





Hospital Empanelment Module (HEM) for Public Hospitals

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







- + Process Flow
- + 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

























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

- 1. First, select the Hospital State as "Maharashtra"
- 2. Select the District as your respective District. for Eg : "Jalgaon"
- 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 "Public"
- 8. Select "Yes" for NIN ID
- 9. Provide the Hospital Sub type eg. CHC or PHC or Medical college Hospital etc
- 10. Provide the NIN ID
- 11. Enter the captcha in the box and
- 12. Click "Create Account"

Account creation continue...























Step 2 : Account Activation & Empanelment Request Submission

In this step, you have to visit <u>https://hospitals.pmjay.gov.in</u> 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.







	Ayushman Bharat Home	💽 Hospital login Dept User Login Empanelment Criteria User Manual Contact Us Cyber Suraksha Dishaanirdesh
Are you an administrator of the hos ক্যা आप हास्पिटल प्रबंधक हे ओर क्या अ OYES (हाँ) ONO (गर्हा)	pital and wants to apply for empanelment under Pradhan Mantri Jan Aarogya Yojana? In प्रधान मंत्री जन आरोग्य योजना के अंतर्गत अपने हास्पिटल को पंजीकृत करवाना चाहते हें ? Go to <u>https://hospitals.pmjay.gov.in</u> Enter the Hospital reference number and password received through SMS. Enter the captcha and click "LOGIN"	Already started the Empanelment Process ? Login
Note: This is not a job application p यह नौकरी आवेदन पोर्टल नहीं है कृपया	ortal. Please do not apply for any kinds of job here. यहाँ किसी भी प्रकार की नीकरियों के लिए आवेदन न करें	LOGIN Forgot Hospital Reference Number Forgot Password?











	Update Password	After the security question, you will
Old Password *		taken to the page for password rese
New Password *		In the "Old Password" Section, inser
Confirm New Password *		the password you received through SMS.
Mobile No. *		Then you provide a new password.
Email-Id *		
		(eg. xy2@tcs.com or xy2@tcs.co in)
	SAVE	
Your Password Should Have:	Password Rules	
At least 6 Characters and not more than 12 Characters. At least one Uppercase and one Lowercase Character. At least one Number (0.9) At least one Special/Character out of these 1 @ # \$ * \$ * etc. New Plassword shouldn't be the same as last 5 Plasswords.		



















PM-JAY Pradhan Mantri Ja Hospital Empanelment	Arogya Yojana - Ayushman Bharat Application Form	A 🖹 🖉 📞 🥋 HOSP98G112894 -) 1/20/2020, 1:30-19 PM
Old Password * New Password * Confirm New Password Mobile No. * Email-Id *	Personned Updated Successfuly ■ Click "OK" ● 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 yo will have to re-login using the newly set-up password.	e. u
Your Password Should Ha • At least 8 Ch • At least one 1	RESET Password Rules rec racters and not more than 12 Characters. ppercase and one Lewerscase Character protect 0.0	
A final crie A final crie A final crie A final crie New Passed	ander (usa) pecal/Chardter out of these 1 @ # \$ * 8 * ~ etc. d shouldn't be the same as last 5 Passwords.	





PRADHAN MA	NTRI JAN AROGYA YOJANA Ayushman Bharat	rme Empanelment Criteria Usi	👩 Hospital login 🛛 😭 Dept User Login er Manual Contact Us Cyber Suraksha Dishaanirdesh
Are you an administrator of the hosp ক্যা आप हास्पिटल प्रबंधक है और क्या आप ं YES (हाँ) িNO (गहीं)	tal and wants to apply for empanelment under Pradhan Mantri Jan Aarogya Yojana? र प्रधान मंत्री जन आरोग्य योजना के अंतर्गत अपने हास्पिटल को पंजीकृत करवाना चाहते हैं ?	Already started th Hospital Reference HOSP98011289	ne Empanelment Process ? Login nce Number* 4
	Enter the Hospital reference number and newly created password. Enter the captcha and click "LOGIN"	Password *	
Note: This is not a job application po यह नौकरी आवेदन पोर्टल नहीं है कृपया य	tal. Please do not apply for any kinds of job here. हों किसी भी प्रकार की नौकरियों के लिए आवेदन न करें ।	Churlow (Ple Forget Hospital	ase enter visible characters in the text box) LOGIN Reference Number Forget Password?





Hospital Basic Info



Hospital Basic Info			Hospital Basic Informatio	n	SAVE SAVE & NEXT
Financial Details	Hospital Name : PSU MOR Te	Hospital Parent Type : Single	Hospital Type :		Status : Yu-a
Specialities Offered	Hospital NIN Id : NA		Upon successful login, y	ou will be taken to	this page.
What else to fill Licenses and Certifications	Bespital Address		The information that ne categorised into differe	eeds to be submitte nt sections. You car	d for empanelment are navigate from one section
Civil Infrastructure	T Hespital Address*	i	to the other by clicking page.	the menu items pro	ovided on the left side of the
dedical Infrastructure	a Block	*	and and and a second		
Jeneral Services	Lity/Town		Bospital Pincode*	Geogr	sphic Code Latitude"
Man Power Details 🗸	Geographic Code Longitude*				
Theck Eligibility and Submit	Bospital Profile				
	Hespital Specialty Type * Moln	~	Establishment Year '		
	Hospital Sub Type *		Authority registered with *		



Hospital Basic Info



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👩 Hospital Basic Info					Hospital Bas	sic Information		SAVE SAVE	& NEXT
🏠 Financial Details	Ho PS	spital Name : U MOH Te	Hospital Parent Type Single	*1		Hospital Type : Public		Status : Draft	
O Specialities Offered	Ho N/	rpital NIN Id :							
what else to fill									
Licenses and Certifications		Hospital Address Hospital Address*			State*			District*	
Civil Infrastructure	1			*	PSU		*	Mo Home Affairs	*
Medical Infrastructure		BlockULB		Ł	Hlock. Select		•	Village Select	•
General Services		City/Town		+	Bospital Pincode*		6	Geographic Code Latitude*	
🥶 Man Power Details 🐱		Geographic Code Longitude*							
🦉 Attachments						The first section	is tł	ne basic profile of the Hospita	als.
Check Eligibility and Submit	0	Hospital Profile			F		1-42		
	1	Molta	*	0	Establishment year	mapping the hos	iati pita	tude and longitude are mand	atory to
	ſ	Hospital Sub Type * Others	w		Authority registered with *	map services ope	enly	vavailable.	
-	0	Contact Information							



Hospital Basic Info



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🕅 Hospital Basic Info	Hespital Sub Type *	
5 Financial Details	HE Others	
Specialities Offered	Contact Information	
What else to fill	Organisation Head Name *	Organisation Head ID Proof Number *
Licouses and Certifications	Organisation Head Contact Number	Organisation Head Email ID *
Civil Infrastructure	PMUAN Nodal Officer Name* PMUAN Nodal Officer Name* In the bottom section on are accredited under NA	n accreditation. Provide only if you ABH, JCI or NQAS, else select "Not
Medical Infrastructure	Heepital Admission Deck Landline no "	
General Services	Note : NRA may call at these numbers ABPALIAY patients / other information. After inputting all the new sector and use to the analysis of the sector and use to the sector and use the sector and use to the sector and usector and use to the sector and usector and us	ecessary information, click "SAVE"
🧐 Man Power Details 🗸 🗸	Other Empanelment and Accreditation Details	on.
🖉 Attachments	Name of Accreditation Board *	Accreditation Level *
Check Eligibility and Sabmit	If Others, Name of Accreditation Board * Accreditation Identification Number *	Delisted From Cov Health Schemes *
	Reasons for De-Empanelment from Gov Schemes* Semanelled with other Gov Schemes NONE SELECTED +	
	Click on "SAVE" SAVE GREAT SAVE A NEXT	



Financial Details





Specialities Offered by Hospital



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🖪 Hospital Basic Info			Speciali	ties Offered	SAVE SAVE & NEXT
🎰 Financial Details	S.No Speciality Code	Speciality Name	Check	Admissions Done Previous Financial Year	Admissions Done Before Last Year
B Specialities Offered	1 51	General Surgery			
What else to fill	2 52	ENT			
Licenses and Certifications	3 S3	Opthalmology		In this section, you	have select the specialities
Civil Infrastructure	4 84	Obstetrics & Gynaecology		available in the hos	pital.
General Services	5 85	Orthopaedics		Click on the checkb	ox to select the speciality.
Man Power Details 🗸	6 57	Cardio Thoracic Surgery			
Attachments	7 58	Paediatric Surgery			
Check Eligibility and Submit	\$ \$9	Genitourinary Surgery			
	9 \$10	Newo Surgery			
	10 \$11	Surgical Oncology			





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Hospital Basic Info	16 S16 Paediatric Cancer		
p Financial Details	17 MJ Cricital Care		
Specialities Offered What she to fill	18 M2 General Medicine		
Licenses and Certifications	19 M4 Paediatrics		
Civil Infrastructure	20 M4.3 Neonatology		
Medical Infrastructure	21 M5 Cardiology		
General Services	22 M6 Nephrology		
Attachments	23 M7 Neurology		
Check Eligibility and Submit	24 M8 Chest Diseases And Respiratory Medicine((Pulmonology)	After selecting all the specialities available, click
	25 M13 Psychiatry		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 not mandatory for public hospitals under . But we would appreciate if these information are furnished if available.

authority Adding the Manpower of Hospital



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





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🙀 Hospital Basic Info	2	Add Man Power		SAVE SAVE & NEXT
📥 Financial Details	Type of Medical Expertise*	Type of Expertise* Select	O Name	•
Specialities Offered	Registration Number*		Email	14-
🧾 What else to fill	STEP 2: They click on "Type and shapes "Madi	e of Medical Expertise"		
Licenses and Certifications	Specializatios* NONE SELECTED -	cal from the dropdown		
Medical Infrastructure	Registration Certificate	Declaration Browse		
General Services	STEP 1:	Download Declaration Template		Visit Compress.com to find tools to reduce file size
🧐 Man Power Details 🗸	your left		-	
2, Add Man Power	A dropdown will appear with following options:	ADD NEW MAN POWER SAVE & NEXT		
🥶 View Man Power	"Add Man Power" "View Man Power"			
🕘 Man Power Checklist	"Man Power Check List"			
Attachments	Click on "Add Man Power" and the above screen will appear			

















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🙀 Hospital Basic Info		Add Man Power	SAVE SAVE & NEXT
🚓 Financial Details	Type of Medical Expertise*	8 Duty Doctor	O Name*
Specialities Offered	Co Registration Number*	Calversity*	Email 14"
What else to fill	Mobile No*	Experience (Vears)*	Eighert Qualification*
Civil Infrastructure	Specialization* ALL SELECTED (26) •		
Medical Infrastructure	Registration Certificate Browse No file selected.	Declaration Browse No file selected.	
@ General Services	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
Man Power Details v Add Man Power	Click on "SAVE"	SAVE ADD NEW MAN POWER SAVE & NEXT	
🤨 View Man Power			
🧐 Man Power Checklist			
🖉 Attachments			



Adding Manpower (Non-Technical)



👰 РМ-ЈАУ 🗧	Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form
📕 Hospital Basic Info	Add Man Power SAVE & NEXT
🎰 Financial Details	Type of Medical Expertise*
Specialities Offered	Select Please solect Type Of Expertise Medical Mobile No* Highest Outilification*
what else to fill	Paramedical NonTechnical Staff
Licenses and Certifications	
Civil Infrastructure	SAVE ADD NEW MAN POWER SAVE & NEXT
🗃 Medical Infrastructure	After saving the "Medical Man Power"
General Services	
🚳 Man Power Details 🗸	Again click on "Add Man Power" in the left tab and the above screen will appear
🚊 🚑 Add Man Power	First click on "Type of Medical Expertise"
🐠 View Man Power	and choose "Non Technical Staff" from the
🧐 Man Power Checklist	dropdown
🖉 Attachments	



Adding Manpower (Non-Technical)



🛞 РМ-ЈАУ	Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form		1/20/2020, 3/01/29 PM
🖪 Hospital Basic Info		Add Man Power	SAVE SAVE & NEXT
💼 Financial Details	Type of Medical Expertise*	tie* 🕑 🛛 Name*	
Specialities Offered What else to fill	Email Id* Select Proposed. Mobile No*	orushiman Mitra Highest Qual	Mication*
Licenses and Certifications			
Civil Infrastructure	SAVE	ADD NEW MAN POWER	
Medical Infrastructure General Services	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.		
Man Power Detail: 2, Add Man Power			
🧐 View Man Power	visiting the hospit	al for availing treatment benefit under	
🧐 Man Power Checklist	F IVI-JA I		
🖉 Attachments			



Adding Manpower (Non-Technical)



🛞 РМ-ЈАУ	Pradhan Mantri Jan Arogya Yojana - Ayushman Bharat Hospital Empanelment Application Form	A 🖹 🖉 📞 🦹 IIOSP99G112894 - 1/20/2020, 3-01/29 PM
😭 Hospital Rasic Info	Add Man Power	SAVE SAVE & NEXT
💼 Financial Details	Type of Medical Expertise* Type of Expertise* Name* Non Technical Staff 	
Specialities Offered	Email Id" Mobile No"	Qualification*
what else to fill		
🚽 Licenses and Certifications	Click on "SAVE"	
Civil Infrastructure		
Medical Infrastructure		
General Services	Enter the Name of the Proposed Ayushman Mitra in the "Name"	section
🧐 Man Power Details 🗸	Personal "Email Id", 'Mobile Number" and Highest Qualification	"
Ĵ _p Add Man Power		
🥮 View Man Power	After this click on "Save" button	
🥮 Man Power Checklist		
🖉 Attachments		



Submit Application for Approval



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Hospital Basic Info	All mandatory fields have been filled	
👜, Financial Details	G Add Man Power	
Specialities Offered	Eligible only if atleast one Ayushman Mitra is added	
What else to fill	G Man Power Details	After inputting all the necessary information, go to "Check Eligibility and
Licenses and Certifications	All mandatory fields have been filled	Submit" menu on the left section.
🔋 Civil Infrastructure	Attachments	Information which are incorrect or insufficient will be displayed in "RED" letter. Rectify the same and come back to the same page
Medical Infrastructure	All mandatory fields have been filled	letter. Nectify the same and come back to the same page.
General Services		One all the sections are in Green colour, click on the tickbox (declaration) and then click "Submit"
🧐 Man Power Details 🗸 🗸	Remarks :	
🖉 Attachments	Remarks	
Check Eligibility and Submit		
	"I hereby declare that all information and supporting eviden may be cancelled. I understand that this information may be share	ices 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-NHP3 of 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
	-	



Submit Application for Approval











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





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

