

A step-by-step guide to loading your documents online

Step 1:

Once you have logged in to RMA's Online Services, a new tab entitled "**Documents**" has been added to the screen. Hover your mouse over the tab and a menu list will appear, giving you two options as follows:

- 1. document list** – enables you to check documents that you have already been uploaded;
- 2. upload documents** – click on this option to upload new documents.

Refer to figure 1 below

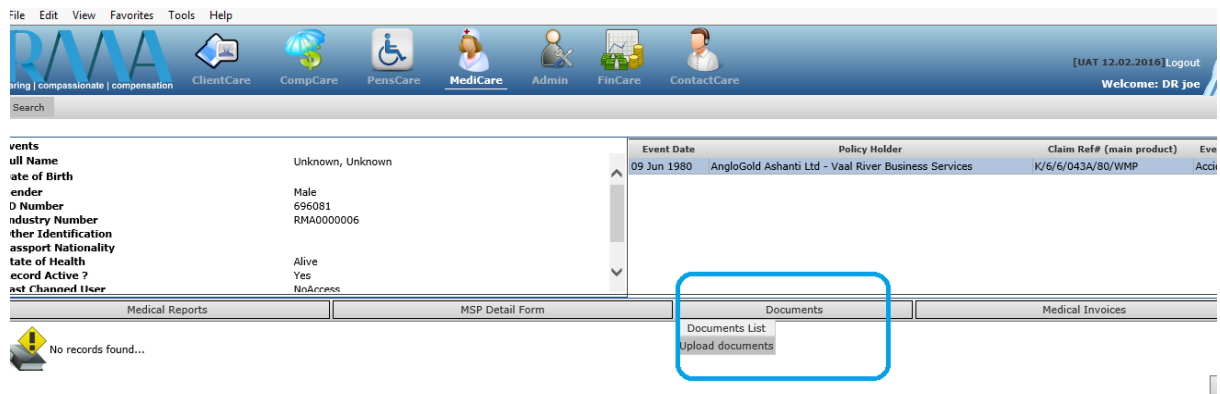


Figure 1. MSP Home Screen

Step 2:

Once you have clicked on "upload documents", a pop-up screen will appear as demonstrated in figure 2 below.

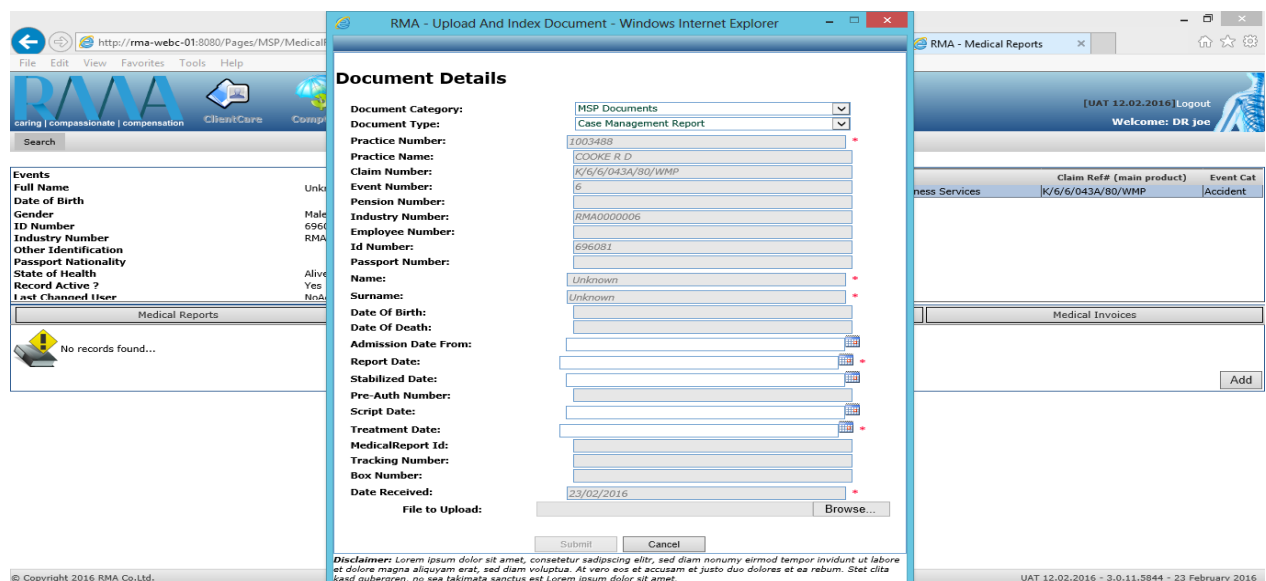


Figure 2. Medical report pop-up screen

Step 3:

Capture the details relating to the documents (Document Type, Admission Date, Report Date, Stabilised Date (If stabilised), Script Date and Treatment Date), and click on the browse button to upload the document.

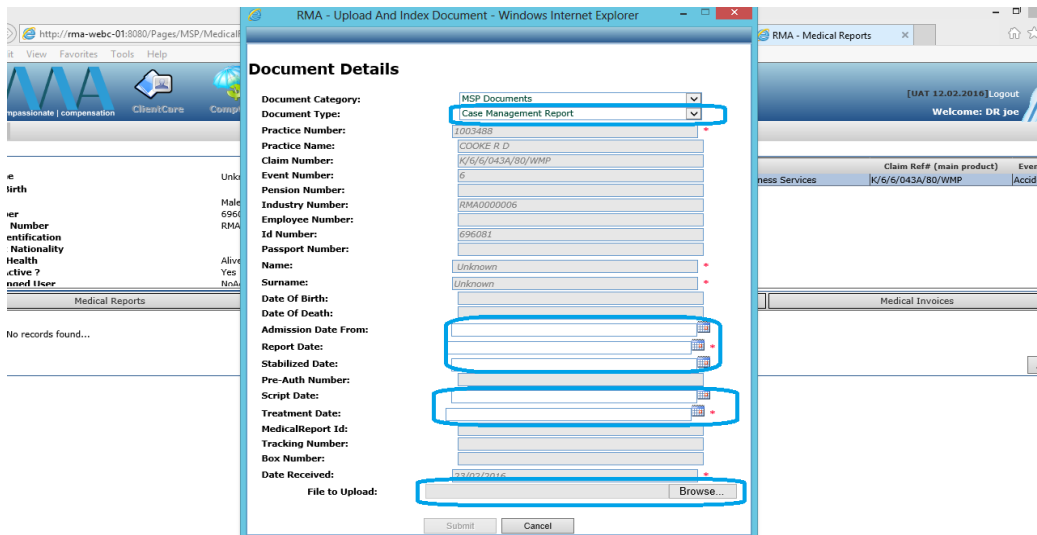


Figure 3. Upload document pop-up screen

Step 4:

Click submit after capturing and uploading the relevant document. If the upload was successful, a "file successfully uploaded" pop-up message display. Refer to figure 4 below.

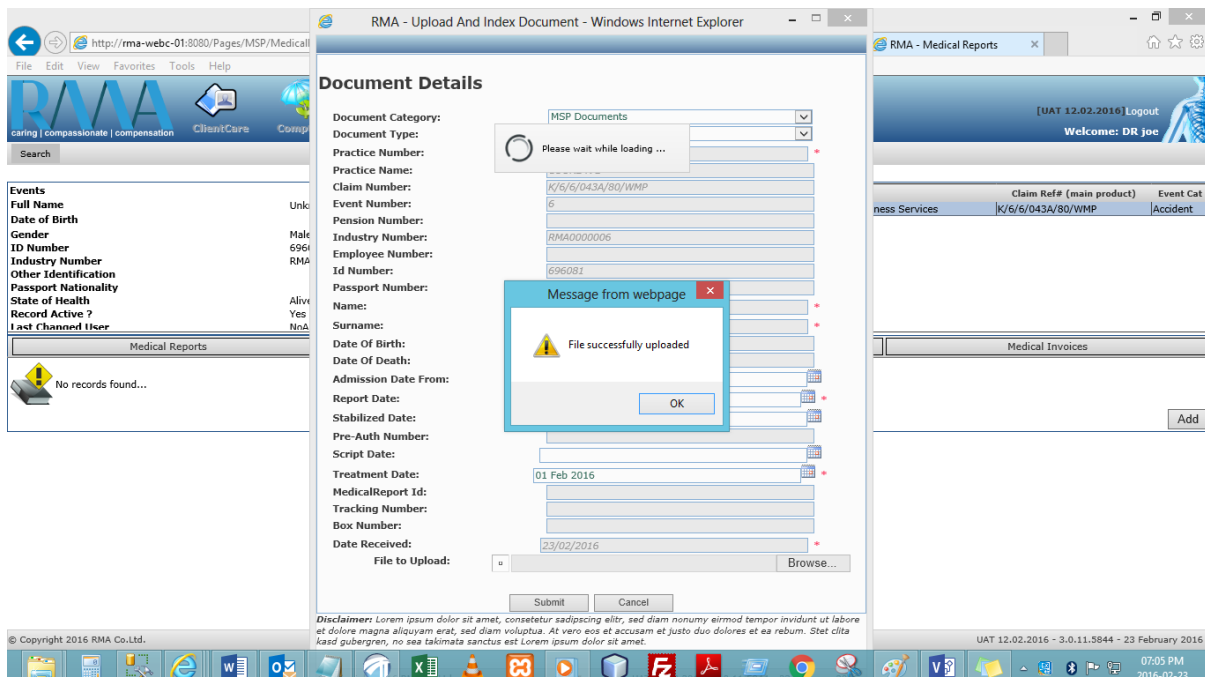
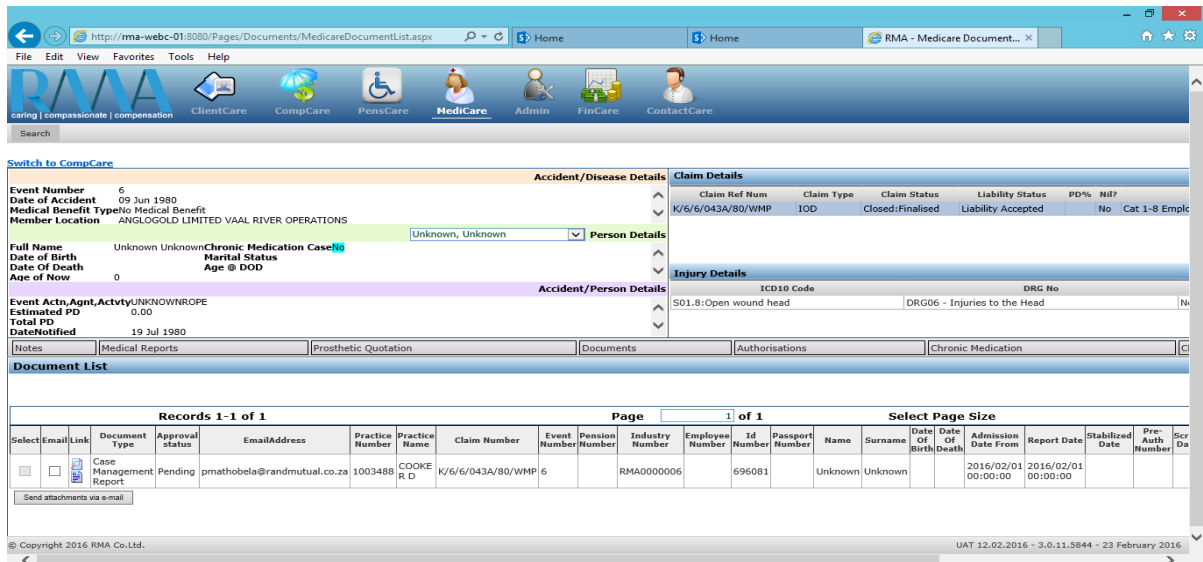


Figure 4. Document upload success screen

Step 5:

To verify that the document has been uploaded successfully or to check the status of the document, you can check it on the “document list” on the home page as referred to in step 1 above.



The screenshot shows the RMA web application interface. The top navigation bar includes the RMA logo and several service icons: ClientCare, CompCare, PensCare, MediCare, Admin, FinCare, and ContactCare. The main content area is divided into several sections:

- Accident/Disease Details:** Event Number 6, Date of Accident 09 Jun 1980, Medical Benefit Type No Medical Benefit, Member Location ANGGOLD LIMITED VAAL RIVER OPERATIONS.
- Claim Details:** Claim Ref Num K/6/6/043A/80/WMP, Claim Type IOD, Claim Status Closed:Finalised, Liability Status Liability Accepted, PD% Nil? No, Cat 1-8 Empl.
- Person Details:** Full Name Unknown Unknown, Chronic Medication Case No, Date of Birth, Date of Death, Age of Now, Marital Status, Age @ DOD.
- Injury Details:** ICD10 Code S01.8:Open wound head, DRG No DRG06 - Injures to the Head.

Below these sections is the **Document List** table:

Select	Email	Link	Document Type	Approval status	EmailAddress	Practice Number	Practice Name	Claim Number	Event Number	Pension Number	Industry Number	Employee Number	Id Number	Passport Number	Name	Surname	Date Of Birth	Date Of Death	Admission Date From	Report Date	Stabilized Date	Pre-Auth Number	Scr Da
<input type="checkbox"/>			Case Management Report	Pending	pmathobela@randmutual.co.za	1003488	COOKE RD	K/6/6/043A/80/WMP	6		RMA0000006		696061		Unknown	Unknown			2016/02/01 00:00:00	2016/02/01 00:00:00			

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Figure 5. Document List Screen