New Online Empanelment Portal Manual

Website Link   https://claim.cmchistn.com/HospEmpanel/Instruction.aspx
New Empanelment Request

Stage: 1

Step: 1 The Hospital Requested need to click the New Empanelment Request for applying online empanelment request from www.cmchistn.com public portal.

Step:2

After the Selecting the New Empanelment request , The Page will Re direct to a link which will open the below Stage 1 Page. In that the Hospital should enter the Hospital Name,Type ,Specialty, their Managing director /CEO details and other information's as shown in the below screen shot No:2.

(*) fields are Mandatory

Screen Shot:2

After entering all the demographic information, The Applicant needs to click the "**Save & Next**" Button and user will be redirected to stage 2 page.

Stage: 2

In this Stage the Applicant need to enter the PAN, TAN and Bank account Information which is mandatory as shown in the above screen shot. After entering these above User needs to click the "**Save Tax**" Button. Now this information will be saved and user will be redirected to below Stage: 3 pages

Stage: 3

Here the applicants need to select each specialty from the Specialty drop down. After selecting the specialty user need to click the Criteria tab and it will display the criteria for the selected Specialty. Now User needs to select the Yes/No option from the list and need to enter the remarks.

Next Applicants needs to click the Unit Tab and need to enter the Specialist details for the selected specialty. Multiple no specialists can be added using the "**Add New row** "button.

Next Applicants Need to click the Procedure Tab and need to select the required procedures for the particular specialty.

Next Applicant need to click the ICU Tab and need to select whether ICU is available or not by checking the yes/No check box . If ICU is available and then user need to enter the ICU Intensivist/Staff details.
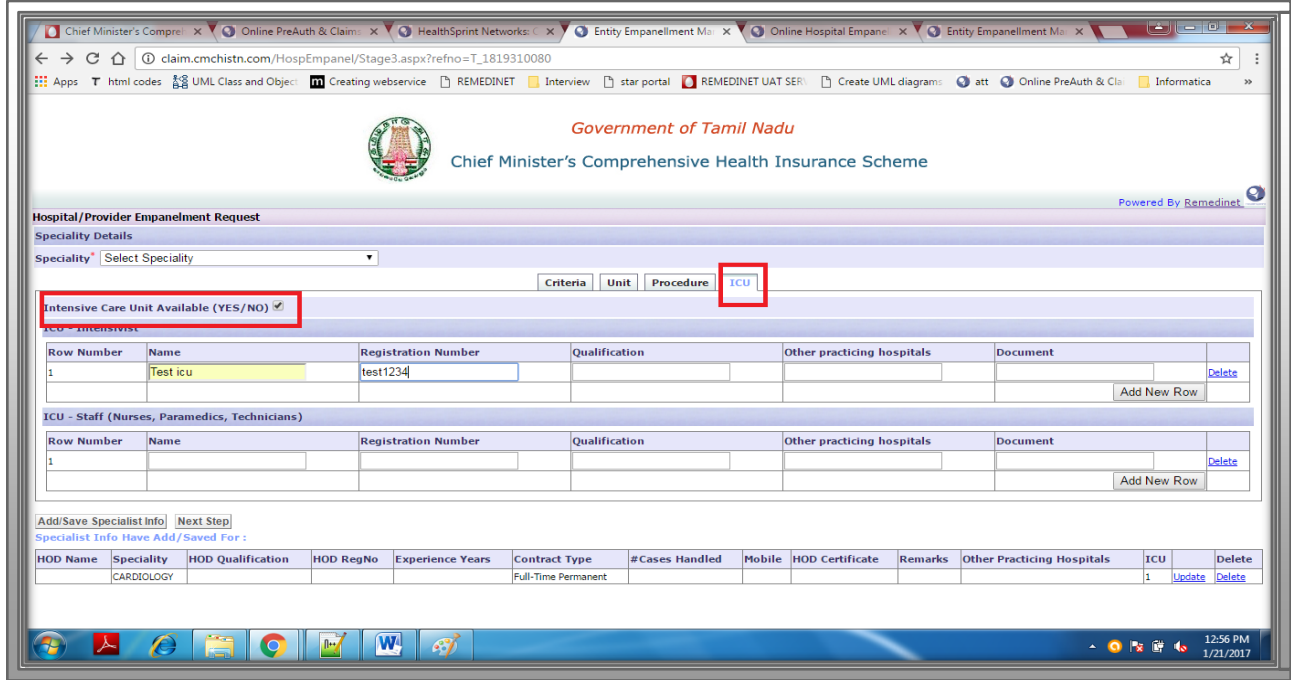
After entering all the Criteria, Unit details, Procedure, ICU details, User need to click the "Add/Save Specialist info3." button. Now all the information for the particular specialty will be saved and will be displayed below the "Add/Save Specialist info3." As shown in the below screen shot
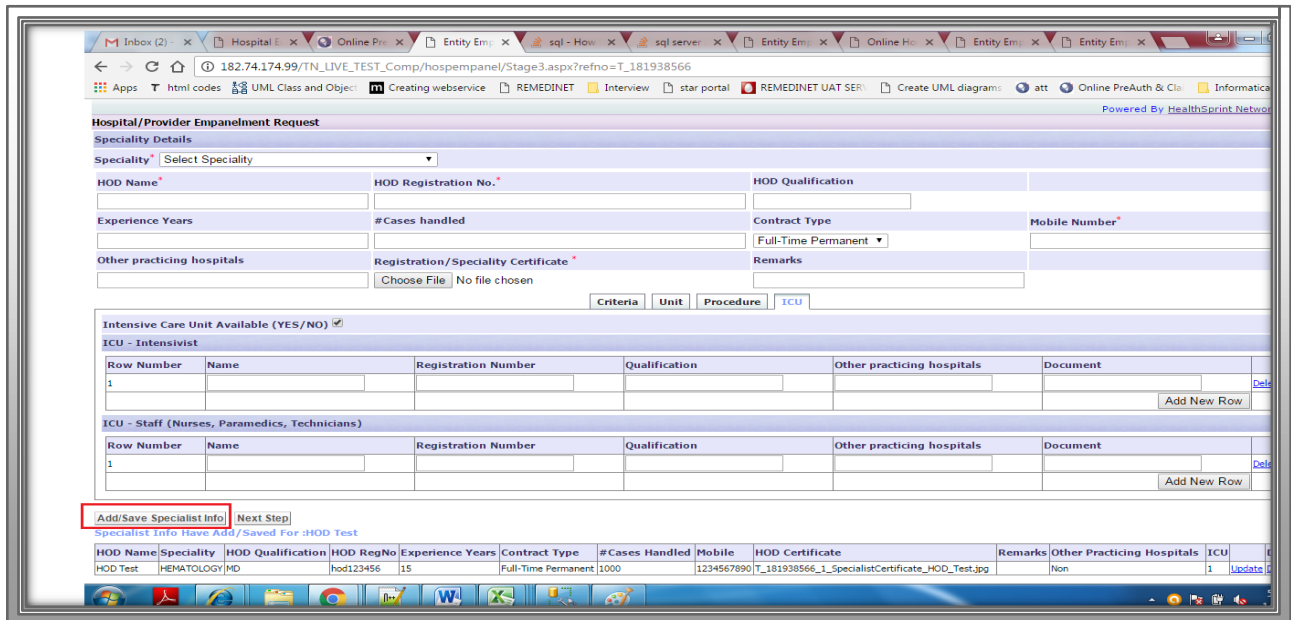
If user wants to add another specialty , he need to select the required specialty from the drop down and need to repeat the stage 3 process again. He can add any no of specialty using the **"Add/Save Specialist info3."**

After entering the entire specialty details user need to click the "**Next step**" button. This redirects the user to stage 4 pages

Stage : 4

In stage 4 users need to enter the general infrastructure and other Lab technician details. After entering all the details user need to click the **"Save Infra and Facilities Info" button.** Now user will be redirected to stage 5 page.

Stage: 5

Here user need to enter the criterion details and need to click the "**Save Criterion for Empanelment".** Now all the information will be save and will be redirected to stage 6

Stage: 6

Here Applicant details need to be entered and he need to click the **"Save Authorized Applicant Info"** button. Now user will be redirected to the final stage: 7

Stage: 7

Here Documents and NABH/GOI standard certificates need to be uploaded. Once the user clicks the "submits Empanelment Request" button. All the captured information's will be submitted to the Empanelment team.

This is the final stage and once stage 7 is submitted user will not able to edit the information submitted.

Up to stage 6 User can edit all the information from stage 1 to stage 6 at any point of time. Using the below credentials from the search

Ref No: **T_XXXXXX (ref no will be displayed in url page. And will start as T_)**

MD/CEO Mobile no: xxxxxxxxxx

MD/CEO Mobile no: xxxx@xx.com

Government of Tamil Nadu

Chief Minister's Comprehensive Health Insurance Scheme

முதலைமைச்சரின் விரிவான மருத்துவ காப்பீட்டுத் திட்டம்

AYUSHMAN BHARAT PRADHAN MANTRI JAN AROGYA YOJANA (AB-PMJAY)

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claim.cmchistn.com/LabSync/SearchOnlineEmpanellmentRequest.aspx

Online Empanellment Information: Ref ID is mandatory and Enter at least 2 More fields Data

Ref. Id*	CEO Mobile*	CEO Email*	Entity PAN No.	Entity Registration No.
K				

Find Status

Please Enter at leas   KT_1819385131