



Hospital Empanelment Module (HEM) for Private Hospitals

Self Help Guide for Empanelment of Hospitals under AB PM-JAY



Content

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- + Account Creation
- + Hospital Basic Information
- + Financial Details
- + Specialties offered
- + Licenses and Certifications
- + Civil Infrastructure
- + Medical Infrastructure
- + General Services
- + Man-Power Details

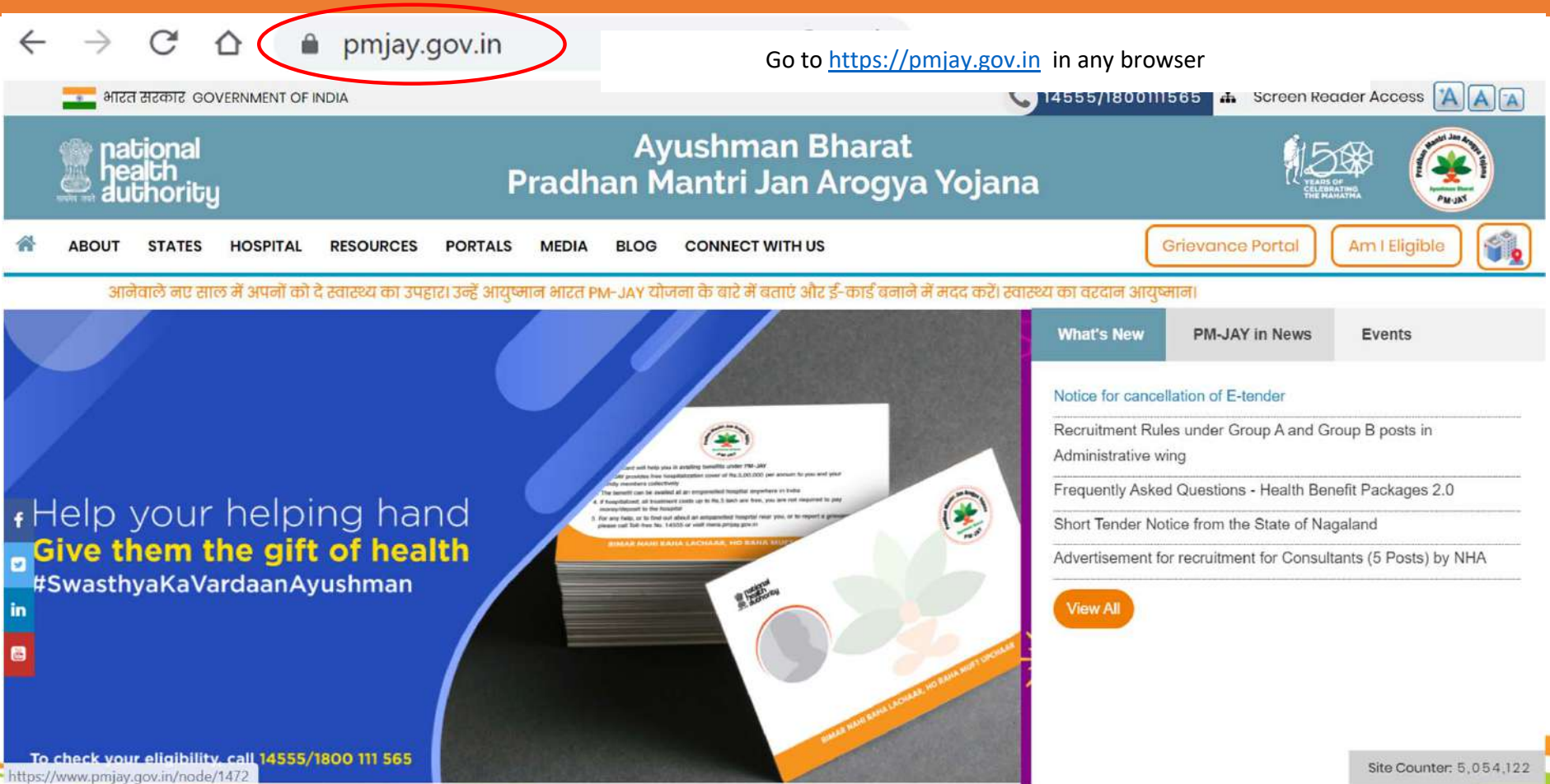
Step 1 : Account Creation

Before submitting the empanelment request, the authorised hospital representative has to create an account through which detailed information will be submitted.

The steps for creating the account is given below.

Please ensure that a working **mobile number** & **email** is provided at the time of registration

Account Creation



The screenshot shows the homepage of the PM-JAY website. At the top, the browser address bar displays pmjay.gov.in, which is circled in red. Below the browser bar, the website header features the National Health Authority logo on the left, the text "Ayushman Bharat Pradhan Mantri Jan Arogya Yojana" in the center, and the 50th anniversary logo on the right. A navigation menu includes links for ABOUT, STATES, HOSPITAL, RESOURCES, PORTALS, MEDIA, BLOG, and CONNECT WITH US. On the right side of the header, there are buttons for "Grievance Portal" and "Am I Eligible". Below the header, a banner in Hindi reads: "आनेवाले नए साल में अपनों को दे स्वास्थ्य का उपहार। उन्हें आयुष्मान भारत PM-JAY योजना के बारे में बताएं और ई-कार्ड बनाने में मदद करें। स्वास्थ्य का वरदान आयुष्मान।" The main content area is divided into two columns. The left column features a blue background with the text "Help your helping hand Give them the gift of health #SwasthyaKaVardaanAyushman" and a call to action: "To check your eligibility, call 14555/1800 111 565" with a link to <https://www.pmjay.gov.in/node/1472>. The right column has a "What's New" tab selected, showing a list of news items: "Notice for cancellation of E-tender", "Recruitment Rules under Group A and Group B posts in Administrative wing", "Frequently Asked Questions - Health Benefit Packages 2.0", "Short Tender Notice from the State of Nagaland", and "Advertisement for recruitment for Consultants (5 Posts) by NHA". A "View All" button is located below the list. At the bottom right, a "Site Counter" displays "5,054,122".

Account Creation

भारत सरकार GOVERNMENT OF INDIA 14555/1800111565 Screen Reader Access

national health authority Ayushman Bharat Pradhan Mantri Jan Arogya Yojana

ABOUT STATES HOSPITAL RESOURCES **PORTALS** MEDIA BLOG CONNECT WITH US

Grievance Portal Am I Eligible

Beneficiary Identification System (BIS) Hospital Empanelment Management (HEM) Transaction Management System (TMS) Grievance Portal

Events

Click on the "PORTALS" menu and then click on "Hospital Empanelment Management (HEM)" sub-menu

Once you click on this link, you will be redirected to a separate page.

<https://hospitals.pmjay.gov.in>

/AyushmanBharatGOI /AyushmanNHA

#SwasthyaKaVardaanAyushman

Notice for cancellation of E-tender

Recruitment Rules under Group A and Group B posts in Administrative wing

Frequently Asked Questions - Health Benefit Packages 2.0

Short Tender Notice from the State of Nagaland

Advertisement for recruitment for Consultants (5 Posts) by NHA

View All

Account Creation

hospitals.pmjay.gov.in/empApplicationHome.htm?actionVal=loginPage



PRADHAN MANTRI JAN AROGYA YOJANA
Ayushman Bharat

[Hospital login](#) [Dept User Login](#)

[Home](#) [Empanelment Criteria](#) [User Manual](#) [Contact Us](#) [Cyber Suraksha Dishaanirdesh](#)

Are you an administrator of the hospital and wants to apply for empanelment under Pradhan Mantri Jan Aarogya Yojana?

क्या आप हास्पिटल प्रबंधक है और क्या आप प्रधान मंत्री जन आरोग्य योजना के अंतर्गत अपने हास्पिटल को पंजीकृत करवाना चाहते हैं ?

YES (हाँ) NO (नहीं)

Click "Yes"

Note: This is not a job application portal. Please do not apply for any kinds of job here.

यह नोकरी आवेदन पोर्टल नहीं है | कृपया यहाँ किसी भी प्रकार की नोकरियों के लिए आवेदन न करें |

Already started the Empanelment Process ? [Login](#)

Hospital Reference Number *

Password *

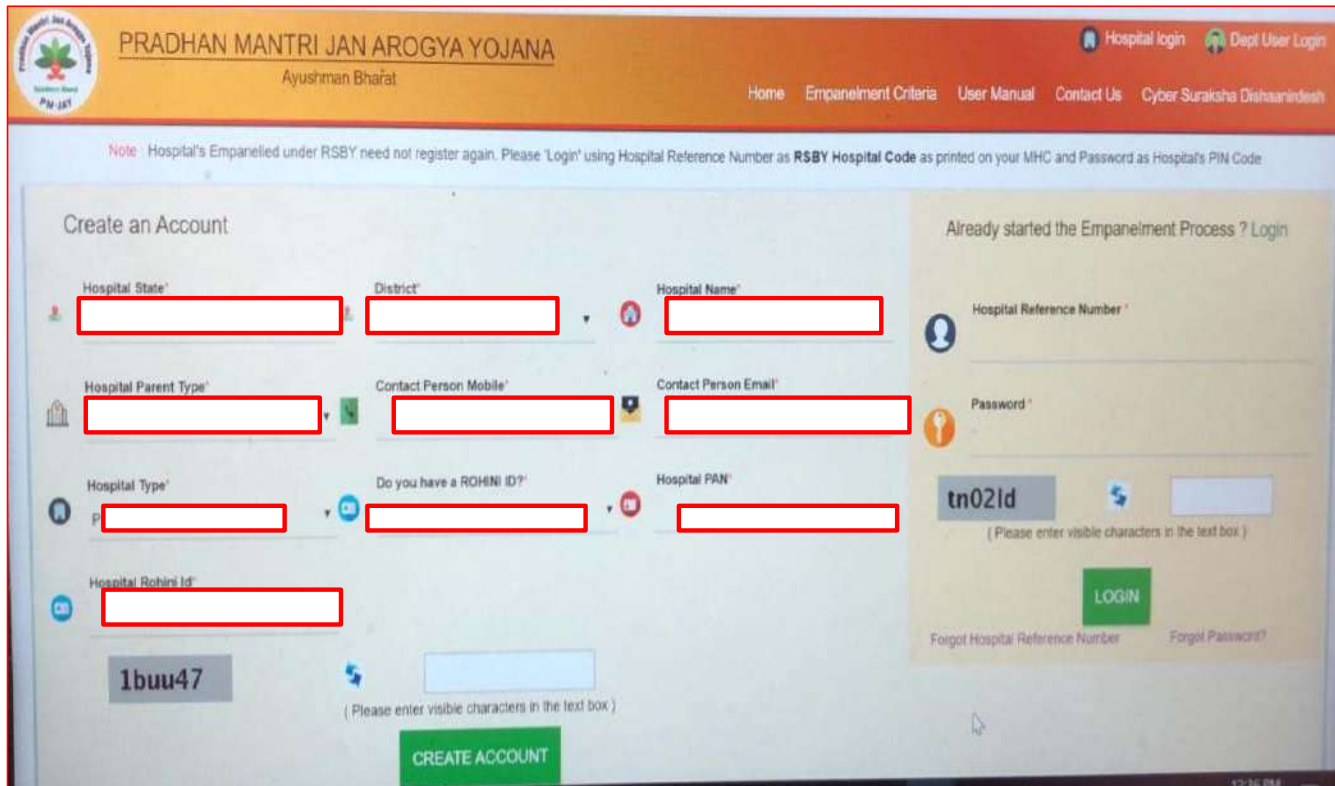
e5ui9u

(Please enter visible characters in the text box)

LOGIN

[Forgot Hospital Reference Number](#)

[Forgot Password?](#)



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Home Empanelment Criteria User Manual Contact Us Cyber Suraksha Dishaanidesh

Note: Hospital's Empanelled under RSBY need not register again. Please 'Login' using Hospital Reference Number as **RSBY Hospital Code** as printed on your MHC and Password as Hospital's PIN Code

Create an Account

Hospital State* District* Hospital Name*

Hospital Parent Type* Contact Person Mobile* Contact Person Email*

Hospital Type* Do you have a ROHINI ID?* Hospital PAN*

Hospital Rohini Id*

1buu47
(Please enter visible characters in the text box)

CREATE ACCOUNT

Already started the Empanelment Process? Login

Hospital Reference Number*

Password*

tn02ld
(Please enter visible characters in the text box)

LOGIN

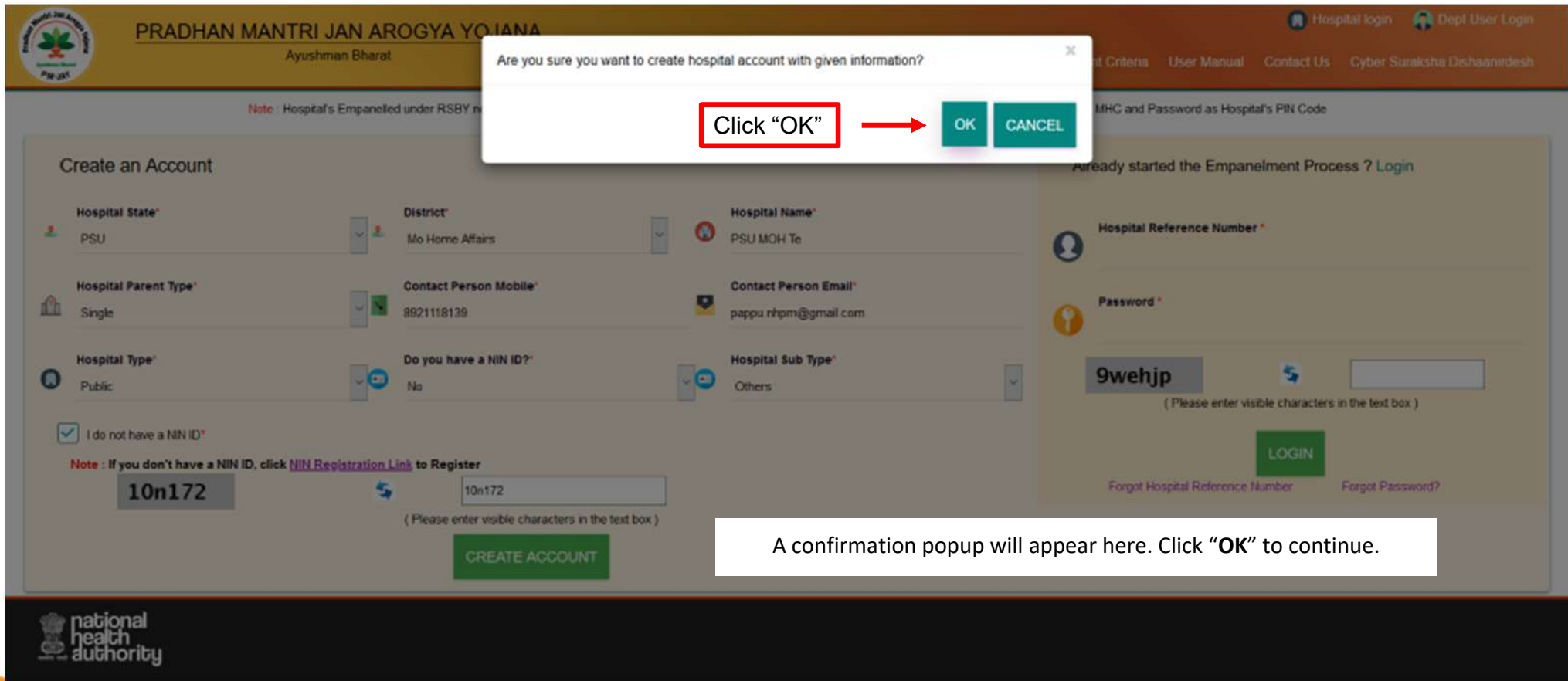
[Forgot Hospital Reference Number](#) [Forgot Password?](#)

After clicking “Yes” in the previous page, this section will appear.

1. First, select the Hospital State as “Telangana”
2. Select the District as your respective District. for Eg : “Hyderabad”
3. Provide the Hospital Name
4. Select hospital parent type as “Single”
5. Provide the mobile number & e-mail address of the person filling the form
6. Login details will be sent to this mobile number & e-mail
7. Select the Hospital type as “Private for Profit” or “Private for non-Profit”
8. Select “Yes” for Rohini ID
9. Provide the Hospital PAN details
10. Provide the Rohini ID
11. enter the captcha in the box and
12. Click “Create Account”

Account creation continue..

Account Creation



The screenshot shows the 'Create an Account' page for the Pradhan Mantri Jan Arogya Yojana. The page includes a header with the PM-JAY logo and navigation links. A confirmation popup is displayed in the center, asking 'Are you sure you want to create hospital account with given information?' with 'OK' and 'CANCEL' buttons. The 'OK' button is highlighted with a red box and an arrow. Below the popup, the form fields for account creation are visible, including Hospital State, District, Hospital Name, Hospital Parent Type, Contact Person Mobile, Contact Person Email, Hospital Type, Do you have a NIN ID?, and Hospital Sub Type. A 'CREATE ACCOUNT' button is at the bottom of the form.

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Are you sure you want to create hospital account with given information?

Click "OK" → OK CANCEL

Create an Account

Hospital State* PSU
District* Mo Home Affairs
Hospital Name* PSU MOH Te
Hospital Parent Type* Single
Contact Person Mobile* 8921118139
Contact Person Email* pappu.rhpm@gmail.com
Hospital Type* Public
Do you have a NIN ID?* No
Hospital Sub Type* Others

I do not have a NIN ID*

Note : If you don't have a NIN ID, click [NIN Registration Link](#) to Register

10n172
(Please enter visible characters in the text box)

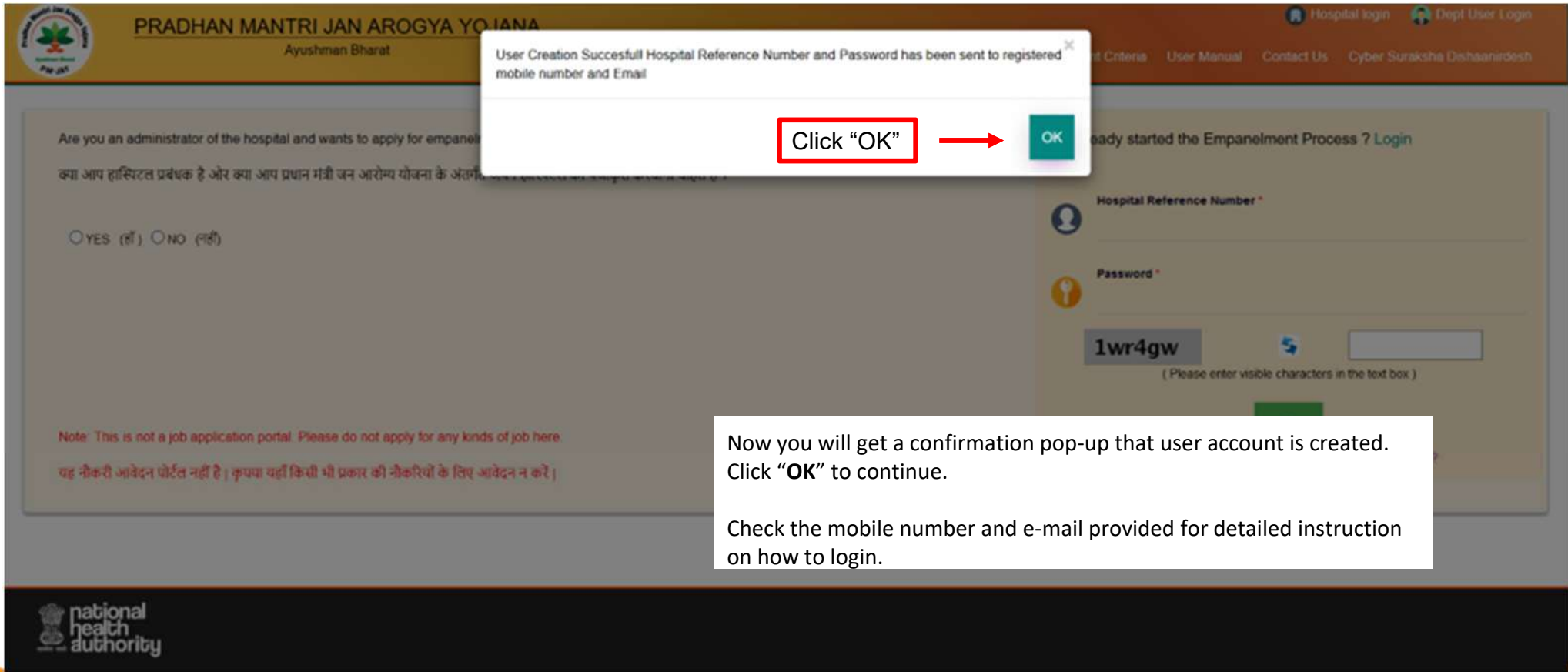
CREATE ACCOUNT

Hospital Reference Number*
Password*
9wehjp
(Please enter visible characters in the text box)
LOGIN
Forgot Hospital Reference Number
Forgot Password?

A confirmation popup will appear here. Click "OK" to continue.

national
health
authority

Account Creation



The screenshot displays the PM-JAY user creation interface. A success message pop-up is centered on the screen, stating: "User Creation Successful Hospital Reference Number and Password has been sent to registered mobile number and Email". A red box highlights the text "Click 'OK'", with a red arrow pointing to the "OK" button in the pop-up. The background interface shows a form with fields for "Hospital Reference Number" and "Password", and a "Login" button. A note at the bottom of the form reads: "Note: This is not a job application portal. Please do not apply for any kinds of job here. यह नौकरी आवेदन पोर्टल नहीं है। कृपया यहाँ किसी भी प्रकार की नौकरियों के लिए आवेदन न करें।"

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Hospital login Dept User Login

User Creation Successful Hospital Reference Number and Password has been sent to registered mobile number and Email

Click "OK"

OK

Are you an administrator of the hospital and wants to apply for empanelment?
क्या आप हास्पिटल प्रबंधक है और क्या आप प्रधान मंत्री जन आरोग्य योजना के अंतर्गत आपका हास्पिटल एम्पेलमेंट प्रक्रिया में शामिल करना चाहते हैं?

YES (हाँ) NO (नहीं)

Hospital Reference Number *

Password *

1wr4gw

(Please enter visible characters in the text box)

Ready started the Empanelment Process ? Login

Note: This is not a job application portal. Please do not apply for any kinds of job here.
यह नौकरी आवेदन पोर्टल नहीं है। कृपया यहाँ किसी भी प्रकार की नौकरियों के लिए आवेदन न करें।

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Now you will get a confirmation pop-up that user account is created. Click "OK" to continue.

Check the mobile number and e-mail provided for detailed instruction on how to login.

Account Creation



Your Login credentials for AB-NHPM
Empanelment are Hospital Reference Number:
HOSP [REDACTED] 94 and Password : 2278

01:08 PM Jio 4G VMHEALTH

You will now receive an SMS as given above with reference number & temporary password.

Step 2 : Account Activation & Empanelment Request Submission

In this step, you have to visit <https://hospitals.pmjay.gov.in> portal and login using the reference number and password received through SMS and e-mail.

Please remember that the password you received through SMS is for one time use only. Once you login in for the first time, you will be prompted to rest the password.



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[Hospital login](#) [Dept User Login](#)

[Home](#) [Empanelment Criteria](#) [User Manual](#) [Contact Us](#) [Cyber Suraksha Disshaanirdesh](#)

Are you an administrator of the hospital and wants to apply for empanelment under Pradhan Mantri Jan Aarogya Yojana?

क्या आप हास्पिटल प्रबंधक है और क्या आप प्रधान मंत्री जन आरोग्य योजना के अंतर्गत अपने हास्पिटल को पंजीकृत करवाना चाहते हैं ?

YES (हाँ) NO (नहीं)

Go to <https://hospitals.pmjay.gov.in>

Enter the Hospital reference number and password received through SMS. Enter the captcha and click "LOGIN"

Note: This is not a job application portal. Please do not apply for any kinds of job here.

यह नौकरी आवेदन पोर्टल नहीं है। कृपया यहाँ किसी भी प्रकार की नौकरियों के लिए आवेदन न करें।

Already started the Empanelment Process ? [Login](#)


cnuioiw
(Please enter visible characters in the text box)

LOGIN

[Forgot Hospital Reference Number](#)

[Forgot Password?](#)

Password Creation



PM-JAY

Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

HOSP98G112894
1/20/2020, 1:18:19 PM

Secret Questions

First Question: What is your favourite Holiday Destination?

Second Question: What is your favourite Sport?

Third Question: What is your first school name??


Note: Please answer 3 Questions to view HomePage

Upon successful login, this page will be displayed.

Here you have to select three questions and provide your answer. These questions will be used for resetting the password, if you forgot the same. This should be securely recorded for future purpose.

Once you submit the answers, click "SAVE" and then you will be redirected to the page for password reset.

Password Creation



PM-JAY

Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

HOSP98G112894
1/20/2020, 1:10:19 PM

Update Password

Old Password *

New Password *

Confirm New Password *

Mobile No. *

Email-Id *

(eg. xyz@tcs.com or xyz@tcs.co.in)

SAVE **RESET**

Password Rules

Your Password Should Have:

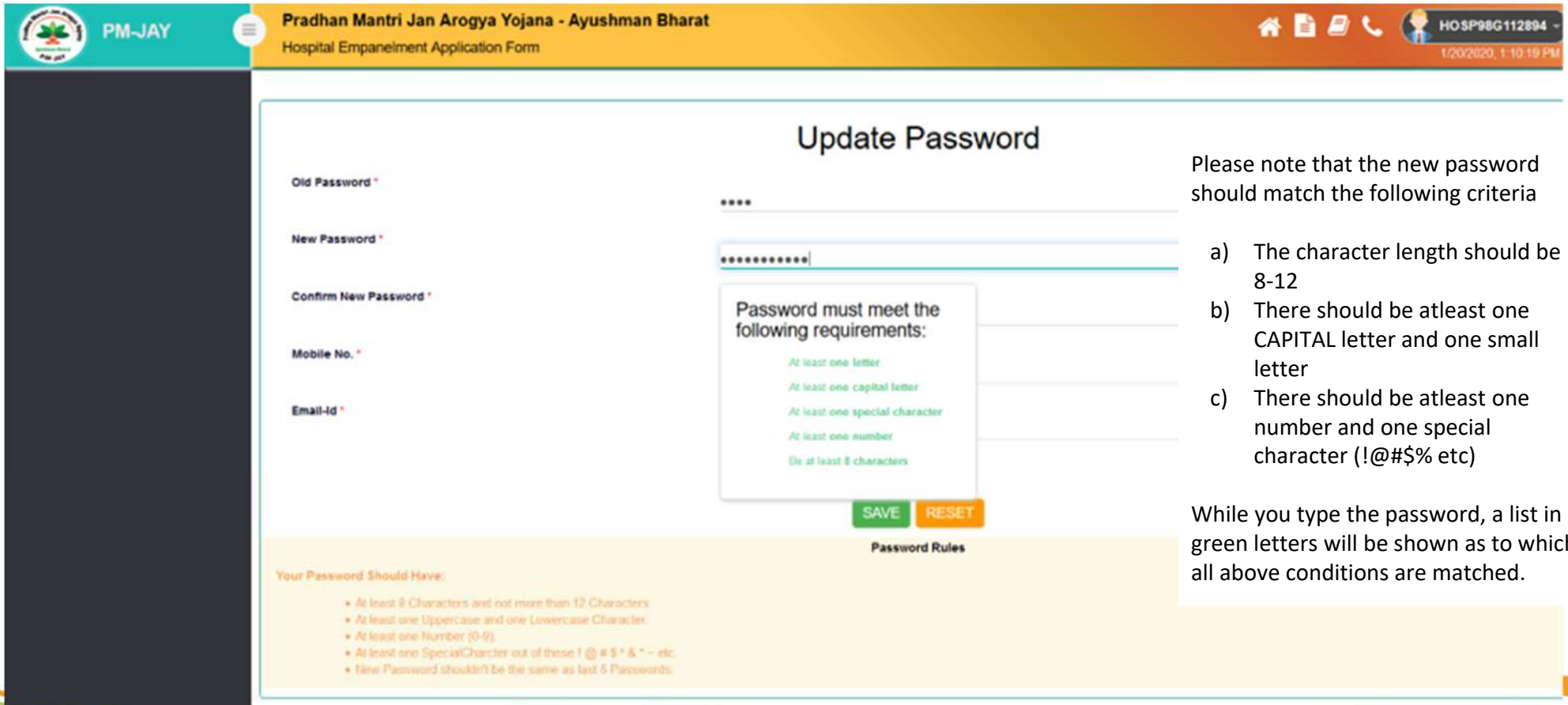
- At least 8 Characters and not more than 12 Characters
- At least one Uppercase and one Lowercase Character
- At least one Number (0-9)
- At least one SpecialCharacter out of these ! @ # \$ % ^ * - etc.
- New Password shouldn't be the same as last 5 Passwords.

After the security question, you will be taken to the page for password reset.

In the “Old Password” Section, insert the password you received through SMS.

Then you provide a new password.

Password Creation




The screenshot shows the 'Update Password' section of the PM-JAY Hospital Empanelment Application Form. The form includes fields for 'Old Password', 'New Password', 'Confirm New Password', 'Mobile No.', and 'Email-Id'. A password validation popup is displayed, listing requirements: 'At least one letter', 'At least one capital letter', 'At least one special character', 'At least one number', and 'At least 8 characters'. Below the popup are 'SAVE' and 'RESET' buttons. A 'Password Rules' section at the bottom provides detailed criteria: 'At least 8 Characters and not more than 12 Characters', 'At least one Uppercase and one Lowercase Character', 'At least one Number (0-9)', 'At least one SpecialCharacter out of these ! @ # \$ % & * - etc.', and 'New Password shouldn't be the same as last 5 Passwords'.

Please note that the new password should match the following criteria

- The character length should be 8-12
- There should be atleast one CAPITAL letter and one small letter
- There should be atleast one number and one special character (!@#\$% etc)

While you type the password, a list in green letters will be shown as to which all above conditions are matched.

Password Creation



PM-JAY

Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

HOSP98G112894 -
1/20/2020, 1:10:19 PM

Update Password

Old Password *

New Password *

Confirm New Password *

Mobile No. *

Email-Id * (eg: xyz@tcs.com or xyz@tcs.co.in)

Important Notification

Notes available:-

- 1.All communication will be made through above mobile number and e-mail.

After you enter all the information, click "SAVE".

Password Creation

PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form HOSP98G112894 1/20/2020, 1:10:19 PM

Do you want to proceed?

Click "OK" → OK CANCEL

Old Password *

New Password *

Confirm New Password *

Mobile No. * 8921118139

Email-id * pappu.nhpm@gmail.com (eg. xyz@lcs.com or xyz@lcs.co.in)

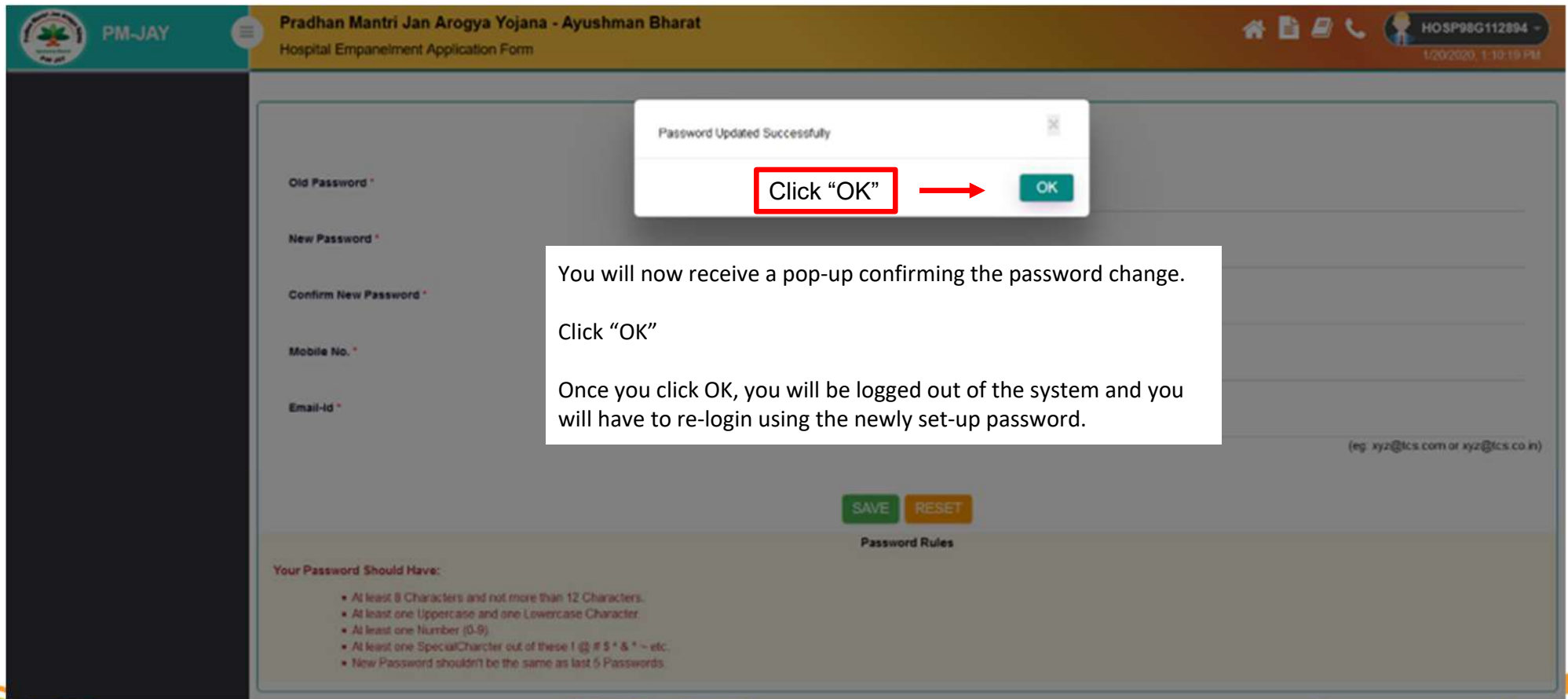
SAVE RESET

Password Rules

Your Password Should Have:

- At least 8 Characters and not more than 12 Characters.
- At least one Uppercase and one Lowercase Character.
- At least one Number (0-9).
- At least one SpecialCharacter out of these ! @ # \$ % & * ~ etc.
- New Password shouldn't be the same as last 5 Passwords.

Password Creation



The screenshot shows the PM-JAY Hospital Empanelment Application Form interface. A pop-up window titled "Password Updated Successfully" is displayed in the center. The pop-up contains a red-bordered box with the text "Click 'OK'" and a red arrow pointing to a green "OK" button. Below the pop-up, a white text box contains the following instructions:

You will now receive a pop-up confirming the password change.
Click "OK"
Once you click OK, you will be logged out of the system and you will have to re-login using the newly set-up password.

The background form includes fields for "Old Password", "New Password", "Confirm New Password", "Mobile No.", and "Email-Id". At the bottom, there are "SAVE" and "RESET" buttons, and a section titled "Your Password Should Have:" with the following rules:

- At least 8 Characters and not more than 12 Characters.
- At least one Uppercase and one Lowercase Character.
- At least one Number (0-9).
- At least one SpecialCharacter out of these ! @ # \$ % ^ * ~ etc.
- New Password shouldn't be the same as last 5 Passwords.



Are you an administrator of the hospital and wants to apply for empanelment under Pradhan Mantri Jan Aarogya Yojana?

क्या आप हास्पिटल प्रबंधक है और क्या आप प्रधान मंत्री जन आरोग्य योजना के अंतर्गत अपने हास्पिटल को पंजीकृत करवाना चाहते हैं ?

YES (हाँ) NO (नहीं)

Enter the Hospital reference number and newly created password.
Enter the captcha and click "LOGIN"

Note: This is not a job application portal. Please do not apply for any kinds of job here.

यह नौकरी आवेदन पोर्टल नहीं है। कृपया यहाँ किसी भी प्रकार की नौकरियों के लिए आवेदन न करें।

Already started the Empanelment Process ? [Login](#)

Hospital Reference Number *
HOSP98G112894

Password *


cnuioW 
(Please enter visible characters in the text box)

LOGIN

[Forgot Hospital Reference Number](#)

[Forgot Password?](#)

Hospital Basic Info

 PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form

HOSP95G112894
1/20/2020, 1:15:50 PM

Hospital Basic Information

Hospital Name : PSU MOH Te **Hospital Parent Type :** Single **Hospital Type :** Public **Status :** Public

Hospital NIN Id : NA

Hospital Address

Hospital Address* _____

Block/ULB Block _____

City/Town _____

Hospital Pincode* _____

Geographic Code Latitude* _____

Geographic Code Longitude* _____

Hospital Profile

Hospital Specialty Type* Multi **Establishment Year*** _____

Hospital Sub Type* Others **Authority registered with*** _____

Contact Information

SAVE **SAVE & NEXT**

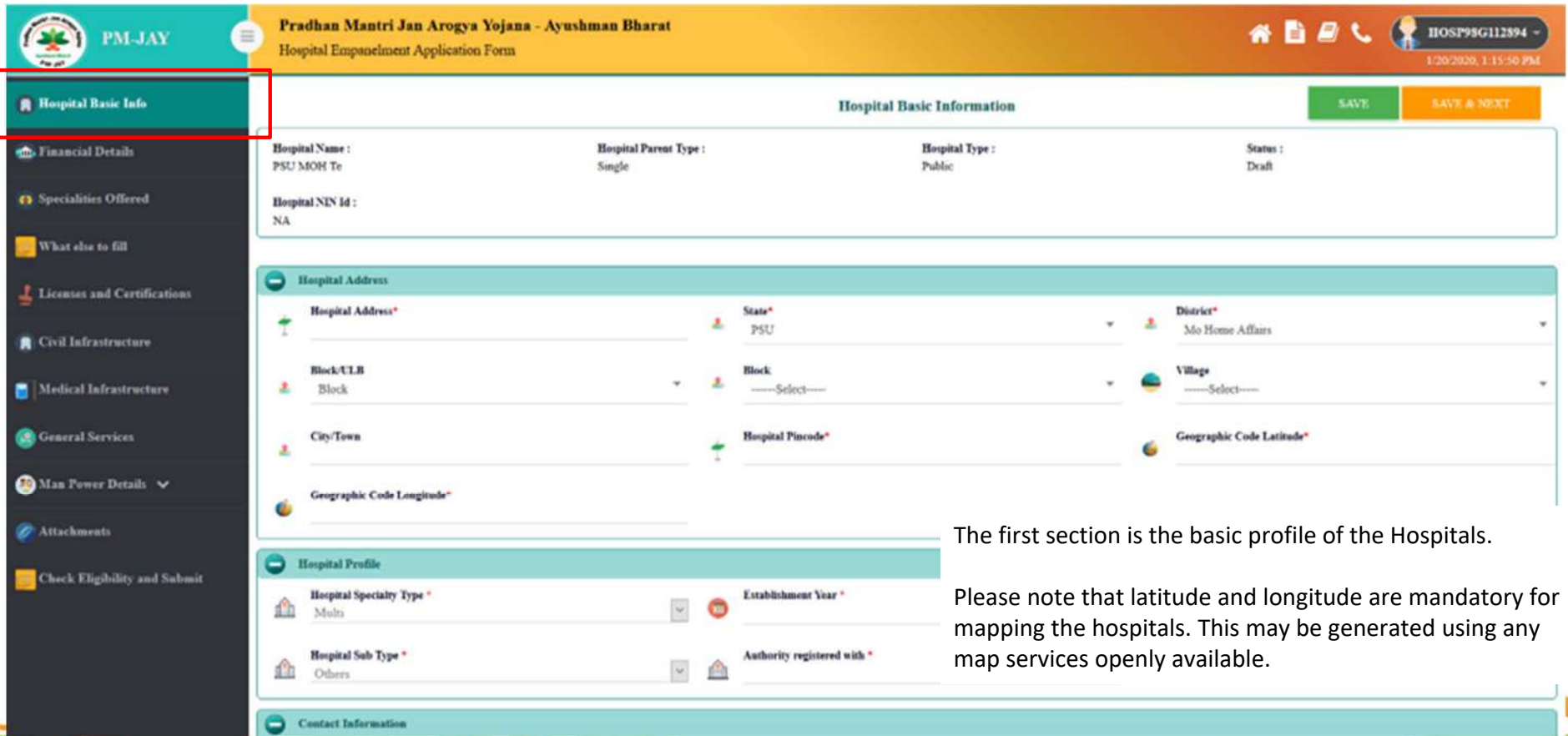
Navigation Menu:

- Hospital Basic Info
- Financial Details
- Specialities Offered
- What else to fill
- Licenses and Certifications
- Civil Infrastructure
- Medical Infrastructure
- General Services
- Man Power Details
- Attachments
- Check Eligibility and Submit

Upon successful login, you will be taken to this page.

The information that needs to be submitted for empanelment are categorised into different sections. You can navigate from one section to the other by clicking the menu items provided on the left side of the page.

Hospital Basic Info



The screenshot shows the 'Hospital Empanelment Application Form' interface. The left sidebar contains a menu with 'Hospital Basic Info' highlighted in a red box. The main content area is titled 'Hospital Basic Information' and contains several sections: 'Hospital Name' (PSU MOH Te), 'Hospital Parent Type' (Single), 'Hospital Type' (Public), and 'Status' (Draft). Below this is the 'Hospital Address' section with fields for Hospital Address, State (PSU), District (Mo Home Affairs), Block/ULB (Block), Block, Village, City/Town, Hospital Pincode, and Geographic Code Latitude/Longitude. The 'Hospital Profile' section includes 'Hospital Specialty Type' (Multi), 'Establishment Year', 'Hospital Sub Type' (Others), and 'Authority registered with'. The 'Contact Information' section is partially visible at the bottom. The top navigation bar includes the PM-JAY logo, the title 'Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form', and user information (HOSP95G112894, 1/20/2020, 1:15:50 PM).

The first section is the basic profile of the Hospitals.

Please note that latitude and longitude are mandatory for mapping the hospitals. This may be generated using any map services openly available.

Hospital Basic Info

PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form

Home, Documents, Phone, User Profile: HOSP99G112894, 1/20/2020, 1:15:50 PM

Hospital Basic Info

Multi
Hospital Sub Type: Others
Authority registered with

Contact Information

Organization Head Name, ID Proof Type, Organization Head ID Proof Number
Organization Head Contact Number, Organization Head FAX Number, Organization Head Email ID
PMJAY Nodal Officer Name, PMJAY Nodal Officer Number: 8921118139
Hospital Admission Desk Landline no

Note: NHA may call at these numbers ABPMJAY patients / other information.

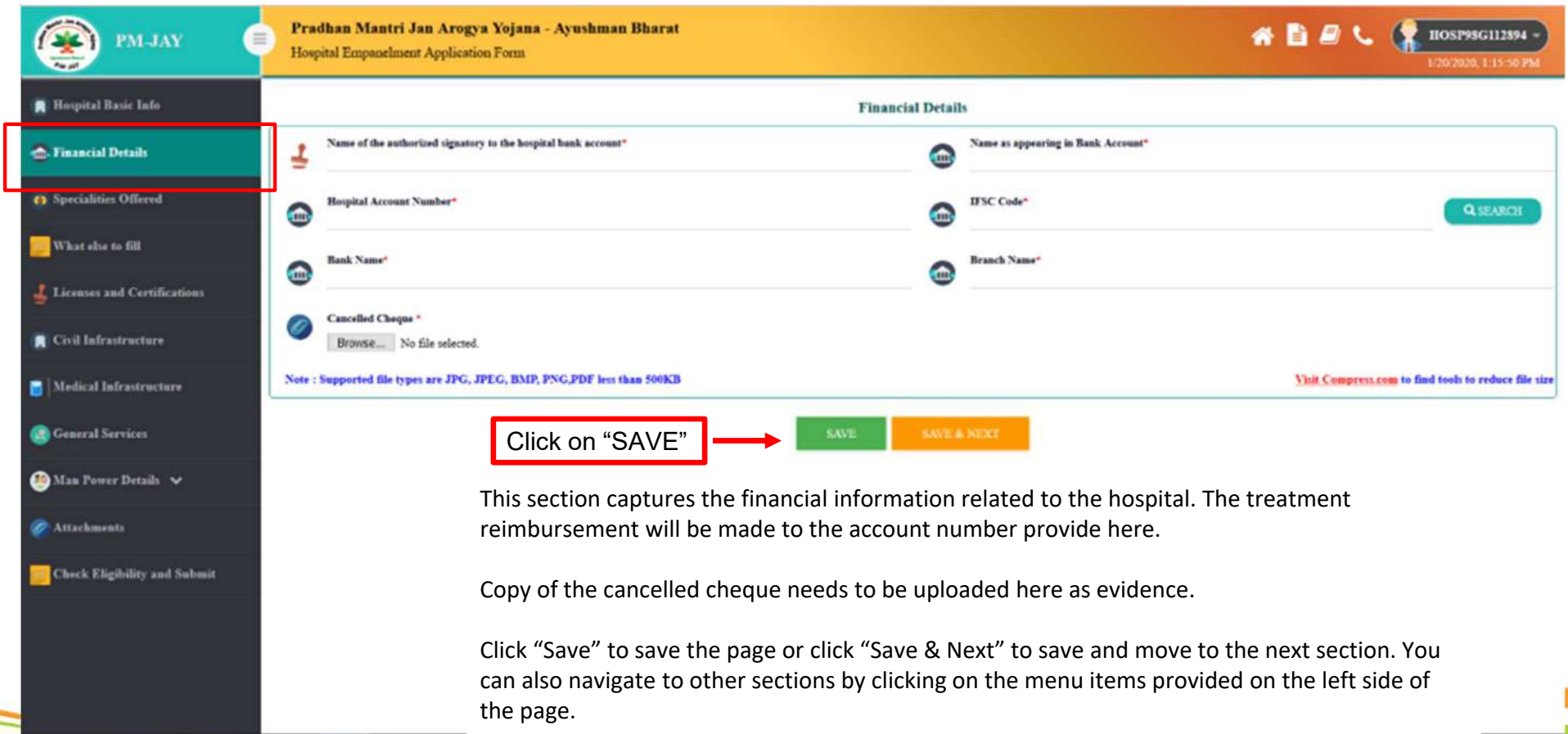
Other Empanelment and Accreditation Details

Name of Accreditation Board, Valid upto, Accreditation Level
If Others, Name of Accreditation Board, Accreditation Identification Number, Delisted From Gov Health Schemes
Reasons for De Empanelment from Gov Schemes, Empanelled with other Gov Schemes: NONE SELECTED

Click on "SAVE" → SAVE CHECK ELIGIBILITY SAVE & NEXT

In the bottom section on accreditation. Provide your are NABH, JCI accreditation details. After inputting all the necessary information, click "SAVE" and go to the next section.

Financial Details




The screenshot shows the 'Financial Details' section of the 'Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form'. The left sidebar menu has 'Financial Details' highlighted with a red box. The main form area contains several input fields: 'Name of the authorized signatory to the hospital bank account*', 'Name as appearing in Bank Account*', 'Hospital Account Number*', 'IFSC Code*', 'Bank Name*', and 'Branch Name*'. There is a 'SEARCH' button next to the IFSC Code field. Below these fields is a 'Cancelled Cheque*' section with a 'Browse...' button and the text 'No file selected.'. A note at the bottom states: 'Note : Supported file types are JPG, JPEG, BMP, PNG, PDF less than 500KB'. At the bottom right, there is a link: 'Visit Compress.com to find tools to reduce file size'. At the bottom of the form, there are two buttons: 'SAVE' (green) and 'SAVE & NEXT' (orange). A red box highlights the 'SAVE' button with an arrow pointing to it, and the text 'Click on "SAVE"' is written next to it.

This section captures the financial information related to the hospital. The treatment reimbursement will be made to the account number provide here.

Copy of the cancelled cheque needs to be uploaded here as evidence.

Click "Save" to save the page or click "Save & Next" to save and move to the next section. You can also navigate to other sections by clicking on the menu items provided on the left side of the page.

Specialities Offered by Hospital


PM-JAY

Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

HOME FILE PRINT PHONE
HOSP98G112594
1/20/2020, 2:25:43 PM

- Hospital Basic Info
- Financial Details
- Specialities Offered
- What else to fill
- Licenses and Certifications
- Civil Infrastructure
- Medical Infrastructure
- General Services
- Man Power Details
- Attachments
- Check Eligibility and Submit

SAVE
SAVE & NEXT

S.No	Speciality Code	Speciality Name	Check	Admissions Done Previous Financial Year	Admissions Done Before Last Year
1	S1	General Surgery	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	S2	ENT	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	S3	Ophthalmology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4	S4	Obstetrics & Gynaecology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
5	S5	Orthopaedics	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
6	S7	Cardio Thoracic Surgery	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7	S8	Paediatric Surgery	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
8	S9	Genitourinary Surgery	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
9	S10	Neuro Surgery	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
10	S11	Surgical Oncology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

In this section, you have select the specialities available in the hospital.

Click on the checkbox to select the speciality.

PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

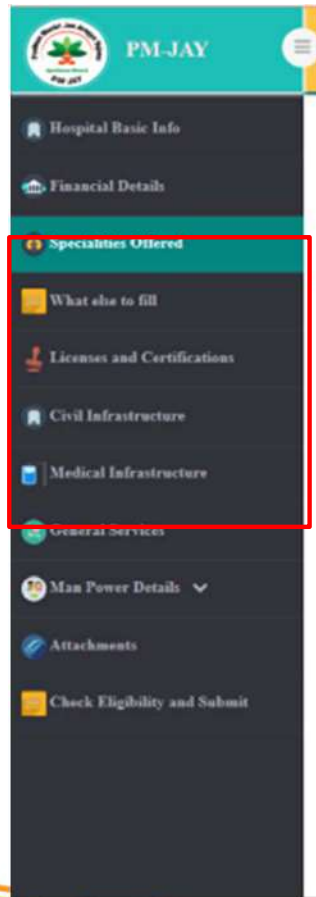
HOSP98G112594
1/20/2020, 2:25:43 PM

16	S16	Paediatric Cancer	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
17	M1	Critical Care	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
18	M2	General Medicine	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
19	M4	Paediatrics	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
20	M4.3	Neonatology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
21	M5	Cardiology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
22	M6	Nephrology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
23	M7	Neurology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
24	M8	Chest Diseases And Respiratory Medicine(Pulmonology)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
25	M13	Psychiatry	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

After selecting all the specialities available, click save.

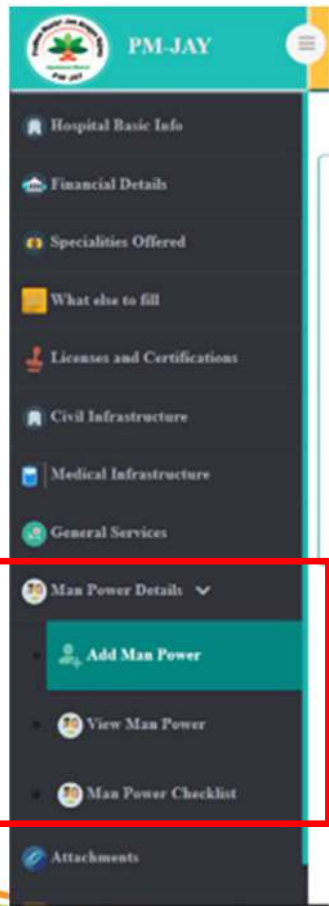
Click on "SAVE" →

Other Informations



The section “What all to fill” will give a summary of the information that needs to be filled further.

The information related to other sections, (License and Certification, Civil Infrastructure, Medical Infrastructure and General Services) are mandatory for Private hospitals. And we would appreciate if these information are furnished at the time of empanelment.

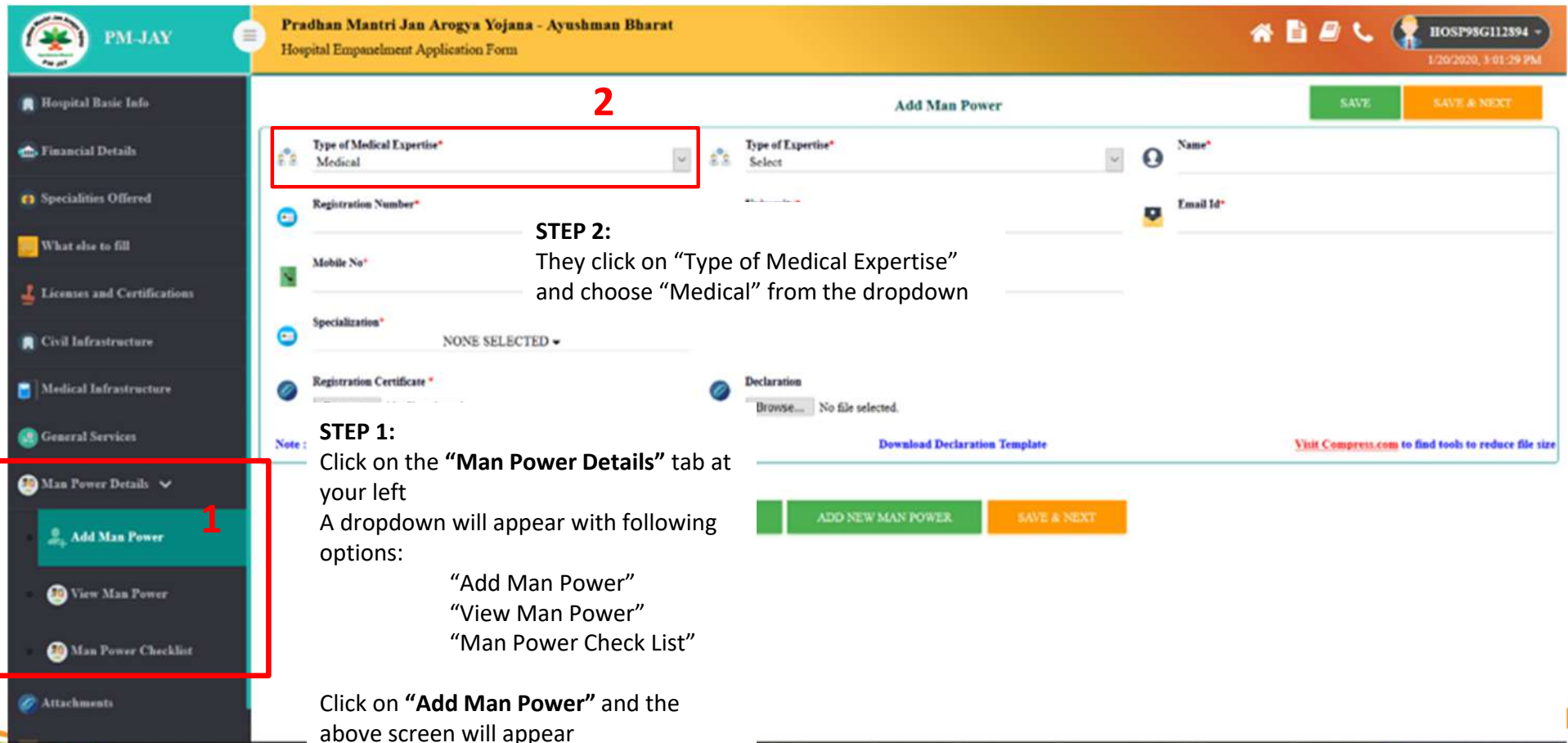


In this step, you have to add personal details of at least one “Medical” and one “Non - Technical” staff of your hospital

Please remember that at least one “Medical and one “Technical Manpower” details are mandatory to complete the process of empanelment

If you wish to add details of more than one personnel, you can keep on adding man-power using the “Add Man Power” tab as explained in the following slides

Adding Manpower (Medical)



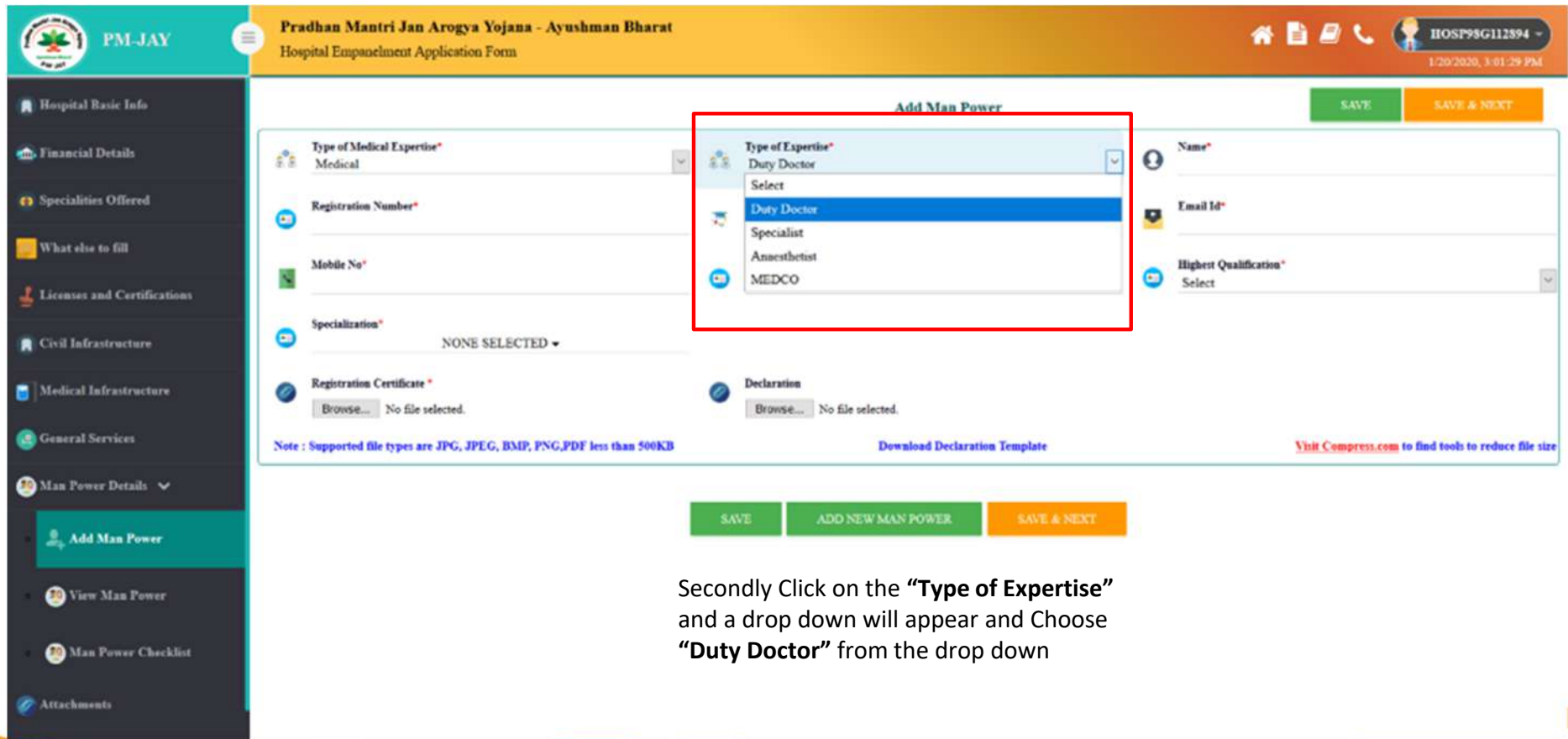
The screenshot displays the 'Add Man Power' form within the PM-JAY portal. The left sidebar shows the 'Man Power Details' menu with the 'Add Man Power' option highlighted. The main form area contains fields for 'Type of Medical Expertise' (set to 'Medical'), 'Type of Expertise' (set to 'Select'), 'Name', 'Email Id', 'Registration Number', 'Mobile No', 'Specialization' (set to 'NONE SELECTED'), and 'Registration Certificate'. A 'Declaration' section with a 'Browse...' button is also present. The form includes 'SAVE' and 'SAVE & NEXT' buttons at the top right and 'ADD NEW MAN POWER' and 'SAVE & NEXT' buttons at the bottom.

STEP 1:
Click on the “Man Power Details” tab at your left
A dropdown will appear with following options:
“Add Man Power”
“View Man Power”
“Man Power Check List”

STEP 2:
They click on “Type of Medical Expertise” and choose “Medical” from the dropdown

STEP 1:
Click on “Add Man Power” and the above screen will appear

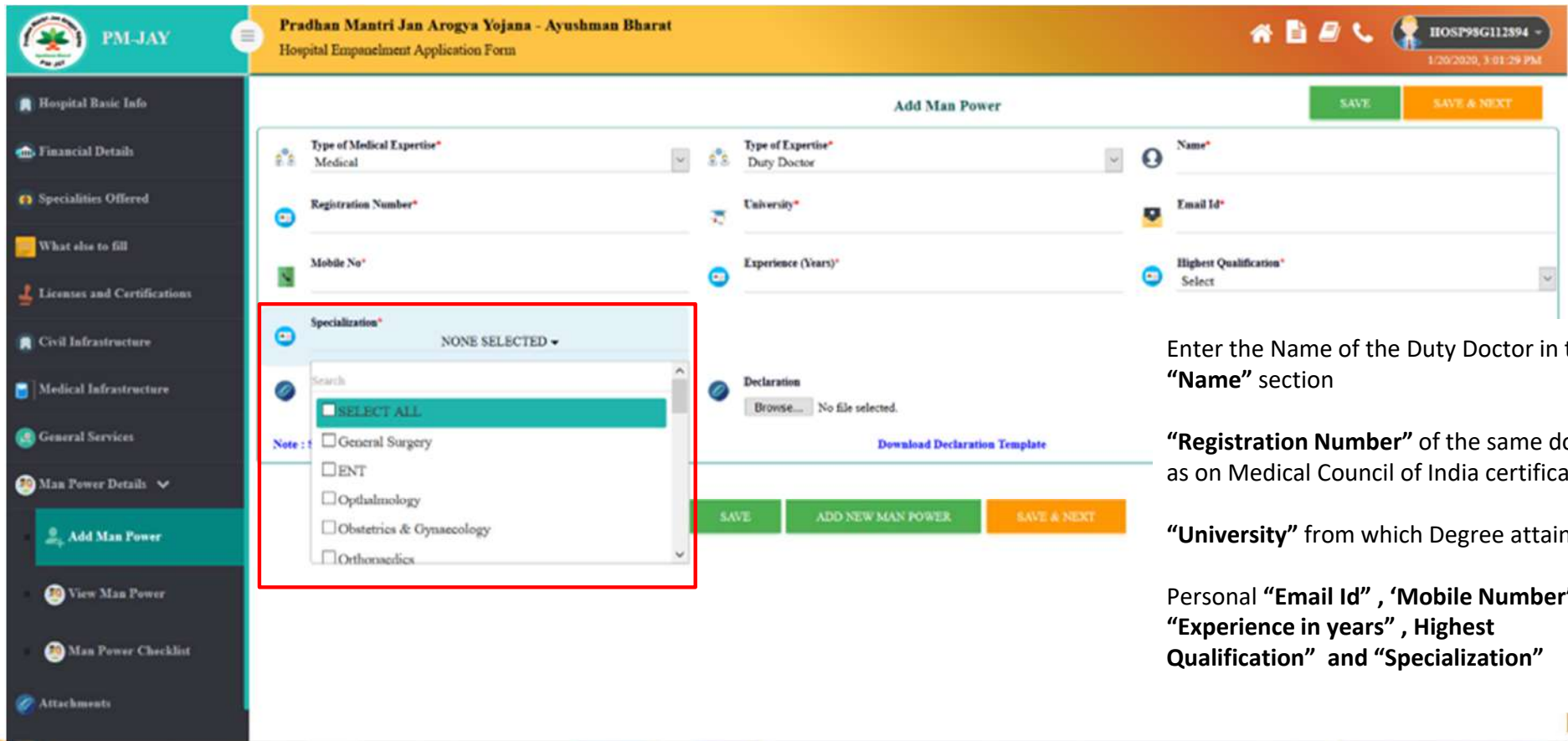
Adding Manpower (Medical)



The screenshot displays the 'Add Man Power' form within the PM-JAY Hospital Empanelment Application Form. The form includes fields for 'Type of Medical Expertise' (set to Medical), 'Registration Number', 'Mobile No', 'Specialization' (NONE SELECTED), and 'Registration Certificate'. A 'Declaration' section is also present. The 'Type of Expertise' dropdown menu is open, showing options: Select, Duty Doctor, Specialist, Anesthetist, and MEDCO. The 'Duty Doctor' option is highlighted. The form also includes 'Name', 'Email Id', and 'Highest Qualification' fields. At the bottom, there are buttons for 'SAVE', 'ADD NEW MAN POWER', and 'SAVE & NEXT'. A note at the bottom states: 'Note : Supported file types are JPG, JPEG, BMP, PNG,PDF less than 500KB'. A link to 'Download Declaration Template' and a link to 'Visit Compress.com to find tools to reduce file size' are also visible.

Secondly Click on the **“Type of Expertise”** and a drop down will appear and Choose **“Duty Doctor”** from the drop down

Adding Manpower (Medical)



PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form

1/20/2020, 3:01:29 PM

Add Man Power

Type of Medical Expertise* Medical

Type of Expertise* Duty Doctor

Name*

Registration Number*

University*

Email Id*

Mobile No*

Experience (Years)*

Highest Qualification* Select

Specialization* NONE SELECTED

SELECT ALL

General Surgery

ENT

Ophthalmology

Obstetrics & Gynaecology

Orthopaedics

Declaration
Browse... No file selected.

[Download Declaration Template](#)

SAVE **ADD NEW MAN POWER** **SAVE & NEXT**

Enter the Name of the Duty Doctor in the “Name” section

“Registration Number” of the same doctor as on Medical Council of India certificate

“University” from which Degree attained

Personal “Email Id” , “Mobile Number” , “Experience in years” , Highest Qualification” and “Specialization”

Adding Manpower (Medical)

PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

120/2020, 3:01:29 PM

Add Man Power

SAVE **SAVE & NEXT**

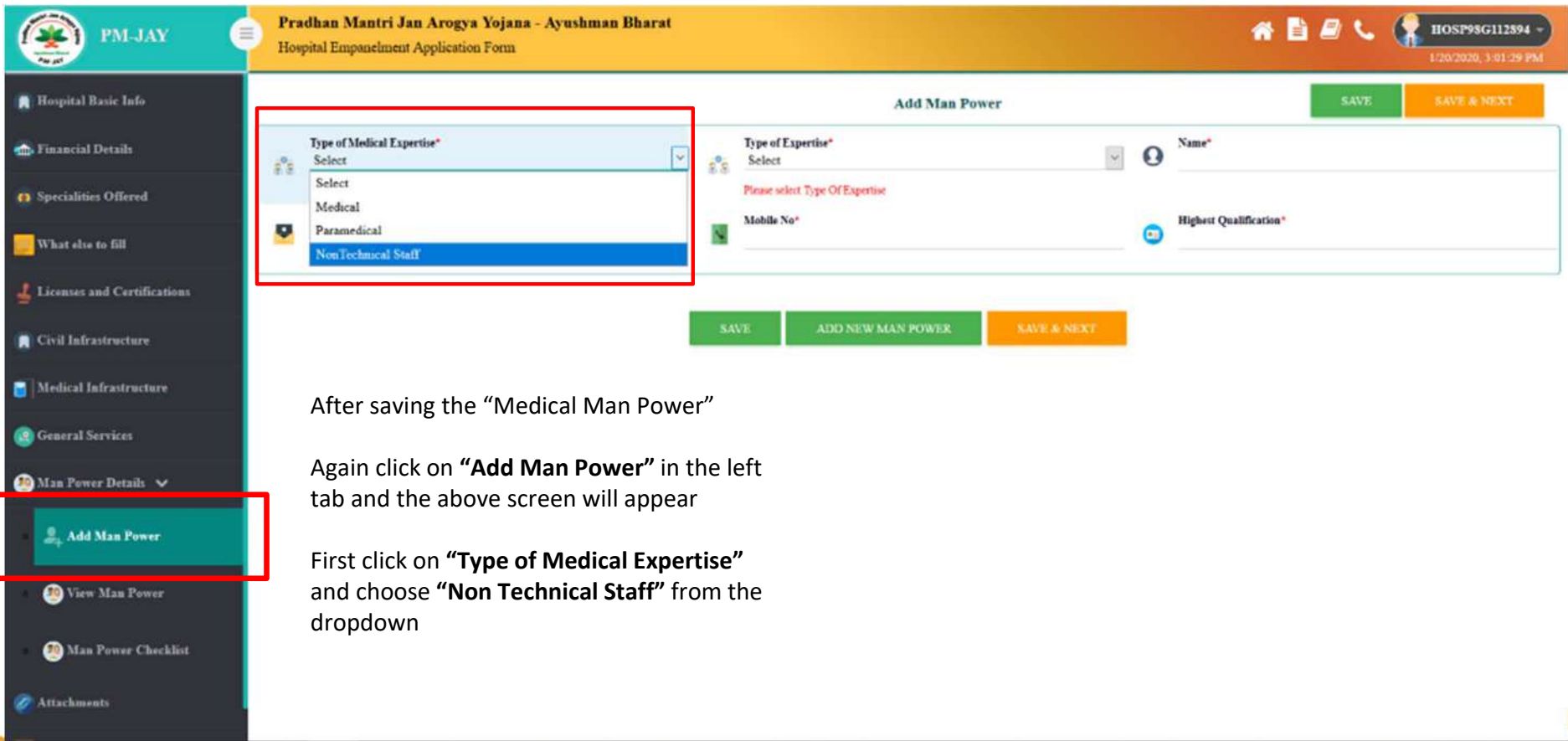
Type of Medical Expertise* Medical	Type of Expertise* Duty Doctor	Name*
Registration Number*	University*	Email Id*
Mobile No*	Experience (Years)*	Highest Qualification* Select
Specialization* ALL SELECTED (26)	Registration Certificate* Browse... No file selected.	Declaration Browse... No file selected.

Note : Supported file types are JPG, JPEG, BMP, PNG,PDF less than 500KB [Download Declaration Template](#) [Visit Compress.com](#) to find tools to reduce file size

Click on "SAVE" → **SAVE** **ADD NEW MAN POWER** **SAVE & NEXT**

- Hospital Basic Info
- Financial Details
- Specialities Offered
- What else to fill
- Licenses and Certifications
- Civil Infrastructure
- Medical Infrastructure
- General Services
- Man Power Details **▼**
 - Add Man Power**
 - View Man Power
 - Man Power Checklist
- Attachments

Adding Manpower (Non-Technical)



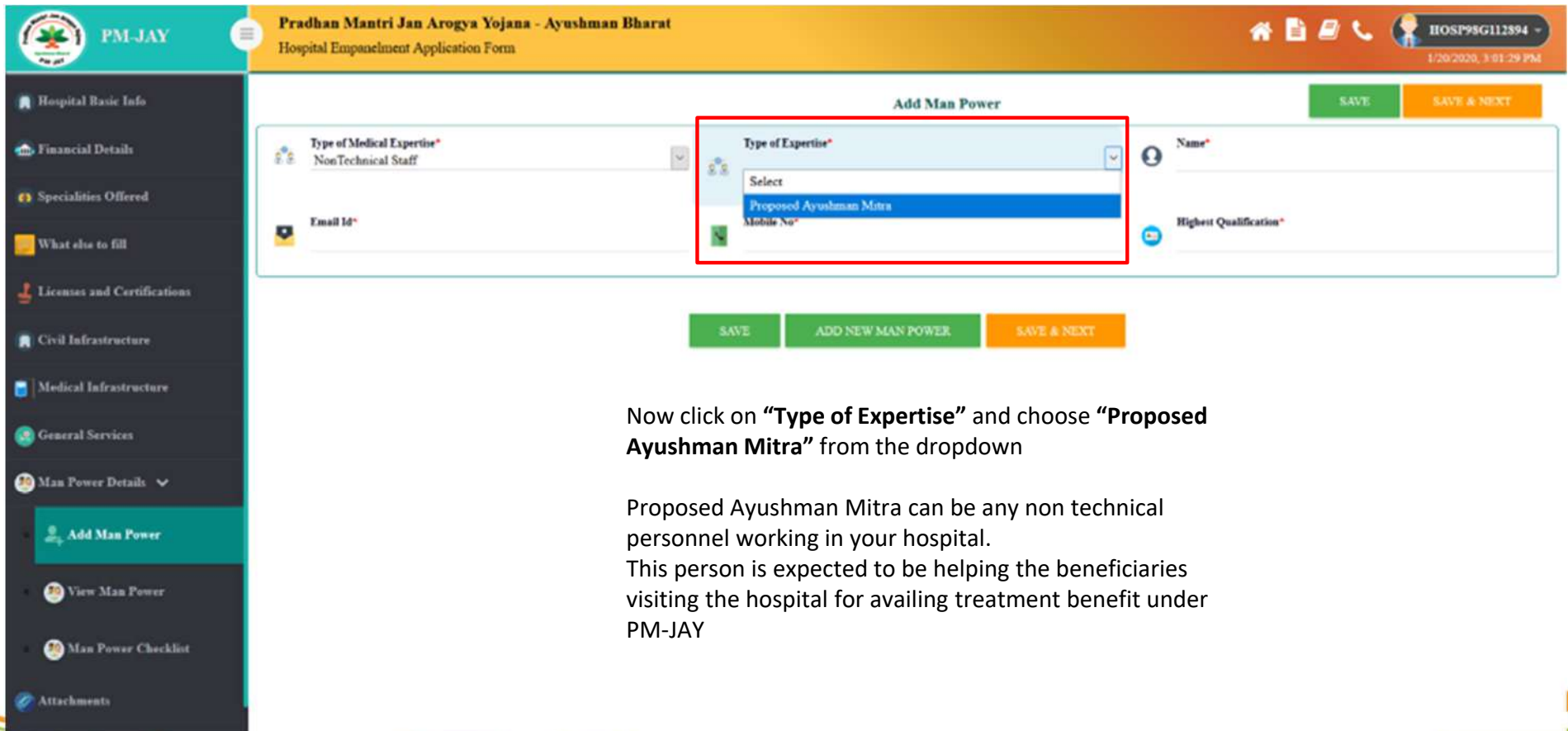
The screenshot displays the PM-JAY Hospital Empanelment Application Form. The left sidebar contains a navigation menu with the following items: Hospital Basic Info, Financial Details, Specialities Offered, What also to fill, Licenses and Certifications, Civil Infrastructure, Medical Infrastructure, General Services, Man Power Details (highlighted with a red box), Add Man Power (highlighted with a red box), View Man Power, Man Power Checklist, and Attachments. The main content area is titled 'Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form' and features a top navigation bar with a user profile (HOSP95G112594) and a timestamp (1/20/2020, 3:01:29 PM). The 'Add Man Power' form includes a dropdown menu for 'Type of Medical Expertise' with options: Select, Medical, Paramedical, and Non Technical Staff (highlighted with a red box). Below the dropdown, there are input fields for 'Name', 'Mobile No.', and 'Highest Qualification'. The form also includes 'SAVE', 'ADD NEW MAN POWER', and 'SAVE & NEXT' buttons.

After saving the “Medical Man Power”

Again click on “**Add Man Power**” in the left tab and the above screen will appear

First click on “**Type of Medical Expertise**” and choose “**Non Technical Staff**” from the dropdown

Adding Manpower (Non-Technical)

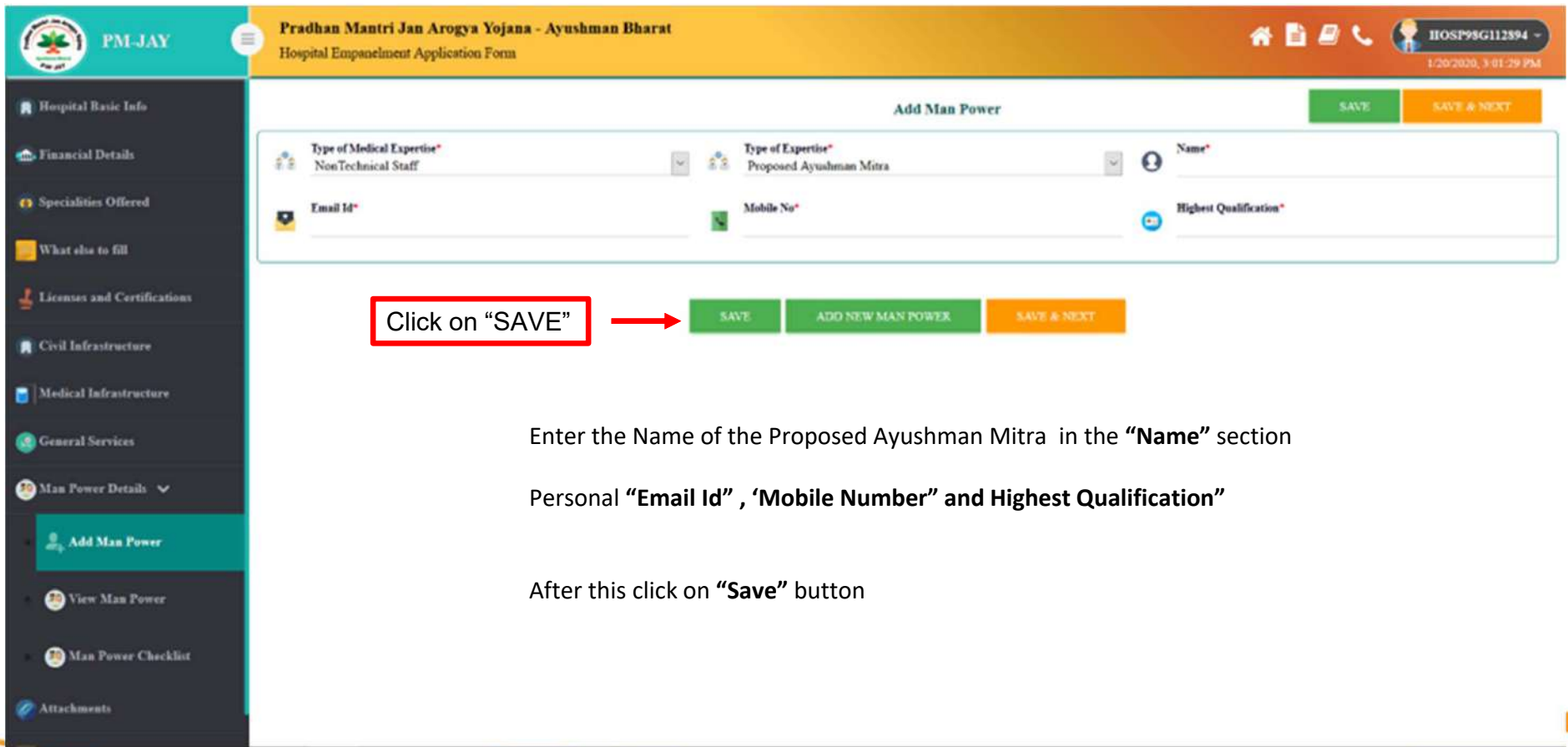


The screenshot displays the 'Add Man Power' form within the PM-JAY Hospital Empanelment Application Form. The form includes a sidebar with navigation options: Hospital Basic Info, Financial Details, Specialities Offered, What else to fill, Licenses and Certifications, Civil Infrastructure, Medical Infrastructure, General Services, Man Power Details (with a dropdown arrow), Add Man Power (highlighted), View Man Power, Man Power Checklist, and Attachments. The main form area has a header 'Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form' and a user profile 'IIOSP98G112894' with the date '1/20/2020, 3:01:29 PM'. The 'Add Man Power' section contains a dropdown menu for 'Type of Medical Expertise' currently set to 'NonTechnical Staff'. A red box highlights the expanded dropdown menu for 'Type of Expertise', which lists 'Select', 'Proposed Ayushman Mitra' (highlighted in blue), and 'Mitra No'. Other fields include 'Name', 'Email ID', and 'Highest Qualification'. At the bottom of the form are three buttons: 'SAVE', 'ADD NEW MAN POWER', and 'SAVE & NEXT'.

Now click on **“Type of Expertise”** and choose **“Proposed Ayushman Mitra”** from the dropdown

Proposed Ayushman Mitra can be any non technical personnel working in your hospital. This person is expected to be helping the beneficiaries visiting the hospital for availing treatment benefit under PM-JAY

Adding Manpower (Non-Technical)



The screenshot shows the PM-JAY Hospital Empanelment Application Form. The left sidebar contains navigation options: Hospital Basic Info, Financial Details, Specialities Offered, What also to fill, Licenses and Certifications, Civil Infrastructure, Medical Infrastructure, General Services, Man Power Details (with sub-options: Add Man Power, View Man Power, Man Power Checklist), and Attachments. The main content area is titled 'Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form'. The 'Add Man Power' section is active, showing a form with the following fields: 'Type of Medical Expertise*' (NonTechnical Staff), 'Type of Expertise*' (Proposed Ayushman Mitra), 'Name*', 'Email Id*', 'Mobile No*', and 'Highest Qualification*'. Below the form, there are three buttons: 'SAVE', 'ADD NEW MAN POWER', and 'SAVE & NEXT'. A red box highlights the 'SAVE' button, with an arrow pointing to it.

Click on "SAVE"



SAVE

ADD NEW MAN POWER

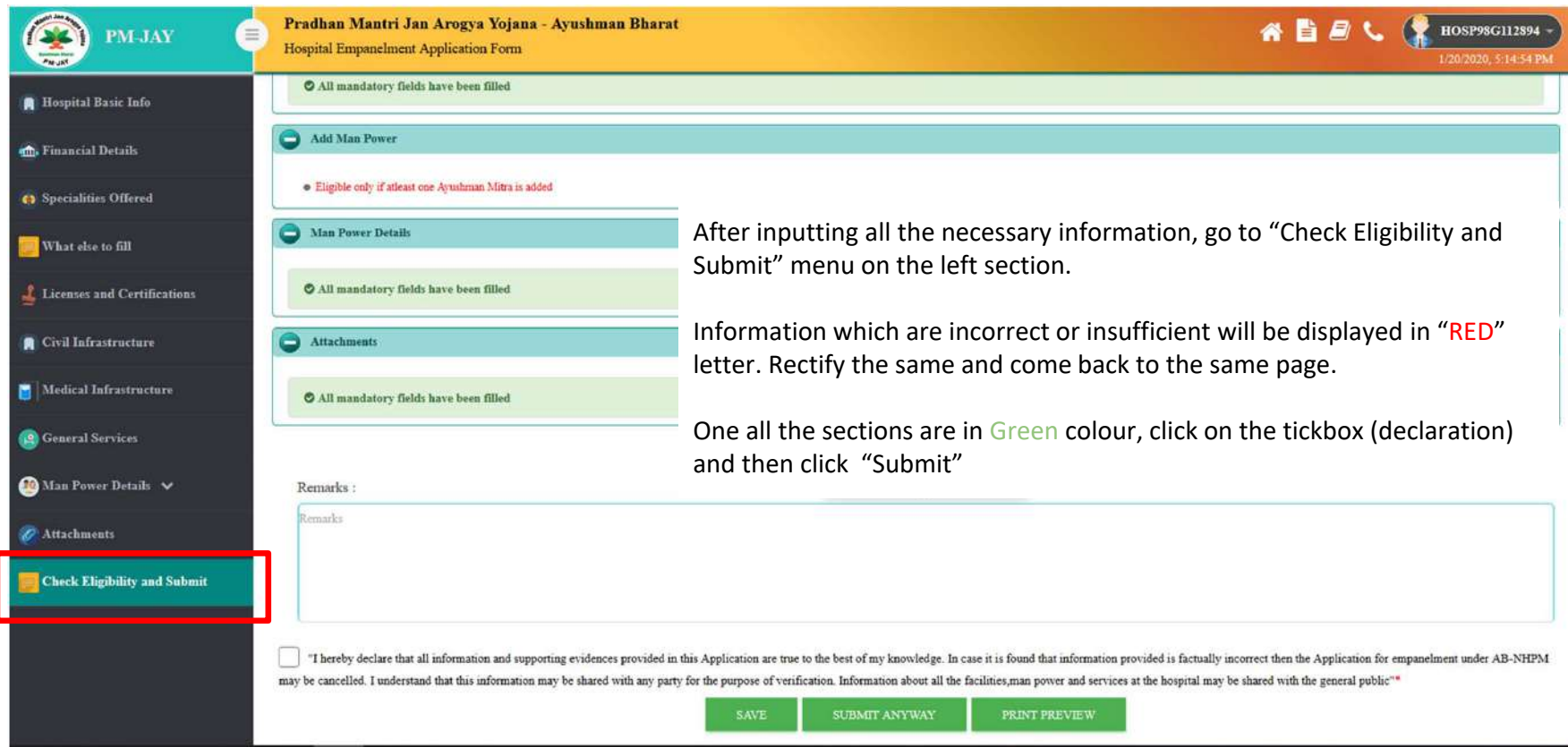
SAVE & NEXT

Enter the Name of the Proposed Ayushman Mitra in the "Name" section

Personal "Email Id", "Mobile Number" and Highest Qualification"

After this click on "Save" button

Submit Application for Approval



PM-JAY Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat
Hospital Empanelment Application Form

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1/20/2020, 5:14:54 PM

- ✔ All mandatory fields have been filled
- Add Man Power
 - Eligible only if atleast one Ayushman Mitra is added
- Man Power Details
 - ✔ All mandatory fields have been filled
- Attachments
 - ✔ All mandatory fields have been filled

Remarks :

Remarks

"I hereby declare that all information and supporting evidences provided in this Application are true to the best of my knowledge. In case it is found that information provided is factually incorrect then the Application for empanelment under AB-NHPM may be cancelled. I understand that this information may be shared with any party for the purpose of verification. Information about all the facilities,man power and services at the hospital may be shared with the general public"

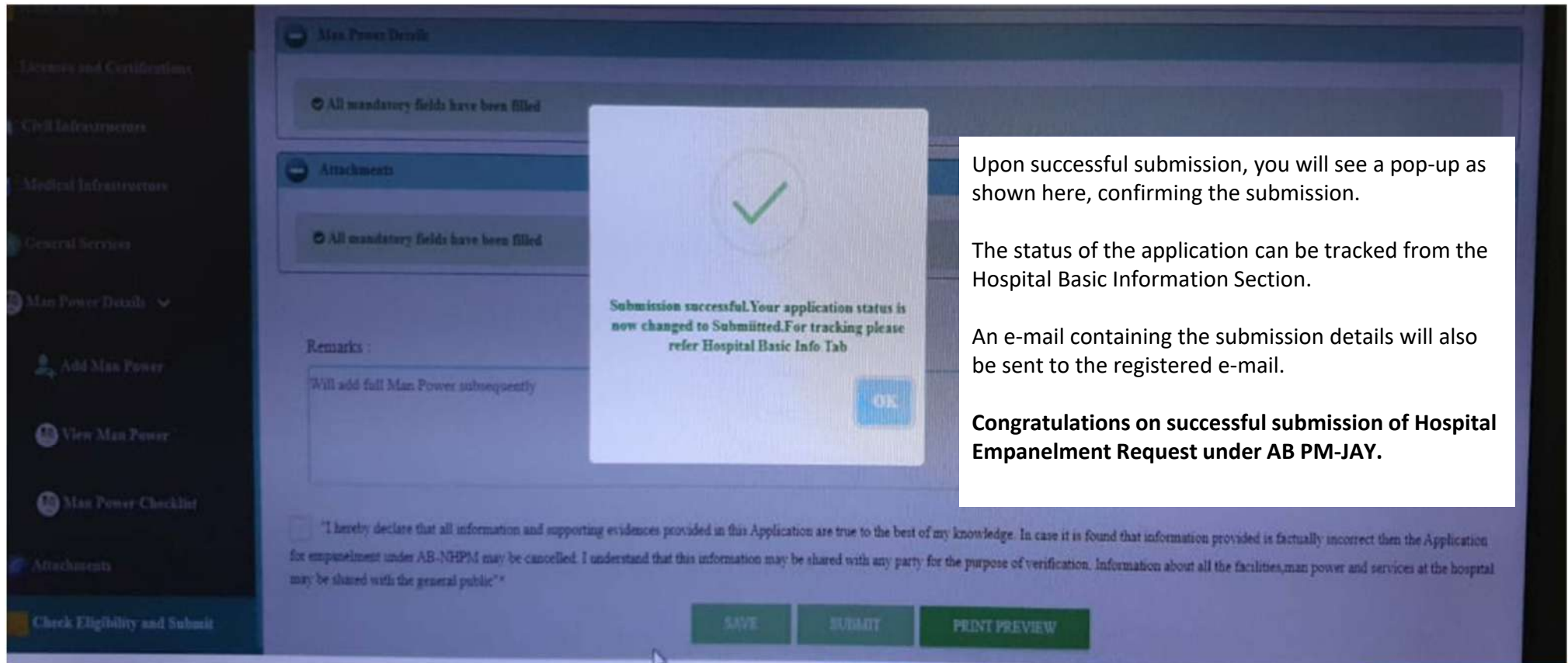
SAVE SUBMIT ANYWAY PRINT PREVIEW

After inputting all the necessary information, go to "Check Eligibility and Submit" menu on the left section.

Information which are incorrect or insufficient will be displayed in "RED" letter. Rectify the same and come back to the same page.

One all the sections are in Green colour, click on the tickbox (declaration) and then click "Submit"

Submit Application for Approval



The screenshot displays a web application interface for submitting a Man Power Details application. A central pop-up window with a green checkmark and the text "Submission successful. Your application status is now changed to Submitted. For tracking please refer Hospital Basic Info Tab" is overlaid on the main form. The background form includes sections for "Man Power Details" and "Attachments", both with a status of "All mandatory fields have been filled". A "Remarks" field contains the text "Will add full Man Power subsequently". At the bottom, there is a declaration checkbox and three buttons: "SAVE", "SUBMIT", and "PRINT PREVIEW".

Upon successful submission, you will see a pop-up as shown here, confirming the submission.

The status of the application can be tracked from the Hospital Basic Information Section.

An e-mail containing the submission details will also be sent to the registered e-mail.

Congratulations on successful submission of Hospital Empanelment Request under AB PM-JAY.

- **Can the application be saved mid-way?**

The application be saved at any point during the filling process by pressing the 'save' key that appears at the bottom of every page of the form.

- **Can the previously filled data be retrieved later?**

The previously filled application can be retrieved if the same username and password is entered to retrieve the previously filled application.

- **How can it be ensured that all the mandatory requirements are filled before submission?**

The 'check eligibility' button at the bottom of each page will allow the user to ensure that all the mandatory requirement for the selected specialization are met before submitting the form.

- **After the submission of application, how do the hospitals get to know weather they are empaneled or not?**

The hospital will be informed of the final decision within 30 days of the submission of application. After registering on the web-portal, the hospital user will be able to check the status of their application

Thank You



- **PM-JAY Website link:** <https://www.pmjay.gov.in>
- **Call Centre Number:** 14555/1800111565
- **For Technical Support:** <https://support.pmjay.gov.in>
- **For Training Materials:** <https://www.pmjay.gov.in/training-package>

