and is divided into three columns: 'Navigation', 'ONLINE SUBMISSIONS HOME', and 'Instructions Panel'. The 'ONLINE SUBMISSIONS HOME' section contains a welcome message and a form with a dropdown menu labeled 'Please select Organisation to represent' and a 'Choose One' button. Below the dropdown are 'Select Organisation' and 'Link Organisation' buttons. The 'Instructions Panel' on the right contains 'Registration Instructions' and a 'Click Add Organisation To Link To An Organisation' button. The footer of the page reads 'Done'.

You can link the organisation you wish to act on behalf of by entering the practice number and then clicking 'get organisation' and then 'add to profile'



You can then select the linked organization and register a claim, by clicking submit medical report you will be redirected to the Umehluko log on page where you enter you log on details



This is the Umehluko Log On page where you are required to log in and register a claim for the Organisation you have linked/selected to act on behalf of


http://umehluko.labour.gov.za/login.aspx?ReturnUrl=/%2F - Windows Internet Explorer

http://umehluko.labour.gov.za/login.aspx?ReturnUrl=/%2F

Edit View Tools

Favorites desktop

Page Safety Tools



Compensation Fund UMEHLUKO

Umehluko Login - Live

User Name:

Password:

[Forgot Password](#)

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Done Local intranet | Protected Mode: Off 100%

Start 12:39 PM 2014/06/04

The Umehluko Logon screen will displays: (The user must then fill in the “User Name” and “Password” credentials to be able to access the system. Once the user completed the login credentials the user will click on “Log In”).

This is the Home Screen

Submitted By	Description	Date Sent	Priority	Claim No.	Event No.	Application	Status	Redirect URL
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 May 2014 07:56:44	P4	88621	CompCare	Open		
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 May 2014 07:48:26	P4	88621	CompCare	Open		
Compdiv Simulator	Event Data Capture is Incomplete (CompDiv)	28 May 2014 07:48:26	P4	88621	CompCare	Open		
Compdiv Simulator	Notification of Authorisation Required on Medical Report Days Off	03 Mar 2014 08:23:17	P2	87626	CompCare	Open		
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	03 Mar 2014 08:20:05	P4	87626	CompCare	Open		
Compdiv Simulator	Medical Reports - Final	03 Mar 2014 08:23:17	P5	87626	CompCare	Open		
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 Feb 2014 10:57:47	P4	87605	CompCare	Open		
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 Feb 2014 10:56:06	P4	87605	CompCare	Open		
Compdiv Simulator	Earnings have been Added or Changed and require Confirmation of Accuracy.	28 Feb 2014 09:58:43	P4	87600	CompCare	Open		
Compdiv Simulator	No of days allowed between Event date and Received date has been exceeded and a "Claim Late Report" is required.	28 Feb 2014 09:57:10	P4	87600	CompCare	Open		

The user must select either the Accident Notification for an Accident or the Disease Notification for an occupational disease.

Compensation Fund
WORKING FOR YOU

ClientCare | CompCare | PensCare | MediCare | Admin | FinCare

Search | Capture | WorkFlow | Reports

Add Accident Notification

How was RMA Notified? * Captured via the CompDiv System

Search Member Number? 000170895

Member Location 000170895 - CELL COMMUNICATIONS WEST RAND

Member Site * CELL COMMUNICATIONS WEST RAND

Date of Accident 01 Jun 2014

Description * Employee fell off a ladder

Member Contact Reporting Claim * Compdiv Sim

Location Category * At workplace - Above Ground

Time (HH:MM) * 12:00

Industry No. EMP036

Title * Mr

Date of Birth * 07 Mar 1979

Train/Learn/App? * No

Occupation * --Enter Code or Description to populate Data--

ID Number * [Empty]

First Name * Jonathan

Gender * Male

skilled? * No

Passport No * B52963

Initials * [Empty]

Nationality * Angola

Employee Number * EMP036

Paterson Grading * B3(Cat7)

Insurance Type * IOD - Injury On Duty

Date RMA Notified * 06 Jun 2014

Claim Type * IOD

Member Ref # [Empty]

Likely Bucket * Days > 14

Did Accident Lead to Death of Person? * No

Was this an Assault? * No

Did the employees spectacles break during the accident? * No

Were the employee's dentures damaged during the accident? * No

Road Accident? * No

Brief Description of Injury(ies) * Injury to Left ankle

Primary Injury Diagnostic Group * DRG16 - Injuries to the Ankle and Foot

Entries marked with * are required values.

Submit | Reset

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Local intranet | Protected Mode Off | 10:31 AM 2014/06/06

This is serves the function of a WcL.2 Form

The employer will capture all the necessary information. The red asterisk represent that the field are mandatory. The drop down fields makes submission faster.

Permission Active: May View All Requirement Sets (PersonEvent)

Set Name	Description
All RMA Accident Claims - RMD & 1st Medical	Automatically added to all RMA Accident Claims - RMD & 1st Medical
All RMA Disease Claims - RMD & 1st Medical	Automatically added to all RMA Accident Claims - RMD & 1st Medical
Accident - Head Injury	Accident with Head Injury, likely PD Lump or Pension, or Days Off or Medical
Accident - Spinal Cord Injury	Accident with Spinal Cord Injury, likely PD Lump or Pension, or Days Off or Medical
Accident - Sports	Accident due to Sport, likely PD Lump or Pension, or Days Off or Medical
Accident - Hostel	Hostel Claim, likely PD Lump or Pension, or Days Off or Medical
Accident - Motor Vehicle	Motor Vehicle Claim, likely PD Lump or Pension, or Days Off or Medical
Accident - Post Traumatic Stress Disorder	Post Traumatic Stress Disorder Claim, likely PD Lump or Pension, or Days Off or Medical
Accident - Whole Region Upper Limb Disorder	Whole Region Upper Limb Disorder, likely PD Lump or Pension, or Days Off or Medical
Accident - Sprain or Strain	Sprain or Strain, likely PD Lump or Pension, or Days Off or Medical
Disease - NIHL	NIHL, likely PD Lump or Pension, or Days Off or Medical
Disease - Asthma	Asthma, likely PD Lump or Pension, or Days Off or Medical
Disease - Dermatitis / Chemical Exposure	Dermatitis / Chemical Exposure, likely PD Lump or Pension, or Days Off or Medical
Disease - Pulmonary Tuberculosis	Pulmonary Tuberculosis, likely PD Lump or Days Off
Disease - Pneumoconiosis	Pneumoconiosis, likely PD Lump or Days Off
Disease - Obstructive Airways Disease (OAD)	Obstructive Airways Disease (OAD / COAD), likely PD Lump or Days Off
Fatal - OODMWA	OODMWA compensable fatal
Fatal - Requirements	ClaimBucketClass is a Fatal
Inconclusive Final Medical Report	Inconclusive Final Medical Report

Buttons: Close Add Require

Then select the **“Close”** button

Umehluko - Windows Internet Explorer
 https://umehluko.labour.gov.za/Pages/CompDiv/PEVDetails.aspx

Compensation Fund
 ClientCare CompCare PensCare MediCare Admin FinCare

Member Event Ref: 88742
 Assurer Event Ref: [blank]
 Date of Accident: 01 Jun 2014 Time: 12:00:00
 Member Site: CELL COMMUNICATIONS WEST RAND
 RMA: DME
 Description: Employee fell off a ladder
 Location Category: At workplace - Above Ground
 Inactivation Type: Hindman / Invalid

Person: Smith, Jonathan
 Emp.No: EHP036
 Industry No: EHP036
 07 M...

Claim Type: 100
 Date Submitted/Posted: [blank]
 Contact Person: Compdiv Sim
 Date Stabilised: [blank]
 Injury?: No

File Reference No: G/88742/1/000170895/14/PEV
 Assurer Reference No: [blank]
 Likely Bucket: Days > 14
 Date Cmp Advised: 06 Jun 2014
 Date Assurer Notified: [blank]
 Agent: [blank]
 Activity: Employee fell off a ladder
 Occur in Normal Workplace?: No
 Fatality?: No
 Death due to Event?: No
 Months In Mining: -1.00

Post Date: [blank]
 LastChangedBy: 8702055255080
 LastChangedDate: 06 Jun 2014

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The system will automatically supply the notification with a File Reference number/ claim number instantly; however, the notification process is not yet complete.

Select the Claim details then **Edit** button to proceed.

The following screen will appear: **Update Accident Person Details**

Umehluko - Windows Internet Explorer
 https://umehluko.labour.gov.za/Pages/CompDiv/MaintainInjury.aspx

Add / Edit Person Accident -- Webpage Dialog

Add Person to Accident
 Adding New Person To Accident - Employee fell off a ladder:01 Jun 2014

Date Advised: [blank]
 AGENT Code: [blank]
 ACTION Code: [blank]
 ACTIVITY Code: [blank]
 Member Event Ref Number: [blank]
 Insurance Type: [blank]
 Claim Type: [blank]
 Likely Bucket: [blank]
 Finger Print Date: [blank]
 Post Date: [blank]
 Certification: [blank]

Description: [blank] Agent: [blank]
 Description: [blank] Action: [blank]
 Description: [blank] Activity: [blank]

What was employee doing at the time of the Accident?
 Did this Accident lead to the Death of the Person? *
 Fatality?: No
 Show Death Details: [blank]

Injury? *
 Total #Months in Industry: [blank]

Did Accident occur at Normal Workplace? []
 Was this a Road Accident? []
 Did the employees spectacles break during the accident? * []
 Travel on Business []
 Travel to Training/Test/Seminar []
 Travel to/from Work []
 Callout []
 Public Road []
 StandBy []
 Private Road []

Was this an Assault?
 Were the employee's dentures damaged during the accident? * []

Person Rank: DRG
 Add View

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The user will return to the menu bar and select the "Earnings" button then add earnings and submit.

The screenshot shows a web browser window displaying the Compensation Fund application. The main content area is the 'Earnings' form for an employee named Jonathan Smith. The form includes a table of events, a navigation bar with tabs for 'Claim', 'Medical', 'Earnings', 'Person Details', 'Documents', 'Employment', 'Leave Mgmt', 'Requirements', 'Notes', 'Payments', and 'Questionnaire', and several input fields for earnings data.

Person	Emp. No	Industry No	D.O.B	D.O.D
Smith, Jonathan	EMP036	EMP036	07 Mar 1979	
Smith, Jonathan	EMP036	EMP036	07 Mar 1979	

Earnings Type: Accident

Basic Earnings

Capture Basic Earnings Breakdown
Monthly Basic Earnings R: 4000

Non Variable Earnings

Capture Monthly Non Variable Earnings Breakdown
Monthly Non Variable Earnings R: 0

Variable Earnings

Capture Variable Earnings Breakdown
Monthly Variable Earnings R: 0

Declaration by Employer:

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Be sure to capture correct earnings for the employee!


The user will return to the menu bar and click on Medical and select Injuries /diagnosis then add injuries also selecting the correct ICD codes and submit

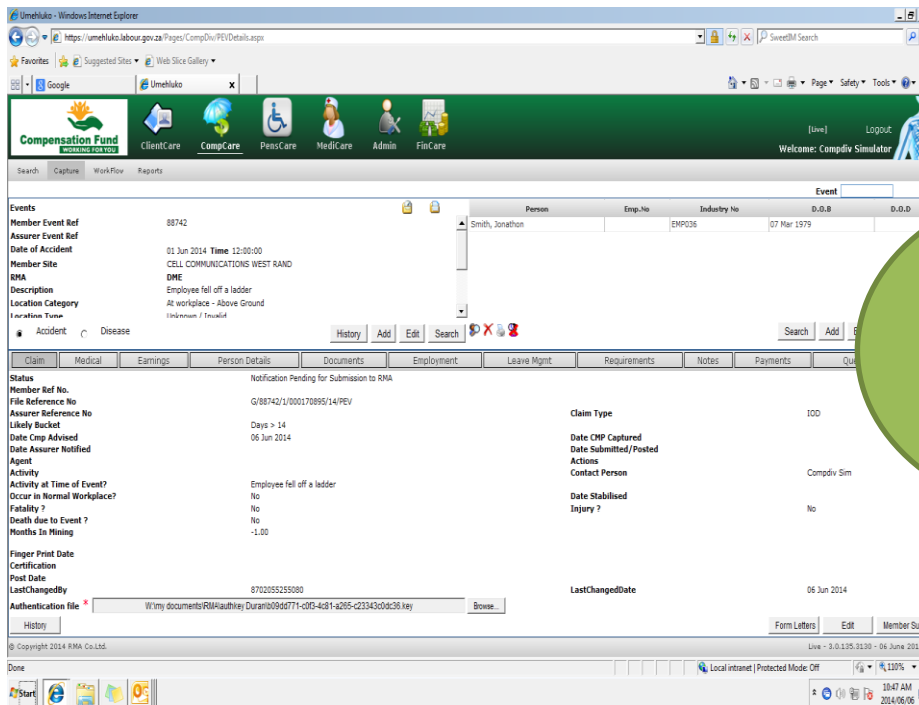
The screenshot shows a web application interface for the Compensation Fund. The main content area is titled 'Add New Injury' and contains several form fields. A green arrow points to the 'ICD10 Sub-Category' dropdown field. The form also includes fields for 'Description of All Injuries', 'Primary Injury Diagnostic Group', 'ICD10 Category', 'ICD10 Code', 'Severity', 'Body Side', and 'Status'. The application is running in a Windows Internet Explorer browser window.

Give us an indication of what type of injury the employee sustained

Drop down fields have a variety of injury types to select from

Click on menu bar Employment and click on Set Event Employment

Claim	Medical	Earnings	Person Details	Employment	Leave Mgmt	Requirements	Notes	Payments	RMA Questionnaires
						Skilled?	No		
						Training/Learner/Apprentice?	No		
						Paterson Grading Code	A1(Cat1)		
						Normal Occupation of Person	Assistant driller (ocean)		
						Event Occupation Code	Assistant driller (ocean)		
						Length of service in occupation	0.000		
						Length of service with employer			
						Captured By	Rene1 		
						Date Captured	15 Mar 2013		
<input type="button" value="Add Employ"/> <input type="button" value="Edit Employ"/> <input type="button" value="SelfEventEmployment"/> <input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Form Letters"/> <input type="button" value="Add Exposure"/>									



Authentication is a security control measure, keep your unique key confidential

The user will return to Claim and select PEV details. Browse and insert the Authentication key then Member Submit.

The screenshot shows the Compensation Fund website interface. The main content area displays a claim registration form for a member with reference number 88742. The form includes fields for Member Event Ref, Assurer Event Ref, Date of Accident (01 Jun 2014), Member Site (CELL COMMUNICATIONS WEST RAND), and Description (Employee fell off a ladder). A green arrow points to the 'Employment' tab in the navigation menu. A green oval on the right contains the text: 'Claim is now registered and sent for adjudication by CF Staff'.

Notification sent to CompCare.

YOU HAVE SUCCESSFULLY COMPLETED SUBMITTING A CALIM.

PLEASE REMEMBER TO LOG OUT

For more information contact us on:

Call

- 086 999 0090

Or email

- ccms@labour.gov.

The Compensation Fund, working for you!!