

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.





भारत सरकार का उपक्रम A Government of India Undertaking

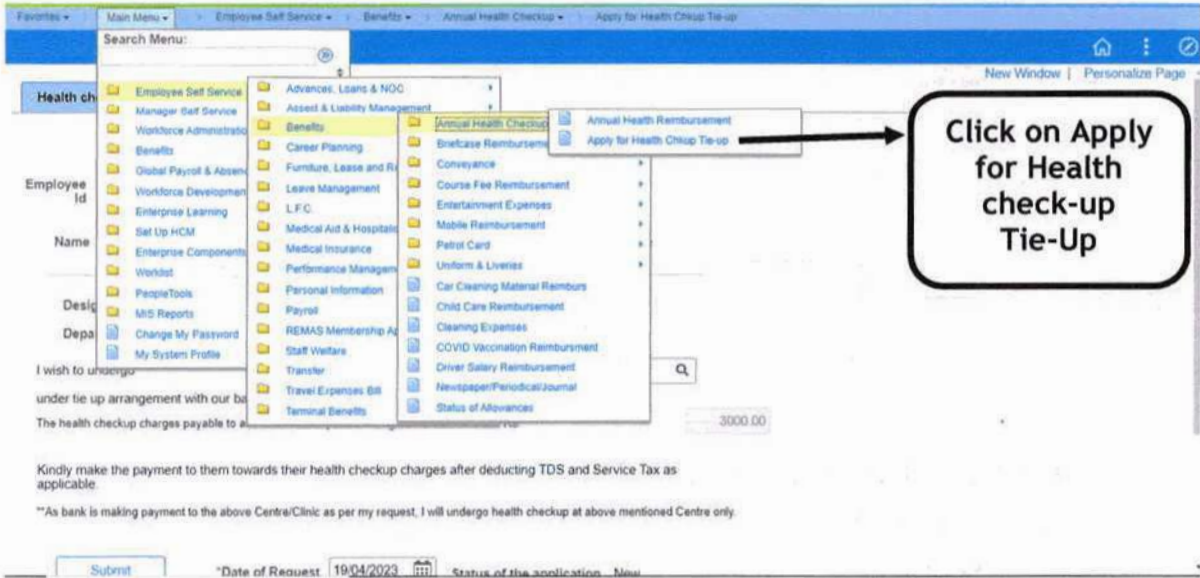
It is once again reiterated that "Prevention is better than cure" and we trust that all employees of the Bank shall understand the importance of undergoing regular health check-ups for a better and healthier life and utilize the benefit provided by the Bank.

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 portal's navigation menu. The path is: Main Menu > Employee Self Service > Benefits > Annual Health Checkup > Apply for Health Checkup Tie-up. A callout box with an arrow points to the 'Apply for Health Checkup Tie-up' option in the 'Annual Health Checkup' sub-menu.

Below the menu, there is a search bar and a list of services. A search for '3000.00' is shown. Below the list, there is a 'Submit' button and a 'Date of Request' field set to '19/04/2023'. A status field is labeled 'Status of the application - New'.

Text below the form: "Kindly make the payment to them towards their health checkup charges after deducting TDS and Service Tax as applicable." and "As bank is making payment to the above Centre/Clinic as per my request, I will undergo health checkup at above mentioned Centre only."

STEP 2: MAIN PAGE



The screenshot shows the 'Apply for Health Checkup Tie-up' page. It has 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.

Below the search bar, there are search criteria fields: Employee Id, Year (set to 2023-2024), Status of the form, Application Date, and Type.

At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



3. STEP 3: ADD A NEW VALUE

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

Home | Settings | Refresh | New Window

Apply for Health Checkup 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**

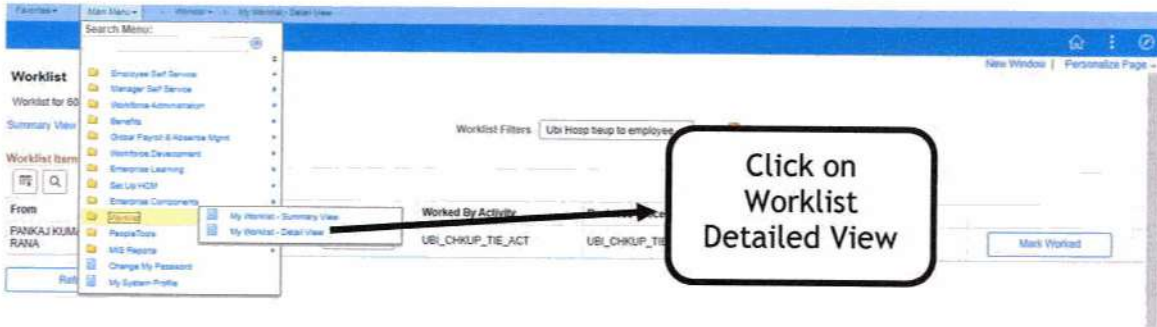
Approve | Decline | Approver:

Remarks, if declined

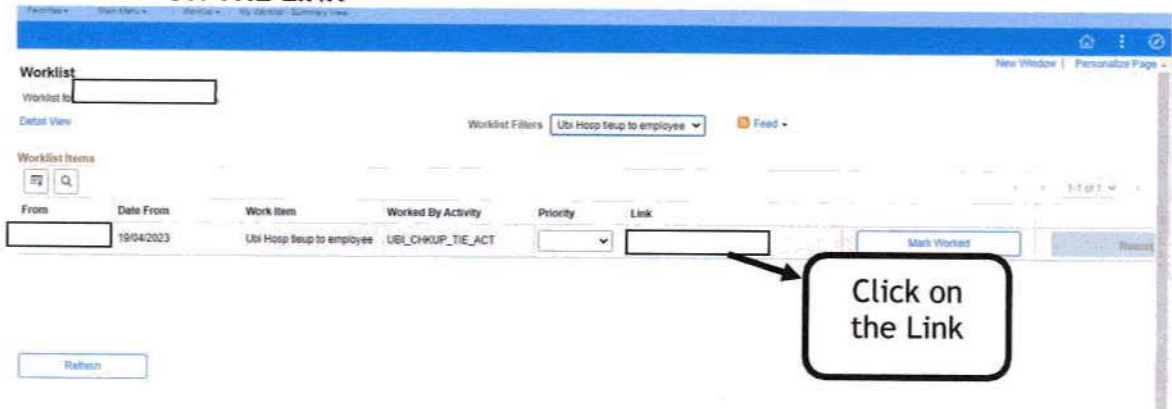
Approver Name



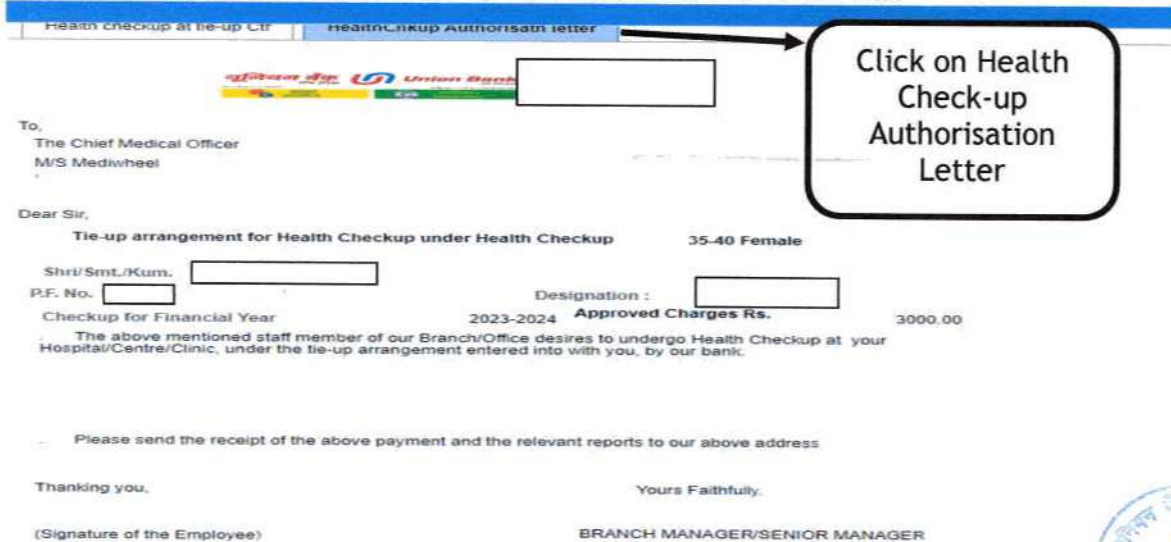
5. STEP5: ONCE THE SUBMITTED APPLICATION IS APPROVED BY APPROVER, RELOGIN IN THE UNION PARIWAR & CLICK ON WORKLIST



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 for SAHARISH SIDDIQUI. The user's profile information is displayed as follows:

Female	35 year	N/A	N/A	N/A	N/A	N/A	NA	Booking Pending
Gender	Age	Blood Group	BMI	Weight	Waist Size	WHR	Booking Status Employee	Booking Status Spouse

Key features and buttons visible on the dashboard include:

- Click for Booking** (highlighted with a box and arrow pointing to the **HEALTH CHECKUP BOOKING** button)
- Start Health Risk Assessment** (heart icon)
- Track Your Test Analytic** (chart icon)
- Check Your Health Score** (briefcase icon)
- Health Checkup PHR Awaited** (store icon)
- Download Health Score Report** (document icon)

Navigation menu on the left includes: Dashboard, My Videos, Health Checkup Package, Doctor Consultation, Pharmacy, Health Tools, Ambulance Service Booking, and LogOut.

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. A green button labeled "Add Spouse Member" is highlighted with a white arrow and the text "Click on this button". Below this are two package options:

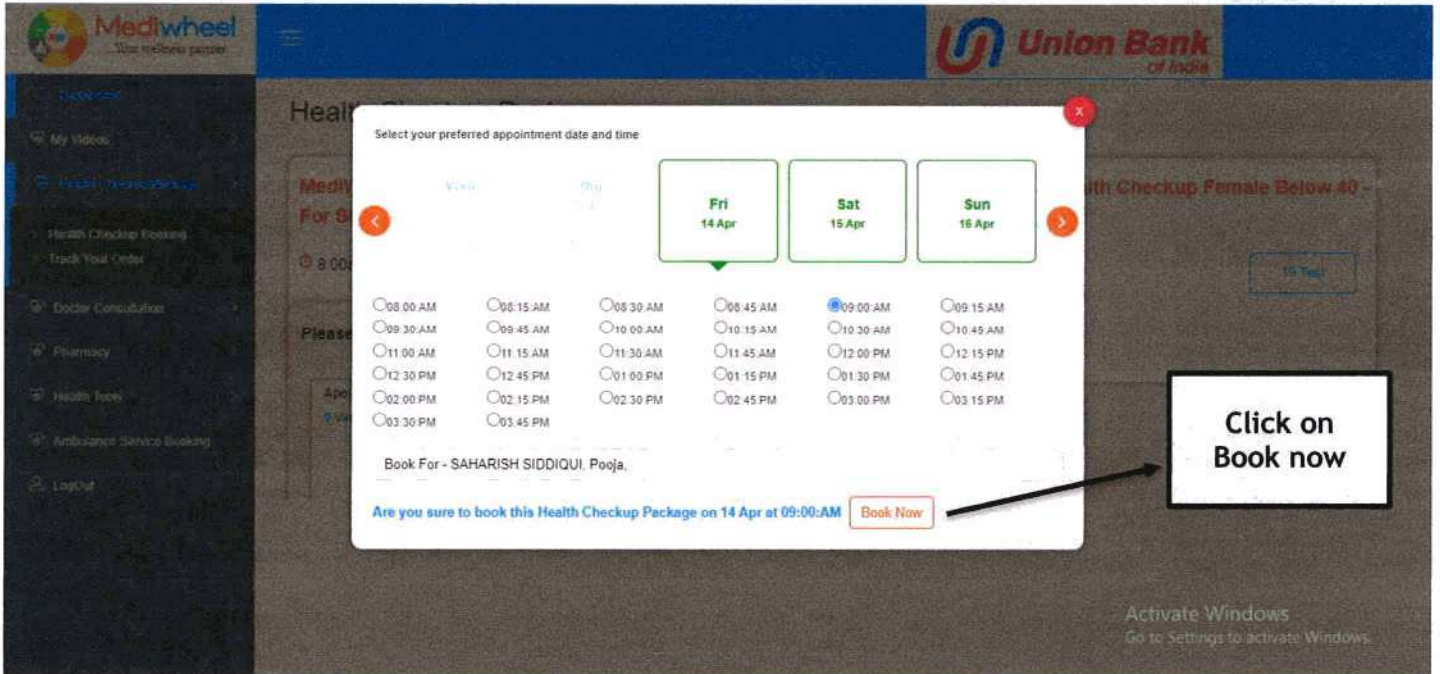
Package Name	Time	Tests	Action
MediWheel Full Body Health Checkup Female Below 40 For Self And Spouse - UBOI	8:00am - 2:00pm	11 Test	Book your appointment
MediWheel Full Body Health Checkup Female Below 40 - UBOI	8:00am - 2:00am	19 Test	Book your appointment

Navigation menu on the left includes: Dashboard, My Videos, Health Checkup Package, Health Checkup Booking, Track Your Order, Doctor Consultation, Pharmacy, Health Tools, Ambulance Service Booking, and LogOut.



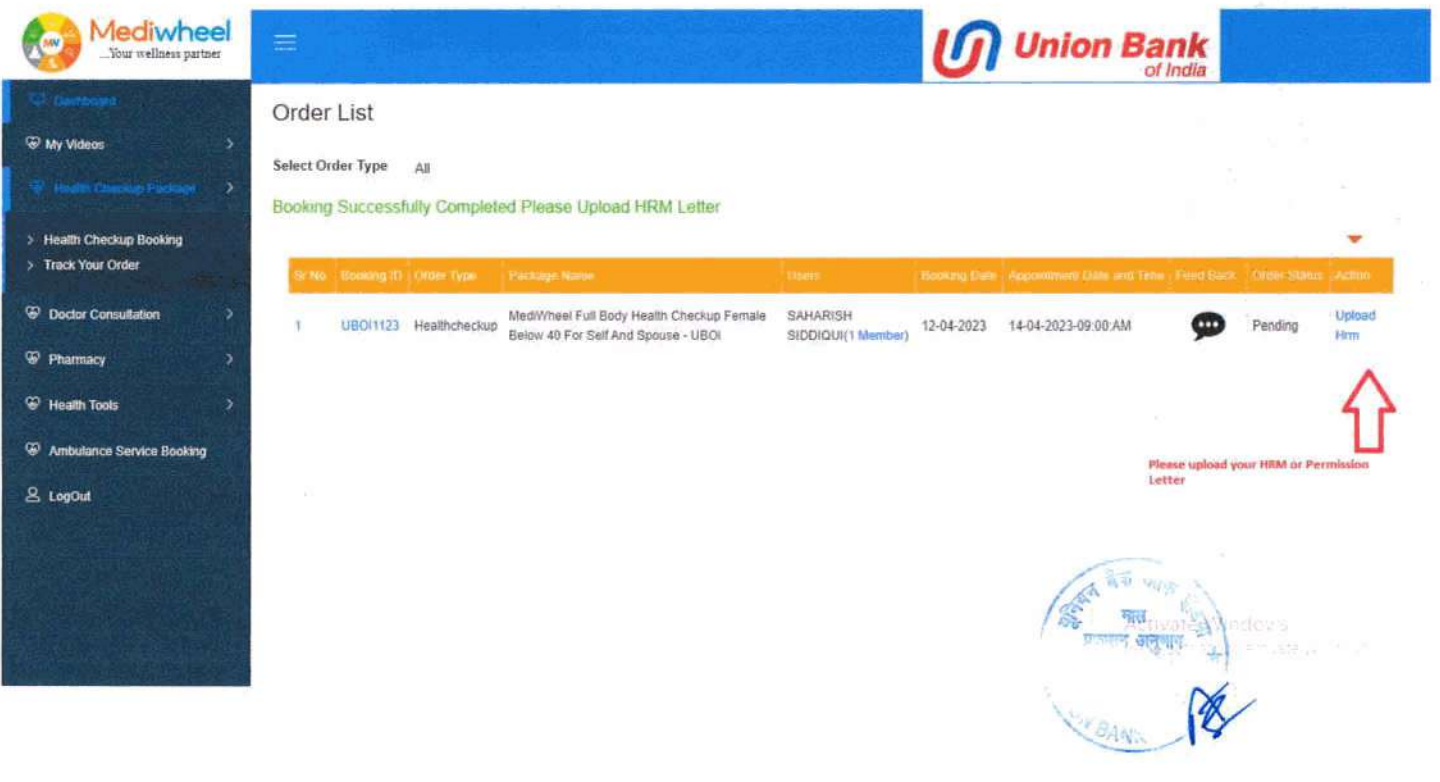
Step 5: Select your Package

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

© 2023 Mediwheel
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

Please note Corporate Code for Bank of Baroda is : [UBOI](#)

How to do book your appointment through MediWheel APP – Download the app on Play Store / IOS- App Store

Step 1 – For **First Time Signup Only**

Please click (I have a Corporate Account)



Male Female

Having trouble in sign in? [Get help here](#)

By signing in you agree to our



Fill Corporate Name – bob – Enter your Employee code only numeric – Verify – Enter your mobile number – Enter your Email Id -Enter your Date of Birth – Choose your Gender – Click Register

< Link your Corporate Account

uoi

Corporate Name- uoi

100267302

VERIFY

Enter your Employee Code - Click Verify

Test Luv Gupta BOB

8800465156

Enter your Mobile number

wellness@gmail.com

Enter your Email ID

1980-02-01

Enter your Date of Birth

Male

Choose your Gender

Register

Click for Register

Login

Enter the OTP - Receive on registered Mobile number - Verify

Enter OTP

Enter your OTP here


Verify

Did't you receive any OTP?
OTP sent to Registered mobile : 8800465156 You can get OTP again after 57 seconds

Enter OTP

Verify

Crete PIN



Create 4 digit lock

Confirm Your Code

Reset Submit

Enter your PIN

Submit

Enter the Pin for security of the App

Step 2 – For Login of the App

Please Click login Button

 Male Female

Having trouble in sign in? [Get help here](#)

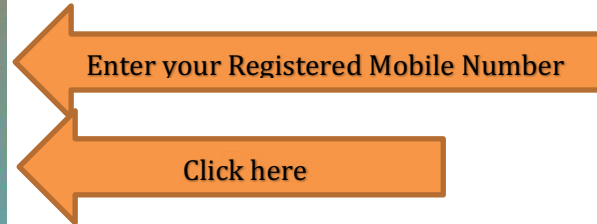
By signing in you agree to our

Enter your Registered Mobile Number – Click Login

< Login

Enter your Mobile No

Login



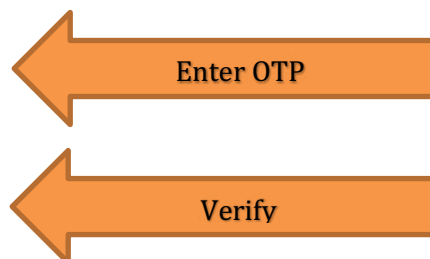
Enter the OTP – Receive on registered Mobile number - Verify

< Enter OTP

Enter your OTP here

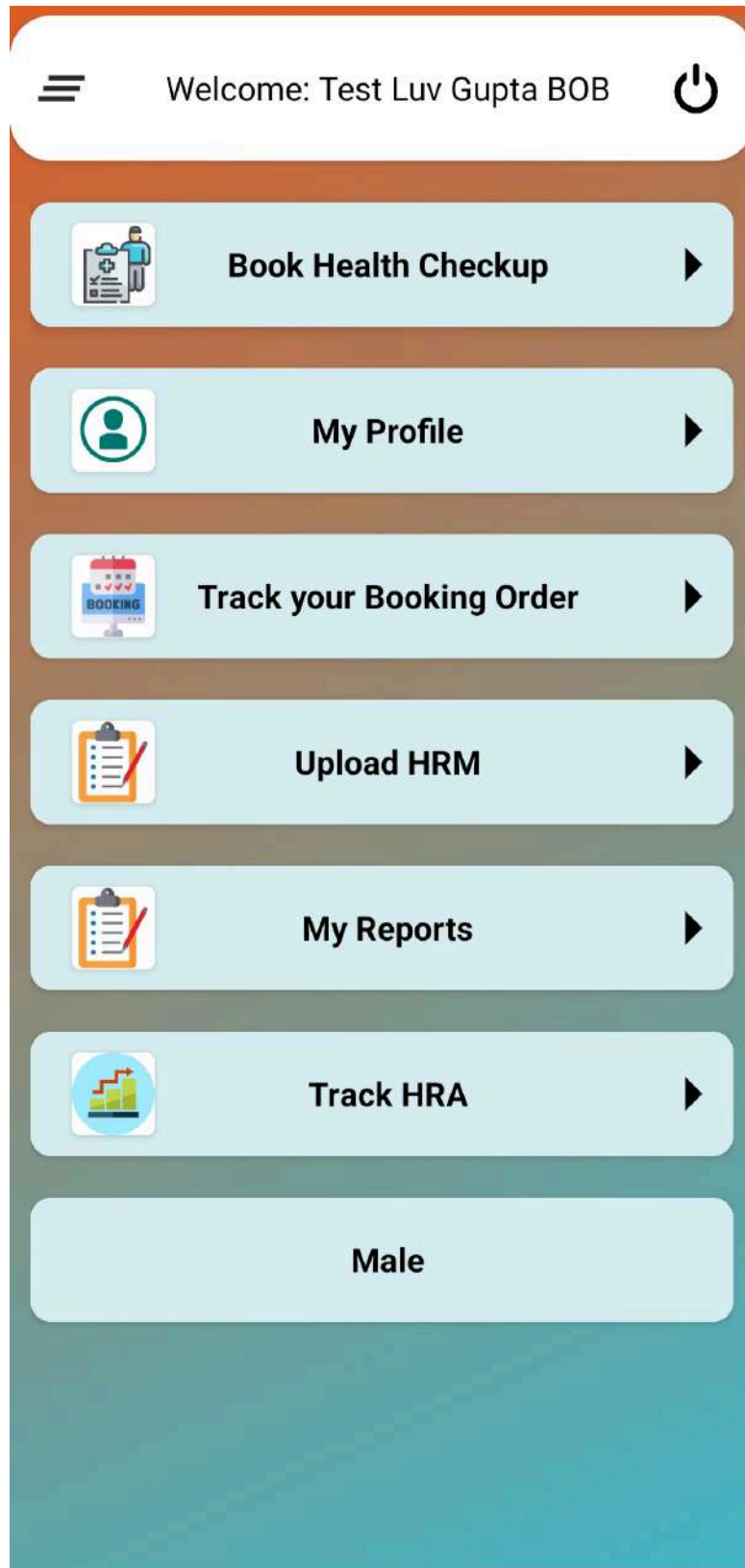
Verify

Didn't you receive any OTP?
OTP sent to Registered mobile : 8800465156 You can get OTP again after 57 seconds

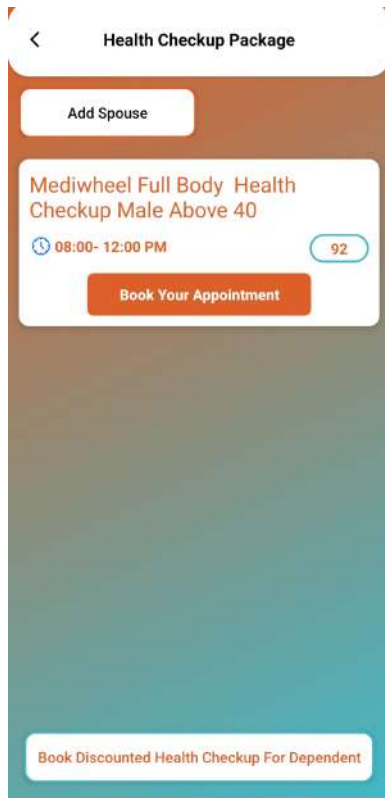


Step 3 Health Checkup Booking Self and Spouse

Employee Dashbord - Click Book Health Checkup



Click Add Spouse



Health Checkup Package

Add Spouse

Mediwheel Full Body Health Checkup Male Above 40

08:00- 12:00 PM 92

Book Your Appointment

Book Discounted Health Checkup For Dependent



Enter your Spouse Name – Spouse Date of Birth - Submit



ADD Spouse

Enter Name

Date of Birth (YYYY-MM-DD)

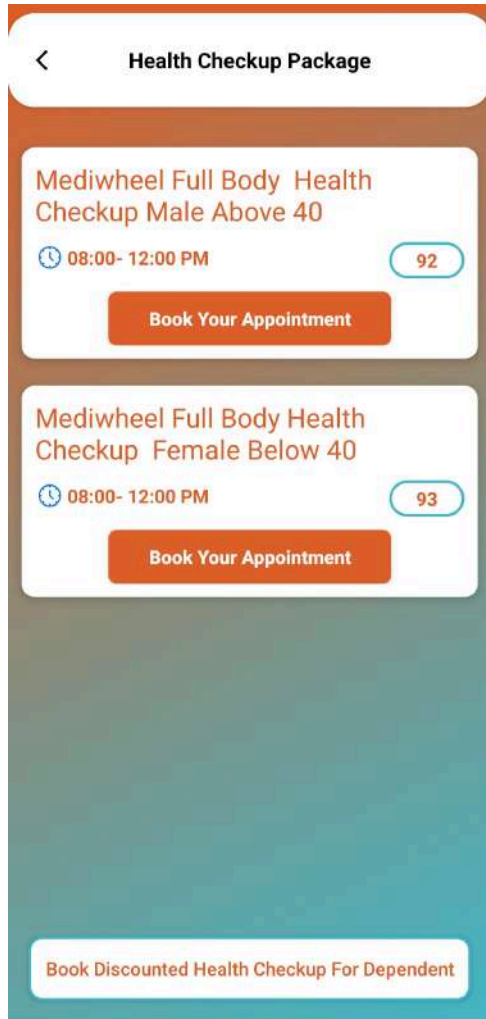
Female

Spouse

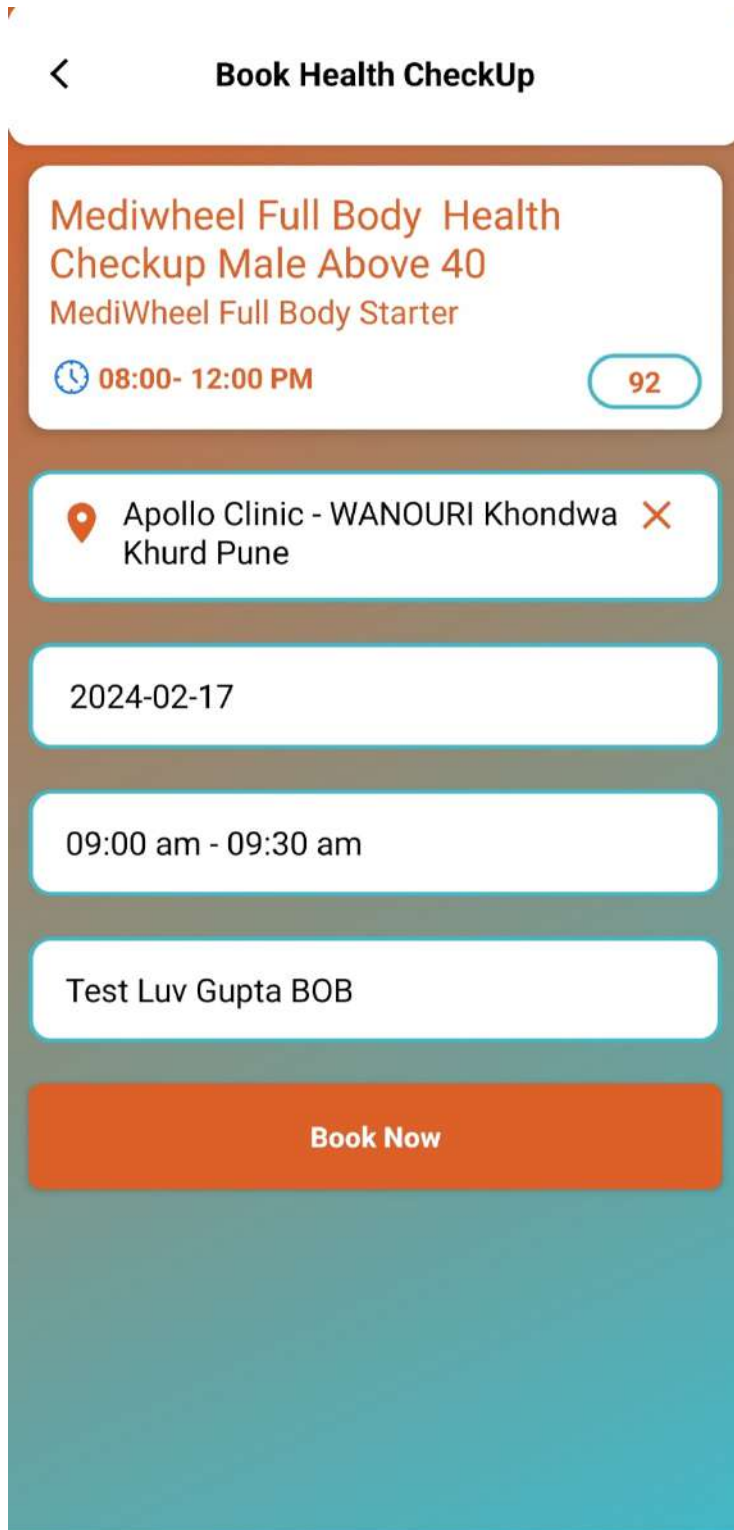
Submit



Book the Appoitmnet of the Health checkup – Self and Spouse



Select hospital – Select date – Select Time Slot – Select Member – Click Book Now



The screenshot shows a mobile application interface for booking a health checkup. At the top, there is a back arrow and the title "Book Health CheckUp". Below this, a card displays the service name "Mediwheel Full Body Health Checkup Male Above 40" and "MediWheel Full Body Starter". A clock icon indicates the time "08:00- 12:00 PM", and a badge shows the number "92". Below the card, there are five input fields: a location field with a pin icon and a close button, a date field, a time slot field, a member name field, and a large orange "Book Now" button.

Select Hospital / Diagnostic

Select Appointment Date

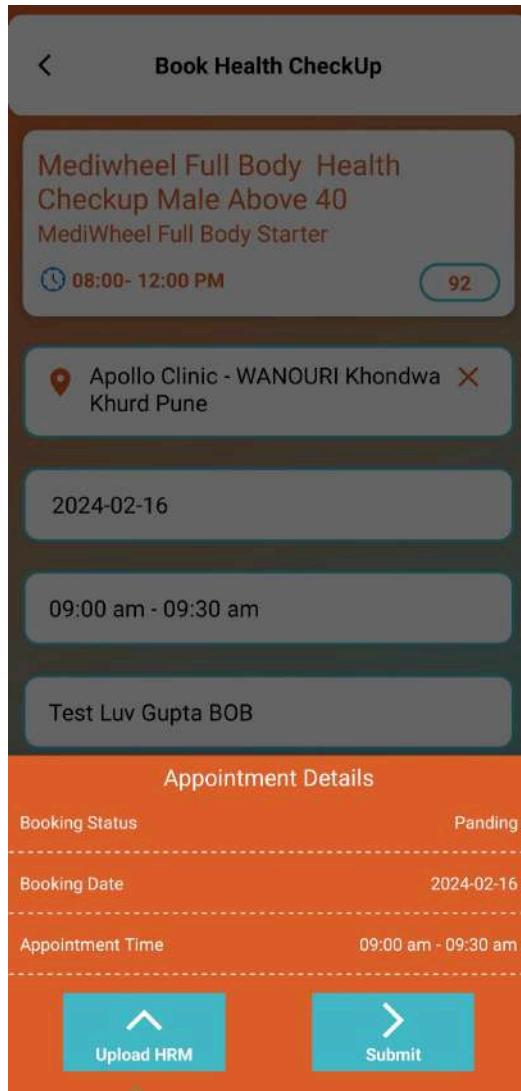
Select Time Slot

Select Member

Click here – Book

HRM /Permission Letter Upload

Click Upload HRM / Permission Letter



The screenshot shows the 'Book Health CheckUp' screen in the Mediwheel app. The appointment details are as follows:

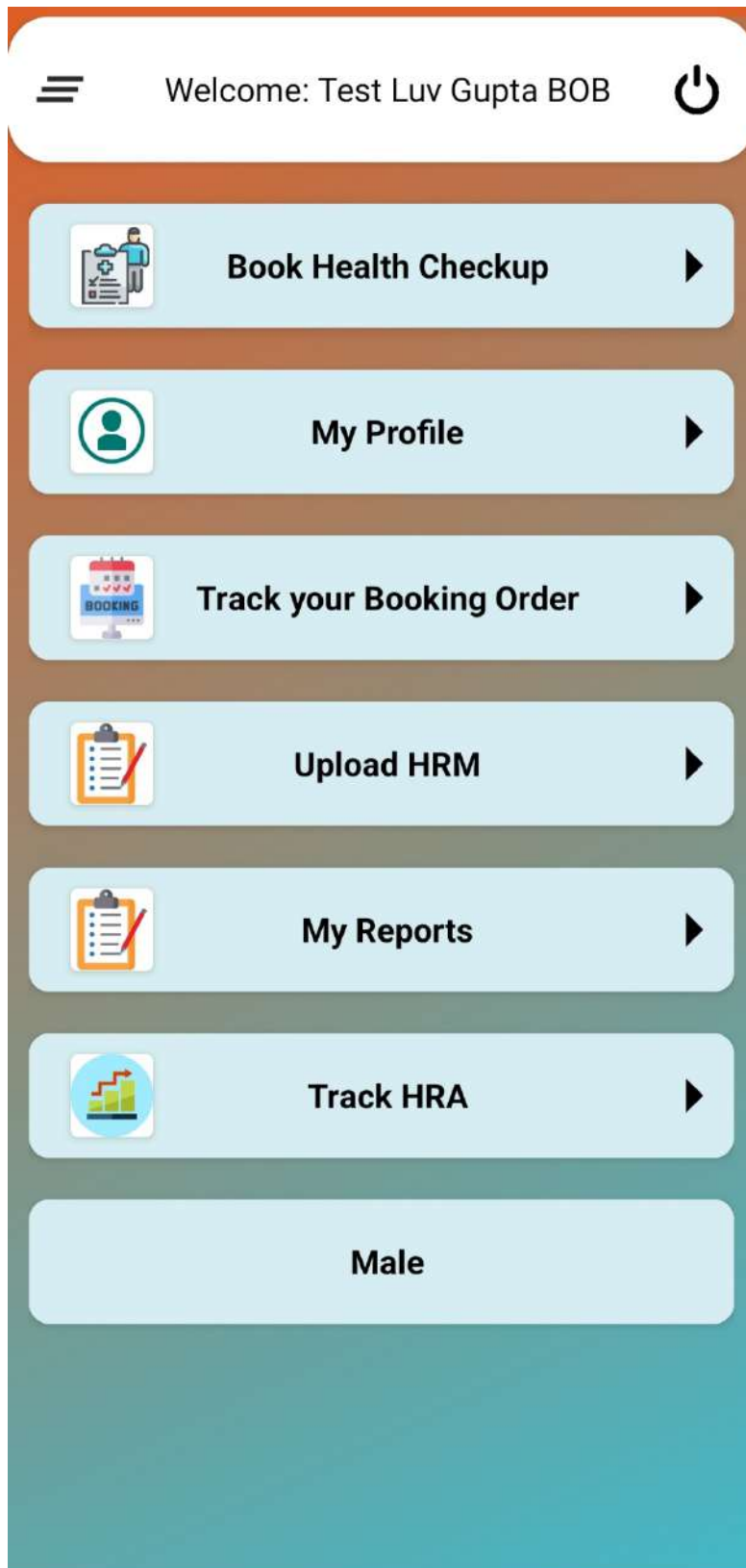
Appointment Details	
Booking Status	Pending
Booking Date	2024-02-16
Appointment Time	09:00 am - 09:30 am

Below the appointment details, there are two buttons: 'Upload HRM' and 'Submit'. An orange arrow points to the 'Upload HRM' button.

Click here

Same Process for your Spouse Health checkup Booking – Step 3

Health Checkup Reschedule Date Click Track your Order - Chosse date – Submit
Download Health checkup Report



Click here – Reschedule date Health Checkup

Click -Download Health Checkup Report