

STEPS FOR CREATING PROFILE OF THE APPLICANT HOSPITAL

PROFILE OF THE HOSPITAL

After logging into the online portal, hospital has to create a profile of the hospital



SAVE & NEXT

Enter the details of the hospital (mandatory fields), save and move to the next page



DETAILS OF SENIOR FUNCTIONARIES OF THE HOSPITAL

Enter the details of the Senior Functionaries of the Hospital with their Email IDs & phone number



SAVE & NEXT

Save the details (mandatory fields) and move to the next page



UPLOADING OF THE HOSPITAL PROFILE

1. Please take the print out of the Hospital Profile on an OFFICIAL LETTER HEAD of the applicant Hospital.
2. Get the signature of Administrative Head of the hospital & affix official stamp of the hospital on the letter so printed.
3. Scan the letter in jpeg/jpg/pdf format with maximum size of upto 1 MB
4. UPLOAD the scanned letter under the section “**UPLOAD HOSPITAL PROFILE**” given at the bottom of the page.
5. After successfully uploading the scanned letter, click “**Register Applicant Hospital**” to complete the hospital registration process



AUTHENTICATION OF PROFILE OF THE HOSPITAL

NBE will authenticate the uploaded profile of the hospital after successful creation of the profile of the applicant hospital. Once the hospital is authenticated by NBE, the hospital will be able to use the Accreditation portal for accreditation related activities.