

## STEPS FOR CREATING PROFILE OF THE APPLICANT HOSPITAL

After logging into the Online Accreditation Application Portal (OAAP), hospital has to create a profile of the hospital.



### PROFILE OF THE HOSPITAL

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 the OFFICIAL LETTER HEAD of the applicant Hospital. It is to be signed by the Administrative Head of the hospital alongwith stamp/seal of the concerned authority.
2. Scan the letter in jpeg/jpg/pdf format with maximum size of upto 1 MB.
3. UPLOAD the scanned letter under the section “**UPLOAD HOSPITAL PROFILE**” given at the bottom of the page.
4. 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 within 2 working days. Once the hospital profile is authenticated by NBE, the hospital will be able to use the **Online Accreditation Application Portal(OAAP)** for accreditation related activities.