



**National Accreditation Board for  
Hospitals & Healthcare Providers**

(Constituent Board of Quality Council of India)

NABH/Notification/2021/9266

December 01, 2021

## NOTIFICATION

### **Start of NABH - CGHS / ECHS Portal for acceptance of online applications for Central Government Health Scheme (CGHS) & Ex-Servicemen Contributory Health Scheme (ECHS)**

National Accreditation Board for Hospitals and Healthcare Providers (NABH), a constituent board of Quality Council of India (QCI) is pleased to announce that the process of QCI inspections for ECHS & CGHS empanelment has now been digitised.

The Health care organisations will now be able to apply for and pay fee for empanelment through this online portal; guidelines for which are available on the NABH website at **“Steps to Apply for ECHS & CGHS Empanelment”** document.

Applicants desirous of getting their facilities assessed for CGHS / ECHS Empanelment are encouraged to apply online for prompt processing.

In case, the HCOs have any difficulty in applying, they may contact NABH Secretariat at E-mail: [nabh@nabh.co](mailto:nabh@nabh.co) Phone: 42600600

Thanking you,

Sincerely yours,

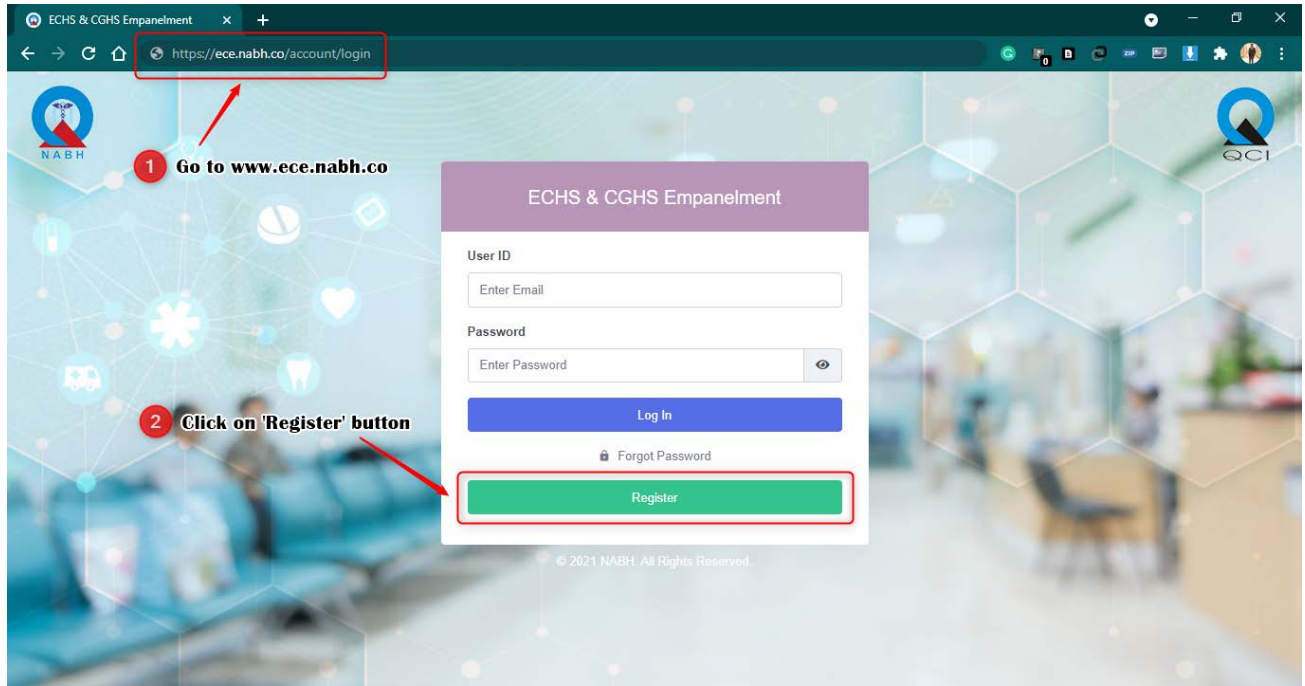
(Dr. Atul Mohan Kochhar)  
CEO-NABH

**Enclosed: Steps to Apply for ECHS & CGHS Empanelment**

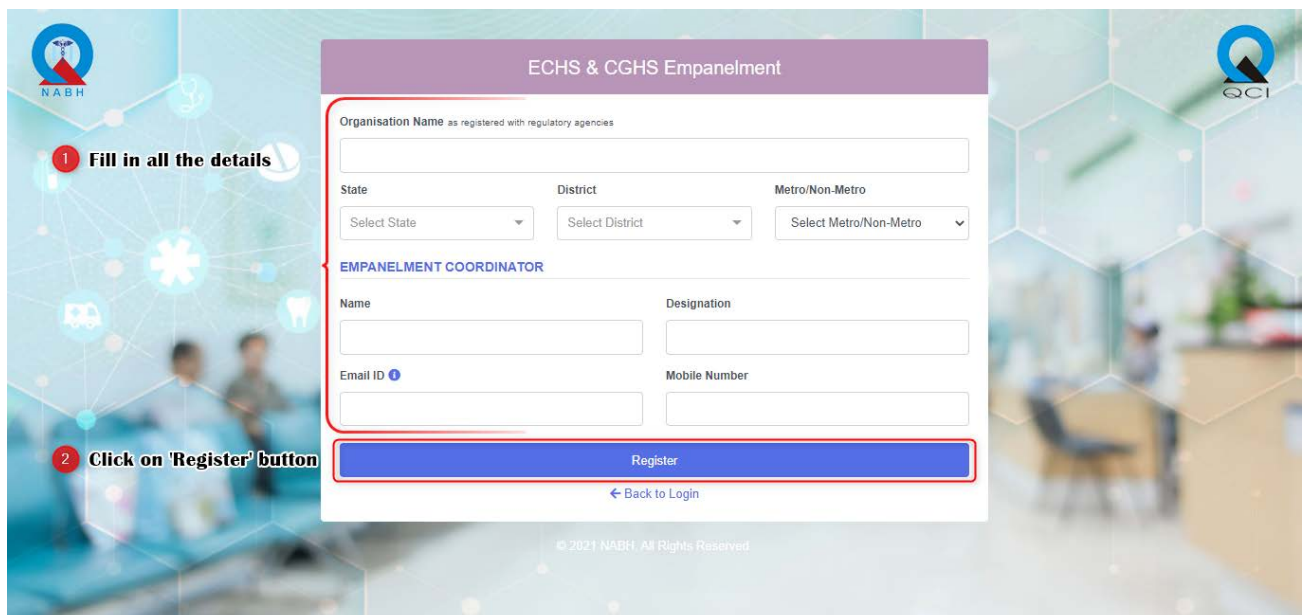
# 1 ECE Portal - ECHS & CGHS Empanelment Portal procedure

## 1.1 Registration steps on the web portal

**Step 1:** Go to [www.ece.nabh.co](https://www.ece.nabh.co) for ECHS & CGHS Empanelment Portal. Click on the 'Register' button.



**Step 2:** Fill in all the details. Then click the 'Register' button.



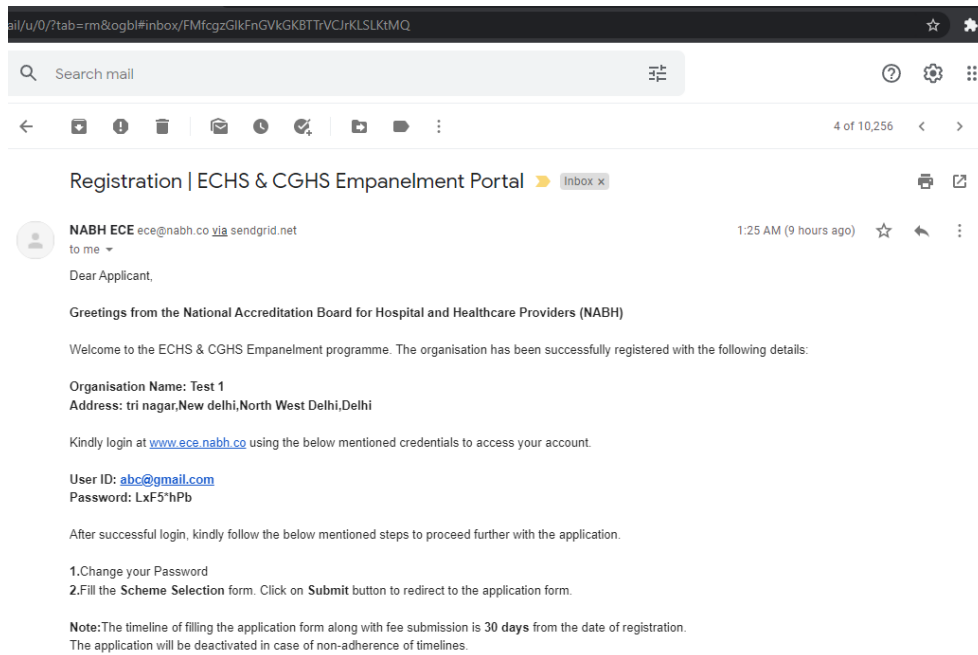
**Step 3:** Enter the OTP received on the registered E-mail and Mobile Number. Applicants can edit the mail id or contact number in case the wrong input is put on the registration form by clicking the 'Edit' button.

*\*Kindly check the Spam/Junk Folders of the registered email id. Users can also request a new OTP if OTP is not received within 10 minutes by clicking on the 'Resend OTP' Button.*

**Step 4:** After OTP verification, a message will pop up asking for confirmation to submit the form, click 'Yes' if details filled are correct, or Click 'No' to edit details

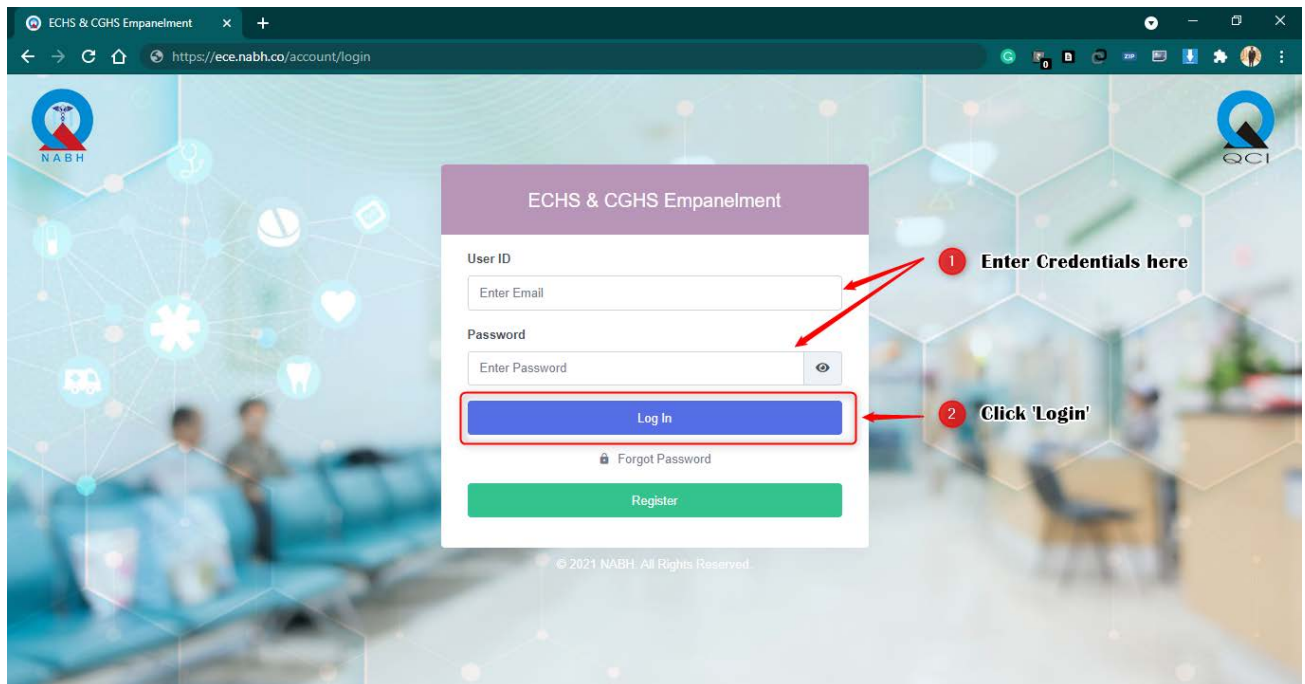
**Note:** Details cannot be changed once the form is submitted.

**Step 5:** Applicant will receive User ID and Password for Log-in on the registered E-mail ID.

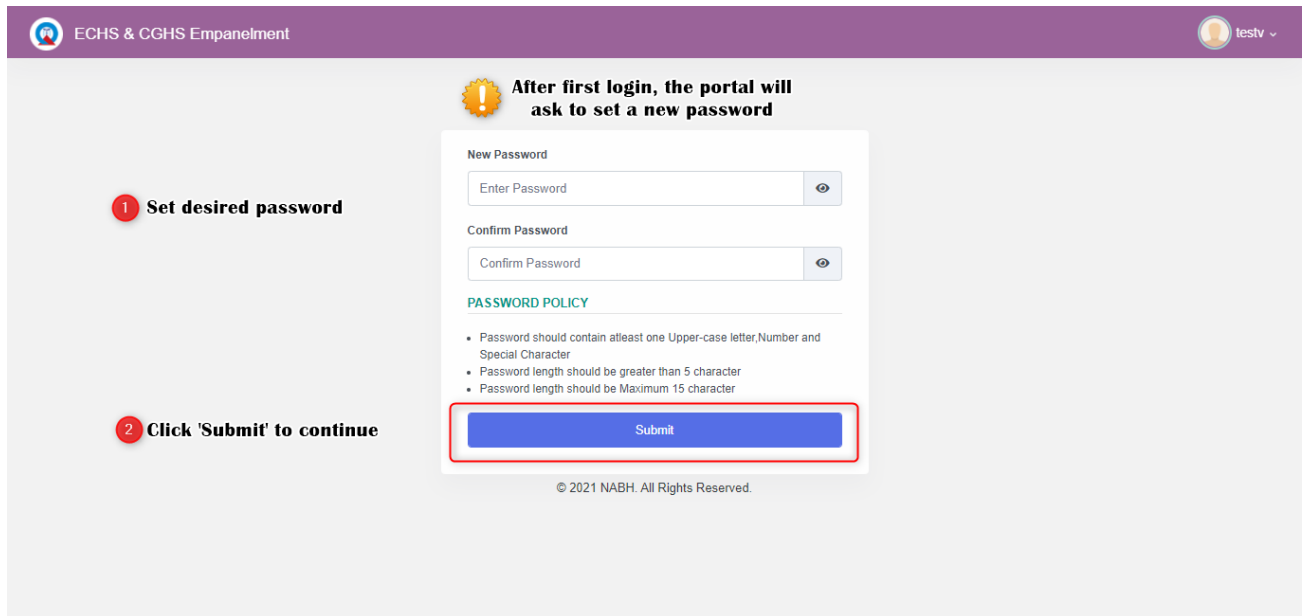


## 1.2 Scheme Selection Steps

**Step 1:** Go to [www.ece.nabh.co](http://www.ece.nabh.co) enter the credentials received on E-mail and click on the 'Log In' button.



**Step 2:** The applicant has to change the password after they log in to the portal for the 1st time. Enter and confirm the desired password as per the password policy mentioned and click on the 'Submit' button.



**1 Set desired password**

**2 Click 'Submit' to continue**

**After first login, the portal will ask to set a new password**

New Password

Enter Password

Confirm Password

Confirm Password

**PASSWORD POLICY**

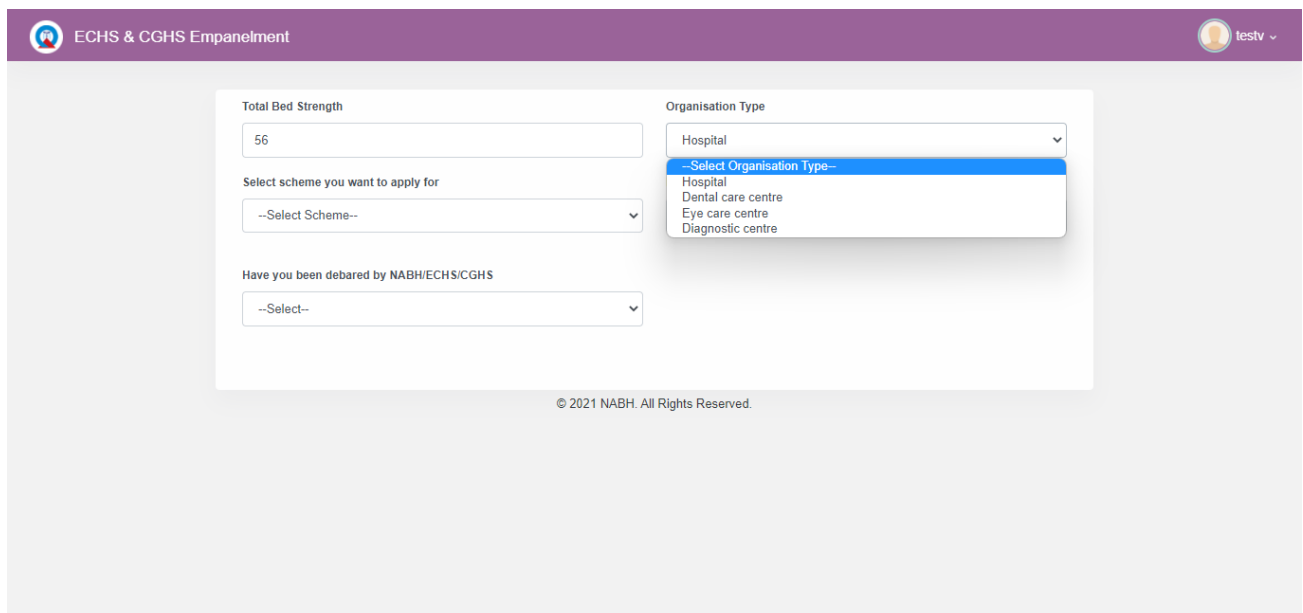
- Password should contain atleast one Upper-case letter, Number and Special Character
- Password length should be greater than 5 character
- Password length should be Maximum 15 character

Submit

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**Step 3:** After changing the password, the page for Scheme selection page will be displayed.

Select the Type of Organization (Hospital/Dental/Eye/Diagnostic) and fill in all the mandatory details.



**Total Bed Strength**

56

**Select scheme you want to apply for**

--Select Scheme--

**Have you been debarred by NABH/ECHS/CGHS**

--Select--

**Organisation Type**

Hospital

--Select Organisation Type--

Hospital

Dental care centre

Eye care centre

Diagnostic centre

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**Step 4:** After filling in all the required information, click on the 'Submit' button to continue.

ECHS & CGHS Empanelment

hospsave@mail.com

Total Bed Strength: 56

Organisation Type: Hospital

Select scheme you want to apply for: CGHS

Have you previously applied for any of the said scheme: Yes

Add

#	Type of Application	Application Number	Recommended by NABH/QCI	Recommendation Number	Action
1	CGHS	ABC/654	Yes	RECOM123	

Have you been debarred by NABH/ECHS/CGHS: No

Submit

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**Step 5:** At the Screen pop-up, click the 'Proceed' tab to continue or 'Cancel' to edit the details in the 'Scheme Selection form'. Please note that the Post Submission of the form, editing of details could not be done.

ECHS & CGHS Empanelment

weddw

Total Bed Strength: 76

Organisation Type: Hospital

Select scheme you want to apply for: ECHS

Have you previously applied for any of the said scheme: Yes

Add

#	Type of Application	Application Number	Recommended by NABH/QCI	Recommendation Number	Action
1	CGHS				

Have you been debarred by NABH/ECHS/CGHS: No

Submit

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**Warning:** You have selected to apply for ECHS Hospital. After clicking on Proceed, you will be redirected to fill the Application Form. The details once submitted will not be editable.

Proceed Cancel

**Note:** Details cannot be changed once the form is submitted.



### 1.3 Application Form Steps

After submitting the Scheme Selection form, the Applicant will be re-directed to the Dashboard. Where Progress/History of the Applicant can be seen. Applicants must follow the instructions displayed in the message box to proceed further.

The screenshot shows the ECHS & CGHS Empanelment dashboard. At the top, there is a navigation bar with 'Dashboard', 'Application Form', 'Remarks', 'Guidelines', and 'Guide Book'. A message box at the top right says: "1 Follow the instructions displayed in the message box to proceed further." Below this is a progress bar with 11 stages: Registration, Scheme Selection, Application, Fee Submission, Desktop Assessment, DA NC Reply and Review, OA Schedule, Onsite Assessment, OA Feedback, Committee Verification, and Recommended. The 'Application' stage is currently active. Below the progress bar is a table for 'Organisation Information' and a table for 'Application Stage History'.

**Organisation Information**

Registration ID	ECE-2021-0015
Organisation type	Hospital
Reference Number	
scheme applied for	ECHS
Bed Strength	
Organisation Name	weddw
State	Andhra Pradesh
Application Number	HOS/2021/E0015
Application Type	New

**Application Stage History**

Stage	Date
Application In Progress	08-Sep-2021
Scheme Selection	08-Sep-2021
Registration	08-Sep-2021

2 Organisation details and Application stage history will be displayed here

**Step 1:** Click on the 'Application Form' Tab in Menu Bar or the 'Application' icon on Progress Bar to fill the application form.

The screenshot shows the ECHS & CGHS Empanelment dashboard. The 'Application Form' tab is selected in the navigation bar. A message box at the top right says: "1 Click on the 'Application form' button either from navigator bar or from the 'Progress bar' below to get started with filling out the application". Below this is a progress bar with 11 stages: Registration, Scheme Selection, Application, Fee Submission, Desktop Assessment, DA NC Reply and Review, OA Schedule, Onsite Assessment, OA Feedback, Committee Verification, and Recommended. The 'Application' stage is currently active. Below the progress bar is a table for 'Organisation Information' and a table for 'Application Stage History'.

**Organisation Information**

Reference ID	ECE-2021-0018
Organisation Name	DENTAL NITIN
State	Andhra Pradesh
Application Number	DEN/2021/B0012
Application Type	New

**Application Stage History**

Stage	Date
Application In Progress	08-Sep-2021
Scheme Selection	08-Sep-2021
Registration	08-Sep-2021

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**Step 2:** Fill in the details for all sections.

- Users can select responses and fill in the details from the Radio button/dropdowns.
- Questions may be of the following type:
  - **Radio button:** Applicant can select a single option from the options as per the applicability of the requirement of the question while filling the Application Form.
  - **Document Upload:** Attach all the relevant documents by clicking on the 'Upload Document' icon

**1** For questions having 'Radio button' as an option, choose one and continue filling in the information.

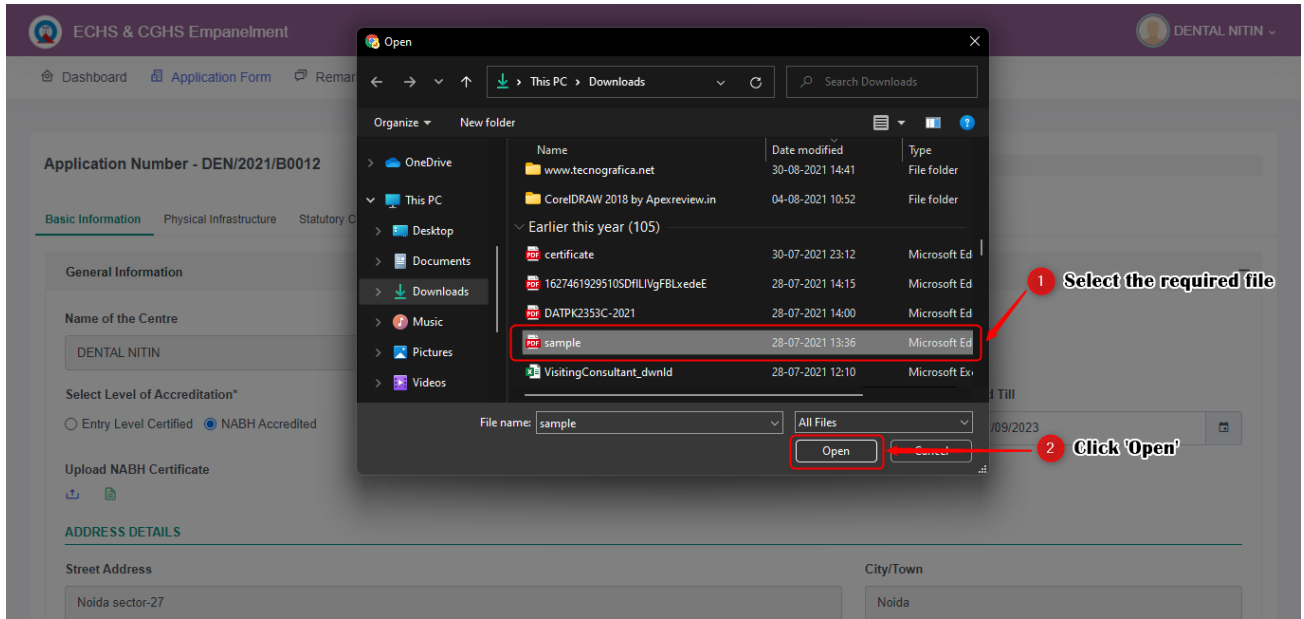
**2** To upload a document, click on the 'Upload' icon.

- Click on the 'Choose File' button and select the document to be uploaded.

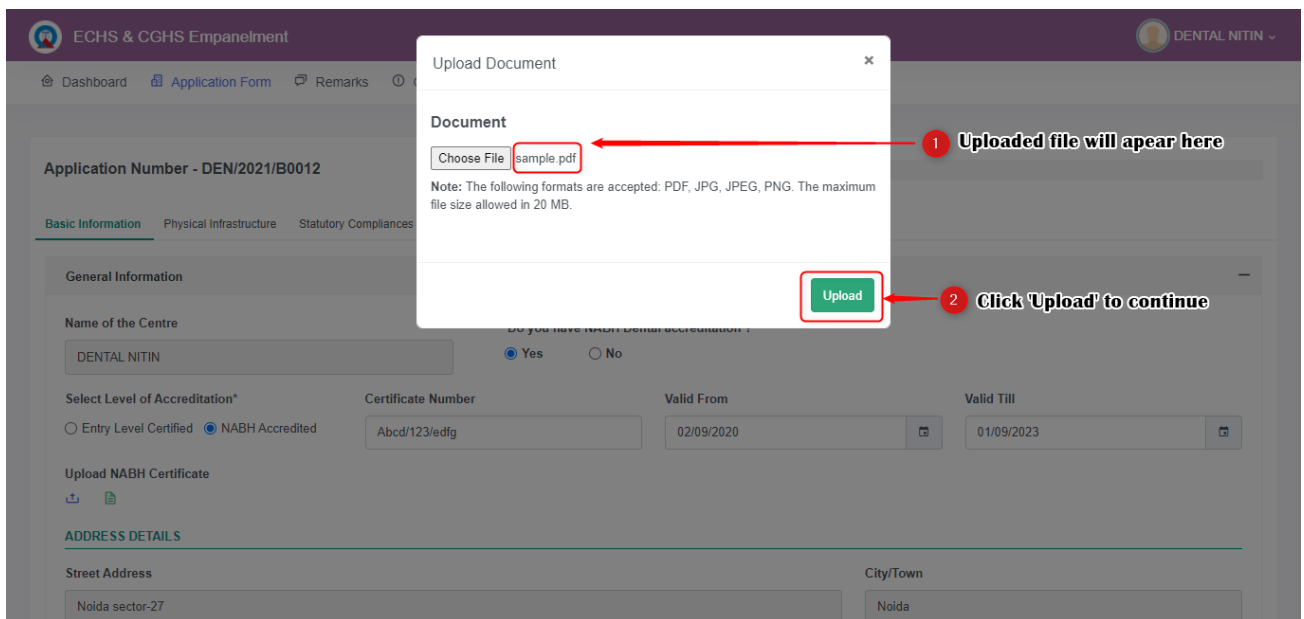
**1** Click 'Choose File'



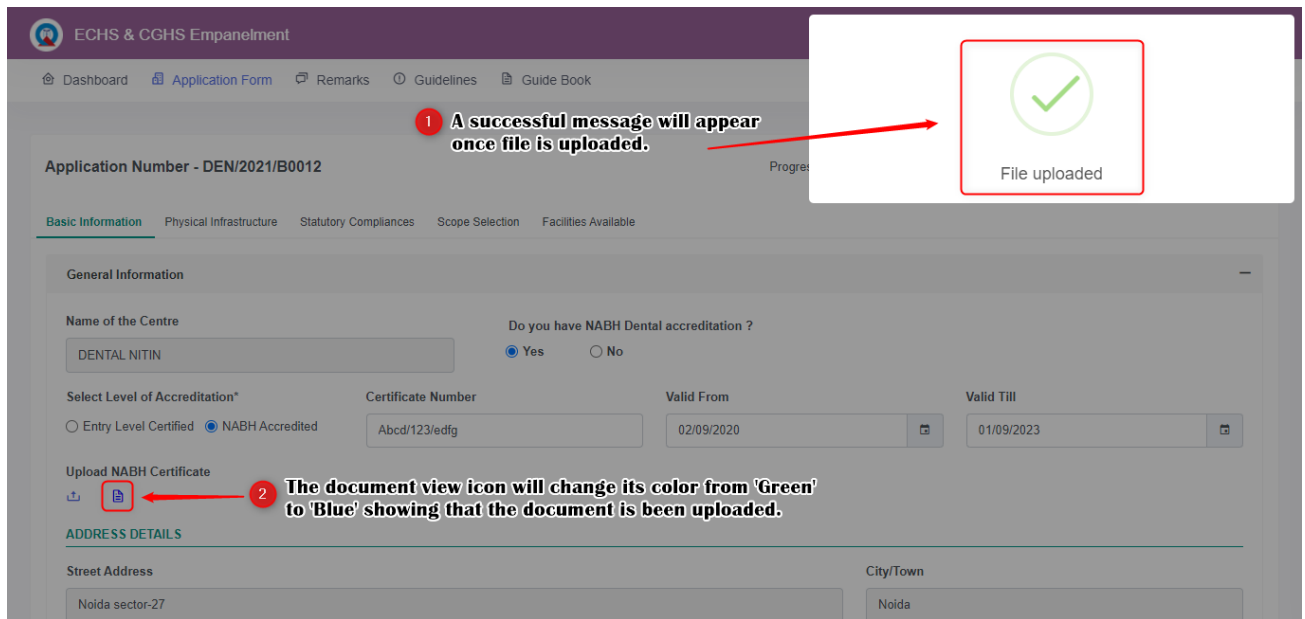
- Click on Open after selecting the file.



- The selected file name will be displayed, click on 'Upload'

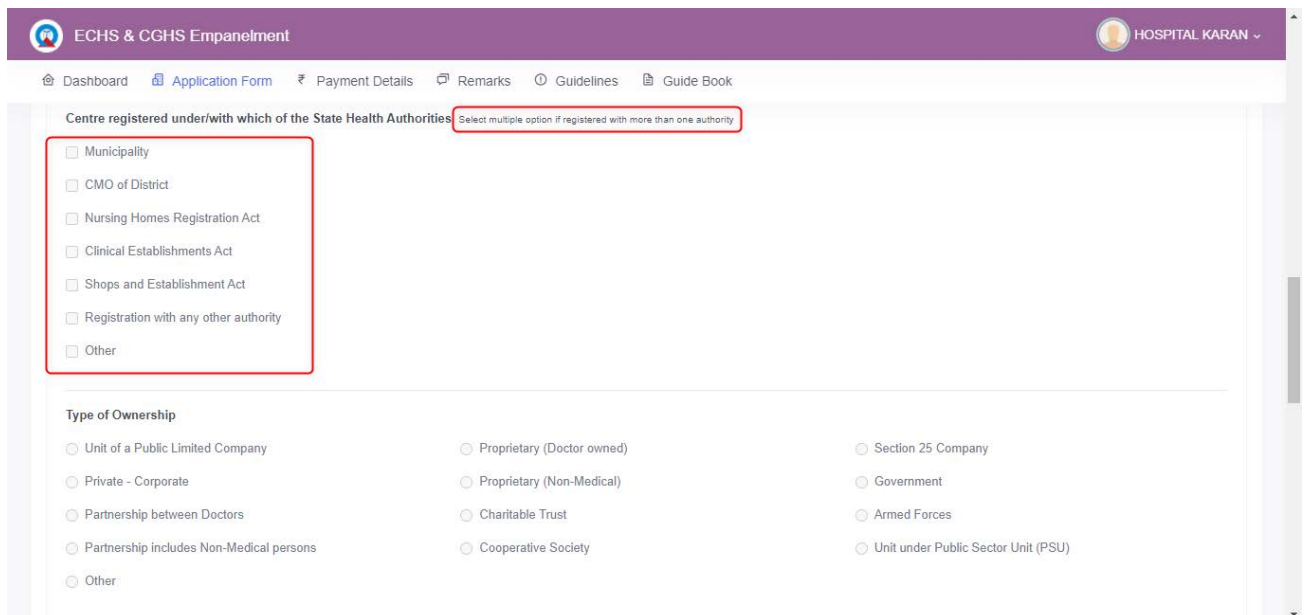


- A message will be displayed on the successful upload of the file. In Case, the file is not uploaded, check the size and type of file as per the criteria required
- Applicants can also view or delete the uploaded document by clicking on the 'View Document' Icon.



- **Check Box Type:** Applicant can choose multiple options against the various requirement

- Click on the checkboxes to select the options.



- **Table type:** The applicant can either download the templates to fill in the details and upload the same file on the respective question or they can add details on the portal itself, the same will be displayed in Table.

16. Availability of specialists or consultants for Dental care centre?  Yes  No

17. Number of Oral & Maxillo facial surgeon available Including Visiting

#	Name	Qualification	Name of Council	Registration Number	Availability	Aadhar NUMBER	PAN NUMBER	OPD Days	OPD Timings(From)	OPD Timings(To)	Years of Experience	Actions
Minimum One Record Required												

18. Number of Periodontist available Including Visiting

19. Number of Prosthodontist available Including Visiting

20. Number of Endodontist available Including Visiting

21. Number of Orthodontist available Including Visiting

22. Number of Paedodontist available Including Visiting

**1** One can either download the Excel Template by clicking on the 'Download Template' button & can fill the downloaded file and upload the same by clicking on 'Upload Excel' button.

**OR**

**2** One can click on 'Add' button to fill in the information on the web portal only.

### A. Through Excel upload

Step a): Click on the 'Download Excel' Button

9. Whether records are kept in computerised facility or not?\*  Yes  No

10. Availability of approval from competent authority under Human Transplant Organs Act 1995 ?\*  Yes  No

11. Availability of facilities for processing, evaluation and lab investigation?\*  Yes  No

**PROVIDE DETAILS OF CONSULTANT(S) FOR THE SERVICE**

**1** Click on the 'Download Template' button to download the Excel file

#	Doctor's Name	Graduation	Post-Graduation	Super-specialization/Fellowship/Certification	Name of medical council registration	Registration number	PAN number	Aadhar number	Types of services provided by the consultant	UHIDs of patient #1 in last 6 months	UHIDs of patient #2 in last 6 months	UHIDs of patient #3 in last 6 months	UHIDs of patient #4 in last 6 months	UHIDs of patient #5 in last 6 months	Actions
Minimum One Record Required															

**2** After the download is completed, click on the file to open it

Save Submit Application

13.235.68.134/assets/excel\_upload\_doc/Consultant... Consultant\_dwnld... Show all

Step b): Fill in all the details in Excel

Once the Excel opens, fill in the details as asked in the cells

Scroll to the right to see the full sheet

Doctor's Name	Graduation	Post-Graduation	Super-specialization/Fellowship/Certification	Name of medical council registration	Registration number	Types of service
Dr. ABC	XYZ	MBBS	Super-Specialization	XYZ	ABC2021/XYZ	Full Time

Step c): Click on 'Upload Excel' Button

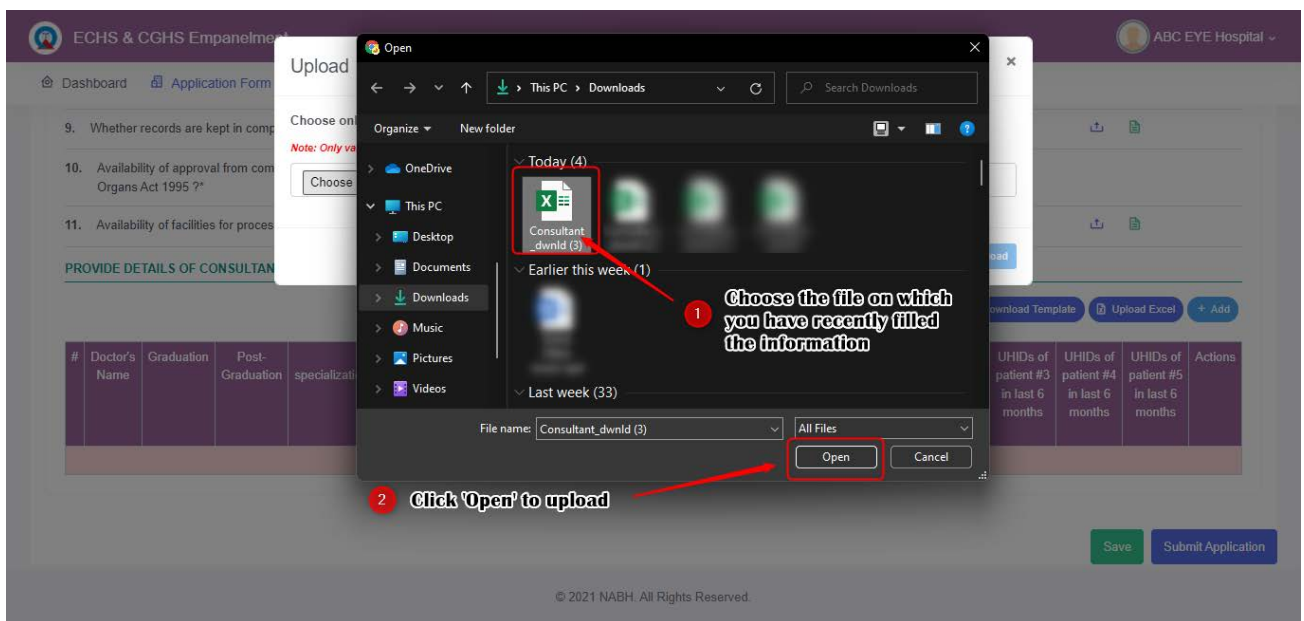
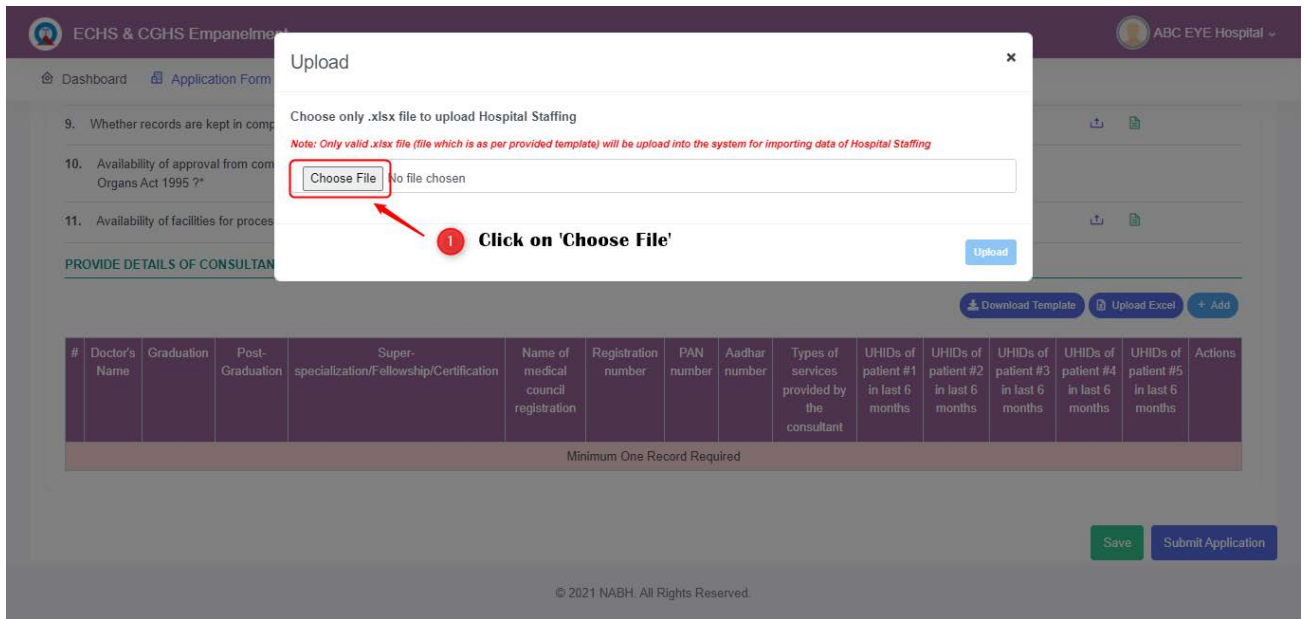
Click 'Upload Excel' to upload the file.

PROVIDE DETAILS OF CONSULTANT(S) FOR THE SERVICE

#	Doctor's Name	Graduation	Post-Graduation	Super-specialization/Fellowship/Certification	Name of medical council registration	Registration number	PAN number	Aadhar number	Types of services provided by the consultant	UHIDs of patient #1 in last 6 months	UHIDs of patient #2 in last 6 months	UHIDs of patient #3 in last 6 months	UHIDs of patient #4 in last 6 months	UHIDs of patient #5 in last 6 months	Actions
Minimum One Record Required															

Save Submit Application

Step d): Pop-up will appear, click on 'choose File' Button and choose the correct file



Step e): Click on 'Upload' Button

13.235.68.134 says  
Click OK button to start uploading data.  
Once you upload, you can not revert back changes !!

Choose only .xlsx file to upload Hospital Staffing  
*Note: Only valid .xlsx file (file which is as per provided template) will be upload into the system for importing data of Hospital Staffing*

Choose File Consultant\_dwnld (3).xlsx  
Consultant\_dwnld (3).xlsx

1 A Pop up will appear asking for confirmation, click 'Ok' to continue or 'Cancel' to go back

2 The selected file to upload will be visible here

Upload

#	Doctor's Name	Graduation	Post-Graduation	Super-specialization/Fellowship/Certification	Name of medical council registration	Registration number	PAN number	Aadhar number	Types of services provided by the consultant	UHIDs of patient #1 in last 6 months	UHIDs of patient #2 in last 6 months	UHIDs of patient #3 in last 6 months	UHIDs of patient #4 in last 6 months	UHIDs of patient #5 in last 6 months	Actions
Minimum One Record Required															

Save Submit Application

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Step f): Successful or error message will come, if there are some error than reupload the file after correcting such error Click on 'Upload Excel' Button

Upload

Choose only .xlsx file to upload Hospital Staffing  
*Note: Only valid .xlsx file (file which is as per provided template) will be upload into the system for importing data of Hospital Staffing*

Choose File Consultant\_dwnld (3).xlsx  
Consultant\_dwnld (3).xlsx

A 'successfully uploaded' message will appear if there are no errors in the uploaded excel

data uploaded successfully

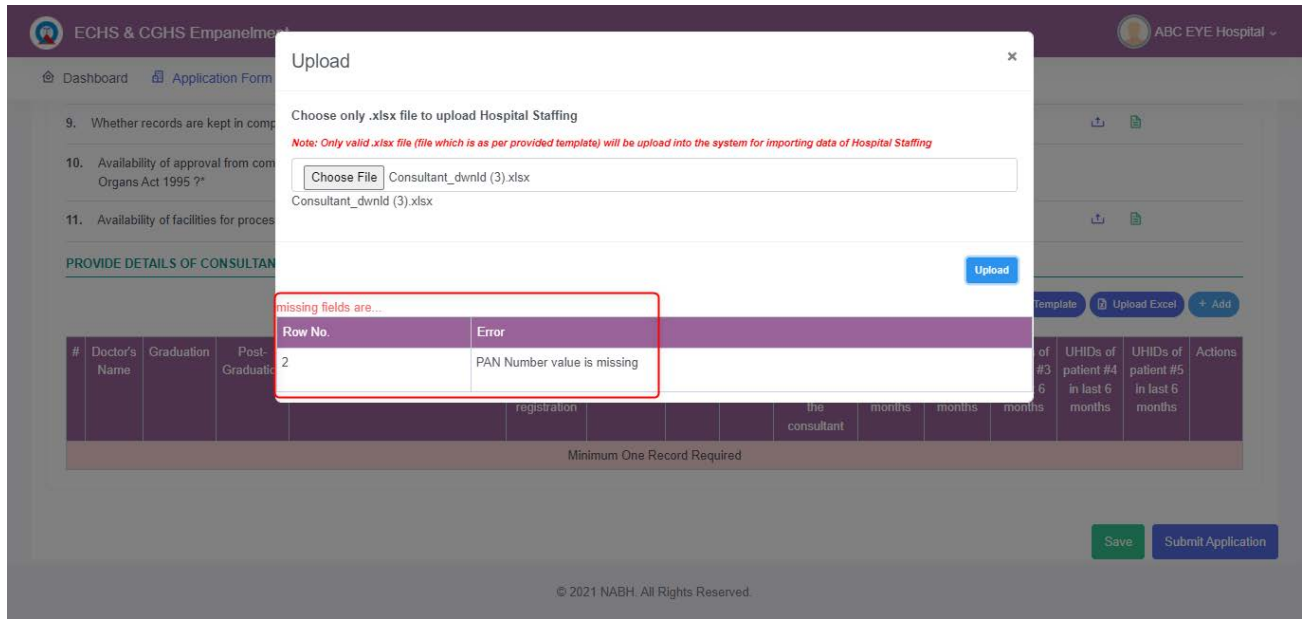
The filled information can be seen in the table simultaneously

#	Doctor's Name	Graduation	Post-Graduation	Super-specialization/Fellowship/Certification	Name of medical council registration	Registration number	PAN number	Aadhar number	Types of services provided by the consultant	UHIDs of patient #1 in last 6 months	UHIDs of patient #2 in last 6 months	UHIDs of patient #3 in last 6 months	UHIDs of patient #4 in last 6 months	UHIDs of patient #5 in last 6 months	Actions
1	Dr. ABC	XYZ	MBBS	Super-Specialization	XYZ	ABC2021/XYZ	hgytg7676g	11111111111	Full TimE	hhg76h	hkhigu87y	y8g7bnjb	luhi7kuhi	ubyu87i	

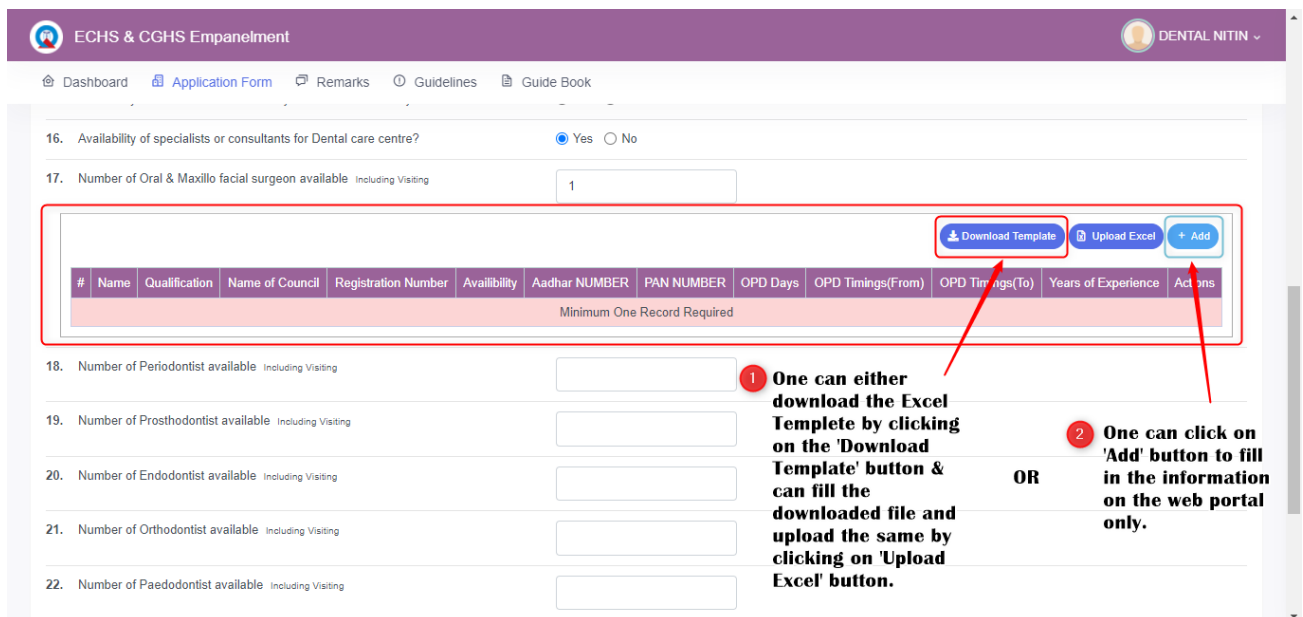
Download Template Upload Excel + Add



(Please check the respective filled details of the excel template or data added fields in the respective column of the Table. Applicant can Update the details by uploading/adding a new file of the same template).



B. **Add details Type:** Click on the 'Add' button to fill in the details manually. Use this option to add less data only



- Pop-up will appear, fill in all the required fields and click on the 'Save' button.

Oral & Maxillo facial surgeon

Name:  Qualification:  Name of Council:

Registration Number:  Availability: --Select-- Aadhar Number:

PAN Number:  OPD Days: Select Years of Experience:

OPD Timings: From:  To:

**1 If the 2nd option is chosen then details must be filled on the portal only in the pop-up options**

**2 Click 'Save' once the information is filled**

Save

- Once details are filled it will be visible under table, use edit or delete icon for editing the data.

**1 The entered information will be automatically get filled in the table.**

#	Name	Qualification	Name of Council	Registration Number	Availability	Aadhar NUMBER	PAN NUMBER	OPD Days	OPD Timings(From)	OPD Timings(To)	Years of Experience	Actions
1	A	MBBS	XYZ	4547ABH	Full Time	541416845858	SJSNB5645J		03:00	20:00	5	

**2 One may use the 'Edit' icon to change values or 'Delete' icon to delete the entry**

**Step 3:** Applicants have to save their progress while filling in response by clicking on the save button from time to time to avoid data loss.

The screenshot shows the 'Application Form' section of the ECHS & CGHS Empanelment portal. The form includes several input fields and radio buttons for user information. A red box highlights the 'Save' button, with an arrow pointing to it from a warning icon and text that reads: "Make sure to click 'Save' button in between filling information to ensure that the information is been saved in the application form." The 'Submit Application' button is also visible.

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**Note:** We Recommend organization to keep clicking save button after some time in order to minimize the data loss issue

**Step 4:** Once all the details for all sections are filled, click on the 'Check' box of the declaration statement at the last of the application form and then the applicant can submit the details by clicking on the 'Submit Application' button.

The screenshot shows the 'DECLARATION' section of the application form. It contains a list of questions regarding the number of specialists available, followed by a declaration statement with a checked checkbox. A red box highlights the 'Submit Application' button, with an arrow pointing to it from a warning icon and text that reads: "Click 'Submit Application' to complete the Application process." Another red box highlights the checkbox with the text: "After filling the 'Application form' completely, read the Declaration thoroughly and click the checkmark." The 'Save' button is also visible.

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**Step 5:** An error messages will pop up if there are any missing fields left in the application form.

The screenshot shows the 'Application Form' section of the ECHS & CGHS Empanelment portal. The application number is HOS/2021/B0014 and the progress is 0%. The form is divided into several sections: Basic Information, Hospital Information, Statutory Compliance, Scope of Services, Professional Services, Radiology & Imaging, Laboratory, Blood Bank, and Manpower. A red box highlights a dialog box that says 'Please fill all required field' with an 'OK' button. The 'Basic Information' section is expanded, showing 'General Information' and 'Background Information' with plus signs. There are 'Save' and 'Submit Application' buttons at the bottom right. The footer indicates '© 2021 NABH. All Rights Reserved.'

**Step 6:** Look out for the '!' symbol(s), they signify unfilled mandatory fields of the particular section. Complete those missing point and click again on submit application

The screenshot shows the 'Application Form' section of the ECHS & CGHS Empanelment portal. The application number is HOS/2021/B0014. A text box contains the instruction: 'Lookout for these exclamation (!) symbols on the section. they denotes that these sections have some of the fields missing'. The 'Basic Information' section is expanded, showing 'General Information'. The 'Certificate Number' field is highlighted with a red box and a red exclamation mark icon. The 'Valid From' and 'Valid Till' fields are also highlighted with red boxes and red exclamation mark icons. The 'Do you have NABH accreditation?' field has 'Yes' selected. The 'Upload NABH Certificate with scope of Accreditation attested by notary' field has a plus sign icon. The 'ADDRESS DETAILS' section is partially visible, showing 'Street Address' and 'City/Town' fields.

## 1.4 Fee Submission Steps

**Step 1:** After successful submission of the Application form. Applicants can make payment by clicking on the 'Fee Submission' Tab in the Progress icon at 'Progress Bar'.

The screenshot shows the ECHS & CGHS Empanelment portal interface. At the top, there is a navigation bar with the logo and the text 'ECHS & CGHS Empanelment' on the left, and the user's email 'diagootesty@mail.com' on the right. Below the navigation bar, there are several menu items: Dashboard, Application Form, Remarks, Guidelines, and Guide Book. A green notification bar at the top of the main content area contains the text: 'Kindly pay the certification fees by clicking on the Fee Submission in the progress bar.' Below this, a progress bar shows several stages: Registration, Scheme Selection, Application, Fee Submission (highlighted with a red box), Desktop Assessment, DANC Reply and Review, OA Schedule, Onsite Assessment, OA Feedback, Committee Verification, and Recommended. Below the progress bar, there are two main sections: 'Organisation Information' and 'Application Stage History'. The 'Organisation Information' section contains a table with the following data:

Reference ID	ECE-2021-0011
Organisation Name	diagootesty@mail.com
State	Andhra Pradesh
Application Number	LAB/2021/E0008
Application Type	New

The 'Application Stage History' section contains a table with the following data:

Stage	Date
Fee Submission	23-Apr-2021
Application In Progress	23-Apr-2021
Scheme Selection	23-Apr-2021

At the bottom of the page, there is a copyright notice: '© 2021 NABH. All Rights Reserved.'

**Step 2:** Fill in the Information on the payment page.

The screenshot shows the 'Payment' page of the ECHS & CGHS Empanelment portal. At the top, there is a navigation bar with the logo and the text 'ECHS & CGHS Empanelment' on the left, and the user's email 'diagootesty@mail.com' on the right. Below the navigation bar, there are several menu items: Dashboard, Application Form, Remarks, Guidelines, and Guide Book. A green notification bar at the top of the main content area contains the text: 'The application form has been submitted successfully. Kindly enter the details and pay the certification fees.' Below this, there is a 'Payment' section with the following information:

**BILLING INFORMATION**

Organisation Name: diagootesty@mail.com  
 District: Chittoor  
 Pincode: 373487  
 PAN\*  
 GSTIN\*

Country: India  
 Email: diagolesto@mail.com  
 Address: rgjgr  
 TAN

State: Andhra Pradesh  
 Mobile Number: 3734834834  
 Trade Name as displayed on GSTIN/PAN/TAN

**SHIPPING INFORMATION (OPTIONAL)**

Is Shipping address same as billing address?  
 --Select--

**PAYMENT SUMMARY**

**Applicant** can also upload GST Certificate if the Organization is Registered with GSTIN by selecting 'Registered' at field 'GSTIN'

**Step 3:** After filling in all the required details, click the 'Pay' button

The screenshot shows the application form interface for ECHS & CGHS Empanelment. The user is logged in as 'diagootesty@mail.com'. The form includes fields for PAN (GATPK3636D), TAN (PDES03028F), and Trade Name (abcd). The GSTIN is set to 'Registered' and the GST Number is 'AAAAA0000A'. A 'GST Certificate' upload button is visible. Below this is the 'SHIPPING INFORMATION (OPTIONAL)' section with a dropdown for 'Is Shipping address same as billing address?' set to 'Yes'. The 'PAYMENT SUMMARY' table shows:

No.	Description	Amount
01	Application Fees	Rs 25000
Sub Total:		Rs 25000
IGST(18%):		Rs 4500
Total:		<b>Rs.29500</b>

A red box highlights the 'Registered' dropdown, the 'GST Number' field, and the 'GST Certificate' button. Another red box highlights the 'Pay' button at the bottom right of the payment summary.

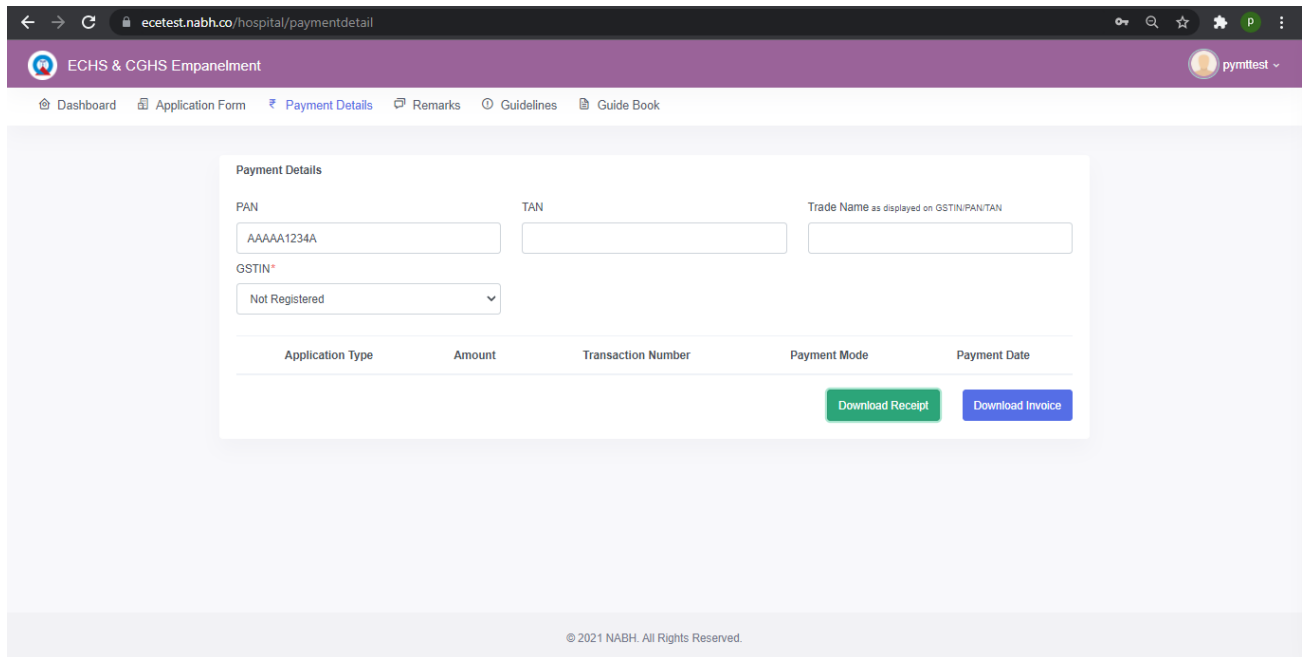
**Step 4:** Applicant will be redirected at Payment Gateway Page, select the type of payment to be used and pay the applicable certification fee

The screenshot shows the Payment Gateway Page. It includes a language dropdown set to 'English'. The 'Billing Information' section contains fields for email (diagootestymail.com), phone (9999), PIN (373487), address (Andhra Pradesh), city (ek), and GSTIN (3734834834). A checkbox for 'My Billing and Shipping address are different' is present. The 'Payment Information' section shows 'Net Banking' selected, a 'Select Bank' dropdown, and a note: 'Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment. I agree with the Privacy Policy by proceeding with this payment.' The total amount payable is 'INR 29500.00'. There are 'Make Payment' and 'Cancel' buttons. The 'ORDER DETAILS' section shows:

ORDER DETAILS	
Order #:	000000000062
Order Amount	23000.00
Convenience Fee	0.00
Tax(18%)	4500.00
<b>Total Amount</b>	<b>INR 29500.00</b>



**Step 5:** After successful fee payment, Applicant can download the 'Receipt' and 'Invoice' from the 'Payment Details' tab on Menu Bar. Applicants can also download Receipt and Invoice post fee submission at this section.



Payment Details

PAN: AAAAA1234A

TAN: [Empty]

Trade Name as displayed on GSTIN/PAN/TAN: [Empty]

GSTIN\*: Not Registered

Application Type	Amount	Transaction Number	Payment Mode	Payment Date
<a href="#">Download Receipt</a> <a href="#">Download Invoice</a>				

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**\*Note:** In the case of NEFT/RTGS challan will be generated which can be used to pay the payment via the respective bank. (Application's stage will only change when payment is received to NABH, it generally takes 2-3 business days to reflect the status of payment)

## 1.5 Desktop Assessment NC Reply Steps

The Application form will be scrutinized by the NABH Assessor for Quality check and Non-Compliances (NCs), if any, may be raised. The applicant will be notified via mail after the NCs are raised by the NABH Assessor.

**Step 1:** In case of NCs are raised, Applicant can check them by clicking on 'Application Form'.

The screenshot shows the ECHS & CGHS Empanelment portal interface. At the top, there is a navigation bar with the following items: Dashboard, Application Form, Payment Details, Remarks, Guidelines, and Guide Book. A notification banner at the top states: "The Non-Compliances (NCs) has been raised against certain documents on the Desktop Assessment. Kindly reply to the NCs raised in the application." Below this, a progress bar shows various stages: Registration, Scheme Selection, Application, Fee Submission, Desktop Assessment, DA NC Reply and Review (highlighted with a red box), OA Schedule, Onsite Assessment, OA Feedback, Committee Verification, and Recommended. Below the progress bar, there are two tables: "Organisation Information" and "Application Stage History".

Organisation Information	
Reference ID	ECE-2021-0018
Organisation Name	HOSPITAL KARAN
State	Uttar Pradesh
Application Number	HOS/2021/B0012
Application Type	New

Application Stage History	
Stage	Date
DA NC Reply-1	19-Sep-2021
DA In Progress	06-Sep-2021
DA Allocated	06-Sep-2021

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**Step 2:** The Red Text signifies the number of NCs raised under the particular section

The screenshot shows the ECHS & CGHS Empanelment portal interface for the 'Application Form' section. The application number is HOS/2021/B0012. The progress bar shows 100% completion. Below the progress bar, there are several sections: Basic Information, Hospital Information, Statutory Compliance, Scope of Services, Professional Services, Radiology & Imaging, Laboratory, Blood Bank, and Manpower. Red text with a circled '1' is placed above each of these sections, indicating the number of NCs raised. A red arrow points from the text "Look out for these numbers along with the section, they denote the number of NCs in that particular section" to the red text above the sections. Another red arrow points from the text "Visit these particular sections to see the raised NCs" to the red text above the sections. Below the sections, there is a form for "General Information" with fields for Name of the Hospital as written in Registration Certificate (HOSPITAL KARAN), Do you have NABH accreditation? (Yes/No), Select Level of Accreditation (Entry Level Certified/NABH Accredited), Certificate Number (123), Valid From (06/09/2021), and Valid Till (09/09/2021). There is also a field for "Upload NABH Certificate with scope of Accreditation attested by notary". Below the form, there is a section for "ADDRESS DETAILS" with fields for Street Address and City/Town.

**1 Look out for these numbers along with the section, they denote the number of NCs in that particular section**

**2 Visit these particular sections to see the raised NCs**

**Step 3:** The Red color of the NC Button shows that there might be an NC waiting for a reply. Click on the NC Button to reply against the NC raised.

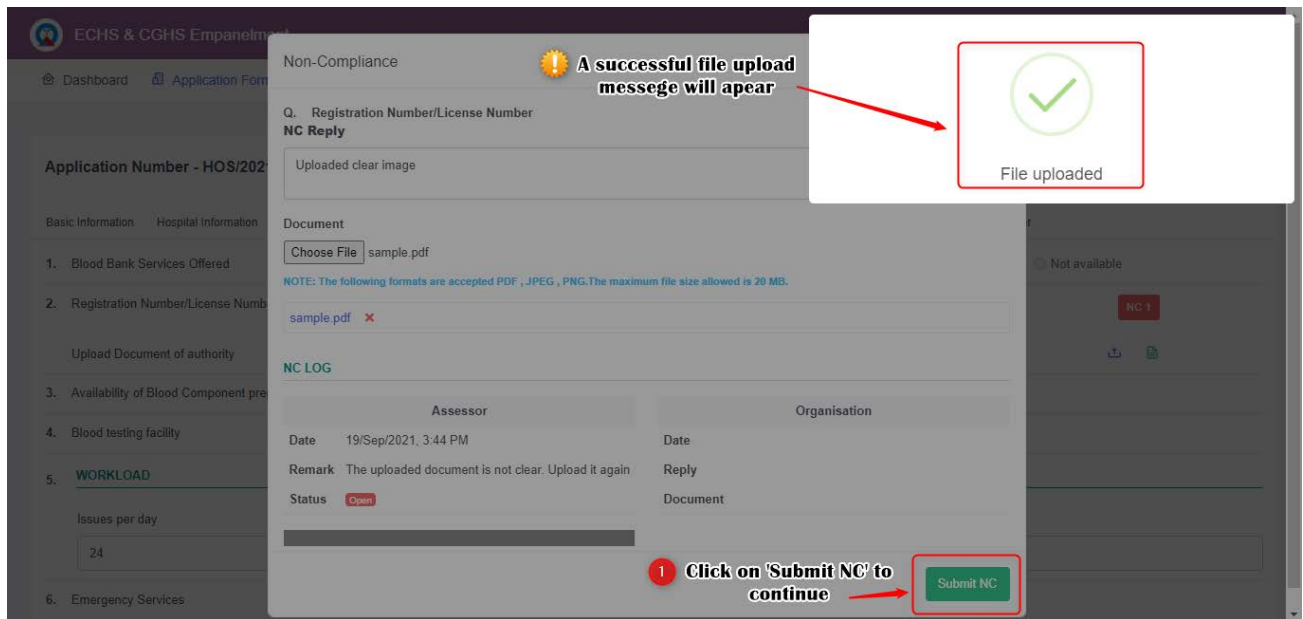
The screenshot shows the application form for ECHS & CGHS Empanelment. The application number is HOS/2021/B0012. The progress bar is at 100%. The form is divided into sections: Basic Information, Hospital Information, Statutory Compliance, Scope of Services, Professional Services, Radiology & Imaging, Laboratory, Blood Bank, and Manpower. The Blood Bank section is currently active. It contains several questions with radio button options. A red box highlights a button labeled 'NC 1' next to question 2, 'Registration Number/License Number'. A yellow warning icon and text above the button state: 'The Red' NC1 will show up against the question for which NC has been raised'. A red arrow points from this text to the 'NC 1' button. Another red arrow points from the 'NC 1' button to a red circle containing the number '1', with text next to it: 'Click on the 'NC 1' button to reply to the NC'.

\*Button Text as 'NC 1' denotes the NCs raised at the first round of Desktop Assessment.

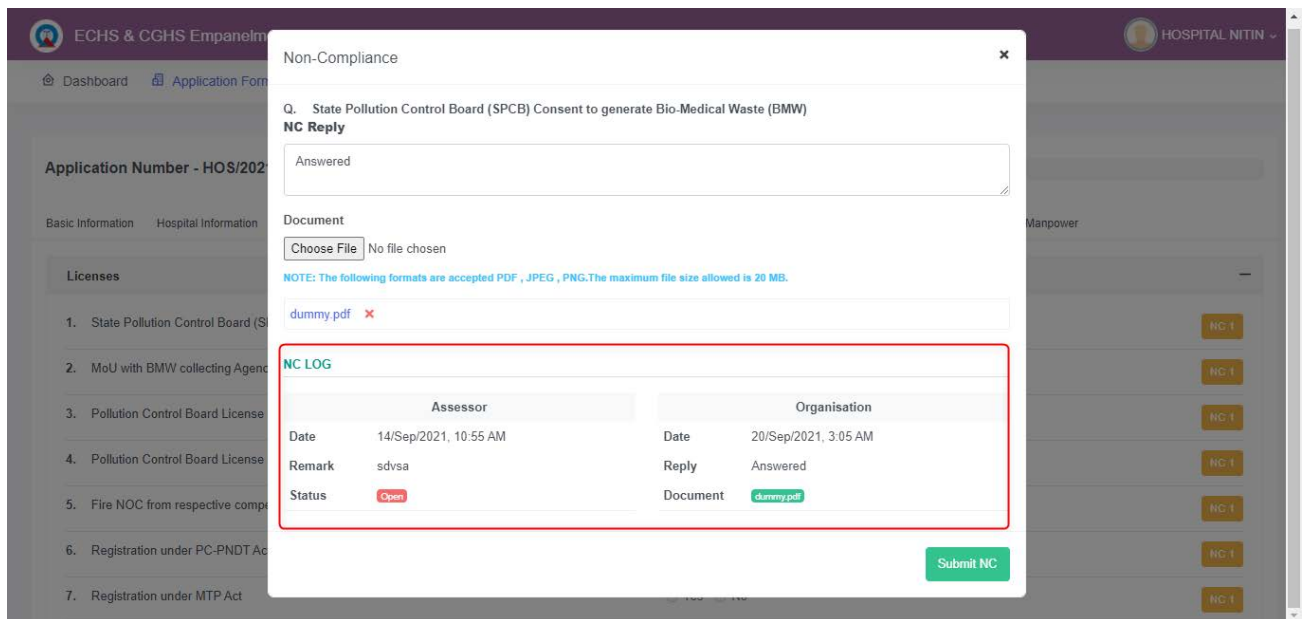
**Step 4:** Mention the remark/reason against the raised NC at the 'NC Reply' Text box and upload the evident document by clicking on the 'Choose File' button.

The screenshot shows a 'Non-Compliance' dialog box. It contains a text input field for 'NC Reply' with a red circle '2' and the text 'Type in your answer here'. Below this is a 'Document' section with a 'Choose File' button and the text 'No file chosen', with a red circle '3' and the text 'Choose supporting document'. A note below states: 'NOTE: The following formats are accepted PDF, JPEG, PNG. The maximum file size allowed is 20 MB.' Below the note is an 'NC LOG' table with columns for Assessor, Organisation, Date, Remark, Reply, and Status. The 'Remark' column contains the text 'The uploaded document is not clear. Upload it again', with a red circle '1' and the text 'Read the remark from the assessor thoroughly and reply to the NC with supporting answer' pointing to it. The 'Status' column shows 'Open'. A 'Submit NC' button is at the bottom right.

**Step 5:** When all the required documents are uploaded and the required reasons are provided, click on the 'Submit' button to successfully submit the response for the respective NC.



**Step 6:** Applicant can view the log of NC remarks and response for every round at the 'NC Log' section.



**Step 7:** The NC Button will change to a 'Yellow' color upon successful response upload.

The screenshot shows the 'Blood Bank' section of the application form. A message box at the top right states 'Nc reply successfully' with a green checkmark icon. A red box highlights this message, with a callout: '1 After submitting the NC reply, 'NC reply successfully' message will appear'. Below this, a red box highlights a yellow button labeled 'NC 1', with a callout: '2 The replied NC button will change its color from 'Red' to 'Yellow' indicating that the NC has been replied.'. A yellow warning icon with the text 'Do this for all raised NCs in the application form' is also present.

**Step 8:** Click on 'Submit NC Reply' to submit your responses against NCs

The screenshot shows the 'WORKLOAD' section of the application form. It includes a table with the following data:

#	Name	Qualification	Name of Council	Registration Number	Availability	Aadhar NUMBER	PAN NUMBER	OPD Days	OPD Timings(From)	OPD Timings(To)	Years of Experience	Actions
1	bbib	igb	yb	iyb	Yes	545454	buibiybybi	2021-W15			df5757	

Below the table, there are input fields for the number of specialists available for various dental services:

- 18. Number of Periodontalist available Including Visiting: 5
- 19. Number of Prosthodontist available Including Visiting: 0
- 20. Number of Endodontist available Including Visiting: 0
- 21. Number of Orthodontist available Including Visiting: 0
- 22. Number of Paedodontist available Including Visiting: 0
- 23. Total Number of specialists or consultants available Including Visiting: 11

A blue button labeled 'Submit NC Reply' is located at the bottom right of the form.

*\*The Replies will be scrutinized by the NABH Assessor. Check the NC status post-NC Review at the Dashboard.*