

**User Manual**  
**For**  
**e-Sushrut**  
**(Registration Module)**



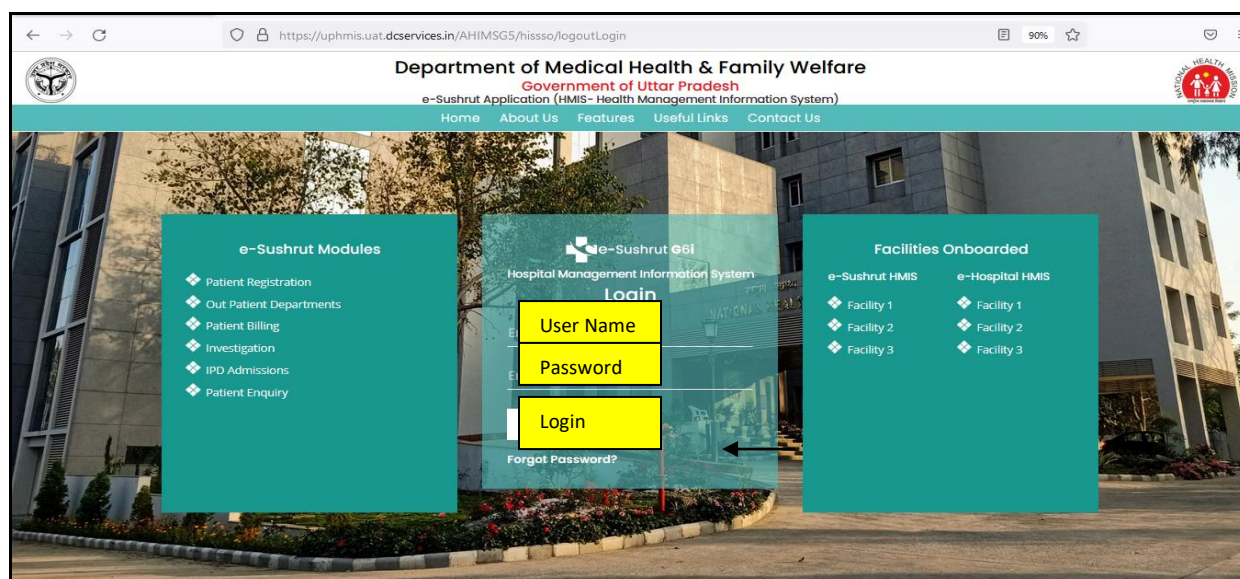
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## Login Process:-

In this process, **REGISTRATION Clerk/Operator** has to enter the User ID & Password in the respective login screen. As shown below -

**Step 1-** Enter 'user Id' and 'Password' then click on 'Login' button after successful login, menu screen will appear.



The screenshot shows the login interface of the e-Sushrut application. The header includes the Department of Medical Health & Family Welfare, Government of Uttar Pradesh, and the e-Sushrut Application (HMIS - Health Management Information System). The main content area is divided into three sections: e-Sushrut Modules, e-Sushrut G6i Login, and Facilities Onboarded. The e-Sushrut G6i Login section contains a form with fields for User Name, Password, and a Login button. A Forgot Password? link is also present. The e-Sushrut Modules section lists various services, and the Facilities Onboarded section lists various facilities.

**Login Form (Fig 1.0)**

## **Errors and exceptions in Login**

Your Login may fail due to any of the following:

- Incorrect User Id or password
- User login expired
- Network / Server failure
- In all cases of errors, the system will display relevant error message.

### **Incorrect Login name or password**

The system will display Login Failed message -

This error could occur because the user has entered the User Id /or password incorrectly.



**Fig 1.1**

### **User Login Expired**

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

## Network / Server failure

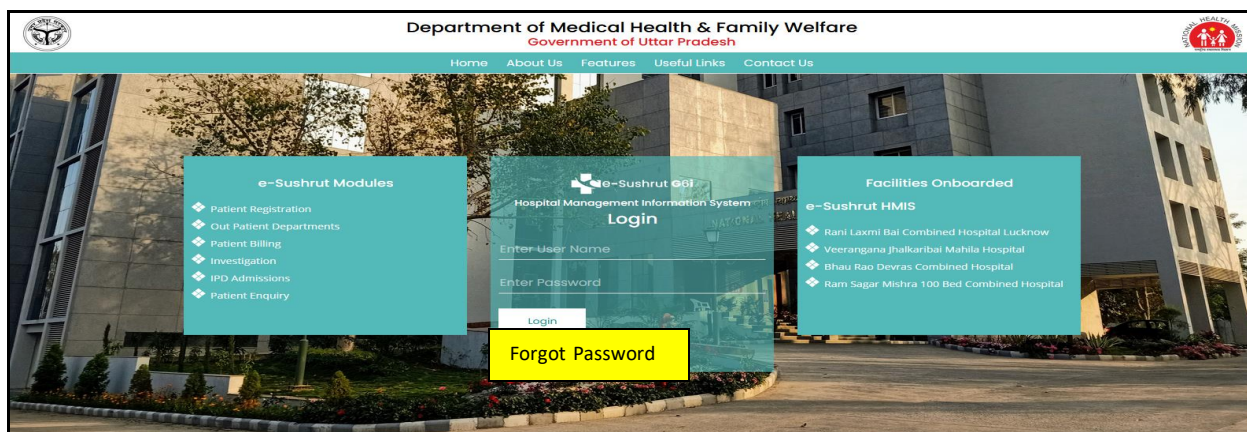
In the case where your system is unable to establish a network connection with the designated server the system will display a message. Please contact the administrator for further instructions.

## Forgot Password-

All the Users of Hospital management information system (HMISUP) have been allotted user name and Password. User name is a name, which will enable the user to log in to the HMIS. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Whenever a user saves a crucial record into the database, his user name is also attached to the record. At any given point later the System administrator can find out who saved the record into the database. So if someone knows your Password he will log in to the system using it and add anything into the database and you could be held responsible for it later. Never disclose your Password to anyone and do not keep your name, family member's names or anything that can be guessed by people around you as Password.

**Note:** - If forgot your password then follow following steps-

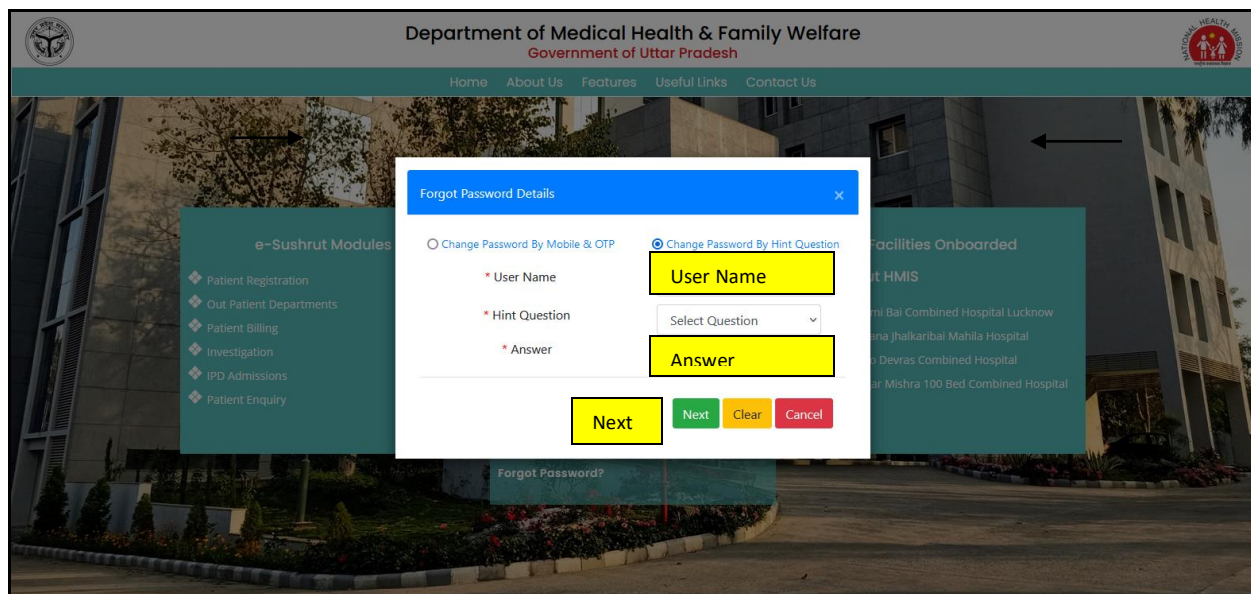
Step 1- Click on 'Forgot Password'



**Fig 1.2**

Step 2 -Enter mobile number and get OTP to change password or Enter User Name, select hint question from list box and answer the hint question.

Step 3- Click on 'Next' button.



**Fig 1.3**

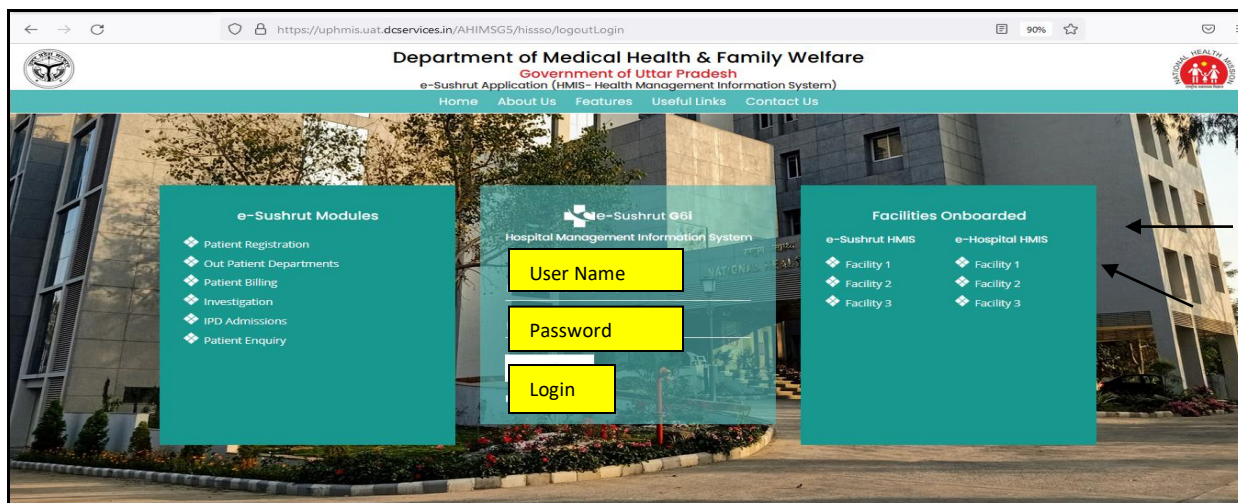
Step 4- Enter new password and re enter password in confirm password field, then click on 'Save' to save the password

After that you will get a message 'Your password has been changed'



## Login Form-

Step 1- Enter 'User Name', 'Password' and then click on 'Login' button.



**Fig 1.4**

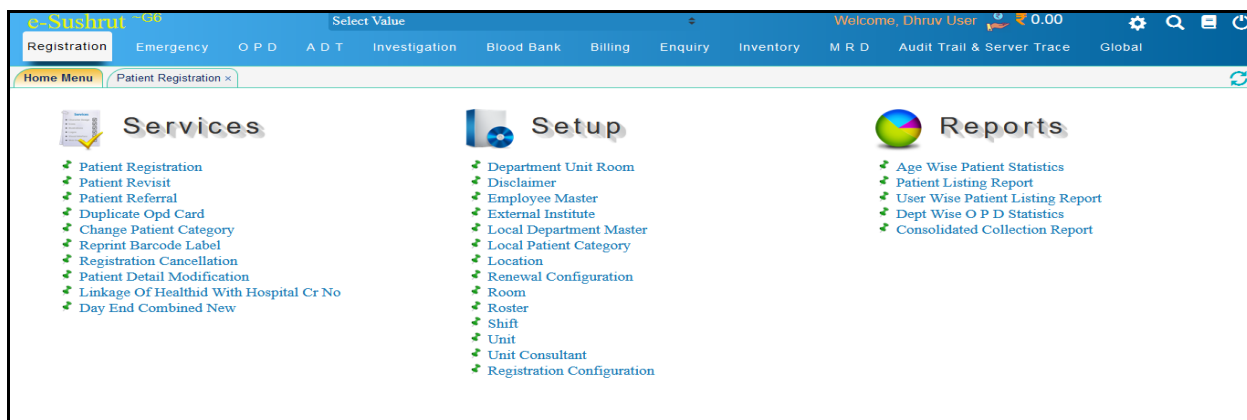
After successful login menu screen appear, you can select required service.

**Step 2-** Click on Registration, and then you will get services, Registration, Setup and reports.

**Registration:** - Click on 'Registration' to expand it and to view all the menus in 'Registration' view Figure-1.7

**Setup:** - Click on 'setup' to expand it and to view all the menus in 'setup'

**Reports:** - Click on 'Reports' to expand it and to view all the menus in 'Reports'



**Fig 1.5**



**Registration-**The term Registration means patient Registration, Re-visit, Referral, Special Clinic Registration, Special clinic Visit. The patients come into this section for Registration.

New Patient Registration can be done during the normal OPD working hours of the hospital. Registration of patient involves accepting certain general and demographic details of the patient. The patient will be given a unique registration number called the central registration number (CR. No) this number will be valid throughout the lifetime of the patient. The patient will

also be given a patient identification card, known as OPD Card. This CR Number uniquely identifies a patient in HMISUP.

The user can select a department (or a group of departments) e.g. Medicine, Skin, Orthopedics, ENT, Surgery, Psychiatry etc. from the list of departments. User can also accept the referral detail of the patient, referral can be from an Associated Institute or Other. In case of Associated Institute, the user will have to choose the appropriate Institute Name from the list box. In case patient is referred from other institute then the user will have to enter the name of the other institute from where the patient is referred.

New patient registration is the first process when a patient enters into the hospital. The Registration Desk helps to register new patient details. The New Patient Registration window contains various types of options in it like Visiting Department, Patient Category, patient's Address Detail, patient's Refer Detail etc. these details are used to identify the patient & his appropriate department as shown in **Figure 1.6**.

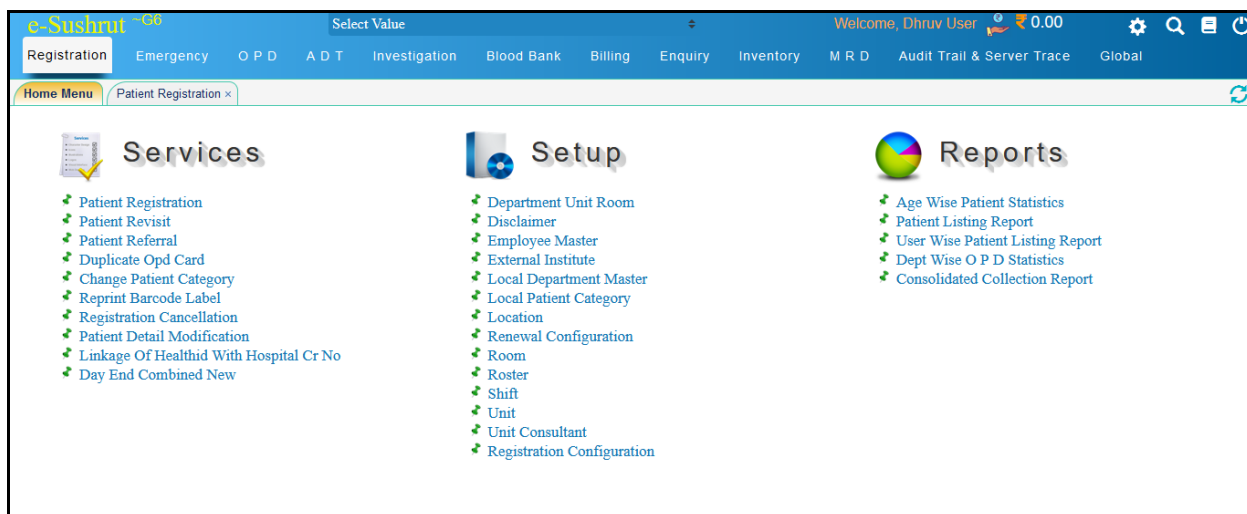




## 1. Registration

**Path: Registration → Patient Registration**

Click on Patient Registration



**Figure.1.6**

New Screen will appear



The screenshot displays a patient registration form with two main sections: 'Address Details' and 'Refer Details'. The 'Address Details' section includes fields for House No., Landmark, Phone No., Location, Area Category, Phone Owner, Email, and Emergency Contact No. The 'Refer Details' section includes radio buttons for 'Associate Institute' and 'Other', a dropdown for 'Institute Name', a checkbox for 'Is Referred', and fields for Referring CR No., Referring Department, Doctor Name, and Referring Unit. A yellow box highlights the 'Address Details' section header. At the bottom right, there is a watermark for 'Activate Windows'.

**Figure-1.7**

In this screen user has to fill all details of Patient and His/her address.

\* indicates mandatory fields.

Step 1- Choose the visiting department from the list box to which the patient wants to visit as shown in Figure-1.7. The user can choose more than one department by clicking on the select value box icon as shown in the **Figure- 1.8**

This image shows a close-up of the 'Visiting Department' dropdown menu. The menu is open, showing a list of departments: 'Dentistry Omfs', 'Dermatology', 'E N T', 'General', and 'General Medicine'. The 'Select Value' text is visible at the top of the dropdown. An arrow points to the dropdown menu.

**Figure 1.8**

**Step 2-** Similarly the user will have to fill up various mandatory and non mandatory fields of the **Figure-1.7**

When the user has entered details in all the Mandatory fields, then click on 'Save' button of the Registration Form for patient registration, which will automatically generate the **CR NO**, this CR NO is helpful for maintaining the records of the patient's treatment

Click on **Save** Button to save the data, which will generate a CR No as shown in Figure. **Cancel** Button to return to the previous menu without saving the entered details & Click on **Clear** Button to remove/clear the entered data.

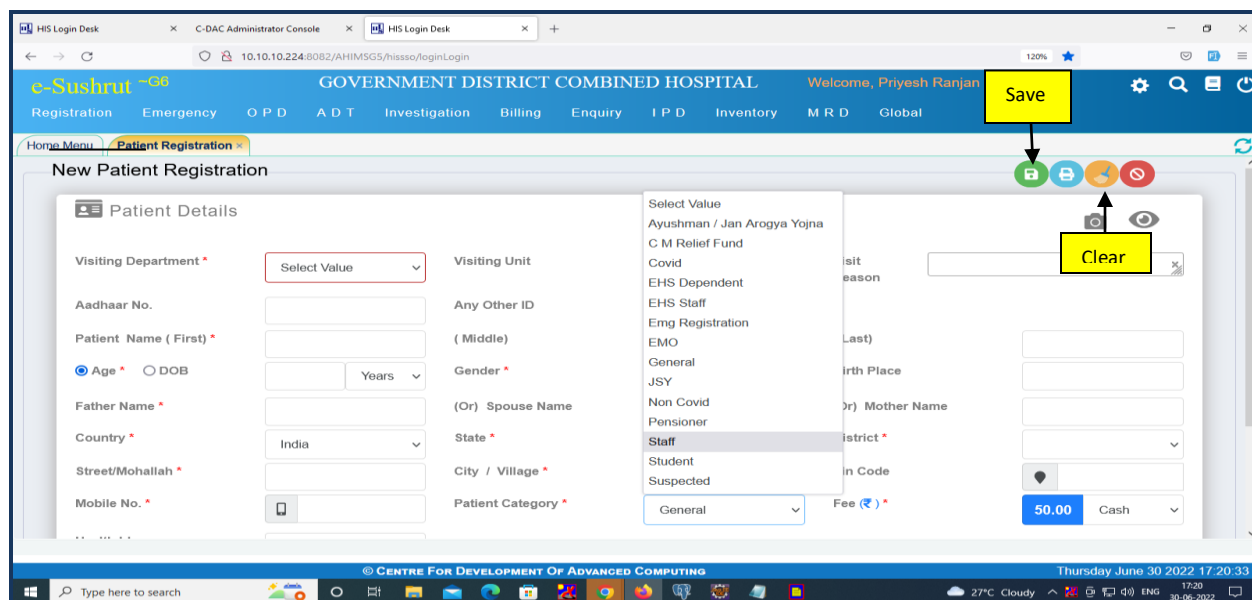
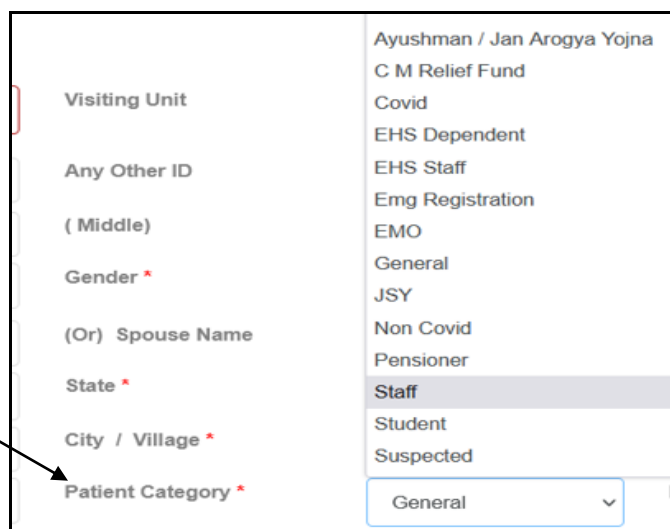


Figure-1.9

Select Visiting department and Patient Category from drop down box.





## Filling of Patient Details


Fig 1.10

## Filling Patient's Address details

Figure-1.11

After filling Patient details and Address details,Click on **save** button






## GIMS HOSPITAL TEST THREE

Testing value

Test Address, Agra

CR No: **991132200000320**

OUTPATIENT CARD



**Patient Name: DFDSJLB**

**S/O: KKKKNK**

**Address: jkkkkk. nghhhhhhhhhh Agra,Uttar Pradesh,India Mobile: 7899999999**

**Category: General**

**Department : Ayurveda**

**Doctor/Unit: Ayurveda Unit 1**

**UMID: NA**

**Age/Sex: 32 Yr/M**

**ABDM Health ID: NA**

**ABDM User ID :NA**

**Fees: ₹0/-**

**OPD Days: Mon,Tue,Wed,Thu,Fri,Sat**

**Visit Date: 30-Jun-2022 17:12**

Figure-1.12

Unique Centralize Registration No. (CR No.) Will be generated, print out can be generated.

## 2. Patient Details Modification

Path: HIS Services→Registration→Patient Detail Modification

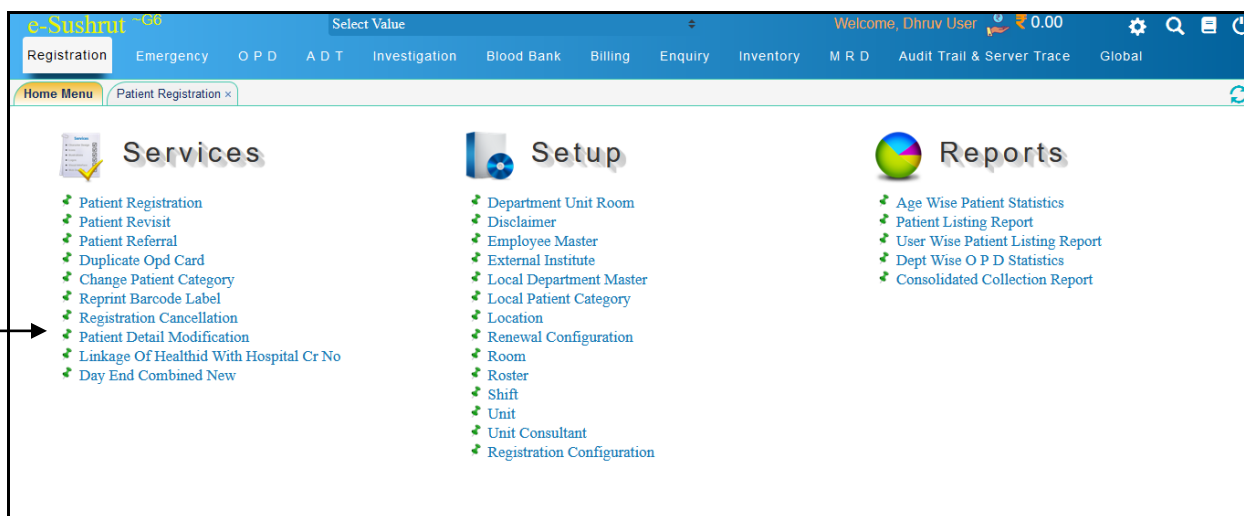



Figure-2.0

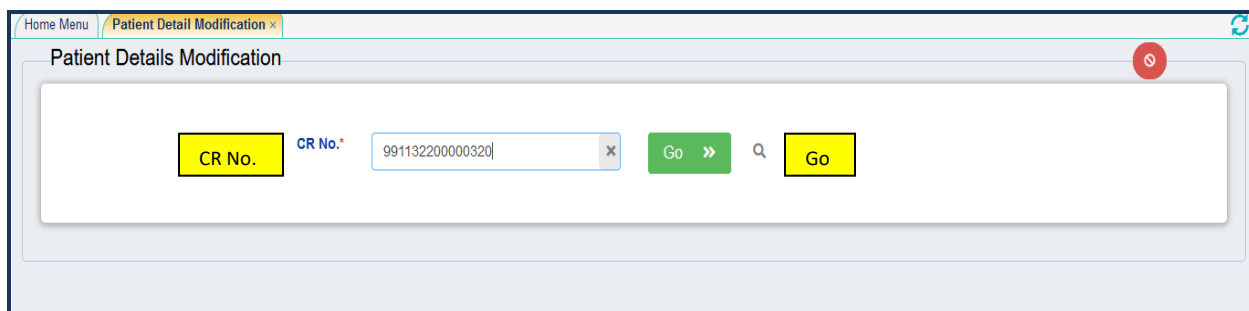


Click on the **Patient Detail Modification**,

If any menu option is invisible from the screen then contact to Administrator regarding this problem

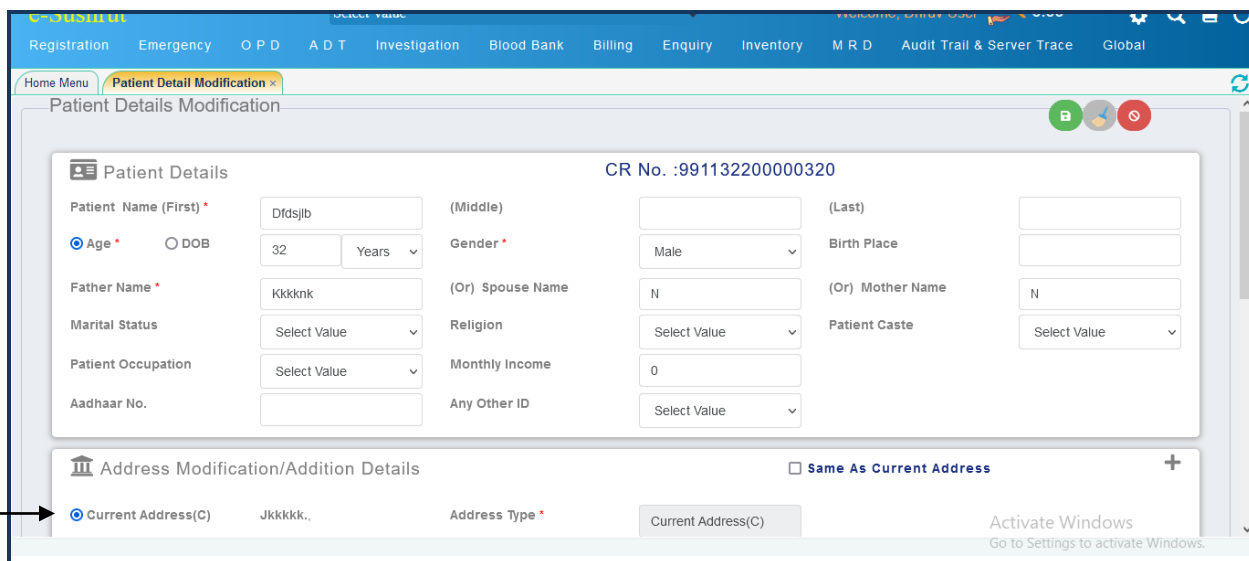
**Step 1**-enter the CR No. of the patient & click on Go  button of the screen as shown in

**Figure: 2. 1**



The screenshot shows the 'Patient Details Modification' window. It features a search bar with the label 'CR No.' and a text input field containing '991132200000320'. To the right of the input field are two 'Go' buttons: a green one with a right arrow and a yellow one. The window title bar includes 'Home Menu' and 'Patient Detail Modification'.

**Figure 2.1**

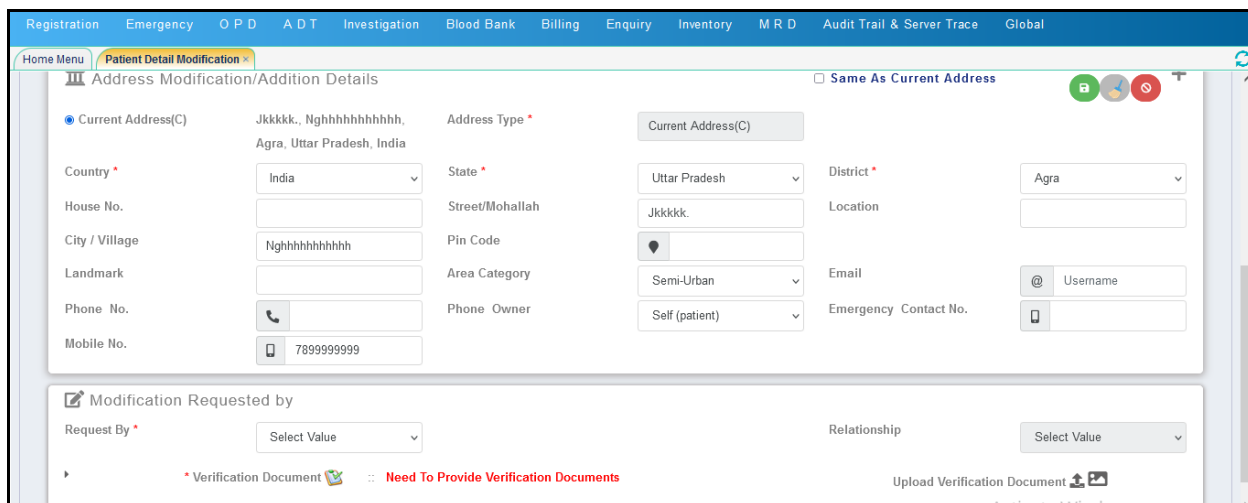


The screenshot shows the 'Patient Details Modification' window after clicking the 'Go' button. The window displays the 'Patient Details' form for CR No. :991132200000320. The form includes fields for Patient Name (First, Middle, Last), Age (32 Years), Gender (Male), Birth Place, Father Name (Kkkkk), (Or) Spouse Name (N), (Or) Mother Name (N), Marital Status (Select Value), Religion (Select Value), Patient Caste (Select Value), Patient Occupation (Select Value), Monthly Income (0), Aadhaar No., and Any Other ID (Select Value). Below the form is the 'Address Modification/Addition Details' section, which includes a checkbox for 'Same As Current Address' and a list of addresses. The first address is 'Current Address(C)' with the value 'Jkkkkk..'. An arrow points to the 'Current Address(C)' radio button. The window title bar includes 'Home Menu' and 'Patient Detail Modification'.

**Figure 2.2**

**Step -2** Patient Details can be modified here as per requirement, like Name, Age, Gender etc.

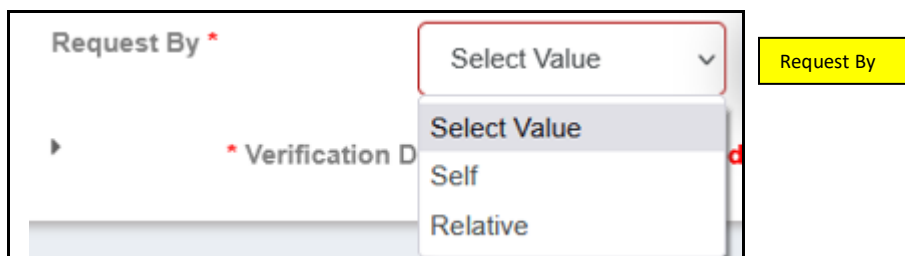
If patient address is to be modify click on the radio option



**Figure 2.3**

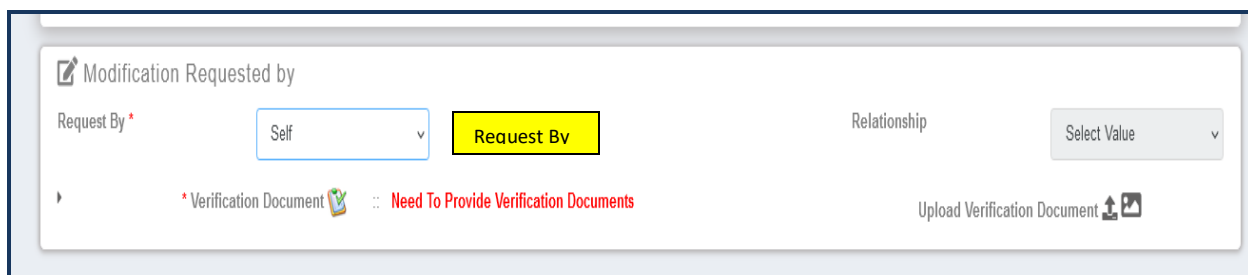
Patient Address details can be modified here.

Modification must be requested by any one as per option available in Request by Drop down Box like self or relative



Select Self or Relative

a) Self



**Fig 2.4**

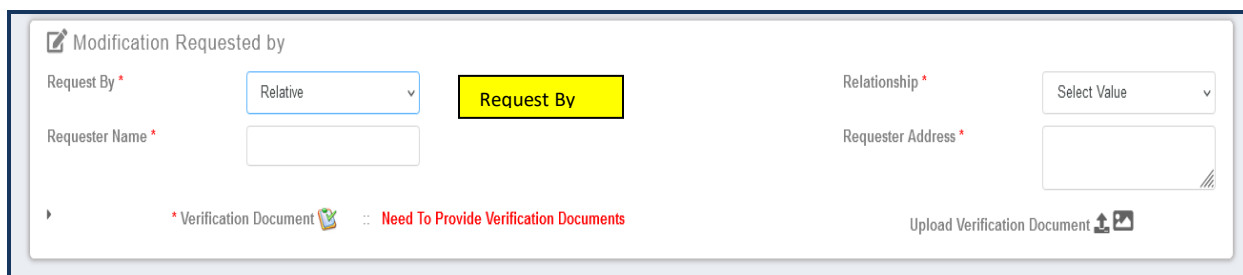
If Changes in Patient Details requested by Patient Himself/Herself.

Select self from Drop Down Box, and verification document choose any ID Proof from Drop

Down Box then **Save**



## b) Relative



**Fig 2.5**

If Changes in Patient Details Requested by Relative

Write Requester Name Requester Address and Relationship with Patient from Drop Down Box, Choose any ID Proof from Drop Down Box.

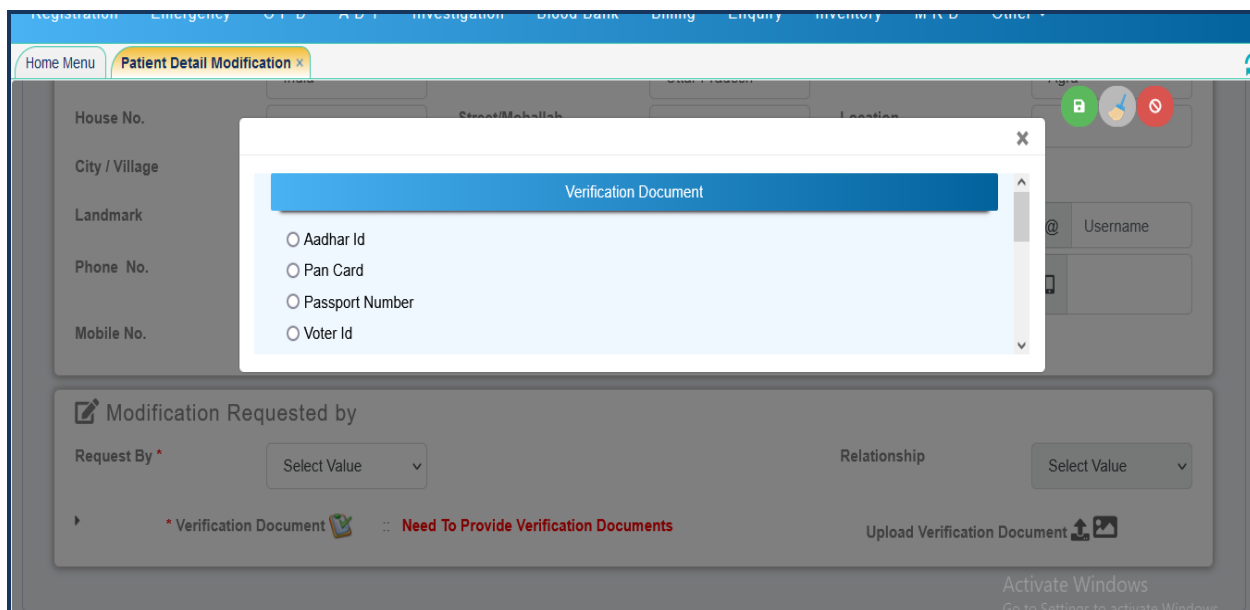
Save details on clicking save button

**Save**



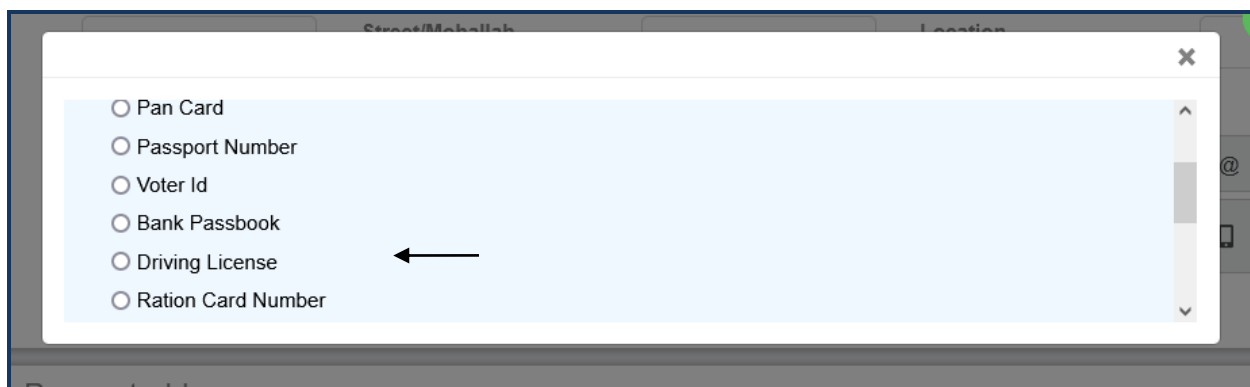

**Fig 2.6**

**\*\* Modification must be carried out by any one of ID Proof, like Voter ID card, Aadhar card, PAN card, Paasport , Driving License etc**




**Figure 2.7**

**Click** on Verification Document, list of ID Proof Document will appear.



**Figure 2.8**

Select any one **ID Proof Document**, check ☐ and **click on OK** 

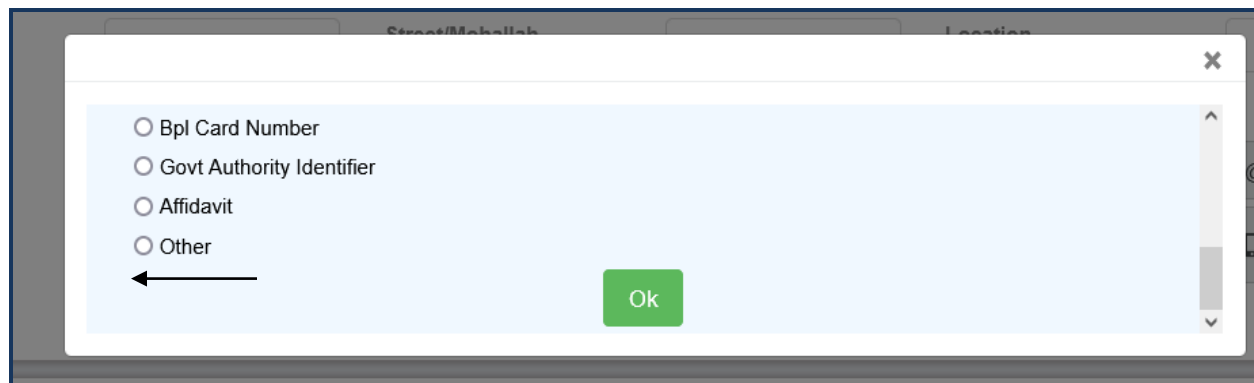


Figure 2.9



### 3. Patient Visit

Path: HIS Services→Registration→Patient Visit

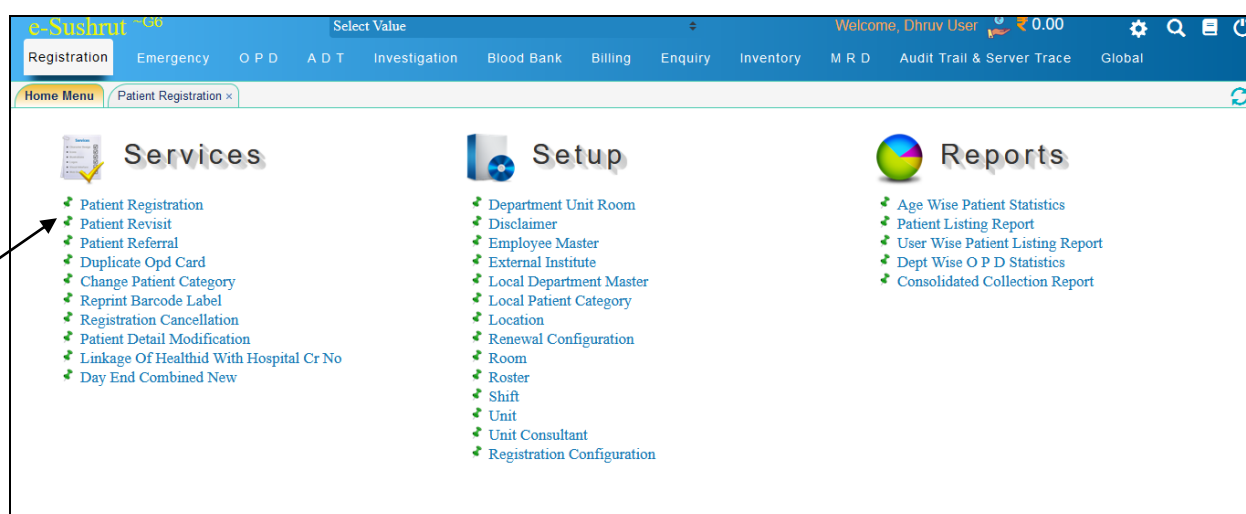


Figure 3.0





Click on Patient Revisit

Figure 3.1

Write Patient CR No. and click on GO 

There are two options in Patient Re Visit 1) New Department Visit 2) Old Department Visit

Figure 3.2

Select type of visit i.e. Old department visit or new department visit.

Remove 

### 1) Old Department Visit

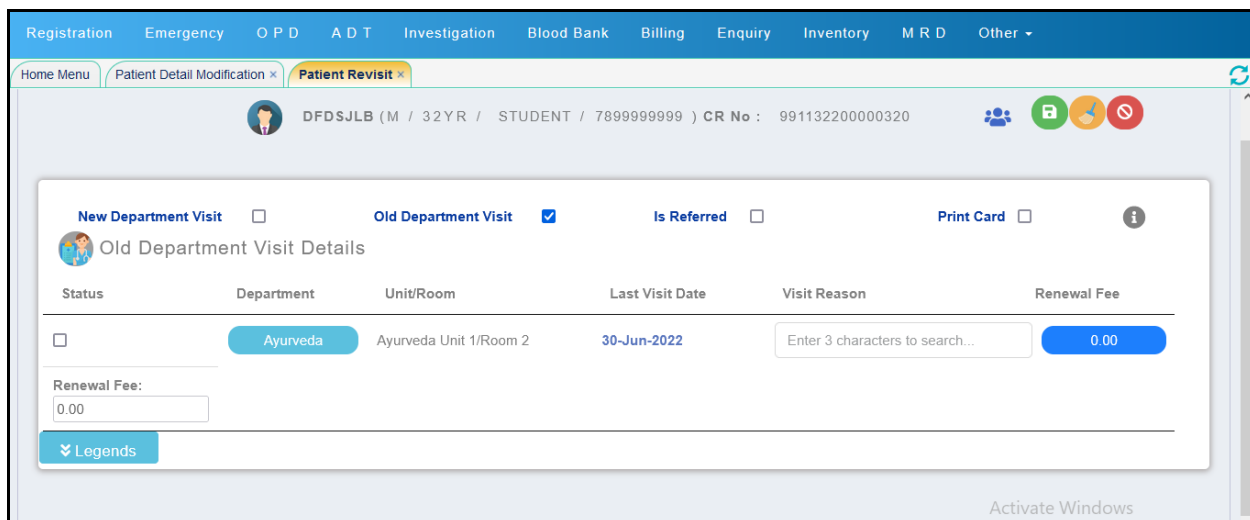


Figure 3.3

Write visit reason, and **save** 

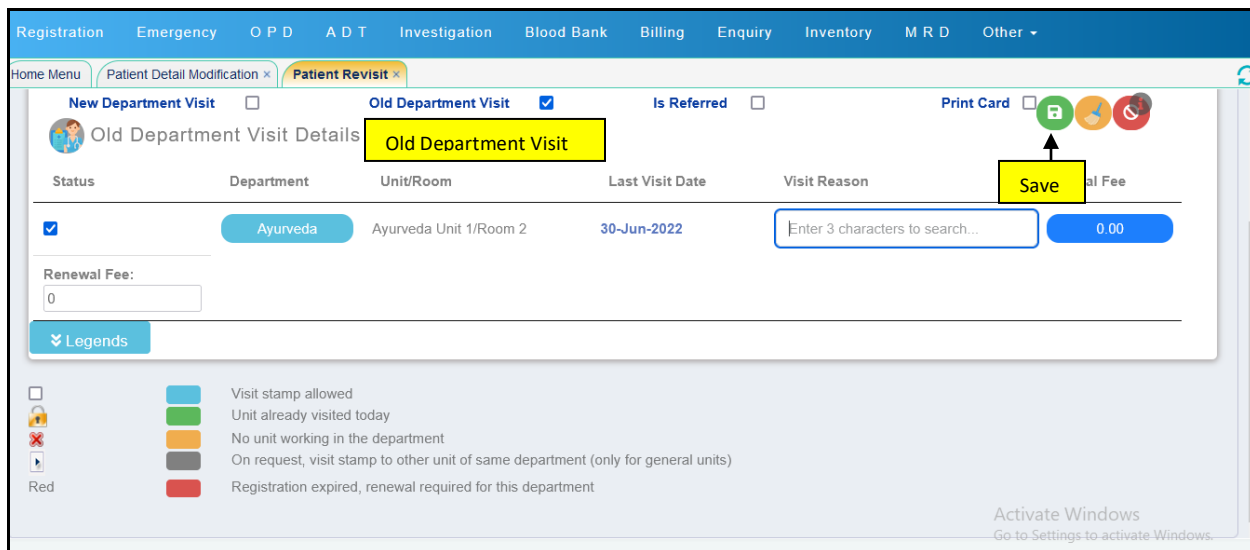


Figure 3.4

## 2) New Department Visit

Select New Department Visit, by removing 

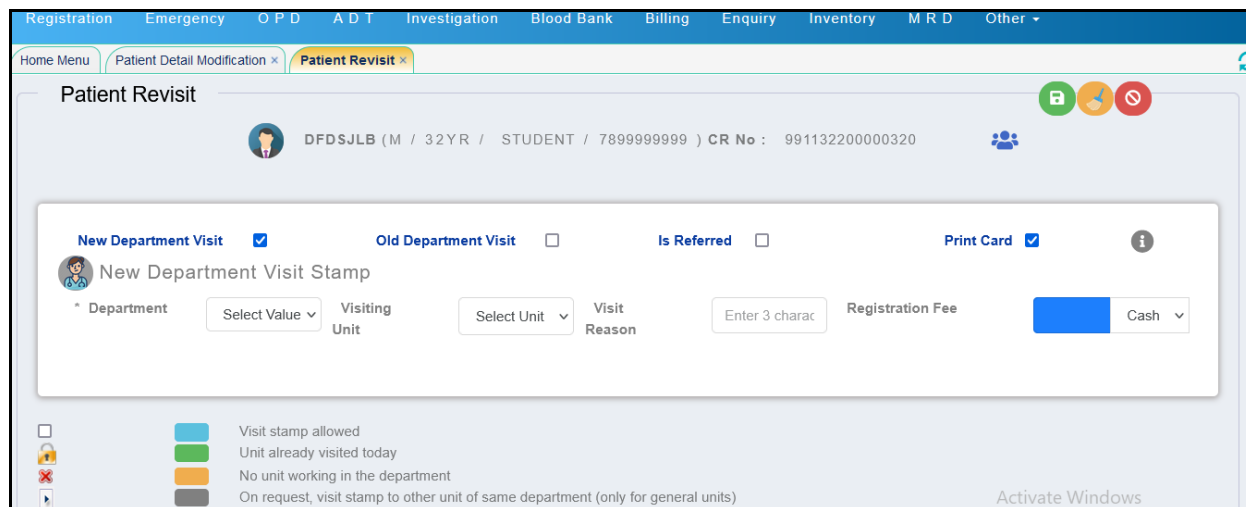


Figure 3.5

Select Department from drop down box write visit reason and **save**.

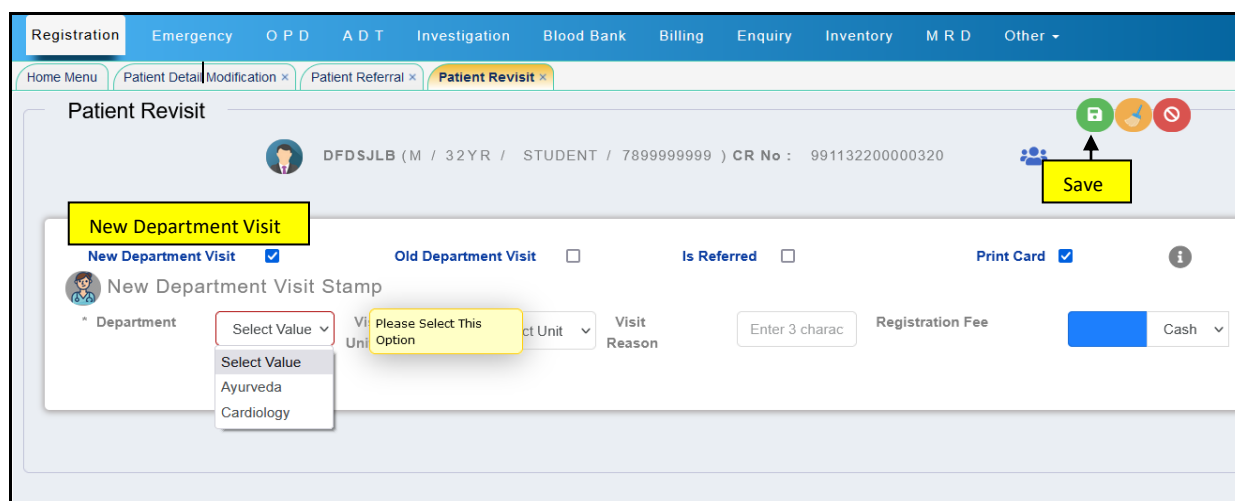
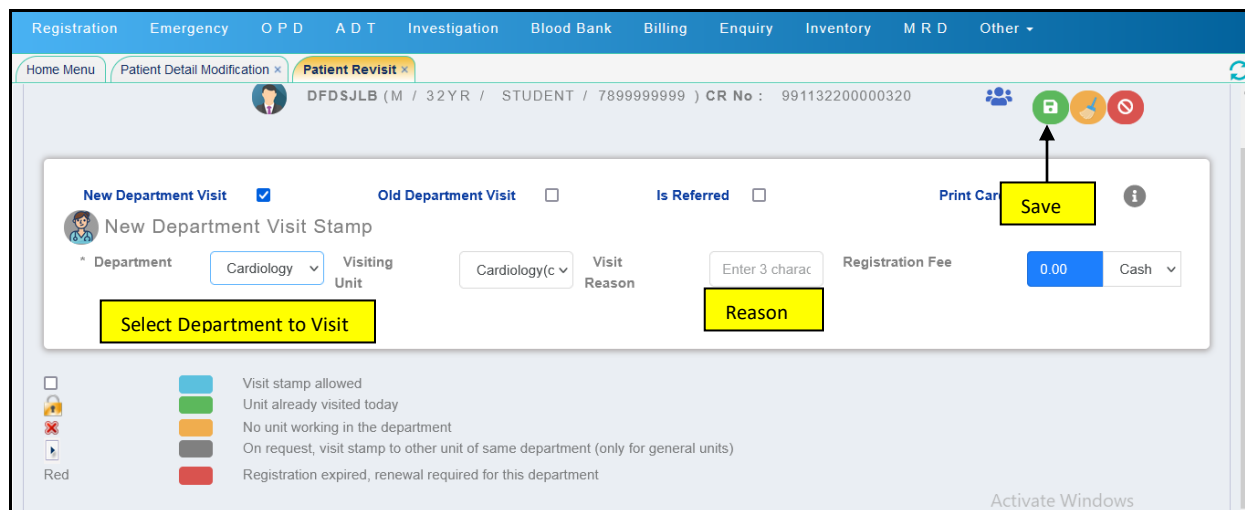


Figure 3.6



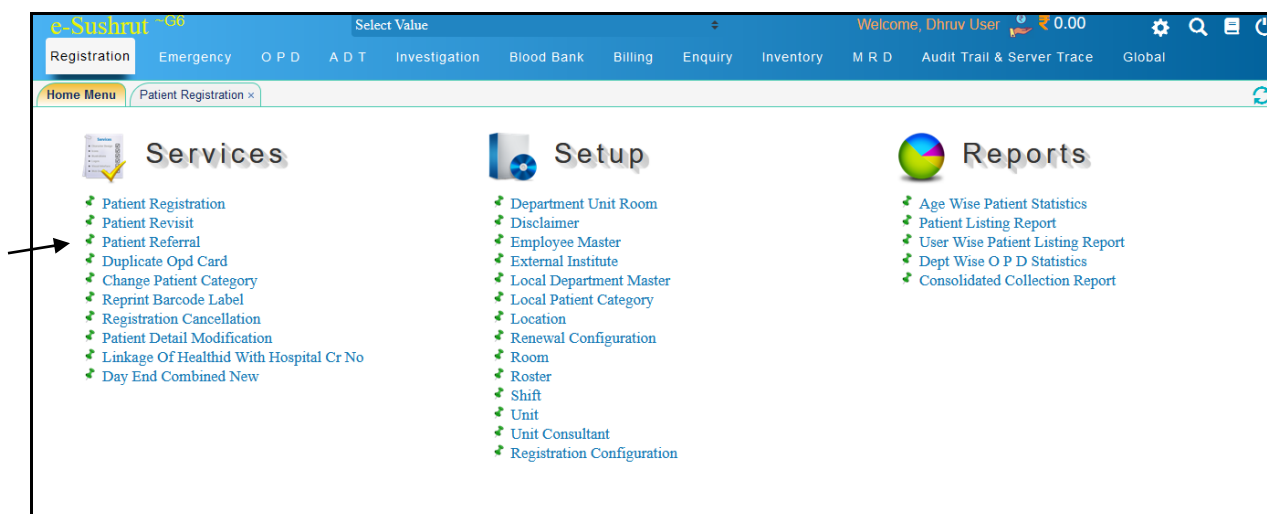
**Figure 3.7**

Write Department and Visit Reason

Save 

## 4. Patient Referral

**Path: HIS Services→Registration→Patient Internal External Referral**



**Figure 4**

Click on Patient Internal External Referral

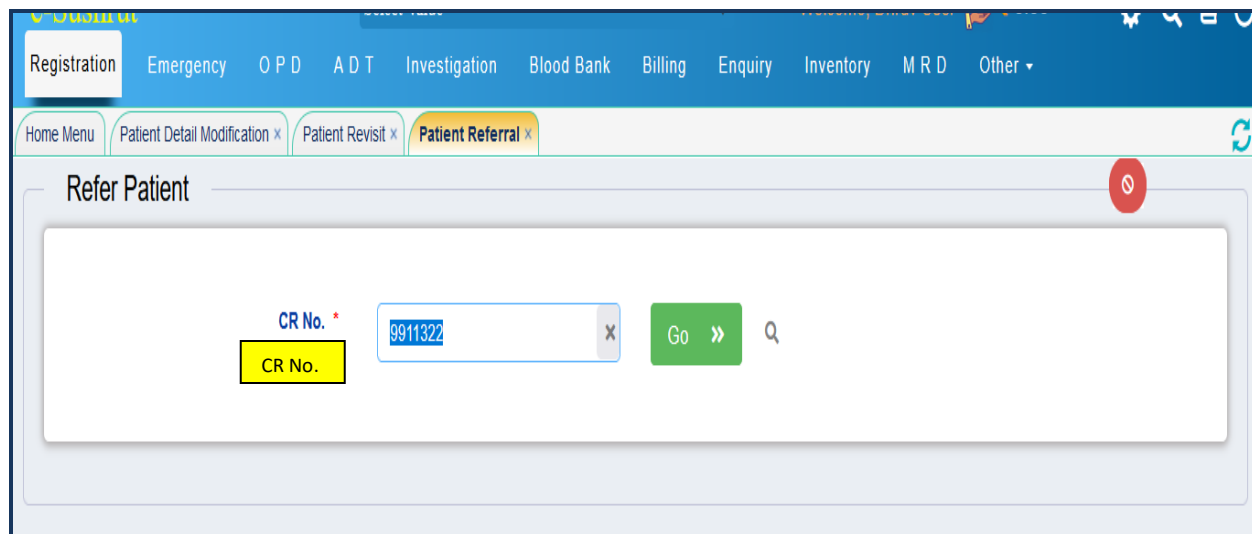


Figure 4.1

Write CR No. here and click on Go **Go**

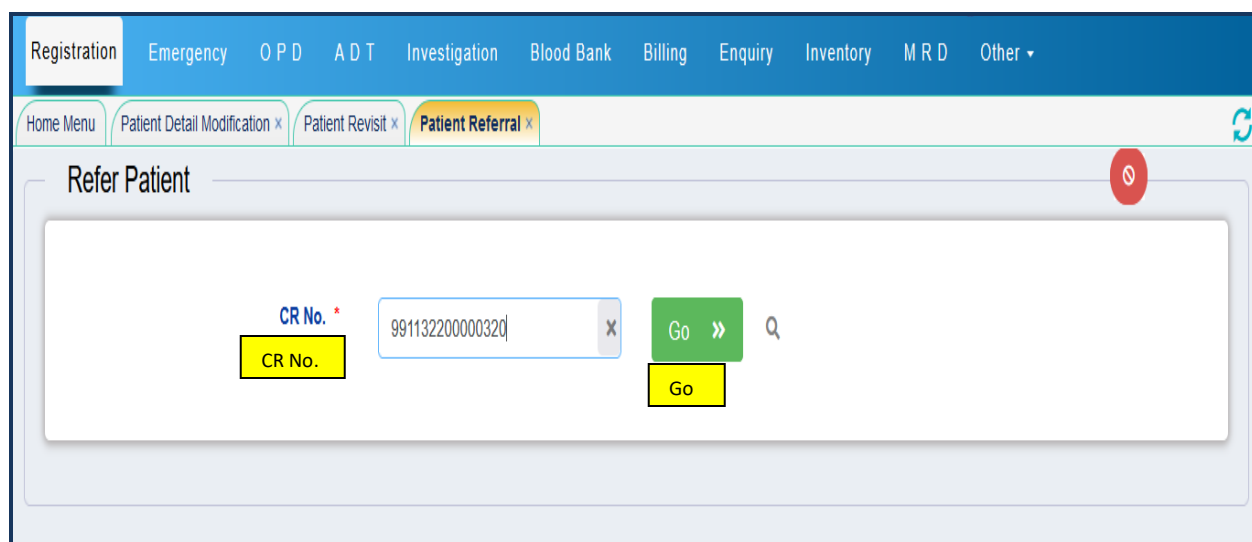


Figure 4.2



Two types of referral are available 1) Internal 2) External

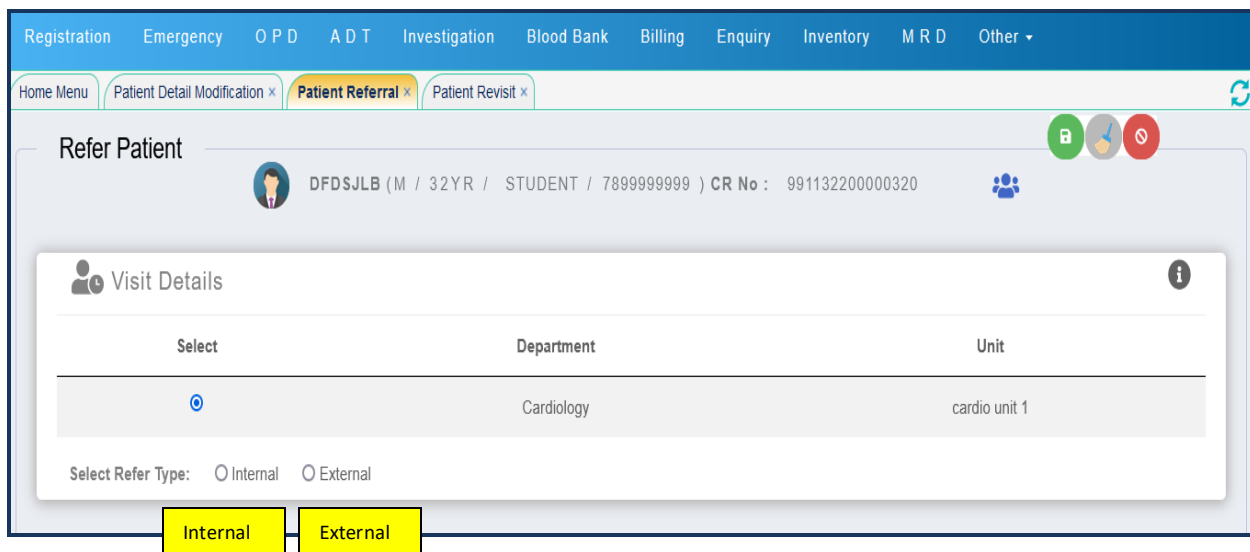


Figure 4.3

### 1) Internal Referral

Select Refer Type by clicking ☒

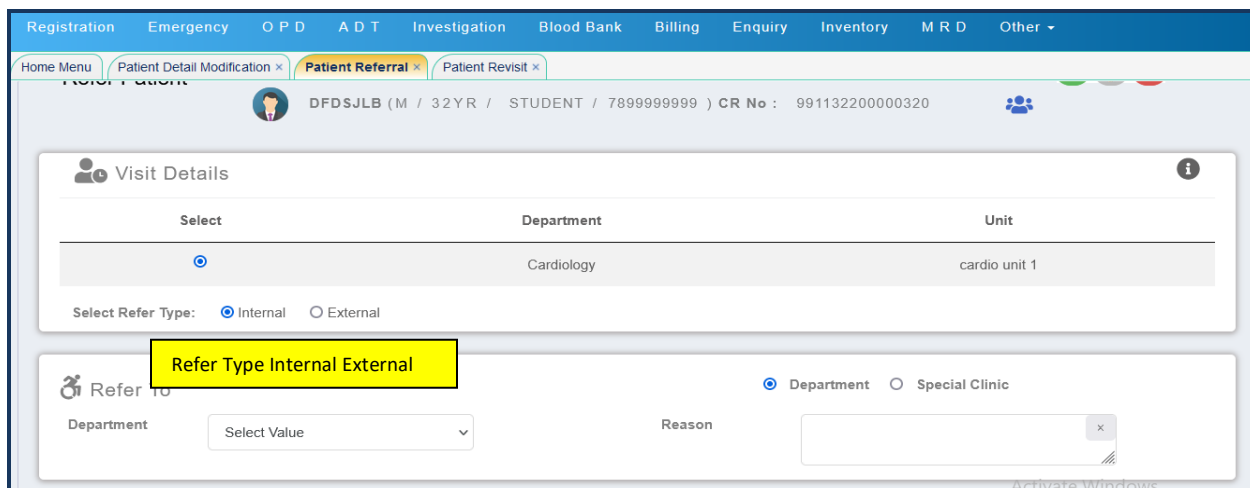


Figure 4.4

Write Department from drop down box and reason.

Save

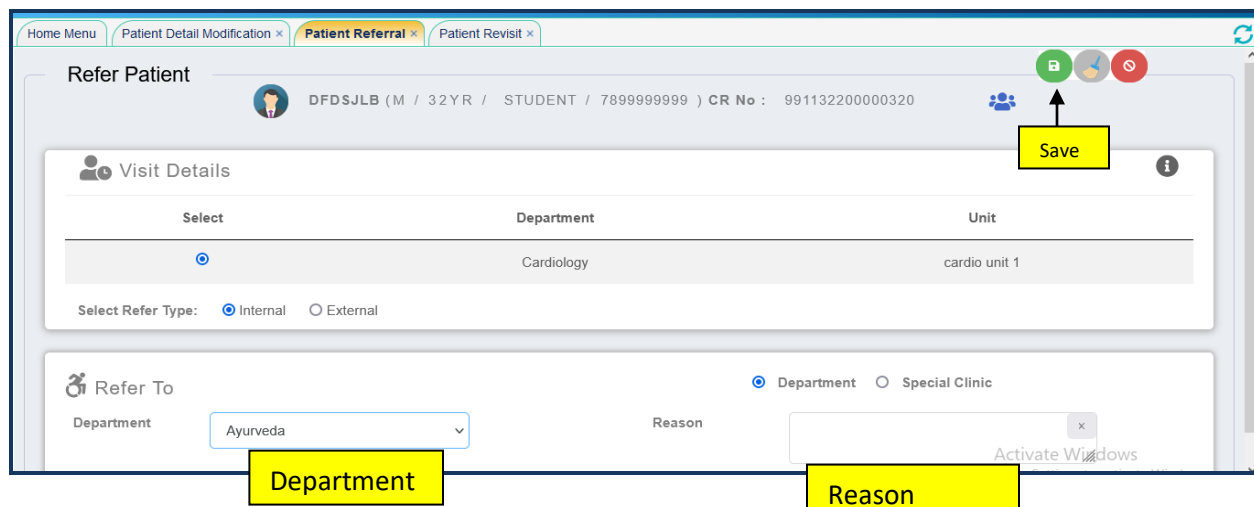



Figure 4.5

### 1) External Referral

Two types of external referral are available

#### a) Internal/Associated Institute Referral

#### b) Other

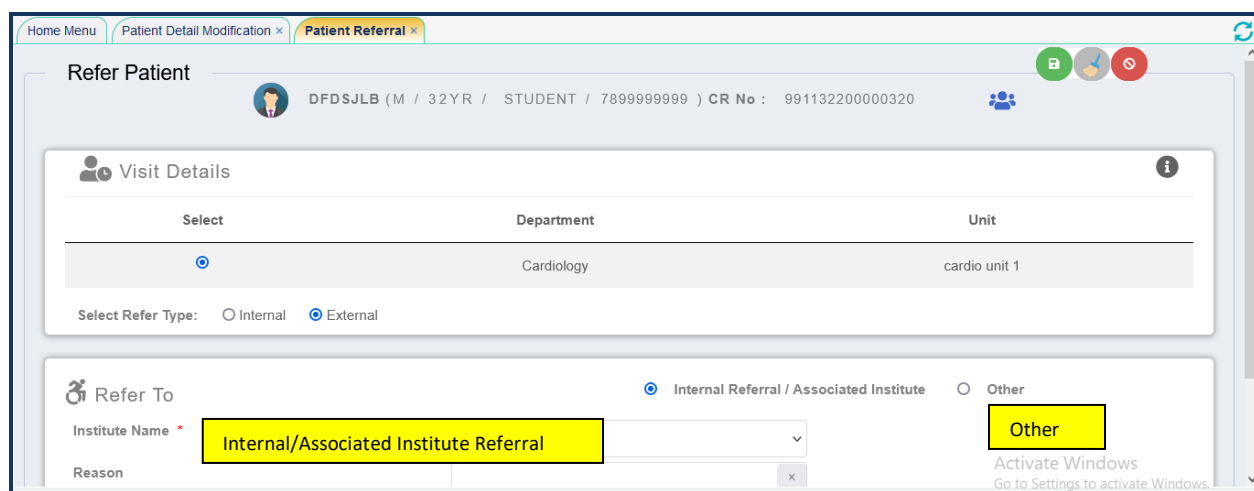
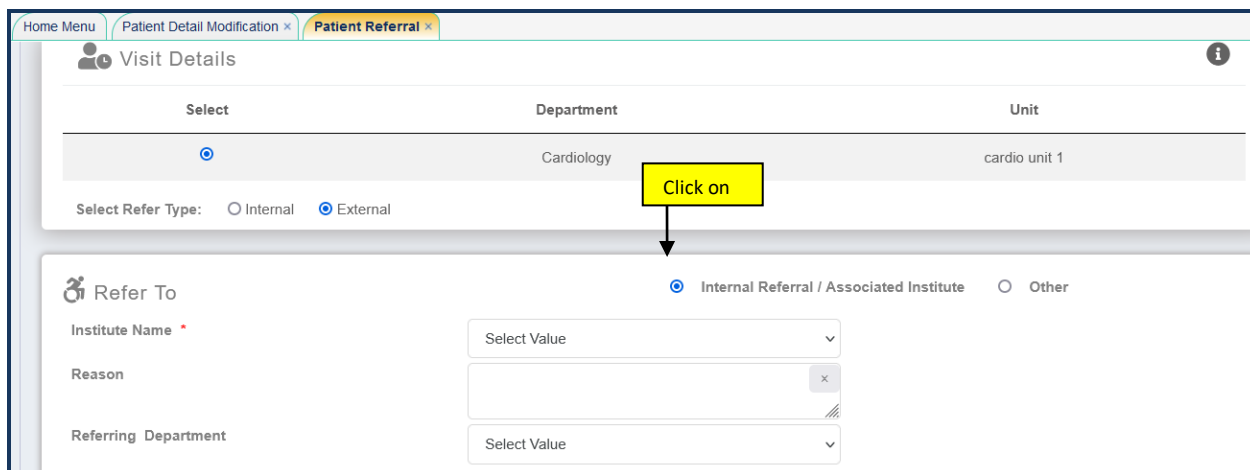


Figure 4.6

### a) Internal Referral/Associated Institute

To refer patient externally Internal Referral/Associated Institute, Click on 



The screenshot shows the 'Patient Referral' form. At the top, there are tabs for 'Home Menu', 'Patient Detail Modification', and 'Patient Referral'. Below the tabs, there is a 'Visit Details' section with a table containing columns for 'Select', 'Department', and 'Unit'. The 'Select' column has a radio button selected. The 'Department' column shows 'Cardiology' and the 'Unit' column shows 'cardio unit 1'. Below the table, there is a 'Select Refer Type:' section with two radio buttons: 'Internal' and 'External'. The 'External' radio button is selected. A yellow box with the text 'Click on' and an arrow points to the 'Internal Referral / Associated Institute' radio button in the 'Refer To' section. The 'Refer To' section has three fields: 'Institute Name' (with a red asterisk), 'Reason', and 'Referring Department'. Each field has a dropdown menu with 'Select Value' as the placeholder. The 'Reason' field also has a clear button (X) and a validation icon (//).

**Figure 4.7**

Write Institute Name, Referring Institution Department from drop down box and Reason for Referring.





Home Menu Patient Detail Modification x Patient Referral x

Visit Details

Select	Department	Unit
<input checked="" type="radio"/>	Cardiology	cardio unit 1

Select Refer Type: ☐ Internal ☒ External

Refer To ☒ Internal Referral / Associated Institute ☐ Other

Institute Name \*

Reason

Referring Department

Referring Institute

Reason

Referring Department

Figure 4.8

## Others

To refer patient externally other than Internal/Associated Institute, Click on Others ☐

Home Menu Patient Detail Modification x Patient Referral x

Refer Patient

DFD\$JLB (M / 32YR / STUDENT / 7899999999 ) CR No : 991132200000320

Visit Details

Select	Department	Unit
<input checked="" type="radio"/>	Cardiology	cardio unit 1

Select Refer Type: ☐ Internal ☒ External

Refer To ☐ Internal Referral / Associated Institute ☒ Other

Institute Name \*

Reason

Click on

Activate Windows  
Go to Settings to activate Windows.

Figure 4.9

Write Institute Name, Referring Institution Department and Reason



Home Menu Patient Detail Modification x Patient Referral x

Visit Details

Select	Department	Unit
<input checked="" type="radio"/>	Cardiology	cardio unit 1

Select Refer Type: ☐ Internal ☒ External

Refer To ☐ Internal Referral / Associated Institute ☒ Other

Institute Name  Referring Institute

Reason  Reason


Referring Department  Select Value Referring Department

Figure 4.10


## 5. Patient Duplicate Card Printing

Path: HIS Services→Registration→Duplicate Card Printing


Home Menu Duplicate Opd Card x

 **Services**

- Patient Registration
- Patient Revisit
- Patient Referral
- Duplicate Opd Card
- Change Patient Category
- Reprint Barcode Label
- Registration Cancellation
- Patient Detail Modification
- Linkage Of Healthid With Hospital Cr No
- Day End Combined New

 **Setup**


- Department Unit Room
- Disclaimer
- Employee Master
- External Institute
- Local Department Master
- Local Patient Category
- Location
- Renewal Configuration
- Room
- Roster
- Shift
- Unit
- Unit Consultant
- Registration Configuration

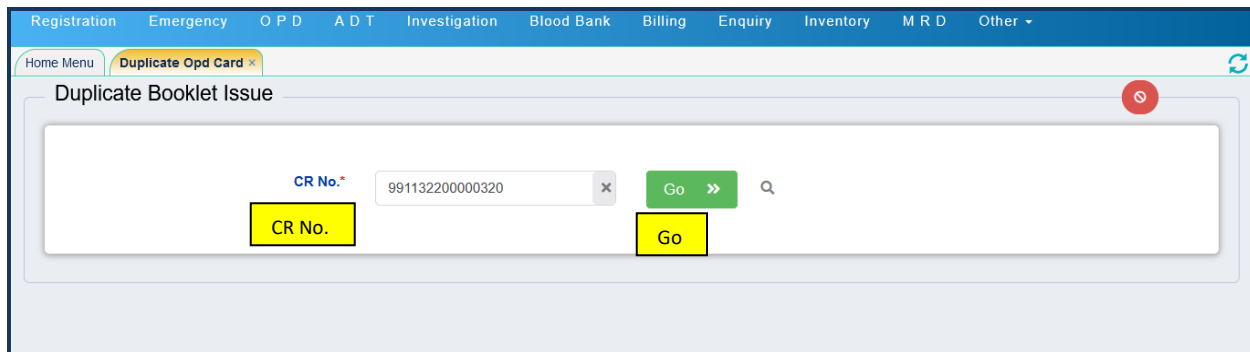
 **Reports**

- Age Wise Patient Statistics
- Patient Listing Report
- User Wise Patient Listing Report
- Dept Wise O P D Statistics
- Consolidated Collection Report

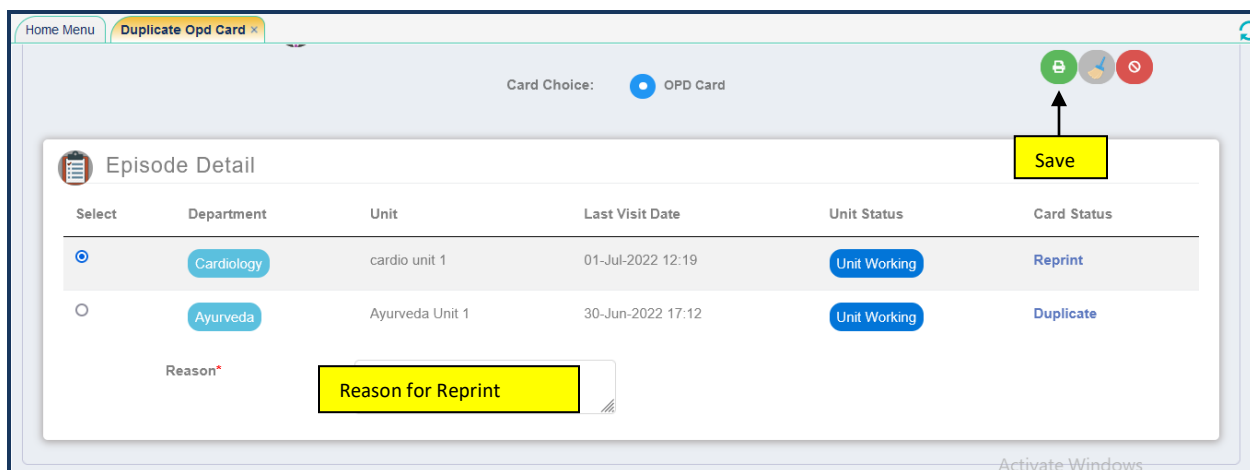
Figure 5.0

Click on Duplicate Card Printing

Write CR No. and click on Go 



**Figure 5.1**




**Figure 5.2**

Write reason for Reprint and save, Duplicate Card will be generated Figure 5.2



Duplicate/Reprint Card




GIMS HOSPITAL TEST THREE

Testing value

Test Address, Agra, Agra, Uttar Pradesh, India

CR No : 991132200000320

OUT PATIENT CARD -  
DUPLICATE



Patient Name: DFDSJLB

S/O: KKKKKNK

Address: Jkkkkk. Nghhhhhhhhhhh Agra,Uttar Pradesh

India Mobile:7899999999

Category: Student

Department : Cardiology

Age/Sex : 32 Yr/M

ABDM Health ID: NA

Fees: ₹0.00/-

Card Print Fee: ₹0.00/-

OPD Days : Mon,Tue,Wed,Thu,Fri,Sat

Activ

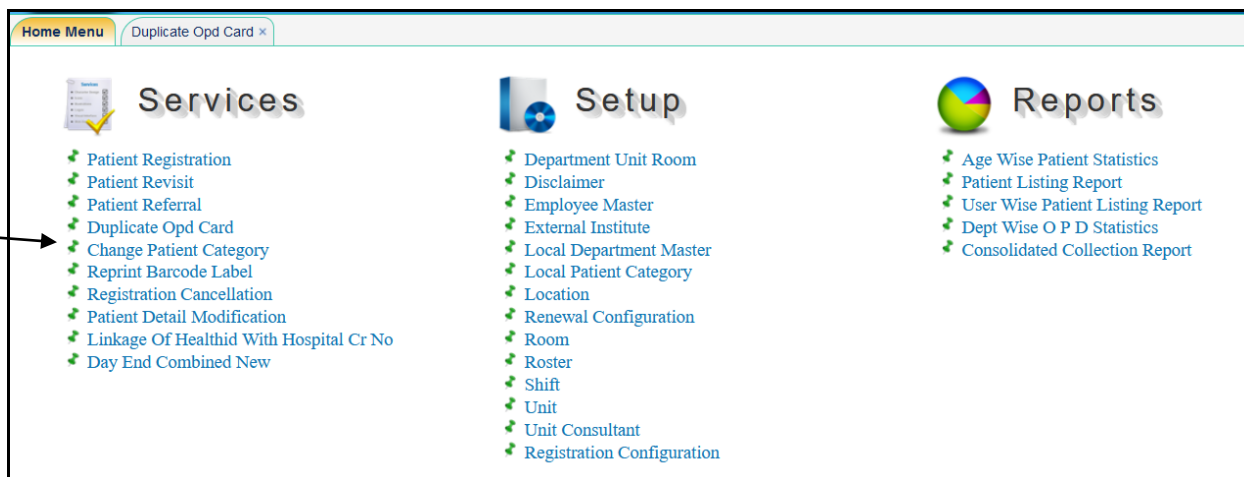
Go to

Figure 5.3

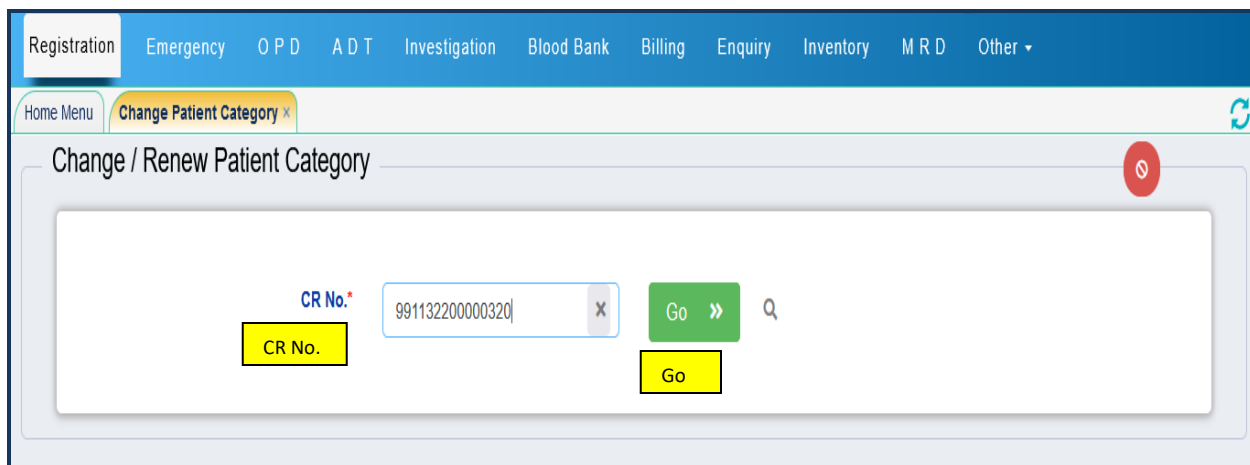
## 6. Change Patient Category

**Path: HIS Services→Registration→Change Patient category**


Click on change Patient Category



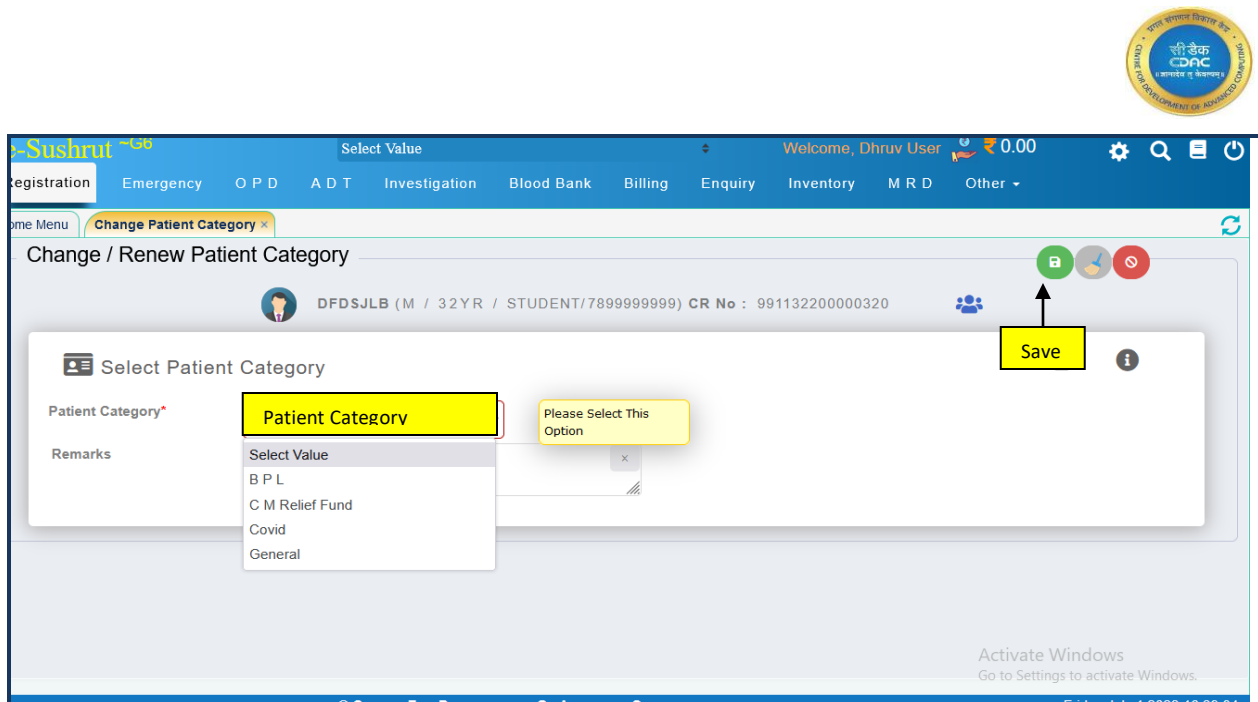
**Figure 6.0**



**Figure 6.1**

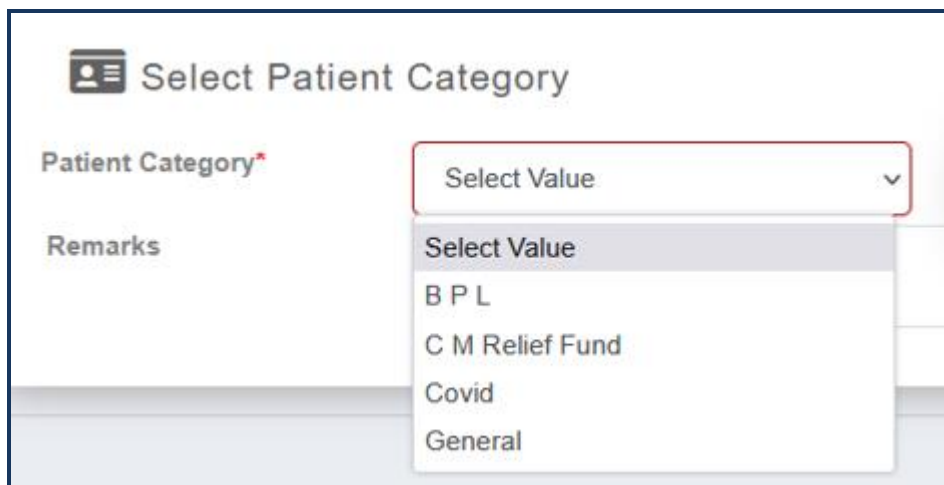
Write CR No. and click on GO 





**Figure 6.2**

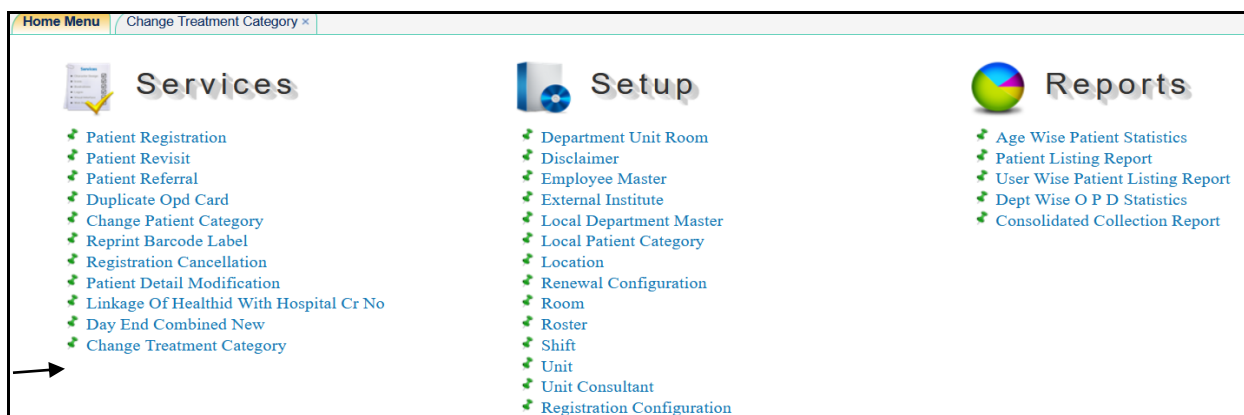
Select Patient category from drop down box



Save 

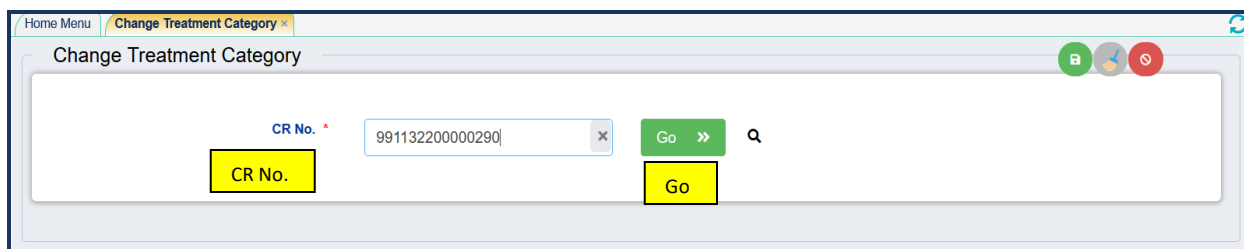
## 7. Change Treatment Category

**Path: HIS Services→Registration→Change Treatment Category**

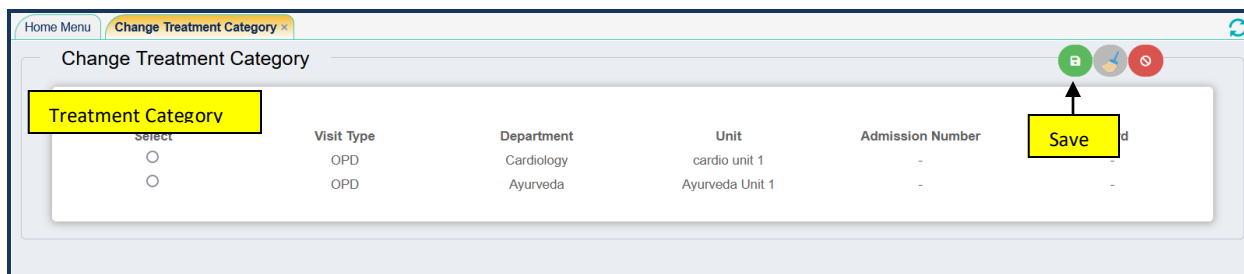


**Figure 7.0**

Write **CR No.** and click on **GO** 



**Figure 7.1**



**Figure 7.2**

Select Treatment Category from drop down box and write reason and Save .