

Human Resources Department, HR Administration Division, Central Office

Staff Circular no.:7986

Date: 06.05.2023

To: All Branches/ Offices

Sub: Annual Health Check-up - Cashless Facility through Tie-up with Mediwheel

This is in reference with Staff Circular no. 7750 dated 18.08.2022 vide which the details regarding revamped Annual Health Checkup Schemes were circulated.

In this regard, Bank had entered into tie up with various Diagnostic Centers/ Hospitals/ Pathologies to provide cashless annual health checkup facility on competitive rates at local level. Further, in order to provide various health check-up options to our employees, the possibility of tie-ups with reputed brands are being explored. We are pleased to inform that the Competent Authority had approved Tie up with M/s. Mediwheel (Arcofemi Healthcare Ltd. under the brand name - Mediwheel) for providing Annual Health Checkup facilities to our employees on cashless basis at all India level.

M/s. Mediwheel is a service provider having arrangements with leading diagnostic centers/ Pathology/ Hospitals to provide health checkup facilities across the country. M/s. Mediwheel shall facilitate cashless health check-up benefit for the eligible employees and their spouses. The details regarding the facility are mentioned below:

• **How to avail Cashless Facility through M/s. Mediwheel:**

To avail cashless health check-up, the following steps need to be followed:

1. Employees have to apply for Annual Health Checkup through Union Parivar for generating Permission Letter and the procedure for the same is enclosed as Annexure-I.
2. Employees have to book appointment with Mediwheel. The procedure regarding the same is enclosed as Annexure-II.
3. Employees have to submit copy of any Photo ID card and Booking Confirmation to the Hospital / Diagnostic Centre at the time of availing health check-up.

• **How to do the payment under Cashless Facility:**

Employees are not required to pay for the tests. Mediwheel will consolidate the bills and will claim the amount directly from respective Regional Office/ Central Office.





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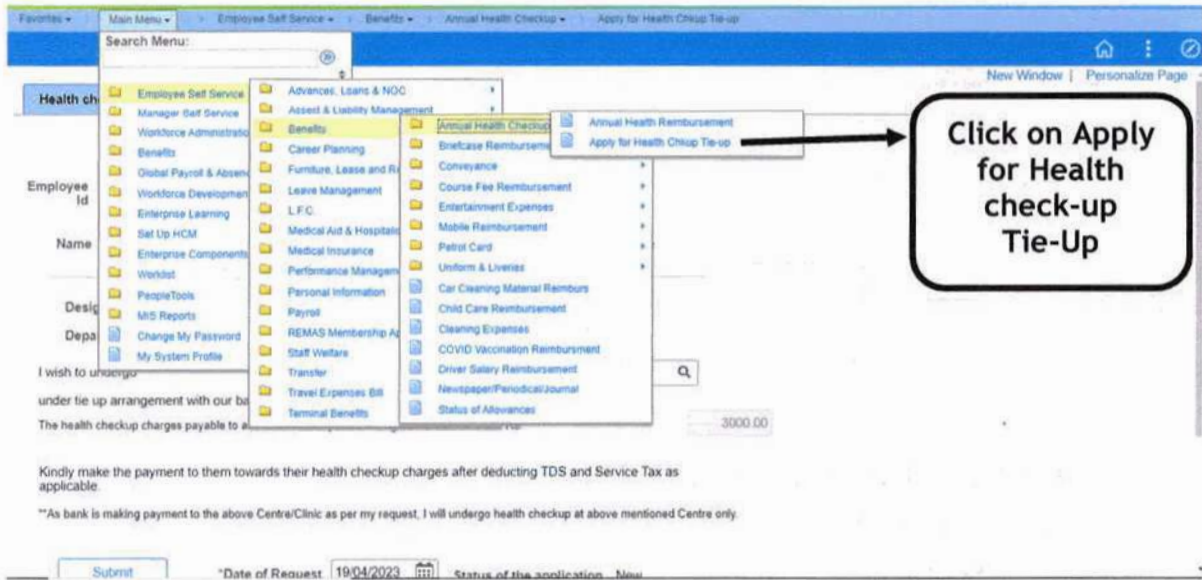
It is once again reiterated that "Prevention is better than cure" and we trust that all employees of the Bank shall understand the importance of undergoing regular health check-ups for a better and healthier life and utilize the benefit provided by the Bank.

All branches/ offices are advised to take a careful note of the same & bring it in the notice of all employees.


General Manager (HR)


ANNEXURE-I

STEP 1: CLICK ON 'APPLY FOR HEALTH CHECK UP TIE UP:



The screenshot shows the 'Employee Self Service' menu with 'Benefits' expanded. The 'Annual Health Checkup' sub-menu is open, and 'Apply for Health Checkup Tie-up' is highlighted. A callout box with an arrow points to this option with the text: 'Click on Apply for Health check-up Tie-Up'. Below the menu, there is a 'Submit' button and a 'Date of Request' field set to '19/04/2023'.

STEP 2: MAIN PAGE



The screenshot shows the 'Apply for Health Checkup Tie-up' main page. It features a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. A callout box with an arrow points to the 'Add a New Value' button with the text: 'Click on 'Add a New Value''. Below the search bar are several dropdown menus for 'Employee Id', 'Year' (set to '2023-2024'), 'Status of the form', 'Application Date', and 'Type'. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.



3. STEP 3: ADD A NEW VALUE

Favorites | Main Menu | Employee Self Service | Benefits | Annual Health Checkup | Apply for Health Checkup Tie-up

Appy for Heath Chkup Tie-up

End an Existing Value | **Add a New Value**

Employee Id

Year

Status of the form

Add → **Click on Add**

Find an Existing Value | Add a New Value

4. STEP 4: APPLICATION MAIN PAGE

Health checkup at tie-up Ctr

Employee Request for Health Checkup at Tie-up Centre/Clinic

Employee Id

Name Date of Birth Gender

Designation Grade

Department Location

I wish to undergo Health Checkup at

under tie up arrangement with our bank for the FinancialYear 2023-2024

The health checkup charges payable to above Centre as per bank's agreement with them is Rs.

Kindly make the payment to them towards their health checkup charges after deducting TDS and Service Tax as applicable.

**As bank is making payment to the above Centre/Clinic as per my request, I will undergo health checkup at

Submit → **Click on Submit**

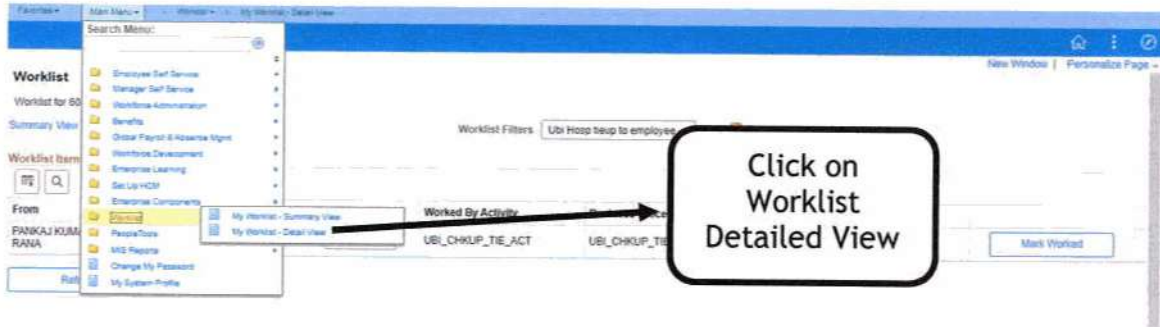
Approve | Decline | Approver:

Remarks, if declined

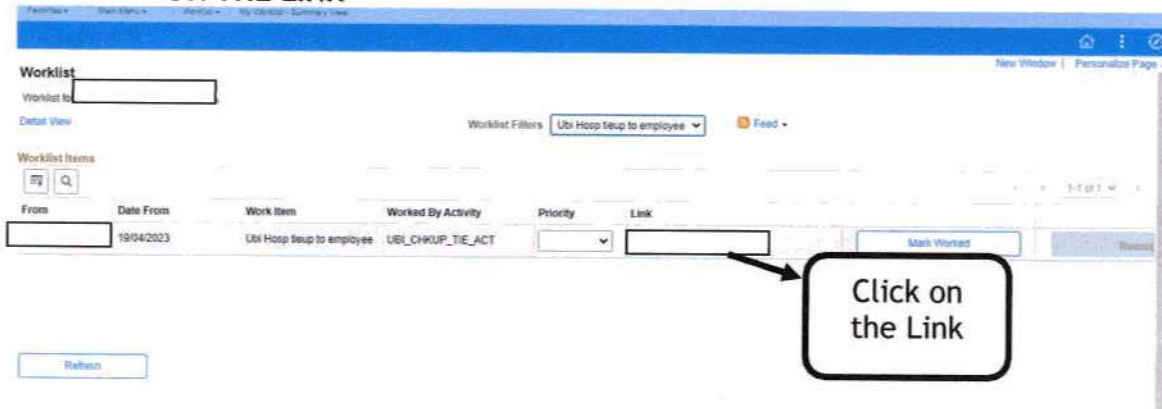
Approver Name



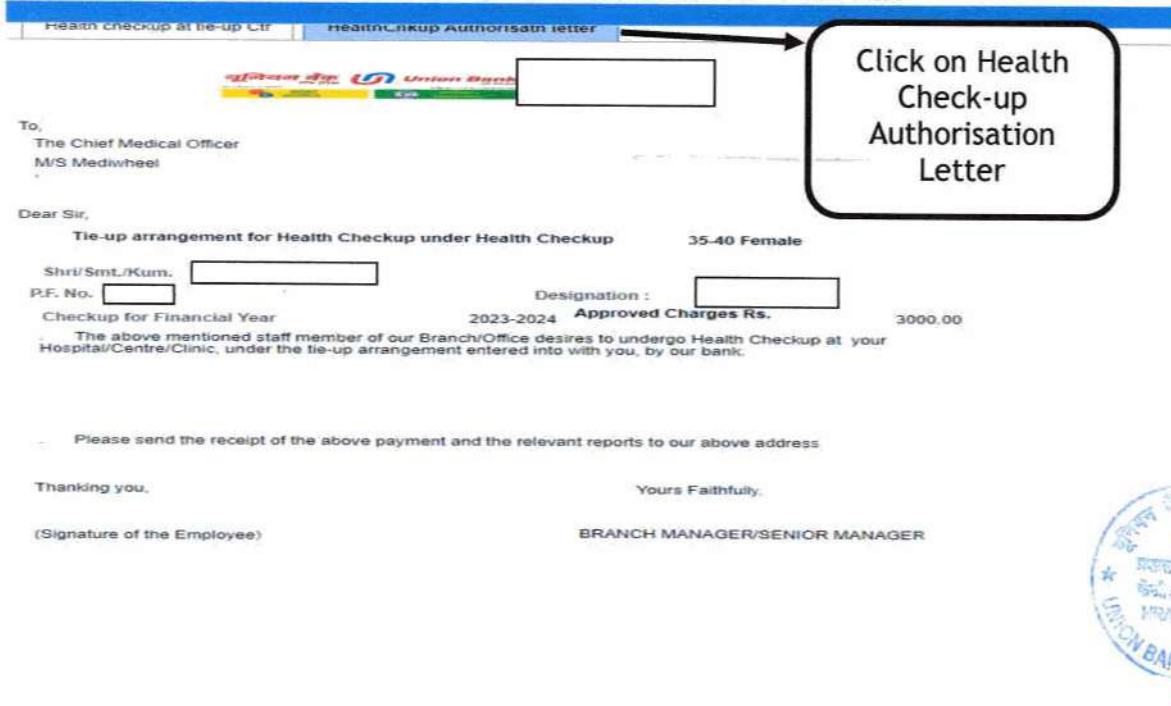
5. STEP5: ONCE THE SUBMITTED APPLICATION IS APPROVED BY APPROVER, RELOGIN IN THE UNION PARIWAR & CLICK ON WORKLIST



6. STEP 6: UNDER WORKLIST FLITERS: SELECT 'UBI HOSP TIEUP TO EMPLOYEE' & CLICK ON THE LINK



7. STEP 7: CLICK ON HEALTH CHECKUP AUTHORISATION LETTER



8. STEP 8: FINAL STEPS

- TAKE OUT THE PRINT OUT
- SIGN THE LETTER
- GET THE SIGNATURE OF BRANCH MANAGER/ DEPARTMENTAL HEAD
- AFFIX BRANCH/OFFICE STAMP
- SCAN THE LETTER & UPLOAD THE SAME ON MEDIWHEEL PORTAL



**HEALTH CHECK-UP FACILITATION FOR EMPLOYEES THROUGH MEDIWHEEL
(ARCOFEMI HEALTH CARE LIMITED)**

1. Step by step procedure for booking health check-up facility:

There are 3 Options to Book Cashless Health Checkup across Pan India Centers of MediWheel

- Call the Call-Center: 011-41195959
- Through the Representative Helpdesk
- Through the Online Portal Using the Below Mentioned Steps:

Please note Corporate Code for Union Bank of India is: **UBOI**

2. Procedure for booking Web Portal

Step1: (For First Time Signup Only)

The URL for signing up for booking health check-up is <https://mediwheel.in/signup>.

Select User Type as 'Corporate code'. Provide necessary details like - Employee no. (only numeric), date of birth, Name, Mobile Number, Email Address and Click Sign Up and register using the OTP received in the mobile number.

Please note that the corporate code is UBOI.

Create Your Account

Corporate code: Employee code:

* Your corporate name is Union Bank of India.

Date of Birth:

Name:

Mobile Number:

Available.

Email:

Available.

Select Gender * Male Female

SIGN UP

Already have an account? [Login](#)

By signing up, you agree to our [Terms and Conditions](#)

After submitting the details ID will be created.



Enter your OTP for Signup

Enter OTP :

VERIFY MOBILE

Already have an account? [Login](#)

By signing up, you agree to our [Terms and Conditions](#)

- Resend OTP -

Step 2: Once you have Signed Up - Go to the Login Page <https://mediwheel.in/login>.

Once the ID is created Login using mobile number and OTP (received in your mobile number) -

Login Gateway

Mobile Number

SEND OTP

Don't have an account? [Signup](#)

Problem in login? [Forgot password](#)



Step 3: Health Checkup Booking - Employee Dashboard - Go to Health Checkup Booking:

The screenshot shows the Mediwheel Employee Dashboard. At the top left is the Mediwheel logo with the tagline "...Your wellness partner". At the top right is the Union Bank of India logo. The main header area says "Welcome SAHARISH SIDDIQUI". Below this, a row of personal details is displayed: Gender: Female, Age: 35 year, Blood Group: N/A, BMI: N/A, Weight: N/A, Waist Size: N/A, WHR: N/A, Booking Status Employee: NA, and Booking Status Spouse: Booking Pending. A callout box with the text "Click for Booking" has an arrow pointing to a blue button labeled "HEALTH CHECKUP BOOKING". Below the details are four icons: "Start Health Risk Assessment", "Track Your Test Analytic", "Check Your Health Score", and "Health Checkup PHR Awaited". At the bottom, there is a "Health Summary" section and a "Download Health Score Report" link. A watermark "Suggested (4) courses" and "Activate Windows" are visible in the background.

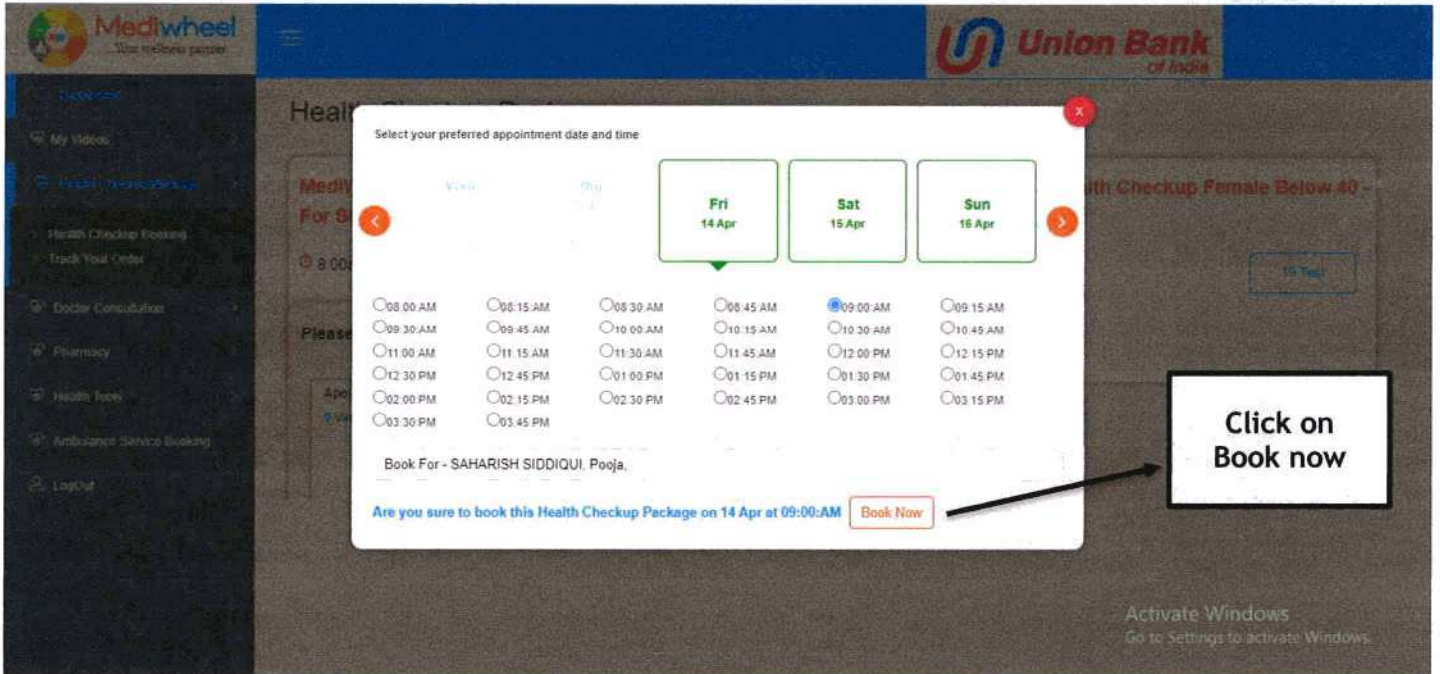
Step 4: Click Add your spouse - Enter Your Spouse Name - Date of Birth-Gender-Click on save button

The screenshot shows the "Health Checkup Packages" page on the Mediwheel dashboard. At the top left is the Mediwheel logo. At the top right is the Union Bank of India logo. The page title is "Health Checkup Packages". A green button labeled "Add Spouse Member" is highlighted with a callout box that says "Click on this button". Below this are two package cards. The first card is titled "MediWheel Full Body Health Checkup Female Below 40 For Self And Spouse - UBOI" and shows a time slot of 8:00am - 2:00pm, 11 Test, and a "Book your appointment" button. The second card is titled "MediWheel Full Body Health Checkup Female Below 40 - UBOI" and shows a time slot of 8:00am - 2:00am, 19 Test, and a "Book your appointment" button. A watermark "Activate Windows" is visible in the background.



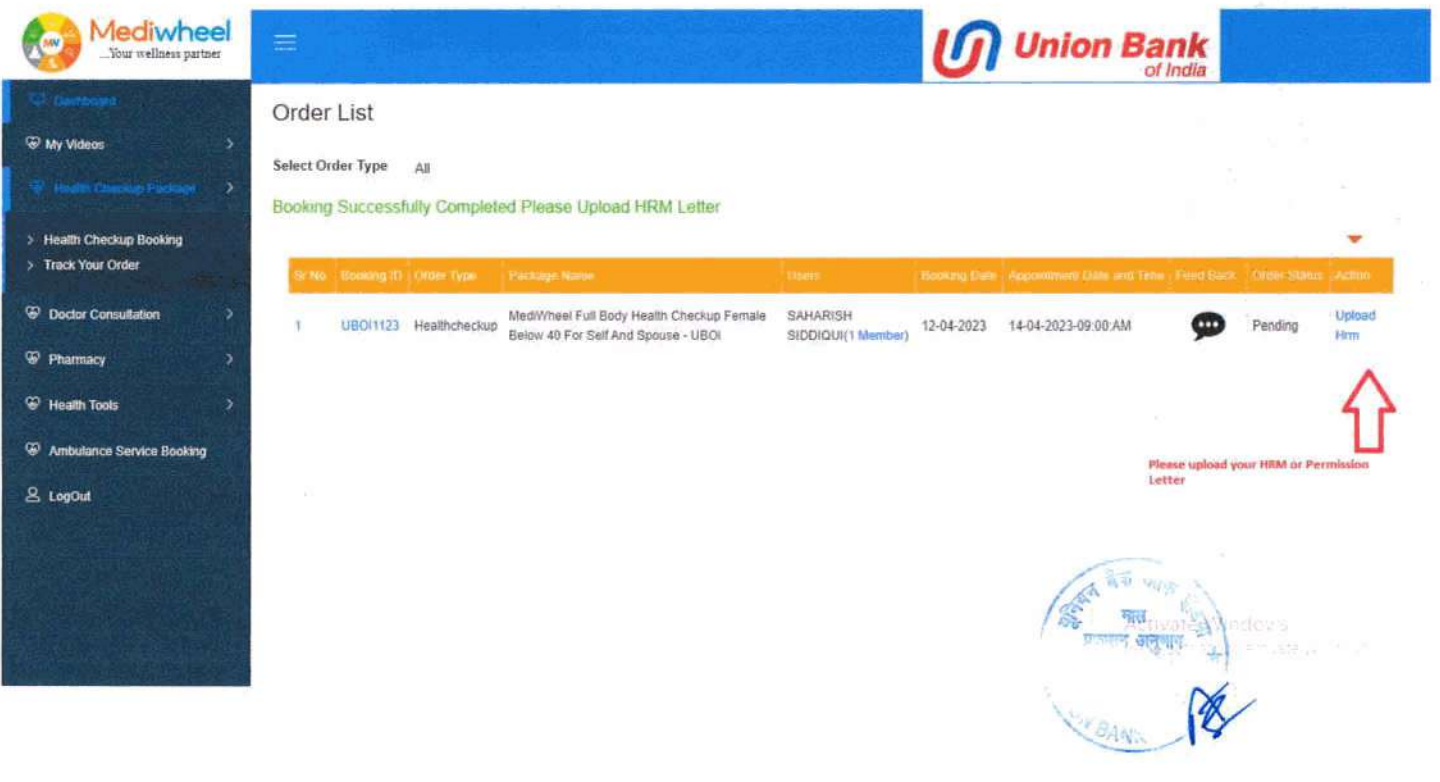
Step 5: Select your Package

Only for Employee or Employee with spouse -Click on book your appointment button - Type your city- Then select your Hospital and Diagnostic - then select date and time - Click on Book Now button.



Step 6: Once you have booked the Health Checkup, Upload the HR Approval Letter (Which you generated from HRMS i.e. Union Parivar. The detailed navigation of the same is mentioned at Annexure-I)

- Go to Track you Booking Order
- Click on Upload Here
- Upload the Approval Letter Printed from HRMS i.e. Union Parivar.



- Dashboard
- My Videos >
- Health Checkup >
- Doctor Consultation >
- Pharmacy >
- Health Tools >
- Ambulance Service Booking
- LogOut

Add HRM Letter Upload for booking id- UBO11140

Select File

Choose File No file chosen

SAVE

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For Support, Please Contact info@mediwheel.in

Details of Bookings will appear as below:

Take the Booking Confirmation Email or Pic of Portal to the Center at the Reservation Date and Time for your Checkup.

Details of Bookings will appear as below:

- Dashboard
- My Videos >
- Health Checkup Package >
- Doctor Consultation >
- Pharmacy >
- Health Tools >
- Ambulance Service Booking
- LogOut

Order Detail

Back

Package Name : MediWheel Full Body Health Checkup Female Below 40 For Self And Spouse - UBO1
Booking ID : UBO11123
Booking Date: 2023-04-12 01:15:30
Appointment Date and Time: 2023-04-14 , 09:00 AM



Activate Windows
Go to Settings to activate Windows