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# NextGen eHospital User Manual

## DOCUMENT RELEASE NOTE

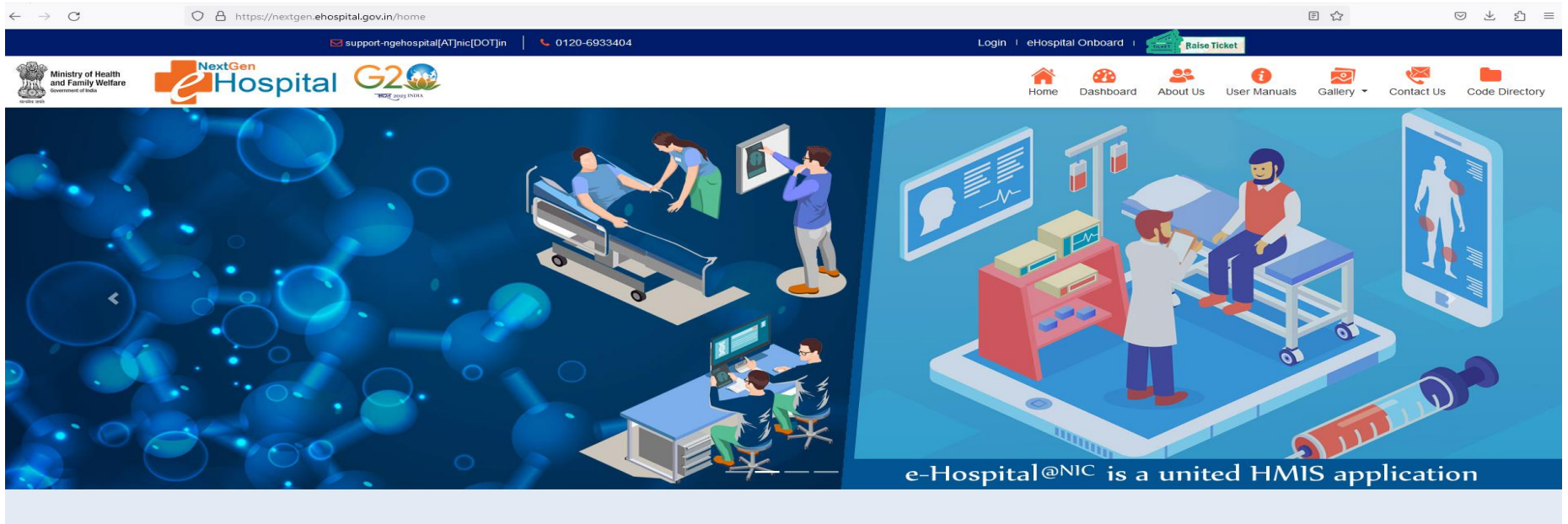
### Health Facility Configuration & OPD Configuration

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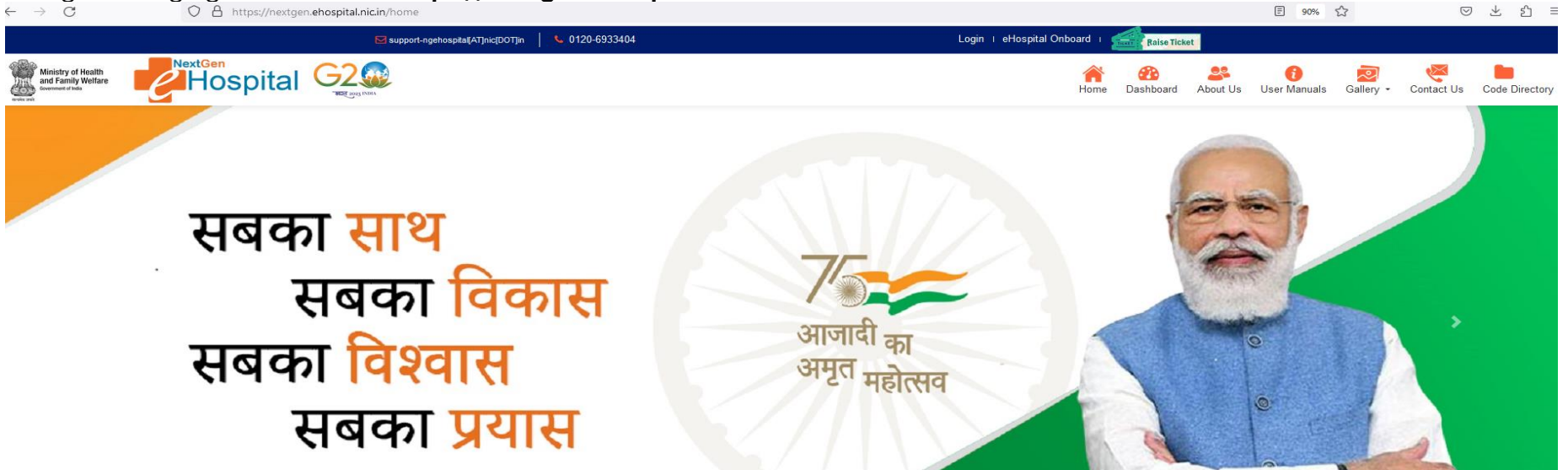
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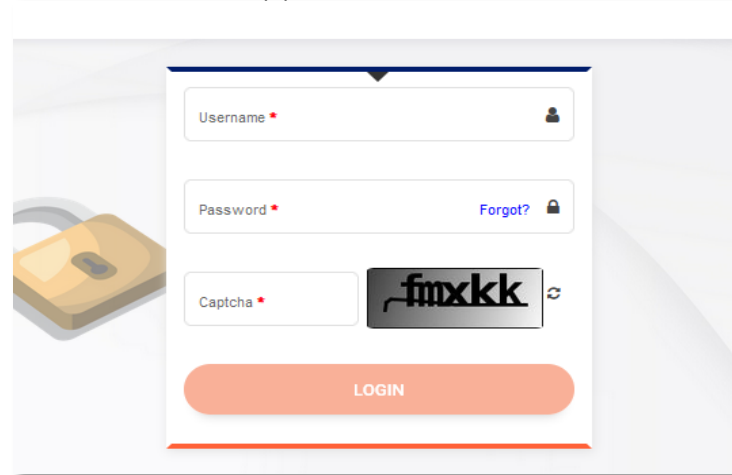
To login in Live environment:- <https://nextgen.ehospital.gov.in>



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".



The login page features three input fields: 'Username' with a user icon, 'Password' with a 'Forgot?' link and a lock icon, and 'Captcha' with a refresh icon. A 'LOGIN' button is positioned below the fields. A mouse cursor is shown hovering over the 'LOGIN' button.

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.




The homepage header includes contact information: 'support-ngehospital[AT]nic[DOT]in' and '0120-6933404,+91-7859939940'. The main content area displays a grid of modules: IPD, Generate Health ID, Health Facility Configuration, OPD Configuration, OPD Clinic, OPD Registration, Billing, Radiology Information System, Code Directory, Store and Inventory, and Lab Information System. Each module is represented by a colored card with an icon and a title.

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

The screenshot displays the 'NextGen eHospital Demo Hospital' interface. On the left, there is a sidebar with the 'NextGen Hospital' logo and a menu item 'NDHM Service' which is expanded to show 'Generate Health Id By Aadhaar'. The main content area features a dark blue header with the text 'Create Your ABHA ID'. Below this, a paragraph explains that ABHA (Ayushman Bharat Health Account) allows for secure digital access and management of health data, and mentions the setup of a PHR (Personal Health Records) Address for consent management and sharing. At the bottom of this section is a teal button labeled 'Generate via Aadhaar'. The top right corner of the interface includes icons for home, user profile, and settings.

## 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.




**Hospital Administration**

- Department Unit Configuration
- Manage Users
- Building Configuration

NextGen eHospital Demo Hospital

[CONFIGURE DEPARTMENTS](#)   
 [CONFIGURE UNITS](#)   
 [CONFIGURE REGISTRATION CHARGE AND LOGO](#)



CONFIGURE DEPARTMENTS

Anaesthesiology

Anatomy

ANC

Audiology

Ayurveda

Biochemistry

Biomedical Engineering

Biophysics

Biostatistics

Biotechnology

Burn and Plastic Surgery

Cardiology

Cardiothoracic and vascular surgery

Casualty

Centre for Community Medicine

College of Nursing

Critical Care

Dental

Dermatology

Dermatology & Venereology

Dietetics

Emergency Medicine

Endocrinology, Metabolism & Diabetes

ENT

Finance Division

Forensic Medicine and Toxicology

Gastroenterology and Human Nutrition

Gastrointestinal Surgery

General

General Surgery

Geriatrics

Gynaecology

Haematology

Homeopathy

Hospital Administration

ICTC

ICU

Immunization

Koumaram

Ksharasutra

Laboratory Medicine

Manasikam

Marma

Medical oncology

Medicine

Microbiology

Mother and Child Centre

NCD (Non Communicable Disease)

Neonatology

Nephrology

Netra

Neurology

Neurosurgery

NRC

Nuclear Magnetic Resonance Imaging

Nuclear Medicine

Obstetrics

Obstetrics and Gynaecology

Ophthalmology

Opioid Substitution Therapy

Orthopaedics

Ortho Surgery

Otorhinolaryngology

Paediatric Neurology

Paediatrics

Paediatric Surgery

Pathology

Pharmacology

Physical Medicine & Rehabilitation

Physiology

Physiotherapy

Plastic Surgery

Prasoothi Thantra and Sthree Roga

Psychiatry

Pulmonology

Radiation oncology

Radio Diagnosis

Radiotherapy

Reproductive Biology

Reproductive Medicine

Respiratory Medicine

Sickle Cell

Siddha

SNCU

Sowa-Rigpa(AMCHI)

Surgery oncology

Surgical Disciplines

Surgical Gastroenterology

TB and Chest

Transfusion Medicine (Blood Bank)

Transplant Immunology & Immunogenetics

Unani

Urology

Venereology

Visha

Yoga and Naturopathy

DEPARTMENTS MAPPING STATUS

SR NO	DEPARTMENT	ACTIVE STATUS	OPD	IPD	APPOINTMENT	Gender Specific Configuration Required	Age Specific Configuration Required
1	Anaesthesiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Anatomy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Biochemistry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Biomedical Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

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.

Department: Anatomy

Unit Name \*

Add/Update Unit

Sr No.	Unit Name	Status	Update
1	Anatomy lab 31	<input checked="" type="checkbox"/>	
2	partial body examination	<input checked="" type="checkbox"/>	
3	Antamology 22	<input checked="" type="checkbox"/>	
4	anatomiumit4	<input checked="" type="checkbox"/>	
5	unit1245	<input checked="" type="checkbox"/>	

Items per page: 5 1 - 5 of 7

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.

Basic Registration Charge ( Hs. )

10

Choose File

Browse File

Save

Reset



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.

**User Registration**

Title \*  
Mr. First Name \* Middle Name Last Name Gender \*  
Male Date Of Birth \*

User Type \* Mobile Number \* Email User ID \* Auto Generate Associated Departments

Validity Upto\* **ASSIGN ROLES**

Save Reset

# User login credentials will be sent to above mobile and email.

Start searching

Sr No.	User ID	Employee Name	User Type	Gender	Mobile No	Date of birth	Validity Upto	Status	Update
1	Aarif_42898	Aarif Khan Saifi	Doctor	Male	9560678649	05/07/1994	05/07/2050	<input checked="" type="checkbox"/>	
2	AARIF_42822	Aarif Khan Saifi	Doctor	Male	9560678649	05/11/2003	27/04/2023	<input checked="" type="checkbox"/>	
3	adaam_42814	Adaam Khan Khan	Nurse	Male	7836872455	06/06/2001	27/04/2023	<input checked="" type="checkbox"/>	
4	Aman_42819	Aman Sharma	Doctor	Male	9720779456	20/05/2003	21/05/2025	<input checked="" type="checkbox"/>	
5	Ankita_14	Ankita Bansal	Doctor	Female	7976384240	14/01/1999	31/12/2028	<input checked="" type="checkbox"/>	

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.

The screenshot displays the 'Hospital Building Infrastructure' configuration page in the NextGen eHospital Demo Hospital. The interface includes a sidebar on the left with navigation options: Hospital Administration, Department Unit Configuration, Manage Users, and Building Configuration. The main content area features a header 'Hospital Building Infrastructure' and a form for configuring building details. The form includes a 'Building Type' section with radio buttons for 'Multi Block' (selected) and 'Single Block'. Below this are fields for 'Building Name\*' (Ashbuild), 'Block Name\*' (AshBlock), and 'Floor Name\*' (Ground Floor). The 'Room Name\*' section is expanded, showing a grid of room identifiers: AB11, AB12, AB13, AB14, AB15, AB1CD, AB2CD, AB3CD, AB4CD, AB5CD, AB6CD, and AB7CD. Each room identifier is in a separate input field. There are also fields for 'Prefix', 'Suffix', 'Room Number I', and 'Room Number'. A 'save' button is located at the bottom of the form.

## 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

The screenshot shows the 'NextGen eHospital Demo Hospital' interface. The left sidebar is expanded to 'OPD Configuration', with 'General Configuration' selected. The main content area has three tabs: 'CONFIGURE REGISTRATION CHARGE' (active), 'CONFIGURE REVISIT FEE DURATION', and 'General Configuration'. The active tab displays a form with a text input field labeled 'Basic Registration Charge (Rs.)' containing the value '50'. Below the input field are 'Save' and 'Reset' buttons.

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

The screenshot shows the 'NextGen eHospital Demo Hospital' interface. The left sidebar is expanded to 'OPD Configuration', with 'General Configuration' selected. The main content area has three tabs: 'CONFIGURE REGISTRATION CHARGE', 'CONFIGURE REVISIT FEE DURATION', and 'General Configuration' (active). The active tab displays a form with two input fields: 'Minor Age' with the value '13' and 'OPU Slip Format' with the value 'A4'. Below the input fields are 'Save' and 'Reset' buttons.

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.

**OPD CLINIC**

Department \*    Clinic Name \*    Registration Slip Tagline

Save Clinic    Reset

Sr. No.	Department	Clinic	Registration Slip Tagline	Status	Update
1	Nephrology	ABB CLINIC	New	<input checked="" type="checkbox"/>	
2	Unani	unani clinic		<input checked="" type="checkbox"/>	
3	Casualty	Casualty Clinic	Casualty Clinic Tagline	<input checked="" type="checkbox"/>	
4	Casualty	Casualty Clinic	Casualty Clinic Tagline	<input type="checkbox"/>	
5	Casualty	Casualty Clinic	Casualty Clinic Tagline	<input checked="" type="checkbox"/>	

Items per page: 5    1 - 5 of 87    |< < > >|

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.

The screenshot shows the 'Add and Configure OPD Registration Parameters' interface for 'New Registration'. The left sidebar contains navigation options: OPD Configuration (General Configuration, Configure Clinic, Configure Patient Registration Form, Roster Configuration, Revisit Fee), Queue Management System (ABDM Counter QR Code, QMS Dashboard), and NextGen eHospital Demo Hospital. The main content area has tabs for 'New Registration', 'Casualty Registration', 'Registration Level', and 'OPD Slip'. Under 'New Registration', there is a 'Check/ Uncheck All' button and a grid of checkboxes for various fields. The 'Save' button is highlighted in orange.

Field	Checked	Field	Checked	Field	Checked
<input type="checkbox"/> Check/ Uncheck All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Number	<input checked="" type="checkbox"/> Date Of Birth	<input checked="" type="checkbox"/> Age in Yrs	<input checked="" type="checkbox"/> Age in Months	<input checked="" type="checkbox"/> District	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Insurance Scheme	<input type="checkbox"/> Occupation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Age in Days	<input type="checkbox"/> Guardian Details	<input type="checkbox"/> Email	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Marital Status	<input type="checkbox"/>
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Pincode	<input type="checkbox"/> Remark			
<input type="checkbox"/> Patient Consent	<input type="checkbox"/> Yearly Income				
<input type="checkbox"/> Education					

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.

The screenshot shows the 'Add and Configure OPD Registration Parameters' interface for 'Casualty Registration'. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'New Registration', 'Casualty Registration', 'Registration Level', and 'OPD Slip'. Under 'Casualty Registration', there is a 'Check/ Uncheck All' button and a grid of checkboxes for various fields. The 'Save' button is highlighted in orange.

Field	Checked	Field	Checked	Field	Checked
<input checked="" type="checkbox"/> Check/ Uncheck All	<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Number	<input checked="" type="checkbox"/> Date Of Birth	<input checked="" type="checkbox"/> Age in Yrs	<input checked="" type="checkbox"/> Age in Months	<input checked="" type="checkbox"/> District	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Brought Dead	<input type="checkbox"/> Email	<input type="checkbox"/>
<input checked="" type="checkbox"/> Age in Days	<input checked="" type="checkbox"/> Brought By	<input checked="" type="checkbox"/> Brought By Name	<input type="checkbox"/> Guardian Details	<input type="checkbox"/> Citizenship	<input type="checkbox"/>
<input checked="" type="checkbox"/> Unknown Patient	<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Pincode	<input type="checkbox"/> Remark		
<input checked="" type="checkbox"/> MLC Patient	<input type="checkbox"/> Patient Consent	<input type="checkbox"/> Yearly Income			
<input checked="" type="checkbox"/> Insurance Scheme	<input type="checkbox"/> Education				
<input type="checkbox"/> Occupation					
<input type="checkbox"/> Marital Status					

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.

The screenshot displays the 'Add and Configure OPD Registration Parameters' interface. On the left, a navigation menu includes 'OPD Configuration' (with sub-items: General Configuration, Configure Clinic, Configure Patient Registration Form, Roster Configuration, Revisit Fee) and 'Queue Management System' (with sub-items: ABDM Counter QR Code, QMS Dashboard). The main content area has a dark blue header with the title 'Add and Configure OPD Registration Parameters'. Below the header, there are four tabs: 'New Registration', 'Casualty Registration', 'Registration Level' (which is active and underlined), and 'OPD Slip'. Under the 'Registration Level' tab, there are four radio button options: 'department', 'clinic', 'room', and 'practitioner'. The 'practitioner' option is selected, indicated by a red dot. Below these options are two buttons: 'Save' (orange) and 'Reset' (grey). The top right of the interface shows the 'NextGen eHospital Demo Hospital' title and icons for home, user profile, and settings.

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

**NextGen eHospital Demo Hospital**

### Add and Configure OPD Registration Parameters

New Registration   
  Casualty Registration   
  Registration Level   
  **OPD Slip**

Check/ Uncheck All

<input checked="" type="checkbox"/> UHID	<input checked="" type="checkbox"/> Abha Address	<input checked="" type="checkbox"/> Abha No	<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Patient Name	<input checked="" type="checkbox"/> Date Of Birth	<input checked="" type="checkbox"/> Age in Yrs
<input checked="" type="checkbox"/> Age in Months	<input checked="" type="checkbox"/> Age in Days	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Registration Amount
<input checked="" type="checkbox"/> Patient Type	<input checked="" type="checkbox"/> Date of Registration	<input checked="" type="checkbox"/> MLC Patient	<input checked="" type="checkbox"/> Unknown Patient
<input checked="" type="checkbox"/> Brought By	<input checked="" type="checkbox"/> Brought By Name	<input checked="" type="checkbox"/> Brought Dead	<input checked="" type="checkbox"/> Last Visit Date
<input checked="" type="checkbox"/> UHID(In Bold Text)	<input checked="" type="checkbox"/> Date of Registration(In Bold Text)	<input checked="" type="checkbox"/> Mobile Number	<input checked="" type="checkbox"/> Mobile Number(In Bold Text)
<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Unit	<input checked="" type="checkbox"/> Department Reg No	<input type="checkbox"/> Clinic Reg No
<input type="checkbox"/> Guardian Details	<input type="checkbox"/> Email	<input type="checkbox"/> Insurance Scheme	<input type="checkbox"/> Patient Consent
<input type="checkbox"/> Pincode	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Occupation	<input type="checkbox"/> Education
<input type="checkbox"/> Yearly Income	<input checked="" type="checkbox"/> Room No	<input checked="" type="checkbox"/> Clinic Name	<input checked="" type="checkbox"/> Doctor Name
<input type="checkbox"/> Doctor Name(In Bold Text)	<input checked="" type="checkbox"/> Doctor Qualification	<input type="checkbox"/> Prepared By	<input checked="" type="checkbox"/> OUT PATIENT RECORD TITLE
<input checked="" type="checkbox"/> Logo	<input checked="" type="checkbox"/> Hospital Name	<input checked="" type="checkbox"/> QR Code	<input type="checkbox"/> Margine Line and Prescription
<input type="checkbox"/> Footer Tag Line	<input type="checkbox"/> Remark	<input checked="" type="checkbox"/> Registration Date/Time	<input checked="" type="checkbox"/> Doctor Days
<input checked="" type="checkbox"/> Marital Status			

**Save**

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.

**OPD ROSTER**

Select Department: Anatomy | Select Clinic: Body organ cell | Search

From	To	edit	View
25/05/2023	27/10/2023	edit	View
20/01/2023	30/04/2023	edit	View
17/10/2022	30/11/2022	edit	View

**LIST OPD ROSTER**

Unit	Days	Rooms	Doctors
anatomunit4	Thu , Fri , Tue	AB14,Ground,AshBlck,Ashbuild	Garima Solanki
Body lab	Tue , Wed , Thu	AB12,Ground,AshBlck,Ashbuild	Rohit Singh
partial body examination	Mon , Tue , Wed , Thu , Fri , Sat , Sun	AB11,Ground,AshBlck,Ashbuild	Saurab Mha,Saurab



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.

The screenshot shows the 'Configure Revisit Fee Duration' page in the NextGen eHospital system. The page is titled 'Configure Revisit Fee Duration' and features a dark blue header. On the left, there is a sidebar menu with the following items: 'OPD Configuration' (expanded), 'General Configuration', 'Configure Clinic', 'Configure Patient Registration Form', 'Roster Configuration', 'Revisit Fee', 'Queue Management System' (expanded), 'ABDM Counter QR Code', and 'QMS Dashboard'. The main content area contains the following elements:

- Configure Revisit Fee Duration :** A label for the configuration section.
- Days:** A radio button that is selected, indicating the fee is based on the number of days.
- Current Calendar Year:** A radio button that is unselected, indicating the fee is based on the current calendar year.
- Revisit Days:** A text input field containing the value '90'.
- Revisit Fee \*:** A text input field containing the value '5'.
- Save:** An orange button to save the configuration.
- Reset:** A grey button to reset the configuration.

The top right of the page shows the 'NextGen eHospital Demo Hospital' title and three icons: a home icon, a user profile icon, and a settings icon.