



MFH – Ministry for Health

Health Screening - Employer User Guide and Manual

30/04/2026

Version 5.0

Table of Contents

1	Document Control	4
1.1	Version Information	4
2	User Profiles.....	5
2.1	Employer	5
3	Login to Health Screening.....	5
5	Top and Sidebar Actions	6
5.1	Log out button.....	6
5.2	Home Button	7
5.3	Profile Button	7
5.4	Collapse Button	8
6	Home View	8
6.1	Start New Application View.....	9
6.2	My Applications.....	9
6.3	Draft Tab.....	10
6.4	In Progress Tab	10
6.5	Needs Attention	10
6.6	Closed Tab	10
6.7	Pagination	10
6.8	Ordering	11
6.9	Application Detail's View.....	11
6.9.1	Application Tab	11
6.9.2	Applicant Tab.....	13
6.9.3	Employer Tab.....	13
6.9.4	Documents Tab.....	14
7	New Application Wizard	15
7.1	Progress Bar	16
7.2	Next Button	16
7.3	Previous Button.....	16
7.4	Save for Later Button	16
7.5	Close Button.....	16
7.6	Finish Button	17
7.7	Wizard Steps.....	17
7.7.1	Work Permit Application Data.....	17

7.7.2	Place of Birth and Job	18
7.7.3	Applicant Contact Details	19
7.7.4	Details of Employer.....	20
7.7.5	Consent Form	20
7.7.6	Application Submitted	22
8	Profile View.....	23
9	System Notifications.....	23
9.1	Notification Following IDCU Review.....	23
9.2	Application Cleared	24
9.3	Change of Job: No Need for Health Screening	25
9.4	Draft Deletion Warning	25

1 Document Control

1.1 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
4.0	04/03/2026	Evgenii Golovachev	Minor text amendments
5.0	30/04/2026	Evgenii Golovachev	Removed Contact Information and Confidentiality

2 User Profiles

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

2.1 Employer

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

3 Login to Health Screening

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

Upon accessing the URL, scroll down the page and find a button to sign in with your e-ID account. Once the button is clicked, you will be prompted to login, where you need to use your e-ID account credentials to do so.

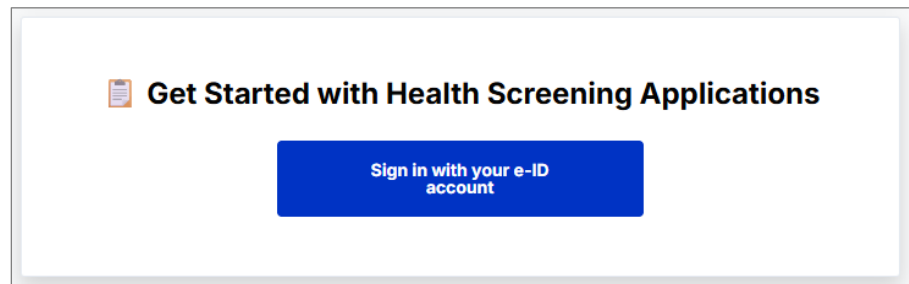


Figure 1: Sign in button

Once you log in for the first time, you will be prompted to confirm the email address that will receive notifications from the system. By default, this field will be pre-populated with the email associated with your e-ID account, but you may change it if needed.

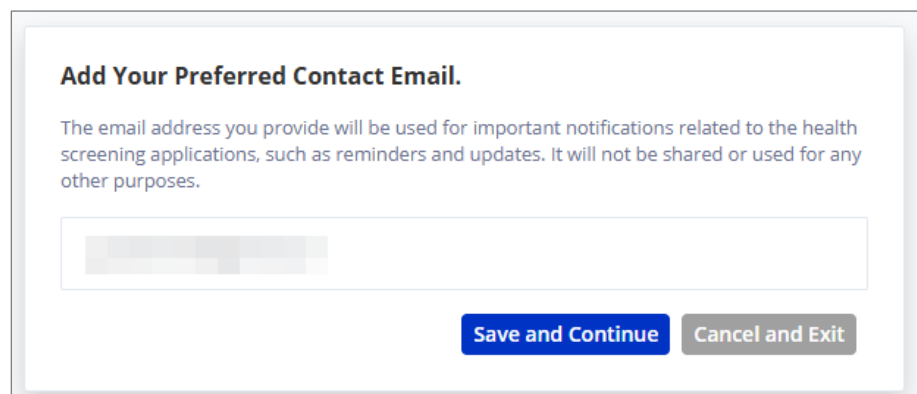


Figure 2: Contact email setup

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.

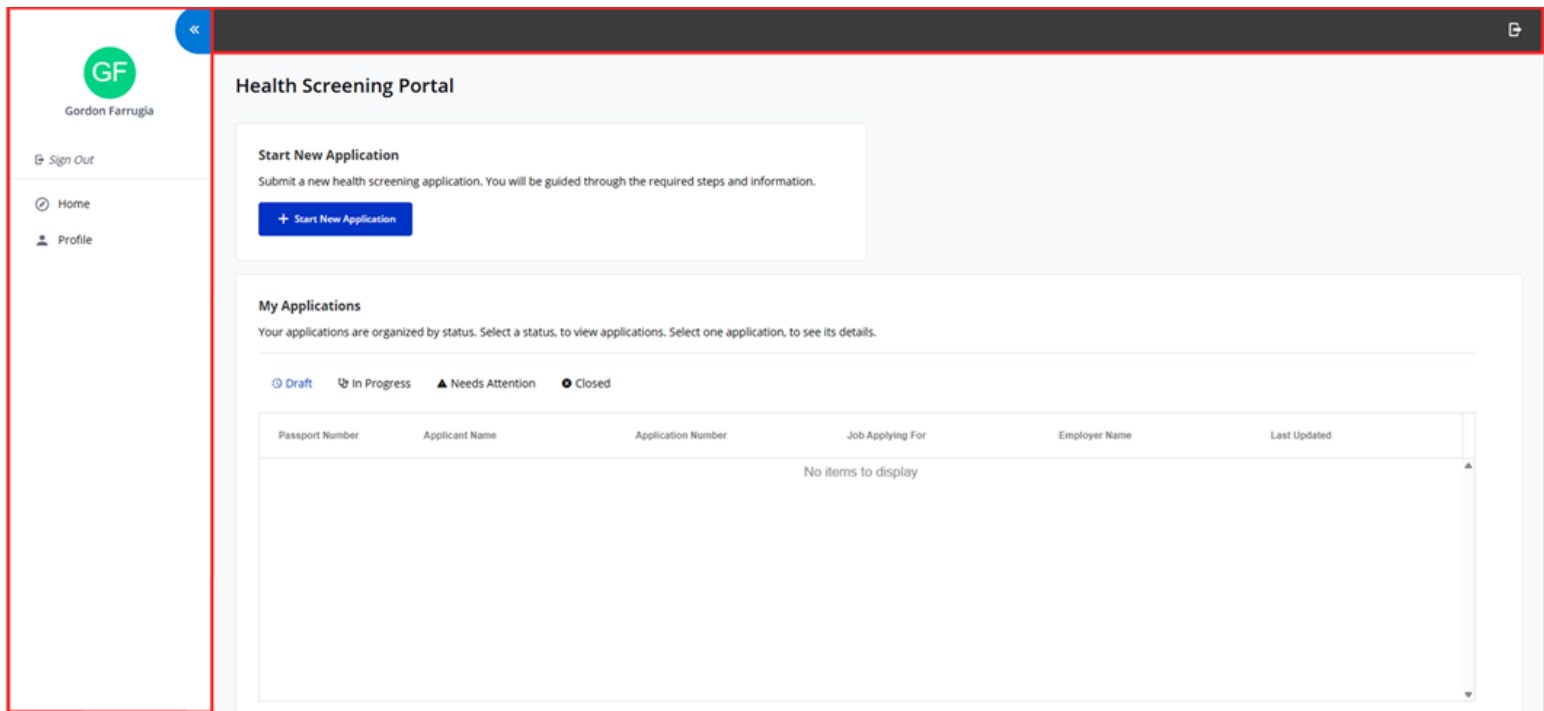


Figure 3: Highlighting top navbar and side panel

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:



Figure 4: Sign out button in top navigation bar

Another button with the exact same functionality can be found in the side panel on the left as well:



Figure 5: Sign out button available in side panel

When the Sign Out button is clicked, a confirmation pop-up appears asking the user to confirm the action:

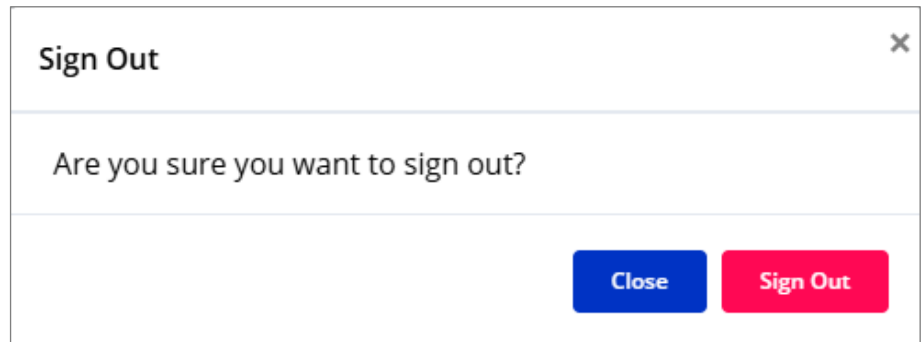


Figure 6: Sign Out confirmation popup

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 collapsable panel on the left-hand side of the screen where all other actions are as well.

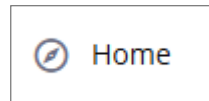


Figure 7: Home button in side panel

5.3 Profile Button

The Profile button will redirect you to a dedicated page where you can access your personal and contact information. From there, you can review the details associated with your account and update them if necessary.

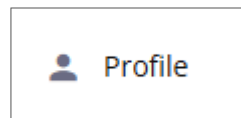


Figure 8: Profile button in side panel

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.

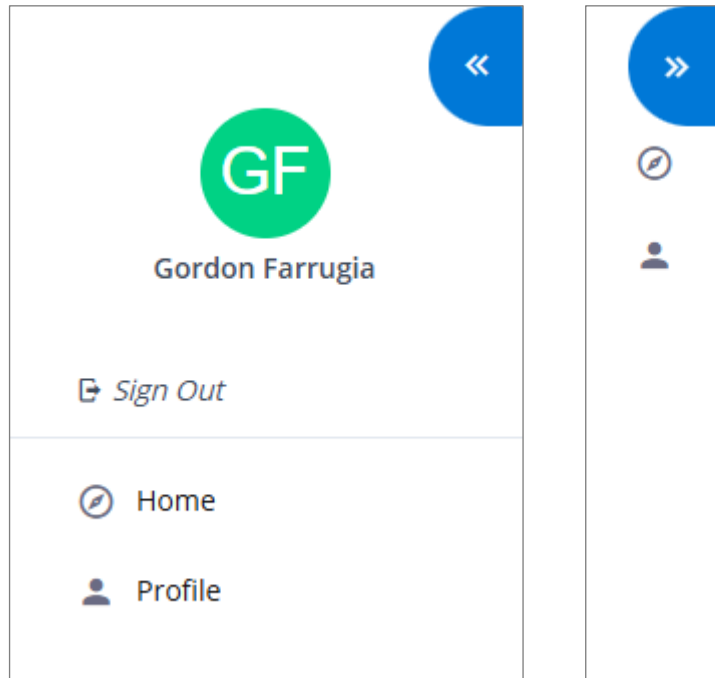


Figure 9: Open and collapsed side panel

6 Home View

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

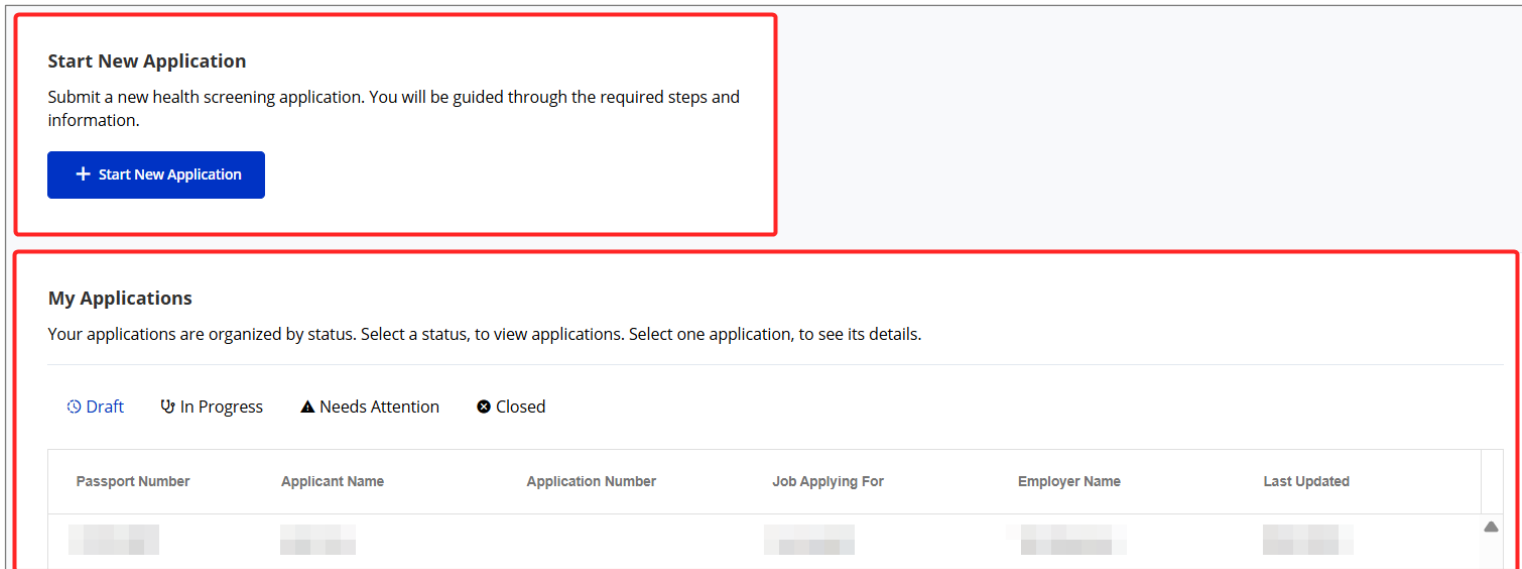


Figure 10: Employer Home View

6.1 Start New Application View

An Employer should 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.

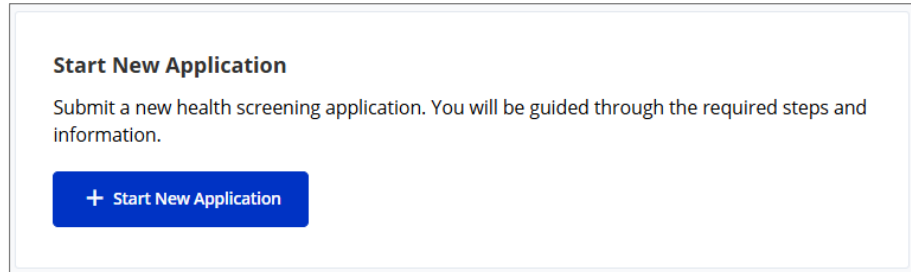


Figure 11: Start new application part

6.2 My Applications

This part displays all applications that have been created/submitted by current user. 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 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.

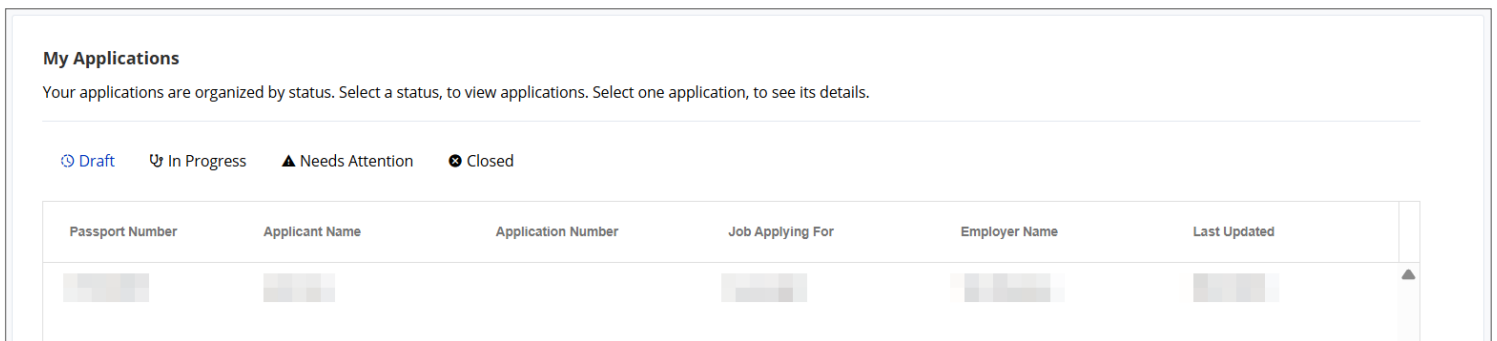


Figure 12: My Applications part

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 13: Draft tab button

It should be noted that applications are kept as drafts for 6 weeks in the system, after that they are being automatically deleted. The systems

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 14: 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 sent back as they need 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 15: Needs Attention tab button

6.6 Closed Tab

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



Figure 16: 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 17: 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 and display an arrow next to the column name.

Passport Number ↑	Applicant Name
12345678	[Redacted]
24f2f2dwsdf	[Redacted]

Figure 18: Column with sorting applied

6.9 Application Detail's View

The Application Details view is organized into three tabs: Application, Applicant, and Employer. When the Application Details page is opened, the Application tab is displayed by default.

The same set of information fields is shown for applications in all statuses, including Draft, In Progress, Needs Attention, and Closed.

If an application is not in Draft status, all fields are read-only. This is because the application has already been finalised and submitted by the HR Representative and therefore cannot be modified.

When an application is in Draft status, Application Tab includes buttons to delete or to resume the application process, further details in sections below. In other statuses, these buttons are not available.

6.9.1 Application Tab

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 19 below are only available for applications within the Draft tab.

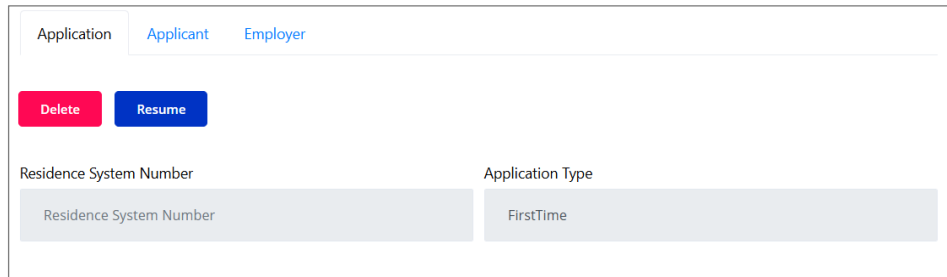


Figure 19: Application tab within Application Detail's view

6.9.1.1 Delete Button

The Delete button serves to delete the draft application.

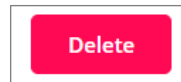


Figure 20: Delete button

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.

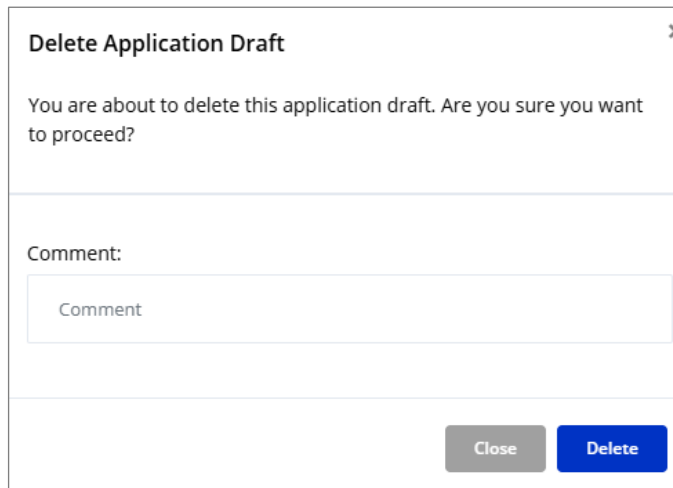


Figure 21: Deletion confirmation popup

6.9.1.2 Resume Button

Resume button allows to proceed with a draft of an application. Once the button is clicked, the application wizard will be opened 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 described in Section 7 in this document.



Figure 22: Resume button in Application tab within Application Detail's view

6.9.2 Applicant Tab

This tab includes all information inputted regarding the applicant.

The screenshot shows the 'Applicant' tab selected in a navigation bar with 'Application' and 'Employer' options. The form contains the following fields:

- ID Number
- Passport Number
- Name
- Surname
- Job Applying for
- Date started working in Malta
- Date arrived in Malta
- Gender
- Date of Birth
- Place of Birth
- Nationality
- Applicant Mobile Number
- Email
- Address in Malta
- Locality in Malta
- Detailed Job Description
- List of Countries have lived in for a period of 6 months or more

Figure 23: Applicant tab

6.9.3 Employer Tab

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

The screenshot shows the 'Employer' tab selected in a navigation bar with 'Application' and 'Applicant' options. The form contains the following fields:

- Name of Company/Employer
- Name
- Surname
- Mobile/Telephone
- Company Contact Email
- Company Address in Malta
- Id Card Number

Figure 24: Employer tab within Application Detail's view

6.9.4 Documents Tab

This tab is only present for applications within the Needs Attention 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 6.7 and 6.8

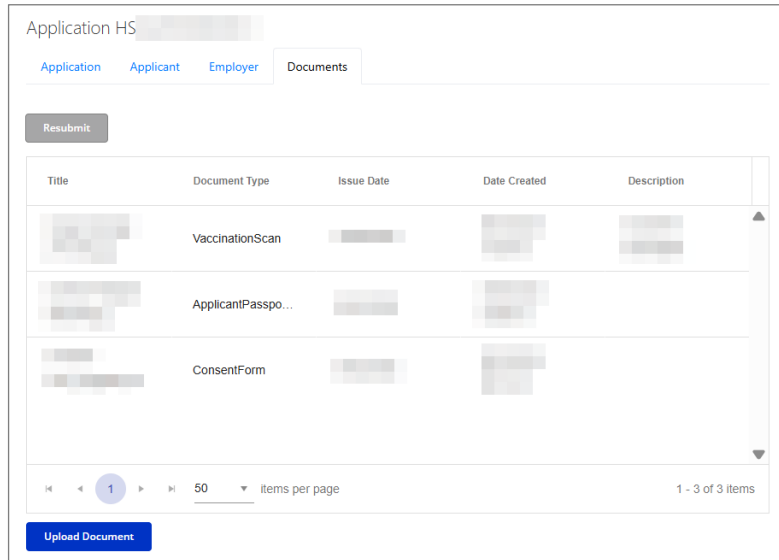


Figure 25: Documents tab within Application Detail's view

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

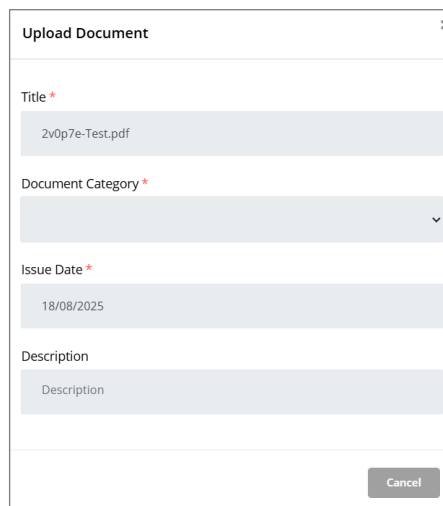


Figure 26: Document description popup Documents tab within Application Detail's view

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.

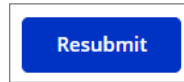


Figure 27: Resubmit button

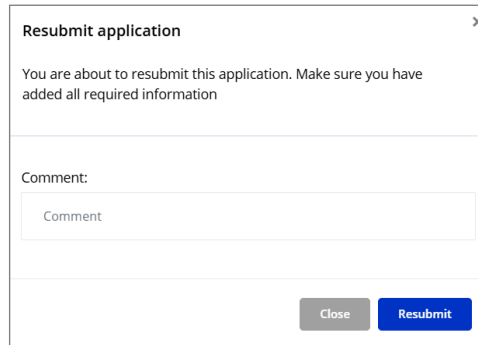


Figure 28: Resubmit confirmation popup in Documents tab within Application Detail's view

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.

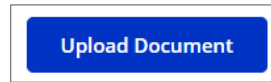


Figure 29: Upload button

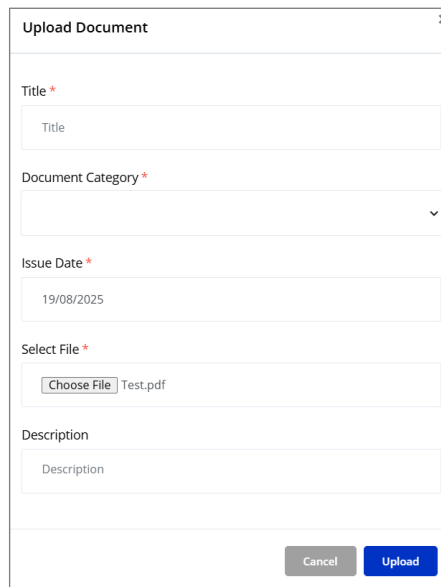


Figure 30: Upload popup in Documents tab within Application Detail's view

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.

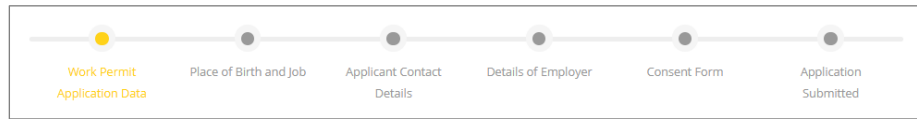


Figure 31: Step progress bar in New Application Wizard

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 32: 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 33: 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 6.3.



Figure 34: Save for Later button

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.

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.



Figure 35: Close button

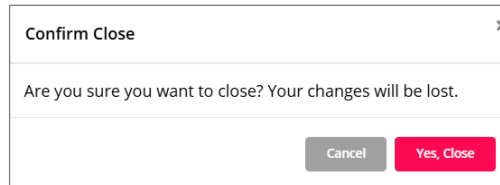


Figure 36: Close confirmation popup

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.

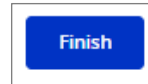


Figure 37: Finish button

7.7 Wizard Steps

7.7.1 Work Permit Application Data

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: * <input type="text" value=""/></p> <p>Name: * <input type="text" value=""/></p> <p>Surname: * <input type="text" value=""/></p> <p>Date of Birth: * <input type="text" value="dd/mm/yyyy"/></p> <p>Gender: * <input type="text" value="Select Gender"/></p>	<p>Residence System Number: <input type="text" value="Enter residence system number"/></p> <p>ID Card Number: ● <input type="text" value="Enter ID number"/></p> <p>Passport Number: * <input type="text" value="Enter travel document details"/></p> <p>Scan of the Passport: ● <input type="text" value="No file selected"/> Upload</p>
--	---

Figure 38: Work Permit step of the 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.

The passport scan must clearly display the applicant’s personal information and be of high quality.



Figure 39: Passport Scan Sample

7.7.2 Place of Birth and Job

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.

Figure 40: Place of Birth step of the Wizard for First-Time and Renewal applications

Figure 41: Place of Birth step of the 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.

7.7.3 Applicant Contact Details

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 42: Applicant Contact Details step of the 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 43: Applicant Contact Details step of the Wizard for Renewal applications

7.7.4 Details of Employer

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.

Figure 44: Details of Employer step of the Wizard for Renewal applications

7.7.5 Consent Form

This step is reserved for uploading signed consent form and a food handler’s 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.

Figure 45: Download/Upload consent form buttons

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:

Category B ⓘ

Figure 46: Food handling card fields

Both sides of Food Handler card should be uploaded and must clearly display the applicant's personal information and be of high quality.

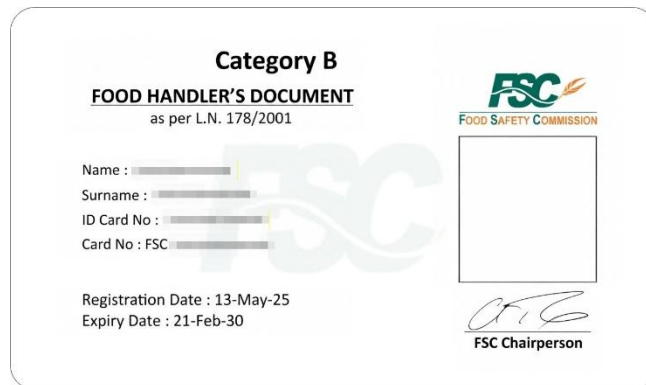


Figure 47: Front of the Food Handler's Card Sample



Figure 48: Back of the Food Handler's Card Sample

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:

A blue rectangular button with a white arrow pointing right and the word "Submit" in white text.

Figure 49: Submit application button

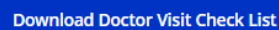
7.7.6 Application Submitted

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. Underneath there is also a Check Available Doctors button. This 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:

A blue rectangular button with white text that reads "Download Doctor Visit Check List".

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

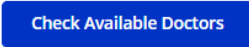

A blue rectangular button with white text that reads "Check Available Doctors".

Figure 50: Application Submission Confirmation Screen

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.

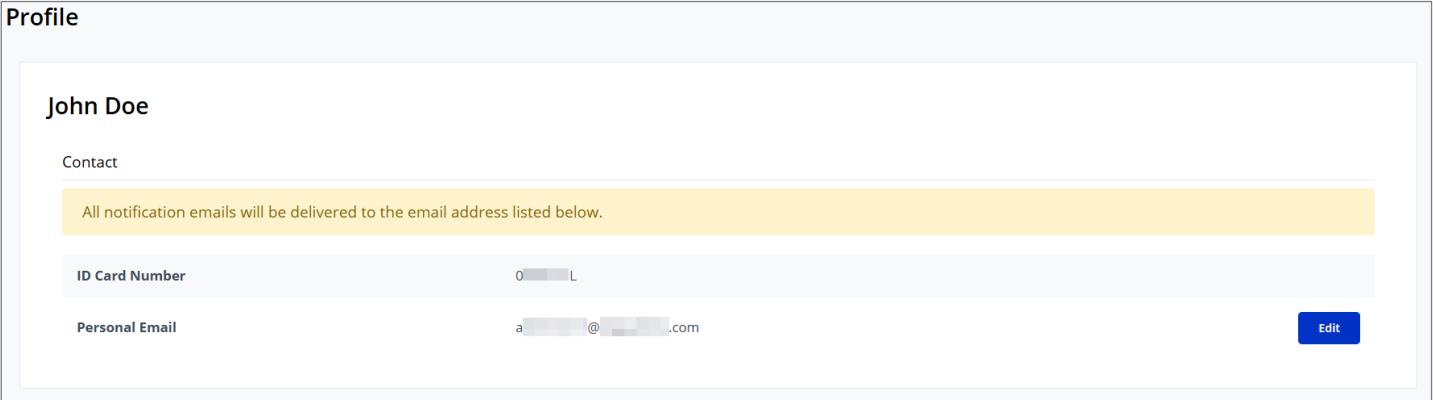
 **The previously completed Health Screening remains valid; therefore, a new submission is not required.**

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 51: No New Health Screening Notification in the Wizard

8 Profile View

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

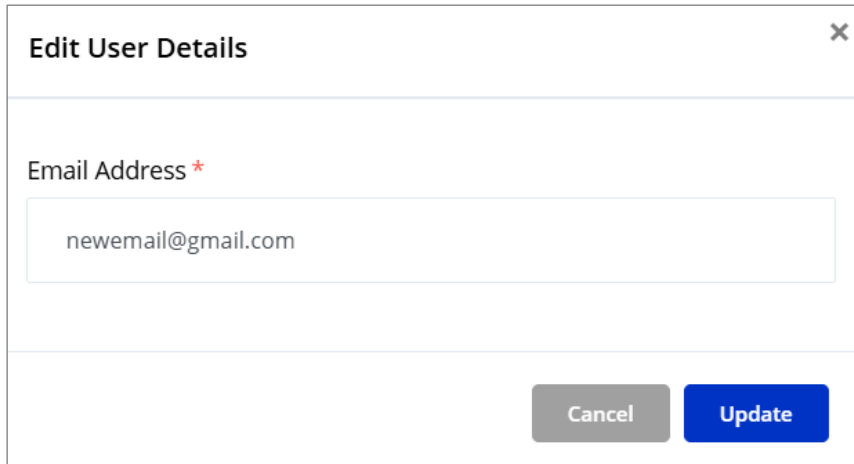


The screenshot shows a 'Profile' view for a user named John Doe. The user's name is displayed at the top. Below the name, there is a 'Contact' section. A yellow banner indicates that all notification emails will be delivered to the email address listed below. The 'ID Card Number' is shown as '0 L'. The 'Personal Email' is shown as 'a@.com'. There is an 'Edit' button in the bottom right corner of the profile view.

Figure 52: Details in Profile 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.



The screenshot shows a popup titled 'Edit User Details'. It has a close button (X) in the top right corner. The main content is a form with a label 'Email Address *' and a text input field containing 'newemail@gmail.com'. At the bottom of the popup, there are two buttons: 'Cancel' and 'Update'.

Figure 53: Popup shown after pressing Edit button in Preferences view

9 System Notifications

9.1 Notification Following IDCU Review

IDCU staff have the ability to reassign the application back to the HR Representative who submitted the application, along with a comment providing additional instructions or clarification.

When an application is reassigned to the HR Representative, the system automatically sends an email notification informing of the reassignment.

The email is sent with the subject "Health Screening Application - Resubmission required"

The body of the email is shown below.

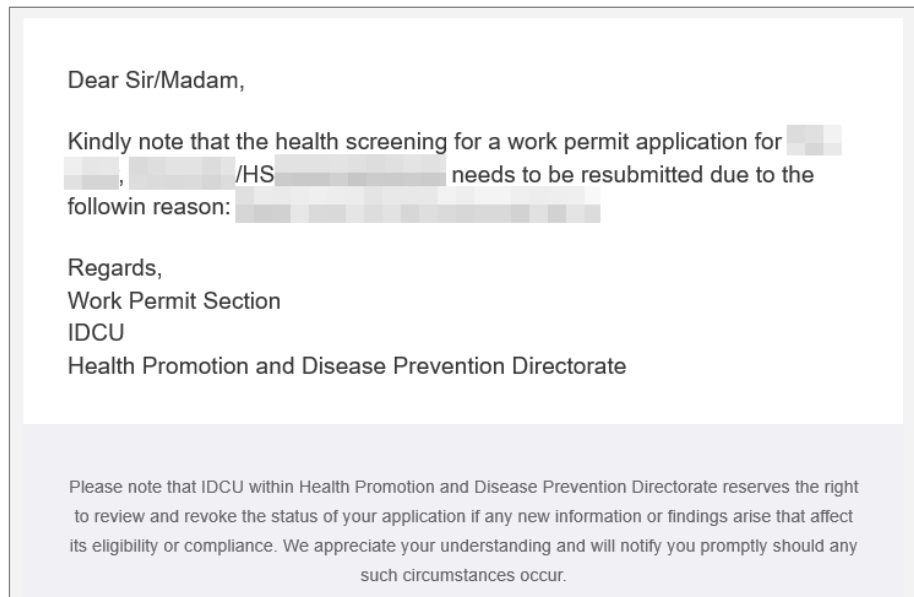


Figure 54: Resubmission Required notification

9.2 Application Cleared

Once the application is cleared by a doctor, the HR representative who submitted the application will receive an email notification with the subject "HS Application Outcome Update - Cleared"

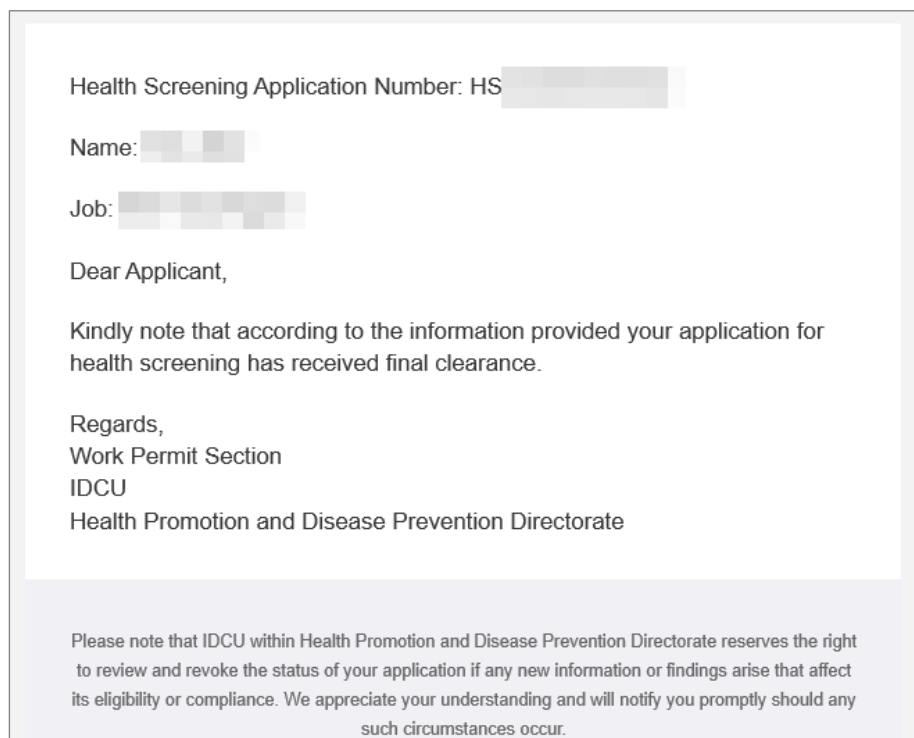


Figure 55: Application Cleared notification

9.3 Change of Job: No Need for Health Screening

For cases when an application is created for change of job, but according to the system's rules there is no need for a Health Screening, the system sends an email notification with the subject "Health Screening Application – Change of Job: No need for HS (send to HR Rep and Applicant)"

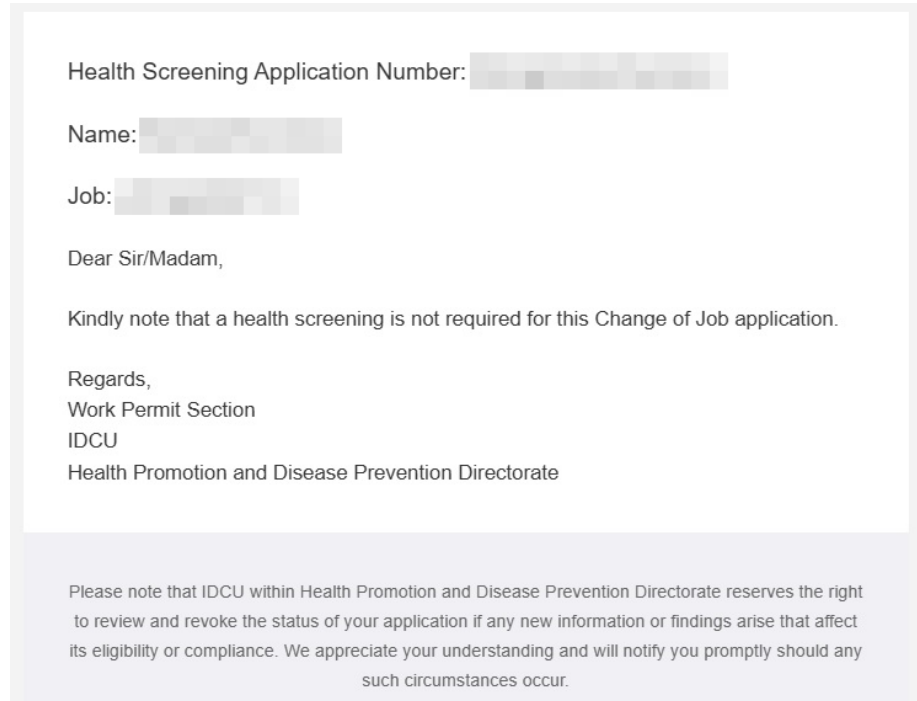


Figure 56: No Need For Health Screening notification

9.4 Draft Deletion Warning

For cases when an application is created for change of job, but according to the system's rules there is no need for a Health Screening, the system sends an email notification with the subject "Health Screening Application – Change of Job: No need for HS (send to HR Rep and Applicant)"

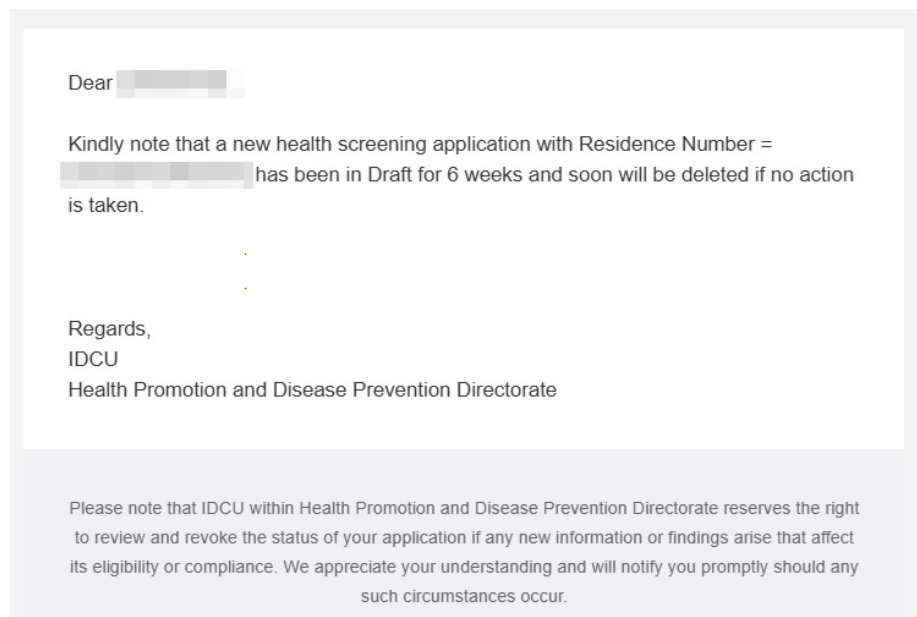


Figure 57: Draft Deletion warning notification