





NextGen eHospital User Manual

DOCUMENT RELEASE NOTE

Appointment

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Department	eHospital and ORS Division, NIC



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To login in Live environment:-https://nextgen.ehospital.gov.in

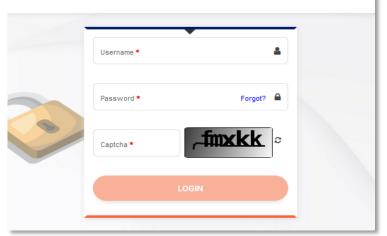




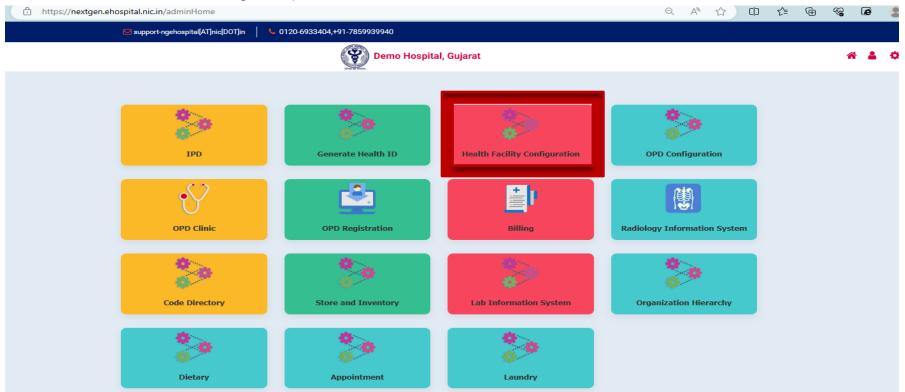




1. LOGIN PAGE: For user to Login in. This window appears, write Username, Password lastly the Captcha and then click "login".



2. **NextGen Homepage:** Once the user Login in. The below homepage is visible to the user. The modules would be visible as per the roles assigned by Nodal officer to the users.

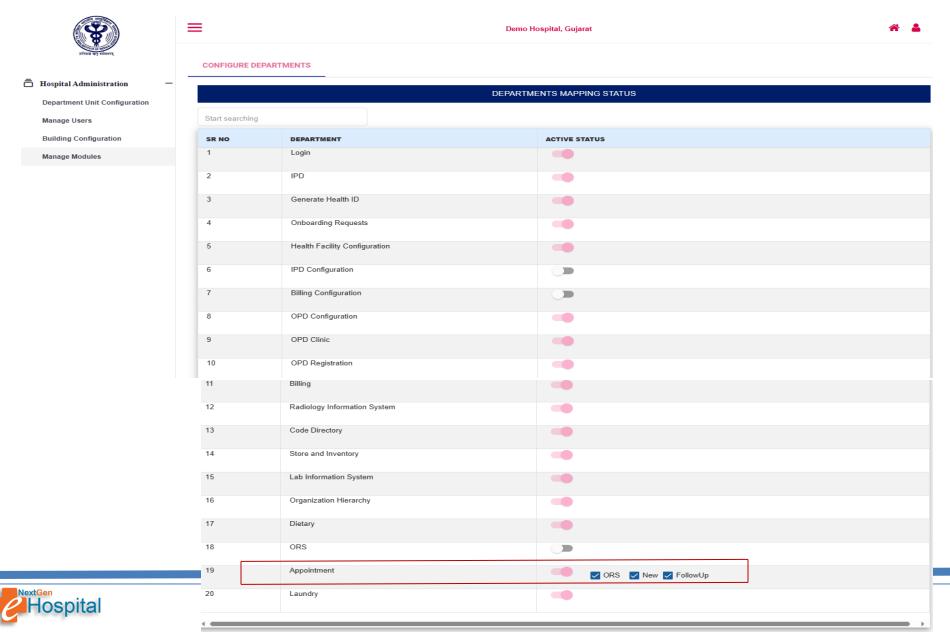




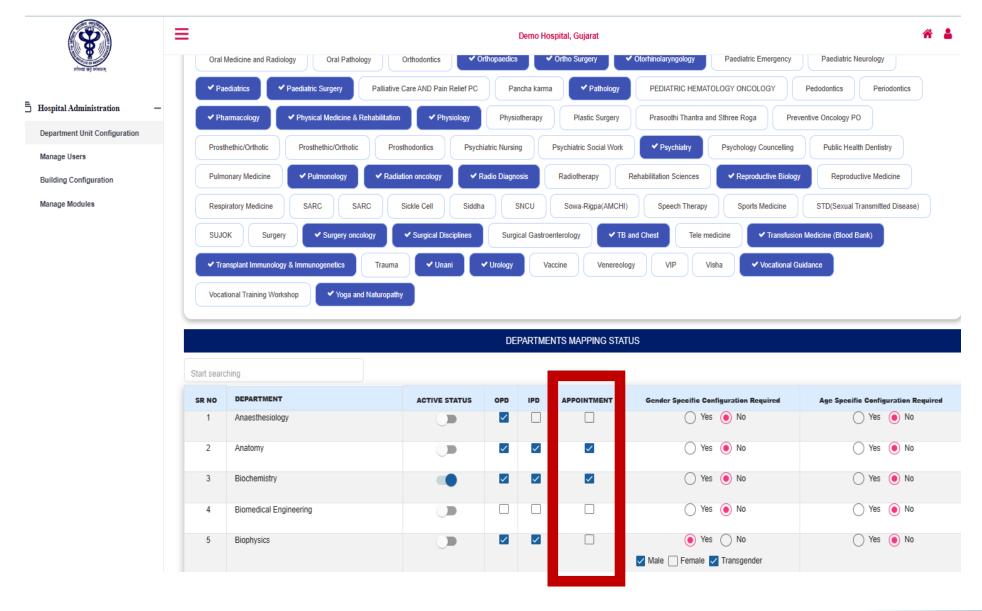
Appointment Configuration

For configuring an Appointment module follow below steps:-

3. Firstly, to operate the appointment module, the user has to select the Department as "Appointment" and corresponding enable button and by default ORS, NEW, FOLLOW UP would be selected. Lastly click "Add/ Update" the departments. After selecting the "Appointment" corresponding to the selected department the appointment module will visible on the home page after relogin.

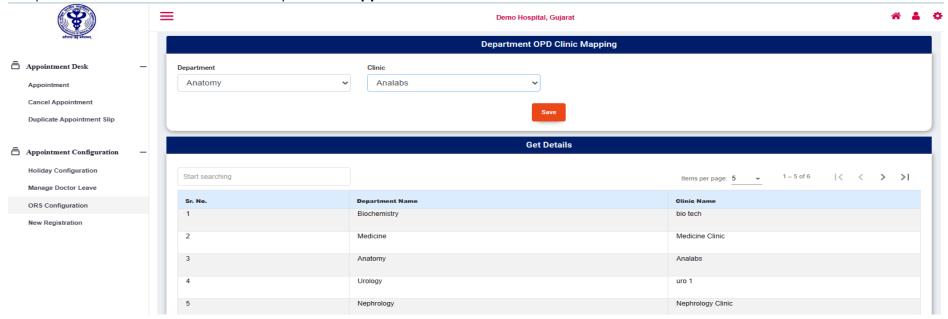


4. For visibility of the Appointment module in the hospital against the corresponding departments. The Department needs to be configured by selecting the department adjacent listed in departments mapping status with "Appointment" in "Health Facility Configuration". Only after selecting & clicking the departments it will be displayed in departments mapping status as per requirement.

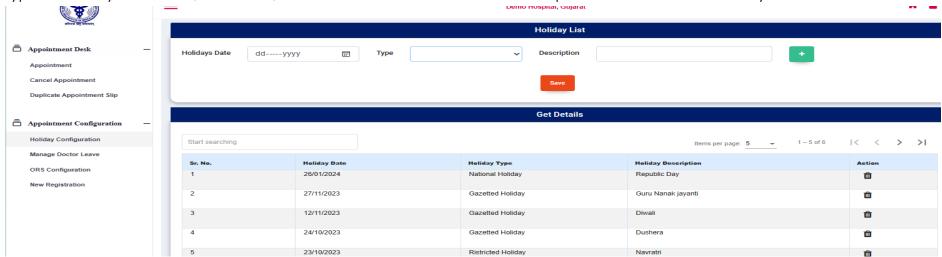




5. The user need to map the department with corresponding clinic to ascertain and enable the scheduling of the appointment of the patients for that selected clinic only under "**Appointment**" module.



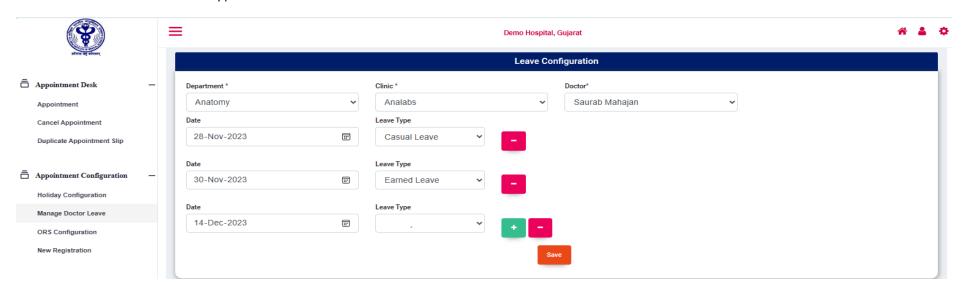
6. The user may configure the holidays as per the requirement of the hospital. Firstly select the date as per calendar than select the Type of Holiday "Gazetted, Restricted, National or Other" and write the description or Name of that holiday as mentioned below.



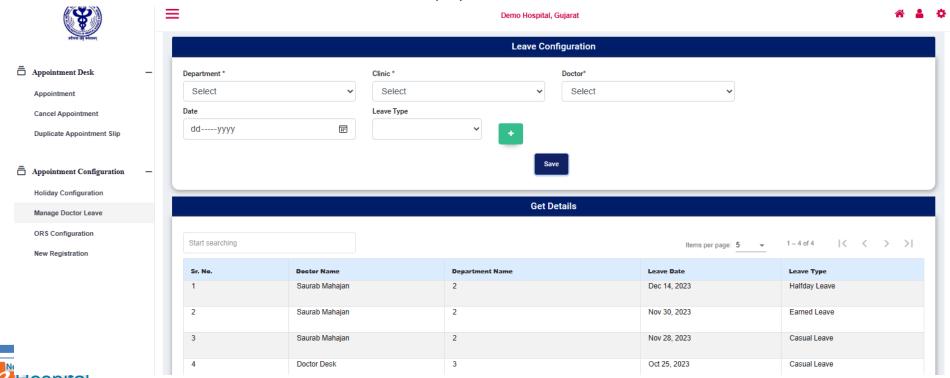
Note:- Once the Holidays are configured, No appointments are being confirmed or appointed for those Holidays by the patients.



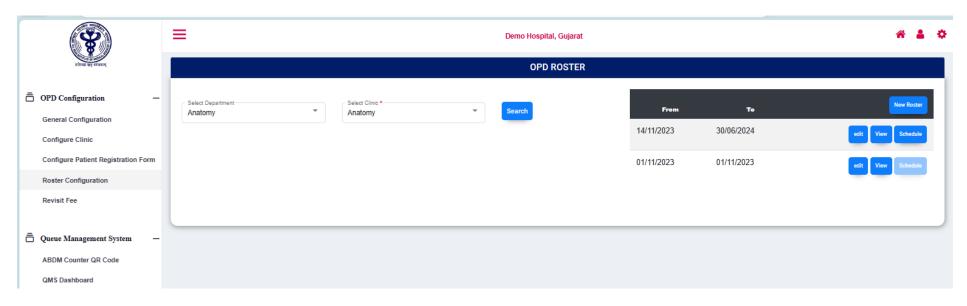
7. In case user like to map the leave of the doctors, so user select the department first then, clinic and then name of the doctor. Select the date and Leave type- "Casual or Earned" and save it.



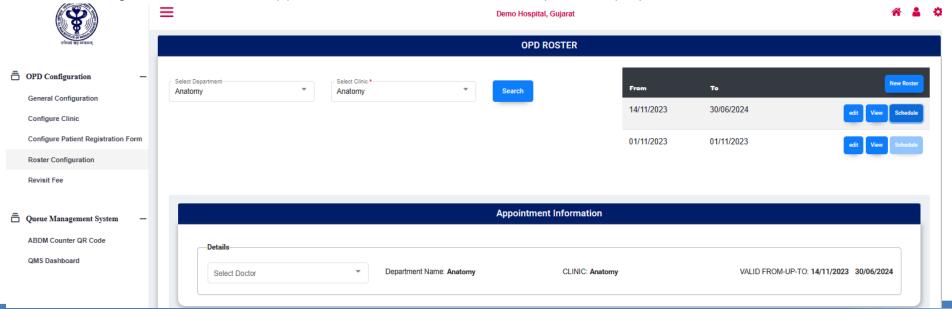
8. The selected leaves can be visible in the Get details as displayed in the below screen.



9. After configuring the appointment details, the user need to schedule the adjacent department along with associated clinic under "OPD Configuration". Click "Schedule blue color tab" to configure the Number of patients to be visited date-wise, daywise and counter –wise for "new" and "Follow up" Patients.

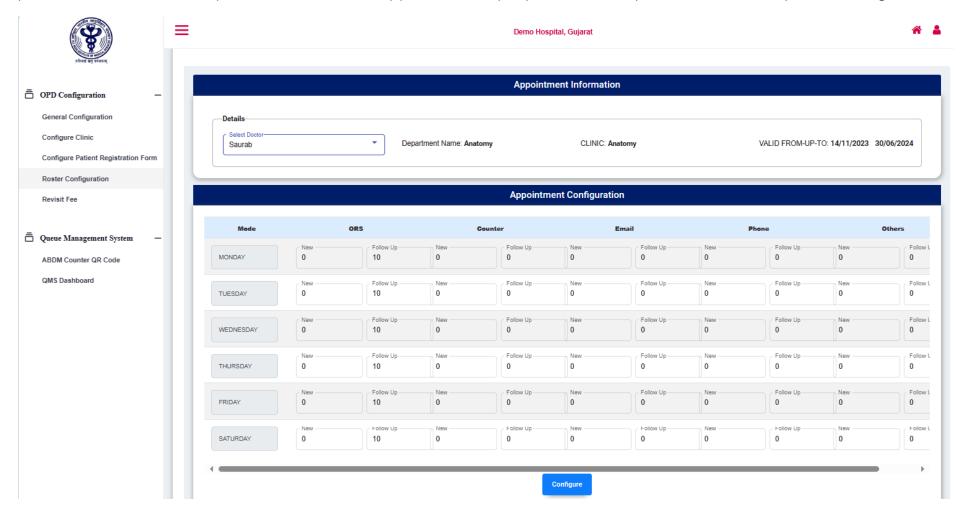


10. After clicking the "Schedule" an appointment information window will open as displayed below. Select the concerned doctor.





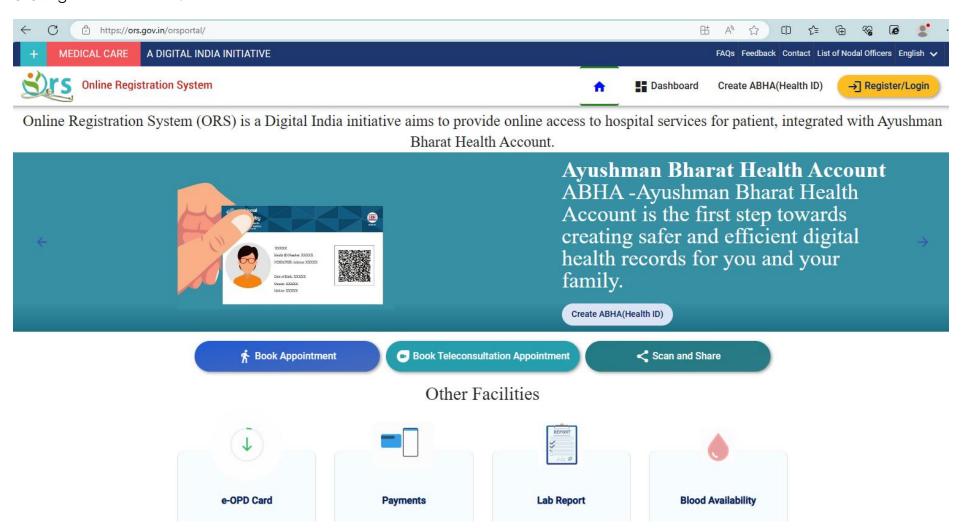
11. A window beneath the selected doctor will open, where the user can configure the Number of Patients against the doctor as per for "new" and "Follow up" for ORS & COUNTER appointment as per pre-defined day-wise roster and lastly click "Configure".





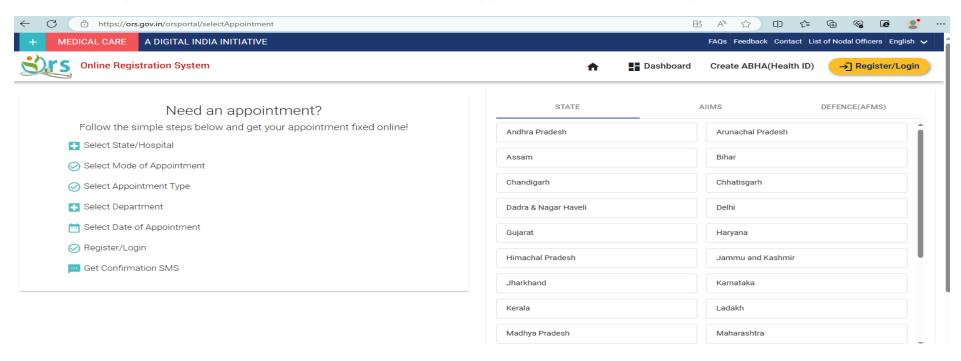
ORS

12. For taking an appointment the user have to visit the URL i.e; https://ors.gov.in. The user may now book an appointment by clicking ...

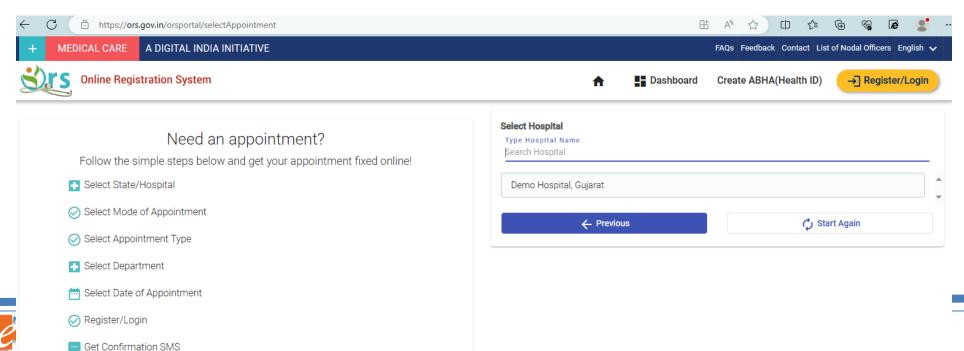




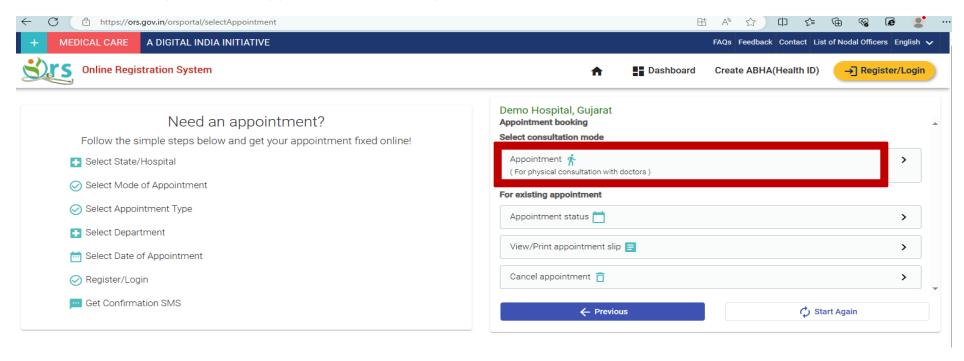
13. The user may now select the State in which he/she seeks the appointment in the desired hospital.



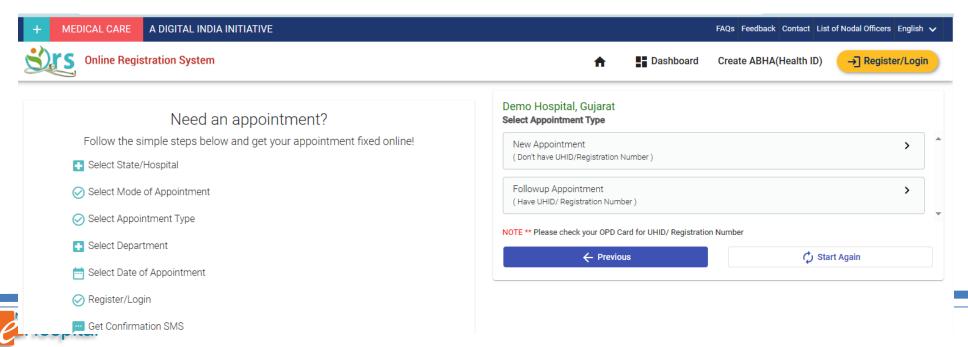
14. After selection of the state, now user may select & click the Hospital he/she need to visit.



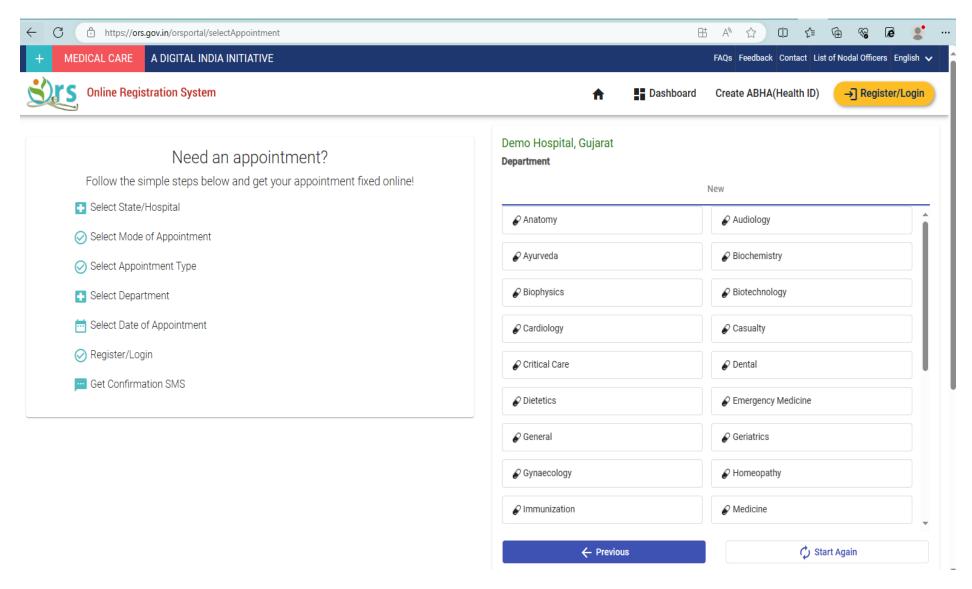
15. Now, the user may select the "Appointment" tab for Physical consultation from the Doctors.



16. The user may choose the Appointment Type i.e; "New or Follow Up".

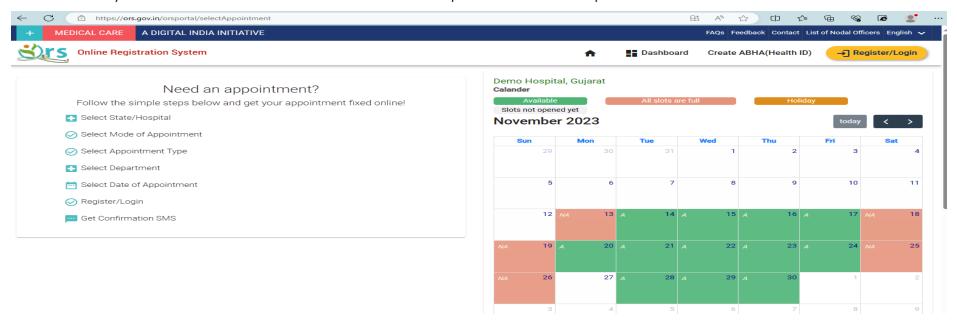


17. Based on user selection the type of Appointment, now the user may select which department he/she would like to visit as shown below.

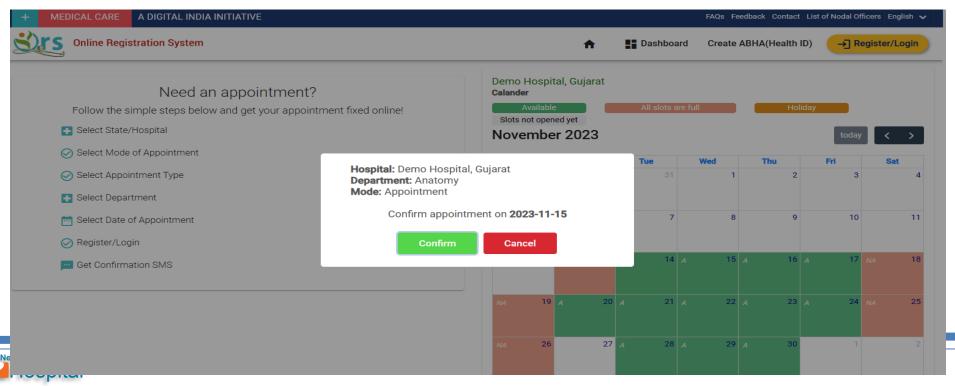




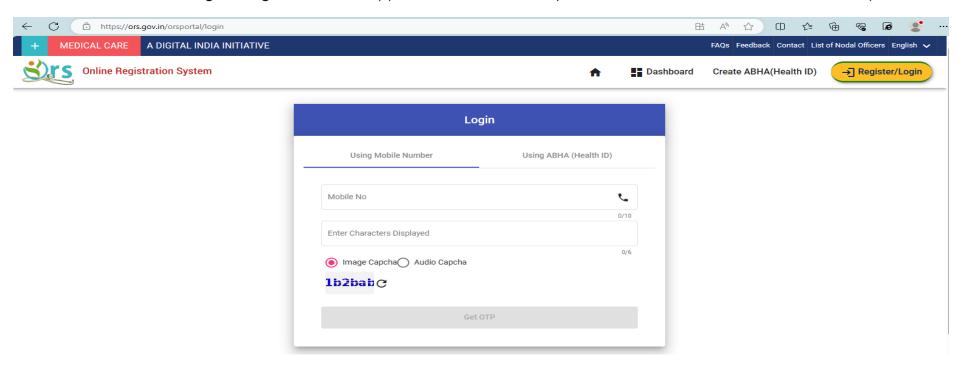
18. The user may now select the date of visit for that desired department in that hospital.



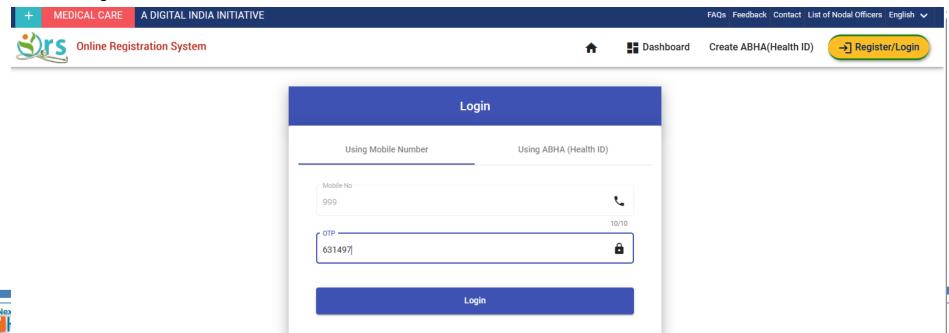
19. After selecting the date, the user may confirm the appointment.



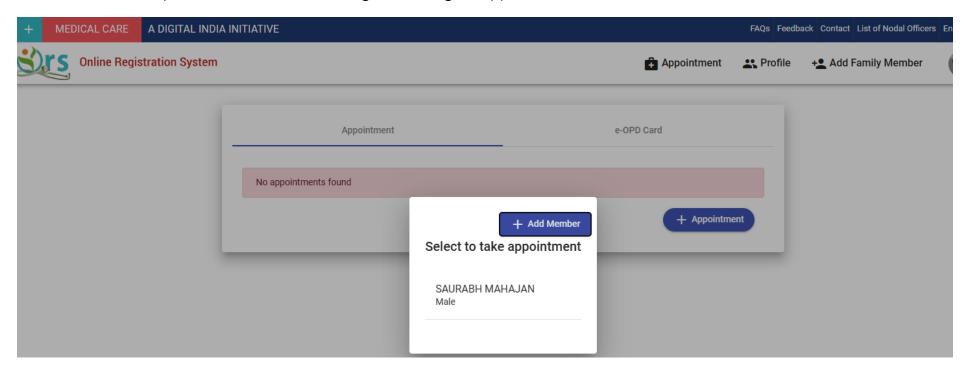
20. Now, the user has to Register/login to seek the appointment. The user may write the mobile number and enter the Captcha.



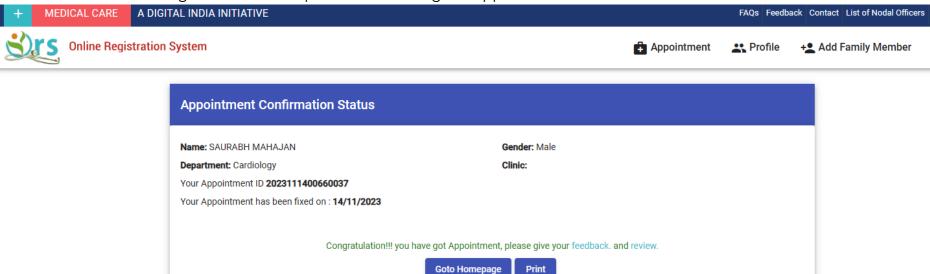
21. After writing the mobile number the user will receive an OTP.



22. Now the user may click on the Name and begin for taking an appointment.

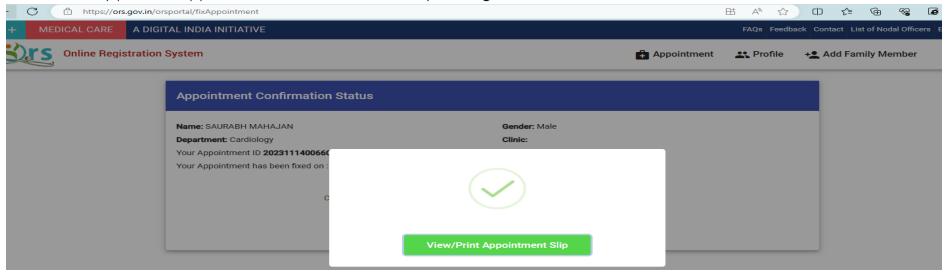


23. A confirmation is being shared with the patient after taking the appointment.





24. The user may print the appointment confirmation status by clicking the "Print".



25. After selecting the "View/Print Appointment Slip", this page will be displayed.

DEMO HOSPITAL, GUJARAT APPOINTMENT SLIP





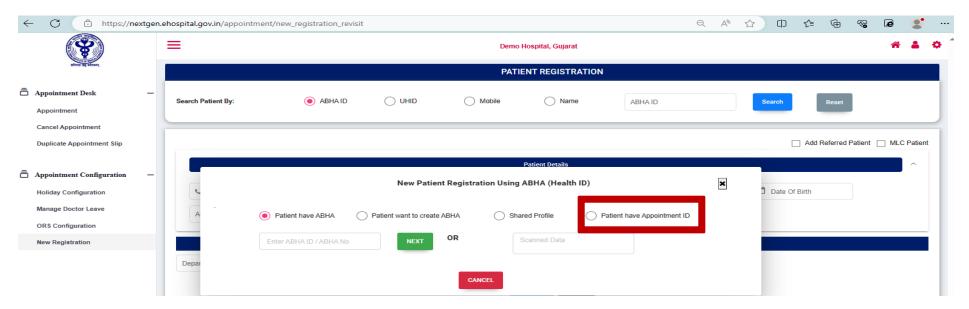
Appointment No.

Department Name: Cardiology

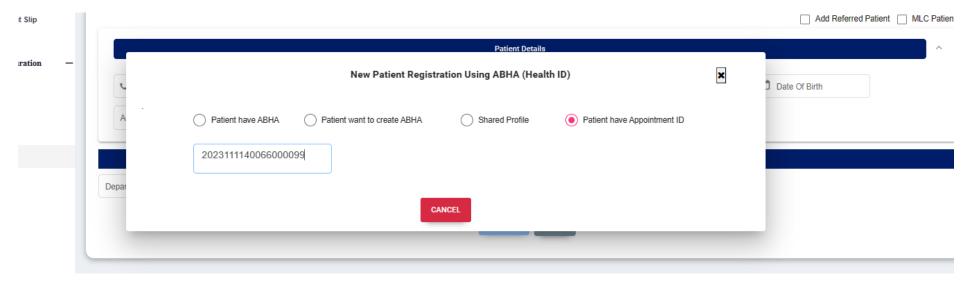
Appointment No.	2023111400660035	Appointment Date	14/11/2023 (8 AM)
Patient Name	Mr SOWRAV		
Gender	Male	Age	34 years
Contact Details	Mobile No. : 99 E-Mail Id :	Request Mode	web
UHID			
Reporting Place			
Note **			



26. To schedule an appointment, the user may now proceed for registration of the patient by selecting the "Patient have Appointment ID" under New Registration under Appointment configuration in "**Appointment**" module.

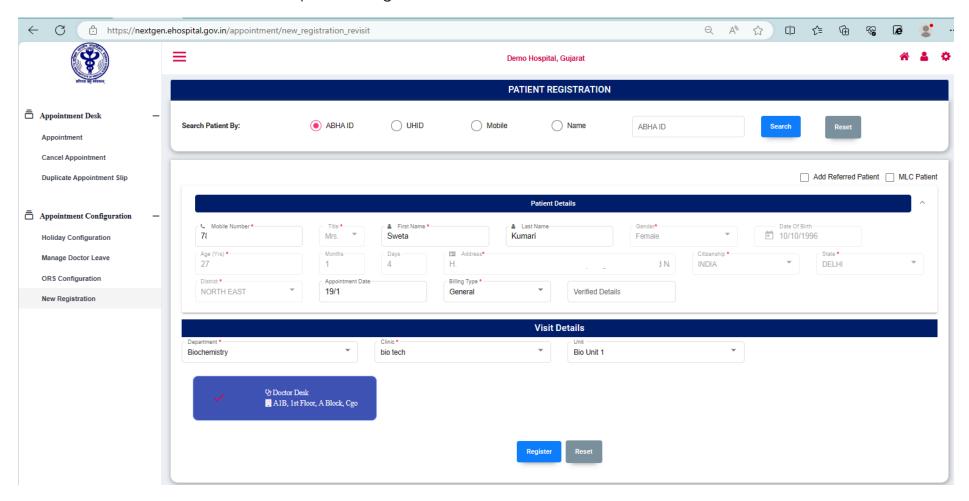


27. The user may write the appointment number of the patient and click enter outside the box.





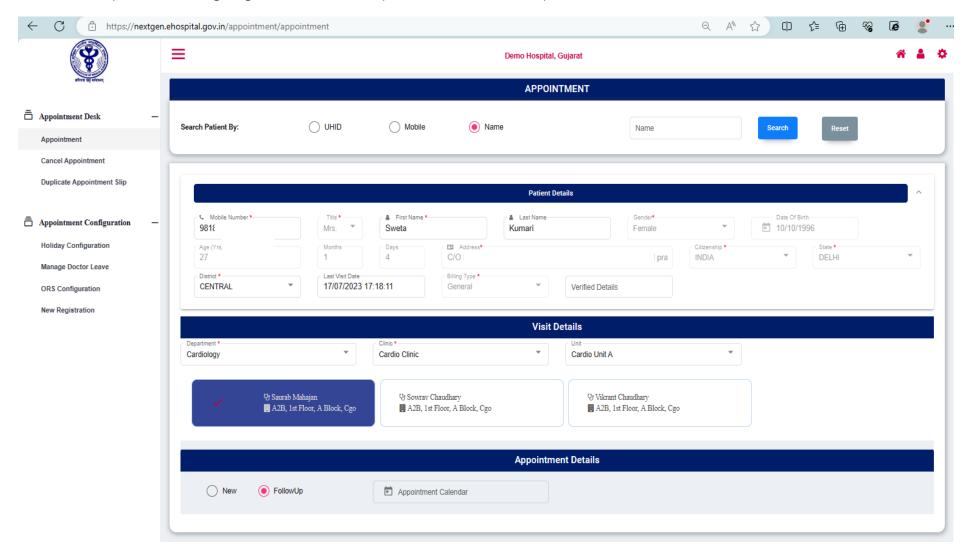
28. After clicking, the user credentials will be visible on the screen for patient registration. Now, just click the "register" the patient need to visit on that due date and complete the registration.





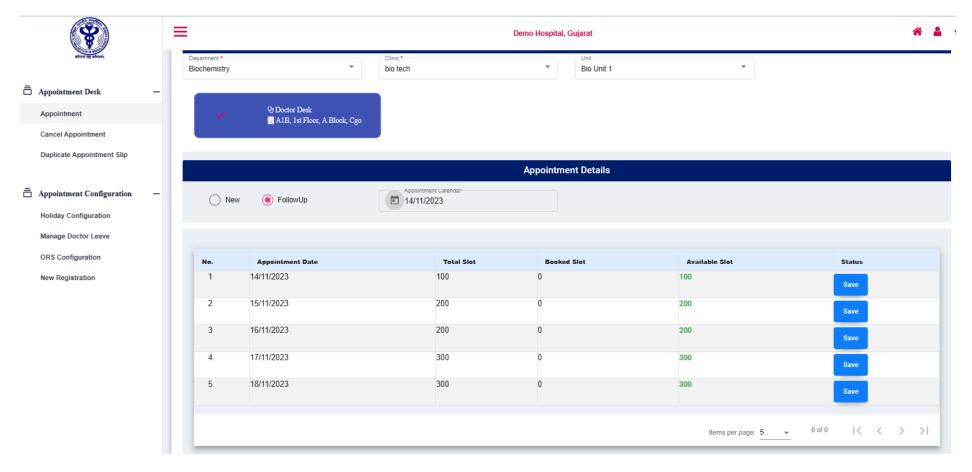
For Counter Patients

29. For the counter appointment patient registration, under appointment desk click "**Appointment**" and write the UHID, Mobile or Name of the person who is going to visit for follow up in the concerned department.



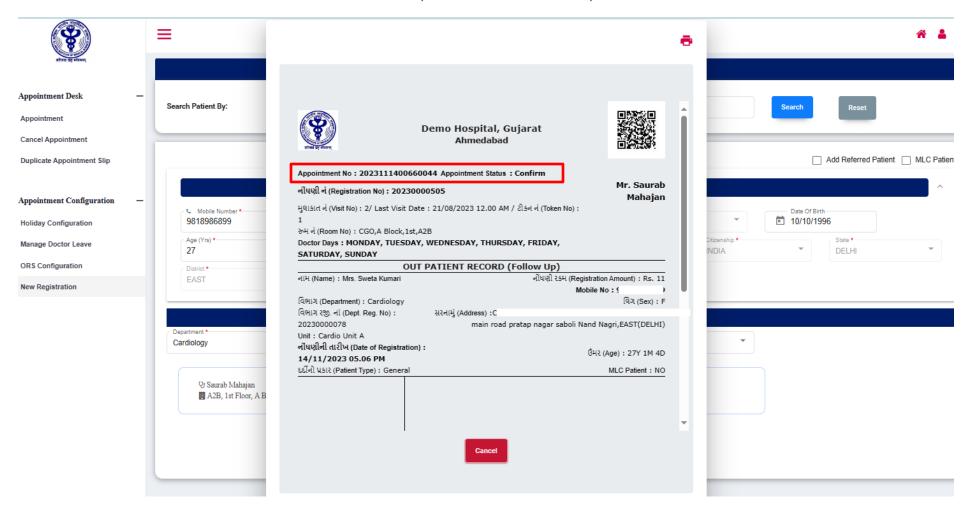


30. If in case the user may like to extend or change the appointment date then, the user may select the appointment date, then chose the date and see the available slot and lastly "Save" or may save for the same date as per availability of slots.



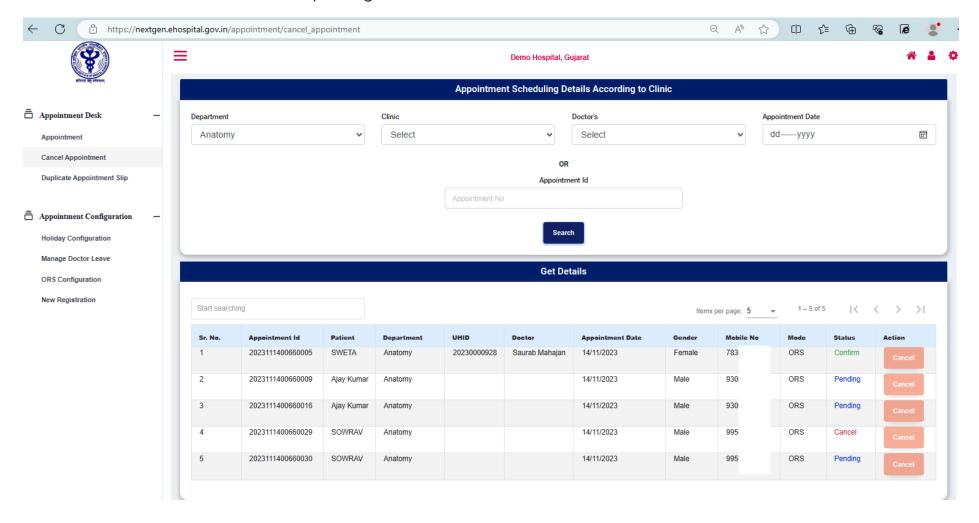


31. Once the "Save" button clicked then a window will open as shown below to print.



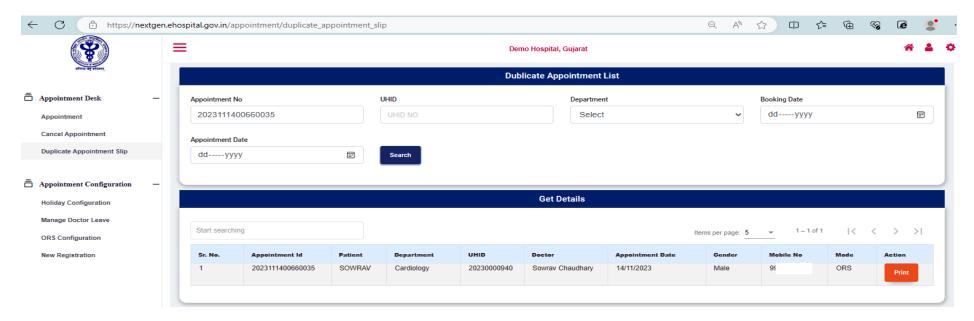


32. If the User like to cancel the appointment, may select the department first, then search and lastly select/ choose the "Action" as cancel and check the status as confirm, pending or cancel.





33. The User may obtain the Duplication slip by defining either Appointment Number/ UHID/ Department/ Booking Date or Appointment date and click search. Lastly can print the duplicate appointment slip.



34. Once the user click the duplicate appointment slip. A window will be appear as shown below.



