CERRS Process Flow – Clinic Establishment Profile

1.0 New User Registration Page:

- 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 Create New Account button which is displaying on login page of CERRS profile portal.

- Once clicking on Create New Account, The Registration screen will appear which will allow you to register into CERRS portal.
On the Registration page, all fields are mandatory, complete the following information:

- **Applicant’s Name**
- **Establishment’s Name**
- **Email**: Enter your e-mail address. This address will be used for communications regarding your application.
- **Login Id**: Enter your preferred Login Id (Note: You will be required to use this Id for all the further Log-ins)
- **Id Proof**: Select Applicant’s Photo ID from drop down list.
- **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 credentials for CERRS portal i.e. Login Id and Password will be sent to applicant’s registered Email ID.
2.0 User Login Page:

- 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 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 **Home Page:**

- 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 **Apply for Provisional Certificate** link on Home Page Screen.

- Once clicking on **Apply for Provisional Certificate** 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 **Red Coloured Star (*)**, these fields are needed to fill importantly. User has to enter all the required details in valid formats.
### Establishment Details

1. **Name of the Clinical Establishment:** [Enter Name]
   - Address1: [Enter Address]
   - Address2: [Enter Address]
   - Village/Town/City: [Enter Village/Town/City]
   - State: [Select]
   - District: [Select]
   - Pin code: [Enter Pin code]
   - STD code: [Enter STD code]
   - Telephone: [Enter Telephone]
   - Mobile: [Enter Mobile]
   - Email ID: [Enter Email ID]

2. **Name of the Owner:** [Enter Name]
   - Address1: [Enter Address]
   - Address2: [Enter Address]
   - Village/Town/City: [Enter Village/Town/City]
   - State: [Select]
   - District: [Select]
   - Pin code: [Enter Pin code]
   - STD code: [Enter STD code]
   - Telephone: [Enter Telephone]
   - Mobile: [Enter Mobile]
   - Email ID: [Enter Email ID]

3. **Name on Clinical Establishment:** [Enter Name]
   - Address 1: [Enter Address]
   - Address 2: [Enter Address]
   - Village/Town/City: [Enter Village/Town/City]
   - State: [Select]
   - District: [Select]
   - Pin code: [Enter Pin code]
   - STD code: [Enter STD code]
   - Telephone: [Enter Telephone]
   - Mobile: [Enter Mobile]
   - Email ID: [Enter Email ID]

4. **Name of the Person in Charge:** [Enter Name]
   - Qualification: [Enter Qualification]
   - Registration Number: [Enter Registration Number]
   - Name of Central/State Council with which registered: [Enter Council Name]
   - Email ID: [Enter Email ID]

5. **Ownership:** [Select]

6. **System of Medicine:** [Select one or more options]
   - Ayurveda
   - Homeopathy
   - Unani
   - Siddha
   - Yogµ
   - Naturopathy
   - Sowa-Rigpa

7. **Type of Clinical Services:** [Select]

8. **Type of Clinical Establishment:** [Select one or more options]
   - Inpatient
   - Outpatient
   - Laboratory
   - Imaging Centre
   - Other (please specify)

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**Declaration:**

I, hereby declare that the statement above are correct and true to the best of my knowledge and shall abide by all the rules and regulations under the Clinical Establishment (Registration and Regulation) Act, 2010. I undertake that I shall intimate to the appropriate registering authority any change in the particulars given above.

[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 Submit Link button. If all the details are correct in format, then submit the application details. If details are to be edited later, the click on Save as Draft Link 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.”

5.0 Approval / Rejection of Clinical Establishment Application Screen:
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 Status: Applied field will be change on based of the DRA official inspection.
5.1 **Approved Clinical Establishment Application:**

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.

- 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.
5.2 Rejected Clinical Establishment Application:

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.

- 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.