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national health authority
Ministry of Health and Family Welfare
Government of India
सत्यमेव जयते

National Informatics Centre

NextGen eHospital
User Manual

DOCUMENT RELEASE NOTE

Health Facility Configuration & OPD Configuration

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Department	eHospital and ORS Division, NIC

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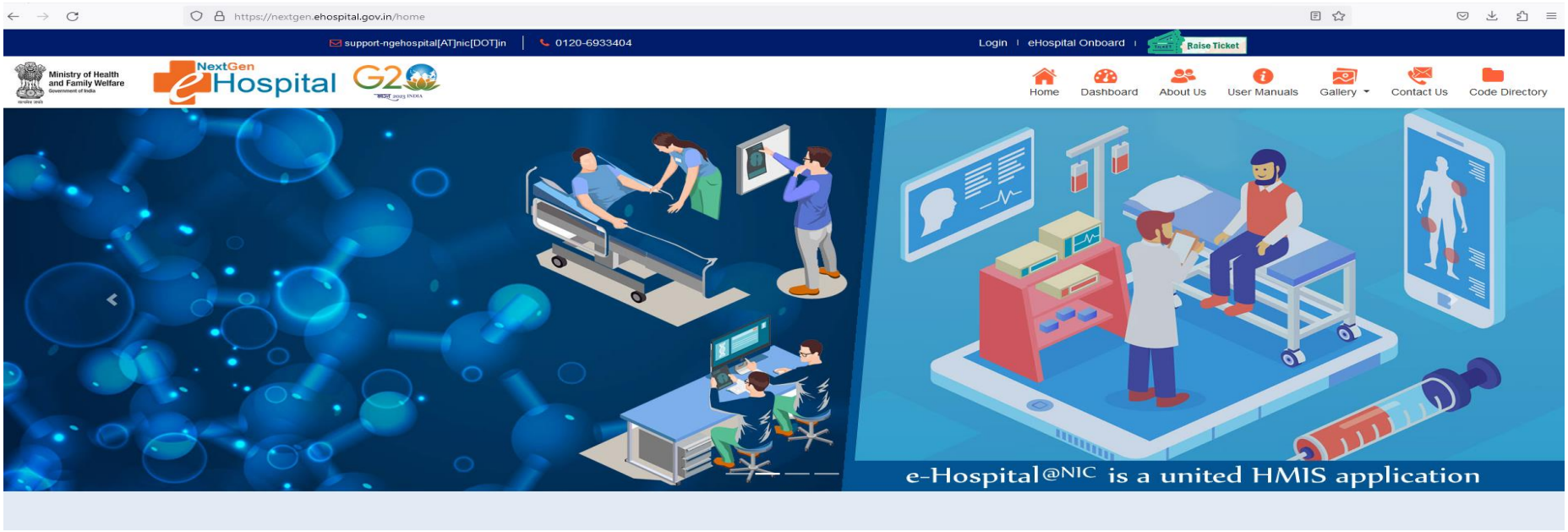
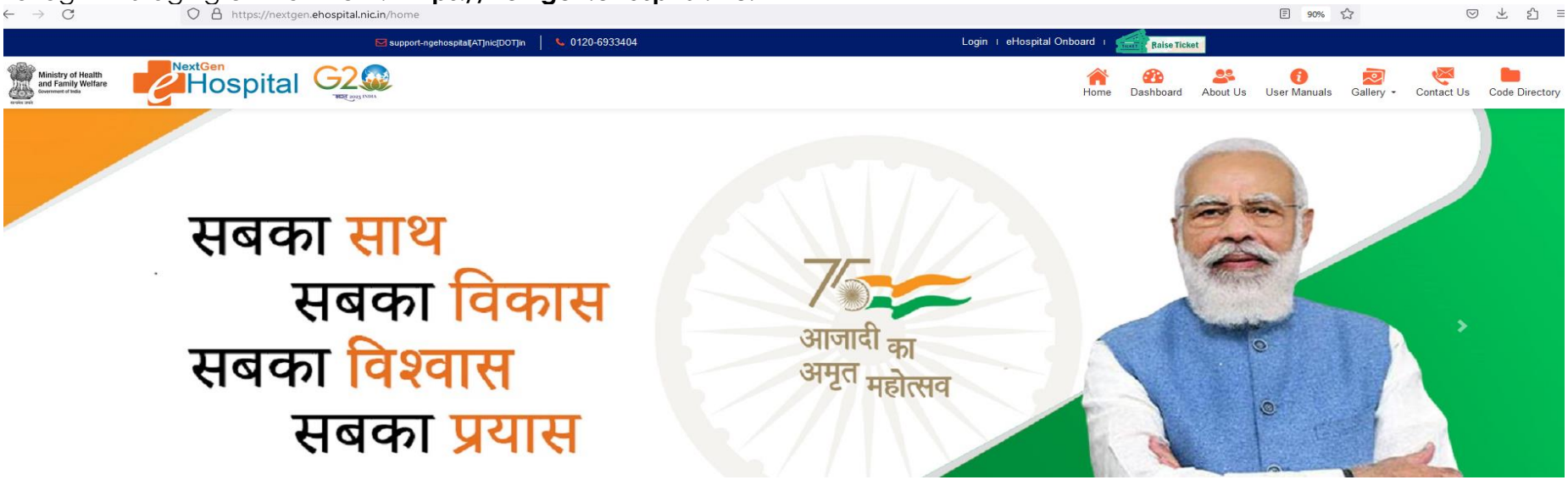
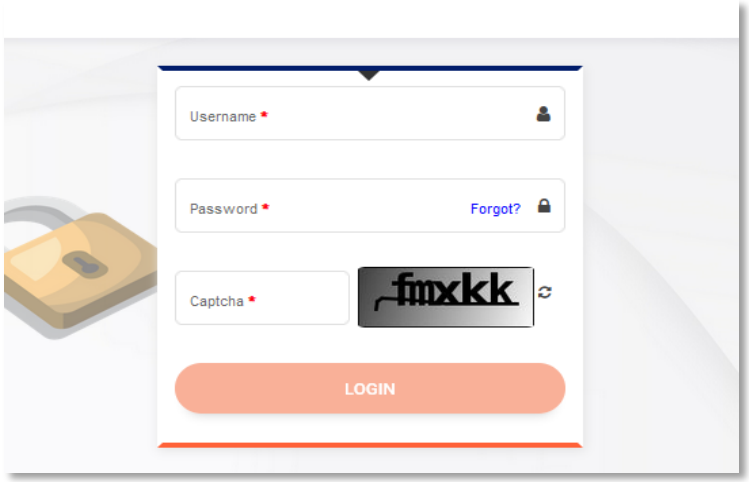
To login in Live environment:- **https://nextgen.ehospital.gov.in**



To login in Staging environment:- **https://nextgen.ehospital.nic.in**

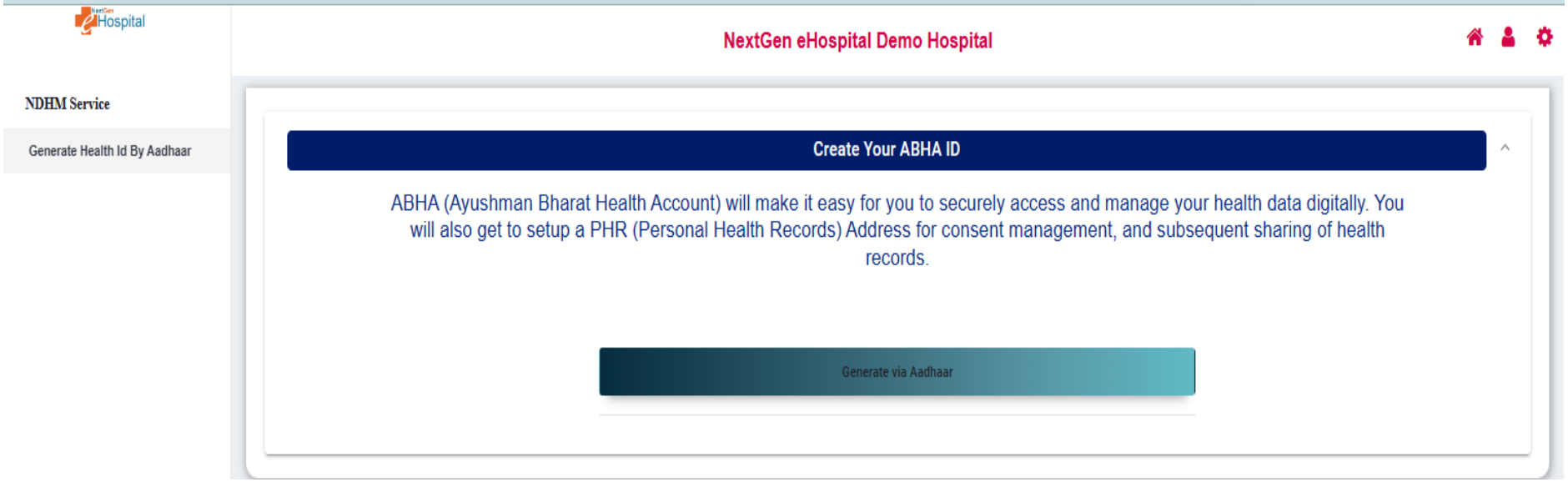


A. **LOGIN PAGE:** For user to Login in. This window appears, write Username, Password lastly the Captcha and then click "login".



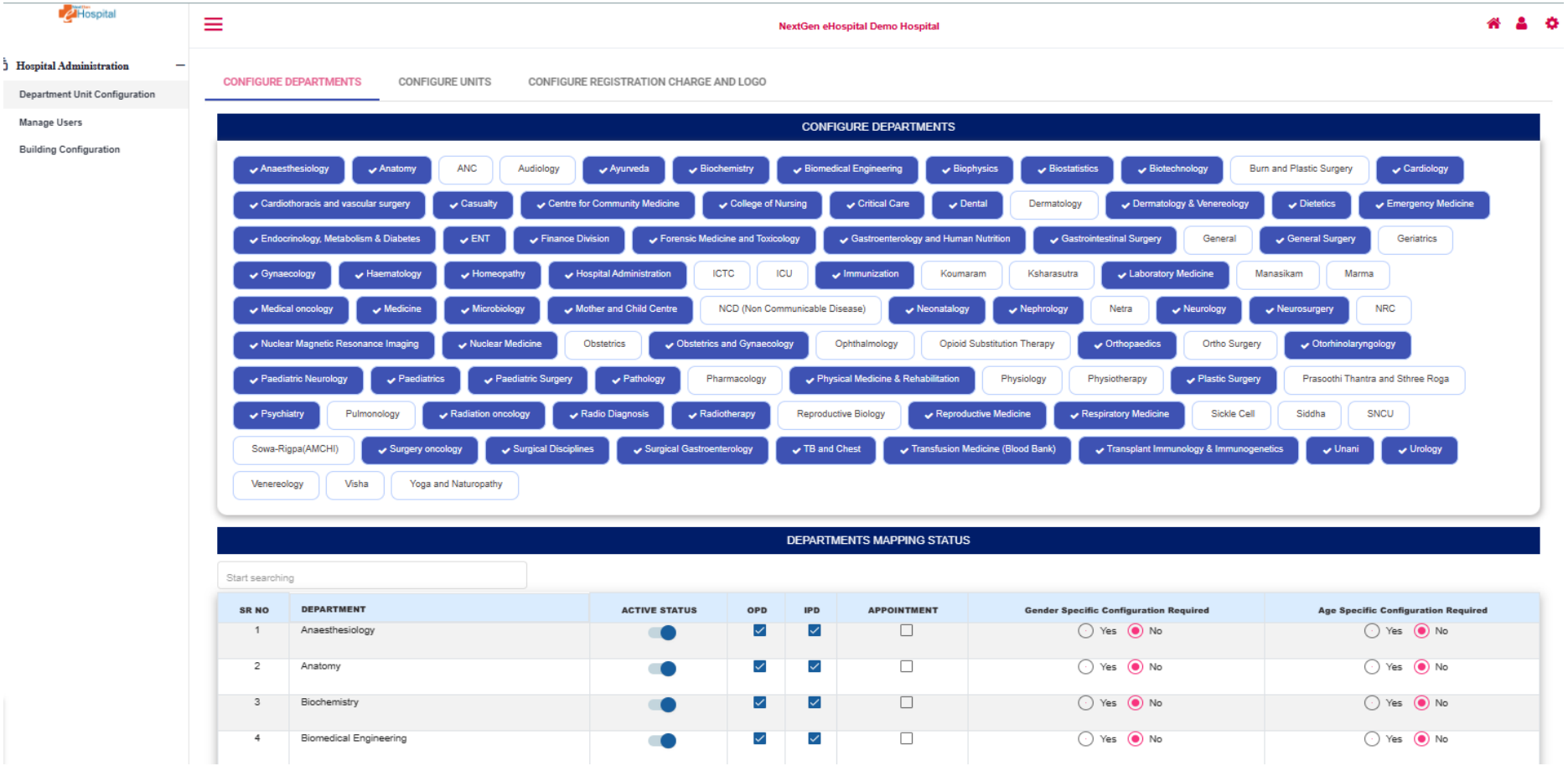
B. **NextGen Homepage:** Once the user Login in. The below homepage is visible to the user. The modules would be visible as per the roles assigned by Nodal officer to the users.

c. An ABHA ID can be created once in life time for any patient who visiting a hospital (Not mandatory)

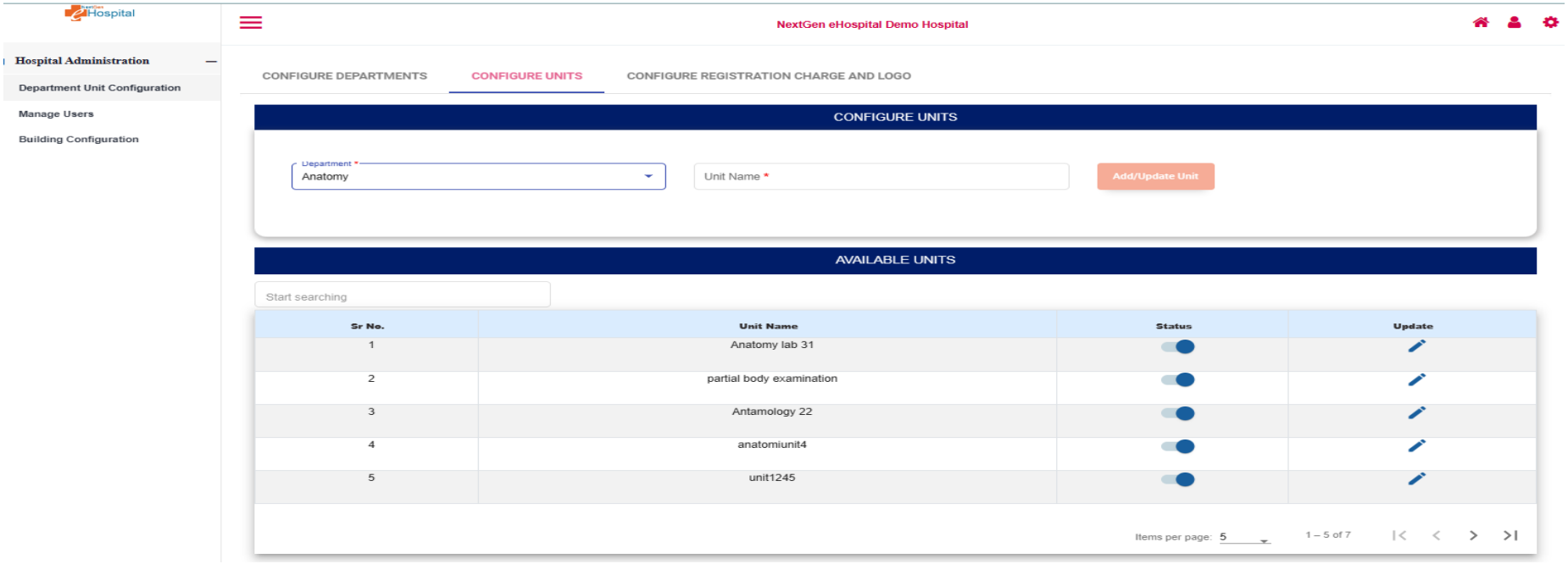


Health Facility Configuration

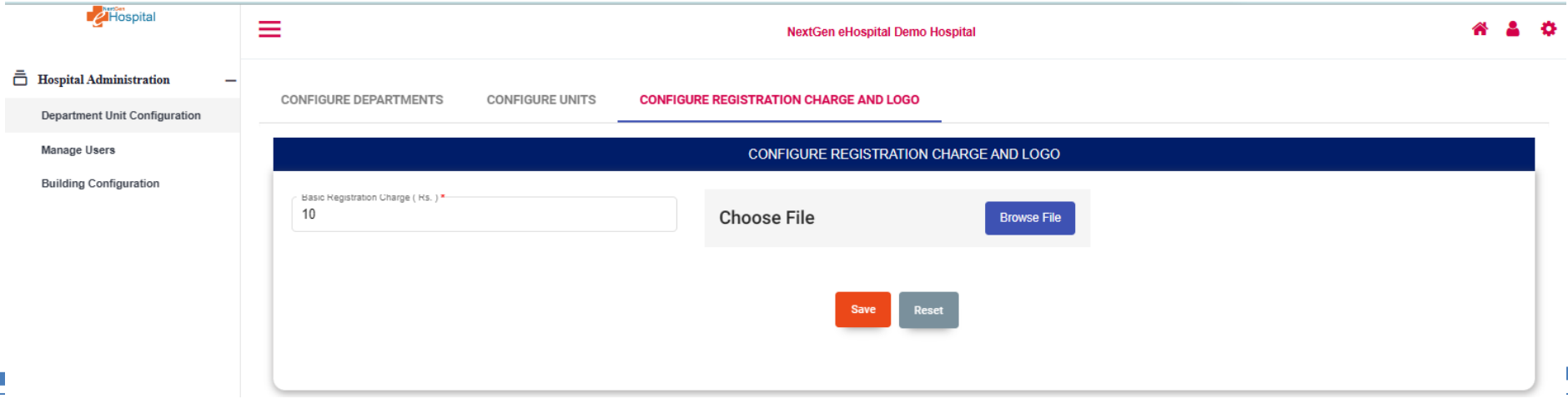
D. For configuration of the hospital. Firstly, Department needs to be configured by selecting the department listed in configure departments. After selecting & clicking the departments it will be displayed in departments mapping status. We may configure the Status, inclusion of OPD & IPD, gender specific configuration after clicking "Yes", on similar lines the age specific configuration we may categorize as per requirement.



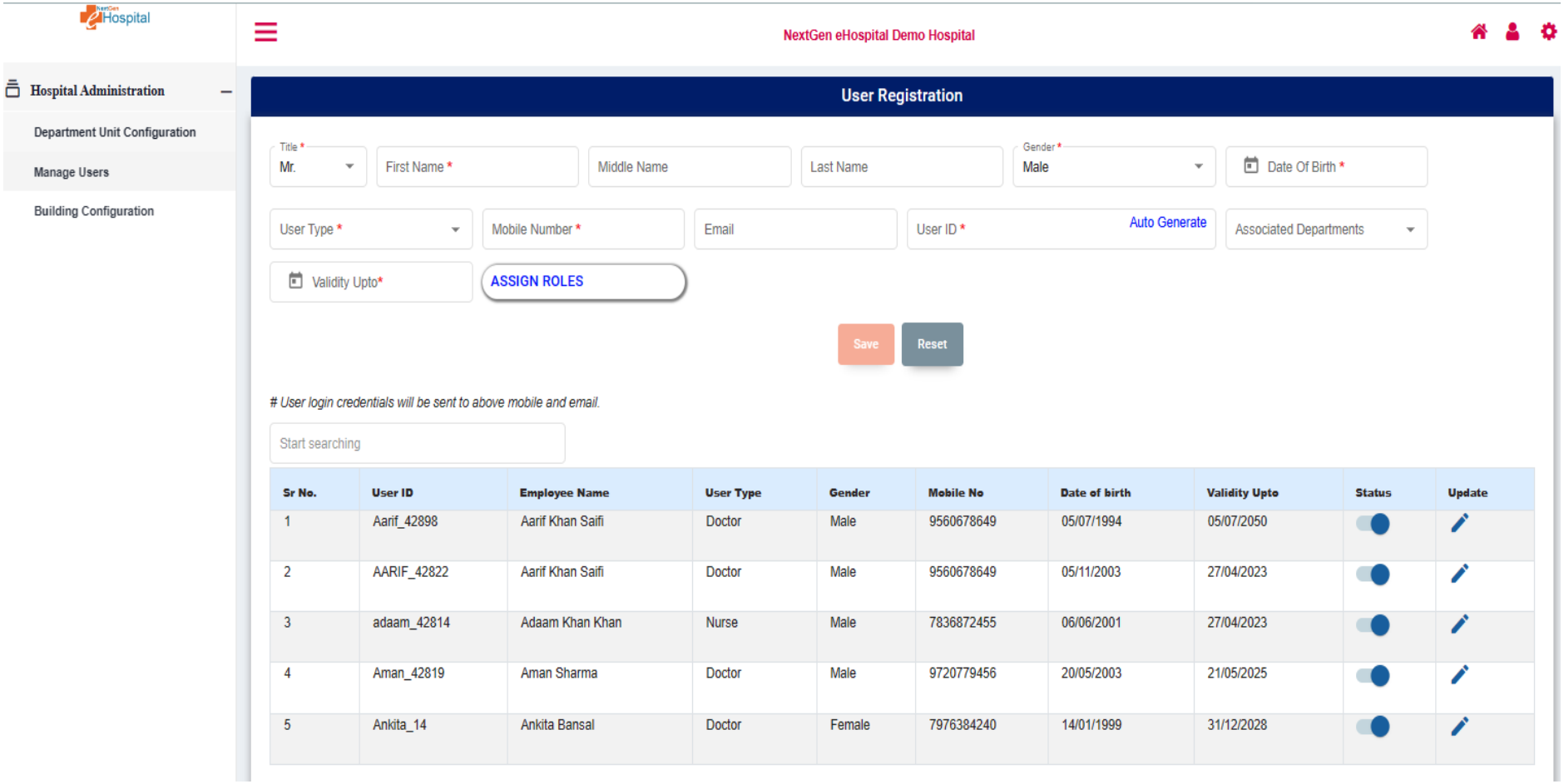
E. For configuration of units in the hospital. Firstly, select department that needs to be mapped. Later write the clinic name as per your requirement. Lastly click Add/update list button and the data will be available beneath in available units. If need amendment, we may click update to make necessary changes.



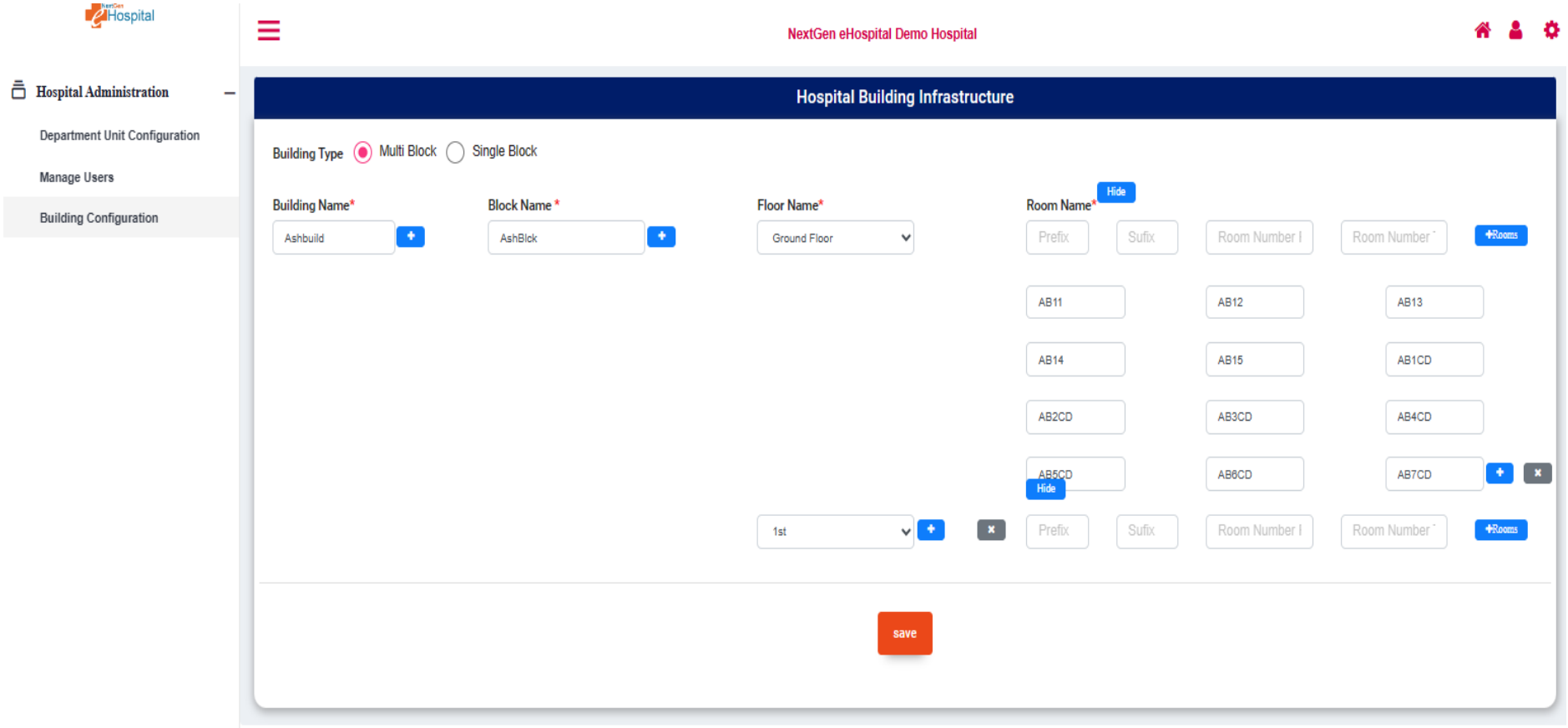
F. For every registration of the patient, a basic fee is charged to be mentioned. To configure a Hospital/medical college/clinic/or any other medical institution logo click the browse file and save. The logo will be reflected after again login.



G. The Nodal officer may assign the users as per the requirement. Under Manage users, the users are created by selecting the title from drop down, writing the first name, middle name & last name, the gender will be selected automatically after selection of the "Title" write the date of birth, scroll down and select the User type, write the mobile number, email (optional), click the auto generate and the User ID will be created automatically or manually also user ID can be created, select the department from the scroll down, validity upto date and lastly click the "Assign roles" and click the check box as per the nature of work to be assigned to the concerned user.

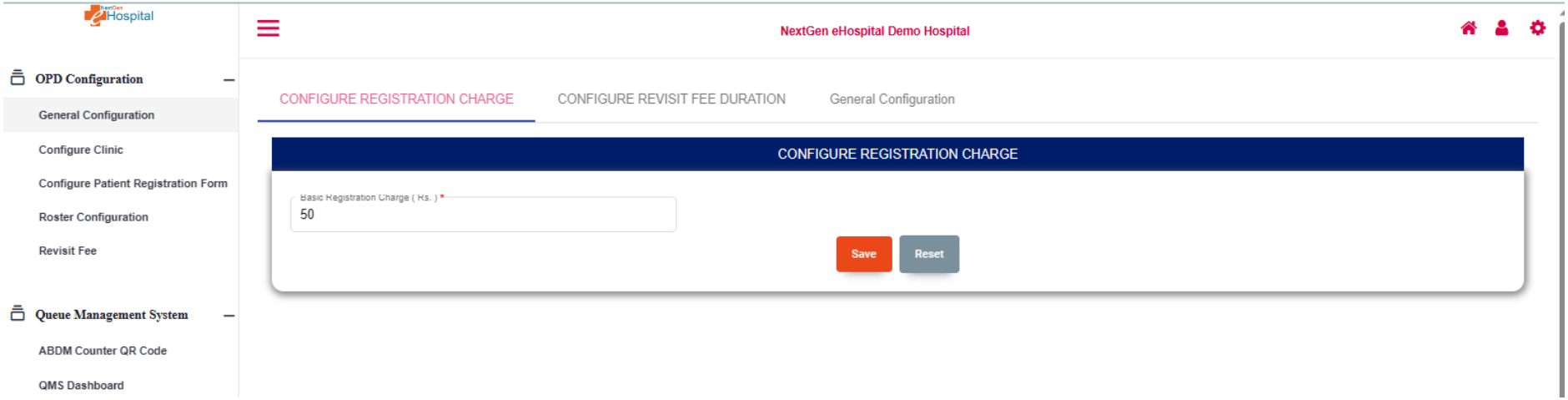


H. For Hospital building Infrastructure, we may choose the building type and then fill the building details as required for configuration. You may add and delete additional building details as per requirement.

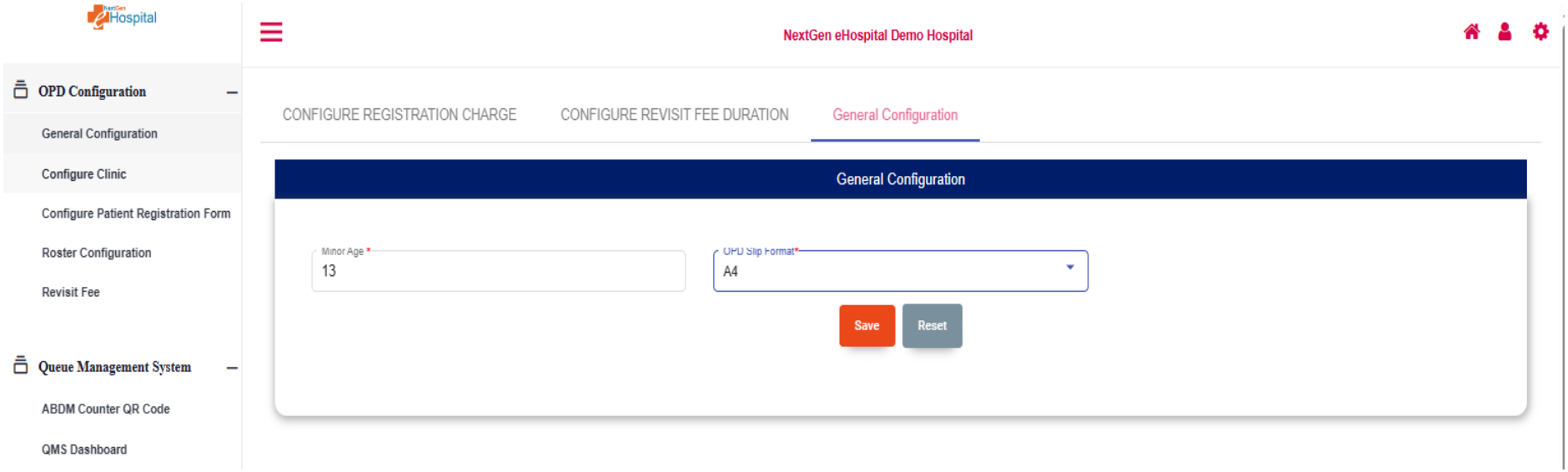


OPD Configuration

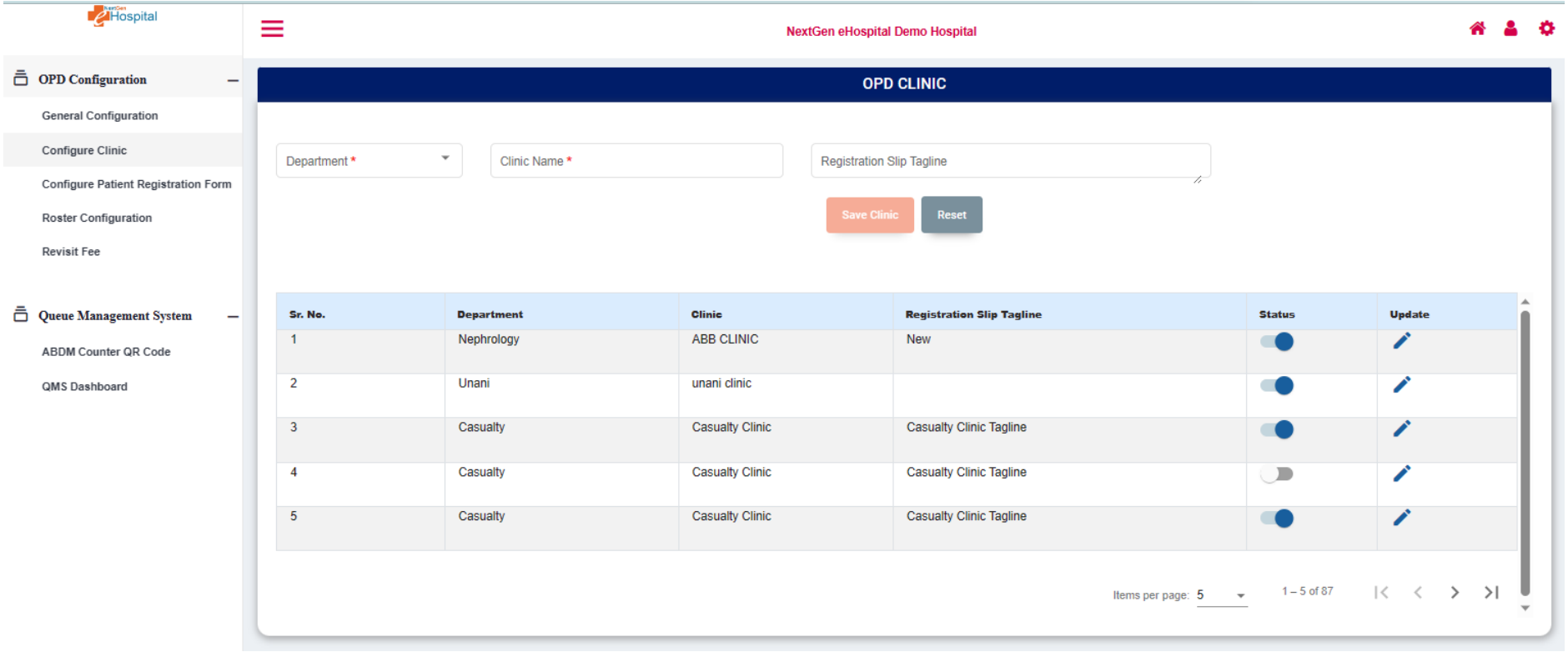
I. For patients who are revisiting the hospital, a fee to be charged must be added either by No. of days or current calendar year wise as per the requirement of the hospital



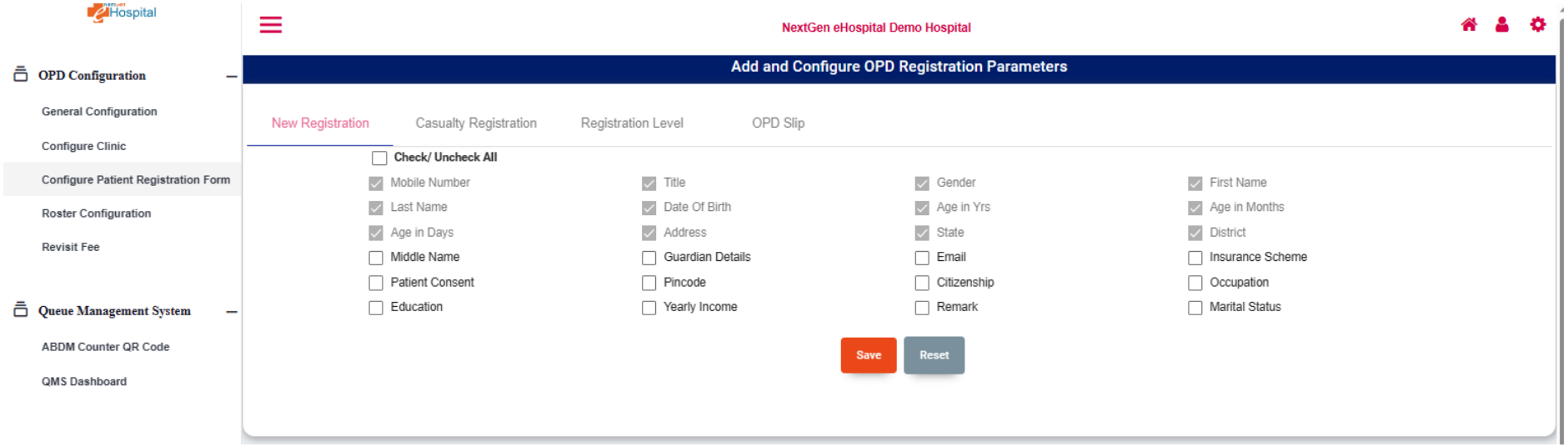
J. Hospitals may configure minor age as per their requirement (if necessary).



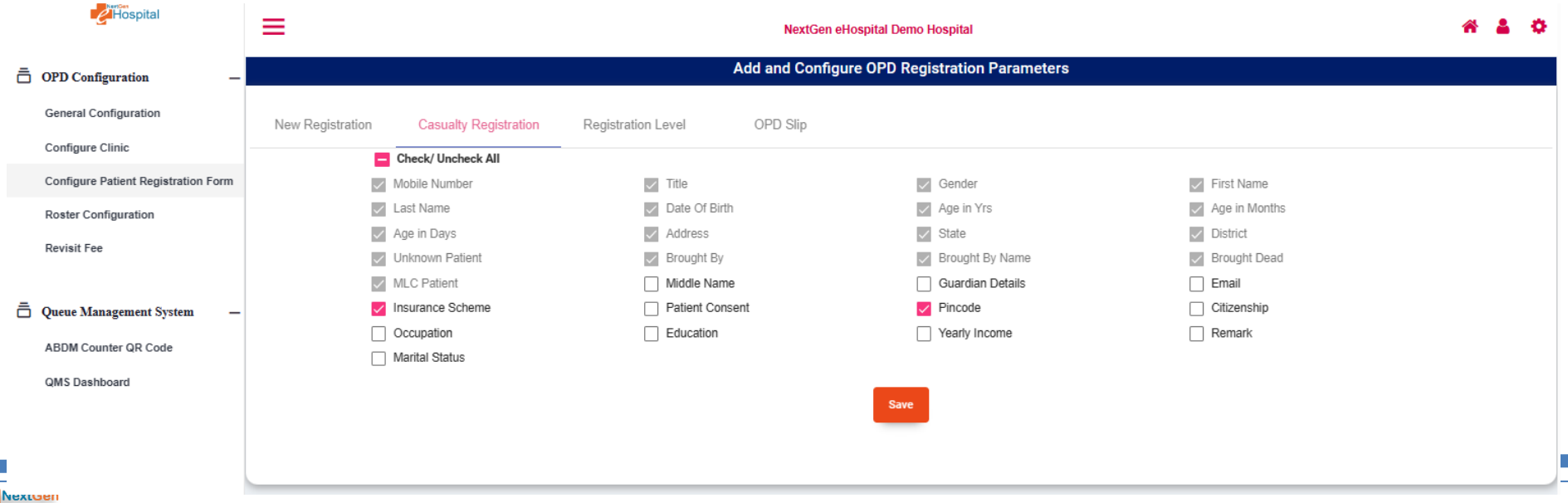
K. Hospitals may configure registration slip taglines (to be visible on the footer of the hospital registration slip) according to their department wise or keeping uniform as one for the hospital.



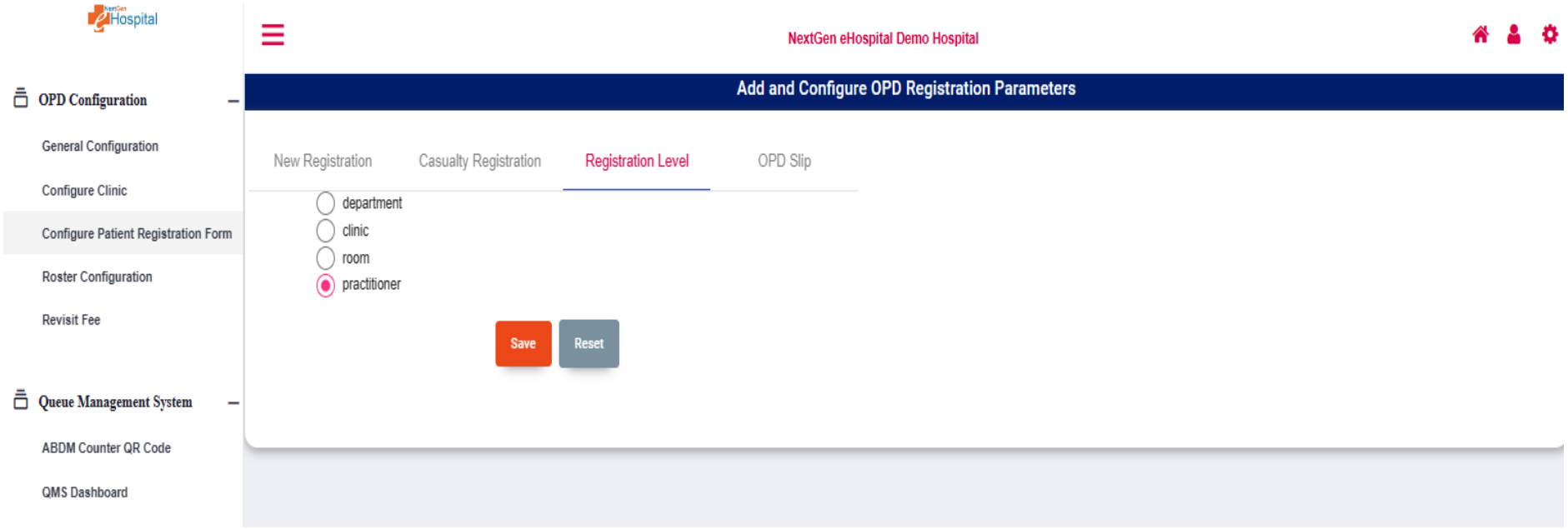
L. For configuring patient registration form, three levels need to fill. First is New registration, as visible in "Add and configure OPD Registration parameters" the grey boxes are permanently checked and provision has been given to check the boxes as per the hospital requirement (like the boxes checked-middle name, guardian name, Remark, Marital Status, etc.) and lastly save.



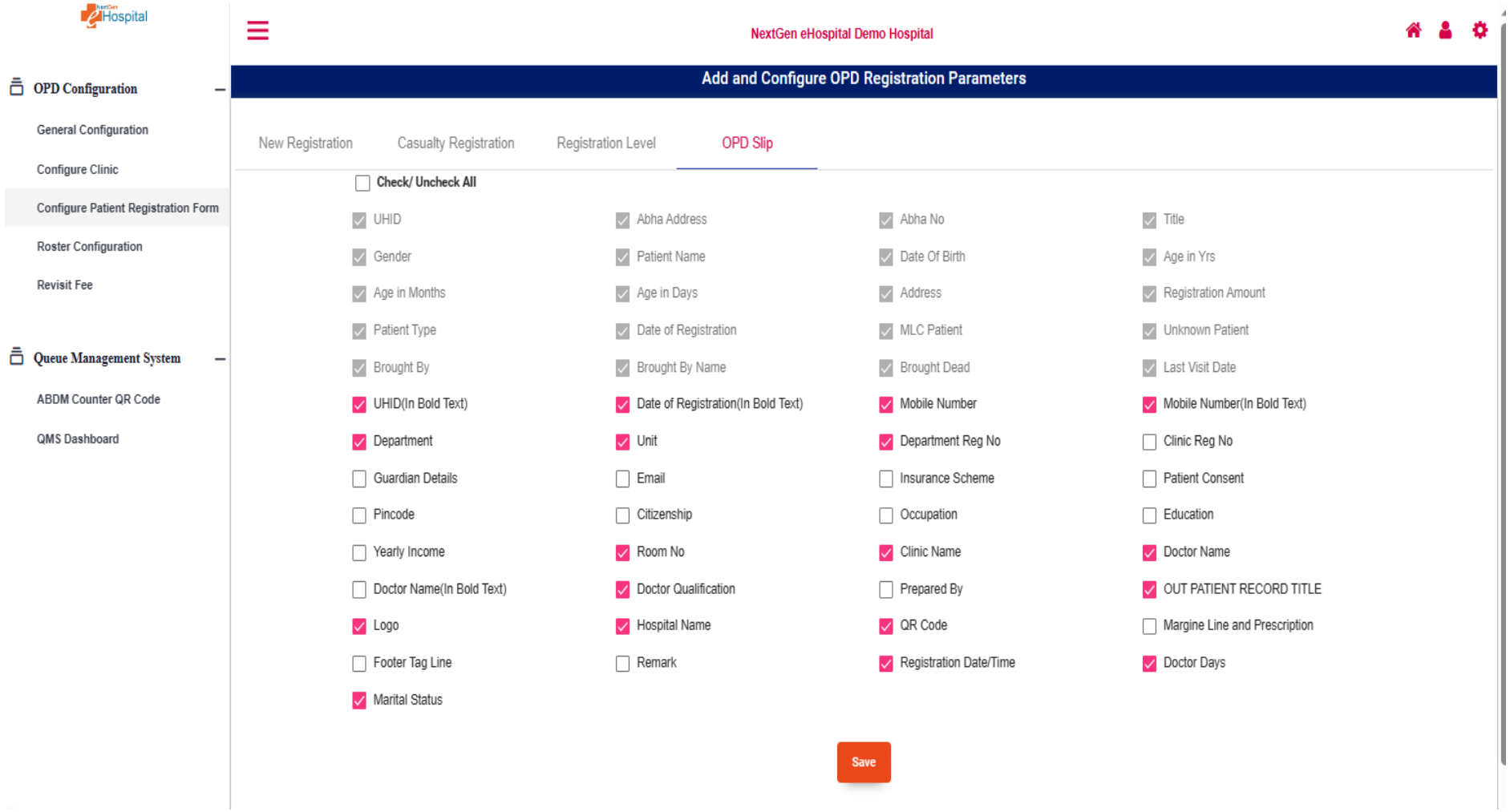
M. For configuring casualty registration form, as visible in "Add and configure OPD Registration parameters" the grey boxes are permanently checked and provision has been given to check the boxes as per the hospital requirement (like the boxes checked-patient consent, guardian name, pin code, remark, etc.) and lastly save.



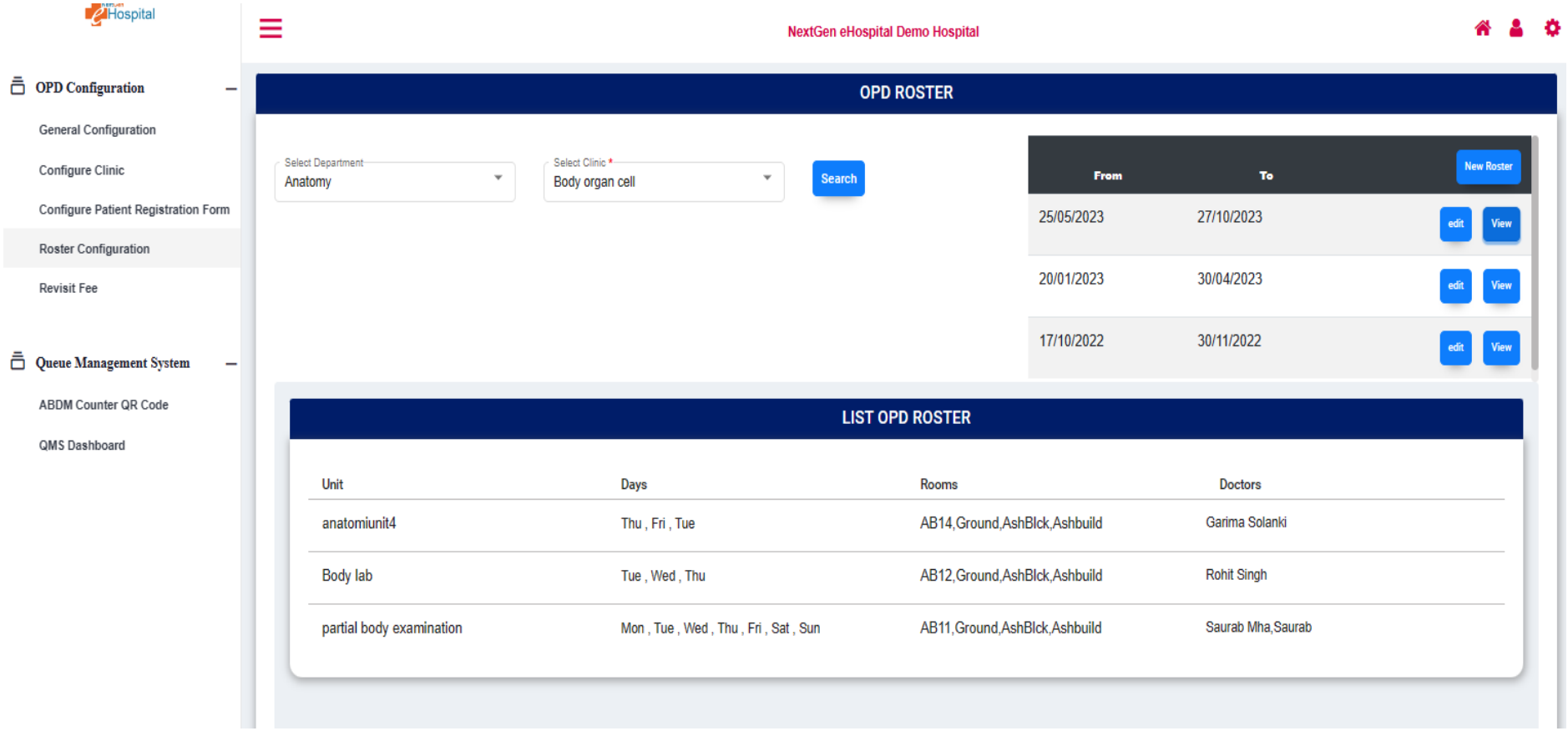
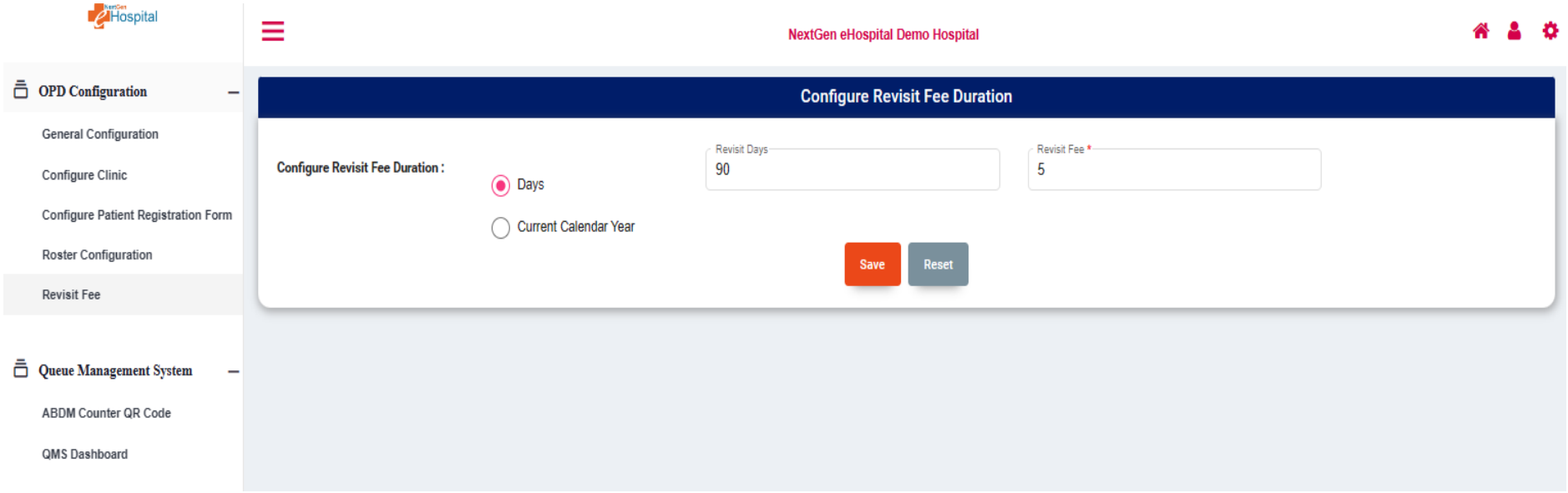
N. For configuring registration level, under the purview and discretion of the hospital, as visible in "Add and configure OPD Registration parameters" the boxes are to be checked and provision should be given to assign the operators as per the hospital requirement.



O. The user may select the check box as per the requirement of the hospital to be displayed in OPD registration slip.



P. For configuring doctor's roster, you have to select the department and concerned/ linking clinic. After selection, prepare a new roster or amend the roster as per the hospital requirement and for visualization you may click "view" and for changes you may click "edit". Once the user selected "view" the list of OPD roster will appear as shown below.



Q. For patients who are revisiting the hospital, we may configure a revisit fee to be charged must be added as per No. of days or current calendar year wise.