

## **CERRS Process Flow – Clinic Establishment Profile**

#### 1.0 <u>New User Registration Page:</u>

For login into CERRS portal, a User/Clinical Establishments (CE) must have their "Clinical Establishment Id" and "Password". For this, a User/CE needs to click on <u>Create New Account</u> button which is displaying on login page of CERRS profile portal.



Once clicking on <u>Create New Account</u>, The Registration screen will appear which will allow you to register into CERRS portal.

(REGISTRATION AND REGULA (Ministry of Health and Farrily Welfare	JSHMENTS ATION) ACT, 2010 , Government of India)
🕈 Fill in the below form to generate Clinical Esta	blishment ID
Applicant's Name:	
Establishment's Name:	
Email:	
	(All communication from CERRS will be sent to this email address.)
Login Id:	
	(The Login ID you enter lets you sign in to Clinical Establishment Website.)
ld Froot:	Select
Verification Code.	ösośwa
	Submit Cancel
Site is best viewed in 1024 X768 resolutions. Designed Developed and	Hosled by and Hosted by and Hosted by NIC/INICSI. Content provided by Ministry of Health and Family Welfare

**CERRS\_Phase-1 Portal** 



- > On the Registration page, all fields are mandatory, complete the following information:
- Applicant's Name
- o Establishment's Name
- *Email*: Enter your e-mail address. This address will be used for communications regarding your application.
- *Login Id*: Enter you preferred Login Id (Note: You will be required to use this Id for all the further Log-ins)
- o *Id Proof*: Select Applicant's Photo ID from drop down list.
- o Id No: Enter the above selected Photo ID's Number.
- Verification Code: Enter the Verification Code which is displaying on screen.

Having filled all the necessary data please click on the "*Submit*" Button. After clicking on submit following screen will appear.



Now you have created your account. Please Log in through your Login Id by clicking on the *"Please Sign In"* button.

*Note*: Applicant's Login crendentials for CERRS portal i.e. Login Id and Password will be sent to applicant's registered Email ID.



## 2.0 <u>User Login Page:</u>

On login screen, please enter your Login Id, Password and Verification Code respectively and Click "Login" button and you will be directed to the Home Page Screen. In case of first time users, they will be redirected to the Change Password Screen.



*Note*: User/CE can login into CERRS portal by entering its valid login credentials only.



## 2.1 First Time User Login Screen:

When the user enters the site for the first time, they are redirected to the Change Password Page.

Here the user needs to enter the password received by them in the mail in place of "Old Password" and enter a new password as per the requirements

THE CLINICAL ESTABLISHMENTS (REGISTRATION AND REGULATION) ACT, 2010
Change Password Old Password Old Password Old Password Confirm Password Confirm Password  ***********************************
Site is best viewed in 1024 X 768 resolutions. Developed and Designed by National Informatics Centre (NIC)

- > The User then need to click Submit to proceed forward.
- > The user is then redirected to the Successful Password Change Page
- > The user is automatically redirected to the Home Page of the user.





### 3.0 <u>Home Page:</u>

- This home page contains one link "Apply for Provisional Certificate" and user can apply for Provisional Certificate of its establishment.
- ➢ For the Provisional Certificate, a user has to fill complete & valid details of its establishment accordingly.
- ➤ A user can also know the current status of its applied application.





## 4.0 Apply for Provisional Registration Screen:

For this, a User/CE needs to click on <u>Apply for Provisional Certificate</u> link on Home Page Screen.

THE CLINICAL ESTABLISHMENTS (REGISTRATION AND REGULATION) ACT, 2010 (Ministry of Health and Family Welfare, Government of India)
Home Change Password Logout Welcome testing
Apply for New Provisional Certificate
Application Tips for Clinical Establishments
1. Apply for New Provisional Certificate
2. You can Apply for more than one Clinical Establishments for Provisional Certificate
3. Arter 10 days from application submission you can Download Provisional Certificate if Approved

- Once clicking on <u>Apply for Provisional Certificate</u> link already filled details will be displayed in registration form. Now, user has to fill its complete & valid details of its establishment accordingly in the registration form.
- > A user can also know the current status of its applied application.
- Already filled details can easily be editable in case of any correction made. There are some mandatory fields which are marked by <u>Red Coloured Star</u> (\*), these fields are needed to fill importantly. User has to enter all the required details in valid formats.



1. Name of the Clinical Establishment :*         2. Address1         :*       Address2         Wilaga/TownOtic:         State : Seet       District: Set#         Fax:       E-mail ID         Website (Tany):         3. Name of the Owner         :*       E-mail ID         Website (Tany):         :*       E-mail ID         Wilaga/TownOtic:         State:       Set#         :*       E-mail ID         :*       Website (Tany):         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Modifies:         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Modifies:         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Modifies:         :*       Modifies:         :*       Wilaga/TownOtic:         :*       Website         :*       Website         :*       Website <th>1. Name of the Clinical Establishment      </th> <th></th>	1. Name of the Clinical Establishment	
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	Save as Draft Back	



- Click on Declaration Statement for provided details under CERR Act 2010. Enter the Image displayed on the screen & finally click on <u>Submit Link</u> button. If all the details are correct in format, then submit the application details. If details are to be edited later, the click <u>on Save as Draft Link</u> button for future edit/update.
- Once all complete details entered in the form & click on Submit Link button, this detailed application will send to District Registration Authority for Approving/Rejecting the form. And message will be displayed "Your Application has been sent successfully, Please login after 10 days and check the status."

Your application has been sent successfully. Please login after 10 days and check the status.	
Back	

# 5.0 <u>Approval / Rejection of Clinical Establishment Application Screen:</u>

All the Clinical Establishment complete non editable details have verified by an inspection officer of DRA Official. On the based inspection report of DRA Officer, DRA Officer approves/rejects the CE. Application on based of the inspection. The <u>Status: Applied</u> field will be change on based of the DRA official inspection.

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## 5.1 <u>Approved Clinical Establishment Application:</u>

After the CE Application has approved by a DRA official, the home page of the CE user will update accordingly by Status, Certificate will upload & Approval Remark will displayed.

	(Ministry of Health and	ICAL EST AND REC d Family W	TABLISHME GULATION elfare, Govern	ENTS ) ACT, nment of l	2010 ndia)			R
me Cha	ange Password Logout							Welcome test
Search	All Sei	arch text		Search	Apply for N	ew Provisional Co	ertificate	
S.No	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Status	Action

- From here a CR user can able to open its provisional certificate & can read the remark which was given by the DRA Official.
- CE user can also view the changed status of its CE to *Status: Approved – Provisional* and certificate is also attached at top of the application in PDR format.

					Welcome
ESTABLISHMENT DETAIL	LS		Status: App	roved-Provisional	Adobe Co
linical Establishment details (	1 & 2) *				
ame of the Clinical Establishment:*	testing				
2. Address1 💌	testing	Address2:		Village/Town/City:	
State:*	SIKKIM	District:* S	outh District 🚽	Pin code:*	110011
STD code:		Telephone:		Mobile:	
Fax:		E-mail ID:		Website (if any):	
	ve				
wner details * <mark>Same as abo</mark>	2018				
owner details * Same as abo 3. Name of the owner:*	testing		l.		

**CERRS\_Phase-1 Portal** 

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## 5.2 <u>Rejected Clinical Establishment Application:</u>

After the CE Application has rejected by a DRA official, the home page of the CE user will update accordingly by Status, & Rejection Remark will displayed

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Applicat Search	ion Summary	irch text		Search	Apply for New	Provisional Cert	ificate	12
C Mo	Name of Establishment	Address	District	State	Owner's Name	Certificate No	Status	Action
5.00								Contract of the second second second

- From here a CR user can read a rejection remark which was given by the DRA Official after an inspection report.
- CE user can also view the changed status of its CE to Status: Rejected Provisional on clicking on the establishment name.

	ka				Welcome test
ESTABLISHMENT DETAIL	S			Statu	s: Rejected-Provisi
Clinical Establishment details (1	& 2) *				
Name of the Clinical Establishment:*	testing				
2. Address1 :*	testing	Address2:		Village/Town/City:	
State:*	SIKKIM	District:*	South District	Pin code:*	110011
STD code:		Telephone:		Mobile:	
Fax:		E-mail ID:		Website (if any):	
Owner details * Same as abov	/e				
3. Name of the owner:*	testing				
Address1:*	testing	Address2:		Village/Town/City:	
State:*	SIKKIM	District.*	South District	Pin code:*	110011
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