



NQAS

# **USING CERTIFICATION APPLICATION**

## **Module : STATE TEAM**

# Overview

---

- Modules
  - How to Login?
  - Landing Page.
  - Exploring the Ribbon part
  - Create new application
  - Application Submission
  - Acceptance of Schedule.
- 



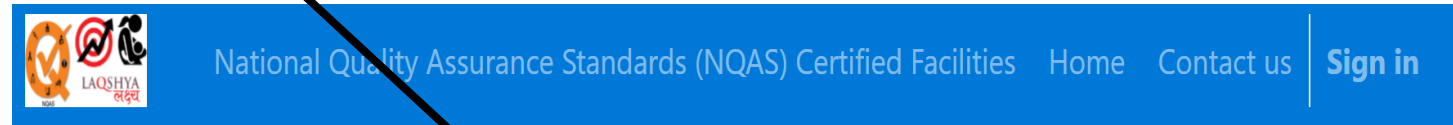


# Modules

1. State Team
2. NHSRC Consultant
3. Assessor's Module
4. Certification Unit-NHSRC
5. Admin

# How to Login

- Go to <http://nqas.nhsrcindia.org/>
- Fill your credentials provided by Admin-NHSRC.
- Proceed for Login



Email

Password

Log in

[Reset Password](#)

Go to <http://nqas.nhsrcindia.org/>

# Mail from Admin-NHSRC

Certification process of Public Health Facilities: Login id for State, NHSRC's QI team and External Assessors Inbox x



nhsrc.india@nhsrcindia.org

to me ▾

9:35 PM (0 minutes ago)



Dear Sir/Madam,

Welcome to the IT Platform for Certification of Public Health Facilities under the National Quality Assurance Standards.

This IT enabled system eases the application process with an inbuilt notification system, which aids the following:

- a) States/UTs to follow-up the applications submitted to NHSRC,
- b) State in-charges at NHSRC to follow-up the applications of their respective States/UTs
- c) provides an update to the empaneled NQAS External Assessors regarding the schedule of upcoming External Assessments under the NQAS and LaQshya.
- d) Secretarial Assistant, NHSRC to trace the files sent to MoHFW.

While appreciating the continuous efforts put in by the States/UTs for the National Level Certification of Public Health Facilities, and the support of Secretarial Assistant, NHSRC, we request you to login to the IT platform with the email Id and password which will be shared separately from the system generated mail.

**Website Link:** <http://nqas.nhsrcindia.org/>

**Login:** [ay44039@gmail.com](mailto:ay44039@gmail.com)

**Password:** Admin@123

For any further clarification mail, us at [certification.nqas@gmail.com](mailto:certification.nqas@gmail.com), [nqas.certification@nhsrcindia.org](mailto:nqas.certification@nhsrcindia.org)

Thanks, with Regards

Certification Cell, QI Division,

National Health Systems Resource Center (NHSRC),

Ministry of Health & Family Welfare, Government of India,

NIHFW Campus, Munirka, New Delhi.

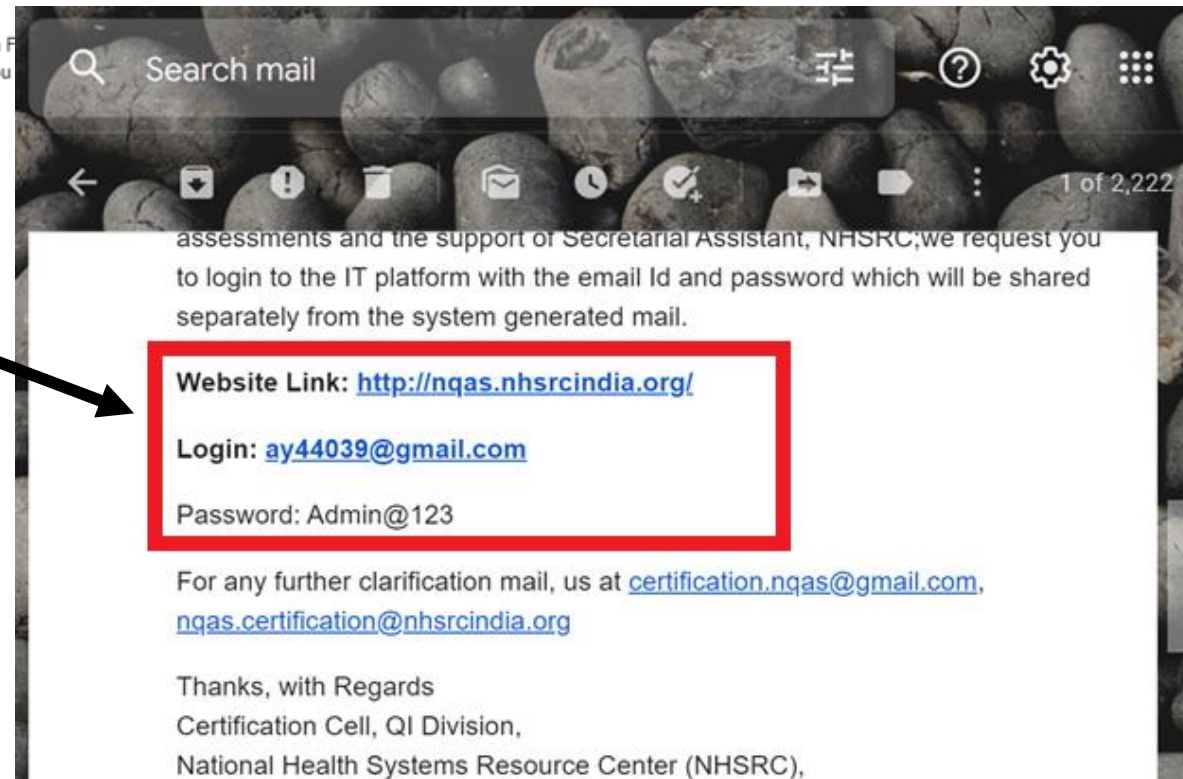
Contact No. 011-26108983/84/92/93



Reply



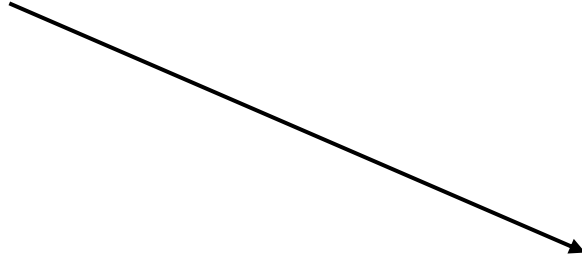
Forward




- Go to <http://nqas.nhsrindia.org/>
- **Fill your credentials, mailed on your registered email address by Admin-NHSRC.**

\*You can change your password later.

- Proceed for **Log in.**





National Quality Assurance Standards (NQAS) Certified Facilities   Home   Contact us

**Email**

**Password**

Log in

[Reset Password](#)

# How to reset password?



Email

admin

Password

.....

Log in

Reset Password

Email

admin

Password

.....

Log in

Reset Password



Your Account



Dear Dr. [REDACTED]

A password reset was requested for the Odoo account linked to this email. You may change your password by following this link which will remain valid during 24 hours:

[Change password](#)

If you do not expect this, you can safely ignore this email.

Thanks,

—

System

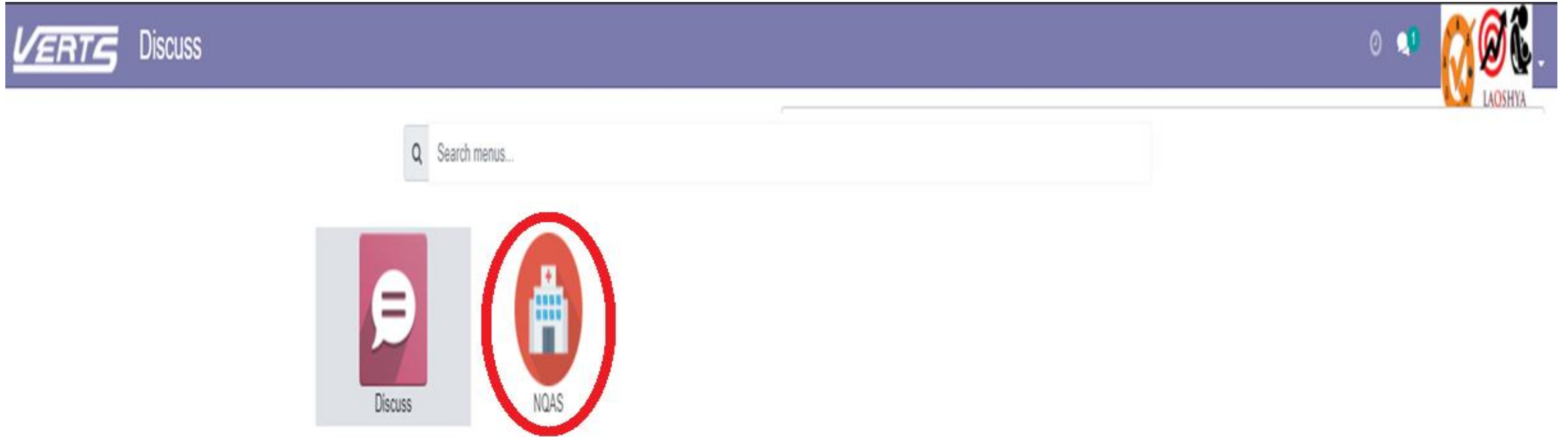
National Health Systems Resource Centre

**Click on Reset Password**

**Enter your mail I.D**

**Reset your password using link sent on your mail.**

# Landing Page



\*Clicking on NQAS will lead you to the Main Page.



NQAS

Certification Requests



New Request

+ Create

Import

Search...



▼ Filters ▼

≡ Group By ▼

★ Favorites ▼



Create a new document

---

# Explore the Ribbon

---

- You can track the status under Certification Request → My Applications (in the ribbon part)

**New Request**

**Certificate Issued**

**Application Submitted**

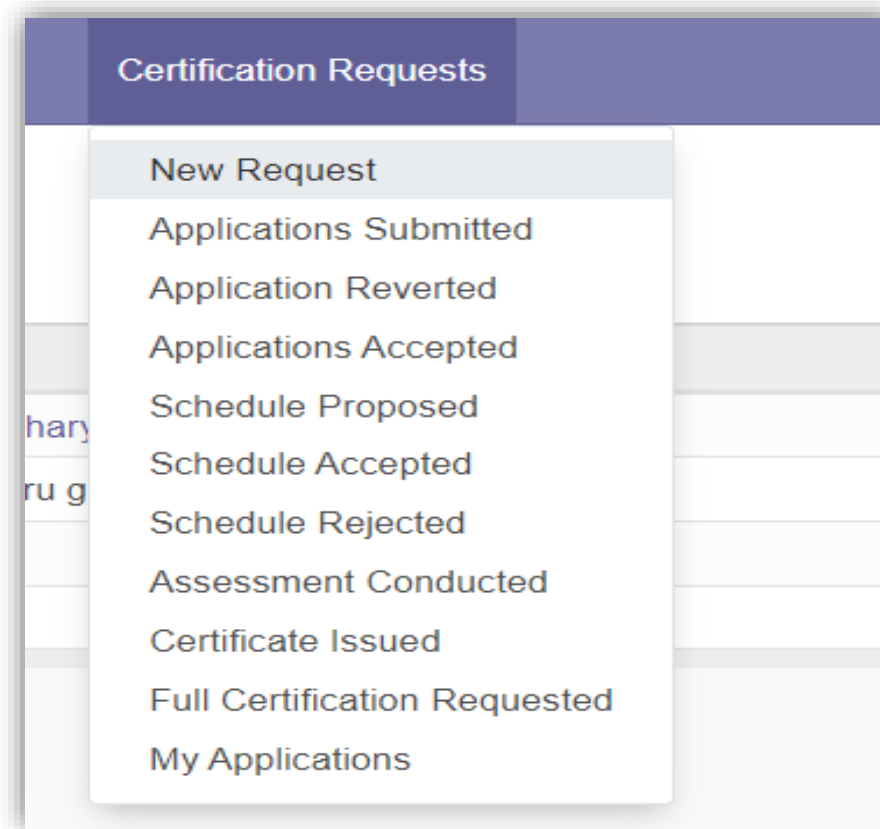
**Assessment Conducted**

**Application Reverted**

**Schedule Rejected**

**Schedule Proposed**

**Schedule Accepted**



**My Application**

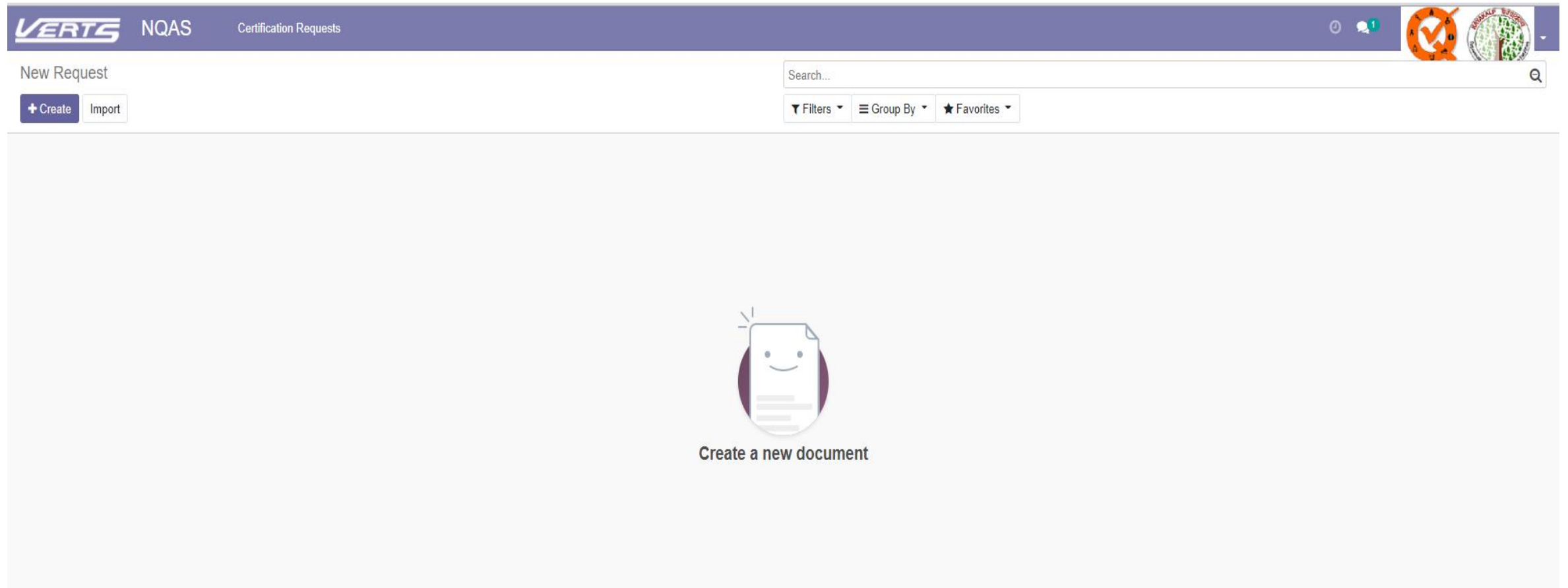
---

# Create New Application

---



- Create new Application

- By clicking on **+Create** can proceed with your “Application”
- Clicking on +CREATE will open a new window asking for National Identification Number assigned to the facility by MoHFW.



# Fill the Application

*\*Without NIN I.D, you are not able to apply for Quality Certification.*

**VERTS** NQAS Certification Requests 🔔 1  

New Request / New ✓ Save ✕ Discard

Submit Application Draft Cancelled

**Request ID** New

**NIN ID**

**Created At** [9876540987] / [Gorakhpur Medical College]  
**Certificate Valid Upto** [258369147] / [Medical Collage Jaunpur]  
[1111118848] / [3 H]  
[1111124481] / [7 f]  
[1111124879] / [PHC KALEPAL]  
[1111126882] / [25 ML]  
[Search More...](#)

**Address**

**QA Unit**

**Created By** Gujrat  
**Certification Status**  
**Prev App No (If Any)**

**Landmark**   
**Phone**   
**Mobile**   
**Email ID**   
**Nearest Railway Station**   
**Nearest Airport**

[Linked Application](#)

**#If NIN I.D is not assigned to the respective facility, you can request the same from NHSRC State Consultant of the respective state.**

## Step-1. Fill the Address

✓ Save

✗ Discard

Submit Application

Draft

Cancelled

Fill the Address.

Request ID

New

NIN ID

[GUJ89] / [PHC Odda]

Facility Type

Primary Health Center

Created At

06/08/2021 20:22:53

Certificate Valid Upto

Facility Name

[GUJ89] / [PHC Odda]

Created By

Gujrat

Certification Status

Prev App No (If Any)

Linked Application

Address

QA Unit

Facility Details

Document Upload

Address

Dr. Manju

S/21Jimson Road

Surat

Surat

Taluka

Vadodara

Gujarat (IN)

300028

India

Landmark

Near SBI

Phone

01209874561

Mobile

9874563210

Email ID

Odda@gmail.com

Nearest Railway Station

Surat

Nearest Airport

Surat

**STEP- 2: “Details of QA Unit”**

- Once you filled the Address of the facility,
- Click on **QA Unit** and fill the details.

Address

QA Unit

Facility Details

Document Upload

- By clicking on **“ADD LINE”**, Fill the respective details i.e., **State Quality Assurance Unit, District Quality Assurance Unit, Facility Level and State Nodal Officer.**
- Fill the details, i.e., ~~Name of the Incharge/Officer~~, Mobile Number, Email I.D and Assessment score of the facility

Address

QA Unit

Facility Details

Document Upload

Type	Name	Email ID	Phone	Assessment Score (%)
<div>▼</div> <div>State Quality Assurance Unit</div> <div>District Quality Assurance Unit</div> <div>Facility Level</div> <div>State Nodal Officer</div>				0.00

**STEP – 3 : “FACILITY DETAILS”**

- Select the assessment from the drop-down list i.e., NQAS/LaQshya/Both/Other.
  - Apply for those department willing to assess.
  - Select the department from the list given.

My Applications / New

✓ Save    ✕ Discard

Submit Application    Cancel



Draft    Cancelled

Address    QA Unit    Facility Details    Document Upload

Applied for    [Drop-down menu]

No. of departments to be assessed

0

Department Applied    [Drop-down menu]

**Bed Details**

Type of Bed	No. of Sanctioned Beds	No. of Functional Beds	Remarks
-------------	------------------------	------------------------	---------

Add a line

Total No. of Sanctioned Beds    0

Total No. of Functional Beds    0

**Services Available (Please tick services available in your facility.)**

Is Maternal Health Services?    ☐  
Is IPD Services?    ☐

Is Radiological Services?    ☐  
Is OPD Services?    ☐

**Cont..: “FACILITY DETAILS”**

- Bed Details need to be filled as demanded, **Type of Bed**, **No. of Sanctioned Bed**, **No. of Functional Bed**.
- Consider the available options while filing the details.
- Provide remarks, if any?

**Bed Details**

Type of Bed	No. of Sanctioned Beds	No. of Functional Beds	Remarks
<div><div></div><div>Medical</div><div>Surgical</div><div>Gynae</div><div>Maternity</div><div>Paediatrics</div><div>Orthopaedics</div><div>Ophthalmology</div><div>Search More...</div></div>	0	0	
		Total No. of Functional Beds	0
services available in your facility.)			
		Is Radiological	<input type="checkbox"/>

**Cont..: “FACILITY DETAILS”**

- Tick the services available at the facilities.
- Once you tick the services available, more details need to be filled under each service. i.e., Average Number of Deliveries in a month/Average no. of caesarean sections in a month etc. under Maternal Health Services.

Total No. of Sanctioned Beds	0	Total No. of Functional Beds	0
Services Available (Please tick services available in your facility.)			
Is Maternal Health Services?	<input type="checkbox"/>	Is Radiological Services?	<input type="checkbox"/>
Is IPD Services?	<input type="checkbox"/>	Is OPD Services?	<input type="checkbox"/>
Is Laboratory Services?	<input type="checkbox"/>		

## STEP- 4 “DOCUMENT UPLOAD”

- Uploading of listed document is mandatory, one cannot proceed without uploading all documents.
- Number of documents will change with the Assessment applied for and Facility type.
- Click on **“LOAD DOCUMENT”** option and START **uploading document**.

Address

QA Unit

Facility Details

Document Upload

Load Document

Document Name
Latest State Assessment Report
Quality Team Formation Order & minutes of last meeting
SOP
Quality Improvement Manual
Policy- Vision, Mission, Values, Strategic Plan & Quality Policy
Policy- Condemnation Policy
Policy- Referral policy
Policy- Maintaining of patient records, its security, sharing of information and safe disposal
Last 3 months record of Patient Satisfaction Survey ( PSS) & subsequent Action plan
Key Performance indicators (last 3 month)
Prescription/ Medical Audit Analysis with action taken report
Signed Application form
Policy- Antibiotic Policy
Policy- End of Life care policy
Policy- Social, culture and religious equality policy
Policy- Privacy, dignity and confidentiality policy of patient
Policy- Prescription by generic name policy
Policy- Adverse event reporting policy
Policy- Timely reimbursement of entitlements & compensation policy
Policy- Grievance redressal Policy
Policy- Free treatment to BPL patients' procedure policy
Policy- Quality Policy

\*After filling all details and uploading all required documents.

❖ Click      SAVE → SUBMIT

***“RELAX !! YOUR APPLICATION IS SUBMITTED”***

**STEP- 4 “Application Rejected/Reverted”**

\*By going on **Certification Request → My Applications**, you can fetch details regarding the submitted application.  
**In case of REVERT**, upload fresh document, and follow the above procedure.

VERTS

NQAS

Certification Requests

1

VERTS

1

Dashboard / Open Requests

+ Create

Import

Search...

Filters

Group By

Favorites

1-1 / 1

<input type="checkbox"/>	Request ID	NIN ID	Facility Name	Facility Type	Created By	Created At	Status
<input type="checkbox"/>	CR0015	[GUJ89] / [PHC Odda]	[GUJ89] / [PHC Odda]	Primary Health Center	Gujrat	06/08/2021 20:36:24	Reverted

**Delete the existing document and upload fresh one and submit.**

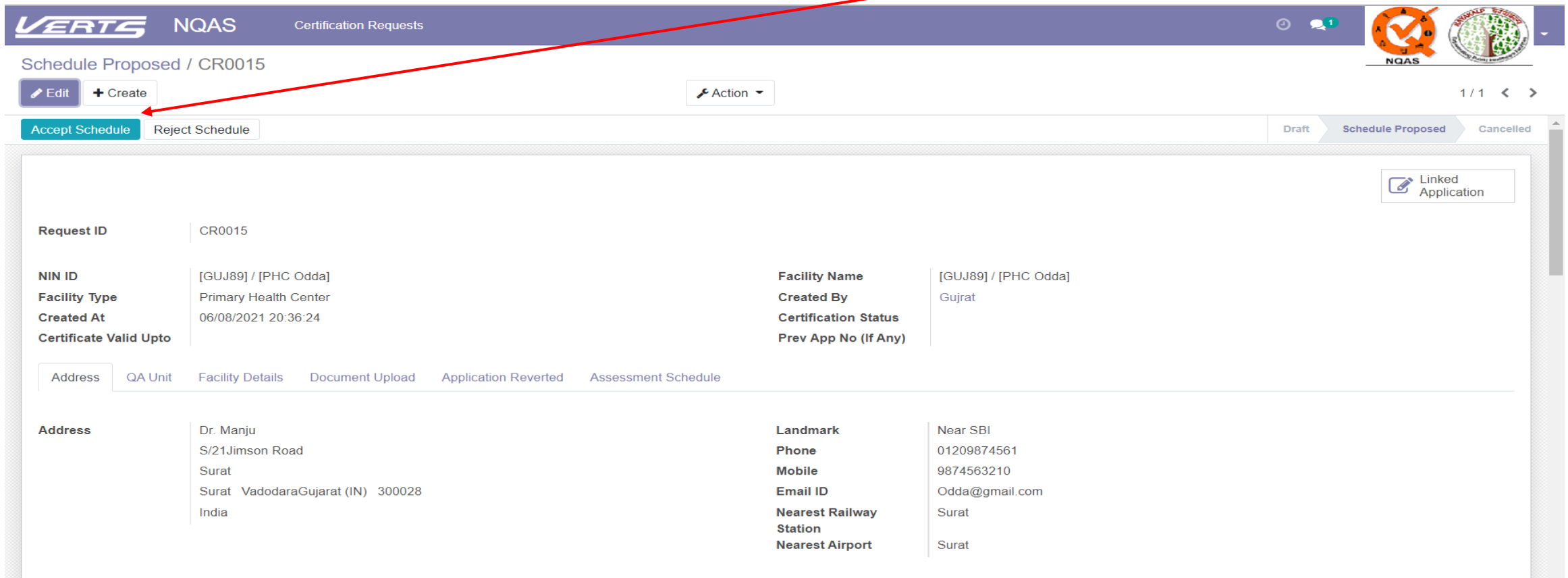
Click    **SAVE → SUBMIT**

---

# Acceptance of Schedule

---

- Acceptance of Application by NHSRC State Consultant led to scheduling of Assessment by Certification Unit-NHSRC.
- Wait for scheduling.
- You can track the same under **Certification Request → My Applications (in the ribbon part)**
- Accept/Reject Schedule as per your convenience, by clicking on **ACCEPT SCHEDULE/REJECT SCHEDULE**



**VERTS** NQAS Certification Requests

Schedule Proposed / CR0015

[Edit](#) [+ Create](#) [Action](#)

[Accept Schedule](#) [Reject Schedule](#) [Draft](#) [Schedule Proposed](#) [Cancelled](#)

[Linked Application](#)

<b>Request ID</b>	CR0015	<b>Facility Name</b>	[GUJ89] / [PHC Odda]
<b>NIN ID</b>	[GUJ89] / [PHC Odda]	<b>Created By</b>	Gujrat
<b>Facility Type</b>	Primary Health Center	<b>Certification Status</b>	
<b>Created At</b>	06/08/2021 20:36:24	<b>Prev App No (If Any)</b>	
<b>Certificate Valid Upto</b>			

[Address](#) [QA Unit](#) [Facility Details](#) [Document Upload](#) [Application Reverted](#) [Assessment Schedule](#)

<b>Address</b>	Dr. Manju S/21Jimson Road Surat Surat VadodaraGujarat (IN) 300028 India	<b>Landmark</b>	Near SBI
<b>Phone</b>	01209874561	<b>Mobile</b>	9874563210
<b>Email ID</b>	Odda@gmail.com	<b>Nearest Railway Station</b>	Surat
<b>Nearest Airport</b>	Surat		