Health Facility Registry

Steps of registration of Private Health facilities in Health Facility Registry

Contents

- Sign Up as a Facility Manager
- Login as a Facility Manager
- Search and Register Process
- Filling of Registration Form
- Verification by District Verifier
- Facility Manager Change

Sign Up as a Facility Manager

Healthcare Professional ID does not exist:

1. Facility Manager visits https://facility.ndhm.gov.in/

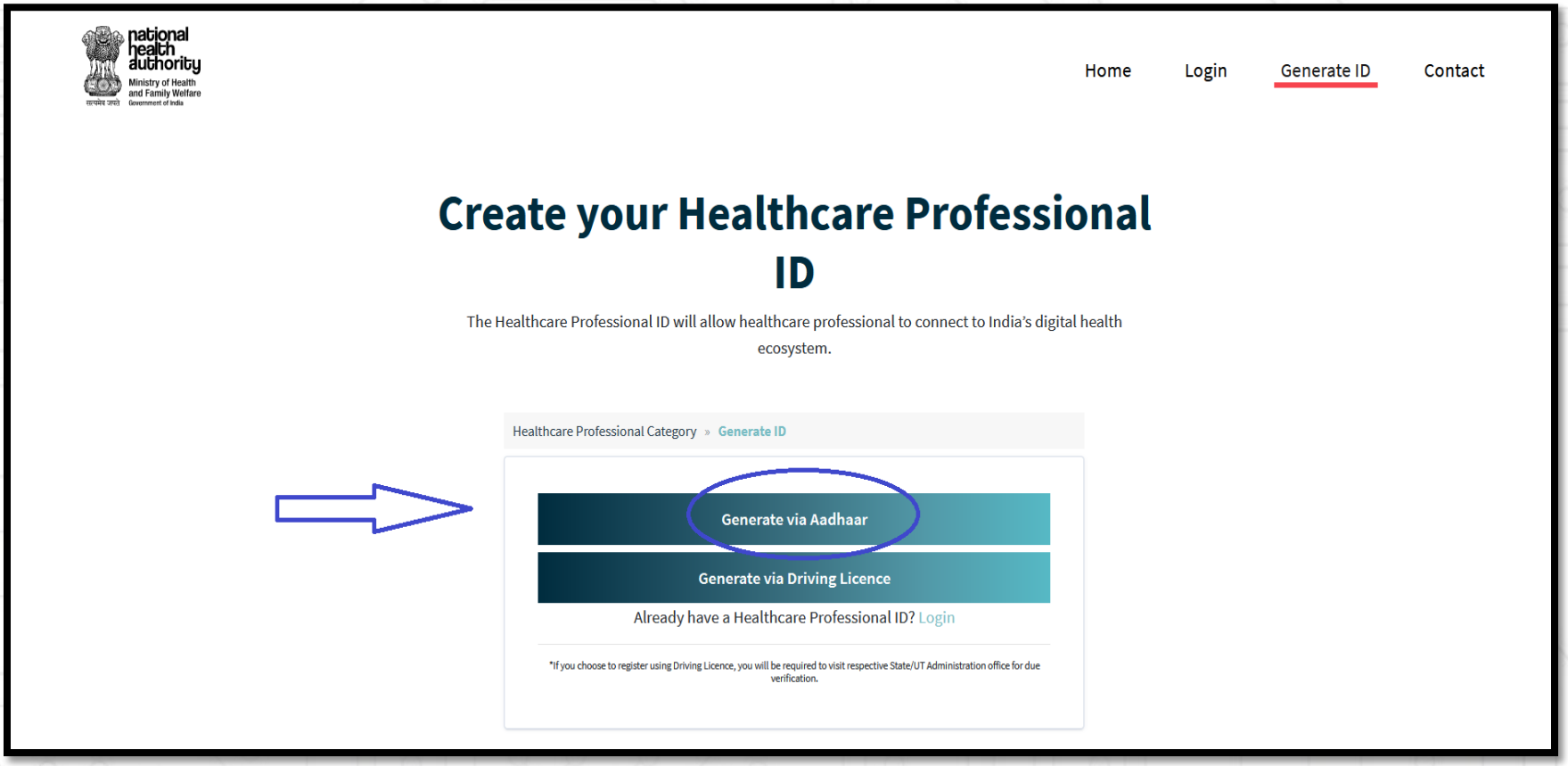
2. They will sign up for a Healthcare Professional ID (14-digit unique number) by clicking on “To Sign-up as a Facility Manager **Click Here**”.

Note: Please do not use any other url. Post registration, Search and Register page will open

For Signup

Sign Up as a Facility Manager

Click on “Generate via Aadhaar” Button

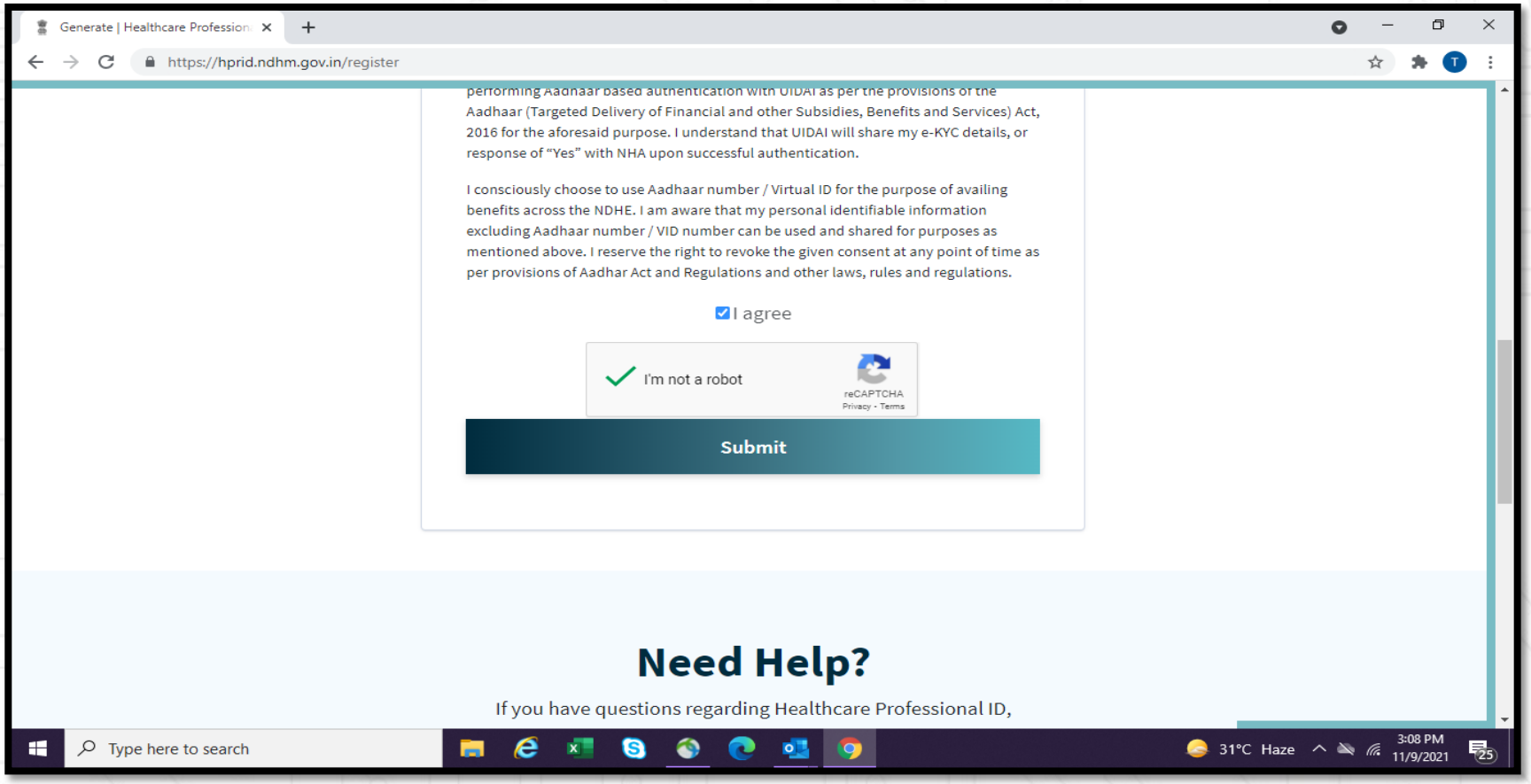


Sign Up as a Facility Manager

Enter the “Aadhaar” number

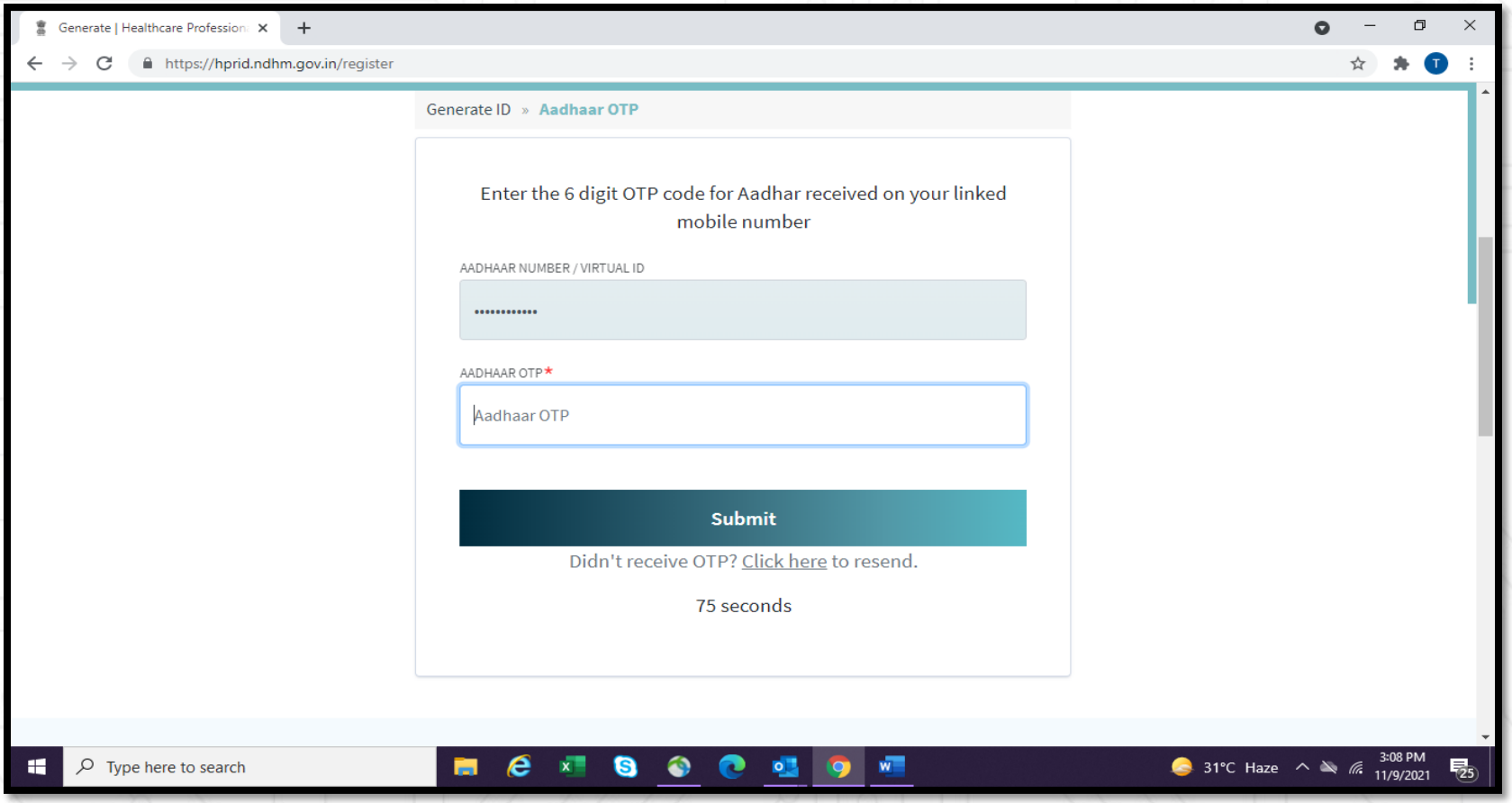
Sign Up as a Facility Manager

Check “I Agree” & “I’m not a robot” option and press submit button



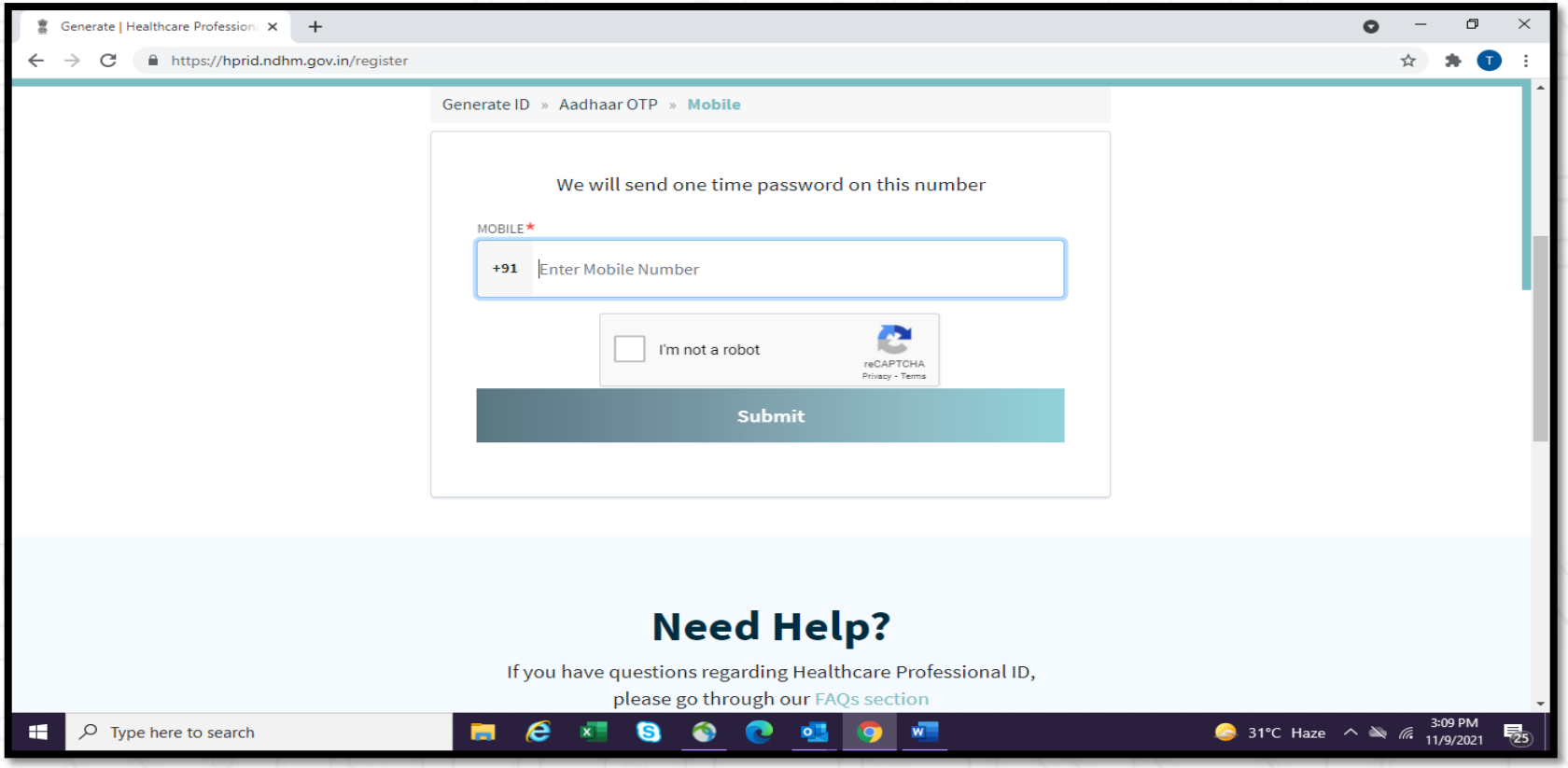
Sign Up as a Facility Manager

Enter the 6-digit OTP code for Aadhaar received on your linked mobile number & click on submit



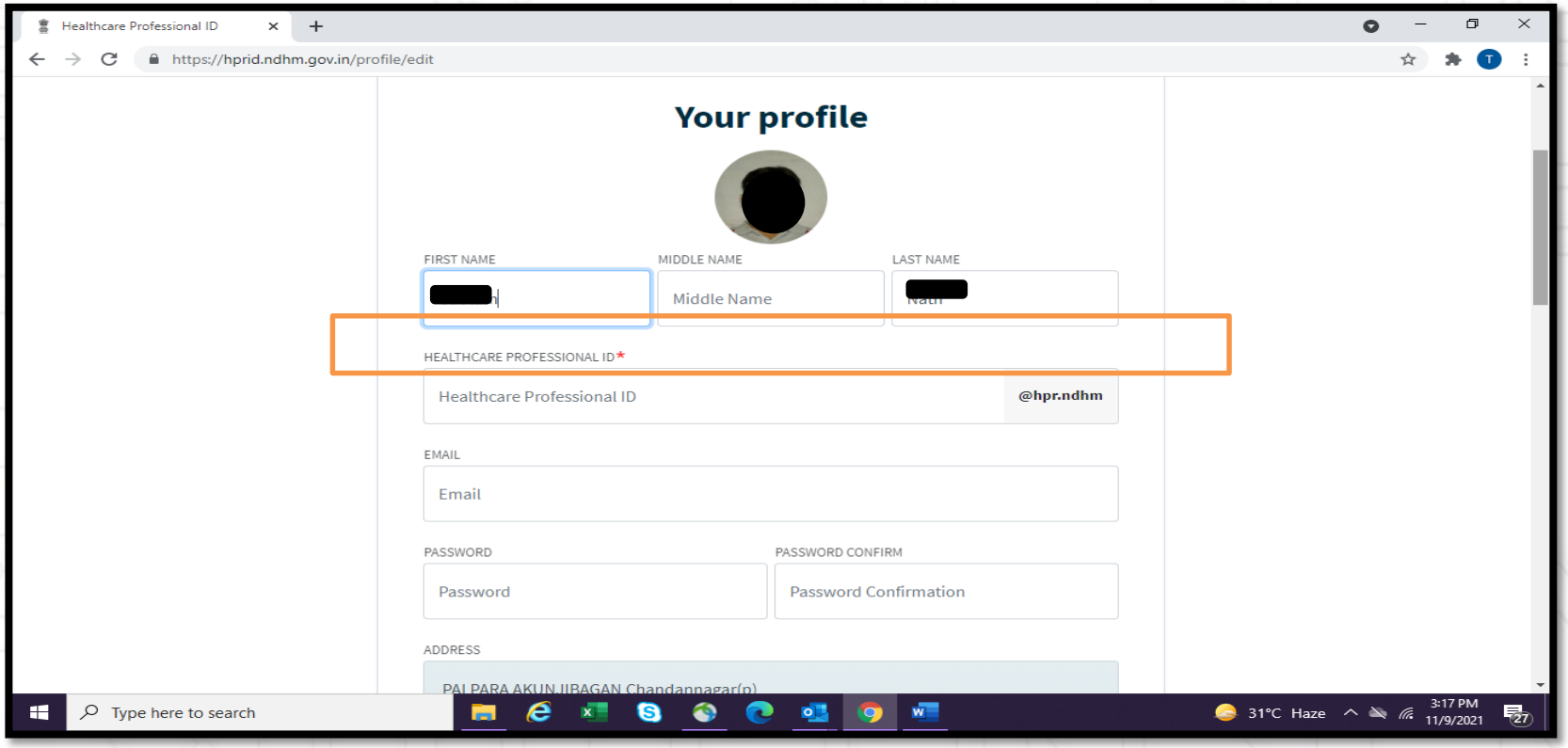
Sign Up as a Facility Manager

Enter the mobile number; check the “I’m not a robot” option & click on submit



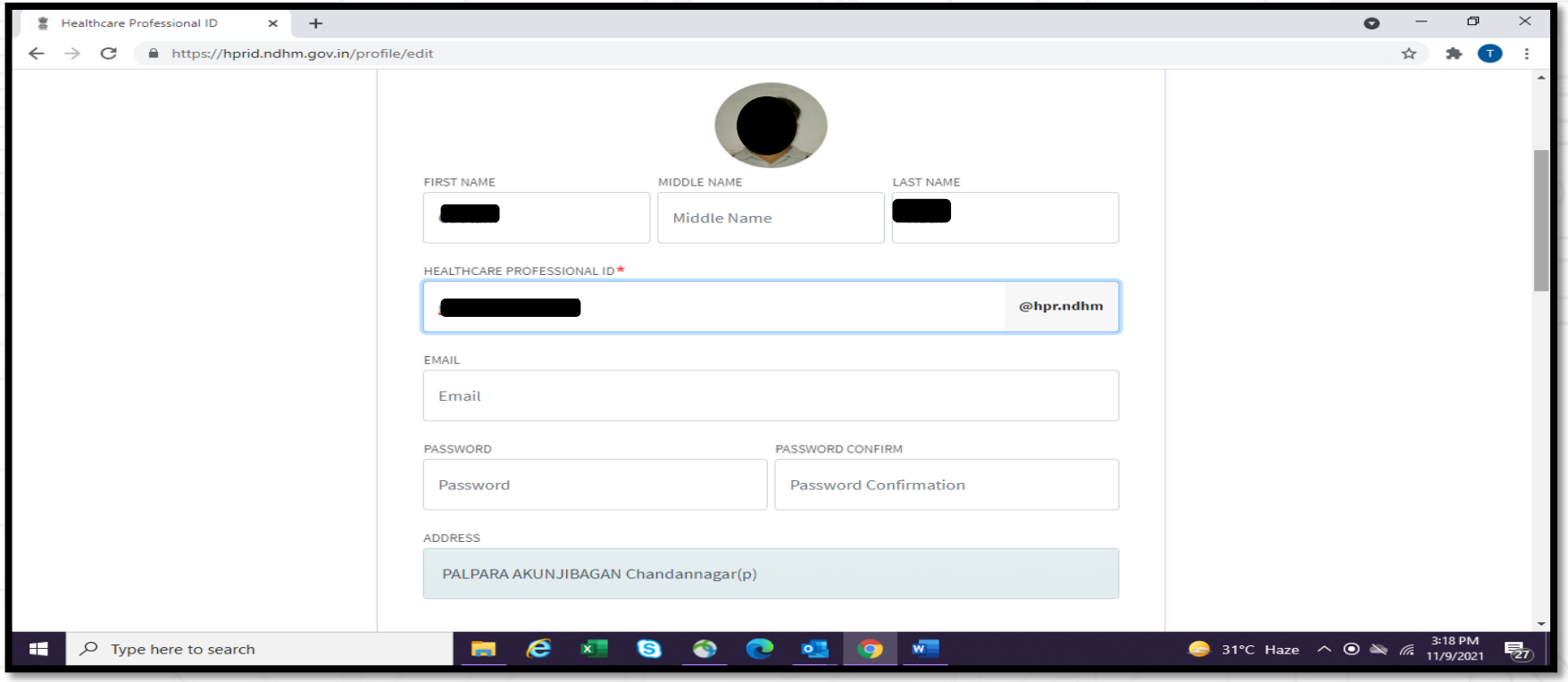
Sign Up as a Facility Manager

Your profile will be fetched from Aadhaar details. Enter the easy memorable Healthcare Professional ID, which will be your user ID



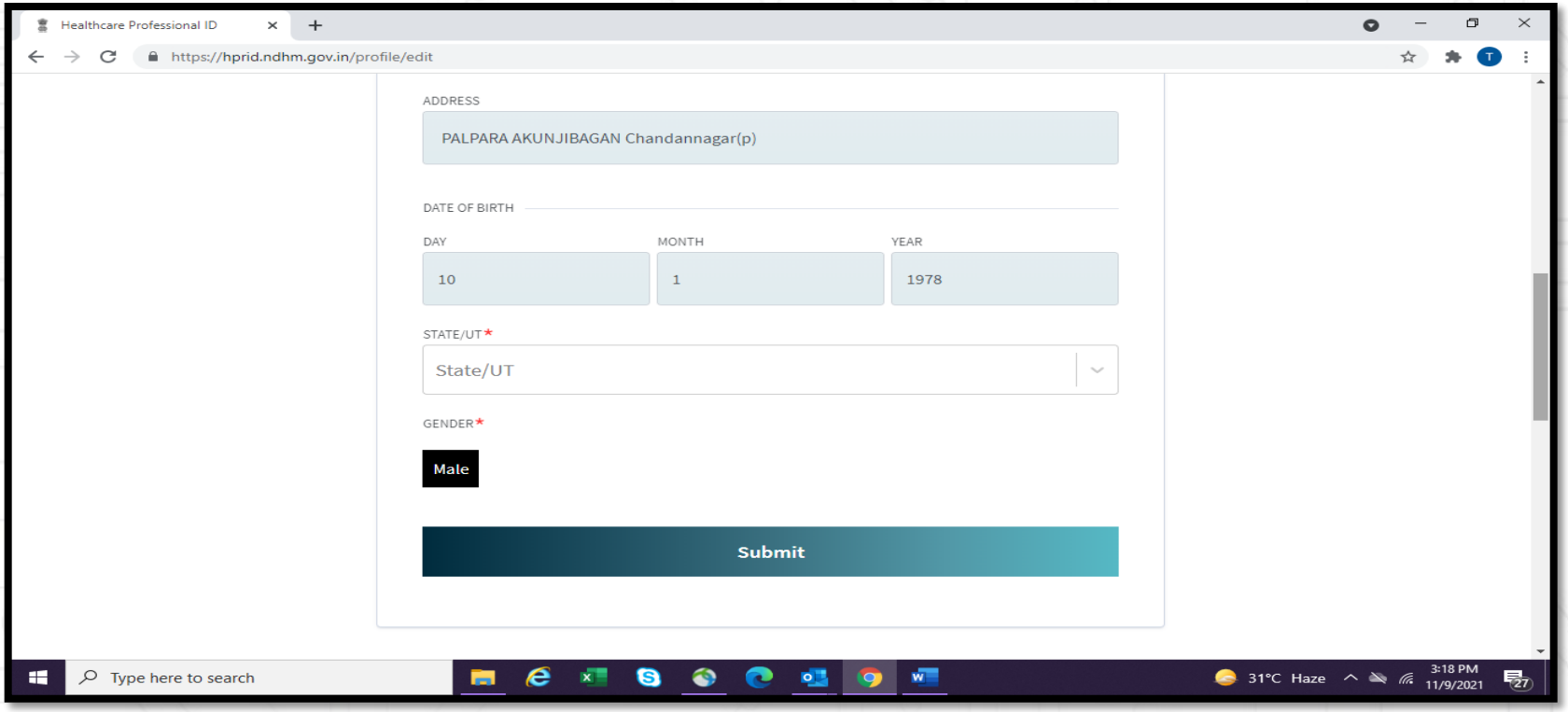
Sign Up as a Facility Manager

Enter Healthcare Professional ID



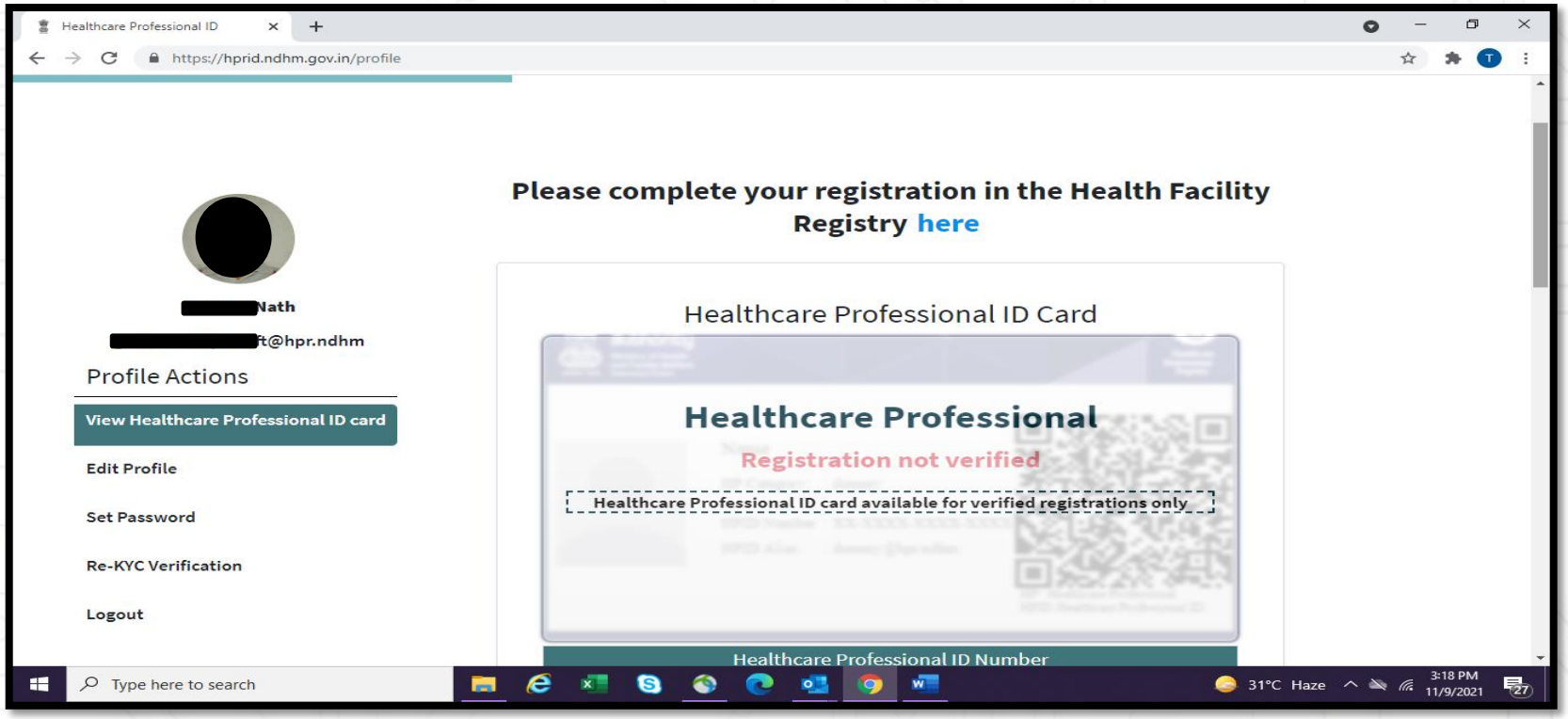
Sign Up as a Facility Manager

Scroll down and click on submit button



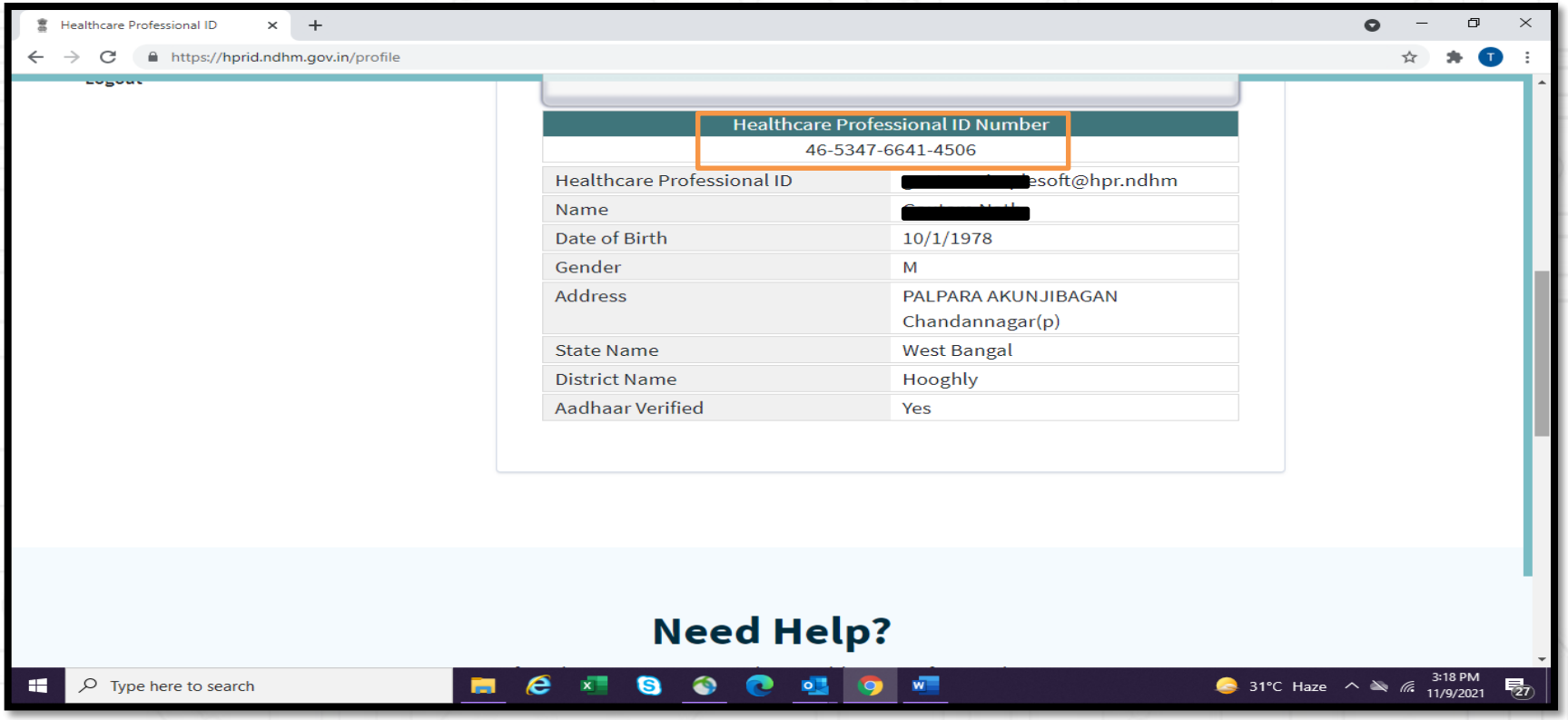
Sign Up as a Facility Manager

Healthcare Professional ID will be generated



Sign Up as a Facility Manager

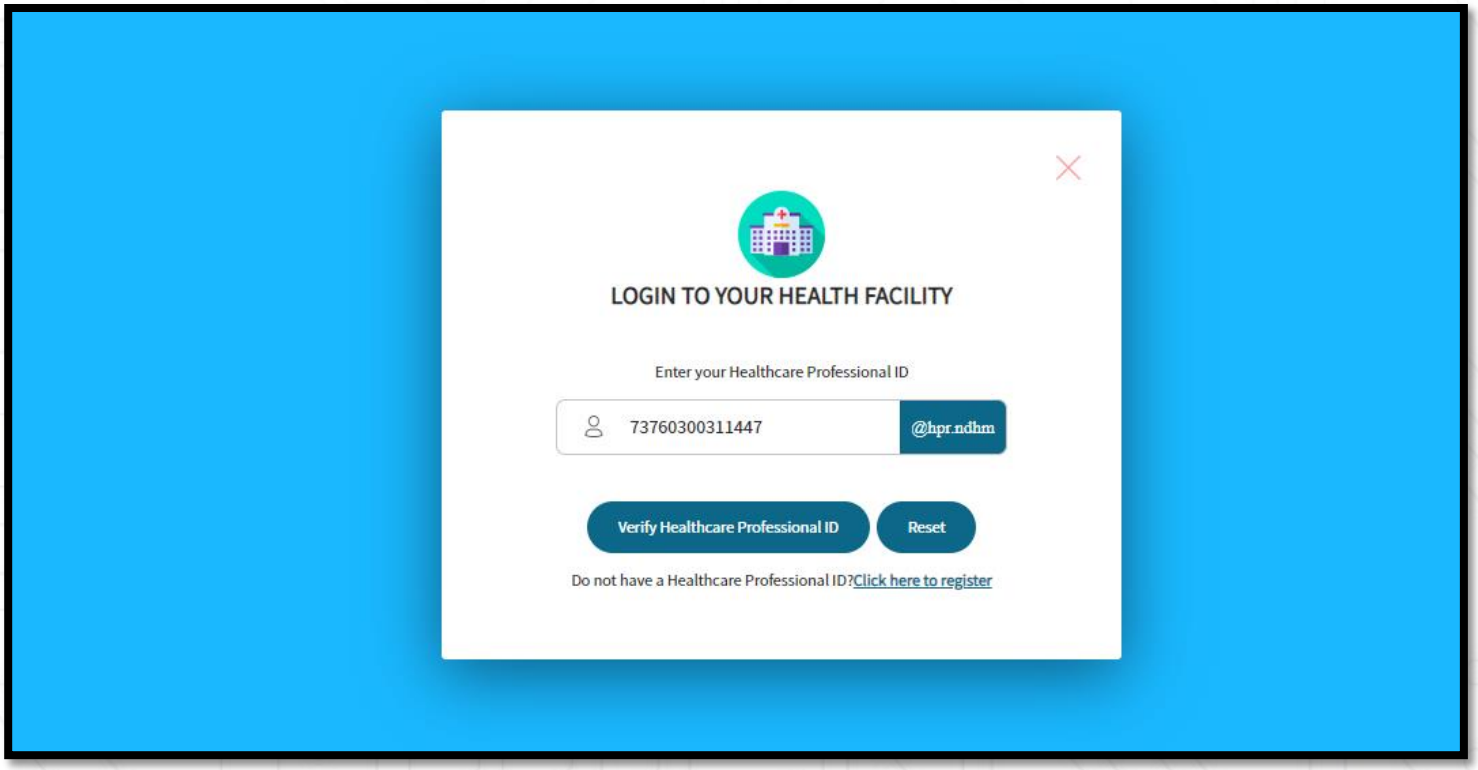
14-digit Health Professional ID will be generated. Note this number for future reference.



Login as a Facility Manager

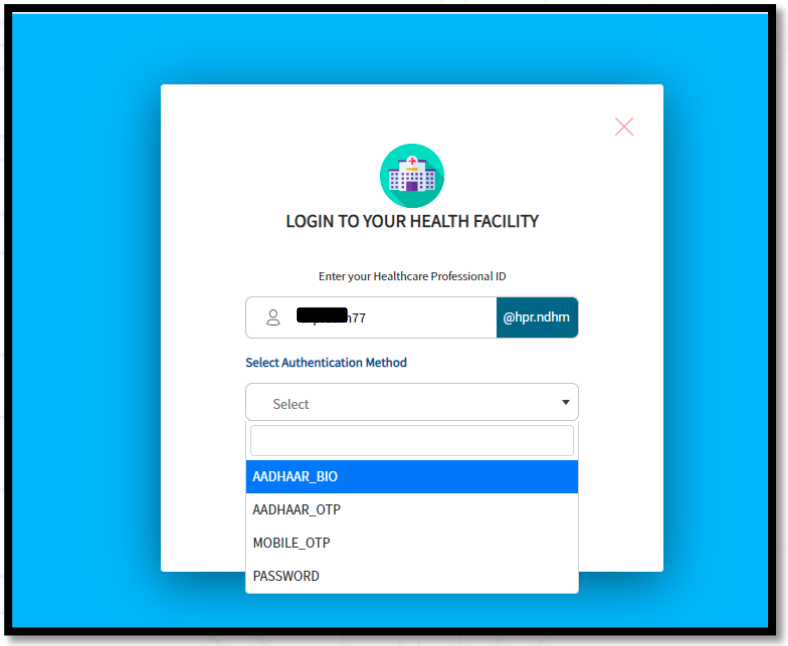
Healthcare Professional ID exist:

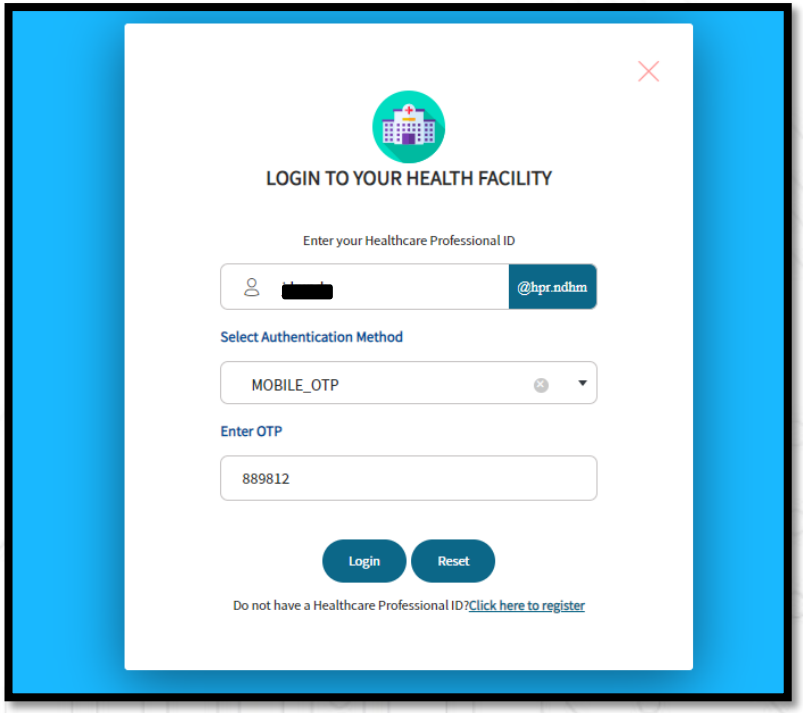
In case he/she already has a Healthcare Professional ID, or has already submitted a facility in HFR earlier, he/she can simply click “Login as Facility Manager”. page



Login as a Facility Manager

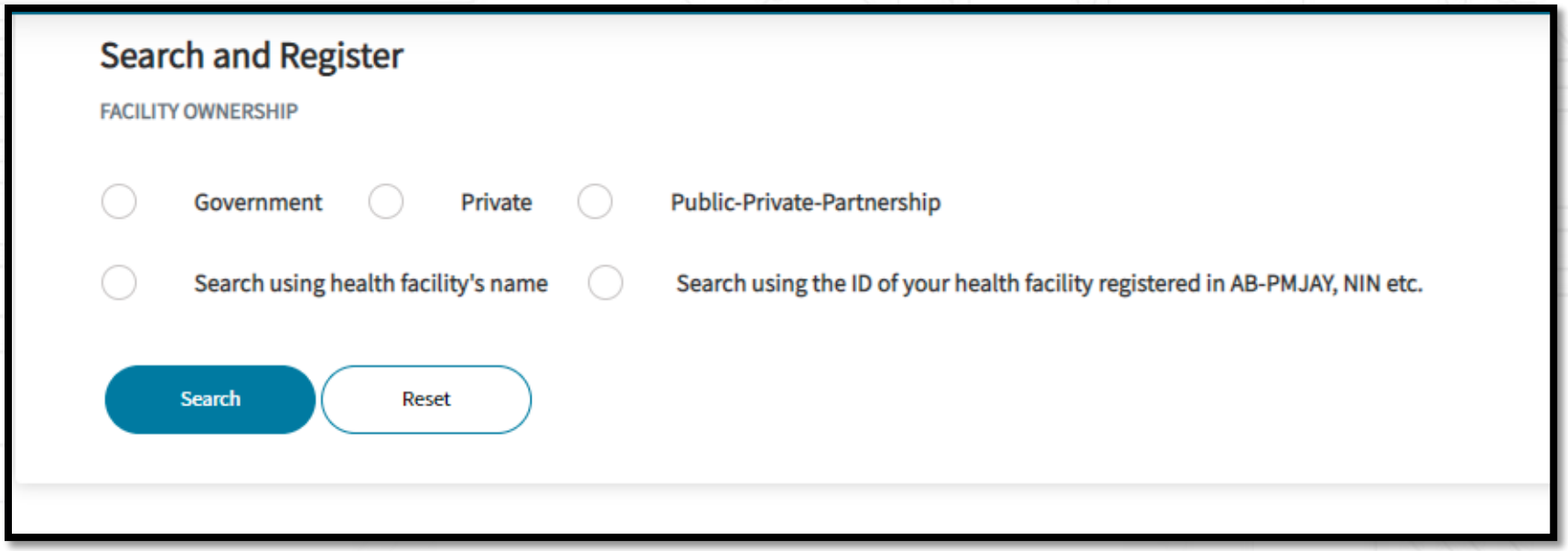
1. User will enter the health ID
2. User will select authentication mode
3. User will enter OTP or password as per their authentication mode selection
4. User will press login button





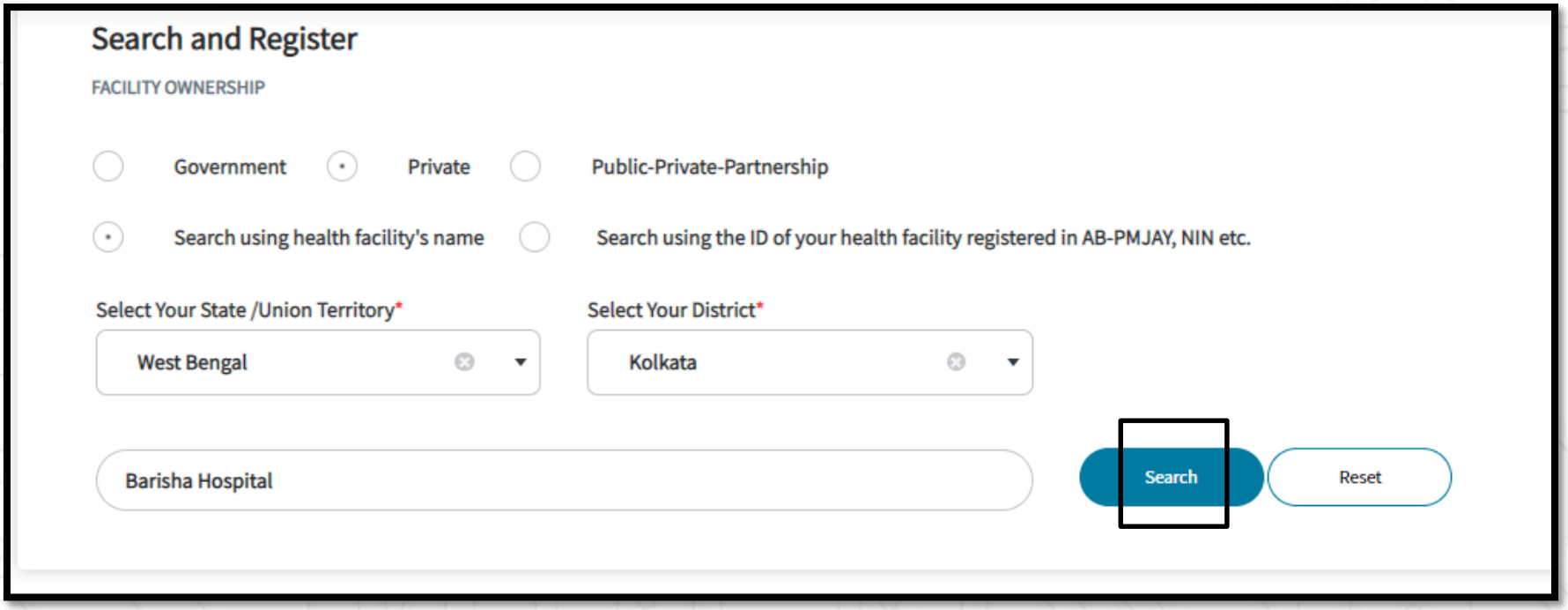
Login as a Facility Manager

User will be redirected to the ‘Search and Register’ page



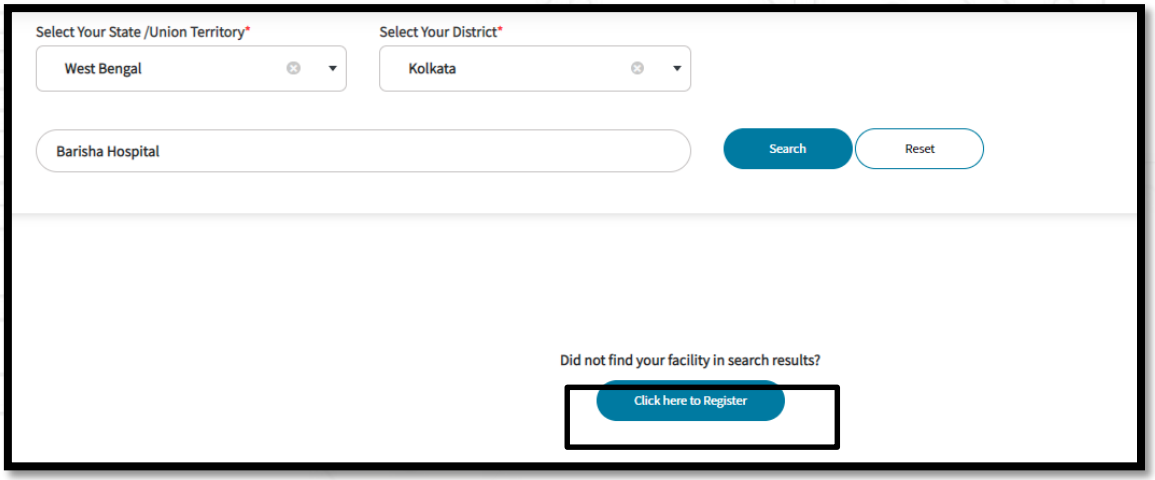
Search and Register Process

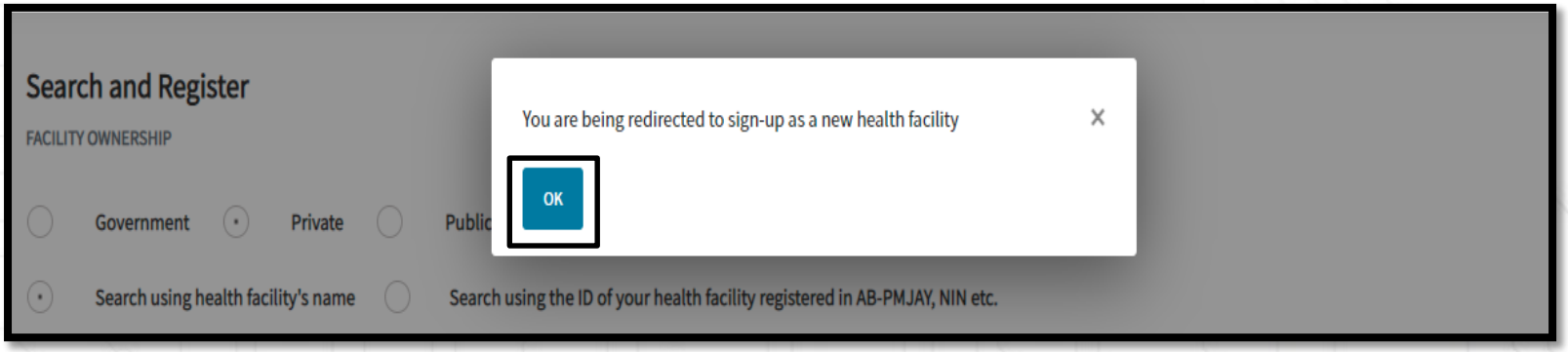
1. Post creation of a Healthcare Professional ID, the Search and Register page will open
2. Choose Facility Ownership Private
3. Select “Search using health facility’s name.” radio button.
4. Select “State or Union Territory” & select “District”.
5. Enter the Private name.
6. Click on “Search” button.



Search and Register Process

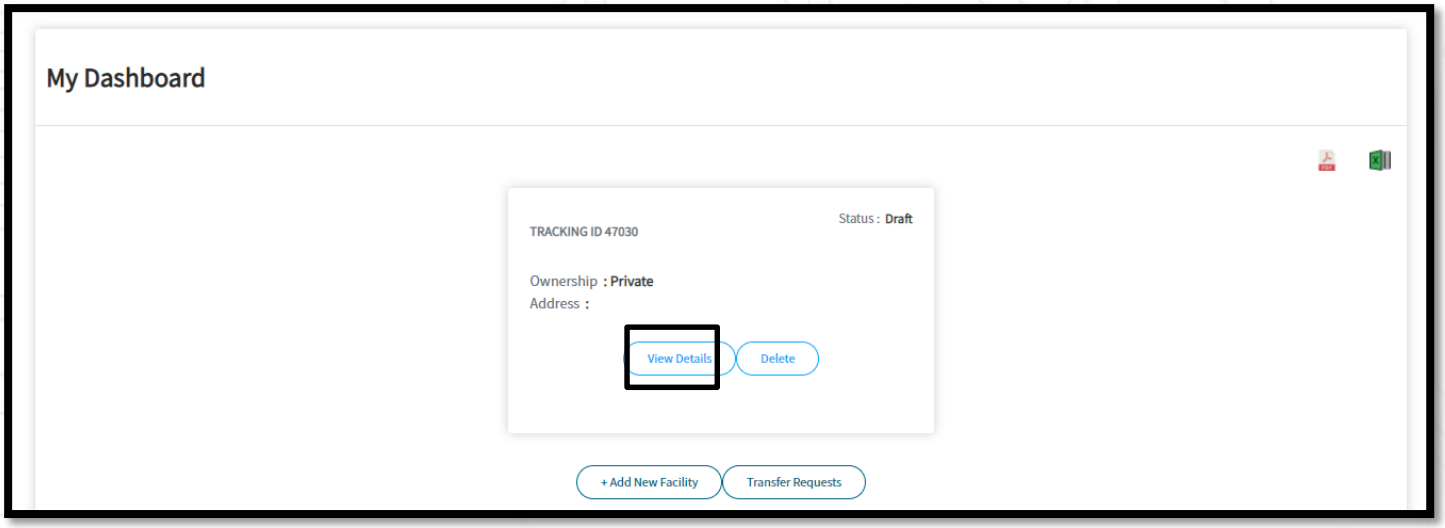
1. Post search if the hospital name not found, User has to click on “Click to register” facility button.
2. A pop will arises for confirming the same. User will click on ‘ok’ button

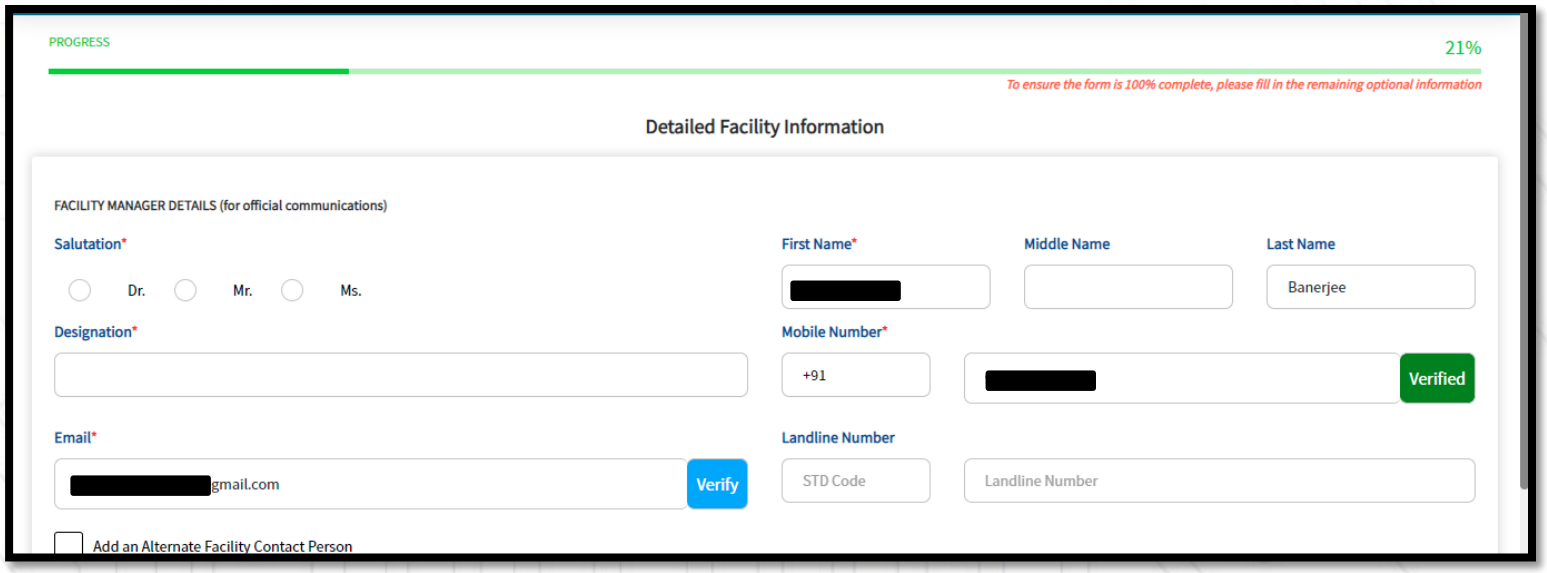




Search and Register Process

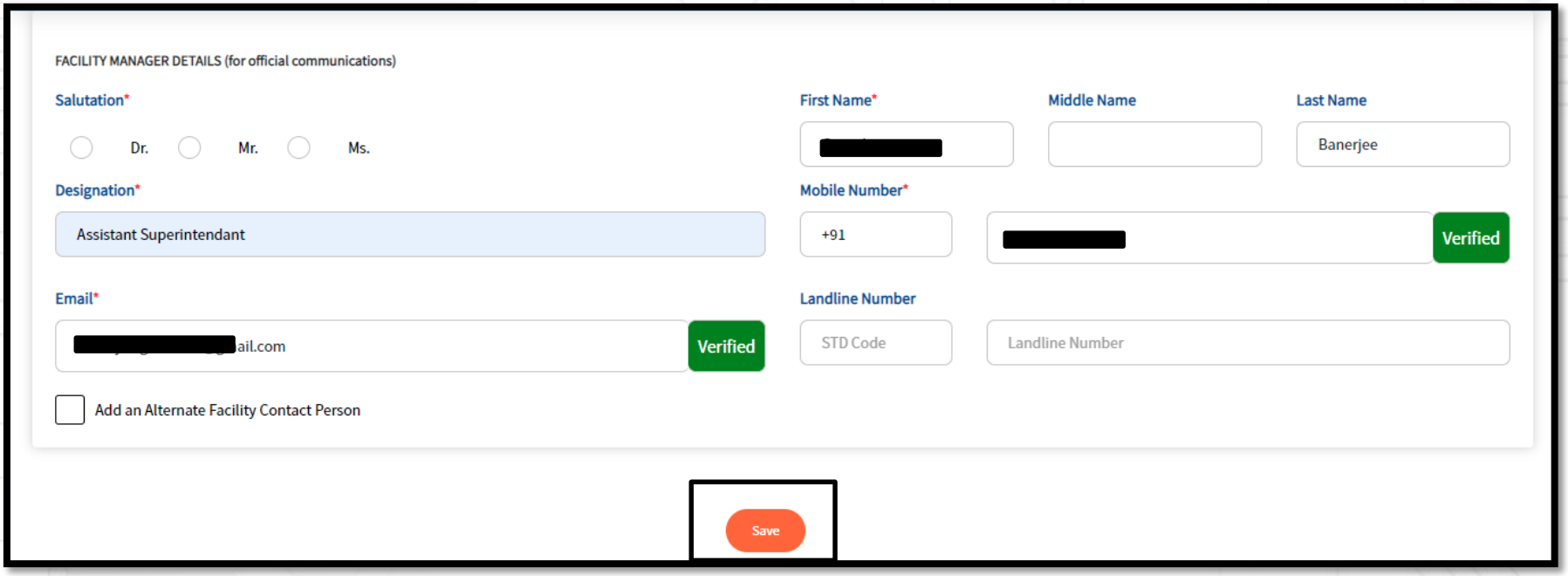
1. Post facility registration confirmation, the page will be redirected to the ‘My dashboard page”.
2. Click on “View Details” button which will redirected to the facility registry page.





Search and Register Process

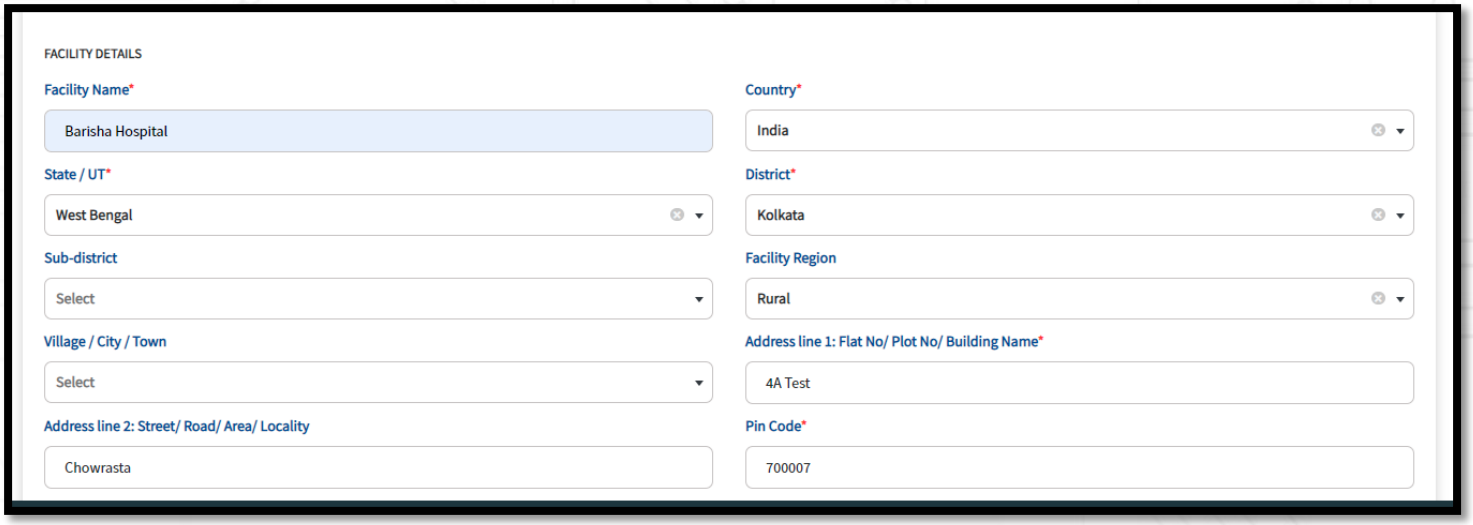
1. Facility Manger basic details are fetched from their health ID (Name, Mobile number & email id) .
2. Facility Manger will verify their mobile number & email ID.
3. After successful authentication, facility manger will enter designation and other details and click on ‘Save’ button.



Search and Register Process

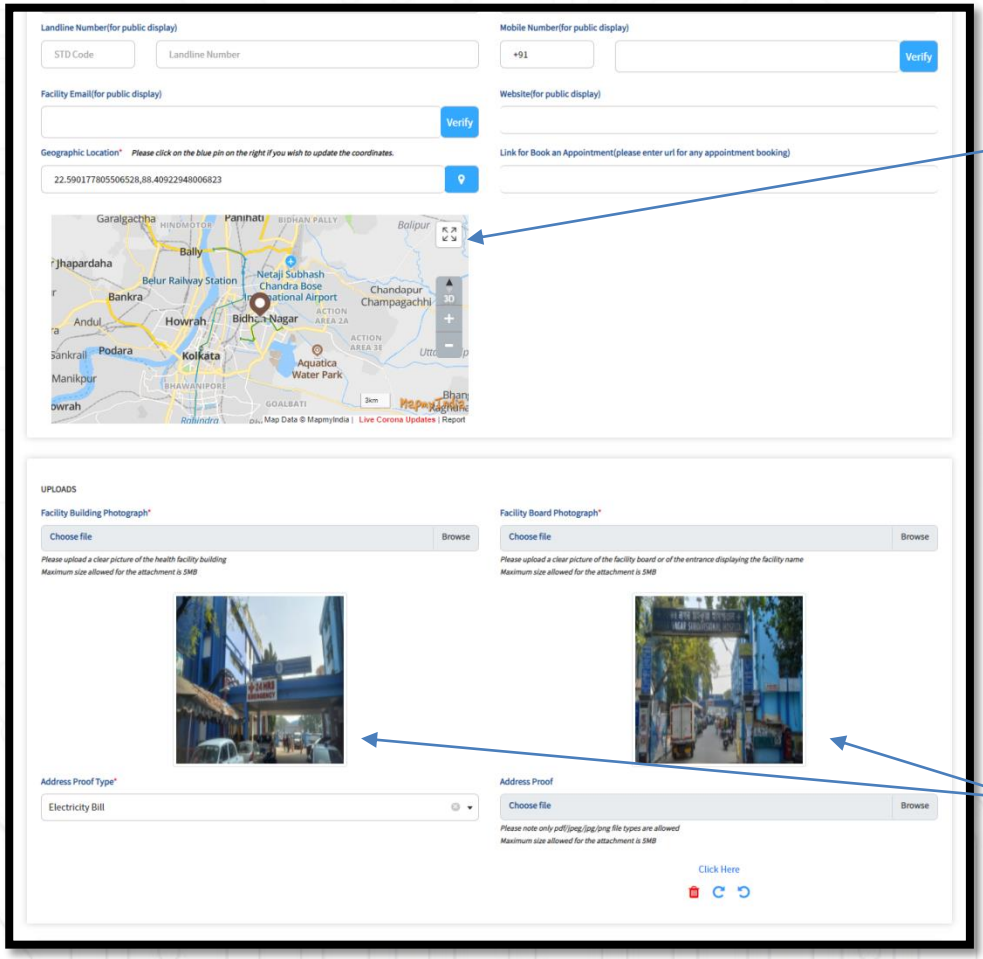
After filling the details of Facility Manager, you will need to check and update the profile of your health facility (if there is a change). Update Health Facility Details

- ❖ Facility Name*
- ❖ Country*
- ❖ State/UT Name*
- ❖ District Name*
- ❖ Sub district*
- ❖ Facility Region
- ❖ City/Town/Village
- ❖ Address Line 1
- ❖ Address Line 2
- ❖ Pin Code*
- ❖ Landline Number
- ❖ Mobile Number
- ❖ Facility Email ID
- ❖ Website



Filling of Registration Form

1. User will be redirected to the next page
2. User must submit geo location details
3. User has to upload **image of facility**, **name plate image of the facility** where facility name written

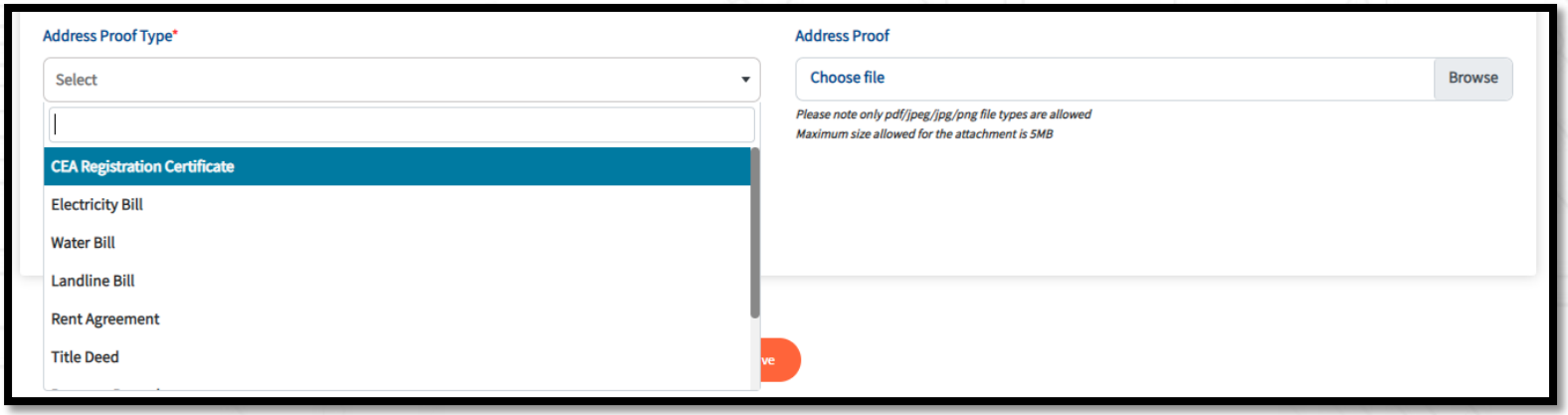


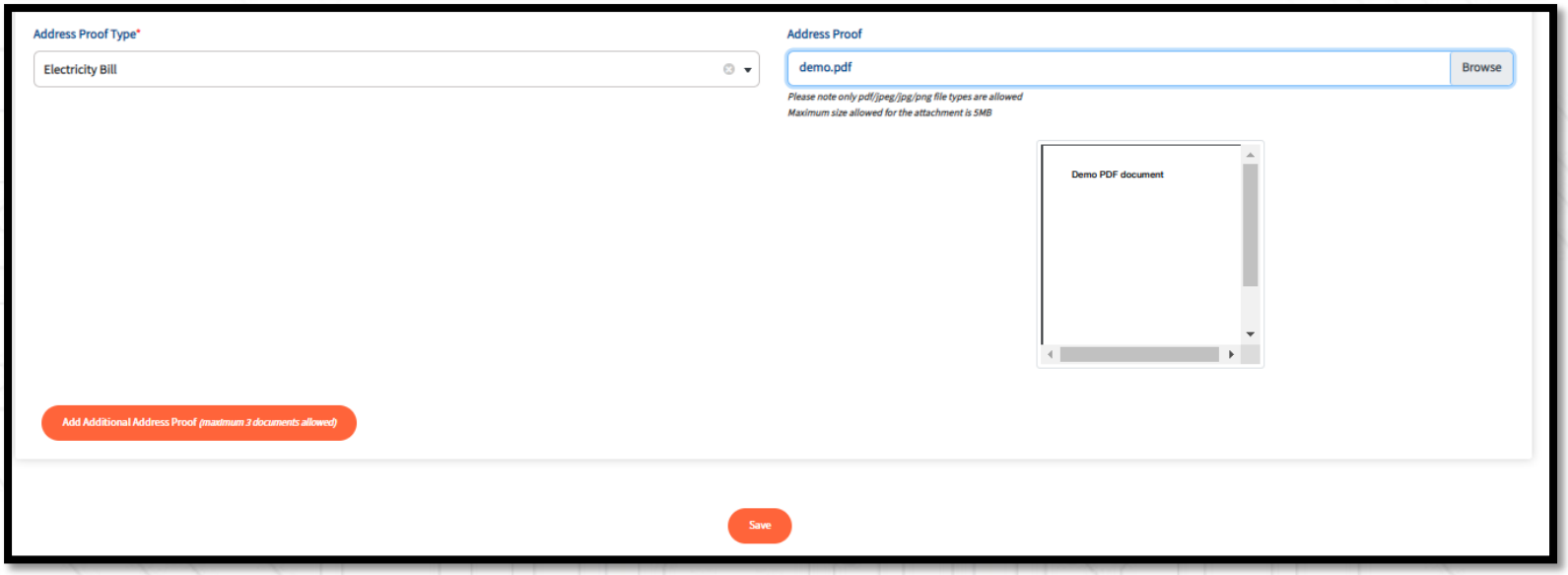
Updating Geographic Location

- Click on the blue map button, next to the latitude and longitude field, to enable
- editing of location
- Click on the magnifying lens to enable search You can either choose the current
- location, or enter the name of the location, nearest landmark or select from
- the results
- Click on Done to confirm and save the coordinates
- After filling the details of Facility Manager, you will need to check and update the profile of your health facility (if there is a change)
- **Upload a clear picture of Health Facility Building and Facility board.**

Filling of Registration Form

1. User has to upload either **land line bill**, **electric bill, water bill** or **facility title deed**
2. Post uploading of address proof facility user will press save button.



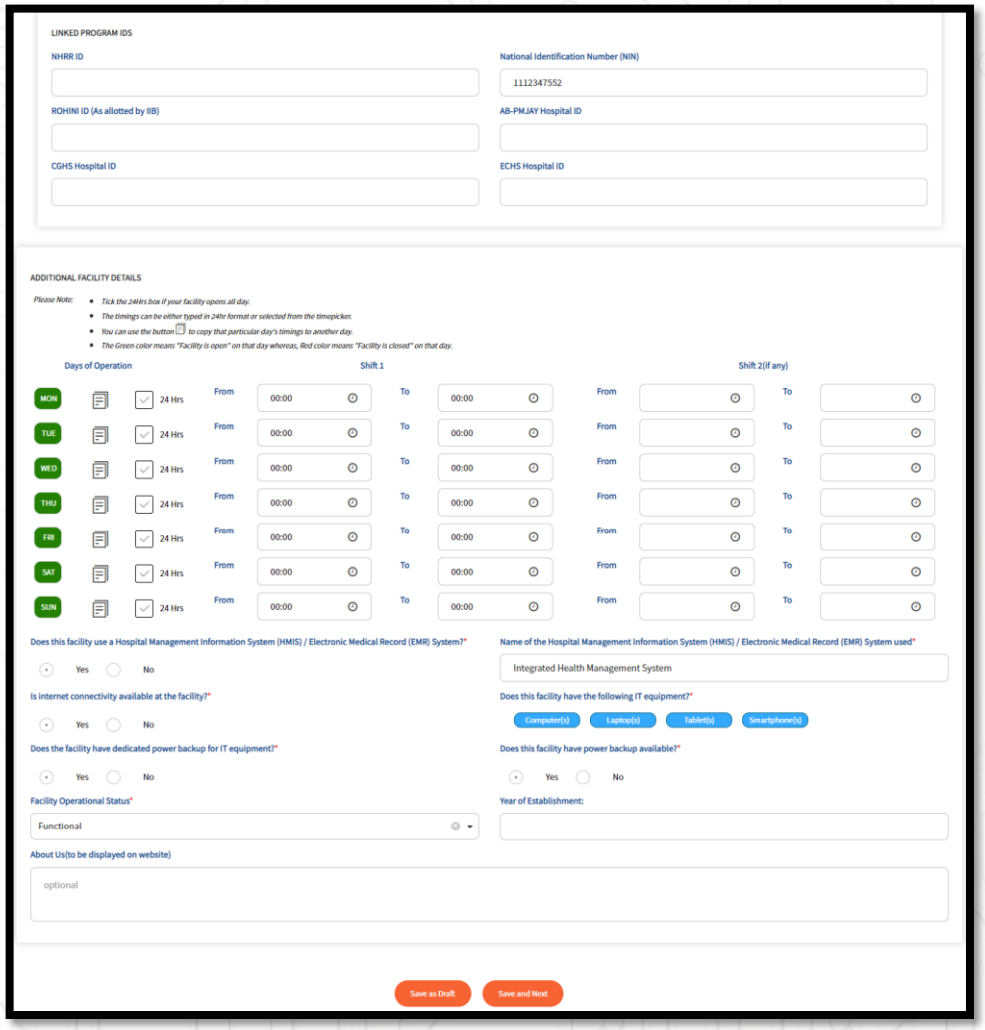


Filling of Registration Form

1. User has to upload either **land line bill**, **electric bill, water bill** or **facility title deed**
2. Post uploading of address proof facility user will press save button.

Filling of Registration Form

User will update the Additional Facility Details such as Days of Operation, Shift timings etc.

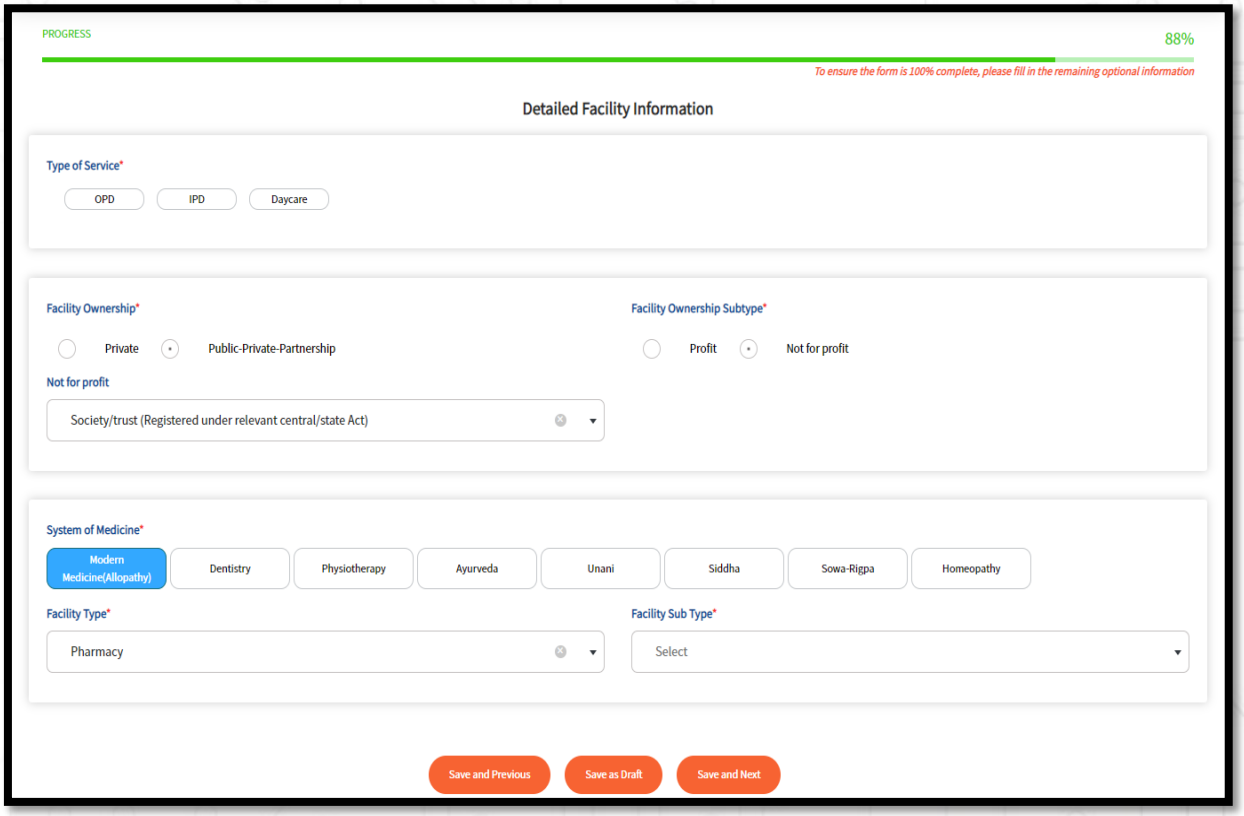


CONT..

Filling of Registration Form

User will fill up the below mentioned facility details and save the details accordingly

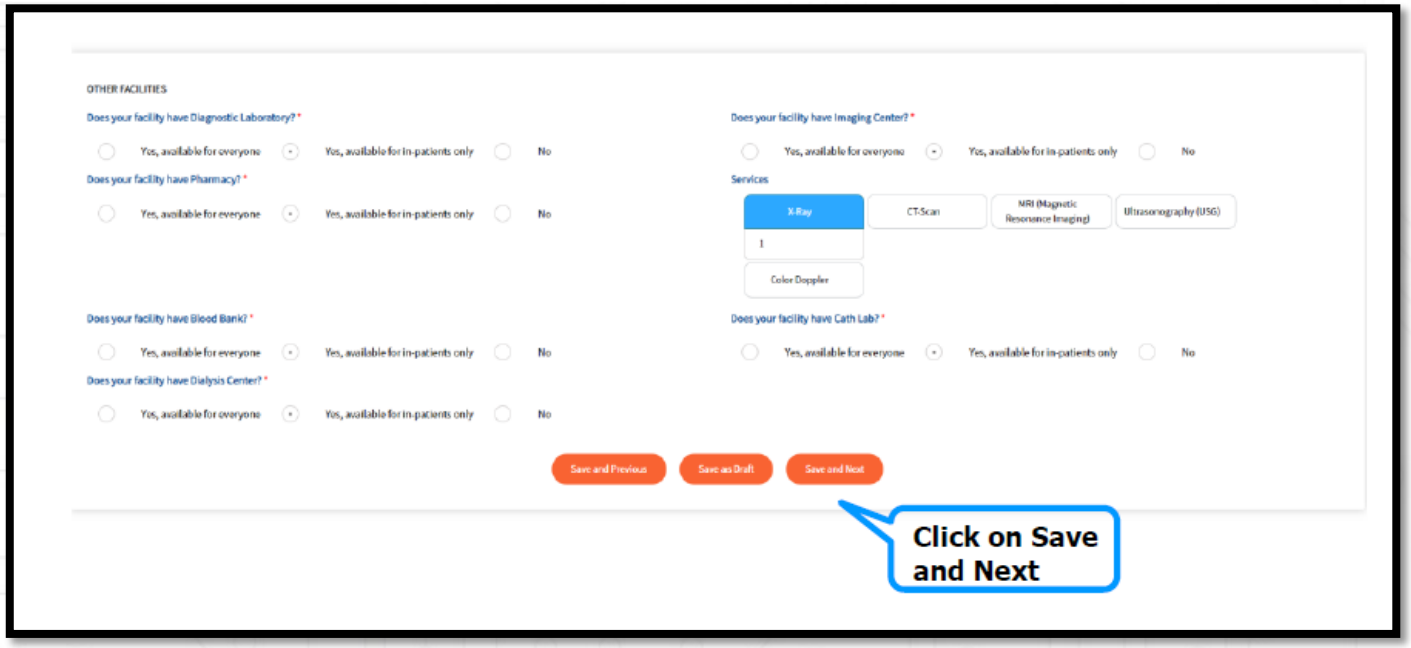
- Type of Service*
- Facility Ownership*
- Facility Ownership Subtype*
- Health Facility Profile
- System of Medicine
- Facility Type
- Hospital Linked to College



Filling of Registration Form

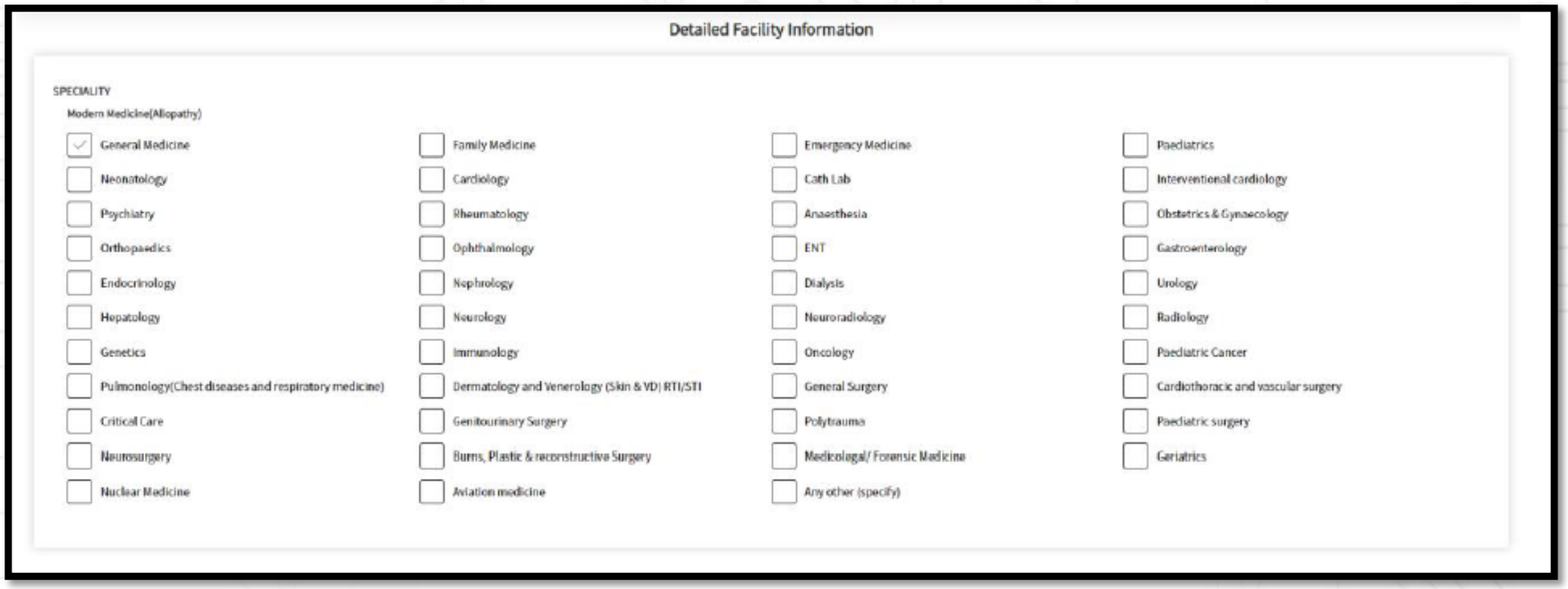
Update Other Facilities provided by the Health Facility such as:

- ❖ Diagnostic Laboratory*
- ❖ Imaging Center*
- ❖ Pharmacy*
- ❖ Services such as X ray, MRI etc.
- ❖ Blood Bank*
- ❖ Cath lab*
- ❖ Dialysis Center*



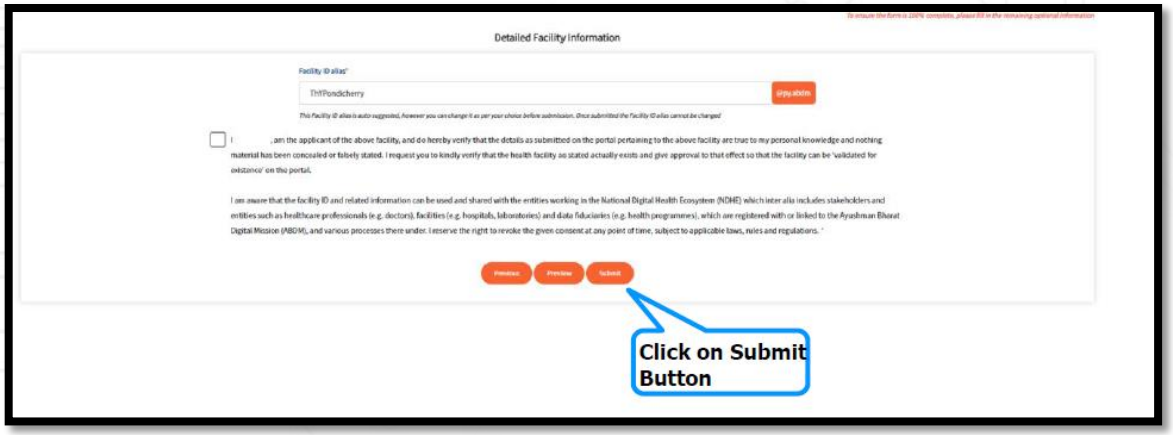
Filling of Registration Form

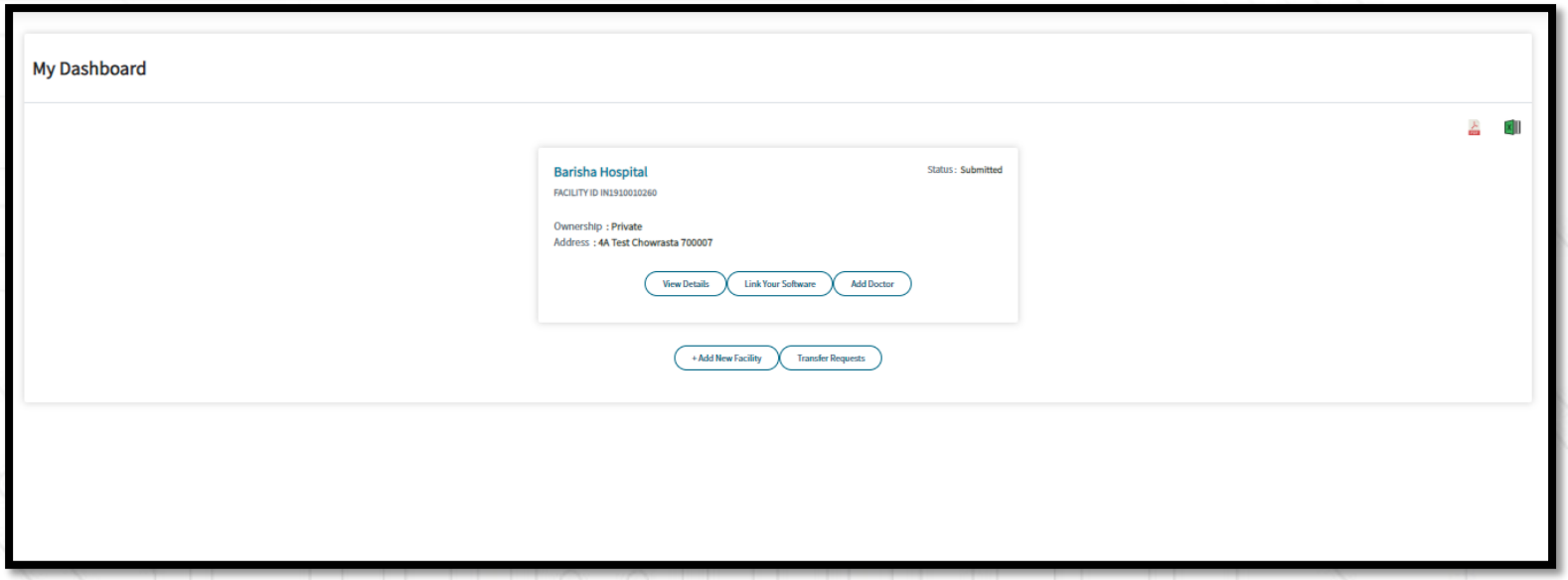
Next, User will fill the type of specialty services provided by the health facility



Filling of Registration Form

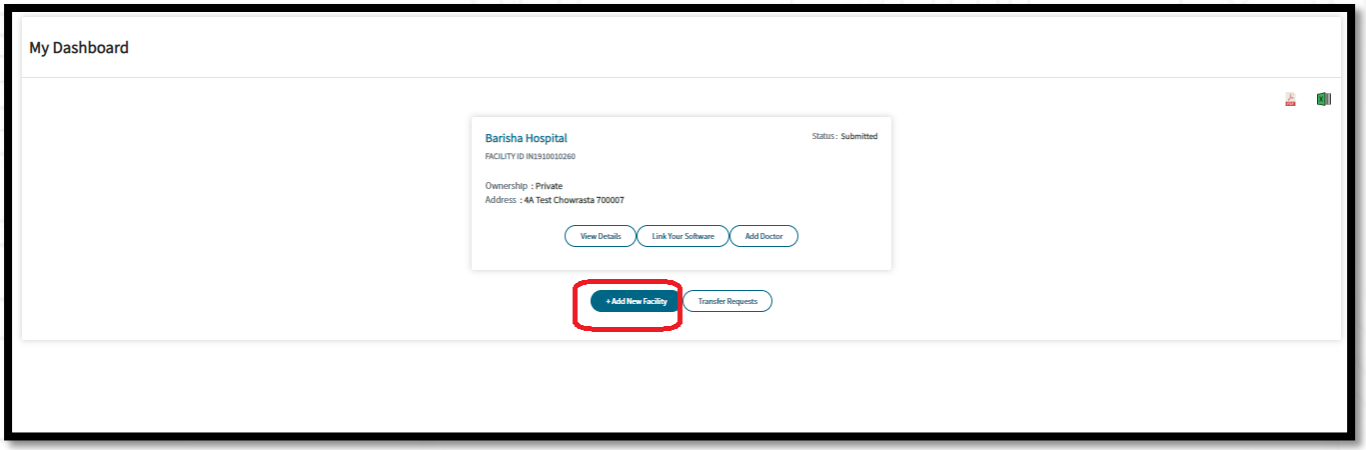
After all the form are submitted the page will be visible in the Submitted facilities section in dashboard (both HFR and Insights)

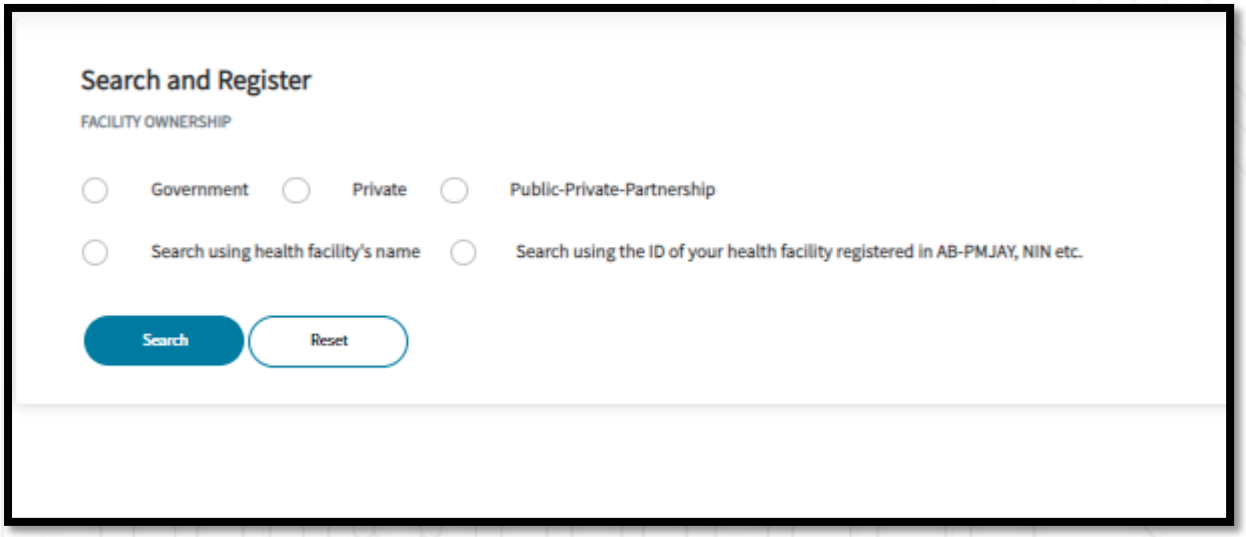




Adding Another Facility

User will login with their facility login credential. User will redirect to the facility manger dashboard. User will click on ‘Add new facility’ which will redirect the to the search & register page. User will add facility via NIN ID.





District Verifier can verify the facility

Once this is done, respective District Verifier can verify the facility (and the Facility Manager KYC in case DL was used for registration)

Facility Manager Change

In case of change in Facility Manager, it can be transferred to another Facility Manager either from Facility Manager’s dashboard or reassigned for govt. facilities by the DNO or SMD.

Thank You

FINANCIAL OUTCOMES
MARKETS
PROPOSITIONS & BRANDS
CUSTOMERS & CHANNELS
CORE BUSINESS PROCESSES
TECHNOLOGY & OPERATIONS INFRASTRUCTURE
GOVERNANCE, STRUCTURE & RISK CONTROLS
PEOPLE & CULTURE
MEASURES & INCENTIVES