



MFH – Ministry for Health

Health Screening - Employer User Guide and Manual

13/11/2025

Version 3.0

Table of Contents

- 1 Document Control 4
 - 1.1 Contact Information 4
 - 1.2 Version Information 4
- 2 Confidentiality 4
- 3 User Profiles..... 4
 - 3.1 Employer 4
- 4 Login to Health Screening..... 4
- 5 Top and Sidebar Actions 5
 - 5.1 Log out button..... 5
 - 5.2 Switch Module Dropdown..... **Error! Bookmark not defined.**
 - 5.3 Home Button 5
 - 5.4 Profile Button 6
 - 5.5 Collapse Button 6
- 6 Home View 7
 - 6.1 Draft Tab..... 8
 - 6.2 In Progress Tab 8
 - 6.3 Needs Attention 8
 - 6.4 Closed Tab 9
 - 6.5 Pagination 9
 - 6.6 Ordering 9
 - 6.7 Application Detail’s View..... 10
 - 6.7.1 Application Tab (within Application Detail’s View)..... 10
 - 6.7.2 Applicant Tab (within Application Detail’s View)..... 12
 - 6.7.3 Employer Tab (within Application Detail’s view) 12
 - 6.7.4 Documents Tab (within Application Detail’s view) 13
 - 6.8 Start New Application Button **Error! Bookmark not defined.**
- 7 New Application Wizard 15
 - 7.1 Progress Bar 15
 - 7.2 Next Button 15
 - 7.3 Previous Button..... 16
 - 7.4 Save for Later Button 16
 - 7.5 Close Button 16
 - 7.6 Finish Button 16

7.7	Work Permit Application Data (first step in wizard)	17
7.8	Place of Birth and Job (second step in wizard).....	17
7.9	Applicant Contact Details (third step in wizard).....	19
7.10	Details of Employer (fourth step in wizard)	19
7.11	Consent Form (fifth step in wizard).....	20
7.12	Application Submitted (sixth step in wizard)	21
8	Profile View.....	22

1 Document Control

1.1 Contact Information

Name	Phone	eMail
Gordon Farrugia	(+356) 9811 8268	gfarrugia@exigy.com

1.2 Version Information

Version	Date	Author	Description
1.0	19/08/2025	Gordon Farrugia	Initial Draft
2.0	24/10/2025	Gordon Farrugia	Version 2
3.0	13/11/2025	Gordon Farrugia	Version 3

2 Confidentiality

The materials contained in this document represent proprietary information pertaining to Exigy Ltd. This material includes information that should not be disclosed outside of Exigy and should not be duplicated, used, or disclosed for any purpose other than for review.

3 User Profiles

The following user profiles will interact with the solution each having specific functions and permissions assigned.

3.1 Employer

The employer is responsible for creating and submitting applications on behalf of the applicants to then be processed by the doctors and/or IDCU.

4 Login to Health Screening

Navigate to the provided URL of the web application (<https://expatriateshealthscreening.gov.mt/>)

Upon accessing the URL, you will be prompted to login, where you need to use your e-ID account credentials to do so.

5 Top and Sidebar Actions

Right after logging into the application, employers will see the main view of the Employer module. In it they can find the top and side bar.

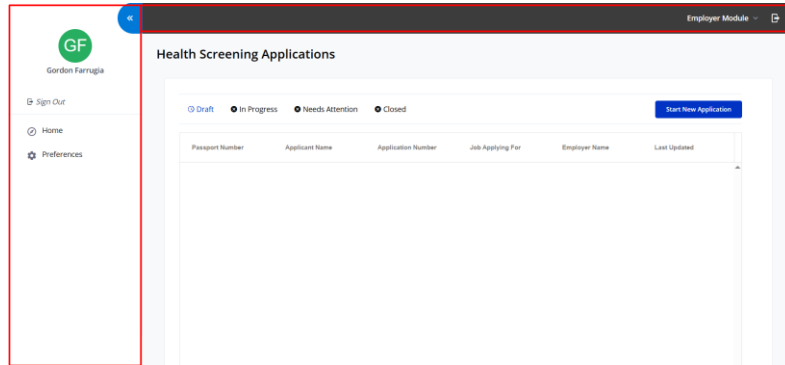


Figure 1: Highlighting top navbar and side panel

5.1 Log out button

In the top right of every page is a button that will log you out of the application. Once clicked, a confirmation pop-up will appear to confirm the action. Another button with the exact same functionality can be found in the side panel on the left as well.



 Sign Out

Figures 2 and 3: Sign out buttons available in side panel and top navbar

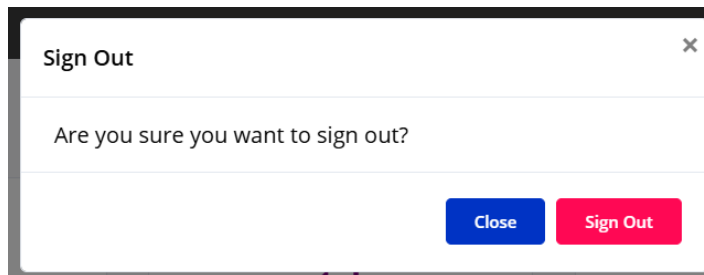


Figure 4: Confirmation popup shown when clicking sign out button

5.2 Home Button

The first button in the list of actions available is the Home button. When pressed this will take you to the application Home page which will be defined later in this document. This button can be found in the collapsible panel on the left-hand side of the screen where all other actions are as well.

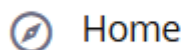


Figure 5: Home button in side panel

5.3 Profile Button

The Profile button will redirect you to a page where you can access and amend your contact information.

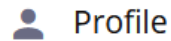
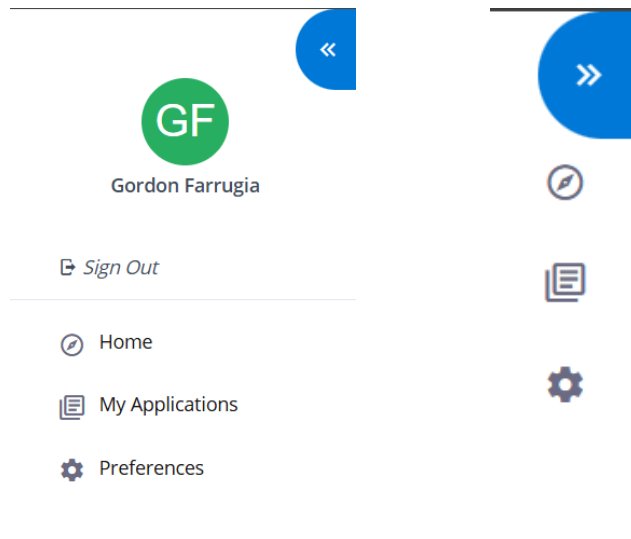


Figure 6: Profile button in side panel

5.4 Collapse Button

The side panel includes a collapse button which minimizes the panel for a better viewing experience. This button can be found within the side panel itself as a yellow arrow button.



Figures 7 and 8: Open and collapsed side panel

6 Home View

This view is split into two parts, the Start New Application part and the My Applications part.

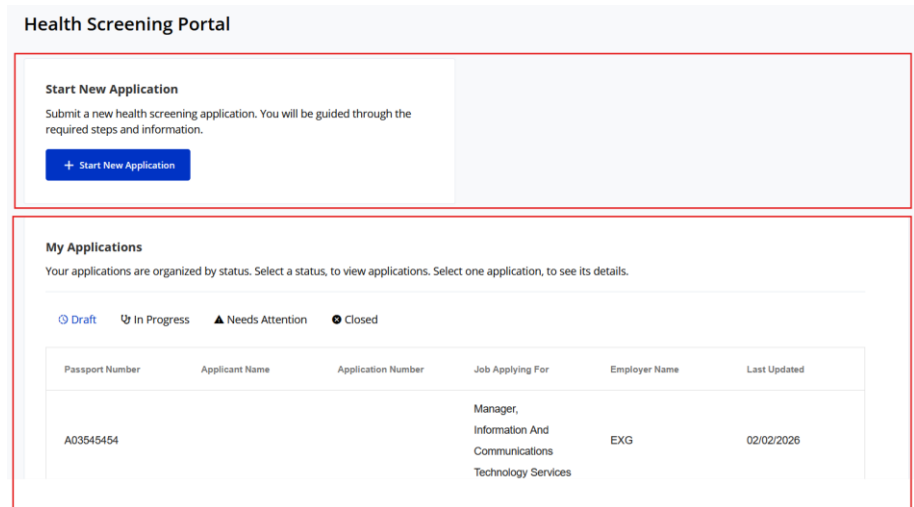


Figure 9 : Employer Home View

6.1 Start New Application View

An Employer can start a new Health Screening application by clicking on the Start New Application button.

This will guide the employer, using a wizard, through the process of filling the required information to launch the Health Screening process for their employees.

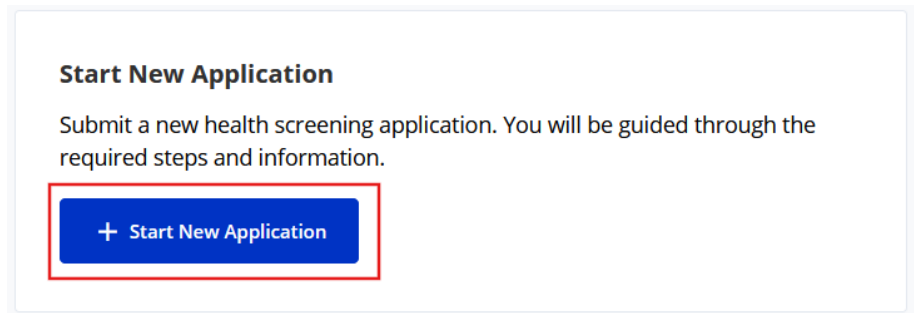


Figure 10: Start new application part

6.2 My applications

This part displays all applications that have been created/submitted by you. It is split up into four categories which can be seen in the form of tabs at the top of the view, namely: Draft, In Progress, Needs Attention and Closed.

Furthermore, clicking on any application in any of the mentioned tabs will open a side panel with more information split into further tabs and actions that can be taken on the application. From here onwards, this side panel will be referred to as the Application’s Detail’s view.

Aside from the variability within the Application Detail’s view, there are no other differences between the tabs. These tabs only serve to organize applications depending on their status.

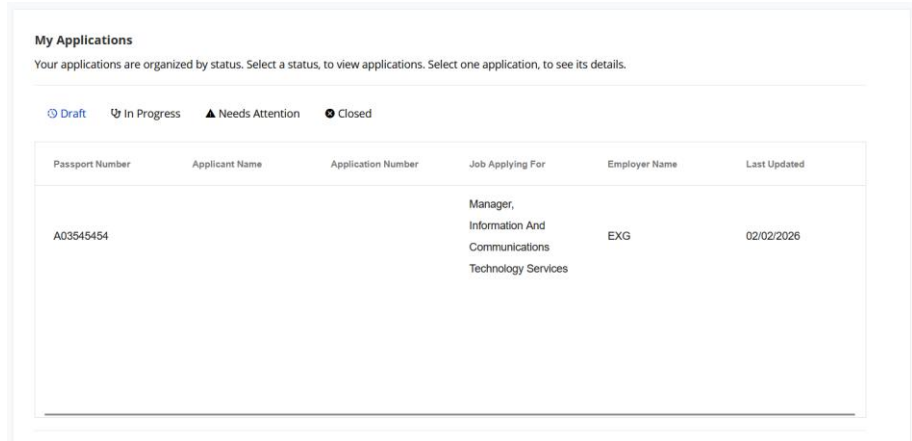


Figure 11: Home view

6.3 Draft Tab

The Draft tab displays new applications that have not been submitted yet. All applications in this tab have 2 actions visible in the Application Detail’s view that serve to resume and delete the applications. These actions will be discussed at a later point in this document.



Figure 12: Draft tab button

6.4 In Progress Tab

This tab displays all applications which are currently in progress, meaning that they have been submitted but are not yet approved by doctors or IDCU..



Figure 13: In Progress tab button

6.5 Needs Attention

This tab is reserved for applications that have been submitted, but for one reason or another have been marked as needing to be reviewed again. Details about the reason for this will be available within the email notification that is sent when an application is marked in such a way.



Figure 14: Needs Attention tab button

6.6 Closed Tab

This tab will display any applications that have already been approved and closed.



Figure 15: Closed tab button

6.7 Pagination

All application lists mentioned in the tabs automatically paginate themselves to only display a set number of applications on a given page. If there are more applications available that do not fit on a single page, they will be placed onto other pages which can be traversed to from the bottom of the applications list where there are a set of numbered buttons and a drop down. The numbered buttons represent the number of pages available and highlight the currently selected one. These also include 2 buttons on either forward or back side that move the selected page up/down by one page or go to the very end or start of the page list. The drop down reflects the maximum number of applications that can be loaded into any singular given page. It should be noted that the default number of applications per page is set to 50, which is also the minimum number, while the maximum number is 500. It is important to note that this pagination functionality will also be found in any other item list on other views.



Figure 16: Pagination buttons available in all list views

6.8 Ordering

All list views in the system have the functionality to order all visible data by specific columns. This functionality can be triggered by clicking on the heading of the column in list view that you wish to order by. This will then automatically order the list view by the selected column.

Passport Number ↑	Applicant Name	Application Number	Job Applying For	Employer Name	Last Updated
12345678	John Smith	HS2025080600830	Animal Welfare Officer	d	18/08/2025
24f2f2dwsdf	Haden Jones	HS2025080600829	Anaesthetist	d	06/08/2025

Figure 17: Highlighted columns after clicking it to order applications by it

6.9 Application Detail's View

The Application Detail's view contains different information depending on which tab the application status is (i.e. Draft, In progress, needs attention or Closed). However, some information are common across all tabs, as the only tab within this view that contains variable data is the New Application tab for applications within the Draft tab.

It should be noted that none of the fields in this view are editable and they also represent all information inputted, so if you are looking at a half-complete draft application, some of the fields in this view might be empty as they haven't been filled in yet.

6.9.1 Application Tab (within Application Detail's View)

The Application tab displays any information relating to the application itself, such as the Residence system number and the application type.

It should be noted that the Delete and Resume buttons seen in figure 18 below are only available for applications within the Draft tab.

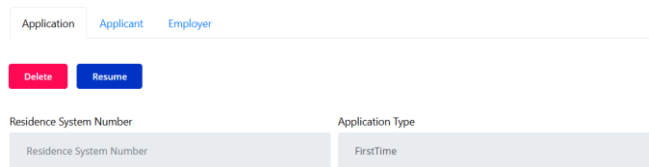
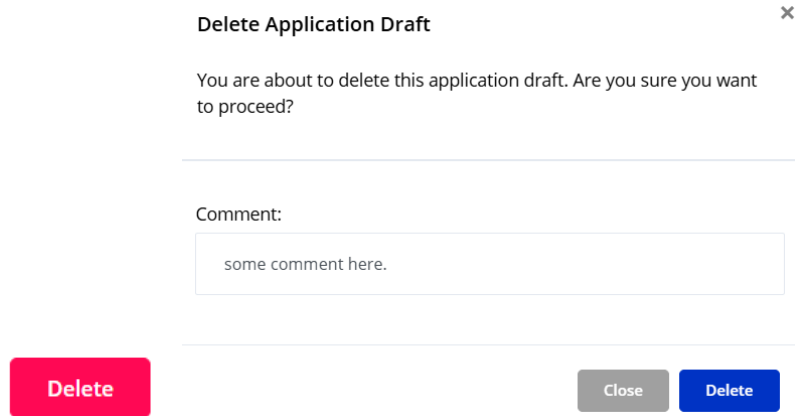


Figure 18: Application tab within Application Detail's view

6.9.1.1 Delete Button

The Delete button serves to delete the draft application. When clicked a popup will be shown where you will optionally be able to enter any comments if you wish to do so. This popup contains two buttons, namely the Close button which will close the popup without deleting the application and the Delete button which will confirm the deletion of the application.



Figures 19 and 20: Delete button and its popup in Application tab within Application Detail's view

6.9.1.2 Resume Button

This button will open the application wizard for the application where you will be able to continue filling out the application where you previously left off as well as edit any already inputted information that you may wish.

The mentioned application wizard will be discussed at a later point in this document.

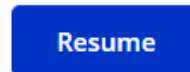


Figure 21: Resume button in Application tab within Application Detail's view

6.9.2 Applicant Tab (within Application Detail's View)

This tab includes all information inputted regarding the applicant.

Application		Applicant	Employer
ID Number	Passport Number		
ID Number	1234578		
Name	Surname		
John	Smith		
Job Applying for	Date started working in Malta		
Job Applying For	None		
Date arrived in Malta	Gender		
None	Male		
Date of Birth	Place of Birth		
31/07/2007	Place of Birth		
Nationality	Applicant Mobile Number		
Nationality	+356		
Email	Address in Malta		
Contact Email	Address in Malta		
Locality in Malta			
Locality in Malta			
Detailed Job Description			
Job Description			
List of Countries have lived in for a period of 6 months or more			
None			

Figure 22: Applicant tab within Application Detail's view

6.9.3 Employer Tab (within Application Detail's view)

This tab is reserved to display all information regarding the employer.

Application	Applicant	Employer
Name of Company/Employer	Name	Surname
Company/Employer Name	Company Representative Name	Company Representative Name
Mobile/telephone	Company Contact Email	
+356	Contact Email	
Company Address in Malta	Id Card Number	
Company Address in Malta	eID	

Figure 23: Employer tab within Application Detail's view

6.9.4 Documents Tab (within Application Detail’s view)

This tab is only present for applications within the Needs Review tab. Its use is to display all documents that have been uploaded to the application.

It should be noted that the list in this tab contains the same ordering and pagination functionalities described in sections 6.5 and 6.6

Application HS2025081400876

Application
Applicant
Employer
Documents

Resubmit

Title	Document Type	Issue Date	Date Created	Description
2v0p7e-Test.pdf	VaccinationScan	18/08/2025	18/08/2025 15:40:02	
02vjpd-Test.pdf	VaccinationScan	18/08/2025	18/08/2025 15:39:52	
p3127b-Test.pdf	ChestXRay	18/08/2025	18/08/2025 15:39:40	
iy75zx-Test.pdf	Other	18/08/2025	18/08/2025 15:36:57	
c5gp8z-Test.pdf	VaccinationScan	11/08/2025	18/08/2025 15:36:45	
7f4sf5-Test.pdf	VaccinationScan	18/08/2025	18/08/2025 15:36:35	
3o4ty4-Test.pdf	VaccinationScan	11/08/2025	18/08/2025 15:36:26	
320o14-Test.pdf	ChestXRay	18/08/2025	18/08/2025 15:36:11	asd
test.txt	ApplicantPasspo...	14/08/2025	14/08/2025 15:59:17	
Consent Form.pdf	ConsentForm	14/08/2025	14/08/2025 15:59:16	

⏪ < 1 > ⏩
50 items per page
1 - 10 of 10 items

Upload Document

Figure 24: Documents tab within Application Detail’s view

Clicking on any of the documents in the list opens a popup showcasing the details of the document while also featuring a Close button which closes the popup

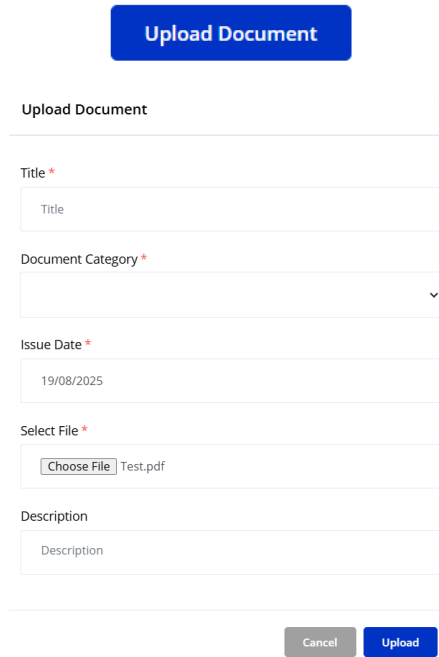
Figure 25: Document description popup Documents tab within Application Detail’s view

The tab contains a Resubmit button which once pressed will open a popup that allows you to input an optional comment. The popup contains a Close button which closes the popup without taking any action, as well as a Resubmit button which resubmits the application.

It is important to note that this button is disabled until a new document has been uploaded to the application. Once an application is resubmitted it is moved to the In Progress tab.

Figures 26 and 27: Resubmit button and its popup in Documents tab within Application Detail’s view

A document can be uploaded by pressing the Upload button at the bottom of the tab. Once pressed this will open a popup with various fields namely the title, document category, issue date, file and optional description fields. It also includes a Close button which closes the popup without uploading the document, as well as an Upload button which uploads to document to the application.



Figures 28 and 29: Upload button and its popup in Documents tab within Application Detail’s view

7 New Application Wizard

The New Application Wizard is the utility used to create new applications.

7.1 Progress Bar

At the top of the screen is a progress bar displaying the current step of the wizard being filled out. This gets updated every time you move from one step to another.

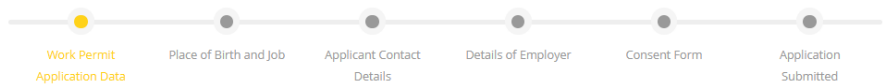


Figure 30: Step progress bar in New Application Wizard

7.2 Next Button

The Next button takes you to the next step in the wizard. It should be noted that when clicking the button, a set of validations are checked to ensure that all required data has been inputted correctly and in the right format, if not, an appropriate error will be shown so the issue can be corrected.

This button gets disabled if you are on the last step of the wizard.

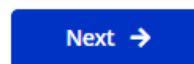


Figure 31: Next button in New Application Wizard

7.3 Previous Button

This button takes you to the previous step in the wizard. Unlike the Next button, it does not attempt to pass any validations and lets you move freely.

This button is disabled if the current step in the wizard is the first one.



Figure 32: Previous button in New Application Wizard

7.4 Save for Later Button

This button saves the application with all the inputted information as a draft application and will be visible inside the Draft tab explained in section 6.1.

It is important to note that all required fields in the first step of the wizard must be filled in appropriately to make use of this button.

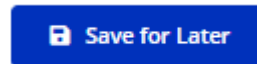
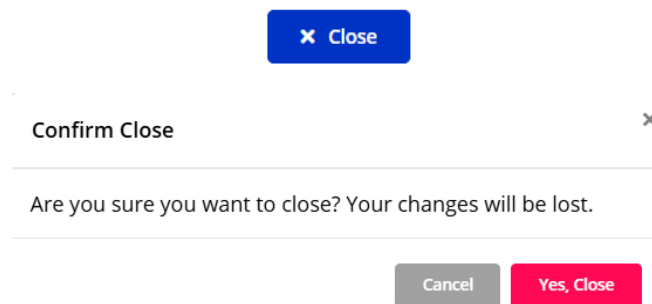


Figure 33: Save for Later button in New Application Wizard

7.5 Close Button

This button closes the wizard without saving any changes made. Once pressed a popup will appear including a Cancel button which closes the popup and keeps the wizard open, as well as a Close button which confirm the closing of the wizard.



Figures 34 and 35: Close button and its popup in New Application Wizard

7.6 Finish Button

The Finish button is only available in the final step of the wizard after the application has been submitted. The button will close the wizard and return you back to the Home page.

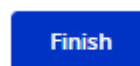


Figure 36: Finish button in New Application Wizard

7.7 Work Permit Application Data (first step in wizard)

The first step in the wizard contains a mix of some required and optional fields. All required fields are marked with a red asterisk and this is the same for all other steps in the wizard. The scan of the Passport image field in this step contains an Upload button, which once pressed will prompt you to select a file to upload.

Work Permit Application Data

The information to be provided below is that of the applicant (employee).
Please enter the information below using the same values provided in your Work Permit application. This data will be used to verify and match your Work Permit application.

<p>Type of Application: *</p> <p>First Time</p> <hr/> <p>Name: *</p> <p>John</p> <hr/> <p>Surname: *</p> <p>I</p> <hr/> <p>Date of Birth: *</p> <p>05 / 12 / 2007</p> <hr/> <p>Gender: *</p> <p>Male</p>	<p>Residence System Number:</p> <p>Enter residence system number</p> <hr/> <p>ID Card Number: *</p> <p>Enter ID number</p> <hr/> <p>Passport Number: *</p> <p>123456789</p> <hr/> <p>Scan of the Passport: *</p> <p>Passport John I.pdf Upload</p>
--	--

Figure 37: First step in New Application Wizard

It is important to note that depending on the type of application you select, some of the steps in the wizard will have differing fields which will be explained later.

7.8 Place of Birth and Job (second step in wizard)

The second step varies depending on the type of application. If the application is a Renewal or First-Time application, the step will be as seen in figure 38 below, else if it is a Change of Job application, it will contain the fields listed in figure 39 below.

Place of Birth and Job applying for

<p>Place of Birth: *</p> <p>Select a country</p> <hr/> <p>Nationality: *</p> <p>Select a nationality</p> <hr/> <p>Please enter the list of countries you have lived in for more than 6 months, leave empty if none:</p> <p>Select a country -</p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Country</p>	<p>Job Applying For: *</p> <p>Select a job</p> <hr/> <p>Detailed Job Description: *</p> <p>Provide a detailed description of the job</p>
---	--

Figure 38: Second step in New Application Wizard for First-Time and Renewal applications

Place of Birth and Job applying for

Current Job	New Job
Current Job: * <input type="text" value="Select a job"/>	New Job: * <input type="text" value="Select a job"/>
Date of last Health Screening: * <input type="text" value="dd/mm/yyyy"/>	Place of Birth: * <input type="text" value="Select a country"/>
Date Started working in Malta: * <input type="text" value="dd/mm/yyyy"/>	Nationality: * <input type="text" value="Select a nationality"/>
Have you travelled/lived abroad for more than 6 months since last health screening? <input type="text" value="Select a country"/> <input type="button" value="−"/>	Detailed Job Description: * <input type="text" value="Provide a detailed description of the job"/>
<input type="button" value="+ Add Country"/>	

Figure 39: Second step in New Application Wizard for Change of Job applications

It should be noted that the Current Job and Date of Last Health Screening fields available in the Change of Job scenario will be automatically filled in if the previous application has been inputted in the system for the applicant.

A field to optionally input a list of countries that the applicant has lived in for more than 6 months is available for all types of applications. This field is a drop down and includes an Add Country button, which duplicates the field so that additional countries can be added in case the applicant has lived in more than one country for more than 6 months. Similarly, each country field contains a minus button to the right of it to remove it if need be.

Place of Birth and Job applying for

Place of Birth: * <input type="text" value="Select a country"/>	Job Applying For: * <input type="text" value="Select a job"/>
Nationality: * <input type="text" value="Select a nationality"/>	Detailed Job Description: * <input type="text" value="Provide a detailed description of the job"/>
Please enter the list of countries you have lived in for more than 6 months, leave empty if none: <input type="text" value="Select a country"/> <input type="button" value="−"/>	
<input type="button" value="+ Add Country"/>	

Figure 40: Second step in New Application Wizard

7.9 Applicant Contact Details (third step in wizard)

This step also contains variable fields depending on the type of application. If the application is a First-Time or Change of Job application, the step will contain the fields shown in figure 41 and if it is a Renewal application the figure 42 will apply.

Applicant Contact Details

Date of arrival in Malta: *

Address in Malta: *

Locality: *

Applicant Mobile Number: *

Email: *

(All the Health Screening related notifications will be sent to this email address.)

Figure 41: Third step in New Application Wizard for First-Time and Change of Job applications

Applicant Contact Details

Date Started working in Malta: *

Date of arrival in Malta: *

Address in Malta: *

Locality: *

Applicant Mobile Number: *

Email: *

(All the Health Screening related notifications will be sent to this email address.)

Figure 42: Third step in New Application Wizard for Renewal applications

7.10 Details of Employer (fourth step in wizard)

This step contains fields regarding the details of the employer. It only contains text/number fields and is the same for all type of applications.

Details Of Employer

Name of Employer: *

Name of Company: *

Name of the person submitting on behalf of the employer:

Contact Email: *

Employer ID Card Number: *

Company Address in Malta: *

Mobile/Telephone: *

(All the Health Screening related notifications will be sent to this email address.)

Figure 43: Fourth step in New Application Wizard for Renewal applications


7.11 Consent Form (fifth step in wizard)

This step is reserved for uploading signed consent form and a food handling card if applicable.


The Download Consent Form button will download an empty consent form that you and the employee must sign, scan and then upload again using the Upload Signed Consent Form button below it.

Consent Form

1 - Please, download the Consent Form and get it signed by the employer and the applicant:

 Download Consent Form

2 - Upload the Consent Form signed by the employer and the applicant (this will be reviewed):

 Upload Signed Consent Form

✓ Test.pdf

Figure 44: Download/Upload consent form buttons in fifth step of New Application Wizard

The food handling card section is only visible if the application is for a job that requires the food handling card. A radio button option is available to choose between category type A and B as applicable. Once a category is selected, three fields for the registration date, expiration date and the card itself will become visible. The card field contains two buttons named Upload Card (front) and Upload Card (back) which will prompt you to upload the respective sides of the food handling card.

Both categories contain the same fields and only one can be selected at a time depending on the job applied for


3- Food Handler's Card issued by the Food Safety Commission (tick where applicable A or B). Upload the card with QR code on it – scan of front and back of document.

Category A 

Registration date: 

Expiration date: 

Card:  Upload Card (front)

 Upload Card (back)

Category B 

Figure 45: Food handling card fields in fifth step of New Application Wizard

After all fields have been filled in and all necessary documents have been uploaded, the Submit button will become enabled and can be clicked to submit the application.

4- Please, make sure all details of your application are correct. Once ready, submit your application using the below button:


 Submit

Figure 46: Submit button in fifth step of New Application Wizard

7.12 Application Submitted (sixth step in wizard)

This step contains a Download Doctor Visit Check List button which will download a list containing a list of tests and documents that the applicant needs to provide to the doctor, as well as a Check Available Doctors button which will redirect you to an external Health Promotion and Disease Prevention directorate website to be able to view a list of all available doctors and contact numbers where one can book an appointment for health screening.

Your Application has been successfully submitted.

Next Steps

- 1- Check the list of tests and documents the applicant needs to provide to the doctor:


[Download Doctor Visit Check List](#)

- 2- To check the list of available doctors for Health Screening and more information, please click the link below:

[Check Available Doctors](#)

Figure 47: Sixth step in New Application Wizard

When submitting a change of Job application, if the new job does not require a full health screening or a partial top up health screening, the system will prompt you that you do not require another health screening.

 **The previously completed Health Screening remains valid; therefore, a new submission is not required.**

The applicant has been notified via email that a Health Screening **is not required** in relation to this change of job application. Click on Finish to exit.

Figure 48: Sixth step if no new screening is required in New Application Wizard

8 Profile View

This view contains your ID card number as well as your contact information, specifically your personal email address.

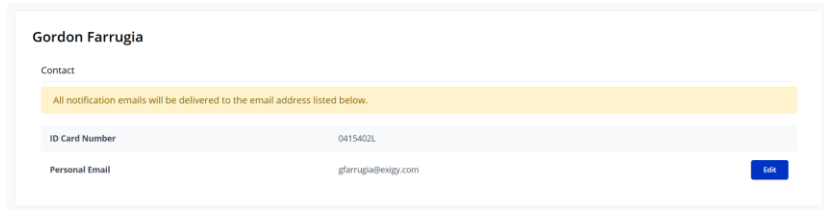


Figure 49: Details in Preferences view

In the bottom right corner of the view, you can find the Edit button, which when pressed will open a popup that allows you to enter a new email address in the available field. This can be used in case you need to change the email address you wish to be contacted through.

This popup contains two buttons, those being the Cancel button which closes the popup without saving the new email address, and the Update button which saves the new email address as your new contact email.

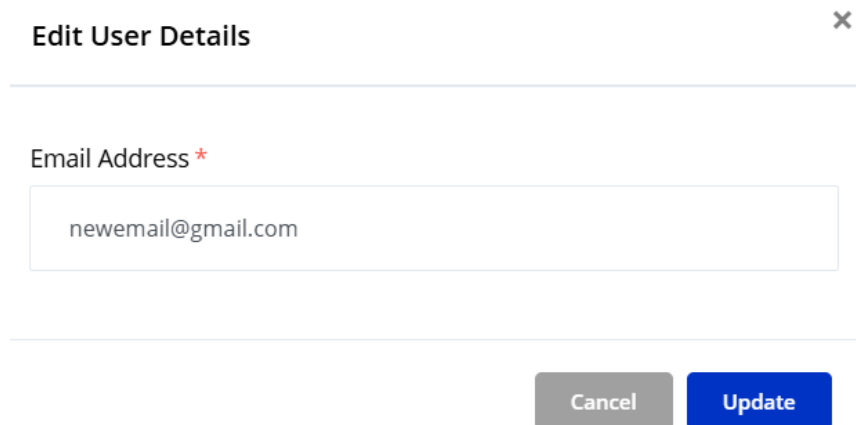


Figure 50: Popup shown after pressing Edit button in Preferences view