national health authority

Hospital Empanelment Module (HEM) for Hospitals under Ministries

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

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- Process Flow
- Account Creation
- Hospital Basic Information
- Financial Details
- Specialties offered
- Licenses and Certifications
- Civil Infrastructure
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- 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.

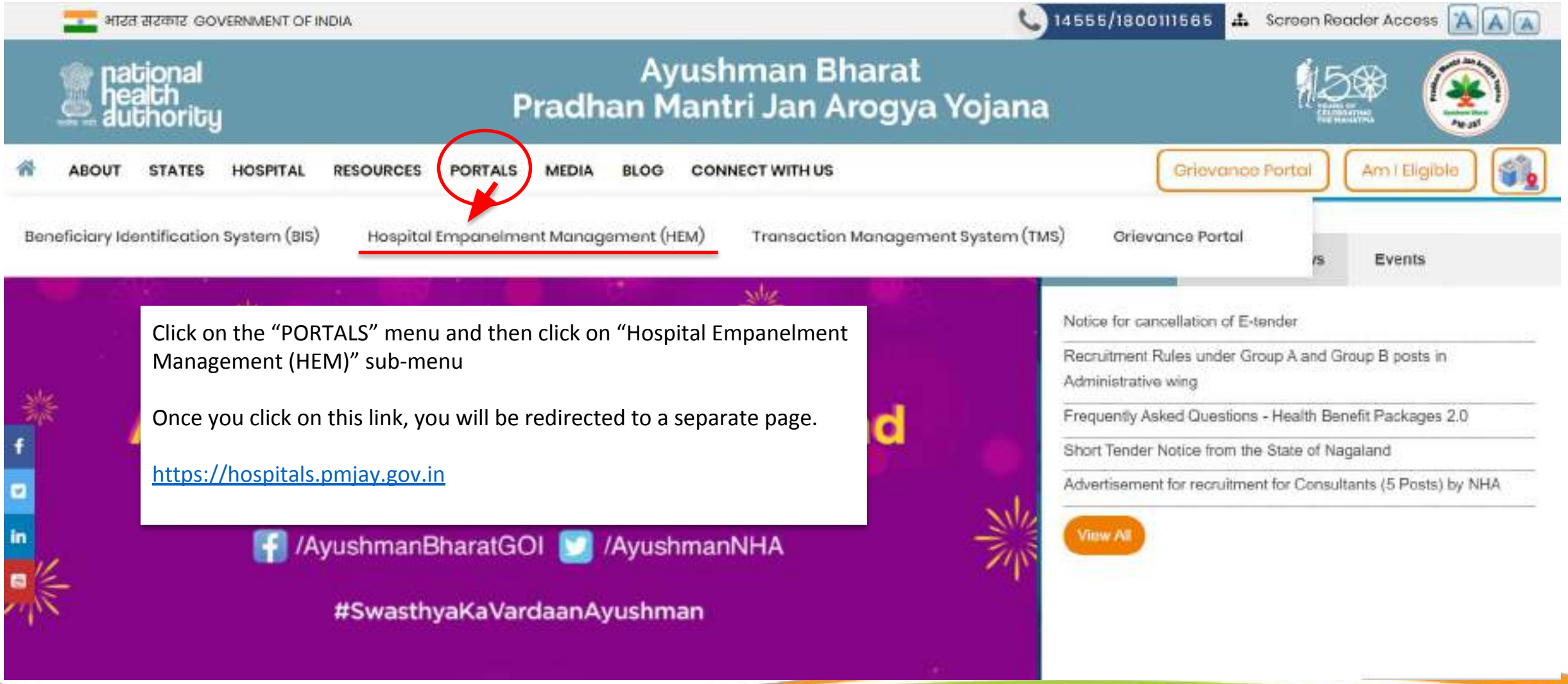
Please ensure that a working **mobile number** & **email** is provided at the time of registration

Account Creation

pmjay.gov.in

Go to https://pmjay.gov.in in any browser

Account Creation

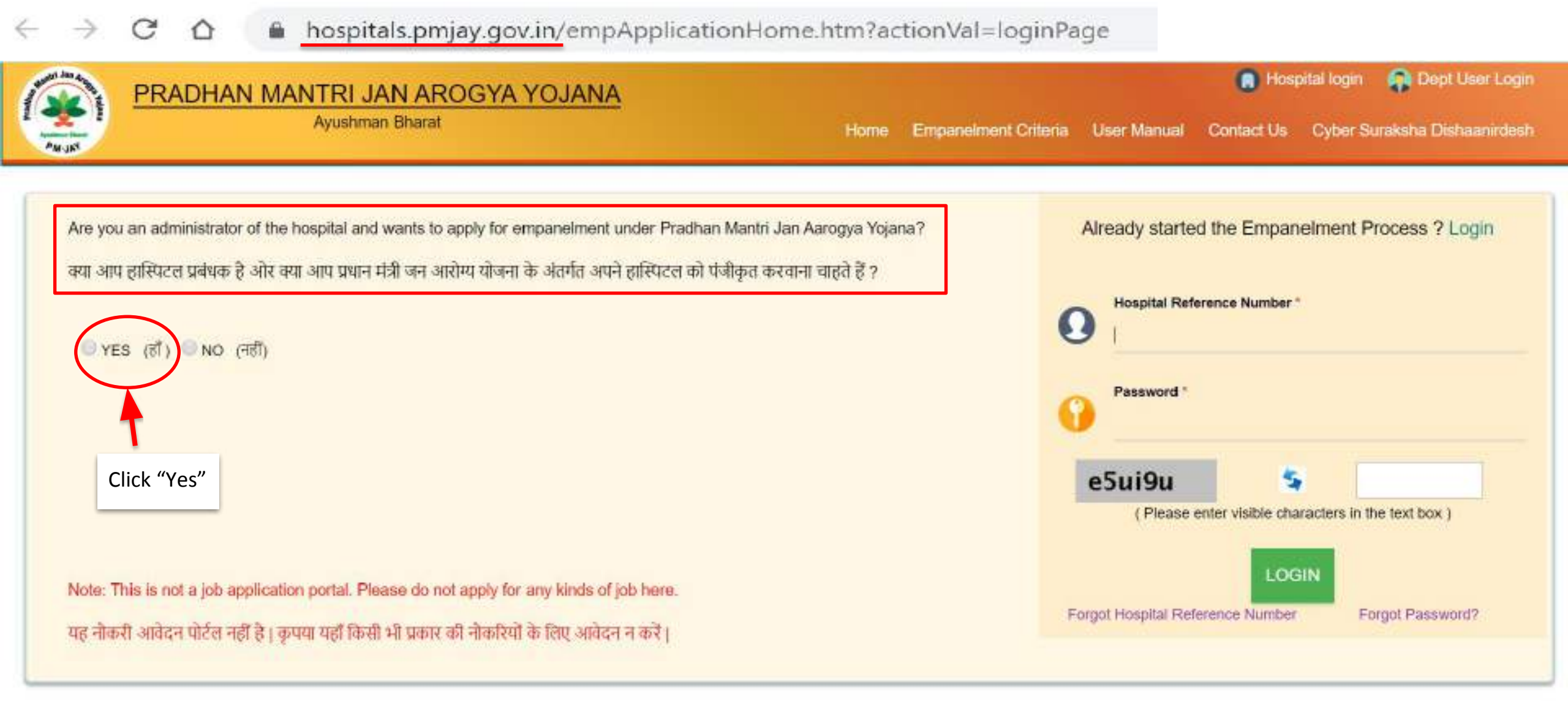


Click on the “PORTALS” menu and then click on “Hospital Empanelment Management (HEM)” sub-menu

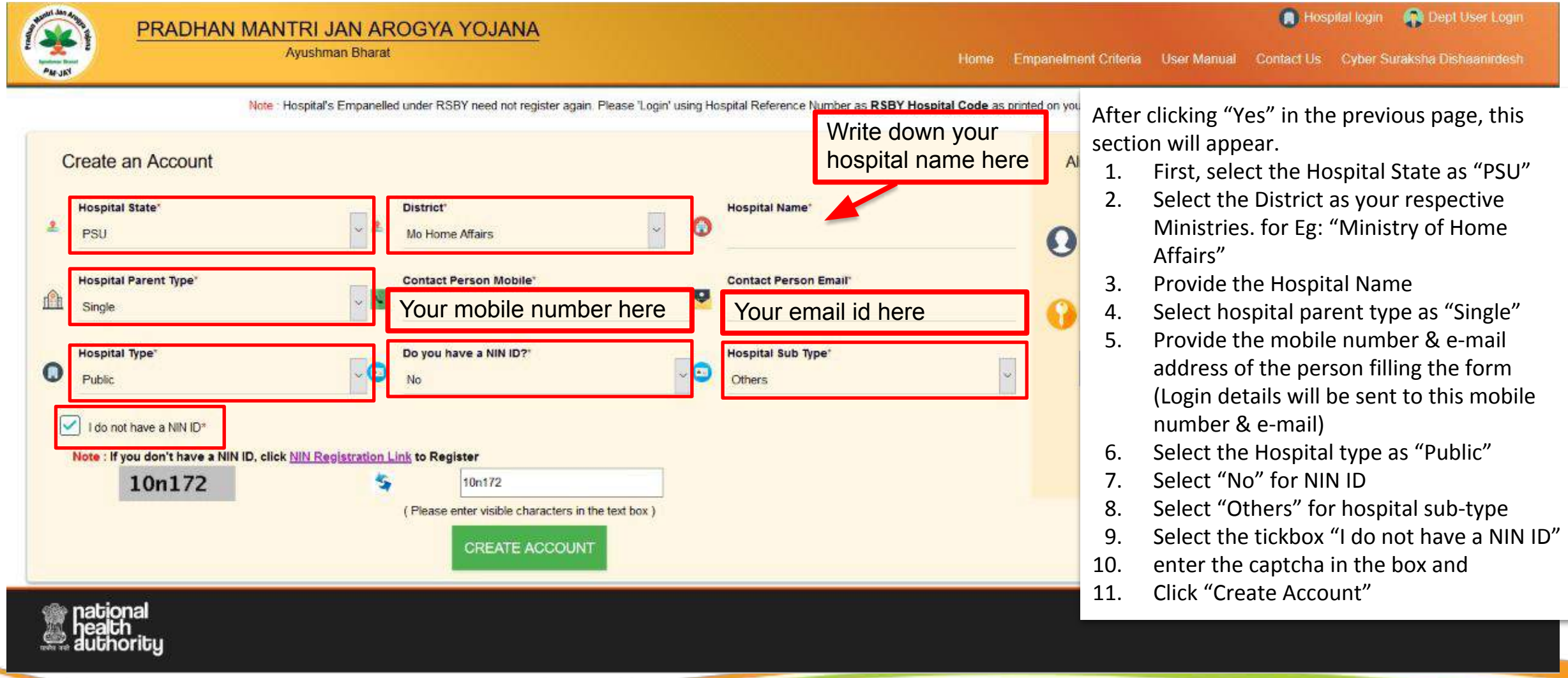
Once you click on this link, you will be redirected to a separate page.

https://hospitals.pmjay.gov.in

Account Creation



Account Creation

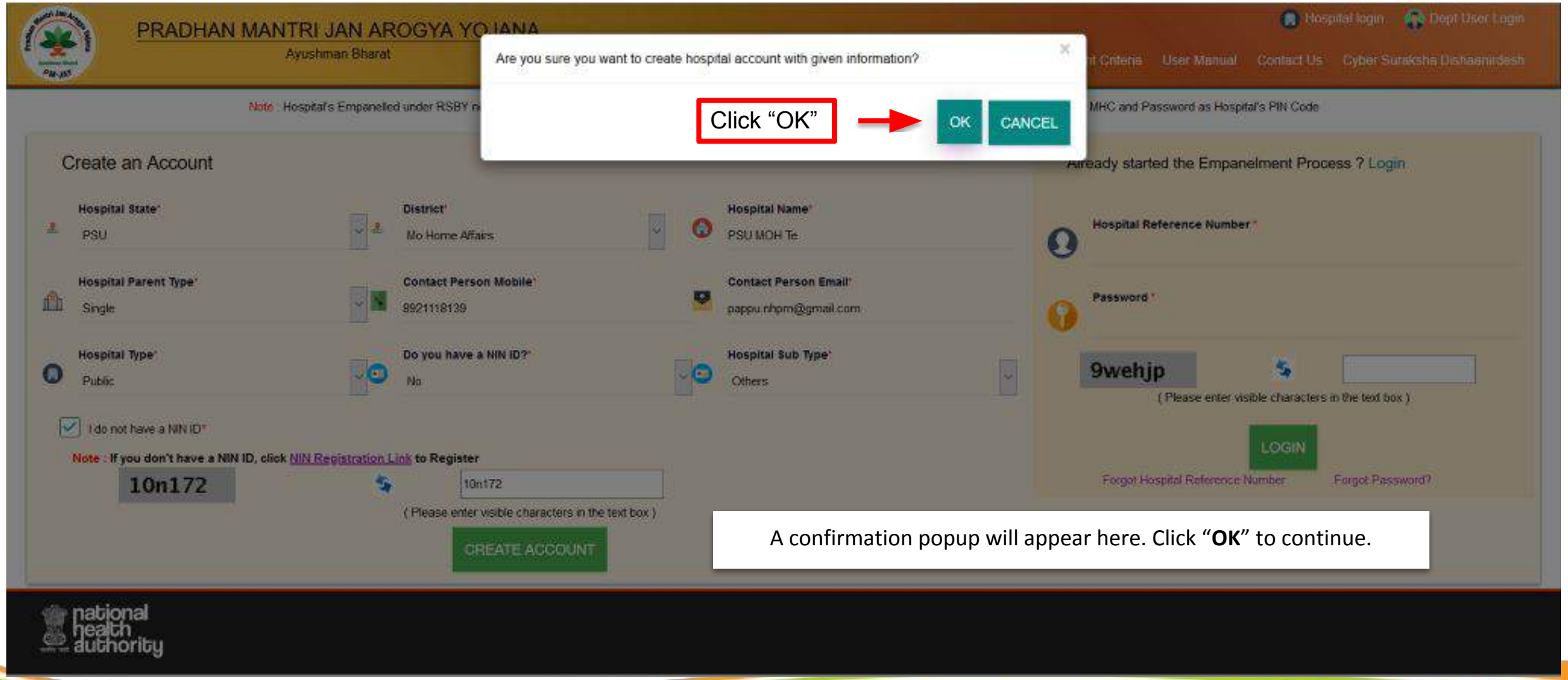


After clicking "Yes" in the previous page, this section will appear.

1. First, select the Hospital State as "PSU"
2. Select the District as your respective Ministries. for Eg: "Ministry of Home Affairs"
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 (Login details will be sent to this mobile number & e-mail)
6. Select the Hospital type as "Public"
7. Select "No" for NIN ID
8. Select "Others" for hospital sub-type
9. Select the tickbox "I do not have a NIN ID"
10. enter the captcha in the box and
11. Click "Create Account"

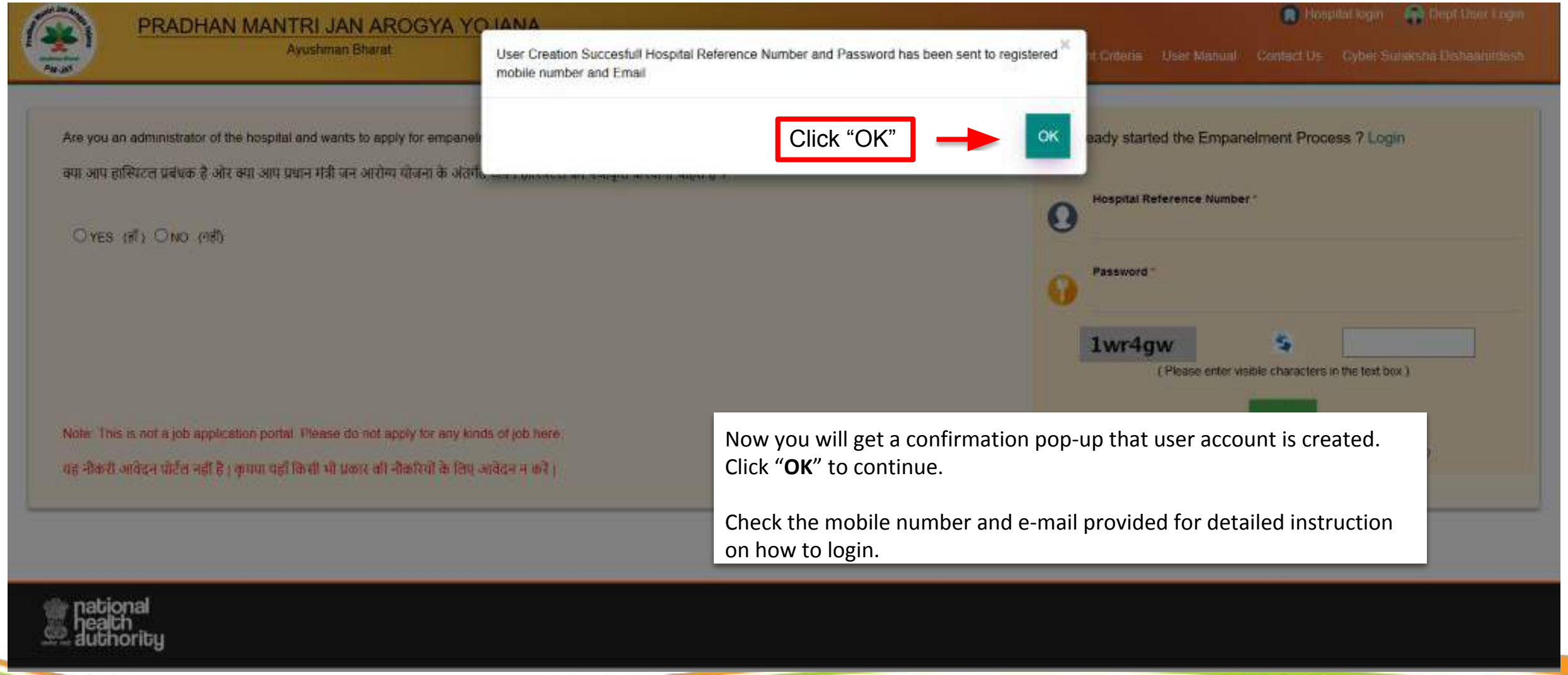
Account creation continue..

Account Creation



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

Account Creation



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 94 and Password : 2278

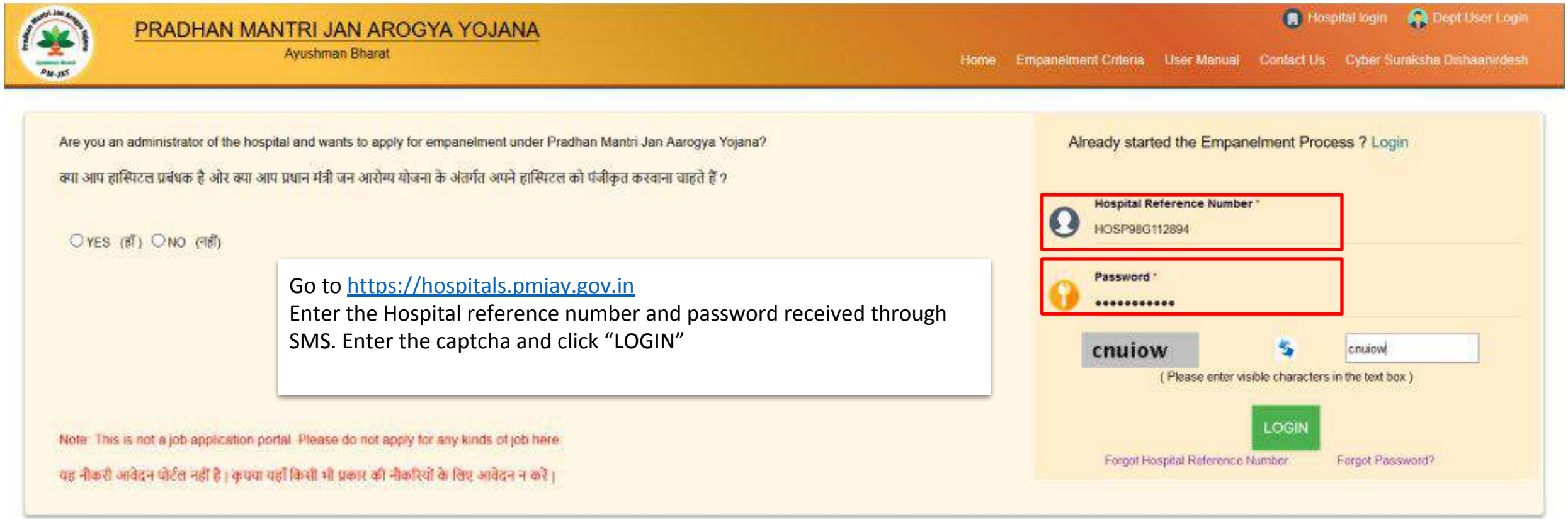
01:08 PM Jio 4G VMHEALTH

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

Step 2 : Account Activation & Empanelment Request Submission

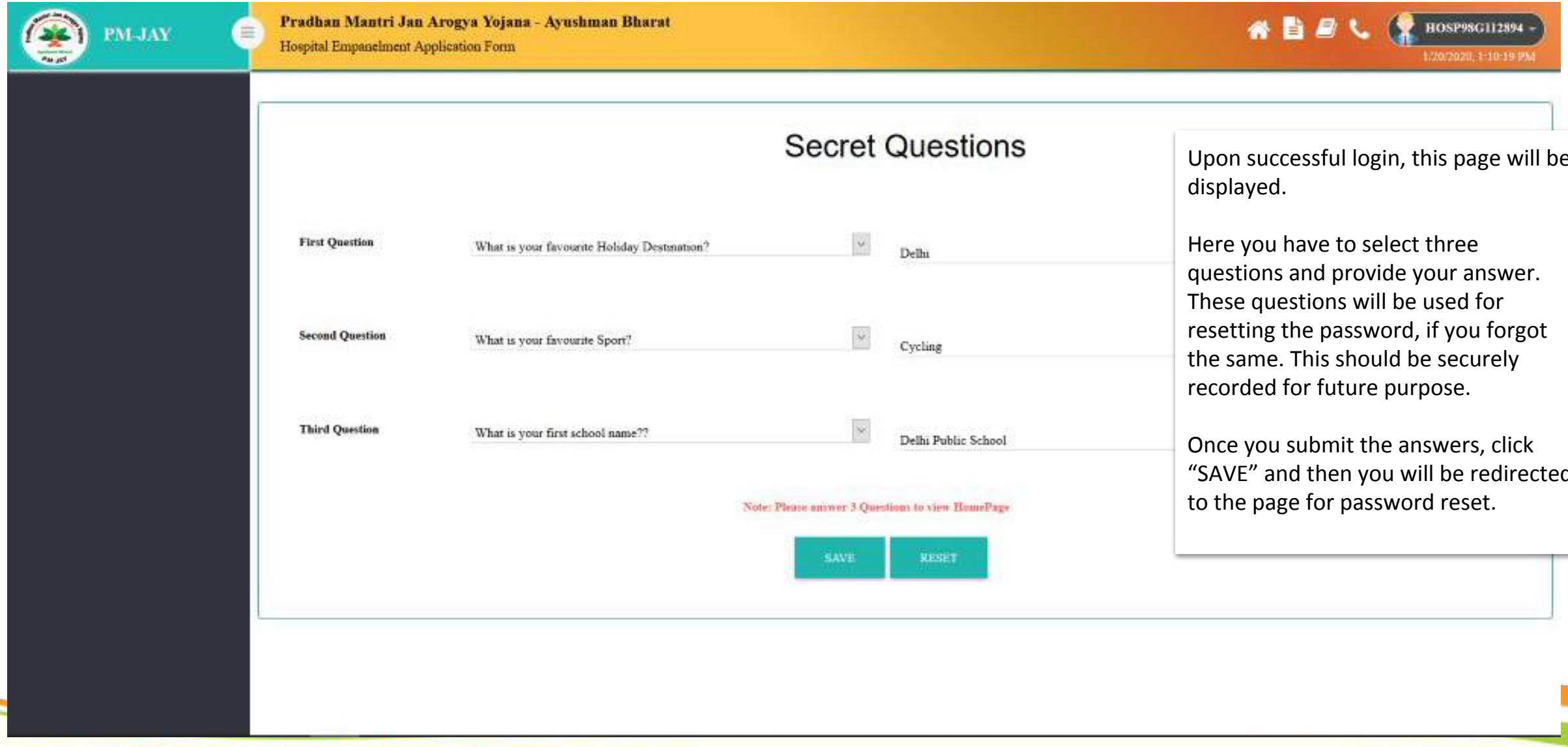
In this step, you have to visit https://hospitals.pmjay.gov.in portal and login using the reference number and password received through SMS and e-mail.

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.



Go to https://hospitals.pmjay.gov.in
Enter the Hospital reference number and password received through SMS. Enter the captcha and click “LOGIN”

Password Creation

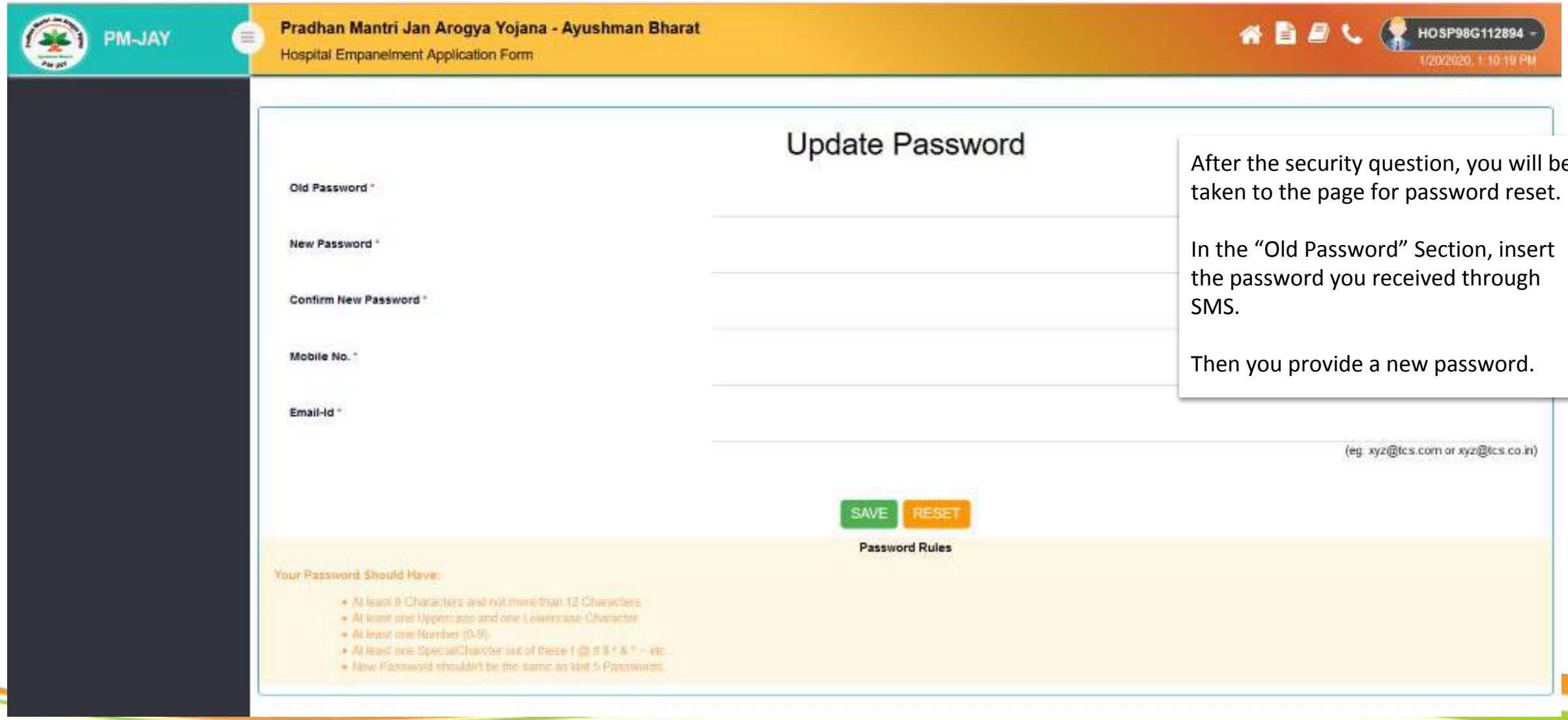


Upon successful login, this page will be displayed.

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

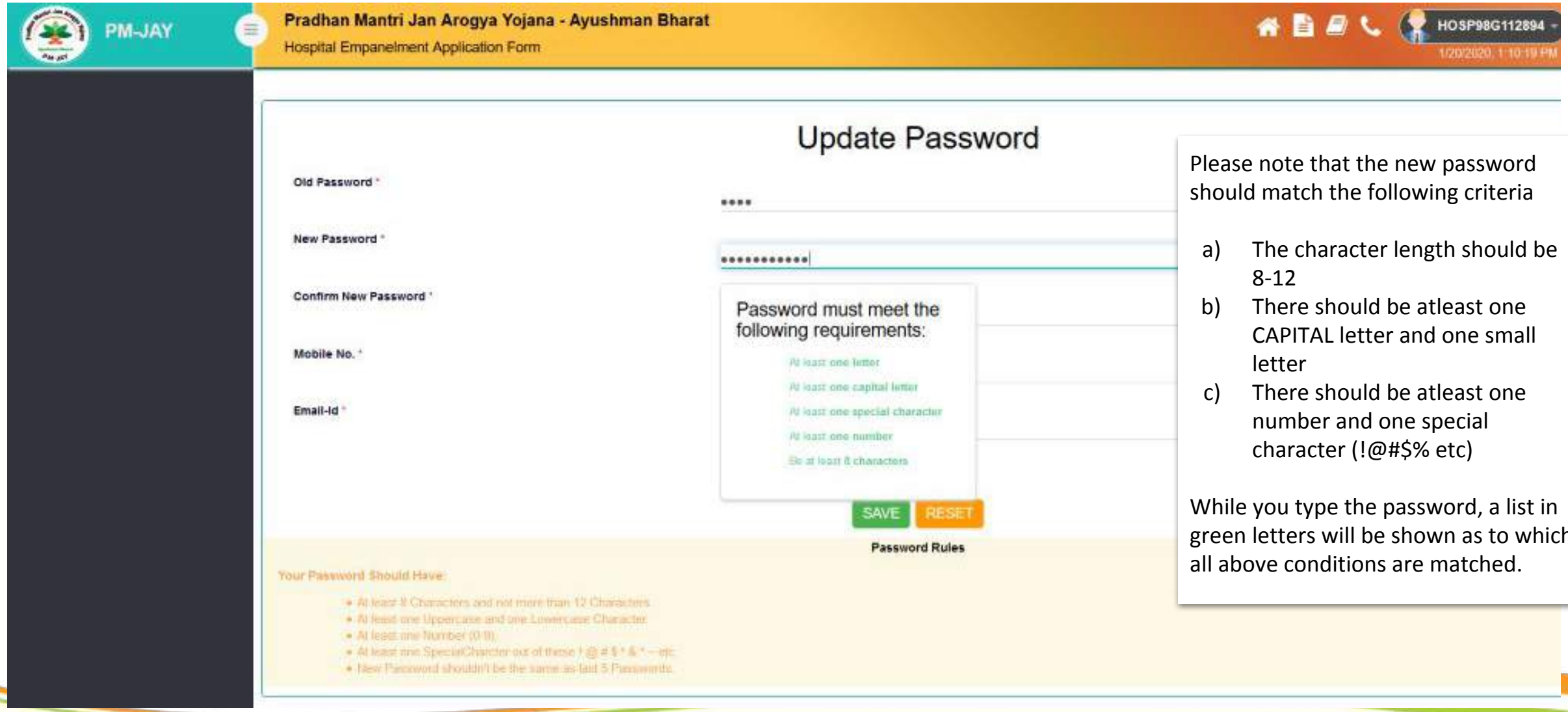


After the security question, you will be taken to the page for password reset.

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

Then you provide a new password.

Password Creation

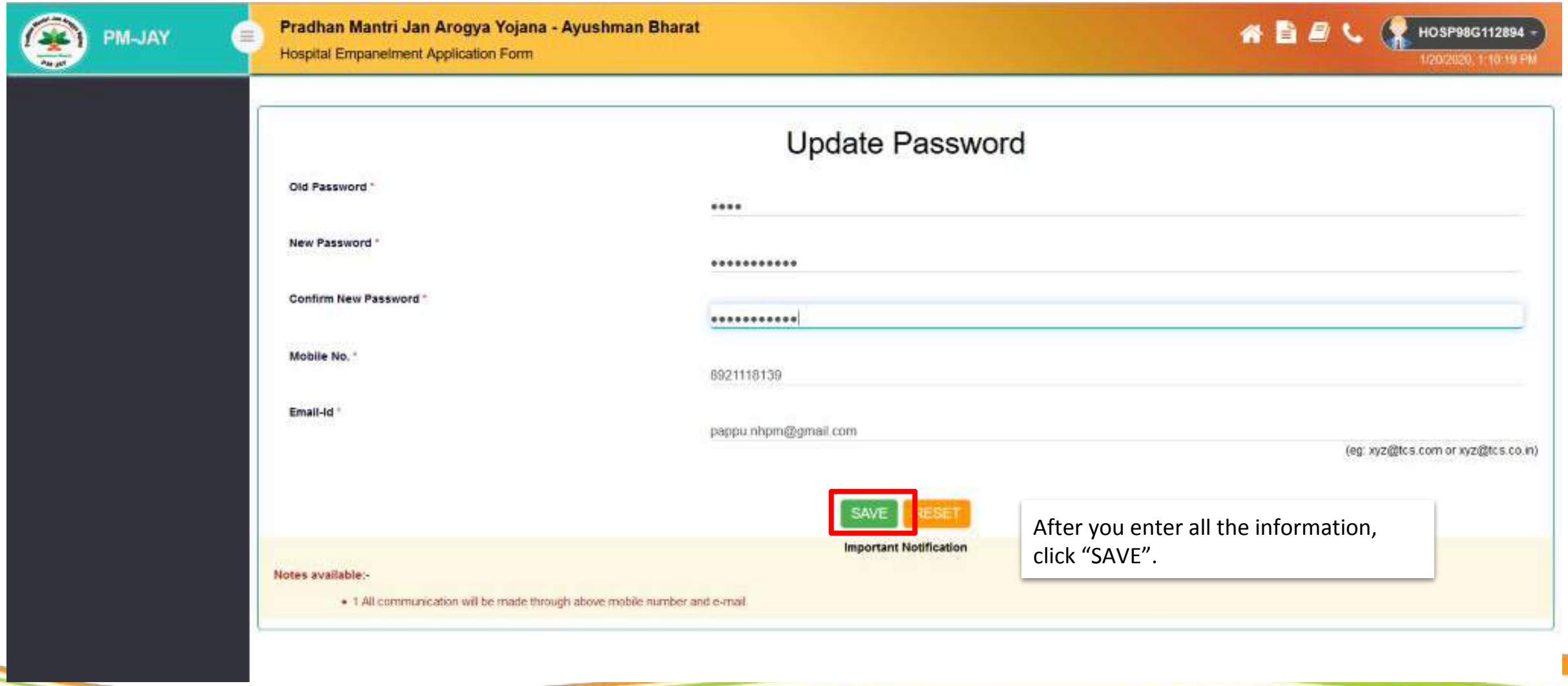


Please note that the new password should match the following criteria

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

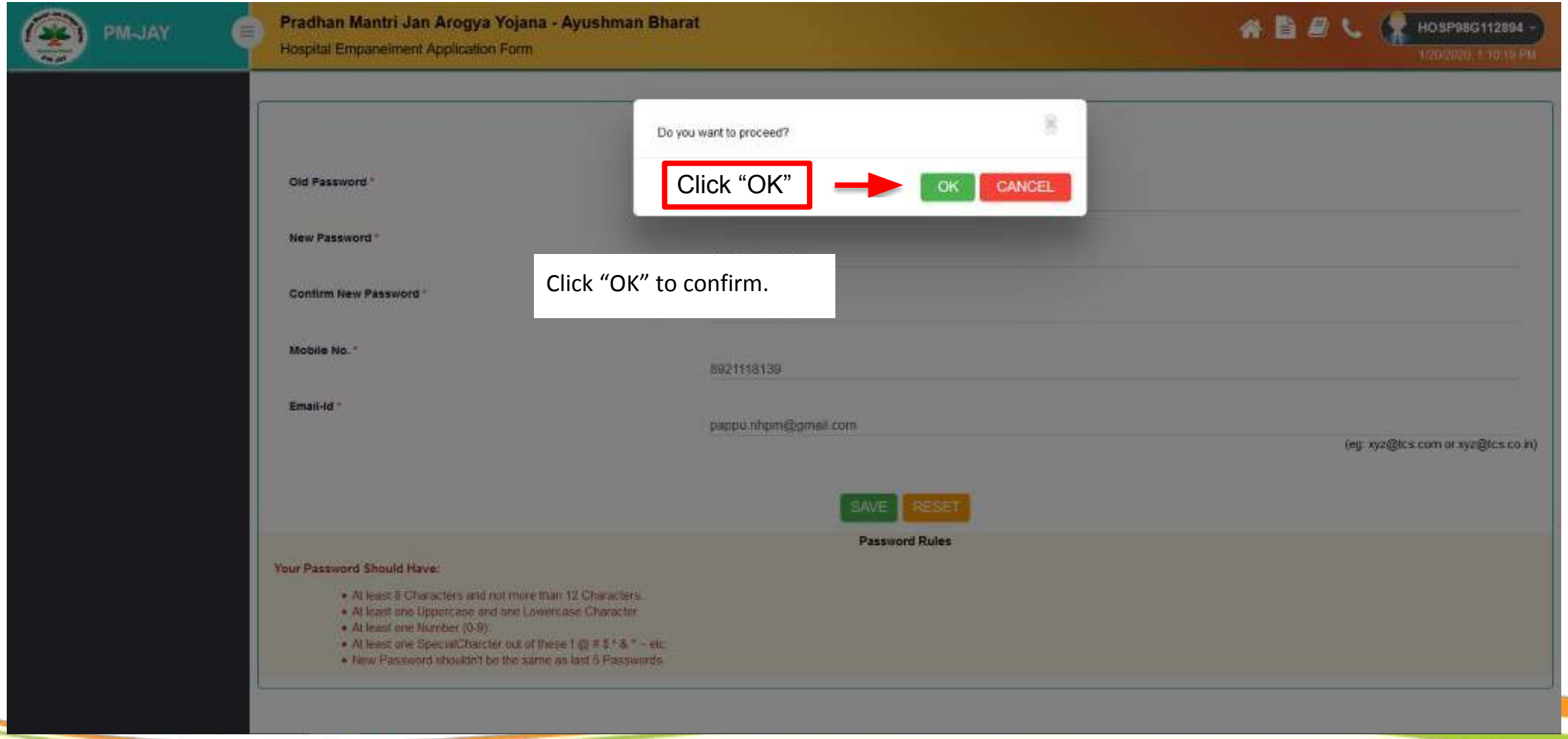
While you type the password, a list in green letters will be shown as to which all above conditions are matched.

Password Creation

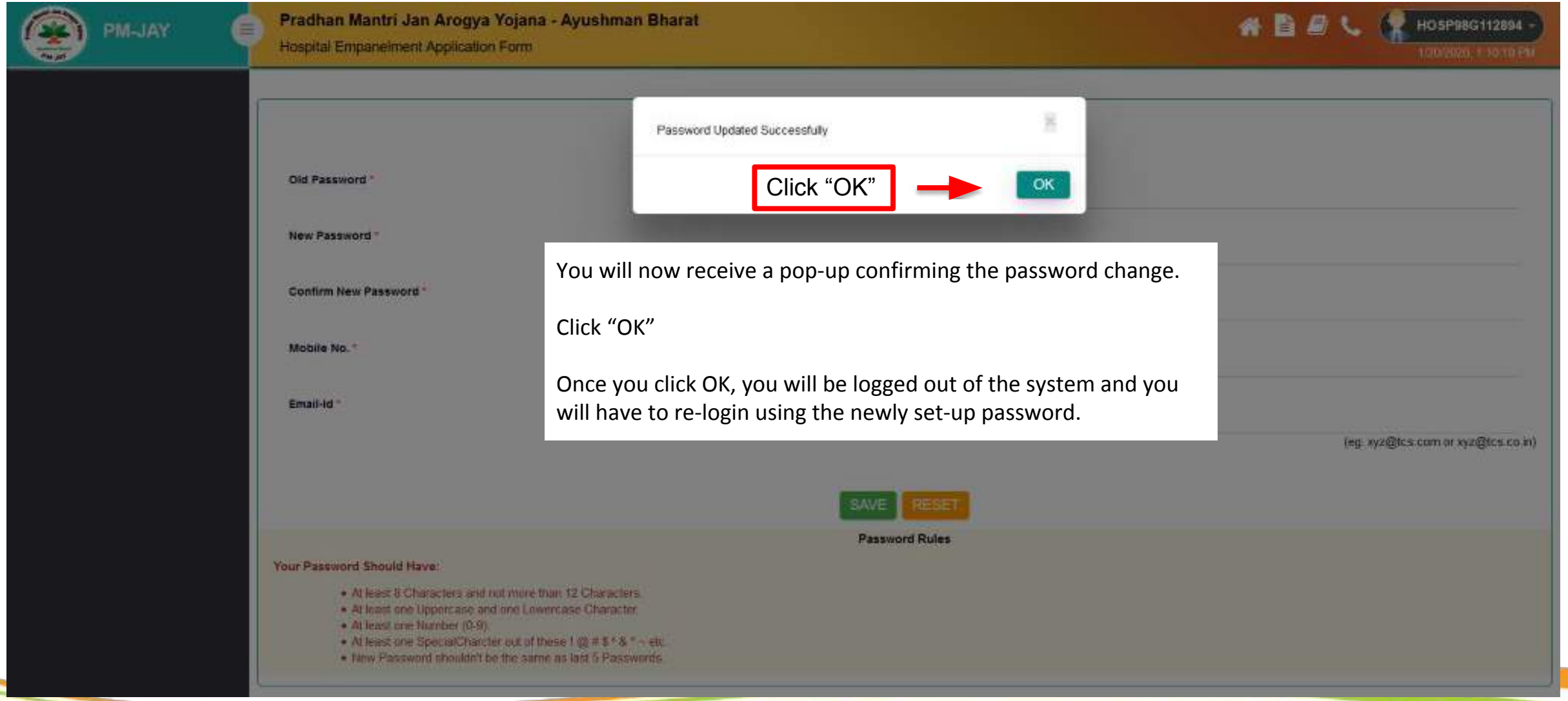


After you enter all the information, click “SAVE”.

Password Creation



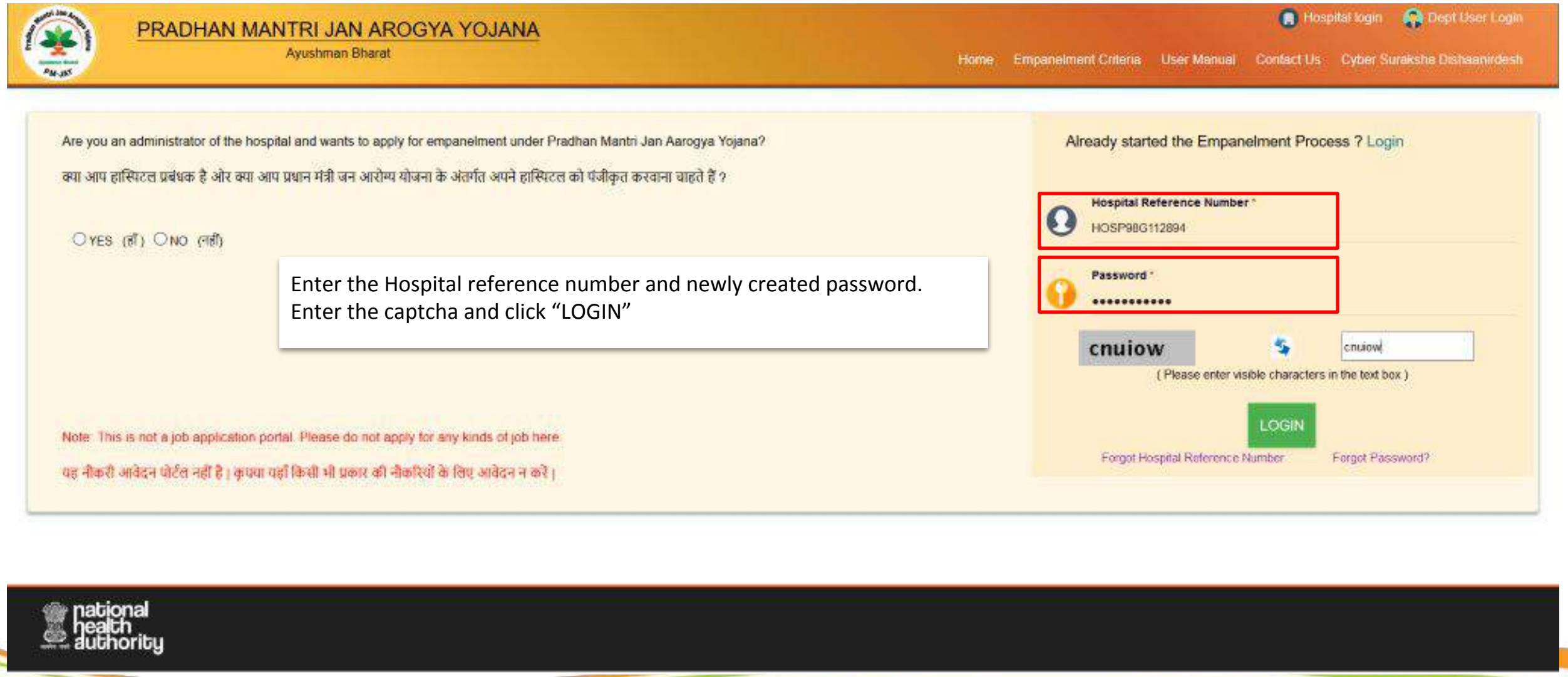
Password Creation



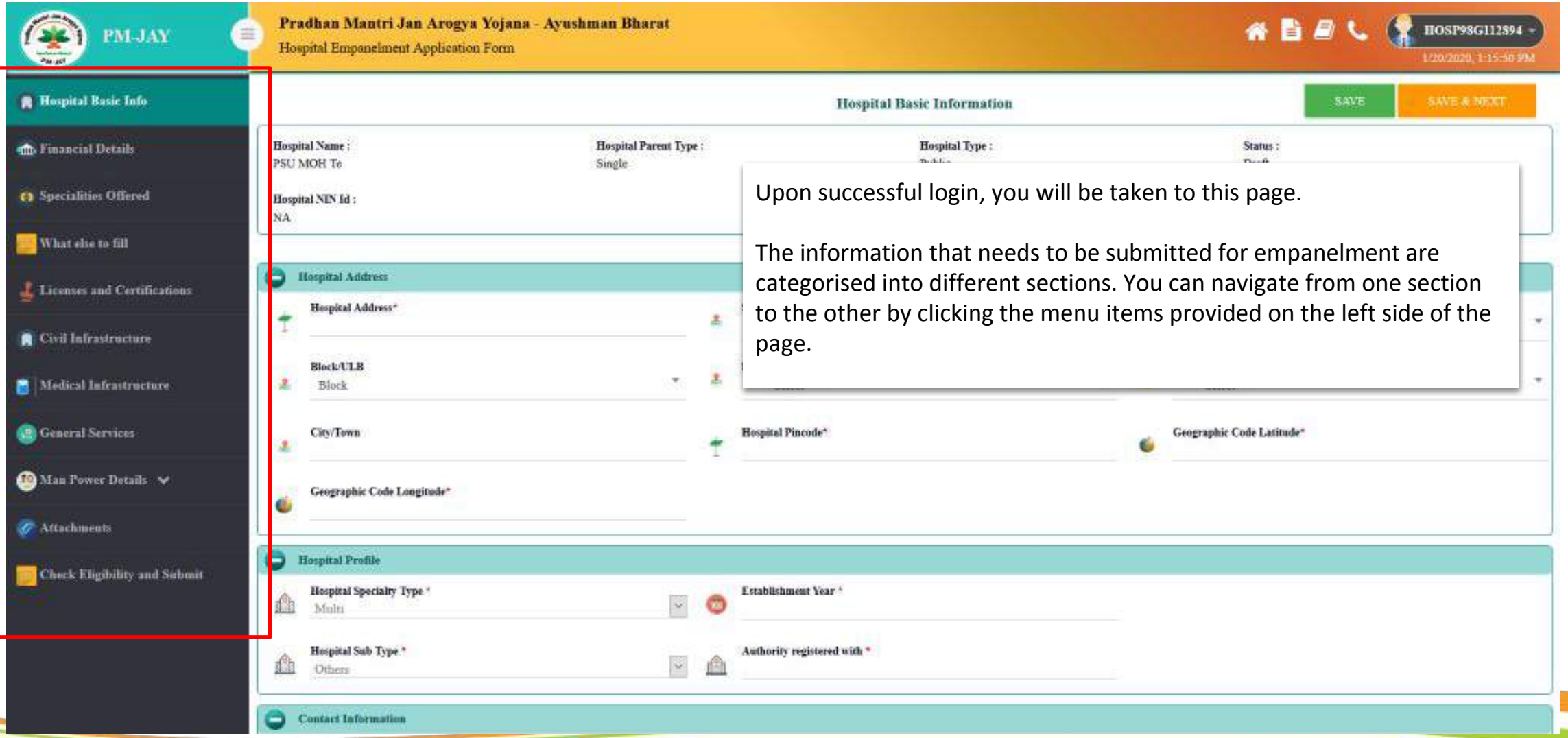
You will now receive a pop-up confirming the password change.

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.


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 ओर 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
cnuiow
(Please enter visible characters in the text box)
LOGIN
Forgot Hospital Reference Number
Forgot Password?

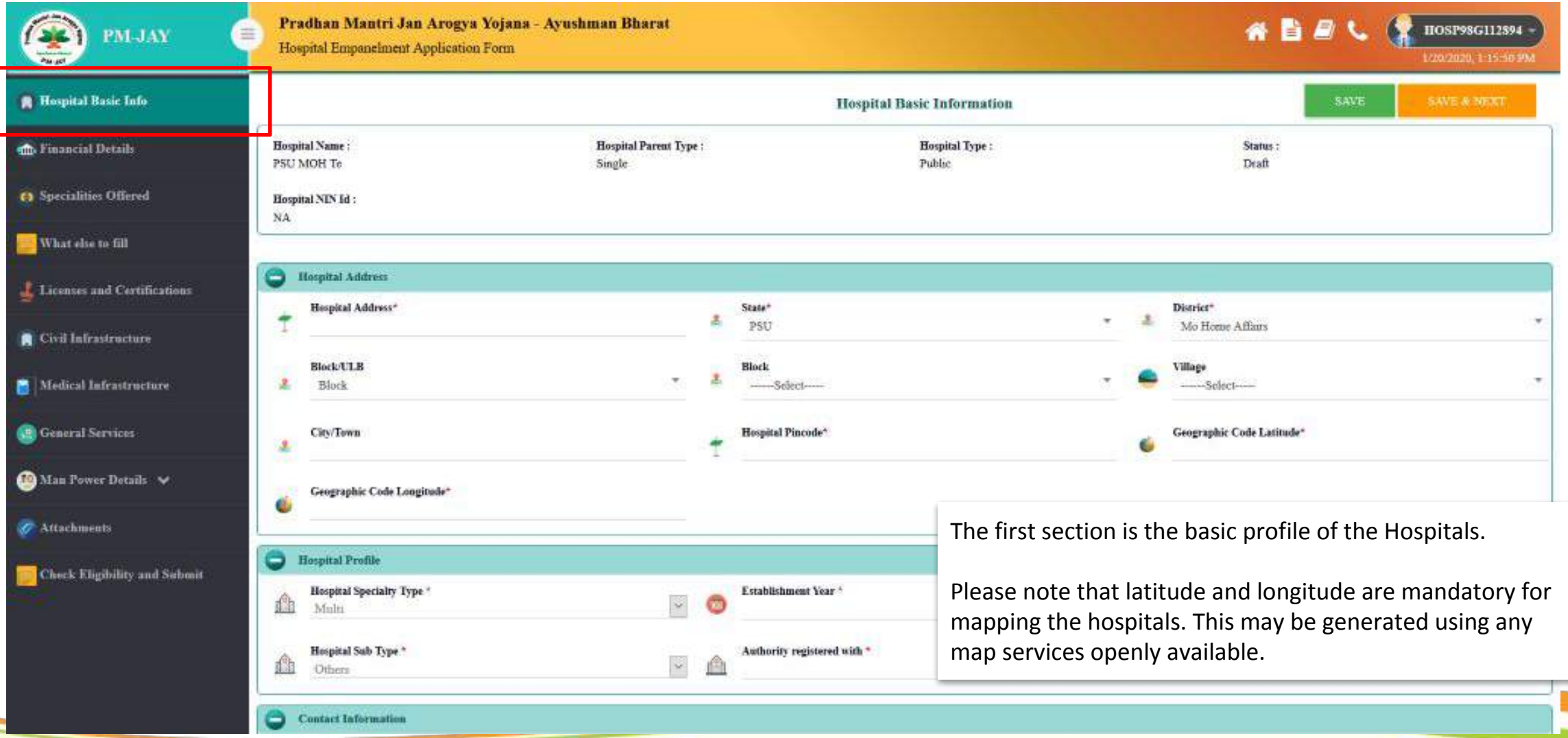
Hospital Basic Info



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.

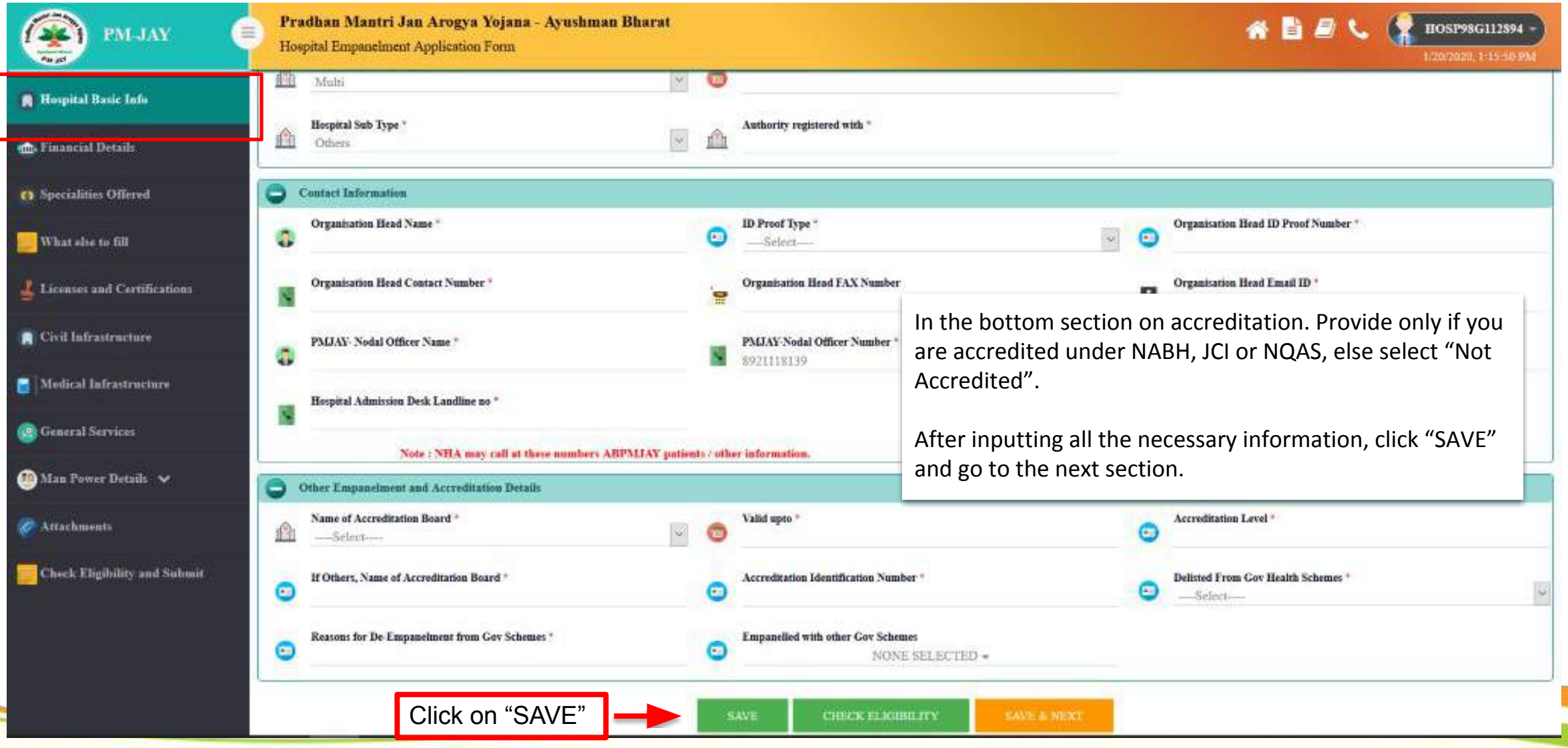
Hospital Basic Info



The 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.

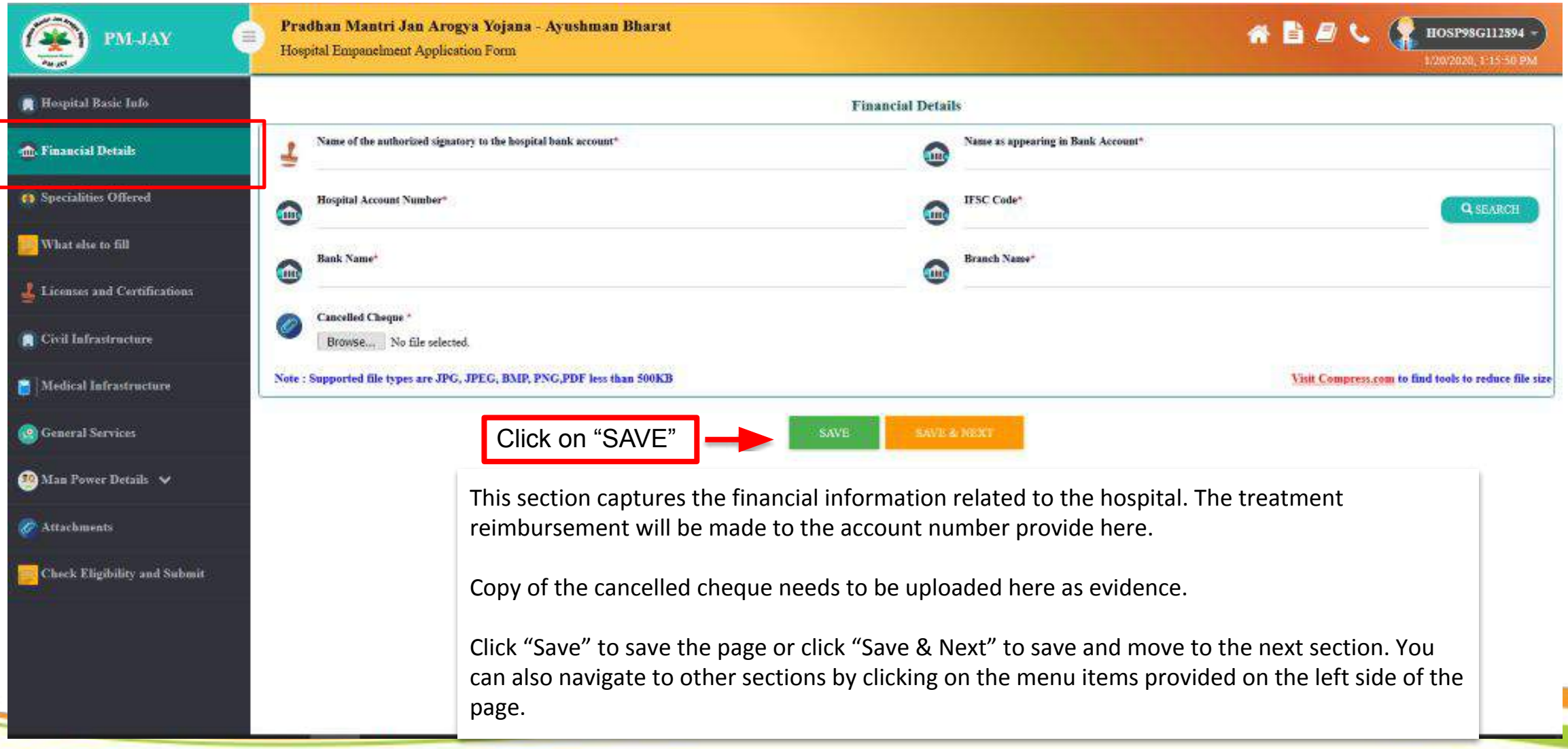
Hospital Basic Info



In the bottom section on accreditation. Provide only if you are accredited under NABH, JCI or NQAS, else select “Not Accredited”.

After inputting all the necessary information, click “SAVE” and go to the next section.

Financial Details

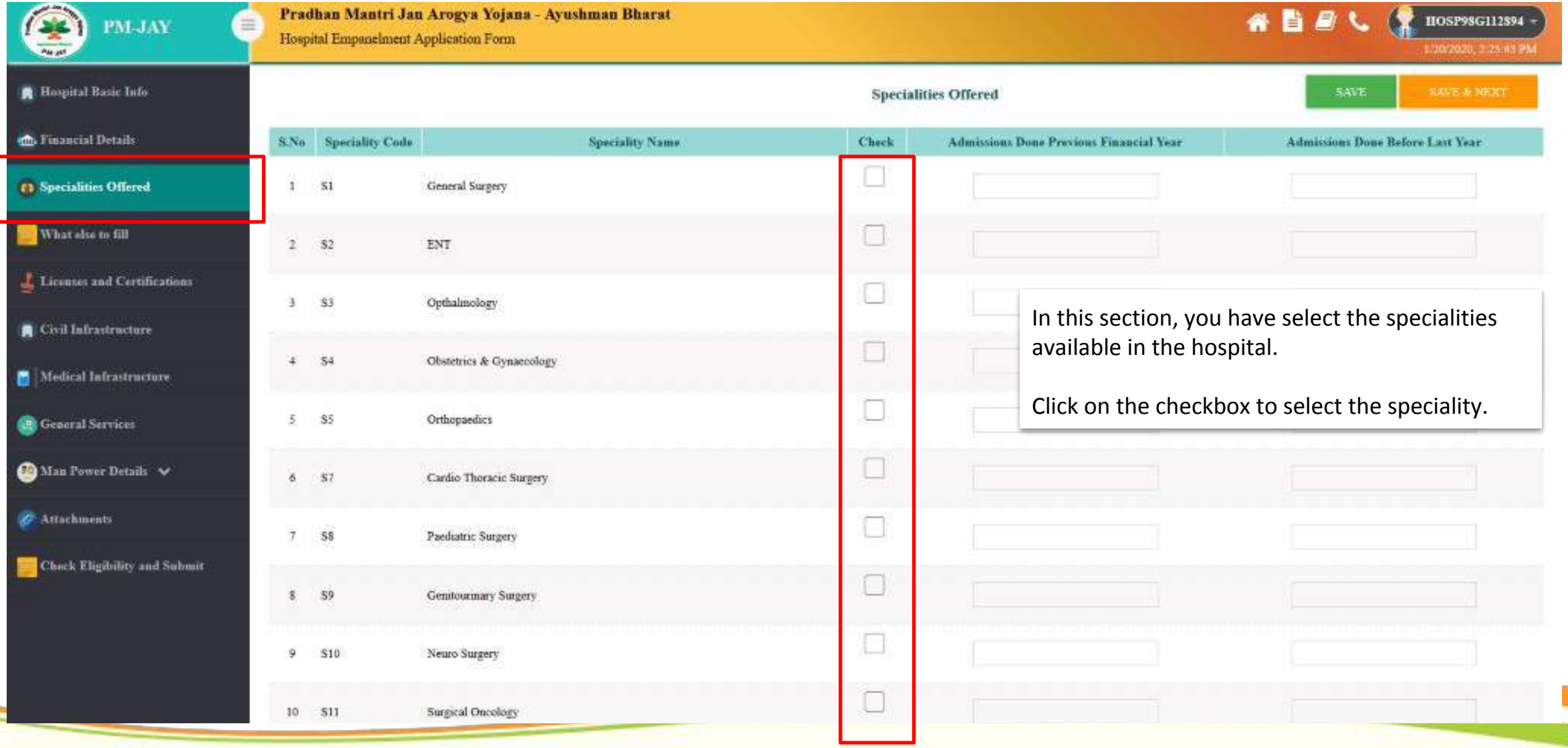


This section captures the financial information related to the hospital. The treatment reimbursement will be made to the account number provide here.

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

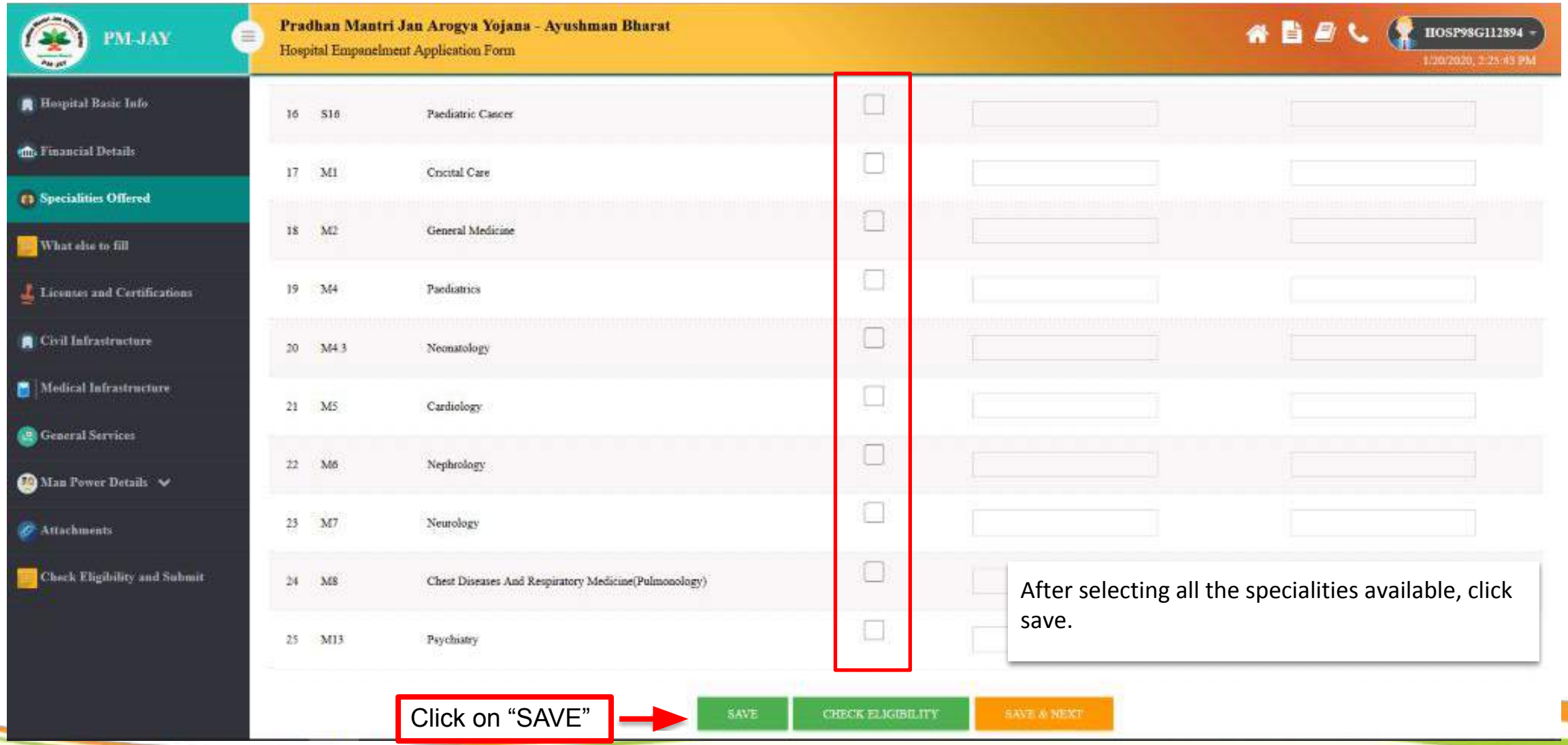
Click "Save" to save the page or click "Save & Next" to save and move to the next section. You can also navigate to other sections by clicking on the menu items provided on the left side of the page.

Specialities Offered by Hospital



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

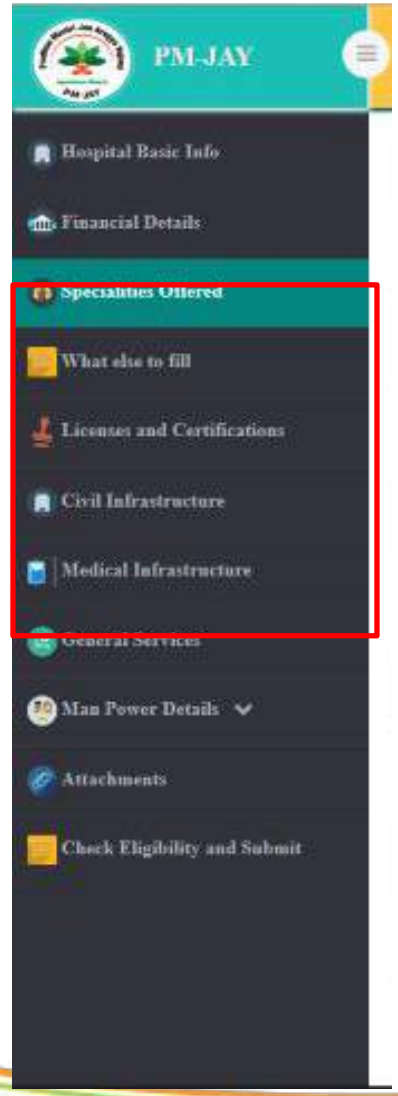
Click on the checkbox to select the speciality.



After selecting all the specialities available, click save.

Click on “SAVE”

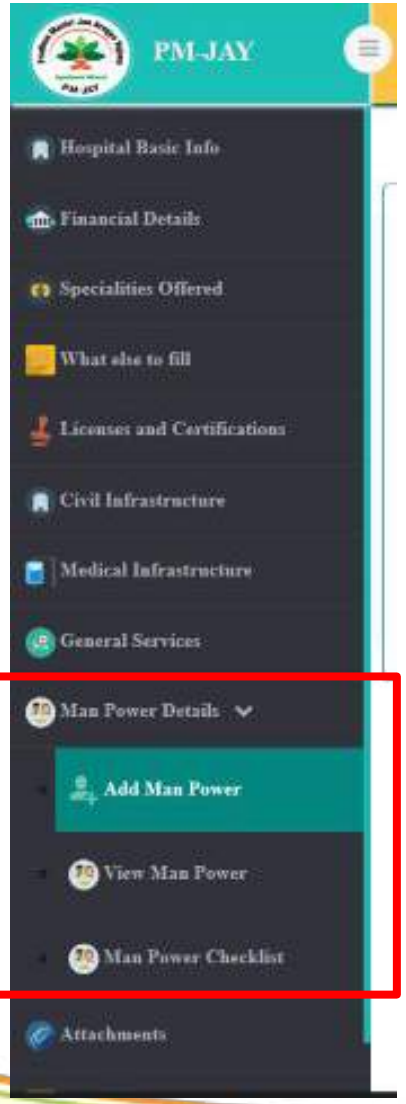
Other Informations



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 not mandatory for hospitals under Ministry for Home Affairs. But we would appreciate if these information are furnished if available.

Adding the Manpower of Hospital

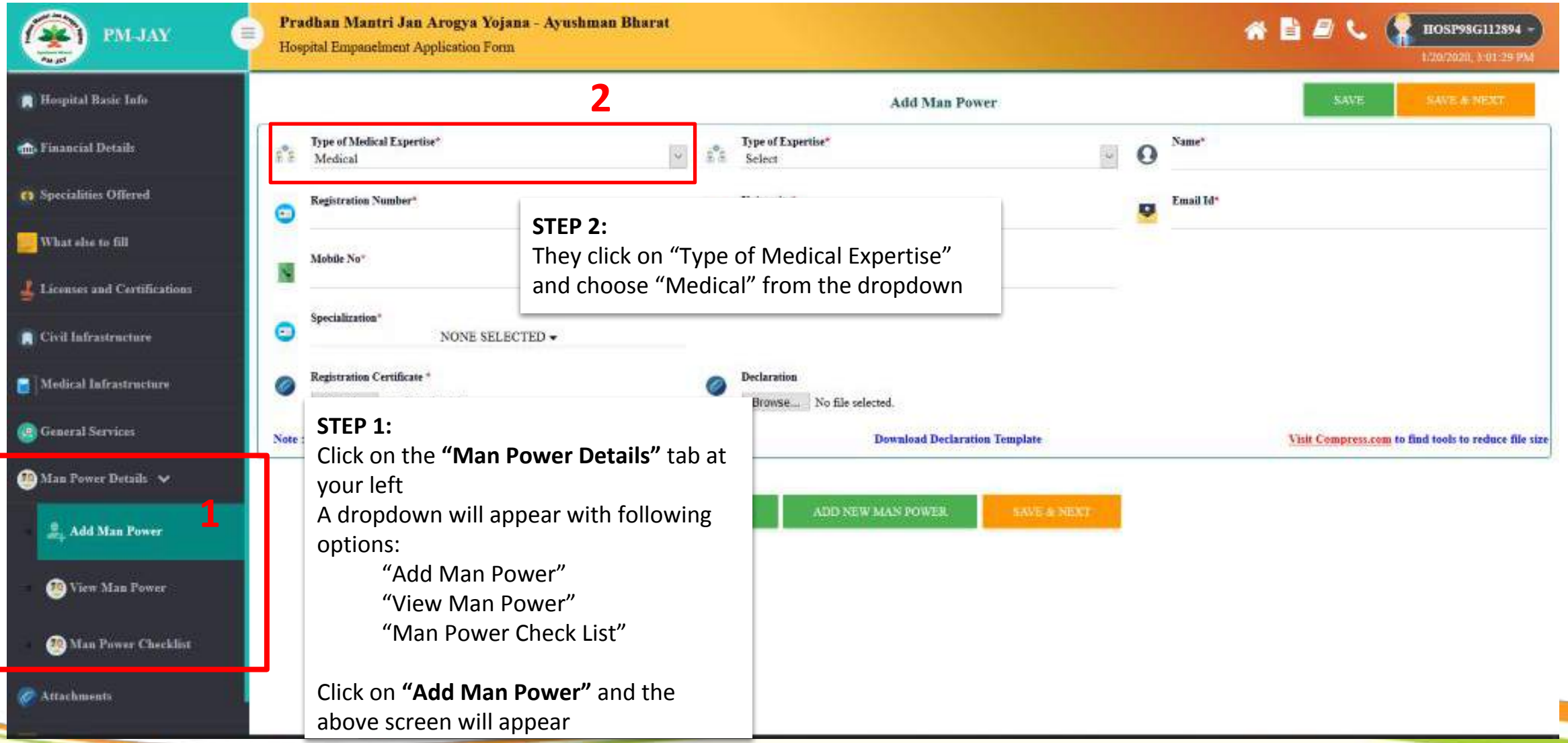


In this step, you have to add personal details of at least one “Medical” and one “Non - Technical” staff of your hospital

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

Adding Manpower (Medical)



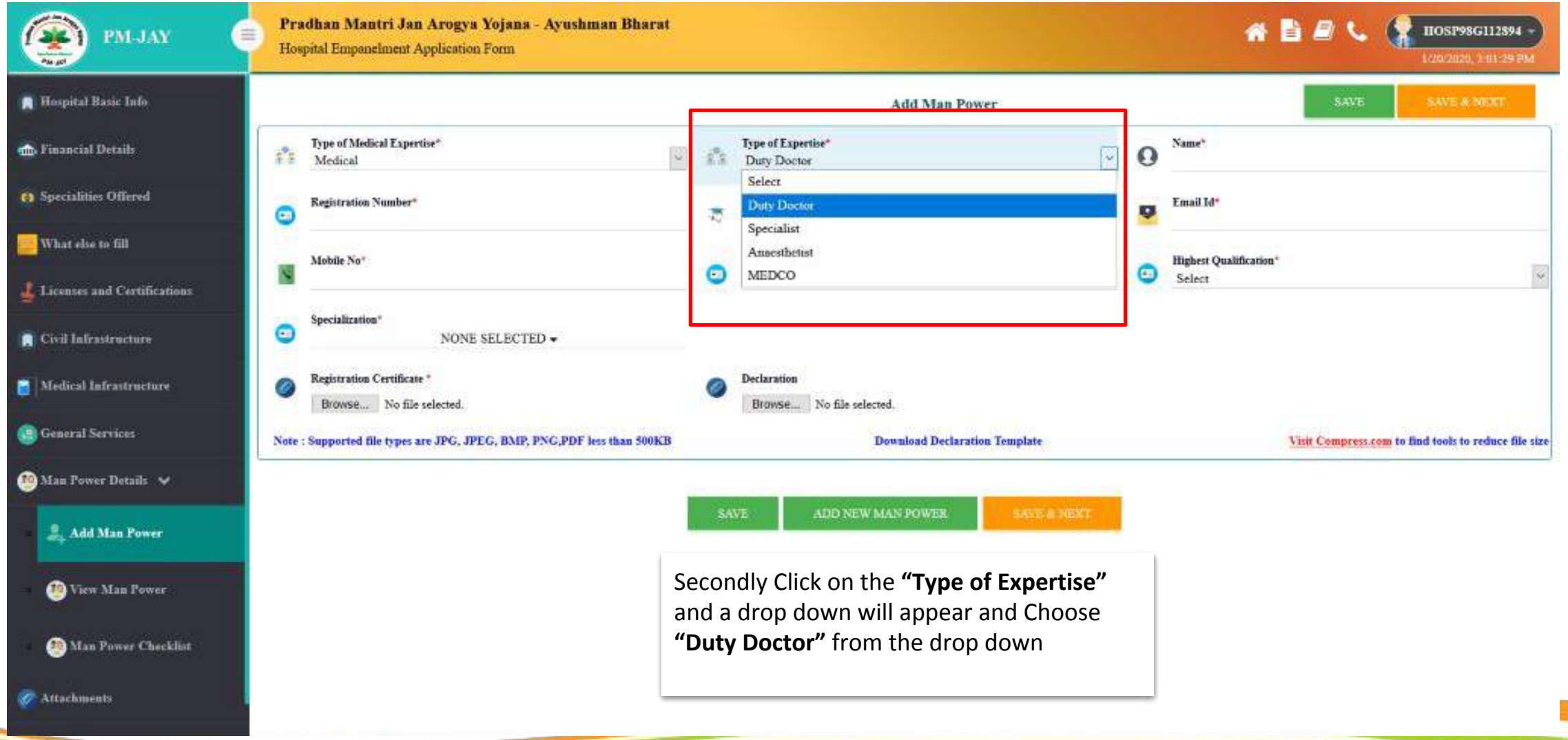
STEP 2:
They click on “Type of Medical Expertise” and choose “Medical” from the dropdown

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”

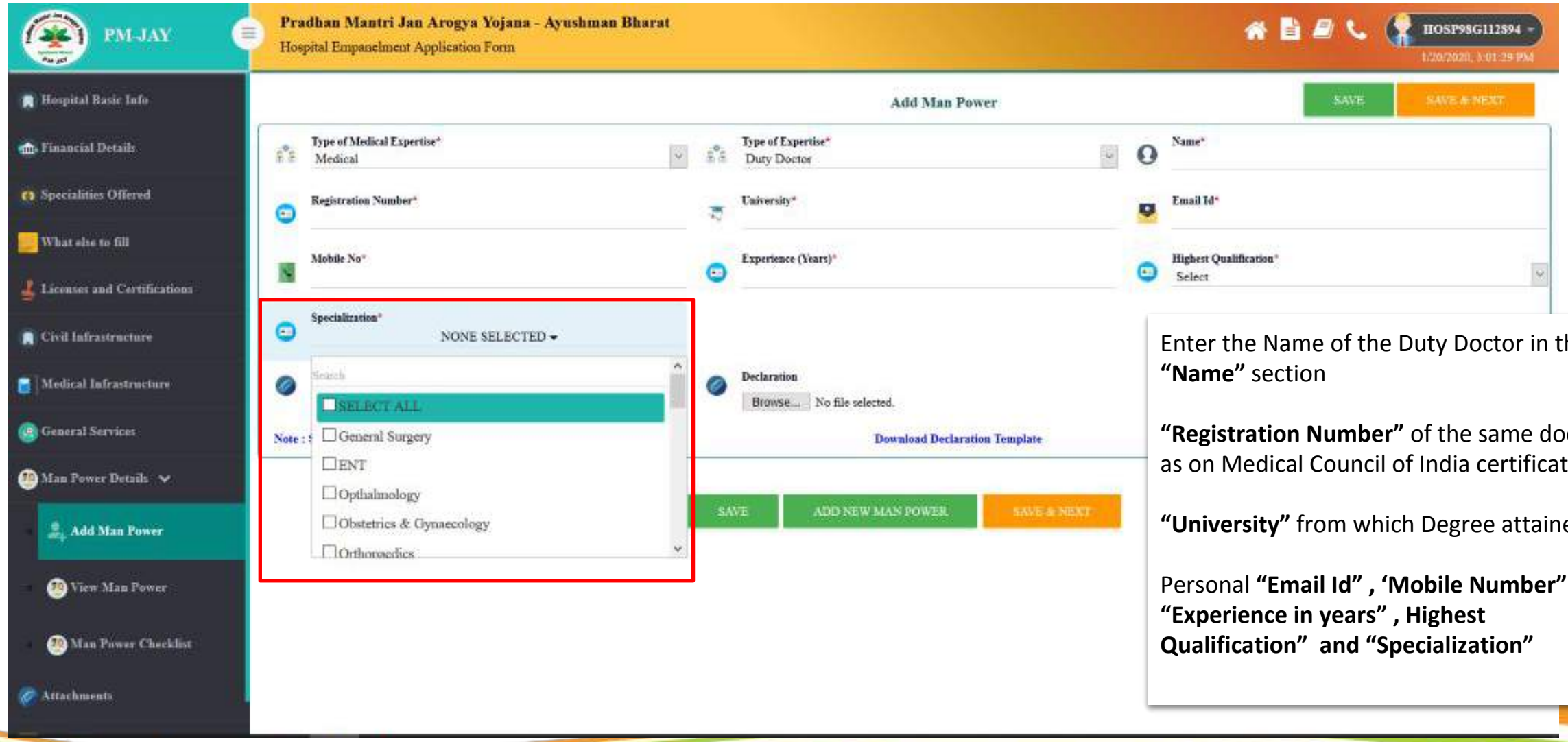
Click on **“Add Man Power”** and the above screen will appear

Adding Manpower (Medical)



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

Adding Manpower (Medical)



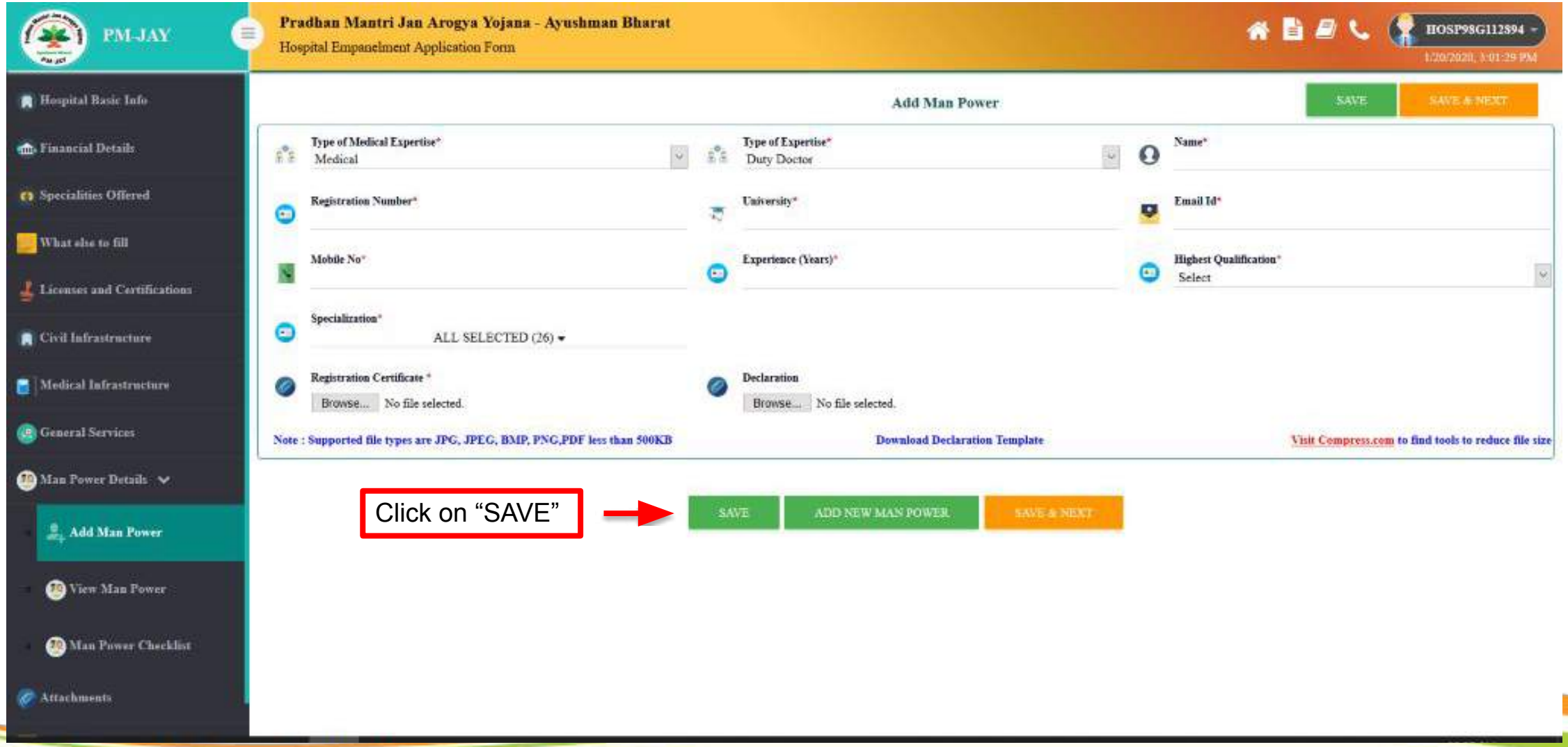
Enter the Name of the Duty Doctor in the **"Name"** section

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

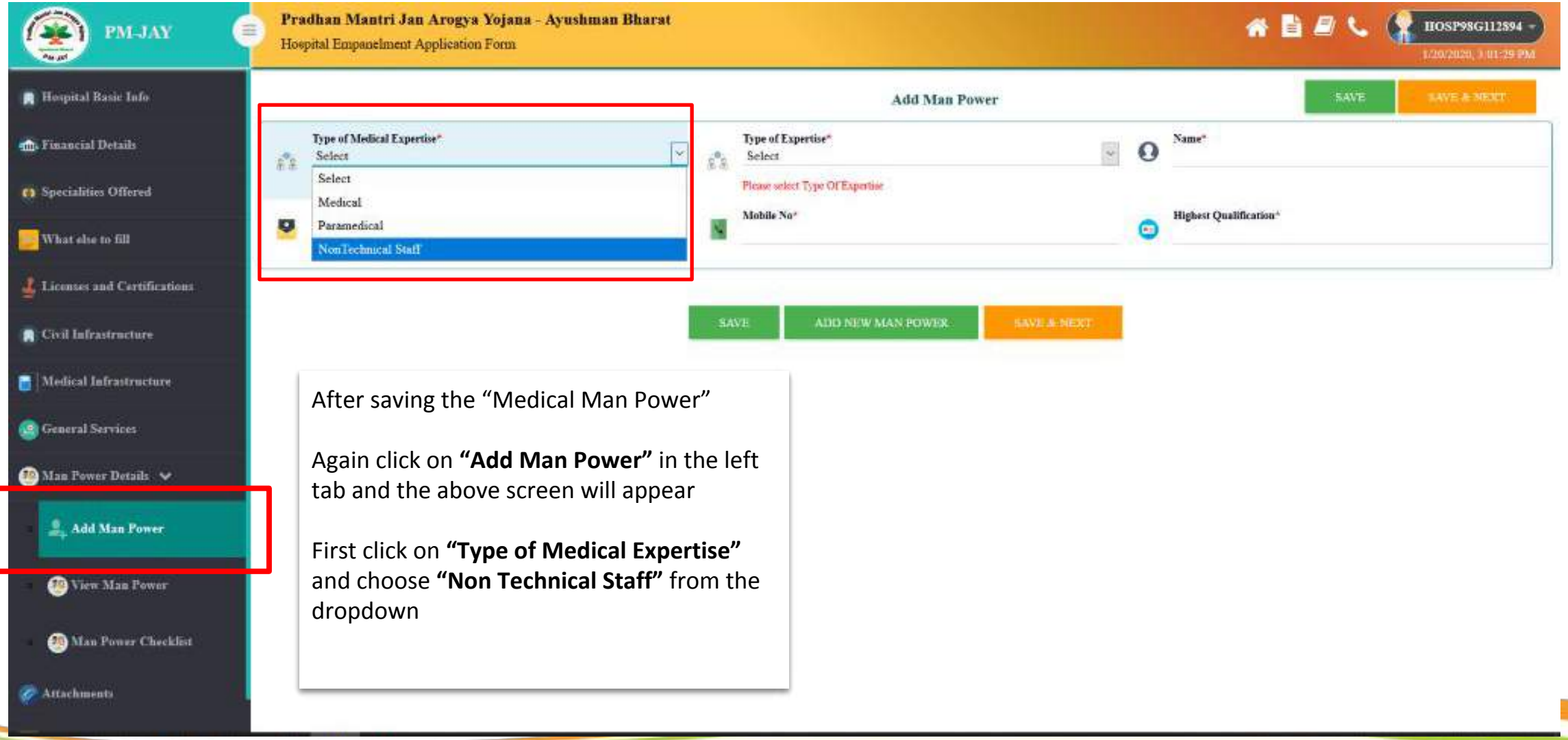
"University" from which Degree attained

Personal **"Email Id" , 'Mobile Number" , "Experience in years" , Highest Qualification" and "Specialization"**

Adding Manpower (Medical)



Adding Manpower (Non-Technical)

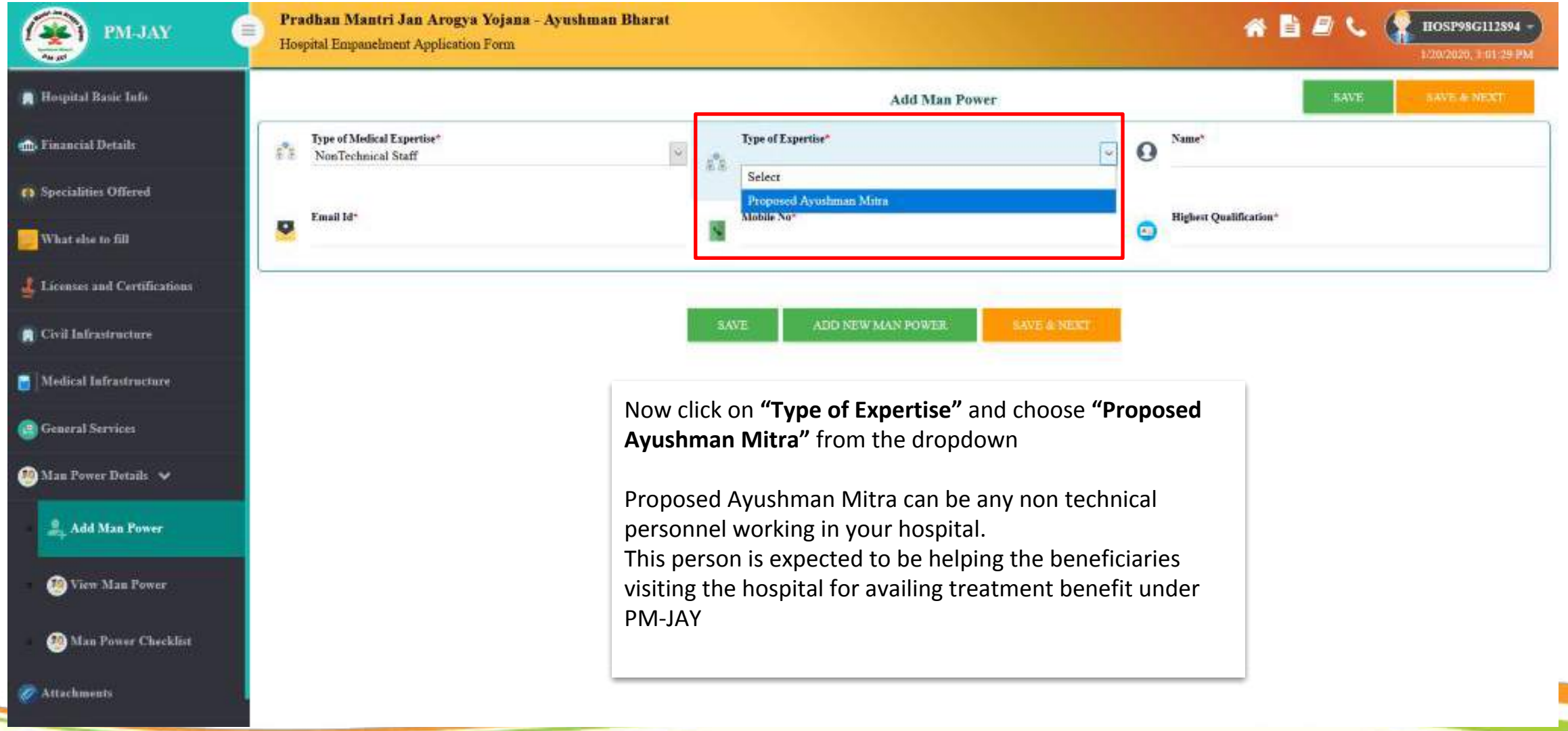


After saving the "Medical Man Power"

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

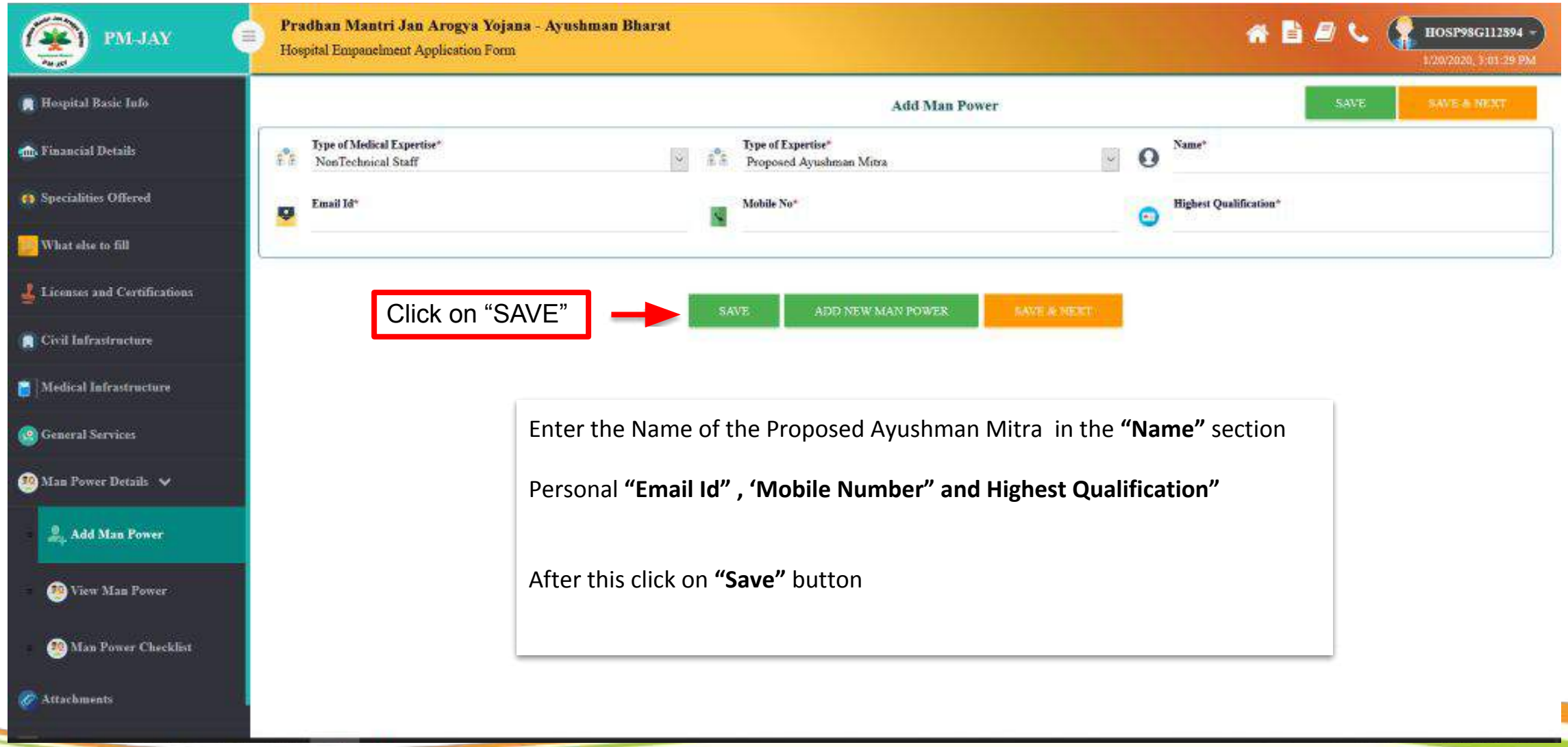
Adding Manpower (Non-Technical)



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)

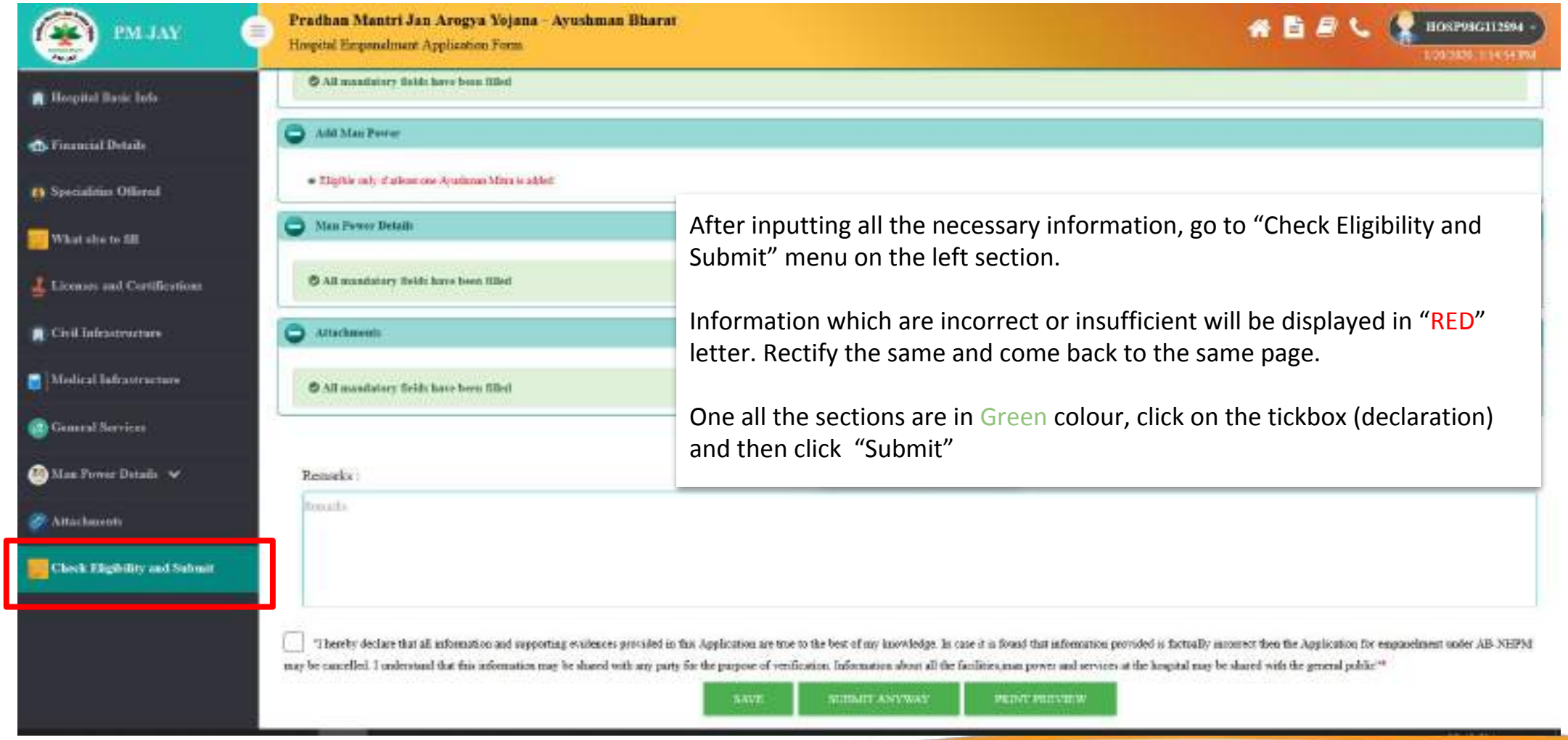


Enter the Name of the Proposed Ayushman Mitra in the **"Name"** section

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

After this click on **"Save"** button

Submit Application for Approval

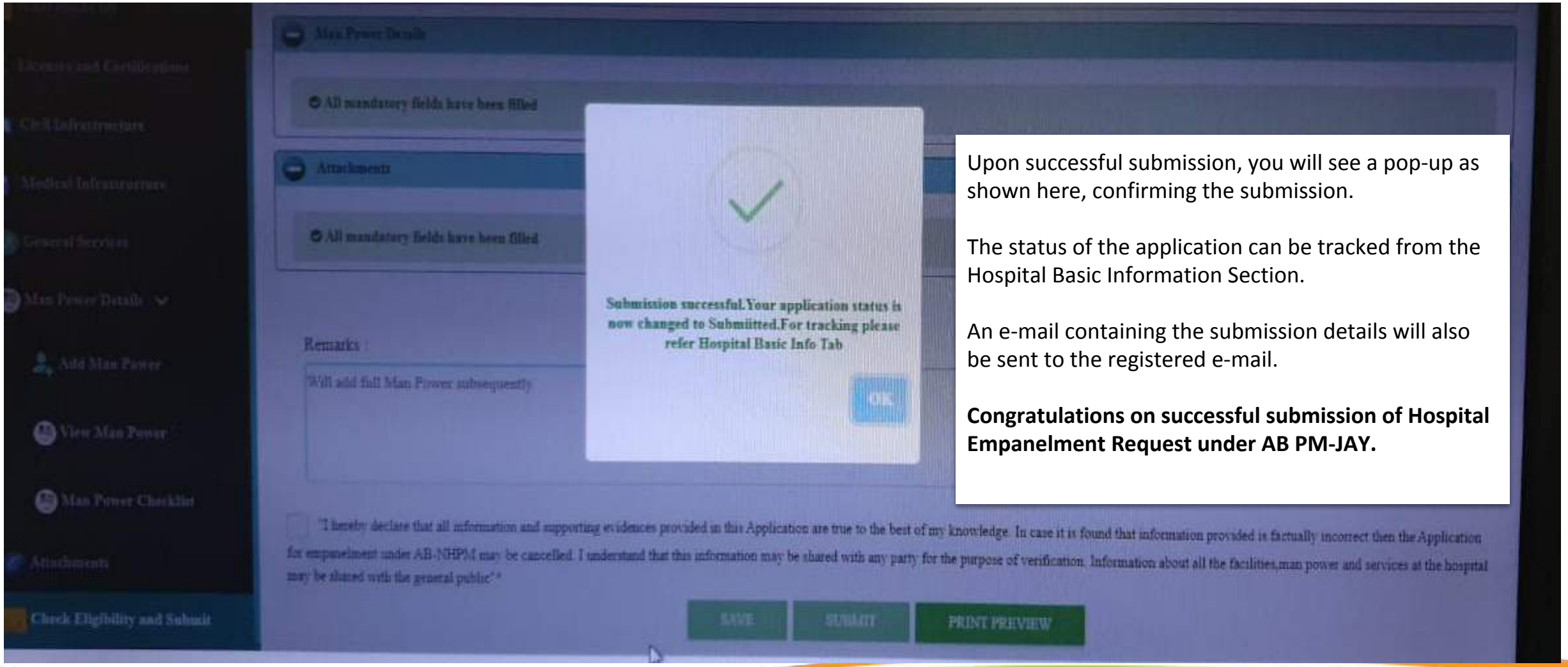


After inputting all the necessary information, go to “Check Eligibility and Submit” menu on the left section.

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



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.

FAQ

- **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