



**INTERMEDIATE CARE CENTRE**  
Katunayake Export Processing Zone



Managed by  
**District General Hospital Negombo**  
Ministry of Health



Crystal Martin Ceylon (Private) Limited

# **User Manual – ICC Website**

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CMSL ICT Department

**Version 1.0**

## Document Control

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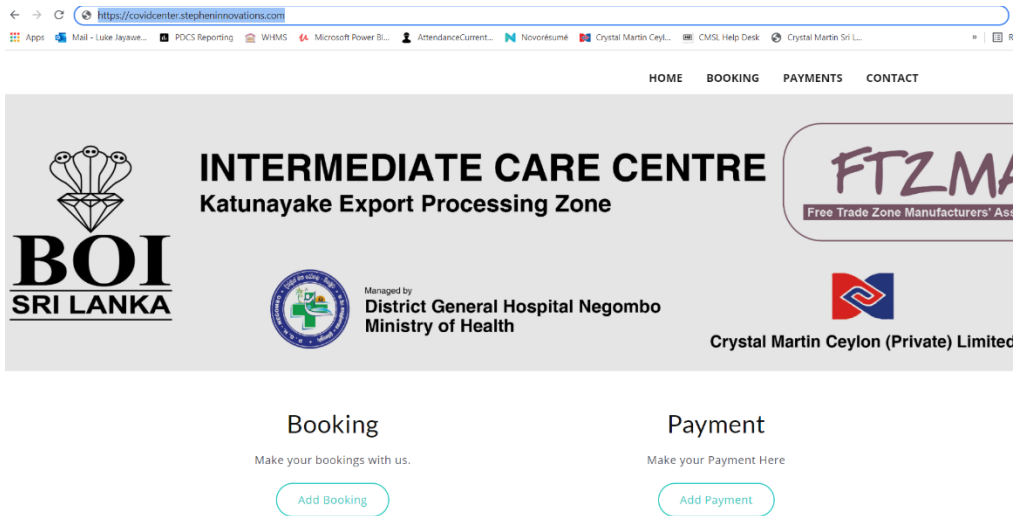
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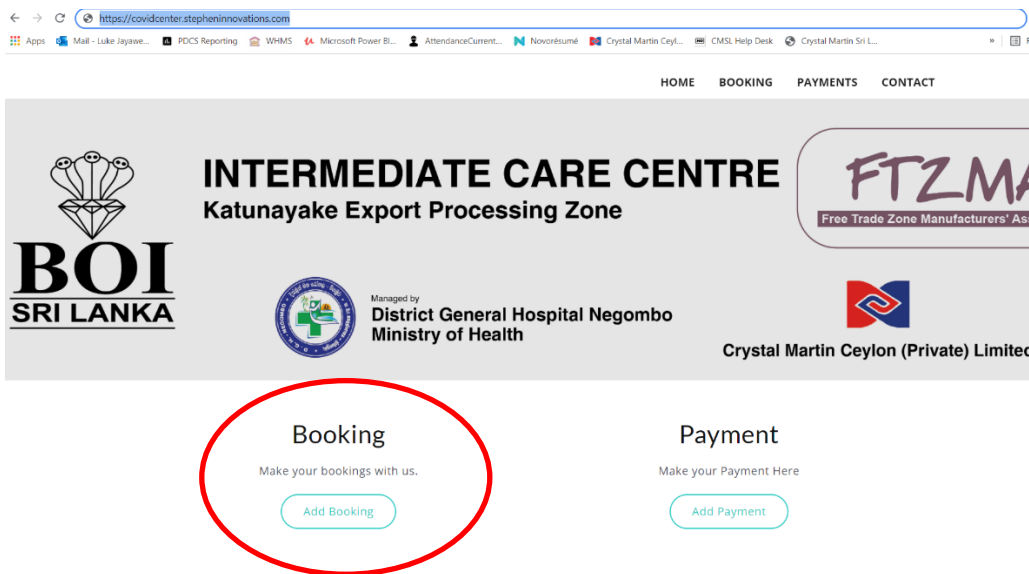
# 1. How to make a booking?

Type <https://covidcenter.stepheninnovations.com/> in your web browser and log in to the Home Page of the website.

Given below is a screen shot of the home page.



Then click on “Add Booking” as shown below.



This action will take you to the Terms & Conditions which you need to accept to proceed further in the process. If you agree, press “Accept”.

### Terms and Conditions

- Only the employees who work in BOI registered organizations can do the reservation.
- It is mandatory to select one package out of the two packages available which are 10 Day & 14 Day packages.
  - 10 day package is Rs 15,000/=
  - 14 day package is Rs 21,000/=
- Asymptomatic / Mild symptomatic patient can ONLY be admitted based on patient’s clinical status & the Past history.

Scenarios : Clinical Status

Accepted	Not Accepted
Mild cough without breathing difficulty	Fever
Sore throat	Any breathing difficulty
Headache	

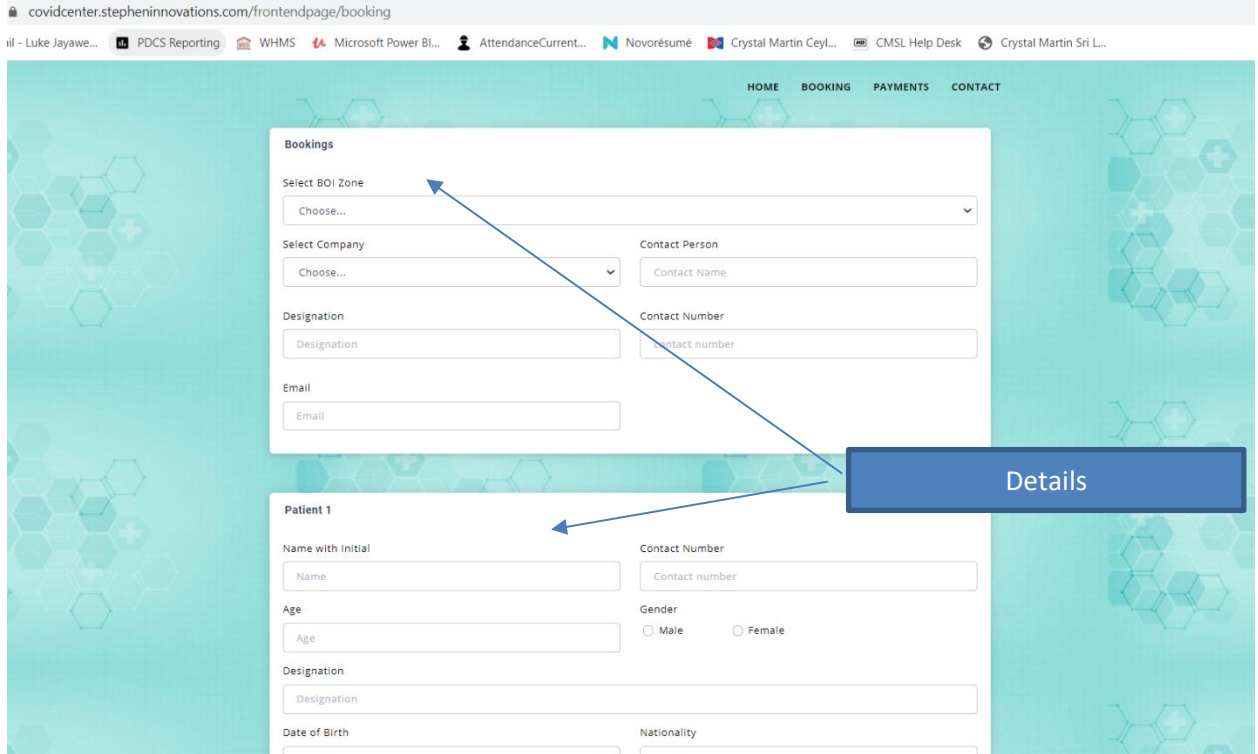
Scenarios : Past History

Accepted	Not Accepted
Hypertension (Controlled)	Chronic respiratory disease
Diabetes (Controlled)	Cardiovascular disease
Bronchial Asthma (Controlled)	Renal disease
	Liver disease
	Carcinomas
	Obesity (BMI>30)
	Immunocompromised status
	Pregnancy

- Medical Officer on duty at the center has the right to accept or reject the request at any given time if the patient shows symptoms.
- Patient care packs should be provided by the respective enterprises or by the patient. If not, packs are available in the premises at a rate of Rs 1,000/= per pack. The pack is consisted of a Plate, Teacup, Water Bottle, Bowl, Spoon, Toothbrush, Toothpaste, Soap (2 types), Razer, 20 Face Masks, Soap Box & a pack of 10 Sanitary Napkins (Only for Female Patients)
- If the payment details are not submitted within 24hours from the time administrator confirms the booking, the booking will be automatically cancelled through the system.

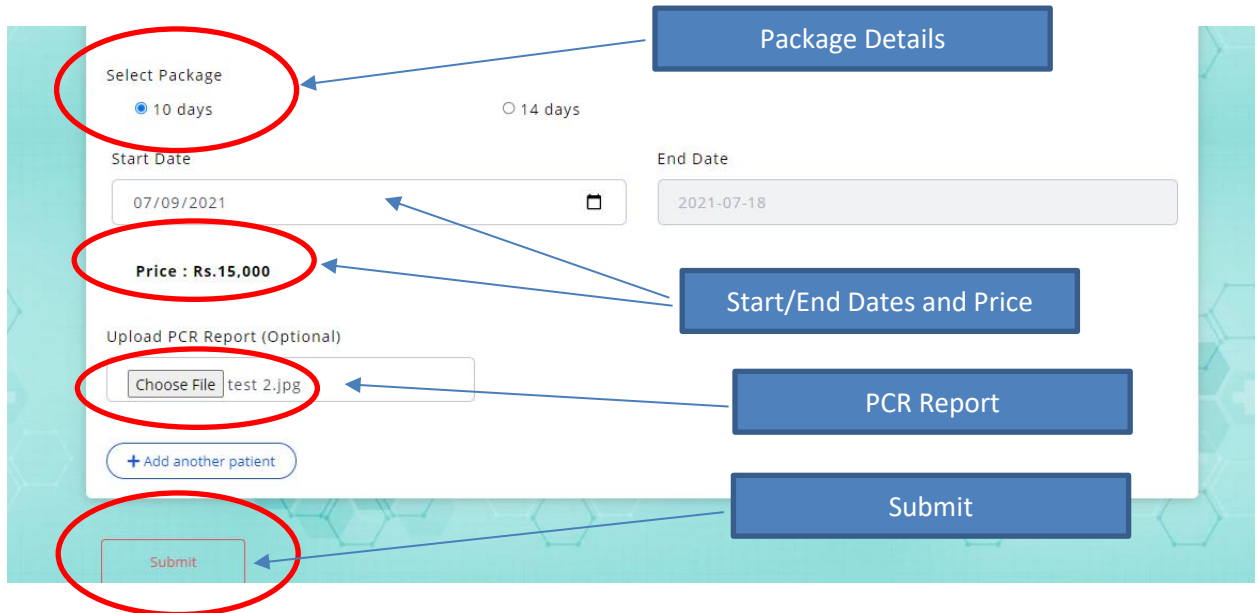
Once you accept the Terms & Conditions, you will be taken to a screen where you need to add the details of the patient.

Add the details of patients one by one as requested in the screen. (This has got 4 sections such as company details, personal details of the patient, details related to health conditions and package details)

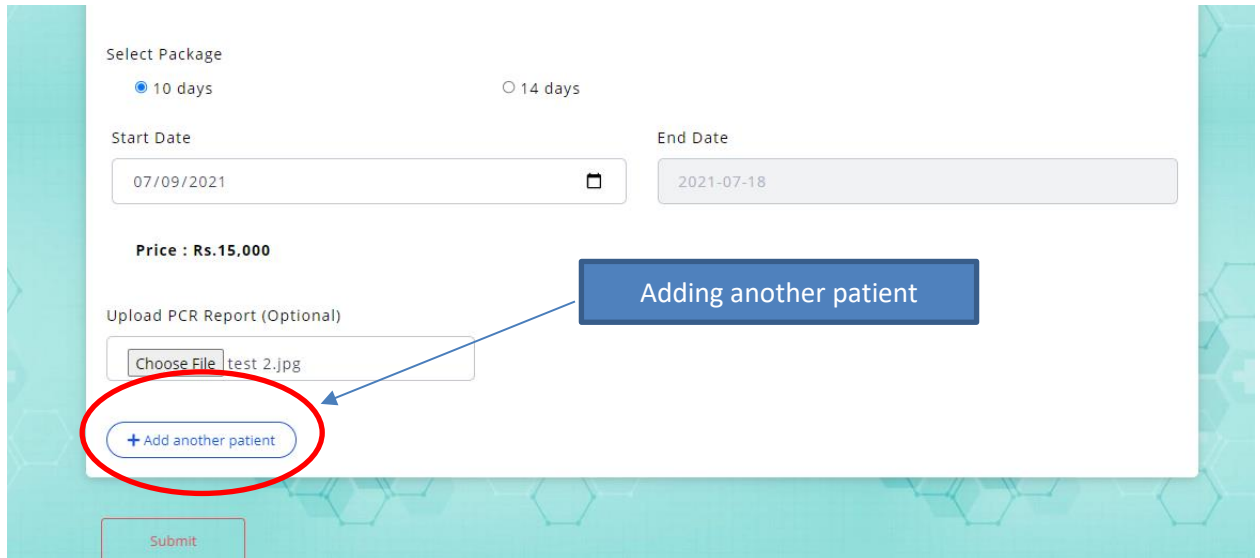


Once you fill the details related to company, personal and health condition, you must choose the start/end date and the package that you prefer to go with as mentioned below.

Then must upload a PCR/Rapid Ant-Gen Report (JPEG, PDF, PNG..etc) and need to press the “Submit” button to make a booking.



If you need to add more patients before submitting, you can click “Add another patient” button and start adding as required.



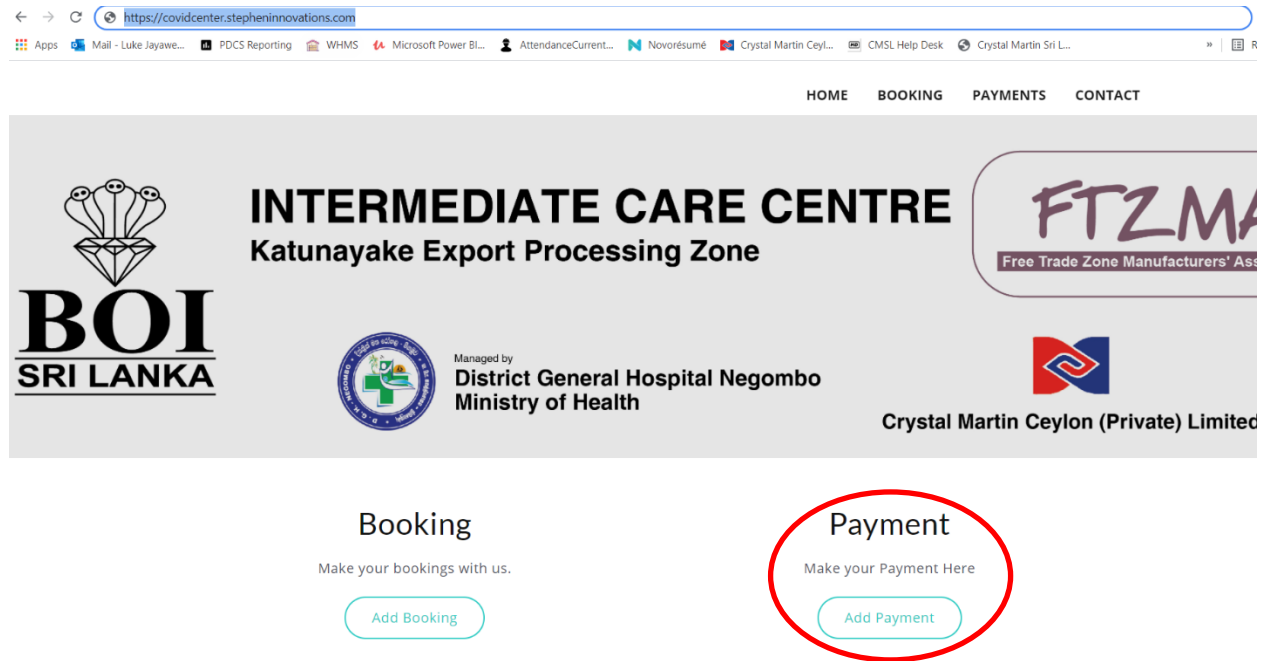
The screenshot shows a web form for patient booking. At the top, there is a 'Select Package' section with two radio buttons: '10 days' (selected) and '14 days'. Below this are 'Start Date' and 'End Date' fields. The 'Start Date' field contains '07/09/2021' and the 'End Date' field contains '2021-07-18'. A price of 'Rs.15,000' is displayed. Underneath is an 'Upload PCR Report (Optional)' section with a 'Choose File' button and a file named 'test 2.jpg'. A red circle highlights the '+ Add another patient' button. A blue box with the text 'Adding another patient' has an arrow pointing to the red circle. At the bottom of the form is a 'Submit' button.

Once you submit a request, you need to wait until you receive an email from the administrator of ICC confirming a temporary booking and the account details to make your payment.

## 2. How to make a payment?

Type <https://covidcenter.stepheninnovations.com/> in your web browser and log in to the Home Page of the website.

Click “Add Payment”



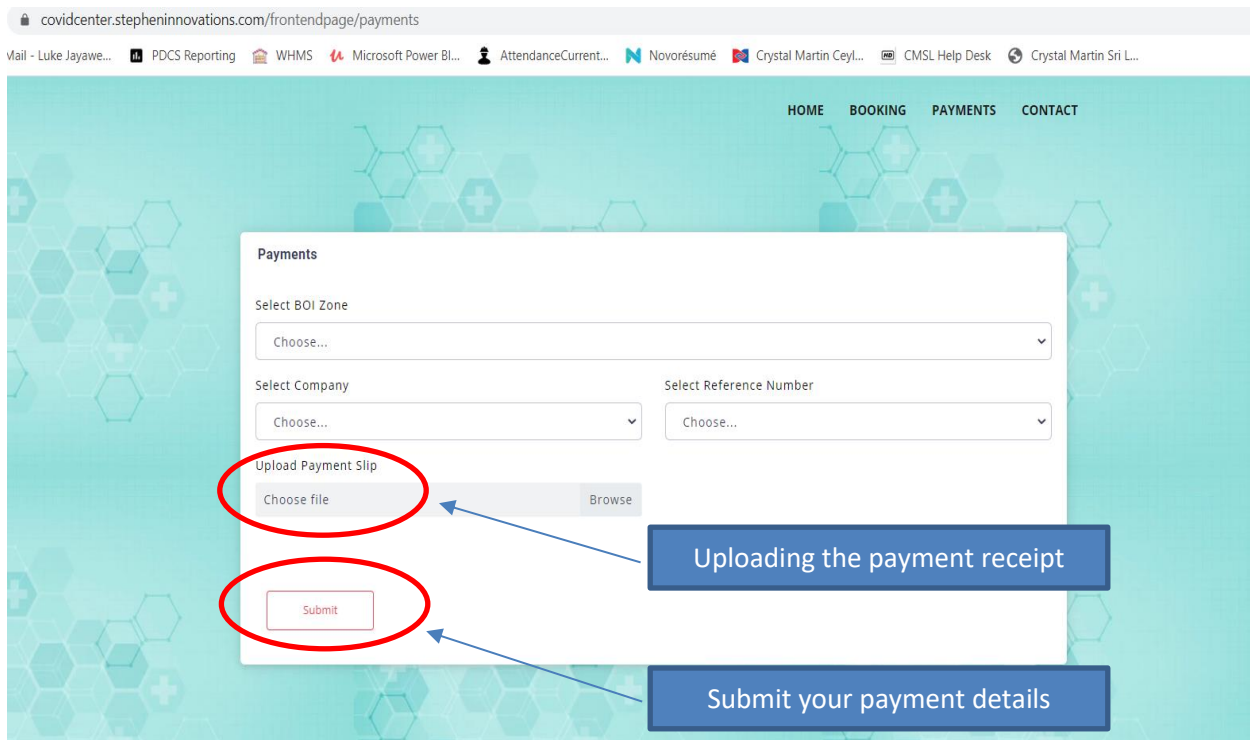
The screenshot shows a web browser window with the URL <https://covidcenter.stepheninnovations.com/>. The website header includes navigation links: HOME, BOOKING, PAYMENTS, and CONTACT. The main banner features the BOI SRI LANKA logo, the text "INTERMEDIATE CARE CENTRE Katunayake Export Processing Zone", the FTZMA logo, and logos for the District General Hospital Negombo Ministry of Health and Crystal Martin Ceylon (Private) Limited. Below the banner, there are two main sections: "Booking" with the text "Make your bookings with us." and an "Add Booking" button, and "Payment" with the text "Make your Payment Here" and an "Add Payment" button. The "Payment" section is circled in red.

Once you click on “Add Payment”, you will be taken to the below screen.

### Note:

You need to make the payment separately to the account number provided in email and must obtain a payment receipt to attach to confirm the payment here in this screen.





You need to fill all the details here on this screen and must upload the payment receipt as a proof.

Then press the “Submit” button to confirm the payment.

After the submission, your payment will be reviewed and confirmed by the administrator.

Once it is confirmed, you will receive an email with all the details required.

**Note:**

**If the payment details are not submitted within 24hours from the time administrator confirms the booking, the booking will be automatically cancelled through the system.**